National Aeronautics and
Space Administration

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

NASA Shared Services Center Service Delivery Guide

NSSDG-9400-0001   Revision 2.0

Effective Date: August 24, 2021
Expiration Date: August 24, 2024

FINANCIAL MANAGEMENT DIVISION
Accounts Payable Reporting & Supplemental Processes

Responsible Office: Financial Management Division Accounts Payable

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Approved by

ALISON BUTSCH

Digitally signed by ALISON BUTSCH
Date: 2021.08.25 13:34:00 -05'00'

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Alison Butsch
Acting Chief, Financial Management Division

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Date

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DOCUMENT HISTORY LOG

Status (Basic / Revision / Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	06/30/2020	Basic release
Revision	2.0	08/24/2021	Added procedures for Processing IRS Notice of Levy

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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 Prompt Payment Act. 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 activities. Financial Management (FM) is required to use Business Objects (BOBJ) for reporting, query and reconciliation activity. NSSC is required to adhere to NPRs, NASA's Enterprise Performance Support System (EPSS), and other applicable Federal regulations and NASA policies and procedures.

4.0 Privacy Data

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

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5.0   Records

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

6.0   Cancellation/Supersession of Previous Documents

This document supersedes NSSDG-9400-0001 Basic Version.
NOTE: The Service Provider (SP) is responsible for documenting and maintaining all macros/scripts utilized in these processes.

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PROCESS 1 – VENDOR REFUND COLLECTIONS

AR receives vendor refund collection and researches to determine if refund should be posted by Accounts Payable (AP). AR will submit ServiceNow (SN) Task to AP to process. *(AR steps can be viewed in AR Collection and Deposit SDG).*

Verify Fund Status on Contract

STEP 1.   **NSSC SP AP Vendor Payment Processor (VPP)** – VPP receives refund collection via SN Task.

     A. Update status of Task to "Pending" while performing research.

         1. Review refund collection documentation to determine if original disbursement can be identified.

             a) If credit/refund collection has PO/Contract number and invoice number, search for invoice number by vendor account using SAP t-code FBL1N.

             b) If credit collection does not have PO/Contract number listed, contact the vendor to request additional information.

             c) If credit collection has a PO/Contract listed but does not list an invoice number for a prior submitted invoice **or** cannot be identified by information provided **or** cannot be identified by researching FBLIN vendor history, park credit/refund to PO/Contract and route to the Center via SAP IRIS Request Console for posting guidance in the funding queue

     B. Research contract by utilizing SAP Transaction Code (T-Code) ME23N.

         1. Click the 🔲 icon to open this box in which Pur. Order = Contract Number

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2. Click the Header Icon

3. Go to NASA Data tab

4. Select NASA Information

     a) If Admin. Comp. Date is blank, contract is open

       i.   Determine if Fund is cancelled or not

         o   Click the "Item" icon

         o   From drop down Item Menu, select Line Item (PLI) to which the collection will be posted.

         o   Go to the services tab and click on icon to open this box

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o   Double click Fund which will pull up the box below to determine if Fund is canceled or not by reviewing Reversal Date.

- If Reversal Date is a future date, fund is not canceled, and refund can be posted by AP (*Refer to Step 2)*

- If Reversal Date has passed, Fund is canceled, and refund must be posted to Miscellaneous Receipts (MR) by AR

     a) AP VPP assigns the SN Task to AR L2 (Work in Progress status) requesting for AR to post the refund collection to MR including screenshot of Canceled Fund and any center guidance to post to MR.

     b) If Admin. Comp. Date field has a date populated, contract is closed

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        i.   If Reversal Date is a future date, fund is not canceled. Return SN Task to AR requesting refund posting. Attach completed AR Invoice Data Requirements Form (IDR) (See Appendix E) and screenshot of NASA Information tab.

        ii.   If Reversal Date has passed, fund is canceled. AP VPP assigns the SN Task to AR L2 (Work in Progress status) requesting for AR to post the refund collection to MR including screenshot of Canceled Fund and screenshot of NASA Information tab.

C. Go into SN Functional Detail Form Accounts Receivable (FDFAR) and checks Collections Information Repository for confirmation to be sure the check was deposited to the correct center Area Locator Code (ALC).

    1. ALC List:

        a) AFRC – 80000024
        b) ARC – 80001201
        c) GRC – 80000701
        d) GSFC – 80000002
        e) HQ – 80000001
        f) JSC – 80000004
        g) KSC – 80004904
        h) LARC – 80000501
        i) MSFC – 80004901
        j) NMO – 80000055
        k) SSC – 80000101

Note: If the ALC does not match the Center for which the collection should have been made, return SN Task to AR to transfer funds to correct ALC

D. AP L2 will determine if original Disbursement was prior year (PY) or current year (CY).

    1. Locate last disbursement data on PO/Contract using T-code ME23N.

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2. View Item Details (downstairs) and locate the last PLI that has a disbursement

3. Click on "Purchase Order History" tab and locate the last disbursement invoice under "Invoice Receipt" section.

4. Clearing Date determines CY or PY disbursement

5. Click and open invoice to verify receipt date and transaction type is an "Invoice" and not a "Credit". Also verify transaction is not a "Reversal"

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a) If prior year disbursement and funds are unexpired, route to center via SAP IRIS console for posting guidance.

   Note: The Center has to be notified because of the unanticipated recovery process for prior year unexpired funds.

b) If prior year disbursement and funds are expired but not canceled, post refund to disbursement.

c) If disbursement is current year and funds are unexpired, post refund.

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Unexpired = Expiration Date & Reversal Date is in the Future
Expired = Expiration Date is in the past and Reversal Date is in the Future
Cancelled = Reversal Date is the Current Date or date is in the Past.

Display Fund: Basic Screen

Long text...   Change history...   Change documents   Classification

FM Area   NASA   Agency
Fund   SCEX22017D

Names
Name   Science
Description   Science

Basic data
Valid from   10/01/2016   Valid To   09/30/9999
Fund Type   DIRB   Direct Fund
Authorization group   ALLOW

Additional data
Bdgt profile fund
Customer for fund
Funds application   8017/180120   Science
☐ Balance update   Expiration Date   09/30/2018
    Reversal Date   09/30/2023

6. If disbursement year is undetermined, VPP parks Credit Memo (CM), enters "Refund" in the Document Reference Number (DRN) Reference Field and routes to the center via SAP Invoice Routing and Information System (IRIS) Console "Funding" queue for posting guidance. (Refer to Appendix A for Vendor Refund process).

    a) VPP will update the text field with Funding mm/dd CR

    b) If refund is posted by AP, VPP selects "Billable" box on FD tab

STEP 2.   <u>**NSSC SP AP VPP**</u> – Post Credit Memo for Purchase Order (PO) Collections

    A. AP VPP uses T-Code MIRO/FB60 to post Credit Memo

       1. If there is a PARKED credit memo in FBL1N for this contract and amount, verify that all data is entered correctly and post parked Credit Memo.

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2. At top, Transaction = Credit Memo or Subsequent Credit if GR/IR

3. Populate the following fields on the "Basic Data" Tab:

    a) Invoice Receipt Date & Document Date

        i. For checks, use AR date entered in SN/FDFAR.

        ii. For Pay.gov collections, this is the "Transaction Date."

    b) Reference = Contract Number Invoice Number/Check Date

    c) Amount = Amount of collection (not to exceed amount of BOC if there is one. Any interest/penalties/fees will be posted at a later time by the AR Customer Payment Processor [AR CPP]).

    d) Text

        i. For checks "Contract # - Vendor Refund – Check #" (Example: NNG061585T – Vendor Refund – CK: 1563)

        ii. For Pay.gov "Contract # - Vendor Refund – Pay.gov" (Example: NNG061585T – Travel Refund – Pay.gov)

