National Aeronautics and
Space Administration

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

**NASA Shared Services Center Service Delivery Guide**

**NSSDG-9200-0002  Revision 21.0**

**Effective Date:      September 29, 2023**
**Expiration Date:    September 29, 2026**

---

# FINANCIAL MANAGEMENT SERVICES DIVISION
# ACCOUNTS RECEIVABLE REIMBURSABLE

---

**Responsible Office: Accounts Receivable**

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 2 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# Approved by

_____
Teri Green
Acting Chief, Financial Management Services Division


_____
Date

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 3 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# DOCUMENT HISTORY LOG

| Status (Basic/Revision Cancelled) | Document Version | Effective Date | Description of Change |
|---|---|---|---|
| Basic | | 02/21/2008 | Basic Release |
| Revision | A | 04/17/2008 | Added combination to safe changed semi-annually or as employee leaves, with On Demand SWR with Jacobs Technology (FOSC Contract) to include locksmith service (p 18) |
| | | | Corrected Deposit Processor from Collection Processor (pp 19-22) |
| | | | Enhanced PCC process (pp 19-20) |
| | | | Added T-Code F-28 to Post Incoming Payments (p 23) |
| | | | Added PWC observation of Deposit Reconciliation at least weekly (p 24) |
| | | | Added Job Aid for creating setup document to refund Solely Travel advance (p 41) |
| | | | Added BW GENRPT21 report to verify amount of remaining advance (p 42) |
| | | | On ZFI_AR_Billing, changed to 'excluding "Do NOT List $0.00 To |

| NSSC | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| Service Delivery Guide | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 4 of 246 |

Responsible Office: Accounts Receivable

Subject: Accounts Receivable - Reimbursable

| | | | |
|---|---|---|---|
| | | | Be Billed" from WBS element (p 42) |
| | | | Added Pay.gov insert to mailing (p 57) |
| | | | Added VA03 to retrieve Debit Memo Request number to reverse billing request when canceling bill (p 58) |
| | | | Added section in Automatic IPAC Confirmation process if IPAC was rejected by Treasury (p 62) |
| | | | Added note on spreadsheet containing list of customers requiring manual IPAC (p 63) |
| | | | Added section on Personal Property IPAC (pp 65-66) |
| | | | Added Exchange/Replacement/Surplus/ Recycle Sales/Reimbursable Sales Order (pp 75-77) |
| | | | Added CAAS (pp 78-87) |
| | | | Center Cost Accountant to notify NSSC cost complete – ready for PBR (p 42) |
| | | | Stabilization period NTE 90 days for e-mail spreadsheet of all postponements/rejections/cancellations (p 43) |

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 5 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| | | | | Detail of reconciliations (pp 50-51) |
|---|---|---|---|---|
| | | | | Further reconciliations (p 55) |
| | | | | Further reconciliations (p 56) |
| | | | | Correction of billing request prior to printing/posting bills (p 55) |
| | | | | New Process Flow (p 92) |
| | | | | Enhanced Receipt of checks/cash process (pp 17-32) |
| | | | | Data parameters for PBR (p 42) |
| | | | | Billing Threshold reduced to $1 until OCFO approval of threshold (p 44) |
| | | | | Move cost back from Canceled Column (p 53) |
| | | | | No IPAC last four calendar days of month per Treasury (p 62) |
| Revision | B | 04/17/2008 | | Added "Optional" for Centers to provide NSSC Reimbursable Agreements (p13) |
| | | | | Added Advance Notification Tool steps (p15) |
| | | | | Clarified Receipt of Checks/Cash Process (pp 17-24) |
| | | | | Clarified Pay.gov payment process (pp 25-26) |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 6 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| | | | |
|---|---|---|---|
| | | | Deleted Bank of America process (p 25) |
| | | | Identified receipt of advance/notification to Center (p 33) |
| | | | Identified steps for Unidentified Check Tool (pp 35-36) |
| | | | Clarified edits in SAP to prevent billing over Sales Order amount (pp 47 – 48) |
| | | | Added Parameters for PBR (p50) |
| | | | Clarified Exchange/Surplus/Recycle Sales/Reimbursable Sales Order Process (p.76) |
| Revision | C | 06/18/2008 | Added Pay.gov query (pp 25-26) |
| | | | Solely Travel refund process (p41) |
| | | | Omit bill with debit and credit from Automatic IPAC Process (p51) |
| Revision | D | 07/18/2008 | Updated with IPAC status spreadsheet (p 65)<br><br>Reversal of IPAC posted in prior month (pp 66 – 67)<br><br>Included AR Royalty Process (pp 89 – 92) |

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 7 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| Revision | 7.0 | 06/08/2010 | Clarified partial rejection of IPAC's (p.73)<br><br>Added Advance Reconciliation (p.75) |
|---|---|---|---|
| | | | Renumbered document from NSSC-FM-SDG-0008 to NSSDG-9200-0002. This is necessary to reflect newly adopted SDNS numbering scheme, which will be implemented on all NSSC documents upon development or revision. |
| Revision | 8.0 | 2/24/2014 | Added note instructing how to export PBR to excel.<br><br>Analyzing PBR- IPAC Bills: If you have multiple line items, and one of them has a credit and debit (big enough to offset to credit), it is okay to bill all lines, however, you need to create separate bills for each line. Create a bill for the line with the debit credit and postpone the other line(s). Go back and bill that/those lines later.<br><br>Added instruction to look up SO# using MIPR.<br><br>Modified SSC Billing Backup – SSC to correct backup if does not match bill.<br><br>Added partial payment adjustment of BLINE on residual. |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 8 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| | | | |
|---|---|---|---|
| | | | Cash recorded to GL 1010.5215.<br><br>Procedure for checks that are returned to customers (not deposited).<br><br>Updated Reimbursable Solely Travel Process: JSC's Solely Travel will be processed during the monthly Reimbursable billing cycle.<br><br>JSC Solely Travel clarification when costs do not match voucher and disputes.<br>Added transfer of all Solely Travel files to TechDoc once billing is completed.<br><br>Added Payment Method 6 for Customer Refunds.<br><br>Added returned refund check procedure.<br><br>Updated IPAC for excluding Trading Partners.<br><br>Added deadline for adding DRN to auto IPAC postings.<br><br>Modified TAS/BETC and FSN updates to Sales Orders.<br><br>Clarified entry of reject DRN in the reversing document's Reference field. |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 9 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| | | | Added procedure for monthly load of IPACs to TechDoc.<br><br>Updated load to TechDoc instructions for Monthly IPAC files.<br><br>Removed requirement to split Advance bills where more than one WBS/Fund billed on SO.<br><br>Removed "Tip" that said to split Debit and Credit IPAC bills into two separate bills.<br><br>Added "Advance" Pay.gov form to Appendix (Appendix C).<br><br>Added NSSC Reversal Process to Appendix (Appendix F). |
|---|---|---|---|

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:  September 29, 2026 |
| | Page 10 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| | Revision | 9.0 | 11/05/2014 | Updated the Run Pre-Billing Register and Analyze Billing Process. |
| --- | --- | --- | --- | --- |
| | | | | • Unbilled Billing Request – ZFI_AR_R_BRQ_NBIL<br>• Added Codes – 90 "Blocked Never Bill" and 92 "Blocked-Canc. Fund"<br><br>Updated Process 4 – Receipt of Checks/Cash/Step 1 – If a contract is identified in the supporting documentation route Remedy ticket to Accounts Payable for verification prior to requesting Center to post Advance.<br><br>Updated Steps for entering a JV regarding two-step JV postings.<br><br>Added METRIC Table.<br><br>Updated Appendix F – NSSC Reversal Process with six additional new reversal reason codes (V1 – V6). |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 11 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| Revision | 10.0 | 03/27/2015 | Solely Travel Reconciliation Process added<br><br>CS Collections Process Notes<br><br>Added as Appendix H with note in Receipts of Checks and Cash Process<br><br>CS Check Reconciliation Process added as Appendix I with note in Receipt of Checks/Cash Process, Step 8 to refer to this Appendix for further process information<br><br>Update step 6 of the EUL (Enhanced Use Lease) process<br><br>Added W-9 Form Process<br><br>Added the IPAC Invalid TAS Process |
|---|---|---|---|
| Revision | 11.0 | 6/16/2016 | Release of Reimbursable SDG in new template with numerous changes and addition of screen shots to the SDG. |
| Revision | 12.0 | 03/23/2017 | Updated Role Names; Updated Billing Macro Steps; Updated checklist for completing monthly billing and Updated IPAC Processing Steps |
| Revision | 13.0 | 12/20/2017 | Updated TechDoc Macro and TechDoc Destruction Process; Update Preliminary Billing |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 12 of 246 |

| Responsible Office: Accounts Receivable |
|---|
| Subject: Accounts Receivable - Reimbursable |

| | | | |
|---|---|---|---|
| | | | Process; Added IPAC Macro instructions |
| Revision | 14.0 | 04/03/2018 | Updated IPAC Macro Proposal instructions<br><br>Updated IPAC Proposal Process<br><br>Updated Reversal Process<br><br>Updated Solely Travel Process |
| Revision | 15.0 | 04/01/2019 | Updated IPAC Proposal Process<br><br>Updated Manual Center to Center IPAC process<br><br>Updated Code for blocking invoices not to be IPAC'd from "B" to "A"<br><br>Added step for Federal customer bill under $1.<br><br>Updated Refund Process<br><br>Updated EUL WBS information |
| Revision | 16.0 | 11/15/2019 | SDG Annual Review and Update |
| Revision | 17.0 | 1/23/2020 | Updated Cancelled bill process by adding VF02 to Release to Accounting. |
| | | 6/16/2020 | Updated EUL/NHPA Process<br><br>Updated Refund Process<br><br>Updated Manual IPAC Process |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 13 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| | | 8/28/2020 | Updated NMO (JPL) Spool File number |
| --- | --- | --- | --- |
| | | 10/21/2020 | Updated EUL and NHPA process<br><br>Updated PBR Macro Analysis<br><br>Updated Pre and Post Billing Macro Reports<br><br>Added-Outside Reimbursable Billing Process<br><br>Added reasons to reverse and create a new invoice<br><br>Added reasons you don't have to reverse an invoice<br><br>Added T-code and doc type to clear manual liquidation |
| Revision | 18 | 12/10/2021 | Updating with Service Now Case Migration changes to the Refund Request Process. |
| Revision | 19 | 5/3/2022 | Added 5pm CST processing cutoff on the last business day of the month. |
| Revision | 20 | 10/07/22 | Added CS Manual Liquidation validation<br><br>Added SP Manual Liquidation process |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 14 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| | | | Added SP PBR process-adding sales orders as reconciling items<br><br>Updated Process when creating one off invoice during monthly billing |
|---|---|---|---|
| Revision | 21 | 09/29/23 | Updating verbiage regarding ServiceNow Case Legacy to Scoped App<br><br>Updated Solely Travel Process. |

| NSSC | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| Service Delivery Guide | |
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 15 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# TABLE OF CONTENTS

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 16 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 17 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# INTRODUCTION

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) will complete the reimbursable billing and associated processes for all NASA Centers, in accordance with the following regulations:

A. Statement of Federal Financial Accounting Standard No. 1, "Accounting for Selected Asset and Liabilities", Jun 2018; http://files.fasab.gov/pdffiles/2018_fasab_handbook.pdf

B. Treasury Financial Management supplement, "Managing Federal Receivables"; https://fiscal.treasury.gov/debt-management/resources/managing-federal-receivables.html

C. "Federal Claims Collection Standards" 31 Code of Federal Regulations (CFR) 900-904;https://www.govinfo.gov/content/pkg/CFR-2011-title31-vol3/xml/CFR-2011-title31-vol3-subtitleB-chapIX.xml

D. "Debt Collection Authorities under the Debt Collection Improvement Act of 1996" 31 CFR285;https://www.govinfo.gov/app/details/CFR-2011-title31-vol2/CFR-2011-title31-vol2-part285/context

E. Office of Management and Budget (OMB) Circular A-129 "Policies for Federal Credit Programs and Non-Tax Receivables," January 2013; Circular A-129 Revised (treasury.gov)

F. "Debt Collection Improvement Act of 1996" (Public Law 104-134); fiscal.treasury.gov/files/top/dmdcia.txt

G. 26 CFR 1.6050P-1 (Internal Revenue Service (IRS) 1099-C, Collection of Debt); CFR-2012-title26-vol13-sec1-6050P-1.pdf (govinfo.gov)

H. United States General Ledger; https://fiscal.treasury.gov/ussgl/

I. Federal Acquisition Regulation (FAR); https://www.acquisition.gov/browse/index/far

J. Treasury Report on Receivables (TROR); https://fiscal.treasury.gov/dms/resources/debt-management-governmentwide-reports.html

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 18 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

K. NASA Procedural Requirements (NPR).
   http://nodis3.gsfc.nasa.gov/lib_docs.cfm?range=9[0,1,2,3,4,5,6,7]

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 19 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# PURPOSE

To outline Agency procedures followed by the NSSC related to the processing of reimbursable billing services.

# APPLICABILITY/SCOPE

In accordance with Federal regulations and NASA policy, the NSSC is responsible for providing reimbursable billing services including assembling, reviewing, processing, recording, reporting, and reconciling commercial and government bills, (Intra-Governmental Payment and Collection System (IPAC's)), etc.

The NSSC shall use Core Financial Software – Services, Applications and Products (SAP) R/3 – to perform billing activities. NSSC is required to adhere to NPRs, NASA's Enterprise Performance Support System (EPSS) guidance, and other applicable Federal regulations and NASA policies and procedures. The NSSC shall process receivables from the receipt of the initial notice of indebtedness to the final collection based on acceptance by NASA.

# PRIVACY DATA

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

# RECORDS

Records shall be maintained in accordance with NPR 1441.1, NASA Records Retention Schedules

# CANCELLATION/SUPERSESSION OF PREVIOUS DOCUMENTS

This document supersedes NSSDG-9200-0002 Revision 20.0.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 20 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# PROCESS – PRE-BILLING ACTIVITIES

**Pre-Billing Activities**

(See Appendix B – Reimbursable Billing Flow charts)

(**NOTE**: Don't process postings after 5pm CST on the last business day of the month.)

**STEP 1.** <u>Account Maintainer</u> - Search TechDoc for the Center's Excluded Sales Order (SO) List. This list is used to identify Sales Orders to be excluded in the Reimbursable Billing process.

A. The "Center Request to Exclude Sales Orders from Reimbursable Billing" can be found in Tech Doc at the following path: FM>AR>EXCLUDE SO>FY>CENTER. **(**See Appendix D – Exclude Sales Order Form – NSSC Form 0086)

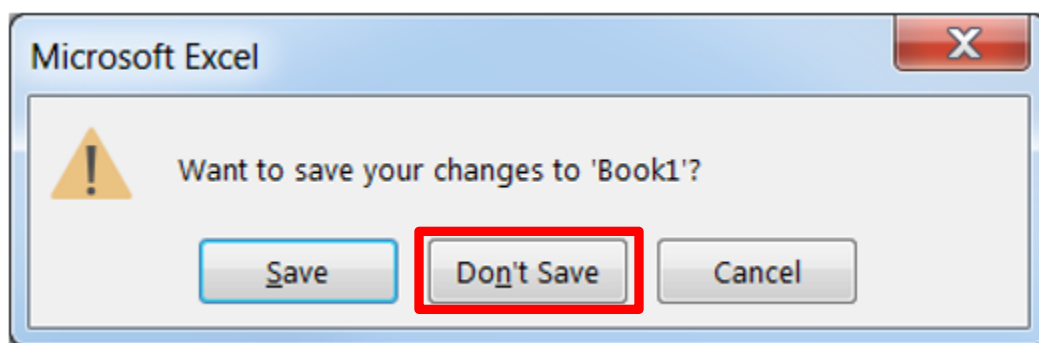| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 21 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

B.  Common Reasons for Sales Order Exclusions**:**

1.  An Open Service Request (SR) to fix an SAP problem.

2.  NASA and the customer are working through reconciling their records.

3.  Transient Fuel Sales Orders (GSFC) - A permanent exclusion list of these Sales Orders is saved in Goddard's Monthly Billing folder.

4.  Solely Travel Sales Orders (JSC):  Solely Travel Sales Orders are only excluded from monthly billing if they do not have an advance available against which to liquidate the bill.  If a Solely Travel sales order (identifiable by the WBS) has an advance, follow the normal process; bill and liquidate during monthly billing.  All other Solely Travel Sales Orders should be excluded until COCD (Commitments, Obligations, Cost, and Disbursements) matches (see Solely Travel Instructions).

**NOTE:** This form is due from the Centers by the 3$^{rd}$ to last business day of the month. Late submissions from the Center should be elevated to L3 for approval to exclude the Sales Order(s).

**STEP 2.**    **Account Maintainer -** Run Exception Reports.

**NOTE:**  STEP 2 – "A," "B" and "C" below should be run using the "Accounts Receivable - Monthly Billing" Macro Add-In. The manual steps in A, B and C below should be used if the macro add-in is unavailable.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 22 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

A. Macro (Excel) - Run "UBBR-1"

1. Open blank Excel worksheet

2. Click on "Accounts Receivable" Add-in

3. Select "Monthly Billing" icon

4. In the "AR Prebilling" red box drop-downs, select:

   a) Center (**NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center).

   b) Month

   c) Fiscal Year

   d) Process = "UBBR-1"

5. Click "OK"

6. If you have any changes to make in SAP - see Manual Steps below in B(C) (3), you can make them now in SAP and click "OK". The macro will export your finished product after you click "OK".

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 23 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
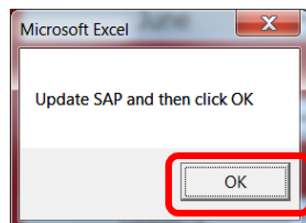
7. Click "OK".

**NOTE:** When you see this, your report has been automatically saved in your Monthly Billing folder on the N:Drive.
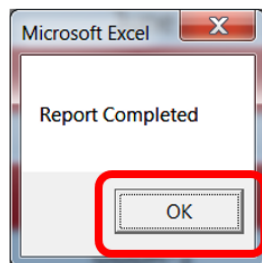


**NOTE:** When you close your blank excel workbook, you will get this message. **BE SURE TO CLICK "DON'T SAVE" TO BOOK1.**



B. **Manual Steps (SAP)** - Run the Unbilled billing Requests report (UBB1) using T-Code ZFI_AR_R_BRQ_NBIL

   1. Enter Information into Sales Organization. (Business Area preceded by two zeroes)

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 24 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**Billing Request Items**

Report-specific selections

| | | | |
|---|---|---|---|
| Sales Organization | 0022 | to | |
| Billing Request | | to | |
| Creation Date | | to | |

2. Click the "Execute" (clock) Icon at the top of the screen.

**NOTE**: SAP will not allow you to create a new billing request for a Sales Order if there is already an Unbilled Billing Request in the system. In addition, costs included in these billing requests will not display on the PBR. This report displays Billing Requests that have not been billed.

3. Review Report and make necessary changes. You will need to reject any unblocked Billing Requests.

   a) Billing Block "92– Blocked-Canc. Fund"-Do not reject.

   b) Billing Block "91-Billed w JV Perm B"-Do not reject.

   c) Billing Block "90-Blocked Never Bill"- These type of billing blocks should be investigated. Contact your center POC. If it is determined a Billing Block "90-Blocked Never Bill" needs to be rejected, follow the instructions below:

      i. Select Billing Request number with a "90" and double click to open it.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 25 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

ii.    Select "Change Billing Request" and the "green check mark".



iii.    "All Items" section - Go to the column labeled "Reason for Rejection" and choose "Reject Billing Request" from the drop-down list **for all lines**.



iv.    Click the "Save" icon at the top of the screen.
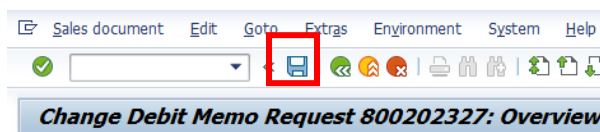


v.    Click the green check mark.

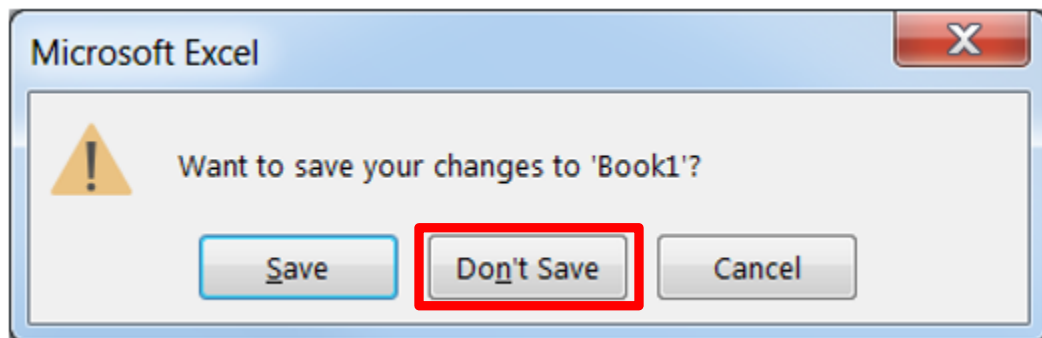| NSSC | NSSDG-9200-0002 Revision 21.0 |
| Service Delivery Guide | |
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 26 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
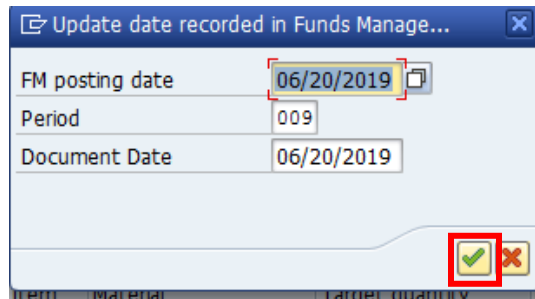
4.  Save file (Once all changes have been made) – in SAP:

5.  Click the "Export" icon.
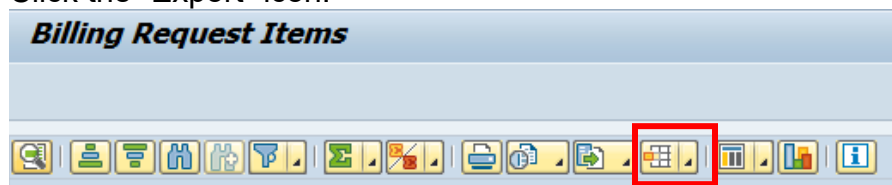


   a)  Choose "Select from All Available Formats/Excel (In Existing XXL Format)", then the green check mark (twice).
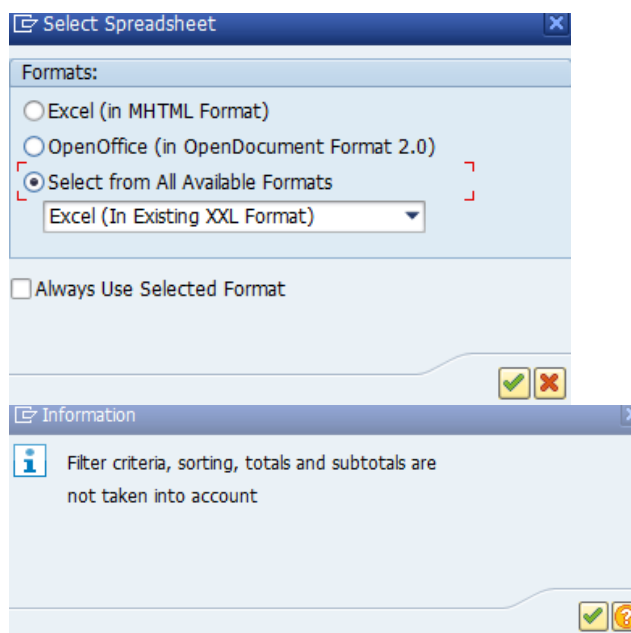
| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 27 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

b) Choose "Table" then click green check mark.
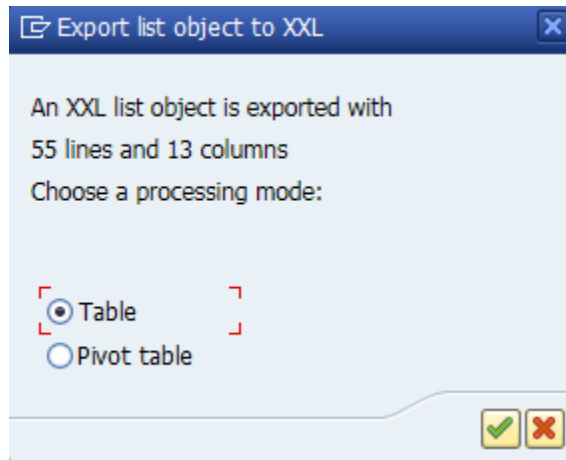


c) Click green check mark.
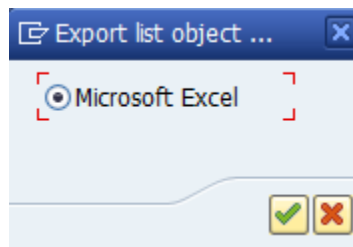


d) Excel:  File – Save As:

e) Save to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month
   Naming Scheme: "Center Abbrv UBBR1 FY20XX PXX".

   **Example:** (AFRC UBBR1 FY2019 P08)

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:  September 29, 2026 |
| | Page 28 of 246 |

Responsible Office: Accounts Receivable
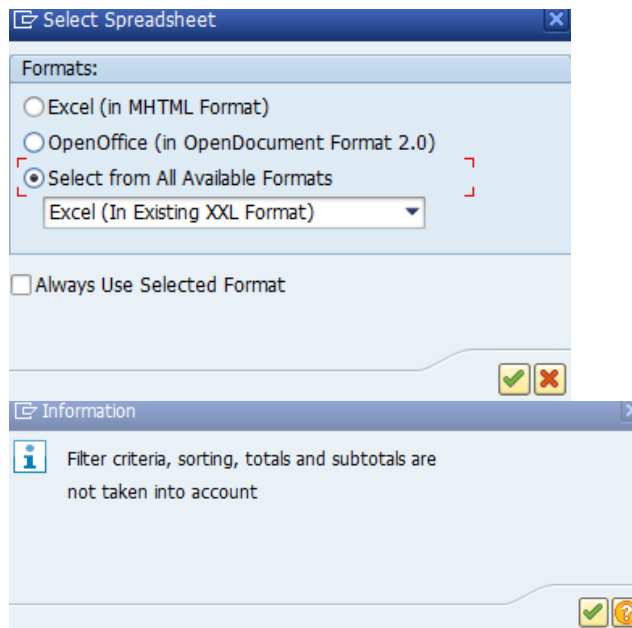
Subject: Accounts Receivable - Reimbursable

C.    **Macro (Excel) – Run the "Docs Missing In Accounting"**



1. Open blank Excel worksheet

2. Click on "Accounts Receivable" Add-in

3. Select "Monthly Billing" icon

4. In the "AR Prebilling" red box drop-downs, select:

    a) Center (**NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center).

    b) Month

    c) Fiscal Year

    d) Process = "Docs Missing In Accounting"

5. Click "OK"

6. If you have any changes to make in SAP - see Manual Steps below in B(C) (3), you can make them now in SAP and click "OK". The macro will export your finished product after you click "OK".

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 29 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
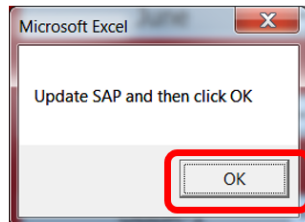
7. Click "OK".

**NOTE:** When you see this, your report has been automatically saved in your Monthly Billing folder on the N:Drive.

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\<CTR Billing>\<FYXXXX>\<Period - Month>\<CTR Missing in Accounting FYXXXX PXX>
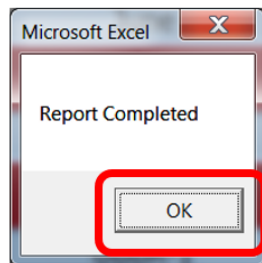


**NOTE:** When you close your blank excel workbook, you will get this message. **BE SURE TO CLICK "DON'T SAVE" TO BOOK1.**

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 30 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

D. **Manual Steps (SAP) -** Run the Documents Missing in accounting using T-Code **ZFI_AR_R_BIL_NACC** (un-posted documents). .

**Billing Documents - Header**

Report-specific selections
| | | to | |
|---|---|---|---|
| Sales Organization | 0051 | to | |
| Sales Order | 10420 | to | 99999 |
| Sales Order Type | | to | |
| Billing Document | | to | |
| Billing Type | | to | |
| Billing Date | | to | |
| Reference Document Number | | to | |
| Billing Doc Net Value | | to | |

**NOTE:** If you received the "No Data was selected" message, screen shot the page and save in excel to your Monthly Billing folder on the N:Drive. Otherwise, export the data as a spreadsheet and save.

1. Click the "Export" icon.

**Billing Request Items**

a) Choose "Select from All Available Formats/Excel (In Existing XXL Format)", then the green check mark (twice).

**Select Spreadsheet**

Formats:

○ Excel (in MHTML Format)

○ OpenOffice (in OpenDocument Format 2.0)

◉ Select from All Available Formats

Excel (In Existing XXL Format) ▼

☐ Always Use Selected Format

**Information**

ℹ Filter criteria, sorting, totals and subtotals are not taken into account

| NSSC | NSSDG-9200-0002 Revision 21.0 |
| Service Delivery Guide | |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 31 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

b) Choose "Table" then click green check mark.
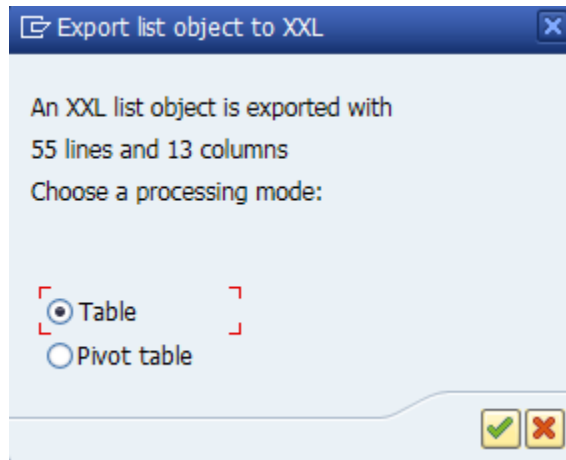


c) Click green check mark.
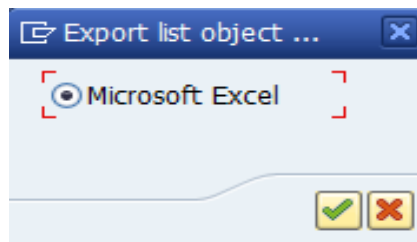


d) Excel:  File – Save As:

e) Save to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month
   Naming Scheme: "Center Abbrv Missing in Accounting FY20XX PXX".

**Example:** (AFRC Missing in Accounting FY2019 P08)

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 32 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

E. **Macro (Excel) – Run the "Rejected Costs"**



1. Open blank Excel worksheet

2. Click on "Accounts Receivable" Add-in

3. Select "Monthly Billing" icon.

4. In the "AR Prebilling" red box drop-downs, select:

    a) Center (**NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center).

    b) Month

    c) Fiscal Year

    d) Process = "Docs Missing In Accounting"

5. Click "OK".

6. If you have any changes to make in SAP - see Manual Steps below in B(C)(3), you can make them now in SAP and click "OK". The macro will export your finished product after you click "OK".

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 33 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

7. Click "OK".

**NOTE:** When you see this, your report has been automatically saved in your Monthly Billing folder on the N:Drive.
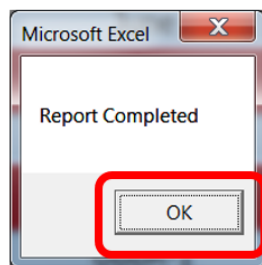


**NOTE:** When you close your blank excel workbook, you will get this message. **BE SURE TO CLICK "DON'T SAVE" TO BOOK1.**
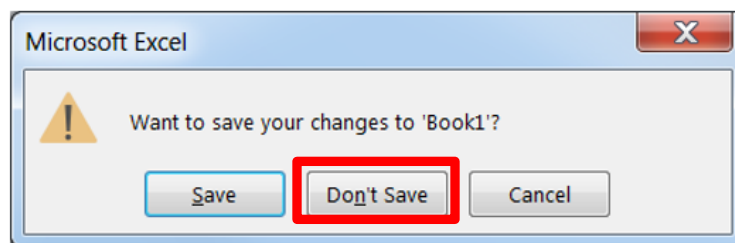


F. **Manual Steps (SAP) -** Run the **Rejected Costs** using T-Code **ZFI_AR_R_RRB_RJCT**

**NOTE:** If costs have been postponed 3 times or if costs have been rejected by Center, determine if cost can be billed. If so, un-reject cost. This report displays costs that while appearing on the Billing Register, will not bill because they have been "rejected".

1. Enter Business Area preceded by two zeroes into Sales Organization - 00XX Sales Order range 10420 to 99999. This displays bills that have been created by the billing module but are not posted in SAP. Click "Execute" icon (clock) at the top of the

| NSSC | NSSDG-9200-0002 Revision 21.0 |
| Service Delivery Guide | |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 34 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

screen.



**NOTE:** If you received the "No Data was selected" message, screen shot the page and save in excel to your Monthly Billing folder. Otherwise, export the data as a spreadsheet and save.

1. If you have rejected costs to un-reject:

   a) Double-click into the line item. (Make a note of the Sales Order Number)



2. Double-click "RRB-Resource-Related Billing (DP91)".

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 35 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** This is a back door into DP91.

3. DP91: Enter the SO number and hit "Enter".



4. Click the "structure tree" icon to expand the panel to view all costs.



5. Determine if it can be billed. If so, you will need to "un-reject" this rejected costs.

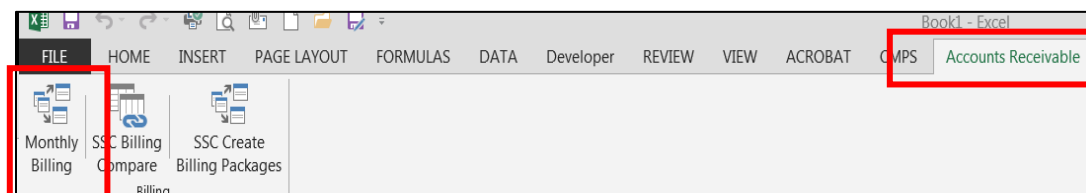| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 36 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

6.  Select "Edit" and "Undo Rejection".



7.  Notate the amount from the "Amount Rejected" column and then enter it into the "Amount Returned" column. Click the "Simulate" Button. Click the "Copy" Button. The cost will now appear in the "Open Amount Column". Save it.

**NOTE:** When you next access the Sales order using DP91, you will be prompted. Respond by clicking the "Yes" button.
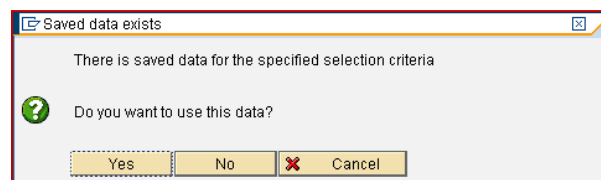


**NOTE:** You will need to "exclude" the line in your billing in DP91 so that it will not pull on the Billing Run.

**NOTE:**  If cost nets to zero after the "Amount Rejected" refer to process "Run Pre-Billing Register and Analyze Billing, Step 3. E."

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 37 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 38 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

8. You will now see the line does not pull on the billing run. Save. This will keep the line from billing.

**STEP 3.** <u>Account Maintainer</u>- Run Reconciliation Reports.

**NOTE:** STEP 3 – "A" ("1" & "2") below should be run using the "Accounts Receivable - Monthly Billing" Add-In Macro. The manual steps in letter "A", steps 1 and 2, should be used if the macro add-in is unavailable.

A. **Macro (Excel) - Run the "Baseline Before" Reconciliation Report**

1. Open blank Excel worksheet.

2. Click on "Accounts Receivable" Add-in.

3. Select "Monthly Billing" icon.

4. In the "AR Prebilling" red box drop-downs, select:

   a) Center **(NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center).

   b) Month

   c) Fiscal Year

   d) Process = "Docs Missing In Accounting"

5. Click "OK".

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 39 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
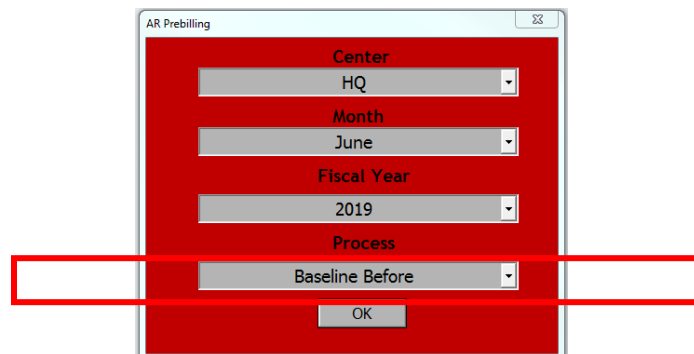
6.      Click "OK".

**NOTE:**  When you see this, your report has been automatically saved in your Monthly Billing folder on the N:Drive.
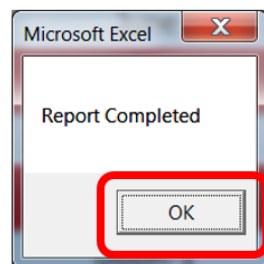


7.      Click "OK".

**NOTE:** When you close your blank excel workbook, you will get this message. **BE SURE TO CLICK "DON'T SAVE" TO BOOK1.**
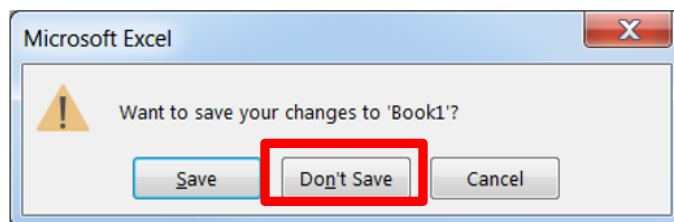


B.  **Manual Steps (SAP) – Reconciliation Reports using (Before and After)**

**NOTE**:  Reconciliations ensure that billing documents are properly posted in SAP and that the appropriate accounting "relationships" are maintained between the Proprietary books and Budgetary books. There are three

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:  September 29, 2026 |
| | Page 40 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

reconciliations for Reimbursable Billing:  Advances, Receivables and Revenues. Run the reports one at a time.

1. Open a new **Excel** workbook.  This workbook will be used to save screen shots of the pre-billing **AND** post-billing reconciliations.

2. Label at tab at the bottom for each:

    a) "Advance (Before)"

    b) "Advance (After)"

    c) "Receivable (Before)"

    d) "Receivable (After)"

    e) "Revenue (Before)"

    f) "Revenue (After)"
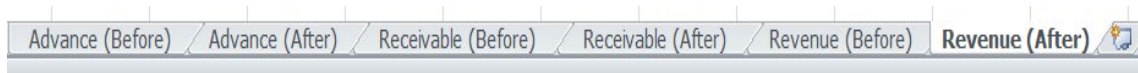


3. Save the workbook in the Monthly Billing Folder on the N:Drive.

    a) Save As: "HQ Baseline Recons FYXXXX PXX"

4. Run the "Baseline Before" Reconciliation Reports using T-Code RFMFGRCN_RP1.

    a) ADVANCES

**NOTE: (Compares accounts 2310 and 4222)**

    i. Rule ID = Click the drop-down, select "Advances"
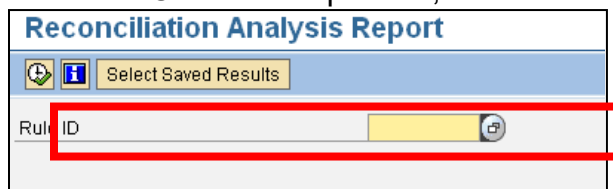
| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 41 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

ii.  Click Execute (clock) at the top of the screen.



iii.  Populate the following five fields:

a)  "From Fiscal Year" = Current Fiscal Year

b)  "From period" = 00

c)  "To Fiscal Year" = Current Fiscal Year
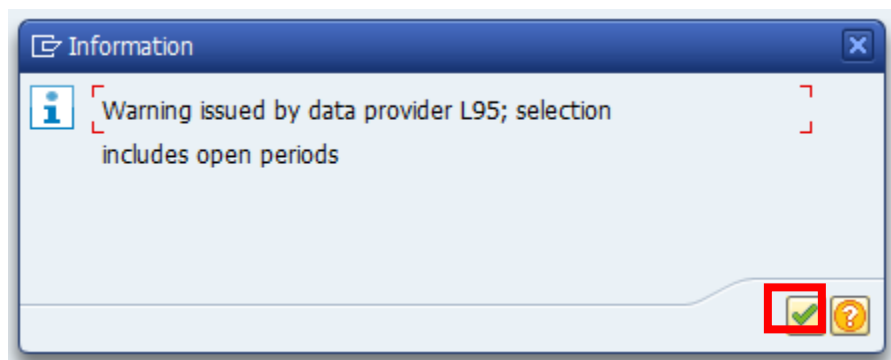
d)  "To Period" = Current Period

e)  "Business Area" = Center BA



iv.  Click Execute (clock) at the top of the screen.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 42 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**Specify Reconciliation Selection Criteria: Recon group FIN**

v. Click green check mark.



