National Aeronautics and
Space Administration

NASA Shared Services Center
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NASA Shared Services Center Service Delivery Guide

NSSDG-9000-0001   Revision 12.0

Effective Date: June 04, 2021
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FINANCIAL MANAGEMENT DIVISION
NSSC Grants Service Delivery Guide

Responsible Office: Financial Management Division

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Approved by

ALISON BUTSCH

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Date: 2021.06.22 22:20:10 -05'00'

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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	08/8/2014	Basic release
Revision	5.0	08/31/2015	• Converted to new Service Delivery Guide Template • STEPs restated and placed in a logical process order • STEP 6 includes new PMS policy – banking information may be faxed to PMS in lieu of originals • STEP 9 – Updated "Grants Manager assigns" to "HHS Processor (SP) assigns" • STEP 14 – updated conversion from AWMS to IRIS for cost routing • Updated Appendix E – attached sample of completed reconciliation • Updated Appendix L – to include conversion of routing for cost via AWMS to IRIS • Updated Appendix Q – attached samples of SAP screen shots • Appendix R – renamed to T, S tor R, T to S • Systems Components – added "ServiceNow" & IRIS • Updated NSSC street address (Jerry Hlass Rd)

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			• Relevant Points of Contact – updated from Debra Dale to Sarita Harper • Acronym List – added IRIS • Add new Step 15 – Grantee returns funds • Add new Step 22 – Additional activities supported by HHS Processors
Revision	6.0	5/16/2016	• Removed references to Remedy and replaced them with ServiceNow • Deleted Appendix F in Table of Contents and renamed subsequent Appendix G-A1 • APPENDIX L – CMP 2B.1 Macro • Process 1: References to Remedy changed to ServiceNow • Process 1 Step 4: SF1199A forms submitted directly to DHHS/PMS: Deleted Escalation Process • Process 1 Step 12E: Deleted the creation of AWMS document and now all routing information is inputted in the IRIS Console. • Process 1 Step 12G: Verify cost completed is done through ZFI_AP_INC_STAT • Process 1 Step 13B: NSSC AP receives IPAC instead of NSSC AR

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			- Process 1 Step 19F: Processor creates PDF package instead of sending to DI to scan - Process 1 Step 19I: PDF package is now placed in the grants scans completed folder for submission to closeout - APPENDIX A: ServiceNow Reference added and Remedy removed - APPENDIX B: Process flow updated - APPENDIX C: New grantee package added - APPENDIX D: New DHHS Cover letter added - APPENDIX I: Updated Action Items - APPENDIX K: Changed Invoice to SAP, Added routing screenshot, and routing information; deleted viewing TechDoc invoice; Deleted checking IRIS Console for cost and updated to check ZFI_AP_INVC_STAT and added screenshots; changed invoice to document; changed POST INVOICE to POST IDOC and changed t-code to MIR4

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			• APPENDIX L: Changed "Script" to "Macro"; Deleted references to having one session of SAP opened and opening two sessions of Excel. • APPENDIX Q: Updated IDR Form and screenshots • APPENDIX R: Updated IDR Form and screenshots • APPENDIX S: Updated IDR Form and screenshots • APPENDIX AF: Updated to reflect ServiceNow
Revision	7.0	9/6/2016	• Process 1 – Step 2 : deleted (FMC/FMT #1) • Process 1 – Steps 3-5: Added Grants Database Instructions • Process 1 – Step 6: Deleted • Process 1 – Step 11: Added Grants Database Instructions • Process 1 – Step 18: Added Grants Database Instructions • SYSTEM COMPONENTS: Added Grants Database • APPENDIX H – 1% STAT SAMPLING INSTRUCTIONS: Added FMC/FMT Notification to AP Grants L3

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			• APPENDIX J – ASSIGNING LOC NUMBER – ACCESS DATABASE - Added Grants Database Instructions • APPENDIX R – IDR FOR IPAC FROM DHHS: Added Grants Database Instructions
Revision	8.0	08/01/2017	• Updated the New Grantee Instructions • Updated the Final 425 Instructions • APPENDIX AJ – ENTITY CODES • APPENDIX AK – CENTER CODES • APPENDIX AL – INSTALL GRANTS MACROS • APPENDIX AM – OVERSIGHT OF 1% SAMPLING • APPENDIX AN – EXPIRED GRANT EXTENSION IN PMS • APPENDIX AO – GRANT 059 APPROVALS IN PMS • APPENDIX AP – PROCESSING REFUND/CREDITS FOR CLOSED ADVANCE PAYMENT GRANTS PROCESS

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Revision	9.0	01/08/2018	• APPENDIX M – CMP 2B.2 BOBJ REPORT INSTRUCTIONS • APPENDIX AE – EXPIRED GRANT EXTENSION-DELETED SECTION DUE TO MEMO RECEIVED FROM NASA OFFICE OF THE CHIEF FINANCIAL OFFICER TO HHS/PMS DATED 09/12/2017 REQUESTING AN EXEMPTION FROM THE EXPIRED PROCESS FOR ALL CURRENT AND FUTURE GRANTS.
Revision	10.0	1/10/2020	• Update New Grantee Instructions • Update Sync Report Instructions • Update Sync Report to add instructions to find Mix-Match BA and Fund • Add the GR Indicator Report Instructions • Removed Appendix H and AA to combine all the processes for the 1% Stat Sampling in Appendix G and remove the 100% review analysis. Renamed appendices H-AM to correct reference letter due to required appendices deletions.

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				• Update Processing of Advance Payment Method type Grants • Update Appendix H—Action Items Checklist
Revision	11.0	1/30/2021		• Formatted entire document to be the same • Deleted Appendix D – DHHS Cover letter sample (not being used) • Combined the following appendices into one appendix. (Appendix N). Appendix O – Failed IDOC – Processing for cost. Appendix P - FAILED IDOC ON CLOSED SAP GRANT. Appendix Q - IDR FOR IPAC FROM DHHS. Appendix R - IDR – RESCIND. • Combined the following appendices into one appendix. (Appendix J) Appendix K - CMP 2B.1 AND CMP 2B.2 MACRO and Appendix AI - INSTALL GRANTS MACROS • Combined the following appendices into one appendix. (APPENDIX P) APPENDIX T – PMS CLOSING GRANT (SUBACCOUNT) IN PMS – CODE 059 APPENDIX U –

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			- PMS OPEN/CLOSE "B" ACCOUNT - Combined the following appendices into one appendix. (APPENDIX Q) APPENDIX V – PMS POP END DATES – MACRO FROM SYNC TO UPLOAD. APPENDIX W – POP END DATES MANUAL CHANGE. APPENDIX X – PMS – POP START DATE CHANGE. - Appendix X was APPENDIX AE – ZHHS NET ZERO REPORT - Removed Appendix AD—ULO report to Procurement - Combined the following appendices into one appendix. (Appendix Y) APPENDIX AG – ENTITY CODES and APPENDIX AH – CENTER CODES - Created Appendix AD—ACCESSES REQUIRED FOR GRANT DUTIES
Revision	12.0	6/04/2021	- Removing CMP 2B1 and 2B2 directions from SDG, including Appendix K - Removed Step 1 from Appendix J - Updated guidance for GR Indicator report - Updated Appendix P for current processes

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1.0   Introduction

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) supports the Agency's internal effort to create an environment conducive to streamlining and simplifying payments for Grants and Cooperative Agreements. NASA, through the establishment of the NSSC, an organization reporting directly to NASA Headquarters, has transitioned to a consolidation model for the award and administration of all Agency Grants & Cooperative Agreements. The consolidation is designed to achieve efficient and effective service, improve data quality, standardize processes, leverage skills and investments, and provide economies of scale.

NASA is required to adhere to policies and procedures as prescribed by Department of the Treasury Circulars and Manual, and Office of Management and Budget (OMB) Circulars. Other grant management and financial information is addressed in NASA Procedural Requirements (NPR) 5800.1 Grant and Cooperative Handbook; and NPR 9680.1A NASA's Management of Grants and Cooperative Agreements.

2.0   Purpose

To outline Agency procedures followed by the NSSC related to the processing of payments for Grants and Cooperative Agreements for Financial Management Division (FMD) documents.

3.0   Applicability/Scope

In accordance with Federal regulations and NASA policy, the NSSC is responsible for providing support for NASA research, science and education communities in the award and administration of research, education, training, and facilitate Grants and Cooperative Agreements.

The NSSC shall use Core Financial Software – Systems Applications and Products (SAP) R/3 – to perform the financial management activities. Financial Management is required to use SAP 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.

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SAP, Payment Management Services System (PMS), and BOBJ will be used for monitoring and reconciliation purposes containing the same basic information including, but not limited to, identifying information, inception and expiration dates, award and modification amounts, drawdowns (disbursements), explanations of adjustments, and differences between PMS and SAP.

The grantee requests funds via the Department of Health and Human Services Payment Management Services System (DHHS/PMS) using their User Identification and Password. The transactions interface to SAP on a defined schedule administered by NASA Agency Application Office (AAO). Transactions that fail to post in SAP appear as a failed Intermediate Document (IDOC) - Status Code 51. FMD personnel monitor the drawdowns through PMS and review the SAP failed IDOC report to identify and investigate any discrepancies. The failed IDOC will be manually processed in the SAP system by NSSC FMD personnel.

The quarterly Federal Financial Report (SF-425) is electronically submitted to PMS by the grantee as mandated in the procurement requirements. The final certified (signed by grantee) SF-425, prepared at the end of the award period, is reconciled to SAP by NSSC FMD personnel. If the actual amount drawn down is less than the award amount, a de-obligation process is required to close out the grant in SAP. FMD personnel will determine the amount for de-obligation (Appendix D). Procurement personnel will communicate the amount to the grantee, and update the necessary entries in CMM. CMM interfaces to SAP; SAP interfaces to PMS, updating the authority amount in PMS.

The NSSC FMD shall perform the following functions:

- Perform in the capacity of liaison between Grantee, DHHS/PMS and Procurement as required
- Assist with recipient on PMS new account registration
- Assign Advance Payment Method Numbers
- Interact with PMS to establish Advance Payment Method Award account registration
- Investigate all failed IDOCs and manually process in SAP
- Investigate all failed Correct Exceptions and manually process in PMS
- Generate PMS, SAP and BOBJ reports
- Reconcile Centers' and DHHS/PMS' data
- Suspend advance payments temporarily to recipients if appropriate
- Reconcile final certified Federal Financial Report SF-425
- Close PMS subaccounts

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4.0   Privacy Data

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

5.0   Records

The NSSC Grants Service Delivery Guide outlines processes that include the creation and receipt of NASA official records as defined by NPR 1441.1. 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 (NSSDG-9000-001 Revision 12.0) supersedes version 11.0 of the same document.

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

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PROCESS – ADVANCE PAYMENT METHOD TYPE GRANTS

Processing Advance Payment Method type Grants

STEP 1. **NSSC Procurement** – New Advance Payment Method Grant is awarded; or supplement to existing grant is created

A. If awarded to existing grantee:
   1. PPS interfaces to SAP
   2. SAP interfaces to PMS
   3. New authority is posted to corresponding PMS subaccount
   4. Funds are available for grantee to request draws

B. If awarded to a new grantee, NSSC HHS Processor (SP) initiates a new account in PMS.

C. The HHS Processor contacts the Government Business POC as noted in SAP and forwards a "Payment Package" to the grantee via e-mail (Appendix C)

D. In preparation of CMP 2b.2 (Disbursements), the HHS processor may also identify Advance Payment Method grants in SAP that did not interface to PMS. When identified the HHS Processor can retrieve the AOR information from TechDoc as an alternate POC

E. Log into SAP – T-Code Z_LOC_VIEW
   1. Purchasing Organization = ARC – SSC
   2. Select HHS authority not sent to HHS
   3. Look for the red bullets (These identify New Grantees to be processed).

F. Search SAP for Grantee (This is done to avoid sending an unnecessary New Grantee request to PMS)
   1. Enter PO number in ME23N. This will provide the assigned vendor number with center, plant, and funding center. They must all be the same NASA center.
   2. Enter vendor number into T Code XK03. Remove purch. Organization data. Check all boxes, press enter. The US Federal

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Government tab provides the needed contact information for the grantee.

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3. To perform a general search of the grantee without using a vendor number, click the radio button and enter the Grantee name. This will provide all vendor numbers available for the name.

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G. Open Grants Access Database(N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Grants\01 Work Management\ Grants Database.accdb) and select "New Grantee Information" button [New Grantee Information]
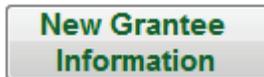
1. Enter Vendor Number, Institution Name, and PO Number
2. Enter the Center 3 or 4 digit initial. Note: The Center can be found in SAP under t code ME23N. See section D above.
   i. Click Account Assignment – Scroll to the right for the Center
3. Enter the Contact email and Cage Code
   i. Click into the Vendor Name/PO Number/Grant number
   ii. Click [US Federal Government]
   iii. Cage Code is on Line "Search term ½"
   iv. Click [CCR: Infos for Contact Person]
4. Click on line 6 (Government Business POC) and Scroll to the right for Contact Email address

H. Log into Sam.gov. From Sam.gov, search by the Cage Code to find the Duns Number and EIN and update the database. You will also need to check the Grantee information to determine the Entity Type. Click on the "Entity Codes" button in the Access database record and update the field with the code.

1. Click on [SEARCH RECORDS]
2. Enter the Cage code
3. Click [View Details]
4. Click ▸ Core Data
5. Search for the Duns Number and EIN and update the Access database record.
6. Search in the General Information section to determine the Entity Type.
7. Click on the "Entity Codes" button [Entity Codes] in the database and update the database with the code.

   i. See APPENDIX Z for Entity Codes

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Note: If a Vendor Number was found in SAP T-Code XK03 with the correct Center, skip to STEP 4.

I. Log into PMS after verifying that all of the information listed above is entered in the Grants Database.
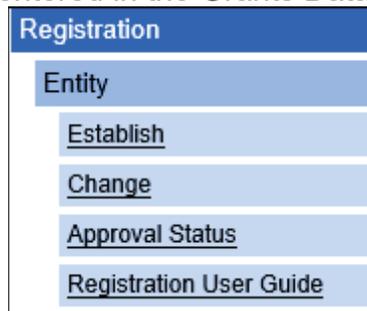
1. Registration
2. Entity
3. Establish
4. Enter data into PMS
    i. Drop down selection of Center
    ii. Location
    iii. EIN prefix
    iv. EIN
    v. DUNS
    vi. Registration type
    vii. Recipient class
    viii. Recipient type
    ix. Comments—NASA - <CTR> - < APPENDIX Z Code type 2 >

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5. Click Matching SAM Entries
6. Next PMS screen will show matching SAM entries. Select appropriate entry. Click Review for PMS Duplicates.

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7. If no duplicate account exists, select Submit Request.

STEP 2. **NEW GRANTEE** – Submits SF1199A and PMS System Access forms to HHS/PSC/Division of Payment Mgmt

     A. In Access record, click on "New Grantee Package" button to create Package to email Grantee

     B. Select the "Email" button to email grantee with package attached.

STEP 3. **PMS** – New account established

     A. PMS establishes new account

     B. PMS sends a welcome package to the grantee to include their password, account number and detailed instructions on how to access their account (https://pms.psc.gov/)

STEP 4. **NSSC HHS Processor (SP)** – monitors PMS and processes

     A. Check the Approval status of the New Grantee a day or two after registration.

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1. Go to PMS at https://pms.psc.gov/
2. Click on "Approval Status"
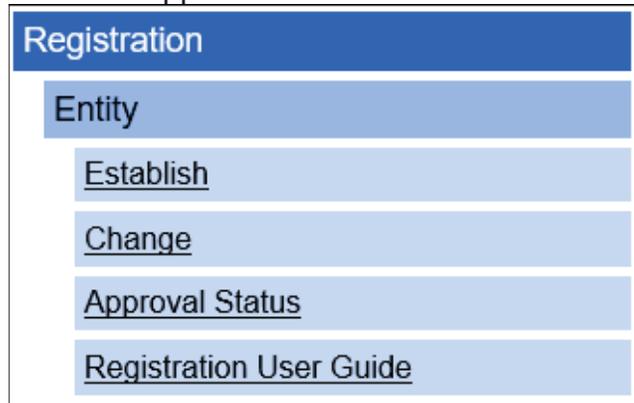
3. When Account has been established in PMS, the status will be Confirmed Released.
   i. Copy the Payee Identification Number (PIN), Account Number, and Employer Identification (EIN) into the database

B. Set up LOC number. (Note: See Appendix H)

   1. Note: 0000-AIN-XXXX-if reaches 9999, go to alpha numeric.

C. Create a ServiceNow ticket. Assign case to GRANTS/PAYPAK/FM-GRANTS L2/ <PROCESSOR>. Route task to FM ACCOUNTS PAYABLE/VENDOR MASTER/FM AP L2/ <POC> to update the vendor master.

D. Add in Short Description Grantee Name, UPDATE ZHHS – Vendor #

E. Add in Work Notes: Please update vendor XXXXXX with the following information: TAX CODE 3: XXXXXXXXXX, TAX CODE 4: 0000XXXXXX, PMS PIN: XXXXX

STEP 5. **NSSC AP Vendor Master Processor (SP)** – updates vendor master

A. Vendor number is updated to include
   i. Advance Payment Number
   ii. PIN

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      iii.   Account
      iv.   EIN information
      v.   Tax #3 = PMS assigned EIN Number
      vi.   Tax #4 = NSSC assigned Advance Payment Number
      vii.   Acct# = PMS assigned PIN Number

B. FMT task is routed back to FMD Grants L2

STEP 6. **NSSC HHS Processor (SP)** – continues process

A. Confirm information is updated in SAP through t-code XK03. Resolve FMT stating 'Update confirmed'.

B. HHS Processor monitors PMS to verify that the funds were posted through the SAP interface and that the amount corresponds with the amount on the basic Grant

    1. https://pms.psc.gov/

C. If the SAP interface fails to post to PMS and all vendor issues are resolved, then the increase/decrease authority is performed manually based on the contractual document received from Procurement—Note: Follow manual authorization process as outlined in "POP End dates" Appendix Q

    1. On-line Authorization – entered by HHS Processor
    2. On-Line Authorization Approval – approved by Grants Manager (CS)

D. Once all action items are complete, FMCis annotated as 'PMS Sync Confirmed' then resolved.

STEP 7. **Grantee** – Performs drawdown of funds from PMS – (Control Activity 11.6.3)

A. Grantee performs drawdown by accessing established account(s) within PMS to withdraw funds by account and subaccount (grant number)

STEP 8. **AAO** – System Interface from SAP/PMS and PMS/SAP – (Control Activity 11.6.3)

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A. Monday through Friday, the drawdown interface will post each drawdown amount per grant (SAP) to corresponding subaccount (PMS)

  1. Refer to Enterprise Performance Support system (EPSS) at https://epss.nasa.gov/gm/folder-1.11.8188
      i.   HHS Interface Run Schedule

B. The interface will select the appropriate Grant (PMS subaccount) which the drawdown amount will be applied. SAP will record an IDOC for each PMS drawdown or credit memo for the drawdown amounts based on oldest funds being distributed to first. (Doc type ZH drawdown; or ZL credit memo) (Appendix M)

STEP 9.   **HHS Processor (SP)** – Identify and Process Failed IDOC(s) – (Control Activity 11.6.3)

A. Run the Z_HHS_IDOC_VIEW Report daily in SAP and select Failed in the IDOC Status box to identify failed IDOC(s)

  1. These events will cause the IDOC to fail:
      i.   EIN on the input file does not match any EIN on vendor master
      ii.   Recipient EIN number is not found on the vendor master
      iii. Imported purchase order not valid for HHS processing
      iv.   Drawdown amount exceeds total undisbursed amount
      v.   Credit amount exceeds total disbursed amount
      vi.   No ALIs were chosen for the input
      vii. Drawdown processing blocked for PO
      viii. Cost already exceeds ob amt in XXXXXXX
      ix.   Purchase order item has an open 533 accrual on Service Entry Sheet
      x.   Grant closed in SAP (Refer to Appendix O)

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B. Research, and if appropriate, manually post the failed IDOC from Step 9.A items 1i – 1v.

C. Post failed IDOC through Access Database (macro)

1. In the main menu, click "Failed IDOCS" button
2. Click "Update Record" button and select line from Z_HHS_IDOC_VIEW Report and it will update the IDOC Number, Trans Date, Amount, Business Area, PO Number, FY_Year, CAN, OBJ Class, and Fund.
3. Click "Park In SAP" button and the database will park the IDOC in T-CODE MIR4 and update the Vendor Number and SAP DRN.
4. Click "Route for Cost" button and the database will route the IDOC for cost and will enter the IDOC #/ YEAR/ CAN/ OBJ CLASS/ FUND and the Request Amt in T-Code – ZFI_AP_CONSOLE.

D. To manually post a failed IDOC (if cost is available) use SAP T-Code MIRO – used to create an invoice

1. Select from Transaction drop down list
   i. Invoice
   ii. Credit Memo if IDOC is a negative (return of funds to PMS)
2. On Basic Tab insert
   i. Invoice date
   ii. Amount
   iii. Text field – enter Grant Number, two spaces and then IDOC # (leaving off preceding zeroes)
3. On Payment Tab insert
   i. Pmt Method = H
   ii. Pmnt Meth. Sup. = # of NASA Center (ex: 51 = GSFC)
4. On Details Tab insert
   i. Doc. Type = ZH (HHS Drawdown Inv) **OR** = ZL (HHS Drawdown Cr)
   ii. Bus. Area = Center's business area (ex: 51= GSFC)
   iii. Assignment = HHS processor's initials (ex: IRB)
5. In middle section of SAP screen on the PO Reference tab insert the Grant Number as shown on the IDOC <enter>
   i. If there are no funds, cost will need to be requested

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        ii.   A red symbol will be displayed ⬤◯◯ (top right of screen) indicating that the document cannot yet be posted – exit and Park the document

E. To Park a failed IDOC (cost is needed) use SAP T-Code MIR7

    1. Follow steps described for Posting a failed IDOC (reference STEP 9)

F. If no cost is available, route for Cost using the Invoice Routing and Information System (IRIS) (Appendix I)

    1. SAP T-Code: ZFI_AP_CONSOLE
    2. Enter DRN (DOC 56xxxxxxxx) and Purchasing Doc number (grant #)
    3. Click on "Check Validity"
    4. Click on "View Tab Screen" to proceed to Request tabs screen
    5. On the Cost tab, enter IDOC #/ YEAR/ CAN/ OBJ CLASS/ FUND and the Request Amt, and then press enter ✅
    6. An automatic function will calculate the total amount of uncosted – a progress indicator will appear in the lower left corner of the screen.
    7. Click on "Route Request". A yellow triangle icon will appear indicating the request is waiting to be picked up (interval is every 60 seconds)
    8. Click the Refresh 🔄 button to refresh the status of requests. The icon will change to 🕐 when the request successfully interfaced
    9. Click the "IRIS" button (next to TechDoc button) to view invoice on IRIS web

G. Verify cost completed

    1. SAP T-Code: ZFI_AP_INVC_STAT
    2. Select Parked Invoices only
    3. Enter Document Type ZH and ZL
    4. Execute
    5. Check the "Cost" column for status of the document (Pending or Complete)

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6. When Status is "Complete", proceed to post invoice using T-Code MIR4 or click into the 5600#.

H. Post Invoice – cost applied (Appendix I)

1. SAP T-Code: MIR4
2. Enter DRN 5600#
3. Click on "Display Document" or click on "Enter" on keyboard
4. Click on "Edit"
5. Click on "Display/Change"
6. Update "Posting Date" to today's current date, click on "Enter" on keyboard
7. On bottom left of screen, click on icon – the bottom screen will populate (this may take a while)
8. Click on icon – this will remove all empty lines and display where there is available cost.
9. Select any items to be cleared from screen leaving just the items with the required fund and commitment item $ to post
10. Click on the icon to display just the items needed for posting. If more cost is available than needed on the correct fund, remove unnecessary lines and adjust the last line to the dollar amount required.
11. If all is in balance, then a green bullet will be displayed (top right)

12. Click on the "Post" icon
13. The "Display Invoice Document" page will display, at the bottom left there will be a message:

I. Flag for Deletion from SAP inbox after Invoice has been "Posted"

1. Click on SAP Business Workplace icon
2. Click on "inbox"
3. Click on corresponding failed IDOC line
4. Click on "Flag for Deletion"

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      i.   If failed IDOC is not in your SAP Business Workplace, then send an email to Matthew Buchheit at the AAO (matthew.d.buchheit@nasa.gov) and ask him to flag it for deletion.

      ii.   DO NOT delete a failed IDOC until the record has been processed. A failed IDOC in your workflow in-box represents a transaction that could not be processed by the interface; it will need to be entered manually into the system in order for it to be applied to the appropriate GL account

STEP 10.   **HHS Processor (SP)** – Grantee Returns Funds

A. NSSC receives check from grantee.

1. If grant is closed or open in one or both systems and the funds are not cancelled funds – return payment to grantee advising them to issue check to PMS (Appendix U)
2. If grant is closed or open in one or both systems and the funds are cancelled funds, advise AR to post to miscellaneous receipts (Appendix U)

B. NSSC AP receives IPAC from PMS. AP assigns FMC/FMT to HHS Processor for processing.

1. Cancelled funds – various scenarios – reference Appendix U
2. Not cancelled funds – various scenarios – reference Appendix U

C. IDR Process

1. Depending on the scenario from above, an IDR may need to be created – reference Appendix N
2. To Rescind an IDR – reference Appendix N step 4

STEP 11.   **HHS Processor (SP)** – Identify and Process Failed Authority – (Control Activity 11.6.3)

A. If the SAP Authority interface fails to post to PMS, the "Correct Exception" will be generated in PMS. The HHS Processor runs the Correct Exception Report weekly in PMS to review the funding data for inconsistencies and ensures that all fields are populated.

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1. Possible errors that could occur may include:
    i. The transaction does not pass all edits (ex: Tax Code 3, 4 or PIN number do not correspond to PMS data)

B. The HHS Processor corrects the error(s) and re-processes the Correct Exception report in PMS

STEP 12. **HHS Processor (SP)** – New Authority issued to new ZHHS vendor numbers – (Control Activity 11.6.3)

A. The HHS Processor utilizes the Z_LOC_VIEW report to monitor authority issued to new ZHHS vendor numbers. If the new account has not been established in PMS, the EIN, Award and PIN fields will be indicated with "To Be Determined" (TBD). See "Process – Advanced Payment Method Type Grants" for steps.