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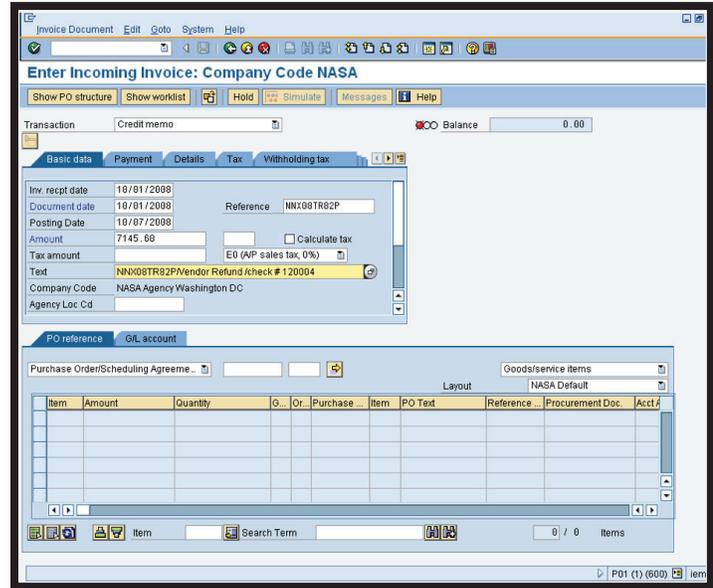
4. Populate the following fields on the "Payment" Tab:

    a) Pmnt Block = Blocked for Payment

    b) House Bank = "TREAS"
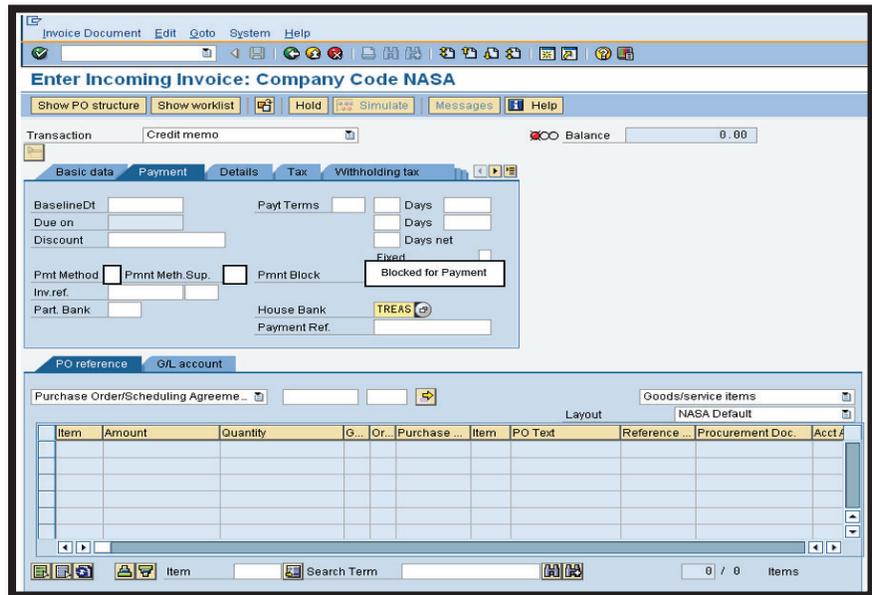
5. Populate the following fields on the "Details" Tab:

    a) Doc.Type = KG/RE/KW

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  b) Inv.Party = Vendor Number (Verify banking information)

  c) Bus. Area = Center Number

  d) Assignment = Contract Number
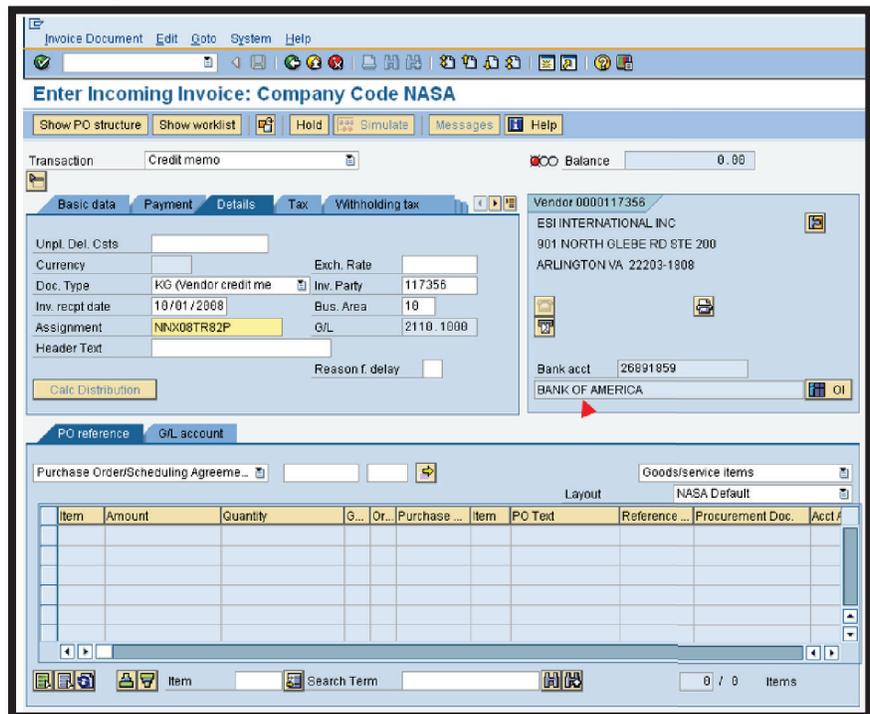
6. Refer to Appendix A – Vendor Refund Process

7. Click "Enter." The "light" at the top of the box should move to green. This signifies that everything balances.

8. Click the "Simulate" button. Simulate
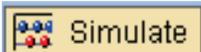
9. Checks posting for accuracy and clicks the Orange Disc button to post. Retains 5600 number for next steps of process.

STEP 3. NSSC SP AP VPP – Clear Check/Pay.gov Collection to Cash

  A. VPP uses T-Code F-52 to clear the check or Pay.gov collection to cash

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1. Populate the following fields:

   a) Document Date = "Date of Treasury Confirmation" on the SN/FDFAR Tab.

   b) Type – Refer to Appendix V - Refund Posting Document Types

   c) Reference & Doc.Header Text = DRN. This can be found on the AR tab

   d) Clearing Text & Text = Treasury DRN (Vendor Refund – CM: 560000xxxx) Example: 00218786-001 (Vendor Refund – CM: 5601001529)

   e) Account = (see Appendix A for General Ledger (GL) Accounts)

   f) Business Area

      i.   ARC = 21
      ii. AFRC = 24
      iii. GRC = 22
      iv. GSFC = 51
      v.   HQ = 10
      vi. JSC = 72
      vii. KSC = 76
      viii. LARC = 23
      ix. MSFC = 62
      x.   SSC = 64

   g) Amount = Amount of Credit Memo posted in Step 2.

   h) Account = Vendor Number

   i) Under "Additional selections," click Circle next to "Amount"

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j) Hit "Enter"

k) Enter the Amount again.

l) Hit "Enter" or click "Process Open Items" button.

m) The amount in the "Not Assigned" box should equal $0.

n) Post

o) You may get a "yellow" cautionary light after posting, just hit "Enter" and write down the clearing document (1500) number.

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2. If there is an open Bill of Collection (BOC) for this refund, notated with an "AR Bill Number" (1800#) in the FDFAR tab:

   a) Open SN

      i. Enter the 1500 clearing document number under the "FDFAR" tab in the section labeled "SAP Document Number."

      ii. Enter the 5600-credit memo and the 1500 clearing document number in the "Cash Posting/Clearing Doc." Field of the FDFAR.

      iii. If there are no interest/penalties/or admin fees associated with the customer, VPP assigns the Task (in Work in Progress Status) to AR L2 to complete the AR clearing.

         a. Category: AR

         b. Sub Category: Refund Payment Method (ex. Check, Pay.gov, Fedwire, etc.)

         c. Assignment Group: AR L2

         d. Assigned To: Leave Blank

      iv. If there are interest/penalties/admin fees, the Task needs to be forwarded to the AR Center-specific Customer Collection Processor (AR CPP) to post interest. The AR CPP will then forward the Task to the AR Account Maintainer (AM) to complete the AR posting on the bill and to resolve ticket.

3. If there is no open Bill of Collection (BOC) for this collection:

   a) Open SN

      i. Enter the 1500 clearing document number under the "FDFAR" tab in the section labeled "Cash Posting/Clearing Doc."

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      ii.   AP L2 will enter the 5600 credit memo and the 1500 clearing document number in the FDFAR.

      iii.   AP L2 will resolve Task.

4. If there is a dollar amount in "Quantity", overwrite with the amount of the refund collection.

    a) If "Quantity" is blank, leave this field blank.

    b) If there are item quantities (e.g. 1, 2, 12, 23), select "Transaction" at top of page and update "Credit Memo" to "Subsequent Credit".

    Note: This will not change any information under "Quantity" and will leave the amounts as is.

