National Aeronautics and
Space Administration

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

NSSDG-9000-0003   Revision 7.0

Effective Date: June 15, 2021
Expiration Date: June 15, 2023

FINANCIAL MANAGEMENT DIVISION
Advance Payment Method - Grants
Continuous Monitoring Program

Responsible Office: Financial Management Division

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Approved by

ALISON
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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	09/01/2015	• Section related to Advance Payment Method Grants extracted from original document NSSDG-9200-0003 and converted to new Service Delivery Guide • Updated SDG to be CMP 2B.1 and 2B.2 specific • Updated all references to location files on N Drive • Updated Reviewer Checklist • Added new Appendix F – AP CMP Macro Guide
Revision	2.0		• Add Exception Coding Instructions • Add Matrix Instructions • Delete Reviewer Checklist
Revision	3.0	06/15/2017	• Transfer the following roles from the CS to the SP: insert the exception type on the CMP coversheet and complete the Center(s) CMP matrix spreadsheet. • Update to reflect exception type change from CMP Manual – issued 11/2/16
Revision	4.0	01/30/2017	• Add AAO Agency CMP Tool for 2b.1 and 2b.2

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Revision	4.0	10/4/2018	• Added CMP 2b.1 and CMP 2b.2 details • Updated – All differences on WORK PAPER are recorded as an exception
Revision	5.0	12/30/2019	• Added new screenshots, updated dates, clarified directions, updated table of contents
Revision	6.0	1/30/2021	• Added new screenshots, updated dates, clarified directions, updated table of contents • Updated formatting • Deleted Appendix G – AP CMP Consolidation Process
Revision	7.0	05/15/2021	• Updated auto and manual processes for 2b.1

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1.0   Introduction

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) uses the latest version of the Agency approved Continuous Monitoring Program (CMP) Guide to complete all CMP activities. This document supplements the CMP Guide and describes detailed actions needed to extract data to accomplish validation for CMP Control Activity 2B.1 and 2B.2. Each CMP Control Activity is described, and the specific Systems, Applications and Products (SAP) Transaction Codes and selection criteria are outlined. This document outlines each required CMP Control Activity for the NSSC Financial Management Division (FMD) Advance Payment Method type Grants. The applicable review and approval processes for these CMP Control Activities within an organization culminating in the final review of the consolidated packages by the NSSC Chief, FMD are also described.

2.0   Purpose

To outline Agency procedures followed by the NSSC related to the processing of Advance Payment Method for Grants. To determine that drawdown postings related to these grants are properly recorded in SAP and transactions are recorded timely in the proper period. Grant related advance payment method drawdowns are posted to SAP through the Department of Health and Human Services (HHS) Payment Management System (PMS), referred to as the "HHS interface." Recipient organization requests for funds are submitted through PMS. The funds are then delivered to the recipient organization's financial institution via electronic funds transfer (EFT) the next business day. The "HHS interface" posts daily drawdown amounts to SAP to each established grants/cooperative agreement for the grantee. HHS drawdown invoice receipts are recorded in SAP to reflect the drawdown amounts based on two-way match logic; where the cost and disbursement amounts are recorded simultaneously.

3.0   Applicability/Scope

In accordance with Federal regulations and NASA policy, the NSSC is responsible for the preparation of CMP Activity 2B.1 and 2B.2 for 10 NASA Centers (HQ, AFRC, ARC, GRC, LARC, GSFC, MSFC, SSC, JSC & KSC).

The NSSC shall use Core Financial Software –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 NASA Procedural Requirements (NPRs), NASA's Enterprise Performance Support

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System (EPSS), and other applicable Federal regulations and NASA policies and procedures. The NSSC shall process CMP Activities 2B.1 and 2B.2.

4.0   Privacy Data

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

5.0   Records

The CMP outlines processes that include the creation and receipt of NASA official records as defined by the latest version of the Agency approved CMP Manual. These records are included in the 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-9000-0003 Revision 6.0.

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

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COMPLETE CMP CONTROL ACTIVITY 2B.1

STEP 1. **NSSC Accounts Payable (AP) Service Provider (SP)** – Validate HHS drawdown postings to Intermediate document (IDOC) postings in SAP—This report is run daily in order to monitor and identify any corrections needed to ensure balance between SAP and PMS. This report is also run at month end to capture any discrepancies that were not able to be corrected during the month.

A. **Run DHHS/PMS daily "Confirmed Payment" Report by AGENCYWIDE**
   1. Log into DHHS/PMS at https://pms.psc.gov/
   2. On left of screen, click on "Reports".
      i. If you do not see the Reports to the left, click on Main Menu at the top. Then click Reports.
   3. On left of screen, click on "Online File Access"
   4. Select from drop-down list "CONFIRMED PAYMENTS TRANSACTION SPREADSHEET"
   5. Click on "Continue"
   6. Select from list for AGENCYWIDE (file name with F30 in the name) WEH1F30.NHHS_REG_CSV {yr-mo-day}.xls
   7. Click on "Select"
   8. Click on "Get File"
   9. Screen displays – Do you want to open or save this file?
   10. Click on the arrow by Save, then Save as. Save in folder: N:\FM Division\ CS\AutoCMP\PROD\Grants\Processed\FY 20xx\month

B. **SAP Reports Run by NSSC's AP CMP Macro—Automated Process**
   1. The macro will run the reports in SAP and save them to the correct month's folder at: N:\FM Division\Accounts Payable_Accounts Receivable\CMP on the N Drive.
   2. The SAP CMP output files are then copied to the CMP Tool Upload folder (Appendix F)—
      i. NOTE: The Macro requires you to only have one session each of SAP and Excel open for this process.
   3. Run the Reports using the CMP Macro by clicking the Grants Macro at the top of the Excel page.
   4. Open Excel and select the CMP Tab in the Excel Ribbon, (N:\FM Division\Accounts Payable_Accounts Receivable\Macros \AP-AR.xlam) and click the "GRANTS CMP Download"
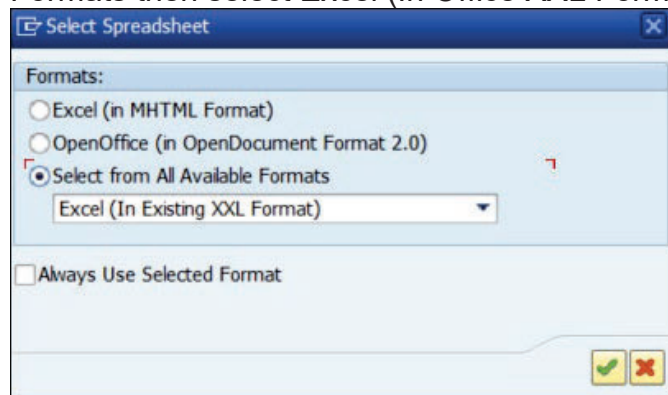
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GRANTS CMP
Download
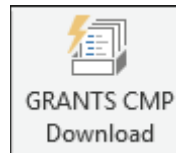
    i.   See APPENDIX F for instructions

5. The macro will run the reports in SAP, then save them to the N Drive at the following root directory (N:FM Division\Accounts Payable_Accounts Receivable\CMP) by month and year, and then by CMP.