Information

Warning issued by data provider L95; selection includes open periods



**Reconciliation Analysis: ITD 2310(REIM)=4222**

| Subtotal / Fund / Funds Ctr | ITD 2310 REIM | - ITD 4222 | Difference |
|---|---|---|---|
| ▼ 📁 Total | 209,450,315.33- | 209,450,315.33- | |
| ▶ 📁 CASX12011R | 0.00 | 0.00 | |
| ▶ 📁 CASX12012R | 0.00 | 0.00 | |
| ▶ 📁 CASX22009R | 0.00 | 0.00 | |
| ▶ 📁 CASX22010R | 0.00 | 0.00 | |
| ▶ 📁 CASX22013R | 19,146.98- | 19,146.98- | |

vi. Use Alt+Print Screen to copy the reconciliation screen.

vii. Paste (Ctrl+V) into the appropriate "(Before)" tab in the Excel workbook. (May have multiple screen shots to capture the full view)

viii. Review "Difference" Column

ix. **The "Difference" column should be blank**.  If it is not blank during pre-billing recons, this means an action was likely executed by the Center.  Even if you do show a dollar amount in this column, make sure it matches again when you run the recon again after billing.  This is a snapshot "prior to" and "after" billing.

x. If there is an item in the "Difference" column during pre-billing, research to ensure it is not an item requiring NSSC action for clearing.  If not, email your Center POC
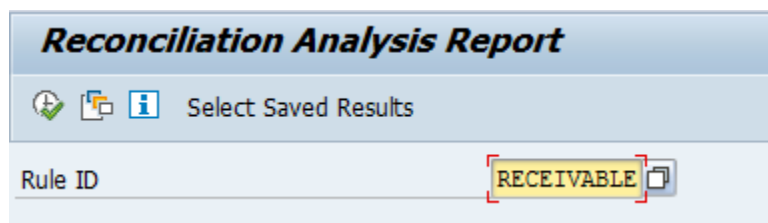
| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 43 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

and let them know so they can research and clear the issue.

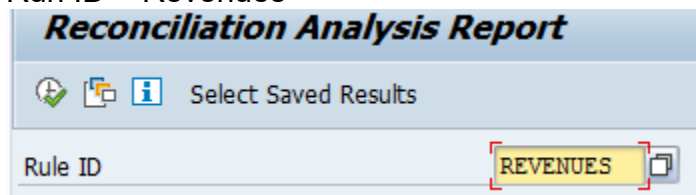b) RECEIVABLE

**NOTE:** (Compares accounts 1310 and 4251)

i. Repeat steps from "Advance" as listed above, with the following adjustment:

ii. Run ID = Receivable



c) REVENUES

**NOTE:** Compares accounts 5200 to the sum of 4251 & 4252

i. Repeat steps from "Advance" as listed above, with the following adjustments:

ii. Run ID = Revenues



iii. From Period = 01

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 44 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** At the end of each Fiscal Year, "Revenues" are zeroed, so balances are not carried over to the next fiscal year.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 45 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## PROCESS – RUN PRE-BILLING REGISTER AND ANALYZE BILLING

**STEP 1.** **Center** – Establish Reimbursable Agreements and Sales Orders

A. The reimbursable process begins at the NASA Centers with the identification of the need to complete work for another government agency. The Centers are responsible for the creation and acceptance of the agreement. Once the Reimbursable agreements are accepted, the Center creates or updates a sale order(s) based on the information from the Reimbursable agreement in SAP.

**NOTE:** The SO is based on the information provided by the reimbursable agreement that includes, but is not limited to customer information, expiration date of agreement, address, etc. Before the SO can be posted, a Work Breakdown Structure (WBS) must be established through Master Data Management (MdM) and uploaded into SAP. The Estimated Price Report ](EPR) is used to post the budget.

**STEP 2.** **Account Maintainer**– Run & verify accuracy of preliminary billing (Control Activity)

**NOTE:** STEP 2 – "B," "C," and "D" and STEP 3 – "A," "B," and "C" below should be run and analyzed using the "Accounts Receivable - Monthly Billing" Add-In.

A. **Macro Steps** – Run PBR
   1. Open blank Excel Worksheet.
   2. Click on "Accounts Receivable" Add-in.
   3. Select "Monthly Billing" icon.
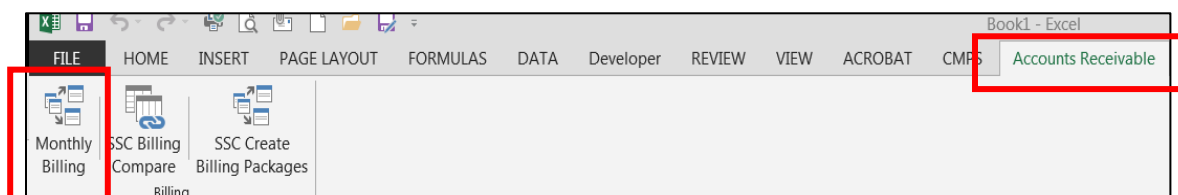
| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:　　September 29, 2023 |
| | Expiration Date:　September 29, 2026 |
| | Page 46 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
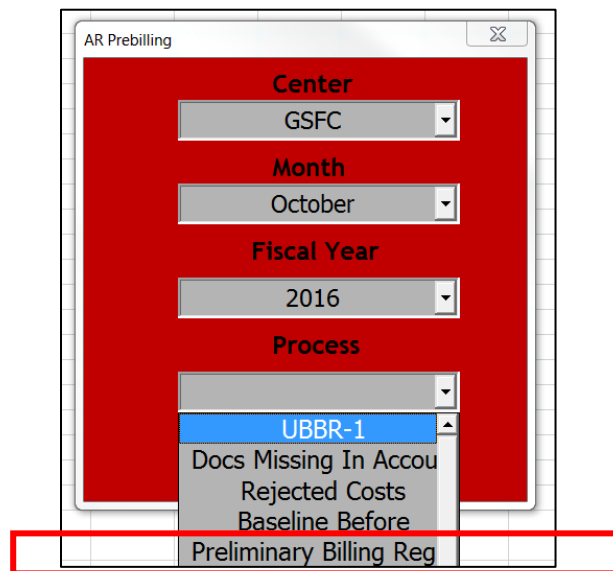
4. In the "AR Prebilling" red box, select the following:

      a) Center (**NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center)

      b) Month

      c) Fiscal Year

      d) Process = Preliminary Billing Reg

5. Click Ok.
6. At this point, exclude any applicable sales orders.
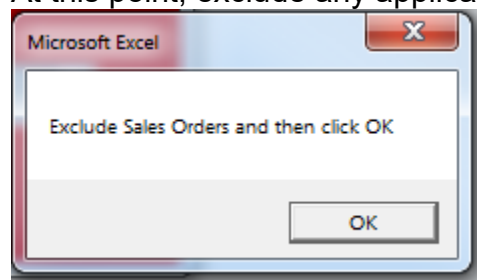
| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 47 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

7. Go to SAP and click on the Multiple Selections next to Sales Order.



8. Enter Sales Order to exclude (if applicable) and click copy.

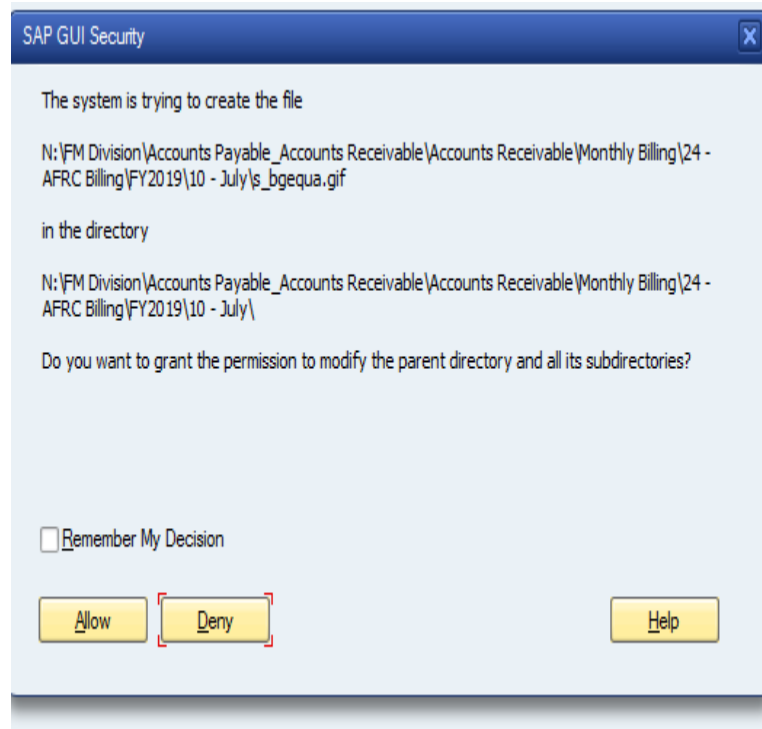| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 48 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

9.  Once excluded Sales Orders have been entered, click OK.
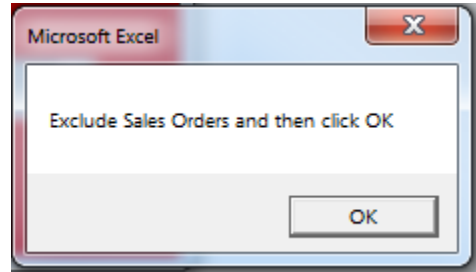


10. The macro will execute the PBR and will save to the N Drive.
11. The macro will also save the html file.
    a)  Click Allow to transfer the file to the N drive.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:  September 29, 2023 |
| | Expiration Date:  September 29, 2026 |
| | Page 49 of 246 |

| Responsible Office: Accounts Receivable |
|---|
| Subject: Accounts Receivable - Reimbursable |

12. Report has been completed.
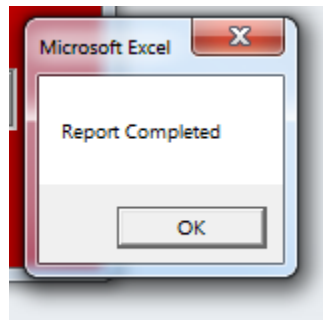


13. The Macro has formatted the PBR and completed a preliminary analysis (See Step 3 A, B, C, D, E and F).

- If the number in the "Cust #" column is 5 digits or more, validate an advance is not available in the "Advance" column for "SO Line" at each "SO line" change (0010, 0020, etc.). Highlight each line under that Sales Order in pink.
  - Exception: If the customer number is 102124, 102132, 102133, 105856, 102139, 102142, 102888, 102138, 105855, 116715, 102135, 105856, 105857, 105858, 107833, 111622 or 111623 for BA 64-SSC, do not highlight in pink as these will never have an Advance. For these, type "E-mail Only" on the sales order's "Total" line in the "Other Reason" column.

- If the number in the "Cust #" column is 5 digits or more, validate an advance is available on the sales order "Total" line. Type "Advance" on the sales order's "Total" line in the "Other Reason" column.
  - Exception: Also include customer numbers 3406, 3862 and 4382 for BA 21-ARC in the above check. Even though these are not 5-digits, they are also "advance customers."

- If the number in the "Cust #" column is 4 digits **and** the "To be Billed" column has no credit amounts, type "Federal" on the sales order's "Total" line in the "Other Reason" column.

- On any sales order with multiple "SO Line" numbers, any of which are listed as a "Net Credit" in the "Other Reason" column; if the sum of a line item is a debit, highlight the rows of that line item number yellow and type "Force" in the "Other Reason" column.

14. Account Maintainer will perform a complete analysis of the PBR (See Step 3).

NSSC Account Maintainer runs a Preliminary Billing Report (PBR) using the ZFI_AR_Billing T-Code to analyze each bill for sufficient funding. When the preliminary bill is created, advances received are recognized as income in SAP.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | **Number** |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 50 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

B. **Manual Steps -** Run PBR using T-Code ZFI_AR_BILLING on date as outlined on OCFO monthly processing schedule. (Manual steps only to be executed if the Macro is unavailable)

1. Enter information into the following fields: Business Area, Sales Order Number Range.
2. Click the arrow next to the range fields to enter SO to be Excluded.

**NOTE**: utilize the "Center Request to Exclude Sales Orders from Reimbursable Billing" form.

3. Check the "Do Not List $0.00 to Be Billed."



4. Once the report has been executed, export the PBR to Excel.

5.  Click List → Export → Spreadsheet.

6. Click on the button for "All Available Formats" and select "Excel (in existing XXL Format)" from the drop-down menu.

7. Click the checkmark to continue.

8. Select the "Table" button from the options and click the checkmark.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 51 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

9.  An Excel window will open to display the exported report. Save file to: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\"Center PBR FY20XX PXX".

10. Once the Excel file has been saved, save PBR-HTML file.



11.  Hit Back Button.

12. Click List → Save/Send → File to export this screen (which shows all the sales orders you excluded as well as the date and time of the report).

13. Save as an HTML file in your monthly billing folder.

14. Save file to: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\"Center PBR FY20XX PXX".

**NOTE:** Close the file that was previously saved and reopen it before formatting will be lost. Run Preliminary_Billing_Register macro in Excel.

**STEP 3.**     **Account Maintainer**– Analyze Preliminary Billing Report to identify postponed costs and sufficient advance amounts.

A. Direct and Cancelled Funds. (Manual steps only to be executed if the Macro is unavailable)

1.  Use T-Code FM5S to determine if a fund is cancelled.

**NOTE:** The NSSC will only postpone costs and will not cancel any cost unless directed in writing by Center. However, costs will be automatically cancelled by SAP, if postponed for three consecutive months.

Cancelled funds:  though the SAP system will not allow billing on a cancelled fund, you will have to filter on the "fund" column and any line items on cancelled funds will need to be copied over to the "Other" column on your PBR. You can use T-Code FM5S to determine if fund is cancelled.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 52 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
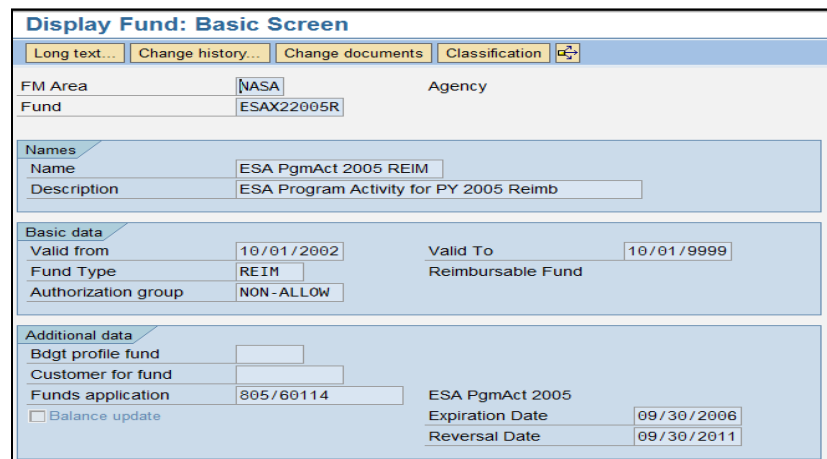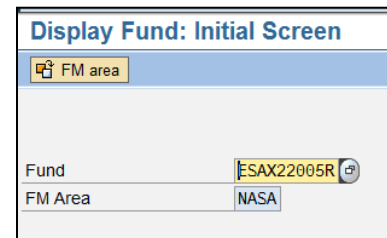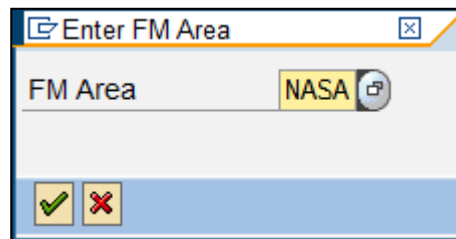
**NOTE:** The "Reversal Date" is the date the fund cancels.

2. Direct funds: you will have to filter on the "fund" column. Any line items on a "Direct" fund (a fund that ends with a "D") will need to be postponed and the amount copied over the "Other" column on your PBR. How to Filter in Excel:  On the Excel "data" tab at the top of the screen, select "Filter". Click on the filter icon (it looks like a down arrow) beside the word "Fund" in column header. Select the funds which you want to research and postpone if necessary and copy amount to the "other" column on the PBR.

B. Advances (Manual steps only to be executed if the Macro is unavailable)

1. Review Outstanding Advances column in the PBR to determine if there is sufficient advance to bill the costs.

**NOTE:** Though the SAP system will not allow billing on a sales order where the "to be billed" amount is greater than the available advance, you will need to analyze the PBR and adjust. The Advance must be on

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 53 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

the same Fund/WBS line as the costs to be billed in order to liquidate the Advance. If there are multiple rows with same Sales Order line item, there may be sufficient advance. Consider all rows with the same sales order line items together.

**NOTE:** Most 6-digit (non-federal) customers have advances, so the formula in the "Adv<Bill ZCOM" column checks for these by comparing the "To Be Billed" column to the "Advances" column, however, some less than 6-digit customers (federal customers) are also advance customers, so you will need to manually scan the "Advances" column for these.

2. Review All amounts in the "Adv<Bill ZCOM" column carefully-you will need to adjust.

3. If the advance covers all costs on the Sales Order Line item, type a "0" over the amount in the "Adv <Bill ZCOM". The totals will adjust automatically.



4. If the advance will not cover all costs to be billed for the Sales Order Line item, bill cost up to the amount of the advance and postpone the remainder.



C. Net Credits at the SO Line Item (SOLI): Costs are to be analyzed on the PBR at the SOLI level (Manual steps only to be executed if the Macro is unavailable).

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 54 of 246 |

Responsible Office: Accounts Receivable

Subject: Accounts Receivable - Reimbursable

1. Agency Applications Office (AAO) created a User Exit in SAP to postpone Net Credits automatically. If a SO has only one line item and the cost is a net credit, SAP postpones automatically.

2. Credit items should be billed if they are offset by debit costs within the same SOLI. Then, all other line items (without credit costs) can be lumped together and billed as one.

| Cust # | SO | SO Line | WBS Element | Fund | Commitment Item | Advances | To be Billed | Credit | Adv<Bill ZCOM | Other | Available to be Billed | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 911 | 13611 | 10 | 51R-615-40-4068-001 | CASX12011R | OTHER | $0.00 | ($50.00) | $0.00 | $0.00 | $0.00 | ($50.00) | |
| 911 | 13611 | 10 | 51R-615-40-4068-001 | CASX12011R | OTHER | $0.00 | $100.00 | $0.00 | $0.00 | $0.00 | $100.00 | Bill 1 ($250) |
| 911 | 13611 | 10 | 51R-615-40-4068-001 | CASX12011R | OTHER | $0.00 | $200.00 | $0.00 | $0.00 | $0.00 | $200.00 | |
| 911 | 13611 | 20 | 51R-615-40-4068-002 | CASX12012R | OTHER | $0.00 | $300.00 | $0.00 | $0.00 | $0.00 | $300.00 | Bill 2 ($800) |
| 911 | 13611 | 30 | 51R-615-40-4068-003 | CASX22013R | OTHER | $0.00 | $500.00 | $0.00 | $0.00 | $0.00 | $500.00 | |
| | 13611 Total | | | | | | | ZERO out | | | $1,050.00 | |

**NOTE:** SAP User Edits: Sales orders with only one line item: If the credit is larger than the debit, the Sales Order will not bill.

3. Sales Orders with multiple line items (any of which contain credits), the Sales Order will not bill automatically. If you have a SOLI for example, SOLI 10, with debit and credit costs, the SO line item can be billed if the net cost is positive. If the SO has more than one line item to be billed, create a billing request for SOLI 10, and put any other SO line items on another bill. (**NOTE**: When creating an invoice on billing day, use the date of billing, if not it will not show-up on LOCLI and a reversal will need to be processed.)

| Cust # | SO | SO Line | WBS Element | Fund | Commitment Item | Advances | To Be Billed | Credit | Adv<Bill ZCOM | Other | Available to be Billed | "Other" Reason |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 911 | 14819 | 10 | 51R-615-40-4068-001 | CASX12011R | OTHER | $0.00 | ($300.00) | ($300.00) | | | $0.00 | |
| 911 | 14819 | 10 | 51R-615-40-4068-001 | CASX12011R | OTHER | $0.00 | $100.00 | $0.00 | | $100.00 | $0.00 | CREDIT LARGER THAN DEBIT |
| 911 | 14819 | 10 | 51R-615-40-4068-001 | CASX12011R | OTHER | $0.00 | $0.00 | $0.00 | | | $0.00 | |
| 911 | 14819 | 10 | 51R-615-40-4068-001 | CASX12011R | OTHER | $0.00 | $50.00 | $0.00 | | $50.00 | $0.00 | CREDIT LARGER THAN DEBIT |
| 911 | 14819 | 10 | 51R-615-40-4068-001 | CASX12011R | OTHER | $0.00 | $0.00 | $0.00 | | | $0.00 | |
| | 14819 Total | | | | | | ($150.00) | ($300.00) | | $50.00 | $0.00 | |

4. Sales Orders with only one line item: If the debit is larger than the credit, the Sales Order will bill.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 55 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| Cust # | SO | SO Line | WBS Element | Fund | Commitment Item | Advances | To Be Billed | Credit | Adv<Bill ZCOM | Other | Available to be Billed | "Other" Reason |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 911 | 14819 | 10 | 51R-615-40-4068-001 | CASX12011R | OTHER | $0.00 | ($300.00) | $0.00 | | | ($300.00) | |
| 911 | 14819 | 10 | 51R-615-40-4068-001 | CASX12011R | OTHER | $0.00 | $300.00 | $0.00 | | | $300.00 | |
| 911 | 14819 | 10 | 51R-615-40-4068-001 | CASX12011R | OTHER | $0.00 | $0.00 | $0.00 | | | $0.00 | |
| 911 | 14819 | 10 | 51R-615-40-4068-001 | CASX12011R | OTHER | $0.00 | $50.00 | $0.00 | | | $50.00 | |
| 911 | 14819 | 10 | 51R-615-40-4068-001 | CASX12011R | OTHER | $0.00 | $0.00 | $0.00 | | | $0.00 | |
| | 14819 Total | | | | | | $50.00 | $0.00 | | $0.00 | $50.00 | |

Zero out the credit of $300.00 that the formula puled here.

D.  Solely Travel costs exceeded Advance Amount

1.  Postpone the costs that exceed the advance amount so that a bill equal to the advance can be generated based on Step 1 of the Postponing Billable Cost Process.

2.  Liquidate bill with advance based on the Liquidation of Advances Process Step 2.

3.  Bill again so that the costs that exceed the advance can be billed to the customer.

**NOTE:** If an advance is not available, the Center will have worked this with the customer. In most cases an advance is required. (The SO amount should be adequate to cover the costs. The commitments/obligations would not have been allowed to post if they exceeded the budget.)

E.  Debit and Credit Cost that Net to Zero - If you notice on the PBR or a center requests credit cost and debit cost be billed that net to zero and the credit or debit cost is rejected.

1.  To "un-reject" cost use Process – Pre-Billing Activities, Step 2. C. 3 thru 6.

2.  Postpone the debit cost in DP91 and create the billing request.

3.  To create invoice the credit cost use T-code VF01.  Then create the billing request for the debit cost in DP91, then create the invoice using VF01.

4.  Then clear invoices using T-code F-30 with "AB" – "Transfer posting with clearing".

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 56 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

F. Federal Customer under $1.00 – If the customer total on a Federal customer is under $1.00, DP96 will not auto bill. If the invoice is not an IPAC customer (Mail Only, Faxed, Emailed or Advance), the bill will need to be manually created via DP91.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | **Number** |
| | Effective Date:      September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 57 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# PROCESS – POSTPONE BILLABLE COSTS

**STEP 1.**   **Account Maintainer**– Postpone bills (Control Activity)

**NOTE:** Postponed bills reappear on the following month's billing request. All postponed bills are recorded on the Postponed Billing Worksheet.

A.  Once costs have been determined to be postponed, start the transaction using the menu path or transaction code DP91.

1.  Enter information into the following fields: "Sales Document" (SO #), change "Posting date to" Last day of Month.

**NOTE**: If a year shows up under the posting date, delete it and Execute (Enter Key).

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 58 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

2.  Click the "Show/hide Structure tree." Enter Amounts to postpone in the "Amount postponed" column. Click Save.
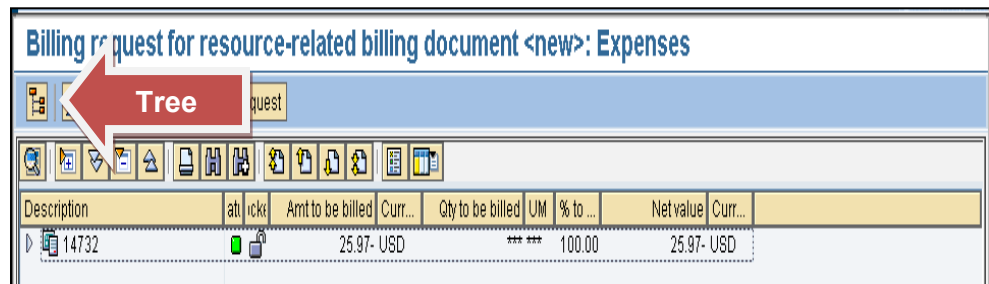


3.  If the following question appears in SAP, "Do you want to use this Data?" select "No". Only select "Yes" if it is data, you've changed and saved. This guards against processing bills on which the Center has adjusted.
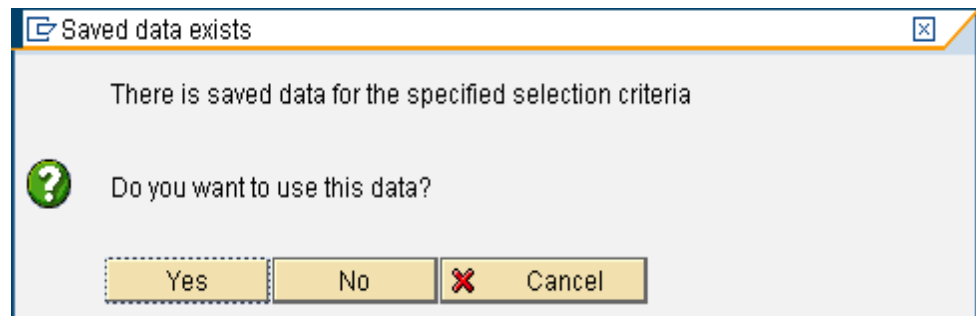


4.  To postpone cost in DP91, select Billing, postpone (vs. reject bill) and zero out amounts or reduce the amounts to be postponed on the line items in the "Amt to be billed" column. Ensure the amount being postponed moves to the Postponed column before saving or put amount to be postponed into the "Amount Postponed" column and zero the "Amount to be billed" column then hit Enter.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 59 of 246 |

Responsible Office: Accounts Receivable

Subject: Accounts Receivable - Reimbursable

**NOTE:** Use DP91 to postpone cost and create individual billing request or save data to be used when DP96 is run to create the billing requests.

**NOTE:** Unlike rejected amounts, postponed amounts will be included as billable in the next month's PBR unless postponed three consecutive times.

**NOTE:** Total all postponed costs and use with total PBR above to reconcile with Billing in VF04.

B. Trouble Shooting DP91

1. If you cannot get past the initial screen, check to ensure no year is entered.

2. If you receive a "hard error" (e.g., Cumulative amt billed will exceed SO Line #####/## value) and cannot save changes when trying to save postponed cost, consider the following:

   a) Copy the amount over to both the "Other" column and the "Hard Error" column on the PBR.

| NSSC | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| Service Delivery Guide | **Number** |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 60 of 246 |

| Responsible Office: Accounts Receivable |
|---|
| Subject: Accounts Receivable - Reimbursable |

b) If it is a Line Item causing the issue, you will need to exclude the Line Item (Instructions below).

i. DP91 – Locating WBS Line Quickly

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 61 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

ii. Click Binocular (Find) icon.



iii. Enter WBS (you can copy and paste from the PBR workbook) and hit "Enter". This takes you directly to the WBS without having to scroll through the entire sales order.

C. Billable Cost Cancelled

1. If a billable cost needs to be cancelled, reject the cost using T-Code DP91.

   DP91 - Create Resource-Related Billing Request (End User Procedure)

   **NOTE:** Contrary terms in DP91; use "Billing, Postponed" to reject cost; use "Billing, Reject" to postpone cost.

   **NOTE:** DP96 is used to create batch billing requests. Adjustments may be made in DP91 for a cost posted against a SO. However, once the adjustments are completed, the user saves the data. When DP96 is executed, the program picks up the adjusted data for each SO as well as all SO that are billed for their entire cost. The result is all billing requests are generated automatically.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 62 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# PROCESS – FY TRAVEL ACCRUALS POSTPONEMENTS

**Travel Accrual Postponements** - There are times of the year when the center will request that Travel Accruals be postponed. One such time of the year is fiscal year end. When these requests are received and approved by L3, the following process must be followed.

**STEP 1.** **Account Maintainer**– Receive travel accrual information via e-mail from AAO. The e-mails are submitted the day before Fiscal Year End billing is performed.

| RMB accruals | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Co Code | Bus. Area | GL Accoun | Fund Cent | Fund | Commitme | Func Area | Funded Pr | FI Docume | FI Doc LI | FMAC Am | Sales Orde | Sales Order LI | |
| NASA | 51 | 6100.211 | 51 | CASX2201 | 2100 | CASP | 313229.20 | 1.01E+08 | 1 | 34.26- | 26523 | 740 | |
| NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 1260.2! | 26523 | 80 | |
| NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 424.80 | 26523 | 80 | |
| NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 21.27- | 26523 | 80 | |
| NASA | 51 | 6100.211 | 51 | CASX2201 | 2100 | CASP | 313229.20 | 1.01E+08 | 1 | 714.55 | 26523 | 740 | |
| NASA | 51 | 6100.211 | 51 | CASX2201 | 2100 | CASP | 313229.20 | 1.01E+08 | 1 | 2192.0( | 26523 | 740 | |
| NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 21.27- | 26523 | 80 | |
| NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 309.80 | 26523 | 80 | |
| NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 21.27- | 26523 | 80 | |
| NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 1122.4( | 26523 | 80 | |
| NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 1.01E+08 | 1 | 37.11- | 24112 | 20 | |
| NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 329527.01 | 1.01E+08 | 1 | 21.27- | 26683 | 10 | |
| NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 557.80 | 26523 | 80 | |
| NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 1.01E+08 | 1 | 21.27- | 24112 | 20 | |
| NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 1.01E+08 | 1 | 53.25- | 24112 | 20 | |

**STEP 2.** **Account Maintainer**– Save and format travel accrual report.

A. Save file to: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\Center Travel Accruals FY20XX PXX.
**NOTE:** The file may be sent to the NSSC as a Unicode Text field. When the file is saved on the N drive, make sure it is saved as an Excel spreadsheet.

B. Copy data to a new tab, label the first tab as "Raw Data" and second tab as "Travel Accruals".

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 63 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

C. Delete the following rows: "RMB accruals" row and any blank rows at the top, so the Header Row is on Row 1.

D. Highlight the "FMAC Amount Column", Select "Ctrl" + "F", Select "Replace" Tab, Find what = "-" and Replace with = " ", Click "Replace All" Button, Put "FMAC Amount" column in "Accounting" Format. Your spreadsheet can now be sorted and subtotaled.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Co Code | Bus. Area | GL Accoun | Fund Cent | Fund | Commitme | Func Area | Funded Pr | FI Docume | FI Doc LI | FMAC Amo | Sales Orde | Sales Order LI | |
| 2 | NASA | 51 | 6100.211 | 51 | CASX2201 | 2100 | CASP | 313229.20 | 1.01E+08 | 1 | 34.26 | 26523 | 740 | |
| 3 | NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 1260.2 | 26523 | 80 | |
| 4 | NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 424.80 | 26523 | 80 | |
| 5 | NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 21.27 | 26523 | 80 | |
| 6 | NASA | 51 | 6100.211 | 51 | CASX2201 | 2100 | CASP | 313229.20 | 1.01E+08 | 1 | 714.55 | 26523 | 740 | |
| 7 | NASA | 51 | 6100.211 | 51 | CASX2201 | 2100 | CASP | 313229.20 | 1.01E+08 | 1 | 2192.0 | 26523 | 740 | |
| 8 | NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 21.27 | 26523 | 80 | |
| 9 | NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 309.80 | 26523 | 80 | |
| 10 | NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 21.27 | 26523 | 80 | |
| 11 | NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 1122.4 | 26523 | 80 | |
| 12 | NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 1.01E+08 | 1 | 37.11 | 24112 | 20 | |
| 13 | NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 329527.01 | 1.01E+08 | 1 | 21.27 | 26683 | 10 | |
| 14 | NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 557.80 | 26523 | 80 | |
| 15 | NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 1.01E+08 | 1 | 21.27 | 24112 | 20 | |
| 16 | NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 1.01E+08 | 1 | 53.25 | 24112 | 20 | |
| 17 | NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 329527.01 | 1.01E+08 | 1 | 318.80 | 26683 | 10 | |
| 18 | NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 21.27 | 26523 | 80 | |
| 19 | NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 1042.9 | 26523 | 80 | |
| 20 | NASA | 51 | 6100.212 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 10.75 | 26523 | 120 | |
| 21 | NASA | 51 | 6100.213 | 51 | CASX2201 | 2100 | CASP | 313229.04 | 1.01E+08 | 1 | 21.27 | 26523 | 350 | |
| 22 | NASA | 51 | 6100.218 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 1770.4 | 26523 | 80 | |
| 23 | NASA | 51 | 6100.212 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 252.90 | 26523 | 120 | |
| 24 | NASA | 51 | 6100.212 | 51 | CASX2201 | 2100 | CASP | 313229.01 | 1.01E+08 | 1 | 426.51 | 26523 | 120 | |
| 25 | NASA | 51 | 6100.211 | 51 | CASX1201 | 2100 | CASP | 060542.01 | 1.01E+08 | 1 | 647.80 | 24676 | 10 | |
| 26 | NASA | 51 | 6100.211 | 51 | CASX1201 | 2100 | CASP | 060542.01 | 1.01E+08 | 1 | 21.27 | 24676 | 10 | |
| 27 | NASA | 51 | 6100.211 | 51 | CASX1201 | 2100 | CASP | 060542.01 | 1.01E+08 | 1 | 1092.4 | 24676 | 10 | |
| 28 | NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 1.01E+08 | 1 | 21.27 | 24112 | 20 | |
| 29 | NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 1.01E+08 | 1 | 685.60 | 24112 | 20 | |
| 30 | NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 1.01E+08 | 1 | 1200.8 | 24112 | 20 | |

eTravel_Accrual_RMB_Data

Ready

| Co Code | Bus. Area | GL Accoun | Fund Cent | Fund | Commitme | Func Area | Funded Pr | FI Document Nbr | FI Doc LI | FMAC Amount | | Sales Orde | Sales Order LI |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| NASA | 51 | 6100.213 | 51 | CASX1201 | 2100 | CASP | 199008.02 | 100655354 | 1 | $ | 21.27 | 23115 | 20 |
| NASA | 51 | 6100.213 | 51 | CASX1201 | 2100 | CASP | 199008.02 | 100654950 | 1 | $ | 7.27 | 23325 | 20 |
| NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 100644675 | 1 | $ | 37.11 | 24112 | 20 |
| NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 100649990 | 1 | $ | 21.27 | 24112 | 20 |
| NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 100649982 | 1 | $ | 53.25 | 24112 | 20 |
| NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 100640910 | 1 | $ | 21.27 | 24112 | 20 |
| NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 100640907 | 1 | $ | 685.60 | 24112 | 20 |
| NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 100640904 | 1 | $ | 1,200.85 | 24112 | 20 |
| NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 100640633 | 1 | $ | 1,188.43 | 24112 | 20 |
| NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 100640639 | 1 | $ | 21.27 | 24112 | 20 |
| NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 100640636 | 1 | $ | 685.60 | 24112 | 20 |
| NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 100645684 | 1 | $ | 21.27 | 24112 | 20 |
| NASA | 51 | 6100.212 | 51 | CASX1201 | 2100 | CASP | 506706.01 | 100645677 | 1 | $ | 357.80 | 24112 | 20 |

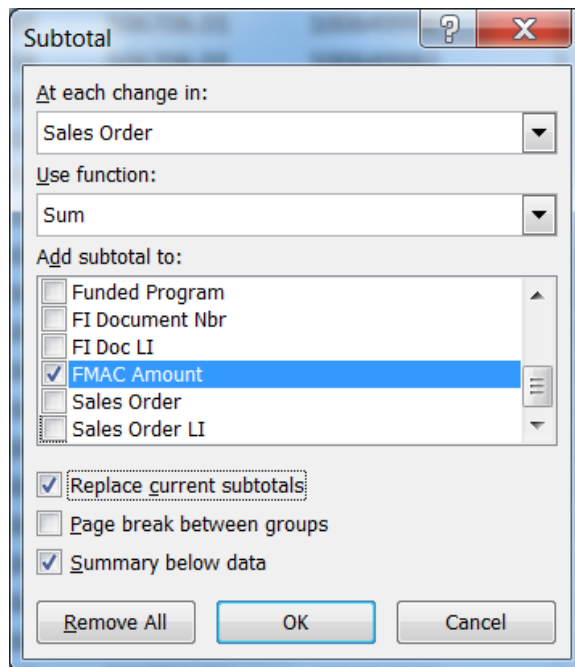| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 64 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

1.  Sort by "Sales Order" and then by Sales Order LI".
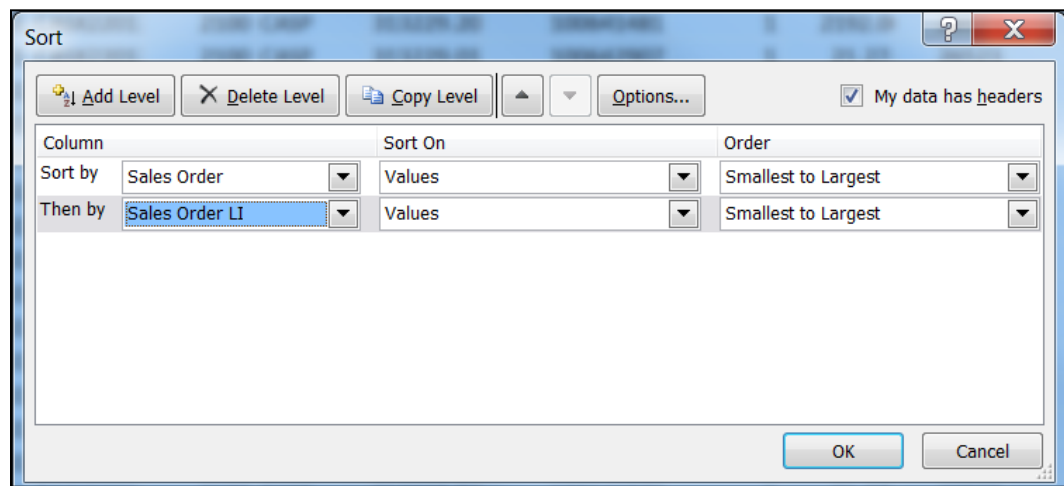


2.  Subtotaling the Spreadsheet

    a)  Select "Sales Order" under "At end change in", Select ""Sum" under "Use function" and Select "FMAC Amount" under "Add subtotal to:"

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 65 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

b)  Select "Sales Order LI" under "At end change in", Select "Sum" under "Use function", select "FMAC Amount" under "Add subtotal to:" and Unselect "Replace Current Subtotals".  Sales Orders are now subtotaled.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 66 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
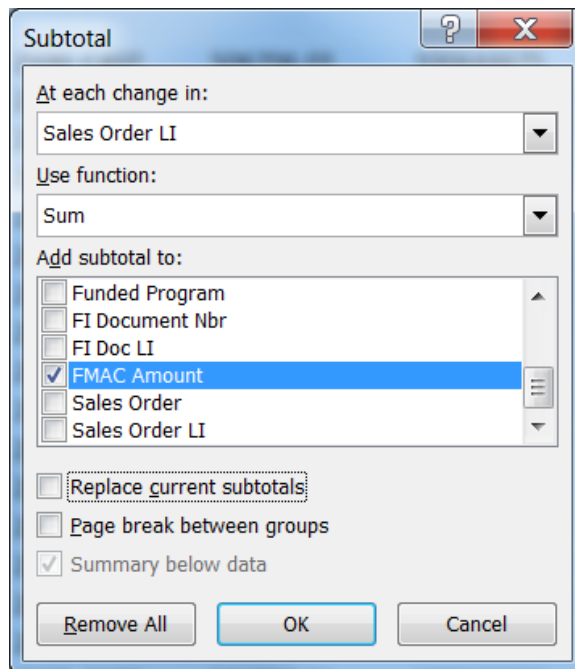
3. During the process of running the Preliminary Billing Report (PBR) the following screen pops up "Select Exceptions Spreadsheet File To Be Opened"

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 67 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
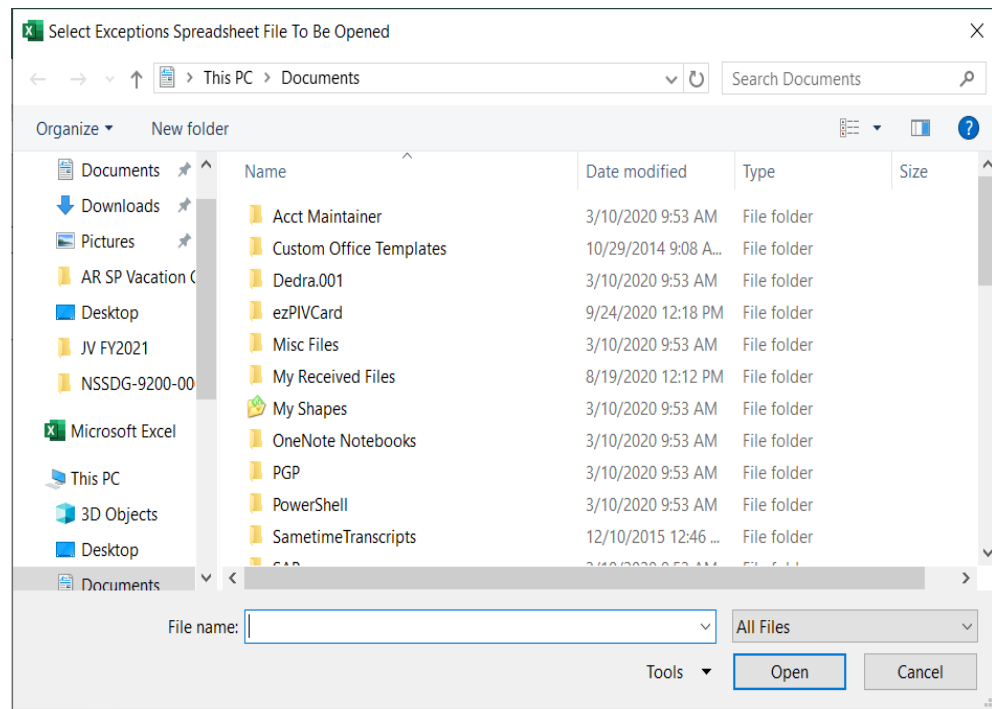
4. Navigate to the appropriate period Monthly Billing folder on the N:Drive and select the centers "Travel Accrual" spreadsheet if available. Travel Accruals are highlighted in pink on the PBR.