STEP 4. **NSSC SP AP VPP** – Attach soft copy of Check/Pay.gov to SAP documents

A. Go into MIR4 in SAP and populate the following fields:

1. Invoice Document Number = 5600/1700 Credit Memo Number

2. Fiscal Year (FY)

3. Enter

B. Click on the icon in the top left corner of the screen. This will pull up another box of icons.

C. Click on the icon that looks like a piece of paper with a paper clip.

D. Click "New" icon

E. Select "Create Attachment"

F. Browse hard-drive to find the original check/pay.gov soft copy that was saved when check/collection was originally received.

G. Select the document and click the green check mark

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H. If there is a BOC, attach IDR form.

I. Select the document and click the green check mark.

View Accounting Information for Purchase Card Refunds

STEP 1.   <u>**NSSC SP AP VPP**</u> **–** VPP receives refund collection via SN Task

    A. Research contract by utilizing SAP T-Code ME23N

      1. Clicks the icon to open this box and select Purch. requisition
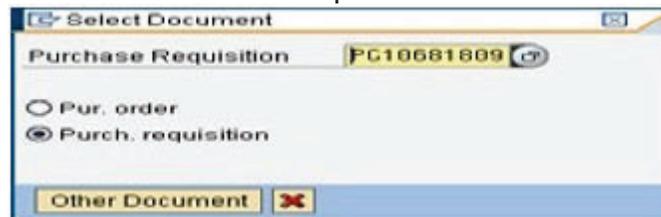
      2. Enter P-Card Number and click "Enter"

      3. Clicks the "Item" icon

      4. From drop down Item Menu, select PLI that the refund is for (i.e. ink, bookshelf, etc.)

      5. Click on "Account Assignment" tab. This will give you all information needed to complete the IDR form for AR to post the refund.

        Note: The Bus Area will indicate which Center's P-card vendor the refund belongs to.

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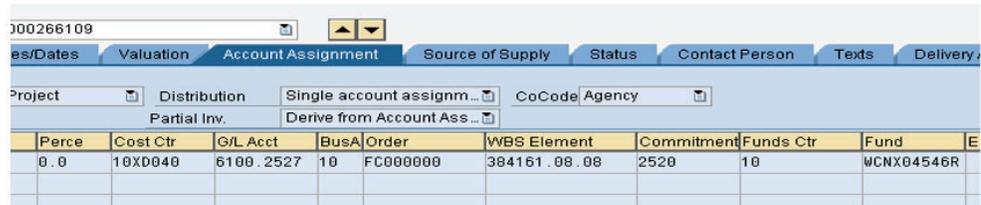
6. Click on "Status" tab. This will give the Vendor Number (ex. JP Morgan Chase (JPMC) or US Bank)

B. Complete IDR form, attach to SN task, and return to AR for posting

Note: **All Tuition Training is paid for by NSSC. AP will include cardholder name (Customer Field) and all relative information in SN Task and assign to AR to post**.

Note: If it is determined that the refund collection was erroneously deposited to incorrect ALC, add notes to Work Log of SN Task and immediately assign to AR L2 to process JV to Intra-Governmental Payment and Collection (IPAC) funds to correct ALC.

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PROCESS 2 – INTERNATIONAL TRANSACTIONS REPORTING

NASA Directives regarding International Transactions can be found here:

http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PR_9310_001A_&page_name=Chapte
r2

Purpose

This report is to address NASA's policy and role in ensuring that transactions affecting international balance of payments are reported as required by the Department of Commerce.

NASA is required to report transactions affecting the international balance of payments in accordance with the requirements specified in Office of Management and Budget (OMB) Directive No. 19.

Roles and Responsibilities

The NSSC is responsible for the preparation and submission of Centers' quarterly reports and the consolidated agency-wide report on international transactions. The NSSC Accounts Payable Lead provides the reports to NSSC Chief of Financial Services Branch for signature.

The NSSC Accounts Payable is responsible for the submission of the consolidated agency-wide report on International Transactions of the Federal Government to the Department of Commerce via email.

Report Requirements

Transactions to be reported relate to payments and receipts that affect the balance of foreign payments. They include transactions between NASA and a foreign entity such as a foreign government, foreign corporations excluding U.S. business offices of such corporations, foreign incorporated subsidiaries, foreign business offices of U.S. corporations, foreign individuals residing in foreign countries, NASA personnel stationed abroad or traveling abroad, and U.S. business organizations for services to be performed abroad.

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Report sections provide transaction data for:

- Expenses and other debits
- Receipts and other credits
- Financing, which is the difference between the total "expenses and other debits" and the total "receipts and other credits"

Reporting Due Dates

NSSC L2 should submit all Center reports to AP L3 by the 15th calendar day following quarter month end. L3 will review and approve the consolidated file then submit the consolidated and individual reports to the Department of Commerce no later than the 30th calendar day after the end of the quarter being reported. When applicable, negative reports are required to be submitted.

STEP 1.   **NSSC SP AP Lead –** Pull International Transactions Report Data

A. Navigate to the Center report from last quarter (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Report Submissions\International Transaction Reports > center folder > quarter; i.e. AFRC - 2nd Qtr 2018 International Payments Report) and save in the center folder for the current quarter (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies\INTERNATIONAL REPORT Working Copies).

B. At the beginning of each quarter, the AP SP executes SAP T-Code SQ01 query > Z_FOREIGN_VNDR to get the most current list of foreign vendors paid via International Treasury System (ITS).

1. Log in to SAP

2. In the menu field, enter T-code SQ01 > Z_FOREIGN_VNDR

3. Click Execute

4. Select Get Variant

5. Select Foreign Vendor (double click)

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6. Select the check mark

7. Country Code (exclude US)

8. Execute

9. Copy the ZREMs listed in the Vendor column

C. In SAP menu field, enter T-code FBL1N

1. Select Dynamic Selections

2. Country – click arrow on right, under Exclude Single Values, enter US

3. Click execute

4. Document Type – click arrow on right, under Select Single Values, enter RE, RM, KG, KR, KG, and ZN

5. Click Arrow next to Business Area and enter the applicable BA (10, 21, 22, 23, 24, 51, 62, 64, 72, 76)

6. Click Arrow next to Payment Method and enter payment methods (C, D, F)

7. Click arrow to the right of Vendor Account and paste vendor numbers from Step B is using the Clipboard icon

8. Click Execute

9. Check Cleared Items

10. Populate Clearing Date – Reporting period (ex. 1/1/2018 – 3/31/2018)

11. Under Type, select only Normal Items, Special G/L transactions & Noted Items

12. Click Execute

13. Click export to Excel, in the menu

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      a) List

      b) Export

      c) Spreadsheet

      d) Excel (In Existing XXL Format)

      e) Table

      f) Microsoft Excel

      g) Save the results this query on the summary tab of the file for the reporting period: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies\INTERNATIONAL REPORT Working Copies

D. AP SP executes SAP T-code ZFI_AP_PMT_STAT to get a list of all payments made in the reporting quarter to foreign vendors with domestic bank accounts – International ACH Transaction (IAT)

    1. Log in to SAP

    2. In the menu field, enter T-code ZFI_AP_PMT_STAT

    3. Payment Run Date = reporting period (ex. 1/1/2018 – 3/31/2018)

    4. Payment Method = F

    5. Enter the applicable Business Area (10, 21, 22, 23, 24, 51, 55, 62, 64, 72, 76)

    6. Click Execute

    7. Click export to Excel

    8. Select Excel icon

    9. Spreadsheet

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10. Excel (In Existing XXL Format)

11. Microsoft Excel

12. Copy data and combine on to the summary tab with the data from Step 1, C, xiii, g: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies\INTERNATIONAL REPORT Working Copies

E. Add 3 columns; Country, Services, Materials

F. In SAP enter T-code MIR4

1. From the list of foreign vendors on the Summary tab, enter 1st DRN

2. Fiscal Year

3. Click on check mark

4. View the vendor's address and populate the country for the invoice in the Country column on the Summary tab of the spreadsheet

5. Drill into the PO Order number and review the disbursement in ME23N

     a) In the Item Overview section, if the Item Category is D, record the amount in the Services column

     b) If the Item Category is Z, record the amount in the Materials column

     c) Repeat for each Document

6. Sort on Country column and total each Country

STEP 2.   <u>**NSSC SP AP Lead**</u> – Populate the International Report

A. On the ITF Accounts Payable tab, enter the amount for each country from the Summary tab on line A1.21 for the Services amount

Note: Add a country if it doesn't exist

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NOTE: Ensure spelling is correct and file names are correct. Macro will not execute the file if incorrect.

