

National Aeronautics and
Space Administration

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

NASA Shared Services Center Service Delivery Guide

NSSDG-9010-001 - Revision 10.0

Effective Date: August 13, 2021

Expiration Date: August 13, 2024

FINANCIAL MANAGEMENT DIVISION

Accounts Payable

Continuous Monitoring Program

Responsible Office: Financial Management Division

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 2 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

Approved by
ALISON
BUTSCH

Digitally signed by
ALISON BUTSCH
Date: 2021.08.18
11:17:16 -05'00'

Alison Butsch
Acting Chief, Financial Management Division

Date

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 3 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

DOCUMENT HISTORY LOG

Status (Basic / Revision / Cancelled)	Document Version	Effective Date	Description of Change
Basic		10/1/2009	Basic Release
Revision	A	06/01/2010	<ul style="list-style-type: none"> Added process updates based on latest approved version of CMP guidelines. Revision based on enhanced processes and procedures Added CMP 3.2 Standard Explanations as Appendix I
Revision	2.0	09/04/2013	<ul style="list-style-type: none"> Added process updates based on latest approved version of CMP guidelines Revision based on enhanced processes and procedures Document originated under NSSC-FM-SDG-0012. Renumbered to NSSDG-9200-0003 on 09/04/13 to align with the SDNS numbering system.
Revision	3.0	01/01/2016	<ul style="list-style-type: none"> New template Add additional step to CMP 6.1 – Export to Excel Add updates to 6.9 Update Appendix A – Add Remedy & Add WAWF Update Appendix H – CMP 6.9 charts Changed CMP approver from Chief AP to CS AP Lead Accountant
Revision	4.0	5/16/2016	<ul style="list-style-type: none"> Update ServiceNow from Remedy Update Appendix to ServiceNow Update Appendix to include Appendix 5 – 4.4B AID SYSTEM COMPONENTS

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 4 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

			<ul style="list-style-type: none"> • Add: Treasury Financial Manual – Chapter 4700 – August 2015 • (Appendix 5) • SYSTEM COMPONENTS • Add: WAWF • Add APPENDIX I - AP CMP CONTROL ACTIVITY 4.4B • CMP 4.4B Add: Non-Fed, 2110.0000, 2110.1000, 1410.9999 • CMP 6.11 FBL1N
Revision	5.0	11/01/2016	<ul style="list-style-type: none"> • CMP 6.9 Add Payment Method F • Add Exception Coding Instructions • Add Matrix Instructions
Revision	6.0	06/15/2017	<ul style="list-style-type: none"> • Add SAP Report Macro • Add CMP Fix Form Macro • Update 6.11 Shipping Fix Macro • Transfer the following roles from the CS to the SP: insert the exception type on the CMP coversheet and complete the Center(s) CMP matrix spreadsheet. • Update Description/Explanations and Resolutions information • Add steps to add OCFO approved White Papers for HQ & JSC
Revision	7.0	09/15/2017	<ul style="list-style-type: none"> • Add Manual Consolidation process • Updated Manual CMP Macro process • Add Automated CMP Macro process
Revision	8.0	9/1/2018	<ul style="list-style-type: none"> • Add Agency CMP Tool process • Update exiting steps • Remove Manual Consolidation Process • Remove Automated Consolidation Process • Add Activity Status • Remove CMP Matrix process • Update Exceptions • Update Workflow Chart • Remove WAWF • Update IPP

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 5 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

			<ul style="list-style-type: none"> • Update CMP 6.9 • Update 6.11 IPP parent/additional DRN Exception
Revision	9.0	01/30/2020	<ul style="list-style-type: none"> • Update existing steps • Remove Wide Area Workflow (WAWF) • Add IPP • Remove JPMC • Add USBank
Revision	10.0	08/13/2021	<ul style="list-style-type: none"> • Update 6.2/6.11 Exception Coding

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

TABLE OF CONTENTS

1.0	INTRODUCTION	7
2.0	PURPOSE	7
3.0	APPLICABILITY/SCOPE	7
4.0	PRIVACY DATA	7
5.0	RECORDS	7
6.0	CANCELLATION/SUPERSESSON OF PREVIOUS DOCUMENTS	7
	Process – Completing AP CMP Activities	8
	Process – Coding Exception Types	90
	System Components (Existing Systems)	93
	Customer Contact Center Strategy	94
	Appendix A – Acronym List	96
	Appendix B – Completing CMP Activities Work Flow	97
	Appendix C – Table Of FYs and Periods	98
	Appendix D – AP CMP Exception Types	99
	Appendix E – Agency Location Code Listing	101
	Appendix F - AP CMP Control Activity 4.2A	102
	Appendix G - AP CMP Control Activity 4.3	103
	Appendix H - AP CMP Control Activity 6.9	104
	Appendix I - AP CMP Control Activity 4.4B	108

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

1.0 Introduction

The National Aeronautics and Space Administration Shared Services Center (NSSC) uses the latest version of the Agency approved Continuous Monitoring Program (CMP) Guide to complete all CMP activities. This document supplements the CMP Guide and describes detailed actions needed to extract data to accomplish validations for each CMP Control Activity for the Accounts Payable functional area within the NSSC Financial Management Division (FMD.) Each CMP Control Activity is described and the specific SAP Transaction Codes and selection criteria are outlined. This document describes the applicable review and approval processes for all CMP Control Activities within the organization, culminating in the final review of the consolidated packages by the NSSC Chief, FMD.

2.0 Purpose

To outline Agency procedures followed by the NSSC related to the completion of Accounts Payable related CMP activities.

3.0 Applicability/Scope

In accordance with Federal regulations and NASA policy, the NSSC is responsible for reconciling certain G/L accounts maintained in NASA's financial accounting system, Systems Applications and Processes (SAP). As part of the process, AP reviews account balances and aging of vendor accounts prior to submitting the CMP reports for center review.

NSSC is required to adhere to NASA Procedural Requirements (NPRs), NASA's Enterprise Performance Support System (EPSS), and other applicable Federal regulations and NASA policies and procedures.

4.0 Privacy Data

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

5.0 Records

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

6.0 Cancellation/Supersession of Previous Documents

This document supersedes NSSDG-9010-0001 Revision 9.0.

NOTE: The Service Provider (SP) is responsible for documenting and maintaining all macros/scripts utilized in these processes.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 8 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

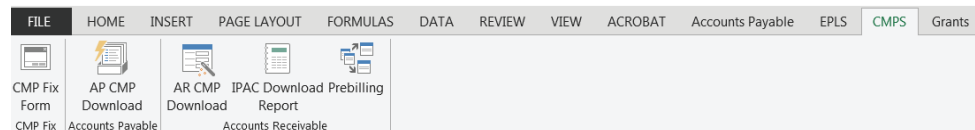
PROCESS – COMPLETING AP CMP ACTIVITIES

STEP 1. NSSC AP SP

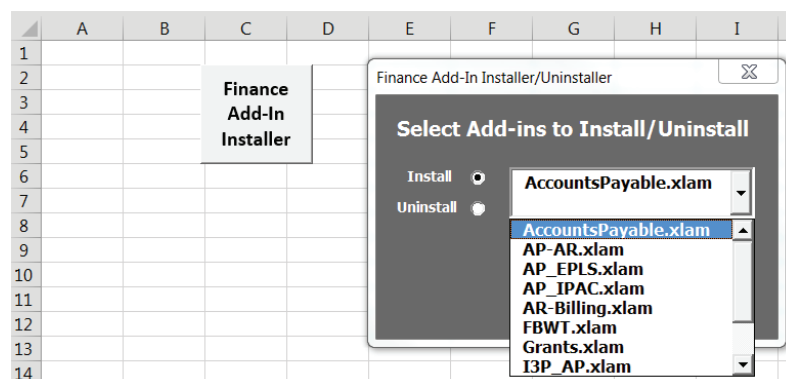
Each month, complete CMP Control Activity 4.2A: NASA to NASA Inter-Agency Transactions Reconciliation (WCF Only) to determine whether transactions with the WCF and other internal NASA entities reconcile.

A. Automation Process: Run CMP 4.2A SAP t-code GR55-ZTB6

1. Open Excel and check for a tab titled “CMPS”

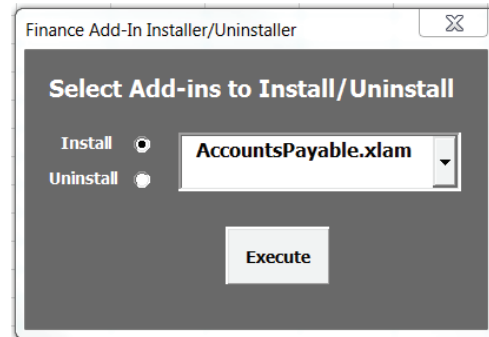


2. If CMPS is available, proceed to A.4
3. If CMPS not installed, follow these steps to add the CMP macros to Excel
 - a. Go to directory(N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)
 - b. Select “Add-In Installer.xlsm”
 - c. Click on Finance Add-In Installer

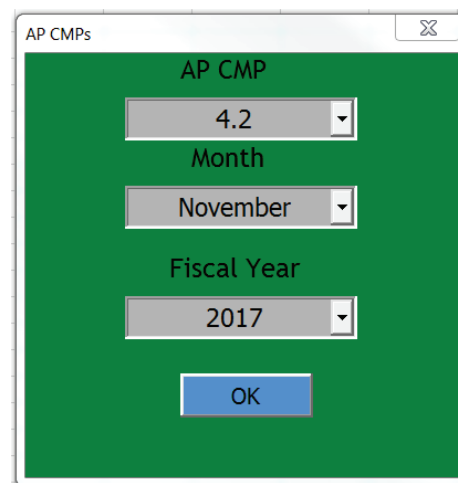


- d. From the drop-down, select “Accounts Payable.Xlam” and check Install
- e. Click “Execute”

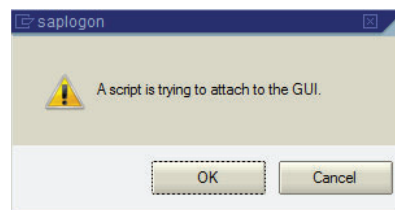
NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 9 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		



4. In Excel, select CMPS in the Ribbon
5. “AP CMP Download Accounts Payable” button
6. From the drop down, select AP CMP 4.2, the reporting month and Fiscal Year



7. Click “OK”
8. When the “A script is trying to attach to the GUI.” dialog box displays, click the OK button.



9. The automation will save the report as [year]_[month]_4.2A_BUYERDATA.xlsx (Example: 2013_04_4.2_BUYERDATA.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 10 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

Note: A job runs to move the spreadsheets to a drop zone file on the N:drive will input the file into the NSSC CMP Tool automatically

10. Skip to Step C. – NSSC CMP Tool Import process step

- B. Manual Process: Execute transaction code: GR55 – ZTB6 by BA, Trading Partner 8011 and 8051 and period to determine whether transactions with the WCF and other internal NASA entities reconcile.
1. Log into SAP
 2. In the open field on the main menu page, type the transaction code GR55. In the Report Group field of the Execute Report Group: Initial Screen, type ZTB6
 3. Click Execute (clock icon)
 4. Enter Fiscal Year
 5. Company Code is NASA
 6. Enter reporting period through
 7. Input Business Areas
 8. Input Trading Partner 8011 (NSSC) and 8051 to determine the Center (Buyer) WCF activity
 9. Click Execute button (clock) to begin running the report
 10. Double -Click on Proprietary End Balance Total
 11. Click on Current Period
 12. Export Data to spreadsheet (Control + Shift + F9) and save format as Text with Tabs and save as [year]_[month]_4.2A_BUYERDATA.xlsx (Example: 2013_04_4.2_BUYERDATA.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month
 13. Return to the GR55 screen, select each business area and save each by choosing "System>List>Save>Local File>Text with Tabs>Spreadsheet as [year]_[month]_[Business Area]_4.2_GR55_BUYER.xlsx (Example: 2012_04_10_4.2_GR55_BUYER.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month
 14. Execute SAP GR55 – ZTB6 and input Application of Funds 80X4546 (NASA Working Capital Fund), for business areas 10 and 51, and the applicable Center Trading Partner listed below to determine the NSSC (Seller) WCF activity.
 15. Enter Fiscal Year
 16. Company Code is NASA
 17. Enter reporting period through

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

18. Input the applicable Trading Partner 8001 to 8076
19. Click Execute button (clock) to begin running the report
20. Double Click on Proprietary End Balance Total
21. Click on Current Period
22. Export Data to spreadsheet (Control + Shift + F9), select format as Text with Tabs and save as [year]_[month]_4.2A_SELLERDATA.xlsx (Example: 2013_04_4.2A_SELLERDATA.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month
23. Return to the GR55 screen and select each business area and save each by choosing "System>List>Save>Local File>Test Text with Tabs>Spreadsheet as [year]_[month]_[Business Area]_4.2_GR55_SELLER.xlsx (Example: 2012_04_10_4.2_GR55_SELLER.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

C. NSSC CMP Tool Input

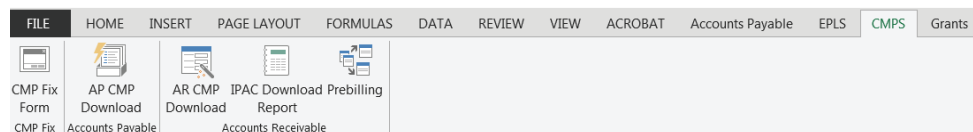
1. Go to <https://cmp.nssc.nasa.gov/>
2. Select Input
3. Select CMP report 4.2
4. Under report, select specific report to import – repeat if there are multiple reports to import
5. Select Year
6. Select Month
7. All Centers
8. Select Browse and navigate to the CMP folder (N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month) and select the specific 4.2 report to be imported
9. Click Submit
10. When input is complete, navigate to the specific CMP chapter
11. Select Year
12. Select Month
13. Select CMP
14. Select specific Center
15. Once File box is checked

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 12 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

16. Click Import
17. Once Import box is checked
18. Select Process
19. When process is complete, click on CMP number to execute CMP
20. CMP will open in Excel with the Certification Sheet and a tab for each report
21. The CMP tool will identify exceptions by entering the item number, the amount and a brief description on the Excel certification sheet. If any exceptions are found, the AP SP VPP Preparer will expand the description/explanation with additional information. To ensure all fields are accurately populated, please refer Appendix D for exception requirements.
22. For the CMPs that have exceptions, the AP SP VPP Preparer codes each exception type in the Exception Type column on the CMP certification sheet as described in PROCESS – Coding Exception Types for CMP Activity. Populate the applicable information in the Resolution, Resolution Date, SR Reference, and Person Responsible fields
23. Once the reports are review and accurate and the Certification Sheet is complete, save the Excel workbook to the working copy file N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies\CMP Working Copies as [year]_[month]_[CMP #] [Business Area] (ex. (Example: 2018_04_4.2_10)

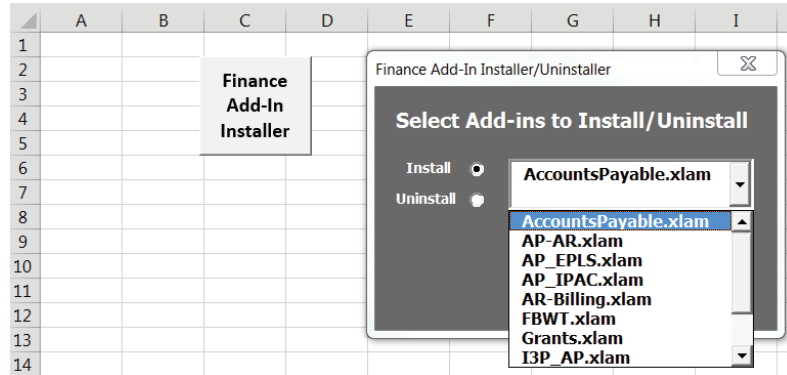
D. Automated Process: Convert to PDF

1. Open Excel and check for a tab titled “CMPS”

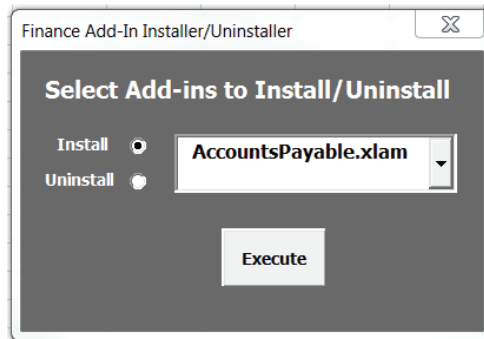


2. If CMPS is available, proceed to D.4
3. If CMP not installed, follow these steps to add the CMP macros to Excel
 - a. Go to directory(N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)
 - b. Select “Add-In Installer.xlsm”
 - c. Click on Finance Add-In Installer

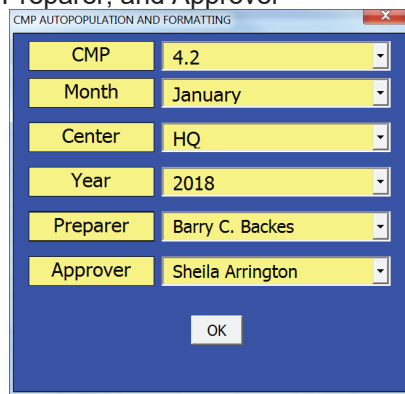
NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 13 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		



- d. From the drop-down, select “Accounts Payable.Xlam” and check Install
- e. Click “Execute”



4. In Excel, select CMPS in the Ribbon
5. Select “CMP FIX Form CMP FIX”
6. From the drop down, select CMP 4.2, current month, center, current calendar year, Preparer, and Approver



7. Click “OK”

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 14 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

8. The CMP Certification Sheet tab will be removed, the reports will convert to PDF, formatted and saved as 03_XXX_CMP 4.2A Original.pdf (XXX = CENTER) to N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
9. For HQ, VPP combines PDF of approved White Papers (exception of permanent exceptions) to the CMP PDF file. Location of White Papers: N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\OCFO Approved White Papers
10. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://bready.nasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
11. NSSC Center
12. Select a Reporting Period (month/year)
13. Double click on Chapter
14. Double click specific CMP
15. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
16. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies
17. Select Add under Description of Exceptions
18. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

19. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction
20. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 15 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

21. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.



22. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.
23. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.
24. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3
25. Go to **Step 9**

E. Manual Process: Review and Validation

1. The AP SP Service Owner will review the reports executed above to identify any exceptions based on the current standards and thresholds for differences/exceptions as listed within the CMP manual.
2. If any exceptions are listed on the certification sheet, the AP SP Preparer will ensure that each exception item has the following fields populated: Item number, Exception amount, Exception type, Description/Explanation, Resolution, Resolution Date, SR REF (if applicable), and the Person Responsible. **Refer to Appendix D – AP CMP Exception Requirements for additional detail.**
3. When complete, select print to PDF and select “Print Entire Workbook” and page range excluding page 1 (Cert. Sheet) and save as 03_XXX_CMP 4.2A Original.pdf (XXX = CENTER) to N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
4. For HQ, VPP combines PDF of approved White Papers (exception of permanent exceptions) to the CMP PDF file. Location of White Papers: N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\OCFO Approved White Papers
5. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://bready.nasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
6. NSSC Center
7. Select a Reporting Period (month/year)

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 16 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

8. Double click on Chapter
9. Double click specific CMP
10. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
11. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies
12. Select Add under Description of Exceptions
13. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

14. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction
15. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status
16. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.

17. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.
18. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		
Page 17 of 112		

documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.

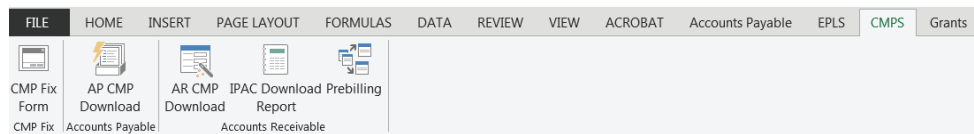
19. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3
20. Go to **Step 9**

STEP 2. NSSC AP SP

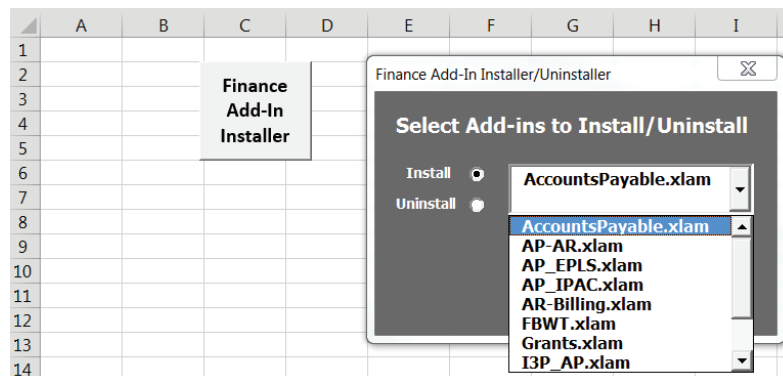
Each month, complete CMP Control Activity 4.3: Reconcile the Utilization Report to the Liquidation of the Advance to ensure the amount of the liquidation recorded is equal to costs reported on the NSSC utilization report.

