National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS
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NASA Shared Services Center Service Delivery Guide

NSSDG-9200-0005   Version 6.0

Effective Date: February 15, 2019
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FINANCIAL MANAGEMENT DIVISION
Accounts Payable (AP) Intra-Governmental
Payment and Collection (IPAC) Processing

Responsible Office: Accounts Payable

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DOCUMENT HISTORY LOG

Status (Basic/Revision/ Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	05/13/2014	Basic release
Revision	2.0	03/02/2015	Updated the references made to FBWT in the Processing of IPAC section (pg. 7) Added Automated Macro instructions for pulling IPACs and sending to DI (pg. 10) Added process for the TRACS IPACs and DOJ IPACs (pg. 11) Added additional pertinent information in the FedMil process (pgs. 35, 38, 39) Added Step 21 in FedMil process for removing items out of workaround using FB65 previously left out (pg. 49) Added Process 5 - Department of State Payments (pg. 55) Added Process 6 - Payments for NASA Working Capital Funds (pg. 56) Added the IPAC Actions at Quarter End (pg. 67) Added Appendix H for TRACS IPAC instructions (pg. 79) Added Appendix I for Job Aid VPP FBL1N Query for Open
			Parked Documents (pg. 81)

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				Added Appendix J Job Aid Macro to Clear IPACs (pg. 84) Added Appendix K for steps to Combine links manually in TechDoc using the Campus Search (pg. 93) Added process flow for WCF (pg. 96) Added Appendix M for WCF Advance Liquidations Job Aid (pg. 97)
Revision	3.0	6/1/2015		Removed Appendix A Added IRIS (Invoice Routing and Information System) to Existing Systems Updated all references from AWMS to IRIS as applicable Added IRIS routing instructions for approval, goods receipt, funding and routing for FI documents and approval Added Appendix Q- The Audit Documentation Request and Submission Process Added EPSS link for SAP T- codes F-47, F-48, & FB60 to Appendix L & M- WCF job aides
Revision	4.0	9/2/2015		All references to Remedy have been updated with ServiceNow Appendix M Job Aid Working Capital Fund (WCF) Advance & Liquidations updated with

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			screen shots for ServiceNow and WCF Flow Chart updated Job Aid for the IPAC Park FedMil Bill Macro added
Revision	5.0	09/15/2017	Appendix N IPAC Center Reference Guides updated with current data Added Appendix S Fedmil IPAC Process Manual Steps
Revision	6.0	10/11/2018	IPAC updated to a new template due to previous versions were corrupted. Added Worker's Compensation/ Unemployment IPAC Process

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1.0 Introduction

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) will process Intra-Governmental Payment and Collections (IPACs) for all NASA Centers. In accordance with federal regulations and NASA policy, the NSSC is responsible for providing IPAC and required reporting for vendor payments. The NSSC shall provide voucher examination and payment services including assembling, reviewing, processing, recording, reporting, and reconciling IPAC's. The NSSC shall process all documents in accordance with the NASA Procedural Requirements (NPR), NASA's Enterprise Performance Support System (EPSS), and other applicable federal regulations and NASA policies and procedures. The NSSC shall process payables from the receipt of the initial IPAC to its posting based upon acceptance by NASA.

2.0 Purpose

Receipt of IPAC Invoices

IPAC invoices are retrieved from the IPAC.GOV system and time and date-stamped upon receipt at the NSSC. This results in a full-text indexed electronic document cataloged in the NSSC Library. The invoices are retrieved by the IPAC Vendor Payment Processor (VPP), from the Accounts Payable Work Management System (AWMS), who performs initial checks (i.e., Agency Location Code (ALC) information, contract number, dates, amount, and document reference numbers on invoice), and then parks the invoice in System Applications and Products (SAP).

Processing of IPAC Invoices

For IPAC only, the downloaded IPAC collection or payment document to the appropriate ALC will be used as the invoice document and attached to the Document Reference Number (DRN) in SAP. If additional invoices are submitted for these charges, they will be considered backup documentation to the original downloaded IPAC document. The VPP posts the invoice in SAP, then routes through the Invoice Routing and Information System (IRIS) for notification and concurrence. Concurrence is assumed unless the Center point of contact (POC) notifies otherwise. If the Center POC does not concur with the IPAC charges, the Center should provide a valid reason for non-concurrence, and, if valid, the NSSC will reject the IPAC back to sender with an explanation of why the IPAC is being rejected.

IPAC invoices must be posted in SAP and cleared to cash in the month for which the charges are submitted in the IPAC system. Those that cannot be posted and cleared will cause an outage between Treasury and SAP for the ALC that received the IPAC. The variance will be recorded on the Fund Balance with Treasury (FBWT) Difference spread sheet for tracking purposes. Vendor payment

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schedules are not required for IPAC invoices. Charges or collections will be posted to the SAP system using document types ZI and ZC, and then cleared using the T-codes F-52 or F-53 with document type KI and GL Account 1010.8100 for current year document and 1010.5100 for prior year (Note: Prior year IPAC credits should be posted with doc type KW for MM and KS for clearing; see Appendix F). IPAC DRN succeeded by the IPAC detail number will be entered into the reference field of the invoice, followed by the contract number.

3.0 Applicability/Scope

In accordance with Federal regulations and NASA policy, the NSSC is responsible for providing IPAC and required reporting for vendor payments.

The NSSC shall provide voucher examination and payment services including assembling, reviewing, processing, recording, reporting, and reconciling IPAC's. The NSSC shall process all documents in accordance with the NPR, NASA's EPSS, and other applicable federal regulations and NASA policies and procedures. The NSSC shall process payables from the receipt of the initial IPAC to processing based on acceptance by NASA.

4.0 Privacy Act

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

5.0 Records

The AP IPAC Processing Service Delivery outlines processes that include the creation and receipt of NASA official records as defined by NPR 1441.1. These records are included in the Accounts Payable functional Master Records Index (MRI), applicable NASA Records Retention Schedule (NRRS) or General Records Schedule (GRS) items that provide retention/disposition authority.

6.0 Cancellation/Supersession of Previous Documents

This document supersedes NSSDG-9200-0005 Revision 5.0.

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

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Process 1 – IPAC Process

Retrieve IPAC from IPAC.gov and save in Document Imaging (DI) Folder

STEP 1.   **NSSC SP VPP** –   Retrieve IPAC from IPAC.GOV

Automated Macro Instructions

Note: To install IPAC macro, download the file at the path below: N:\FM Division\Accounts Payable_Accounts Receivable\Macros\Add-In Installer.xlam\AP_IPAC.xlam

A. Select "IPAC" Ribbon in Excel.
B. Click on "Report Launcher" under "Daily Reports."
C. Select "ALL ALCs" in the dropdown for "ALC."
D. Select "Yesterday" and the "Begin Date" and "End Date" will populate. Alternately choose the "Month," "Day," or "Year" from the dropdowns for the "Begin and End Date."
E. Select "IPACs Received" from the dropdown.
F. Check "Import to AWMS."
G. Click "Execute."
H. The macro will save the files to the Centers folders and the DI folder on the N drive.
I. IPAC is retrieved by DI and entered into AWMS.

Manual Instructions

A. Login to IPAC.GOV.
B. Select "Query."
    1. Report type: IPAC Transaction Report Selection
    2. ALC: Center ALC
    3. Starting Date: Previous Business Day
    4. Ending Date: Previous Calendar Day
    5. Third party submitter>Rec'd by your ALC>Sort by>ALC
C. Click Submit.
D. Download file to the IPAC directory on the N:Drive at the path below: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\IPAC\Center\FY XXXX\Period Number Month Name Year\Center Abbreviation_mm-dd-yy

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i.e., N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\IPAC\ARC\FY 2018\12 September 2018\ARC_09-14-18

E. Repeat steps 1-4 until every Center ALC is downloaded

F. Copy all files to the TechDoc AP-IPAC folder (N:\Document Imaging\Accounts Payable – IPAC) to be uploaded to AWMS

STEP 2. **NSSC SP VPP** – Accepts Invoice from AWMS (Control Activity 11.7.7)

A. Log into AWMS

B. Performs initial checks:

1. Ensures the invoice from DI is date stamped with date received.

2. Ensures the IPAC has ALC information, a contract number, dates, amount, and DRNs.

3. Verify information and save

4.
 If the IPAC was routed to the wrong department at NSSC, the IPAC document is returned to DI for rerouting.

   a) Add enough information in the work log for DI to reroute.

   b) Click "Return to Document Imaging" in the Work Management System.

5. If IPAC is a TRACS (Treasury Receivable Accounting and Collection System) IPAC select "Move to Service Now" in AWMS.
   Note: See Appendix H for "TRACS IPAC Process."

   a) Notate in the work log that the Financial Management Case/Task (FMC/FMT) should be routed to AP IPAC L2.

6. If IPAC is a Department of Justice (DOJ) IPAC select "Move to Service Now" in AWMS.

   a) Notate in the work log that the FMC/FMT should be routed to AP IPAC L2.

   b) Await the arrival of the backup documentation from DOJ. Once received, attach to the FMC/FMT and determine which Financial Management (FM) area is

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responsible for working and processing the IPAC. After determination is made, route the FMC/FMT to the appropriate functional area.

Note: Use "Campus Search" at NSSC Web page to search for recurring DOJ IPACs or DOJ IPACs received in the past. Search by the purchase order (PO) number to determine what functional area processed the IPAC in the past. Alternately, Use T-code in SAP XK03 to search for the name of the Person/Company listed on the DOJ Backup documentation that the funds were collected from to determine which Functional area will process the IPAC.

Step 3: **NSSC, SP VPP-** Determine if IPAC requires breakout or ` backup documentation

    A. If IPAC needs backup/ breakout documentation, continue to Step 4.

    B. If IPAC does not need backup/ breakout documentation, continue to Step 7.

Step 4: **NSSC, SP VPP**- Determine if backup or supplemental documentation has been received via ServiceNow.

    A. If supplemental documentation has not been received, continue to Step 5.

    B. If supplemental documentation has been received, continue to Step 6.

Step 5: **NSSC, SP VPP**-Request breakout or supplemental documentation

    A. If breakout documentation is required from center, submit request in IRIS by routing in the approval queue.

    B. If supplemental documentation is required from vendor, submit request to transaction contact on IPAC for backup documentation.

Step 6: NSSC, SP VPP- Combine links for the IPAC and the backup in TechDoc by requesting DI to combine links for backup and IPAC in TechDoc.

    A. Create ServiceNow ticket to DI with the link to the IPAC and backup documentation to be combined.

Step 7: **NSSC, SP VPP**-Determine if IPAC is a FedMil.

    A. If IPAC is a FedMil, follow instruction in FedMil IPAC process (Process 3).

    B. If IPAC is not a FedMil, proceed to step 8.

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Step 8: **NSSC, SP VPP**- Determine if the IPAC is Agency-wide or a shared PO

    A. If IPAC needs to be split, create IPACs to the other Centers based on breakout information using the Appendix A section labeled "Guide to submitting IPACs."

    B. If IPAC does not need to be split, continue to Step 9.

Step 9: **NSSC, SP VPP**-Determine if funding and cost is available

    A. Determine if there is a two/three way match.

        1. For two-way match where costing is not required, continue to step 14

        2. For three-way match where costing is not required, continue with Step 14

        3. For three-way match for services, request cost via IRIS, continue with Step 11

        4. For three-way match for goods, a 103 and 105 is required in SAP for costs, continue with Step 11

    Note: Two-way match is PO and Invoice. Three-way match is PO, Receiving and Inspection Report/Cost, and Invoice.

Step 10: **NSSC, SP VPP**- Request Funding/Cost/Goods Receipt in IRIS if needed to post IPAC in SAP.

    A. If no obligation is available, the VPP will request and receive funding via IRIS before requesting cost.

        1. Log into IRIS Request Console in SAP using T-code: ZFI_AP_CONSOLE to route for funding.

        2. Enter "Invoice Document No." and "FY," hit Enter.

        3. Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC vendor.

        4. Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number).

        5. If the PO/Contract contains funding lines for multiple Centers then select the "Override Center Default" in the SAP IRIS Request Console and choose which Center the invoice will

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be routed.

6. Click the "View Tab Screen" to proceed to the Request tasks screen.

7. Click on the "Funding" tab. Enter Comments (optional) and Request Amount.

8. Click "Route Request." A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS web application (interval is every 60 seconds).

9. Click "Refresh" button or any other tab. The icon will change to a "Clock" when the request has been created on IRIS Web.

10. The status of the action will change to "Pending."

11. Once funding is received, request cost if needed.

B. If no cost is available, the VPP will request cost via IRIS.

1. Log into IRIS Request Console in SAP using T-code ZFI_AP_CONSOLE to request cost.

2. Enter "Invoice Document No." and "FY" and hit Enter.

Note: All fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC vendor.

3. Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number).

4. If the PO/Contract contains funding lines for multiple Centers then select the "Override Center Default" in the SAP IRIS Request Console and choose which Center the invoice will be routed.

5. Click the "View Tab Screen" to proceed to the Request tasks screen.

6. Click on the "Cost" tab. Enter Comments (optional) and Request Amount.

7. Click "Route Request." A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS

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Web application (interval is every 60 seconds).

8. Click "Refresh" 🔁 button or any other tab. The icon will change to a "Clock" 🕐 when the request has been created on IRIS Web.

9. The status of the action will change to "Pending."

C. If goods receipt / acceptance (103/105) is not in SAP, log into IRIS to request "Goods Receipt."

1. Enter "Invoice Document No." and "FY", hit Enter. Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC vendor.

2. Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number).

3. Click the "View Tab Screen" to proceed to the Request tasks screen.

4. Click on the "Goods Receipt" tab.

5. Quantity and Price can be modified as needed per the invoice detail submitted.

6. Change the quantity on the desired line (if needed) and press enter. Net Value is automatically adjusted.

7. Select all lines required to be received per the vendor invoice.

8. Click the "Refresh" button to remove a line not being routed

9. Enter Comments (optional).

10. Click "Route Request." A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS Web application (interval is every 60 seconds).

11. Click "Refresh" 🔁 button or any other tab. The icon will change to a "Clock" 🕐 when the request has been

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created on IRIS Web.

12. The status of the action will change to "Pending."

D. Use the following codes to include in the text field of the SAP Parked Invoice based on the status. This information should be first in the text field).

1. Requested Cost: $ MM/DD.

2. Requested 103/105: 103/105 MM/DD.

3. Requested Funding: Funding MM/DD.

4. Requested Supplemental Documentation: SD MM/DD.

Step 11: Route IPAC for Approval (All IPACs are routed for Approval)

1. Log into IRIS Request Console in SAP using T-code ZFI_AP_CONSOLE to request Approval.

2. Enter "Invoice Document No." and "FY" and hit Enter.

Note: All fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC vendor.

3. Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number).

4. If the PO/Contract contains funding lines for multiple Centers then select the "Override Center Default" in the SAP IRIS Request Console and choose which Center the invoice will be routed.

5. Click the "View Tab Screen" to proceed to the Request tasks screen.

6. Click on the "Approval" tab. Enter Comments (optional) and Request Amount.

7. Click "Route Request." A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS Web application (interval is every 60 seconds).

8. Click "Refresh" button or any other tab. The icon will

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change to a "Clock" 🕐 when the request has been created on IRIS Web.

9. The status of the action will change to "Pending."

Step 12: <u>Center</u>-POC will post funds, costs, or goods receipt. (Control Activity 11.7.7)

 A. Center POC will log into IRIS funding queue.

 B. Center POC will review funding request.

 C. Center POC will add funding in SAP.

 D. Center POC will fund complete request in IRIS.

 E. Center POC will log into IRIS cost queue.

 F. Center POC will review cost request.

 G. Center POC will add cost in SAP.

 H. Center POC will cost complete request in IRIS.

 I. Center POC will log into IRIS goods receipt queue.

 J. Center POC will review goods receipt request.

 K. Center POC will add goods receipt in SAP.

 L. Center POC will complete goods receipt request in IRIS.

Step 13: <u>NSSC, SP VPP</u>-Verify Funding, Cost, or Goods Receipt has been received.

 A. Log into SAP and use T-code ZFI_AP_INVC_STAT.

 B. Choose "Open Items" and "Parked."

 C. Enter the "Business Area."

 D. Enter IPAC "Document Types."

 E. Click "Execute."

 F. Check the status of the Cost, Funding and Goods Receipt columns.

 G. The status will indicate "Pending" or "Complete."

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H. Open document in SAP and verify if funding, cost, or goods receipt has been received. Funding should be checked in ME23N according to PO designated for IPAC.

Step 14: NSSC, SP VPP-Delete, change or post parked invoice (End User Procedure MIR4).

Post, change/delete a parked LIV invoice.

A. Open SAP Parked Document using T-Code MIR4.

B. For Step-by-Step End-User Procedures, refer to NEACC IEM EPSS at: https://epss.nasa.gov/gm/workplace

    📁 MIR4 – Delete, Change, or Post parked IPAC (End User Procedure)

Step 15: NSSC, SP VPP- Manual process to clear an invoice or credit memo to cash.

A. Use T-Code F-53 for invoices.
1. Accounting Financial Accounting Accounts Payable Document Entry Outgoing Payment F-53 – Post.
2. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: https://epss.nasa.gov/gm/workplace and click on the following:
    📁   F-52   – Clear Vendor (Note: See Appendix A-Guide to submitting an IPAC in Treasury IPAC Application – IPAC.gov

B. Use T-Code F-52 for credit memo.
1. Accounting Financial Accounting Accounts Payable Document Entry Other F-52 – Incoming Payment
2. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: https://epss.nasa.gov/gm/workplace and click on the following:
    📁 F-52 – Post Incoming Payments Clear Credit Memo to Cash
       (Note: IPAC documents are cleared with Doc Type KI)

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Process 2 – SF1080 Process

Step 1: <u>NSSC, SP VPP</u>-Accept Signed Standard Form (SF) 1080

Accept Invoice from AWMS

A. Log into AWMS

Perform initial checks:

1. Ensure the SF1080 from DI is date stamped with date received

2. Ensures the SF1080 has ALC information, a contract number, dates, amount, authorizing signature, and Financial Accounting information, including Treasury Account Symbol(s) (TAS) Business Event Type Code (BETC)

3. Verify information captured by DI in AWMS is correct. If not, then correct information and save

Enter and Park Invoice/ Credit   (Control Activity 11.7.7)

Step 2: <u>NSSC, SP VPP</u> - Use this procedure to enter and park/post a signed SF1080 invoice/credit that is received in AWMS which references a contract or PO

A. Use SAP T-Code MIR7 in SAP to begin this transaction – See Process 1 Step 3 Manual instructions to Park invoice/credit

Note: *Doc Type for IPAC is ZI invoices or ZC for credits and KW for prior year credits. For FedMil Workaround FI Invoices, use doc type KB for FedMil Invoice and KC for FedMil Credit Memos.*

B. Once document is parked, use MIR4 to go back into that document and add TechDoc URL to invoice

1. T-code MIR4

2. Enter invoice document number

3. Click Display Document

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4. Click the Services for Object icon

5. Click the Create icon

6. Click Create External Document (URL)

7. Type "SF1080" in the Title edit box

8. Cut and paste the External Invoice link from AWMS in the Address edit box (should begin with ap.nssc rather than dm.nssc)

9. Click the green check icon

10. Click the yellow arrow exit icon

(Note: *In Assignment field, edit boxes and include IPAC VPP initials (placing VPP initials in the Assignment field will indicate that you are working the invoice/credit and will see to its completion). Reference field should include IPAC DRN succeeded by the detail number of the IPAC in the following format: "0000", i.e., Detail Number 2 would be XXXXXXX0002, where XXXXXXXX is the IPAC DRN. The IPAC DRN with suffix should be followed by two spaces and then the PO number or contract number)*

     C. Go back to AWMS and record the DRN from SAP and click Parked in SAP

Step 3: <u>NSSC, SP VPP</u>- Validate SF1080 (Control Activity 11.7.7)

Run FBL1N in SAP to pull a list of all parked documents by Center and doc types ZI, ZC, KB, KW and KC

A. Perform quality validations:
1. Validate invoice has not been previously paid by running FBL1N by ZPAC number
2. Validate if there is a modification to the IPAC agreement authorizing disbursements to a third party
3. If SF1080 does not contain valid information, the vendor and/or Center POC will be notified, the parked invoice will be deleted in SAP, and a note made in AWMS of the rejection

Step 4: <u>NSSC SP VPP</u>– Route for Center Approval and Posting Guidance

A. Log into IRIS Request Console in SAP using T-code: ZFI_AP_CONSOLE to route for Approval

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B. Enter "Invoice Document No." and "FY," hit Enter. Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC.

C. Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number).

D. Click the "View Tab Screen" to proceed to the Request tasks screen

E. Click on the "Approval" tab. Enter Comments

F. Click "Route Request"; a yellow triangle will appear indicating the request is waiting to be picked up by the IRIS web application (interval is every 60 seconds)

G. Click "Refresh" button or any other tab. The icon will change to a "Clock" when the request has been created on IRIS Web.

H. The status of the action will change to "Pending."

Step 5: <u>NSSC SP VPP</u>- Process IPAC

A. Follow "Manual Instructions" from Process 1 Step 1 to create IPAC

Step 6: <u>NSSC, SP VPP</u>- Delete, change or post parked invoice (End User Procedure MIR4)

Post, change/delete a parked LIV invoice

A. Open SAP Parked Document using T-Code MIR4

B. For Step-by-Step End-User Procedures, refer to NEACC IEM

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EPSS at: https://epss.nasa.gov/gm/workplace

📁 MIR4 – Delete, Change, or Post parked IPAC (End User Procedure)

Step 7: <u>NSSC, SP VPP</u>- Manual process to clear an invoice or credit memo to cash

Use transaction code F-53 for invoices, F-52 for credit memos

A. Use T-Code F-53
   1. Accounting Financial Accounting Accounts Payable Document Entry Outgoing Payment F-53 – Post
   2. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: https://epss.nasa.gov/gm/workplace and click on the following:
      📁   F-53 – Clear Vendor (Note: See Appendix A-Guide to submitting an IPAC in Treasury IPAC Application – IPAC.gov

B. Use T-Code F-52
   1. Accounting Financial Accounting Accounts Payable Document Entry Other F-52 – Incoming Payment
   2. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: https://epss.nasa.gov/gm/workplace and click on the following:
      📁 F-52 – Post Incoming Payments Clear Credit Memo to Cash
      (Note: IPAC documents are cleared with Doc Type KI)

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Process 3 – FEDMIL IPAC Process

Step 1: **NSSC, SP VPP**-Determine if IPAC is a FedMil

    A. To determine if it is a FedMil, all of the following criteria must be met:
1. The IPAC is received from DFAS
2. An SF 1080 will be received with a detailed description of each item shipped to a NASA Center within the last 30 days
3. The Purchase Order Reference Field will read "Various" or the letter "X" will be listed
4. There is a 5-digit SF1080 bill number listed on the IPAC consisting of a combination of letters and numbers or the SF1080 number is listed in the Invoice Number field and/or description on the IPAC

Step 2: **NSSC, SP VPP**-Receive backup from DFAS or extract bill from NASA Aircraft Management Information System (NAMIS)

    A. Log into NAMIS and download Excel version of bill. https://ndjsammweb.ndc.nasa.gov/namisjsc/Materials/MatMenu/

    B. Log into ServiceNow to save backup documentation from Defense Finance and Accounting Service (DFAS) and attach backup to SAP invoice

Note: *The order number (PO number) on the bill will be similar to "80747832660329". When entering the PO number in SAP, the "807478" of the order number (DODAAC) would be replaced with "Z1" prefix for JSC, "G1" for GSFC and "D1" for AFRC. The PO referenced above would be "Z132660329."*

Job Aid for Using the IPAC Park FedMil Bill Macro

GSFC and AFRC - SF1080 (Bill) is received as a PDF

JSC SF 1080 (Bill)-
Retrieved from NAMIS as an Excel spreadsheet and does not need to be converted from a PDF.

1. Save Fedmil SF1080 bill as a PDF to your desktop.

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2. Open Excel and click on the IPAC ribbon and choose Park FedMil Bill.
3. There will be a prompt to choose the saved backup.
4. Macro will convert PDF to an Excel document and save it.
5. Review any lines that are highlighted and make corrections to ensure the conversion resulted in the amount of the Bill. Clean up as necessary.
6. After the document is reconciled in Excel click on the IPAC tab and click on Park Fedmil Bill. Choose the center and click OK.
7. The macro will park all the debit lines and park all the credit lines as a separate document in SAP. The parked SAP document numbers will be displayed on the Excel spreadsheet. The macro also reconciles any differences between SAP and the billed amounts. Variances will be highlighted on the spreadsheet.
8. The variances will need to be parked as individual documents in SAP and routed via IRIS for goods receipt, price discrepancies, etc. See Step 9 below.

Step 3:   **NSSC, SP VPP**- Combine links for the IPAC and the backup

(**Note**: See Appendix K for steps to combine links manually in TechDoc using the Campus Search in lieu of DI combining the links. This reduces the amount of time it takes to get the links combined.)

     A. Attach link with the combined documents to DRN in SAP

Step 4:   **NSSC, SP VPP**- Route for goods receipt, price/quantity discrepancies via IRIS

     A. Items that need goods receipts will be routed for goods receipt
         1. Log into IRIS to request Goods Receipt
         2. Enter "Invoice Document No." and "FY", hit Enter. Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC
         3. Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number)
         4. Click the "View Tab Screen" to proceed to the Request tasks screen
         5. Click on the "Goods Receipt" tab.
         6. Quantity and Price can be modified as needed per the invoice detail submitted.
         7. Change the quantity on the desired line (if needed) and press enter. Net Value is automatically adjusted.
         8. Select all lines required to be received per the vendor invoice.
         9. Click the "Refresh" button to remove a line not being routed.

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10. Enter Comments (optional)
11. Click "Route Request." A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS Web application (interval is every 60 seconds)
12. Click "Refresh" button or any other tab. The icon will change to a "Clock" when the request has been created on IRIS Web.
13. The status of the action will change to "Pending"

B. Price discrepancies will be routed through the funding queue-
1. Log into IRIS to request funding
2. Enter "Invoice Document No." and "FY," hit Enter
3. Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC
4. Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number)
5. If the PO/Contract contains funding lines for multiple Centers then select the "Override Center Default" in the SAP IRIS Request Console and choose which Center the invoice will be routed
6. Click the "View Tab Screen" to proceed to the Request tasks screen
7. Click on the "Funding" tab. Enter Comments (optional) and Request Amt
8. Click on the "Funding" tab. Enter Comments (optional) and Request Amt
9. Click "Route Request" A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS web application (interval is every 60 seconds)
10. Click "Refresh" button or any other tab. The icon will change to a "Clock" when the request has been created on IRIS Web.
11. The status of the action will update to "Pending"

C. Missing POs will be routed via the FI queue
1. Log into IRIS Request Console in SAP using T-code: ZFI_AP_CONSOLE to route for FI Funding
2. Enter "Invoice Document No." and "FY," hit Enter. Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC
3. Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number)
4. Click the "View Tab Screen" to proceed to the Request tasks screen

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5. Click on the "Funding" tab. Enter Comments (optional) and Request Amt
6. Click "Route Request" A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS web application (interval is every 60 seconds)
7. Click "Refresh" button or any other tab. The icon will change to a "Clock" when the request has been created on IRIS Web.
8. The status of the action will change to "Pending."
9. FedMils will no longer route for approval as long as they are setup as supply lines (unless the amount is put in workaround- proceed to Step 5 below) – the goods receipt is the acceptance like a regular PO

FedMil Workaround Approval

A. Route for approval via IRIS if an amount is put into workaround
   1. Log into IRIS Request Console in SAP using T-code: ZFI_AP_CONSOLE to route for Approval
   2. Enter "Invoice Document No." and "FY," hit Enter.
      Note that all fields have been pre-populated automatically by the parked invoice document in SAP. The IPAC box will be automatically checked based on the PO/contract being set up with a ZPAC
   3. Copy and paste the Vendor Invoice Number into the "Vendor Invoice Number field" (the contract number will be automatically populated, it needs to be replaced with the invoice number)
   4. Click the "View Tab Screen" to proceed to the Request tasks screen
   5. Click on the "Approval" tab. Enter Comments and Request Amt
   6. Click "Route Request" A yellow triangle will appear indicating the request is waiting to be picked up by the IRIS web application (interval is every 60 seconds)
   7. Click "Refresh" button or any other tab. The icon will change to a "Clock" when the request has been created on IRIS Web.
   8. The status of the action will change to "Pending"

(Note: The bill may also contain credits: 1) SAP credits (the item was previously billed and paid) and a credit invoice needs to be posted against the PO, or, 2) Credits for items previously put into workaround. The items put into workaround will need to be taken out of workaround. These credit amounts will need to be parked separately)

Step 5: NSSC, SP VPP-Delete, change, or post parked invoice (Control Activity 11.7.7)

Use this procedure to Post, Change/Delete a parked IPAC

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invoice

    A. Use SAP T-Code MIR4 to complete this transaction

*(**Note:** Post FedMil items that have been received. Refer to EPSS job aid on posting partial credits to supply line items as applicable. https://epss.nasa.gov/gm/workplace 🗀 SAP – Core Financials🗀 Accounts Payable🗀 Job Aids🗀   Processing a Credit for a Supply for Less than Amount Paid (Job Aid))*

Step 6: <u>NSSC, SP VPP</u>- Manually clear the invoice or credit memo to cash

      Use transaction code F-53 for invoices, F-52 for credit memos

    A. Use T-Code F-53
        1. Accounting Financial Accounting Accounts Payable Document Entry Outgoing Payment F-53 – Post
        2. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: https://epss.nasa.gov/gm/workplace and click on the following:
           🗀   F-54   – Clear Vendor (Note: See Appendix A- Guide to submitting an IPAC in Treasury IPAC Application – IPAC.gov

    B. Use T-Code F-52
        1. Accounting Financial Accounting Accounts Payable Document Entry Other F-52 – Incoming Payment
        2. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: https://epss.nasa.gov/gm/workplace and click on the following:
          🗀 F-52 – Post Incoming Payments Clear Credit Memo to Cash

   (Note: IPAC documents are cleared to doc type KI.)

Step 7: <u>NSSC, SP VPP</u> - Park remaining balance of FedMil IPAC for workaround

    A. Park balance of IPAC in SAP as an FI - See Step 8 below
    B. Route for Approval via IRIS for workaround (request information for FI invoice, Center should submit FI Invoice Approval Worksheet to NSSC- AccountsPayable@nasa.gov)

*(**Note:** JSC has FedMil exchange credits which are posted by the Center. These amounts should also be separated and parked until the Center POC has posted them. Route the document for Approval via IRIS. On the Bill the exchange credits are designated by a transaction code of GD, GN or GQ in the DIC column. Send*

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the Center POC an e-mail with a list of the exchange credits, the Approval from IRIS and a copy of the IPAC. Once the Center POC notifies you that the credits have been posted, you can delete the parked document in SAP.)

