

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-9200-0009 Revision 14

Effective Date:October 24, 2022Expiration Date:October 24, 2024

ACCOUNTS RECEIVABLE -Reporting and Audit SDG

Responsible Office: Accounts Receivable

RELEASED - Printed documents may be obsolete; validate prior to use.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 2 of 379	
Responsible Office: Accounts Receivable		

Approved by

Alison M. Butsch Chief, Financial Management Services Division

Date

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 3 of 379

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

DOCUMENT HISTORY LOG

Status (Basic / Revision / Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	01/15/2016	Basic release
Revision	2.0	03/01/2016	 Updated Remedy References to ServiceNow Updated procedures for SNOW Weekly Help Desk Analysis Process Updated TROR procedures to include N drive location of TROR checklist
Revision	3.0	09/23/2016	 Added the DOI – Transfer debts paid off during calendar year process Updated L3 NSSC TROR Checklist- Appendix B Added Appendix M – ServiceNow Quality Error Job Aid

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 4 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

	• • •	Added Appendix N – L3 NSSC CMP Checklists Updated CMPs 2d.4A, B and C and 4.4A – tool change Added the Check Reconciliation Process Updated and ensured all L3 Reconciliations have due dates listed. Updated the sales order Customer Contact information look up instructions in the ZFED Process. Added Appendix O – CMP 3.2 Aging Reason Codes Added the Creditor Agency Profile Update Process and Treasury
		Process and

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 5 of 379	
Pesponsible Office: Accounts Peceivable		

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

Revision	4.0	03/17/2017	 Added the Trading Partner Agreement and FY IPAC Cutoff Calendar Added Abnormal Balance Reconciliation Added SP Responsibility for Macros note Modified tasks from CS to SP
Revision	5.0	06/20/2017	Added instructions on how to run Recapture Audit Data Collection Spreadsheet
Revision	6.0	12/20/2017	 Added instructions for how to run the TROR "Write-off Backup" macro. Manual steps for CMP Consolidation Steps for saving a revised CMP after consolidation Added new BAD reimbursable

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 6 of 379	
Responsible Office: Accounts Receivable		

			customer for exclusion • Added notations of Control Activities
Revision	7.0	04/23/2018	 Added Agency CMP Tool Process to CS CMP Control Activity Review Updated Appendix N-L3 NSSC AR CMP Checklists Removed CMP Checklist 3.4 from Appendix N Removed CMP 3.4 process Added Agency CMP Tool Process for submission of CMP reports Added CMP Supervisor Review process for Agency Tool Added Parked JV Process Updated File Paths for CMP reports Update RTA report

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 7 of 379	
Responsible Office: Accounts Receivable		

			Updated System Components CSNG- added Cashier Role
Revision	8.0	06/07/2018	 Added Agency CMP Tool Process to include Activity Status for CMPs with multiple thresholds. Updated Abnormal Balance reconciliation process to include new GL accounts and frequency of reconciliation. Updated ZFED Status to include email/fax template and Copying Center POCs on emails. Updated CMP 7.4 & 7.5 Checklists (Agency Tool updated to include reports- attachments are no longer required).
Revision	9.0	4/1/2019	 Monthly ZFED Over 45 day process: added how often processed

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 8 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

should be performed. Creating a Case/Task and Supervisor Review. • Added process for TROR Quarterly data entry to Treasury website • Added Travel Debts Under \$10 **Review Process** Added CMP Checklists 7.12 & 7.17 Unfunded/ Funded Leave to Appendix M • Added "L3" to TROR due date. Added CMP deadline • Added CMP 7.12 and 7.17 process Added process for TROR TechDoc uploads. • Changed designee in TROR process from OCFO to AR-L3 Accountant Revision 10 11/15/19 SDG Annual • Review and Update

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 9 of 379
Responsible Office: Accounts Receiva	ble

Revision	11	1/10/2020	 Updated monthly ZFED over 45 days Added L2 NSSC TROR Checklist Updated Travel Debts Under \$75 Review Process
		11/18/2020	 Added 2d.4A thru 2d.4C Agency Tool Process
Revision	12	12/10/2021	Updated CMP Checklist 7.12 & 7.17 removed JV reference and added SE – Source Entry
Revision	13	4/1/2022	Updated TROR Treasury quarterly data entry instructions
Revision	14	10/24/2022	Updated CMP 7.12 & 7.17 processes
			Updated Audit process – Added Audit Bot information

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 10 of 379
Responsible Office: Accounts Receivab	ble
Subject: Accounts Receivable – Reporting and Audit SDG	

TABLE OF CONTENTS

INTRODUCTION	13
PURPOSE	16
APPLICABILITY/SCOPE	16
PRIVACY DATA	16
RECORDS	16
CANCELLATION/SUPERSESSION OF PREVIOUS DOCUMENTS	16
PROCESS – TREASURY REPORT ON RECEIVABLES (TROR)	17
PROCESS- TROR QUARTERLY TREASURY DATA ENTRY	55
PROCESS – CONTINUOUS MONITORING PROGRAM (CMP)	61
CMP CONTROL ACTIVITY 2D.3B	61
CMP CONTROL ACTIVITY 2D.4A, 2D.4B & 2D.4C AGENCY CMP TOOL PROCESS	66
CMP CONTROL ACTIVITY 2D.4A	71
CMP CONTROL ACTIVITY 2D.4B	78
CMP CONTROL ACTIVITY 2D.4C	86
CMP CONTROL ACTIVITY 3.1	93
CMP CONTROL ACTIVITY 3.2	98
CMP CONTROL ACTIVITY 3.3	106
CMP CONTROL ACTIVITY 4.4A	119
CMP CONTROL ACTIVITY 7.4	125
CMP CONTROL ACTIVITY 7.5	136
CMP CONTROL ACTIVITY 7.12	147
CMP CONTROL ACTIVITY 7.17	151

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 11 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounts Receivable – Reporting and Audit SDG	

SUBMITTING CMP REPORTS IN AGENCY TOOL	.153
ROUTING CMP FOR APPROVAL	.157
CS CMP CONTROL ACTIVITY REVIEW	.158
PROCESS – RECAPTURE AUDIT PROCESS	162
PROCESS – ZEPY DEBT QUARTERLY ANALYSIS PROCESS	190
PROCESS – 1010/5993 MONTHLY ACCOUNT RECONCILIATION	199
PROCESS – MONTHLY ZFED OVER 45 DAYS DELINQUENT STATUS (CONTROL ACTIVITY)	212
PROCESS – MONTHLY REVERSAL REVIEW PROCESS	221
PROCESS – DOI – TRANSFER DEBTS PAID OFF DURING THE CALENDA YEAR	
PROCESS – CREDITOR AGENCY PROFILE (CROSS-SERVICING AGENC PROFILE) UPDATES AND CONFERENCE CALL	
PROCESS – TRADING PARTNER AGREEMENT AND IPAC CUTOFFS	233
PROCESS - ABNORMAL BALANCE RECONCILIATION	236
PROCESS – MONITORING PARKED JV'S	244
PROCESS – TRAVEL DEBTS UNDER \$75 REVIEW	246
PROCESS – MID-MONTH CHECKLIST	250
PROCESS – MONTH & QUARTER END CHECKLIST	
METRICS	283
SYSTEM COMPONENTS (EXISTING SYSTEMS)	284
CUSTOMER CONTACT CENTER STRATEGY	285
APPENDIX A - ACRONYM LIST	286
APPENDIX B – L3 NSSC TROR CHECKLIST	288
APPENDIX C – MANUALLY RUNNING "ACCRUALS" REPORT	289
APPENDIX D – MANUALLY RUNNING "WRITE-OFFS" REPORT	290
APPENDIX E – MANUALLY RUNNING "INTEREST & PENALTY" REPORT	
APPENDIX F – MANUALLY RUNNING "NEW RECEIVABLES" REPORT	292

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 12 of 379
Responsible Office: Accounts Receivable	
Subject: Accounts Passivable Papart	ing and Audit SDC

APPENDIX G – CSNG "RETURN TO AGENCY" (RTA) REPORT 30	06
APPENDIX H – QUARTERLY TROR CONSOLIDATION TO OCFO	11
APPENDIX I – AUDIT DOCUMENTATION PULL PROCEDURES	13
APPENDIX J – TASK ELEVATION TO ACCOUNTS RECEIVABLE L3 32	26
APPENDIX K – FEDMIL WORK-AROUND RECONCILIATION PROCESS 3	29
APPENDIX L – JOB AID QUALITY ERROR IN SERVICENOW	44
APPENDIX M – L3 NSSC AR CMP CHECKLISTS	55
APPENDIX N – CMP 3.2 AGING REASON CODES	68
APPENDIX O – UPDATE TP AGREEMENT	69
APPENDIX P– UPDATE IPAC CUTOFF CALENDARS TO NSSC AR WEBSIT	
APPENDIX Q- INSTALLING MACROS AND ADD-INS	
APPENDIX R – MID MONTH CHECKLIST	76
APPENDIX S – L2 NSSC TROR CHECKLIST	77

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 13 of 379
Responsible Office: Accounts Receivable	
Subject: Accounts Receivable – Reporting and Audit SDG	

INTRODUCTION

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

A. Statement of Federal Financial Accounting Standard No. 1, "Accounting for Selected Assets and Liabilities", June, 2020;

http://files.fasab.gov/pdffiles/handbook_sffas_1.pdf

B. Treasury Financial Manual (TFM) supplement, "Managing Federal Receivables"

https://www.fiscal.treasury.gov/dms/resources/managing-federalreceivables.html

C. "Federal Claims Collection Standards" 31 CFR 900-904;

https://www.federalregister.gov/documents/2000/11/22/00-29284/federalclaims-collection-standards

D. "Debt Collection Authorities under the Debt Collection Improvement Act of 1996" 31 CFR 285;

https://www.ecfr.gov/cgibin/textidue&node=pt31.2.285&rgn=div5#sp31.2.285

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

https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A129/a-129.pdf

F. "Debt Collection Improvement Act of 1996" [Public Law 104-134]

https://fiscal.treasury.gov/dms/about/aboutdcia.html#:~:text=The%20Debt%20Collection%20Improvement%20Act%20of

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 14 of 379
Responsible Office: Accounts Receiv	able

<u>%201996%2C%20or,tasked%20Treasury%20with%20certain%20government</u> wide%20debt%20collection%20responsibilities.

- G.26 CFR 1.6050P-1 (IRS 1099-C, Collection of Debt)
- H. United States General Ledger; <u>Overview: US Standard General Ledger:</u> <u>Publications & Guidance: Financial Management Service</u>
- I. Federal Acquisition Regulation (FAR); http://www.acquisition.gov/far/
- J. Treasury Report on Receivables (TROR);

https://www.fiscal.treasury.gov/dms/resources/debt-managementgovernmentwide-reports.html

K. NASA Procedural Requirements (NPR):

http://nodis3.gsfc.nasa.gov/lib_docs.cfm?range=9%5b0,1,2,3,4,5,6,7%5d

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 15 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounts Receivable – Reporting and Audit SDG	

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 16 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounts Receivable – Reporting and Audit SDG	

PURPOSE

This SDG outlines procedures followed by the NSSC Service Provider (SP) and Civil Servant (CS) as it relates to Accounts Receivable (AR) Reporting, Audit support and reconciliations for all NASA Centers.

APPLICABILITY/SCOPE

NSSC AR executes required reporting, audit support and reconciliations for all NASA Centers. These activities include but are not limited to:

- Compilation and consolidation of Agency reports
- Supporting Continuous Monitoring Program (CMP) activities
- Providing internal and external audit support
- Conducting analysis and reconciliations on receivables data

Note: The SP is responsible for documenting and maintaining all Macros/Scripts utilized in these processes.

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-9200-0009 Revision 13.0.

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0					
	Number					
	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 17 of 379					

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

PROCESS – TREASURY REPORT ON RECEIVABLES (TROR)

COMPLETE TROR REPORT (Control Activity)

The TROR report is the Department of Treasury's (Treasury) only comprehensive means for periodically collecting data on the status and condition of the Federal Government's non-tax debt portfolio, in accordance with the requirements of the Debt Collection Act of 1982 and the Debt Collection Improvement Act of 1996 (DCIA).

STEP 1. <u>AR-SP Account Maintainer</u> – Complete TROR Report (Prepare, Review, Approve and Submit the TROR)

Note: At the beginning of each month, the NSSC Account Maintainer prepares the TROR for the prior month's financial activity. This report includes all Public (Non-Federal) Receivables. The NSSC Account Maintainer submits the TROR to the AR-CS Accountant or designee for approval.

Note: The TROR report is due by the close of business on the third business day after month end to the L3. The TROR quarter end reports are due no later than the 15th of the month after quarter end and are uploaded to NATS by the established due date.

Note: Treasury's Instructional online workbook is located at <u>https://www.fiscal.treasury.gov/files/dms/fy18-tror-instructional-workbook.pdf</u>

Note: EPSS Job aid is located at <u>https://epss.nasa.gov/gm/folder-</u> <u>1.11.4731?mode=EU&primaryCSH=SGL%2CJA</u>

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
Service Delivery Guide	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 18 of 379					
Responsible Office: Accounts Receival	ble					
Subject: Accounts Receivable – Reporting and Audit SDG						

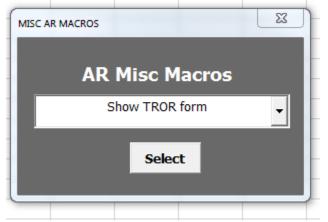
A. Prepare schedules for New Receivables, Accruals, Write-Offs and Interest/Penalty:

1.	Go into	א Ex	cel a	nd g	go to	A A	coun	ts Re	cei	vab	le ma	acr	o thread.
🖉 🗄 🗳 🖾	ء ي رو 🗘	i & A	. ₹								Book1 [Comp	atibility	hold Encl
FILE HOME	INSERT PAGE I	LAYOUT	FORMULAS	DATA	REVIEW	VIEW	DEVELOPER	ACROBAT	ZEPY	CMPS	AP_IPAC	BP_A	Accounts Receivable V1.5
🚔 🔏 Cut	en :	44	* .* <u>=</u>	_	xo. 🖃	м т .		1		-	Nor	sal.	Pad Cood

Note: For manual instructions on completing this process without the macro, please see Appendixes C - F.

2.	2. Click on AR Misc Macros							
		-						
A	ccounts Receivable V1.	5						
	1							
_	SNOW	AR MISC						
	Search	MACROS						
osal	ServiceNow Searches	AR MISC MACROS						

3. Select "ShowTRORForm" and click "Select".



NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 19 of 379
Responsible Office: Accounts R	Receivable



- 4. TROR Reports Form
 - a) Month = Reporting Month.
 - b) Year = Reporting Calendar Year.
 - c) Click each button individually ("New Receivables," "Accruals," "Write-offs" and "Int. & Penalty") to run each report.

Note: See Appendices for instructions to process these reports in SAP: Appendix C – Accruals, Appendix D – Write-offs, Appendix E – Interest and Penalty and Appendix F – New Receivables.

Note: A master copy of each report (with all center information) will be saved in the correct month/year TROR folder.

Note: A center-specific copy of each report will be saved in each center's correct TROR folder.

- 5. Naming Conventions (automatically named by macro):
 - a) New Receivables:
 02 <CTR ABBREV> New Receivables FY20xx Pxx.xlsx.
 - b) Accruals:
 03 <CTR ABBREV> Accruals FY20xx Pxx.xlsx.

NSSC	NSSDG-9200-0009 Revision 13.0						
Service Delivery Guide	Number						
Service Delivery Guide	Effective Date: October 24, 2022						
	Expiration Date: October 24, 2024						
	Page 20 of 379						
Responsible Office: Accounts Receivable							

- c) Write-offs:05 <CTR ABBREV> Write Offs FY20xx Pxx.xlsx.
- d) Interest and Penalty: 10 <CTR ABBREV> Int. & Penalty FY20xx Pxx.xlsx.
- Enter the following values on the TROR: Note: The "TROR Update" macro (see step J) will enter these values for you.

New Receival	bles								
51 - Goddard	Space Flight Center								
For the perio	d 10/1/2014 to 3/31	/2015							
Total:		1,847,287.76	24	120					
Number of									
New									
Receivables	ASSIGNMENT	DOCUMENT #	ТҮР	DOC DATE	AMOUNT	CLEARING DOC	BUS AREA	TYPE	CUSTOMER
	80000044692015	8000004469	RV	10/31/14	\$29,428.12	100191386	51	Clearing	101907
	80000044692015	8000004469	RV	10/31/14	(\$29,428.12)	100191386	51	Clearing	101907
	80000102472015	8000010247	RV	02/18/15	\$88,204.61	100460874	51	Clearing	101907
	80000102472015	8000010247	RV	02/18/15	(\$88,204.61)	100460874	51	Clearing	101907
	80000023822015	8000002382	RV	10/31/14	\$103,269.23	100191387	51	Clearing	101953
	80000023822015	8000002382	RV	10/31/14	(\$103,269.23)	100191387	51	Clearing	101953
	80000100502015	8000010050	RV	01/28/15	\$91,198.40	100386036	51	Clearing	101953
	80000100502015	8000010050	RV	01/28/15	(\$91,198.40)	100386036	51	Clearing	101953

a) New Receivables: Part I, Section A, Line (2).

b)	Accruals:	Part I,	Section	A, Line	(3).
----	-----------	---------	---------	---------	------

Accruals						
51 - Goddard Space Fli	ght Center					
For the period 10/1/20						
Total:		\$ 694.54				
ASSIGNMENT	DOCUMENT #	ТҮР	DOC DATE	AMOUNT	CLEARING DOC	BUS AREA
18000081242015	1800008266	DR	03/16/15	(\$0.85)	1800008266	51
18000081242015	1800011343	DR	03/16/15	\$0.85	1800008266	51
18000081242015	1800008267	DR	03/16/15	(\$24.00)	1800008267	51
18000081242015	1800011346	DR	03/16/15	\$24.00	1800008267	51
18000110942015	1800011342	DR	03/16/15	\$0.17		51
18000110942015	1800011345	DR	03/16/15	\$24.00		51
				\$694.54		

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 21 of 379
Responsible Office: Accounts Re	ceivable

c) Write-Offs: Part I, Section A, Line (6).

Note: Lir	e (6) is a sum line of (A) and (B) entered from the "WO
/ (CNC / CLOSED" report which should total this write off
re	port.

Write-offs						
51 - Goddard Space Fli						
For the period 10/1/20	14 to 3/31/201	5				
Total:		\$ (2,136.08)				
ASSIGNMENT	DOCUMENT #	ТҮР	DOC DATE	AMOUNT	CLEARING DOC	BUS AREA
400000052015	40000005	WV	10/20/14	(\$1,812.65)	40000005	51
400000062015	40000006	WV	10/20/14	(\$314.61)	40000006	51
4000100012015	400010001	WO	02/25/15	(\$0.01)	400010001	51
4000100022015	400010002	WO	02/25/15	(\$8.81)	400010002	51
				(\$2,136.08)		

d) Interest & Penalties: Part I, Section B, Line (1)(E).

Interest and Penalty						
51 - Goddard Space Fli	ght Center					
As of 3/31/2015						
Total:		\$635.69				
ASSIGNMENT	DOCUMENT #	ТҮР	DOC DATE	AMOUNT	CLEARING DOC	BUS AREA
18000041302015	1800003298	DR	12/16/14	\$24.00		51
18000041302015	1800007154	DR	01/15/15	\$24.00		51
18000041302015	1800008151	DR	02/17/15	\$0.01		51
18000041302015	1800008152	DR	02/17/15	\$24.00		51
18000041302015	1800008153	DR	02/17/15	\$0.03		51
18000080842015	1800011341	DR	03/16/15	\$515.48		51
18000080842015	1800011344	DR	03/16/15	\$24.00		51
18000110942015	1800011342	DR	03/16/15	\$0.17		51
18000110942015	1800011345	DR	03/16/15	\$24.00		51
				\$635.69		

- B. "Collections by Treasury" Spreadsheet.
 - 1. This spreadsheet is maintained by Account Maintainers as collections are received from Treasury / CSNG throughout the month.
 - 2. Naming Convention: 04 <CTR ABBREV> Coll by Treas FY20xx Pxx.xlsx.

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0
	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 22 of 379
Responsible Office: Accounts Receivat	ble
Subject: Accounts Receivable – Report	ting and Audit SDG

- 3. Data from the "Collections by Treasury" report is entered on the TROR in the following sections:
 - a) Part I, Section A, Line (4)(D).

 b) Part II, Section 	on C, Line (1)(G).
---	--------------------

FED GSFC FY20		3CTIONS	\$0.00			Note: Enter the e.g. If the Fed							
#	Date	Name		SAP Document No.	IPAC Date	Principal	Interest	Penalty	Admin	Overage/ (Refund)	IPAC TOTAL	IPAC DRN	Notes
1											0.00		
2											0.00		
3											0.00		

- C. "Write-offs, CNC & Closed" Spreadsheet.
 - 1. This spreadsheet is maintained by Account Maintainers as write-offs and waivers are completed throughout the month.
 - 2. Naming Convention:

06 <CTR ABBREV> WO CNC Closed FY20xx Pxx.xlsx.

NSSC	NSSDG-9200-0	0009 Revision 13.0
Service Delivery Guide	Number	
Service Delivery Guide	Effective Date:	October 24, 2022
	Expiration Date:	October 24, 2024
		Page 23 of 379

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

0.01		-				-			-	
	C Statused Debts									
	al Year 2015									
As o	of March 31, 2015									
			Debts	Written Off Current	Fiscal Year -	CNC (Part 1,	Section A, Line	(6)(A)]		
	Customer Name	Customer #	Bill #	Commercial, Consumer, State or Foreign	Amount Written Off	Principal Not Yet Written Off	Date of Debt	Date Written Off	Current Status	Type of Debt
			Total		-	-				
_			D-LL-W	itten Off Current Fi			1.0 - 6 - 4.1	(0)(D)1		
			Debts Wr		sud tear-LL	<u> </u>	I, SECUON A, LI	rie (o)(B))		1
	Customer Name	Customer #	Bill #	Commercial, Consumer, State or Foreign	Amount Written Off	Principal Not Yet Written Off	Date of Debt	Date Written Off	Current Status	Type of Debt
1	HAMILTON, ANDREW	304168	1800002823	Consumer	119.84		05/22/14	10/20/14	DOI Waived Debt	Health Benefits
2	HAMILTON, ANDREW	304168	1800000435	Consumer	119.84		05/08/14	10/20/14	DOI Waived Debt	Health Benefits
3	HAMILTON, ANDREW	304168	1800002753	Consumer	119.84		04/24/14	10/20/14	DOI Waived Debt	Health Benefits
4	HAMILTON, ANDREW	304168	1800003409	Consumer	119.84		04/10/14	10/20/14	DOI Waived Debt	Health Benefits
5	HAMILTON, ANDREW	304168	1800000298	Consumer	119.84		03/27/14	10/20/14	DOI Waived Debt	Health Benefits
6	HAMILTON, ANDREW	304168	1800002612	Consumer	119.84		03/13/14	10/20/14	DOI Waived Debt	Health Benefits
7	HAMILTON, ANDREW	304168	1800000191	Consumer	119.84		02/27/14	10/20/14	DOI Waived Debt	Health Benefits
8	HAMILTON, ANDREW	304168	1800002531	Consumer	119.84		02/13/14	10/20/14	DOI Waived Debt	Health Benefits
9	HAMILTON, ANDREW	304168	1800003263	Consumer	119.84		01/30/14	10/20/14	DOI Waived Debt	Health Benefits
10	HAMILTON, ANDREW	304168	1800000090	Consumer	104.87		01/16/14	10/20/14	DOI Waived Debt	Health Benefits
11	HAMILTON, ANDREW	304168	1800002391	Consumer	104.87		01102/14	10/20/14	DOI Waived Debt	Health Benefits
12	HAMILTON, ANDREW	304168	1800003182	Consumer	104.87		12/19/13	10/20/14	DOI Waived Debt	Health Benefits
13	HAMILTON, ANDREW	304168	1800002295	Consumer	104.87		12/05/13	10/20/14	DOI Waived Debt	Health Benefits
	HAMILTON, ANDREW	304168	1800002158	Consumer	104.87		11/21/13	10/20/14	DOI Waived Debt	Health Benefits
	HAMILTON, ANDREW	304168	1800003086	Consumer	104.87		10/24/13	10/20/14	DOI Waived Debt	Health Benefits
	HAMILTON, ANDREW	304168	1800003028	Consumer	104.87		10/10/13	10/20/14	DOI Waived Debt	Health Benefits
	HAMILTON, ANDREW	304168	1800005732	Consumer	104.87		09/26/13	10/20/14	DOI Waived Debt	Health Benefits
_	HAMILTON, ANDREW	304168	1800001608	Consumer	104.87		09/12/13	10/20/14	DOI Waived Debt	Health Benefits
19	HAMILTON, ANDREW	304168	1800005663 1800018133 - Drigingal Bill	Consumer	104.87		08/29/13	10/20/14	DOI Waived Debt	Health Benefits
	ZURAY, MONICA	113997	1300115579 - Residual Owed	Consumer	0.02		09/28/11	02/25/15	Write-off Per Center	Annual Leave Overpayment
20			Total		2,136.08	-				
20		TOTAL W	rite-Offs / Waived		2,136.08					

- 3. "CNC" (Currently Not Collectible) refers to debts that may have been written-off but collection efforts are continuing at Treasury.
- 4. "Closed" refers to debts for which all collection efforts have been terminated (including by Treasury).
- 5. Data from this part of the "Write-offs, CNC & Closed" spreadsheet is entered on the TROR in the following sections:
 - a) Debts Written Off Current Fiscal Year CNC: Part I, Section A, Line (6)(A).
 - b) Debts Written Off Current Fiscal Year Closed: Part I, Section A, Line (6)(B).

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0
	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 24 of 379

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

			Debts	Classified as	s CNC	[Part	II, Section	ns B and D] (Currently at Tre	asury)		
	Customer Name	Customer #	Bill #	Commerc Consumer, or Foreic	State		mount itten Off	Principal Not Yet Written Off	Date of Debt	Date Written Off	Current Status	Type of Debt
1		62	1800003441	Consumer		\$	19,465.82		03/15/06	08/25/09	Write-off per NPR	Purchase Card
2 H		62	1800003440	Consumer	_	¢	21.07	_	03/15/06	08/25/09	Write-off per NPR	Purchase Card
2		DEPARTM	IENT OF JUSTICE				19,487.69		PII, SECB, LIN PII, SEC D, LIN		MUST FOOTNOTE	E
1 0		18	1800014407	Consumer		φ	330.35		07/23/03	06/30/07	Write-off per NPR	Annual Leave Overpayment
2		2	1800009376	Consumer		\$	1,368.87		09/16/05	10/31/07	Write-off per NPR	Annual Leave Overpayment
3 H		2	1800003440	Consumer		\$	2,141.40		03/15/06	08/25/09	Write-off per NPR	Purchase Card
4 1		1	1800003398	Consumer		\$	608.11		01/14/08	01/15/09	Write-off per NPR	Annual Leave Overpayment
5 E		4	1800013040	Consumer		\$	8,884.13		09/17/08	08/25/09	Write-off per NPR	Annual Leave Overpayment
6 E		1	1800000863	Commercial		\$	31,408.99		02/12/09	08/25/09	Write-off per NPR	Vendor Overpayment
7 E		4	1800005228-1800005237	Consumer		\$	942.20		03/09/09	09/23/09	Write-off per NPR	Annual Leave Overpayment
8 E		4	1800007860	Commercial		\$	3,107.85		07/07/09	12/22/09	Write-off per NPR	Royalty
9 E		0	1800005660	Commercial		\$	10,213.49		07/15/10	01/24/11	Write-off per NPR	Royalty
10 .		0	1800005037	Consumer		\$	10,967.31		01/31/11	07/26/11	Write-off per NPR	Annual Leave Overpayment
11 0		1	1800013212	Consumer		\$	97.21		04/30/12	10/26/12	Write-off per NPR	Health Benefits
12 0		1	1800013211	Consumer		\$	223.22		04/30/12	10/26/12	Write-off per NPR	Health Benefits
13		6	1800014381	Consumer		\$	119.87		07/23/03	06/30/07	Write-off per NPR	FOIA Bill
14		2	1800001968	Consumer		\$	1,346.43		04/29/99	06/30/07	9610.1.3.9 and at Treasury for	Health Benefits and Annual Leave
15 9		5	1800000985	Consumer		\$	90.02		12/22/03	06/30/07	Write-off per NPR	Health Benefits
10 5		ř	100000303	Consumer		+	30.02		122203	003007	Write-off per NPR	Health Benefits and
16 .			1800004734	Consumer		\$	6.541.60		06/12/04	06/30/07	9610.1.3.9 and at	Annual Leave
17 F		ĥ	1800005418	Commercial		\$	193.94		05/29/13	11/25/13	Write-off per NPR	FOIA BIL
18 9		2	1800003236	Consumer		\$	214.17		12/31/13	06/30/14	Write-off per NPR	Annual Leave Overpayment
19 E		1	1800002578	Consumer		\$	194.75		02/20/14	08/18/14	Write-off per NPR	Salary Overpayment
19	19 AMOUNT TRANFERRED TO TREASURY						79,613.91	-	PII, SEC	B, Line (2)(G) B, Line (3)(J) D, Line (1)(B)		
21		NE	T-TOTAL				99,101.60		PII, SEC	C B, LINE 1(B)		

- 6. Data from the "Debts Classified as CNC" section of the "Write-offs, CNC & Closed" spreadsheet is entered on the TROR in the following sections:
 - a) Part II, Section B.
 - b) Part II, Section D.

CNC Debts Closed Out During the Current Fiscal Year 2015 (RTA from Treasury) [Part II, Section D, Line (2)]								
Customer Name	Customer #	Bill #	Commercial or Consumer	Original amount written off	RTA Balance	Date Returned from Treasury	Tune of Deht	Reason
		Total		-	-			

7. Data from the "CNC Debts Closed Out During the Current Fiscal Year 2015 (RTA from Treasury) of the "Write-offs, CNC & Closed" spreadsheet is entered on the TROR in the following section:

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 25 of 379
Deenensible Office, Assounts D	

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

- a) Part II, Section D, Line (2).
- b) Report ran monthly and saved on N:Drive: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Fed Debt\RTA Reports.
- c) Enter all debts listed on the report; paid in full, small balance, etc.

Note: If a debt drops off the CSNG report for the following reasons: paid in full, small balance, etc., the Account Maintainer should remove the debt from "Debts Classified as CNC" section on the "WO CNC Closed FYXXXX PXX" spreadsheet and add it to the "CNC Debts Closed Out During FYXXXX" section.

Note: Appendix G – How to run the CSNG "Return to Agency" (RTA) Report.

8. Data from the "1099" Sections of the "Write-offs, CNC & Closed" spreadsheet is entered on the TROR in the following section:

a) Part II, Section E, Line (1).

i. Any amount in Part II, Section E, Line (1)(C) must be footnoted in "Part III – Footnotes".

	Debts Cl	osed in Calen	dar Year 2014 and R	eported to IRS	on Form 1099) C [Part II, Sect	ion E, Line (1)(A)]		
Customer Name	Customer #	Bill #	Commercial or Consumer	Amount Written Off	1099-C Amount	Date Cancelled	Type of Debt	Reason	
	Total			· ·	-				
	Debts Closed	in Calendar Y	ear 2014 and NOT R	eported to IRS of	on Form 1099	IC [Part II, Secti	on E, Line (1)(B) & (C)]	
Customer Name	Customer #	Bill #	Commercial or	Amount	1099-C	Date	Type of Debt	Reason	
			Consumer	Written Off	Amount	Cancelled	Type of Debt	TICOSULI	
1	- Barriel Barriel	1800005275	Commercial	\$ 85.22	NA	06/17/14	Vendor Overpayment	Under \$600	
2	3	1800005276	Commercial	\$ 1.45	NA	06/17/14	Vendor Overpayment	Under \$600	
3	1	1800014410	Commercial	\$ 350.22	NA	06/30/07	Vendor Overpayment	Under \$600	
3	Part II, Sec	: E 1B		436.89	-			Under \$600	
	112204	1800003460	Consumer	\$ 2,826.37	NA	06/11/14	Travel Overpayment	Taxes Already Withheld by DO	
2 6	2	1800000297	C	\$ 48.08	NA	04/30/14	Annual Leave	Taxes Already Withheld by DO	
2 0	13	1600000237	Consumer	\$ 48.08	NA.	04/30/14	Overpayment	Taxes Alleady withheid by DOI	
		1000000000		A 0.05	114	00100144	Annual Leave	Taura Marada Mélala Ia Ia DO	
3 1	P	1800003230	Consumer	\$ 2.95	NA	08/02/14	Overpayment	Taxes Already Withheld by DO	
4 H	8	MULTIPLE	Consumer	\$ 2,127.26	NA	10/20/14	Health Benefits	Taxes Already Withheld by DO	
7	5,004.66	-			Other				
7 TOTAL CLOSED IN CA	LENDAR YEAF	2014 (NOT R	EPORTED TO I <mark>R</mark> S)	5,441.55					
7 GRAND TOTAL OF	DEBTS CLOS	ED IN CALEN	AR YEAR 2014	5,441.55					

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0					
	Number					
	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 26 of 379					
Responsible Office: Accounts Receivable						
Subject: Accounts Receivable – Repo	orting and Audit SDG					

D. Write-Off Backup Report - Macro Instructions

PAGE L	AYOUT	FORMULAS	DATA	Developer	REVIEW	VIEW	ACROBAT	CMPS	Accounts Receivable
ages R	100000000	Day To Day Postings Launcher Day To Day Postings		ture uncher					

1. In Excel, select the "Accounts Receivable" tab at the top and then select "TROR Reports TROR" Icon.

TROR		X
	Process	
	Write Off Backup	-
	Center	
	GSFC	-
	Reporting Month	
	January	-
	Calendar Year	
	2017	-
	ОК	

- 2. Process = Write Off Backup
- 3. Center = NASA Center
- 4. Reporting Month = Reporting Month
- 5. Calendar Year = Calendar Year of Reporting Month
- 6. Click "OK" button
- 7. The macro will pull the report in SAP and save it on the N Drive (07 Center WO BACKUP FY20YY PXX).
- 8. Combine this SAP report and backup documentation (waiver approvals, center-requested write-offs and other closed debt backup) into a PDF packet.

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
Service Delivery Guide	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 27 of 379			
Responsible Office: Accounts Receivat	ble			
Subject: Accounts Receivable – Reporting and Audit SDG				

E. Write-Off Backup Report - Manual Instructions

- 1. Consists of the following:
 - a) SAP "Write-Off report.
 - b) Backup documentation for waivers, center-requested writeoffs and other closed debts.
- 2. SAP FBL5N" Write-Off Report
 - a) Select flag" icon to get to the dynamic selections screen

Customer Line Item Displa	V			
🕀 🔁 🗮 3 active 📘 Data Sources				
Customer master Company code		Document Type	WO	\$
Documents		Posting Key		
		Business Area	51	
		Amount in LC		
		Amount		
		G/L Account		
		Payment Method		
Customer selection				
Customer account		to		
Company code	NASA	to		
Selection using search help				
Search help ID				
Search string				
Search help				
Line item selection				
Status				
Open items				
Open at key date				
open ac key date				
Cleared items				
Clearing date		to	~	
Open at key date				
All items				
Posting date	10/01/2014	to 03/31/2015		
Туре				
✓ Normal items				
✓ Special G/L transactions				

- b) Select "All Items" Posting Date 1 = First Day of Fiscal Year.
- c) Select "All Items" Posting Date 2 = Last Day of Reporting Month.
- d) Select Document Type = WO & WV.
- e) Select Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76.

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
Service Delivery Guide	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 28 of 379				
Responsible Office: Accounts Receivab	le				
Subject: Accounts Receivable – Reporting and Audit SDG					

Note: The amount should match the "Write-Off" report earlier run with the macro and the "Write-offs, CNC & Closed" report ("Debts Written off Current Fiscal year" Section).

- 3. Combine this SAP report and backup documentation (waiver approvals, center-requested write-offs and other closed debt backup) into a PDF packet.
- Naming Convention: 07 <CTR ABBREV> WO Backup FY20xx Pxx.pdf
- F. CSNG- "Agency Reconciliation" Report
 - 1. Using Chrome, enter the Artiva URL: <u>https://xservice.fiscal.treasury.gov/csp/prod/os.artiva.web.page.Mai</u> <u>n.cls</u>
 - 2. Log into CSNG Website.

Contact	
ogging in with PIV , SecurID, or User ID/Password, you acknowledg	e that you have read, understand, and agree to abide by the <u>Rules of Behavior</u>
PIV Card or iKey	SecurID O
Please make sure your card/iKey is plugged into the reader	User ID
And Alter And Alter And Alter And Alter And Alter And Alter	Passcode
his network, and (4) all devices and storage media attached irmation systems are provided for the processing of official U mation system is prohibited and may subject you to disciplin . Government information systems is owned by the U.S. Go U.S. Government, be monitored, intercepted, recorded, reac lawful government purpose at any time. THERE IS NO RIG recement officials any potential evidence of crime found on L	ch includes (1) this computer, (2) this network, (3) all computers connected to this network or to a computer on this network. U.S. Government S. Government information only. Unauthorized or improper use of this nary action, as well as civil and criminal penalties. All data contained on vernment and may, for the purpose of protecting the rights and property of i, searched, copied, or captured in any manner and disclosed or used for HT TO PRIVACY IN THIS SYSTEM. System personnel may give to law J.S. Government information systems. USE OF THIS SYSTEM BY ANY OUR UNDERSTANDING AND CONSENT TO THIS MONITORING.

 In the Home Screen, select "Agency Reconciliation" from the "Creditor Agency Reports." Note: Make sure to turn off the Pop-Up Blocker.

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
Service Delivery Guide	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 29 of 379				
Responsible Office: Accounts Receivable					

Artiva Web	× +						
← → C xservice.fiscal.treasury.gov/csp/prod/os.artiva.web.page.Main.cls							
Apps 🚺 CSNG 📙	Imported 🔇 IPAC Today 🧿 General Dynamics I.						
0							
s (2) 🔋 🦚							
🦽	Creditor Agency	Menu					
Home	🗿 Select Account						
	🔮 Account Transact	ion Posting					
	New Business						

	Creditor Agency Reports
	J Agency Reconciliation Report
	Ispute Report
	New Case Entry Report
	POD Report
	🔋 RTA Report
	IPAC Report
🟮 crskpdb011 - PROD 🕕	November 12, 2020 - 03:21PM

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 30 of 379				
Responsible Office: Accounts Receivable					
Subject: Accounts Receivable – Reporting and Audit SDG					

4. User will be directed to the Agency Reconciliation Report Interface page.

h	ttps://xservic	:e.fiscal.treasury.gov/rep	orts/api/Visualize?report=AgencyReconciliation.vdm&Connection=ReportsPROD&Type=Visualize - Google Chrome	-	٥	Х
î	https://xse	ervice.fiscal.treasury.g	ov/reports/api/Visualize?report=AgencyReconciliation.vdm&Connection=ReportsPROD&Type=Visualize			
			AgencyReconciliation			•
			Enter from date for report			
				~		
			Enter thru date for report			
				~		
			Inventory Type:			
			ALL	~		
			Return Reason, if including Inactive:			
			ALL	~		
			Agency			
			ALL			
			Bureau:			
			ALL			
			Office:			
			ALL			
			Program:			
			ALL			
				Finish		
						-

- 5. Enter the following parameters:
 - a) From date for report. (Note: To access debts that were migrated from the FedDebt system, use a "from" date of September 1, 2005.
 - b) "Thru Date"= Last day of reporting month
 - c) Inventory Type = All
 - d) Return Reason = All
 - e) Agency = 80 Nat'l Aeronautics & Space Administration.
 - f) Bureau: See table below.
 - g) Offices: See table below.
 - h) Programs: See table below.
 - i) Click "Finish" Button.

NSSC	NSSDG-9200-0009		Revision 13.0	
Service Delivery Guide	Number			
Service Delivery Guide	Effective Date:	October 2	24, 2022	
	Expiration Date:	October 2	24, 2024	
			Page 31 of 379	

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

AMES	HEADQUARTERS	MARSHALL			
Bureau Code = AR01	Bureau Code = GS02	Bureau Code = MS01			
Office Code = CAM	Office Code = MDG	Office Code = ALM			
Program = AR1A	Program = GS2A	Program = MS1A			
ARMSTRONG	<u>JOHNSON</u>	<u>STENNIS</u>			
Bureau Code = DF01	Bureau Code = JS01	Bureau Code = ST01			
Office Code = CAE	Office Code = THX	Office Code = MSS			
Program = DF1A	Program = JS1A	Program = ST1A			
Bureau Code = GR01 Office Code = OHO Program = GR1A	LANGLEY Bureau Code = LA01 Office Code = VAH Program = LA1A				
GODDARD KENNEDY Bureau Code = GS01 Bureau Code = KS0101 Office Code = MDG Office Code = FLK Program = GS1A Program = KS1B (Space Flight Explore) KS1E (Science, Aero & Explore) KS1H (General Fund)					

6. After the data displays, the report must be downloaded and saved.

https	://xservi	ce.fiscal	l.treasur	y.gov/re	ports/R	eports/	Visualize	.aspx - 0	Google (Chrome																			-	٥	Х
🗎 htt	tps://xs	ervice.	fiscal.t	reasury	.gov/re	eports	/Report	s/Visua	alize.as	рх																					
SEN	SITIVE	BUT	UNCL	ASSIFI	ED																										Ċ.
From	: 09/01	/2005	To: 09,	/30/201	18																										
Ager	ncy Rec	oncilia	tion																												
A	В	Of	Pr	C	D	A	Cli	TIN	La	Fir	P	St	Delinq	C	Re	Re	Lo	PCA	Тор	М	Fo	C	C	C	C	C	Re	Re	Re	Re	
20	FS	D	FS	93	25	D	D		RI	A	C	C	2018-0	1			@		N	N	\$0	\$1	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
20	FS	D	FS	93	25	D	D		G	U	C	C	2018-0	1			@		N	N	\$0	\$1	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
20	FS	D	FS	93	25	D	D		M	JA	D	RE	2018-0	1	20	Z	@		N	N	\$0	\$0	\$0	\$0	\$0	\$0	\$1	\$1	\$3	\$6	
20	FS	D	FS	93	25	D	D		JO	IV	C	C	2018-0	1			@		N	N	\$0	\$7	\$7	\$2	\$5	\$0	\$0	\$0	\$0	\$0	
Sum	mary																														
Agen	icy		Bu	reau		(Office		P	rogram				Ac	counts			F	orgive	n Amt				Cu	rrent A	mt			Ret	urned	Amt
20			FS	01		(DCW		E	51A					26					\$0.00				5	23885	.31				\$138	2.00
														Sun	1 = 26			:	Sum =	\$0.00			Su	m = \$	23885.	31			Sum =	\$138	2

NSSC	NSSDG-9200-0009 Revision 13.0							
Service Delivery Guide	Number							
	Effective Date: October 24, 2022							
	Expiration Date: October 24, 2024							
	Page 32 of 379							
Responsible Office: Accounts Receivable								
Subject: Accounts Receivable – Reporting and Audit SDG								

7. Select the format from the "Export To" pop up window.



8. Click "Export" in the Export to Excel pop up window.

File Name:	SENSITIVE BUT UNCLASS	SIFIED
Excel Format:	XLSX	•
Include:	Filters Parameters	
Position:	Below	*

- Save on the N drive N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\TROR\FYYY\PP – Current Month\Center 08 <CTR ABBREV> CSNG FY20xx Pxx.
- 10. Filter the Location Column by CA and delete these lines.
- 11. Names remaining should match the names on the "Write-offs, CNC & Closed" report ("Debts Classified as CNC" Section).
 - a) If a name has dropped off of this report, go into CSNG to research why it dropped off (e.g., bankruptcy, "in dispute," etc.). See Appendix G for instruction on how to run the "Return to Agency" report.

NSSC	NSSDG-9200-0009 Revision 13.0							
Service Delivery Guide	Number Effective Date: October 24, 2022							
	Expiration Date: October 24, 2024							
	Page 33 of 379							
Responsible Office: Accounts Receivable								
Subject: Accounts Receivable – Reporting and Audit SDG								

b) Once the reason has been determined, check with your
 L3 POC to see if they received any information on this returned debt and if there are any further actions to take.

Note: If the reason is "PCA Timer Expired" no action is needed, and nothing needs to be elevated to L3.

- 12. If these debts are deemed closed and no action is needed, move them on the "Write-offs, CNC & Closed" report to the "Debts Closed in Calendar Year 20xx" at the bottom.
- 13. If a debt has fallen off the CSNG "Agency Reconciliation" report because it has been paid-off at Treasury (and NASA has received the IPAC to reestablish the debt), then it can be removed from the "Write-offs, CNC & Closed" report ("Debts Classified as CNC" section). It is paid in full and no longer needs to be tracked on this report.

Note: Sometimes it will not be fully paid off with NASA (a small residual amount may still be due, but once the principal of a debt reaches \$25 or less, Treasury ceases collection efforts so it is still considered "paid in full," and you will often see this as an "adjustment" on the CSNG report.

G. SAP – "GR55 / ZTB6" (Trial Balance) Report Macro Instructions



1. In Excel, select the "Accounts Receivable" tab at the top and then select "TROR Reports TROR" Icon

NSSC	NSSDG-9200-0009 Revision 13.0						
Service Delivery Guide	Number						
Service Delivery Guide	Effective Date: October 24, 2022						
	Expiration Date: October 24, 2024						
	Page 34 of 379						
Responsible Office: Accounts Receivable							

TROR	X
Pro	cess
GR55 -	ZTB6
Cer	iter
GSF	C 🗾
Reportin	g Month
Janua	ary 🝷
Calenda	ar Year
201	7 🗸
0	к

- 2. Process = GR55 ZTB6
- 3. Center = NASA Center
- 4. Reporting Month = Reporting Month
- 5. Calendar Year = Calendar Year of Reporting Month
- 6. Click "OK" button
- 7. The Macro will run the report and save it on the N drive as 09 <Center Abbreviation> GR55 ZTB6 FY20YY PXX.

H: GR55 / ZTB6 - Manual Process - This is the manual process to be used only if macro is unavailable.

NSSC	NSSDG-9200-0009 Revision 13.0							
Service Delivery Guide	Number							
Service Delivery Guide	Effective Date: October 24, 2022							
	Expiration Date: October 24, 2024							
	Page 35 of 379							
Responsible Office: Accounts Receivable								

Trial Balance L96 at	SGL L95: Selection		
🕒 🔁 Data Source			
Selection values			
Fiscal year	2015		
Company code	NASA		
To Period	6		
Selection groups			
Applic. of funds			
Or value(s)		to	
Fund			
Or value(s)		to	
Funded Program			
Or value(s)		to	
Business Area			
Or value(s)	51	to	
Trading partner			
Or value(s)		to	
Federal Indicator			
Or value(s)	N	to	

- 1. Enter the following parameters:
 - a) Fiscal Year = Fiscal Year of Reporting Month.
 - b) To Period = Period of Reporting Month.
 - c) Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76.
 - d) Federal Indicator = N.
 - e) Click "Clock" icon to run.

GSFC January 201	17					
otal		\$125,075.39				
oplication: *				To Period 4 Fiscal	96 Ledger Trial Ba Year 2017	alance Ledger 95
und: "						
ed Ind: N						
Frading Ptr: *						
Entity: AZ						
-und: "						
Bus. Area: 51	iL Account	Beg Bal	Debits	Credtis	YTD Act	Balance
56	4222	5,201,180,01	13,199,391,26	-12,271,010,14	928.381.12	6.129.561.13
	4222	5,201,180.01	11,192,045.82	-12,271,010.14	10,910,863.22	10,910,863.22
	4252		160,889.48	-8.26	160,881.22	160,881.22
	4972		2,502,087,94	-1.138.300.81	1,363,787.13	1,363,787.13
~ E	Budgetary	5,201,180.01	27,054,414,50	-13,690,501,81	13,363,912,69	18,565,092,70
	1310	120,170.04	19,489,154.15	-19,484,251.19	4,902.96	125,073.00
	1319		1,638.28	-2,668.51	-1,030.23	-1,030.23
	1340	3.03	11.47	-12.11	-0.64	2.39
•	Proprietary	797,592,665.51	10911389037	-9,388,645,046.42	1,522,743,990.98	2,320,336,656.49
	Proprietary	797,592,665.51	10911389037	-9,388,645,046.42	1,522,743,990.98	2,320,336,656.49
	Proprietary	797,592,665.51	10911389037	-9,388,645,046.42	1,522,743,990.98 1310	2,320,336,656.49 \$125,073.00
•	Proprietary	797,592,665.51	10911389037	-9,388,645,046.42		
• •	Proprietary	797,592,665.51	10911389037	-9,388,645,046.42	1310	\$125,073.00
	Proprietary	797,592,665.51	10911389037	-9,388,645,046.42	1310 1340	\$125,073.00

NSSC	NSSDG-9200-0009 Revision 13.0						
Service Delivery Guide	Number						
Service Delivery Guide	Effective Date: October 24, 2022						
	Expiration Date: October 24, 2024						
	Page 36 of 379						
Responsible Office: Accounts Receivable							

- Naming Convention: 09 <CTR ABBREV> GR55 Z6TB TROR FY20xx Pxx.xlsx.
- 3. Data from this spreadsheet is entered on the TROR in the following section:
 - a) Part I, Section A, Line (7).
- 4. Amount from this report should match the "Aging" report and "List of Customer Line Items" report.

Note: If differences exist, use Footnotes section to explain.

Note: For Line (7) Part I Section A, count the number of ZCOM customers (by customer number), not number of ZCOM debts (1310.0000s and 1310.3000s).

I. SAP – "ZCF_ARAGING" (Aging) Report Macro Instructions

PAG	LAYOUT	FORMULAS	DATA	Developer	REVIEW	VIEW	ACROBAT	CMPS	Accounts Receivable
ite ages		Day To Day Postings Launcher Day To Day Postings	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	oture auncher					

1. In Excel, select the "Accounts Receivable" tab at the top and then select "TROR Reports TROR" Icon

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 37 of 379					
Responsible Office: Accounts Receivable						

TROR	×
Process	
ZCF_Aging 🗸	
Center	
GSFC 🗸	
Reporting Month	
January 🗸	
Calendar Year	
2017 🗸	
ок	

- 2. Process = ZCF_Aging
- 3. Center = NASA Center
- 4. Reporting Month = Reporting Month
- 5. Calendar Year = Calendar Year of Reporting Month
- 6. Click "OK" button
- The Macro will run the report, update format, add the count of debts, and save it on the N drive as 11 <Center Abbreviation> Aging FY20YY PXX.

J. ZCF_ARAGING - Manual Process - This is the manual process to be used only if macro is unavailable.

Accounts Receivable Agi	Accounts Receivable Aging by Periods					
⊕ %						
Data Selection						
Account Group/Range	ZCOM	to	-			
Business Area(s)	51	to	-			
Customer Number		to	-			
Document Number		to				
G/L Account/Range	1310.0000	*				
Through Accounting Period	6					
Fiscal Year	2015					
✓ View for TROR						

1. Enter the following parameters:

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 38 of 379				
Responsible Office: Accounts Receivable					

- a) Account Group = ZCOM & ZEPY
- b) Business Area(s)
- c) GL Account = 1310.0000, 1310.3000, 1340.0000, 1360.0000, 1370.0000.
- d) Through Accounting Period = Current Period
- e) Fiscal Year = Current Fiscal Year
- f) Check the "View for TROR" button
- g) Export (List > Export > Spreadsheet>XXL Format>Table).
- 2. Naming Convention: 11 <CTR ABBREV> Aging FY20xx Pxx.xlsx.
- 3. Run "Aging_TROR" Macro on Excel Raw Data.

Note: This Macro formats the Excel report run from T-Code ZCF_ARAGING (see below for example of format).

AR-A	GING	-								-						-		
BA51	- GSF(C																
FY201	5 - PE	RIOD 06																
										_	13 CUSTS	4 CUSTS	1 CUST					
TOTA	L							\$ 503,733.58			16 DEBTS	4 DEBTS	1 DEBT					
					Refrd				Days		0 - 30 Davs	1 - 90 Daus	91 - 180 Daus	191 - 365 Daus	366 Days - 2 Years	2 - 6 Years	6 - 10 Years	Over 10 Years
Bust	Fueton	me Name 1	Groun	Document			Posting Dt	Amount in LC			Non-Delinquent			Delinquent			Delinquent	
	118301		_	1800011094		1310.3000	01/08/2015	93.00	83	01/08/2015		93.00	-	0.00	0.00	0.00		0.00
	18301			1800011342	-	1340.0000	03/16/2015	0.17	83	0108/2015		0.17	0.00	0.00	0.00	0.00	0.00	0.00
	118301			1800011345		1370.0000	03/16/2015	24.00	8	01/08/2015		24.00	0.00	0.00	0.00	0.00	0.00	0.00
-	18492			1800008133		1310.3000	02/04/2015	5.25	56	02/04/2015		5.25		0.00	0.00	0.00	0.00	0.00
_	117963			1800008155		1310.3000	02/18/2015	446.67	42	02/18/2015		446.67	0.00	0.00	0.00	0.00		0.00
_	111502			1800011330		1310.3000	03/05/2015	2.389.47	46	03/05/2015		0.00		0.00	0.00	0.00		0.00
	118590		LOM LOM			1310.3000	03/05/2015	2,303.47 3,206.96	27	03/05/2015		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	18590			1800011332		1310.3000	03/05/2015	7,435.32	27	03/05/2015		0.00		0.00	0.00	0.00	0.00	0.00
-	118592			-	-	1310.3000	03/06/2015	289.17	26	03/06/2015		0.00	0.00	0.00	0.00	0.00	0.00	0.00
-	18606			1800011338	-	1310.3000	03/10/2015	43.00	20	03/10/2015		0.00	0.00	0.00	0.00	0.00	0.00	0.00
_	18386			1800008235	-	1310.3000	03/20/2015	43.00		03/20/2015		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	112846			1800011369		1310.3000	03/24/2015	34.76		03/24/2015		0.00	0.00	0.00	0.00	0.00		0.00
	_			-					8			0.00						
-	118643			1800011367	-	1310.3000	03/24/2015	35.36	8	03/24/2015			0.00	0.00	0.00	0.00	0.00	0.00
_	118644			1800011368	-	1310.3000	03/24/2015	310.55	8	03/24/2015	310.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00
[51]	112374		ГОM	1800007511		1310.3000	03/27/2015	309.57	5	03/27/2015	309.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00

4. ZCOM section: Copy amounts into correct corresponding columns of the spreadsheet.

Note: Universities should be listed under "State and Local Government" columns

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
Service Delivery Guide	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 39 of 379					
Responsible Office: Accounts Receivable						

- 5. Data from the Aging report is entered on the TROR in the following sections:
 - a) Part I, Section A, Line (7) Ending Balance
 - Note: Count by ZCOM customer number

Note: Amount should match GR55-ZTB6 Report. If not, footnote on TROR.

b) Part I, Section B – Additional Receivables Data (Information Only)

Note: Count by number of ZCOM debts (1310.0000s and 1310.3000s).

c) Part I, Section C, Line (1) – Delinquencies by Age

Note: Count by number of ZCOM debts (1310.0000s and 1310.3000s).

d) Part I, Section C, Line (2) – Delinquencies by Category

Note: Count by number of ZCOM debts (1310.0000s and 1310.3000s).

e) Part II, Section A – Delinquent Debt 120 Days or Less

Note: Count by number of ZCOM debts (1310.0000s and 1310.3000s).

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
Service Delivery Guide	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 40 of 379					
Responsible Office: Accounts Receivable						

AR-A	GING OVER	60 DAYS DELINQUENT									
FY201	5 - PERIOD	06									
ΤΟΤΑ	L							\$ 12,119.37			
BusA	Customer	Name 1	Group	DocumentNo	Refrd Debt	G/L	Posting Dt	Amount in LC	Days Old	Bline Date	STATUS
51	114532	DELL FEDERAL SYSTEMS L.P.	ZCOM	1800004130		1310.3000	10/20/2014	1.94	163	10/20/2014	
51	114532	DELL FEDERAL SYSTEMS L.P.	ZCOM	1800003298		1370.0000	12/16/2014	24.00	163	10/20/2014	
51	114532	DELL FEDERAL SYSTEMS L.P.	ZCOM	1800007154		1370.0000	01/15/2015	24.00	163	10/20/2014	DUE PROCESS COMPLETE
51	114532	DELL FEDERAL SYSTEMS L.P.	ZCOM	1800008151		1340.0000	02/17/2015	0.01	163	10/20/2014	WILL REFER TO TREASURY AT 120 DAYS
51	114532	DELL FEDERAL SYSTEMS L.P.	ZCOM	1800008152		1370.0000	02/17/2015	24.00	163	10/20/2014	DELINQUENT
51	114532	DELL FEDERAL SYSTEMS L.P.	ZCOM	1800008153		1360.0000	02/17/2015	0.03	163	10/20/2014	
		ZCO	M Total					73.98			
51	302598	Barfknecht, Peter W.	ZEPY	1800005323		1310.0000	12/12/2011	39.39	1210	12/08/2011	Health Benefits - COOP
51	302598	Barfknecht, Peter W.	ZEPY	1800002227		1310.0000	11/28/2011	39.39	1220	11/28/2011	Health Benefits - COOP
51	302598	Barfknecht, Peter W.	ZEPY	1800005319		1310.0000	12/12/2011	39.39	1224	11/24/2011	Health Benefits - COOP
51	302598	Barfknecht, Peter W.	ZEPY	1800006013		1310.0000	10/27/2011	39.39	1252	10/27/2011	Health Benefits - COOP
51	302598	Barfknecht, Peter W.	7FPY	1800002097		1310 0000	10/14/2011	39.39	1265	10/14/2011	Health Benefits - COOP

- 6. Create a new tab from your "Aging" tab with header "AR-Aging Over 60 Days Delinquent".
- 7. Delete all rows that are under 60-days delinquent (90 days).

Note: All debts on this tab should be listed with a status/reason why they are over 60-days delinquent.

K. SAP – "GR55 / ZAOF" (Allowance for Doubtful Accounts) Report Macro Instructions

PAGE	LAYOUT	FORMULAS	DATA [Developer	REVIEW	VIEW	ACROBAT	CMPS	Accounts Receivable
ite cages		Day To Day Postings Launcher Day To Day Postings		ure Incher					

1. In Excel, select the "Accounts Receivable" tab at the top and then select "TROR Reports TROR" Icon

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0				
	Number				
	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 41 of 379				
Responsible Office: Accounts Receivable					

TROR		X
	Process	
	GR55 - ZAOF	-
	Center	
	GSFC	•
	Reporting Month	ı
	January	-
	Calendar Year	
	2017	-
	ОК	

- 2. Process = GR55-ZAOF
- 3. Center = NASA Center
- 4. Reporting Month = Reporting Month
- 5. Calendar Year = Calendar Year of Reporting Month
- 6. Click "OK" button
- The Macro runs the report and saves it on the N drive 13 <Center Abbreviation> GR55 ZAOF FY20YY PXX
- L. GR55 / ZAOF Manual Process This is the manual process to be used only if macro is unavailable.

NSSC	NSSDG-9200-0009 Revision 13.0					
Sonvice Delivery Guide	Number					
Service Delivery Guide	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 42 of 379					
Responsible Office: Accounts Receivable						

Accounts by AOF - Multiple Select.: Selection							
🕒 🔁 Data Source							
Selection values							
Fiscal year	2015						
Company code	NASA						
Period							
Period	6						
Selection groups							
Accounts							
Or value(s)	1319.0000	to					
Business Area Set ID							
Or value(s)	51 🗇	to		-			
Fund Set ID							
Or value(s)		to					

- 1. Enter the following parameters:
 - a) Fiscal Year = Fiscal Year of Reporting Month.
 - b) Period 1 = 0.
 - c) Period 2 = Period of Reporting Month.
 - d) GL Accounts = 1319.0000, 1347.0000, 1367.0000 & 1377.0000.
 - e) Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76.
 - f) Click "Clock" icon to run.

NSSC		NSSDG-9200-0	0009	Revision 13.0			
Service Delivery Guide		Number					
Cervice Delivery Culde		Effective Date:	October 24, 2022				
		Expiration Date:	October 2	24, 2024			
				Page 43 of 379			
Responsible Office: Acco	unts Receivat	ble					
Subject: Accounts Receiv	/able – Report	ing and Audit S	DG				
	•	*					
ALLOWANCE FOR DOUBTFUL GSFC FY2017 - PERIOD 04	ACCOUNTS						
Total -\$1,030.23							
Report Name: Accounts by AC Report Group: ZAOF	0F - Multiple Sele	ct.	Selection	Date: 2/1/2017			
Business Area: 51			Period: 4	/ 2017			
ALC: *			Page: 1 of	1			
Fund: *							
Account: 1319.0000,							
AOF/Account	Amount						
1319.0000 Allow Loss Acct	-1,030.23						
* 8014/150120 Science ** Total	-1,030.23 -1,030.23						
Total	-1,050.25						

- 2. Naming Convention: 13 <CTR ABBREV> GR55 ZAOF FY20xx Pxx.xlsx.
- 3. Data from the "Allowance for Doubtful Accounts" report is entered on the TROR in the "Footnotes" section.
- M. SAP "S_ALR_87012173" List of Customer Line Items Report Macro Instructions.



NSSC Service Delivery Cycide	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 44 of 379				
Responsible Office: Accounts Receivable					
Subject: Accounts Receivable – Reporting and Audit SDG					

1. In Excel, select the "Accounts Receivable" tab at the top and then select "TROR Reports TROR" Icon.



- 2. Process = Customer Line Items
- 3. Center = NASA Center
- 4. Reporting Month = Reporting Month
- 5. Calendar Year = Calendar Year of Reporting Month
- 6. Click "OK" Button.
- The Macro runs the report, prints to pdf, and saves on the N drive 14 <Center Abbreviation> CUST LINE ITEMS FY20YY PXX.pdf
- N. List of Customer Line Items Manual Process This is the manual process to be used only if macro is unavailable.

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
Service Delivery Guide	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 45 of 379					
Responsible Office: Accounts Receivab	le					
Subject: Accounts Receivable – Reporting and Audit SDG						

1. Select "flag" icon to	get to the dynamic selections screen
List of Customer Line Items	
🚯 🚱 🗮 3 active 🚺 Data Sources	
Customer master Customer mast	Document Type Posting Key Business Area 51 Amount in LC Amount G/L Account 1310.0000 Payment Method Dunning block Contract Type
Customer selection	
Customer account Company code	to 🗘
Selection using search help	
Search help ID Search string Search help	
Line Item Selection	
Status Open Items Open at Key Date 03/31/2015	

- 2. Enter the following parameters:
 - a) "Open Items" Date = Last Day of Reporting Month.
 - b) Account Group = ZCOM and ZEPY.
 - c) Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76.
 - d) GL Account = 1310.0000, 1310.3000, 1340.0000, 1360.0000 & 1370.0000.
 - e) Click "Clock" icon to run.

NSSC	NSSDG-9200-0	0009	Revision 13.0
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date:	October 2	24, 2022
	Expiration Date:	October	24, 2024
			Page 46 of 379

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

NASA List of Customer Line Items Time 12:29:20 Date 04/01/ Washington DC EFDEPLoO/NS000360 Page									/2015 16											
Assignment	Pstng Date	туре	DocumentNo	Doc. Date	BusA	Itm	PK	NP D	un PM	Discount base	Bline Date	Dayl	Disc.1	Due on	SG	Amount in doc. curr.	Crcy	Amount in local cur.	Crcy	Txt
18000110942015	03/16/2015	DR	1800011342	03/16/2015	51	1	09			0.00	01/08/2015	0	0.000	01/08/2015	z	0.17	USD	0.17	USD	
* Customer 118301																0.17	USD	0.17	USD	
Key date 03/31/2015	Name Stree Post./ City Regio																			
	03/16/2015	DR	1800011341	03/16/2015	51	1	09			0.00	01/06/2015	0	0.000	01/06/2015	Z	515.48	USD	515.48	USD	
* Customer 118372																515.48	USD	515.48	USD	
** G/L Account 1340.0000 515.66 USD								USD	515.66	USD										
Key date 03/31/2015		Poi C11 Reg	ree st.i ty gia mtry os		1							I			1					
18000041302015	02/17/2015	DR	1800008153	02/17/2015	51	1	09			0.00	10/20/2014	0	0.000	10/20/2014	Y	0.03	USD	0.03	USD	
* Customer 114532																0.03	USD	0.03	USD	
Assignment	Pstng Date	Туре	DocumentNo	Doc. Date	BusA	Itm	PK	NP D	un PM	Discount base	Bline Date	Dayl	Disc.1	Due on	SG	Amount in doc. curr.	Crcy	Amount in local cur.	Crcy	Txt
18000080842015	03/16/2015	DR	1800011344	03/16/2015	51	1	09			0.00	01/06/2015	0	0.000	01/06/2015	V	24.00	USD	24.00	USD	
* Customer 118372	* Customer 118372								24.00	USD	24.00	USD								
** G/L Account 1370.00	** G/L Account 1370.0000								120.00	USD	120.00	USD								
*** Company Code NASA																509,798.61	USD	509,798.61	USD	
****																509,798.61	USD	509,798.61	USD	

- Naming Convention: 14 <CTR ABBREV> Cust Line Items FY20xx Pxx.xlsx.
- 4. Amount from this report should match the "Aging" report and "GR55-ZTB6" report.

Note: If differences exist, use Footnotes section to explain.

O. Macro to Fill in the TROR Form

PAGE	LAYOUT	FORMULAS	DATA Deve	eloper REVIE	W VIEW	ACROBAT	CMPS	Accounts Receivable
ite cages		Day To Day Postings Launcher Day To Day Postings		2000 B				

1. In Excel, select the "Accounts Receivable" tab at the top and then select "TROR Reports TROR" Icon

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 47 of 379					
Responsible Office: Accounts Receivable						

TROR		X
	Process	
	TROR Update	-
	Center	
	GSFC	•
	Reporting Month	
	January	-
	Calendar Year	
	2017	•
	ОК	

- 2. Process = TROR Update
- 3. Center = NASA Center
- 4. Reporting Month = Reporting Month
- 5. Calendar Year = Calendar Year of Reporting Month
- 6. Click "OK" button
- 7. The Macro updates the TROR report with pertinent information from the following reports:
 - a) New Receivables
 - b) Accruals
 - c) Collection by Treasury
 - d) Write-offs
 - e) CNC Closed
 - f) GR55 ZTB6
 - g) Interest and Penalty
 - h) Aging

Note: When you close the TROR form, be sure to save.

8. TROR Form Naming Convention:

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
Service Delivery Guide	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 48 of 379					
Responsible Office: Accounts Receivable						

- 01 <CTR ABBREV> TROR FY 20xx PXxx.xls
- 9. Verify that the macro has entered the totals from the reports listed above in the correct lines and update accordingly.
- 10. Update the Allowance for Doubtful Accounts in the footnote section with the total from the GR55 ZAOF report.
- 11. Combining the TROR into a PDF Packet: The TROR report and supporting schedules for each center are combined into a PDF packet and reviewed by an AR-AM peer. After the peer-review is complete, the TROR is then reviewed by either the AR-SP Lead or AR-SP Supervisor. Lead/Supervisor review is indicated by initialing and dating the first page of the TROR Report pdf packet.

STEP 2. AR-CS Accountant – Validate TROR (Control Activity)

- A. Validate TROR using the internal AR TROR checklist located on the shared drive at N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\AR Forms and Templates\TROR Templates (see Appendix B). If a TROR package contains errors, the NSSC AR-CS Accountant returns the TROR package to the AR-SP Account Maintainer for correction. See Appendix M for reporting ServiceNow Quality Errors that are found in the review process.
- B. Once all issues are resolved, the NSSC AR-CS Accountant submits the package to the AR-CS Senior Accountant for final review, annotating on review sheet and signing review sheet digitally.

STEP 3. <u>AR-CS Senior Accountant</u> – Final Review of TROR (Control Activity)

A. The NSSC AR-CS Senior Accountant reviews the TROR package. If a TROR package contains errors, the NSSC AR-CS Senior Accountant returns the TROR package to the AR-CS Accountant. The AR-CS

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
Service Delivery Guide	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 49 of 379					
Responsible Office: Accounts Rece	ivable					
Subject: Accounts Receivable – Reporting and Audit SDG						

Accountant then returns the TROR package to the AR-SP Account Maintainer.

 The TROR review sheet is annotated as final reviews are performed and digitally signed once all reviews are complete. A final validation of the TROR review sheet is signed and placed on the "N" Shared drive (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR\FYXX\Month\TROR Checklist (Month)

STEP 4. <u>AR-CS Lead</u> – Validates the review sheet. (Control Activity)

A. The NSSC AR-CS Lead validates the review sheet and signs digitally.

STEP 5. <u>AR-CS Senior Accountant and Accountants</u> – Distributes TROR report:

- A. Once all reviews, corrections and validations are complete:
 - 1. Each month, the final reviewed Center TROR reports are emailed to each NASA Center's designated points of contact.
 - 2. AR L3 Treasury Liaison POC will upload the TROR reports to TechDoc: <u>/FM/Agency_Reports/TROR</u>/FY20xx
 - a) Locate the file in the following path: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR\ FYxx\PP – Month
 - b) AR L3 Treasury Liaison POC will drop the submitted report in the Document Imaging folder: N:\Document Imaging\TROR
 - i. Use the following naming scheme for the spreadsheet file: TROR-CENTER-MON YYYY~FY_20xx~CENTER
 - 3. Each month, AR L3 Treasury Liaison will upload the digitally signed TROR Review sheet to TechDoc:

Service Delivery Guide		NSSDG-9200-0	009	Revision 13.0	
		Number			
		Effective Date:	October 2	4, 2022	
		Expiration Date:	October 2	24, 2024	
				Page 50 of 379	

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

/FM/Agency_Reports/TROR/FY_20xx/TROR Review and Validation

- a) Locate the file in the following path: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR\ FYxx\PP – Month
- b) AR L3 Treasury Liaison POC will drop the signed AR Review of TROR document in the Document Imaging folder: N:\Document Imaging\TROR
 - i. Use the following naming scheme for the spreadsheet file: Month YYYY AR Review of TROR~FY_20xx~TROR Review and Validation
- c) If a TROR Review and Validation Folder <u>has not</u> been created, then create a folder within the TROR Fiscal Year
 - i. On the left-hand side, click Create Folder
 - ii. Enter the applicable Name (e.g., TROR Review and Validation)
 - iii. Enter the applicable Description (e.g., TROR Review and Validation)
 - iv. Uncheck the box next to Check to add myself to the Notification List
 - v. Enter the Reason
 - vi. Click Ok
 - vii. Click Next
 - viii. Select the following Access Lists by selecting a list under the Shared Lists column and clicking the Add button
 - i. <u>Owners</u>
 - (a) FM_AR_IG
 - (b) FM_FAB_IC_CS
 - (c) IT_DM
 - ii. <u>Read</u>
 - (a) FM_AR_SP
 - (b) FM-FSB2_SP

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 51 of 379		
Responsible Office: Accounts Receivable			

(c) FM_FSB_SP

- ix. All lists selected should show in the Selected Lists Column
- x. Click Next
- xi. Click Ok
- 4. Each quarter, the final reviewed Center TROR reports are consolidated into an Agency TROR by the AR-SP Account Maintainer for submission to OCFO by the AR-Senior Accountant or designee via the NASA Audit Tracking System (NATS).

Note: See Appendix H for instructions on creating this consolidated TROR report for OCFO.

- B. AR-L3 inputs the TROR data into the Treasury Dashboard. After input is finalized, AR-L3 submits finished TROR reports to OCFO via the NATS system: <u>https://nats.nasa.gov/</u>
 - Locate the file in the following path: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR\TROR Consolidation for OCFO\FY20xx\Q# FY 20xx.
 - 2. AR-L3 will drop the submitted report in the Document Imaging folder: N:\Document Imaging\TROR
 - a) Use the following naming scheme for the spreadsheet file: TROR FY20xx_PDxx_Consolidation_FINAL Original~FY20xx
 - b) The file will be uploaded into TechDoc : /FM/Agency_Reports/TROR/FY_2018/TROR CONSOLIDATION
 - 1. If a TROR Consolidation Folder <u>has not</u> been created, then create a folder within the TROR Fiscal Year
 - a. On the left-hand side, click Create Folder
 - b. Enter the applicable Name (e.g., Return TROR Consolidation)

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 52 of 379		
Responsible Office: Accounts Receivable			

- c. Enter the applicable Description (e.g., TROR Consolidation)
- d. Uncheck the box next to Check to add myself to the Notification List
- e. Enter the Reason
- f. Click Ok
- g. Click Next

h. Select the following Access Lists by selecting a list under the Shared Lists column and clicking the Add button

- 1. Owners
 - (a) FM_AR_IG (b) FM_FAB_IC_CS
 - (c) IT DM
- 2. Read
 - (a) FM_AR_SP
 - (b) FM-FSB2_SP
 - (c) FM_FSB_SP
- i. All lists selected should show in the Selected Lists Column
- j. Click Next
- k. Click Ok

Note: The AR-L3 accountant will occasionally need to adjust for penny differences due to reconciliation while inputting data into Treasury dashboard.

C. AR-L3 accountant will save the TROR Consolidation report with adjustments as: TROR FY20xx_PDxx_Consolidation_FINAL Original – OCFO in the following path: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR\TROR Consolidation for OCFO\FY20xx\Q# FY 20xx.

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 53 of 379		
Responsible Office: Accounts Receivable			

- 1. Go to TechDoc: /FM/Agency_Reports/TROR/FY_20xx/TROR CONSOLIDATION
- 2. Click on the White paper of the original document for the Quarter/Period:
 - a) On the left-hand column, click Reserve
 - b) Type Reason (e.g., AR-L3 Adjustment) and click ok
 - c) In the left had column, click Replace
 - d) Type Reason (e.g., AR-L3 Adjustment) and click next
 - e) Click Browse and navigate to the saved TROR Consolidation folder on the shared drive
 - f) Click ok
 - g) In the left had column, click Release
 - h) Type Revision number (e.g., will be the same as the generation number)
 - i) Type Reason (e.g., AR-L3 Adjustment) and click next
 - j) Uncheck the box next to Render the Generation to a watermarked PDF file
 - k) Click Ok

STEP 6. <u>AR-CS Accountant</u> – Explanation of TROR Report Variance:

- A. Each quarter, Treasury compares various TROR totals in the current quarter of the current year with the same quarter of the previous year. They will request an explanation for any variance change of 20 percent or higher. NSSC receives this request from Treasury via OCFO ERB in an email.
 - 1. Review TROR section in which variance is notated from Treasury. Determine which Center(s) the variance affects and review those monthly TRORs. For example:
 - a) New Receivables total in Section 1 you would look at the previous year's quarter TROR and compare it to the current year's quarter TROR's at the Center level to determine where the variance(s) exists. You would then look at the backup reports for that to find the detail and understand why the variance is there. It may be that a large vendor overpayment was identified, and bill was issued in one year when there are low dollar amount employee bills in the other year.

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 54 of 379		
Responsible Office: Accounts Receivable			

- b) You may need to review the CMP to determine what caused the variances. For example, go to CMP 3.2 for a Center and review the delinquent debts to determine if we had a large amount of vendor debts that quarter etc. that could possibly explain the variance.
- c) Continue this process for each section with a variance. Note that the reason for an identified variance in one section total of the TROR may be the same reason for other section variances.
- Document identified variances in a Word document and save at N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\AR Report Submissions\TROR.
- 3. Submit the identified variances to the AR CS Lead for review.
- 4. Once AR CS Lead reviews and concurs, submit an email to the OCFO ERB POC and Treasury POC with the response.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 55 of 379
Responsible Office: Accounts R	eceivable

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

PROCESS – TROR QUARTERLY TREASURY DATA ENTRY

Entering the Quarterly TROR Data to Treasury System

At each quarter end, NSSC CS is responsible for submitting the TROR quarterly reporting data to Treasury.

Note: You will need access to Treasury's reporting website and the consolidated TROR report.

- **STEP 1.** <u>AR CS Accountant</u> Execute the following steps to access and enter data to Treasury's website.
 - A. When completion email for TROR consolidation is received from L2, open spreadsheet and review for accuracy (beginning and ending balances, formulas, etc.). <u>N:\FM Division\Accounts</u> Payable Accounts Receivable\Accounts Receivable\TROR.
 - 1. Save a working copy of consolidated TROR to current quarter's folder (file name example: TROR FY20xx_Qx PDxx_Consolidation_FINAL) <u>N:\FM Division\Accounts</u> <u>Payable_Accounts Receivable\Accounts Receivable\AR</u> <u>Report Submissions\TROR\TROR Consolidation for OCFO.</u>
 - 2. Compare TROR Line 7 total of SAP report to Line 7 of Consolidated Agency-TROR report (should match).
 - 3. Consolidate footnotes in Part III footnotes section of "Agency" tab only.
 - a) Review all "Other must footnote" sections in the TROR to ensure all are listed.
 - b) Customer number and amounts should be listed. Total should match amount listed on each line of "other must footnote".
 - c) For Part II, Section E, (1) C: Enter the total dollar amount listed (example: Part II, Section E, (1) (C): \$88,152.00 DOI Taxes withheld at time of payment).

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 56 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

- B. Log into Treasury's website using the following URL: <u>https://tror.fiscal.treasury.gov/tror</u>. Please be sure to type in the URL. It will not connect when used as a bookmark or when copied.
 - 1. Log in using Treasury single sign on ID and Password or PIV Card.

Forgot Password Change Passwor	GNON d Forgot User ID Contact		
By logging in with PIV , SecuriD, or Use	r IDIPassword, you acknowledge that you have	read, understand, and agri	ee to ablide by the <u>Rules of Behavior</u>
PIV Card or iKey 0	SecuriD	0	User ID & Password ()
Please make sure your card/lKey is plugged into the reader	User ID	_	User ID (ITIM)
	Passcode		Password
ELOGIN WITH YOUR			
	LOGIN		LOGIN
WARNING WARNING WARNING			
to this network, and (4) all devices a	rent information system, which includes (1 ind storage media attached to this network	or to a computer on the	s network, U.S. Government
information system is prohibited and	r the processing of official U.S. Covernment I may subject you to disciplinary action, as ms is owned by the U.S. Government and r	well as civil and crimina	al penalties. All data contained on

2. Select "Enter Receivables"

Favorites Tools H							
Fisc	al Service						
U.S. DEPAR	MENT OF THE TREASURY						
	TREASURY F	REPORT (N RECE	VABLES			
Ho			Contact Us		Help Logout		
	Welcome tr	o the Treasury Re	nort on Receival	lae			
	Teleonie t	and freuduly re		100			
	Fiscal Yea	r (FY) 2019 Re	portina Sche	dule			
Status	Fiscal Year	Quarter	Open Date	Close Date			
Open	2019		Jan 15, 2019	Feb 20, 2019			
	2019		Apr 16, 2019	Apr 30, 2019			
	2019		Jul 16, 2019	Jul 31, 2019			
	2019	4th	Oct 15, 2019	Nov 15, 2019			
* Burea	u of The Fiscal Service Suggestions to impre			encies report Quarterly.			
		orting assistance					
	Name	Phone		: FAX			

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 57 of 379				
Responsible Office: Accounts Receivable					

Note: Every line in the Treasury site must match Consolidated AGENCY-TROR report.

C. Begin entering New Receivables data (customer count and amount) from Part I-Section A of the Quarterly Consolidated TROR report.

Note: Ending balance from last fiscal year will be the beginning balance for current fiscal year. Grayed areas are auto populated.

 D. Enter data for Part I – Status of Receivables, Part II – Debt Management Tool and technique Performance Data, and Part III – Footnotes.

Note: CNC totals must be the same throughout the template Part 2 Section B 1(b) Part 2 Section B 2(b) Part 2 Section D 1(e)

- E. Review your totals and save as you complete each section.
- F. Enter Footnotes
 - a) Part III Footnotes is a line-by-line detail.
 - b) If there is no input for each line enter "\$0.00".
- G. After all data is entered, select "2 Perform Edit Check".
 - a) View each line to ensure totals match each section.
 - b) Make necessary corrections as needed.

Note: Adjustments for differences of \$1 or less is allowed to consolidated TROR report due to rounding. Adjustments cannot be made to Treasury's data input site.

c) Ensure message is received stating "No Errors".

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 58 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

STEP 2. <u>AR CS Accountant</u> – Prepare report to send to next reviewer.

- A. Save a copy of Trial balance, Summary of Activities report, Treasury system report with confirmation of "No Errors" page,and consolidated TRORto the following location: <u>N:\FM</u> <u>Division\Accounts Payable Accounts Receivable\Accounts</u> <u>Receivable\AR Report Submissions\TROR\TROR Consolidation</u> for OCFO for current fiscal year and quarter.
- B. Create SNOW case for tracking to submit to reviewer/approver.
- C. When approver completes review, next step is to transmit report.
- **STEP 3.** <u>AR CS Accountant</u> Transmit TROR report to Treasury and complete consolidated package.
 - A. Log into Treasury site and select "Transmit" option.
 - 1. Print "Transmission Received" page and a copy of transmitted report to add to TROR package (Save as a PDF).
 - B. Create PDF package for preparer and approver to sign (cover page, NASA's transmission notice, Treasury System Reportafter transmission, TROR Consolidation, Treasury system Report-before transmission, Trial balance, and Summary of Activities report).
 - C. Preparer combines package, signs, and saves a copy in the following location: <u>N:\FM Division\Accounts Payable_Accounts</u> <u>Receivable\Accounts Receivable\AR Report</u> <u>Submissions\TROR\TROR Consolidation for OCFO</u> for current fiscal year and quarter.
 - D. Preparer notifies approver that consolidated package is complete and ready for review and signature.

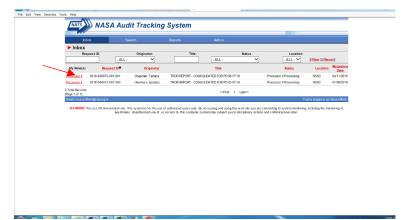
Note: 4th quarter TROR data (TROR Agency Report-including footnotes, Treasury system report, Trial balance, and quarterly

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 59 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

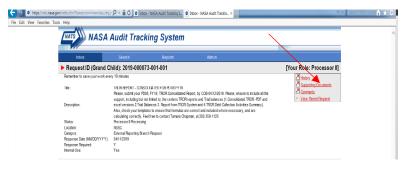
Summary of Activities report) should be sent to ERB POC for approval and response to questions before transmitting.

STEP 4. <u>AR CS Accountant</u> – Submit NATS request to ERB.

- A. Once all reviews, corrections, and approvals are complete, reports can be transmitted per NATS request:
 - 1. Access NASA Audit Tracking System https://nats.nasa.gov
 - 2. Select the quarter that should be reported



3. Select "Supporting Documents"



- 4. Browse and upload documents for FY and quarter being reported:
 - a) TROR consolidated package for OCFO <u>N:\FM</u> <u>Division\Accounts Payable Accounts</u>

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 60 of 379

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

> Receivable\Accounts Receivable\AR Report Submissions\TROR\TROR Consolidation for OCFO

b) TROR consolidated Excel spreadsheet - <u>N:\FM</u> <u>Division\Accounts Payable_Accounts</u> <u>Receivable\Accounts Receivable\AR Report</u> <u>Submissions\TROR\TROR Consolidation for</u> <u>OCFO\FY2019\Q1 FY2019\TROR FY2019 Q1</u> <u>PD03_Consolidation_FINAL.xlsx</u>

ecords Found.								
lew Supporting Do	ocument for	Poquest IF	(Parant): 20	19.000072 (20	1 Childr	(an)		
ing: Documents being up		tabase must no	t contain these syn		27<>1			
		"Description:					rs Remaining:	
	wse				014	2000		
	Browse				×			
	Browse	_				2000		
	Browse				-	2000		
	Diowse	_				000		
	Browse				~ 2	000		
					\sim			
	Browse				^ 2	000	Upload P	ile(s)
			[Close Window]		\sim			

5. Final step is to submit reports to "Processor I"



Note: For TROR user access during the established reporting timeframe, please contact DMS at (202) 874-6810 or by email at <u>DMS.TROR@fiscal.treasury.gov</u>.

If you have questions regarding the TROR, you can contact your agency liaison at <u>DMS.TROR@fiscal.treasury.gov</u>.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 61 of 379
Responsible Office: Accounts R	eceivable
Subject: Accounts Receivable -	Reporting and Audit SDG

PROCESS – CONTINUOUS MONITORING PROGRAM (CMP)

Note: CMP's are due to the CS team COB on the 6th Calendar Day.

CMP CONTROL ACTIVITY 2D.3B

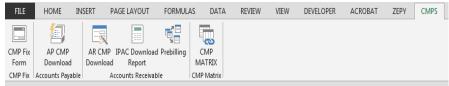
CMP 2d.3b - NON 6500 funds review.

Purpose of reconciliation: Review Deposit Fund (NON6500) to ensure appropriate use of Fund and proper use of general ledger accounts.