5. Postpone Travel Accrual cost per Sales Order using T-code DP91.

**NOTE**:  On the Preliminary Billing Report, you will move cost for Travel Accruals to the "Other Reason" column.

6. After billing is complete, manually run a Preliminary Billing Report to validate Travel Accrual cost is still available to be billed. Save this Preliminary Billing Report on the original Travel Accrual spreadsheet and label tab "PBR of Trav Accr After Billing".

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 68 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# PROCESS – CREATE BILLING REQUEST AND PRINT BILLS

**STEP 1.** **Account Maintainer**– Create Single Billing Request (Control Activity)

For the costs that are not postponed, the NSSC Account Maintainer generates a billing request using transaction code DP91 or DP96. The billing request is based on the amount of cost on the preliminary billing register, with updates to individual billings and postponements, as applicable.

A. Creating a Single Billing Request Using T-Code DP91

1. Enter Sales Order, Date of Cost, and Hit Enter.



2. Entry field – Select Postpone, reject from the drop-down box.

3. Enter the amount to be postponed in the "Amount Postponed" column.

**NOTE:** "Amt. to be billed' column will then adjust automatically.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 69 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

4. Verify the correct amount to bill is displayed in the "Amt. to be billed" column, and click "Billing Request", then "Yes" to execute.

**NOTE**: Billing Request number (Debit Memo Request) will display at the bottom of the screen.

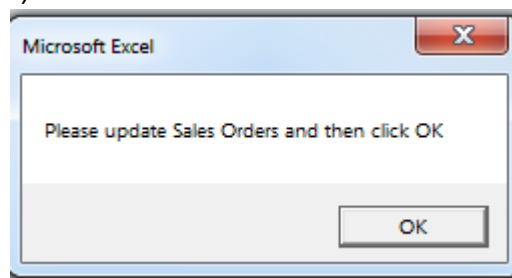| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 70 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

B.  VF01 – Create Manual Bill.

1.  Enter the billing request number created (it will automatically pull up the last billing request number created).
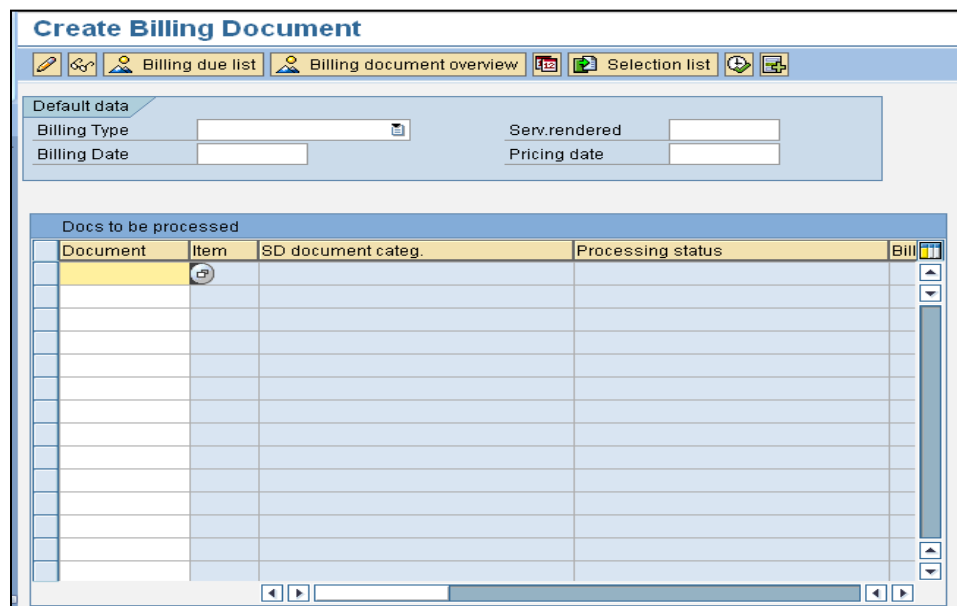


2.  Hit "Enter" to be sure you have the correct billing request. Click the Save Icon.  The bill number will display at the bottom of the screen.

**NOTE:** WAIT UNTIL NOON TO BEGIN STEP 2.  Exception:  You do not have to wait until noon to process DP96 "Fiscal Year End" (only September's billing).

**STEP 2.**     Account Maintainer– Create Batch Billing Request (Control Activity)

**NOTE:**  STEP 2 – "B" & "C" below should be run using the "Accounts Receivable - Monthly Billing" Add-In. The manual steps in letter "A" & "B" should be used if the macro add-in is unavailable.

A.  **Macro Steps** – Create Batch Billing Requests – DP96 Test Run
1.  Open Blank Excel Worksheet.
2.  Click on "Accounts Receivable" Add-in.

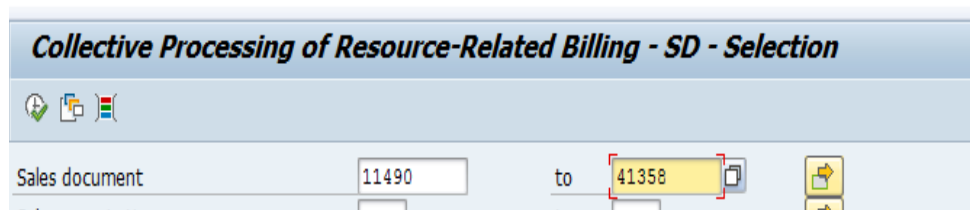| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 71 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

3. Select "Monthly Billing" Icon.
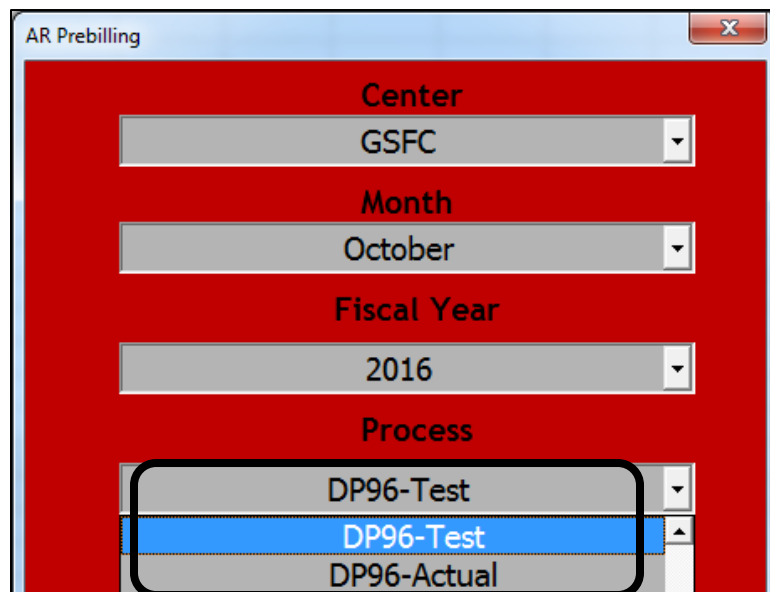




4. In the "AR Prebilling" red box, select the following.

    a) Center (**NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center).

    b) Month

    c) Fiscal Year

    d) Process=DP96 – Test

5. Click Ok.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 72 of 246 |

Responsible Office: Accounts Receivable

Subject: Accounts Receivable - Reimbursable

6. Sales Orders need to be updated.
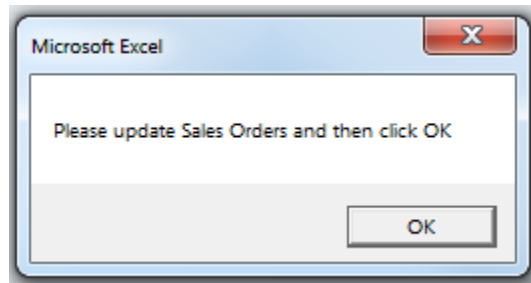


7. In SAP add the first and last sales order listed on the PBR in the From and To boxes.
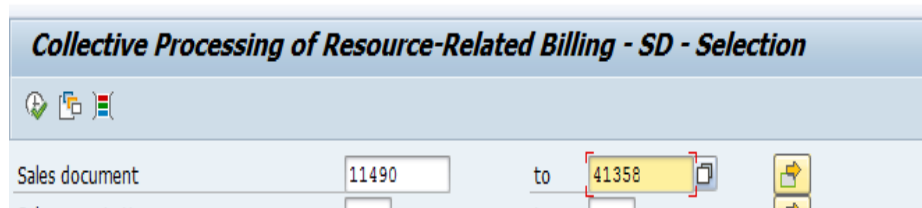


8. Click the multiple selections to exclude any sales order (if applicable).



9. Click Ok.

10. The macro will execute the DP96 Test and will save the file on the N drive.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 73 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

11. Click Allow.
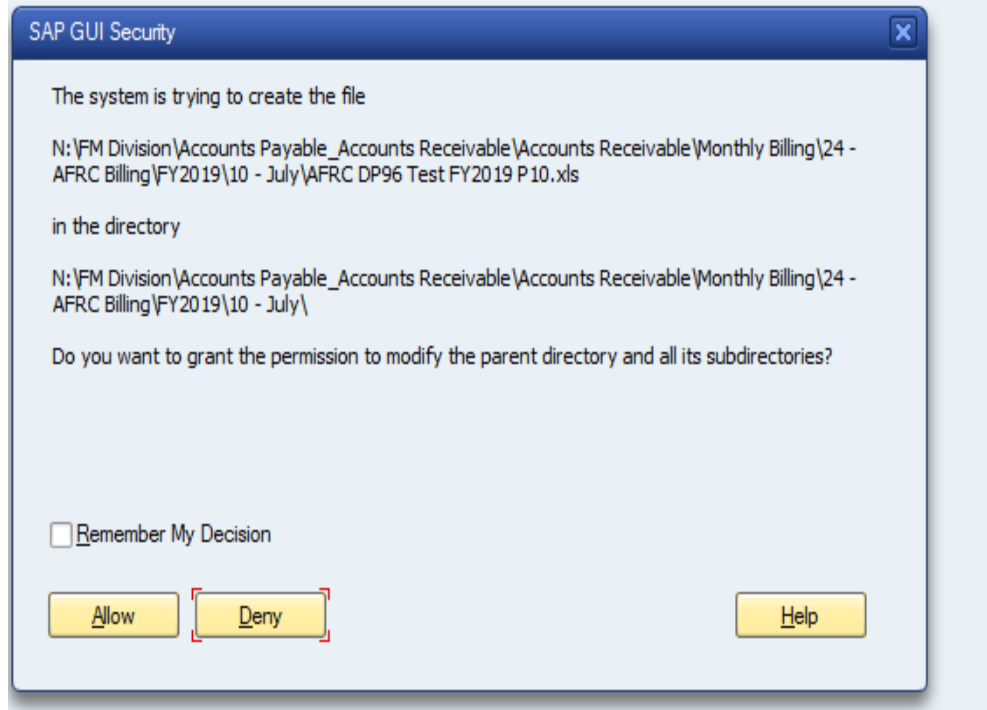


12. The report has been completed.
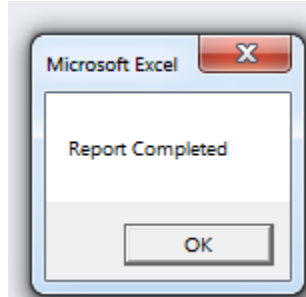


B. **Macro Steps** – Create Batch Billing Requests – DP96 Actual Run
   1. Open Blank Excel Worksheet.
   2. Click on "Accounts Receivable" Add-in
   3. Select "Monthly Billing" Icon

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 74 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
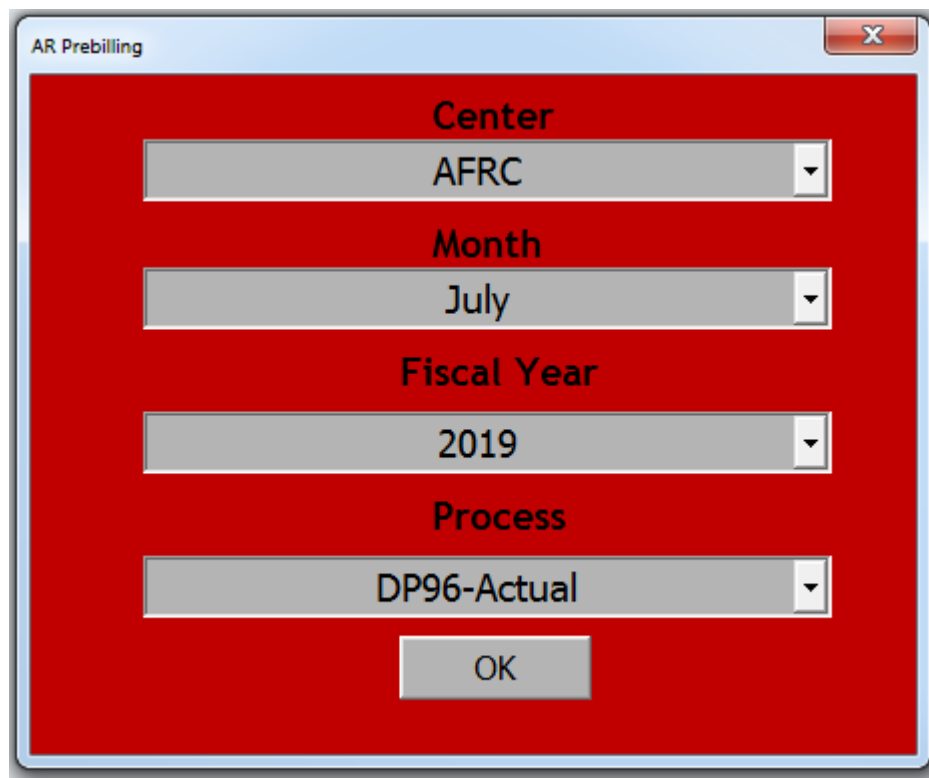
4. In the "AR Prebilling" red box, select the following.

    a) Center (**NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center, but for this T-code, process each center separately).

    b) Month

    c) Fiscal Year

    d) Process=DP96 – Actual

5. Click Ok.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 75 of 246 |

Responsible Office: Accounts Receivable

Subject: Accounts Receivable - Reimbursable

6. Sales Orders need to be updated.
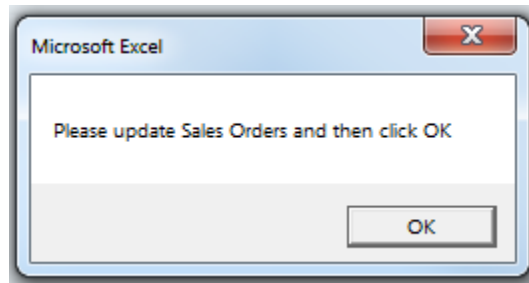


7. In SAP add the first and last sales order listed on the PBR in the From and To boxes.



8. Click the multiple selections to exclude any sales order (if applicable).
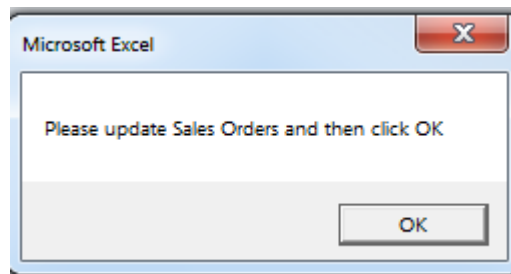


9. Click Ok.

10. The macro will execute the DP96 Actual and will save the file on the N drive.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 76 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

11. Click Allow.
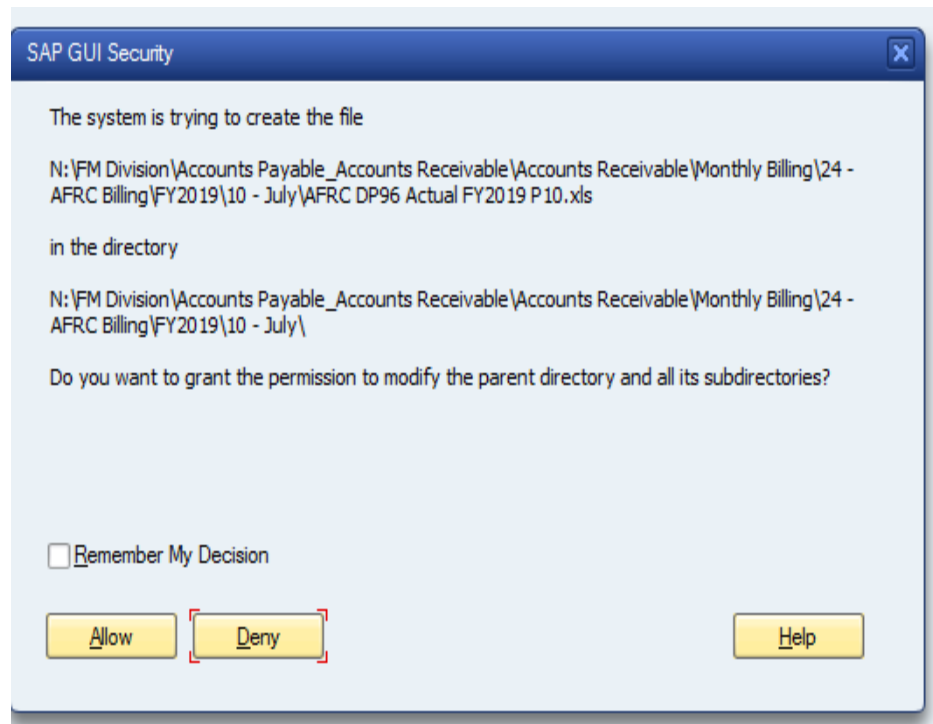


12. The report has been completed.
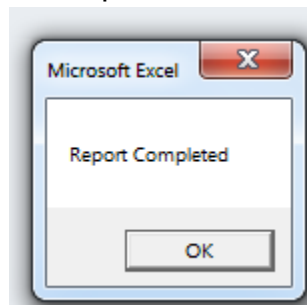
| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 77 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

13. The billing requests have been created.

| Sales Doc. | Item | Status Text | Debit Memo Request | Credit Memo Request |
|---|---|---|---|---|
| 13031 | 10 | Cumulative amt billed will exceed SO Line 0000013031/000010 value | | |
| 13597 | 10 | Cumulative amt billed will exceed SO Line 0000013597/000010 value | | |
| 13597 | 20 | Cumulative amt billed will exceed SO Line 0000013597/000020 value | | |
| 13597 | 30 | Cumulative amt billed will exceed SO Line 0000013597/000030 value | | |
| 11490 | 10 | Sales Order excluded. To be billed amt 0.02- is a credit on line 000010. | | |
| 13555 | 10 | Sales Order excluded. To be billed amt 0.77- is a credit on line 000010. | | |
| 39743 | 10 | Sales Order excluded. To be billed amt 1,495.99- is a credit on line 000010. | | |
| 40712 | 10 | Sales Order excluded. To be billed amt 10,770.67- is a credit on line 000010. | | |
| 39415 | 10 | Sales Order excluded. To be billed amt 12,034.90- is a credit on line 000010. | | |
| 39557 | 10 | Sales Order excluded. To be billed amt 15,655.39- is a credit on line 000010. | | |
| 32917 | 10 | Sales Order excluded. To be billed amt 233.84- is a credit on line 000010. | | |
| 36958 | 10 | Sales Order excluded. To be billed amt 31,996.06- is a credit on line 000010. | | |
| 27101 | 10 | Sales Order excluded. To be billed amt 31.14- is a credit on line 000010. | | |
| 27112 | 10 | Sales Order excluded. To be billed amt 51,514.00- is a credit on line 000010. | | |
| 13031 | * | Sales Order not processed, 1 or more items failed advance/billing checks. | | |
| 13597 | * | Sales Order not processed, 1 or more items failed advance/billing checks. | | |
| 33208 | 30 | Sales document was saved | 800259024 | |
| 35887 | 30 | Sales document was saved | 800259025 | |
| 38315 | 10 | Sales document was saved | 800259026 | |
| 39330 | 10 | Sales document was saved | 800259027 | |
| 39747 | 20 | Sales document was saved | 800259028 | |
| 40338 | 10 | Sales document was saved | 800259029 | |
| 40606 | 10 | Sales document was saved | 800259030 | |
| 40719 | 10 | Sales document was saved | 800259031 | |
| 40816 | 10 | Sales document was saved | 800259032 | |
| 40870 | 10 | Sales document was saved | 800259033 | |
| 41152 | 10 | Sales document was saved | 800259034 | |
| 41187 | 10 | Sales document was saved | 800259035 | |
| 41210 | 10 | Sales document was saved | 800259036 | |
| 41358 | 10 | Sales document was saved | 800259037 | |

C. **Manual Process**: Creating Batch Billing Requests using T-Code DP96 (Test Run).

1. Enter information into the following fields: SO Number Range into "Sales document" fields.
2. Click the arrow next to the range fields to enter Sales Orders to be excluded.

**NOTE**: Utilize the "Center Request to Exclude Sales Orders from Reimbursable Billing".

3. For Sales documents, enter the Sales Organization.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:  September 29, 2023 |
| | Expiration Date:  September 29, 2026 |
| | Page 78 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

4. Enter End of Month date into "Posting Date to".

5. Check the "Process Open Items Only" box.

6. Check the "Saved data" box.

7. Check the "Save Sales document" box.

8. Check the "Test Run".

9. Check the "Detail List" and Execute (Click the Clock Icon).



10. Click the "Detail List" button to review results.

11. Click List.

12. Save.

13. Save to PC File spreadsheet.

14. Save File to: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\Center DP96 Test FY20XX PXX.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 79 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

D.  Creating Batch Billing Requests using T-Code DP96 (Actual Run).

1.  Follow the same steps in "Creating Batch Billing Requests using T-Code DP96", uncheck "Test Run" and Save file to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\Center DP96 Actual FY20XX PXX.



E.  Troubleshooting DP96

1.  If you receive a runtime error, there are three potential causes:

a)  SAP User has the Sales Order open.

b)  Sales Order is set up incorrectly.

c)  Files are too large.

i.     Resolution 1: Open SAP in the Long Running Server.

ii.    Resolution 2: First, split the Sales Order numbers into two groups.  For example, Sales Orders 10420 to 17000

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 80 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

and Sales Orders 17000 to 99999.  Process each group individually.  If you get the runtime error on only one group, then keep narrowing down the request until the problem Sales Order can be identified.  Leave in test mode until you resolve the issue-otherwise you run the risk of losing the postponements.

2.  If you do not receive Billing Request numbers, you may have forgotten to select the "Save sales document" box on the request screen (DP96).

**STEP 3.**    **Account Maintainer**– Reconcile Unbilled Billing Requests to PBR.

**NOTE:**  STEP 3 – "B," "C," and "D" below should be run and reconciled using the "Accounts Receivable - Monthly Billing" Add-In.

A.  **Macro Steps** – Run Unbilled Billing Requests (UBBR2)

1.  Open blank Excel Worksheet.

2.  Click on "Accounts Receivable" Add-in.

3.  Select "Monthly Billing" Icon.
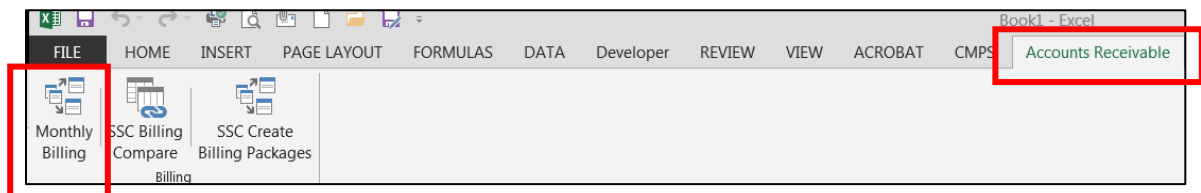
| NSSC | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| Service Delivery Guide | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 81 of 246 |

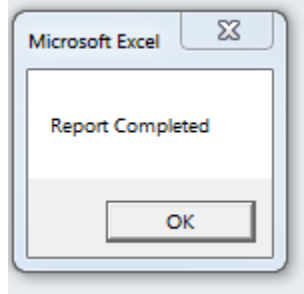| Responsible Office: Accounts Receivable |
|---|
| Subject: Accounts Receivable - Reimbursable |

4.  In the "AR Prebilling" red box, select the following.

   a) Center (**NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center, but for this T-code, process each center separately).

   b) Month
   c) Fiscal Year
   d) Process=UBBR – 2

5.  Click Ok.

6.  The macro will pull the outstanding billing requests from the UBBR1 report executed in the Pre-billing.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 82 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

7. If there are any billing requests that need to be deleted or updated, update at this time and click OK.
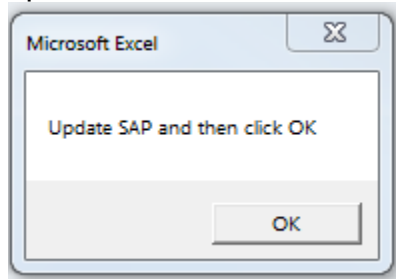


8. The macro will complete the report and will save report on the N drive.



9. Compare the UBBR2 total to the PBR total.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 83 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

10. If the totals do not match, run the PBR – UBBR compare macro.
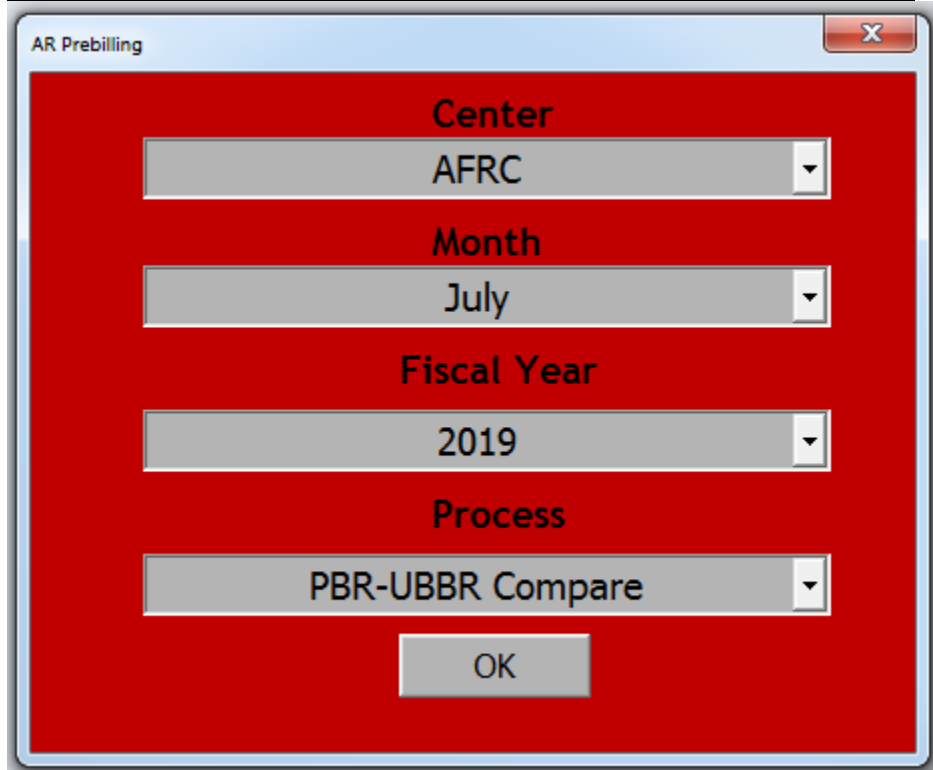


11. This macro will compare each sales order listed on each report and will list the details of any differences.

| UBBR Net Amt | Difference between PBR and UBBR | Difference Location | |
| --- | --- | --- | --- |

12. Research each difference and adjust as needed.
    a) If cost is added and/or subtracted, adjust "Actual Bill" line to reflect UBBR2.
    b) If cost has been added to sales order but not on the PBR, add lines to PBR and notate is a reconciling item.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 84 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

13. After all adjustments are completed, proceed to Step 4.

B. **Manual Step -** Run Unbilled Billing Requests using T-Code ZFI_AR_R_BRQ_NBIL. (Manual steps only to be executed if the Macro is unavailable)

1. Enter information into the following fields: Sales Organization. Click the Clock to Execute.

Exclude Unbilled Billing Requests found during UBBR1 here.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 85 of 246 |

| Responsible Office: Accounts Receivable |
|---|
| Subject: Accounts Receivable - Reimbursable |

**Billing Request Items**

| Bill Req | BRIt | Σ | Net value | Curr. | Created on | BB | BB | Rj | BS | SaTy | SOrg | Sales Ord | SOItm |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 800095125 | 000010 | | 797.50- | USD | 05/01/2009 | 90 | | | A | DR | 0022 | 12139 | 000010 |
| 800095126 | | | 0.03- | USD | 05/01/2009 | 90 | | | A | DR | 0022 | 10433 | 000010 |
| 800095127 | | | 4.50- | USD | 05/01/2009 | 90 | | | A | DR | 0022 | 12251 | 000010 |
| 800101322 | | | 18,892.42- | USD | 09/16/2009 | 91 | | | A | DR | 0022 | 13567 | 000010 |
| 800101323 | | | 38.00 | USD | 09/16/2009 | 91 | | | A | DR | 0022 | 13914 | 000010 |
| | 000020 | | 79,804.72- | USD | 09/16/2009 | 91 | | | A | DR | 0022 | 13914 | 000010 |
| | 000030 | | 17,512.81 | USD | 09/16/2009 | 91 | | | A | DR | 0022 | 13914 | 000010 |
| | 000040 | | 62,291.91 | USD | 09/16/2009 | 91 | | | A | DR | 0022 | 13914 | 000010 |
| | 000050 | | 6,903.48- | USD | 09/16/2009 | 91 | | | A | DR | 0022 | 13914 | 000010 |
| | | ▪ | 26,559.93- | USD | | | | | | | | | |

C. Deleting/Rejecting Billing Request. (Manual steps only to be executed if the Macro is unavailable)

   1. If you need to reject any billing requests for any reason, double-click the Billing Request number. From the list of options, select "Change Billing Request" and then click the checkmark.
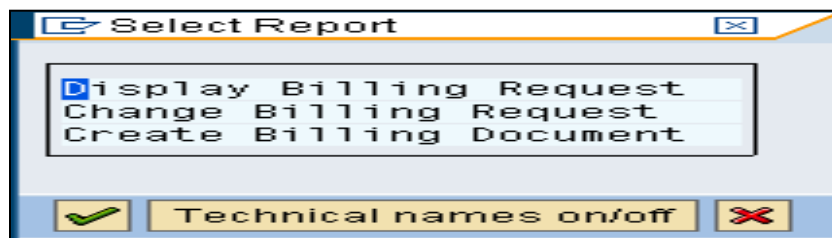


   2. On lines that are not to be billed, go to the column "Reason for Rejection" and chose "Rejecting Billing Request" from the list. Then, Click Save.

D. Exporting the "Unbilled Billing Report" (Manual steps only to be executed if the Macro is unavailable)

   1. Click Export, Spreadsheet, Table, Excel and Save file to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\Center UBBR2 FY20XX PXX.

E. Reconcile the Unbilled Billing Requests (UBB2) report to the Preliminary Billing report "Actual Bill" column.

   1. Add any manual bills created to this report manually.  After doing this, the total should match "Actual Bill" total on the Preliminary Billing

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 86 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

Report.  If there is a difference, it's usually either a postponement error in your DP91 or it is cost that has been entered by the center after the Preliminary Billing Report was ran.  Update the Preliminary Billing Report "Actual Bill" column to reflect the changes in cost.

**STEP 4.** **Account Maintainer**– Create Batch Bills.

**NOTE:**  STEP 4 – "B," below should be run and reconciled using the "Accounts Receivable - Monthly Billing" Add-In.

A. **Macro Steps** – Create Batch Bills

    1.  Open blank Excel Worksheet.

    2.  Click on "Accounts Receivable" Add-in.
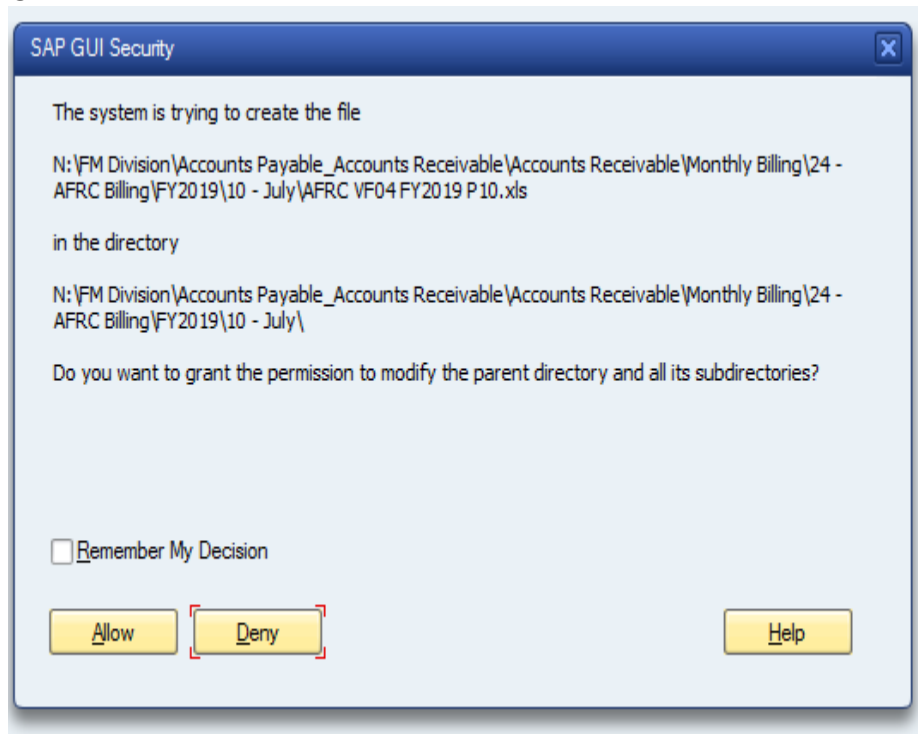
    3.  Select "Monthly Billing" Icon.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 87 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

4. In the "AR Prebilling" red box, select the following:

   a) Center (**NOTE:** multiple centers can be selected by holding down the Ctrl key and highlighting each center, but for this T-code, process each center separately).

   b) Month

   c) Fiscal Year

   d) Process = VF04

5. Click Ok.
6. The macro will pull the billing requests from the UBBR2 and will execute the VF04 process to create the bills.
7. The macro will create the VF04 spreadsheet and save to the N drive.
8. Click Allow.

**SAP GUI Security**

The system is trying to create the file

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\24 - AFRC Billing\FY2019\10 - July\AFRC VF04 FY2019 P10.xls

in the directory

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\24 - AFRC Billing\FY2019\10 - July\

Do you want to grant the permission to modify the parent directory and all its subdirectories?

☐ Remember My Decision

[Allow]  [Deny]                          [Help]

9. Once the report has been completed, go to the manual steps C to complete the VF04 process.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 88 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

B. **Manual Steps -** Create Batch Bills using T-Code VF04.

1. Enter information into the following fields on the Selection tab: "SD Document (range of billing requests numbers from the UBBR2), Sales Organization, Check "Order related," Check "No docs with billing block" and Un-check "Delivery-related."



2. Click the "Display Bill List" button.

    **NOTE:** It is very important to save a copy of this report to the Monthly Billing folder.



3. Click List, Save, File, Spreadsheet and Save file to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 89 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

Receivable\Monthly Billing\Center\Fiscal Year\Month\Center VF04 FY20XX PXX.

**NOTE:** Prior to highlighting and printing the bills, verify the total amount of the billing requests matches the total of the PBR. If billing request was created for cost that was to be postponed on the PBR, reject the bad billing request (view in VA03 by SO # and reject bill request in VA02). If billing request was not created for a cost item that should have been created, create individual billing request in DP91 and re-run VF04.

C. To create Bills, go back to the report in SAP "Maintain Billing Due List". Click the Paper Icon in the left corner, which highlights the entire report and click the "Save" Icon.

D. This is the number of bills created (See "No." Column in Screen Shot below). Save this as a screen shot in a new tab in the VF04 and name it "Number of Bills."



E. Click in the "No." column and then select the "Documents" Button. This will pull up a list of all the "901…" billing documents that have been created.

F. Save this list as another tab after the "Number of Bills" tab and name it "Bill Numbers".

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 90 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE**: If for some reason, you neglect to save your VF04 900… billing documents, you can get them from the ZFI_AR_ALDP (Auto Liquidation) run later in the billing process.



1. If you get a number in the "Err" Column, rerun the Unbilled Billing Report again and you will notice the Billing Request(s) did not successfully bill (any that were not on your Unbilled Billing Report (UBBR1) would be those that errored out).
2. Attempt to manually bill these Billing Requests.
3. If the bills won't bill, move the amount over to the "Other" column on your PBR and put the error reason you received in "Other Reason" column.

**STEP 5.**   **Account Maintainer**– Create Billing Breakdown Report.

**NOTE:**  STEP 5 – "B," "C," and "D" below should be run and reconciled using the "Accounts Receivable - Monthly Billing" Add-In.

A. **Macro Steps –** Create Billing Breakdown Report

1. Open blank Excel Worksheet.

2. Click on "Accounts Receivable" Add-in.

3. Select "Monthly Billing" Icon.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 91 of 246 |

| Responsible Office: Accounts Receivable |
|---|
| Subject: Accounts Receivable - Reimbursable |
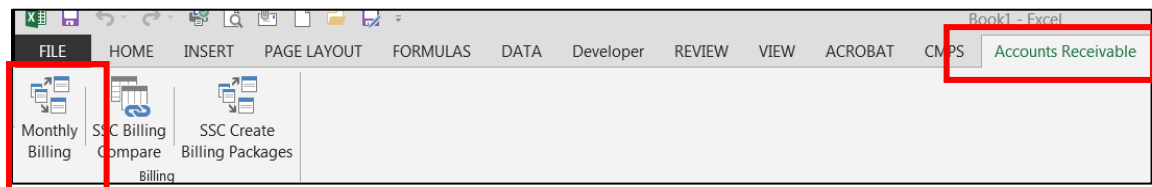
4.  In the "AR Prebilling" red box, select the following:

    a)  Center (**NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center, but for this T-code, process each center separately).

    b) Month

    c) Fiscal Year

    d) Process = VF04 Billing Breakdown

5.  Click Ok.

6.  The macro will pull the bill numbers created on the VF04 spreadsheet and will execute the billing breakdown in SAP.

7.  Once the report is executed in SAP, it will format the spreadsheet and save the file on the N drive in the Monthly Billing folder.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 92 of 246 |

| Responsible Office: Accounts Receivable |
| --- |
| Subject: Accounts Receivable - Reimbursable |

B. **Manual Steps -** To create the Billing Breakdown use T-code ZAR_VF04_Billing.

**AR Monthly Billing Results Report**

| SD Billing Document | 90196031 | to | |
| --- | --- | --- | --- |
| Billing Date | 08/28/2014 | to | |
| Sales Organization | 0051 | to | |
| Customer Number | | to | |

1. Enter all 900… bill numbers into the "SD Billing Document" field (including any manual bills created).
2. Enter Date of Billing into the "Billing Date" field, enter Business Area # preceded by 2 zeroes into the "Sales Organization" field.
3. Click Execute.

C. Once the report has executed export and save file.
    1. Select the Export Icon.
    2. Select Spreadsheet.
    3. Select All Available Formats (Excel in Existing XXL Format) and click the green check mark.
    4. Select Table and click the green check mark.
    5. Save the Excel spreadsheet in N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\Center VF04-Billing Breakdown FYxxxx Pxx.
    6. Go into document "Center VF04-Billing Breakdown FYxxxx Pxx", Run "ZAR_BILLING_BREAKDOWN" Macro.