Step 8: <u>NSSC, SP VPP</u>-Post FI document in SAP to put a balance in workaround.

     A. Enter and post the FI invoice using SAP T-Code FB60

     B. For Step-by-Step End-User Procedures, refer to NASA's IEM EPSS at:
         1. https://epss.nasa.gov/gm/workplace and click on the following:
         📁 FB60 – Enter and Post IPAC Invoice (IPAC) (End User Procedure)

Step 9: <u>NSSC, SP VPP</u>-Clear Vendor Account for FI

     Use transaction code F-53 for invoices, F-52 for credit memos

     A. Use T-Code F-53
         1. Accounting Financial Accounting Accounts Payable Document Entry Outgoing Payment F-53 – Post
         2. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: https://epss.nasa.gov/gm/workplace and click on the following:
            📁   F-55   – Clear Vendor (Note: See Appendix A- Guide to submitting an IPAC in Treasury IPAC Application – IPAC.gov

     B. Use T-Code F-52
         1. Accounting Financial Accounting Accounts Payable Document Entry Other F-52 – Incoming Payment
         2. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: https://epss.nasa.gov/gm/workplace and click on the following:
         📁 F-52 – Post Incoming Payments Clear Credit Memo to Cash.

Step 10: <u>NSSC, SP VPP</u>-Entry made to the FedMil Statement of Difference (SOD) Spreadsheet for Accounts Receivable (AR)

     Note: The FedMil Workbook is located at N:\Statement of Difference to be Worked\FedMils.xlsx

     A. In order to maintain control and visibility over these items to ensure

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credits and/or goods are received and the receivable is cleared, a log will be maintained by the NSSC. The log will identify each item pending credit or receipt of goods, the associated SAP document that posted IPAC, the associated SAP document where the Accounts Receivable was established, and the final receipt of the credit and posting of the credit.

B. Update spreadsheet with posted FI documentation. See Appendix R Spreadsheet Instructions for Outstanding FedMil.

Step 11: NSSC, SP VPP- Create FMC/FMT in ServiceNow to notify AR of new activity on FedMil SOD spreadsheet

A. Create an FMC/FMT ticket in ServiceNow and assign it to AR

Step 12: NSSC, AR Processor-SP-AR will post parallel entry of AP posting

A.　AR establishes a receivable in the 1310 account

Step 13: NSSC, SP VPP- Enter and Park IPAC balance to be removed from FedMil Workaround (Control Activity 11.7.7)

A. An IPAC invoice is received through AWMS which references a contract or PO
B. Use transaction code MIR7, ZMIRZ
1. For Step-by-Step End-User Procedures, refer to NEACC EPSS at: https://epss.nasa.gov/gm/workplace and click on the following:
📁 ZMIR7 or MIR7 – Enter and Park LIV Invoice (End User Procedure)

*(**Note:** In Assignment edit boxes include IPAC VPP's initials (placing the VPP initials in the Assignment field will indicate that you are working the invoice/credit and will see to its completion). Reference field should include IPAC DRN succeeded by the detail number of the IPAC in the following format: "0000", i.e., Detail Number 2 would be XXXXXX0002, where XXXXXXXX is the IPAC DRN. The IPAC DRN with suffix should be followed by two spaces and then the PO number or contract number)*

C. Once document is parked, use MIR4 to go back into that document and add URL to invoice
1. T-Code MIR4
2. Enter Invoice Document No

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    3. Click Display Document

    4. Click the Services for Object icon

    5. Click the Create icon

    6. Click Create External Document (URL)

    7. Type "IPAC" in the Title edit box

    8. Cut and paste the External Invoice link from AWMS in the Address edit box (should begin with ap.nssc rather than dm.nssc)

    9. Click the green check icon

    10. Click the yellow arrow exit icon

  D. Look at query by vendor number in SAP – FBL1N to check for duplicate payments

Step 14: <u>NSSC, SP VPP</u>-Clear invoice to cash after the IPAC has been posted in SAP

    Use transaction code F-53 for invoices, F-52 for credit memos

  A. Use T-Code F-53

    1. Accounting Financial Accounting Accounts Payable Document Entry Outgoing Payment F-53 – Post

    2. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: https://epss.nasa.gov/gm/workplace and click on the following:

        📁   F-56 – Clear Vendor (Note: See Appendix A- Guide to Submitting an IPAC in Treasury IPAC Application – IPAC.gov

  B. Use T-Code F-52

    1. Accounting Financial Accounting Accounts Payable Document Entry Other F-52 – Incoming Payment

    2. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: https://epss.nasa.gov/gm/workplace and click on the following:

      📁 F-52 – Post Incoming Payments Clear Credit Memo to Cash.

    (Note: IPAC documents are cleared to doc type KI.)

Step 15: <u>NSSC, SP VPP</u>-Enter and post a credit memo for an item received on the FedMil bill which was previously put into workaround. Perform this step when an item has been received or a credit has been received and needs to be taken out of workaround

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A. Use transaction code FB65 to post the FI credit memo

B. For Step-by-Step End-User Procedures, refer to NASA's IEM EPSS at:
1. https://epss.nasa.gov/gm/workplace and click
on the following:
📁 FB65 – Enter and Post IPAC Credit Memo (IPAC) (End User
Procedure)

(Note: This step should be performed to take items out of workaround where the item has now been received in SAP or if a credit has been received (due to the FedMil Center POC filing a Supply Discrepancy Report (SDR))

Step 16: <u>NSSC, SP VPP</u>-Update FedMil SOD spreadsheet for items now received or credited
A. Update the FedMil SOD spreadsheet to include the amount cleared, SAP PO number, SAP invoice number, and the date cleared. See Appendix R Spreadsheet Instructions for Outstanding FedMil

Step 17: <u>NSSC, SP VPP</u>-Notify AR of new activity on the FedMil SOD spreadsheet

A. Create FMC/FMT ticket in ServiceNow and assign it to AR

Step 18: <u>NSSC AR Processor-SP</u>-AR posts entry to clear receivable in the 1310 account

A. AR removes the receivable related to the AP posting

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Process 4 – NSSC IPAC Disbursement Move Process

Step 1: __NSSC, SP VPP__-Reverse clearing document

Perform this procedure when a document with a clearing document must be corrected or reversed

A. Use the transaction code FBRA

B. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: https://epssprod01.ifmp.nasa.gov/nav/index.htm and click on the following:

📁 FBRA – Reverse Clearing Document (End User Procedure)

Once the clearing document has been removed the document is now in an open status and can be reversed

Step 2: __NSSC, SP VPP__-Cancel an invoice in order to make correction to original and re-enter invoice must be open and not be cleared by another document

A. Use Transaction code MR8M

B. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at https://epssprod01.ifmp.nasa.gov/nav/index.htm and click on the following:

📁 MR8M – Reverse Invoice and Re-enter (End User Procedure)

You have reversed an invoice and are now ready to re-enter it. The original invoice and the reversal can then be cleared together through F-44

Step 3: __NSSC, SP VPP__-Clear the vendor account for specific document numbers (invoices or credit memos)

Use transaction code F-44 when the original erroneous invoice and payment document have been reversed

A. Use T-Code F-44

B. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: https://epssprod01.ifmp.nasa.gov/nav/index.htm and click on the following:

📁 F-44 – Clear Vendor

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Process 5 – State Department IPAC Process

Step 1:   **Johnson Space Center (JSC) FM Specialist**-Provides the information to NSSC to post the Department of State charges for the month

      A. JSC FM Specialist emails the month Department of State charges workbook to the NSSC AP inbox

      B. JSC FM Specialist distributes charges to the other Centers for their portion of the State Department charges via IPAC

Step 2:   **NSSC, SP VPP**-Post and clear charges for each Center - Control Activity (11.7.9.1)

      A. Post and clear the charges received in the Department of State charges workbook in SAP and provide the SAP document number to the JSC Financial Management Specialist

*(**Note:** See Appendix N Center Reference Guides for additional posting information for State Department charges. The activities performed to authorize the Department of State (via US Embassies) to make payments to vendors on behalf of NASA employees which are stationed in foreign countries in accordance with Prompt Payment Regulation, NPRs, EPSS and other applicable Federal and Agency regulations.)*

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Process 6 – Payments for NASA Working Capital Funds Process

Step 1: <u>**NASA Centers**</u>-Submission of Working Capital Fund Advance (Control Activity 11.7.13.1) and (11.7.13.3)

All NASA Centers pay the NSSC at a set rate for each transaction that the NSSC processes on behalf of the Center. Based on projected use, the Centers pay these rates in advance and then payments are liquidated monthly as the Centers use NSSC services.

Step 2: <u>**NSSC, SP VPP**</u>-Down payments/advances and liquidations are processed

NSSC AP is responsible for processing the down payments/advances and liquidation of all NASA Centers' monthly utilization bills via the NASA Working Capital Fund (WCF) in accordance with NPRs, EPSS and other applicable Federal and Agency regulations.
1. See Appendix M for WCF Advance and Liquidations Job Aid

(NSSC AP records the advance and down payment request from the NASA Center in SAP Core Financial and generates the IPAC in IPAC.gov. Upon receipt of the monthly Center utilization bills, NSSC AP posts the liquidation of the Center advance in SAP.)

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Process 7 – Workers Compensation/Unemployment IPAC Process

Step 1: **NSSC IPAC VPP:** Route HQ Workers Compensation or Unemployment IPAC received in AWMS by Service Now AP IPAC L2 Assignment Group

   A. Short Description: Month Year "IPAC Type;" IPAC DRN; Amount

Step 2: **NSSC IPAC VPP:** Create HR Task to request Center Breakout

   A. Category
   1. Unemployment Compensation
   2. Workers Compensation
   B. SubCategory = Requested Information
   C. Assignment Group = HR-Unemployment Services L2
   D. Assigned to = HQ Payroll SP Lead
   E. Short Description: Month Year "IPAC Type;" IPAC DRN; Amount

Step 3: **NSSC IPAC VPP:** Task is received from NSSC HR with Center Breakout

Step 4: **NSSC IPAC VPP:** Create IPAC Collections to HQ from all centers according to breakout amounts provided by NSSC HR

Step 5: **NSSC IPAC VPP:** Post & Clear IPACs as Disbursements using FI invoices

   A. FI Funding information spreadsheet is located in the below path: *N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\IPAC\Workers Comp - Unemployment Compensation*

   Note: Year End Task for centers to provide new FY Funding information at each Year End.

Step 6: **NSSC IPAC VPP**: Once all IPACs are processed, VPP will update, resolve and close Service Now Task and Case

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System Components

Existing Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
ServiceNow	Workflow system.	User Role at NSSC	
SAP/Integrated Enterprise Management Program (IEMP)	Integrated Financial Management System	User Role at NSSC	bReady, CMM
TechDoc/Document Imaging	System used for capturing invoice images	User Role at NSSC	AWMS
Accounts Payable Work Management System (AWMS)	System for invoice workflow management	User Role at NSSC	TechDoc/Document Imaging
CMM	System used for viewing contract information	User Role at NSSC	SAP
IPAC.GOV	Treasury System used to view and/or process Intra-governmental payments	User Role from Treasury	
Invoice Routing and Information System (IRIS)	Web application integrated with SAP in which users process requests for Cost, Good Receipts, Funding and Invoice Approval	User Role from AAO	SAP

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## Appendix A – Guide to Submitting an IPAC in Treasury IPAC Application (IPAC.GOV)

1. Login to IPAC.GOV
2. Select Transactions in Left Column
3. Select Originating ALC for NASA Center ALC that you are submitting an IPAC for
4. Populate Customer ALC for agency that will be receiving IPAC from NASA
5. Select appropriate Transaction Type – Payment if submitting a payment, collection if collecting funds from customer ALC, Adjustment to reject an IPAC
   a. For adjustments, follow guidance in section labeled "Rejecting IPAC Transaction out of the IPAC system" found in Appendix A
6. Enter TAS and BETC for Originating ALC in the Sender Treasury Account Symbol and Sender BETC fields
7. Enter TAS and BETC for Customer ALC in the Receiver Treasury Account Symbol and Receiver BETC fields
8. Populate Receiver Dept Code = 80
9. Populate the following fields with accurate information
   a. PO number
   b. Invoice Number
   c. Obligating Document Number
10. Input any pertinent and/or useful information for the IPAC in the Description and Miscellaneous fields
11. Populate the Contact Name and Contact Phone number with VPP information
12. Pay Flag defaults to Final – This can be left as is
13. Unit of issue – Each (EA) for any service items, otherwise, specify a unit that corresponds to the supply item type (hint: refer to PO-Purchase line item (PLI))
14. Quantity – Specify Quantity
15. Populate Unit Price
16. Populate Detail Amount
17. Click Next
18. Click Next
19. Complete Journal Voucher (JV) information in Sender Standard General Ledger (SGL) accounts Screen
   a. 1010 and 1310 are the SGLs to use (1010 and 1410 for Advances)
   b. Debit Amount for 1010 if collecting funds for the originating ALC, Credit Amount for 1010 if disbursing funds for the originating ALC
   c. Debit Amount for 1310 if disbursing funds for the originating ALC, Credit Amount for 1310 if collecting funds for the originating ALC
20. Click Next to complete IPAC
   a. If there is more than one detail, click Add Detail and repeat steps 6 through 19 until all details are completed

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Appendix B – NSSC AP IPAC Roles and Responsibilities

NSSC ACCOUNTS PAYABLE IPAC ROLES AND RESPONSIBILITIES				
	ROLES AND RESPONSIBILITIES POST TRANSITION			
PROCESS	VENDOR	NSSC SP	NSSC CS	CENTER
IPAC				
IPAC VPP RETRIEVES IPAC FROM IPAC.GOV AND LOADS FILE IN TECH DOC FOLDER TO UPLOAD TO AWMS		X		
IPAC VPP RETRIEVES IPACS FROM AWMS		X		
IPAC VPP PARKS IPAC IN SAP		X		
IPAC VPP ATTACHES IPAC IN SAP		X		
CONTACTS VENDOR POC FOR MISSING DATA		X		
ROUTE TO CENTER FOR FUNDING VIA IRIS		X		
ENTERS FUNDING IN SAP				X
UPDATES IRIS FUNDING LOG TO REFLECT COMPLETION OF FUNDING				X
ROUTE TO CENTER FOR COST VIA IRIS		X		
ENTERS COST IN SAP				X
UPDATES IRIS COST LOG TO REFLECT COMPLETION OF COST				X
ROUTE TO CENTER FOR GRAP VIA IRIS GOODS RECEIPT		X		
ENTERS GRAP IN SAP				X
UPDATES IRIS GOODS RECEIPT LOG TO REFLECT COMPLETION OF GOODS RECEIPT				X
POST IPAC IN SAP AND CLEARS TO CASH		X		
ROUTE TO CENTER VIA IRIS FOR NOTIFICATION/APPROVAL		X		

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Appendix C – NSSC AP IPAC Process Flow

Note: The following is a high-level general overview of the standard IPAC process:

Step 1 Retrieve IPAC from IPAC.gov & save in DI folder	**Step 2** Accept IPAC	**Step 3** Enter and Park IPAC	**Step 4** Validate IPAC	**Steps 5-8** Request supp. Or backup docs and combine links (as needed)
NSSC SP, VPP	NSSC SP, VPP	NSSC SP, VPP	NSSC SP, VPP	NSSC SP, VPP

Steps 9-10 Determine IPAC Type (Standard, Fed Mil, or Shared PO)	**Step 11** Determine if Funding/Cost/ GRAP is available	**Step 12** Request Funding/ Cost/GRAP in IRIS Console (as needed)	**Step 13** Route invoice for Approval	**Step 14** Post Funding/ Cost/GRAP
NSSC SP, VPP	NSSC SP, VPP	NSSC SP, VPP	NSSC SP, VPP	Center

Step 15 Verify Funding/ Cost/GRAP is received in SAP	**Step 16** Post IPAC in SAP	**Step 17** Clear Vendor Account	**Step 18** Approve or Reject IPAC	**Step 19** If rejected, reject IPAC and reverse or delete in SAP
NSSC SP, VPP	NSSC SP, VPP	NSSC SP, VPP	Center	NSSC SP, VPP

NSSC SP, VPP = NASA Shared Services Center Service Provider, Vendor Payment Processor

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NSSC Accounts Payable IPAC Process Flow
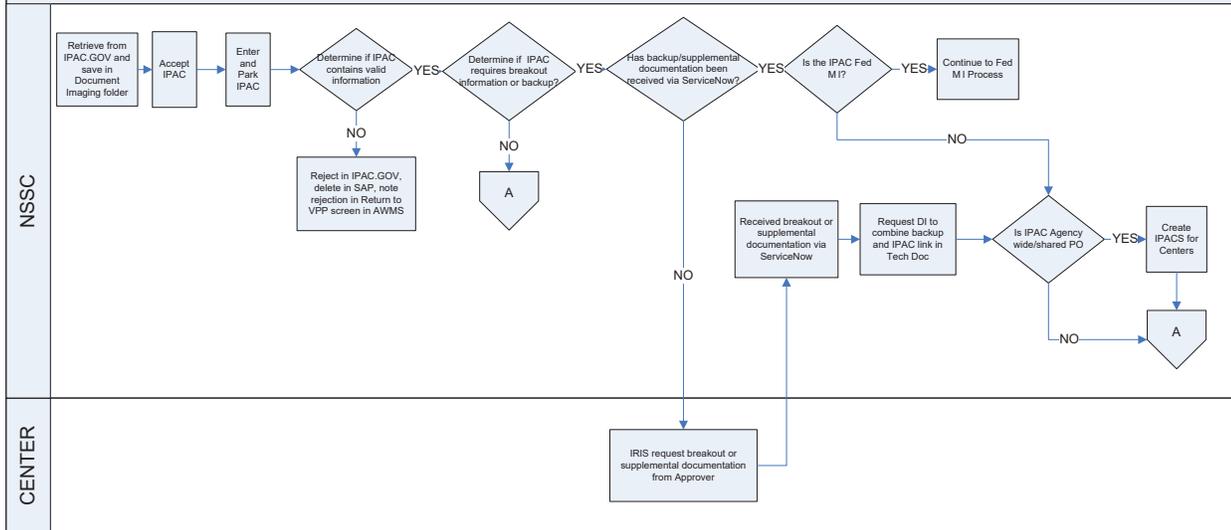
NSSC Accounts Payable IPAC Process Flow
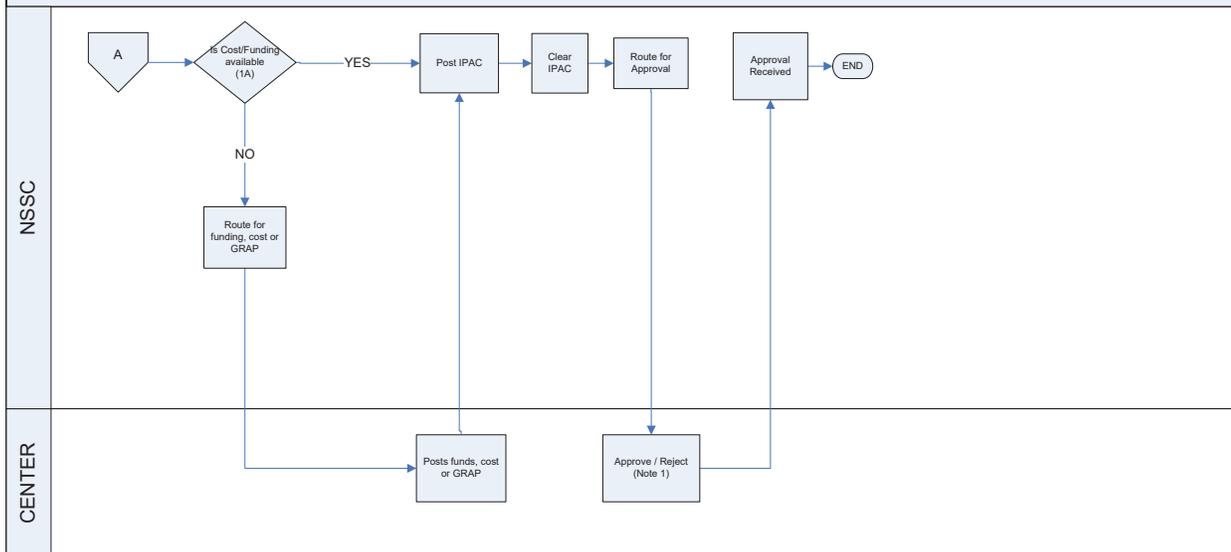
Note 1: If Rejected, the IPAC will be rejected in IPAC.GOV.

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Appendix D – NSSC FEDMIL IPAC Process Flow
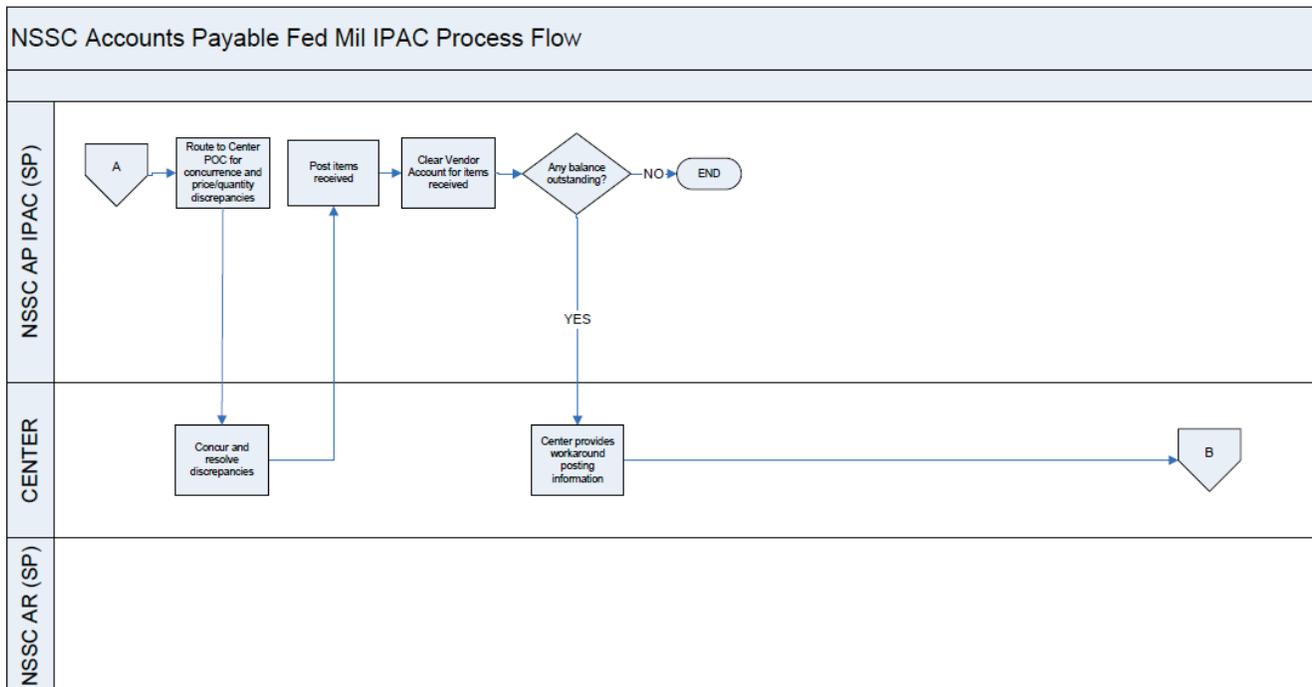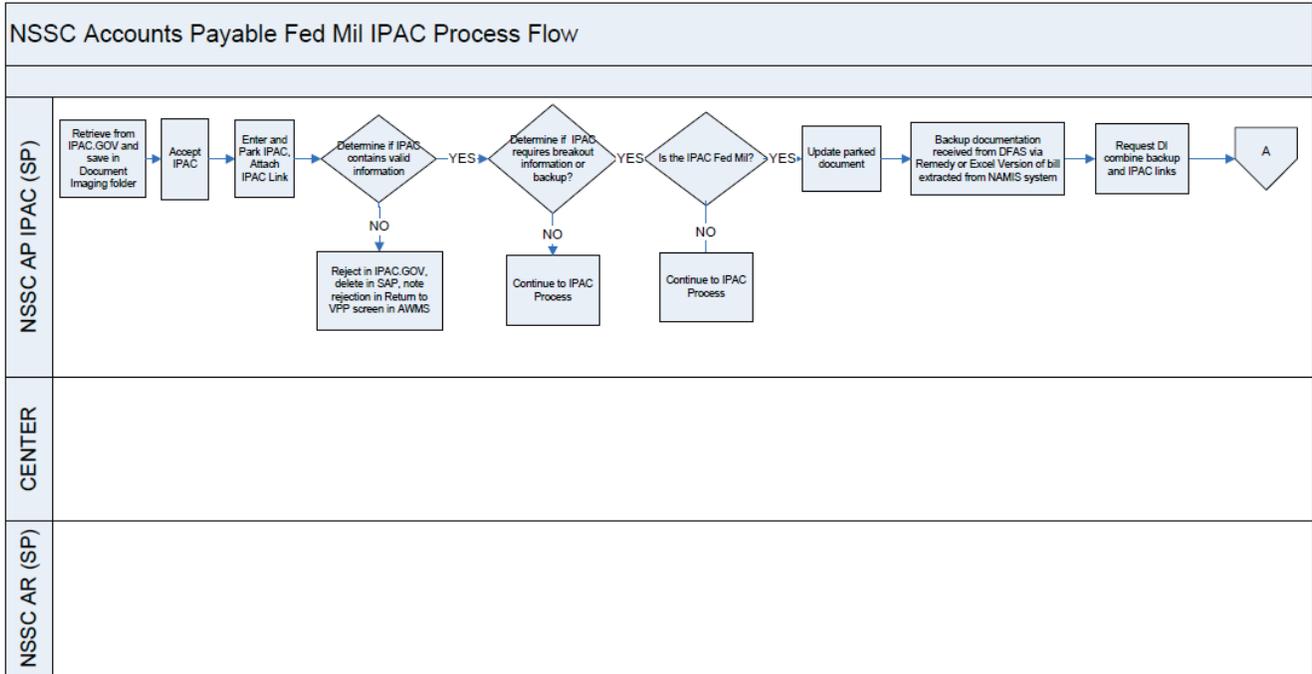
NSSC Accounts Payable Fed Mil IPAC Process Flow

NSSC Accounts Payable Fed Mil IPAC Process Flow

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NSSC Accounts Payable Fed Mil IPAC Process Flow

NSSC AP IPAC (SP)

B → Post FI → Clear FI → Entry made to Statement of Difference spreadsheet for AR → ServiceNow FMC/FMT created for AR Fedmil Entry → Park IPAC balance to be removed from Fedmil Workaround as MM Invoice → Items received?

