

National Aeronautics and  
Space Administration

**NASA Shared Services Center**  
*Stennis Space Center, MS*  
39529-6000  
[www.nssc.nasa.gov](http://www.nssc.nasa.gov)

## **NASA Shared Services Center Service Delivery Guide**

**NSSDG-9200-0013 Version 3.0**

**Effective Date: December 12, 2022**  
**Expiration Date: December 12, 2025**

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# **FUND BALANCE WITH TREASURY MONTHLY REPORTING SERVICE DELIVERY GUIDE**

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**Responsible Office: Financial Management Services Division**

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SUBJECT: Fund Balance with Treasury Monthly Reporting Service Delivery Guide		

## Approved by

\_\_\_\_\_  
 Alison Butsch  
 Chief, Financial Management Services Division

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 Date

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### DOCUMENT HISTORY LOG

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Status (Basic/Revision/ Cancelled)	Document Version	Effective Date	Description of Change
Basic	Basic	02/22/2021	Basic release for FBWT Monthly Reporting
Revision	2.0	06/15/2022	Updated FMS 224 Process by removing Access Database and adding Service Now
Revision	3.0	12/12/2022	Updating FMS 224 process and CMP 2a.3 process

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## 1.0 Background

Fund Balance with U.S. Treasury (FBWT) (US Standard General Ledger Account 1010). FBWT is the aggregate amount of funds on deposit with Treasury. FBWT is increased by (1) receiving appropriations, re-appropriations, continuing resolutions, appropriation restorations, and allocations; and (2) receiving transfers and reimbursements from other agencies. FBWT is reduced by (1) disbursements made to pay liabilities or to purchase assets, goods, and services; (2) investments in U.S. securities (securities issued by Treasury); (3) cancellation of expired appropriations; (4) transfers and reimbursements to other entities or to the Treasury; and (5) sequestration or rescission of appropriations.

Reconciling FBWT accounts is a key internal control process. It assures the reliability of the Government's receipt and disbursement data reported by National Aeronautics and Space Administration (NASA). Therefore, NASA must perform timely reconciliation and implement an effective and efficient reconciliation process. NASA documents these reconciliations and makes them available to management, auditors and Treasury, if requested. NASA shall ensure that all adjustments are researched and traceable to supporting documents.

## 2.0 Purpose

To prepare and report the Statement of Transactions (FMS 224) and associated reports to Treasury according to the accounting policy and related management requirements necessary to establish financial control over NASA's FBWT and other cash resources not part of the FBWT. The SP is responsible for documenting and maintaining all Macros/Scripts utilized in these processes.

## 3.0 Applicability/Scope

The Cash Reconciliation Process focuses on reconciling the data maintained in NASA's financial accounting system, Systems Applications and Processes (SAP), with the data maintained by the U.S. Department of Treasury (Treasury). As part of this process, FBWT reviews account balances by appropriation and fund prior to submitting the

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Financial Management Service (FMS) 224 - Statement of Transactions report to Treasury.

The NASA Shared Services Center (NSSC) performs a Continuous Monitoring Program (CMP) Review and Reconciliation Activity package to help identify and account for any imbalances in the FBWT and suspense account items. The NSSC Chief, Financial Management Division (FMD) submits the report to the Center Deputy Chief Financial Officers (DCFO) as part of the monthly CMP package. After the Center has reviewed the CMP package, the Center DCFO sends the package to the NASA Headquarters Office of Chief Financial Officer (OCFO).

#### **4.0 Records**

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

#### **5.0 Cancellation/Supersession of Previous Documents**

This version (NSSDG-9200-0013 Version 2.0) supersedes Basic Version 1.0 of NSSDG-9200-0013.

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**PROCESS 1: FMS 224 SERVICE NOW IMPORT**

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**NSSC FBWT Service Provider:**

***\*\*One (1) FBWT SP Team Member completes this process***

**Action 1. Collecting SAP 224 Data.**

1. Run All centers SAP 224 report for current period (this excludes NMO).
  - a. Log in to SAP
  - b. Type T-Code "FMFG\_E\_SF224"
  - c. Click the "Get Variant" icon. Remove your NS# in the "Created by" box. Click "Execute"
  - d. Click "ALLCTR\_SF224" (ALL CENTERS 224)
  - e. Validate the following:
    - a. Last Posting of Period = last day of current reporting month
    - b. Fiscal Year = Current fiscal year
    - c. Fiscal Period = Current reporting period

**SF-224 Statement of Transactions**

Selection Configuration

Report Selection Values

Company Code: NASA

Agency Location Code: 80000002 to [ ]

Last Posting Date of Period: 11/30/2022

Fiscal Year: 2023

Fiscal Period: 2

Partial 224 Report  Full 224 Report

Include all internal ALCs

Create Detail Report in batch

Electronic File Selection Values

Create Electronic File

Submittal Number: 0

Full Path for Treasury File: [ ]

Full Path for Monthly Amounts: [ ]

Local Workstation  Application Server

ALCs in separate files

- f. Click execute



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- g. Right click in report and click "Spreadsheet" choose "Excel (MHTML Format)"
  - h. Choose "Excel (MHTML Format)"
  - i. Save to Desktop as ""export.MHTML"
  - j. Open file in Excel. Click "FBWT" Ribbon
  - k. Copy and Cut from line 3 - GRC ALC 80000701 data and insert above ARC ALC 80001201 data
  - l. Copy and Cut MSFC ALC 80004901 and 80004904 data and move to bottom
  - m. Click on "CMP Preparation" to run the "2a.2 Format" macro. (This will format and save the file as "RESTOFC224Import.xlsx" in the N:\Financial Accounting Branch\FBWT\FBWT Cash Recon 2a3\CMP 2a2 SAP224 Import Files folder.
  - n. Open file and resave to Monthly Report folder N:\Financial Accounting Branch\FBWT\Monthly Report\FMS 224\FY XXXX\Month (Ex: N:\Financial Accounting Branch\FBWT\Monthly Report\FMS 224\FY 2022\May)
2. Run NMO SAP 224 report for current period.
- a. Log in to SAP
  - b. Type T-Code "FMFG\_E\_SF224"
  - c. Click the "Get Variant" icon. Remove your NS# in the "Created by" box. Click "Execute"
  - d. Click "NMO-SF224 (NMO SF224)"
  - e. Validate the following:
    - a. Last Posting of Period = last day of current reporting month
    - b. Fiscal Year = Current fiscal year
    - c. Fiscal Period = Current reporting period

**SF-224 Statement of Transactions**

Selection Configuration

Report Selection Values

Company Code: NASA

Agency Location Code: 80000002 to [ ]

Last Posting Date of Period: 11/30/2022

Fiscal Year: 2023

Fiscal Period: 2

Partial 224 Report  Full 224 Report

Include all internal ALCs

Create Detail Report in batch

- f. Click execute

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- g. Right click in report and click "Spreadsheet" choose "Excel (MHTML Format)"
- h. Choose "Excel (MHTML Format)"
- i. Save to Desktop as ""export.MHTML"
- j. Open file in Excel. Click "FBWT" Ribbon
- k. Click on "CMP Preparation" to run the "2a.2 NMO Format" macro. (This will format and save the file as "NMO224Import.xlsx" in the N:\Financial Accounting Branch\FBWT\FBWT Cash Recon 2a3\CMP 2a2 SAP224 Import Files folder.
- l. Open file and resave to Monthly Report folder N:\Financial Accounting Branch\FBWT\Monthly Report\FMS 224\FY XXXX\Month (Ex: N:\Financial Accounting Branch\FBWT\Monthly Report\FMS 224\FY 2022\May)

**Action 2.** Collecting Treasury 224 Data (224- 1<sup>st</sup> business day)

1. Run GWA (CARS) FMS 224 report for All (Expenditure) using current reporting period.
  - a. Log into GWA (CARS): [www.gwa.fms.treas.gov](http://www.gwa.fms.treas.gov)
  - b. Click "Reports"
  - c. Select "Transactions" under Account Statement
  - d. Select "National Aeronautics & Space Administrations – (80)" in Agency field
  - e. Select "-(8000)" in FMS Organization field
  - f. Select "All (Expenditure)" in Account Type field
  - g. Select "All" in Treasury Account Symbol field
  - h. Select "All" in Business Event Type field
  - i. Select "Current Fiscal Year" in Accounting Period
  - j. (Example: "2013 Fiscal Year")
  - k. Select "Current Reporting Month" in Month of field (Example: February)
  - l. Select "Accounting" in Balance Display field
  - m. Click "View Transactions"
  - n. Click "Download"
  - o. Select "Excel" in Download File Type field
  - p. Select "Include table headings" in options field
  - q. Click "Download"
  - r. Click "Open" in File Download popup
  - s. Save to Desktop as "Transactions"
  - t. Open file in excel. Click "FBWT" Ribbon
  - u. Delete workbook tab with "CUI Cover page"

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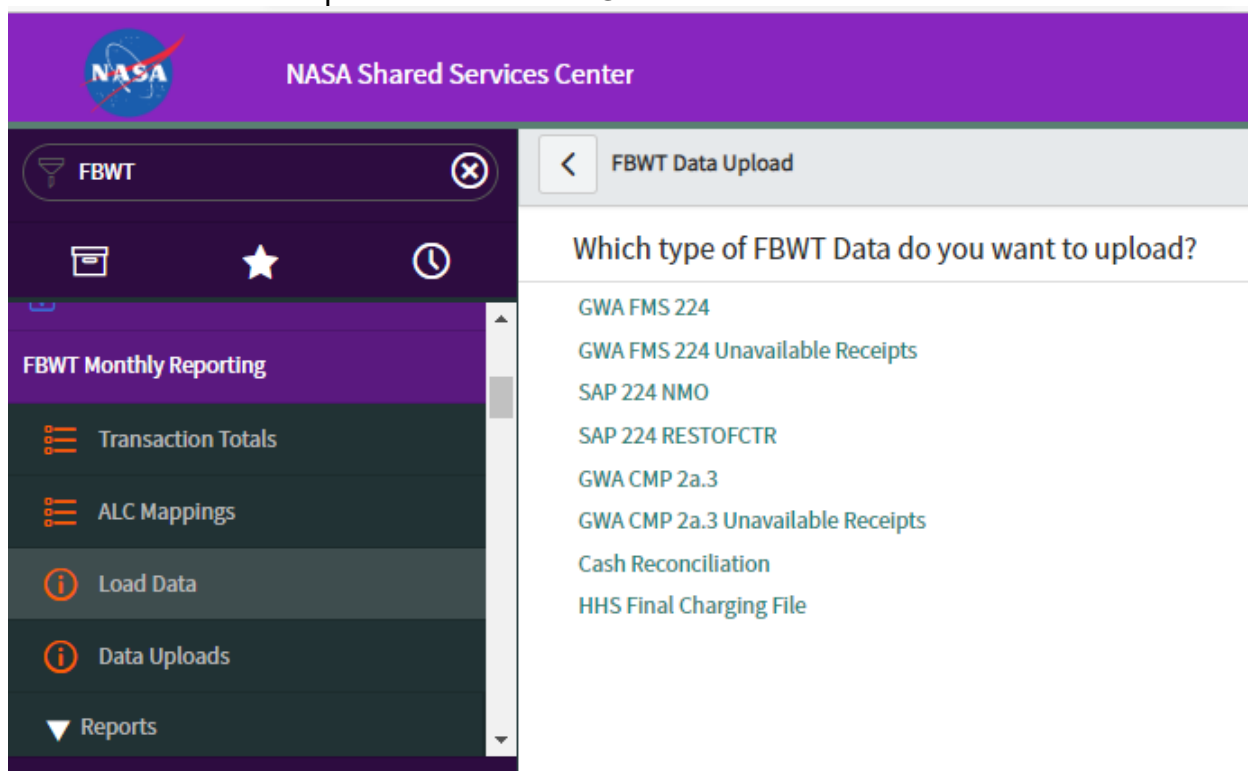
- v. Click "CMP Preparation to run the "2a.3 GWA Trans frmt" macro. (This will format)
  - w. Save the file as "GWAALCTransactions.xlsx" in the N:\Financial Accounting Branch\FBWT\Monthly Report\FMS 224\FY 20XX\Month (Ex: N:\Financial Accounting Branch\FBWT\Monthly Report\FMS 224\FY 2022\May)
2. Run GWA (CARS) FMS 224 report for All (Unavailable Receipts) using current reporting period.
- a. Log into GWA (CARS): [www.gwa.fms.treas.gov](http://www.gwa.fms.treas.gov)
  - b. Click "Reports"
  - c. Select: "Transactions" under Account Statement
  - d. Select "National Aeronautics & Space Administrations – (80)" in Agency field
  - e. Select "-(8000)" in FMS Organization field
  - f. Select "All (Receipts)" in Account Type field
  - g. Click the dropdown arrow and select "Unavailable Receipt"
  - h. Select "All" in Treasury Account Symbol field
  - i. Select "All" in Business Event Type field
  - j. Select "Current Fiscal Year" in Accounting Period (Example: "2013 Fiscal Year")
  - k. Select "Current Reporting Month" in Month of field (Example: February"
  - l. Select "Accounting" in Balance Display field
  - m. Click "View Transactions"
  - n. Click "Download"
  - o. Select "Excel" in Download File Type field
  - p. Select "Include table headings" in options field
  - q. Click "Download"
  - r. Click "Open" in File Download pop up.
  - s. Save to Desktop as "Transactions"
  - t. Open file in excel. Click "FBWT" Ribbon
  - u. Click "CMP Preparation" to run the "2a.3 GWA Trans frmt" macro. (This will format)
- Save the file as "GWAALCTransactions\_Unavailable\_Receipts.xlsx" in the N:\Financial Accounting Branch\FBWT\Monthly Report\FMS 224\FY 20XX\Month (Ex: N:\Financial Accounting Branch\FBWT\Monthly Report\FMS 224\FY 2022\May)

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- Open each center's Daily folder and review the Excel "GWA Account Statement" report for NON-NASA TAS. If there is a NON-NASA TAS you will need to manually add the data to the GWA Transaction report before importing.

**Action 3.** Import SAP/Treasury 224 Data into Service Now to complete FMS 224 Reclassification

- Open Service Now application
- Open Monthly Reporting Folder: N:\Financial Accounting Branch\FBWT\Monthly Report\FMS 224\FY 2022\May
- In Service Now - navigate to "FBWT Monthly Report" – Load Data - Click "GWA FMS 224" button to import current month GWA FMS SF224 data



- Attach the "GWAALCTransaction.xlsx" file by dragging from folder to SNOW or by selection the paperclip at the top right corner and then click "Submit"

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FBWT Data Uploads  
New record

Number: FBWTUP0001012

Import Set:

Load run time:

Load completed:

Error:

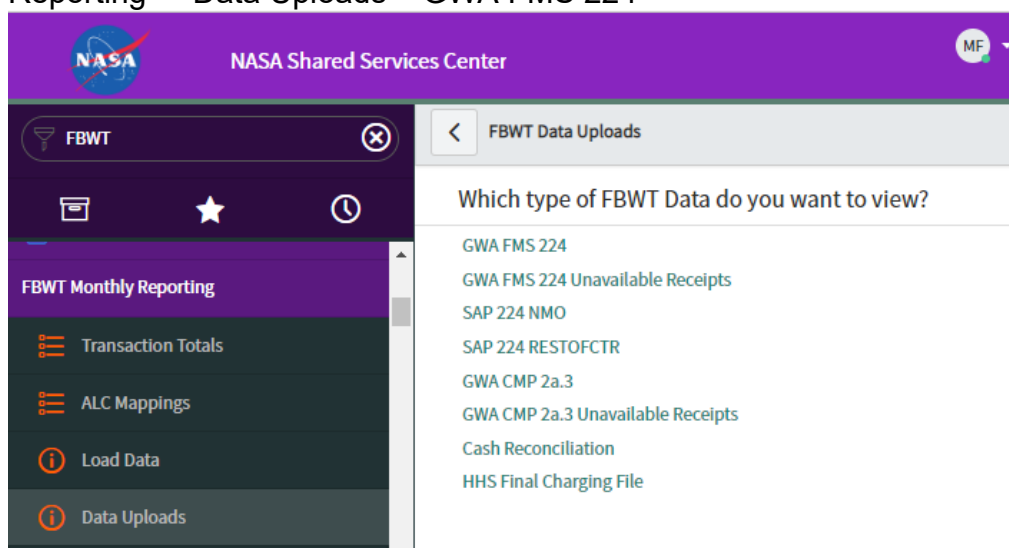
Created:

Created by:

Upload Type: GWA FMS 224

Submit Save

- Validate that the file is uploaded by navigating back to “FBWT Monthly Reporting” – Data Uploads – GWA FMS 224

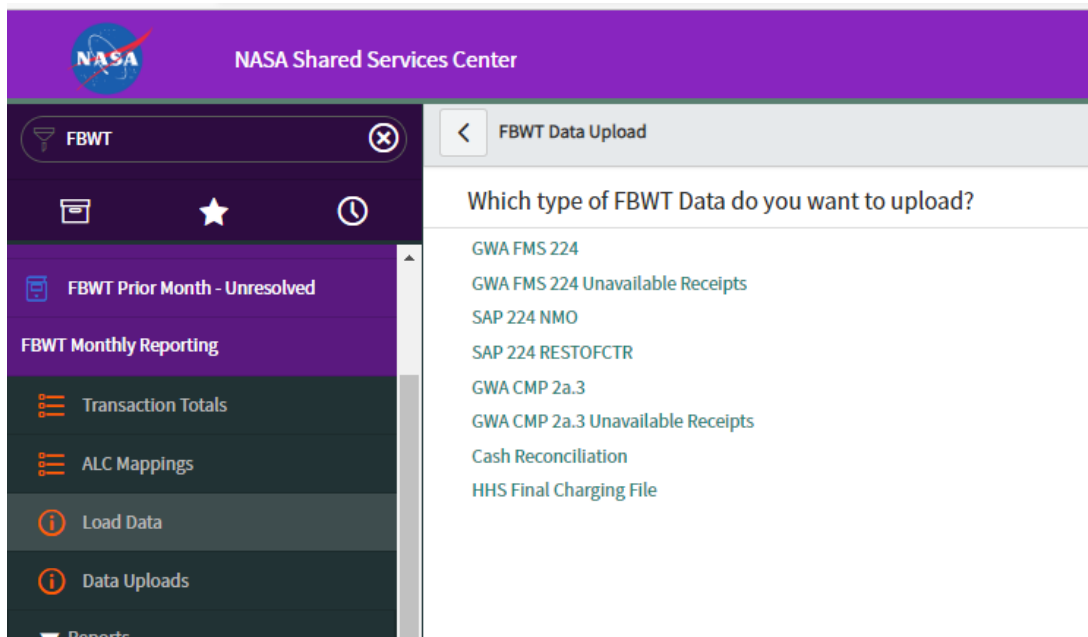


- Filter by “Created” to view current month reporting data upload record. When data import is complete there will be a “Import Set” file number and the time in the “Load run time” column. **\*\* you will see a message in the “Error” column if the data was not uploaded\*\***

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Number	Import Set	Error	Upload Type	Load run time	Load completed	Created	Created by
FBWTUP0001046	SET0176965		GWA FMS 224	25 Seconds	2022-06-15 21:22:36	2022-06-15 21:22:05	mfurey
FBWTUP0001037	(empty)		GWA FMS 224	(empty)	2022-06-01 09:00:32		mfurey
FBWTUP0001036	(empty)	No supported Spreadsheet found. Please check and make sure you are uploading a supported Spreadsheet ending in .xlsx	GWA FMS 224	(empty)	2022-05-26 13:24:17		lgherin
FBWTUP0001032	(empty)		GWA FMS 224	(empty)	2022-05-02 10:19:44		admccaul
FBWTUP0001016	(empty)		GWA FMS 224	(empty)	2022-04-01 10:13:42		mfurey

7. Data file needs to show as uploaded before you upload the next report.
8. Repeat steps 3 thru 6 to upload and validate Data uploads for the remaining below 3 monthly FMS 224 reports:
  - a. GWA FMS 224 Unavailable Receipts
  - b. SAP 224 NMO
  - c. SAP 224 RESTOFCTR



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FBWT > Monthly Report > FMS 224 > FY 2022 > May

^	Name
	GWAALCTransactions.xlsx
	GWAALCTransactions_Unavailable_Receipts.xlsx
	NMO224Import.xlsx
	RESTOFCTR224Import.xlsx

**Action 4.** Send email notification to FBWT SP team that the Service Now import is complete and ready for FMS 224 preparation.

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## PROCESS 2: MONTHLY FMS 224

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### **NSSC FBWT Service Provider:**

Statement of Transactions (FMS-224) is an application of Treasury GWA (CARS) which provides NASA organizations the capability to submit their monthly statement of transactions to the FMS.

On a monthly basis, the NSSC FBWT Service Provider (SP) prepares the FMS 224 package. He/she then forwards the proposed FMS224 package and all supporting documentation to the FBWT CS Accountant to review and approve the FMS224.