**NOTE:** ZAR_VF04_Billing Total should match "Actual Bill" total on PBR and match the Unbilled Billing Report (UBB2) total.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 93 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** The "ZAR_BILLING_BREAKDOWN" Macro formats the excel spreadsheet to look like the screenshot below.

| Customer # | Customer Name | Trading Partner | Sales Order | SD Invoice | FI Invoice | Bill Date | Amount | Auto IPAC | Manual IPAC | Auto Liquidation | Manual Liquidation | Email |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 910 | NATL OCEANIC & ATMOSPHERIC ADM COM | 1354 | 35009 | 90233720 | 8000019554 | 09/29/2016 | $ 5,660.38 | $ 5,660.38 | | | | |
| 910 | NATL OCEANIC & ATMOSPHERIC ADM COM | 1354 | 34889 | 90233719 | 8000019553 | 09/29/2016 | $ 408,621.00 | $ 408,621.00 | | | | |
| 910 | NATL OCEANIC & ATMOSPHERIC ADM COM | 1354 | 34876 | 90233718 | 8000019552 | 09/29/2016 | $ 990,000.00 | $ 990,000.00 | | | | |
| 910 | NATL OCEANIC & ATMOSPHERIC ADM COM | 1354 | 34844 | 90233717 | 8000019551 | 09/29/2016 | $ 1,407.84 | $ 1,407.84 | | | | |
| 910 | NATL OCEANIC & ATMOSPHERIC ADM COM | 1354 | 34314 | 90233716 | 8000019550 | 09/29/2016 | $ 143,296.98 | $ 143,296.98 | | | | |
| 910 | NATL OCEANIC & ATMOSPHERIC ADM COM | 1354 | 31942 | 90233715 | 8000019549 | 09/29/2016 | $ 8,574.00 | $ 8,574.00 | | | | |
| 910 | NATL OCEANIC & ATMOSPHERIC ADM COM | 1354 | 31445 | 90233714 | 8000019548 | 09/29/2016 | $ 27,494.36 | $ 27,494.36 | | | | |
| 910 | NATL OCEANIC & ATMOSPHERIC ADM COM | 1354 | 31081 | 90233713 | 8000019547 | 09/29/2016 | $ 21,924.84 | $ 21,924.84 | | | | |
| 910 | NATL OCEANIC & ATMOSPHERIC ADM COM | 1354 | 30239 | 90233712 | 8000019546 | 09/29/2016 | $ 101.30 | $ 101.30 | | | | |

**NOTE:** Verify that all bills have been created using ZFI_AR_R_BRQ_NBIL.

**STEP 6.**    **Account Maintainer**– Reconcile UBBR3 Report to UBBR1 Report.

**NOTE:**  STEP 6 – "B" below should be run using the "Accounts Receivable - Monthly Billing" Add-In. (Manual steps only to be executed if the Macro is unavailable)

A.  **Macro Steps –** Reconcile UBBR3 to UBBR1

    1.  Open blank Excel Worksheet.

    2.  Click on "Accounts Receivable" Add-in.

    3.  Select "Monthly Billing" Icon.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 94 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
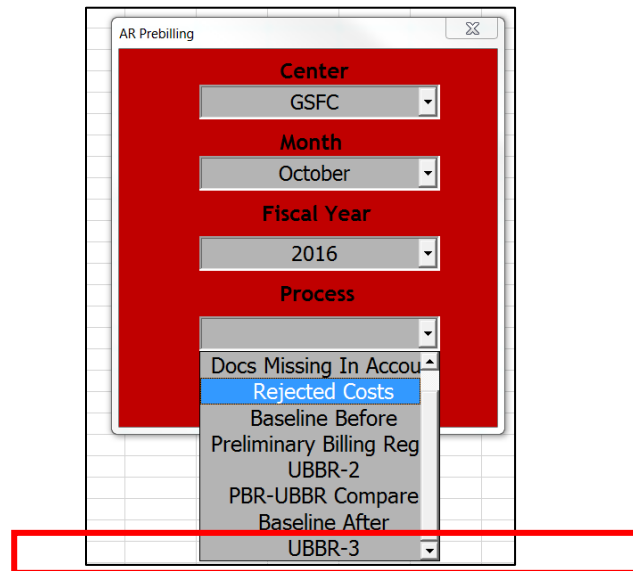


4. In the "AR Prebilling" red box, select the following:

   a) Center (**NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center).

   b) Month

   c) Fiscal Year

   d) Process = UBBR-3

5. Click Ok.
6. The macro will execute the UBBR3 report and save it on the N drive.
7. Once the report has been executed, open the UBBR3 report and the UBBR1 report to verify that totals are the same.  If the totals are not the same, research to find the difference.
8. Go to Step 7.

B. **Manual Steps –** In SAP re-run the Unbilled Billing Requests, use T-code ZFI_AR_R_BRQ_NBIL.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 95 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** Do not exclude any sales orders.



1.  To Export and Save, Select the Export Spreadsheet Icon, Select Spreadsheet, Table, Excel, and Save as Center UBBR3 FY2015 P10.

**NOTE:** The UBBR1 (pre-billing) total should match this UBBR3. If it does not, you need to compare UBBR1 to UBBR3 and find the difference.  It may be that you have a Billing Request that did not successfully bill in VF04, and you will need to manually bill this Billing Request in VF01.

**STEP 7.**     **Account Maintainer**– Batch Printing of the Invoices

A.  Use T-code ZRCF_SPOOL_TO_EMAIL to request bills (in PDF format) to be e-mailed to the SAP Business Workplace Inbox. Bills must be requested by form type: 1080, 1081, and/or 1114.



1.  Populate the following fields: "Spool Request Number"-Blank, "Spool Request Name"-1080 (and then use 1114), "Sales Org"- enter center number (add two zeroes in front), "From Current Date"-Today's Date, "From Time"-auto populates.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 96 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** NMO (JPL) enter 1081 verses 1080 in the "Spool request name" field.

2. Click "Clock" to Execute.

B. Click "Back" button to enter different type of invoice number (1114).

C. Choose "Inbox" icon from SAP home screen. Click on "Inbox", Double Click on the File and Save.

**NOTE:** If bills are not requested, the bills will be e-mailed via an overnight process. Save the PDF format bills to N:\FM Division\Accounts_Payable Accounts_Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Period.

**STEP 8.** **Account Maintainer**– Printing Individual SF1080 Invoices for Mailing

**NOTE:** Mail bills, as requested by Center. Include Pay.gov insert located at https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=1021060&gen=$latest.

**NOTE:** For Stennis Space Center's (SSC) bills, each bill should also include a billing reconciliation statement, with matching cost, to be e-mailed to the customer. No bills are to be mailed without the billing reconciliation statement as this information is contractually required to be provided to the customers per SSC's agreements. Bills paid via Advance liquidation should be marked "PAID" prior to mailing to SSC's customers. Bills that are emailed (and are not paid via IPAC or Advance) should have the BLINE date forwarded to the date the bill is emailed. (See Appendix I – SSC Billing Reconciliation Process)

A. Access SAP and enter T-Code ZAR_VF04_BILLING.

1. Enter the following information: SD Billing Doc-Listing of Invoice Numbers; (see screen shot below) click arrow to enter a range of Invoice Numbers, Date, and Sales Organization.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 97 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

2.  Select Clock Icon to execute.

**NOTE:** To use this to spool manual bills, you must have an actual physical SAP printer set up as your default printer in ZSU3. (E.g., NSSC_N_ICPR144-51)

| NSSC | NSSDG-9200-0002 Revision 21.0 |
| Service Delivery Guide | |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 98 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

3. Highlight the <u>FEDERAL</u> bills you need to print/save by clicking the block next to the line. Use "CTRL" button to select multiple lines.

4. Click 1080_PDF Button.

B. Enter T-Code SP01 (see screen shot below).

1. Date created – Enter Billing Date (date the spool was created) in both fields.

2. Select Clock Icon to execute.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 99 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

3. Put a check in the box next to the one you need to spool and then click the printer icon. This will manually print your bills. (see screen shot below)



C. To save an electronic copy, you can select the PDF icon (may take a few minutes for this icon to be available for use).

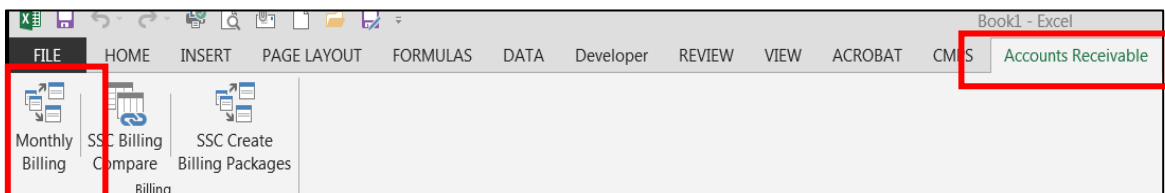| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 100 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# PROCESS – LIQUIDATION OF ADVANCES

**STEP 1.** <u>**Account Maintainer**</u>– Liquidate Advance to Sales Order (Control Activity)

**NOTE:** STEP 1 – "C," "D," "E," "F" and "G" below should be run using the "Accounts Receivable – Monthly Billing" Add-In. (Manual steps only to be executed if the Macro is unavailable)

A. **Macro Steps –** Liquidate Advance to Sales Order (Test Run)

1. Open blank Excel Worksheet.

2. Click on "Accounts Receivable" Add-in.

3. Select "Monthly Billing" icon.





4. In the "AR Prebilling" red box, select the following:

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 101 of 246 |

Responsible Office: Accounts Receivable

Subject: Accounts Receivable - Reimbursable

       a) Center (**NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center).

       b) Month

       c) Fiscal Year

       d) Process = ALDP Test

5. Click Ok.

6. The Macro will execute the Calculation, Simulating Posting report.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 102 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

7. Once the report has been executed, verify that there are no exceptions.
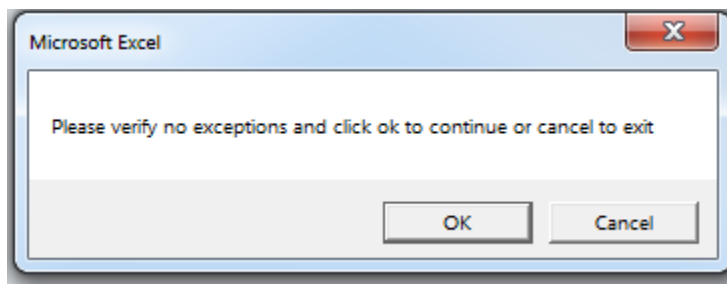


8. If there are no exceptions, click OK to complete the report and save it on the N drive in the Monthly Billing folder.

9. If there are exceptions, click Cancel and email the Center for assistance with these exceptions.

   **NOTE**: Exceptions are due to the incorrect assignment number(s) being linked to the liquidation.

10. Once the center has made the corrections, re-run the ALDP-Test macro.

11. If there are no exceptions, click OK to save the report on the N drive.

B. **Macro Steps –** Liquidate Advance to Sales Order (Actual Run)

   1. Open blank Excel Worksheet.

   2. Click on "Accounts Receivable" Add-in.

   3. Select "Monthly Billing" icon.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 103 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
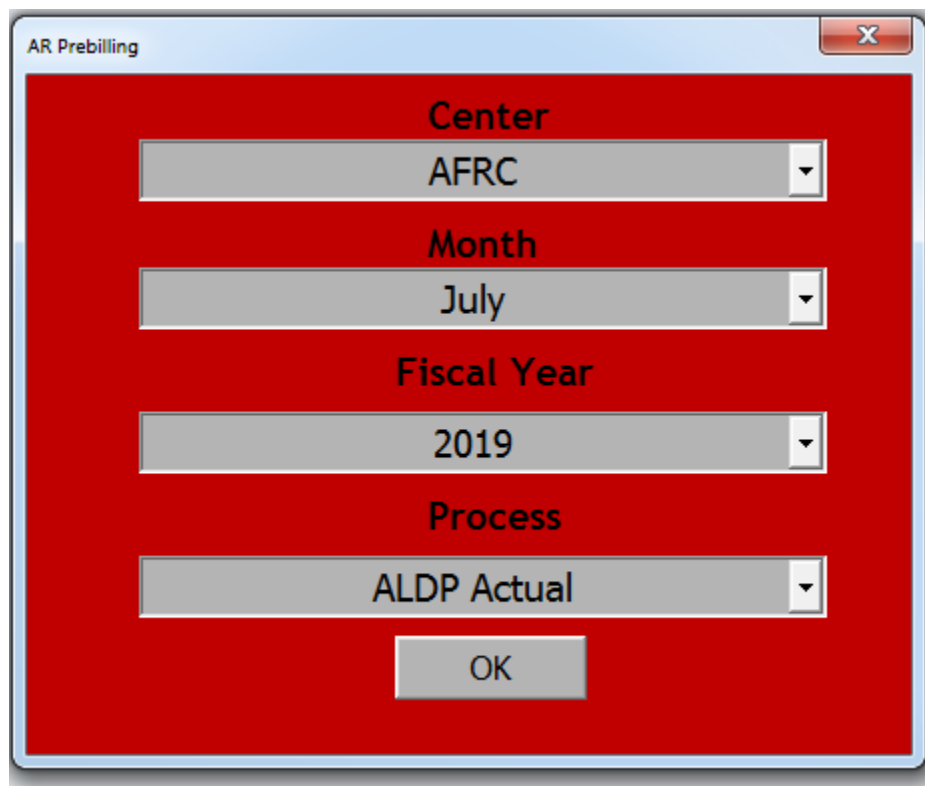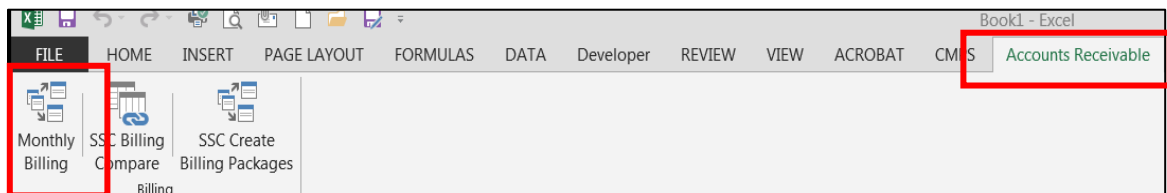
4.  In the "AR Prebilling" red box, select the following:

    a)  Center (**NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center, but for this T-code, process each center separately).

    b)  Month

    c)  Fiscal Year

    d)  Process = ALDP Actual

5.  Click Ok.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 104 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

6. The Macro will execute the Calculation and Posting report.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 105 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

7. Once the report has been executed, verify that there are no exceptions.
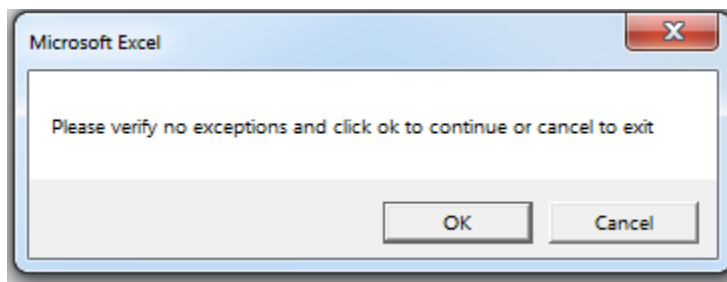


8. If there are no exceptions, click OK to complete the report and save it on the N drive in the Monthly Billing folder.

9. If there are exceptions, click Cancel and email the Center for assistance with these exceptions.

10. Once the center has made the corrections, re-run the ALDP-Test macro.

11. If there are no exceptions, click OK to save the report on the N drive

**NOTE:** The NSSC Account Maintainer liquidates the Advances using ZFI_AR_ALDP for automatic liquidation in SAP and F-39 for manual liquidation for those Customers with bills for the month. The invoice and the liquidation documents will clear automatically at night.

**NOTE**: Advance must be posted to SO and cost must have been billed, T-Code: VF04- CR 4222 DR 4252, DR 1310 CR 5200, A710 & A714, T-Code F-39, DR 2310 CR 1310.

C. **Manual Steps -** Use T-Code ZFI_AR_ALDP.

**NOTE:** T-Code ZFI_AR_ALDP can be used for credit bills. This will create the entire process of placing the funds back to the down payment. The Centers will not have to run F-29 to manually place the funds back on the down payment.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 106 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

1. Enter Business Area proceeded by 2 zeroes into the "Sales Organization, enter today's date in "Posting Date" field, select "Calculation, Simulate Posting" and Execute.

**NOTE**: By selecting "Calculation, Simulate Posting" you are doing a test run to see what will liquidate when you later do your actual run.



D. Analyze the list of bills produced for liquidating purposes. Validate that there is enough advance to liquidate each bill. Also, check for exceptions at the top of the report. A list of items that the liquidation program will not automatically liquidate in the batch will be shown. Each of these should be researched to determine if manual liquidation is applicable.

1. Review VF04 Billing Breakdown to see if the invoice that appears in the exception is a current invoice.

2. Review the center special instructions for guidance on sales order.

3. If no center guidance is provided and the invoice listed is current, e-mail center POC's for correction and/or approval to manually liquidate.

a) Please cc CS Lead, CS Senior Accountant, CS POC and AR L2 Supervisor

b) If you haven't received a response from center POC within 30 minutes, elevate to AR L3.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 107 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

c) Save e-mail as pdf to the center's Monthly Billing folder:  Center Liquidation E-mail FY#### P##.



E.  Save listing of bill to an Excel spreadsheet. Select List, Save/Send, File, Text with Tabs and Save as "Center ALDP Test FY2014 P10".

   1.  Sort the spreadsheet so that all bills with zero remaining AR are together.

   2.  Validate that the zero remaining AR bills are to be liquidated.

F.  Run ZFI_AR_ALDP again in Calculation and Posting mode, copying the bills to be liquidated from the Excel spreadsheet. A listing of all bills automatically liquidated will be produced with the liquidation document numbers.

G.  Save the liquidation report to N:\FM Division\Accounts_Payable Accounts_Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\Center ADLP Actual FY#### P##.


**STEP 2.**  **Account Maintainer**– Manual Liquidation of Advance to Sales Order (Control Activity).

F-39 - Manual Liquidation Of Advance (End User Procedure)

   A.  Use this for any items that errored out as "Exceptions" on the Auto Liquidation run, which you still need to liquidate.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 108 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

1. Enter today's date in "Document Date".

2. Enter "DC" into "Type".

3. Enter bill number into the "Reference" field.

4. Enter Sales Order number and Line number into "Doc. Header Text".

5. Enter customer number into "Account" field.

6. Enter 8000 FI Invoice number from bill into "Invoice Reference" field.

7. Enter current fiscal year into the "Fiscal year" field.

8. Enter Sales Order number and line number into the "Text" field.

9. Click "Process down pmnts" in the top left-hand corner.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 109 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

B.  Once the report has executed, select the line to post the liquidation against.

1.  Sort the "Sales order" column in ascending order.

2.  Pick a line item (may be several rows) with enough funding that matches both the WBS and Fund (Sales Order line item) on the bill.

    **NOTE**: Pick only Positive (debit) rows.

3.  Enter amount in "Transfer Posting" column on this row or rows.

4.  Double check the "Total" field to ensure the total is correct.

5.  Hit "Enter" key.

6.  Click "Document/Simulate" button.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 110 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

7. Make sure the Net affect = 0, Select Post.

**NOTE**: Enter amount under the "Manual Advance" column on the "Billing Breakdown" of the spreadsheet.

8. Manually clear liquidation using F-30 (Doc Type "AB")

**NOTE**: The bills and liquidations should clear overnight, but this is a failsafe to be sure they do.

**STEP 3.**  **Account Maintainer**– Insufficient Advance to Liquidate Bill

A. If the advance is insufficient to liquidate the bill, cancel the bill using T-Code VF11.

**NOTE:** This should be determined prior to the bill being created. Don't bill if it can't be liquidated.

[VF11 - Cancel A Reimbursable Bill (End User Procedure)](#)

1. Enter the Invoice Number in the "Document" field.

**NOTE**: It is very important the current date is populated in "Billing Date" and Hit Enter.
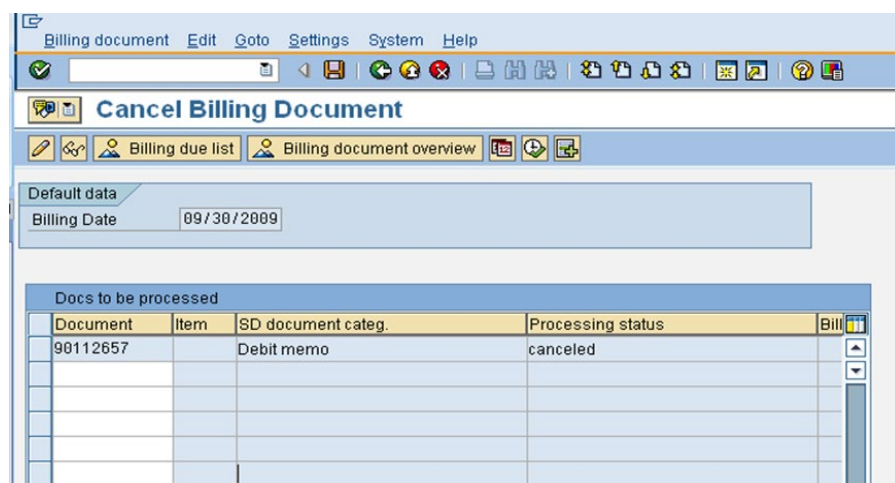
| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 111 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

2. Make sure this is the correct document, validate the amount and select the save icon. A 9000 number will appear at the bottom of the screen, this is the reversal document.

**NOTE:** When reversing a bill using VF11, attach backup indicating reason to the reversal document in SAP. If Center requests the reversal, attach the request. (See Appendix F - NSSC Reversal Process)

B. After the bill is cancelled, postpone the cost that exceeds the available advance and re-bill up to the amount of the available advance using T-Code DP91.

C. Liquidate the available advance against the new bill.

**STEP 4.** **Account Maintainer**–Advance Refunded (if necessary)–Refer to Appendix G

If an advance needs to be refunded to the Customer due to actual cost of Reimbursable Agreement being less than advance once all costs have been posted, follow EPSS.

**NOTE:** Center will determine with customer whether refund will be applied to new Reimbursable Agreement or if refund will be sent to customer. If new Reimbursable Agreement is to be established, Center will post refund to new agreement and create WBS and SO. If refund will be sent to customer, follow procedures to request AP to cut Treasury Check. ZF110_PRO - Create and Verify Payment Proposal (End User Procedure) ZF110_PRUN - Execute Payment Run

Reimbursable Refunds (User Guide) Scenario 3

**STEP 5.** **Account Maintainer**– Cancellation of Incorrect Bill

A. When cancelling a reimbursable bill, use T-code VF11; Use current date in the Billing Date Field. Failure to populate current date results in the original bill date being defaulted. If the original bill was created in a prior period, the cancellation document will not generate an accounting document. This is especially critical at year end, as September is still open for Periods 13-16 for year- end closeout

VF11 - Cancel A Reimbursable Bill (End User Procedure)

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 112 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** When reversing a bill using VF11, attach backup indicating reason for the reversal document in SAP. If Center requests the reversal, attach the request.

**NOTE:** Ensure date on cancelling document is in the current month; when cancellation is complete; verify that accounting documents were created. This is where errors occur.

**NOTE:** When reversing bill using VF11, ensure that any IPAC clearing documents have been reversed by the Payment Processor.

B.  Reverse the Billing Request by using T-Code VA02.
    VA02 - WCF-SEWP Billing Plan Functionality User Guide for GSFC (End User Procedure)

  1.  Enter doc number 8XXXXXXX. Reject billing request by selecting icon to the right of rejection column.

**NOTE:** Use VA03 to retrieve the Debit Memo Request Number, which is the billing request number, to enter in VA02.

**NOTE:** If rejecting the entire bill, make sure each line is rejected.

**NOTE:** DP96 creates a billing request that can be seen under the SO. VF04 processes the billing requests to post and print the actual bills. To reverse a billing request, access VA02 and reject. (Ensure you don't reject the entire SO in the drop-down.) This rejection throws the cost back in the amount to be billed column in DP91.)

**NOTE:** The 8XXXX doc number on a printed bill is the accounting document under FI (Financial). It is not the same 8XXXX doc number that shows as a billing request on the SO in VA03.

**NOTE:** The billing request may be rejected for incorrect costs, incorrect date, etc.

  2.  When clearing the original bill and the reversal bill against each other in F-30, use Document Type "AB." Verify cost shows as billable again in T-Code DP91.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 113 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

3.  If the reversal bill is not available when attempting to clear the original bill, the cost needs to be "Released to Accounting".

4.  Go to T-code VF02 and enter the 900 number for the reversal bill.

5.  Go to "Billing Document" and select "Release to Accounting".
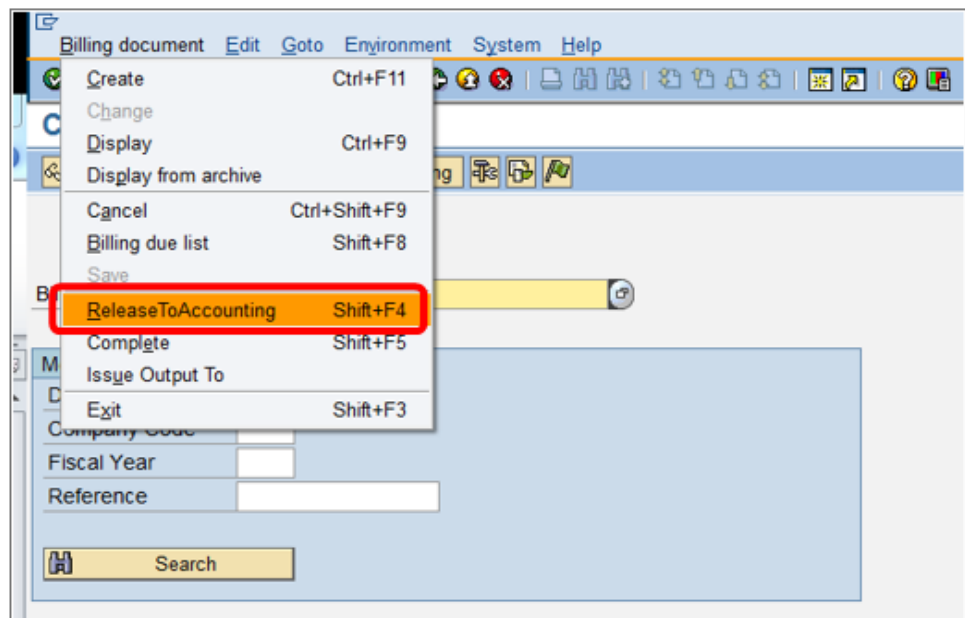


6.  Go to FBL5N to verify that the reversal bill is available to clear the original bill.  If it is available, proceed with clearing the original bill.

C.  Invoice created during monthly reimbursable billing process with end of month date will need to be reversed because it will not show-up on the List of Customer Line Items (LOCLI)

1.  After invoice is cancelled using

VF11 - Cancel A Reimbursable Bill (End User Procedure)

2.  Using T-code VF02

3.  Go to "Header"

4.  Change billing date

5.  Select "Save"

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 114 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## PROCESS – RUN LIST OF CUSTOMER LINE ITEMS

**STEP 1.** **Account Maintainer**– Run List of Customer Line Items Report.

**NOTE:** STEP 1 – "B" below should be run using the "Accounts Receivable - Monthly Billing" Add-In. (Manual steps only to be executed if the Macro is unavailable)

A. **Macro Steps -** Run List of Customer Line Items Report.

1. Open blank Excel Worksheet.

2. Click on "Accounts Receivable" Add-in

3. Select "Monthly Billing" Icon.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 115 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

4. In the "AR Prebilling" red box, select the following:

    a) Center (**NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center).

    b) Month

    c) Fiscal Year

    d) Process = Customer Line Items

5. Click OK.

6. This macro will execute the List of Customer Line Items report and will save it on the N drive in the Monthly Billing folder.

7. Click Allow.
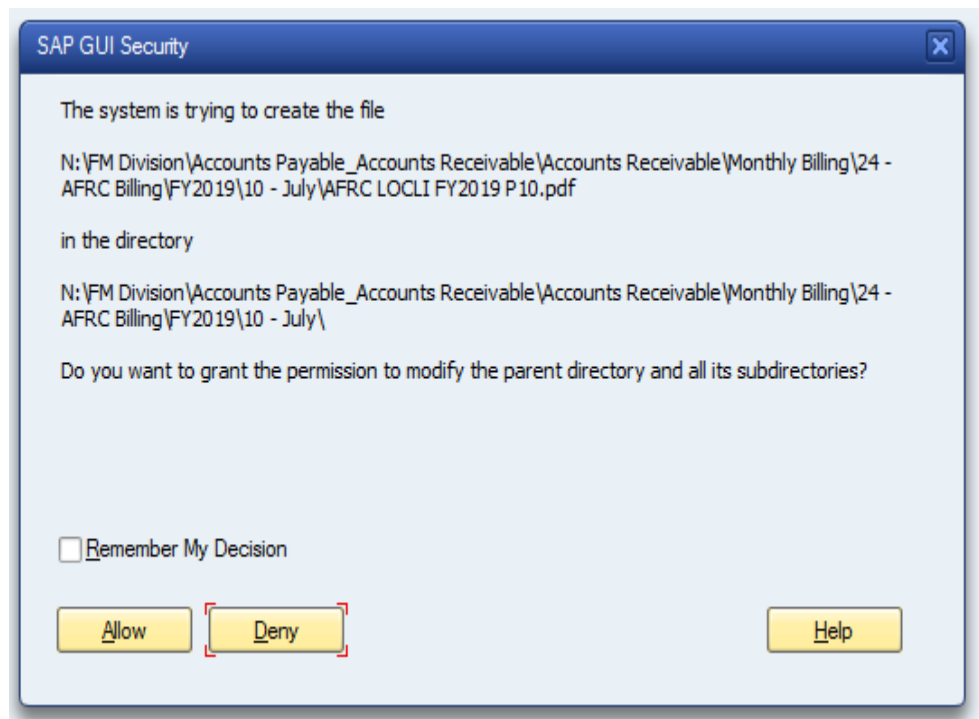


8. Go to letter C.

B. Run "List of Customer Open Items" using T-code S_ALR_87012173."

    1. Enter the date range (day of billing) into "All Items."

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 116 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

2. Select the flag Icon, enter "RV and DC" into the "Document Type" field and populate Center number into the "Business Area" field, click the Clock Icon to execute.

3. Click the print Icon, go to the "Business Workplace" Inbox, double click on your file, and save as e.g., "GSFC LOCLI FY2014 P10" on the N: Drive, in the Monthly Billing Folder.

C. Compare ending balance on the "List of Customer Line Items" report to the "Preliminary Billing Report". If there are any discrepancies, investigate and document on both reports.

D. Compare liquidation totals on the "List of Customer Line Items" report to the "VF04 Billing Breakdown" report. If there are any discrepancies, investigate and document on both reports.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 117 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# PROCESS – POST BILLING ACTIVITIES

**STEP 1.**    <u>**Account Maintainer**</u>– Run Reconciliation Reports.

**NOTE:**  STEP 1 – "B" ("1" & "2") below should be run using the "Accounts Receivable - Monthly Billing" Add-In. (Manual steps only to be executed if the Macro is unavailable)

A.  **Macro Steps -** Run Reconciliation Reports

1.  Open blank Excel Worksheet.

2.  Click on "Accounts Receivable" Add-in.

3.  Select "Monthly Billing" icon.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 118 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

4. In the "AR Prebilling" red box, select the following:

   a) Center (**NOTE**: multiple centers can be selected by holding down the Ctrl key and highlighting each center).

   b) Month

   c) Fiscal Year

   d) Process = Baseline After

5. Click Ok.

6. This macro will execute the Baseline Reconciliation Reports and will add them to the "After" tabs on the Baseline Recons spreadsheet saved in the Monthly Billing folder on the N drive.

7. Verify there are no differences in each report.

8. If there is a difference, research to find what is causing the difference.

9. To research outages, manually run the report with the outage.

10. Once the report has been completed, click the "Breakdown" button.
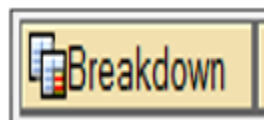


11. Select the following fields for grouping:

   a) Group by = Measure Funded Program

   b) Then by = Measure Funded Program
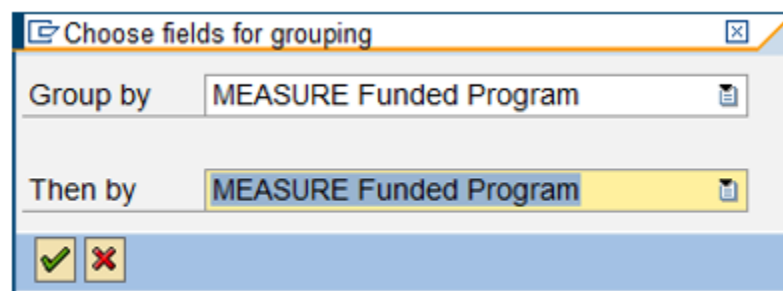
| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 119 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

12. Scroll down to the WBS causing the outage.



Reconciliation Analysis: L96 Advances (ITD 2310 (Reim) = 4222

| Subtotal / Funded Prg / Funded Prg | L96 ITD 2310 | = | - L96 ITD 4222 | Difference |
| --- | --- | --- | --- | --- |
| 199008.02.04.90.M706.11 | 12,102.96 | = | 12,102.96 | |
| 199008.02.04.90.M706.12 | 62,525.08- | = | 62,525.08- | |
| 199008.02.04.90.N567.11 | 1.00 | = | 1.00 | |
| 595551.01.04.55.J047.12 | 7.09- | = | 7.09- | |
| 622 | 34,930.32 | | 0.00 | 34,930.32 |
| 622 | 34,930.32 | | 0.00 | 34,930.32 |
| 774708.07.02.07.E683.01 | 17,444.43 | = | 17,444.43 | |
| 774708.07.03.01.I057.01 | 2,889.93 | = | 2,889.93 | |
| 804911.02.04.05.M882.11 | 2,199,764.00 | = | 2,199,764.00 | |
| 901335.01.04.55.H781.01 | 26,924.41 | = | 26,924.41 | |
| 904518 | 22,457.49 | = | 22,457.49 | |
| 923974.07.02.09.I985.09 | 88,666.80 | = | 88,666.80 | |

13. Double click on this line to see a breakdown of transactions.

14. If the transaction causing the outage is from the reimbursable billing, reverse the bill and notify the center.

15. If the transaction causing the outage is from a center posting, notify the center.

B. **Manual Steps -** Run Reconciliation Reports using T-Code RFMFGRCN_RP1. Reconciliations ensure that billing documents are properly posted in SAP and that the appropriate accounting "relationships" are maintained between the Proprietary and Budgetary ledgers. There are three reconciliations for Reimbursable Billing: Advances, Receivables and Revenues.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 120 of 246 |

Responsible Office: Accounts Receivable

Subject: Accounts Receivable - Reimbursable

1.  Click the drop-down feature, select "Advances", and click Execute. Populate information into the following fields: "From Fiscal Year", "From period (00)", "To Fiscal Year", "To Period (current period)" and "Business Area". Open a new Excel workbook and Save screen shots to: N:\FM Division\Accounts_Payable Accounts_Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\Center Baseline Recons FY20XX PXX.



**NOTE:** All reconciliations: Advances, Receivables and Revenues can be saved in the same file, create separate worksheets.

2.  Open a new Excel workbook. You will use the workbook to save screen shots of the pre-billing and post-billing reconciliations. Label a tab each for "Advances (Before)", "Advances (After)", "Receivable (Before)", "Receivable (After)", "Revenues (Before)", and "Revenues (After)".  Use Alt-Print Screen to copy the reconciliation screen. Paste screen shot onto the appropriate "Before" sheets in the workbook using Ctrl-V.  Save the workbook in the Monthly Billing folder.

| NSSC | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| Service Delivery Guide | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 121 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 122 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

Reconciliation Analysis: ITD 2310(REIM)=4222

| Subtotal / Fund / Funds Ctr | ITD 2310 REIM | = | - ITD 4222 | Difference |
|---|---|---|---|---|
| ▽ 🗀 Total | 366,709.09 | = | 366,709.09 | |
| ▷ 🗀 CASX22009R | 619,908.29 | = | 619,908.29 | |
| ▷ 🗀 CASX22010R | 626,501.33- | = | 626,501.33- | |
| ▷ 🗀 ESAX22007R | 7,507.60 | = | 7,507.60 | |
| ▷ 🗀 ESAX22008R | 360,019.53 | = | 360,019.53 | |
| ▷ 🗀 SAEX22004R | 5,775.00 | = | 5,775.00 | |

3.  The "difference" column should be blank. If it is not blank during pre-billing recons, this could mean a transaction was processed by the center. Even if you do show a dollar amount in this column, make sure it matches again when you run the recon again after billing. This is a snapshot "prior to" and "after" billing. If there is an item "difference" column during pre-billing, email your Center POC and let them know so they can research and clear the issue.

4.  Click the drop-down feature, select "Receivables" and click Execute. Enter information into the following fields: "From Fiscal Year", "From period (00)", "To Fiscal Year", "To Period (current period)", and "Business Area".

5.  Click the drop-down feature, select "Revenues" and click Execute. Enter information into the following fields: "From Fiscal Year", "From period (01)", "To Fiscal Year", "To Period (current period)", and "Business Area".

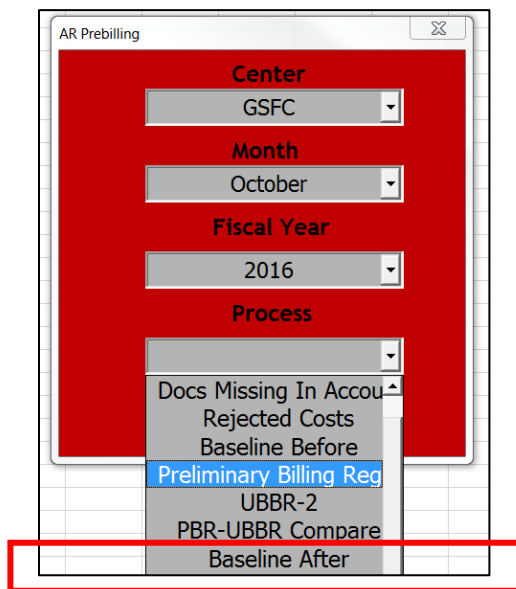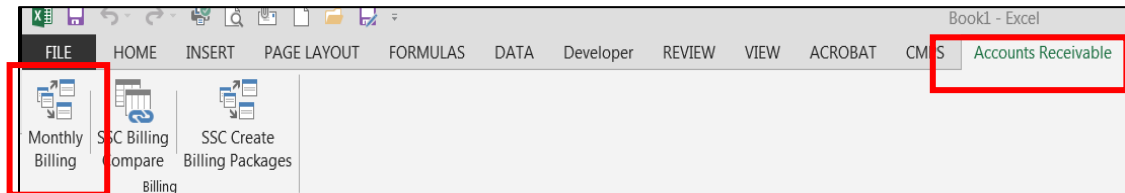| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 123 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** At the end of each Fiscal Year, "Revenues" are zeroed, so balances are not carried over to the next fiscal year.

**STEP 2.** **Account Maintainer**– Complete Monthly Billing Checklist.

A. Complete the center's "Monthly Billing Checklist" (see Appendix F).

B. Save the "Monthly Billing Checklist" to N:\FM Division\Accounts_Payable Accounts_Receivable\Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month\Center Monthly Billing Checklist Fiscal Year Period.

C. Notify center Point of Contact, Payment Processor center POC, and CS and SP Supervisors that Billing is complete. In addition, ServiceNow Finance Request (FR) Record/Task is created, Request Subcategory "Monthly Billing".

**NOTE:** The POC listing is found on the N Drive (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\POC Listing)

D. SP Supervisor receives Task and begins the review:

1. Access "Monthly Billing" folder located: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing

2. Review explanations on center "PBR" (Preliminary Billing Register) for unbilled cost.

3. Review the total cost billed by comparing the following reports: "Actual Bill" total on the PBR, "net value" total, "amount" total on the "VF04 Billing Breakdown", and total on the "List of Customer Line Items".

4. Review the total liquidations are correct by comparing the following reports: "ALDP Actual" total, "VF04 Billing Breakdown" (Auto Liquidation plus Manual Liquidation) and "List of Customer Line Items". G/L Account 2310.0000 should all agree.

5. SP Supervisor routes Task to Payment Processor to begin IPAC Process.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 124 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

E.  Payment processor completes the "Collect Amounts via IPAC" process and route task to Account Maintainer.

F.  Sales Invoice Processor (Account Maintainer) will run the SAP "ZFI_AGING1310" report and compare to ensure the outstanding debts match the "VF04 Billing Breakdown" spreadsheet. Any discrepancies should be documented and communicated to the Payment Processor.

G.  Account Maintainer routes tasks to the SP Supervisor for review.

H.  SP Supervisor begins the IPAC review:

1.  Review and Compare "ZFI_AGING1310" and "VF04 Billing Breakdown" spreadsheet.

2.  Run SAP "FBL3N" report to ensure all IPAC (Payment Proposals) have cleared 1310.5000 G/L Account and this report nets to zero.

3.  Validate "Auto IPAC Bulk Confirmation Report" total.

   a)  Identify the range of DRN numbers for the center using the "Auto IPAC Bulk Confirmation" report.
   b)  Filter the range of DRN numbers on the "FBL3N" report and compare this to total to the "Auto IPAC Bulk Confirmation" report.

I.  Closes task.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:      September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 125 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**STEP 3**.  **Accounts Receivable Civil Servant (CS) –** Validation of manual liquidations

    A.  CS staff will validate manual liquidations each month on the business day following reimbursable billing.

        1.  View Center's VF04-Billing Breakdown report located: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing.

        2.  If manual liquidations were performed, ensure appropriate Center approval emails and/or special Center billing instructions were saved at N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing (applicable center\applicable month).