6. The SAP CMP output files are then saved in the CMP Tool Upload folder located at N:\FM Division\CS\autoCMP\PROD\Grants\Processed

C. **SAP Reports: Manual Process**

    1.   SAP T-Code: Z_HHS_IDOC_VIEW

        i.   Log into SAP

      ii.   Run T-Code: Z_HHS_IDOC_VIEW

    iii.   In the IDOC Selection criteria area, click on the 📤 icon in the Business area section and enter each Center's Business Area (BA) code (10, 21, 22, 23, 24, 51, 62, 64, 72 & 76) See Appendix D for a list of BA and coordinating ALCs.

    iv.   Enter IDOC creation date (enter dates applicable for period desired)

     v.   IDOC Status – select all buttons

    vi.   Execute (clock)

   vii.   Export to Excel Export File

  viii.   Click on List>Export>Spreadsheet> Select from all Available Formats then select Excel (In Office XXL Format)
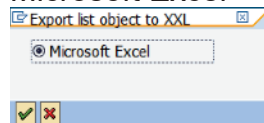

    ix.   Table

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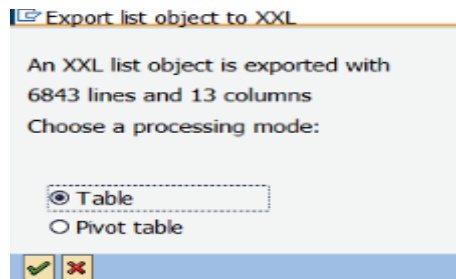
    x.   Microsoft Excel

    xi.   Delete EIN column

    xii.   Click File>Save As> IDOC AGENCYWIDE\ - at: N:\FM Division\Accounts Payable_Accounts Receivable\CMP

    xiii.   Click File>Save As>File Name: Type .xlsx

    xiv.   Click on Save, save in folder: N:\FM Division\ CS\AutoCMP\PROD\Grants\Processed

2. SAP T-Code: FBL1N
    i.   Log into SAP
    ii.   Run T-Code: FBL1N

    iii.   Vendor Line item Display – click on [icon] icon

    iv.   Dynamic selection popup – scroll down to "Document Type"

    v.   Click the arrow icon [icon] insert "ZH" and "ZL"

    vi.   Execute (clock)

    vii.   Dynamic selections popup – Scroll to "Business Area"

    viii.   Click on [icon] icon and insert all Centers' BA codes

    ix.   Exclude BA 55 because GSFC performs BA 55 Grant CMPs

    x.   Execute (clock)

    xi.   Scroll down screen to "Line item selection" – "Status"

    xii.   Click on "All items"

    xiii.   Posting Date: Insert desired date range (example 09/01/2019 to 09/30/2019)

    xiv.   Scroll down to "Type" box, check each of the boxes: Normal items, Special G/L transactions, Noted items, Parked items, Customer items

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    xv.   Execute (clock)

    xvi.   Export to Excel spreadsheet Click

    List>Export>Spreadsheet, click the ✅ icon. Save in folder: N:\FM Division\Accounts Payable_Accounts Receivable\CMP

    xvii.   Spreadsheet automatically opens in Excel

    xviii.   To save Excel spreadsheet click File>Save As>File Name: FBL1N AGENCYWIDE, Save as type .xlsx. Save in folder: N:FM Division\CS\AutoCMP\PROD\Grants\Processed

3. SAP T-Code: "GR55"
    i.   Log into SAP
    ii.   Run T-Code: GR55
    iii.   Report Group – ZAOF
    iv.   Execute (clock)
    v.   Fiscal Year – insert year
    vi.   Company code – NASA
    vii.   Period – insert current period (ex: 11 corresponds to 11th month of Fiscal Year (FY)) (See Appendix C)
    viii.   Scroll down to first "Or value(s)" – insert 1010.2000 to 1010.2999
    ix.   Scroll down to second "Or Value(s)" – insert BA Number (ex: 10 = HQ)
    x.   Execute (clock)
    xi.   To Export to Excel spreadsheet
        a) Click System>List>Save>Local file>Text with Tabs
        b) Click the ✅ icon.
        c) Click 🗐 at end of directory
        d) Save at: N:\FM Division\Accounts Payable_Accounts Receivable\CMP
    xii.   Click Save
    xiii.   Also save at: N:\FM Division\CS\AutoCMP\PROD\Grants\Processed
    xiv.   Click Generate
    xv.   Repeat steps for GR55 until all Centers have been uploaded

D. **Upload the files in the CMP Tool** -

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1. Automated
    i. If utilizing the Macro, the SAP files will auto upload to the CMP Tool.
    ii. The daily files from PMS must be uploaded manually for each day a file is available.
        a) See 2.e below for steps.
2. Manual--Access link: https://cmp.nssc.nasa.gov
    i. Click on input
    ii. Under the CMP drop down box select 2B.1
        a) Under the Report drop down box select IDOC
        b) Under Year drop down box select Calendar Year
        c) Under the Month drop down box select Report Month
        d) Under the Center drop down box select All Centers
        e) Under File choose Browse and locate the xlsx file named IDOC VIEW.xlsx
        f) Click Open
        g) Click Submit
    iii. Under the Report drop down box select FBL1N
        a) Under Year drop down box select Calendar Year
        b) Under the Month drop down box select Report Month
        c) Under the Center drop down box select All Centers
        d) Under File choose Browse and locate the xlsx file named FBL1N. xlsx
        e) Click Open
        f) Click Submit
    iv. Under the Report drop down box select GR55
        a) Under the Center drop down box select a Center
        b) Under File choose Browse and locate the xls file named (Center)_GR55.xls
        c) Click Open
        d) Click Submit
    v. Under Report drop down select CP
        a) Under the Day drop down box, select the date as found on the "CONFIRMED PAYMENTS TRANSACTION SPREADSHEET" that is pulled for each day
        b) Under the Center select All Centers
        c) Under File choose Browse and locate the confirmed payment report by date
        d) Click Open