### **STEP 1. Prepare FMS 224 Package for Day 1- Day 3 Review**

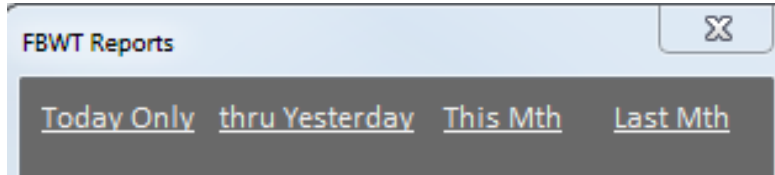
#### **DAY 1 – 224**

#### **MACRO- ENABLED STEPS**

Perform ALL daily steps as of last day of month

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1. Run reports using "Last Month"



2. Then open Recon/SOD button will not work to open the Recon on the 1<sup>st</sup> day of the month
3. Balance Recon/SOD, Run Daily 224 spreadsheet (verify column width)

<b>Total Treasury vs. SAP Difference</b>	<u>\$</u>
Clearing of November 2017 - Collections	\$
FBWT Difference December 2017 - Disbursements	\$
FBWT Difference December 2017 - Collections	\$
<b>Total FBWT Difference Activity</b>	<u>\$</u>
<b>Difference</b>	<b>\$</b>

4. Add AOF to any differences remaining on the FBWT Difference Report
  - a. All AR Collections will be (80xx/xx0122)
  - b. SAP Transaction will come from SAP documents
  - c. Go to IPAC system and save any IPACs that went out on FBWT Difference Report and add AOF to FBWT Difference

**IPAC REPORT – This would be 80X4546**

Receiver Treasury Account Symbol

080 X4546000

OCT 2017			
10/11/2017	849B9X18	AP Fuel IPAC pending Center PLI Breakout (80X4546)	(15,716.18)

**IPAC REPORT – This would be 8014/150122**

Receiver Treasury Account Symbol

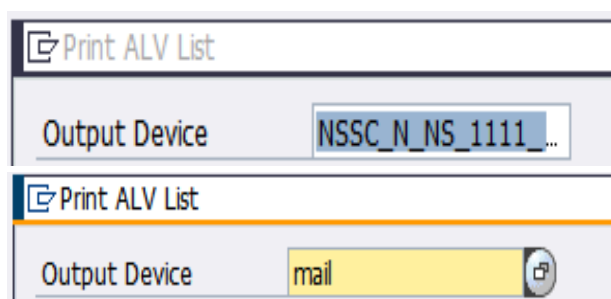
08020142015 0122000



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10/12/2017	91318722	AR FedDebt IPAC pending Customer Documentation (8014/150122)	124.19
------------	----------	--	--------

5. Copy 224 Assembly folder from previous month to current month



6. From Daily Reports folder print to PDF and save in 224 Assembly/Day 1 folder (*N:\Financial Accounting Branch\FBWT\HQ\FY 2021\2 November 2020\224 Assembly\DAY 1*)
  - a. Transmission Summary
  - b. Last page of Excel Acct Statement
  - c. PDF Account statement
7. From Center current month folder print to PDF and save in 224 Assembly/Day 1 folder (*N:\Financial Accounting Branch\FBWT\HQ\FY 2021\2 November 2020*)
  - a. FBWT Difference Reconciliation
  - b. FBWT Difference Report
  - c. Any backup documentation (IPACs, SAP screen shots, emails)
8. Review SAP 224 and Recon Summary spreadsheet to determine if any manual adjustments will be needed on the FMS 224 (Examples: BA/ALC variances; prior year miscellaneous receipts fund reclamation; negative disbursement in accounts 801099, 801435, 803200, 803220)

## STEP 2. Prepare Preliminary Monthly FMS 224 (Statement of Transactions)

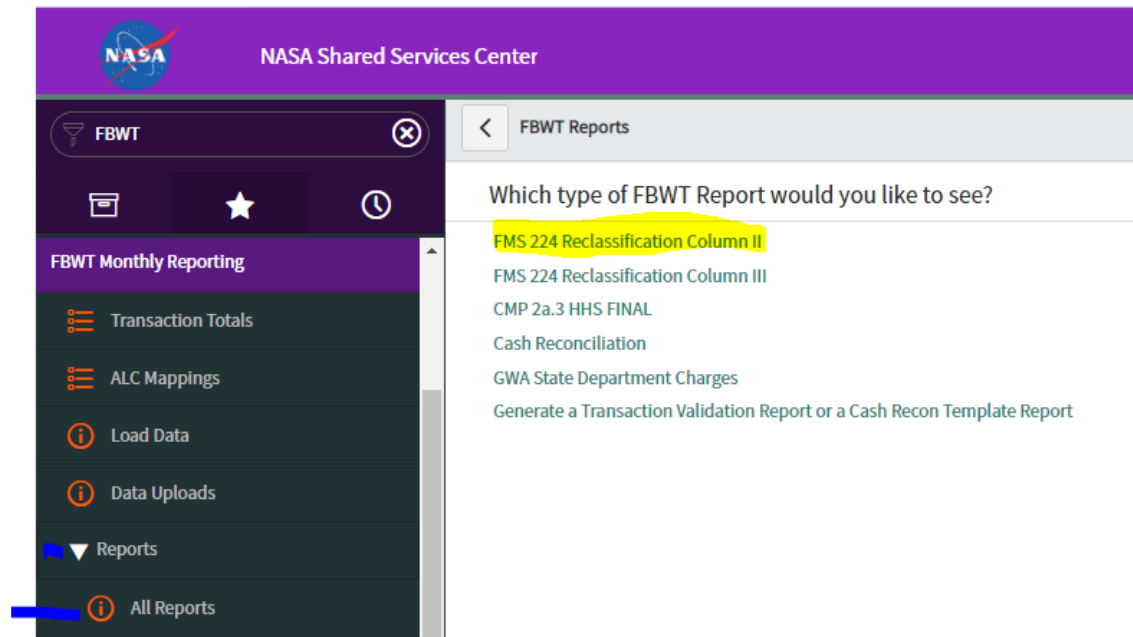
### NSSC FBWT Service Provider:

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Once all differences have been reconciled, the FBWT SP reviews and prepares the FMS224 package.

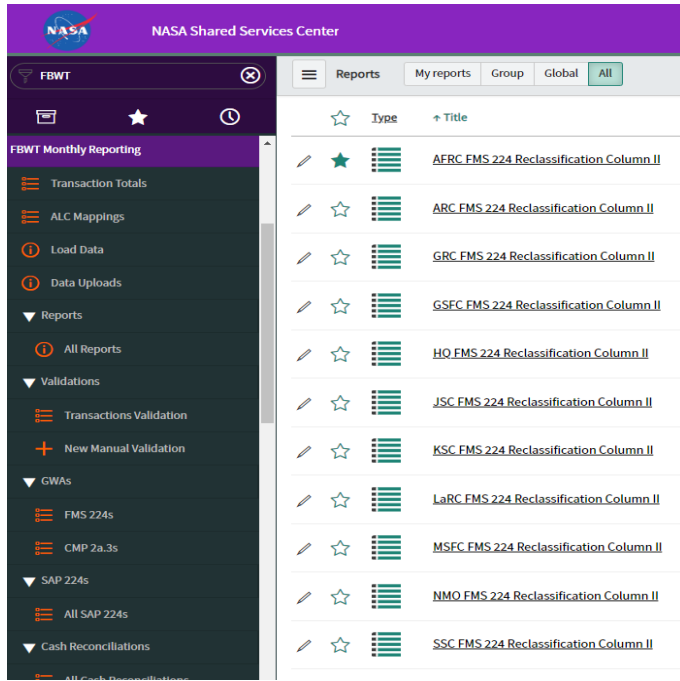
**Action 1.** Receives email notification that the Service Now import is complete and ready for FMS 224 preparation

1. Open Service Now application to export the Column II reclassification report for each center
2. Navigate to the FBWT Monthly Reporting/Reports/All Reports
  - a. Click "FMS 224 Reclassification Column II"



3. Click on Center Report

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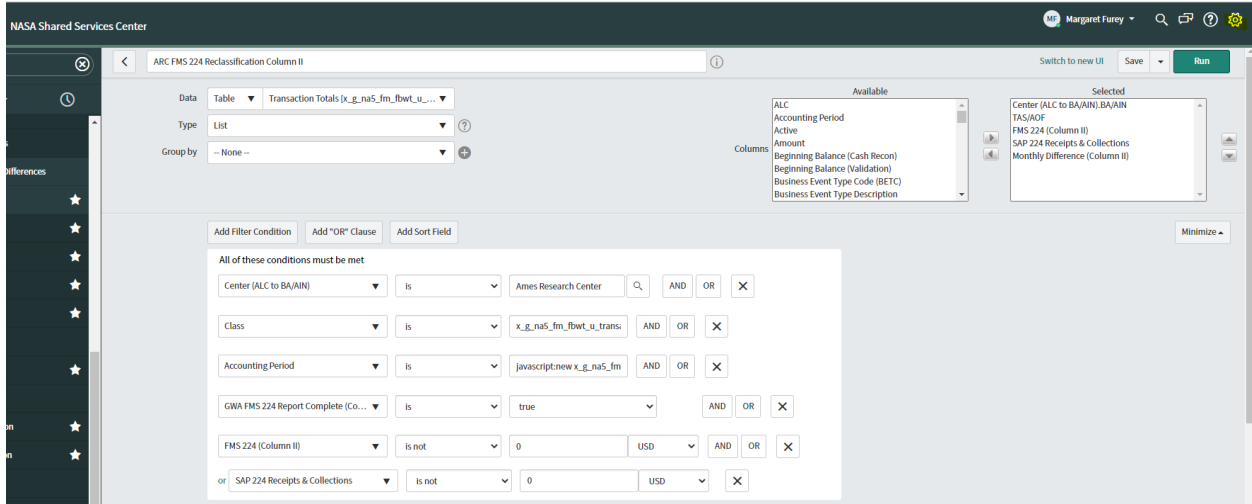
4. Click on "TAS/AOF" to sort TAS in **ascending order**

The screenshot shows the report configuration and data view for 'AFRC FMS 224 Reclassification Column II'. The configuration includes a table view, list type, and various filters. The data table below shows the results sorted by TAS/AOF in ascending order.

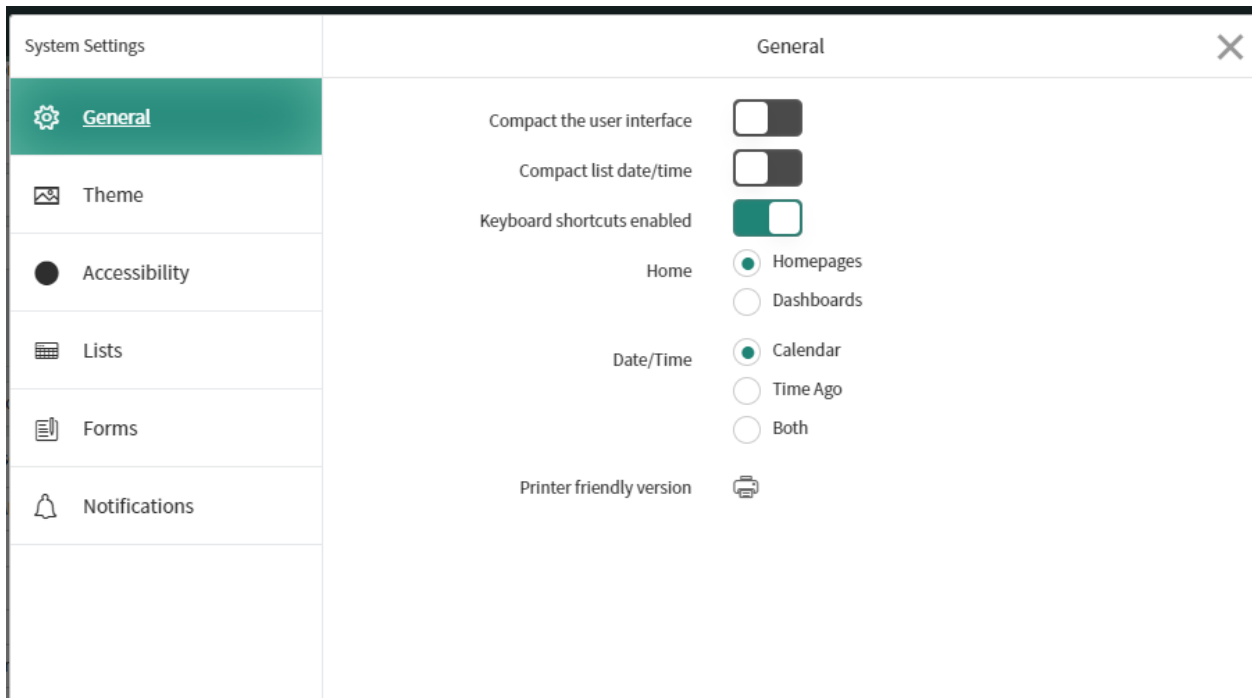
BA/AIN	TAS/AOF	FMS 224 (Column II)	SAP 224 Receipts & Collections	Monthly Difference (Column II)
24	8019/200124		(\$446,479.51)	50.00 (\$446,479.51)
24	8020/210122		(\$48,269.30)	50.00 (\$48,269.30)
24	8021/220122		(\$2,880,294.60)	50.00 (\$2,880,294.60)

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5. Select the Gear Wheel at the top right to print report to PDF



6. Select the Printer next to “Printer friendly version” – this will open report in print view



7. Right click in report and select print

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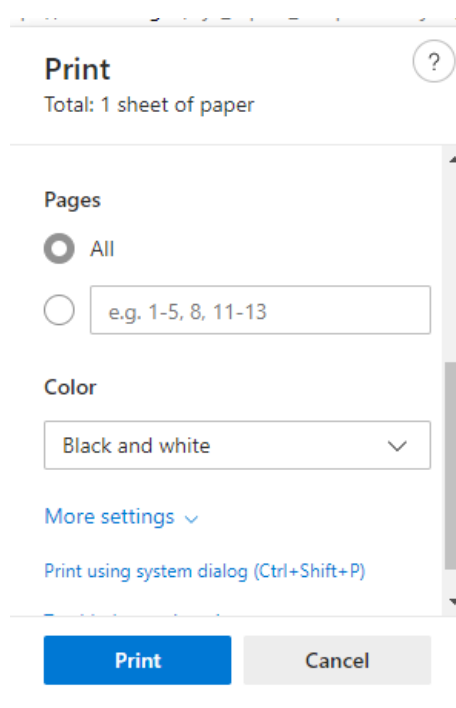
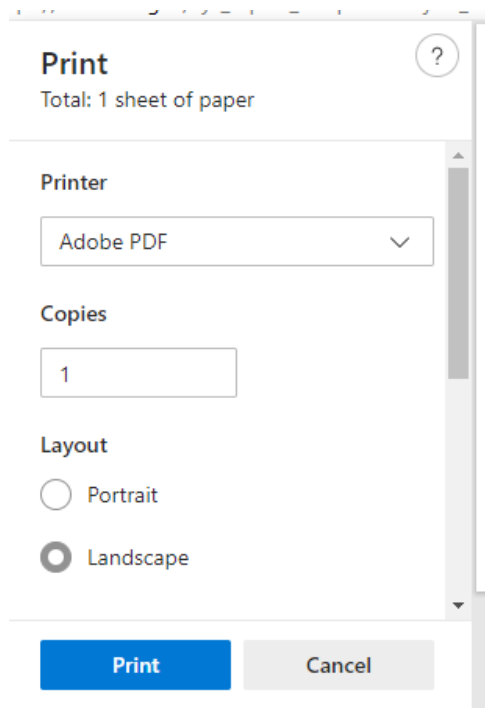
NASA Shared Services Center NASA Shared Services Center - Work - Microsoft Edge

https://esd.nasa.gov/sys\_report\_template.do?jvar\_report\_id=5f8b5a281b8c495026a442e2b24bcbec&jvar\_report\_home\_query=sy...

AFRC FMS 224 Reclassification Column II

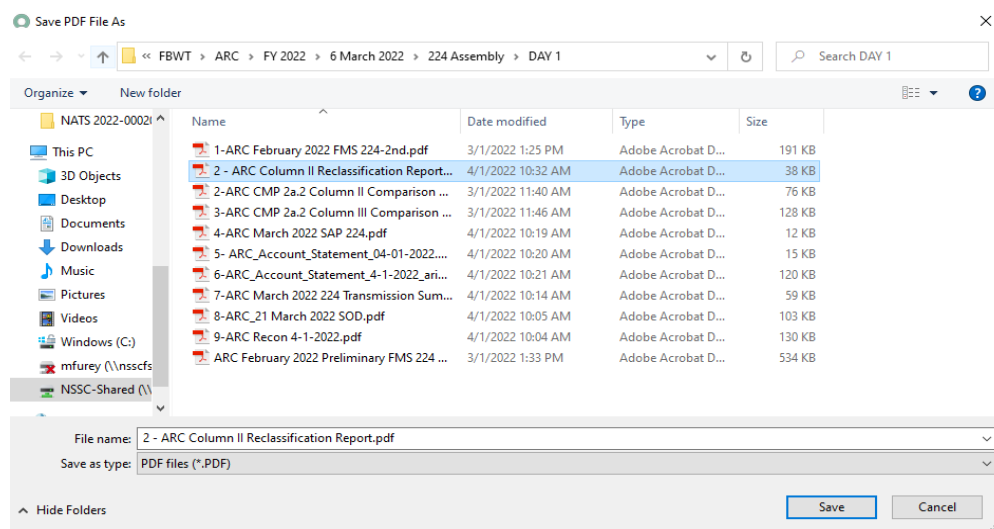
BA/AIN	TAS/AOF	FMS 224 (Column II)	SAP 224 Receipts & Collections	Monthly Difference (Column II)
24	8019/200124	(\$446,479.51)	\$0.00	(\$446,479.51)
24	8020/210122	(\$48,269.30)	\$0.00	(\$48,269.30)
24	8021/220122	(\$2,880,294.60)	\$0.00	(\$2,880,294.60)
24	8021/220126	(\$32,678.04)	\$0.00	(\$32,678.04)
24	8022/230122	(\$927,058.53)	\$0.00	(\$927,058.53)
24	80X0122	(\$76,595.29)	\$0.00	(\$76,595.29)
		<b>Sum (\$4,411,375.27)</b>	<b>Sum \$0.00</b>	<b>Sum (\$4,411,375.27)</b>

8. When Print window opens:
  - a. Printer = Adobe PDF
  - b. Layout = Landscape
  - c. Pages = All
  - d. Color = Black and white
  - e. Click "Print"

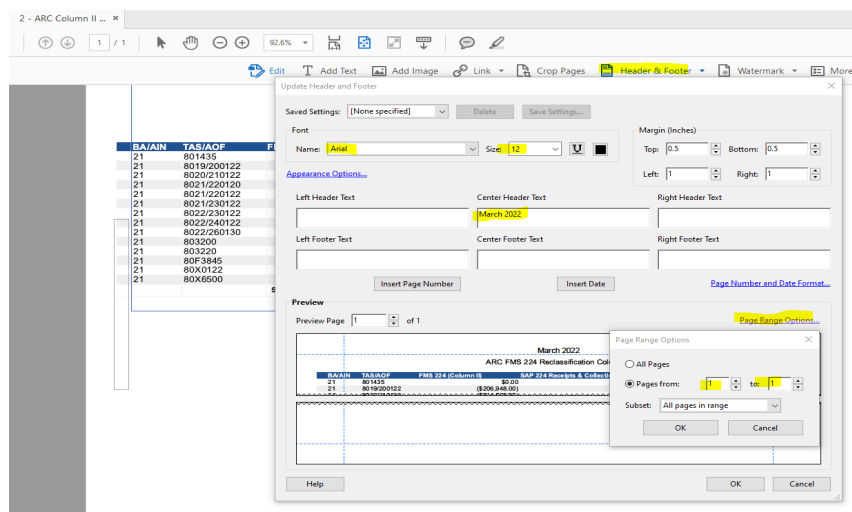


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9. Save report as “2 -Center Column II Reclassification Report” in Centers monthly FMS 224 Assembly Day 1 folder (Example: N:\Financial Accounting Branch\FBWT\ARC\FY 2022\6 March 2022\224 Assembly\DAY 1)

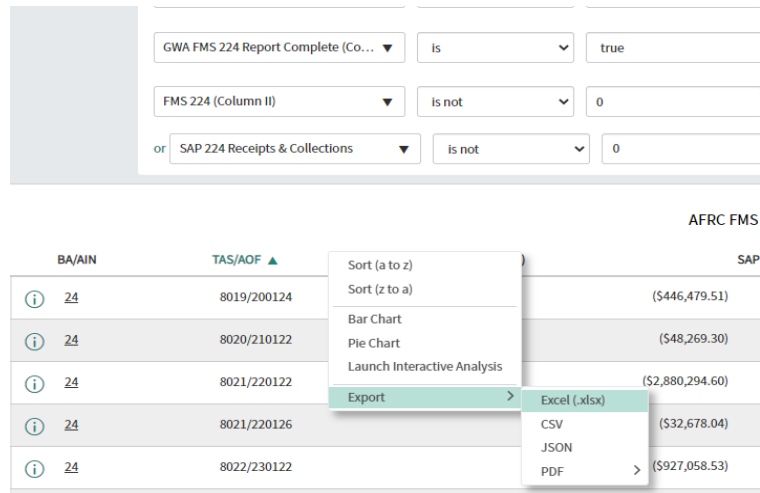


10. Open saved Column II pdf report to add Month & Year as a “Header”
  - a. Select “Tools/Edit PDF/Header & Footer/Add’
  - b. Font = Arial
  - c. Font Size = 12
  - d. Center Header Text = “Month Year” (Ex: May 2022)
  - e. Select Page Range Options = Pages from: 1 to 1