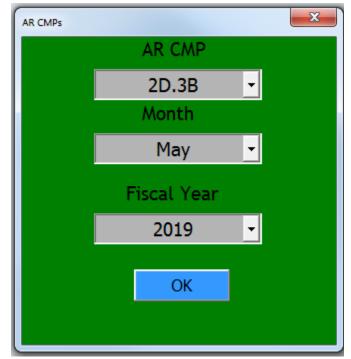
STEP 1. AR L2 Designee – Quarterly Run report in SAP

A. This report is executed with a Macro in Microsoft Excel.

1. Go to CMPS Macro Thread and Select AR CMP Download.



NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 62 of 379
Responsible Office: Accounts R	Receivable



- 2. Select "2D.3B"
- 3. Select Reporting Month.
- 4. Select Fiscal Year.
- 5. Click Ok.
- 6. The Macro will run the report for the CMP.
- Once the report has been executed, the macro will format and save the file on the N drive in the current month and year for each center. (e.g., N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\AFRC\FY2019\6 -March 2019\2019_3_2D.3B_24.xlsx).
- 8. An email is then sent to AR L2 employees notifying them the report has been executed and saved on the N drive.
- 9. Proceed to Step 2.
- B. CMP 2d.3B Raw Data. Manual process. Run the SAP GR55 ZFUN (Trial balance by fund). *This is the manual process to be used only if macro is unavailable.*
 - 1. Login to SAP.

NSSC	NSSDG-9200-0009 Revision 13.0
_	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 63 of 379
Responsible Office: Accounts Receiva	ble
Cubicati Accounte Dessivable - Densi	ating a good A codit CDC

- a) Type GR55 in the SAP Easy access box.
- b) Click the green Check mark.
- c) Type ZFUN in the Report Group box.
- d) Click the Execute button.
- e) The FY and Company code fields should automatically be updated. Manually update the Period fields to appropriate period reporting. Period 0 to Current Reporting Period.
- f) On the Selection Groups tab, enter the appropriate Center number in the Business area (Or Values) text box. Example: 72 (JSC) Run for each Business Area separately OR run wide open and save each individual Center file separately.
- g) On Selection groups tab, enter NON6500 the Fund Set value(s) field.
- h) Click the execute button to generate the report.
- To Export File: Click System, List, Save, Local File, Spreadsheet and Save file as: N\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\X – Current Month Year.
- **STEP 2.** <u>Account Maintainer</u> Update Control Certification approval cover sheet for CMP Activity 2d.3B.
 - A. In the Preparer's section put a check mark beside No Exceptions or Exceptions statement.

Note: All exceptions should be listed on the Cover sheet, even if you have to continue listing them on a second page. All variances should

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 64 of 379				
Responsible Office: Accounts Receivable					
Subject: Accounts Receivable – Reporting and Audit SDG					

be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 – red). All exceptions should then be summarized / totaled at the end.

- B. Update the preparer's and reviewer's names, and prepared date.
- C. Update any other necessary information, including description of necessary exceptions and exception type.
- D. Total all exceptions on coversheet.
- E. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

CMP AUTOPOPULATION AND FORM	MATTING	×
СМР	2D.3B	•
Month	November	•
Center	HQ	•
Year	2016	•
Preparer	Jennifer A. Myers	•
Preparer Approver	Jennifer A. Myers Leslie L. Anderson	•

F. Click OK to save a PDF copy on N: Drive at N:\ Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY## AR INDIVIDUAL CMPs\P##\CENTER NAME AND BA. File name format for each CMP should be: # Center's Name_CMP#_ Original. Example: 00 JSC_CMP 2d.3b_Original.pdf

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 65 of 379
Responsible Office: Accounts Receivab	ble
Subject: Accounts Receivable – Report	ing and Audit SDG

G. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 66 of 379				
Responsible Office: Accounts Receivab	le				

CMP CONTROL ACTIVITY 2D.4A, 2D.4B & 2D.4C AGENCY CMP TOOL PROCESS

Purpose of reconciliation: To determine that all postings to the miscellaneous receipt accounts are valid, that accounts 2985, 5993, and 5994 received the correct trading partner assignment, and to ensure that the total of each general fund appropriation (801435; 801099; 803200; 803220) agrees with Treasury's General Fund for NASA.

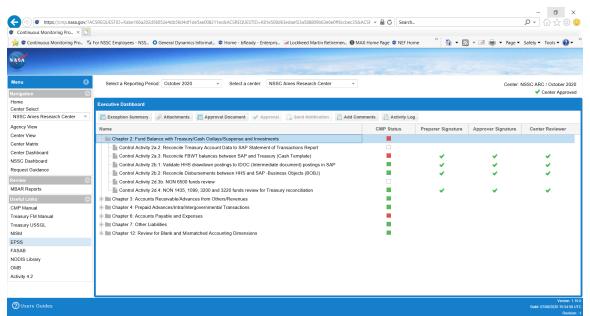
STEP 1. AR L2 Payment Process – Verify Reports in Agency Tool

- A. Log into Agency CMP Tool.
- B. Select Center and Current month.

Select a Reporti	ing Period:	October 2020	Ŧ	Select a center:	NSSC Glen	n Research Center	٣
Continuous Monitoring Pro ×		552+6455664411de5ae008211ee8ACSREQUEST 55eereal Dynamics Informat. 《Home - bRead				- □ × ♀ ↓ ☆ ☆ 《	
Menu O Navigation Image: Center Select Home Center Select II NASA Shared Services Center NSIC Ames Research Center NSSC Glem Research Center NSSC Clangley Research Center NSSC Clangley Research Center NSSC Amstrong Flight Research Center	by NINA WANG I 11 As you are completing yo UPDATED: 1	Subsequent Events Review Interior - Interiored a Cable CAP activities, the review of these results should No Year Funds - CMP Impacts Interior - Interior / June Altantment				EXPAND O	^
NSSC Goddard Space Flight Center NSSC NASA Management Office NSSC Marshall Space Flight Center NSSC Stemis Space Center NSSC Stemis Space Center NSSC Kennedy Space Center NSSC Kennedy Space Center NSSC Kenadyuarters Uresauy USSU.	These are the No Year Fun	pddled, as this issue was resolved on October 27, 2020. Pie ds - CMP Impacts - Chapter 1: 55/2020 - 11/29/2020 @ Juer Allactment				EXPAND 🕥	
Iresury USSGL NISM EPSS FASAB NODIS Library OMB Activity 4.2	CMP Contro	ere 6 no your funds - SFCX20040, EXCX20050, EXCX20 Activities - Yellow Status FY2 302019 - 0x020221 CDEP Control Address that will be coded as velow for FY?	:1	XCX220090 - Bat were		EXPAND 🕥	
OUsers Guides	in ovview all elecceptions i	o com - company normano and, Mill DR 00060 as yellow 101 h 1	eue r.			Version: 1.1 Build: 07/08/2020 15:54:58 U Revision	лс

C. Double Click on Chapter 2: Fund Balance with Treasury/Cash Outlays/Suspense and Investments

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 67 of 379			
Responsible Office: Accounts Receivable				



D. Double Click on "Control Activity 2d.4: NON 1435, 1099, 3200 AND 3220 funds review for Treasury reconciliation

🕻 Continuous Monitoring Pro 🛛 📑		
🚖 🐨 Continuous Monitoring Pro 🚦	For NSSC Employees - NSS. 💿 General Dynamics Informat 👁 Home - bReady - Enterpris 🥃 Lockheed Martin Retiremen 🔀 MAX Home Page 👁 NEF Home 🔅	👻 🖃 🖶 🔻 Page 🕶 Safety 🕶 Tools 🕶 😧
ASA		
_		
Menu 🔇	Control Activity 2d.4: NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation	Activity Status:
avigation 🔗	Select a data run: 11/02/2020 06:45 AM CST MS0280165 ** v All v My Runs NSSC GRC / Octob	
ome	Designated Output	Approvals/Signatures
enter Select	Designated Output	Preparer 🛛 🖉 🖸
NSSC Glenn Research Center 🛛 👻	Report Name: Copy of ZOCF L95 Selection Date: 11/02/2020	<u> </u>
gency View	Report Group: Z6AF	Approver 🖾 😒
enter View	Business Area: 22 Period: 1/2021	Center Reviewer 🛛 🖸 😋
enter Matrix	Fage: 1/ 1	
enter Dashboard	Account: •	Control Activity Certification PDF
SSC Dashboard	ACF/Account Amount	View Full Activity Report
equest Guidance	1	Execute Control Activity
eview 🙆	Report Name: Copy of 20CF L95 Selection Date: 11/02/2020 Report Group: 5&F	Attachments
IBAR Reports	apper drug, som	Activity Log
seful Links 🔗 🔗		
MP Manual		Add Comments
easury FM Manual	АВС	Send Notification
reasury USSGL	Description of Exceptions for Threshold A: Balances in Non-Fund Misc. Receipt Accounts	Audit Report
ISM	Description of Exceptions for Infestion A: balances in Non-Fund Misc. Receipt Accounts	9
PSS	🔒 Add 📴 Remove 👔 View Green-No Exceptionsa 👻	
ASAB	Item Amount Type Explanation Resolution Resolution Date CRQ Reference Person Resp., Noted Item	
ODIS Library	Item Amount Type Explanation Resolution Resolution Date CRQ.Reference Person. Noted Item	-
MB		
ctivity 4.2		

E. Click on "View Full Activity Report" on the right side of the screenall reports-all reports available will be displayed for the current month.

NSSC	NSSDG-9200-0009 Revision 13.0						
Service Delivery Guide	Number						
	Effective Date: October 24, 2022						
	Expiration Date: October 24, 2024						
	Page 68 of 379						
Responsible Office: Accounts Receivable							
Subject: Accounts Receivable – Reporting and Audit SDG							

Continuous Monitoring Pro ×		or NSSC Employees - NSS	• General Dynamics	Informat 🐨 Home - I	oReady - Enterpris 🛁 Lo	kheed Martin Retireme	en 🜒 MAX Home Paç	ge 🐨 NEF Home	**	🚵 • 🖾 • 🛙	🖃 🚋 🕶 Page 🕶 Sa	fety 🕶 Tools 🕶 🔞
	3		View Full Activity	Report					88			
		Select a data run: 11/0								SC GRC / October		
			*** CMP Activi	ty 2D.4A *** Copy of ZOCF L95		Selection Date:	11/02/2020		\sim	2020	- Approvals/Signatures -	
ome enter Select			Report Group:			Selection Date.	11/02/2020					
		Report Name: Copy									Preparer	
		Report Group: Z6AF	Business Area:	22			Period: Page:	1/2021 1/ 1		\sim	Approver	
gency View			Fund:				Page:	1/ 1			Approver	
enter View		Business Area: 22	Account:	*							Center Reviewer	
enter Matrix		Fund: *										
enter Dashboard		Account: *	AOF/Account		Amount	1					Control Activity Certifi	cation PDF
			1010.5100		34,125.75							
equest Guidance		AOF/Account	1 1360.0000		490.18-							
		Report Name: Copy	1367.0000		490.18							
		Report Group: Z6AF	1370.0000		102.00-						Attachments	
BAR Reports			1 2985.0000 1 5320.0000		34,023.75- 26,356.92-							
			1 5324.0000		7,700.83-						Activity Log	
MP Manual			5325.0000		68.00-						Add Comments	
			5329.0000 5993.0000		1 102.00						Send Notification	
easury FM Manual			1 5994.0000		34,125.75 102.00-						Audit Report	
easury USSGL			* 801099 80		102.00						Audit Report	
ISM			1010.5100		4,740.00							
			1340.0000		32.27							
			2985.0000 5310.0000		4,772.27- 3,354.72-							
DDIS Library		Item Amount	5319.0000		1,417.55-					Noted Item		
			1 5993.0000	5993.0000	4,740.00							
			5994.0000	5994.0000	32.27	I			~			
tivity 4.2			🖕 Close 📑 E	xport								

- F. Verify that the
- G. Any discrepancies should be investigated, researched and resolved.
- H. Any exceptions will be listed in the Descriptions of exceptions field.
 - 1. Click on Add.

Description of exceptions									
Add Remove View									
Am	Туре	Explanation	Resolution	Resolution	CRQ Re	Person	Note		
				10. 10.					
	dd 📑 F	dd 🗋 Remove 🗋	dd 🛄 Remove 🛄 View	dd 📑 Remove 📑 View	dd 🗋 Remove 🗋 View	dd 🗋 Remove 🗋 View	dd 🗋 Remove 🗋 View		

- 2. Enter the following for each exception(s):
 - a) Item number
 - b) Exception amount

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
Service Delivery Guide	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 69 of 379					
Responsible Office: Accounts Receivable						
Subject: Accounte Receivable – Report	ing and Audit SDC					

- c) Exception type (The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type green, yellow and red)
 - d) Description/Explanation (What caused the exception)
 - e) Resolution (What will correct the exception)
 - f) Resolution Date (When the exception will be corrected)
 - g) CRQ Reference (if applicable)
 - h) Person Responsible (Center, Customer, or NSSC).
- 3. Click Save.

Exception Detail Entry		00
ltem:	0	
Exception Amount:	0	
Exception Type:		*
Description/Explanation:		
Resolution:		
Resolution Date:		
CRQ Reference:		
Person Responsible:		
Noted Item		
🖬 Save 🧲 Close		

I. Once exceptions (if any) have been entered, select Activity Status.

Gray	+
Gray	
Green	
Red	
Yellow	
White	

J. Select cog icon on Preparer to sign activity.

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 70 of 379					
Responsible Office: Accounts Receivable						
Subject: Accounts Receivable – Reporting and Audit SDG						



K. Add comments and click Save to complete.

Preparer For CMP Control Act 🛞						
Prepare CMP Activity						
Preparer Complete						
Comments						
Ready for review						
🖬 Save 🖕 Close						

L. Route for approval (See Route CMP for Approval Process).

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 71 of 379				
Posponsible Office: Accounts Pospivable					

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

CMP CONTROL ACTIVITY 2D.4A

CMP 2d.4A - NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation.

Note: This process is only followed if no data is available in the CMP Agency Tool.

Purpose of reconciliation: To determine that all postings to the miscellaneous receipt accounts are valid, that accounts 2985, 5993, and 5994 received the correct trading partner assignment, and to ensure that the total of each general fund appropriation (801435; 801099; 803200; 803220) agrees with Treasury's General Fund for NASA.

STEP 1. <u>AR L2 Designee</u> – Monthly. Run Report from SAP

A. . This report is executed with a Macro in Microsoft Excel.

FILE	HOME IN	SERT	PAGE LAYOUT	FORMULAS	DATA	REVIEW	VIEW	DEVELOPER	ACROBAT	ZEPY	CMPS	1
*	1											
CMP Fiz	K AP CMP	AR CM	P IPAC Download	Prebilling	CMP							
Form	Download Accounts Payable	Downlo	ad Report Accounts Receivat		ATRIX							
CMPFD	C Accounts Payable	1	Accounts Receivar		P Matrix							
	AR CMPs							×				
				AR CI	٨P							
				2D.4	A	-	·					
				Mont	h							
				May	/	-	·					
			Fi	scal \	(ear							
							-					
				201	9		·					
				_	_		_					
				0	K							

1. Go to CMP Macro thread and click on AR CMP Download.

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 72 of 379					
Responsible Office: Accounts Receivable						

- 2. Select 2D.4A
- 3. Select Reporting Month.
- 4. Select Fiscal Year.
- 5. Click Ok.
- The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable_Accounts Receivable\CMP\Month Year\CMP 2D.4A.
- 7. After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
- 8. When macro has completed the process, the files have been imported into the CMP tool.
- 9. Export File in the NSSC CMP Tool.
 - a) Click on Chapter 2.
 - b) Under Criteria Choose Year, Month, CMP 2d.4A and select a center from the drop-down boxes.
 - c) Click on the Import box to get a green checkmark.
 - d) Click on the Process box to get another green checkmark.
 - e) Repeat letters b d for all Centers.
- 10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.
- 11. Proceed to Step 2.
- B. CMP 2d.4A Raw Data Manual process. Run the SAP GR55 Z6AF (Trial balance by fund). *This is the manual process to be used only if macro is unavailable.*

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 73 of 379
Responsible Office: Accounts Receivable	

- 1. Login to SAP.
 - a) Type GR55 in the SAP Easy access box.
 - b) Click the green Check mark.
 - c) Type Z6AF in the Report Group box.
 - d) Click the Execute button.
 - e) The FY and Company code fields should automatically be updated. Manually update the Period fields to appropriate period reporting. Period 1 to Current Reporting Period.
 - f) On the Selection Groups tab, enter the appropriate Center number in the Business area (Or Values) text box. Example: 72 (JSC) Run for each Business Area separately OR run wide open and save each individual Center file separately.
 - g) Accounting period to be analyzed enter 1 in the "From" period field (first period field) and the appropriate period in the "To" period field (second period field).
 - h) On Selection groups tab, update the Fund Set values by clicking on the multiple selections arrow next to the "Applic Of funds" and enter 801435,801099,803200, and 803220 as the range of Funds.
 - i) Click the execute button to generate the report.
 - j) To Export File: Click System, List, Save, Local File, Spreadsheet and Save file as: N\FM Division\Accounts Payable_Accounts Receivable\CMP\Month Year\CMP 2d.4A.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 74 of 379
Responsible Office: Accounts Receivable	

Note: Balances should only be included in the following:

Note. Dalant
1010.XXXX
1310.XXXX
1319.XXXX
1340.XXXX
1347.XXXX
1360.XXXX
1367.XXXX
1370.XXXX
1377.XXXX
2985.XXXX
5310.XXXX
5319.XXXX
5320.XXXX
5324.XXXX
5325.XXXX
5329.XXXX
5900.XXXX
5909.XXXX
2993.XXXX
5993.XXXX
5994.XXXX

File Name: CMP 2d.4A GR55-ZFUN FY## P## BA##.xlxs.

- B. Run CMP 2d.4A Automation Tool Import Report.
 - 1. Access link: <u>https://cmp.nssc.nasa.gov</u>
 - a) Click on Input.
 - b) Under the CMP drop down box select 2d.4A.
 - c) Under the Report drop down box select GR55.
 - d) Under the Year drop down box select Calendar Year.
 - e) Under the Month drop down box select Report Month.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 75 of 379
Responsible Office: Accounts Receivable	

f) Under the Center drop down box select a Center.

Note: Repeat step "f" to run each Center.

- g) Click Chapter 2.
- h) Under criteria choose Year, Month, CMP 2d.4A and a Center from the drop-down boxes.
- i) Click on Import.
- j) Click on Process.
- k) Click 2d.4A (in blue).
- C. CMP 2d.4A Automation Tool Export Report
 - 1. Click on Chapter 2.
 - a) Under Criteria Choose Year, Month, CMP 2d.4A and All Centers from the drop-down boxes.
 - b) Click on the Import box. You will get a green checkmark.
 - c) Click on the Process box. You will get a green checkmark.
 - d) Click the blue 2d.4A next to the green checkmarks.
 - e) Save file as Excel.
- **STEP 2. Payment Processor -** Update a Control Certification approval cover sheet for CMP Activity 2d.4A.
 - A. In the NSSC CMP Tool, Click on Chapter 2.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 76 of 379
Responsible Office: Accounts Receivable	
Cubicati Accounte Dessivable Dessit	in a and Audit CDC

B. Under Criteria Choose Year, Month, CMP 2d.4A, and select correct center.

			1-017-017-2123
CMF	Continuous M	Monitoring Program	Version Build 18.05
ashboard Chapter 2	Chapter 3 Chapter 4	Chapter 6 Chapter 7 Chap	ter12 Input Lists
Chapter 02 Repo	orts	- Junger	
Criteria			
Year	Month	CMP	Center
2019 🗸	MAY 🗸	2d.4A 💙	NASA Headquarters 🗸
Reports			
		CMP Status	
Files Import Pr	ocess CMP File Dat		Title
	2d.4A 6/3/2019 8:42:14 A		and 3220 funds review for Treasury reconciliation

- C. Verify there are three green checkmarks. If there are not, notify AR Designee.
- D. Click the blue 2d.4A next to the green checkmarks.
- E. Save file as Excel on N drive (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P - Month 20YY
- F. In the Preparer's section place a check mark beside No Exceptions or Exceptions statement.
- G. Update any other necessary information, including description of necessary exceptions and exception type.
- H. Total all exceptions on coversheet.

Note: All exceptions should be listed on the Cover sheet, even if you must continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 77 of 379
Responsible Office: Accounts Receivable	
Subject: Accounts Receivable – Reporting and Audit SDG	

the CMP manual standards (e.g., exception type 2 - yellow and 3 -red). All exceptions should then be summarized / totaled at the end.

I. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

CMP AUTOPOPULATION AND FORMATTING	
СМР	2D.4A 🔹
Month	November 💽
Center	HQ
Year	2016 🔹
Preparer	Jennifer A. Myers
Approver	Leslie L. Anderson
	ОК

- J. Click OK to save a PDF copy on N: Drive at N:\ Reports\CMPS Paperless\2 AR CMP Electronic Signature Folder\P##\Center Name\CMP. File name format for each CMP should be: # Center's Name_CMP#_Original. Example: 01 JSC_CMP3.1_ Original.
- K. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 78 of 379
Responsible Office: Accounts Receivable	

CMP CONTROL ACTIVITY 2D.4B

CMP 2d.4B - NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation.

Note: This process is only followed if no data is available in the CMP Agency Tool.

Purpose of reconciliation: To determine that all postings to the miscellaneous receipt accounts are valid, that accounts 2985, 5993, and 5994 received the correct trading partner assignment, and to ensure that the total of each general fund appropriation (801435; 801099; 803200; 803220) agrees with Treasury's General Fund for NASA.

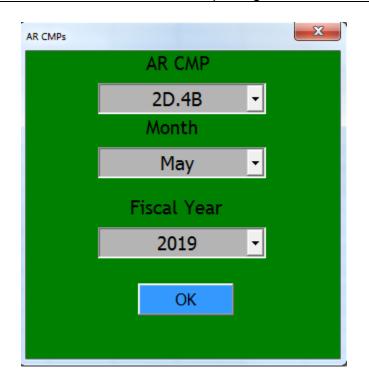
STEP 1. **AR L2 Designee** – Monthly. Run SAP Report.

A. This report is executed with a Macro in Microsoft Excel.

1. Go the CMP'S Macro Thread in excel and click on the AR CMP Download



NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 79 of 379
Responsible Office: Accounts Receivable	



- 2. Select 2D.4B
- 3. Select Reporting Month.
- 4. Select Fiscal Year.
- 5. Click Ok.
- 6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable_Accounts Receivable\CMP\Month Year\CMP 2D.4B.
- After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
- 8. When macro has completed the process, the files have been imported into the CMP tool.
- 9. Export File in the NSSC CMP Tool.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 80 of 379
Responsible Office: Accounts Re	eceivable

- a) Click on Chapter 2.
- b) Under Criteria Choose Year, Month, CMP 2d.4A and select a center from the drop-down boxes.
- c) Click on the Import box to get a green checkmark.
- d) Click on the Process box to get another green checkmark.
- e) Repeat letters b d for all Centers.
- 10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.
- 11. Proceed to Step 2.
- B. CMP 2d.4B Raw Data Manual process. Run the SAP GR55 Z6AF (Trial balance by fund). *This is the manual process to be used only if macro is unavailable.*
 - 1. Login to SAP.
 - a) Type GR55 in the SAP Easy access box.
 - b) Click the green Check mark.
 - c) Type Z6AF in the Report Group box.
 - d) Click the Execute button.
 - e) The FY and Company code fields should automatically be updated. Manually update the Period fields to appropriate period reporting. Period 1 to Current Reporting Period.
 - f) On the Selection Groups tab, enter the appropriate number in the Business Area (Or Values) text box. Example: 72 (JSC) Run for each Business Area separately

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 81 of 379
Responsible Office: Accounts Receivable	

OR run wide open and save each individual Center file separately.

g) On Selection groups tab, update the Fund Set values by clicking on the

multiple selections arrow next to the Applic. Of funds and enter 801435, 801099, 803200 and 803220 as the range of Funds.

- h) Click the execute button to generate the report.
- 2. CMP 2d.4B Raw Data.
 - a) Scroll to the bottom of the report and drill down (i.e., double click) on the "**Total line.
 - b) Click on the "Characteristic View" icon. This will drill down into the report by period.
 - c) Once the drill data is returned, highlight the "Account column", then click on the "Filter" icon and select only accounts 2985.0000, 5993.0000, and 5994.0000.
 - d) Once the filtered data is returned, click on the "Change Layout" icon to add trading partner.
 - e) Once the data is displayed to include the trading partner, sub-total the report by AOF.
 - f) To Export File: Click System, List, Save, Local File and Spreadsheet and save file as: N\FM Division\Accounts Payable_Accounts Receivable\CMP\Month Year\CMP 2d.4B.

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0	
	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 82 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

- B. Run CMP 2d.4B Automation Tool Import Report.
 - 1. Access link: <u>https://cmp.nssc.nasa.gov</u>
 - a) Click on Input.
 - b) Under the CMP drop down box select 2d.4B.
 - c) Under the Report drop down box select GR55.
 - d) Under the Year drop down box select Calendar Year.
 - e) Under the Month drop down box select Report Month.
 - f) Under the Center drop down box select a Center.

Note: Repeat step "f" to run each Center.

- g) Click Chapter 2.
- h) Under criteria choose Year, Month, CMP 2d.4B and a Center from the drop-down boxes.
- i) Click on Import.
- j) Click on Process.
- k) Click 2d.4B (in blue).

C. CMP 2d.4B Automation Tool Export Report

- 1. Click on Chapter 2.
 - a) Under Criteria Choose Year, Month, CMP 2d.4B and All Centers from the drop-down boxes.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 83 of 379
Responsible Office: Accounts Receivable	

- b) Click on the Import box. You will get a green checkmark.
- c) Click on the Process box. You will get a green checkmark.
- d) Click the blue 2d.4B next to the green checkmarks.
- e) Save file as Excel.
- **STEP 2.** <u>**Payment Processor**</u> Update a Control Certification approval cover sheet for CMP Activity 2d.4B.
 - A. In the NSSC CMP Tool, Click on Chapter 2.
 - B. Under Criteria Choose Year, Month, CMP 2d.4B, and select correct center.

		lonitoring Program		Version: 1.4 Build 18.05.09.1
Dashboard C	hapter 2 Chapter 3 Chapter 4 C	hapter6 Chapter7 Ch	apter 12 Input Lists	
C hapter 0	2 Reports	- Surger V		
Criteria Year 2019 V	Month MAY 🗸	CMP	Center NA SA Headquarters	~
Reports				
Files In	nport Process CMP File Date	CMP Status	Title	
	2d.4B 8/3/2019 8:44:34 A	NON 1435, 1099, 320	0 and 3220 funds review for Treasu	ryreconciliation

- C. Verify there are three green checkmarks. If there are not, notify AR Designee.
- D. Click the blue 2d.4B next to the green checkmarks.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 84 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

- D. Save file as Excel on N drive (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P – Month 20YY
- E. In the Preparer's section place a check mark beside No Exceptions or Exceptions statement.
- F. Update any other necessary information, including description of necessary exceptions and exception type.
- G. Total all exceptions on coversheet.

Note: All exceptions should be listed on the Cover sheet, even if you must continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 – red). All exceptions should then be summarized / totaled at the end.

H. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

CMP AUTOPOPULATION AND FORMATTING		
CMP	2D.4B 🔹	
Month	November 🗾	
Center	HQ	
Year	2016 🔽	
Preparer	Jennifer A. Myers 🔹	
Approver	Leslie L. Anderson	
ОК		

I. Click OK to save a PDF copy on N: Drive at N:\ Reports\CMPS Paperless\2 AR CMP Electronic Signature

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 85 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

Folder\P##\Center Name\CMP. File name format for each CMP should be: # Center's Name_CMP#_Original. Example: 01 JSC_CMP3.1_ Original.

J. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 86 of 379	
Responsible Office: Accounts Receivable		

CMP CONTROL ACTIVITY 2D.4C

CMP 2d.4c - NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation.

Note: This process is only followed if no data is available in the CMP Agency Tool.

Purpose of reconciliation: To determine that all postings to the miscellaneous receipt accounts are valid, that accounts 2985, 5993, and 5994 received the correct trading partner assignment, and to ensure that the total of each general fund appropriation (801435; 801099; 803200; 803220) agrees with Treasury's General Fund for NASA.

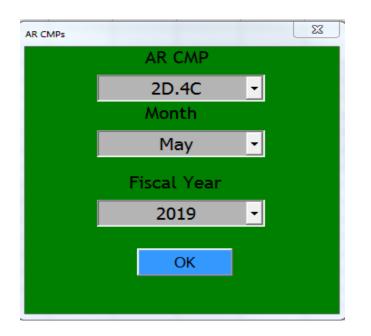
STEP 1. **AR L2 Designee** – Monthly. Run SAP Report.

A. This report is executed with a Macro in Microsoft Excel.

1. Go to CMPS Macro thread in excel and click on AR CMP Download.



NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 87 of 379	
Responsible Office: Accounts Receivable		



- 2. Select 2D.4C.
- 3. Select Reporting Month.
- 4. Select Fiscal Year.
- 5. Click Ok.
- 6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable_Accounts Receivable\CMP\Month Year\CMP 2D.4C.
- 7. After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
- 8. When macro has completed the process, the files have been imported into the CMP tool.
- 9. Export File in the NSSC CMP Tool.
 - a) Click on Chapter 2.
 - b) Under Criteria Choose Year, Month, CMP 2d.4A and

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 88 of 379	
Responsible Office: Accounts Receivable		

select a center from the drop-down boxes.

- c) Click on the Import box to get a green checkmark.
- d) Click on the Process box to get another green checkmark.
- e) Repeat letters b d for all Centers.
- 10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.
- 11. Proceed to Step 2.
- B. CMP 2d.4C Raw Data Run the SAP GR55 Z6AF (Trial balance by fund). *This is the manual process to be used only if macro is unavailable.*
 - 1. Login to SAP.
 - a) Run the SAP GR55 Z6AF (Trial balance by fund) Login to SAP.
 - b) Type GR55 in the SAP Easy access box.
 - c) Click the green Check mark.
 - d) Type Z6AF in the Report Group box.
 - e) Select variant "GEN FND REC".
 - f) Manually update the period fields to appropriate period reporting. Period 0 to current reporting period.
 - g) Click the Execute button.

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0	
	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 89 of 379	
Responsible Office: Accounts Receivable		
Subject Assounts Dessivable Departing and Audit CDC		

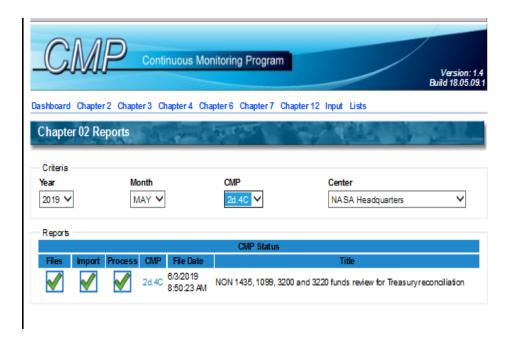
- h) The FY and Company code fields should automatically be updated. Manually update the Period fields to appropriate period reporting. Period 0 to Current Reporting Period.
- i) On the Selection Groups tab, enter the appropriate number in the Business area (Or Values) text box.
 Example: 72 (JSC) Run for each Business Area separately OR run wide open and save each individual Center file separately.
- j) Click the execute button to generate the report.
- k) To Export File: Click System, List, Save, Local File and Spreadsheet and save file as: N\FM Division\Accounts Payable_Accounts Receivable\CMP\Month Year\CMP 2d.4C.
- C. Run CMP 2d.4C Automation Tool Import Report.
 - 1. Access link: <u>https://cmp.nssc.nasa.gov</u>
 - a) Click on Input.
 - b) Under the CMP drop down box select 2d.4C.
 - c) Under the Report drop down box select GR55.
 - d) Under the Year drop down box select Calendar Year.
 - e) Under the Month drop down box select Report Month.
 - f) Under the Center drop down box select a Center.

Note: Repeat step "f" to run each Center.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 90 of 379
Responsible Office: Accounts Receivable	

- g) Click Chapter 2.
- h) Under criteria choose Year, Month, CMP 2d.4A and a Center from the drop-down boxes.
- i) Click on Import.
- j) Click on Process.
- k) Click 2d.4C (in blue).
- D. CMP 2d.4C Automation Tool Export Report
 - 1. Click on Chapter 2.
 - a) Under Criteria Choose Year, Month, CMP 2d.4C and All Centers from the drop-down boxes.
 - b) Click on the Import box. You will get a green checkmark.
 - c) Click on the Process box. You will get a green checkmark.
 - d) Click the blue 2d.4C next to the green checkmarks.
 - e) Save file as Excel.
- **STEP 2.** <u>**Payment Processor**</u> Update a Control Certification approval cover sheet for CMP Activity 2d.4C.
 - A. In the NSSC CMP Tool, Click on Chapter 2.
 - B. Under Criteria choose Year, Month, CMP 2d.4C, and select correct center.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 91 of 379
Responsible Office: Accounts Receivable	



- C. Verify there are three green checkmarks. If there are not, notify AR Designee.
- D. Click the blue 2d.4C next to the green checkmarks.
- E. Save file as Excel on N drive (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P - Month 20YY.
- F. In the Preparer's section place a check mark beside No Exceptions or Exceptions statement.
- G. Update any other necessary information, including description of necessary exceptions and exception type.
- H. Total all exceptions on coversheet.

Note: All exceptions should be listed on the Cover sheet, even if you must continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual

NSSC	NSSDG-9200-0009 Revision 13.0		
_	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 92 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

standards (e.g., exception type 2 - yellow and 3 - red). All exceptions should then be summarized / totaled at the end.

I. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

CMP AUTOPOPULATION AND FORMATTING		
СМР	2D.4C 🛃	
Month	November 🗾	
Center	HQ	
Year	2016 🔹	
Preparer	Jennifer A. Myers	
Approver	Leslie L. Anderson	
	ОК	

- J. Click OK to save a PDF copy on N: Drive at N:\ Reports\CMPS Paperless\2 AR CMP Electronic Signature Folder\P##\Center Name\CMP. File name format for each CMP should be: # Center's Name_CMP#_Original. Example: 01 JSC_CMP3.1_ Original.
- K. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 93 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

CMP CONTROL ACTIVITY 3.1

CMP 3.1 - Reconcile source documents to accounts receivable (AR) reports

Purpose of reconciliation: To validate Reimbursable Accounts Receivable billing transactions to ensure that the total accounts receivable have been properly recorded and cleared/liquidated in accordance with Agency policy and procedures.

Note: CMP 3.1 is performed during the Reimbursable Process, second to the last day of the month. Files are combined at the beginning of the following month, during CMP reporting.

STEP 1. <u>Account Maintainer</u> – Monthly. Run SAP Report.

- A. 3.1 Raw Data Run ZFI_AR_BILLING Preliminary Billing Report (PBR).
 - 1. Login to SAP.
 - a) Type ZFI_AR_BILLING in the SAP Easy Access box.
 - b) Input the Business Area.
 - c) Input the Sales Order Number Range.
 - d) Click the arrow next to the range fields to enter Sales Order to be excluded, if any.
 - e) Check the "Do Not List \$0.00 to Be Billed".
 - f) Execute by clicking the clock icon in the top left portion of the screen.
 - g) To Export File-in SAP go to List / Export Spreadsheet
 / All Available Formats/Excel (In Existing XXL Format)/Table.

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 94 of 379		
Responsible Office: Accounts Receivable			

- h) Save file to N:\FM Division\Accounts
 Payable_Accounts Receivable\Accounts
 Receivable\Monthly Billing\BA Center
 Billing\FY20XX\PP Month and save file as Center
 PBR FY## P##.xlxs.
- B. Run S_ALR_87012173 List of Customer Line items.
 - 1. Log into SAP.
 - a) Type S_ALR_87012173 in the SAP Easy Access box.
 - b) Click green arrow.
 - c) Click the Dynamic Selections Icon¹ to input criteria to the report.
 - d) Document type "RV" and "DC".
 - e) Enter date of Billing and Click the "All Items Posting Date" Radio Button.
 - f) Execute by clicking the clock icon in the top left portion of the screen.
 - g) To Export File-in SAP go to List / Export Spreadsheet / All Available Formats/Excel (In Existing XXL Format)/Table.
 - h) Save file to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\BA – Center Billing\FY20XX\PP – Month and save file as Center LOCLI FY## P##.pdf.
- C. Run ZFI_AR_R_BRQ_NBIL Unbilled billing Requests report.
 - 1. Log into SAP.

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 95 of 379		
Responsible Office: Accounts Receivable			

- a) Type ZFI_AR_R_BRQ_NBIL in the SAP Easy Access box.
- b) Enter Sales Organization.
- c) Execute by clicking the clock icon in the top left portion of the screen.
- d) To Export File-in SAP go to List / Export Spreadsheet / All Available Formats/Excel (In Existing XXL Format)/Table.
- e) Save file to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\BA – Center Billing\FY20XX\PP – Month and save file as Center UBBR2 FY## P##.xlxs.
- D. CMP 3.1 Raw Data Run ZAR_VF04 Billing –Billing Breakdown.
 - 1. Log into SAP.
 - a) Type ZAR_VF04_BILLING in the SAP Easy Access box.
 - b) Click the arrow next to the "SD Billing Document". Copy and Paste all Invoice Numbers into the "Select Single Value" fields.
 - c) Enter the Billing Date.
 - d) Enter the Sales Organization.
 - e) To Export: Select the Export Icon, Select Spreadsheet/All Available Formats/Excel (In Existing XXL Format)/Table.
 - f) Save file to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing\BA –

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 96 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

Center Billing\FY20XX\PP – Month and save file as Center VF04-Billing Breakdown FY20XX PXX.xlsx.

- E. Update Control Certification approval cover sheet for each CMP Activity.
 - 1. In the Preparer's section place a check mark beside No Exceptions or Exceptions statement.
 - 2. Update the preparer's and reviewer's name, and prepared date.
 - 3. Update any other necessary information, including description of necessary exceptions and exception type.
 - 4. Total all exceptions on coversheet.

Note: All exceptions should be listed on the Cover sheet, even if you must continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 – red). All exceptions should then be summarized / totaled at the end.

 Once completed, save each CMP cover sheet with backup documentation on N: Drive at N:\Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\ 1 FY## AR INDIVIDUAL CMPs\P##\CENTER NAME AND BA\. File name format for each CMP should be: # Center's Name_CMP#_date OriginalExample: 04 JSC_CMP3.1 Original.pdf.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 97 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounts Receivable – Reporting and Audit SDG	

6. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

P			
NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 98 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

CMP CONTROL ACTIVITY 3.2

CMP 3.2 - Validate aging of AR

Purpose of reconciliation: Validate the balances by period in the accounts receivable aging report and review the aging report to identify delinquent balances which require additional follow-up action or referral to the Department of Treasury.

Note: Reconcile the total balance of the aging report to the trial balance. Review balances over 45 days and determine whether they are collectible.

STEP 1. AR L2 Designee – Monthly Run report in SAP

- A. This Report is executed with a Macro in Microsoft Excel.
 - 1. Go to CMPS Macro thread and click on AR CMP Download.

FILE HOME IN	ISERT PAGE LAYOUT	FORMULAS	DATA	REVIEW \	VIEW	DEVELOPER	ACROBAT	ZEPY	CMPS
CMP Fix AP CMP Form Download	AR CMP IPAC Download Download Report	l Prebilling C	CO IMP ATRIX						
CMP Fix Accounts Payable			Matrix						
AR CMPs					23				
	AR (СМР							
	3.	.2	•						
	Mon	ith				ł			
	Ma	ay	•			ł			
	Fiscal	Year				ł			
	20	19	•						
		ОК							

NSSC	NSSDG-9200-0009 Revision 13.0		
_	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 99 of 379		
Responsible Office: Accounts Receivable			

- 3. Select Reporting Month.
- 4. Select Fiscal Year.
- 5. Click Ok.
- 6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable_Accounts Receivable\CMP\Month Year\CMP 3.2.
- 7. After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
- 8. When macro has completed the process, the files have been imported into the CMP tool.
- 9. Export File in the NSSC CMP Tool.
 - a) Click on Chapter 3.
 - b) Under Criteria Choose Year, Month, CMP 3.2 and select a center from the drop-down boxes.
 - c) Click on the Import box to get a green checkmark.
 - d) Click on the Process box to get another green checkmark.
 - e) Repeat letters b d for all Centers.
- 10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.
- 11. Proceed to Step 2.
- B. CMP 3.2 Raw Data Run the SAP GR55 ZTB6 (Trial Balance) Raw Data. *This is the manual process to be used only if macro is unavailable.*
 - 1. Login to SAP.

NSSC Service Delivery Guide	NSSDG-9200-0009Revision 13.0NumberEffective Date:October 24, 2022Expiration Date:October 24, 2024		
	Page 100 of 379		
Responsible Office: Accounts Receivable			

- a) Type GR55 in the SAP Easy access box.
- b) Click the green Check mark.
- c) Type ZTB6 in the Report Group box.
- d) Click the Execute button.
- e) The FY and Company code fields should automatically be updated. Manually update the "To" Period field to appropriate period reporting.
- f) On the Selection Groups tab, enter the appropriate Center number in the Business area (Or Values) text box. Example: 72 (JSC)

Note: Run for each individual business area separately.

- g) Click the Execute button.
- h) To Export File Click: System/List/Save/Local file/Spreadsheet.
- i) Save on N\FM Division\Accounts Payable_Accounts Receivable\CMP\ Month Year\CMP 3.2 and Save file as: CMP 3.2 GR55 FY## P## BA##.xlxs.
- C. CMP 3.2 Raw Data Run the Accounts Receivable aging report (ZFI_AGING1310).
 - 1. In SAP, Type ZFI_AGING1310 in the easy access box.
 - a) Enter all* of the Centers by clicking on the arrow next to the text box and enter: 01, 10, 21, 22, 23, 24, 51, 55, 62, 64, 72, and 76 for Business area.

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 101 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

Note: You will need to enter the 1st Center in the area then click the arrow.

b) Enter the G/L Accounts* by clicking on the arrow next to the text box and entering the accounts 1310.0000, 1310.3000, 1340.0000, 1360.0000, and 1370.0000.

Note: You will need to enter the 1st GL Account in the area then click the arrow.

- c) Enter Open Items as period being analyzed. The last day of the report month.
- d) Enter Customer range from 1 to 999999.
- e) In report section, click on detail report.
- f) In the Output make sure Create ALV Report (online) is checked.
- g) Click the execute button.
- h) Export the file to an Excel spreadsheet by clicking on List→ Export → Spreadsheet. Click the green check mark on the subsequent information boxes and choose Table and Microsoft Excel.

Note: Status should indicate collection efforts taken to date, status of the debt if not being actively collected, i.e., "in dispute" or "waiver requested".

D. CMP 3.2 Automation Tool Import Reports

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 102 of 379
Responsible Office: Accounts Receivable	

- 1. Access Link: www https://cmp.nssc.nasa.gov
 - a) Click Input.
 - b) Under the CMP drop down box select 3.2.
 - c) Under the Report drop down box select ZFI_AGING1310.
 - d) Under the Year drop down box select Calendar Year.
 - e) Under the Center drop down box select All Centers.
 - f) Under Field, Click on Browse, choose file and submit.
 - g) Under CMP drop down box select 3.2.
 - h) Under the Report drop down box select GR55.
 - i) Under the Year drop down box select Calendar Year.
 - j) Under the Month drop down box select Report month.
 - k) Under the Center drop down box select a Center (Input each Center separately).
 - I) Under Field, Click Browse, choose file and Submit.
 - m) Click Chapter 3.
 - n) Under Criteria choose Year, Month,

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 103 of 379
Responsible Office: Accounts Receivable	

CMP 3.2 and All Centers.

- o) Click Import, Click Process (may have to choose Center prior to process).
- E. CMP 3.2 Automation Tool Export Reports.
- 1. Click on Chapter 3.
 - a) Under Criteria choose Year, Month, CMP 3.2 and a Center.
 - b) Click the Import box.
 - c) You will get a green checkmark.
 - d) Click the Process box.
 - e) You will get a green checkmark.
 - f) Click the blue 3.2 next to the green checkmarks.
 - g) Save file as Excel.
 - h) Under Criteria choose Year, Month, CMP 3.2 and a Center.
 - i) Click the Import box. You will get a green checkmark.
 - j) Click the Process box. You will get a green checkmark.

Note: By the last business of the reporting month, the AR SP team is to provide the current status of ZFED receivables aged over 45 days. The AR SP is to have followed up with Federal Customers or Center POCs to determine the current status.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 104 of 379
Responsible Office: Accounts Receivable	
Subject: Accounts Receivable -	Reporting and Audit SDG

- **STEP 2.** <u>Account Maintainer</u> Update Control Certification approval cover sheet for CMP Activity 3.2.
 - A. In the NSSC CMP Tool, click on Chapter 2.
 - B. Under Criteria, choose Year, Month, CMP 3.2, and select correct center.

Sarara		Monitoring Program		Version Build 18.05
board Chapter 2	2 Chapter 3 Chapter 4	Chapter 6 Chapter 7 Chap	oter 12 Input Lists	
apter 03 Rep	orts	- Sucs		ALC: NO
	ALMONT IN SUCCESS		Charles and	
iteria				
ır	Month	CMP	Center	
	MAY	3.2 💙	NASA Headquarters	~
19 🗸				
19 🗸				
19 🗸				
0.0		CMP Status		
eports	Process CMP File D		Title	

- C. Verify there are three green checkmarks. If there are not, notify AR Designee.
- D. Click the blue 3.2 next to the green checkmarks.
- E. Save file as Excel on N drive (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P - Month 20YY).
- F. In the Preparer's section put check mark beside No Exceptions or Exceptions statement.
- G. Update any other necessary information, including description of necessary exceptions and exception type.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 105 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

H. Total all exceptions on coversheet.

Note: All exceptions should be listed on the Cover sheet, even if you have to continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 - red). All exceptions should then be summarized / totaled at the end. Do not include AR over 60 days that can be supported, and dunning notices were sent.

I. Once completed select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year). Preparer, and Approver.

CMP AUTOPOPULATION AND FORMATTING	
СМР	3.2 🔹
Month	November 🔽
Center	HQ
Year	2016 🗸
Preparer	Jennifer A. Myers 🚽
	· · ·
Approver	Leslie L. Anderson

- J. Click OK to save a PDF copy on N: Drive at N: \Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY 2016 AR INDIVIDUAL CMPs\ P##\CENTER. File name format for each CMP should be: # Center's Name_CMP#_Original.
 Example: 05 JSC CMP3.2 Original.pdf.
- K. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 106 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

CMP CONTROL ACTIVITY 3.3

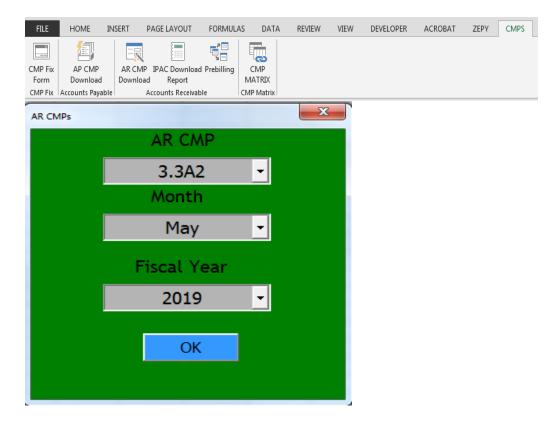
CMP 3.3 – Validate allowance for doubtful accounts and compliance with Treasury policies.

Purpose of reconciliation: To prepare and maintain a work paper that list detailed balances in the Allowance for Doubtful Accounts and amounts that have been transferred to Treasury.

Note: Allowance for Doubtful Accounts Analysis and Schedules are located at N:\FM Division\Accounts Payable_Accounts Receivable\Allowance For Bad Debts.

STEP 1. <u>AR L2 Designee</u> – Quarterly. Run report in SAP.

- A. This report is executed with a Macro in Microsoft Excel.
 - 1. Go to CMPS Macro thread and click on AR CMP Download.



NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 107 of 379
Responsible Office: Accounts Receivable	

- 2. Select 3.3A2
- 3. Select Reporting Month.
- 4. Select Fiscal Year.
- 5. Click Ok.
- 6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable_Accounts Receivable\CMP\Month Year\CMP 3.3A2.
- After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
- 8. When macro has completed the process, the files have been imported into the CMP tool.
- 9. Export File in the NSSC CMP Tool.
 - a) Click on Chapter 3.
 - b) Under Criteria Choose Year, Month, CMP 2d.4A and select a center from the drop-down boxes.
 - c) Click on the Import box to get a green checkmark.
 - d) Click on the Process box to get another green checkmark.
 - e) Repeat letters b d for all Centers.
- 10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.
- 11. Proceed to Step 3.
- B. CMP 3.3a Raw Data Run the GR55 ZAOF report. *This is the manual process to be used only if macro is unavailable.*

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 108 of 379
Responsible Office: Accounts Receivable	

- 1. Login to SAP.
 - a) Type GR55 in the SAP Easy access box.
 - b) Click the green arrow.
 - c) Type ZAOF in the Report Group box.
 - d) Click the Execute button.
 - e) The Fiscal year and Company code should be automatically updated.
 - f) Accounts are from inception, so enter 0 in the "From" period field (first period field) and the appropriate period in the "To" period field (second period field).
 - g) Enter all* of the Centers by clicking on the arrow next to the text box and enter: 01, 10, 21, 22, 23, 24, 51, 55, 62, 64, 72, and 76 for Business area.
 - h) In the GL Accounts* Or Value(s) field, click on the
 for multiple selections and on separate lines, enter 1319.0000, 1347.0000, 1367.0000 and 1377.0000

Note: Enter the 1st GL Account then click the arrow.

Note: Enter the 1st Center in the area then click the arrow.

Note: Run each individual business area separately. If you don't run separate reports, the automation will not work.

- i) Click the execute button to generate the report.
- j) To Export File, click System\List\Save\Local file\Spreadsheet.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 109 of 379	
Responsible Office: Accounts Receivable		

 k) Save the report on the N\ FM Division\Accounts Payable_Accounts Receivable\CMP\Month Year\CMP 3.3A2 and Save file as: 3.3A AFDA GR55 FY## P## BA##.xlxs.

Note: Balances over 120 days delinquent should be transferred to Treasury.

- C. CMP 3.3A Automation Tool Import Report.
 - 1. Access Link: <u>https://cmp.nssc.nasa.gov</u>
 - a) Click Input.
 - b) Under the CMP drop down box select 3.3A2.

Note: Select 3.3A2 for the actual CMP preparation. 3.3A is used to run and hold the quarterly allowance reports.

- c) Under the Report drop down box select GR55 ZAOF.
- d) Under the Year drop down box select Calendar Year.
- e) Under the Month drop down box select Report Month.
- f) Under the Center drop down box select a Center.
- g) Under the File, Click on Browse, Choose File: 3.3A AFDA GR55-ZAOF FY## P## BA##.xls and Submit.
- h) Click on Chapter 3.
- i) Under Criteria choose Year, Month, CMP 3.3A2, a Center.
- j) Click Import and Click Process.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
Service Delivery Guide	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 110 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

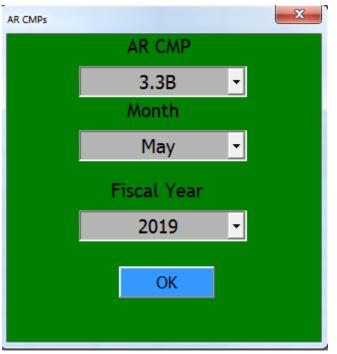
- D. CMP 3.3A Automation Tool Export Reports.
 - 1. Click on Chapter 3.
 - 2. Under Criteria choose Year, Report Month, CMP 3.3A2 and a Center.
 - 3. Click the Import box. You will get a green checkmark.
 - 4. Click the Process box. You will get a green checkmark.
 - 5. Click the blue 3.3A2 next to the green checkmark.
 - 6. Save file as Excel.

STEP 2. <u>AR L2 Designee</u> – Quarterly. Run report in SAP.

- A. This report is executed with a Macro in Microsoft Excel.
 - 1. Go to CMPS Macro thread and click on AR CMP Download.



NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
Service Delivery Guide	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 111 of 379	
Responsible Office: Accounts Receivable		



- 2. Select 3.3B
- 3. Select Reporting Month.
- 4. Select Fiscal Year.
- 5. Click Ok.
- The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable_Accounts Receivable\CMP\Month Year\CMP 3.3B.
- After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
- 8. When macro has completed the process, the files have been imported into the CMP tool.
- 9. Export File in the NSSC CMP Tool.
 - a) Click on Chapter 3.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
Service Delivery Guide	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 112 of 379	
Responsible Office: Accounts Receivable		

- b) Under Criteria Choose Year, Month, CMP 2d.4A and select a center from the drop-down boxes.
- c) Click on the Import box to get a green checkmark.
- d) Click on the Process box to get another green checkmark.
- e) Repeat letters b d for all Centers.
- 10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.
- 11. Proceed to Step 2.
- B. CMP 3.3B Raw Data Run the AR aging report (ZFI_ARAGING1310). This is the manual process to be used only if macro is unavailable.
 - 1. Login to SAP.
 - a) Type ZFI_AGING1310) in the easy access box.
 - b) Enter all the Business areas.
 - c) Enter the GL Accounts* Or Value(s) field, click on the for multiple selections and on separate lines, enter 1310.0000, 1340.0000, 1360.0000 and 1370.0000.

Note: Enter the 1st GL Account in the area then click the arrow.

- d) Enter Customer range from 100000 to 2999999.
- e) Enter the appropriate Open items as of date.
- f) In report section, click on detail report.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 113 of 379	
Responsible Office: Accounts Receivable		

- g) Click the execute button.
- h) Export the file to an Excel spreadsheet by clicking on List → Export → Spreadsheet. Click the green check mark on the subsequent information boxes and choose Table and Microsoft Excel.
- i) Save file on: N\FM Division\Accounts Payable_Accounts Receivable\CMP\Month Year\CMP 3.3B and Save file as: 3.3B Aging FY## P## All Centers.xls.
- 2. CMP 3.3B Automation Tool Export Reports.
 - a) Click on Chapter 3.
 - b) Under Criteria choose Year, Month, CMP 3.3B, and a Center.
 - c) Click the Import box. You will get a green checkmark.
 - d) Click the Process box. You will get a green checkmark.
 - e) Click the blue 3.3B next to the green checkmarks.
 - f) Save file as Excel.
 - g) Anything that has not been sent to Treasury after 120 days delinquent (Aged 150 days) that is not being currently collected on is classified as an exception.
- **STEP 3.** <u>Account Maintainer</u> Update Control Certification approval cover sheet for each CMP Activity 3.3A, and B.
 - A. In the NSSC CMP Tool, click on Chapter 3.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 114 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

B. Under Criteria, choose Year, Month, CMP 3.3A2, and select correct Center.

CM		Monitoring Program	Version: - Build 18.05.0
shboard Chapte	r2 Chapter3 Chapter4	Chapter 6 Chapter 7 Cl	hapter 12 Input Lists
L 4 02 D		- Franker	
hapter 03 R	eports		and the state of the state
Criteria			
'ear	Month	CMP	Center
2019 🗸	MAR Y	3.3A2 💙	NA SA Headquarters
		100	ta t
Reports			
		CMP Status	
	and a second second second second second second second		
Files Import	Process CMP File Da	ate	Title
an constant	Process CMP File Date 3.342 4/2/2011 10:36:3	9 Allowance for Rad Do	A CANCEL CONTRACT OF A CANCEL CONTRACT.

- C. Verify there are three green checkmarks. If there are not, notify AR L2 Designee.
- D. Click on blue 3.3A2 next to the green checkmarks.
- E. Save file as Excel on N drive (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P - Month 20YY).
- F. In the Preparer's section put a check mark beside No Exceptions or Exceptions statement.
- G. Update any other necessary information, including description of necessary exceptions and the exception type.
- H. Total all exceptions on coversheet.

Note: All exceptions should be listed on the Cover sheet, even if you must continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 – red). All exceptions should then be summarized / totaled at the end.

NSSC Service Delivery Guide	NSSDG-9200-0009Revision 13.0NumberEffective Date:October 24, 2022Expiration Date:October 24, 2024Page 115 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

I. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

СМ	P AUTOPOPULATION AND FOR	MATTING	×
	CMP	3.3A	•
	Month	November	-
	Center	HQ	-
	Year	2016	•
	Preparer	Jennifer A. Myers	▼
	Approver	Leslie L. Anderson	•
	Approver		•
	Approver	Leslie L. Anderson	Ţ

- J. Click OK to save a PDF copy on N: Drive at N: Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY## AR INDIVIDUAL CMPs\P##\CENTER NAME AND BA. File name format for each CMP should be: # Center's Name_CMP#_Original Review. Example: 05 JSC CMP3.3A _Original. Pdf
- K. Go back to the NSSC CMP Tool and click on Chapter 3.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 116 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

L. Under Criteria, choose Year, Month, CMP 3.3B, and select correct center.

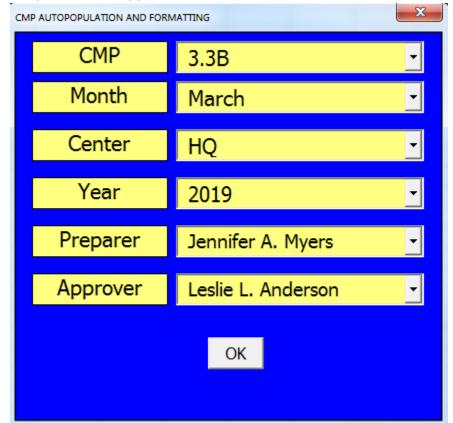
NACA	al Aeronautics and Space / A SHARED SERVICE		NSSC Contact Center 1-877-NSSC123 1-877-677-2123
CM		s Monitoring Program	Version: Build 18.05.0
ashboard Chapte	er 2 Chapter 3 Chapter	4 Chapter 6 Chapter 7 Ch	apter 12 Input Lists
Chapter 03 R	eports	Starts V	SALE AND ALL
Criteria Year	Month	CMP	Center
2019 ∨		3.3B ¥	All Centers V
Reports			
	20 N 1050	CMP Status	
Files Import	Process CMP File	Date	Title
	3.3B	Validate allowance for opplicies	doubtful accounts and compliance with Treasury

- M. Verify there are three green checkmarks. If there are not, notify AR L2 Designee.
- N. Click the blue 3.3B next to the green checkmarks.
- O. Save file as Excel on N drive (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P - Month 20YY).
- P. In the Preparer's section place a check mark beside No Exception(s) or Exception(s) statement.
- Q. Update description of exceptions and exception type.
- R. Total all exception(s) on coversheet.

NSSC Service Delivery Guide	NSSDG-9200-0009Revision 13.0NumberEffective Date:October 24, 2022Expiration Date:October 24, 2024Page 117 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

Note: All exceptions should be listed on the Cover sheet, even if you must continue listing them on a second page. All variances should be noted in detail in the "Description of Exception" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 – red). All exceptions should then be summarized / totaled at the end.

S. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.



T. Click OK to save a PDF copy on N: Drive at N:\ Reports\CMPS Paperless\2 AR CMP Electronic Signature Folder\P##\Center Name\CMP. File name format for each CMP should be: # Center's Name_CMP#_Original. Example: 01 JSC_CMP3.1_ Original.

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0			
,	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 118 of 379			
Responsible Office: Accounts Receivable				
Subject: Accounts Receivable – Reporting and Audit SDG				

U. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 119 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

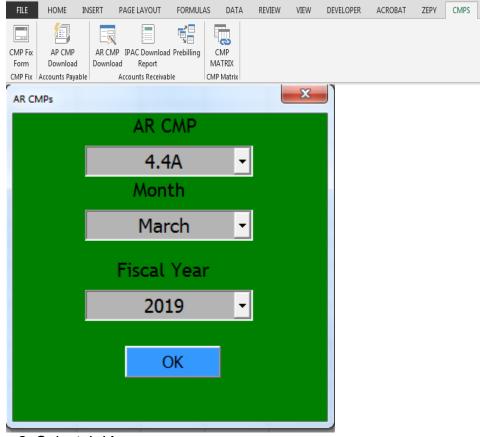
CMP CONTROL ACTIVITY 4.4A

CMP 4.4A - Validate Customer and Vendor Trading Partners

Purpose of reconciliation: Confirm trading partner and description in report reconciles with the Treasury FMS Agency Trading Partner Codes. Any variances must be corrected prior to any IPAC submissions, SAP billing and cost posting.

STEP 1. AR L2 Designee – Quarterly. Run report in SAP.

- A. This report is executed with a Macro in Microsoft Excel.
 - 1. Go to the CMPS Macro thread and click on AR CMP Download.



- 2. Select 4.4A.
- 3. Select Reporting Month.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 120 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

- 4. Select Fiscal Year.
- 5. Click Ok.
- 6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable_Accounts Receivable\CMP\Month Year\CMP 4.4A.
- 7. After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
- 8. When macro has completed the process, the files have been imported into the CMP tool.
- 9. Export File in the NSSC CMP Tool.
 - a) Click on Chapter 4.
 - b) Under Criteria Choose Year, Month, CMP 4.4A and select a center from the drop-down boxes.
 - c) Click on the Import box to get a green checkmark.
 - d) Click on the Process box to get another green checkmark.
 - e) Repeat letters b d for all Centers.
- 10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.
- 11. Proceed to Step 2.
- B. CMP 4.4A Raw Data: Run the Intra-Governmental Trading Partner Report (T-Code ZFI_INTRAGOV). *This is the manual process to be used only if macro is unavailable.*
 - 1. Login to SAP.
 - a) Type (ZFI_INTRAGOV) in the easy access box.

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 121 of 379		
Responsible Office: Accounts Receivable			

- b) Enter the FY.
- c) Enter the Period being analyzed.
- d) Enter Trading Partner Range from 0 to NONFED.
- e) Enter the Business areas for all the appropriate centers (01, 10, 21, 22, 23, 24, 51, 55, 62, 64, 72, 76 and 77).
- f) Excluded cancelled funds should be checked.
- g) Enter Customer / Vendor accounts range by clicking on the arrow next to the text box and entering the accounts 1310.xxxx, 1340.xxxx, 1360.xxxx and 1370.xxxx.
- h) Filter Posting Date column to current month transactions.
- i) Click the execute button.
- j) Go to the change Layout button in SAP to add Customer, Trading Partner, and Fund to report.
- k) Export the file to an Excel spreadsheet by clicking on List→ Export → Spreadsheet. Click the green check mark on the subsequent information boxes and choose Table and Microsoft Excel.
- Save file as YYYY PP 4.4A ZFI_INTRAGOV.xlsx. at: N:\FM Division\CS\AutoCMP\PROD\AR.
- C. CMP 4.4A Automation Tool.
 - 1. Access Link: <u>https://cmp.nssc.nasa.gov</u>
 - 2. Click Input.
 - 3. Under the CMP drop down box select 4.4A.
 - 4. Under the Report drop down box select INTRAGOV.
 - 5. Under the Year drop down box select Calendar Year.

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 122 of 379		
Responsible Office: Accounts Receivable			

- 6. Under the Month drop down box select Report Month.
- 7. Under the Center drop down box select a Center.
- 8. Under Field Click Browse choose file and submit.
- 9. Click Chapter 4.
- 10.Under Criteria choose, Year, Month, CMP 4.4a and a Center.
- 11. Click Import and click Process.
- D. CMP 4.4A Automation Tool Export Report.
 - 1. Click on Chapter 4.4A.
 - 2. Under Criteria choose Year, Month, CMP 4.4A and a Center.
 - 3. Click the Import box. You will get a green checkmark.
 - 4. Click the Process box. You will get a green checkmark.
 - 5. Click the blue 4.4A next to the green checkmarks.
 - 6. Save file as a PDF.
- **STEP 2.** <u>**Payment Processor**</u> Update Control Certification approval cover sheet for CMP Activity 4.4A.
 - A. In the NSSC CMP Tool, click on Chapter 4.
 - B. Under Criteria, choose Year, Month, CMP 4.4A, and select correct center.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 123 of 379	
Responsible Office: Accounts Receivable		

CMP	Continuous Monit	toring Program		Version: 1.4 Build 18.05.09.1
Dashboard Chapter 2 Cha	pter3 Chapter4 Chapt	er6 Chapter7 Chapt	er12 Input Lists	
Chapter 04 Reports	"Rolping	nda		CO11/
Criteria Year 2019 V	Month MAR ¥	CMP 4.4A ❤	Center NASA Headquarters	~
Reports		CMP Status		
Files Import Proces	is CMP File Date		Title	
	4.4A 4/1/2019 11:06:59 AM C	Customer and Vendor Tr	ading Partner Agencyldentifier Rev	iew

- C. Verify there are three green checkmarks. If there are not, notify AR L2 Desginee.
- D. Click the blue 2d.4A next to the green checkmarks.
- E. Save file as Excel on N drive (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P – Month 20YY).
- F. In the Preparer's section put a check mark beside No Exceptions or Exceptions statement.
- G. Update any other necessary information, including description of necessary exceptions and the exception type.
- H. Total all exceptions on the coversheet.

Note: All exceptions should be listed on the Cover sheet, even if you must continue listing them on a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 -

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 124 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

yellow and 3 - red). All exceptions should then be summarized / totaled at the end.

I. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

CMP AUTOPOPULATION AND FORMATTING		
СМР	4.4A	•
Month	November	•
Center	HQ	•
Year	2016	•
Preparer	Jennifer A. Myers	•
Approver	Leslie L. Anderson	•

- J. Click OK to save a PDF copy on N: Drive at N:\ Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY## AR INDIVIDUAL CMPs\P##\CENTER NAME AND BA. File name format for each CMP should be: # Center's Name_CMP#_ Original. Example: 09 JSC_CMP4.4A_Original.pdf
- K. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 125 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

CMP CONTROL ACTIVITY 7.4

CMP 7.4 - Validate recording of custodial liabilities and liabilities for nonentity assets

Purpose of reconciliation: Review ZFUN report to ensure that there are only balances against NON1099, NON1435, NON3220, and NON3200, to validate recording of Custodial Liabilities and Liabilities for Non-Entity Assets are recorded for deposit with Treasury.

STEP 1. Account Maintainer - Verify Reports in Agency Tool.

- A. Log into Agency CMP Tool.
- B. Select Center and Current month.

Select a Reporting Period: May 2019 v Select a center: NS	SC Headquarters	Ψ.	Center: N	SSC HQ / May 2
ecutive Dashboard				
Exception Summary 🖉 Attachments 🔲 Approval Document 🗸 Approv	al 📋 Send Notificati	on 📄 Add Com	ments 📄 Activ	ity Log
ame	CMP Status	Preparer Si	Approver Si	Center Revi.
Chapter 2: Fund Balance with Treasury/Cash Outlays/Suspense and Investmen	ts 📕			
Chapter 3: Accounts Receivable/Advances from Others/Revenues				
Chapter 4: Prepaid Advances/Intra/Intergovernmental Transactions				
Chapter 6: Accounts Payable and Expenses				
Chapter 7: Other Liabilities				
Chapter 12: Review for Blank and Mismatched Accounting Dimensions				
C. Select Chapter 7.				
Chapter 7: Other Liabilities				
··· 📄 Control Activity 7.4: Validate recording of custodial liabilities ar	d liabilities for n		× .	 Image: A second s
- 📄 Control Activity 7.5: Validate postings to Treasury custodial ac	counts			
- 📄 Control Activity 7.12: Validate unfunded leave				
📄 Control Activity 7.17: Validate funded leave				
End of the terminal t	sions			
D. Select Control Activity 7.4.				

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
Service Delivery Guide	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 126 of 379	
Responsible Office: Accounts Receivable		

Contro	ol Activity 7.4	: Validate recor	ding of custodia	al liabilities and liab	ilities for non	-entity asset	s	Activity Status:
Select a data run:	06/03/2019	12:02 PM CDT 👻	All 👻 🗌	My Runs		NS	SC HQ / May 2019	Green - No Exceptions/
							2019	Approvals/Signatures
Designated Outpu	ut							Preparer 🛛 🖸 🔘
Report Name:		nts by Fund - 1	Period		Sel	lection Date	e: 06/03/2	
Report Group:	ZFUN							Approver 🛛 🖉 😒
Business Area: ALC:	-					riod: 8/ ge: 1 of	2019 1	Center Revie 🔳 🧔 🛇
Fund: Account:	2980.000	n.						Control Activity Certification Pl
		.,						View Full Activity Report
Fund/Account		·	Amount					
								Execute Control Activity
<								Attachments
								Activity Log
								Add Comments
Description of ex	ceptions							Send Notification
📑 Add	emove	liew						Audit Report
It Am	Туре	Explanation	Resolution	Resolution	CRQ Re	Person	Note	
	Oliale		□		L			1
E.	CIICK	on view	Full Acti	vity Repor	τ.			

	ASA Accounts by Fu	and - Peri	od		Selecti	on Date: 06/03/201
Report Group: 2	FUN					
Business Area:	10				Period	8 / 2019
ALC:						1 of 1
Fund:	-				rage.	1 01 1
Account:	2980.0000.					
Fund/Account		Amou	nt			
	Liablty-NnEnt No!					
	SAE PgmAct 2008					
	Custodial Liabil!					
	Liablty-NnEnt No!		,653.15			
	Offset-NonEnt Col		524.78			
	Offset-NonEnt Ac		,177.93-			
	REC. From Penal					
	Custodial Liabil!					
	Liablty-NnEnt No!		595.26			
	Offset-NonEnt Col		69.97			
	Offset-NonEnt Ac		665.23-			
	Interest Receip					
	Liablty-NnEnt No!		,352.37-			
	Offset-NonEnt Col		,485.70			
	Offset-NonEnt Ac		866.67			
	Coll From Canx					
	Custodial Liabil!					
	Liablty-NnEnt No!		,572.13-			
	Offset-NonEnt Col		,201.57			
	Offset-NonEnt Ac		629.44-			
	General Fund Re!					
	Custodial Liabil!					
	Liablty-NnEnt No!					
	State and Local!					
** Total	1					
201906031202501	00095 06/03/2019	12:02 PM C	DT MS028	0165		
Company code	P					
Period	P					
Period	P					
Fiscal year	P					
Output report	P					
Master data dat			0/0000			
Output medium	P					
Output format	P					
Data source	P					
Or value(s)		I EQ 10				
Or value(s)		I EQ 2980				
Or value(s)		I EQ 2985				
Or value(s)		I EQ 5990				
Or value(s)		I EQ 5993				
Or value(s)	3	I EQ 5994	.0000			

RELEASED - Printed documents may be obsolete; validate prior to use.

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 127 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

- F. Verify that the balances only apply to Treasury funds (NONXXXX) only.
- G. Any discrepancies should be investigated, researched and resolved.
- H. Any exceptions will be listed in the Descriptions of exceptions field.
 - 1. Click on Add.

- 2. Enter the following for each exception:
 - a) Item number
 - b) Exception amount
 - c) Exception type (The exception type should be provided for any exception according to the CMP manual standards (e.g. exception type green, yellow and red))
 - d) Description/Explanation (What caused the exception)
 - e) Resolution (What will correct the exception)
 - f) Resolution Date (When the exception will be corrected)
 - g) CRQ Reference (if applicable).
 - h) Person Responsible (Center, Customer, or NSSC).

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 128 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

3. Click Save.

Exception Detail Entry	00
Item:	0
Exception Amount:	0
Exception Type:	· · ·
Description/Explanation:	
Resolution:	
Resolution Date:	
CRQ Reference:	
Person Responsible:	
Noted Item	
🖬 Save 🗲 Close	

I. Once exceptions (if any) have been entered, select Activity Status.

•

J. Select cog icon on Preparer to sign activity.

- Approvals/Sig	natures —
Preparer	00

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 129 of 379			
Responsible Office: Accounts Receivable				
Subject: Accounts Receivable – Reporting and Audit SDG				

K. Add comments and click Save to complete.

Preparer For CMP Control Act 🛞			
Prepare CMP Activity			
Preparer Complete			
Comments			
Ready for review	l		
	l		
🖬 Save 🔙 Close			

L. Route for approval (see Route CMP for Approval Process).

STEP 2. <u>AR L2 Designee</u> – Monthly. Run report in SAP.

- A. This report is executed with a Macro in Microsoft Excel. *This is to be used only if the report is not available in the Agency CMP Tool.*
 - 1. Go to CMPS Macro thread and click on AR CMP Download.



NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 130 of 379		
Responsible Office: Accounts Receivable			



- 2. Select 7.4.
- 3. Select Reporting Month.
- 4. Select Fiscal Year.
- 5. Click Ok.
- 6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable_Accounts Receivable\CMP\Month Year\CMP 7.4.
- After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
- 8. When macro has completed the process, the files have been imported into the CMP tool.
- 9. Export File in the NSSC CMP Tool.

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 131 of 379		
Responsible Office: Accounts Receivable			

- a) Click on Chapter 7.
- b) Under Criteria Choose Year, Month, CMP 7.4 and select all centers from the drop-down boxes.
- c) Click on the Import box to get a green checkmark.
- d) Click on the Process box to get another green checkmark.
- 10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP Tool.
- 11. Proceed to Step 3.
- B. CMP 7.4 Raw Data Run the GR55 ZFUN account reconciliation tool for accounts 2980.0000, 2985.0000, 5990.0000, 5993.0000, and 5994.0000). This is the manual process to be used only if the macro is unavailable.
 - 1. Login to SAP.
 - a) Type GR55 in the SAP Easy access box.
 - b) Click the green arrow.
 - c) Type ZFUN in the Report Group box.
 - d) Click the Execute button.
 - e) The FY and Company code should be automatically updated.
 - f) Accounts are from inception so enter 1 in the "From" period field (first period field) and the appropriate period in the "To" period field (second period field).
 - g) In the Accounts Or value(s) selection field click 🖻 to open the multiple selections screen.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 132 of 379
Responsible Office: Accounts Re	eceivable

- h) On different lines enter the different account numbers 2980.0000, 2985.0000, 5990.0000, 5993.0000, and 5994.0000.
- i) On the Business area or value(s) tab, enter the appropriate business area.
- j) Click the Execute button.
- k) Verify that the balances only apply to Treasury funds (NONXXXX) only.
- I) Any discrepancies should be investigated, researched and resolved.
- C. CMP 7.4 Automation Tool Import Report.
 - 1. Access link: <u>https://cmp.nssc.nasa.gov.</u>
 - 2. Click Input.
 - 3. Under the Report drop down box select BGDATA.
 - 4. Under the Year drop down box select Calendar Year.
 - 5. Under the Month drop down box select Report Month.
 - 6. Under the Center drop down box select All Centers.
 - 7. Under Field, Click on Browse, Choose File and Submit.
 - 8. Under the CMP drop down box select 7.4.
 - 9. Under the Report drop down box select GR55FUN.
 - 10. Under the Year drop down box select Calendar Year.
 - 11. Under the Month select Report Month.
 - 12. Under the Center drop down box select a Center.
 - 13. Under Field, Click on Browse, choose file and Submit

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 133 of 379
Responsible Office: Accounts Receiv	able

(Repeat for each Center).

- 14. Click on Chapter 7.
- 15. Under Criteria choose Year, Month, CMP, and a Center.
- 16. Click Import and Click Process (Must choose Center prior to Import and Process).
- D. CMP 7.4 Automation Tool Export Report.
 - 1. Click on Chapter 7.
 - 2. Under Criteria choose Year, Month, CMP 7.4, and a Center.
 - 3. Click the Import box.
 - 4. You will get a green checkmark.
 - 5. Click the Process box. You will get a green checkmark.
 - 6. Click the blue 7.4 next to the green checkmark.
 - 7. Save file as a PDF (Do not include background Data Tab).
- **STEP 3.** <u>Account Maintainer</u> Update Control Certification approval cover sheet for CMP Activity 7.4.
 - A. In the NSSC CMP Tool, click on Chapter 7

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 134 of 379
Responsible Office: Accounts Rece	eivable
Subject: Accounts Receivable - Re	eporting and Audit SDG

B. Under Criteria, choose Year, Month, CMP 7.4, and select correct center.

		1-0//-0//-2123
	ous Monitoring Program	Version: 1.4 Build 18.05.09 :
Dashboard Chapter 2 Chapter 3 Chapter	er 4 Chapter 6 Chapter 7 Chapter 12	nput Lists
Chapter 07 Reports	an further way	
Criteria Year Mon 2018 V MA	th CMP .Y ♥ 7.4 ♥	Center NASA Headquarters
Reports		
Files Invest Deserve CMD Fil	CMP Status	T:4-
	le Date 2018 53:31 AM Validate recording of custodial lik	Title abilities and liabilities for non-entityassets

- C. Verify there are three green checkmarks. If there are not, notify AR Designee.
- D. Click the blue 7.4 next to the green checkmarks.
- E. Save the file as Excel on N drive (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P – Month 20YY).
- F. In the Preparer's section put a check mark beside No Exceptions or Exceptions statement.

Note: All exceptions should be listed on the Cover sheet, even if to the exceptions continue to a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 – red). All exceptions should then be summarized / totaled at the end.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 135 of 379
Responsible Office: Accounts Recei	ivable
Subject: Accounts Receivable - Rep	porting and Audit SDG

- G. Update any other necessary information, including description of necessary exceptions and exception type.
- H. Total all exceptions on coversheet.
- I. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

CMP AUTOPOPULATION AND FORM	
СМР	7.4 🔹
Month	November 🗾
Center	HQ
Year	2016 🔹
Preparer	Jennifer A. Myers 💽
Approver	Leslie L. Anderson
	ОК

- J. Click OK to save a PDF copy on N: Drive at N:\ Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY## AR INDIVIDUAL CMPs\P##\CENTER NAME AND BA. File name format for each CMP should be: # Center's Name_CMP#_ Original. Example: 10 JSC_CMP7.4_Original.pdf
- K. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 136 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounts Receivable - Report	ing and Audit SDG

CMP CONTROL ACTIVITY 7.5

CMP 7.5 - Validate postings to Treasury custodial accounts

Purpose of reconciliation: Review Transactions in G/L accounts 2980.0000 and 2985.0000 and validate to source documents to ensure that the transactions have been properly recorded in the appropriate fund symbol.

STEP 1. <u>Account Maintainer</u> – Quarterly. Run SAP Report.

- A. Log into Agency CMP Tool.
- B. Select Center and Current Month.