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      e) Click Submit

      f) Repeat steps for CP until all dated reports have been uploaded

3. CMP 2B.1 Automation Tool Import Report

    i. Click on Chapter 2

      a) Under Criteria choose Year, Month, CMP 2B.1 and All Centers from the drop down boxes

      b) Click on the Import box. You will get a green checkmark when complete.

      c) Under the Center drop down choose the Center

      d) Click on Process. You will get a green checkmark

      e) Click on CMP 2B.1 (highlighted in blue)

      f) Click Save

      g) File name automatically populates

      h) Save in folder: N:\FM Division\ CS\AutoCMP\PROD\Grants\Processed.

      i) Click Save

      j) Repeat steps 4 through 10 for each center.

E. **CMP OUTPUT FILES--Manual process**

1. Beginning with the Cover Sheet, update the following:

    i. Preparer's name

    ii. Reviewer's name

2. Enter the exception item number, the exception amount and a brief explanation of exceptions on the certification sheet, if applicable.

3. If any exceptions are found, the SP will expand description/explanation with additional information.

    i. To ensure all fields are correctly populated, please refer to Appendix E for exception requirements.

    ii. For the CMPs that have exceptions, the AP SP Service Owner or Delegate codes each exception type in the Exception Type column on the CMP certification sheet as follows:

      a) The following AP Grant CMP exception types are coded as Exception Type #2 "Timing/Business Process/Systems Issues (SRs) (Yellow)":

        1) ACH prior to Advanced Payment Method

        2) PMS/SAP timing issues

        3) PMS/SAP interface issues

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4)   PMS/SAP system issues

b) All other AP Grant CMP exceptions are coded as #3 Exception (Red) on the CMP certification coversheet unless in rare instance that you have an exception for #1 Valid Reconciling Item Property (Green) or #4 Does Not Apply (White).

4. Per the CMP Manual, dated 10/30/2020, "Out of balances caused by disbursements prior to a grant being migrated to PMS should be excluded from reconciliation." Any situations that cause this to be an exception should be removed prior to submission.

5. Coordinate with HHS Processor for any correction or additional information needed.

6. Populate information in the Resolution, Resolution Date, SR Ref and Person Responsible fields

7. Top of Excel click Acrobat Tab

8. Click Create pdf

9. Select add all

10. Convert to PDF

11. Or the file can be printed as a pdf instead of steps 4 through 7.

12. Save File Name: 01 (Center) CMP 2B.1 Original (preparer initials).pdf and start the process of making it ready for routing.

13. Save in FY, month, and Center folder: N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs.

14. Open pdf

15. Signature is not required on pdf.

F. **The Grant CMP Fix Macro** - can be used to combine the CMP into a PDF.
   1. Open Excel spreadsheet. Format each tab to resize columns to fit all data.
   2. Save.
   3. Click on Grants
   4. Click CMP Fix
   5. The file is saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs
   6. Open PDF file. Delete Cover Sheet. Save file.

G. **CMP AAO Agency Tool**

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1. SP Preparer accesses the Agency CMP Tool via bReady (https://bready.nasa.gov/)
   i. My Systems
   ii. Financial
   iii. CMP (Continuous Monitoring Program) or at https://cmp.nasa.gov
2. Under Navigation select a Center
   i. Select a Reporting Period (month/year)
   ii. Open folder for Chapter 2
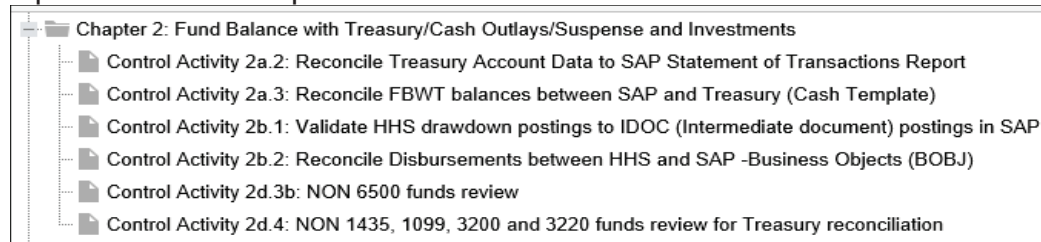

   iii. Double click specific CMP
   iv. Select Attachments
   v. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
3. If there are exceptions, open completed CMP Excel Workbook in the N:\FM Division\CS\AutoCMP\PROD\Grants\Processed\FY 20xx\Month 20xx
   i. Select Add under Description of Exceptions
   ii. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

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

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5. Refer to Appendix E – AP CMP Exception Types and select the applicable Activity Status
6. When the Preparer has completed their analysis and is ready to sign the activity, the preparer clicks on the wheel icon next to "Preparer".
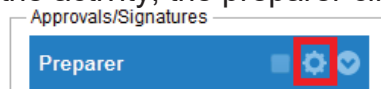
7. Create Service Now Case
    i. One case per center for both Grant CMPs and assign to SP AP Supervisor or delegate for review.
8. SP AP Supervisor or delegate reviews submission of CMP 2B.1. If errors are found, the AP SP Supervisor or delegate will route the SN task back to the preparer for correction.
9. Once verified to be accurate, SP AP Supervisor or delegate inserts "review complete" in comments section of CMP Tool and will assign the ServiceNow case/task to AP Grants CS for review.

H. **NSSC AP Grants CS POC** – CS Certification
    1. Upon receipt of Case from SP AP Supervisor or delegate, open CMP file for review. CMP file is found via the agency CMP Tool, (https://cmp.nasa.gov).
    2. Compare signed certification sheet to backup documentation for each CMP activity completed
    3. Review all documentation for each CMP activity for accuracy and completeness
    4. Ensure all documentation has been reviewed and approved by SP AP Supervisor or delegate via comments section.
    5. If there are errors or questions, the CS AP Grants L3 Center POC returns the ServiceNow task to the AP SP Preparer for correction.
        i. AP L3 submits a quality error for all errors identified. If CMP package contains no errors, the CS AP L3 inserts "review complete" in comments section of the CMP Tool and routes the SN task to the AP CS Lead Accountant.