        3.  If approvals are not available, contact L2 to upload information in the file.  If manual liquidation request was not approved by Center, notify Center and verify no further actions are required. Also, submit quality error in Service Now and upload all communication to/from the Center in the appropriate folder.

| | A | C | F | G | K | L | M | N | O |
|---|---|---|---|---|---|---|---|---|---|
| | Customer # | Trading Partner | FI Invoice | Bill Date | Auto Liquidation | Manual Liquidation | Mail | Email | Fax |
| 6 | 125628 | NONFED | 8000002170 | 10/28/2021 | $ 1,400.00 | | | | |
| 7 | | | TOTAL COUNT | | 60 | 4 | 0 | 2 | 3 |
| 8 | | | TOTAL AMOUNT | | $ 3,187,533.14 | $ 87,097.87 | $ - | $ 69,838.68 | $ 161,244.78 |
| 9 | | | | | | | | | |
| 0 | | | | | VF04 LIQUIDATIONS | $ 3,274,631.01 | | | |
| 1 | | | | | LOCLI 2310.0000 & LOCLO 2320.5909 | $ 3,274,631.01 | | | |
| 2 | | | | | DIFFERENCE | $ - | | | |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:  September 29, 2026 |
| | Page 126 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## PROCESS – POSTING OF AN ADVANCE

**Notify Center of receipt (Control Activity)**

STEP 1. **Payment Processor** – Notify Center of Advance.

Upon receipt of a customer's payment, the NSSC CPP e-mails the Center Reimbursable Accountant and provides the details for the advance received, including Customer name, dollar amount, deposit ticket number, check sequence number and CIR Confirmation date.

   A. The NSSC CPP receives the ServiceNow Finance Accounts Receivable (FAR) record for the Advance check. **Reference NSSDG-9200-2228 – Deposit and Collections for complete process on receiving payments and processing deposits.**

   B. Once the Confirmation information is entered, the Advance checkbox is clicked on the Functional Detail in ServiceNow. This generates an e-mail to Center personnel notifying them of receipt of an Advance check.

   **NOTE:** The NSSC will provide (via ServiceNow email) the Customer Name, Amount, Confirmation Date, and DRN for Advance posting information with the TechDoc link.

STEP 2. **Center** – Record costs against appropriate reimbursable WBS.

Center will post Advance in SAP using information provided in Notification.

STEP 3. **Payment Processor** – Verifies Center posting in SAP, updates AR tab, and closes ServiceNow FAR Task and record.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:  September 29, 2026 |
| | Page 127 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# PROCESS – SOLELY TRAVEL

**STEP 1.** **Center** – Establish Customer/Solely Travel Agreement.

(See Appendix B – Reimbursable Billing Flow charts)

A. Center establishes customer master and WBS for Solely Travel Agreement.

B. Center establishes funding for solely travel agreement with SO and SAP Transaction-code FMBB.

C. Center forwards expected advance information to NSSC via Advance notification Web form on the NSSC Web page.

**STEP 2.** **Center** – Record Advance.

A. NSSC Collection Processor receives check and deposits per CIR process.

B. NSSC Payment Processor will route advance payment to center via ServiceNow request.

C. The Center will post advance into SAP via customer number.

**NOTE:** The JSC Astronaut Appearance office will request customers to include the CB Case # on remittances (check/pay.gov) to help quickly identify Solely Travel advance payments.

**STEP 3.** **NSSC Travel Processor** – Receive Travel Voucher/Receipts.

A. NSSC Travel Processor receives Travel Voucher and all required receipts from NASA Employee.

**STEP 4.** **Account Maintainer**– Receive Reimbursable letter package from Center and update spreadsheet.

A. NSSC receives Reimbursable letter package from Center via ServiceNow.

B. Account Maintainer updates Solely Travel status spreadsheet located at: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\72 - JSC Billing\JSC Solely Travel\PACKETS

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 128 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

C. Input: Solely Travel ID #, Traveler, Sponsor, Customer, SO, CB#, ServiceNow.

D. Add Solely Travel ID #, FAR record #, Customer #, and SO # to the Reimbursable letter package. Save as Solely Travel ID# (REIMBURSABLE LETTER) on the N drive at: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\72 - JSC Billing\JSC Solely Travel\PACKETS\Current Solely Travel Letter\Solely Travel ID #.

**STEP 5.** **Account Maintainer** – Perform pre-billing analysis, bill preparation, and down payment liquidation.

(See Appendix G – Reimbursable Billing Refund Flow charts)

A. Account Maintainer receives an e-mail from AP that Centrally Billed Account (CBA) Reconciliation is complete.

B. Run T-Code ZRFI_REFISTAT by SO listed on Solely Travel status spreadsheet and compare Commitments, Obligations, Costs and Disbursements. All must match before refund or bill package can be prepared.

1. Enter Business Area 72.

2. Enter Fiscal Year and period. Begin with 202101 through current period.

3. Enter open Sales Documents. The Sales Orders are copied from the Solely Travel spreadsheet saved on the N drive.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 129 of 246 |

| Responsible Office: Accounts Receivable |
|---|
| Subject: Accounts Receivable - Reimbursable |

4. Execute report.

5. Export report to Excel and save as PP – COCD Report (MM-DD-20YY) – Open Sales Orders on N drive at: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\72 - JSC Billing\JSC Solely Travel\BILLING BACK-UP\FY20YY.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:   September 29, 2023 |
| | Expiration Date:  September 29, 2026 |
| | Page 130 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

6. Run "ZRFI_REFISTAT" Macro in Excel. Copy formula down to all total rows in spreadsheet. This will indicate which items are ready to be worked.

C. Prepare Refund or Bill Package.

1. Screen shots of the following needed: Preliminary Billing Report, Budget Status-Non-Full Cost, FBL5N, and FMZ3.

a) Run PBR for individual Sales Order.

1) Enter Business Area 72.

2) Enter the Sales Order for the Solely Travel item.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 131 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

3) Execute.



4) If the "To be Billed" amount is $0.00, take a snip-it of the screen and save to a spreadsheet named Solely Travel ID # (Screenshots) on N drive at: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\72 - JSC Billing\JSC Solely Travel\PACKETS\Current Solely Travel Letter\Solely Packets\Solely Travel ID #.



5) If the "To be Billed" amount is not $0.00, create a bill.

| NSSC | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| Service Delivery Guide | |
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 132 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

6) To create the bill, go to SAP DP91 and enter the Sales Order and current date and hit enter.



7) Verify the amount is correct amount to be billed and click the Tree.



8) Click "Billing Request" Button
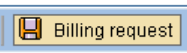
| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 133 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

9) Click "Yes"
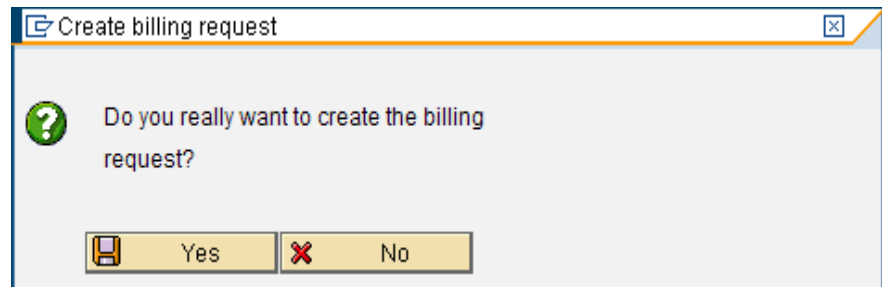


10) Once billing request is created, go to VF01.

11) Verify the billing request is the document received in DP91.
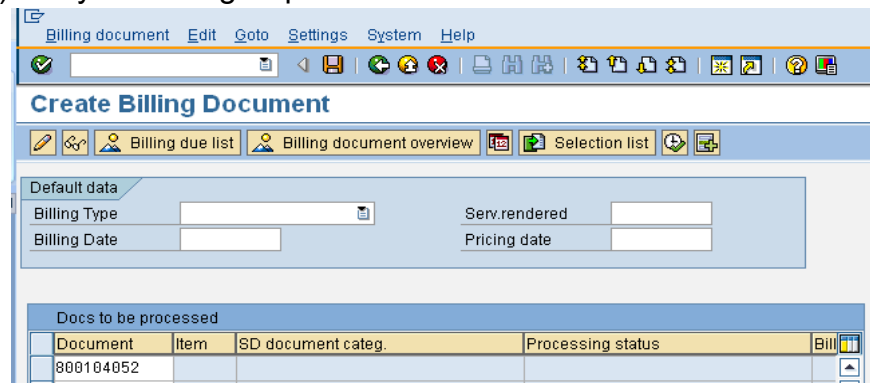


12) Click "Save" Icon.

13) Once the bill has been created, it will need to be liquidated in ZFI_AR_ALDP.

14) Enter Sales Organization (0072).

15) Enter Sales Order.

16) Enter Posting date.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 134 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

17) Click Calculation and Posting.



18) Execute to get a 1200 doc.

19) Once completed, re-run PBR to verify that balance in now
   $0.00 and take a snip to add to spreadsheet.

b)  Run ZFI_BUDGET to check individual COCD.

1)  Enter From Period (Defaults to 1)

2)  Enter To Period (Defaults to 16)

3)  Enter Fiscal Year

4)  Enter Fund from PBR Screen Shot

5)  Enter Fund Center 72

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 135 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

6) Enter Funded Program WBS from PBR Screen Shot.



7) Execute report.



8) Take a snip it and add to screen shots spreadsheet saved on N drive.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 136 of 246 |

Responsible Office: Accounts Receivable

Subject: Accounts Receivable - Reimbursable

c) Run FBL5N for customer. Take a snip it and add to Screenshot spreadsheet saved on N drive.

d) Run Funds Commitment at FMZ3.

   1) Enter 400# funds commitment.



   2) Hit the "Consumption" button at top and make sure there are no open amounts in Green.



   3) If there is an open amount, processing must stop until all cost has posted and the "Open Amount" on all lines equals $0.00.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 137 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

4) If there is a "set to complete" amount, this must be subtracted from the FC totals in order to balance with the other screens (PBR, COCD and FBL5N).

5) Once this has been verified, take a snip it and add to the screenshot spreadsheet saved on N drive.

2. Pull Traveler's Expense Report from Travel System and verify it matches SAP FMZ3 (Funds Commitment) disbursement.

3. Create Travel Expense Breakdown.

   **NOTE:** Templates are saved on N drive at N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\AR Forms and Templates\SOLELY TRAVEL TEMPLATES.

4. Determine if cost still needs to be billed. If so, bill and liquidate against remaining advance if applicable.

   a) If necessary, postpone any cost that exceeds advance monies available, and then go back and bill the sponsor for this overage. (Reference NSSDG-9200-0007 – Management of Receivables)

5. Print all reimbursable bills for Sales Order.

   a) Go to VF03.

   b) Enter bill number.

   c) Click Billing document.

   d) Click Issue Output To.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 138 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

e) Click Print Options.
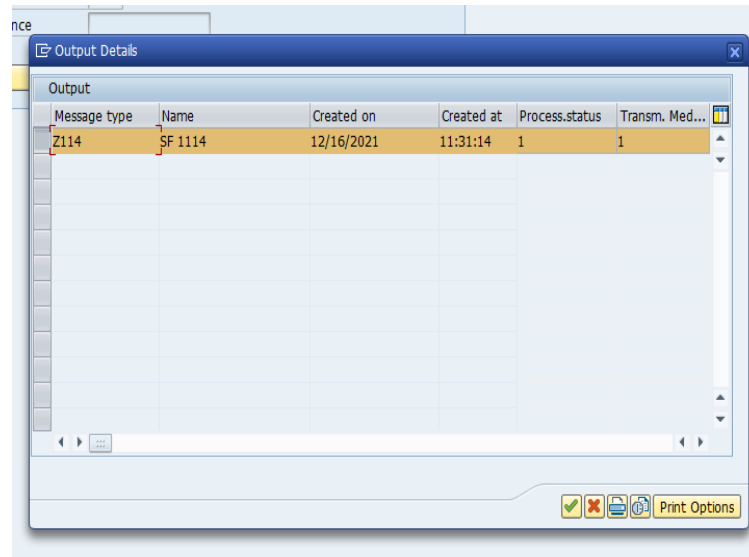


f) Enter "mail" in Logical destination.

g) Click "Print immediately".

h) Update Recipient to AM NS number.

i) Click Execute.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 139 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

j) Save as Solely Travel ID# (BILL – Month of bill) on N drive at: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\72 - JSC Billing\JSC Solely Travel\PACKETS\Current Solely Travel Letter\Solely Packets\Solely Travel ID #.

6. Combine package.

D. Attach refund or bill package to all invoices associated with the SO/Solely Travel ID # in SAP.

E. Auto-upload combined packet to TechDoc by dropping into Document Imaging folder on N: Drive named "Solely Travel."

F. Update Solely Travel spreadsheet located: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\72 - JSC Billing\JSC Solely Travel\PACKETS\.

G. NSSC notifies Center via e-mail of any refund or bill to be issued to the customer/sponsor.

**NOTE:** For customers where there is no advance payment or the advance payment is inadequate to cover costs, prepare the bill after all costs are final so that only one bill is necessary.

**NOTE:** For international customers, review the address format at http://www.usps.com. These bills should be manually addressed to insure delivery.

**NOTE:** The JSC Astronaut Appearance office will instruct customers to reference the CB# on any inquiries to the NSSC Customer Contact Center regarding status of refunds due or other questions regarding billing.

**STEP 6.** **Center** – Initiate Process to generate refund or to mail bill and backup.

A. In cases of an outstanding bill owed by sponsor to NASA:

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 140 of 246 |

| Responsible Office: Accounts Receivable |
| --- |
| Subject: Accounts Receivable - Reimbursable |

1. The Center e-mails NSSC permission to mail the outstanding bill and backup to the sponsor.

B. In cases of a refund that NASA owes the Sponsor:

1. The Center generates a refund document for remaining advance monies to be refunded to customer and notifies sponsor that refund is being processed.

2. Center notifies NSSC that refund is ready to be paid out.

**NOTE:** Information entered on the second line of the address section of the Customer Master will not print on Treasury-issued refund checks. NSSC Customer Contact Center phone number or Center Contact should be entered in the Reference field of the refund document.

**NOTE:** If a refund check (Treasury check) is returned, review the reports to determine the reason. If reason code 02 – Undeliverable, check the address.

**STEP 7.** **Account Maintainer**– Mail backup and initiate request for payment proposal with AP.

A. In cases of outstanding bill owed by sponsor to NASA:

1. Account Maintainer mails bill and backup to sponsor.

B. In cases of a refund that NASA owes the Sponsor:

1. Account Maintainer checks refund document and customer master for proper set up and notifies AP via FAR task of the need for customer payment proposal.

2. Refunds must be processed by the NSSC within five days of receipt of Center notifications. If possible, refunds will be done by Electronic Funds Transfer (EFT) versus check payment.

Reimbursable Refunds (User Guide) Scenario 3

**STEP 8.** **Accounts Payable** – Create customer payment proposal.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 141 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

A. Accounts Payable receives FAR task for AR and creates customer payment proposal to refund customer/sponsor.

B. AP returns FAR task to AR upon completion with Proposal ID and date.

**STEP 9.** **NSSC Payment Processor** – (If Necessary) manually clear foreign refund documents.

If payment is made outside of SAP (i.e., International Treasury System (ITS), Secure Payment System (SPS)), the documents will need to be manually cleared, as the system will not be able to perform this function. Follow below procedures provided by Competency Center, when prompted by AP prior to Certification step in AP.

**NOTE:** International Payments must be manually cleared with 1400 document.

A. SAP Easy Access – Enter transaction code F-31.

**NOTE:** Reference = 000JRXX-001, Doc Header text = 000JRXXX-001 and Clearing text = 000JRXXX-001. This is the Schedule # from the ITS Payment Acknowledgement preceded by four zeros (i.e., 0000JR020).

*Post Outgoing Payments: Header Data*

a) Enter "Value date."

b) Enter "Type."

c) Input the "DZ" (Reimbursable) as the document type.

d) Enter "Company code."

e) Enter "Period."

f) Enter "Reference."

g) Enter "Doc. header text."

h) Enter "Clearing text."

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 142 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

1. Under First Line Item.

   a) Enter Posting Key
      Posting key is "50" for cash being refunded.

   b) Enter Account
      Account is the GL Account for cash. Use 1010.XXXX. AR
      PP should refer to the Day-to Day Posting Guide.

   c) Click Enter

2. SCREEN: Enter GL Account Info.

   a) Enter Amount

   b) Enter Business Area

   c) Enter Text

**NOTE**: Text= 0000JRXXX

3. Enter Next Line Item.

   a) Enter Account

**NOTE**: Account is the customer number.

   b) Enter SGL ind.

**NOTE**: Special GL Indicator is "A".

   c) Click Enter

   d) Click Document Simulate

4. Click Post

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 143 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** Once the document is saved, update the assignment value on the posting key 09 line with the Down Payment document assignment value. The RL document type will be included as SAP tracks all reductions to the down payment.

**STEP 10.**     <u>**Account Maintainer**</u> - Notify Center of payment proposal information and resolve ticket

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:  September 29, 2026 |
| | Page 144 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## PROCESS – CUSTOMER REFUND

**STEP 1.**   **Center** – Identify refund due.

A.  Determine Advance SO is complete and remaining unliquidated advance is due back to Customer.

B.  Determine type of refund (i.e., IPAC, Reclassification to down payment, EFT, Check, or International Wire Transfer (Foreign payment) processed outside SAP).

**NOTE:** If unliquidated advance is immaterial (less than $1.00), Center may choose to reclassify as Miscellaneous Receipts rather than prepare a customer refund.

**STEP 2.**   **Center** – Update customer master file.

A.  Center Customer Maintainer updates the Customer Master using T-code XD02. The Group Key is set to "01" and "Single Payment" box is checked. The customer Taxpayer Identification Number (TIN) is entered (if known), or a series of 9 zeros to be entered if TIN is unknown. Payment method may be updated in the Customer Master; but is not mandatory if the refund documents contain the payment method: Payment method 5 for a check, Payment method 6 for EFT.  If payment method 6 will be used for the refund, center completes the customer banking information in the Customer Master.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 145 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** The single payment option consolidates multiple SAP refund documents into a single remittance check.

**NOTE:** Paper checks (Payment method 5) must be routed for approval per 31 CFR 208.4 (Paper Check approval process see NSSDG-9200-0008-Collection and Deposit SDG-Process 8 Refunds-Step 1, B, 3)

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 146 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** EFT is the preferred method for refunds.

B. International Wire – Payment method 5 can be used for payments made outside of SAP.

C. IPAC – Payment method does not need to be updated in customer master for refunds.

**STEP 3.**   **Center** – If Center Posts refund document for EFT or check payment.

A. Center uses T-code F-30 to establish a refund document with Doc Type "DC."

**STEP 4.**   **Center** – Request issuance of refund.

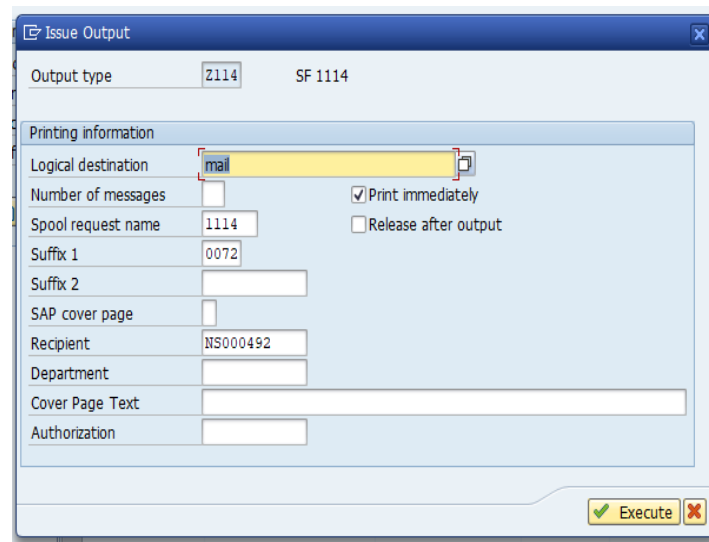| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 147 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

A. Center submits refund request via Refund request Portal.  This creates a record in ServiceNow.

B. The NSSC Account Maintainer validates the Customer Master Information referenced in Step 2, A and B.

C. The NSSC Account Maintainer attaches back-up documentation in SAP to the refund doc (reason for refund) and validates the refund doc (credit) is not blocked.

AttachmentForNASA12000050442020002

| Icon | Title | Creator Name | Created On |
|---|---|---|---|
| | ARC ACH REFUND - CU 124313 SO 43019 LI 10 $886,399 | Alicia Warnsley | 06/24/2020 |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 148 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

1. To print a refund from ServiceNow, click on Icon for "Additional Actions" ▤ on the FAR record



2. Select Export →PDF (Portrait).
3. Click Open
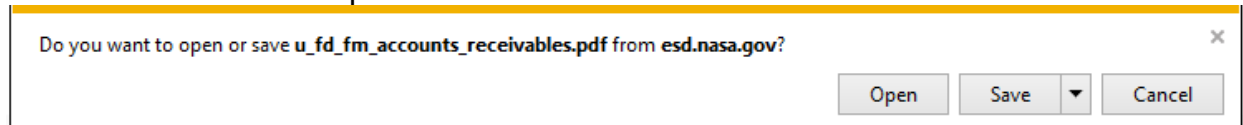
| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 149 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

4.  Save the Document to attach to SAP.

Accounts Receivable Details                                                                 Page 1

| Report Title: | Accounts Receivable Details |
|---|---|
| Run Date and Time: | 2021-09-22 07:37:07 Central Daylight Time |
| Run by: | Jennifer Myers |
| Table name: | x_g_na5_fm_service_u_accounts_receivable |

**Accounts Receivable**

| Number: | FAR0001086 | Status(state): | Open |
|---|---|---|---|
| Call Number: | | Pending Reason: | |
| Customer: | **Boeing** | Priority: | 2 - High |
| Contact: | | Days In WIP: | 8 |
| Location: | Ames Research Center | Opened by: | Dedra Hartley |
| Request Category: | ACCOUNTS RECEIVABLE | Opened: | 2021-09-09 07:48:50 |
| Request Subcategory: | REFUND REQUEST | Standard description/BOC Text Field box: | |
| Assignment Group: | FM - ACCOUNTS RECEIVABLE L2 | | |
| Assigned to: | | Due date: | |
| PII: | false | Reversal: | |

| Short Description: | |
|---|---|
| IPAC : Boeing | |
| Description: | |
| Work notes: | |
| Additional comments: | |

**Accounts Receivable**

| Customer: | Boeing | AR Center: | Ames Research Center |
|---|---|---|---|
| Dollar Amount: | $410.00 | Collection Type: | |
| Check Date: | | Collection Category: | |
| Check Number: | | TAS: | |
| Agreement Number: | | BETC: | |
| FOIA Request Number: | | Date of Treasury Confirmation: | |
| P-Card Orderlog: | | Document Reference Number: | |
| FBWT Reason: | | Return/Refund Reason: | Sales Order close out |
| Fee: | | Customer Number: | 125451 |
| DRN/IPAC Value: | | Sales Order Number: | 45876 |
| DRN/IPAC: | | Line Item: | |
| Check Return to Customer?: | | TA Number: | |
| Advance Notification: | false | AR Bill Number: | |
| Advanced Notification Revised: | false | Fiscal Year: | |
| Friendly Reminder: | false | AR Bill Date: | |
| Salary Offset: | false | Travel/AP/MR Credit Memo: | |

**STEP 5.**     **Center or NSSC** – Notify customer of refund.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 150 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

A. Center Sales Invoice Processor notifies the customer that a refund is in process.

**NOTE:** A Treasury check issued to the customer will not provide an explanation or include backup. By notifying the customer in advance of the refund, the likelihood of the customer returning the check is reduced.

**NOTE:** If a refund check (Treasury check) is returned, review the Treasury reports to determine the reason. If reason code 02 – Undeliverable, check the address.

**STEP 6.** **NSSC Account Maintainer/Payment Processor –** Post Refund Document (See EPSS Reimbursable Refunds User Guide)

A. Create Cash out Document for a Manual IPAC.
   1. AR Account Maintainer creates credit billing request using DP91 and a credit bill using VF01.
   2. AR Account Maintainer updates FD Tab with billing documents and date and assigns task to AR Payment Processor to create Cash Out document. (See Step 8 D for process to create manual IPAC).

B. Create Cash Out Document for Auto IPAC.
   1. AR Account Maintainer creates credit billing request using DP91 and a credit bill using VF01.
   2. AR Account Maintainer assigns task to AR Payment Processor to create IPAC via IPAC Workbench. (See Step 8 E for process to complete Auto IPAC).

C. Create Credit Bill Refund via EFT/Check
   1. AR Account Maintainer creates credit billing request using DP91 and a credit bill using VF01. (See Step 8 A for process to issue payment)

D. Create Credit Bill Refund via Reclassification

| NSSC | NSSDG-9200-0002 Revision 21.0 |
| Service Delivery Guide | |
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 151 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

1. AR Account Maintainer creates credit billing request using DP91 and a credit bill using VF01.
2. AR Account Maintainer verifies the amount available on the down payment.
3. If there is money available on the specific line, the AR AM will reclassify refund to down payment using ZFI-AR_ALDP.
4. If there is $0.00 available, the AR AM will assign the task to AR PP to create a cash out document and will provide G/L account.
5. To find the correct G/L account, go to VA03 and enter the sales order number.

**Display Sales Order: Initial Screen**

Sales    Item overview    Ordering party    List of sales orders

Order                26355

Search Criteria
Purchase Order No.
Sold-to party
Delivery
Billing Document
WBS Element

Search

6. In the Sales Order, click on Display Document Flow to see the list of transactions for this Sales Order.

**Display NASA Reimbursables 26355: Overview**

List of sales orders

| NSSC | NSSDG-9200-0002 Revision 21.0 |
| Service Delivery Guide | |
| | **Number** |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 152 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

7.  Scroll to the bottom of the list to find the last collection received.

| | | | | |
|---|---|---|---|---|
| ▼ 📄 Debit Memo Request 0800167612 / 10 | 1 EA | 206,845.00 USD | 09/28/2013 | Completed |
| ▼ 📄 Debit Memo 0090180162 / 10 | 1 EA | 206,845.00 USD | 09/28/2013 | Completed |
| • 📄 Accounting document 8000021164 | 1 EA | | 09/28/2013 | Cleared |
| • 📄 Accounting document 4801700363 | 1 EA | | 09/28/2013 | Cleared |
| ▼ 📄 Debit Memo Request 0800167612 / 20 | 1 EA | 9,642.88 USD | 09/28/2013 | Completed |
| ▼ 📄 Debit Memo 0090180162 / 20 | 1 EA | 9,642.88 USD | 09/28/2013 | Completed |
| • 📄 Accounting document 8000021164 | 1 EA | | 09/28/2013 | Cleared |
| • 📄 Accounting document 4801700363 | 1 EA | | 09/28/2013 | Cleared |
| ▼ 📄 Debit Memo Request 0800174569 / 10 | 1 EA | 31,517.75- USD | 03/04/2014 | Completed |
| ▼ 📄 Debit Memo 0090188001 / 10 | 1 EA | 31,517.75- USD | 03/04/2014 | Completed |
| • 📄 Accounting document 8000002370 | 1 EA | | 03/04/2014 | Cleared |
| • 📄 Accounting document 4800690514 | 1 EA | | 03/04/2014 | Cleared |
| ▼ 📄 Debit Memo Request 0800174569 / 20 | 1 EA | 1,890.58- USD | 03/04/2014 | Completed |
| ▼ 📄 Debit Memo 0090188001 / 20 | 1 EA | 1,890.58- USD | 03/04/2014 | Completed |
| • 📄 Accounting document 8000002370 | 1 EA | | 03/04/2014 | Cleared |
| • 📄 Accounting document 4800690514 | 1 EA | | 03/04/2014 | Cleared |
| ▼ 📄 Debit Memo Request 0800259208 / 10 | 1 EA | 12,076.73- USD | 07/23/2019 | Completed |
| ▼ 📄 Debit Memo 0090275650 / 10 | 1 EA | 12,076.73- USD | 07/23/2019 | Completed |
| • 📄 Accounting document 8000009996 | 1 EA | | 07/23/2019 | Cleared |
| • 📄 Accounting document 4801186474 | 1 EA | | 07/23/2019 | Cleared |

8.  Go to FB03, and enter the 8000 number.

**Display Document: Initial Screen**

◄ First Item      ✏ Editing Options

**Keys for Entry View**

| | |
|---|---|
| Document Number | 8000021164 |
| Company Code | NASA |
| Fiscal Year | 2013 |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 153 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

9. Double click on the customer to pull up the payment information.



10. If the clearing document is a 2000 number, the payment was received via IPAC.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 154 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

11. If the clearing document is a 14000 number, double click on the clearing document.

Line Item 1 / Invoice / 01

Amount    336,369.00    USD

Additional Data

Bus. Area    21

Disc. base    0.00        Disc. amount    0.00        USD

Payt Terms    Z000        Days/percent    0    0.000    %    0    0.000    %    0

Bline Date    06/27/2019        Invoice Ref.        /    /    0

Pmnt Block

Dunn. block        Dunning key

Last dunned        0

Clearing    07/08/2019    /    1400008853

Assignment    0090274898

Text        Long text

12. The account used for the collection is listed with the 1010 account.

```
Doc.Type : ZX ( A/R - IPAC Inbound ) Normal document
Doc. Number    1400008853    Company Code    NASA
Doc. Date    07/05/2019    Posting Date    07/08/2019
Calculate Tax    ☐
Ref.Doc.    084102550001
Doc. Currency    USD
Doc. Hdr Text    084102550001
```

| Itm | PK | Account | Account short text | Amount |
|---|---|---|---|---|
| 1 | 40 | 1010.5100 | IPAC Collections | 336,369.00 |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 155 of 246 |

Responsible Office: Accounts Receivable

Subject: Accounts Receivable - Reimbursable

13. If the clearning document is a 1000 number, this is a liquidation.

| NSSC | NSSDG-9200-0002 Revision 21.0 |
| Service Delivery Guide | |
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 156 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

14. Go to FBL5N, enter the customer number, and change the layout to sort by sales order number.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 157 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

15. After the report has executed, filter by the sales order number.

Filter criteria

Select.

Sales Document    41130    to

16. Double click on the DP document.

| | Sales Doc. | Item | Assignment | St | DocumentNo | Typ | Amt in loc.cur. |
|---|---|---|---|---|---|---|---|
| ☐ | 41130 | 10 | 14000084942019 | 🔴 | 1200004209 | DC | 48,004.78 |
| ☐ | 41130 | 10 | 14000084942019 | 🔴 | 1400008494 | DP | 2,000,000.00- |
| ** | 41130 | 10 | | | | | 1,951,995.22- |

17. Click on the Moon over Mountain to display accounting information.

```
Doc.Type : DP ( Cst dpmt - reimb agr ) Normal document
Doc. Number    1400008494        Company Code    NASA        Fi
Doc. Date      06/14/2019        Posting Date    06/25/2019   Pe
Calculate Tax  ☐
Ref.Doc.       084101390001 DP
Doc. Currency  USD
Doc. Hdr Text  DRN: 08410139 DP SO#41130
```

| Itm | PK | Account | Account short text | Amount | Fun |
|---|---|---|---|---|---|
| 1 | 40 | 1010.5100 | IPAC Collections | 2,000,000.00 | |

18. Once the cash out document is created, the AR PP will assign the task back to the AR AM to notify the center and provide the SAP cash-out document.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 158 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** The NSSC does not refund advances when there is a zero-advance balance.  This is considered establishing an advance in SAP which is a Center role.

19. After the center is notified, close the FAR record/task.

E. Create Credit Bill to be posted to Misc. Receipts
1. AR Account Maintainer creates credit billing request using DP91 and a credit bill using VF01.
2. AR AM updates FD Tab with bill information and date and assigns task to AR PP to create cash out document.
3. AR PP creates cash out document using F-31.
4. AR PP updates FM Tab and assigns task to AR AM
5. AR AM posts the document to Misc. Receipts (see NSSDG-9220-0008 Coll & Deposit SDG Process – Journal Vouchers).

**STEP 7.** **NSSC Account Maintainer** – Verify Documentation.

A. View the Refund Document in SAP using T-code FB03 or FBL5N -Customer Account and confirm the appropriate documentation (e.g., Refund request e-mail or FAR record) has been attached.

Credit Doc – Refund to Customer:

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 159 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

AttachmentForNASA12000050442020002

| Icon | Title | Creator Name | Created On |
|---|---|---|---|
| | ARC ACH REFUND - CU 124313 SO 43019 LI 10 $886,399 | Alicia Warnsley | 06/24/2020 |

B.  Verify the correct customer is being refunded.



| St | Assignment | DocumentNo | Typ | Doc. Date | S | DD | Amt in loc.cur. | LCurr | Clrng doc. | Text |
|---|---|---|---|---|---|---|---|---|---|---|
| | 14000052652020 | 1200005044 | DC | 06/24/2020 | A | | 886,399.09 | USD | 100417551 | REFUND SAA2-403514-1 SO 43019 NGC |
| | 12000050442020 | 1200005044 | DC | 06/24/2020 | A | | 886,399.09- | USD | 2000102137 | REFUND SAA2-403514-1 SO 43019 NGC |
| * | | | | | | | 0.00 | USD | | |

Customer: 124313
Company Code: NASA
Name: NORTHROP GRUMMAN CORPORATION
City: BETHPAGE

C.  Confirm that the refund has not already been issued for the Sales Order.

D.  Route Task to AR Payment Processor to create refund proposal.

   **NOTE:** The verification process reduces the likelihood of duplicate refunds or refunds to the incorrect party.

**STEP 8.    AR Payment Processor** – Prepare refund proposal.

A.  AR Payment Processor establishes a payment proposal using T-code F110. Use payment method 5 for a check or payment method 6 for EFT.  If payment method 6 is used, banking information for EFT refund should be completed in the Customer Master. If not, contact the Center and request an update. (See NSSDG_9200-0008 Collection & Deposit Process SDG – Refunds).

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 160 of 246 |

| Responsible Office: Accounts Receivable |
| --- |
| Subject: Accounts Receivable - Reimbursable |

**NOTE:** When a 1200 refund Doc# is created by the center, both parts (debit and credit) will appear on the payment proposal.  The debit will be blocked (indicated by a red Icon) on the proposal.  The center blocks the debit, so that only the credit will be sent to the customer.  The debit will then clear overnight with the down payment from the sales order.

**NOTE:** When the Center creates a 1200# (DC) Refund Doc for an IPAC refund, DO NOT Auto-IPAC.  These refunds are to be IPAC'd Manually. (See Step D below – AR Payment Processor creates manual IPAC – 3 through 5.  Also see Collection & Deposit Process SDG – Payment Processor - Manual IPACs.)

B.  AR Payment Processor will create and assign a Task to AP L3 for Refund Proposal certification and will assign the original refund Task back to the AM for monitoring.

C.  International Wire Payments are made via ITS.gov; no payment proposal is created in SAP. AM will verify Foreign Banking Information has been provided by the Center and will assign a ServiceNow Task to the AP L2 Center Lead for processing.  Once payment confirms, a Task is sent back to the PP to manually clear refund document using F-31. (See NSSDG_9200-0008 Coll & Deposit Process – Refunds – Step 7).

D.  AR Payment Processor creates a manual IPAC.
1. AR PP creates Cash out document using F-31.  The document date will be the date of the bill created by AR AM.
2. AR PP updates FD Tab with cash out document and date.
3. AR PP creates a Manual IPAC to refund cash to the customer (See NSSDG-9200-0008 Coll & Deposit SDG – Process Erroneous Deposit for steps to create a manual IPAC).
4. AR PP posts IPAC in SAP, updates FD tab and assigns back to AR AM.
5. AR AM notifies center that the refund is complete.

E.  AR Payment Processor creates auto-IPAC refund via workbench (see Collect Amounts via IPAC process- Step B below to create IPAC Proposal).

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 161 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**STEP 9.** **NSSC Certifying Officer** – Certify and issue payment

A. The Certifying Officer reviews backup attached to the Refund Document in SAP and certifies payment.

B. Certifying Officer then routes the Payment Proposal Task to the Center AP L2 Lead to enter in SPS (Secure Payment System).

**NOTE:** Payment information is transmitted to Treasury and an EFT or Treasury check is sent to the customer.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 162 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## PROCESS – COLLECT AMOUNTS VIA IPAC

**Initiate IPAC Batch Process to receive collections from Federal Customers (Control Activity)**

**STEP 1.** **Payment Processor** – Creation of the IPAC Payment Proposal and Payment Run

A. Once the Monthly Reimbursable Billing process has been completed, use the Account Maintainer's "VF04 - Billing Breakdown FY#### P##" saved at N:\FM Division\Accounts Payable_Accounts Receivable\Monthly Billing\Center\Fiscal Year\Month. Only one center (business area) can be processed at a time. The IPAC Payment Run and the DIT (Disbursement in Transit) query in SQ01 must be completed before the next center IPAC file can be generated. This will ensure that the IPACs have been sent to Treasury.

**NOTE:** Once the AR Payment Processor has completed all the IPAC proposals in SAP, an email will need to be sent to the other AR Payment Processors to begin the IPAC proposals for their assigned centers.

B. Create IPAC file to upload into SAP.

For the federal customers who utilize the IPAC method of payment for collections, the NSSC CPP initiates an IPAC in the amount of the bill. The NSSC CPP uses the menu path or transaction code ZF110_IPAC to create a test (payment proposal) file to verify that the information matches from IPAC bills. Once the information is verified, the NSSC CPP processes all IPAC collections Payment Proposal and begins the next transaction using the menu path or transaction code Z_IPAC_AR_DIT. This process confirms the IPAC transaction was accepted and processed by Treasury. This process removes the AR and records the collection by posting a debit transaction to the SGL 1010.5100 (Cash) and a credit transaction to the SGL 1310.5000 (AR).

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 163 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

ZF110_IPAC – PAYMENT WORKBENCH IPAC COLLECTIONS AND PAYMENTS

1. Create a payment proposal file by using T-Code ZF110_IPAC.



2. Find the Naming Scheme for the Center

   a) Click drop-down menu.

   

   b) Enter date range in the "From date" fields.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 164 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

c) Enter Business Area number in "Identification" and add an "*"





3. Use the next sequential number available. Ex. 23003



4. Create the payment parameters using IPAC Payment Proposal macro.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| | Number |
| | Effective Date:　September 29, 2023 |
| | Expiration Date:　September 29, 2026 |
| | Page 165 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** This is only to be used when creating a large batch of IPAC Proposals at the beginning of the month.  For all other IPAC proposals, enter the parameters manually (See Number 5).

a)  Enter Center

b)  Enter Proposal number

c)  Enter Run Date

d)  Enter Next Payment Date.  This is always the next business day.

e)  Select Check VF04 Billing Breakdown from the "Process" drop-down

IPAC PROPOSAL

**Center**

LARC

**Proposal Number**

23003

**Run Date**

06/08/2016

**Next Payment Date**

06/09/2016

**Process**

Check VF04 Billing Breakdown

OK

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 166 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

f)  This will check all the customer numbers to verify a payment method of "1" has been entered.

g)  If the Customer number is highlighted yellow, check to see if this is an item listed in the auto-IPAC column.  If it is, the customer number will need to be updated in order to process the IPAC.

h)  This also checks that the terms on all the Sales Orders listed on the VF04 Billing Breakdown are "Z000".

i)  If the Sales Order is highlighted yellow, the terms are not correct and further research is needed by the AM.

j)  If anything is not correct, the AR PP will notify the AR AM of discrepancy.

k)  AR AM will notify center to correct.

l)  All corrections will need to be done by the Center.

m)  Once corrections have been completed, select "Create Payment Proposal" from Process drop-down.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 167 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

n)  This will enter Parameters and run the payment proposal.

o)  Once the proposal has been complete, this will also verify that the Business Area and Payment Method Supplement for each payment matches.

p)  If there is a discrepancy, the AR PP will notify AR AM to contact center for correction.

q)  After all corrections have been processed, go to Number 6.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 168 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

5. Manual Steps for executing payment proposal.

**NOTE:** This is to be used in the event the Macro is not available or is not necessary (i.e., for credit IPACs, sporadically throughout the month or at the end of the month.)

a) Select the "Parameter" tab on the "Automatic Payment Transactions" and Populate the following fields:



i. "Company Codes" – NASA

ii. "Pmt meths"- 1

iii. "Next p/date"-Next calendar date

iv. Under "Accounts-Customer"- Customer Number Range, e.g., 1-9999 or up to 3 separate customer numbers.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 169 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
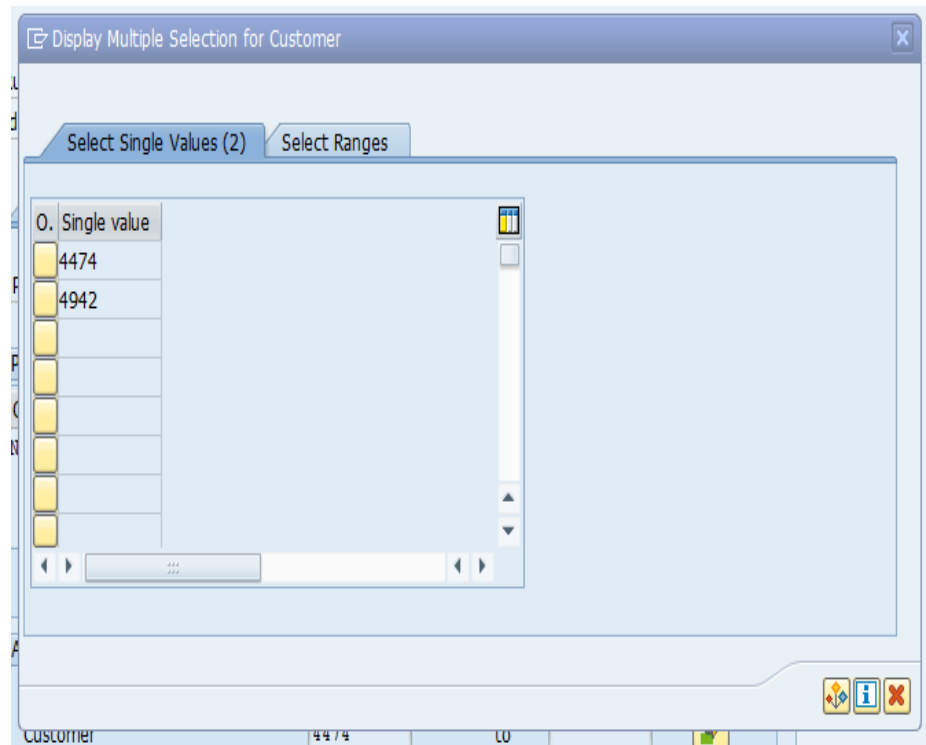
**NOTE:** If you need to add more than three customers, you need to enter a range of customers.