B. Upon completion of establishing the account in PMS (Procurement creates the vendor number) and updating the Vendor Master with the relevant information (STEP 4 - E), the system will interface and the authority will be posted to their corresponding subaccount in PMS

C. If the SAP interface still fails to post to PMS once the vendor master issues are resolved, the increase/decrease authority may be performed manually based off of the contractual document

D. HHS Processor selects "On-Line Authorization" in PMS and populates the relevant fields and "Submit(s)"

E. The Grant Manager (CS) is notified to perform the approval action via e-mail

F. The Grant Manager (CS) reviews, approves or rejects action (See Appendix Z)

1. The Grant Manager reviews the data entry in SAP and PMS and approves or rejects entry. If data does not match in both systems, then the Grant Manager deletes the entry and notifies the HHS Processor of the deletion

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    G. The HHS Processor corrects and resubmits

        1. The necessary corrections are made and resubmitted to the Grant Manager for approval

STEP 13. **HHS Processor (SP)** – Daily CMP 2b.1 and monthly CMP 2b.1 and 2b.2—The NSSC will perform the CMPs to ensure SAP and PMS are in sync for all centers except NMO.

    A. Reference

        1. NSSDG-9000-0003 – Financial Management Division - Advanced Payment Method – Grants Continous Monitoring Program

STEP 14. **NSSC Procurement / Agency-wide Contract Closeout Services** – Grantee notified to submit all required "Final" Reports

    A. Prior to the Grant Validity End Date, Procurement and Closeout Services notify the grantee to submit all required "Final" Reports

    B. If the grantee is considered non-compliant, a 270 Day Unilateral Closeout Decision is made.

        1. A grantee is considered non-compliant with the terms and conditions of an award when they do not provide acceptable final reports by the identified due date or an extension granted.

            i. Under these conditions, the Grant Officer shall initiate unilateral close out (close out without the cooperation of the recipient) of the award within 270 days of the completion date of the award in accordance with CFR 200.344(a)(2).

            ii. Unilateral closeout allows the Grant Officer to comply with the OMB requirements for closeout.

            iii. Due to the recipient's non-compliance with the terms and conditions of this award, the Grant Officer has determined that administrative closeout will be processed unilaterally.

        2. Procurement and Closeout Services complete a closeout package for the grant which includes

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    i.   Signed Contract of Completion Statement by a closeout team member and Contracting Officer.

    ii.   Signed Contract Closeout Checklist

    iii.   Signed Unilateral Closeout Decision memo by Contracting Office.

    iv.   Package is provided to NSSC HHS Processor to request closeout in PMS by CS.

    v.   NSSC HHS Processor sends email to CS requesting 270 Unilateral closeout be performed in PMS. (Note: Manual closeout – 059). See Appendix Z for CS Process of Manual closeout.

C. Reference

1. NSSDG-5800-0001 Grants and Cooperative Agreements
2. NSSDG-5000-0001 Agency-Wide Contract closeout Services
3. Grant and Cooperative Agreement Manual (GCAM)

STEP 15.   **NSSC HHS Processor** – Final SF-425 Reconciliation (Control Activity 11.6.4)

A. The grantee will submit a signed copy of the SF-425 and mark it as "Final". They will submit it as instructed in their Award as per "Required Publications and Reports" in accordance with 14 CFR Part 1260 and NPR 5800.1 NASA Grants and Cooperative Agreement Handbook

B. Finals received at the NSSC are to be routed to Closeout Services

C. Closeout Services will record, track and distribute each Advance Payment Method Grant's SF-425 to the NSSC FMD Grant Department for reconciliation. Closeout puts received SF-425's in the following folder: N:\Document Imaging Department\FM GRANT SCANS\TO BE COMPLETED.

D. From SN the Final 425 will be saved as the same naming convention of the Grant number, followed by 425 in N:\Document Imaging Department\FM GRANT SCANS\TO BE COMPLETED

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E. The FMD HHS Processors will process the final 425.

1. Open the Grants Database.accdb at N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Grants\01 Work Management
2. Open the Final 425 from the TO BE COMPLETED folder
3. Select the "Finals" button on the main menu of the Grants database for finals.
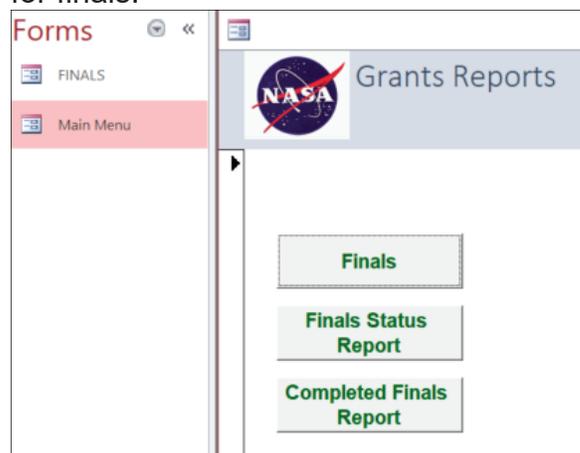
4. Enter the Grant Number in the "Grant Number" field and press refresh.   A popup will appear if the Final is already in the database.
5. If no duplicate is found, attach the SF-425
6. Enter the date received, Cash Receipts, and Disbursements from 10a and 10b from the Final 425.
7. Select PMS Update button to fill in the rest of the fields and get a Status update.
    i. If all fields do not fill in; double click in Date Receive and select today.
    ii. Enter in the following:
        a) Contact Name
        b) Contact Number
        c) Contact Email
8. Depending on the discrepancy identified, as noted in the status field, the grantee will be contacted via e-mail to perform a corrective action.
    i. The frequency of the follow-up will be performed on an "as needed" basis.
    ii. If a response and/or action is not performed by the grantee, the HHS Processor will request assistance from the Grant

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                     Administrator recorded (or successor) on the NASA Grant and Cooperative Agreement (NASA Form 1687) for further resolution.

      iii.   If status is "Completed – Deob" or "Completed – 059", press the "Final Package" button to complete the Closeout Reconciliation (Appendix D) with supporting documentation from SAP and PMS and create pdf package.

      iv.   The package is attached to SAP, the Grants database, and copied to the following folder for the Closeout Service: N:\Document Imaging Department\FM GRANT SCANS\COMPLETED.

F. The Status in Database will determine if Grant can be closed or left in the database for further action

1. If status is "Completed – 059", this means that all funds have been drawn and spent and can be closed in PMS and SAP.
   i. Select Refresh
   ii. Select Final Package – this will create the final Package for Closeout. There will be no less than 5 pages.
      a) Cover Sheet
      b) Final 425
      c) PMS screen shot
      d) 2 SAP screen shots
   iii. Final Package will be saved in the Database, ME23N, N:\Document Imaging Department\FM GRANT SCANS\COMPLETED and N:\FM Division\Accounts Payable_Accounts Receivable\AccountsPayable\Grants\01 Work Management\Finals
   iv. Select 059. When PMS screen comes up, select submit.
   v. Select 059 email and hit send. Email is sent to CS. See Appendix Z for CS process.
   vi. Add Date in Sent to Closeout field
   vii. Add initials in Processor field
   viii. Move Final 425 from To Be Completed Folder to Finals Archive folder

2. If the status in the Database is Completed – DEOB $$$, this means the Grantee did not use all the funds available to them.
   i. Select Refresh

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      ii.   Select Final Package. This will create the final Package for Closeout. There will be no less than 5 pages.
- a) Cover Sheet
- b) Final 425
- c) PMS screen shot
- d) 2 SAP screen shots

      iii.   Final package will be added to Database, ME23N, N:\Document Imaging Department\FM GRANT SCANS\COMPLETED, and N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Grants\01 Work Management\Finals

      iv.   Add Date in Sent to Closeout field

      v.   Add initials in Processor field

      vi.   No further action is required because a DeOb will need to be completed

      vii.   Move Final 425 from To Be Completed Folder to Finals Archive folder

3. If the Status is Pending Quarterly FFR, this means the Grantee has completed all draws and Final 425 and will need to file their Quarterly information in PMS. This happens in the month after the end of the quarter.

      i.   Select Refresh

      ii.   Select Attach SF425 in SAP

      iii.   Select Attach Comment in SAP

      iv.   Move Final 425 from To Be Completed Folder to Finals Archive folder

4. Any other Status in the database will require attaching the SF425 and the comment in SAP.

5. Other statuses will at some point require an email to the Grantee for further action.

6. After all Finals from To Be Completed folder are complete move any Final Packages that are in the Finals folder to the Archive folder.

STEP 16. **NSSC HHS Processor** – Additional activities supported by HHS Processor

    A. How to process reversal requests received from NASA Center(s) (Appendix V)

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B. The impact of disbursement moves in SAP and corresponding effects in PMS (Appendix L)

C. Updating the period of performance start date in PMS (Appendix Q)

D. Updating the period of performance end dates in PMS – macro (Appendix Q)

E. Updating the period of performance end date in PMS – manually (Appendix Q)

F. Explaining how the PMS weighted algorithm works (Appendix T)

G. How to work with PMS to update disbursements on accounts with cancelled funds (Appendix S)

H. Explain how PMS posts to same year funds (Appendix R)

I. Review of cancelling funds in PMS on year-end draws and disbursement reporting (Appendix O)

J. How to identify when obligations are moved from one fund to another on a PMS obligation and the net effect is zero (Appendix X)

K. Reviewing the AP Grants transition from the NASA Centers to the NSSC and defining the areas of responsibilities (Appendix E)

L. PMS policy when grantees request draws on expired grants (Appendix U)

STEP 17. __NSSC HHS Processor__ – Process Net Zero Report

When obligations are moved from one fund to another on an HHS obligation and the net effect is zero, the transactions are not being recorded to the grant awards table and therefore do not interface to HHS.

Resolution----Run t-code ZHHS_NET_ZERO weekly for a specific date range to look for changes in the Fund and Commitment Item for HHS Awards (YG, YH and YS) where the net change is zero for the obligated amount. These transactions will still

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need to be manually entered at DHHS since they are still not being recorded on the grants awards table for the interface to send to DHHS.

A. **Scenario 1:** Records have not been manually updated on the HHS system.

1. Enter t-code **ZHHS_NET_ZERO**
   i. Dates will default to current month.
   ii. Only current fiscal year data can be modified using this transaction.
   iii. Check the "Display Only" box to show records from prior fiscal year(s) in read-only mode.

   iv. Enter parameters
   v. Execute .
   vi. If no business area is selected, a performance warning will appear (press [enter] to proceed past the warning, if desired).

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vii.   Hold the CTRL key to select multiple rows (the rows that net to zero). Click save to push those records into the ZMM_GRANT_AWARDS table so they will be ready to be sent to HHS through the interface.
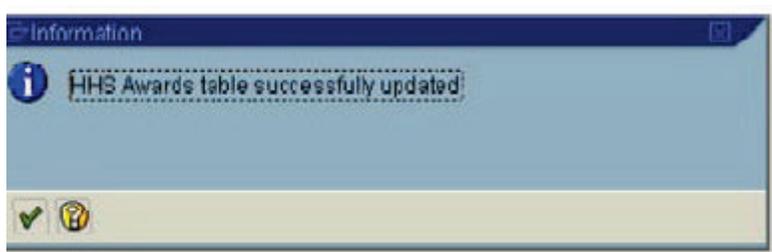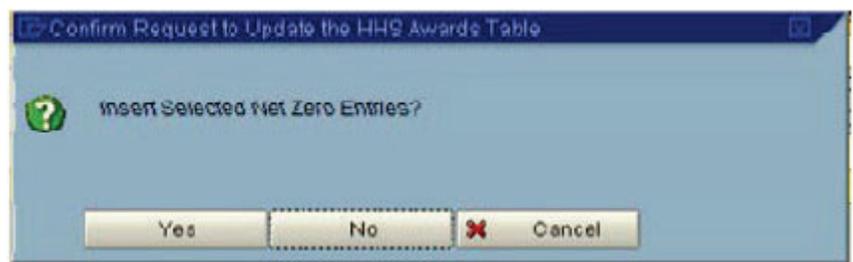
viii.   Click   Note the green indicators in the "Mod Recorded" column.

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ix. Run **Z_LOC_VIEW** using this PO (Example: NNG06GJ05G) and check the box for Only mods not yet sent to HHS. The records added in the current scenario should now be visible in Z_LOC_VIEW, meaning they have been successfully added to table ZMM_GRANT_AWARDS.

x. In ZHHS_NET_ZERO view, click the back button and click Yes on the subsequent dialog to return to the parameter screen.
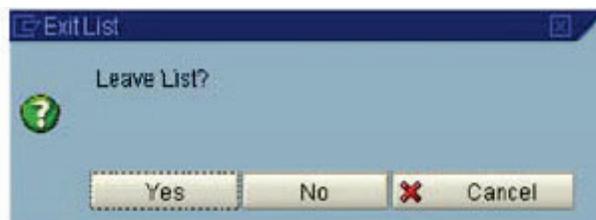
xi. Re-execute ZHHS_NET_ZERO using the same parameters. The net-zero entries for PO NNG06GJ05G have been successfully dropped

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B. **Scenario 2:** Records have been manually updated on the HHS system.

1. This scenario will also demonstrate actions that will cause errors when attempting to execute the transaction incorrectly.

2. Action: Checking the MUpd boxes and clicking save 🖫 without highlighting the rows or entering dates "Sent to HHS:"

3. Action: Checking the MUpd boxes, highlighting the rows, and clicking save 🖫 without entering dates "Sent to HHS:"

Resulting Error: ❌ PO NNX11AD040 Error: Sent Date blank, then Manual Update flag must be blank.

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4. Solution

   i. Select the appropriate dates when manual updates were executed on the HHS system
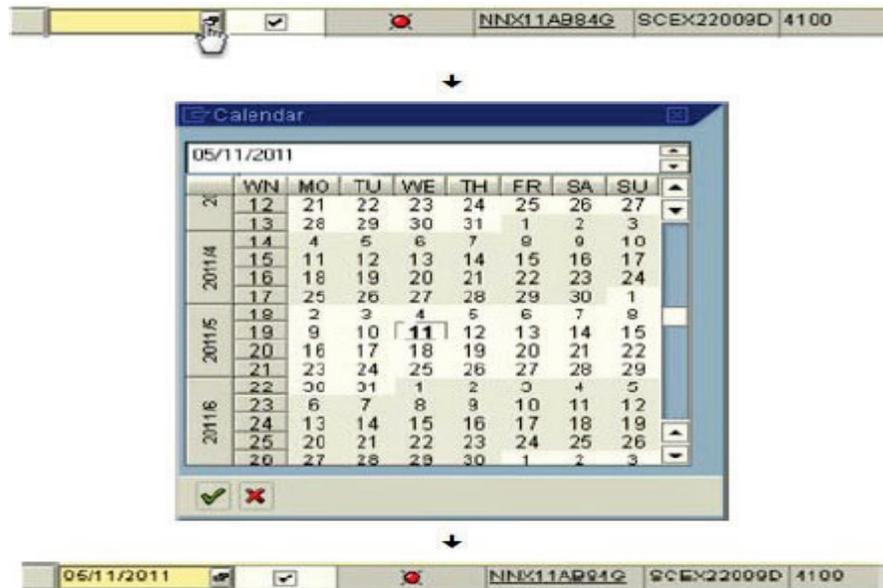
   ii. Check the MUpd boxes for each record that nets to zero.

Highlight the rows with offsetting amounts. Click save to push those records into the ZMM_GRANT_AWARDS table already flagged with "Sent to HHS" with the date(s) entered.

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iii. Click ![checkmark]. Note the green indicators in the "Mod Recorded column as well as the dates and MUpd flags set in the far right columns.

iv. Run Z_LOC_VIEW using for this PO (Example: NNX11AB84G). Populate the Date transmitted to HHS with the date used in the previous step. Check the box for Only mods sent to HHS.

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v. The records in the current scenario that were added to the table in the previous steps should now be appear in Z_LOC_VIEW results:

5. Re-execute ZHHS_NET_ZERO using the same parameters. The net-zero entries for PO NNX11AB84G have been successfully dropped.

STEP 18.   **HHS Processor (SP)** – Received Quarterly Federal Financial Report (FFR) from PMS (Control Activity 11.6.4)

A. PMS will email the NSSC their "Disbursement Return Status Report"

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B. Report is provided on a quarterly basis. Grantees are considered "delinquent" if they have not electronically filed their quarterly report in PMS by the 30th day after the quarter ending (ex: Quarter ending March 31st, due by April 30th)

1. PMS blocks all accounts that are delinquent in filing their quarterly SF-425 report

2. Upon submission of quarterly report and acceptance by PMS, the account will be unblocked and the grantee may access their funds

C. The HHS Processor will perform a 1% stat sampling on accounts for each NASA Center on the electronic Quarterly SF-425's submitted to PMS. If within the 1% sampling, a discrepancy is discovered, the grantee will be contacted for resolution (Appendix F)

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SYSTEM COMPONENTS (EXISTING SYSTEMS)

IT System Title	IT System Description	Access Requirements
SAP/Integrated Enterprise Management Program (IEMP)	Interfaces with PMS for grant activities in FMD	User role at NSSC
Business Objects (BOBJ)	SAP Records—Business Warehouse	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
IRIS	Invoice Routing & Information System	User role at NSSC
ServiceNow	Work Management System	User role at NSSC
Grants Database	Work Management System	User role at NSSC

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CUSTOMER CONTACT CENTER STRATEGY

Contact Center

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

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

Document Imaging

All incoming documents will be received into the NSSC Document Imaging Department where they will be processed and electronically filed. Documents may be sent to the NSSC as follows:

E-mail: nssc@nasa.gov
Fax: 1-866-779-6772
Mail: NASA Shared Services Center
                 ATTN: FMD-Grants
                 Building 1111, Jerry Hlass Rd.
                 Stennis Space Center, MS 39529

Relevant Points of Contact at the NSSC

Michele Rollins
NASA Shared Services Center
Building 1111, Jerry Hlass Rd.
Stennis Space Center, MS 39529
Phone: 228-813-6322
E-mail: Michele.M.Rollins@nasa.gov

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APPENDIX A – ACRONYM LIST

AAO	Agency Application Office
ALI	Accounting Line Item
AOR	Authorized Organization Representative
AP	Accounts Payable
AR	Accounts Receivable
BOBJ	Business Objects
BOC	Bill of Collection
BW	Business Warehouse
CAN	Common Account Number
CCR	Central Contractor Registration
CMM	Contract Management Module
CMP	Continuous Monitoring Program
CS	Civil Servant
DHHS/PMS	Department of Health and Human Services Payment Management Services System
DI	Document Imaging
DPM	Division of Payment Management
DRN	Document Reference Number
DUNS	Data Universal Numbering System
EPSS	Enterprise Performance Support System
FFR	Federal Financial Report (SF-425)
FMC/FMT	ServiceNow Financial Management Case/Task
FMD	Financial Management Division

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FY	Fiscal Year
GL	General Ledger
HHS	Health and Human Services (aka DHHS/PMS)
IDOC	Intermediate Document
IDR	Invoice Data Requirements
IEMP	Integrated Enterprise Management Program
IPAC	Intra-Governmental Payment and Collection
IRIS	Invoice Routing & Information System
LOC	Letter of Credit
NASA	National Aeronautics and Space Administration
NPR	NASA Procedural Requirement
NSSC	NASA Shared Services Center
OC	Object Class
OMB	Office of Management and Budget
PANS	Payee Account Numbers
PIN	Payee Identification Number
PLI	Procurement Line Item
PMS	Payment Management Services (aka DHHS/PMS)
PO	Purchase Order
POC	Point of Contact
SAP	Systems, Applications and Products in Data Processing (NASA's Core Financial System)
SF	Standard Form
SN	ServiceNow

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SP	Service Provider
TBD	To Be Determined
TIN	Tax Identification Number
VIN	Vendor Identification Number
VIP	Vendor Invoice Processor
VPP	Vendor Payment Processor

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APPENDIX B – ADVANCE PAYMENT METHOD GRANTS WORK FLOW
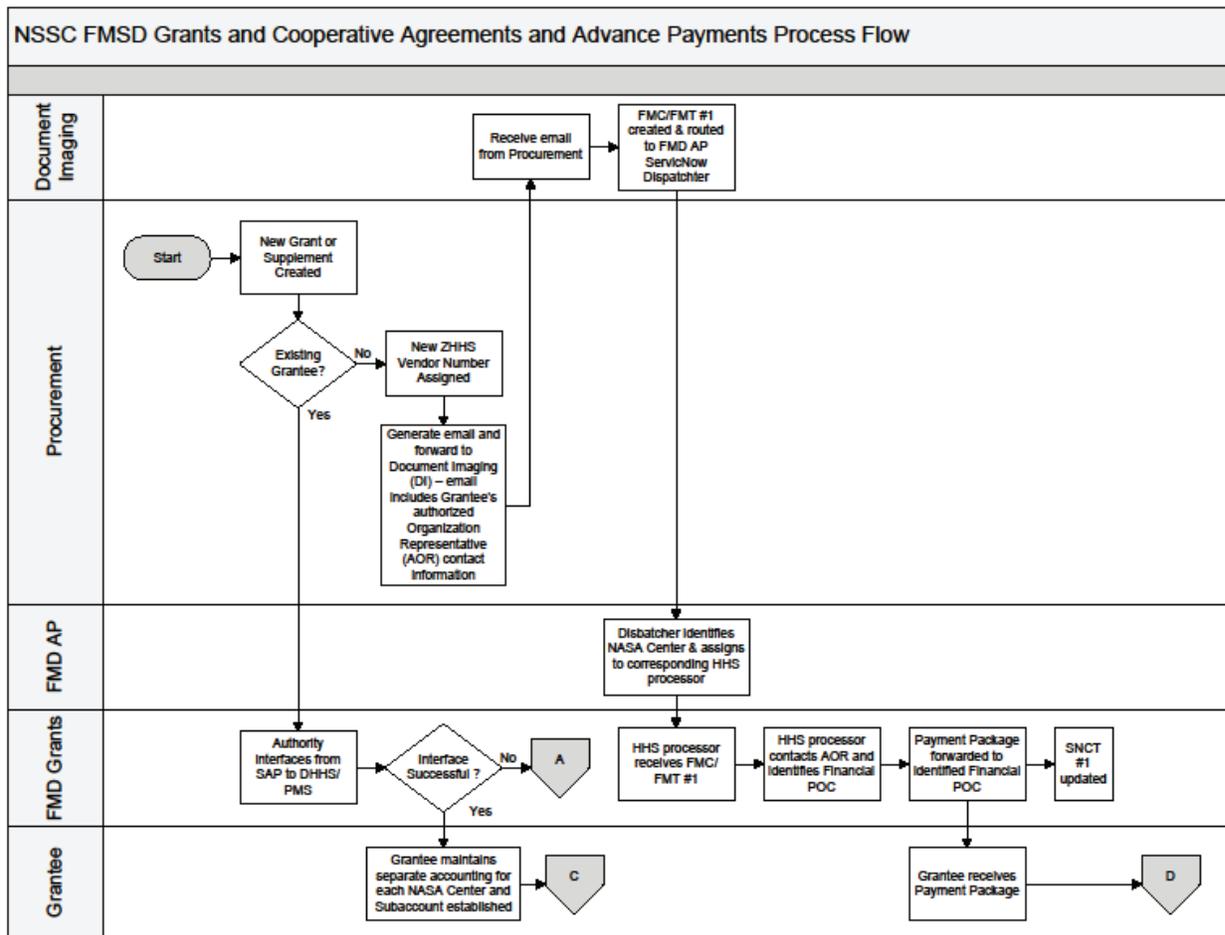
NSSC FMSD Grants and Cooperative Agreements and Advance Payments Process Flow