Items received? — YES → Post MM Invoice and Fedmil Workaround FI Credit → C

Items received? — NO → Post Fedmil Workaround FI Credit → ServiceNow FMC/FMT created for AR Fedmil Entry

CENTER

Center notifies NSSC to remove balance out of workaround with FI info

NSSC AR (SP)

AR posts to establish receivable

AR posts to clear receivable → END

NSSC Accounts Payable Fed Mil IPAC Process Flow

NSSC AP IPAC (SP)

C → Post MM Invoice → ServiceNow FMC/FMT created for AR Fedmil Entry

CENTER

NSSC AR (SP)

AR posts to clear receivable → END

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Appendix E – Invoice Reversal & Disbursement Move Form

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

NASA SHARED SERVICES CENTER
STENNIS SPACE CENTER, MS 39529-6000

Invoice Reversal & Disbursement Move Worksheet

Fax when completed to 866-779-6772 or send via e-mail to NSSC-AccountsPayable@nasa.gov

1a. NASA Center

1b. Submit Date

1c. Contract / Purchase Order Number

1d. ZREM Vendor Number

1e. Invoice Number

1f. Invoice Date

1g. Receipt Date

1h. Amount USD

1i. Posted Date

1j. Original Service Entry Sheet (*ME23N*)

1k. SAP Entry Date

1l. PLI / ALI

1m. Original SAP Document Number

1n. Fiscal Year

To be completed by NSSC Financial Management			SAP Entry Date
2a. Original Clearing Doc Number	20	FY	
2b. Treasury Confirmation	13 / 15	FY	
2c. Treasury Confirmation Date			
2d. Reversal of Treasury Confirmation (*FBRA*)	13 / 15	FY	
2e. Treasury Reference (*TreasNASA#*)			
2f. Treasury Check Number			
2g. Reversal of Check # Clearing Doc (*FCH8*)	20		
2h. Block Original DRN			
2i. Invoice Reversal (*MR8M or FB08*)			
2j. Clear Vendor (*F-44*)	10		
2k. Invoice Re-Entry (*MIRO or MIR7*)	56		
2l. Invoice Clearing to Cash (*F-52 or F-53*)	15		
2m. Billable	☐ Yes	☐ No	
2n. Remedy NSR Number			

3. Reason for Reversal: Special Instructions

Requestor	4a. Name	4b. Signature	4c. Date
	4d. Title	4e. E-mail Address	4f. Phone Number
Center Approval	5a. Name	5b. Signature	5c. Date
	5d. Title	5e. E-mail Address	5f. Phone Number
Procurement Approval	6a. Name	6b. Signature	6c. Date
	6d. Title	6e. E-mail Address	6f. Phone Number
NSSC FM Approval	7a. Name	7b. Signature	7c. Date
	7d. Title	7e. E-mail Address	7f. Phone Number

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Appendix F – NSSC AP Refund Posting Document Types

Collection Source	Accounts Payable/Travel Credit Memo Document Type	Accounts Payable/Travel Clearing Document Type	Accounts Payable/Travel General Ledger Clearing Account
Cash/Checks			
Check- Current Year (CY) *Exception:* *Posting items that are Disbursement Adjustments must be posted using 1010.6150*	MM – RE	MM – KZ	1010.6150
	FI - KG	FI - KZ	1010.6150
Check- Prior Year (PY)	MM – KW	MM – KS	1010.5215
	FI - KW	FI - KV	1010.5215
Fedwire			
Fedwire-CY	MM – RE	MM – KZ	1010.8200
	FI - KG	FI – KZ	1010.8200
Fedwire-PY	MM – KW	MM – KS	1010.5220
	FI - KW	FI – KV	1010.5220
Pay.gov Credit Card			
Pay.gov Credit Card-CY	MM – RE	MM – KZ	1010.8300
	FI - KG	FI – KZ	1010.8300
Pay.gov Credit Card –PY	MM – KW	MM – KS	1010.5225
	FI - KW	FI – KV	1010.5225
Pay.gov ACH			
Pay.gov ACH- CY	MM – RE	MM – KZ	1010.8400
	FI - KG	FI – KZ	1010.8400
Pay.gov ACH-PY	MM – KW	MM – KS	1010.5240
	FI - KW	FI – KV	1010.5240
IPAC			
IPAC -CY	MM – ZC	MM – KI	1010.8100
	FI – ZC	FI – KI	1010.8100
IPAC -PY	MM –KW	MM – KS	1010.5100
	FI - KW	FI – KV	1010.5100

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Appendix G – Acronyms

ACRONYM	DEFINITION
AAO	Agency Applications Office
ACES	Agency Consolidated End-User Services
ALC	Agency Location Code
AP	Accounts Payable
AR	Accounts Receivable
AWMS	Accounts Payable Work Management System
BETC	Business Event Type Code
BO	Business Office
CMM	Contract Management Module
DFAS	Defense Finance and Accounting Service
DHHS	Department of Health and Human Services
DI	Document Imaging
DO	Disbursing Office
DOJ	Department of Justice
DRN	Document Reference Number
EA	Each
EAST	Enterprise Applications Service Technologies
EPSS	Enterprise Performance Support System
FBI	Federal Bureau of Investigation
FBWT	Fund Balance with Treasury

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FM	Financial Management
FMC/FMT	Financial Management Case/Financial Management Task
FTS	Federal Technology Service
GPO	Government Printing Office
GRS	General Records Schedule
GSA	General Services Administration
I3P	Infrastructure Integration Program
IAA	Interagency Agreement
IAW	Invoice Approval Workaround
IDR	Invoice Data Requirements
IEM	Integrated Enterprise Management
IEMP	Integrated Enterprise Management Program
IPAC	Intra-governmental Payment and Collection
IRIS	Invoice Routing and Information System
IT	Information Technology
JSC	Johnson Space Center
JV	Journal Voucher
MRI	Master Records Index
NAMIS	NASA Aircraft Management Information System
NASA	National Aeronautics and Space Administration

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NICS	NASA Integrated Communications Services
NPR	NASA Procedural Requirements
NRRS	NASA Records Retention Schedule
NSSC	NASA Shared Services Center
OCFO	Office of the Chief Financial Officer
OPM	Office of Personnel Management
PLI	Purchase Line Item
PMS	Payment Management System
PO	Purchase Order
POC	Point of Contact
SAP	System, Applications and Products
SDR	Supply Discrepancy Report
SF	Standard Form
SGL	Standard General Ledger
SOD	Statement of Difference
SN	ServiceNow
SP	Service Provider
SPS	Secure Payment System
TAS	Treasury Account Symbols
TRACS	Treasury Receivable Accounting and Collection System
VPP	Vendor Payment Processor

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WCF	Working Capital Fund
WEST	Web Enterprise Service Technologies

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Appendix H – TRACS IPAC Job Aid

Step 1. Log into IPAC.gov system, click on TRACS:

A. Click on Query
B. Report type: EXTRACT & CREATE TRACS REPORT
C. Input your ALC number
D. Input Start Date:_____End Date:_____(INPUT ENTIRE MONTH)
E. Check "Limited Payability Cancellation;" click on SUBMIT
F. A Summary item will appear listing the bill number. Click: ALL; the Output Format will display PDF file; click ok.
G. Once the "The report you requested has been completed" status appears, Click DOWNLOAD and then OPEN
H. This will produce a summary with detail report which will give you a check serial number and check date

Step 2. Log in to SAP:

A. Use T code: ZFI_AP_PMT_STAT_PAYMENT STATUS
B. Input payment run date: Range of Dates (look at check date from the summary with detail report from IPAC – then use the entire month for the date range)
C. Input the business area
D. Input C or 5 for payment method – click execute at top to run the report
E. On the report look for the closest date before the check date then find an amount and start double-clicking on the 2000 numbers. (You may have to click on several to find the right one. The object is to match up the check serial number with the amount)
F. Note that the Document Overview – Display screen will give the Doc Type such as ZT (Travel), ZQ (Accounts Receivable), etc.
G. After you click on the 2000 number, then go to the top under ENVIRONMENT
H. Click on the check information – the check numbers have 5 leading numbers first, then look for the check serial number. This should match the check serial number on the summary with detail report from the IPAC TRACS system.
I. Extract copies of the IPAC, Summary Detail Report from TRACS, SAP Document Overview Display screen, and SAP Display Check Information screen. Attach these documents in the FMC/FMT ticket and route to the appropriate department based on the doc type specified above as a High status. For routing purposes - if the doc type indicates AP, Travel or AR, assign the ticket to the AP Center lead

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Appendix I – Job Aid for VPP Query on Open Parked Documents in SAP

USING T-CODE FBL1N-Vendor Line Items

1. Open SAP

2. Use T-code FBL1N

3. Click Dynamic Selections icon

4. Enter Business Area

5. Enter Payment Method Z

6. Enter Document Types: ZI, ZC, KB, KW, and KC

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7. Click Open Items under Status and enter the date

8. Click Parked Items under Type

9. Click Execute

10. The result is a list of open parked documents

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Appendix J – Job Aid for Macro to Clear IPACS

1. Navigate to the SAP T-code FBLIN Click on the Variant Icon

2. Remove your user ID from the Created By criteria and type "IPACS2CLR" in the variant criteria
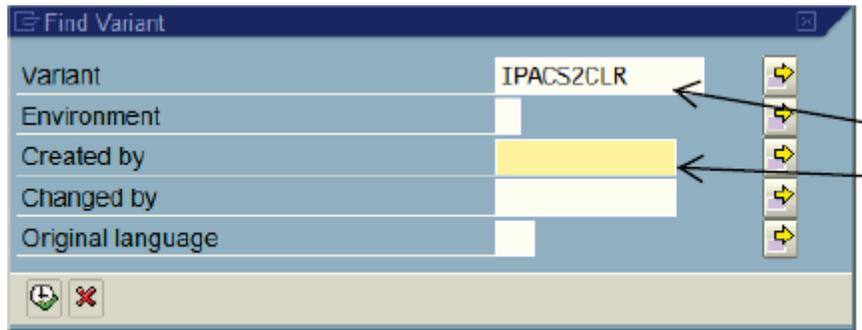
3. Click Execute icon

4. When the results are loaded, select List, Export, Spreadsheet

5. The following prompt should default to "Excel (in MHTML Format)". Leave this selected and click the check mark

6. Click Save. The spreadsheet will open in Excel after clicking Save.

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7. Once the spreadsheet is loaded in Excel, click on the IPAC ribbon. Select Auto-clear IPAC Invoices and Credits

8. Macro will Clear all IPACs in SAP using T-codes F-52 and F-53

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9. When complete, all SAP Clearing document numbers should be populated on the spreadsheet. The spreadsheet will be automatically saved to the following path: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\IPAC\Clearing Docs/FY YYYY/FYMonthNumber MMMM YYYY/YYYY-mm-dd_hh.mm.ss Clearing Documents.xlsx

    a) Where MMMM= full name of the month

    b) YYYY= four digit year

    c) mm= month number in two-digit format

    d) dd= day number in two-digit format

    e) hh= hour number in two-digit format

    f) mm= minute number in two-digit format

    g) ss= second number in two-digit format

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Appendix K – Job Aid for Combining Links in TECHDOC Using the Campus Search

1. Save the IPAC and Backup documents as PDFs.
2. Open Document #1 and Document #2 and pen the page thumbnails for both documents
3. Drag document # 2 page(s) to document #1 to merge the documents. Save on your desktop
4. Go to the NSSC Web page (https://internal.nssc.nasa.gov/) and click on Campus Search under "Quick Links"
5. Search Field is "Text." Enter the DRN of the IPAC in the Search text field. Click Search.

6. Click on the Document Number. This will take you to the document in TechDoc

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7. Click "Reserve" under Document. Enter the Reason- Combining Links.
8. Click "Replace." Browse your computer for the combined Documents (IPAC & Backup) saved in #3.
9. Click "Release." Enter the Revision number as the same number as the Generation number.

10. Uncheck "Watermark."
11. After a few minutes the links should be combined. Open the document in AWMS or SAP to verify.
12. When the document is released in AWMS, Click "Duplicate/Supporting."

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Appendix L – Working Capital Fund (WCF) Advances Process Flow

Working Capital Fund Advances Process Flow

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Appendix M – Job Aid for Working Capital Fund (WCF) Advances & Liquidations

Agency Consolidated End-User Services (ACES), Enterprise Applications Service Technologies (EAST), NASA Integrated Communications Services (NICS), NETWORX, Web Enterprise Service Technologies (WEST)

A. Center submits WCF Form 76

B. ServiceNow FMC/FMT is automatically generated by DI

C. Find I3P and T&S Advance requests in ServiceNow Finance Silo-FM with Short Description of <u>FM - ACCOUNTS PAYABLE - WORKING CAPITAL FUND ADVANCE</u> new requests will be Status "**Requested**"
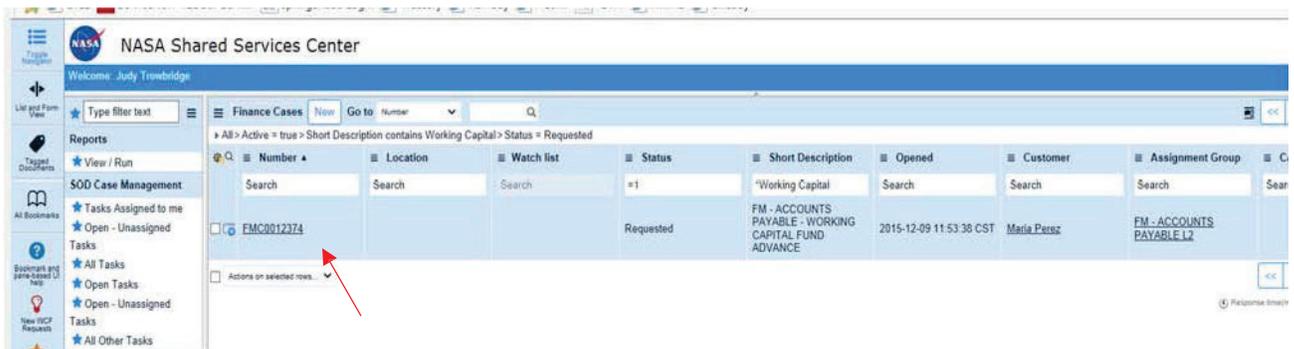
D. Open Case by clicking on FMC#
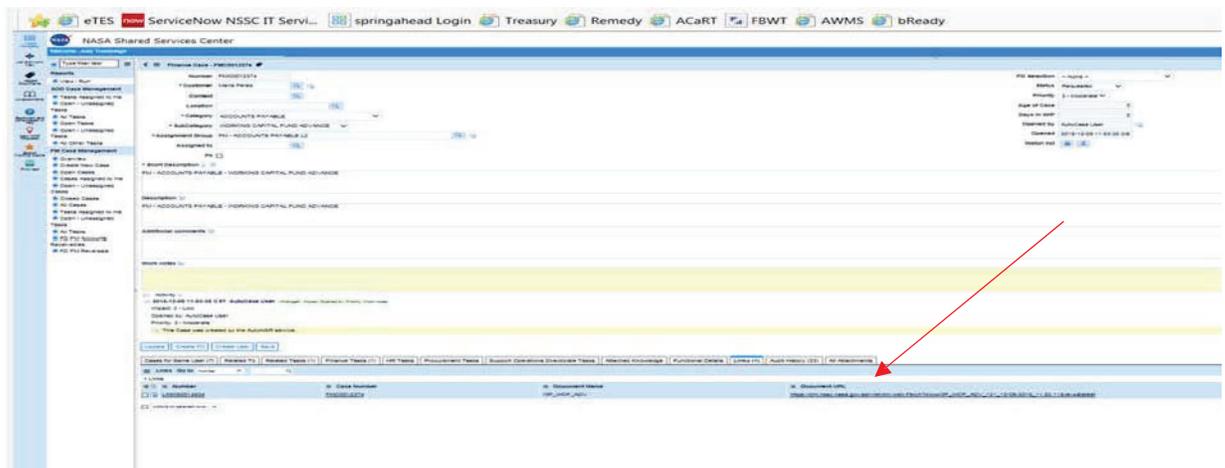
E. Open link tab and click on URL link to open document

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F. Determine if Training & Services or I3P advance the I3P advances.

G. I3P advance will be routed to Support Operations Directorate (SOD) L3 for review before processing (example of I3P advance request)

H. Open Finance task

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I. Assign task to yourself then Resolve Finance Task with comments "Task to I3P Res Mgt L3 for review"
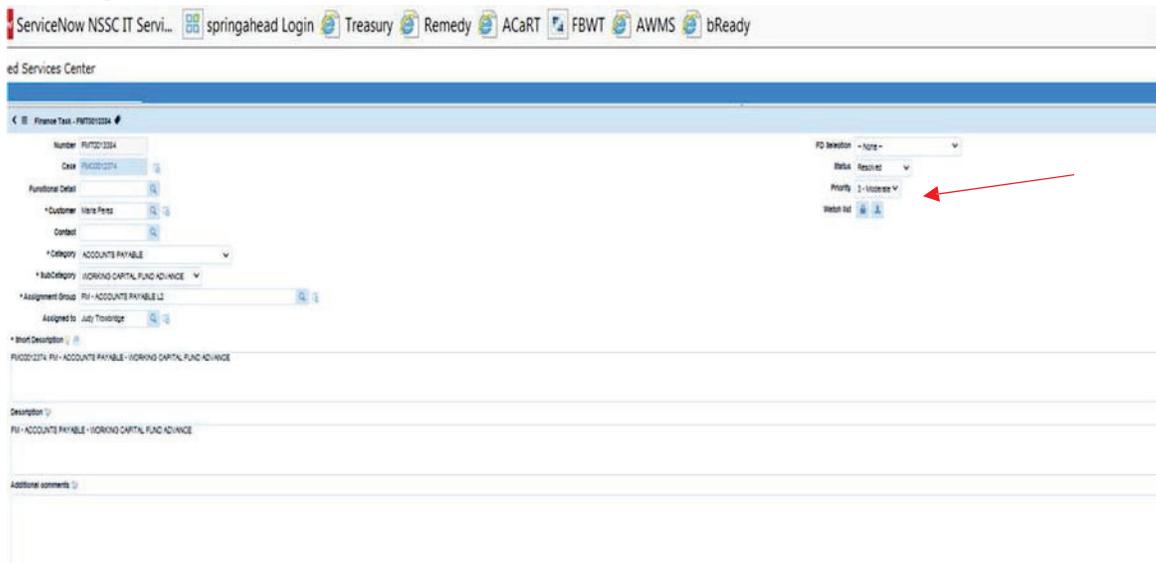
J. Choosing Update takes you back to Case

K. At Case level Open Support Operations Directorate Task (SOD) Tab
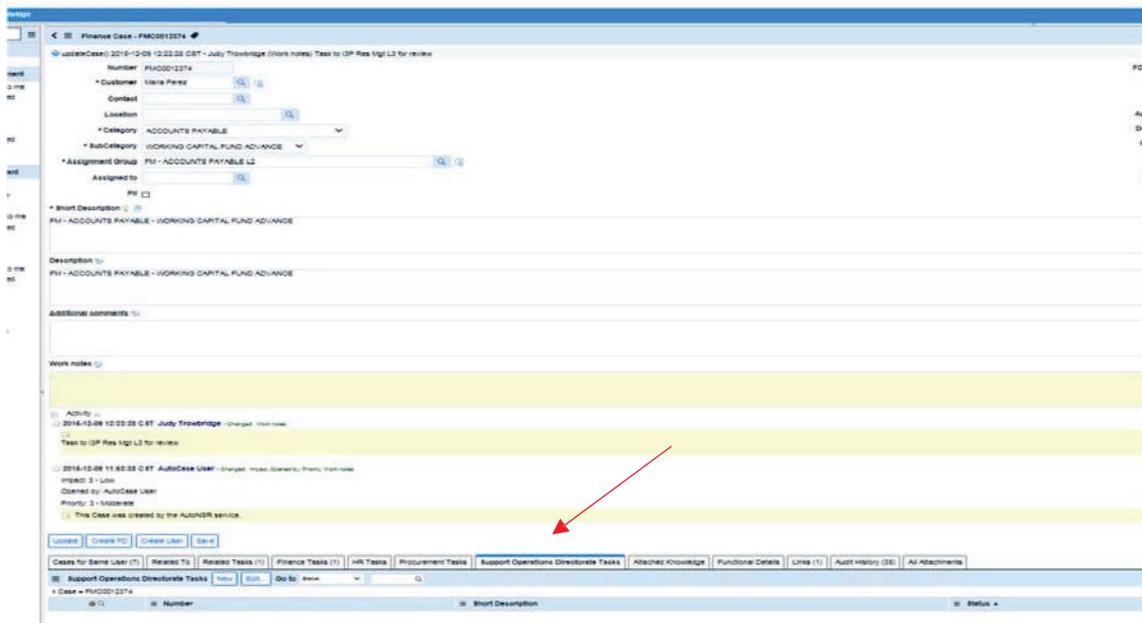
L. Create New SOD Task by choosing NEW; Fill in *required items

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M. Create Functional Detail fill in center and FCD#

N. Save
O. Go back and open case
P. Change Status to Pending; in Pending Reason drop down choose Internal Action.

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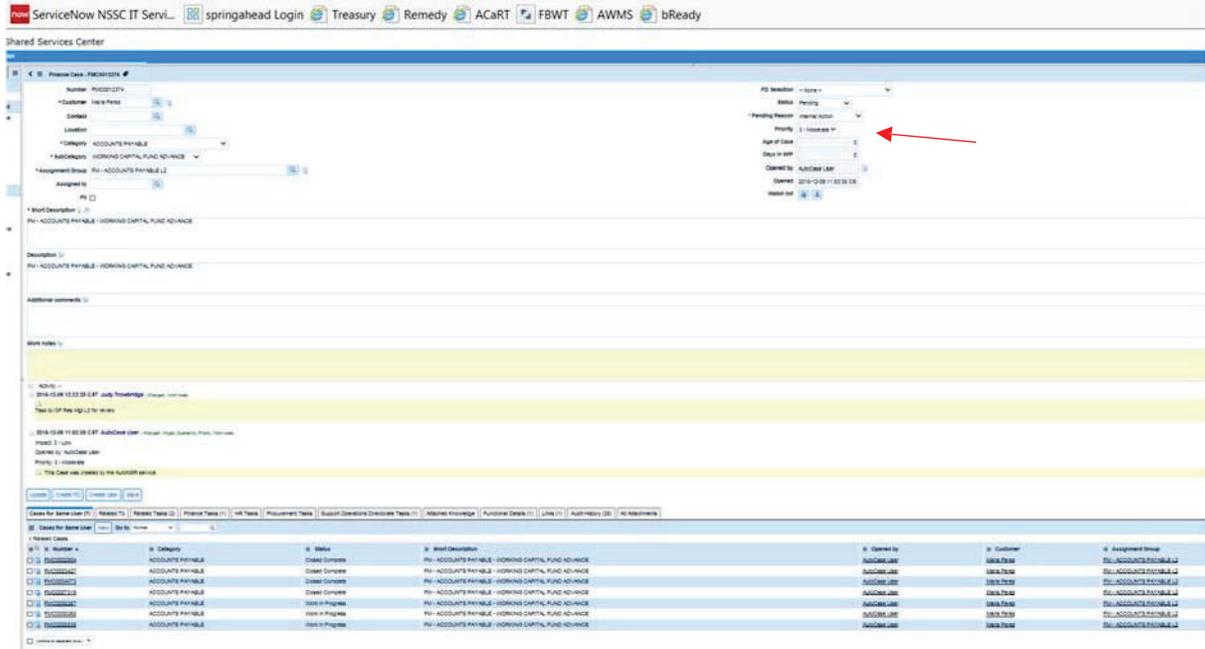
Q. Save

R. I3P Res Mgt L3 completes review creating a new Finance Task

S. The task can be found in ServiceNow FM silo- <u>FM-AP IPAC SUPPORT L2</u> with Short Description "Process Funding Document"

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T. Open Task by opening link to review Form 76 FCD # with SAP information

U. Open SAP using T code FMZ3

V. Input FCD# from Form 76 Display

W. Check for usage data by clicking Consumption button

X. Verify it has been posted and that the correct vendor # is being used

Note: If any item does not match SAP or usage is problem, return to SOD
L3 with discrepancy information

Y. If all items are good proceed by preparing spreadsheet for processing data

Z. N:drive FM Division>Accounts Payable_Accounts Receivable>Open current year
folder>Advance Request Form, Save spreadsheet to current year/month/date
(example 2015-12-07 folder with 2015-12-07 Advance I3P) and Save

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AA.   Open processing list to retrieve items to be posted

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BB.   Choose select layout / Choosing WCF

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List can be copied to input on Advance Spreadsheet

CC. Add the advance type to spreadsheet

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DD. Open Finance Task-Change Task to Work in Progress, assign task to yourself, input a comment in work notes "Pending Posting"

EE. If more than one Task returned from SOD L3, repeat process for each Advance Request FCD#

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FF. Open Case change status from Pending to Work in Progress and put center requesting advance in location
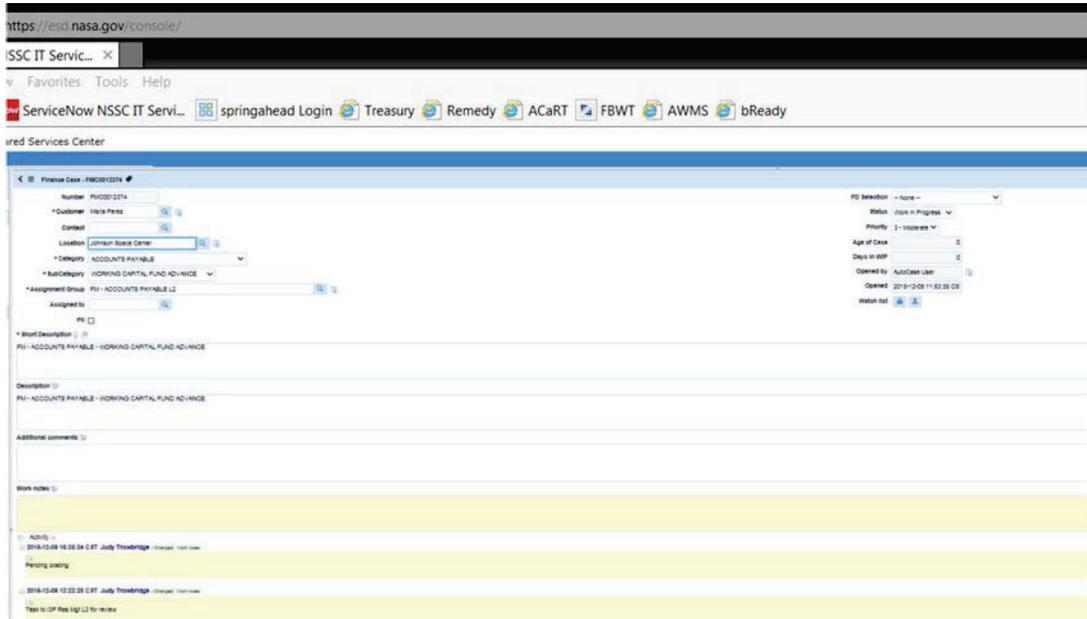
GG. Post advances in SAP using I3P macro and Treasury system

HH. Macro creates output spreadsheet with Doc Reference # for IPAC's created, retrieve copy of center IPAC's from Treasury saving them to the same folder as Advance Request and Output spreadsheets

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    II. Attached a copy of output spreadsheet and IPAC PDF to the CASE

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JJ.   After attaching IPAC's and Output, Save

KK. Open Finance tab

LL. Open task that is Work in Progress

MM. Resolve task, work notes "Advance posted and IPAC created"

NN. Save

Training and Services Advance

A. If Form 76 is for Training and Services, change status to WIP and assign to yourself with work notes Pending Posting

B. Open Finance Task-change status to Work in Progress-work notes Pending Posting

C. Determine if FCD meets criteria for processing Consumption/Posted/Vendor by checking in SAP

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D. If any item does not match SAP or usage is problem, return to center POC that submitted form for corrections

E. If all criteria is okay proceed with processing by creating spreadsheet saving on N:Drive, then process in SAP with I3P advance macro

F. After processing in SAP attach spreadsheet and IPAC to Case.

G. Resolve Finance Task with Work notes "Advance posted and IPAC created"

H. Save

I. Go to Case and open SOD tab create task
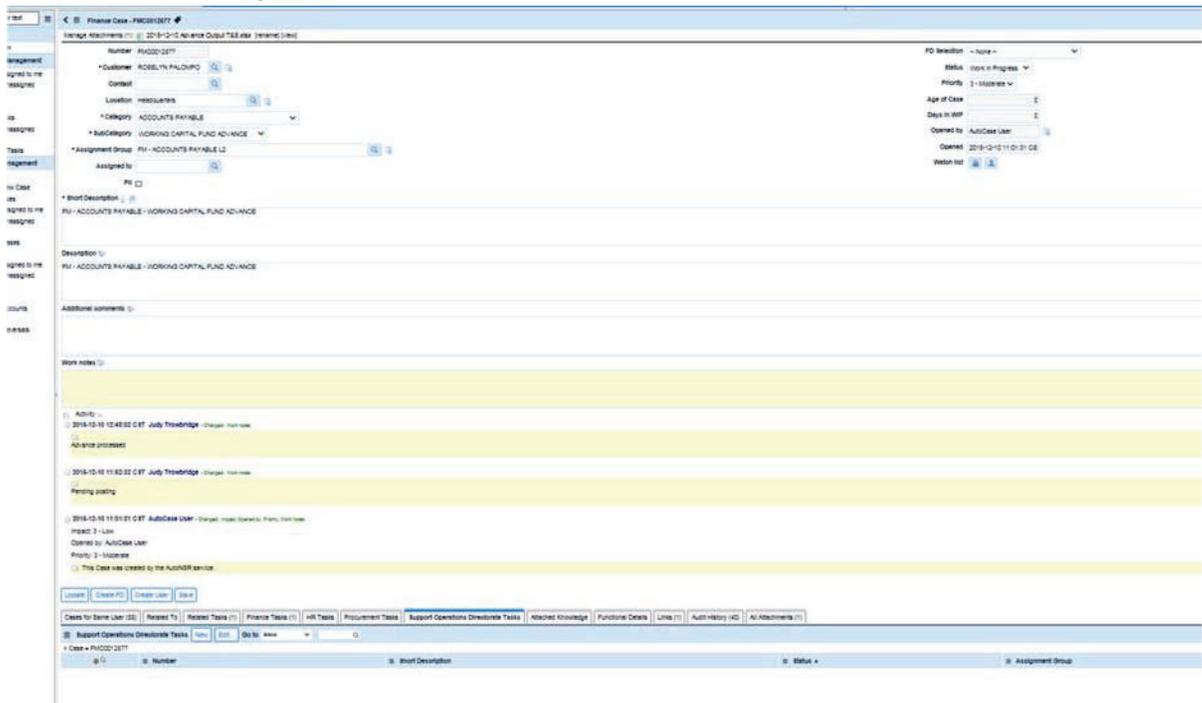
J. Create SOD task by choosing new

K. Assign to NSSC BAD/Operations & Budget/Operations & Budget L3, create FD

L. Work notes type Advance posted and IPAC created

M. Save

N. All centers except HQ will have spreadsheet under current year; enter the amount processed and FCD# & line# on spreadsheet for distinguishing Training or Services.

O. Open the document imaging link on the SN case to view the Form 76

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P. Open bReady in Internet Explorer (https://bready.nasa.gov)

Q. Sign on to SAP through bReady

R. Click on the Systems tab and sign onto SAP R/3 (PC), the long running SAP server can also be used

S. Once in SAP, go to FMZ3

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T. Enter the Funds Commitment Document Number from the Form 76 into the Document Number line and enter

V. Once into FMZ3, compare the line items in SAP to the line items on the form 76. Every line item and amount should be exactly the same.
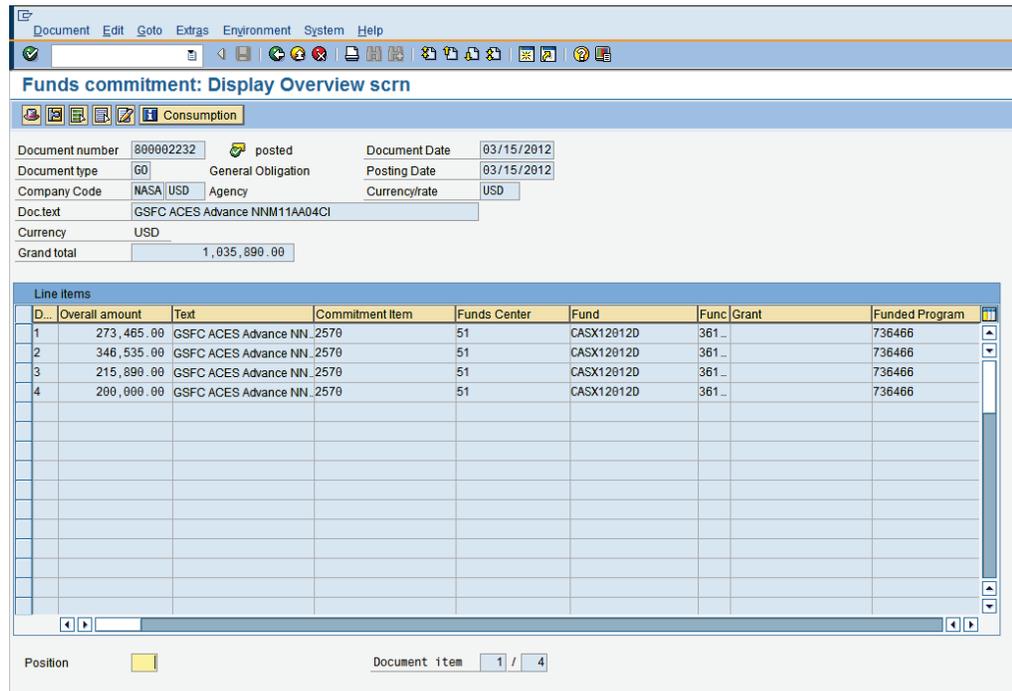
W. Always check consumption for open amounts on the funds commitment document.

