

National Aeronautics and  
Space Administration

**NASA Shared Services Center**

*Stennis Space Center, MS*

39529-6000

[www.nssc.nasa.gov](http://www.nssc.nasa.gov)

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

**NSSDG-9200-0004    Revision 18.0**

**Effective Date:    May 21, 2021**

**Expiration Date:    May 21, 2024**

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### **FINANCIAL MANAGEMENT DIVISION**

### **Accounts Payable Invoice Processing**

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**Responsible Office: Financial Management Division Accounts Payable**

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 2 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

**Approved by**

ALISON  
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NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 3 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## DOCUMENT HISTORY LOG

Status (Basic / Revision / Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	02/21/2008	Basic release
Revision	A	04/17/2008	<p>Add Job Aid Procedures for Accounts Payable Certification Process (p15-16)</p> <p>Schedule under "Objectives" (p 6-7)</p> <p>Deleted Reference to Payment Proposal Certification and Submission to treasury</p> <p>Add text codes for FBL1N report in the text field based on the status of the invoice (p17)</p> <p>Add SBIR Phase 1 - 1st invoice approval information (p16)</p> <p>Add Award Fees information (p17)</p> <p>Funding Requirements (p20)</p> <p>Update the goods receipt process for AWMS (p19)</p> <p>Add the UUPIC Process (p21)</p> <p>Add the Baseline Date Process (p110)</p>

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 4 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

			<p>Add Appendix A SAP Workflow for Electronic Invoice Routing (p41-43)</p> <p>Add Appendix B Escalation Process (p44)</p> <p>Add Appendix C Treasury Offset Program (p45)</p> <p>Add Appendix D Metric Tracking System Reporting (p46-48)</p>
	B		<p>Add Appendix F AP Certification Procedures</p> <p>Add Appendix G Single Quantity Supply PLI/Percentage Split PLI Issue Example</p> <p>Added note that SEWP fees do not need approval</p> <p>Made dispositional changes from JSC</p> <p>Remove FI Invoice Process into separate SDG – per JSC comments</p> <p>Updated Appendix M Disbursement Move Process Flow</p> <p>Add Appendix P AP Royalty Payment Process Flow</p>
Revision	C	6/18/2008	Updated Appendix C Escalation Process



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 5 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

			Updated Appendix H Agency Process Flow
			Updated Appendix M Disbursement Move Process Flow
Revision	D	7/18/2008	Updated Text Field Code Explanations (p19)  Added request funding procedure (p 19-20)  Added process for notifying cost of un-approved invoice (p24)
Revision	E	11/12/2008	Added process for Same Day payments(p155)
		1/12/2009	Added International Transactions Instructions (p156-157)
		01/27/2009	Added IPAC Instructions (p112-121)
		02/23/2009	Added process for Refund (SR132708) (p159 – 163)
		04/21/2009	Updated CBA Process Flow (p84-89)  Updated Closeout Process Flow (p122-125)
		04/23/2009	Partial Payment Process (p164-165)  Updated Credit Memo process (p13)

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 6 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

			Updated Royalty Process Flow (p126-128)
Revision	7.0	05/26/2009	Utility Payment Document Types (p105)
		4/5/2010	Updated Royalty Process Flow (p 192)
		10/25/2010	Updated Reversal Process (p42-45)
		09/1/2009	Posting Vendor Refund Collections in SAP for Contracts (p76 – p 80)
		09/10/2010	Posting Credits to Closed Contracts (p81 - 104)
		11/1/2010	
		12/15/2010	Cash Grant Closeout Process (p107)
			Accounts Payable Paperless Workflow chart (p 61)
			Royalty Payment Notification Letter (p193)
			Updated ICB Award Process Flow (p200)
			Working Capital Fund Process Flow(p204)
			Grant Closeout Coversheet (p196)
			Administrator's Fund Payments (p111) G

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 7 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

		08/31/2011	Removed Un-liquidated Obligations Process Flow
		09/23/2011	Working Capital Fund Advance and Liquidation Process (p112)
			Working Capital Fund Process Flow(p211)
			NSSC AP IPAC Work Around Process Flow (p184)
			Document originated under NSSC-FM-SDG-0010.
			Renumbered to NSSDG-9200-0004 on 01/12/12 to align with the SDNS numbering system.
Revision	8.0	06/15/2014	Deleted IPAC process (p12,16)
			Updated all EPSS links (p 17, 26, 28, 29, 34, 41, 43, 44, 45, 54, 60, 61, 63, 69, 71, 72)
			Changed CCR to SAM (p 19, 56)
			Deleted Template for Rejection Letter (p22)
			Updated Text Field Explanations (p23)
			Updated SBIR (p23, 26)
			Deleted Note on Shipping and Receiving Escalation (p24)
			Deleted IPAC Note (p26)
			Interest That Exceeds the Budget Note (p30)

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 8 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

			<p>Add Step 9 for Interest Paid by FI (p31)</p> <p>Add Note for International Payment Rejection (p36)</p> <p>Updated Disbursement Move Process (p47-49)</p> <p>Updated Posting Refunds (p 81)</p> <p>Accounts Payable – Document Type</p> <p>Add Text Field Code Explanations (p194)</p> <p>Add AP Process Narratives</p>
Revision	8.0	06/15/2014	<p>Corrected CAGE Code Assignment Information (p.19)</p> <p>Added Agency Contract / Split Funding Note (p. 23)</p> <p>Added WAWF Note (p. 23)</p> <p>Added ARC Interest Process (p. 30)</p> <p>Added Travel Payment Process (p. 36-40)</p> <p>Corrected N:\Drive path for Bills of Collection folder (p. 78, 86, 88, 89)</p> <p>Replaced Dryden with Armstrong (p. 80, 83, 86)</p>

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 9 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

			<p>Adjusted spacing and alignment (p. 75-90)</p> <p>Added JMPC Purchase Card/Fleet/CBA due dates (p.97)</p> <p>Added FIDO Manual Sheet Note (p. 118)</p> <p>Corrected link (p.124)</p> <p>Added WAWF Note in Appendix H (p. 123)</p> <p>Replaced Appendix N – Invoice Reversal &amp; Disbursement Move Worksheet (p. 166)</p> <p>Replaced Appendix X – Text Field Code Explanation (p. 195)</p> <p>Added Appendix Y – Award Fee Payment Transmittal Sheet (p. 196)</p> <p>Added Appendix Z – Excluded Parties Process (p. 197)</p> <p>Added Appendix AA – Delegation of Authority for GRC to Delay Payments for Late Cost Repost Submittals (p. 198-199)</p> <p>Added Appendix BB – Approved Early CBA Payments White Paper (p. 200 – 203)</p> <p>Added Appendix CC – Early / Accelerated Payment Approval Procedures for Exceptions to the Prompt Payment Act (p. 203 – 205)</p>
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NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 10 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

			<p>Added Appendix DD – Executive Branch Memorandum on Providing Prompt Payment to Small Business Subcontractors (p. 206 – 210)</p> <p>Added Appendix EE – eInvoicing Phase I &amp; IA Process Flow (p 210 - 211)</p>
Revision	10.0	12/16/2014	Updated Utility workaround process for invoices received without a contract number (p. 18)
Revision	11.0	05/12/2015	<p>Added foreign vendor payment information (p 53)</p> <p>Added Process 7 – Providing Invoice Copies (p 71)</p> <p>Update NSSC address (p 96)</p> <p>Updated NSSC Accounts Payable Agency Process Flow (p 128)</p> <p>Updated WAWF Document Workflows for Phase I and Phase IA (p 204)</p> <p>Added Recapture Audit Process – Appendix FF</p> <p>Added note regarding OCFO no Same Day Payments (p 170)</p> <p>Updated Foreign Payment method (p 172)</p> <p>Add note review IRIS for posting guidance (p 32 &amp; 108 chart)</p> <p>Add eInvoicing Interface Reconciliation process (p 171)</p>

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 11 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

Revision	12.0	04/08/2016	<p>Update Remedy Reference with ServiceNow</p> <p>Small Business Terms - CO Bus Size</p> <p>Update process to return improper invoice</p> <p>Update process for Good Receipt request via SAP IRIS Console</p> <p>Update 'Approval CV' tab for WAWF vouchers</p> <p>Update FI Budget Exceeded process</p> <p>Update EEO Payment Process</p> <p>Update Invoice Reversal Process</p> <p>Update Posting Vendor Refund Process</p> <p>Add more reference to FIDO Manual Adjustment Spreadsheet</p> <p>Update timeline for Quarterly International Report</p> <p>Update Appendix FF – Recapture Audit Process and IDR Form</p> <p>Add Appendix GG – Vendor Refund Temporary process</p> <p>Add Appendix HH – 100% Voucher Examination</p>
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NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 12 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

Revision	12.0	01/10/2017	<p>Add Appendix - Block / Unblock ZREMs process</p> <p>EEO Settlements updates – withholding, amount, payment proposal.</p> <p>Add: Note for Payment Dates in SPS.</p> <p>Update: reference to NEACC with AAO</p> <p>Add: FIDO Manual Sheet reference</p> <p>Add: Refund SN Billable box</p> <p>Updated: reference to NISM with REQ</p> <p>Add: reference to Inv. Stat Report.</p> <p>Add: Note to clarify additional guidance on eInvoicing Report.</p> <p>Add: Appendix Shipping Receipt Clauses and Policy</p> <p>Update Appendix: Vendor Refund Processing</p> <p>Add: IPAC backup “AP Move to Case”</p> <p>Update: EPLS process and macro</p>
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NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 13 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

Revision	14.0	01/12/2018	<p>Remove Recovery Fund RF</p> <p>Add: IAT Payment Process &amp; F Payment Method</p> <p>Add: Non-NASA Award payment process</p> <p>Remove FIDO Report process</p> <p>Add: Reject invoice without invoice date and invoice number &amp; exceptions</p> <p>Add: Process when PO/contract is new and not released in SAP</p> <p>Add: Duplicate Invoice Automation (Macro)</p> <p>Update AWMS AP Move to Case &amp; IPAC Backup</p> <p>Add process for new award</p> <p>Add AR &amp; Travel Payments are submitted by AR &amp; Travel</p> <p>Update AWMS queue selection</p> <p>Add JPMC statements, recons and ZREMs</p> <p>Remove DCAA/DCMA, Direct Submit process</p> <p>Update 3-way match</p>
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NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
Responsible Office: Financial Management Division		Page 14 of 190
Subject: Accounts Payable Invoice Processing SDG		

			<p>approval process</p> <p>Add reference to Southern Gas Co. for KSC and LARC</p> <p>Add IRIS approval canceled email process</p> <p>Update Process Flows</p> <p>Update Roles and Responsibilities</p> <p>Update reference from NEACC to AAO</p> <p>Update reference from Remedy to ServiceNow</p> <p>Update process for paper checks and OCFO approval</p> <p>Update SF1164 to OF1164</p> <p>Update M-17-13 Accelerated payments to Small Business Subcontractors</p> <p>International Report Consolidation Macro</p> <p>Update Shipping process Update Non-NASA awards Add Direct Site NIPR/MIPR 3rd party approval process</p> <p>Update EEO to Settlement and the settlement payment process</p>
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NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 15 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

			<p>Add review of AWMS aging queue</p> <p>Update eInvoicing Reconciliation email process</p> <p>Add SCASE to view PPS award documents</p> <p>Add Procurement for Public Sector (PPS)</p> <p>Add PRISM Legacy</p> <p>Update Invoice Reversal &amp; Disbursement Move Worksheet</p> <p>Remove Funding Email Template</p> <p>Update budget exceeded FI process</p> <p>Added manual EPLS process</p> <p>Add reference to use Inv. Ref. to associate child DRN parent DRN for reversed DRNs</p> <p>Add use of Additional Invoice Information for partial payments</p>
Revision	15.0	02/12/2018	Update the CS review process to include examination of company name

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 16 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

			<p>Update the filing process to include the macro.</p> <p>Add: VPP routes initial invoice requests to centers within 72 hours of invoice receipt date</p> <p>Update center notification when approval request cancels upon routing in IRIS</p> <p>Update Quarterly International Report process</p>
Revision	16.0	01/30/2019	<p>Add payment proposal limit</p> <p>Add accept invoice when invalid PO submitted on invoice</p> <p>Update process for JMPC statements and recons</p> <p>Update WAWF reference</p> <p>Add Invoice Processing Platform (IPP) process and Appendix QQ</p> <p>Update AP IDR/BOC Form</p> <p>Update Process Flow charts</p> <p>Update Invoice Reversal process</p> <p>Update Non-NASA Award process</p> <p>Add Intelligent Automated Services (IAS)</p> <p>SAP ZIPP PO Extract</p>

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 17 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

			Report process
			Add CLIN monitoring batch job process
Revision	17.0	011/15/2020	<p>Add Intelligent Automated Services (IAS) Payment Proposal process</p> <p>Removed WAWF. Added IPP</p> <p>Removed JPMC. Added U.S. Bank</p> <p>Removed Posting Vendor Refund Collections in SAP for Contracts Process</p> <p>Removed Appendix B – IRIS Escalation Report</p> <p>Removed Appendix C – Treasury Offset Program (TOP)</p> <p>Removed Appendix D – International Transactions Reporting</p> <p>Removed Appendix M – Invoice Reversal and Disbursement Move</p> <p>Removed Appendix U – Refund Posting Document Types</p> <p>Removed Appendix Y – Excluded Parties List System (EPLS) Process</p>

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 18 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

			<p>Removed Appendix AA – Approved Early CBA Payments White Paper/Authority</p> <p>Removed Appendix BB – Early/Accelerated Payment Approval Procedures for Exceptions to the Prompt Payment Act</p> <p>Added Appendix T – OMB Accelerated Payments Memo</p> <p>Removed Appendix CC – Executive Branch Memorandum on Providing Prompt Payment to Small Business Subcontractors</p> <p>Removed Appendix DD – Recapture Audit Process</p> <p>Removed Appendix EE – Vendor Refund Processing 6/13/2016</p> <p>Removed KK – GSA Audit of Transportation Documents</p> <p>Removed NN – Vendor Audit Inquiries</p>
Revision	18	05/21/2021	<p>Added manual steps for BOT actions</p> <p>Expanded on Third Party Process approvals</p>

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 19 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## TABLE OF CONTENTS

1.0	Introduction.....	21
2.0	Purpose.....	21
3.0	Applicability/Scope.....	21
4.0	Privacy Data .....	21
5.0	Records.....	22
6.0	Cancellation/Supersession of Previous Documents.....	22
	PROCESS 1 – Invoice Processing.....	23
	Receipt of Vendor Invoices.....	23
	Processing Vendor Invoices.....	27
	Processing Multi-Center Invoices.....	58
	Processing Finance Invoices (FI).....	63
	FI Settlement Payment Process.....	66
	Non-NASA Award Payments .....	67
	PROCESS 2 – Payment Proposals.....	68
	SAP – Payment Proposal/Schedule .....	68
	Secured Payment System (SPS) - Payment Proposal/Schedule Certification Process .....	68
	Treasury Offset Program (TOP).....	79
	Foreign ITS Payment Proposals (Foreign Bank Accounts).....	79
	Electronic Funds Transfer (EFT) Cancellations .....	84
	PROCESS 3 – REVERSALS .....	86
	METRICS.....	93
	SYSTEM COMPONENTS (EXISTING SYSTEMS) .....	94
	CUSTOMER CONTACT CENTER STRATEGY .....	95
	APPENDIX A – NSSC AP Roles & Responsibilities .....	97
	APPENDIX B – AP Paperless Certification Work Flow.....	106

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 20 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

APPENDIX C – AP Certification Procedures .....	107
APPENDIX D – NSSC AP Agency Process Flow.....	109
APPENDIX E – Automated Payment Proposal Process Flow .....	120
APPENDIX F – Travel CBA Process Flow.....	121
APPENDIX G – Purchase Card Process Flow .....	126
APPENDIX H – Fleet Card Process Flow.....	133
APPENDIX I – Notice of Assignment & Assignment of Claims.....	136
APPENDIX J – Disbursement Move Process Flow.....	140
APPENDIX K – AP Purchase Order/Contract Closeout Flow.....	147
APPENDIX L – AP Royalty Process Flow.....	151
APPENDIX M – SAP Automatic Payment Notification Email .....	154
APPENDIX N – ICB Award Process.....	155
APPENDIX O – FI Process Flow.....	156
APPENDIX P – NPR 9631 Disbursements.....	165
APPENDIX Q – AP Document Types .....	166
APPENDIX R – Award Fee Payment Transmittal Sheet.....	166
APPENDIX S – GRC Delay Payment Due to Late Cost Report .....	167
APPENDIX T – OMB Accelerated Payments Memo.....	169
APPENDIX U – 100% Voucher Examination.....	171
APPENDIX V – Shipping Receipt Clauses & Policy .....	172
APPENDIX W – JPMC/U.S. Bank Account Numbers & ZREMs .....	173
APPENDIX X – AP Payment Proposal Process.....	176
APPENDIX Y – Procurement Instrument Identifier (PIID) Numbering Scheme.....	181
APPENDIX Z – Invoice Processing Platform (IPP) Process Overview.....	183
APPENDIX AA - Acronym List.....	186



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 21 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## 1.0 Introduction

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

- A. The Prompt Payment Act (PPA)
- B. The NASA Procedural Requirements (NPR)
- C. NASA Enterprise Performance Support System (EPSS)
- D. Other Applicable Federal Regulations
- E. NASA Policies and Procedures

## 2.0 Purpose

To outline Agency procedures followed by the NSSC related to providing payment and required reporting for vendor payments.

## 3.0 Applicability/Scope

In accordance with Federal regulations and NASA policy, the NSSC is responsible for providing voucher examination and payment services including assembling, reviewing, processing, recording, reporting, and reconciling commercial and government invoices. The NSSC shall process all documents in accordance with the PPA. The NSSC shall process payables from the receipt of the initial invoice to payment based on acceptance by NASA.

The NSSC shall use Core Financial Software – Systems, Applications and Products in Data Processing (SAP) R/3 – to perform the financial management (FM) activities. FM is required to use Business Objects (BOBJ) for reporting, query and reconciliation activity. NSSC is required to adhere to NPRs, NASA's EPSS, and other applicable Federal regulations and NASA policies and procedures.

## 4.0 Privacy Data

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 22 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

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

## 5.0 Records

Records shall be maintained in accordance with NPR 9615, NASA Records Retention Schedules (NRRS). These records are included in the Financial Management Division (FMD) functional Master Records Index (MRI), applicable NRRS or General Records Schedule (GRS) items that provide retention/disposition authority.

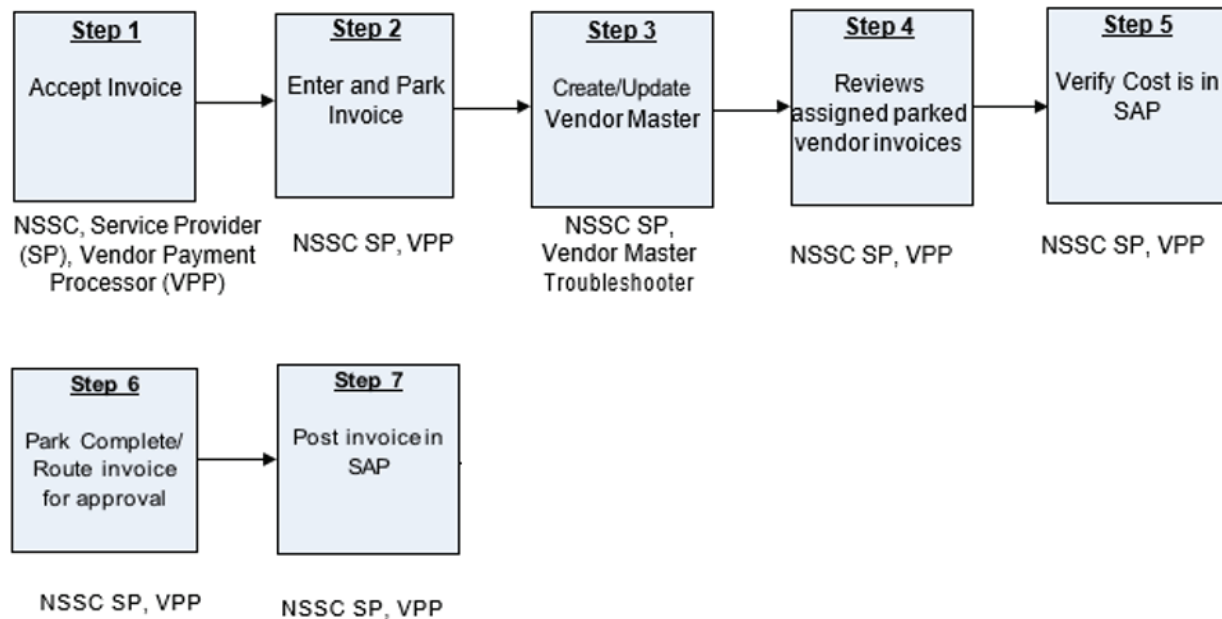
## 6.0 Cancellation/Supersession of Previous Documents

This document supersedes NSSDG-9200-0004 Revision 17.0.

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

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 23 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

## PROCESS 1 – INVOICE PROCESSING



### Receipt of Vendor Invoices

#### STEP 1. NSSC SP, Vendor Payment Processor (VPP) – Accept Invoice (Control Activity 11.7.3.1)

- A. Accept Non-IPP Invoice from Accounts Payable Work Management System (AWMS)

**Note:** Invoices received via IPP are automatically parked by the Agency Applications Office (AAO) interface. Supply only invoices where the goods receipt & acceptance is posted in SAP will auto post by the AAO interface.

1. VPP logs into AWMS
2. Click on Manager Queue

**Note:** ServiceNow (SN) VPP Point of Contact (POC) monitors the AWMS Manager Queue and alerts the AP SP team of aged invoices over 3 days. AP SP Lead and/or VPP reviews aging

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 24 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

invoices and works them out of the queue by parking or reassigning them.

3. Double click on first invoice
4. Click on “Open in New Window” next to “External Invoice Link”

#### B. Performs initial checks

1. Ensures the invoice from Document Imaging (DI) is date-stamped with date received

**Note:** All non-IPP invoices pass through and are date/time stamped by DI. Use the Designated Billing Office (DBO) receipt stamp date to calculate due date for invoices that have a DBO other than NSSC. DBOs include NSSC DI date and time stamp, NASA Center or Office of Naval Research (ONR) date.

**Note:** The IPP received date is the received date for invoices submitted via IPP.

2. Ensures the invoice has Vendor name, address, description of services and goods, contract number, invoice date, amount, and invoice number
  - a) As of October 1, 2016, invoices without an Invoice Date will be returned to the vendor, including Construction Invoices. Exceptions are General Services Administration (GSA), Office of Management and Budget (OMB) & Standard Government Forms [SF] and utility invoices
  - b) Voucher Date, Invoice Date, & Billing Date are interchangeable
  - c) Center created forms lacking proper Prompt Pay invoice and containing incorrect verbiage (estimate number, period date) are not acceptable and will be returned to the vendor. Center created forms must include ‘invoice number’ and ‘invoice date’ verbiage

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 25 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

d) As of January 4, 2017, invoices without an Invoice Number will be returned to the vendor, including Construction Invoices. Exceptions are GSA, OMB & Standard Government Forms [SF] and utility invoices

e) Voucher Number, Invoice Number, & Billing Number are interchangeable

3. Verifies information captured by DI in AWMS is correct. If not, corrects information and saves.

#### C. Process for Non-Standard Documents

1. If the invoice was routed to the wrong department at NSSC, VPP adds enough information in the work log for DI to reroute and clicks "Return to DI" in AWMS
2. If the document is a payment inquiry, VPP adds enough information in the work log for DI to reroute to the NSSC Customer Contact Center (CCC) and clicks "Return to DI" in AWMS
3. If the document is a vendor audit request, VPP adds enough information in the work log and clicks "AP Move to Case" in AWMS
4. U.S. Bank Statements and NSSC reconciliations for the Purchase Card and Concur Centrally Billed Account (CBA), VPP parks the document on the applicable business area and notifies the center Lead and their backup via email that the document is parked. P-Card and CBA reconciliations are not routed for approval (Refer to Appendix F & G)
5. U.S. Bank Statements for Fleet Card are parked on the center ZREM. Parked document is routed through the IRIS Console for approval and all other actions (Refer to Appendix H)

**Note:** All posted credit card documents' Reference Field should be as follows: Account Number Statement MMDDYY Payment Number (i.e. 1234xxxxxxxxxxx 010120 01)

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 26 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

6. If the invoice does not provide required information, VPP parks the invoice in SAP and returns the invoice to the vendor. If there is no Contract/Purchase Order (PO) number on the invoice, VPP parks the invoice in SAP with 'Return' in the PO/Contract number position in the DRN Reference field, updates the invoice data and rejects the invoice to the vendor
7. If a contract/PO number exists but appears to be off by a digit (1 vs I, P vs D, O vs 9), the VPP will review the vendor account history. If the current invoice meets the pattern of previous invoices (i.e. account number, invoice sequence, pattern of invoices), the VPP will use the contract/PO number from the vendor history without rejecting the invoice. The VPP will add a note to the DRN justifying their decision to use the contract/PO from vendor history
8. Third Party Commercial Invoice received and the contract type in ME23N is a Direct Site NIPR/MIPR/NDPR awarded to a Federal Agency  
**Note:** As of June 1, 2017, all third-party payments will need Office of the Chief Financial Officer (OCFO) approval via email. This email should be attached in SAP Transaction Code (T-code) ME23N/ME33K to justify payment to the third-party vendor

**Note:** As of June 1, 2017, third party commercial invoices listing a Direct Site NIPR/MIPR/NDPR are no longer acceptable, unless OCFO approval is attached to ME23N

**Note: OCFO has given the Procure 2 Pay Process Champion the authority to approve third-party payments.**

- a) VPP parks the invoice in SAP
- b) VPP notifies the AP CS Lead via SN task
  - i. Provide the award number
  - ii. Provide the SAP DRN.
  - iii. Attach Award PDF
  - iv. Attach Invoice PDF
- c) CS actions;

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 27 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

- i. Check 3<sup>rd</sup> Party Spreadsheet located on the shared drive:  
N:\FM Division\Accounts Payable\_Accounts  
Receivable\Accounts Payable\3<sup>rd</sup> party invoices
- ii. If the Award / 3<sup>rd</sup> Party Vendor combination have already been approved by the Procure 2 Pay Process Champion, return SN ticket to VPP with approval to process invoice.
- iii. If this is a new Award / 3<sup>rd</sup> Party Vendor, forward documentation to the Procure 2 Pay Process Champion for guidance on acceptance or rejection of the 3<sup>rd</sup> party invoice.
- iv. When the AP CS Lead or delegate receives acceptance or rejection, the AP CS Lead updates the 3<sup>rd</sup> Party Spreadsheet on the shared drive, updates SN task and returns to AP L2 for processing.
- d) VPP Receives SN ticket from AP CS Lead
  - i. If approved: VPP should attach the approval email in ME23N to the award and continue processing the invoice.
  - ii. If not approved: VPP should attach the rejection email in ME23N to the award and reject the invoice to the Vendor.

## Processing Vendor Invoices

Each VPP accesses his or her assigned parked vendor invoices in SAP and ensures each invoice is valid according to the PPA. If the invoice does not meet the requirements of the PPA, the VPP returns the invoice to the vendor accompanied by a letter detailing its deficiencies, within seven days of receipt of the invoice. The VPP attaches a copy of the rejection letter and rejected invoice in TechDoc, ME23N/ME33K and in SAP to the Document Reference Number (DRN) for the rejected invoice, annotating "rejection" and date in the AWMS work log for non IPP invoices. For Invoice Processing Platform (IPP), the VPP rejects the invoice in SAP and the interface rejects the invoice in IPP automatically. No letter is created. The VPP also tracks the returned invoice, includes an explanation on all returned invoices, and correctly matches them with re-submitted invoices. (Note: If a contract/PO number exist but appears to be off by a digit (1 vs I, P vs C/D), the VPP will review the vendor account history. If the current

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 28 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

invoice meets criteria of previous invoices (i.e. account number, invoice sequence, pattern of invoices), the VPP will use the contract/PO number from the vendor history without rejecting the invoice. The VPP will add a note to the DRN justifying their decision to use the contract/PO from vendor history. The VPP completes the due date calculation and Financial Management Services (FMS) Treasury calculator for interest, if applicable.

**NOTE:** The PPA does not allow for interest not to be paid/waived when due. Interest is not subject to being waived, even if the vendor states that they would like to waive any interest that is due to them.

- The VPP then performs a two or three-way match (compares the invoice with the PO and if applicable, the goods receipt) on the invoice in SAP to compare the PO quantity and dollar amount with those same figures on the invoice. If costing, funding or GR/IR is required, the VPP routes applicable requests via SAP Invoice Routing and Information System (IRIS) Request Console (ZFI\_AP\_Console) within 72 business hours of invoice receipt date. If the invoice passes all the status checks, the VPP requests approval via the IRIS Request Console. VPP selects “Approval CV” tab for IPP invoices submitted as IPP Cost Voucher. AP Lead runs ZFI\_AP\_INVC\_STAT daily to review and monitor parked invoices to ensure the documents are routed for the appropriate actions. VPP runs the ZFI\_AP\_INVC\_STAT report throughout the day to check for completed actions before an invoice can be posted.
- As of April 30, 2018, the IPP interface will auto-post supply invoices if the 103/105 is complete and there are not service lines.
- As of December 2018, the IPP interface will auto-post non-shared service award invoices if cost is sufficient and IRIS actions are complete. Note – this does not apply to partially approved invoices.
- As of August 24, 2018, the IPP interface auto-routes costs and approvals for PPS awards.
- After all approvals, cost, goods receipts are obtained, and the IRIS actions are ‘complete’, the VPP then posts the invoice in SAP. Invoices that come in already approved are not routed through IRIS unless they require cost or funding.



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 29 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

Page 29 of 190

- As of June 15, 2017, the designated approver will be assigned in Procurement for Public Sector (PPS) for Procurement Instrument Identifier (PIID) awards and Legacy awards. If no approver is designated or is invalid in the Invoice Approver field in SAP, the approval request will cancel and an email will be generated to the NSSC CCC and will automatically be assigned to AP L2. The VPP will notify the Contracting Officer listed in the Contract or current Modification and the center POC via email using the email template at N:\FM Division\Accounts Payable\Accounts Receivable\Accounts Payable\External Email Correspondence to update the Invoice Approver. If the approver is not corrected within 7 days of initial notification, VPP will continue to contact the initial POCs and the Center Procurement (PR) Lead every 2 days.
- In support of WBS 3.1.1 AP, the SP shall perform the following tasks:
  - Review each IPP invoice to determine if sufficient cost exists to post the invoice. The IPP interface will propose the Contract Line Item Number (CLIN)s that should be used for cost. If enough cost is not available, the NSSC VPP will route the invoice in IRIS for cost and run reports to ensure the cost requested agrees with the amount for each CLIN invoiced.
  - After cost is received, validate the invoice amount submitted by the vendor through IPP matches the amount of cost provided to AP to post each invoice. This will be performed at the CLIN level for every IPP invoice manually or by using the Allocation T-code.

## **STEP 2. NSSC SP, VPP – Review Invoice (Control Activity 11.7.3.1)**

- A. VPP uses T-Codes ME23N/ME33K/ZFI\_OLA\_PO or SCASE for PIID awards to review PO status prior to parking an invoice

**Note:** For newer PO/contract numbers that return an error “Not Found”, VPP contacts the Center PR or Finance POC to determine if the PO/contract is new and not yet released in SAP or is invalid.

1. In ME23N, VPP types the PO number in Other Purchase Order Field (Shift F5) and presses Enter

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
		Page 30 of 190
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

**Note:** For Center “Utility company” invoices without a contract number, the VPP parks the invoice without a contract number. The external Tech Doc link is e-mailed to the Center POC to update the contract number and sends invoice back to NSSC Accounts Payable (AP). The VPP attaches the updated link to the parked document and processes as normal. If the VPP can determine the contract number by comparing it with previous invoices with the same account on the vendor history, VPP adds a note to the DRN and uses the contract number from the last invoice to process the current invoice.

**Note:** Langley Research Center (LaRC) receives invoices from Virginia Natural Gas and Kennedy Space Center (KSC) receives invoices from Florida City Gas, VPP parks and pays invoices on ZREM 161593 SOUTHERN COMPANY GAS

2. Makes sure the item information is displayed by clicking the ‘Expand Item Detail’ icon next to item in ME23N
3. Matches KRED to ZREM via the Cage Code

**Note:** If SAP returns error message “Vendor XXXXXX is not an Invoicing Party for Purchase Order NNXXXXXXXXX, Vendor XXXXXX, PORG XXX,” VPP submits a SN Task to the Vendor Master Maintainer to partner correct ZREM and KRED.

**Note:** When parking, check XK03 to be sure that the ZREM is not blocked by clicking Extras in the menu bar and clicking Block Data in the drop-down menu.

4. Reviews the Deliver/Invoice tab to determine payment terms
5. Reviews the Additional Data to determine contract validity start and end dates. If end date is expired, routes invoice for approval via SAP IRIS Request Console

B. If no ZREM exists:

1. VPP temporarily parks the invoice against the Vendor KRED. If no KRED, temporarily park against NASA KRED (149541).

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 31 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

2. Update notes that ZREM needed. Click “AP Move to Case” in AWMS for invoice to be sent to the AP Vendor Master.

**Note:** For IPP invoices, VPP will create a SN Task and send to AP Vendor Master that a ZREM is needed.

3. Create a note in SAP that a ZREM vendor has been requested and the date

**Note:** Vendor Master updates may take up to 48 hours if a NASA Integrated Service Management System (NISM) Request (REQ) is submitted to correct the data. If the Vendor Master update is not completed by the payment due date, the VPP will alert the Vendor Master Maintainer, who will elevate the NISM REQ to an emergency level.

### **STEP 3. NSSC SP, VPP – Park Invoice (Control Activity 11.7.3.1)**

- A. VPP uses T-Code MIR7 and ZMIR7 to park invoice. For Step-by-Step End User Procedures, refer to NASA’s EPSS at <https://epss.nasa.gov/gm/folder-1.11.3555?originalContext=1.11.8183> [SAP – Core Financials / Accounts Payable / Sub Process Area / Enter Invoice / ZMIR7 or MIR7 – Enter and Park Logistics Invoice Verification (LIV) Invoice (End User Procedure)]

**Note:** The maximum amount for individual payments is \$99,999,999.99. If an invoice exceeds \$99,999,999.99, the VPP will split the invoice and post multiple invoices smaller than \$99,999,999.99 and process multiple payment proposals if applicable.

1. Reference field should include PO number or contract number followed by two spaces and the invoice number

**Note:** Utility documents Reference field should be listed as Account Number\_ \_PO Number (if applicable)

2. Reference field for invoices with outline agreements should include the lowest level invoiced (either the Outline Agreement and/or Task Order) followed by two spaces and the invoice number

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 32 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

**Note:** If SAP returns error message “Vendor XXXXXX is not an Invoicing Party for Purchase Order NNXXXXXXXXX, Vendor XXXXXX, PORG XXX,” VPP submits a SN Task to the Vendor Master Maintainer to partner correct ZREM and KRED.

B. VPP uses T-Code MIR4 to add Invoice TechDoc link

1. Clicks Display Document
2. Clicks the Services for Object icon
3. Clicks the Create icon
4. Clicks Create External Document (URL)
5. Types “Invoice” in the Title edit box
6. Cuts and pastes the link from tech doc in the Address edit box
7. Clicks the green check icon
8. Clicks the yellow arrow exit icon

C. For non-IPP invoices, goes back to AWMS and records the DRN from SAP and clicks Parked in SAP

**STEP 4. NSSC SP, AP Vendor Master Maintainer – Create/Update Vendor Master/ZREM (Control Activity 11.7.5.2)**

A. For Step-by-Step End User Procedures for creating or updating Vendor Master information, refer to NASA's EPSS at <https://epss.nasa.gov/gm/folder-1.11.8194> [EPSS SAP > Core Financials > Accounts Payable > Job Aids > NASA Vendor SAM Frontend]

B. Vendor Master Maintainer receives SN Task requesting new ZREM

1. Using the CAGE Code, KRED, Contract Number, and DRN provided in the SN Task, searches SAP using T-Code XK03 for existing ZREM for the vendor.

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 33 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

- a) If no ZREM is in SAP, opens System for Award Management (SAM) and searches for an active SAM registration for the vendor.
  - i. If the vendor has an active SAM
    - Opens the NASA Vendor Web frontend (<https://vendor.nasa.gov>)
    - Creates a new ZREM
    - Links it to the vendor's KRED for the Data Universal Numbering System (DUNS) used to create the ZREM
  - ii. Some foreign vendors do not have a SAM registration. In these cases, using information from the KRED and from the invoice
    - Completes a Request for New/Change ZREM Vendor Master Record form. Banking is not necessary since foreign vendors are paid by ITS.
    - Attaches form to an REQ request and submits to AAO.
  - iii. If a vendor's SAM is expired
    - Emails Vendor POCs listed in expired SAM requesting they re-activate the SAM.
    - When the SAM is re-activated, continues with creating a ZREM as in Step 4.B.1.a.i above
- b) When the new ZREM is created, add to the SN task and return to the requestor.

**Note:** Occasionally vendors change their mailing address or banking information and SAP must be updated. Existing ZREMs for vendors with active SAM records update automatically from SAM when the vendor makes changes to their SAM record.

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 34 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

**Note:** The interface between SAM and SAP runs 4 nights each week. If the vendor updates their SAM and the update is needed in SAP before the interface runs in order to make a payment on time, the Vendor Master Maintainer will manually update in SAP.

- C. The Vendor Master Maintainer receives the SN Task requesting ZREM update because a payment is returned by Treasury for incorrect banking, the vendor has called the Contact Center, or the vendor indicates on an invoice that their information has changed.
  1. Using the CAGE Code, and/or DUNS from the ZREM provided in the Task, searches SAP using T-Code XK03 for existing ZREM for the vendor and checks to see if the ZREM has a Purchasing and/or Posting Block.
    - a) If the ZREM is not blocked, opens SAM and searches for an active SAM registration for the vendor
      - i. If the vendor has an active SAM and it shows the new banking
        - Opens the NASA Vendor Web frontend (<https://vendor.nasa.gov>)
        - Updates the ZREM
      - ii. If the vendor's SAM shows the old banking or is expired
        - Emails POCs in SAM requesting they update or re-activate the SAM
        - When the SAM is updated or re-activated, updates ZREM as in Step 4.B.1.a.i above.
  2. When the ZREM is updated, updates Work Notes in the Task and return to the requestor
- D. Vendor Master Maintainer receives SN Task requesting update of KRED / ZREM partner

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 35 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

1. Signs into SAP enters T-Code ZFI\_AP\_UPDATE\_PRTNR and presses Enter
2. On the Single Vendor Partner Update screen, enters the KRED with the incorrect link in the KRED Vendor field, clicks the Execute icon and a message displays verifying the link has been removed
3. Signs into NASA Vendor web front-end <https://vendor.nasa.gov/>
  - a) Clicks the Update Vendor tab
  - b) Enters the correct ZREM to link to the KRED in the SAP ID: field
  - c) Clicks the Next button. The Update vendor in SAP screen displays with ZREM information.
  - d) In the Linked KRED Vendors box, click the Update KRED Links button. The Add KRED Link screen displays
  - e) Clicks the Add KRED Link button
  - f) Types the KRED in the Linked KRED vendor ID: box and click the Add Link button. When the KRED displays in the Linked KRED Vendor's box, clicks the Finish button on the Add KRED Link screen.
4. Add note to the SN Task that the KRED/ZREM link has been updated and reassign the SN Task to requestor
- E. Vendor Master Maintainer receives SN Task requesting to Block/Unblock ZREM

**Note:** Occasionally a ZREM is centrally blocked to prevent further posting to the ZREM. Some situations that require a posting block include a tax id number change, name change, or when a vendor appears on the Excluded Parties List. The NSSC Vendor Master Maintainer is allowed limited ability to apply or remove ZREM posting blocks

1. Apply Vendor Posting Block
  - a) In SAP, enter the T-code ZFI\_AP\_UPDATE\_BLOCK and press Enter.

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 36 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

The image shows the SAP Easy Access toolbar. The T-code ZFI\_AP\_UPDATE\_BLOC is entered in the search field. The toolbar includes standard SAP navigation icons such as back, forward, and search.

**Note:** T-code provided to NSSC June 2016

- b) On the Vendor Block/Unblock and Status Change Report Utility screen, enter the ZREM being blocked/unblocked in the Vendor field and click the “Block/Unblock” checkbox. In the Required Audit fields enter the SN Case Number, Task Number, Requestor Name, Justification for the block, and click the clock icon.

The image shows the SAP screen for the Vendor Block/Unblock and Status Change Report Utility. The Vendor field is populated with 157122 and NEBENS LLC. Under Processing Options, the Processing radio button is selected, and the Block checkbox is checked. The Required Audit Data for update processing section contains the following information:

Case Number:	FMC001234
Task Number:	FMT004567
Requestor Name:	John Smith
Justification:	Vendor's TIN Changed

At the bottom, the Reporting: Display Block Status Change Log radio button is unselected.



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 37 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

**Vendor Block/Unblock and Status Change Report Utility**

Vendor: 157122 NEBENS LLC

Processing Options

☒ Processing

☐ Block ☒ Unblock

Required Audit Data for update processing

Case Number: FMC002345

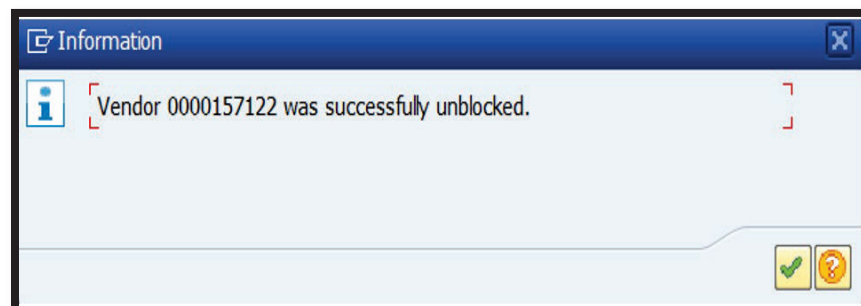
Task Number: FMT009876

Requestor Name: John Smith

Justification: Vendor corrected TIN.

☐ Reporting: Display Block Status Change Log

- c) SAP will display a message box advising that the vendor was successful blocked/unblocked.



**STEP 5. NSSC SP, VPP – Process Parked Invoice (Control Activity 11.7.3.1)**

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 38 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

- A. Runs T-Code FBLIN or Invoice Status Report (INV\_AP\_INVC\_STAT) in SAP to pull a list of all parked documents by Center for VPP processing

**Note:** VPP routes Center actions within 72 hours of invoice receipt date.

**Note:** VPP reviews and validates auto routed (cost/approval) documents for accuracy.

1. In Assignment edit boxes include VPP initials.
- B. Validate date received (invoices from DI are date stamped with date received)
- C. Validates the invoice meets prompt payment requirements
- D. Validates there is only one Contract/PO listed on the invoice or rejects the invoice.

**Note:** If a contract/PO number exists but appears to be off by a digit (1 vs I, P vs D, O vs 0), the VPP will review the vendor account history. If the current invoice meets the pattern of previous invoices (i.e. account number, invoice sequence, pattern of invoices), the VPP will use the contract/PO number from the vendor history without rejecting the invoice. The VPP will add a note to the DRN justifying their decision to use the contract/PO from vendor history.

- E. Views contract in Prism Legacy or SAP SCASE to verify invoice is in line with contract terms and conditions
- F. Update Payment Method for:
1. Foreign vendor with foreign bank account = C
  2. Foreign vendor with domestic bank account = F
  3. Employee = E
- G. Validates invoice has not been previously paid by running FBL1N by vendor number or follow the Duplicate Invoice Macro

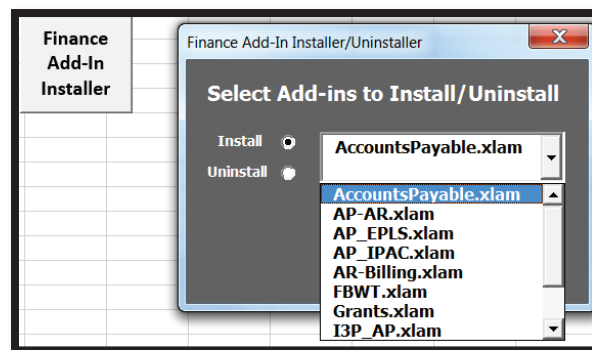
Checks for Duplicate payments Automation Process:  
SP POC opens the current Excel and verifies that the Duplicate Invoice Review macro is installed.

1. Open Excel and check for a tab titled "Accounts Payable"

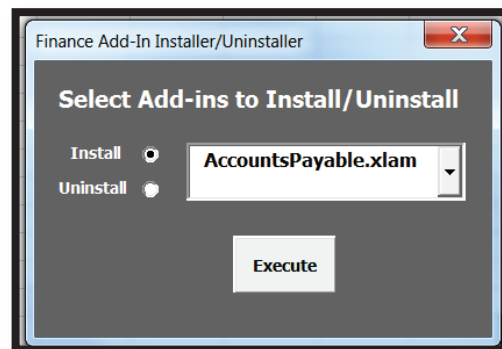
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 39 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



2. If Accounts Payable is available, proceed to Step 5.G.3.g
3. If Accounts Payable is not installed, follow these steps to add Duplicate Invoice Review macros to Excel
  - a) Go to directory (N:\FM Division\Accounts Payable\_Accounts Receivable\Macros\)
  - b) Select "Add-in Installer.xlsm"
  - c) Click on Finance Add-In Installer
  - d) From the drop-down, select "AccountsPayable.xlam" and check Install



- e) Click "Execute"



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 40 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

- f) Accounts Payable – Duplicate Invoice Review macros are now added to your Excel Ribbon
- g) Select the Duplicate Invoice Review button on the Accounts Payable ribbon to start process
- h) A pop-up menu will appear to enter Lookup Values

The screenshot shows the 'FBL1N Reporting Data' dialog box. On the left, five callouts (A, B, C, D, E) point to the 'Center:', 'Posting Start Date:', 'Posting End Date:', 'Invoice Amount:', and 'Invoice Number' fields respectively. On the right, callout F points to the 'Vendor accounts' section, which includes an 'All Accounts' checkbox and a text area for entering vendor account numbers or selecting a range. A 'Select Range' button is also visible. At the bottom are 'OK' and 'Cancel' buttons.

- i) The macro will:
  - i. Start SAP T-Code FBL1N to pull the report
  - ii. Update Dynamic Selections
    - o Center (if provided on form)
    - o Document Type
    - o RE, RM, KG, KR, ZG, ZN
  - iii. Payment Method
    - o C, D, E, F
  - iv. Update Vendor Accounts (provided on form)
    - o If All Vendors Selected, then update list of vendors to exclude

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 41 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

- If specific vendors are provided, then update to include only those accounts
- v. Update Date Range (provided on form)
- vi. Update Type
  - Normal Items
  - Special G/L transactions
  - Noted Items
  - Parked Items
- vii. Run Report
- viii. Once report is pulled, filter results based on form input
  - Amount
  - Invoice Number
- ix. Output completed report to excel worksheet
  - Once the macro is complete, if there are results, the excel file will be open on the desktop
  - If invoice is duplicate, process rejection and then delete parked document
  - If invoice is not a duplicate, continue
- H. For non-IPP invoices, VPP uses T-Code MIR4 to validate the invoice and back up documentation match or reject the invoice

**Note:** Invoice Rejection Job Aid <https://epss.nasa.gov/gm/folder-1.11.543235?originalContext=1.11.8190> [SAP – Core Financials / Accounts Payable / Job Aids / Improper Invoice Reason Codes & Vendor Notification Letter (End User Procedure)]

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 42 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

I. Verifies freight is authorized on the contract

1. If the invoice is billing for shipping, the VPP will review SAP t- code ME33K or ME23N NASA DATA Tab > NASA Information > Contract Type to determine the award type.