A. Automation Process: Run CMP 4.3 SAP t-code FMFG_E_TRANS_REG

1. Open Excel and check for a tab titled “CMP”

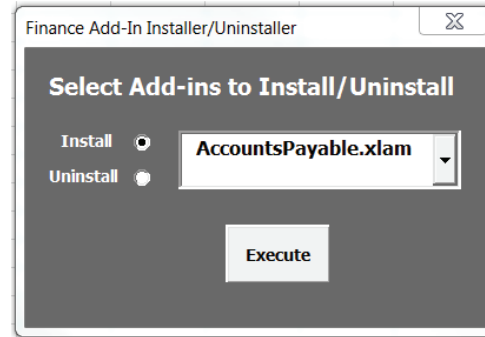


2. If CMP is available, proceed to A.4
3. If CMP not installed, follow these steps to add the CMP macros to Excel
 - a. Go to directory (N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)
 - b. Select “Add-In Installer.xlsm”
 - c. Click on Finance Add-In Installer

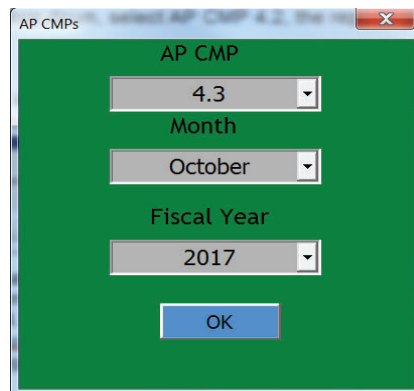


- d. From the drop-down, select “Accounts Payable.Xlam” and check Install
- e. Click “Execute”

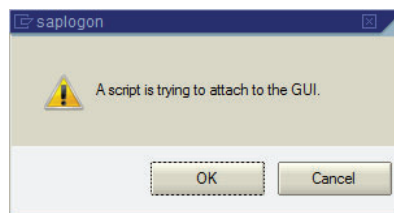
NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 18 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		



4. In Excel, select CMPS in the Ribbon
5. AP CMP Download Accounts Payable” button
6. From the drop down, select AP CMP 4.3, the reporting month and Fiscal Year



7. Click “OK”
8. When the “A script is trying to attach to the GUI.” dialog box displays, click the OK button.



9. The automation will save the report as [year]_[month]_4.3_FMG_E_TRANS_REG.xlsx (Example: 2013_04_4.3_FMG_E_TRANS_REG.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

Note: A job runs to move the spreadsheets to a drop zone file on the Ndrive will input the file into the NSSC CMP Tool automatically

10. Skip to Step F.6 – NSSC CMP Tool Import process step

B. Manual Process: Run Transaction code: FMFG_E_TRANS_REG

1. Log into SAP
2. In the open field on the main menu page type the transaction code FMFG_E_TRANS_REG
3. Press Enter
4. Type the appropriate FY in the field next to Fiscal Year
5. Enter Posting period
6. Enter Posting Date range (first day of the month to last day of the month)
7. Enter business area 10 to 76
8. Enter Account Number 1410.2000
9. Click Execute
10. Export Data to Spreadsheet (Control + Shift + F9), Select format as Text with Tabs and save as [year]_[month]_4.3_Transaction_Reconciliation.xlsx (Example 2013_04_4.3_Transaction_Reconciliation.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

C. Working Capital Fund Utilization Report

Receive Working Capital Fund Utilization Report from the NSSC Budget & Accounting Office via ServiceNow Case and save as [year]_[month]_4.3_UtilizationReport.xlsx to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

After saving report, following changes will need to be made to prepare it for the tool

1. Change the STMD tab name to OTECH
2. Remove formulas for spreadsheet – at corner of spreadsheet, right click on copy, then click special paste – values. This must be done on each tab of spreadsheet.
3. Save edited spreadsheet as [year]_[month]_4.3_UtilizationReportedited.xlsx to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month. This file will be used to upload into the CMP tool.

D. I3P Utilization Report

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 20 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

Receive I3P Utilization Report from the I3P Business Office via ServiceNow Case and save as [year]_[month]_4.3_I3PUtilReport.xlsx to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

After saving report, following changes will need to be made to prepare it for the tool:

1. Tab name change HQ-HEO needs to be changed to HQ – HEO – EAST
2. Tab name change HQ-SMD (JPL) needs to be changed to HQ – SMD (JPL) – NETWORKX
3. Insert extra tab between HQ-HEO and HQ-SMD (JPL) and name it HQ – HEO – (JPL) - NETWORKX. Copy a table for the page before and zero out all the totals.
4. Remove NASA Integrated Communications Services, GSA Networkx, and Enterprise Applications Service Technologies rows from each spreadsheet. If you have any charges on those rows, you will need to copy and paste the original spreadsheet received from the Business Office to the output file from the tool for each center and email this file to the Lead so it can be used to finish the center's CMP 4.3.
5. Save edited spreadsheet year]_[month]_4.3_I3PUtilReportedited.xlsx to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month. This file will be used to upload into the tool.

E. NSSC/HQ Liquidation Report

Receive NSSC/HQ Liquidation Report from the Center via ServiceNow Case, add a line at the top of the spreadsheet and save as [year]_[month]_4.3_NSSCLiquidations.xlsx to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

F. NSSC CMP Tool Input

1. Go to <https://cmp.nssc.nasa.gov>
2. Select Input
3. Select CMP report 4.3
4. Under report, select specific report to import – repeat if there are multiple reports to import
5. Select Year
6. Select Month
7. All Centers

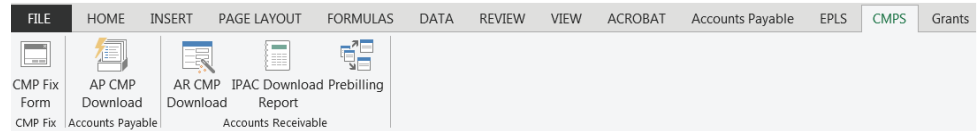
NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

8. Select Browse and navigate to the CMP folder (N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month) and select the specific 4.3 reports to be imported
9. Click Submit
10. When import is complete, navigate to the specific CMP chapter
11. Select Year
12. Select Month
13. Select CMP
14. Select specific Center
15. Once File box is checked
16. Click Import
17. Once Import box is checked
18. Select Process
19. When process is complete, click on CMP number to execute CMP
20. CMP will open in Excel with the Certification Sheet and a tab for each report
21. The CMP tool will identify exceptions by entering the item number, the amount and a brief description on the Excel certification sheet. If any exceptions are found, the AP SP VPP Preparer will expand the description/explanation with additional information. To ensure all fields are accurately populated, please refer to Appendix D for exception requirements.
22. For the CMPs that have exceptions, the AP SP VPP Preparer codes each exception type in the Exception Type column on the CMP certification sheet as described in PROCESS – Coding Exception Types for CMP Activity. Populate the applicable information in the Resolution, Resolution Date, SR Reference, and Person Responsible fields
23. Once the reports are review and accurate and the Certification Sheet is complete, save the Excel workbook to the working copy file N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies\CMP Working Copies as [year]_[month]_[CMP #] [Business Area] (ex. (Example: 2018_04_4.3_10)

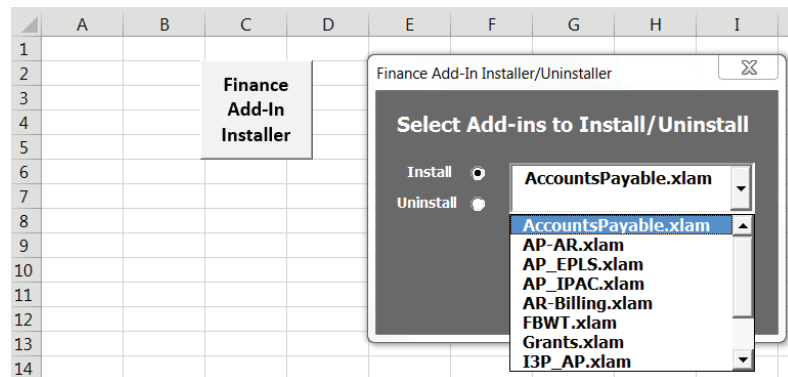
G. Automated Process: Convert to PDF

1. Open Excel and check for a tab titled “CMPS”

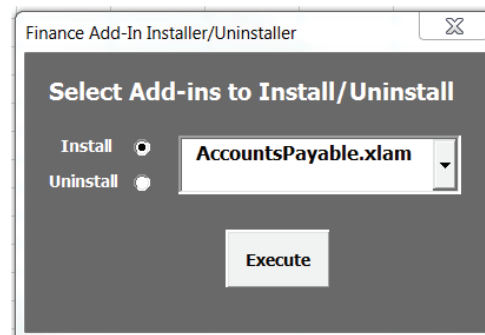
NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 22 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		



2. If CMP is available, proceed to G.4
3. If CMP not installed, follow these steps to add the CMP macros to Excel
 - a. Go to directory (N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)
 - b. Select “Add-In Installer.xlsm”
 - c. Click on Finance Add-In Installer



- d. From the drop-down, select “Accounts Payable.Xlam” and check Install
- e. Click “Execute”



- f. In Excel, select CMPS in the Ribbon
- g. Select “CMP FIX Form CMP FIX”
- h. From the drop down, select CMP 4.2, current month, center, current calendar year, Preparer, and Approver

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 23 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

CMP AUTOPOPULATION AND FORMATTING

CMP: 4.3

Month: January

Center: HQ

Year: 2018

Preparer: Barry C. Backes

Approver: Sheila Arrington

OK

i. Click “OK”

4. The CMP Certification Sheet tab will be removed, the reports will convert to PDF, formatted and saved as 03_XXX_CMP 4.2A Original.pdf (XXX = CENTER) to N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
5. For HQ, VPP combines PDF of approved White Papers (exception of permanent exceptions) to the CMP PDF file. Location of White Papers: N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\OCFO Approved White Papers
6. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://bready.nasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
7. NSSC Center
8. Select a Reporting Period (month/year)
9. Double click on Chapter
10. Double click specific CMP
11. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
12. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies
13. Select Add under Description of Exceptions
14. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 24 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

15. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction
16. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status
17. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.
18. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.
19. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.
20. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3
21. Go to **Step 9**

H. Manual Process – Review and Validation

1. The AP SP Preparer will review the reports executed above to identify any exceptions based on the current standards and thresholds for differences/exceptions as listed within the CMP manual.
2. If any exceptions are listed on the certification sheet, the AP SP Preparer will ensure that each exception item has the following fields populated: Item number, Exception amount, Exception type, Description/Explanation, Resolution, Resolution Date, SR REF (if applicable), and the Person Responsible. **Refer to Appendix D – AP CMP Exception Requirements for additional detail.**
3. When complete, select print to PDF and select “Print Entire Workbook” and page range excluding page 1 (Cert. Sheet) and save as 04_XXX_CMP 4.3 Original.pdf(XXX=center) to N:\Reports\Paperless\1 AP CMP Electronic Signature Folder\1 FY 20XX AP Individual CMPs\current month
 - a. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://bready.nasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
 - b. NSSC Center

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 25 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

- c. Select a Reporting Period (month/year)
 - d. Double click on Chapter
 - e. Double click specific CMP
 - f. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
4. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies
 5. Select Add under Description of Exceptions
 6. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception
 7. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction
 8. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status
 9. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.
 10. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.
 11. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.
 12. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3
 13. Go to **Step 9**

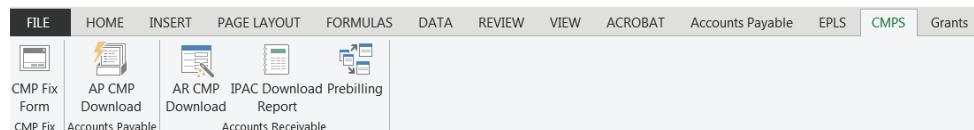
NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 26 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

Step 3: NSSC AP SP

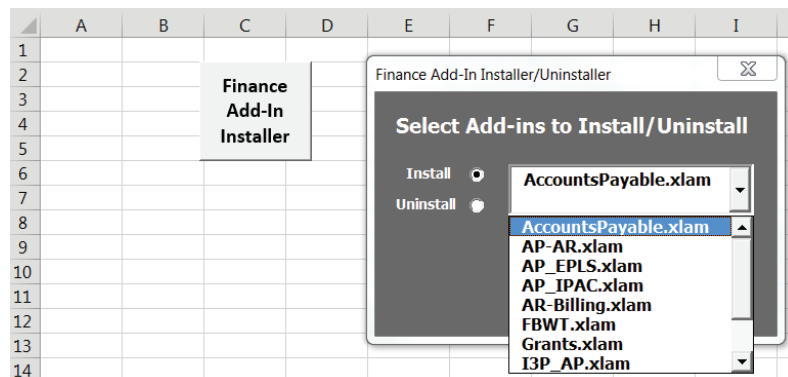
Each quarter, complete CMP Control Activity 4.4B: Customer and Vendor Trading Partner Review to validate the SAP Customer and Vendor database in accordance with the Treasury FMS Agency Trading Partner Codes

A. Automation Process: Run CMP 4.4B SAP t-code ZFI_INTRAGOV

1. Open Excel and check for a tab titled “CMP”

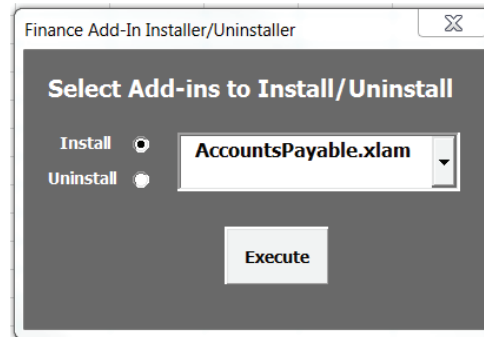


2. If CMP is available, proceed to A.4
3. If CMP not installed, follow these steps to add the CMP macros to Excel
 - a. Go to directory (N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)
 - b. Select “Add-In Installer.xlsm”
 - c. Click on Finance Add-In Installer

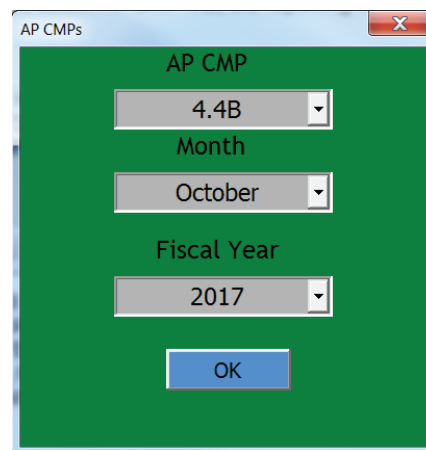


- d. From the drop-down, select “Accounts Payable.Xlam” and check Install
- e. Click “Execute”

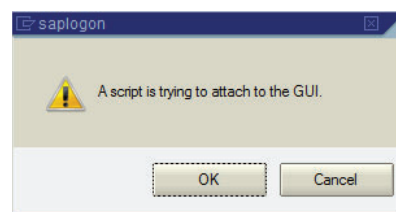
NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		



4. In Excel, select CMPS in the Ribbon
5. AP CMP Download Accounts Payable” button



6. From the drop down, select AP CMP 4.4B, the reporting month and Fiscal Year
7. Click “OK”
8. When the “A script is trying to attach to the GUI.” dialog box displays, click the OK button.



9. The automation will save the report as [year]_[month]_4.4B Customer and Vendor Trading Partner.xlsx (Example: 2013_04_4.4B Customer and Vendor Trading Partner.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 28 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

Note: A job runs to move the spreadsheets to a drop zone file on the Ndrive that will input the file into the NSSC CMP Tool automatically

10. Skip to Step C. - CMP Tool Import process step

B. Manual Process: Run transaction code ZFI_INTRAGOV by BA, G/L account: 2110.0000 – 2110.1000, and period to verify that the trading partner and description in report reconciles with the Treasury FMS Agency Trading Partner Codes.

1. Log into SAP
2. In the open field on the main menu page type the transaction code ZFI_INTRAGOV
3. Press Enter
4. Type the appropriate FY in the field next to Year
5. Enter the reporting period
6. Enter Trading Partner range 0 to 9999 & NONFED
7. Enter business area 10 to 76
8. Enter Customer/Vendor Accounts G/L codes 2110.0000, 2110.1000, 1410.9999
9. Click Execute button (clock) to begin running the Intra-governmental Trading Partner report
10. Export Data to spreadsheet (Control + Shift + F9) Select Text with Tabs and save as [year]_[month]_4.4B_ZFI_INTRAGOV.xlsx (Example 2013_04_4.4B_ZFI_INTRAGOV.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month
11. Filter Spreadsheet on Posting Date for current Quarter

C. NSSC CMP Tool Input

1. Go to <https://cmp.nssc.nasa.gov>
2. Select Input
3. Select CMP report 4.4B
4. Under report, select specific report to import – repeat if there are multiple reports to import
5. Select Year
6. Select Month
7. All Centers

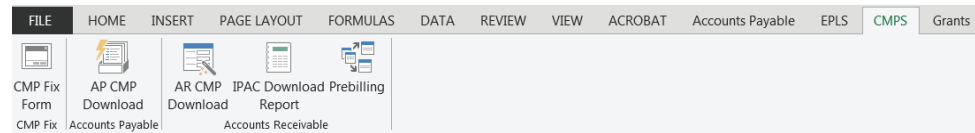
NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

8. Select Browse and navigate to the CMP folder (N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month) and select the specific 4.2 report to be imported
9. Click Submit
10. When input is complete, navigate to the specific CMP chapter
11. Select Year
12. Select Month
13. Select CMP
14. Select specific Center
15. Once File box is checked
16. Click Import
17. Once Import box is checked
18. Select Process
19. When process is complete, click on CMP number to execute CMP
20. CMP will open in Excel with the Certification Sheet and a tab for each report
21. The CMP tool will identify exceptions by entering the item number, the amount and a brief description on the Excel certification sheet. If any exceptions are found, the AP SP VPP Preparer will expand the description/explanation with additional information. To ensure all fields are accurately populated, please refer to Appendix D for exception requirements.
22. For the CMPs that have exceptions, the AP SP VPP Preparer codes each exception type in the Exception Type column on the CMP certification sheet as described in PROCESS – Coding Exception Types for CMP Activity. Populate the applicable information in the Resolution, Resolution Date, SR Reference, and Person Responsible fields
23. Once the reports are review and accurate and the Certification Sheet is complete, save the Excel workbook to the working copy file N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies\CMP Working Copies as [year]_[month]_[CMP #] [Business Area] (ex. (Example: 2018_04_4.4.B_10)

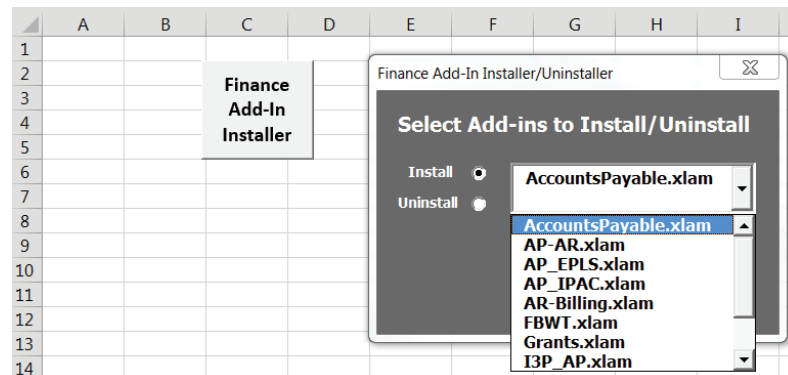
D. Automated Process: Convert to PDF

1. Open Excel and check for a tab titled “CMPS”

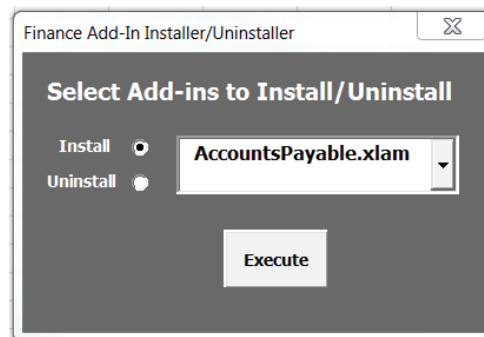
NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 30 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		



2. If CMP is available, proceed to D.4
3. If CMP not installed, follow these steps to add the CMP macros to Excel
 - a. Go to directory (N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)
 - b. Select “Add-In Installer.xlsm”
 - c. Click on Finance Add-In Installer



- d. From the drop-down, select “Accounts Payable.Xlam” and check Install
- e. Click “Execute”



4. In Excel, select CMPS in the Ribbon
5. Select “CMP FIX Form CMP FIX”
6. From the drop down, select CMP 4.4B, current month, center, current calendar year, Preparer, and Approver

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 31 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

CMP AUTOPOPULATION AND FORMATTING

CMP: 4.4B

Month: January

Center: HQ

Year: 2018

Preparer: Barry C. Backes

Approver: Sheila Arrington

OK

7. Click "Ok"
8. The CMP Certification Sheet tab will be removed, the reports will be converted to PDF, formatted and saved as 03_XXX_CMP 4.2A Original.pdf (XXX = CENTER) to N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
9. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://bready.nasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
10. NSSC Center
11. Select a Reporting Period (month/year)
12. Double click on Chapter
13. Double click specific CMP
14. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
15. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies)
16. Select Add under Description of Exceptions
17. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 32 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

18. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction
19. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status (Note: Activity Status for non-reporting months should be White-Does not Apply)
20. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.

21. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.
22. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.
23. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3
24. Go to **Step 9**

E. Manual Process: Review and Validation

1. The AP SP Preparer will review the reports executed above to identify any exceptions based on the current standards and thresholds for differences/exceptions as listed within the CMP manual.
2. Where there is an “N” in the Fed/Nonfed column, the Cust/Vend Name should be a Non-Federal Vendor. When there is an “F” in the Fed/Nonfed column, the Cust/Vend Name should be a Federal Agency. Report an exception if there is an

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 33 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

“N” in the Fed/Nonfed column and the Cust/Vend Name is a Federal Agency or if there is an “F” in the Fed/NonFed column and the Cust/Vend Name is a non-Federal customer.

3. If any exceptions are listed on the certification sheet, the AP SP Service Owner or delegate will ensure that each exception item has the following fields populated: Item number, Exception amount, Exception type, Description/Explanation, Resolution, Resolution Date, SR REF (if applicable), and the Person Responsible. **Refer to Appendix D – AP CMP Exception Requirements for additional detail.**
4. When complete, select print to PDF, select Print Entire Workbook, and page range excluding page 1 (Cert. Sheet) and save as 05_XXX_CMP 4.4B Original. Pdf (XXX=center) to N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\ 1 FY 20XX AP Individual CMPs\current month
5. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://bready.nasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
6. NSSC Center
7. Select a Reporting Period (month/year)
8. Double click on Chapter
9. Double click specific CMP
10. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
11. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies
12. Select Add under Description of Exceptions
13. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 34 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

14. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction
15. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status (Note: Activity Status for non-reporting months should be White-Does not Apply)
16. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.



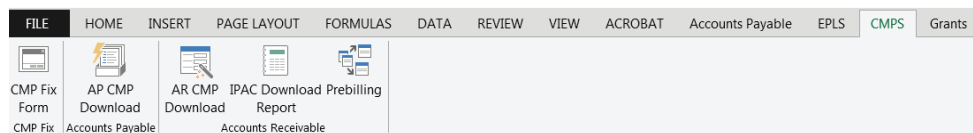
17. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.
18. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.
19. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3
20. Go to **Step 9**

Step 4: **NSSC AP SP**

Each month, complete CMP Control Activity 6.1: Validate subsidiary ledger to the trial balance 2110.1000 to validate that the subsidiary ledger for 2110.1000 agrees to the ending balance in 2110.1000 on the trial balance

A. Automation Process: Run CMP 6.1 SAP t-code GR55-ZTB6

1. Open Excel and check for a tab titled “CMPS”

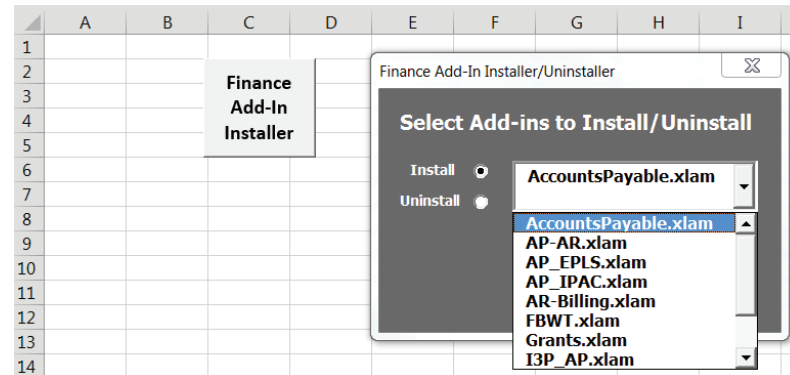


2. If CMP is available, proceed to A.4
3. If CMP not installed, follow these steps to add the CMP macros to Excel
 - a. Go to directory(N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 35 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

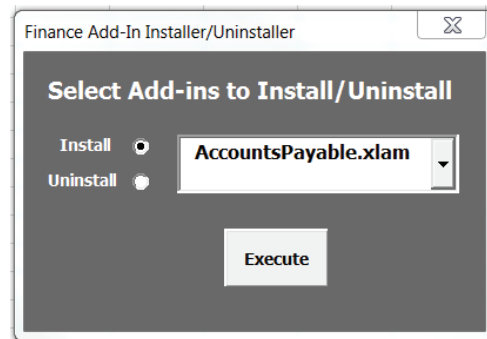
b. Select “Add-In Installer.xlsm”

c. Click on Finance Add-In Installer

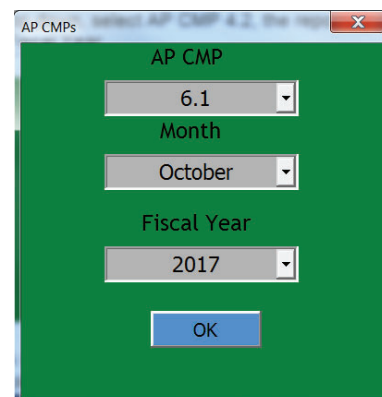


d. From the drop-down, select “Accounts Payable.Xlam” and check Install

e. Click “Execute”



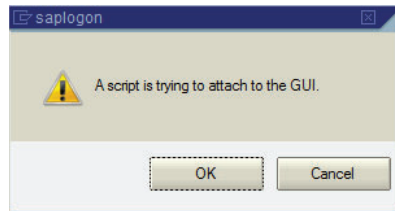
4. In Excel, select CMPS in the Ribbon
5. “AP CMP Download Accounts Payable” button
6. From the drop down, select AP CMP 6.1, the reporting month and Fiscal Year



7. Click “OK”

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 36 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

8. When the “A script is trying to attach to the GUI.” dialog box displays, click the OK button.



9. The automation will save the report as [year]_[month]_6.1_ Validate subsidiary ledger.xlsx (Example: 2013_04_6.1_ Validate subsidiary ledger.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

Note: A job runs to move the spreadsheets to a drop zone file on the Ndrive that will input the file into the NSSC CMP Tool automatically

10. Skip to Step D - NSSC CMP Tool Import process step

B. Manual Process: Run transaction code: SAP GR55 by BA, G/L account: 2110.1000 and period to verify that the balance in 2110.1000 from GR55 agrees to the balance on the FBL1N for CMP 6.1

1. Log into SAP
2. In the open field on the main menu page type the transaction code GR55
3. Press Enter
4. Type Z002 in the box
5. Click the Execute button (clock icon)
6. Type the appropriate FY in the field next to Fiscal Year
7. Company code should be NASA
8. Enter reporting period
9. Enter G/L code 2110.1000 under Account Number or Value(s) field
10. Enter in the business area Set ID or value(s) field 10 to 76
11. Click Execute button (clock) to begin running the trial balance report
12. Double click on End Balance Total
13. SAP will return a message window (You might experience long runtime). Select Yes
14. Click on Current Period
15. SAP will return a message window (You might experience long runtime). Select Yes

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 37 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

16. Change Layout (Control + F8) and add Agency Location Code to Displayed Columns and click the check mark
 17. Export Data to spreadsheet (Control + Shift + F9). Select Text with Tabs and save as [year]_[month]_6.1_DLP.xlsx (Example 2013_04_6.1_DLP.xlsx) to N:\FMDivision\Accounts Payable_Accounts Receivable\CMP\current month
 18. Return to the GR55 screen and select each business area and save each by choosing System>List>Save>Local File>Spreadsheet as [year]_[month]_[Business Area]_6.1_GR55.xlsx (Example: 2012_04_10_6.1_GR55.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month
- C. Run transaction code: SAP FBL1N by BA, G/L account: 2110.1000, Open Items, and Period to verify that the balance on 2110.1000 from FBL1N agrees to the balance in the GR55 for CMP 6.1.
1. Log into SAP
 2. In the open field on the main menu page type the transaction code FBL1N
 3. Press Enter
 4. Select the Dynamic Selections button (flag icon)
 5. In box on left, double click on G/L Account and enter G/L code 2110.1000 under G/L Accounts
 6. Enter business area 10 to 76
 7. Select Open and enter last day of reporting period
 8. At the bottom, check only the box next to 'Normal items'
 9. Click Execute button (clock icon) to begin running the FBL1N report
 10. Export Data (Shift + F4) and then choose All Available Formats> Excel (In Existing XXL Format) and save as [year]_[month]_6.1_FBL1N.xlsx(Example 2013_04_6.1_FBL1N) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month
- D. NSSC CMP Tool Input
1. Go to <https://cmp.nssc.nasa.gov>
 2. Select Input
 3. Select CMP report 6.1
 4. Under report, select specific report to import - repeat if there are multiple reports to import
 5. Select Year

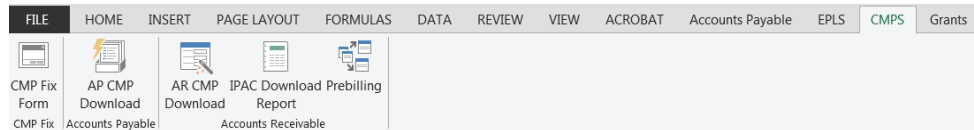
NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

6. Select Month
7. All Centers
8. Select Browse and navigate to the CMP folder (N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month) and select the specific 6.1 report to be imported
9. Click Submit
10. When the input is complete, navigate to the specific CMP chapter
11. Select Year
12. Select Month
13. Select CMP
14. Select specific Center
15. Once File box is checked
16. Click Import
17. Once Import box is checked
18. Select Process
19. When process is complete, click on CMP number to execute CMP
20. CMP will open in Excel with the Certification Sheet and a tab for each report
21. The CMP tool will identify exceptions by entering the item number, the amount and a brief description on the Excel certification sheet. If any exceptions are found, the AP SP VPP Preparer will expand the description/explanation with additional information. To ensure all fields are accurately populated, please refer to Appendix D for exception requirements.
22. For the CMPs that have exceptions, the AP SP VPP Preparer codes each exception type in the Exception Type column on the CMP certification sheet as described in PROCESS – Coding Exception Types for CMP Activity. Populate the applicable information in the Resolution, Resolution Date, SR Reference, and Person Responsible fields
23. Once the reports are review and accurate and the Certification Sheet is complete, save the Excel workbook to the working copy file N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies\CMP Working Copies as [year]_[month]_[CMP #] [Business Area] (ex. (Example: 2018_04_6.1_10)

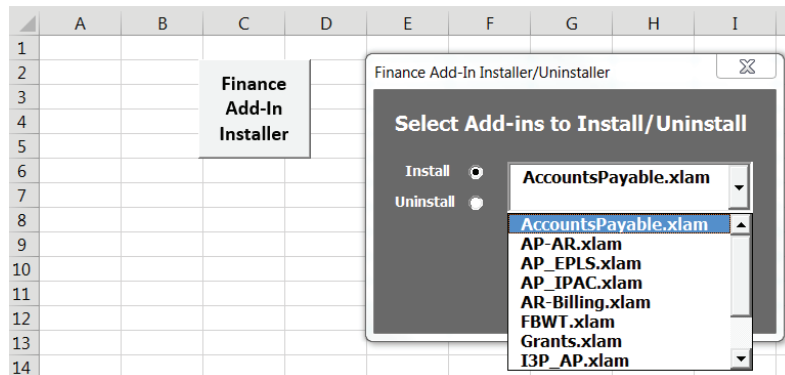
NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 39 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

E. Automated Process: Convert to PDF

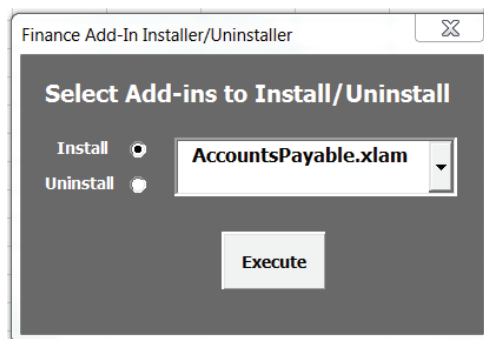
1. Open Excel and check for a tab titled “CMPS”



2. If CMP is available, proceed to E.4
3. If CMP not installed, follow these steps to add the CMP macros to Excel
 - a. Go to directory (N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)
 - b. Select “Add-In Installer.xlsm”
 - c. Click on Finance Add-In Installer



- d. From the drop-down, select “Accounts Payable.Xlam” and check Install
- e. Click “Execute”



4. In Excel, select CMPS in the Ribbon
5. Select “CMP FIX Form CMP FIX”

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 40 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

6. From the drop down, select CMP 6.1, current month, center, current calendar year, Preparer, and Approver

7. Click "ok"
8. The CMP Certification Sheet tab will be removed, the reports will converted to PDF, formatted and saved as 03_XXX_CMP 6.1 Original.pdf (XXX = CENTER) to N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
9. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://bready.nasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
10. NSSC Center
11. Select a Reporting Period (month/year)
12. Double click on Chapter
13. Double click specific CMP
14. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
15. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies
16. Select Add under Description of Exceptions
17. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 41 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

18. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction

19. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status

20. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.



21. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.
22. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.
23. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3
24. Go to Step 9

F. Manual Process: Review and Validation

1. The AP SP Preparer will review the reports executed above to identify any exceptions based on the current standards and thresholds for differences/exceptions as listed within the CMP manual.
2. If any exceptions are listed on the certification sheet, the AP SP Preparer will ensure that each exception item has the following fields populated: Item number, Exception amount, Exception type, Description/Explanation, Resolution, Resolution Date, SR REF (if applicable), and the Person Responsible. **Refer to Appendix D – AP CMP Exception Requirements for additional detail.**

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 42 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

3. When complete, select print to PDF and select “Print Entire Workbook” and page range excluding page 1 (Cert. Sheet) and save as 03_XXX_CMP 6.1 Original.pdf (XXX = CENTER) to N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
4. For HQ, VPP combines PDF of approved White Papers (exception of permanent exceptions) to the CMP PDF file. Location of White Papers: N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\OCFO Approved White Papers
5. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://bready.nasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
6. NSSC Center
7. Select a Reporting Period (month/year)
8. Double click on Chapter
9. Double click specific CMP
10. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
11. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies
12. Select Add under Description of Exceptions
13. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

14. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction
15. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 43 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

16. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.



17. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.
18. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.
19. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3
20. Go to **Step 9**

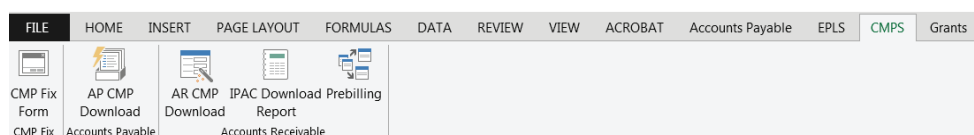
Step 5: **NSSC AP SP**

Each month, complete CMP Control Activity 6.2: Review and Validate Accounts Payable Aging 2110.1000 to reconcile AP liability that has been recorded in the subsidiary ledgers for invoices received are paid in a timely manner. AP liabilities in 2110.1000 for invoices received are not more than 30 days past the system calculated Net Due Date

****Report must be executed before normal SAP activity can resume****

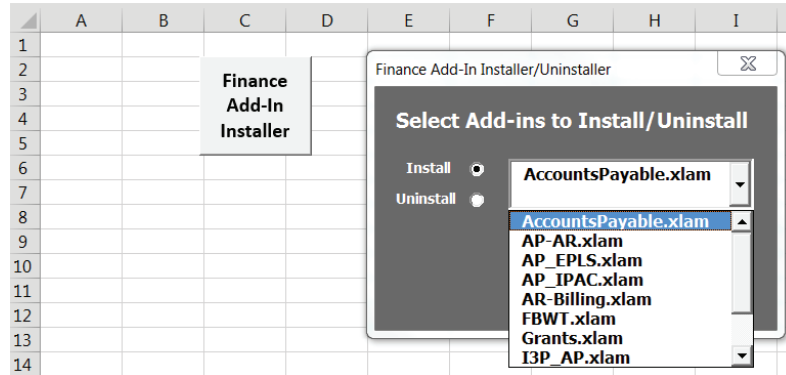
A. Automation Process: Run CMP 6.2 SAP t-code ZFI_AGING 2110

1. Open Excel and check for a tab titled “CMPS”

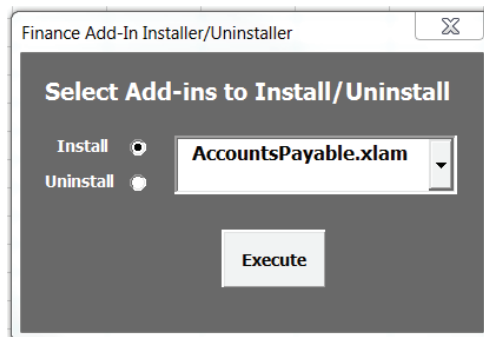


2. If CMP is available, proceed to A.4
3. If CMP not installed, follow these steps to add the CMP macros to Excel
 - a. Go to directory (N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)
 - b. Select “Add-In Installer.xlsm”
 - c. Click on Finance Add-In Installer

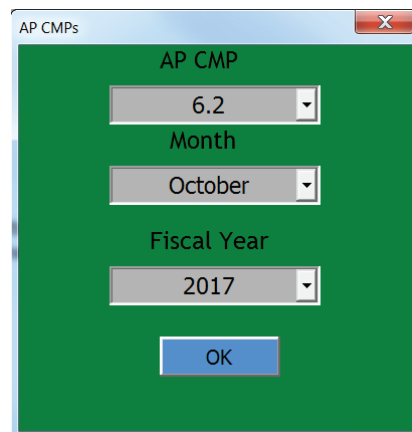
NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		



- d. From the drop-down, select “Accounts Payable.Xlam” and check Install
- e. Click “Execute”



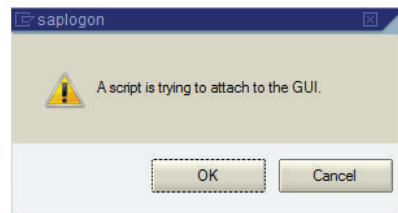
4. In Excel, select CMPS in the Ribbon
5. “AP CMP Download Accounts Payable” button
6. From the drop down, select AP CMP 6.2, the reporting month and Fiscal Year



7. Click “OK”

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 45 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

8. When the “A script is trying to attach to the GUI.” dialog box displays, click the OK button.



9. The automation will save the report as [year]_[month]_6.2_ZFI_AGING 2110.xlsx (Example: 2013_04_6.2_ZFI_AGING 2110.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

Note: A job runs to move the spreadsheets to a drop zone file on the Ndrive that will input the file into the NSSC CMP Tool automatically

10. Skip to Step C - CMP Tool Import

B. Manual Process: Run the SAP ZFI_AGING 2110

1. Log into SAP
2. In the open field on the main menu page type the transaction code ZFI_AGING2110
3. Type 2110.1000 in the G/L Account field
4. Type Business Area 10,21,22,23,24,51,55,62,64,72,76
5. Type vendor range 1 to ZZZZZZZZZZ
6. Type Open Item as of Date as last day of reporting period
7. Click Execute
8. Once the report has run, export (Control + Shift + F9) to an Excel spreadsheet and save as [year]_[month]_6.2_AGING.xlsx to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

C. NSSC CMP Tool Input

1. Go to <https://cmp.nssc.nasa.gov>
2. Select Input
3. Select CMP report 6.2
4. Under report, select specific report to import

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

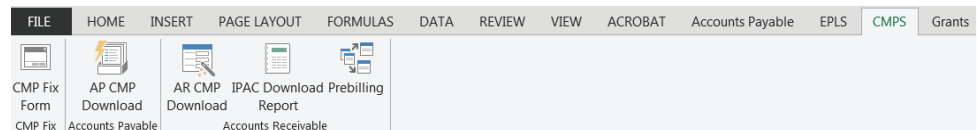
5. Select Year
6. Select Month
7. All Centers
8. Select Browse and navigate to the CMP folder (N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month) and select the specific 6.2 report to be imported
9. Click Submit
10. When input is complete, navigate to the specific CMP chapter
11. Select Year
12. Select Month
13. Select CMP
14. Select specific Center
15. Once File box is checked
16. Click Import
17. Once Import box is checked
18. Select Process
19. When process is complete, click on CMP number to execute CMP
20. CMP will open in Excel with the Certification Sheet and a tab for each report
21. The CMP tool will identify exceptions by entering the item number, the amount and a brief description on the Excel certification sheet. If any exceptions are found, the AP SP VPP Preparer will expand the description/explanation with additional information. To ensure all fields are accurately populated, please refer to Appendix D for exception requirements.
22. For the CMPs that have exceptions, the AP SP VPP Preparer codes each exception type in the Exception Type column on the CMP certification sheet as described in PROCESS – Coding Exception Types for CMP Activity. Populate the applicable information in the Resolution, Resolution Date, SR Reference, and Person Responsible fields
23. Once the reports are review and accurate and the Certification Sheet is complete, save the Excel workbook to the working copy file N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies\CMP