1. The amounts must be entered as thousands – multiply the amount by .001 (ex. 943450.00*.001 = 943.45)

2. Navigate to the Exhibit D tab and enter the amount for each country from the Summary tab on line D1 of the Exhibit D tab for the materials amount

3. Repeat for each country

4. Verify the total on line A1.21 equals the totals from the Summary tab

B. AP L2 receives a SN case/task from NSSC SP Travel Lead with a spreadsheet for foreign travel per country

1. AP SP POC saves Travel reports N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\AP Reports Working Copies\INTERNATIONAL REPORT Working Copies\TRAVEL REPORTS\FY2020

2. AP SP POC notifies AP Leads that Travel reports are available

3. AP Leads enter the amount for each country from the Summary tab foreign travel on A1.23 on the ITF Accounts Payable tab

4. The amounts must be entered as thousands – multiply the amount by .001 (ex. 943450.00*.001 = 943.45)

   Note: Add a country if it doesn't exist

5. Repeat for each country

6. Verify the total on line A1.23 of the ITF Accounts Payable tab equals the totals from the Summary tab for foreign travel

7. Verify the totals on line A3 & A3.1 of the ITF Accounts Payable tab equal, one amount is a negative amount and the other a positive amount and they match the Summary tab total for foreign travel

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C. AP Lead saves completed report N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Report Submissions\International Transaction Reports

1. AP Lead notifies AP SP POC of report completion for each center via email

STEP 3.   <u>**NSSC SP AP Lead**</u> – Consolidate the International Report

A. Once each Center's International Payments Report for the reporting quarter is completed and submitted, the SP POC reviews each center's individual report.

B. After all individual reports have been reviewed and validated, the SP POC saves all center reports to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Report Submissions\International Transaction Reports\2020 Quarterly Reports (Approved only) \1st Qtr FY2020 Reports. SP POC then runs the AP Quarterly International Report Consolidation Macro to create the consolidated agency-wide Report on International Transactions of the Federal Government *(Refer to Step 4 for Macro Automation).*

1. The consolidated report consists of two files. Exhibits A & D

   a) Exhibit A lists the values by country and center for A1.1, A1.21, A1.23, A1.24, and A3.1.

   b) Exhibit D lists the values by country and center specifically for all supply payments recorded on line A1.1

2. The SP POC reviews the consolidated report to make sure all totals balance correctly and then submits to AP L3.

C. To manually create the consolidated agency-wide report on International Transactions of the Federal Government, the SP POC must manually populate the spreadsheets for Exhibits A & D using the spreadsheets from the prior reporting period.

1. Any data populated from the prior reporting period must be deleted, with the exception of the column and row totals due to the pre-populated formulas.

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2. The tabs of the Exhibit A spreadsheet color coded in red must be populated with the center data by country. Data for Exhibit A tabs A1.1, A1.21, A1.23, A1.24 and A3.1 must be entered by country and by center. The pre-populated formulas for the red colored tabs will automatically update the Exhibit A tab with the overall data by country.

3. The SP POC must review and make sure the center totals on tabs A1.1, A1.21, A1.23, A1.24 and A3.1 match the grand totals on the overall Exhibit A tab.

4. The SP POC will then populate the D1 Details on the Exhibit D tab with the material amounts from the Center Summary tab, materials column data by country. The information should automatically populate on the overall Exhibit D tab due to the pre-populated formula cells in D1.1.

5. The SP POC must review and make sure the totals on the Exhibit D D1 row match the totals on the overall Exhibit D tab

Quick Reference Guide for Consolidation Spreadsheet Formulas

- Column A1 – Formula populated cell. The formula is $\sum$ A1.1 + A1.2

- Column A1.1 – Data pulling from Tab A1.1

- Column A1.2 – Formula populated cell. The formula is $\sum$ A1.21 + A1.23 + A1.24

- Column A1.21 – Data pulling from Tab A1.21

- Column A1.23 – Data pulling from Tab A1.23

- Column A1.24 – Data pulling from Tab A1.24

- Column A2 – Usually do not receive data for this particular column

- Column A3 – Formula populated cell. The formula is $\sum$ A2 – A3.1

- Column A3.1 – Data pulling from Tab A3.1

STEP 4.   **NSSC SP AP Lead –** Consolidate International Report Automation

   A. AP Quarterly International Report Combined.xlam

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Click "Enable Macros"
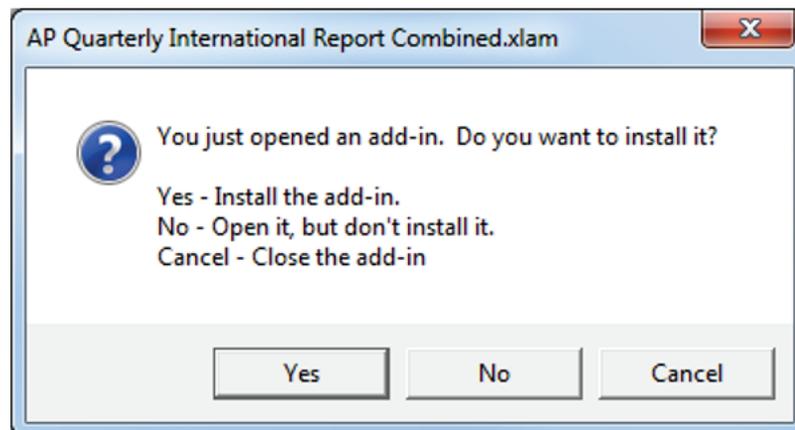
B.

Click "Yes"

C. Exhibit A, Exhibit D, and Center Reports are located: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Report Submissions\International Transaction Reports\FY Quarterly Reports (Approved only) \Center – Qtr FY International Payments Report.xlsx (ex. N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Report Submissions\International Transaction Reports\2014 Quarterly Reports (Approved only)\ ARC - 1st Qtr 2014 International Payments Report.xlsx)

    1. Select the Reports tab in the Excel Ribbon and click the "Quarterly International Foreign Payment Report" Form

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Quaterly International
Foreign Payment Report

AP Quaterly International Foreign Payment Report

2. Select Quarter for the data reported. Fiscal Year auto populate. Click OK.

3. Macro will open Exhibit A template and save for the quarter.

4. Macro will open each center's report and check for any misspellings

5. Macro will auto populate the Exhibit A spreadsheet with values from Sections A1.1, A1.21, A1.23, A1.24, and A3.1.

6. If a country is listed on the center sheet but not on the Exhibit A spreadsheet, macros will ask if you want to add the country.

   a) Select "Yes" to add the country

   b) Select "No" to stop macro and fix center sheet

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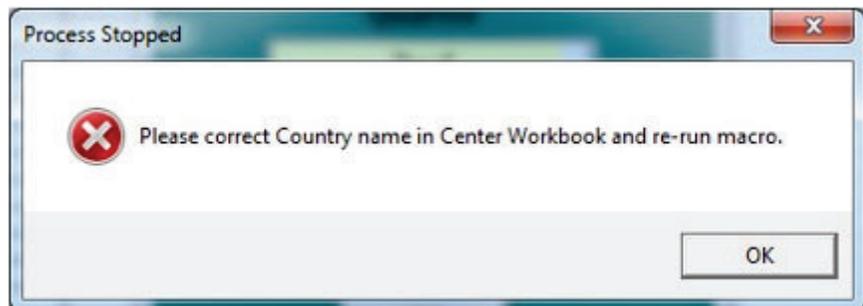
7. Once the macro has completed updating the Exhibit A spreadsheet, it will open the Exhibit D template and save it for the corresponding Quarter.

8. Next it will update the center values for section A1.1 to the Exhibit D spreadsheet.

9. If you added any countries to the Exhibit A spreadsheet, you will be asked to add them to the Exhibit D spreadsheet.

10. Finally, the macro has completed adding all the values, it will delete any lines where the Grand Total is "0.00".

11. Create SN Case and Task and submit Task to L3 POC for review and approval.

> **Note**: CS review and approval steps are listed in the CS Processes SDG.

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PROCESS 3 – GSA AUDIT OF TRANSPORTATION DOCUMENTS

Note: Previous month's data Audit sample is due to Civil Servant (CS) by the 15th of each month. If the 15th is on a weekend or holiday, sample is due the following business day.

Note: Bot Adams runs on the first day of each month at 4:00 am and performs the manual process for Step 1 through Step 3D.