Contract Type	FP
---------------	----

2. If the award is Fixed Price (FP), VPP navigates back to the contract Delivery/Invoice tab > Incoterms to determine type of shipping terms

Delivery/Invoice	Conditions	Texts	Address
Payment Terms	NT30		
Payment in	30	days	0.000
Payment in	0	days	0.000
Payment in	0	days net	
Incoterms	FOB	Destination	

3. VPPs do not verify specific clauses or FP contracts.
4. If the award is FP the VPP processes the invoice paying up to the amount obligated without further funding requests or approval to short pay.

If there is a shipping line on the award or invoice and not the other (a shipping line is not on both), the vendor may have included shipping in the unit price being billed or the vendor may have needed to add a shipping line on the invoice to equate to the obligated amount. The VPP will not reject the invoice until analysis is performed. The VPP will compare the overall amount being billed to the overall amount obligated in SAP. If the amount being billed is equal to or less than the obligated amount in SAP for the items being billed, then post the invoice for the quantity of items being billed and then up to the amount obligated for shipping. For example:

Scenario 1 - Shipping line in SAP but not on invoice

	Vendor Invoice	Obligated/SAP
Line 1	100 @ \$10.50 = \$1050	100 @ \$10 = \$1000
Line 2	200 @ \$2.10 = 420	200 @ \$2.00 = 400
Line 3		100
Total	\$1470	\$1500

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 43 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

The VPP will post lines 1 & 2 at the quantity and amount obligated in SAP, then post line 3 for shipping in SAP for \$70.00. This will mean the invoice is posted at the amount billed by the vendor and is within the obligated amount.

#### Scenario 2 - Shipping line on invoice but not in SAP

	Vendor Invoice	Obligated/SAP
Line 1	100 @ \$10.50 = \$1050	100 @ \$10.75 = \$1075
Line 2	200 @ \$2.00 = 400	200 @ \$2.25 = 450
Line 3	50	
Total	\$1500	\$1525

The VPP will post lines 1 & 2 at the quantity obligated in SAP, the VPP will need to divide the remaining \$50 for shipping between the 2 lines obligated, consuming all extra funds from each line at a time. In this example, the remaining \$25 of obligations will be consumed from line 1, then the remaining \$25 will be consumed from line 2. Keeping in mind the amount posted will be calculated by unit price. Therefore line 1 will be posted at 100 @ \$10.75, line 2 will be posted at 200 @ \$2.25 for a total of \$1500. This will mean the invoice is posted at the amount billed by the vendor and is within the obligated amount.

5. For non-FP awards, VPPs will review the contract Terms and Conditions to verify if any of the clauses listed in Appendix V are listed in the contract. If none of the clauses are in the contract, the VPPs will route a request through SAP IRIS Console approval queue requesting a clause in order to determine how to pay the shipping.
6. Approval is not needed for the shipping line on an invoice where there is no other service line (D) in SAP.
7. Freight may be put on the General Ledger (GL) tab using G/L account 6100.2200 if authorized and not a separate line item (Refer to Appendix V).
8. If the vendor includes shipping charges on their invoice and the contract is flagged other than FFP, review the PO/contract terms and conditions for the following clauses to determine how to process the shipping charges based on the contract FAR Clause.

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 44 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

- J. Verifies the correct ZREM is used
- K. Validates if there is a notice of assignment on the contract
- L. Determines if 2 or 3-way match
  - 1. For 2-way match (PO and invoice) where costing is not required, continues with Step 5.Q
  - 2. For 3-way match for services, requests cost via the SAP IRIS Request Console
  - 3. For 3-way match for goods, a 103 and 105 is required in SAP for costs (no approval required for invoices where all lines in SAP are Supplies (Z))

**Note:** IPP Invoices - VPP reviews "Message Count" on the eInvoice Report (ZFI\_AP\_EINVOICE IPP Tab) for system messages (ex. duplicate invoice, CLIN cost, purchasing center, etc.)

- M. Determines Cost
  - 1. VPP uses ME23N to make sure the Header information is displayed by clicking on the 'Expand Item Detail' icon next to Header
  - 2. Reviews Status tab. The difference between Delivered and Invoiced is the amount of available cost, minus trashed or unknown lines.
  - 3. Reviews Financial Data tab. The difference between Total Obligation Amount and Invoices paid is the amount of available funds, minus any Disbursement in Transit (DIT)s not cleared by treasury interface (1300#). Note: The Invoice Paid Total updates after DIT's are cleared.
  - 4. Cost Worksheet: VPP uses cost calculation below to determine if sufficient cost is available for the overall PO.

**Note:** VPP takes into consideration other parked invoices for the overall PO.

- a) Ordered minus Invoiced = Un-liquidated Obligations
  - i. Delivered – Invoiced = Cost



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 45 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

ii. Amount of Invoice – Total of Cost (that's available) = Cost Needed

b) T-Code ZFI\_OLA\_PO is also used to determine available PO cost status on contracts with unexercised options where values on the status tab are not accurate.

c) Financial Tab: Costed vs uncoded values, minus any DIT not interfaced in SAP.

5. Determine CLIN Cost for IPP invoices

6.

**NOTE:** The SAP Allocation T-Code will be used to post all IPP documents, so the withholding tax is automatically calculated. For Step-by-Step End User Procedures for running Cost Allocation Report, refer to NASA's EPSS at <https://epss.nasa.gov/gm/folder-1.11.1301459?mode=EU&originalContext=1.11.1231385> [Invoice Processing Platform > eInvoicing with IPP: eInvoicing Cost Allocation Report]

**Note:** The withholding tax must be manually updated for documents with supply line items ("Z") that cannot be posted using the Allocation T-Code (ZIPP\_INV\_ALLOCATION).

- Enter document number into T-Code MIR4

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 46 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

Item	Amount	Quantity	O...	Purchase O...	Item	Sma...	PO Text
1	331.00	331	JOB	8500025249	36	80GRC	Shipping
2	5,977.00	1	EA	8500025249	24	80GRC	SW ends
3	6,683.00	1	EA	8500025249	25	80GRC	SW ends
4	5,977.00	1	EA	8500025249	27	80GRC	SW ends
5	7,551.00	1	EA	8500025249	28	80GRC	SW ends
6	5,937.00	1	EA	8500025249	29	80GRC	SW ends
7	5,937.00	1	EA	8500025249	30	80GRC	SW ends
8	6,683.00	1	EA	8500025249	31	80GRC	SW ends
9	6,683.00	1	EA	8500025249	32	80GRC	SW ends
10	6,031.00	1	EA	8500025249	33	80GRC	NPT ends


- Determine amount of D line items
- Select Follow-On Documents

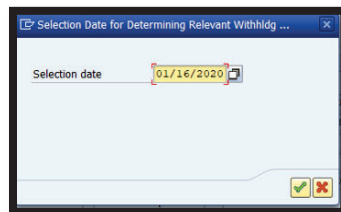
Doc. Num.	Object type text
5603193892	Accounting document
1077159172	Spec. purpose ledger

- Double click on Accountin\_ Document

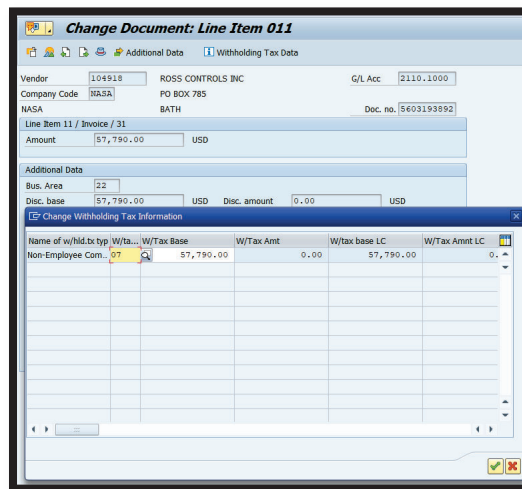
Item	FK	BusA	Acct no.	Description	TX	Amount in	USD
001	86	22	2110.9000	SYS Goods Rec Inv Re	E0	331.00	
002	86	22	2110.9000	SYS Goods Rec Inv Re	E0	5,977.00	
003	86	22	2110.9000	SYS Goods Rec Inv Re	E0	6,683.00	
004	86	22	2110.9000	SYS Goods Rec Inv Re	E0	5,977.00	
005	86	22	2110.9000	SYS Goods Rec Inv Re	E0	7,551.00	
006	86	22	2110.9000	SYS Goods Rec Inv Re	E0	5,937.00	
007	86	22	2110.9000	SYS Goods Rec Inv Re	E0	5,937.00	
008	86	22	2110.9000	SYS Goods Rec Inv Re	E0	6,683.00	
009	86	22	2110.9000	SYS Goods Rec Inv Re	E0	6,683.00	
010	86	22	2110.9000	SYS Goods Rec Inv Re	E0	6,031.00	
011	31	22	104918	ROSS CONTROLS INC	E0	57,790.00-	

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 47 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

- Double click on Vendor Number
- Double click on Change Display 
- Double click Withholdin Tax Data



- Click green check mark or hit Enter



- Delete the invoice amount displayed in W/Tax Base field and enter the amount of D line items

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
Page 48 of 190		
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

**Change Document: Line Item 011**

Vendor: 104918 ROSS CONTROLS INC G/L Acc: 2110.1000  
Company Code: NASA PO BOX 785  
NASA BATH Doc. no: 5603193892

Line Item 11 / Invoice / 31  
Amount: 57,790.00 USD

**Additional Data**  
Bus. Area: 22  
Disc. base: 57,790.00 USD Disc. amount: 0.00 USD

**Change Withholding Tax Information**

Name of w/hld. by typ	W/tax...	W/Tax Base	W/Tax Amt	W/tax base LC	W/Tax Amt LC
Non-Employee Com...	07	331.00	0.00	331.00	0.00

- Click the green check mark

**Change Document: Line Item 011**

Vendor: 104918 ROSS CONTROLS INC G/L Acc: 2110.1000  
Company Code: NASA PO BOX 785  
NASA BATH Doc. no: 5603193892

Line Item 11 / Invoice / 31  
Amount: 57,790.00 USD

**Additional Data**  
Bus. Area: 22  
Disc. base: 57,790.00 USD Disc. amount: 0.00 USD  
Payt Terms: SBAP Days/percent: 30 0.000 % 0 0.000 % 0  
Bline Date: 11/27/2019 Fixed:   
Pmnt Block: Invoice Ref: / / 0  
Payment cur: Pmnt/c amnt: 0.00  
Pmt Method: D Pmt meth. suppl. 22  
Payment Ref:   
Clearing: 01/02/2020 / 2000044347  
Collect. inv: 0  
Assignment: LMG  
Text: Long text

- Click Save

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
Responsible Office: Financial Management Division		Page 49 of 190
Subject: Accounts Payable Invoice Processing SDG		

- a) As of 12/13/2018, NSSC implemented the Intelligent Automated Services (IAS) which automatically updates IPP CLIN based invoices in SAP using the SAP ZIPP PO Extract Report. The IAS BOT runs each business day at 1:00 a.m. and 12:00 p.m.
- i. The IAS BOT executes the SAP elnvoice report
    - Identifies cost requested
    - Accesses the IPP invoice via the IRIS link
    - Records the IPP CLIN (s) and amount and PO/contract number
    - Executes the ZIPP PO Extract Report on the PO/contract number to verify if sufficient cost is available
    - If sufficient cost is available, IAS BOT updates the SAP DRN with the Purchase Line Item (PLI)s and cost, enters "Cost Complete" in the DRN Text Field and re-parks the updated DRN.
    - If insufficient cost is available, IAS updates the SAP DRN with "Cost Incomplete" in the DRN Text Field and re-parks the updated DRN.
  - ii. VPP monitors SAP DRN Text Field after the IAS BOT run to determine if invoice was updated with cost complete and posts invoice only if approval is complete.
  - iii. If the Text Field states "Cost Incomplete", VPP updates the Text Field with \$ and original cost request date.
- b) Determine PLI/Accounting Line Item (ALI)s associated with invoice CLIN: ZFI\_PO\_EXTRACT
- i. Navigate to the "Prod" tab for balance of obligations sent to IPP

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 50 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

- ii. Navigate to the “Test” tab for current obligations balance while posting current invoices on the same CLIN
  - c) Select PLI to IPP Lines tab
  - d) Filter on invoice CLINs to identify PLI/ALIs using the subtotal option
  - e) Click collapse selection for the CLINs not needed
  - f) Copy purchase doc number column
  - g) Navigate to the DRN - MIR4
  - h) Select edit/change document
  - i) Next to the PO field, select the arrow, paste the purchase doc in the PO
  - j) Navigate back to the PO Extract report and repeat if multiple ALIs are needed
  - k) Copy ALI/PLIs that match each invoice CLIN
  - l) Click Adopt
- Note:** Invoice amount balance can be used to identify if cost is sufficient or if additional cost is required.
7. Determine cost for blanket contracts
    - a) Execute ZFI\_OLA\_PO
    - b) Total value columns
    - c) Subtotal by CLIN
    - d) Determine the amount available cost per CLIN
  8. Go back to IRIS IPP invoice and determine the amount invoiced per CLIN

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 51 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

**Note:** IRIS IPP eInvoice only displays 7 lines per view – VPP will need to scroll down multiple pages to view CLINs and match cost to SAP

**Note:** IRIS IPP eInvoice does not allow to be exported to Excel

**Note:** If cost provided by center does not match what was proposed by IPP/SAP, VPP reroutes cost request via IRIS Request console for confirmation to post outside of IPP/SAP proposal.

N. Request Cost via SAP IRIS Request Console if insufficient cost is available

1. Logs into SAP T-Code (ZFI\_AP\_CONSOLE.) Refer to EPSS Job Aid [https://epss.nasa.gov/gm/PerformSearch?SO=rel&object=1.25.201&format=EU\\_SearchXML.shtml&mode=EU&illegals&mp;O1=any&MH=2000&visibletext=IRIS&P1=IRIS](https://epss.nasa.gov/gm/PerformSearch?SO=rel&object=1.25.201&format=EU_SearchXML.shtml&mode=EU&illegals&mp;O1=any&MH=2000&visibletext=IRIS&P1=IRIS) - SAP Core Financials > Account Payable > Job Aids > Invoice Routing and Information System (IRIS)
2. Updates Comments to include amount needed plus other information, if needed
3. Clicks 'Route Request'.
4. Center Cost POC will check IRIS periodically and provide cost or status the invoice in SAP within three business days.

O. Request Funding via SAP IRIS Request Console if no obligation is available, for non-IPPinvoices

1. Logs into SAP T-Code (ZFI\_AP\_CONSOLE.) Refer to EPSS Job Aid [https://epss.nasa.gov/gm/PerformSearch?SO=rel&object=1.25.201&format=EU\\_SearchXML.shtml&mode=EU&illegals&mp;O1=any&MH=2000&visibletext=IRIS&P1=IRIS](https://epss.nasa.gov/gm/PerformSearch?SO=rel&object=1.25.201&format=EU_SearchXML.shtml&mode=EU&illegals&mp;O1=any&MH=2000&visibletext=IRIS&P1=IRIS) - SAP Core Financials > Account Payable > Job Aids > Invoice Routing and Information System (IRIS)
2. Updates the Comments with information for the funding POC
3. Clicks 'Route.' Center Funding POC will check IRIS periodically and provide funding or status the invoice in SAP within three business days and complete funding request in IRIS

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 52 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

4. Once funding is received, VPP requests cost if needed

P. Request Goods Receipt via SAP IRIS Request Console if Goods Receipt & Acceptance (103/105) are not in SAP

1. Selects PLI's requiring Goods Receipt & Acceptance (103/105), clicks refresh
2. Adds comments if needed
3. Clicks 'Route Request'.
4. Center Goods Receipt & Acceptance POC checks IRIS periodically and coordinates the goods receipt & acceptance or statuses the invoice in SAP within three business days and completes IRIS request.

Q. Request approval via SAP IRIS Request Console if approval is required

1. Approval tab defaults to 'Approval CV' for IPP cost voucher submission type

2. Delegated Approver logs in to IRIS and approves invoice

**Note:** Solutions for Enterprise-Wide Procurement (SEWP) fees do not need approval

**Note:** Earned Award Fees can be paid via mod or invoice for non-IPP awards. Award fees that are submitted to the NSSC via a hardcopy mod do not require further approval from the Contracting Officer.



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 53 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

**Note:** Earned Award Fees for IPP awards must be submitted via IPP using the Earned Award Fee Submission Type and require approval via IRIS.

R. Use the following codes to include in the text field based on the status of the invoice:

1. Requested Cost: \$ MM/DD
2. Requested Approval: WOA MM/DD
3. Requested 103/105: 103/105 MM/DD
4. Funding: Funding MM/DD
5. Requested Approval & Balance of Cost: WOA MM/DD, \$ MM/DD (\$\$\$\$.\$\$)
6. Pending Supplement Documentation: SD MM/DD  
**Note:** SD should only be used when the document cannot be routed in IRIS or the document is pending an action outside of IRIS.
7. Partial Payment: Partial Payment #
8. Rejected Invoice: Rejected MM/DD
9. Credit Memo: CR MEMO MM/DD  
**Note:** Once BOC created, add BOC 18xx  
**Note:** AP Refunds pending Center guidance should list pending IRIS action and CR (ex. Funding 01/14 CR)
10. Final Invoice in Closeout: FIN INV MM/DD C/O
11. Invoice Reversal Billable: B
12. FI Invoice for Interest Payment: Original SAP Doc #
13. Late Invoice: LATE ## (reason code number)

**Note:** This information should be first in the text field

#### **STEP 6. NSSC SP, VPP – Update, Reject, or Delete Parked Invoice (Control Activity 11.7.3.1)**

- A. For Step-by-Step End User Procedures for posting, changing or deleting a parked LIV invoice, refer to NASA's EPSS at <https://epss.nasa.gov/gm/folder-1.11.3203?originalContext=1.11.8176> [SAP > Core Financials > Accounts Payable > System Role > Vendor Invoice Processor > MIR4 – Delete, Change or Post parked Invoice (End User Procedure)]

**NOTE:** When a parked invoice is in edit mode, ALWAYS change the Posting Date to the current date

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 54 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

Page 54 of 190

1. Update text field with pending IRIS actions
2. Reject invoice by following the EPSS Invoice Rejection Job Aid  
<https://epss.nasa.gov/gm/folder-1.11.543235?originalContext=1.11.8190>  
[SAP – Core Financials / Accounts Payable / Job Aids / Improper Invoice Reason Codes & Vendor Notification Letter (End User Procedure)]
  - a) Attaches Rejection Letter to invoice in TechDoc, ME23N, ME33K, and the DRN
3. Delete rejected invoices that have aged for 60 days or revised invoice has been received

#### **STEP 7. NSSC SP, VPP – Post Parked Invoice (Control Activity 11.7.3.1)**

- A. For Step-by-Step End User Procedures for posting, changing or deleting a parked LIV invoice, refer to NASA's EPSS at <https://epss.nasa.gov/gm/folder-1.11.3203?originalContext=1.11.8176> [SAP > Core Financials > Accounts Payable > System Role > Vendor Invoice Processor > MIR4 – Delete, Change or Post parked Invoice (End User Procedure)]
- B. VPP runs the ZFI\_AP\_INVC\_STAT report throughout the day to check for completed IRIS actions and notes of specific posting guidance provided by the center.

**Note:** Centers are required to complete IRIS actions **before** an invoice can be posted.

**NOTE:** Allocation Report T-Code (ZIPP\_INV\_ALLOCATION) should be used to post IPP documents to ensure withholding tax is calculated correctly. (Refer to STEP 5>M>5>NOTE).

**Note:** VPP reviews and validates auto posted documents and adds initials to assignment field.

**Note:** If an auto-posted document needs to be reprocessed from the IPP interface, a re-key Change Request (CRQ) needs to be submitted to AAO. Using T-code ZIPP\_AUTOPOST\_EXCPTN will allow/not allow invoices to be auto posted against the PO/Contract while AAO reprocesses the document. For Step-by-Step End User Procedures for Auto-Post

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 55 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

Document Exclusion Maintenance, refer to NASA's EPSS at [https://epss.nasa.gov/gm/folder-1.11.1307386?mode=EU&primaryCSH=zipp\\_autopost\\_excptn](https://epss.nasa.gov/gm/folder-1.11.1307386?mode=EU&primaryCSH=zipp_autopost_excptn) [Invoice Processing Platform > eInvoicing with IPP: Auto-Post Document Exclusion Maintenance (ZIPP\_AUTOPOST\_EXCPTN)]

- C. VPP reviews the SAP DRN received date, net terms, 103/105, acceptance date, and terms and conditions to determine due date and if interest is due. If the invoice is due interest:
  1. VPP will complete and attach Interest Penalty Sheet
  2. VPP enters the reason for delay in the Detail tab
  3. VPP updates text field with Late Reason Code (i.e. LATE ##)
  4. AP Lead will verify interest is due when late invoice appears on payment proposal.
- D. Post document
- E. Adjust the days on the follow-on documents to align the invoice due date with the net terms

#### **STEP 8. NSSC SP, VPP – Posting Credits and Link Credit Memo to Debit Invoice**

**Note:** The process to enter a Credit Memo (CM) is exactly the same as the process to enter a regular Materials Management (MM) invoice. The Doc Type for MM invoice is RE and KG for Non-PO Credit memo invoice.

- A. VPP posts the invoice and the credit memo and links them together using SAP T-code FB02 for the payment

**NOTE:** For non-IPP invoices, if a credit line appears on the invoice notating a previous overpayment, VPP parks the credit portion as a separate DRN, notating the reimbursement/overpayment on the original DRN, and indicates Partial 1, 2 in the DRN Text Fields

1. VPP identifies the DRN of the original invoice and applies the credit back to the same PLI(s) as the original invoice/payment

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 56 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

2. If VPP is unable to identify the DRN of the original invoice,

- a) VPP validates that PO is not admin complete and funds are not cancelled
  - i. If PO is admin complete, IDR will be submitted to AR to issue BOC; a FI credit will be processed when the BOC is collected
  - ii. If PO is admin complete and funds are cancelled, screenshot of cancelled fund will be submitted to AR to issue BOC and notes that AR will post to Miscellaneous Receipts
- b) VPP verifies that there are no pending debit invoices available to post credit against

**NOTE:** If debit invoice is identified, use Step 8.A above to process

- c) VPP will contact the vendor to inquire on CM
  - i. Update SAP Text Field with “Contacted Vendor MM/DD/YY or Pending Vendor Guidance MM/DD/YY” after CR MEMO XX/XX.
  - ii. Add correspondence to DRN.
  - iii. Take action based on vendor’s response

**NOTE:** VPP will follow up if guidance is not provided in first inquiry.

Vendor Communication Schedule	
1st communication	Upon receipt of CM
2nd communication	7 days after receipt date
3rd communication	14 days after receipt date
CM reflects as an exception on CMP for 2 consecutive months	VPP submits IDR to AR

- No future invoices expected:

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 57 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

1. VPP immediately submits IDR to AR requesting a refund from the vendor
2. Once AR creates BOC, SN Task is returned VPP
3. VPP adds "BOC 18000xxxx" to SAP Text field

**NOTE:** BOC Number/18000xxxx is found by accessing the SN AR FD Tab.

**NOTE:** CM will remain in a parked status until the funds are received from the vendor or from Treasury.

○ Future invoices expected:

1. VPP adds "Pending Future Invoices" to SAP Text field.
2. CM will remain parked until debit invoice is received to post against
3. If CM remains as an exception on CMP for 2 consecutive months, an IDR will be submitted by the 3<sup>rd</sup> business day of the month
  - i. VPP immediately submits IDR to AR requesting a refund from the vendor
  - ii. Once AR creates BOC, SN Task is returned to VPP
  - iii. VPP adds "BOC 18000xxxx" to SAP Text field

**NOTE:** BOC Number/18000xxxx is found by accessing the SN AR FD Tab.


NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
		Page 58 of 190
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

**NOTE:** CM will remain in a parked status until the funds are received from the vendor or from Treasury.

## Processing Multi-Center Invoices

### STEP 1. NSSC SP, VPP – Process Multi-Center Invoices (Control Activity 11.7.3.1)

- A. For IPP multi-center invoices, the e-invoicing system will create a document “A” (also referred to as Parent) for total invoiced amount in SAP and related documents. The related documents will be parked for \$ 0.01 for all funding centers on the contract.

IPP eInvoicing Report												
												
Related Documents for <b>5603199154 2020</b> IPP Submission Total Amount <b>\$500.00</b> Unique ID <b>20191217080051000004</b> SAP Amount Invoiced: <b>\$500.08</b> Workflow Status = <b>Success</b> Balance: <b>\$0.08</b>												
Bus...	Inv. Doc. No.	Inv Doc Status	Status Out	Proc'd Dt	User name	Doc. Date	Vendor	PO Number	InvNumber	Amount	Text	Sub Type
10	5603199154	Parked	Success	12/17/2019	NS000442	12/17/2...	161144	NNX16MA06T	INV028238	500.00	woa 12/17	IPP Standar...
21	5603199155	Parked	Success	12/17/2019	NS000442	12/17/2...	161144	NNX16MA06T	INV028238	0.01	woa 12/17 parent 5603...	IPP Standar...
22	5603199156	Parked	Success	12/17/2019	NS000442	12/17/2...	161144	NNX16MA06T	INV028238	0.01	woa 12/17 parent 5603...	IPP Standar...
23	5603199157	Parked	Success	12/17/2019	NS000442	12/17/2...	161144	NNX16MA06T	INV028238	0.01	woa 12/17 parent 5603...	IPP Standar...
24	5603199158	Parked	Success	12/17/2019	NS000442	12/17/2...	161144	NNX16MA06T	INV028238	0.01	woa 12/17 parent 5603...	IPP Standar...
51	5603199309	Parked	Success	12/17/2019	NS000442	12/17/2...	161144	NNX16MA06T	INV028238	0.01	woa 12/17 parent 56031...	IPP Standar...
62	5603199310	Parked	Success	12/17/2019	NS000580	12/17/2...	161144	NNX16MA06T	INV028238	0.01	woa 12/17 parent 5603...	IPP Standar...
72	5603199311	Parked	Success	12/17/2019	NS000442	12/17/2...	161144	NNX16MA06T	INV028238	0.01	woa 12/17 parent 5603...	IPP Standar...
76	5603199312	Parked	Success	12/17/2019	NS000442	12/17/2...	161144	NNX16MA06T	INV028238	0.01	woa 12/17 parent 56031...	IPP Standar...

- All IRIS actions will be processed under the “A” document only. Each related document text field should be notated with the pending actions of the “A” document (Parent document). (ex: WOA 12/17 \$ 12/17 Parent 5603199154)



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 59 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

IPP eInvoicing Report												
Related Documents for <b>5603199154 2020</b> IPP Submission Total Amount <b>\$500.00</b> Unique ID <b>20191217080051000004</b> SAP Amount Invoiced: <b>\$500.08</b> Workflow Status = <b>Success</b> Balance: <b>\$0.08</b>												
Bus...	Inv. Doc. No.	Inv Doc Status	Status	Out/Proc'd Dt	User name	Doc. Date	Vendor	PO Number	InvNu...	Amount	Text	
10	5603199154	Parked	Pending	12/17/2019	NS000442	12/17/2...	161144	NNX16MA0...	INV02...	500.00	woa 12/17	
21	5603199155	Parked	Pending	12/17/2019	NS000442	12/17/2...	161144	NNX16MA0...	INV02...	0.01	woa 12/17 parent 5603199154	
22	5603199156	Parked	Pending	12/17/2019	NS000442	12/17/2...	161144	NNX16MA0...	INV02...	0.01	woa 12/17 parent 5603199154	
23	5603199157	Parked	Pending	12/17/2019	NS000442	12/17/2...	161144	NNX16MA0...	INV02...	0.01	woa 12/17 parent 5603199154	
24	5603199158	Parked	Pending	12/17/2019	NS000442	12/17/2...	161144	NNX16MA0...	INV02...	0.01	woa 12/17 parent 5603199154	
51	5603199309	Parked	Pending	12/17/2019	NS000442	12/17/2...	161144	NNX16MA0...	INV02...	0.01	woa 12/17 parent 5603199154	
62	5603199310	Parked	Pending	12/17/2019	NS000580	12/17/2...	161144	NNX16MA0...	INV02...	0.01	woa 12/17 parent 5603199154	
72	5603199311	Parked	Pending	12/17/2019	NS000442	12/17/2...	161144	NNX16MA0...	INV02...	0.01	woa 12/17 parent 5603199154	
76	5603199312	Parked	Pending	12/17/2019	NS000442	12/17/2...	161144	NNX16MA0...	INV02...	0.01	woa 12/17 parent 5603199154	

- Once actions are completed in IRIS for "A" document, VPP will review IRIS Cost queue for posting guidance. VPP will post all (parent and related) documents according to center cost breakout. Update Text field with Partial Payment #, as needed.

**Note: DO NOT** change business area of parent or related documents.

- VPP will delete any unused related documents.
- Review the IPP eInvoicing Report (ZFI\_AP\_EINVOICE) to ensure balance is **\$0**.

**Note:** If invoice is **partially approved**, there will be a balance listed in IPP eInvoicing Report.

IPP eInvoicing Report

Related Documents for **5603181986 2020** IPP Submission Total Amount **\$761284.08**  
Unique ID **20191115130436000015** SAP Amount Invoiced: **\$755282.79**  
Workflow Status = **Success** Balance: **\$-6001.29**

Bus...	Inv. Doc. No.	Inv Doc Status	Status	Out/Proc'd Dt	Doc. Date	Vendor	PO Number	InvNu...	Amount	Text	Sub Type	MsgCnt	Att C...	Cost	Funding	Approval
10	5603181986	Confirmed	Success	11/15/2019	11/15/2019	156192	80NSSC190	32939...	723,087.74	partial 1 of 2	IPP Fee Vo...	20	0	Complete		Partially Approved
23	5603181988	Confirmed	Success	11/15/2019	11/15/2019	156192	80NSSC190	32939...	32,195.05	parent 560...	IPP Fee Vo...	20	0			
21	5603181987	Deleted	Success	11/15/2019	11/15/2019	156192	80NSSC190	32939...	0.01	\$ 11/15 par...	IPP Fee Vo...	20	0			
51	5603181989	Deleted	Success	11/15/2019	11/15/2019	156192	80NSSC190	32939...	0.01	\$ 11/15 par...	IPP Fee Vo...	20	0			
62	5603181990	Deleted	Success	11/15/2019	11/15/2019	156192	80NSSC190	32939...	0.01	\$ 11/15 par...	IPP Fee Vo...	20	0			
64	5603181991	Deleted	Success	11/15/2019	11/15/2019	156192	80NSSC190	32939...	0.01	\$ 11/15 par...	IPP Fee Vo...	20	0			
72	5603181992	Deleted	Success	11/15/2019	11/15/2019	156192	80NSSC190	32939...	0.01	\$ 11/15 par...	IPP Fee Vo...	20	0			

- For Non-IPP invoices, the Cost Team provides multi-center payment guidance. The VPP should create a new SAP document(s) for the amount(s) provided.

- In the original (parent) SAP document, VPP types partial #1 in the Text Field and (A) in the Reference Field after the Contract/PO number and invoice #.

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 60 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

The screenshot displays the SAP 'Display Invoice Document' window for document 5601740737 in 2013. The 'Basic data' tab is active, showing invoice details such as the invoice date (01/25/2013), posting date (02/19/2013), and amount (37,313.00). The vendor is identified as GSSL, INC. (0000104389). A 'PO Reference' table is visible at the bottom, listing three items with their respective amounts and quantities.

Item	Amount	Quantity	GR	Or	Purchase O.	Item	PO Text	Reference D	Smart Number	Acct Asl
1	4,011.10	4,011.100				JOB NNX12CA51C 2	ID01002-SBIR 201(1003399936			
2	23,162.05	23,162.050				JOB NNX12CA51C 2	ID01002-SBIR 201(1003436990			
3	10,139.85	10,139.850				JOB NNX12CA51C 2	ID01002-SBIR 201(1003473486			

2. In the new SAP document, add a (B) at the end of the reference field, after the Contract/PO number and invoice #.



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
		Page 61 of 190
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

Invoice Document Edit Goto System Help

**Display Invoice Document 5601746158 2013**

Show PO structure Follow-On Documents ... Help

Transaction Invoice 5601746158 2013

Basic data Payment Details Tax Withholding tax Contacts Note

Inv. rcpt date 01/28/2013  
 Invoice date 01/25/2013  
 Posting Date 02/19/2013  
 Amount 5,000.00  
 Tax amount 0.00  
 Text Partial #2 - 5601740737  
 Paymt terms Due immediately  
 Baseline Date 01/25/2013

Reference NNX12CA51C 2706/

USD Calculate tax  
 E0 (A/P sales tax, 0%)

Vendor 0000104389  
 GSSL, INC  
 NEAR SPACE  
 PO BOX 909  
 TILLAMOOK OR 97141-0909  
 Bank acct [REDACTED] OI

PO Reference

Layout NASA Default

Item	Amount	Quantity	GR	Or	Purchase O	Item	PO Text	Reference D	Smart Number	Acct Ass
	5,000.00	5,000				JOB NNX12CA51C 2	ID01002-SBIR 2013	1003473486		

Item Search Term 0 / 0 Items

3. Types in the Text field, Partial 2, 3, 4, etc. and reference the original (parent) DRN.
  - a) When subsequent DRNs are created, VPP accesses SAP T-code ZFI\_AP CONSOLE to relate them to the parent DRN
  - b) Enters the Debit DRN
  - c) Selects View Tab Screen
  - d) Expands the “Additional Invoice Information”
  - e) Selects arrow next to Other Partial Payment

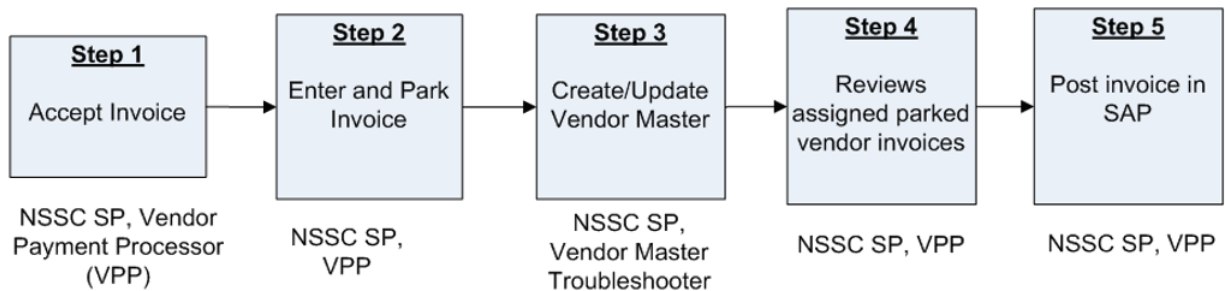
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 62 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

4. Enters the subsequent DRN (s) and fiscal year to relate subsequent DRN(s) to the parent DRN

5. Attaches any pertinent documents (invoices, approvals, e-mail correspondence, etc.) from the original parent SAP document.

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 63 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## Processing Finance Invoices (FI)



**NOTE: Refer to FI Settlement Payment Process for any settlement payment requests.**

### STEP 1. NSSC SP, VPP – Receive and Review FI (Control Activity 11.7.3.2)

A. VPP uses the following steps to receive and review the invoice from AWMS:

1. Logs into AWMS
2. Clicks on the Manager queue
3. Locates and double clicks on FI invoice
4. Clicks the Open in New Window next to the external invoice link to view the invoice.
5. Performs initial checks
6. Ensures the invoice from DI is date stamped with date received
7. Ensures the invoice has Vendor name, address, date, amount, invoice number, description of services/ goods invoiced
8. If the invoice is not valid (not a NASA invoice) for payment, parks the vendor document under the NASA KRED (149541) and rejects

### STEP 2. NSSC SP, VPP – Park FI (Control Activity 11.7.3.2)

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 64 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

- A. VPP uses Step-by-Step End User Procedures on NASA's EPSS at <https://epss.nasa.gov/gm/folder-1.11.3179?originalContext=1.11.8183> [SAP – Core Financials / Accounts Payable / System Role / Vendor Invoice Processor / FB60 – Enter FI Invoice (End User Procedure)]
- B. VPP uses T-Code FBV0 for which there is no contract or purchase number issued to add the invoice TechDoc link
  1. VPP enters Invoice Document Number
  2. Clicks Display Document
  3. Clicks the Services for Object icon
  4. Clicks the Create Icon
  5. Clicks Create External Document (URL)
  6. Types "Invoice" in the Title edit box
  7. Cuts and pastes the link from TechDoc in the Address edit box
  8. Clicks the green check icon
  9. Clicks the yellow arrow exit icon
- C. In AWMS, add DRN and click "Parked in SAP"

**Note:** If a ZREM needs to be updated or created, the VPP will send a SN Task to the Vendor Master Maintainer (Category = Accounts Payable; Subcategory = Vendor Master) to create/update Vendor Master. Add the SN Task number and a note that a ZREM vendor has been requested and the date to the DRN.

### **STEP 3. NSSC SP, VPP – Review Parked FI (Control Activity 11.7.3.2)**

- A. VPP runs FBL1N or ZFI\_AP\_INVC\_STAT in SAP to pull a list of all parked documents by Center and performs quality validations

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 65 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

1. Validate that all original invoices from DI are dated stamped with date received

a) Assignment edit box included VPP assignment code.

**Note:** Reimbursement FIs should include FI Coversheet, Approved Claim for Reimbursement for Expenditures on Official Business (Form 1164), and backup documentation.

2. Validate the invoice has vendor name, address, date, amount, payment terms, invoice number, description of services/good invoiced
3. Validate invoice has not been previously paid
4. Check ZREM Vendor Number
5. Request Approval and/or Funding via SAP IRIS Request Console if applicable

**Note:** FI Approval & Input Sheet (FI Coversheet) should include **all** information needed to post the invoice. If the invoice does not meet the requirements of the PPA, the VPP is responsible for ensuring that the invoice is returned to the Center Submitter via email. **DO NOT** route via IRIS.

#### **STEP 4. NSSC SP, VPP – Update or Delete Parked FI (Control Activity 11.7.3.2)**

- A. VPP uses Step-by-Step End User Procedures on NASA's EPSS at <https://epss.nasa.gov/gm/folder-1.11.3271?originalContext=1.11.8183> [SAP – Core Financials /Accounts Payable / Sub Process Area / Enter Invoice / FBV2 –Adjust, Reject, or Delete FI Invoice Amount]

#### **STEP 5. NSSC SP, VPP – Post Parked FI (Control Activity 11.7.3.2)**

- A. VPP uses Step-by-Step End User Procedures on NASA's EPSS at <https://epss.nasa.gov/gm/folder-1.11.3267?originalContext=1.11.8183> [SAP – Core Financials /Accounts Payable / Sub Process Area / Enter Invoice / FBV0 –Post A Parked FI Invoice Amount]

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 66 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

Page 66 of 190

## FI Settlement Payment Process

The Center Financial Management POC completes and forwards the approved legal supporting documentation designating the settlement, the FI coversheet with the line(s) of accounting with approval signature to NSSC Contact Center via E-mail or Fax listed on the FI coversheet.

Invoices are time and date-stamped upon receipt at the NSSC. (Control Activity 11.7.3.2) The FI coversheet is separated from the legal supporting documentation and processed into AWMS (the legal supporting documentation is retained in TechDoc on a separate link in the AP FM Contracts folder). If the legal supporting documentation is with the FI coversheet link, the VPP returns the link to DI to split the FI coversheet. The VPP then parks and attaches only the FI coversheet/invoice to the DRN in SAP. This legal support will not be attached in SAP due to the sensitivity and PII.

Upon receipt of the FI coversheet, VPP performs a search in TechDoc AP FM Contracts folder to verify the legal supporting documentation was received by NSSC. If the VPP cannot locate the legal supporting documentation, they will contact the AP SP Lead for assistance. If it's determined that the supporting documentation was not received, the VPP contacts the center requestor (located on FI coversheet) to obtain and forward to NSSC DI (via encrypted email).

The FI coversheet/invoice is retrieved from AWMS by the VPP who performs additional checks. The VPP will request a ZREM be created if one does not exist (the payment is NOT processed against the ZEMP vendor). The ZREM will be established with tax withholding "03" because the entire payment amount is 1099 reportable to the employee or vendor (legal firm) whether 'employee' or 'vendor' is marked on the FI coversheet. If banking information is required for the new ZREM, the NSSC Vendor Maintainer will send an ACH Form to the Center requestor for completion by the recipient.

If the invoice passes all the status checks, the VPP then posts the invoice in SAP. If the invoice fails the status checks, the VPP will reroute the invoice to the Center via SAP IRIS Console to correct the account assignment, budget issues, derivation rules and internal order/object class issues, etc. Upon completion of correction(s) the invoice will be posted. This type of FI payment for a settlement will be posted as payment method D, doc type KR, and paid on Payment Run ID "L". Payments to attorneys are also payment method D on Payment Run ID "L".

Once the Legal payment proposal is received by the Certifying Officer (CO), the CO will search TechDoc contract folder to verify the legal supporting documentation was

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 67 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

received by NSSC. If the CO cannot locate the legal supporting documentation, they will contact the VPP for assistance.

### **Non-NASA Award Payments**

**Note:** Any non-NASA award requests are to be reviewed by L3.

**STEP 1. NSSC SP, VPP – Receives requests from Center POC via SN case/task and routes to AP L3 for approval to process**

**STEP 2. NSSC CS – Sends email to Center Resource Analyst requesting approval from the Center Chief Counsel**

- A. Email should include attachments provided in original email received from Center Resource Analyst.

**Note:** Any ACH information should not be included in the email.

Example:

*Good Afternoon,*

*The <Center> Chief Council Office will need to review each award and make a determination on the payment. A legal determination will be made on who can receive monetary awards and it depends on their position within their agency. Please submit the justification information for the awards as well as the awardee's position/status within their Agency. Thank you,*

**STEP 3. NSSC CS – Routes the updated SN case/task providing guidance to SP L2 to issue the payments**

**STEP 4. NSSC SP, VPP – Attach center justification email to all non-NASA awards being posted**

**Note:** If ZREM is needed, assign SN Task to Vendor Master Maintainer for ZREM creation.

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 68 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

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## PROCESS 2 – PAYMENT PROPOSALS

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### **SAP – Payment Proposal/Schedule**

After vendor invoices are approved and posted in SAP, the VPP will generate the payment proposal/schedule for all invoices due within 30 calendar days, small businesses, legal settlement payments, employee reimbursements and all other payments that are due immediately.

### **Secured Payment System (SPS) - Payment Proposal/Schedule Certification Process**

Note for Payment Dates in SPS: Currently there is no mechanism to stop payment schedules certified with future dates; Treasury will confirm the schedule on the future date requested. If the payment date is entered as a past date or on the same day as entered in SPS, then an error occurs in Payment Automation Manager (PAM), and the payment schedule will not process. The CS can contact the Post Payment Customer Service Branch (816-414-2100) and request a reclaim of funds from the financial institution; the funds will be returned dependent on Treasury's response time.

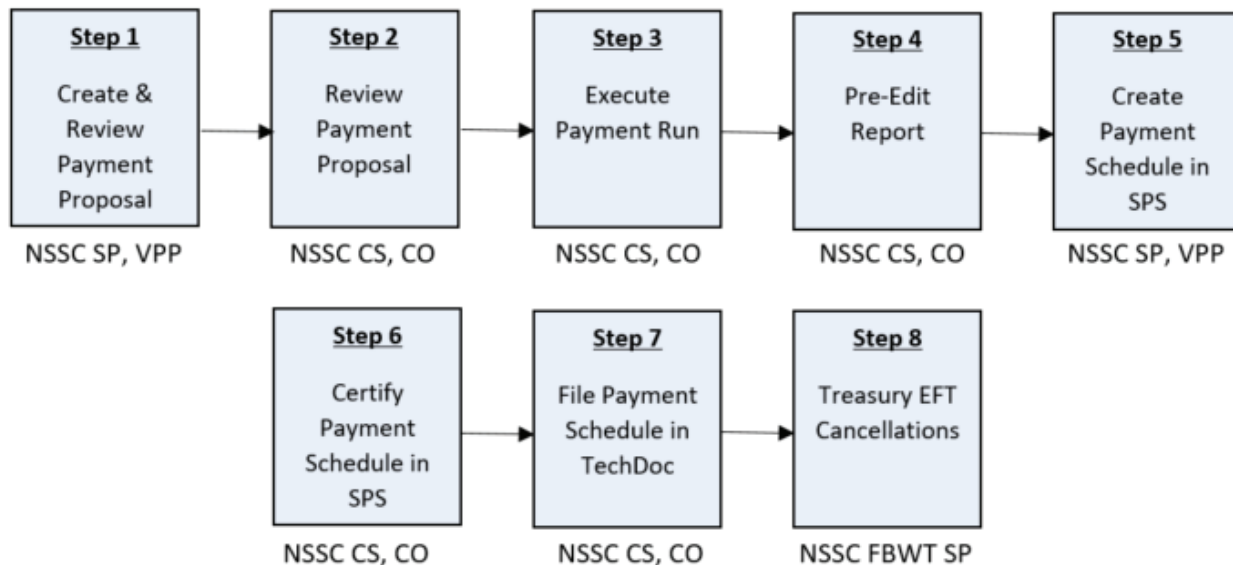
#### **Miscellaneous Information:**

The AAO initiates the interface from Treasury confirmation to SAP. If any payments are unconfirmed after the Treasury interface runs, FBWT SP reviews open DITs within SAP. Once the AP VPP Lead validates that the vendor received payment, the AP VPP Lead submits a NISM request (REQ) to the AAO requesting a re-run of the interface to confirm the payment.



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 69 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

Page 69 of 190



## STEP 1. NSSC SP, VPP – Prepare and Review Payment Proposal (Control Activity 11.7.4.1)

Each business day at 4am, BOT Adams logs into SAP and executes T-code FBL1N agency wide, downloads FBL1N report for all centers, filters into different centers and payment types and saves each Center workbook located N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\Payment Proposals. After each center report is created, BOT Adams will log into SN and create one case per center (11 cases). BOT Adams will log into SAP and run proposals for each payment method per center, validate payee names, outgoing payment, and write exceptions. Once each proposal has been created, BOT Adams will log into SN and create a task for each Center proposal. Once complete, VPP begins Step 1, B below.

- A. For Step-by-Step End User Procedures, refer to NASA's EPSS ZF110 PRO – Create and Verify Payment Proposal (End User Procedure)  
<https://epss.nasa.gov/gm/folder-1.11.3231?originalContext=1.11.8174>

**NOTE:** As of November 23, 2016, all paper check payments must be approved by OCFO. If a check payment is requested, the VPP Lead will submit a SN case to AP CS requesting approval for a paper check payment. Once the AP CS receives approval, assign the SN case back to the VPP who

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 70 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

will attach the approval to the contract/PO in SAP. If the check request is denied, the VPP will contact the Contracting Officer to work out an alternate payment method with the vendor.

As of June 12, 2018, OCFO delegated approval of all paper check payments to the NSSC Chief of FMD.

**Note:** Per NPR 9630-1, Chapter 3, 3.3.3 Disbursing Limits. The maximum and minimum amounts for which an individual payment should be issued is dependent on the type of instrument as follows:

Per NPR 9630-1, 3.3.3.1 Paper Checks. The maximum amount for individual check payments is \$99,999,999.99. In addition, the NSSC shall not issue individual checks for payments less than \$5\*. 31 Code of Federal Regulations (CFR) § 208.3 requires all Federal payments made by an agency be made by electronic funds transfer (EFT). NASA may only issue paper checks when one of the waiver conditions in 31 CFR § 208.4 is met. Issuance of a paper check under one of the cited waiver conditions requires approval by Deputy Chief Financial Officer (DCFO) (F) or delegate as an exception to the mandatory EFT requirement.