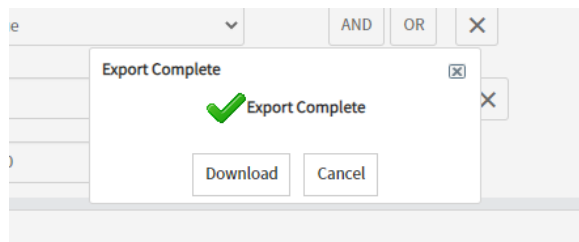


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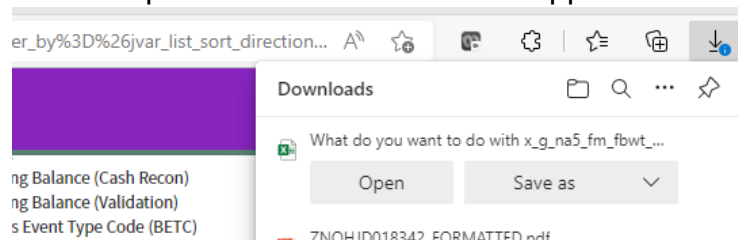
11. Export FMS 224 Column II reclassification report as Excel xls.
12. Go back to Service to download FMS 224 Reclassification Column III
13. Right click anywhere in the column headers and select “Export” / “Excel (.xls)



14. Export Complete popup box appears – select “Download”



15. Select “Open” when Downloads box appears.



16. When excel file opens select file save as and save file in Center’s current daily folder N:\Financial Accounting Branch\FBWT\GRC\FY 2022\8 May 2022\GRC\_06-01-22 as Center\_Month\_Year\_Column\_2\_Report.xlsx (EX:

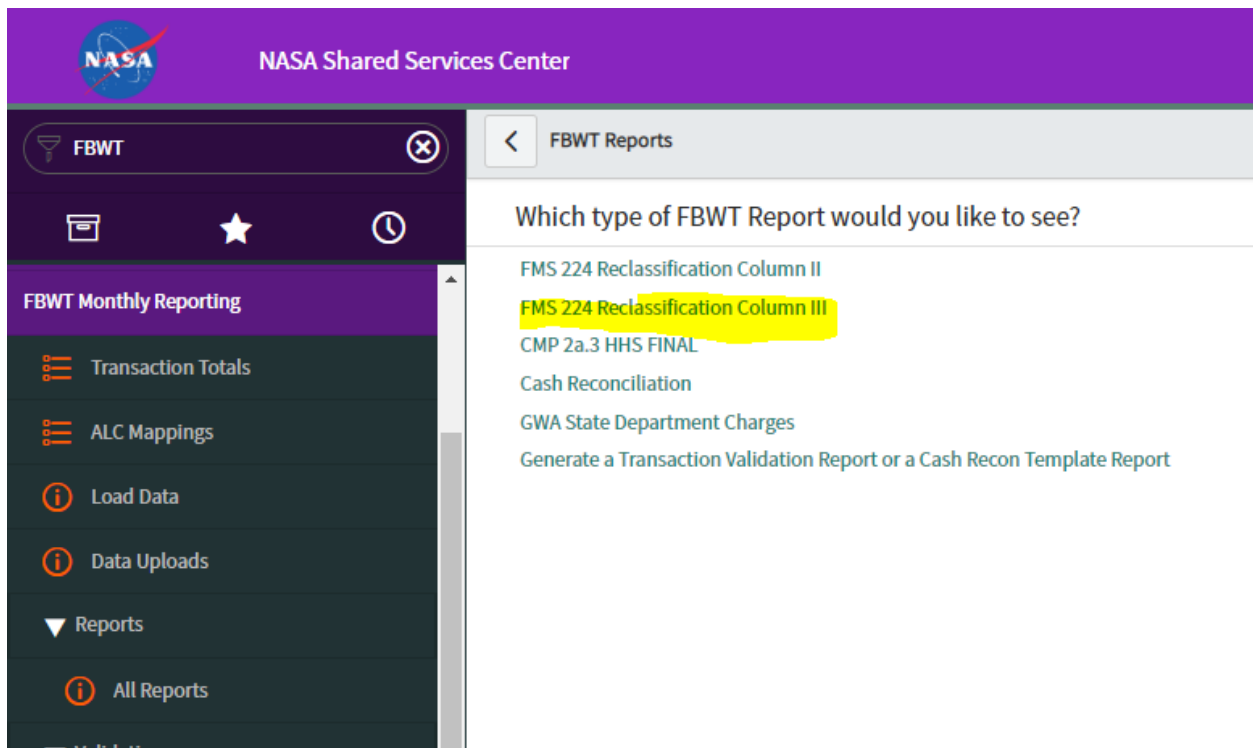
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GRC\_May\_2022\_Column\_2\_Report.xls) **\*\*This report is used for the FMS224 BOT IDEA0015104\*\***

	A	B	C	D	E
1	BA/AIN	TAS/AOF	FMS 224 (Column II)	SAP 224 Receipts & Collections	Monthly Difference (Column II)
2	24	8019/2001	-\$446,479.51	\$0.00	-\$446,479.51
3	24	8020/2101	-\$48,269.30	\$0.00	-\$48,269.30
4	24	8021/2201	-\$2,880,294.60	\$0.00	-\$2,880,294.60
5	24	8021/2201	-\$32,678.04	\$0.00	-\$32,678.04
6	24	8022/2301	-\$927,058.53	\$0.00	-\$927,058.53
7	24	80X0122	-\$76,595.29	\$0.00	-\$76,595.29
8					
9					

**Action 2.** Receives email notification that the Service Now import is complete and ready for FMS 224 preparation

1. Open Service Now application to export the Column III reclassification report for each center
2. Navigate to the FBWT Monthly Reporting/Reports/All Reports
  - a. Click "FMS 224 Reclassification Column III"





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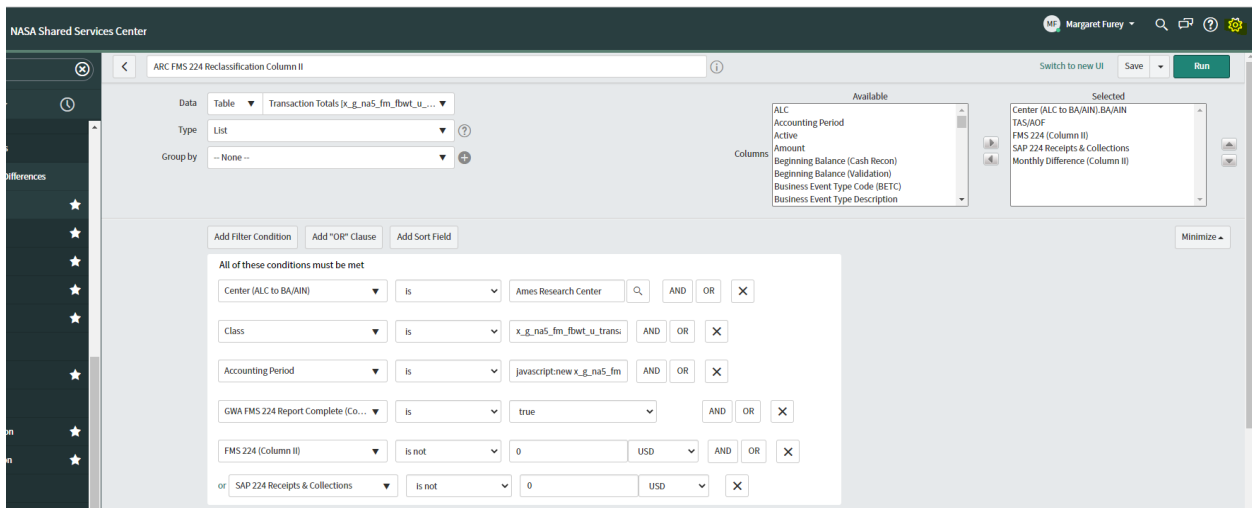
### 3. Click on Center Report

### 4. Click on "TAS/AOF" to sort TAS in *ascending order*

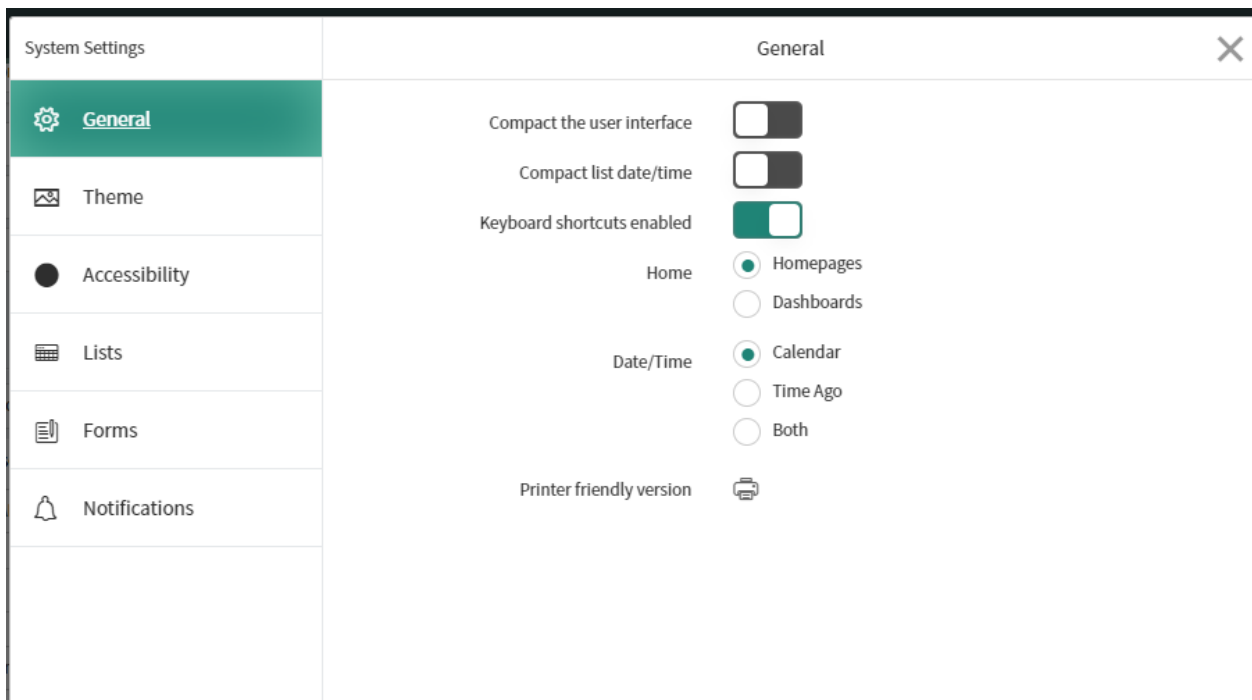
AFRC FMS 224 Reclassification Column II					
BA/AIN	TAS/AOF	FMS 224 (Column II)	SAP 224 Receipts & Collections	Monthly Difference (Column II)	
24	8019/200124		(\$446,479.51)	50.00	(\$446,479.51)
24	8020/210122		(\$48,269.30)	50.00	(\$48,269.30)
24	8021/220122		(\$2,880,294.60)	50.00	(\$2,880,294.60)

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5. Select the Gear Wheel at the top right to print report to PDF



6. Select the Printer next to “Printer friendly version” – this will open report in print view



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## 7. Right click in report and select print

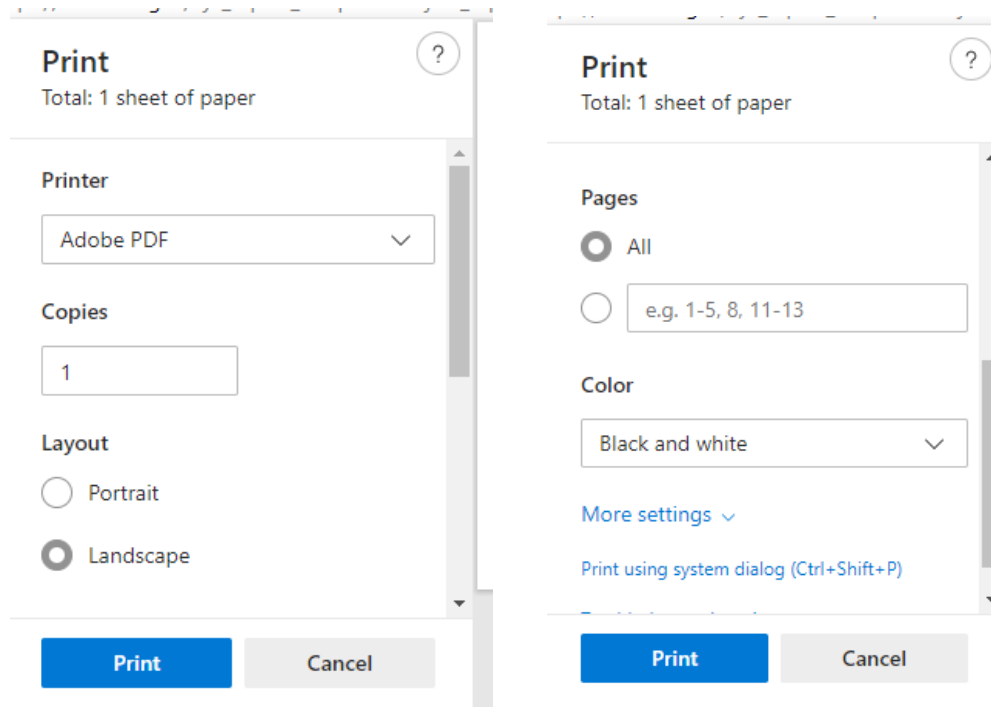
NASA Shared Services Center NASA Shared Services Center - Work - Microsoft Edge  
[https://esd.nasa.gov/sys\\_report\\_template.do?jvar\\_report\\_id=47dd678d1b080190ed1f2f85624bcb60&jvar\\_report\\_home\\_query=sys\\_nameLIKEFMS%2520224%2...](https://esd.nasa.gov/sys_report_template.do?jvar_report_id=47dd678d1b080190ed1f2f85624bcb60&jvar_report_home_query=sys_nameLIKEFMS%2520224%2...)

AFRC FMS 224 Reclassification Column III

BA/AIN	TAS/AOF	FMS 224 (Column III)	SAP 224 Disbursements	Monthly Difference (Column III)	
24	8017/220130		\$761.86	\$0.00	\$761.86
24	8018/230130		\$238,540.34	\$0.00	\$238,540.34
24	8019/200126		\$227,178.65	\$0.00	\$227,178.65
24	8019/240130		\$641,267.93	\$0.00	\$641,267.93
24	8020/210120		\$210.52	\$0.00	\$210.52
24	8020/210122		\$35,005.29	\$0.00	\$35,005.29
24	8020/210126		\$632,439.11	\$0.00	\$632,439.11
24	8020/210128		\$16,514.22	\$0.00	\$16,514.22
24	8020/210131		\$338,878.00	\$0.00	\$338,878.00

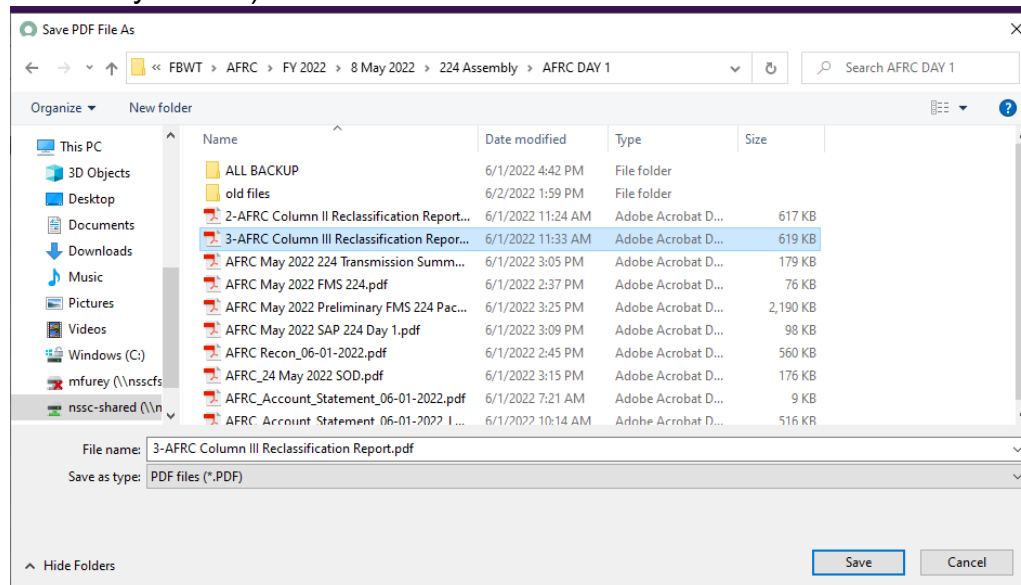
## 8. When Print window opens:

- a. Printer = Adobe PDF
- b. Layout = Landscape
- c. Pages = All
- d. Color = Black and white
- e. Click "Print"

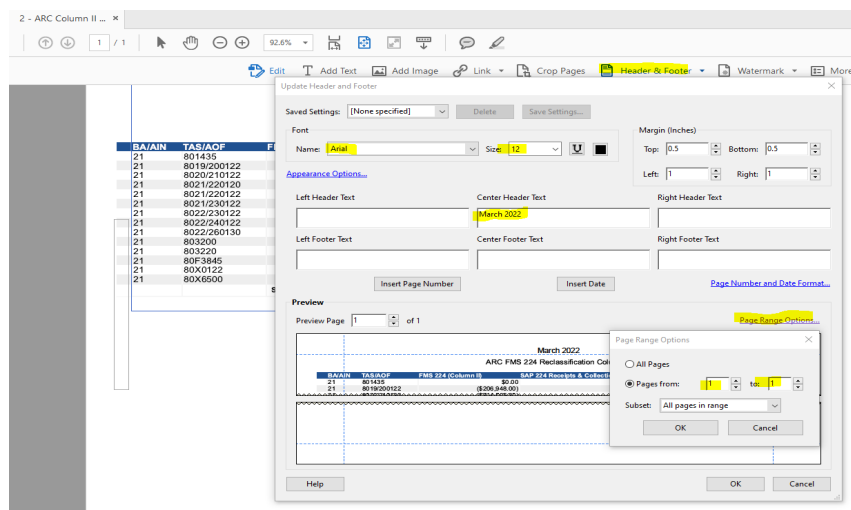


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9. Save report as “3 -Center Column III Reclassification Report” in Centers monthly FMS 224 Assembly Day 1 folder (Example: N:\Financial Accounting Branch\FBWT\ARC\FY 2022\6 March 2022\224 Assembly\DAY 1)

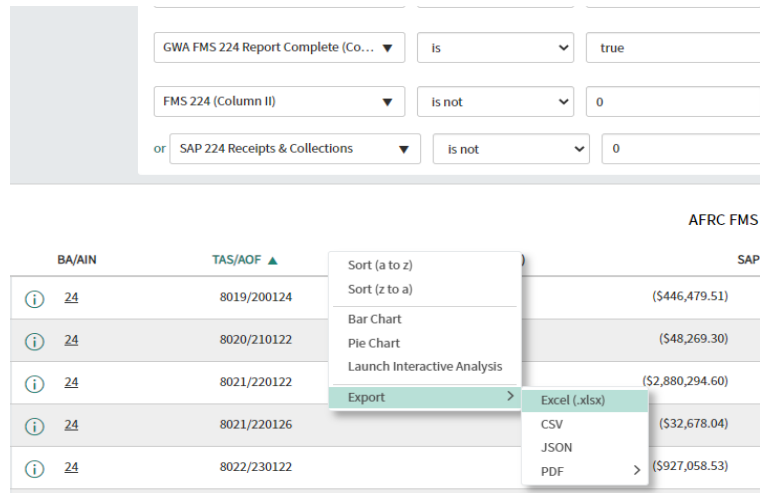


10. Open saved Column III pdf report to add Month & Year as a “Header”
  - a. Select “Tools/Edit PDF/Header & Footer/Add’
  - b. Font = Arial
  - c. Font Size = 12
  - d. Center Header Text = “Month Year” (Ex: May 2022)
  - e. Select Page Range Options = Pages from: 1 to 1

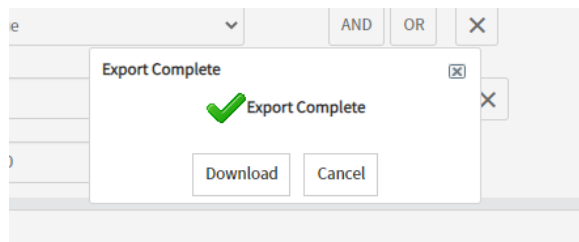


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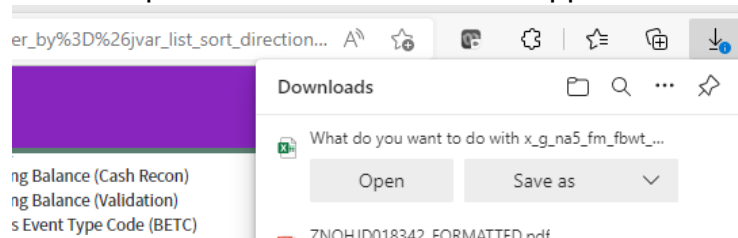
11. Export FMS 224 Column III reclassification report as Excel xls.
12. Go back to Service to download FMS 224 Reclassification Column III
13. Right click anywhere in the column headers and select “Export” / “Excel (.xls)