I. **NSSC AP CS Lead Accountant & Chief, Accounts Payable**
    1. NSSC CS AP Lead Accountant or delegate receives notification from AP CS POC via ServiceNow that signed CMP certification sheets and backup documentation for each CMP activity have been completed and are ready for final review and approval.
    2. Review documentation for each CMP activity for accuracy and

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completeness

3. Validate noted variances are accurate and documentation completely supports all variances

    i. If there are questions, the Center CMP ServiceNow ticket is returned to the AP CS POC for an explanation or correction from the Preparer.

    ii. The AP CS POC will address any questions/issues and route the ServiceNow ticket back to the AP CS Lead Accountant or delegate for review again. Errors are documented on the Quality tab of the ServiceNow ticket.

    iii. If there are no questions, the AP CS Lead Accountant electronically signs/approves in the Approver's Section of the CMP coversheet via the CMP Tool.

4. The AP CS Lead Accountant resolves the ServiceNow task once the review is complete and approved.

5. AP CS Lead documents all exceptions on AP monthly CMP spreadsheet located on the N: Drive in the following location: N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs

6. If unique exceptions are identified, AP CS Lead Accountant will provide details of those exceptions to the Chief AP with the spreadsheet for review via email.

7. AP Chief reviews exceptions and signs spreadsheet, then files on N: Drive in location listed above.

8. AP Chief replies to AP CS Lead email once spreadsheet is approved and signed.

9. AP CS Lead assigns SN task to FBWT/IC SP POC to complete monthly CMP Process.

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COMPLETE CMP CONTROL ACTIVITY 2B.2

STEP 1. NSSC AP SP – Reconcile Disbursements between HHS and SAP-BOBJ

A. **Run DHHS/PMS "Synchronization" for AGENCYWIDE**
1. Log into DHHS/PMS at https://pms.psc.gov/
2. On left of screen, click on "Reports"
    i. If you do not see the Reports to the left, click on Main Menu at the top. Then click Reports.
3. On left of screen, click on "Online file Access"
4. Select from list "NHHS SYNCHRONIZATION TRANSACTION SPREADSHEET"
5. Click on "Continue"
6. Select from list for AGENCYWIDE: file name that has F30 in the name: WEH1F30.NHHS_SYNC_CSV {year\month\day}
7. Click on "Select"
8. Click on "Get File"
9. Screen displays – Do you want to open or save this file?
10. Click on the arrow then Save As. Save file in folder located at N:\FM Division\CS\AutoCMP\PROD\Grants\Processed

B. **BOBJ Reports** –
1. <u>Agency</u> - SAP BOBJ "PRRPT33 – POs by PLI/ALI-ITD" by AGENCYWIDE.
    i. Go to the Auto CMP folder. N:\FM Division\CS\AutoCMP\PROD\Grants\Processed\ADDITIONAL INFO
    a) Click on the link from AAO to pull the Agency wide BOBJ Report https://bobjprd.ndc.nasa.gov:443/BOE/OpenDocument/opendoc/openDocument.jsp?sIDType=CUID&iDocID=ARssnH1QJUVBjzipNkrrMbE)
        1) Update Period/Fiscal Year ITD for reporting month
    b) Format the report output as noted in the manual award steps process.
2. <u>Manual Awards</u> - steps to process the BOBJ Reports
    i. Log into BOBJ using either one of the following sites
    a) https://bobjprd.ndc.nasa.gov:443/BOE/OpenDocument/opendoc/openDocument.jsp?sIDType=CUID&iDocID=AaceYm3rkoREoGqgeXyLtlo
    b) "bReady" at: https://bReady.gov/group/bready/home
        1) My Systems
        2) Information Delivery

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3) Business Warehouse (BW) via BOBJ

Information Delivery

BW via BOBJ

i) Click on "My Applications" Icon

ii) Click Folders in the Open Data Source popup window

iii) Choose Purchasing by clicking the "+" sign

iv) Scroll down and select PRRPT33-ITD

PRRPT33 - POs by PLI/ALI - ITD [ZMC_PRRPT33_ITD_V300]

v) Click "Ok"

vi) Preparing to create bookmark in favorites:
    a. Popup window labeled "Prompts" appears

vii) Click "All" at the Top to show selection criterion

viii) Beginning with Plant (Center), change dropdown as "Include" in first dropdown window and "Equal" in the next dropdown window

ix) Under the dropdown labeled "Include", enter an asterisk (*) so that all centers are included.

x) Select "Purchasing Document Type"

xi) Under "Include" dropdown enter YG and select "Equals" in next dropdown then Select

xii) Under "Include" dropdown enter YS and select "Equals" in next dropdown then Select

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xiii) Under "Include" dropdown enter YH and select "Equals" in next dropdown then Select

xiv) Under "Include" dropdown enter ZCOA and elect "Equals" in next dropdown then Select

xv) Under "Include" dropdown enter ZGRN and elect "Equals" in next dropdown then Select

- NOTE: A variant can be created at this point in order to retain the steps listed above.

xvi) Period/Fiscal Year ITD; enter the period/fiscal year – the dropdown can be used to select the Period/Fiscal Year (See Appendix C)

xvii) Select "Ok"

xviii) Add "Currency" to the layout after PIID PO Document

   a. To the left click PO (Internal or Legacy)
   b. Click Attributes then click Currency