\*Note: The Agency is not in compliance with this policy that prohibits check payments less than \$5. Guidance is pending from the Procure to Pay Process Champion.

NPR 9630-1 3.3.3.2 Automated Clearing House (ACH). The ACH electronic payment process is used to process individual payments up to \$99,999,999.99.

1. The first digit of the payment proposal number will be used to identify the Center of the payment schedule. The Numbering Sequence for payment proposals is as follows:

- a) Armstrong Flight Research Center (AFRC) – D
- b) Ames Research Center (ARC) – A
- c) Glenn Research Center (GRC) – C
- d) Goddard Space Flight Center (GSFC) – G
- e) Headquarters (HQ) – H
- f) Johnson Space Center (JSC) – J

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 71 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

- g) KSC – K
- h) LARC – L
- i) Marshall Space Flight Center (MSFC) – M
- j) NMO – O
- k) NSSC – N
- l) Stennis Space Center (SSC) – S

2. The second digit will identify the schedule type of payment:

- a) D = Vendor/EFT, (Materials Management (MM) & FI Invoices) Excluding Legal/Torts
- b) C = Non-EFT, Vendor Paper Check Payments
- c) E = Claims for Employee-Reimbursements [Official Form (OF) 1164] and Royalty Payments (vendor # begins w/7000)
- d) T = Transportation / Freight Invoices / General Bill of Lading (GBA)
- e) L = (FI or MM Invoice) Torts, Legal settlements to NASA employee, legal payments to FIRM or vendor settlement
- f) F = Foreign ITS Payments (by wire transfer) or International ACH Transaction (IAT)
- g) B = Inventions and Contributions Board (ICB) Payments
- h) X = U.S. Bank, CBA, Fleet, Purchase Card, Individually Billed Account (IBA) Split
- i) R = Refund (payments issued on behalf of AR)

B. It is critical that the VPP validates the payment proposal to the FBL1N or INVC Stat report for accuracy and any errors are corrected prior to submitting to the AP CS for certification. Validate vendor name for Alternate Payee and invoice due date for interest, number of vendor invoices and dollar amount should match.

C. VPP clicks on "Proposal" tab with the eyeglasses and confirms "Name 1" matches "Name of the Payee" to determine if an Alternate Payee vendor is identified and confirms correct ZREM is used. If the names do not match, review the contract to determine if a Notice of Assignment MOD is active. If a Notice of Assignment MOD is not active for the contract, the document will remain parked. The VPP will contact the Contracting Officer requesting the Notice of Assignment. If not received within 7 days, the invoice will be rejected.

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 72 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

- D. VPP clicks on “Proposal” tab and performs a search (Ctrl - F) for the words, interest, budget, exceeded and 6330.2550 to determine if any invoices accrued interest. VPP reviews the SAP DRN received date, net terms, 103/105, acceptance date to validate if interest is actually due and completes interest sheet, if applicable. If interest is not due, VPP excludes DRN from PPA using SAP T-code FMRC or updates the SAP DRN due date on the follow-on document for 103/105 or Small Business Innovation Research (SBIR)/STTR acceptance date.

**Note:** If there is an invoice due interest and exceeds budget, exclude from PPA in order to pay principal. The interest should be paid via FI. The FI DRN should be parked prior to submitting the proposal (See Step 2).

**Note:** FI must be parked, FI Interest Sheet must be complete and attached to FI document, and FI DRN must be referenced on original invoice before original invoice can be submitted on payment proposal.

## **STEP 2. NSSC SP, VPP – Create FI when Interest Exceeds Budget**

- A. For Step-by-Step End User Procedures for posting, changing or deleting a parked invoice, refer to NASA’s EPSS at <https://epss.nasa.gov/gm/folder-1.11.3179?originalContext=1.11.8176> [SAP > Core Financials > Accounts Payable > System Role > Vendor Invoice Processor > FB60 – Enter FI Invoice (End User Procedure) / FVB0 – Enter FI Invoice]
- B. When an invoice is due interest but exceeds budget, VPP parks a FI for the interest payment.

1. Enter the same invoice criteria from the late invoice

- a) Invoice Date
- b) Received Date
- c) Reference field

**Note:** Reference field should include PO number or contract number followed by two spaces, the invoice number, another space and INT.

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 73 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

**Note:** U.S. Bank interest payments should include the statement account number followed by one space and INT.

d) Include VPP's initials in Assignment edit boxes

C. VPP attempts to post using original document's funding information **ONLY IF** interest amount is \$500 or less. If interest amount is more than \$500, skip to **D.**

1. Use line with largest amount of funds available

**NOTE: DO NOT USE REIMBURSABLE FUNDS**

D. If funding is not available or interest due is more than \$500, request funding via the SAP IRIS Request Console

1. VPP self-assigns Funding IRIS Action

2. VPP contacts PR POC via email and attaches any correspondence in IRIS. To identify PR POC, follow the steps below:

- a) View original document via MIR4
- b) Double click into the PO
- c) In Item, view Delivery Schedule Tab
- d) Double click on Purchase Req. Number
- e) Created by = PR POC

**Note:** Email Template found N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\Escalation Process\NSSC-Escalation Process 2018\Communication Templates

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 74 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

Template for: Accounts Payable – (VPP) FI-Budget Exceeded Email Request  
07/20/2019

Dear (customer name),

Interest was accrued on purchase order number \_\_\_\_\_ and invoice number \_\_\_\_\_; however, the budget has been exceeded because (reason for late payment). Please provide us with funding information to charge this interest payment. The details on the original purchase order are listed below:

Document number: \_\_\_\_\_  
Amount of original invoice: \$ \_\_\_\_\_  
Interest amount: \$ \_\_\_\_\_  
Cost Center: \_\_\_\_\_  
WBS: \_\_\_\_\_  
Order: \_\_\_\_\_  
Fund: \_\_\_\_\_

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by email at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)

Thank you,  
NSSC Accounts Payable

Web: <http://www.nssc.nasa.gov/customerservice>  
Fax: 1-866-779-6772

- E. VPP uses FBV0 or FB03 to go back into that document and attach the Interest Sheet.
- F. Once funding is received, the VPP enters the funding information in the DRN in SAP
- G. The VPP enters the reason for delay in the Detail tab.
- H. The interest payment will be processed on the next payment proposal

### STEP 3. NSSC CS, Certifying Officer (CO) – Review Payment Proposal

- A. The AP Certifying Officer reviews the payment proposal and supporting documentation in SAP (Payment Proposal Report) ZFI\_AP\_PMT\_CERT to verify the invoices meet the following criteria:
  - i. All Non-IPP invoices are attached to invoice document in SAP and stamped with date received. All IPP invoices are in IRIS via the elnvoice Data Tab.
  - ii. The name on the invoice matches the ZREM used to post the invoice.

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
		Page 75 of 190
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

- iii. Verify the invoice date, invoice number, dollar amount and document reference number match the information on the payment certifier report using t-code ZFI\_AP\_PMT\_CERT.
- iv. Invoices are paid in accordance with the Prompt Payment Regulation. If the payment is late, refer to validation procedures in the AP Paperless Proposal SDG.
- v. Evidence of receipt and acceptance by an authorized official.
- vi. Ensure approval from the FMD Chief is attached to the document number in SAP for all paper check requests.

If any of the above criteria is not met, and a payment is identified as an exception, the AP Certifying Officer notifies the VPP via a SN Task of the exception to be researched and corrected prior to the payment of the invoice. AP Lead VPP blocks invoice and corrects issue. Once the exception is corrected, the invoice is then re-initiated on the payment proposal.

#### **STEP 4. NSSC CS, CO – Execute Payment Run**

For Step-by-Step End User Procedures for executing a payment run, refer to NASA's EPSS at <https://epss.nasa.gov/gm/workplace> - SAP > Core Financials > Accounts Payable > Sub Process Area > Execute and Management Payment > ZF110\_PRUN – Execute Payment Run and NSSDG-9000-0005 (Accounts Payable Certifying Officer Payment Proposal Process)

- A. Once the payment proposal has been reviewed and no exceptions remain, the AP Certifying Officer executes the payment run (collection of invoices that will be submitted to Treasury for disbursement) in SAP using the T-code ZF110\_PRUN. SAP automatically interfaces the payment file which notifies Treasury that a payment schedule has been initiated from NASA. Upon completion, the Certifying Officer notifies the VPP via SN Task that the payment run has been executed.

#### **STEP 5. NSSC SP, VPP – Retrieve Treasury Pre-Edit Report (Control Activity 11.7.4.1)**

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 76 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

- A. VPP receives SN Task advising the payment has been run
- B. VPP waits 15-30 minutes after the Payment Run was executed in SAP
- C. VPP logs into bReady
- D. Clicks on Systems
- E. Clicks on Web Access Tool (WAT)
- F. Clicks on dropdown arrow beside PROD
- G. Clicks on dropdown arrow beside CF
- H. Selects Center and clicks on dropdown arrow
- I. Clicks on dropdown arrow beside Treasury pre-edit
- J. Chooses current pre-edit report
- K. Clicks on View button (eye)
- L. Prints report in PDF
- M. Saves "B" schedule in Paperless folder for center (i.e. MD049112410B)
- N. Validate Pre-edit file "number of payments" and "dollar amount" matches the SAP Payment Proposal before entering the schedule in SPS. Correct any errors.

**STEP 6. SPS Data Entry Operator NSSC SP, VPP – Create Payment Schedule in Treasury's SPS (Control Activity 11.7.4.1)**

- A. Create GWA Reporter – 440 file
  - 1. After Pre-Edit is returned, VPP executes SAP T-code FMFG\_SPS\_SUMM



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 77 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

2. Identifies the payment schedule requiring certification (payment schedule number)
3. Clicks Populate table button to identify the record and select for edit
4. Adds the Control Number from the pre-edit received by WAT
5. Adds the date that the payment is required to be made by Treasury (usually the next business day)
6. Specifies Output File name and located on user local drive for the file to be saved
7. Unchecks Test
8. Clicks Update Control Number and Create File

B. Import file in SPS

1. Log into SPS
2. Clicks the Import Icon
3. Finds the saved text file created from FMFG\_SPS\_SUMM T-code
4. Clicks Submit and gets a Successful Read status
5. Highlights the schedule line
6. Clicks Action
7. Clicks Submit to the CO Icon
8. Import Schedules Submitted to CO box displays
9. Clicks OK
10. Clicks arrow to return to main screen

**Note:** Use the same process for Treasury Disbursing Office (TDO)/IAT payments (payment to foreign vendors with domestic bank accounts).

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
Responsible Office: Financial Management Division		Page 78 of 190
Subject: Accounts Payable Invoice Processing SDG		

## **STEP 7. NSSC CS, CO – Certify Payment Schedule in Treasury’s SPS**

- A. CO certifies payment schedule in SPS.
  1. Logs into SPS
  2. Clicks on the schedule to be certified
  3. Clicks on the Certify with Viewing icon
  4. Verifies all information (dollar amount, # of payments, ALC, payment date, TAS/BETC etc.)
  5. Clicks on Certify Schedule icon. A successful block should appear with the schedule number.
  6. After certification of schedule, goes to View Extracted Schedules.
  7. Clicks twice on the date created column to sort the current schedules
  8. Clicks on the Certified Schedule to get the Summary Detail and prints to Adobe. Saves as “A” schedule in paperless folder for Center. (i.e., MD049112410A)
  9. Combines each file and signs using their Electronic Signature
  10. Resolves SN Task
  11. VPP resolves related SN Case

## **STEP 8. NSSC CS, CO – File Certified Schedule in TechDoc**

- A. SPS Confirmation
- B. Pre-Edit Report
- C. Payment Proposal
- D. Payment Settlement List

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
		Page 79 of 190
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## Treasury Offset Program (TOP)

When a vendor contacts the NSSC concerning a payment they did not receive, the VPP researches the reason for payment interruption in SAP. If the payment was issued to the correct vendor, the VPP creates a SN Case and submits a Task to L3 requesting the report from the Treasury Check Information System (TCIS). Confirmation reports received from Treasury and EFT cancellation reports from Pay.gov provide the basis for the VPP to determine if the payment cleared Treasury. If it has cleared, the VPP will determine if the payment was issued to the correct vendor, and if so, the VPP will inform the requesting vendor of the payment status. If the payment was issued to an incorrect vendor, the VPP will submit a BOC/Invoice Data Requirement (IDR) Form to Accounts Receivable (AR) to collect the erroneous payment from the vendor who was paid in error prior to reissuing the payment to the correct vendor.

The TOP is a centralized offset program administered by the FMS Debt Management Services (DMS) to collect delinquent debts owed to federal agencies and states. If the NSSC receives a call from a vendor regarding an offset of a payment, the NSSC advises the vendor to call Treasury for details of the offset (800-304-3107).

## Foreign ITS Payment Proposals (Foreign Bank Accounts)

Payments to Foreign vendors, AR foreign customers and foreign employee refunds will be submitted via International Treasury System (ITS) and must be certified by 1:00 Central. VPP will submit SN task to Certifying Officer no later than 11:00am.

### STEP 1. NSSC VPP – Enter payment into International Treasury System (ITS)

- A. Log into ITS
  1. Select Manage Payment
  2. Select Create Payment
  3. Select ALC

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 80 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

4. Enter Schedule Number
5. Under Recipient Information, enter:
  - a) Recipient ID (ZREM)
  - b) Recipient Name
  - c) Recipient Address
6. Under Banking Information, enter:
  - a) Select Bank Account Type
  - b) IBAN/Account Number
    - i. If IBAN selected, enter IBAN Number
    - ii. If Checking selected, enter Account Number
  - c) Bank ID Format
 

**Note:** SWIFT should always be selected.
  - d) Enter SWIFT Address
7. Under Payment Information, enter:
  - a) Type of Payment
 

**Note:** Vendor – Charge Our should always be selected
  - b) Mode of Payment
 

**Note:** Electronic should always be selected
  - c) Recipient Country
  - d) Value Date will auto generate to 2 future business days
  - e) Payment Currency

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 81 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

f) United States Dollar (USD) Amount or equivalent currency

8. Under TAS/BETC Entry/Selection Panel, enter TAS information

a) Find TAS information by accessing SAP T-Code SQO1

i. Select Z\_NASA\_AOF\_TAS

ii. Enter the FUND

9. Under Payment Details, enter:

a) 1<sup>st</sup> Line: Process Payment as WIRE

b) 2<sup>nd</sup> Line: Pay in “Payment Instructed Currency”, i.e.: Pay in USD

c) 3<sup>rd</sup> Line: PO and Invoice number

d) 4<sup>th</sup> Line: SAP DRN

10. Save

B. Create PDF file of the following documents

1. ITS Payment Detail Action

a) In ITS, select Manage Payments

b) Under Status, select Awaiting Verification

c) Enter ALC

d) Hit View Payments

e) View Payment file

f) Print to PDF

2. Screenshot of Vendor Invoice

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 82 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

### 3. Screenshot of Approval

**Note:** Russian payments require Purpose of Payment to be received with IRIS approval from Contracting Officer

### 4. Screenshot of MIR4

### 5. Combine documents and save as "Proposal ID MMDDYY C", ex. DF001121019C

### 6. Save PDF N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\Paperless Proposals\Center

## C. Manually enter payment file into SPS

### 1. Log into SPS

### 2. Select Create

a) Schedule Type: Select Summary

b) ALC

c) Continue

### 3. Enter Schedule Number from ITS Payment Detail Action

### 4. Enter Total Number of Payments

### 5. Payment Date = Value Date from ITS Payment Detail Action

### 6. Select Payment Type = Foreign Mailing (F)

### 7. Enter Control Number = A111111

### 8. Enter Remarks Data Entry Panel = Payment Details from ITS Payment Detail Action

### 9. Enter TAS/BETC = TAS/BETC from ITS Payment Detail Action

### 10. Submit

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 83 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

D. View SPS Payment Entry and Print to PDF. Save as "Proposal ID MMDDYY B", ex. DF001121019B

E. Save PDF N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\Paperless Proposals\Center

F. VPP sends SN Task to CS

**STEP 2. NSSC CO – Certifies payment in ITS and SPS**

**STEP 3. NSSC VPP – Monitor ITS for Payment Acknowledgment**

A. Log into ITS

1. Select Manage Payments
2. Under Status, Select Payment Acknowledged
3. Select ALC
4. Enter Value Date from ITS Payment Detail Action
5. View Payments
6. View

a) Under Additional Information

- i. Secondary Status = PAID
- ii. Secondary Status Date should be Value Date listed on ITS Payment Detail Action

**STEP 4. NSSC VPP – Manually Clear Payment in SAP**

A. Access SAP, T-Code F-53

1. Document Date = Value Date from the ITS Payment Detail Action

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 84 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

2. Reference = 0000 and Proposal ID\_DRN, i.e.  
0000DF001\_5600000000

3. Clearing Text = Clear Foreign ITS Payment

4. Account = 1010.6100

5. Business Area

6. Amount

7. Text = Clear Foreign ITS Payment

8. Account = ZREM

9. Process Open Items

a) Select document to be cleared

**Note:** Ensure Not Assigned = \$0.00

10. Post

B. Add foreign payment information to FIDO Manual Spreadsheet Ndrive: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\AP Reports Working Copies\FIDO\_Manuals for NBID

**Note:** Upon notification that an international payment is rejected, first review that the payment information was entered correctly into the SPS or ITS. If no obvious errors are found, the NSSC VPP will determine if the banking information has changed and will assist in resolving the error to reissue the payment timely.

## Electronic Funds Transfer (EFT) Cancellations

Fund Balance with Treasury (FBWT) notifies AP that payment has been returned/cancelled via SN task. Regional Finance Center (RFC) Cancellation Report is attached to task.



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 85 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

**STEP 1. NSSC VPP – Completes FBRA to reverse payment**

- A. Request permission from Certifying Officer to reverse payment via SN task
- B. Once permission is granted, reverse clearing. Refer to NASA's EPSS at <https://epss.nasa.gov/gm/folder-1.11.593572?mode=EU&originalContext=1.11.8174> [SAP > Core Financials > Accounts Payable > System Role > FBRA – Reverse Clearing Document]
- C. Submit SN task to CO to complete FCH8 (Reversal of check)
- D. Once check reversal has been completed, SN task is returned to VPP

**STEP 2. NSSC VPP – Block payment from being pulled in on proposal**

- A. Access SAP T-Code FB03 and enter DRN
  1. Double click into Vendor Number
  2. Select Change Display/Change Mode
  3. Enter "B" in Pmnt Block field
  4. Save
- B. Send SN task to Vendor Master to update vendor master banking information

**STEP 3. NSSC Vendor Master – Contacts vendor to obtain correct banking information (Control Activity 11.7.5.2) (Refer to Processing Vendor Invoices, Step 4, C)**

**STEP 4. NSSC VPP – Unblock payment and re-processes payment**

- A. Access SAP T-Code FB03 and enter DRN
  1. Double click into Vendor Number
  2. Select Change Display/Change Mode
  3. Remove "B" in Pmnt Block field

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
Responsible Office: Financial Management Division		Page 86 of 190
Subject: Accounts Payable Invoice Processing SDG		

4. Save

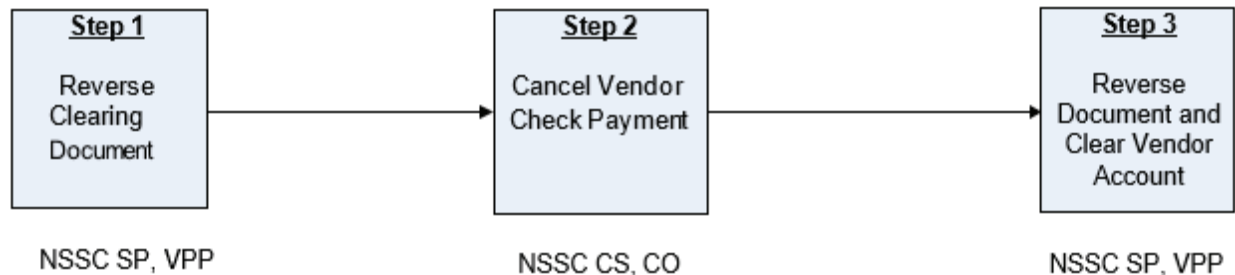
B. Process payment on payment proposal.

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## PROCESS 3 – REVERSALS

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NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 87 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



## STEP 1. NSSC DI, VPP, or CO – Create SN Case/Task

### A. Create SN Case Task

1. If the reversal is the result of a Center request, a SN Case/Task is created prompted by Center's submission to NSSC DI
  - a) SN Case Subcategory should be set to "Reversal".
2. If the reversal is the result of a NSSC error, a SN Case/Task is created by the VPP or the AP CS
3. If the reversal is the result of an EFT Cancellation, a SN Case/Task is generated by the FBWT
  - a) SN Case Subcategory should be set to "Return Payments"

## STEP 2. NSSC SP, VPP – Create FD FM Reversals Tab in SN

- A. Create Functional Detail tab. At the top right of the Case, choose "Create FD" (FM - Reversals) and then add reversal information to the Functional Detail FM Reversals (FDFRV) Tab
- B. Enters available information
  1. Customer/Vendor Name as it appears in SAP
  2. Customer/Vendor Number from SAP
  3. Center Abbrev from pull-down menu

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 88 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

4. Reversal Reason from the pull-down menu
5. Dollar Amount to be reversed
6. Billable versus Non-Billable – Select Billable box if reversal is billable (center requested, not a NSSC error)
7. Original SAP Document Number identified on Reversal package
8. Original Clearing Doc Number (2000#)
9. Original Clearing Doc Number Fiscal Year (FY)
10. Treasury Confirmation (1300/1500#)
11. Treasury Confirmation FY
12. Treasury Confirmation Doc Date
13. Treasury Document Reference Number – Enter “TREASNASA nnnnn”
14. Parent Doc Number (if applicable)
15. Parent Doc Number FY (if applicable)
16. Financial Invoice (yes/no)
17. Original SAP Document FY
18. Contract/Purchase PPS Order Number
19. PLI/ALI/Line Number No.
20. Delivery Order/Task Order Number
21. Invoice Number
22. Invoice Date

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 89 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

23. Original Service Entry Sheet (ME23N) [if available]

**STEP 3. NSSC SP, VPP – Request Permission to process reversal**

- A. Create SN task and assign to CO to approve the process of executing a reversal.
- B. The CO will review the SN task and using the following standard verbiage:

Yes, please process.

No, please process tomorrow.

Once approved or denied, CO will route the task back to AP L2 for processing

**Note:** Reversals are not to be processed before 10 a.m. due to the Treasury interface clearing payments.

**STEP 4. NSSC SP, VPP – Reverse Clearing Document**

- A. For Step-by-Step End User, refer to NASA's EPSS at <https://epss.nasa.gov/gm/folder-1.11.593572?originalContext=1.11.8174> - SAP > Core Financials > Accounts Payable > System Role > Agency Vendor Payment Processor > FBRA – Reverse Clearing Document (End User Procedure
- B. Once the clearing document has been reversed, the document is in open status and can be reversed.
- C. Add a "Payment Block" to the DRN Follow On document.

**STEP 5. NSSC CS, CO – Cancel Vendor Check Payment**

- A. Certifying Officer uses Step-by-Step End User Procedures on NASA's EPSS at <https://epss.nasa.gov/gm/workplace> and clicks on SAP – Core Financials / Accounts Payable / Sub Process Area / Recertify Payment / FCH8 – Cancel Check Payment

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 90 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

**Note:** Treasury Confirmation must be reversed and reset via FBRA prior to canceling check payment.

- B. Determines the check number for the paid invoice
- C. Reverse and reset the cleared invoice
- D. Cancel the confirmed check

#### **STEP 6. NSSC SP, VPP – Reverse Document**

##### **A. Reverse Document**

1. For MM invoices, refer to NASA's EPSS at <https://epss.nasa.gov/gm/workplace> - SAP > Core Financials > Accounts Payable > System Role > Agency Vendor Payment Processor > MR8M – Reverse Invoice and Re-enter (End User Procedure)
2. For FI invoices, refer to NASA's EPSS at <https://epss.nasa.gov/gm/workplace> and clicks on SAP – Core Financials / Accounts Payable / Sub Process Area / Enter Invoice / FB08 – Reverse Invoice and Re-enter (End User Procedure)

#### **STEP 7. NSSC SP, VPP – Clear Vendor Account & Create SAP DRN**

**Note:** This step does not apply to FI invoices

- A. Clear the vendor account for specific document numbers (invoices or credit memos). For Step-by-Step End User, refer to NASA's EPSS at <https://epss.nasa.gov/gm/workplace> - SAP > Core Financials > Accounts Payable > System Role > Vendor Payment Processor > F-44 – Clear Vendor
- B. For Disbursement Move requests, create SAP DRN via MIR7 until Center posting guidance is received

**Note:** Place Original DRN in the InvRef field **BEFORE** saving

#### **STEP 8. NSSC SP, VPP – Notify Center, as needed**

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 91 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

- A. If Center action is required, notifies the Center that the action can be completed. Record the Center notification event in the SN Task Work Notes.
- B. If Center provides posting guidance to a CLIN other than the IPP invoice CLINs, the Center will need to submit a NISM Incident (INC) to AAO to synchronize SAP with IPP. Refer to EPSS Job Aid eInvoicing with IPP: NASA Implementation Overview in Appendix QQ.

#### **STEP 9. NSSC SP, VPP – Post & Clear Corrected Transaction in SAP**

- A. Post Corrected Transaction
  - 1. For MM invoices, utilize MIRO or MIR4
  - 2. For FI invoices, utilize FB60
- B. Clear Corrected Transaction via F-52 (credit memo) or F-53 (debit invoice)
 

**Note:** Update Text field with “Re-Entry Original DRN” (ex. Re-Entry 560000123”
- C. The reversal form and any supporting documentation should be attached in SAP on the original DRN and the new DRN.
 

**Note:** If a posted document is reversed, the VPP adds a note to the old and new document noting the reason for the reversal.
- D. Update SN Task Work Notes with any applicable notes and Resolve.
- E. If reversal is same month clearing, add DRN and Clearing to the FIDO Manual Sheet located on the N drive: N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\AP Reports Working Copies\FIDO Manuals for NBID

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 92 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 93 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## METRICS

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
FMD/AP	Payment of Vendor Invoice	Vendor	<p>Process and Pay 98% of invoices On-time.</p> <p>Green: &gt;=98% Yellow: &gt;=97% and &lt;98% Red: &lt;=97%</p>
FMD/AP	Payment of Vendor Invoice	Vendor	<p>Pay no more than \$200 in interest penalties per \$1M in payments.</p> <p>Green: &lt;=\$200 per \$1M Yellow: &gt; \$200 and &lt;= \$300 per \$1M Red: &gt; \$300 per \$1M</p>
FMD/AP	Working Capital Fund	Vendor	<p>95% of advances with complete funds commitment documents are processed within four business days.</p> <p>Process 95% of liquidation transactions with available funding by the end of the calendar month that the services are billed.</p>

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 94 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

## SYSTEM COMPONENTS (EXISTING SYSTEMS)

IT System Title	IT System Description	Access Requirements	IT System Interfaces
SAP/Integrated Enterprise Management Program (IEMP)	Integrated Financial Management System	User Role at NSSC	SPS, bReady, CMM
bReady Portal/WAT	System used for retrieving Pre-Edit Report	User Role at NSSC	SAP/IEMP, SPS
Pay.gov	System used for notification of EFT Cancellations	User Role from Treasury	
SPS	Secure Payment System for certifying payments to Treasury	User Role from Treasury	SAP/IEMP
TCIS	Treasury System used to view and/or cancel check payment	User Role from Treasury	
ITS.gov	Treasury System used to process foreign payments	User Role from Treasury	
TechDoc/DI	System used for capturing invoice images	User Role at NSSC	AWMS
AWMS	System for receiving and tracking invoices	User Role at NSSC	TechDoc/DI
SAM	System used to verify banking information	User Role at NSSC	SAP
Government On-Line Accounting System (GOALS)	Treasury System used to view and/or process Intra-governmental payments	User Role from Treasury	

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 95 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

IT System Title	IT System Description	Access Requirements	IT System Interfaces
Payment Management System (PMS)	Department of Health and Human Services (DHHS) System used to view and/or process AP Grants/Letter of Credits	User Role from DHHS	SAP
Wide Area Work Flow (WAWF)	Department of Defense (DOD) system used for electronic invoices	User Role from DOD/WAWF	None – used for audit purposes only after April 15, 2018
Invoice Routing Information System (IRIS)	System for routing and tracking invoices	User Role at NSSC	SAP
ServiceNow (SN)	System for vendor, customer inquiries and NSSC internal communication.	User Role at NSSC	
PRISM Legacy	System used to view Legacy contract information	User Role at NSSC	<a href="https://pls.nasa.gov/prism-legacy-ui">https://pls.nasa.gov/prism-legacy-ui</a>
PPS	Procurement Award Application	User Role at NSSC	SAP
IPP	US Treasury system used for electronic invoices	User Role at NSSC	SAP

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## CUSTOMER CONTACT CENTER STRATEGY

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The NSSC CCC can be reached via phone, fax, or e-mail.

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 96 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

E-mail: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)

Fax: 1-866-779-6772

Phone: 1-877-NSSC123 (or 1-877-677-2123)

### Document Imaging

All incoming documents will be received into the NSSC TechDoc Center, where they will be processed and electronically filed. Documents may be sent to the NSSC as follows:

E-mail: [NSSC-AccountsPayable@nasa.gov](mailto:NSSC-AccountsPayable@nasa.gov)

Fax: 1-866-209-5415

Mail: NASA Shared Services Center  
Building 1111 Jerry Hlass Road  
Stennis Space Center, MS 39529

Relevant Points of Contact at the NSSC:

Financial Management Division – CS

Michele Rollins

NASA Shared Services Center

Building 1111 Jerry Hlass Road

Stennis Space Center, MS 39529

Phone: 228-813-6322

E-mail: [Michele.M.Rollins@nasa.gov](mailto:Michele.M.Rollins@nasa.gov)

Financial Management Division – SP

Sarita Harper

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NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 97 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## APPENDIX A – NSSC AP ROLES & RESPONSIBILITIES

PROCESS	VENDOR	NSSC SP	NSSC CS	PROCUREMENT or Other Approving Official	CENTER COST/FUNDING /GRAP	AAO AP
AP AGENCY PROCESS FLOW (MM Process)						
VENDOR SUBMITS INVOICE TO NSSC	X					
ASSIGN INVOICE TO FM AP		X				
RETRIEVES INVOICE FROM AP WORK MANAGEMENT SYSTEM (AWMS)		X				
PERFORM PRELIMINARY VALIDATION		X				
PARK/POST INVOICE IN SAP		X				
RETURN INCORRECT INVOICE TO VENDOR		X				
REQUEST FOR SAM INFORMATION, IF NEEDED FOR VENDOR MASTER		X				
CREATES/UPDATES OR SUBMITS Service Request TO AAO FOR VENDOR MASTER		X				
PROCESS Service Request AND UPDATES VENDOR MASTER IN SAP						X
PERFORMS QUALITY VALIDATION		X				
DETERMINE IF COSTING/FUNDING/GRAP IS REQUIRED		X				
ROUTE INVOICE TO CENTER VIA SAP IRIS CONSOLE		X				
ENTERS COST/FUNDS/103/105 IN SAP					X	
UPDATES IRIS LOG TO REFLECT COMPLETION OF COST/FUNDING/103/105					X	
ROUTE FOR INVOICE APPROVAL VIA SAP IRIS REQUEST CONSOLE		X				
APPROVE INVOICE				X		
POST INVOICE IN SAP		X				
VENDOR PAYMENT PROCESSOR (VPP) PREPARES PAYMENT PROPOSAL IN SAP		X				
CERTIFYING OFFICER (CO) REVIEW PAYMENT PROPOSAL AND BACKUP DOCUMENTATION			X			
VPP CORRECTS ANY DISCREPANCIES WITH PAYMENT PROPOSAL		X				
CO CREATES PAYMENT RUN			X			
CO OBTAINS A SCHEDULE NUMBER FROM SAP			X			
VPP OBTAINS A PRE-EDIT REPORT		X				
DATA ENTRY OPERATOR (DEO) CREATES TREASURY FILE IN SPS		X				
CO EXECUTES PAYMENT TO TREASURY			X			
MONITOR UNCONFIRMED DISBURSEMENTS IN TRANSIT (DIT'S) VIA SAP		X				
USE MANUAL CANCELLATION PROCESS TO REISSUE PAYMENT		X	X			
COORDINATE WITH AAO TO RESOLVE UNCONFIRMED PAYMENTS			X			
REISSUE PAYMENTS		X				

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 98 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

PROCESS	ROLES AND RESPONSIBILITIES					
	VENDOR	NSSC SP	NSSC CS	PROCUREMENT or Other Approving Official	CONTRACT CLOSING SPECIALIST	CENTER COST
AP PO/CONTRACT CLOSEOUT						
VENDOR SUBMITS INVOICE TO NSSC	X					
ASSIGN INVOICE TO FM AP		x				
RETRIEVES INVOICE FROM AP WORK MANAGEMENT SYSTEM (AWMS)		X				
PERFORM PRELIMINARY VALIDATION		x				
PARK/POST INVOICE IN SAP		X				
RETURN INCORRECT INVOICE TO VENDOR IF DBO IS THE CENTER		X				
REQUEST FOR SAM INFORMATION, IF NEEDED FOR VENDOR MASTER		X				
ROUTES FINAL INVOICE FOR COST/FUNDS/APPROVAL VIA SAP IRIS REQUEST CONSOLE		X				
VERIFIES TERMS AND CONDITIONS ARE MET					X	
ENSURE CLAUSES ARE MET					X	
IF CLAUSES ARE NOT MET, RETURN INVOICE TO VENDOR		X				
COMPLETE CONTRACT COMPLETION STATEMENT					X	
VERIFY THE RECEIPT OF CONTRACTOR'S RELEASE FORM					X	
VERIFY PURCHASE ORDER/ CONTRACT BALANCE IS CORRECT					X	
PROVIDE ADDITIONAL FUNDS				X		
PROCESS FINAL INVOICE TO INCLUDE PAYMENT COMPLETION		X	X			
REMOVE EXCESS COST						X
VERIFY UNLIQUIDATED OBLIGATIONS				X		
VERIFIES DEOBLIGATIONS					X	
REQUEST PROCUREMENT MOD CONTRACT TO DEOBLIGATE FUNDS					X	
MOD CONTRACT TO DE-OBLIGATE FUNDS & FORWARDS TO CLOSE OUT SPECIALIST AT CENTER				X		
COMPLETE FILE AND FORWARD TO CENTER RECORD RETENTION					X	

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
		Page 99 of 190
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

PROCESS	VENDOR	NSSC SP	NSSC CS	ROLES AND RESPONSIBILITIES		
				PROCUREMENT or Other Approving Official	OFFICE OF CHIEF COUNSEL	AAO AP
NOTICE OF ASSIGNMENT/ ASSIGNMENT OF CLAIMS						
LEGAL DOCUMENTS RECEIVED AT CENTER				X		
ENSURES THAT ANOTHER NOTICE OF ASSIGNMENT/ASSIGNMENT OF CLAIMS FOR EXISTING CONTRACT DOES NOT ALREADY EXIST				X		
ENSURE THAT CONTRACT MEETS ELIGIBILITY REQUIREMENT FOR AN ASSIGNMENT				X		
FORWARD DOCUMENTS TO OFFICE OF CHIEF COUNSEL FOR CONCURRENCE				X		
ENSURE THAT CONTRACT MEETS ELIGIBILITY REQUIREMENT FOR AN ASSIGNMENT					X	
RETURN DOCUMENTS THAT HAVE NOT MET ELIGIBILITY REQUIREMENTS					X	
SENDS DOCUMENTS BACK TO PROCUREMENT					X	
MODIFIES CONTRACT AND FORWARDS TO NSSC				X		
ENSURE BANKING INFORMATION IS CORRECT		X				
VERIFY THAT BANKING INFORMATION IS CURRENT IN VENDOR MASTER IN SAP		X				
ENSURE THAT CONTRACT RECORDS ARE NOTED AND THAT THE VENDOR MASTER UPDATES ARE MADE TO THE ZREM		X				
REQUEST FOR SAM INFORMATION, IF NEEDED FOR VENDOR MASTER		X				
Updates or Submits Service Request TO AAO FOR VENDOR MASTER		X				
PROCESS Service Request AND UPDATE VENDOR MASTER						X
NSSC AP CS LEAD SIGNS AND DATES THREE COPIES			X			

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 100 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

PROCESS	ROLES AND RESPONSIBILITIES				
	VENDOR	NSSC SP	NSSC CS	CENTER POC	AAO AP
AP FI INVOICE PROCESS FLOW					
VENDOR SUBMITS INVOICE	X				
CENTER POC SENDS APPROVED INVOICE WITH BACKUP TO NSSC DOCUMENT CENTER WITH COVER SHEET VIA EMAIL OR FAX. G/L ACCOUNT ASSIGNMENT TO BE ASSIGNED AND APPROVED BY DESIGNATED APPROVING OFFICIAL PRIOR TO SENDING TO THE NSSC.				X	
ASSIGN INVOICE TO FM AP		X			
RETRIEVES INVOICE FROM AP WORK MANAGEMENT SYSTEM (AWMS)		X			
PERFORM PRELIMINARY VALIDATION AND PARKS IN SAP		X			
IF IMPROPER INVOICE, RETURN TO CENTER POC		X			
REQUEST FOR VENDOR ACH INFORMATION, IF NEEDED FOR VENDOR MASTER		X			
MASTER		X			
PROCESS Service Request AND UPDATES VENDOR MASTER IN SAP					X
PERFORMS QUALITY VALIDATION		X			
POST INVOICE IN SAP		X			
VPP PREPARES PAYMENT PROPOSAL IN SAP		X			
CERTIFYING OFFICER (CO) REVIEW PAYMENT PROPOSAL AND BACKUP DOCUMENTATION			X		
CORRECT ANY DISCREPANCIES WITH PAYMENT PROPOSAL		X			
CO CREATES PAYMENT RUN			X		
CO OBTAINS A SCHEDULE NUMBER FROM SAP			X		
VPP OBTAINS A PRE-EDIT REPORT		X			
DEO CREATES TREASURY FILE IN SPS		X			
CO EXECUTES PAYMENT TO TREASURY			X		
MONITOR EFT CANCELLATIONS VIA PAY.GOV AND UNCONFIRMED DIT'S VIA SAP			X		
USE MANUAL CANCELLATION PROCESS TO REISSUE PAYMENT		X	X		
COORDINATE WITH AAO TO RESOLVE UNCONFIRMED PAYMENTS			X		X
REISSUE PAYMENTS		X			



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 101 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

PROCESS	ROLES AND RESPONSIBILITIES				
	REQUESTOR	NSSC SP	NSSC CS	PROCUREMENT OR OUTSIDE BUYER ROLE	CENTER COST
DISBURSEMENT MOVE PROCESS					
PREPARES DEOB/COST/DISB REDUCTION FORM AND SUBMITS TO NSSC AP VIA FAX OR EMAIL	X				
RECEIVES AND VERIFIES IF THERE IS ADEQUATE UN-DISBURSED COST ON THE CONTRACT FOR THE INVOICES TO BE REPOSTED		X			
CHECKS DISBURSEMENTS FOR INTEREST/DISCOUNTS		X			
CONTACT CENTER POC IF COST/FUNDING IS NEEDED		X			
REVERSES THE CLEARING DOC		X			
REVERSES THE CHECK INFORMATION			X		
REVERSES AND CLEARS THE INVOICE AND NOTIFIES REQUESTER, CENTER SGL AND COST.		X			
AS NEEDED, REMOVES COST AND NOTIFIES PROCUREMENT.					X
ADJUST OBLIGATIONS, ISSUES CONTRACT MOD, AND NOTIFIES COST WHEN COMPLETE				X	
IDENTIFIES SPECIFIC LINES OF ACCOUNTING TO BE USED FOR REPOSTING OF INVOICE AND NOTIFIES NSSC VPP					X
REPOST DISBURSEMENT AND CLEAR TO CASH		X			
VERIFY THAT TRANSACTIONS ARE IN BALANCE AND NOTIFIES COST AND CENTER SGL WHEN COMPLETE		X			

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 102 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

PROCESS	ROLES AND RESPONSIBILITIES					
	VENDOR	NSSC SP	NSSC CS	PURCHASE CARD HOLDER	CENTER PURCHASE CARD COORDINATOR	CENTER PURCHASE CARD APPROVER
PURCHASE CARD (PCARD) - STATEMENT DUE UPON RECEIPT OF RECONCILIATION						
CREATES A ORDER LOG AND COMMITS FUNDS IN SAP				X		
VENDOR SUBMITS STATEMENT TO NSSC	X					
RETRIEVES INVOICE FROM AP WORK MANAGEMENT SYSTEM (AWMS)		X				
VPP SENDS THE STATEMENT TO THE CENTER VIA SAP IRIS CONSOLE AS FI APPROVAL QUEUE		X				
OBTAINS PCARD DATA AND NOTIFIES CARD HOLDERS THAT DATA IS AVAILABLE					X	
RECONCILES PCARD CHARGES AND SUBMITS TO PURCHASE CARD APPROVER				X		
REVIEWS AND APPROVES PCARD RECONCILIATIONS						X
RUNS UNRECONCILED TRANSACTIONS REPORT AND WORKS WITH PURCHASE CARD HOLDER FOR APPROVAL.					X	
APPROVES AND FORWARDS TO CENTER PCARD COORDINATOR.						X
SUBMITS VALIDATION SPREADSHEET TO AP FOR PAYMENT, SUBMITS <i>Service Request</i> TO RECOMMIT CREDITS, AND CONDUCTS "TRANSACTION AUDIT."					X	
AP VPP REVIEWS RECONCILIATION SPREADSHEET AND VALIDATES INTERFACE CREATED INVOICES AND CREDIT MEMOS IN ORDER TO PROCESS MISSING CHARGES, POST		X				
VENDOR PAYMENT PROCESSOR (VPP) PREPARES PAYMENT PROPOSAL IN SAP		X				
CERTIFYING OFFICER (CO) REVIEW PAYMENT PROPOSAL AND BACKUP DOCUMENTATION			X			
VPP CORRECTS ANY DISCREPANCIES WITH PAYMENT PROPOSAL		X				
CO CREATES PAYMENT RUN			X			
CO OBTAINS A SCHEDULE NUMBER FROM SAP			X			
VPP OBTAINS A PRE-EDIT REPORT		X				
DATA ENTRY OPERATOR (DEO) CREATES TREASURY FILE IN SPS		X				
CO EXECUTES PAYMENT TO TREASURY			X			
MONITOR EFT CANCELLATIONS VIA PAY.GOV AND UNCONFIRMED DISBURSEMENTS IN TRANSIT (DIT'S) VIA SAP			X			
USE MANUAL CANCELLATION PROCESS TO REISSUE PAYMENT		X	X			
COORDINATE WITH AAO TO RESOLVE UNCONFIRMED PAYMENTS			X			
REISSUE PAYMENTS		X				

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 103 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

PROCESS	ROLES AND RESPONSIBILITIES			
	VENDOR	NSSC SP	NSSC CS	CENTER CBA COORDINATOR
CBA CONCUR TRAVEL STATEMENT DUE UPON RECEIPT OF RECONCILIATION				
VENDOR SUBMITS STATEMENT TO NSSC	X			
VPP RETRIEVES COPY OF STATEMENT FROM AWMS AND SENDS TO CENTER POC VIA SAP IRIS REQUEST CONSOLE CENTER APPROVAL QUEUE. (NOTE: THE <u>NSSC STATEMENT IS SUBMITTED VIA SAP IRIS REQUEST CONSOLE TO NSSC FUNDS QUEUE</u> )		X		
REVIEWS/RECONCILES CHARGES AND SUBMITS DISPUTED CLAIMS TO VENDOR				X
PREPARES RECONCILIATION SPREADSHEET, ENTERS INVOICES IN SAP, AND SUBMITS TO NSSC AP FOR PAYMENT				X
CONTACT A/R IF BILL OF COLLECTION IS NEEDED				X
VENDOR PAYMENT PROCESSOR (VPP) PREPARES PAYMENT PROPOSAL IN SAP		X		
CERTIFYING OFFICER (CO) REVIEW PAYMENT PROPOSAL AND BACKUP DOCUMENTATION			X	
VPP CORRECTS ANY DISCREPANCIES WITH PAYMENT PROPOSAL		X		
CO CREATES PAYMENT RUN			X	
CO OBTAINS A SCHEDULE NUMBER FROM SAP			X	
VPP OBTAINS A PRE-EDIT REPORT		X		
DATA ENTRY OPERATOR (DEO) CREATES TREASURY FILE IN SPS		X		
CO EXECUTES PAYMENT TO TREASURY			X	
MONITOR EFT CANCELLATIONS VIA PAY.GOV AND UNCONFIRMED DISBURSEMENTS IN TRANSIT (DIT'S) VIA SAP			X	
USE MANUAL CANCELLATION PROCESS TO REISSUE PAYMENT		X	X	
COORDINATE WITH AAOTO RESOLVE UNCONFIRMED PAYMENTS			X	
REISSUE PAYMENTS		X		
REVERSAL CORRECTION REQUESTED				X
REVERSE CLEARING, CHECK AND NOTIFY CTR POC		X	X	
REVERSE SAP DOCUMENT AND NOTIFY NSSC				X
REENTER AND CLEAR DOCUMENT		X		

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 104 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

PROCESS	ROLES AND RESPONSIBILITIES				
	VENDOR	NSSC SP	NSSC CS	CENTER POC	AAO AP
FLEET CARD PROCESS - DUE UPON RECEIPT					
VENDOR SUBMITS INVOICE	X				
ASSIGN INVOICE TO FM AP		X			
RETRIEVES INVOICE FROM AP WORK MANAGEMENT SYSTEM (AWMS)		X			
PERFORM PRELIMINARY VALIDATION		X			
IF IMPROPER INVOICE, RETURN TO VENDOR		X			
PARKS INVOICE IN SAP		X			
REQUEST FOR VENDOR ACH INFORMATION, IF NEEDED FOR VENDOR MASTER		X			
SUBMITS Service Request TO AAO CENTER FOR VENDOR MASTER		X			
PROCESS Service Request AND UPDATES VENDOR MASTER IN SAP					X
PERFORMS QUALITY VALIDATION		X			
DETERMINE IF COSTING/FUNDING/ IS REQUIRED		X			
ROUTE INVOICE TO CENTER VIA SAP IRIS CONSOLE		X			
ENTERS COST/FUNDS IN SAP				X	
UPDATES IRIS LOG TO REFLECT COMPLETION OF COST/FUNDING				X	
ROUTE FOR INVOICE APPROVAL VIA SAP IRIS REQUEST CONSOLE		X			
APPROVE INVOICE				X	
POST INVOICE IN SAP		X			
VPP PREPARES PAYMENT PROPOSAL IN SAP		X			
CERTIFYING OFFICER (CO) REVIEW PAYMENT PROPOSAL AND BACKUP DOCUMENTATION			X		
CORRECT ANY DISCREPANCIES WITH PAYMENT PROPOSAL		X			
CO CREATES PAYMENT RUN			X		
CO OBTAINS A SCHEDULE NUMBER FROM SAP			X		
VPP OBTAINS A PRE-EDIT REPORT		X			
DEO CREATES TREASURY FILE IN SPS		X			
CO EXECUTES PAYMENT TO TREASURY			X		
MONITOR EFT CANCELLATIONS VIA PAY.GOV AND UNCONFIRMED DIT'S VIA SAP			X		
USE MANUAL CANCELLATION PROCESS TO REISSUE PAYMENT		X	X		
COORDINATE WITH AAO TO RESOLVE UNCONFIRMED PAYMENTS			X		X
REISSUE PAYMENTS		X			

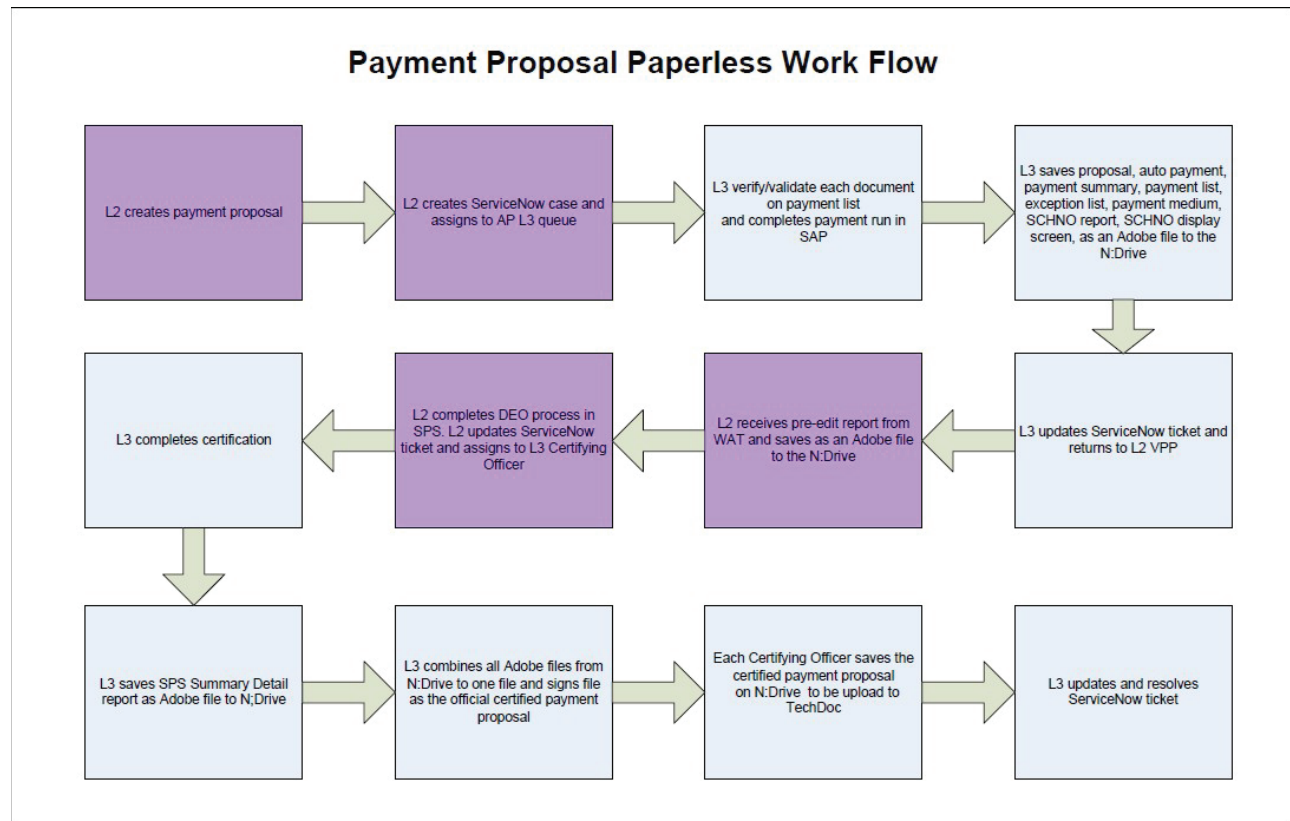
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 105 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

PROCESS	ROLES AND RESPONSIBILITIES				
	CENTER LICENSE ADMIN	NSSC SP	NSSC CS	CENTER FUNDING	AAO AP
AP ROYALTY PROCESS					
CENTER LICENSE ADMINISTRATOR PREPARES ROYALTY SPREADSHEET AND SENDS TO NSSC	X				
RETRIEVES SPREADSHEET FROM AP WORK MANAGEMENT SYSTEM (AWMS)		X			
VALIDATES RECIPIENT'S VENDOR MASTER FILE		X			
CREATES INVOICE IN SAP		X			
IF VENDOR NEEDS TO BE CREATED/UPDATED, SUBMITS Service Request TO AAO FOR VENDOR MASTER PROCESS Service Request AND UPDATES VENDOR MASTER IN SAP		X			
REQUESTS ACCOUNTING DATA FROM CENTER		X			X
PROVIDES ACCOUNTING DATA VIA IRIS				X	
VENDOR PAYMENT PROCESSOR (VPP) PREPARES PAYMENT PROPOSAL IN SAP		X			
CERTIFYING OFFICER (CO) REVIEW PAYMENT PROPOSAL AND BACKUP DOCUMENTATION			X		
VPP CORRECTS ANY DISCREPANCIES WITH PAYMENT PROPOSAL		X			
CO CREATES PAYMENT RUN			X		
CO OBTAINS A SCHEDULE NUMBER FROM SAP			X		
VPP OBTAINS A PRE-EDIT REPORT		X			
DATA ENTRY OPERATOR (DEO) CREATES TREASURY FILE IN SPS		X			
CO EXECUTES PAYMENT TO TREASURY			X		
MONITOR EFT CANCELLATIONS VIA PAY.GOV AND UNCONFIRMED DISBURSEMENTS IN TRANSIT (DIT'S) VIA SAP			X		
USE MANUAL CANCELLATION PROCESS TO REISSUE PAYMENT		X	X		
COORDINATE WITH AAO TO RESOLVE UNCONFIRMED PAYMENTS			X		
REISSUE PAYMENTS		X			

PROCESS	ROLES AND RESPONSIBILITIES			
	NSSC SP	NSSC CS		
REPORTING REQUIREMENTS				
QUARTERLY INTERNATIONAL TRANSACTIONS REPORTS	X			
CONTINUOUS MONITORING PROGRAM (CMP) REPORTS	X			
WEEKLY STATUS REVIEW (WSR)	X			
MOTHLY PROFORMANCE & UTILIZATION VALIDATION	X			
REVIEW/APPROVE ALL REPORTS		X		

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 106 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## APPENDIX B – AP PAPERLESS CERTIFICATION WORK FLOW



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 107 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## APPENDIX C – AP CERTIFICATION PROCEDURES

The following procedures outline the Paperless Process AP Certifying Officer's will use to certify vendor payments. The intent of this job aid is to establish a standard, efficient process to allow a large volume of payments to be processed by the NSSC.