Select a Reporting Period	d: March 2019	✓ Select a cer	ter: NSSC	Headquarters	Ŧ		HQ / March 20 Center Approv
Executive Dashboard							
Exception Summary	Attachments	Approval Document	Approval	Send Notification	Add Comme	ents 📄 Activity	Log
Name				CMP Status	Preparer Si	Approver Si	Center Revi
Chapter 2: Fund Balar	nce with Treasury/Ca	ash Outlays/Suspense and	Investments				
Chapter 3: Accounts F	Receivable/Advances	s from Others/Revenues					
🖶 🛄 Chapter 4: Prepaid Ad	lvances/Intra/Intergo	vernmental Transactions					
🖶 🛄 Chapter 6: Accounts F	ayable and Expense	es					
🖶 🖿 Chapter 7: Other Liabi	lities						
🗄 🛅 Chapter 12: Review fo	r Blank and Mismate	ched Accounting Dimension	IS				
Select Chap	oter 7.						
🖶 🔚 Chapter 7: Other Liab	ilities						
- Control Activity 7.4	4: Validate recordin	g of custodial liabilities and	l liabilities for	n	~	 Image: A second s	 ✓
- Control Activity 7.8	5: Validate postings	to Treasury custodial acc	ounts		~	~	~
- Control Activity 7.	12: Validate unfund	ed leave			~	 Image: A second s	~
_	17: Validate funded			_			

D. Select Control Activity 7.5.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 137 of 379
Responsible Office: Accounts Receiva	able

	Contro	ol Activity 7.5: \	/alidate postings	to Treasury custo	dial accounts	3		Activity Status:
elect a data run:	04/01/2019	08:37 AM CDT 👒	All 👻 🗌 M	ly Runs		NSS	C HQ / March	
Designated Outpu							2019	Approvals/Signatures
								Preparer 🛛 🖉 💽 😋
Selection fie	ld [Val		1.1				^	Approver 🛛 🗹
Company Code	NAS		=					Center Revie 🛛 🗯
Fiscal Year Posting perio	d 001		1= 1					
Posting Date Document Date								Control Activity Certification
Funds Center	110*	e i i	1# 1					View Full Activity Report
Business Area Account Numbe		0.00001	=					Execute Control Activity
1		5.00001	=				Ň	Attachments
<							>	Activity Log
								Add Comments
Description of ex	ceptions							Send Notification
🔒 Add 📃 Re	move 🛄 Vi	iew						Audit Report
It Am	Туре	Explanation	Resolution	Resolution	CRQ Re	Person	Note	

E. Click on View Full Activity Report.

NSSC	NSSDG-9200-0	0009	Revision 13.0
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date:	October 2	24, 2022
	Expiration Date:	October 2	24, 2024
			Page 138 of 379

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

Selection field		1 1									
Company Code		=									
Company Code Fiscal Year	2019	1= 1									
Posting period		101									
	1 / / 1										
Ocument Date											
funds Center	10*	i‡ i									
Susiness Area	10	1= 1									
Account Number	2980.0000	1= 1									
	[2985.0000]	1= 1									
ayout	/CMP7.05	1.1									
	ig Descnd Subtotal										
fund X											
ata statistics	Number of										
	131										
Calculated total :	ecords 4										
4/01/2019				ral Transact	tion Regis	ter					2
Ref. Doc Proc	.Doc. Year CoCd Pe	riod Pstng Dat	e Doc. Date	DocumentNo	Fund	Funds Ct	r Cmmt I	tem Account	Debit	Credit	t Cro
Ref. Doc Proc	.Doc. Year CoCd Pe	riod Pstng Dat	e Doc. Date	DocumentNo	Fund NON1099	Funds Ct	r Cmmt I 	tem Account	Debit 4,203.54	Credit 4,375.17	USI
Ref. Doc Proc	Doc. Year CoCd Pe 2019 NASA	riod Pstng Dat 1 10/16/201	e Doc. Date 8 10/16/2018	DocumentNo 8 100073998	Fund NON1099 NON1099	Funds Ct 	r Cmmt I LIAB	tem Account 2985.0000	Debit 4,203.54 	Credit 4,375.17 34.00	USI
Ref. Doc Proc 0100073998-1 0100074004-1	:.Doc. Year CoCd Pe 2019 NASA 2019 NASA	riod Pstng Dat 1 10/16/201 1 10/16/201	e Doc. Date 8 10/16/2019 8 10/16/2019	DocumentNo 8 100073998 8 100074004	Fund NON1099 NON1099 NON1099	Funds Ct 10-HQOP 10-HQOP	r Cmmt I LIAB LIAB	tem Account 2985.0000 2985.0000	Debit 4,203.54 	Credit 4,375.17 34.00 34.00	USI USI USI
Ref. Doc Prov 0100073998-1 0100074004-1 0100074012-1	:.Doc. Year CoCd Pe 2019 NASA 2019 NASA 2019 NASA	riod Fstng Dat 1 10/16/201 1 10/16/201 1 10/16/201	e Doc. Date 8 10/16/2018 8 10/16/2018 8 10/16/2018	DocumentNo 8 100073998 8 100074004 8 100074012	Fund NON1099 NON1099 NON1099 NON1099	Funds Ct 10-HQOP 10-HQOP 10-HQOP	r Cmmt I LIAB LIAB LIAB	tem Account 2985.0000 2985.0000 2985.0000	Debit 4,203.54 	Credit 4,375.17 34.00 34.00 34.00	USI USI USI USI
Ref. Doc Proc 0100073998-1 0100074004-1 0100074012-1 0100109784-1	r. Doc. Year CoCd Pe 2019 NASA	riod Fstng Dat 1 10/16/201 1 10/16/201 1 10/16/201 2 11/16/201	e Doc. Date 8 10/16/2018 8 10/16/2018 8 10/16/2018 8 11/16/2018	DocumentNo 8 100073998 8 100074004 8 100074012 8 100109784	Fund NON1099 NON1099 NON1099 NON1099 NON1099	Funds Ct 10-HQOP 10-HQOP 10-HQOP 10-HQOP	 LIAB LIAB LIAB LIAB	tem Account 2985.0000 2985.0000 2985.0000 2985.0000	Debit 4,203.54 	Credit 4,375.17 34.00 34.00 34.00 4.43	USI USI USI USI USI USI
Ref. Doc Proc 0100073998-1 0100074004-1 0100074012-1 0100109786-1	. Doc. Year CoCd Pe 2019 NASA	riod Pstng Dat 1 10/16/201 1 10/16/201 1 10/16/201 2 11/16/201 2 11/16/201	e Doc. Date 8 10/16/2019 8 10/16/2019 8 10/16/2019 8 11/16/2019 8 11/16/2019	DocumentNo 8 100073998 8 100074004 8 100074012 8 100109784 8 100109786	Fund NON1099 NON1099 NON1099 NON1099 NON1099 NON1099	Funds Ct 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP	r Cmmt I LIAB LIAB LIAB LIAB LIAB	tem Account 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000	Debit 4,203.54 	Credit 4,375.17 34.00 34.00 34.00 4.43 12.05	USI USI USI USI USI USI USI
Ref. Doc Prod 0100073998-1 0100074004-1 0100074012-1 0100109784-1 0100109784-1 0100109785-1	: Doc. Year CoCd Pe 2019 NASA	riod Pstng Dat 1 10/16/201 1 10/16/201 1 10/16/201 2 11/16/201 2 11/16/201 2 11/16/201	e Doc. Date 8 10/16/2018 8 10/16/2018 8 10/16/2018 8 11/16/2018 8 11/16/2018	DocumentNo 8 100073998 8 100074004 8 100074012 8 100109784 8 100109786 8 100109788	Fund NON1099 NON1099 NON1099 NON1099 NON1099 NON1099	Funds Ct 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP	r Cmmt I LIAB LIAB LIAB LIAB LIAB LIAB	tem Account 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000	Debit 4,203.54 	Credit 4,375.17 34.00 34.00 34.00 4.43 12.05 0.08	US1 US1 US1 US1 US1 US1 US1 US1 US1 US1
Ref. Doc Pro- 0100073995-1 0100074014-1 0100109764-1 0100109785-1 0100109785-1 0100109785-1	I. Doc. Year CoCd Pe 2019 NASA	riod Pstng Dat 1 10/16/201 1 10/16/201 1 10/16/201 2 11/16/201 2 11/16/201 2 11/16/201 2 11/16/201	e Doc. Date 8 10/16/2016 8 10/16/2016 8 10/16/2016 8 11/16/2016 8 11/16/2016 8 11/16/2016 8 11/16/2016	DocumentNo 8 100073998 8 100074004 8 100074012 8 100109784 8 100109786 8 100109788	Fund NON1099	Funds Ct 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP	r Cnunt I LIAB LIAB LIAB LIAB LIAB LIAB LIAB	tem Account 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000	Debit 4,203.54 	Credit 4,375.17 34.00 34.00 4.43 12.05 0.08 0.25	t C x a U 31 U 31
Ref. Doc Pro-	: Doc. Year CoCd Pe 2019 NASA	riod Pstng Dat 1 10/16/201 1 10/16/201 2 11/16/201 2 11/16/201 2 11/16/201 2 11/16/201 2 11/16/201	e Doc. Date 8 10/16/2018 8 10/16/2018 8 10/16/2018 8 11/16/2018 8 11/16/2018 8 11/16/2018 8 11/16/2018	DocumentNo 8 100073998 8 100074004 8 100074012 8 100109786 8 100109786 8 100109792 8 100109798	Fund NON1099	Funds Ct 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP	r Cmumt I LIAB LIAB LIAB LIAB LIAB LIAB LIAB LIAB	tem Account 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000	Debit 4,203.54 	Credit 4,375.17 34.00 34.00 4.43 12.05 0.08 0.25 7.51	US1 US1 US1 US1 US1 US1 US1 US1 US1 US1
Ref. Doc Pro- 0100073998-1 0100074004-1 0100074012-1 0100109784-1 0100109786-1 0100109786-1 0100109798-1 0100109799-1	E. Doc. Year CoCd Pe 2019 NASA	riod Pstng Dat 1 10/16/201 2 11/16/201 2 11/16/201 2 11/16/201 2 11/16/201 2 11/16/201 2 11/16/201 2 11/16/201	e Doc. Date 8 10/16/2010 8 10/16/2010 8 11/16/2010 8 11/16/2010 8 11/16/2010 8 11/16/2010 8 11/16/2010	DocumentNo 8 100073998 8 100074004 8 100074012 8 100109784 8 100109788 8 100109798 8 100109798 8 100109799	Fund NON1099	Funds Ct 	r Cmmt I LIAB LIAB LIAB LIAB LIAB LIAB LIAB LIAB LIAB	tem Account 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000	Debit 4,203.54 	Credit 4,375.17 34.00 34.00 4.43 12.05 0.08 0.25 7.51 0.74	E C x 4 U 31 U 31
Ref. Doc Pro- 0100078998-1 0100074094-1 0100109784-1 0100109784-1 0100109784-1 0100109792-1 0100109792-1 0100109792-1	I. Doc. Year CoCd Pe 2019 NASA 2019 NASA	riod Petng Dat 10/16/201 10/16/201 10/16/201 2 11/16/201 2 11/16/201 2 11/16/201 2 11/16/201 2 11/16/201 2 11/16/201 2 11/16/201	e Doc. Date	DocumentNo	Fund NON1099	Funds Ct 	r Cmmt I LIAB LIAB LIAB LIAB LIAB LIAB LIAB LIAB LIAB LIAB	tem Account 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000	Debit 4,203.54 	Credit 4,375.17 34.00 34.00 4.43 12.05 0.08 0.25 7.51 0.74 7.02 3.38	t C r o U SI U SI
Ref. Doc Pro- 	I. Doc. Year CoCd Pe 2019 NASA	riod Petng Dat 10/16/201 110/16/201 2111/16/201 2111/16/201 2111/16/201 2111/16/201 2111/16/201 2111/16/201 2111/16/201 2111/16/201 2111/16/201	e Doc. Date 8 10/16/2018 8 10/16/2018 8 11/16/2018 8 11/16/2018 8 11/16/2018 8 11/16/2018 8 11/16/2018 8 11/16/2018 8 11/16/2018	DocumentNo 8 100074998 8 100074004 8 100074012 8 100109784 8 100109786 8 100109798 8 100109798 8 100109796 8 100109796 8 100109796 8 100109796	Fund NON1099	Funds Ct 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP	r Cmmt I LIAB LIAB LIAB LIAB LIAB LIAB LIAB LIAB LIAB LIAB	tem Account 2985.0000 2985.0000	Debit 4,203.54 	Credit 4,375.17 34.00 34.00 4.43 12.05 0.08 0.25 7.51 0.74 7.02 3.38 2.65	t C x 4 U 31 U 31
Ref. Doc Pro-	<pre>t. Doc. Year CoCd Pe 2019 NASA </pre>	riod Petng Dat 10/16/201 10/16/201 10/16/201 211/16/201 211/16/201 211/16/201 211/16/201 211/16/201 211/16/201 211/16/201 211/16/201	e Doc. Date	DocumentNo 100073998 100074012 100109784 100109786 100109792 100109796 100109796 100109796 100109796 100109796	Fund NON1099	Funds Ct 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP	r Cmmt I' LIAB LIAB	tem Account 2985.0000 2985.0000	Debit 	Credit 4,375.17 34.00 34.00 4.43 12.05 0.08 0.25 7.51 0.74 7.02 3.38 2.65 34.00	t C x 4 U 31 U 31
Ref. Doc Pro- 	<pre>t.Doc. Year CoCd Pe</pre>	riod Petng Dat	e Doc. Date	DocumentNo 100074098 100074012 100109784 100109786 100109785 100109792 100109795 100109796 100109794 100109802 100109802	YoN1099 NON1099	Funds Ct 	r Cmmt I' LIAB LIAB	tem Account 2985.0000 2985.0000	Debit 4,203.54 	Credit 4,375.17 34.00 34.00 4.43 12.05 0.08 0.25 7.51 0.74 7.02 3.38 2.65 34.00 2.25	t C x 4 U 31 U
Ref. Doc Pro-	I. Doc. Year CoCd Pe 2019 NASA	riod Petng Dat	<pre>e Doc. Date</pre>	DecumentNo	NON1099 NON1099	Funds Ct 	r Cmmt I' LIAB LIAB	tem Account 295.000 295.000	Debit 4,203.54 	Credit 4,375.17 34.00 34.00 4.43 12.05 0.08 0.25 7.51 0.74 7.02 3.38 2.65 34.00 2.25 34.00	t C x 4 U 31 U 31
Ref. Doc Prov 0100073998-1 0100074014-1 0100109784-1 0100109784-1 0100109784-1 0100109782-1 0100109792-1 0100109792-1 0100109796-1 0100109796-1 0100109804-1 0100109804-1 0100109804-1	<pre>t. Doc. Year CoCd Pe</pre>	riod Petng Dat 10/16/201 10/16/201 10/16/201 2 11/16/201 2 11/16/201	<pre>e Doc. Date</pre>	DocumentNo	Fund NON1099	Funds Ct 	r Cnumt I LIAB LIAB	tem Account 2985.0000 2985.0000	Debit 4,203.54 	Credit 4,375.17 34.00 34.00 4.43 12.05 0.25 7.51 0.74 7.02 3.38 2.65 34.00 2.25 34.00 57.61	t C x 4 U 31 U
Ref. Doc Pro- 	<pre>t. Doc. Year CoCd Pe</pre>	riod Petng Dat	<pre>e Doc. Date </pre>	DocumentNo	Fund NON1099	Funds Ct 	r Cnunt I LIAB LIAB	tem Account 2985.0000 2985.0000	Debte Debte	Credit 4,375.17 34.00 34.00 4.43 12.05 0.25 7.51 0.74 7.02 3.38 2.65 34.00 2.25 34.00 57.61 27.71	t C x 4 U 31 U
Ref. Doc Pro-	I. Doc. Year CoCd Perind Cocd Part 1 2019 NASA 2019 N	riod Petng Dat 1 10/16/201 1 10/16/201 2 11/16/201 2 11/16/201 3 12/17/201 3 12/17/201	<pre>e Doc. Date </pre>	DocumentNo	Fund NON1099	Funds Ct 	r Cnumt I' LIAB LIAB	Lem Account 2985.0000 2985.0000	Debte 14,203.54 1 1 1	Credit 4,375.17 34.00 34.00 4.43 12.05 0.08 0.25 7.51 0.74 7.02 3.38 2.65 34.00 2.25 34.00 57.61 27.71 28.80	t C x 4 U 31 U 31 U 31 U 31
Ref. Doc Pro: 	<pre>t. Doc. Year CoCd Pe</pre>	riod Petng Dat 1 10/16/201 1 20/16/201 2 11/16/201 2 11/16/201	<pre>e Doc. Date = Doc. Date = 1 e 10/16/2018 e 10/16/2018 = 10/16/2018 = 10/16/2018 = 10/16/2018 = 11/16/2018 = 11/16/2018 = 11/16/2018 = 11/16/2018 = 11/16/2018 = 11/16/2018 = 11/16/2018 = 11/17/2018 = 11/17/2018</pre>	DocumentNo	Fund NON1099	Funds Ct 	r Cmmt I LIAB LIAB	Lem Account 2985.0000 2985.0000	Debit Debit	Credit 4,375.17 34.00 34.00 4.43 12.05 0.02 7.51 0.74 7.02 3.32 2.65 34.00 2.25 34.00 2.25 34.00 57.61 27.71 28.80 57.61	t C x 4 U 31 U
Ref. Doc Proc 	<pre>L.Doc. Year CoCd Pe</pre>	riod Petng Dat	<pre>e Doc. Date </pre>	DocumentNo	Fund I INON1099 INON1099	Funds Ct 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP 10-HQOP	r Cnmt I ' LIAB LIAB	tem Account 2955.0000 2985.0000 2985.0000	Debte Tester Tester	Credit 4,375.17 34.00 34.00 4.03 12.05 0.08 0.25 7.51 0.74 7.02 3.28 2.65 34.00 2.25 34.00 57.61 27.71 28.80 57.61	t C x d U 31 U 31
Ref. Doc Pro- 	<pre>t. Doc. Year CoCd Pe</pre>	riod Petng Dat	<pre>e Doc. Date </pre>	DocumentNo	Fund I IXON1095 IXON1095	Funds Ct 	r Cmmt I ' LIAB LIAB	tem Account 2955.0000 2955.0000	Debte 14,203.54 1	Credit 4,375.17 34.00 34.00 44.02 12.05 0.08 0.25 7.51 0.74 7.02 3.88 2.65 34.00 57.61 27.71 28.80 57.61 27.71	t C x a U 31 U 31 U 31 U 31
Ref. Doc Proc 0100073998-1 0100074004-1 0100074004-1 0100109786-1 0100109786-1 0100109786-1 0100109786-1 0100109796-1 0100109796-1 0100109796-1 0100109796-1 0100109796-1 0100109804-1 0100109804-1 0100105827-1 0100155376-1 0100155376-1 0100155376-1 0100155376-1 0100155386-1	L. Doc. Year CoCd Pe 2019 NASA	riod Petng Dat 1 10/16/201 1 30/16/201 2 11/16/201 2 12/17/201 3 12/17/201 3 12/17/201	<pre>e Doc. Date view of the second second</pre>	DocumentNo	Fund I INON1099 INON1099	Funds Ct 	r Cmmt I LIAB LIAB	tem Account 2985.0000 2985.0000	Debte Debte	Credit 4,375.17 34.00 34.00 4.43 12.05 0.08 0.25 7.51 0.74 7.02 3.38 2.65 34.00 2.25 34.00 57.61 27.71 28.50 57.61 27.71	t Czc U31 U31
Ref. Doc Prov 0100073998-1 0100074004-1 0100074004-1 010007401-1 0100109788-1 0100109788-1 0100109798-1 0100109798-1 0100109798-1 0100109798-1 0100109798-1 0100109806-1 01001058378-1 010015838-1 0100158388-1 0100158388-1 0100158388-1	t. Doc. Year CoCd Pe 2019 NASA	riod Petng Dat 10/16/201 10/16/201 2 11/16/201 2 11/16/201 3 12/17/201 3 12/17/201	<pre>e Doc. Date s 10/16/201 s 10/16/201 s 10/16/201 s 10/16/201 s 11/16/201 s 11/17/201 s 11/15/201 s 11/15/</pre>	DocumentNo	Fund I INON1095 INON1095	Funds Ct 	r Cmmt I LIAB LIAB	tem Account 2985.0000 2985.0000	Debit 14,203.54 14,203.54 1 1 1 1 1 1 1 1 1 1 1	Credit 4,375.17 34.00 34.00 4.43 12.05 0.05 7.51 0.74 7.02 3.38 2.65 34.00 57.61 27.71 28.50 57.61 27.71 28.80 57.61 27.71 28.87 56.41 28.85	E C z 4 U 3 1
Ref. Doc Proc 0100073998-1 0100074004-1 0100074004-1 0100109786-1 0100109786-1 0100109786-1 0100109786-1 0100109786-1 0100109796-1 0100109796-1 0100109796-1 0100109794-1 0100109804-1 0100109804-1 0100109804-1 0100109804-1 01001058376-1 0100155386-1 0100155386-1 0100155386-1 0100155386-1 0100155386-1 0100155386-1 0100155386-1	<pre>t. Doc. Year CoCd Pe</pre>	riod Petng Dat 1 10/16/201 1 10/16/201 2 11/16/201 2 11/16/201 3 12/17/201 3 12/17/11/11/17/11/11/11/11/11/11/11/11/11/	<pre>e Doc. Date </pre>	DocumentNo	Fund I IXON1099 IXON1099	Funds Ct 	r Cnmtb I LIAB LIAB	tem Account 2985.0000 2985.0000	Debit Debit	Credit 4,375.17 34.00 34.00 4.43 12.05 0.08 0.25 7.51 0.74 7.02 3.38 2.65 34.00 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.85 28.85	E C z 4 U 3 1
Ref. Doc Proc	<pre>t. Doc. Year CoCd Pe</pre>	riod Petng Dat	<pre>e Doc. Date </pre>	DocumentNo	Fund I IXON1099 IXON1099 IXON1099 IXON1099 </td <td>Funds Cte </td> <td>r Camt 1' LLAB LLAB</td> <td>tem Account 2955.0000 12955.00000 12955.0000 12955.0000 12955.0000 12955.000</td> <td>Debte 1 Debte 1 1</td> <td>Credit 4,375.17 34.00 34.00 4.43 12.05 0.08 0.25 7.51 0.74 7.02 3.38 2.65 34.00 2.25 34.00 2.25 34.00 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.81 28.81 28.81 28.81 28.85 28.80</td> <td>L C z 4 U 3 1 U 3 1 </td>	Funds Cte 	r Camt 1' LLAB LLAB	tem Account 2955.0000 12955.00000 12955.0000 12955.0000 12955.0000 12955.000	Debte 1 Debte 1 1	Credit 4,375.17 34.00 34.00 4.43 12.05 0.08 0.25 7.51 0.74 7.02 3.38 2.65 34.00 2.25 34.00 2.25 34.00 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.81 28.81 28.81 28.81 28.85 28.80	L C z 4 U 3 1
Ref. Doc Proc 0100073938-1 0100074004-1 0100074004-1 0100074004-1 010007984-1 0100109786-1 0100109786-1 0100109796-1 0100109796-1 0100109796-1 0100109796-1 0100109796-1 0100109796-1 0100109802-1 01001055376-1 0100155376-1 0100155378-1 0100155386-1 0100155386-1 0100155386-1 0100155386-1 0100155386-1 0100155389-1 0100155389-1	<pre>t. Doc. Year CoCd Pe</pre>	riod Petng Dat 1 10/16/201 1 20/16/201 2 11/16/201 2 11/16/201 3 12/17/201 3 12/17/17/17/17/17/17/17/17/17/17/17/17/17/	<pre>e Doc. Date = Doc. Date = 1 e 1016/2018 e 1016/2018 e 1016/2018 = 1016/2018 = 1016/2018 = 1016/2018 = 1116/2018 = 1116/2018 = 1116/2018 = 1116/2018 = 1116/2018 = 1116/2018 = 1116/2018 = 1116/2018 = 1116/2018 = 1117/2018 = 1117/2018</pre>	DocumentNo 	Fund I INON1099 INON1099 INON1099 INON1099 </td <td>Funds Cte </td> <td>r CANNE I ILIAB</td> <td>tem Account 2985.0000 2985.0000</td> <td>Debit Debit Debit </td> <td>Credit 4,375.17 34.00 34.00 4.43 12.05 0.02 7.51 0.74 7.02 3.32 2.65 34.00 2.25 34.00 2.25 34.00 57.61 27.71 28.80 57.61 27.71 27.71 27.71 27.71 22.87 84.61 27.71 28.80 57.64 27.71 27.71 27.71</td> <td>E C = c U = 1 U = 1</td>	Funds Cte 	r CANNE I ILIAB	tem Account 2985.0000 2985.0000	Debit Debit	Credit 4,375.17 34.00 34.00 4.43 12.05 0.02 7.51 0.74 7.02 3.32 2.65 34.00 2.25 34.00 2.25 34.00 57.61 27.71 28.80 57.61 27.71 27.71 27.71 27.71 22.87 84.61 27.71 28.80 57.64 27.71 27.71 27.71	E C = c U = 1 U = 1
Ref. Doc Proc	<pre>t. Doc. Year CoCd Pe</pre>	riod Petng Dat	<pre>e Doc. Date </pre>	DocumentNo	Fund I INON1099 INON1099 INON1099 INON1099 </td <td>Funds Cte </td> <td>r (Camt 1) </td> <td>tem Account 2985.0000 2985.0000</td> <td>Debte Debte Debte </td> <td>Credit 4,375.17 34.00 34.00 4.43 12.05 0.25 7.51 0.74 7.02 3.28 2.65 34.00 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.80 57.64 28.85 28.85 28.85 28.85 28.85 28.85</td> <td>E C =</td>	Funds Cte 	r (Camt 1) 	tem Account 2985.0000 2985.0000	Debte Debte	Credit 4,375.17 34.00 34.00 4.43 12.05 0.25 7.51 0.74 7.02 3.28 2.65 34.00 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.80 57.64 28.85 28.85 28.85 28.85 28.85 28.85	E C =
Ref. Doc Proc	I. Doc. Year CoCd Perind Cocd Pasa 2019 NASA 2019 NAS	riod Petng Dat 10/16/201 10/16/201 10/16/201 2 11/16/201 2 11/16/201 3 12/17/201 3 12/17/201	<pre>e Doc. Date </pre>	DocumentNo 	Fund I IXON1095 IXON1095	Punds Ct 	r (Came 1 / LIAB LIAB	tem Account 295.000 295.0000 295.000 295.000 295.0000 295.0000	Debte I Debte I I I I I	Credit 4,375.17 34.00 34.00 4.43 12.05 0.08 0.25 7.51 0.74 7.02 3.38 2.65 34.00 2.25 34.00 2.25 34.00 57.61 27.71 28.80 57.61 27.71 27.71 28.80 57.61 27.71 27.71 28.85 28.80 28.85 28.85 28.85 28.85 28.85 28.85 28.85 28.85 28.96 25.77.00	E C = 1 U = 3 U = 3
Ref. Doc Proc	<pre>t. Doc. Year CoCd Pe</pre>	riod Petng Dat 1 10/16/201 1 10/16/201 2 11/16/201 2 11/16/201 3 12/17/201 3 12/17/201	<pre>e Doc. Date </pre>	DocumentNo 	Fund I IXON1099 IXON1099 IXON1099 IXON1099 </td <td>Funds Ct </td> <td>r (Came I) </td> <td>tem Account 2985.0000 2985.00000 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000</td> <td>Debte Tester Tester</td> <td>Credit 4,375.17 34.00 34.00 4.43 12.05 0.25 7.51 0.74 7.02 3.28 2.65 34.00 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.80 57.64 28.85 28.85 28.85 28.85 28.85 28.85</td> <td>E C = - U = - </td>	Funds Ct 	r (Came I) 	tem Account 2985.0000 2985.00000 2985.0000 2985.0000 2985.0000 2985.0000 2985.0000	Debte Tester Tester	Credit 4,375.17 34.00 34.00 4.43 12.05 0.25 7.51 0.74 7.02 3.28 2.65 34.00 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.80 57.61 27.71 28.80 57.64 28.85 28.85 28.85 28.85 28.85 28.85	E C = - U = -

- F. Verify that the custodial accounts (2980.0000 and 2985.0000) have valid treasury related transactions in the proper funds (NONXXXX).
- G. Any discrepancies should be investigated, researched, and resolved.
- H. Any exceptions will be listed in the Descriptions of Exceptions field.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 139 of 379
Responsible Office: Accounts Receivable	
Cubicate Associate Descrively Departing and Audit CDC	

1. Click on Add.



- 2. Enter the following for each exception.
 - a) Item number.
 - b) Exception amount
 - c) Exception type (The exception type should be provided for any exception according to the CMP manual standards (e.g., green, yellow, red)).
 - d) Description/Explanation (what caused the exception)
 - e) Resolution (what will correct the exception)
 - f) Resolution Date (when the exception will be corrected)
 - g) CRQ Reference (if applicable)
 - h) Person Responsible (Center, Customer, or NSSC)
 - i) Click Save.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 140 of 379
Responsible Office: Accounts Receivable	

Exception Detail Entry		00
Item:	0	
Exception Amount:	0	
Exception Type:		-
Description/Explanation:		
Resolution:		
Resolution Date:		
CRQ Reference:		
Person Responsible:		
Noted Item		
🖬 Save 🗲 Close		

I. Once exceptions (if any) have been entered, select Activity Status.

Gray	*
Gray	
Green	
Red	
Yellow	
White	

J. Select cog icon on Preparer to sign activity.



K. Add comments and click Save to complete.

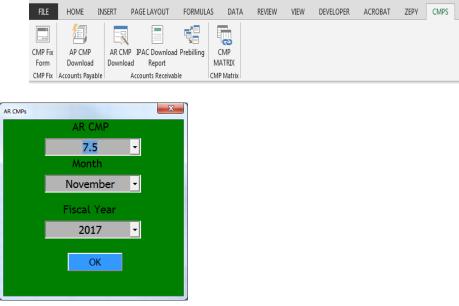
NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 141 of 379
Responsible Office: Accounts Receivable	

Preparer For CMP Control Act 🛞	L
- Prepare CMP Activity	
Preparer Complete	
Comments	R
Ready for review	
📊 Save 🗲 Close	

L. Route for approval (see Route CMP for Approval Process).

STEP 2. AR L2 Designee – Quarterly. Run SAP Report

- A. This report is executed with a Macro in Microsoft Excel. *This is to be used only if the report is not available in the Agency CMP tool.*
 - 1. Go to CMPS Macro thread and click on AR CMP Download.



NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 142 of 379
Responsible Office: Accounts Receivable	

- 2. Select 7.5.
- 3. Select Reporting Month.
- 4. Select Fiscal Year.
- 5. Click Ok.
- 6. The Macro will run the report for all centers and will save them on the N drive N:\FM Division\Accounts Payable_Accounts Receivable\CMP\Month Year\CMP 7.5.
- 7. After the report has been executed and the files saved, the macro will then copy the files and paste them into the CMP Auto process folder on the N drive N:\FM Division\CS\AutoCMP\PROD\AR.
- 8. When macro has completed the process, the files have been imported into the CMP tool.
- 9. Export File in the NSSC CMP Tool.
 - a) Click on Chapter 7.
 - b) Under Criteria Choose Year, Month, CMP 7.5 and select a center from the drop-down boxes.
 - c) Click on the Import box to get a green checkmark.
 - d) Click on the Process box to get another green checkmark.
- 10. An email is sent to AR L2 employees notifying them the report is available in the NSSC CMP tool.
- 11. Proceed to Step 3.
- B. CMP 7.5 Raw Data Run the Transaction Register Report in SAP (FMFG_E_TRANS_REG). *This is the manual process to be used only if macro is unavailable.*
 - 1. Login to SAP.

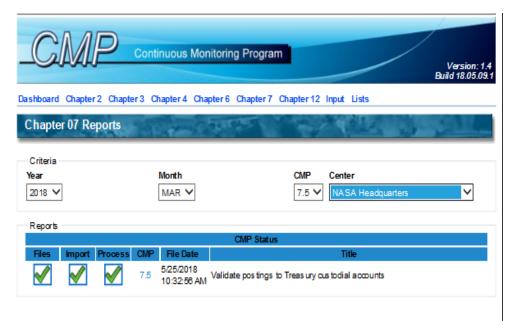
NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 143 of 379
Responsible Office: Accounts Receivable	

- a) Type FMFG_E_TRANS_REG in the SAP Easy access box.
- b) Click the execute icon.
- c) Enter the posting periods from 1 to the current period in the proper text field.
- d) Under the Specific Options Tab, enter the appropriate number for the center in the Business Area Field.
- e) Under the Specific Options tab, on the Account Number field, click the Multiple selections icon
 Image: A selection icon
- f) On separate lines, enter the account numbers 2980.0000 and 2985.0000.
- g) Click the execute button on that screen to include the accounts, then click the execute button on the Transaction register screen to run the report.
- h) Click the Change Layout Icon and add G/L Account Short text and Text fields to the Displayed Columns by double clicking on them.
- i) Click the green check mark to add the selected columns.
- j) Verify that the custodial accounts (2980.0000 and (2985.0000) have valid treasury related transactions in the proper funds (NON1099, NON1435, and NON3220).
- k) Investigate and correct any discrepancies.
- I) Save report as local file to N: drive as a .txt format.
- C. CMP 7.5 Automation Tool Import Report.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 144 of 379
Responsible Office: Accounts Receivable	
Cubicate Accounts Descively a Departing and Audit CDC	

- 1. Click Input.
- 2. Under the CMP drop down box select CMP 7.5.
- 3. Under the Report drop down box select TRANSREG.
- 4. Under the Year drop down box select Calendar Year.
- 5. Under the Month drop down box select Report Month.
- 6. Under the Center drop down box select All Centers.
- 7. Click Submit.
- D. CMP 7.5 Automation Tool Export Report.
 - 1. Click on Chapter 7.
 - 2. Under Criteria choose Year, Month, CMP 7.5, and a Center.
 - 3. Click the Import box. You will get a green checkmark.
 - 4. Click the Process box. You will get a green checkmark.
 - 5. Click the blue 7.5 next to the green checkmarks.
 - 6. Save file as a PDF.
- **STEP 3.** <u>Account Maintainer</u> Update Control Certification approval cover sheet for CMP Activity 7.5.
 - A. In the NSSC CMP Tool, click on chapter 7.
 - B. Under Criteria, choose Year, Month, CMP 7.5, and select correct center.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 145 of 379
Responsible Office: Accounts Receivab	ble



- C. Verify there are three green checkmarks. If there are not, notify AR L2 Designee.
- D. Click the blue 7.5 next to the green checkmarks.
- E. Save file as Excel on N drive (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\Center\FY20YY\P - Month 20YY).
- F. In the Preparer's section put check mark beside No Exceptions or Exceptions statement.

Note: All exceptions should be listed on the Cover sheet, even if to the exceptions continue to a second page. All variances should be noted in detail in the "Description of Exceptions" area at the bottom of the page. The exception type should be provided for any exception according to the CMP manual standards (e.g., exception type 2 - yellow and 3 - red). All exceptions should then be summarized / totaled at the end.

- G. Update any other necessary information, including description of necessary exceptions and exception type.
- H. Total all exceptions on coversheet.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 146 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounts Receivable - Report	ing and Audit SDG

I. Once completed, select CMP Fix Form on the CMP Macros. Select the correct CMP, Month, Center, Year (Calendar Year), Preparer, and Approver.

CMP AUTOPOPULATION AND FORM	MATTING
CMP	7.5 🔹
Month	November 🗾
Center	HQ
Year	2016 💽
Preparer	Jennifer A. Myers
Approver	Leslie L. Anderson
	ОК

- J. Click OK to save a PDF copy on N: Drive at N:\ Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY## AR INDIVIDUAL CMPs\ P##\CENTER NAME AND BA. File name format for each CMP should be: # Center's Name CMP# Original Example: 11 JSC CMP7.5 Original.pdf
- K. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 147 of 379
Responsible Office: Accounts Receivab	ble
Subject: Accounts Receivable – Report	ing and Audit SDG

CMP CONTROL ACTIVITY 7.12

CMP 7.12 - Validate Unfunded Leave

Purpose of reconciliation: Review Source Entry Transactions in G/L account 2220.9996 and validate to source documents to ensure that unfunded leave accruals are supportable.

- STEP 1. Account Maintainer Monthly Pull GR55 before Posting
 - A. Before each Source Entry has been posted, execute GR55 report for CMP Reporting.
 - B. Insert Account group ZAFC and execute.
 - C. Enter the following fields:
 - 1. Fiscal year
 - 2. Company Code (NASA)
 - 3. Period (as of the current month)
 - 4. Account Number value: 2220.9996
 - 5. Business Area value: 10,21,22,23,24,51,62,64,72 or 76
 - D. Execute Report
 - E. Obtain the Beginning Balance for SSMX fund (Appropriation) for each center and the OIG Fund (Appropriation) for HQ.
 - F. Copy and paste on the CMP 7.12 file on the N drive: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\Center\FYXXXX\Quarterly Month (December, March, June, or September)\7.12.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 148 of 379
Responsible Office: Accounts Receivab	le

- **STEP 2.** <u>Account Maintainer</u> Monthly Process Unfunded Leave Source Entries.
 - A. Park and post Source Entries for Unfunded Leave (see NSSDG-9200-0011 Unfunded and Funded Leave Source Entry Process, Process 5 – Unfunded Leave Accrual Processing)
 - B. After each Source Entry has been posted, execute GR55 report to validate posting.
 - C. Insert Account group ZAFC and execute.
 - D. Enter the following fields:
 - 1. Fiscal year
 - 2. Company Code (NASA)
 - 3. Period (as of the current month)
 - 4. Account Number value: 2220.9996
 - 5. Business Area value: 10,21,22,23,24,51,62,64,72 or 76
 - E. Execute Report
 - F. Obtain the Ending Balance for SSMX fund (Appropriation) for each center and the OIG Fund (Appropriation) for HQ.
 - G. Copy and paste on the CMP 7.12 file on the N drive: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\Center\FYXXXX\Quarterly Month (December, March, June, or September)\7.12.
 - **STEP 3.** <u>Account Maintainer</u> Quarterly Combine Source Entry Files into one Report for each Center
 - A. For HQ
- 1. Copy Agency totals from back up files for each month.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 149 of 379
Responsible Office: Accounts R	eceivable

- 2. Copy NSSC Funded Leave and HQ SEWP funded leave totals from back up files for each month.
- 3. Copy OIG totals from back up files for each month.
- 4. Paste in existing CMP 7.12 file on the N drive: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\HQ\FYXXXX\P-Current Month\7.12.
- B. For GSFC
 - 1. Copy Agency totals from back up files for each month.
 - 2. Copy GSFC Funded Leave totals from back up files for each month.
 - 3. Paste in existing CMP 7.12 file on the N drive: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\GSFC\FYXXXX\P-Current Month\7.12.
- C. For all other Centers
 - 1. Copy Agency totals from back up files for each month.
 - 2. Paste in existing CMP 7.12 file on the N drive: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\Center\FYXXXX\P-Current Month\7.12
- D. Combine files chronologically.
- E. Create cover sheet and add to file.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 150 of 379
Responsible Office: Accounts Receivab	ble
Subject: Accounts Receivable - Report	ing and Audit SDG

- F. Save completed file N:\Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY XXXX AR INDIVIDUAL CMPs\P Current Month\Center\12 Center CMP 7.12.
- G. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 151 of 379
Responsible Office: Accounts Receival	ble
Subject: Accounts Receivable - Repor	ting and Audit SDG

CMP CONTROL ACTIVITY 7.17

CMP 7.17 - Validate Unfunded Leave

Purpose of reconciliation: Review Source Entry Transactions in G/L account 2210.0000 and validate to source documents to ensure that funded leave accruals are supportable.

- **STEP 1.** <u>Account Maintainer</u> Monthly Process Funded Leave Source Entries.
 - A. Park and post Source Entries for Funded Leave (see NSSDG-9200-0011 Unfunded and Funded Leave Source Entry Process, Processes 1 - 3 – GSFC SEWP Funded Leave Process, HQ SEWP Funded Leave Process, NSSC Funded Leave Process and NCCIPS Funded Leave Process)
 - B. After each Source Entry has been posted, execute T-code FB03 for the Source Entry.
 - 1. Copy Source Entry Screen.
 - 2. Paste on the CMP 7.17 file on the N drive: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\CMPs\Center\FYXXXX\Quarterly Month (December, March, June, or September)\7.17.
 - 3. Run T-code FB03 for reversal of Source Entry.
 - 4. Copy reversal of Source Entry Screen.
 - 5. Paste on the CMP 7.17 File on the N drive: N:\FM Division\Account Payable_Accounts Receivable\Accounts Receivable\CMPs\Center|FYXXX\Quartely Month (December, March, June or September)\7.17.
 - 6. Open Funded Leave Spreadsheet backup.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 152 of 379
Responsible Office: Accounts Receivab	ble

- 7. Copy Funded Leave totals and past on CMP 7.17 file on the N drive: N:\FM Division\Account Payable_Accounts Receivable\Accounts Receivable\CMPs\Center|FYXXX\Quartely Month (December, March, June or September)\7.17.
- **STEP 2.** <u>Account Maintainer</u> Quarterly Combine Source Entry Files into one Report
 - A. Open all Source Entry back up files for the entire Quarter.
 - B. Combine files chronologically.
 - C. Create cover sheet and add to file.
 - D. Save completed file N:\Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY XXXX AR INDIVIDUAL CMPs\P Current Month\Center BA\13 Center CMP 7.17.
 - E. SP preparer will attach report into Agency Tool (see Agency CMP Tool Process) and route for approval (see Route CMP for Approval Process).

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 153 of 379
Responsible Office: Accounts Receivab	ble

SUBMITTING CMP REPORTS IN AGENCY TOOL

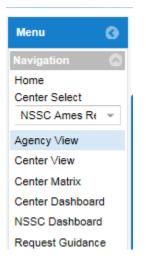
Submit CMP reports in agency tool.

Purpose: AR SP to submit CMP reports in agency tool.

STEP 1. <u>AR SP</u> – Monthly – Submit Reports to Agency CMP Tool

- A. SP preparer will log into Agency CMP Tool via <u>https://cmp.nasa.gov/</u>.
- B. SP preparer will select Center for processing.

Note: Each Center will begin with NSSC for CMP reports completed by NSSC.

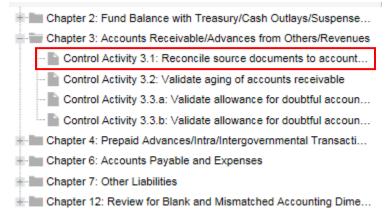


NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 154 of 379
Responsible Office: Accounts Receivab	le

C. Expand chapter for CMP processed.

Chapter 2: Fund Balance with Treasury/Cash Outlays/Suspense
Chapter 3: Accounts Receivable/Advances from Others/Revenues
Control Activity 3.1: Reconcile source documents to account
📄 Control Activity 3.2: Validate aging of accounts receivable
Control Activity 3.3.a: Validate allowance for doubtful accoun
Control Activity 3.3.b: Validate allowance for doubtful accoun
Chapter 4: Prepaid Advances/Intra/Intergovernmental Transacti
Chapter 6: Accounts Payable and Expenses
- Chapter 7: Other Liabilities
Chapter 12: Review for Blank and Mismatched Accounting Dime

D. Select CMP activity processed.



E. Select Attachment to attach CMP activity.



F. Select Browse to select file for processing.

Attachments	
File:	Browse

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 155 of 379
Responsible Office: Accounts R	eceivable
Subject: Accounts Receivable -	Reporting and Audit SDG

- G. Select file from N:\Reports\CMPs Paperless\2 AR CMP Electronic Signature Folder\1 FY 20XX AR INDIVIDUAL CMPs\X Current Month 20XX\Center BA\CMP Activity
- H. Select Attach to add attachment to CMP tool

			00
Attachments File: N:\Repor	ts\CN Browse		
View Delete			
Attachment Name	Attach Date	Owner	

I. Select Activity Status

Gray	*
Gray	
Green	
Red	
Yellow	
White	

Note: For CMP activities completed quarterly, select "White" on the months the activity is not completed.

- J. For CMP activities with multiple thresholds (CMP 2d.4 and 3.3), an activity status will need to be updated for each threshold.
 - a) Click on each tab.



NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 156 of 379
Responsible Office: Accounts Receival	ble
Subject: Accounts Receivable - Report	ting and Audit SDG

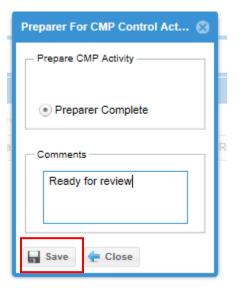
b) Select the correct Status for that Threshold.

Add	Remove	View	Gray - Not Assessed	*	

K. Select the cog icon on Preparer to sign activity.



L. Add comments and click Save to complete.



NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 157 of 379
Responsible Office: Accounts Receiv	vable
Subject: Accounts Receivable - Rep	orting and Audit SDG

ROUTING CMP FOR APPROVAL

Route CMP reports for review and correction.

Purpose: AR SP to route CMP reports for review and correction prior to submission to CS.

STEP 1. <u>AR SP</u> – Monthly – Route CMP for review.

- A. AR Payment Processor (PP) will create a ServiceNow (SN) case/task per center once all respective reports have been completed.
- B. The SN task will be routed to center backup for review and correction.
- C. Once center backup has completed review, the SN task will be routed to AR AM to complete reports and route for review.
- D. Once reports have been completed, the SN task will be routed to center backup for review and correction.
- E. When review is completed, the SN task will be routed to AR Supervisor for review.
- F. The AR Supervisor will review and enter "Reviewed" in the "Add Comments" box in the CMP Agency Tool.
- G. Once AR Supervisor has completed review, the SN task will be routed to AR CS for review.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 158 of 379
Responsible Office: Accounts R	eceivable

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

CS CMP CONTROL ACTIVITY REVIEW

Review CMP Control Activity Documentation and Prepare Packages for Further Approval

Purpose: CS receive CMP documentation from AR SP for final review, and forward to appropriate person for final review, approval, and signature.

STEP 1. <u>AR CS</u> – Monthly (Control Activity) – Review CMP Activity – Control Activity

- A. Receive notification via SNOW Task from SP and review CMP documentation using Agency Tool for each CMP Activity completed.
 - Review all documentation for each CMP activity for accuracy and completeness. See Appendix M for reporting ServiceNow Quality Errors that are found in the review process.
 - 2. Navigate to Agency CMP Tool website <u>https://cmp.nasa.gov.</u>
 - 3. In left windowpane under "Center Select", use drop-down menu to select assigned center to be reviewed.
 - 4. Ensure reporting period and center is correct.
 - 5. Click on CMP Chapter and select Control Activity being reviewed.
 - 6. Ensure "Preparer Signature" has a green checkmark.
 - 7. Click on "Attachments" on the right pane to review attachments
 - 8. Ensure correct CMP is attached by verifying center and month.
 - 9. Validate noted variances are accurate and documentation completely supports all variances.
 - 10. Validate that all calculations on documentation are accurate.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 159 of 379
Responsible Office: Accounts Receiv	able
Subject: Accounts Receivable - Repo	orting and Audit SDG

- 11. Ensure all documentation has been reviewed and approved by SP Supervisor by selecting "Activity Log" in the right pane.
- 12. Ensure review of the Activity status for each threshold, if applicable (i.e., CMP 2d.4a, 2d.4b, and 2d.4c).
- 13. Ensure exceptions are completed in the Description of Exceptions portion of the Agency Tool right pane "Control Activity Certification PDF".
- 14. Coordinate with AR SP for any needed corrections, additional documentation, explanations, etc.
- 15. For each completed CMP activity, select "Add comments" located in right pane.
- 16. Enter "Reviewed" and select "Save/Submit".
- 17. Once all assigned centers' CMPs are reviewed by AR CS, submit CMP SNOW Task to CS AR Lead for review.

Note: Reference N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\AR Forms and Templates\CMP Templates L3 for Accounts Receivable Reviewer Checklist.

STEP 2. <u>CS AR LEAD ACCOUNTANT - Monthly</u> (Control Activity) – Receive CMP Control Activity Documentation for Approval and Signature

- A. Final review, approval, and signature of CMP Control Activities.
 - 1. Receive SNOW notification from AR CS that Center CMP package is ready for final review and approval.
 - a) Log into the Agency CMP Tool and select the Center and Control Activity to be reviewed.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 160 of 379
Responsible Office: Accounts Receivab	ble
Subject: Accounts Receivable - Report	ing and Audit SDG

- b) Ensure AR CS Review and the SP Supervisor Review is noted in the Activity Log.
- c) Click on "Attachments" to view reports for Control Activities where the NSSC Tool is used to generate the report. Click on "View Full Activity Report" to see report for Control Activities where the Agency CMP Tool is used to generate the report. Review each report for completeness and accuracy and to determine whether there are exceptions.
- d) Validate noted exceptions, exception types or other variances.
- e) Validate calculations are accurate.
- f) If there are questions, the CMP package is returned to AR CS Accountant to get explanation or correction from preparer.
- g) If there are no questions, AR Lead clicks the Approval button in the Approvals/Signature section on right side of screen.
- h) Complete the "NSSC Chief, FMD Review of Accounts Receivable CMPs" spreadsheet to notate CMP's with exceptions. The Chief FSB is notified to sign spreadsheet.
- i) Chief, FSB reviews exceptions, discusses with AR Lead as necessary, and signs.
- j) FSB Chief notifies AR Lead that exception review is complete via email.

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0
	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 161 of 379
Responsible Office: Accounts Re	ceivable
Subject: Accounts Receivable - I	Reporting and Audit SDG

- k) AR Lead or designee updates Case/Task previously sent to AR by FBWT and notates completion of all CMP's and Exception sheet. The task is sent back to FBWT L2.
- I) AR Lead sends SNOW tasks for the Center CMP Review to AR L2 to indicate CMP approval is complete.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 162 of 379
Responsible Office: Accounts Receiva	able

PROCESS – RECAPTURE AUDIT PROCESS

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

- 1) Contact certain NASA vendors and request they review their accounts to determine if they have been erroneously paid (e.g., overpaid via duplicate payment).
- 2) Identify a sample of invoices from SAP, request the NSSC to provide invoice documentation and review the documentation to identify erroneous payments. The sample is sent to the NSSC via the NASA Audit Tracking System (NATS) and NSSC IC forwards this request to NSSC AP. NSSC AP pulls the appropriate audit documentation and NSSC IC sends back to the auditors via NATS.

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

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

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 163 of 379
Responsible Office: Accounts Receiva	ble
Subject: Accounts Receivable – Repor	ting and Audit SDG

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

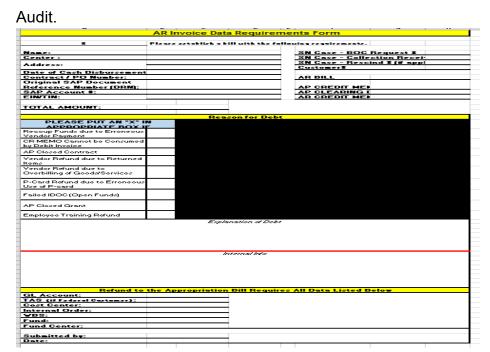
Company	Center	Amount	Date Received	Sent to	NSR	Resolved Date	Comments
National Instruments	GRC	\$1,547.51	2/22/2013	Lisa Herring	435465	IDR Form created on 3/12/13	
Global Science & Tech	GFSC	\$285.23	3/14/2013	Nikki Tubbs	440141	IDR Form created on 3/21/13	
Dassault Systems Simulia	GFSC	\$9,888.00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

NSSC IC creates a ServiceNow (SNOW) case (hereafter referred to as "case") that includes the collection package, marks it as high priority and forwards to NSSC AR L3 for processing.

The following actions are taken:

- A. NSSC AR L3 reviews the package, forwards a SNOW task (hereafter referred to as "task") to NSSC AP L3, requests the package be reviewed and an IDR form be completed (if required).
- B. AP L3 reviews the package and forwards to AP L2 for analysis.
- C. AP L2 analyzes the erroneous payment and determines whether a Bill of Collection (BOC) is required (i.e., the vendor may have sent in a correction via a subsequent invoice, therefore it would not require a bill because it has already been "collected".)
 - If a bill is required, an Invoice Data Requirements (IDR) form should be created and attached to the task. The IDR should include "FOR RECAPTURE AUDIT" in the "Explanation of Debt" section and should include the appropriate indicator for Recapture

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
Service Delivery Guide	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 164 of 379				
Responsible Office: Accounts Receivab	le				
Outland Assessments Described by Demont					



- If a bill is not required (i.e., a credit was issued by vendor on subsequent invoice), AP L2 will update the notes of the task by documenting the subsequent invoice where the correction was made and attach a copy of it to the task.
- 3. NSSC AP L2 sends to NSSC AP L3.
- D. NSSC AP L3 reviews and sends the task to NSSC AR L2.
- E. NSSC AR L2 receives the task and performs the following:
 - If a bill is required creates a Bill of Collection in SAP and sends the bill to the vendor/customer. Updates the AR Improper Payments Audit.xls spreadsheet with new receivable.
 - 2. If a bill is not required because the amount has already been credited through the AP invoice process, the AR Improper Payment Audit.xls spreadsheet is updated with the credited invoice information.
- F. NSSC AR L2 forwards the task to AR L3 for validation of the spreadsheet.
- G. NSSC AR L3 forwards the task to NSSC IC.
- H. NSSC IC updates the IC "Tracking of Recapture credits" spreadsheet and resolves the task and closes the case.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 165 of 379
Responsible Office: Accounts Receiva	able
Subject: Accounts Receivable - Repo	rting and Audit SDG

Monthly Recapture Tracking Actions:

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

- A. AR L2 updates the spreadsheet, creates a case, marks it High Priority and forwards it to AR L3 for review.
- B. AR L3 validates the spreadsheet and forwards the task to AP L3.
- C. AP L3 reviews the spreadsheet and forwards to AP L2 for analysis.
- D. AP L2 analyzes the spreadsheet and determines whether a collection has been received via invoice credit.
 - If collection has been received via invoice credit, AP L2 makes a note in the log indicating which bills received a credit, attaches backup documentation to the task and forwards to AP L3 for validation.
 - a) AP L3 sends the task to AR L2 for spreadsheet update.
 - b) Once update is complete, the spreadsheet is attached to the task and forwarded to AR L3.
 - 2. If **no** collection has been received via invoice credit, AP L2 updates the task noting that there are no credits and returns to AP L3.
- E. AP L3 reviews the results and forwards to AR L3.
- F. AR L3 validates and forwards task to NSSC IC.
- G. IC reviews spreadsheet, ensures clarity, forwards to OCFO QAD and resolves the task and closes the case.

Note: Rescissions of Bills of Collection related to recapture audit will only originate from the QAD POC. Notification of these rescissions will route from NSSC FBWT/IC to NSSC AR L3.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 166 of 379
Responsible Office: Accounts Receivab	le

RECAPTURE AUDIT DATA COLLECTION SPREADSHEET

This spreadsheet is to assist OCFO QAD and the centers to identify overpayments and collections on overpayments made to vendors / employees. This spreadsheet will be provided to all centers annually. OCFO QAD will initiate this process annually through NSSC Internal Controls by requesting the NSSC pull the data for the previous fiscal year. NSSC AR will need to meet with OCFO QAD to discuss any data changes that may impact the macro code.

STEP 1 - Macro Instructions

- A. Open SAP in bReady.
- B. Open Microsoft Excel.

FILE	HOME	INSERT PAG	E LAYOUT	FORMULAS	DATA Develope	REVIEW	VIEW ACROBAT	CMPS	Accounts Receivable [EPY
					×.,	裮	1		
Monthly	SSC Billing	SSC Create	TROR	Day To Day	DOI TO SAP	Recapture	ZEPY Quarterly		
Billing	Compare	Billing Packages	Reports	Postings Launcher	RECON Launcher	Audit Launche	Analysis Launcher		
	Billing	1	TROR	Day To Day Postings	DOI TO SAP RECON	Recapture Audit	ZEPY QUARTERLY ANALYSIS		

C. Go to "Accounts Receivable" tab and select "Recapture Audit Launcher" from ribbon.

Note: To download "Accounts Receivable" tab with the "Recapture Audit Launcher," go to the path below and select "AR-Billing.xlam": N:\FM Division\Accounts Payable Accounts Receivable\Macros



Note: The macro will default to the current fiscal year, however, you can select the fiscal year desired from the drop-down box.

D. Click the "OK" button.

- The following files are saved to the path below: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Audits\Non-Recapture Activities
 - a) FBL5N_FY20##.xlsx
 - b) LOCI_FY20##.xlsx
 - c) TRANS_REG_FY20##.xls

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 167 of 379
Responsible Office: Accounts Receival	ble
Subject: Accounts Receivable - Report	ting and Audit SDG

d) FY20## Recapture Audit Data Collection Sheet.xlsx

• This is the final spreadsheet that is provided to the centers.

STEP 2 - Manual Instructions (to be completed if STEP 1 is unavailable)

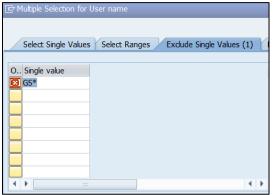
Run Federal Transaction Register (SAP T-Code: FMFG_E_TRANS_REG)

Federal Transaction Register				
🚱 🎦 🚺 📕 4 active 🛛 🕅				
General				
Company Code	NASA	to		
Fiscal Year	2017	to		
Posting period	1	to	12	
Posting Date		to		
Document Date		to		
Ref. document number		to		
Entry Date		to		
Time of Entry	00:00:00	to	00:00:00	
User name 🔀	GS*			
Specific Options				
Funds application		to		
Fund		to		
Funds Center		to		
Funded Program		to		
Functional Area		to		
Business Area	10	to	76	
Profit Center		to		
Account Number	1310.0000	to	1310.3000	
Option				
Show by Original Document				
✓ Fill Text Descriptions				
Use Secondary Derivation				
Reporting				
Layout				

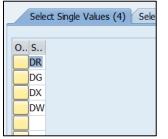
- A. Federal Transaction Register (SAP T-Code: FMFG_E_TRANS_REG) Criteria
 - 1. Company Code = NASA
 - 2. Fiscal Year = Current Fiscal Year
 - 3. Posting Period = 1 to 12

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 168 of 379
Responsible Office: Accounts Receivab	ble

4. User Name = Exclude "GS*"



- 5. Business Area = 10 to 76
- 6. Account Number = 1310.0000 to 1310.3000
- 7. Option
 - a) Select "Show by Original Document" radio button.
 - b) Select "Fill text Descriptions" radio button.
- 8. Select "Dynamic Selections" ^{Log} icon at top of page.
- 9. Trading Partner = NONFED
- 10. Document Type = DR, DG, DX and DW



11. Customer: Exclude Budget & Accounting Division (BAD) Customers listed below:

a) 1784, 1785, 1816, 1817, 1818, 1819, 1820, 1821, 1822, 1823, 3578, 3586, 3587, 3589, 3590, 3591, 3592, 3594, 3618, 3619, 4881, 4931, 5102, 5103, 5104, 5105, 5116, 5117, 5297, 5553, 5851, 5852, 5853, 5854, and 5855

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 169 of 379
Responsible Office: Accounts R	Peceivable

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

	Select Single Val	lues Select Ranges Exclude Single Values (21)	2
0	Cingle volue		
0	Single value		
	1785		
	1816		
	1817		
	1818		
	1819		
	1820		
	1821		
4	F		Y

Dynamic selections						
Actual line item table f	or US Federal Go	vernment.				
Trading Partner		NONFED	to			
Document Type		DR	to			
User name		SS*	to			
Customer		= 1784	to			
🖆 📘 🕨 Apply Sel	ected Items 👖	📅 Delete Selected Objec	ts Single Va	lues Only	Hide Field Sele	ction
10	Save ២					
12.						
	(B)					
13.	Run 💵					
		Г				
14 S	Select the "	[:] Change Layout" [💻 icon.			
Change Layout			×			
Displayed Columns Sort Order	Filter View Displa	ау				
		🛗 🍞 Al 🧸				
Displayed Columns		Column Set				
Column Name	2	Column Name	•			
Reference Document	•	Customer	-			
Fiscal Year Company Code		Debit/Credit Ind. Defense Indicator	•			
Posting period		Definite/Indef Ind				
Posting Date Document Date		Department partner Document Number				
Document Number	11	Document Type				
		Document Type				
Fund		Ending Period of Availability				
Fund Funds Center						
Fund		Ending Period of Availability (TP)				
Fund Funds Center Commitment Item		Ending Period of Availability (TP)				
Fund Funds Center Commitment Item	× ×		*			
Fund Funds Center Commitment Item Account Number	¥ *	Ending Period of Availability (TP) Entity indicator				

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
Service Delivery Guide	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 170 of 379			
Responsible Office: Accounts Receivable				

15. Add the following from the "Column Set" to the "Displayed

- Columns" layout using the arrow button circled above:
 - a) Customer
 - b) Fund center name
 - c) Text
 - d) Document Type
 - e) Trading Partner
- 16. Move items in "Displayed Columns" so that they appear in the following order:
 - a) Fund Center
 - b) Fund center name
 - c) Reference Document
 - d) Fiscal Year
 - e) Posting period
 - f) Posting Date
 - g) Document Date
 - h) Document Number
 - i) Document Type
 - j) Fund
 - k) Commitment Item
 - I) Account Number
 - m) Debit Amount
 - n) Credit Amount
 - o) Currency
 - p) Customer
 - q) Text
 - r) Document Type
 - s) Trading Partner



17. Select "check" button.

18. To Export: List > Export > Local File > Text with Tabs

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 171 of 379			
Responsible Office: Accounts Receivable				

1000	Name			Date modified	Туре	
2		No	items match you	ur search.		
ecent Places						
Desktop						
Libraries						
Computer						
	()					4
	11 1					4
Network						

19. Save as "TRANS_REG_FY20##.xls" at the following path:

a) N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Audits\Non-Recapture Activities

List of Customer Line Items (SAP T-Code: F.21)

♀ ⓑ 〕■〔 1 Data Sources			
Customer selection			
Customer account	0	to 999999	
Company code	NASA	to	
Selection using search help			
Search help ID			
Search string			
Search help			
Line Item Selection			
Status Open Items			
Open at Key Date	04/18/2017		
Open at key Date	04/10/2017		
OCleared Items			
Clearing Date		to	
Open at Key Date			
All Items			
Posting Date	10/01/2016	to 9/30/2017	
Туре			
Standard documents			
Parked documents			
Noted items			
Further Selections			
Further Selections Master record recon, account			
Master record recon. account Line item recondilation acct		to	
Accts recble pledging ind.		to	
Accts recibe pleaging ind. Offsetting acct determination		to	
Ottsetting acct determination			

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0			
	Number			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 172 of 379			
Responsible Office: Accounts Receivable				
Subject: Accounts Receivable – Reporting and Audit SDG				

- B. List of Customer Line Items (SAP T-Code: F.21) Criteria
 - 1. Customer Account = 0 to 999999
 - 2. Company Code = NASA
 - 3. All items Posting Date = Range of entire Current Fiscal Year (e.g., 10/01/2016 to 09/30/2017)

- 4. Type
 - a) Select "Standard documents" option.

5.	Run	æ
••••		

ange Layout								
Line 1 Line 2 Line 3								
ine 1						Hidden fields		
Column content	Pos.	Length	Σ			Col. content	Lnath	
Clearing Document	13	10	_			Name 2	35	
Cash discount amount	14	16		Ŧ		Name 3	35	-
Special G/L ind.	15	2				Name 4	35	
Amount in doc. curr.	16	20	V			Name of Accounting Clerk	30	
Currency	17	5				Net due date	10	
Amount in local currency	18	20	v			Offsett.account type	1	
Currency	19	5				Offsetting acct no.	10	
Texts available	20	3			$\mathbf{\nabla}$	One-line short form of formatt	80	
Customer	21	10				One-time account	8	
Name 1	22	35				P.O. Box city	35	
						P.O. Box Postal Code	10	
				Ŧ		Postal Code	10	Ŧ
Line width		231						

- 7. Add the following from "Hidden Fields" to the "Line 1" layout using the arrow button circled above:
 - a) Customer
 - b) Name 1

		9	Copy	
8.	Select "Copy" button.	<u> </u>	Сору	I.

- 9. To Export: List > Export > Spreadsheet > Excel (In Existing XXL Format) > Table > Microsoft Excel
- 10. Save as "LOCI_FY20##.xlsx" at the following path:

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 173 of 379			
Responsible Office: Accounts Receivable				
Subject: Accounts Receivable – Reporting and Audit SDG				

a) N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Audits\Non-Recapture Activities

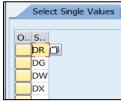
Customer Line Item Display (SAP T-Code: FBL5N)

Customer Line Item Dis	play		
🚱 🛅 🔳 Data Sources			
Customer selection			
Customer account		to	
Company code	NASA	to	
Selection using search help			
Search help ID			
Search string			
Search help			
Line item selection			
Status			
Open items			
Open at key date	04/18/2017		
Cleared items Clearing date Open at key date		to	()
• All items			
Posting date	10/01/2016	to 9/30/2017	
Туре			
Normal tems Special G/L transactions Noted items Parked items Vendor items			
List Output			
Layout			
Maximum number of items			

- C. Customer Line Item Display (SAP T-Code: FBL5N) Criteria
 - 1. Company Code = NASA
 - 2. All items Posting Date = Range of entire Current Fiscal Year (e.g., 10/01/2016 to 09/30/2017)
 - 3. Type
 - a) Select "Normal items"
 - b) Select "Special G/L transactions"
 - 4. Select "Dynamic Selections" Icon at top of page.

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
Service Delivery Guide	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 174 of 379			
Responsible Office: Accounts Receivable				
Cubicate Associate Description - Departing and Audit CDC				

5. Document type = DR, DG, DW and DX



6. GL Account = 1310.3000 & 1310.0000

_	Select Single Va	lues (2)
0.	Single value 1310.3000	
	1310.0000	-
		_



- 8. To Export: List > Export > Spreadsheet > Excel (In Existing XXL Format) > Table > Microsoft Excel
- 9. Save as "FBL5N_FY20##.xlsx" at the following path:
 - a) N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Audits\Non-Recapture Activities
- D. Formatting the Federal Transaction Register
 - 1. Open "TRANS_REG_FY20##.xls" and save as "FY20## Recapture Audit Data Collection Sheet.xlsx" at the following path:
 - a) N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Audits\Non-Recapture Activities
 - 2. Name the first tab "TRANS_REG_FY20##"
 - 3. Create a 2nd tab and name it "Doc_Type_Combined_Data".
 - 4. Create a 3rd tab and name it "Customer Data".
 - 5. Create a 4th tab and name it "FBL5N Text".

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0 Number Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 175 of 379
Responsible Office: Accounts Receivab	ble
Cubic et Accesset Descindule Descet	

On "Customer Data" tab

- Go into "LOCI_FY20##.xlsx" and copy columns "M" (Customer) and "N" (Name 1) and paste into "Customer Data" tab on "FY2017 Recapture Audit Data Collection Sheet.xlsx".
- 7. Column Headers
 - a) A1 = "Customer Number"
 - b) B1 = "Customer Name"

On "FBL5N-Text" tab

- 8. Go into "FBL5N_FY20##.xlsx" and copy data from columns "C" (DocumentNo) and "H" (Text) and paste into "FBL5N Text" tab on "FY2017 Recapture Audit Data Collection Sheet.xlsx".
- 9. Column Headers
 - a) A1 = "DocumentNo"
 - b) B1 = "Text"
- 10. Select Column A.

DATA	Developer	REVIEW	VIEW	ACROB
ections erties Links	A Z A A Z Sort	Filter		Text to Columns
1S	Sc	ort & Filter		

- 11. Go to Data on Excel Ribbon.
- 12. Select "Text to Columns".

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 176 of 379

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

Convert Text to Columns Wizard - Step 1 of 3	2 X
The Text Wizard has determined that your data is Delimited.	
If this is correct, choose Next, or choose the data type that best describes your data.	
Original data type	
Choose the file type that best describes your data:	
Delimited - Characters such as commas or tabs separate each field.	
Fixed width - Fields are aligned in columns with spaces between each field.	
Preview of selected data:	
2 1 800001094 3 1 800005000 4 1 800005073 5 1 80000575	=
E h 800005332	₩
Cancel < Back Next >	<u>F</u> inish

13. Select "Next".

Convert Text to Column	s Wizard - Step 2 of 3	٩ ٩	X
This screen lets you set th	ne delimiters your data contains. You can see how	your text is affected in the preview below.	
Delimiters Iab Semicolon Comma Space Qther: Data preview	Treat consecutive delimiters as one Text <u>q</u> ualifier:		
DocumentNo 180001094 180005000 1800005073 1800005075 1800005332		Þ	* III *
	Cancel < Back	k <u>N</u> ext > <u>F</u> inish	

14. Make sure "Tab" is selected as the Delimiter and select "Next".

NSSC	NSSDG-9200-0	0009	Revision 13.0
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date:	October 2	24, 2022
	Expiration Date:	October 2	24, 2024
			Page 177 of 379
Responsible Office: Accounts Receivab	ام		

Convert Text	to Columns Wizard - Ste	ep 3 of 3	β Σ	3
Column data <u>G</u> eneral <u>T</u> ext <u>D</u> ate:		and set the Data Format. 'General' converts numeric values to numbers, date values to dates, and remaining values to text. <u>A</u> dvanced	d all	
D <u>e</u> stination:	\$A\$1		E	
General Document 18000050 18000550 18000553 4 [[]]	No 94 00 73 75			- Francisco
		Cancel < Back Next >	<u>F</u> inish	

- 15. Select "Finish". On "TRANS_REG_FY2017" tab
- 16. Delete blank column C.
- 17. Delete "Crcy" column P.
- 18. Delete blank row 7.
- 19. Column Headers (and color to highlight each header cell)

Note: You will have to manually enter all yellow and orange cell header names.

- a) A6 = Center (Yellow)
- b) B6 = Funds Ctr (Blue)
- c) C6 = FC name (Blue)
- d) D6 = Ref.Doc (Blue)
- e) E6 = Year (Blue)
- f) F6 = Period (Blue)
- g) G6 = Posting Date (Blue)
- h) H6 = Doc.Date (Blue)
- i) I6 = Document No (Blue)
- j) J6 = D (Blue)
- k) K6 = Fund (Blue)
- I) L6 = Commt Item (Blue)
- m) M6 = Account (Blue)
- n) N6 = Debit (Blue)
- o) O6 = Credit (Blue)
- p) P6 = Customer (Blue)
- q) Q6 = Text (Blue)

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 178 of 379

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

- r) R6 = Doc Type (Blue)
- s) S6 = Trading Partner (Blue)
- t) T6 = Category Override (Dropdown) (Orange)
- u) U6 = Category (Yellow)
- v) V6 = Debit/Credit (Yellow)
- w) W6 = Customer # (Trim) (Yellow)
- x) X6 = Customer Name (Lookup) (Yellow)
- y) Y6 = Include? (Dropdown) (Orange)
- z) Z6 = Contract Type (Dropdown) (Orange)

aa)AA6 = Comments (Orange)



20. Add "Filter" on all column header rows (row 6).

- 21. Enter Worksheet Header Information below:
 - a) B1 = Date Federal Transaction Register was run (today)
 - b) C3 = "Federal Transaction Register Accelerated"
 - c) C4 = "Dynamic Selection (Document Types DG, DR, DW & DX)"
 - d) G2 = Blank (Blue Fill)
 - e) G3 = Blank (Yellow Fill)
 - f) G4 = Blank (Orange Fill)
 - g) H2 = "From SAP"
 - h) H3 = "Formula"
 - i) H5 = "User Input"
 - j) M1 = "Note: Filtered to include 1310.0000 & 1310.3000 transactions only"
 - k) M2 = "Note: Filtered to include NONFED Trading Partners only"
- 22. Update text column with correct text information from "FBL5N Text" tab.

a) Overwrite text in Q7 with the following:

=VLOOKUP(I7,'FBL5N Text'!A:B,2,FALSE)

- Copy formula down to all cells in column Q.
- 23. Enter formulas in columns with a yellow-highlighted column header.
 - a) A7

=IF(LEFT(C7,2)<>"HQ",C7,IF(LEFT(K7,3)="I3P","NSSC",IF(LE FT(K7,3)="NSC","NSSC","HQ")))

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 179 of 379
Responsible Office: Accounts Re	ceivable
Subject: Accounts Receivable – Reporting and Audit SDG	

• Copy formula down to all cells in column A.

b) U7

=IF(COUNTIFS(T7,"*")>0,T7,IF(COUNTIFS(Q7,"*PP*")>0," Payroll",IF(COUNTIFS(T7,"*")>0,T7,IF(COUNTIFS(Q7,"*S F182*")>0,"Procurement",IF(COUNTIFS(W7,"3*")>0,"Payr oll",IF(COUNTIFS(Q7,"*Travel*")>0,"Travel",IF(COUNTIFS (Q7,"*TA

*")>0,"Travel",IF(COUNTIFS(Q7,"*Vendor*")>0,"Procureme nt",IF(COUNTIFS(Q7,"*AP*")>0,"Procurement",IF(COUNTI FS(Q7,"*Vendor*")>0,"Procurement",IF(COUNTIFS(Q7,"*P C*")>0,"Procurement",IF(COUNTIFS(Q7,"*FOIA*")>0,"Proc urement",IF(COUNTIFS(Q7,"*Contract*")>0,"Procurement" ,IF(COUNTIFS(Q7,"*TA*")>0,"Travel",""))))))))))))))))))))))))))))

• Copy formula down to all cells in column U.

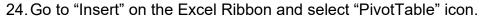
c) V7

=IF(N7>0,N7,(-1*O7))

- Copy formula down to all cells in column V.
- d) W7
 - =TRIM(P7)
 - Copy formula down to all cells in column W.
- e) X7
 - =VLOOKUP(P7,'Customer Data'!A:B,2, FALSE)
 - Copy formula down to all cells in column X.

On "Doc_Type_Combined_Data" tab





NSSC	NSSDG-9200-0	0009	Revision 13.0
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date:	October 2	4, 2022
	Expiration Date:	October 2	4, 2024
			Page 180 of 379
	1-		

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

Create PivotTable	
choose the data that	you want to analyze
Select a table o	r range
<u>T</u> able/Rang	je:
Use an external	data source
Choose (Connection
Connection	name:
Choose where you wa	ant the PivotTable report to be placed
O <u>N</u> ew Worksheet	t i i i i i i i i i i i i i i i i i i i
Existing Worksh	leet
Location:	Doc_Type_Combined_Data!\$E\$28
Choose whether you	want to analyze multiple tables
🔲 Add this data to	o the Data <u>M</u> odel
	OK Cancel

25. Select "Browse" icon circled above to browse to the

"TRANS_REG_FY20##" tab and select all data so that it shows as the Table/Range.

Create PivotTable	ି <mark>୪</mark>
Choose the data that	you want to analyze
Select a table or	range
<u>T</u> al le/Rang	e: TRANS_REG_FY2017!\$A\$6:\$AA\$3996
🔘 <u>U</u> se an external	data source
Choose C	onnection
Connection	name:
Choose where you wa	nt the PivotTable report to be placed
O <u>N</u> ew Worksheet	
Existing Worksh	eet
Location:	Doc_Type_Combined_Data!\$A\$1
Choose whether you v	vant to analyze multiple tables
🔲 Add this data to	the Data <u>M</u> odel
	OK Cancel

26. Click "OK" button.

NSSC	NSSDG-9200-0	0009	Revision 13.0
Service Delivery Guide	Number		
	Effective Date:	October 2	4, 2022
	Expiration Date:	October 2	24, 2024
			Page 181 of 379
Responsible Office: Accounts Receivab	le		

PivotTable Fields • × Choose fields to add to report:	
Category Override (Dropdo Category Debit/Credit Customer # (Trim) Customer Name (Lookup) Include? (Dropdown) Contract Type (Dropdown)	
Comments MORE TABLES Trag fields between areas below:	
▼ FILTERS III COLUMNS Include? (▼ Doc Type ▼	
■ ROWS > VALUES Center ▼ ▲ Categ ▼ Sum of De ▼ Contra ▼ ▼	
Defer Layout Upda UPDATE	

The above "PivotTable Fields" will show on the right of the spreadsheet. 27. Drag "Include?" to "Filters" section.

- 28. Drag "Center," "Category," and "Contract Type" to "Rows" section.
- 29. Drag "Debit/(Credit")" to "Values" section.
 - a) If your "value" default to "Count" instead of "Sum," click arrow next to "Count of Debit/(Credit" and select "Sum" on the "Summarize Values By" tab and then the "OK" button (see below).

NSSC	NSSDG-9200-0)009 F	Revision 13.0
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date:	October 24	, 2022
	Expiration Date:	October 24	4, 2024
			Page 182 of 379
Responsible Office: Accounts Receivab	le		

alue Field Setting	-			
Source Name: De	ebit/(Credit)			
Custom Name: S	um of Debit/(Ci	edit)		
Summarize Value		Values As		
<u>S</u> ummarize valu		values //s		
Choose the type		hat vou war	it to use to su	ummarize
data from the se		lac you ha		
Sum			<u>^</u>	
Average Max			=	
Min			-	
Product			•	
	_			
Number Format			ОК	Canc
Choose fields to a report:	e Fields ` add to			
Choose fields to a report: Center Funds Ctr FC name Ref. Doc Year Period Pstng Date Doc. Date	add to			
Choose fields to a report: Center Funds Ctr FC name Ref. Doc Year Period Pstng Date Doc. Date DocumentNo	add to			
Choose fields to a report: Center Funds Ctr FC name Ref. Doc Year Period Pstng Date Doc. Date DocumentNo D	add to			
Choose fields to a report: Center Funds Ctr FC name Ref. Doc Year Period Pstng Date Doc. Date DocumentNo D D D D D D D D D D D D D	een areas belo	• •		
Choose fields to a report: Conter Funds Ctr FC name Ref. Doc Year Period Pstng Date Doc. Date DocumentNo D Trag fields betwee FLITERS	een areas belo	• •		
Choose fields to a report: Center Funds Ctr FC name Ref. Doc Year Period Pstng Date Doc. Date DocumentNo D D D D D D D D D D D D D	een areas belo	• •		
Choose fields to a eport: Center Funds Ctr FC name Ref. Doc Year Period Pstng Date Doc. Date Doc. Date DocumentNo D D Drag fields betwee T FILTERS	een areas belo	• •		
Choose fields to a report: Center Funds Ctr FC name Ref. Doc Year Period Pstng Date Doc. Date Doc. Date DocumentNo D Drag fields betwee FILTERS Include? (een areas belo COLUMN Doc Type	W: S		
Choose fields to a report: Center Funds Ctr FC name Ref. Doc Year Period Pstng Date Doc. Date DocumentNo D Trag fields betwee FILTERS Include? (een areas belo ■ COLUMN Doc Type ∑ VALUES	W: S		

- 30. Choose the arrow next to "Include? (Dropdown)".
- 31. Select "Field Settings"

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 183 of 37
Responsible Office: Accounts Receivab	le

Field Settings
Source Name: Include? (Dropdown)
Custom Name: Include? (Dropdown)
Subtotals & Filters Layout & Print
Subtotals
<u>Automatic</u>
None
© <u>C</u> ustom
Select one or more functions:
Sum Count Average Max
Min Product
Filter
Include new items in manual filter
OK Cancel

- 32. Go to "Subtotals & Filter" tab.
- 33. Select "None".

Field Settings
Source Name: Include? (Dropdown)
Custom Name: Include? (Dropdown)
Subtotals & Filters Layout & Print
Layout
Show item labels in outline form
Display labels from the next field in the same column (compact form)
Display subtotals at the top of each group
Show <u>i</u> tem labels in tabular form
Repeat item labels
Insert <u>b</u> lank line after each item label
Sho <u>w</u> items with no data
Print
Insert <u>p</u> age break after each item
OK Cancel

- 34. Go to "Layout & Print" tab.
- 35. Select "Show item labels in tabular form" radio button.
- 36. Click "OK" button.

NSSC	NSSDG-9200-0	0009	Revision 13.0
Service Delivery Guide	Number		
	Effective Date:	October 2	4, 2022
	Expiration Date:	October 2	24, 2024
			Page 184 of 379
Responsible Office: Accounts Receivab	le		

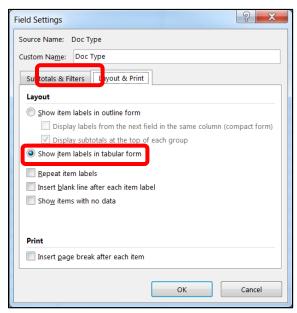
PivotTable Choose fields to a report:	
Center Center Funds Ctr FC name Ref. Doc Year Period Pstng Date Doc. Date Doc.umentNo D	×
Drag fields betwe	en areas below:
T FILTERS Include? (T	COLUMNS
ROWS Center • • Categ • Contra •	∑ VALUES Sum of De ▼

- 37. Choose the arrow next to "Doc Type".
- 38. Select "Field Settings"

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 185 of 379
Responsible Office: Accounts Rece	ivable

Field Settings
Source Name: Doc Type
Custom Name: Doc Type
Subtotals & Filters Layout & Print
Subtotals
<u>A</u> utomatic
© Non <u>e</u>
© <u>C</u> ustom
Select one or more functions:
Sum Account Average Max Min Product T
Filter
Include new items in manual filter
OK Cancel

- 39. Go to "Subtotals & Filter" tab.
- 40. Select "Automatic".



- 41. Go to "Layout & Print" tab.
- 42. Select "Show item labels in tabular form" radio button.
- 43. Click "OK" button.

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0 Number Effective Date: October 24, 2022 Expiration Date: October 24, 2024
	Page 186 of 379
Responsible Office: Accounts Receiv	

PivotTable Choose fields to a report:	
Center Center Funds Ctr FC name Ref. Doc Year Period Pstng Date Doc. Date DocumentNo D	
Drag fields betwe	en areas below:
T FILTERS	
Include? (🔻	Doc Туре 🔻
ROWS	∑ VALUES
Categ ▼ Contra ▼	Juin of De.

- 44. Choose the arrow next to "Center" from "Rows".
- 45. Select "Field Settings"

NSSC	NSSDG-9200-0	0009	Revision 13.0
Service Delivery Guide	Number		
	Effective Date:	October 2	24, 2022
	Expiration Date:	October 2	24, 2024
			Page 187 of 379
Responsible Office: Accounts Receivable			

Field Settings
Source Name: Center
Custom Name: Center
Subtotals & Filters .ayout & Print
Subtotals
_ <u>A</u> utomatic
Non <u>e</u>
© <u>C</u> ustom
Select one or more functions:
Sum
Count Average
Max
Min Product
Filter
Include new items in manual filter
OK Cancel

- 46. Go to "Subtotals & Filter" tab.
- 47. Select "None".

Field Settings
Source Name: Center
Custom Name: Center
Subtotals & Filters Layout & Print
Layout
© Show item labels in outline form
Display labels from the next field in the same column (compact form)
Display subtotals at the top of each group
Show item labels in tabular form
Repeat item labels
Insert blank line after each item label
Show items with no data
Print
Insert page break after each item
OK Cancel

- 48. Go to "Layout & Print" tab.
- 49. Select "Show item labels in tabular form" radio button.
- 50. Click "OK" button.
- 51. Repeat steps above for "Category" and "Contract Type.

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 188 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

? X Format Cells Number Font Border Fill Protection lianment <u>C</u>ategory: General Sample Curren Decimal places: 2 Date Time Percentage Symbol: \$ • Negative numbers: Fraction Scientific -\$1,234.10 \$1,234.10 . Text Special Custom (\$1,234.10 Currency formats are used for general monetary values. Use Accounting formats to align decimal points in a column. ОК Cancel

52. Highlight total rows.

- a) Right click.
- b) Select "Format Cells"
- c) On "Number" tab, select "Currency" from left.
- d) On "Number" tab, select last currency option showing credits in red and in parentheses from box on right.
- e) Click "OK" button.

NSSC Service Delivery Guide Number Effective Date: October 24, 2022 Expiration Date: October 24, 2024 Page 189 of 379

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

Include? (Dropdown)	(All) 🔽						
Sum of Debit/Credit			Column Labels 💌]			
Center 🔹	Category	Contract Type (Dropdown)	DG	DR	DW	DX	Grand Total
	8	(blank)	(\$24.00)	\$2,543.30		(\$2,172.21)	\$347.09
	🗏 Payroll	(blank)	(\$9,758.13)	\$12,394.09			\$2,635.96
	Procurement	(blank)	(\$5,544.00)	(\$84,063.81)	(\$118.15)		(\$89,725.96)
	🗏 Travel	(blank)	(\$3,147.03)	\$1,204.63			(\$1,942.40)
= ARC	8	(blank)	(\$40,000.00)	\$756,105.60	(\$6,048.24)		\$710,057.36
	🗏 Payroll	(blank)	(\$11,089.31)	\$6,475.36	(\$12,111.35)	(\$1,070.30)	(\$17,795.60)
	Procurement	(blank)		\$220,721.03	(\$2,689.97)		\$218,031.06
	🗏 Travel	(blank)	(\$4,255.11)	\$5,046.62	(\$1,412.74)		(\$621.23)
GRC	8	(blank)	\$197.53	\$4,255.35	\$825.54	(\$2,179.39)	\$3,099.03
	Payroll	(blank)	(\$8,977.48)	\$10,528.53	(\$9,225.14)		(\$7,674.09)
	Procurement	(blank)		\$52,624.58	(\$51,760.43)		\$864.15
	🗏 Travel	(blank)	(\$10,960.54)	\$10,550.50	(\$898.85)		(\$1,308.89)
GSFC	Ξ	(blank)	(\$438.33)	(\$2,289.84)	\$670,296.93	(\$2,385.14)	\$665,183.62
	🗏 Payroll	(blank)	(\$26,594.87)	\$31,556.22	(\$1,133.61)		\$3,827.74
	Procurement	(blank)	(\$1,132,141.89)	\$496,092.23	(\$10,807.03)	(\$222.24)	(\$647,078.93)
	🗏 Travel	(blank)	(\$10,401.78)	\$13,972.93	(\$170.17)		\$3,400.98
⊟HQ	8	(blank)	(\$617.91)	\$28,136.50	(\$2,982.96)	(\$2,389.27)	\$22,146.36
	🗏 Payroll	(blank)	(\$6,667.38)	\$18,735.66	(\$1,646.29)		\$10,421.99
	Procurement	(blank)		\$1,334.78			\$1,334.78
	🗆 Travel	(blank)	(\$23,119.35)	\$30,054.53	(\$34.21)		\$6,900.97
= JSC	8	(blank)	(\$634.53)	\$39,774.43	(\$10,368.65)	(\$2,516.38)	\$26,254.87
		// 1 / 1 /	(627.052.07)	AFF 057 04	104 700 001		ALCOCA OF

53. Save spreadsheet and close.

STEP 3. Validate Recapture Spreadsheet

- A. Ensure the text field data is complete and correct.
- B. Validate that the filter works.
- C. Validate that you can highlight an entire row.
- D. Validate Doc_Type_Combined_Data tab is populating correctly when updates are made in the Trans_Reg_FY2018 tab (i.e., Include Y/N field).

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 190 of 379	
Responsible Office: Accounts Receivable		

Responsible Office: Accounts Receivable

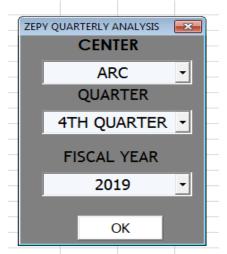
Subject: Accounts Receivable – Reporting and Audit SDG

PROCESS – ZEPY DEBT QUARTERLY ANALYSIS PROCESS

The purpose of this instruction is to outline the steps for Quarterly Analysis of Aging ZEPY (Employee debt). This instruction will assist in analyzing and monitoring Center Employee debt to determine if DOI is appropriately collecting debts on active employees.

STEP 1. AR Account Maintainer/Payment Processor - Run SAP Aging Report

- A. Login to SAP.
- B. Open Excel.
- C. Use the ZEPY Quarterly Analysis Launcher Macro Tab
 - 1. Choose the Center from the Dropdown Menu.
 - 2. Choose the Quarter from the Dropdown Menu.
 - 3. Choose the Fiscal Year from the Dropdown Menu.
 - 4. Click "OK".



D. Once the Marco has finished running the report, name the file and save to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Debt Management\ZEPY Quarterly Analysis\FY20XX\Quarter X.

Note: If macro is unavailable, run the SAP report manually using the process in Steps D through I below.

E. Run report manually using Transaction code ZCF_ARAGING

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 191 of 379	
Responsible Office: Accounts Receivable		

for each Center.

• 🙀 VF11 - Cancel Billing Document
• 🚖 SQ01 - SAP Query: Maintain queries
• 🚖 GR55 - Execute Report Group
• 🜟 ZFI_INTRAGOV - Intra-gov Trading Partner Rpt
• 🜟 ME33K - Display Contract
• 🜟 ME23N - Display Purchase Order
• 📩 ZCF_ARAGING - AR AGING
• 🜟 ZFI_AGING1310 - AR 1310 Account Aging
SAP Menu
F. Input the following information:

- 1. "Account Group/Range" ZEPY.
- 2. "Business Area" applicable Center (e.g., 24).
- 3. "Through Accounting Period" XX (e.g., 05).
- 4. "Fiscal year" YYYY (e.g., 2015).

Accounts Receivable A	ging by Period	s	
Data Selection			
Account Group/Range	ZEPY	to	_
Business Area(s)	24	to	<u></u>
Customer Number		to	
Document Number		to	
G/L Account/Range			
Through Accounting Period	7		
Fiscal Year	2018		
View for TROR			

G. Click Execute (clock with the green check) to process report.



H. Once the report is issued, on toolbar click List.

I. Hover over Export; select Spreadsheet; Click continue (green check) through filter information; select Table and click continue then continue again through Microsoft excel.

NSSDG-9200-0009 Revision 13.0		
Number		
Effective Date: October 24, 2022		
Expiration Date: October 24, 2024		
Page 192 of 379		
able		

1. Name the file and save to N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Debt Management\ZEPY Quarterly Analysis\FY20XX\Quarter X.

J. Once you have run and saved the aging reports for your Centers, log out of SAP.

STEP 2. <u>AR Account Maintainer/Payment Processor</u> - Format the ZEPY Report (it is helpful to refer to the previous quarter's report)

- A. Hide the following columns:
 - 1. Column E (Custmr Typ).
 - 2. Column F (Reim).
 - 3. Column I (Refrd Debt).
 - 4. Columns P through W (Days and Years Delinquent).
- B. Add a new column after Column Y (Debt ID).
 - 1. Name this new column (Column Z) Review Comments.
- C. Format to show one employee debt by grouping the debts together.
 - 1. If an employee has more than one debt, select all of the rows under the first debt entry row (e.g., If rows 2 thru 10 list Jon Doe's debts, click Row's 3 thru 10 to select all rows but the first debt entry).
 - 2. Once all rows (except the first debt entry row) has been highlighted, select the Data tab.
 - a) Click the Group button.
 - b) This will add a subtraction button on the left-hand side of the spreadsheet.
 - c) Click the subtraction button to hide the other debt entries.
- D. Add columns for AR L2 Supervisor Review and AR L3 Review
 - 1. Merge columns for each customer
- **STEP 3.** <u>AR Account Maintainer/Payment Processor</u> Research in Federal Personnel/Payroll System (FPPS) for debts to establish whether employee is still in an active status
 - A. Log into FPPS (https://webfpps.ibc.doi.gov/FPPS-xhtml.html).
 - B. Click Acknowledge.
 - C. Click FPPS Production.
 - D. Access the Pay Detail (PDVW) screen.
 - 1. Type PDVW in the FPPS field.

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0
	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 193 of 379
	Page 193 of 3

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

a. Click "Go".