X. Click on the consumption tab

Y. This will give the open amount for the line items

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NOTE: Another way to check the consumption is to double click into the line item

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Z. If you have multiple lines, you can also go to the FMZ3 screen, enter the document number and select the bar graph symbol

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AA.   Select the execute tab

BB.   Select the layout tab

CC.   Select WCF

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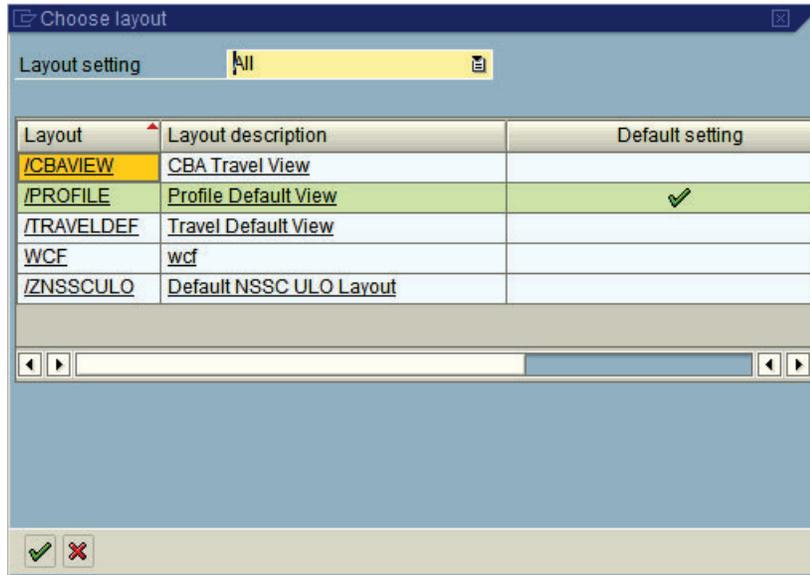
DD.   Highlight columns Doc. No. through Funds Ctr
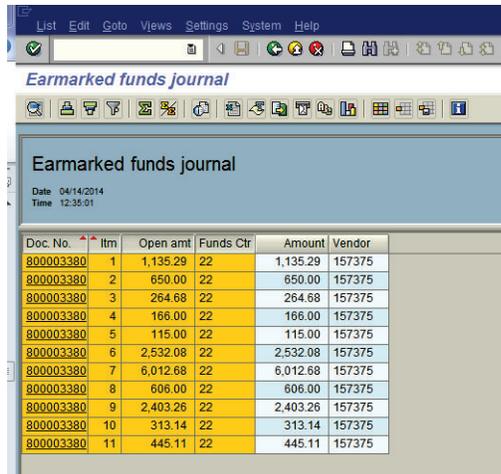
EE. Right click and copy text and paste onto the Advance Request Form

FF. If there are errors on the Form 76, go to ServiceNow and pull up the FMC/FMT

GG. Put the task into pending and assign the FMC/FMT back to I3P BO-Procurement Support L3

HH. Make an entry into "Work Info" stating the problem

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II.   Once the Form 76 is verified with the Funds Commitment Document and is deemed correct, enter the information into the Working Capital Fund Advance Spreadsheet.

JJ   The spreadsheet template that is located at:

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\Advance Request Form

NOTE: You must create a separate spreadsheet for I3P and Training/Services

This spreadsheet must be used in order for the macro to work!

1.   Enter the information on the Form 76 into the spreadsheet.

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2. The completed spreadsheet will look like below:

3. Save spreadsheet:

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a. N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 20XX\(Day Month Year)\Date of spreadsheet

b. Make sure you state it is I3P

c. Close spreadsheet (Only if you have to download the I3Pmacro)

d. Go to the N drive and add the I3P Macro

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\I3P

e. An excel Security Notice will open. Click "Enable Macros"

f. Once installed, the excel spreadsheet will display and "I3P" tab

g. Once the Macro is installed onto your computer, you will not have to install it again. If updates are made, it will prompt you to update when excel is open.

h. Close out Excel

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    i. Open the saved Advance Spreadsheet

    j. To post the advances, click the I3P tab

    k. Click the AP Advances icon once (DO NOT DOUBLE CLICK)
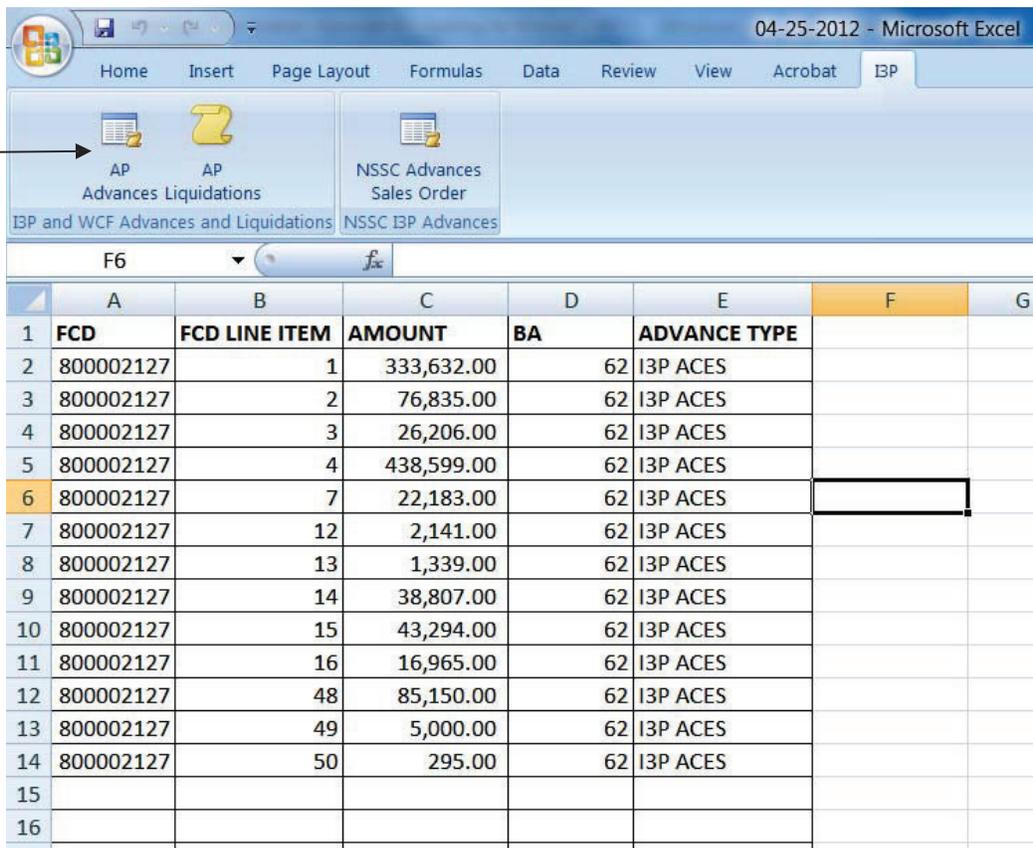
NOTE: There will be a pop up screen that says "Script is trying to attach to GUI", click OK

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      I. The automation will then post the F47-Down payment request and F48-Pay Advance in SAP

Manual Steps for F-47- Procedure to create a down payment request

    1. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: https://epss.nasa.gov/gm/workplace and click on the following:

    📁 F-47 Down Payment Request (End User Procedure)

Manual Steps for F-48- Procedure to execute payment of an advance

    1. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: https://epss.nasa.gov/gm/workplace and click on the following:

    📁 F-48 Pay Advance (End User Procedure)

- Once these 2 transactions have been posted, it will then prompt you to sign on to create the IPAC
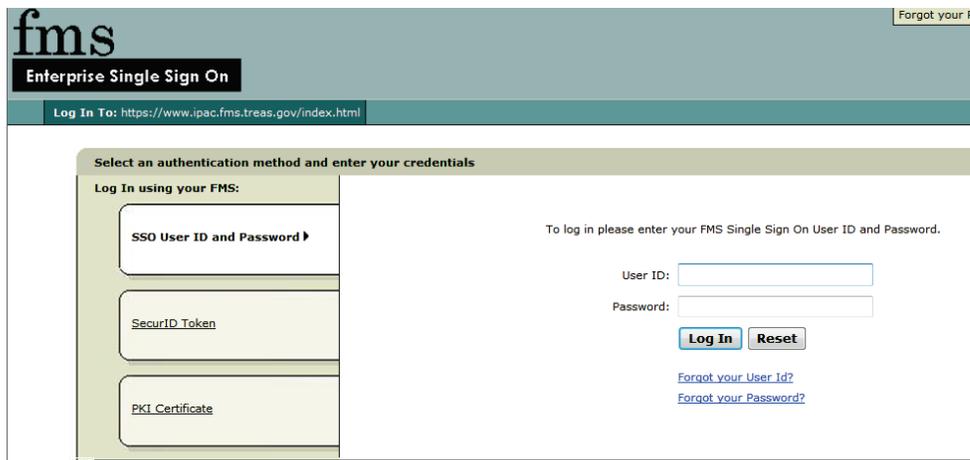
- Once signed on, the IPACs for each center will be created (1 IPAC for each center). Each IPAC will have detail pages for each line item.

- Once the IPACs are created, the macro creates a spreadsheet with the 1500 number for the down payment request, 1500 number for the down payment, and IPAC document request number. This should be saved under the WCF folder on the N drive.

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N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2012\Date of posting

- Once the auto posting is complete, go into SAP and crosscheck to make sure they have been posted.

- Once the advances are posted and IPACs are created, the spreadsheet and the IPACs will need to be attached to the FMC/FMT

- Go to the IPAC website and sign on. www.ipac.gov

- Click on the "Query" tab on the left of the screen

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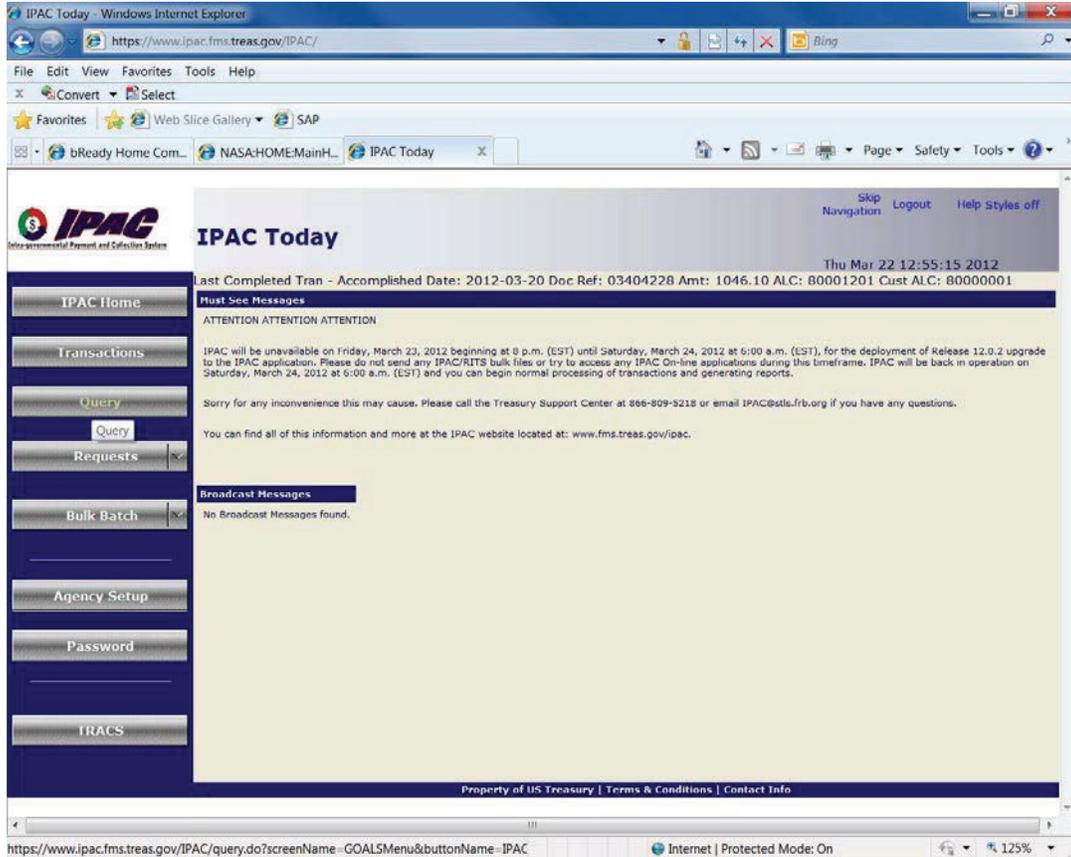
- In the "Report Type" field, choose "IPAC Transaction Report by Doc Ref Number" from the drop down menu

- In the "Document Ref. No." Field, enter the IPAC DRN from the spreadsheet saved after the postings have been completed.

- N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 20XX\"Month"\"Day"

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- "Treasury Account Symbol Format" should be "As reported"

- Output format should be "PDF"

- Submit

- When the report is finished, Download

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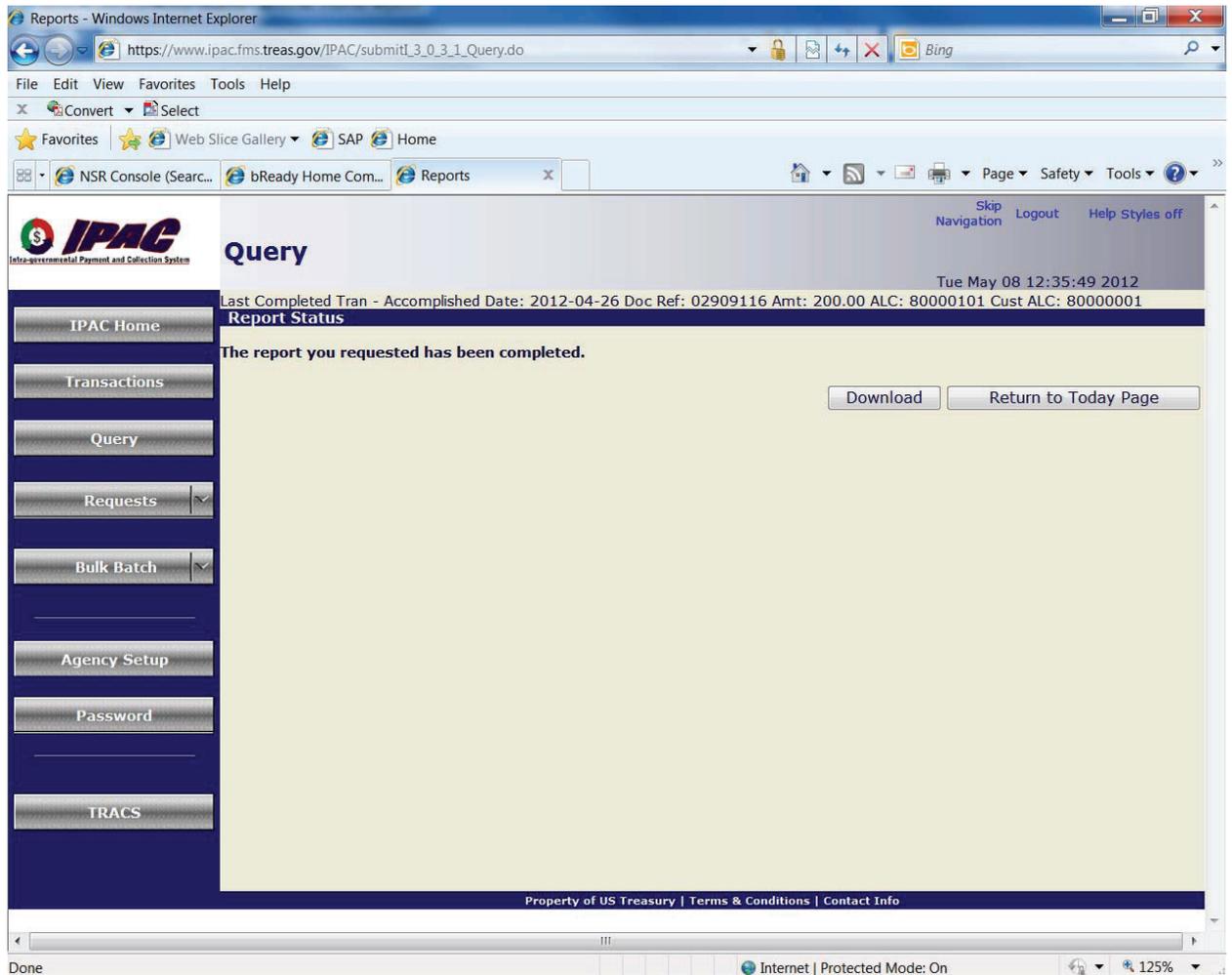
- The report will open in Adobe

- One IPAC will be created per center.

- *Headquarters will NOT have an IPAC

- Every line item per center will be on one IPAC with details for each line item.

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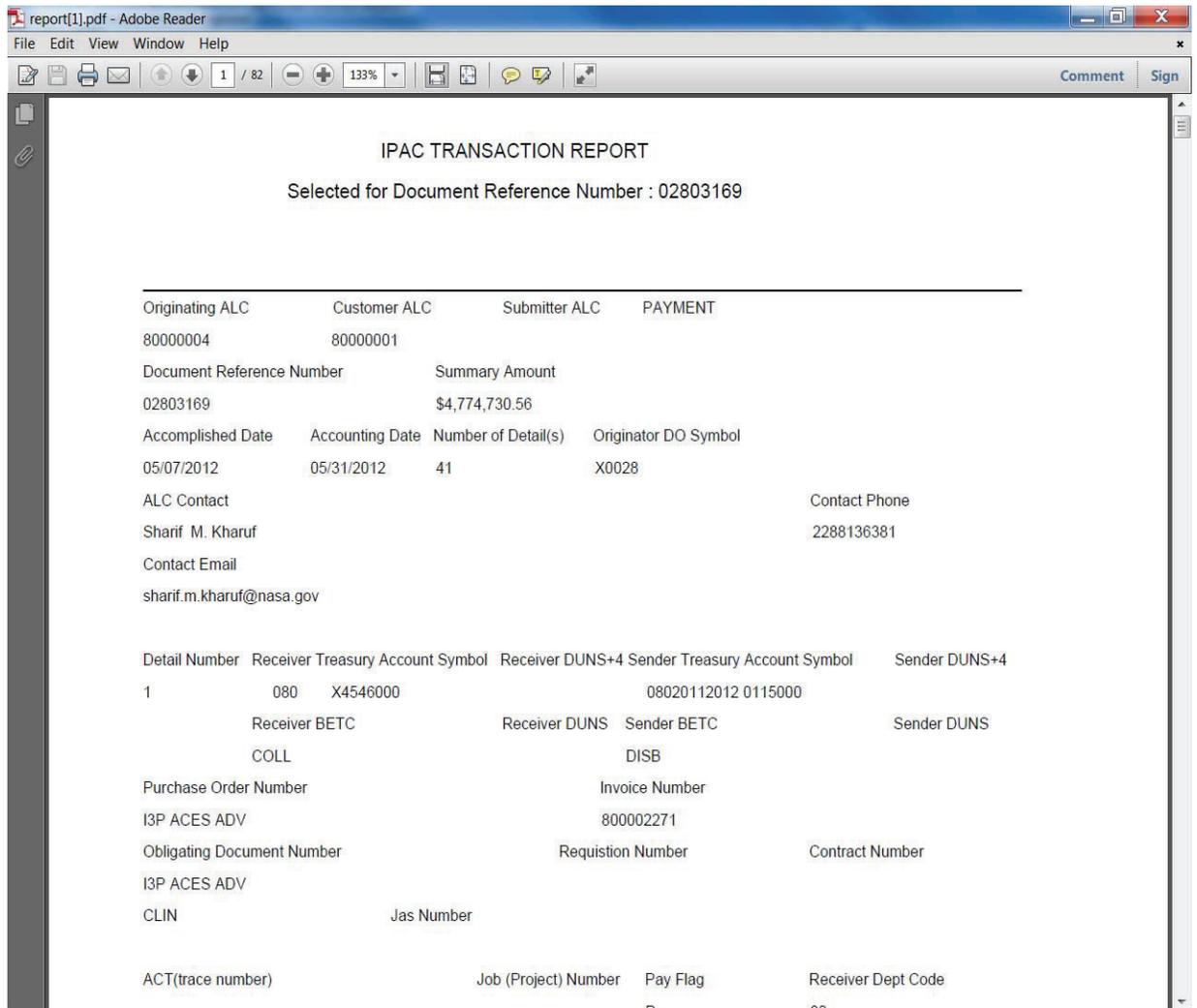
- Save the IPACs on the N drive

- N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 20XX\Month\Date of Posting

- Save as the Center the IPAC is related to (Ex. JSC WCF IPAC 3-20-2013 I3P)

- Once you have pulled the IPAC, go to ServiceNow and attach the IPAC and Output spreadsheet to the FMC/FMT:

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- Pull up the FMC/FMT related to the advance

- Click the Relationships & Attachments tab

- Click the Add tab under the attachments section
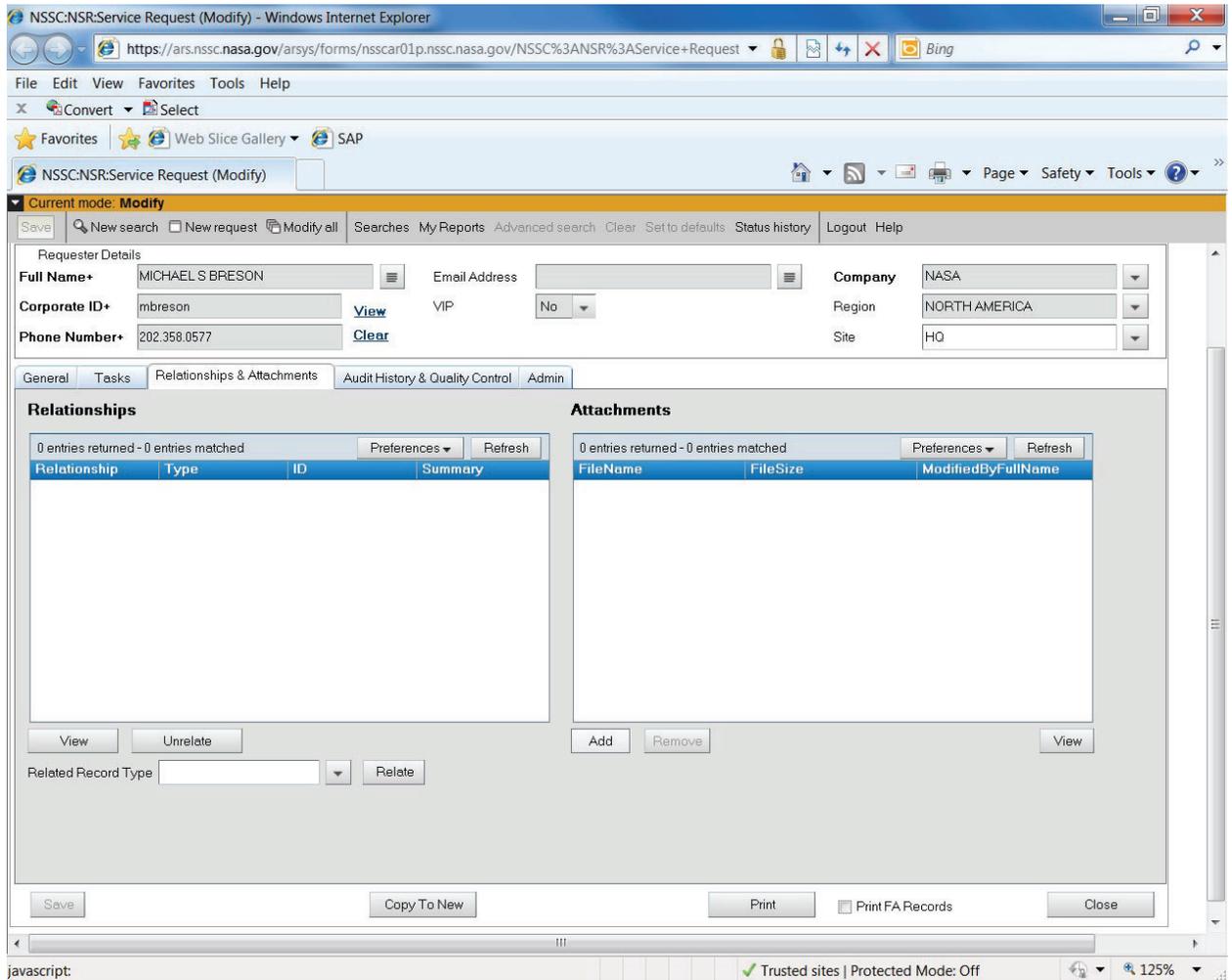
- The add attachment screen will appear

- Click the Browse tab and search for the files you need to attach

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- Once you have selected your files, click ok

- Go to the task tab and double click into the Task

- Change the task status to "closed" and make a work info entry-Advance posted and IPAC created and Save

- The spreadsheets are located at:

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 20XX

under the Center name.

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I3P Liquidation Process Guide

- The Budget and Accounting Office will create a FM task on a Service Operations Directory Case in Service Now
- Open task and scroll down to attachments
- Open Liquidation Report attachment

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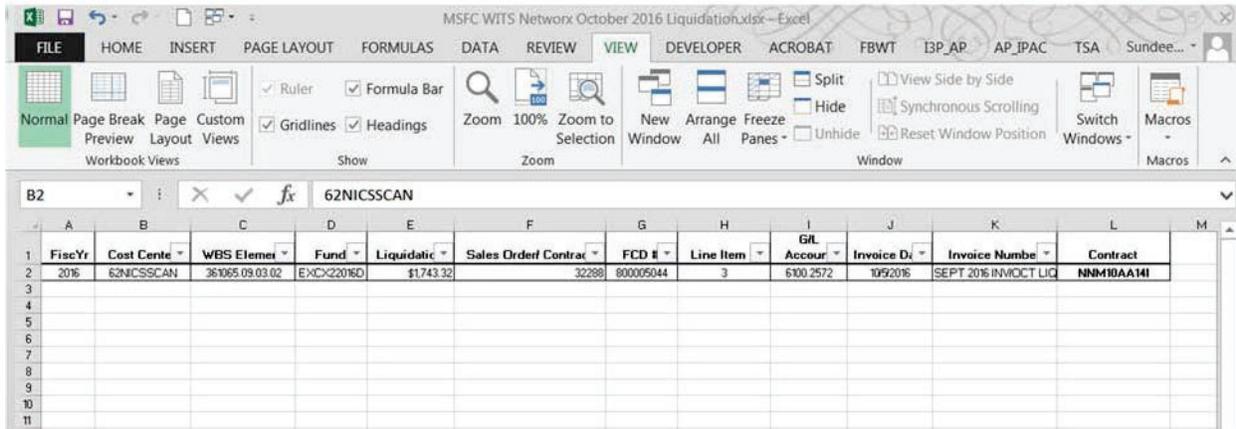
- The document may have multiple lines
- Open the Liquidations Template File located on the N drive: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 20XX
  - You will always use current fiscal year
- Highlight the "cost center" through "G/L Account" columns and copy
- Paste options: values-onto liquidations template and save on n drive under working capital for current month and current day:
  - Example: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2017\1 October 2016\2016-10-26
- Save as "2016-10-26 Liquidations I3P"
- If there is more than one spreadsheet created, save as "2016-10-26 Liquidations I3P-1" and so on
- Close out spreadsheet for I3P
- Go back to task and assign it to self
- Put in work in progress
- Work notes: "pending posting" and update

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- If no liquidation spreadsheet is attached to the task, email sender and let them know and put the task in pending
- Go back to spreadsheet once all liquidations are saved on it
- Change period to the month it is
- Go to the I3P macro tab
- Select AP liquidations and select ok, to attach to the GUI

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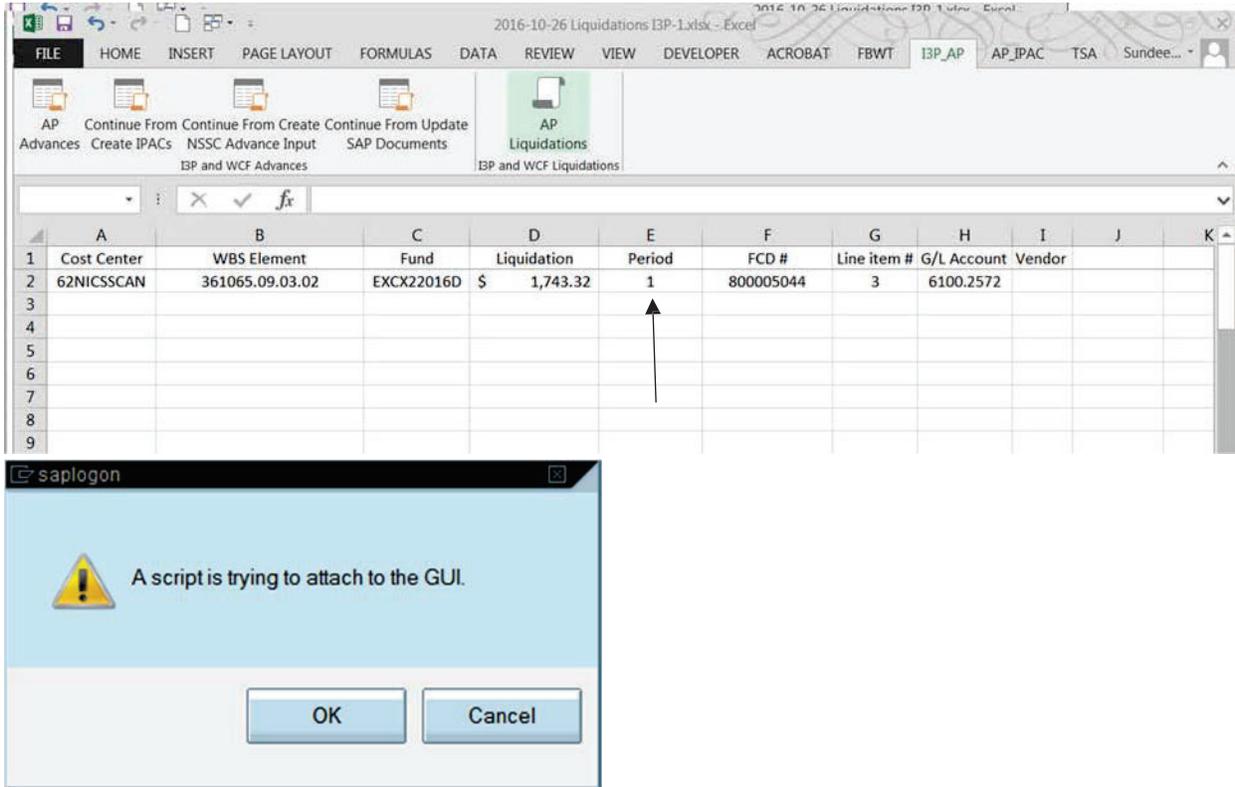
- The macro will post the liquidation using FB60 and save it as an output spreadsheet with the 1900 document number
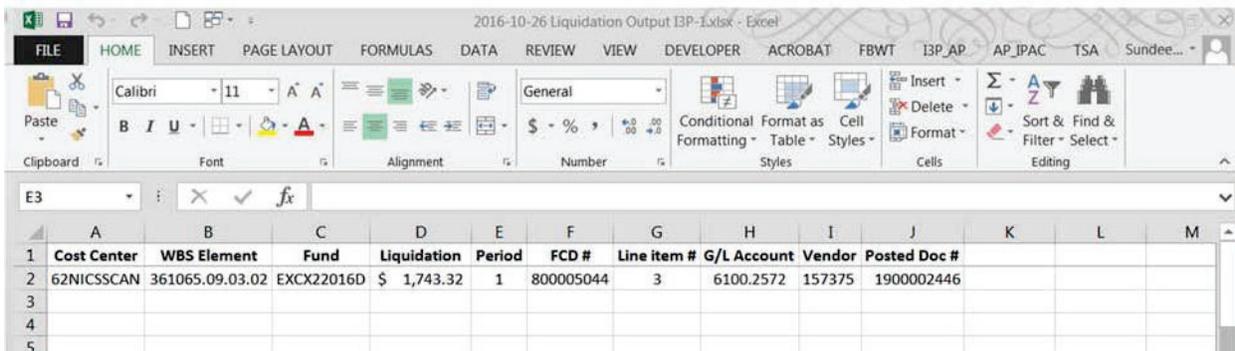
- Go to the FM task in the service now ticket and attach the output spreadsheet
- Resolve the task with "liquidation posted" in the work notes