**NOTE:** Payment method "1" for collections and payment method "2" for refunds. Next p/date must be greater than the posting date entered.

**NOTE:** On the last day of the month, only enter the customer numbers needed.

b) Select the "Parameter" tab on the "Automatic Payment Transactions" and Populate the following fields:

    i.    Choose "Document Type" – document type "RV"

    ii.    Choose "Business Area" – Enter 2-digit Business Area Number you are processing, i.e., 23

    iii.    Choose "Trading Partner" and Check Exclude Values – Enter Trading Partner with 2 leading "0's" of the customer that does not need an IPAC generated.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 170 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** This refers to any trading partner on the VF04 Billing Breakdown that is not included in the Auto-IPAC column. (i.e., Auto-liquidations, manual liquidations, mail, fax, and email)

**NOTE:** If only one document is needed, the document number can be entered.



c) Select "Additional Log" tab in the "Automatic Payment Transactions" and populate the following fields:

   i.   Check the following boxes under "Required logging type": "Due date check", "Payment method selection in all cases and "Line items of the payment documents".

   ii.  Enter range of customer numbers

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 171 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
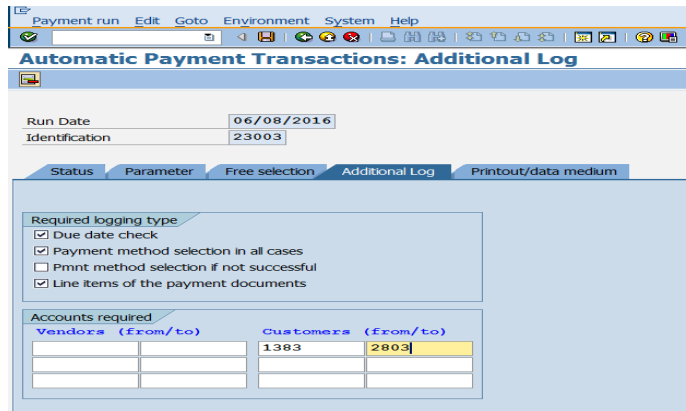
d) Return to the "Status" tab on the "Automatic Payment Transactions" screen, it will prompt you to "Save" the Parameters
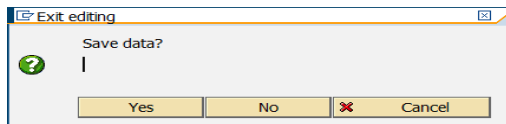


e) Create an IPAC Proposal

f) Select "Proposal" in the "Automatic Payment Transactions".



g) The "Schedule Proposal" box will pop up, choose only the option to "Start immediately".

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 172 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

h) To monitor the status of the proposal, select "Status" in the "Automatic Payment Transactions", all green boxes under status means the proposal is ready.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 173 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

6. To display the Payment Proposal, select the "Proposal" icon with glasses.
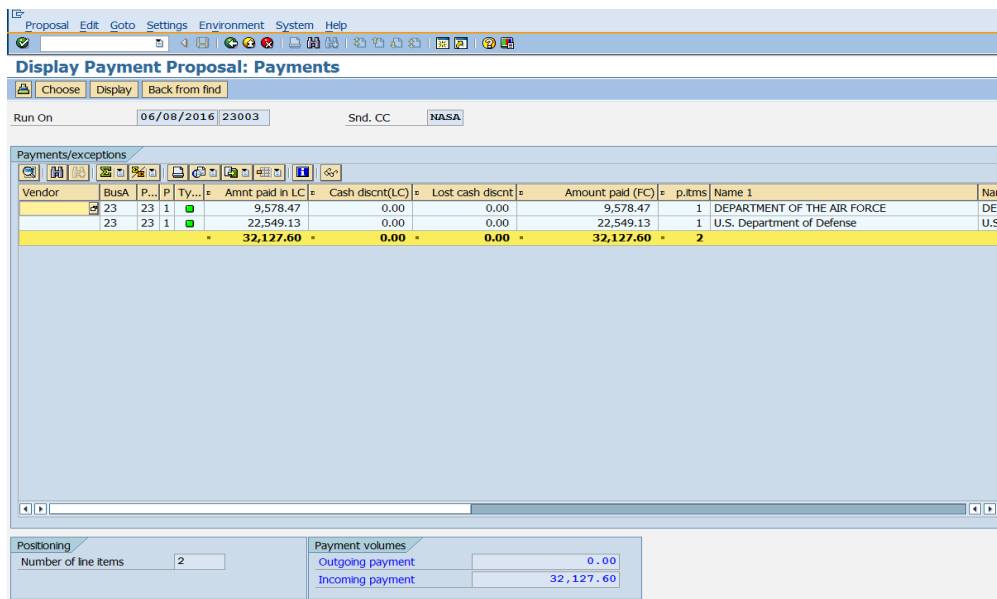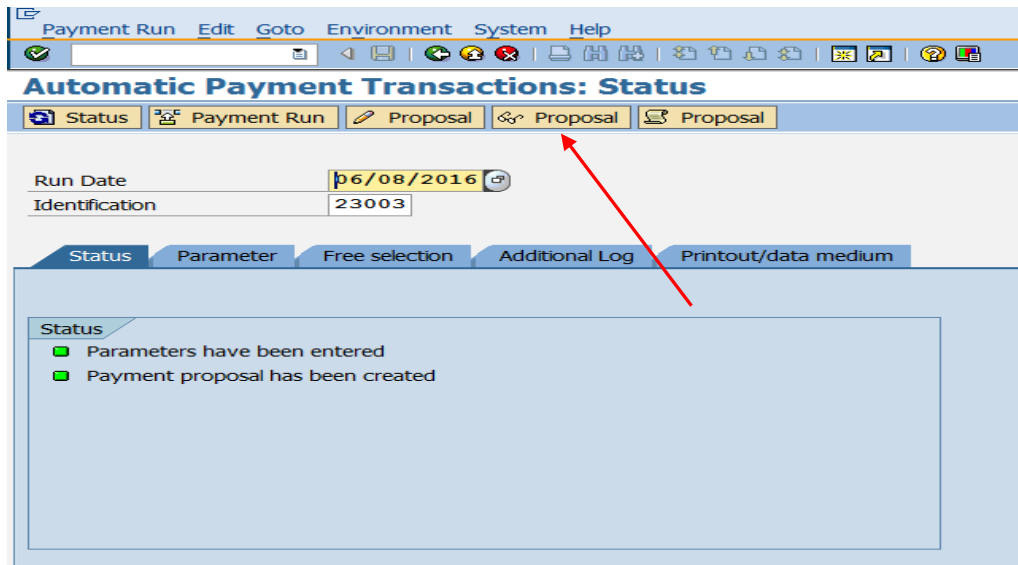
| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 174 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

7.  Verify that the Business Area (BA) and Payment Method Supplement match on all lines. If it does not match, notify AM.

8.  Verify all invoices that need to be IPAC'd.

   a) Those bills that are determined not be IPAC'd (problem w/bill, Credit Bill, etc.) may be blocked.

      i. Enter customer number in FBL5N.



      ii. Double click online that needs to be blocked.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 175 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

iii.  Click on the "Pencil" to edit document.



iv.  Enter "A" in Pmnt Block and save changes.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 176 of 246 |

| Responsible Office: Accounts Receivable |
|---|
| Subject: Accounts Receivable - Reimbursable |

v.  After all documents have been blocked, delete original proposal by selecting Edit → Proposal → Delete.

vi.  Leave the parameters in the proposal.

vii.  Follow manual steps to re-run the proposal.

viii.  Verify that the totals match.

b)  Add a screen shot of balanced proposal to the VF04_Billing Breakdown spreadsheet for the current day's tab.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 177 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

9.  Complete payment run.
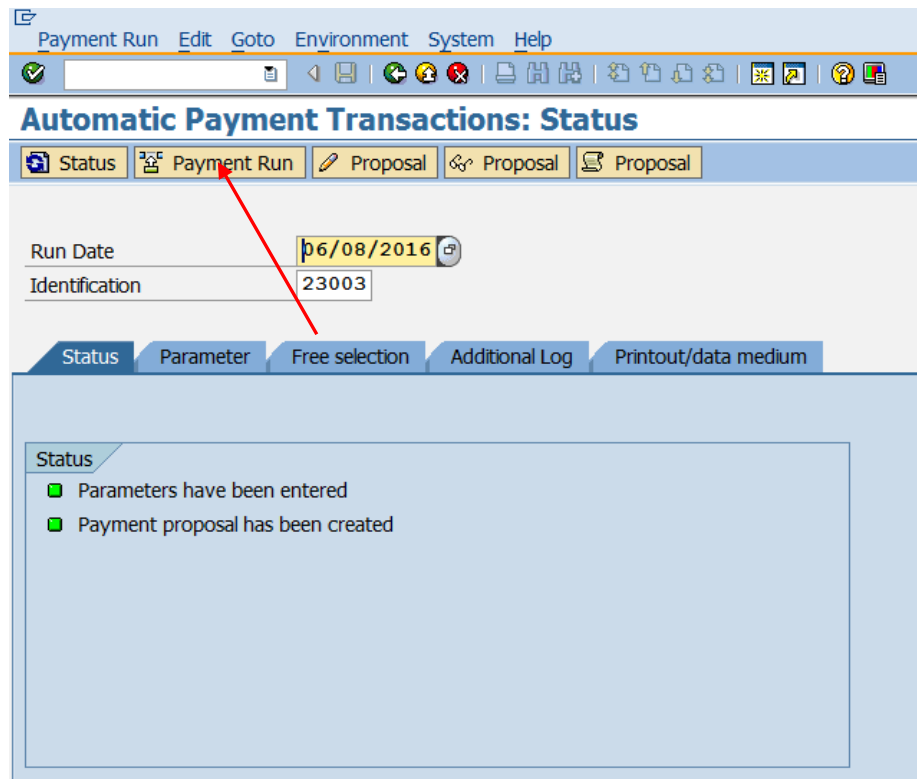


a)  The "Schedule Payment" box will pop up.

b)  Choose "Start immediately" and "Create Payment Medium" then click the check mark icon.

**NOTE:** The payment medium will ensure that you create a file that is sent to the Treasury.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 178 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

c) To monitor the status of the proposal, select "Status" in the "Automatic Payment Transactions", yellow icons means report is running and all green boxes under status means the proposal is ready.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 179 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

10. Click on "Payment" to display the DIT information.



11. Use T-Code SQ01 Accounts Receivable Group query for Doc Ref. numbers for the IPAC Confirmation.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 180 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

12. Choose query:  Z_IPAC_AR_DIT



13. Use DIT Numbers from the IPAC Payment Run Log as parameter for query.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 181 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** Query contains information used in the IPAC Confirmation step using FMFG_IPAC_CFRM.

[XD02, XD03 - Change or Display A Customer Account (End User Procedure)](#)



**NOTE:** If any bills were cancelled, manually clear the documents prior to running the automatic IPAC (unless cancelled bill occurred the previous day).

**NOTE:** To review postings for the IPAC transactions, you can click on the clearing document number (i.e., 2000xxxxx) and the posting showing the customer number will appear. You can also drill down to see the actual GL postings.

**NOTE:** Many trading partners do not accept payment during the last few business days of the month. This is stated in the Trading Partner agreement. The Treasury Financial Manual (TFM) restricts IPAC transactions the last three business days of the quarter.

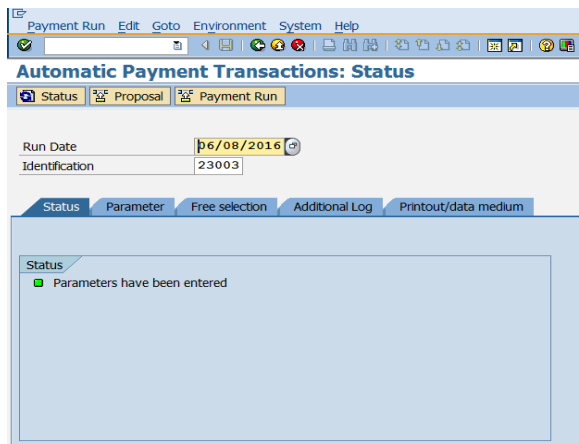| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 182 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**STEP 2.** **Payment Processor** – Confirm IPAC file uploaded via Treasury.

A. Prior to executing the confirmation process, the operator must log into the Treasury System and execute the Bulk File Status Download. This will download a summary report and detail pages for each IPAC and each rejected transaction.

**NOTE:** Use this procedure to confirm the Treasury File update.

**NOTE:** Perform this procedure when the IPAC file has been uploaded to Treasury.

1. Log on to IPAC.gov.

2. Click on Bulk Batch on left-hand side.

3. Click on Bulk File Status.

4. Enter "8000000001" in the <Upload ALC> field.

5. Click Submit.

6. Use the radio button to choose the report you want to see.

7. Click <View Confirmation> or <View Errors>.

8. Click <Print>, then <OK>, then <OK> to pdf file.

9. When PDF pops up, save it to: N:\FM Division\Accounts_Payable Accounts_Receivable\Accounts Receivable\Monthly Billing\<Center>\<FY>\<Period>\PAYMENT PROCESSOR\< CTR_AUTO IPAC BULK FILE CONFIRMATION REPORT_DATE>.

**Bulk File Confirmation Report**

| | | |
| --- | --- | --- |
| Submitted Date: 03/31/2011 | | Logon ID: nasa0500 |
| Submitted Time: 12:05:47 | | File ID120505 |
| Grand Net Total: | $1,043,524.76 CR | File Name: MACFAR001_20110331110408 |
| Trans Submitted: | 9 | Current Status: Transaction Processing/Completed |
| Trans Accepted: | 9 | |
| Trans Rejected: | 0 | |
| Sender ALC: | 80004901 | |
| Net Total: | $1,043,524.76 CR | Starting Doc Ref No: 00022220 |
| Trans Submitted: | 9 | Ending Doc Ref No: 00022228 |
| Trans Accepted: | 9 | |
| Trans Rejected: | 0 | |

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 183 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

B. Start the transaction using T-Code FMFG_IPAC_CNFRM.

FMFG_IPAC_CNFRM - IPAC Upload File Confirmation Process (End User Procedure)

1. This process will post the General Ledger entry to Cash and reverse the AR In-Transit posting. (DR 1010.5100, CR 1310.5000). This process also reverses any rejected IPAC transactions created in the Z_FMFG_IPAC process.

2. Review open items in SGL 1310.5000 and resolve or reverse.

3. When you go into the Confirmation transaction, the system requires several pieces of information to be entered from the Bulk File Status Report that is downloaded from the Treasury system. Populate "Treasury Assigned File ID", "Fiscal Year", number of "Transactions Accepted", and number of "Transactions Rejected" (if any), "Total Transactions", "Amount of Accepted Trans.", and "Document Reference Number" (range).

**NOTE:** All information can be found on the "Bulk File Confirmation Report."

**NOTE:** When completing the confirmation for a prior year bill, the Payment Processor will need to use the prior fiscal year in the confirmation process.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 184 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

4. If an IPAC transaction was rejected by Treasury, enter the Treasury Assigned File ID, Transactions Accepted, Transactions Rejected, Total Transactions, Amount of Accepted Transactions, and the Document Reference Number range from the Bulk File Confirmation Report. In the Rejected Transaction section, enter the Treasury Relative Record No. from the exported file of the IPAC Upload from Step 1 above.

     a) Simulate posting to ensure no errors occur.

     b) If all looks correct, uncheck Simulate and execute.

C. Save the confirmation report from SAP that appears on the screen.

1. To Export File and Save:  Select List, Export, Local File, Text with Tabs, Save to N:\FM Division\Accounts_Payable Accounts_Receivable\Accounts Receivable\Monthly Billing\Center\AUTO IPAC CONFIRMATION ACTUAL\DATE.

**NOTE:**  The Account Maintainer will update TechDoc with all billing documentation and the Payment Processor will update TechDoc with IPAC documentation. Files should be zipped into a single file and named using the convention example: "LARC DECEMBER 2010~LaRC~FY2011". The zip file is then copied to N:\Document Imaging\Monthly Billing, for loading to TechDoc via the AutoTD process.

**STEP 3.** **Payment Processor** – Reconcile with Treasury (Bulk Confirmation Report).

A. IPAC Confirmation Process

1. Using FMFG_IPAC_CNFRM above, reconcile IPAC interface with Treasury activity.

**STEP 4.** **Payment Processor** – Record IPAC DRN in SAP for IPACs reconciled with Treasury.

A. Automated Process

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 185 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

1. Open the centers "Auto IPAC Confirmation Actual" spreadsheet.
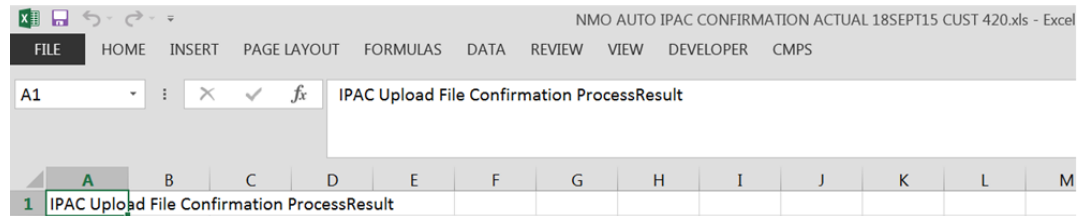


2. Select "View", the Macro box will appear  .

3. Select "Personal.xlsb!SAPDaily_AR_DRN_References" macro and click "Run".



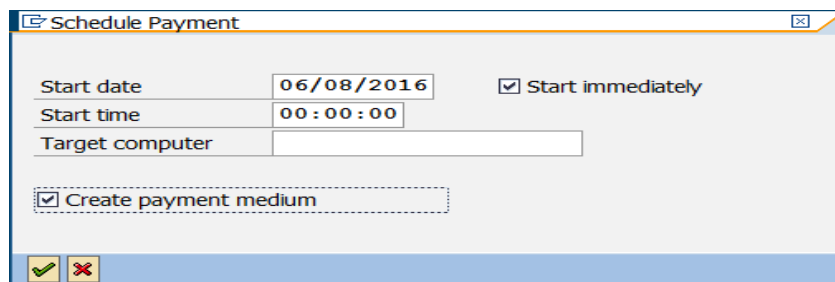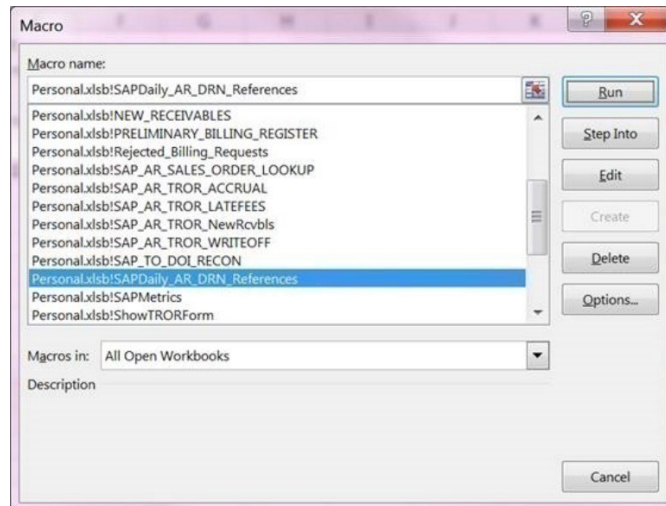4. This prompt box will pop-up, click "OK".

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 186 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

B.  Manual Process (to be used if macro is unavailable)

1.  Using FBL3N, edit each 13XXX IPAC document and record the DRN in the reference field.

2.  Add "0's" to ensure total of 12 digits, and number serially if more than one transaction per IPAC. For example, DRN "01234567" would be recorded as "012345670001"

**NOTE:** The Agency Cash Reconciliation Tool (ACART) tool will match SAP postings to Treasury transactions using the IPAC DRN. Addition of DRN to the reference field is to be accomplished no later than the third business day following the date of the Auto IPAC confirmation.

**STEP 5.**    **Payment Processor** – Manual IPACs

A.  For those few Customers, who require manual IPAC due to information constraints, start the transaction by logging into the IPAC Web site, located at https://www.ipac.fiscal.treasury.gov

B.  Manual IPAC's are necessary for the following:

1.  Transaction Description

2.  Requisition Number – Some agencies may require this field to be filled in on the IPAC.  The requisition number can be found on the IAA or Center can provide. If no requisition number can be found, the PO/IAA number may be inserted in the Requisition Field on the IPAC.

3.  IPAC Rejection – A required field is missing-(Any Reason Listed)

4.  Center to Center Transfers

5.  2400 RL document refund

6.  Credit bill IPAC request on Prior Year Disbursement

7.  Erroneous deposit

8.  Center requests to IPAC under $1.00

9.  Advance Only Reimbursable Customers

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 187 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

a) 1200 DC Refund docs are processed manually by IPAC.  If auto-IPAC is erroneously processed, reverse the 2000# doc and post IPAC manually with doc type ZX using special indicator "A".

b) Center will send a BOC to process a Manual Advance Collection IPAC (See Accounts Receivable Collections/Deposit Process SDG for full process to create and route an Advance IPAC).

C. Enter username and password and hit enter.
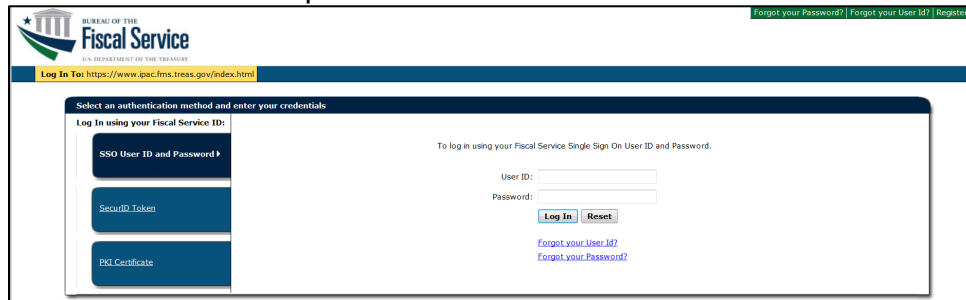


D. Click on Transactions.



E. On the next screen, enter the Center ALC and the Customer ALC, and click on the "Collection" button.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 188 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** For Center-to-Center IPAC, the Transaction type will be "Payment". The Sender ALC is the ALC providing the funds. The Customer ALC is the ALC receiving the funds.



F. On the IPAC - Collection Entry screen, enter the following information:

1. Enter Sender TAS/BETC and Receive TAS/BETC



2. Enter Purchase Order Number, Invoice Number, Obligating Document Number, Description-Line of Accounting information can be found, SAP T-Code -

   VA03-Display Sales Order-enter sales order number, double click into "PO Number", click on text tab and double click "Acct Classification". If it's not in the "Acct Classification" field, double click into the WBS and then click "Texts" tab.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 189 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** Purchase Order Number is the MIPR Number. Invoice Number is the 8XXXXXXXXX SAP Document Number. Obligating Document Number is the 90XXXXXX SAP Bill Number. Transaction Description includes MIPR Number, Accounting Distribution, ALC Number, and Partner Code.  This information is included in the Text field of the Sales Order.



3.  Enter Contact Name (NSSC- Accounts Receivable), Contact Phone Number (877-677-2123), Unit of Issue (EA), Quantity (1), Unit Price, and Detail Amount

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 190 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** Each ALC will have different requirements. Complete the information requested that is unique to that ALC.

G.  Click on "Next" button on bottom of page.

H.  If a Requisition nr. is required by the receiving agency, retrieve from the Center or insert PO / IAA number in the requisition field. Then, click "next".

* Asterisk indicates required fields

| | |
|---|---|
| Requisition nr. | * 91994618S0008 |
| | agreement # from block 1 of BS008 |
| Cross Ref Document ref nr. | |
| Sender DUNS | |
| Sender DUNS+4 | |
| Receiver DUNS | |
| Receiver DUNS+4 | |
| Contract nr. | |
| CLIN | |
| JAS nr. | |
| ACT (Trace nr.) | |
| Job/Project nr. | |
| ACRN | |
| Account. class. code | |
| FSN/AAA/ADSN | |
| DOD activity addr. code | |

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 191 of 246 |

| Responsible Office: Accounts Receivable |
|---|
| Subject: Accounts Receivable - Reimbursable |

I.  On the SGL Accounts screen, enter "1010" in the SGL column, and enter the amount of the IPAC in the Debit Column. Enter "1310" in the SGL column, and the amount of the IPAC in the Credit column. Click Total at the bottom. Click Next.



J.  On the "IPAC – Collection Entry" screen, verify details to make sure everything is correct and click on the "Finished" button.

K.  Click on the "Print" button and save the file to the appropriate folder in TechDoc.

**NOTE:** Manual IPAC's are posted using T-Code F-28.

**NOTE:** Center-to-Center IPAC's are not posted at the NSSC. Both Centers are notified the IPAC has been completed and will post accordingly.

**STEP 6.** **Payment Processor** – IPAC Reversal due to Customer Rejection (If Necessary)

A.  Pull IPAC from AWMS.

**NOTE:** A reversal approval package is not required for posting a Customer IPAC reject, even if the collection was made in a prior period.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 192 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**NOTE:** When reversing an IPAC go into the reversal document in SAP and enter the original DRN and the rejected DRN in the text field.

B. Go to FB03 (8XXXX) or VF03 (9XXXX) and enter document number. This will provide the Customer number for that bill. This will also provide the documents that are needed to be adjusted.

C. Using FBRA, "reverse and reset" the 13XXX document and the 20XXX clearing documents. If the IPAC is manual, reverse and reset the 14XXX document.

D. Verify via FBL5N that the bill is now open.

E. Open the 13XXX reversing document and note the reject DRN#(s) in the text of the reversal document so it can be easily located using FBL3N. Also, note the reject DRN#(s) to the right of the original DRN# in the Reference field.

F. Give Rejected IPAC with information to Account Maintainer to research. If the Account Maintainer is unable to resolve the issue, the Account Maintainer will contact the Center for corrective actions.

   1. If the IPAC contains the incorrect FSN, typically used for Air Force customers, the NSSC will notify the Center via e-mail. For those Customers that have made FSN a requirement, the Center will work with the Customer to determine the valid FSN. The FSN is typically located in the Line of Accounting.

      Once corrections are complete, the Center requests that the NSSC re-IPAC the collection.

G. For partial rejections, have the Account Maintainer reverse the bill and billing document, create a new bill for the IPAC amount, post payment to new bill.

H. If an IPAC has rejected during the monthly IPAC process, create a separate FAR record in ServiceNow in order to send the notification to the center.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 193 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# PROCESS – EXCHANGE/SURPLUS/RECYCLE SALES/REIMBURSABLE SALES ORDER

**STEP 1.** **GSA** – IPAC funds to appropriate ALC.

A. GSA IPAC's receipts from excess sales to appropriate ALC.

**NOTE:** The Property Disposal Office is involved in the sale of excess government property such as furniture, Automated Data Processing (ADP), communication and photographic equipment to the general public. Depending on the excess item, there are three types of sales proceeds: exchange, surplus and recycle. Per Memorandum of Agreement (MOA) between NASA and GSA, all excess property sales will be through GSA.

**NOTE:** GSA shall receive 20% of gross proceeds per sale, with the ALC receiving the remaining 80%. However, for those items designated by NASA as unique property, the fee for GSA services shall be 10% of the proceeds, with the remaining 90% sent to the ALC.

**STEP 2.** **NSSC AR Payment Processor**– Notifies Center.

NSSC Account Payable Department downloads all IPAC's from Treasury into the AWMS system. NSSC Accounts Receivable imports the IPAC information into ServiceNow. NSSC Accounts Receivable notifies and provides the IPAC information via the Advance Notification from ServiceNow.

**STEP 3.** **Center** – Posts IPAC receipts in SAP and updates the Sales Order.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 194 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## PROCESS – EUL (ENHANCED USE LEASE)/NHPA (NATIONAL HISTORIC PRESERVATION ACT

Enhanced Use Lease (EUL) agreements represent contractual agreements entered in by NASA to lease property under EUL authority and the National Historic Preservation Act facilitates the collection and distribution of lease proceeds associated with NHPA related property. They both provide related support services associated with these leases.  The amounts collected are used to cover the full costs to NASA in connection with the lease and the net proceeds of the lease (i.e., cash collections received in excess of the full cost of leases) are used for appropriate maintenance, revitalization and improvements.

**STEP 1.**   **Center** – Center will create a SO for lease receipts and funds disbursements.

> **NOTE:** Centers should use the current year fund (EULX0XXXXL for EUL or CASX320XXL for NHPA) to record all lease collection and cost activity.

**STEP 2.**   **NSSC** – Receive Advance.

A. NSSC will receive advance and will notify Center via ServiceNow that funds are to be posted in SAP. Center will post the Advance in SAP.

> **NOTE:** Advance represents lease payments and any interest collected for late payment. The Advance may also include in kind consideration in lieu of cash for rent and lessee paid repairs and improvements.

**STEP 3.**   **Center** – Post lease related costs.

> **NOTE:** Commitment, Obligation, Cost and Disbursement process will follow the reimbursable fund process within SAP.

**STEP 4.**   **NSSC** – Bill costs and liquidate advances. (N Fund process)

A. Advance is liquidated during the monthly Reimbursable Billing process. Costs are billed and the bill is liquidated against the amount of un-liquidated advance.

**STEP 5.**   **Center** – Reduce SO and cash out Net Proceeds. Post RL document E fund to reduce down payment for transfer of net proceeds.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 195 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**STEP 6.**   **Centers/NSSC** – Centers work with NSSC to execute FI bill on E Fund NSSC execute manual FI Bill "DR" Document type for amount of proceeds

    A. **NSSC** – Clear FI Bill with DZ document type. Notify Center when FI Bill is cleared.

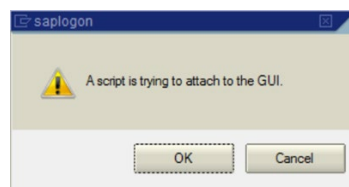| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 196 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## PROCESS – ROYALTY PROCEDURES ACCOUNTS RECEIVABLE

**STEP 1.**  **Licensee** – Receive Royalty Payments and forward to NSSC AR.

A. Licensee receives Royalty Checks and forwards to NSSC AR via Federal Express.

**NOTE:** To be an eligible recipient, one must be an inventor on a licensed patent or patent application who was either a NASA employee at the time the licensed invention was developed or has assigned his or her rights directly to NASA.

**STEP 2.**  **NSSC AR** – Receive Royalty Payments.

A. NSSC AR receives Royalty checks and Pay.gov notices from Licensee and Treasury's CIR.

B. NSSC AR deposits check and provides information to Center via ServiceNow for Center to post in SAP.

**STEP 3.**  **Center Accounting Office** – Post Royalty Payments in SAP.

A. Center Accounting Office receives notice via e-mail notification from NSSC of deposit of Royalty Payment.

B. Center posts Royalty Payment in SAP.

C. Center notifies NSSC via Contact Center of completed SAP posting.

**STEP 4.**  **Center License Administrator** – View copy of check.

**STEP 5.**  **Center** – Receive letter of availability of funds.

**STEP 6.**  **Center Director** – Send letter specifying distribution of funds.

**STEP 7.**  **Center License Administrator** – Receive letter specifying distribution of funds.

| NSSC | NSSDG-9200-0002 Revision 21.0 |
| Service Delivery Guide | |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 197 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**STEP 8.** **Center Accounting Office** – Create SO, distribute budget and create customer down payment.

**STEP 9.** **NSSC AR** – Create billing request.

    A. NSSC AR creates resource related billing request using T-Code DP91 through normal processing.

**STEP 10.** **NSSC AR** – Bill customer.

    A. NSSC AR bills Customer using T-Code VF04 through normal processing.

**STEP 11.** **NSSC AR** – Clear down payment.

    A. NSSC AR clears down payment using T-Code F-39 through normal processing.

**STEP 12.** **NSSC AR** – Complete a manual document clearing (if necessary).

    A. NSSC AR manually clears documents using T-Code F-30, if clearing fails.

**NOTE:** Manual clearing is not necessary because automatic clearing occurs nightly with the clearing program. If auto clearing fails, liquidation can be cleared manually using SAP T-code F-30 "AB" document type.

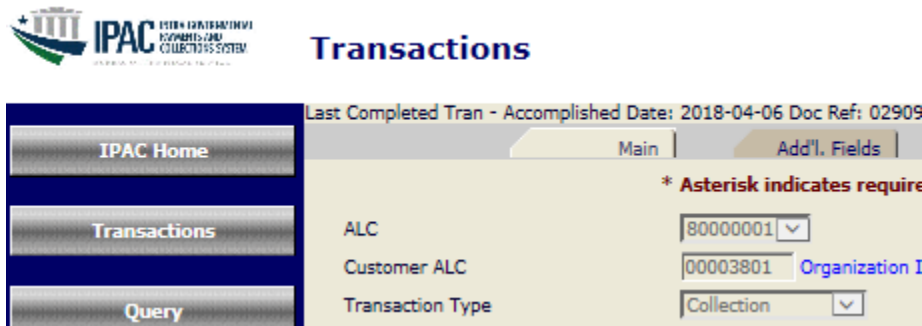| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 198 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# PROCESS - INVALID TAS PROCESS

**Invalid TAS identified on an IPAC**

The following steps should be taken if the NSSC identifies an invalid TAS on an IPAC:

**STEP 1.** **NSSC AR Payment Processor and Supervisor** – Receives the IPAC Download Report from NSSC AP IPAC section with Invalid TAS IPACs highlighted

**STEP 2.** **NSSC AR Payment Processor** – Send the IPAC Download Report to the Center POC (POC list is available at: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\IPAC\IPAC Invalid TAS Process).

   A. Send to the Primary and Alternate Center POCs.

   B. Please use the standard verbiage below in the e-mail to the Center POCs: "Attached is the IPAC Download report which contains highlighted IPAC transaction(s) that cite an Invalid Treasury Account Symbol (TAS). This IPAC transaction(s) will be rejected, and the sending Agency will be notified of the invalid TAS via the IPAC rejection. You have been identified as the Center POC to contact regarding this rejection due to an invalid TAS. Please coordinate with the appropriate POCs to supply the correct TAS information to the sending Agency (customer) and update any contractual documents (e.g., IAA's) with the correct TAS information as needed."

**STEP 3.** **NSSC AR Payment Processor** – Reject IPAC.

   A. Use the following comment for the IPAC rejection: "Invalid TAS used; please contact 'Center POC Name/phone number' to obtain correct TAS information".

   B. Process rejection IPAC as normal.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 199 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**STEP 4.** **NSSC AR Account Maintainer** – Reverse and Create New Invoice.

> A. Reverse the original invoice using SAP T-code VF11 to cancel the invoice and UBBR to cancel the billing request.

**NOTE:** Reimbursable invoices only need to reverse for invalid TAS's. If the ALC or PO number is updated the invoices only needs to be reprinted if needed.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 200 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# PROCESS – OUTSIDE REIMBURSABLE BILLING

**Sales Order created with another Sales Order WBS**

**Step 1**- NSSC receives request from Center and provide steps to correct the issue.

**Step 2**-NSSC post correction documents requested by Center.

    A.  Post a manual credit memo

        1.  Use SAP T-code FB75 to create credit memo for amount of correction using GL account 5200.0000 (Reimbursable)



    B.  Post a cash out document using T-code
        1.  Use SAP T-code FBZ2 to create cash out document in the amount of the correction using GL provided by center

    C.  Post to Miscellaneous Receipts
        1.  Use Day to Day Posting guidance – Collection No Receivable – Other Revenue

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 201 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 202 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## METRICS

| Initiating Office/Entity | Deliverable (Output) | Receiving Office/Entity | Metric |
|---|---|---|---|
| Accounts Receivable | Bill | | 98% of bills will be created without error attributed to the NSSC. |
| Accounts Receivable | Reimbursable Billing | | Monthly Reimbursable Billing process run in accordance with the OCFO Monthly Processing Calendar. |

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 203 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# PRIVACY DATA

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

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:  September 29, 2026 |
| | Page 204 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## SYSTEM COMPONENTS (EXISTING SYSTEMS)

| IT System Title | IT System Description | Access Requirements |
|---|---|---|
| ServiceNow | System for work management and routing | User role at NSSC |
| SAP | Integrated Financial Management System | User role at NSSC |
| TechDoc | System for storing, reporting, and documenting data | User role at NSSC |
| IPAC | Treasury System for Intra-Governmental Payments and Collection | Web access, User role |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 205 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## CUSTOMER CONTACT CENTER STRATEGY

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

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 206 of 246 |

| Responsible Office: Accounts Receivable |
|---|
| Subject: Accounts Receivable - Reimbursable |

# APPENDIX A – ACRONYM LIST

| AAO | Agency Applications Office |
|---|---|
| ACART | Agency Cash Reconciliation Tool |
| ACR | Adjustment, Correction or Rescission |
| ADP | Automated Data Processing |
| ALC | Agency Location Code |
| AP | Accounts Payable |
| AR | Accounts Receivable |
| BETC | Business Event Type Code |
| BOC | Bill of Collection |
| BW | Business Warehouse |
| CAAS | Contract Audit and Administration Services |
| CBA | Centrally Billed Account |
| CFR | Code of Federal Regulations |
| CIR | Collections Information Repository |
| CIRA | Central Image Research Archive |
| CM | Credit Memo |
| CMP | Continuous Monitoring Program |
| CPP | Customer Payment Processor |
| CS | Civil Servant |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 207 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| CST | Central Standard Time |
|---|---|
| DI | Document Imaging |
| DP | Deposit Processor |
| DRN | Document Reference Number |
| EFT | Electronic Funds Transfer |
| EPR | Estimated Price Report |
| EPSS | Enterprise Performance Support System |
| EUL | Enhanced-Use Lease |
| FAR | Finance Accounts Receivable |
| FAR | Federal Acquisition Regulation |
| FAQ | Frequently Asked Question |
| FBWT | Fund Balance with Treasury |
| FDB | Funds Distribution Branch |
| FI | Finance Invoice |
| FR | Finance Request |
| FRB | Federal Reserve Board |
| FSN | Field Station Number |
| GL | General Ledger |
| GSA | General Services Administration |
| HHS | Health and Human Services |
| HQ | Headquarters |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 208 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| | |
|---|---|
| IPAC | Intra-governmental Payment and Collection |
| IRS | Internal Revenue Service |
| JPMC | JP Morgan Chase |
| JSC | Johnson Space Center |
| JV | Journal Voucher |
| MdM | Master Data Management |
| MIPR | Military Interdepartmental Purchase Request |
| MOA | Memorandum of Agreement |
| NASA | National Aeronautics and Space Administration |
| NPR | NASA Procedural Requirements |
| NSF | Non-Sufficient Funds |
| NSSC | NASA Shared Services Center |
| OCFO | Office of the Chief Financial Officer |
| OI/FERP | Office of Infrastructure/Facilities Engineering and Real Property |
| OMB | Office of Management and Budget |
| OTCnet | Over the Counter Net |
| PBR | Preliminary Billing Report |
| PIV | Personal Identity Verification |
| POC | Point of Contact |
| PP | Payment Processor |

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 209 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| SAA | Space Act Agreement |
|---|---|
| SAP | Services, Applications and Products |
| SF | Standard Form |
| SGL | Standard General Ledger |
| SO | Sales Order |
| SOD | Statement of Difference |
| SOLI | Sales Order Line Item |
| SP | Service Provider |
| SPS | Secure Payment System |
| SSC | Stennis Space Center |
| TAS | Treasury Accounting Symbol |
| TA | Travel Authorization |
| TFM | Treasury Financial Manual |
| TIN | Taxpayer Identification Number |
| TROR | Treasury Report on Receivables |
| WBS | Work Breakdown Structure |

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 210 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# APPENDIX B – REIMBURSABLE BILLING FLOW

**Accounts Receivable – Reimbursable Billing Work Flow**

**NSSC**
- NSSC receives and deposits collection
- NSSC notifies center via Service Now an Advance Received

**Center**
- Start
- Center creates Reimbursable Agreement
- MIPR (or Expectation of Funds Received)
- Is it an Advance Customer? — Yes → Create Anticipated Advance Notification via NSSC website (Note 1) — NO
- Post Down payment
- Set-up or update WBS
- Verify WBS Structure
- A

**Notes**

Note 1: The Anticipated Advance Notification notifies NSSC AR to expect a payment for a specific Sales Order. When payment is received, it's deposited and an Advance Notification is sent to Center via Service Now.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 211 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## Accounts Receivable – Reimbursable Billing Work Flow

**Notes**

**Center**

- A → Does Customer Exist?
  - YES → Create Customer (Note 2) → Center creates Sales Order → End
  - NO → Create Customer (Note 2)
- Record Costs and Recover CAAS

**NSSC**

- Run Pre-Billing Reports ZFI_AR_R_BRQ_NBIL, ZFI_AR_R_BIL_NACC And ZFI_AR_R_RRB_RJCT → Run RFMFGRCN_RP1 Pre-Billing and Post Billing to note any Advance, Receivable and Revenue outages. → Pre Billing – "Excluded Sales Order List" → Run Monthly Preliminary Billing Register after costs have been posted for the month. (ZFI_AR_Billing) (Note 3) → Analyze PBR, Postpone Cost?
  - YES → B
  - NO → C

Note 2: New customer accounts for Direct Accounts Receivable will be established by the NSSC. The NSSC process will include an additional review of the new/revised customer accounts once the new/revised customer account has been established. New/revised customer accounts for Reimbursable Accounts Receivable are established by the Center.