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NSSC FMSD Grants and Cooperative Agreements and Advance Payments Process Flow
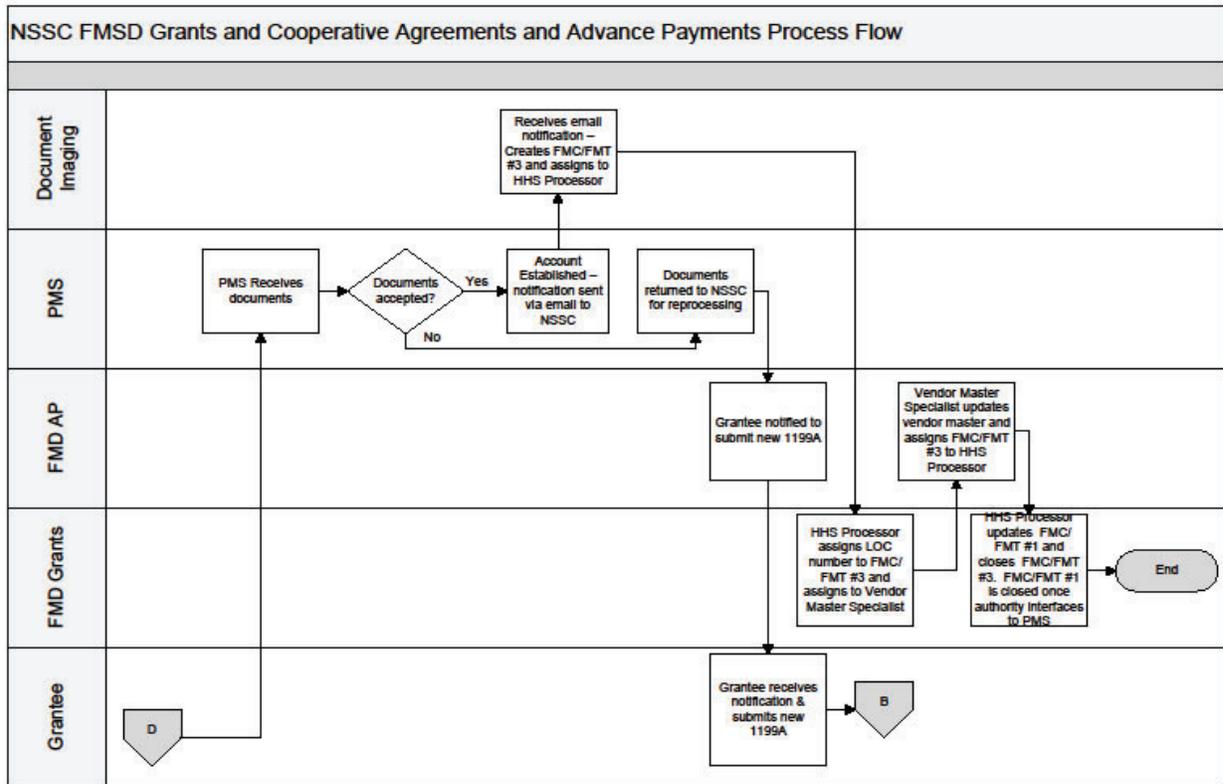
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NSSC FMSD Grants and Cooperative Agreements and Advance Payments Process Flow
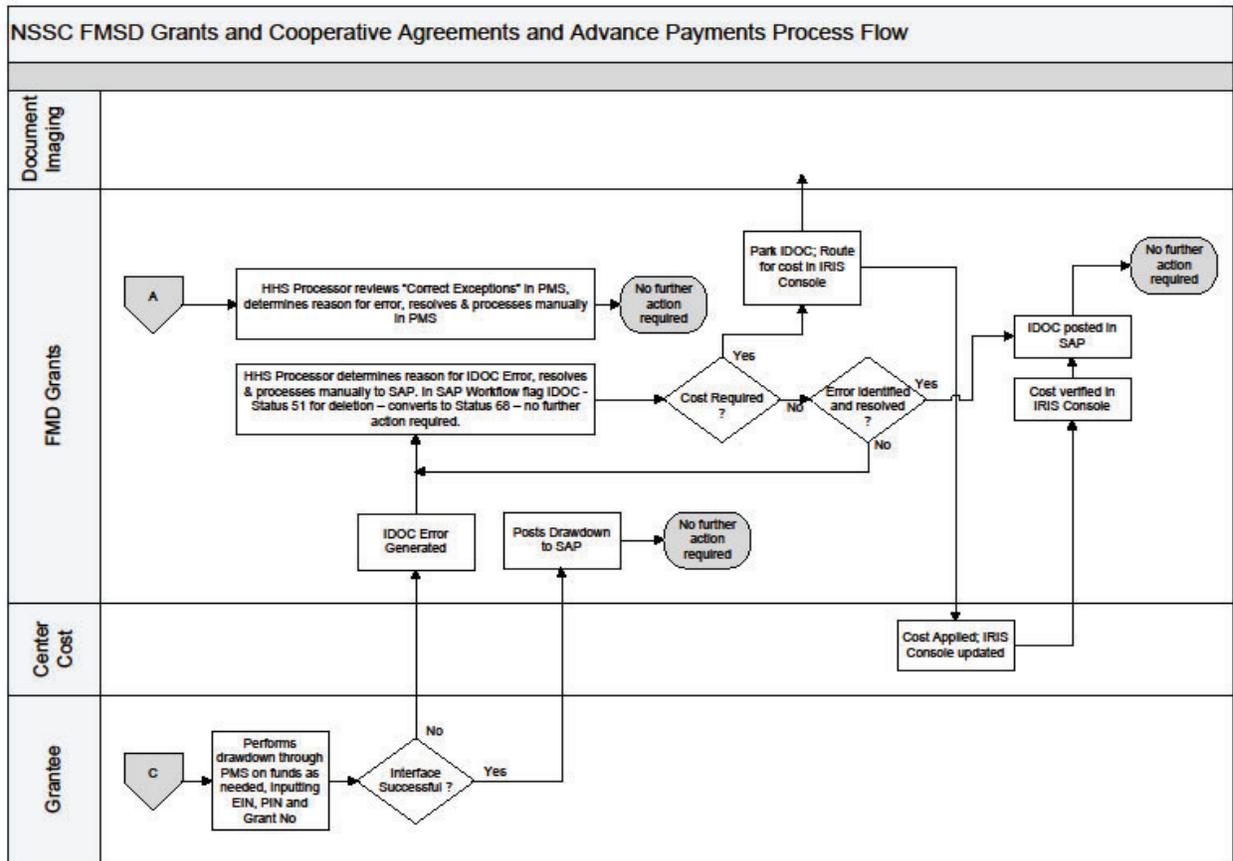
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NSSC FMSD Grants and Cooperative Agreements and Advance Payments Process Flow

Quarterly SF425 Submissions
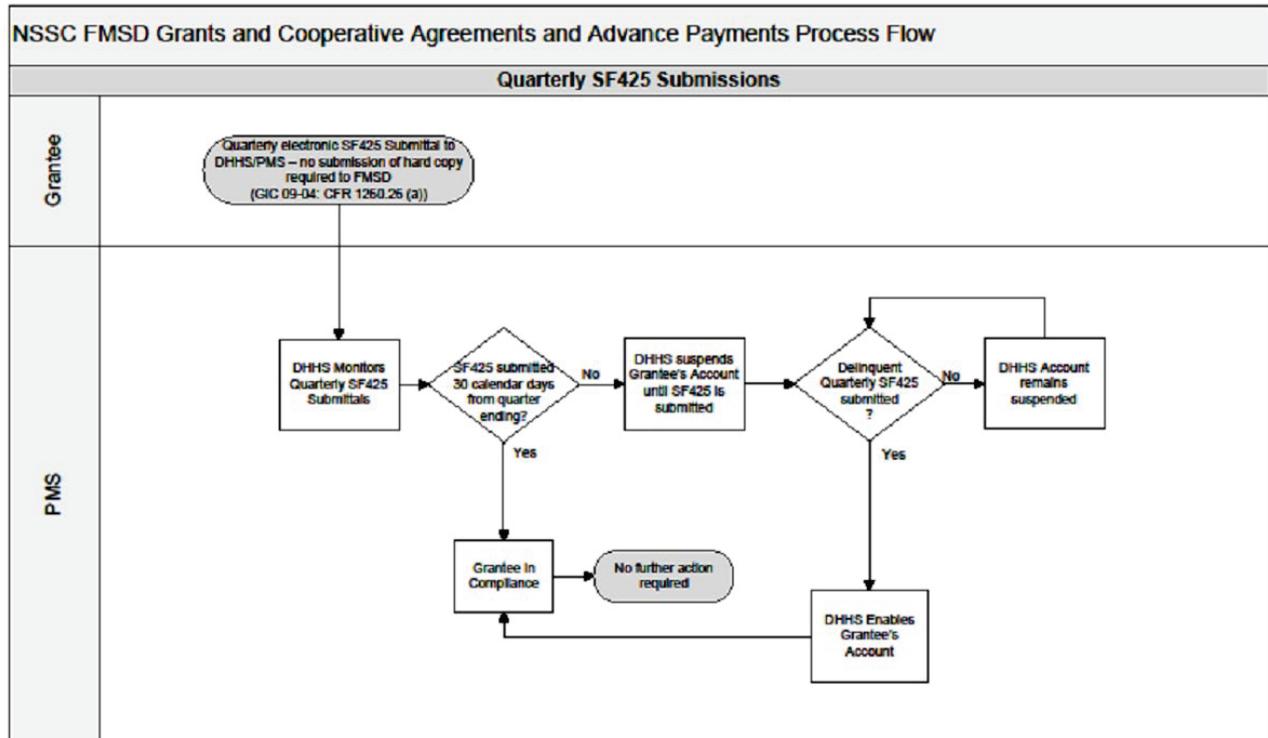
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NSSC FMSD Grants and Cooperative Agreements and Advance Payments Process Flow

Final SF425 Submission
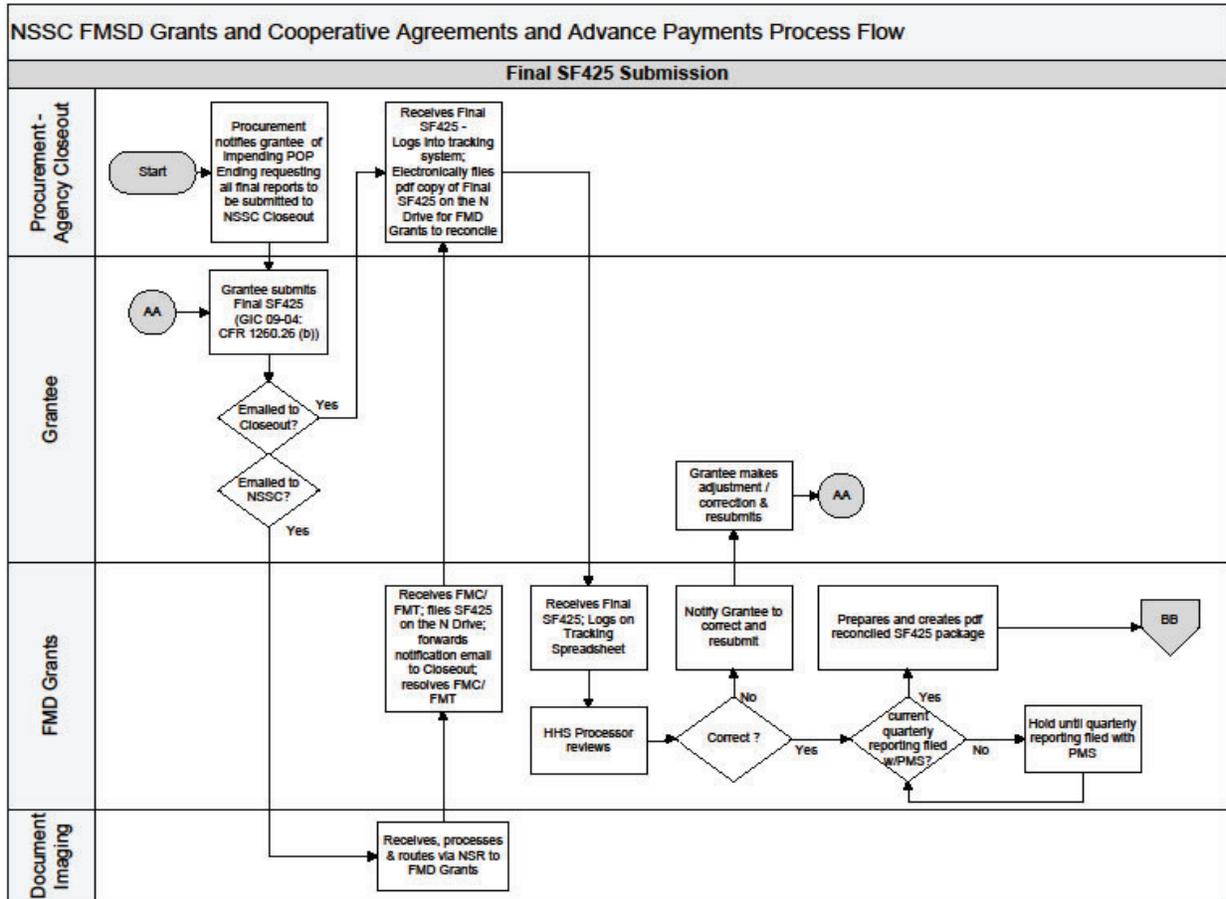
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NSSC FMSD Grants and Cooperative Agreements and Advance Payments Process Flow

Final SF425 Submission - Continued

NSSC FMSD Grants and Cooperative Agreements and Advance Payments Process Flow
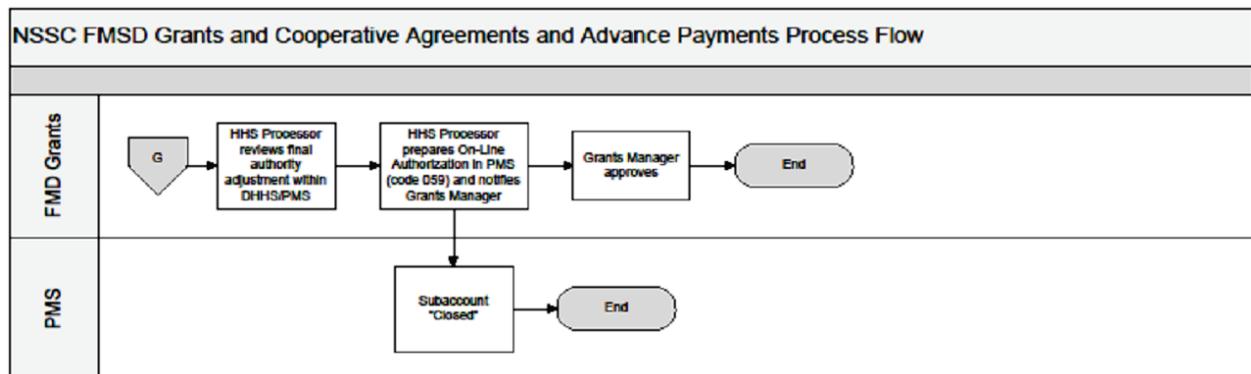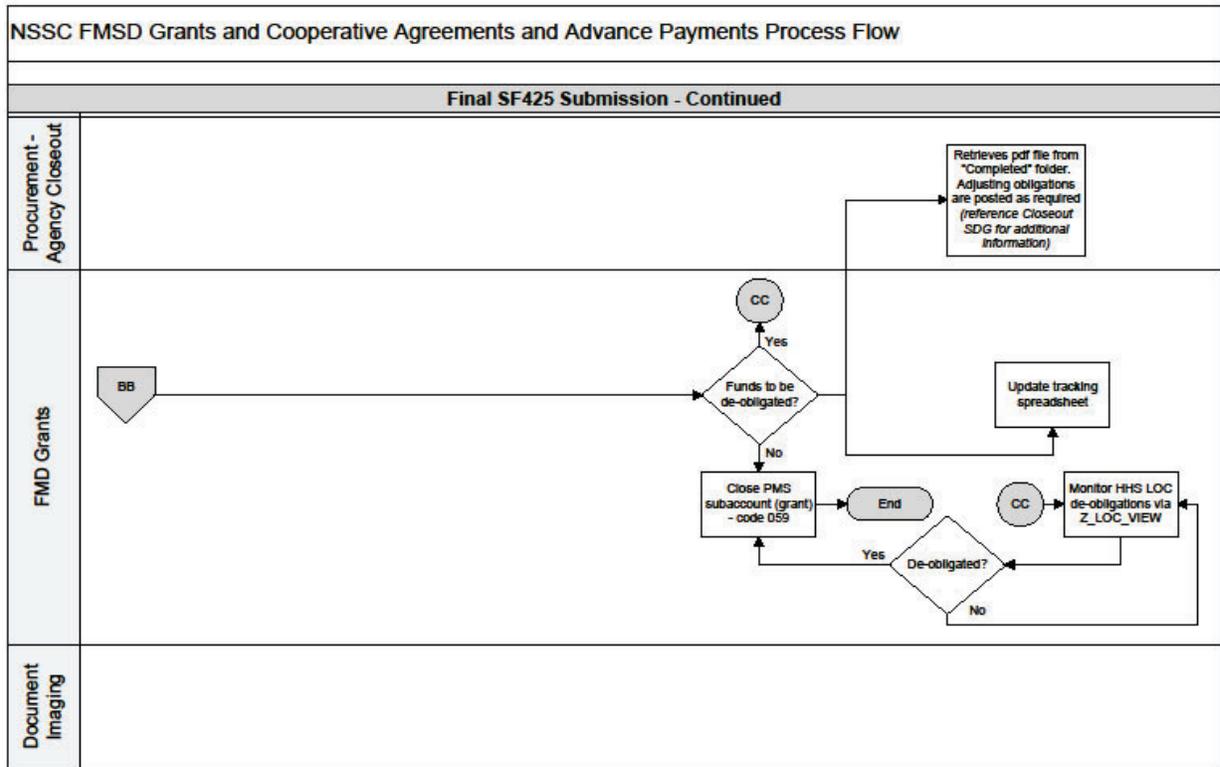
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APPENDIX C – PAYMENT PACKAGE (SAMPLE)

Dear Grantee:

This letter is in reference to your newly awarded grant/cooperative agreement with the National Aeronautics and Space Administration (NASA).

New Grant Recipients that do not have an account with the Department of Health and Human Services (DHHS) Payment Management System (PMS) *for the awarding NASA Center* are required to complete and return the SF-1199A Direct Deposit Sign-up Form and Contact Information Sheet.

The original SF-1199A form, **with original signatures** from the recipient and bank, must be returned to the address listed below. *Important - forms with whiteout will not be accepted*.

Once you have completed the enclosed forms, please return them to:

Regular Mail Only: Express Mail Only:

Regular Mail: *Express Mail:*

HHS/PSC/Division of Payment Management   HHS/PSC/Division of Payment Management

P.O. Box 6021   7700 Wisconsin Ave., Suite 920

Rockville, MD 20852   Bethesda, MD 20814

The process for completing the paperwork and establishing your account will take approximately 14 days from the time DHHS receives your completed documents. DHHS will send you system access instructions, an account "PIN" number and password. As soon as we receive notification from DHHS that your account "PIN" number has been established, we will deposit the authorized funds, based on the grant/cooperative agreement award, into your account.

If you have further questions or comments, please call the NSSC Customer Contact Center at **(877) 677-2123** or e-mail to nssc-contactcenter@nasa.gov.
Regards,

NASA Shared Services Center

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Instructions for Completion of the

DIRECT DEPOSIT SIGN-UP FORM (SF-1199A)

(Please Read This Carefully)

OVERVIEW

What is the purpose of this form?

Grant Recipients must have established, active accounts in the Payment Management Services (PMS) in order to request authorized funds. The accounts are established in PMS once the completed SF-1199A and Payment Management Services Access forms have been received by Division of Payment Management (DPM). It is the responsibility of the Awarding Agency to provide the requisite Direct Deposit Sign-Up Form (SF-1199A) and DPM's Payment Management Services Access Form to the grantee for completion. It is also the Awarding Agency's responsibility to ensure the accuracy of the forms' information prior to forwarding them to DPM for processing.

Who must complete this form?

SF-1199A - Section 1 is to be completed by the grant recipient. Section 2 is to be completed by the Awarding Agency. Section 3 is to be completed by the recipient's financial institution.

Who must disseminate copies of this form?

The Awarding Agency should retain copies of the SF-1199A and Contact Information forms. The financial institution will retain its copy of the SF-1199A. Both originals must be mailed to the Awarding Agency.

What if some of the information changes (banking or contact information)?

The recipient must obtain and complete a new SF-1199A. Blank forms are available on the DPM Web site at https://pms.psc.gov/ and should be available at the recipient's financial institution as well. Once all sections are completed, please include a cover memo stating that the accompanying SF-1199A form is being submitted to change account information in the Payment Management Services System. The memo should

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list all the Payee Account Numbers (PANS) that are affected. All information should be forwarded to your Awarding Agency.

Who must complete the DPM Payment Management Services Access Form?

The form must be completed and accompany the SF-1199A for "each" individual who wants to gain access to the Payment Management Services. Forms should also be submitted for personnel changes and/or account access deactivations.

ADDITIONAL INFORMATION

• The back of the SF-1199A must be read carefully before signatures are made.

• All information is to be typed or printed in ink on the SF-1199A.

• All signatures must be original and in ink.

• Alterations such as erasures, correction fluid and strike-outs are unacceptable and will invalidate the form.

• All data elements on the SF-1199A must be completed unless a blank is indicated.

• The SF-1199A cannot be faxed.

• The Payment Management Access Form must have signature in order to be valid

Section 1 (To Be Completed by Payee)

A. TYPE OR PRINT YOUR ORGANIZATION'S NAME, ADDRESS AND TELEPHONE

NUMBER. Do not enter an individual's name in this block. Forms containing white out or any alterations to the payee name are unacceptable.

B. TYPE OR PRINT YOUR ORGANIZATION'S NAME.

C. Claim or Payroll ID Number: The form cannot be processed without this information. This is your organization's 12-digit Central Registry (CRS)/Employer Identification Number (EIN) or your organization's 9-digit Tax Identification Number (TIN).

D. Check type of Bank account "Checking" or "Savings".

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E. TYPE THE ACCOUNT NUMBER at your Financial Institution to which the funds will be "Direct Deposited". Do not use white out or make any alterations to the account number.

F. Check the box "Other" and type the name of the awarding Federal agency.

G. Leave blank.

Payee Account Holder's Certification: The individual(s) having signature authority for the bank account should sign and date.

Other Required Information: At the Top Right Hand Corner, Please Type "Duns" Followed By Your Organizations DUNS Number (Data Universal Numbering System)

Section 2 (To be completed by Payee)

Awarding Agency Information: NASA Shared Services Center (NSSC), Building 1111, Jerry Hlass Rd., Stennis Space Center, MS 39529

Section 3 (To be completed by your Financial Institution)

The bank's representative must sign the form and provide a telephone number for contact purposes.

The depositor account title must be filled in and should match the payee name in most cases. Maintain the payee(s) copy for your records.

Note: If "ALL" portions of this section are not completed, this will cause a delay in your organization being established in PMS.

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Standard Form 1199A
(Rev. June 1987)
Prescribed by Treasury
    Department
Treasury Dept. Cir. 1076

OMB No. 1510-0007

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for direct deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.

- A separate form must be completed for each type of payment to be sent by Direct Deposit.

- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.

- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (last, first, middle initial)

ADDRESS (street, route, P.O. Box, APO/FPO)

CITY   STATE   ZIP CODE

TELEPHONE NUMBER
    AREA CODE

B NAME OF PERSON(S) ENTITLED TO PAYMENT

C CLAIM OR PAYROLL ID NUMBER

    Prefix   Suffix

D TYPE OF DEPOSITOR ACCOUNT   ☐ CHECKING   ☐ SAVINGS

E DEPOSITOR ACCOUNT NUMBER

F TYPE OF PAYMENT (Check only one)
    Social Security   Fed Salary/Mil. Civilian Pay
    Supplemental Security Income   Mil. Active ____
    Railroad Retirement   Mil. Retire.
    Civil Service Retirement (OPM)   Mil. Survivor
    VA Compensation or Pension   Other ____
                                          (specify)

G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)

TYPE	AMOUNT

PAYEE/JOINT PAYEE CERTIFICATION
I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.

SIGNATURE	DATE
SIGNATURE	DATE

JOINT ACCOUNT HOLDERS' CERTIFICATION (optional)
I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.

SIGNATURE	DATE
SIGNATURE	DATE

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS

SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION	ROUTING NUMBER	CHECK DIGIT
	DEPOSITOR ACCOUNT TITLE	

FINANCIAL INSTITUTION CERTIFICATION

I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.

PRINT OR TYPE REPRESENRATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

NSN 7540-01-058-0224

1199-207

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BURDEN ESTIMATE STATEMENT

The estimated average burden associated with this collection of information is 10 minutes per respondent or record-keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property & Supply Section, Room B-101, 3700 East-West Highway, Hyattsville, MD 20782 or the Office of Management and Budget, Paperwork Reduction Project (1510-0007), Washington, D.C. 20503.

PLEASE READ THIS CAREFULLY

All information on this form, including the individual claim number, is required under 31 USC 3322, 31 CFR 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent. Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit/Electronic Funds Transfer Program.

INFORMATION FOUND ON CHECKS

Most of the information needed to complete boxes A, C, and F in Section 1 is printed on your government check:

(A) Be sure that the payee's name is written exactly as it appears on the check. Be sure current address is shown.

(C) Claim numbers and suffixes are printed here on checks beneath the date for the type of payment shown here. Check the Green Book for the location of prefixes and suffixes for other types of payments.

(F) Type of payment is printed to the left of the amount.
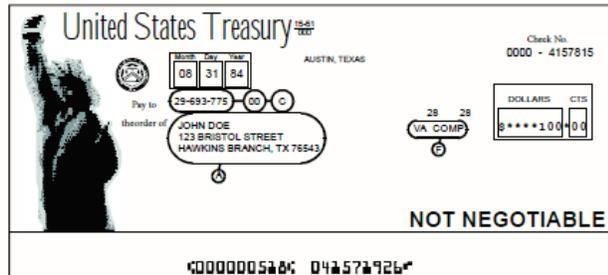
SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS

Joint account holders should immediately advise both the Government agency and the financial institution of the death of a beneficiary. Funds deposited after the date of death or ineligibility, except for salary payments, are to be returned to the Government agency. The Government agency will then make a determination regarding survivor rights, calculate survivor benefit payments, if any, and begin payments.

CANCELLATION

The agreement represented by this authorization remains in effect until canceled by the recipient by notice to the Federal agency or by the death or legal incapacity of the recipient. Upon cancellation by the recipient, the recipient should notify the receiving financial institution that he/she is doing so.

The agreement represented by this authorization may be cancelled by the financial institution by providing the recipient a written notice 30 days in advance of the cancellation date. The recipient must immediately advise the Federal agency if the authorization is cancelled by the financial institution. The financial institution cannot cancel the authorization by advice to the Government agency.

CHANGING RECEIVING FINANCIAL INSTITUTIONS

The payee's Direct Deposit will continue to be received by the selected financial institution until the Government agency is notified by the payee that the payee wishes to change the financial institution receiving the Direct Deposit. To effect this change, the payee will complete the new SF 1199A at the newly selected financial institution. It is recommended that the payee maintain accounts at both financial institutions until the transition is complete, i.e. after the new financial institution receives the payee's Direct Deposit payment.

FALSE STATEMENTS OR FRAUDULENT CLAIMS

Federal law provides a fine of not more than $10,000 or imprisonment for not more than five (5) years or both for presenting a false statement or making a fraudulent claim.

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DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
7700 Wisconsin Ave 10th Floor
Bethesda, Maryland 20814

Payment Management System Access Form
This form must be competed in its entirety in order to be processed

Please print or type
Action(s) Requested: (check all that apply)
❑ Establish New User Access

❑ Change Existing User Access: Current PMS Username_____

❑ Update Existing User Contact Information: Current PMS Username_____

❑ Deactivate User Access: Current PMS Username if not known, print or type first and last name of person to be deactivated and complete sections 1, 2 and 5 below_____

1. Name of Institution/Organization: _____

2. Payee Identification Number(s) (PIN) if not known, list EIN: _____

    Is the action requested for all accounts associated with this PIN(s)? ❑ Yes ❑ No

3. Request to Establish/Change Access or Update Contact Information for:

Name (Please Print): _____

Title: _____

Telephone #:   _____

E-Mail Address: _____

Mailing Address: _____

4. Type of access requested for user:

        ❑ Payment Requests and Inquiries

        ❑ Inquiry Only

        ❑ Federal Financial Report (FFR)

5. Supervisor's Approval of requested action (recipient organization authorized representative)
   If you are the highest ranking person in your organization, please sign your own form.