STEP 1.   **NSSC SP AP Lead –** Pull Audit Sample Data

    A. Enter SAP T-Code "ZFI_AP_PMT_Stat"

        1. Payment Run Date = Prior Month's Date

        2. Business Area

        3. Doc Type = ZN & ZG

    B. Enter SAP T-Code "FBLIN"

        1. Cleared Items Clearing Date = Prior Month's Date

        2. Business Area

        3. Doc Type = ZN & ZG

    C. Save Payment Stat and FBL1N reports N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\GSA Transportation Bills\GSA Monthly Submission

STEP 2.   **NSSC SP AP Lead –** Compile Audit Sample Package

    A. Pull the documents for audit sample

        1. Enter Invoice DRN using T-Code ZFI_AP_CONSOLE. Select the TechDoc link to retrieve a copy of the invoice

            Note: DI receipt date should be on each invoice received via Accounts Payable Work Management System (AWMS)

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   a) Add DRN to top right corner of every page of the invoice

2. Using SAP T-Code ZFI_AP_CONSOLE, retrieve a copy of the IRIS Invoice Approval

3. Supporting Documentation (i.e., bill of lading, packing slip, Standard Form (SF) 1113) from the TechDoc link in IRIS

4. Log into TechDoc and retrieve a copy of the Secure Payment System (SPS) Certification

5. Retrieve a copy of the Proposal signed by Certifying Officer (CO) from TechDoc

6. Using SAP T-Code FB03, retrieve screen shot of Interest Penalties, if applicable

Note: Each DRN requires a separate Portable Document Format (PDF) package.

B. Combine documents into PDF package and save to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\GSA Transportation Bills\GSA Monthly Submission

STEP 3. **NSSC SP AP –** Creates SN Case/Task for each Center and assigns task to AP Lead

A. SP AP Lead reviews combined file for accuracy

B. SP AP Lead submits SN Task to SP GSA POC

C. SP GSA POC reviews each Center's report. Once review is complete, resolves each center's task

D. SP GSA POC submits one overall SN Task to CS

Note: CS review and approval steps are listed in the CS Processes SDG

Note: Express Couriers, UPS, FedEx and DHL are excluded from GSA reporting

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PROCESS 4 – EXCLUDED PARTIES LIST SYSTEM (EPLS) PROCESS

In response to White House memorandum, "Enhancing Payment Accuracy through a Do Not Pay List" (dated June 18, 2010), NSSC AP completes a monthly review of vendors with exclusions in SAM.gov. If there are any vendors with exclusions that have a ZREM in SAP, the vendor is blocked in SAP, preventing any disbursements to this vendor.

The EPLS, which is a part of the System for Award Management (SAM), is a Web-based system that identifies those parties excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non-financial assistance and benefits. The EPLS provides a list of administrative and statutory exclusions across the entire government, and individuals barred from entering the United States.

On a monthly basis the NSSC CS AP CO runs the EPLS in SAM and notifies the SP AP Vendor Maintainer, who then runs an Excel macro to compare the entities on the EPLS to the SAP vendor database. The resulting list provides the ZREM number, vendor name, and constituent information for entities from the EPLS with a ZREM in SAP.

When a ZREM vendor appears on the EPLS, the Vendor Maintainer uses SAP T-code ZFI_AP_UPDATE to apply a posting block on the vendor ZREM. In cases where the vendor has an invoice(s) parked or posted for payment on the ZREM, the Vendor Maintainer creates a SN Task and assigns it to the NSSC SP AP Lead for the Center the invoice is posted against. The SP AP Lead then contacts the Contracting Officer for the contract referenced on the invoice. When the Contracting Officer advises the SP AP Lead to process payment of the invoice(s), the SP AP Lead notates the SN Task and assigns it back to the Vendor Maintainer, who unblocks the ZREM for payment using SAP T-code ZFI_AP_UPDATE and advises the AP SP Lead when the ZREM is unblocked. The payment team then processes the invoice(s) for payment as usual.

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Step 1

AP CS POC Runs report from EPLS in SAM and forwards to FM AP VMM

Step 2

Runs Excel macro to compare entities on EPLS to SAP vendor database

Step 3

If vendor is identified, FM AP VMM blocks ZREM for posting.

Step 4

ZREM is blocked in SAP

Step 5

Notify NSSC AP Center Lead VPP that ZREM is blocked.

Step 6

If vendor ZREM lists parked/posted invoice, Center Lead contacts CO to inform vendor is on Excluded Parties List

Step 7

CO advises NSSC AP Center Lead VPP on how to proceed with current payments and any further invoices from vendor.

STEP 1.   **NSSC CS AP (Control Activity 11.7.5.3)**– Runs report and assigns to SP Vendor Maintainer

     A. Execute Exclude Parties List from SAM.gov

         1. Log into SAM

         2. Click Data Access tab

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3. Scroll to bottom to Complete File – Last 7 days

4. Pull latest document

5. Open excel file

6. Export to Excel

7. Save file as "Excluded Parties List as MMDDYYYY" to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Excluded Parties Lists\EPLS Macro\FY20xx\current month

B. Submit SN case and task to SP Vendor Maintainer

1. Category = Accounts Payable

2. Sub Category = Vendor Maintainer

3. Assignment Group = FM-Accounts Payable L2

STEP 2.   **NSSC SP Vendor Maintainer** – Compare SAP report to SAM report
(Proceed to Step 3 for automated process)

A. Open current EPLS file from N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Excluded Parties Lists\EPLS Macro\FY20xx\current month

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B. Run NASA vendor list in SAP T-Code ZFI_AP_VENDOR_RPT without parameters to produce a list of all NASA vendors
1. Export report to excel and save at N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Excluded Parties Lists\EPLS Macro\FY20xx\current month as "SAP AP VendorDownload_MM-DD-YYYY"

2. Sort by Vendor Name

3. Open the current EPLS excel file saved by AP CS

C. Compare the vendor name in manual vendor list to the vendor name in the SAM excel file to identify any matches

D. If no matches are identified, notate "No matches identified" in SN Task and resolve.

E. If matches are identified, proceed to Step 3 > F

STEP 3. **NSSC SP Vendor Maintainer –** Compare SAP report to SAM report

A. Open SAP Production Environment

B. Open Excel Click the EPLS tab at top of Excel exclusions spreadsheet and Click the "Process EPLS File Processing" button

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C. When the Create New Directory dialog box displays, click "Yes" to create a new folder for the extract.

Create New Directory

The path "N:\Accounts Payable_Accounts Receivable\Accounts Payable\EPLS\FY2013\6 March 2013\" was not found. Would you like to create it now?

Yes   No
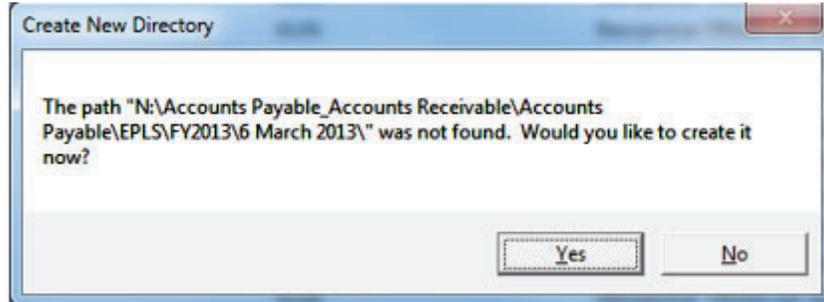
D. When the "A script is trying to attach to the GUI." dialog box displays, click the OK button.

saplogon

A script is trying to attach to the GUI.

OK   Cancel
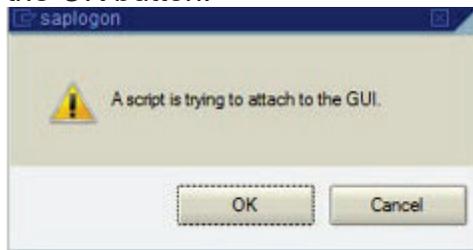
E. The Excluded Parties List in excel is compared to the SAP Accounts Payable vendor database for any matches. *(This may take a few minutes.)*

F. Review the output Excluded Parties SAP Exceptions MM-DD-YYYY here: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Excluded Parties Lists\EPLS Macro\FY20xx\current month and checks for any new vendors that should be blocked for payment

Vendor	Name	DUNS No.	CAGE Code	Pur. block	PstBlock	Pymt block	Del.block	Del.flag	Acct Group	KRED	CENTERS	NOTES
105081	TERRA UNIVERSAL INC.	031428527	66054						ZREM	103577	ALL	SR 278756
129173	TAKOTA CORP.	040189909	1VG18						ZREM	126649	ALL	SR 278750
130623	ALLIANCE FOR COMPETITIVE TECH	004729898	1SJ69						ZREM	NONE	ALL	SR 278751
135979	APM, LLC	131262854	3GL00						ZREM	135494	ALL	SR 278757
138303	MPC-G, LLC	049745321	1KD15						ZREM	109789	ALL	SR 278758
143973	FULLARD ENVIRONMENTAL CONTROLS, INC	129661323	1QP61						ZREM	143868	ALL	SR 278759
150579	TRANSOCEANIC SHIPPING COMPANY, INC.	034446484	3EHA3						ZREM	NONE	ALL	SR 278760

G. If any vendor(s) are identified on the list, the Vendor Maintainer will check to see if the ZREM is currently blocked for posting.