Note 3: Run Preliminary_BILLING_REGISTER macro in Excel to format PBR

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 212 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**Accounts Receivable – Reimbursable Billing Work Flow**

NSSC

C → NO → Postpone Cost using DP91 (Note 4) → Create Billing Request using DP96 → Run ZFI_AR_R_BRQ_NBIL and compare to PBR (Note 5) → Run VF04 to Create Invoices (Note 6) → Advance Customer?

B → YES → Create Billing Request using DP96

Advance Customer? → YES → D

Advance Customer? → NO → IPAC Non-Advance Federal Customer? → YES → E

IPAC Non-Advance Federal Customer? → NO → Issue and Mail Invoice per Center request → END

Center

Notes

Note 4:  Postpone the following: Cancelled Funds, Sales Order with net credits, debit amounts $1 or less and Cost over the Advance

Note 5:  The Unbilled Billing Requests report and the Preliminary Report are reconciled and if there are any discrepancies found the "Billing Request" is cancelled or updated in VA02.

Note 6:  Run ZAR_BILLING_BREAKDOWN" Macro in Excel

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:  September 29, 2026 |
| | Page 213 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## Accounts Receivable – Reimbursable Billing Work Flow

**NSSC**

D → Run ZFI_AR_ALDP in Calulation and Simulate Posting" mode (Note 7) → Run RFMFGRCN_RP1 Post Billing to note any Advance, Receivable and Revenue outages. → End

E → In SAP, create IPAC upload file: T-code Z_FMFG_IPAC (Note 8) → Enter Center Specific Variant created for production → Complete fileds: Payment Method, Range of Customer numbers, Document Date, Posting Date and Posting Period → F

**Center**

**Notes**

Note 7:  Use F-39 for Manual Liquidation when receiving any "Exceptions" during Auto Liquidations

Note 8:  IPAC (Intragoverrnmental Payment and Collection System) in SAP use T-Code Z_FMFG_IPAC to initiate process in SAP, using the "Billing Breakdown" spreadsheet created by the Account Maintainer. After reconciliation is completed, IPACs are confirmed with T-Code FMFG_IPAC_CNFRM.  Initiating IPAC creates and uploads the file into Treasury. The SAP posting is a debit to 1310.5000 (A/R in Transit) and a credit to 1310.0000 (A/R customer account).  Document type "ZQ" (the confirmation) creates an SGL entry that is a debit to 1010.5100 (cash account) and a credit to 1310.5000 (A/R in Transit).

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 214 of 246 |

Responsible Office: Accounts Receivable

Subject: Accounts Receivable - Reimbursable

**Accounts Receivable – Reimbursable Billing Work Flow**

NSSC

F → Simulate (test mode) to ensure no errors and then execute → Download Bulk File Treasury Report and Save Report out of SAP (Note 9) → Enter detailed information from the Bulk File report into T-Code FMFG_IPAC_CNFRM (Note 10) → Simulate (test mode) to ensure no errors, Run Confirmation Rpt. And Save Report out of SAP → Reconcile IPAC interface with Treasury report → END

Center

Notes
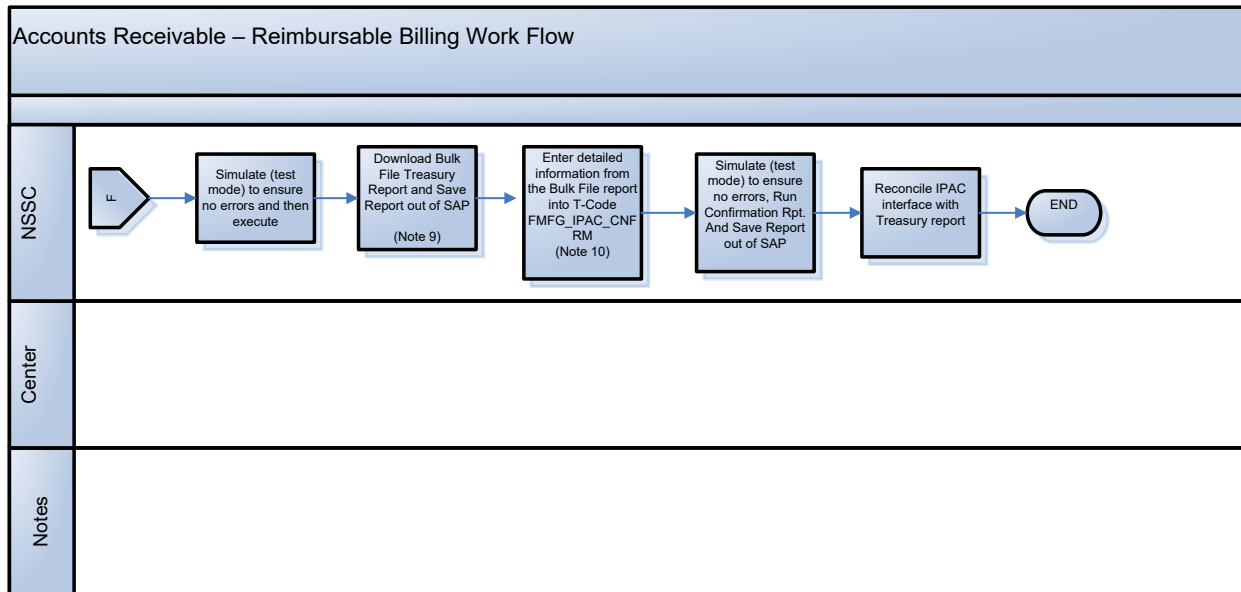
Note 9: Notate any Rejected IPAC's and Notify Center for corrections via Service Now

Note 10: Enter Treasury Assigned File ID, Transactions Accepted, Transactions Rejected (due to TAS, etc), Total Transactions, Amount of Accepted Transactions, and the Document Reference Number range

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:  September 29, 2023 |
| | Expiration Date:  September 29, 2026 |
| | Page 215 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

JSC REIMBURSABLE SOLELY TRAVEL

**JSC - CENTER**
- JSC sends Solely Travel Reimbursable Letter packet to nssc@nasa.gov
- B
- Receive and review IDR billing packet
- Send notification to AR-AM with approval to mail bill (and request any changes if necessary)

**NSSC – AR-ACCOUNT MAINTAINER**
- AR-AM receives packet and marks case / task as "Pending"
- Monthly (after AR-AM receives notification from AP that the CBA has been reconciled) the AR-AM checks all open solely travels to see if they are *COCD complete using T-Code ZFI_AR_BILLING
- Is solely travel "COCD" complete
  - NO
  - YES → Was there an advance for this solely travel
    - YES → A
    - NO → Create bill (DP91 & VF01) → Send IDR billing packet to JSC for approval
- Mail these parts of billing packet to sponsor
  - Bill
  - IDR
  - Reimb. Letter
  - Pay.Gov insert

  **See "NOTE" below
- STOP

**NSSC – AP PAYMENT PROCESSOR**

* "COCD" = "Commitment," "Obligation", "Cost" & "Disbursement." All must equal each other before processing a solely travel for billing or refund.

**NOTE: If federal customer (rare), send to AR-Payment Processor to IPAC

**RELEASED - Printed documents may be obsolete; validate prior to use.**

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 216 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**JSC REIMBURSABLE SOLELY TRAVEL**
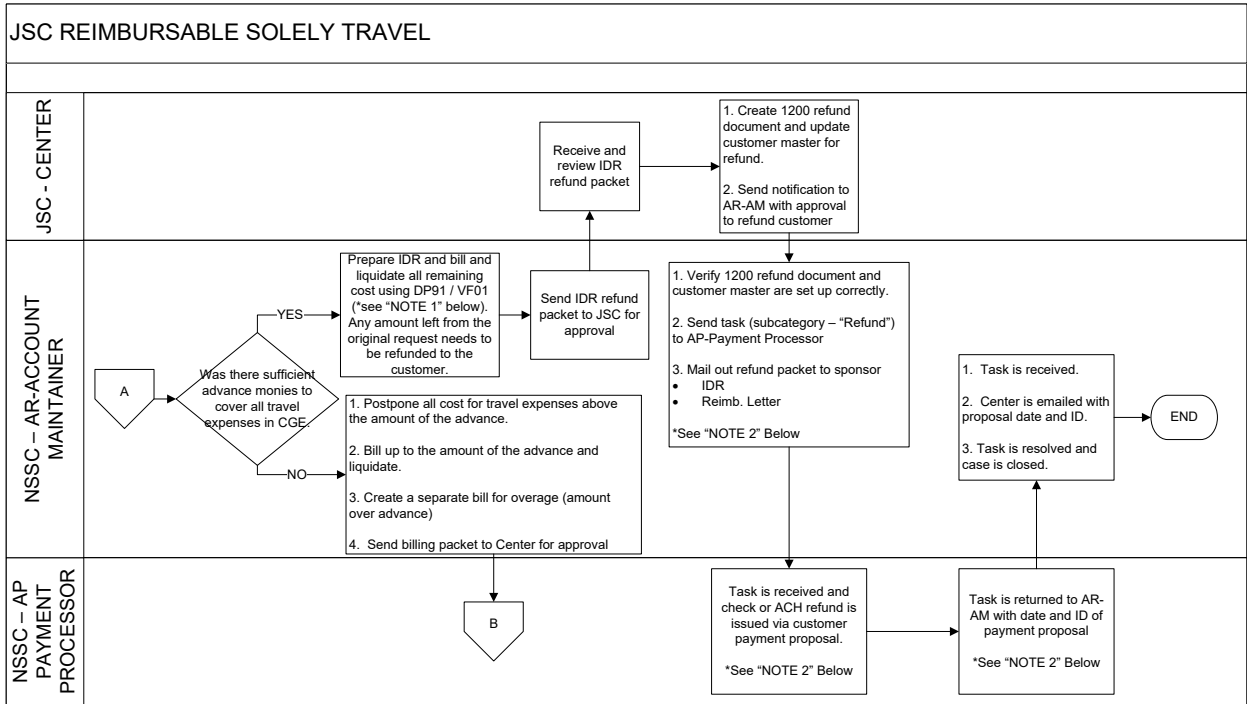


* NOTE 1: For Solely Travel customers with advances, cost is billed and liquidated during the monthly reimbursable billing cycle. Any remaining cost, once COCD complete is billed and liquidated.

** NOTE 2 – If refund is to be paid via ACH for a Foreign customer (rare), JSC will email an encrypted document to AR-AM with Foreign Banking Information. This document is then forwarded (encrypted) to the AP-PP to refund outside of SAP. After this payment confirms (1 – 3 business days), the task is sent to the AR-Payment Processor to manually clear the 1200 refund document.

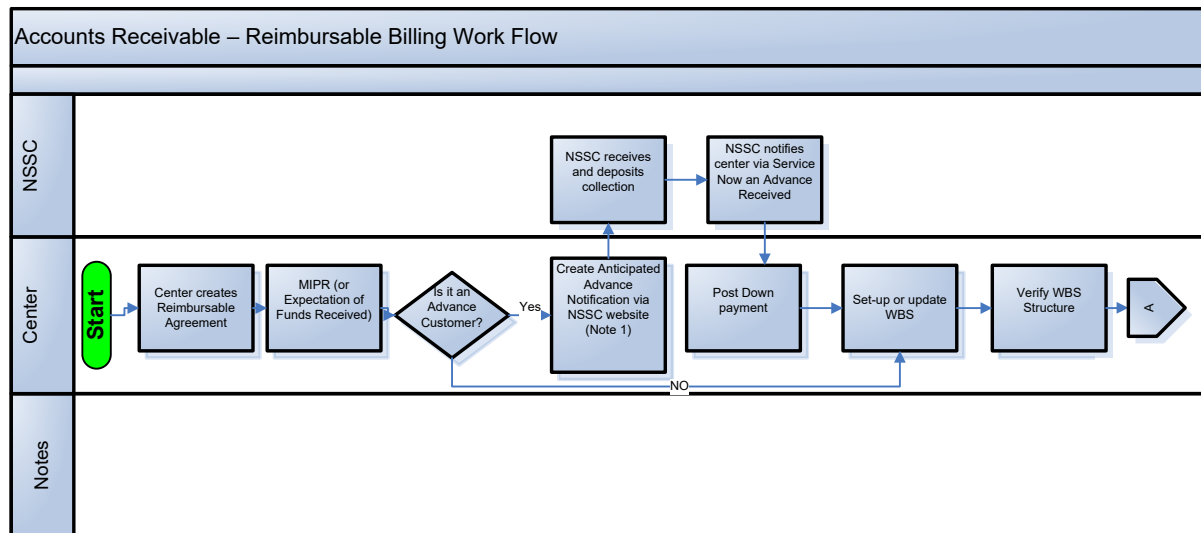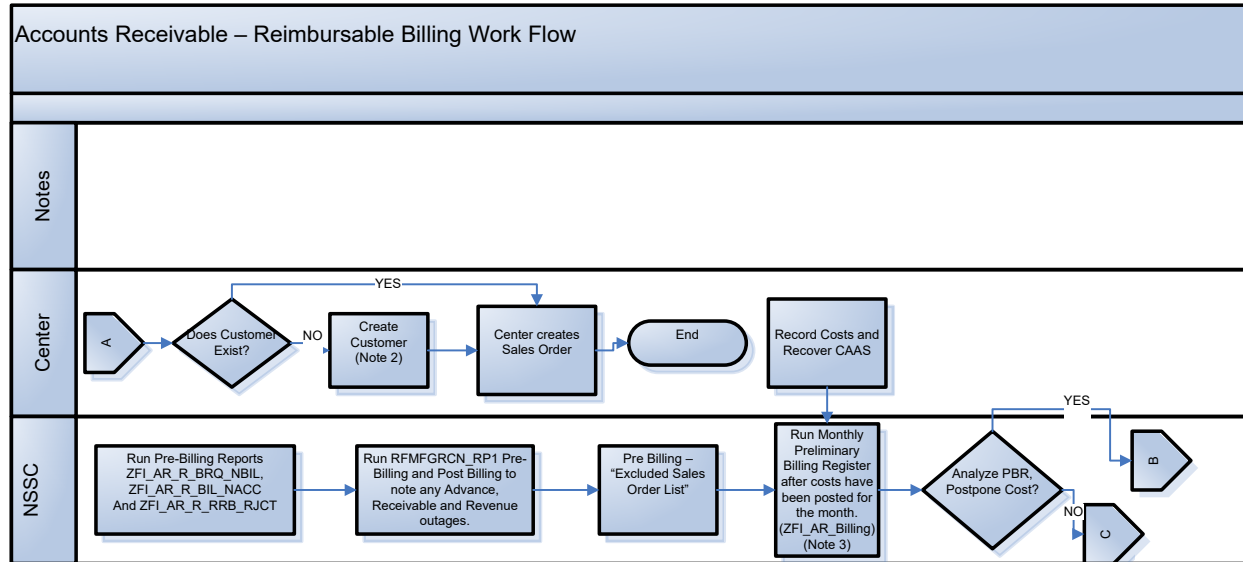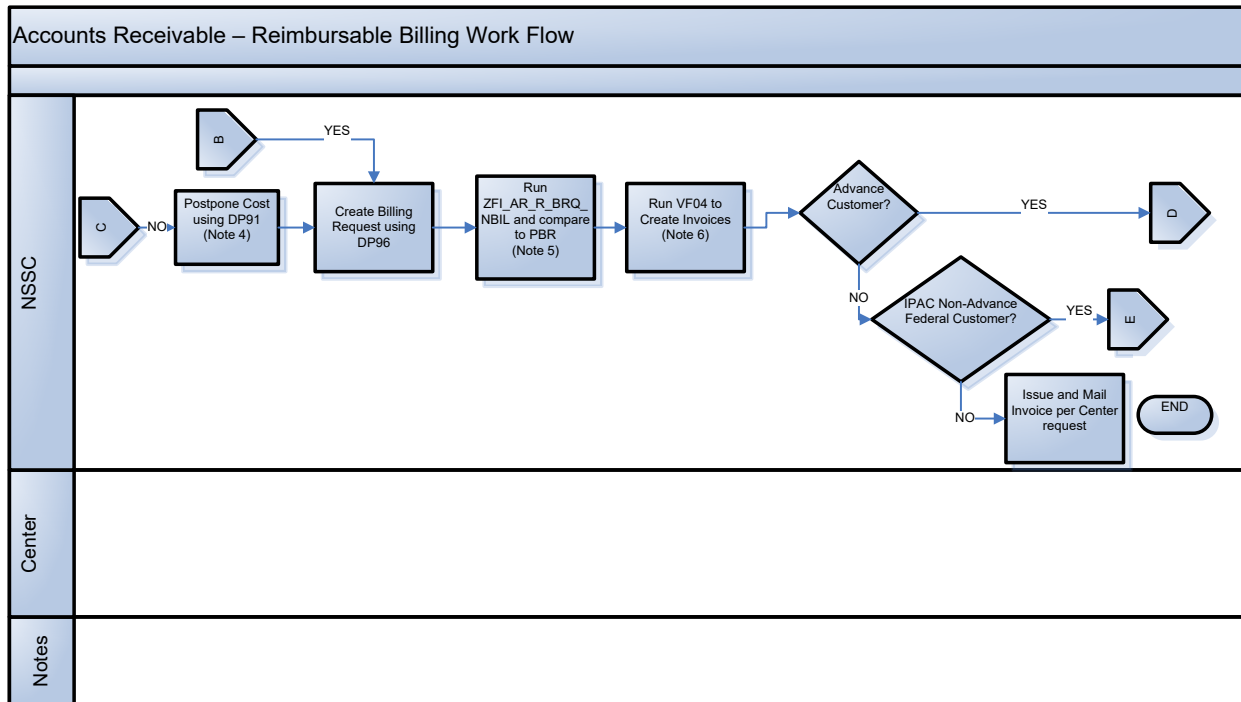| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 217 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# APPENDIX C – PAY.GOV ADVANCE (REIMBURSABLE)

**Pay.gov**
FINANCIAL MANAGEMENT SERVICE
United States Department of the Treasury

Pay.gov has been developed to meet the Department of the Treasury's Financial Management Service Division's commitment to process collections electronically.

- Pay.gov is a secure, Government-wide, Internet collection portal.
- Pay.gov provides the ability to make payments by check, credit card, or debit card 24-hours-a-day.
- Pay.gov is Web-based, allowing customers to make payments from any computer with Internet access.
- Pay.gov does NOT require a login ID or password to use the service.

**For Bank Account (ACH) payments you will need:**
- Account Holder Name
- Payment Amount
- Account Type
- ABA Routing Number
- Account Number
- Check Number
- Payment Date
- Business Contact Name
- Company Name
- Contact Phone Number
- Contact Email Address
- NASA Agreement/EPR Number
- NASA POC Name

**For credit or debit card payments you will need:**
- Account Holder Name
- Payment Amount
- Billing Address
- Card Type
- Card Number
- Security Code
- Expiration Date
- Payment Date
- Business Contact Name
- Company Name
- Contact Phone Number
- Contact Email Address
- NASA Agreement/EPR Number
- NASA POC Name

*Please note that credit card payments cannot be made in increments higher than $24,999.99.
*However, note that there is no limit on debit card payments. Only Visa, MasterCard, AMEX, and Discover are accepted.

**To make a payment:**
- Go to the NASA Shared Services Center (NSSC) Web site at https://www.nasa.gov/specials/nssc-pay/.
- Select the appropriate NASA Center from the **NASA Center** drop-down menu.
- Select **Advances** from the **Transaction Type** drop-down menu.
- Fill the required information marked with a red asterisks and additional information if applicable.
- Click the **Submit** button.
- A payment type option screen will appear. Payments can be made using an ACH Debit or a Credit Card.
- Enter payment information in the fields provided. The required fields are marked with a red asterisk.
- Click **Continue** if the payment information entered is correct. To cancel the payment, click the **Cancel** button.
- Review and read the "Authorization and Disclosure" statement. Check the agreement box and click **Continue**.
- Enter a personal email address to receive a confirmation number at the end of your transaction. Click **Confirm**. Please retain this number for your records.

If you have any problems with the system during the payment process, please call Pay.gov Customer Service at 800-624-1373. For all other inquiries, please contact the NSSC Customer Contact Center at 877-677-2123.

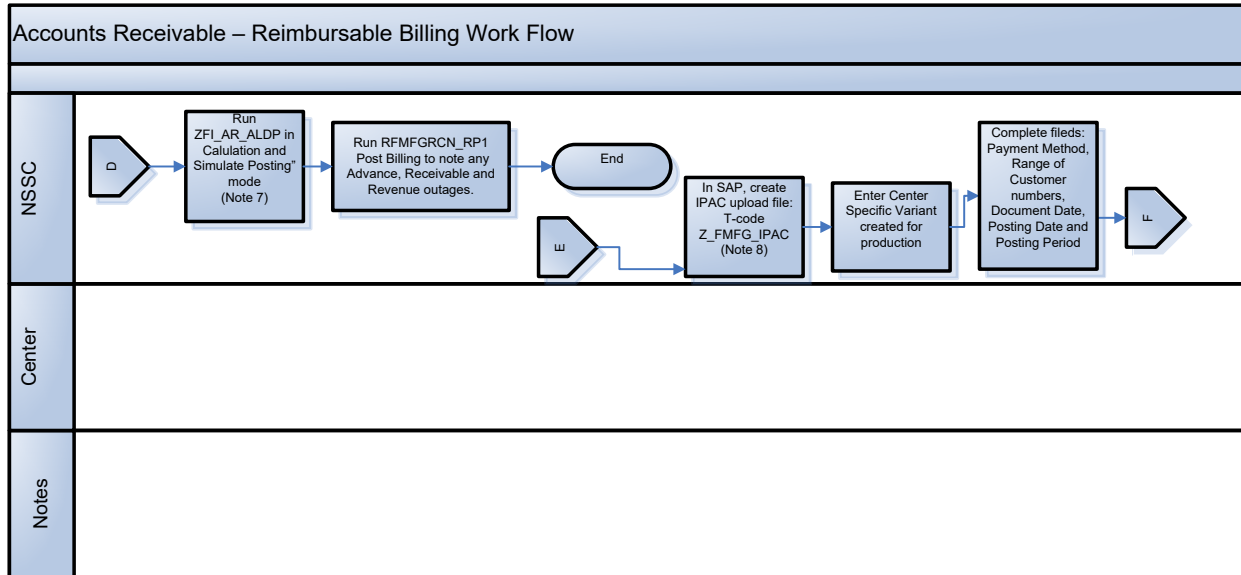| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 218 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## APPENDIX D – EXCLUDE SALES ORDER FORM – NSSC FORM 0086

Form available at:  https://forms.neacc.nasa.gov/documents/11002/203921/NSSC86.pdf/

| Clear Form | Print Record | E-mail Record |
| --- | --- | --- |

**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION**

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

**Center Request to Exclude Sales Orders from Reimbursement Billing**
*Request must be sent to NSSC@NASA.GOV or Fax to 866-779-6772 before the last three business days of the month*

**Section 1. Basic Information**                                        *Required

*1a. Name:

Date/Time Field:
04/08/2014

*1b. NASA Centers:

*1c. Phone:
9999999999

1d. Billing Month:          1e. Fiscal Year:

**Section 2. Reason to Exclude** (Click "+" to add additional lines as applicable)

| + | Line Item # | 2a. Sales Order: | 2b. Reason to Exclude: | 2c. If Other OCFO Approved, Please Provide Description: |
| --- | --- | --- | --- | --- |
| - | 1 | | | |

NSSC-Form-0086    11 / 2013    PREVIOUS EDITIONS ARE OBSOLETE                    Page 1 of 1

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 219 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# APPENDIX E – EFT RETURN REASON CODES

**Reason for Return from Treasury**

**VA Checks:**

Undeliverable
01
Remarried (Payee Code 10)
02
Deceased
03
Income Limitation
04
VA Requested or Payee Returned
05
Other
06
Replacement Check Returned
09

**Tax Checks:**

Holds
01
Undeliverable
02
Correspondence
03

**EFT/Miscellaneous Checks:**

Undeliverable/Banking information invalid
02
Deceased
06
VA Transmittal or Request
08
Other
10
Correspondence
11
Invalid/Missing RTN (Routing Transit Number)
60
Invalid/Missing Account Code (01-checking or 02-saving)
61

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 220 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## APPENDIX F – ACCOUNTS RECEIVABLE MONTHLY BILLING CHECKLIST

| | | | **Monthly Billing Checklist** | |
|---|---|---|---|---|
| | **Center** | | **CENTER** | |
| | **Month/Year** | | **MONTH, CALENDAR YEAR (FY20##)** | |
| | **Complete?** | **Role** | **Action** | **"Save as" Example** |
| 1 | | AM | Look in TechDoc for Sales Orders to be excluded from billing. Save copy of report | GSFC Excluded SO FY2014 P10 |
| 2 | | AM | UBBR 1 - Review exception reports (Unbilled Billing Requests). Save a copy of report. | GSFC UBBR1 FY2014 P10 |
| 3 | | AM | Review exception reports (Docs Missing in Accounting). Save a copy of report. | GSFC Missing in Accounting FY2014 P10 |
| 4 | | AM | Review exception reports (Rejected Costs). Save a copy of report. | GSFC Rejected Costs FY2014 P10 |
| 5 | | AM | Run the reconciliations (Advances, Receivables, Revenues). Save into an Excel workbook. | GSFC Baseline Recons FY2014 P10 |
| 6 | | AM | In SAP, run the PBR and exclude Sales Orders, as necessary. Export PBR to Spreadsheet and format for analysis. | GSFC PBR FY2014 P10.xlsx |
| 7 | | AM | Save the PBR count as HTML | GSFC PBR FY2014 P10.html |
| 8 | | AM | Analyze PBR. Postpone Net Credit Costs, Cancelled Funds, Direct Funds, and Amounts Over the Advance. Note any split bills needed (Credit Commitment LIs on last day of the month IPAC bills) | NA |
| 9 | | AM | Postpone Costs using DP91. *If receive "Hard Error" indicating over SOLI, note on PBR. | NA |
| 10 | | AM | Create manual Billing Requests using DP91 to split bills. | NA |
| 11 | | AM | Create single bills using VF01 for manual Billing Requests created. (Do this if the sales order has multiple lines that must be created separately). | NA |
| 12 | | AM | Run DP96 Test . Save the Test Detail files. Review errors and make necessary adjustments. | GSFC DP96 Test FY2014 P10 |
| 13 | | AM | Run DP96 (Uncheck Test). Save the Actual Detail files | GSFC DP96 Actual FY2014 P10 |
| 14 | | AM | UBBR 2 - Run and review Unbilled Billing Request report. Reconcile to PBR. Make adjustments, as needed. Save a copy in Excel. (Recon outage can occur if costs moved between when PBR was run and when billing requests created. If differences, need to review billing requests and match back to PBR.) | GSFC UBBR2 FY2014 P10 |
| 15 | | AM | Create bills using VF04. Save a list of billing requests displayed. Save Summary displayed after saving. Then, click documents button. Save list of SAP documents created. | GSFC VF04 & Billing Breakdown FY2014 P10 |
| 16 | | AM | UBBR 3 - Run and review Unbilled Billing Request report. Compare to the 1st UBBR. Totals should match. | GSFC UBBR3 FY2014 P10 |
| 17 | | AM | Request bill copies using ZRCF_SPOOL_TO_EMAIL. Combine 1114 and 1080 bills into one PDF. | GSFC BILLS FY2014 P10 |
| 18 | | AM | Run Liquidation of Advances (Calculation, Simulate Posting) and review error log. Save. | GSFC ALDP Test FY2014 P10 |
| 19 | | AM | Run Liquidation of Advances (Calculation and Posting) Save. | GSFC ALDP Actual FY2014 P10 |
| 20 | | AM | Run Manual Liquidation using F-39 as needed. | NA |
| 21 | | AM | Review AR Special Instructions prior to updating Billing Breakdown | NA |
| 22 | | AM | ZAR_VF04_BILLING - Complete Billing Breakdown Spreadsheet for Payment Processor to use for IPAC purposes. Be sure to include bills from step 10. | NA |
| 23 | | AM | Run List of Customer Line Items (Should match PBR, UBBR2 and VF04 Billing Breakdown) | GSFC LOCLI FY2014 P10 |
| 24 | | AM | Run Reimbursable Recons and address Outages. Save copies. This may involve coordination with center and/or reversal of bills. | Add to "After" tabs of Baseline Recon Workbook saved in Prebilling. |
| 25 | | AM | Request MAIL BILL copies using ZAR_VF04_BILLING | GSFC BILLS FY2014 P10 |
| 26 | | AM | If any bills were reversed during the billing activities, attach backup to the reversal document in SAP. | NA |

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | **Number** |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 221 of 246 |

Responsible Office: Accounts Receivable

Subject: Accounts Receivable - Reimbursable

| | | | | |
| --- | --- | --- | --- | --- |
| 27 | | AM | Clean out any extra and/or erroneous files from your folder. Example: If you have an .xls and an .xlsx of the same file, only keep one. | NA |
| 28 | | AM | Email Center Contact billing is complete | NA |
| 29 | | AM | Create Case/Task that Billing is complete and send task to AR Supervisor for review. | Subcategory = Other  Short Description = "IPAC (Month and Fiscal Year)" |
| 30 | | AR Supervisor | Review billing and assign task to Payment Processor for IPACing. | |
| 31 | | PP | IPAC. When complete, assign task to Account Maintainer | |
| 32 | | AM | Run Aging and verify all IPACs have been completed (or rejected). Assign task to AR-Supervisor. | |
| 33 | | AR Supervisor | Review task - Resolve Task - Close Case | |
| | Notes | | | |
| | | | | |
| | | | | |
| | Reminders | | Get Signatures for all Federal SF1080s that must be Mailed, Faxed or Emailed. | |
| | | | Zip all billing files and load into TechDoc (Mid-Month Checklist) | |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date:   September 29, 2023 |
| | Expiration Date:  September 29, 2026 |
| | Page 222 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# APPENDIX G – REIMBURSABLE BILLING REFUND FLOW CHARTS

**Scenario 1**

Create a cash out document when a refund is made through a **MANUAL IPAC** when no open (uncollected) reimbursable bill exists for a non-advance customer

**Center**

Start → Notifies NSSC via ServiceNow to create credit bill for IPAC Refund

**Account Maintainer**

Service Now Record/ Task is received. → Create Credit Billing Request (**DP91**) and Credit Bill (**VF01**) → Assign task to Payment Processor for creation of Cash Out (2400) Doc

**Payment Processor**

Create **F-31** (RL) Cash Out (2400) Document → Create a Manual IPAC to refund cash to the customer → Post the manual IPAC in SAP ("ZX" Doc Type) → Notify Center that Refund is Complete. Resolve Task and Close Record → END

**Accounts Payable**

**Notes**

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:  September 29, 2026 |
| | Page 223 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**Scenario 2**

Create a cash out document when a refund is made through an **AUTO IPAC** when no open (uncollected) reimbursable bill exists for a non-advance customer

**Center**

Notifies NSSC via ServiceNow to create credit bill for IPAC Refund

**Account Maintainer**

Service Now Record / Task is received. → Create Credit Billing Request (**DP91**) and Credit Bill (**VF01**) → Assign task to Payment Processor

**Payment Processor**

Using T-Code **Z_FMG_IPAC**, create a DIT document using the Auto-IPAC file generation which automatically clears the credit bill → Using T-Code **FMFG_IPAC_CNFRM**, generate confirmation document using IPAC confirmation process for the DIT generated in Step 1 after confirmation report is downloaded from the Treasury IPAC system → Notify Center that Refund is Complete. Resolve Task and Close Record → END

**Accounts Payable**

**Notes**

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 224 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**Scenario 3**

Refund (through the Treasury Payment Program) all or a portion of the down payment to the customer (1200 document)

**Center**

**Start** → Creates refund "set-up" document using T-Code **FB01** (Doc Type = DC)
**Credit Side** – PstKy = 09, SGL = A
**Debit Side** – PstKy = 19, Customer #, SGL = A, Fund, Sales Doc and Line Item #.

→ 1  Delete the "A" in the Pmnt Block Field on the Credit Transaction Detail Information

2.  Change the Debit Line's Assignment Number to the appropriate down payment.

→ Using T-Code **XD02**, Update the Customer Master.

Payment Method 5 (check) or 6 (electronic transfer). Grouping Key = 01.  Checkbox for "Single Payment"

→ Notifies NSSC via ServiceNow that refund document is ready.

**Account Maintainer**

Service Now Record / Task is received. → **A**

**Payment Processor**

**Accounts Payable**

**Notes**

All steps by Center and AR need to be done by noon on the same day so that AP has time to get the payment on a customer payment proposal that day.  If not, the document will clear overnight and will have to be reset by the Payment Processor

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 225 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**Scenario 3 (cont…)**

Refund (through the Treasury Payment Program) all or a portion of the down payment to the customer

**Center**

**Account Maintainer**

A → Verify Customer Master Information is Correct and that Refund document has been set up correctly had that back-up Documentation is attached to Refund Document → Assign task to Payment Proceccor to create the Payment Proposal. → Account Maintainer receives task and notifies Center that Refund is Complete. Resolve Task and Close Record → END

**Payment Processor**

Payment Processor creates the Payment Proposal and creates a new task with subcategory "Payment Proposal" routes to AR L3, then routes the original task to the Account Maintainer to monitor.

**Accounts Payable**

AP enters in SPS and routes to AR L3

**Accounts Receivable L3**

AR L3 will review and certify the payment in SAP and select the payment medium to send to treasury, then routes task to AP L2, Subcategory "Payment Proposal"

AR L3 will review and certify the payment is SPS per the pre-edit report, combines documents and files in Techdoc, then closes the task

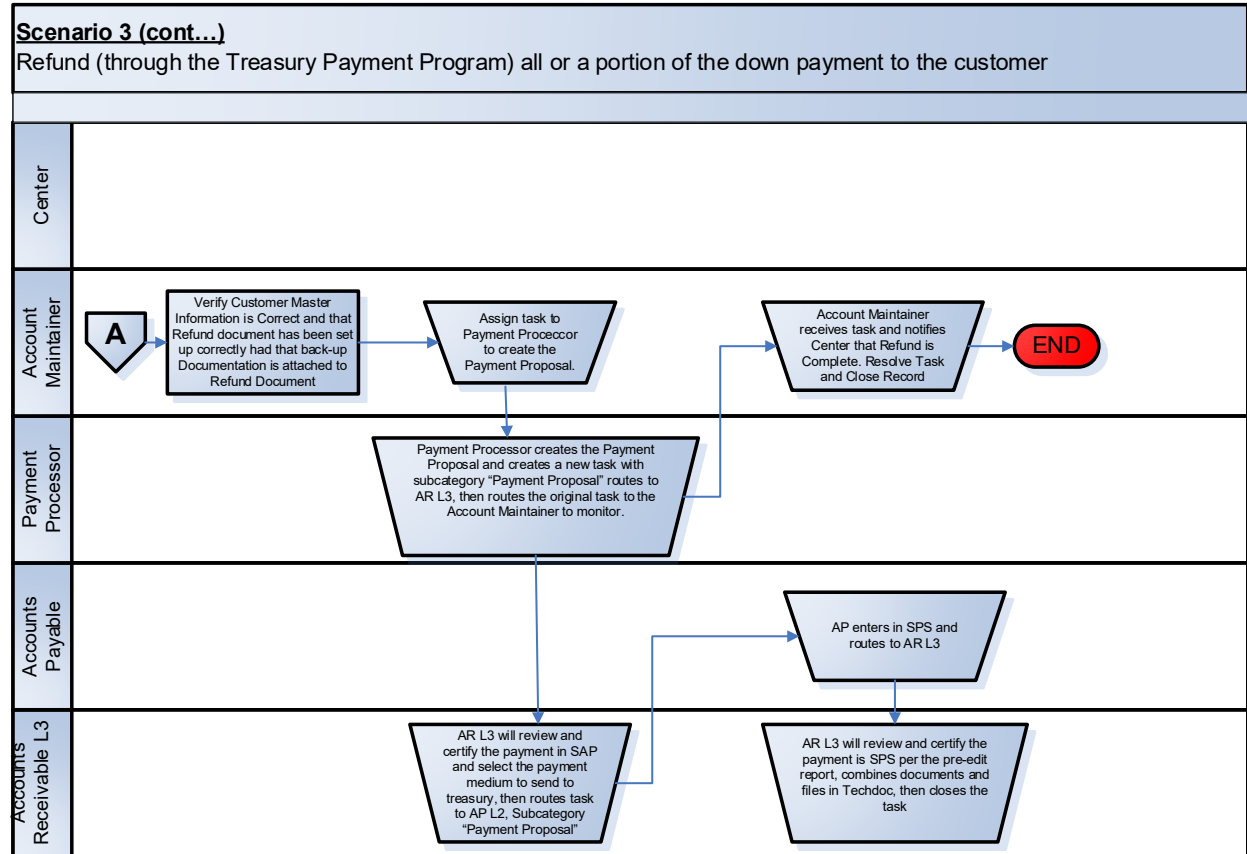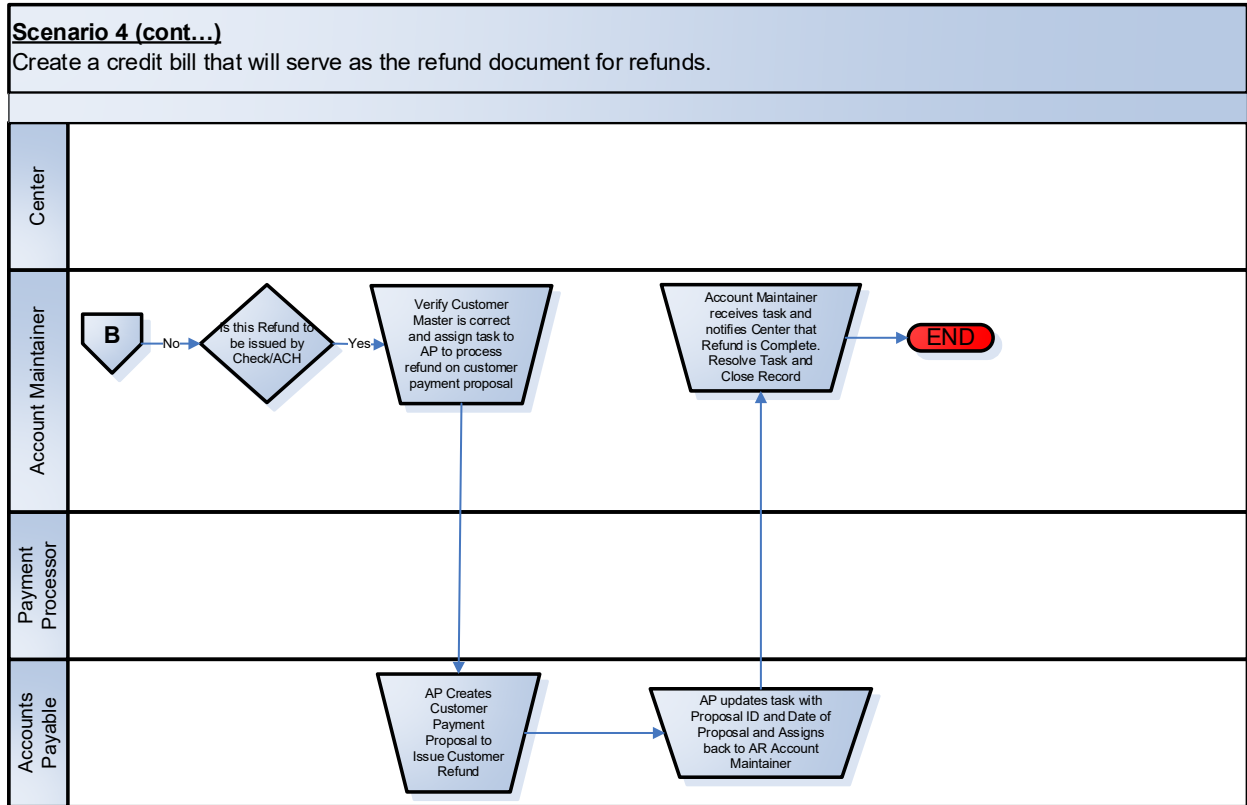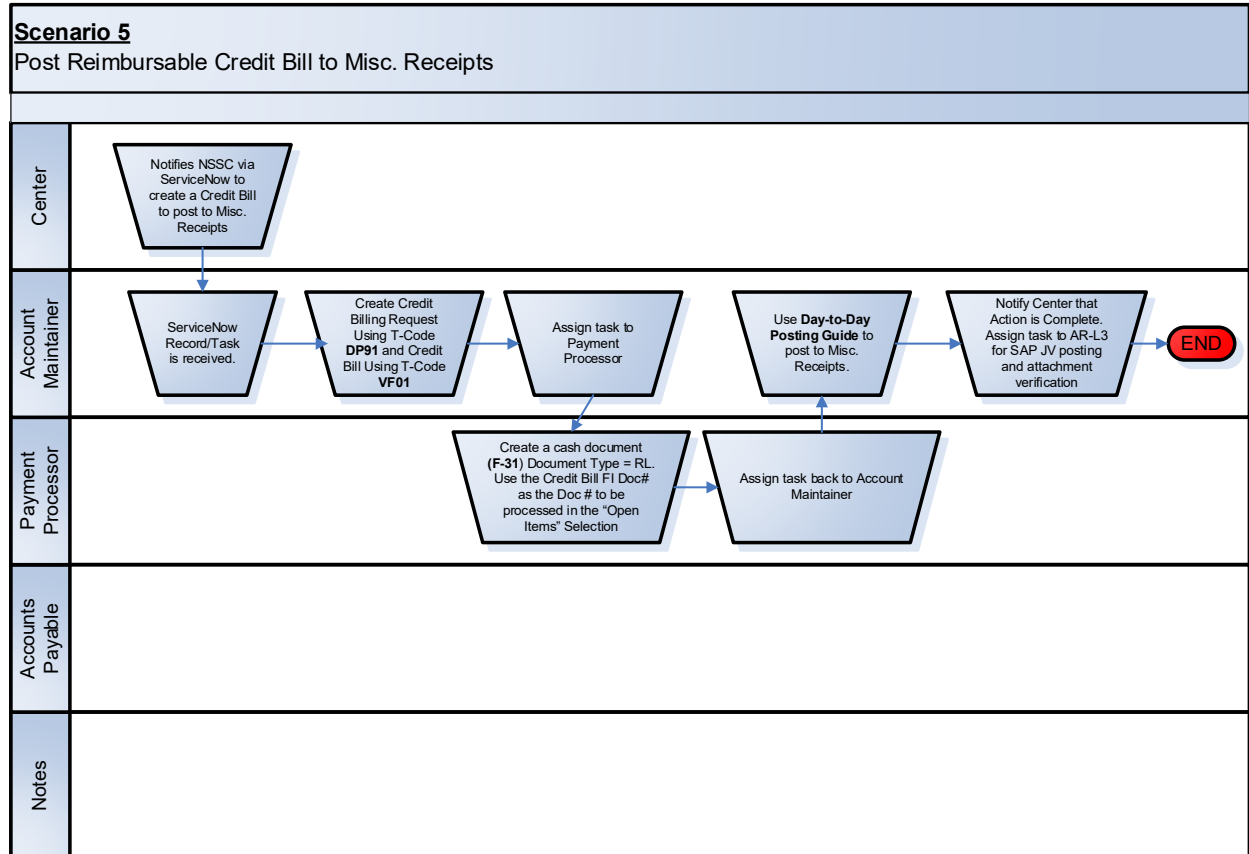| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 226 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## Scenario 4
Create a credit bill that will serve as the refund document for refunds.