Or

- 2. Hover over the "Employee & Position Views" tab
 - a. Select Pay Detail (PDVW) screen. Click "Ok".
- E. Once that screen appears, click the radio button next to Last Name.
- F. In the Last Name field, enter the employee's Last Name.
 Note: If unable to locate employee by name (due to name change, etc.), locate the employee's SSN in the SAP customer file and enter the SSN in FPPS rather than the employee's Last Name.
- G. In the Processing Pay Period field, enter the most recent pay period (e.g., for Pay Period 20 in FY 2016 the entry would be 1620).
- H. Check the box next to "Time and Attendance".
- I. Click Ok.
- J. In the Name/SSN Search pop-up box, input the following:
 - 1. Department =NN.
 - 2. Bureau = the applicable Business Area (e.g., 64 for Stennis).
 - 3. Click "Ok".
- K. A list of employees with that last name from that Center will appear.
 - 1. Select the radio button next to the correct name.
 - 2. Click "Ok".
- L. Once you have the correct employee, look at their current Pay Calculate Detail to see if they were paid.
 - 1. View the Pay Code to determine what the employee time is coded to (e.g., 010 equals Regular Time and 020 equals Annual Leave)
 - 2. To see what a Pay Code represents, enter TBLS in the FPPS Command field (located in the upper right of the screen).
 - a) Click "Go".
 - b) In the Start List From: field, type Pay Code.
 - i. Click "Ok".

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 194 of 379	
Responsible Office: Assounts Reseivable		

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

- c) In the box next to Pay Code, type X.
 - i. Click "Ok".
- d) In the "Start List From": Code field enter the unknown code (e.g., 050).

i. Click "Ok".

- e) View the description of that code to determine the code on the timesheet (e.g., 050 has a Holiday-Not Worked description).
- f) Go back to the PDVW command as necessary.
- 3. To get out of the Pay Detail screen, click "Cancel".
- M. To see if any deductions were taken from an employee's pay, select the Pay Calculate Detail box under the PDVW command.
 - 1. Click the "Ok" button to scroll through the screens.
 - 2. Under Current "Deductions/Wages/Government Additives, look for Pay Codes 61B or 61C (annotates debt recovery deductions).

Note: The FBL5N screen can also be used to determine if collections have occurred within the last few pay periods. Remember that SAP might not have the most recent pay period information for that customer and FPPS has the most current, up-to-date information.

- N. To see the employee's "official" work status, access the "Track SF52/SF50 (TRAC)" screen.
 - 1. Type TRAC in the FPPS field.
 - a) Click "Go".

Or

b) Hover over the "Employee & Position Views" tab

i. Select "Track SF52/SF50 (TRAC)".

- 2. Under Track List Types SF52 Types: check the box next to "Separated".
- 3. Click the radio button next to "SSN".

a) Enter the SSN for the applicable employee.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 195 of 379
Responsible Office: Accounts R	eceivable

- b) If the employee's SSN was last entered under the PDVW or TRAC commands, it can be recalled.
- c) At the bottom of the page, click the "RSSN" tab (SSN Previous Command) or "PLST" tab (Last 10 SSN's).
- 4. A list of HR actions (SF50/52) processed for that employee will appear.

Note: In FPPS, actions are listed from most recent to oldest.

- 5. Review actions to determine whether the employee is active, separated, in an LWOP status, and/or Returned to duty (RTD).
 - a) The effective date (start date) of the actions are listed next to the action.
 - i. To see any estimated not-to-exceed dates (LWOP completion date), view the action.
 - b) To view any information/notes on this action, type V in the field next to that action.
 - i. Click "Ok"
 - c) In the pop-up box, check the box next to Select All Screens.
 - i. Click "Ok"
 - d) Continue to click the "Ok" button to view any necessary information (e.g., not-to-exceed date of the action).

Note: Notate any helpful information on spreadsheet under the Comments column.

Note: Student Trainee's with a career or career-conditional appointment, participating in the Student Career Experience Programs (5 CFR 213.3202(b)) can elect by law to continue health benefit

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 196 of 379
Responsible Office: Accounts Receivable	

enrollment during periods of leave without pay status.

(1) 5. I elect to have payroll deductions after my return to work or upon pay becoming sufficient to cover the premium. Payroll Operations will deduct, in addition to the current pay period's premium, an amount equal to one pay period's health benefit premium. This payroll deduction will continue until the debt is recovered in full. I further agree that if I do not return to work or that the debt cannot be recovered in full, the debt will be recovered from whatever other source is available for recovery of a debt owed to the United States.

STEP 4. <u>AR Account Maintainer/Payment Processor</u> - ZEPY Customer review/Analysis of Data.

The goal of this analysis is to monitor collection of debt from current NASA employees and to ensure that for those employees who have separated that the debt has been transferred from DOI to NASA, removed as a ZEPY customer and established as a ZCOM customer in SAP. This analysis is due by COB of the last business day of the month following quarter end.

- A. Gather, analyze, and notate all information collected for each employee.
- B. Inquire on the status of the debts via e-mail to the Department of Interior (DOI) as necessary
 - 1. Interior Business Center (IBC), Debt Management Branch
- C. Below are some examples of Employee status (There may be additional statuses not shown below):
 - 1. Active Employee COOP
 - 2. Active Employee LWOP USA
 - 3. Active Employee LWOP Other
 - 4. Active Employee Waiver Request
 - 5. Active Employee Collecting
 - 6. Separated Employee
 - 7. Deceased Employee
- D. The following are a few examples where DOI may need to be contacted:
 - 1. If employees are in an active status but debts are not being collected against.
 - 2. If employees are no longer with NASA and a transferred debt has not been received after two Pay Periods.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 197 of 379	
Responsible Office: Accounts Receivable		

- 3. If older debts are not being collected first before more recent debts. Notate any emails sent and received in a new tab within the ZEPY Spreadsheet.
- E. Additional Helpful Information Areas
 - 1. SAP transaction code **FBL5N** can be used to review the employee's record of debts.
 - a) Doc Type-DR are debts.
 - b) Doc Type- DG are collections that have been received (the text field will include the pay period of the payment).
 - 2. FPPS DataMart reports
 - a) Located on the shared drive in the Debt Management folder <u>N:\FM Division\Accounts Payable_Accounts</u> <u>Receivable\Accounts Receivable\Debt</u> Management
 - i. Biweekly DataMart Postings folder which are auto posted biweekly by NSSC AR L2 into SAP.
 - Monthly SAP to DOI Reconciliation Folder which has Center folders with saved DOI reports. These contain the files and reports from DOI related to debts/payments/cancellations, etc.

STEP 5. AR SP - Account Maintainer/Payment Processor – Route for review.

- A. Create ServiceNow (SNOW) case/task when analysis is completed with the following fields.
 - 1. Category- AR
 - 2. Subcategory- AR
 - 3. Assignment group- FM-AR L2
 - 4. Assign case to self
 - 5. Short description/ work notes- # quarter ZEPY Analysis for BA complete/ ready for review
 - 6. Save
 - 7. Assign task to AR supervisor
- B. Route the task to AR L2 Supervisor.
- C. AR L2 Supervisor will review and initial spreadsheet.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 198 of 379	
Responsible Office: Accounts Receivable		

- D. AR L2 Supervisor will route task to AR L3 for final review.
- **STEP 6.** <u>AR CS Accountant</u> Review the analysis for accuracy and quality.
 - A. Review the following items:
 - 1. Review if the comments align with the Employee Status legend.
 - a) Add a CS Note column at the end of the last column.
 - b) Annotate CS concurrence on the CS column.
 - c) Annotate, if necessary, when further research is required.
 - 2. Ensure PII (SSN) column is hidden.
 - 3. Review (if necessary) if DOI has been contacted for debts not transferred or for payments not being collected from Active employee.
 - a) Review the FPPS DataMart reports according to the affected Fiscal Year and Center:
 N:\FM Division\Accounts Payable Accounts
 - Receivable\Accounts Receivable\Debt Management
 - b) Validate collection and annotate in the CS notes if additional research/action is needed.
 - 4. Review SAP to validate collection history coincides with employee status (e.g., active employee should show regular collections).
 - a) Execute FBL5N in SAP for validation.
 - B. Route Task back to AR L2 once review is complete.
- **STEP 7.** <u>AR Account Maintainer/Payment Processor</u> Follow up on any questions from AR CS and save final version of analysis.

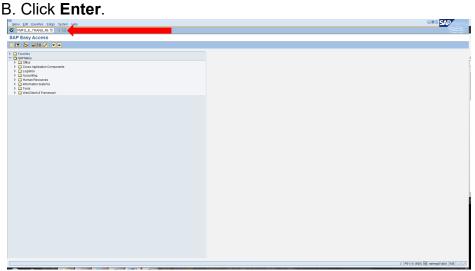
NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
Service Delivery Guide	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 199 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

PROCESS – 1010/5993 MONTHLY ACCOUNT RECONCILIATION

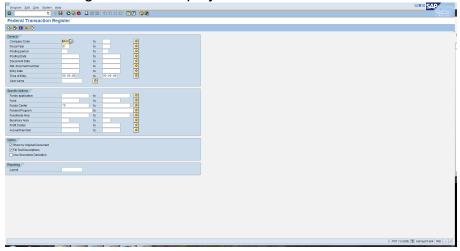
The purpose of this reconciliation is to ensure that cash postings to a NON-fund have the appropriate offset account. The offset account is posted manually via a second part JV posting; therefore, a reconciliation is necessary. This reconciliation is performed by AR CS on billing day each month.

STEP 1. AR CS - Run and format report

A. Enter transaction code **FMFG_E_TRANS_REG** in the transaction code field.



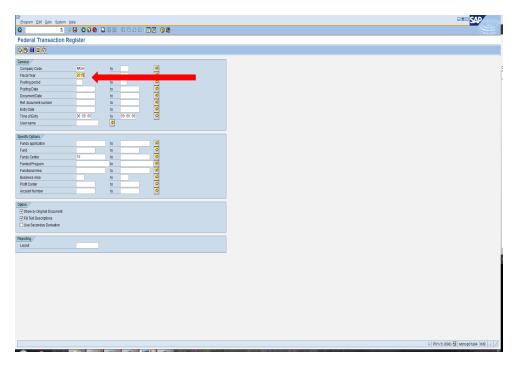
The following screen is displayed:



C. Enter the Fiscal Year.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 200 of 379
Pesponsible Office: Accounts P	Peceivable

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG



D. Enter the Posting periods 1-current period being analyzed.

E. Delete "10" from the Funds Center block SAP C Progue Edit goo Sprime Here
 C こ 4 日 C C C C L 消防 むしんた 口口 G 表
Federal Transaction Register 9 8 1 2 9 Company Code Fiscal Year Posting period Posting Date Document Date 000000000 9 Document Dat Ref. document Entry Date Time of Entry User name 60:00:00 00:00:00 50 🗢 Specific Options Funds application Funds Center Funded Program Functional Area Business Area Protit Center Account Number \$ 000000 Option Show by Original Docume
Fill Text Descriptions
Use Secondary Derivation Reporting Layout P01 (1) (600) 🗄 ndmsp01a04 INS

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 201 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

F. Select the multiple selection icon on the right hand side of the Fund fields.

, Program Edt <u>O</u> olo System <u>H</u> elp	. # © 54
2 4 4 4 4 4 4 1 1 1 1 1 1 1 1 1 1 1 1 1	
ederal Transaction Register	
eneral	
Company Code WG ID	
Fiscal Year 2015 to	
Posting period 1 to 9	
Posting Date to 9	
Document Date	
Ret. document number 10	
Entry Date to S	
Imme of Entry 00.00.00 to 00.00 V	
Oser name 2	
pecific Options /	
Funds application 10 0	
Fund	
Funded Program to	
Fund Contentr Do Contentr Do Contentr Do Contentr Do Contentr Do Contentr Do Content Do	
Business Area 10	
Profit Center to	
Account Number to	
pton /	
and/or of original Doctories w	
Use Secondar Derivation	
eporting /	
Layout	
	P01 (1) (600) H ndmsp01a04
	v P01(1)(000) 🖽 Horrspola04

The following screen will appear:

C Multiple Selection for Fund
Select Single Values (2) Select Ranges Exclude Single Values Exclude Ranges
🕀 🖌 🊱 🛃 🛅 🚹 Multiple selection 🗣 🖺 🗙

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 202 of 379	
Responsible Office: Accounts Receivable		

G. Enter NON3220, NON3200, NON1435 and NON1099.

🖻 Multiple Selection for Fund	⊠ /
Select Single Values (2) Select Ranges Exclude Single Values Exclude Ranges	
🕒 🛹 😌 📴 📕 Multiple selection 📭 🖺 🗙	

- H. Click the copy icon.
- I. Enter applicable Business Area

©° Program Edit Goto System Help	= # ¤ <mark>SA</mark>
S I I I C G S I L I I I C G S I L I I I I I C C S I E E I I I I I I I C C S I E E I I I I I I I I I I I I I I I I	
ederal Transaction Register	
Company Code MGA to C Praced Yeard 2015 to C Praced Yeard 1 to C C Praced Yeard 10 C C C	
Document Date to	
Ref. document number to	
Entry Date to S	
Time of Entry 00:00:00 to 00:00 \$	
User name	
Specific Options ID ID	
Funds Center to	
Funded Program to 🔗	
Functional Area	
Business Area 72 🥑	
Profit Clerker to Account Number to P	
Option	
Show by Original Document	
Pill Text Descriptions	
Use Secondary Derivation	
Reporting /	
Layout	
	P01 (1) (600) 1 ndmsp01a04

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 203 of 379
Responsible Office: Accounts Receivab	ble
Subject: Accounts Receivable – Report	ing and Audit SDG

J. Click on the arrow (multiple selection) on the right-hand side of the Account Number fields.

, Zrogram Edit Goto System Help	- # C <mark>SA</mark>
1 4 日 6 6 6 日 第 後 8 5 5 6 6 8 回 回 6 8	
rederal Transaction Register	
eneral	
Originary Code MAD Ib Image: Code of the second	
Fiscal Year 2015 to S	
Posting period 1 to 9	
Posting Date to	
Document Date to	
Ref document number to	
Entry Date to 9	
User name	
pedit Options /	
Tunta agriculton Tunta Mail Mail Tunta d Ministra di Ministra Mail Mail Tunta da monta di Tunta di Ministra Mail Mail Mail Tunta da monta di Tunta di Ministra Mail Mail Mail Maila di Ministra Maila Maila Maila Maila Patto Center Maila Maila Maila Maila	
to •	
Funded Program to	
Functional Area to	
Business Area 172 🕢 to 🕏	
Proft Center to	
Account Number to	
•	
plon	
Show by Original Document I Tert Descriptions	
Uran Les Descriptions	
Ose occuració pervanon	
eporting /	
tuores.	
The entered selections were not accepted	P01 (1) (600) 1 ndmsp01a04

The following field screen is displayed.

🖙 Multiple Selection for Account Number	\times
Select Single Values Select Ranges Exclude Single Values Exclude Ranges	×
🕑 🖌 🎲 🛃 📋 🚺 Multiple selection 📭 🖺 🗙	

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
-	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 204 of 379
Responsible Office: Accounts Receival	ble
Subject: Accounts Receivable – Report	ting and Audit SDG

K. Click on the Select Ranges Tab.

🗁 Multiple Selection for Account Number	\boxtimes
Select Single Values Select Ranges Exclude Ranges Exclude Ranges	
🕒 🖌 🊱 📑 🛅 🚺 Multiple selection 🗣 🖺 🗶	

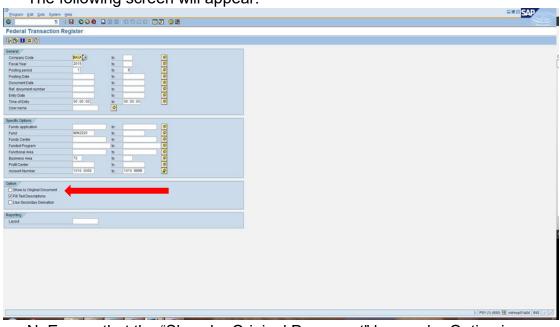
L. Enter the following ranges: 1010.0000-1010.9999 and 5993.0000-5993.9999.

🖙 Multiple Selection for Account Number	\times
Select Single Values Select Ranges Exclude Single Values Exclude Ranges	
O. Lower limit Upper limit	
1010.0000 1010.9999	
5993.0000 5993.9999	
Under State Contraction In the Contraction of the C	

M. Click on the copy icon.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 205 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounte Bessivable - Benert	ing and Audit SDC

The following screen will appear:



- N. Ensure that the "Show by Original Document" box under Option is unchecked as seen above.
- O. Click the execute icon.

7 Brogram Edit Goto System Help	
2 1 4 9 4 4 4 5 5 5 5 5 6 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	
Federal Transaction Register	
ineral /	
Company Code IMSA 0 to	
Ormunation (code) MASC (c) Is IP IP Preading period 1 Is IP IP IP Preading period 1 Is IP IP IP IP Preading period 1 Is IP IP	
Posting period 1 to 9 🗘	
Posting Date to 59	
Document Date to 9	
Ref. document number to 9	
Entry Date to	
Time of Endry 00:00:00 to 00:00:00	
Username	
pecific Options /	
Funds application to the	
Fund NON3220 to 🕈	
Funds Center to to	
Funds approximation Ib IP IP Funds Constraint ND IP IP	
Functional Area to 5	
Business Area 72 to B	
Protit Center to 19	
Account Number 1018.0000 to 1010.9999	
iption /	
Show by Original Document	
✓ Fill Text Descriptions	
Use Secondary Derivation	
eporting /	
Eponanj Lavout	
	P01 (1) (600) H ndmsp01a04 I

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 206 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounts Receivable – Report	ing and Audit SDG

The following screen will appear:

	eral Transaction Register	
Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Accelerated Image: Section Register - Acceler	ico can ex c scree ent e	
Image: Section 1 Image: Section 2 Image: Section 2<	HEO AVY IN C CARTON BUT I	
Decimient Varial Code Tende Note Decimient Code Note Tende Note	Last Terrestine Devictor Associated	
Control Two Cold Total Point Point Que Due Total Point Que Control Point Que P		
contract		
No. No. <td></td> <td></td>		
contract -<		
Normal Part Part Part Part Part Part Part Part		
Normal Market		
constrainty constrainty <thconstrainty< th=""> <thconstrainty< th=""></thconstrainty<></thconstrainty<>		
Normal of the second		
Constraint Constraint <thconstraint< th=""> Constraint Constrai</thconstraint<>		
No. 1 1 10072014 004004 0002027 7.316 NORK 9803000 180 US 000305744 () 1 10072074 004004 00020271 004004 1202 US 000305744 () 1 10072074 004002 7.316 NORK 9803000 1202 US 000305741 () 1 10020744 0002027 7.316 NORK 9803000 1202 001305741 () 1 10020744 0002027 7.316 NORK 980000 1000 001305741 () 1 10020744 0002028 7.316 NORK 980000 1000 001305741 () 1 10020744 000202 7.316 NORK 980000 2400 0013056741 () 1 10020744 000202 7.316 NORK 980000 2425 100 001566741 () 1 1002074 000202 7.316 NORK 980000 2425 100 001566741 () 1		
1 1 1007204 04204 0002274 041020 7.8100 040020 12800 0400 0018841-1 1 1002204 041020 7.8100 040120 2400 0400 0018841-1 1 1002204 0401200 7.9100 040120 2400 0400 0018841-1 1 1002204 0401200 7.9100 040120 2400 0400 0018841-1 1 1102204 1002204 040120 7.9100 0408 0400 0400 0018841-1 1 1102204 1002204 7.9100 0408 983.000 2420 0400 0018841-1 1 1102204 1002204 7.9100 0408 983.000 2420 0400 018859-1 1 11022044 1002204 7.9100 0408 983.000 2420 040 018859-1 1 1002204 100220 7.9100 0408 983.000 2420 040 0018859-1 </td <td></td> <td></td>		
Constraint Constraint <thconstraint< th=""> Constraint Constrai</thconstraint<>		
Normal Processing 1		
0013826-1 2 1106001 3013825 0012826-1 001282-1 001282-1 001282-1 00128-1 00128-1 001282-1 00128-1 00128-1 00128-1 00128-1 00128-1 00128-1 00128-1 00128-1 00128-1 00128-1 00128-1 00128-1 00128-1 00128-1 00128-1 00128-1 00128-1		
1 1 110802014 1040204 30218888 10040220 7.310 10087 9901000 10400 1050 00148241 2 110202014 110202014 1010220 7.310 10087 9901000 2.010 10007 00148241 2 110202014 11020214 1010220 7.310 10087 9911000 2.010 10017 <t< td=""><td></td><td></td></t<>		
$ \begin{array}{c c c c c c c c c c c c c c c c c c c $		
00111140-11 1 1102001 1011112001 1011112001		
0019801-10 2 110842044 1020144 10001200 201184244 10001200 2412 US 0019801-10 2 110912044 10001200 201184244 10001200 201184244 10001200 201184244 10001200 201184244 10001200 201184244 10001200 201184244 10001200 201184244 10001200 201184244 10001200 201184244 10001200 20118444 10001200 20118444 10001200 20118444 10001200 20118444 10001200 20118444 1000100 20118444 1000100 20118444 1000100 20118444 1000100 20118444 1000100 20118444 1000100 20118444 1000100 20118444 1000100 20118444 1000100 20118444 1000100 20118444 1000100 2011844 1000100 2011844 1000100 2011844 1000100 2011844 1000100 2011844 1000114 2011844 10001200 73/80 100014 2011844 10001200 73/80 100014 2011844 10001200 73/80 100014 2011844 10001200 73/80		
000000000000000000000000000000000000		
000000000000000000000000000000000000		
0019990-10 2 11020014 15020248 0010220 17.300 10.00 242.59 100 0019990-10 2 11020014 15020248 001020 17.300 10.00 242.59 100 0019990-10 2 11020014 15020248 001020 17.300 10.00 242.59 1000 0019901-10 2 11132014 150212021 1001020 17.300 10.00 202.64 10.00 0019901-10 2 11132014 150212021 1001020 17.300 10.004 5983.000 22.84 10.00 0019901-10 2 11020014 150227281 1001220 10.004 5983.000 23.04 10.00 00017728-17 - - 512042014 150227281 1001220 17.300 10.004 5983.000 24.10 00001768-17 - - - 5120 10.004 5983.000 24.10 10.005 00001768-17 - 12010204 150227281 1001220 17.300 10.004 5983.000 24.10 10.005 00001768-17 - 12010204 150227281 1001220 17.300 10.004 5983.000 24.10 10.005 </td <td></td> <td></td>		
2 110000014 100002014 100002014 100002014 100002014 100002014 100002014 100002014 100002014 100002014 10000200 24.240 UB0 0001000114 11000014 10000200 10000200 124.040 000000 24.240 UB0 000100114 11000014 10000200 129.010 1000100 24.240 UB0 000100114 11000014 10002020 129.010 1000100 24.240 UB0 000000114-1 10000200 120.010014 10002020 129.010 100000 31.010 UB0 000000114-1 100002014 100020200 129.010 100047 9903.0000 24.010 UB0 000000114-1 100002014 10002200 129.010 100047 9903.0000 24.010 UB0 000000114-1 100002014 10002200 129.010 100047 9903.0000 24.010 UB0 00000114-1 1000141 10002200 129.010 100047 9903.0000 24.250 UB0 UB0 000000114-1 1000141 100022		
0 2 111002014 10002014 30012502 73-100 100047 390210002 225.40 UBD 000071631-1 2 111132014 11112014 30012020 73-100 10047 390210002 25.540 UBD 000071631-1 3 12012014 10112014 30012202 1004022 73-100 10047 39021000 100484 UBD 000071631-1 3 12012014 1000227 73-100 10047 59031000 10048 UBD 000071631-1 3 12012014 1000227 73-100 10047 59031000 10049 100021 000071631-1 3 12002014 1000227 73-100 10047 59031000 1001 1000 000071631-1 3 12002014 1000227334 100472 59131000 1010 1000 000071631-1 3 12012014 1000227334 100472 12100 10047 59031000 222.9 UBD 0000071631-1 12012014 100227341 1004720 72.300 10047 5900 1000		
00000070-17 -		
ADD/1816 1 -		
Contract		
3 1 20110014 2012014		
3 120940741 120920724 10092724 1 1009274 1 1009274 1 1009274 1 1009274 1 1009274 1 1009274 1 1009274 1 1009274 1 1009274 1 <td< td=""><td></td><td></td></td<>		
State State <th< td=""><td></td><td></td></th<>		
Comparison 1 (1) 1 (1) (1) (1) (1) (1) (1) (1) (1)		
Constrainty Constrainty <thconstrainty< th=""> <thconstrainty< th=""></thconstrainty<></thconstrainty<>		
3 12011014 10082014 10		
State State <th< td=""><td></td><td></td></th<>		
00007641-10 3 12010014 150027644 NOAC220 72.38 NOAF 50000 55.73 USD 00009961-10 -		
3 12010014 12012014 12020244 100022202 72.350 ND/R 990.3000 5.57.35 USD		
0022999891 77 - 7,451,89 USD - 4 0111320115 12012014 100229888 NON2220 72-JSC NONR 5993.0000 7,451.98 USD		
	201999-1117	

P. Click the change layout icon.

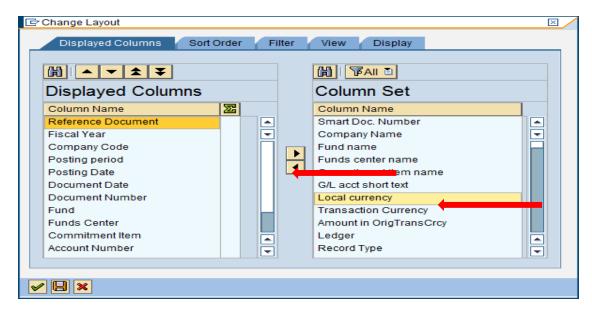
S .						2002						
ederal Tra												
3 🔁 🖶 🖸	<u> </u>	7 🔽 [2 🧏	🔂 🔁 🍜								
ederal Tra	neac	tion R	onisto	r - Accele	arated							
			<u> </u>				A				N	
Ref. Document 1 0100017395-1 🕁		CoCd	Period	Posting Date	Doc. Date	DocumentNo	Fund	Funds Ctr	Cmmt Item	Account	Debit z 86,42	Credit Crcy
010001/395-1	2015	NASA	1	10/06/2014	10/06/2014	100017395	NON3220	72-JSC	NONR	5993.0000	86.42	USD
0100017603-1 🖙				10/00/2014	10/00/2014	100011335	140143220	72 500	HONIK	5555.0000	= 242.50	USD
			1	10/17/2014	10/08/2014	100017603	NON3220	72-JSC	NONR	5993.0000	242.50	USD
0100032485-1 🕁			· · ·								1,852.85	USD
_			1	10/07/2014	10/07/2014	100032485	NON3220	72-JSC	NONR	5993.0000	1,852.85	USD
0100034780-1 👕											180.96	USD
			1	10/14/2014	10/14/2014	100034780	NON3220	72-JSC	NONR	5993.0000	180.96	USD
0100035763-1 👕											 19.91 	USD
			1	10/27/2014	10/24/2014	100035763	NON3220	72-JSC	NONR	5993.0000	19.91	USD
0100035764-1 👕											 19.26 	USD
100038081-1 🖙			1	10/27/2014	10/24/2014	100035764	NON3220	72-JSC	NONR	5993.0000	19.26 = 286.00	USD
100038081-1 -				10/22/2014	10/21/2014	100038081	NON3220	72-JSC	NONR	5993.0000	286.00 286.00	USD
100188996-1 🖙			· ·	10/22/2014	10/21/2014	100036061	100103220	72-330	NONK	5993.0000	 188.00 	USD
100188990-1 -0-			2	11/06/2014	11/04/2014	100188996	NON3220	72-JSC	NONR	5993.0000	188.00	USD
100192480-1 📅			-	1110012014	11042014	100100000	HOHOLLO	12 000	Honne	0000.0000	- 300.00	USD
			2	11/12/2014	11/12/2014	100192480	NON3220	72-JSC	NONR	5993.0000	300.00	USD
100194964-1 📅			_								. 24.12	USD
			2	11/24/2014	11/22/2014	100194964	NON3220	72-JSC	NONR	5993.0000	24.12	USD
100195476-1 🝟											= 242.50	USD
			2	11/19/2014	11/05/2014	100195476	NON3220	72-JSC	NONR	5993.0000	242.50	USD
100195609-1 🐨											•	242.50 USD
			2	11/20/2014	11/05/2014	100195609	NON3220	72-JSC	NONR	5993.0000		242.50 USD
100195610-1 👕											= 242.50	USD
			2	11/20/2014	11/05/2014	<u>100195610</u>	NON3220	72-JSC	NONR	5993.0000	242.50	USD
100196070-1 👕											 255.45 	USD
			2	11/13/2014	11/13/2014	100196070	NON3220	72-JSC	NONR	5993.0000	255.45	USD
100279818-1 👕			-	12/11/2014	12/01/2011	100370810	NON2222	72 180	NONR	5002 0002	8,308.61	USD
100287025-1 📅			3	12/11/2014	12/01/2014	100279818	NON3220	72-JSC	NONR	5993.0000	8,308.61 - 313.10	USD
100207025-1 "			2	12/04/2014	12/02/2014	100287025	NON3220	72-JSC	NONR	5993.0000	313.10	USD
100287334-1 📅			3	12/04/2014	12/02/2014	100207025	10113220	12-330	110 MIX	5555.0000	= 263.10	USD
			3	12/05/2014	12/04/2014	100287334	NON3220	72-JSC	NONR	5993.0000	263.10	USD
100287653-1											= 242.50	USD
			3	12/31/2014	12/08/2014	100287653	NON3220	72-JSC	NONR	5993.0000	242.50	USD
100287658-1 🐨											- 75.40	USD
			3	12/31/2014	12/23/2014	100287658	NON3220	72-JSC	NONR	5993.0000	75.40	USD
100287664-1 👕											6,557.36	USD
			3	12/31/2014	12/12/2014	100287664	NON3220	72-JSC	NONR	5993.0000	6,557.36	USD
100299989-1 👕											7,451.98	USD
			4	01/13/2015	12/31/2014	100299989	NON3220	72-JSC	NONR	5993.0000	7,451.98	USD

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 207 of 379
Responsible Office: Accounts Receivab	ble

The following screen will appear:

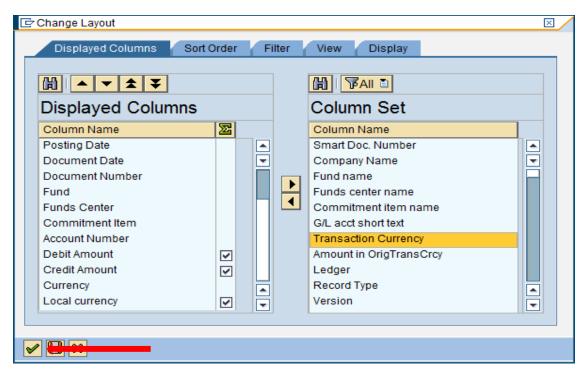


- Q. Select Local Currency.
- R. Click the Left Arrow.



S. Click the green checkmark.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 208 of 379
Responsible Office: Accounts Red	ceivable



The following screen will appear:

Image: bit	deral Tran													
Converter Year Year<	Ta 🛋 🖬 🕹	248												
I may Cold Tend Parting Parting Date Date Deal Parting Parting Date Date Deal Parting Parting Date Date Date Date Date Date Date Date														
Control Control <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>														
Image: style			Period Posting Date	Doc. Date	DocumentNo	Fund	Funds Ctr	Cmmt Iten	n Account					
Control - C C <thc< th=""> C <thc< td=""><td>J017395-1 🕁 Z</td><td>2015 NASA</td><td>1 10/06/2014</td><td>10/06/2014</td><td>100017205</td><td>MON/2220</td><td>72 180</td><td>NOND</td><td>5002.0000</td><td></td><td></td><td></td><th></th><td></td></thc<></thc<>	J017395-1 🕁 Z	2015 NASA	1 10/06/2014	10/06/2014	100017205	MON/2220	72 180	NOND	5002.0000					
Image: state	017603-1 💬		1 10/00/2014	1010012014	100017322	140143220	12-030	nonn	0993.0000				i i i i i i i i i i i i i i i i i i i	
Image: style image: s			1 10/17/2014	10/08/2014	100017603	NON3220	72-JSC	NONR	5993.0000		US			
100014P0 - 1 1 1 1000270 - 1<	032485-1 😨													
Image: state			1 10/07/2014	10/07/2014	100032485	NON3220	72-JSC	NONR	5993.0000					
Constrained of the second of the se	0034780-1 宁													
1 1 1 1 002020 1002020 70.000 10020 10020 1000000 100000 100000 100000 100000 100000 100000 1000000 1000000 100000000 1000000000 10000000000000 1000000000000 1000000000000000000 100000000000000000000000 1000000000000000000000000000000000000	035763-1 💬		1 10/14/2014	10114/2014	100034780	NON3220	12-JSC	NUNK	5993.0000					
0000574-1 1 1 10027014 1002804			1 10/27/2014	10/24/2014	100035763	NON3220	72-JSC	NONR	5993.0000					
00000001-01 1 1 1002001	0035764-1 😨													
Image: mark state			1 10/27/2014	10/24/2014	100035764	NON3220	72-JSC	NONR	5993.0000					
001000000-00-00-00-00-00-00-00-00-00-00-	0038081-1 😨													
1 211092001 10149201 2014992 NONE22 72-80 NONE 993.000 1080 1080 1080 00192401-1 211012/01 10122014 2012482 72-80 NONE 993.000 20100 300.00 00192401-1 211012/014 10122014 2012482 72-80 NONE 993.000 24.12 USD 34.12 0019567-1 211012/014 10019511 NONE22 72-80 NONE 993.000 24.22 22.25 0019567-1 211012/014 10019511 NONE22 72-80 NONE 993.000 24.25 USD 24.25 0019567-1 21102/014 10019511 NONE22 72-80 NONE 24.25 USD 24.25 0019567-1 21102/014 10019511 NONE22 72-80 NONE 24.25 USD 24.25 0019571-1 21102/014 10019511 NONE22 72-80 NONE 24.25 USD 24.25 0019701-1 21102/014 10019511 NONE22 72-80 NONE 993.000 25.65 <td< td=""><td>400000 4 50</td><td></td><td>1 10/22/2014</td><td>10/21/2014</td><td>100038081</td><td>NON3220</td><td>72-JSC</td><td>NONR</td><td>5993.0000</td><td></td><td></td><td></td><th></th><td></td></td<>	400000 4 50		1 10/22/2014	10/21/2014	100038081	NON3220	72-JSC	NONR	5993.0000					
10001240-07 11112010 111112010 11112010 11112010 1	100990-1 🖓		2 11/06/2014	11/04/2014	100199996	NON2220	72, ISC	NONR	5993 0000					
1 1 1112004 1112004 10012280 10012280 1001280 1202	192480-1 💬		10002014	1 104/2014	100100300	140143220	12-360	north	5555.0000					
10019840-1 2 11020014 101202014 001184244 N01622 72.80 NAR 993000 24.2 US 24.1 10019640-1 2 11180014 110202014 001182018 N01622 72.80 NAR 993000 24.2 US 24.1 10019640-1 2 11180014 11020214 001182018 N01622 72.40 NAR 993000 24.2 US 24.2 10019640-1 2 11020014 10021820 N01622 72.40 NAR 993000 24.25 US 24.2 10019640-1 2 11020014 10021820 NU1622 72.40 NAR 993000 24.25 US 24.24 10019640-1 2 1102014 10021820 NU1622 72.40 NAR 993000 24.55 US 25.64 1001971-1 11102014 10021820 NU1622 72.40 NAR 993000 25.64 US 25.64 1001971-1 11102014 10022914 N01622 72.40 NAR 993000 25.64 33161 1001971-1 10219714 10022914 N01622 72.40 NAR 993000 3150 33161			2 11/12/2014	11/12/2014	100192480	NON3220	72-JSC	NONR	5993.0000					
1001865-17 -	0194964-1 😨									• 24.12				
1 2 11105014 10105014 0011550 N011222 72-00 N01R 0011500 1001 0011500 10011500 <td></td> <td></td> <td>2 11/24/2014</td> <td>11/22/2014</td> <td>100194964</td> <td>NON3220</td> <td>72-JSC</td> <td>NONR</td> <td>5993.0000</td> <td></td> <td></td> <td></td> <th></th> <td></td>			2 11/24/2014	11/22/2014	100194964	NON3220	72-JSC	NONR	5993.0000					
10011990 1 1 102001 4 102001 5 102020 1 102001 4 102020 7 7,260 0 100 2 2020 1 2425 0 1 2425 0 1 2425 0 1 1 10201 4 102020 1 2000 1 2000 1 2000 1 2000 1 2425 0 1 1 10201 4 102020 1 2000 1 2000 1 2000 1 2425 0 1 1 10201 4 102020 1 2000 1 2000 1 2000 1 2000 1 2425 0 1 1 10201 4 10120 4 10120 4 10000 4 1	0195476-1 😨		0 44405555		100105175	1010777	70.105	NOND	5000.0005					
1 1 <td>105600.1 53</td> <td></td> <td>2 11/19/2014</td> <td>11/05/2014</td> <td>1001954/6</td> <td>NON3220</td> <td>72-JSC</td> <td>NONK</td> <td>paa3.0000</td> <td>242.50</td> <td></td> <td></td> <th></th> <td></td>	105600.1 53		2 11/19/2014	11/05/2014	1001954/6	NON3220	72-JSC	NONK	paa3.0000	242.50				
100105610-127 - <			2 11/20/2014	11/05/2014	100195609	NON3220	72-JSC	NONR	5993 0000					
00000070-97 0000070-97 0000000-97 000000-97 000000-97 000000-97 000000-97 00000-	0195610-1 🕁									• 242.50				
Normal Process 2111132014 101112014 102112014 102112014 102112014 102012014	- T		2 11/20/2014	11/05/2014	100195610	NON3220	72-JSC	NONR	5993.0000		US			
CONCRETE CONCRETE< CONCRETE< <td>0196070-1 😨</td> <td></td> <th></th> <td></td>	0196070-1 😨													
3 1211/2014 12012014 12002014 12002012 72.40 MOVE 6993 000 12.06 10.06 8.306.41 100207102-11 3 1204/2014 120202014 130202025 MOVE 931.00 931.00 931.30 100207102-11 3 1204/2014 120202014 130202025 MOVE 931.00 213.10 USC 313.10 100207102-11 3 12016/2014 120202014			2 11/13/2014	11/13/2014	100196070	NON3220	72-JSC	NONR	5993.0000					
000211762-17 000211762-17 000217264 ↓ 12022014 ↓ 12022014 ↓ 12022017 ↓ 1202207 ↓ 1202207 ↓ 1202207 ↓ 120220	12/9818-1 😨		2 42/14/2014	40040044	400070040	101/2020	70.000	NOND	5003.0000					
3 1204/2014 120020114 1000201723 N/NIX202 72-80 N/NIX20 3110 USDS 3110 000201733-1 3 120520114 120020114 1000201723-1 VIX10 993.0000 3110 USDS 21310 000201753-1 3 120520114 120020114 1000201753-1 VIX10 203.10 USDS 223.10 000201763-1 3 12012/014 120020114 1000201753 N/NIX20 72.96 N/NIX 5993.0000 242.50 USDS 242.50 0000201763-1 T 12012/014 120020114 1000201753 N/NIX200 72.96 N/NIX 5993.0000 72.40 USDS 75.40 000201763-1 T 1203/2014 12032014 1203/2014 1203/2014 1203/2014 72.96 N/NIX 75.40 USDS 75.40	287025-1 57		3 12/11/2014	12/01/2014	1002/9818	100103220	12-080	NONR	5995.0000					
00002723-4 y			3 12/04/2014	12/02/2014	100287025	NON3220	72-JSC	NONR	5993.0000					
3 12/31/0014 12/32/32/3 NO14222 72.400 NO14222 72.400 NO14222 72.400 NO14222 72.400 NO14222 72.400 NO14222 75.40 USD 75.40 3 12/31/2014 12/32	287334-1 宁									• 263.10	US			
3 1231/2014 120820			3 12/05/2014	12/04/2014	100287334	NON3220	72-JSC	NONR	5993.0000					
1000287458-1 1 22320014 122232014 1000287588 NON3222 72-JSC NONR 5983.0000 75.40 USD 75.40	0287653-1 😨													
3 12/31/2014 12/23/2014 102/28/258 NON3220 72.JSC NONR 5993.0000 75.40 USD 75.40	2007050 4 5		3 12/31/2014	12/08/2014	100287653	NON3220	72-JSC	NONR	5993.0000					
	1201008-1 12		3 12/31/2014	12/23/2014	100287658	NON3220	72, ISC	NONR	5993.0000					
	287664-1 57		3 12/3 1/2014	1212312014	10002010020	10113220	12030		3993.0000					
3 12/21/2014 12/12/2014 100287664 NON3220 72-JSC NONR 5993.0000 6,557.36 USD 6,557.36			3 12/31/2014	12/12/2014	100287664	NON3220	72-JSC	NONR	5993.0000					
00029999-1 17 - 7,553.96 USD 7,755.96 - 7,555.96 - 1050 - 7,555.96 - 1050 - 7,555.96 - 1050 - 7,555.96	299989-1 🐨									• 7,451.98	US	. 7,451.9		

T. Click on the Account header to highlight the column.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 209 of 379
Deenensible Office, Assounts D	

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

deral Trans		4 📙 i 😋 🤮 🚷				9 Mai					
		<u> </u>									
	4 1	2 🕺 🙋 🖻 K	9 🖾 🖾 🗠	ui 🕮 🕮 🖻	i 🛄						
=											
		egister - Acce						_			
		Period Posting Date	Doc. Date	DocumentNo	Fund	Funds Ctr Cmmt Iter	n Account				
017395-1 🔂 201	5 NASA	1 10/05/2014	10/06/2014	100017395	NON3220	72-JSC NONR	5993.0000	86.42	USD	 86.42 86.42 	
7603-1 🕁		1 10/00/2014	1010012014	100017222	140143220	72536 WONK	5553.0000	• 242.50	USD		÷
		1 10/17/2014	10/08/2014	100017603	N0N3220	72-JSC NONR	5993.0000	242.50	USD	242.50	
32485-1 👕								 1,852.85 	USD	 1,852.85 	
		1 10/07/2014	10/07/2014	100032485	NON3220	72-JSC NONR	5993.0000	1,852.85	USD	1,852.85	
34780-1 😨								 180.96 	USD	• 180.96	
035763-1 🖓		1 10/14/2014	10/14/2014	100034780	N0N3220	72-JSC NONR	5993.0000	180.96	USD	180.95	
035763-1 G		1 10/27/2014	10/24/2014	100035763	NON3220	72-JSC NONR	5993.0000	 19.91 19.91 	USD	 19.91 19.91 	
035764-1 57		1 10/27/2014	1012412014	100030703	140143220	12500 NONK	5885.0000	- 19.26	USD		
		1 10/27/2014	10/24/2014	100035764	NON3220	72-JSC NONR	5993.0000	19.26	USD	19.26	
38081-1 🕁								- 286.00	USD	 286.00 	
		1 10/22/2014	10/21/2014	100038081	N0N3220	72-JSC NONR	5993.0000	286.00	USD	286.00	
88996-1 😨								- 188.00	USD	• 188.00	
		2 11/06/2014	11/04/2014	100188996	NON3220	72-JSC NONR	5993.0000	188.00	USD	188.00	
92480-1 😨								- 300.00	USD	• 300.00	
94964-1 🐨		2 11/12/2014	11/12/2014	100192480	NON3220	72-JSC NONR	5993.0000	300.00	USD	300.00	
19490411 'U		2 11/24/2014	11/22/2014	100194964	NON3220	72-JSC NONR	5993.0000	24.12	USD	24.12	
95476-1 57			11000014	100104004	110110220	NONIC		• 242.50	USD		
		2 11/19/2014	11/05/2014	100195476	NON3220	72-JSC NONR	5993.0000	242.50	USD	242.50	
95609-1 🕝									• 242.50 USD	• 242.50-	
		2 11/20/2014	11/05/2014	100195609	N0N3220	72-JSC NONR	5993.0000		242.50 USD	242.50-	
195610-1 🔂								 242.50 	USD	 242.50 	
		2 11/20/2014	11/05/2014	<u>100195610</u>	N0N3220	72-JSC NONR	5993.0000	242.50	USD	242.50	
196070-1 🔂		2 11/13/2014	11/13/2014	100195070	NON3220	72-JSC NONR	5993.0000	 255.45 255.45 	USD	255.45 255.45	
279818-1 🕁		2 11/13/2014	1113/2014	100120070	140143220	125300 NONK	3553.0000	200.40 8.308.61	USD		
		3 12/11/2014	12/01/2014	100279818	NON3220	72-JSC NONR	5993.0000	8,308.61	USD	8,308.61	
287025-1 😨								- 313.10	USD	• 313.10	
		3 12/04/2014	12/02/2014	100287025	NON3220	72-JSC NONR	5993.0000	313.10	USD	313.10	
87334-1 🔂								 263.10 	USD		
		3 12/05/2014	12/04/2014	100287334	N0N3220	72-JSC NONR	5993.0000	263.10	USD	263.10	
287653-1 😨		0 40040044	100000044	400007050		70.000	5000.0000	• 242.50	USD		
87658-1 57		3 12/31/2014	12/08/2014	100287653	NON3220	72-JSC NONR	5993.0000	242.50 75.40	USD	242.50 75.40	
1000-1-D		3 12/31/2014	12/23/2014	100287658	NON3220	72-JSC NONR	5993.0000	75.40	USD	75.40	
87664-1 🕁		0 12012014	- LANDONE OF THE	10000010000		12 JOG HONK		• 6,557.36	USD		
		3 12/31/2014	12/12/2014	100287664	N0N3220	72-JSC NONR	5993.0000	6,557.36	USD	6,557.36	
299989-1 🔂								• 7,451.98	USD	• 7,451.98	A V
		4 01/13/2015	12/31/2014	100299989	NON3220	72-JSC NONR	5993.0000	7,451.98	USD	7,451.98	•

U. Click on the subtotal icon.

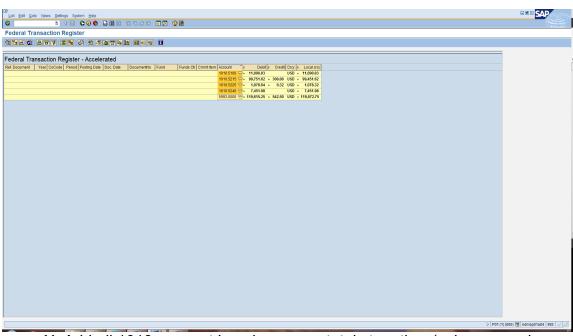
-			ли	ie sub	iotal lo	JUII.							
≧∕ List Edit <u>G</u> ot	o Vjev	vs <u>S</u> etti	ngs Sys	tem <u>H</u> elp									
©		-			戶間 (語)	2222	1 🔤 🗖 1 🖗	2 🖪					
						~ ~ ~ ~ ~							
Federal Tra	ansa	ction	Regist	ter									
3 🔁 🛃 🔕	AF		S %			 	i 🖬						
ederal Tra	nsac	tion R	egiste	r - Accele	erated								
Ref. Document 1		CoCd 1	Period	Posting Date	Doc. Date	DocumentNo	Fund	Funds Ctr	Cmmt Item	Account	°≖ Deb	it = Credit Crcy	Local crcy
0100017395-1 👕	2015	NASA									 86.43 	2 USD	 86.42
			1	10/06/2014	10/06/2014	100017395	NON3220	72-JSC	NONR	5993.0000	86.42		86.42
0100017603-1 🖵											= 242.5		242.50
			1	10/17/2014	10/08/2014	<u>100017603</u>	NON3220	72-JSC	NONR	5993.0000	242.50		242.50
0100032485-1 🕁											 1,852.8 		1,852.85
			1	10/07/2014	10/07/2014	<u>100032485</u>	NON3220	72-JSC	NONR	5993.0000	1,852.85		1,852.85
0100034780-1 🕁											 180.9 		180.96
			1	10/14/2014	10/14/2014	100034780	NON3220	72-JSC	NONR	5993.0000	180.96		180.96
0100035763-1 🕝											= 19.9		
			1	10/27/2014	10/24/2014	100035763	NON3220	72-JSC	NONR	5993.0000	19.91		19.91
0100035764-1 👕											 19.2 		
			1	10/27/2014	10/24/2014	<u>100035764</u>	NON3220	72-JSC	NONR	5993.0000	19.26		19.26
0100038081-1 👕											 286.0 		= 286.00
			1	10/22/2014	10/21/2014	<u>100038081</u>	NON3220	72-JSC	NONR	5993.0000	286.00		286.00
0100188996-1 👕											 188.0 		
			2	11/06/2014	11/04/2014	<u>100188996</u>	NON3220	72-JSC	NONR	5993.0000	188.00		188.00
0100192480-1 👕											 300.0 		
			2	11/12/2014	11/12/2014	100192480	NON3220	72-JSC	NONR	5993.0000	300.00		300.00
0100194964-1 👕											 24.13 		
			2	11/24/2014	11/22/2014	<u>100194964</u>	NON3220	72-JSC	NONR	5993.0000	24.12		24.12
0100195476-1 🖵				11110100111	44/05/0044	100105170	NONDOOD	70.100	NOND		= 242.5		
400405600 4 -			2	11/19/2014	11/05/2014	100195476	NON3220	72-JSC	NONR	5993.0000	242.50		242.50
0100195609-1 🕁				44/00/004 1	44/05/004 *	400405600	NONDOCO	70,100	NOND	5002.0002		242.50 USD 242.50 USD	
0400405640.4			2	11/20/2014	11/05/2014	<u>100195609</u>	NON3220	72-JSC	NONR	5993.0000	= 242.5	242.50 USD	242.50- 242.50
0100195610-1 🖵			2	44/00/0044	44/05/0044	400405640	NON2000	70,100	NOND	5993.0000	242.5		242.50
0100196070-1 开			2	11/20/2014	11/05/2014	<u>100195610</u>	NON3220	72-JSC	NONR	5993.0000	242.50		
0100196070-1				11/13/2014	11/13/2014	100106070	NON3220	72-JSC	NONR	5993.0000	255.4		
0400070040 4			2	11/13/2014	11/13/2014	<u>100196070</u>	100103220	72-JSC	NONR	5993.0000			255.45
0100279818-1 🕁											= 8,308.6 ⁻	USD USD	8,308.61

The following screen will appear:

NSSC								9200-0	0009	Rev	ision	13	.0
Service	e Delive	ry G	uide			Numb) at -	0-1-1	- 04 01	000		
							ctive D			er 24, 20			
							ration	Date:	Octobe	er 24, 20			
										Pa	age 2	10 0	of 3
Resno	nsible C)ffice	Acco	ounts F	Receiva	ble							
							nd ^.						
Subjec	t: Accou	lnts	Recei	vable -	- ĸepor	ting a	nd Al	uait S	DG				
7 Liet Edit Go	oto Views <u>S</u> ett	inge Svet	tem Help										
				日間(13)	80 fD fD fD 1	💌 💌 😨) 🖪						
ederal Tr	ansaction												
3 🖬 🖅 🗃	277	2 1/2	d 🖹 🔁 🍜	🔁 🔽 👊 (lo 💷 🚥 🖷								
ederel Tr		ogiato		rated									
Ref. Document	Ansaction F				DocumentNo	Fund	Funds Ct	Cmmt Item	Account	≥ Debit z	Credit	Crcy	r L
400001180-1	2015 NASA	2	11/12/2014	11/12/2014	1400001180	NON3220	72-JSC	NONR	1010.5100 5	11,090 300.00		USD	11,0 300
400003049-1	2015 NASA	1	10/14/2014	10/14/2014	<u>1400003049</u>	NON3220	72-JSC	NONR		180.96		USD	18
400011319-1 800002151-1	2015 NASA 2015 NASA		02/19/2015 12/11/2014	02/19/2015 12/01/2014	1400011319 1800002151	NON3220 NON3220	72-JSC 72-JSC	CASH		142.50 8,308.61		USD USD	14: 8,30
800003159-1	2015 NASA		11/18/2014	11/05/2014	1800003159	NON3220	72-JSC	CASH		242.50		USD	243
800004129-1 800004249-1	2015 NASA 2015 NASA	1	10/17/2014 12/31/2014	10/08/2014 12/08/2014	1800004129 1800004249	NON3220 NON3220	72-JSC 72-JSC	CASH		242.50 242.50		USD USD	24:
800006105-1	2015 NASA	5	02/20/2015	02/19/2015	1800006105	NON3220	72-JSC	CASH		218.76		USD	21
800007362-1 800007492-1	2015 NASA 2015 NASA	5	02/26/2015 03/25/2015	02/09/2015 03/09/2015	1800007362 1800007492	NON3220 NON3220	72-JSC 72-JSC	CASH CASH		242.50 242.50		USD USD	24 24
800007492-1	2015 NASA 2015 NASA		05/19/2015	05/05/2015	1800007492	NON3220 NON3220	72-JSC	CASH		242.50		USD	24
800008112-1 800011460-1	2015 NASA 2015 NASA		01/16/2015	01/05/2015	1800008112 1800011460	NON3220 NON3220	72-JSC 72-JSC	CASH		242.50 242.50		USD USD	24
000011460-1	2015 NASA	(04/10/2015	04/06/2015	1800011460	NON3220	72-JSC	CASH	1010.5215 🕤		300.00	USD	24 99,4
400004000-1	2015 NASA		10/06/2014	10/06/2014	1400004000	NON3220	72-JSC	NONR		86.42		USD	8
400009443-1 400009444-1	2015 NASA 2015 NASA		04/13/2015 04/13/2015	12/03/2013 12/03/2013	<u>1400009443</u> <u>1400009444</u>	NON3220 NON3220	72-JSC 72-JSC	NONR		240.00	300.00	USD	30 24
800003004-1	2015 NASA	1	10/07/2014	10/07/2014	1800003004	NON3220	72-JSC	CASH		1,852.85		USD	1,85
800003039-1 800004221-1	2015 NASA 2015 NASA	1	10/22/2014 12/04/2014	10/21/2014 12/02/2014	1800003039 1800004221	NON3220 NON3220	72-JSC 72-JSC	CASH		286.00 313.10		USD USD	28 31
800004228-1	2015 NASA		12/05/2014	12/04/2014	1800004228	NON3220	72-JSC	CASH		263.10		USD	26
800004332-1 800005200-1	2015 NASA 2015 NASA		12/31/2014 11/06/2014	12/12/2014 11/04/2014	1800004332	NON3220 NON3220	72-JSC 72-JSC	CASH		6,557.36 188.00		USD USD	6,55
800005258-1	2015 NASA	2	11/13/2014	11/13/2014	1800005200 1800005258	NON3220	72-JSC	CASH		255.45		USD	18
800008100-1	2015 NASA	4	01/14/2015	01/09/2015	1800008100	NON3220	72-JSC	CASH		526.20		USD	52
000044555			00100/00000	0040300	40000	NONCES	70 122	04011				USD	3,00
800011237-1 800011239-1	2015 NASA 2015 NASA		02/20/2015	02/12/2015 02/17/2015	1800011237 1800011239	NON3220 NON3220	72-JSC 72-JSC	CASH		3,000.00 85,191.11		USD	85,19
800011239-1 800011303-1	2015 NASA 2015 NASA	5	02/20/2015 02/27/2015	02/17/2015 02/23/2015	1800011239 1800011303	NON3220 NON3220	72-JSC 72-JSC	CASH		85,191.11 4.73		USD USD	
800011239-1 800011303-1 800011347-1	2015 NASA	5 5 6	02/20/2015	02/17/2015	<u>1800011239</u>	NON3220	72-JSC	CASH		85,191.11		USD	19
800011239-1 800011303-1 800011347-1 800011705-1	2015 NASA 2015 NASA 2015 NASA 2015 NASA	5 5 6 8	02/20/2015 02/27/2015 03/20/2015 05/20/2015	02/17/2015 02/23/2015 03/17/2015 05/19/2015	1800011239 1800011303 1800011347 1800011705	NON3220 NON3220 NON3220 NON3220	72-JSC 72-JSC 72-JSC 72-JSC	CASH CASH CASH CASH	1010.5225 5	85,191.11 4.73 198.00 789.30 - 1,078.64	0.32	USD USD USD USD USD	194 789 - 1,07
800011239-1 800011303-1 800011347-1 800011705-1 400002105-1 400002105-1	2015 NASA 2015 NASA 2015 NASA	5 5 6 8 1	02/20/2015 02/27/2015 03/20/2015 05/20/2015 10/27/2014	02/17/2015 02/23/2015 03/17/2015 05/19/2015 10/24/2014	1800011239 1800011303 1800011347 1800011705 1400002105	NON3220 NON3220 NON3220 NON3220 NON3220	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC	CASH CASH CASH CASH CASH		85,191.11 4.73 198.00 789.30 • 1,078.64 19.91 19.26		USD USD USD USD USD USD	19 78 - 1,07 1
800011239-1 800011303-1 800011303-1 800011705-1 400002105-1 400002105-1 400002105-1 400002105-1 List Edit Qa	2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA Hide th subtota	5 5 6 8 1 1 1 Ne ac al).	02/20/2015 02/27/2015 03/20/2015 05/20/2015 10/27/2014 10/27/2014 count	02/17/2015 02/23/2015 03/17/2015 05/19/2015 10/24/2014 details	1800011239 1800011303 1800011347 1800011347 1800011705	NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 King t	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC	CASH CASH CASH CASH CASH		85,191.11 4.73 198.00 789.30 • 1,078.64 19.91 19.26		USD USD USD USD USD USD	85,19 198 789 - 1,07 19 19 19 19 10
800011239-1 800011303-1 800011303-1 800011305-1 400002105-1 400002105-1 400002105-1 List Edit Q:	2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA Hide th subtota	5 5 6 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	02/20/2015 02/27/2015 03/20/2015 05/20/2015 10/27/2014 10/27/2014 tem Help	02/17/2015 02/23/2015 03/17/2015 05/19/2015 10/24/2014 details	1800011239 1800011303 1800011347 1800011705 1400002105	NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 King t	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC	CASH CASH CASH CASH CASH		85,191.11 4.73 198.00 789.30 • 1,078.64 19.91 19.26		USD USD USD USD USD USD	19 78 • 1,07 1
800011238-1 800011303-1 800011303-1 80001137-1 800011705-1 400002105-1 400002105-1 V.	2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA Hide th subtota	The action of the second secon	02/20/2015 02/27/2015 03/20/2015 05/20/2015 10/27/2014 10/27/2014 tem Help COUNT	02/17/2015 02/23/2015 03/17/2015 05/19/2015 10/24/2014 10/24/2014 details	1800011238 1800011347 1800011347 1800011347 1800011347 180002105 5 by clic	NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 King t	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC	CASH CASH CASH CASH CASH		85,191.11 4.73 198.00 789.30 • 1,078.64 19.91 19.26		USD USD USD USD USD USD	19 78 - 1,07 1
800011239-1 800011303-1 800011347-1 800011347-1 800011705-1 400002105-1 400002105-1 400002105-1 V.	2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA Hide th subtota oto views set ansaction	5 6 8 1 1 1 1 1 1 1 1 1 1 1 1 1	02/20/2015 02/27/2015 03/20/2015 05/20/2015 10/27/2014 10/27/2014 torcount	02/17/2015 02/23/2015 03/17/2015 05/19/2015 10/24/2014 10/24/2014 10/24/2014	1800011238 1800011347 1800011347 1800011347 1800011347 180002105 5 by clic	NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 King t	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC	CASH CASH CASH CASH CASH		85,191.11 4.73 198.00 789.30 • 1,078.64 19.91 19.26		USD USD USD USD USD USD	19 78 - 1,07 1
80001123-1 800011347-1 800011347-1 800011347-1 400002105-1 400002105-1 400002105-1 400002105-1 V.	2015 NASA 2015 NASA	s s s s s s s s s s s s s s s s s s s	02/20/2015 02/27/2015 03/20/2015 05/20/2015 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2015 COUNT	02/17/2015 02/23/2015 03/17/2015 05/19/2015 10/24/2014 details	1800011238 1800011347 1800011347 1800011347 1800011347 180002105 5 by clic	NON3220 NON3220 NON3220 NON3220 NON3220 King t	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC	CASH CASH CASH CASH CASH	o this f	85,191,11 4.73 198,00 7.89,30 19.91 19.92 00 C C C C C C C C C C C C C C C C C C	h ac	USD USD USD USD USD USD	19 78 - 1,07 1 unt
800011239-1 800011239-1 800011303-1 800011347-1 800011705-1 400002105-1 400002105-1 V. V.	2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA Hide th subtota oto views Se ansaction P T vear Cocod	s s s s s s s s s s s s s s s s s s s	02202015 02/27/2015 03/20/2015 05/20/2015 05/20/2015 10/27/2014 10/27/2015 10/27/2015 10/27/2015 10/27/2015 10/27/2015 10/27/2015 10/27/2015 10/27/2015 10/27/2015 10/27/2015 10/27/2015 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2015 10/27/2000 10/2015 10/20	02/17/2015 02/23/2015 03/17/2015 05/19/2015 10/24/2014 details	1800011233 1800011303 1800011303 1800011303 1800011705 1400002105 5 by clic	NoN3220 NON3220 NON3220 NON3220 NON3220 NON3220 Cking ti	72-JSC 72	CASH CASH CASH CASH CASH NONR NONR NONR	o this f	85,191,11 4.73 198,00 7.89,30 19.91 19.92 00 C C C C C C C C C C C C C C C C C C	h ac		19 78 - 1,07 11 11 11 11
800011239-1 800011239-1 800011303-1 800011347-1 800011705-1 400002105-1 400002105-1 V.	2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA Hide th subtota oto views set ansaction P ver cocod	s s s s s s s s s s s s s s s s s s s	02202015 02/27/2015 03/20/2015 03/20/2015 05/20/2015 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/27/2014 10/06/2014 04/13/2015	02/17/2015 02/23/2015 03/17/2015 05/19/2015 10/24/2014 details	1800011303 1800011303 1800011303 1800011303 1800011303 1400002105 5 by clic 5 by clic	NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 Cking ti Fund	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC his ic		o this f	85,191,11 4.73 198,00 7.89,30 19.91 19.92 00 C C C C C C C C C C C C C C C C C C	h ac		199 78 - 1,07 11 11 11 11 11 11 11 11 11 11 11 11 11
800011239-1 800011347-1 800011347-1 800011347-1 800011705-1 400002105-1 V. List Edit Gr Cederal Tra Cederal Cederal Tra Cederal Tra Cedera	2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA Hide th subtota ansaction Year Cocod	s s s s s s s s s s s s s s s s s s s	02202015 02272015 03/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2014 05/2014 02/2014 02/2014 02/2014 02/2014 02/2014 02/2014 02/2014 02/2014 02/2014 02/2015 02/2015 05/20000000000000000000000000000000000	02/17/2015 03/17/2015 03/17/2015 05/19/2015 10/24/2014 details 06/2014 10/24/2014 details	1800011238 1800011303 1800011303 1800011303 1800011305 1400002105 5 by clic 25 th 43 sh 26 i iii iii iii iii Documentivo 1400004000 1400009444	NoN3220 NON3220 NON3220 NON3220 NON3220 King t	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC his ic	CASH CASH CASH CASH CASH NONR NONR	o this f	85,191,11 4,73 198,00 799,30 19,91 19,91 19,91 19,91 19,92 00 C C C C C C C C C C C C C C C C C C	h ac		19 78 1.007 1 1 1 1 1 1 1 2
800011239-1 800011347-1 800011347-1 800011347-1 800011705-1 400002105-1 400002105-1 V.	2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA Hide th subtota oto views set ansaction F vear coccod	s s s s s s s s s s s s s s s s s s s	02202015 02272015 03/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2014 05/2014 05/2014 05/2014 04/3/2015 00/7/2014 10/06/2014	02/17/2015 03/17/2015 05/19/2015 05/19/2015 10/24/2014 details details erated 10/06/2014 12/03/2013 10/06/2014 12/03/2013 10/07/2014	1800011238 1800011303 1800011303 1800011303 1800011305 1400002105 5 by clic 20 20 40 40 20 20 40 40 20 20 40 40 20 20 40 40 140000444 1800003038	NoN3220 NON3220 NON3220 NON3220 NON3220 King t	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 73-JSC his ic	CASH CASH CASH CASH NONR NONR NONR NONR NONR NONR NONR NON	o this f	85,191,11 4,73 198,00 799,30 1,078,64 19,91 10,92 007 CCC 80,42 240,00 1,852,85 286,00	h ac		19 78 1,077 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
800011239-1 800011239-1 800011303-1 800011347-1 800011705-1 400002105-1 V. U. C. C. C. C. C. C. C. C. C. C. C. C. C.	2015 NASA Hide th subtota subtota coto Views ansaction F Year Cacdot 2015 NASA 2015 NASA	s s s s s s s s s s s s s s s s s s s	02202015 02/27/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2014 03/2014 04/3/2015 04/3/2015 04/3/2015	02/17/2015 02/23/2015 03/17/2015 05/19/2015 10/24/2014 details details	1800011303 1800011303 1800011303 1800011303 1800011303 1400002105 5 by clic 5 by clic 140002400 1400004000 1400009443 1400009443	NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 Cking ti Fund	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC his ic	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	85,191,11 4.73 198,00 7.89,30 19.91 19.92 00 C C C C C C C C C C C C C C C C C C	h ac		19978 7880710711111111111111111111111111111
800011239-1 800011239-1 800011303-1 800011347-1 800011705-1 400002105-1 V. List Edit Q. Cederal Tra Cederal Tra Cederal Tra Cederal Tra Cederal Tra Cederal Tra Cederal Tra Cederal Tra Cederal Tra S00004000-1 400009444-1 800003039-1 800004228-1 800004228-1	2015 NASA Hide th subtota subtota coto Views ansaction e Year Cocod 2015 NASA	5 5 6 8 7 7 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	02202015 02/27/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2014 03/2014 03/2014 04/13/2015 04/13/2015 04/13/2015 04/13/2015	02/17/2015 02/23/2015 03/17/2015 05/19/2015 10/24/2014 details details control (1) control	1800011303 1800011303 1800011303 1800011303 1800011303 1400002105 5 by clic 5 by clic 140002405 1400004000 1400009443 1400009443 1400009443 1800004231	NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 Cking ti Fund Fund NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC his ic	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	* Debit * Debit * 240.00 1852.85 240.00 1852.85 240.00 1852.85 240.00 1852.85 240.00 1852.85 240.00 1852.85 265.736	h ac		19 78 78 107 1 1 1 1 1 1 1 1 1 2 2 1 8 2 2 2 1 8 2 2 2 3 2 2 2 3 2 2 2 3 2 2 3 2 2 3 2 2 3 2 8 5 8 7 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8
800011239-1 800011347-1 800011347-1 800011347-1 800011705-1 400002105-1 400002105-1 V. List Edit Ge Ederal Tra ederal Tra ef Document 400004000-1 400009443-1 800004228-1 800004228-1 800004228-1 800004228-1	2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA Hide th subtota 00 Views Set 00 V	s 5 6 8 1 1 1 1 1 1 1 1 1 1 1 1 1	02202015 02272015 03/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2014 05/2015 05/2000000000000000000000000	02/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 06/19/2014 details 06/19/2014 00/05/2014 12/03/2013 12/03/2013 12/03/2013 12/03/2013 12/03/2013 12/03/2013	1800011230 1800011230 1800011303 1800011303 1800011303 1400002105 5 by Clic 1400002105 5 0 1400002105 1400002105 1400002105 1400002105 1400002105 1400002105 1400002105 1400002105 1400002400 1400002400 1400002400 1400002400 1400002400 1400002401 1400002401 1400002401 1400002401 1400002401 1400002401 1400002401 1800004221 1800004231 1800005250	NoN3220 NON3220 NON3220 NON3220 NON3220 Cking t	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC his ic	CASH CASH CASH CASH NONR NONR NONR NONR NONR NONR NONR NON	o this f	85,191,11 4,73 198,00 7,99,30 19,91 19,91 10,92 00 C C C C C C C C C C C C C C C C C C	h ac		19 78 78 107 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
800011239-1 800011347-1 800011347-1 800011347-1 800011705-1 400002105-1 400002105-1 V. List Edit Ge Cederal Tra ederal Tra ef Document 400004000-1 400009434-1 800004228-1 800004228-1 800004228-1 800004228-1 800004228-1 800004228-1 800004228-1 800004228-1 800004228-1	2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA Hide th subtota 00 Views Set 00 V	s 5 6 8 8 1 1 1 1 1 1 1 1 1 1 1 1 1	02202015 02272015 03/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2014 05/2014 05/2014 05/2014 05/2014 05/2014 05/2014 05/2014 12/05/2014 12/05/2014 12/05/2014 12/05/2014 12/05/2014 12/05/2014	02/17/2015 03/17/2015 03/17/2015 05/19/2015 05/19/2015 06/19/2014 details details 00/12/2014 10/24/2014 10/24/2014 10/26/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013	1800011333 1800011303 1800011303 1800011303 1800011303 18000011705 5 by clic 20002105 5 by clic 20002105 5 by clic 20002105 1400002105 1400002400 1400002405 140000428 14000048 140000048 1400000008 140000000000	NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 Cking ti Fund Fund NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC his ic	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	85,191,11 4,73 198,00 7,93,30 19,91 19,92 001 CCC 8,000 10,926 001 CCC 10,926 10,92	h ac		19 78 78 107 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
800011239-1 800011347-1 800011347-1 800011347-1 800011705-1 400002105-1 400002105-1 400002105-1 400002105-1 7 Cederal Tra ederal Tra ederal Tra ederal Tra ederal Tra ederal Tra ederal Tra source the second	2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA Hide th subtota 00 Views Set 00 V	5 5 6 8 8 1 1 1 0 0 2 3 1 1 1 1 1 1 2 2 2 2 2 2 4 5 5 5 6 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	02202015 02272015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2014 05/2014 05/2014 05/2014 05/2014 05/2014 05/2014 12/05/2014 12/05/2014 12/05/2014 12/05/2014 12/05/2014 12/05/2014	02/17/2015 03/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 06/19/2014 details details 00/12/2014 10/24/2014 10/24/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013	1800011238 1800011303 1800011303 1800011303 1800011303 1800011303 1800011305 5 DocumentNo 1400002405 1400002405 1400002405 1400002405 1400002405 1400002405 1400002405 1400002405 1400002405 1400002404 1800004228 1800004228 1800004228 1800004228 1800004228 1800004228 1800001230 1800011237	NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 Cking ti Fund Fund NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC his ic	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	85,191,11 4,73 198,00 7,99,30 19,91 19,92 001 CCC 8,109,00 10,926 001 CCC 10,926 10,927 10,926 10,927 10,926 10,926 10,927 10,926 10,926 10,927 10,926 10,926 10,927 10,926 10,926 10,927 10,926 10,927 10,926 10,926 10,927 10,926 10,926 10,926 10,926 10,927 10,926 10,926 10,927 10,926 10	h ac		19 78 - 1,07 1 1 unt 1 1 1 1 1 1 1 2 2 3 3 2 2 3 3 8 5,1 8 5,1 8 5,1 8 5,1
800011239-1 800011239-1 800011303-1 800011347-1 800011705-1 400002105-1 400002105-1 V. ELISE Edit Q Ederal Tra ederal Tra ederal Tra ederal Tra federal Tra federal Tra source the second second federal Tra federal Tra feder	2015 NASA UNE NASA UNE NASA UNE NASA UNE NASA UNE NASA ON Views Consaction M QUIS NASA 2015 NASA	5 5 6 8 7 7 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	02202015 02/27/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/2016 04/13/2015 04/13/2015 04/13/2015 04/13/2015 04/13/2015 04/13/2015 04/13/2015 04/13/2015 04/13/2015 04/13/2015 04/13/2015 04/13/2015 04/13/2015 04/13/2015	02/17/2015 03/17/2015 03/17/2015 05/19/2015 10/24/2014 details details control (1) control	1800011230 1800011230 1800011303 1800011303 1800011303 1800011205 1400002105 S Y2 43 43 1400002105 S Y2 43 43 1400002105 1400002105 S Y2 43 43 1400004000 1400004000 1400004431 1800004221 1800004231 1800011237	NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 Cking ti Fund Fund NON3220	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC his ic	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	* Debit * 07 Car * 07 Car	h ac		1997883
800011239-1 800011239-1 800011347-1 800011347-1 800011347-1 800011347-1 800011347-1 800011347-1 90002105-1 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 3 3 4 4 4 4 4 4	2015 NASA 2015 NASA 2015 NASA 2015 NASA 2015 NASA Hide th subtota 00 Views Set 00 V	5 5 6 8 8 1 1 1 0 0 2 3 1 1 1 1 1 2 2 2 3 2 2 2 4 5 5 6 6 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	02202015 02272015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2014 05/2014 05/2014 05/2014 05/2014 05/2014 05/2014 12/05/2014 12/05/2014 12/05/2014 12/05/2014 12/05/2014 12/05/2014	02/17/2015 03/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 06/19/2014 details details 00/12/2014 10/24/2014 10/24/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013	1800011230 1800011230 1800011303 1800011303 1800011303 1800011705 1400002105 S V2 43 43 1400002105 S V2 43 43 1400002105 1400002105 S V2 43 43 1400004000 14000044000 1400004431 1800004221 1800004231 1800004231 1800004231 1800004231 1800004232 1800004231 1800004231 1800004231 1800004231 1800004231 1800004231 1800004231 1800004231 1800011237 1800011237 1800011230	NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 Cking ti Fund Fund NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220	72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC 72-JSC his ic	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	* Debit * 07 eac * 00 eac	s Credi		1997883
800011239-1 800011239-1 800011303-1 800011347-1 800011705-1 400002105-1 400002105-1 V. Sederal Tra Sederal Tra Sed	2015 NASA US MASA Oto Views Coto NASA 2015	5 5 6 8 1 1 1 1 1 1 1 1 1 1 1 1 1	02202015 02/27/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 00/27/2014 01/07/2014 01/13/2015 04/13/2015 04/13/2015 04/13/2015 04/13/2015 04/13/2015 04/13/2015 04/13/2015 02/20/2015 02/20/2015 02/20/2015 02/20/2015 03/20/2015	02/17/2015 03/17/2015 03/17/2015 05/19/2015 10/24/2014 details details control (1) control	1800011230 1800011230 1800011303 1800011303 1800011303 1800011205 1400002105 S Y2 43 43 1400002105 S Y2 43 43 1400002105 1400002105 S Y2 43 43 1400002105 1400002105 1400002105 1400002105 1400002105 1400002443 1800004221 1800004221 180000423 1800004231 18000011237 1800011303 1800011301 1800011301 1800011301 1800011301 1800011301 1800011301 1800011301	NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220	72-JSC 72-JSC	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	* Debit * Debit * Debit * Debit * Debit * 1,078.64 * 07 CCC * 07 CCCC * 07 CCCC * 07 CCCC * 07 CCCC * 07 CCCC * 07 CCCC * 07 CCCCC * 07 CCCCC * 07 CCCCC * 07 CCCCCC * 07 CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	h ac		19 78 78 78 78 78 78 78 78 78 78 78 78 78
800011239-1 800011239-1 800011347-1 800011347-1 800011347-1 800011347-1 800011347-1 800011347-1 800013205-1 V List Edit Gr 2 Cederal Trainer 400004000-1 4000094400-1 400009443-1 800004228-1 800004228-1 80000528-1 80000528-1 800011237-1 800011237-1 800011237-1 80001130-1 80001130-1 80001130-1 800011237-1 80001120-1 80001120-1 80001120-1 80001120-1 80001120-1 80001120-1 80001120-1 80001120-1 80001120-1 80001120-1 80001120-1 80001120-1 80001120-1 80001120-1 80001120-1 80001120-1	2015 NASA Hide th Subtota ansaction Image Image Image Image Image Image Image Image Image Image Image 2015 NASA	5 5 6 8 8 1 1 1 0 C al). 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	02202015 02/27/2015 03/20/2015 03/20/2015 03/20/2015 03/20/2015 COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUNT COUN	02/17/2015 03/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 02/17/2015 02/17/2015 02/17/2015 02/17/2015 03/17/2015	1800011330 1800011303 1800011303 1800011303 1800011304 1800011305 1400002105 5 DocumentNo 1400004000 1400004000 1400004000 1400004000 1400004400 1400004400 1400004428 1800004228 1800004228 1800004228 1800004228 1800001237 1800011237 1800011237 1800011237 1800011237 1800011237	NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 Cking ti Fund Fund NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220	72-JSC 72-JSC	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	85,191,11 4,73 198,00 7,99,30 1,078,64 19,91 10,26 0 Г САСС 0 Г САСС 8,1090 10,26 10,00 10,26 10,000 10,85,285 286,00 313,10 265,15 188,00 255,45 286,00 313,10 255,45 286,00 313,10 255,45 286,00 313,10 255,45 286,00 313,10 255,45 286,00 313,10 255,45 286,00 313,10 255,45 286,00 313,10 255,45 286,00 313,10 255,45 286,00 313,10 255,45 286,00 313,10 255,45 286,00 313,00 255,45 286,00 313,00 255,45 286,00 313,10 255,45 286,00 313,10 255,45 286,00 313,10 255,45 286,00 313,10 255,45 286,00 313,10 255,45 286,00 313,10 255,45 286,00 313,10 255,45 286,00 351,11 4,73 19,91 10,92	s Credi		19 78 78 78 78 78 78 78 78 78 78 78 78 78
800011239-1 800011239-1 800011347-1 800011347-1 800011347-1 800011705-1 V. List Edit G Cederal Tr Cederal Tr Cederal Tr Cederal Tr Cederal Tr Cederal Tr Cederal Tr Source Composition Cederal Tr Cederal Tr Cederal Tr Cederal Tr Source Composition Cederal Tr Cederal	2015 NASA 2015 NASA	5 5 6 8 8 1 1 1 1 1 1 1 1 1 1 2 2 2 4 4 5 5 5 6 8 8 1 1 1 2 2 4 4 5 5 6 8 8 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	02202015 02272015 05202015 05202015 05202015 05202015 05202015 05202015 05202015 05202015 05202015 05202015 05202015 02272014 1006/2014 12052014 12052014 12052014 12052015 05202015 05202015 05202015	02/17/2015 03/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2014 02/21/2014 02/21/2014 02/2014 10/21/2014 12/02/2015 02/17/2015 02/17/2015 02/17/2015 02/17/2015	1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011305 5 Dy Clic 2 1400002105 5 DocumentNo 140000400 140000400 1400004400 1400004400 1400004423 1800004221 1800004221 1800011237 1800011231 1800011232 1800011347 1800011347 1400002108 1400002108 1400002108 1400002108 1400002108 1400002108 1400002108	NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 Cking ti Fund Fund Fund NoN3220	72-JSC 72-JSC	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	85,191,11 4,73 198,00 7,89,30 1,078,64 19,91 19,92 OF CAC OF CAC 0,100 10,25 240,00 1,852,85 286,00 313,10 265,15 188,00 265,19 11,452,85 286,00 313,10 265,19 11,657,36 188,00 255,45 266,00 313,10 255,45 19,91 19,91 19,91 19,91 19,92 10,926 10,	s Credi		19 78 78 107 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
800011239-1 800011239-1 800011347-1 800011347-1 800011347-1 800011705-1 V. List Edit G Cederal Tr Cederal Tr Cederal Tr Tederal Tr Tederal Tr Tederal Tr South Composition Cederal Tr South Composition South Composit	2015 NASA 2015 NASA	5 5 6 8 8 1 1 1 1 1 1 1 1 1 2 2 1 1 1 1 1 1 1	02202015 02272015 0320/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/2014 10/272014 12/3/2015 05/2014 12/3/2015 02/202000 02/20200 02/200	02/17/2015 03/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 02/27/2014 02/2014 10/24/2014 10/24/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 11/04/2014 11/04/2014 11/04/2014 11/04/2014 11/04/2015 05/19/2015 05/19/2015 05/19/2015	1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011305 1400002105 5 Dy Clic 2 1400002105 1400002105 5 DocumentNo 1400002400 1400002401 1400002401 1400002402 180000422 180000422 1800011237 1800011237 1800011347 1800011347 1400002108 1400002108 1400002108 1400002108 1400002108 1400002218 1400002218 1400002218 1400002218 1400002218 1400002218 1400002218 1400002218 1400002218 1400002218 1400002218 1400002218 1400002218 <tr< td=""><td>NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 Cking ti Fund Fund Fund NoN3220</td><td>72-JSC 72-JSC</td><td>CASH CASH CASH CASH CASH CASH CASH CASH</td><td>o this f</td><td>85,191,11 4,73 198,00 7,89,30 1,078,64 19,91 19,92 OF CAC OF CAC 0,105,64 0,107,64 10,92 0,07 0</td><td>s Credi</td><td></td><td>19 78 78 78 78 78 78 78 78 78 78 78 78 78</td></tr<>	NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 Cking ti Fund Fund Fund NoN3220	72-JSC 72-JSC	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	85,191,11 4,73 198,00 7,89,30 1,078,64 19,91 19,92 OF CAC OF CAC 0,105,64 0,107,64 10,92 0,07 0	s Credi		19 78 78 78 78 78 78 78 78 78 78 78 78 78
800011239-1 800011239-1 800011347-1 800011347-1 800011347-1 800011347-1 800011347-1 800012105-1 400002105-1 7 600012105-1 800004330-1 80000433-1 800004237-1 800011239-1 80001237-1 800011239-1 80001237-1 800011239-1 80001237-1 800011239-1 80001237-1 800011239-1 800011237-1 800011237-1 80001237-1 800011237-1 800011237-1 80001237-1 80001237-1 8000123	2015 NASA US NASA US NASA US Subbotz ansaction Image Image Image	5 5 6 8 8 1 1 1 1 1 1 1 1 1 1 2 2 2 2 4 5 5 6 8 9 8 9 8 9 8 9 9 9 1 1 1 1 1 1 1 1 1 1	02202015 02272015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 04/32015 04/32015 04/32015 04/32015 04/32015 04/32015 04/32015 02/202015 02/2	02/17/2015 03/17/2015 03/17/2015 05/19/2015 10/24/2014 details details control (1) control	1800011239 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011305 S Dy Clic 190 190 190 190 190 190 190 190 190 190 190 1400004400 1400004441 1800005258 1800005254 1800005254 1800005254 1800005254 1800001237 1800011303 1800011304 1800011304 1800011304 1400002105 1400002105 14000022105 14000022105 14000022105 14000022105 14000022105 14000022105 14000022105 14000022105 14000022105 14000022105 </td <td>NoN3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 Fund Fund NON3220</td> <td>72-JSC 72-JSC</td> <td>CASH CASH CASH CASH CASH CASH CASH CASH</td> <td>o this f</td> <td>* Debit * Debit * Debit * Debit * Debit * 1078.64 * 10.91 * 07 CCC * 10.00 * 10.00</td> <td>s Credi</td> <td></td> <td>190 781 781 781 781 781 781 781 781 711 711</td>	NoN3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 NON3220 Fund Fund NON3220	72-JSC 72-JSC	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	* Debit * Debit * Debit * Debit * Debit * 1078.64 * 10.91 * 07 CCC * 10.00 * 10.00	s Credi		190 781 781 781 781 781 781 781 781 711 711
800011239-1 800011239-1 800011347-1 800011347-1 800011705-1 400002105-1 400002105-1 400002105-1 400002105-1 7 Cederal Tri Secent Tri	2015 NASA 2015 NASA	5 5 6 8 8 1 1 1 1 1 1 1 1 1 2 2 2 2 2 4 5 5 5 6 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	02202015 02272015 0320/2015 0220/2015 020/2015 020/2015 020/2015 020/2015 020/2015 00	02/17/2015 03/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 02/2/2014 10/24/2014 10/24/2014 10/24/2014 12/03/2013 10/06/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 11/22/2014 11/22/2014 10/24/2014 10/24/2014 10/24/2014 10/24/2014 10/24/2014 10/24/2014 10/24/2014 10/24/2014 10/24/2014 10/24/2014 10/24/2014 10/24/2014 10/24/2014 10/24/2014	1800011239 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011305 S Dy Clic 190 190 190 190 190 190 190 190 190 190 1400004000 140000444 180000526 180000525 180000526 1800005270 1800011303 180001137 180001137 180001137 180001137 180001137 180001137 180001137 1800001321 1400002105 14000022105 14000022105 14000022105 14000022105 14000022105 14000022105 14000022105 1400000231	NoN3220 NoN3220	72-JSC 72-JSC	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	* Debit * Debit * Debit * Debit * Debit * 1078.64 * 10.91 * 07 CCC * 240.00 * 10.90 * 10.90 * 10.92 * 07 CCC * 10.90 * 10.92 * 10.92	s Credi		19 78 78 78 78 78 78 78 78 70 1 1 1 1 1 1 1 1 1 1 1 2 2 8 3 2 2 8 3 2 2 8 8 8 2 2 8 8 8 2 2 8 8 7 8 7 8 7 8
800011239-1 800011239-1 800011347-1 800011347-1 800011705-1 400002105-1 400002105-1 400002105-1 400002105-1 7 Cederal Tra ederal Tra	2015 NASA 2015	5 5 6 8 8 1 1 1 1 1 1 1 1 1 1 2 2 1 2 2 2 4 4 5 5 5 6 8 8 1 1 1 1 7 7 7 7 7 7 1 1 1 1 2 2 4 4 1 1 1 1 1 1 1 1 1 1 1 1	02202015 02272015 0320/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/2014 10/272014 10/05/2014 05/10/2014 12/3/2015 05/20/2015 02/20/2015	02/17/2015 03/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 02/27/2014 10/24/2014 10/24/2014 10/24/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 11/04/2014 11/03/2015 02/17/2015 03/17/2015 03/17/2015 03/17/2015	1800011330 1800011303 1800011303 1800011303 1800011304 1800011305 1400002105 5 Dy Clic 2 1400002105 1400002105 5 DocumentNo 1400002400 1400002400 1400002401 1400002402 1400002403 180000423 1800004221 1800011237 180001123 180001123 180001123 1800011347 1400002108 1400002108 140000211347 1400002108 1400002108 140000211347 1400002108 1400002218 1400002218 1400002218 1400002218 14000002218 14000002318 14000002318 14000002318 14000002318 14000002318 14000002318 <td>NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 Cking ti Fund Fund Fund NoN3220 NoN320</td> <td>72-JSC 72-JSC</td> <td>CASH CASH CASH CASH CASH CASH CASH CASH</td> <td>o this f</td> <td>85,191,11 4,73 198,00 7,89,30 1,078,64 19,91 19,26 OF CAC OF CAC 0,100 10,25 240,00 1,852,85 286,00 313,10 265,45 286,00 313,10 265,45 198,00 265,45 265,00 265,10 275,100 275,100 275,100 2</td> <td>s Credi</td> <td></td> <td>190 780 780 780 780 780 780 780 780 780 78</td>	NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 Cking ti Fund Fund Fund NoN3220 NoN320	72-JSC 72-JSC	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	85,191,11 4,73 198,00 7,89,30 1,078,64 19,91 19,26 OF CAC OF CAC 0,100 10,25 240,00 1,852,85 286,00 313,10 265,45 286,00 313,10 265,45 198,00 265,45 265,00 265,10 275,100 275,100 275,100 2	s Credi		190 780 780 780 780 780 780 780 780 780 78
800011239-1 800011239-1 800011347-1 800011347-1 800011705-1 400002105-1 400002105-1 400002105-1 400002105-1 7 Cederal Tra ederal Tra	2015 NASA Hide Hide subtota Image consection Image Image Image consection Image Image Image consection Image Image Image consection Image con	5 5 6 8 8 9 9 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9	02202015 022072015 0320/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/2014 05/2014 05/2014 05/2014 01/14/2015 05/20/2015 05/2	02/17/2015 03/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2014 02/21/2014 02/21/2014 02/21/2014 02/21/2014 10/21/2014 12/02/2014 12/02/2014 12/02/2014 12/02/2014 12/02/2014 12/02/2014 12/02/2014 12/02/2014 12/02/2014 12/02/2014 12/02/2014 12/02/2014 12/02/2014 12/02/2014 12/02/2014 12/02/2015 02/17/2015 02/12/2015 03/17/2015 03/17/2015 03/17/2015 02/12/2015 03/17/2015 02/12/2015 03/17/2015 03/17/2015 02/12/2015 03/17/2015 02/12/2015 03/17/2015 02/12/2015 03/17/2015 02/12/2015 02/12/2015 02/12/2015 02/12/2015 02/12/2015 02/12/2015 02/12/2015 02/12/2015 02/12/2015 02/12/2015 03/12/2015 02/22/2014	1800011238 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011305 5 DocumentNo 1400002405 1400002405 1800011235 1400002405 1400002405 1400002405 1400002405 1400002405 1400002405 1400002405 1800004221 1800011237 1800011237 1800011231 1800011231 1800011231 1800011231 14000022108 14000022108 1400002218 1400002218 1400002218 1400002218 1400002218 1400002218 1400002218 1400002218 1400002218 1400002218 1400002218 1400002218 1400001258 18000011	NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 Cking ti Fund Fund Fund NoN3220 NoN320	72-JSC 72-JSC	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	85,191,11 4,73 198,00 7,89,30 1,078,64 19,91 19,92 OF CAC OF CAC 0,100 0,000	h ac⊄		1978 - 1.07 78 - 1.07 19 78 - 1.07 - 1.
800011239-1 800011239-1 800011307-1 800011347-1 800011347-1 800011347-1 800011347-1 800011347-1 800011347-1 800011347-1 80001135-1 V Image: State	2015 NASA 2015 NASA	5 5 6 8 8 1 1 1 1 1 1 1 1 1 2 2 2 2 4 4 4 5 5 5 7 7 9 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	02202015 02272015 0320/2015 0220/2015 020/2015 020/2015 020/2015 020/2015 020/2015 020/2015 020/2015 020/	02/17/2015 03/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 02/2/2014 10/24/2014 10/24/2014 12/03/2013 10/06/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 02/12/2015 02/17/2015 02/22/2015 02/22/2015 02/22/2015 02/22/2015 02/22/2015 02/22/2015 02/22/2015 02/22/2015 02/22/2015	1800011239 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011305 S Dy Clic 201	NoN3220 NoN320 NON320 NoN	72-JSC 72-JSC	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	85,191,11 4,73 198,00 7,89,30 1,078,64 19,91 19,92 OF CAC OF CAC 0,100 10,078,64 10,078,64 10,078,64 10,078,64 240,00 1,852,85 286,00 313,10 265,45 286,00 313,10 265,45 286,00 313,10 265,45 188,00 255,45 198,00 7,852,80 30,000,00 255,45 198,00 255,45 198,00 255,45 198,00 265,19 198,00 7,93,00 0,057,40 19,91 19,92 10,92 10	s Credi		19 78 78 107 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
800011239-1 80001133-1 800011347-1 800011347-1 800011347-1 800011705-1 400002105-1 400002105-1 400002105-1 7 Cederal Tra Cederal Tra Cederal Tra Cederal Tra Cederal Tra Cederal Tra Cederal Tra Cederal Tra Cederal Tra S00004000-1 400009434-1 800004000-1 400009434-1 800004221-1 800004221-1 800004221-1 800004221-1 800004221-1 800001235-1 400002105-1 400002105-1 400002105-1 400002105-1 400002215-1 400002215-1 400002215-1 400002215-1 400002215-1 400002215-1 400002215-1 400002215-1 400002215-1 400002215-1 400002215-1 400002215-1 400002215-1 400002215-1 400002215-1 80001135-1 80001135-1 80001135-1 80001135-1 80001155-1 80001155-1	2015 NASA 2015 NASA	5 5 6 8 8 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 3 3 2 2 2 3 3 2 2 2 3 3 2 2 3 3 3 2 2 5 5 5 5	02202015 02272015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 020/2015 020/2015 02/202015	02/17/2015 03/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2014 02/2014 02/2014 02/2014 02/2014 10/06/2014 12/03/2013 00/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 00/17/2014 12/03/2013 00/17/2014 12/03/2013 00/17/2014 12/03/2013 00/17/2014 12/03/2013 00/17/2015 02/23/2015 03/17/2015	1800011230 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011305 S Dy Clic 20002105 190002105 190002105 190002105 190002105 190002105 190002105 190002105 1400004000 1400004444 1800004221 1800004221 1800011237 1800011237 1800011303 1800011303 1800011304 1400002105 1400002105 1400002105 1400002215 1400002215 1400002215 1400002215 1400002215 1400002215 1400002215 1400002215 1400002215 1400002215 1400002215 1400002215 14000002215 1400000221	NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 Fund Fund Fund NoN3220	72-JSC 72-JSC	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	* Debtt * D	h ac⊄		1978 - 1.07 78 - 1.07 1 1 4 JIT 4 JIT 4 1 4 JIT 4 1 4 JIT 4 JIT 4 JIT
800011239-1 80001133-1 800011347-1 800011347-1 800011347-1 800011347-1 800011347-1 800011347-1 800012105-1 400002105-1 400002105-1 800004221-1 800004221-1 800004221-1 800004221-1 800004221-1 800004221-1 800004221-1 800004221-1 800004221-1 800004221-1 800004221-1 800004221-1 80000113-1 80001108-1	2015 NASA 2015 NASA	5 5 6 8 8 1 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	02202015 02272015 0320/2015 02/20	02/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2014 02/2014 02/2014 02/2014 02/2014 12/03/2013 00/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 00/17/2015 05/17/2015 03/12/2015 03/12/2015	1800011239 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011305 S Dy Clic 2 10 10 10 10 10 10 10 10 10 10 10 10 10 10 100000400 1400000444 180000421 180001422 1800011237 1800011237 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011305 <t< td=""><td>NoN3220 NON3220 NON320 NON3220</td><td>72-JSC 72-JSC</td><td>CASH CASH CASH CASH CASH CASH CASH CASH</td><td>o this f</td><td>* Debtit * 1078.64 * 19.91 10.24 OF CAC * 240.00 1.852.85 2.86.00 3.600 3.600 3.657.36 1.852.85</td><td>h ac⊄</td><td></td><td>1978 - 1.07 78 - 1.07 19 78 - 1.07 1 1 1 1 1 1 1 1 1 1 1 1 1</td></t<>	NoN3220 NON3220 NON320 NON3220	72-JSC 72-JSC	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	* Debtit * 1078.64 * 19.91 10.24 OF CAC * 240.00 1.852.85 2.86.00 3.600 3.600 3.657.36 1.852.85	h ac⊄		1978 - 1.07 78 - 1.07 19 78 - 1.07 1 1 1 1 1 1 1 1 1 1 1 1 1
800011239-1 800011239-1 800011347-1 800011347-1 800011347-1 800011705-1 V. V. V. V. V. V. V. V. V. V. V. V. V.	2015 NASA 2015 NASA	5 5 6 8 8 1 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	02202015 02272015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 03/02/2014 04/13/2015 04/13/2015 04/13/2015 02/202015 02/2	02/17/2015 03/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2014 02/2014 02/2014 02/2014 02/2014 10/06/2014 12/03/2013 00/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 00/17/2014 12/03/2013 00/17/2014 12/03/2013 00/17/2014 12/03/2013 00/17/2014 12/03/2013 00/17/2015 02/23/2015 03/17/2015	1800011230 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011305 S Dy Clic 2 10 10 10 10 10 10 10 10 10 10 10 10 10000400 1400004400 1400004400 1400004423 1800014231 1800011237 1800011303 1800011303 1800011303 140000231 140000231 140000231 140000231 140000231 140000231 140000231 140000231 140000231 1400002331 1800011303 1800011305 1800011305 <td>NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 Fund Fund Fund NoN3220</td> <td>72-JSC 72-JSC</td> <td>CASH CASH CASH CASH CASH CASH CASH CASH</td> <td>o this f</td> <td>85,191,11 4,73 198,00 7,89,30 1,078,64 19,91 10,26 0C C C C C C C C C C</td> <td>h acc</td> <td></td> <td>19 78 - 1.07 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1</td>	NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 Fund Fund Fund NoN3220	72-JSC 72-JSC	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	85,191,11 4,73 198,00 7,89,30 1,078,64 19,91 10,26 0 C C C C C C C C C C	h acc		19 78 - 1.07 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
800011239-1 800011239-1 800011347-1 800011347-1 800011347-1 800011705-1 V. V. V. V. V. V. V. V. V. V. V. V. V.	2015 NASA 2015 </td <td>5 5 6 8 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9</td> <td>02202015 022072015 022072015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 00/272014 01/07/2014 01/07/2014 01/07/2014 01/02/2014 01/03/2015 01/07/2014 01/02/2014 01/02/2015 0220/2015 020/2015</td> <td>02/17/2015 03/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 10/24/2014 10/24/2014 10/24/2014 10/24/2014 10/24/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2015 03/17/2015 03/02/2015 03/02/2015 03/02/2015</td> <td>1800011238 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011305 5 DocumentNo 1400002405 1400002405 1800011235 1400002405 1400002405 1400002405 1400002405 1400002405 1400002405 1400002405 180000422 180000422 1800011237 1800011239 1800011231 1800011231 1800011231 1800011231 1800011347 1800011347 1800011351 1800011351 1800010135 1800010135 1800010135 1800010135 180001136 180001136 180001138 180001138 180001138 180001138 180001138</td> <td>NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 Cking ti Fund Fund Fund NoN3220 NoN320</td> <td>72-JSC 72-JSC</td> <td>CASH CASH CASH CASH CASH CASH CASH CASH</td> <td>o this f</td> <td>85,191,11 4,73 198,00 7,89,30 1,078,64 19,91 10,26 0C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C</td> <td>h acc</td> <td></td> <td>199788 19978 199788</td>	5 5 6 8 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	02202015 022072015 022072015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 00/272014 01/07/2014 01/07/2014 01/07/2014 01/02/2014 01/03/2015 01/07/2014 01/02/2014 01/02/2015 0220/2015 020/2015	02/17/2015 03/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 10/24/2014 10/24/2014 10/24/2014 10/24/2014 10/24/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2015 03/17/2015 03/02/2015 03/02/2015 03/02/2015	1800011238 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011305 5 DocumentNo 1400002405 1400002405 1800011235 1400002405 1400002405 1400002405 1400002405 1400002405 1400002405 1400002405 180000422 180000422 1800011237 1800011239 1800011231 1800011231 1800011231 1800011231 1800011347 1800011347 1800011351 1800011351 1800010135 1800010135 1800010135 1800010135 180001136 180001136 180001138 180001138 180001138 180001138 180001138	NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 Cking ti Fund Fund Fund NoN3220 NoN320	72-JSC 72-JSC	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	85,191,11 4,73 198,00 7,89,30 1,078,64 19,91 10,26 0 C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C	h acc		199788 19978 199788
80001123-1 800011347-1 800011347-1 800011347-1 400002105-1 400002105-1 400002105-1 400002105-1 V.	2015 NASA 2015 NASA	5 5 6 8 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	02202015 02272015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2015 0320/2014 10/06/2014 02/13/2015 03/13/2015 03/20	02/17/2015 03/17/2015 03/17/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2015 05/19/2014 10/24/2014 10/24/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 10/07/2014 12/03/2013 05/17/2015 03/17/2015	1800011239 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011303 1800011305 by Clic 2 1 <	NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 NoN3220 Fund Fund Fund NoN3220	72-JSC 72-JSC	CASH CASH CASH CASH CASH CASH CASH CASH	o this f	85,191,11 4,73 198,00 789,30 19,91 19,91 19,91 19,91 19,91 19,91 19,91 19,91 19,91 19,91 19,91 19,91 19,91 19,91 19,92 01 CEAC 200 CEAC 3000 DE 14,852,85 286,00 313,10 65,57,30 188,00 256,45 526,20 3,000,00 256,45 526,20 3,000,00 256,45 526,20 3,000,00 256,45 526,20 3,000,00 9,80,00 9,80,00 9,80,00 9,91 19,81 9,82 24,80 34,80 34,	h acc		Locold Content of the second s