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 47 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

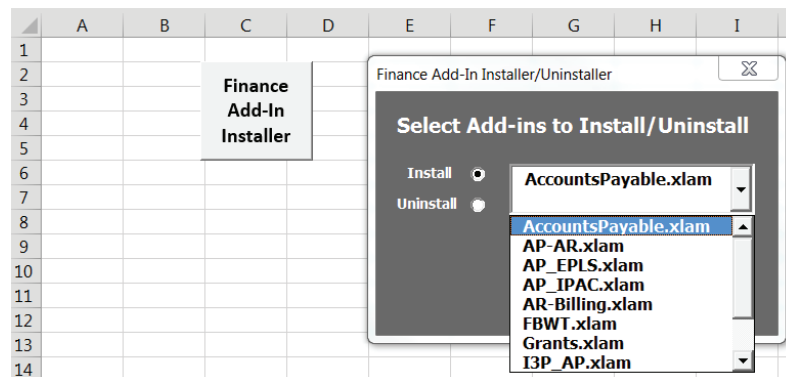
Working Copies as [year]_[month]_[CMP #] [Business Area] (ex. (Example: 2018_04_6.2_10)

D. Automated Process: Convert to PDF

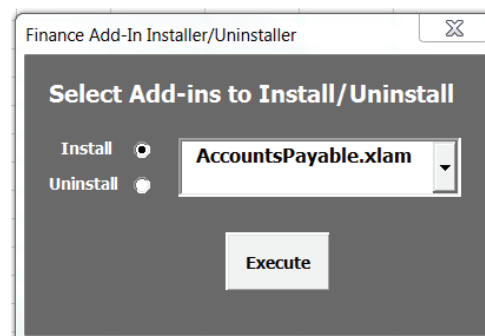
1. Open Excel and check for a tab titled “CMP”



2. If CMP is available, proceed to D.4
3. If CMP not installed, follow these steps to add the CMP macros to Excel
 - a. Go to directory (N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)
 - b. Select “Add-In Installer.xlsm”
 - c. Click on Finance Add-In Installer



- d. From the drop-down, select “Accounts Payable.Xlam” and check Install
- e. Click “Execute”



4. In Excel, select CMPS in the Ribbon

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

5. Select “CMP FIX Form CMP FIX”
6. From the drop down, select CMP 6.2, current month, center, current calendar year, Preparer, and Approver

The screenshot shows a window titled "CMP AUTOPOPULATION AND FORMATTING". Inside, there are six rows, each with a yellow button and a dropdown menu. The first row is "CMP" with "6.2" selected. The second row is "Month" with "January" selected. The third row is "Center" with "HQ" selected. The fourth row is "Year" with "2018" selected. The fifth row is "Preparer" with "Barry C. Backes" selected. The sixth row is "Approver" with "Sheila Arrington" selected. At the bottom center is a white "OK" button.

7. Click “ok”
8. The CMP Certification Sheet tab will be removed, the reports will converted to PDF, formatted and saved as 03_XXX_CMP 6.2 Original.pdf (XXX = CENTER) to N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
9. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://bready.nasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
10. NSSC Center
11. Select a Reporting Period (month/year)
12. Double click on Chapter
13. Double click specific CMP
14. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
15. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies
16. Select Add under Description of Exceptions
17. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 49 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

18. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction
19. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status
20. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.

21. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.
22. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.
23. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3
24. Go to **Step 9**

E. Manual Process: Review and Validation

1. The AP SP Preparer will review the reports executed above to identify any exceptions based on the current standards and thresholds for differences/exceptions as listed within the CMP manual.
2. If any exceptions are listed on the certification sheet, the AP SP Preparer will ensure that each exception item has the following fields populated: Item number, Exception amount, Exception type, Description/Explanation, Resolution, Resolution Date, SR REF

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 50 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

(if applicable), and the Person Responsible. ***Refer to Appendix D – AP CMP Exception Requirements for additional detail.***

3. When complete, select print to PDF and select “Print Entire Workbook” and page range excluding page 1 (Cert. Sheet) and save as 07_XXX_CMP 6.2 Original.pdf (XXX = CENTER).to N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
4. For HQ and JSC, VPP combines PDF of approved White Papers (exception of permanent exceptions) to the CMP PDF file. Location of White Papers: N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\OCFO Approved White Papers
5. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://bready.nasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
6. NSSC Center
7. Select a Reporting Period (month/year)
8. Double click on Chapter
9. Double click specific CMP
10. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
11. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies
12. Select Add under Description of Exceptions
13. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

14. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 51 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

correction

15. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status
16. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.



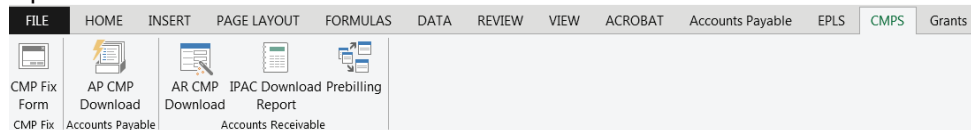
17. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.
18. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.
19. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3
20. Go to **Step 9**

Step 6. **NSSC AP SP**

Each month, complete CMP Control Activity 6.9: Validate Disbursements to ensure AP disbursing transactions that reduce the total AP liability on the balance sheet have been properly recorded in the subsidiary ledgers and reconcile with the source documents

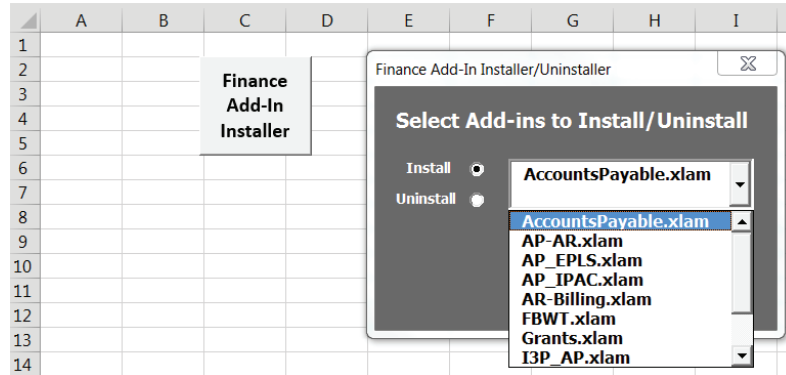
A. Automation Process: Run CMP 6.9 SAP t-code ZFI_AP_PMT_STAT

1. Open Excel and check for a tab titled “CMPS”

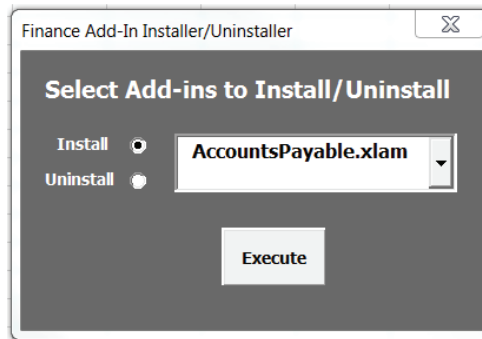


2. If CMPS is available, proceed to A.4
3. If CMP not installed, follow these steps to add the CMP macros to Excel
 - a. Go to directory (N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)
 - b. Select “Add-In Installer.xlsm”
 - c. Click on Finance Add-In Installer

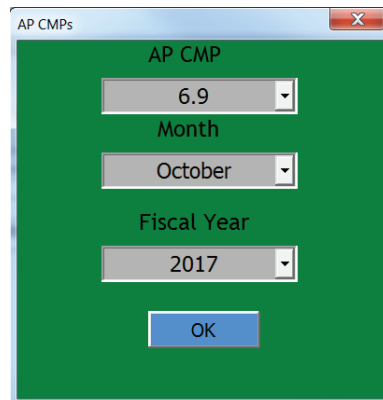
NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 52 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		



- d. From the drop-down, select “Accounts Payable.Xlam” and check Install
- e. Click “Execute”

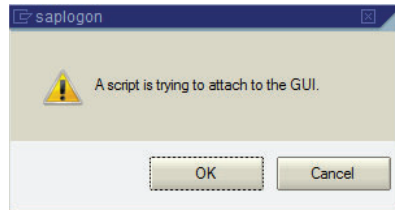


4. In Excel, select CMPS in the Ribbon
5. “AP CMP Download Accounts Payable” button
6. From the drop down, select AP CMP 6.9, the reporting month and Fiscal Year



7. Click “OK”
8. When the “A script is trying to attach to the GUI.” dialog box displays, click the OK button.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		



9. The automation will save the report as [year]_[month]_6.9_ZFI_AP_PMT_STAT.xlsx (Example: 2013_04_6.9_ZFI_AP_PMT_STAT.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

Note: A job runs to move the spreadsheets to a drop zone file on the Ndrive that will input the file into the NSSC CMP Tool automatically

10. Skip to Step D – NSSC CMP Tool Import process step

B. Manual Process: Run the ZFI_AP_PMT_STAT report from SAP

1. Log into SAP
2. Input T-Code ZFI_AP_PMT_STAT
3. Input Pay Run Date (include start and ending dates of the period being reviewed)
4. Select Payment Method (D, C, F and X)
5. Select Vendor Number Range 100000 to 999999
6. Select Business Area 10 to 76
7. Click Execute
8. Filter Document Type Column for KG (Exclude Credit Memo) invoices
9. Export Data to Excel and then choose All Available Formats> Excel (In Existing XXL Format) and save as [year]_[month]_6.9_PAYSTAT.xlsx to N:\FMDivision\AccountPayable_AccountsReceivable\CMP\current month

C. Manual Process: Run SQ01 Query – Z_PKED_INVOICE – The Z_PKED_INVOICE report provides the Invoice Receipt date

1. Log into SAP
2. Input T-Code SQ01
3. Select Query Z_PKED_INVOICE
4. Click Execute
5. Click arrow icon on “Document number of an Invoice”

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 54 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

6. Copy all items in the DRN column from the Payment Stat Report spreadsheet and click the upload from clipboard button (Note: The SQ01 report provides the invoice receipt date that is not on the Payment Stat Report for comparison with the Pay Stat Report).
7. Click Execute
8. Export Data to Excel and then choose All Available Formats> Excel (In Existing XXL Format) and save as [year]_[month]_6.9_SQ01.xlsx to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

D. NSSC CMP Tool Input

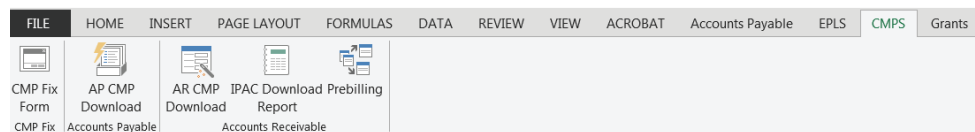
1. Go to <https://cmp.nssc.nasa.gov>
2. Select Input
3. Select CMP report 6.9
4. Under report, select specific report to import – repeat if there are multiple reports to import
5. Select Year
6. Select Month
7. All Centers
8. Select Browse and navigate to the CMP folder (N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month) and select the specific 6.9 report to be imported. Repeat if there are multiple reports to input
9. Click Submit
10. When input is complete, navigate to the specific CMP chapter
11. Select Year
12. Select Month
13. Select CMP
14. Select specific Center
15. Once File box is checked
16. Click Import
17. Once Import box is checked
18. Select Process
19. When process is complete, click on CMP number to execute CMP

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 55 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

20. CMP will open in Excel with the Certification Sheet and a tab for each report
21. The CMP tool will identify exceptions by entering the item number, the amount and a brief description on the Excel certification sheet. If any exceptions are found, the AP SP VPP Preparer will expand the description/explanation with additional information. To ensure all fields are accurately populated, please refer to Appendix D for exception requirements.
22. For the CMPs that have exceptions, the AP SP VPP Preparer codes each exception type in the Exception Type column on the CMP certification sheet as described in PROCESS – Coding Exception Types for CMP Activity. Populate the applicable information in the Resolution, Resolution Date, SR Reference, and Person Responsible fields
23. Once the reports are review and accurate and the Certification Sheet is complete, save the Excel workbook to the working copy file N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies\CMP Working Copies as [year]_[month]_[CMP #] [Business Area] (ex. (Example: 2018_04_6.9_10)

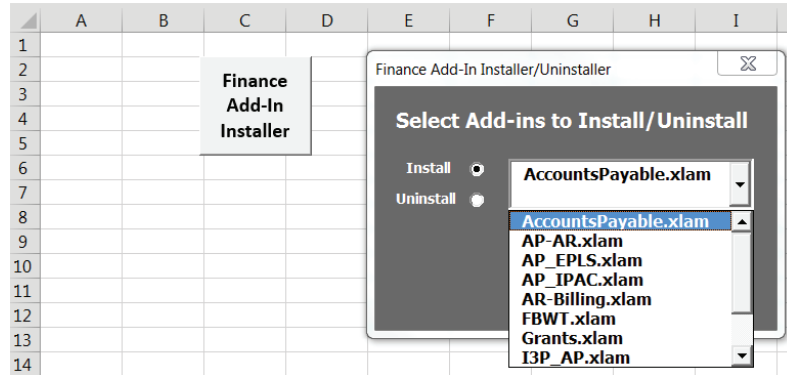
E. Automated Process: Convert to PDF

1. Open Excel and check for a tab titled “CMP”



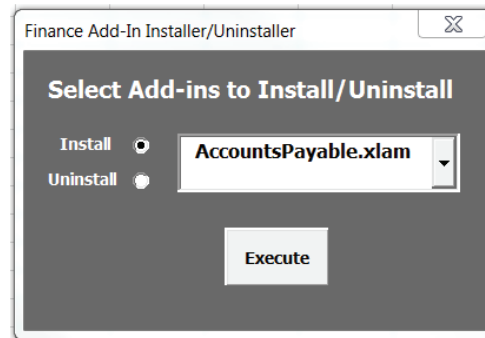
2. If CMP is available, proceed to E.4
3. If CMP not installed, follow these steps to add the CMP macros to Excel
 - a. Go to directory (N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)
 - b. Select “Add-In Installer.xlsm”
 - c. Click on Finance Add-In Installer

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 56 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		



d. From the drop-down, select “Accounts Payable.Xlam” and check Install

e. Click “Execute”



4. In Excel, select CMPS in the Ribbon
5. Select “CMP FIX Form CMP FIX”
6. From the drop down, select CMP 6.9, current month, center, current calendar year, Preparer, and Approver

The screenshot shows a dialog box titled 'CMP AUTOPOPULATION AND FORMATTING'. It contains several dropdown menus and text boxes for input. The values are: CMP: 6.9, Month: January, Center: HQ, Year: 2018, Preparer: Barry C. Backes, and Approver: Sheila Arrington. An 'OK' button is at the bottom.

7. Click “ok”

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

8. The CMP Certification Sheet tab will be removed, the reports will converted to PDF, formatted and saved as 03_XXX_CMP 6.9 Original.pdf (XXX = CENTER) to N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
9. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://breadynasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
10. NSSC Center
11. Select a Reporting Period (month/year)
12. Double click on Chapter
13. Double click specific CMP
14. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
15. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies
16. Select Add under Description of Exceptions
17. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

18. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction
19. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status
20. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 58 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		



21. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.
22. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.
23. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3
24. Go to **Step 9**

F. Manual Process: Review and Validation

1. The AP SP Preparer will review the reports executed above to identify any exceptions based on the current standards and thresholds for differences/exceptions as listed within the CMP manual.
2. If any exceptions are listed on the certification sheet, the AP SP Preparer will ensure that each exception item has the following fields populated: Item number, Exception amount, Exception type, Description/Explanation, Resolution, Resolution Date, SR REF (if applicable), and the Person Responsible. **Refer to Appendix D – AP CMP Exception Requirements for additional detail.**
 - a. If a discount, short pay or interest is identified, notate in the “Notes” column on the Random Sampling Results spreadsheet
 - b. If the document is a IPP invoice, notate “IPP” in the Invoice link field on the Random Sampling Results spreadsheet
 - c. If the document is US Bank Credit Card, notate “USBank” in the Invoice link field on the Random Sampling Results spreadsheet
3. When complete, select print to PDF and select “Print Entire Workbook” and page range excluding page 1 (Cert. Sheet) and save as 08_XXX_CMP 6.9 Original.pdf (XXX = CENTER), to N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
4. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://breadly.nasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
5. NSSC Center

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 59 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

6. Select a Reporting Period (month/year)
7. Double click on Chapter
8. Double click specific CMP
9. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
10. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies
11. Select Add under Description of Exceptions
12. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

13. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction
14. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status
15. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.

16. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 60 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

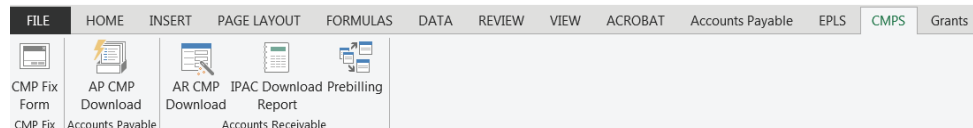
17. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.
18. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3
19. Go to **Step 9**

Step 7: **NSSC AP SP**

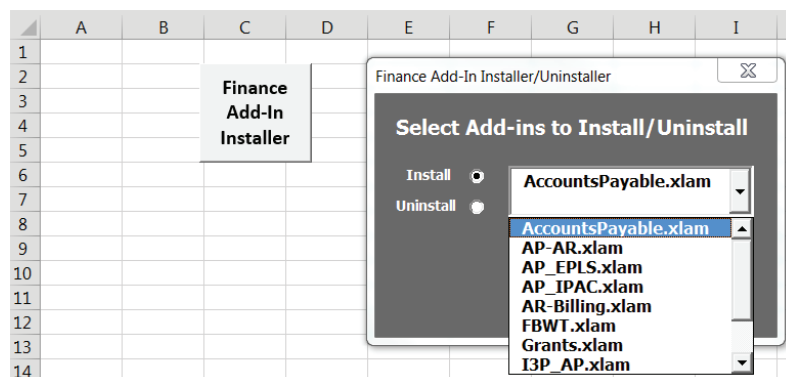
Each month complete CMP Control Activity 6.10: Validate disbursements in transit have been cleared to verify AP balances recorded in the subsidiary ledgers have been properly reduced for payment transactions that have been confirmed with Treasury. Validate disbursements in transit balances in account 2120.0000 have been cleared.