**Center**

Notifies NSSC via ServiceNow to create a Credit Bill for Refund

**Account Maintainer**

ServiceNow Record/Task is received. → Create Credit Billing Request (**DP91**) and Credit Bill (**VF01**) → **Is this an Advance Customer that center wants reclassified to back to down payment**

No → Is this an IPAC Customer → No → **B**

Yes → Use T-Code **ZFI_AR_ALDP** to Refund the credit and Notify Center that request is complete. Resolve Task and Close Record → **END**

Yes → Verify Customer Master is set up correctly & assign task to Payment Processor Requesting IPAC

**Payment Processor**

Notify Center that Refund is Complete. Resolve Task and Close Record → **END**

**Notes**

**To determine if a Sales Order has an advance, you can use **ZFI_AR_BILLING or F-39 or FBL5N** to see if there is an advance. If there is $0.01 or more, it is okay to Auto Liquidate (see above).

If this is an advance customer and ALDP does not work you can reclassify the credit bill using F-30 (see EPSS "Reclassify Cash for Credit Bill Back to the Down Payment")

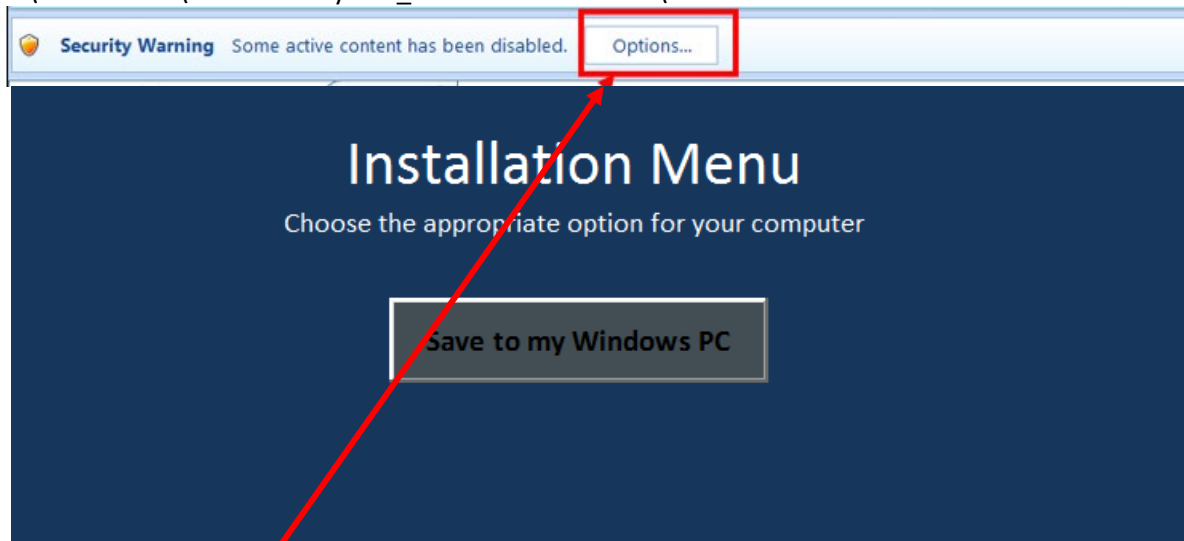| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 227 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**Scenario 4 (cont…)**
Create a credit bill that will serve as the refund document for refunds.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 228 of 246 |

Responsible Office: Accounts Receivable

Subject: Accounts Receivable - Reimbursable

**Scenario 5**
Post Reimbursable Credit Bill to Misc. Receipts

**Center**

Notifies NSSC via ServiceNow to create a Credit Bill to post to Misc. Receipts

**Account Maintainer**

ServiceNow Record/Task is received. → Create Credit Billing Request Using T-Code **DP91** and Credit Bill Using T-Code **VF01** → Assign task to Payment Processor

Use **Day-to-Day Posting Guide** to post to Misc. Receipts. → Notify Center that Action is Complete. Assign task to AR-L3 for SAP JV posting and attachment verification → END

**Payment Processor**

Create a cash document **(F-31)** Document Type = RL. Use the Credit Bill FI Doc# as the Doc # to be processed in the "Open Items" Selection → Assign task back to Account Maintainer

**Accounts Payable**

**Notes**

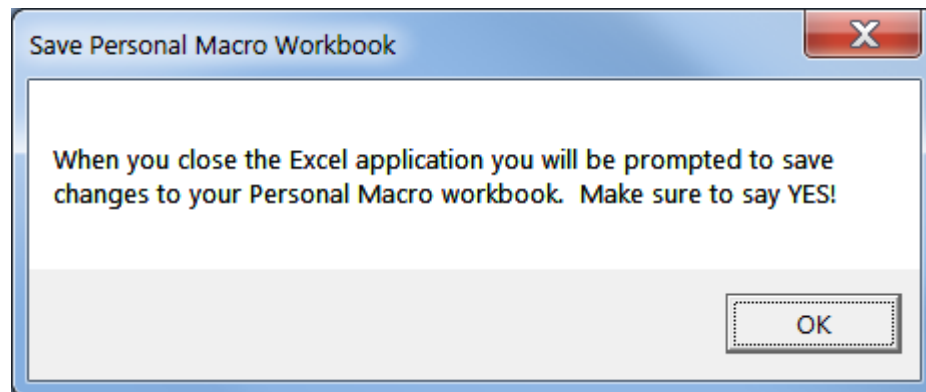| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 229 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

# APPENDIX H – INSTALLING MACROS AND ADD-INS

Installing the AR-Macro Catalog:

N:\FM Division\Accounts Payable_Accounts Receivable\Macros



- Select "Options" button.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 230 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
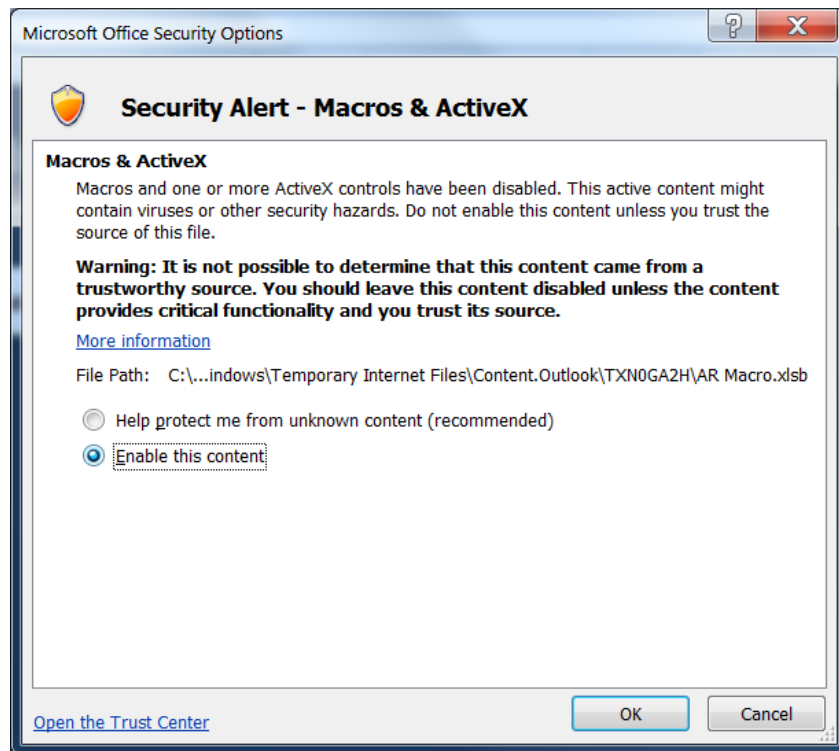
- Ok
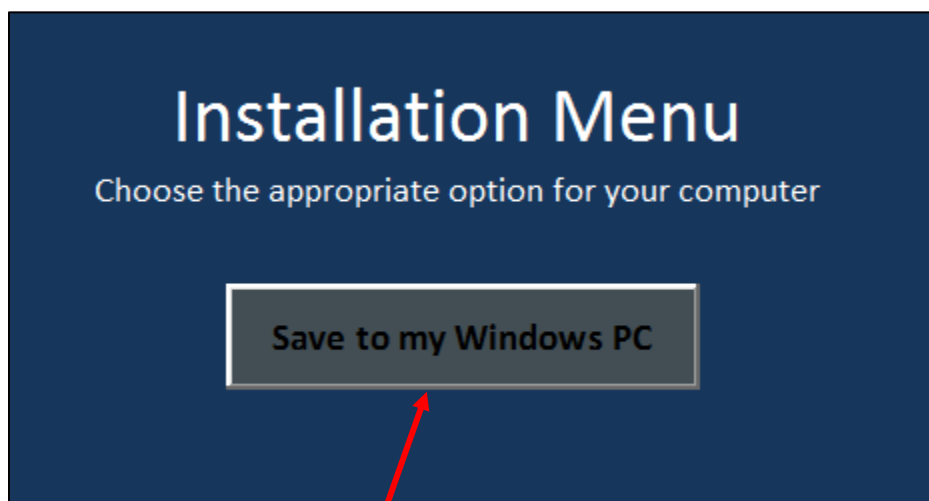


- Select the "Save to my Windows PC..." button.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 231 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
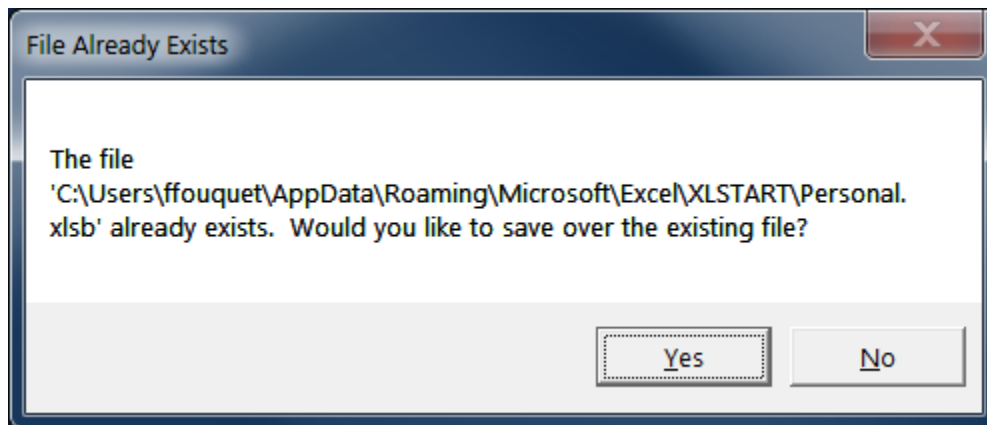
- If you get this message, select "Yes" if you don't mind your personal workbook being overwritten.  If you select no, it will create a "personal (2)" workbook.
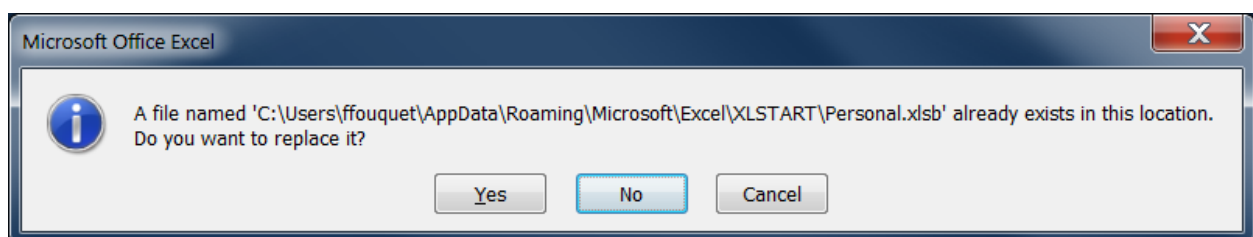


- If you get this message, select "Yes" if you don't mind your personal workbook being overwritten.  If you select no, it will create a "personal (2)" workbook.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 232 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

- Select "Yes".
- Close Excel.
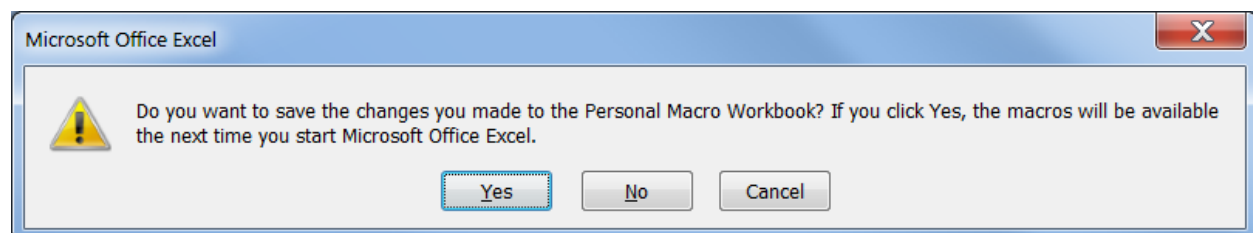


- Select "Yes".

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| --- | --- |
| | **Number** |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 233 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

Next time you open Excel, the macros will be available to you.
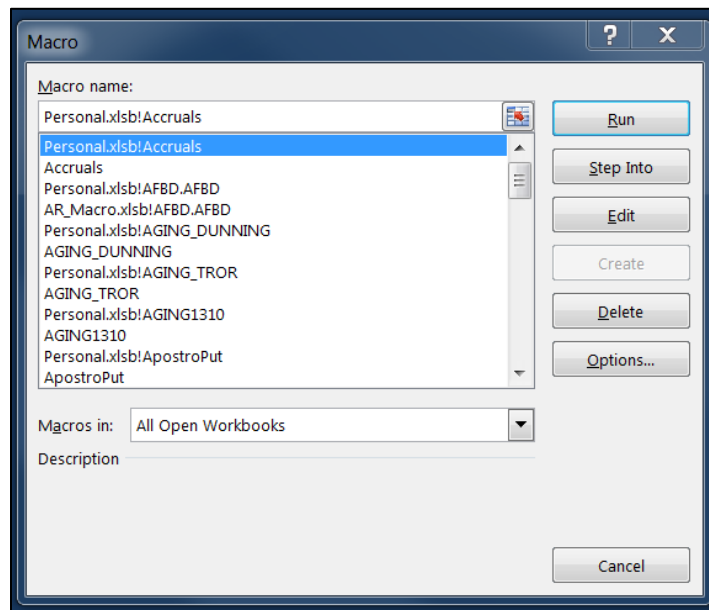


---

### **Installing the AR-Billing Add-In**

N:\FM Division\Accounts Payable_Accounts Receivable\Macros\AR-Billing.xlam
*(Double-clicking on this link will automatically download the add-in)*

---

### **Installing the AR-Billing Updater**

N:\FM Division\Accounts Payable_Accounts Receivable\Macros\ Updater-AR-Billing.xlam
*(Double-clicking on this link will automatically download this automatic updater)*

---

### **Installing the AP-AR Add-In for CMPs**

N:\FM Division\Accounts Payable_Accounts Receivable\Macros\ AP-AR.xlam
*(Double-clicking on this link will automatically download the add-in)*

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 234 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**Installing the AP-AR updater**

N:\FM Division\Accounts Payable_Accounts Receivable\Macros\Updater-AP-AR.xlam

*(Double-clicking on this link will automatically download this automatic updater)*

---

**Installing the ZEPY Datamart Add-In**

N:\FM Division\Accounts Payable_Accounts Receivable\Macros\Zepy.xlam

*(Password protected since this does actual postings in SAP Production.  This password is known by the AR-L2 Datamart Technician and the AR-L2 Supervisor)*

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:      September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 235 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

## APPENDIX I – SSC BILLING RECONCILIATION PROCESS

- SSC will send a "Billing Attachments Month Year" email. It will include 8 attachments.
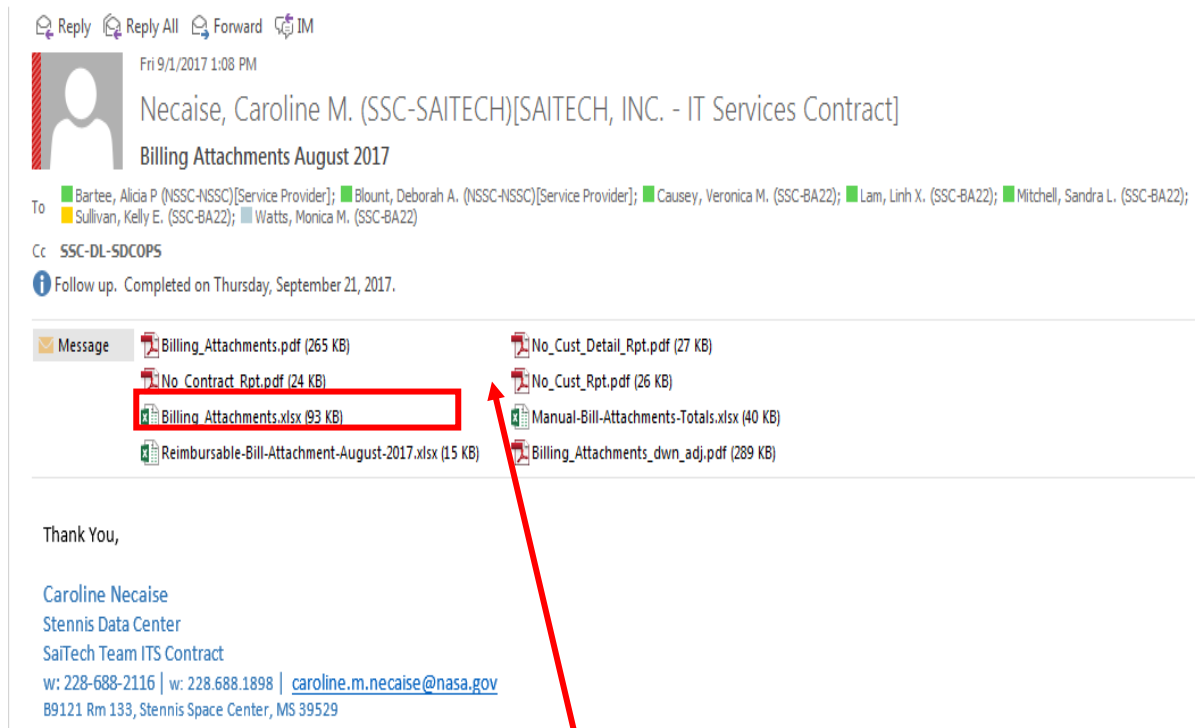


- Save the RECON STATEMENT "Billing_Attachments" pdf in the Monthly Billing folder.

- Open the BILLING BREAKDOWN spreadsheet in the Monthly Billing folder and filter on Liquidations. (Uncheck "Blanks" in order to show the liquidation docs only.)

- Open the "SSC Bills FY20## P##" file in the Monthly Billing folder. ADD TEXT (RED, BOLD, 48) 'PAID' onto the liquidated bills.

- PP should save a copy of the Billing IPACs in the Monthly Billing folder. However, if the file has not been saved, pull the SSC SENT IPACS for Monthly Billing and save as "SSC IPACs FY20## P##". **\*\*Review IPAC file to ensure only IPACs**

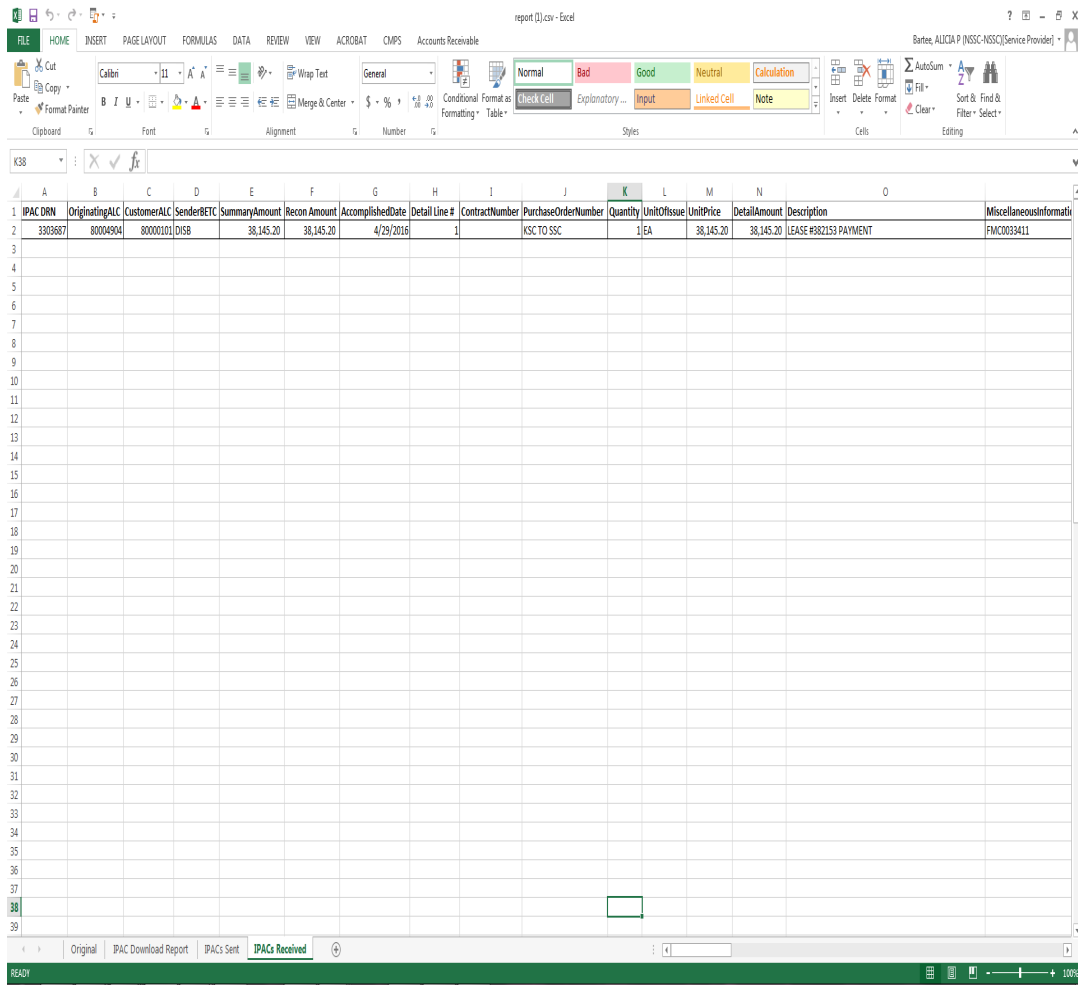| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 236 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**processed for Monthly Billing are included. Any other IPACs should be deleted from the file\*\*.**

- Highlight the rows of the 'DO NOT MAIL' bills on the BILLING BREAKDOWN spreadsheet.

    **Note**: **Do Not Save** as this is only used for your printout.

- Open Bills file and add Text (RED, BOLD, 20) 'DO NOT MAIL' onto the bills.

- Open the Recon Statement file add Text (RED, BOLD, 20) 'DO NOT MAIL' onto the customer pages

    **Note**: Customer 113706 will not have a Recon Statement page.) Save as "Billing_Attachments_MONTH_YYYY_**REV**".

- Delete $0 or Net Credit customer pages from the Recon Statement REV file.

    **Note**: Make sure to validate that the customer is not listed on the Billing Breakdown spreadsheet before deleting.

- Print out the Billing Breakdown spreadsheet. (Make sure to hide columns that aren't needed.)

- **RUN SSC COMPARE MACRO**

    STEP 1: Open Excel and run "IPAC Download Report"

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 237 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:    September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 238 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
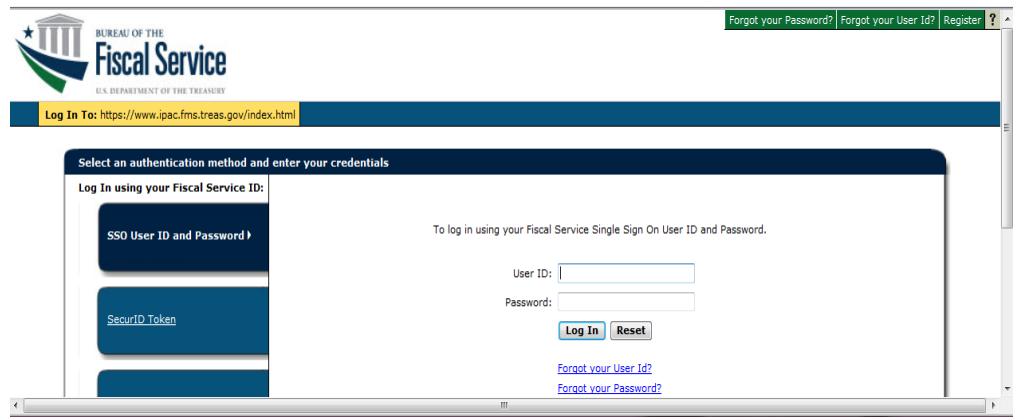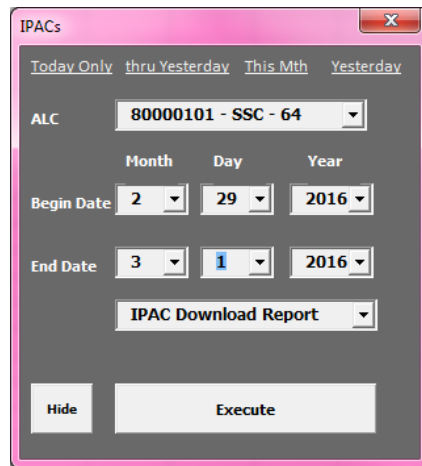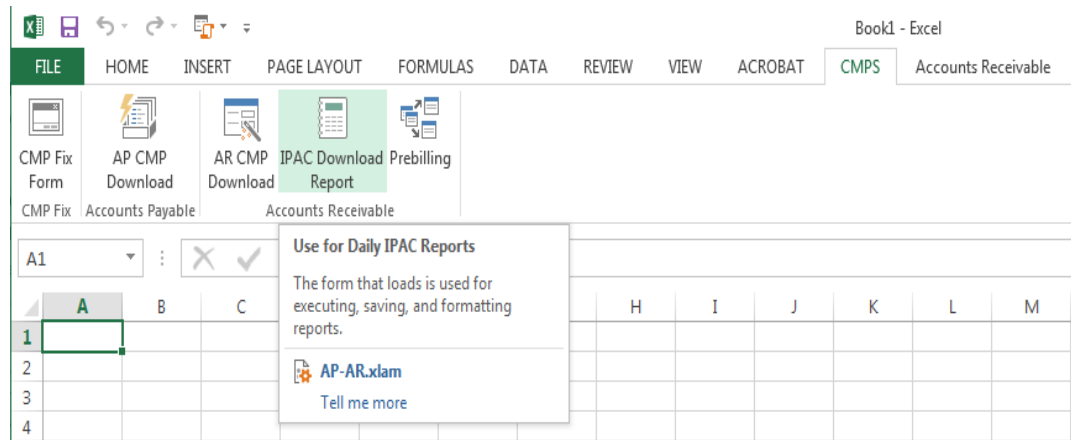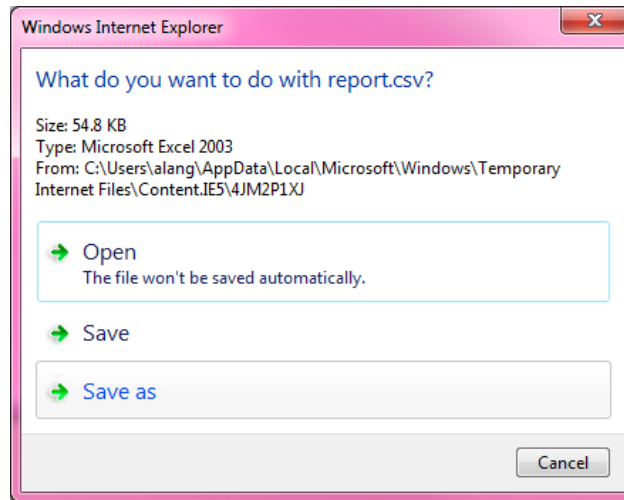
- OPEN

- OPEN

- ALLOW

- Click back to excel to locate the black box below:
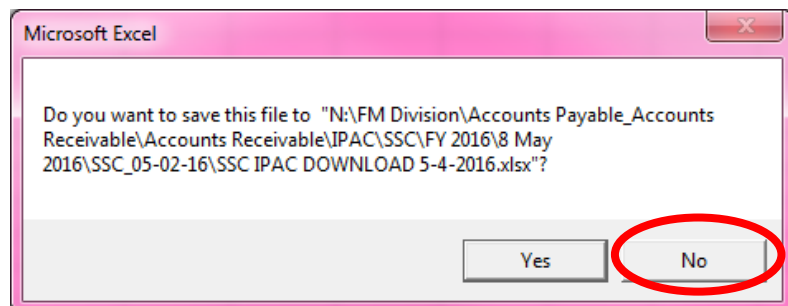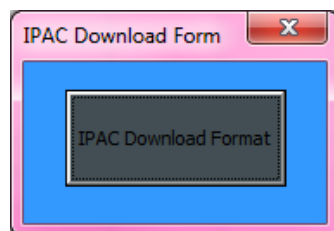




NO

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 239 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

The file below should pop up (excel sheet with 4 tabs):



Save this spreadsheet to Desktop As: "SSC AR IPACS".xlsx

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 240 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
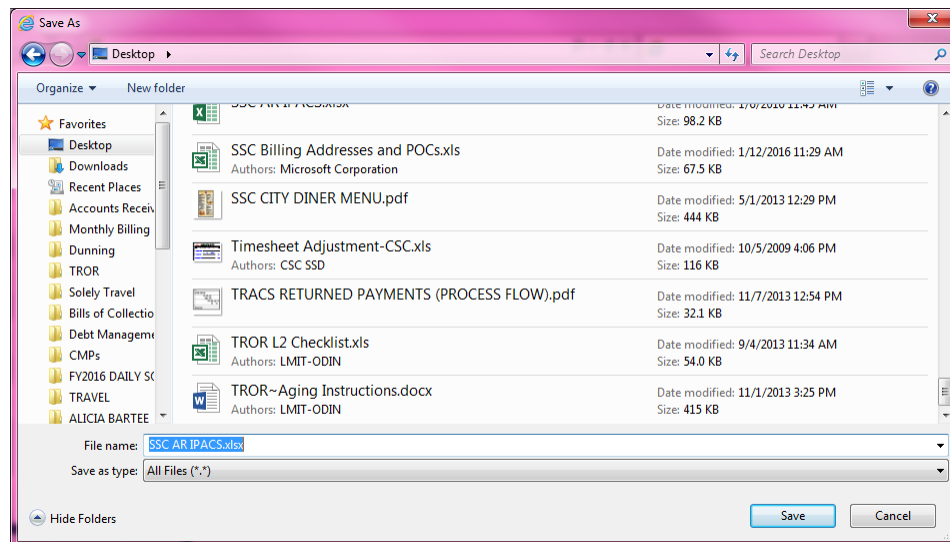
- Make sure to select "EXCEL .xlsx" as Save as type.

- SAVE

- CLOSE SPREADSHEET

**STEP 2**: **SAVE REV RECON STATEMENT FILE AS EXCEL VERSION**

- Open Recon Statement file and Save as Excel version using the same naming scheme.

*Recon Statement file should look like this once converted to Excel:*

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date:     September 29, 2023 |
| | Expiration Date:   September 29, 2026 |
| | Page 241 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

- Only keep the Recon Statement excel spreadsheet open.

| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 242 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |
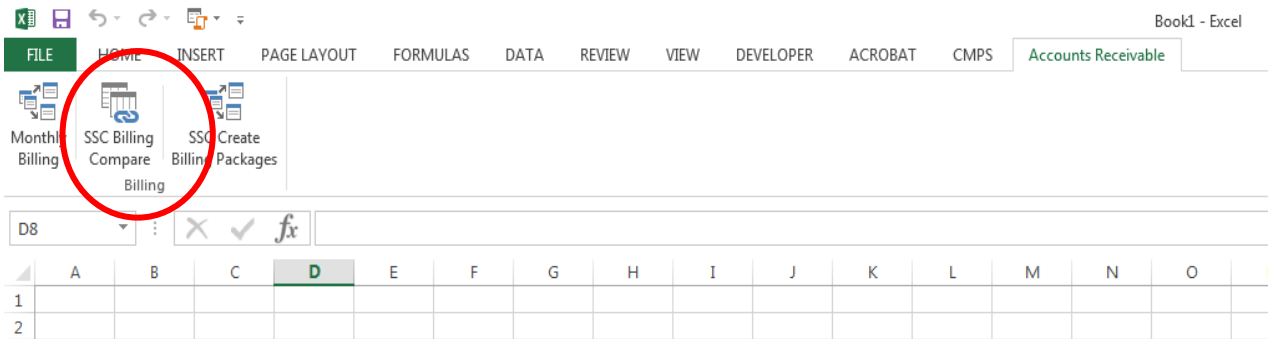
*REPORT SHOULD LOOK LIKE THIS:*

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 243 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

*The yellow dictates differences between the Recon Statement and the IPACs that were processed.*

- Highlight the rows in red of the 'DO NOT MAIL' Sales Orders.

- For the SO/Amounts highlighted in yellow on the SSC Compare spreadsheet, filter by the SO on the Billing Breakdown spreadsheet. (A) If no results return, that means that there were no bills created for that sales order. Add a $0 next to that SO/Amount on the SSC Compare Spreadsheet. (2) If a different amount shows on the billing breakdown than what's on the SSC Compare spreadsheet, that means that the bill was created for the amount listed on the billing breakdown. Add the correct amount and customer number next to the SO/Amount on the SSC Compare spreadsheet. (3) All Non-Federal customers' sales orders will be highlighted in yellow on the SSC Compare spreadsheet. This is because IPACs are not processed for non-federal customers. You will still need to filter by the SO on the billing breakdown. If the amounts are the same, an adjustment will not need to be made on the recon statement for that sales order. Go ahead and highlight that row in green.

- Check rows highlighted in yellow again.

- Update REV Recon Statement according to the SSC Compare Spreadsheet.

- Suggestion on correcting some customers: Subtract the "labor" and "other" amounts from the SO total on the recon statement. Then add the "labor" amount listed on the actual bill. Most times the amounts should now match. If not, see CJI3 instructions to help reconcile:
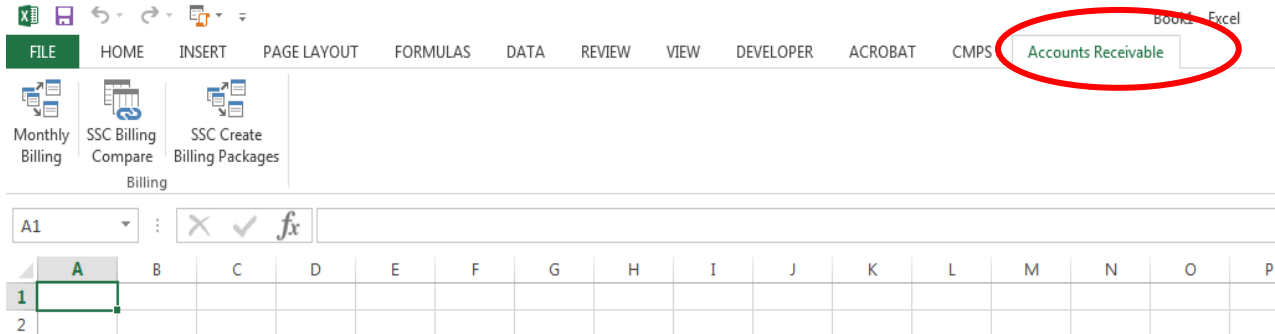
  N:\FMDivision\AccountsPayable_AccountsReceivable\Accounts Receivable\Monthly Billing\64 - SSC Billing\Special Instructions

- Once all adjustments have been made to the REV Recon Statement, close all PDFs and Excel sheets.

  **STEP 3**: Open new excel spreadsheet to run the "SSC Create Billing Packages" macro.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
| | Number |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 244 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

Click AR Tab



Click SSC Create Billing Packages
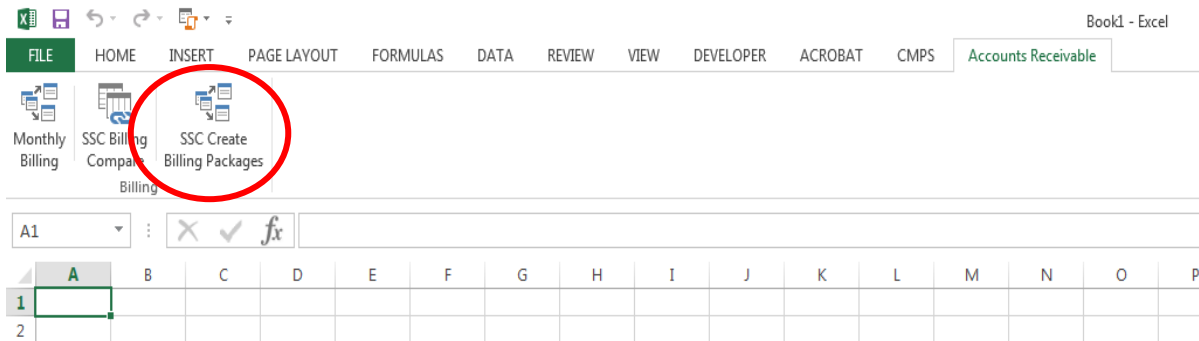
| NSSC<br>Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 245 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

Select the "SSC IPACs FY20## P##" IPAC file, the "SSC Bills FY20## P##" INVOICE file, and the "Billing Attachments_MONTH_YYYY_REV" Recon Statement file.

- Click Process Files *Takes about 5 minutes to run*.

- "Process Complete" message will pop up once complete.

- Hit ok.

  **NOTE:** If anything was unable to be combined, it will be in the BILL_PKT_WKG folder. You will have to manually combine.

- All combined packages will be in the Customers' folders of the Distribution folder.

- Verify that all packages are correct.

| NSSC Service Delivery Guide | NSSDG-9200-0002 Revision 21.0 |
|---|---|
| | **Number** |
| | Effective Date: September 29, 2023 |
| | Expiration Date: September 29, 2026 |
| | Page 246 of 246 |
| Responsible Office: Accounts Receivable | |
| Subject: Accounts Receivable - Reimbursable | |

**STEP 4:** Email Packets



- Before sending, verify that all packets are included in an email.

  **STEP 5:** Update B-line Date for "EMAIL" bills and add note.

- Open Billing Breakdown and filter on "EMAIL" column (unselect blanks).

- Update the Bline date to the date the email was sent to the customer.

- Add a note to the billing document in SAP:
  "Title: Bline Date Adjusted

  **NOTE**: Bline date adjusted to the date the bill was emailed to the customer."