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- If you receive an error when processing, for example:
  ERROR MESSAGES
    - Error!! Amount in document 0800005559 002 may not be exceeded = Wrong type

    - Email who created the task and put the task in pending
- They will attach to correction and let you know
- Proceed posting the same as above

Manual Steps for FB60- Procedure to liquidate an advance document via FB60 using complex posting

1. For Step-by-Step End-User procedures, refer to NEACC IEM EPSS at: https://epss.nasa.gov/gm/workplace and click on the following:

   📄 FB60 Complex Posting (End User Procedure)

- It will ask you to save, click yes

- The path to the file will be:

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 2012\Month folder\Date folder

- The 1900#'s will be automatically posted to the spreadsheet

- Go to the FMC/FMT and click the "Relationships & Attachments" tab

- Click "Add" under the attachments box

- An add attachment box will appear, select browse

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- Select the "Liquidation Output" file

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 20XX\Month folder\Date folder

- Select "OK"

- The attachment will be added

- Select the "General" tab

- Change the status to "Resolved" and Save

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HQ TRAINING & SERVICES LIQUIDATIONS

- Roselyn Palompo will send an email with the Liquidations spreadsheet attached
- You will receive an email with a link attached for the previous month's "Performance and Utilization Report"

1	SSMX22016D	10LM043	359517.06.12	6100.2527	$ 18,334.06	SeptFinal16-HQ Utilization (HQ-Training)	800005557-1
2	AERX22016D	10EA000	090265.01.08.10	6100.2527	$ 55,391.94	SeptFinal16-HQ Utilization (ARMD-Training)	800005729-1
3	SPTX22016D	100A000	600566.01.10.04	6100.2527	$ 18,250.00	SeptFinal16-HQ Utilization (STMD-Training)	800005734-1
4	SSMX22016D	10IM010	630358.03.10	6100.2527	$ 999.00	SeptFinal16-HQ Utilization (OCFO-Training)	800005735-1
5	OIGX12016D	10WAA00	652963.03.05	6100.2511	$ 428.00	SeptFinal16-HQ Utilization (OIG-Services)	800005680-1
6	SSMX22016D	10GA000	724297.10.19.12.03	6100.2527	$ 2,448.00	SeptFinal16-HQ Utilization (SMA)	800005873-1
7	SSMX22016D	10LE050	401183.01.12	6100.2527	$ 350.00	SeptFinal16-HQ Utilization (HRC21538)	800005790-1
8	SSMX22016D	10LE050	401183.01.12	6100.2527	$ 1,398.00	SeptFinal16-HQ Utilization (HRC55443)	800005790-1
9	SSMX22016D	10TA000	372151.08.10	6100.2527	$ 4,895.00	SeptFinal16-HQ Utilization (HRC60138)	800005640-1
					$102,494.00		

- Open the Liquidations template spreadsheet on the N drive: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\WCF_Working Capital Fund\FY 20XX
- Copy and paste information from the spreadsheet from Headquarters to the liquidations template spreadsheet and save under current month and day. Ex "2016-10-28 Liquidations HQ T&S"

	A	B	C	D	E	F	G	H	I
	Cost Center	WBS Element	Fund	Liquidation	Period	FCD #	Line item #	G/L Account	Vendor
2	10LM043	359517.06.12	SSMX22016D	$ 18,334.06	12	800005557-1		6100.2527	
3	10EA000	090265.01.08.10	AERX22016D	$ 55,391.94	12	800005729-1		6100.2527	
4	100A000	600566.01.10.04	SPTX22016D	$ 18,250.00	12	800005734-1		6100.2527	
5	10IM010	630358.03.10	SSMX22016D	$ 999.00	12	800005735-1		6100.2527	
6	10WAA00	652963.03.05	OIGX12016D	$ 428.00	12	800005680-1		6100.2511	
7	10GA000	724297.10.19.12.03	SSMX22016D	$ 2,448.00	12	800005873-1		6100.2527	
8	10LE050	401183.01.12	SSMX22016D	$ 350.00	12	800005790-1		6100.2527	
9	10LE050	401183.01.12	SSMX22016D	$ 1,398.00	12	800005790-1		6100.2527	
10	10TA000	372151.08.10	SSMX22016D	$ 4,895.00	12	800005640-1		6100.2527	

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- Period will be current period of liquidations, ex. Sept will be 12
- The spreadsheet that Headquarters sends will have the FCD and Line item listed as 800005729-1
- The columns will have to be separated out
- Highlight column, Click the Data tab, Text to columns
- Select "delimited," hit next

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- Under "delimiters," click other: "-" and hit next

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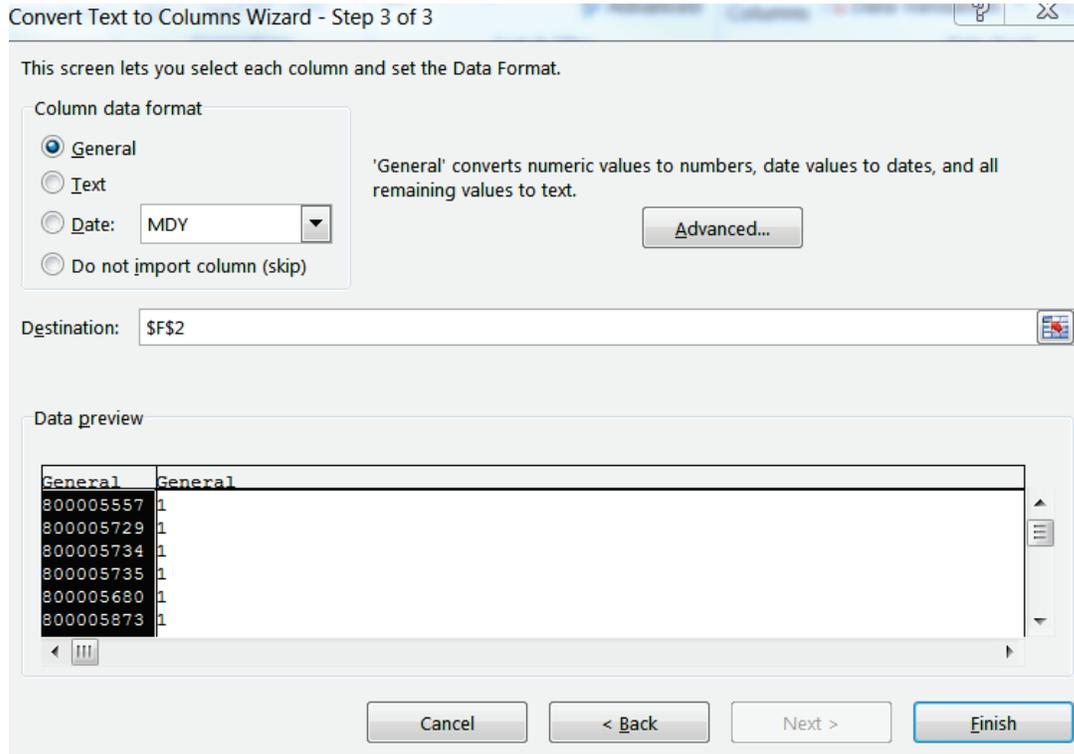
- Click finish

	A	B	C	D	E	F	G	H	I
1	Cost Center	WBS Element	Fund	Liquidation	Period	FCD #	Line item #	G/L Account	Vendor
2	10LM043	359517.06.12	SSMX22016D	$ 18,334.06	12	800005557	1	6100.2527	
3	10EA000	090265.01.08.10	AERX22016D	$ 55,391.94	12	800005729	1	6100.2527	
4	100A000	600566.01.10.04	SPTX22016D	$ 18,250.00	12	800005734	1	6100.2527	
5	10IM010	630358.03.10	SSMX22016D	$ 999.00	12	800005735	1	6100.2527	
6	10WAA00	652963.03.05	OIGX12016D	$ 428.00	12	800005680	1	6100.2511	
7	10GA000	724297.10.19.12.03	SSMX22016D	$ 2,448.00	12	800005873	1	6100.2527	
8	10LE050	401183.01.12	SSMX22016D	$ 350.00	12	800005790	1	6100.2527	
9	10LE050	401183.01.12	SSMX22016D	$ 1,398.00	12	800005790	1	6100.2527	
10	10TA000	372151.08.10	SSMX22016D	$ 4,895.00	12	800005640	1	6100.2527	
11									

- Select the I3P macro tab, AP Liquidations, attach to GUI
- The macro will post the liquidations with FB60 and create an output spreadsheet with the 1900# documents
- Make sure the output spreadsheet is renamed with HQ T&S Liquidations

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	Cost Center	WBS Element	Fund	Liquidation	Period	FCD #	Line item #	G/L Account	Vendor	Posted Doc #
2	62IS01	884617.10.01.02.08	CASX12012D	1,187,564.15	5	800002139	1	6100.2572	157375	1900042996
3	62IS01	661822.09.08	CASX12012D	82,600.79	5	800002139	2	6100.2572	157375	1900042997
4	62IS01	933811.37.12.02.08	CASX12012D	34,692.52	5	800002139	3	6100.2572	157375	1900042998
5	62IS01	884617.10.02.02.08	CASX12012D	210,784.49	5	800002139	4	6100.2572	157375	1900042999
6	62IS01	884617.10.03.02.08	CASX12012D	733,399.63	5	800002139	5	6100.2572	157375	1900054000
7	62IS01	884617.10.04.02.08	CASX12012D	309,657.62	5	800002139	6	6100.2572	157375	1900054001
8	62IS01	884617.10.06.02.08	CASX12012D	199,919.31	5	800002139	7	6100.2572	157375	1900054002
9	62IS01	884617.10.08.02.08	CASX12012D	49,545.22	5	800002139	8	6100.2572	157375	1900054003
10	62IS01	572196.04.08	CASX12012D	20,643.84	5	800002139	9	6100.2572	157375	1900054004
11	62IS01	572196.11.08	CASX12012D	336,820.57	5	800002139	10	6100.2572	157375	1900054005
12	62IS01	752374.28.48.01.08	CASX12012D	510,663.45	5	800002139	11	6100.2572	157375	1900054006
13	62IS01	356085.02.10	EDUX22012D	10,430.57	5	800002139	15	6100.2572	157375	1900054007
14	62IS01	158325.01.03.08	EXPX22012D	631,726.01	5	800002139	12	6100.2572	157375	1900054008
15	62IS01	661822.05.08	CASX12012D	9,159.76	5	800002139	13	6100.2572	157375	1900054009

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Appendix N – IPAC Center Reference Guides

AFRC Reference Guide

Points of Contact

Eric Huffmaster- ericson.huffmaster-1@nasa.gov 661-276-5468 Tameka Williams- Main POC for SOD's, tameka.r.williams@nasa.gov Vicki Moore- vicki.moore-1@nasa.gov (Backup POC for SOD's)

Janet Hoover – Accountant – Janet.hoover@nasa.gov – 661-276-7025

IPAC Types and Processes

- **Center Approval/Rejection Notes**:
    - All IPAC approval requests are routed through the IRIS Console in SAP.
    - Use Approval tab in Console to request PO/PLI information from center.

    - Rejected IPAC will need to be "charged back" to the originating Agency in the IPAC System notating the reason for the rejection.
    - Please verify the IPAC was not rejected by center POC in error. For example, the center may erroneously reject an IPAC Credit assuming it is a Collection.
    - Therefore, it is a good idea to note when routing an IPAC Payment received from another agency that it is a "Credit IPAC".

    - ★ Because IPACs can be posted prior to receiving the approval in IRIS, each IPAC processor will need to run an Invoice Stat Report to search for "Rejected" IPACs that have been posted in the last 90 days.
    - ★ After an IPAC has aged 60 days, SAP will auto-approve. If a posted IPAC has been rejected, it must be reversed in SAP and then rejected in the IPAC System.

- **IPAC CREDITS:** As of FY2016, per OCFO, do not process refunds (Doc type "KW" credits) related to unexpired funds that had a disbursement in a prior year which will cause a deobligation or a downward adjustment. If contract contains more than one fund and it is unclear where to post the refund, request PLI posting instructions under the Cost Tab in the IRIS Console. All Refunds/Credits will also be routed for Approval.

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- **DCAA**
  - NNX13AA01I (Agency Fee) ~ ZPAC #149538
  - DCAA IPACs are submitted to ALC 80000001.
  - Processor will request a breakout from L3 (NSSC), via the IRIS Console
  - Processor will then create an IPAC to each center based on the breakout
  - Processor will then post each center's IPAC according to L3 breakout.

- **DCMA**
  - NNX16MA12I (Agency Fee) ~ ZPAC #143926 – Processed by designated assignee. The same as DCAA.

- **FBI**
  - Vendor # 117766
  - Processed as an FI
  - Requesting FI accounting information in Funding queue in IRIS

- **Fedmil**
  - Vendor #SMS
  - SF1080 Bill/Invoice will be received prior to IPAC. Someone may route in Service Now to you. If you see the SF1080 in AWMS before it is routed in SN, just park it in SAP with a note: SD (date) Fedmil SF1080 pending receipt of IPAC. IF someone else routes to you in Service Now, you can still park it in SAP and note the SAP Doc in the Case/Task. Then note that it is pending the IPAC. Resolve Task/Case upon receipt of the IPAC.
  - Prepare the pdf copy of the SF1080 Invoice for arrival of IPAC, by converting it to an Excel spreadsheet. Then convert the PO#'s:
  - D1 should replace the DODAAC. Example of the DODAAC would be 809103 or N66684. The PO number conversion is D1 plus the remaining numbers listed on the bill under the PO, minus the DODAAC number. If you are not in balance after the PO's are converted and pulled in to the PO reference in the SAP doc

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"downstairs," do not route via the cost or funding queue. Only route via the GRAP queue.

1) If the number past the DoDAAC, 809103, has a P in it, then the PO# is just as it is… (i.e. 0259P015 is posted as D10259P015 or in some cases it maybe D00259P015)

2) If the number past the DoDAAC, 809103, does not have a P in it, the PO# is preceded by DGSA1 and the rest of the number (4 digits). The remaining four digits are part of the PLI. (I.e. 0244 0011 is posted as DGSA10244 PLI 11). For example, 80910380579755 does not contain a P on the SMS bill. The PO would read DSMS08057. You will disburse on line 9755.

o **When the FEDMIL IPAC** arrives, park and process in SAP. There are several types of Fedmils: FGZ, FHZ, N32, FLZ, GSA and SMS. IF Backup was not received prior to the IPAC, you must contact the Transaction Contact Person listed on the IPAC to request the backup. Ask that it be forwarded to: nssc-accountspayable@nasa.gov and to include you on the email as well. Once emailed, you will receive a copy; but, the backup will also arrive via the AWMS queue as well. This is the official Tech Doc link.

o The SF1080 backup will be a pdf document. You will need to convert it to Excel. This will enable you to copy and paste the PO's in SAP. When the lines are checked/adopted in SAP, check each line to see if the SF1080 matches the PO's in SAP. If not, then request GRAP via IRIS.

o Link IPAC and SF1080/backup together in Tech Doc

o If freight is not costed, which more than likely it will not be, send via IRIS to GRAP.

o Once the SF1080 is parked and pending receipt of the IPAC, attach a copy of the Excel version of the SF1080 Bill in SAP and email the Excel Spreadsheet to Janet Hoover at AFRC so that she can begin working the variances prior to receipt of the IPAC.

o Note: (When posting Fedmil Workaround as an FI, use Doc type KB for collections and Doc type KC for credits)

(FED MIL process power point is in the AFRC folder with examples of process. There is a new macro to convert the pdf copy of the SF1080 to Excel and it parks the PO's in

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SAP for you. The macro will then highlight the variances for each PO so that you will know exactly which lines are not in balance).

- **FTS**
    - PO# on IPAC - process as normal IPAC

- **Fuel Bill-DODAAC-809103**
    - PO#-NND12CF01I has been used; although the IPAC may or may not reflect the PO number. The IPAC will reflect a Bill number and the DODAAC. The bill number is the SF1080 bill that was sent previously to AFRC by DFAS (Tanya Willard) for review. When IPAC is received, park and <u>route in cost queue</u> for "PO Verification and PLI Breakout".
    - If different PO# is required to post, Eric Huffmaster will supply. Eric attaches a breakout in IRIS. You must attach a copy of this breakout in SAP.

- **GPO**
    - PO# NND13AB37I
    - Vendor 117771 requisition # will appear on the IPAC under PO

- **GSA – FLEET**
    - Post as FI
    - Vendor# 117770
    - Request FI Account breakout via IRIS funding queue.

- **GSA Fed Supply**
    - Vendor is GSA
    - Fed Supply will be displayed on the IPAC under the contract number for supply.
    - Is processed as a Fedmil
    - If PO#'s are not in SAP request backup via VCSS

- **NARA**
    - PO# NNH12AU77I – HQ receives an IPAC for all charges. The HQ processor then IPACs each center for their portion of the charges.
    - PO is shared by all centers. Use only the PLI for DFRC to process
    - Override Center Default in IRIS Request Console when routed

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- o Only route for cost if needed. **Do not route for approval.** (The original HQ IPAC with the total charges will be routed for approval and that will serve as approval for all center's charges.) For auditing purposes, you should notate the HQ SAP Doc# in the text field prior to posting: "*See SAP Doc 19000XXXXX for approval*".

- **OPM**   (2 different OPM IPAC's)
  - o AFRC OPM IPAC's are processed as FI
  - o Vendor 126645
  - o **OPM IPAC Sent from HQ IPAC Processor:** OPM sends an IPAC to HQ for charges to multiple NASA Centers. The HQ NSSC IPAC processor will then issue an IPAC to each center to collect. Processor will provide the SAP #1900 location to extract your center's backup. You will need to extract the pages containing your center's backup and link to your center's IPAC before routing in IRIS.
  - o Route in IRIS for the FI Accounting information under the Funding Tab and also route for approval.

- **OPM received from OPM**
  - o The IPAC processor with access to the OPM Website will download backup for all centers and will link the backup to each IPAC.
  - o After backup link is complete, route the IPAC with Back up in IRIS for FI Accounting breakout under the Funding Tab. Route also for approval.

- **PAYROLL: IBC-POD and/or NBC-POD**
  Email is automatically generated by the morning macro download and sent to the center with the following verbiage: ""*Attached is the NBC (IBC) IPAC transaction for your Center payroll charge. This IPAC is being sent to the Center for the Center to continue their reconciliation of the Payroll Operation Division Report and to what has been posted in SAP via the Agency Labor Distribution System (ALDS) interface.*" IPAC is then routed to Duplicate/Support.

- **Unemployment and Worker's Compensation IPACs:**
  HQ IPAC processor will create IPACs to each center for the Quarterly Unemployment and Annual Workers Comp charges as per breakout from NSSC Human Resources.

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- o Vendor# 124988 – FI Docs
- o **Unemployment** Accounting information is:
  - GL # 6400.1313
  - WBS- 736466.02.09.02.03
  - Cost Center- 24X;
  - Fund- (new fund when year changes)
- o **Workers Comp** - The NSSC will begin processing in FY2016 – You will need to obtain the FI Account information from the center.

- **State Dept**
  - o PO# NND15SA24I
  - o Back up provided by Angelique Cox at JSC

Miscellaneous IPAC Types and Processes

- PO NND07OR0I- Air Force Kirkland If specific WBS/Fund information is included on the transaction description on the IPAC; disburse on that specific WBS/Fund only.
- PO NND09CV04I-This comes about once a year. The vendor is 109349. It is posted as an FI for Aircraft Special Support
- PO NND12AA13I Air Force Kirkland -Use PR 4200# provided on IPAC for processing rather than oldest money, request information through cost queue if needed.
- UNICOR.GOV IPAC PAYMENTS are for Sales Proceeds. These are Accts. Receivable transactions.
- FedDebt IPAC Payments: These are Accounts Receivable IPACs.

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ARC Reference Guide

Points of Contact

- Romula "Rolly" A . Ferrer @ 650-604-2007
- Jonathan Crisolo @ 650-604-5315
- Mei Du @ 650-604-5098

Cost Accountants

Jimmy Fong @ 650-604-5316

IPAC Types and Processes

- **Center Approval/Rejection Notes**:
    - o All IPAC approval requests are routed through the IRIS Console in SAP
    - o Use Approval tab in Console to request PO/PLI information from center

    - ▪ Rejected IPAC will need to be "charged back" to the originating Agency in the IPAC System notating the reason for the rejection
    - ▪ Please verify the IPAC was not rejected by center POC in error. For example, the center may erroneously reject an IPAC Credit assuming it is a Collection
    - ▪ Therefore, it is a good idea to note when routing an IPAC Payment received from another agency that it is a "Credit IPAC".

    - ★ Because IPACs can be posted prior to receiving the approval in IRIS, each IPAC processor will need to run an Invoice Stat Report to search for "Rejected" IPACs that have been posted in the last 90 days.
    - ★ After an IPAC has aged 60 days, SAP will auto-approve. If a posted IPAC has been rejected, it must be reversed in SAP and then rejected in the IPAC System.

- **IPAC CREDITS:** As of FY2016, per OCFO, do not process refunds (Doc type "KW" credits) related to underlined unexpired funds that had a disbursement in a prior year which will cause a deobligation or a downward adjustment. If contract contains more than one fund and it is unclear where to post the refund, request PLI posting instructions under the Cost Tab in the IRIS Console. All Refunds/Credits will also be routed for Approval.

- **DCAA:** NNX16MA12I (Agency Fee) ~ ZPAC #149538
    - o DCAA IPACs are submitted to ALC 80000001
    - o Processor will request breakout from L3 (NSSC) via the IRIS Console

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- o Processor will then create an IPAC to each center based on the breakout
- o Processor will then post each center's IPAC according to the breakout received

- **DCMA**: <u>NNX16MA15I (Agency Fee) ~ ZPAC #143926</u>
  - o Processed by designated assignee. Same as DCAA
- **FBI:**
  - o FBI Charges are part of the OPM Billing.
  - o See process for OPM on following page.
  - o POC is Domenica (Cindy) Higby @ 650-604-1627

- **FEDMIL:**
  - o N/A at this time.

- **FED DEBT:** Payments are for Accounts Receivable. AR will forward to Service Now.

- **FTS:** <u>PO# A16836DCF</u>   <u>NO FURTHER BILLING</u>
  - o GSA Telephone Service Completed 2013

- **FUEL BILLS: <u>(DODAAC 809101)</u>   NNA09DC76I - EXPIRED**
  - o SF1080 should arrive before IPAC.
  - o Attach to ME23N or assign to a Case in Service Now while waiting on IPAC to arrive (Tanya Willard has been processing/sending the IPAC's from DFAS).
  - o When the IPAC is received, park according to the specified PO# as outlined below.
  - o Combine IPAC with SF1080 before routing in the IRIS Console. Use oldest funds available to post, but do not post until concurred.

- **PO# A62762F (XP) ~ ZPAC 114680 - Do not post until concurred.**
  - o If SF1080 notes an (XP) next to DODAAC number, the corresponding PO# is: A62762F.
    - ▪ Approval tab - Route only
    - ▪ No cost request needed if cost is available

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- o IPACs have been issued directly from DFAS (Tanya Willard) to NASA ARC; however, an IPAC can be issued by NSSC to DFAS if/when directed by the ARC POC, Elena Serna.
- o Elena will submit a signed SF1080 and notate the PO# on the SF1080 with direction to issue payment to DFAS.
- o If/when a signed SF1080 is received, park it according to the PO on the form and <u>request GRAP</u> if there is insufficient cost. GRAP must be completed prior to issuing an IPAC to DFAS.

- **PO# NNA09DC76I (A₌1) ~ ZPAC 114596 – Do not post until concurred. EXPIRED 2014**
  - o When the SF1080 notes an (A-1) next to the DODAAC number, the corresponding PO# is: NNA09DC76I.
  - o IPACs have been issued directly from DFAS (Tanya Willard) to NASA ARC; however, an IPAC can be issued by NSSC to DFAS if/when directed by the ARC POC, Veronica Gutierrez.
  - o Veronica will submit a signed SF1080 and notate the PO# on the SF1080 with direction to issue payment to DFAS.
  - o If/when a signed SF1080 is received, park it according to the PO on the form and <u>request cost</u> if insufficient cost is available.
  - o Cost must be available prior to issuing the IPAC to DFAS.

- <u>**PO# A47420S ~ ZPAC 114680**</u> –
  - o IPACs are normally submitted by DFAS and they reference the Purchase Order number on them.
  - o No SF1080 is received prior.
  - o These are processed as a normal IPAC without any special instructions. See note below:
    NOTE Concerning PO#A47420S:
  - o Fuel Bills/Invoices from <u>Shell Energy North are to be processed by AP as a vendor EFT payment.</u>
  - o The correct PO# for Shell Energy is NNA14AA25T; however, sometimes A47420S is listed on the bill and this is incorrect. **AP will process all Invoices from Shell Energy North.**

- **GPO: – IPAC comes in with incorrect PO#**

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PO# is: **GPO IPACS** ~ ZPAC **114698** (GPO IPACS on the AP spreadsheet will Auto Park IPACs)
- o Each detail will park separately
- o Route under Approval Tab Request for verification of PLI for posting
  - ▪ Click in Approved link to find PLI line for posting
  - ▪ If there is no cost on particular PLI then route for cost.
- o Maria Lopez and Betty Christenson have been the approval POC's.
- o To determine if cost is needed, drill into the PO number (ME23N) and look for the PLI or PR (4200#) containing the Requisition# listed on the IPAC (i.e., 6- 00109AR) or the Jacket Number listed on the IPAC (i.e., 723-043).
- o If you find a line with cost available for the Req# or Jkt# listed on the IPAC, then request cost for that particular PLI in the IRIS Console in the comment field under the cost tab: example (*Cost requested on PLI 263*).
- o If you do not find a line for the Req#/Jkt# as listed on the IPAC, then wait for the PLI breakout verification from the center.

- **GSA FLEET: (809001)** PO# **NNA12AB26I** ~ ZPAC **114620**
  - o Collection IPACs will have multiple details/pages
  - o Park each DRN as one IPAC regardless of how many detailed pages it contains
  - o Credit IPACs are processed separately by IPAC DRN and each may also contain multiple pages
  - o Check each IPAC link to ensure that separate DRNs were not erroneously downloaded together in which case they will need to be separated before processing
  - o Use cost available, no specific PLI, and route in SAP IRIS Console for approval. Vivian Torres and Marina Laroya have been the approval POC's.

- **GSA PROPERTY UTILIZATION & DISPOSAL: PO# ARC4701001 ~ ZPAC 114620**
  - o IPAC shows RWA N2013111 as the Obligating Document
  - o Route for approval in the SAP IRIS Console. James Alwyn and Annalisa Cooper have been the approval POC's.

- **LANL.GOV - NNA13AB92I** - Use Vendor#**148523**

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- o Per Bea Morales (see attachment under ME23N and attach under each IPAC for which the Vendor number is manually entered.)

- **MILITARY DETAILEES IPAC:** PO# **ARC1700004** - ZPAC #**165203**
    - o IPAC is created quarterly to ARC to collect/reimburse BA-10 (ALC 80000001)
    - o IPAC is created by the NSSC IPAC processor to ARC
    - o Process as a normal IPAC using PO #ARC1700004.

- **NARA: NNH12AU77I** ~ ZPAC #**147124**
    - o IPAC's are pushed by the HQ IPAC Processor to each center
    - o This will have to be parked manually and ARC lines selected
    - o DO NOT SEND FOR APPROVAL
    - o Request cost if needed
    - o There will be several Cost lines with various funding centers under this P.O. Be sure to post using the PLI for ARC-21 or request cost and/or funding if needed via the IRIS Console
    - o When Cost or Funding is needed, be sure to change the Center Reference in IRIS to ARC
    - o **Do not route for approval**. (The original HQ IPAC with the total charges will be routed for approval and that will serve as approval for all center's charges.)
    - o For auditing purposes, you should notate the HQ SAP Doc# in the text field prior to posting: "*See HQ SAP Doc 1900xxxxxx for approval*".

- **OPM: PO# A68204DCS - ZPAC 106775.** Park as one document. Combine all lines and backup
    - o Upon receipt of the IPAC, the HQ IPAC processor will access the OPM Invoice Website to download the backup invoice for you.
    - o Combine the backup invoice to the IPAC
    - o After backup is attached, route the combined link in the SAP IRIS Console Approval tab for the PO/PLI Breakout. Domenica "Cindy" Higby has been the approval POC.
    - o IF advised to use multiple PO#s, you must split the transaction to post under the corresponding ZPAC number assigned to each purchase order number.

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- **PAYROLL: IBC=POD and/or NBC-POD**
  Email is automatically generated by the morning macro download and sent to the center to Marjorie Toy, Eleanor Monteleone, Nam Pham, Steve Bradley and Rolly Ferrer with the following verbiage: "*"Attached is the NBC (IBC) IPAC transaction for your Center payroll charge. This IPAC is being sent to the Center for the Center to continue their reconciliation of the Payroll Operation Division Report and to what has been posted in SAP via the Agency Labor Distribution System (ALDS) interface."* IPAC is then routed to Duplicate/Support.

- **TRACS IPACS** – Instructions are on the "N" drive:
  Accounts Payable_Accounts Receivable/ Accounts Payable/ IPAC stat report/ IPAC Quick Reference Guide/TRACs

- **<u>UNEMPLOYMENT & WORKERS COMPENSATION (ZPAC 124988)</u>**
  - o HQ IPAC processor will create IPACs to each center for the Quarterly Unemployment and Annual Workers Comp charges as per breakout from NSSC Human Resources
  - o Upon receipt of the ARC IPAC, use the current year funding information provided by your center to post as an FI Document (FB60 for IPAC Collection and FB65 for IPAC Payment)
  - o Route in IRIS for approval and use current year info to post.