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1. In the SAP, enter T-Code XK03, hit Enter

2. Company Code = NASA

3. Purchasing Org. = Center

4. General Data section select all options

5. Company Code Data select all options

6. Purchase Organization Data select all options

7. Hit Enter

8. Select Extras

9. Select Blocked Data

10. Determine if Posting Block exists

Display Vendor: Block Data

Vendor	105081	TERRA UNIVERSAL, INC.	FULLERTON
Company Code	NASA	NASA	
Purchasing Org.	GSFC	Goddard Procurement	

Posting Block
☐ All company codes
☐ Specified CoCd

Purchasing block
☐ All purchasing organizations
☐ Selected Purchasing Organization

Block for quality reasons
Block function ☐

H. If no posting block exists, enter SAP T-Code ZFI_AP_UPDATE_BLOCK to add a posting block to the vendor ZREM

1. Select Block

2. Enter SN case and task number

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3. Enter Justification

4. Click the execute icon to process the vendor posting block update.

I. Create a note on the vendor ZREM using SAP T-Code XK03

J. If the ZREM has a parked or posted invoice(s), assign SN Task to the center Lead. Add Work Note that current invoice(s) are parked/posted on the vendor ZREM and they are listed on the EPLS.

STEP 4. **NSSC SP Lead** – Request guidance on how to proceed with payment

A. Contact Contracting Officer of the contract that the vendor is on the SAM EPLS. Contracting Officer will advise on how to proceed with payment.

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1. Once the Contracting Officer advises to proceed with payment, assign task to NSSC SP Vendor Maintainer to remove the posting block so payment can be made.

   Note: The Contracting Officer will advise the Center Lead VPP on how to proceed with the payment of the invoice. If the Contracting Officer approves the payment, a copy of the approval should be attached to the document in SAP. VPP attaches the Contracting Officer guidance to the SN case, the DRN and the contract /PO in ME23N/ME33K.

STEP 5. **NSSC SP Vendor Maintainer** – Unblock vendor ZREM

   A. Enter SAP T-Code ZFI_AP_UPDATE_BLOCK

      1. Select unblock

      2. Enter SN Case and Task number

      3. Enter Justification

      4. Click the execute icon 🕐 to process the vendor posting unblock update
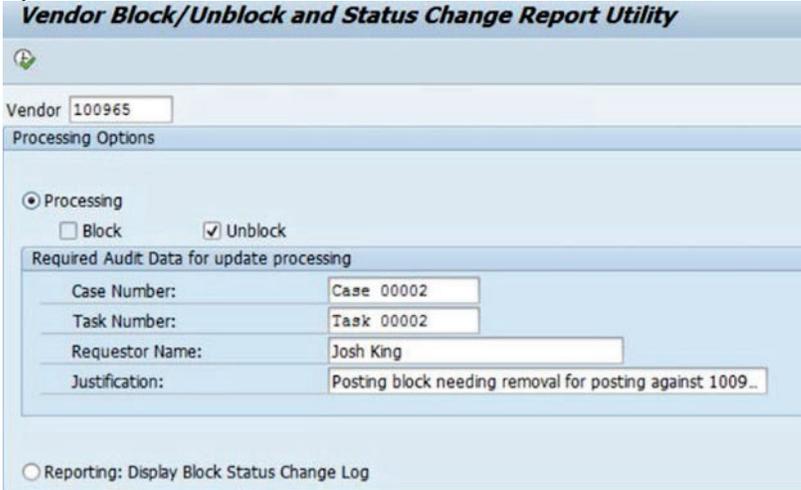
Vendor **Block/Unblock and Status Change Report Utility**

Vendor 100965
Processing Options

◉ Processing
    ☐ Block   ☑ Unblock
    Required Audit Data for update processing
    | Case Number: | Case 00002 |
    | Task Number: | Task 00002 |
    | Requestor Name: | Josh King |
    | Justification: | Posting block needing removal for posting against 1009... |

○ Reporting: Display Block Status Change Log

   B. Return SN Task to AP Lead to process payment. Once payment is processed, return SN Task to Vendor Maintainer to reapply block on vendor and resolve task and case.

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PROCESS 5 – PROCESSING IRS NOTICE OF LEVY

Processing IRS Notice of Levy IRS: IRS Form 668-A, 668-C or 668-D

The NASA Shared Services Center (NSSC) is listed as the paying office on vendor invoices. Occasionally, the NSSC may receive a Notice of Levy (NOL) from the Internal Revenue Service (IRS) requesting the NSSC offset the payment of a vendor doing business with one of the NASA Centers. However, the NSSC is unable to offset payments because the NSSC does not disburse payments. NASA payment files are submitted to Treasury for disbursement to vendors. Therefore, Treasury will perform the offset of payments for all Notice of Levy received by the NSSC

- IRS Notice of Levy is received in Document Imaging
- Case/Task is auto generated and routed to AP L2
- AP L2 ServiceNow POC will review the NOL to determine which Center the NOL pertains to
- AP L2 ServiceNow POC routes the SNOW case/task to the appropriate L3 POC
  o AP L3 POC to complete Section 1- Levy Acknowledgement and Section 3- Other information you believe may help us section with the statement below:
    o "NASA uses the Treasury Offset Program. Payment files are submitted to Treasury for disbursement. Treasury performs the payment offset"
  o AP L3 POC uploads the signed NOL into the TechDoc Auto upload folder using the following naming scheme: Vendor Name_FY XXXX
  o AP L3 uploads a copy of the signed NOL into the SNOW task and routes to AR L3 for printing and mailing
    o The above step is only performed by AR L3 while in the mandatory telework phase of NASA's response framework to COVID
    o AR L3 POC update SNOW task confirming that NOL was mailed to the IRS
    o AR L3 POC routes task to AP L3 POC
    o AP L3 POC validate that the documents were printed and mailed then resolve task/case

NOTE: The IRS may issue a Form 668-D-Release of Levy/Release of Property from Levy after receiving the NSSC response to the NOL. If Form 668-D is received, AP L2 should route to AP L3 for filing

AP L3 will rename the Form 668-D to vendor/taxpayer's name and upload into the TechDoc auto upload folder- no further action is required

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METRICS

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

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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, PPS
bReady Portal/ Web Access Tool (WAT)	System used for retrieving Pre-Edit Report	User Role at NSSC	SAP/IEMP, SPS
Pay.gov	System used for notification of Electronic Funds Transfer Cancellations	User Role from Treasury	
Secure Payment System (SPS)	Secure Payment System for certifying payments to Treasury	User Role from Treasury	SAP/IEMP
Treasury Check Information System (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 vendor information	User Role at NSSC	SAP
IPAC	Treasury System used to view and/or process Intra-governmental payments	User Role from Treasury	

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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 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	https://pls.nasa.gov/prism-legacy-ui
Procurement for Public Sector (PPS)	Procurement Award Application	User Role at NSSC	SAP
Invoice Processing Platform (IPP)	US Treasury system used for electronic invoices	User Role at NSSC	SAP

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CUSTOMER CONTACT CENTER STRATEGY

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

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APPENDIX A – VENDOR REFUND PROCESSING

EPSS Job Aid: https://epss.nasa.gov/gm/folder-1.11.568898?mode=EU&primaryCSH=Vendor,Refund,Processing,

A vendor may issue a refund following overpayment due to some unanticipated change during or after the execution of a contract or award.