W. You should have the following view for your subtotals:

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 211 of 379					
Responsible Office: Accounts Receivable						
Subject: Accounts Receivable - Report	ing and Audit SDG					



- X. Add all 1010 account Local currency totals together (using example above the total is \$119,072.75).
- Y. Save 1010/5993 results each month to R:\Accounts Receivable\General Fund Balance Reconciliation\1010-5993 Recon \FY XXXX, then into your Center folder.

STEP 2. AR CS – Analyze Results

- A. The total for all 1010 accounts should match the total of the 5993 account.
- B. If the totals do not match:
 - 1. Determine the total amount that is different between the 1010 and 5993 accounts.
 - 2. Unhide the account details on the report (they are hidden in STEP 1, letter V).
 - 3. Examine each account to locate the variances.
 - 4. Once transaction that is causing the variance is found, contact L2 for correction.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 212 of 379
Responsible Office: Accounts R	eceivable

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

PROCESS – MONTHLY ZFED OVER 45 DAYS DELINQUENT STATUS (CONTROL ACTIVITY)

Aged ZFED Receivables Status Process (effective 7/1/2015 NSSC will follow-up with all NASA Centers except GSFC, NMO and HQ)

The Aged ZFED Receivables Status process is to provide follow-up to outstanding receivables (aged 45 days or greater) to NASA's Federal customers.

Note: This process should be performed twice a month; by the 7^{th (1st time)} and 17th business day of each month.

Note: GSFC, NMO and HQ have chosen to follow-up with their customers due to sensitive agreements; all others NASA Centers have chosen that NSSC AR follow-up with the customers.

STEP 1. <u>AR Account Maintainer/Payment Processor</u> - Run the AR Aging report in SAP

A. Log-on to SAP.

B. In the transaction field, type ZFI_AGING1310.

1. In the G/L Account field, select the yellow arrow button and input the following accounts:

- a) 1310.0000
- b) 1310.3000
- 2. In the Business Area field, enter the applicable Center.
- 3. In the Customer field, enter the range 1 to 9999.
- 4. In the Open Items Date field, enter the applicable date.
- 5. Select the radio button next to Detail Report.
- 6. Run the report by clicking the Execute button.
- C. Export the results.
 - 1. On the toolbar, select List.
 - a) Export
 - b) Spreadsheet
 - i. Enter the desired File Name.
 - ii. Click Save.

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
Service Delivery Guide	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 213 of 379					
Responsible Office: Accounts Receivable						

STEP 2. <u>AR Account Maintainer/Payment Processor</u> - Format the AR Aging

Report (The report should only have ZFED debts)

- A. Open the Aging Report.
- B. Highlight Columns C, AM, and AN.
 - 1. Delete the contents.
- C. Rename Columns C, AM, and AN.
 - 1. Column C renamed to Sales Orders.
 - 2. Column AM renamed to Status/Comments.
 - 3. Column AN renamed to CMP Reason Code.
- D. Delete Columns G, H, I, J, K, L, O, Q, R, S, T, V, X, Z, AB, AD, AF, AH, AJ, and AL.
- E. The Columns should now show as follows:
 - 1. Column A—Customer
 - 2. Column B-Name
 - 3. Column C—Sales Order
 - 4. Column D—Document Number
 - 5. Column E—Reference
 - 6. Column F—Fund
 - 7. Column G—Application of Fund
 - 8. Column H—Baseline Date
 - 9. Column I—Actual Days Aged
 - 10. Column J-0-30 days Amt
 - 11. Column K-31-45 days Amt
 - 12. Column L—46-60 days Amt
 - 13. Column M-61-90 days Amt
 - 14. Column N-91-120 days Amt
 - 15. Column O—121-180 days Amt
 - 16. Column P—181-365 days Amt
 - 17. Column Q—1-2 years Amt
 - 18. Column R—Over 2 years Amt
 - 19. Column S—Status/Comments
 - 20. Column T-CMP Reason Code

STEP 3. AR Account Maintainer/Payment Processor - Populate the Sales

- Order column for each Receivable
- A. In the SAP transaction field, type FBL5N.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 214 of 379
Responsible Office: Accounts Receivab	ble

- B. In the Customer Account Field, type in the Customer Number.
- C. Click the Execute button.
- D. On the results page, double click on the applicable Document Number (should match the Document Number on the ZFED report).
- E. On the toolbar, select Environment.
 - 1. Document Environment.
 - 2. Original Document.
- F. On the results page, obtain the number under the Sales Document column.
 - 1. Populate this number in the ZFED report under the Sales Order column.
- G. Continue this process until all Sales Orders are populated.
- STEP 4. <u>AR Account Maintainer/Payment Processor</u> Save the report on N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Debt Management\ZFED Aging
- **STEP 5.** <u>AR Account Maintainer/Payment Processor</u> Determine the outstanding receivables that are aged 45 days or older
 - A. Forecast receivables that are aged under 45 days making sure that the age will not reach 45 days or greater at month end.

1. If receivables will reach 45 days or more at the month end, then a status follow-up is required.

2. If receivables that are aged under 45 days at month end, type "Under 45 days" in the Status/Comments column.

STEP 6. <u>AR Account Maintainer/Payment Processor</u> - Annotate the FedMil receivables as applicable

- A. For receivables that have FedMil listed in the Customer Name, type FedMil in the Status/Comments column
- B. These receivables are statused quarterly by NSSC AP. Any questions on these will need to be addressed to NSSC AP L2.

```
STEP 7. <u>AR Account Maintainer/Payment Processor</u> - Obtain additional
```

information to status the ZFED Receivables

A. Access the ZFED Aging Report.

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
Service Delivery Guide	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 215 of 379					
Responsible Office: Accounts Receivable						

B. Determine the method of collection for each receivable (e.g., Auto IPAC, Mail, or Fax).

- 1. Access the Billing Breakdown Spreadsheet for the applicable Center. a) N:\FM Division\Accounts Payable_Accounts Receivable\Accounts
 - Receivable\Monthly Billing
 - i. Click the applicable Center Folder.
 - ii. Click the applicable Month FY.
 - iii. Open the Billing Breakdown spreadsheet (alternately named VF04).
 - b) In the spreadsheet on the Billing Breakdown tab, determine the collection method.
 - i. Bill amount for each customer will be in the applicable column (e.g., collection is an auto IPAC if the amount is listed under this column).
 - c) Populate the collection method for each customer within the ZFED Aging report (as necessary).
- 2. If the customer is an IPAC customer, determine why the receivable is outstanding.
 - a) Determine if the IPAC was rejected or if an error occurred.
 - i. Access the Monthly Billing folder: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing

Note: View IPAC Error report for error reasons.

- ii. Search ServiceNow for IPAC Rejects.
- b) Go to "FD FM Accounts Receivables"
- c) While in the "FD FM Accounts Receivable Functional Detail", enter one or more of the following
 - i. Customer Number
 - ii. AR Bill Number
 - iii. Dollar Amount
- d) In the ServiceNow results, click within the task/case to find the IPAC rejection reason.
 - i. If rejected IPAC or IPAC errors are not available, coordinate with L2 Payment Processors.

NSSC Service Delivery Guide	NSSDG-9200-0009Revision 13.0NumberEffective Date:October 24, 2022Expiration Date:October 24, 2024
	Page 216 of 379
Responsible Office: Accounts Receivable	

- ii. Annotate the Error and/or Reject reasons on the ZFED Aging report (as necessary).
- e) Coordinate with the AR L2 Payment Processors and/or the Center to correct the issues and re-IPAC the bill(s).
- C. If applicable, send the ZFED Aging Report to the Center for a status on all outstanding receivables. (This is not the process for all Centers). Save all correspondence on the N:Drive at N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Debt Management\ZFED Aging in the applicable center folder.
 - 1. Applicable to only the following Centers:
 - a) HQ
 - b) GSFC
 - c) NMO
 - 2. All other NASA Centers should have provided the Point of Contact information for their Customers which would require direct followup with the Customer in the Sales Order on the document header details/Order Data Tab in the Name and Telephone fields.
 - 3. Follow-up with the Center may be required if a status is not given prior to the end of the month.
- D. If the customer is determined to be a Mail, Email, and/or Fax customer, obtain the point of contact information from the Sales Order on the document header details/Order Data Tab in the Name and Telephone fields.
 - 1. Access the Order Data Tab or Text Tab information in SAP.
 - a) Log in to SAP.
 - b) In the transaction field, type in VA03.
 - c) In the Order field, type the Sales Order number from the ZFED Aging report.
 - d) Click the Sales button.
 - e) On the left-hand side, double click the PO number field.
 - i. The point of contact information may be available within the Order Data tab or Texts tab. In the results, click on the tab titled "Order Data" or "Texts" - Acct Classification.
 - ii. In the "Texts" tab, there is a field called Acct Classification.

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
Service Delivery Guide	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 217 of 379					
Responsible Office: Accounts Receivab	le					

- 2. Double click on the Acct Classification and the payment information may be shown (e.g., fax numbers, email addresses).
- 3. If there is neither Data Tab information nor Acct Classification information. Contact the Center for point of contact information or access the Reimbursable Agreement (if applicable).
 - a) NSSC currently has access to ARC and AFRC's Reimbursable Agreements.
 - b) Access the applicable folder within the Monthly Billing folder: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing
- 4. Annotate POC information (as necessary).

STEP 8. <u>AR Account Maintainer/Payment Processor</u> - Request a status from ZFED Customers (mail, fax, email)

- A. Save a copy of the Reimbursable Bill.
 - 1. Access the applicable folder within the Monthly Billing folder: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Monthly Billing

a) Copies of the 1080 bills will be located in one PDF file.

- 2. Access electronic copy via SAP.
- 3. In the transaction field, type in VF03.
- 4. In the Billing Document field, enter the Reference number from the ZFED Aging report.
- 5. On the toolbar, select Billing Document.
 - a) Select Issue Output To.
 - b) In the pop-up box, click the Print Options button.
 - i. In the pop-up box in the Logical destination field, type Mail to save an electronic copy or map to a printer for a printed copy.
 - ii. Check the Print immediately box.
 - iii. Click the Execute button.
 - c) Click the Print button.
- 6. Retrieve the billing document.
 - a) Click the yellow circle.
 - b) On the SAP main page, click the SAP Business Workplace (located under the SAP Easy Access header).
 - i. Click the Outbox.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 218 of 379
Responsible Office: Accounts Rec	eivable

- 1. On the right side, there will be results.
 - a. Click on the result under the Attachments heading.
 - b. Click on the PDF document shown.
 - c. Save the Bill in a desired location.
 - ii. Click the green arrow back button.
 - iii. Highlight the result and click the Trash Can button to delete the bill.
 - d. Click Yes.
 - e. Follow-up with the Federal Customers.
 - **Note:** If a negative/dispute response is received from the customer and we can't resolve internally, refer this action to the center POC.
 - a) Using the preferred method, contact the federal customer regarding the outstanding receivable(s).
 - i. Request a status.
 - ii. Forward a copy of the bill(s).
 - iii. Include Center POC's for all email communications to Federal Agencies.
 - iv.Use the standard template for email/fax communications sent:

STEP 9. AR Account Maintainer/Payment Processor – Create ServiceNow Case/Task

- A. Access ServiceNow using the following:
 - 1. Category: Accounts Receivable
 - 2. Subcateory: Other
 - 3. Assignment Group: FM ACCOUNTS RECEIVABLE L2
 - 4..Short Description: ZFED Over 45 Days (Month and Year) and (center)
 - 5. Work notes: detailed process followed.
- B. Route to task to Accounts Receivable Supervisor for Review.

STEP 10. AR Supervisor – Review ZFED

Access N:Drive N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Debt Management\ZFED Aging

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 219 of 379
Responsible Office: Accounts Re	eceivable
Subject: Accounts Receivable -	Reporting and Audit SDG

Access each center folders and review aging report and date report processed, review outstanding debts, days aged, review e-mails and validate invoices attached to e-mails.

Subject Line: Outstanding SF 1080s - NASA (Center)

Email/Fax Body:

Good Morning/Afternoon,

Please see the attached outstanding SF 1080 (bill/bills) owed to NASA. Please review and let me know the approximate date NASA can expect payment. If there are any issues or concerns, let me know as soon as possible so the matter can be resolved.

Custom	er Name	Sales	Document	Reference	Baseline	Actual Days	Amount
		Order	No.		Date	Aged	

- **STEP 11.** <u>AR Payment Processor</u> Use the CMP 3.2 Aging Reason Codes document to record statuses on the Excel ZFED Aging Report and provide to the Account Maintainer at month end.
 - A. See APPENDIX O for list of reason codes.
 - 1. Work with AR L2 Account Maintainers and Center Points of Contacts as necessary.
- **STEP 12.** <u>AR CS</u> Review and Validate the AR Aging report was ran in SAP during Month End review (around the 25th of the month).
 - A. Locate the ZFED file for the current review period: \\nsscfs01p.nssc.nasa.gov\nssc-shared\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Debt Management\ZFED Aging\20xx\.
 - 1. Select the Center and month period to review the reports.
 - 2. Review the aging status on Column N

a) If aging status will exceed 45 days by End of the Month, review if ZFED customers had been notified of the outstanding bills and noted on Column P.

- B. Log-on to SAP
 - 1. In the transaction field, type ZFI_AGING1310
 - a) In the G/L Account field, select the yellow arrow button and input the following accounts:

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 220 of 379
Posponsible Office: Accounts P	Pacaivabla

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

- i. 1310.0000
- ii. 1310.3000
- b) In the Business Area field, enter the applicable Center.
- c) In the Customer field, enter the range 1 to 9999.
- d) In the Open Items Date field, enter the applicable date.
- e) Select the radio button next to the Detail Report.
- f) Run the report by clicking the Execute button.
- 2. Validate the report matches with SAP to ensure all aging ZFED customers have been notified.
- a) If an aging item was discovered but ZFED customers were not notified, reach out to AR SP on the status.
- **STEP 13.** <u>AR CS</u> Review outstanding bills over 90 days delinquent.
 - A. Research the communication and backup documentation completed by the SP over the past months for bills over 90 days to determine Customer and/or Center responsiveness (e.g., what emails have been sent, has the customer responded to the email, has the Center responded to the email, etc.).
 - B. Determine whether appropriate action is being taken or whether the CS needs to help resolve the billing issues.
 - C. Notify AR Lead of open bills, action taken to date by NSSC AR and recommendations for further action.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 221 of 379
Responsible Office: Accounts R	eceivable

PROCESS – MONTHLY REVERSAL REVIEW PROCESS

At the beginning of each month by the second business day, AR L3 will perform a validation of the reversals performed in the prior month to ensure correct reason code selected, case # noted, if applicable and that proper documentation for the reversal is attached in SAP.

STEP 1. AR CS – Run and format report

- A. Log into SAP Production.
- B. Enter transaction code **Z_BILL_REASREV** in the transaction code field.
- C. Click Enter.
- D. Enter the Business Area and the Beginning and Ending Reverse Fiscal Year and Period. It will be the same, for example 201511-beginning and 201511 ending.
- E. Click Execute.
- F. Export the resulting report by clicking List, Export and Spreadsheet on the menu bar at the top of the page.
- G. Click continue through the information box.
- H. Select the radio button next to Table and click continue.
- I. Click continue again to export in Microsoft Excel. The report will come up in Excel.
- J. On the Excel file, click File; Save as and save the file in the folder located at: R:\Accounts Receivable\AR Reversal Reason Report\FY 20xx\CENTER. Name the file Center_Month_YEAR RR report.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 222 of 379
Responsible Office: Accounts Rece	ivable
Subject: Accounts Receivable - Re	porting and Audit SDG

STEP 2. AR CS – Analyze Reversals

A. During the review, if AR L3 finds an incorrect reversal reason code, no documentation attached in SAP to the reversal or the task # is not noted for a required L3 Reversal Reason approval (See L3 Reversal Reason Codes listed in the table in Appendix K – NSSC Reversal Process), a quality error should be submitted via a case/task. See Appendix M for reporting ServiceNow Quality Errors that are found in the review process.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 223 of 379
Responsible Office: Accounts Receivat	ble
Subject: Accounts Receivable - Report	ing and Audit SDG

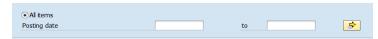
PROCESS – DOI – TRANSFER DEBTS PAID OFF DURING THE CALENDAR YEAR

At the end of each calendar year, generally in the month of November, the Transfer Debt report is sent to DOI of all transfer debts sent to NASA and paid off. A request letter from DOI is sent to Agencies requesting this information for that current calendar year. They use the information to make adjustments for W2 purposes.

STEP 1. Account Maintainer - Search for transfer debts in SAP

A. Enter T-code FBL5N

1. Click All items.



B. Add additional search criteria by clicking Dynamic selection



1. Account Group – ZCOM

2. GL Accounts 1310.0000 and 1310.3000

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 224 of 379
Responsible Office: Accounts Receivat	ble

Er Multiple Selection for G/L Account	
Select Single Values (2) Select Ranges Exclude Single Values Exclude Range:	3
O. Single value 1 310.0000 @ 1 310.3000 	
🕀 🖌 🎲 🛃 📋 🚺 Multiple selection 📭 🖺 🗙	

- C. Execute the report by clicking execute button
- D. Add to the layout button by clicking the Change Layout button



1. Select Business Area and Account in the Hidden fields and add to the layout at the beginning.

ine 1						Hidden fields		
Column content	Pos.	Length	Σ			Col. content	Lngth	
Business Area	1	4		-		Account Type	5	
Account	2	10		-		Accts rble pled.ind.	10	
Cleared/open items symbol	3	2				Amount in doc. curr.	18	
Assignment	4	18			>>	Amount in loc.curr.2	18	
Document Number	5	10				Amt in loc.curr. 3	18	
Document Type	6	3				Amt in payment currency	16	
Document Date	7	10				Arrears after net due date	6	
Special G/L ind.	8	1				Arrears for discount 1	6	
Net due date symbol	9	2				Asset	12	
Amount in local currency	10	18	4			Asset Subnumber	4	
Local Currency	11	5		-		Base Unit of Measure	3	
Clearing Document	12	10		-		Baseline Payment Dte	10	
Amount in local currency Local Currency	10 11	18 5	V			Asset Subnumber Base Unit of Measure	4	

- 2. Remove the Special G/L ind. and Net Due date columns.
- E. Export the report.

E⊻it

1. Click	List then	Export Spre	eadsheet.	
	<u>P</u> rint	Shift+F1		
	<u>R</u> efresh	_		
	<u>E</u> xport		Word processing	Shift+F5
	Send	Shift+F8	Spreadsheet	Shift+F4

Shift+F3 <u>L</u>ocal file...

F9

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 225 of 379		
Responsible Office: Accounts Receivable			

- 2. Click checkmark
- 3. Click Select from All Available Format.
 - a) Excel (In Existing XXL Format)
 - b) Click the Check mark

	🔄 Select Spreadsheet	×	
	Formats:		
	OExcel (in MHTML Format)		
	OpenOffice (in OpenDocument Format 2.0)		
	Select from All Available Formats		
	Excel (In Existing XXL Format)		
	Always Use Selected Format		
		* ×	
	C Information		×
	-		
	Filter criteria, sorting, totals and subtotals are		
	not taken into account		
4.	Select Table - Click 🗹.		
	🖻 Export list object to XXL 🛛 🛛		
	An XXL list object is exported with		
	2611 lines and 11 columns		
	Choose a processing mode:		
	Table		
	O Pivot table		
	 ✓ × 		
5.	Select Microsoft Excel and Click 🗹		

NSSC Service Delivery Guide Number Effective Date: October 24, 2022 Expiration Date: October 24, 2024 Page 226 of 379

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

🖙 Export list object to XXL🛛 🦯
Microsoft Excel
\

- 6. Name the document ZCOM Transfer Debts 20XX.
- Save in the new Trans Debts Reports calendar year folder at: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Debt Management\Transfer Debt Reports\20XX.

STEP 2. Account Maintainer - prepare the excel file

- A. Sort by Text Column.
 - 1. Transfer Debts should begin with "Transfer Debt"
 - 2. Review all the text fields.
 - 3. Delete all rows that is not a transfer debt.
 - a) Before deleting the rows search for text that include: Health Benefits, Salary Overpayment in the beginning of the text instead of transfer debt.
- B. Sort by clearing doc.
- C. Delete all rows that are blank in the clearing doc columns. (Those debts are still outstanding).
- D. Sort by Bus Area.
- E. Subtotal by account and add SUM in the amount column.
- F. Insert customer name column and add the customer name of each debt.
 - The customer name can be obtained by logging into SAP and entering the document # in T-Code FB03.

STEP 3. Account Maintainer - Analyze the report

A. Review all documents for each Account/Customer.

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 227 of 379			
Responsible Office: Accounts Receivable				
Subject: Accounts Receivable – Reporting and Audit SDG				

- 1. Verify that the clearing documents are for payments and is not a reversal.
 - a) If it is a reversal delete the line.
 - b) Documents beginning with 1400 are partial payments and should also be deleted.

Note: DOI wants all payments received in the calendar year.

STEP 4. Account Maintainer - Gather the backup for the transfer debt.

- A. Log into SAP
 - 1. Enter T-code FB03
 - a) Enter the document number(1800#)
 - b) Company Code = NASA
 - c) Enter the fiscal year of the document

D	Display Document: Initial Screen								
1 H	🛗 Document List 🛛 🖌 First Item 🥜 Editing Options								
Ke	ys for Entry V	'iew			_				
	cument Num	ber		000421	.1				
	mpany Code		NAS						
Fis	cal Year		201	6					
2. Click on the services to object button									
	noose Graave 🛛 🖬 🕤	🔛 🚺 Tax Uala 🚺							
Doc Type : DR (Customer invoice) Not	mal document								
Doc. Number 1800004211 Compar	Doc.Type: DR (Customer invoice) Normal document Doc. Number 100004211 Company code NASA Fiscal Year 2016								
Doc. Date 03/29/2016 Posting Date 03/29/2016 Period 06									
Calculate Tax NNNAL LEAVE OVE									
Doc. Currency USD									
			,						
Itm PK Account Account short text	Amount	Funds Center	Funded Program	Fund	Cmmt Ite	Tr.Prt	Text		
1 01 119963 BERG, CHRISTINE RUTH	903.21				RECV	NONFED	Transfer Debt ·	- Negative Annual	Leave - PP1518-22
2 50 6790.0000 Other Exp-Not Bdgt R	903.21-	21		CASX22015D					Leave - PP1518-22
*	0.00								

3. Click the Attachment List button

NSSC Service Delivery Cuide	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Effective Date: October 24, 2022 Expiration Date: October 24, 2024			
	Page 228 of 379			
Responsible Office: Accounts Receivable				



4. Select the backup for the transfer debt and save as BA##

Customer XXXXXX at: N:\FM Division\Accounts

Payable_Accounts Receivable\Accounts Receivable\Debt

Management\Transfer Debt Reports

a) Assure that all PII information is redacted.

Nev	D New ₄ 🎸 🖻 🖉 🗐 🕄 🔺 🖓 🛗 🐺 🕒 📴 ₊ 🖽 ₊				
Attachr	AttachmentForNASA18000042112016				
Icon	n Title Creator Name Created On				
1	PENDING PAYMENT PLAN ~ FMC0031844	Alicia Bartee	04/18/2016		
B	Christine Berg_\$903.21	Alicia Bartee	03/29/2016		
1	ARC_BERG_CHRISTINE_R_03-29-2016~18000042112016 Alicia Bartee				

5. Combine files into pdf.

STEP 5. <u>Account Maintainer</u> - Notify SP AR Supervisor when complete.

A. SP AR Supervisor will notify AR-CS Accountant that the documents are ready for review.

STEP 6. <u>AR-CS Accountant</u> - Notify SP AR Supervisor when review is complete

or with any questions or corrections.

STEP 7. AR-SP Supervisor - Email paid transfer debts to DOI.

- A. Email to DOI using the DOI Secure Transport
 - 1. <u>https://securetransport.ibc.doi.gov/</u>
 - 2. Enter User ID and Password. (**Note:** Log in once a month to keep account active.)

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 229 of 379			
Responsible Office: Accounts Receivable				

ibc
ST Web Client
Powered by Axway AMPLIFY™.
Welcome.
User ID
Password
Sign in
Forgot your password?

- 3. Click on Upload.
- 4. Search for file.
- Click Open to attach file to upload files to the Secure Transport pane.

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 230 of 379			
Responsible Office: Assounts Respirable				

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

PROCESS – CREDITOR AGENCY PROFILE (CROSS-SERVICING AGENCY PROFILE) UPDATES AND CONFERENCE CALL

Cross-Servicing Agency Profile

Both the Treasury Offset Program (TOP) and Cross-Servicing programs require agencies to complete a profile for each distinct program under which debt may arise. The profile identifies points of contact and defines how DMS will service an agency's debt portfolio. It also specifies any unique laws or regulations that apply to an agency's debts. It is important that agencies regularly review their profiles to ensure accuracy, especially the agency contact information.

- **STEP 1.** <u>AR CS</u> Maintain and Update the Treasury Creditor Agency Profile (Cross-Servicing Agency Profile)
 - A. AR CS POC is assigned as the Treasury Liaison and will be the designated Point of Contact (POC) for the CSNG/Debt Management Service (DMS).
 - B. Creditor Agency Profiles need to be updated when there is a POC change at the NSSC or at the OCFO. The NSSC should reach out to the OCFO at least annually to inquire of any POC changes.
 - C. Upon notification of changes needed, review agencies profiles to ensure each profile and contact information are up to date.
 1. Locate the folder path: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Fed Debt\Creditor Agency Profiles
 - a) Open the current Fiscal Year folder within the path.
 - i. Open the agency profile file for the specified Center that is being updated. This will allow you to view a completed profile and know how to complete the profile template.
 - b) Open Creditor Agency Profile Instruction folder with the path.i. Open the Cross-Servicing Agency Profile.pdf file.
 - c) On the Control Sheet (first page) complete the following:

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
Service Delivery Guide	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 231 of 379			
Responsible Office: Accounts Receivable				
Subject: Accounts Reseivable Reporting and Audit SDC				

- d) If this is an update to an existing profile, provide the Agency, Bureau, Office, and Program codes. This is known as the Program Designation Code (PDC).
- e) If this is a new profile, provide the name of the Agency, Bureau, Office, and Program. DMS will create a Program Designation Code (PDC) and provide to agency.
- f) Select a profile type from the drop-down menu. Note: "Initial" and "Complete" require all components to be completed. See Appendix B:
- g) Initial (a new profile) or
- h) Complete (update an existing profile in its entirety) or
- i) Partial (make updates to various elements without completing the entire form).
- j) Complete the form by placing the checkmark in the appropriate box that requires updates and complete the rest of the required information.

Note: For instance, if the only updates to the Agency Profile are the points of contact at the program level: Complete the cover sheet, provide the necessary agency information (the designation codes), select the drop down menu "Partial", select program and which components from those listed in the program box are to be updated (main, IPAC, EFC, 1099-C, dispute or AWG, if all then mark each box). If there are any specific instructions that Cross-Servicing Agency Liaison needs to be made aware of, then indicate on the box titled, "Notes/Specific Instructions".

k) If more than one program in CSNG will be affected with above changes, then a cover sheet for each program and the corresponding pages pertaining to those changes will need to be provided to Cross-Servicing Agency Liaison.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 232 of 379
Responsible Office: Accounts Receivab	le

- I) Save the Creditor Agency Profile file name as CENTER Creditor Agency Profile (date: D MMM YYYY).pdf
- m) Route the package to AR CS Lead or Supervisor for review and approval by digital signature.
- n) If the AR CS Lead, or Supervisor cannot provide a digital signature, the control sheet must be printed, signed, scanned
- Submit the signed cover sheet and the corresponding completed pages that show the necessary updates via email to CS.Liaison@fiscal.treasury.gov.
- STEP 2. <u>AR CS</u> Prepare for Creditor Agency/Cross-Servicing Conference Call
 - A. Treasury will hold the Cross-Servicing Agency periodically and will notify the Agency POC's with agenda information via email.
 - 1. Set up meeting notice for the telecom
 - a) Attach the files received to the Outlook calendar invitation.
 - b) Send the calendar invitation to AR CS and SP Team.
 - 2. Save the attachments to the shared drive.
 - a) Open the folder path N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Cross Servicing Call
 - b) Create a new folder as # QTR FYXX

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 233 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounts Receivable - Report	ing and Audit SDG

PROCESS – TRADING PARTNER AGREEMENT AND IPAC CUTOFFS

Trading Partner Agreement

Trading Partner Agreement (TPA) is a formal agreement between Federal program agencies engaged in buyer-seller business relationships, documenting the data required in the IPAC and the reconciliation process.

- STEP 1. AR CS Coordinate New or Modified TP Agreements with OCFO
 - A. Trading Partner Agreements are initiated by the customers.
 Customer's initiation of the agreement establishment will need to be coordinated with OCFO.

Note: The agreement should be signed by both agencies.

- B. Upon receipt of the final agreements from OCFO:
 - Locate the folder path: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\ Trading Partner Agreements\Trading Partner Agreements_Codes
 - 2. Upload a copy of the finalized agreement provided.
 - 3. Maintain spreadsheet for the listing of customers exempt from month end IPACs.
 - a) Add, modify, or delete items on the spreadsheet according to the received agreement (see Appendix Q).

STEP 2. <u>AR Account Maintainer/Payment Processor</u> - Update IPAC Cutoff Calendars to NSSC AR Customer Service Website

Each fiscal year, NSSC AR updates the IPAC Cutoff Calendar to the NSSC AR website in support of the Trading Partner agreement for all Federal Agencies signed by NASA Office of the Chief Financial Officer. This action is completed by the 15th of October after the Fiscal Year ends

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 234 of 379
Responsible Office: Accounts Receivab	ble
Subject: Accounts Receivable - Report	ing and Audit SDG

or within 7 days upon receipt of a new agreement for changes during Fiscal Year.

A. Locate the most recent Fiscal Year IPAC Cutoff Calendar using the Microsoft Word Document in the folder path below:

N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Trading Partner Agreements\Trading Partner Agreements_Codes\IPAC Cutoff Calendars

- 1. Create a new Word Document revision for the next Fiscal Year and save as FY 20XX IPAC Cutoff Calendar.
 - a) Adjust the cutoff dates applicable to that Fiscal Year and the number of cutoff days prior to Month End according the Trading Partner agreement as referenced on Appendix Q.

i.For instance, DFAS (Air Force), Trading Partner 57XX with an ALC of 3801 and 5570, agreed not to accept IPACs in the last 4 business day of the month during the month of October of 2015. In this instance, the month end is a Saturday (10/31/2015), Saturday is not a business day, and therefore Friday 10/30/15 is the last business day of the month. Therefore, going 4 business days prior to the 30th, the last day to IPAC is 10/26/2015. See example on Appendix Q.

- 2. Route the revised Word Document attachment for the New Fiscal Year to NSSC L3 Accountant -for review and approval via -ServiceNow Task. All dates will be verified by CS.
 - a) L3 Accountant will route document to NSSC AR Lead for final review and approval via ServiceNow Task.
- 3. Submit a ServiceNow request to update the NSSC FAQ web content.
 - a) Log into ServiceNow
 - b) Select Service Catalog
 - c) Select NSSC Services
 - d) Select IT_Applications/Systems

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 235 of 379
Deenensible Office, Assounts D	

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

- e) Select Portal Support
- f) Select Content Page Update
- g) Enter FM Under Department
- h) Change priority level as needed
- i) Select NSSC Public Portal
- j) Enter the URL (copy and paste from the customer service portal)
 - i. Go to NSSC homepage
 - ii. Type "IPAC Cutoff" in the Search box
 - iii. Click on the "IPAC Cutoff Dates for the NSSC" link
 - iv. Copy the URL
- k) Enter verbiage for type of change
- I) Enter editing content for the requested action
- m) Enter section title of the page you are editing ex. IPAC Cutoff Dates for the NSSC
- n) Copy and paste "Additionally, there is a cutoff date established for all Federal Agencies on a quarterly basis, per the TFM 4700 Appendix 6 Section 9.6.4. See <u>https://tfm.fiscal.treasury.gov/v1/p2/c470.pdf</u> for the bulletin." into the "Place After" field.
- o) Copy and paste "Was this answer helpful?" into the "Place Prior To" field. Enter previous verbiage (this is the old content you want changed)
- p) Enter any verbiage that you want to remove (this is the old content).
- q) Continue to fill out applicable information
- r) Add any attachments by clicking the paperclip in the upper right-hand side
- s) Then click on order now (this submits your request to IT) you will receive a request number and an email notification.

Note: See example of the Web Content on Appendix Q

 Validate the updated web content and confirm acceptance to IT Portal specialist and notify AR CS Lead that the AR Website is now completed.

NSSC	NSSDG-9200-0	0009	Revision 13.0
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date:	October 2	4, 2022
	Expiration Date:	October 2	24, 2024
			Page 236 of 379
Beenensible Office: Accounte Dessiveb			

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

PROCESS - ABNORMAL BALANCE RECONCILIATION

Reconciliation of Abnormal Balances

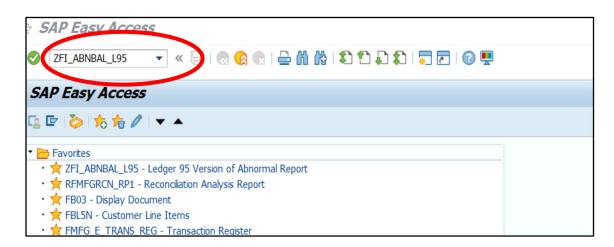
The Abnormal Balance reconciliation is run numerous times monthly to identify abnormal balances on GL accounts affected by NSSC AR transactions. This reconciliation will be performed weekly for GL accounts 1010, 1310, 2310, 4222, 4252, 4902, 4972, and 5200. On billing day (next to last business day of the month) the reconciliation will be performed utilizing the same GL accounts as the weekly reconciliation (the same reconciliation report may be utilized for the weekly and billing day reconciliation at the end of the month). Lastly, the reconciliation will be performed on the first business day of the new month for GL account 5994.

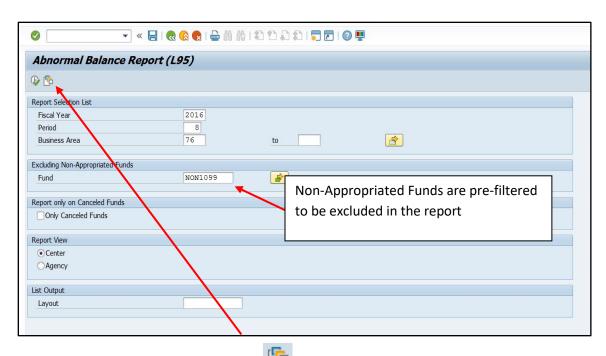
Reference – EPSS has a job aid that will give you the "normal" debit or credit balance for each General Ledger Account. It can be found in bReady:

EPSS SAP – Core Financials Standard General Ledger Job Aids Abnormal Balance (ZFI_ABNBAL) Report Table (Job Aid)

- **STEP 1. AR CS Accountant** Execute the following steps to run the abnormal balance report.
 - A. Type in the Transaction Code (t-code) ZFI_ABNBAL_L95, then hit enter.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 237 of 379
Responsible Office: Accounts Receivab	ble





B. Click the Variant icon **5994.**" Input the Fiscal Year, the reporting Period, and the Business Area (10,21,22,23,24,51,55,62,64,72, or 76). Execute the Report. Using the variant brings in the non appropriated accounts.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 238 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounte Paceivable Papert	ing and Audit SDC

🖙 ABAP: Variant D	Directory of Program ZRFI_ABN_	BAL_RPT_V2	×
Variant Catalog for	Program ZRFI_ABN_BAL_RPT_V	/2	
Variant name	Short Description		
ABRECON 5994	Abnormal Balance Recon 5994		
JSC_ANTI_RECOV	Report to check Anitcipate Rev		
JSC_FST_ABNOR	report for FST Abnormal SGL#		
PETER	ABNBAL		

C. The report will bring in abnormal balances for any GL account that is in an abnormal status. The exception is GL account 5994. It will pull in regardless of whether there is a balance or not.

Note: Save the abnormal balance as an Excel file in the following path: R:\Accounts Receivable\General Fund Balance Reconciliation\Abnormal Balance Recon\FY 20xx\CENTER

- STEP 2. **AR CS Accountant** – Drill down on GL accounts to gather additional information on the results of the report. The goal is to determine what type of transaction was processed and what functional area processed it (e.g., AP, AR, etc.)
 - A. The GL accounts to be reconciled are as follows: 1010, 1310, 2310, 4222, 4252, 4902, 4972, 5200 and 5994

			s. Dour		on GL		Jur	11, 1.0	e., 1010	.5100		
	Abnor	rmal E	Balance R	Report (L	95)							
	9	7	2 🏂 i 👘	📲 🤻 🖹	👿 🍬 🚹	III • II •	Pa	aramete	rs			
	Account	SGL Acct	Applctn	Fund	Fed/Nonfed	Bus. Area	Year	Period 2	ɛ Begining Bal	² Debit Amount	Σ Credit Amount Σ	Abnormal
N	1010.5100	10:0	8010/150130	EULX50130E		76	2016	8	0.00	0.00	8,762.00-	8,762.00-
	1010.5100	1010	8011/150130	EULX52011E		76	2016	8	0.00	0.00	7,943.34-	7,943.34-
	1010.5240	1010	8015/160122	CASX22015R		76	2016	8	0.00	539,141.31	542,602.88-	3,461.57-
	1010 8100	1010	80X0122	FUI X02014I		76	2016	8	0.00	3 484 12	2 684 59-	799 53

2016

2016

8

8 3,085,965.00 6,999,786.00 10,658,132.00 572,381.00

0.00

0.00

3,000.01

2016 8 2,945,502.63 10,517,669.63 6,999,786.00 572,381.00

3,000.01

р Double click on CL Account i.e. 1010 5100

76

76

76

C. Click on Document Number

HSFP01995D N

HSFP01995D N

803/40111 HSF542003D F

1995.1000 1995

2110.9000 2110

1995.1999 1995 80X0108

80X0108

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0 Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 239 of 379
Responsible Office: Accounts Red	ceivable
Subject: Accounts Receivable - F	Reporting and Audit SDG

)			
🛓 🗟 🔽 🔀 🗶 🖉 🌐				
. Posting Date Ref. document Fund	Bus Tradg P Account	Σ Amount	Funds application Docur	mentra Fisc
305/05/2016 100314238 EULX50130E	76 1010.5100		8010/150130 10031	4238 2016
		• 8,762.00-		

1. The Document Number will lead you to Transaction Code FB03 (Display Overview) which provides detailed information within the document number.

			🗩 🚷 🔚 🛛 🖛	₽ M	1 N	ោះដ្	📮 💽 । 🕜 💻					
1		Documer	nt Overview - Displ	ay								
9	1	H 4 🕨	I 🚊 쿠 😂 🖓 🗷 🌿 🗄	cho 🔁	ose 📴	Save 👿 🗟) 🗗 📄 🚺 Tax data	🗓 👌				
									1			
Doc	.Ty	pe : NP (EUL Net Proceeds) No	orm 1 d	locumen	t						
Par	ked	by N	5000584 Poste	ad A	N	s000584						
Doc	. N	umber 1	00314238 Compa	any Cos	N	AS	Fiscal Year	2016				
Doc	. D	ate 0	5/05/2016 Posti	ing Dat	e u	57,0572016	Period	08				
Cal												
	.cut	ate Tax				1						
Ref	.cul		JL DEOB			1						
	.Do		JL DEOB									
Doc	.Do	c. E urrency U	JL DEOB									
Doc	.Do	c. E urrency U	JL DEOB SD									
Doc	.Do	c. E urrency U	JL DEOB SD]			
Doc	. Do	c. E urrency U	JL DEOB SD	-		Amount	Funds Center	Funded Program	Fund	Cmmt Ite	Tr.Prt	Text
Doc Doc	Do C H	c. E urrency U dr Text N Account	UL DEOB SD SSC20160333			Amount 8,762.00		Funded Program	Fund EULX50130E		Tr.Prt	
Doc Doc	. Do . C . H	c. F urrency U dr Text N Account 4060.0000	L DEOB SD SSC20160333 Account short text				76			NONR		Text NSSC2016033 NSSC201603
Doc Doc	. Do . C . H	c. F urrency U dr Text N Account 4060.0000 4264.0000	L DEOB SD SSC20160333 Account short text Ant Coll fm Non-Fed			8,762.00	76 76	048299	EULX50130E	NONR NONR		NSSC201603 NSSC201603
Doc Doc	. Do . C . H . H	c. E urrency U dr Text N Account 4060.0000 4264.0000 5900.1000	JL DEOB SD SSC20160333 Account short text Ant Coll fm Non-Fed Coll of Rent			8,762.00 8,762.00-	76 76 76	048299 048299	EULX50130E EULX50130E	NONR NONR NONR		NSSC201603
Doc Doc	. Do . C . H . H	c. E urrency U dr Text N Account 4060.0000 4264.0000 5900.1000	JL DEOB SD SSC20160333 Account short text Ant Coll fm Non-Fed Coll of Rent Other Revenue EUL			8,762.00 8,762.00- 8,762.00	76 76 76	048299 048299	EULX50130E EULX50130E EULX50130E	NONR NONR NONR		NSSC2016 NSSC2016 NSSC2016
Doc Doc	. Do . C . H . H	c. E urrency U dr Text N Account 4060.0000 4264.0000 5900.1000	JL DEOB SD SSC20160333 Account short text Ant Coll fm Non-Fed Coll of Rent Other Revenue EUL			8,762.00 8,762.00- 8,762.00	76 76 76	048299 048299	EULX50130E EULX50130E EULX50130E	NONR NONR NONR		NSSC201603 NSSC201603 NSSC201603

2. T-code ZSU01 may be used to determine who a given User ID is for.

User Id/Name			
> 🗈			
election Criteria			
User Id	NS000584	to	
Last Name		to	
First Name		to	

- 3. Or you may look at the attachment documentation
 - a) Click on Service for Object icon Document Overview- Display

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
Service Delivery Guide	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 240 of 379			
Responsible Office: Accounts Receivable				
Subject: Accounts Receivable – Reporting and Audit SDG				

Image: Source of the second secon		2 Document Overview - Display									
Q Q	Ø ● @ @ @ @ → 前前は111日、111日、111日、111日、111日、111日、111日、11										
Image: Contract of the second seco	Decur	ant Avertieu	- Dicelay								
Doc.Type : NP (EUL Net Proceeds) Normal document Parked by NS000584 Posted by NS000584 Doc. Number 100314238 Company Code NASA Fiscal Year 2016		ient overview	- Display								
Parked by NS000584 Posted by NS000584 Doc. Number 100314238 Company Code NASA Fiscal Year 2016	3 🥒 🌮 14 🔺) N 🛎 💳 🙉 🐨	🕱 😽 🕞 🕞 Choose	Save 📅 🖪	🔉 🖻 🔲 💽 Tay data	I A					
Parked by NS000584 Posted by NS000584 Doc. Number 100314238 Company Code NASA Fiscal Year 2016											
Parked by NS000584 Posted by NS000584 Doc. Number 100314238 Company Code NASA Fiscal Year 2016		,,,									
Doc. Number 100314238 Company Code NASA Fiscal Year 2016			_/								
	Doc.Type : NP	(EUL Net Proce	eeds) Normal docu	ment							
Doc. Date 05/05/2016 Posting Date 05/05/2016 Period 08	Doc.Type : NP Parked by	(EUL Net Proce NS000584	eeds) Normal docu Posted by	ment NS000584							
	Doc.Type : NP Parked by	(EUL Net Proce NS000584	eeds) Normal docu Posted by	ment NS000584							

b) Click attachment icon in the Accounting Document dialog box. The file or files attached in SAP are supporting document justifications for the transactions performed for this particular Document Number.
 Characteristic Accounting document NASA01003142382016

┣╻╋┡	🛛 , 🚔 🕨 , 🛬	i	
rkeu by	POCOUCAN	Posted by	1000005
Transla a co	100214220	Common conde	NID CID

c) Double click on the attached file to view the authorized transactions to be performed.

	🔄 Service: Attachment list		X
e o	<u>New , 60° () / 100 () () () () () () () () () () () () () </u>	M (* 7. 2 5.	<u>I</u> .
0	AttachmentForNASA01003142382016		
Н	Icop Tide	Creator Name	Created On
	NSSC20160333-FY2016 (la)	Donna Wise	05/09/2016
t			
H			-

Note: To return to the main account listing and research additional GL Accounts, X out from the Attachment List and Accounting Document. Then click on Back

icon twice.

d) If the outage is on 4902 or 4972, you will need to open another SAP session and access FB03 to enter the

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
Service Delivery Guide	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 241 of 379				
Responsible Office: Accounts Receivable					

associated 1300 document number. Double click on GL Account, i.e., 4902.0000

ſ	4221.0000	4221	8015/160122	CASX22015R	E	76	2016	8	0.00	760,755.94	771,297.42-	10,541.48-
	4252.0000	4252	80110122	CASX12011R	F	76	2016	8	0.00	0.00	2,292.34-	2,292.34-
	4252.0000	4252	80X0122	EULX02014L	Ν	76	2016	8	0.00	19.82	1,513.94-	1,494.12-
N	4650.0000	4650	805/60115	EXCX22005R		76	2016	8	0.03	0.00	0.00	0.03
1	4902.0000	4902	80X0122	EULX02014L		76	2016	8	0.00	3,487.03	2,710.23-	776.80
	5200.0000	5200	80110122	CASX12011R	F	76	2016	8	0.00	2,292.34	0.00	2,292.34
	5200.0000	5200	80X0122	EULX02014L	Ν	76	2016	8	0.00	6,903.35	5,409.23-	1,494.12
	5700.0000	5700	8008/090115	EXCX22008D		76	2016	8	0.00	99.60	6.14-	93.46

e) A list of document numbers for that GL account will populate. Click on the hyperlinked document number to show you the budgetary side to perform the action as shown previously.

Abnormal B	Abnormal Balance Report (L95)									
912771	i 🏂 🗶 🔺	🗏 📲 🔂 🐨 I 🇮								
Pe Posting Date	Ref. document	Fund	Bus	Tradg P	Account	Σ	Amount	Funds application	Documenting	Fisc
2 11/18/2015	1500009816	EULX02014L	76	5700	4902.0000		1,742.06	80X0122	<u>4800190946</u>	2016
2 11/19/2015	1500006509	EULX02014L	76	5700	4902.0000		942.53	80X0122	4800202895	2016
3 12/30/2015	100152104	EULX02014L	76	NONFED	4902.0000		1,742.06	80X0122	<u>100152104</u>	2016
4 01/29/2016	100189630	EULX02014L	76	NONFED	4902.0000		1,742.06	80X0122	100189630	2016
3 12/24/2015	1300033844	EULX02014L	76	NONFED	4902.0000		2.91	80X0122	4800341408	2016
6 03/18/2016	1300061725	EULX02014L	76	NONFED	4902.0000		19.82	80X0122	4800643689	2016
6 03/11/2016	300057915	EULX02014L	76	NONFED	4902.0000		2.91	80X0122	<u>4800617443</u>	2016
6 03/15/2016	1.0006239	EULX02014L	76	NONFED	4902.0000		2.91	80X0122	<u>4800621910</u>	2016
						1.0	776.80			

f) Or you can run a new window for FB03 to research the original reference document in the proprietary side.

Display Document: Initial Screen					
iii Document List	K First Item	🖉 Editing Options			
Keys for Entry View					
Document Number		1500009816			
Company Code		NASA			
Fiscal Year		2016			

g) The document type will tell you what type of transaction was processed and what functional area may have processed it (e.g., AP or AR)

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
Service Delivery Guide	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 242 of 379				
Responsible Office: Accounts Receivable					
Subject Assounts Dessivable Depart	ing and Audit CDC				

🔊 🗼 Document Overview - Display								
🥞 🥒 📢 🔸 🕨 🗎 🚍 🕾 🍞 🛂 🏂 🖺 Choos	se 🛯 🖆 Save 😨 🚯 📬	🔲 🚺 Tax data	1 0					
	Poc.Type : KI (IPAC Vendor Payments) Normal document							
	ode NASA Date 11/18/2015	Fiscal Year Period	2016 02					
Ref.Doc. 027734860001 NN	Doc. Currency USD Rev. Doc. For 1500077415 / 2015							
Itm PK Account Account short text	Amount	Funds Center	Funded Program	Fund				
1 40 1010.8100 IPAC Disb or Ref CY 2 35 111655 AIR FORCE, UNITED ST	123,795.30 123,795.30-							
*	0.00							

- **STEP 3.** <u>**AR CS Accountant**</u> Analyze the transaction to determine why there may be an abnormal balance.
 - A. Potential reasons to consider for abnormal balances in accounts 1010, 1310, 4902, and 4972 (remember this is analyzed weekly and the last two business days of the month):
 - 1. The incorrect SAP document type may have been used in a transaction. If the incorrect document type was used, the derivation rules in SAP will not pull in the correct budgetary documents and an abnormal balance can result.
 - 2. A reversal was completed in the current year for an original document established in the prior year. There was no prior beginning balance at the beginning of the current fiscal year and little to no current year NORMAL balance activity. Therefore, the credit transaction reflects a credit balance at the appropriation level.
 - B. Potential reasons to consider for abnormal balances <u>in account 5994</u> (remember this is analyzed on first business day of new month):
 - 1. Account 5994 is considered abnormal if it has an overall credit balance at the fund level.
 - 2. There are several reasons that cause an overall credit balance:

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
Service Delivery Guide	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 243 of 379				
Responsible Office: Accounts Receivable					

- a) A receivable was established in a previous year and the collection (credit to 5994) was posted in the current fiscal year.
- b) A receivable set up in a previous year was reversed in the current fiscal year (credit to 5994)
- c) An allowance for doubtful account JV was posted where the result was a credit to 5994.
- d) A bill was established on an appropriated fund and the employee is payment installment payments. The appropriated fund for the bill is getting ready to cancel, therefore the bill amount is re-established at fiscal yearend right before closing on a NON-fund (NON3200). The installment/recurring payments to NASA continue in the next fiscal year. The debit to 5994 (receivable) was established in a previous year from the credits to 5994 (collections).
- e) Incorrect transactional posting (these must be corrected):
 - i. The bill was established with **803220** and the collection to that bill was posted as **803200**
- C. Potential reasons to consider abnormal balances in 2310, 4222, 4252 and 5200 (remember this is analyzed weekly and the last two business days of the month):
 - 1. A Credit bill and/or refund process may be in progress. You may need to reach out to your SP counterpart to determine whether they are working a credit bill/refund activity.
 - 2. A refund is performed in the current year for an amount received (either advance or a collection) in a prior year.
- D. Transactions causing abnormal balances should be researched and necessary corrections are to be coordinated with AR L3 lead and the SP AR Team.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 244 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

PROCESS – MONITORING PARKED JV'S

All documents parked in SAP must be monitored to ensure they do not stay in a parked status. The document must either be posted or deleted if it is no longer needed. This review should take place monthly on the first calendar day of the month. It can also be run on the last day of the month to monitor the progression of JV postings for month end.

STEP 1. <u>AR CS Accountant</u> – Run the Parked Documents Report

- A. Log into SAP and access T-Code SQ01
- B. Go to Edit, Other User Group, and select SGL Recon Grp.
 Note: If you are in multiple User Groups for SQ01, it may not default to SGL Recon Grp. Therefore, you will need to select it to get to the correct report group.
- C. Select Z_PARKED_DOCS from the Name column to where it is highlighted.
- D. Click on the icon at top of screen called "With variant".
- E. Select "NSSC AR".
- F. Ensure the following parameters are entered:
 - 1. Fiscal Year current fiscal year
 - 2. Period 1 to current period
- G. Click "Execute" and the listing of parked JV's should display (if any)

STEP 2. <u>AR CS Accountant</u> – Review the Parked Documents

- A. Export the Report
 - 1. Go to List and Select Spreadsheet
 - Choose Excel and save to N:\FM Division\Accounts
 Payable_Accounts Receivable\Accounts Receivable\Parked
 JV Report/FYXX. File Name: Parked JV (Month Year)
- B. Identify the JV's belonging to NSSC AR and highlight the row
- C. Email SP Supervisor and request the JV's be reviewed to determine if they should be deleted or if it is something that still needs to be posted.
- **STEP 3.** <u>SP</u> Post or Delete Parked Documents

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 245 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

- A. Review parked documents and determine what action should be taken
- B. Post or delete documents as appropriate

NSSC	NSSDG-9200-0009 Re	evision 13.0
Service Delivery Guide	Number	
	Effective Date: October 24,	2022
	Expiration Date: October 24,	2024
		Page 246 of 379
Responsible Office: Accounts Receivable		

PROCESS – TRAVEL DEBTS UNDER \$75 REVIEW

Travel Debts under \$75 are not billed to travelers because the cost outweighs the benefit of billing and collecting. Instead, these debts are journalized as a receivable and written off within the same journal voucher transaction at the fund level. NSSC AR reviews the data for travel debts that have been written off on an annual basis. The purpose is to identify potential abuse of employees incurring debts less than \$75 including reimbursables.

STEP 1. NSSC Accounts Receivable (AR) Civil Servant (CS) -

Consolidate Travel Debts Under \$75 from each monthly period per Fiscal Year for all Centers in a master spreadsheet.

NOTE: The \$75 threshold review is to be applied effective Period 10 of FY20. Therefore, the prior \$10 threshold still stands.

- A. Locate "Review of Travel Debts Under \$75" folder in the N Drive: \\nsscfs01p.nssc.nasa.gov\nssc-shared\Bills of Collection\UNDER \$75 LISTS\Review of Travel Debts Under \$75
 - Create a spreadsheet for the current year if one does not exist. Name the spreadsheet "FY20xx Travel Debts Under \$75 Data."
 - a) In the workbook, rename the worksheet tab as "ALL CENTERS"
 - b) In the "ALL CENTERS" tab, label the columns on first row:
 - i. Date
 - ii. ServiceNow Case Number
 - iii. Name
 - iv. TA (Travel Authorization Number)
 - v. Amount
 - vi. WBS (Work Break Structure)
 - vii. Fund
 - viii. Fund Center
 - ix. Center
 - x. Period

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 247 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

- xi. More than once
- Locate "FYxx Travel Debts Under \$75" folder in the N Drive: \\nsscfs01p.nssc.nasa.gov\nssc-shared\Bills of Collection\UNDER \$75 LISTS\FY2019 Travel Debts Under \$10
 - a) Retrieve and consolidate all spreadsheets from each designated subfolder (i.e., for each period and for each Center). Note: A consolidated spreadsheet may have been readily available in each period that could be utilized but ensure the data are accurately captured regardless.
 - b) Locate and open spreadsheet that are filename as "CENTERS – Less \$75 BOC Submitted mmddyy"
 - c) Ensure that you are not selecting a Center tab with the word "parked" and copy all the rows that contains data under the following columns:
 - i. Date
 - ii. ServiceNow Case Number
 - iii. Name
 - iv. TA (Travel Authorization Number)
 - v. Amount
 - vi. WBS (Work Breakdown Structure)
 - vii. Fund
 - viii. Fund Center
 - d) Paste the data to its proper column in the spreadsheet created in Step 1.A.1.
 - i. Ensure the correct period was annotated in the Period column.
 - ii. Type in the Center in the Center column based on the Fund Center identified on the same row.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 248 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

STEP 2. <u>NSSC Accounts Receivable (AR) Civil Servant (CS)</u> - Perform data validation to identify any potential duplicates.

- A. Locate "FY20xx Travel Debts Under \$75 Data" spreadsheet in the N Drive: \\nsscfs01p.nssc.nasa.gov\nssc-shared\Bills of Collection\UNDER \$75 LISTS\Review of Travel Debts Under \$75.
 - 1. Filter and sort by Name column and identify if the name appear more than once. **Note:** There is a possibility that the name will not be in order because of last name versus first name position and misspelling.
 - 2. Highlight duplicate names in any color and copy the name (with correct order and spelling) on the "More than once" column.
 - 3. Identify these names whether it is a true duplicate by reviewing the following columns:
 - a) Date
 - b) ServiceNow Case Number
 - c) TA (Travel Authorization Number)
 - d) Amount
 - e) WBS (Work Break Structure)
 - f) Fund
 - g) Fund Center
 - h) Center
 - i) Period

Note: A name that shows up more than once but has the same TA number is not considered a duplicate. It was the same trip, but multiple lines of funding were used.

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 249 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

- STEP 3. NSSC Accounts Receivable (AR) Civil Servant (CS) - Route Data Findings for Review.
 - A. Create and route ServiceNow Task with spreadsheet attached to AR Lead for review with AR CS comments/findings. **Note:** After creating the SNOW Case/Task, add the Case/Task

number on top last column of the master spreadsheet as reference.

- B. CS AR Lead reviews and notes any concerns or issues in work notes and routes the task to CS Travel Lead for review.
- C. CS Travel Lead notes any concerns, observations or need for additional research and routes back to CS AR Accountant. Note: CS Travel Lead will discuss concerns and/or issues with CS AR Lead as needed.
- D. CS AR Accountant reviews notes to see if additional action is needed. Otherwise, the tasks and case can be closed.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 250 of 379	
Responsible Office: Accounts Receivable		

PROCESS – MID-MONTH CHECKLIST

A checklist is sent each month as a reminder to verify attachments in SAP and Tech Doc and to verify postings in SAP.

STEP 1. <u>AR L2 Supervisor</u> – Distribute Mid-Month Checklist

- A. AR L2 Supervisor validates P&U (Performance and Utilization).
- B. Between the 19th and 22nd of the month, AR L2 Supervisor will create a SNOW case and attach the following documents:
 - 1. Mid-month Checklist (See Appendix R)
 - 2. Previous Month's Metric Verification
 - 3. Prior period Reversals
- C. AR L2 Supervisor creates a task for each AR L2 employee to review checklist for their centers.
- D. Account Maintainer will check to see that the 5000 accounts net to \$0.00 by fund in the current month.
 - 1. Go to GR55 in SAP.
 - 2. Enter ZFUN



- 3. Enter the following fields:
 - a) Periods 1 through the current period
 - b) Accounts Values: 5000.0000 to 5999.9999
 - c) Business Area Set ID Value: Center BA
 - d) Fund Set ID Values: NON1435, NON3200, NON3220, and NON1099

NSSC	NSSDG-9200-0	0009	Revision 13.0
Service Delivery Guide	Number		
	Effective Date:	October 2	24, 2022
	Expiration Date:	October 2	24, 2024
			Page 251 of 379
Responsible Office: Accounts Receivable			

NASA Accounts by Fi	und - Period: Sele	ction		
🚱 📴 Data Source				
Selection values				
Fiscal year	2019			
Company code	NASA			
Period	1			
Period	9			
Selection groups				
Accounts				
Or value(s)	5000.0000	to	5999.9999	
Business Area Set ID				_
Or value(s)	21	to		
Fund Set ID				_
Or value(s)	NON1435	to		2
Funds center				
Or value(s)		to		
Agency Location Code				
Or value(s)		to		
Applic. of funds				
Or value(s)		to		
Fund type				
Or value(s)		to		
Funded Program				
Or value(s)		to		

e) Click Execute.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 252 of 379	
Responsible Office: Accounts Receivable		

f) Verify the balances for each fund is \$0.00.

Report Name: NASA Accounts by Fund - Per Report Group: ZFUN	riod
Business Area: 21	
ALC.	
Fund: NON1435,NO Account: 5000.0000.	
Account: 5000.0000.	
Fund/Account Amo	ount
	4.60.00
5310.0000 Intrest Revenue	163.78-
5319.0000 Contra Rev -Int 5993.0000 Offset-NonEnt Co	18.61- 177.57
5994.0000 Offset-NonEnt Ac	4.82
* NON1435 Interest Receipts	1.02
	3,228.39-
5909.0000 Contra Other Rev	
	3,228.39
5994.0000 Offset-NonEnt Ac	
* NON3200 Coll From Canx Acc	
5900.0000 Other Revenue 2	1,168.18-
5909.0000 Contra Other Rev	987.43-
5993.0000 Offset-NonEnt Co 2	2,155.61
5994.0000 Offset-NonEnt Ac	
* NON3220 General Fund Recei	
	3,514.30-
	1,596.69-
5325.0000 Admin Fee Revenu	166.00-
5329.0000 Contra Rev Adm F	68.00-
	5,310.99
5994.0000 Offset-NonEnt Ac	34.00

g) If there is a balance, research and correct.

NON1099 REC. From Penaltie

- E. Account Maintainer will validate all reversal support attachments for reversed reimbursable invoices in the prior month.
 - 1. Open Metric Verification spreadsheet attached in

Total

**

ServiceNow.



NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 253 of 379				
Responsible Office: Accounts Receivable					

2. Go to NR Prior month (FBL5N) tab for all documents

2	3	4		A	В	C	D	E	F	G	н	I
_			1	Assignment	DocumentNo	Туре	Cirng doc.	BusA	Account	User name	Doc. Date	Amt in loc.cur
Γ	+		80		DR Count	78				BX	Total	Dashboard
	+		97		RV Count	16						
	+		108		WO Count	10						
-			109				10 Count	104		4	108	10
Γ	+		132		DR Count	22						
	+		290		RV Count	157						
	+		292		WO Count	1						
	+		295		WV Count	2						
			296				21 Count	182		4	186	18
Γ	+		356		DR Count	59						
	+		408		RV Count	51						
	+		413		WO Count	4						
-			414				22 Count	114		3	117	11
Γ	+		449		DR Count	34						
	+		528		RV Count	78						
-			529				23 Count	112		5	117	11
Г	+		555		DR Count	25						
	+		581		RV Count	25						
-			582				24 Count	50		1	51	5
Γ	+		680		DR Count	97						
	+		861		RV Count	180						
-			862				51 Count	277		3	280	28
Γ	+		1010		RV Count	147						
-			1011				55 Count	147		0	147	14
Γ	+		1072		DR Count	60						
	+		1151		RV Count	78						
-			1152				62 Count	138		1	139	13
Γ	+		1159		DR Count	6						
	+		1299		RV Count	139						
-			1300				64 Count	145		2	147	14
Γ	+		1356		DR Count	55						
	+		1472		RV Count	115						
-			1473				72 Count	170		0	170	17
Γ	+		1570		DR Count	96						
	+		1711		RV Count	140						
-			1712				76 Count	236		0	236	23
			1713		Grand Count	1675						
			1714				Grand Coun	t 1675		23	1698	169

- 3. Open each section for your center to research documents.
- 4. Verify that an attachment is included for each reversal document and credit bill.
- F. Payment Processor will validate all reversal support attachments for IPAC's reversed in the prior month.
 - 1. Open Metric Verification spreadsheet attached in ServiceNow.



NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 254 of 379				
Responsible Office: Accounts Receivable					
Subject: Accounts Receivable – Reporting and Audit SDG					

2. Go to IPAC Prior Month tab for all documents.

A	В	C	D	E	
•	ZX Count	4			
			10 Count	11	
1	ZQ Count	128			
1	ZX Count	9			
5			21 Count	137	
5	ZQ Count	20			
В	ZX Count	1			
9			22 Count	21	
1	ZQ Count	51			
2			23 Count	51	
4	ZQ Count	11			
5			24 Count	11	
в	ZQ Count	162			
1	ZX Count	5			
5			51 Count	167	
5	ZQ Count	69			
9	ZX Count	13			
0			55 Count	82	
7	ZQ Count	36			
в			62 Count	36	
9	ZQ Count	90			
1	ZX Count	1			
2			64 Count	91	
9	ZQ Count	46			
1	ZX Count	11			
2			72 Count	57	
2	ZQ Count	39			
8	ZX Count	5			
9	2A Count		76 Count	44	
4	ZX Count	4	/ Count		
5	ZA COUIT		72-Duplicate Count	4	
6	Grand Count	712	72 Duplicate count		
7	Grand Count	112	Grand Count	712	
, B			Stand Count	, 12	
9					
9 D					
1					
2					
	2019 (FBL5N) CC				

- 3. Open each section for your center to research documents.
- 4. Verify that an attachment is included for each reversed IPAC.
- G. Payment Processor will validate all reversal support attachments for collections reversed in the prior month.
 - 1. Open Metric Verification spreadsheet attached in ServiceNow. (i) Reversal FY2019 P07.xlsx dchartle

(i) APRIL 2019 METRIC VERIFICATION (RUN 05-01-19).xlsx dchartle

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
Service Delivery Guide	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 255 of 379			
Responsible Office: Accounts Receivable				

2. Go to Coll Prior Month tab for all documents.

A Assignment	DocumentNo	C	Cirng doc
ssignment	DG Count	Type 44	cing uoc
	DW Count	4	
	DX Count	2	
	DZ Count	5	
			10 Count
	DG Count	12	
	DW Count	1	
	DX Count	1	
	DZ Count	3	
			21 Count
	DG Count	44	
	DW Count	4	
	DZ Count	8	
			22 Count
	DG Count	36	
	DW Count	2	
	DZ Count	5	
	DZ COUIIC	5	22 Count
	DC Count	20	23 Count
	DG Count	29	
	DX Count	1	
			24 Count
	DG Count	50	
	DW Count	16	
	DX Count	3	
	DZ Count	7	
			51 Count
	DZ Count	6	
	RL Count	2	
			55 Count
	DG Count	36	
	DW Count	1	
	DZ Count	9	
	SE COURT		62 Count
	DG Count	1	oz count
	DZ Count	14	
	DZ COUIIC	14	64 Count
	DC Count		64 Count
	DG Count DW Count	84	

- 3. Open each section for your center to research documents.
- 4. Verify that an attachment is included for each reversed collection.
- H. Account Maintainer will validate all AR IDR Support Attachments for Direct Invoices.

ISSC		NSSDG-9200-	0009	Revision 13.0
Service Delivery Guide		Number	0.11	04,0000
,		Effective Date:		
		Expiration Date:	October	
				Page 256 of 379
Responsible Office: Accoun	ts Receivab	le		
Subject: Accounts Receivab	le – Reporti	ng and Audit S	DG	
1. Go to T-	code FBL5N	1		
Customer Line Item Dis		1		
			າມະນາ	
Customer Line Item Disp	play			
Image: Image				
Customer selection				
Customer account		to		
Company code	NASA	to		
Selection using search help				
Search help ID				
Search string				
🖻 Search help				
Line item selection				
Status				
Open items				
Open at key date	06/26/2019			
Cleared items				_
Clearing date		to		
Open at key date				
All items				
Posting date		to		(
Туре				
✓ Normal items				
Special G/L transactions				
Noted items				
Parked items				
Vendor items				
List Output				
Layout Maximum number of items				

2. Click on Dynamic Selection

Customer Line Item Display

- 🚱 🖆 🔳 🚺 Data Sources
- 3. Select the following:

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
Service Delivery Guide	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 257 of 379			
Responsible Office: Accounts Receivable				

a) Account Group – ZCOM

	Dynamic selections		
	Industry		3
	Group key		- E
	Account group	ZCOM	
b) c)			
	Business Area	21	2
	Amount in LC		- 🖻
	Amount		- 🖻
	G/L Account	1310.3000	
d)) Doc Type - DR		
	Document Date		
	Currency		
	Document Type	DR	
	Posting Key		
e)		All Items.	
	Open at key date Of All items Posting date O5/01/2019	to [05/31/2019]	

- 4. Click Execute.
- 5. Double click each item in report to verify that there is an attachment.
- I. Account Maintainer will monitor the Direct Receivables folder in Tech Doc to verify IDRs have been entered in Tech Doc.
 - 1. For each Direct Receivable listed in the FLB5N report in item 8, verify that the IDR has been uploaded in the Direct Receivable folder in Tech Doc.
- J. Account Maintainer will validate all Write-off documents have correct attachments.

ISSC		NSSDG-9200-	0009	Revision 13.0
Service Delivery Guide		Number		
Service Delivery Guide		Effective Date:	October	24, 2022
		Expiration Date:	October	24, 2024
				Page 258 of 379
Responsible Office: Acco	ounts Receivab	ما		go
Subject: Accounts Recei	vable – Report	ing and Audit S	DG	
1. Go to	T-code FBL5N	۱.		
Customer Line Item	Display			
	« 🔚 I 🔕 😪 I	- ● 前 修 1 毛 1	ារាំង	-
Customer Line Item I	Display			
Image: Image				
Customer selection				
Customer account		to		
Company code	NASA	to		
Selection using search help				
Search help ID				
Search string				
Search help				
Line item selection				
Status				
Open items				
Open at key date	06/26/2019			
O Cleared items				
Clearing date		to		(
Open at key date				
All items				
Posting date		to		(
Туре				
Normal items				
Special G/L transactions				
Noted items				
Parked items				
Vendor items				
List Output				
List Output		_		
Layout				
Maximum number of items				

2. Select Dynamic Selection

Customer Line Item Display

- 🕼 🛅 🔳 Data Sources
- 3. Select the following:
 - a) Document Type WO

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 259 of 379		
Responsible Office: Accounts Receivab	le		

b) Business Area - Center

	Special G/L ind.			
	Assignment			
	Document Number			
	Posting Date			
	Document Date			
	Currency			
	Document Type	WO		
	Posting Key			
	Business Area	21		
c)	Enter prior month	dates in All Ite	ems.	
	Open at key date			
	● All items			
	Posting date	05/01/2019	to 05/	31/2019 🗇 📑

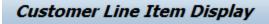
- 4. Click Execute.
- 5. Double click each item in report to verify that there is an attachment.
- K. Account Maintainer will validate all Waived debt documents have correct attachments.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 260 of 379
Responsible Office: Accounts Receivab	ble

1. Go to T-code FBL5N.

Customer Line Item L			
✓			₩ 🖸 🖸 🐺
Customer Line Item Di	isplay		
lata Sources 🗈 🕼			
Customer selection			
Customer account		to	<u></u>
Company code	NASA	to	
Selection using search help			
Search help ID			
Search string			
Search help			
Line item selection			
Status			
Open items			
Open at key date	06/26/2019		
Ocleared items			
Clearing date		to	(
Open at key date			
• All items			
Posting date		to	(
Туре			
✓ Normal items			
✓ Special G/L transactions			
Noted items			
Parked items			
Vendor items			
List Output			
Layout			
Maximum number of items			

2. Select Dynamic Selection





- 3. Select the following:
 - a) Document Type WV

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 261 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounts Receivable – Reporti	ing and Audit SDG

b) Business Area - Center

Document Date			*
Currency			*
Document Type	WV		
Posting Key			
Business Area	24	e	
Amount in LC			33
Amount			
Payment Method			
Dunning block			*

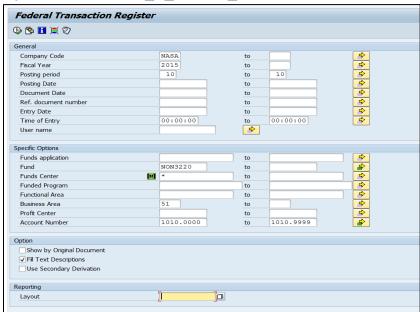
c) Enter prior month dates in All Items.