Supervisor Name (Please Print):   _____

Supervisor's Signature: _____

Supervisor's Title: _____Supervisor's Telephone Number: _____

IF THIS IS A NEW ACCOUNT, PLEASE MAIL THIS FORM ALONG WITH YOUR SF-1199A DIRECT DEPOSIT FORM.

IF YOUR BANKING INFORMATION HAS BEEN ESTABLISHED IN THE PAYMENT MANAGEMENT SYSTEM, YOU MAY FAX THIS FORM TO 301-492-5096 or 301-492- 4581. PLEASE FAX ONLY ONE FORM AT A TIME.

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APPENDIX D – CLOSEOUT RECONCILIATION (SAMPLE)

National Aeronautics and Space Administration
NASA Shared Services Center – Finance Office

Grants and/or Cooperative Agreements

This file is complete in accordance with NASA closeout requirements 1260.77, Grant Closeout Procedures.

Grant Number _____
Institution _____
Period of Performance _____
Center _____

FINANCE SECTION

Obligated Amount _____

Disbursed Amount _____

De-obligate Amount $ -   PLI/ALI _____

Last Payment (Posted) Date _____   PR# _____

Voucher No. _____   PLI/ALI _____

PR# _____

Finance Reconciler
Name _____
Phone _____
E-mail _____
Date of Reconciliation _____

Notes: _____
_____
_____
_____

For Finance Use Only:	
Emailed to Center (if applicable)	
To Document Imaging	
Attached in SAP	
To Closeout	
Spreadsheet Updated	
059 in PMS	

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National Aeronautics and Space Administration
NASA Shared Services Center – Finance Office

Grants and/or Cooperative Agreements

This file is complete in accordance with NASA closeout requirements 1260.77, Grant Closeout Procedures.

Grant Number
Institution
Period of Performance
Center

Obligated Amount	$	235,099.00		
Disbursed Amount	$	235,093.97		
De-obligate Amount	$	5.03	PLI/ALI	3/1
Last Payment (Posted) Date		7/24/2015	PR#	4200478696
Voucher No.		5602274967	PLI/ALI	.
			PR#	

Finance Reconciler
Name
Phone
E-mail
Date of Reconciliation

For Finance Use Only:	
Emailed to Center (if applicable)	
To Document Imaging	
Attached in SAP	
To Closeout	
Spreadsheet Updated	
059 in PMS	

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FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted NASA	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) ████████	Page 1	of 1 pages

3. Recipient Organization (Name and complete address including Zip code)
Trustees of Boston University - Office of Research Accounting
25 Buick Street, 2nd Floor, Boston MA 02215

4a. DUNS Number ████	4b. EIN ████	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) ████	6. Report Type ☐ Quarterly ☐ Semi-Annual ☐ Annual ☑ Final	7. Basis of Accounting ☑ Cash or ☐ Accrual

8. Project/Grant Period From: (Month, Day, Year) 06/20/11	To: (Month, Day, Year) 06/19/15	9. Reporting Period End Date (Month, Day, Year) 06/19/15

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	$235,093.97
b. Cash Disbursements	$235,093.97
c. Cash on Hand (line a minus b)	$0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal funds (line d minus g)	
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense	Predetermined	63.50%	07/01/11	06/30/12	$52,676.10	$33,449.32	$33,449.32
	Predetermined	63.70%	07/01/12	06/19/15	$89,921.30	$57,279.87	$57,279.87
				g. Totals:	$142,597.40	$90,729.19	$90,729.19

12. Remarks: F&A excludes capital and fabricated equipment expenses of $1,767.38 (Prepared by Salvie Zaccaria, Research Administrator: 781-353-4556 zaccaria@bu.edu)

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official Diane Baldwin, Interim Vice President for Research Finance & Assistant Vice President for Sponsored Programs	c. Telephone (Area code, number and extension) ████
b. ████	e. Date Report Submitted (Month, Day, Year)
	14. Agency use only:

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```
INQUIRY: Document Data w/ FCO Segments w/ Appr ID Extended    DATE: 08/27/2015  TIME: 01:12:15 PM

*** SEARCH PARAMETERS *********************************
     GRANT AWARD: ████
  POSTED EXT DATE: All thru 08/27/2015
     REQUEST DATE: All thru 08/27/2015
        PAID DATE: All thru 08/27/2015
******************************************************
-------------------------------------------------------------------
*ACCT** *PIN* ****EIN***** *****DUNS***** ********Organization Name********
9M08P  9M08  ███████████  ████████████
HHS-REG: 01 STATE: MA PMT: ACH STOP: N MAN-REV: Y 272: File GROUP: F82E USER: Tadios Asgodom

AGY* *******GRANT********          ****DOC AUTHORIZED***** ****DOC DISBURSED***** *****DOC CHG-ADV****** *RPT DISB* RS
                                   ****DOC CANCEL AUTH**** ****DOC CANCEL DISB*** *****DOC CANCEL CHG***
     *******EIN*********          ****DOC FUTURE AUTH**** ****DOC SNAP DISB***** *****DOC SNAP CHRG****           RI
     *******FCO********* ****APPR ID**** ****FCO AUTHORIZED***** ****FCO DISBURSED***** *****FCO CHG-ADV****** *SUB ACCT*
     ***BEG*** ***END****          ****FCO FUTURE AUTH**** ****FCO SNAP DISB***** *****FCO SNAP CHRG****
S    ███████████                        235,099.00             235,093.97            235,093.97 06/30/2015  A
                                               .00                    .00                   .00
     1042103547B1                             .00             235,093.97            235,093.97              N
     2011-S511120-4100   80  1/20120.51    75,906.00              75,906.00             75,906.00 NNX11AK33G
     06/20/11 06/19/15                          .00              75,906.00             75,906.00
     2012-S511223-4100   80  2/30120.51    78,435.00              78,435.00             78,435.00 NNX11AK33G
     06/20/11 06/19/15                          .00              78,435.00             78,435.00
     2013-S511324-4100   80  3/40120.51    80,758.00              80,752.97             80,752.97 NNX11AK33G
     06/20/11 06/19/15                          .00              80,752.97             80,752.97

-------------------------------------------------------------------
INQUIRY: AUTHTC-E (Authorization Transactions Extended)
-------------------------------------------------------------------
DOC: ███████████        OP DIV:S  AUTH TC's Follow --
T/C RM ***********FCO*********** ****INC-AUTH***** POST DT  TIME  START DT END DT   ISSUE DT *****EIN**** REF *USER** R ***
050 15 2013-S511324-4100              .00 06/05/14 12:23 06/20/11 06/19/15 06/05/14 1042103547B1 S99      N
050 13 2013-S511324-4100         80,758.00 06/24/14 14:23 06/20/11 06/19/14 06/23/13 1042103547B1 S99     N
050 15 2012-S511223-4100              .00 06/05/14 12:23 06/20/11 06/19/15 06/05/14 1042103547B1 S99      N
050 13 2012-S511223-4100         78,435.00 05/29/12 14:06 06/20/11 06/19/14 05/25/12 1042103547B1 S99     N
050 15 2011-S511120-4100              .00 06/05/14 12:23 06/20/11 06/19/15 06/05/14 1042103547B1 S99      N
050 13 2011-S511120-4100         75,906.00 07/11/11 13:49 06/20/11 06/19/14 07/11/11 1042103547B1 S99     N
                     NET TC:     235,099.00

-------------------------------------------------------------------
Hits: 6

-------------------------------------------------------------------
INQUIRY: DBT (Disbursement Transactions)
-------------------------------------------------------------------
DOC: ██████                AGY: FNASS51           DISB TC's Follow --
T/C **ROD**** ******INC-AMT***** ******CUM-AMT***** POST DATE* *FY* *******CAN****** *OC* ****ICN*****
905 06/30/2015      2,920.82      235,093.97 07/30/2015  2013     S511324 4100  50200080
905 03/31/2015      1,080.78      232,173.15 04/30/2015  2013     S511324 4100  50200080
905 12/31/2014     21,695.16      231,092.37 01/27/2015  2013     S511324 4100  50200080
905 09/30/2014     27,585.97      209,397.21 10/30/2014  2013     S511324 4100  50200080
905 06/30/2014     27,470.24      181,811.24 07/30/2014  2013     S511324 4100  50200080
905 06/30/2014        782.22      154,341.00 07/30/2014  2012     S511223 4100  50200080
905 03/31/2014      3,417.51      153,558.78 04/29/2014  2012     S511223 4100  50200080
905 12/31/2013      3,417.51      150,141.27 01/28/2014  2012     S511223 4100  50200080
905 09/30/2013      7,282.37      146,723.76 10/29/2013  2012     S511223 4100  50200080
905 06/30/2013     10,672.18      139,441.39 07/31/2013  2012     S511223 4100  50200080
905 03/31/2013     14,815.96      128,769.21 04/26/2013  2012     S511223 4100  50200080
905 12/31/2012     10,208.92      113,953.25 01/26/2013  2012     S511223 4100  50200080
905 09/30/2012     17,618.91      103,744.33 10/30/2012  2012     S511223 4100  50200080
905 06/30/2012     10,219.42       86,125.42 07/21/2012  2012     S511223 4100  50200080
905 06/30/2012     21,919.84       75,906.00 07/21/2012  2011     S511120 4100  50200080
905 03/31/2012     31,435.86       53,986.16 05/01/2012  2011     S511120 4100  50200080
905 12/31/2011     18,152.12       22,550.30 01/31/2012  2011     S511120 4100  50200080
905 09/30/2011      4,398.18        4,398.18 10/28/2011  2011     S511120 4100  50200080
-------------------------------------------------------------------
Hits: 18

-------------------------------------------------------------------
INQUIRY: CHG-ADV (Charging Transactions)
-------------------------------------------------------------------
CHARGING TCs Follow --
T/C     ******INC-AMT****** POST DATE* *FY* *******CAN****** *OC*
062       1,912.85 07/24/2015 2013 S511324       4100
062       1,007.97 05/19/2015 2013 S511324       4100
062       1,080.78 02/24/2015 2013 S511324       4100
062       3,977.52 01/22/2015 2013 S511324       4100
062       7,846.22 12/18/2014 2013 S511324       4100
062       9,871.42 11/25/2014 2013 S511324       4100
```

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SAP Document Journal screen.

Document Journal

FM Area	NASA
Year Commitment Item	2015
Commitment Item	
Funds Center	
Fund	
Layout	/Z_NASAFMDOC
User	NS000768
Date/Time	08/27/2015 12:15:13

RefDocNo	RfItm	FM pstg d.	Val.type text	Amt type	Σ	Pymt Bdgt	Funded Prg	Funds ...	Fund	Cmmt Item	Transaction number	Text
NNX11AK33G	1	07/11/2011	Purchase Orders	0100		75,906.00	281945	51	SCEX22011D	4100	3000000751338289	Myn
NNX11AK33G	2	05/25/2012	Purchase Orders			78,435.00	281945	51	SCEX22012D	4100	3000000766539778	Myn
NNX11AK33G	3	06/23/2013	Purchase Orders			80,758.00	281945	51	SCEX22013D	4100	3000000785428039	Myn
				0100	▪	235,099.00						
				0200	▪	235,093.97-						
					▪▪	5.03						

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APPENDIX E – GRANTS TRANSITION SCHEDULE/RESPONSIBILITIES

February 9, 2009
- DFRC – GRC – JSC – KSC – SSC
- Centers transitioning will also be responsible for the following:
  - All grants with a validity end date of December 31, 2008 and prior will remain at the Centers for final closeout or disposition
  - January CMP; due February 2009
  - Closeout of grants not transitioning to NSSC
  - Reconciliation of all PSC 272s for the 1st Quarter

March 2, 2009
- LARC
- LARC will also be responsible for the following:
  - All grants with a validity end date of February 28, 2009 and prior will remain at LARC for final closeout or disposition
  - February CMP; due March 2009
  - Closeout of grants not transitioning to NSSC
  - Reconciliation of all PSC 272s for the 1st Quarter

March 9, 2009
- ARC
- ARC will also be responsible for the following:
  - All grants with a validity end date of February 28, 2009 and prior will remain at ARC for final closeout or disposition
  - February CMP; due March 2009
  - Closeout of grants not transitioning to NSSC
  - Reconciliation of all PSC 272s for the 1st Quarter

April 13, 2009
- MSFC
- MSFC will also be responsible for the following:
  - All grants with a validity end date of March 31, 2009 and prior will remain at MSFC for final closeout or disposition
  - March CMP; due April 2009

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- o Closeout of grants not transitioning to NSSC
- o Reconciliation of all PSC 272s for the 1st Quarter

April 20, 2009
- HQ
- HQ will also be responsible for the following:
    - o All grants with a validity end date of March 31, 2009 and prior will remain at HQ for final closeout or disposition
    - o March CMP; due April 2009
    - o Closeout of grants not transitioning to NSSC
    - o Reconciliation of all PSC 272s for the 2nd Quarter

December 1, 2009 (Phase I) – January 2, 2010 (Phase II)
- GSFC
- GSFC will also be responsible for the following:
    - o All grants with a validity end date of November 30, 2009 and prior will remain at GSFC for final closeout or disposition
    - o December CMP; due January 2010
    - o Closeout of grants not transitioning to NSSC
    - o Reconciliation of all PSC 272s for FY2009 4th Quarter

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APPENDIX F – 1% STAT SAMPLING QUARTERLY DISBURSEMENTS REPORT PROCESS

STEP 1: Formatting Quarterly Disbursements Reports from PMS

A. PMS NASA POC will send an email with the information required for the Quarterly Disbursements - 1% Sampling process

B. Open 1% Sampling template Excel Spreadsheet.
1. Save 1 per center. This is found at N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Grants\00 1% Sampling
2. Copy data for each center from e-mail and paste into excel spreadsheet
3. Highlight first column / Data Tab / Text to Columns
4. Fixed width / next / move (or create break line as needed) / next
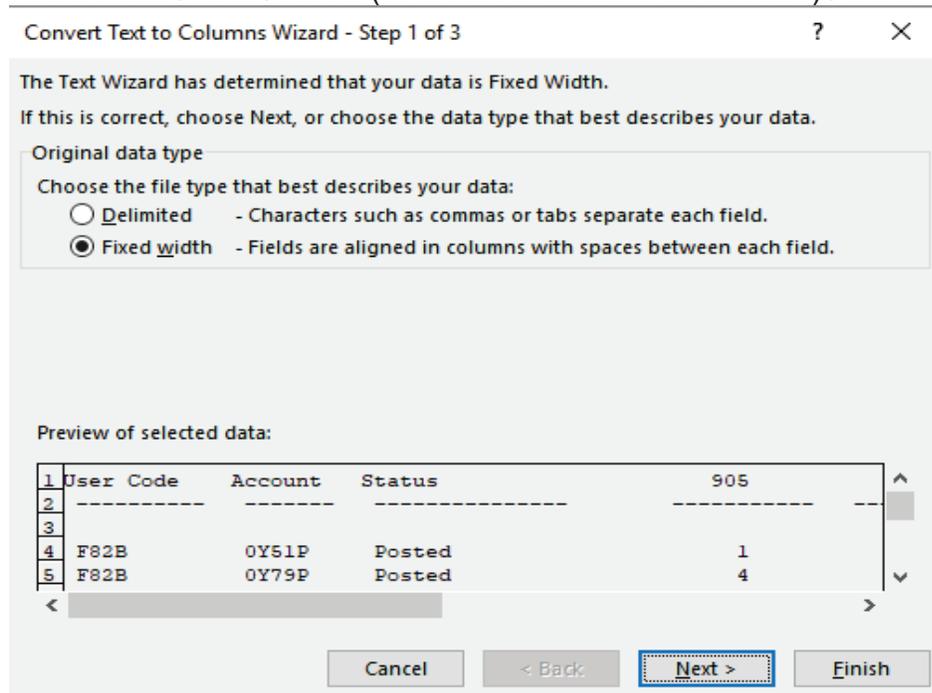
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5. Adjust columns as needed / Select finish when columns are correct.
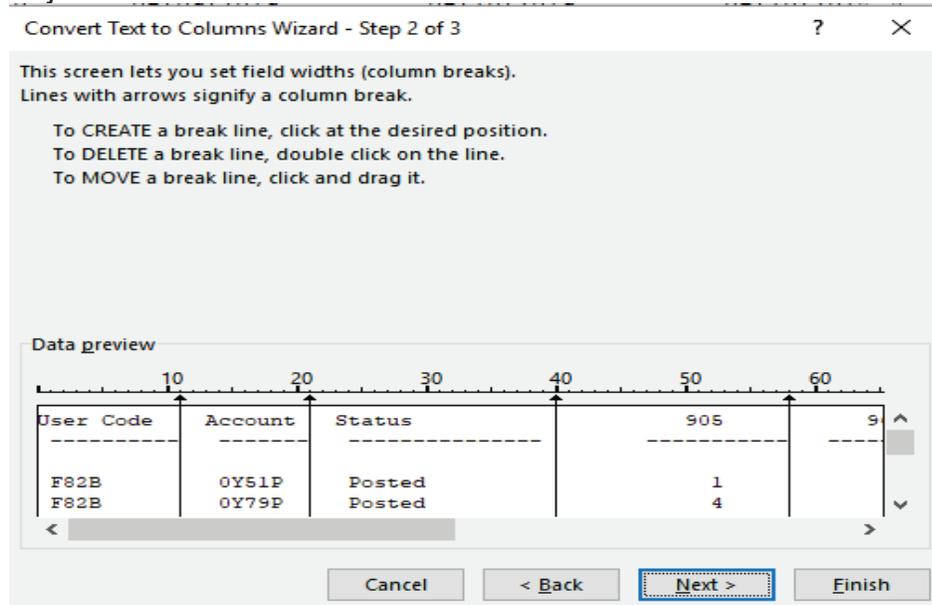
6. Sort Data / by Status / Order of Z to A
   (**Hint**: sometimes extra spaces are inserted before text in column – remove spaces before sorting – OR – sort, remove spaces & resort)
C. On all "Posted" accounts – take a 1% audit sample for analysis.

**STEP 2:** Obtaining 1% Stat Sampling from PMS Reports

A. Statistically sample 1% of the population from the PMS Quarterly Status Report on accounts listed as "compliant" on their quarterly reporting.

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B. Copy and paste Account Numbers from the PMS Quarterly Status Report into a separate Excel tab
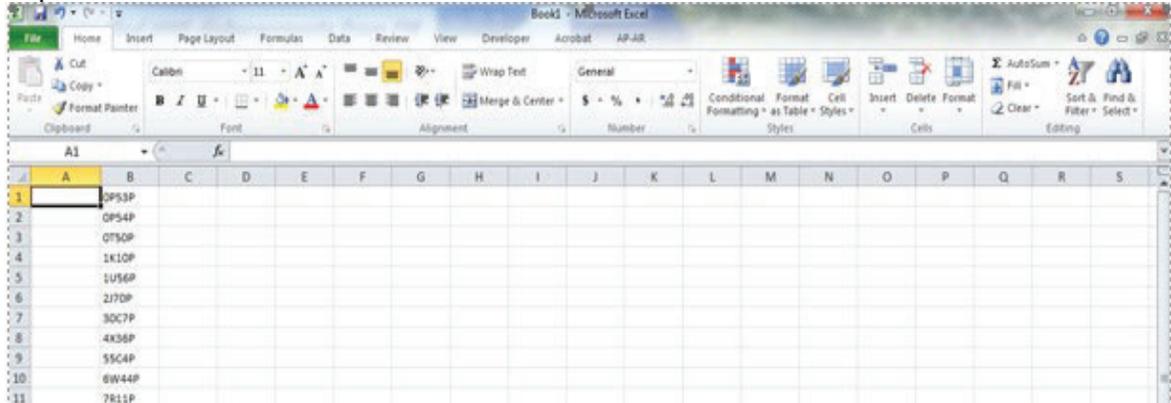
1. A1 should be the active cell

2. Choose "Formulas" tab from the ribbon
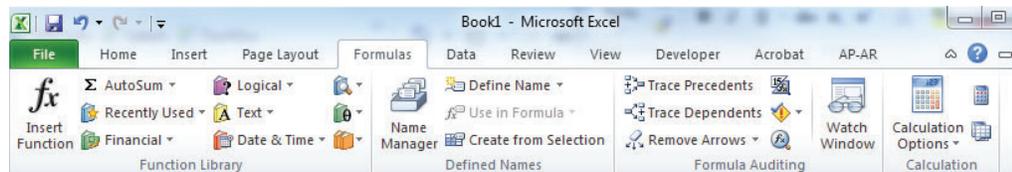

3. Select "fx" insert function
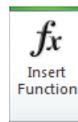
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4. A popup appears: choose Math & Trig for the category; scroll "select a function:" until you see "randbetween"
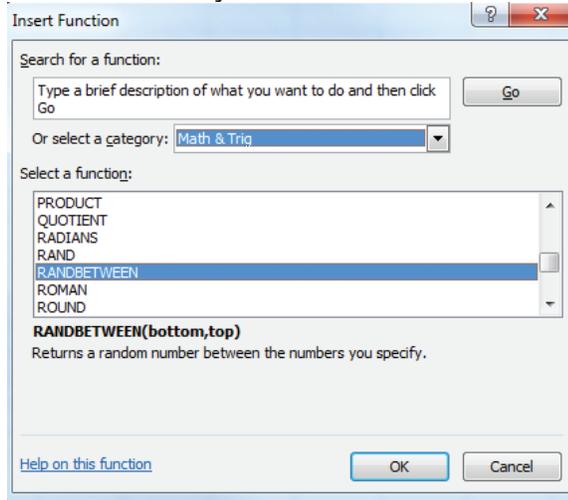
5. Enter a random bottom and top number variation
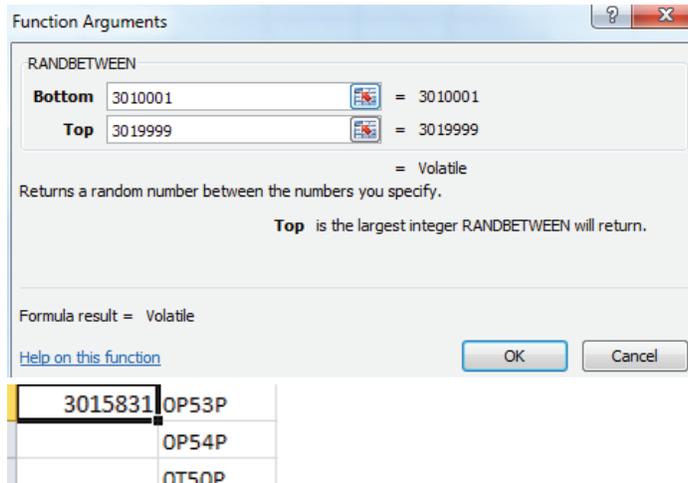
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6. To auto populate the column, double click the right bottom corner of A1 cell.

3013378	0P53P
3019427	0P54P
3018957	0T50P
3013192	1K10P
3010702	1U56P
3018811	2J70P
3019093	30C7P
3013894	4X36P
3017832	55C4P

7. Select column A

A	B
3013378	0P53P
3019427	0P54P
3018957	0T50P
3013192	1K10P
3010702	1U56P
3018811	2J70P
3019093	30C7P

8. Sort in any direction or format

9. Sorted data – sort numerically by Column A (smallest to largest)

	A	B
1	3010001	C6840P1
2	3010028	0Y27P
3	3010030	C0802P1
4	3010032	D9944P1
5	3010040	A8064P1
6	3010040	D3501P1
7	3010045	E2109P1

STEP 3: Instructions to Review 1% Stat Sampling

A. For selected accounts, review the subaccount Charge Advances vs reported disbursements amounts monitoring any excess "Cash on Hand". The data pulled to perform this reconciliation will be from the PMS Sync Report. When the sampling is complete, create FMC/FMT to Grants L3 for review.

B. Grants manager receives SN task from AP Grants SP that 1% Stat

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Sampling has been completed for all Centers.

C. Grants Manager retrieves file information from N:/FM Division/Accounts Payable_Accounts Receivable/Accounts Payable/Grants/00 1% Sampling/FY XXXX/(Fiscal Quarter End Date).

1. Each Center contains both the reconciliation file (MS Excel) and PMS supporting data (MS Word).
2. Review completed sample files for each Center (usually 1-2 accounts selected per Center per quarter).
3. Reconciliation spreadsheet

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4. Click on Random Selection tab at the bottom of the spreadsheet

5. Accounts that were selected through the sampling process will be identified in the spreadsheet as highlighted in yellow; each highlighted selection should have a reconciliation spreadsheet within the current MS Excel worksheet.

6. Next, click on the "(Ctr) Compliant Listing" tab at the bottom of the spreadsheet.

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7. Locate the account(s) that were selected in the random selection tab and ensure that the dates in the columns labeled "Exception Created, Exception Updated, and Post Date" match those fields on the reconciliation spreadsheet. In addition, the number of Active Accounts (905) and Inactive Accounts (964) are identified at the top of the spreadsheet. The numbers for the selected account(s) should match on the reconciliation spreadsheet

8. Ensure that all Grants populated in the ALL GRANTS portion of the reconciliation spreadsheet are located within the PMS backup support documentation for the Center. Current SF425s will be listed and total cash authorized, prior cumulative disbursement amount, and cumulative federal cash disbursement totals should tie back to active grants associated with selected accounts. If there are any errors or

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additional clarification is needed, contact the SP Grants POC.