- **<u>UNICOR.GOV</u>** IPAC PAYMENTS are for Sales Proceeds. These are **Accts. Receivable** IPAC transactions and can be notated as ARC AR in the AWMS Manager queue. Accounts Receivable will route to Service Now.

- **WAPA (Western Area Power Association) ZPAC 134744:**
  Two POs: NNA05CP11I and NNA05CR22I
  - o Backup bills arrive prior to IPACs
  - o Attach bills in ME23N or route to Service Now pending receipt of the IPAC
  - o Upon receipt of the IPAC, park under the PO listed on the IPAC
  - o Combine the IPAC link and the backup link before routing in the SAP IRIS Console
  - o The backup may then be deleted from ME23N. Liping Shi, Steve Frankel, and Yvonne Do have been the POC's. (Post using oldest funds available).

- **civ@mail** – either ok to post or pending cost. Route for approval.

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- **MISCELLANEOUS AR Transactions:**

  UNICOR.GOV IPAC PAYMENTS are for Sales Proceeds. These are Accts. Receivable IPACs and it should be noted in AWMS as "KSC AR IPAC". Accounts Receivable will then route them to Service Now.

  Personal Property – This is an A/R transaction. It is proceeds on the sale of personal property. It should be noted in AWMS as "KSC AR IPAC." Accounts Receivable will then route them to Service Now.

  Attglobal.net – This is another A/R transaction.

  DTFAWA-16-X-80007 - payment for PROJECT NASA800000163812016 – FAA – AR Transaction

  We do not process FEDDEBT IPACs – This is an Accounts Receivable IPAC. AR will route to Service Now.

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Glenn Reference Guide

Points of Contact

- Kimberly Haas @ 216-433-2547 / Helen Mooradian @ 216-433-2521 / Kelly Lajeski @ 216-433-3172 / Elisabeth Bonsignore @ 216-433-6287

IPAC Types and Processes

- **Center Approval/Rejection**:
  All IPAC approval requests are routed and received via the IRIS Console. When rejected, the IPAC will need to be "charged back" to the originating Agency in the IPAC System notating the reason for the rejection. Please verify the IPAC was not rejected by center POC in error. For example, the center may erroneously reject an IPAC Credit assuming it is a Collection. Therefore, it is a good idea to note when routing an IPAC Payment in IRIS that it is a "Credit IPAC."

  Because IPACs can be posted prior to receiving the approval in IRIS, each IPAC processor will need to run an Invoice Stat Report to search for "Rejected" IPACs that have been posted in the last 60 days. After an IPAC has aged 90 days, SAP will auto-approve. If a posted IPAC has been rejected, it must be reversed in SAP and then rejected in the IPAC System.

- **IPAC CREDITS:** As of FY2016, per OCFO, do not process refunds (Doc type "KW" credits) related to <u>unexpired</u> funds that had a disbursement in a <u>prior year</u> which will cause a deobligation or a downward adjustment. If contract contains more than one fund and it is unclear where to post the refund, request PLI posting instructions under the Cost Tab in the IRIS Console. All Refunds/Credits will also be routed for Approval.

- **DCAA:**
  NNX16MA12I (Agency Fee) ~ ZPAC #149538 – DCAA IPACs are submitted to ALC 80000001. The assigned processor will request a breakout from Barbara Harriel, NSSC Cost Accountant, via the IRIS Console and will create an IPAC to each center based on the breakout. He/She will then post each center's IPAC according to the breakout provided by Barbara.

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- **DCMA:**

  NNX16MA15I (Agency Fee) ~ ZPAC #143926 – Posted by designated assignee. Same as DCAA.

- **FBI – N/A at this time**
- **FEDMIL – N/A at this time**
- **FUEL BILLS:**
  o **SF1080's for Fuel**: **SF1080** bills usually arrive prior to the fuel IPACs. They are sent by TANYA WILLARD (DFAS). They will come thru the AWMS queue and you will route them via Service Now to retain a copy until the IPAC arrives or you may attach to ME23N if a PO is provided on the SF1080 form. When IPAC arrives, link the IPAC and the SF1080 backup together before routing in IRIS.

  o **DODAAC is 805501**. IF SF1080 was received prior to an IPAC, combine the IPAC and SF1080 links using Tech Doc. An SF1080 may not always precede the IPAC.
  If a SF1080 was not received at the NSSC; but an IPAC is received, that means the SF1080 was sent to the center for pre-approval. Upon Center approval, DFAS will issue an IPAC. There are multiple PO #'s for Fuel. IPACs and SF1080's normally reference the Purchase Order number. If no PO is referenced on an IPAC and/or corresponding SF1080, use NNC12IA15I to park in SAP and <u>request</u> <u>the PO verification</u> when routing for approval in the IRIS console.

- **GPO:**
  o **GRCGPO-09 ~ ZPAC #106865** – Invoice shows 4-000**-GL as the PO#.
  o Route for cost requesting the PLI breakout for posting.
  o IPACs will have multiple details/pages. Route details individually.
  o Also, route for approval in IRIS.

- **GSA FLEET (BOAAC 805010):**
  o **NNC14QA12D ~ ZPAC #115460 – Vehicle Fleet**
  o Collection IPACs will have multiple details/pages. Park each DRN as one IPAC regardless of how many detailed pages it contains. Credit IPACs are processed separately by IPAC DRN and each may also contain multiple pages. Check each

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IPAC link to ensure that separate DRNs were not erroneously downloaded together in which case they will need to be separated before processing.

- o Post credits first as current year credits (Doc Type ZC) against current year
- o Will not auto-park. Message will be: Vendor 115460 is not an Invoicing Party for Purchase Order NNC14QA12D, Vendor 115460, POrg GRC
- o disbursements. Then, request cost if needed to post the IPAC Collection (no specific PLI). Route for approval.

- **NARA:**

  NNH12AU77I ~ ZPAC 147124 – HQ's receives the original IPAC which includes charges for all NASA Centers. IPAC's are issued by the HQ IPAC processor to each center for its portion. There are several PLI's with multiple funding centers under this shared purchase order. Upon receipt of the GRC IPAC, be sure to post using the PLI for GRC-22 or request cost/funding in IRIS if needed. IF cost is requested, be sure to change the Center Default in IRIS to GRC prior to routing. DO NOT route for Approval. The original HQ IPAC approval will suffice for all centers. For audit purposes, before posting GRC IPAC, notate the number of the original HQ SAP Doc in the SAP text field of the GRC transaction *("See HQ SAP Doc 1900xxxxxx for approval")*.

- **OPM INVESTIGATIONS:**

  Processed as an FI Invoice ~ ZPAC 106775
    - o Park manually as an FI Doc in SAP using FB60 for Collections and FB65 for Payments. Use T-Code FB03 to attach IPAC. Use T-Code FBV0 for posting FI documents.
    - o Combine the links of multiple IPAC details (if more than one) to be routed as one IPAC.
    - o GRC has opted to retrieve its own backup from the OPM Website. Therefore, NSSC is no longer required to attach/route the OPM backup invoice with the IPAC.
    - o Route the IPAC in the IRIS Console for approval.
    - o Route in IRIS for Funding requesting the FI Accounting Data for posting. (The GRC POC who will retrieve the OPM backup from the OPM Website is: Elisabeth Bonsignore and her backup is Kim Juhn).

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- o Center will complete the Funding Request in IRIS notating the FI Accounting Data in the IRIS Console. Use provided data to post the IPAC.
- o As with all FI docs, the TP/TAS information found on the IPAC will need to be entered under the US Gov't Tab to post.

- **PAYROLL – IBC-POD and/or NBC-POD:**
  - o Payroll IPAC's are processed at the center. When the daily macro is run to download IPACs into AWMS, an auto-generated email will send a copy of the IPAC via encrypted email to Kimberly Haas and Helen Mooradian with the following verbiage: "Attached is the NBC (DOI) IPAC transaction for your Center payroll charge. This IPAC is being sent to the Center for the Center to continue their reconciliation of the Payroll Operation Division 200 Report to what has been posted to SAP via the Agency Labor Distribution System (ALDS) interface." The macro then routes the IPAC to Duplicate/Support.

- **UNEMPLOYMENT and WORKERS COMPENSATION (ZPAC 124988):**
  - o Unemployment IPACs are parked as FI Documents using FB60 for Collections and FB65 for Payments. Use T-Code FB03 to attach IPAC. Use T-Code FBV0 for posting FI documents. Route the IPAC in the IRIS Funding Console requesting the FI Funding Account Data to post. If it is close to month end, send an email to Kim Haas to advise the IPAC has been routed in IRIS.
  - o Workers Comp IPACs – NSSC will begin processing in FY2016. Process the same as the Unemployment IPAC using Funding information center provides yearly

- **USDOJ (TELECOM CHARGES FOR NCIC) – PO# NNC08IA05I – ZPAC 145894:**
  - o IPAC will reference 0T09400401, RCN 392, the month for the charges, and GRC telecom 90040.

- **ZNOH – Restitution IPAC Payments processed by the DOJ to GRC – ZPAC 138434:**
  - o Two monthly IPAC credits are received: One for David Eckman ($97) and one for Eric Johannsen ($194). Post each as an FI Prior Year credit using T-Code FB65 and Doc Type "KW", add 1700 doc to spreadsheet. The FI funding information is provided on the restitution spreadsheet on the N-drive under the GRC Reference Guide. NO Need to route in the IRIS Console. Post with FBV0. Item will clear
    when clearing macro is run. Update 1500 doc on spreadsheet for each payment after it has been posted/cleared in SAP. The backup from the

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Department of Justice will follow later to be attached in SAP as backup to the corresponding IPAC. Check to ensure that you have posted the IPAC to the correct person as stated on the backup. The backup will reference the IPAC number, the name of the person for whom restitution is submitted and the amount of the payment.

- **MISCELLANEOUS AR Transactions:**

  UNICOR.GOV IPAC PAYMENTS are for Sales Proceeds. These are Accts. Receivable IPACs and it should be noted in AWMS as "KSC AR IPAC." Accounts Receivable will then route them to Service Now.

  Personal Property – This is an A/R transaction. It is proceeds on the sale of personal property. It should be noted in AWMS as "KSC AR IPAC." Accounts Receivable will then route them to Service Now.

  Attglobal.net – This is another A/R transaction.

  We do not process FEDDEBT IPACs – This is an Accounts Receivable IPAC. AR will route to Service Now.

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Goddard Reference Guide

Points of Contact

- Primary POC-Wanda Brown -301-286-0488, Natasha Brown-301-286-1393, or April Martin-301-286-3831
- GPO POC-Sherri Panciera-301-286-4818
- 103/105 POC-Stephanie Brown-301-286-5431
- Funding POC's-Barbara Patala-301-286-2410 and Debra Dorsey-301-286-4025
- FEDMIL-Jennifer Neeb-757-824-1233 and Cate Easmunt-757-824-1525
- DLA Fuel (DFAS and KHI)-Jennifer Neeb-757-824-1233, Cate Easmunt-757-824-1525 and Sylvia Bell-757-824-1116
- Cost-Jackie Lanconbrooks-301-286-6999

IPAC Types and Processes

- **Center Approval/Rejection Notes**:
    - All IPAC approval requests are routed through the IRIS Console in SAP.
    - Use Approval tab in Console to request PO/PLI information from center.
    - Rejected IPAC will need to be "charged back" to the originating Agency in the IPAC System notating the reason for the rejection.
    - Please verify the IPAC was not rejected by center POC in error. For example, the center may erroneously reject an IPAC Credit assuming it is a Collection.
    - Therefore, it is a good idea to note when routing an IPAC Payment received from another agency that it is a "Credit IPAC."

    - ★ Because IPACs can be posted prior to receiving the approval in IRIS, each IPAC processor will need to run an Invoice Stat Report to search for "Rejected" IPACs that have been posted in the last 90 days. After an IPAC has aged 60 days, SAP will auto-approve. If a posted IPAC has been rejected, it must be reversed in SAP and then rejected in the IPAC System.

- **IPAC CREDITS:** As of FY2016, per OCFO, do not process refunds (Doc type "KW" credits) related to underlined unexpired funds that had a disbursement in a prior year which will cause a deobligation or a downward adjustment. If contract contains more than one fund and it is unclear where to post the refund, request PLI posting instructions under the Cost Tab in the IRIS Console. All Refunds/Credits will also be routed for Approval.

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- POs NNG12WF68I and NNG15JA19P will need to be routed for PLI breakout per Cate Easmunt

- Approvals-All approvals are routed in SAP through IRIS

- **DCAA**- NNX16MA12I (Agency Fee) -ZPAC #149538

  - o DCAA IPACs are submitted to ALC 80000001.
  - o Processor will request a breakout from L3 (NSSC) via the IRIS Console
  - o Processor will create an IPAC to each center based on the breakout
  - o Processor will then post each center's IPAC according to L3 breakout.

- **DCMA**-NNX13AA02I (Agency Fee) -ZPAC #143926 – Processed by the designated assignee. Same as DCAA.

- **FEDMIL IPAC's**-POC Jennifer Neeb (delegate) Cate Easmunt-757-824-1525 (alternate) FEDMIL backup arrives in the queue prior to the IPAC, route the backup to Service Now and assign it to yourself.
  - o When the IPAC does arrive, attach the backup to it in SAP.
  - o DFAS FEDMILS have an X or various under the P.O. field on the IPAC.
    If PO does not exist in SAP-PO will be entered as a separate document as an FI and routed for FI approval in IRIS
    If PO has no cost in SAP-PO is entered as a separate document and routed for GRAP in IRIS
    If PO has a price discrepancy (SAP and bill amounts do not match) -PO is entered as a separate document and routed for Funding in IRIS
  - o DLA and GSA IPAC's have a P.O. the looks like (8033032001P002). Upon entering it in SAP, drop off the leading BOAC # 8033032001P002 and replace it with G1201P002. (ZPAC's are GSA or NRP.)
    Use the same process for GSA Fedmil as you do for DFAS Fedmil
  - o If PO needs to be put into work around, the center with send a FI approval and input sheet with appropriate posting information.
  - o At the end of every quarter-Send an email with a copy of the outstanding POs on the Fedmil workaround spreadsheet on the N-drive to the following: Jennifer Neeb, Cate Easmunt, Natasha Brown, Wanda Brown, Carol Fester and Shawn Paylor

- **DLA Fuel** (DFAS and KHI) -IPAC currently comes from Tanya Willard.
  - o Route in IRIS for PO/PLI breakout using the approval tab.

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- o Purchase order number on IPAC will be NASA DODAAC 803303 or similar. Usually PO NNG13WF08I, using vendor 117761.
- o If an SF1080 is received for NNG10WF55I, an IPAC will be received and will not have to be pushed.

- **GPO-POC** is Sherri Panciera (301-286-4818) -Enter PO as NNG14AZ05I. PO NNG10AZ02I may also be used.
    - o GPO IPAC's are PLI/ALI specific.
    - o GPO IPAC's do not have a P.O. # noted on the IPAC. The zpac # is 123093.
    - o If there are multiple details, do each detail separately. Request the P.O. # and the PLI using the approval tab in IRIS.
    - o Be sure to enter line items needing posting to, or SAP will give you an error.

- **GSA-POC** is Wanda Brown (301-286-0488)
  GSA Fleet IPAC's do not have a P.O. # noted on them, but they do have a BOAC #. The BOAC # is located on the IPAC (ex. FLT8030012011). The BOAC # indicates the appropriate P.O. # to use. 803001 ~ NNG08EI06I
  80331W ~ NNG05CC88I
  80331X ~ NNG08AT75I

- **NARA**
    - o PO NNH12AU77I. ZPAC 147124 – IPAC's are pushed by Headquarters.
    - o When entering the document into the IRIS console (ZFI_AP_CONSOLE), make sure you check the override center default and change it to GSFC.
    - o Be careful when posting to use GSFC Funds. Look for the proper PLI or you may be using another center's cost.
    - o **DO NOT ROUTE FOR APPROVAL.** (The original HQ IPAC with the total charges will be routed for approval and that will serve as approval for all center's charges).
    - o For auditing purposes, you should notate the HQ SAP Doc# in the text field prior to posting: "*See HQ SAP Doc 1900xxxxxx for approval.*"

- **OPM**-POC is Wanda Brown (301-286-0488) Park as one document. Combine all lines and backup
    - o OPM IPAC's come in without a P.O. # noted on them. We are currently applying NNG15JA10P as the P.O. #.

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- o   Upon receipt of the IPAC, the HQ IPAC processor will access the OPM Invoice Website to download the backup invoice for you.
- o   Combine Backup from N drive to IPAC and route for approval.

- **Payroll**-IBC-POD-IPAC's- Email is automatically generated by the morning macro download and sent to the center to Wanda Brown with the following verbiage: *"Attached is the NBC (IBC) IPAC transaction for your Center payroll charge. This IPAC is being sent to the Center for the Center to continue their reconciliation of the Payroll Operation Division Report and to what has been posted in SAP via the Agency Labor Distribution System (ALDS) interface."* IPAC is then routed to Duplicate/Support.

- **TOPS** –N/A

- **UNEMPLOYMENT & WORKERS COMPENSATION (ZPAC 124988)**
  - o   HQ IPAC processor will create IPACs to each center for the Quarterly Unemployment and Annual Workers Comp charges as per breakout from NSSC Human Resources.
  - o   Route in IRIS for approval and use current year info to post.

- **Unemployment**-**Post with the following information for FY 2017:**
  Vendor: 124988
  WBS: 736466.02.09.04.01
  Fund: SSMX22017D
  Cost Center: 511570
  GL acct: 6400.1313
  Order: FC000000

- **Worker's Compensation-Post with the following information for FY 2017:**
  Vendor: 124988
  WBS: 736466.02.08.04
  Fund: SSMX22017D
  Cost Center: 511570
  GL Acct: 400.1295
  Order: FC000000

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Miscellaneous IPAC Types and Processes

- Fed/Debt-mark as GSFC AR IPAC and return to the queue in AWMS.
- GSA RENT (FPS RENT) - IPAC comes in without the P.O. noted (from ice.dhs.gov) -it is S47309X- ZPAC 123090. May also come as "Rent" from GSA.gov
- USDOJ IPACS- Wanda Brown-Department of Justice IPAC's usually do not have a P.O. noted, we currently use NNG15AR27I.
- 533 IPAC's - if cost is there, post it. If not, it may take a while as the cost is only applied once a month.
- GSA Motor Pool P.O. # is NNG13AR54I-P.O. is not on IPAC.
- NNG05HN04D is a valid IPAC # (dfas.mil)
- If you receive backup for National Geospatial Intelligence Agency, an IPAC should be pushed.
- P.O. # S15633Y is a valid Goddard IPAC P.O. #. It is for Naval Research Lab, ZPAC # 102115, as well as S13631Y and S15703Y
- IPAC's ending in G are for the Grant Dept., route it thru Service Now and assign to grants. You can also email Kathleen Parker and Michael Dukes a copy.
- NNG12VP13I is a shared P.O. # ~ verify that you are using Goddard's cost and not HQ prior to posting. Vendor 158387-FA8721 ESC CAA
  AS OF 5/11/2015-PER SHARON MOSER, USE GSFC COST TO POST FIRST, WITH PRIORITY TO PLI 10. ONCE ALL GSFC COSTS HAVE BEEN EXHAUSTED, USE HQ FUNDS. AN IPAC WILL HAVE TO BE DONE FROM GSFC TO HQ FOR THIS.
- US Patent & Trademark-FI posting information will come from Wanda Brown. A payment IPAC will need to be created and posted as an FI collection.
  IPAC information:
  U.S. Patent Office ALC (Customer ALC) – 1310001
  TAS – 013 X1006000
  Transaction Description – A deposit to the U.S. Patent & Trademark Office for NASA Goddard Space Flight Center – Deposit Account 14-0116/PTO
  Access No. 506465
  Vendor in SAP is 109882
- DFAS Limestone-SAAM Bill SF1080-Received once a quarter. Will state the FI information to post. Vendor will be 109349

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HQ Reference Guide

Points of Contact

- The designated POC's for HQ are Shakeeya L. Wyatt and Wanda Brown.

IPAC Types and Processes

- Approvals
    o Route the IPAC for approval upon receipt in IRIS.
- Outside Buyer- These IPAC'S may come in without an agreement number listed and should not be rejected. These agreements may begin with W30 and may require documentation before postings can be made. The documentation received, will give PLI specification and/or specification for billing to other NASA centers.
    o OPM (W30588)
    o GPO (W30629)
    o GSA (W30850, W30730, NNH07AF92I, NNH09AL47I, NNH16IA04P)
    o FBI (W30764)
    o ICASS (W30711) * Received quarterly. Post as directed on breakout.
    o State Department (MULTIPLE P.O. #'s) Push/post as directed on breakout.

    - Inside Buyer- these items may be either 2-way or 3-way matches. These agreements begin with NNH, NNN, or W10. These items can be posted/cleared as money is available (oldest money first). If necessary, IPACs may need to be routed for cost or funding via IRIS. Please be sure to check the entire IPAC for the agreement number, it is not always located under the purchase order number field.

NSSC Process for DCAA and DCMA

DCAA -
NNX17MA01I.

DCMA-
NNX17MA02I

 Park all details as one document in SAP and route for cost and approval in IRIS. A breakout will be attached in IRIS from the cost accountant (Barbara Harriel). Post all business area 10 amounts to the original IPAC changing the dollar amount after the breakout is received. The other center IPAC's are pushed using the guidance on the breakout, create Collection IPAC's or "push" the other center IPAC's as directed on the spread sheet attached in IRIS. Make sure the original IPAC and backup is attached to each additional IPAC the same P.O. is used on each IPAC with the appropriate ALC and center noted as well. Post and clear each of the other center's IPACs with all appropriate documents attached. The

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additional documents do not need to be routed for approval as the HQ approval from Barbara Harriel is adequate.

- FBI

Vendor Name	**FBI**	
Contract #	W30764	Post as directed on breakout received. Back up arrives prior to IPAC. IPAC's will be pushed to Center's as directed on breakout. Susan Richards approves this for the original amount of the IPAC. Any center that receives an IPAC, also routes it in IRIS for approval.
Contact person	Susan Richards	

- Fedmil – None at present

- FTS –See Agency FTS Reference Guide-all documents posted by the agency FTS processor ZPAC # is 129802 - NSSC provides a spreadsheet with posting information via IRIS. Brandi McKinley is the primary contact person. IPAC may or may not have a PO. If it does not then park using PO NNM08AA54I. The spreadsheet will have the correct PO to post

- FTS BILLS for the SSC NCCIPS Contracts which are NNS13AA03I and NNS14AA75I are now funded and managed by the NSSC. From now on, (06/26/2015) GSA will submit the IPSC's to ALC 80000001, HQ. The contract # is listed on the IPAC under the Obligating Document Number and/or the Transaction Description. The Account Classification Code on the IPAC is either 804084 or 804099. The P.O. # is similar to the Agency FTS bills. They will be processed by the Stennis IPAC processor or by the NSSC IPAC processor. **DO NOT REJECT THEM**.

- GPO

Vendor Name	**GPO**	Park the IPAC detail amount's individually and route via IRIS in approval queue for PLI breakout and P.O. # verification. Naeemah Lee is the contact person regarding GPO IPAC'S.	GPO contact Judy 202-512- 0405
Contract #	W30629		

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- GSA- Park IPAC separately by Purchase Order Number as directed by BOACC #'s on IPAC's, make sure to break out the original IPAC by BOAAC and attach each portion to

Vendor Name Contract # Contact person	**GSA Fleet – route for PLI Breakout** W30850 Mildred Somerville	Mildred Somerville will send in an FI Input sheet with PLI posting information. IPAC is not posted as an FI. **BOACC/Acct Code #803302**	GSA contact: Raquinda Burns 816-926-5715
Vendor Name Contract # Contact person	**GSA Fleet – no PLI Breakout** NNH13AW66I Bernita Marshall	Approval only ~ Post and Clear **BOACC/Acct Code #80331Z**	
Vendor Name Contract # Contact person	**GSA Fleet – no PLI breakout** NNH14AY55I Susan Richards	Approval only ~ Post and Clear **BOACC/Acct Code #803320**	

Vendor Name Contract # Contact persons	<mark>GSA Rent</mark> W30730 Floyd Crisp and Bernita Marshall	Park IPAC upon receipt and route for approval in IRIS. Floyd Crisp provides a spreadsheet with posting information. (We may have to IPAC NMO.)

Vendor Name Contract # Contact persons	<mark>FPS (part of GSA Rent)</mark> W30730 Floyd Crisp and Latrina Braxton	Park IPAC upon receipt. Route for approval in IRIS. Floyd Crisp provides posting information on spreadsheet.

- NARA

Vendor Name Contract # HQ portion includes NMO, HQ and JPL	<mark>NARA</mark> NNH12AU77I	Thomas Breighner (NARA) sends breakout thru Remedy. When IPAC is received, push collection to centers based on Thomas' breakout info /process HQ & JPL-NMO portion

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		together. **ONLY ROUTE HQ FOR APPROVAL.** Patty Stockman approves.
Contact person	Thomas Breighner at NASA HQ	

- OPM - Upon receipt of IPAC, VPP will log on to the OPMIS Website to retrieve back-up. Link the backup to the IPAC in <u>Tech Doc</u> before routing in IRIS. Do NOT route OPM backup via email as it contains PII.

Vendor Name	**OPM-To be done by Agency OPM processor**	Park IPAC & route for approval in IRIS. Notation in the approval field – "Routing OPM IPAC & Backup for approval and Breakout". Push center IPAC's in Goals system when breakout is received from Susan Richards. Attach pdf copy of IPACs pushed to other centers to the HQ DRN in SAP. Send email notification to the IPAC VPP Team that IPACs can be processed for their center and provide the HQ SAP DRN (1900#) so that they can locate backup and attach to their center IPAC for processing. Total in SAP is changed to HQ & OIG. Watch for OIG line on the breakout. Request cost, if needed, and specify whether cost is for HQ or OIG.
Contract #	W30588	
Contact persons	Susan Richards and Tangie Campbell	Process HQ portion of OPM

- Payroll – IBC-POD ~ the system will automatically email the IPAC to HQ POC Wanda Brown.

- NBC-POD IPAC - The following is noted on the email automatically sent to the center POC.

  o "Attached is the NBC (DOI) IPAC transaction for your Center payroll charge. This IPAC is being sent to the Center for the Center to continue their reconciliation of the Payroll

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Operation Division 200 Report and to what has been posted to SAP via the Agency Labor Distribution System (ALDS) interface."

- TOPS

Vendor Name	GSA **TOPS Bill** TOPS IPAC's that have 37E034 noted in the Accounting Classification Code are for the NSSC and the points of contact are Brandi McKinley, Rebecca D. Smith and Janice Hill. The P.O. #s for NSSC are NNM10AA18I and NNM10AA14I. Make sure you use NSSC in AWMS when parking the IPAC. It should route appropriately in IRIS to NSSC. Route in IRIS for P.O. verification and posting instructions in the cost queue. NSSC will attach a spreadsheet in IRIS noting the correct P.O. to use and which PLI's to post on.	HQ TOPS IPAC DRN often starts with JITSBILL or WITSBILL in description field. If there is a 252042 or other numbers in the Accounting Classification Code, the IPAC is parked under NNH12IA01P for HQ and posted if cost is available. Contact is Shakeeya Wyatt and Shirley Royal (NNH12IA01P)

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JSC Reference Guide

Points of Contact
- Cost: Barb McMillan
- Funding: Connie McDonald
- Fedmil: Peter Layshock and Noreen Mcleroy

IPAC Types and Processes
- **Center Approval/Rejection Notes**:
  - All IPAC approval requests are routed through the IRIS Console in SAP.
  - Use Approval tab in Console to request PO/PLI information from center.
  - Rejected IPAC will need to be "charged back" to the originating Agency in the IPAC System notating the reason for the rejection.
  - Please verify the IPAC was not rejected by center POC in error. For example, the center may erroneously reject an IPAC Credit assuming it is a Collection.
  - Therefore, it is a good idea to note when routing an IPAC Payment received from another agency that it is a "Credit IPAC."
  - ★ Because IPACs can be posted prior to receiving the approval in IRIS, each IPAC processor will need to run an Invoice Stat Report to search for "Rejected" IPACs that have been posted in the last 90 days. After an IPAC has aged 60 days, SAP will auto-approve.
  - ★ If a posted IPAC has been rejected, it must be reversed in SAP and then rejected in the IPAC System.

- **IPAC CREDITS:** As of FY2016, per OCFO, do not process refunds (Doc type "KW" credits) related to <u>unexpired</u> funds that had a disbursement in a <u>prior year</u> which will cause a deobligation or a downward adjustment. If contract contains more than one fund and it is unclear where to post the refund, request PLI posting instructions under the Cost Tab in the IRIS Console. All Refunds/Credits will also be routed for Approval.

- **APPROVALS**
  - Route all approvals in IRIS
  - Goods receipt cannot be routed for approval

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- **DOJ**-create case in service now. Attach backup when it arrives and assign to Accounts receivable to post

- **FBI**
  - T-8636T
  - Vendor 108762
  - Processed as an FI
  - Request cost/funding through IRIS

- **Fedmil**-**SEE LAST PAGE**

- **Fuel**
  - As of 3/1/2016-These will come from Tanya Willard and should contain a PO number that looks like a fedmil number-The 807402 will be replaced as Z1
  - If no PO is listed-Park under NNJ11ZA02I-vendor 108348 (DODAAC # 807402)
  - Combine SF1080 with IPAC and route for approval and cost/funding in IRIS
  - On breakout provided-G3 will be the same as MMA

- **GPO**
  - Has two PO's: NNJ08JA75I and NNJ13JA50I
  - Combine details and park as one document
  - Park under NNJ13JA50I with Vendor 108470
  - Route for approval in IRIS requesting PO/PLI breakout

- **GSA Fleet**
  - Fleet-Download Fleet bill from VCSS website (https://vcss.ocfo.gsa.gov/)
  - Use IPAC DRN # for the statement search in VCSS
  - Account 807000-for JSC: PO NNJ15JM07I- Route for approval and cost/funding in IRIS
  - Account 807002-for WSTF: Use PO NNJ15JM07I (no longer use NNJ12HA32I as it Expired Oct 2016)- Route for approval and cost/funding in IRIS
  - Total dollar amounts for 807000 and 807002 should equal amount of IPAC

- **NARA**
  - NNH12AU77I ~ ZPAC 147124 – IPAC's are pushed by Headquarters processor to each.