Open at key date			
All items			
Airicems			
Posting date	05/01/2019	to 05/31/2019 🗇 📑	
Posting date	00/01/2015		

- 4. Click Execute.
- 5. Double click each item in report to verify that there is an attachment.
- L. Account Maintainer will validate all Journal Voucher Support Attachments for the prior month.
 - Open the current year JV Log on the N drive (N:\JV Log\JV Log 20XX)
 - 2. Filter on center to be worked.
 - 3. Open each item in SAP to verify JV has been attached.
- M. Account Maintainer/Payment Processor will monitor the Journal Voucher folder in Tech Doc to verify that all JV's have been upload.
 - Open the current year JV Log on the N drive (N:\JV Log\JV Log 20XX)
 - 2. Filter on center to be worked.
 - 3. Go to the Journal Voucher folder in Tech Doc to verify that each JV has been uploaded.
- N. Account Maintainer/Payment Processor will assist with the N Drive Clean Up.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 262 of 379
Responsible Office: Accounts Receivab	le

- 1. Verify that items that should be uploaded in Tech Doc are present. (i.e., JV's, Direct Bills, Monthly Billing)
- 2. Delete the items from the N drive.
- O. Account Maintainer will verify that Salary Offset Journal Vouchers are complete for the current month.
 - Open the Datamart files processed for the current month located on the N drive (N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Debt Management\Biweekly DataMart Postings\Center-BA\CY20XX).
 - 2. Check if any items have been notated as a Salary Offset.
 - 3. Open the JV Log to determine if the JV has been processed.
- P. Account Maintainer will complete DOI too SAP Reconciliation for the prior month. (See NSSDG-9200-0006 Non-Reimbursable – Establishment of Receivables, Process – Payroll Indebtedness Step 7 SAP and Datamart Reconciliation)
- Q. Account Maintainer will reconcile General Fund Balance.
 - 1. Open T-code FMFG_E_TRANS_REG in SAP.



- 2. Enter the following information:
 - a) Fiscal Year = Current Fiscal Year
 - b) Posting Period = current period

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 263 of 379
Responsible Office: Accounts Receiv	able

- c) Fund Center = Business area of center
- d) Business Area
- e) Uncheck "Show By Original Document"
- f) Select the multiple selection icon on the right-hand side of the "Fund" Fields and enter NON3220, NON3200, NON1435 and NON1099.
- g) Click Copy.
- h) Select the multiple selection icon on the right-hand side of the "Account Number" fields.
- i) Click on the Select Ranges Tab and enter the following:
 - i. 1010.0000 1010.9999
 - ii. 5993.0000 5993.9999

C Multiple Selection for Account Number	\times
Select Single Values Select Ranges Exclude Single Values Exclude Ranges	
O Lower limit Upper limit 1010.0000 1010.9999 5993.0000 5993.9999 Image: Second	
E E Multiple selection	

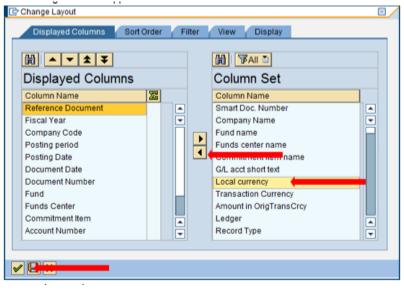
- j) Click copy.
- k) Click execute.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 264 of 379
Responsible Office: Accounts Receival	ble

I) Click on the "Change Layout" icon.

3 🗄 🛃 🛐	85	8	2 🏂	6 🕈 🖏	la 🔽 💩 (li III	1	-				
Federal Tra	nsact	tion R	egiste	er - Accele	erated							
Ref. Document 1	* Year	CoCd 1	Period	Posting Date	Doc. Date	DocumentNo	Fund	Funds Ctr	Cmmt Item	Account	ະ Debit ະ	Credit Cro
0100017395-1 🝟	2015	NASA									86.42	US
			1	10/06/2014	10/06/2014	100017395	NON3220	72-JSC	NONR	5993.0000	86.42	US
0100017603-1 📅											242.50	US
			1	10/17/2014	10/08/2014	<u>100017603</u>	NON3220	72-JSC	NONR	5993.0000	242.50	US
0100032485-1 📅											1,852.85	US
			1	10/07/2014	10/07/2014	100032485	NON3220	72-JSC	NONR	5993.0000	1,852.85	US
0100034780-1 👕											 180.96 	US
			1	10/14/2014	10/14/2014	<u>100034780</u>	NON3220	72-JSC	NONR	5993.0000	180.96	US
0100035763-1 👕											 19.91 	US
			1	10/27/2014	10/24/2014	<u>100035763</u>	NON3220	72-JSC	NONR	5993.0000	19.91	US
0100035764-1 📅											 19.26 	US
			1	10/27/2014	10/24/2014	<u>100035764</u>	NON3220	72-JSC	NONR	5993.0000	19.26	US
0100038081-1 🕁											 286.00 	US
			1	10/22/2014	10/21/2014	<u>100038081</u>	NON3220	72-JSC	NONR	5993.0000	286.00	US
0100188996-1 📅											 188.00 	US
			2	11/06/2014	11/04/2014	<u>100188996</u>	NON3220	72-JSC	NONR	5993.0000	188.00	US
0100192480-1 🕁											 300.00 	US
			2	11/12/2014	11/12/2014	<u>100192480</u>	NON3220	72-JSC	NONR	5993.0000	300.00	US
0100194964-1 📅											• 24.12	US
			2	11/24/2014	11/22/2014	100194964	NON3220	72-JSC	NONR	5993.0000	24.12	US

- m) Select Local Currency.
- n) Click the Left Arrow.
- o) Click the green checkmark.



NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 265 of 379
Responsible Office: Accounts Rec	eivable
Subject: Accounts Receivable - R	eporting and Audit SDG

p) Click on the "Account" header to highlight the column and click the subtotal icon.

regeral fra	ansac	tion R	egiste	er - Accele	erated									
Ref. Document			<u> </u>			DocumentNo	Fund	Funds Ctr	Cmmt Item	Account	1	Depition		TE Local
0100017395-1 🕤	2015	NASA										86.42	USC	. 86
			1	10/05/2014	10/06/2014	100017395	NON3220	72-JSC	NONR	5993.0000	T	86.42	USC) 86
0100017603-1	2										• 1	242.50	USC	• 242
			1	10/17/2014	10/08/2014	100017603	NON3220	72-JSC	NONR	5993.0000	2	242.50	USC	242
0100032485-1 🕤	7										• 1,8	852.85	USC	• 1,852
			1	10/07/2014	10/07/2014	100032485	NON3220	72-JSC	NONR	5993.0000	1,8	852.85	USC	1,852
0100034780-1 🕤	2											180.96	USC	• 180
			1	10/14/2014	10/14/2014	100034780	NON3220	72-JSC	NONR	5993.0000	1	180.96	USC) 180
0100035763-1	7											19.91	USC	• 19
			1	10/27/2014	10/24/2014	100035763	NON3220	72-JSC	NONR	5993.0000		19.91	USC) 19
0100035764-1 🕤	2										1	19.26	USC	• 19
			1	10/27/2014	10/24/2014	100035764	NON3220	72-JSC	NONR	5993.0000	T.	19.26	USC) 19
0100038081-1 🕤	2										• 1	286.00	USC	. 286
			1	10/22/2014	10/21/2014	100038081	NON3220	72-JSC	NONR	5993.0000	1	286.00	USC	285

q) Hide the account details for each subtotal by clicking the decrease icon.

0 1 3 3 0	AA	7 2 36	0 23		10 m == 10								
Federal Tra	ansactio	n Regist	er - Accele	rated									
Ref. Document	Year Co	Code Perio	d Posting Date	Doc. Date	DocumentNo	Fund	Funds Ctr	Cmmt Item		E Debit s	Credit	Crcy	
									1010.5100				11,090
1400001180-1	2015 NA		2 11/12/2014	11/12/2014	1400001180	NON3220	72-JSC	NONR		300.00		USD	300.00
1400003049-1	2015 NA		1 10/14/2014	10/14/2014	1400003049	NON3220	72-J9C	NONR		180.96		USD	180.95
1400011319-1	2015 NA		5 02/19/2015	02/19/2015	1400011319	NON3220	72-JSC	NONR		142.50		USD	142.50
1800002151-1	2015 NA		3 12/11/2014	12/01/2014	1800002151	NON3220	72-J8C	CASH		8,308.61		USD	8,308.61
1800003159-1	2015 NA		2 11/18/2014	11/05/2014	1800003159	NON3220	72-JSC	CASH		242.50		USD	242.50
1800004129-1	2015 NA		1 10/17/2014	10/08/2014	1800004129	NON3220	72-JSC	CASH		242.50		USD	242.50
1800004249-1	2015 NA		3 12/31/2014	12/08/2014	1800004249	NON3220	72-JSC	CASH		242.50		USD	242.5
1800006105-1	2015 NA		5 02/20/2015	02/19/2015	1800005105	NON3220	72-JSC	CASH		218.76		USD	218.7
1800007362-1	2015 NA		5 02/26/2015	02/09/2015	1800007362	NON3220	72-J9C	CASH		242.50		USD	242.5
1800007492-1	2015 NA	SA I	3 03/25/2015	03/09/2015	1800007492	NON3220	72-JSC	CASH		242.50		USD	242.5
1800007616-1	2015 NA	SA I	3 05/19/2015	05/05/2015	1800007616	NON3220	72-JSC	CASH		242.50		USD	242.5
1800008112-1	2015 NA	SA I	01/16/2015	01/05/2015	1800008112	NON3220	72-J9C	CASH		242.50		USD	242.5
1800011460-1	2015 NA	SA	04/10/2015	04/06/2015	1800011460	NON3220	72-JSC	CASH		242.50		USD	242.5
									1010.5215	- 99,751	300.00	USD .	99,451.
1400004000-1	2015 NA	ISA ·	10/06/2014	10/06/2014	1400004000	NON3220	72-J9C	NONR		86.42		USD	86.4
1400009443-1	2015 NA	SA	04/13/2015	12/03/2013	1400009443	NON3220	72-JSC	NONR			300.00	USD	300.0
1400009444-1	2015 NA	SA	04/13/2015	12/03/2013	1400009444	NON3220	72-JSC	NONR		240.00		USD	240.0
1800003004-1	2015 NA	SA	10/07/2014	10/07/2014	1800003004	NON3220	72-J9C	CASH		1,852.85		USD	1,852.85
1800003039-1	2015 NA	SA	1 10/22/2014	10/21/2014	1800003039	NON3220	72-JSC	CASH		286.00		USD	286.0
1800004221-1	2015 NA	SA :	3 12/04/2014	12/02/2014	1800004221	NON3220	72-JSC	CASH		313.10		USD	313.1
1800004228-1	2015 NA	SA :	12/05/2014	12/04/2014	1800004220	NON3220	72-J9C	CASH		263.10		USD	263.1
1800004332-1	2015 NA	SA S	3 12/31/2014	12/12/2014	1800004332	NON3220	72-JSC	CASH		6.557.36		USD	6.557.3
1800005200-1	2015 NA	SA :	2 11/06/2014	11/04/2014	1800005200	NON3220	72-JSC	CASH		188.00		USD	188.0
1800005258-1	2015 NA	SA SA	11/13/2014	11/13/2014	1000005250	NON3220	72-J9C	CASH		255.45		USD	255.4
1800008100-1	2015 NA	SA I	01/14/2015	01/09/2015	1800008100	NON3220	72-JSC	CASH		526.20		USD	526.2
1800011237-1	2015 NA	SA I	02/20/2015	02/12/2015	1800011237	NON3220	72-JSC	CASH		3,000.00		USD	3,000.0
1800011239-1	2015 NA	GA I	02/20/2015	02/17/2015	1800011239	NON3220	72-JSC	CASH		85,191.11		USD	85,191.1
1800011303-1	2015 NA	SA	5 02/27/2015	02/23/2015	1800011303	NON3220	72-JSC	CASH		4.73		USD	4.7
1800011347-1	2015 NA	SA I	03/20/2015	03/17/2015	1800011347	NON3220	72-JSC	CASH		198.00		USD	198.0
1800011705-1	2015 NA		05/20/2015	05/19/2015	1800011705	NON3220	72-JSC	CASH		789.30		USD	789.3
									1010.5225 5		0.32	USD .	1,078.3
1400002105-1	2015 NA	0.6	10/27/2014	10/24/2014	1400002105	TALBALAAAA	100.000	NONR		10.01		USD	10.0

- r) Add all the 1010 account Local crcy totals together.
- s) This total should match the total of the 5993 account.
- t) If the totals do not match, determine the total amount that is different between the 1010 and 5933 accounts.
- u) Unhide the account details on the report.

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0
	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 266 of 379
Responsible Office: Accounts R	eceivable

- v) Examine each account to locate the variances.
- w) Once the transaction that is causing the variance is located, contact individuals responsible for corrections.
- R. Account Maintainer will load prior month reimbursable billing into Tech Doc.
 - 1. Go to prior month Monthly Billing folder.
 - 2. Select all files.
 - 3. Right click.
 - 4. Select Send To \rightarrow Compressed (Zipped) file
 - 5. Use the following Naming scheme for the file (Center Month 20YY~Center~FY20YY).
 - 6. Right click on the file and select cut.
 - 7. Paste the file in the Document Imaging file on the N drive (N:\Document Imaging\Monthly Billing).
- S. Payment Processors will load prior month IPACs into Tech Doc.
 - 1. Login to IPAC.

	KIREAU OF THE	Forgat your Reservor? Forgat your User 127 Register
	Fiscal Service	
	Log In To: https://www.lpec.fms.trees.gov/	
	Select an authentication method and ent Log In using your Fiscal Service ID:	r your credentais
	550 User ID and Password)	To log in using your Riscil Service Single Sign On User 10 and Reservice. By logging in with your PIV, Securit), or User 10 and Reservice, you accommission and agrees to able by the <u>Buyes of Behavior</u>
		User ID:
	SecurID Token	Passingt: Log In Reset
		Facost vour liser la?
	PKI Certificate	Forget your Passions7
2.	Select Quer	
3.	In the Repo	rt Type, select IPAC Transaction Report
;	Selection.	
	Report type	* IPAC Transaction Report Selection
4.	Enter ALC f	or Center processing.
	ALC	*

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
Service Delivery Guide	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 267 of 379					
Responsible Office: Accounts Receivab	le					
Subject: Accounts Receivable – Report	ing and Audit SDG					
· · ·						

5. Select All Transaction types.
Transaction type * All transaction types ✓
6. Enter prior month's date.
Starting date * 05/01/2019
Ending date * 05/31/2019

7.	Select Se	nt by your Al	LC	
	Sent by your ALC			·
		Sort by * ALC	O Doc. ref. nr.	

8. Click Submit

O Rec'd by your ALC

9. Once the report has executed, click Download and then Open.

O Totals only

- 10. Save as a PDF to the N Drive (N:\Document Imaging\AR-IPAC).
- 11. Use the Naming Scheme Center~Month20YY~SEN.
- T. Payment Processor will verify that the AR in Transit account 1310.5000 has a net balance of \$0.00
 - 1. Open T-code FBL3N in SAP.
 - 2. Enter G/L Account 1310.5000.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 268 of 379
Responsible Office: Accounts Receivab	le

3. Select All Items from beginning of prior month to current day.

G/L Account Line Item	Display		
🚱 📴 🔳 🚺 Data Sources			
G/L account selection			
G/L account	1310.5000	to	<u></u>
Company code	NASA	to	
Selection using search help			
Search help ID			
Search string			
Search help			
Line item selection			
Status			
Open items			
Open at key date	06/28/2019		
O Cleared items			
Clearing date		to	
Open at key date			
• All items			
Posting date	05/01/2019	to 06/28/2019	(
Тупе			

4. Select Dynamic Selection and enter Business Area for center.

🚱 🎦 🔳 Data Sources		
	Assignment	*
GL A/C Master Record B Group account number Group account number Greated on	Document Date	
E Created bit E Created by E P&L statmt acct type	Posting Period	
Account Group Irading Partner	Posting Key 🔮 🛃 Business Area	
Balance sheet account Mark for deletion		A

5. Click execute.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 269 of 379
Responsible Office: Accounts Rece	eivable

6. Scroll to the bottom of report and verify that the total is \$0.00

	1300088377	21	ZR	06/03/2019	50	20,516.58-	019027880001
	1300088601	21	ZR	06/04/2019	40	6,003.39	019030340001
20190604-21024	2000090280	21	ZQ	06/04/2019	50	6,003.39-	
20190612-21025	2000095334	21	ZQ	06/12/2019	50	6,629.59-	
	1300094250	21	ZR	06/12/2019	40	6,629.59	019030400001
019028440001	1300100914	21	ZR	06/03/2019	40	63,173.56	019028440001
20190603-21023	2000100896	21	ZQ	06/03/2019	50	63,173.56-	
						0.00	
					_		

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 270 of 379
Responsible Office: Accounts Receivab	le
Outlinet Assessed Descharter Descet	

PROCESS – MONTH & QUARTER END CHECKLIST

STEP 1. <u>AR Supervisor</u> – Distribute Month & Quarter End Checklist

- A. Account Maintainer will validate the Allowance Balances in SAP match the AFBD Analysis for CMP 3.3A (Quarterly)
 - 1. Go to T-code GR55 and enter ZFUN

Execute	Report	Group: Initi	al S	Screen
🚱 🛗 Data	extracts	Multiple selection	•	<u></u>
Report Group				
2.	Click Ex	ecute.		

- 3. Enter the following:
 - a) Fiscal Year = current year
 - b) Period 0
 - c) Period = Current period
 - d) Select multiple selections for Account values and enter 1319.0000, 1347.0000, 1367.0000, & 1377.0000

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 271 of 379
Responsible Office: Accounts Rece	ivable

Multiple Selection for Or value(s)	
Select Single Values (4) Select Ranges	
O. Single value	
1319.0000	
1347.0000	
1367.0000	
1377.0000	
	-
	4 1

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 272 of 379
Responsible Office: Accounts Receivab	le

e) Business Area Value = business area for center

👌 📴 Data Source		
election values		
Fiscal year	2019	
Company code	NASA	
Period		
Period	8	
election groups		
Accounts		
Or value(s)	1319.0000 to	
Business Area Set ID		_
Or value(s)	21 to	E
Fund Set ID		_
Or value(s)	to	E
Funds center		_
Or value(s)	to	E
Agency Location Code		
Or value(s)	to	E
Applic. of funds		
Or value(s)	to	Ŀ
Fund type		
Or value(s)	to	E
Funded Program		
Or value(s)	to	

- 4. Click execute.
- 5. Compare the totals to the CMP 3.3A report to verify correct posting.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 273 of 379
Posponsible Office: Accounts P	Pacaivahla

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

*	SSMX22017D	Safety and Secu	
	1319.0000	Allow Loss Acct	
*	SSMX22017R	Safety and Secu	
	1319.0000	Allow Loss Acct	480.07-
*	SSMX22018D	Safety and Secu	480.07-
	1319.0000	Allow Loss Acct	
*	SSMX22019D	Safety and Secu	
**	Total		480.07-

		444			
Fund/Account SSMX22018D	GR55 G/L 1319.000	Debt G/L 1310.3000	Current Bal per GR55 162.02	Target Balance per AFBD Analysis -480.07	Change - to be posted in SAP -642.09
NON1099	1377.0000		68.00		-68.00
NON1435	1347.0000		4.70		-4.70
Totals			234.72	-480.07	-714.79
Total per Aging Analysis				-574.45	
Difference				94.38	
Reconciling Items:					
SCEX22017D		1310.3000		-49.18	<\$400
SCEX22018D		1310.3000		-18.22	<\$400
NON1435		1340.0000		-1.48	<\$400
NON1099		1370.0000		-25.50	<\$400
				-94.38	Tota

- B. Account Maintainer will verify there are no abnormal balances in the allowance accounts.
 - 1. Go to T-code GR55 and enter ZFUN

Execute Repor	t Group: Initial Screen
lata extracts	Multiple selection 🕤 🔊
Report Group	

- 2. Click Execute.
- 3. Enter the following:
- 4. Fiscal Year = current year
- 5. Period 0

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 274 of 379
Responsible Office: Accounts Receival	ble

- a) Period = Current period
- b) Select multiple selections for Account values and enter 1319.0000, 1347.0000, 1367.0000, & 1377.0000

C Multiple Selection for Or value(s)			
Select Single Values (4) Select Ranges			
0. Single value			
1347.0000 1367.0000 1377.0000			
			*
	4	Þ	

NSSC	NSSDG-9200-0	009 Re	evision 13.0
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date:	October 24,	2022
	Expiration Date:	October 24,	2024
			Page 275 of 379
Responsible Office: Accounts Receivab	le		

c) Business Area Value = business area for center

VASA Accounts by F	und - Period: Selection	
👂 🛅 Data Source		
election values		
Fiscal year	2019	
Company code	NASA	
Period		
Period	8	
election groups		
election groups		
Accounts	1319.0000 to	
Or value(s) Business Area Set ID	1319.0000 to	4
	21 to	
Or value(s) Fund Set ID	to	ď
Or value(s)	to	E
Funds center		
Or value(s)	to	E
Agency Location Code		
Or value(s)	to	E
Applic. of funds		
Or value(s)	to	ß
Fund type		
Or value(s)	to	E
Funded Program		
Or value(s)	to	E

- 6. Click execute.
- 7. Verify that there are no debit balances in any of the accounts.
- C. Account Maintainer will verify that the 5000 accounts have a Net \$0 balance by fund.

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 276 of 379					
Responsible Office: Accounts Receivable						
Subject: Accounts Receivable – Reporting and Audit SDG						

1. Go to T-Code GR55 and enter ZFUN

Execute Report	t Group: Initial Screen
🚱 🛗 Data extracts	Multiple selection 🕤 🙍
Report Group	ZFUN NASA Accounts by Fund - Period

- 2. Enter the following:
 - a) Fiscal Year = current year
 - b) Period = 1
 - c) Period = current period
 - d) Account Values = 5000.0000 to 5999.9999
 - e) Business Area Value = Center business area
 - f) Select multiple selections for Fund Set Values and add NON1099, NON1435, NON3200 and NON3220

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 277 of 379
Responsible Office: Accounts Re	eceivable

🖻 Multiple Selection fo	r Or value
Select Single Value	as (4)
O. Single value NON1435 NON3200 NON3220 NON1099	
NASA Accounts by Fu	nd - Period: Selection
le 🕼 Data Source	
Selection values	
Fiscal year	2019
Company code	NASA
Period	1
Period	9
Selection groups	
Accounts	5000.0000 to 5999.9999
Or value(s) Business Area Set ID	5000.0000 00 5999.9999
Or value(s)	21 to 📑
Fund Set ID	
Or value(s)	NON1435 to
Funds center	
Or value(s)	to
Agency Location Code	
Or value(s)	to
Applic. of funds	
	to
Or value(s)	to
Or value(s) Fund type	
Fund type	

- 3. Click Execute.
- 4. Verify that the balance for each fund is \$0.00
- D. Account Maintainer verifies there are no credit balances.
 - 1. Go to T-Code S_ALR_87012173 (List of Customer Line Items).
 - 2. Enter the following:

NSSC	NSSDG-9200-0009	Revision 13.0			
Service Delivery Guide	Number				
	Effective Date: October 24, 2022				
	Expiration Date: October	24, 2024			
		Page 278 of 379			
Responsible Office: Accounts Receivab	le				
-					

a) Open at Key Date = Last Day of Current Month

Line Item Selection	
Status	
 Open Items 	
Open at Key Date	06/30/2019

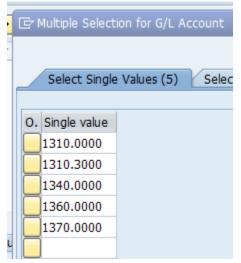
- b) Select Dynamic Selections
 - i. Account Group = ZCOM, ZEPY, and ZFED

ii. Business Area = Center

Posting Key	
Business Area	21
Amount in LC	
A	

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 279 of 379					
Responsible Office: Accounts Receivable						
Subject: Accounts Receivable – Reporting and Audit SDG						

iii. G/L Accounts = 1310.0000, 1310.3000, 1340.0000, 1360.0000, and 1370.0000



- 3. Click execute.
- 4. Scroll through each item to verify that there are no credit balances.
- 5. If there is a credit balance, it will need to be researched and reversed, if applicable.
- E. Account Maintainer will verify Payroll Debts that Net to \$0 are cleared.
 - 1. Use LOCLI report executed for credit balances.
 - 2. Scroll through to verify that any Payroll Debt (ZEPY) that has a Net \$0.00 balance have been cleared.
 - 3. If the debts have not been cleared, they will need to be manually cleared using F-30.
- F. Account Maintainer will validate all reversal document have supporting attachments.
 - 1. Go to T-code Z_BILL_REASREV in SAP.
 - 2. Enter Business Area for Center

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 280 of 379					
Responsible Office: Accounts Receivable						
Subject: Accounts Receivable – Reporting and Audit SDG						

3. Enter Reverse Fiscal Year and Period for current month =

Accounts Receivable Bi		·····	
> 🔁			
ata Selection			
Bus Area	21	to	B
Reverse Fiscal Year & Period	201909	to 201909	B
Reversal Reason		to	
Posting Date of Reversal Doc		to	

4. Click Execute.

5. Verify there is an attachment on the reversal document.

Accounts Receivable's Billing Reversal Reasons Report										
BUS AREA	DOC TYPE	FSC YR	PERIOD	DOCUMENT	ATT	POST DT	REV (0C	REV /	TT REV FS
21	DR	2019	3	<u>1800001596</u>	Х	12/18/2018	1800	06081	Х	2
21 🛄	1									
<u> </u>	1									
<u></u>										

- G. Account Maintainer will verify that all ZCOM debts over 150 days have been written off.
 - 1. Go to ZCF_ARAGING
 - 2. Enter Account Group = ZCOM
 - 3. Enter Business Area = Center
 - 4. Enter Through Accounting Period = current period

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
Service Delivery Guide	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 281 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounte Dessiveble – Depart	ng and Audit SDC	

5. Enter Fiscal Year = Current Year

Accounts Receivable A	Aging by Perio	ds	
la 🕼			
Data Selection			
Account Group/Range	ZCOM	to	2
Business Area(s)	21	to	
Customer Number		to	
Document Number		to	
G/L Account/Range			—
Through Accounting Period	9	_	
Fiscal Year	2019		
View for TROR			

- 6. Click execute.
- 7. Once report has executed, verify that there are no debts non-reimbursable over 150 days.
- 8. If there are any debts over 150 days that can be written off, they will need to be written off prior to month end.
- H. Account Maintainer will reconcile General Fund Balance (See Midmonth Checklist)
- I. Account Maintainer and Payment Processors will verify that the JV Log has been filled in.
 - i. Open the JV Log for the current year.
 - ii. Filter on center processed.
 - iii. Verify that all fields have been filled in.
- J. Payment Processor will verify that cash postings in ServiceNow have been completed.
 - 1. Open ServiceNow.
 - 2. Go to Open Cases assigned to me.
 - 3. Filter on cases that deal with cash postings (check, pay.gov, fedwire, or IPAC).
 - 4. Verify that a document has been posted in SAP for each cash document.

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 282 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

K. Payment Processor will verify the AR in Transit has a net balance of \$0.00 (See Mid-Month Checklist)

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 283 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

METRICS

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
Accounts Receivable	Submission of Treasury Report on Receivables (Centers & Agency)	NASA OCFO	Prepare and submit Treasury Report on Receivables (TROR) to OCFO quarterly by the NATS due date.

NSSC NSSDG-9200-0009 Revision 13.0 Number Effective Date: October 24, 2022 Expiration Date: October 24, 2024

Page 284 of 379

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

SYSTEM COMPONENTS (EXISTING SYSTEMS)

		Access
IT System Title	IT System Description	Requirements
SAP	Integrated Financial Management	User role at
	System	NSSC
TechDoc	System for storing, reporting and	User role at
	documenting data	NSSC
Federal	System for NASA Human Resources	Read Only
Personnel/Payroll System (FPPS)	and Payroll actions	Access, Limited
System (FFFS)		Access
CSNG	Treasury System for managing and	Supervisor Role
	collecting debts due to the federal government that are over 120 days	and Cashier Role
	delinquent	
ServiceNow	NSSC's Work Management System	User role at
(SNOW)		NSSC
Debt	System for entering and submitting	Agency Reports
Management Information	Agency TROR Report	Preparer role
System Treasury		
Report on		
Receivables (TROR)		

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 285 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable – Reporting and Audit SDG		

CUSTOMER CONTACT CENTER STRATEGY

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

NSSC NSSDG-9200-0009 Revision 13.0 Number Effective Date: October 24, 2022 Expiration Date: October 24, 2024

Page 286 of 379

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

APPENDIX A - ACRONYM LIST

AP	Accounts Payable
AR	Accounts Receivable
СА	Creditor Agency
CNC	Currently Not Collectible
CS	Civil Servant
CSNG	Cross Servicing Next Generation
CTR ABBREV	Center Abbreviation
DCFO	Deputy Chief Financial Officer
DMS	Debt Management Services
EPSS	Enterprise Performance Support System
FBWT	Fund Balance with Treasury
FMD	Financial Management Division
FY	Fiscal Year
GL	General Ledger
L2	Level 2 (a term used for the Service Provider team)
L3	Level 3 (a term used for the Civil Servant team)
OCFO	Office of the Chief Financial Officer
TROR	Treasury Report on Receivables
NASA	National Aeronautics and Space Administration
NATS	NASA Audit Tracking System

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 287 of 379	
Responsible Office: Accounts Receivable		
Subject: Accounts Receivable Reporting and Audit SDG		

NSSC	NASA Shared Services Center
Р	Period
PCA	Private Collection Agency
POC	Point of Contact
SP	Service Provider
SNOW	ServiceNow
WO	Write-Off
WV	Waiver

NSSC Service Delivery Guide NSSDG-9200-0009 Revision 13.0 Number Effective Date: October 24, 2022 Expiration Date: October 24, 2024

Page 288 of 379

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

APPENDIX B – L3 NSSC TROR CHECKLIST

# PART I: SEC 1 2 2 3 4 5 6 6	Y/N TION A	Is the FBL5N report attached to Does the Accruals amount matcl Is the report listing the Accruals Is the Collections on Receivables Does the adjustments amount m Is the manually prepared adjustr Is the Amounts Written Off a neg	ending balance o int match the FBL the TROR report? the FBL5N report attached to the TI a negative amou atch the manually	ng period? of prior FY? 5N report (less the Federal Customers - ZFED)? t for accounts 1340.0000 and 1360.000? ROR report? nt?
ART I: SEC 1 2 3 4 5 6		Does the Fiscal Year and Month Receivables and Collections Does the New Receivables amou Is the FBLSN report attached to Does the Accruals amount matcl Is the report listing the Accruals Is the Collections on Receivables Does the adjustments amount m Is the manually prepared adjustr Is the Amounts Written Off a neg	ending balance o int match the FBL the TROR report? the FBL5N report attached to the TI a negative amou atch the manually	ode field? ng period? of prior FY? 5N report (less the Federal Customers - ZFED)? t for accounts 1340.0000 and 1360.000? ROR report? nt?
ART I: SEC 1 2 3 4 5 6		Does the Fiscal Year and Month Receivables and Collections Does the New Receivables amou Is the FBLSN report attached to Does the Accruals amount matcl Is the report listing the Accruals Is the Collections on Receivables Does the adjustments amount m Is the manually prepared adjustr Is the Amounts Written Off a neg	ending balance o int match the FBL the TROR report? the FBL5N report attached to the TI a negative amou atch the manually	ode field? ng period? of prior FY? 5N report (less the Federal Customers - ZFED)? t for accounts 1340.0000 and 1360.000? ROR report? nt?
ART I: SEC 1 2 3 4 5 6		Does the Fiscal Year and Month Receivables and Collections Does the New Receivables amou Is the FBLSN report attached to Does the Accruals amount matcl Is the report listing the Accruals Is the Collections on Receivables Does the adjustments amount m Is the manually prepared adjustr Is the Amounts Written Off a neg	ending balance o int match the FBL the TROR report? the FBL5N report attached to the TI a negative amou atch the manually	ode field? ng period? of prior FY? 5N report (less the Federal Customers - ZFED)? t for accounts 1340.0000 and 1360.000? ROR report? nt?
1 2 3 4 5 6	TION A	Does the Fiscal Year and Month Receivables and Collections Does the New Receivables amou Is the FBLSN report attached to Does the Accruals amount matcl Is the report listing the Accruals Is the Collections on Receivables Does the adjustments amount m Is the manually prepared adjustr Is the Amounts Written Off a neg	ending balance o int match the FBL the TROR report? the FBL5N report attached to the TI a negative amou atch the manually	ng period? of prior FY? 5N report (less the Federal Customers - ZFED)? t for accounts 1340.0000 and 1360.000? ROR report? nt?
1 2 3 4 5 6	TION A	Receivables and Collections Does Beginning FY Balance equa Does the New Receivables amou Is the FBL5N report attached to Does the Accruals amount matcl Is the report listing the Accruals Is the Collections on Receivables Does the adjustments amount m Is the manually prepared adjustn Is the Amounts Written Off a neg	ending balance o int match the FBL the TROR report? In the FBL5N repor attached to the TR a negative amou atch the manually	of prior FY? 5N report (less the Federal Customers - ZFED)? t for accounts 1340.0000 and 1360.000? ROR report? nt?
1 2 3 4 5 6		Does Beginning FY Balance equa Does the New Receivables amou Is the FBL5N report attached to Does the Accruals amount matcl Is the report listing the Accruals Is the Collections on Receivables Does the adjustments amount m Is the manually prepared adjustn Is the Amounts Written Off a neg	nt match the FBL the TROR report? In the FBL5N report attached to the TI a negative amou atch the manually	5N report (less the Federal Customers - ZFED)? t for accounts 1340.0000 and 1360.000? ROR report? nt?
2 3 3 4 5 6		Does the New Receivables amou Is the FBL5N report attached to Does the Accruals amount matcl. Is the report listing the Accruals Is the Collections on Receivables Does the adjustments amount m Is the manually prepared adjustn Is the Amounts Written Off a neg	nt match the FBL the TROR report? In the FBL5N report attached to the TI a negative amou atch the manually	5N report (less the Federal Customers - ZFED)? t for accounts 1340.0000 and 1360.000? ROR report? nt?
4 5 6		Does the Accruals amount match Is the report listing the Accruals Is the Collections on Receivables Does the adjustments amount m Is the manually prepared adjustm Is the Amounts Written Off a neg	the FBL5N repor attached to the TI a negative amou atch the manually	t for accounts 1340.0000 and 1360.000? ROR report? nt?
4 5 6		Is the report listing the Accruals a ls the Collections on Receivables Does the adjustments amount m ls the manually prepared adjustm ls the Amounts Written Off a neg	attached to the TR a negative amou atch the manually	ROR report? nt?
6		Is the Collections on Receivables Does the adjustments amount m Is the manually prepared adjustm Is the Amounts Written Off a neg	a negative amou atch the manually	nt?
6		Does the adjustments amount m Is the manually prepared adjustm Is the Amounts Written Off a neg	atch the manually	
6		Is the manually prepared adjustr Is the Amounts Written Off a neg		
		Is the Amounts Written Off a neg		
				t attached to the TROR report?
7				montation approving the write off of receivables reported on the
7		report?	lier of other docu	imentation approving the write-off of receivables reported on the
7				1 for C/L A
,		1370.0000 match the amount or		lance screens for G/L Accounts 1310.0000, 1340.0000, 1360.000, and
		Is the GR55/Z6TB screen shot at		NP report?
				? If not, investigate the discrepancy.
		(=) the Ending Balance?	(+) New Receivad	oles plus (+) Accruals minus (-) Collection, Adjustment, & Write-offs equa
	۸dditio	nal Receivables Data (Informatio	n Only)	
1	Auditio			support the amounts recorded to the TROR report?
	Delinau	ent Debt (Excluding CNC Debts)		
1	- children	Are all amounts listed positive ar	nounts?	
		Do the amounts listed match the		SAP aging report?
		Is the SAP Aging Report represen		
			-	
		Is there a comment sheet contai	ning the collectio	n status of any accounts receivable greater than 60 days delinquent?
2				match the amount of delinquency by age?
3		Does Line 3 (A) & Line 3 (B) matc	h the Credit Burea	au Report?
ART II: SEC	CTION A	Delinquent Debt 120 Days or Le	is is	
1		Is Line 1(L) equal to the sum of P	art 1 Section C Lir	ne 1(A) thru Line 1(D)?
ECTION B	Delinqu	ent Debt Eligible for Referral to T	reasury for Offse	t
1		Are there delinquent debts over	120 days?	
		Have the debts been referred to		
		Is the delinquent debt reports at		
		Does Line 1(B) equal Line 2(B) and Does Line 1(U) equal Part II Sost		
		Does Line 1(H) equal Part II Sections the amount of Dobt in Litigation		
		Is the amount of Debt in Litigation Is the amount of Other- must for		onection negative f
				ffset Program through Cross-Servicing negative?
2		Does Line 2 (Q) equal Line 2 (R)?		insert region through cross servicing licgative:
-		Does Line 2 (S) equal zero?		
	Collecti	on on Delinquent Debt		
1		Is the reported information for t	he Current Fiscal	Year only?
ART II: SEC		CNC Debt Status		
	_		n calculated to e	nsure that the spreadsheet's formula is correct? Making sure that any
1		cells (above or below) equal the		
		Was the FIDO on the N:\Report	SVERAL STATES	d to ensure that Metric 3 is completed and correct? Does the ending
				in Metric 3 for this month and the previous months value? If the
		balance does not match research		
				· · · · · · · · · · · · · · · · · · ·
			· · · · · ·	1 1
Reviewed	d By:			
	•	1		

NSSC Service Delivery Cuide	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 289 of 379
Responsible Office: Accounts Receivab	ble
Subject: Accounts Receivable - Report	ing and Audit SDG

APPENDIX C – MANUALLY RUNNING "ACCRUALS" REPORT

A. SAP - "FBL5N" - "Accruals" Report

1. Select	"flag" icon	to get to the dynar	nic selections :	screen 📜
Customer Line Item Displa	iy			
🕒 🔁 📕 4 active 🚺 Data Sources				
Customer master Company code Company code Company code		Document Type Posting Key Business Area Amount in LC	DR 51	
		Amount G/L Account Payment Method	1310.0000	
Customer selection				
Customer account Company code	NASA	to to	₽	
Selection using search heb Search heb ID Search string Search heb				
Line item selection				
Status				
Open items Open at key date				
Cleared items Clearing date Open at key date		to	\$	
• All tems Posting date	10/01/2014	to [03/31/2015]	\$	
Type Normal items Special G/L transactions				

- 2. Enter the following parameters:
 - a) "All Items" Posting Date 1 = First Day of Fiscal Year
 - b) "All Items" Posting Date 2 = Last Day of Reporting Month
 - c) Type = "Special G/L Transactions" only
 - d) Account Group = ZCOM and ZEPY
 - e) Document Type = DR
 - f) Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76
 - g) GL Account = 1310.0000, 1310.3000, 1340.0000, 1360.0000 & 1370.0000
 - h) Click "Clock" Icon to run report.
 - I) Export (List > Export > Local File>Text with Tabs)

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 290 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounts Receivable – Report	ing and Audit SDG

APPENDIX D – MANUALLY RUNNING "WRITE-OFFS" REPORT

5 4

A. SAP – "FBL5N" - "Write-Offs" Report

1. Select "flag" icor	n to get to the dynamic selections screen 💻
Customer Line Item Display	
🕒 🔁 📕 3 active 🚺 Data Sources	
Customer master Company code Documents	Document Type WO Posting Key \$ Business Area 51 Amount in LC \$ Amount \$ G/L Account \$ Payment Method \$
Customer selection	
Customer account Company code NASA	to Solution to Sol
Selection using search help	
Search help ID	
Search string Search help	
Line item selection	
Status	
Open items Open at key date	
Cleared items Clearing date Open at key date	to
All tems Posting date 10/01/201	4 to 03/31/2015
Туре	
 ✓ Normal items ✓ Special G/L transactions 	

- 2. Enter the following parameters:
 - a) "All Items" Posting Date 1 = First Day of Fiscal Year
 - b) "All Items" Posting Date 2 = Last Day of Reporting Month
 - c) Document Type = WO & WV
 - d) Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76
 - e) Click "Clock" icon to run report.
 - f) Export (List > Export > Local File>Text with Tabs)

NSSC	NSSDG-9200-0	009	Revision 13.0
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date:	October 2	24, 2022
	Expiration Date:	October 2	24, 2024
			Page 291 of 379
Responsible Office: Accounts Receivab	le		

APPENDIX E – MANUALLY RUNNING "INTEREST & PENALTY" REPORT

A. SAP – "FBL5N"	-	"Interest and	Penalty	y" Re	port
------------------	---	---------------	---------	-------	------

		o get to the dynam		
Customer Line Item Displa	V			
🕒 🔁 📕 4 active 📘 Data Sources				
Customer master Company code Documents		Document Type Posting Key Business Area Amount in LC Amount G/L Account Payment Method	DR 51 1340.0000	
Customer selection				
Customer account Company code	NASA	to to	<u>क</u>	
Selection using search help Search help ID Search string Search help				
Line item selection				
Status				
Open items Open at key date	03/31/2015			
Ocleared items Clearing date Open at key date		to	\$	
All items Posting date		to	\$	
Туре				
Normal items				
✓ Special G/L transactions				

- 2. Enter the following parameters:
 - a) "Open Items" Date = Last Day of Reporting Month
 - b) Type = "Special G/L Transactions" only
 - c) Account Group = ZCOM and ZEPY
 - d) Document Type = DR
 - e) Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76
 - f) GL Account = 1340.0000, 1360.0000 & 1370.0000
 - g) Click "Clock" icon to run report.
 - h) Export (List > Export > Local File>Text with Tabs)

NSSC	NSSDG-9200-0009 Re	evision 13.0
Service Delivery Guide	Number	
Service Delivery Guide	Effective Date: October 24,	2022
	Expiration Date: October 24,	2024
		Page 292 of 379
Responsible Office: Accounts Receivab	е	

APPENDIX F – MANUALLY RUNNING "NEW RECEIVABLES" REPORT

A. SAP - "FBL5N"	- "New Receivables"	Report
------------------	---------------------	--------

1. Select "flag" icon to ge	et to the dynamic se	elections screen
Customer Line Item Display		
🕒 🔁 📕 4 active 🚹 Data Sources		
Customer master		
Company code Documents	Document Type Posting Key	DR
Documents	Posting Key Business Area	51
	Amount in LC	
	Amount	
	G/L Account	51 * 51 * 1310.0000 *
	Payment Method	
Customer selection		
Customer account	to	
Company code NASA	to	
Selection using search help		
Search help ID		
Search string		
Search help		
Line item selection		
Status		
Open items		
Open at key date		
OCleared items		
Clearing date	to	₽
Open at key date		
All items		
Posting date 10/01/2014	to 03/31/2015	➡
Type		
Vormal items		

- 2. Enter the following parameters:
 - a) "All Items" Posting Date 1 = First Day of Fiscal Year
 - b) "All Items" Posting Date 2 = Last Day of Reporting Month
 - c) Type = "Normal Items" only
 - d) Account Group = ZCOM and ZEPY
 - e) Document Type = DR, RV and DC

Note: DC (Liquidation) Docs are not included in the New Receivables' total but are initially needed to verify which RV billing documents have been liquidated.

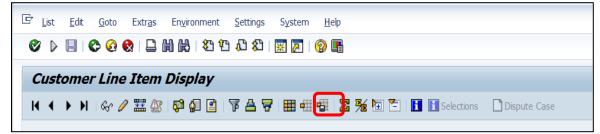
- f) Business Area = 10, 21, 22, 23, 24, 51, 55, 62, 64, 72 or 76
- g) GL Account = 1310.0000 and 1310.3000
- h) Click "Clock" icon to run.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 293 of 379
Responsible Office: Accounts Receivat	ble
Subject: Accounts Receivable - Report	ing and Audit SDG

i) Scroll down to bottom of report and write down total

a. This total will be needed later to verify no changes have been made during Excel manipulations.

3. The "Business Area" and "Account" both need to be added to this report before it is exported to Excel.



a) Select the colorful grid "Change Layout" icon.

ine 1						Hidden fields		
Column content	Pos.	Length	Σ			Col. content	Lngth	
Cleared/open items symbol	1	2		-		Arrears for discount 1	6	
Assignment	2	18		Ŧ		Asset	12	
Document Number	3	10				Asset Subnumber	4	
Document Type	4	3			H	Base Unit of Measure	3	
Document Date	5	10				Baseline Payment Dte	10	
Special G/L ind.	6	1			-	Bil/Exchange Usage	5	
Net due date symbol	7	2				Billing Document	10	
Amount in local currency	8	18	v		•	Branch account	10	
Local Currency	9	5				Business Area	4	
Clearing Document	10	10				Business Place	4	
Text	11	50		-		Case ID	12	
				Ŧ		Cash disc. amt LC	18	

- b) Select "Business Area" from "Hidden fields" and click left facing arrow to move this field over to "Line 1" side.
- c) Select "Account" from "Hidden fields" and click left facing arrow to move this field over to "Line 1" side.

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0		
	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 294 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Reporting and Audit SDG			

- d) Click "Copy" Button
- e) Export (List > Export > Local File>Text with Tabs)
 - i. Save as an ".xls" file. Modifying the Exported Excel File
 - ii. Rename tab "Original"
 - iii. Copy data over to a new tab
 - iv. Rename new tab "NR"
 - v. Delete all columns except for the following:
 - a. Assignment
 - b. DocumentNo
 - с. Тур
 - d. Doc Date
 - e. Amount in LC
 - f. Clearing Doc
 - g. Business Area
 - h. Account
 - vi. Highlight Column A, B, and F
 - a. A = Assignment Number
 - b. B = Document Number
 - c. F = Clearing Doc

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 295 of 379			
Responsible Office: Accounts Receivable				
Outris at Assaunts Descinately Demonting and Audit CDO				

- vii. Format Cells = "Number" format and chose format with no decimal places.
- viii. Format Column E ("Amount in LC") to Currency format (with red to identify negative numbers)
- ix. Sort Spreadsheet by Assignment number.
- x. In Column I, add a column named "Type"
- xi. Scroll toward the bottom of the spreadsheet and delete all rows after the last assignment number

Note: These are just extra rows from the way the spreadsheet exports from SAP

xii. Check the sum of the "Amount in LC" column and make sure it matches what you wrote earlier.

Note: Do not leave the sum physically on the "NR" worksheet

- xiii. Create a Pivot Table to populate "Type" Column
 - a. Go to "Insert" tab on menu bar and click on "Pivot Table

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 296 of 379		
Responsible Office: Accounts Receivable			

Create PivotTable	
Choose the data that you	want to analyze
Select a table or ra	nge
<u>T</u> able/Range:	NR!\$A:\$H
Use an external data	ta source
Choose Con	nection
Connection na	me:
Choose where you want	the PivotTable report to be placed
New Worksheet	
Existing Worksheet	
Location:	
Choose whether you wan	t to analyze multiple tables
Add this data to th	e Data <u>M</u> odel
	OK Cancel

- b. Table/Range = NR!\$A:\$H
- c. Select "New Worksheet"
- d. Then press OK.

PivotTable Fields * × Choose fields to add to report:				
Assignment DocumentNo Typ Doc Date				
Amt in loc.cr CIrng doc. BusA MORE TABLES	<u>ur.</u>			
Drag fields betwe	en areas below:			
T FILTERS				
	E VALUES			
Assignme 🔻	Count of 🔻			

- e. For this exercise, we want to analyze this data by the assignment number. From the "Pivot Table Field List" on the right side, click on "Assignment" and drag down to the "Row Labels" box.
- f. Now drag "Amt in Loc. Cur" down to the "Values" box.

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 297 of 379		
Responsible Office: Accounts Receivable			

g.	Your Pivot	Table will	now	look like this.	
----	------------	------------	-----	-----------------	--

2			1 -		-
3			Count o	of Amtin	
4	90191229)			1
5	90196184	t t			2
6	90197828				2
7	90198043	3			2
8	90198725	5			1
9	90198726	5			1
10	90198883	3			2
11	90198884	t t			2
12	90198885	5			2
13	90198886	5			2
14	90198887	7			2
15	90198888	3			2
16	90198889	•			2
17	90198890)			2
18	90198891	L			2
19	90198892	2			2
20	90198893	3			2
21	90198894	1			2
22	90198895	5			2
23	90198896	5			2
24	90198897	7			2
25	90198898	3			2
26	90198899	•			2
27	90198900)			2
-	►	ORI	GINAL	Sheet2	NR

Value Field Settings
Source Name: Amt in loc.cur.
Custom Name: Sum of Amt in loc.cur.
Summarize Values By Show Values As
Summarize value field by
Choose the type of calculation that you want to use to summarize
data from the selected field
Sum 🔺
Count
Average
Max
Min
Product
Number Format OK Cancel

- h. Double Click on "Count of Amt In Loc. Cur" in the "Values" box and select "Value Field"
- i. Select "Sum" and "OK."
- j. Your Pivot Table will now look like this:

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 298 of 379		
Responsible Office: Accounts Receivable			

3	Row Labe	ls 💌	Sum of	Amt in lo	oc.cur.
4	90191229			-1	067.87
5	90196184				0
6	90197828				0
7	90198043				0
8	90198725			-5	145.52
9	90198726				-5000
10	90198883				0
11	90198884				0
12	90198885				0
13	90198886				0
14	90198887				0
15	90198888				0
16	90198889				0
17	90198890				0
18	90198891				0
19	90198892				0
20	90198893				0
21	90198894				0
22	90198895				0
23	90198896				0
24	90198897				0
25	90198898				0
26	90198899				0
27	90198900				0
-	· ►	ORI	GINAL	Sheet2	NR

- k. Pivot Table is now complete.
- I. Copy the entire Pivot table and "Paste Special" as a "Value" (how to do this is outlined below)
 - i. Click in upper left corner to highlight entire spreadsheet. Right click and press "Copy".
 - Click in upper left corner to highlight entire spreadsheet again. Right click and "Paste Special" as a "Value."
- m. Delete Rows 1 and 2.
- n. Sort the data by "Sum of Amt in Loc. Cur".
- o. Label column C "Type"
- p. Label the amounts in column C as "NEGATIVE,""CLEARING," (\$0.00) and "NR" (anything over \$0.00)
- q. Name the tab "Pivot"

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0			
	Number			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 299 of 379			
Responsible Office: Accounts Receivable				
Subject: Accounts Receivable – Reporting and Audit SDG				

- r. This table has now identified what the receivables on the NR worksheet will be. To move this information to the NR worksheet a formula needs to be written. In order for this formula to work, this Table has to be named.
- s. Highlight columns A, B & C
- t. Go to "Formulas" Tab on the menu bar and choose "Define Name."

New Name	P	x
<u>N</u> ame:	NR	
<u>S</u> cope:	Workbook	
C <u>o</u> mment:		^
		~
<u>R</u> efers to:	=PIVOT!\$A:\$C	
	OK Cancel	

- u. In the "Name" section, call it "NR" and press OK.
- v. Go to "NR" tab.
- w. In Cell I2 Enter Formula: =IF(ISNA(VLOOKUP(A2,NR,3,FALSE)),"?",VLOOKUP(A 2,NR,3,FALSE))
- Copy and paste this formula all the way down column I ("Type")
- y. Now copy and paste special column "I" as a value.
- z. Your NR Tab should now look like this:

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
Service Delivery Guide	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 300 of 379				
Responsible Office: Accounts Rescively					

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

	А	В	С	D	E	F	G	Н	I
1	Assignment	DocumentNo	Тур	Doc. Date	Amt in loc.cur.	Clrng doc.	BusA	Account	Туре
2	90197828	1200004000	DC	9/28/2014	20,653.62	1200004000	51	116608	CLEARING
3	90197828	8000004023	RV	10/27/2014	(20,653.62)	2000012454	51	116608	CLEARING
4	90198043	1200010149	DC	9/28/2014	1,819.71	1200010149	72	117996	CLEARING
5	90198043	8000009362	RV	3/20/2015	(1,819.71)	2000067452	72	117996	CLEARING
6	90198725	8000001000	RV	10/7/2014	(5,145.52)	1200001001	62	113342	NEGATIVE
7	90198726	8000001001	RV	10/7/2014	(5,000.00)	1200001002	62	113342	NEGATIVE
8	90198979	1200002000	DC	10/21/2014	(95.67)	2000013015	72	116653	CLEARING
9	90198979	8000002001	RV	10/21/2014	95.67	2000013015	72	116653	CLEARING
10	90198982	8000005001	RV	10/23/2014	6,103.33	2000007837	62	117357	NR
11	90199008	1200004001	DC	10/27/2014	(2,711.28)	2000012455	51	116608	CLEARING
12	90199008	8000004024	RV	10/27/2014	2,711.28	2000012455	51	116608	CLEARING
13	90199044	1200004028	DC	10/30/2014	(3,378.99)	100040801	51	116611	CLEARING
14	90199044	8000004036	RV	10/30/2014	3,378.99	100040801	51	116611	CLEARING
15	90199093	1200002008	DC	10/30/2014	(1,696.00)	100040328	72	100623	CLEARING

The next step is to confirm by center that the clearing documents equal \$0.00. The negatives are a negative amount. The NR are a positive amount. Adding these 3 figures together should equal the New Receivables figure from the total out of SAP. This is very important. A pivot table can be used to verify these totals.

aa. Highlight columns A-I. Go to "Insert" tab on menu bar.

DD. CIICK PIVOL TADIE	
Create PivotTable	? ×
Choose the data that you want to analyze	
Select a table or range	
Table/Range: NR!\$A:\$I	
○ Use an external data source	
Choose Connection	
Connection name:	
Choose where you want the PivotTable report to be placed	
New Worksheet	
© <u>E</u> xisting Worksheet	
Location:	.
Choose whether you want to analyze multiple tables	
Add this data to the Data Model	
ок	Cancel

bb. Click "Pivot Table"

cc. Table/Range = NR!\$A:\$H

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
Service Delivery Guide	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 301 of 379					
Responsible Office: Accounts Receivable						
Subject: Accounts Receivable – Reporting and Audit SDG						

- dd. Select "New Worksheet"
- ee. Press "OK"
- ff. This time, the layout will be slightly different from the one before. We want to view it by "Type" in the "Column Labels" field.

PivotTable Fields * *							
Choose fields to add to report:							
 Assignment DocumentNo Typ Doc. Date Amt in loc.cur. Clrng doc. BusA Type MORE TABLES 							
Drag fields betwe	en areas below:						
T FILTERS							
	Туре 🝷						
■ ROWS ∑ VALUES							
BusA 🔻	Sum of 🔻						

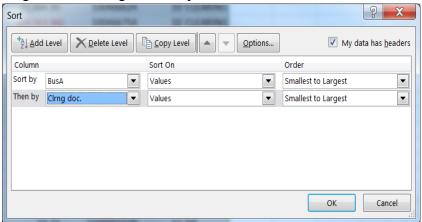
- gg. Click on "BusA" in the "Pivot Table Field List" and drag to the "Row Labels."
- hh. Click on "Type" in the "Pivot Table Field List" and drag and drag it to "Column Labels."
- ii. Click on the "Amt in loc.cur" in the "Pivot Table Field List" and drag to "Values."
- jj. Double Click on "Count of Amt In Loc. Cur" in the "Values" box and select "Value Field"
- kk. Select "Sum" and "OK"

NSSC Service Delivery Guide	NSSDG-9200-0009Revision 13.0NumberEffective Date:October 24, 2022Expiration Date:October 24, 2024Page 302 of 379					
Responsible Office: Accounts Receivable						
Subject: Accounts Receivable – Reporting and Audit SDG						

6. Your pivot table should now look like this:

	А	В	C	D	E	F
1						
2						
3	Sum of Amt in loc.cu	r. Column Labels 🔽				
4	Row Labels	CLEARING	NEGATIVE	NR	(blank)	Grand Total
5	10	0	(\$1,470,349.28)	\$144,802.24		(\$1,325,547.04)
6	21	0	(\$600,445.68)	\$99,013.85		(\$501,431.83)
7	22	0	(\$10,278.29)	\$884,811.44		\$874,533.15
8	23	0	(\$35,793.40)	\$644,401.76		\$608,608.36
9	24	0	(\$1,269.95)	\$12,200.37		\$10,930.42
10	51	0	(\$2,110,123.40)	\$1,931,928.67		(\$178,194.73)
11	55	0	(\$36,864.18)	\$13,409.41		(\$23,454.77)
12	62	0	(\$72,179.52)	\$265,477.19		\$193,297.67
13	64	0	(\$36,993.56)	\$1,392,014.92		\$1,355,021.36
14	72	0	(\$33,936.73)	\$352,619.93		\$318,683.20
15	76	0	(\$13,720.74)	\$226,070.41		\$212,349.67
16	(blank)					
17	Grand Total	0	(\$4,421,954.73)	\$5,966,750.19		\$1,544,795.46

- a) Verify the following:
 - i. "Clearing" column amounts should total \$0.00.
 - ii. "Negative" column amounts should all be negative numbers.
 - iii. "NR" column amounts should all be positive numbers.
- 7. Finding and Labeling Manually Cleared Documents



a) Go back to the "NR" tab and sort by "Business Area" and then "Clearing Document"

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
Service Delivery Guide	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 303 of 379					
Responsible Office: Accounts Receivable						
Subject: Accounts Respirable Reporting and Audit SDC						

- b) In Cell "J2", enter the following formula: =IF (F2=F3, "MATCH","")
- c) Copy this formula so it's saved on your "clipboard" but do not paste anywhere yet.
- d) Add filter to "TYPE" column and select only "Negative" and "NR"
- e) Paste formula down through sheet
- f) If you find positive and negative amounts flagged with the word 'MATCH'" and both have the same clearing document, change the "TYPE" on both to "CLEARING."
- g) Remove filter on "Type"
- 8. The Next step is to make sure that all the Doc Type DCs in the New Receivables are changed to "NEGATIVE". This has to be done at this time because DC docs are also part of the clearing process. NO DCs SHOULD BE IN NEW RECEIVABLES. ONLY RVs and DRs!

10 u	0 1115, 5011	Dу	iype and		тур	
Sort	ALC: ADDRESS ADDRESS		Distance Manual	-		? X
<u>A</u> dd	Level XDelete Leve	I P	opy Level	Options		✓ My data has <u>h</u> eaders
Column		So	rt On		Order	
Sort by	Туре	▼ Va	lues	•	A to Z	•
Then by	Тур	▼ Va	lues	•	A to Z	•
						OK Cancel

a) <u>To do this, sort by "Type" and then "Typ"</u>

- b) Change all NRs with "Typ" of "DC" to "Type" of "NEGATIVE"
- c) Sort again by "Business Area" and then "Type"

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 304 of 379				
Responsible Office: Accounts Receivable					

Sort		LODGER D		Re LINKER CLEMENC	? X
+ A Z↓ <u>∠</u>	∆dd Le	evel X Delete Level		<u>C</u> opy Level	My data has <u>h</u> eaders
Colun	nn			Sort On	Order
Sort b	у в	usA	-	Values 💌	Smallest to Largest
Then I	by 📘	ype	•	Values	A to Z
					OK Cancel
				the second se	

- d) Make sure you Clearing, Negative, and NR totals are still are within guidelines (see 2nd Pivot Table you made on to keep an eye on this).
- e) Click in Pivot Table and right click and choose "Refresh." Verify all amounts are in guidelines. If not, look at the center and the area and research to see why. Normally it is just a number that was thought to Zero out was actually off a little.
- f) Now, in your "NR" sheet, insert a blank column before "Assignment Number" and label "Number of Receivables".
- g) Change "Account" (column I) to "Customer"
- h) Insert Column before A and label it "Number of New Receivables"
- i) Label Column K "Number of New Receivables by Customer"
- j) Subtotal by "BusA" and then again by "Type" on NR tab

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Oulde	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 305 of 379
Posponsible Office: Accounts P	lacaivabla

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

Subtotal
At each change in:
BusA
Use function:
Sum
Add subtotal to:
Doc. Date
Clrng doc.
Account
Туре
Replace <u>c</u> urrent subtotals
Page break between groups
Summary below data
Remove All OK Cancel
Subtotal
Subtotal
At each change in:
At each change in: Type
At each change in: Type Use function:
At each change in: Type Use function: Sum Add subtotal to: DocumentNo
At each change in: Image: Image in: Image: Image in: Image: Image in: Image: Image
At each change in: Type Use function: Sum Add subtotal to: DocumentNo Typ Doc. Date Image:
At each change in: Image: Image in: Image: Image in: Image: Image in: Image: Image
At each change in: Type Use function: Sum Add subtotal to: DocumentNo Typ Doc. Date ✓ Amt in loc.cur. Cling doc.
At each change in: Type Use function: Sum Add subtotal to: DocumentNo Typ Doc. Date ✓ Ant in loccur. Clrng doc. BusA
At each change in: Type Use function: Sum Add subtotal to: DocumentNo Typ Doc. Date ✓ Ant in loc.cur. Clrng doc. BusA

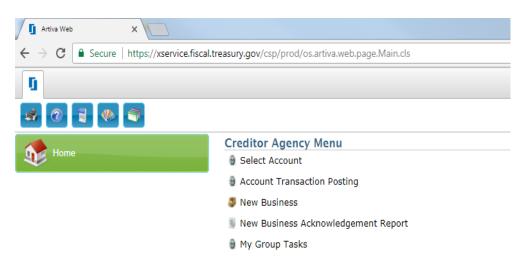
- i. Add "count" by DEBT / ROW to column A on all items labeled "NR"
- ii. Add "count" by CUSTOMER NUMBER to column K on all items labeled "NR"
- iii. This count is currently entered on the TROR in Part I, Section A, Line (1).

NSSC	NSSDG-9200-0009 Revision 13.0								
Service Delivery Guide	Number								
Service Delivery Guide	Effective Date: October 24, 2022								
	Expiration Date: October 24, 2024								
	Page 306 of 379								
Responsible Office: Accounts Receivable									

APPENDIX G – CSNG "RETURN TO AGENCY" (RTA) REPORT

CSNG website:

https://xservice.fiscal.treasury.gov/csp/prod/os.artiva.web.page.Main.cls



Creditor Agency Reports

- 🔋 RTA Report
- § Financial Activity Report
- Financial Activity Report (Excel)
- 90D Detail Report
- Detailed Disputes Report
- A. Select "RTA Report"

NSSC	NSSDG-9200-0	0009	Revision 13.0
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date:	October 2	24, 2022
	Expiration Date:	October 2	24, 2024
			Page 307 of 379
Responsible Office: Accounts Receivab	le		

	CreditorAgyRTAReportExcel	
Agency Code:		
		· · · · · · · · · · · · · · · · · · ·
Bureau Code:		
		· · · · · · · · · · · · · · · · · · ·
Office Code:		
Program Code:		
		· · · · · · · · · · · · · · · · · · ·
Return Date On or After		
Return Date On or Before:		
Debt Return Reason:		

1. Select Information relevant to center.

	CreditorAgyRTAReportExcel	
Agency Code:		
80		
Bureau Code:		
G502		
Office Code:		
MDG		
Program Code:		
GS2A		
Return Date On or After		
2017-10-01		
Return Date On or Before:		
2018-02-28		
Debt Return Reason:		
A		
		Finish

NSSC		NSSDG-9200-0009	Revision 13.0
Service Delivery Guide		Number	
		Effective Date: Octob	er 24, 2022
		Expiration Date: Octob	er 24, 2024
			Page 308 of 37
Responsible Office: Acc	ounts Receivable	9	
Subject: Accounts Rece			
		ig and Addit ODO	
-			
AMES	HEADQUARTERS	MARSHALL	
Bureau Code = AR01	Bureau Code = GS0		1
Office Code = CAM	Office Code = MDG		
Program = AR1A	Program = GS2A	Program = MS1A	
ARMSTRONG	JOHNSON	STENNIS	
Bureau Code = DF01	Bureau Code = JS01		1
Office Code = CAE	Office Code = THX		1
Program = DF1A	Program = JS1A		
rigian brint	riogiani oo ni	riogram	
GLENN	LANGLEY		
Bureau Code = GR01	Bureau Code = LA01		
Office Code = OHO	Office Code = VAH		
Program = GR1A	Program = LA1A		
GODDARD	KENNEDY		
Bureau Code = GS01	Bureau Code = KS0	101	
Office Code = MDG	Office Code = FLK		
Program = GS1A	Program = KS1B (Sp		
		cience, Aero & Explore)	
	KS1H (G	eneral Fund)	

- a) Agency Code: 80 Nat'l Aeronautics & Space Administration
- b) Bureau Code: See table above
- 2. Office Code: See table above
- 3. Program Code: See table above
- 4. Return Date On or After = Beginning of FY
- 5. Return Date On or Before = End of Reporting Month
- 6. Debt Return Reason = ALL
- 7. Click "Finish" Button

	Dashboard											9										
Grid	L																					
D	Agency Debt Id	Return R	Retu	Clos	Debt Balance	Remain	Remainin	Remain.	Reca	Com	Compr	Forgiv	Bankr	Bankr	Agenc	PCA ref	Debt	Address	P	TIN	ТΙ	Date
6 17.	1800004091	Bankrupt	01/2	01/2	\$119.06	\$49.83	\$0.21	\$ \$1.0		N		\$0.00	13	01/18/	120939	1	LESLI	1343 CRA		2	SSN	
6 17.	1800004094	Bankrupt	01/2	01/2	\$106.15	\$103.58	\$0.44	\$ \$2.1		N		\$0.00	13	01/18/	120939	1	LESLI	1343 CRA		2	SSN	
6 17.	1800004092	Small Bal	02/0	02/0	\$12.82	\$12.82	\$0.00	\$ \$0.0		N		\$0.00			120960	1	DAN	3601 CHE	9	4	SSN	

NSSC	NSSDG-9200-0009 Revision 13.0									
Service Delivery Guide	Number									
Service Delivery Guide	Effective Date: October 24, 2022									
	Expiration Date: October 24, 2024									
	Page 309 of 379									
Responsible Office: Accounts Receiva	ble									
Subject: Accounts Receivable - Report	Subject: Accounts Receivable – Reporting and Audit SDG									

8. Export to Spreadsheet.

	https://xservice.fiscal.treasu	y.gov/reports/re	eports/Vis	ualize.aspx				Dac	bbos	rd											-
								Das	hboa	ra										Export	To PDF
rid 1																				Export	To Imag
	Agency Debt Id	Return R		Clos	Debt Balance						Compr						Address	P			To Excel
	1800004091	Bankrupt	01/2		\$119.06		\$0.21			N		\$0.00		120939			1343 CRA			SSN	
17	1800004094	Bankrupt		01/2		\$103.58	\$0.44			N		\$0.00	01/18/	120939			1343 CRA			SSN	
17	1800004092	Small Bal	02/0	02/0	\$12.82	\$12.82	\$0.00	\$ \$0.00		N		\$0.00		120960	1	DAN	3601 CHE	9	4	SSN	
	Expo	ort ⁻	То) Ex	xce	-	Da	ash	nb	0	arc	ł								×	<
	File Na	ame:				D	ash	boa	rd												
	Excel F	orm	at:			Х	LSX												•	•	
	Includ	e:					Fil	ters													
							Pa	ram	net	er	s										
	Positio	n:				В	elov	V											1	-	
٩																					

NSSC	NSSDG-9200-0009 Revision 13.0							
Service Delivery Guide	Number							
Service Delivery Guide	Effective Date: October 24, 2022							
	Expiration Date: October 24, 2024							
	Page 310 of 379							
Responsible Office: Accounts Receivable								
Subject: Accounts Receivable – Reporting and Audit SDG								

9. Save on N: Drive: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Fed Debt\RTA Reports\FY20XX

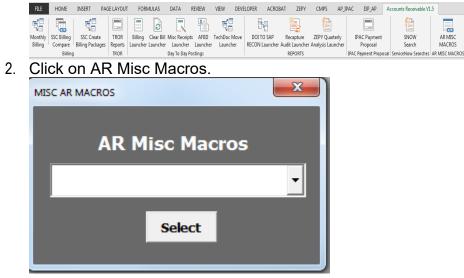
This report can be used to verify which items have been returned to agency or paid off at Treasury.

NSSC	NSSDG-9200-0009 Revision 13.0							
Service Delivery Guide	Number Effective Date: October 24, 2022							
	Expiration Date: October 24, 2024							
	Page 311 of 379							
Responsible Office: Accounts Receivable								
Subject: Accounts Receivable – Reporting and Audit SDG								

APPENDIX H – QUARTERLY TROR CONSOLIDATION TO OCFO

Quarterly, the OCFO requires a consolidated report of all Center TROR reports compared to an SAP Trial Balance Report. The steps to run this report are below:

- A. Open a new Excel Workbook.
 - 1. Go to the Accounts Receivable Macro thread in Excel.



a) Click "TROR Quarterly Reporting" and Select.



i. Once run, go to the "SAP VS TROR" tab of the workbook and verify there are no reconciling issues in the "Difference" column (all should be \$0.00).

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 312 of 379
Responsible Office: Accounts Receivab	le
Cubicati Accounts Dessivable Dessut	

- ii. AR-L3 is notified by AR-L2 Supervisor that the report is ready. AR-L3 then updates the "Footnotes" section of the "Agency TROR" tab of the workbook to include only the following information:
- iii. All amounts from lines on the Consolidated Agency TROR that indicate (must footnote) will be noted and the reason used will be from the Center footnotes that has the largest portion of the total amount indicated on the Consolidated Agency TROR.
- B. AR-L3 then submits the finished report to the OCFO via the NATS system for input into the Treasury Dashboard: <u>https://nats.nasa.gov/</u>.

Note: The NSSC may be requested to assist the OCFO in understanding penny differences and TROR data details.

NSSC	NSSDG-9200-0009 Revision 13.0				
anvica Dalivany Guida	Number				
Service Delivery Guide	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 313 of 379				
Deenensible Office, Assounts D					

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

APPENDIX I – AUDIT DOCUMENTATION PULL PROCEDURES

Procedures for pulling Audit Documentation can be found in the Financial Management Division/Internal Review Work Instructions and Procedures-NSPWI-9000-0003 Revision 5.0 located at:

https://dm.nssc.nasa.gov/servlet/dm.web.Fetch/NSPWI-9000-0003_Rev._5.0_Final.pdf?gid=2238529&FixForIE=NSPWI-9000-0003_Rev._5.0_Final.pdf

- A. Receive sample request for Internal Controls (IC) and research each sample to find document numbers applicable for request.
- B. For IPAC processed
 - 1. Go to SAP T-code VF03 to look up the bill associated with sample request.

• 🗙 XK03 - Display vendor (centrally)
• 📌 VF02 - Change Billing Document
• 対 VF03 - Display Biling Document
• 🗙 SQ01 - SAP Query: Maintain queries
• 🛨 GR55 - Execute Report Group

2. Enter the bill number (900 number) associated with sample.

ling document	90296009	I	þ	0	
Nore Search Criter	ia .				
Ocument Numbe	r				
Company Code					
iscal Year					
Reference					

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
Service Delivery Guide	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 314 of 379				

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

👦. Debit Me	en	no 90290
		Billing docum
Debit Memo	¥	90296009
Debit Memo Payer	-	90296009 910

- 3. Go to Accounting.
- 4. Double click on 8000 document.

Docume	nts in Accounting	
Doc. Number	Object type text	
4800224908	Accounting document	
8000005020	Accounting document	_
1080142734	Spec. purpose ledger	
1080142733	Spec. purpose ledger	
0114736643	Controlling Document	
0117389536	Funds Management doc	
117389536	Funds Management doc	

5. Double click on Customer line.

g	0		NATE	🖥 🌋 🌿 🕼 I	Choose 🕒 Sa	we 🔽 🗟 🖻	🖬 🚺 Tax data 🚺 👌	
Doc	.Ty	pe:RV(Billing doc.tra	ansfer) Norma	1 document			
			000005020	Company Code		Fiscal Year	2021	
Doc	. D	ate 1	2/30/2020	Posting Date	12/30/2020	Period	03	
Cal	cul	ate Tax						
Ref	.Do	c. 0	090296009					
Doc	. c	urrency U	ISD					
	PK	Account	Account short	text	Amount	Funds Center	Funded Program	Fund
Ita		Account 910	Account short		Amount 23,603,717.01	Funds Center	Funded Program	Fund
Ita	01	910		6 ATMOS			Funded Program 700974.05.04.31.AW40.18	Fund
Ita	01 50	910 5200.0000	NATL OCEANIS	a ATMOS Providd	23,603,717.01	51		
Ita	01 50 50	910 5200.0000 5200.0000	NATL OCEANIC A	& ATMOS Providd Providd	23,603,717.01 2,628,004.66-	51 51	700974.05.04.31.AW40.18	SSMX
Ita	01 50 50	910 5200.0000 5200.0000 5200.0000	NATL OCEANIC Rev frm Svc9 I Rev frm Svc9 I	& ATMOS Providd Providd Providd	23,603,717.01 2,628,004.66- 885,616.35-	51 51 51	700974.05.04.31.AW40.18 700974.05.04.36.AW40.18	SSMX2
	01 50 50	910 5200.0000 5200.0000 5200.0000	NATL OCEANIC Rev frm Svc9 I Rev frm Svc8 I Rev frm Svc8 I	& ATMOS Providd Providd Providd	23,603,717.01 2,628,004.66- 885,616.35- 18,614,501.00-	51 51 51	700974.05.04.31.AW40.18 700974.05.04.36.AW40.18 700974.06.04.21.AW40.18	SSMX2 SSMX2 SSMX2

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 315 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounts Receivable - Report	ing and Audit SDG

6. This will provide the clearing (2000 document)

°≯ € & •	🛎 🎒	Additional Data	i Withhold	ling Tax Data	PL: S	SAF-T	
Customer	910	NATL OCEAN	IC & ATMOSPHE	RIC ADM COM	G/L A	cc	1310.0000
CoCode	NASA	1335 East We	est Highway				
NASA		Silver Spring			Doc	No.	8000005020
Line Item 1 /	Invoice / 01						
Amount	23,603,717.	.01 USD					
Additional Dat	а						
Bus. Area	a 51 0.00		Disc. amount	0.00		USD	
Bus. Area Disc. base	51		Disc. amount Days/percent	0.00	% 0	USD	% 0
Bus. Area Disc. base Payt Terms	51				% 0	-	• 0
Bus. Area Disc. base Payt Terms Bline Date	51 0.00 2000		Days/percent			0.000	• 0
Bus. Area Disc. base Payt Terms Bline Date Pmnt Block	51 0.00 2000 12/30/2020	/ 200₩018555	Days/percent Invoice Ref.			0.000	• 0
Additional Dat Bus. Area Disc. base Payt Terms Bline Date Pmnt Block Clearing Assignment	51 0.00 2000 12/30/2020	/ 200₩018555	Days/percent Invoice Ref.			0.000	• 0

- Double click on clearing document.
 Double click on AR in Transit line.

							Tax data 🚺 🕥	
	oc.T	voe : ZO	(A/R- Payments - Fl	10) Normal	document			1
D	oc.	Number Date	2000018555 Co 01/04/2021 Po	mpany Code		Fiscal Year Period	2021 04	
D	oc.	late Tax Currency						
1 1	Vme	nt Run II	0 01	/04/2021 - 5	1016			
	a yme	nt Run II	0 01	/04/2021 - 5	1016			J
		nt Run II				Funds Center	Funded Program	Ft
	tm P	1		it i			Funded Program	Ft
	tm P	K Account	Account short tex	nt MOS 2	Amount		Funded Program	R

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 316 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounts Receivable - Report	ing and Audit SDG

- Subject: Accounts Receivable Reporting and Audit SDG
 - 9. This will provide the confirmation (13000) document.

∽ • □ <u>∞</u> • •	🔺 😂 🧬 Additional Data	PL: SAF-T	
5/L Account Company Code	1310.5000 Counts Receive	able In Transit	Doc. no. 2000018555
Line Item 2 / Debit	t entry / 40		
Additional Account	Assignments		
210.3	Assignments		
Fund	Assignments	Commitment Item	RECV
Fund Functional Area	Assignments	Commitment Item	RECV
Fund Functional Area Funds Center		Commitment Item	
Fund Functional Area Funds Center Earmarked funds		Commitment Item Auto. created	
Fund Functional Area Funds Center Earmarked funds Value date	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		

10. Copy confiramtaion document into sample spreadsheet.

4	AA	BM	BN	l
1	REF DOCNBR	Customer number	SAP document number	1
2	90296009	910	1300018323	Ī
3	90296009			ľ
4	90296009			ľ
5	90296009			ľ

11. In SAP, double click into confirmation document.

NSSC		NSSDG-92	00-0009	Revision 13.0	
Service Delivery Guide		Number			
		Effective Dat	-	r 24, 2022	
		Expiration D	ate: Octobe	r 24, 2024	
				Page 317 of 37	79
Responsible Office: Acco					
Subject: Accounts Recei	vable – Reporti	ing and Aud	lit SDG		
12. Click on the ⊢ Number (DRN		LOGE NADA			
DC Document Type	ZR nk reconcilation				
Doc.Header Text	021000340001				
- Card type	Card no.				
Request Number					
Neterence	021000340001	Document Date	01/04/2021	lund	
	la r	Posting Date	01/04/2021	and	
40 Currency		Posting Period	04 / 2021		
50	1	inv. recpt date			
Ref. Transactn	BKPF Accounting do				
Reference key	1300018323NASA202	Log.System	SAPP01600		
Entered by	N5001460				
Entry Date	01/04/2021	Time of Entry	09:56:38		
TCode	FB05				
Changed on	01/04/2021	.ast update			
Ref.key(head) 1		Ref.key 2			

13. Copy the DRN and add to the sample spreadsheet.

1	AA	BM	BN	BO	BP
1	REF DOCNBR	Customer number	SAP document number IPAC	Liquidations	DRN
2	90296009	910	1300018323		021000340001
3	90296009				
4	90296009				
5	90296009				

C. For Bills with liquidations1. Go to VF03 to look up the bill.

NSSC	NSSDG-9200-0	009 Revision 13.0	
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date:	October 24, 2022	
	Expiration Date:	October 24, 2024	
		Page 318 of 3	79
Responsible Office: Accounts Receivab	le		

🖉 🗋 🦨 🧟 Війг	ng items 🛛 🔬 Accounting	• 🖡 🕞	
illing document	90301742		
More Search Criteria			
Document Number			
Company Code		63	
Fiscal Year			

2. Verify that the Sales Order in SAP matched the Sample Request.

-	ebit Men	10	90301742	Net Valu	e	9	71.35 0	SD		
Pa	yer		109502	Space E	xploration Tex	thnologies Corp /	1 Rocket R	oad _		
Bill	ing Date		05/27/2021				2	2		
B	Item	Description		Material	WBS Elemen	nt	Net value	9	Pricing date	Sales
	10	KSC-RMB-SPX (REW-1 MISSION	_R22	804911.03.	06.05.2411.21		49.89	10/06/2020	44007
	20	KSC-RMB-SPX	REW-1 MISSION	_R11	804911.03.	06.05.2411.21		921.46	10/06/2020	44007
21		5 0000044669	23		(1,947.54)	RV (4292021	903	00687	
22	1	6 0000044007	76		(49.89)		5272021	903	01742	
23		6 0000044007	76		(921.46)	RV (5272021	903	01742	
24										
-		-code FBL ustomer n	.5N ••		Display Sales Display Custo	order omer (Centraliv)				
-	Cust	omer Line	Item Displ	ay						
)≣(🚺 Data	Sources							
	D 🔁)≣(1 Data er selection	Sources							
	😧 🚯 Custom		Sources	109502		Q.		[4) 4)	

NSSC	NSSDG-9200-0009 Revision 13.0					
Service Delivery Guide	Number					
Service Delivery Guide	Effective Date: October 24, 2022					
	Expiration Date: October 24, 2024					
	Page 319 of 379					
Responsible Office: Accounts Receivable						
Subject: Accounts Receivable -	- Reporting and Audit SDG					

5. Enter the NASA Down Payment layout in Layout field.

yout	/ZNASA_DP
Maximum number of items	

6. Once list has generated, filter by sales order by clicking on Sales Doc header and then the filter icon_

Company Code NASA Name Space Exploration Technologies Corp City Haythorne	ompany Co	ode						
ame Space Exploration Technologies Corp		de	NASA					
Manager and a second	ame							
ity Haythorne	And the second s		Space Explorati	on Te	chnologies	Corp		
	itv		Hawthorne					

7. Enter Sales Order number and click green check mark.

	44007	-			
Sales document	44007	to	2		
	1111122275771119				••ei
	01006647712018	100664757 AB 100664771 AB	585.61 3,039.44) ()
	01006647712018	at matches the b	3,039.44		- Contraction of the second seco
_ook for the liquida	01006647712018	at matches the k	3,039.44 Dill.	₩ 90301742)
	01006647712018	at matches the b	3,039.44	30300001	

NSSC		NSSDG-9200-0009 Revision 13.0
-		NSSDG-9200-0009 Revision 13.0
Service Delivery Guide		Effective Date: October 24, 2022
		Expiration Date: October 24, 2024
		Page 320 of 37
Responsible Office: Acco	unts Receivab	le
Subject: Accounts Receiv	/able – Report	ng and Audit SDG
	•	
9. Copy and pas	ste liquidation o	locument to Sample spreadsheet.
		locument to Sample spreadsheet.
22 10	9502	1200002914 (
24		
10.Look at the as	ssignment field	on liquidation document.
44007	10 14000010332	1200002301 DC 24,039.64 76 1200002914 DC 971.35 76
44007	10 1400001033	
11. Double click o	on the down pa	yment (DP doc type) with the same
assignment n	umber in order	to find the DRN.
44007	10 140000036	22021 1400000362 DP 59,920.00-7 32021 1400001033 DP 112,400.00-7
44007	10 140000250	22021 1400002502 DP 56.200.00-7
FC Decument Have	Hawthome der: NASA Company Co	Doc. no. 1400000013
	Company Company Co	de
Document Type	DP Dt dpmt - reimb	agr
Doc.Header Text	SO 29169 DEPOSIT	
Card type	Card no.	
Request Number		
Reference	00800198-001	Document Date 10/07/2020
		Posting Date 10/07/2020
Currency	USD	Posting Period 01 / 2021
Ref. Transactn	BKPF Accounting de	ocument
Reference Key	140000013NASA202	1 Log.System SAPP01600
Entered by	KSA8A7NP	
Entry Date	10/07/2020	Time of Entry 12:24:50
TCode	FBA2	
Changed on		Last update
Ref.key(head) 1		Ref.key 2
and the second se		

Note: This research may take filtering by the text field and additional assignment fields in order to find the original payment received.

12. Copy and paste the DRN, amount of original payment, and SAP DP for Down Payment. to the sample spreadsheet.

21	4011		021020/90001	\$ 1,947.54			
22	109502	1200002914	00800198-001		140000013 fy2021	\$ 5,875,000.00	
23							
10000							

- D. Once all samples items have been researched, save the spreadsheet on N drive at: N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Receivable\Audits\FY20YY Year Audits\Audit Type (FSA or IPIA)\NATS 20YY-XXXXXX (current NATS request provided by IC).
- E. Send an email to FBwT supervisor and backup (if applicable) to provide them with information to pull 224 screens for each sample.

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0 Number				
	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 321 of 379				
Responsible Office: Accounts Receivab	le				
Subject: Accounts Receivable – Reporting and Audit SDG					

- F. Go to the UiPath Assistant to enter information from the spreadsheet for each sample.
 - 1. In search, type UiPath.

All Apps Documents Web Mor	re 🕶 📉 📈 📈
Best match	
UiPath Assistant	Û
Search the web	UiPath Assistant
P UiPath Assistant - See web results	> Арр
, P uipath assistant арр	>
${\cal P}$ uipath assistant download	> C Open
𝒫 uipath assistant robot	> G Run as administrator
𝒫 uipath assistant installer	> Open file location
V uipath assistant connected unlicensed	→ Pin to Start → Pin to taskbar
♀ uipath assistant 使い方	> Dninstall
♀ uipath assistant インストール	,
	🖽 📸 💽 🧠 🚍 🛩 🦻 🤹 🦉

11000				
NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 322 of 379			
Responsible Office: Accounts Receivable				

2. Select IDEA0007944 Dispatcher from the UiPath Assistant

UiPat	th	
6		
Home Running		c
	EA0007944 Dispatcher b started processing	• •
	Message Box Starting Process: FM Audit Samp	ling Dispatcher
Click Ok.		

4. Select Accounts Receivable

3.

Choose a functional area to get started:

- O Accounts Payable
- O Accounts Receivable
- 5. Find spreadsheet saved on N drive and click submit.