14. Export Complete popup box appears – select “Download”



15. Select “Open” when Downloads box appears.



16. When excel file opens select file save as and save file in Center’s current daily folder N:\Financial Accounting Branch\FBWT\GRC\FY 2022\8 May 2022\GRC\_06-01-22 as Center\_Month\_Year\_Column\_3\_Report.xlsx (EX:

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GRC\_May\_2022\_Column\_3\_Report.xls) **\*\*This report is used for the FMS224 BOT IDEA0015104\*\***

	A	B	C	D	E
1	BA/AIN	TAS/AOF	FMS 224 (Column III)	SAP 224 Disbursements	Monthly Difference (Column III)
2	24	8017/2201	\$761.86	\$0.00	\$761.86
3	24	8018/2301	\$238,540.34	\$0.00	\$238,540.34
4	24	8019/2001	\$227,178.65	\$0.00	\$227,178.65
5	24	8019/2401	\$641,267.93	\$0.00	\$641,267.93
6	24	8020/2101	\$210.52	\$0.00	\$210.52
7	24	8020/2101	\$35,005.29	\$0.00	\$35,005.29

17. Validate all files are in the Center's "Daily" and the "224 Assembly/Day 1" before moving on to the next action:

Daily Folder

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<< FBWT > MSFC > FY 2022 > 11 August 2022 > MSFC\_09-01-22

Name	Date modified
MSFC 224 Report.xlsx	9/1/2022 3:08 PM
MSFC 224 Report.xls	9/1/2022 2:58 PM
MSFC_August_2022_Column_2_Report.xls	9/1/2022 2:52 PM
MSFC_August_2022_Column_3_Report.xls	9/1/2022 2:51 PM
MSFC August 2022 SAP Generated 224 Report 9...	9/1/2022 10:23 AM
MSFC_GR55BA_09-01-2022_nlschwar.docx	9/1/2022 9:28 AM
MSFC_GR55ALC_09-01-2022_nlschwar.docx	9/1/2022 9:26 AM
MSFC August 2022 224 Transmission Summary ...	9/1/2022 9:20 AM
MSFC_RFCVar_09-01-2022.xlsx	9/1/2022 8:05 AM
MSFC_DepVar_09-01-2022.xlsx	9/1/2022 8:04 AM
MSFC_IPACVar_09-01-2022.xlsx	9/1/2022 8:04 AM
MSFC_DepTot_09-01-2022.txt	9/1/2022 8:03 AM
MSFC_DepTot_09-01-2022.xlsx	9/1/2022 8:03 AM
MSFC_TDOPayTot_09-01-2022.xlsx	9/1/2022 8:03 AM
MSFC_Account_Statement_09-01-2022.xlsx	9/1/2022 8:02 AM
MSFC_Account_Statement_09-01-2022.pdf	9/1/2022 8:01 AM
MSFC IPAC DOWNLOAD 9-01-2022.xlsx	9/1/2022 8:01 AM

### 224 Assembly/Day 1

1B RECLASS WITH BETC.pdf	9/1/2022 3:49 PM
2-MSFC Column II Reclassification Report.pdf	9/1/2022 4:10 PM
3A-MSFC Column III Reclassification Report.pdf	9/1/2022 4:10 PM
3B-RECLASS SUPPORT.pdf	9/2/2022 10:39 AM
4-MSFC August 2022 SAP 224 Day 1.pdf	9/1/2022 4:28 PM
5-MSFC_Account_Statement_09-01-2022.pdf	9/1/2022 10:35 AM
6-MSFC_Account_Statement_09-01-2022-LAST PA...	9/1/2022 10:26 AM
7-MSFC August 2022 224 Transmission Summary ...	9/1/2022 10:38 AM
8-MSFC_62 August 2022 SOD.pdf	9/1/2022 2:56 PM
9a-MSFC Recon_09-01-2022.pdf	9/1/2022 4:45 PM
10-ALL BACKUP.pdf	9/1/2022 10:42 AM

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**Action 3.** Update your CARS profile to a “CGAC” User

1. <https://isim.fiscal.treasury.gov/itim/self/Home.do>
2. Login: User ID & Password

3. Click “View or Change Account” under My Access



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4. Click "CARS" application

The screenshot shows the Tivoli Identity Manager interface. At the top, there is a navigation bar with the Tivoli logo and the text "Identity Manager". Below this, a welcome message reads "Welcome, Margaret Furey" with a "Home" link and a "View or change account" link. The main heading is "View or Change Account". Below the heading, there is a table of account types. The table has columns for Account Type, User ID, Status, and Description. The "CARS" account type is highlighted. At the bottom of the table, it says "Page 1 of 1 Total: 6 Displayed: 6".

Account Type	User ID	Status	Description
<a href="#">CARS</a>	mfure500	Active	
<a href="#">CIR</a>	mfure500	Active	
<a href="#">FedDebt</a>	mfure500	Active	
<a href="#">IPAC</a>	mfure500	Active	
<a href="#">ITIM Service - Hosted</a>	mfure500	Active	
<a href="#">Single Sign On (FSLDAP)</a>	mfure500	Active	DO NOT RUN ON I2

Page 1 of 1 Total: 6 Displayed: 6

[Go to Home Page](#)

5. check the box above "Is CGAC" and click "OK"

The screenshot shows the "Account Information" form. At the top, there is a heading "Account Information" and a sub-heading "Change the account information below. When you are done changing information". Below this, there is a checkbox labeled "Is CGAC" which is checked. Below the checkbox, there is a text input field for "GWA Supervisor" with the value "Michael Dukes" and a "Search" button. Below the search field, there is a "Clear" button. Below the "Clear" button, there is a section for "Modules, Roles, ALCs, and AGroups" with a "Details" button. Below the "Details" button, there are several text input fields for "Last Recertification", "Recert Approved By", "Recert Status", and "Recert Comments". At the bottom of the form, there are "OK" and "Cancel" buttons.

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Tivoli Identity Manager

**BUREAU OF THE  
Fiscal Service**  
U.S. DEPARTMENT OF THE TREASURY

[Help](#) [Logoff](#) [Switch Application](#)

Welcome, Margaret Furey

[Home](#) > [View or change account](#) > Request submitted

### Request Submitted: Change Account

You have submitted a request. Below is the information available to you at this time.

**Request Detail**

Request ID: 7438355089317693279  
Date submitted: February 22, 2017 1:09:21 PM  
Request type: Account Change  
Access/Account: mfure500 on CARS

**Information Updated**

Is CGAC: false

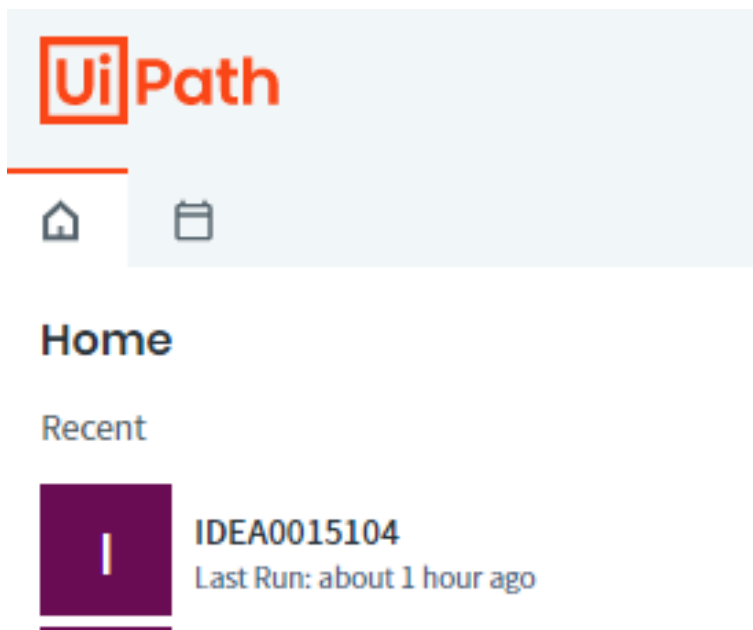
**Related Tasks**

- To check on the status of your request, refer to the [View My Requests](#) page.
- To change another account, click [View or Change Account](#)
- To perform other tasks go to the [Tivoli Identity Manager Home](#) page.

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**Action 4.** When all is balanced, run the “Monthly 224” BOT Process (IDEA0015104). This will pull your SAP 224 as pdf and save in your 224 Assembly/Day 1 folder and will process your 224 color pink/blue spreadsheet and save in Center’s Daily folder.

1. Open “UiPath Assistant” and select IDEA0015104



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- Select Center and then click “Monthly 224” – ***This step takes a few minutes to process***



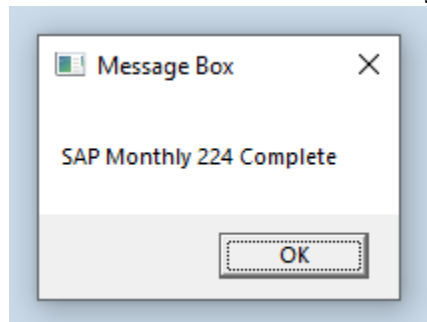
**Center**

- ARC
- AFRC
- GRC
- GSFC
- HQ
- JSC
- KSC
- LARC
- MSFC
- NMO
- SSC

Monthly 224

GWA FMS 224

- The below POP-UP will appear when your color coded 224 report is complete and saved in the center’s daily folder as “xlsx” format




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4. Spreadsheet will run and present a pink and blue formatted data. (The pink represents the difference between SAP and Treasury at the AOF level) (The blue represents the items from the FBWT Difference report that will be reclassified)

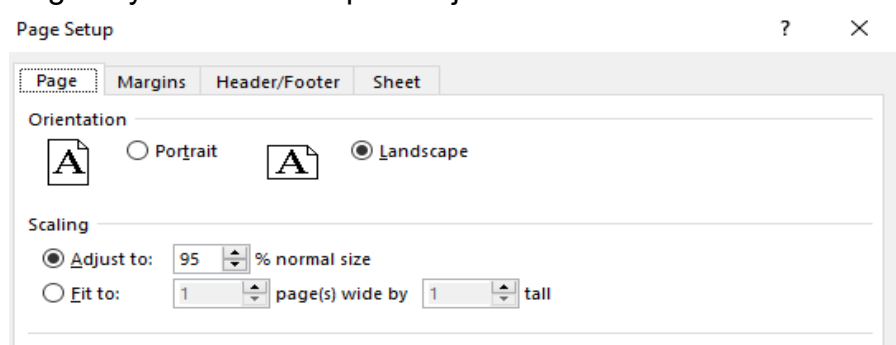
80F3845	-1,448.00	
80X0122	1,860,737.84	
8012/130122		3,175.05
8014/150120		-921.54
8014/150122		-548,659.69
8014/150126		9,872.55
8015/160126		-9,872.55
8017/180115		-19,612.06
8017/180120		-37,746.28
8017/180122		595,430.73
8017/180128		-61.41
8017/180131		9,670.69
8018/190115		824,475.42
8018/190120		3,256,623.43
8018/190122		-13,674,358.59
8018/190124		2,485,107.54
8018/190126		5,172,171.20
8018/190128		21,615.30
8018/190131		1,976,446.34
8018/200122		-3,435,885.12
80X0115		-5,274.38
80X0122		-63,402.49
8018/190122	-1573.44	
Column Totals	-3,441,205.86	-3,441,205.86
Net Total, Section I		0.00

5. Net total of Section 1 must equal Zero (0.00) before moving to next action.

8018/200122		-3,435,885.12
80X0115		-5,274.38
80X0122		-63,402.49
8018/190122	-1573.44	
Column Totals	-3,441,205.86	-3,441,205.86
Net Total, Section I		0.00

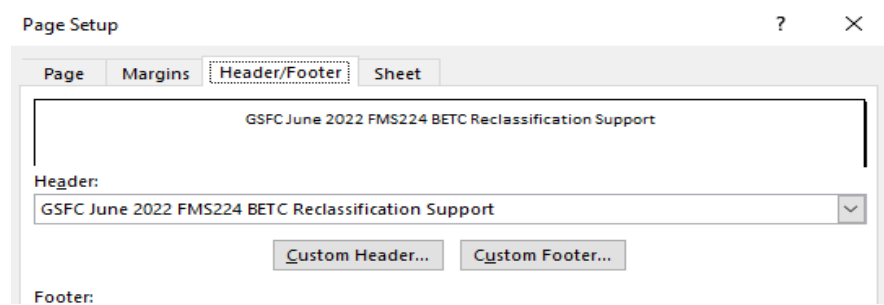


6. Open "Center's 224 Report.xlsx" in the Daily folder
- Click on the "new 224" worksheet
  - Clear the Colors
  - Page Layout = Landscape – adjust to 95%

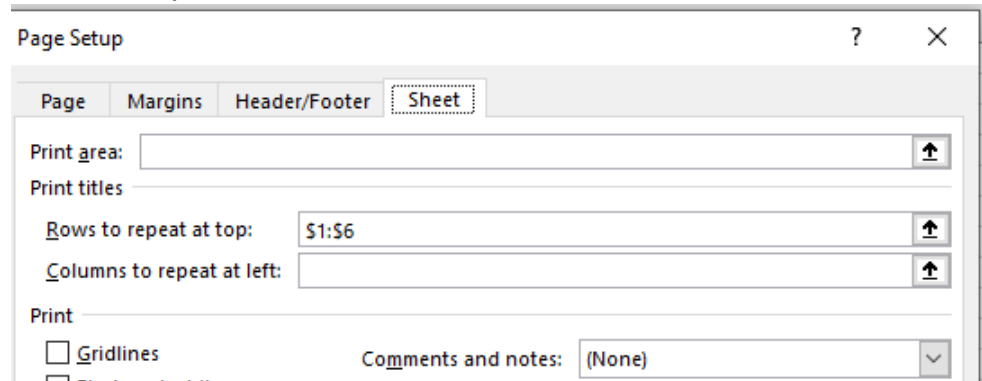


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- d. Header = Center Month FMS 224 BETC Reclassification Support  
(Ex: - GSFC June 2022 FMS 224 BETC Reclassification Support)



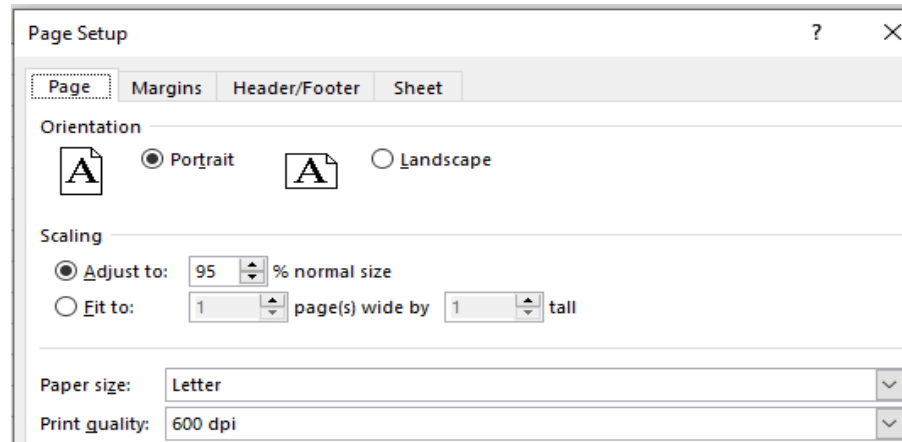
- e. Sheet – Repeat rows 1-6



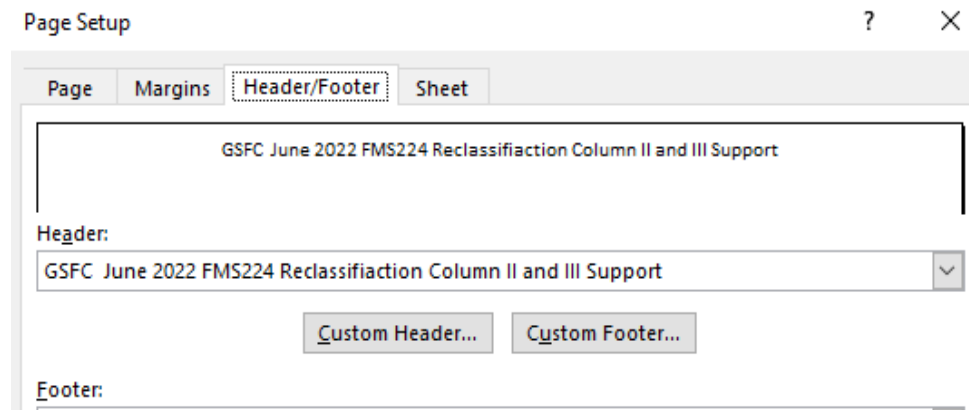
- f. Print report to PDF and save as “Center FMS 224 BETC Reclash Support” in Center’s 224 Assembly/Day 1 folder

7. Open “Center’s 224 Report.xlsx” in the Daily folder
- Click on the “Center’s 224” worksheet
  - Clear the Colors
  - Delete Line one
  - Page Layout = Portrait – adjust to 95%

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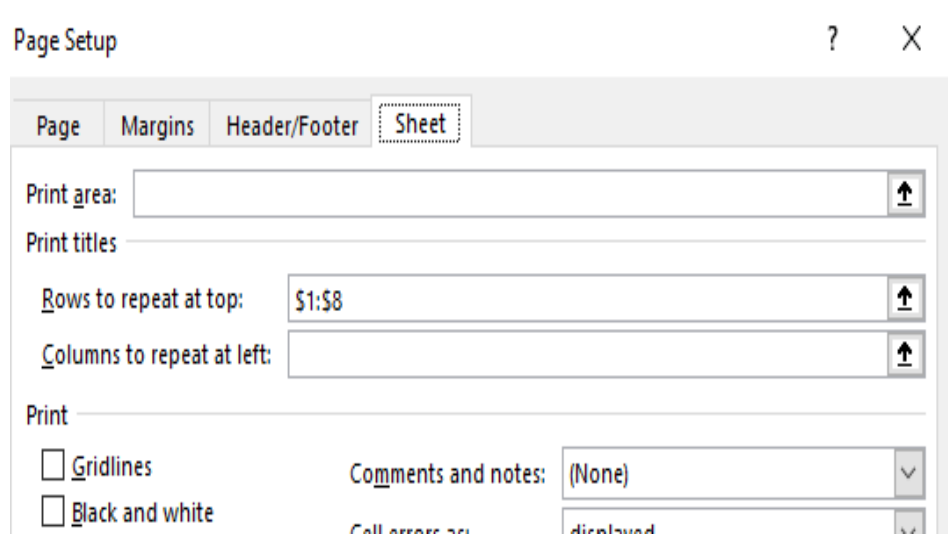


- e. Header = Center Month FMS 224 Reclassification Column II and III Support (Ex: - GSFC June 2022 FMS 224 Reclassification Column II and III Support)



- f. Sheet – Repeat rows 1-8

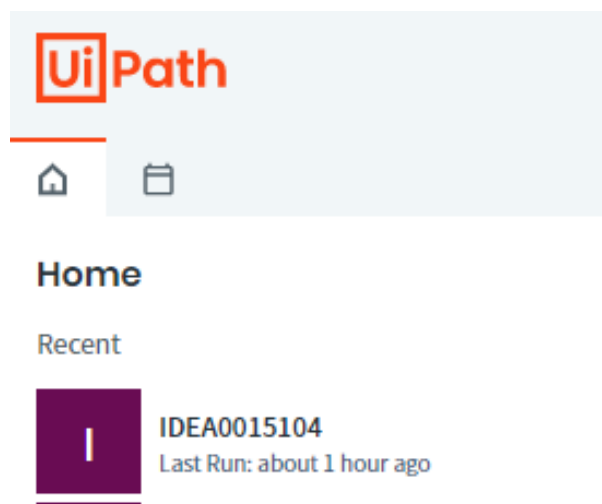
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- g. Print report to PDF and save as “Center FMS 224 Column II and III Support” in Center’s 224 Assembly/Day 1 folder

**\*\*\*DO NOTE “Save” GWA 224 Report.xlsx. this is so the original report keeps color coding and format.**

- 8. Open “UiPath Assistant” and select IDEA0015104



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9. Select Center and then click “GWA FMS 224” – ***This step takes a few minutes to process***



**Center**

- ARC
- AFRC
- GRC
- GSFC
- HQ
- JSC
- KSC
- LARC
- MSFC
- NMO
- SSC

Monthly 224

GWA FMS 224

10. You will receive window to Login to FMS Treasury. Once you are logged into GWA the BOT will continue and it will look similar to the below screen shot when report is complete

ALC:	80000001	Accounting Period :	10/2017	Accounting Date:	10/31/2017	Report ID:	Original
Status:	Saved	Control Number:	15406298				
eClassification							
Appropriation, Fund or Receipt Account	Entry Number	Agency Reference ID	Receipts and Collectors Credited to Appropriation or Fund Accounts	Gross Disbursements			
8012130122	1			(663.65)			
8013140120	1			(825.18)			
8013140122	1			(29,202.96)			
8014150120	1			812.02			
8015160120	1			2,241.17			



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11. You will need to scroll to the bottom and validate that the totals for both column 2 and column 3 are the same and that the grand total is equal to 0.00

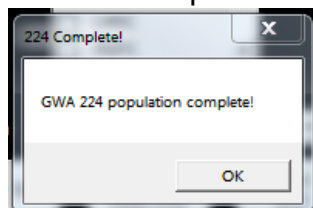
6,627,362.70	6,627,362.70
	0.00
	0.00
	0.00