```
Note : Charging TCs have been created in the new system only . If there were charging transaction
 in the old/legacy system (pre July 2000), then the Charging TCs may not equal to the total CHG-ADV on the grant document

S    NNX15AR28G                    136,871.00              6,123.30              35,679.59 03/31/2016  A  O
                                          .00                   .00                    .00
     2014-S211417-4100              51,872.25              6,123.30              35,679.59              O  N
     2015-S211519-4100              84,998.75                   .00                    .00              O  N
-------------------------------------------------------------------------------------
INQUIRY: AUTHTC-E (Authorization Transactions Extended)
-------------------------------------------------------------------------------------
DOC NNX15AR28G          OP DIV:S   AUTH TC's Follow --
T/C RM ************FCO************ ****INC-AUTH***** POST DT  TIME  START DT END DT   ISSUE DT *****EIN**** REF *USER** R ***DUNS NUM*** P *SUFFIX
050 13 2015-S211519-4100                     84,998.75 08/20/15 14:21 08/01/15 07/31/17 08/19/15 1741109620A9 S99         N
050 13 2014-S211417-4100                     51,872.25 08/20/15 14:21 08/01/15 07/31/17 08/19/15 1741109620A9 S99         N
                       NET TC:       136,871.00
-------------------------------------------------------
Hits:  2
-------------------------------------------------------------------------------------
INQUIRY: DBT (Disbursement Transactions)
-------------------------------------------------------------------------------------
DOC: NNX15AR28G          AGY: FNASS21          DISB TC's Follow --
T/C ***ROD**** ******INC-AMT***** ******CUM-AMT***** POST DATE* *FY* *******CAN******* *OC* ****ICN*****
905 03/31/2016      -25,432.94       6,123.30 04/29/2016  2014       S211417 4100 R53620
905 12/31/2015       31,556.24      31,556.24 01/19/2016  2014       S211417 4100 R53620
-------------------------------------------------------
Hits:  2
```

D. Once you have verified that all data is correct and accurate, Grants Manager will document that the review has been completed in the SN work log, resolve the SN task and close the SN case.

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APPENDIX G – ACTION ITEMS – DAILY/WEEKLY/MONTHLY

		FM GRANTS TASKS CHECKLIST	
Done	Frequency	Item	Path/Information
	Daily	Review and process Failed IDOCs in SAP Z_HHS_IDOC_View	Access Database
	Daily	Monitor Invoice Stat Report for IDOC Pending Actions. Post when completed.	Access Database
	Daily	Pull Confirmed Payments Report in PMS for daily 2b.1	https://pmsapp.psc.gov/pms/app/main
	Daily	Run CMP 2b.1 reports Confirmed Payments Reports in PMS	N:\FM Division\CS\AutoCMP\PROD\Grants\Processed
	Daily	Upload 2b.1 files into CMP Tool. Save to daily work file.	N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Grants\Daily Work folders
	Daily	Open 2B.1 output files, analyze discrepancies on workpapers	N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Grants\Daily Work folders
	Daily	Review Z_LOC_View for new grantees. Update Access records.	Access Database
	As needed	Register in PMS. Update Access records.	https://pmsapp.psc.gov/pms/app/userrequest
	As needed	Review PMS registration statuses. (Only the registrar has access to the status.) Send emails with Pmt Pkg and Acct #.	N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Grants\New Grantee Set Up\New Grantee Emails
	As needed	Create SNow tickets for Vendor Master to update new grants. Monitor for completion.	https://esd.nasa.gov
	Daily	Review PMS for any Correct Exceptions. Process when needed.	https://pmsapp.psc.gov/pms/app/userrequest (process using steps in SDG)
	Daily	Service Now tickets (assign/process/create from emails & phone calls)	https://esd.nasa.gov
	Weekly	SQ01 Z_AUTH_BA Mismatch between vendor and BA (by center)	SAP t-code SQ01—HHS Queries—Z_AUTH_BA—run variant for each center individually
	Weekly	SQ01 Z_AUTH_BA_V2 Mismatch between BA and Award Numbers (by agency)	SAP t-code SQ01—HHS Queries—Z_AUTH_BA_V2—run variant for all ZHHS
	Weekly	SQ01 Z_AUTH_BA_V3 Mismatch between BA and Plant (by agency)	SAP t-code SQ01—HHS Queries—Z_AUTH_BA_V3—run variant for all ZHHS
	Weekly	BOBJ GR Indicator Report	Appendix AD of the Grants SDG
	Last day of interface	SAP ZHHS_NET_ZERO report	SAP t-code ZHHS_NET_ZERO—run each center for current month
	Last day of interface	Manual Authority to PMS for certain grants listed in SDG	Listed in Grants CMP SDG
	Monthly	Notify FBWT/Centers about any outstanding failed IDOCs; create IDR forms for AR when needed	emails and SNow tickets
	Monthly	CMP Reports 2b.1 and 2b.2 begin on 1st business day of every month--2 days deadline	AAO tool—https://cmp.nasa.gov/ NSSC tool—https://cmp.nssc.nasa.gov/
	Monthly	Upload Sync Report to SAP; Prepare grants in PMS for closure	SAP t-code ZFI_HHS_SYNC—run all three reports; Appendix Q
	Monthly	POP End Dates (send to AAO—Pam Kroeger)	Appendix Q of Grants SDG
	Monthly	Month end Sync report analysis of discrepancies	N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Grants\Sync Reports\FY2020
	Monthly	Analyze CMP Work Paper Differences; begin after CMPs are completed in 1st wk	Check for actions needed to correct discrepancies
	Monthly	Subaccount Closures - Access Database	Appendix P of Grants SDG—Access and PMS
	Quarterly	FFR Disbursement Status Report--1% Sampling Report--send SNow task to L3, Grants POC	Create report after receiving email from PMS NASA Liaison—Appendix F in Grants SDG
	As needed	Meetings/telecoms requested by Supervisors, L3 and/or Centers	conference rooms, phone, offices, Teams
	As needed	IPAC Returned funds--Create Access records and process	emails and SNow tickets
	As needed	Reversal requests from centers	emails and SNow tickets
	As needed	Audit requests from Internal Controls/L3	emails and SNow tickets
	As needed	SDG Updates (2 wk deadline for new processes, 4 days for corrections from CS)	emails and SNow tickets
	Daily	Final SF425 Reconciliation--Create Access records and process; contact grantee for discrepancies	Forms received in SNow from Document Imaging
	As needed	Close any grant in PMS when Final SF425 is sent to closeout, if applicable	SAP/PMS/Access--059

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APPENDIX H – ASSIGNING LOC NUMBER – ACCESS DATABASE

STEP 1: This process only begins once it has been verified the new grant has been established in PMS.

A. Check query –"last LOC used"- for Center request

B. Grants Database is located at N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Grants\01 Work Management\ Grants Database.accdb
    1. Open Grants Database and click "New Grantee Information" button
    2. Click "Last LOC Query" button
    3. Enter Center initials (ex.LARC)
    4. Use next number – (ex.0000230259, next number will be 0000230260)
    5. Click "LOC List" button
    6. Double click "LOC data Input."
    7. Enter Center Initials and click "ok".

C. Scroll down and input the following information into database:
    1. Vendor Number
    2. Name of Organization
    3. Tax Number 3 = EIN #
    4. Tax Number 4 = LOC # (0000-Ctr#-last 4 digits) (ex. 0000230259)
    5. Account Number
    6. PIN Number
    7. Date Assigned

D. Create FMC/FMT ticket with the following and submit task to AP NSSC Vendor Master.
    1. Grant Number
    2. PIN
    3. Account #
    4. LOC information
    5. EIN

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APPENDIX I – ROUTING COST VIA IRIS

STEP 1: Routing Cost

A. In SAP Easy Access, type in T-Code: AFI_AP_CONSOLE

1. Enter SAP Document No. and click on "Check Validity". Some fields will pre-populate automatically using data provided by the parked invoice document in SAP.

2. Enter Vendor Invoice Number (IDOC 5600000000) and Purchasing Doc number (grant #)

3. Click [View Tab Screen] to proceed to the Request tabs screen.

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4. The top section displays basic invoice and purchasing document information with drilldown capability to the invoice and purchasing documents. A tab for each request type is below.

5. Enter the IDOC #, YEAR, CAN, OBJ CLASS, and FUND in the Comments and Request Amt, and then press enter ✅.
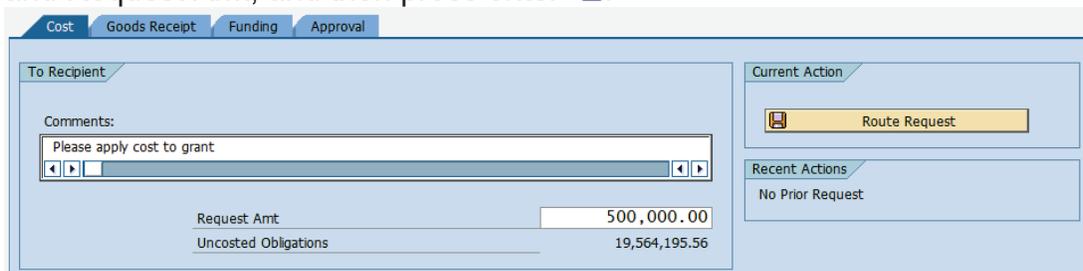

6. A function will calculate the total amount of uncosted, service-based obligations outstanding on the award and display this amount below the Request Amt on the screen. For larger awards, allow slightly more processing time for the system to pull in the information. A progress indicator will appear in the lower left corner of the screen:
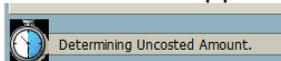
7. Click [Route Request]. A yellow triangle icon will appear indicating the request is waiting to be picked up by the IRIS web application (interval is every 60 sec).
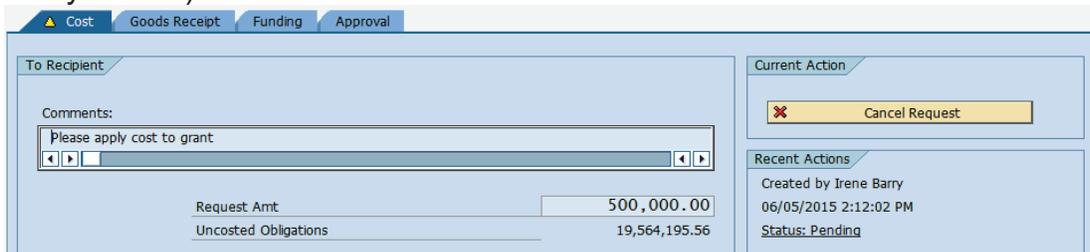

8. Click the Refresh button to refresh the status of requests. The icon will change to a 🕒 when the request successfully interfaced and has been created on IRIS web.

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9. Click the IRIS button at the top of the screen (next to TechDoc button) to go to the invoice view on IRIS web (note: IRIS button is only available after the invoice successfully interfaces on IRIS web).
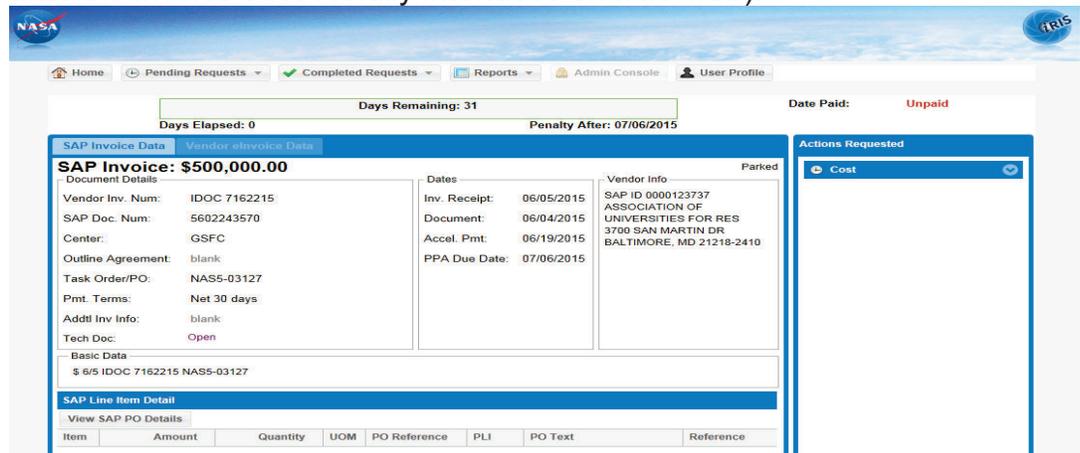
10. All requests that were routed in SAP Console and created on IRIS web appear with a status indicator (Pending 🕒) in the Actions Requested section.

11. Expand the Approval Request preview by clicking the 🔽 icon.

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12. Click View Request.
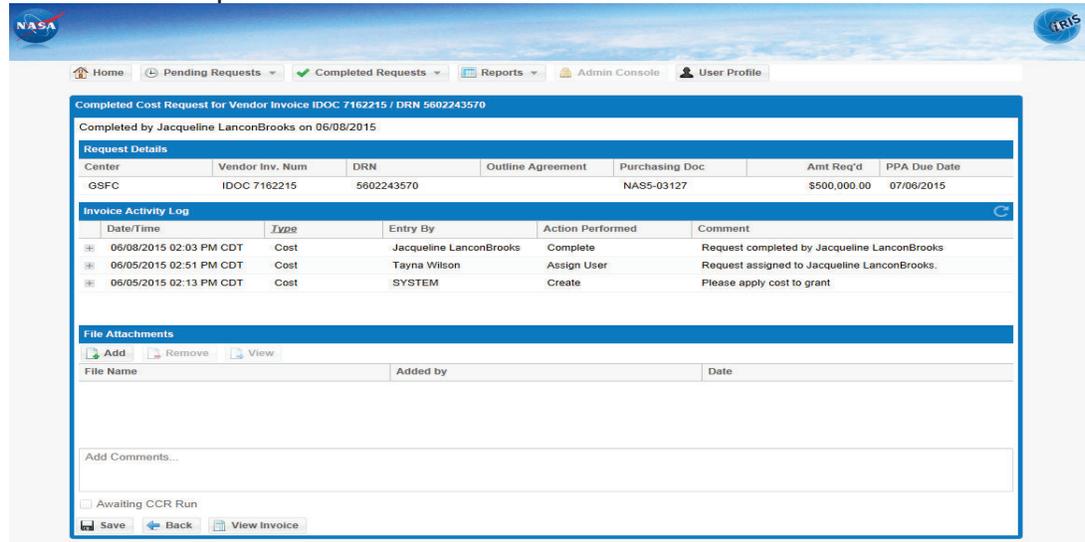
13. Comments can be reviewed and added on the Activity Logs tab. Attachments can be viewed and uploaded on the File Attachments tab.

STEP 2: Verifying cost is complete

A. In SAP Easy Access, type in T-Code: ZFI_AP_INVC_STAT
   1. Select Parked Items
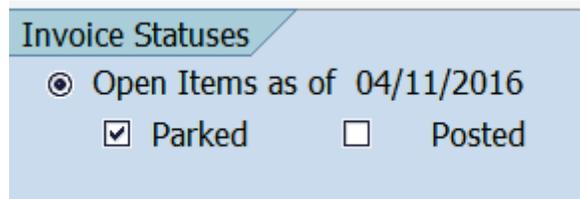
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2. Select Document Type ZH and ZL

3. Click Execute

4. If status of the Cost column is Complete proceed to posting the document by either clicking into the invoice or using T-Code MIR4.

5. Once document is "posted", flag IDOC for deletion.

STEP 3: Post the IDOC document

A. In SAP Easy Access, type in T-Code: MIR4
   1. Enter DRN 5600#
   2. Click on "Display Document" or hit "Enter" on keyboard
   3. Click on "Edit"
   4. Click on "Display/Change"
   5. Update "Posting Date" to today's current date, hit "Enter" on keyboard
   6. On bottom left of screen, click on icon – the bottom screen will populate (this may take a while)
   7. Click on icon – this will display where new cost has been applied

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8. Select any items to be cleared from screen leaving just the items with the required $ to post.

9. Click on the icon to display just the items needed (in this instance it equals the amount requested, but if more cost is posted than needed, you will adjust one of the lines to the dollar amount required.

10. If all is in balance, then a green bullet will be displayed (top right)

11. Click on the icon

12. The "Display Invoice Document" page will display, at the bottom left there will be a message:

Invoice document 5602153859 has been posted

STEP 4: Flag for Deletion:

A. Access SAP

1. Click on SAP Business Workplace icon
2. Click on "Inbox" ▷ Inbox
3. Click on corresponding failed IDOC line
4. Click on "Flag for Deletion"

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5. Note: If failed IDOC is not in your SAP Business Workplace, then send an e-mail to Matthew Buchheit at the AAO (matthew.d.buchheit@nasa.gov) and ask him to flag it for deletion for you.

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APPENDIX J – MACROS USED IN GRANTS

A. Locate Grants Macros at: N:\FM Division\Accounts Payable_Accounts Receivable\Macros\Add-In Installer Worksheet to install.

1. Click on Add-In Installer Worksheet and follow instructions
2. Click Finance Installer/Grants.xlsm
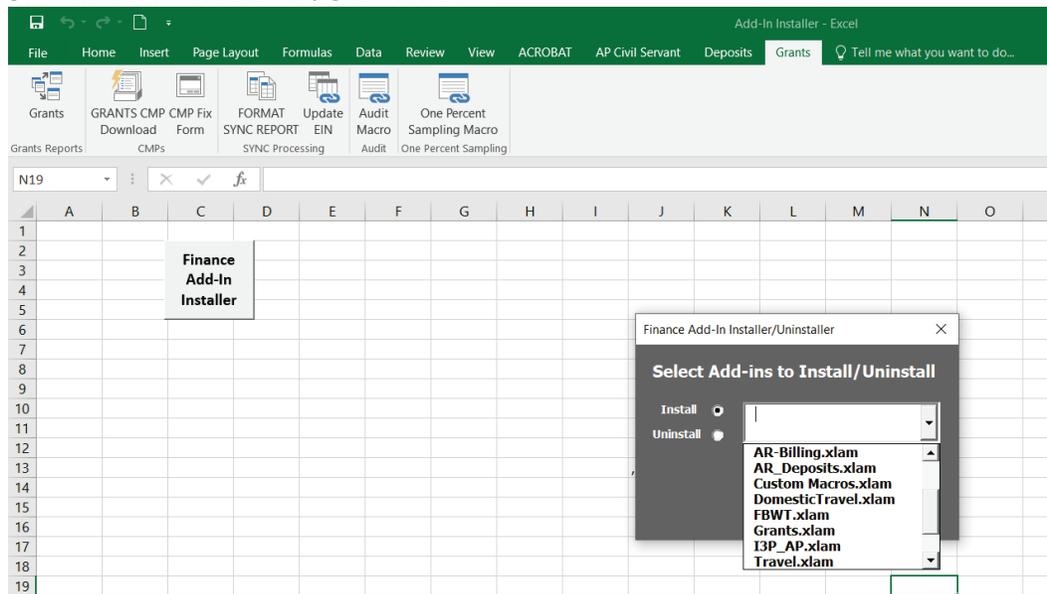
3. Click Execute to install add-in.

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APPENDIX K – DISBURSEMENT MOVES IN SAP & EFFECT IN PMS

Purpose:
Moving Disbursements in SAP between FYs will result in future posting issues in PMS

Scenario:
Center requests to move disbursements from 2017 funds to a 2018 reimbursable fund:

Response:
Moving disbursements in SAP from 2017 funds to the 2018 reimbursable fund is not a process that is recommended. The following describes the chain of events that would occur should this happen.

PMS posts to the oldest fund first. If there are multiple lines for same year funds, then PMS uses a weighted algorithm to determine what percentage of the draw will post to the various same year funds (posting to reimbursable funds first). This algorithm is based on authority weight. The fund with the greatest authority receives the greatest percentage of posting. Therefore they are unable to post charge advances (draws) to 2018 funds if there are 2017 funds available.

If the adjustment is made solely in SAP, it will create a cascade of other posting issues. The adjustment would cause future IDOCs to fail, which require manual postings to SAP; these adjustments will cause reporting differences on the monthly CMP reports and the systems (PMS vs SAP) would no longer be in sync. SOD POC at HQ would require notification because it will create differences between HHS reporting to Treasury and SAP postings.

Recommendation to HHS processor:
If contacted by the Center to perform a "disbursement move" of this nature, contact HQ's OCFO for direction/approval.

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APPENDIX L – DRAWDOWN INTERFACE PROCESSING

A. Processing time for HHS Authority is 7 a.m. and the drawdowns interface time is from 10-12 a.m.

B. One drawdown amount per Purchasing Document (Subaccount)

C. The interface creates and posts an invoice for the drawdown amount with the document type of ZH. If the drawdown amount is a negative number, the interface will create a credit memo with the document type of ZL.

D. The interface selects the appropriate Procurement Line Item/Accounting Line Item (PLI/ALI) across which the drawdown amount will be spread based on the fund mapped to the CAN and the Commitment Item

E. Allocation of the drawdown amount across the ALI's is by the available undisbursed obligation for drawdowns starting from the first PLI with applicable ALI's.

F. When posting a credit memo the most recent PLI with available disbursements on the applicable ALI's is chosen

G. The drawdown/credit memo invoices post cost and disbursements simultaneously for 2-way match documents.

H. View and analyze IDOC for Drawdowns/Credit Memos

   1. Use transaction code Z-HHS_IDOC_VIEW
      i. Filter options:
         a) Select IDOC based on:
            1) IDOC number or range of numbers
            2) IDOC creation date and business area
            3) IDOC status choices: Successfully Posted (53), Failed (51), Parked (64) or Flagged for Deletion (68)
            4) Report display
         b) IDOC information is displayed along with invoice (if posted) or error message
         c) Drill down is available on the IDOC or PO number

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      d) The SAP fund mapped to the CAN is displayed for informational purposes only

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APPENDIX M – FAILED IDOC PROCESS

The Database.accdb can be used to perform this process.

To open Microsoft Access click on Database.accdb located at: N:\FM
Division\Accounts> Payable_Accounts Receivable\Accounts Payable\Grants\01 Work
Management\Grants Database.accdb

Step 1: Processing a failed IDOC for Cost

    A. Identify failed IDOC

        1. In SAP, use transaction code Z_HHS_IDOC_VIEW

Display HHS IDoc Content - Drawdowns

IDoc Selection Criteria

IDoc number		to		
Business area				
IDoc creation date	01/01/2015	to	01/31/2015	

IDoc Status
- [ ] Successfully posted (53)
- [x] Failed (51)
- [ ] Parked (64)
- [ ] Flagged for deletion (68)

        2. The following report will be generated identifying any failed IDOC's:

BA	IDoc No.	Trans Date	EIN	Amount	Status	PO	HHS Invoice	Year	CAN	Object Class	Fund	IDoc Status Message
51	6879310	01/09/2015	1846000555B1	70,247.04	51	NAS5-02140		2014	1423	2550	SCEX22014D	Error: Awd Unknown: Recip
	6879311			258,629.22	51	NAS5-97045		2014	1423	2550	SCEX22014D	Error: Awd 0000510005: Di
	6879313			345,635.51	51	NNG07HW00C		2014	1412	2550	CASX22014R	Error: Awd 0000510005: Di
	6888711	01/16/2015	1926000147D2	6,219.15	51	NNX11AQ27A		2011	1114	4100	EDUX22011D	Error: Awd 0000510078: Re
	6893148	01/15/2015	1530206027B3	25,055.78	51	NNX12AF84G		2014	1423	4100	SCEX22014D	Error: Awd 0000510008: Di
	6893306		1860138043A2	624,339.72	51	NAS5-03127		2015	1525	2550	SCEX22015D	Error: Awd 0000510022: Di

        3. If applicable, create and "Park" the invoice in SAP (note the DRN 5600#
            that is generated)
                i. If cost is required to post failed IDOC then refer to Appendix I –
                    Routing for Cost via IRIS

Step 2: Creating IDR form for a failed IDOC on a Closed Grant in SAP

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A. Create/Submit IDR

1. Complete highlighted areas on IDR
    i. Date of Cash Disbursement will be the date of the last drawdown processed on the fund as populated on the bottom of the form. This allows Accounts Receivable (AR) to identify the period and determine which General Ledger (GL) account and doc type they must post to.
    ii. Original 5600 Doc: Last received draw down 5600# posting
    iii. Total Amount

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:				

    iv. Identifying Appropriation Information for IDR

Refund to the Appropriation Bill Requires All Data Listed Below

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

        1. Use info from SAP – ME23N – Account Assignment Tab

| Quantities/Weights | Delivery Schedule | Acceptance Period | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History |

AccAssCat Project Distribution Single account assignm... CoCode Agency
                   Partial Inv. Derive from Account Ass...

Status	Seq.No...	Quantity	Perce	Cost Ctr	G/L Acct	BusA	Order	WBS Element	Commitment	Funds Ctr	Fund	Earmark
	1	1.000	0.0	510850	6100.4111	51	FC000000	550028.07.01.06.04	4100	51	EXPX22009D	

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2. Complete from information on Account Assignment Tab (SAP-ME23N) – see above

Refund to the Appropriation Bill Requires All Data Listed Below	
GL Account:	6100.4111
TAS (if Federal Customer):	8009/100124
Cost Center:	510850
Internal Order:	FC000000
WBS:	550028.07.01.06.04
Fund:	EPX22009D
Fund Center:	51
Funds Commitment:	4100
Submitted by:	Carol Annette Penton
Date:	629/2012
TOTAL AMOUNT:	$ 2,086.90

EXPLANATION OF DEBT	
PLEASE PUT AN "X" IN APPROPRIATE BOX IF APPLICABLE	
AP (CLOSED CONTRACT)	
FAILED IDOC (OPEN FUNDS) (FUNDS NOT YET CANCELED)	x
FAILED IDOC (CANCELED FUNDS)	
RECAPTURE AUDIT	

Credit returned to DHHS; failed IDOC # 5206583; Post to 1010.2999

Refund to the Appropriation Bill Requires All Data Listed Below	
GL Account:	6100.4111
TAS (if Federal Customer):	8009/100124
Cost Center:	510850
Internal Order:	FC000000
WBS:	550028.07.01.06.04
Fund:	EPX22009D
Fund Center:	51
Funds Commitment:	4100
Submitted by:	Carol Annette Penton
Date:	629/2012

     v. Explanation of Debt
     vi. Include in description: POST TO 1010.2999
(Note: this step differs from process for Intra Governmental Payment and Collection (IPAC) funds from PMS)

B. Create FMC/FMT to AR L2
     1. Attach IDR and IDOC for reference

C. Attach IDR and any supporting documentation to Grant in SAP ME23N

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Step 3: Receiving an IPAC from PMS on Closed Grant

(See Appendix AA to see where the funding information is given to PMS to IPAC the funds for the failed IDOC.)

A. <u>Automated Process through Grants Database -</u> Grants Database is located at N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Grants\01 Work Management\Grants Database.accdb

1. Select "Close Grant Refunds" button in the main menu
2. Open the IPAC from the FMC/FMT and copy the IPAC DRN, Accomplish Date, Amount, Grant Number, Case, and Task to the Database.
3. Select update record to complete the rest of the fields with data from SAP.
4. Select "Create IDR Form" button to create the IDR form to submit to Accounts Receivable.
5. Select "SAP Screenshots" button to create the SAP screenshots need by Accounts Receivable.
6. Update Task with IDR Form and SAP Screenshots
7. Change the short description in the task and case to read as follows:
8. IPAC #05xxxxxx—CLOSED GRANT REFUND $x,xxx.xx
9. Forward Task to Accounts Receivable, IPAC, AR-L2 for processing.
10. Pend Case until Task is returned to Grants to be closed
11. AR may not return the task. Check cases occasionally to see if it can be closed.

B. <u>Manual Process to Create/Submit IDR</u>

1. Complete highlighted areas on IDR
    i. Date of Cash Disbursement will be the date of the last drawdown processed on the fund as populated on the bottom of the form. This allows AR to identify the period and determine which GL account and doc type they must post to.

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ii. Original 5600 Doc: Last received drawdown 5600# posting

AR Invoice Data Requirements Form

X	Please establish a bill with the following requirements.		

			SN Case - BOC Request #	
Name:			SN Case - Collection Received #	
Center :			SN Case - Rescind # (if applicable)	
Address:			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	

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2. Identify Appropriation Information for IDR

i. Use info from SAP - ME23N – Account Assignment Tab

ii. Complete from information on Account Assignment Tab (SAP-ME23N) – see above

iii. Explanation of Debt

iv. DO NOT INCLUDE enter "post to the 1010.2999 account" - this applies to failed IDOCs <u>only</u>. AR knows to post to the 1010.5100 account and in the explanation of debt section enter: Create Bill of Collection (BOC) for IPAC DRN (enter the DRN from the IPAC)

3. Create FMC/FMT to Accounts Receivable L2

i. Attach IDR and IPAC

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4. Attach IDR and IPAC to Grant in SAP ME23N

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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Step 4: Rescind IDR

A. Create new FMC/FMT

B. Relate to original FMC/FMT #

C. On original IDR, stamp with 'RESCIND' and attach to new FMC/FMT

AR Invoice Data Requirements Form

	x	Please establish a bill with the following requirements.		

Vendor Name:	University Of Alaska Fairbanks		SN Case - BOC Request #	
Center :	GSFC		SN Case - Collection Received #	
Address:	3295 College Road		SN Case - Rescind # (if applicable)	
	Fairbanks AK 99709-3705		Customer#	
Date of Cash Disbursement:	7/26/2013			
Phone Number:				
Contract / PO Number:	NNX10AL20G		AR BILL	
Original 5600 Doc:	5601843631		AP CREDIT MEMO	
Vendor Number:	125247		AP CLEARING DOC	
EIN/TIN			AR CREDIT MEMO	

TOTAL AMOUNT:	$ 136.95	**RESCIND**

EXPLANATION OF DEBT

PLEASE PUT AN "X" IN APPROPRIATE BOX IF APPLICABLE	
AP (CLOSED CONTRACT)	
FAILED IDOC (OPEN FUNDS) *(FUNDS NOT YET CANCELED)*	x
FAILED IDOC (CANCELED FUNDS)	
RECAPTURE AUDIT	

Credit IDOC# 6178799; Grant NNX10AL20G closed in SAP; Post to 1010.2999

RESCIND

Refund to the Appropriation Bill Requires All Data Listed Below

GL Account:	6100.4111
TAS (if Federal Customer):	8012/130120
Cost Center:	518100
Internal Order:	FC000000
WBS:	791926.02.01.04.71
Fund:	SCEX22012D
Fund Center:	51
Funds Commitment:	4100

Submitted by:	Carol Annette Penton
Date:	12/26/20163

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APPENDIX N – PMS CANCELLING FUNDS – YEAR END DRAW AND DISBURSEMENT REPORTING

Step 1: PMS – Allowing Grantee to Update Disbursements on Cancelled Funds

A. When a grant has a fund that is cancelling and does not have any funds going forward; PMS will not allow the expenditures to be recorded after the fiscal year expires.
   1. Example: ESAX22008D funds cancel at the end of FY 2014
   2. If the disbursements are not updated by 9/30/14 when the grantee files their 9/30/14 in October 2014, PMS will not allow the disbursements to be recorded

B. If a grant has cancelling funds and new funds that have been added to the grant but has not absorbed the full cancelling funds for disbursement reporting; PMS will allow the expenditures to be recorded after the fiscal year expires.
   1. Example: ESAX22008D funds cancel at the end of FY 2014
   2. ESAX22009D funds have never had any draws or expenses
   3. All of the ESAX22008D funds need to be "drawn" from PMS before FY 2014. However, the expenditures can wait until the 9/30/14 quarter ends and is filed in October 2014. PMS will post the expenditures absorbing all of the 2008 funds and any remaining expenditures will be placed on the 2009 funds.