A. Automation Process: Run CMP 6.10 SAP t-code GR55

1. Open Excel and check for a tab titled “CMPS”



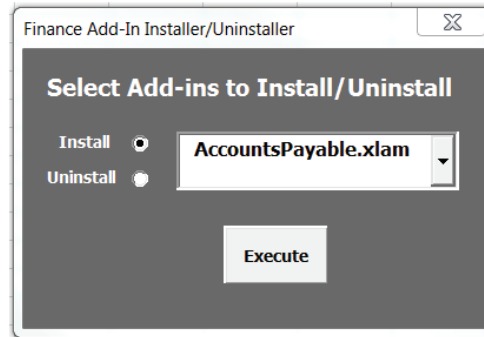
2. If CMPS is available, proceed to A.4
3. If CMP not installed, follow these steps to add the CMP macros to Excel
 - a. Go to directory (N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)
 - b. Select “Add-In Installer.xlsm”
 - c. Click on Finance Add-In Installer



NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 61 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

d. From the drop-down, select “Accounts Payable.Xlam” and check Install

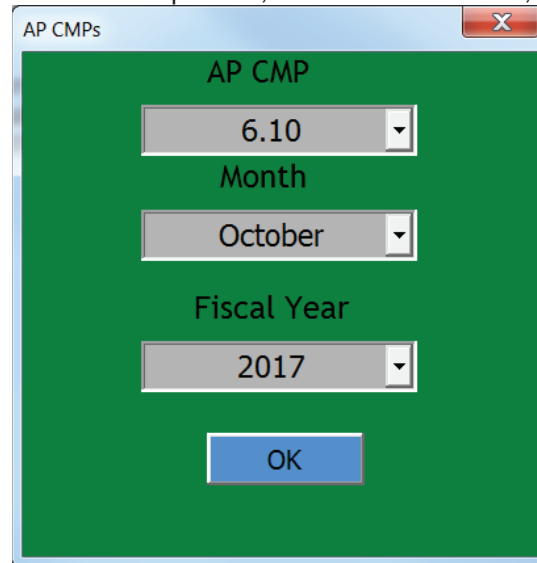
e. Click “Execute”



4. In Excel, select CMPS in the Ribbon

5. “AP CMP Download Accounts Payable” button

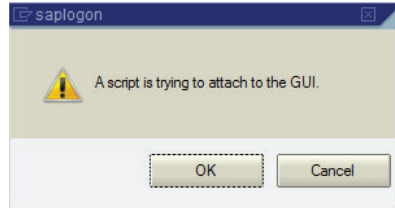
6. From the drop down, select AP CMP 6.10, the reporting month and Fiscal Year



7. Click “OK”

8. When the “A script is trying to attach to the GUI.” dialog box displays, click the OK button.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 62 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		



9. The automation will save the report as [year]_[month]_6.10_GR55.xlsx (Example: 2013_04_6.10_GR55.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

Note: A job runs to move the spreadsheets to a drop zone file on the Ndrive that will input the file into the NSSC CMP Tool automatically

10. Skip to Step C - CMP Tool Import
- B. Manual Process: Run transaction code: SAP GR55 by BA, G/L account 2120.0000, and period to verify that the balance in 2120.0000 is \$0.00 to that all disbursements in transit have cleared
1. Log into SAP
 2. Open GR55
 3. Type Z002 in Report Group field
 4. Click the Execute button (clock icon)
 5. Type appropriate FY if it doesn't default
 6. Company code should default to NASA
 7. Type appropriate Period
 8. Type 2120.0000 in Account Number Or value(s) field
 9. Type in Business Area Or value(s) field 10 to 76
 10. Click the Execute button
 11. Click on End Balance Total
 12. Click on Current Period
 13. Change Layout (Control + F8) and add Text to Displayed Columns
 14. Export Data to spreadsheet (Control + Shift + F9) and save as [year]_[month]_6.10_DLP.xlsx (Example 2013_04_6.10_DLP.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month
 15. Return to the GR55 screen and select each business area and save each by choosing "System>List>Save>Local File>>Text with Tabs>Spreadsheet as

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 63 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

[year]_[month]_[Business Area]_6.10_GR55.xlsx (Example:
2012_04_10_6.10_GR55.xlsx) to N:\FM Division\Accounts Payable_Accounts
Receivable\CMP\current month

C. NSSC CMP Tool Input

1. Go to <https://cmp.nssc.nasa.gov>
2. Select Input
3. Select CMP report 6.10
4. Under report, select specific report to import
5. Select Year
6. Select Month
7. All Centers
8. Select Browse and navigate to the CMP folder (N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month) and select the specific 6.10 report to be imported
9. Click Submit
10. When input is complete, navigate to the specific CMP chapter
11. Select Year
12. Select Month
13. Select CMP
14. Select specific Center
15. Once File box is checked
16. Click Import
17. Once Import box is checked
18. Select Process
19. When process is complete, click on CMP number to execute CMP
20. CMP will open in Excel with the Certification Sheet and a tab for each report
21. The CMP tool will identify exceptions by entering the item number, the amount and a brief description on the Excel certification sheet. If any exceptions are found, the AP SP VPP Preparer will expand the description/explanation with additional information.

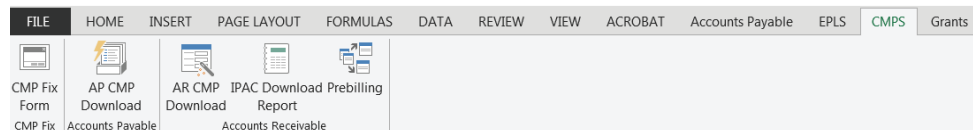
NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 64 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

To ensure all fields are accurately populated, please refer to Appendix D for exception requirements.

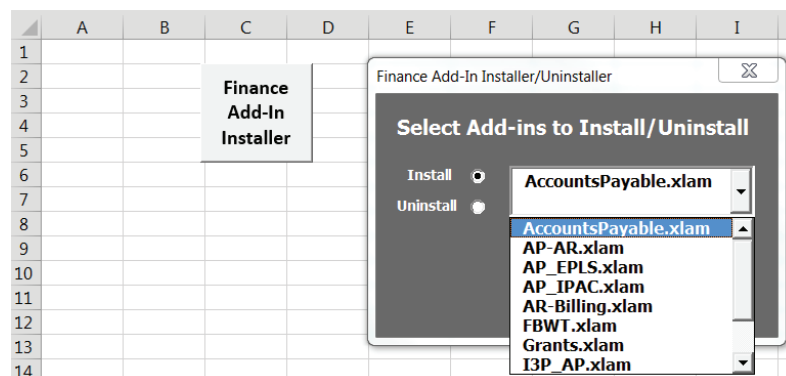
22. For the CMPs that have exceptions, the AP SP VPP Preparer codes each exception type in the Exception Type column on the CMP certification sheet as described in PROCESS – Coding Exception Types for CMP Activity. Populate the applicable information in the Resolution, Resolution Date, SR Reference, and Person Responsible fields
23. Once the reports are review and accurate and the Certification Sheet is complete, save the Excel workbook to the working copy file N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies\CMP Working Copies as [year]_[month]_[CMP #] [Business Area] (ex. (Example: 2018_04_6.10_10)

D. Automated Process: Convert to PDF

1. Open Excel and check for a tab titled “CMPS”

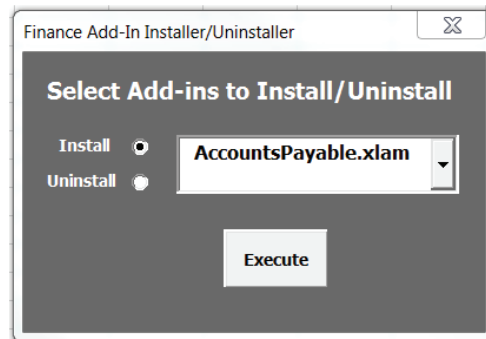


2. If CMP is available, proceed to D.4
3. If CMP not installed, follow these steps to add the CMP macros to Excel
 - a. Go to directory (N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)
 - b. Select “Add-In Installer.xlsm”
 - c. Click on Finance Add-In Installer

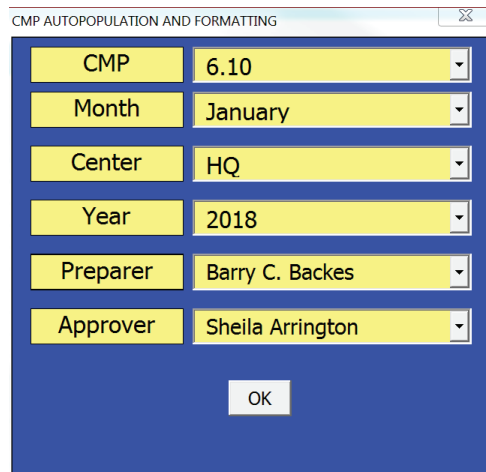


- d. From the drop-down, select “Accounts Payable.Xlam” and check Install
- e. Click “Execute”

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		



4. In Excel, select CMPS in the Ribbon
5. Select “CMP FIX Form CMP FIX”
6. From the drop down, select CMP 6.10, current month, center, current calendar year, Preparer, and Approver



7. Click “ok”
8. The CMP Certification Sheet tab will be removed, the reports will converted to PDF, formatted and saved 03_XXX_CMP 6.10 Original.pdf (XXX = CENTER) to N:\Reports\CMPsPaperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUALCMPs\current month
9. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://bready.nasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
10. NSSC Center
11. Select a Reporting Period (month/year)
12. Double click on Chapter

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 66 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

13. Double click specific CMP
14. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
15. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies
16. Select Add under Description of Exceptions
17. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

18. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction
19. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status
20. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.

21. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.
22. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 67 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

23. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3

24. Go to **Step 9**

E. Manual Process: Review and Validation

1. The AP SP Preparer will review the reports executed above to identify any exceptions based on the current standards and thresholds for differences/exceptions as listed within the CMP manual.
2. If any exceptions are listed on the certification sheet, the AP SP Service Owner or delegate will ensure that each exception item has the following fields populated: Item number, Exception amount, Exception type, Description/Explanation, Resolution, Resolution Date, SR REF (if applicable), and the Person Responsible. **Refer to Appendix D – AP CMP Exception Requirements for additional detail.**
3. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://bready.nasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
4. NSSC Center
5. Select a Reporting Period (month/year)
6. Double click on Chapter
7. Double click specific CMP
8. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
9. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies
10. Select Add under Description of Exceptions
11. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 68 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

12. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction
13. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status
14. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.



15. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.
16. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.
17. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3
18. Go to **Step 9**

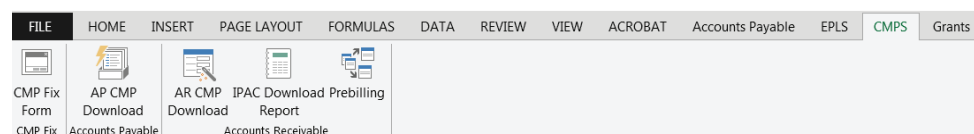
Step 8: **NSSC AP SP**

Each month complete CMP Control Activity 6.11: Validate status of parked open items to ensure invoices are processed timely and to ensure that no duplicate invoices are parked in SAP.

**** Report must be executed before any normal SAP activity can resume****

A. Automation Process: Run CMP 6.11 SAP t-code SQ01

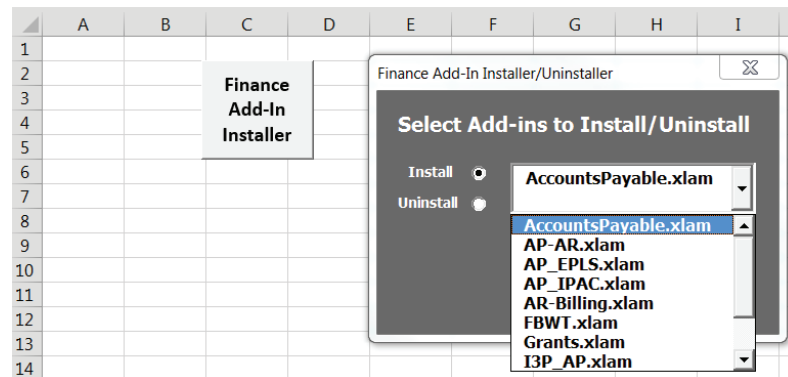
1. Open Excel and check for a tab titled “CMPS”



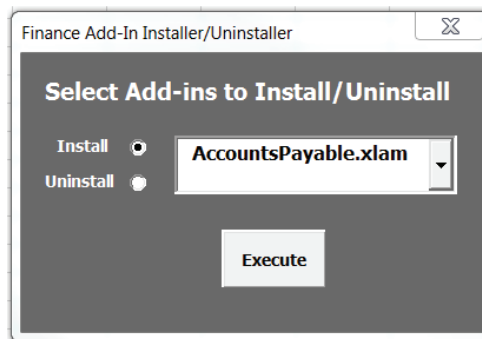
2. If CMPS is available, proceed to A.4
3. If CMP not installed, follow these steps to add the CMP macros to Excel

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 69 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

- a. Go to directory(N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)
- b. Select “Add-In Installer.xlsm”
- c. Click on Finance Add-In Installer



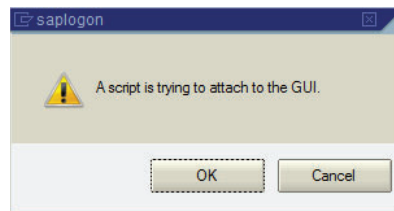
- d. From the drop-down, select “Accounts Payable.Xlam” and check Install
- e. Click “Execute”



4. In Excel, select CMPS in the Ribbon
5. “AP CMP Download Accounts Payable” button
6. From the drop down, select AP CMP 6.11, the reporting month and Fiscal Year

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

7. Click "OK"
8. When the "A script is trying to attach to the GUI." dialog box displays, click the OK button.



9. The automation will save the report as [year]_[month]_6.11_SQ01.xlsx (Example: 2013_04_6.11_SQ01.xlsx) to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

Note: A job runs to move the spreadsheets to a drop zone file on the Ndrive that will input the file into the NSSC CMP Tool automatically

10. Skip to Step D - CMP Tool Import

B. Manual Process: Execute transaction code SQ01, query Z_PKED_INVOICE to validate any duplicate parked documents.

1. Log into SAP
2. In the open field on the main menu page type the transaction code SQ01
3. Select Z_INV_PARKED
4. Click the Execute icon (clock icon)
5. Enter V to W in the Invoice Document Status field
6. Enter 10 to 76 in the Business Area field

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 71 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

7. Click Execute (clock icon)
8. Export Data and then choose “All Available Formats> Excel (In Existing XXL Format)” and save as [year]_[month]_6.11_SQ01.xlsx to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

C. Run T-Code FBL1N by business area to validate any duplicate parked documents

1. In the open field on the main menu page type the transaction code FBL1N
2. Press Enter
3. Select the Dynamic Selections button (flag icon)
4. Enter Document Types RE, RF, RM, KB, KC, KR, KG,KW, ZG, ZN, ZI, , ZB, and ZC
5. Select ‘Open Items’ and enter ‘last day’ of reporting period
6. Under Type at the bottom, check only the box next to Parked items
7. Click Execute (clock icon)
8. Export Data to Excel (Shift + F4) and then choose “All Available Formats> Excel (In Existing XXL Format)” and save as [year]_[month]_6.11_FBL1N.xlsx to N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month

D. NSSC CMP Tool Input

1. Go to <https://cmp.nssc.nasa.gov>
2. Select Input
3. Select CMP report 6.11
4. Under report, select specific report to import – repeat if there are multiple reports to import
5. Select Year
6. Select Month
7. All Centers
8. Select Browse and navigate to the CMP folder (N:\FM Division\Accounts Payable_Accounts Receivable\CMP\current month) and select the specific 4.2 report to be imported
9. Click Submit
10. When input is complete, navigate to the specific CMP chapter

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

11. Select Year
12. Select Month
13. Select CMP
14. Select specific Center
15. Once File box is checked
16. Click Import
17. Once Import box is checked
18. Select Process
19. When process is complete, click on CMP number to execute CMP
20. CMP will open in Excel with the Certification Sheet and a tab for each report
21. The CMP tool will identify exceptions by entering the item number, the amount and a brief description on the Excel certification sheet. If any exceptions are found, the AP SP VPP Preparer will expand the description/explanation with additional information. To ensure all fields are accurately populated, please refer to PROCESS – Coding Exception Types section and Appendix D for exception requirements.

Note: With IPP implementation, whenever a mix of center funding is detected on the PLIs associated with CLINs referenced on an IPP submission, multiple documents are created and parked against the header only (no cost selection).

Regardless of whether the center that issued the contract (i.e. PGroup center) also has obligations on the award, the first invoice will be parked with the full amount of the IPP vendor invoice. Additional invoice documents are created against the other centers having obligations on the award and parked with a header amount of \$0.01.

As discussed on the “eInvoicing Weekly Tag Up” and approved by the AP Process Champion team on 9/13/2018, beginning with August 2018 CMP reporting, the additional \$.01 document parked on the funded center will be reported as an exception coded as:

Exception Type 2 - Yellow,
Description/Explanation - Parent DRN 5600# pending cost/approval
Resolution: Apply Cost/Approve Invoice
Person Responsible: Parent BA center

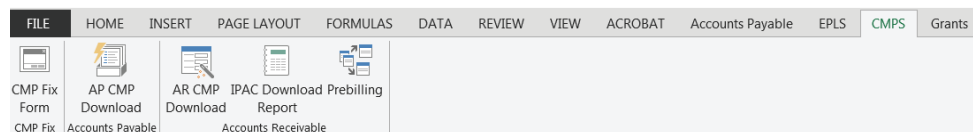
22. For the CMPs that have exceptions, the AP SP VPP Preparer codes each exception type in the Exception Type column on the CMP certification sheet as described in PROCESS – Coding Exception Types for CMP Activity. Populate the applicable information in the Resolution, Resolution Date, SR Reference, and Person Responsible fields

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		
Page 73 of 112		

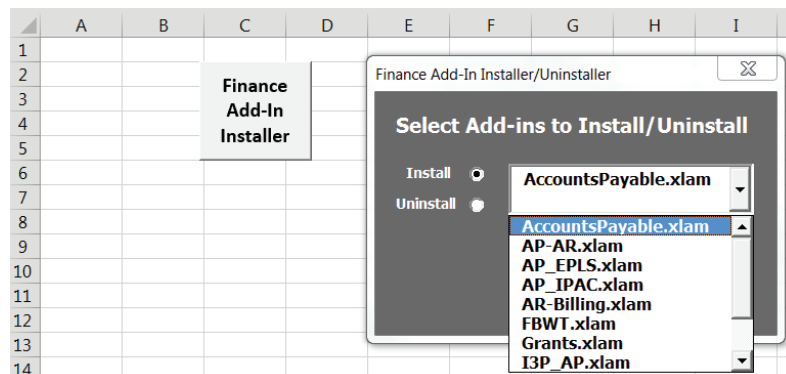
23. Once the reports are review and accurate and the Certification Sheet is complete, save the Excel workbook to the working copy file N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies\CMP Working Copies as [year]_[month]_[CMP #] [Business Area] (ex. (Example: 2018_04_4.2_10)

E. Automated Process: Convert to PDF

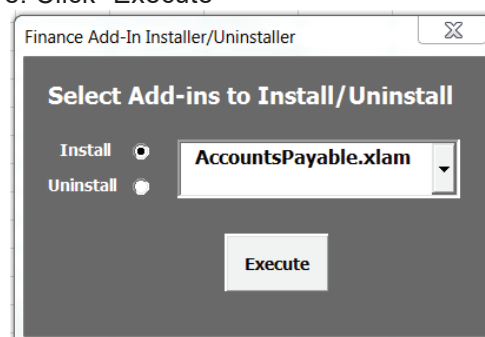
1. Open Excel and check for a tab titled “CMPS”



1. If CMP is available, proceed to E.4
3. If CMP is not installed, follow these steps to add the CMP macros to Excel
 - a. Go to directory(N:\FM Division\Accounts Payable_Accounts Receivable\Macros\)
 - b. Select “Add-In Installer.xlsm”
 - c. Click on Finance Add-In Installer



- d. From the drop-down, select “Accounts Payable.xlam” and check Install
- e. Click “Execute”



NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 74 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

4. In Excel, select CMPS in the Ribbon
5. Select “CMP FIX Form CMP FIX”
6. From the drop down, select CMP 6.11, current month, center, current calendar year, Preparer, and Approver

7. Click “ok”
8. Shipping Receipt Macro Fix: Run Shipping Fix macro in CMP Form Fix to separate the invoices pending shipping receipts into two categories: 1) Pending 0 to 60 days, and 2) 61 days and older.
9. In Excel Ribbon, select CMPS CMP FIX FORM, 6.11 Shipping Fix

10. The CMP Certification Sheet tab will be removed, the reports will converted to PDF, formatted and saved as 03_XXX_CMP 4.2A Original.pdf (XXX = CENTER) to N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 75 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

11. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://bready.nasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
12. NSSC Center
13. Select a Reporting Period (month/year)
14. Double click on Chapter
15. Double click specific CMP
16. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
17. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies
18. Select Add under Description of Exceptions
19. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

20. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction
21. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status
22. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.

23. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.

24. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.
25. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3
26. Go to **Step 9**

G. Manual Process: Review and Validation

1. The AP SP Preparer will review the reports executed above to identify any exceptions based on the current standards and thresholds for differences/exceptions as listed within the CMP manual.
2. The AP Preparer will manually review the reports to identify and separate the invoices pending shipping receipts by calculating 60 days from the invoice received date and categorizing invoices pending shipping receipts into either (a) 60 days or less or (b) greater than 60 days
2. If any exceptions are listed on the certification sheet, the AP SP Preparer will ensure that each exception item has the following fields populated: Item number, Exception amount, Exception type, Description/Explanation, Resolution, Resolution Date, SR REF (if applicable), and the Person Responsible. **Refer to Appendix D – AP CMP Exception Requirements for additional detail.**
7. When complete, select print to PDF and select “Print Entire Workbook” and page range excluding page 1 (Cert. Sheet) and save as 09_XXX_CMP 6.11 Original.pdf (XXX = CENTER to N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
8. SP VPP Preparer accesses the Agency CMP Tool via bReady (<https://bready.nasa.gov/>), My Systems, Financial, CMP (Continuous Monitoring Program)
9. NSSC Center
10. Select a Reporting Period (month/year)
11. Double click on Chapter
12. Double click specific CMP

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 77 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

13. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
14. If there are exceptions, Open completed CMP Excel Workbook in the AP Reports Working Copies folder (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies
15. Select Add under Description of Exceptions
16. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

17. Select Control Activity Certification PDF to view and verify the Certification sheet is correct – If corrections are needed , go back to Description of Exceptions, and make correction
18. Refer to Appendix D – AP CMP Exception Types and select the applicable Activity Status
19. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to “Preparer”.