12. Scroll back to the top and print to Pdf



13. Save pdf to Center's 224 Assembly Day 1 folder as: "1-Center abbrev Month Year FMS 224-1<sup>st</sup>" (Example: 1-HQ February 2020 FMS 224-1<sup>st</sup>)

14. Go back to open excel spreadsheet and click okay on the pop up.



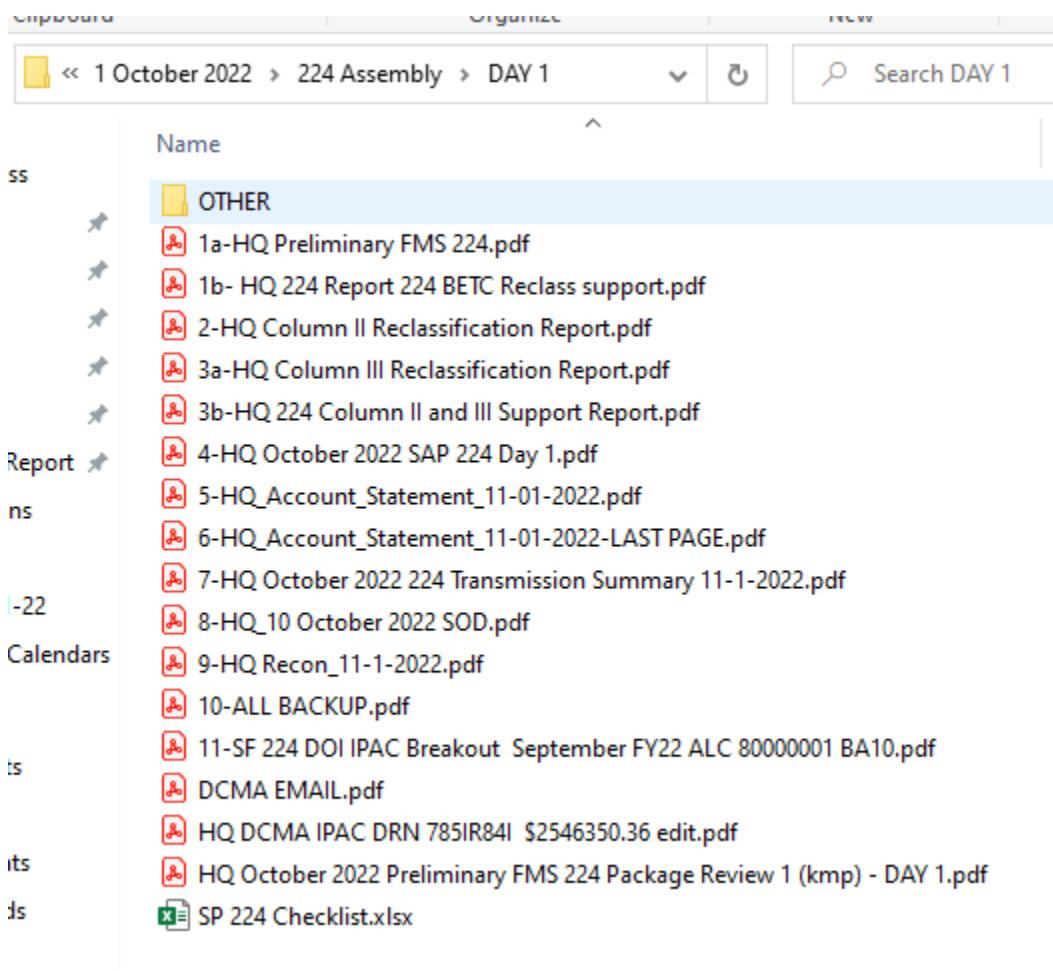
15. Close spreadsheet. Save if asked.

#### Action 4. FMS 224 Preliminary package Day 1.

1. Go to Center's 224 Assembly Day 1 folder
2. Open 224 1<sup>st</sup> pdf file (Example: 1-HQ February 2020 FMS 224-1<sup>st</sup>)
3. Add #'s next to any FBWT Difference amounts to correspond with the most used comments below
  - a. (#) See FBWT Differences Report Disbursement – Now Cleared
  - b. (#) See FBWT Differences Report Collection – Now Cleared
  - c. (#) See FBWT Differences Report Disbursement
  - d. (#) See FBWT Differences Report Collection
  - e. (#) AOF Reclassification Correction – Month Disbursement Now Cleared – See email

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- f. (#) Month year State Department FMS 224 Reclassification – See DAB Approval email.
4. Verify that all reports needed for package are saved in the Day 1 folder in the following order.
  - a. 10a-ALL Backup includes: IPACs on FBWT Difference; SAP reversal; SAP Return payments; BA/ALC documents; any emails.



5. Select all items for package
6. Right Click and select “Combine files in Acrobat”
7. Save combined file as “Center Month Year Preliminary FMS 224 Package Review 1 (initials) – Day 1

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8. Review all items listed on FMS 224 Package Checklist. Blank copy found <N:\Financial Accounting Branch\FBWT\224> Packages Paperless Review Folder
9. Place your initials and any notes in the checklist and save to Day 1 224 Assembly folder.
10. Save package as “**HQ February 2020 Preliminary FMS 224 Package Review 1 (kmp) - DAY 1**” in your Center’s 224 Paperless Folder at N:\Financial Accounting Branch\FBWT\224 Packages Paperless Review Folder\FY 2020\5 February 2020
11. Email FBWT Supervisor that package is ready for review

**Action 4.** FBWT SP Supervisor reviews Day 1 preliminary 224 packages.

1. Go to *N:\Financial Accounting Branch\FBWT\224 Packages Paperless Review Folder\FY/Month/Center*
2. Open SP preparers Preliminary FMS 224 Review 1 Day 1 package
3. Save file as “Center abbrev Month Year Preliminary FMS 224 Package Review 2 (initials)” Example: JSC February 2020 Preliminary FMS 224 Package Review 2 (maf)”
4. Verify the order of the pages in the package:
  - a. Preliminary FMS 224 (Statement of Transactions)
  - b. FMS 224 BETC Reclassification Support Report
  - c. FMS 224 Reclassification column II
  - d. FMS 224 Reclassification column III
  - e. 224 Column II and III Reclassification Support Report
  - f. SAP 224
  - g. GWA Account Statement pdf
  - h. GWA Account Statement spreadsheet (last page)
  - i. 224 Transmission summary (SAP vs Treasury)
  - j. FBWT Difference report
  - k. Recon Report
  - l. Backup documentation (IPACs, SAP documents, emails, etc.)
5. Validate the below data on the GWA Statement of Transaction Report
  - a. Center/ALC is correct
  - b. Accounting Period is the current reporting period

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- c. If there are FBWT Differences; are the numbers listed in the parenthesis by each item
  - d. Does the AOF used for the numbered FBWT differences match the AOF on the FBWT Difference report
  - e. Does the "Cumulative Subtotal" amounts match for both columns
  - f. Is the explanation of each "numbered" differences listed at the bottom of the last page and spelling is correct
6. Does the explanation coincide with the activity on the FBWT Difference report
  7. Open the monthly 224 totals spreadsheet located in the FBWT 224 Packages Paperless review folder current month (N:\Financial Accounting Branch\FBWT\224 Packages Paperless Review Folder\FY 2020)
    - a. Input the column II FBWT Differences for the center as the same sign from the FMS Statement of Transaction Report along with the (#)
    - b. Input the Column III FBWT Differences for the center as the opposite sign from the FMS Statement of Transaction Report along with the (#)
    - c. Input the total Monthly difference amount listed on the centers 224 Reclassification Column II report as the same sign
    - d. Input the total Monthly difference amount listed on the centers 224 Reclassification Column III report as the same sign.
    - e. Totals should equal and should match the FMS Statement of Transaction report.

HQ			
	COL II		
	2,128,067.21	224 Reclassification Column II	
	2,128,067.21		
	COL III		
	(1,664,937.30)	224 Reclassification Column III	
	1,198.11	(1)	
	44,413.03	(1)	
	(67,893.00)	(2)	
	57,575.35	(2)	
	(746.54)	(2)	
	(714.47)	(2)	
	(350.72)	(2)	
	(1,185.78)	(2)	
	(1,185.78)	(2)	
	(1,774.92)	(2)	
	(488,829.71)	(2)	
	3,638.60	(2)	
	(106.85)	(2)	
	(7,167.23)	(2)	
	(2,128,067.21)		

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NASA Shared Services Center NASA Shared Services Center

May 2022  
GRC FMS 224 Reclassification **Column II**

BA/AIN	TAS/AOF	FMS 224 (Column II)	SAP 224 Receipts & Collections	Monthly Difference (Column II)
22	801099	\$0.00	\$74.67	\$74.67
22	8014/190130	\$0.00	\$110,238.43	\$110,238.43
22	801435	\$0.00	\$1.45	\$1.45
22	8015/200130	\$0.00	\$5,733.02	\$5,733.02
22	8016/170122	\$0.00	\$2.10	\$2.10
22	8017/180122	\$0.00	\$1,297.00	\$1,297.00
22	8019/200122	\$0.00	(\$1,539.00)	(\$1,539.00)
22	8020/210122	(\$234,143.06)	\$116,976.45	(\$117,166.61)
22	8021/220122	(\$421,110.17)	\$414,610.17	(\$6,500.00)
22	8021/230122	(\$416,758.02)	\$416,758.02	\$0.00
22	8022/230122	(\$40,489.15)	\$102,037.69	\$61,548.54
22	8022/240122	(\$128,881.04)	\$128,881.04	\$0.00
22	80F3845	(\$30,061.80)	\$0.00	(\$30,061.80)
22	80X0115	\$0.00	\$194.00	\$194.00
22	80X0122	(\$759,191.70)	\$726,591.00	(\$32,600.70)
		<b>Sum</b>	<b>Sum</b>	<b>Sum</b>
		(\$2,030,634.94)	\$2,021,856.04	(\$8,778.90)

6/1/22, 10:48 AM

NASA Shared Services Center NASA Shared Services Center

May 2022  
GRC FMS 224 Reclassification **Column III**

BA/AIN	TAS/AOF	FMS 224 (Column III)	SAP 224 Disbursements	Monthly Difference (Column III)
22	8016/210130	\$6,369.01	(\$6,369.01)	\$0.00
22	8017/180122	\$400.19	(\$27.45)	\$372.74
22	8017/220130	\$461,478.96	\$0.00	\$461,478.96
22	8018/190115	\$42.30	(\$42.30)	\$0.00
22	8018/190122	\$815.22	(\$815.22)	\$0.00
22	8018/190126	\$59,502.56	(\$59,502.56)	\$0.00
22	8018/220130	\$5,962.00	(\$5,962.00)	\$0.00
22	8018/230130	\$14,684.00	(\$14,728.65)	(\$44.65)
22	8019/200115	\$3,443.74	(\$3,443.74)	\$0.00
22	8019/200122	\$77,762.04	(\$76,595.78)	\$1,166.26
22	8019/200126	\$110,996.34	(\$111,064.61)	(\$68.27)
22	8019/200131	\$10,734.86	(\$10,734.86)	\$0.00
22	8019/210122	\$9,041.61	(\$9,041.61)	\$0.00
22	8019/240130	\$57,937.89	(\$519,416.85)	(\$461,478.96)
22	8020/210115	\$29,907.26	(\$29,907.26)	\$0.00
22	8020/210120	\$38,600.00	(\$38,600.00)	\$0.00
22	8020/210122	\$789,871.32	(\$789,826.67)	\$44.65
22	8020/210124	\$3,329.86	(\$3,329.86)	\$0.00
22	8020/210126	\$266,374.62	(\$173,284.03)	\$93,090.59
22	8020/210128	\$6,930.70	(\$6,930.70)	\$0.00
22	8020/210131	\$111,647.94	(\$111,647.94)	\$0.00
22	8020/250130	\$153,948.86	(\$153,948.86)	\$0.00
22	8021/220115	\$847,443.69	(\$852,066.60)	(\$4,622.91)
22	8021/220120	\$1,453,340.24	(\$1,492,228.91)	(\$38,888.67)
22	8021/220122	\$3,044,639.89	(\$3,123,681.21)	(\$79,041.32)
22	8021/220124	\$10,279,197.80	(\$10,295,060.21)	(\$15,862.41)
22	8021/220126	\$4,874,121.83	(\$4,967,212.42)	(\$93,090.59)
22	8021/220128	\$73,748.04	(\$73,748.04)	\$0.00
22	8021/220131	\$1,881,187.86	(\$1,880,974.38)	\$213.48
22	8021/230122	\$422,814.10	(\$422,814.10)	\$0.00
22	8021/260130	\$727,065.29	(\$727,065.29)	\$0.00
22	8022/230115	\$1,575,807.44	(\$2,939,224.63)	(\$1,363,417.19)
22	8022/230120	\$2,037,697.59	(\$3,285,181.90)	(\$1,247,484.31)
22	8022/230122	\$28,548,705.26	(\$16,266,250.03)	\$12,282,455.23
22	8022/230124	\$12,342,913.85	(\$14,906,236.15)	(\$2,563,322.30)
22	8022/230126	\$4,128,280.33	(\$9,001,921.66)	(\$4,873,641.33)
22	8022/230128	\$307,889.43	(\$364,179.38)	(\$56,289.95)
22	8022/230131	\$1,649,499.99	(\$3,581,132.41)	(\$1,931,632.42)
22	8022/240122	\$153,129.13	(\$153,129.13)	\$0.00
22	8022/260130	\$3,325.96	(\$3,325.96)	\$0.00
22	8022/270130	\$127,421.95	(\$127,421.95)	\$0.00
22	80X0122	\$238,770.34	(\$340,559.23)	(\$101,788.89)
		<b>Sum</b>	<b>Sum</b>	<b>Sum</b>
		\$76,936,781.29	(\$76,928,633.55)	\$8,147.74

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ALC	Report Type	Accounting Period
80000001	Original	02/2020
8016/170120	3	0.00
8019/200122	4	0.00
<b>Cumulative Subtotal:</b>		<b>2,128,067.21</b>
Net Total, Section 1 Net Total(Disb-Rec)		0.00
Net Total, Section 2		0.00

- Copy and paste the calculation totals from the spreadsheet to the column II and III Reclassification report

11/1/22, 9:50 AM NASA Shared Services Center NASA Shared Services Center

BA/AIN	TAS/AOF	FMS 224 (Column III)	SAP 224 Disbursements	Monthly Difference (Column III)
51	8023/240128	\$0.00	(\$21,136.94)	(\$21,136.94)
51	8023/240131	\$7,986.77	(\$1,910,010.16)	(\$1,902,023.39)
51	80X0120	\$26,261.00	\$0.00	\$26,261.00
51	80X0122	\$831,818.62	(\$1,130,281.07)	(\$298,462.45)
51	80X4546	\$281,903.22	(\$255,174.74)	\$26,728.48
	<b>Sum</b>	<b>\$257,524,239.66</b>	<b>Sum (\$281,472,405.52)</b>	<b>Sum (\$23,948,165.86)</b>

(23,948,165.86)  
 24,188,245.14 (1)  
 (1,958.12) (2)  
 (86.23) (2)  
 19.55 (2)  
 238,054.48

- Use the SP 224 Checklist to complete review of Day 1 Preliminary Package. Checklist is located: *N:\Financial Accounting Branch\FBWT\224 Packages Paperless Review Folder* **(APPENDIX)**
- Save Package in the monthly 224 Packages Paperless Review folder as "center Month Year Preliminary FMS 224 Package Review 2 (initials). Example: *SSC June 2020 Preliminary FMS 224 Package Review 2 (maf)*
- If Corrections are needed – send email notification to preparer to complete corrections.
- If NO corrections are needed – Day 1 action is complete

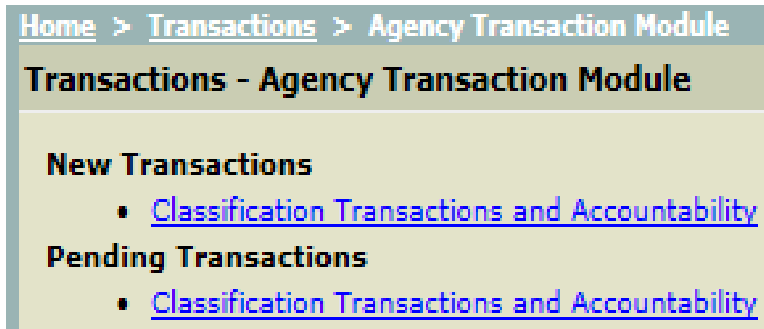
## DAY 2 – 224

**Action 1.** FBWT SP prepares Day 2 preliminary 224 packages.

- Run reports with Day 2 date. FMS 224 (add comments), SAP 224 (add header info), GWA Account Statements.

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- a. Open GWA. Go to Transactions, Pending Transactions Classification Transactions and Accountability



- b. Select ALC and View Transactions

You have 10 total pending transaction(s) in the system, with 10 requiring your action (for all accounting periods).

ALC Type	All
ALC	80001201 ▼
Accounting Period	10/2017 ▼
Transmission ID	<input type="text"/>
Report Type	All ▼
Action Required	All ▼
Status	All ▼ <input type="checkbox"/> On
--- OR ---	
Control Number	<input type="text"/>

View Transactions    Reset

- c. Click on the pencil under edit to the left of the screen

1-1 of 1 Transactions

View	Edit	Transmission ID	ALC
			80001201

- d. Scroll to bottom and select Save Incomplete to save with current date

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- e. Open as PDF and save in Center 224 Assembly/Day 2 folder as Center Month Year Preliminary FMS 224-2<sup>nd</sup> (Add same comment that are on Day 1 FMS 224).



- f. Login to CARs and run your GWA Account Statement (excel and pdf) – Move to 224 Assembly/Day 2 folder
- g. Run new SAP 224 and add header info with current date.
- o Use Daily 224 macro to run but don't have to save
  - o SAP should be at SF224 screen
  - o Print to SAP mail, same as done in Day 1. Add Header using Current date and save in center's 224 Assembly/Day 2 folder

Sections	Receipts & Collections	Gross Disbursements
SF-224 STATEMENT OF TRANSACTIONS		
Agency Location Code: 80001201		
Accounting Period Ended: 10/31/2017		
Section I - Classification of Disbursements and Collections by Appropriation, Fund and Receipt Account		
Appropriation, Fund and Receipt Account	Receipts & Collections	Gross Disbursements
(1)	(2)	(3)
8012/170130		130,080.00

2. Go to FBWT 224 Packages Paperless Review Folder Open Package Review 2 (maf) from prior day
- i. Save package 224 Assembly/Day 2 folder as JSC May 2013 Preliminary FMS 224 Package Review 1 (kmp)-Day 2
  - ii. Open package and verify no changes on FMS224, SAP 224 and Account statement docs from yesterday to current.



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- iii. Insert the new Treasury GWA and SAP 224 documents and remove previous day Treasury GWA and SAP 224 documents
- iv. Save in N:\Financial Accounting Branch\FBWT\224 Packages Paperless Review Folder\FY 2020
- v. Email FBWT Lead that Day 2 Package is ready for review.

**Action 2.** FBWT SP Supervisor reviews Day 2 preliminary 224 packages.

1. Go to *N:\Financial Accounting Branch\FBWT\224 Packages Paperless Review Folder\FY/Month/Center*
2. Open SP preparers Preliminary FMS 224 Review 1 Day 2 package
3. Open Package Review 2 (maf) saved from prior day.
4. Verify the order of the pages in the SP preparers Day 2 package:
  - a. Preliminary FMS 224 (Statement of Transactions)
  - b. FMS 224 Reclassification column II
  - c. FMS 224 Reclassification column III
  - d. SAP 224
  - e. GWA Account Statement pdf
  - f. GWA Account Statement spreadsheet (last page)
  - g. 224 Transmission summary (SAP vs Treasury)
  - h. FBWT Difference report
  - i. Recon Report
  - j. Backup documentation (IPACs, SAP documents, emails, etc.)
5. FBWT SP Supervisor will add her initials to each report last page at the bottom left side. This validates that the report has been reviewed and approved for accuracy.
6. Save Day 2 preliminary package as Center Month Year Preliminary FMS 224 Package Review 2 (Initials) Example: ARC December 2020 Preliminary FMS 224 Package Review 2 (maf)
7. Send email notification that package is complete and ready for review to FBWT CS and copy SP team.