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- o IRIS console (ZFI_AP_CONSOLE), make sure you check the override center default and change it to JSC.
- o There are several PLI's with multiple funding centers in the PO Reference Field.
- o Be sure to use the PLI for JSC or request cost/funding in IRIS if needed.
- o DO NOT ROUTE FOR APPROVAL. The original HQ IPAC with the total charges will be routed for approval and that will serve as approval for all center's charges.) For auditing purposes, you should notate the HQ SAP Doc# in the text field prior to posting: "*See SAP Doc 19000XXXXX for approval*".

- **OPM**
  - o PO T-1183X – Closed 04/21/2016
  - o As of 05/01/2016 – Process as an FI Invoice
  - o ZPAC will be 127224
  - o Combine links of IPAC and backup as one document
  - o Route for approval and funding requesting the Accounting data in IRIS

- **TOPS**
  - o Download TOPS bill from TOPS website (https://topsbill.ftsbilling.gsa.gov/)
  - o JSC PO-NNJ07DA02I, WSTF-NNJ08ZA07I
  - o Route for approval and cost/funding in IRIS

- **Unemployment & Workers Compensation**- HQ IPAC processor will create IPACs to each center for the Quarterly Unemployment and Annual Workers Comp charges as per breakout from NSSC Human Resources.

  Vendor 124988 - Route in IRIS for new posting information each fiscal year:

  FY17 Unemployment – G/L 6400.1313; Cost Center 72AH11; Order FC000000; Fund SSMX22017D; WBS 736466.02.09.05.01

  FY17 Workers Comp – G/L 6400.1295; Cost Center 72AH11; Order FC000000; (new fund and WBS needed)

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Miscellaneous IPAC Types and Processes

- State Dept - No IPAC - Andrew Pursley will provide PO's via email. Use the PO provided and post oldest money first. Vendor 165100, reference "JSC/StateDept/MonthYear_ PO." Only one PO per SAP document.
- ICASS-Route to Angelique Cox for PO/PLI breakout
- Military Detailee:

Air Force	NNJ15ZA04I	ZREM	165200
Army	NNJ15ZA05I	ZREM	165201
Marine	NNJ15ZA06I	ZREM	165202
Navy	NNJ15ZA07I	ZREM	165203

  IPAC will be created by the NSSC Military Detailee processor and will state it is for military personnel and will have the quarter for they payment. Route for approval and cost/funding in IRIS
- DFAS-SDDC Transport IPAC-Per Lisa Pace and Daniel Zapata, use NNJ15HP28I
- Fed Debt-label in AWMS queue for AR
- US Patent Office-vendor #109882 will receive SF1080 to push payment to Patent Office
- IBC-POD Payroll IPACs-Send copy of IPAC and email to the following: Maria Perez, Bridget Broussard-Guidry, Johnetta Thomas, Natalie Martinez, and Rene Sanchez
- DFAS Limestone-Will receive and SF1080-email it to Douglas York and Lisa Pace to verify it is for JSC. Once it is verified, the center will send in a signed SF1080. You will create a payment IPAC to ALC 00003801. The PO will be NNJ15HP28I. The IPAC will then be posted as an invoice. (collection) TAS will be 097 X4930 003. Vendor 159501. The TAS is usually listed on the SF1080.
- FHZ and FGZ Bills-IPAC will come in with one PO listed on one detail, but usually there are more than one PO. Bill number is listed in the transaction description. Go to Namis (https://ndjsammweb.ndc.nasa.gov/namisjsc/Materials/MatMenu/), and download the bill. If there are any POs that need goods receipt, route them and send an email to Peter Layshock and Noreen McElroy.

Fedmil Process–Vendor SMS

- A copy of the bill will come through AWMS before the IPAC. When the IPAC is received, the backup will be combined behind the IPAC link. The reference field, when entered, will be the "IPAC Bill #". Credits are entered into separate transactions from the items invoiced.
- In the DIC column of the bill, GA and GB transactions are normal transactions. However, GD, GN, and GQ are exchange credits and should be processed separately.
- The website https://ndjsammops.ndc.nasa.gov/namisjsc/Materials/MatMenu/ is used to download an excel version of the bill. This spreadsheet is used as an easier way to

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enter the PO numbers into SAP.

- The order number (PO number) on the bill will be similar to "80747832660329". When entering the PO number into SAP, it would be entered as with a "Z1" prefix. 807478 of the order number is the DODAAC number and will not be entered. The PO referenced above would be "Z132660329."

- Enter bill as one document, post and clear normally.

- If there are items that are not received, or were billed with the wrong amount, these will be entered into a separate transaction. They will then be routed to Peter Layshock and Noreen Mcleroy for status. Route in IRIS and send email to Peter Layshock and Noreen Mcleroy.

- If the items should be entered into the workaround, they will be entered as an FI using FB60 for collections Doc type KB.

- G/L Account: 6100.2615, Cost center: 72CW11, Order: FC503832, WBS: 170786.07.03.09.01.47, Fund: EXCX22016D-may need to get updated posting info

- The item put into the workaround is now entered into the Fedmil workaround spreadsheet located at "N:\Statement of Difference to be Worked", the excel file titled "Fedmils." Use the JSC tab. An NSR is then created and assigned to AR stating that the entry was made. Include the amount and the line it was entered on.

- Exchange credits are totaled, parked as and FI and routed for approval. Also send Peter Layshock and Noreen Mcleroy an email. Once concurred, send an email to Michael E. Parker with the concurrence and listing of the credits attached. These credits will be posted by the center. (include copy of IPAC and backup in email)

- There may also be SAP credits and Workaround credits

- Workaround credits are items that have been entered into the workaround that we receive credit for. These are taken out of the workaround using FB65 as a type KC document. Then it is entered into the Fedmil workaround spreadsheet located at "N:\Statement of Difference to be Worked", excel file titled "Outstanding Fedmils as of 06042015", JSC tab. A Service now case is then created and assigned to AR stating the entry was made. Include the amount and line the credit was entered on, the document number and clearing document number. (See highlighted columns on spreadsheet)

- SAP credits are entered like a normal credit memo.

- At the end of the quarter-email Letha Meyers, Peter Layshock and Noreen Mcleroy a copy of the outstanding POs in the workaround spreadsheet

GSA Fedsupply

- Vendor # is GSA
- Each detail will come through AWMS separately. Combine the details and copy of bill to IPAC link
- Pull bill from the following: https://vcss.ocfo.gsa.gov/

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- GSA Fedsupply is entered the same as the SMS Fedmil

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Kennedy Reference Guide

Points of Contact

- Michelle Lee Wessner @ 321-861-7460 ~ ~ Henry Collier, Cost Accountant @ 321-867-2765 ~ Crista Castleton, @ 321-867-2806 ~ Ryan Richards for FBWT/SOD issues @ 321-867-3680

IPAC Types and Processes

- **Center Approval/Rejection Note**:
  - o All IPAC approval requests are routed and received via the IRIS Console
  - o Rejected IPAC will need to be "charged back" to the originating Agency in the IPAC System notating the reason for the rejection
  - o Please verify the IPAC was not rejected by center POC in error. For example, the center may erroneously reject an IPAC Credit thinking it is a Collection
  - o Therefore, it is a good idea to note when routing an IPAC Payment in IRIS that it is a "Credit IPAC".
  - ★ Because IPACs can be posted prior to receiving the approval in IRIS, each IPAC processor will need to run an Invoice Stat Report to search for "Rejected" IPACs that have been posted in the last 90 days.
  - ★ After an IPAC has aged 60 days, SAP will auto-approve. If a posted IPAC has been rejected, it must be reversed in SAP and then rejected in the IPAC System.

- **IPAC CREDITS:** As of FY2016, per OCFO, do not process refunds (credits) related to **unexpired** funds that had a disbursement in a prior year (Doc type KW) which will cause deobligation/downward adjustments. If contract contains more than one fund and it is unclear where to post the refund, request PLI posting instructions under the Cost Tab in the IRIS Console. All Refunds/Credits will also be routed for Approval.

- **DCAA: NNX16MA12I** (Agency Fee) ~ ZPAC #**149538**
  - o DCAA IPACs are submitted to ALC 80000001.
  - o Processor will request a breakout from Barbara Harriel (NSSC) via the IRIS Console
  - o Processor will create an IPAC to each center based on the breakout

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- Processor will then post each center's IPAC according to the breakout provided by Barbara.

- **DCMA**: <u>**NNX16MA15I**</u> (Agency Fee) ~ <u>ZPAC #**143926**</u>
    - Processed by designated assignee. Same as DCAA

- **DCMA**: Email SF1080 to Bruce Chesson and Henry Collier

- **FBI:** <u>ZPAC #114612</u>
    - IPAC is pushed from HQ IPAC processor
    - Backup will be received first and will appear in the AWMS queue to be routed to ServiceNow
    - Save backup in a case to combine with the IPAC
    - Upon receipt of the IPAC, park as an FI Document in SAP using T-code FB60
    - Combine the IPAC and backup links. Attach IPAC to FI Doc using T-Code FB03
    - IF you cannot locate the backup, ask the HQ IPAC processor for it
    - Route combined link for Approval and Funding in the IRIS Console (in Approval and Funding tab) requesting the FI Funding data to post
    - A FI Funding Cover sheet will be sent from KSC to the NSSC-AccountsPayable email address and it will come through the AWMS Manager queue
    - Attach the FI Funding Cover sheet in SAP and post the transaction using the Accounting information provided on the cover sheet
    - T-Code FBV0 is used to post FI Docs
    - As with all FI docs, the TP/TAS information from the original IPAC (received by HQ) will need to be entered under the US Gov't Tab.

- **Fedmil:** Kennedy does not process FedMil IPAC's at this time.

- **FUEL BILLS:** <u>Effective 10/2014 - ZPAC #**117761 – (AV16026???)**</u>
  **No longer posted as FI document – IPAC comes in with PO
  AV16026 Post against available cost, only route for
  approval**
    - The SF1080 Fuel Bill will arrive prior to the IPAC
    - Route the Fuel Bill to Service Now and hold until IPAC is received
    - IPACs come in referencing the KSC NASADODAAC as the PO#

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- o SF1080 Fuel Bill# will be referenced in the Description and in the Invoice Reference Field on the IPAC
- o Link the SF1080 to the IPAC prior to routing in the IRIS Console
- o Park the IPAC as an FI document (T-Code is FB60 for Doc type ZI or FB65 for Doc Type ZC)
- o Route for funding & approval via the FI Funding queue in IRIS as specified below:
  - ★ **DODAAC 809123**
    - ▪ Route in the Funding queue via the IRIS Console requesting the FI Funding Data for posting
    - ▪ Gerrard Abraham is the POC
    - ▪ It is uncommon for KSC to provide the FI Funding information in IRIS
    - ▪ Most likely, a FI Funding Cover sheet will be sent from KSC to the NSSC- AccountsPayable email address and it will come through the AWMS Manager queue
    - ▪ Attach the FI Funding Cover sheet in SAP and process the transaction using the Accounting information provided on the cover sheet
    - ▪ As with all FI docs, the trading partner/TAS information from the original IPAC will need to be entered under the US Gov't Tab.
  - ★ **DODAAC 804200** ~ Same process as above. The POC is Matt Jimenez.
  - ★ **DODAAC 804227** ~ Same process as above. The POC is Dennis Bayon.
  - ★ **DODAAC 804261** ~ Same process as above. The POC is Matt Jimenez.

- • **Fuel DODAACs 804257 and 804258**
  - ▪ Periodically, IPACs are received for DODAACs 804257 and 804258
  - ▪ These DODAACs are assigned to: URS Federal and ABACUS Technology Corp for their use of NASA's vehicles
  - ▪ These charges should be billed from DFAS directly to URS Federal and ABACUS, not to NASA
  - ▪ Occasionally, DFAS will bill NASA
  - ▪ When IPACs are received for DODAACs 804257 and 804258 you will need to link the SF1080 bill to the IPAC
  - ▪ IF the SF1080 was not received, request it from Tanya Willard at DFAS

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- ▪ Once the IPAC and SF1080 are combined as one document, route in the IRIS Console for FI Funding noting that the SF1080 was issued to URS Federal or ABACUS Technology
- ▪ The center may approve or reject the IPAC based on the contract that was in place with URS Federal and ABACUS as of the date on the SF1080.

- **GPO - (Route in the IRIS Cost queue and request the PLI for Posting when cost is not available for the specified Jacket number/Requisition Number on the IPAC):** GPO PO # is NNK13OL36I (ZPAC #112131)
  - o IPAC received contains an incomplete PO# or additional digits added to the PO#
  - o There may be several details
  - o Park each detail individually as 0001, 0002, etc.
  - o Route under approval tab for approval only
  - o Route on Cost Tab Requesting cost. Please specify PLI for posting and Cost Accountant will either provide cost under an existing PLI or he/she will request funding if a specific PR is not yet in place for the Jacket number and Requisition number on the IPAC
  - o If cost is available for the Jkt# and/or the Req# listed in the description on the IPAC, then use that cost to post and do not route for cost in the IRIS Console.

- **GSA FLEET (804002): ZPAC #112115 – AV17001**
  - o GSA Fleet bills are for vehicle and truck leases and are disbursed using multiple "AV" PO#'s & PLI's
  - o Debit and credit IPACs must be parked separately
  - o Each may include several details
  - o Park all details for one DRN together
  - o Check the IPAC link to ensure that separate DRNs were not erroneously downloaded together in which case they will need to be separated before processing
  - o Use PO#AV16001 to park
  - o Route for approval via IRIS
  - o Also, route in the funding queue in IRIS and note in the comment log that a PO/PLI Breakout is needed for posting

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- o Jona Kafexhiu will email the breakout to NSSC Accounts Payable and the funding request will be completed once breakout has been emailed
- o You will find the breakout in the AWMS Manager queue
- o Use the PO's on the breakout to update the PO Reference Field in SAP
- o Then, post to the PLI's indicated on the breakout
- o It is best to post IPAC Payments (credits) first because they are sometimes needed to post the disbursements. Route credits for PO/PLI Breakout also. Please provide PO/PLI Breakout for posting.

- **GSA PROPERTY DISPOSAL:**
  - o IPACs received for GSA property disposal are <u>not</u> posted as GSA Fleet
  - o The GSA Property Disposal IPACs should have the PO number listed on them
  - o If no PO is provided, contact the transition contact: kc- property.disposal.finance@gsa.gov for the backup.

- **NARA: <u>NNH12AU77I</u> ~ <u>ZPAC #147124</u>**
  - o IPAC's are pushed by the HQ IPAC Processor
  - o This is a shared PO for all centers
  - o There will be several Cost lines with various funding centers under this P.O.
  - o Be sure to post using the PLI for KSC–76 or request cost and/or funding if needed via the IRIS Console
  - o When Cost or Funding is needed, be sure to override the Center Reference in IRIS to KSC
  - o **<u>Do not route for approval</u>**. (The original HQ IPAC with the total charges will be routed for approval and that will serve as approval for all center's charges
  - o For auditing purposes, you should notate the HQ SAP Doc# in the text field prior to posting: "See HQ SAP Doc 19000XXXXX for approval".)

- **OPM: <u>FI Docs ~ ZPAC #105967</u> – Park Manually using FB60 for Collections and FB65 for Payments. Use T-Code FB03 to Attach IPAC/BACKUP and perform updates. Use T- Code FBV0 for posting all FI documents.**
  - o Upon receipt of the IPAC, the HQ IPAC processor will access the OPM Invoice Website to download the backup invoice for you
  - o Combine the backup invoice to the IPAC in Tech Doc

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- o Park IPAC as an FI Document in SAP and route via the IRIS Console using the 1900# doc with year.
- o Route for approval and for Funding.
- o In the funding tab, request the OPM FI Funding Data for posting.
- o A FI Funding Cover sheet will be sent from KSC to the NSSC-AccountsPayable email address and it will come through the AWMS Manager queue.
- o Attach the FI Funding Cover sheet in SAP and process the transaction using the Accounting information provided on the cover sheet.
- o As with all FI docs, the TP/TAS information from the original IPAC will need to be entered under the US Gov't Tab.

- **STATE DEPT**: PO #**AV4008** ~ ZPAC # 112130
  - o IPAC comes in referencing 00 for the PO#.

- **AV15019 – US ARMY CORPS OF ENGINEERS: AV# goes in PO Lookup & Purchase order #**
  - o When an IPAC for this PO comes in replace it with AV15024 and ZPAC 158461.
  - o There is documentation in ME23N from the center directing NSSC to use PO AV15024.
  - o Attach this documentation to each transaction for which the PO is revised.

- **Payroll: IBC-POD and/or NBC-POD**
  Email is automatically generated by the morning macro download and sent to the center to Debbie Smisek, Michelle Lee Wessner, Mecca Murphy, and Michelle Edelman at KSC with the following verbiage: "*"Attached is the NBC (IBC) IPAC transaction for your Center payroll charge. This IPAC is being sent to the Center for the Center to continue their reconciliation of the Payroll Operation Division Report and to what has been posted in SAP via the Agency Labor Distribution System (ALDS) interface."*" IPAC is then routed to Duplicate/Support.

- **SAVE IPAC - PO is currently AV17029 (AV15025 NO FUNDING FOR 1/12/17 moved to AV17029) (NNK08OL44I expired 02/28/2014 and is no longer in use)**
  - o Combine backup to IPAC
  - o Route for approval
  - o Route for cost if necessary

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- **TOPSBILL (GSA-FTS):** New PO#**NNK13OM09I** ~ ZPAC #**109851**
  - IPAC lists J064…as the Contract/PO#.
  - Note: the old PO# for these transactions was NNK08EA93I posted to ZPAC #132550 and is no longer in use.

- **UNEMPLOYMENT & WORKERS COMPENSATION (ZPAC 124988):**
  - HQ IPAC processor will receive a breakout from NSSC HR and will issue IPACs to each center for their Quarterly Unemployment charges and Annual Workers Comp charges.
  - Upon receipt of the KSC IPAC issued by the HQ processor, use the current year funding information provided by your center to post as an FI Document (FB60 for IPAC Collection and FB65 for IPAC Payment).
  - If current year posting is unknown, request Funding information in FI Funding queue in IRIS.
  - TP/TAS will need to be entered under the US Gov't Tab to post and can be obtained from the original DOL IPAC sent to HQ (before breakout).

FY2016:	**Cost Cntr**	**Order/FC**	**WBS**	**Fund**
6400.1313 SSMX22017D	**76BA000**	**FC000000**	**736466.02.09.06.03**	**76**

- **civ@mail** – ensure IPAC has Valid PO# and TAS. If both are valid, the IPAC is either ok to post or will need to be routed for cost (if cost is needed).

- *MISCELLANEOUS AR Transactions*:

  USDOJ - $291.00 –
  - Send to CASE and hold until backup documentation is received. Attach backup and IPAC to Case as a document, not a link and forward to AR. Worker's Comp Fraud Case.
  - Park under 149541 until posted by AR then delete document

  UNICOR.GOV IPAC PAYMENTS are for Sales Proceeds. These are Accts. Receivable IPACs and it should be noted in AWMS as "KSC AR IPAC." Accounts Receivable will then route them to Service Now.

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Personal Property – This is an A/R transaction. It is proceeds on the sale of personal property. It should be noted in AWMS as "KSC AR IPAC." Accounts Receivable will then route them to Service Now.

Attglobal.net – This is another A/R transaction.

Emailse.com – This is another A/R transaction.

We do not process FEDDEBT IPACs – This is an Accounts Receivable IPAC. AR will route to Service Now.

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LARC Reference Guide

Points of Contact

- **Key POC**- Accountant - Lynn Abrams, lynn.j.abrams@nasa.gov

IPAC Types and Processes

- **Center Approval/Rejection**:
  - All IPAC approval requests are routed and received via the IRIS Console.
  - Rejected or partially rejected IPAC will need to be "charged back" to the originating Agency in the IPAC System notating the reason for the rejection.
  - Please verify the IPAC was not rejected by center POC in error. For example, the center may erroneously reject an IPAC Credit assuming it is a Collection. Therefore, it is a good idea to note when routing an IPAC Payment in IRIS that it is a "Credit IPAC."
  - ★ Because IPACs can be posted prior to receiving the approval in IRIS, each IPAC processor will need to run an Invoice Stat Report to search for "Rejected" and "Partially Approved" IPACs that have been posted in the last 90 days.
  - ★ After an IPAC has aged 60 days, SAP will auto-approve. If a posted IPAC has been rejected, it must be reversed in SAP and then rejected in the IPAC System.

- **IPAC CREDITS:** As of FY2016, per OCFO, do not process refunds (credits) related to unexpired funds that had a disbursement in a prior year (Doc type KW) which will cause deobligation/downward adjustments. If contract contains more than one fund and it is unclear where to post the refund, request PLI posting instructions under the Cost Tab in the IRIS Console. All Refunds/Credits will also be routed for Approval.

- **DCAA:**
  NNX16MA12I (Agency Fee) ~ ZPAC #149538 –
  - DCAA IPACs are submitted to ALC 80000001.
  - Processor will request a breakout from L3 (NSSC) via the IRIS Console
  - Processor will create an IPAC to each center based on the breakout
  - Processor will then post each center's IPAC according to the breakout received

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- **DCMA**:
  NNX16MA15I (Agency Fee) ~ ZPAC #143926 – Processed by designated assignee. Same as DCAA.

- **FBI:** N/A for LARC

- **FEDMIL:** N/A for LARC

- **Fuel: (DODAAC 803301 – DFAS) – ZPAC #108348**
  - Fuel IPACs are processed as a normal IPAC.
  - Form SF1080 will be received prior to the IPAC.
  - Attach SF1080 in ME23N
  - Combine SF1080 with the IPAC link before routing the IPAC in IRIS.
  - Upon receipt of the IPAC, park under Purchase Order **RPO201508** and combine links.
  - The incorrect vendor may populate in SAP. **It is vital that you change it to the correct one, 108348.**
  - Route the IPAC w/ SF1080 backup attached via IRIS for approval and request PO verification.
  - If a different purchase order number is provided, you must post the IPAC under that PO#.

- **GPO**
  - Normally Park under PO# RPO201704 – Vendor 102107.
  - If IPAC identifies PO # NNL15AA15I in the IPAC description, you can park under that PO – Vendor 117707.
  - Route all IPACs in IRIS and request the PO verification and PLI breakout via the IRIS Approval Queue. Cynthia Cowan is the Approver.
  - Wait until guidance is received before requesting cost/funding and posting.

- **GSA (General Services Administration)**
  - GSA IPACs are processed as normal IPACs.
  - The PO will normally appear on the IPAC.
  - LARC does not receive GSA Fleet IPACs at this time.
- **NARA - (NNH12AU77I - ZPAC 147124)**
  - Processed as a normal IPAC.
  - IPAC's are pushed by the HQ IPAC Processor to each center
  - The PO# is shared with various **Business Areas. Make sure to disburse on the correct BA for LaRC.**
  - <u>DO NOT ROUTE FOR APPROVAL IN IRIS</u>. (The original HQ IPAC with the total charges will be routed for approval and that will serve as approval for the total charges.)

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- o For audit purposes, notate the SAP Doc of the original IPAC in the Text field prior to posting: "See HQ NARA Doc 1900050138 for Approval." Or, add to the follow-on display after posting.

- **OPM – ZPAC # 105967**
    - o PO is **RPO201315**.
    - o Upon receipt of the IPAC, the IPAC HQ IPAC processor will access the OPM Invoice Website to download the backup invoice for you.
    - o Combine the backup invoice to the IPAC in Tech Doc.
    - o After backup is attached, route the combined link in the SAP IRIS Console for Approval and cost or funding (if needed).

- **PAYROLL: IBC-POD and/or NBC-POD**

    Email is automatically generated by the morning macro download and sent to the center with the following verbiage: *"Attached is the NBC (IBC) IPAC transaction for your Center payroll charge. This IPAC is being sent to the Center for the Center to continue their reconciliation of the Payroll Operation Division Report and to what has been posted in SAP via the Agency Labor Distribution System (ALDS) interface."* IPAC is then routed to Duplicate/Support.

- **SAVE Program (Citizenship & Immigration Services) – PO RPO201314 - ZPAC #147384**
    - o A backup invoice will be received prior to the IPAC. It will show the old PO # NNL09AA08I which is now closed.
    - o Attach the backup in SAP to the current PO #RPO201314.
    - o Link the backup to the IPAC in Tech Doc when the IPAC is received.
    - o The IPAC will reference the current Purchase Order number and the Invoice number.

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- You may delete the backup from ME23N once it is combined with the IPAC.
- Route as a normal IPAC in IRIS for approval and cost/funding if needed.

- **TRACS IPACS** – Instructions are on the "N" drive:
  Accounts Payable_Accounts Receivable/ Accounts Payable/ IPAC stat report/
  IPAC Quick Reference Guide/TRACs

- **USDOJ TELECOM (JUST Charges) – PO # RPO201317 – ZPAC #163053**
  PO will not appear on the IPAC. The Transaction Description with notate the "RCN" and the Month/Year. A notation will also reference "telecom charges."

- **UNEMPLOYMENT & WORKERS COMPENSATION**
  - HQ IPAC processor will create IPACs to each center for the Quarterly Unemployment and Annual Workers Comp charges as per breakout from NSSC Human Resources.
  - Upon receipt of the IPAC, use the current year funding information provided by your center to post as an FI Document (FB60 for IPAC Collection and FB65 for IPAC Payment).
  - Route in IRIS for approval and use current year info to post. If current year info is unknown, request the Funding information in the FI Funding queue in IRIS.

- **UNEMPLOYMENT – ZPAC 124988**

  Check with the center POC each year to receive the updated funding information by sending an email and by routing in the FI Funding queue in the SAP IRIS Console to obtain new information.

  WORKERS COMP – *NSSC will begin posting in FY16*. Same process as Unemployment IPACs. Check with the Center POCs to obtain current year FI Funding information and ZPAC for posting by sending email to the center and by routing in the FI Funding queue in the SAP IRIS Console to obtain new information.

- *MISCELLANEOUS AR Transactions*:

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Personal Property – This is an A/R transaction. It is proceeds on the sale of personal property. It should be noted in AWMS as "AR IPAC." Accounts Receivable will route them to Service Now.

Attglobal.net – This is another A/R transaction.

We do not process FEDDEBT IPACs – This is an Accounts Receivable IPAC. AR will route to Service Now.

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MSFC Reference Guide

Points of Contact

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- Christy McCain (256-544-5863)
- Amy Campbell (256-544-8620)

IPAC Types and Processes

- **Center Approval/Rejection Notes**:
    - All IPAC approval requests are routed through the IRIS Console in SAP
    - Use Approval tab in Console to request PO/PLI information from center

    - Rejected IPAC will need to be "charged back" to the originating Agency in the IPAC System notating the reason for the rejection
    - Please verify the IPAC was not rejected by center POC in error. For example, the center may erroneously reject an IPAC Credit assuming it is a Collection
    - Therefore, it is a good idea to note when routing an IPAC Payment received from another agency that it is a "Credit IPAC."

    - ★ Because IPACs can be posted prior to receiving the approval in IRIS, each IPAC processor will need to run an Invoice Stat Report to search for "Rejected" IPACs that have been posted in the last 90 days.
    - ★ After an IPAC has aged 60 days, SAP will auto-approve. If a posted IPAC has been rejected, it must be reversed in SAP and then rejected in the IPAC System.

- **IPAC CREDITS:** As of FY2016, per OCFO, do not process refunds (Doc type "KW" credits) related to <u>unexpired</u> funds that had a disbursement in a <u>prior year</u> which will cause a deobligation or a downward adjustment. If contract contains more than one fund and it is unclear where to post the refund, request PLI posting instructions under the Cost Tab in the IRIS Console. All Refunds/Credits will also be routed for Approval.

- **DCAA**
  NNX17MA01I (Agency Fee) ~ ZPAC #149538 – The Processor assigned to DCAA will request breakout from Barbara Harriel, NSSC Cost Accountant, and push an IPAC for each center based on the breakout. The NSSC processor will then post each according to the spreadsheet provided by Barbara via an NSR Ticket. Do not route for approval. The original HQ IPAC is the only one to be Approved.

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- **DCMA**
NNX17MA02I (Agency Fee) ~ ZPAC #143926 – Processed by the processor assigned to this role. The same as DCAA.

- **FBI**

  - No information at this time

- **Fedmil**

  - No information at this time

- **FTS**

  - No information at this time

- **Fuel**

  - 804101 is PO#NNM17AA00I – ZPAC #167140

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- **GPO**
    - PO# NNM12AA10I
    - If approval is partial contact Becky Caneer at MSFC print office 256-544-4505 to see if she has already requested credit back from GPO
    - Oldest funds paid first

- **GSA FLEET**
    - **Fleet PO# <u>NNM15AA11I</u>**

- **NARA**
    - PO# NNH12AU77I
    - All centers use same contract find funding line for MSFC to process
    - Be sure to use the Marshall 62 funding.
    - <u>Do not route</u> in SAP IRIS Console for approval, HQ will maintain approvals on this contract.

- **OPM** (2 Different types 1 from NASA HQ other from OPM via FAA
    - OPM sent from NASA HQ
    - PO# MX0801
    - Additional OPM trading partners 1502- MX0702
    - Additional OPM trading partners 2400- MX0801
    - Link IPAC and Back up and Process IPAC

- **OPM IPAC received directly from OPM via FAA**
    - PO# MX0801
    - Link IPAC and Back up

- **Payroll** – IBC-POD
    - Do not send to center
- **TOPS**
    - PO# NNM10AA14I and NNM10AA18I
    - Center will advise for breakout

- **Unemployment and Workers Compensation**
  All unemployment IPACs will now be processed here at the NSSC as FI documents, to date MSFC has not provided FI information for posting email was sent to

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Some of the Centers provided the FI data previously for the unemployment charges, this includes AFRC, ARC, SSC, NSSC, & HQ/IG. We were already routing GRC & LARC and posting as FIs.

Use the TP TAS data from the original IPAC from DOL-   016 X 8042 010

The GL account is 6400.1313, use FC000000, Vendor # 124988

Please let me know if you have any questions when posting these documents.

Thank You,

Sarita R. Harper

- **State Dept**
  - o Japanese Yen PO# MT0701
  - o Russian Rubbles PO# MT1201
  - o Guatemala   PO# MT0901 (rarely used)
  - o Back up received before IPAC from JSC Angelique Cox create NSR for back up pending receipt of IPAC

- **ICASS**
  - o PO# MT0701

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Miscellaneous IPAC Types and Processes

If IPAC PO# is for a supply item, contact the agency/vendor for backup documentation.

PO# MIAA1409 DFAS IPAC's with, need to be emailed to Christy McCain and copy Gary Walker for determination of PO# to correct WBS.

UNICOR.GOV IPAC PAYMENTS are for Sales Proceeds. These are Accts. Receivable transactions and can be sent to Duplicate/Support.