### Procedures for Certifying Invoices for AP:

- Pull up the Payment Proposal in SAP using T-Code ZF110\_PRUN. After inputting the proposal Run Date and Identification #, click on the Proposal tab (with eyeglasses) to bring up the Payments List. Verify the payment proposal date prepared by the VPP and the payment run date are the current date. If the date of the proposal is not the current date, the certifier will reject the proposal back to the VPP. From this list, verify the Business Area and the Pmt Meth Supl are the same Center. Also check the Payment Method for the payment type being paid (D, E, etc.). In the Type field, verify that all boxes are green, and not red. If there are red circles, then these should be the same exceptions to be found later in the Exception Report to be worked with the VPP's. In the Payment Volumes box at the bottom of the page, the Outgoing Payment will be the total amount of all invoices being paid.

**Using the ZFI\_AP\_PMT\_CERT and the Payment Proposal, enter the Vendor # to view the invoice link to check:**

- INT Date Stamp verifying that the invoice is paid within # of days allowed (7, 14, 30 days, etc.). If not, check to see if penalty is being paid, if applicable.
- If invoice is a partial pay, check to ensure the received date in SAP is the actual received date of the invoice. The received date in SAP should not be manipulated to avoid a penalty payment, if interest is due.
- Vendor name and invoice amount are the same on invoice and payment proposal.
- .
- If invoice is an FI Interest payment, ensure that the GL account paid against is 6330.2550. If not, return the payment to the VPP for correction.

**Check the Payment Proposal tabs in SAP, (created by the VPP), for the following information:**



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 108 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

- Parameter tab – check the “Pmnt Meths” is “D” or whatever type is being paid based on Proposal # (Identification); Vendor #'s should always fall between 100000-999999.
  - Free Selection tab – check the business area to verify the center being paid
  - Additional Log tab – Make sure 1st (Due date check), 2nd (Payment method selection in all cases), and 4th (Line items of the payment documents) boxes are checked; Vendor #'s should always fall between 100000-999999.

Check the Payment Run Log to verify vendor accounts and dollar amounts.

Check the Payment List Exception Report to verify what didn't make the payment run. Work the invoice exceptions with the VPP.

**On the PAM Report, verify:**

- Agency ID and ALC Number is the same business area (Center) being paid on the payment proposal
- Amount from PAM Report equals amount being paid on Payment List
- Schedule number is the same as the schedule number from the ZSE16\_FMTC\_SCHNO T-Code run

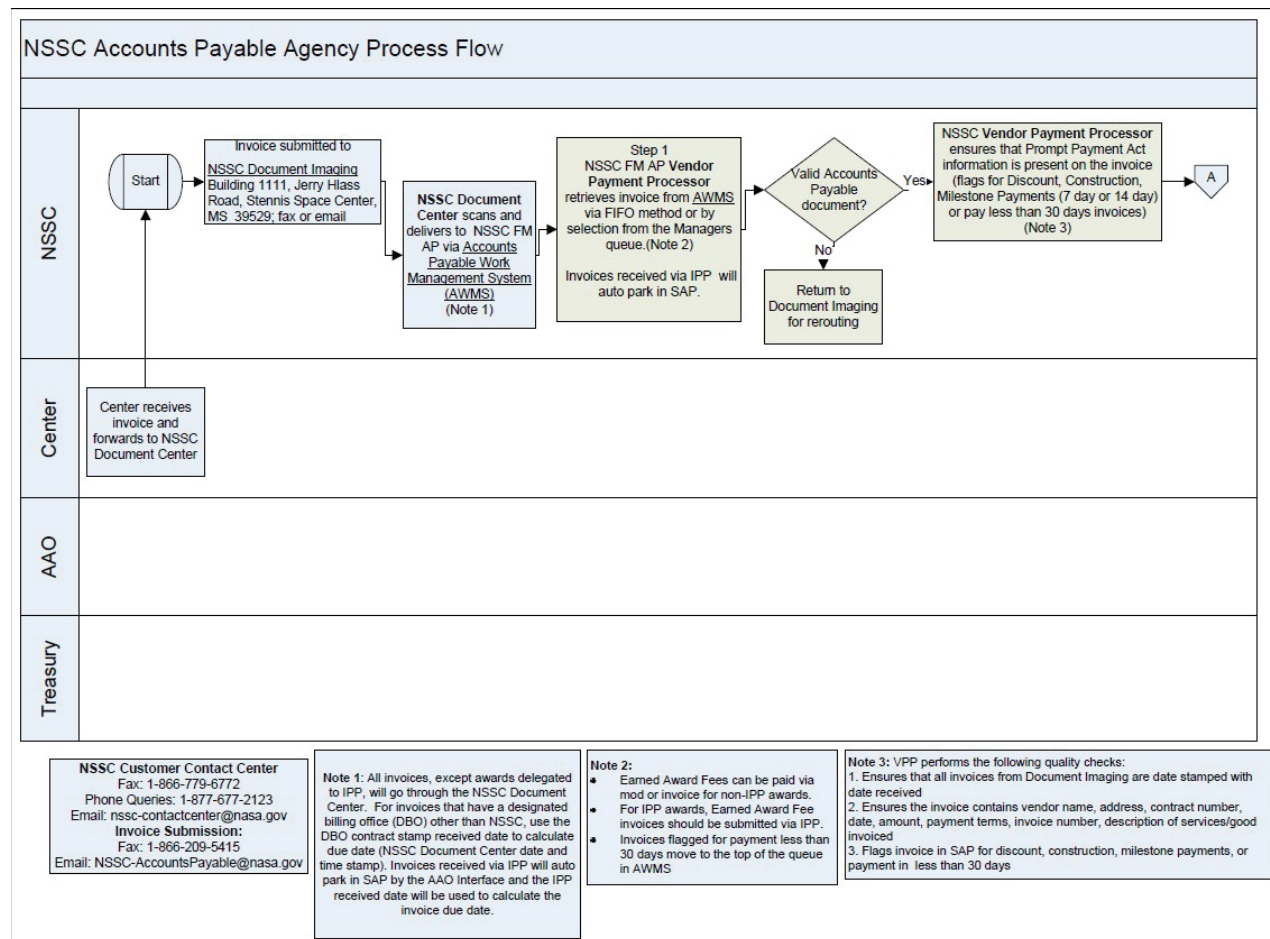
**In SPS, prior to certifying, verify:**

- Total Amount
- Agency Name
- Destination RFC
- ALC
- Schedule #
- Total # of Payments
- Payment Date
- Summary Type Code
- Control #

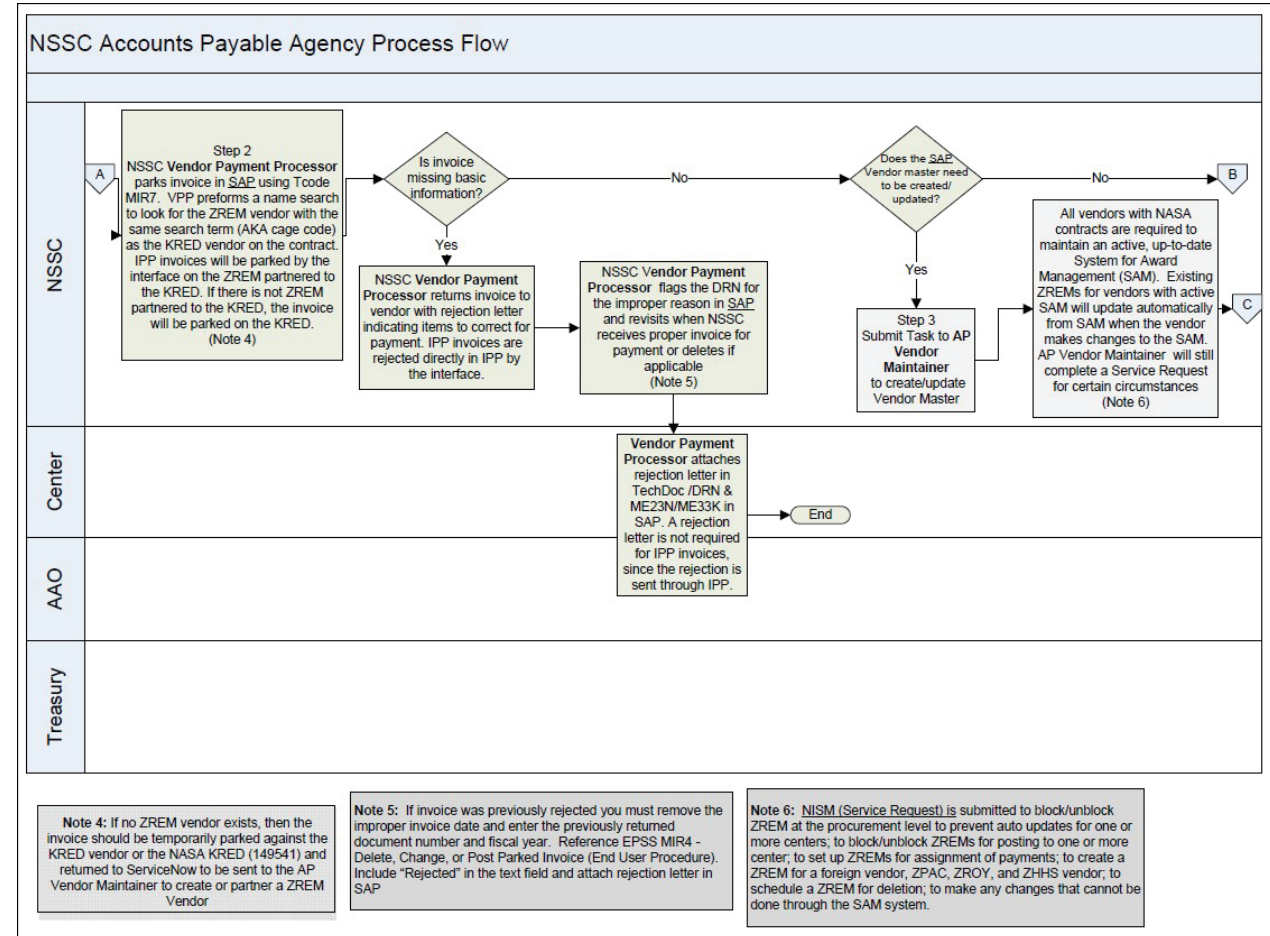


NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 109 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

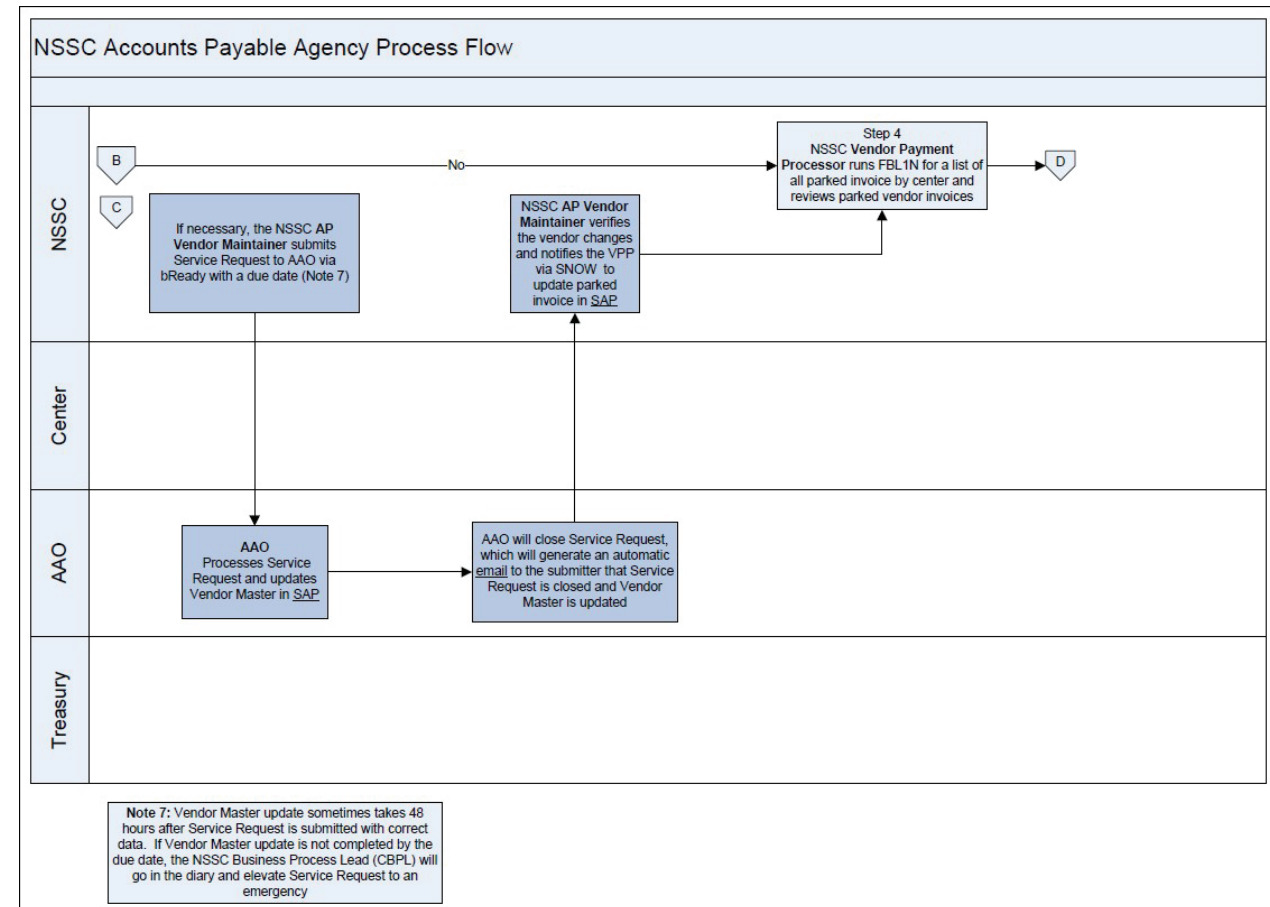
## APPENDIX D – NSSC AP AGENCY PROCESSFLOW



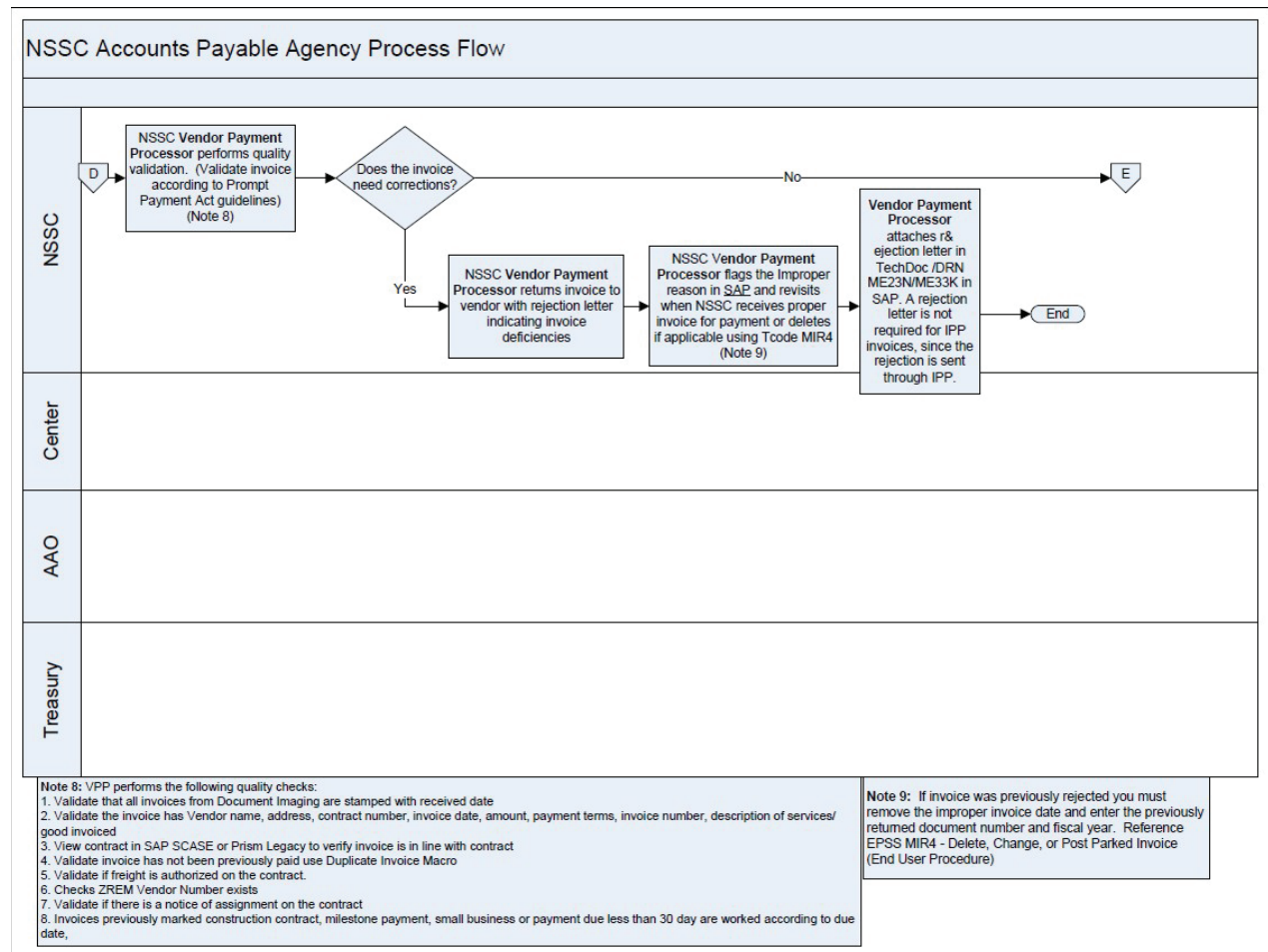
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 110 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



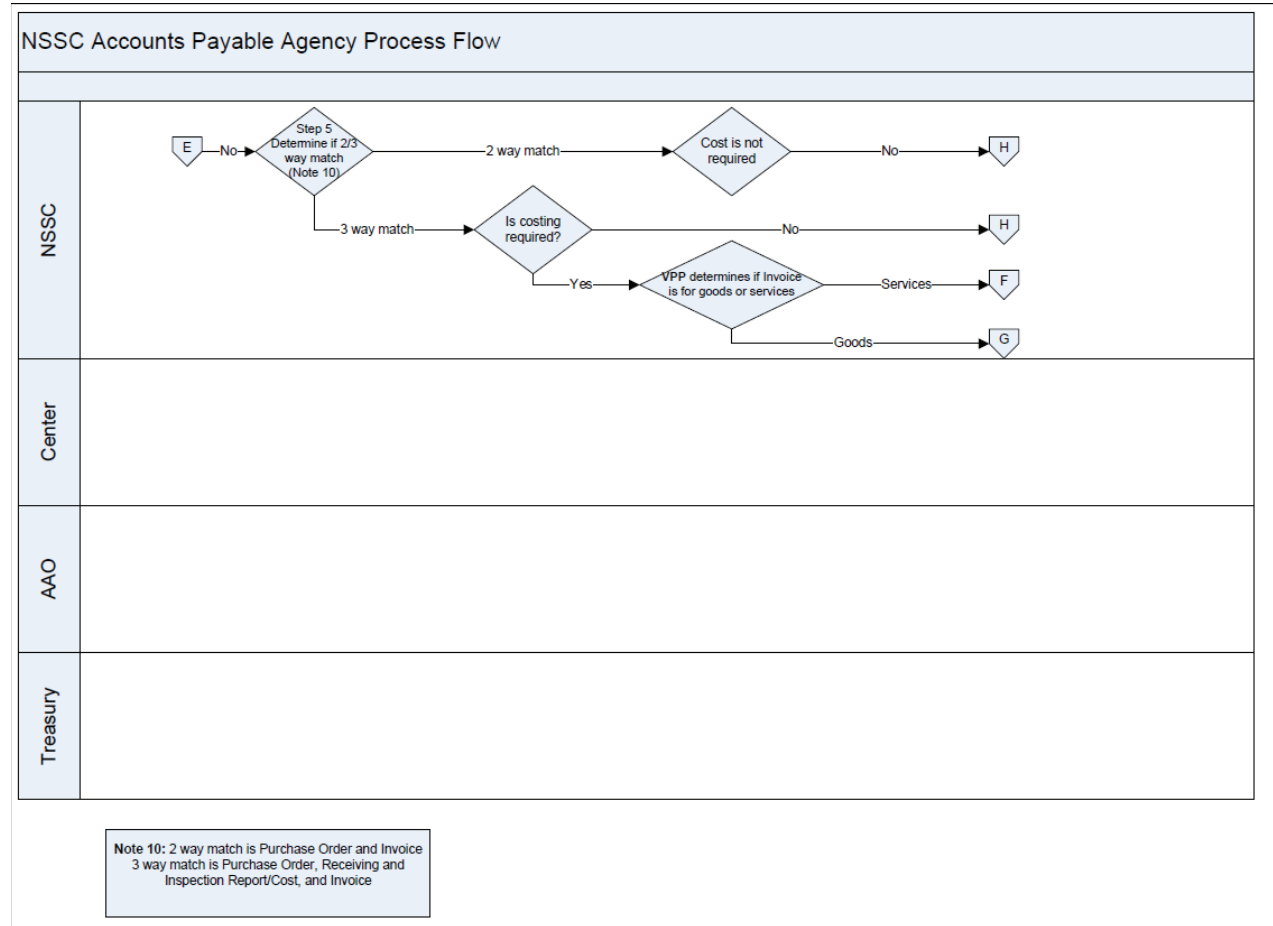
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 111 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



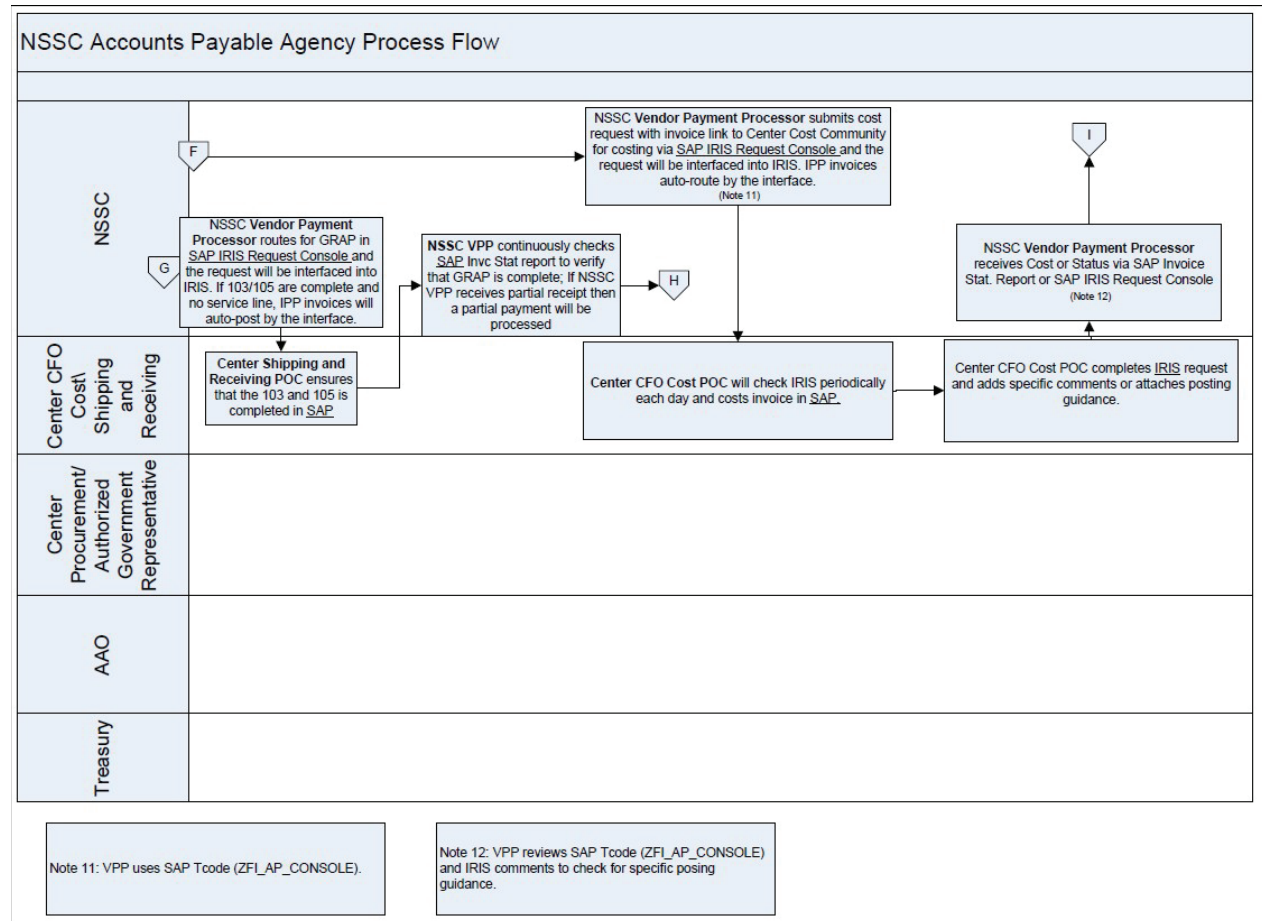
NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 112 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	



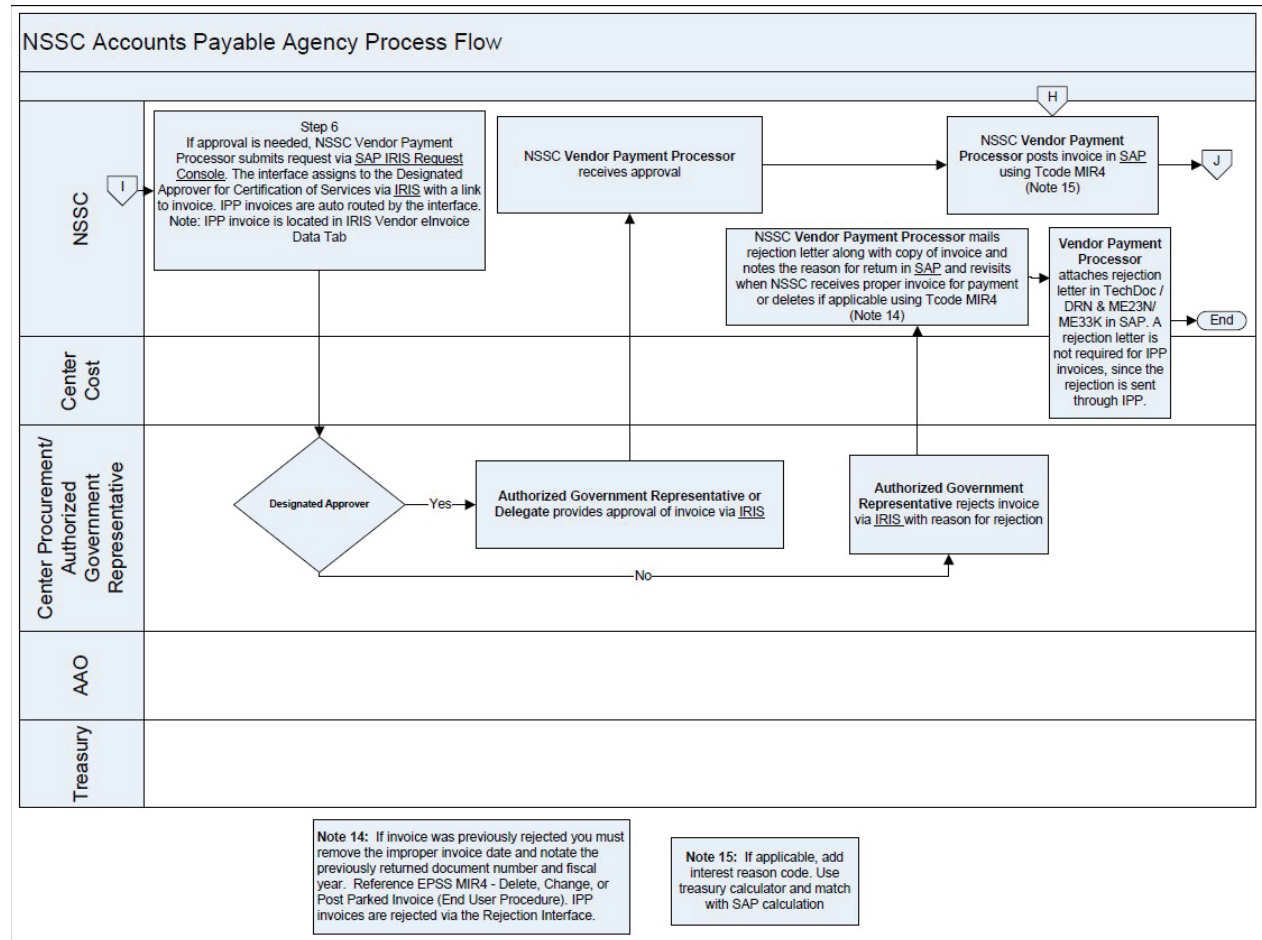
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 113 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 114 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

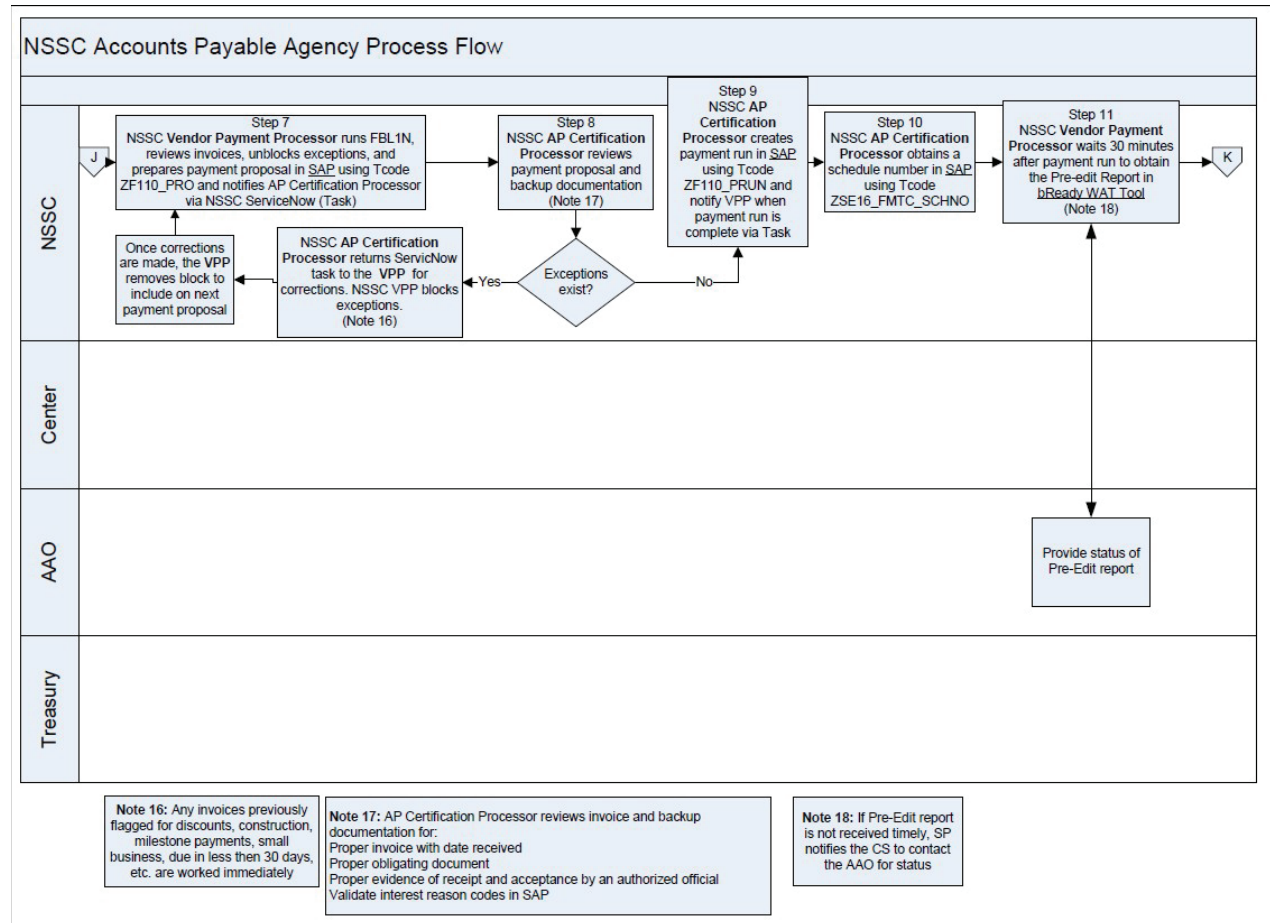


NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 115 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



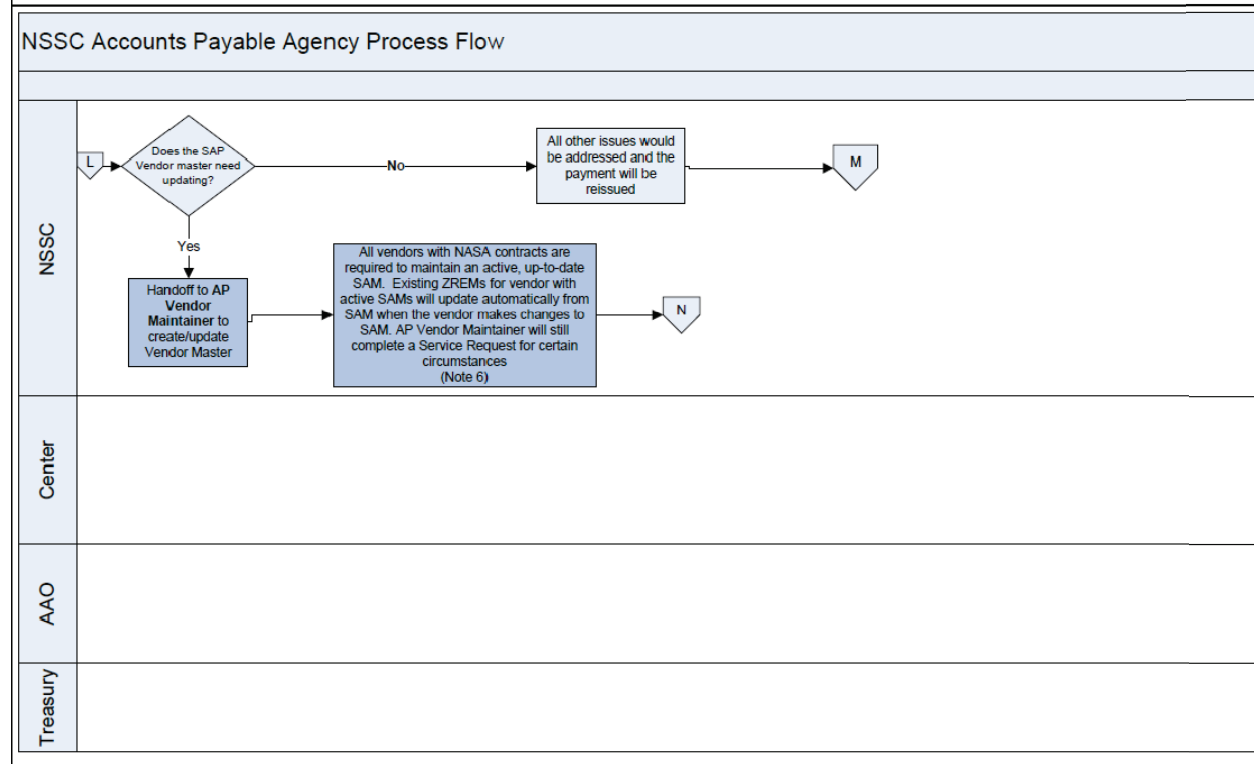
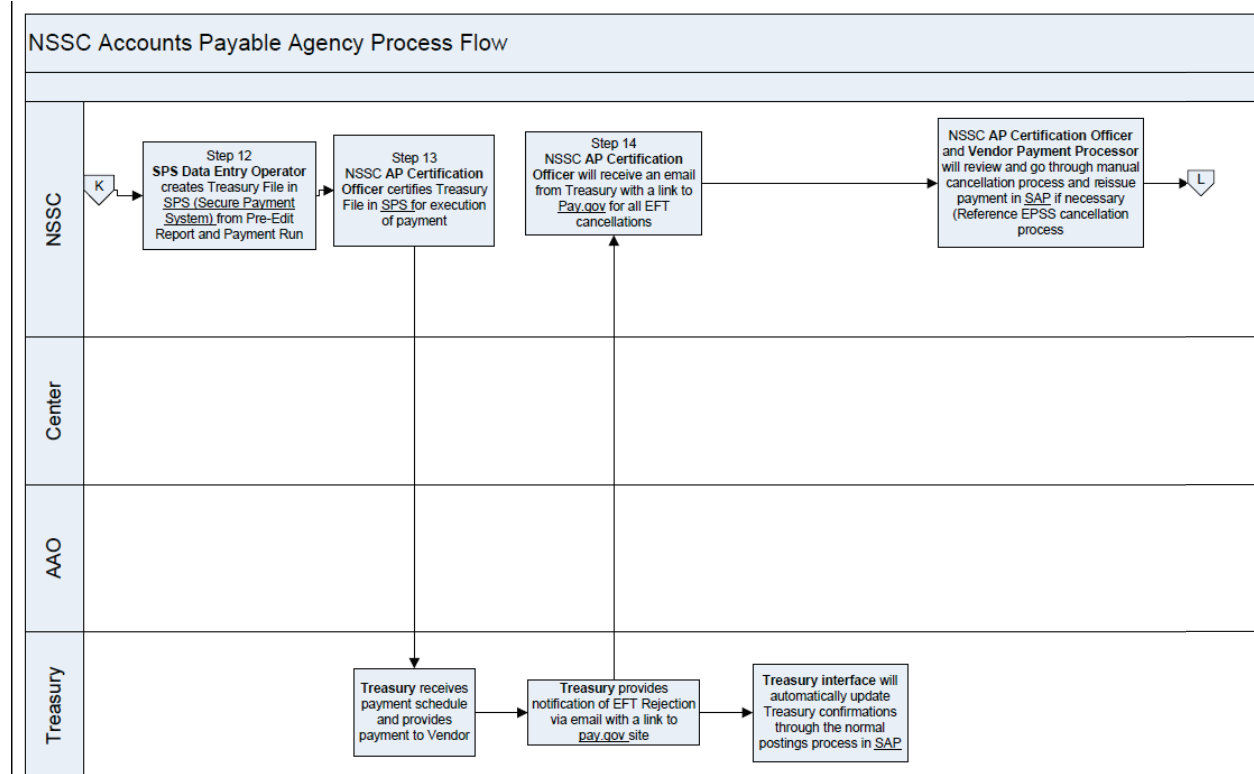


NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 116 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