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**From:** Furey, Margaret A. (NSSC-NSSC)[Service Provider] <[margaret.a.furey@nasa.gov](mailto:margaret.a.furey@nasa.gov)>  
**Sent:** Thursday, July 2, 2020 10:39 AM  
**To:** Mitton, John A. (NSSC-XD01B) <[john.a.mitton@nasa.gov](mailto:john.a.mitton@nasa.gov)>; Herring, Lisa G. (NSSC-XD01B) <[lisa.g.herring@nasa.gov](mailto:lisa.g.herring@nasa.gov)>; Songy, Chris (NSSC-XD01B) <[chris.songy@nasa.gov](mailto:chris.songy@nasa.gov)>; Tabor, Joan A. (NSSC-XD01B) <[joan.tabor@nasa.gov](mailto:joan.tabor@nasa.gov)>; Bissell, Iris P. (NSSC-XD01B) <[iris.p.bissell@nasa.gov](mailto:iris.p.bissell@nasa.gov)>; Borne, Karen M. (NSSC-XD01B) <[karen.m.borne@nasa.gov](mailto:karen.m.borne@nasa.gov)>; Henby, Kaitlin E. (NSSC-XD01B) <[kaitlin.e.henby@nasa.gov](mailto:kaitlin.e.henby@nasa.gov)>  
**Cc:** Messa, Margaret D. (NSSC-NSSC)[Service Provider] <[margaret.d.messa@nasa.gov](mailto:margaret.d.messa@nasa.gov)>; Wilcox, Olivia A. (NSSC-NSSC)[Service Provider] <[olivia.a.wilcox@nasa.gov](mailto:olivia.a.wilcox@nasa.gov)>  
**Subject:** GSFC June 2020 Preliminary FMS 224 Package ready for review

Good Morning,

GSFC June 2020 Preliminary FMS 224 Package ready for review

N:\Financial Accounting Branch\FBWT\224 Packages Paperless Review Folder\FY 2020\9 June 2020\GSFC

Thank You,  
*Margaret Furey*

Finance Service provider  
 General Dynamics Information Technology  
 NASA Shared Services Center (NSSC)  
 Stennis Space Center, MS  
[margaret.a.furey@nasa.gov](mailto:margaret.a.furey@nasa.gov)

**Action 3.** Day 2 preliminary 224 packages will go through CS and CS Lead

**STEP 4. CS Review and Approve FMS 224**

**NSSC FBWT Civil Servant:**

Review FMS 224 package on second business day of each month for previous month end. Utilize the checklist in Appendix Q.

1. Review and validate the entire FMS 224 package
  - a. Verify FMS 224 packages contain the following supporting documentation:
    - i. GWA Statement of Transactions
    - ii. SAP 224
    - iii. GWA Account Statement
    - iv. Transmission Summary – Example “KSC Treasury vs. SAP”
    - v. Center FBWT Differences report

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- vi. Any emails or correspondence relevant to the 224 and for manual adjustments or approvals
  
- b. Validate accuracy of FMS 224 package documentation:
  - i. Review Transmission Summary to validate Treasury reports are correct on the Transmission Summary (see Treasury reports above).
    - 1. Validate ALC.
    - 2. Validate reports have correct report period.
    - 3. Validate month and year.
    - 4. Validate dollar amount.
    - 5. Validate deposits in transit.
    - 6. Validate SAP total.
    - 7. Validate adjustments to SAP and supporting documentation
  - ii. Review FBWT Difference Excel Spreadsheet (SS) to Transmission Summary.
    - 1. Validate month cleared on FBWT Difference SS is same as Transmission Summary.
    - 2. Validate amount cleared on the FBWT Difference is same as Transmission Summary.
    - 3. Validate disbursement/collection classification is correct.
  - iii. Review SAP to GWA.

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1. Review SAP appropriation line by line to ensure appropriation is correct to GWA.
  2. Review SAP dollar amounts line by line to ensure dollars are equal to GWA and any manual adjustments are on separate lines.
- iv. Supporting documentation.
1. Validate delegation of authority communication is attached. (if required)
  2. Validate footnotes on SAP 224, if applicable.
  3. Validate all supporting documentation is attached, including approval e-mails
- v. Review Transmission Summary for the following.
1. In the header, make sure the Center, Treasury verses SAP is stated, month, and year is listed and correct.
  2. Top section of the Transmission Summary, use the following Treasury reports:
    - i. Treasury Increase to Balance;
    - ii. Treasury decrease to Balance; and
    - iii. total Treasury (GWA Account statement)
- \*Show deposits in transit if any \*All of the above will be the Treasury total.
- i. SAP 224 (Statement of Transactions)
    - Net Total – Section 1 –
    - Show manual adjustments to SAP, if applicable.
    - Show manual adjustments to SAP for BA/ALC if applicable.
    - All of the above will be SAP adjusted total.
  - ii. Difference= (Treasury Total – adjusted SAP total.)

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- iii. Bottom section of the Transmission Summary, use one line for each month's FBWT Difference.
- Clearing of prior month FBWT Difference for disbursements – amount cleared from FBWT Difference.
  - Clearing of prior month FBWT Difference for collections-amount cleared from FBWT Difference.
  - Show deposits in transit if any and the month and year. Show the deposit in transit amount to the right. Do not add the deposit in transit amount in the total.
  - FBWT Difference for current month Disbursements-ending balance from FBWT Difference.
  - FBWT Difference for current month Collections-ending balance from FBWT Difference but sign is reversed from FBWT Difference.
    1. Current month disbursement and collection FBWT Differences and prior month FBWT Difference amounts cleared should match back to the difference total.
    2. The bottom line total should be zero to show that all differences between the SAP adjusted amount and Treasury have been accounted for.

Note: If GWA is unable to be used to transmit the 224, then the 224 can be transmitted to Treasury by faxing a hardcopy or by e-mailing it to FMS. This option would be used only with approval from Treasury, if Treasury systems are down or in the case of an NSSC emergency situation such as when evacuated to an alternate work location during a natural disaster.

2. Document quality control metrics by emailing the Service Provider for corrections required by the Service Provider. Return package to the SP Accountant for correction.
3. Revalidate any returned packages and submit to NSSC FBWT Oversight Lead for review.
4. The NSSC FBWT Lead reviews the FMS224 package for completeness and accuracy. If the report contains errors, the FBWT Lead returns the package to the FBWT Oversight Lead. If the package does not contain errors, the FBWT Lead initials and forwards the package to the Supervisor, FBWT SP.

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5. The FBWT SP saves the approved FMS 224 and supporting documentation and submits via E-mail to OCFO/Data Analysis Branch for review and final approval to transmit to Treasury. The FBWT Oversight team and the FBWT Lead are copied on this e-mail. The FBWT Oversight team, ATSB Lead, FM Chief and the FBWT Lead are copied on this e-mail.

Note: All reports in the package must show that they were printed with the current day's date (data as of the second business day).

**Action 4.** FBWT CS Supervisor Final review

1. CS Lead will save in FBWT\224 Packages Paperless Review Folder as Last Review
2. CS Lead will send email notification back to FBWT SP team that package has been reviewed and ready to be sent to DAB for approval via email.

**Action 5.** FBWT SP send FMS 224 Preliminary Package to HQ DAB for review and approval.

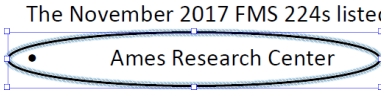
1. FMS 224 Preliminary Package Final review done by FBWT CS Supervisor will have 3 sets of initials – FBWT Lead, CS and CS Lead
2. After receiving CS approval for Package open Preliminary Package Last Review from *N:\Financial Accounting Branch\FBWT\224 Packages Paperless Review Folder\FY 2018*
3. Save in Center 224 Assembly folder/Day 2 folder as (Center-month-year) Preliminary FMS 224 Package
4. Rotate any sideways pages
5. Insert any DOA
6. **REMOVE RECON**
7. **Save**
8. Email to DAB using appropriate POC from *N:\Financial Accounting Branch\FBWT\224 Packages Paperless Review Folder* – Email Distribution List

**DAY 3 – 224**

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**Action 1.** Receive approval email from OCFO DAB

The Chief, DAB at NASA HQ reviews the proposed FMS224 report for validity. If the proposed FMS224 is valid, the Chief, DAB approves and returns the request to the FBWT Lead. If the request is not valid, the Chief, DAB rejects the request and any manual adjustments to the FMS224. Once all issues have been resolved, the process starts back again at **DAY 2 – 224** Action 1 step. If email shows center as “Approved” by DAB, continue with below steps.

1. Print to PDF
2. Save in 224 Assembly folder/Day 3 as *Center Month 20XX OCFO Approval email*
3. Circle appropriate center
  - a. 

The November 2017 FMS 224s lister

Ames Research Center
4. Log in to Treasury GWA and click on “Classification Transactions and Accountability” under pending transactions. Click “Certify” button at bottom of form to Transmit FMS224 to Treasury to complete the transmission process.
5. Click “PDF” to view a complete “GWA Posted” version.
6. Save in 224 Assembly folder/Day 3 as *Center Month 20XX FMS 224 Transmitted*
7. Add comments to Certified FMS 224 from Day 2 FMS 224
8. Open Preliminary Package from *N:\Financial Accounting Branch\FBWT\KSC\FY 20XX\Month 20XX\224 Assembly\DAY 2 (without Recon)*
9. Verify CS Lead initials are on the last page of FMS 224
10. Insert Posted FMS 224 and approval email to the beginning of Preliminary Review Package
11. Posted FMS 224 is first, then the email, then rest of the package
12. Save in *N:\Reports\224 Paperless\FY 20XX\Month as “Center Month 20XX FINAL FMS 224 Package”*

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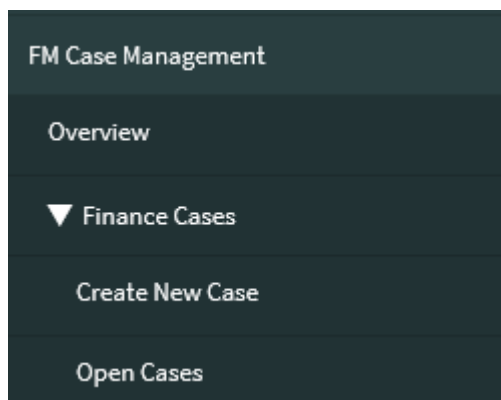
13. Notify FBWT Lead Final FMS 224 Package is ready for signature via Service Now ticket

**Action 2.** FBWT SP Supervisor Review Final FMS 224 Package

1. Open each centers Final FMS 224 package saved in: N:\Reports\224 Paperless\FY 20XX\Month as "Center Month 20XX FINAL FMS 224 Package
2. Review
  - a. First page is the Statement of Transaction is correct for the center package is named and is dated for business day 3 of the current month
  - b. Statement of Transaction should have a status of "GWA Posted"
  - c. Review order of Package:
    - i. Posted FMS 224
    - ii. DAB Email
    - iii. Preliminary FMS 224 package sent to DAB with all required initials and supporting documentation.
  - d. All pages are in order and labeled correctly

**Action 3.** FBWT SP Supervisor creates Service Now Case for CS Signature

1. Open Service Now
2. Locate FM Case Management in navigation panel
3. Click "Create New Case"






4. Category = FUND BALANCE WITH TREASURY (FBWT)
5. SubCategory = FMS 224
6. Assignment Group = FM-FBWT L3



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7. Assinged to = FBWT CS Supervisor of designated backup
8. Short Description= Month year Final FMS 224 Package (Ex: August 2020 Final FMS 224 Packages)
9. Work Notes = Month year Final FMS 224 Packages are complete and ready for signature. Include path location of packages on N:drive. (Ex: August 2020 Final FMS 224 Packages are complete and ready for signature. N:\Reports\224 Paperless\FY 2020\11 August 2020)

Location	NASA Shared Services Center	
Category	FUND BALANCE WITH TREASURY (FBWT)	
SubCategory	FMS 224	
Assignment Group	FM - FBWT L3	
Assigned to	JOHN MITTON	

10. Send email notification to FBWT CS Supervisor that Case has been assigned.

---

From: Furey, Margaret A. (NSSC-NSSC)[Service Provider]  
 Sent: Wednesday, January 6, 2021 11:46 AM  
 To: Mitton, John A. (NSSC-XD01B) <john.a.mitton@nasa.gov>; Herring, Lisa G. (NSSC-XD01B) <lisa.g.herring@nasa.gov>; Wilcox, Olivia A. (NSSC-NSSC)[Service Provider] <olivia.a.wilcox@nasa.gov>  
 Subject: December 2020 Final FMS 224 packages - FMC0277246

John,

FMC0277246 has been assigned to you as notification that the December 2020 Final FMS 224 packages are ready for review and signature.

N:\Reports\224 Paperless\FY 2021\3 December 2020

Thank You,  
*Margaret Furey*

Financial Services Provider

#### Action 4. FBWT CS Final review and Signature

1. The CS FBWT Lead checks to make sure that the statement of transactions is dated on the 3rd business day of the current month and the documents are for the prior month. and is listed as "GWA Posted."

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2. The CS FBWT Lead assures that the DAB letter of approval is included with the proper Center circled.
3. The FBWT CS Lead assures that the 2nd business day 224 package for that same Center is included as supporting documentation.
4. The FBWT CS Lead electronically signs the business day 3 Statement of Transactions.

After assuring that all business day 3 final 224 packages have been signed, the FBWT CS Lead resolves the related Service Now Case and informs the SP Lead that all is complete.

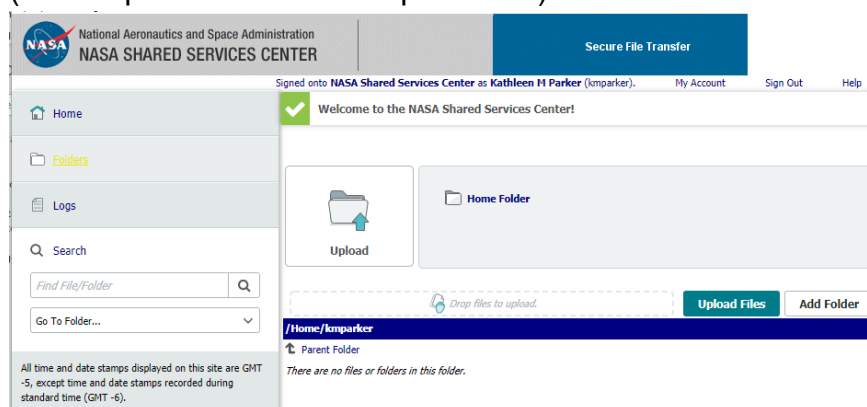
#### Action 5. FBWT SP Preparer

5. When package is signed by CS Lead, go to N:\Reports\224 Paperless\FY 20XX\month\center
6. Open package, print to PDF and save in N:\Financial Accounting Branch\FBWT\Center\FY 20XX\Month 20XX\224 Assembly as "Center Month 20XX Final FMS 224 Package"

### DAY 5

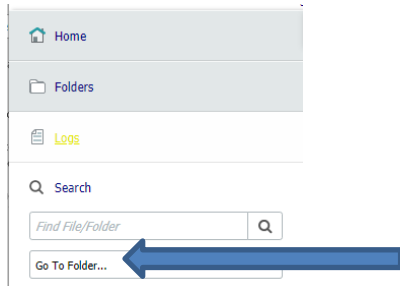
#### Action 1 - Upload 224 Package to Secure Server and Tech-Doc

7. Open Chrome and log into Secure File Server <https://securefs.nssc.nasa.gov/> (Launchpad username and password) You will be here

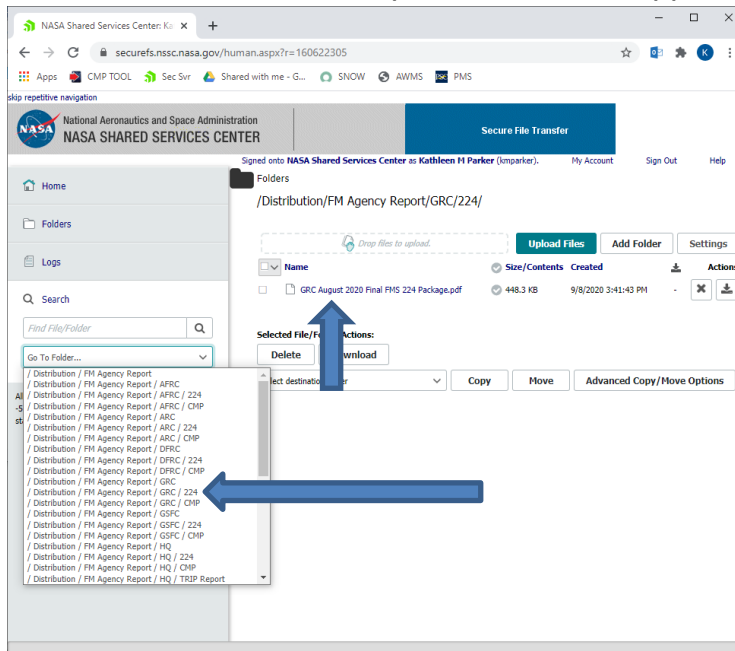


8. On the left click on the dropdown 'Go To Folder'

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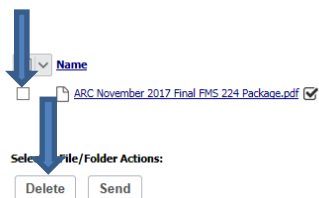


9. Select Center 224 from dropdown and it will appear in the top of the screen



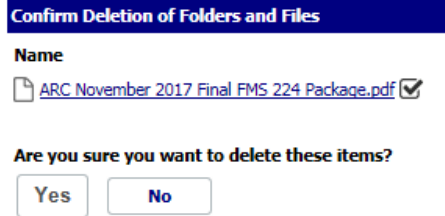
10. Select the box next to Prior month then choose delete

/ Distribution/ FM Agency Report/ ARC/ 224/

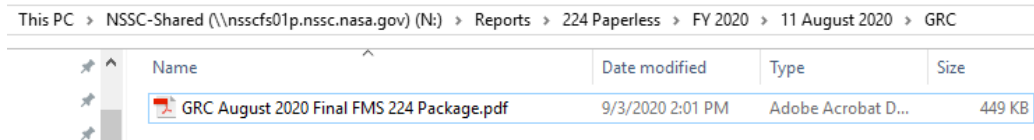


11. Select Yes

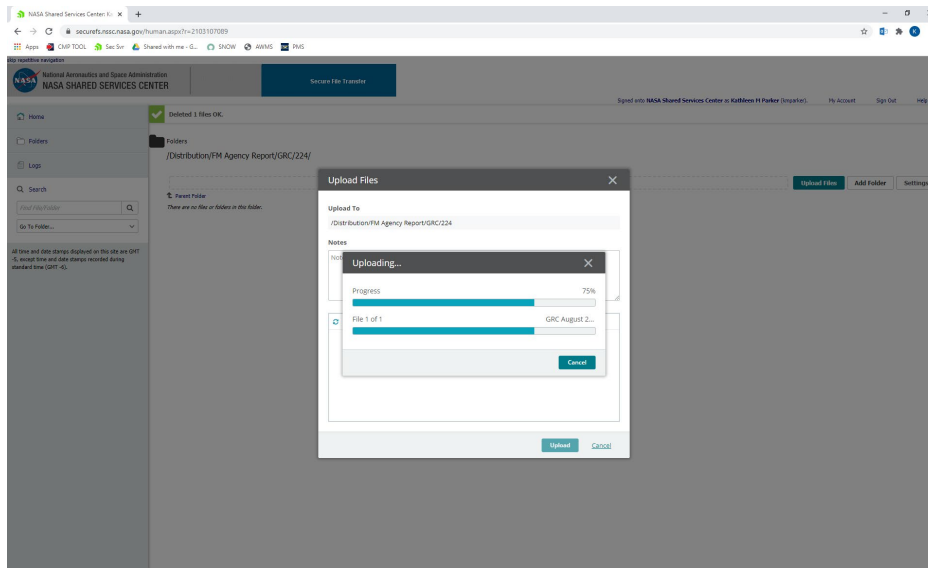
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12. To upload current month 224 go to N:\Reports\224 Paperless\FY 2020\11 August 2020\Center

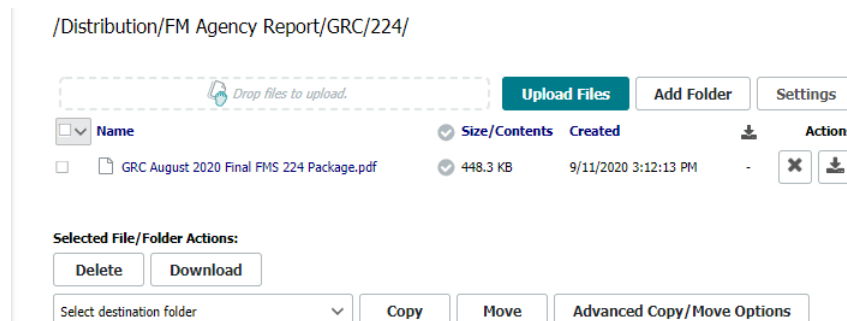


13. Drag the Final 224 Package into the Secure Server screen for the appropriate center



14. The screen will look like this when complete with the current date created

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## Action 2 - Uploading the FMS 224 Package into TechDoc

### NSSC FBWT Service Provider:

Collect monthly FMS 224 and backup documentation and save scanned Center packages in designated folder on N: drive for automated electronic upload by Document Imaging to save in Tech Doc. Make monthly submitted 224 package available for Centers using Secure File Server. To be performed on a monthly basis.

### **Manual Steps**

1. Prepare monthly FMS 224 package to be scanned and electronically uploaded into TechDoc.
  - a. Collect monthly FMS 224 documentation to be uploaded to Secure File Server.
  - b. Go to the *N:\Reports\224 Paperless\FY 20XX\Month 20XX\Center as Center Month 20XX Final FMS 224 Package*, copy the file and paste in *N:\Document Imaging\224*
  - c. The file will be automatically pulled from this folder and placed in the correct folder in TechDoc.
  - d. DI folder – This will stay until auto load runs which is every 5 minutes

AutoTD.log	12/7/2017 3:52 PM
FBWT-HQ-December 2017~FY_2018~HQ_10~224.pdf	1/4/2018 1:34 PM
index.txt	11/9/2015 3:34 PM

- e. Verify after that it is in Tech Doc. [/FM/FAB/FBwT/FY\\_2018/HQ\\_10/224](#)
- f. Log into Tech Doc and validate that the file is in the correct folder.