:	Select Spreadsheet Containing Audit Data 🛞 *	
	C:\Users\mtdukes\Desktop\IAS\Projects\IDEA0007944-Dispatcher\Data\Temp\NASA PIIA FY20 Disaster Sample Selection 06-30-2021_Final.xlsx	
(Submit	

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 323 of 379				
Responsible Office: Accounts Receival	ble				
Subject: Accounts Receivable – Reporting and Audit SDG					

6. Select the sheet with the audit data and then select the Header Row Number.

elect Data									
elect Sheet @ *									
Type to search									
C									
Enter Header Row Number 🕢 *									
1									
							F	6	
		A	B	С	D	E	F	G	н
	1	Nation	al Aeroi	nautics and St	oace Admi	nistration ('	"NASA")		
	2	Imp	Headers	are on row nu	mber 5	020) - FY20	19 Disburser	nents	
	3	Sam	_			aunch Syste	ems		
	4								
	5	strata		AMOUNT	post_date		5600 Number		bus_area
	6	7	1E+05				5602951504		
	7	7	1E+05	+++++++++++++++++++++++++++++++++++++++	6/7/2010	1300002835	5603076494	EXPX22010	62

7. Enter the Audit Folder of where the pulled documents should be saved.

Audit Name @	
\\nssch01p.nssc.nasa.gov/nssc-ahared/intelligent Automation Services/UIPath/Test/VM Audit/Accounts Payable_Accounts Receivable/Accounts Payable/Audits/VY 2022 Audits/BOT Folder(*	AP AUOIT BOT TEST

8. Select Process Name and Reference number for each applicable reference number in sample.

Reference And Process Selected 🚱	
Process Name *	Reference Number *
* •	*
+ Add Another	

- 9. Once all references have been added, click Submit.
- 10. Enter Column Header for the Audit Spreadsheet for each required field and click Submit.

equired Field	Column Header *	
Sample Number		•
	Type to search	
	sampleID	
Document Reference Number	AMT_I	
	POST_DATE	
Fiscal Year	REF_DOC	
	AAO USE - 5600#	
Fund	FUND	
hund	BUS_AREA	
	CUNCT ADEA	
WBS		*

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
Service Delivery Guide	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 324 of 379			
Responsible Office: Accounts Receivab	le			
Subject: Accounts Receivable – Reporting and Audit SDG				

11. Verify the data is correct before it is uploaded to UiPath Orchestrator for processing and click Complete.

Rev	riew Input 🖗
Fun	sctional Area (i)
P	Accounts Payable
Aud	lit Source File 🛛
c	C(Users\mtdukes\Desktop\IAS\Projects\DEA0007944-Dispatcher\Data\Temp\NASA PIIA FY20 Disaster Sample Selection 06-30-2021_Final.xlsx
Out	tput Screenshots Location Θ
V	(vsscfs01p.nssc.nasa.gov/vssc-shared)intelligent Automation Services/UIPath/Test/FM Audit/Accounts Payable_Accounts Receivable/Accounts Payable/Audits/FY 2022 Audits/BOT Folder/AP AUDIT BOT TEST/
She	et Name Ø
Al	II Disbursements
Hea	ider Row Number 💿
1	
53 R	cesses Selected Reference 1 - Approval/Cost (ZF1_AP_CONSOLE) Reference 2 - Invoke (ZF1_AP_CONSOLE) Reference 3 - XK03) Reference 4 - SAP Invoke Data (MR4) Reference 5 - Budgetary Journal Entry (FB03) Reference 6 - Clearing Document (FB03) Reference 7 - DT Reference 8 - Line Of Accounting (FB03) Reference 9 - Proprietary Journal Entry (FB03)
	lick OK to upload data to UiPath Orchestrator.
	Data Entry Complete ×

Data Entry Complete	^
Entered data will now be loaded for processing. Please wait a fe moments	w
OK	

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 325 of 379
Responsible Office: Accounts Receiva	able
Subject: Accounts Receivable - Repo	orting and Audit SDG

13. An email will be sent when the information has been pulled.

IDEA0007944 Dispatcher FM Audit Sampling Dispatcher - Process Complete



IDEA0007944 Dispatcher - FM Audit Sampling Dispatcher

Processing Complete

Notes	Please see attached Process Log for details.
Transactions Added To Queue For Processing	9
Start Date-Time	12/14/2021 09:42:06 AM
End Date-Time	12/14/2021 09:44:17 AM

This is an automated message and this inbox is not monitored. DO NOT reply to this email.

G. For any information that is not pull by FBwT or UiPath (i.e. IPACs, payments received, or PBR), manually pull the information from applicable systems.

NSSC	NSSDG-9200-0	0009	Revision 13.0
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date:	October 24	4, 2022
	Expiration Date:	October 24	4, 2024
			Page 326 of 379

Subject: Accounts Receivable – Reporting and Audit SDG

APPENDIX J – TASK ELEVATION TO ACCOUNTS RECEIVABLE L3

Elevation to L3: All cases/tasks must be researched and fully documented prior to being elevated to L3. Listed below is the order of elevation for all tasks

Order of Elevation:

- 1. L2 Payment Processor / Account Maintainer
- 2. L2 AR SP Supervisor or designee
- 3. L3 Primary POC. If the primary POC is unavailable, the L3 Back up POC
- 4. L3 AR Lead, if needed.
- 5. All returns for additional information are returned to L2 AR SP Supervisor or designee.

Prior to Elevating a task to L3, please input the following information into the task:

- 1. Customer name
- 2. Customer Contact information (if applicable)
- 3. Customer SAP Account #
- 4. BOC#s
- 5. All e-mail Communications related to the case
- 6. Activity or steps taken prior to elevation
- 7. Reason for elevation
- 8. State what is requested from L3

Types of tasks to be elevated to L3: Listed below are some of the more common issues that should be elevated to L3. Please note that this listing is not all inclusive.

- 1. All policy related questions should be routed to L3 for determination
 - a) L2 must reference any applicable Treasury, NPR, SDG, EPSS, or OCFO guidance in the task in question.
 - b) If there is not a policy related to the issue or if L2 is unsure of which policy is applicable to the matter, L2 must confer with the AR L2 Supervisor or designee prior to routing the task to L3.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 327 of 379
Responsible Office: Accounts Receivat	ble
Subject: Accounts Receivable - Report	ting and Audit SDG

- c) L2 must document in the task the areas checked for guidance such as the SDG, EPSS, or NPR/NPD.
- 2. Customer Complaints and Treasury (FedDebt) disputes
 - a) Prior to routing a task to L3, L2 should try to determine the reason for the complaint from the customer. Distinguish a customer dispute, Treasury dispute or a waiver request by making sure that the customer is claiming that they do not owe the charges on the bill. If the customer is requesting to speak to someone from L3, elevate the task with details.
 - i. If the case is determined to be a dispute, determine whether the dispute is a Treasury dispute or a dispute of the validity of the bill.
 - ii. If the dispute is over the validity, AR L2 will route to the functional area who originated the bill. The functional area will review the bill for validation.
 - b) If the request is determined not to be a valid dispute, AR L2 will provide the details of the original communication, if applicable in the notes of the work log (i.e., what charges on the bill that the customer does not agree with).
 - c) Relate cases that are related to the complaint or Treasury dispute.
 - d) If it is determined to be a Treasury Dispute, AR L2 will escalate the task to AR L3 immediately.
 - e) Disputed debts from Treasury are time sensitive and should be routed to L3 immediately with the applicable supporting documentation.

Note: All disputed Reimbursable bill of collections must be analyzed to determine whether to route to the Center for review.

- 3. TROR and CMP Returns
 - a) Document the history of the CMP.
 - b) Begin the correction process, if applicable.
 - c) Route to L3 for review and approval.
 Note: Questions from OCFO related to the TROR and CMPs should be elevated to L3 immediately with any notes attached.
- 4. Request for payment plans
 - a) Determine if the debtor is a current NASA employee. If so, L2 should initiate a voluntary salary offset.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 328 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounte Dessiveble Depart	ing and Audit CDC

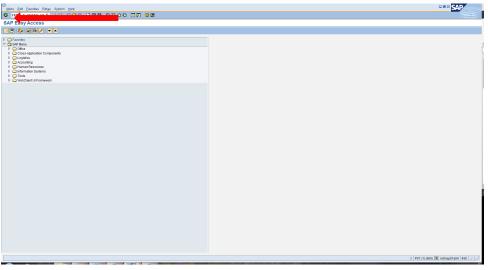
- b) Non-NASA Employees provide the Center, customer number, bill of collection(s) number, and customer contact information, then contact customer for payment negotiation.
- c) L2 sends to L3 for review after plan is negotiated
- d) After L3 reviews, L2 will place the dunning block on the account.
- 5. Request for Waiver/Waiver Determination (please see waiver process for detailed steps.)
 - a) L2 should complete the waiver letter, including all pertinent supporting documentation. Once complete, the task should be routed to L3 for review as indicated in the waiver process.
 - b) If the waiver determination is received via e-mail to Contact Center, L2 will notify the debtor.
 - c) Once debtor is notified L2 will take the appropriate action i.e., remove debt from accounting system or continue collections.
- 6. Salary Offset Notification (Friendly Reminders)
 - a) L2 should determine which employees should be sent the friendly reminders.
 - b) Populate the appropriate information into the salary offset notification such as the bill number, customer name, dollar amount, and bill date.
 - c) Route the notification for review and approval to L3 via a task
 - d) L3 review/approval the request and sends task back to L2 to e-mail the notice to the employee using the AR mail box.
 - e) Once notification is submitted L2 will save a copy in TechDoc and hold the case open until DOI sends Payroll deductions.
- 7. Request for "Paid in Full" on receivables
 - a) Determine if the debtor can be provided an account statement to fulfill the request. If so, L2 should initiate an account statement and send to debtor.
 - b) If the customer has requested a receipt of check or "paid in full" on the account statement, L2 will elevate to L3 to finalize.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 329 of 379
Responsible Office: Accounts Receivab	le

APPENDIX K – FEDMIL WORK-AROUND RECONCILIATION PROCESS

This process reconciles the manual FedMil workaround spreadsheet to the General Ledger to ensure items entered in the workaround process remain in balance.

- 1. Enter transaction code **FMFG_E_TRANS_REG** in the transaction code field.
- 2. Click Enter.



3. The following screen is displayed:

Brogram Edit Goto System Help	
୪ ସାହର ପ୍ରାର୍ଥ କରିଥିଲେ ଅପରେ ଅଭିନାରୀ ଅଭିନାର ଅଭ ଅଭିନାର ଅଭିନାର ଅଭିନ ଅଭିନାର ଅଭିନାର ଅଭିନ ଅଭିନାର ଅଭିନାର ଅଭନାର ଅଭିନାର ଅଭିନାର ଅଭିନାର ଅଭନାର ଅଭିନାର ଅଭିନାର ଅଭନାର ଅଭିନାର ଅଭନାର ଅ ଅଭିନାର ଅଭନାର ଅଭିନାର ଅଭିନାର ଅଭିନାର ଅଭନାର ଅନୁ ଅନେ ଅଭନାର ଅନଣ	
Federal Transaction Register	
Content Muld. @ to @ Flack Yier Id 0 0 Flack Yier Id 0 0 Pateling paint 10 0 0 Document Data 10 0 0 Document Data 10 0 0 Ref document number 10 0 0 Time d data 0 0 0 0 Valer same If If 0 0	
Sealt Optimum Inna spaladow Anna Sealtan b Anna Cahar Anna Sealtan b Anna Cahar Anna b Anna Anna Anna Anna Anna Anna Anna Anna	
Datan ☐ Shew by Colpsal Document ⊘R It tect bucgitaria ☐ Use Secondary Denation	
Reporting / Layout	
	b P01 (1) (900) 🔁 ndmsp01a04 INS 🚁 🃈

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 330 of 379
Responsible Office: Accounts Receivat	ble
Subject: Accounts Receivable – Report	ing and Audit SDG

4. Input a single fiscal year, then select the multiple selection icon on the right hand side of the Fiscal Year.

ල Popum Est get Spiten Hele ම ා ය B	Ű.
Federal Transaction Register	
General /	
Company Code WSA to 6 Fiscal Year 2015 to 6	
Posting period to	
Posting Date to S Document Date to S	
Ref. document number bo C	
Entry Date to 9 Time of Entry 00:00:00 to 00:00:00 9	
Time of Entry 60:00:00 10 60:00:00 6 User name 6 6 6 6	
Search Colons	
Funds application to 9 Fund to 9	
Funds Center 10 to Funded Program to	
Functional Area to G Business Area to G	
Prott Center to 🔅	
Option /	
✓ Fill Text Descriptions	
Ube Scondary Derivation	
Reporting / Layout	
	D P01 (1) (600) 🗃 ndmsp01a04 INS 🖉
C Multiple Selection for Account Number	D P01(1)(600) B ndmsp01a04 INS
C Multiple Selection for Account Number	
C Multiple Selection for Account Number	
Select Single Values Select Ranges Exclude	
Select Single Values Select Ranges Exclude Cingle Values Enclude Ranges	
Select Single Values Select Ranges Exclude Cingle Values Enclude Ranges	
Select Single Values Select Ranges Exclude <mark>(Single Values Enc</mark> lude Ranges	
Select Single Values Select Ranges Exclude Cingle Values Enclude Ranges	
Select Single Values Select Ranges Exclude <mark>(Single Values Enc</mark> lude Ranges	
Select Single Values Select Ranges Exclude <mark>(Single Values Enc</mark> lude Ranges	
Select Single Values Select Ranges Exclude <mark>(Single Values Enc</mark> lude Ranges	
Select Single Values Select Ranges Exclude <mark>(Single Values Enc</mark> lude Ranges	
Select Single Values Select Ranges Exclude <mark>(Single Values Enc</mark> lude Ranges	
Select Single Values Select Ranges Exclude <mark>(Single Values Enc</mark> lude Ranges	
Select Single Values Select Ranges Exclude <mark>(Single Values Enc</mark> lude Ranges	
Select Single Values Select Ranges Exclude <mark>(Single Values Enc</mark> lude Ranges	
Select Single Values Select Ranges Exclude <mark>(Single Values Enc</mark> lude Ranges	
Select Single Values Select Ranges Exclude Cingle Values Enclude Ranges	
Select Single Values Select Ranges Exclude Cingle Values Enclude Ranges	
Select Single Values Select Ranges Exclude Cingle Values Enclude Ranges	
Select Single Values Select Ranges Exclude Cingle Values Enclude Ranges	
Select Single Values Select Ranges Exclude Cingle Values Enclude Ranges	
Select Single Values Select Ranges Exclude Cingle Values Enclude Ranges	
Select Single Values Select Ranges Exclude Cingle Values Enclude Ranges	
Select Single Values Select Ranges OSingle value Image: Contract of the select Ranges Image: C	
Select Single Values Select Ranges OSingle value Image: Contract of the select Ranges Image: C	
Select Single Values Select Ranges Exclude Cingle Values Enclude Ranges	

5. Click on the Select Ranges Tab.

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Oulde	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 331 of 379
Responsible Office: Accounts Receivab	le

C Multiple Selection for Fiscal Year	×
Select Single Values (1) Select Ranges D. Lo Up Image: Contract of the second secon	

- 6. Input Fiscal year date range 2016– present FY. Click Copy (clock with green check button).
- 7. Delete "10" from the Funds Center block

ederal Transaction Register	
Seneral /	
Fiscal Year 2015 to 🕈	
Posting period 1 to 9	
Posting Date to 0	
Document Date to 🗢	
Ref. document number to 🗢	
Orangery (ode) WA Is 6 Fical Yaar 2015 8 6 Pattog period 1 8 6 Pattog period 1 8 6 Pattog period 1 8 6 Document Dath 1 8 6 Pattog period 1 8 6 Red commont moment 1 8 6 Ethy Obd 1 8 6	
Time of Entry 00:00:00 to 00:00 to	
User name S	
Specific Options	
Funds application to to Fund to 40	
Fund to 🔅	
Funds Center 10 to Program	
Funded Program to Punded Program to Punded Program	
Funded Program ID IP Business /vea ID IP Decimentary ID IP Predictively ID IP Count Number ID IP	
Profit Center to	
Account Number to P	
Dption /	
Show by Original Document	
✓Fill Text Descriptions	
Use Secondary Derivation	
Reporting Layout	
Layout	
	P01 (1) (500) 团 ndmsp01

8. Select the multiple selection icon on the right hand side of the Fund fields.

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0		
	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 332 of 379		
Despensible Office: Assounts Dessivable			

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

ICP Program Edit Goto System Help	
200mm Cot 2000 Spann Rep	
Federal Transaction Register	
General /	
Company Code MASA to	
Fiscal Year 2015 to	
Posting period 1 to 9	
Posting Date to 🔊	
Document Date to	
Consequence MALA to Image: Consequence Image: C	
Entry Date to	
Time of Entry 00: 00: 00 to 00: 00	
Username	
Specific Options	
Funds application to	
Funds Center to	
Fund application ID IP Fund ID IP Fund chefw ID IP Colorithrameter ID IP	
Fundional Area	
Business Area to	
Profit Center to 🗢	
Account Number to B	
Option	
Show by Original Document	
Fill Text Descriptions	
Use Secondary Derivation	
Reporting /	
Layout	
	P01 (1) (60

C Multiple Selection for Fund	×
Select Single Values (2) Select Ranges Exclude Single Values Exclude Ranges	
🕒 🖌 🊱 🛃 🛅 🚺 Multiple selection <table-cell-rows> 🛱 🗙</table-cell-rows>	

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 333 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounts Receivable – Report	ing and Audit SDG		

10. Enter all funds used for the customers of that Center, EX: EXCX22009D, EXCX22010D, EXCX22011D, etc.

🖙 Multiple Selection for Fund 🛛 🛛 🖉
Select Single Values Select Ranges Exclude Single Values Exclude Ranges Single value EXCX22009D EXCX22010D EXCX22011D EXCX22012D EXCX22013D EXCX22014D EXCX22015D Image: Image: I
🕒 🖌 🍪 🛃 🖬 🚹 Multiple selection 📭 🖀 🗶

- 11. Click the copy icon.
- 12. Enter applicable Business Area

Program Edit Goto System Help	SAP
ବ <u>ର</u> ଏହା ଦିଉ ବି କର୍ଣ୍ଣ ଅଧ୍ୟରଣ ଅପ୍ରେଷ	
Federal Transaction Register	
General UGA ID ID Company Code UGA ID ID Probleg privid 1 ID ID ID Probleg privid 1 ID ID ID ID Document Date ID <	
Starkto Classific 10 10 10 Fund MXX220 10 10 Fund MXX220 10 10 Funds Classific 10 10 10 Funds Torgan 10 10 10 Funds Analysis 10 10 10 Butterss Ares 72 0 10 Funds Charter 10 10 10	
Option/	
Reporting / Layout	
	👂 P01 (1) (600) 🖪 ndmsp01a04 🔤 🥢

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
Service Delivery Guide	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 334 of 379	
Responsible Office: Accounts Receivable		

13. Enter 1310.3000 in the Account Number fields.

<u>Program Edit Goto System I</u>					
		881822681			
ederal Transaction R	egister				
8 🖬 🔳 🖓					
eneral Company Code	NASA	to	6		
Fiscal Year	2015	to	-		
Posting period		to	9		
Posting Date Document Date		to to	₽		
Ref. document number		to	•		
Entry Date	00:00:00	to 00:00:00	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		
Time of Entry User name	00:00:00	to 00:00:00			
pecific Options					
Funds application		to	9		
Funds Center	EXCX22009D	to to			
Funded Program		to	\$		
Functional Area		to	♦		
Business Area Profit Center	72	to to	<u>0</u>		
Account Number	1310.3000 💽				
ption					
Show by Original Document					
Fill Text Descriptions Use Secondary Derivation					
eporting					
Layout					
4. Click or	ı Variar	nt button	(Spanish An	nerican Flag)	٩
4. Click or Program Edit Goto System		nt button	(Spanish An	nerican Flag)	41/2 R # 0 SAP
, <u>P</u> rogram <u>E</u> dit <u>G</u> oto S <u>v</u> stem	Help	nt button		nerican Flag)	
Program Edit <u>G</u> oto System	Help (1 📙 😋 <table-cell> 🚷 [</table-cell>			nerican Flag)	
, <u>P</u> rogram <u>E</u> dit <u>G</u> oto S <u>v</u> stem	Help (1 📙 😋 <table-cell> 🚷 [</table-cell>			nerican Flag)	
Program Edit Goto System	Help (1 📙 😋 <table-cell> 🚷 [</table-cell>			nerican Flag)	
Program Edit Goto System	Help Legister NASA			nerican Flag)	
Program Edit Goto System	Help Legister	10 10		nerican Flag)	
Program Edit Goto System	Help Legister NASA			nerican Flag)	
Program Edit Goto System	Help Legister NASA	10 10		nerican Flag)	
Program Edit Goto System	Help Legister NASA			nerican Flag)	
Program Edi Goto System	Help Register			nerican Flag)	
Program Edit Goto System	Help Legister NASA			nerican Flag)	
Program Edit Qoto System	Help Register			nerican Flag)	
Program Edit Qoto System	Hep egister MASA 2015 00:00:00	0 (8 2 2 2 5 5 1 10 10 10 10 10 10 10 10 10 10 10 10 10 1		nerican Flag)	
Program Edit Qoto System Person Company Code Posting Date Company Code Posting Date Document Date Ref document number Entry Date Time of Entry User name Person Per	Help Register			nerican Flag)	
Program Edit Qoto System Pederal Transaction R Posting Part Part Posting Part Part Posting Part Part Posting Date Document Date Ref. document number Entry Date Daty Date Document Date Ref. document number Entry Date Date Daty Date Date Date Date Date Date Date Date	Hep egister MASA 2015 00:00:00			nerican Flag)	
Program Edit Qoto System Person Company Code Posting Date Company Code Posting Date Document Date Ref document number Entry Date Time of Entry User name Person Per	Hep Legister MASA 2015 00:00:00 EXCX220090			nerican Flag)	
Program Edit Qoto System Person Transaction R Company Code Paral Posting pario Posting pa	Hep egister MASA 2015 00:00:00			nerican Flag)	
Program Edit Goto System	Hep Legister MASA 2015 00:00:00 EXCX220090			nerican Flag)	
Program Edit Qoto System Program Edit Qoto System Pederal Transaction R Posting Participation Posting Date Company Code Frical Year Posting participation Posting Date Document Date Ref document number Entry Date Time of Entry User name Pedit Options Funds application Funds Program Pundenal Area Business Area Profit Center Account Number	Hep Control Control C			nerican Flag)	
Program Edit Qoto System Program Edit Qoto System Proderal Transaction R Prode Part Product Part Part Part Part Part Part Part Par	Hep Control Control C			nerican Flag)	
Program Edit Qoto System Performance Perfo	Hep Control Control C			nerican Flag)	
Program Edit Qoto System Program Edit Qoto System Prodecation F Prodecation F Prodecation F Prodecation F Prodecation Prodecat	Hep Control Control C			herican Flag)	
Program Edit Qoto System Performance Perfo	Hep Control Control C			nerican Flag)	
Program Edit Qoto System Program Edit Qoto System Prodecation F Prodecation F Prodecation F Prodecation F Prodecation Prodecat	Hep Control Control C			nerican Flag)	
Program Edit Qoto System Performance Perfo	Hep Control Control C			nerican Flag)	
Program Edit Qoto System Performance Perfo	Hep Control Control C			herican Flag)	
Program Edit Qoto System Performance Perfo	Hep Control Control C			nerican Flag)	
Program Edit Qoto System Performance Perfo	Hep Control Control C			nerican Flag)	
Program Edi golo System Program Edi golo System Company Code Code Company Code Company Code Company Code Company Code Compan	Hep Control Control C			nerican Flag)	
Program Edi golo System Program Edi golo System Company Code Code Company Code Company Code Company Code Company Code Compan	Hep Control Control C			nerican Flag)	

٩ //

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
Service Delivery Guide	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 335 of 379	
Responsible Office: Accounts Receivable		

15. Click on arrow next to Actual line item table for US Federal Government.

🗁 Federal Transaction Register	⊠ ∕
C Actual line item table for US Federal Government.	
Apply Selected Items X	

16. Double click Customer.

Federal Transaction Register	
Controlling Area SGL account	
Apply Selected Items 🔀	

17. Enter the Customer numbers for that Center as multiple single values (e.g. 2910, 2911, 2941 and 3717). Click the copy icon.

Le Multiple Selection for Customer	
Select Single Values (1) Select Ranges Exclude Single Values Exclude Ranges	
O., Single value	
2910	
2911	
2941	
3717 @	
🕀 🔶 📴 🖬 Multiple selection 📭 🖺 🔀	

NSSC	NSSDG-9200-0009 Revision 13.0						
Service Delivery Guide	Number						
	Effective Date: October 24, 2022						
	Expiration Date: October 24, 2024						
	Page 336 of 379						
Responsible Office: Accounts Receivable							
Subject: Accounts Receivable – Reporting and Audit SDG							

Controlling Area GC SGL account GC Bdgt Func Class Commitment string	Dynamic selections Actual line Item table for US Federal Government Customer 2910 to 25	310 😰 🏟
Transfer Agency Transfer Account		
Year of Budget Authority		
Advanced Flag		
Defense Indicator		
Funded Program		
Reference		
Vendor		
Customer		
Program Reporting Category		
Asset		
Sub-number		
Transact type		

- 18. Click on the Disc icon to save.
- 19. Ensure that the "Show by Original Document" box under Option is unchecked.

Erogram Edit Goto System Help 중 1 4 월 중 중 중 그 11 18 전 11 4 3 19 5 중 중	
Federal Transaction Register	
General	
Company Code NAS-(0) to ® Finant Year 0010 to ® Proting parked 1 to ® Donamed Dale to ® ® Extra Dual to ® ®	
Piscal Year 2015 to 9	
Posting period 1 to 9 50 Posting Date to 0	
Document Date to	
Ref. document number to b	
Entry Date to	
Time of Entry 80:00:00 to 80:00:00	
User name	
Specific Options /	
Funds application to	
Fund W0N3229 to	
Fund speciation Is IS IS Fund to M0220 IS IS IS Funds chear IS IS IS Funds theyam IS IS IS Public Lefter IS IS IS Account Number ITIO IS IS	
Funded Program to S	
Functional Area to S	
Business Area 72 to 🗢	
Profit Center to \$	
Account Number 1010,0000 10 1110,0000	
Option Show by Original Document	
Show by Original Document ✓ Fill Text Descriptions	
Via Text Descriptions	
Oce secondary derivation	
Reporting	
Layout	
	D P01 (1) (600) 🛅 ndmsp01a04 🔤 🖉

NSSC	NSSDG-9200-0009 Revision 13.0						
Service Delivery Guide	Number						
Service Delivery Guide	Effective Date: October 24, 2022						
	Expiration Date: October 24, 2024						
	Page 337 of 379						
Responsible Office: Accounts Receivable							

20. Click the execute icon.

rogram Edit Goto System Help	SAP
1 4 6 6 9 8 1000 2010 2010	
deral Transaction Register	
erst /	
cal/year 2015 to 🌳	
ting period 1 to 9 to	
ating Date to 🔯	
ument Date to B	
Mode Bit Bit <td></td>	
ry Date to	
1e of Entry 00:00:00 00:00:00	
er name	
fit: Options /	
ds application to 🔯	
Dis application Dis Dis VM1322 Dis Dis Dis Dis Contrait Dis Dis Dis Dis Distantian Dis Dis Dis Dis Dis Otheral Area Dis	
to 😰	
ded Program to Program	
donal Area to	
aness Area 72 to 🗢	
00 Center 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
28 / / Sino to joignal Document	
HII HER Lescappons Use Secondary Derivation	
xting /	
tuo tuo	
	P01 (1) (600) 🖻 ndmsp01a04 INS

1		1	۱ 🖳 ۱	C 🙆 🚷	📮 🖨 🖂 I	2222	🐹 🔁 🔞 🕻							
ederal Tra	nsa	ction F	?enis	er										
12 💼 🔁	8					li 🖩 🎟 🕫	I 🛄							
deral Tra	nsaci	tion Re	aiste	r - Accele	erated									
. Document			-	Posting Date		DocumentNo	Fund	1 Eurode Otr	Cmmt Item	Account	n Debit	₽ Credit	Crev	
			1 enou	r osting Date	Doc. Date	Documentato	Trana	T unus Cu	Chinichen	Account	 4.20 	* Credit	USD	
	2000	III III	12	09/30/2009	09/30/2009	1800012040	EXCX22009D	72	NONR	1310.3000	4.20		USD	
00012043-1 📅							LITOTALOUUD				. 362.31		USD	
			12	09/30/2009	09/30/2009	1800012043	EXCX22009D	72	NONR	1310.3000	362.31		USD	
0012044-1 📅											822.16		USD	
			12	09/30/2009	09/30/2009	1800012044	EXCX22009D	72	NONR	1310.3000	822.16		USD	
0012045-1 🕁											. 3.65		USD	
			12	09/30/2009	09/30/2009	1800012045	EXCX22009D	72	NONR	1310.3000	3.65		USD	
0012046-1 🕁			_								 22.58 		USD	
			12	09/30/2009	09/30/2009	1800012046	EXCX22009D	72	NONR	1310.3000	22.58		USD	
0012048-1 📅											 5.64 		USD	
			12	09/30/2009	09/30/2009	1800012048	EXCX22009D	72	NONR	1310.3000	5.64		USD	
0012049-1 👕											 120.77 		USD	
			12	09/30/2009	09/30/2009	1800012049	EXCX22009D	72	NONR	1310.3000	120.77		USD	
0012052-1 🐨											 180.58 		USD	
			12	09/30/2009	09/30/2009	1800012052	EXCX22009D	72	NONR	1310.3000	180.58		USD	
00012053-1 记											 192.48 		USD	
			12	09/30/2009	09/30/2009	<u>1800012053</u>	EXCX22009D	72	NONR	1310.3000	192.48		USD	
0012054-1 🐨											 11.82 		USD	
			12	09/30/2009	09/30/2009	<u>1800012054</u>	EXCX22009D	72	NONR	1310.3000	11.82		USD	
00012055-1 👕											 822.16 		USD	
			12	09/30/2009	09/30/2009	<u>1800012055</u>	EXCX22009D	72	NONR	1310.3000	822.16		USD	
00012056-1 🐨											• 0.08		USD	
			12	09/30/2009	09/30/2009	<u>1800012056</u>	EXCX22009D	72	NONR	1310.3000	0.08		USD	
0012057-1 👕			10	0010010000	00000000	4000040057	EVOYOOOOO	70	NOND	4240 2000	 158.00 		USD	
0040050 4 -			12	09/30/2009	09/30/2009	<u>1800012057</u>	EXCX22009D	72	NONR	1310.3000	158.00 4,420.16		USD	
0012059-1 🐨			10	09/30/2009	09/30/2009	1900012050	EXCX22009D	72	NONR	1310.3000	4,420.16		USD	
0012060-1 🕁			12	09/30/2009	09/50/2009	<u>1800012059</u>	EXCA22009D	12	NONR	1510.3000	4,420.16 57.00		USD	
0012000-1 🕁			10	09/30/2009	09/30/2009	1800012060	EXCX22009D	72	NONR	1310.3000	57.00		USD	
00012063-1 📅			12	09/30/2009	08/30/2009	1000012000	ENGN22009D	12	NONK	1310.3000	· 36.25		USD	
			12	09/30/2009	09/30/2009	1800012063	EXCX22009D	72	NONR	1310.3000	36.25		USD	
00012064-1 📅			12	00.0012000	00/00/2009	1000012000	210/220090	12		1010.0000	10,352.62		USD	
			12	09/30/2009	09/30/2009	1800012064	EXCX22009D	72	NONR	1310.3000	10,352.62		USD	
0012065-1 📅			12		10012000	1000012004	2.07220030				• 11.20		USD	
			12	09/30/2009	09/30/2009	1800012065	EXCX22009D	72	NONR	1310.3000	11.20		USD	
00012067-1 🕁			14	0010012000	0010072000	1000012000	2.10.220000			1010.0000	• 362.31		USD	
			12	09/30/2009	09/30/2009	1800012067	EXCX22009D	72	NONR	1310.3000	362.31	Tra	USD	
00012068-1 📅			12			ALCO ALCONT					276.26	►× tha	USD	
			10	09/30/2009	09/30/2009	1800012068	EXCX22009D	72	NONR	1310 3000	276.26		USD	

NSSC	NSSDG-9200-0009 Revision 13.0						
Service Delivery Guide	Number						
Service Delivery Guide	Effective Date: October 24, 2022						
	Expiration Date: October 24, 2024						
	Page 338 of 379						
Responsible Office: Accounts Receivable							

22. Click the change layout icon.

ederal Tra	nsa	ction I	Regis	ter									
										•			
(🔁 🛃 📓						LEI (
ederal Trai	nsac	tion R	eaiste	r - Accel	erated								
ef. Document		CoCd *	<u> </u>	Posting Date		DocumentNo	* Fund	1 Funds Ctr	Cmmt Item	Account	n Debit s	Credit Crcy	
800012040-1 🕁		NASA			1			1			4.20	USD	
			12	09/30/2009	09/30/2009	1800012040	EXCX22009D	72	NONR	1310.3000	4.20	USD	
800012043-1 🕁											 362.31 	USD	
			12	09/30/2009	09/30/2009	1800012043	EXCX22009D	72	NONR	1310.3000	362.31	USD	
800012044-1 📅											 822.16 	USD	
			12	09/30/2009	09/30/2009	1800012044	EXCX22009D	72	NONR	1310.3000	822.16	USD	
800012045-1 📅											 3.65 	USD	
			12	09/30/2009	09/30/2009	1800012045	EXCX22009D	72	NONR	1310.3000	3.65	USD	
800012046-1 👕											 22.58 	USD	
			12	09/30/2009	09/30/2009	<u>1800012046</u>	EXCX22009D	72	NONR	1310.3000	22.58	USD	
800012048-1 🕝											 5.64 	USD	
			12	09/30/2009	09/30/2009	1800012048	EXCX22009D	72	NONR	1310.3000	5.64	USD	
800012049-1 🕝							_				 120.77 	USD	
			12	09/30/2009	09/30/2009	<u>1800012049</u>	EXCX22009D	72	NONR	1310.3000	120.77	USD	
800012052-1 👕											 180.58 	USD	
			12	09/30/2009	09/30/2009	<u>1800012052</u>	EXCX22009D	72	NONR	1310.3000	180.58	USD	
300012053-1 🕁			40	00/20/2002	00/20/2002	4000040050	EXOYOGOGCE	70	NOND	4040.0000	 192.48 402.40 	USD	
300012054-1 🕁			12	09/30/2009	09/30/2009	1800012053	EXCX22009D	72	NONR	1310.3000	192.48	USD	
500012054-1 °Cr			10	09/30/2009	09/30/2009	1800012054	EVOV22000D	72	NONR	1210 2000	 11.82 11.82 	USD	
800012055-1 📅			12	09/30/2009	09/30/2009	1000012054	EXCX22009D	14	NONK	1310.3000	822.16	USD	
000012000-1 Ur			12	09/30/2009	09/30/2009	1800012055	EXCX22009D	72	NONR	1310.3000	822.16	USD	
300012056-1 🕁			12	00.0012009	29/20/2009	1000012000	2307220080	14		1010.0000	• 0.08	USD	
			12	09/30/2009	09/30/2009	1800012056	EXCX22009D	72	NONR	1310.3000	0.08	USD	
800012057-1 📅			.2	11.00/2008	10002000	13000 12030	2.10/220080				- 158.00	USD	
			12	09/30/2009	09/30/2009	1800012057	EXCX22009D	72	NONR	1310.3000	158.00	USD	
800012059-1 📅								115			4,420.16	USD	
			12	09/30/2009	09/30/2009	1800012059	EXCX22009D	72	NONR	1310.3000	4,420.16	USD	
800012060-1 📅											- 57.00	USD	
			12	09/30/2009	09/30/2009	1800012060	EXCX22009D	72	NONR	1310.3000	57.00	USD	
800012063-1 🕁											 36.25 	USD	
			12	09/30/2009	09/30/2009	1800012063	EXCX22009D	72	NONR	1310.3000	36.25	USD	
800012064-1 🕁											10,352.62	USD	
			12	09/30/2009	09/30/2009	1800012064	EXCX22009D	72	NONR	1310.3000	10,352.62	USD	
300012065-1 📅											 11.20 	USD	
			12	09/30/2009	09/30/2009	1800012065	EXCX22009D	72	NONR	1310.3000	11.20	USD	
300012067-1 👕											 362.31 	And USD Leslie	
			12	09/30/2009	09/30/2009	1800012067	EXCX22009D	72	NONR	1310.3000	362.31	USD	
800012068-1 📅											 276.26 276.26 	USD SC has	

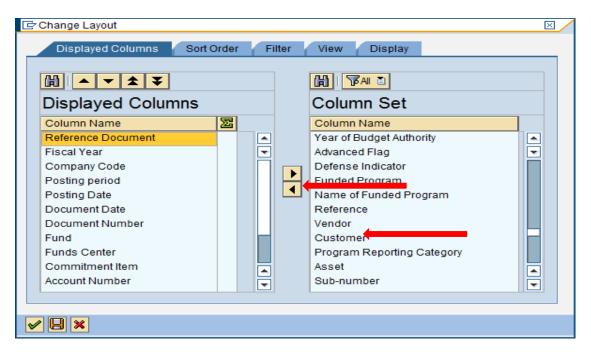
間 ▲ ▼ ★ ▼ Displayed Columns	;		間 译AII 目 Column Set	
Column Name	$\mathbf{\Sigma}$		Column Name	
Reference Document			Smart Doc. Number	
Fiscal Year		-	Company Name	
Company Code			Fund name	
Posting period			Funds center name	
Posting Date			Commitment item name	
Document Date			G/L acct short text	
Document Number			Local currency	
Fund			Transaction Currency	
Funds Center			Amount in OrigTransCrcy	
Commitment Item			Ledger	
Account Number			Record Type	▲ ▼

NSSC	NSSDG-9200-0009 Revision 13.0						
Service Delivery Guide	Number						
	Effective Date: October 24, 2022						
	Expiration Date: October 24, 2024						
	Page 339 of 379						
Responsible Office: Accounts Receivable							
Subject: Accounts Receivable – Reporting and Audit SDG							

- 24. Select Local Currency.
- 25. Click the Left Arrow.

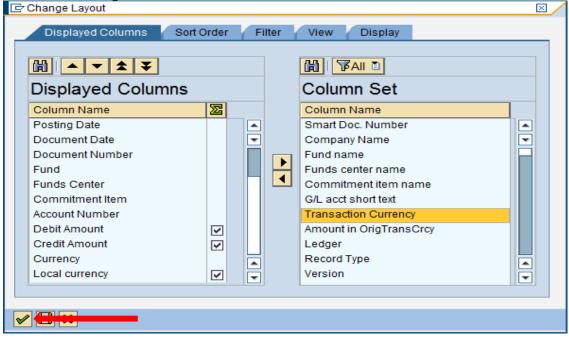
	Change Layout Displayed Columns Sort C ☐ ▲ ▼ ★ ▼ Displayed Columns	order	Fi	ilter	View Display	
	Column Name	Σ			Column Name	
	Reference Document				Smart Doc. Number	
	Fiscal Year	1	-		Company Name	
	Company Code				Fund name	
	Posting period			H	Funds center name	
	Posting Date				communent terr name	
	Document Date				G/L acct short text	
	Document Number				Local currency	
	Fund				Transaction Currency	
	Funds Center				Amount in OrigTransCrcy	
	Commitment Item				Ledger	
	Account Number				Record Type	
				1	1	
~						

- 26. Select Customer.
- 27. Click the Left Arrow.



NSSC	NSSDG-9200-0009 Revision 13.0						
Service Delivery Guide	Number Effective Date: October 24, 2022						
	Expiration Date: October 24, 2024						
	Page 340 of 379						
Responsible Office: Accounts Receivable							
Subject: Accounts Receivable – Reporting and Audit SDG							

28. Click the green checkmark.



ederal Tra	inca	ction	Penie	ter											
3 📬 🗗 🖸	8	7 78 2	2 76		S 🛃 📅 🖦	16 🎟 🖭 🖷									
ederal Trai	nsac	tion Re	eaiste	r - Accel	erated										
ef. Document		CoCd *		Posting Date		DocumentNo	Fund	* Eunde Ctr	Cmmt Item	Account	Debit z	Credit Crcv	n Local crov	Customer	
800012040-1 57			1 enou	r oating Date	Doc. Date	Documentavo	Tunu	Ti unda Ou	Chinic Rein	Account	 4.20 	USD	= 4.20	Customer	
	2000		12	09/30/2009	09/30/2009	1800012040	EXCX22009D	72	NONR	1310.3000	4.20	USD		2910	
800012043-1 📅											 362.31 	USD			
			12	09/30/2009	09/30/2009	1800012043	EXCX22009D	72	NONR	1310.3000	362.31	USD	362.31	2910	
800012044-1 📅											822.16	USD	822.16		
			12	09/30/2009	09/30/2009	1800012044	EXCX22009D	72	NONR	1310.3000	822.16	USD	822.16	2910	
800012045-1 🐨											- 3.65	USD	3.65		
			12	09/30/2009	09/30/2009	1800012045	EXCX22009D	72	NONR	1310.3000	3.65	USD		2910	
800012046-1 🐨											 22.58 	USD			
			12	09/30/2009	09/30/2009	1800012046	EXCX22009D	72	NONR	1310.3000	22.58	USD	22.58	2910	
800012048-1 🐨											- 5.64	USD	5.64		
			12	09/30/2009	09/30/2009	1800012048	EXCX22009D	72	NONR	1310.3000	5.64	USD		2910	
800012049-1 🐨								1.00			 120.77 	USD			
			12	09/30/2009	09/30/2009	1800012049	EXCX22009D	72	NONR	1310.3000	120.77	USD	120.77	2910	
800012052-1 🐨			10	09/30/2009	09/30/2009	1800012052	EXOVOD0000	72	NONR	1010 0000	 180.58 180.58 	USD	 180.58 	0010	
800012053-1 🐨			12	09/30/2009	09/30/2009	1800012052	EXCX22009D	12	NONR	1310.3000	 180.58 192.48 	USD	180.58 192.48	2910	
800012055-1 -			12	09/30/2009	09/30/2009	1800012053	EXCX22009D	72	NONR	1310.3000	192.48	USD	192.48	2910	
800012054-1 🐨			12	03/30/2003	03/30/2003	1000012000	LACAZZOUSD	12	NONIX	1310.3000	11.82	USD		2010	
			12	09/30/2009	09/30/2009	1800012054	EXCX22009D	72	NONR	1310.3000	11.82	USD	11.82	2910	
800012055-1 57								1			822.16	USD			
			12	09/30/2009	09/30/2009	1800012055	EXCX22009D	72	NONR	1310.3000	822.16	USD	822.16	2910	
800012056-1 📅											- 0.08	USD			
			12	09/30/2009	09/30/2009	1800012056	EXCX22009D	72	NONR	1310.3000	0.08	USD	0.08	2910	
800012057-1 🐨											158.00	USD	158.00		
			12	09/30/2009	09/30/2009	1800012057	EXCX22009D	72	NONR	1310.3000	158.00	USD	158.00	2910	
800012059-1 🐨											4,420.16	USD	4,420.16		
			12	09/30/2009	09/30/2009	1800012059	EXCX22009D	72	NONR	1310.3000	4,420.16	USD	4,420.16	2910	
800012060-1 🐨											 57.00 	USD	57.00		
			12	09/30/2009	09/30/2009	1800012060	EXCX22009D	72	NONR	1310.3000	57.00	USD	57.00	2910	
800012063-1 🐨											 36.25 	USD			
			12	09/30/2009	09/30/2009	1800012063	EXCX22009D	72	NONR	1310.3000	36.25	USD	36.25	2910	
800012064-1 🐨					0.0000000000000000000000000000000000000	4000040005	5×0×0000	170	Lucius.	1010 000 5	10,352.62		10,352.62	0010	
000040085 4			12	09/30/2009	09/30/2009	1800012064	EXCX22009D	72	NONR	1310.3000	10,352.62	USD	10,352.62	2910	
800012065-1 🐨			40	09/30/2009	09/30/2009	4000040085	EXOVODODD	72	NONR	4240 2000	 11.20 11.20 	USD	 11.20 11.20 	0040	
800012067-1 🐨			12	09/30/2009	09/30/2009	1800012065	EXCX22009D	12	NONK	1310.3000	= 362.31	USD		2910	
000012007-1 °Cr			12	09/30/2009	09/30/2009	1800012067	EXCX22009D	72	NONR	1310.3000	362.31	USD	362.31	2010	
800012068-1 🐨			12	08/30/2009	08/30/2009	1000012007	EAGA22009D	12	NONK	1310.3000	= 276.26	USD		2010	
200012000-1				09/30/2009	09/30/2009	1800012068	EXCX22009D	72	NONR	1310 3000	276.26	USD	276.26		

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 341 of 379
Responsible Office: Accounts Receiv	able

30. Click on the Customer header to highlight the column

	2	48	696			🗷 🗾 I 🔞 🛛	<u>e</u>							
deral Tr	ansaction	Regis	ter											
		_												
12 📫 🔛	877			La 12 He L	n 🖮 🛲 🕫									
deral Tra	ansaction R	eaiste	r - Accele	rated										
Document			Posting Date		DocumentNo	Fund	I Survey On	0		D. Hall	0	1 a set served	0	
Document	Year CoCode	Period	Posting Date	Doc. Date	Documentivo	Fund	Funds Ctr	Cmmt Item	1310.3000 TP	E Debit		 Local crcy 172.639 	Customer	
00012040-1	2009 NASA	10	09/30/2009	09/30/2009	1800012040	EXCX22009D	72	NONR	1310.3000 12	4.20	USD		2910	- -
0012040-1	2009 NASA		09/30/2009	09/30/2009	1800012040	EXCX22009D EXCX22009D	72	NONR		4.20	USD	256.29	2910	i i i i i i i i i i i i i i i i i i i
0012041-1	2009 NASA	12		09/30/2009	1800012041	EXCX22009D EXCX22009D	72	NONR		362.31	USD	362.31	2910	
0012043-1	2009 NASA		09/30/2009	09/30/2009	1800012043	EXCX22009D	72	NONR		822.16	USD	822.16	2910	
0012044-1	2009 NASA		09/30/2009	09/30/2009	1800012044	EXCX22009D	72	NONR		3.65	USD	3.65	2910	
0012045-1	2009 NASA		09/30/2009	09/30/2009	1800012045	EXCX22009D	72	NONR		22.58	USD	22.58	2910	
0012048-1	2009 NASA		09/30/2009	09/30/2009	1800012048	EXCX22009D	72	NONR		5.64	USD		2910	
0012049-1	2009 NASA	12		09/30/2009	1800012049	EXCX22009D	72	NONR		120.77	USD	120.77	2910	
0012051-1	2009 NASA		09/30/2009	09/30/2009	1800012051	EXCX22009D	72	NONR		20,616.46	USD	20.616.46	2911	
0012052-1	2009 NASA	12		09/30/2009	1800012052	EXCX22009D	72	NONR		180.58	USD	180.58	2910	
0012053-1	2009 NASA		09/30/2009	09/30/2009	1800012052	EXCX22009D	72	NONR		192.48	USD	192.48	2910	
0012054-1	2009 NASA		09/30/2009	09/30/2009	1800012054	EXCX22009D	72	NONR		11.82	USD	11.82	2910	
0012055-1	2009 NASA		09/30/2009	09/30/2009	1800012055	EXCX22009D	72	NONR		822.16	USD	822.16	2910	
0012056-1	2009 NASA		09/30/2009	09/30/2009	1800012056	EXCX22009D	72	NONR		0.08	USD	0.08	2910	
0012057-1	2009 NASA		09/30/2009	09/30/2009	1800012057	EXCX22009D	72	NONR		158.00	USD	158.00	2910	
0012058-1	2009 NASA		09/30/2009	09/30/2009	1800012058	EXCX22009D	72	NONR		822.16	USD	822.16	2911	
0012059-1	2009 NASA		09/30/2009	09/30/2009	1800012059	EXCX22009D	72	NONR		4,420.16	USD		2910	
0012060-1	2009 NASA		09/30/2009	09/30/2009	1800012060	EXCX22009D	72	NONR		57.00	USD	57.00	2910	
0012061-1	2009 NASA		09/30/2009	09/30/2009	1800012061	EXCX22009D	72	NONR		11.48	USD	11.48	2911	
0012062-1	2009 NASA		09/30/2009	09/30/2009	1800012062	EXCX22009D	72	NONR		822.16	USD	822.16	2911	
0012063-1	2009 NASA	12		09/30/2009	1800012063	EXCX22009D	72	NONR		36.25	USD	36.25	2910	
0012064-1	2009 NASA	12	09/30/2009	09/30/2009	1800012064	EXCX22009D	72	NONR		10,352.62	USD	10,352.62	2910	
0012065-1	2009 NASA		09/30/2009	09/30/2009	1800012065	EXCX22009D	72	NONR		11.20	USD	11.20	2910	
0012066-1	2009 NASA		09/30/2009	09/30/2009	1800012066	EXCX22009D	72	NONR		822.16	USD	822.16	2911	
00012067-1	2009 NASA	12	09/30/2009	09/30/2009	1800012067	EXCX22009D	72	NONR		362.31	USD		2910	
0012068-1	2009 NASA		09/30/2009	09/30/2009	1800012068	EXCX22009D	72	NONR		276.26	USD		2910	
0012069-1	2009 NASA		09/30/2009	09/30/2009	1800012069	EXCX22009D	72	NONR		200.92	USD		2910	
00012070-1	2009 NASA	12	09/30/2009	09/30/2009	1800012070	EXCX22009D	72	NONR		822.16	USD	822.16	2911	
00012071-1	2009 NASA		09/30/2009	09/23/2009	1800012071	EXCX22009D	72	NONR		822.16	USD	822.16	2911	
00012072-1	2009 NASA		09/30/2009	09/30/2009	1800012072	EXCX22009D	72	NONR		822.16	USD	822.16	2911	
00040062-1	2010 NASA		10/20/2009	10/20/2009	100040062	EXCX22009D	72	NONR			180.58 USD		2910	
00040062-1	2010 NASA	1	10/20/2009	10/20/2009	100040062	EXCX22009D	72	NONR		180.58	USD	180.58	2910	
0041263-1	2010 NASA		10/23/2009	10/23/2009	100041263	EXCX22009D	72	NONR			3.65 USD	3.65-	2910	
0041263-1	2010 NASA		10/23/2009	10/23/2009	100041263	EXCX22009D	72	NONR		3.65	USD	3.65	2910	
0041265-1	2010 NASA	1	10/23/2009	10/23/2009	100041265	EXCX22009D	72	NONR			11.82 USD	11.82-	2910	
0041265-1	2010 NASA	1	10/23/2009	10/23/2009	100041265	EXCX22009D	72	NONR		11.82	USD	11.82	2910	
0041266-1	2010 NASA	1	10/23/2009	10/23/2009	100041266	EXCX22009D	72	NONR			11.20 USD	11.20-	2910	
0041266-1	2010 NASA	1	10/23/2009	10/23/2009	100041266	EXCX22009D	72	NONR		11.20	USD	11.20	2910	×
0086493-1	2010 NASA		10/30/2009	10/30/2009	100086493	EXCX22009D	72	NONR			276.48 USD	276.48-	20.44	

31. Click on the subtotal icon.

Federal Tra		otion	logio	tor											
				ter											
3 🔁 🛃 🗿	8	7 7 2													
- ederal Trai	nsac	tion Re	aiste	r - Accele	erated										
Ref. Document				Posting Date		DocumentNo	1 Fund	1 Eurode Ch	Cmmt Item	Account	E Debit s	Credit Crcy	» Local crcy	Customor	
1800012040-1 🐨			renou	r osting Date	Doc. Date	Docamenado	Trana	T dilus Co	Chinicitein	Account	 4.20 	USD	 4.20 	Customer	
			12	09/30/2009	09/30/2009	1800012040	EXCX22009D	72	NONR	1310.3000	4.20	USD		2910	
1800012043-1 📅											 362.31 	USD	. 362.31		
			12	09/30/2009	09/30/2009	1800012043	EXCX22009D	72	NONR	1310.3000	362.31	USD	362.31	2910	
1800012044-1 🐨											 822.16 	USD	822.16		
			12	09/30/2009	09/30/2009	1800012044	EXCX22009D	72	NONR	1310.3000	822.16	USD	822.16	2910	
1800012045-1 👕											 3.65 	USD	 3.65 		
			12	09/30/2009	09/30/2009	1800012045	EXCX22009D	72	NONR	1310.3000	3.65	USD		2910	
1800012046-1 🐨											 22.58 	USD	22.58		
			12	09/30/2009	09/30/2009	<u>1800012046</u>	EXCX22009D	72	NONR	1310.3000	22.58	USD	22.58	2910	
1800012048-1 🐨											 5.64 	USD	. 5.64		
			12	09/30/2009	09/30/2009	<u>1800012048</u>	EXCX22009D	72	NONR	1310.3000	5.64	USD		2910	
1800012049-1 🐨			40	00/00/0000	00/20/2000	4000040040	EVOVODDD	70	NOND	4040.0000	 120.77 	USD	 120.77 	2910	
1800012052-1 🕁			12	09/30/2009	09/30/2009	<u>1800012049</u>	EXCX22009D	72	NONR	1310.3000	120.77 180.58	USD	120.77 180.58	2910	
1800012052-1 12			40	09/30/2009	09/30/2009	1800012052	EXCX22009D	72	NONR	1310.3000	180.58	USD	180.58	0040	
1800012053-1 77			12	09/30/2009	09/30/2009	1800012052	EXCA22009D	12	NONK	1310.3000	192,48	USD	• 192.48	2910	
1000012033-1 []-			12	09/30/2009	09/30/2009	1800012053	EXCX22009D	72	NONR	1310.3000	192.48	USD	192.48	2010	
1800012054-1 📅			16	03/30/2003	03/30/2003	1000012000	CNONEZOUDD	16	NONIX	1310.3000	11.82	USD	• 11.82	2010	
100001200411			12	09/30/2009	09/30/2009	1800012054	EXCX22009D	72	NONR	1310.3000	11.82	USD	11.82	2910	
1800012055-1 57				0010012000	0010012000	1000012004	ENGRALEGODE	12	HOINT	1010.0000	 822.16 	USD		2010	
			12	09/30/2009	09/30/2009	1800012055	EXCX22009D	72	NONR	1310.3000	822.16	USD	822.16	2910	
1800012056-1 🖙											. 0.08	USD			
			12	09/30/2009	09/30/2009	1800012056	EXCX22009D	72	NONR	1310.3000	0.08	USD	0.08	2910	
1800012057-1 🐨											 158.00 	USD	158.00		
			12	09/30/2009	09/30/2009	1800012057	EXCX22009D	72	NONR	1310.3000	158.00	USD	158.00	2910	
1800012059-1 🕁											4,420.16	USD	4,420.16		
			12	09/30/2009	09/30/2009	<u>1800012059</u>	EXCX22009D	72	NONR	1310.3000	4,420.16	USD	4,420.16	2910	
1800012060-1 🐨											 57.00 	USD	 57.00 		
			12	09/30/2009	09/30/2009	<u>1800012060</u>	EXCX22009D	72	NONR	1310.3000	57.00	USD	57.00	2910	
1800012063-1 🕝											 36.25 	USD	 36.25 		
			12	09/30/2009	09/30/2009	<u>1800012063</u>	EXCX22009D	72	NONR	1310.3000	36.25	USD	36.25	2910	
1800012064-1 🕝											10,352.62	USD	10,352.62		
			12	09/30/2009	09/30/2009	<u>1800012064</u>	EXCX22009D	72	NONR	1310.3000	10,352.62	USD	10,352.62	2910	
1800012065-1 🕝			10			100000100005	FUOMODAD	70	1010		 11.20 	USD	• 11.20	0010	
1000010087 4			12	09/30/2009	09/30/2009	<u>1800012065</u>	EXCX22009D	72	NONR	1310.3000	11.20	USD	11.20	2910	
1800012067-1 🐨			10	09/30/2009	09/30/2009	1800012067	EXCX22009D	72	NONR	1310.3000	 362.31 362.31 	USD	 362.31 362.31 	2010	
1800012068-1 📅			12	09/30/2009	09/30/2009	1800012087	EXCX22009D	12	NONK	1310.3000	362.31 276.26	USD	362.31 • 276.26	2910	
1000015009-1,04			10	09/30/2009	09/30/2009	1800012068	EXCX22009D	72	NONR	1310 3000	276.26	USD	276.26	0040	

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 342 of 379
Responsible Office: Accounts F	Receivable
Subject: Accounts Receivable -	- Reporting and Audit SDG

32. The following screen will appear:

2		ā.	481	0.00	⊔ 00 00 I	er er 87 87 1	🗵 🗵 I 🕲 🗉	8								
ederal Tr	ansa	ction F	Regist	er												
	AF		a (az) [23 43 49		5 🗰 🕶 5										
s (+a) 💷							🛄									
ederal Tra	insact	tion Re	gister	r - Accele	rated											
ef. Document	Year	CoCode	Period	Posting Date	Doc Date	DocumentNo	Fund	Funds Ctr	Cmmt Item	Account	Debit D	Credit	Crev	Local crcy	Custo 1	
	1001	000000			000.000	0000010101010	1.010	1.0100.00				459,0		85,807.98	2910 57	
800012040-1	2009	NASA	12	09/30/2009	09/30/2009	1800012040	EXCX22009D	72	NONR	1310.3000	4.20		USD	4.20		
800012043-1	2009	NASA	12	09/30/2009	09/30/2009	1800012043	EXCX22009D	72	NONR	1310.3000	362.31		USD	362.31		
800012044-1	2009	NASA	12	09/30/2009	09/30/2009	1800012044	EXCX22009D	72	NONR	1310.3000	822.16		USD	822.16		
800012045-1	2009	NASA	12	09/30/2009	09/30/2009	1800012045	EXCX22009D	72	NONR	1310.3000	3.65		USD	3.65		
800012046-1	2009			09/30/2009	09/30/2009	1800012046	EXCX22009D	72	NONR	1310.3000	22.58		USD	22.58		
800012048-1	2009			09/30/2009	09/30/2009	1800012048	EXCX22009D	72	NONR	1310.3000	5.64		USD	5.64		
800012049-1	2009			09/30/2009	09/30/2009	1800012049	EXCX22009D	72	NONR	1310.3000	120.77		USD	120.77		
800012052-1	2009			09/30/2009	09/30/2009	1800012052	EXCX22009D	72	NONR	1310.3000	180.58		USD	180.58		
800012053-1	2009			09/30/2009	09/30/2009	1800012053	EXCX22009D	72	NONR	1310.3000	192.48		USD	192.48		
800012054-1	2009			09/30/2009	09/30/2009	1800012054	EXCX22009D	72	NONR	1310.3000	11.82		USD	11.82		
1800012055-1	2009			09/30/2009	09/30/2009	1800012055	EXCX22009D	72	NONR	1310.3000	822.16		USD	822.16		
800012056-1	2009			09/30/2009	09/30/2009	1800012056	EXCX22009D	72	NONR	1310.3000	0.08		USD	0.08		
800012057-1	2009			09/30/2009	09/30/2009	1800012057	EXCX22009D	72	NONR	1310.3000	158.00		USD	158.00		
800012059-1	2009			09/30/2009	09/30/2009	1800012059	EXCX22009D	72	NONR	1310.3000	4,420.16		USD	4,420.16		
800012060-1	2009			09/30/2009	09/30/2009	1800012060	EXCX22009D	72	NONR	1310.3000	57.00		USD	57.00		
800012063-1		NASA		09/30/2009	09/30/2009	1800012063	EXCX22009D	72	NONR	1310.3000	36.25		USD	36.25		
800012064-1	2009			09/30/2009	09/30/2009	1800012064	EXCX22009D	72	NONR	1310.3000	10.352.62		USD	10.352.62		
800012065-1	2009			09/30/2009	09/30/2009	1800012065	EXCX22009D	72	NONR	1310.3000	11.20		USD	11.20		
800012067-1	2009			09/30/2009	09/30/2009	1800012067	EXCX22009D	72	NONR	1310.3000	362.31		USD	362.31		
1800012068-1	2009			09/30/2009	09/30/2009	1800012068	EXCX22009D	72	NONR	1310.3000	276.26		USD	276.26		
800012069-1	2009			09/30/2009	09/30/2009	1800012069	EXCX22009D	72	NONR	1310.3000	200.92		USD	200.92		
100040062-1	2009			10/20/2009	10/20/2009	100040062	EXCX22009D	72	NONR	1310.3000	200.02	180.58	USD	180.58-		
100040062-1	2010			10/20/2009	10/20/2009	100040062	EXCX22009D EXCX22009D	72	NONR	1310.3000	180.58	100.00	USD	180.58		
100040062-1	2010			10/23/2009	10/20/2009	100040062	EXCX22009D EXCX22009D	72	NONR	1310.3000	100.08	3.65	USD	3.65-		
100041263-1	2010			10/23/2009	10/23/2009	100041263	EXCX22009D EXCX22009D	72	NONR	1310.3000	3.65	3.05	USD	3.65		
100041263-1	2010			10/23/2009	10/23/2009	100041263	EXCX22009D EXCX22009D	72	NONR	1310.3000	3.05	11.82	USD	3.65		
100041265-1	2010		1	10/23/2009	10/23/2009	100041265	EXCX22009D EXCX22009D	72	NONR	1310.3000	11.82	11.02	USD	11.82		
100041266-1	2010			10/23/2009	10/23/2009		EXCX22009D EXCX22009D	72	NONR	1310.3000	11.82	11.20	USD	11.82		
100041266-1				10/23/2009	10/23/2009	100041266	EXCX22009D EXCX22009D	72	NONR		11.20	11.20	USD	11.20-		
100041200-1	2010			10/23/2009		100041266		72	NONR	1310.3000	11.20	4.20	USD	4.20-		
					11/05/2009	100105371	EXCX22009D			1310.3000	4.00	4.20				
100105371-1	2010			11/05/2009	11/05/2009	100105371	EXCX22009D	72	NONR	1310.3000	4.20	5.04	USD	4.20		
100138729-1	2010			12/15/2009	12/15/2009	100138729	EXCX22009D	72	NONR	1310.3000	6.04	5.64	USD	5.64-		
100138729-1	2010			12/15/2009	12/15/2009	100138729	EXCX22009D	72	NONR	1310.3000	5.64	150.51	USD	5.64		
100196561-1	2010			02/11/2010	02/11/2010	100196561	EXCX22009D	72	NONR	1310.3000	150.50	458.56	USD	458.56-		
100196561-1	2010			02/11/2010	02/11/2010	100196561	EXCX22009D	72	NONR	1310.3000	458.56		USD	458.56		
100199978-1	2010			02/25/2010	02/25/2010	100199978	EXCX22009D	72	NONR	1310.3000		1,730.49	USD	1,730.49-		
100199978-1	2010			02/25/2010	02/25/2010	100199978	EXCX22009D	72	NONR	1310.3000	1,730.49		USD	1,730.49		
100236918-1	2010			04/01/2010	04/01/2010	100236918	EXCX22009D	72	NONR	1310.3000		276.26	USD	276.26-		
100236918-1	2010	MASA	7	04/01/2010	04/01/2010	100236918	EXCX22009D	72	NONR	1310 3000	276.26		USD	276.26		

33. Hide the customer details by clicking this icon.

2						🗵 🗾 🖓 🗉									
	ansaction	-													
3 🗄 🛃 🕄	897	2 36	🗗 🔁 🍜	2 7 %	6 🎟 🖷 🖅										
a da ast Tas															
ederal Tra		-													
Ref. Document	Year CoCoo	le Period	Posting Date	Doc. Date	DocumentNo	Fund	Funds Ctr	Cmmt Item	Account	≈ Debit			 Local crcy 		
										544,820	• 459,0	USD	85,807.98	2910 👕	
800012040-1	2009 NASA		09/30/2009	09/30/2009	<u>1800012040</u>	EXCX22009D	72	NONR	1310.3000	4.20		USD	4.20		
800012043-1	2009 NASA		09/30/2009	09/30/2009	<u>1800012043</u>	EXCX22009D	72	NONR	1310.3000	362.31		USD	362.31		
800012044-1	2009 NASA		09/30/2009	09/30/2009	<u>1800012044</u>	EXCX22009D	72	NONR	1310.3000	822.16		USD	822.16		
800012045-1	2009 NASA		09/30/2009	09/30/2009	<u>1800012045</u>	EXCX22009D	72	NONR	1310.3000	3.65		USD	3.65		
800012046-1	2009 NASA		09/30/2009	09/30/2009	<u>1800012046</u>	EXCX22009D	72	NONR	1310.3000	22.58		USD	22.58		
800012048-1	2009 NASA		09/30/2009	09/30/2009	<u>1800012048</u>	EXCX22009D	72	NONR	1310.3000	5.64		USD	5.64		
800012049-1	2009 NASA		09/30/2009	09/30/2009	<u>1800012049</u>	EXCX22009D	72	NONR	1310.3000	120.77		USD	120.77		
800012052-1	2009 NASA		09/30/2009	09/30/2009	<u>1800012052</u>	EXCX22009D	72	NONR	1310.3000	180.58		USD	180.58		
800012053-1	2009 NASA		09/30/2009	09/30/2009	<u>1800012053</u>	EXCX22009D	72	NONR	1310.3000	192.48		USD	192.48		
800012054-1	2009 NASA		09/30/2009	09/30/2009	1800012054	EXCX22009D	72	NONR	1310.3000	11.82		USD	11.82		
800012055-1	2009 NASA		09/30/2009	09/30/2009	<u>1800012055</u>	EXCX22009D	72	NONR	1310.3000	822.16		USD	822.16		
800012056-1	2009 NASA		09/30/2009	09/30/2009	1800012056	EXCX22009D	72	NONR	1310.3000	0.08		USD	0.08		
800012057-1	2009 NASA		09/30/2009	09/30/2009	<u>1800012057</u>	EXCX22009D	72	NONR	1310.3000	158.00		USD	158.00		
800012059-1	2009 NASA		09/30/2009	09/30/2009	1800012059	EXCX22009D	72	NONR	1310.3000	4,420.16		USD	4,420.16		
800012060-1	2009 NASA		09/30/2009	09/30/2009	<u>1800012060</u>	EXCX22009D	72	NONR	1310.3000	57.00		USD	57.00		
800012063-1	2009 NASA		09/30/2009	09/30/2009	1800012063	EXCX22009D	72	NONR	1310.3000	36.25		USD	36.25		
800012064-1	2009 NASA		09/30/2009	09/30/2009	<u>1800012064</u>	EXCX22009D	72	NONR	1310.3000	10,352.62		USD	10,352.62		
800012065-1	2009 NASA		09/30/2009	09/30/2009	<u>1800012065</u>	EXCX22009D	72	NONR	1310.3000	11.20		USD	11.20		
800012067-1	2009 NASA	12	09/30/2009	09/30/2009	1800012067	EXCX22009D	72	NONR	1310.3000	362.31		USD	362.31		
800012068-1	2009 NASA		09/30/2009	09/30/2009	1800012068	EXCX22009D	72	NONR	1310.3000	276.26		USD	276.26		
800012069-1	2009 NASA		09/30/2009	09/30/2009	1800012069	EXCX22009D	72	NONR	1310.3000	200.92		USD	200.92		
100040062-1	2010 NASA	1	10/20/2009	10/20/2009	100040062	EXCX22009D	72	NONR	1310.3000		180.58	USD	180.58-		
100040062-1	2010 NASA	1	10/20/2009	10/20/2009	100040062	EXCX22009D	72	NONR	1310.3000	180.58		USD	180.58		
100041263-1	2010 NASA	1	10/23/2009	10/23/2009	100041263	EXCX22009D	72	NONR	1310.3000		3.65	USD	3.65-		
100041263-1	2010 NASA	1	10/23/2009	10/23/2009	100041263	EXCX22009D	72	NONR	1310.3000	3.65		USD	3.65		
100041265-1	2010 NASA	1	10/23/2009	10/23/2009	100041265	EXCX22009D	72	NONR	1310.3000		11.82	USD	11.82-		
100041265-1	2010 NASA	1	10/23/2009	10/23/2009	100041265	EXCX22009D	72	NONR	1310.3000	11.82		USD	11.82		
100041266-1	2010 NASA	1	10/23/2009	10/23/2009	100041266	EXCX22009D	72	NONR	1310.3000		11.20	USD	11.20-		
100041266-1	2010 NASA	1	10/23/2009	10/23/2009	100041266	EXCX22009D	72	NONR	1310.3000	11.20		USD	11.20		
100105371-1	2010 NASA	2	11/05/2009	11/05/2009	100105371	EXCX22009D	72	NONR	1310.3000		4.20	USD	4.20-		
100105371-1	2010 NASA	2	11/05/2009	11/05/2009	100105371	EXCX22009D	72	NONR	1310.3000	4.20		USD	4.20		
100138729-1	2010 NASA	3	12/15/2009	12/15/2009	100138729	EXCX22009D	72	NONR	1310.3000		5.64	USD	5.64-		
100138729-1	2010 NASA	3	12/15/2009	12/15/2009	100138729	EXCX22009D	72	NONR	1310.3000	5.64		USD	5.64		
100196561-1	2010 NASA	5	02/11/2010	02/11/2010	100196561	EXCX22009D	72	NONR	1310.3000		458.56	USD	458.56-		
100196561-1	2010 NASA	5	02/11/2010	02/11/2010	100196561	EXCX22009D	72	NONR	1310.3000	458.56		USD	458.56		
100199978-1	2010 NASA	5	02/25/2010	02/25/2010	100199978	EXCX22009D	72	NONR	1310.3000		1,730.49	USD	1,730.49-		
100199978-1	2010 NASA		02/25/2010	02/25/2010	100199978	EXCX22009D	72	NONR	1310.3000	1,730.49		USD	1,730.49		
100236918-1	2010 NASA		04/01/2010	04/01/2010	100236918	EXCX22009D	72	NONR	1310.3000		276.26	USD	276.26-		
100236918-1	2010 NASA		04/01/2010	04/01/2010	100236918	EXCX22009D	72	NONR	1310 3000	276.26		USD	276.26		

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 343 of 379
Responsible Office: Accounts Rece	ivable
-	

34. You should have the following view for your subtotal of each customer:

ତ୍ରୁ ବାଦ୍ତ୍ତ କାଳାର ଅଧିରଥାଇ ଅନ୍ତର Federal Transaction Register ସାଇତା ଲାହା ଅନ୍ତି ଅନ୍ତର ଆଇଥିବା ଅ	Er List Edit Goto Views Settings System Help	5 ,		SAP
Federal Transaction Register Ret Document Ver/Cocces Period Discrete Cocument Ver/Cocces Period Discrete Status Status Status Status Status Status Period Decement Ver/Cocces Period Decement Ver/Cocces <td></td> <td>2 0 6</td> <td></td> <td></td>		2 0 6		
Image: Coll				
Federal Transaction Register - Accelerated Documently Fund Funds CV Ommettier Stabular Acceleration Stabular Stabular Acceleration Stabular				
Ref. Document Year CoCode Pendo Posting Date Document/lo Funds Ctr Cmmtitem Account Image: Text Cocode Cector or Counts Cector or Counts <th< td=""><td></td><td></td><td></td><td></td></th<>				
	Federal Transaction Register - Accelerated			
- 924646.78 - 943,389. USD - 91,2764 2911 - 11,199.22 - 019.27 USD - 5,198.00 3717 - 9,014.00 - 3,016.00 USD - 5,198.00 3717 - 9,014.00 - 3,016.00 USD - 5,198.00 3717 - 9,014.00 - 3,016.00 USD - 5,198.00 3717 - 10,017,017,017,017,017,017,017,017,017,0	Ref. Document Year CoCode Period Posting Date Doc. Date DocumentNo Fund	Funds Ctr Cmmt Item Accourt	t Debit Credit Crcy Local crcy	Custo 1
. 9,014,00 • 3,816,00 USD • 5,198,00 [3717]			924,646.78 - 843,389 USD - 81,257.64	2911 🖵
			- 9,014.00 - 3,816.00 USD - 5,198.00	3/1/ 1
٩٧				
alle				
٩				
مراه مراه				
۵				
مراه مراه				
al/2				
٩				
٩				
مراج الا				
alva				
مراه مراه				
41/2				
al/2				
a ×				
al/2				
۵۱»				
A b				
				م/ ا

- 35. Compare this subtotal to the Fedmil spreadsheet AR remaining balance total for each customer.
- 36. The totals for each Fedmil customer number should match the total of your 1310.3000 account subtotal for that customer.
- 37. If your totals do not match:
 - a) Determine the total amount that is different between your Fedmil Spreadsheet Customer and the 1310.3000 account for that customer.
 - b) Reconcile Customer Transaction Register to Fedmil spreadsheet balance for same customer.
 - c) Examine each transaction for that customer to locate the variance(s).
 - d) Once transaction(s) causing the variance are found contact L2 for correction.

NSSC Service Delivery Guide Number Effective Date: October 24, 2022 Expiration Date: October 24, 2024 Page 344 of 379

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

APPENDIX L – JOB AID QUALITY ERROR IN SERVICENOW

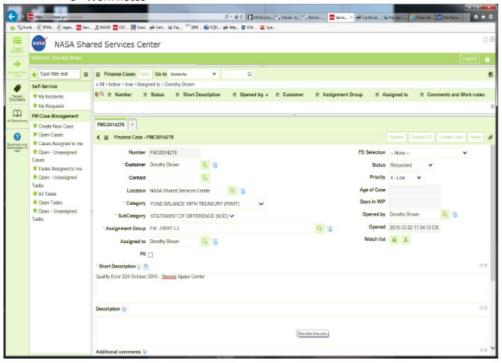
1



Under FM Case Management

1) Click Create New Case

- Populate Fields:
 - o Customer
 - o Location
 - o Category
 - o Sub-Category
 - o Assignment Group
 - o Assigned to (Yourself)
 - o Short Description
 - o Work notes

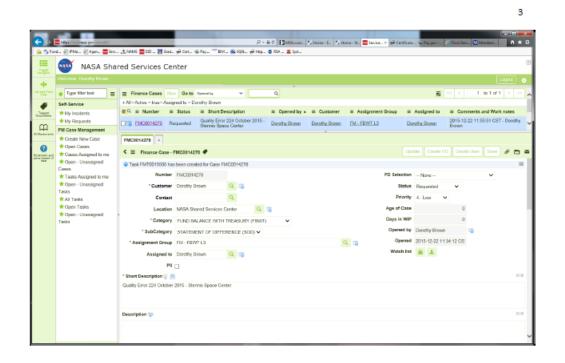


NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 345 of 379
Responsible Office: Accounts Receivab	le

	Hage Cold Austriger Constitution	P * 8 0 1 1000 - 1 10 1 1000 - 1 10 1 1000 - 10 10000 - 10 1000 - 1000 - 10000 - 1000 - 1000 - 100000 - 100000 - 100000 - 100000 - 100000 - 10000 - 100000 - 100000 -	100000 A # 0
-	NASA Sha	ared Services Center	G
	* Type filter text. =	E Elinance Cases have de to leverity V Q	5
	Self-Service	+ All> Active = trise > Assigned to = Dorothy Brown	
-Treet.	* Ny Incidents	It is the status = Short Description = Opened by a ≡ Customer ≡ Assignment Broup = Assigned to ≡ Communication	nts and Work notes
m	* My Requests FM Case Management		
al Bookmans	* Create New Case	FWC6014278 +	
0	* Open Gases	C ≡ Finance Case - FM00014278 failure Conse FD CO failure Case - FM00014278	mitthe first
Bookerstkard Here Seese 21	Cases Assigned to me Open - Unassigned	71	
	Cases	* Short Description 9	
	 Tasks Assigned to me Open - Unassigned 	Quality Entr 224 October 2015 - Stearus Space Center	
	Tasks		
	* Al Taoks Open Tanka		
	Open - Unassigned	Description 🤯	1.8
	Tanks.		
		Additional comments 10	11.0
		'Work notes 🐤	518
		Quality Enror 224 October 2015 - Steering Space Center	

- 2) Click Submit (upper right corner or lower left corner)
 - Your Case has been created
- 3) Click Update (upper right corner)
 - This will create your Task

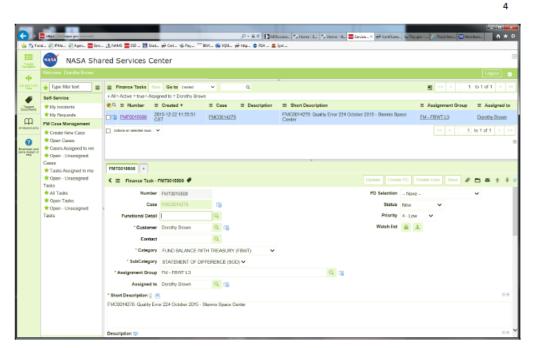
NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 346 of 379			
Responsible Office: Accounts Receivable				
Subject Assounts Dessiveble Departing and Audit SDC				



Under FM Case Management

4) Click - Tasks Assigned to me

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 347 of 379			
Responsible Office: Accounts Receivable				
Subject: Accounts Receivable – Reporting and Audit SDG				



- 5) Click on your Task Number (FMT0015508)
- Scroll to the bottom of screen to located Quality Controls Tab
- 6) Click Quality Controls Tab

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 348 of 379			
Responsible Office: Accounts Receivable				
Subject: Accounts Receivable – Reporting and Audit SDG				

5 😑 🖯 🔳 🗤 P - C Milliona. S Hone - L S Hone - M. Service. X Cathlans 🕘 PMa. 🕘 Agen. 🚍 Ser. 🙏 NAAS 🧮 522 . 🐹 Sud. 🖶 Cet. 🛸 Pay... 🎫 BM... 🏀 5251. 🖶 Hap. 😄 654 . 里 Spr... MASA Shared Services Center • . E Case E Description E Short Description
 Diss
 Extract baser/pton
 E Assignment Group
 E Assignment Group</t * Ny Requests PM Case Management Croste New Case
 Common Case
 Commo California dei servicitadi servici... V << < 1 to 1 of 1 > >> < = Finance Task - FMT0015508 4 Update Create FD Create User Save 🖋 🛱 🕿 🛊 🖡 Cases Tasks Assigned to me Assigned to: Dorothy Brown * Open - Unassigned ✿ Open - Unassigned Tasks
 ★ All Tasks
 ★ Open Tasks
 ★ Open - Unassigned Tasks Impact 3 - Low Opened by: Dorothy Brown Priority: 4 - Low 2016-12-22 11:65:61 CST - Dorothy Brown Dealty Error 224 October 2015 - Stermin Space Center Work notes 😳 Functional Details Links Quality Controls Audit History (20) All Attachments- Guality Controls New Go to Hunter V Q,
 Parent ID = FMT0015508 = SubCategory

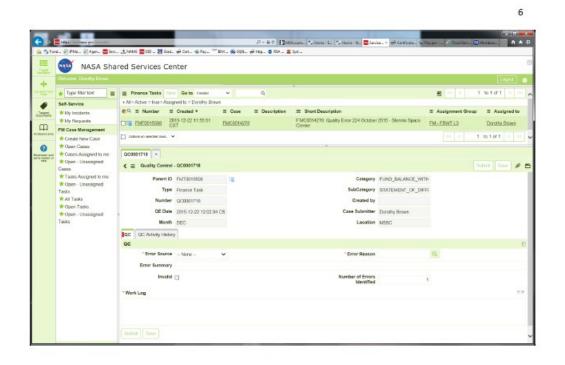
7) Click - Quality Controls - New

Populate Fields:

Customer

- o Error Source
- o Error Reason
- o Error Summary (Description of error)
- o Number of Errors Identified
- Work Log (More detailed description, if necessary)

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 349 of 379			
Responsible Office: Accounts Receivable				
Cubicate Associate Dessivable Departing and Audit CDC				



NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 350 of 379			
Responsible Office: Accounts Receivable				
Subject: Accounts Receivable – Reporting and Audit SDG				

										7
<u>a</u> .	Miga (Indonesi yeo, consilo)	_		-		D-80 190	Blooms. 🝢 Honse - E. 🏂 Honse - M. 🚍 Sav	a - Y 🖨 Cathan 1	name di Englise 🕅	
🚖 🖉 Fan	d. 🕘 JPMa. 🗿 Agen 🧮 Serc.	. 🙏 NAMS 🚍 ESD 🐹	Gud. 😥	Cet. @ Pay_ 1	IM 🗩 SQOL.					
10 292	NASA Shar	red Services	Cente	er						۲
	Welcome: Dorothy Brown									Logat 👩
40- 40-	+ Type litter text	E Finance Tasks		Go to Casted	~	0				to 1 of 1 > >>
	Self-Service	+ Al> Active = true>							-	
Contractor	* Ny Incidents	€Q = Number	= 0	reated *	E Case	Description	Short Description		E Assignment Group	E Assigned to
	* Ny Requests	EMT0015508	2015-	12-22 11:55:51	EMC801423	78	FM00014278: Quality Error 224 October	2015 - Stennis Space	EM - EBWEL3	Dorothy Brown
	PM Case Management						Gener			
	* Create New Case	Culture on selected rate	4. Y						<c 1<="" <="" td=""><td>to 1 of 1 > >> 🗸</td></c>	to 1 of 1 > >> 🗸
0	* Open Cases Cases Assigned to me	QC0001719 +					×			
Benimuch and perio-begant UI help	Cases Assigned to me									
	Cases	< Guality Co		C0001719						utmit Save 🖉 🖻
	Tasks Assigned to me			nance Task				STATEMENT OF DIF		
	* Open - Unassigned Tasks			C0001719			Created by	Printerent of the		
	* Al Tasks									
	* Open Taeks			015-12-22 12:11:53 (05		Case Submitter			
	Open - Unassigned Tasks		onth DE	EC			Location	NSSC		
	Tabatta	QC QC Activity H	fistory							
		QC								E
		* Error So	since N2	550.5P	¥		* Error Reason	224	Q 76	
		Error Sum	mary 85	SC's 224 contained 1	he incorrect r	reporting dates for Oct	ober 2015.			
		la la	valid 🖂				Number of Errors			
							Identified		1	
		"Work Log								28
		SSC's 224 contained	I the incor	rrect reporting dates	for October 2	2015. Dates reported t	hrough November 1, 2015.			
		Submit Save								

8) Click - Submit

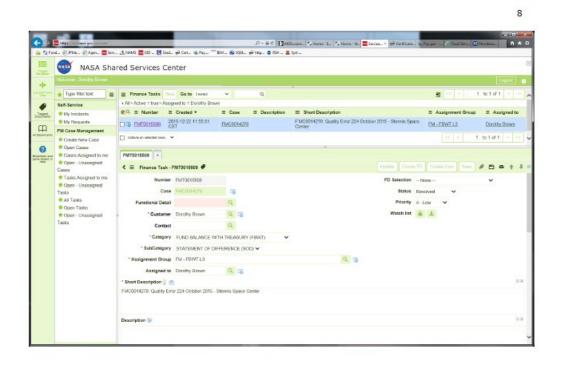
Closing Tasks & Cases

You must close the Tasks before you can close the Cases.

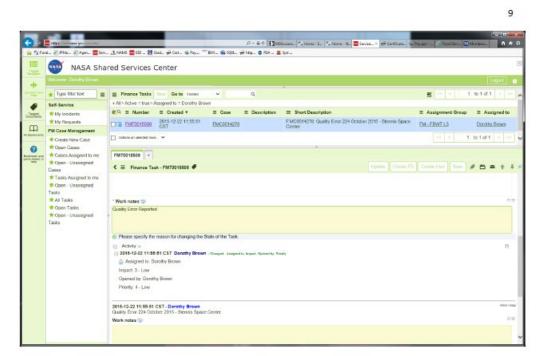
Scroll to the top in the task

- 1) Status Resolved
- 2) Work Notes (Explanation required)

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 351 of 379		
Responsible Office: Accounts Receivable			
Subject: Accounte Dessivable Depart	ing and Audit CDC		



NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Number			
	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 352 of 379			
Responsible Office: Accounts Receivable				
Subject Assounts Dessiveble Departing and Audit SDC				



- 3) Click Update
- 4) Click on Case number at the top (FMC0114278)

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 353 of 379			
Responsible Office: Accounts Receivable				
Subject: Accounts Receivable – Reporting and Audit SDG				

10

 $\beta \sim 0.0$ [Distributes, $|\gamma|$ Here $|U_{c}|^{2}$ Here $|U_{c}|^{2}$ Here $|U_{c}|^{2}$ Server, $|\gamma| \in Critical$ 😋 (-) 📕 belge i till metet gen till nd. 🕘 846... 🗐 Agen... 🧮 Serc. 🔔 19465 🗮 550 ... 🐹 Stad... 🖨 Cet... 👒 Pay... 🧮 BM... 🏟 5256... 🔗 Filip... 😋 FSA... 里 Spr... MASA Shared Services Center +
 Imple Nor Not
 Imple Nor Not
 Imple Nor Not
 Imple Nor Not

 Self-Service
 +All>-Active = tups-Acsymptility Brown

 Imple Nor Not
 Imple Nor Northweat

 Imple Nor Northweat
 Imple Northweat

 Imple Northweat
 Imple Northweat
 </t .
 Story State
 M My Requests
 E Short Description
 E Short Description
 E Assignment Group
 E Assignment Grou Conten Management
 Conten Management is a totoft a se 0 - Doctor Updalo Create FD Create Usar Sava & 🗂 🛥 v FD Selection - None -Status Requested V *Customer Dorothy Blown Q G Contact Q Contact Q Location NASA Stored Services Center Q 5 Priority 4-Low V Age of Case 0 Days in WIP 0 Days in WIP 0 Opened by Dorothy Brown 5 * Category FUND BALANCE WITH TREASURY (FBWT) * SubCategory STATEMENT OF DIFFERENCE (SOD) ~ Q 13 Opened 2015-12-22 11:34:12 CS *Assignment Group FM - FBIVT L3 Assigned to Dorothy Brown Watch Est 🔒 上 PI 🗆 * Short Description 💡 🙈 Quality Error 224 October 2015 - Stermis Space Center Description 12

5) Status - Closed Complete

NSSC	NSSDG-9200-0009 Revision 13.0			
Service Delivery Guide	Effective Date: October 24, 2022			
	Expiration Date: October 24, 2024			
	Page 354 of 379			
Responsible Office: Accounts Receivable				
Subject: Accounts Receivable – Reporting and Audit SDG				

11

/우 - 음 이 🚺 Millikoans... 🍢 Horne - E. 🏷 Horne - M. 🚍 Service... 🛪 😝 Certificans **-** - **-**🕘 RMas. 🕘 Agen. 🧮 Sen. 🙏 NAMAS 🧮 DSD ... 💹 Gaud. 🖶 Cert. 🛸 Pay... 🧮 BM... 🛞 SQOL. 🖶 Hosp. 😄 RSA ... 里 Syot. MASA Shared Services Center •
 ★ Topo Nor Not
 ■
 Finance Tasks
 Nov
 Ge to Casks
 ♥
 Q.