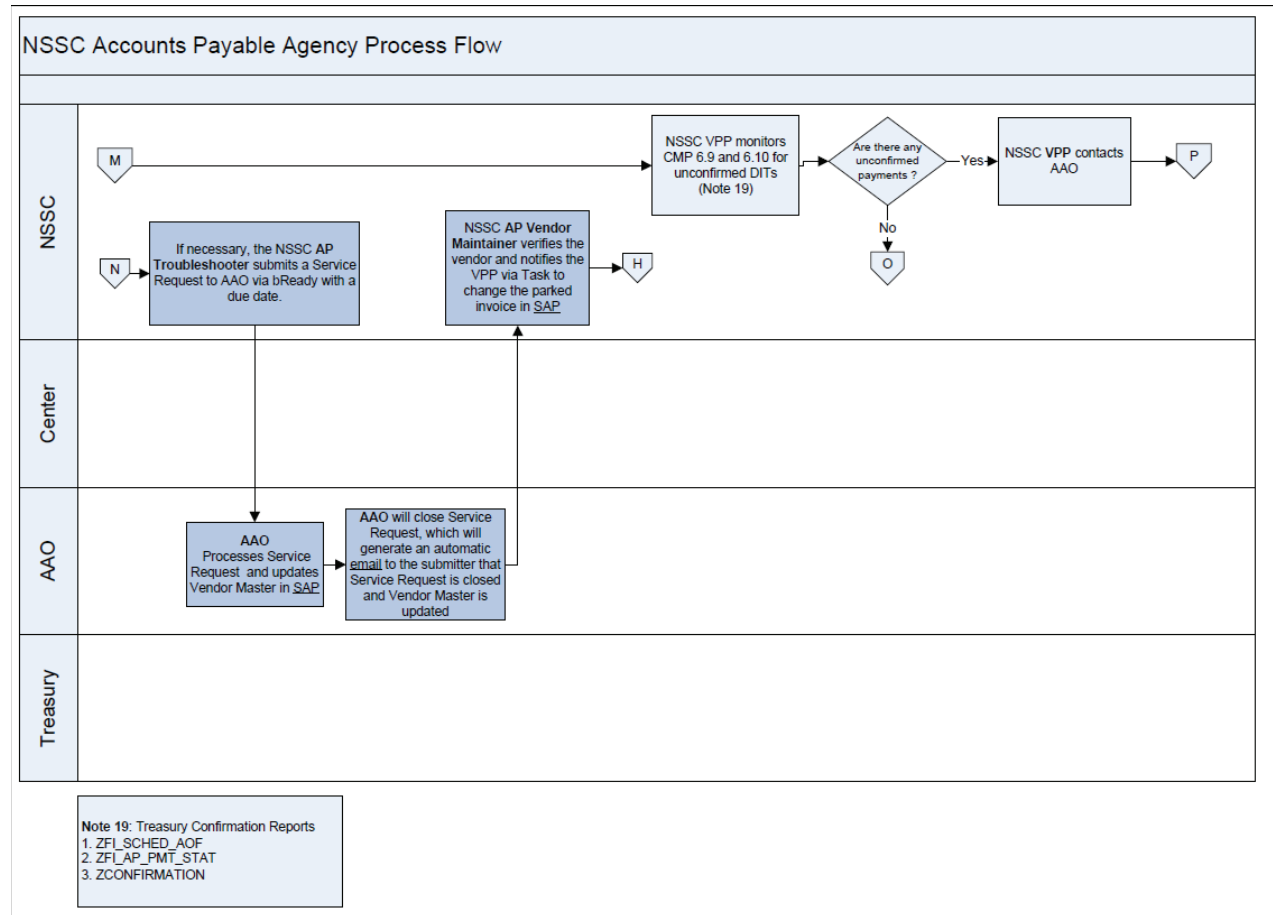




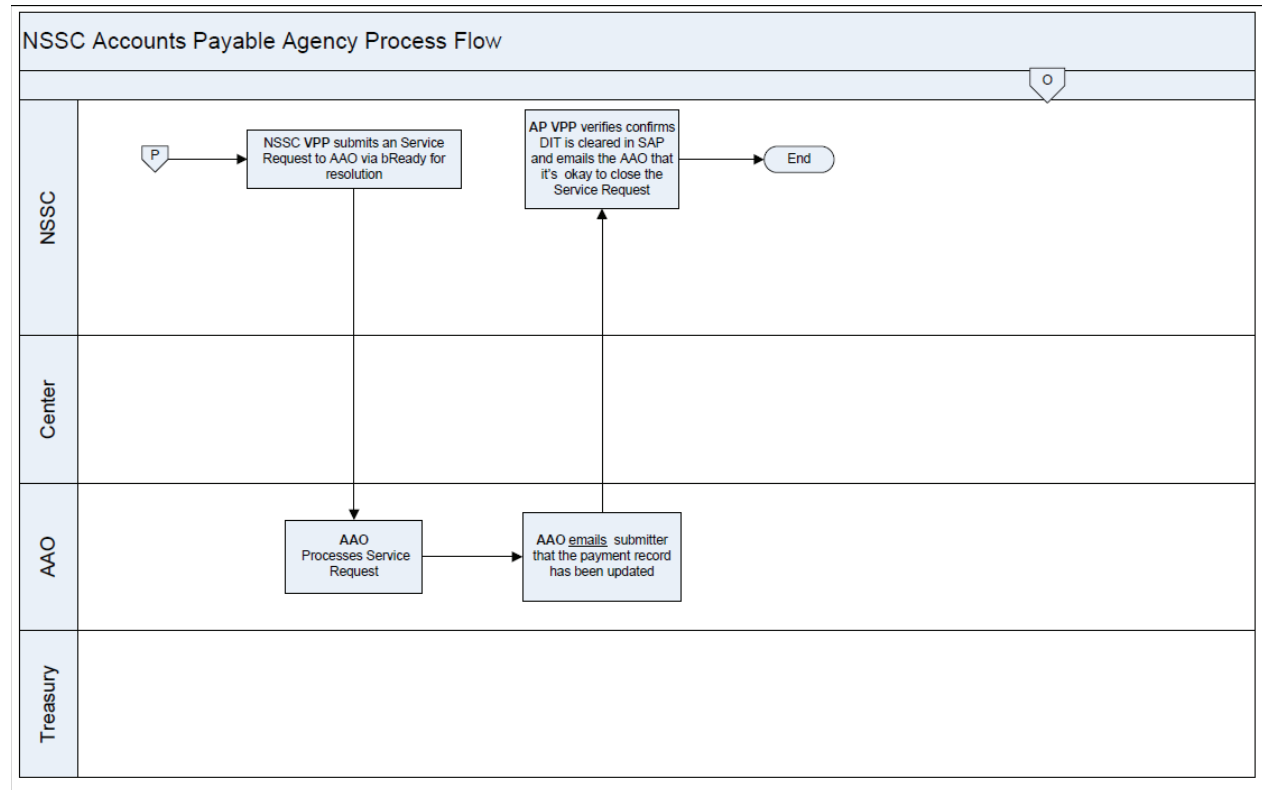
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 117 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 118 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

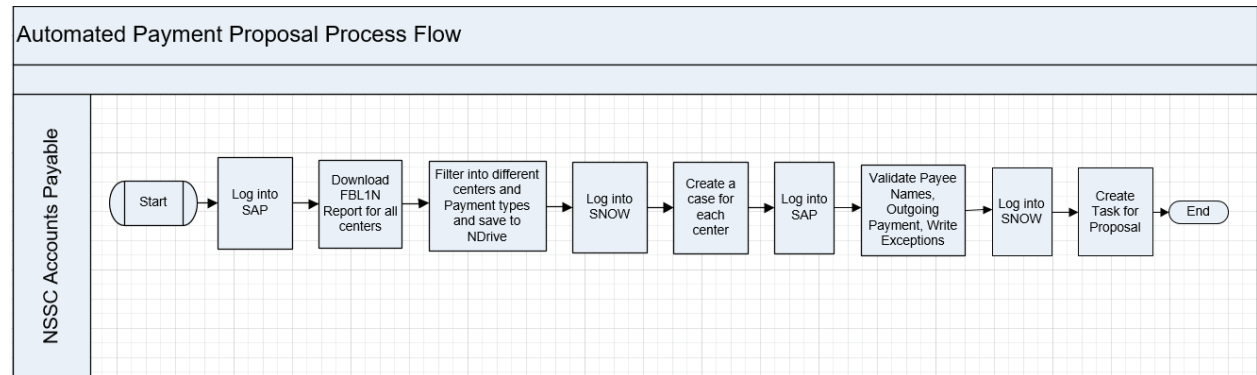


NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 119 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



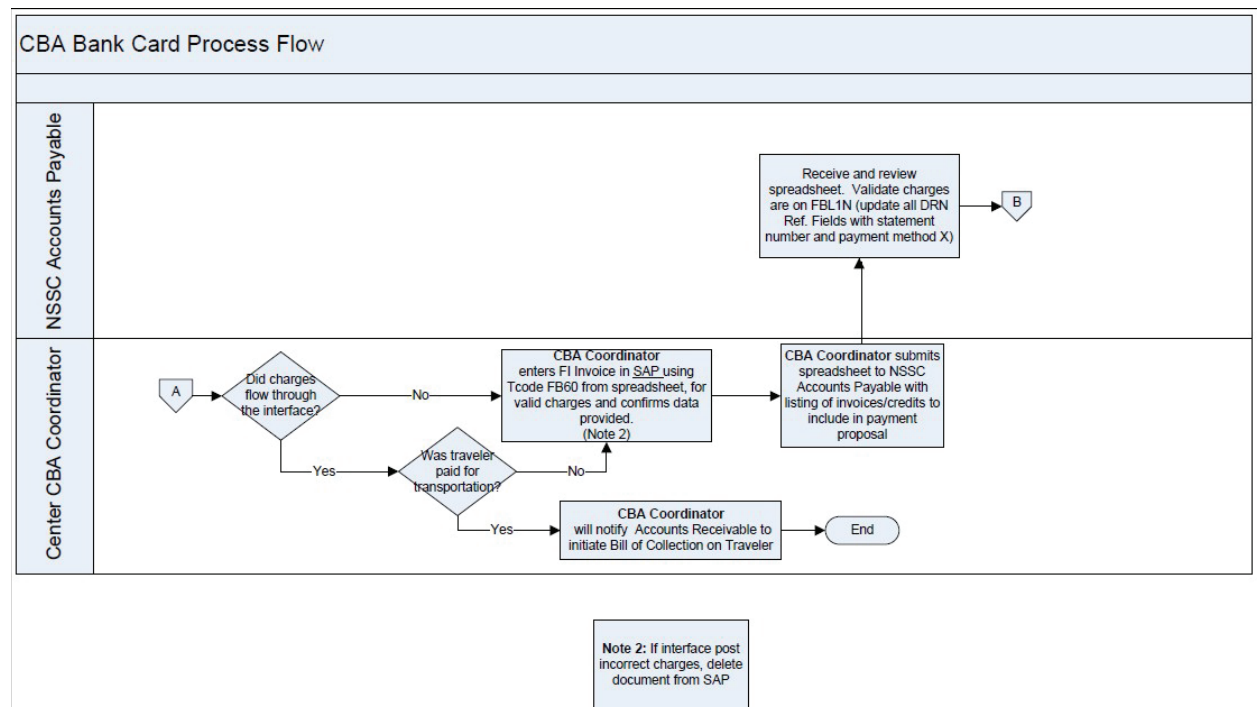
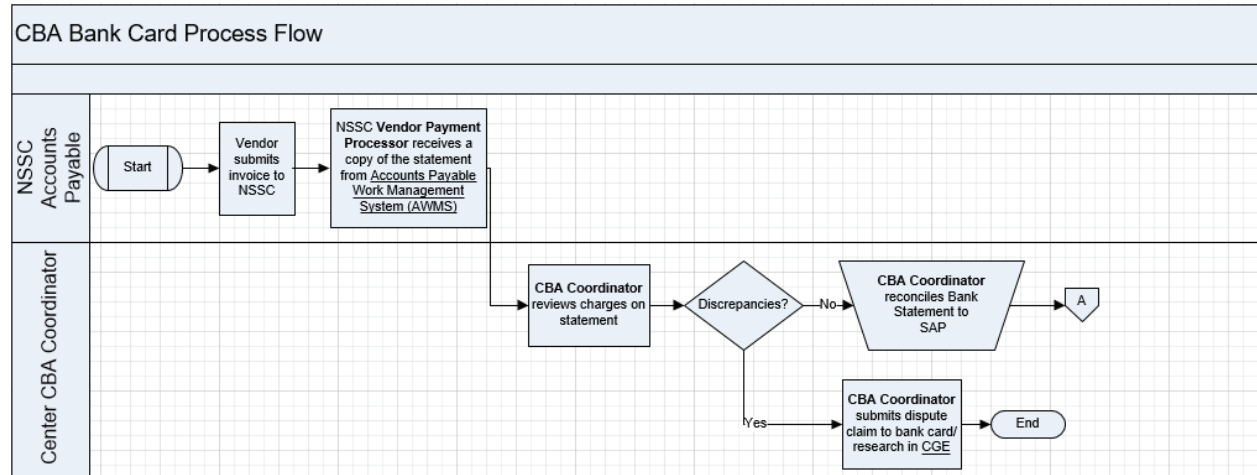
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 120 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## APPENDIX E – AUTOMATED PAYMENT PROPOSAL PROCESS FLOW

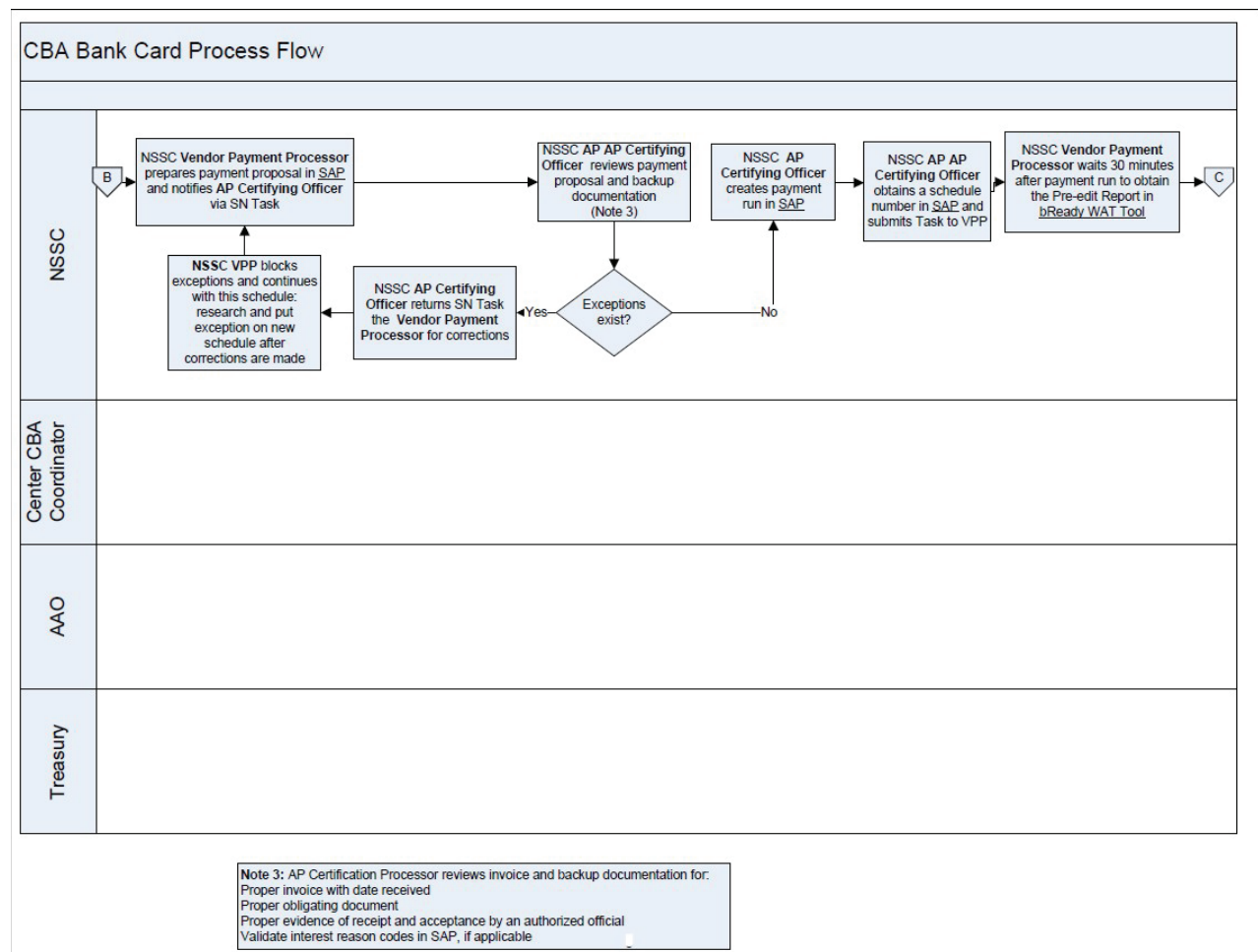


NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
Responsible Office: Financial Management Division		Page 121 of 190
Subject: Accounts Payable Invoice Processing SDG		

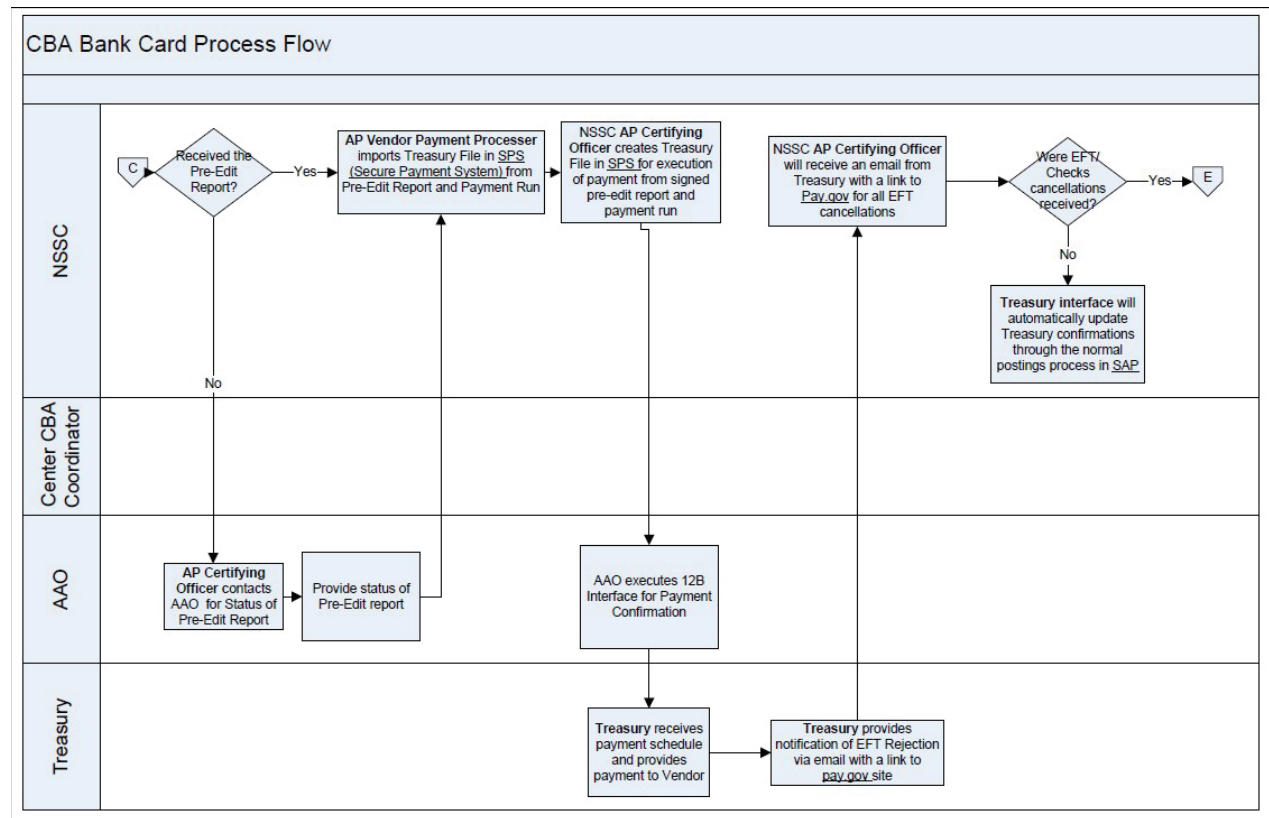
## APPENDIX F – TRAVEL CBA PROCESS FLOW



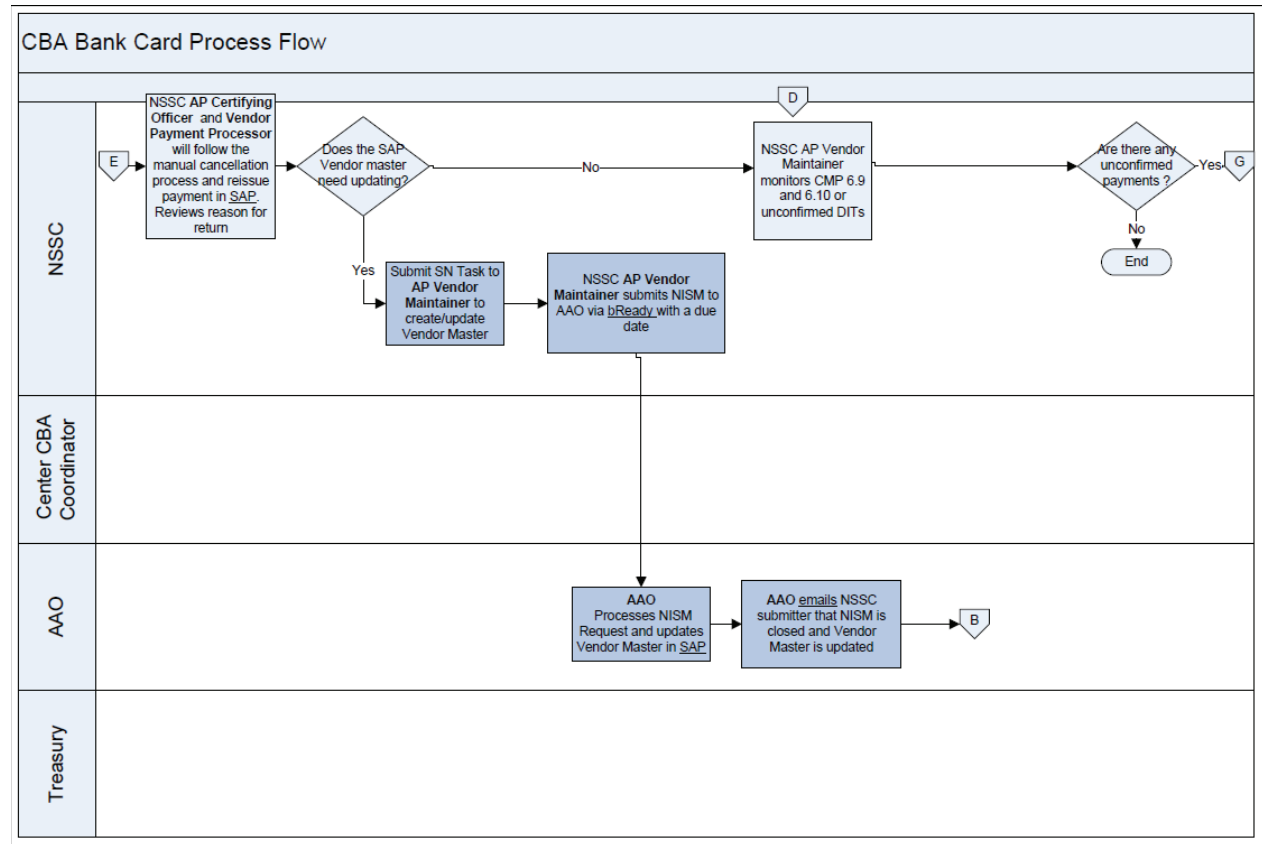
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 122 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 123 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

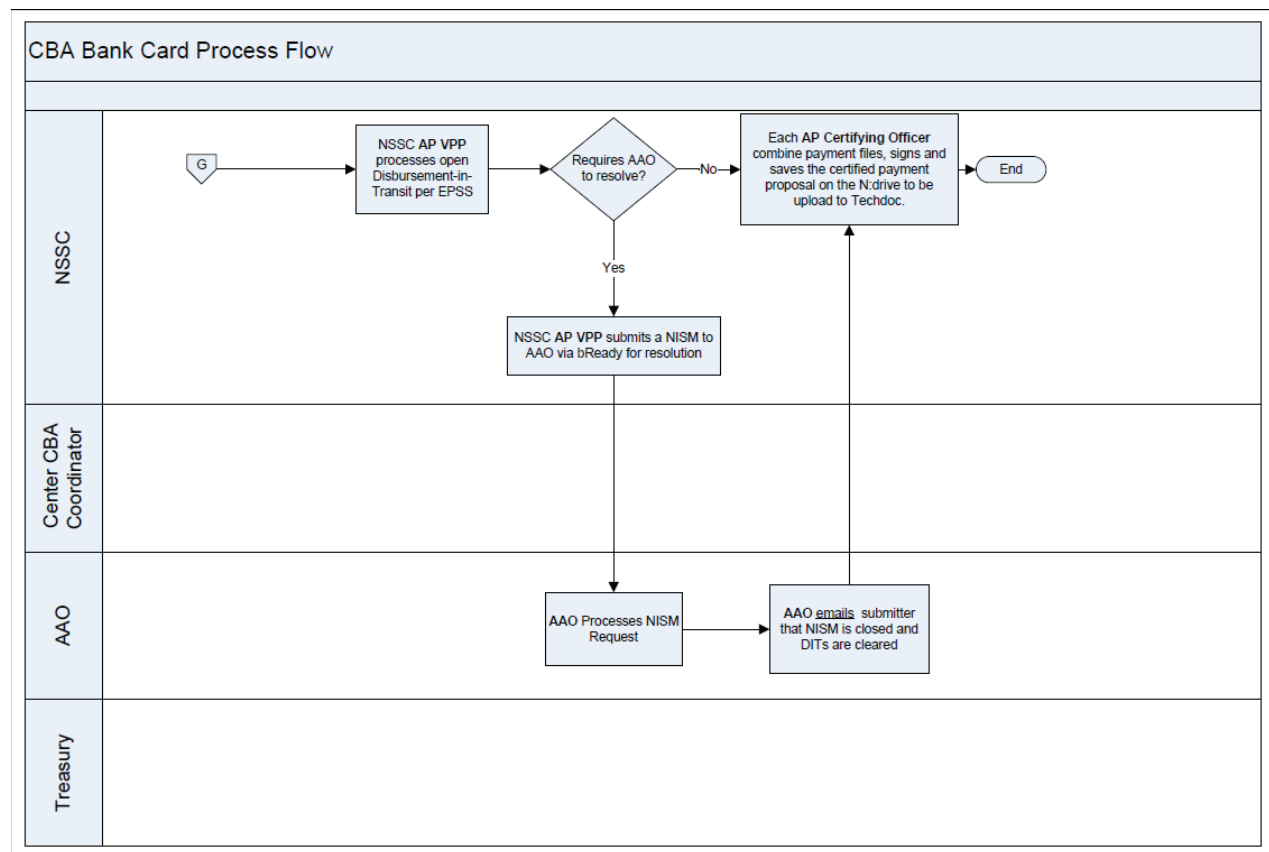


NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 124 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



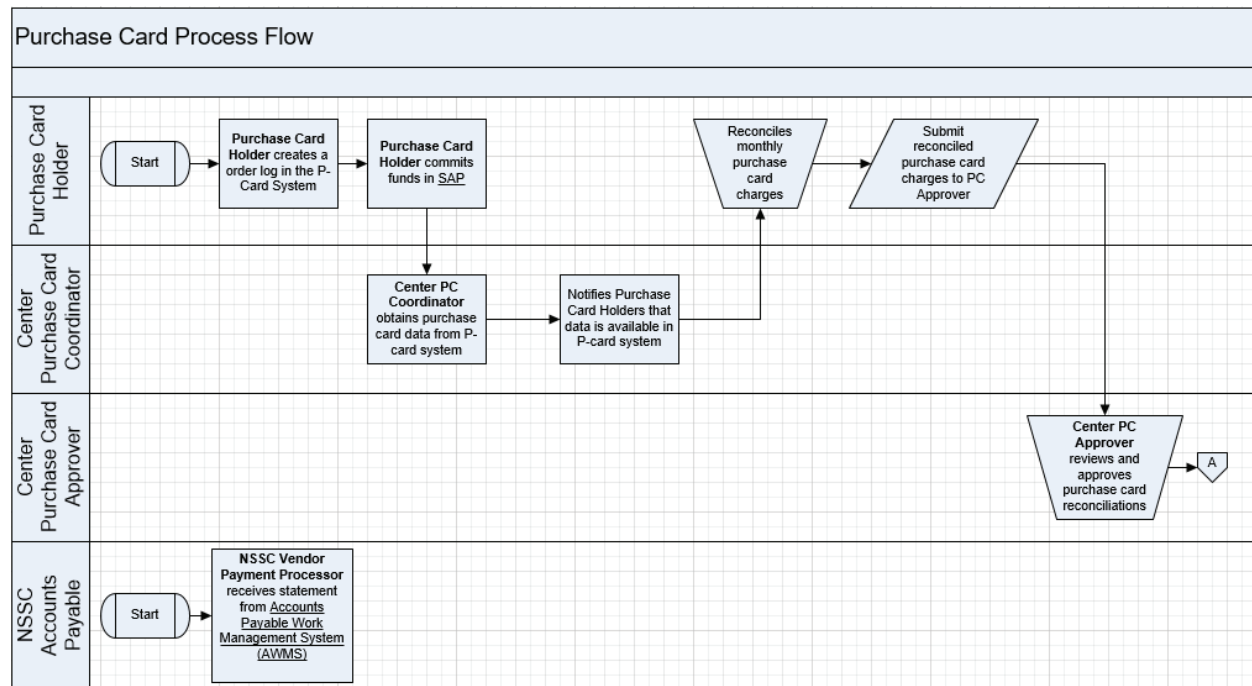


NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 125 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

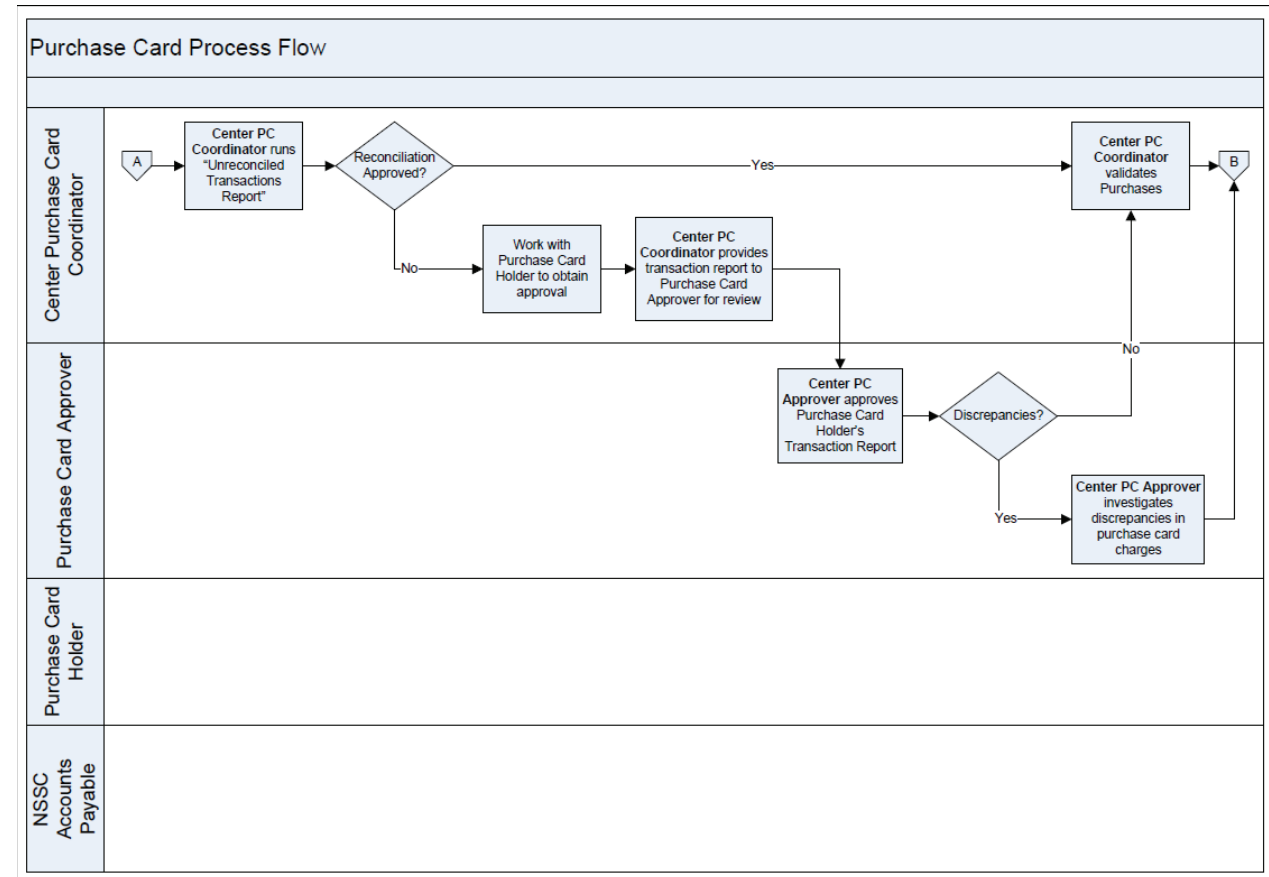


NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 126 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

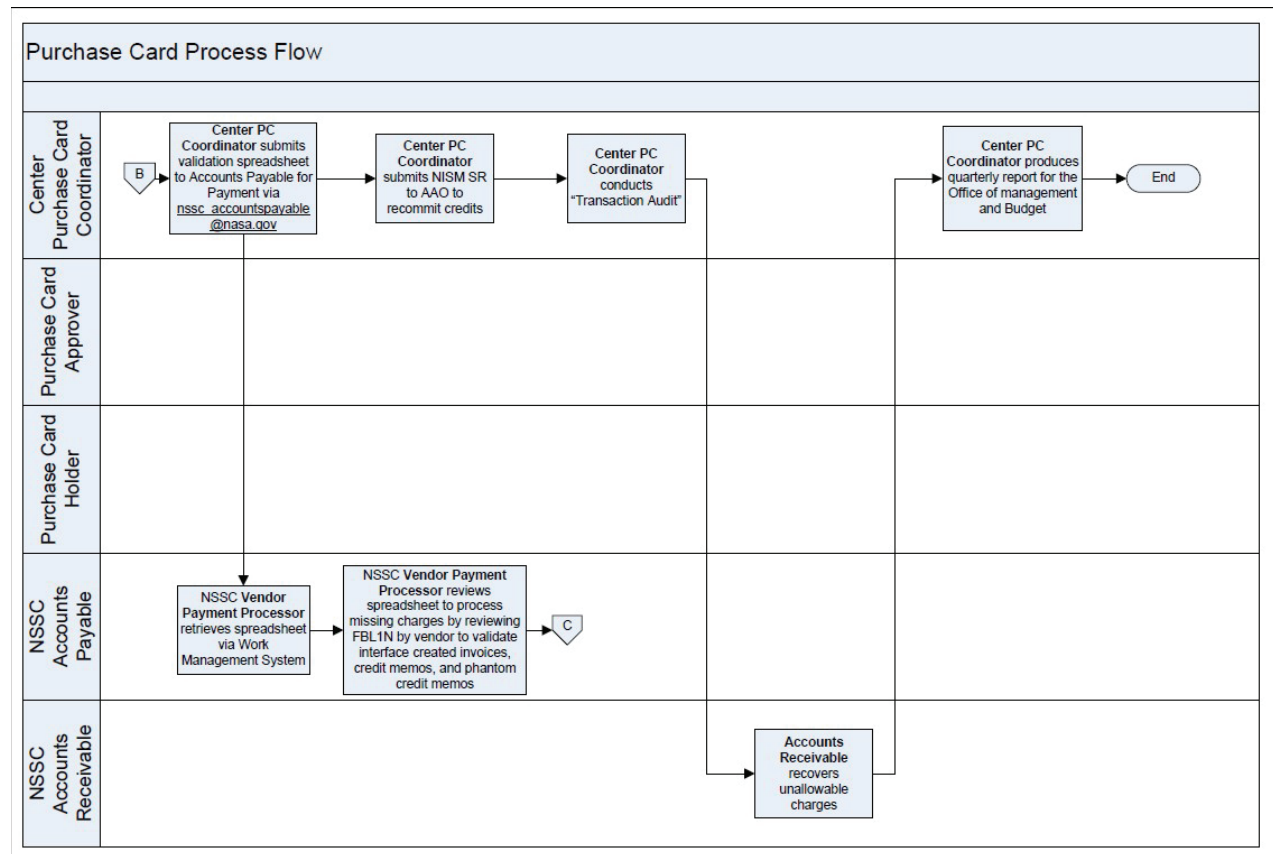
## APPENDIX G – PURCHASE CARD PROCESS FLOW



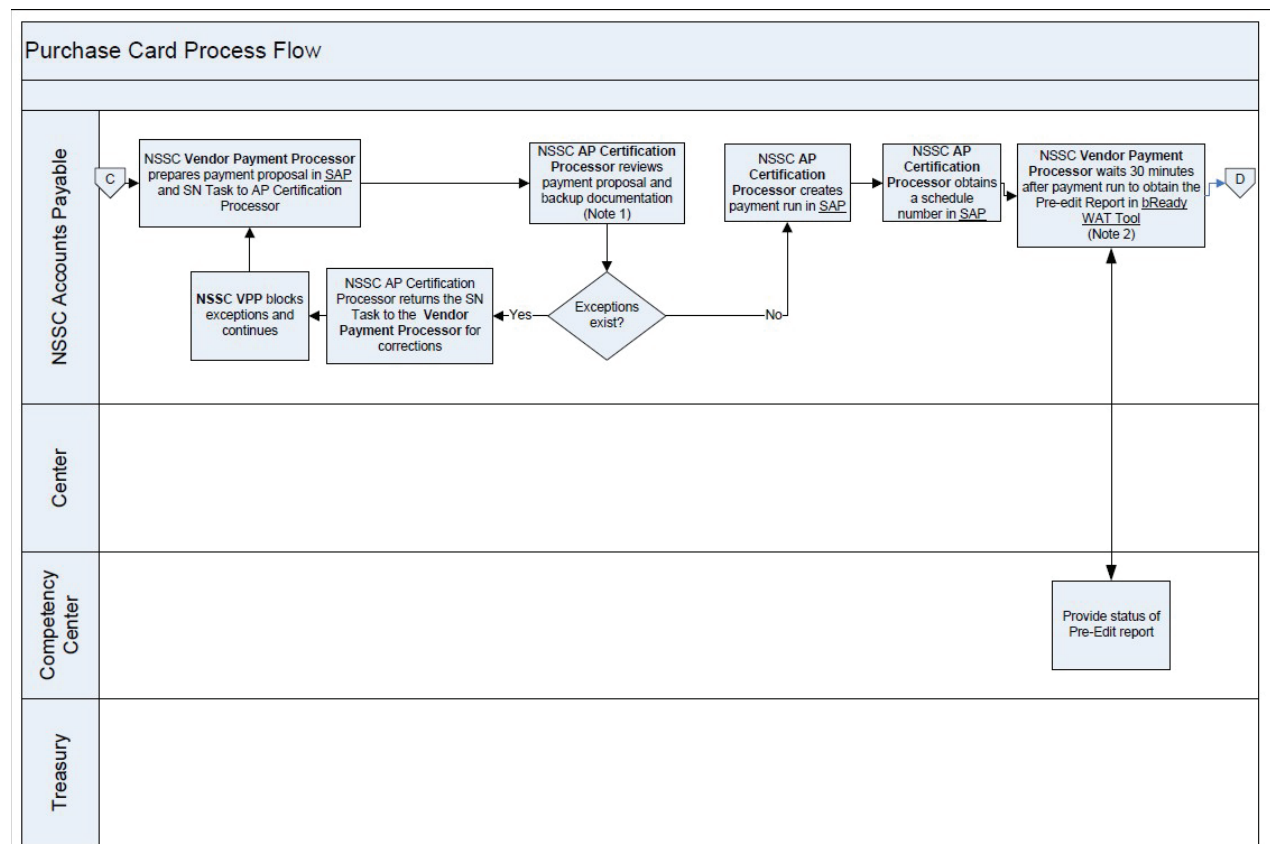
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 127 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



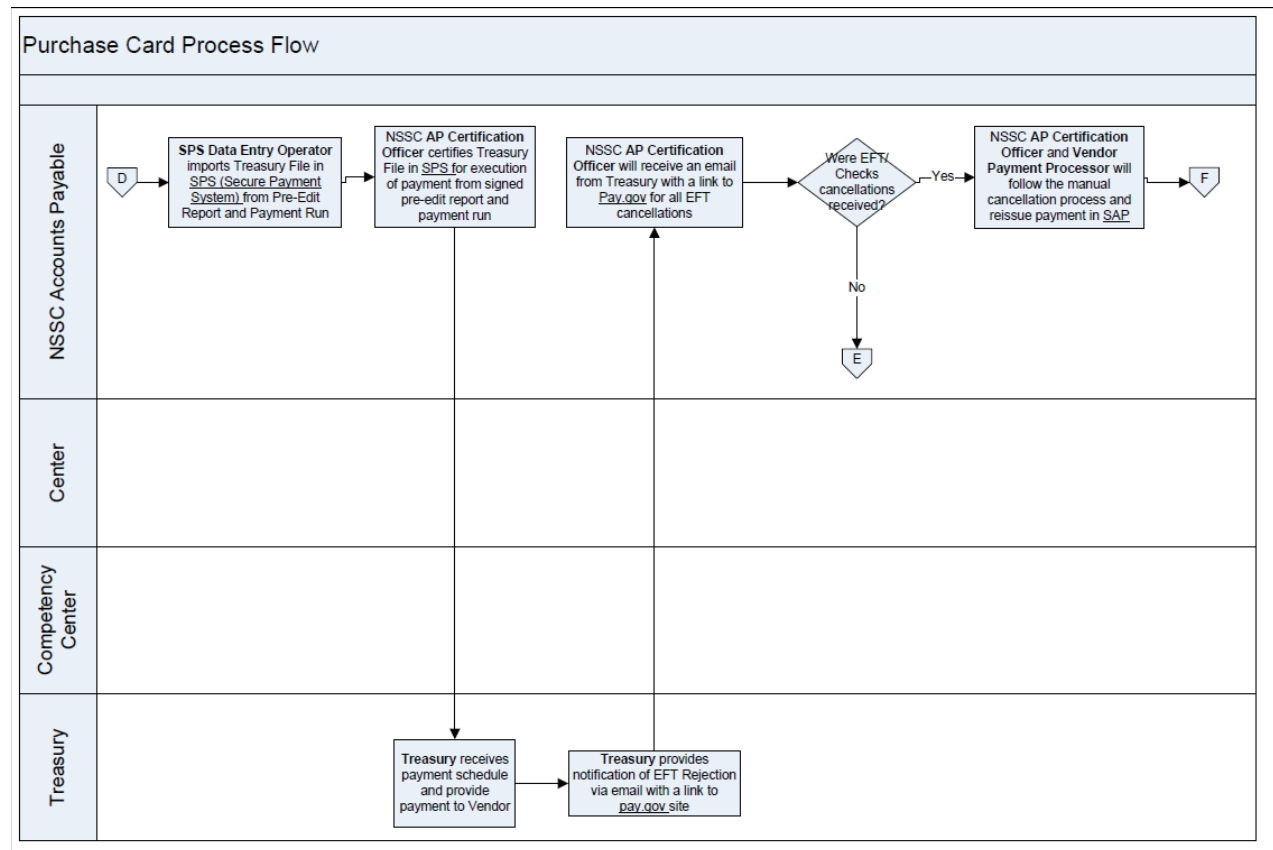
NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 128 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	



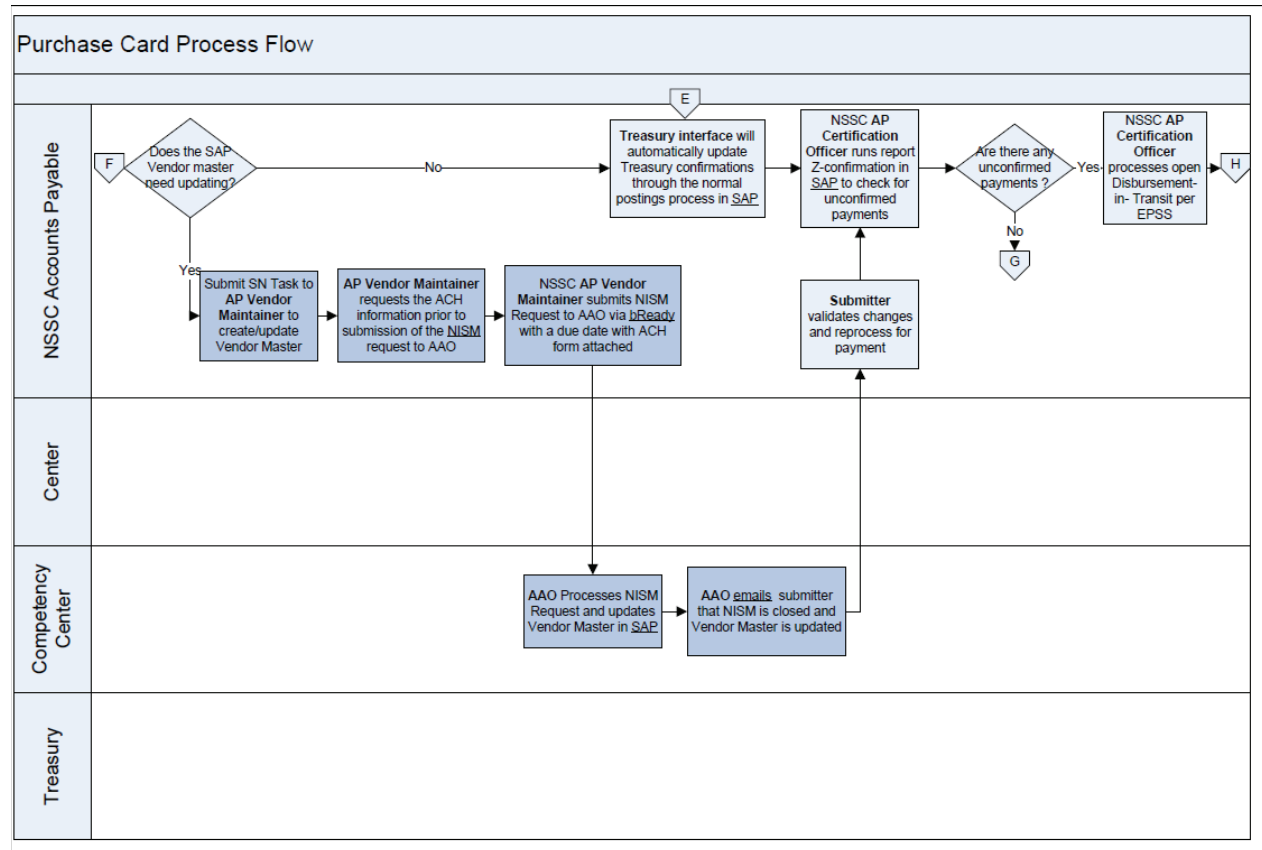
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 129 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



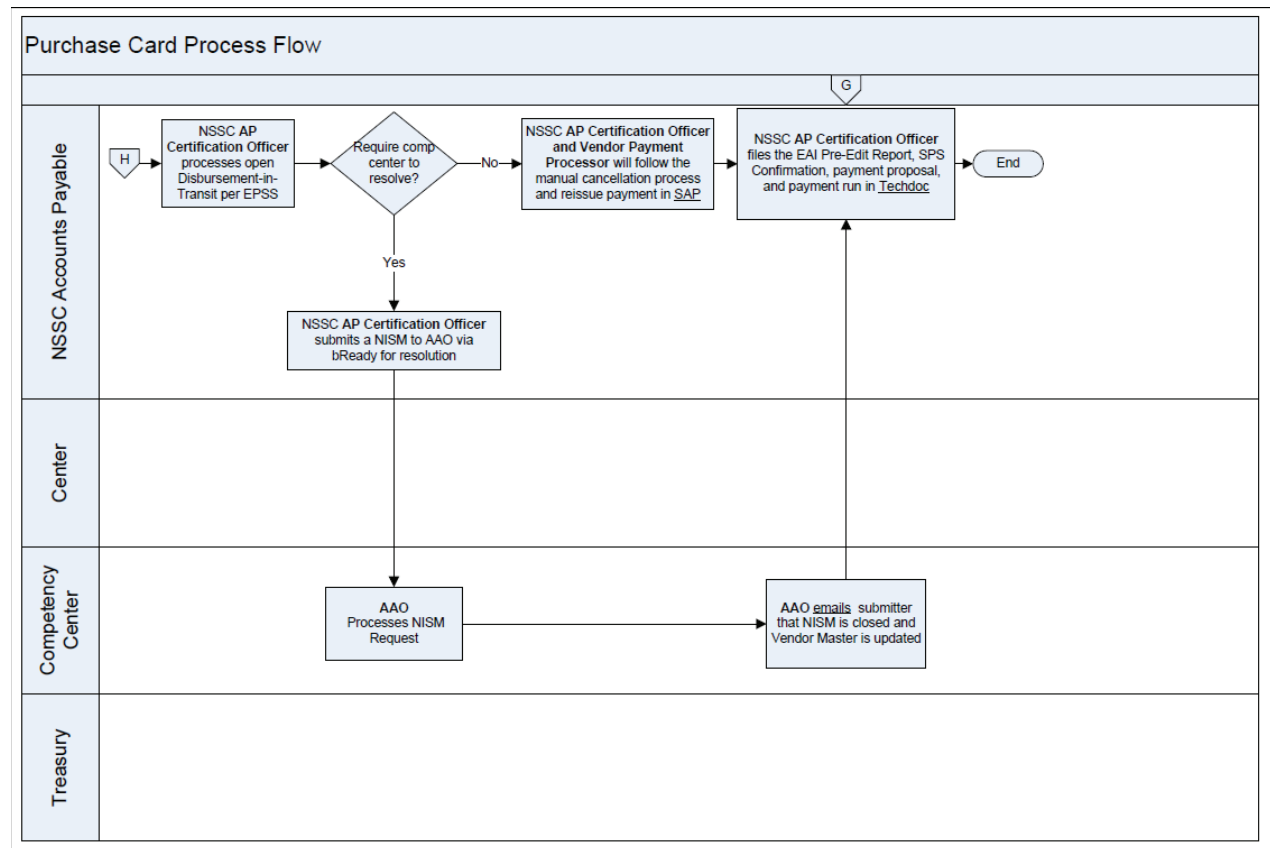
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 130 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 131 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