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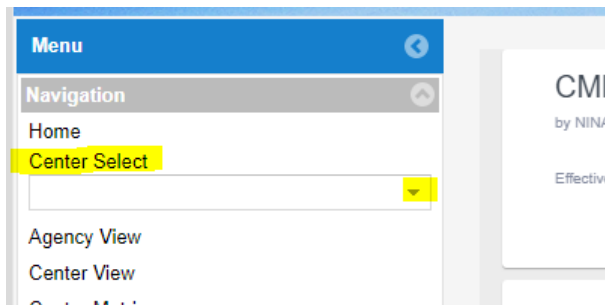
**PROCESS 3: COMPLETING FBWT CONTINUOUS MONITORING PROGRAM  
ACTIVITIES FOR CHAPTER 12**

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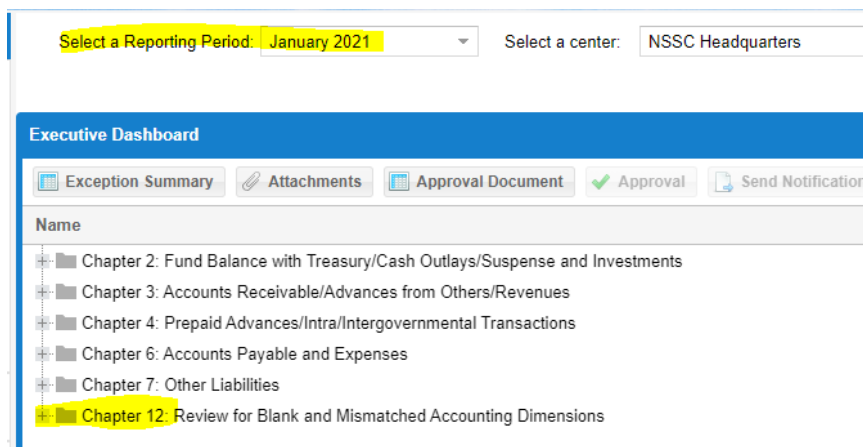
**STEP 1. NSSC FBWT Service Provider: Complete CMP Control Activity 12:  
Review for Blank and Mismatched Accounting Dimensions (CMP 12.1, 12.3,  
12.4A)**

Using Google Chrome, opens Agency CMP Tool application (link:  
<https://cmp.nasa.gov>). (will need to submit NAMs request for Access)

1. Select Center on the Navigation by using the Center Select dropdown

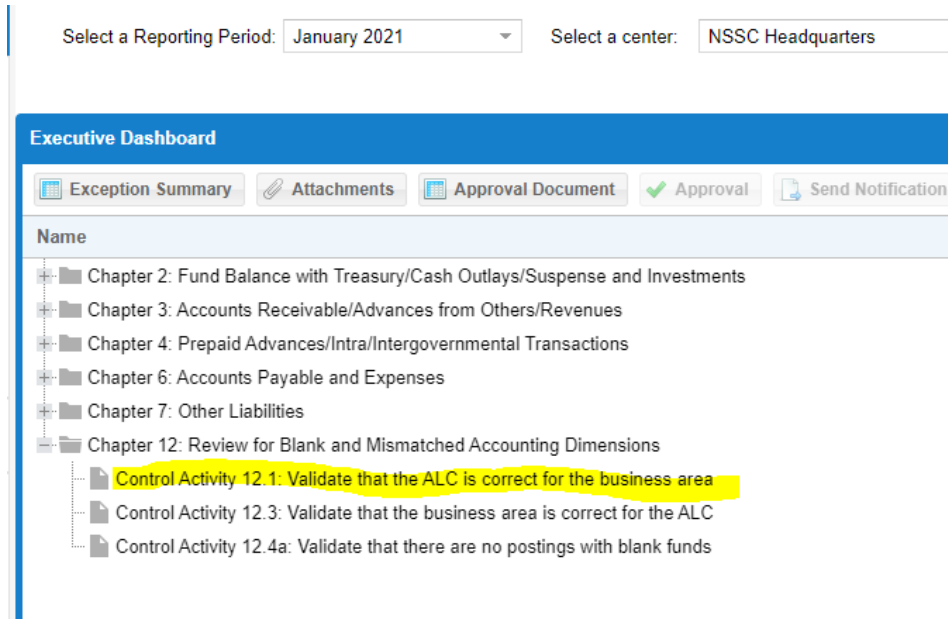


2. Check to make sure the Reporting period is the current reporting month
3. Click on the + next to Chapter 12 folder to open folder

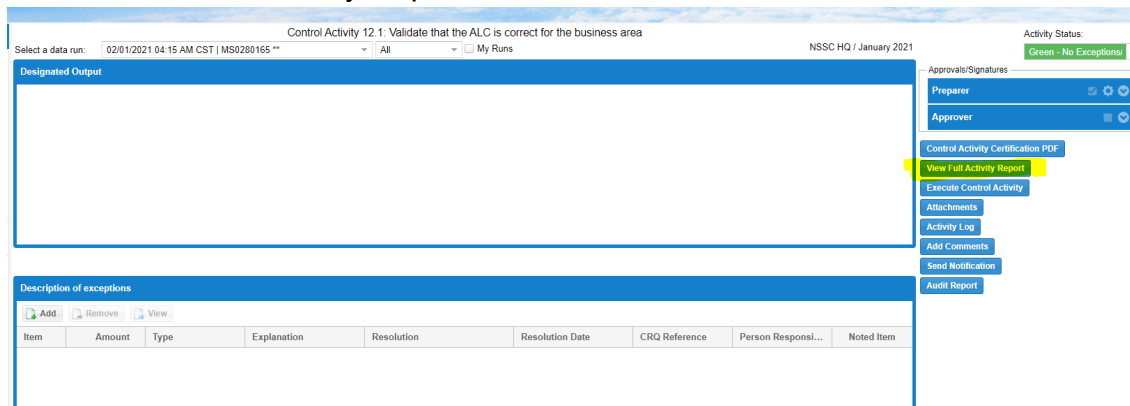


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- Double click: Control Activity 12.1: Validate that the ALC is correct for the business area to open and review.

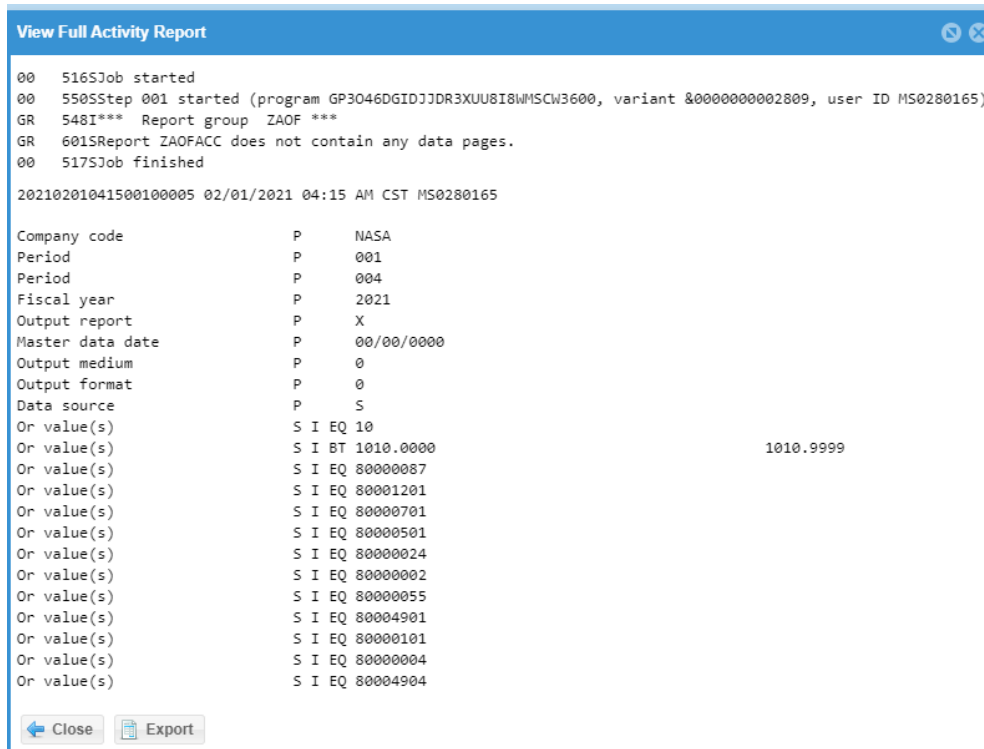


- Click "Review full Activity Report"

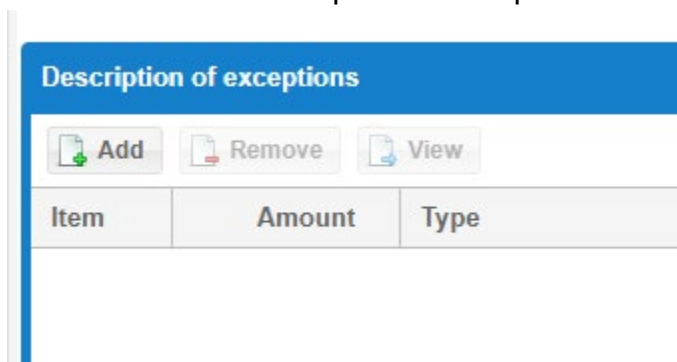


- Review data to for any exception. If you had an exception the report would show an BA with an amount. Below report shows no exceptions

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7. If you had an exception this would be known by performing the BA/ALC report that is done daily. To add description of exception:
8. Click Add under Description of exceptions



9. Fill in the below fields
  - a. Item = Exception number
  - b. Exception Amount = Amount of transaction
  - c. Exception Type = 2 or 3 based on age of transaction
  - d. Description of Exception = Details of transactions
  - e. Resolution = What action is pending to resolve
  - f. Resolution Date = Estimated date exception will be resolved

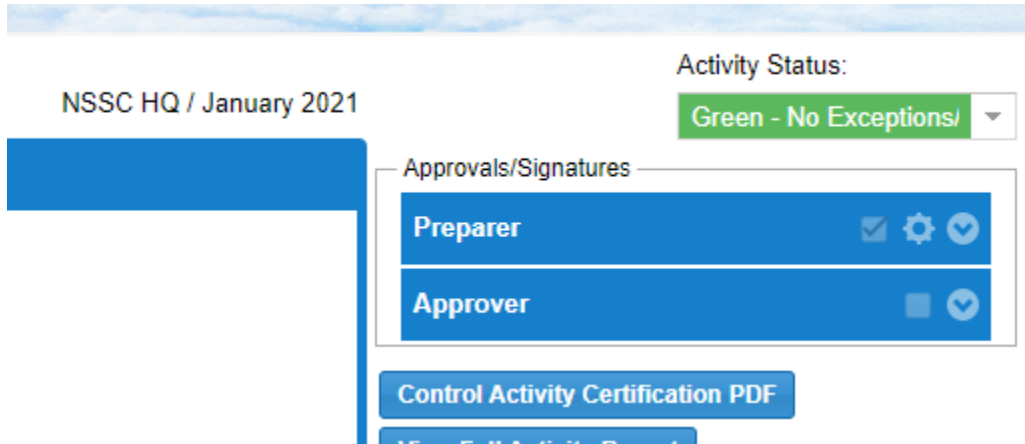


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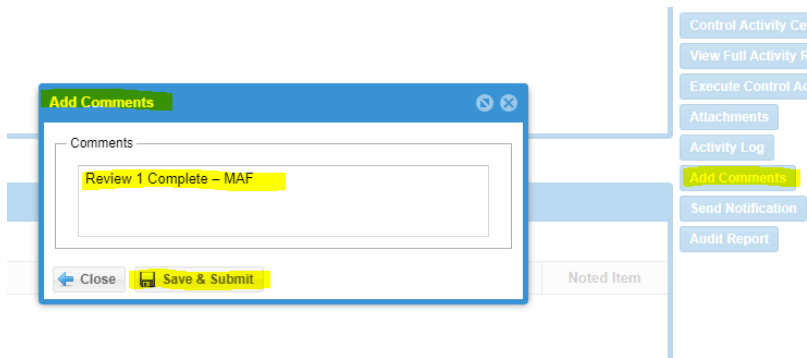
- g. CRQ = this will be FSCATT number if applicable
- h. Person Responsible = Person responsible for resolving exception

10. Click Save
11. If more than one exception, repeat steps 8-10 above.
12. If no exceptions – change Activity Status to Green
13. If there are exceptions change Activity Status color base off of Type #
  - a. Type 2 exceptions = Yellow
  - b. Type 3 exceptions = Red
14. Click on “Preparer” to sign CMP

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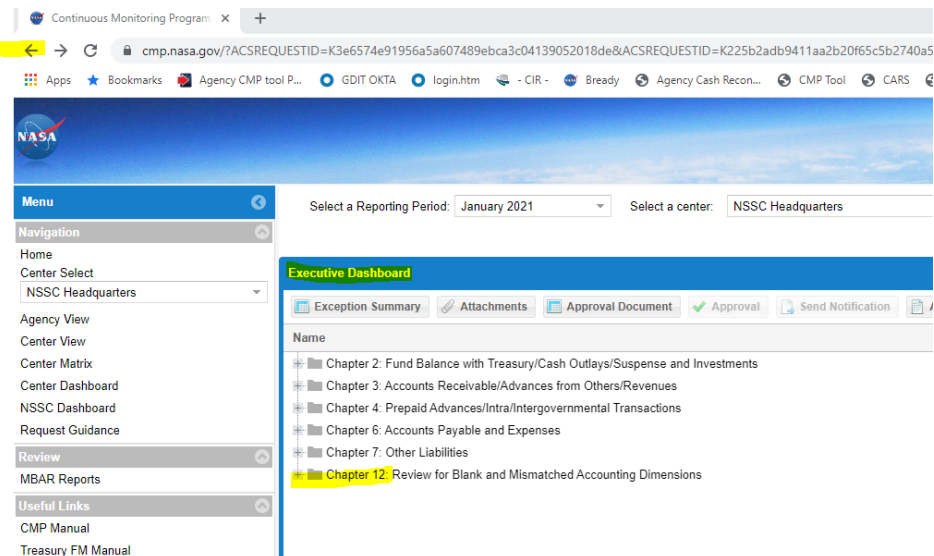


15. Click “Control Activity Certification PDF to open and review that signature has been applied.
16. Click “Add Comment” add “Review 1 Complete – Initials”. Then Click “Save & Submit”

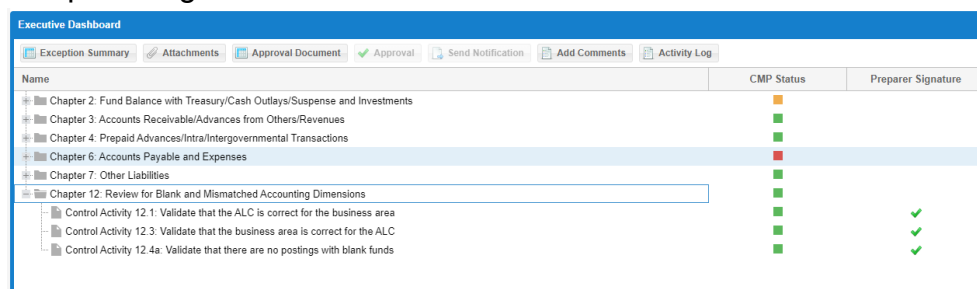


17. Click the Back Button to return to Center’s CMP Dashboard

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18. Repeat all above steps for CMP 12.3: Validate the business area is correct for the ALC and CMP 12.4a: Validate that there are no postings with blank funds.
19. When all Chapter 12 CMPs are complete you will see checkmarks under "Preparer Signature"



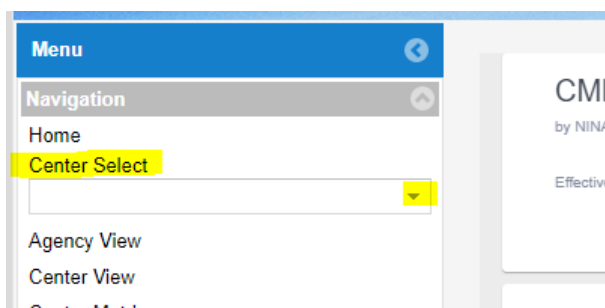
20. Send email notification to FBWT Supervisor that Chapter 12 CMPs are complete and ready for review.

**STEP 2. NSSC FBWT Service Provider Supervisor: Review CMP Control Activity 12: Review for Blank and Mismatched Accounting Dimensions (CMP 12.1, 12.3, 12.4A)**

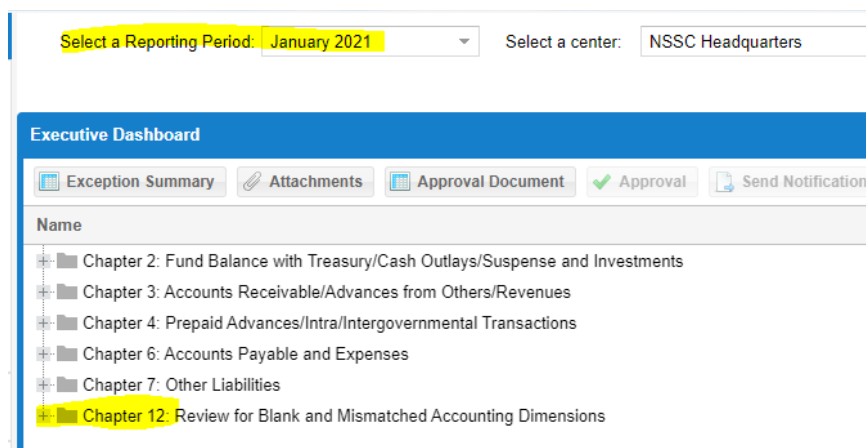
Using Google Chrome, opens Agency CMP Tool application (link: <https://cmp.nasa.gov>). (will need to submit NAMs request for Access)

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1. Select Center on the Navigation by using the Center Select dropdown



2. Check to make sure the Reporting period is the current reporting month
3. Click on the + next to Chapter 12 folder to open folder



4. Double click: Control Activity 12.1: Validate that the ALC is correct for the business area to open and review.

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Select a Reporting Period:  Select a center:

Executive Dashboard

Exception Summary Attachments Approval Document Approval Send Notification

**Name**

- [-] Chapter 2: Fund Balance with Treasury/Cash Outlays/Suspense and Investments
- [-] 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
  - [-] **Control Activity 12.1: Validate that the ALC is correct for the business area**
  - [-] Control Activity 12.3: Validate that the business area is correct for the ALC
  - [-] Control Activity 12.4a: Validate that there are no postings with blank funds

5. Click "Review full Activity Report"

Control Activity 12.1: Validate that the ALC is correct for the business area

Select a data run:  | All | My Runs NSSC HQ / January 2021 Activity Status: Green - No Exceptions

Designated Output

Approvals/Signatures

Preparer

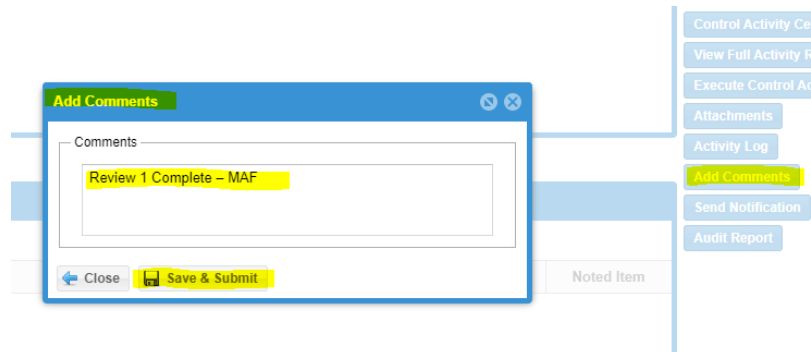
Approver

Description of exceptions

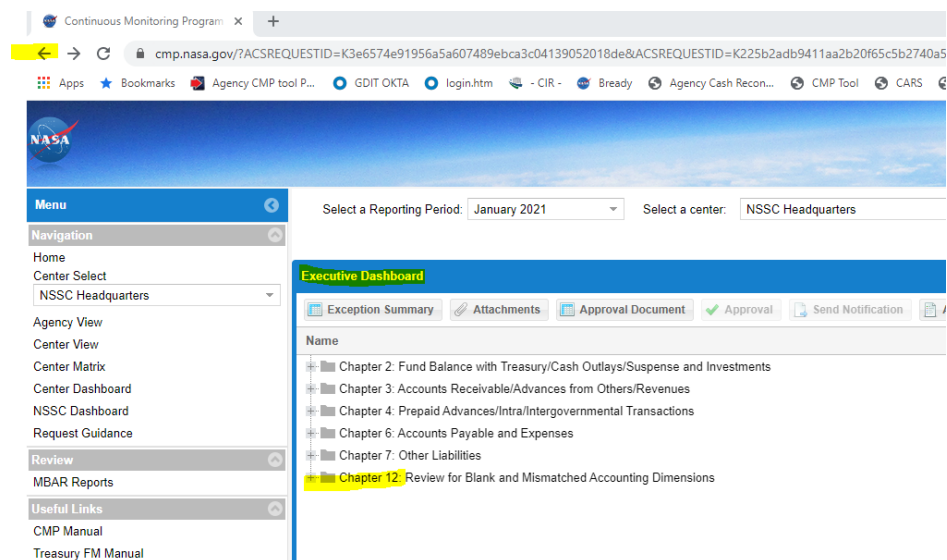
Item	Amount	Type	Explanation	Resolution	Resolution Date	CRQ Reference	Person Responsl...	Noted Item

6. If CMP has exceptions; open "Activity Certification" and review exception for accuracy with details states in "9-13 of Step 1" above.
7. If corrections are needed; send email notification back to preparer to complete.
8. If no corrections are needed; click "Add Comment" and then add "Review 2 Complete – initials". Then click "Save & Submit"

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9. Click the Back Button to return to Center’s CMP Dashboard



10. Repeat all above steps for reviewing CMP 12.3: Validate the business area is correct for the ALC and CMP 12.4a: Validate that there are no postings with blank funds.