xix) Drag Currency to the Layout under PIID PO Document (*Currency will not be visible until the report is exported*)
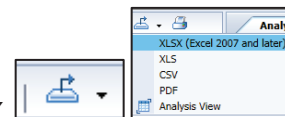
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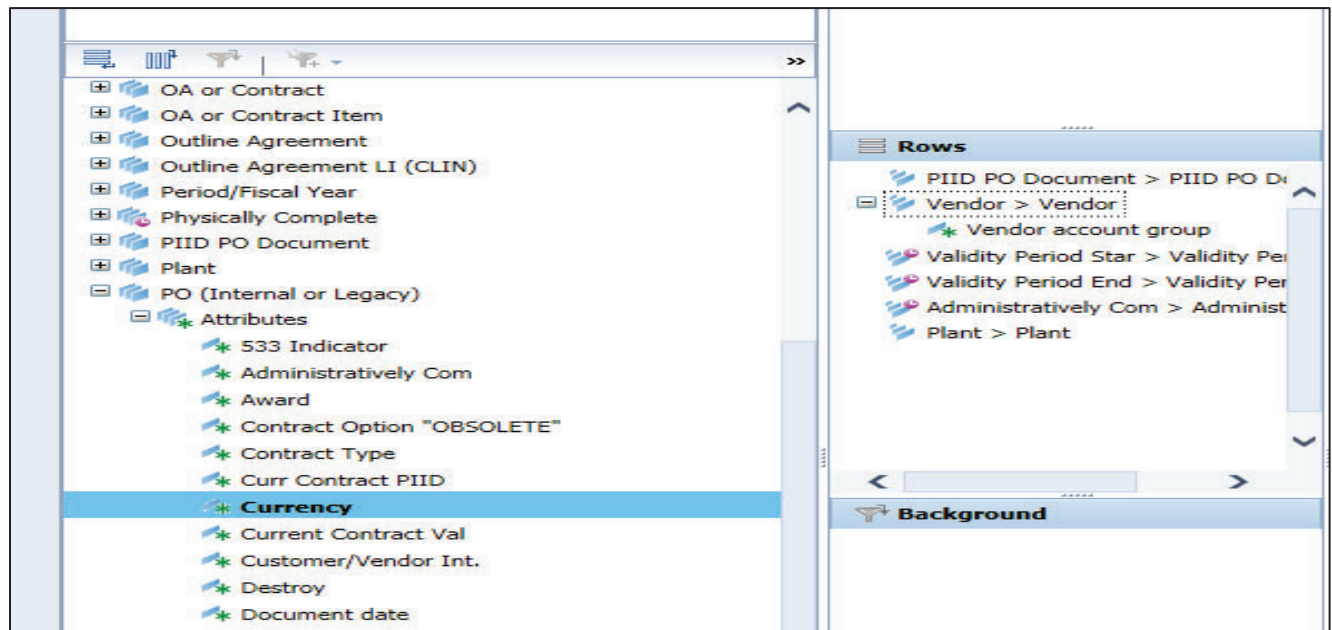
xx) Export as extension XLSX
(Located at the top of page)

    a. Click Sheet 1 if not already checked

    b. Click Analysis 1 if not already checked

    c. Click Repeat out header members if not already checked

    d. Click Export Key and Text Value as separate columns if not already checked

    e. Click OK

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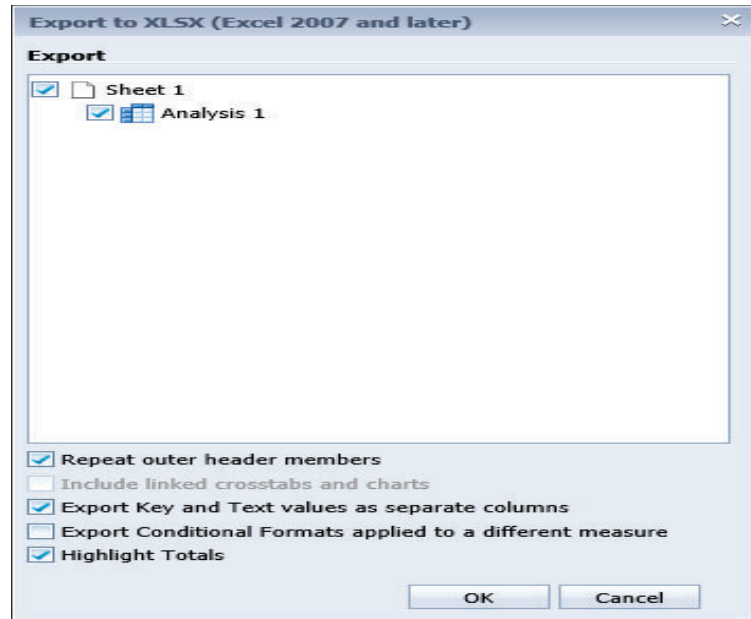
    f. Save as CMP_2b.2_PRRPT33_AgencyPull reports month folder at: N:\FM Division\CS\AutoCMP\PROD\Grants\Processed\FY 20xx\#--Month20xx

xxi) Format Report

    a. Add "Name" in the Grants Name Column (Column E)

    b. Review the data in the PIID PO Document Number "Grant Number" that is in Column A and filter by Text by typing # to find #'s – If there are no #'s sign scroll to the bottom of the column to double check for them.

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    c. Copy the Grant Number from the PO (Internal or Legacy) Column B and paste in the PIID PO Document Column.

    d. Remember to un-filter

    e. Delete the PO (Internal or Legacy) Column

    f. Change the PIID PO Document Header to PO Document

    g. Search and Replace DFRC with AFRC

    h. Filter on Column I and change the # to the correct Center

    i. Filter on Column/Plant and Change NSSC to the correct Center (Search in SAP, ME23N for the correct Center.) Prior month's updates can be reviewed from the previous month's report, Agency Pull report (CMP_2b.2_PRRPT33_AgencyPull xx/xx/20xx) located at N:\FM Division\CS\AutoCMP\PROD\Grants\Processed\FY 20xx\month

    j. Save file.

xxii) Run SAP BOBJ "PRRPT33 – POs by PLI/ALI-ITD" by Manual Award. Click on the link from AAO to pull the Manual wide BOBJ Report https://bobjprd.ndc.nasa.gov:443/BOE/OpenDocument/opendoc/openDocument.jsp?sIDType=CUID&iDocID=AaceYm3rkoREoGqgeXyLtlo

    a. Additional Manual Awards:

    b. Open the document you saved above and return to the "Prompt Summary"

    c. Select optional prompts "View hidden optional prompts (6)"

    d. Select Purchasing Document Type

    e. Click the ☒ icon to remove previous values selected

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f. Select PO Document

g. Select [icon] icon under PO Document dropdown (this takes a little time to pull selection)

h. Once the popup is shown, enter the PO number

i. Select binoculars and wait for the selection to populate in lower box

j. Click the box next to the grant number

k. To continue entering additional grants, highlight the selection

l. Type the next grant number

m. Choose the binoculars icon and continue until all of the following are entered (Note: these are old legacy awards (KRED or ZHHS with unique posting requirements) that were carried forward from the old process and are to be included in the reconciliation between SAP and PMS until they are fully disbursed and closed in both systems.
NOTE: As of March 2021, an additional grant has been added, per HQ, due to a ZFO document type that is not normally reported:
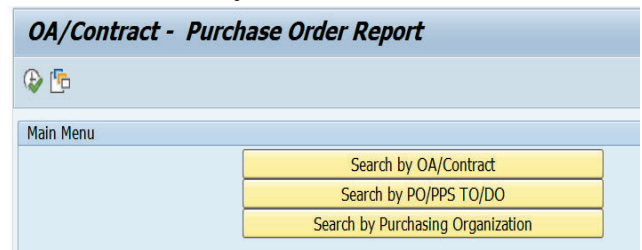
- NASW-4574
- NAS5-02140
- NNG05HY03C
- NNG08HZ07C
- NAS5-02094
- NAS5-03099
- NNG04GA34G
- NAG5-13679