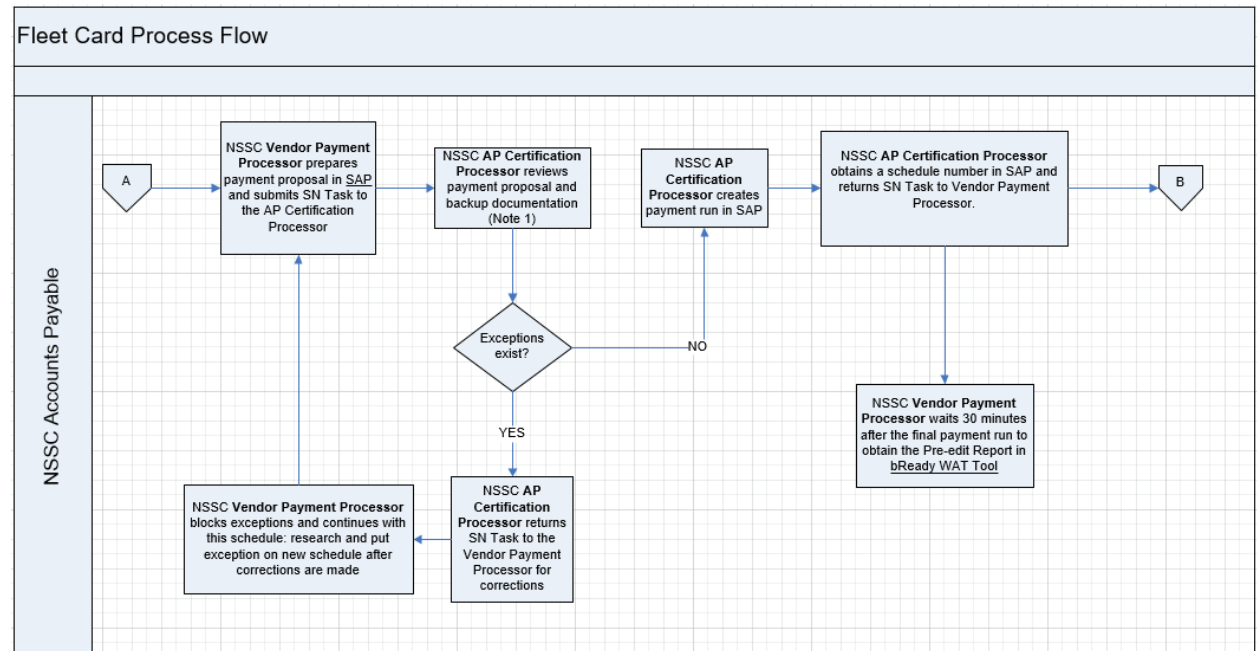
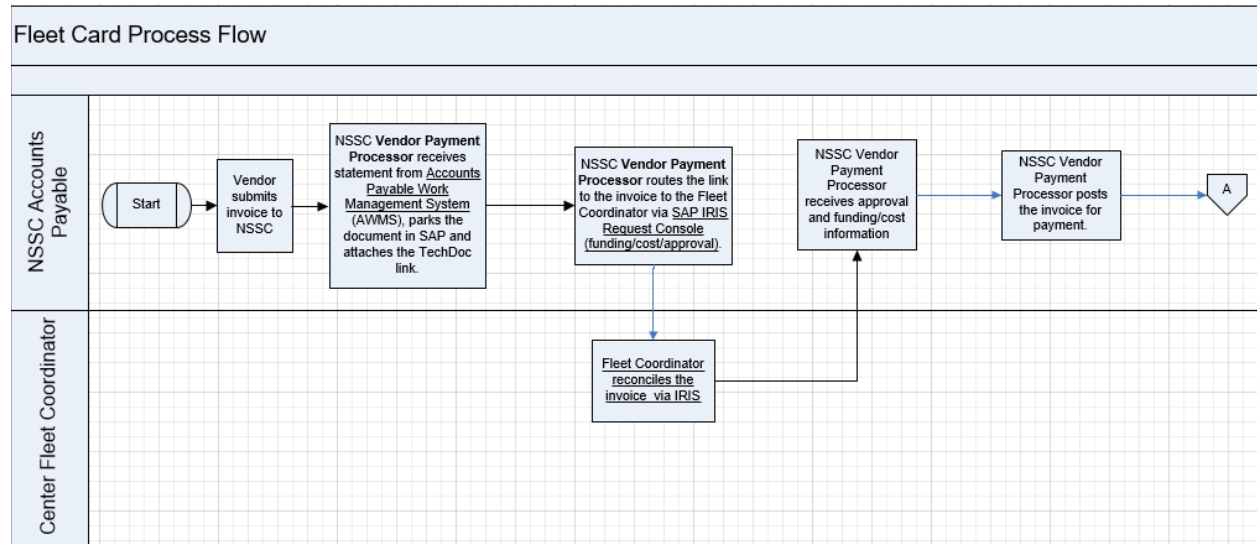
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 132 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		





NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 133 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

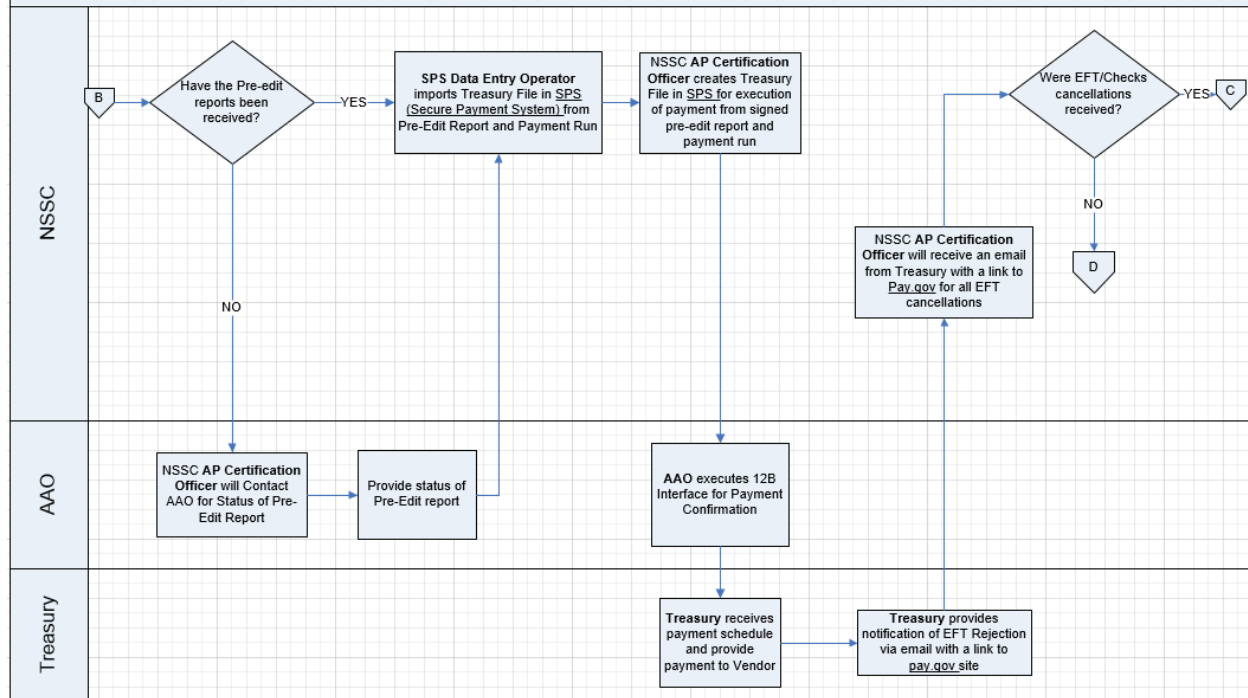
## APPENDIX H – FLEET CARD PROCESS FLOW



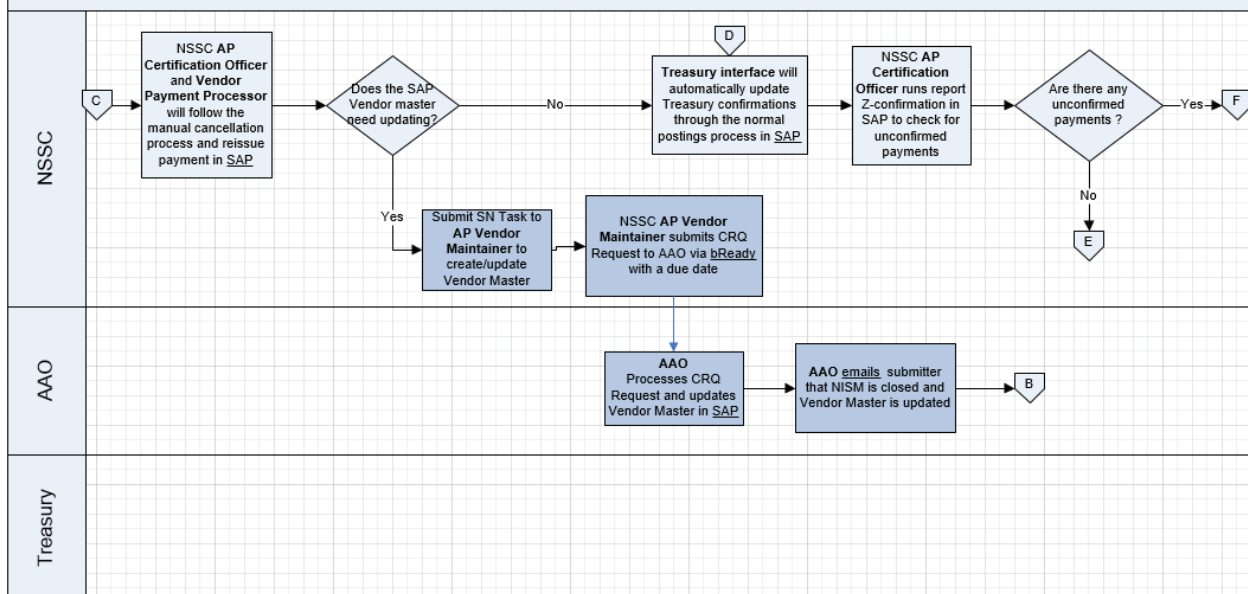
**Note 1:** AP Certification Processor reviews invoice and backup documentation for:  
 Proper invoice with date received  
 Proper obligating document  
 Proper evidence of receipt and acceptance by an authorized official  
 Validate interest reason codes in SAP

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 134 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

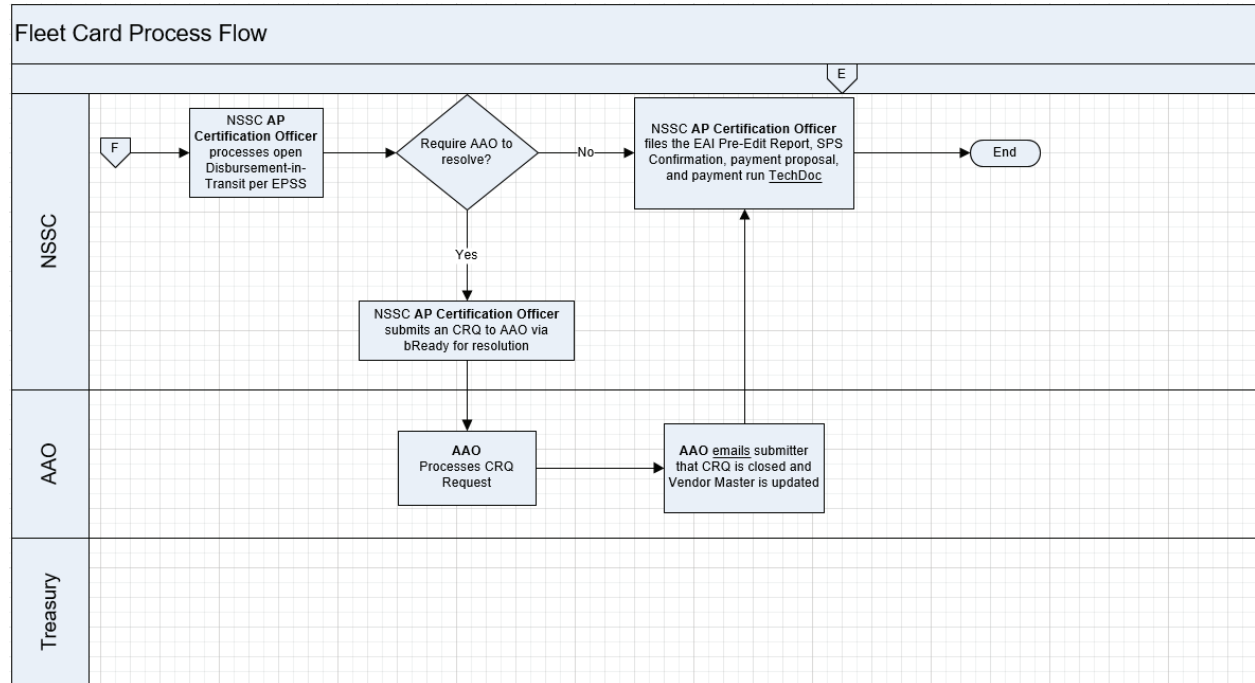
#### Fleet Card Process Flow



#### Fleet Card Process Flow

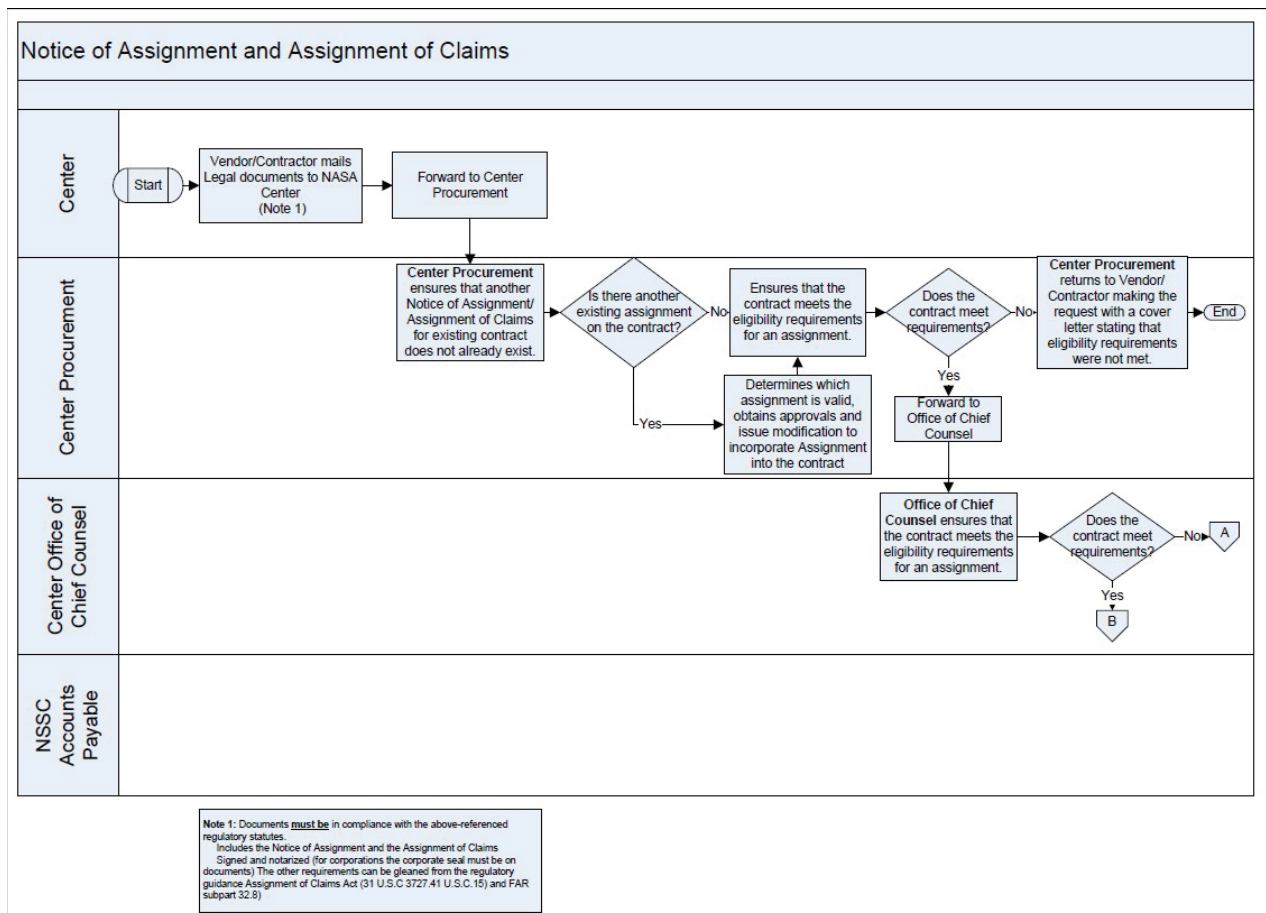


NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 135 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

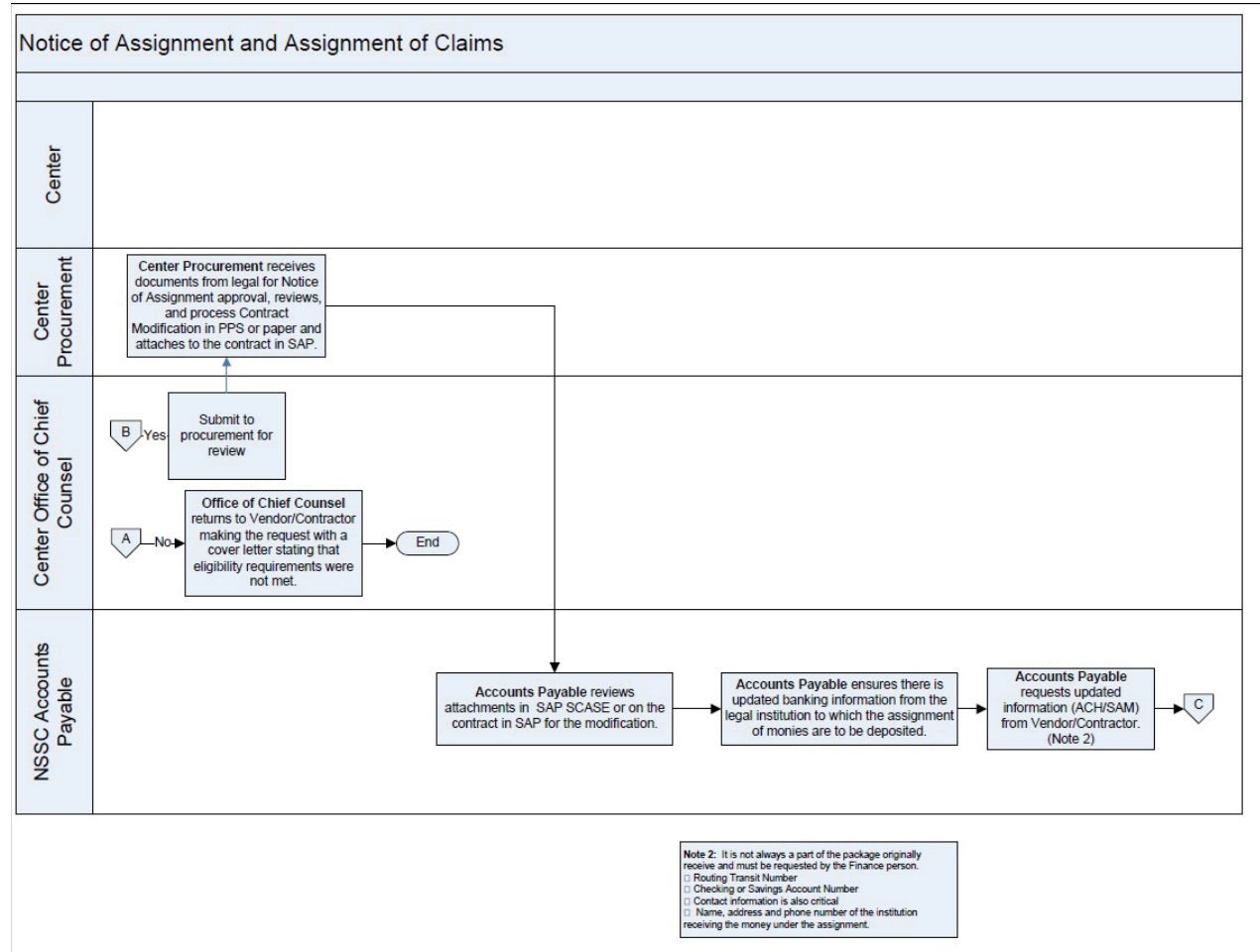


NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 136 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

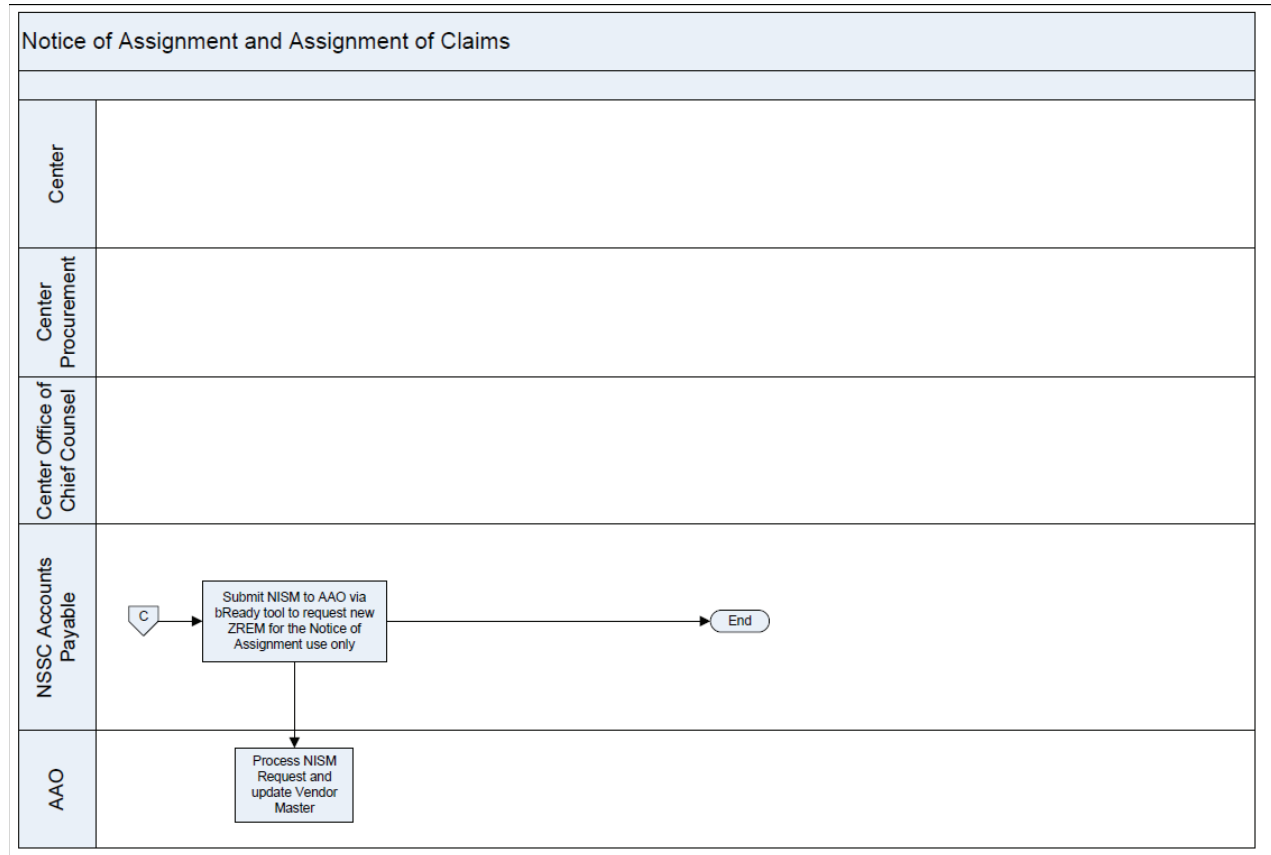
## APPENDIX I – NOTICE OF ASSIGNMENT & ASSIGNMENT OF CLAIMS



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 137 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 138 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

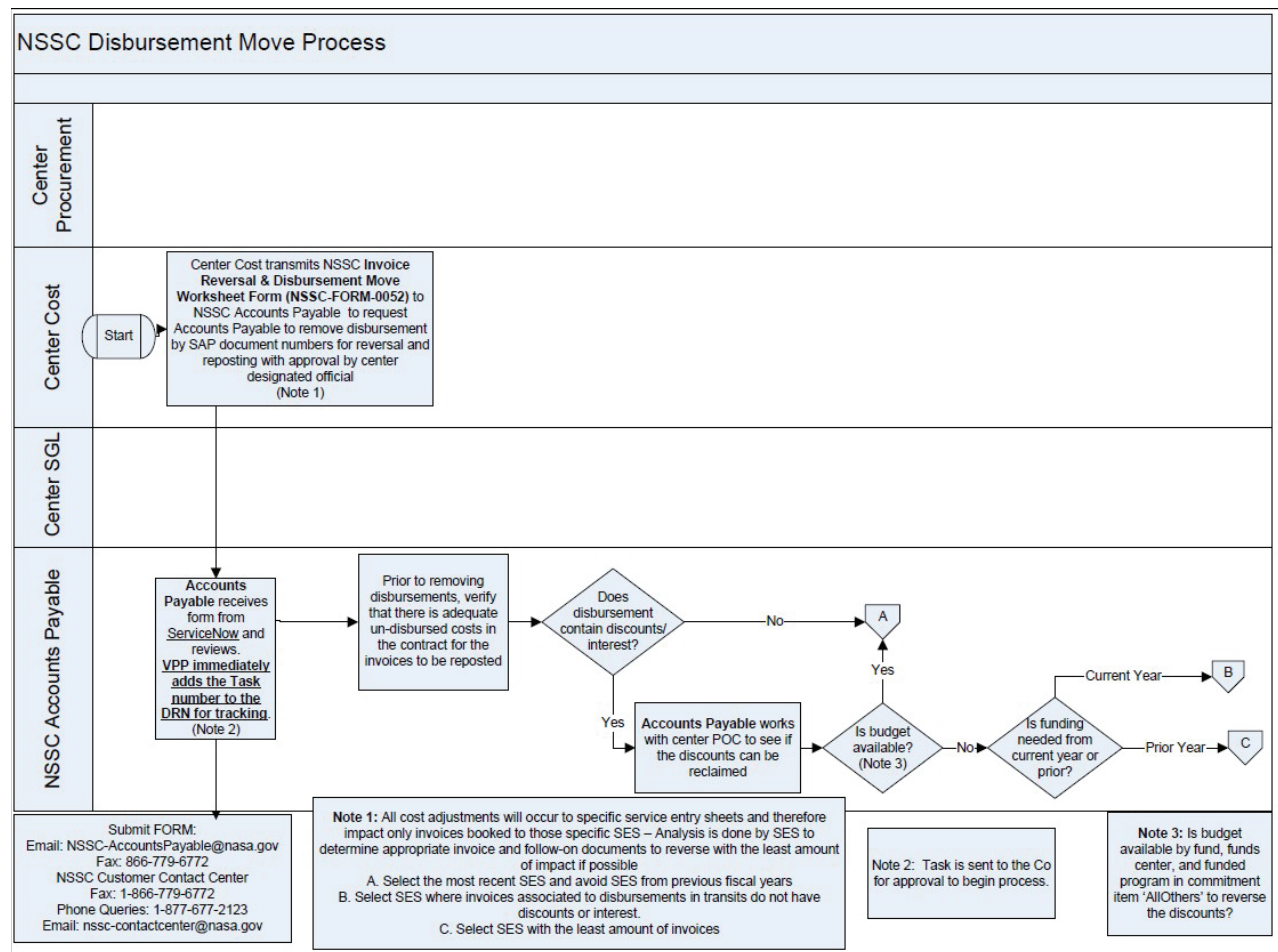


NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 139 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

Notice of Assignment and Assignment of Claims		
Notes		
	<p>Note: Most contracts are complete and go through the close-out process without ever receiving a legal Release of Assignment document. The contract is closed out through normal processes. In cases where there has been a release of assignment, vendor will be as listed in SAM. When shared, the Center will get concurrence prior to submitting an NISM to update to current SAM information.</p>	<p>Note: Additional reasons for return of the legal documents are: Incorrect contract number stated in the legal binding instruments, the name of the Agency is incorrect, e.g. they note that it is U.S. Department of Education instead of noting that NASA is the Agency, or the documents themselves do not follow the pattern noted in the regulatory guidance noted above. Documents then follow the process of returning that was mentioned earlier along with a cover letter noting the deficiency.</p>

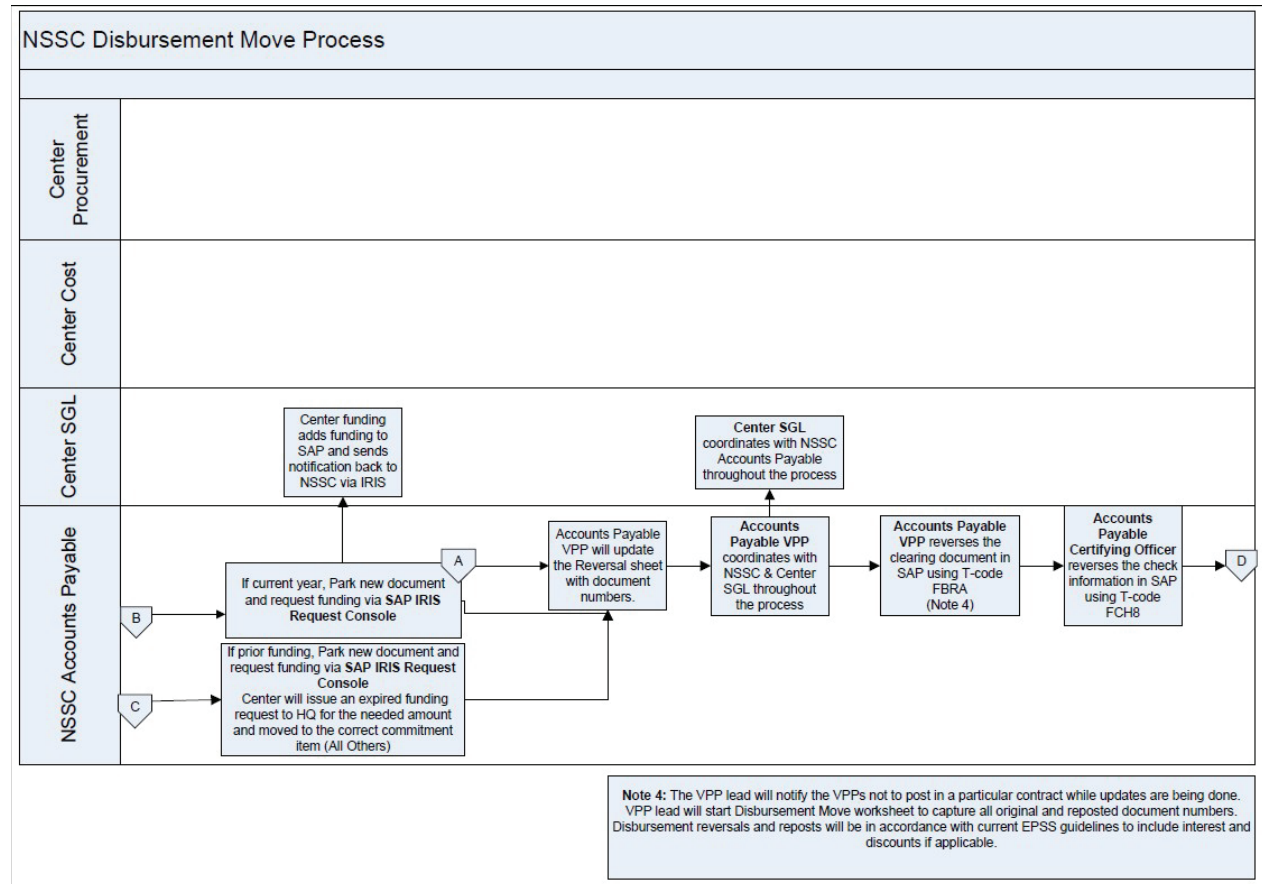
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 140 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## APPENDIX J – DISBURSEMENT MOVE PROCESSFLOW

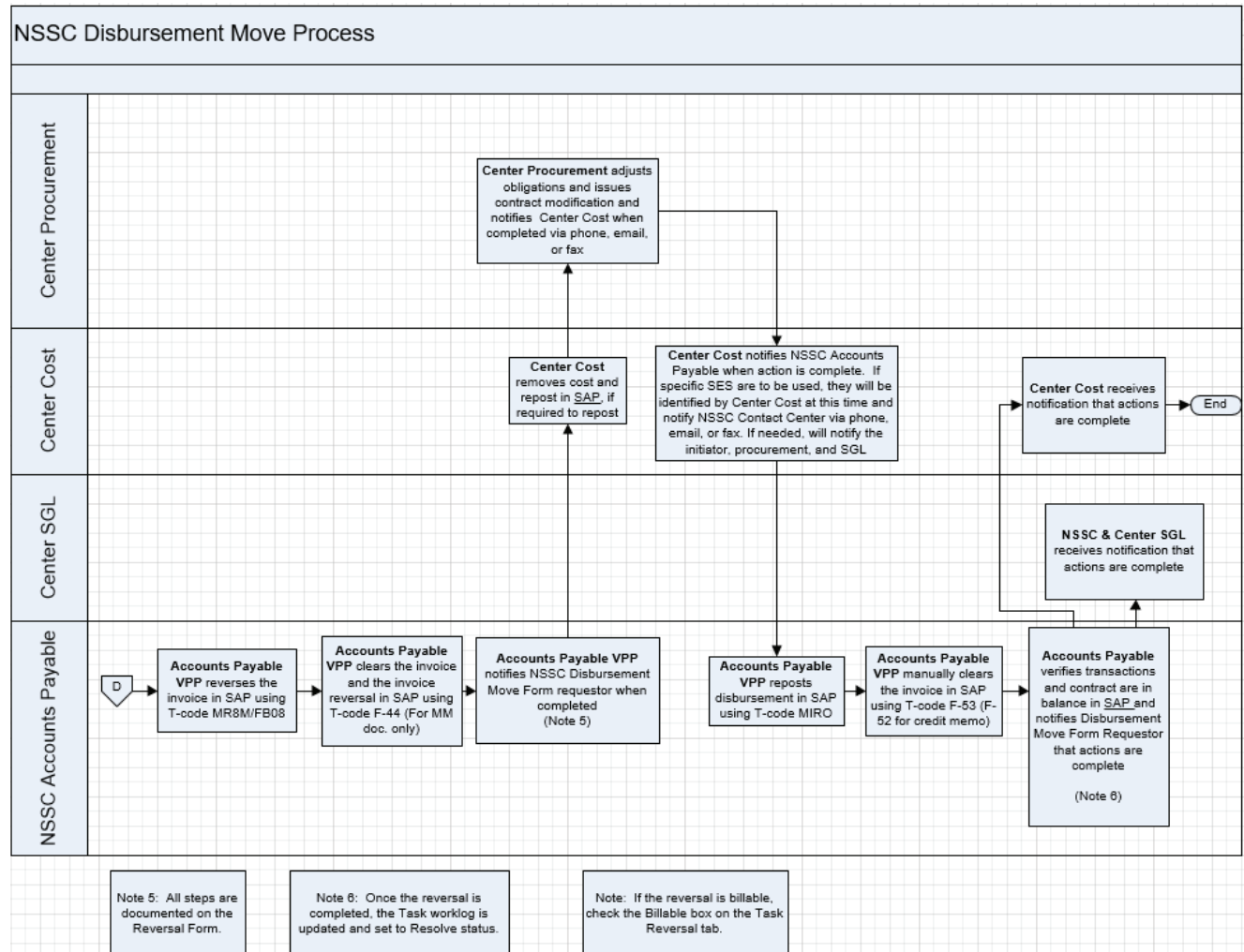




NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 141 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 142 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
Responsible Office: Financial Management Division		Page 143 of 190
Subject: Accounts Payable Invoice Processing SDG		

NSSC Disbursement Move Process	
Appendix 1	<p><b>DE-OBLIGATION SITUATIONS</b></p> <p>If amount to be de-obligated has not been costed/dispursed (i.e., obligation is greater than cost/dispbursement), use SAP T-code ME22N and create modification de-obligating the funds.</p> <p>If amount to be de-obligated has been costed but not disbursed, reverse the goods/service receipts first, then using SAP T-code ME22N creates the modification de-obligating the funds.</p> <p>If amount to be de-obligated has been costed and invoice created (but payment has not been made), reverse the invoice first (this will need to be coordinated with Accounts Payable), then reverse the goods/service receipts, then use SAP T-code ME22N and create modification de-obligating the funds. Relates to comments under point 4 – pertains to actions that AP has or has not taken on the associated invoice(s).</p> <p>If amount to be de-obligated has been costed and invoice created and payment has been made, suggest waiting until the payment has been confirmed with Treasury, then start the reversal process with the confirmation &amp; payment documents, reverse the invoice, and work backwards through the goods/service receipt documents, etc. (as noted above).</p> <p>If reversals and normal modifications cannot be done, then MR11 may be the solution.</p> <p>NOTE: SAP T-code ME22N used only for converted documents FY07 forward documents are done directly in PPS or SAP.</p>

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
Responsible Office: Financial Management Division		Page 144 of 190
Subject: Accounts Payable Invoice Processing SDG		

NSSC Disbursement Move Process	
Appendix 2	<p><b>MR11 Process</b></p> <p>MR11 is a transaction to clear the difference between the costed Goods Receipt (GR) amount and the invoiced Invoice Receipt (IR) amount. This difference is returned to budget when the transaction is executed. De-obligates undisbursed obligations</p> <p style="text-align: center;"><b>De-obligation Alternatives and MR11 Uses</b></p> <p><i>This job aid is not applicable to the Cancelled Payables scenario for MR11.</i></p> <p><i>This job aid details the use of MR11, its various impacts of MR11, and alternatives to using MR11. An MR11 Request should be submitted through the IFM Service Request System (see below for MR11 De-obligation Request Form). There is no dollar restriction regarding the use of MR11; however, there are specific guidelines which must be followed regarding its execution (see Guidelines below).</i></p> <p><i>For Supplies, MR11 is appropriate for use in all situations where disbursement is less than cost or obligation.</i></p> <p>1. <i>For Services, MR11 is appropriate (without restriction) ONLY if no other activity is expected on the associated PO/contract line item in the future (close-out situation).</i></p> <p><i>Note: Due to HHS impacts, MR11 is not an appropriate de-obligation method for use on Grants and Cooperative Agreements. See De-obligation Alternatives, below.</i></p> <p><i>Note: MR11 is executed at the accounting line item level. However, the PO/contract line item (PLI) must be marked for close-out prior to executing MR11. See Guidelines below.</i></p> <p><b>De-obligation Alternatives</b></p> <p><i>MR11 execution is reflected in the Accounting and Funds Management Modules of SAP. However, it is only reflected in the Purchase Order History tab in the Materials Management Module. MR11 does not update the associated Purchase Order line item net price nor does it update the Purchase Order Header level fields that reflect the ordered or obligated amounts. Therefore, the following de-obligation alternatives should be considered.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If amount to be de-obligated has not been costed/dispensed (i.e., obligation is greater than cost/dispense), use ME22N and create modification de-obligating the funds.</li> <li><input type="checkbox"/> If amount to be de-obligated has been costed but not dispensed, reverse the goods/service receipts first, then using ME22N creates the modification de-obligating the funds.</li> <li><input type="checkbox"/> If amount to be de-obligated has been costed and invoice created (but payment has not been made), reverse the invoice first (this will need to be coordinated with Accounts Payable), then reverse the goods/service receipts, then use ME22N and create modification de-obligating the funds. Relates to comments under point 4 – pertains to actions that AP has or has not taken on the associated invoice(s). Note: Additional Accounts Payable comments are presented below.</li> <li><input type="checkbox"/> If amount to be de-obligated has been costed and invoice created and payment has been made, suggest waiting until the payment has been confirmed with Treasury, then start the reversal process with the confirmation &amp; payment documents, reverse the invoice, and work backwards through the goods/service receipt documents, etc. (as noted above). Note: Additional Accounts Payable comments are presented below.</li> <li><input type="checkbox"/> If reversals and normal modifications cannot be done, then MR11 may be the solution.</li> </ul> <p><b>MR11 Impacts to the Accounts Payable</b></p>

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
Responsible Office: Financial Management Division		Page 145 of 190
Subject: Accounts Payable Invoice Processing SDG		

NSSC Disbursement Move Process	
Appendix 2	<p><b>MR11 Process</b></p> <p>MR11 is a transaction to clear the difference between the costed Goods Receipt (GR) amount and the invoiced Invoice Receipt (IR) amount. This difference is returned to budget when the transaction is executed. De-obligates undisbursed obligations</p> <p style="text-align: center;"><b>De-obligation Alternatives and MR11 Uses</b></p> <p><i>This job aid is not applicable to the Cancelled Payables scenario for MR11.</i></p> <p><i>This job aid details the use of MR11, its various impacts of MR11, and alternatives to using MR11. An MR11 Request should be submitted through the IFM Service Request System (see below for MR11 De-obligation Request Form). There is no dollar restriction regarding the use of MR11; however, there are specific guidelines which must be followed regarding its execution (see Guidelines below).</i></p> <p><i>For Supplies, MR11 is appropriate for use in all situations where disbursement is less than cost or obligation.</i></p> <p>1. For Services, MR11 is appropriate (without restriction) ONLY if no other activity is expected on the associated PO/contract line item in the future (close-out situation).</p> <p><i>Note: Due to HHS impacts, MR11 is not an appropriate de-obligation method for use on Grants and Cooperative Agreements. See De-obligation Alternatives, below.</i></p> <p><i>Note: MR11 is executed at the accounting line item level. However, the PO/contract line item (PLI) must be marked for close-out prior to executing MR11. See Guidelines below.</i></p> <p><b>De-obligation Alternatives</b></p> <p><i>MR11 execution is reflected in the Accounting and Funds Management Modules of SAP. However, it is only reflected in the Purchase Order History tab in the Materials Management Module. MR11 does not update the associated Purchase Order line item net price nor does it update the Purchase Order Header level fields that reflect the ordered or obligated amounts. Therefore, the following de-obligation alternatives should be considered.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If amount to be de-obligated has not been costed/disbursed (i.e., obligation is greater than cost/disbursement), use ME22N and create modification de-obligating the funds.</li> <li><input type="checkbox"/> If amount to be de-obligated has been costed but not disbursed, reverse the goods/service receipts first, then using ME22N creates the modification de-obligating the funds.</li> <li><input type="checkbox"/> If amount to be de-obligated has been costed and invoice created (but payment has not been made), reverse the invoice first (this will need to be coordinated with Accounts Payable), then reverse the goods/service receipts, then use ME22N and create modification de-obligating the funds. Relates to comments under point 4 – pertains to actions that AP has or has not taken on the associated invoice(s). Note: Additional Accounts Payable comments are presented below.</li> <li><input type="checkbox"/> If amount to be de-obligated has been costed and invoice created and payment has been made, suggest waiting until the payment has been confirmed with Treasury, then start the reversal process with the confirmation &amp; payment documents, reverse the invoice, and work backwards through the goods/service receipt documents, etc. (as noted above). <i>Note: Additional Accounts Payable comments are presented below.</i></li> <li><input type="checkbox"/> If reversals and normal modifications cannot be done, then MR11 may be the solution.</li> </ul> <p><b>MR11 Impacts to the Accounts Payable</b></p>



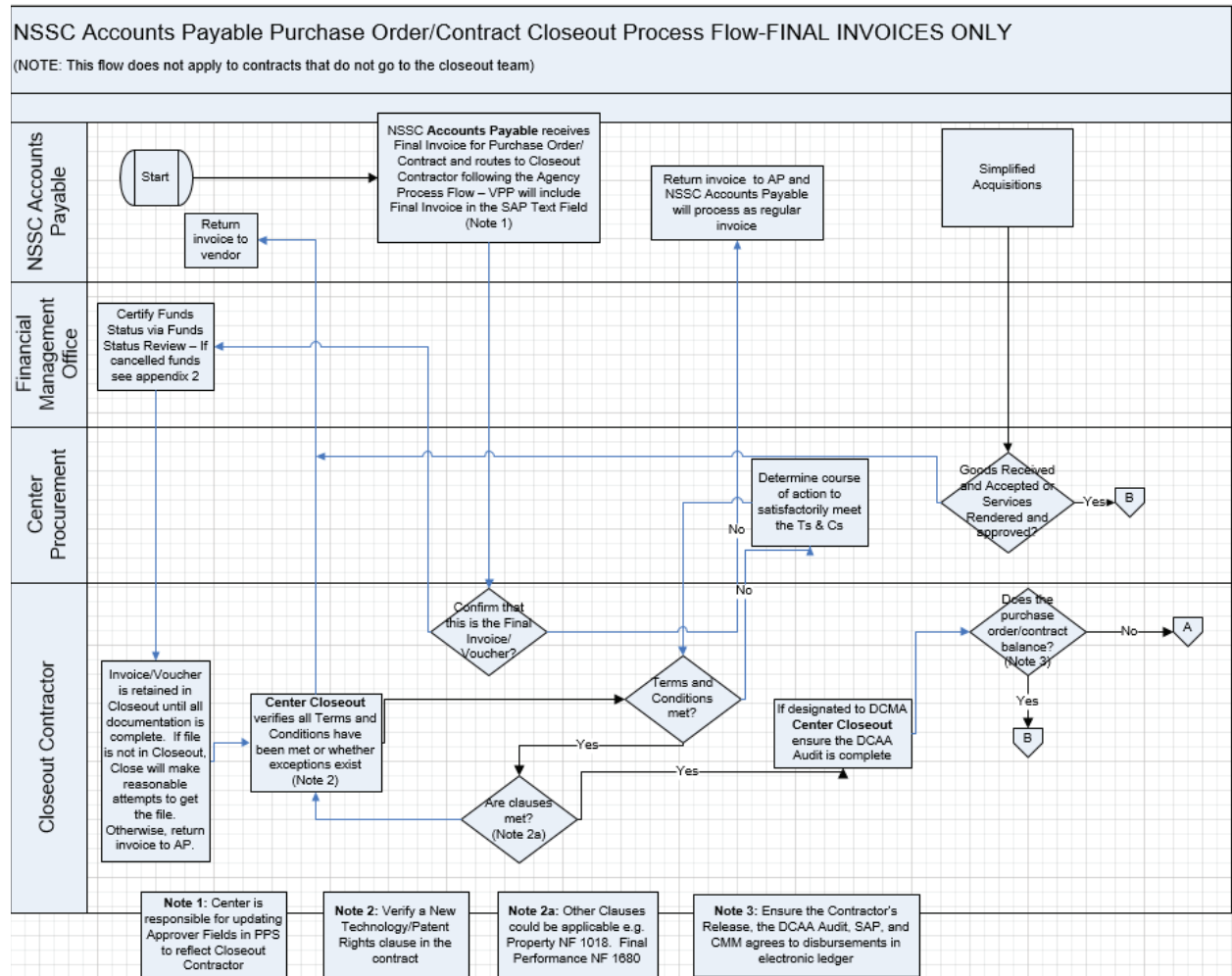
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
Responsible Office: Financial Management Division		Page 146 of 190
Subject: Accounts Payable Invoice Processing SDG		