 Set-Service
 + All>Active = true> Accepted to = Dorstry Brown
 ♥
 Q.

 ★ No Active = true> Accepted to = Dorstry Brown
 ♥
 Q.

 ★ No Active = true> Accepted to = Dorstry Brown
 ■
 Execution
 . E Assignment Group E Assigned to
 Stoches
 M Ansignment
 Description
 I Assignment
 Description
 Description
 Description
 Description
 Description
 Description
 Description
 Description
 Description
 PM Case Management

Concerts Har Case

Concerts

Concert <c < 1 to 1 of 1 > >> 0 Update Create FD Create Usor Save 🖋 📇 🕿 Number FMC0014278 FD Selection -- None --* Open - Unassigned ★ Open - Unassigned Tasks
 ★ Al Tasks
 ★ Open Tasks
 ★ Open - Unassigned Tasks *Customer Dorothy Brown Q 👩 Status Closed Complete V Centaria Q Lecation NASA Shared Services Center Q 3 Priority 4 - Low V Age of Case 0 * Category PUND BALANCE WITH TREASURY (FBWT) 0 Days in WIP * SubCategory STATEMENT OF DIFFERENCE (SOD) ~ Opened by Dorothy Brown ۹ 🕫 Opened 2015-12-22 11:34:12 CS *Assignment Group FM - FBIVT L3 Watch Est 🔒 上 Assigned to Dorothy Brown PI 🗆 " Short Description 💡 🦲 Quality Error 224 October 2015 - Sternis Space Center Description 12

6) Click - Update

FM Case Management

7) Make sure tasks and cases are cleared

- o Click on Tasks assigned to me
- o Click on Cases assigned to me

NSSC Service Delivery Guide Number Effective Date: October 24, 2022 Expiration Date: October 24, 2024

Page 355 of 379

Responsible Office: Accounts Receivable

Subject: Accounts Receivable - Reporting and Audit SDG

APPENDIX M – L3 NSSC AR CMP CHECKLISTS

		NSSC AR CMP Checklist		
		CMP 2d.3b: NON 6500 funds review		
		Center		
		Quarterly		
	•			
-	-	ocedure to be performed: Identify GL cash account balances by netting cash accounts together. Review trial balances and ccount balances are supported by documentation and CRQ. Ensure that all non-federal advances without a sales order recorded		
		er-end are properly removed as per Agency guidance.		
tandard		nees should be supported by desumentation and CPO. Ensure that all non-federal advances without a sales order recorded in the		
		nces should be supported by documentation and CRQ. Ensure that all non-federal advances without a sales order recorded in the		
ccount a	it year-en	d are properly removed as per Agency guidance.		
urpose:	Review D	eposit Fund (NON6500) to ensure appropriate use of Fund and proper use of general ledger accounts.		
#	Y/N	Decovirtion		
# 1	1/1	Description Does the Preparer column have a green check mark in the Agency tool?		
2		Did the Preparer's Supervisor add comment "Reviewed" in the Activity Log of Agency tool?		
3		Has the correct month been completed in the Agency tool?		
4		Is the correct CMP attachment added in the Agency tool? Verify month and center.		
•				
5		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)		
		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc) Was the SAP report - GR55\ZFUN (Trial Balance by fund) run?		
5				
5 6 7		Was the SAP report - GR55\ZFUN (Trial Balance by fund) run? Are the accounting periods correct? (Should be 0-current, inception to date)		
5 6		Was the SAP report - GR55\ZFUN (Trial Balance by fund) run?		
5 6 7 8		Was the SAP report - GR55\ZFUN (Trial Balance by fund) run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports?		
5 6 7		Was the SAP report - GR55\ZFUN (Trial Balance by fund) run? Are the accounting periods correct? (Should be 0-current, inception to date)		
5 6 7 8 9		Was the SAP report - GR55\ZFUN (Trial Balance by fund) run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports? Was NON6500 run?		
5 6 7 8		Was the SAP report - GR55\ZFUN (Trial Balance by fund) run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports? Was NON6500 run? Does GL account 1010 net to zero? If not, is the amount supported by documentation or a CRQ?		
5 6 7 8 9		Was the SAP report - GR55\ZFUN (Trial Balance by fund) run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports? Was NON6500 run?		
5 6 7 8 9 10 11		Was the SAP report - GR55\ZFUN (Trial Balance by fund) run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports? Was NON6500 run? Does GL account 1010 net to zero? If not, is the amount supported by documentation or a CRQ? If no to question 10 and amounts are unsupported, are exceptions completed in the Description of Exceptions portion of th Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)		
5 6 7 8 9 10		Was the SAP report - GR55\ZFUN (Trial Balance by fund) run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports? Was NON6500 run? Does GL account 1010 net to zero? If not, is the amount supported by documentation or a CRQ? If no to question 10 and amounts are unsupported, are exceptions completed in the Description of Exceptions portion of th		
5 6 7 8 9 10 11 12		Was the SAP report - GR55\ZFUN (Trial Balance by fund) run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports? Was NON6500 run? Does GL account 1010 net to zero? If not, is the amount supported by documentation or a CRQ? If no to question 10 and amounts are unsupported, are exceptions completed in the Description of Exceptions portion of th Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.) Is supporting documentation for exceptions noted and/or attached?		
5 6 7 8 9 10 11		Was the SAP report - GR55\ZFUN (Trial Balance by fund) run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports? Was NON6500 run? Does GL account 1010 net to zero? If not, is the amount supported by documentation or a CRQ? If no to question 10 and amounts are unsupported, are exceptions completed in the Description of Exceptions portion of th Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)		
5 6 7 8 9 10 11 12		Was the SAP report - GR55\ZFUN (Trial Balance by fund) run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports? Was NON6500 run? Does GL account 1010 net to zero? If not, is the amount supported by documentation or a CRQ? If no to question 10 and amounts are unsupported, are exceptions completed in the Description of Exceptions portion of th Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.) Is supporting documentation for exceptions noted and/or attached?		

NSSC	NSSDG-9200-0009 Revision 13.0	
Service Delivery Guide	Number	
	Effective Date: October 24, 2022	
	Expiration Date: October 24, 2024	
	Page 356 of 37	<i>'</i> 9
		_

Subject: Accounts Receivable – Reporting and Audit SDG

NSSC AR CMP Checklist

CMP 2d.4a: NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation.

		Cei	nter	
		Мо	nthly	

Analysis/review procedure to be performed: Review trial balances and determine that there are no transactions in any accounts except for 1010.XXXX, 1310.XXXX, 1319.XXXX, 1340.XXXX, 1347.XXXX, 1360.XXXX, 1367.XXXX, 1370.XXXX, 1377.XXXX, 2985.XXXX, 5310.XXXX, 5319.XXXX, 5320.XXX, 5324.XXXX, 5325.XXX, 5329.XXXX, 5909.XXXX, 5909.XXXX, 2993.XXXX, 5993.XXXX and 5994.XXXX (unless they are for corrections to zero balances). Exceptions must be identified, investigated, and monitored until permanently corrected. Review trading partners posted to accounts 2985, 5993 and 5994 to ensure that the trading partner is 9900. Identify as an exception transactions with a trading partner other than 9900 where there is no offsetting corrective transaction. Any other trading partner number applied should be reviewed and corrected before month end closing.

Standards: These funds should only have current year balances in the following accounts:

1010.XXXX , 1310.XXXX, 1319.XXXX, 1340.XXXX , 1347.XXXX, 1360.XXXX, 1367.XXXX, 1370.XXXX, 1377.XXXX, 2985.XXXX, 5310.XXXX, 5319.XXXX, 5320.XXX, 5325.XXX, 5329.XXXX, 5900.XXXX, 5909.XXXX, 2993.XXXX, 5993.XXXX and 5994.XXXX Trading Partners posted to 2985, 5993, and 5994 should be 9900

Purpose: To determine that all postings to the miscellaneous receipt accounts are valid, that accounts 2985, 5993, and 5994 received the correct trading partner assignment, and to ensure that the total of each general fund appropriation (801435; 801099; 803200; 803220) agrees with Treasury's

#	Y/N	Description				
1		Does the Preparer column have a green check mark in the Agency tool?				
2		Did the Preparer's Supervisor add comment "Reviewed" in the Activity Log of the Agency tool?				
3		Has the correct month been completed in the Agency tool?				
4		s the correct CMP attachment added in the Agency tool? Verify month and center.				
5		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)				
6		Was the SAP report - GR55\Z6AF (Trial Balance by fund) run?				
7		Are the accounting periods correct? (Should be 1-current, year to date)				
8		Is the business area for the Center correct on the cover sheet and all reports?				
9		Were the application of Funds (AOF) values 801099, 801435, 803200, and 803220 run?				
10		Were there any transactions reported in any other accounts except 1010.XXXX, 1310.XXXX, 1319.XXXX, 1340.XXXX, 1347.XXXX, 1360.XXXX, 1367.XXXX, 1370.XXXX, 1377.XXXX, 2985.XXXX, 5310.XXXX, 5319.XXXX, 5320.XXX, 5324.XXXX, 5325.XXX, 5329.XXXX, 5900.XXXX, 5909.XXXX, 2993.XXXX, 5993.XXXX and 5994.XXXX (unless they are for corrections to zero balances).				
<u>11</u> 12		If yes to question 10, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.) Is supporting documentation for exceptions noted and/or attached?				
13		Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)?				
Reviewe	ed By:					

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 357 of 375

Subject: Accounts Receivable – Reporting and Audit SDG

NSSC AR CMP Checklist

CMP 2d.4b: NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation.

		Ce	nter	
 	 		1	
		Mo	nthly	

Analysis/review procedure to be performed: Review trial balances and determine that there are no transactions in any accounts except for 1010.XXXX, 1310.XXXX, 1319.XXXX, 1340.XXXX, 1347.XXXX, 1360.XXXX, 1367.XXXX, 1370.XXXX, 1377.XXXX, 2985.XXXX, 5310.XXXX, 5319.XXXX, 5320.XXX, 5324.XXXX, 5325.XXX, 5329.XXXX, 5909.XXXX, 5909.XXXX, 2993.XXXX, 5993.XXXX and 5994.XXXX (unless they are for corrections to zero balances). Exceptions must be identified, investigated, and monitored until permanently corrected. Review trading partners posted to accounts 2985, 5993 and 5994 to ensure that the trading partner is 9900. Identify as an exception transactions with a trading partner other than 9900 where there is no offsetting corrective transaction. Any other trading partner number applied should be reviewed and corrected before month end closing.

Standards: These funds should only have current year balances in the following accounts:

1010.XXXX , 1310.XXXX, 1319.XXXX, 1340.XXXX , 1347.XXXX, 1360.XXXX, 1367.XXXX, 1370.XXXX, 1377.XXXX, 2985.XXXX, 5310.XXXX, 5319.XXXX, 5320.XXX, 5325.XXX, 5329.XXXX, 5900.XXXX, 5909.XXXX, 2993.XXXX, 5993.XXXX and 5994.XXXX Trading Partners posted to 2985, 5993, and 5994 should be 9900

Purpose: To determine that all postings to the miscellaneous receipt accounts are valid, that accounts 2985, 5993, and 5994 received the correct trading partner assignment, and to ensure that the total of each general fund appropriation (801435; 801099; 803200; 803220) agrees with Treasury's

#							
	Y/N	Description					
1		Does the Preparer column have a green check mark in the Agency tool?					
2		Did the Preparer's Supervisor add comment "Reviewed" in the Activity Log of Agency tool?					
3		las the correct month been completed in the Agency tool?					
4		Is the correct CMP attachment added in the Agency tool? Verify month and center.					
5		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)					
6		Was the SAP report - GR55\Z6AF (Trial Balance by fund) run?					
7		Are the accounting periods correct? (Should be 1-current, year to date)					
8		Is the business area for the Center correct on the cover sheet and all reports?					
		Were the application of Funds (AOF) values 801099, 801435, 803200, and 803220 run? Were the funds NON 1435, NON 1099,					
9 10		Were the application of Funds (AOF) values 801099, 801435, 803200, and 803220 run? Were the funds NON 1435, NON 1099, NON 3200, and NON 3220 run? Did all transactions posted to accounts 2985, 5993, and 5994 have a trading partner of 9900?					
-		NON 3200, and NON 3220 run?					
10		NON 3200, and NON 3220 run? Did all transactions posted to accounts 2985, 5993, and 5994 have a trading partner of 9900? If no to question 10, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable					
10		NON 3200, and NON 3220 run? Did all transactions posted to accounts 2985, 5993, and 5994 have a trading partner of 9900? If no to question 10, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)					
10 11 12		NON 3200, and NON 3220 run? Did all transactions posted to accounts 2985, 5993, and 5994 have a trading partner of 9900? If no to question 10, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.) Is supporting documentation for exceptions noted and/or attached?					
10 11 12		NON 3200, and NON 3220 run? Did all transactions posted to accounts 2985, 5993, and 5994 have a trading partner of 9900? If no to question 10, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.) Is supporting documentation for exceptions noted and/or attached?					

NSSC	NSSDG-9200-0	0009	Revision 13.0
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date:	October 2	24, 2022
	Expiration Date:	October 2	24, 2024
			Page 358 of 379
	1-		

Subject: Accounts Receivable - Reporting and Audit SDG

NSSC AR CMP Checklist

CMP 2d.4c: NON 1435, 1099, 3200 and 3220 funds review for Treasury reconciliation.

			enter	
		N	onthly	

Analysis/review procedure to be performed: Review the trial balances by AoF to ensure that SGL 1010 plus (+) 13XX equals (=) 2985. If the accounts listed do not net to zero, there is a difference that must be identified, investigated and monitored until permanently corrected. However, the balance in each NASA center's general fund receipt appropriation should equal zero. Therefore, any difference found will need to be corrected before month end closing.

Quarterly, Treasury will submit NASA's agency-wide General Fund receipt appropriation balances to the OCFO/External Reporting Branch for further analysis/reporting.

Standards: SGL 1010 + SGL 13XX = SGL 2985 by AoF

Purpose: To determine that all postings to the miscellaneous receipt accounts are valid, that accounts 2985, 5993, and 5994 received the correct trading partner assignment, and to ensure that the total of each general fund appropriation (801435; 801099; 803200; 803220) agrees with Treasury's General Fund for NASA.

#	Y/N	Description					
1		Does the Preparer column have a green check mark in the Agency tool?					
2		Did the Preparer's Supervisor add comment "Reviewed" in the Agency tool?					
3		Has the correct month been completed in the Agency tool?					
4		Is the correct CMP attachment added in the Agency tool? Verify month and center.					
5		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)					
6		Was the SAP report - SAP - GR55 -Z6AF, variant GEN FND REC run?					
7		Are the accounting periods correct? (Should be 0-current, inception to date)					
8		Is the business area for the Center correct on the cover sheet and all reports?					
		Were the application of Funds (AOF) values 801099, 801435, 803200, and 803220 run? Were the funds NON 1435, NON 1099,					
9		NON 3200, and NON 3220 run?					
<u> </u>							
10							
-		Did SGL 1010 plus (+) 13XX equal (=) 2985? If the accounts listed do not net to zero;, there is a difference that must be identified, investigated and monitored until permanently corrected. However, the balance in each NASA center's general fund receipt appropriation should equal to zero.					
10		Did SGL 1010 plus (+) 13XX equal (=) 2985? If the accounts listed do not net to zero;, there is a difference that must be identified, investigated and monitored until permanently corrected. However, the balance in each NASA center's general fund receipt appropriation should equal to zero. If no to question 10, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields					
10		Did SGL 1010 plus (+) 13XX equal (=) 2985? If the accounts listed do not net to zero;, there is a difference that must be identified, investigated and monitored until permanently corrected. However, the balance in each NASA center's general fund receipt appropriation should equal to zero. If no to question 10, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)					
10 11 12		Did SGL 1010 plus (+) 13XX equal (=) 2985? If the accounts listed do not net to zero;, there is a difference that must be identified, investigated and monitored until permanently corrected. However, the balance in each NASA center's general fund receipt appropriation should equal to zero. If no to question 10, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.) Is supporting documentation for exceptions noted and/or attached?					
10 11 12		Did SGL 1010 plus (+) 13XX equal (=) 2985? If the accounts listed do not net to zero;, there is a difference that must be identified, investigated and monitored until permanently corrected. However, the balance in each NASA center's general fund receipt appropriation should equal to zero. If no to question 10, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.) Is supporting documentation for exceptions noted and/or attached?					

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 359 of 379
Responsible Office: Accounts Receivab	le
Subject: Accounts Receivable – Report	ing and Audit SDG
NSSC AR CI	ЛР Checklist
CMP 3.1: Reconcile source docum	ents to accounts receivable reports
Cente	r

Monthly

accordance with Agency policy and procedures.

Analysis/review procedure to be performed: Validate billed receivables total against monthly bills determining all costs are billed and cleared in

Standards: Balances should be supported by documentation including Preliminary Billing Register for the reporting month against the monthly

Maintain Billing Due List to the Unbilled Billing Requests. Open reimbursable bills should be for non-Advance agreements and items with month end IPAC restrictions only. Purpose: To validate Reimbursable Accounts Receivable billing transactions to ensure that the total accounts receivable have been properly recorded and cleared/liquidated. Y/N Description # 1 Does the Preparer column have a green check mark in the Agency tool? 2 Did the Preparer's Supervisor add comment "Reviewed" in the Agency tool? Has the correct month been completed in the Agency tool? 3 4 Is the correct CMP attachment added in the Agency tool? Verify month and center. 5 Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc) Was the T-codes SAP-ZFI_AR_Billing, SAP-ZFI_AR_R_BRQ_NBIL, SAP-ZAR_VF04_BILLING, SAP - S_ALR_87012173 run in SAP? 6 7 Are the accounting periods correct? (Current Reporting month ran as of billing cycle date) 8 Is the business area for the Center correct on the cover sheet and all reports? Were all costs billed and cleared in accordance with Agency policy and procedures? Does the amount on each report match? If 9 not, is there a valid explanation? If no to question 9, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.) 10 11 Is supporting documentation for exceptions noted and/or attached? 12 Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)? Reviewed By:

NSSC	NSSDG-9200-0	0009	Revision 13.0
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date:	October 24	4, 2022
	Expiration Date:	October 2	4, 2024
			Page 360 of 379

Subject: Accounts Receivable – Reporting and Audit SDG

		CMD 2 2. Velidete ening of Assounts Dessirable	
		CMP 3.2: Validate aging of Accounts Receivable	
		Center	
		Monthly	
Review ba permanent proper cor	lances ov tly resolve mmunicat	cedure to be performed: Reconcile the total balance of the aging report to the trial balance and identify exce er 45 days and determine whether or not they are collectible. Discrepancies must be identified, investigated, an ed. Validate/Verify balances over 45 days old and ensure that delinquent letters were issued at appropriate inte ion and follow-up actions have been performed for Federal Trading Partners. Review accounts receivable with determine whether such accounts are subject to write-off based on NASA Policy (NPR 9610.1.2.9).	d monitored unti ervals. Ensure
tandards	: Account	s receivable should be aged properly to facilitate debt management.	
which requ	uire additi	onal follow-up action or referral o the Department of Treasury. Description	
1	.,	Does the Preparer column have a green check mark in the Agency tool?	
2		Did the Preparer's Supervisor add comment "Reviewed" in the Agency tool?	
3		Has the correct month been completed in the Agency tool?	
4		Is the correct CMP attachment added in the Agency tool? Verify month and center.	
5		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)	
6 7		Was the ZFI_AGING1310 report (A/R Aging Report in SAP) and the GR55\ZTB6 (Trial Balance in SAP) run? Are the accounting periods correct? (Should be 0-current, inception to date)	
8		Is the business area for the Center correct on the cover sheet and all reports?	
9		Are the accounts of 1310.0000, 1310.30000, 1340.0000, 1360.0000, and 1370.0000 with the cancelled funds e report?	excluded on the
10		Are the ending balances for the ZFI_AGING1310 report (A/R Aging Report in SAP) and the GR55\ZTB6 (Trial Bala reports the same?	ince in SAP)
11		Do all balances on the "Over 45 Days" Aging report have a current and valid status? A. Are dunning statuses cu ZFED's have a current and an appropriate status? C. Do ZEPY statuses appear to be correct?	irrent? B. Do
		If no to question 11, are exceptions completed in the Description of Exceptions portion of the Agency tool? fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)	All applicable
12			
12 13 14		Is supporting documentation for exceptions noted and/or attached? Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)?	

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 361 of 379		
Responsible Office: Accounts Receivable			

		3a: Validate Allowance for doubtful accounts and compliance with Treasury Policies						
		Center						
		Quarterly						
counts	(1319.00	procedure to be performed: Prepare and maintain a work paper that lists detailed balances in the allowance for doubtful 200, 1347.0000, 1367.0000, and 1377.0000). The allowance should be calculated in accordance with NPR 9610.1A. The work ude explanations of discrepancies identified on the allowance for doubtful accounts spreadsheet.						
irpose:	To valida	ces over 120 days delinquent should be transferred to Treasury. ate the allowance factors used to calculate the allowance balance and ensure balances agree to the General Ledger. To en						
counts	receivabl	ble balances are managed in accordance with Treasury Policies.						
#	Y/N	Description						
1	.,	Does the Preparer column have a green check mark in the Agency tool?						
2		Did the Preparer's Supervisor add comment "Reviewed" in the Agency tool?						
		Has the correct month been completed in the Agency tool?						
3		Is the correct CMP attachment added in the Agency tool? Verify month and center.						
3 4		Is the correct CMP attachment added in the Agency tool? Verify month and center.						
-		Is the correct CMP attachment added in the Agency tool? Verify month and center. Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)						
4								
4		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)						
4 5 6 7 8		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc) Was the GR55\ZAOF (Trial Balance in SAP) report run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports?						
4 5 6 7 8 9		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc) Was the GR55\ZAOF (Trial Balance in SAP) report run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports? Are the accounts 1319.0000, 1347.0000, and 1377.00 selected on the report?						
4 5 6 7 8 9 10		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc) Was the GR55\ZAOF (Trial Balance in SAP) report run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports? Are the accounts 1319.0000, 1347.0000, 1367.0000, and 1377.00 selected on the report? Were doubtful accounts adjusted at the end of the quarter?						
4 5 6 7 8 9 10 11		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc) Was the GR55\ZAOF (Trial Balance in SAP) report run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports? Are the accounts 1319.0000, 1347.0000, 1367.0000, and 1377.00 selected on the report? Were doubtful accounts adjusted at the end of the quarter? If doubtful accounts were adjusted, is supporting documentation attached at the end of the quarter?						
4 5 6 7 8 9 10		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc) Was the GR55\ZAOF (Trial Balance in SAP) report run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports? Are the accounts 1319.0000, 1347.0000, 1367.0000, and 1377.00 selected on the report? Were doubtful accounts adjusted at the end of the quarter? If doubtful accounts were adjusted, is supporting documentation attached at the end of the quarter? Does the allowance account workpaper and the GR55/ZAOF balance come within \$1.00?						
4 5 6 7 8 9 10 11		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc) Was the GR55\ZAOF (Trial Balance in SAP) report run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports? Are the accounts 1319.0000, 1347.0000, 1367.0000, and 1377.00 selected on the report? Were doubtful accounts adjusted at the end of the quarter? If doubtful accounts were adjusted, is supporting documentation attached at the end of the quarter? Does the allowance account workpaper and the GR55/ZAOF balance come within \$1.00? If no to questions 9 - 12, are exceptions completed in the Description of Exceptions portion of the Agency tool? All						
4 5 6 7 8 9 10 11 12		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc) Was the GR55\ZAOF (Trial Balance in SAP) report run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports? Are the accounts 1319.0000, 1347.0000, 1367.0000, and 1377.00 selected on the report? Were doubtful accounts adjusted at the end of the quarter? If doubtful accounts were adjusted, is supporting documentation attached at the end of the quarter? Does the allowance account workpaper and the GR55/ZAOF balance come within \$1.00?						
4 5 6 7 8 9 10 11 12 13		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc) Was the GR55\ZAOF (Trial Balance in SAP) report run? Are the accounting periods correct? (Should be 0-current, inception to date) Is the business area for the Center correct on the cover sheet and all reports? Are the accounts 1319.0000, 1347.0000, 1367.0000, and 1377.00 selected on the report? Were doubtful accounts adjusted at the end of the quarter? If doubtful accounts were adjusted, is supporting documentation attached at the end of the quarter? Does the allowance account workpaper and the GR55/ZAOF balance come within \$1.00? If no to questions 9 - 12, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)						

NSS	С	NS	SDG-9200-	0009 F	Revision 13.0		
Serv	ice D	Delivery Guide					
		Eff	ective Date:	October 24	, 2022		
		Ex	piration Date:	October 24	, 2024		
					Page 362 of 379		
Res	onei	ible Office: Accounts Receivable			<u> </u>		
Subj	ect: A	Accounts Receivable – Reporting	and Audit S	DG			
		NSSC AR CMP C	hecklist				
СМ	P 3.3b	o: Validate Allowance for doubtful accour	nts and compl	iance with Tr	easury Policies		
		Center					
		Quarterly					
Analysis/r	eview pr	rocedure to be performed: Identify as an exception billing do	uments aged more t	han 150 days as an e	exception. Items over 150		
days aged	requires	explanation of why it has not been transferred to Treasury.					
C to a doud	Dalana	non over 120 days ald should be transforred to Transum.					
Stanuarus		ces over 120 days old should be transferred to Treasury.					
Purpose:	To ensure	e accounts receivable balances are managed in accordance wit	h Treasury Policies.				
#	Y/N		Description				
2		Does the Preparer column have a green check mark in the Ag Did the Preparer's Supervisor add comment "Reviewed" in th					
3		Has the correct month been completed in the Agency tool?	c Agency tool:				
4		Is the correct CMP attachment added in the Agency tool? Ve	rify month and cente	er.			
5		Are copies of all supporting documentation attached? (i.e. SA	P reports, spreadshe	ets, etc)			
6		Was the ZFI_AGING1310 (AR Aging Report in SAP) run?					
7	ļ	Are the accounting periods correct? (Should be 0-current, inc	1 /				
8		Is the business area for the Center correct on the cover shee	t and all reports?				
		Are there AR balances that are over 120 days delinquent and	\$25.00 or greater? E	xcluding ZEPY and Z	FED accounts. Treasury will		
9		only accept a minimum of \$25.00 for delinquent debts. If so	is there a valid reas	on why it has not be	en transferred to Treasury?		
		If yes to question 9, are exceptions completed in the Descri			ncy tool? All applicable		
10		fields should be correctly completed (Explanation, Resoluti		applicable, etc.)			
11 12		Is supporting documentation for exceptions noted and/or Has the Activity Status been annotated with the correct col		ons (green /vellow/	red)?		
12	l	Thas the Activity status been annotated with the confect co	or based on excepti	ons (green/yenow/			
			<u>!</u>				
Review	ed By:						

NSSC	NSSDG-9200-00	009 Revision 13.0
Service Delivery Guide	Number	
Service Delivery Guide	Effective Date:	October 24, 2022
	Expiration Date:	October 24, 2024
		Page 363 of 379

Subject: Accounts Receivable – Reporting and Audit SDG

NSSC AR CMP Checklist CMP 4.4a: Customer and Vendor Trading Partner Review Center Image: Colspan="2">Quarterly

Analysis/review procedure to be performed: Filter Posting Date column to current quarter transactions. Confirm trading partner Agency Identifier and description in SAP report reconciles with codes listed in Appendix 1a. Trading partner AID "000" must not be used with intergovernmental transactions. Ensure Nonfed TPs are not associated with federal customers. Transactions in funds prior to FY15 with blank AIDs are not to be considered exceptions, as the requirement for AID and Main account began in FY15. Identify exceptions for Non Federal Customers where they AID (TP) and TP ALC fields are not blank. IF the Trading Partner of NONFED is populated (Federal Indicator of "N" and Department of "NF"), the Customer/Vendor Name field should not match any names of the Federal Agencies as listed with in Appendix 1a. A trading partner AID not listed in Appendix 1a should not be considered an exception if Treasury confirms it is a valid code.

Standards: The Trading partner AID in SAP must be valid. http://tfm.fiscal.treasury.gov/v1/p2/c470.pdf

Purpose: To validate the SAP Customer and Vendor database in accordance with Agency Identifier (AID) codes listed in Appendix 1a of the Treasury Financial Manual, Chapter 4700.

4	V /N	Description					
#	Y/N	Description					
1		Does the Preparer column have a green check mark in the Agency tool?					
2		Did the Preparer's Supervisor add comment "Reviewed" in the Agency tool?					
3		Has the correct month been completed in the Agency tool?					
4		Is the correct CMP attachment added in the Agency tool? Verify month and center.					
5		Are copies of all supporting documentation attached? (i.e. SAP reports, spreadsheets, etc)					
6		Was the T-code S_ZFI_INTRAGOV (Intra-governmental Trading Partner Report) run in SAP?					
7		Is the reporting period correct? Data should be reflected for months in CURRENT quarter.					
8		Is the business area for the Center correct on the cover sheet and all reports?					
9		Were the accounts 1310.3000, 1340.XXXX, 1360.XXXX, and 1370.XXXX selected on the report?					
10		Is the TP ALC and the AID (TP) blank for all items where the Fed/Nonfed column equals "N" and the Trading Partner equals					
11		Are any NFED Trading Partners associated with a Federal Customer (in the Cust/Ven Name field)?					
		Are the Federal Trading Partners associated with the correct TP AID according to TFM Chapter 4700 Appendix 1a? (Only					
12		review Direct funds).					
13		Are any intra-governmental trading partner listed as "000"?					
14		If yes to question 13, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)					
15		Is supporting documentation for exceptions noted and/or attached?					
16		Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)?					
Reviewe	d Bv:	1					

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 364 of 379

Subject: Accounts Receivable – Reporting and Audit SDG

NSSC AR CMP Checklist

CMP 7.4: Validate recording of custodial liabilities and liabilities for non-equity assets

		Cer	nter	
		Mor	nthly	

Analysis/review procedure to be performed: Review report to ensure that there are only balances reported against NON1099, NON1435, NON3220, and NON3200. Identify as an exception GL balances in funds other than the NON-funds. Correct any discrepancies.

Standards: Balances in these accounts should not be in any fund other than the above listed Treasury funds.

Purpose: Validate recording of Custodial Liabilities and Liabilities for Non-Entity Assets are properly recorded in Non Appropriated Funds for deposit with Treasury.

#	Y/N		Description						
1		Does the F	Does the Preparer column have a green check mark in the Agency tool?						
2		Did the Pre	eparer's Superviso	or add com	ment "Revi	ewed" in the Agency to	ol?		
3		Has the co	orrect month bee	n complete	d in the Age	ency tool?			
4		Was the S	AP report - GR55	ZFUN (Tria	I Balance l	by Fund) run?			
5		Are the ac	counting periods	correct? (S	hould be 1-	-current, year to date)			
6		Is the busi	ness area for the	Center cor	rect on all	reports?			
7		Were the	accounts 2980.00	00, 2985.0	000, 5990.	0000, 5993.0000 and 59	994.000 selected on the report?		
8		Were ther	Were there any balances reported in any other accounts besides NON1099, NON1435, NON3200 and NON3220?						
9			If yes to question 8, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)						
10		Is support	Is supporting documentation for exceptions noted and/or attached?						
11		Has the A	Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)?						
Review	ed By:	1							

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 365 of 379		
Responsible Office: Accounts Receivat	ble		
Subject: Accounts Receivable – Reporting and Audit SDG			

 NSSC AR CMP Checklist

 CMP 7.5: Validate Postings to Treasury Custodial Accounts

 Center
 Center

 Quarterly
 Quarterly

 Analysis/review procedure to be performed: Review transactions in 2980.000 and 2985.000 validate to source documents to ensure that the transactions have been properly recorded in the appropriate fund symbol. Identify as an exception GL balances in funds other than the NON-funds listed below. Investigate and correct discrepancies.

 Standards: Transactions recorded in 2980.0000 and 2985.0000 should be valid Treasury related transactions only.
 NON1099, NON1435, NON3200 and NON3220)

 Purpose: To determine that balances in 2980.0000 and 2985.0000 reflect correct amounts.
 Purpose

	V/N	Description						
#	Y/N	Description						
1		Does the Preparer column have a green check mark in the Agency tool?						
2		Did the Preparer's Supervisor add comment "Reviewed" in the Agency tool?						
3		Has the correct month been completed in the Agency tool?						
4		Was the SAP - FMFG_E_TRANS_REG (Transaction Register) run?						
5		Are the accounting periods correct? (1-current, year to date)						
6		Is the business area for the Center correct on the cover sheet and all reports?						
7		Were the accounts 2980.0000 and 2985.0000 selected on the report?						
8		Nere there any balances reported in any other accounts besides NON1099, NON1435, NON3200 and NON3220?						
9		If yes to question 8, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if applicable, etc.)						
10		Is supporting documentation for exceptions noted and/or attached?						
11		Has the Activity Status been annotated with the correct color based on exceptions (green/yellow/red)?						
Reviewe	ed By:							

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 366 of 379

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

		NSSC AR CMP Checklist							
		CMP 7.12: Validate Unfunded leave							
		Center							
		Querterlu							
		Quarterly							
Analysis/	oviow pro	cedure to be performed: Prepare a schedule that supports the calculation and amounts posted for							
• •	•	ited accruals. Explain the basis for the calculation and demonstrate that the accrual reconciles to							
	reported.								
Standard	s: Unfunde	ed leave accruals should be supportable. At the start of each fiscal year, the beginning balance in the							
		bility should be reclassified from the prior fiscal year funds to the current fiscal year funds.							
Purpose:	To determ	ine unfunded leave accruals are supported.							
•									
#	Y/N	Description							
1	.,	Does the Preparer column have a green check mark in the Agency tool?							
2		Did the Preparer's Supervisor add comment "Reviewed" in the Agency tool?							
3		Is the business area for the Center correct on the cover sheet?							
		Does the attached backup documentation contain data for each month within the quarter being							
		reviewed both for OIG and the Agency individually? Is it arranged in sequential order (e.g., October,							
4		November, December)?							
		Does the Total Agency Unfunded Leave amount equal the "after SE" GR55 ZAFC balance in the							
5		2220.9996 account for SSMX Fund for each month?							
-		Does the OIG Unfunded Leave Total equal the "after SE" GR55 ZAFC balance in the 2220.9996 for the							
6		OIG Fund for each month? Does the Total Agency Unfunded Leave amount for the last month in the quarter match the SSMX							
7									
1		Fund total in the Agency Tool Full View Activity Report (ZFUN)?							
6		Does the Total OIG Unfunded Leave amount for the last month in the quarter match the OIG Fund							
8		total in the Agency Tool Full View Activity Report (ZFUN)?							
		If no to questions 5-8, are exceptions completed in the Description of Exceptions portion of the Agency tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ							
9		number, if applicable, etc.)							
5		Has the Activity Status been annotated with the correct color based on exceptions							
10		(green/yellow/red)?							
Review	ved By:								

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0
	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 367 of 379
Deensible Officer Assessments D	a a si vala la

			NSSC A	R CMP (Checklis	t
			CMP 7.17: \	/alidate	funded	leave
				Center		
				Quarter	v	
					<i>.</i>	
Analysis/r	eview pro	edure to be perfor	med: Prepare a sch	nedule that s	upports th	e calculation and amounts posted for funded
						t the accrual reconciles to balances reported.
Standards	: Funded l	ave accruals should	d be supportable.			
Durnose			le are recorded m	onthly and a	aatch the	nfunded leave report
Purpose:	i o ensure	anueu leave accrua	als are recorded m	onthiy and h	laton the u	infunded leave report.
#	Y/N				Descriptior	<u> </u>
1	1/1	Does the Preparer column have a green check mark in the Agency tool?				
2		Did the Preparer's Supervisor add comment "Reviewed" in the Agency tool?				
3		s the business are				
		Does the attached backup documentation contain data for each month within the quarter being reviewed				
4		and is it arranged in sequential order (e.g., October, November, December)?				
				0	•	(WCF) have a supporting SE and SE reversal for
-				•		r NSSC WCF and NCCIPS WCF. GSFC should have
5		one SE for the SEWP WCF. These are the only two Centers with Funded Leave). Do the Funded Leave Totals for each WCF equal the amount of the SE's (posted and reversed) for each				
5	If no to questions 5 and 6, are exceptions completed in the Description of Exceptions portion of the Agency					
	tool? All applicable fields should be correctly completed (Explanation, Resolution, CRQ number, if					
7		applicable, etc.)				
8		Has the Activity Sta	atus been annotat	ed with the	correct col	or based on exceptions (green/yellow/red)?
Review	/ed Bv:					
neview						
L						

NSSC Service Delivery Guide	NSSDG-9200-0009 Revision 13.0		
	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 368 of 379		
Perpensible Office: Accounts Persivable			

Subject: Accounts Receivable – Reporting and Audit SDG

APPENDIX N – CMP 3.2 AGING REASON CODES

01	IPAC Rejection (TAS)-Pending Center Correction
02	IPAC Rejection (FSN)-Pending Center Correction
03	IPAC Rejection (ALC)-Pending Center Correction
04	IPAC Rejection Closed MIPR - Pending Center Action
05	IPAC Rejection Wrong MIPR -Pending Center Action
06	IPAC Rejection Wrong LOA/PO - Pending Center Action
07	IPAC Rejection Cancelled Fund - Pending Center Action
08	NSSC to Manual IPAC
09	NSSC to re-IPAC after Month End Cutoff
10	Pending re-IPAC by NSSC
11	Solely Travel Bill - Mailed to Customer on <date></date>
12	Bill mailed to customer <date></date>
13	Bill re-mailed to Customer on <date></date>
14	Bill faxed to Customer <date></date>
15	IPAC Customer, Center to contact Customer
16	Customer Disputing Bill – Pending Center Action
17	Center to provide Supporting Documents to Customer
18	Customer is researching Bill
19	Paid, but not posted in SAP
20	NSSC sent email to customer <date> -waiting on reply</date>
21	NSSC called customer for status of pymt <date>- waiting on reply</date>
22	Payment Plan – next payment due <date></date>
23	Center working w/customer <date>(IN CURRENT CMP MONTH)</date>
24	NSSC sent e-mail to Center <date>-waiting on reply</date>

NSSC Service Delivery Guide NSSDG-9200-0009 Revision 13.0 Number Effective Date: October 24, 2022 Expiration Date: October 24, 2024

Page 369 of 379

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

APPENDIX O – UPDATE TP AGREEMENT

Agency	Trading Partner	ALC	Reason for Exemption	Comment
			Agreement in place states customer will not accept	
DFAS (Air Force)	57 X X	3801 and 5570	IPACS last 4 business days of month	Agreement signed 7/18/14
			Agreement in place states customer will not accept	
Army	21 X X		IPACS last 5 business days of month	In-Place at Transition to NSSC
			Agreement in place states customer will not accept	
Navy	17XX		IPACS last 5 business days of month	In-Place at Transition to NSSC
			Customer does not accept IPAC on the last 3	
Naval Sea Systems Command	11XX	8522	business days of the month	Notified on IP AC reject
			Agreement in place states customer will not accept	
Army Corp	96XX		IPACS last 5 business days of month	In-Place at Transition to NSSC
			Agreement in place states customer will not accept	
Other DOD agencies	97 X X		IPACS last 5 business days of month	In-Place at Transition to NSSC
			Agreement in place states customer will not accept	
Enviromental Protection Agency (EPA)	68XX/68010727		IPACS last 5 business days of month	Agreement signed 6/7/2011
			Agreement in place states customer will not accept	
US Agency for International Development (USAID)	72XX/72000001		IPACS last 5 business days of month	Agreement signed on 7/21/2011
			Agreement in place states customer will not accept	
			IPACS last 5 business days of month (Customer	
SAF/FM BIB AFOY	20XX/20180302		will initiate IPAC)	Agreement sign 6/28/2012
			Agreement in place states customer will not accept	Agreement signed by OCFO
Department of Interior, Office of the Sec (DOI)	14XX/14160001		IPACS last 5 business days of month	4/10/14
			Agreement in place states customer will not accept	Agreement signed by OCFO
Department of Interior, Fish & Wildlife Services (DOI)	14XX/14160006		IPACS last 5 business days of month	4/10/14
			Agreement in place states customer will not accept	
Department of Commerce (NOAA)	13XX/13100001		IPACS last 4 business days of month	Agreement signed 5/10/2012
National Geospatial-Intelligence Agency (NGA)/Federal			Agreement in place states customer will not accept	
Payment Center (FPC)	97 XX/97000010		IPACS last 4 business days of month	Agreement signed 12/6/12
			Agreement in place states customer will not accept	
Department of Energy (DOE)	89XX		IPACS last 3 business days of month	In-Place at Transition to NSSC
			Agreement in place states customer will not accept	
Department of Homeland Security (DHS)	70XX		IPACS last 3 business days of month	In-Place at Transition to NSSC
			Agreement in place states customer will not accept	
Department of Transportation (DOT)	69XX/69170001		IPACS last 3 business days of month	Agreement signed 2/3/2011
			Agreement in place states customer will not accept	1
Department of Transportation (DOT)	69XX/69171104		IPACS last 3 business days of month	Agreement signed 2/3/2011
Duranu of Alexhall Tabases and Discours (ATD)	15 101 15 1 00 70 0		Agreement in place states customer will not accept	Agreement signed w ARC 3/30/11
Bureau of Alcohol, Tobacco and Firearms (ATF)	15XX/15100700		IPACS last 3 business days of month	3/30/11
ALL FEDERAL AGENCIES ARE EXEMPT FROM IPACS				
DURING THE LAST 3 BUSINESS business days OF EACH				
QUARTER END				

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 370 of 379
Responsible Office: Accounts Receivab	le

APPENDIX P- UPDATE IPAC CUTOFF CALENDARS TO NSSC AR WEBSITE

Is there a cutoff for submitting IPACs?

Yes, there are cutoff dates for certain federal agencies; refer to listing below. The cutoff dates are based on Trading Partner Agreements signed by NASA Office of the Chief Financial Officer. To ensure timely processing, all IPAC request must be received by NSSC no later than noon on the cutoff date. This list is not all inclusive.

Additionally, there is a cutoff date established for all Federal Agencies on a quarterly basis, per the TFM Bulletin NO 2013-04 Vol 1. See <u>http://www.fms.treas.gov/tfm/vol1/13-04.html</u> for the bulletin.

Intra-Governmental Payments and Collections (IPAC) Cutoff Dates

To ensure NASA is in compliance with established Trading Partner Agreements and to prevent material differences between NASA and its trading partners; the following cutoff dates have been established for IPAC transaction to the Bureau of Alcohol, Tobacco and Firearms (ATF), Department of Homeland Security (DHS), Department of Commerce (DOC), Defense of Defense (DOD) Agencies, Department of Energy (DOE), Department of Transportation (DOT), Department of Interior (DOI), Environmental Protection Agency (EPA), and US Agency for International Development (USAID).

IPAC request received after the date listed below will not be processed until the following month.

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 371 of 379		
Responsible Office: Accounts Receivable			

Business Process Area	Task Name	October FY2020	November FY2020	December FY2020	January FY2020
Accounts Receivable	IPAC Cutoff to DOD Agencies (except Air Force)	10/24/2019	11/21/2019	12/23/2019	1/24/2020
Accounts Receivable	IPAC Cutoff to EPA	10/24/2019	11/21/19	12/23/2019	1/24/2020
Accounts Receivable	IPAC Cutoff for International Development (USAID)	10/24/2019	11/21/2019	12/23/2019	1/24/2020
Accounts Receivable	IPAC Cutoff to DFAS (Air Force)	10/25/2019	11/22/2019	12/24/2019	1/27/2020
Accounts Receivable	IPAC Cutoff to Department of Commerce (NOAA)	10/25/2019	11/22/2019	12/24/2019	1/27/2020
Accounts Receivable	IPAC Cutoff to Federal Payment Center for NGA	10/25/2019	11/22/2019	12/24/2019	1/27/2020
Accounts Receivable	IPAC Cutoff to DHS	10/28/2019	11/25/2019	12/26/2019	1/28/2020
Accounts Receivable	IPAC Cutoff to DOT	10/28/2019	11/25/2019	12/26/2019	1/28/2020

 NSSC
 NSSDG-9200-0009
 Revision 13.0

 Service Delivery Guide
 Number

 Effective Date:
 October 24, 2022

 Expiration Date:
 October 24, 2024

 Page 372 of 379

 Responsible Office: Accounts Receivable

Accounts Receivable	IPAC Cutoff to DOE	10/28/2019	11/25/2019	12/26/2019	1/28/2020
Accounts Receivable	IPAC Cutoff to ATF	10/28/2019	11/25/2019	12/26/2019	1/28/2020
Business Process Area	Task Name	February FY2020	March FY2020	April FY2020	May FY2020
Accounts Receivable	IPAC Cutoff to DOD Agencies (except Air Force)	2/21/2020	3/24/2020	4/23/2020	5/21/2020
Accounts Receivable	IPAC Cutoff to DOI	2/21/2020	3/24/2020	4/23/2020	5/21/2020
Accounts Receivable	IPAC Cutoff to EPA	2/21/2020	3/24/2020	4/23/2020	5/21/2020
Accounts Receivable	IPAC Cutoff to USAID	2/21/2020	3/24/2020	4/23/2020	5/21/2020
Accounts Receivable	IPAC Cutoff to DFAS (Air Force)	2/24/2020	3/25/2020	4/24/2020	5/22/2020
Accounts Receivable	IPAC Cutoff to Department of Commerce (NOAA)	2/24/2020	3/25/2020	4/24/2020	5/22/2020
Accounts Receivable	IPAC Cutoff to Federal Payment Center for NGA	2/24/2020	3/25/2020	4/24/2020	5/22/2020

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 373 of 379
Responsible Office: Accounts R	eceivable

PAC Cutoff to	2/25/2020	3/26/2020	4/27/2020	5/26/2020
DHS				
PAC Cutoff to	2/25/2020	3/26/2020	4/27/2020	5/26/2020
DOT				
PAC Cutoff to	2/25/2020	3/26/2020	4/27/2020	5/26/2020
DOE				
PAC Cutoff to	2/25/2020	3/26/2020	4/27/2020	5/26/2020
ATF				
Task Name	June FY2020	July FY2020	August FY2020	September
				FY2020
PAC Cutoff to	6/23/2020	7/24/2020	8/24/2020	9/23/2020
OD Agencies				
(except Air				
Force)				
PAC Cutoff to	6/23/2020	7/24/2020	8/24/2020	9/23/2020
DOI				
PAC Cutoff to	6/23/2020	7/24/2020	8/24/2020	9/23/2020
EPA				
PAC Cutoff to	6/23/2020	7/24/2020	8/24/2020	9/23/2020
(USAID)				
PAC Cutoff to	6/24/2020	7/27/2020	8/25/2020	9/23/2020
DFAS (Air				
Force)				
PAC Cutoff to	6/24/2020	7/27/2020	8/25/2020	9/23/2020
epartment of				
Commerce				
(NOAA)				
PAC Cutoff to	6/24/2020	7/27/2020	8/25/2020	9/23/2020
Federal				
Payment				
enter for NGA				
PAC Cutoff to	6/25/2020	7/28/2020	8/26/2020	9/23/2020
DHS				
PAC Cutoff to	6/25/2020	7/28/2020	8/26/2020	9/23/2020
	DHS PAC Cutoff to DOT PAC Cutoff to DOE PAC Cutoff to ATF Task Name PAC Cutoff to OD Agencies (except Air Force) PAC Cutoff to DOI PAC Cutoff to EPA PAC Cutoff to USAID) PAC Cutoff to DFAS (Air Force) PAC Cutoff to DEPA PAC Cutoff to DEPA	DHSPAC Cutoff to DOT2/25/2020DOT2/25/2020PAC Cutoff to DOE2/25/2020PAC Cutoff to ATF2/25/2020PAC Cutoff to OD Agencies (except Air Force)6/23/2020PAC Cutoff to DOI6/23/2020PAC Cutoff to DFAS (Air Force)6/24/2020PAC Cutoff to Commerce (NOAA)6/24/2020PAC Cutoff to Federal Payment enter for NGA6/25/2020PAC Cutoff to DHS6/25/2020	DHSImage: constraint of the system of the syste	DHS

NSSC	NSSDG-9200-0009 Revision 13.0		
Service Delivery Guide	Number		
Service Delivery Guide	Effective Date: October 24, 2022		
	Expiration Date: October 24, 2024		
	Page 374 of 379		
Responsible Office: Accounts Receivab	le		
Subject: Accounts Receivable – Reporting and Audit SDG			

Accounts	IPAC Cutoff to	6/25/2020	7/28/2020	8/26/2019	9/23/2020
Receivable	DOE				
Accounts	IPAC Cutoff to	6/25/2020	7/28/2020	8/26/2020	9/23/2020
Receivable	ATF				

In Accordance with TFM 4700 Appendix 6 Section 9.6.4, all federal agencies are prohibited from sending IPACS during the last three working days of each month. See <u>https://tfm.fiscal.treasury.gov/v1/p2/c470.pdf</u> for the bulletin.

NSSC Service Delivery Guide

NSSDG-9200-0	009	R	evision 13.0
Number			
Effective Date:	October	24,	2022
Expiration Date:	October	24,	2024
			Page 375 of 379

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

APPENDIX Q- INSTALLING MACROS AND ADD-INS

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

<u>N:\FM Division\Accounts Payable_Accounts Receivable\Macros\AP-AR.xlam</u> (Double-clicking on this link will automatically download the add-in)

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

(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 Service Delivery Guide

NSSDG-9200-0	0009	Revision 13.0
Number		
Effective Date:	October 2	4, 2022
Expiration Date:	October 2	24, 2024
		Page 376 of 379

Responsible Office: Accounts Receivable

Subject: Accounts Receivable – Reporting and Audit SDG

APPENDIX R – MID MONTH CHECKLIST

	-			_							-	
Mid-Month Checklist	Role	HQ	ARC	GRC	LaRC	DFRC	GSFC	NMO	SSC	MSFC	JSC	KSC
5000 accounts net to \$0.00 by Fund												
GR55 / ZFUN - Period 1 - Current (Accounts: 5000.0000 to 5999.9999)	АМ											
(Funds: NON1099, NON1435, NON3200 & NON3220)	AW											
(Current Month)												
Validate all Reversal Support Attachments for												
reversed Reimbursable Invoices												
Please use the "Metric Verification" spreadsheet (e.g.												
Worksheet tab named "NR Dec 2014 (FBL5N)"	AM											
Doc Type = RV - Any credit amount (in red) needs to be validated as it is either a request for a credit bill or a												
reversal. All need attachments.												
(Prior Month)												
Validate all Reversal Support Attachments for												
reversed IPAC's												
Please use the "Metric Verification" spreadsheet (e.g.	PP											
Worksheet tab named "IPAC Dec 2014 (FBL5N")												
(Prior Month) Validate all Reversal Support Attachments for												
reversed Collections												
Please use the "Metric Verification" spreadsheet (e.g.	PP											
Worksheet tab named "COLL Dec 2014 (FBL5N")												
(Prior Month)												
Validate all AR IDR Support Attachments for Direct												
Invoices												
FBL5N	АМ											
Account Group = ZCOM GL Account = 1310,3000	AM											
Doc Type = DR												
All Items (Prior Month Range)												
Monitor the following TechDoc Folders at the	Ī											
following path: BOC's-FM/AR/DIRECT												
RECEIVABLES												
Verify that Prior Month FBL5N bills run above have												
been uploaded to TechDoc	AM											
Validate all Write-off Support Attachments FBL5N												
Doc Types WO	AM											
All Items (Prior Month Range)												
Validate all Waived Debt Support Attachments												
FBL5N	AM											
Doc Types WV												
All Items (Prior Month Range) Validate all Journal Voucher Support Attachments												
(Prior Month)	AM											
N drive Clean up	AM & PP											
Manifer the fallowing TashDas Caldes at the	1	i –				1				1		
Monitor the following TechDoc Folder at the												
following path: BOC's-FM/AR/JOURNAL												
VOUCHERS	AM & PP											
Verify that all Prior Month JVs have been uploaded												
into Tech Doc												
Salary Offset Journal Vouchers are complete												
(Current Month)	AM											
DOI to SAP Reconciliation is complete												
(Prior Month)	АМ											
Reconcile General Fund Balance	AW	<u> </u>		-			<u> </u>		-			
(FMFG_E_TRANS_REG)												
(Current Month) (e.g. Period 4 to Period 4)												
See instructions at following path:												
N:\FM Division\Accounts Payable_Accounts												
Receivable\Accounts Receivable\Training\JOB												
AIDS\MONTHLY AND MID-MONTHLY CHECKOUT	AM											
Prior month reimb billing loaded to TechDoc	AM											
Prior month IPACs loaded to TechDoc	PP									1		1
AR in Transit (1310.5000) net balance of \$0	PP							<u> </u>				+
	1°F	-										
*Please submit at t	he end of	the 2	2nd to	last w	eek of	the m	onth					

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
Service Delivery Guide	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 377 of 379				

Subject: Accounts Receivable – Reporting and Audit SDG

APPENDIX S – L2 NSSC TROR CHECKLIST

	CHECKLIST	Preparer		COMMENTS
	Part I -	 Status of Re 	eceivables	
		FORE YOU	BEGIN	
	r "Write Off Report" Amount = The Total of your FBL5N			
	Backup = CNC + Closed Portions of the "WO CNC Closed"			
	Aging Total = GR55 ZTB6 Total = List of Customer Line			
tems Tota	al and if not, do your reports list a reason for the difference			
	TROR F(DRM (PAGE	1 HEADER)	
s the Entit	ty Code Correct? e.g. 80001201 ARC			
				Macro - formatted
s Fiscal Ye	'ear Correct?			Macro - formatted
; the Quar	rter correct e.g. 2nd Quarter - March			Macro - formatted
/	Section A R	eceivables	and Collect	tions
- Is th	e "Beginning FY Balance" Correct?			
2		NEV RECEI	VARLES	
	port 02 New Receivables attached?			
	•			Macro - formatted
_	New Receivable report has correct header information			
	ber of items are equal to New Receivable Report			Macro pulls data directly from report into template
	ount matches the New Receivables Report amount			Macro pulls data directly from report into template
3		ACCRU	ALS	
Is Re	eport OS Accessis included?			Macro pulls data directly from report into template
05	Accessory report has correct header information			Macro pulls data directly from report into template
	ount is equal to Accruals Report?			Macro pulls data directly from report into template
47		CTIONS ON	RECEIVABL	
	Were there any collections from Treasury this Fiscal Year?			
	/ If yes, is O4 Collections by Treasury report	L		
	7 04 Collections by Treasury report has correct head	der information		
1	🕴 If yes, does the Collections Number and Amount match the			
	Ilections by Treasury" report?			Macro pulls data directly from report into template
- (D)	🕴 If yes, is this number and amount also listed in			
Part	: II (C)(1)(G)?			Macro pulls data directly from report into template
67	AA	IOUNTS VRI	TTEN OFF	
-	port 05 Write offs (SAP Report) included?			
	• • • • • • •			Macro-formatted
	Write offs (SAP Report) has correct header informati	I		
	Does the amount match the write off report?			Macro pulls data directly from report into template
	port 06 Write offs, CNC & Closed included?			
	Frite offs, CNC & Closed report has correct header	information		
- [74]	Does the amount entered match the CNC portion of the			
wo.	CNC Closed spreadsheet?			Macro pulls data directly from report into template
[/A]	/ If an amount is listed is it negative?			Macro pulls data directly from report into template
	Does the amount entered match the CLOSED portion of			
	WO CNC Closed spreadsheet?			Macro pulls data directly from report into template
	If an amount is listed is it negative?			Macro pulls data directly from report into template
	# B) If there are any CNC and/or CLOSED debts, is			the set of
			1	
	ort 07 Backup for Write offs included?			
	ackup included for each approved waiver? e.g. Approved			
	ver, DOI Report.			
	ackup included for each CLOSED debt? e.g. Email, DOI			
	oort,etc			
l lo re	port 08 FedDebt Report included?			
	the names in the " at DMS" and "at PCA" sections of the		1	
Dot				
Dot "Fee	dDebt Report" match the "Debts Classified as CNC" section		1	
Dot "Fee of th			1 4405	
Dot "Fee of th	dDebt Report" match the "Debts Classified as CNC" section he "WO CNC Closed" Report	ENDING BA	LANCE	
Dot "Fea of th (7) Is re	dDebt Report" match the "Debts Classified as CNC" section he "WO CNC Closed" Report sport <i>09 GR33 2786</i> included?		LANCE	
Dot "Fea of th 77 Is re	dDebt Report" match the "Debts Classified as CNC" section he "WO CNC Closed" Report		LANCE	Macro formatted
Dot "Fec of th (7) Is re (8)	dDebt Report" match the "Debts Classified as CNC" section he "WO CNC Closed" Report sport <i>09 GR33 2786</i> included?		LANCE	Macro formatted
Dot "Fec of th 15 re 09 Doe	dDebt Report" match the "Debts Classified as CNC" section he "WO CNC Closed" Report port <i>09 GR33 2786</i> included? <i>GR33 2786</i> report has correct header information		LANCE	Macro formatted Macro pulls data directly from report into template
Do t "Fec of th (7) Is re 09 Doe 1310	dDebt Report" match the "Debts Classified as CNC" section he "WO CNC Closed" Report port <i>09 GR35 2766</i> included? <i>GR35 2766</i> report has correct header information is the GR55/2766 ending Balance for GL Accounts 0.0000, 1340.0000, 1360.0000 and 1370.0000 match the			
Do t "Fee of th 15 re 09 Doe 1310 Doe	dDebt Report" match the "Debts Classified as CNC" section he "WO CNC Closed" Report gort 09 GR35 2766 included? GR35 2766 report has correct header information is the GR55/2766 ending Balance for GL Accounts 0.0000, 1340.0000, 1360.0000 and 1370.0000 match the is the number of debts match the number on the "Aging			Macro pulls data directly from report into template
Do t "Fec of th [3 re 0.9 Doe 1310 Doe Rep	dDebt Report" match the "Debts Classified as CNC" section he "WO CNC Closed" Report port <i>09 GR35 2766</i> included? <i>GR35 2766</i> report has correct header information is the GR55/2766 ending Balance for GL Accounts 0.0000, 1340.0000, 1360.0000 and 1370.0000 match the			

NSSC	NSSDG-9200-0009 Revision 13.0
Service Delivery Guide	Number
Service Delivery Guide	Effective Date: October 24, 2022
	Expiration Date: October 24, 2024
	Page 378 of 379
Responsible Office: Accounts Receivab	le

		Iditional Rece	
(1)		TS OF ENDING	BALANCE
	(A)-(D) Do the amounts match the amounts listed		
	in the corresponding column of the "Aging		
	Report"? Watch for Debts with residual balances		
	Is the report 10 Int & Penalty included?		
	10 Int & Penalty report has correct header information		Macro formatted
	(E) Does the Int E Penalty amount listed on the TROR		
	match the "Interest and Penalty Report"?		Macro pulls data directly from report into template
	Section C Delingu	ent Debt (Excl	luding CNC Debts)
(11	DEL	INQUENCIES	BY AGE
	Is the report II Aging Report included?		
	11 Aging Report report has correct header information		Macro formatted
	(A-A) Do the amounts match the aging reports		
	corresponding columns by category? Watch for		
	Does Section C (1) (1) = Section C (2) (E) ?		
	Total Deling by Age = Total Deling by Category		
_	included?		
			Macro formatted
	12 States over 60 Days Delinquest report has correct h	eader information	macro romacco
	Are all debts greater than 60 days delinquent statused on this report?		
	report? Sum on the "Aging" tab of all items from "61-30 Days		
	Delinquent" column through the end should equal the total of the		
102	"Status Over 60-Days Delinquent" tab.		C475000
27		WENCIES BY C	ATEOURT
	(A-D) Do the amounts match the aging reports corresponding		· · · · · · · · · · · · · · · · · · ·
	columns by category?		Macro pulls data directly from report into template
$^{\prime \gamma}$		IT BUREAU RE	PUHTING
	Is the report IS Agency Credit Bureau report included?		
	15 Agency Credit Bareau report has correct header inform		SKIP THIS SECTION
	(A)-(B) Do the counts match the counts listed in the	(FOOTNOTE H	
	(A)-(B) Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency	(FOOTNOTE H	IAS BEEN ADDED TO TROR TEMPLATE TO ADDRESS THIS SECTION)
	(A)-(B) Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report?	•	,
	(A)-(B) Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Management	nt Tool and Tech	THIS SECTION) hnique Performance Data
(8)	(A)-(B) Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemer Section A Delit	nt Tool and Tech novent Debt 1	THIS SECTION) hnique Performance Data 20 Davs or Less
(I)	(A)-(B) Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delii DELIM	nt Tool and Tech	THIS SECTION) hnique Performance Data 20 Davs or Less
(1)	(A)-(B) Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Deli DELM (B) Are any delinquent debts UNDER 120 days DELINQUENT	nt Tool and Tech novent Debt 1	THIS SECTION) hnique Performance Data 20 Davs or Less
7	(A)-(B) Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delin DELM (B) Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts	nt Tool and Tech novent Debt 1	THIS SECTION) hnique Performance Data 20 Davs or Less
77	 (A)-(B) Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delin (DELM) (B) Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts (J) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part 	nt Tool and Tech novent Debt 1	THIS SECTION) hnique Performance Data 20 Davs or Less 120 DAYS
11	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemer Section A Delify DELIN [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) 	nt Tool and Tech novent Debt 1	THIS SECTION) hnique Performance Data 20 Days or Less 126 DAYS Note from Farrah: Added formula here to calculate "A
(1)	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delii DELIM [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Ageacy = Aging's 1 to 120 Day totals MINUS "In 	nt Tool and Tech novent Debt 1	THIS SECTION) hnique Performance Data 20 Davs or Less 120 DAYS
(I)	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delii DELIN [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part I(A)(1)(B) At Agency = Aging's 1 to 120 Day totals MINUS "In [L] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) 	nt Tool and Tech novent Debt 1	THIS SECTION) hnique Performance Data 20 Days or Less 126 DAYS Note from Farrah: Added formula here to calculate "A
(1)	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemer Section A Delin (DELIN) [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part I(A)(1)(B) At Ageacy = Aging's 1 to 120 Day totals MINUS "In [J] [J] = Total I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Deling 1 to 120 Days = Aging Sections 1 to 120 Day 	nt Tool and Tech novent Debt 1 IQUENCIES 1 -	THIS SECTION) nnique Performance Data 20 Days or Less 126 DAYS Note from Farrah: Added formula here to calculate "A Agency" for you so should always be okay.
(1)	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delii DELIN [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part I(A)(1)(B) At Agency = Aging's 1 to 120 Day totals MINUS "In [L] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) 	nt Tool and Tech novent Debt 1 IQUENCIES 1 -	THIS SECTION) nnique Performance Data 20 Days or Less 126 DAYS Note from Farrah: Added formula here to calculate "A Agency" for you so should always be okay.
	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delin (DELIN) [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Ageacy = Aging's 1 to 120 Day totals MINUS "In (U) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Deling 1 to 120 Days = Aging Sections 1 to 120 Day Section B Delinquent 	nt Tool and Tech novent Debt 1 IQUENICIES 1 -	THIS SECTION) nnique Performance Data 20 Days or Less 120 DAYS Note from Farrah: Added formula here to calculate "A Agency" for you so should always be okay. for Referral to Treasury
(1)	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemer Section A Delin DELIN [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Agency = Aging's 1 to 120 Day totals MINUS "In [L] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Deling 1 to 120 Days = Aging Sections 1 to 120 Day Section B Delinquent 120 DAYS 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) Inique Performance Data 20 Days or Less 20 Days or Less 20 Days Vers Note from Farrah: Added formula here to calculate "A Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS)
11	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemer Section A Delify (B) Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part (IC)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Ageacy = Aging's 1 to 120 Day totals MINUS "In [J] = Part (IC)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Delinq 1 to 120 Days = Aging Sections 1 to 120 Day Section B Delinquent 120 DAYS DEBT ELIGIBLE FOR REFERBAL TO TREE 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) nnique Performance Data 20 Days or Less 120 DAYS Note from Farrah: Added formula here to calculate "A Agency" for you so should always be okay. for Referral to Treasury
11	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemer Section A Delifi DELIM [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Agency = Aging's 1 to 120 Day totals MINUS "In [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Deling 1 to 120 Days = Aging Sections 1 to 120 Day Section B Delinquent 120 DAYS DEBT ELIGIBLE FOR REFERRAL TO TREE [A] Are there any debts over 120 days DELINQUENT (150 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) hnique Performance Data 20 Days or Less 120 DAYS Note from Farrah: Added formula here to calculate "/ Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM)
7)	(A)-(B) Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemer Section A Delia DELIA (B) Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts (J) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Ageacy = Aging's 1 to 120 Day totals MINUS "In (J) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Deling 1 to 120 Days = Aging Sections 1 to 120 Day Section B Delinquent 120 DAYS DEBT ELIGIBLE FOR REFERRAL TO TREE (A) Are there any debts over 120 days DELINQUENT (150 days) that have not been written off?	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) nnique Performance Data 20 Days or Less 20 Days or Less 20 Days
(1)	(A)-(B) Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delin (DELIN) (B) Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts (J) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Ageacy = Aging's 1 to 120 Day totals MINUS "In (J) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Delinq 1 to 120 Days = Aging Sections 1 to 120 Day Section B Delinquent 120 DAYS DEBT ELIGIBLE FOR REFERRAL TO TREE (A) Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? (A) Sum of Part I(C)(1)(E) + (F) + (G) + (H) + (I) + (J) + (K)	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) hnique Performance Data 20 Days or Less 126 DAYS Note from Farrah: Added formula here to calculate "/ Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM) Macro pulls data directly from report into template
(1)	(A)-(B) Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemer Section A Delify (B) Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts (A) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Agency = Aging's 1 to 120 Day totals MINUS "In (A) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) = Total Delinq 1 to 120 Days = Aging Sections 1 to 120 Day Section B Delinquent 120 DAYS DEBT ELIGIBLE FOR REFERBAL TO TREE (A) Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? (A) Sum of Part I(C)(1)(E) + (F) + (G) + (I) + (I) + (K) Deling over 120 = Sum of 121 Days THROUGH "Over 10	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) hnique Performance Data 20 Days or Less 120 DAYS Note from Farrah: Added formula here to calculate "/ Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM)
(1)	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemer Section A Delify DELIN [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Agency = Aging's 1 to 120 Day totals MINUS "In [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Delinq 1 to 120 Days = Aging Sections 1 to 120 Day Section B Delinquent 120 DAYS DEBT ELIGIBLE FOR REFERRAL TO TREE. [A] Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Sum of Part I(C)(1)(F) + (F) + (G) + (H) + (I) + (J) + (K) Deling over 120 = Sum of 121 Days THROUGH "Over 10 [B] Does the dollar amount match the "Debt Classified as 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) Inique Performance Data 20 Days or Less 20 Days or Less 120 DAYS Note from Farrah: Added formula here to calculate "/ Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM) Macro pulls data directly from report into template Macro pulls data directly from report into template
	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemer Section A Delifi DELIN [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Ageacy = Aging's 1 to 120 Days totals MINUS "In [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Delinq 1 to 120 Days = Aging Sections 1 to 120 Day Section B Delinquent 120 DAYS DEBT ELIGIBLE FOR REFERRAL TO TREE [A] Sum of Part I(C)(1)(E) + (F) + (G) + (H) + (I) + (J) + (K) Deling over 120 sum of 121 Days THROUGH "Over 10 [6] Does the dollar amount match the "Debt Classified as CNC" section of the "WO CNC Closed" Report? 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) hnique Performance Data 20 Days or Less 126 DAYS Note from Farrah: Added formula here to calculate "/ Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM) Macro pulls data directly from report into template
77	 (A)-(B) Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delin (JELIA) (B) Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts (J) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Ageacy = Aging's 1 to 120 Day totals MINUS "In (J) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Ageacy = Aging's 1 to 120 Days a Aging Sections 1 to 120 Day Section B Delinquent 120 Days DEBT ELIGIBLE FOR REFERBAL TO TREE (A) Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? (A) Sum of Part I(C)(1)(E) + (F) + (G) + (H) + (I) + (J) + (K) Delinq over 120 = Sum of 121 Days THROUGH "Over 10 (B) Does the dollar amount match the "Debt Classified as CDNC" section of the "WO CNC Closed" Report? (B) = Part II (D) (1) (E) 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) Innique Performance Data 20 Days or Less 20 Days or Less IZE DAYS Note from Farrah: Added formula here to calculate "/ Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM) Macro pulls data directly from report into template Macro pulls data directly from report into template
77	(A)-(B) Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delin DELIN (B) Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts (J) = Part (IC)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Agency = Aging's 1 to 120 Day totals MINUS "In (J) = Part (IC)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Delinq 1 to 120 Days = Aging Sections 1 to 120 Day DEBT ELIGIBLE FOB REFERANT TO TREE (A) Are there any dobts over 120 days DELINQUENT (150 days) that have not been written off? (A) Are there any dobts over 120 days DELINQUENT (150 days) that have not been written off? (A) are of Part I(C)(1)(E) + (F) + (G) + (H) + (I) + (J) + (K) Deling over 120 = Sum of 121 Days THROUGH "Over 10 (B) Does the dollar amount match the "Debt Classified as CNC" section of the "WO CNC Closed" Report? (B) Evently Not Coll Debt = Total Currently Not Coll Debts	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) Inique Performance Data 20 Days or Less 20 Days or Less 120 DAYS Note from Farrah: Added formula here to calculate "/ Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM) Macro pulls data directly from report into template Macro pulls data directly from report into template
77	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemer Section A Delify (B) Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Ageacy = Aging's 1 to 120 Day totals MINUS "In [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Delinq 1 to 120 Days = Aging Sections 1 to 120 Day DEBT ELIGIBLE FOR REFERBAL TO TREE [A] Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Are there any debts over 120 days THROUGH "Over 10 [B] Does the dollar amount match the "Debt Classified as CNC" section of the "WO CNC Closed" Report? [B] - Part I(D)(1)(E) 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) Innique Performance Data 20 Days or Less 20 Days or Less IZE DAYS Note from Farrah: Added formula here to calculate "/Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM) Macro pulls data directly from report into template Macro pulls data directly from report into template Macro pulls data directly from report into template
77	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delin (JELIA) [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Ageacy = Aging's 1 to 120 Days totals MINUS "In (JL) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Delinq 1 to 120 Days = Aging Sections 1 to 120 Day Section B Delinquent 120 DAY? DEBT ELIGIBLE FOR REFERBAL TO TREE (A) Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Sum of Part I(C)(1)(E) + (F) + (G) + (H) + (I) + (J) + (K) Delinq over 120 = Sum of 121 Days THROUGH "Over 10 [B] Does the dollar amount match the "Debt Classified as CMC" section of the "WO CNC Closed" Report? [B] Are there any debts OVER 120 days DELINQUENT (150 days) pending waiver or in dispute? 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) Innique Performance Data 20 Days or Less 20 Days or Less IZE DAYS Note from Farrah: Added formula here to calculate "/Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM) Macro pulls data directly from report into template Macro pulls data directly from report into template Macro pulls data directly from report into template
	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delin (JELIA) [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Ageacy = Aging's 1 to 120 Day totals MINUS "In (J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Delinq 1 to 120 Days = Aging Sections 1 to 120 Day Section B Delinquent 120 DAYS DEBT ELIGIBLE FOR REFERBAL TO TREE [A] Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Sum of Part I(C)(1)(E) + (F) + (G) + (H) + (I) + (J) + (K) Deling over 120 = Sum of 121 Days THROUGH "Over 10 [B] Does the dollar amount match the "Debt Classified as CDNC" section of the "WO CNC Closed" Report? [B] Are there any debts OVER 120 days DELINQUENT (150 days) pending waiver or in dispute? [C] Are there any debts OVER 120 days DELINQUENT (150 days) pending over 120 = Sum of 121 Days THROUGH "Over 10 [B] Does the dollar about match the "Debt Classified as CDNC" section of the "WO CNC Closed" Report? [B] Are there any debts OVER 120 days DELINQUENT (150 days) pending waiver or in dispute? [C] Are there any debts OVER 120 days DELINQUENT (150 days) pending waiver or in dispute? 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) Innique Performance Data 20 Days or Less 20 Days or Less IZE DAYS Note from Farrah: Added formula here to calculate "/ Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM) Macro pulls data directly from report into template
	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delin DELIN [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Agency = Aging's 1 to 120 Day totals MINUS "In (L) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Total Deling 1 to 120 Days = Aging Sections 1 to 120 Day DEBT ELIGIBLE FOB REFERRAL TO TREE [A] Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Sum of Part I(C)(1)(E) + (F) + (G) + (H) + (I) + (J) + (K) Deling over 120 = Sum of 121 Days THROUGH "Over 10 [B] Does the dollar amount match the "Debt Classified as CNC" section of the "WO CNC Closed" Report? [C] Are there any debt OVER 120 days DELINQUENT (150 days) pending waiver or in dispute? [C] Are there any debt OVER 120 days DELINQUENT (150 days) pending waiver or in dispute? 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) Innique Performance Data 20 Days or Less 20 Days or Less IZE DAYS Note from Farrah: Added formula here to calculate "/Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM) Macro pulls data directly from report into template Macro pulls data directly from report into template Macro pulls data directly from report into template
	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemer Section A Delify (B) Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Agency = Aging's 1 to 120 Day totals MINUS "In (L) (E) (E) (C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Delinq 1 to 120 Days = Aging Sections 1 to 120 Day DEBT ELIGIBLE FOR REFERRAL TO TREE (A) Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Are there any debts over 120 days THROUGH "Over 10 (B) Deos the dollar amount match the "Debt Classified as CNC" section of the "WO CNC Closed" Report? [B] Are there any debts OVER 120 days DELINQUENT (150 days) pending waiver or in dispute? [C] Are there any debts OVER 120 days DELINQUENT (150 days) pending waiver or in dispute? [C] I fyes, does this number and amount match the "Torbearance" section of the "WO CNC Closed" Report? [C] I fyes, does this number and amount match the "Torbearance" section of the "WO CNC Closed" Report? [C] If there is an amount in this section, is there a footnote 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) Innique Performance Data 20 Days or Less 20 Days or Less IZE DAYS Note from Farrah: Added formula here to calculate "/ Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM) Macro pulls data directly from report into template
	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemer Section A Delify (B) Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts (J) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Ageacy = Aging's 1 to 120 Day totals MINUS "In (2) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Delinq 1 to 120 Days = Aging Section B Delinquent Section B Delinquent (20 DAYS) DEBT ELIGIBLE FOR REFERRAL TO TREE. [A] Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Sum of Part I(C)(1)(E) + (F) + (G) + (H) + (I) + (J) + (K) Deling over 120 = Sum of 121 Days THROUGH "Over 10 [B] Does the dollar amount match the "Debt Classified as CNC" section of the "WO CNC Closed" Report? [C] Are there any debts OVER 120 days DELINQUENT (150 days) pending waiver or in dispute? [C] If yes, does this number and amount match the "Forbearance" section of the "WO Closed" Report? [C] If yes, does this number and amount match the "Forbearance" section of the "WO Closed" Report? [C] If there is an amount in this section, is there a footnote referencing customer number, amount and explanation of debt? 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) Innique Performance Data 20 Days or Less 20 Days or Less IZE DAYS Note from Farrah: Added formula here to calculate "/ Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM) Macro pulls data directly from report into template
	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delin (JELIA) [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Ageacy = Aging's 1 to 120 Day totals MINUS "In (J(J) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Delinq 1 to 120 Days = Aging Sections 1 to 120 Day Section B Delinquent 120 Days BEBT ELIGIBLE FOR REFERBAL TO TREE (A) Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Sum of Part I(C)(1)(E) + (F) + (G) + (H) + (I) + (J) + (K) Deling over 120 = Sum of 121 Days THROUGH "Over 10 [B] Does the dollar amount match the "Debt Classified as CNC" section of the "WO CNC Closed" Report? [B] Are there any debts OVER 120 days DELINQUENT (150 days) pending waiver or in dispute? [C] Are there any debts OVER 120 days DELINQUENT (150 days) pending waiver or in dispute? [C] Total Deling there way debts OVER 120 days DELINQUENT (150 days) pending waiver or in dispute? [C] If yes, does this number and amount match the "Forbearance" section of the "WO CNC Closed" Report? [C] If yes, does this number and amount match the "Forbearance" section of the "WO CNC Closed" Report? [C] If there is an amount in this section, is there a footnote referencing customer number, amount and explanation of debt? [C] If there is an amount and engination of debt? [C] Is the amount of all eligible debt to be referred entered? 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) Innique Performance Data 20 Days or Less 20 Days or Less IZE DAYS Note from Farrah: Added formula here to calculate "/ Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM) Macro pulls data directly from report into template
	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delin (DELIN) [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Ageacy = Aging's 1 to 120 Day totals MINUS "In (L) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Delinq 1 to 120 Days = Aging Sections 1 to 120 Day DEBT ELIGIBLE FOR REFERBAL TO TREE [A] Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Sum of Part I(C)(1)(E) + (F) + (G) + (H) + (I) + (J) + (K) Deling over 120 = Sum of 121 Days THROUGH "Over 10 [B] Does the dollar amount match the "Debt Classified as CNC" section of the "WO CNC Closed" Report? [C] I to exclude the under and amount match the "Forbearance" section of the "WO CNC Closed" Report? [C] I there is an amount in this section, is there a footnote referencing customer number, amount and explanation of debt? [G] Is the amount of all eligible debt to be referred entered? [G] Is the amount already referred to Treasury entered (and 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) Innique Performance Data 20 Days or Less 20 Days or Less IZE DAYS Note from Farrah: Added formula here to calculate "/ Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM) Macro pulls data directly from report into template
	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delify (B) Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Agency = Aging's 1 to 120 Day totals MINUS "In (L) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Delinq 1 to 120 Days = Aging Sections 1 to 120 Day DEBT ELIGIBLE FOR REFERRAL TO TREE (A) are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Sum of Part I(C)(1)(E) + (F) + (G) + (H) + (I) + (J) + (K) Deling over 120 = Sum of 121 Days THROUGH "Over 10 [B] Does the dollar amount match the "Debt Classified as CNC" section of the "WO CNC Closed" Report? [B] Are there any debts OVER 120 days DELINQUENT (150 days) pending waiver or in dispute? [C] If yes, does this number and amount match the "Torbearance" section of the "WO CNC Closed" Report? [C] If yes, does this number, amount and explanation of debt? [C] Is the amount of all eligible debt to be referred entered? [C] Is the amount of all eligible debt to be referred entered? [C] Is the amount of all eligible debt to be referred (and negative)? 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) Innique Performance Data 20 Days or Less 20 Days or Less IZE DAYS Note from Farrah: Added formula here to calculate "/ Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM) Macro pulls data directly from report into template
	 [A]-[B] Do the counts match the counts listed in the corresponding category (Commercial/Consumer) of the Agency Credit Bureau Report? Part II - Debt Managemen Section A Delin (DELIN) [B] Are any delinquent debts UNDER 120 days DELINQUENT (150 days) pending waivers or "in dispute"? Are these debts [J] = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) - Part II(A)(1)(B) At Ageacy = Aging's 1 to 120 Day totals MINUS "In (L) = Part I(C)(1)(A) + (C)(1)(B) + (C)(1)(C) + (C)(1)(D) Total Delinq 1 to 120 Days = Aging Sections 1 to 120 Day DEBT ELIGIBLE FOR REFERBAL TO TREE [A] Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Are there any debts over 120 days DELINQUENT (150 days) that have not been written off? [A] Sum of Part I(C)(1)(E) + (F) + (G) + (H) + (I) + (J) + (K) Deling over 120 = Sum of 121 Days THROUGH "Over 10 [B] Does the dollar amount match the "Debt Classified as CNC" section of the "WO CNC Closed" Report? [C] I to exclude the under and amount match the "Forbearance" section of the "WO CNC Closed" Report? [C] I there is an amount in this section, is there a footnote referencing customer number, amount and explanation of debt? [G] Is the amount of all eligible debt to be referred entered? [G] Is the amount already referred to Treasury entered (and 	nt Tool and Tech novent Debt 1 <i>IQUENCIES 1</i> -	THIS SECTION) Innique Performance Data 20 Days or Less 20 Days or Less IZE DAYS Note from Farrah: Added formula here to calculate "/ Agency" for you so should always be okay. for Referral to Treasury T (150 DAYS) OLLECTION (TREASURY OFFSET PROGRAM) Macro pulls data directly from report into template

NSSC	NSSDG-9200-0009 Revision 13.0				
Service Delivery Guide	Number				
Service Delivery Guide	Effective Date: October 24, 2022				
	Expiration Date: October 24, 2024				
	Page 379 of 379				

Responsible Office: Accounts Receivable Subject: Accounts Receivable – Reporting and Audit SDG

(27	180 DAY:	s delinqu	ENT (210 DA	(YS)
27	DEBT ELIGIBLE FOR REFERRAL T	O TREASU	RY FOR COLL	ECTION (CROSS-SERVICING)
	(A) Are there any debts over 180 days DELINQUENT (210)			
	days) that have not been written off?			
	/// Sum of Part I(C)(1)(G) + (H) +(I) + (J) + (K)			1
	Deling over 180 = Sum of 181 Days THROUGH "Over 10			
	(B) Does the dollar amount match the "Debt Classified as			1
	CNC" section of the "WO CNC Closed" Report?			
	(B) = Part II (D) (1) (E)			1
	Currently Not Coll Debt = Total Currently Not Coll Debts			
_	(E) Are there any debts OVER 180 days DELINQUENT (210		1	This Section should only mirror B (1) if the debts are 18
	days) pending waiver or in dispute?			days delinquent
-	(E) If yes, does this number and amount match the			1
	"Forbearance" section of the "WO CNC Closed" Report?			
-	(G) If there is an amount in this section, is there a			1
	footnote referencing customer number, amount and			
_	/// Is the amount of all eligible debt to be referred entered?			1
_	(R) Is the amount already referred to Treasury entered (and			4
	negative)?			
-	(5) Is the balance 0?			4
			D-1	D-1-
<i>(4</i>)	Section C Col			
(II)		ILINS LIN LI	ELINQUENT L	JEBT
	(G) Have there been any collections on delinquent debt? This			and the second sec
	also would have been reported in PART I Section A (4)(A thru G)			Macro pulls data directly from report into template
	(6) Does the Number of Collections match the 04 Collections			Formula pulls amount but you will have to manually ente
	by Treasury Report			count
		n D CNC D		
11	CURRENTLY NOT COLLEC	TIBLE DEB	TS (Vritten D	H and Not Closed Out]
	(B) Are the number of debts and amounts of all debts that are			
	currently at Treasury or being cross-serviced by treasury listed in			
	this section?			Macro pulls data directly from report into template
	(D) If an amount is listed here, it should be			
	(E) This should be the total of A thru D			SUM FORMULA IS ALREADY CAPTURING THIS.
(2)	CNC DEBTS CLO	SED OVT D	URING THE L	URRENT FY
_	Are all CNC debts that were closed out during the current FY			
	reported on this line? (ITEMS RETURNED TO AGENCY BY			
	TREASURY - RTA)			Macro pulls data directly from report into template
	Section E Disp	position of	Closed-Out	Nebts
m	DEBTS CLOSED OUT			
22	(A) - (C) Do the amounts match "Amounts Closed in	2007.0007		
	Calendar Year 20XX" portion(s) of the "WO CNC Closed"			
_	[C] If there is a balance, is a footnote provided?			
	Part III - Footnotes-This	information	has to curren	t and accurate
	Is each item listed as "Other" footnoted?	mormation	nus to curici	
_	Is footnote section formatted so that all items are legible?			
_	Items over 120-Days DELINQUENT but still on aging are footnote		1	
				I
		nformation	to include	1
	13 GR55-ZAOF included	L		
	13 GR55-ZAOF report has correct header information			
	13 GR55-ZAOF amount listed in Footnotes (even if	\$0.00)		
_	14 CUSTOMER LINE ITEMS included			