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- NNH05CC15C
- NNH05CC16C
- 80GSFC19I0135--will not pull into BOBJ; 8600# required for the report—see below for guidance to locate 8600#
  - Login to SAP
  - Open T-Code ZFI_OLA_PO
  - Select Search by PO/PPS TO/DO
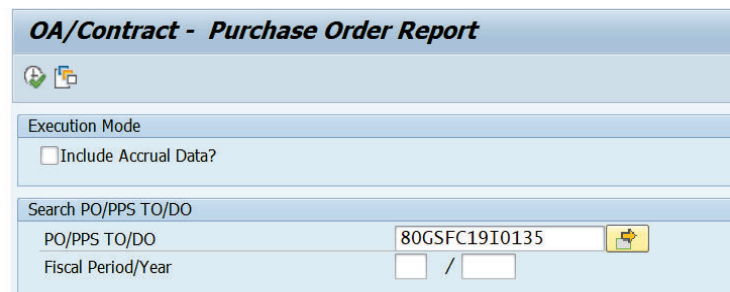
  - Enter the grant 80GSFC19I0135 and execute

  - The Purchase Order, 8600#, will need to be used in BOBJ to pull the information necessary for running 2b.2 CMP

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n. From the dropdown select the period

011/2017

o. Select Period/Fiscal Year ITD (See Appendix C)
p. Select "OK" on the bottom right of screen

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xxiii) When the report has run, export and save the file to the processed folder (step 23.f) named as: CMP_2b.2_PRRPT33_ManualAward_xx/xx/20xx

xxiv) Open Agency Pull and Manual Award files. Copy Manual Award data and add to bottom of Agency Pull spreadsheet. Save as CMP_2b.2_PRRPT33_Agency with Manual Award_xx/xx/20xx

C. **CMP 2B.2 Automation Tool Import Report**
1. Access link at https://cmp.nssc.nasa.gov
2. Click on input
3. Under the CMP drop down box click on Chapter 2
4. Under Criteria choose from the dropdown boxes
    i. Year
    ii. Month
    iii. CMP 2B.2
    iv. All Centers
5. Browse to locate all of the Reports at the month's folder: N:\FM Division\CS\AutoCMP\PROD\Grants\Processed\FY 20xx\#--Month20xx
    i. PMS SYNC Report
    ii. BOBJ Report
    iii. Submit
6. Click on Chapter 2
7. Click on the Import box.
    i. You will get a green check mark when complete.
8. Under the Center drop down
    i. Choose the Center
9. Click on Process.
    i. You will get a green check mark when complete.
10. Click on CMP 2B.2 highlighted in blue.
11. Click Save As.
12. File name automatically populates
13. Save in folder: N\FMDivision\CS\AutoCMP\PROD\Grants\Processed
14. Click Save

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D. **Completing Exported DATA from CMP tool for CMP 2B.2 and Certification**
1. Beginning with the Cover Sheet update the following:
   i. Preparer's name
   ii. Reviewer's name
2. The tool enters the exception item number, the exception amount and a brief explanation of exceptions on the certification sheet, if applicable.
3. If any exceptions are found, the SP will expand description/explanation with additional information.
   i. To ensure all fields are correctly populated, please refer to Appendix E for exception requirements and coding exceptions.
   ii. Review the Work Paper, (2nd tab of the Excel Spreadsheet that is exported from the CMP Tool) for Differences not included on the Certification Sheet.
   iii. All Differences must be reported as an exception.
   iv. If the amount is due to clearing an amount from a previous month, the exception Type should be coded #2 Timing/Business Process/Systems Issues (SRs) (Yellow).
   v. The following exceptions are not counted as exceptions in CMP 2B.2. These are long outstanding exceptions due to disbursements prior to PMS migration. OCFO CMP updates confirmed on 11/02/2016 that these should still be included in our reports/supporting documentation but would not be classified as an exception going forward.
   vi. The list below is located at: N:\FM Division\CS\AutoCMP\PROD\Grants\Processed\ADDITIONAL INFO\Exceptions

ARC				
Item	Exception Amount	Exception Type *	Description/Explanation	Resolution
1	-$5,287,727.00		NAS2-97001 Difference in Authority, Difference in Disbursement - ACH prior to Advanced Payment Method	Once grant is closed in both systems, exception will not be reported

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JSC

Item	Exception Amount	Exception Type *	Description/Explanation	Resolution
1	-$193,711.79		NCC9-119 - Difference in Authority, Difference in Disbursement - ACH prior to Advance Payment method	Once grant is closed in both systems, exception will not be reported

LARC

Item	Exception Amount	Exception Type *	Description/Explanation	Resolution
1	-$238,235.57		NCC1-02043 Open SAP closed PMS, Difference in Authority, Difference in Disbursement - ACH prior to Advance Payment Method	Mark as Admin Complete in SAP

GSFC

Item	Exception Amount	Exception Type *	Description/Explanation	Resolution
1	-$976,941,632.36		NAS5-26555 Difference in Authority, Difference in Disbursement - ACH prior to Advance Payment Method and 2 IPACs posted on this award in error	When grant closes in both systems this will no longer be reported

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2	-$93,050,770.00		NAS5-97045 Difference in Authority, Difference in Disbursement - ACH prior to Advance Payment Method.	When grant closes in both systems this will no longer be reported
1	-$0.02		NNX15AT28G - Difference in Disbursement - Vendor submitted invoice to Accounts Payable instead of drawing down funds.	A bill of collection was created and all but $0.02 was received. The debt has been resolved in FedDebt. When grant closes in both systems this will no longer be reported

4. Populate information in the
   i. Resolution
   ii. Resolution Date
   iii. SR Ref
   iv. Person Responsible fields
5. Top of Excel click Acrobat Tab
   i. Click Create pdf
   ii. Select add all
   iii. Select Convert to PDF
6. Save File Name: 01(Center) CMP 2B.2 Original (preparer initials).pdf
7. Save in folder locate N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs

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8. Open pdf
9. Electronically sign the coversheet in the Preparer's section of the CMP coversheet and save as 01 (Center) CMP 2b.2 Review 1 (preparer initials).pdf located at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs
10. Create ServiceNow Case
    i. One case per center for all Grant CMPs
    ii. Naming convention when creating the ServiceNow Case for Grant CMPs:
        a) Short Description Field: FM GRANTS CMP-{CENTER INITIALS}
        b) Work Log: {CTR initials} – CMP 2b.1 and 2b.2 are ready for review.
        c) <add path to AAO tool for each center>

E. **CMP Agency Tool**
    1. SP Preparer accesses the Agency CMP Tool via bReady (https//bready.nasa.gov/)
        i. My Systems
        ii. Financial
        iii. CMP (Continuous Monitoring Program)
    2. Under Navigation select a Center
        i. Select a Reporting Period (month/year)
        ii. Open folder for Chapter 2
        iii. Double click specific CMP
        iv. Select Attachments
        v. Attach NSSC CMP Tool PDF file saved at N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs\current month
    3. If there are exceptions, open completed CMP Excel Workbook in the N:\FM Division\CS\AutoCMP\PROD\Grants\Processed\FY 20xx\#--Month 20xx
        i. Select Add under Description of Exceptions
        ii. For each item, fill in all Exception Detail Entry fields from the Excel Certification Sheet – save and repeat step for each exception

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

5. Refer to Appendix E – Grant CMP Exception Types and select the applicable Activity Status

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

7. Create Service Now Case
    i. One case per center for both Grant CMPs and assign to SP AP Supervisor or delegate for review.

8. SP AP Supervisor or delegate reviews submission of CMP 2B.2. If errors are found, the SP AP Supervisor will route the SN task back to the preparer for correction.

9. Once verified to be accurate, SP AP Supervisor or delegate will assign the ServiceNow case/task to AP Grants CS for review.

F. **NSSC AP CS POC** – CS Certification

1. Upon receipt of Case from SP AP Supervisor or delegate, open CMP file for review. CMP file is found via the agency CMP Tool, (https://cmp.nasa.gov).

2. Compare signed certification sheet to backup documentation for each CMP activity completed

3. Review all documentation for each CMP activity for accuracy and completeness

4. Ensure all documentation has been reviewed and approved by SP AP Supervisor or delegate

5. If there are errors or questions, the CS AP L3 Center POC returns the

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ServiceNow task to the AP SP Preparer for correction.

  i. AP L3 submits a quality error for all exceptions identified. If CMP package contains no errors, the CS AP L3 inserts "review complete" in the comments section of the CMP Tool and routes the SN task to the AP CS Lead Accountant.

G. **NSSC AP Lead Accountant and Chief, Accounts Payable**
   1. NSSC CS AP Lead Accountant or delegate receives notification from AP CS POC via ServiceNow that signed CMP certification sheets and backup documentation for each CMP activity have been completed and are ready for final review and approval in CMP Tool.
   2. Review documentation for each CMP activity for accuracy and completeness
   3. Validate noted variances are accurate and documentation completely supports all variances
      i. If there are questions, the Center CMP ServiceNow ticket is returned to the AP CS POC for an explanation or correction from the Preparer.
         a) The AP CS POC will address any questions/issues and route the ServiceNow ticket back to the AP CS Lead Accountant for review again. Errors are documented on the Quality tab of the ServiceNow ticket.
      ii. If there are no questions, the AP CS Lead Accountant electronically signs/approves in the Approver's Section of the CMP coversheet via the CMP Tool.
   4. The AP CS Lead Accountant resolves the ServiceNow task once the review is complete and approved
   5. AP CS Lead documents all exceptions on AP monthly CMP spreadsheet located on the N: Drive in the following location: N:\Reports\CMPs Paperless\1 AP CMP Electronic Signature Folder\1 FY 20xx AP INDIVIDUAL CMPs
   6. If unique exceptions are identified, AP CS Lead Accountant will provide details of those exceptions to the Chief AP with the spreadsheet for review via email.
   7. AP Chief reviews exceptions and signs spreadsheet, then files on N: Drive

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in location listed above.

8. AP Chief replies to AP CS Lead email once spreadsheet is approved and signed.

9. AP CS Lead assigns SN task to FBWT/IC SP POC to complete monthly CMP Process.

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METRICS

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
N/A	N/A	N/A	N/A

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SYSTEM COMPONENTS (EXISTING SYSTEMS)

IT System Title	IT System Description	Access Requirements
SAP/IEMP	Integrated Financial Management System	User role at NSSC
DHHS/PMS	Grant payment, financial management reporting, and cost allocation	User role at NSSC
TechDoc	Document Management System designed for the management of any type of document or file	User role at NSSC
ServiceNow	Work Management System	User role at NSSC

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CUSTOMER CONTACT CENTER STRATEGY

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

The NSSC Customer Contact Center can be reached via phone, fax or e-mail.

E-mail queries: nssc-contactcenter@nasa.gov
Fax queries: 1-866-779-6772
Phone queries: 1-877-NSSC123 (or 1-877-677-2123)

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APPENDIX A – ACRONYM LIST

ALC	Agency Location Code
AP	Accounts Payable
BA	Business Area
BOBJ	NASA Business Objects
CMP	Continuous Monitoring Program
CS	Civil Servant
EFT	Electronic Funds Transfer
EPSS	Enterprise Performance Support System (NASA's)
FBWT	Fund Balance with Treasury
FM	Financial Management
FMD	Financial Management Division
FY	Fiscal Year
GRS	General Records Schedule
HHS	Department of Health and Human Services
IDOC	Intermediate Document
MRI	Master Records Index
NASA	National Aeronautics and Space Administration
NPR	NASA Procedural Requirements
NRRS	NASA Records Retention Schedule

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NSSC	NASA Shared Services Center
PMS	Payment Management System
POC	Point of Contact
SAP	Systems, Applications, and Products
SN	ServiceNow
SP	Service Provider
TCODE	Transaction Code