20. SP VPP Preparer Creates ServiceNow Case/Task and submits to SP AP Service Owner or delegate for CMP review and approval – one case per Center for all AP CMPs.
21. SP AP Service Owner or delegate access the Agency CMP Tool to reviews CMP. If errors are found, the SP AP Service Owner will route the SN task back to the Preparer for correction. Once verified to be accurate, the SP AP Service Owner or delegate will review the CMP for accuracy and completeness, validate that noted variances are accurate and documentation supports variances, and validates that any calculations on documentation are accurate. Once complete, the AP SP Service Owner or delegate clicks on Add Comments, enters initials and date, then clicks Save & Submit.
22. SP AP Service Owner or delegate assigns ServiceNow Case/Task to AP L3

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 78 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

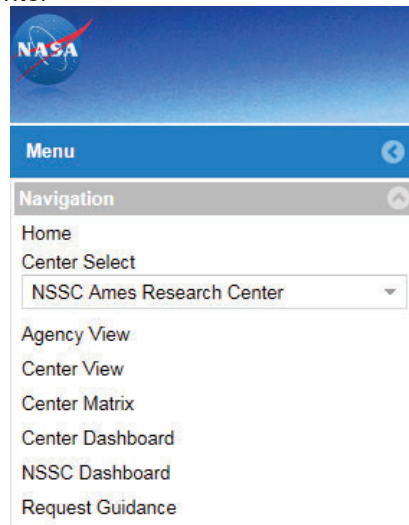
23. Go to **Step 9**

Step 9: NSSC AP CS POC

Each month, the AP CS will receive notification from AP SP that Center CMPs are ready for review, approval and signature.

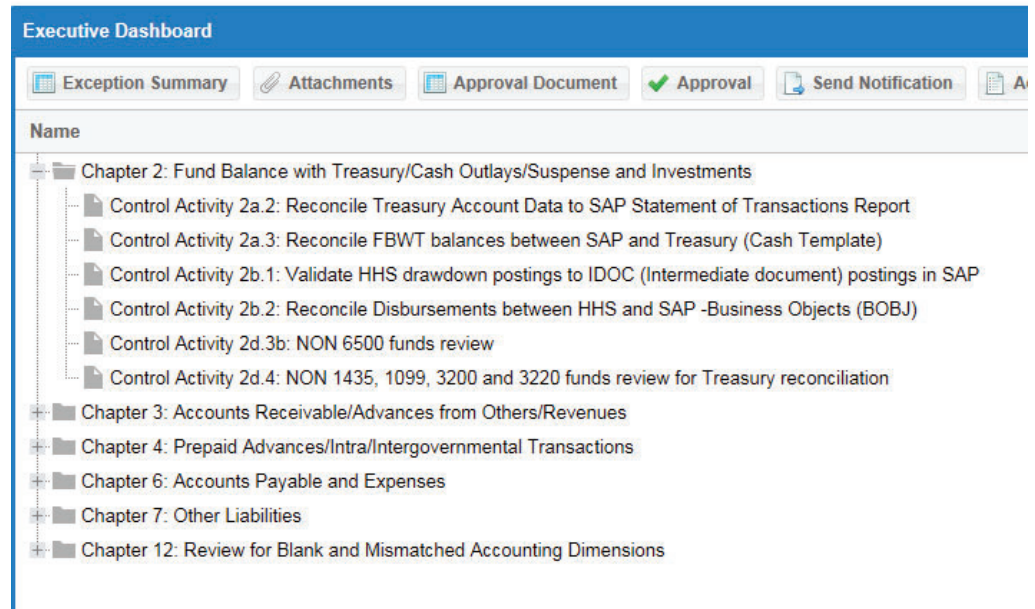
- A. CS AP POC or delegate receives notification of CMP documentation from SP via ServiceNow ticket and reviews Center CMPs. Review signed certification sheet with backup documentation for each CMP activity completed. Review all documentation for each CMP activity for accuracy and completeness. Validate noted variance are accurate and documentation completely supports all variances. Validate that any calculations on all documentation are accurate, ensure all documentation has been reviewed and approved by SP Supervisor or delegate.
- B. Review of CMP 4.2: NASA to NASA Inter-Agency Transactions Reconciliation (WCF) - access <https://cmp.nasa.gov> and follow steps below:

1. Under Menu/Navigation – click dropdown from Center Select and click on assigned Center



NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 79 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

- Under Executive Dashboard click the chapter then double click on the control activity you need to review.

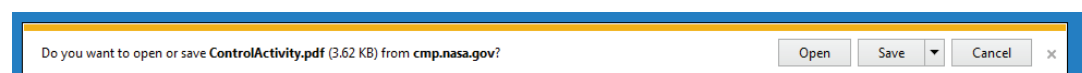


- Under Activity Status - CMP Color Code, Approval Signatures, Control Activity Certification Pdf, View Full Activity Report, Execute Control Activity, Attachments, Activity Log, Add Comments and Send Notifications are listed (see above screen). CS Reviewer will use all except, View Full Activity Report and Execute Control Activity.

Note: Activity Log - CMP can be tracked anytime.

- Click "Control Activity Certification PDF". At the bottom of the screen, click "Open" to review the ControlActivity.pdf file. Check Center Name, Business Area No., Report Month, Control Activity Range (No./Title) and the Preparer's Section.

NOTE: Review to see if there are exceptions or no exceptions. Exceptions should be listed in detail by the Item, Exception Amount, Exception Type, "Description/Explanation", "Resolution", "Resolution Date", "SR Ref (if applicable)" and Person responsible". **Refer to Appendix D – AP CMP Exception Requirements for additional detail.**



- Click on "Attachments" located on right hand side of page. A box will appear in the middle of screen, then scroll down under Attachment Name, highlight the Center attachment pdf and move cursor up to the View Icon. Click View once and at the bottom of screen the CMP pdf will appear. See below example.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 80 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

The screenshot shows a window titled "Attachments" with a blue header. Inside, there is a section for adding new attachments with a "File:" label, a text input field, and a "Browse..." button. Below this is an "Attach" button. There is also a "View" button with a document icon. A table lists existing attachments with columns for "Attachment Name", "Attach Date", and "Owner". One attachment is listed: "01 AFRC CMP 2B.1 Original..." with a date of "2018/08/02 1..." and owner "Jennifer Bolar". At the bottom left is a "Close" button with a back arrow icon.

Attachment Name	Attach Date	Owner
01 AFRC CMP 2B.1 Original...	2018/08/02 1...	Jennifer Bolar

6. Review all heading information above the line SGL Account/Beg Bal/Debits/Credits/YTD Act/End Balance.
 7. Budgetary – SGL Accounts 1410, 2110, 6100 should agree with the last page “1 - Center/Buyer” SGL Accounts 1410, 2110 and 6100.
 8. Budgetary - SGL Accounts 1310, 2310, 5200 End Balance should agree with the last page “2 - WDF/Seller” SGL Accounts 2310, 1310, 5200.
 9. Exit Attachments and click on Add Comments located on right hand side of page. If the document has no exceptions, type in the comments box “Review 3 complete. No exceptions”. Otherwise, type “Review 3 complete. With exceptions”.
 10. Click Save & Submit.
 11. Click “Activity Log” and verify that the comment just entered is displayed.
 12. Exit after CMP review is completed and proceed to the next CMP Activity pending review.
- C. Chapter 4: Prepaid Advances/Inter-Agency Transactions
Control Activity 4.3: Reconcile the utilization report to the liquidation of the advance.
1. Under Menu, select Agency View.
 2. In the Executive Dashboard, click the “+” on Chapter 4: Prepaid Advances/Intra/Intergovernmental Transactions. Then double click “Control Activity 4.3: Reconcile the utilization report to liquidation of the advance”. A similar screen will appear for this Control Activity as shown in the above step. (See example in B4)

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 81 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

3. Under Activity Status - CMP Color Code, Approval Signatures, Control Activity Certification Pdf, View Full Activity Report, Execute Control Activity, Attachments, Activity Log, Add Comments and Send Notifications are listed (see example in B4)

Note: Activity Log can be tracked at any time.

4. Click "Control Activity Certification PDF". At the bottom of the screen, click "Open" to review the ControlActivity.pdf file. Check Center Name, Business Area No., Report Month, Control Activity Range (No./Title) and the Preparer's Section.
5. Review the Control Activity (Center Level) for Center Name, Business Area No., Report Month, Control Activity Range (No./Title) and the Preparer's Section. Once verified, exit pdf.

NOTE: Review to see if there are exceptions or no exceptions. Exceptions should be listed in detail by the Item, Exception Amount, Exception Type, Description/Explanation, Resolution, Resolution Date, SR Ref (if applicable) and Person responsible. **Refer to Appendix D – AP CMP Exception Requirements for additional detail.**

6. Click on "Attachments" located on right hand side of page. A box will appear in the middle of screen. Scroll down under Attachment Name, highlight the Center attachment pdf and move cursor up to the View Icon. Click View once and at the bottom of screen, the CMP Pdf will appear. Open document to review.
7. SAP_FMFG_E_TRANS_REG – check "Funds Ctr" for accuracy. Scroll down to the Grand Totals for Services/Training, I3P, NCCIPS (if applicable) on the last page of report. NOTE: **Only SSC will have NCCIPS.**
8. Utilization Report (Funding) – "Current Month Actual \$" column – Grand Total amount should equal Services/Training Grand Total on the SAP_FMFG_E_TRANS_REG.
9. ITBS CTR Utilization Report – "Current Month Actual Dollars" column, "FCD/Form 76 (Direct Appropriation)" row should equal I3P Grand Total on SAP_FMFG_E_TRANS_REG.
10. National Center for Critical Information Processing and Storage (NCCIPS) Bill – Current Month Actuals. Go to the Summary of All NCCIPS Floorspace/Demand Support and this total should equal the SAP_FMFG_E_TRANS_REG total for NCCIPS.
11. Once verified, exit pdf.
12. Exit Attachments and click on Add Comments located on right hand side of page. If the document has no exceptions, type in the comments box "Review 3 complete. No exceptions". Otherwise, type "Review 3 complete. With exceptions".
13. Click Save & Submit
14. Click "Activity Log" and verify that the comment just entered is displayed.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

15. Exit after CMP review is completed and proceed to the next CMP Activity pending review.

D. Chapter 4: Prepaid Advances/Inter-Agency Transactions
Control Activity 4.4: Customer and Vendor Trading Partner Agency Identifier Review (**Quarterly Only**).

1. Under Menu – select Agency View.
2. Above the Executive Dashboard – click drop down arrow in the Select a Reporting Period to select current month.
3. Move over to Select a Center – enter current center.
4. Under the Executive Dashboard, click once the “+” on Chapter 4: Customer and Vendor Trading Partner Agency Identifier Review. Then scroll down to Control Activity 4.4: Customer and Vendor Trading Partner Agency Identifier Review and double click on Paper Icon and a similar screen will appear for this Control Activity as shown in the above step. (See Example B4)
5. Under Activity Status – CMP Color Code, Approval Signatures, Control Activity Certification Pdf, View Full Activity Report, Execute Control Activity, Attachments, Activity Log, Add Comments and Send Notifications are listed (see above screen). CS Reviewer will use all except, View Full Activity Report and Execute Control Activity.
6. Click “Control Activity Certification PDF”. At the bottom of the screen, click “Open” to review the ControlActivity.pdf file. Check Center Name, Business Area No., Report Month, Control Activity Range (No./Title) and the Preparer’s Section.

NOTE: Review to see if there are exceptions or no exceptions. Exceptions should be listed in detail by the Item, Exception Amount, Exception Type, Description/Explanation, Resolution, Resolution Date, SR Ref (if applicable) and Person responsible. **Refer to Appendix D – AP CMP Exception Requirements for additional detail.**

7. Click on “Attachments” located on right hand side of page. A box will appear in the middle of screen, then scroll down under Attachment Name, highlight the Center attachment pdf and move cursor up to the View Icon. Click View once and at the bottom of screen the CMP pdf will appear. See below example.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

8. Validate SAP_ZFI_INTRAGOV - check the Federal column to see if there is an indicator of "F". If there is, AID (TP) and AID Name (TP) columns must be populated.
 9. Validate SAP_ZFI_INTRAGOV – check the Federal column to see if there is an indicator of "N". If there is, AID (TP) and AID Name (TP) columns must be blank.
 10. Exit Attachments and click on Add Comments located on right hand side of page. In the Add comments box, type "Review 3 complete. No Exceptions", if document has none. Otherwise, type "Review 3 complete. With Exceptions".
 11. Click Save & Submit.
 12. Click "Activity Log" and verify that the comment just entered is displayed.
 13. Exit after CMP review is completed and proceed to the next CMP Activity pending review.
- E. Chapter 6: Accounts Payable and Expenses
Control Activity 6.1: Validate Subsidiary ledger to the trial balance (2110.1000).
1. Under Navigation Menu - click on Agency.
 2. Above the Executive Dashboard click the drop down arrow in Select a Reporting Period to select current month.
 3. Move over to Select a Center – enter current Center.
 4. Under the Executive Dashboard, click once the "+" on Chapter 6: Accounts Payable and Expense. Then scroll down to Control Activity 6.1: Validate Subsidiary ledger to the trial balance (2110.1000). Double click on Paper Icon.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 84 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

5. Under Activity Status - CMP Color Code, Approval Signatures, Control Activity Certification Pdf, View Full Activity Report, Execute Control Activity, Attachments, Activity Log, Add Comments and Send Notifications are listed (see above screen). CS Reviewer will use all except, View Full Activity Report and Execute Control Activity.

Note: Activity Log - CMP can be tracked anytime.

6. Click "Control Activity Certification PDF". At the bottom of the screen, click "Open" to review the ControlActivity.pdf file. Check Center Name, Business Area No., Report Month, Control Activity Range (No./Title) and the Preparer's Section.
7. Review to see if there are exceptions or no exceptions. Exceptions should be listed in detail by the Item, Exception Amount, Exception Type, Description/Explanation, Resolution, Resolution Date, SR Ref (if applicable) and Person responsible. **Refer to Appendix D – AP CMP Exception Requirements for additional detail.**
8. Click on "Attachments" located on right hand side of page. A box will appear in the middle of screen, then scroll down under Attachment Name, highlight the Center attachment pdf and move cursor up to the View Icon. Click View once and at the bottom of screen the CMP pdf will appear. Open document to review.
9. GR55 – Check Report Group (Z002), Bus Area, Account (2110.1000), Selection Date (run date) and Period (Mo/Date).
10. GR55 – SGL Account 2110.1000 End Balance (-) and the FBL1N final total (+) should total zero. There should be no difference.
11. FBL1N – Final total (+) and the GR55 (-) should total zero. There should be no difference.
12. Exit Attachments and click on Add Comments located on right hand side of page. In the Add comments box, type "Review 3 complete. No Exceptions", if document has none. Otherwise, type "Review 3 complete. With Exceptions".
13. Click Save & Submit.
14. Click "Activity Log" and verify that the comment just entered is displayed.
15. Exit after CMP review is completed and proceed to the next CMP Activity pending review.

F. Chapter 6: Accounts Payable and Expenses
Control Activity 6.2: Review and Validate Accounts Payable Aging (2110.1000)

1. Under Menu select Agency View.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 85 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

2. Above the Executive Dashboard, click once the “+” on Chapter 6: Accounts Payable and Expenses. Then scroll down to “Control Activity 6.2: Review and validate Accounts Payable Aging (2110.1000). Double click on Paper Icon and a similar screen will appear for this Control Activity as shown in the above step. (See Example in B4).
3. Under Activity Status - CMP Color Code, Approval Signatures, Control Activity Certification Pdf, View Full Activity Report, Execute Control Activity, Attachments, Activity Log, Add Comments and Send Notifications are listed.

Note: Activity Log can be tracked at any time.

4. Click “Control Activity Certification PDF”. At the bottom of the screen, click “Open” to review the ControlActivity.pdf file. Check Center Name, Business Area No., Report Month, Control Activity Range (No./Title) and the Preparer’s Section.
5. Review the Control Activity (Center Level) for Center Name, Business Area No., Report Month, Control Activity Range (No./Title) and the Preparer’s Section. Once verified, exit pdf.

NOTE: Review to see if there are exceptions or no exceptions. Exceptions should be listed in detail by the Item, Exception Amount, Exception Type, Description/Explanation, Resolution, Resolution Date, SR Ref (if applicable) and Person responsible. ***Refer to Appendix D – AP CMP Exception Requirements for additional detail.***

6. Click on “Attachments” located on right hand side of page. A box will appear in the middle of screen. Scroll down under Attachment Name, highlight the Center attachment pdf and move cursor up to the View Icon. Click View once and at the bottom of screen, the CMP pdf will appear. Open document to review.
7. ZFI_AGING2110 – amounts over 30 days are considered exceptions. If there are exceptions, all over 30 Days categories (31 – 60 days, etc.) must equal Totals.
8. Exit attachments and click on Add Comments located on right hand side of page. In the Add comments box, type “Review 3 complete. No Exceptions”, if document has none. Otherwise, type “Review 3 complete. With Exceptions”.
9. Click Save & Submit
10. Click “Activity Log” and verify that the comment just entered is displayed.

11. Exit after CMP review is completed and proceed to the next CMP Activity pending review.

G. Chapter 6: Accounts Payable and Expenses

Control Activity 6.9: Validate disbursements reconcile to vendor invoices.

1. Under Menu select Agency View.
2. Above the Executive Dashboard, click once the “+” on Chapter 6: Accounts Payable and Expenses. Then scroll down to Control Activity 6.9: Validate disbursements

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

reconcile to vendor invoices. Double click on Paper Icon and a similar screen will appear for this Control Activity as shown in the above step. (See Example in B4)

3. Under Activity Status - CMP Color Code, Approval Signatures, Control Activity Certification Pdf, View Full Activity Report, Execute Control Activity, Attachments, Activity Log, Add Comments and Send Notifications are listed.

Note: Activity Log can be tracked at any time.

4. Review the Control Activity (Center Level) for Center Name, Business Area No., Report Month, Control Activity Range (No./Title) and the Preparer's Section. Once verified, exit pdf.

Note: Review to see if there are exceptions or no exceptions. Exceptions should be listed in detail by the Item, Exception Amount, Exception Type, Description/Explanation, Resolution, Resolution Date, SR Ref (if applicable) and Person responsible ***Refer to Appendix D – AP CMP Exception Requirements for additional detail.***

5. Click on "Attachments" located on right hand side of page. A box will appear in the middle of screen. Scroll down under Attachment Name, highlight the Center attachment pdf and move cursor up to the View Icon. Click View once and at the bottom of screen, the CMP pdf will appear. Open document to review.
6. NSSC Stat Sampling Instruction – Confidence Level 95%, Expected Error Rate 10% and Precision 2.90%.
7. "Sample Size of Total" should equal Sample Size on the "Generated by NSSC Statistical Sampling Calculator".
8. RANDOM SAMPLING FOR CTR – check columns Payment Run ID, Business Area and Dis/Pen Amt.
9. RANDOM SAMPING RESULTS FOR CTR – check columns Center Processed, Supporting Documentation (Yes), Information Validated (Correct), Notes (USBank or blank), and Invoice Link (invoice link or USBank).
10. Exit attachments and click on Add Comments located on right hand side of page. In the Add comments box, type "Review 3 complete. No Exceptions", if document has none. Otherwise, type "Review 3 complete. With Exceptions".
11. Click Save and submit.
12. Click "Activity Log" and verify that the comment just entered is displayed.
13. Exit after CMP review is completed and proceed to the next CMP Activity pending review.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 87 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

H. Chapter 6: Accounts Payable and Expense Control Activity 6.10: Validate disbursements in transit have been cleared

1. Under Menu select Agency View.
2. Above the Executive Dashboard, click once the “+” on Chapter 6: Accounts Payable and Expenses. Then scroll down to “Control Activity 6.10: Validate disbursement in transit have been cleared. Double click on Paper Icon and a similar screen will appear for this Control Activity as shown in the above step. (See Example in B5)
3. Under Activity Status - CMP Color Code, Approval Signatures, Control Activity Certification Pdf, View Full Activity Report, Execute Control Activity, Attachments, Activity Log, Add Comments and Send Notifications are listed.
4. Click “Control Activity Certification PDF”. At the bottom of the screen, click “Open” to review the ControlActivity.pdf file. Check Center Name, Business Area No., Report Month, Control Activity Range (No./Title) and the Preparer’s Section..
5. Review the Control Activity (Center Level) for Center Name, Business Area No., Report Month, Control Activity Range (No./Title) and the Preparer’s Section. Once verified, exit pdf.