If funds are canceled, the refund must be processed by Accounts Receivable (AR) as a miscellaneous receipt. For refunds to be applied back to either unexpired or expired funds, select the appropriate procedure detailed in this job from the following scenarios:

Scenario 1.a.: Original payment made in a prior fiscal year in a currently unexpired fund, and the PO is not yet closed

Scenario 1.b.: Original payment made in prior fiscal year in a currently expired fund, and the PO is not yet closed

Scenario 2: Original payment made in a prior fiscal year, but the PO is now closed OR the payment was not PO-based

Scenario 3: Original payment made in the current fiscal year and the PO is not yet closed

Scenario 4: Original payment made in the current fiscal year and was not PO-based

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Vendor Refund Scenarios		Credit Memo Doc Type	F-52 Clearing Doc Type	Collection Source				
				Check / Cash Account	IPAC Cash Account	Fedwire Cash Account	Pay.gov Credit Card Cash Account	Pay.gov ACH Cash Account
Original payment made in a **Prior** Fiscal Year	MM Credit Memo: 2-way PO	KW	KS	1010.5215	1010.5100	1010.5220	1010.5225	1010.5240
	MM Credit Memo: 3-way PO	KW	KS	1010.5215	1010.5100	1010.5220	1010.5225	1010.5240
	FI Credit Memo (no PO)	KW	KV	1010.5215	1010.5100	1010.5220	1010.5225	1010.5240
Original payment made in the **Current** Fiscal Year	MM Credit Memo: 2-way PO	RE*	KZ**	1010.6150	1010.8100	1010.8200	1010.8300	1010.8400
	MM Credit Memo: 3-way PO	RE*	KZ**	1010.6150	1010.8100	1010.8200	1010.8300	1010.8400
	FI Credit Memo (no PO)	KG*	KZ**	1010.6150	1010.8100	1010.8200	1010.8300	1010.8400

* Document Type **ZC** should be used for current year IPAC refunds.

** Document Type **KI** should be used for current year IPAC refunds and travel advances for prior years.

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Scenario 1.a.: Original payment made in a prior fiscal year in a currently unexpired fund, and the PO is not yet closed

The original payment occurred in a prior year for PLI 7, service entry sheet 1003349626:

In this example, the Vendor sends check #12345 as a refund in the amount of $5,000.00.

- Post a credit memo using t-code **MIRO**. NASA Agency policy is to post against the latest disbursement, unless the document is a Goods Receipt or specifically references a prior invoice, using document type **KW**.

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- Clear using t-code **F-52** with document type **KS** and select the applicable cash account for each collection source (1010.5215, 1010.5100, 1010.5220, 1010.5225, 1010.5240).

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For refunds of **prior** year payments in an unexpired fund, 4972.0000 will be debited instead of 4902.0000 when these document types are used.

Following the recording of the credit memo, the Center will enter a Journal Voucher (JV)--debit to account 4590.1000 and credit to account 4310.0000--using Document Type "**BZ**" to record the recognition of the anticipated recovery.

Scenario 1.b.: Original payment made in a prior fiscal year in a currently expired fund, and the PO is not yet closed

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The original payment occurred in a prior year for PLI 7, service entry sheet 1003349626:

In this example, the Vendor sends check #12345 as a refund in the amount of $5,000.00.

- Post a credit memo using t-code **MIRO**. NASA Agency policy is to post against the latest disbursement, unless the document is a Goods Receipt or specifically references a prior invoice, using document type **KW**.

- Clear using t-code **F-52** with document type **KS** and select the applicable cash account for each collection source (1010.5215, 1010.5100, 1010.5220, 1010.5225, 1010.5240).

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Post Incoming Payments: Header Data

Process open items

Document Date	02/07/2013	Type	KS	Company Code	NASA
Posting Date	02/08/2013	Period	5		
Document Number					
Reference					
Doc.Header Text				Trading part.BA	
Clearing text					

Bank data

Account	1010.5215		Business Area	22
Amount	5000.00			
Bank charges				
Value date	02/08/2013		Profit Center	
Text			Assignment	

Open item selection

Account	131655
Account Type	K ☐ Other accounts
Special G/L ind	☑ Standard OIs
Pmnt advice no.	
☐ Distribute by age	
☐ Automatic search	

Additional selections

- ⦿ None
- ○ Amount
- ○ Document Number
- ○ Posting Date
- ○ Dunning Area
- ○ Others

Doc.Type : KS (Vendor Pmt 4972) Normal document

Doc. Number	1500042003	Company Code	NASA	Fiscal Year 2013
Doc. Date	02/07/2013	Posting Date	02/08/2013	Period 05
Calculate Tax	☐			
Doc. Currency	USD			

Itm	PK	Account	Account short text	Amount	Funds Center	Funded Program	Fund	Cmmt Ite	Tr.Prt	Text
1	40	1010.5215	SF215 Cs & Ck Coll	5,000.00				CASH	NONFED	
2	35	131655	NORTHROP GRUMMAN SYS	5,000.00-				LIAB	NONFED	
*				0.00						

Doc.Type : BL (Budgetary ledger doc) Normal document

Doc. Number	4800569053	Company Code	NASA	Fiscal Year 2013
Doc. Date	02/07/2013	Posting Date	02/08/2013	Period 05
Calculate Tax	☐			
Ref.Doc.	3000000778922374			
Doc. Currency	USD			
Doc. Hdr Text	BUDGETARY LEDGER			

Itm	PK	Account	Account short text	Amount	Funds Center	Funded Program	Fund	Cmmt Ite	Tr.Prt	Text
1	50	4901.0000	Delivd Ords Obs Unpd	5,000.00-	22	031102.02.03.0962.12	CASX12012R	NONR	NONFED	
2	40	4972.0000	DnAd PY Paid D OR Ob	5,000.00	22	031102.02.03.0962.12	CASX12012R	NONR	NONFED	
*				0.00						

For refunds of **prior** year payments in an expired fund, 4972.0000 will be debited instead of 4902.0000 when these document types are used.

Scenario 2: Original payment made in a prior fiscal year, but the PO is now closed, or the payment was not PO-based

Accounts Payable submits an Invoice Data Request / Bill of Collection Form (IDR/BOC) referencing the account assignment to Accounts Receivable for posting to the fund.

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- The AP IDR/BOC Form is located at: N:\FM Division\Accounts Payable Accounts Receivable\Accounts Receivable\AR Forms and Templates\BOC Templates

Scenario 3: Original payment made in the current fiscal year and the PO is not yet closed

Assuming current year is FY13: the original payment occurred in a current year for PLI 20, service entry sheet 1003480621.

In this example, a $200 refund is issued and is referencing services associated with SES 1003480621.

- Post a credit memo using t-code **MIRO**. NASA Agency policy is to post against the latest disbursement, unless the document is a Goods Receipt or specifically references a prior invoice, using document type **RE** (default).

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- Clear to cash using t-code **F-52** with document type **KZ** and select applicable Cash Account for each collection source (1010.6150, 1010.8100, 1010.8200, 1010.8300, and 1010.8400).

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For refunds of **current** year payments, 4902.0000 will be debited when these default document types are used.

Scenario 4: Original payment made in the current fiscal year and was not PO-based

In this example, the vendor has issued a $50 refund that does not reference a PO.

▪ Post a credit memo using t-code **FB65** against the related account assignment using document type **KG**.

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- Clear to cash using t-code **F-52** with document type **KZ** and select applicable cash account for each collection source (1010.6150, 1010.8100, 1010.8200, 1010.8300, and 1010.8400).

For refunds of **current** year payments, 4902.0000 will be debited when these default document types are used.

References:

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1. OCFO – Anticipated Recovery Guidance

2. EPSS Vendor Refund Processing Job Aid - https://epss.nasa.gov/gm/folder-1.11.568898?originalContext=1.11.8190

    Treasury Financial Manual (TFM) Supplement – USSGL TFM Part 2 for current Fiscal Year Reporting - https://tfm.fiscal.treasury.gov/v1/supplements/ussgl/ussgl_part_2.html

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APPENDIX B – REFUND POSTING DOCUMENT TYPES

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

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APPENDIX C – VENDOR AUDIT INQUIRIES

1. In connection with annual audits of vendor's financial statements, vendors will submit letters to the NSSC to validate account balances, invoices received, etc.

2. The VPP will validate the requested information on the vendor's letter and submit a SN task to AP L3.

3. AP L3 will review and sign the letter and return ticket back to AP L2 for mailing to the vendor.

   Example of Letter:

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SAIC.
From Science to Solutions

Science Applications International Corporation
1710 SAIC Drive McLean, VA 22102

CONFIRMATION

A. [X] The invoice of $5,012,411.93 dated 10/19/15, as detailed in the accompanying invoice was outstanding as of **October 30, 2015** and agrees with my records.

B. [ ] The amount in the accompanying invoice is not in agreement with my records. My records show $_____ was outstanding as of October 30, 2015.