NSSC Disbursement Move Process	
Appendix 2	
	<p>If MR11 is used for services on an on-going contract, the amount cleared in the MR11 execution is re-proposed on invoices – which could result in paying against a de-obligated amount.</p> <p>After MR11 has ran the amount that has been deob/decost will still be proposed as available cost to post a disbursement against. This is applicable when MR11 is used for services PO's/PLI's and it is NOT a contract closeout situation. (SAP is still addressing this issue.).</p> <p>Users will need to subtract the proposed amount by the amount of the deob/decost.</p> <p>The system will allow the users to post an invoice based on the incorrect proposed amounts, which will result in FI and FM being out of balance. Invoices that have been posted with the incorrect proposed cost would need to be corrected starting with the reversal of the clearing documents (if applicable). Center SGL will need to be notified to help work the discrepancy. Users should create a credit memo EXACTLY like the original invoice to minimize the negative quantity/zero dollar issues associated with the MR8M reversal transactions. Then MR11 would have to be run again to correct FI/FM with an end result of additional budget being drawn down when the corrections are made.</p> <p>The PO History tab will display the deob/decost amounts on the Account Maintenance line. A template will be provided to AP for record keeping purposes for the particular contracts that are affected by this situation. The template would need to include the PLI, ALI and the complete accounting string for the applicable line item. This template will be completed and updated by the Competency Center for each request of MR11 execution against a PO. The updated information will be distributed to the AP point of contact for each applicable center.</p> <p>Requests to use MR11 for this situation require coordination with the Competency Center for the initial execution. The AP department for each associated center then needs to complete additional documentation (with the Competency Center) and monitoring activities. Correction efforts will be required if subsequent invoices are posted against the "de-obligated" amounts, and must be coordinated with the Competency Center.</p> <p><b>Recommendation</b></p> <p>The use of MR11 is not recommended for all de-obligation actions. The de-obligation alternatives listed above should be considered. If it is determined that the obligating document does fit the criteria as stated in the MR11 Uses/Limitations above; then the template should be completed and attached to an Service Request.</p> <p>Note: All uncosted obligations must be deobligated through CMM before the PLIs are marked closed and an MR11 run to de-obligate the costed but undisbursed obligations.</p>

NSSC Disbursement Move Process	
Appendix 2	
	<p><b>Guidelines</b></p> <p>Guidelines to be followed prior to completing the template:</p> <ul style="list-style-type: none"> <li>Make sure Final Invoice Flag is clicked on each PLI.</li> <li>Make sure Delivery Complete Flag is clicked on each PLI.</li> <li>Make sure Invoices do not exceed cost on each PLI. This has to be fixed another way.</li> <li>If there are no invoices posted on a given PLI that the center wants MR11 run against they should NOT submit the request.</li> <li>Cost should back out the Service Entry Sheet.</li> <li>Procurement should then de-obligate funds per the user procedure.</li> </ul> <p>Guidelines to be followed for template completion:</p> <ul style="list-style-type: none"> <li>Each template should be prepared using the following categories to separate the work:</li> <li>Expiring funds with large dollar amounts remaining.</li> <li>Expiring funds with small dollar amounts remaining (recommend \$1000.00 and under).</li> <li>Canceling funds.</li> <li>All others.</li> </ul> <p>The template should contain no more than 25 entries and each service request should have no more than 4 templates attached. This will enable the Competency Center (CC) to balance the workload.</p> <p>When preparing the service request in the short description enter: 'MR11- expiring funds &gt;1000; MR11 – expiring funds &lt;1000; MR11-canceling funds; MR11 - other.</p> <p>This will help the CC to prioritize the work.</p> <p>Submit all MR11 service requests SR Type Master Data/Batch Job Request.</p> <p>All service requests entered by August 31<sup>st</sup> will be completed by year-end.</p> <p>This MR11 de-obligation form is in EPSS at the following location: SAP – Core Financials/Purchasing -SAP/Job Aids/Purchasing - Awards and Obligations/Request for MR11 De-obligation Form.</p>

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 147 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

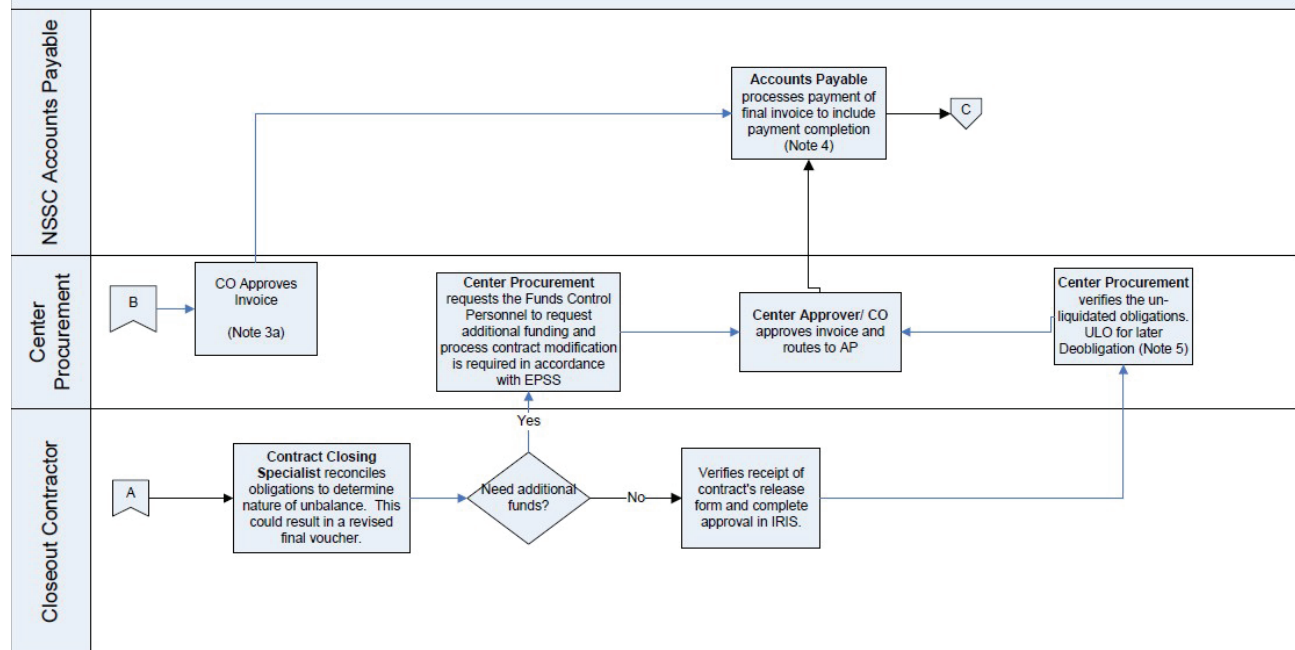
## APPENDIX K – AP PURCHASE ORDER/CONTRACT CLOSEOUT FLOW



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 148 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

#### NSSC Accounts Payable Purchase Order/Contract Closeout Process Flow-FINAL INVOICES ONLY

(NOTE: This flow does not apply to contracts that do not go to the closeout team)

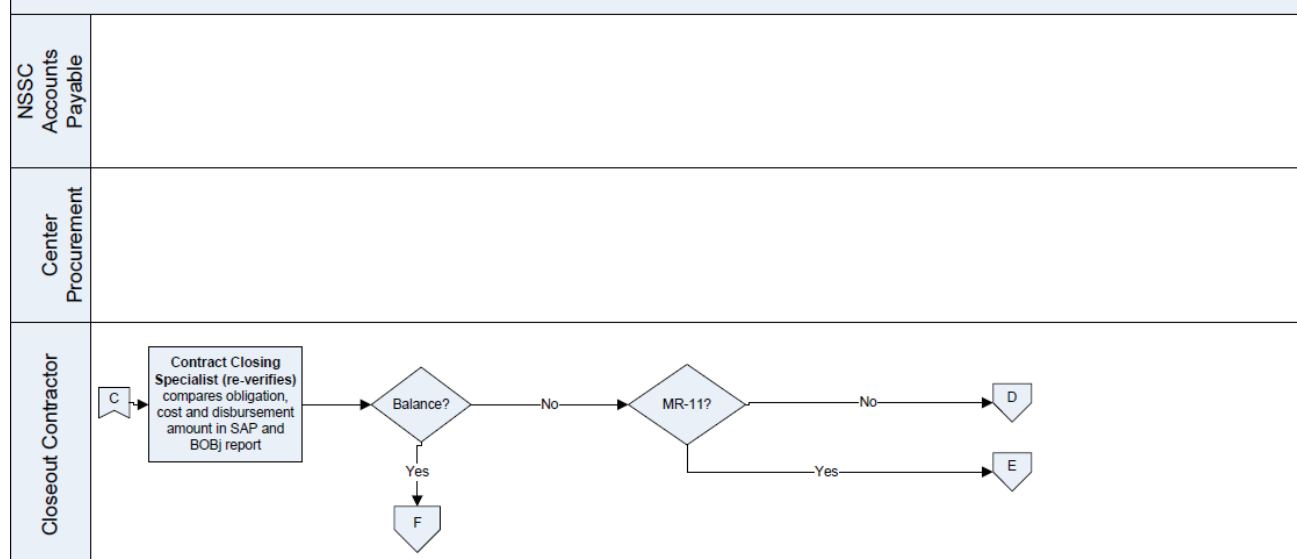


**Note 4:** Ensure vendor's banking information in SAP is correct before processing payment

**Note 5:** Deobligation occurs after final invoice payment. Go to Flag C.

#### NSSC Accounts Payable Purchase Order/Contract Closeout Process Flow-FINAL INVOICES ONLY

(NOTE: This flow does not apply to contracts that do not go to the closeout team)

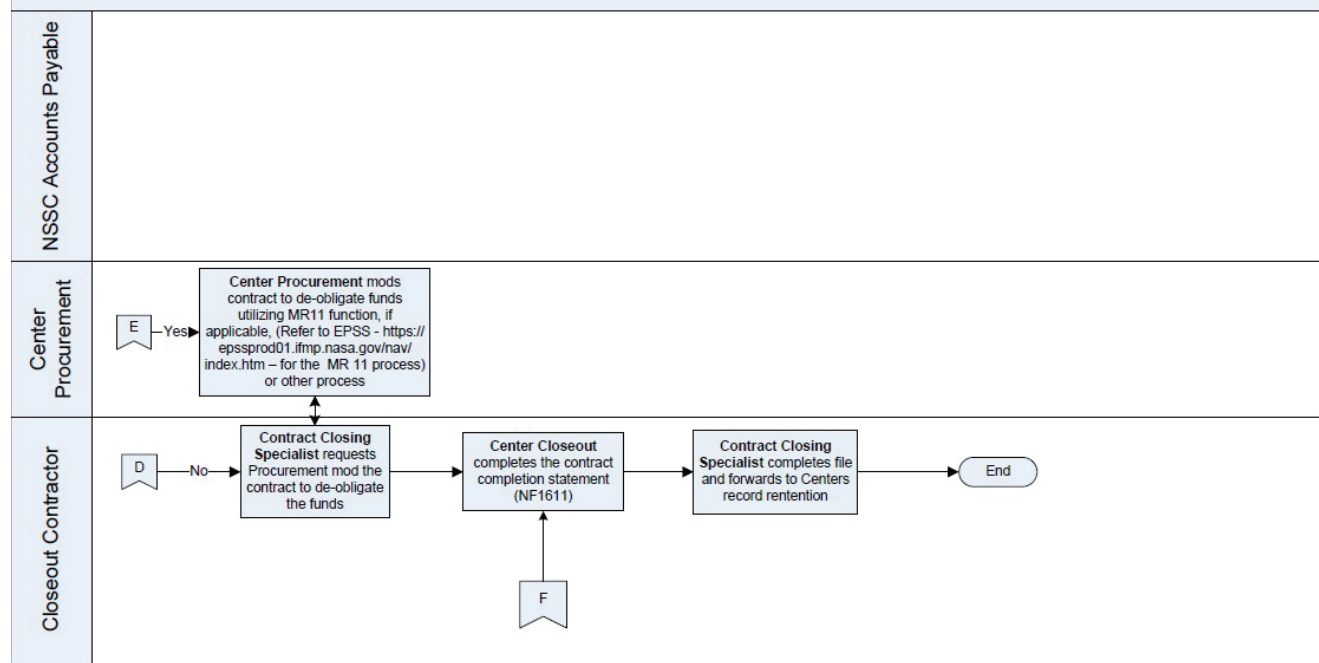




NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 149 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## NSSC Accounts Payable Purchase Order/Contract Closeout Process Flow-FINAL INVOICES ONLY

(NOTE: This flow does not apply to contracts that do not go to the closeout team)



## NSSC Accounts Payable Purchase Order/Contract Closeout Process Flow-FINAL INVOICES ONLY

(NOTE: This flow does not apply to contracts that do not go to the closeout team)

Appendix 1	<p><b>Guidelines</b></p> <p>Guidelines to be followed prior to completing the template:</p> <ul style="list-style-type: none"> <li>Make sure Final Invoice Flag is clicked on each PLI.</li> <li>Make sure Delivery Complete Flag is clicked on each PLI.</li> <li>Make sure Invoices do not exceed cost on each PLI. This has to be fixed another way.</li> <li>If there are no invoices posted on a given PLI that the center wants MR11 run against they should NOT submit the request. Cost should back out the Service Entry Sheet.</li> <li>Procurement should then de-obligate funds per the user procedure.</li> </ul> <p>Guidelines to be followed for template completion:</p> <ul style="list-style-type: none"> <li>Each template should be prepared using the following categories to separate the work: <ul style="list-style-type: none"> <li>Expiring funds with large dollar amounts remaining.</li> <li>Expiring funds with small dollar amounts remaining (recommend \$1000.00 and under).</li> <li>Canceling funds.</li> <li>All others.</li> </ul> </li> <li>The template should contain no more than 25 entries and each service request should have no more than 4 templates attached.</li> <li>This will enable the Competency Center (CC) to balance the workload.</li> <li>When preparing the service request in the short description enter: 'MR11- expiring funds &gt;1000; MR11 – expiring funds &lt;1000; MR11- canceling funds; MR11 - other.</li> <li>This will help the CC to prioritize the work.</li> <li>Submit all MR11 service requests SR Type <b>Master Data/Batch Job Request</b>.</li> <li>All service requests entered by August 31<sup>st</sup> will be completed by year-end.</li> </ul> <p>This MR11 de-obligation form is in EPSS at the following location: SAP – Core Financials/Purchasing -SAP/Job Aids/Purchasing - Awards and Obligations/Request for MR11 De-obligation Form.</p>
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NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
Responsible Office: Financial Management Division		Page 150 of 190
Subject: Accounts Payable Invoice Processing SDG		

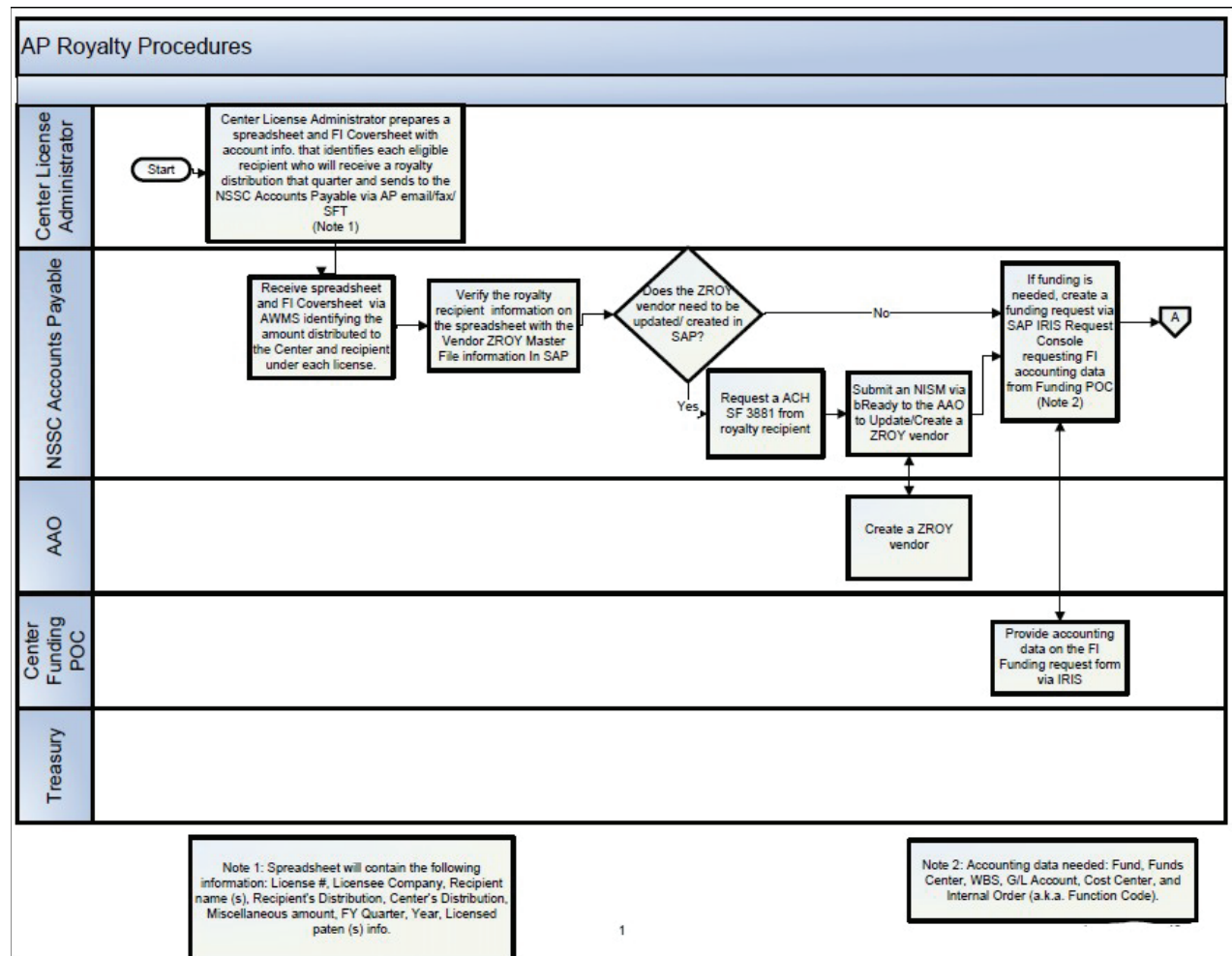
## NSSC Accounts Payable Purchase Order/Contract Closeout Process Flow-FINAL INVOICES ONLY

(NOTE: This flow does not apply to contracts that do not go to the closeout team)

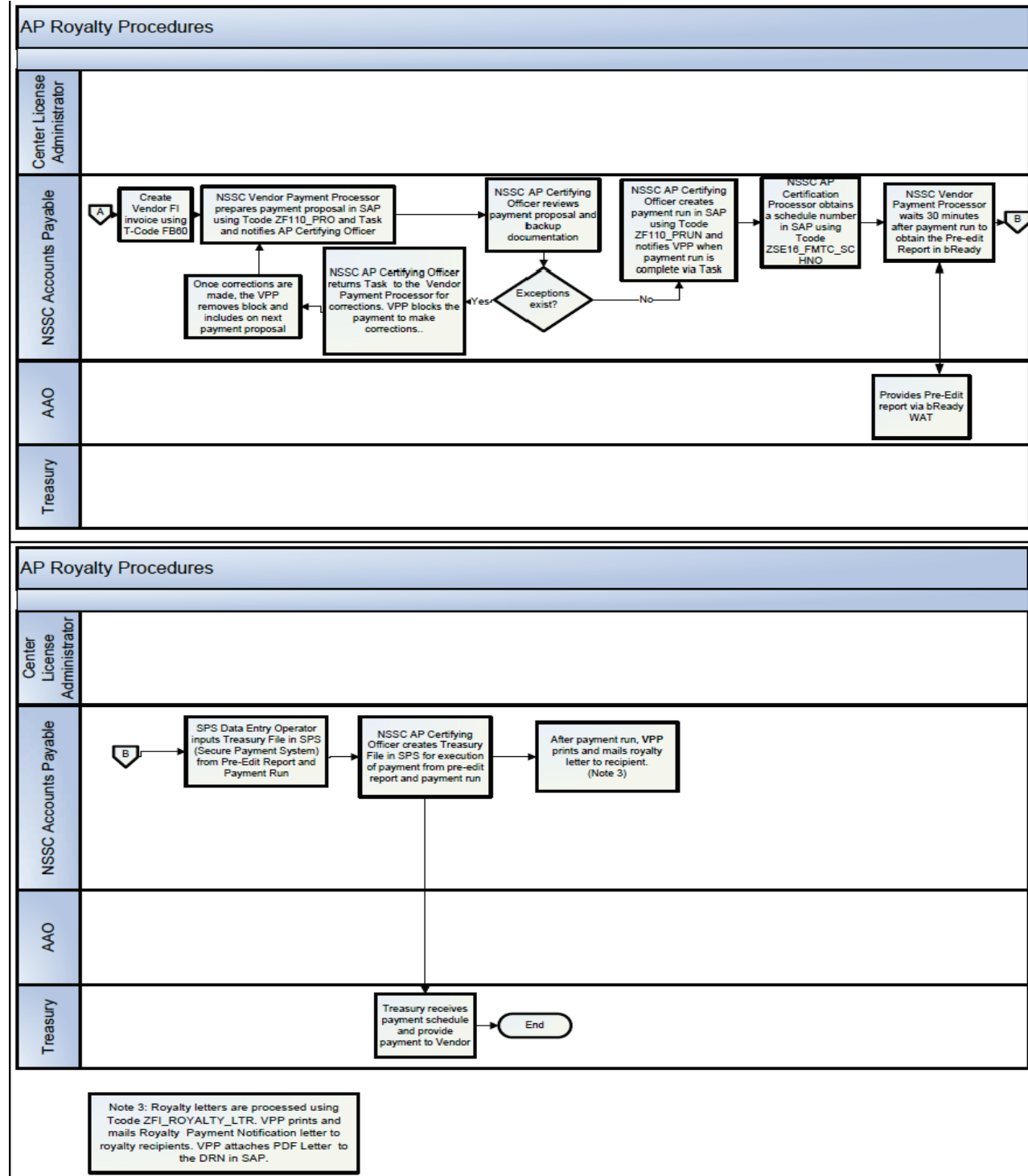
Appendix 2	
	<p style="text-align: center;"><b>Closeout Expired/Cancelled Funds</b></p> <p>FMR Volume 6, Chapter 8</p> <p>8.5.3 Other Liabilities. These liabilities, not included in separate chapters of this volume include Accounts Payable from Cancelled Appropriations, Custodial Liability, Liability on Non-Entity Assets, Estimated Clean Up Liability, and Other Liabilities. These accounts are defined below:</p> <p>Accounts Payable from Canceled Appropriations (SGL Account 2960). When an appropriation account is closed, any remaining balances in the account are required to be cancelled and are not available for obligation or expenditure for any purpose. However, legitimately incurred obligations that have not been paid at the time an appropriation is cancelled should be reinstated to Accounts Payable Canceled and paid out of a current unexpired appropriation that is available for obligation for the same purpose as the closed account.</p> <p><b><u>NSSC Process for Closeout Expired/Cancelled Funds</u></b></p> <ul style="list-style-type: none"> <li>• Upon receipt of final invoice, the NSSC Vendor Payment Processor (VPP) will route invoice via SAP IRIS Request Console to the Center Closeout Contractor.</li> <li>• The NSSC VPP will route invoice via SAP IRIS Request Console to Center Funding POC to validate funds. If the funds are expired or cancelled, the Center Funding POC will provide additional funds to the NSSC via IRIS to process payment.</li> <li>• Upon receipt of Center Closeout Contractor approval and funding, the NSSC VPP will process the invoice for payment.</li> </ul>

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 151 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## APPENDIX L – AP ROYALTY PROCESS FLOW



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 152 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
Responsible Office: Financial Management Division		Page 153 of 190
Subject: Accounts Payable Invoice Processing SDG		

National Aeronautics and Space Administration

NASA Shared Services Center  
Stennis Space Center, MS 39529-6000



Reply to Attn of: Financial Management Division

Month Day, Year

(Mr./Mrs. Inventor's First Name Last Name)  
(Street Address)  
(City, State Zip)

Subject: Notification of Royalty Payment  
License Number \_\_\_\_\_

NASA received a royalty payment for the total amount of \$\_\_\_\_\_. A royalty payment in the amount of \$\_\_\_\_\_ was processed for payment to you on YYYY-MM-DD (date processed in SAP).

Please visit <https://www.nssc.nasa.gov/vendorpayment> to review the NASA Procedural Requirements (NPR 2092.1A) on how NASA processes the distribution of royalties. Please note that royalty payments are reportable income to the IRS, and you will receive a 1099-misc form each year for tax reporting.

If you have any questions, or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by email at [nssc-contractcenter@nasa.gov](mailto:nssc-contractcenter@nasa.gov).

Thank you  
NSSC  
Accounts Payable

Web: <https://www.nssc.nasa.gov/customerservice>  
Fax: 1-866-779-6772

Last revised March 2012

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 154 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## APPENDIX M – SAP AUTOMATIC PAYMENT NOTIFICATION EMAIL

**Note:** Sent only for travel reimbursements

Original Message-----

From: SAP System Administrator [mailto:p01adm@ifmadm.ifmp.nasa.gov]

Sent: Wednesday, July 15, 2009 11:07 AM

To: Mudgett, Michael A. (NSSC-XD030)

Subject: Travel Payment Notification to Employee MUDGETT MI

Document Number: 2000129042 and Invoice Number: 1900106212 Line Item Within  
Accounting Document: 002

Travel Authorization Number: XXXXXXXXXXXXXXX

Beginning Date is: 07/14/2009

Total Payment is xxxxxx USD

Due Date of Paid Items is: 07/15/2009

Expect reimbursement in your account within the next 2 to 3 business days

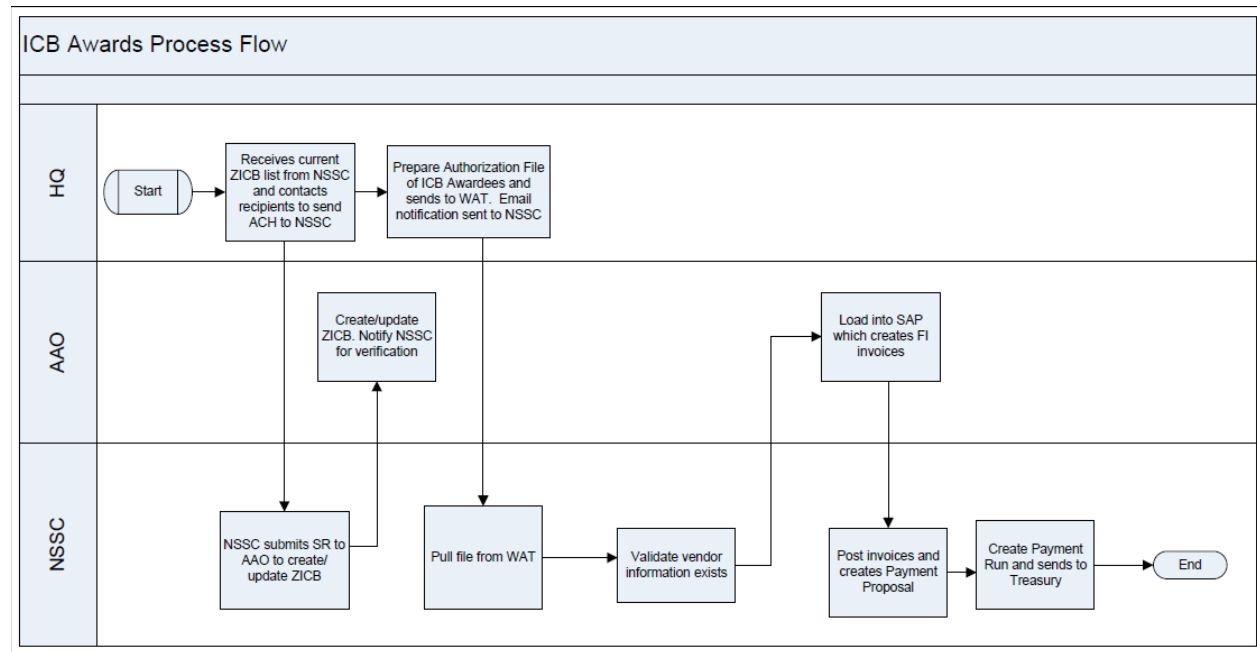
No Action by you is required at this time

DO NOT REPLY TO THIS MESSAGE - This message was sent to you via the SAP Workflow Administrator



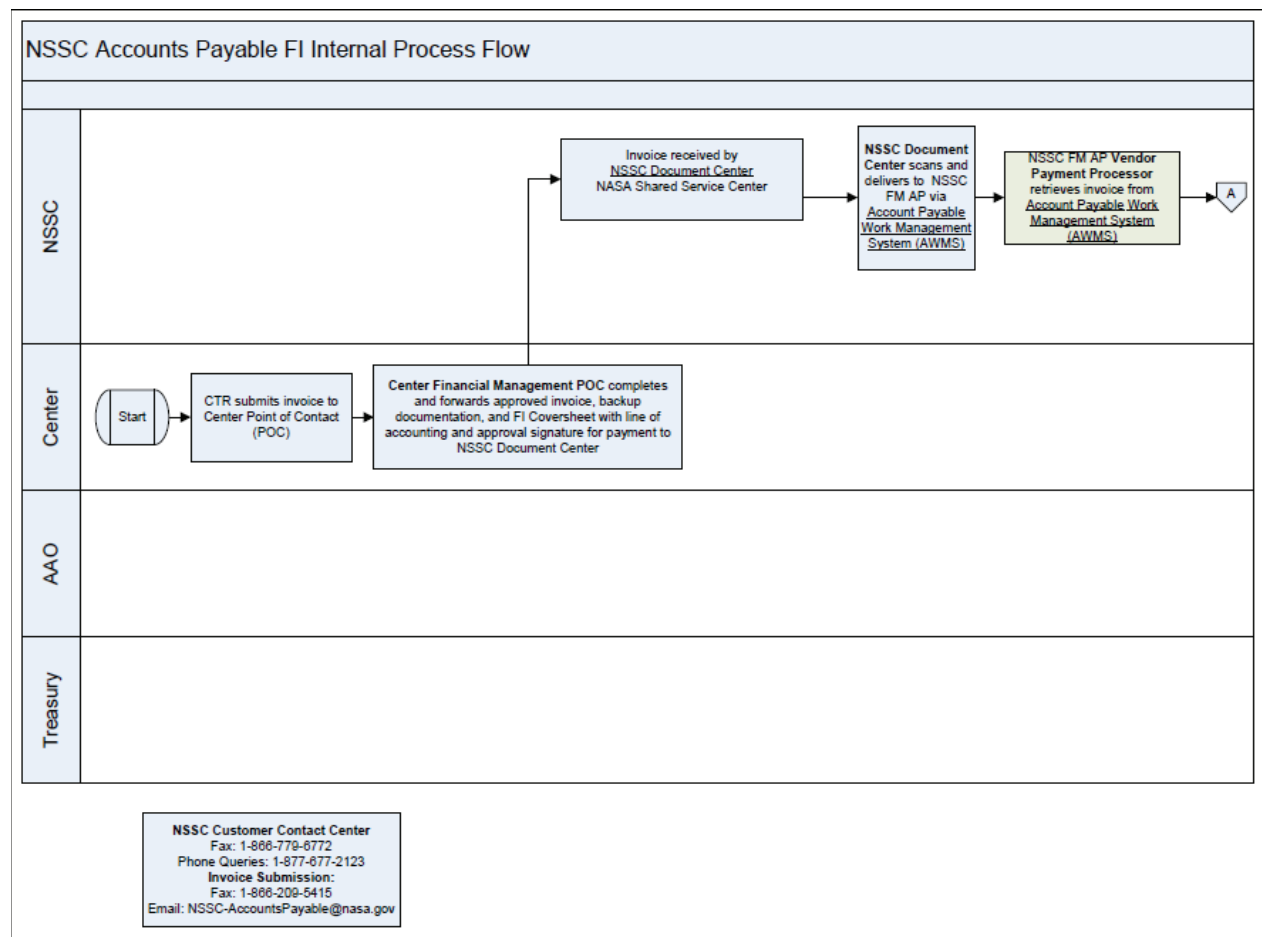
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 155 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## APPENDIX N – ICB AWARD PROCESS



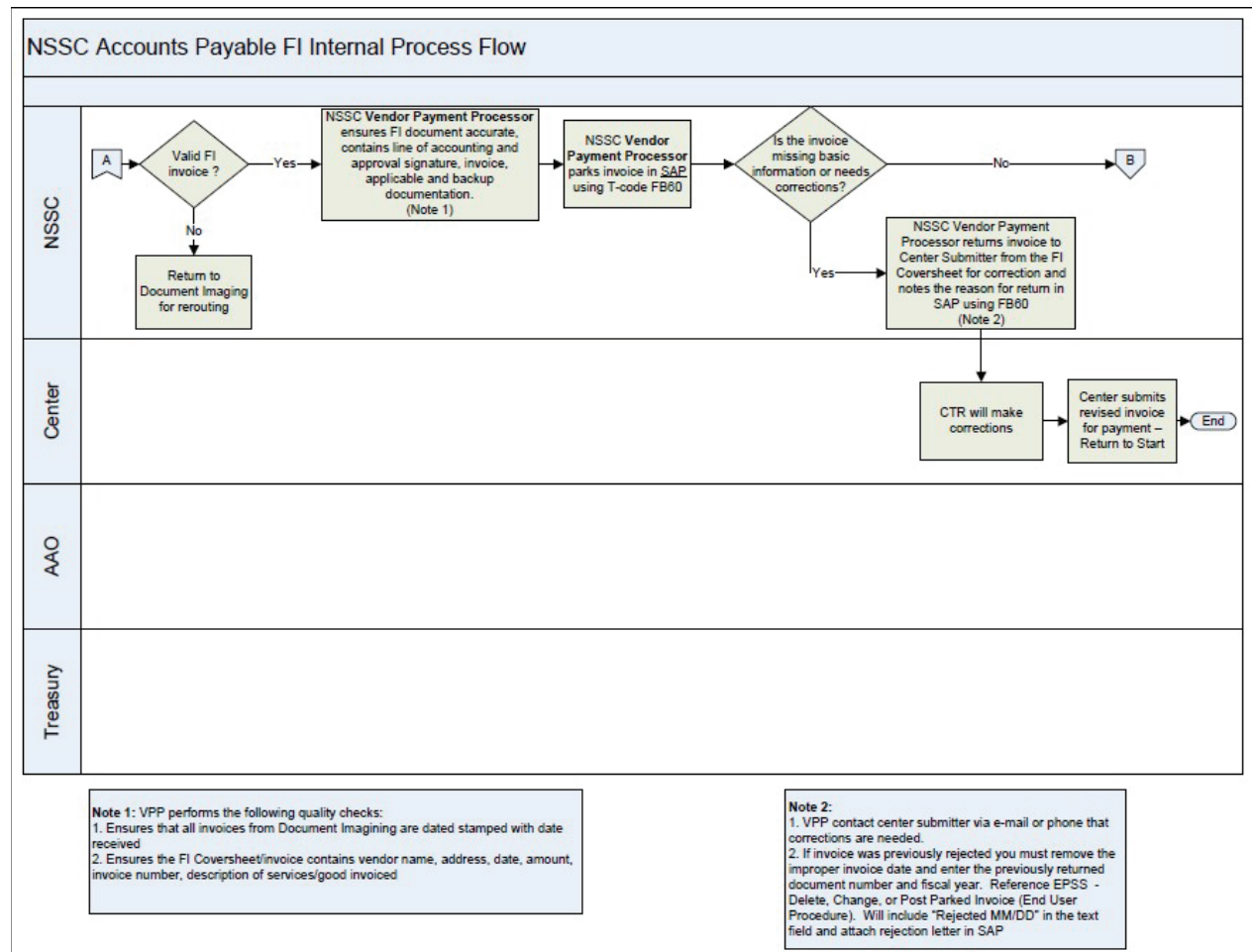
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 156 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## APPENDIX O – FI PROCESS FLOW

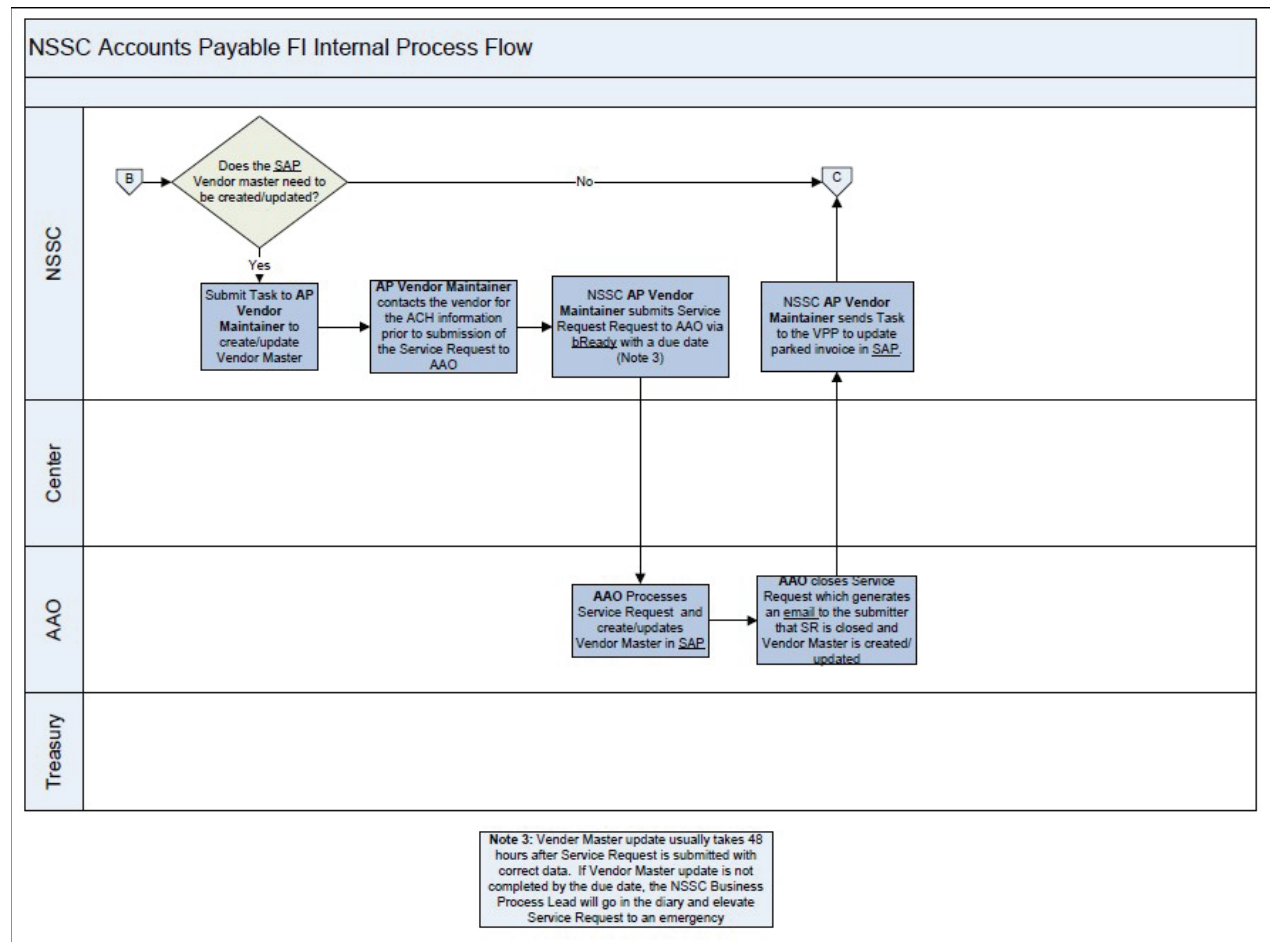




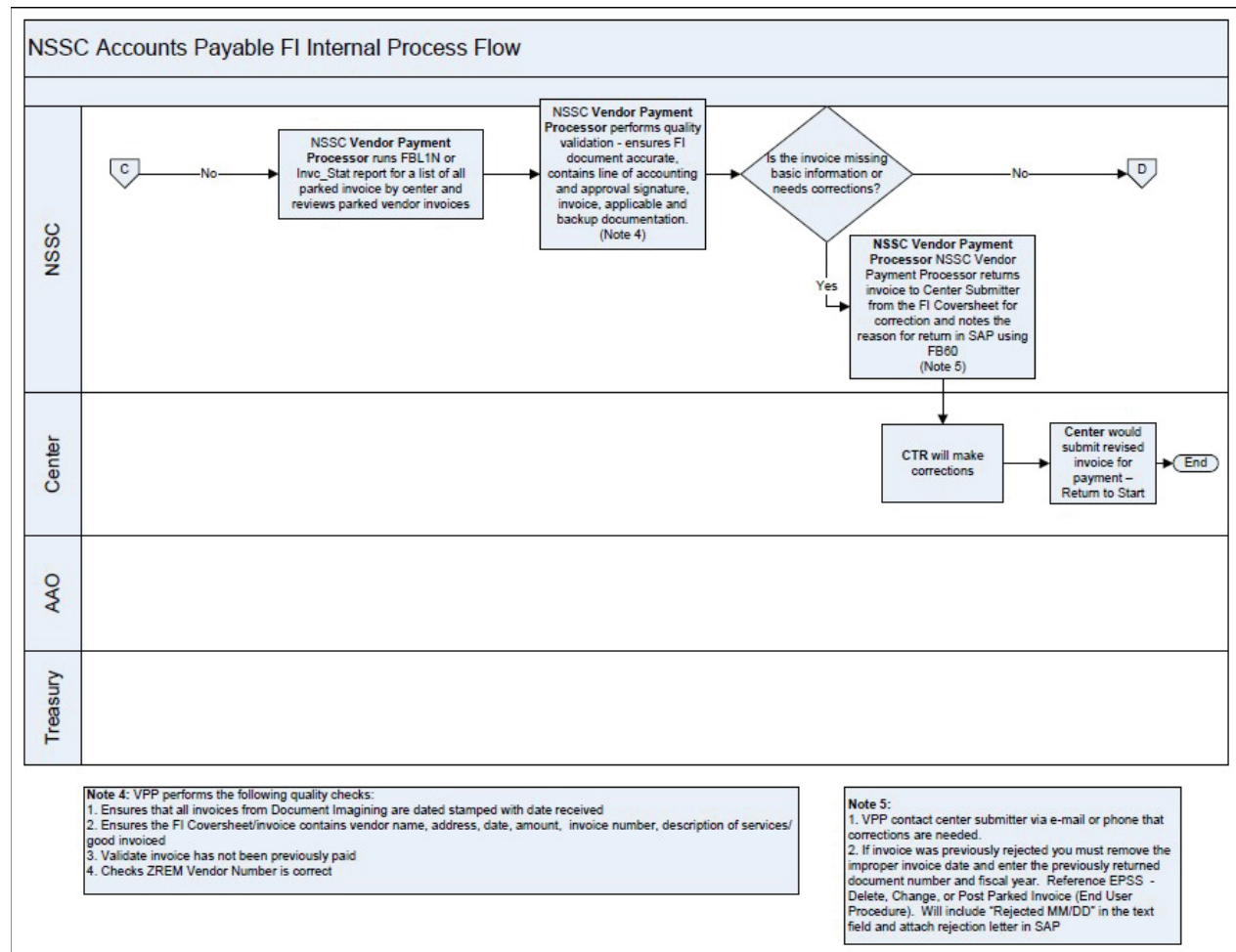
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 157 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



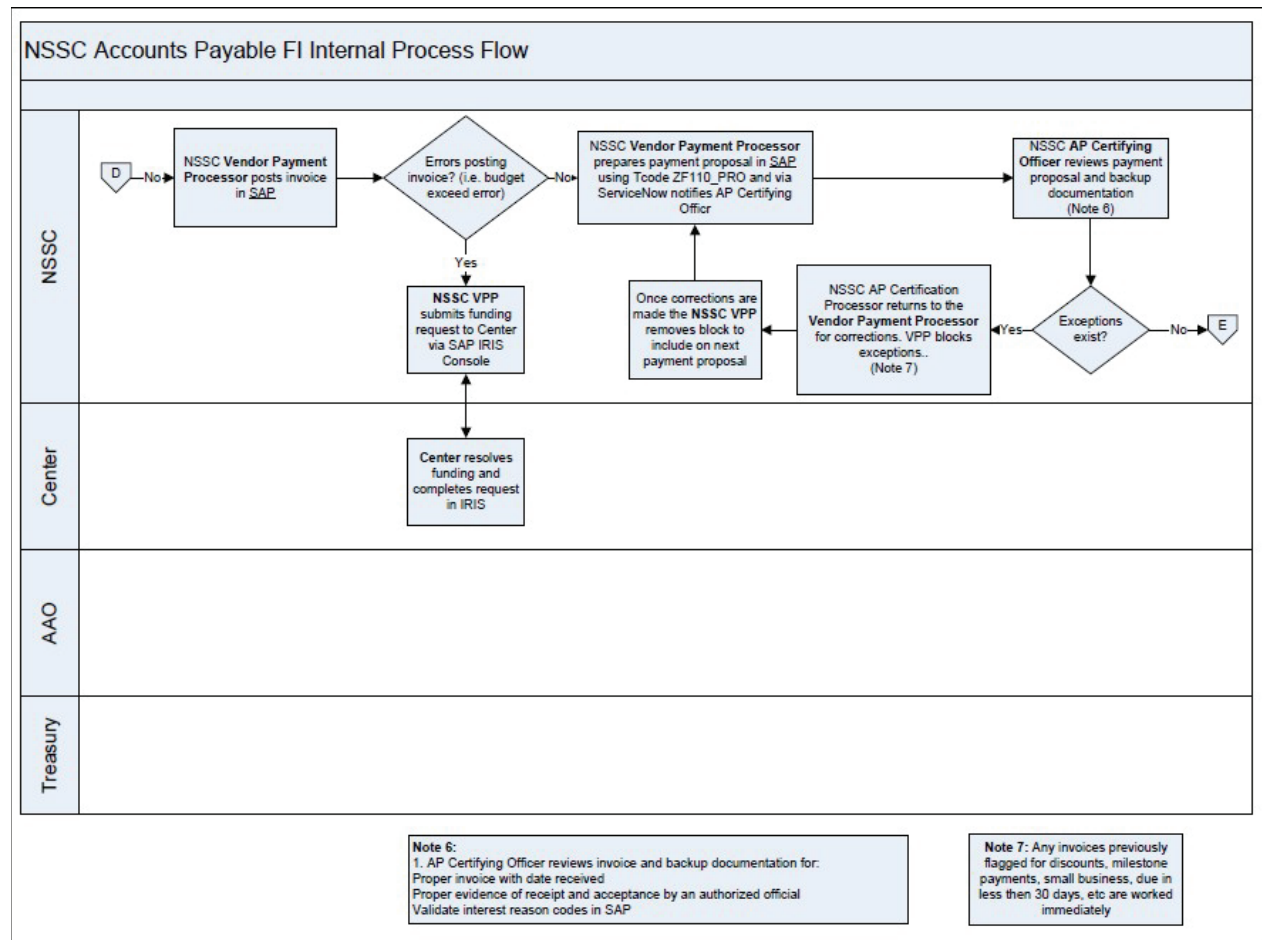
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 158 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