```
*ACCT** *PIN* ****EIN***** *****DUNS***** ********Organization Name********
5K91P   5K91  1246000376E5 045808404     THE PENNSYLVANIA STATE UNIVERSITY
HHS-REG: 03 STATE: PA PMT: ACH STOP: N MAN-REV: N 272: File GROUP: F82E USER: Tadios Asgodom

AGY* *******GRANT********               ****DOC AUTHORIZED***** ****DOC DISBURSED***** *****DOC CHG-ADV****** *RPT DISB* I
                                        ****DOC CANCEL AUTH**** ****DOC CANCEL DISB*** *****DOC CANCEL CHG***
        ********EIN*********             ****DOC FUTURE AUTH**** ****DOC SNAP DISB***** *****DOC SNAP CHRG****              I
        ********FCO********* ****APPR ID**** ****FCO AUTHORIZED***** ****FCO DISBURSED***** *****FCO CHG-ADV****** *SUB ACCT*
        ***BEG*** ***END****            ****FCO FUTURE AUTH**** ****FCO SNAP DISB***** *****FCO SNAP CHRG****
S    NNX09AL65G                         508,234.00              380,129.44             423,587.00 06/30/2014
                                              .00                     .00                     .00
        1246000376E5                          .00              380,129.44             380,129.44
     2008-S510812-4100    80  8/90114.51      423,587.00       380,129.44             423,587.00 NNX09AL65G
        07/01/09 06/30/15                      .00              380,129.44             380,129.44
     2009-S510916-4100    80  9/00128.51       84,647.00              .00                     .00 NNX09AL65G
        07/01/09 06/30/15                      .00                     .00                     .00
```

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APPENDIX O – PMS OPEN/CLOSING ACCOUNTS

Step 1: Closing Grant (Subaccount) in PMS – 059

    A. You can access PMS two ways

        1. Sign into PMS
           i. https://pms.psc.gov/
        2. Database
           i. Click the Finals Tab in the Grants Database.accdb located at: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Grants\01 Work Management
           ii. Access PMS, Select "On-Line Authorization"

           iii. Fill in the following information:
               a. Issue Date = Today's Date
               b. Award Number = Grant Number
               c. Document Ref = S99
               d. Fiscal Year = Year of fund (use the last year of funds)
               e. Old Agency Code = Example: S51 which consists of Center code (i.e., 51)
               f. CAN = CAN for fund
               g. Object Class = OC for fund
               h. Budget start date = POP start date
               i. Budget end date = POP end date
               j. EIN = EIN assigned for grant
               k. Incremental Amt = 0 (zero dollars)

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Step 2: Open/Close 'B' Account in PMS manually

    A. Sign into PMS.
        1. https://pms.pcs.gpv/
    B. In PMS, click on
        1. Authorization then
        2. On-line Authorization
           i. Complete the following
               a) Issue Date: Today's date
               b) Award Number: LOC #
               c) Document   Reference: S99
               d) Fiscal Year: The FY for the fund you are using
               e) Old Agency Code: Use code equivalent to Center's business area – see below
                   1) S10 = HQ
                   2) S21 = ARC
                   3) S22 = GRC
                   4) S23 = LARC
                   5) S24 = AFRC
                   6) S51 = GSFC
                   7) S62 = MSFC
                   8) S64 = SSC

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      9) S72 = JSC
      10) S76 = KSC

f) CAN: The CAN for the fund you are using
g) Object Class: The OC for the fund you are using
h) Transaction Code: 050 (to Open) – 059 (to Close)
i) Reverse Code: 1-Normal
j) Modifier Code: 5
k) Budget Start Date: Start date for the fund you are using
l) Budget End Date: End date for the fund you are using
m) EIN: EIN
n) Incremental Amt: 0.00
o) Federal Govt: Yes

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APPENDIX P – CHANGING POP DATES IN PMS

Step 1: Changing POP END DATES in PMS -- Use the SAP radio buttons (macros) from SYNC to UPLOAD PMS data file

A. For new users - See APPENDIX J to Install Grants Macros—to be used to format the initial upload file output (step G below)

B. Download .csv file NHHS SYNCHRONIZATION TRANSACTION SPREADSHEET from PMS.
   1. This report is saved in the AUTOCMP Reports Folder at: N:\FM Division\CS\AutoCMP\PROD\Grants\Processed.

C. Copy and save report to desktop file.

D. To pull the report from PMS, log into PMS at https://pms.psc.gov/

   1. Online File Access — GET FILE and SAVE AS default name to desk top folder

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2. Extract the file from the Zipped download from PMS
    i. Right click on the file
    ii. Click WinZip (or 7-Zip, or whatever action item is available)
    iii. Click Extract to here

3. Select t-code ZFI_HHS_SYNC in SAP
    i. Enter the last day of previous month in the "As Of" Date field
    ii. Select Excel file with data extracted from PMS file

4. Execute and download results

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HHS Monthly PMS SYNC Report

⊕ 🗇

Input Report Parameters

"As Of" Date	03/31/2021
File Name	C:\Users\vbrockwa\Desktop\ALL SYNC REPORT FILES\FY 2021\SY …

Run Mode

◉ SYNC Report Only
○ View docs eligible for closure
○ Process for Closure with HHS

5. Click Execute button

HHS Monthly PMS SYNC Report

| SMART NUMBER	SAP VENDOR ID	PMS AWARDING AGENCY ID	SAP BA	PMS PIN	SAP PIN	PMS EIN	SAP EIN	PMS FY	SAP FY	PMS CAN	SAP CAN	PMS OBJ CLSS	SAP COMMITMENT ITEM
80ARC017M0005	0000126219	21	21	B0171	B0171	1330175263A2	1330175263A2	2017	2017	1723	1723	4100	4100
	0000126219	21	21	B0171	B0171	1330175263A2	1330175263A2	2018	2018	1810	1810		4100
80ARC017M0005 ᐃ													
80ARC017M0006	0000114910	21	21	9H49	9H49	1846000555B2	1846000555B2	2017	2017	1717	1717	4100	4100
	0000114910	21	21	9H49	9H49	1846000555B2	1846000555B2	2017	2017	1723	1723		4100
	0000114910	21	21	9H49	9H49	1846000555B2	1846000555B2	2018	2018	1810	1810		4100
	0000114910	21	21	9H49	9H49	1846000555B2	1846000555B2	2018	2018	1819	1819		4100
80ARC017M0006 ᐃ													
80ARC017M0007	0000114781	21	21	9H50	9H50	1580603146A9	1580603146A9	2017	2017	1723	1723	4100	4100
	0000114781	21	21	9H50	9H50	1580603146A9	1580603146A9	2018	2018	1810	1810		4100
80ARC017M0007 ᐃ													
80ARC017M0008	0000114875	21	21	A7055	A7055	1741070544A9	1741070544A9	2017	2017	1723	1723	4100	4100
	0000114875	21	21	A7055	A7055	1741070544A9	1741070544A9	2018	2018	1810	1810		4100
80ARC017M0008 ᐃ													
80GSFC17M0002	0000123823	51	51	8H24	8H24	1526002033I1	1526002033I1	2016	2016	1621	1621	4100	4100
	0000123823	51	51	8H24	8H24	1526002033I1	1526002033I1	2017	2017	1712	1712		4100
	0000123823	51	51	8H24	8H24	1526002033I1	1526002033I1	2017	2017	1723	1723		4100
	0000123823	51	51	8H24	8H24	1526002033I1	1526002033I1	2017	2017	1726	1726		4100
	0000123823	51	51	8H24	8H24	1526002033I1	1526002033I1	2017	2017	1727	1727		4100
	0000123823	51	51	8H24	8H24	1526002033I1	1526002033I1	2017	2017	1728	1728		4100
	0000123823	51	51	8H24	8H24	1526002033I1	1526002033I1	2018	2018	1810	1810		4100
	0000123823	51	51	8H24	8H24	1526002033I1	1526002033I1	2018	2018	1812	1812		4100
	0000123823	51	51	8H24	8H24	1526002033I1	1526002033I1	2018	2018	1818	1818		4100
	0000123823	51	51	8H24	8H24	1526002033I1	1526002033I1	2018	2018	1821	1821		4100
80GSFC17M0002 ᐃ													
80JSC018M0002	0000157674	10	72	D4521	D4521	1275410763A1	1275410763A1	2018	2018	1815	1815	4100	4100
80JSC018M0002 ᐃ													
80JSC018M0005	0000172675	72	72	E4391	E4391	1275410763A2	1275410763A2	2018	2018	1815	1815	4100	4100
80JSC018M0005 ᐃ													
80MSFC17M0008	0000101980	62	62	8H72	8H72	1630520830A4	1630520830A4	2017	2017	1717	1717	4100	4100
	0000101980	62	62	8H72	8H72	1630520830A4	1630520830A4	2017	2017	1727	1727		4100
80MSFC17M0008 ᐃ													
80MSFC17M0011	0000101992	62	62	8T44	8T44	1226001086C1	1226001086C1	2017	2017	1727	1727	4100	4100
80MSFC17M0011 ᐃ													

6. Select List
7. Export
8. Local File

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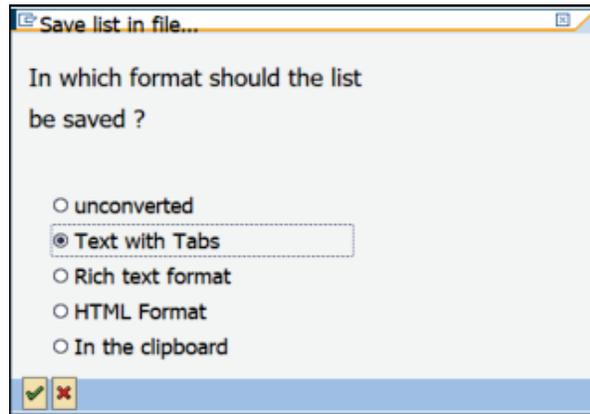
9. Generate file, naming convention as below, to desktop sync file. Be sure to add '.xls' to end of report name.
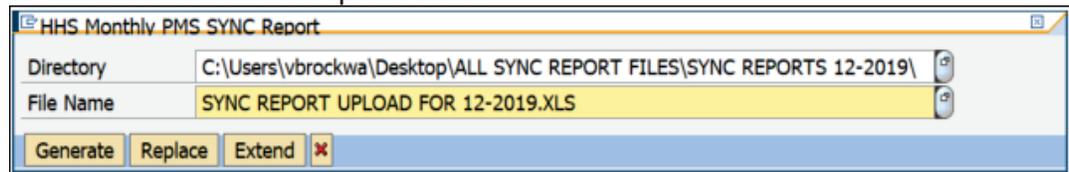

10. Arrow back in SAP and click View docs eligible for closure
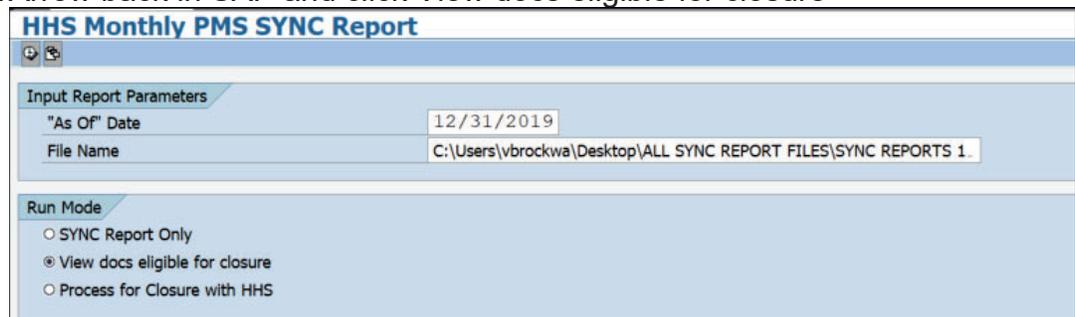
     i. Execute

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ii. To save click
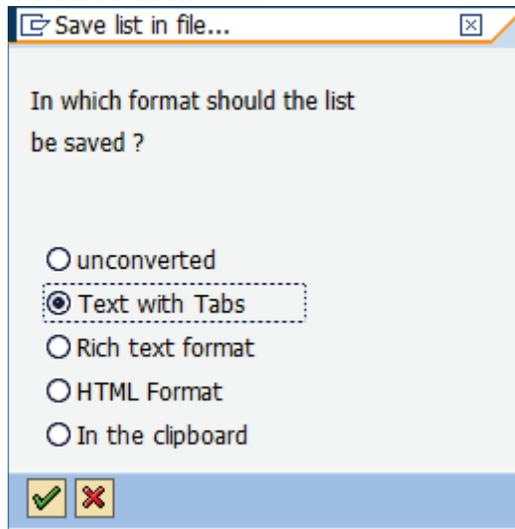
iii. Save as below:
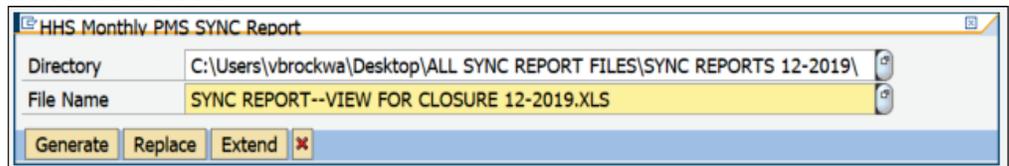
iv. Arrow back and click Process for Closure with HHS
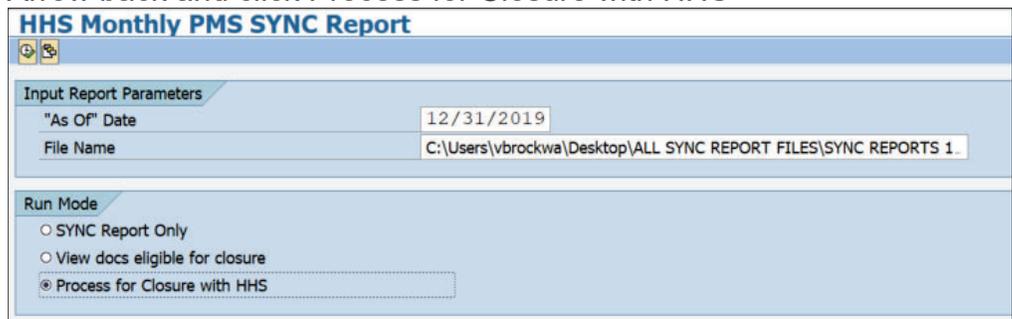
v. Execute
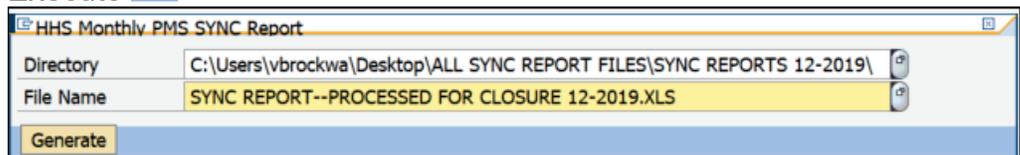
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E. Open the Sync Report Upload file.

F. Choose Yes to open file.

1. Delete the top 2 rows selected in gray. The Sync Macro requires this action.
2. Save on the NDrive at: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\Grants\Sync Reports\FY2021
3. From the original downloaded excel file, click Grants tab.
4. Click FORMAT SYNC REPORT

Note: This macro was created at AAO to be used by the NSSC. In the event of a macro issue, contact them for correction.

5. Or Run the Macro – FormatExtract or Control+f

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6. Click ok when the following popup appears:
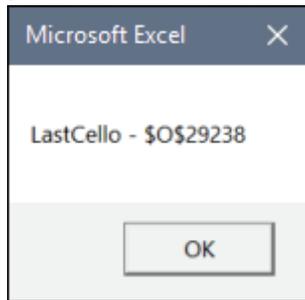
7. Filter for EINs that error due to an "E" in the text. They will have been brought into Excel as "exponentials" and will need to be corrected.

8. In Grants macro tab, click Update EIN to correct EINs. This will find and correct the EIN and paste it into spreadsheet with a leading single quote (') to keep the format ('1386006309E5). Be sure to log in to PMS first.

9. NOTE: The EINs can be changed manually by looking up each grant in PMS for the correct EIN. Go to Inquiry>Expanded Inquiries>Grant Inquiry>Grant. Enter grant number. In spreadsheet, add the leading single quote, then the EIN as noted in PMS.

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10. Save formatted spreadsheet to desktop folder with original naming convention and add FORMATTED.xls or .xlsx

G. Forward the **FORMATTED** file to the current POC at the AAO for further processing.

    1. Current AAO POC is Matthew Buchheit, Matthew.D.Buchheit@nasa.gov
        i. E-mail subject line: POP end dates {Month/Year}
        ii. Text: Attached is the spreadsheet for the POP end dates from the {Month/Year} Sync report

H. AAO will process, the data will interface to PMS and POP end dates will be updated.

Step 2: Manually change POP END DATES in PMS through SAP

A. Access PMS

    1. Use extracted Sync report from Step 1
    2. Remove the B accounts
    3. Save sync to Excel
    4. Do NOT delimit the report

B. SAP T-Code ZFI_HHS_Sync

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1. Date should be the date of the sync report (ex: 2/28/11)
2. Upload the saved Excel sync report into SAP (ex: D:\Documents and Settings\cpenton\Desktop\Holding File\WEH1J29.NHHS_SYNC_CSV.20110228)

    i. Execute

    ii. Down the report as follows:

    iii. Click icon 8th icon from left

    iv. Choose spreadsheet
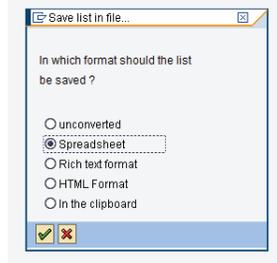
    v. Click check

    vi. File Name—format as noted above
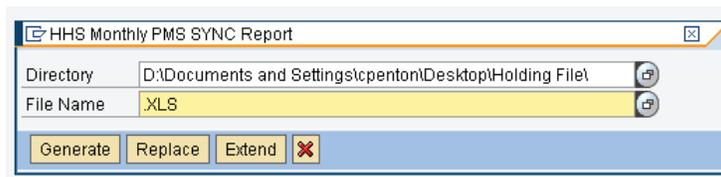
    vii. Click
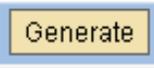
3. Opening Files from manual upload to SAP

    i. Open the file downloaded from SAP – DO NOT OPEN THROUGH EXCEL, FIND THE FILE AND RETRIEVE

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    ii.   When prompted – choose yes
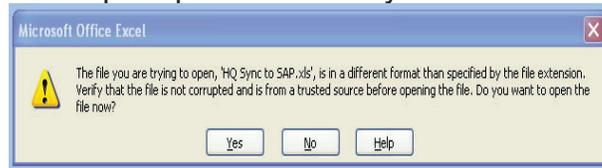
    iii.   Ctrl+F
    iv.   The macro runs automatically – once macro setting is enabled
          **(see below if computer needs setting adjusted)

4. Format any EINs that did not populate correctly
5. Save finished product and submit to Matthew Buchheit at AAO identifying which Center spreadsheet relates to

C. Macro Settings in Excel
    1. Select File
    2. Choose Options
    3. Choose Trust Center
    4. Choose Trust Center Settings
    5. Choose Macro Settings
    6. Enable Macros
    7. OK

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Step 3: Changing a POP Start or End Date in PMS
(Note: This process is "Live" in PMS.)

   A. Request is received through Service Now or via email to update POP date.

   B. Reverse Authority in PMS (using existing start/end dates)

      1. Go to Main Page<Authorization<On-Line Authorization. Complete form with current PMS information.
      2. Submit.
      3. Contact Civil Servant (CS) via email to approve transaction (See Appendix Z). Include screenshots of Manual Authorization and matching information in SAP, along with explanation of request.

      4. This transaction will update in PMS immediately when approved.

   C. Reenter Authority in PMS (using new start/end dates)

      1. Create new On-Line Authorization form as noted above. Complete form with new data as provided in SAP. Give details on how this action is performed.
      2. Submit.
      3. Contact Civil Servant (CS) via email to approve transaction (See Appendix Z). Include screenshots of Manual Authorization and matching information in SAP, along with explanation of request.

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4. CS approves transaction (See Appendix Z)
5. This transaction will update in PMS immediately.

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APPENDIX Q – PMS – POSTING TO SAME YEAR FUNDS

Step 1: PMS Posting to Same Year Funds

A. If same FY funds, one is Reimbursable (R) and the other is Direct (D), then PMS will post draws to (R) funds first until fully utilized, then will start posting to (D) funds.

  1. **Example 1:** Grant NNX11AQ41G
      i. Direct (D) fund -　　　　　CASX22013D - $140,000.00
      ii. Reimbursable (R) fund -　CASX22013R - $165,138.00

B. If same FY funds, both are Direct (D), then PMS uses a weighted algorithm to determine what percentage of the draw will post to the various same year funds. This algorithm is based on authority weight. The fund with the greatest authority receives the greatest percentage of posting

  1. **Example 2:** Grant NNX12AQ93G
      i. Direct (D) fund -　　CASX22013D - $99,821.00
      ii. Direct (D) fund -　　CASX22013D - $60,000.00

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APPENDIX R – PMS – UNCANCEL FUNDS TO UPDATE DISBURSEMENTS

Step 1: Un-cancel fund in PMS to allow grantee to update "cumulative expenditures (disbursements)"

Scenario:

Grantee needs to update "cumulative expenditures." The funds are cancelled and grantee is unable to update because the entry field on the form is disabled.

Process:

A. Advise PMS to send request to un-cancel the fund.
    1. To urrent POC at NASA HQ (currently this is John Emery - john.m.emery@nasa.gov) .
    2. There will be no 224 impact for this request.
    3. Once the fund is un-cancelled:
        i. The grantee can access PMS and update the "cumulative expenditures" field on their quarterly FFR.

B. Sample

From: Asgodom, Tadios (PSC/FMP/PMS) [mailto:Tadios.Asgodom@psc.hhs.gov]
Sent: Friday, January 30, 2015 9:03 AM
To: Emery, John M. (HQ-IM010)
Cc: Penton, Carol A. (NSSC-NSSC)[Service Provider]; Watkins, Jennifer L. (NSSC-NSSC)[Service Provider]; Barry, Irene R. (NSSC-NSSC)[Service Provic
(PSC/FMP/PMS); Nikki Andersen; Ramirez, Gladys (PSC/FMP/PMS); Johnson, Valerie W. (NSSC-XD015)
Subject: RE: GSFC FINAL SF425 NNX09AL79G CommunityWorks Inc - POP 9/30/2014

John,
Would you approve to un-cancel the grant number NNX09AL79G. The Grantee wants only to update the cumulative expenditures
in the 12/31/2014 FCTR.
Thank you.