The difference may be due to the following:

_____

_____

_____

LISA HERRING

_____
[Signed by]

12/15/2015
_____
[Date]

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APPENDIX D – RECAPTURE AUDIT PROCESS

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

- Contact certain NASA vendors and request they review their accounts to determine if they have been erroneously paid (e.g., overpaid via duplicate payment)

- Identify a sample of invoices from SAP, request the NSSC to provide invoice documentation and review the documentation to identify erroneous payments. The sample is sent to the NSSC via the NASA Audit Tracking System (NATS) and NSSC Internal Controls (IC) forwards this request to NSSC AP. NSSC AP pulls the appropriate audit documentation and NSSC IC sends back to the auditors via NATS.

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

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

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

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Company	Center	Amount	Date Received	Sent to	NSR	Resolved Date	Comments
National Instruments	GRC	$1,547.51	2/22/2013	Lisa Herring	435465	IDR form created on 3/12/13	
Global Science & Tech	GFSC	$285.23	3/14/2013	Nikki Tubbs	440141	IDR form created on 3/21/13	
Dassault Systems Simulia	GFSC	$9,888.00	3/14/2013	Nikki Tubbs	440118	IDR form created on 3/21/13	
Measurement Specialties Inc	GRC	$527.97	4/1/2013	Lisa Herring	NA	Sent back to Jill on 4/02/13 because it is a purhase card credit as opposed to a BOC	
3D Systems Inc	LaRC	857.80 &60.00	5/2/2013	Lisa Herring			
PCB Piezotronics Inc	GRC	$2,020.00	5/6/2013	Lisa Herring			INC 1025605 and INC 992512 submitted for this collection package

STEP 1.　**NSSC IC** – Creates a SN Case/Task that includes the collection package, marks it as high priority and forwards to NSSC AR L3 for processing.

STEP 2.　**NSSC AP CS** – Reviews package, forwards SN Task to NSSC AP SP and request for the package to be analyzed and Invoice Data Requirements (IDR) form to be completed (if required).

STEP 3.　**NSSC AP SP** – Analyzes the erroneous payment and determines whether IDR is required.

   A.　If a bill is required, an IDR form should be created and attached to the Task. The IDR should include **"FOR RECAPTURE AUDIT"** in the "Explanation of Debt" section and should include the appropriate indicator for Recapture Audit.

   B.　If a bill is not required (i.e., a credit was issued by vendor on subsequent invoice), AP L2 will update the notes of the Task by documenting the subsequent invoice where the correction was made and attach a copy of it to the Task.

     Note: The vendor may have sent in a correction via a subsequent invoice, therefore, an IDR is not required because the payment has already been "collected".

   C.　Returns Task to AP CS for review.

STEP 4.　**NSSC AP CS** – Validates and assigns SN Task to AR SP

STEP 5.　**NSSC AR SP** – Determine if BOC is required

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A. If bill is required - creates a Bill of Collection in SAP and sends the bill to the vendor/customer. Updates the AR Improper Payments Audit.xls spreadsheet with new receivable

B. If bill is not required because the amount has already been credited through the AP invoice process, the AR Improper Payment Audit.xls spreadsheet is updated with the credited invoice information.

C. Submits SN Task to AR CS to validate spreadsheet

STEP 6.   <u>**NSSC AR CS**</u> – Validates spreadsheet and assigns SN Task to NSSC IC

STEP 7.   <u>**NSSC IC**</u> - Updates the IC "Tracking of Recapture credits" spreadsheet and resolves the SN Task.

Monthly Recapture Tracking Actions:

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

STEP 1.   <u>**NSSC AR SP**</u> - Updates the spreadsheet, creates a SN Case/Task, marks it High Priority and forwards it to AR L3 for review.

STEP 2.   <u>**NSSC AR CS**</u> – Validates spreadsheet and assigns SN Task to AP CS

STEP 3.   <u>**NSSC AP CS**</u> – Reviews spreadsheet and assigns SN Task to AP SP for analysis

STEP 4.   <u>**NSSC AP SP**</u> – Analyzes the spreadsheet and determines whether a collection has been received via invoice credit.

A. If collection **has** been received via invoice credit, AP L2 makes a note in the log indicating which bills received a credit, attaches backup documentation to Task and forwards to AP L3 for validation.

1. AP L3 sends the Task to AR L2 for spreadsheet update.

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    2. Once update is complete, the spreadsheet is attached to the Task and forwarded to AR L3.

   B. If **no** collection has been received via invoice credit, AP L2 updates the Task noting that there are no credits and returns to AP L3

STEP 5. **NSSC AP CS** – Reviews the results and assigns SN Task to AR CS

STEP 6. **NSSC AR CS** – Validates results and assigns SN Task to NSSC IC.

STEP 7. **NSSC IC** – Reviews spreadsheet, ensures clarity, forwards to OCFO QAD and resolves SN Task.

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APPENDIX E – IDR FORM

AR Invoice Data Requirements Form

x	Please establish a bill with the following requirements.		

Name:		SN Case - BOC Request #	
Center :		SN Case - Collection Received #	
Address:		SN Case - Rescind # (if applicable)	
		Customer#	
Date of Cash Disbursement:			
Contract / PO Number:		AR BILL	
Original SAP Document Reference Number (DRN):		AP CREDIT MEMO	
SAP Account #:		AP CLEARING DOC	
EIN/TIN:		AR CREDIT MEMO	
TOTAL AMOUNT:			

Reason for Debt

PLEASE PUT AN "X" IN APPROPRIATE BOX IF APPLICABLE	
Recoup Funds due to Erroneous Vendor Payment	
CR MEMO Cannot be Consumed by Debit Invoice	
AP Closed Contract	
Vendor Refund due to Returned Items	
Vendor Refund due to Overbilling of Goods/Services	
P-Card Refund due to Erroneous Use of P-card	
Failed IDOC (Open Funds)	
AP Closed Grant	
Employee Training Refund	

Explanation of Debt

Internal Info

Refund to the Appropriation Bill Requires All Data Listed Below

GL Account:	
TAS (If Federal Customer):	
Cost Center:	
Internal Order:	
WBS:	
Fund:	
Fund Center:	
Submitted by:	
Date:	

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APPENDIX F - ACRONYM LIST

Acronym	Definition
ACH	Automated Clearing House
AFRC	Armstrong Flight Research Center
ALC	Agency Location Code
AP	Accounts Payable
AR	Accounts Receivable
ARC	Ames Research Center
AWMS	Accounts Payable Work Management System
BOBJ	Business Objects
BOC	Bill of Collection
CCC	Customer Contact Center
CM	Credit Memo
CO	Certifying Officer
CS	Civil Servant
DHHS	Department of Health and Human Services
DI	Document Imaging
DOD	Department of Defense
DRN	Document Reference Number
EPLS	Excluded Parties List System
EPSS	Enterprise Performance Support System
FDFAR	Functional Detail Form Accounts Receivable
FI	Finance Invoice
FIDO	Federal Interagency Databases Online
FM	Financial Management
FMD	Financial Management Division

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FMS	Financial Management Services
FY	Fiscal Year
GL	General Ledger
GOALS	Government On-Line Accounting System
GRC	Glenn Research Center
GRS	General Records Schedule
GSA	General Services Administration
GSFC	Goddard Space Flight Center
HQ	Headquarters
IAT	International ACH Transaction
IDR	Invoice Data Requirement
IEMP	Integrated Enterprise Management Program
IPAC	Intra-Governmental Payment and Collection
IPP	Invoice Processing Platform
IRIS	Invoice Routing and Information System
IRS	Internal Revenue Service
ITS	International Treasury Services
JPMC	JP Morgan Chase
JSC	Johnson Space Center
KSC	Kennedy Space Center
LARC	Langley Research Center
MRI	Master Records Index
MSFC	Marshall Space Flight Center
NASA	National Aeronautics and Space Administration
NMO	NASA Management Office
NOL	Notice of Levy

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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
PDF	Portable Document Format
PLI	Purchase Line Item
PMS	Payment Management System
PO	Purchase Order
POC	Point of Contact
PPA	Prompt Payment Act
PPS	Procurement for Public Sector
SAM	System for Award Management
SAP	Systems, Applications, and Products
SF	Standard Form
SN	ServiceNow
SP	Service Provider
SPS	Secure Payment System
SSC	Stennis Space Center
TCIS	Treasury Check Information System
TMF	Treasury Financial Manual
T-Code	Transaction Code
VPP	Vendor Payment Processor
WAT	Web Access Tool
WAWF	Wide Area Workflow