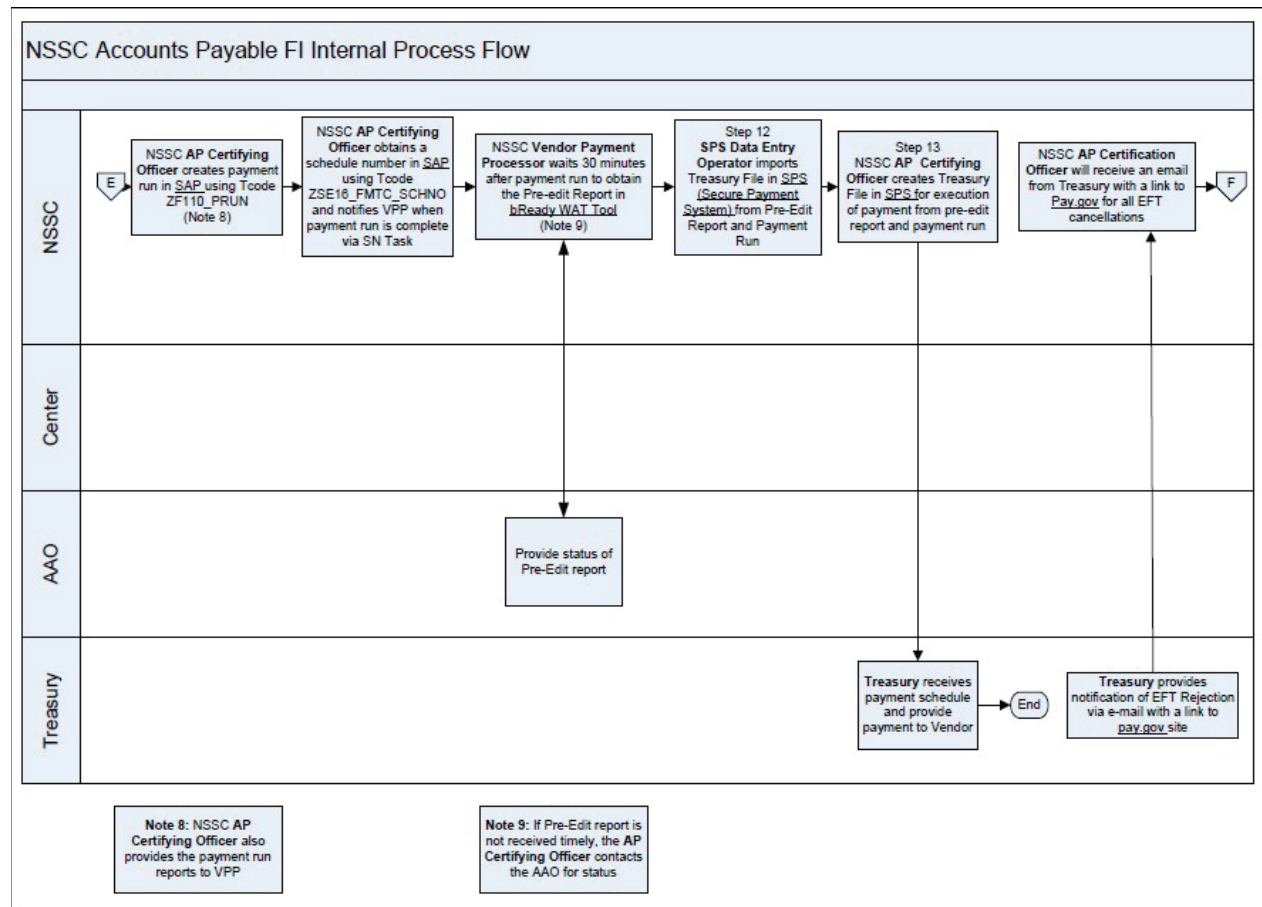
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 159 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



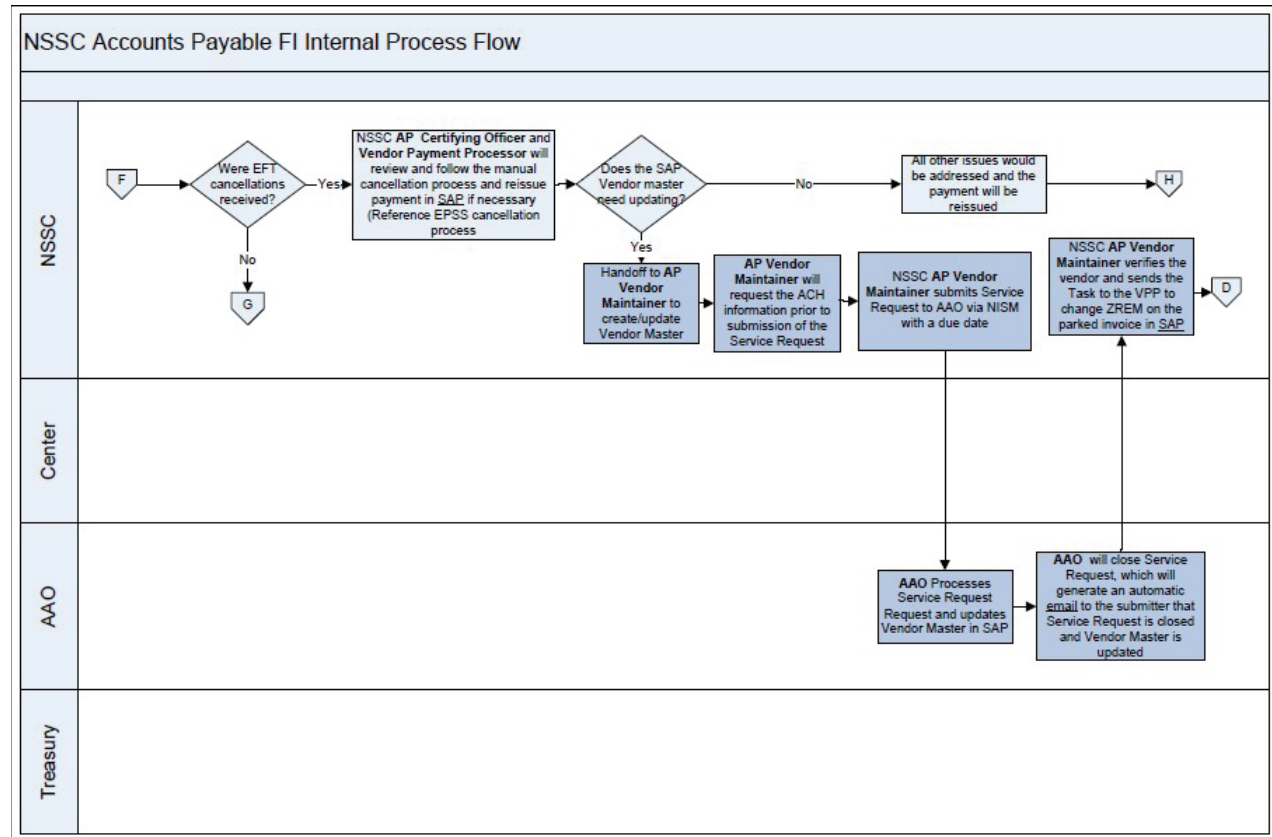
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 160 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



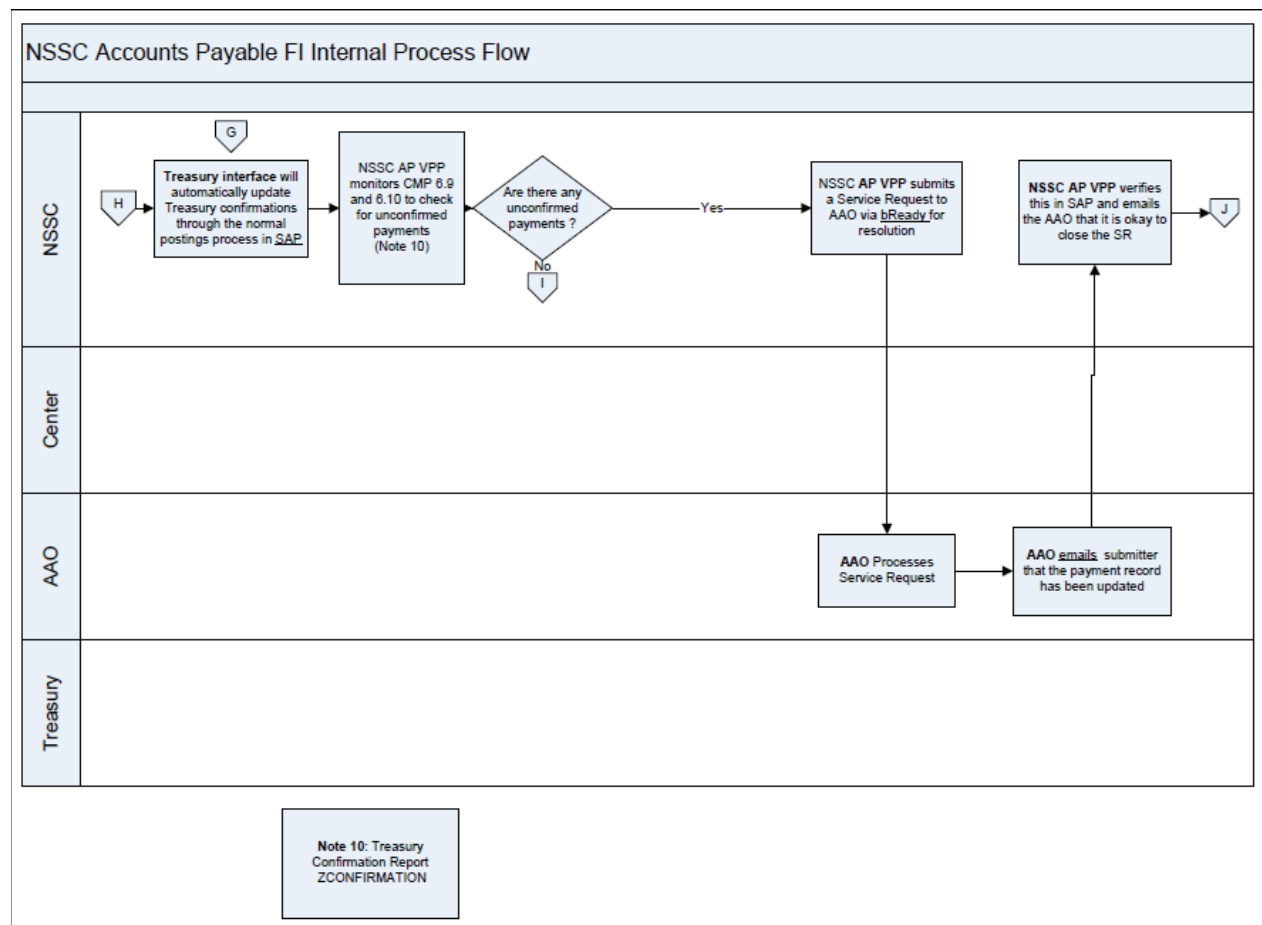
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date:	May 21, 2021
	Expiration Date:	May 21, 2024
Page 161 of 190		
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 162 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 163 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		







NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
Responsible Office: Financial Management Division		Page 165 of 190
Subject: Accounts Payable Invoice Processing SDG		

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## APPENDIX P – NPR 9631 DISBURSEMENTS

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*NPR 9631.1.2.8 Large Disbursements: NASA shall report large disbursements in advance of request for disbursement to services RFC.*

*NPR 9631.1.2.8.1 A: Large disbursement includes single transactions, multiple transactions of a common nature, and repetitive transactions totaling \$50 million or more.*


*NPR 9631.1.2.8.3: Large disbursements must be reported in advance of the transaction settlement date. A minimum of two business days' notice is required for disbursements totaling \$50 million or more. The AP CS responsible for the payment associated for their assigned Center should reference the AP CS Work Instructions (NSPWI-9200- 0002) for instructions on communicating to Treasury. If the disbursement will be over \$500 million, a minimum of five business days is required.*

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 166 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

## APPENDIX Q – AP DOCUMENT TYPES

## Job A-1 APPENDIX R – AWARD FEE PAYMENT TRANSMITTAL SHEET

### Document Types – Accounts Payable

	<b>NATIONAL AERONAUTICS AND SPACE ADMINISTRATION</b>		<b>Award Fee Payment Transmittal</b>
	<b>NASA SHARED SERVICES CENTER STENNIS SPACE CENTER, MS 39529-6000</b>		
<b>Urgent - This Payment Must be Processed Immediately</b> <input type="checkbox"/> Print Blank Form <small>Attach Award Fee Modification and Send Form by E-mail to NSSC-AccountsPayable@nasa.gov or Fax to 866-209-5415</small>			
1. Contract Number:	2. Contractor Name:	3. Modification Number:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
4. Authorized Payment Amount:	5. NASA Center:		
<input type="text"/>	<input type="text"/>		
6. Center Point of Contact (POC):		7. Center POC Phone Number:	
<input type="text"/>		<input type="text" value="999999999"/>	
8. Comments:			

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 167 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## APPENDIX S – GRC DELAY PAYMENT DUE TO LATE COST REPORT

2

All contractors have been notified that the Center is increasingly concerned about late cost report submittals and that payments may be delayed without further advance notice. It is hoped that this clear, consistent, and strong corrective action process will result in more timely cost report submittals so that less time will be spent in chasing them down and more time will be available for your office to record costs and for our Contract Management Teams to analyze and act on issues that are revealed.

### Summary of required actions to monitor cost and submit a delayed payment request to the NSSC:

Invoice Receipt Method	Cost Request Method	Delay Payment Request Method from Center Cost Accountant
WAWF	Center monitor e-Invoicing Report	e-mail request to NSSC Customer Contact Center
non-WAWF	NSSC sends AWMS Cost Request	Enter request in AWMS work log that states "DELAY PAYMENT REQUEST 15 DAYS PER NPR 9501.2E – DELINQUENT 533 SUBMISSION"

This authority is effective immediately and will remain in effect unless and until formally rescinded by the Procurement Officer or Deputy Procurement Officer.



Mark W. Manthey

*Payable Work Management System (PWMS): The Center Cost Accountant will monitor all cost requests to identify invoices that should have payment delayed as a result of the late 533 submission. At a minimum, the note/e-mail should request that payment be made no sooner than 45 days after receipt of a proper invoice. A justification shall be included in the request that states payment will be delayed per NPR 9501.2E due to delinquent 533 submissions. Please see the matrix below for a summary of the required actions. Guidance from the Cost Accountant will be retained in SAP to document the delayed payment. A letter signed by the Deputy Chief Financial Officer will be sent to the contractor informing them of the payment delay. The Center should note that invoices with delayed payment terms may result in exceptions for CMP Control Activity 6.2 because the invoice will have payment terms greater than 30 days. In addition, if sufficient cost exists to post an invoice, the invoice will not be routed to the Cost Accountant. Therefore, it is likely that the invoice will be paid within Prompt Pay because the system is not currently configured to flag those invoices to the NSSC to subsequently delay payment.*

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 168 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 169 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## APPENDIX T – OMB ACCELERATED PAYMENTS MEMO



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

THE DIRECTOR

January 11, 2017

M-17-13

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Shaun Donovan

Director

SUBJECT: Extension of Policy to Provide Accelerated Payment to Small Businesses and Small Business Subcontractors

The Administration is strongly committed to supporting small business growth and has taken steps to ensure that the Federal Government promptly and efficiently pays small businesses when they contract to provide goods and services to the government. As part of this commitment, in 2011 OMB issued Memorandum M-11-32, "Accelerating Payments to Small Businesses for Goods and Services," which outlined the Executive Branch policy that, to the full extent permitted by law, agencies shall accelerate payments to small business contractors with the goal of making payments within 15 days of receipt of relevant documents.<sup>1</sup> In 2012, OMB issued Memorandum M-12-16, "Providing Prompt Payment to Small Business Subcontractors," requiring agencies, to the full extent permitted by law, to temporarily accelerate payments to all prime contractors in order to allow them to provide prompt payment to their small business subcontractors.<sup>2</sup> In addition, M-12-16 established requirements for agencies to report on their progress in ensuring prompt payment to small business subcontractors.

The temporary policy established by Memorandum M-12-16 was extended by Memorandum M-13-15 and Memorandum M-14-10 to December 31, 2016. These memoranda instructed agencies to provide six-month reports to OMB in accordance with the instructions set forth in M-12-16. To further track progress in supporting small businesses and job creation, OMB issued Memorandum M-16-07, "Reporting of Accelerated Payments to Small Business Subcontractors," which increased the frequency of reporting from semi-annually to quarterly. This memorandum further extends the temporary policy to December 31, 2017 and modifies the reporting instructions. Beginning with the October 1, 2016 through December 31, 2016 quarterly reporting period, agencies should provide three-month reports to OMB on:

<sup>1</sup> Pursuant to the implementing regulations for the Prompt Payment Act (PPA), relevant documents include a proper invoice for the amount due and confirmation that the goods and services have been received and accepted by the Federal Government.

<sup>2</sup> As defined at 48 C.F.R. Part 3.502-1, a prime contractor "means a person who has entered into a prime contract with the United States," and a subcontractor "(1) means any person, other than the prime contractor, who offers to furnish or furnishes any supplies, materials, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract; and (2) includes any person who offers to furnish or furnishes general supplies to the prime contractor or a higher tier subcontractor."



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 170 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

1. the agency's progress in making accelerated payments to all prime contractors, to the full extent permitted by law, pursuant to the temporary, transitional policy established by OMB Memorandum M-12-16 and designed to expedite contractor payments to small business subcontractors;
2. the agency's progress in making accelerated payments to small business prime contractors, to the full extent permitted by law, pursuant to the policy established by OMB Memorandum M-11-32;
3. the progress of any other steps that the agency has undertaken to ensure that small business contractors and small business subcontractors are paid in a prompt manner.

As a reminder, the policies in Memorandum M-12-16 do not affect the application of the Prompt Payment Act's late payment interest penalty provision, nor do the policies in Memorandum M-12-16 change the application of OMB Memorandum M-11-32. These efforts should include seeking ways to accelerate payments while simultaneously ensuring proper payments by maintaining internal controls over payment processes.

If you have any questions regarding this memorandum, please contact Mathew Blum ([mblum@omb.eop.gov](mailto:mblum@omb.eop.gov)) or Regina Kearney ([rkearney@omb.eop.gov](mailto:rkearney@omb.eop.gov)) at the Office of Management and Budget.

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 171 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

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## APPENDIX U – 100% VOUCHER EXAMINATION

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- Cessation of DCAA Support to NASA and Review of Cost Vouchers - As of Friday, November 27, 2015, DCAA auditors stopped approving NASA cost-type vouchers in Wide Area Work Flow (WAWF), thus rejecting the vouchers.
- As of April 30, 2018, Cost Vouchers will interface directly into SAP from IPP.

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 172 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## APPENDIX V – SHIPPING RECEIPT CLAUSES & POLICY

### Shipping Receipt Clauses and Policy

**FAR 52.247-29** F.o.b. Origin – gov’t responsible for delivery – pay the amount invoiced unless it exceeds the amount obligated. If the amount invoiced for shipping/delivery/freight exceeds the amount obligated, determine if the award states a not-to-exceed (NTE) shipping/delivery/freight value. If a NTE value is stated, pay up to that stated value. If a NTE value is not stated, send a funding request to the Funding Center POC.

**FAR 52.247-30** F.o.b. Origin, Contractor’s Facility – gov’t responsible for delivery – pay the amount invoiced unless it exceeds the amount obligated. If the amount invoiced for shipping/delivery/freight exceeds the amount obligated, determine if the award states a not-to-exceed (NTE) shipping/delivery/freight value. If a NTE value is stated, pay up to that stated value. If a NTE value is not stated, send a funding request to the Funding Center POC.

**FAR 52.247-32** F.o.b. Origin, Freight Prepaid – gov’t responsible for delivery – pay the amount invoiced unless it exceeds the amount obligated. If the amount invoiced for shipping/delivery/freight exceeds the amount obligated, determine if the award states a not-to-exceed (NTE) shipping/delivery/freight value. If a NTE value is stated, pay up to that stated value. If a NTE value is not stated, send a funding request to the Funding Center POC.

**FAR 52.247-34** F.o.b. Destination – gov’t not liable for expense - no reimbursement to the vendor except by payment of the firm-fixed price negotiated (whether it includes or does not include a PLI identified as shipping, freight, and/or handling).

**FAR 52.247-65** F.o.b. Origin, Prepaid Freight-Small Package Shipments – copy of bill of lading or receipt is to be provided with the invoice (do not need to validate amount paid by vendor) unless the contract specifies that receipt is not required.

**NASA FAR Supplement (NFS) 1852.247-73** Bills of Lading, freight receipts are required in submission of the contractor’s commercial/government bills of lading. If receipts are not provided, the following statement needs to be submitted with the invoice:

"I certify that the shipments identified below have been made, transportation charges have been paid by (company name), and paid freight or comparable receipts are not obtainable.

Contract or Order Number: \_\_\_\_\_

Destination: \_\_\_\_\_

If NFS 1852.247-73 is incorporated in the award and neither of the conditions above are satisfied, reject the invoice back to the vendor based upon “noncompliance with NFS 1852.247-73”.

If the T&Cs do not specifically require freight receipts, they should not be requested.



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 173 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## APPENDIX W – JPMC/U.S. BANK ACCOUNT NUMBERS & ZREMS

### JPMC Account Numbers & ZREMS

P-CARD			FLEET		
CENTER	ZREM	P-CARD ACCT #	CENTER	ZREM	FLEET CARD ACCOUNT
ARC	148349	xxxx00000465	ARC	153721	xxxx00000473
AFRC	148367	xxxx00000424	AFRC	148367	xxxx00000606
GRC	148368	xxxx00000416	GRC	148368	xxxx00000598
GSFC	148369	xxxx00000341	GSFC	148369	xxxx00000556
HQ	148370	xxxx00000457	HQ	148370	xxxx00000515
JSC	148371	xxxx00000432	JSC	148371	xxxx00000499
KSC	148372	xxxx00000333	KSC	148372	xxxx00000549
LARC	148373	xxxx00000325	LARC	148373	xxxx00000564
MSFC	148374	xxxx00000390	MSFC	148374	xxxx00000622
NSSC	148375	xxxx00000309	NSSC		
SSC	148376	xxxx00000291	SSC	148376	xxxx00000614
WFF (WALLOPS)	148369	xxxx00000408	WFF (WALLOPS)	148369	xxxx00000580

CBA			CONCUR		
CENTER	ZREM	TRAVEL CBA ACCT #	CENTER	ZREM	CONCUR CBA ACCT #
ARC	149409	xxxx00000199	ARC	164009	xxxx00005206
AFRC	149410	xxxx00000124	AFRC	164008	xxxx00005214
GRC	149411	xxxx00000082	GRC	164065	xxxx00005222
GSFC	149412	xxxx00000132	GSFC	164066	xxxx00005230
HQ	149413	xxxx00000140	HQ	164067	xxxx00005248
JSC	149414	xxxx00000165	JSC	164068	xxxx00005255
KSC	149415	xxxx00000181	KSC	164069	xxxx00005263
LARC	149397	xxxx00000223	LARC	164070	xxxx00005271
MSFC	149398	xxxx00000249	MSFC	164071	xxxx00005289
NSSC	149425	xxxx00000231	NSSC	164072	xxxx00005297
SSC	149399	xxxx00000207	SSC	164073	xxxx00005305
WFF (WALLOPS)			WFF (WALLOPS)		

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 174 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

IBA Split Disbursement	
CENTER	ZREM
ARC	160963
AFRC	160964
GRC	161155
GSFC	160986
HQ	160987
JSC	160988
KSC	160989
LARC	160990
MSFC	160991
NMO	160992
NSSC	161180
SSC	160993

## U.S. Bank Account Numbers & ZREMs

P-CARD		
CENTER	ZREM	P-CARD ACCT #
ARC	172617	xxxxxxxxxxxx2746
AFRC	172618	xxxxxxxxxxxx2852
GRC	172619	xxxxxxxxxxxx2753
GSFC	172635	xxxxxxxxxxxx2761
HQ	172636	xxxxxxxxxxxx2779
JSC	172637	xxxxxxxxxxxx2787
KSC	172638	xxxxxxxxxxxx2795
LARC	172639	xxxxxxxxxxxx2803
MSFC	172640	xxxxxxxxxxxx2811
NSSC	172641	xxxxxxxxxxxx2829
SSC	172642	xxxxxxxxxxxx2837
WFF (WALLOPS)	173456	xxxxxxxxxxxx2845

FLEET (VOYAGER)		
CENTER	ZREM	FLEET ACCT #
ARC FLEET	173775	xxxxx-6686
AFRC FLEET	173776	xxxxx-6652
GRC FLEET	173777	xxxxx-6694
GSFC FLEET	173744	xxxxx-6744
HQ FLEET	173743	xxxxx-6751
JSC FLEET	173780	xxxxx-6678
KSC FLEET	173781	xxxxx-6702
LARC FLEET	173782	xxxxx-6736
MSFC FLEET	173783	xxxxx-6660
CSBF	174175	xxxxx-6710
WFF	174177	xxxxx-6728
MAF	174176	xxxxx-6769

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 175 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

CBA		
CENTER	ZREM	CBA ACCT #
ARC	173546	xxxxxxxxxxxxx1722
AFRC	173549	xxxxxxxxxxxxx1755
GRC	173547	xxxxxxxxxxxxx1730
GSFC	173550	xxxxxxxxxxxxx1763
HQ	173545	xxxxxxxxxxxxx1714
JSC	173553	xxxxxxxxxxxxx1797
KSC	173554	xxxxxxxxxxxxx1805
LARC	173548	xxxxxxxxxxxxx4621
MSFC	173551	xxxxxxxxxxxxx1771
NSSC	173555	xxxxxxxxxxxxx1813
SSC	173552	xxxxxxxxxxxxx1789
WFF (WALLOPS)		

IBA Split Disbursement	
CENTER	ZREM
ARC	173557
AFRC	173560
GRC	173558
GSFC	173561
HQ	173556
JSC	173564
KSC	173565
LARC	173559
MSFC	173562
NMO	
NSSC	173566
SSC	173563

Aircraft (Branded)		
CENTER	ZREM	AIRCRAFT ACCT #
ARC	173784	xxxxxxxxxxxxx4605
LARC	173785	xxxxxxxxxxxxx4621
WFF	174180	xxxxxxxxxxxxx4613

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 176 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

## APPENDIX X – AP PAYMENT PROPOSAL PROCESS

**Note:** A SN Case/Task should be created for all payment proposals and reversal packages. Errors identified in the payment proposal/reversal process must be communicated and resolved through SN by the VPPs and COs as well as documented in a quality ticket.

<b>1. Emergency Payment Proposals</b> <b>Approvals for late payments</b> Email must be approved by Certifying Officer (CO) before submitting a proposal. Due to IPP transition, IPP CLIN based invoices must cycle through the AAO CLIN batch job each night; therefore, daily payment proposals exclude invoices posted on current day.	<b>AP is no longer processing emergency same day proposals on invoices posted the same day since IPP CLIN based invoices have to be monitored through the nightly IPP CLIN Batch job.</b>
	Only include payments that will be late, or those payments that will incur additional interest if run on the next payment day, and invoices due to be paid that day which will prevent them from aging over 30 days and becoming late. (Block payments that pull in for small businesses and those that are not late, etc.)
	<u>As of November 19, 2015, Same Day payments are prohibited as per OCFO.</u>
	<u>The maximum amount for individual payments is \$99,999,999.99.</u>
<b>2. Daily Payment Proposals **</b>	<b>1<sup>st</sup> proposal should be submitted by 9:00am</b>
	No additional payments should be added to this proposal once the SN Case/Task is submitted and the review/validation of payments is being performed by the CO, unless concurred by CO (CO and VPP will communicate and resolve <b>all</b> errors through SN and not emails, or instant messaging). Pre-edits should be processed within one hour of receiving the SN task.
	<b>2nd proposal/proposals</b>

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 177 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

<b>**This guidance excludes CBA, refunds &amp; Agency payment proposals. A second proposal can be run before noon without approval on the last day of payments for the month.</b>	If a second proposal is needed on a normal business day, this would be considered an emergency payment and guidelines listed in #1 should be followed.
<b>3. Refund Proposals</b>	All Refund payment proposals should be submitted before 12pm.
<b>4. Agency Payment Proposals</b>	<b>Effective 5/1/2014</b> - Agency payments should be included on the regular payment proposals. All Agency payment proposals should be submitted before 9am.
<b>5. CBA Proposals</b>	<p>When CBA reconciliation is received from the Center, VPP will generate a SN Case/Task and assign to CO to obtain approval and to schedule a payment date.</p> <p>The VPP enters the following in the Title: "Center Name – Disbursement Month – CBA" (i.e. MSFC- December – CBA). The SN Case/Task should include due date, advance anticipated proposal date, and any additional information needed to process/schedule proposal.</p> <p>CO will review task and reassign it to VPP.</p> <p>The CO will schedule and advise the VPP when to submit proposals. The exceptions would be CBA payments that are submitted late and are paid the day they are submitted to the NSSC.</p> <p>Using the same SN Case/Task, VPP will process the CBA proposal.</p> <p>The VPP will provide a list of the CBA</p>

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 178 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

	<p>proposals as well as any vital information in the work log. All proposals will be processed using one task. Pre-edits will be done at one time. Upon completion of entering all pre-edit reports associated with the SN Case/Task, the VPP will notate in the work log, "All pre-edits have been entered for above CBA proposals". <b><i>The reconciliations should be attached to the DRN with the largest dollar amount for each Center prior to assigning the task to the CO.</i></b></p> <p><b><i>VPP will save all CBA Pre-edits on the "N Drive" in the Center's folder they are processing i.e., Stennis Pre-edits in the SSC folder.</i></b></p> <p>Follow the remaining steps of the current paperless process.</p>
<b>6. Reversals</b>  <b>Reversals cannot be processed before 10:00am.</b>	<p>When a reversal package is received from the Center, the VPP will generate a SN Case/Task and assign it to the Certifying Officer. VPP will state in the SN Case/Task the number of payments needing reversal.</p>
<p>If multiple reversals are needed- the VPP will submit one SN Case/Task for approval. Once CO approval is received the VPP must submit a separate task for <b><u>each</u></b> reversal.</p> <p><b>**Note:</b> If the CO cannot complete the FCH8 within 1 hour, the CO will notify the Senior CO or another CO for assistance in completing the reversal.</p>	<p>SN subject should be <b><u>Reversal</u></b>.</p> <p>The Certifying Officer will review the Task and reassign it to the VPP advising that the reversal can be completed.</p> <p>The VPP will complete the FBRA and reassign the Task to the CO.</p> <p>The CO will complete the FCH8 within 1 hour (depending upon the volume of reversals) of receiving the Task back from the VPP and will reassign it to the VPP when the FCH8 is complete to carry out the remainder of the reversal process.</p>

NSSC Service Delivery Guide	NSSDG-9200-0004      Version 18.0
	Number
	Effective Date: May 21, 2021
	Expiration Date: May 21, 2024
Page 179 of 190	
Responsible Office: Financial Management Division	
Subject: Accounts Payable Invoice Processing SDG	

<b>7. Charge Card Payment Dates</b>	<p><b>Purchase Card:</b> Payment due date is calculated 30 days from the SAP interface date <u>NOT</u> the NSSC statement receipt date.</p> <p><b>Effective 4/21/14:</b> P-Cards are authorized for payment upon receipt of reconciliation.</p> <p><b>Travel CBA:</b> Payment due date is calculated 30 days from the NSSC statement receipt date. CBA Cards are authorized for payment upon receipt of reconciliation</p> <p><b>Fleet Card:</b> Payment due date is calculated 30 days from the NSSC statement receipt date. Payment may be processed upon receipt of funding/approval from center</p>
<b>8. Travel Payments</b>	<p><b>Travel Payments:</b> Proposals should be submitted before 9:00.</p> <ol style="list-style-type: none"> <li>1. Reconciliation files should be attached on the “N” drive in the SAP Travel Payment Posting folder.</li> <li>2. Reconciliation files should be inside the corresponding center folder, and inside a folder containing the date and center name, (i.e. 071514 NSMAT).</li> </ol> <p>Reconciliation files should be attached in SN Case/Task for all Travel proposals, including Change of Station.</p>
<b>9. Treasury Time Schedule</b>	<p><b>Foreign Payments: Proposals must be certified in SPS by 1:00 Central</b></p> <p><b>Payments: Proposals must be certified in SPS by 4:00 Central</b></p> <p><b>Treasury Holiday Schedule: A memo is received in October for the upcoming holiday season. (Memo will be disseminated to COs and VPPs regarding early close time for holidays.)</b></p>

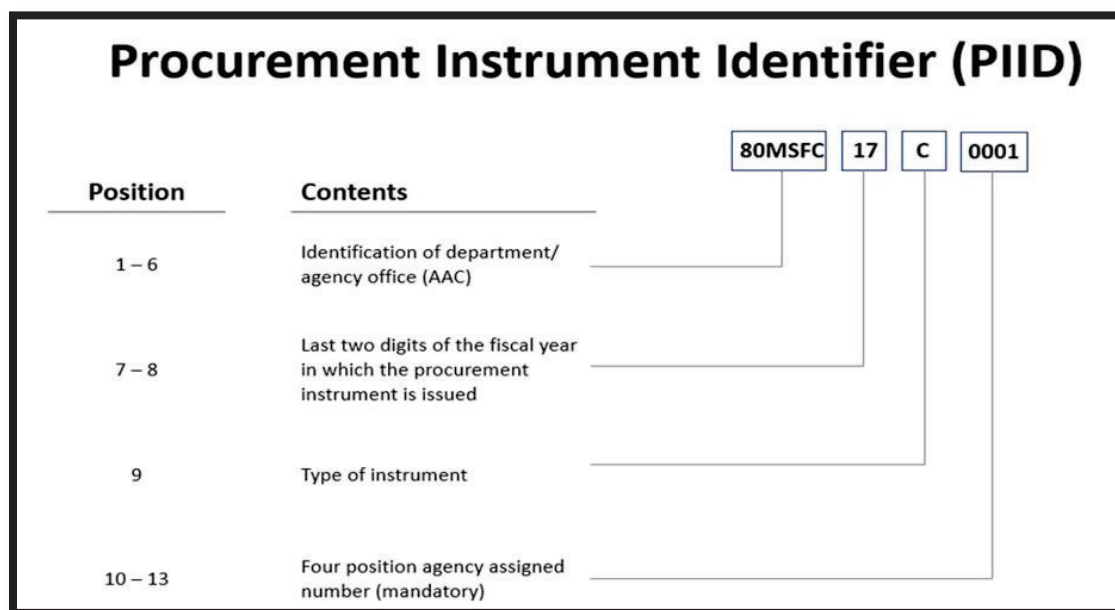
NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 180 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
		Page 181 of 190
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## APPENDIX Y – PROCUREMENT INSTRUMENT IDENTIFIER (PIID) NUMBERING SCHEME

Beginning June 19, 2017, new awards were issued out of PPS and utilize a DOD type numbering scheme:



Award Type	PIID Letter (9th Position)
Blanket Purchase Agreement	A
Basic Ordering Agreement	G
Indefinite Delivery Contract	D
Contract	C
Purchase Order	P
Interagency Acquisition	T
Grant	K
Cooperative Agreement	M
Task/Delivery Order	F
Blanket Purchase Agreement Call	F
Funding Order	I
Fully Funded Contract	C
Legacy Task/Delivery Order	F

NASA Center	Center AAC
AFRC	80AFRC
APL	80APLO
ARC	80ARCO
GRC	80GRCO
GSFC	80GSFC
HQ	80HQTR
JSC	80JSCO
KSC	80KSCO
LARC	80LARC
MSFC	80MSFC
NMO	80NMOO
NSSC	80NSSC
SSC	80SSCO

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
		Page 182 of 190
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

Beginning \*\*\*Modifications to existing contracts that previously used a “NNX” or outside buyers will continue to use the “NNX” number throughout the life of the contract and will be modified in Enterprise Central Component.

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 183 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

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## APPENDIX Z – INVOICE PROCESSING PLATFORM (IPP) PROCESS OVERVIEW

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The agency transitioned to a new eInvoice solution for PO based awards in two phases: April 30, 2018 included all PPS awards and WAWF/iRAPT awards (excluding SBIR/STTR awards); Phase 2 go-live was July 2, 2018 which included all Legacy and SBIR/STTR awards.

Vendors must have an active SAM and IPP account. When NASA issues an award, AAO stages the vendor in IPP and the vendor appears on the XML – NO Proposed Matches list. The Vendor Maintainer performs a match on all vendors in this list daily. The Vendor Maintainer performs a match on the vendors listed in the IPP Proposed Match – 100% TIN/IPP ID. The Vendor Maintainer verifies the IPP vendor TIN matches the SAP KRED TIN and matches the individual vendors. The NSSC Vendor Maintainer uploads the XML matched file to WAT each day before 2:00 o'clock PM with Date Range from 4/16/2018 to today. Once AAO receives the XML matched file, the vendor PO data will be sent to IPP.

Refer to EPSS Job Aid **eInvoicing with IPP: NASA Vendor Matching & Maintenance** for further reference:

<https://epss.nasa.gov/gm/folder-1.11.1231388?mode=EU&originalContext=1.11.989546>

Once the PO data is available, vendors will access IPP and submit invoices per CLIN. The invoice will interface into SAP and be parked by the eInvoice Interface. The eInvoice interface will detect available CLIN cost and park invoices on the available cost by invoiced CLIN. The interface will auto-post supply invoices when the goods receipt/acceptance (103/105) is posted and there are no service lines. The VPP validates the posted invoice for correctness. If a posting or contract issue is discovered, the VPP reverses the posted invoice and rejects the invoice. If a previously excluded award needs to be sent to IPP, the Center Contracting Officer or center POC will submit NSMS Change Request to AAO to include the award. Refer to EPSS Job Aid:

**eInvoicing with IPP: NASA Implementation Overview**

<https://epss.nasa.gov/gm/folder-1.11.1281575?mode=EU&originalContext=1.11.1231385>

Refer to EPSS Job Aid **eInvoicing with IPP: SAP Invoice Business Rules** for further reference:

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 184 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

<https://epss.nasa.gov/gm/folder-1.11.1280648?mode=EU&primaryCSH=eInvoicing%2CIPP>

Upon validation and review of the IPP invoice CLINs, the VPP uses the ZFI\_AP\_EINVOICE report to determine the specific PLI (s) associated with the IPP invoice CLIN.

Refer to EPSS Job Aid **eInvoicing with IPP: eInvoicing Report ZFI\_AP\_EINVOICE** for further reference:

<https://epss.nasa.gov/gm/folder-1.11.1251419?mode=EU&originalContext=1.11.989546>

The VPPs route a request for the amount of cost needed via SAP IRIS Console. If the Center Cost Analyst provides cost guidance to consume First in First Out (FIFO) or cost on a different CLIN, other than IPP invoice, the center will submit a NISM INC to AAO to sync SAP and IPP.

Refer to EPSS Job Aid **eInvoicing with IPP: NASA Implementation Overview** for further reference:

<https://epss.nasa.gov/gm/folder-1.11.1281575?mode=EU&primaryCSH=eInvoicing%2Cwith%2CIPP>

Each business day at approximately 6:45 p.m. NSSC receives an email “CLIN monitoring batch job results” with the days results of AAO’s reconciliation of the IPP invoiced CLIN (s) to the posted SAP DRN’s.

**Note:** If email is not received (meaning CLIN Validation was not completed), SP POC will notify AAO via CRQ and email.

1. NSSC SP POC monitors email results each morning for the following conditions: Incorrect CLINs Selected or Short Pay Detected. Monthly spreadsheet is saved N:\FM Division\Accounts Payable\_Accounts Receivable\Accounts Payable\elnvoicing\_WAWF\_IPP\CLIN BOT Validation\Posting Validations
  - a. If conditions exist, SP POC forwards email results to AP VPP team
  - b. VPP will review IRIS cost and approval completed actions to determine if the center provided information on CLIN posting guidance (FIFO) or short payment.
    - i. If IRIS actions are notated by the center, no action required by NSSC
    - ii. If there are no center comments in IRIS, VPP reviews invoice

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
Responsible Office: Financial Management Division		Page 185 of 190
Subject: Accounts Payable Invoice Processing SDG		

- posting.
- iii. If invoice is posted incorrectly, VPP blocks invoice from payment proposal and performs a reversal and reposting to the correct CLINs.
  - iv. If the invoice is posted against the correct IPP CLIN (s), VPP submits NISM INC to AAO for review.
- c. Reposted invoice will run through the CLIN monitoring batch job that evenin \_.

From: eInvoicing System User [mailto:EINVCPI@msfc.nasa.gov]  
 Sent: Monday, November 05, 2018 6:45 PM  
 To: Backes, Barry C. (NSSC-NSSC)[Service Provider] <barry.c.backes@nasa.gov>; Necaise, Rochelle C (NSSC-XD01A) <rochelle.c.miles@nasa.gov>; Rollins, Michele M. (NSSC-XD01A) <michele.m.rollins@nasa.gov>; Arrington, Sheila A. (NSSC-XD01A) <sheila.a.arrington@nasa.gov>; Harper, R Sarita (NSSC-NSSC)[Service Provider] <sarita.harper@nasa.gov>; Hammons, Victoria L. (NSSC-NSSC)[Service Provider] <victoria.l.hammons@nasa.gov>; Franks, Penni D (NSSC-NSSC)[Service Provider] <penni.d.franks@nasa.gov>; Penton, Carol A. (NSSC-NSSC)[Service Provider] <carol.a.penton@nasa.gov>  
 Cc: King, Joshua P. (MSFC-IS93) <joshua.king@nasa.gov>; Matthews, Jennifer (MSFC-IS90)[EAST2] <jennifer.l.palm@nasa.gov>; Battle, Undrell (MSFC-IS93) <undrell.battle-1@nasa.gov>; Volkmar, Laurie (MSFC-IS90)[EAST2] <laurie.volkmar@nasa.gov>; Grimes, Davis M. (MSFC-IS90)[EAST2] <davis.m.grimes@nasa.gov>  
 Subject: CLIN monitoring batch job results

Results from the 11/05/2018 execution:

INVOICENO	YEAR	ORDER	CONDITION DETECTED
5602944701	2019	80JSC017C0001	Incorrect CLINs Selected
5602945159	2019	80NSSC18P2780	Short Pay Detected

This is an automated email. Please do not reply to this email.  
 To be removed from the distribution list, please submit an Incident to the Agency Applications Office (AAO).

**Note:** CLIN monitoring batch job results indicating 'No conditions detected.'

From: eInvoicing System User [mailto:EINVCPI@msfc.nasa.gov]  
 Sent: Wednesday, November 21, 2018 6:45 PM  
 To: Backes, Barry C. (NSSC-NSSC)[Service Provider] <barry.c.backes@nasa.gov>; Necaise, Rochelle C (NSSC-XD01A) <rochelle.c.miles@nasa.gov>; Rollins, Michele M. (NSSC-XD01A) <michele.m.rollins@nasa.gov>; Arrington, Sheila A. (NSSC-XD01A) <sheila.a.arrington@nasa.gov>; Harper, R Sarita (NSSC-NSSC)[Service Provider] <sarita.harper@nasa.gov>; Hammons, Victoria L. (NSSC-NSSC)[Service Provider] <victoria.l.hammons@nasa.gov>; Franks, Penni D (NSSC-NSSC)[Service Provider] <penni.d.franks@nasa.gov>; Penton, Carol A. (NSSC-NSSC)[Service Provider] <carol.a.penton@nasa.gov>  
 Cc: King, Joshua P. (MSFC-IS93) <joshua.king@nasa.gov>; Matthews, Jennifer (MSFC-IS90)[EAST2] <jennifer.l.palm@nasa.gov>; Battle, Undrell (MSFC-IS93) <undrell.battle-1@nasa.gov>; Volkmar, Laurie (MSFC-IS90)[EAST2] <laurie.volkmar@nasa.gov>; Grimes, Davis M. (MSFC-IS90)[EAST2] <davis.m.grimes@nasa.gov>  
 Subject: CLIN monitoring batch job results

No conditions detected on any documents from the 11/21/2018 run.

This is an automated email. Please do not reply to this email.  
 To be removed from the distribution list, please submit an Incident to the Agency Applications Office (AAO).

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 186 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

## APPENDIX AA - ACRONYM LIST

Acronym	Definition
AAO	Agency Applications Office
ACH	Automated Clearing House
AFRC	Armstrong Flight Research Center
ALC	Agency Location Code
ALI	Accounting Line Item
AP	Accounts Payable
AR	Accounts Receivable
ARC	Ames Research Center
AWMS	Accounts Payable Work Management System
BETC	Business Event Type Code
BOBJ	Business Objects
BOC	Bill of Collection
CAGE	Commercial and Government Entity
CBA	Centrally Billed Account
CCC	Customer Contact Center
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CLIN	Contract Line Item Number
CM	Credit Memo
CO	Contracting Officer
CRQ	Change Request
CS	Civil Servant
DBO	Designated Billing Office

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 187 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

DCAA	Defense Contract Audit Agency
DCFO	Deputy Chief Financial Officer
DHHS	Department of Health and Human Services
DI	Document Imaging
DIT	Disbursement in Transit
DMS	Debt Management Services
DOD	Department of Defense
DRN	Document Reference Number
DUNS	Data Universal Numbering System
EFT	Electronic Funds Transfer
EPLS	Excluded Parties List System
EPSS	Enterprise Performance Support System
FAR	Federal Acquisition Regulations
FBWT	Fund Balance with Treasury
FDFRV	Functional Details Finance Reversals
FI	Finance Invoice
FIDO	Federal Interagency Databases Online
FIFO	First In First Out
FM	Financial Management
FMD	Financial Management Division
FMS	Financial Management Services
FP	Fixed Price
FY	Fiscal Year
GBL	Government Bill of Lading
GL	General Ledger

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 188 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

GOALS	Government On-Line Accounting System
GRAP	Goods Receipt and Approval
GRC	Glenn Research Center
GRS	General Records Schedule
GSA	General Services Administration
GSFC	Goddard Space Flight Center
GWA	Government Wide Accounting
HQ	Headquarters
IAT	International ACH Transaction
IAS	Intelligent Automated Services
IBA	Individually Billed Account
IBAN	International Bank Account Number
ICB	Inventions and Contributions
IDR	Invoice Data Requirement
IEMP	Integrated Enterprise Management Program
INC	Incident
IPAC	Intra-Governmental Payment and Collection
IPP	Invoice Processing Platform
IRIS	Invoice Routing and Information System
ITS	International Treasury Services
JPMC	JP Morgan Chase
JSC	Johnson Space Center
KSC	Kennedy Space Center
LARC	Langley Research Center
LIV	Logistics Invoice Verification



NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 189 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

MIPR	Military Interdepartmental Purchase Request
MM	Materials Management
MRI	Master Records Index
MSFC	Marshall Space Flight Center
MTS	Metric Tracking System
NASA	National Aeronautics and Space Administration
NISM	NASA Integrated Service Management System
NIPR	NASA Interagency Purchase Request
NMO	NASA Management Office
NPR	NASA Procedural Requirements
NRRS	NASA Records Retention Schedule
NSSC	NASA Shared Services Center
OCFO	Office of the Chief Financial Officer
OMB	Office of Management and Budget
ONR	Office of Naval Research
PAM	Payment Automation Manager
PDF	Portable Document Format
PIID	Procurement Instrument Identifier
PLI	Purchase Line Item
PMS	Payment Management System
PO	Purchase Order
POC	Point of Contact
PPA	Prompt Payment Act
PPS	Procurement for Public Sector
PR	Procurement

NSSC Service Delivery Guide	NSSDG-9200-0004	Version 18.0
	Number	
	Effective Date: May 21, 2021	
	Expiration Date: May 21, 2024	
	Page 190 of 190	
Responsible Office: Financial Management Division		
Subject: Accounts Payable Invoice Processing SDG		

REQ	Request
RFC	Regional Finance Center
SAM	System for Award Management
SAP	Systems, Applications, and Products
SBIR	Small Business Innovation Research
SEWP	Solution for Enterprise-Wide Procurement
SF	Standard Form
SN	ServiceNow
SP	Service Provider
SPS	Secure Payment System
SR	Service Request
SSC	Stennis Space Center
STTR	Small Business Technology Transfer
SWIFT	Society for Worldwide Interbank Financial Telecommunication
TAS	Treasury Account Symbols
TCIS	Treasury Check Information System
T-Code	Transaction Code
TDO	Treasury Disbursing Office
TIN	Tax Identification Number
TOP	Treasury Offset Program
USD	United States Dollar
VPP	Vendor Payment Processor
WAT	Web Access Tool
WAWF	Wide Area Workflow