```
*ACCT** *PIN* ****EIN***** *****DUNS***** ********Organization Name********
C6615P1 C6615 1810541491A1 182075452     COMMUNITY WORKS INC
HHS-REG: 08 STATE: MT PMT: ACH STOP: N MAN-REV: Y 272: File GROUP: F82E USER: Tadios Asgodom

AGY* *******GRANT********              ****DOC AUTHORIZED***** ****DOC DISBURSED***** *****DOC CHG-ADV******
                                      ****DOC CANCEL AUTH**** ****DOC CANCEL DISB*** *****DOC CANCEL CHG***
    ********EIN*********              ****DOC FUTURE AUTH**** ****DOC SNAP DISB***** *****DOC SNAP CHRG****
    ********FCO********* ****APPR ID**** ****FCO AUTHORIZED***** ****FCO DISBURSED***** *****FCO CHG-ADV******
    ***BEG*** ***END****              ****FCO FUTURE AUTH**** ****FCO SNAP DISB***** *****FCO SNAP CHRG****
S    NNX09AL79G                          499,048.00           475,302.38           499,048.00
                                         499,048.00           475,302.38           499,048.00
     1810541491A1                               .00           475,302.38           499,048.00
     2008-S510812-4100    80  8/90114.51    499,048.00           475,302.38           499,048.00
     06/04/09 09/30/14                           .00           475,302.38           499,048.00
```

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C. Notification is received that the fund has been un-cancelled:

From: Ramirez, Gladys (PSC/FMP/PMS) [mailto:Gladys.Ramirez@PSC.hhs.gov]
Subject: RE: GSFC FINAL SF425 NNX09AL79G CommunityWorks Inc - POP 9/30/2014

Hi Tadios,
Grant has been temporary un-canceled to allow disbursed amount adjustment.
Thanks,

Gladys Ramirez M.Acc.
Lead Accountant, Accounting and Reports Branch
Payment Management Services

D. PMS notifies Grantee to proceed with the adjustment:

From: Asgodom, Tadios (PSC/FMP/PMS) [mailto:Tadios.Asgodom@psc.hhs.gov]
Subject: RE: GSFC FINAL SF425 NNX09AL79G CommunityWorks Inc - POP 9/30/2014

Mary,
As the grant is temporarily un-cancelled, please notify me when you certify the report.
If you need any additional information, please contact me.
Thank you.

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APPENDIX S – PMS – WEIGHTED ALGORITHM EXPLAINED

PMS Weighted Algorithm

When PMS receives the request from the grantee concerning a draw, they utilize the oldest funds first. If there are several funds for one particular year, the draw is dispensed based on the weight of the authority per fund for that same year.

Normally the transaction from PMS will interface and post in SAP. This keeps the grant in sync by FY, CAN and OC between both systems.

An example of the "weighted" authority method posting in PMS on a $3500 draw:

FUND	Auth per fund divided by total auth	equals	% Draw multiplied by equals posting amt the draw amt

SCEX22009D $100,000   / $140,000.00   =   71.4   * $3500
        = $2,499 posting in PMS/SAP
AERX22009D $30,000   / $140,000.00   =   21.4   * $3500
        = $ 749 posting in PMS/SAP
CASX22009R $10,000   / $140,000.00   =   07.2   * $3500
        = $ 252 posting in PMS/SAP
TOTAL AUTHORITY $140,000
$3,500 draw

Another Example:

PMS determines how to post by using a "weighted algorithm". Below is an example of authority, disbursed and drawdowns.

2012 funds that have the greatest authority will receive the highest percentage of the requested draw. The numbers annotated in red are the amounts of % of each draw. Understand when one fund is completed, the percentages change based on what authority has remaining funds to draw from.

FCO******* *****FCO AUTHORIZED**** ****FCO DISBURSED***** *****FCO CHG-ADV*****   FS >90

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NNX08AY57G　　　1,151,648.06　　　979,816.08　　　1,000,736.63
　　　12/31/2012 A O
　　　　　　　　　　.00　　　　　.00　　　　　.00
2008-S510814-4100　　100,000.00　　100,000.00　　　100,000.00　　　O N
2009-S510913-4100　　97,873.00　　97,873.00　　　97,873.00　　　O N
2010-S511014-4100　　175,448.06　　175,448.06　　　175,448.06　　　O N
2011-S511111-4100　　270,262.00　　270,262.00　　　270,262.00　　　O N
2012-S511212-4100　　318,669.00　　157,375.04　　　177,012.59　　　O N
93.87%
2012-S511213-4100　　168,576.00　　168,576.00　　　168,576.00　　　O N -
0-
2012-S511217-4100　　14,503.00　　7,162.32　　　8,056.05　　　O N
4.27%
2012-S511219-4100　　6,317.00　　3,119.66　　　3,508.93　　　O N
1.86%

On 2/9/2013 there was a requested draw in the amount of $440.76. Below identifies the percentage used on the requested agrees with what is above in red based on there was $339,489 in total authority that had remaining funds to withdraw.

INQUIRY: CHG-ADV (Charging Transactions)

CHARGING TCs Follow --
T/C 　*****INC-AMT****** POST DATE* *FY* *******CAN******* *OC*
062　440.76* 1.86%　　8.20 02/09/2013 2012 S511219　　　4100
062　440.76*93.87%　413.73 02/09/2013 2012 S511212　　　4100
062　440.76* 4.27%　　18.83 02/09/2013 2012 S511217　　　4100
Total draw requested $440.76

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APPENDIX T – RETURNED FUNDS – VARIOUS SCENARIOS

Scenario 1: NSSC Receives Check from Grantee

A. If the grant is <u>closed OR open in one OR both systems</u> and the <u>funds are NOT canceled funds</u>, return the payment to grantee advising them to forward to PMS for proper processing.

B. If the grant is <u>closed OR open in one OR both systems</u> and the <u>funds ARE canceled funds</u>, advise AR to post to miscellaneous receipts.

C. The decision was based on the fact that HQ OCFO – Data Analysis Branch (Jessica Davis) reconciles to Treasury and the transaction is recorded at PMS even if funds are IPAC'd to us. Therefore, PMS will be the traffic cop for all refunds unless the funds are canceled. (Verified as a valid process on 1/27/15)

Scenario 2: NSSC Receives Check from Grantee – attach supporting documentation of transaction to grant in SAP for audit trail purposes

A. Not Cancelled Funds
   1. <u>Closed PMS – Open SAP</u> = AR returns check to grantee & advises them to forward to PMS
   2. <u>Closed PMS – Closed SAP</u> = AR returns check to grantee & advises them to forward to PMS
   3. <u>Open PMS – Open SAP</u> = AR returns check to grantee & advises them to forward to PMS
   4. <u>Open PMS – Closed SAP</u> = AR returns check to grantee & advises them to forward to PMS

B. Cancelled Funds
   1. <u>Closed PMS – Open SAP</u> = keep check and advise AR to post to miscellaneous receipts
   2. <u>Closed PMS – Closed SAP</u> = keep check and advise AR to post to miscellaneous receipts
   3. <u>Open PMS – Open SAP</u> = keep check and advise AR to post to miscellaneous receipts

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    4. <u>Open PMS – Closed SAP</u> = keep check and advise AR to post to miscellaneous receipts

Scenario 3: NSSC AR Receives IPAC from PMS - attach supporting documentation of transaction to grant in SAP for audit trail purposes

  A. Not Cancelled Funds

      1. <u>Closed PMS – Open SAP</u> = IPAC sent in error – reject IPAC or return IPAC (depending on IPAC Dept's policy) to PMS; CS will notify HHS processor to reopen PMS account; PMS system will process that evening; it should flow through the system correctly – verify in the morning.

      2. <u>Open PMS – Closed SAP</u> = Failed IDOC will be generated when PMS files interface to SAP; notify CS to contact grantee to draw back funds & issue check to PMS (PMS will forward refund to NSSC via IPAC); when IPAC received, advise AR to post to fund

      3. <u>Closed PMS – Closed SAP</u> = CS will be notified by PMS; CS will furnish PMS with TAS BETC; PMS will IPAC funds to NSSC; when IPAC received at NSSC advise AR to post to fund

      4. <u>Closed in SAP</u> = Advise AR to post to fund

  B. Cancelled Funds

      1. <u>Closed PMS – Open SAP</u> = Advise AR to post to miscellaneous receipts

      2. <u>Open PMS – Open SAP</u> = Advise AR to post to miscellaneous receipts

      3. <u>Closed PMS – Closed SAP</u> = Advise AR to post to miscellaneous receipts

      4. <u>Open PMS – Closed SAP</u> = Advise AR to post to miscellaneous receipts

Scenario 4: Grantee returns funds to PMS (account open); Grant Admin Complete in SAP; Funds <u>not</u> canceled; Credit included in draw w/multiple grants

  A. Credit posted to PMS Grant

  B. PMS to SAP interface fails (failed IDOC)

  C. HHS Processor researches failed IDOC and contacts CS for assistance.

  D. CS contacts grantee to draw back funds and mail check to PMS (include PMS account & grant number)

  E. HHS Processor – this is a two-step process:

      1. <u>Step One</u>:

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     i. Prepares IDR (reference current IDR job aid)
- 1) In "Explanation" area of IDR insert information:
  - a) Credit IDOC #000000
  - b) SAP Closed Grant # NNX
  - c) Create BOC
    - i. <u>Do not</u> instruct to post to 1010.2999 (only if cancelled funds)

    ii. Create FMC/FMT - Attach IDR and copy of failed IDOC

   iii. Do not flag the credit IDOC for deletion - there will be an exception on the CMP cover sheet <u>unless</u> Steps One and Two are initiated <u>and</u> completed within the same month.

   iv. Route FMC/FMT to AR for processing (keep note of FMC/FMT # for future reference)

    v. Monitor grant for return of funds
- 1) Grantee draws funds back
- 2) Rescind IDR
  - a) Create new FMC/FMT
  - b) Relate to original FMC/FMT #
  - c) On original IDR, stamp with 'RESCIND' and attach to new FMC/FMT (sample attached)

2. <u>Step Two</u>:

     i. HHS processor will monitor until PMS receives check from grantee

    ii. If no response/corrective action is received from grantee, HHS processor will contact L3 via email for assistance

   iii. PMS receives check and contacts NSSC
- 1) Returned funds will not reflect on grant

   iv. NSSC CS notifies PMS to IPAC funds to NSSC (See Appendix AA)

    v. NSSC receives IPAC

   vi. IPAC creates FMC/FMT (IPAC will be attached) and assigns to Financial Management/Grants/In-Box/Grants L2

  vii. HHS processor will prepare IDR (reference current IDR job aid)

 viii. IDR will be attached to FMC/FMT and route unassigned to the ACCOUNTS RECEIVABLE

   ix. AR will complete appropriate postings

    x. Flag the credit IDOC for deletion

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AR Invoice Data Requirements Form

	X	Please establish a bill with the following requirements.			

Vendor Name:	University Of Alaska Fairbanks	SN Case - BOC Request #	
Center :	GSFC	SN Case - Collection Received #	
Address:	3295 College Road	SN Case - Rescind # (if applicable)	
	Fairbanks AK 99709-3705	Customer#	
Date of Cash Disbursement:	7/26/2013		
Phone Number:			
Contract / PO Number:	NNX10AL20G	AR BILL	
Original 5600 Doc:	5601843631	AP CREDIT MEMO	
Vendor Number:	125247	AP CLEARING DOC	
EIN/TIN		AR CREDIT MEMO	

TOTAL AMOUNT:	$ 136.95	**RESCIND**

EXPLANATION OF DEBT

PLEASE PUT AN "X" IN APPROPRIATE BOX IF APPLICABLE	
AP (CLOSED CONTRACT)	
FAILED IDOC (OPEN FUNDS) *(FUNDS NOT YET CANCELED)*	X
FAILED IDOC (CANCELED FUNDS)	
RECAPTURE AUDIT	

Credit IDOC# 6178799; Grant NNX10AL20G closed in SAP; Post to 1010.2999

RESCIND

Refund to the Appropriation Bill Requires All Data Listed Below

GL Account:	6100.4111
TAS (if Federal Customer):	8012/130120
Cost Center:	518100
Internal Order:	FC000000
WBS:	791926.02.01.04.71
Fund:	SCEX22012D
Fund Center:	51
Funds Commitment:	4100

Submitted by:	Carol Annette Penton
Date:	12/26/20163

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APPENDIX U - REVERSALS

Step 1 – If request received by email, create an FMC/FMT

    A. FMC/FMT ticket will be created based on the following:

        1. If the reversal is the result of a <u>Center request</u>
            i. Request will be received via DI – DI will process and create a FMC/FMT and route to FMD-Grants Team
        2. If reversal is the result of a <u>FBWT request</u>
           ii. Request will be received directly from FBWT via e-mail
        3. If the reversal is the result of an <u>NSSC error</u>
           iii. FMC/FMT request will be generated by HHS Processor

    B. Log into ServiceNow and click "Create New Case."

▼ **Finance Cases**

⭐ Create New Case
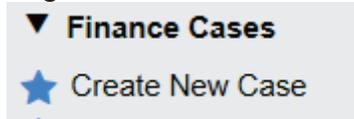
        1. Set the Category to "Grants."
        2. Set SubCategory to "Reversal"
        3. Set Assignment Group to "FM – Grants L2"
        4. Set Short Description to "Reversal - <Grant Number> - 56######"
        5. Set FD Selection to "FM – Reversal"

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1. Go to Task. Select Create FD
2. From the Functional Area Records box
    i. Choose "Reversal" and then "Create" to add a Reversal Form to the ticket.

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FD FM Reversals - FDFRV0012549

Field	Value		Field	Value
FD Number	FDFRV0012549		Category	GRANTS
Case	FMC0267877		SubCategory	REVERSAL

Reversals | Notes

Field	Value		Field	Value
Customer/Vendor Name	TRUSTEES OF COLUMBIA UNIVERSITY IN		Customer Number	
Vendor Number	123440		Center	Goddard Space Flight Center
Reversal Reason	Downward Adjustment		Dollar Amount	223885.83
Billable (Yes or No)	Yes		Original SAP Document	5603349445
Original Clearing Doc Number (2000#)			Original Clearing Doc Number FY	
Treasury Confirmation (1300/1500#)	1500156753		Treasury Confirmation FY	2020
Treasury Confirmation Doc Date	09-21-2020		Reversal of Treasury Confirmation (FBRA)	1500147669
Treasury Document Reference (TreasNASA#)			Treasury Check Number	
			Block DRN (Yes or No)	No
Reversal of Check # Clearing Doc (FCH8)			Clear Vendor (F-44)	100527068
Invoice Reversal (MR8M or FB08)	5603359483		Invoice Clearing to Cash (F-52 or F-53)	
Invoice Re-Entry (5600/1900#)				
Parent Doc Number			Parent Doc Number FY	
Financial Invoice (yes/no)	No		Original SAP Document FY	2020
Contract/Purchase PPS Order Number			PLI/ALI/Line number No.	165
Delivery Order/Task Order Number	80NSSC17M0057		SAP Posted Date	09-11-2020 10:51:32
			Funds Commitment Document	
Invoice Number	IDOC 11013142		Line No.	
Invoice Date	09-10-2020 10:49:34		Travel Authorization	
Original Service Entry Sheet (ME23N)				
Special Instructions/Re-posting guidance	The purpose of this reversal is to place funding on correct contract. Please reverse invoice 560339445 and repost to 80NSSC17M0057 PLI 130.			

3. Complete the following: (You may not be able to complete all the fields at first, but complete the ones you know.)

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      i. Customer/Vendor Name - Type in Vendor Name (as it appears in SAP)
      ii. Vendor Number - Type in ZHHS Number (from SAP)
      iii. Center - Select Center from dropdown menu
      iv. Reversal Reason – Select the appropriate Reversal Reason from the dropdown menu
      v. Dollar Amount – Amount to be reversed
      vi. Billable item (yes/no)
      vii. Original SAP Document No – This refers to the original SAP DRN identified in Reversal package
      viii. Treasury Confirmation number
      ix. Treasury Confirmation FY
      x. Treasury Confirmation Doc Date
      xi. Reversal of Treaury Confirmation (FBRA)
      xii. Block DRN (yes/no)
      xiii. Invoice Reversal (MR8M)
      xiv. Clear Vendor (F-44)
      xv. Invoice Re-entry (5600)—if reposting needed
      xvi. Invoice Clearing to Cash (F-52 or F-53)
      xvii. Financial Invoice (yes/no)
      xviii. Original SAP Document FY
      xix. PLI being reversed
      xx. Delivery Order/Task Order Number (grant number)
      xxi. SAP posted date (drop down)
      xxii. Invoice number (IDOC number)
      xxiii. Invoice date (drop down)
      xxiv. Special Instructions/Re-posting Guidance

Step 2. Perform research - annotate FMC/FMT with information.

Step 3. Request and receive approval
  A. Reroute FMC/FMT to CS Grant Manager requesting authorization to proceed
  B. Receive approval to proceed from CS Grant Manager

Step 4. Reverse Transactions

  A. Reverse Transactions in SAP.

    1. MR8M & F-44 steps outlined in the IDOC process found in job aides.

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      2. Reversal Package worksheet should be updated with MR8M and F-44 reversal document confirmation.

Step 5. Notify Center

A. If a Center action is required, notify the Center that the action can be completed.

B. Record the Center notification event in the ServiceNow Work Notes.

Step 6. Post Corrected Transaction—NOTE: Interface between SAP and PMS may need to occur first. PMS may redistribute funds in their system to correct the change made by SAP reversal.

B. Post disbursements in SAP

      1. MIR4 in the IDOC process found in job aides.
      2. In the Text Field enter the FMC # and original Reversed DRN #.

Step 7. Resolve ServiceNow FMC/FMT

A. Attach reversal worksheet and supporting documentation in SAP and to the FMT ticket.

B. Resolve ticket and case.

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APPENDIX V – REPORTING

Report 1: ZHHS Net Zero Report

A. Scenario: When obligations are moved from one fund to another on an HHS obligation and the net effect is zero, the transactions are not being recorded to the grant awards table and therefore do not interface to HHS.

B. Resolution----Run t-code ZHHS_NET_ZERO for a specific date range to look for changes in the Fund and Commitment Item for HHS Awards (YG, YH and YS) where the net change is zero for the obligated amount.

C. These transactions will still need to be manually entered at DHHS since they are still not being recorded on the grants awards table for the interface to send to DHHS.
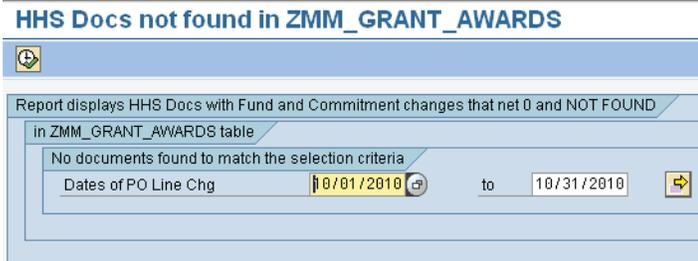
D. Source of Information: **Reference:** SR-208040

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APPENDIX W – PMS POLICY/SYSTEM UPDATE NOTIFICATION

From: Asgodom, Tadios (PSC/FMS) [mailto:Tadios.Asgodom@psc.hhs.gov]
Sent: Monday, December 09, 2013 12:30 PM
To: Johnson, Valerie W. (NSSC-XD015)
Subject: New Banking Policy

Good Afternoon Valerie,

The Division of Payment Management has updated the policy on SF1199A Direct Deposit Sign-up Forms to allow us to receive scanned or faxed copies instead of requiring original signatures. The 1199A form must be completed correctly; we will no longer obtain bank verifications for forms that are not completed correctly.

Below is a list of the most common mistakes that will require a new form. Please check all forms before sending them to verify that they have been filled out correctly:

- For a bank change, the name of payee (Section 1A) should match the name in PMS
- Section 1B should be the organization's name. A person's name is not acceptable
- Signatures: The grantee needs to sign Section 1C. A bank representative needs to sign Section 3. If signatures are missing, the form must be resubmitted.
- Alterations of any kind to the banking information are not acceptable
- Section 3 must be completed in its entirety.
- The Depositor Account Title field should match Section 1A. If the Depositor Account Title field is left blank or has the type of account written in it, the grantee must submit a new form.
- If the Routing Number field is left blank or is incorrect, the grantee must submit a new form.
- If the Bank Name is missing, the grantee must submit a new form.

All forms can be scanned to me instead of being sent via FedEx. If you are sending new account registrations, please scan me the new account memo request, the SF 1199A and the user access form. I will then provide everything to Central Registry to start the new account process. You can still mail the forms if you wish.

Let me know if you have any questions.

Thank you,

Tadios Asgodom, Accountant
Division of Payment Management
Financial Management Service
Program Support Center
Office of the Assistant Secretary for Administration
U.S. Department of Health and Human Services
7700 Wisconsin Avenue, Suite 10120A
Bethesda, MD 20814
Office (301) 492-4993
Fax (301) 492-5035
www.psc.gov

Got a minute? Please tell us about your *customer experience*.

The One DHHS Helpdesk for PMS Support is available to assist you with general questions and password resets Monday-Friday 7am-9pm EST (with the exception of federal holidays). The Helpdesk may be reached at 1-877-614-5533 or PMSsupport@psc.gov. The Self Help Web Portal is available 24 hours a day, seven days a week at www.psc.gov/one-dhhs.

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From: Benson, Thaddeus (PSC/FMP/PMS) [mailto:Thaddeus.Benson@psc.hhs.gov]
Sent: Thursday, May 01, 2014 11:23 AM
To: NSSC; Mielke, David R. (HQ-IM020); Robinson, Elizabeth M. (HQ-IA000); Tyler, Charlene (NSSC-XD015); Smith, Talley D. (NSSC-XD015); HALE, LAURESE H. (HQ-IM020); Rivera, Wilfredo (HQ-IM020); Johnson, Valerie W. (NSSC-XD015); **Subject:** New Name for the Division of Payment Management
Importance: High

Good Morning Ladies & Gentlemen

ATTENTION: All PMS USERS!

Please note that the name of our organization has changed from the Division of Payment Management to Payment Management Services, an organization within the Financial Management Portfolio of the Program Support Center (PSC). Effective immediately, please ensure that that the new name of our organization is reflected on all future correspondence.
v/r
Thaddeus
Thanks,

Thaddeus Benson
Payment Management Services, Office of the Director
Program Support Center
U.S. Department of Health and Human Services
7700 Wisconsin Ave., Room 10470-D
Bethesda, MD 20857

Office: (301) 492-4988
Fax: (301) 492-5050

www.psc.gov
Got a minute? Please tell us about your customer experience.

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APPENDIX X – CODE TYPES

Code Type 1: Entity Codes

ENTITY TYPE CODE

ENTITY TYPE CODE IS A COMPOSIT DATE ELEMENT CONSISTING OF TWO SEPARTATE DATA ELEMENTS: CHARACTERISTIC CLASS AND SPECIAL INTEREST CLASS.

CHARACTERISTIC CLASS	CODE
INDIVIDUAL	10
GOVERNMENT & AFFILIATED ORGANIZATION	
FEDERAL	21
INTERSTATE	22
STATE	23
COUNTY	24
CITY	25
SPECIAL UNIT OF GOVERNMENT	26
SPONSORED ORGANIZATION	27
OTHER (TOWNS, VILLAGES, AMERICAN INDIAN TF	28
NON-GOVERNMENT ORGANIZATION	
PUBLIC NON-PROFIT	41
PRIVATE NON-PROFIT	42
PRIVATE PROFIT (LARGE BUSINESS)	43
PRIVATE PROFIT (SMALL BUSINESS)	44
OTHER ORGANIZATION	
FOREIGN NON-PROFIT	61
FOREIGN PROFIT	62
INTERNATIONAL (U.S. & FOREIGN, OR 2 OR MORE FOREIGN OF	63