NOTE: Review to see if there are exceptions or no exceptions. Exceptions should be listed in detail by the Item, Exception Amount, Exception Type, Description/Explanation, Resolution, Resolution Date, SR Ref (if applicable) and Person responsible. **Refer to Appendix D – AP CMP Exception Requirements for additional detail.**

6. Click on “Attachments” located on right hand side of page. A box will appear in the middle of screen. Scroll down under Attachment Name, highlight the Center attachment pdf and move cursor up to the View Icon. Click View once and at the bottom of screen, the CMP pdf will appear. Open document to review.
7. GR55 – Z002 – SGL Account 2120.0000 End Balance should always be zero. If it is not a zero, it is an exception.
8. Exit attachments and click on Add Comments located on right hand side of page. In the Add comments box, type “Review 3 complete. No Exceptions”, if document has none. Otherwise, type “Review 3 complete. With Exceptions”.
9. Click Save and submit.
10. Click “Activity Log” and verify that the comment just entered is displayed.
11. Exit after CMP review is completed and proceed to the next CMP Activity pending review.

I. Chapter 6: Accounts Payable and Expenses
Control Activity 6.11: Validate the status of parked open invoices.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 88 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

1. Under Menu select Agency View.
2. Above the Executive Dashboard, click once the “+” on Chapter 6: Accounts Payable and Expenses. Then scroll down to Control Activity 6.11: Validate the status of parked open invoices. Double click on Paper Icon and a similar screen will appear for this Control Activity as shown in the above step. (See Example in B4)
3. Under Activity Status - CMP Color Code, Approval Signatures, Control Activity Certification Pdf, View Full Activity Report, Execute Control Activity, Attachments, Activity Log, Add Comments and Send Notifications are listed.

Note: Activity Log can be tracked at any time.

4. Click “Control Activity Certification PDF”. At the bottom of the screen, click “Open” to review the ControlActivity.pdf file. Review the Control Activity (Center Level) for Center Name, Business Area No., Report Month, Control Activity Range (No./Title) and the Preparer’s Section. Once verified, exit pdf.

NOTE: Review to see if there are exceptions or no exceptions. Exceptions should be listed in detail by the Item, Exception Amount, Exception Type, Description/Explanation, Resolution, Resolution Date, SR Ref (if applicable) and Person responsible. ***Refer to Appendix D – AP CMP Exception Requirements for additional detail.***

5. Click on “Attachments” located on right hand side of page. A box will appear in the middle of screen. Scroll down under Attachment Name, highlight the Center attachment pdf and move cursor up to the View Icon. Click View once and at the bottom of screen, the CMP pdf will appear. Open document to review.
6. SQ01 Z_INV_PARKED – exceptions items greater than 30 days may be listed under various categories, for example Total Pending Funding, Total pending Contracting Officer’s Reply, Total Pending update of SAP approver, Total Pending Approval, Total Pending Credit Memo, Total Pending SBIR. All exceptions should match to cover sheet.
7. FBL1N – exceptions Items greater than 30 days may be listed under various categories, for example Total Pending Funding, Total pending Contracting Officer’s Reply, Total Pending update of SAP approver, Total Pending Approval, Total Pending Credit Memo, Total Pending SBIR. All exceptions should match to cover sheet.
8. Exit attachments and click on Add Comments located on right hand side of page. In the Add comments box, type “Review 3 complete. No Exceptions”, if document has none. Otherwise, type “Review 3 complete. With Exceptions”.
9. Click Save and submit.
10. Click “Activity Log” and verify that the comment just entered is displayed.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 89 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

11. Exit after CMP review is complete.

12. When all of a Centers' CMP reviews are complete, CS AP Certifying Officer assigns Center CMP ServiceNow Case/Task to AP L3 Lead Accountant or delegate after logging any errors on the quality tab (if applicable) of the task.

Step 10: NSSC AP CS Senior Accountant, Lead Accountant & Chief, Accounts Payable

1. NSSC CS AP Lead Accountant or delegate receives notification from AP CS POC via ServiceNow that signed CMP certification sheets and backup documentation for each CMP activity have been completed and are ready for final review and approval.
2. Review documentation for each CMP activity for accuracy and completeness
3. Validate noted variances are accurate and documentation completely supports all variances
4. If there are questions, the AP CS Lead Accountant returns the ServiceNow ticket back to the AP CS POC for an explanation or correction from the preparer.
 - a. The AP CS POC will address any questions/issues and route the ServiceNow task back to the AP CS Lead Accountant or delegate for review again. Errors are documented on the Quality tab of the ServiceNow task.
5. If there are no questions, the AP CS Lead Accountant electronically signs in the Approver's Section of the CMP coversheet via the CMP Tool. The AP CS Lead Accountant resolves the ServiceNow ticket once the review is complete and approved.
6. If unique exception are identified, AP CS Lead Accountant reviews exceptions with the Chief AP.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 90 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

PROCESS – CODING EXCEPTION TYPES

Note: If an Exception is resolved before the CMP is assigned to L3, update the Resolution and Resolution date accordingly

When AP CMPs 6.2 and 6.11 have exceptions, the AP SP VPP Preparer codes each exception type in the Exception Type column on the CMP certification sheet as follows:

1. The following AP CMP exception types are coded as Exception Type #2 “Timing/Business/Process/Systems Issues (SRs) (Yellow):
 - a. SBIR/STTR invoices pending approval
 - b. Final invoices pending approval
 - c. Credit memos
 - d. Pending goods receipt and acceptance (103/105)
 - e. Vendor master update (SAM information)
 - f. Pending shipping receipts 60 days and under (validate by reviewing the invoice receipt date on supporting documentation)
 - g. Exceptions with a Service Request (SR) attached
 - h. Permanent reconciling difference
 - i. Approved point papers
 - j. Invoices posted after final payment cutoff date, if interest did not accrue (SBIR/STTR, Final, 103/105)

For all other AP CMPs, exception coding should continue to follow the list above regarding those items that can be identified as an exception type #2 due to timing/business processes/systems issues.

All other AP CMP exceptions are coded as #3 Exception (Red) on the CMP certification coversheet unless there is a rare instance that you have an exception for #1 Valid Reconciling Item Property (Green) or #4 Does Not Apply (White). Any CMPs that contain items coded as #1 Valid Reconciling Item or provide specific instruction to code as a certain exception type should include the supporting documentation (i.e. emails from OCFO) that provide the authority.

CMP 4.3 Exceptions Matrix

Describe Scenario	Exception Type	Description/Explanation	Resolution	Resolution Date	SR Ref	Person Responsible
Credit that could not be applied to current month's bill	2	Bill credit to be applied in next month (ex. October bill credit to be applied in November)	Apply credit to next month's utilization (ex. Apply credit to November Utilization)	Final payment date		NSSC

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 91 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

CMP 6.2 Exceptions Matrix

Describe Scenario	Exception Type	Description/Explanation	Resolution	Resolution Date	SR Ref	Person Responsible
DIT Cancellation pending vendor to update SAM	2	EFT Cancellation	Update banking information in SAM	Final payment date		Vendor
DIT Cancellation for ICB payment	2	ICB payment pending vendor master update	Update vendor master from information provided by HQ ICB Office	Final payment date		HQ ICB Office
SBIR invoice*	3	SBIR invoice approved after payment cutoff date for month	Process Payment	Final payment date		NSSC
Supply invoice*	3	GRAP invoice receipt and/or acceptance received after payment cutoff date for month	Process Payment	Final payment date		NSSC
Late payment of invoice - interest	3	Invoice approved after payment cutoff date for month	Process Payment	Final payment date		NSSC
Reversal in process	2	Reversal in process that requires additional funding or cost to complete	Receive funding or cost and complete reversal	Final payment date		Center
Late CBA invoice	3	CBA invoice pending receipt of reconciliation report from center	Receive reconciliation of CBA from center and process payment	Final payment date		Center CBA office
Travel document posted for incorrect amount	2	Travel Document pending manual voucher correction	Travel voucher corrected in SAP	Final payment date		NSSC
Uncashed Travel check payment returned	2	Travel Document returned uncashed Travel check payment	Update Traveler banking in SAP	Final payment date		Center Travel Office

CMP 6.11 Exceptions Matrix

Describe Scenario	Exception Type	Description/Explanation	Resolution	Resolution Date	SR Ref	Person Responsible
Invoices pending approval at center	3	Pending Approval	Approve invoices	Final payment date		Center
Final invoice pending approval*	3	Pending Approval	Approve invoices	Final payment date		Center
Invoices pending approval at NSSC	3	Pending Approval	Approve invoices	Final payment date		NSSC Procurement
Invoices pending GRAP (103/105)*	3	Pending 103/105	Apply goods receipt and acceptance	Final payment date		Center
Invoice that needs funding to post	3	Pending Funding	Apply funding	Final payment date		Center

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 92 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

Receipt of credit memo from vendor	3	Pending Credit Memo	Receipt of debit invoice or check refund	Final payment date		Vendor
SBIR/STTR pending approval*	3	Pending SBIR/STTR	Approve invoices per COTR acceptance	Final payment date		NSSC Procurement
Supplemental Data Pending approval from center on IPAC bill	3	Supplemental Data Pending approval from center on IPAC bill	Approve invoice	Final payment date		Center
IPAC Pending Supplemental Documentation	3	Pending Supplemental Documentation	Pending receipt of documentation	Final payment date		Center
Supplement Documentation pending AAO Service Request to post invoice	3	Pending AAO Service Request to post invoice	Completion of AAO Service Request to post invoice	Final payment date	1234	AAO
\$.01 IPP parked invoice (additional document) pending cost for parent document	2	parent DRN 5600# pending cost	Apply Cost	Final payment date		Parent BA center
\$.01 IPP parked invoice (additional document) pending Approval for parent document	2	parent DRN 5600# pending approval	Approve invoice	Final payment date		Parent BA center

*These exceptions could possibly be coded 1 (green) instead of 3 (red) see below.

CMP 6.2 and 6.11 Exceptions for SBIR/STTR Final payments, 103/105 due to testing, and Final invoices

Good Receipt and Acceptance pending approval due to testing (103/105)

- If the order related to invoice payment has a clause that would relate to acceptance beyond the customary 30 days **with proper** support – code exception **GREEN**
- If the order related to invoice payment has a clause that would relate to acceptance beyond the customary 30 days **without proper** support – code exception **RED**
- If the order related to invoice payment **does not** have a clause that would relate to acceptance beyond the customary 30 days – code exception **RED**

SBIR/STTR Invoice pending approval

- If the order related to SBIR/STTR Final invoice payment, which has a clause that would relate to COR acceptance beyond customary 30 days **with proper** support – code exception **GREEN**
- If the order related to SBIR/STTR Final invoice payment, which has a clause that would relate to COR acceptance beyond customary 30 days **without proper** support – code exception **RED**
- If the order related to SBIR/STTR Final invoice payment, which **does not** have a clause that would relate to COR acceptance beyond the customary 30 days – code exception **RED**

Final Invoices pending approval

- If the order related to Final invoice payment, which has a clause that would relate to COR acceptance beyond customary 30 days **with proper** support – code exception **GREEN**
- If the order related to Final invoice payment, which has a clause that would relate to COR acceptance beyond customary 30 days **without proper** support – code exception **RED**
- If the order related to Final invoice payment, which **does not** have a clause that would relate to COR acceptance beyond the customary 30 days – code exception **RED**

Example of Final Payment clause

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 93 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

2.5 Final Payments

The final invoice payment is based upon successful performance of all requirements of the contract. Successful performance is defined by receipt and acceptance of each deliverable by the TM. For NTSR and NTR requirements, successful performance is defined by the receipt, acceptance and issuance of a Certification of Compliance by the NASA/Center New Technology Office with concurrence from the Patent Representative (reference: NFS 1827.305 (e), “Administration of the Patent Rights Clauses”). Any payment may be withheld if the required deliverables have not been submitted and accepted by the TM and until all required approvals and certifications are received.

SYSTEM COMPONENTS (EXISTING SYSTEMS)

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

IT System Title	IT System Description	Access Requirements	IT System Interfaces
Agency Continuous Monitoring Program (CMP)	Agency CMP routing and repository for agency CMP's	NSSC role: CMP Activity Maintainer NSSC Center roles: Various	
NSSC Continuous Monitoring Program (CMP)	NSSC CMP reporting and preparation tool	NSSC Accounts Payable	
Invoice Processing Platform (IPP)	eInvoicing for select vendor contracts/invoices	Disburser	NASA Agency Application Office (AAO) eInvoice
Invoice Routing Information System (IRIS)	Invoice routing application	NSSC roles: View-NSSC; NSSC Accounts Payable. Center roles: Various	NASA Agency Application Office (AAO) eInvoice
SAP/IEMP	Integrated Financial Management System	Various SAP roles applicable to each functional area.	
TechDoc	Document imaging system for document storage and retention	User Role at NSSC	
Treasury Financial Manual – Chapter 4700 – August 2015 (Appendix 5)	Agency Reporting Requirements for the Financial Report of the United States Government (http://tfm.fiscal.treasury.gov/v1/p2/c470.pdf)	Web browser	

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
		Page 95 of 112
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

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

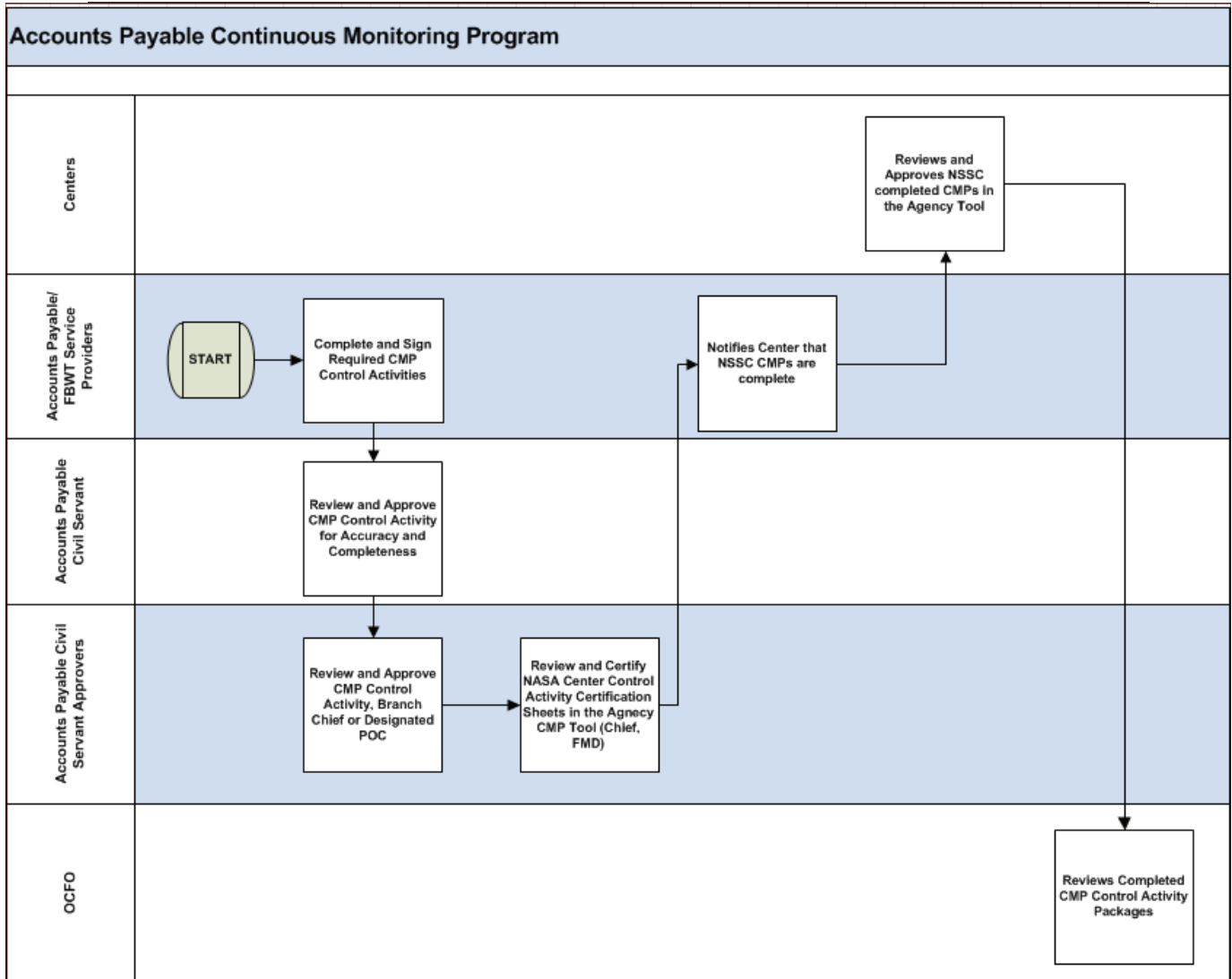
NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		
Page 96 of 112		

APPENDIX A – ACRONYM LIST

AAO	Agency Application Office
Agency CMP Tool	Agency Continuous Monitoring Program Tool
AP	Accounts Payable
CMP	Continuous Monitoring Program
CS	Civil Servant
EPSS	Enterprise Performance Support System
FMD	Financial Management Division
FY	Fiscal Year
GRS	General Records Schedule
IPP	Invoice Processing Platform
MRI	Master Records Index
NPR	NASA Procedural Requirements
NSSC	National Aeronautics and Space Administration Shared Services Center
NSSC CMP Tool	NSSC Continuous Monitoring Program Tool
NRRS	NASA Records Retention Schedule
SAP	Core Financial Software – Systems, Applications and Products
SN	ServiceNow
SP	Service Provider
SR	Service Request

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 97 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

APPENDIX B – COMPLETING CMP ACTIVITIES WORK FLOW



NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
		Page 98 of 112
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

APPENDIX C – TABLE OF FYS AND PERIODS

FYs and Periods

FY	Fiscal Month	SAP Period
20XX	October	1
20XX	November	2
20XX	December	3
20XX	January	4
20XX	February	5
20XX	March	6
20XX	April	7
20XX	May	8
20XX	June	9
20XX	July	10
20XX	August	11
20XX	September	12

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

APPENDIX D – AP CMP EXCEPTION TYPES

CMP ITEM

This should list the number of the exception (ex. 1, 2, 3, etc.).

EXCEPTION AMOUNT

The amount or the difference that is being reported is the Exception Amount. If there are multiple items, then the total net amount should be entered at the bottom of this column.

EXCEPTION TYPE*

This should include one of the following exceptions types (ex. #1, #2, #3, or #4)

#1 Valid Reconciling Item Property

#2 Timing/Business Process/Systems Issues (SRs).

#3 Exception

#4 Does Not Apply

DESCRIPTION/EXPLANATION

This should contain information that answers the question “What?” Describe the item and include Document #'s, dates, vendor #'s, etc. (ex. Document 5602478111 for vendor 113902)

RESOLUTION

This should contain information that answers the question “Why?” Describe Why this is an exception, what made it an error, is it in SAP incorrectly or not at all, etc. (ex. Update banking in SAM and re-issue payment)

RESOLUTION DATE

This should contain information that answers the questions “When (Date)?”. When do you expect the correction or entry to be completed...usually it should be by the end of the next month but if the correction has already been completed in the first days of the new period, put the actual date of the correction. **N/A is not an option for this field.** If the error has an SR and you don't anticipate it happening quickly, put a date for the next quarter end or in extreme cases, the year-end date.

Also put how it will be fixed. Will the item be entered in the first days of the next period, will the item be reversed and corrected in the system or will it be researched with the Center for guidance or policy decisions?

SR REF

Include the SR number if applicable. This should only be used if there is a pending SR applicable.

PERSON RESPONSIBLE

Lastly, this should contain information that answers the questions “Who?” Include Who is responsible for fixing the item (ex. NSSC will record the item in the next month, Center will reverse and repost correctly or Item will be corrected by the NSSC when guidance is received on SR xxxxx).

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 100 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

Activity Status

This should include one of the following Activity Status' (ex. Gray, Green, Red, Yellow, White)

Gray - Not Assessed

Green - No Exceptions/Property Valid Reconciling Items

Red – Exception

Yellow - Timing/Business Process/System Issues (SRs)

White - Does Not Apply

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 101 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

APPENDIX E – AGENCY LOCATION CODE LISTING

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

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 102 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

APPENDIX F - AP CMP CONTROL ACTIVITY 4.2A

1 - Center / Buyer		2 - WCF / Seller		Difference
1410	\$39,970,088.16	2310	-\$39,970,088.16	\$0.00
2110	\$0.00	1310	\$0.00	\$0.00
6100	\$101,615,501.10	5200	-\$101,615,501.10	\$0.00

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 103 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

APPENDIX G - AP CMP CONTROL ACTIVITY 4.3

Step 2 for CMP 4.3 - Comparison of the results from A, B, and C for the Federal Transaction Register, Working Capital Fund Utilization and I3P Utilization listed in the CMP guidance as follows:

	Grand Total
Services /Training	439,868.00
I3P	813,738.70
Total	1,253,606.70

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 104 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

APPENDIX H - AP CMP CONTROL ACTIVITY 6.9

Report: CMP 6.9
NSSC Stat Sampling Instruction Johnson Space Center (JSC - BA72)
July 1, 2018 to July 31, 2018 - Period 10

Scope and Methodology Used:

Reports were generated utilizing the following parameters within SAP:

Report Name: ZFI_AP_PMT_STAT
Payment Run Date: 07/01/2018 to 07/31/2018
Business Areas: 10-HQ/NSSC; 21-ARC; 22-GRC; 23-LARC; 24-AFRC;
51-GSFC; 62-MSFC; 64-SSC; 72-JSC; and 76-KSC;

Each center report is saved as a Microsoft Excel Spreadsheet. All ten (10) Excel spreadsheets will be combined to get a total population, assigning ID numbers to each line item.