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NMO Reference Guide

Points of Contact for OPM

- Wanda Brown ~ 301-286-0488
- Approval ~ Denise Brown ~ 301-286-6122
- P.O. # Currently used is NNN12AA02I

Points of Contact for DCAA/DCMA

NNX17MA01I (Agency Fee) ~ ZPAC #149538 – The Processor assigned to DCAA will request breakout from Barbara Harriel, NSSC Cost Accountant, and push an IPAC for each center based on the breakout. The OPM processor then pushes and processes all of the DCAA IPACs will then post/clear each according to the spreadsheet provided by Barbara via IRIS. No additional approvals are needed as the original NSSC IPAC approval serves as the approval for all of the center's IPAC's.

NNX17MA02I (Agency Fee) ~ ZPAC #143926 – The Processor assigned to DCMA will request breakout from Barbara Harriel, NSSC Cost Accountant in IRIS , and push an IPAC for each center based on the breakout. He/She will then post each according to the spreadsheet provided by Barbara via IRIS. No additional approvals are needed as the original NSSC IPAC approval serves as the approval for all of the center's IPAC's

Points of Contact for GSA Rent

- Approval ~ John Lynch, HQ ~ 202-358-1530
- P.O. # recently used is NNN10AA01I

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SSC Reference Guide

Points of Contact

- *Michele Campbell ~ Financial Management Specialist ~228.688.1625*
- *Monica Watts ~ Lead Accountant ~ 228.688.2398*
- *Christy Ladner ~ Accountant ~ 228.688.3507*
- **Cost Accountants**
  Crystal Balentine: 228-608-7796 / Crystal Kennedy: 228-813-7796

Points of Contact for OPM

- Debra Metzler: 228-688-3542
- Tonya Ladner: 228-688-3031

IPAC Types and Processes

- **Center Approval/Rejection**:
  - All IPAC approval requests are routed and received via the IRIS Console.
  - Rejected IPAC will need to be "charged back" to the originating Agency in the IPAC System notating the reason for the rejection.
  - Please verify the IPAC was not rejected by center POC in error.
  - For example, the center may erroneously reject an IPAC Credit assuming it is a Collection.
  - Therefore, it is a good idea to note when routing an IPAC Payment in IRIS that it is a "Credit IPAC."
    - ★ Because IPACs can be posted prior to receiving the approval in IRIS, each IPAC processor will need to run an Invoice Stat Report to search for "Rejected" IPACs that have been posted in the last 60 days.
    - ★ After an IPAC has aged 60 days, SAP will auto-approve. If a posted IPAC has been rejected, it must be reversed in SAP and then rejected in the IPAC System.

- **IPAC CREDITS:** As of FY2016, per OCFO, do not process refunds (credits) related to unexpired funds that had a disbursement in a prior year (Doc type KW) which will cause deobligation/downward adjustments. If contract contains more than one fund and it is

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unclear where to post the refund, request PLI posting instructions under the Cost Tab in the IRIS Console. All Refunds/Credits will also be routed for Approval.

- **DCAA: NNX16MA12I** (Agency Fee) ~ ZPAC **#149538**
  - DCAA IPACs are submitted to ALC 80000001.
  - Processor will request a breakout from L3 (NSSC) via the IRIS Console
  - Processor will create an IPAC to each center based on the breakout.
  - Processor will then post each center's IPAC according to the breakout received
- **DCMA**: **NNX16MA15I** (Agency Fee) ~ ZPAC **#143926** – Processed by designated assignee. Same as DCAA.

- **FBI:** N/A for SSC

- **FEDMIL:** N/A for SSC

- **FUEL BILLS: (DODAAC 804433)**
  - Occasionally, a copy of a SF1080 Fuel Bill will be received from the SSC POC, Patricia White, directing NSSC to issue payment to DFAS.
  - Patricia will submit the SF1080 by email to the NSSC Accounts Payable address and email will contain the Purchase Order Number.
  - When a SF1080 is received with center direction to pay, first park under the specified PO# and route for cost or GRAP (depending on if Fuel PR is set up in ME23N as a "Z" line item or a "D" line item).
  - Upon receipt of Cost or GRAP, an IPAC Payment will need to be issued to DFAS using the Accounting Classification information from the SF1080.
  - Change the Dates and the Reference Field in SAP to match the IPAC Date and IPAC DRN/PO#.
  - Attach a copy of the IPAC payment to DFAS to the SAP transaction and post. **Note**: Normally, SSC Fuel is paid by EFT to the local AP Vendor awarded the contract. The payment is processed by AP from a vendor invoice; but, occasionally when fuel is ordered from DLA Energy, DFAS will submit a SF1080 Bill to the SSC POC, who will then submit to NSSC.

- **GPO: N/A for SSC**

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- **GSA FLEET (FLT DODAAC #804006; 804045; 804056) ~ PO# NS8205 ~ ZPAC 125583**
    - Collection IPACs will have multiple details/pages.
    - Park each DRN as one IPAC regardless of how many detailed pages it contains.
    - Credit IPACs are processed separately by IPAC DRN and each may also contain multiple pages.
    - Check each IPAC link to ensure that separate DRNs were not erroneously downloaded together in which case they will need to be separated before processing.
    - Post credits first as current year credits (Doc Type ZC) against current year disbursements.
    - Then, request cost to post the IPAC Collection.
    - Route collection IPAC for Funding if/when needed.
    - When Funding is needed, also Request Cost at the same time.
    - The SSC cost team will request funding for specific PLI's prior to completing cost request.
    - Post IPAC upon completion of the Cost request.
    - Do not wait to post until Funding request is completed because the center may not complete it.

- **GSA FTS (NCCIPS) – <u>ZPAC: 109851 – Two PO #'s (NNS13AA03I and NNS14AA75I)</u>**
  All IPACs are routed via the IRIS Console for approval. You will need to over-ride the Default Center to either NSSC or SSC depending on which ALC the IPAC was submitted to. Two PO's:

    - **NNS14AA75I (BOAAC 804099)** – No special instructions – Post as normal IPAC using cost available and route for approval in the IRIS Console.

    - **NNS13AA03I (BOAAC 804084) – Funding is split between NSSC and SSC. IPAC is posted per Breakout from NCCIPS POC:**
        - For NNS13AA03I a SF1034 Backup Invoice from SAIC arrives prior to the IPAC – attach the invoice in ME23N.
        - A Breakout is then submitted by email from either Iris Bissell (NSSC- NCCIPS-Deltha Corp) or Ellen Clark (NSSC NCCIPS -Deltha Corp).

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- They are the POC Coordinators for the NCCIPS contract.
- Cost accountants at SSC and NSSC are also copied on the email to the NSSC.
- The Backup and Breakout will come in via the AWMS Manager queue.
- Attach the SAIC invoice and the Breakout in ME23N.
- Cost acctnts will post cost based on the SF1034 Invoice and Breakout from Iris or Ellen.
- GSA will IPAC charges under Stennis ALC 80000101 until all cost lines for SSC have been disbursed.
- GSA will also IPAC ALC 80000001 for the NSSC funding lines.
- Be sure to post to appropriate funding lines.
- Post any IPACs that "wash" first (debits and credits).
- Then, review the Breakout received earlier to verify the total amounts on the Breakout for each ALC match the total amounts of the IPACs received.
- Next, post any Credits against a current year disbursement.
- Then, post IPACs from the least amount to the largest amount.
- If IPACs received do not tie back to the cost breakout, send email for guidance to: Iris Bissell and Ellen Clark and copy Leslie Ladner and Margaret Furey.
- Per the direction from one of the POCs, the IPAC processor may need to create (push) an IPAC to/from SSC or to/from NSSC when one of the centers was over/under billed. OR, POC may email NSSC to reject an IPAC.
- When directed to reject an IPAC, forward the email to the approver, Kay Doane.
- Then, route the IPAC in the IRIS Console noting in the comments field to: "Please reject per email from (Iris Bissell or Ellen Clark)."

- **NARA:** NNH12AU77I ~ ZPAC #147124 – N/A – NARA no longer applicable to SSC.

- **OPM - ZPAC: 105967** (EFF. 10/01/14 NO LONGER USE 116925 DUE TO TP ISSUE) **Purchase Order Number as of 10/01/14: <u>NNS15AA21I</u>** (NS8046 is Invalid**)**

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- o Upon receipt of the IPAC, the HQ IPAC processor will access the OPM Invoice Website to download the backup invoice for you.
- o Combine the backup invoice to the IPAC
- o After backup is attached, route the combined link in the SAP IRIS Console for Cost and Approval.
- o ALWAYS route for cost and approval; even when funding is also needed/requested.
- o The cost team will request the funding needed for specific PLI's and will complete the cost request.
- o Post upon completion of the Cost request.
- o No specific lines given. Cost placed will probably be what is needed.
- o Do not wait to post until the Funding request has been completed because the funding request may never be completed.
- o SSC will pull their own backup

- **PAYROLL: IBC-POD and/or NBC-POD**
  Email is automatically generated by the morning macro download and sent to the center with the following verbiage: *"Attached is the NBC (IBC) IPAC transaction for your Center payroll charge. This IPAC is being sent to the Center for the Center to continue their reconciliation of the Payroll Operation Division Report and to what has been posted in SAP via the Agency Labor Distribution System (ALDS) interface."* IPAC is then routed to Duplicate/Support.

- **SAVE PROGRAM – <u>Reject IPACs</u>** – There is currently no Contract/PO in place. Per Security Specialist, Van Ward, SSC pays for these background checks via Purchase Card.

UNEMPLOYMENT & WORKERS COMPENSATION
- o HQ IPAC processor will create IPACs to each center for the Quarterly Unemployment and Annual Workers Comp charges as per breakout from NSSC Human Resources.
- o Upon receipt of the SSC IPAC, use the current year funding information provided by your center to post as an FI Document (FB60 for IPAC Collection and FB65 for IPAC Payment).
- o Route in IRIS for approval and use current year info to post.

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- o If current year info is unknown, request the Funding information in the FI Funding queue in IRIS.

UNEMPLOYMENT – ZPAC 124988: Posted by the NSSC with the following Accounting Data:

G/L: 6400.1313 ~ WBS: 736466.02.09.09.02 ~ Cost Ctr: 64BA00 ~ Fund: CASX22016D ~ Order: FC000000

Gov't Tab: Trading Partner: 016 / Available Type Code: X / Main Acct: 8042 / Sub Acct: 1601.

Check with the center POC each year to receive the updated funding information by sending an email and by routing in the FI Funding queue in the SAP IRIS Console to obtain new information.

WORKERS COMP – *NSSC will begin posting in FY16*.
- o Same process as Unemployment IPACs. Check with the Center POCs to obtain 2016 FI Funding information and ZPAC for posting by sending email to the center and by routing in the FI Funding queue in the SAP IRIS Console to obtain new information.

- **ZNMS DEPT OF JUSTICE PAYMENTS**: These are restitution payments.
  - o IPAC is received in AWMS, park in SAP using the NSSC Vendor #149541.
  - o Then, route the IPAC to yourself in Service Now and note "DOJ IPAC pending Back-up" in the SN Case, and also in the SAP Text Field.
  - o Look for DOJ back-up to arrive shortly after or call the number on the IPAC.
  - o Upon receipt of back-up, immediately link the IPAC and backup together via Tech Doc.
  - o Research to determine if restitution can be posted back to a contract.
  - o If contract is closed and/or contains cancelled funds then it must be posted by AR.
  - o If AR is to post, attach a pdf copy of the IPAC & Backup to the Service Now ticket (in event that AR is unable to open AP link) and assign a Task under "High" priority to Accounts Receivable.

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- o Attach a copy of SAP screenshots for verification if fund is cancelled or attach an IDR form if contract is closed.
- o Notify the AR processor, AR processor backup, AR supervisor, IPAC supervisor, and FBWT processor via email that a Task has been assigned to AR (give Case/Task #).
- o Update SAP Text Field to "DOJ IPAC pending AR Posting FMT####."
- o When AR has posted the transaction and resolved the SN Task, you may delete the parked document from SAP and close the SN Case.

MISCELLANEOUS AR Transactions:

UNICOR.GOV IPAC PAYMENTS are for Sales Proceeds. These are Accts. Receivable IPACs and it should be noted in AWMS as "SSC AR IPAC." Accounts Receivable will then route them to Service Now.

Personal Property – This is an A/R transaction. It is proceeds on the sale of personal property. It should be noted in AWMS as "SSC AR IPAC." Accounts Receivable will then route them to Service Now.

Attglobal.net – This is another A/R transaction.

We do not process FEDDEBT IPACs – This is an Accounts Receivable IPAC. AR will route to Service Now.

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Appendix O – Job Aid for Rejecting IPACS

Reason for Rejecting IPACS

1. PO exceeded obligation or closed
2. Incomplete Information
3. Billed in Error
4. No Funds Available
5. Incorrect PO#, Contract#, Interagency Agreement (IAA), Blank PO# (with the exception of IPACs with no PO number for the following agencies: Government Printing Office (GPO), Federal Bureau of Investigation (FBI) fingerprints, Federal Technology Service (FTS), General Services Administration (GSA), Office of Personnel Management (OPM), then the NSSC will contact the Center Point of Contact (POC) and request the PO number rather than reject the IPAC)
6. Transactions charged against an incorrect ALC
7. Duplicate charged
8. Partial receipt of the order
9. Order not received at all
10. Goods failed test
11. Work hasn't been performed

Cutoff period for processing IPACs

1. IPACs should be accomplished by the last three business days of the month
2. When an erroneous IPAC is received after the cutoff period the transactions should be rejected explaining the reason for rejection
3. IPAC rejection should occur within 90 days of receiving the initial IPAC transaction

IPAC Actions at Quarter End (3 Business Days)- As of January, 2013 per the TFM Bulletin No. 2013-04 Vol. 1 - No IPAC can be processed in the IPAC System within the last three business days before the end of the quarter

	Situation	Action
1.	An AP IPAC is received within the last 3 business days of the month	Determine if it can be easily posted (e.g., without having to go to the Center for cost/funding/goods receipt). If yes, POST. If no, REJECT. The

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		rejection should be completed within the same day, if possible.
2.	An AP IPAC is received <u>prior to</u> the 3 business day downtime, but it is improper and needs to be rejected	Do not reject during 3 day downtime. Wait until beginning of following month and then reject. **Exception:** The only exception is if it came in the evening before the three day downtime and there was no opportunity to address the IPAC. In that case, reject **on the 3rd business day** prior to end of month. (i.e., do not wait until the 2nd or 1st business day prior to end of month)
3.	A Center to Center IPAC needs to be initiated (e.g., Erroneous Deposits, I3P items)	IPAC transactions within the Agency (Center to Center) can be made during the 3 day downtime
4.	A failed IDOC IPAC is received during the last 3 business days of the month	Post the IPAC to SAP per the normal process
5.	Payroll IPAC is received from DOI during last 3 business days of the month	Do not reject
6.	An AR IPAC is received within the last 3 business days of month.	Determine if it can be easily posted (i.e., without having to the Center for posting). If not easily posted, reject the IPAC. The rejection should be completed within the same day if possible. Reference the TFM in the rejection. As indicated in item 4 and 5, failed IDOC IPACs and Payroll IPACs should not be rejected.
7.	An AR IPAC is received prior to the 3 business days downtime, but needs to be rejected	Do not reject the IPAC during the 3 day downtime even if the rejection was pending a Center action. Wait until the beginning of the following month and then reject. **Exception:** The only exception is if it came in the evening before the 3-day downtime and there was no opportunity to address the IPAC. In that case, reject **on the 3rd business day** prior to

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		end of month. (i.e., do not wait until the 2nd or 1st business day prior to end of month)

Note: This matrix may not be all inclusive. Additional exceptions should be handled on a case by case basis.

Rejecting IPAC transaction out of the IPAC system

Adjustments may be made to payments or collections received by your ALC. That is, you cannot make an adjustment to a transaction that was originated by your ALC. More than one adjustment can be made to a single payment or collection transaction, as long as the sum of each of the detail item adjustments does not exceed the total of the original line item amount. Adjustments can be processed against payments or collections that are ninety days old or less.

1. Main tab - Click Transactions from the left menu bar on the IPAC Today page to display the IPAC Transactions page. Type the ALC and the Customer ALC. Select Payment or Collection, Adjustment, Zero Dollar, Incomplete or Standard General Ledger (SGL) Information from items in the Transaction Type list. After you select the Adjustment transaction type, the ALC, Customer ALC, and Transaction Type fields cannot be edited.

   a) Required fields are denoted by an asterisk *
   b) Type the Document Reference Number (assigned to original payment or collection) and the Disbursing Office (DO) Symbol (for ALC that originated the transaction) and click Find.
   c) If you need the DO Symbol, click the Organization Info link next to Customer ALC data field.
   d) To enter an adjustment, select the detail line item at the bottom of the page. Detail information for the original payment or collection will appear in a scrolling window. The visible items include: the Line Number, ALC, Type, Cust ALC, the Amount, and the description that was entered for the detail. Click Edit.
   e) If you wish to adjust the entire transaction (which includes all line items), click the Adjust Entire Transaction button. This will generate a Transaction Confirmation.
   f) To determine what to type into the Sender TAS field, type a wildcard (use the percent symbol %) (20%, for example). Then click Find next to the BETC label. The Search Results list will display. Click the down arrow next to Search Result List to find the wildcard occurrence that you want. Select the wildcard and the TAS and BETC fields are populated.

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g) If you choose, type information into the Description, Miscellaneous, Contact Name (first & last), and Contact Phone Number fields.

Type the amount of your adjustment in the Detail Amount field. This amount represents the total amount of the IPAC that is being rejected.

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Appendix P – Guidance on Credits/Refunds to Closed Contracts and Grants from Office of the Chief Financial Officer (OCFO)

Existing Practice
It has come to our attention that the practice has been to post credits/refunds directly to closed contracts and grants. The purpose of this guidance is to end that practice and provide alternative approach. Effective Date of New Guidance is: May 1, 2012.

New Guidance
If a credit/refund is received for a contract/grant that has been closed and the Appropriation that provided initial funding for the contract or grant is not in cancelled phase, process a *refund due receivable* and liquidate the receivable by applying the credit/refund against it.

Reversal of Prior Credits/Refunds
The NSSC will reverse prior years' credits/refunds posted against closed grants/contracts in two phases. In Phase 1, which is going on now, the NSSC will reverse all current year credits/refunds posted against closed contracts/grants. If an MR11 (De-obligation) had been executed against the line item of the contract in which the credit/refund was posted, the credit cannot be reversed. In phase 2, following completion of Phase 1, the NSSC will reverse credits/refunds posted in prior years against closed contracts and grants.

Department of Health and Human Services (DHHS)
DHHS has been notified of the above changes. Effective, May 1, 2012, the DHHS will issue *Intergovernmental Payment and Collection System* (IPAC) to the appropriate Agency Location Code (ALC) for the amount of the credit/refund if the grant is closed and the Appropriation is not in cancelled phase. DHHS has also been notified of the reversal of credits/refunds posted in the DHHS Payment Management System (PMS) and issuing IPACs for all transactions, including any transactions posted by a Center. We are requesting the DHHS to send a notification to NASA's grantee noting the change in our process.

Grant/Contract Closeout Process
If grants/contracts closeout process works as it should, there will be no credits/refunds to closed grants/contracts. Before a grant or contract is closed, all grant/contract all reports due from grantee/contractor must be requested and received, and all transactions reconciled, before the grant/contract can be properly closed. It is during this final review and reconciliation phase of the closeout process that any refunds/credits due will be identified and posted against the grant/contract before it is closed, so that when closed, it is closed. This problem of credit/refunds to closed contracts/grants can be avoided in the future by closing grants/contracts properly.

If you have any questions, please contact Loren Phillips (Loren.J.Phillips@nasa.gov).

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Terrance Alfred
Director, Financial Management Division
HQ/OCFO
May 1, 2012

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Appendix Q – Guidance on Audit Documentation Request and Submission Process

The Audit Documentation Request and Submission Process (Chapter 1) and *Requests for Extensions (Chapter 4)* can be found in TechDoc- NSSC Process Work Instruction NSPWI-9000- 0003 Revision 5.0.

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Appendix R – Job Aid for FEDMIL Workaround Spreadsheet Effective 6/4/2015

The Outstanding FedMil spreadsheet is a tracking mechanism used to track any FedMil supplies identified by NASA Centers as needing to be placed in the FedMil workaround process. The FedMil workaround process represents supplies that the Centers have issues with (e.g. not receiving an ordered part or not being charged correctly for an ordered part). The spreadsheet tracks the open FedMil transactions and any credits received against those transactions.

The spreadsheet has 25 columns and is colored to represent the department responsible for populating the data. The Green columns are input by IPAC and the Blue columns are input by AR. The spreadsheet also has several tabs that are organized by Centers (GSFC, JSC, AFRC, and LaRC). There is a Total Outstanding tab which shows the totals (by Center) of the outstanding FedMils. This tab also allows IPAC and AR to balance their remaining balance to see if there are any variances. The Reference Field tab is used for the drop-down list selections on the Center tabs.

The IPAC input columns are as follows:

- FMC #— The FMC that IPAC created to notify AR of a debit/credit.
- IPAC Accomplish Date—The date the IPAC was received by NSSC.
- IPAC DRN #—The Document Reference Number associated with IPAC received by the NSSC.
- Original IPAC DRN #—The original IPAC DRN that paid for the FedMil Invoice. (A FedMil credit transaction will have a different IPAC DRN and Original IPAC DRN since it is referencing an ordered part)
- SF1080 & IPAC Bill #— The SF1080 bill number that is sent from the supplying Agency which lists all ordered parts.
- SAP PO#— The Purchase Order number that is associated with the FedMil workaround item. Each item will have a different number and any credits received will reference a previous PO#.
- Vendor #— The vendor number in SAP that references the supplying Agency.
- TAS— The Treasury Accounting Symbol associated with the IPAC.
- Fund— The fund associated with the FedMil transaction.
- Date Cleared— The date that the SAP document was posted and cleared.
- SAP FI Doc Posting # 1900/1700's— The document number that was posted for the FedMil transaction. A 1900# is for items put into the workaround. A 1700# is for credits against previous workaround items.
- Clearing doc #1500— The document number that cleared the 1900 or 1700 #s (second part of the transaction)
- Invoice AMT posted/cleared $— The amount of the item placed in FedMil workaround. (1900# only)

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- Credit Memo AMT posted $— The amount of the credit for a FedMil workaround item (1700 # only). This is entered as a negative number.
- AP Balance remaining— The amount of the AP (IPAC) remaining balance. This balance represents the workaround items that are listed as outstanding.

The AR input columns are as follows:

- Customer #— The customer number in SAP that references the supplying Agency.

- Trading partner— The trading partner in SAP that references the supplying Agency.
- Date— The date that the SAP document was entered.
- AR Invoice/Credit Memo # 1800/1600's— The document number that was posted for the FedMil transaction. A 1800# is for items put into the workaround. A 1600# is for credits against previous workaround items.
- SAP Assignment #— The assignment number that is associated with the original FedMil workaround item. The SAP assignment number is used to tie related FedMil workaround items and/or the corresponding credits together.
- Invoice AMT posted $— The amount of the item placed in FedMil workaround. (1800 # only)
- Credit Memo AMT posted $— The amount of the credit for a FedMil workaround item (1600 # only). This is entered as a negative number.
- AR Balance remaining— The amount of the AR remaining balance. This balance represents the workaround items that are listed as outstanding.
- AR Reversal Amt— The amount of the document being reversed. This amount will be the opposite of original document posted. (e.g. Debit will be entered as a Credit)
- AR Rev Doc # 1800/1600's— The document number for the reversal of a FedMil workaround item and/or the items corresponding credit.
- FedMil Status— The status of the FedMil. OPEN means that there is still an outstanding balance. CLOSED means that the FedMil workaround item has been resolved and there is no longer an outstanding balance. REVERSED means that the FedMil workaround item and/or the corresponding credit has been reversed. There are formatting and formulas requirements that are associated with the entry of these items.

Formatting

- The FedMil workaround debits and credits are entered on its own individual rows. The credits should always be entered as a negative number.
- Each FedMil workaround debit and its corresponding credits are placed together on the spreadsheet with a border.
- There is only an outside border around the transactions. There are no borders within the transaction data.

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Formulas

- There are simple formulas for entries made for amounts that are used to calculate the remaining balance.
- The formula for the Remaining Balance column is the debit amount plus the credit amount. {$$$ + ($$$) = remaining balance}
- The formula for the credit memo amount posted (next to the debit entries only) would be the sum of all the credits entered on the spreadsheet. So every time a new credit is entered for a workaround item, that amount needs to be added to the overall sum of credits next to the debit entry.
- The formulas will be applied the same on both the IPAC columns and the AR columns.

Example

i. There are no credit amounts for this workaround item. So the remaining balance is $256.29 + $0 =

$256.29

ii. There are multiple credits for this workaround item(s). The credits are added

together and the sum of the credits are put next to the debit posting. ($1.06) +

($165.49) + ($4.14) + ($1515.22) + ($113.16) = ($1799.07)

The remaining balance is $9394.35 + ($1799.07) =

Date cleared	SAP FI Doc Posting # 1900/1700's	Clearing doc #1500	Invoice AMT posted/cleared $	Credit Memo AMT posted $	AP Balance remaining	C
09/29/09	1900129102	1500037031	$256.29	$0.00	$256.29	
09/29/09	1900129095	1500037022	$362.31	$0.00	$362.31	
09/29/09	1900129097	1500037025	$120.77	$0.00	$120.77	
01/27/10	1900033224	1500007956	$9,394.35	($1,799.07)	$7,595.28	
02/02/10	1900035207	1500008342		($1.06)		
02/22/10	1900033832	1500011388		($165.49)		
03/09/10	1700003667	1500012388		($4.14)		
03/29/10	1700003881	1500012826		($1,515.22)		
08/31/10	1700008309	1500031248		($113.16)		
04/21/10	1900036372	1500015522	$153.27	($49.72)	$103.55	
05/14/10	1700002761	1500015929		($49.72)		

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- There are formulas located on the Total Outstanding Tab within the spreadsheet. This formula is the sum of the AP Balance Remaining Columns and the AR Balance Remaining Columns.
- The formula will show the FedMils total outstanding balance that AP and AR have listed for each Center.
- If a variance is showing, then the AP and AR balances are not correct and an error may have taken place or a debit/credit transaction is needing to be posted.

Reversal Entries

- Reversal entries are unique situation that may occasionally occur.
- All entries for reversals will be on AR's responsibility.

- Occasionally entries will have credits associated with an outstanding amount.
- In these cases, the Debit and all associated credits will be reversed in SAP.
- A new Debit (bill) will be established for the total sum of the Credits.
- Then the credit will be applied to the new bill in SAP.
- The original document date for the new debit and credits will be used.
- If any new debits (bill) and credits are created, the original IPAC information entered by AP will be used.
- These new debits and credits will be added to the spreadsheet under the existing entries.
- An additional formula entry is required for Reversed documents as the reversal of a document needs to show the original posting as zero.
- The entries in the AR Reversal Amt will be the opposite of what was originally entered (e.g. Debit will be entered as a Credit) so the entry will wash.
- The formula within the AP Balance Remaining and the AR Balance Remaining needs to be adjusted adding these entries.
  {$$$ + ($$$) + [Reversed ($$$) + Reversed $$$] = remaining balance}
- After the reversal information is input and the documents reversed will be set to a Reversed Status
- If any new debits and credits were input on the spreadsheet their status will reflect closed

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S AR Invoice/Credit Memo # 1800/1600's	T SAP Assignment #	U Invoice AMTposted $	V Credit Memo AMT posted $	W AR Balance remaining	X AR Reversal Amt	Y AR Rev Doc # 1800/1600's	Z FedMil Status
1800012030		$134.20	$0.00	$134.20			OPEN
1800012033		$19.16	$0.00	$19.16			OPEN
1800012034		$105.60	$0.00	$105.60			OPEN
1800012036		$17.13	$0.00	$17.13			OPEN
1800012035		$157.81	($81.96)	$0.00	($157.81)	18000	REVERSED
1600006567			($81.96)		81.96	16000	REVERSED

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Appendix S – Job Aid for FedMil Manual Process

- SF1080 bill is received prior to IPAC

- Save SF1080 Bill as pdf and park in SAP pending receipt of IPAC

- Convert Bill into an excel spreadsheet:
  File, Save as Other, Spreadsheet, Microsoft Excel Workbook

- Highlight the Order number column

Responsible Office: FMD – Accounts Payable

Subject: AP Intra-Governmental Payment and Collection (IPAC) Processing

- Control F: Replace - Find what: (Center DODAAC, ex. 807478); Replace with: D1 (AFRC), G1 (GSFC), or Z1 (JSC); Replace All

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- Go to SAP document

- Copy and paste PO numbers in SAP (eight at a time per screen)

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- Check and Adopt
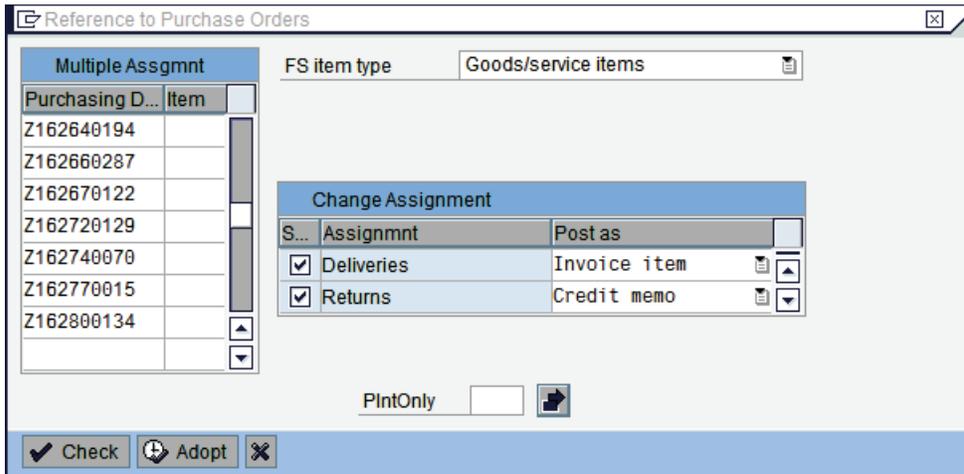
- Upon receipt of the IPAC - Attach IPAC in SAP, update the SAP Doc Date, Received Date, and DRN to match the IPAC

- Link a copy of the bill with the IPAC in Tech Doc

- Balance POs that have goods receipt to the SF1080 bill. If POs still require the goods receipt, park them separately, route for goods receipt in IRIS, then delete them from the original parked document

- If POs do not exist in SAP, park separately as an FI, delete the PO from the original SAP parked document, and route the separate parked docs for Funding in IRIS. Notify center of any price variances

- Post Original SAP document with all PO's that balanced

- Post other PO's as goods receipt or funding is received