```
***FOR ALL ENTITIES, SELECT ONE CODE FROM THE
   LEFT AND ONE FROM THE RIGHT.
```

SPECIAL INTEREST CLASS	CODE
EDUCATIONAL ENTITY	
EDUCATIONAL DEPARTMENT	11
ELEMENTARY & SECONDARY SCHOOL	12
JR COLLEGE, COLLEGE & UNIVERSITY	13
LIBRARY & MUSEUM	14
RESEARCH INSTITUTION, FOUNDATION & LABORA	15
SCHOOL BOARD & SCHOOL DISTRICT	16
STUDENT	17
VOCATIONAL & TRAINING SCHOOL	18
OTHER EDUCATIONAL ORGANIZATION	19
HEALTH ENTITY	
ENVIRONMENTAL ORGANIZATION	31
HEALTH DEPARTMENT	32
HOSPITAL	33
MEDICAL DOCTOR	34
NURSING HOME OR OTHER DOMICILE CARE FACIL	35
OTHER HEALTH ORGANIZATION	36
SOCIAL SERVICES ENTITY	
COMMUNITY ACTION ORGANIZATION	51
LAW ENFORCEMENT AGENCY (INCL. CRIMINAL RI	52
REHABILITATION ORGANIZATION (OTHER THAN CRIMINAI	53
WELFARE DEPARTMENT	54
OTHER SOCIAL SERVICES ORGANIZATION	55
OTHER SPECIAL SERVICES ENTITY	
CONSULTANT	71
FINANCIAL INSTITUTION	72
INDIAN TRIBAL COUNCIL	73
INTERMEDIARY ORGAINIZATION (INSURANCE, ET(	74
PLANNING & ADMINISTRATIVE ORGANIZATION	75
SUPPLIER ORG (SERVICE, SUPPLIES, MATERIAL &	76
OTHER SPECIAL INTEREST ORGANIZATION	77

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Code Type 2: Center Codes

PMS CENTER CODES		PMS CENTER IDs	
F82	HQ	ALL	WEH1F30
F82A	HQ-MGMT OFFICE	ARC	WEH1DF5
F82B	ARC	AFRC	WEH1ENU
F82C	AFRC	GRC	WEH1SCM
F82D	GRC	GSFC	WEH1H5T
F82E	GSFC	KSC	WEH1T5Q
F82F	JSC	LARC	WEH1HVN
F82G	KSC	MSFC	WEH1J2Q
F82H	LARC	NMO	WEHSHC
F82I	MSFC	JSC	WEH1D5C
F82J	SSC	SSC	WEH1J29
		HQ	WEH1JZ5

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APPENDIX Y – CS APPROVALS IN PMS

A. Grants Manager receives request from SP requiring approval of action for grant in PMS.

B. Sign into PMS
   1. https://pms.psc.gov/
   2. Select Authorization/On-Line Authorization Approval

C. Find grant indicated in step 1 and Select.

D. Verify action being requested is correct and the correct grant is selected

   1. 059 transactions – incremental amount is $.00
   2. POP start date change – equal what has been relayed by requestee
   3. On-line authorizations

E. Approve the 059 transaction.

F. Reply to email or send SN task back to SP stating the 059 approval is complete.

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APPENDIX Z – PROCESSING REFUND/CREDITS FOR CLOSED ADVANCE PAYMENT GRANTS PROCESS

A. Grants Manager receives E-mail and NSR ticket from Dept. of Health and Human Services (HHS):
    1. Subject: NASA Closed Grant with grant number- example (NASA CLOSED GRANT – NNX07AK17G)
    2. Attached copy of funds (check) received from grantee\

B. Go to ME23N in SAP

    1. Select "other purchase order" clip
    2. Enter grant number from email
    3. Click on header and go to NASA information tab – if Admin Complete date is filled then proceed with step 6. If not, go to and follow step 12.
    4. If the Grant is Administratively Complete in SAP, the Grants Manager will request HHS to Intra-governmental Payment and Collection (IPAC) the funds to NASA. NSSC must provide PMS with the appropriate Agency Location (ALC) and Treasury Account Symbol (TAS) to include on the IPAC. The IPAC should reflect "Refund for Letter of Credit (LOC) Grant NNX…. In the transaction description filed on the IPAC. Please see steps 7-11 on how to get the TAS and ALC information.
    5. To get the TAS and ALC information:
        i. Click on Environment and AC Commitment Documents
        ii. Double click "Spec purpose ledger" (bottom one)
        iii. Double click latest ledger doc no. (bottom one)
            • TAS/BETC number example: 8009/100120
        iv. Go back to "item detail" part of ME23N and click on Account Assignment tab for Funds Center #. Example 51
    6. If the grant is not Administratively Complete, the HHS Processor/Grants Manager notifies HHS/PMS to open the grant for posting in PMS to allow the credit to flow through the interface. (The notification to HHS/PMS can be done by e-mail to POC)
    7. Grants Manager (CS) will send e-mail to HHS Processor (SP) asking to re-open grant in PMS.
    8. HHS Processor (SP) will submit an On-line Authorization in PMS for approval by Grants Manager (CS).

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9. Grants Manager (CS) will send e-mail to HHS/PMS POC to allow the credit to flow through the interface.
    i. HHS/PMS POCs:
        - Tadios Asgodom: Tadios.Asgodom@psc.hhs.gov (301) 492-4993
        - Gladys Ramirez: Gladys.Ramirez@psc.hhs.gov (301) 492-5066

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APPENDIX AA – FIND THE MIX-MATCH IN PMS AWARDING AGENCY ID AND THE SAP BA

A. Open the Sync Report before it is formatted to send to AAO/Matthew Buchheit. (See Appendix Q to locate report)

07/03/2018								Dy
		SMART NU	SAP VEND	PMS AWA	SAP BA	PMS PIN	SAP PIN	PMS EIN	SAP EIN
		80ARC017	126219	21	21	B0171	B0171	133017526	133017526
		80ARC017	126219	21	21	B0171	B0171	133017526	133017526
*		80ARC017M0005							
		80ARC017	114910	21	21	9H49	9H49	184600055	184600055
		80ARC017	114910	21	21	9H49	9H49	184600055	184600055
		80ARC017	114910	21	21	9H49	9H49	184600055	184600055
*		80ARC017M0006							
		80ARC017	114781	21	21	9H50	9H50	158060314	158060314
		80ARC017	114781	21	21	9H50	9H50	158060314	158060314
*		80ARC017M0007							
		80ARC017	114875	21	21	A7055	A7055	174107054	174107054
		80ARC017	114875	21	21	A7055	A7055	174107054	174107054
*		80ARC017M0008							
		80GSFC17I	123823	51	51	8H24	8H24	152600203	152600203
		80GSFC17I	123823	51	51	8H24	8H24	152600203	152600203
		80GSFC17I	123823	51	51	8H24	8H24	152600203	152600203
		80GSFC17I	123823	51	51	8H24	8H24	152600203	152600203
		80GSFC17I	123823	51	51	8H24	8H24	152600203	152600203
		80GSFC17I	123823	51	51	8H24	8H24	152600203	152600203
		80GSFC17I	123823	51	51	8H24	8H24	152600203	152600203
		80GSFC17I	123823	51	51	8H24	8H24	152600203	152600203
		80GSFC17I	123823	51	51	8H24	8H24	152600203	152600203
		80GSFC17I	123823	51	51	8H24	8H24	152600203	152600203
*		80GSFC17M0002							
		80JSC018N	157674	10	72	D4521	D4521	127541076	127541076

B. Add a Column after Column SAP BA and Name the column MixMatch

07/03/2018						Dynamic List Display
		SMART NUMBER	SAP VENDOR ID	PMS AWARDING AGENCY ID	SAP BA	MixMatch
		80ARC017M0005	126219	21	21	
		80ARC017M0005	126219	21	21	
*		80ARC017M0005				
		80ARC017M0006	114910	21	21	
		80ARC017M0006	114910	21	21	
		80ARC017M0006	114910	21	21	

C. In the 1st cell in the New Column add a formula to compare the PMS AWARDING AGENCY ID (column E) to SAP BA (column F)

   1. =IF(E6=F6,"True", "False")
   2. Note: The number 6 is the row number.

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D. Select the Cell with the formula and drag to the End of the list.
    1. The formula will add True if the columns match and False if they do not

	SMART NUMBER	SAP VENDOR ID	PMS AW	SAP BA	MixMatch
	80ARC017M0005	126219	21	21	True
	80ARC017M0005	126219	21	21	True
*	80ARC017M0005				True
	80ARC017M0006	114910	21	21	True
	80ARC017M0006	114910	21	21	True
	80ARC017M0006	114910	21	21	True
*	80ARC017M0006				True
	80JSC018M0002	157674	10	72	False

E. Filter on the mix-match column, Column G (the new column) and select all MixMatch and False

	SMART NUMBER	SAP VENDOR ID	PMS AW	SAP BA	MixMatch
	80JSC018M0002	157674	10	72	False
	80NSSC18K0767	118457	64	51	False
	80NSSC18K0918	135844	10	51	False
	80NSSC18K0974	138494	51	23	False
	80NSSC18M0043	105677	22	21	False
	NAS5-02140	103666		51	False
	NAS5-02140	103666		51	False
	NAS5-02140	103666	51		False

F. Begin the research in SAP and in PMS to see why the PMS Award Center and SAP Centers do not match.

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APPENDIX AB – GR INDICATOR REPORT/3-WAY MATCH

Purpose: The GR Indicator Report is run once a week. The purpose of this report is to find all Grants that are marked as a three way match. All grants should be 2-way match. Access to bReady and BOBJ is required to run this report.

   A. bReady loginlink is: https://bready.nasa.gov/group/bready/home

      1. Click on MY SYSTEMS in the upper right, then Procurement

            MY SYSTEMS

      2. Click on BW via BOBJ from Information Delivery to the left

            Information Delivery   ∨

            BW via BOBJ

      3. Click on the orange box in My Applications

            ▾ My Applications

      4. Click on Purchasing

      5. PRRPT33 – PO's by PLI/ALI – ITD(ZMC_PRRPT33_ITD_V300) then OK

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6. Include the following required and optional prompts. Select 'All" for complete list:
   i. Required prompts include:
      a) Plant (Center) values equal *to pull data for all centers.

      b) Period/Fiscal year inception to date (ITD) through the current fiscal year end, "006/2021" GR Indicator Report
   ii. Optional prompts include:
      a) Purchasing Document Type
      b) Values equal to "YG" and "ZGRN" for grant purchasing document types GR Indicator report
7. Click OK at the bottom
8. The report will take approximately 10 minutes to run. See the Process button in the left corner for progress.

B. Once the workspace opens, remove and add the following fields from the Rows area of the Layout section:

1. Remove the following default fields:
   i. PR PLI

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      ii. PO ALI

2. Add in the following fields:
   i. Plant
   ii. Administratively Complete
   iii. Vendor Account Group from PO (Internal or Legacy)
   iv. Goods Receipt from PO PLI
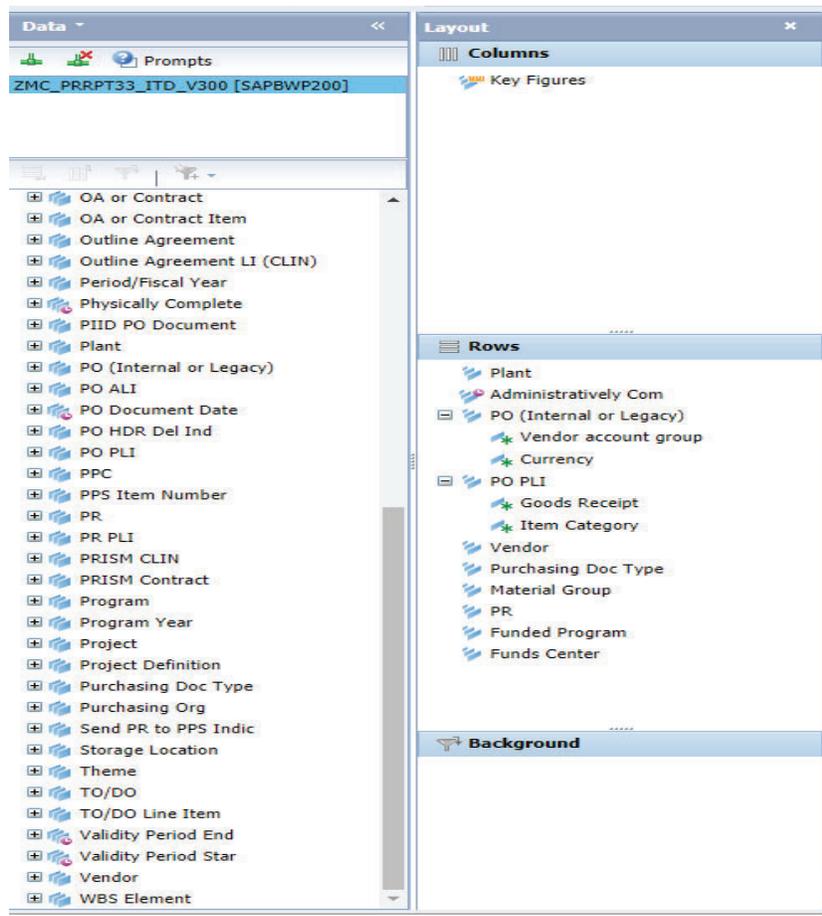
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3. Click the Export button in the top left to export the report to excel, repeating the outer header members and separating Key and Text values
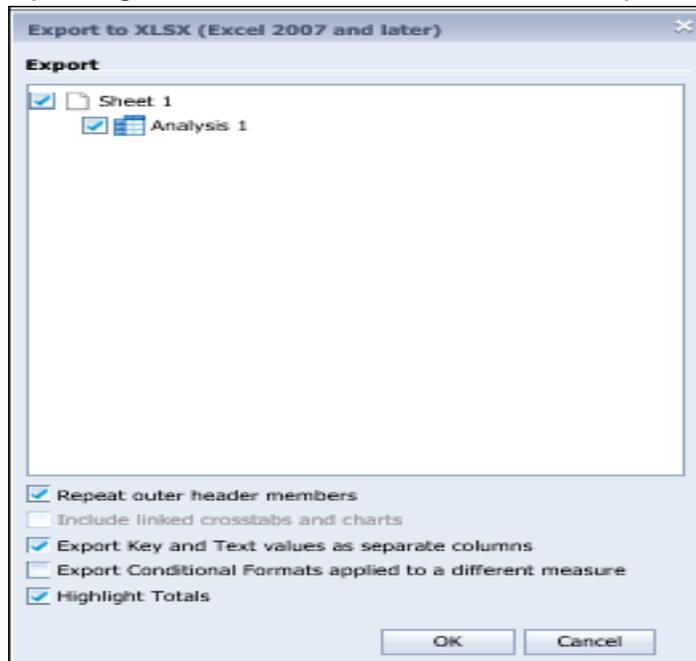
4. Save to N: drive under the Grants folder. Use default naming convention and save to the current daily work folder.
5. Repeat all steps above, beginning at A.6 through B.4.
6. Modify the 'Values equal to "YG" and "ZGRN" for grant purchasing document types'.
7. Change doc types to 'YS', 'YH', and 'ZCOA'.
8. Re-run report and save as above.
9. Combine data from both reports into 1 file by copying and pasting from one to the other. Save file to be used for analysis.

C. Identifying GR Indicators
   1. After exporting the report, the following actions are performed:
      i. Select all data in Analysis 1 tab. Copy and paste to new tab. This is now the working tab.
      ii. Delete first 3 rows. Highlight Title Row (now row 1) and select Filter.

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iii.　Filter for grants that are not closed by filtering the "Administratively Complete" field for PO PLIs with "#".

iv.　Filter for HHS vendors by filtering the "Vendor Account Group" field for PO PLIs with "ZHHS".

v.　Filter for PO PLIs set-up as a three-way matches by filtering the "Goods Receipt" field for PO PLIs with "X".

vi.　Filter for PO PLIs that have not been fully costed by filtering the "ITD Uncosted Obligations" field for amounts other than "$0.00".

D.　Reviewing Data

E.　At least weekly, the NSSC should review all grant documents with ZHHS vendors that have PO PLIs set up as three-way matches.

1.　Check remaining grants in SAP for IDOCs posted to PLIs with the GR Indicator marked. If nothing is posted to the PLI, contact the center POC to remove the GR Indicator.

2.　If a PLI is fully costed already, even if there are no postings yet, no action is needed. IDOCs can be posted to the PLI.

3.　If there are postings to the PLIs listed, those docs must be reversed in order to remove the goods receipt indicator. Check with the center POC to see if they wish to proceed with the reversals or continue applying cost for each failed IDOC.

4.　After reversing documents and the goods receipt indicator is removed, the costs and disbursements must be reposted to the same funds as the original posting. NOTE: If a de-obligation/re-obligation of funds occur, PMS will redistribute the funds in their system. An IDOC may come through the interface to offset the document. Check the balance between both systems before reposting to ensure accuracy.

5.　This process will require coordination between the NSSC and the Centers to ensure same-day corrections.

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APPENDIX AC – ACCESSES REQUIRED FOR GRANT DUTIES

A. <u>Service Now</u>

1. Service Provider – HHS Processor
    i. Submit NAMS request for NSSC Service Now Request
    ii. Role: FM Grants L2
2. Civil Servant - Grant Managers
    i. Submit NAMS request for NSSC Service Now Request
    ii. Role: FM Grants L3

B. <u>PMS</u> - (Note: For PMS guidance https://pms.psc.gov/grantors/access-newuser.html)

1. Service Provider – HHS Processor
    i. Submit NAMS request for Payment Management System
        a) Roles:
            1) Registration
            2) Access to Electronic Reports and Files
            3) On-line Authorization
            4) Federal Financial Report (FFR): Federal Cash Transaction Report (FCTR)
                i. View
            5) Federal Financial Report (FFR): Federal Status Report (FSR)
                i. View

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User Access Update Request

REQUEST DETAILS

User Type: Awarding Agency

User Email: valerie.d.brockway@nasa.gov

Request Status: Initiated

DEPARTMENT / BUREAU / ORGANIZATION UNIT

*Select Action: [Add] [Remove]

	Status	Department	OPDIV/Agency	Region/Bureau
1		NATIONAL AERONAUTICS AND SPACE ADMIN	2-NASA	S10-NASA HEADQUARTERS
2		NATIONAL AERONAUTICS AND SPACE ADMIN	2-NASA	S21-NASA AMES RESEARCH CENTER
3		NATIONAL AERONAUTICS AND SPACE ADMIN	2-NASA	S22-NASA GLENN RESEARCH CENTER
4		NATIONAL AERONAUTICS AND SPACE ADMIN	2-NASA	S23-NASA LANGLEY RESEARCH CENTER
5		NATIONAL AERONAUTICS AND SPACE ADMIN	2-NASA	S24-NASA ARMSTRONG FLIGHT RESEARCH CENTER
6		NATIONAL AERONAUTICS AND SPACE ADMIN	2-NASA	S51-NASA GODDARD SPACE FLIGHT CENTER
7		NATIONAL AERONAUTICS AND SPACE ADMIN	2-NASA	S55-NASA MANAGEMENT OFFICE
8		NATIONAL AERONAUTICS AND SPACE ADMIN	2-NASA	S62-NASA MARSHALL SPACE FLIGHT CENTER
9		NATIONAL AERONAUTICS AND SPACE ADMIN	2-NASA	S64-NASA STENNIS SPACE CENTER
10		NATIONAL AERONAUTICS AND SPACE ADMIN	2-NASA	S72-NASA JOHNSON SPACE CENTER

Page 1 of 2   Records per page: 10   Displaying 1 to 10 of 11 items.

LEGEND:
➕ - Added
➖ - Removed

ACCESS LEVEL

Please check and/or uncheck all access that should be added or removed (please note gray checked boxes are included):

- ☑ Awarding Agency Inquiry ⓘ
- ☑ Account Maintenance ⓘ
- ☑ Registration ⓘ
- ☑ Access to Electronic Reports and Files ⓘ
- ☑ On-Line Authorization ⓘ

Approve Authorizations

- ☐ Approve On-Line Authorization ⓘ
- ☐ Process 059 Transactions Only ⓘ

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2. Civil Servant - Grant Managers
    i. Submit NAMS request for Payment Management System
        a) Roles:
            1) Access to Electronic Reports and Files
            2) On-line Authorization
            3) Process On-Line Authorization Batch
            4) Process On-Line Subaccount Batch

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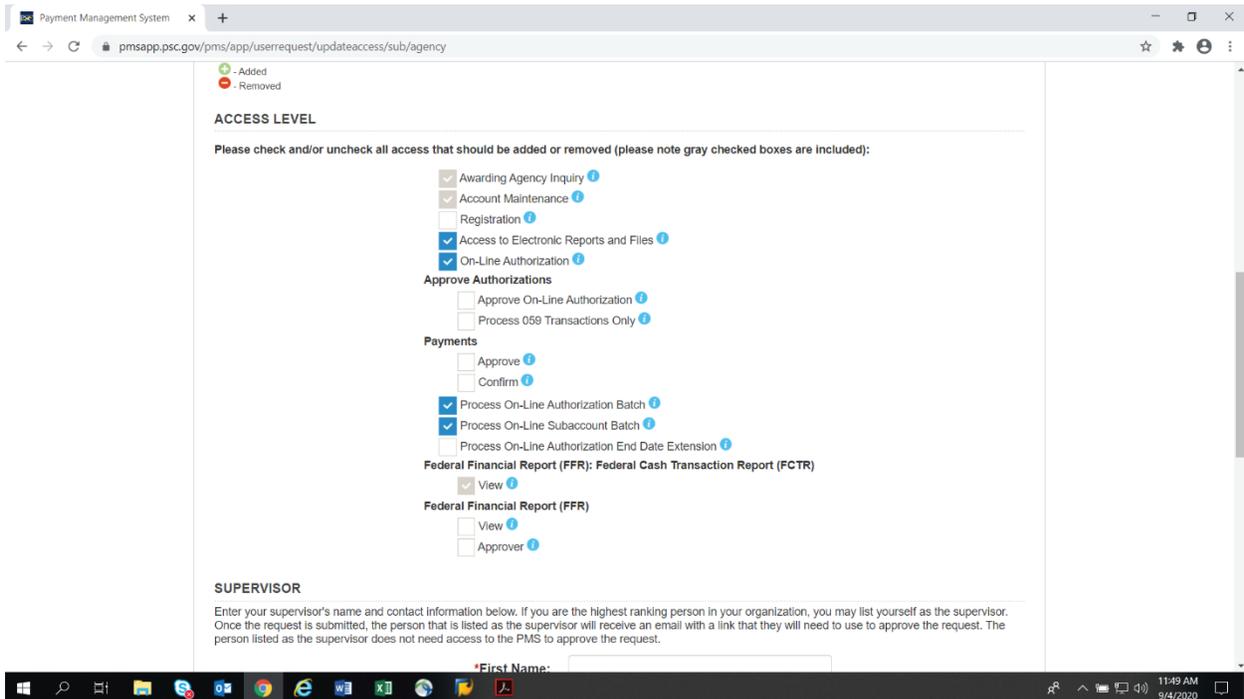
C. NSSC IT ACCESS REQUEST (ITAR)--NAMS

1. Service Provider – HHS Processor
   i. Functional Area--Financial Management (FM) L2
   ii. Common Drive Share--nsscfs01p)nssc-shared--NS-GG-Grp-Modify (N Drive)
   iii. Drive Share(s) and/or Server Group(s)--N:drive > FM Division > Accounts Payable_Accounts Receivable > Accounts Payable > Grants

D. AGCY0032 –Active Directory Generic Account--NAMS

1. Service Provider – HHS Processor
   i. nsscgrantfmd@mail.nasa.gov

E. MICROSOFT OFFICE (WORD, EXCEL, ACCESS, OUTLOOK)

1. Service Provider – HHS Processor

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2. Civil Servant – Grants Manager

F. EXCEL MACROS FOR GRANTS—guidance to load macros is in SDG

1. Service Provider – HHS Processor

G. SAM.GOV—complete application on website

1. Service Provider – HHS Processor
   i. Go to https://www.sam.gov/SAM/
   ii. Create a User Account

H. GRANTS ACCESS DATABASES—ESD HELP DESK

1. Service Provider – HHS Processor
   i. Contact ESD to be added

I. SAP--NAMS

1. Service Provider – HHS Processor
   i. Submit NAMS request for the following roles
      a) Z:AG_DISP_ONLY Agency Display
      b) Z:AGHHSPRC   AG AP - Health & Human Services (HHS) Processor
      c) Z:AGPMTPRC   AG AP - Vendor Payment Processor
      d) Z:APHHSPRC   AP - Health & Human Services (HHS) Processor
      e) Z:APIACPRC   AP - Intra-Agency Payments and Collections Processor
      f) Z:APINVPRO   AP - Vendor Invoice Processor
      g) Z:APPMTAUD   AP - Payment Auditor
      h) Z:APPMTPRC   AP - Vendor Payment Processor
      i) Z:APTRPYPR   AP - Travel Payment Processor
      j) Z:NASACOMP   NASA Commonly Used Transactions
      k) Z:NSAPORG NSSC - AP - Organizational differentation
      l) Z:OMGQ_DISPLAY_ONLY   T-code OMGQ (Display Capability Only)

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      m) Z:OMGS_DISPLAY_ONLY   T-code OMGS (Display Capability Only)

      n) Z:POPRRPTG   PO - Procurement Report Generator

      o) Z:PPSFMDSP   Folders Management Display

      p) Z:QUERYSQ01   Query Viewer

      q) Z:SGLCOMM   SL - Common tcodes across all SGL roles.

      r) Z:SGLRECON   Agency SGL Recon Analyst Tool

      s) ZP:NSLASER   All Print devices for NSSC (except Secured Printers)

ii. Most used T-Codes

      a) XK03 - Display vendor (centrally)

      b) SQ01 - SAP Query: Maintain queries

      c) ZFI_AP_INVC_STAT - Invoice Status Report

      d) ZFI_AP_CONSOLE - Invoice Request Console

      e) FBL1N - Vendor Line Items

      f) ME2L - Purchase Orders by Vendor

      g) MIR4 - Call MIRO - Change Status

      h) ME23N - Display Purchase Order

      i) FBRA - Reset Cleared Items

      j) MR8M - Cancel Invoice Document

      k) F-44 - Clear Vendor

      l) MIR7 - Park Invoice

      m) FB03 - Display Document

      n) FMZ3 - Display Funds Commitment

      o) GR55 - Execute Report Group

      p) FBV2 - Change Parked Document

      q) Z_HHS_IDOC_VIEW - View Contents of HHS IDocs

      r) ZFI_HHS_SYNC - HHS Monthly PMS SYNC Report

      s) F-52 - Post Incoming Payments

      t) F-53 - Post Outgoing Payments

      u) ZFI_AP_HHS - HHS Grants / Disbursements by EIN

      v) Z_HHS_DD_DISTRIBUTE - HHS Drawdown 2-way 3-way Report

      w) Z_LOC_VIEW - View HHS LOC Mods

      x) Z_LOC_VIEW_EX - View HHS LOC Mods by Vendor

      y) Z_LOC_PRINT - Print HHS Letter of Advice

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      z) ZHHS_NET_ZERO - HHS Net Zero Changes Workbench
      aa) ZFI_OLA_PO - Outline Agreement - PO Report
      bb) SCASE - Case Management

2. Civil Servant – Grants Manager
    i. Submit NAMS request for the following roles
      a) No additional roles are required if you have AP CO accesses
    ii. Most used T-Codes
      a) XK03 - Display vendor (centrally)
      b) FBL1N - Vendor Line Items
      c) ME23N - Display Purchase Order
      d) FBRA - Reset Cleared Items
      e) FB03 - Display Document
      f) FCH8 – Reverse Check Payment