The stat sampling software used is "NSSC Statistical Sampling Calculator". The following parameters were used:

Confidence Level: 95%
Population: 6866
Expected Error Rate: 10%
Precision - 2.90%
Sample Size of Total: 387

The sampling documents were extracted from the combined spreadsheet by ID Number. An individual spreadsheet was created for each center. The Center's spreadsheet was distributed to FM Service Provider personnel for disbursement validation. The validation consisted of validating the amounts disbursed and recorded in SAP (ZFI_AP_PMT_STAT) to the actual source document invoices and other payment authorizing documents.

Internal Controls

Once the validation is completed it is reviewed and approved Accounts Payable Senior Accountant, Chief, Financial Services Branch and approved by Financial Management Division Chief. Once approved submitted to Financial Accounting Branch for submission to Headquarters OCFO.

Note: All documentation below is attached to CMP 6.9 with above instructions.

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		Page 105 of 112
SUBJECT: Continuous Monitoring Program – Accounts Payable		

Report:
NSSC Stat Sampling Calculator

CMP 6.9
Johnson Space Center (JSC - BA72)
July 1, 2018 to July 31, 2018 - Period 10

Generated by NSSC Statistical Sampling Calculator Submitted on 07/31/2018	
Confidence Level:	95.00%
Population:	6866
Expected Error:	10.00%
Percent Precision:	2.90%
Sample Size:	387

387 Interval Sampling Numbers for the range of 1 to 6866	
Number	Random Number
1	3
2	21
3	38
4	56
5	74
6	91
7	109
8	127
9	144
10	162
11	180
12	198
13	215
14	233
15	251
16	268
17	286
18	304
19	321
20	339
21	357
22	375
23	392
24	410
25	428
26	445
27	463
28	481
29	498
30	516
31	534
32	552
33	569
34	587
35	605
36	622
37	640
38	658
39	675
40	693
41	711
42	729
43	746

NSSC
Service Delivery Guide

NSSDG-9010-0001

Revision 10.0

Number

Effective Date: August 13, 2021

Expiration Date: August 13, 2024

Page 106 of 112

Responsible Office: Financial Management Division

SUBJECT: Continuous Monitoring Program – Accounts Payable

Report:
RANDOM SAMPLING FOR JSC

CMP 6.9
Johnson Space Center (JSC - BA72)
July 1, 2018 to July 31, 2018 - Period 10

Sample	Payment Run ID	Vendor Number	Vendor Name	Cleared Document Number	Vendor Reference Number	Business Area	Payment Run Date	Gross Amt	Disc/Pen Amt	Net Amt
375	JD194	104028	BOOZ ALLEN HAMILTON INC.	5602874578	80JSC017F0114 964026	72	07/02/2018	81,479.00	0.00	81,479.00
392	JD194	143299	CAMBRIDGE INTERNATIONAL SYSTEMS INC	5602885659	NNJ16JB04T 51688FEE	72	07/02/2018	6,776.55	0.00	6,776.55
410	JD194	169934	CHAMPION ENERGY SERVICES, LLC	5602885130	B1806210002 NNJ17JA14D 06/18	72	07/02/2018	10,410.68	0.00	10,410.68
428	JX100	148371	JPMORGAN CHASE - COMMERCIAL CARD SE	5602886360	4486667900000432 AA	72	07/02/2018	-47.23	0.00	-47.23
1171	JD195	158375	THUNDERCAT TECHNOLOGY, LLC	5602886580	80NSSC18F1223 15555 A	72	07/03/2018	151,793.43	0.00	151,793.43
1189	JX650	160988	JPMORGAN CHASE - IBA SPLIT DISBURSE	1900094929	IBA7000030862250	72	07/03/2018	1,041.48	0.00	1,041.48
1206	JX650	160988	JPMORGAN CHASE - IBA SPLIT DISBURSE	1900095384	IBA0324632643226	72	07/03/2018	575.24	0.00	575.24
1224	JX650	160988	JPMORGAN CHASE - IBA SPLIT DISBURSE	1900095673	IBA8510425000030	72	07/03/2018	1,001.88	0.00	1,001.88
1242	JX650	160988	JPMORGAN CHASE - IBA SPLIT DISBURSE	1900096291	IBA5675270050507	72	07/03/2018	7.96	0.00	7.96
1897	JX651	160988	JPMORGAN CHASE - IBA SPLIT DISBURSE	1900096666	IBA6140404064140	72	07/05/2018	224.17	0.00	224.17
2357	JD198	143960	MACLEAN ENGINEERING & APPLIED TECHN	5602878440	NNJ14HA64B 100	72	07/06/2018	57,299.38	0.00	57,299.38
2375	JX652	160988	JPMORGAN CHASE - IBA SPLIT DISBURSE	1900097587	IBA8265043202105	72	07/06/2018	716.89	0.00	716.89
2711	JD199	161119	CACI NSS, INC.	5602877238	NNJ14HA04B 01-098	72	07/09/2018	86,554.94	0.00	86,554.94
2941	JD200	104028	BOOZ ALLEN HAMILTON INC.	5602885641	80JSC018F0053 965857	72	07/10/2018	48,483.00	0.00	48,483.00
2959	JX654	160988	JPMORGAN CHASE - IBA SPLIT DISBURSE	1900098210	IBA8171484837720	72	07/10/2018	656.28	0.00	656.28
3278	JX655	160988	JPMORGAN CHASE - IBA SPLIT DISBURSE	1900098541	IBA1811174471302	72	07/11/2018	189.87	0.00	189.87
3295	JX655	160988	JPMORGAN CHASE - IBA SPLIT DISBURSE	1900098856	IBA8480258889990	72	07/11/2018	653.46	0.00	653.46
3632	JD202	153425	PATTEN CO., INC.	5602886249	80NSSC18P1622 12019	72	07/12/2018	11,000.00	0.00	11,000.00
3649	JD202	168585	NLT MANAGEMENT SERVICES LLC	5602891319	NNJ14RN01B TO3-F-053	72	07/12/2018	471.23	0.00	471.23
3667	JX656	160988	JPMORGAN CHASE - IBA SPLIT DISBURSE	1900099156	IBA4283000886803	72	07/12/2018	19.19	0.00	19.19
3685	JX656	160988	JPMORGAN CHASE - IBA SPLIT DISBURSE	1900099270	IBA9498400904997	72	07/12/2018	422.82	0.00	422.82
3915	JD204	129064	LOCKHEED MARTIN CORPORATION	5602886246	NNJ06TA25C 90390043	72	07/13/2018	42,565,692.15	0.00	42,565,692.15
3932	JX106	164068	JPMORGAN CHASE BANK, NATIONAL ASSOC	1900096519	44863679000005255 O	72	07/13/2018	32,875.92	0.00	32,875.92
3950	JX657	160988	JPMORGAN CHASE - IBA SPLIT DISBURSE	1900099782	IBA1288131053380	72	07/13/2018	786.12	0.00	786.12
4428	JX659	160988	JPMORGAN CHASE - IBA SPLIT DISBURSE	1900101208	IBA9865925095992	72	07/17/2018	534.64	0.00	534.64
4623	JD208	135224	VISTA PHOTONICS, INC.	5602889646	80JSC018P0002 1320	72	07/18/2018	75,128.00	0.00	75,128.00
4641	JX660	160988	JPMORGAN CHASE - IBA SPLIT DISBURSE	1900101649	IBA0024268430824	72	07/18/2018	483.07	0.00	483.07
4818	JD209	105280	ZIN TECHNOLOGIES, INC.	5602887263	80JSC018F0044 089299	72	07/19/2018	10,531.48	0.00	10,531.48
4835	JD209	158939	BETTER DIRECT, LLC	5602888524	80NSSC18F1313 53341 A	72	07/19/2018	38,444.51	0.00	38,444.51
5101	JD210	104028	BOOZ ALLEN HAMILTON INC.	5602891121	80JSC018F0191 967427	72	07/20/2018	10,000.00	0.00	10,000.00
5118	JD210	144383	AFFIGENT, LLC	5602895496	80NSSC18F0002 SI017045 A	72	07/20/2018	1,011.11	0.00	1,011.11

NSSC
Service Delivery Guide

NSSDG-9010-0001

Revision 10.0

Number

Effective Date: August 13, 2021

Expiration Date: August 13, 2024

Page 107 of 112

Responsible Office: Financial Management Division

SUBJECT: Continuous Monitoring Program – Accounts Payable

Report:

RANDOM SAMPLING RESULTS FOR JSC

CMP 6.9

Johnson Space Center (JSC - BA72)

July 1, 2018 to July 31, 2018 - Period 10

Random Sampling ID No.	SAP Doc No	Center Processed	Supporting Documentation Attached	Information Validated						Notes	Invoice Link
				Invoice Date	Invoice Received Date	Vendor Paid	Invoice Amount Paid	Contract Number	Invoice Number		
375	5602874578	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct		invoice
392	5602885659	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct		invoice
410	5602885130	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct		invoice
428	5602886360	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
1171	5602886580	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct		invoice
1189	1900094929	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
1206	1900095384	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
1224	1900095673	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
1242	1900096291	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
1897	1900096666	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
2357	5602878440	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct		invoice
2375	1900097587	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
2711	5602877238	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct		invoice
2941	5602885641	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct		invoice
2959	1900098210	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
3278	1900098541	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
3295	1900098856	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
3632	5602886249	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct		invoice
3649	5602891319	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct		invoice
3667	1900099156	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
3685	1900099270	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
3915	5602886246	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct		invoice
3932	1900096519	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
3950	1900099782	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
4428	1900101208	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
4623	5602889646	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct		invoice
4641	1900101649	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC
4818	5602887263	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct		invoice
4835	5602888524	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct		invoice
5101	5602891121	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct		invoice
5118	5602895496	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct		invoice
5136	1900102135	JSC	Yes	Correct	Correct	Correct	Correct	Correct	Correct	JPMC	JPMC

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Page 108 of 112		
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		

APPENDIX I - AP CMP CONTROL ACTIVITY 4.4B

VOL I

APPENDIX 5

2-4700

Federal Trading Partner Codes for the Governmentwide Financial Report System (GFRS), and the Governmentwide Treasury Account Symbol Adjusted Trial Balance System (GTAS)

The following crosswalk provides FR entity (GFRS Entity) codes used for GFRS. They are used as the Federal trading partner codes requirement for GFRS. Additionally, the codes are used for GTAS and for other entities. The codes are used to facilitate the preparation of the Financial Report of the United States Government (FR).

The crosswalk also provides Agency Identifiers (AID) used for GTAS. The following codes are to be used when reporting in GTAS by AID only. When reporting by both AID and Main Account the AID from the TAS should be used.

Definitions of Key Terms:

Financial Reporting Entity (FR Entity) – 4 digit code representing individual entities in both GFRS and GTAS that denotes reporting responsibility for agency financial statements, Adjusted Trial Balance data, Material Difference Explanations in GTAS and the Closing Package Submissions in GFRS.

Agency Identifier (AID) – 3 digit code of the component Treasury Account Symbol (TAS) format. The code is assigned based on the language in the legislation that established the TAS. AID does not necessarily indicate reporting agency responsibility.

FR Entity (GFRS Entity)	Agency Identifier (AID)	Department or Agency
Significant Entities:		
1137	937	Defense Security Cooperation Agency – Security Assistance Accounts
1200	012	Department of Agriculture
1300	013	Department of Commerce
1400	014	Department of the Interior
1500	015	Department of Justice
1601	016	Department of Labor
1602	916	Pension Benefit Guaranty Corporation
1800	018	U.S. Postal Service
1900	019	Department of State
2000	020	Department of the Treasury
2400	024	Office of Personnel Management
2500	025	National Credit Union Administration
2700	027	Federal Communications Commission
2800	028	Social Security Administration
3100	031	U.S. Nuclear Regulatory Commission
3300	933	Smithsonian Institution
3600	036	Department of Veterans Affairs
4700	047	General Services Administration
4900	049	National Science Foundation
5000	050	Securities and Exchange Commission
5100	051	Federal Deposit Insurance Corporation
6000	060	Railroad Retirement Board
6400	455	Tennessee Valley Authority
6800	068	Environmental Protection Agency
6900	069	Department of Transportation
7000	070	Department of Homeland Security

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		
Page 109 of 112		

2-4700

APPENDIX 5

VOL I

FR Entity (GFRS Entity)	Agency Identifier (AID)	Department or Agency
Significant Entities (Continued):		
7100	071	Overseas Private Investment Corporation
7200	072	Agency for International Development
7300	073	Small Business Administration
7500	075	Department of Health and Human Services
7802	352	Farm Credit System Insurance Corporation
8000	080	National Aeronautics and Space Administration
8300	083	Export-Import Bank of the United States
8600	086	Department of Housing and Urban Development
8900	089	Department of Energy
9100	091	Department of Education
9563	524	Millennium Challenge Corporation
9900	099	General Fund of U.S. Government
DE00	017	Department of the Navy*
DE00	021	Department of the Army*
DE00	057	Department of the Air Force*
DE00	096	U.S. Army Corps of Engineers*
DE00	097	Office of the Secretary of Defense – Defense Agencies*
Other Entities:		
0000	000	Congress (House & Senate)
0100	001	Architect of the Capitol
0200	002	U.S. Capitol Police
0300	003	Library of Congress**
0400	004	Government Printing Office**
0500	005	Government Accountability Office**
0800	008	Congressional Budget Office**
0902	009	Commission on Security and Cooperation – Europe
0904	009	John C. Stennis Center for Public Service Training and Development
0905	009	U.S. Capital Preservation Commission
0907	009	Office of Compliance
0908	009	Open World Leadership Center
0911	009	Antitrust Modernization Commission
0912	000	Senate Preservation
0913	009	Commission on the Prevention of Weapons of Mass Destruction Proliferation and Terrorism
0914	009	Financial Crisis Inquiry Commission
0915	009	Medicaid and CHIP Payment and Access Commission
1000	010	The Judiciary
1100	011	Executive Office of the President
1100	011	International Security Assistance
1125	011	Peace Corps

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		
Page 110 of 112		

VOL I

APPENDIX 5

2-4700

<u>FR Entity (GFRS Entity)</u>	<u>Agency Identifier (AID)</u>	<u>Department or Agency</u>
Other Entities (Continued):		
1130	011	Inter American Foundation
1133	011	Trade and Development Agency
1136	011	African Development Foundation
2300	023	U.S. Tax Court
2600	026	Federal Retirement Thrift Investment Board
2900	029	Federal Trade Commission**
3301	033	The John F. Kennedy Center for Performing Arts
3302	033	National Gallery of Art
3303	033	Woodrow Wilson International Center for Scholars
3400	034	International Trade Commission**
4100	389	Merit Systems Protection Board
4500	045	U.S. Equal Employment Opportunity Commission**
4600	309	Appalachian Regional Commission**
4811	431	Nuclear Waste Technical Review Board
4812	435	Office of Navajo and Hopi Indian Relocation
4813	437	Office of Nuclear Waste Negotiator
4814	453	State Justice Institute
4823	235	Medicare Payment Advisory Commission
4829	295	Commission on International Religious Freedom
4830	292	U.S. - China Security Review Commission
4833	283	Dwight D. Eisenhower Memorial Commission
4835	289	Abraham Lincoln Bicentennial Commission
4838	376	United States Interagency Council on Homelessness
4841	575	National Railroad Passenger Corporation Office of Inspector General
4842	274	Ronald Reagan Centennial Commission
4843	584	Indian Law and Order Commission
4844	479	Military Compensation and Retirement Modernization Commission
4845	480	World War I Centennial Commission
4846	481	Commission to Eliminate Child Abuse and Neglect Fatalities
5400	054	Federal Labor Relations Authority**
5901	417	National Foundation on the Arts and the Humanities
5902	417	National Endowment for the Humanities
5903	417	Institute of Museum and Library Services
6002	960	National Railroad Retirement Investment Trust
6100	061	Consumer Product Safety Commission**
6200	062	Office of Special Counsel**
6300	420	National Labor Relations Board**
6500	065	Federal Maritime Commission**
6903	069	St. Lawrence Seaway Development Corporation
7400	074	American Battle Monuments Commission**

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		
Page 111 of 112		

2-4700

APPENDIX 5

VOL I

FR Entity (GFRS Entity)	Agency Identifier (AID)	Department or Agency
Other Entities (Continued):		
7601	465	Christopher Columbus Fellowship Foundation**
7801	352	Farm Credit Administration
8400	084	Armed Forces Retirement Home**
8800	088	National Archives and Records Administration**
9000	090	Selective Service System**
9300	093	Federal Mediation and Conciliation Service**
9502	306	Advisory Council on Historic Preservation
9503	310	Access Board
9504	313	Barry Goldwater Scholarship and Excellence in Education Foundation
9506	321	Commission for the Preservation of America's Heritage Abroad
9507	323	Commission of Fine Arts
9508	310/328/360	Commission on Civil Rights
9511	338	Committee for Purchase from People Who Are Blind or Severely Disabled
9512	339	Commodity Futures Trading Commission
9515	485	Corporation for National and Community Service
9516	347	Defense Nuclear Facilities Safety Board
9517	570	Eisenhower Exchange Fellowship Program
9518	360	Federal Election Commission
9519	364	Federal Housing Finance Board
9520	368	Federal Mine Safety and Health Review Commission
9521	372	Harry S. Truman Scholarship Trust Fund
9522	381	James Madison Memorial Fellowship Foundation
9523	382/432	Japan-United States Friendship Commission
9524	387	Marine Mammal Commission
9527	394	National Capital Planning Commission
9530	413/511	National Council on Disability
9531	421	National Mediation Board
9532	424	National Transportation Safety Board
9533	432	Occupational Safety and Health Review Commission
9534	434	Office of Government Ethics
9535	438	Panama Canal Commission
9538	345	United States Court of Appeals for Veterans Claims
9539	456	United States Holocaust Memorial Museum/Council
9540	458	United States Institute of Peace
9542	487	Morris K. Udall and Stewart L. Udall Foundation
9543	362	Appraisal Subcommittee
9545	400	National Commission on Libraries and Information Science
9548	510	Chemical Safety and Hazard Investigation Board
9549	487	Environmental Dispute Resolution Fund

NSSC Service Delivery Guide	NSSDG-9010-0001	Revision 10.0
	Number	
	Effective Date:	August 13, 2021
	Expiration Date:	August 13, 2024
Responsible Office: Financial Management Division		
SUBJECT: Continuous Monitoring Program – Accounts Payable		
Page 112 of 112		

VOL I APPENDIX 5 2-4700

FR Entity (GFRS Entity)	Agency Identifier (AID)	Department or Agency
Other Entities (Continued):		
9550	512	Presidio Trust
9551	349	DC Courts - Defender Services
9552	254/349	DC Courts
9553	511	Court Services and Offender Supervision Agency for the District of Columbia
9554	514/067	Broadcasting Board of Governors
9555	394/513	Denali Commission
9556	518	National Veterans Business Development Corporation
9557	511	Public Defender Service for the District of Columbia
9558	272	Congressional-Executive Commission on the People's Republic of China
9559	517	Delta Regional Authority
9560	428	Neighborhood Reinvestment Corporation
9561	519	Vietnam Education Foundation
9564	525	Election Assistance Commission
9565	534	Office of the Federal Coordinator for Alaska Natural Gas Transportation Projects
9566	537	Federal Housing Finance Agency
9567	542	Council of the Inspectors General on Integrity and Efficiency
9568	539	Recovery Accountability and Transparency Board
9569	302	Administrative Conference of the United States
9570	573	Northern Border Regional Commission
9571	581	Bureau of Consumer Financial Protection
9572	579	Patient-Centered Outcomes Research Trust Fund
9573	537	Federal Housing Finance Agency - Office of the Inspector General
9576	580	Corporation for Travel Promotion
9577	471	Gulf Coast Ecosystem Restoration Council
9578	535	Privacy and Civil Liberties Oversight Board
9999	999	Unknown Trading Partners (Unidentified)

*The Department of Defense (DOD) trading partner code "DE00" in GFRS includes the Department of the Air Force, the Department of the Army, the Department of the Navy, the Defense agencies, and the U.S. Army Corps of Engineers.

**These agencies are required to complete quarterly intragovernmental difference certifications.