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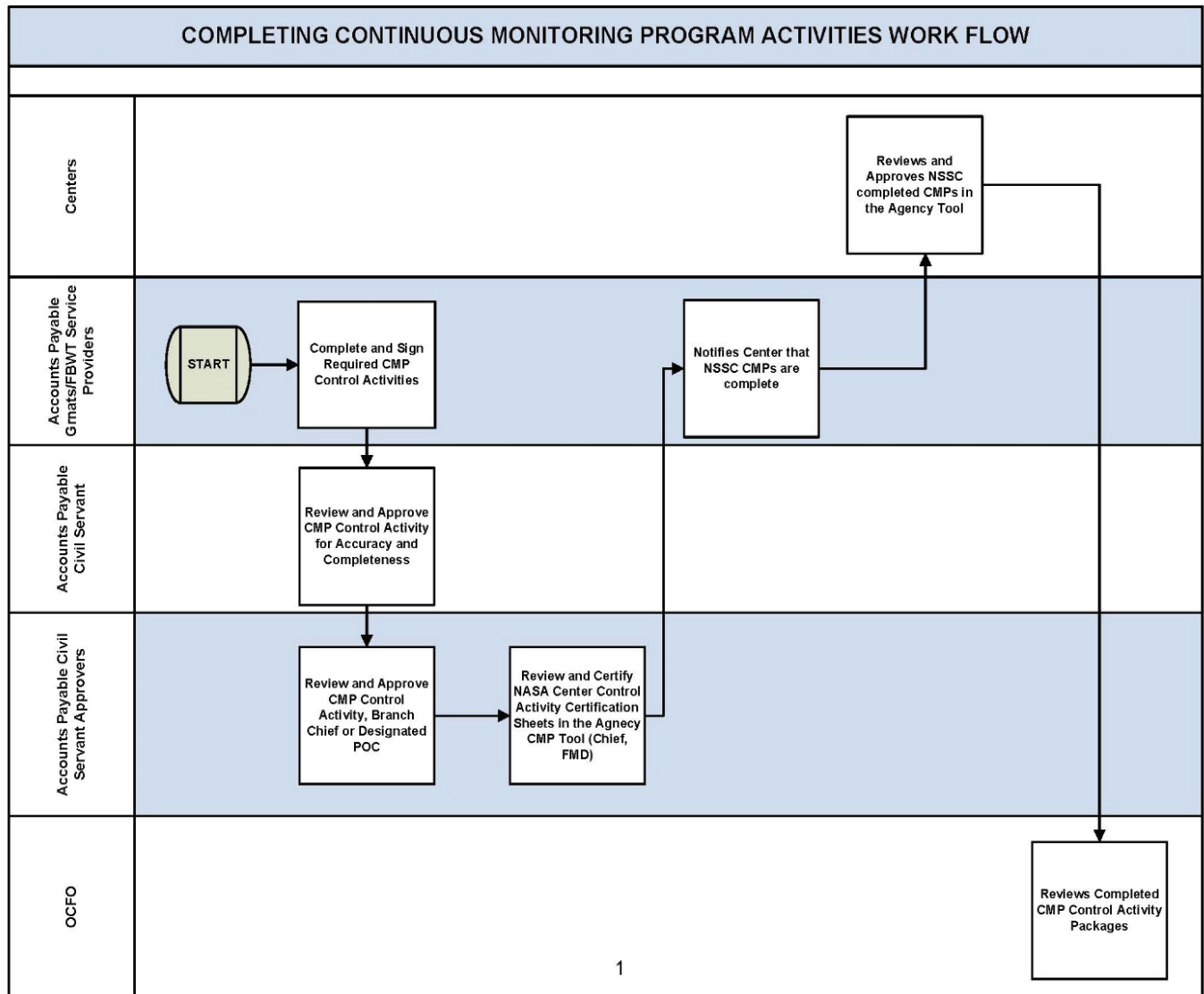# APPENDIX B – COMPLETING CONTINUOUS MONITORING PROGRAM ACTIVITIES WORK FLOW

COMPLETING CONTINUOUS MONITORING PROGRAM ACTIVITIES WORK FLOW

Centers
- Reviews and Approves NSSC completed CMPs in the Agency Tool

Accounts Payable Gmats/FBWT Service Providers
- START
- Complete and Sign Required CMP Control Activities
- Notifies Center that NSSC CMPs are complete

Accounts Payable Civil Servant
- Review and Approve CMP Control Activity for Accuracy and Completeness

Accounts Payable Civil Servant Approvers
- Review and Approve CMP Control Activity, Branch Chief or Designated POC
- Review and Certify NASA Center Control Activity Certification Sheets in the Agency CMP Tool (Chief, FMD)

OCFO
- Reviews Completed CMP Control Activity Packages

1

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APPENDIX C – TABLE OF FY AND PERIODS

FYs and Periods

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

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APPENDIX D – AGENCY LOCATION CODE LISTING

AGENCY LOCATION CODE (ALC) LISTING

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

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APPENDIX E – GRANTS CMP EXCEPTION REQUIREMENTS

Review the Work Paper Report (2nd tab of the Excel Spreadsheet that is exported from the CMP Tool) for Differences not included on the Certification Sheet. All Differences must be reported as an exception. If the amount is due to clearing an amount from a previous month, the exception Type should be coded #2 Timing/Business Process/Systems Issues (SRs) (Yellow).

CMP ITEM

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

EXCEPTION AMOUNT

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

EXCEPTION TYPE

This should include one of the following exception types (ex. #1, #2, #3, or #4)
#1 Valid Reconciling Item Property
#2 Timing/Business Process/Systems Issues (SRs)
#3 Exception
#4 Does Not Apply

DESCRIPTION/EXPLANATION

This should contain information that answers the question "What?" Describe the item and include Document #'s, dates, vendor #'s, etc. (ex. Bill of Collection for Vendor # for travel overpayment, Doc #18000xxxxx dated 9/25/08 or IPAC # xxxxx from Vendor # for printing order dated 9/30/08).

RESOLUTION

This should contain information that answers the question "Why?" Describe why this is an exception, what made it an error, is it in SAP incorrectly or not at all, etc. (ex. User entered Doc Type SA instead of BL which caused the SGL postings to hit 4610 instead of 4650 or IPAC came in on the last day of the month and was not able to be posted in SAP).

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RESOLUTION DATE

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

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

SR REF

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

PERSON RESPONSIBLE

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

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APPENDIX F – GRANTS CMP MACRO GUIDE

1. Select the CMP Tab in the Excel Ribbon and click the "Grants CMP Download" Form.

    GRANTS CMP
    Download

2. Choose the 2B.1 CMP, Month and Fiscal Year and click ok.

3. The macro will run the reports in SAP, save them to the N Drive at the following root directory (N:\FM Division\Accounts Payable Accounts Receivable\CMP) by month and year, and then by CMP.
4. The SAP CMP output files are then copied to the CMP Tool Upload folder located at N:\FM Division\CS\AutoCMP\PROD\AP.