11. Once you have reviewed all Chapter 12 CMPs for ALL centers, send email notification the CS FBWT Team members and “CC” SP FBWT Team members that Chapter 12 CMPs are complete and ready for CS review and approval in Agency CMP Tool.

**Manual Steps – used to research variances.**

Final Review for blank and mismatched accounting data in SAP for compilation of Continuous Monitoring Program Activity 12. To be performed monthly

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1. Run the SAP GR55 by BA to validate that there are no blank ALCs on FBWT transactions and that the ALC is correct for the business area for CMP 12.1.
2. Run the SAP GR55 to validate that the BA is correct for the ALC on FBWT transactions for CMP 12.3.
3. Use SAP GR55 report by BA to validate that there are no postings with blank funds for CMP 12.4A
  - a. Log in to SAP
  - b. Open Excel Spreadsheet and click on the FBWT Ribbon to access the Macro
  - c. Click on "CMP Tool" and select "CMP Tool and Upload
  - d. In the pop up box, select the current reporting "Month" and "Year" and click "OK". (This will activate the macro to run the SAP GR55 reports for each Center for 12.1, 12.3, and 12.4A. The macro will save the files in the drop zone on the NSSC Shared drive at \\NSSCFS01P.NSSC.NASA.GOV\NSSC-Shared\FM Division\CS\AutoCMP\PROD\FBwT to be imported in the CMP Tool
4. Import the SAP GR55 files into the CMP Tool
  - a. Go to the CMP Tool located at <https://cmp.nssc.nasa.gov/> to import the GR55 files
  - b. Click on Chapter 12
  - c. Select "Year", "Month", "CMP", and "Center" for the current reporting month. This action will need to be performed for each CMP
  - d. Click on "Import" and "Process" to receive a green check mark. This action will need to be performed for each CMP
  - e. Click on the CMP to access the excel file (Example 12.1). This action will need to be performed for each CMP.

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- f. Save the CMP excel file to the NSSC shared drive N:\Financial Accounting Branch\FBWT\Center\FY XXXX\Month\CMP Activity \CMP 12.1 12.2 12.3 12.4A
5. Review the CMP Tool Excel Files for exceptions located at N:\Financial Accounting Branch\FBWT\Center\FY XXXX\Month\CMP Activity \CMP 12.1 12.3 12.4A
    - a. Open the 12.1 excel file and review the “GR55\_ZFUN\_Fund\_Total”, “Blank”, and each “ALC” worksheet tabs for exceptions
    - b. List any amounts where the ALC is not correct or is blank for the Center BA being reviewed with explanation and description in the “Description of Exceptions” section of certification sheet for CMP Activity 12.1. List the “Resolution”, “Resolution Date”, “SR Ref” (if applicable) and “Person Responsible” for each exception.
    - c. Open the 12.3 excel file and review the “GR55\_ZFUN\_Fund\_Total” worksheet tab and “BA” worksheet tab(s) for exceptions
    - d. List any amounts where the BA is not correct for the ALC being reviewed with explanation and description in the “Description of Exceptions” section of certification sheet for CMP Activity 12.3. List the “Resolution”, “Resolution Date”, “SR Ref” (if applicable) and “Person Responsible” for each exception
    - e. Open the 12.4A excel file and review the “GR55\_ZFUN\_Fund\_Total” worksheet tab and “Blank” worksheet tab for exceptions
    - f. List any amounts that posted with a blank fund with explanation and description in the “Description of Exceptions” section of certification sheet for CMP Activity 12.4A. List the “Resolution”, “Resolution Date”, “SR Ref” (if applicable) and “Person Responsible” for each exception
    - g. For the CMPs 12.1, 12.3 and 12.4 that have exceptions, the SP FBWT Accountant codes each exception type in the Exception Type column on the CMP certification sheet as follows:
      - i. The following FBWT exception types are coded as Exception Type #3 (Red):



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- ii. There are no valid reconciling items for timing (#2 Yellow); any value other than \$0 should be Exception Type 3 (Red) Format the CMP Tool excel files
- h. Open Excel and access the CMP Tool Macro on the FBWT ribbon
- i. Select "CMP Tool Report Format"
- j. Select the "Month", "Center", "Year", "Preparer", and "Approver". Click "OK". The macro will format the Excel file previously saved from the CMP tool and save it to N:\Reports\CMPs Paperless\3 FBWT CMP Electronic Signature Folder\1 FY XXXX FBWT INDIVIDUAL CMPs\Month Year\Center CMP 12.1,12.3, and 12.4A folder with the name of " Center CMP 12.X Original.pdf
- k. Electronically sign the certification sheet as preparer
- l. Save as: Center CMP 12.X Review 1 (your initials).pdf
- m. Provide package to Supervisor, SP for review and approval. Supervisor SP will electronically sign certification sheet
- n. SP Supervisor reviews CMP package and complete CMP Matrix using instructions in Process 3.
- o. Provide package to Supervisor, SP for review and approval. Supervisor, SP will electronically sign certification sheet
- p. Save "Center CMP 12.X review 2 (supervisor initials).pdf
- q. Provide completed package to FBWT CS Accountant to review and sign approval of certification sheet

**STEP 3. Complete Service Now import for CMP 2a.3: Reconcile FBWT balances between SAP and Treasury (Cash Template)**

**NSSC FBWT Service Provider (SP):**

**NSSC FBWT Service Provider:**

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\*\*One (1) FBWT SP Team Member completes this process.

**Action 1.** Collecting Treasury 224 Data (CMP 2a.3 – 4th business day)

1. Run GWA (CARS) FMS 224 report for All (Expenditure) using current reporting period.
  - a. Log into GWA (CARS): [www.gwa.fms.treas.gov](http://www.gwa.fms.treas.gov)
  - b. Click “Reports”
  - c. Select “Transactions” under Account Statement
  - d. Select “National Aeronautics & Space Administrations – (80)” in Agency field
  - e. Select “-(8000)” in FMS Organization field
  - f. Select “All (Expenditure)” in Account Type field
  - g. Select “All” in Treasury Account Symbol field
  - h. Select “All” in Business Event Type field
  - i. Select “Current Fiscal Year” in Accounting Period
  - j. (Example: “2013 Fiscal Year”)
  - k. Select “Current Reporting Month” in Month of field (Example: February)
  - l. Select “Accounting” in Balance Display field
  - m. Click “View Transactions”
  - n. Click “Download”
  - o. Select “Excel” in Download File Type field
  - p. Select “Include table headings” in options field
  - q. Click “Download”
  - r. Click “Open” in File Download popup
  - s. Save to Desktop as “Transactions
  - t. Open file in excel. Click “FBWT” Ribbon
  - u. Click “CMP Preparation to run the “2a.3 GWA Trans frmt” macro. (This will format)
  - v. save the file as “GWAALCTransactions.xlsx” in the N:\Financial Accounting Branch\FBWT\Monthly Report\CMP 2a.3\FY\Month
  
2. Run GWA (CARS) FMS 224 report for All (Unavailable Receipts) using current reporting period.
  - a. Log into GWA (CARS): [www.gwa.fms.treas.gov](http://www.gwa.fms.treas.gov)
  - b. Click “Reports”
  - c. Select: “Transactions” under Account Statement

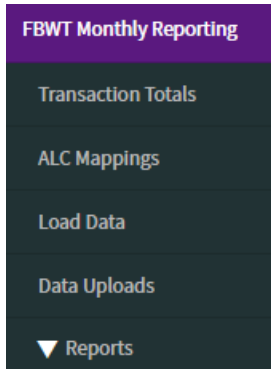
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- d. Select “National Aeronautics & Space Administrations – (80)” in Agency field
- e. Select “-(8000)” in FMS Organization field
- f. Select “All (Receipts)” in Account Type field
- g. Click the dropdown arrow and select “Unavailable Receipt”
- h. Select “All” in Treasury Account Symbol field
- i. Select “All” in Business Event Type field
- j. Select “Current Fiscal Year” in Accounting Period (Example: “2013 Fiscal Year”)
- k. Select “Current Reporting Month” in Month of field (Example: February”
- l. Select “Accounting” in Balance Display field
- m. Click “View Transactions”
- n. Click “Download”
- o. Select “Excel” in Download File Type field
- p. Select “Include table headings” in options field
- q. Click “Download”
- r. Click “Open” in File Download pop up.
- s. Save to Desktop as “Transactions”
- t. Open file in excel. Click “FBWT” Ribbon
- u. Click “CMP Preparation” to run the “2a.3 GWA Trans frmt” macro. (This will format)
- v. Save the file as “GWAALCTransactions\_Unavailable\_Receipts.xlsx” in the N:\Financial Accounting Branch\FBWT\Monthly Report\CMP 2a.3\FY\Month
- w. Review each center’s individual GWA Account Statement spreadsheet and look for any NON-NASA TAS/AOF
- x. Add NON-NASA TAS/AOF to GWA Data spreadsheet the same way it is on the GWA Account Statement as “Increase to Balance” or Decrease to Balance”
- y. Save the file

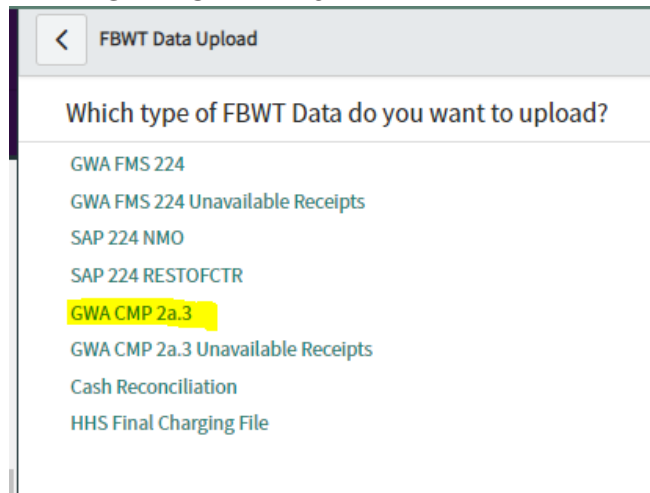
**Action 2.** Import GWA data in Service Now for CMP 2a.3

1. Open Service Now – FBWT Monthly Reporting – Load Data

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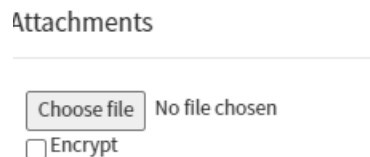
2. Select "GWA CMP 2a.3"



3. Use the paperclip icon and select the file from the Monthly Reports/CMP 2a.3/FY/Month folder



4. Select "Choose file"



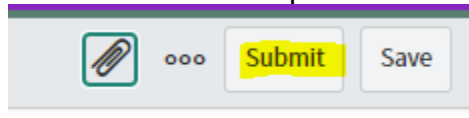
5. Navigate to: N:\Financial Accounting Branch\FBWT\Monthly Report\CMP 2a.3\FY\Month. Select "GWAALCTransactions.xlsx"

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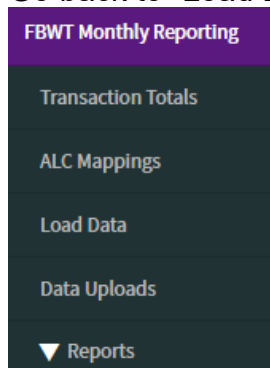
<< Financial Accounting Branch > FBWT > Monthly Report > CMP 2a.3 > FY 2023 > 1 October 2022

Name	Date modified	Type	Size
GWAALTransactions.xlsx	11/7/2022 12:17 PM	Microsoft Excel W...	453 KB
GWAALTransactions_Unavailable_Recei...	11/4/2022 9:44 AM	Microsoft Excel W...	11 KB
October 2022 FBWT Reconciliation.xlsx	11/7/2022 4:04 PM	Microsoft Excel W...	55 KB
October 2022 FINAL Charging File HHS.xl...	11/4/2022 9:48 AM	Microsoft Excel W...	18 KB

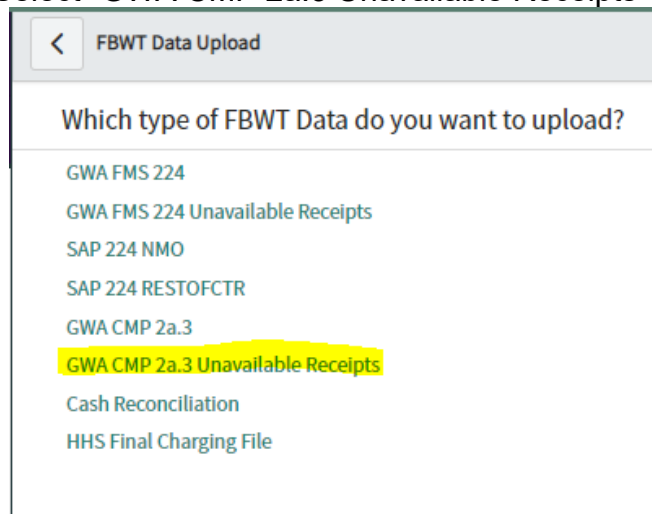
6. Select "Submit" to upload file to Service Now



7. Go back to "Load Date" to upload GWA CMP 2a.3 Unavailable Receipts" file



8. Select "GWA CMP 2a.3 Unavailable Receipts"



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- Use the paperclip icon and select the file from the Monthly Reports/CMP 2a.3/FY/Month folder

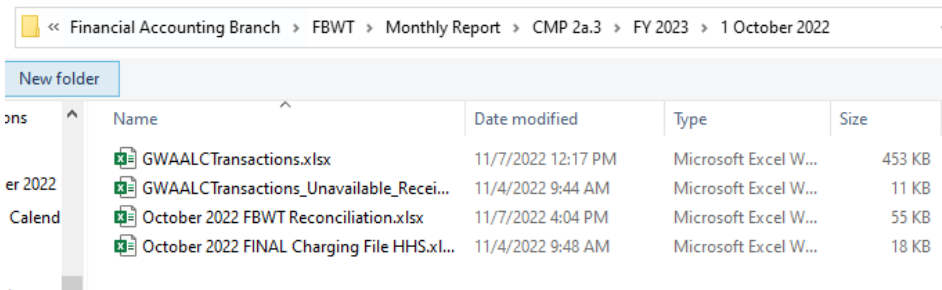


- Select "Choose file"

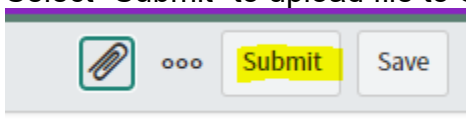
Attachments



- Navigate to: N:\Financial Accounting Branch\FBWT\Monthly Report\CMP 2a.3\FY\Month. Select "GWAALCTransactions\_Unavailable\_Receipts.xlsx"



- Select "Submit" to upload file to Service Now

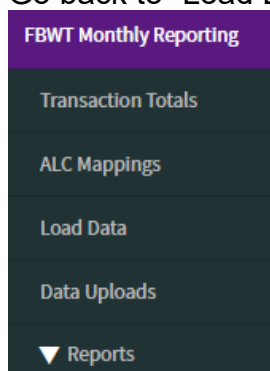


### Action 3. Update and Upload HHS Submission Report. (CMP 2a.3)

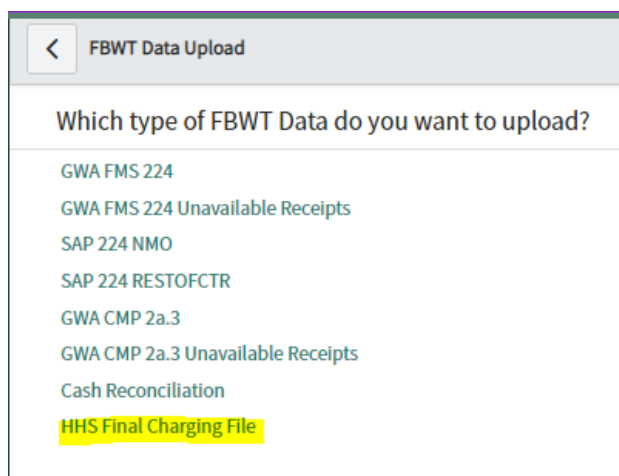
**On or around the 1<sup>st</sup> or 2<sup>nd</sup> business day of the month the NSSC FBWT will receive an email from DAB with current reporting "NASA Charging File" spreadsheet**

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1. Save a copy of the attached excel file to N:\Financial Accounting Branch\FBWT\Jack's Cash Recon\FY\_XXXX\SAP to HHS NASA Charging File with the name of "NASA Month Year Charges.xlsx".
2. Open the saved report and create a copy of the "Submit to HHS" workbook to a new file.
3. In new file, Click the FBWT ribbon
4. Click CMP Preparation; Click 2a.3 HHS Format (this will run the macro)
5. Make sure that the Column header labels are in the following order and name: AOF; AIN; Amount; Adjustments; and Amount Submitted to HHS.
6. Save file to N:\Financial Accounting Branch\FBWT\Monthly Report\CMP 2a.3\FY \Month with the name: "Month Year FINAL Charging File HHS.xlsx" (Example: October 2022 FINAL Charging File HHS.xlsx)
7. Open Service Now – FBWT Monthly Reporting
8. Go back to "Load Date" to upload GWA CMP 2a.3 Unavailable Receipts" file



9. Select "HHS Final Charging File"



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- Use the paperclip icon and select the file from the Monthly Reports/CMP 2a.3/FY/Month folder

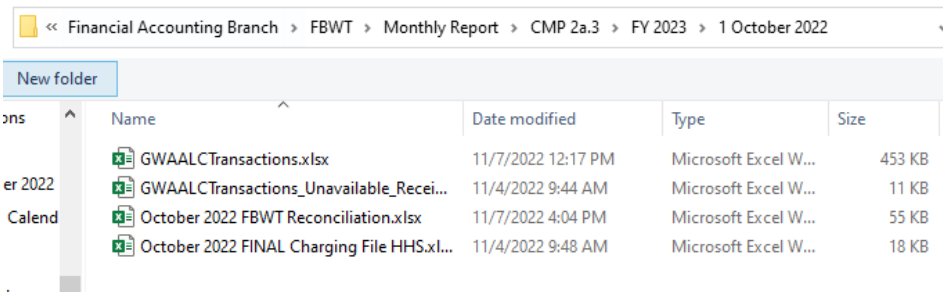


- Select "Choose file"

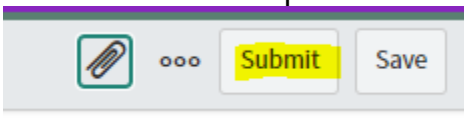
Attachments



- Navigate to: N:\Financial Accounting Branch\FBWT\Monthly Report\CMP 2a.3\FY\Month. Select "GWAALCTransactions\_Unavailable\_Receipts.xlsx October 2022 FINAL Charging File HHS.xlsx"



- Select "Submit" to upload file to Service Now



#### Action 4. Update Cash Recon before Importing to Service Now

**On or around the 4<sup>th</sup> or 5<sup>th</sup> business day of the month the NSSC FBWT will receive an email from DAB with current reporting "Cash Recon" spreadsheet**

- Save a copy of the "CASH REC MM-YY" file to N:\FAB\FBWT\Jacks Cash recon\FY XXXX\Cash Recon Per Jack Import folder.
- Open the saved report and create a copy of the "Cash Recon" workbook to a new file.



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3. Make sure that the Column header labels are in the following order and name: AIN; AOF; TREASURY; SAP TABLE 95; CENTER DIFFERENCE; EXPLANATIONS.
4. Save file to N:\Financial Accounting Branch\FBWT\Monthly Report\CMP 2a.3\FY\Month folder
5. Save as “Month Year FBWT Reconciliation.xlsx” (Example: October 2022 FBWT Reconciliation)
6. AOF’s with multiple Differences will need to be split out.

10	8020/210122	(488,612,332.49)	(488,644,880.90)	32,548.41	AP DOJ IPAC Pending DOJ Backup Documentation for \$32,853.41 and AP IPAC pending NSSC Rejection for (\$305.00)
10	8020/210124	(50,607,160.87)	(50,607,160.87)	-	
10	8020/210126	(13,636,099.45)	(13,636,099.45)	-	

- a. Insert rows number equal to differences under the AOF (Example above is 2 differences so you will need 2 rows).

151	10	8020/210122	(488,612,332.49)	(488,644,880.90)	32,548.41	AP DOJ IPAC Pending DOJ Backup Documentation for \$32,853.41 and AP IPAC pending NSSC Rejection for (\$305.00)
152						
153						
154	10	8020/210124	(50,607,160.87)	(50,607,160.87)	-	

- b. Copy BA and AOF and insert in the row.

10	8020/210122	(488,612,332.49)	(488,644,880.90)	32,548.41	AP DOJ IPAC Pending DOJ Backup Documentation for \$32,853.41 and AP IPAC pending NSSC Rejection for (\$305.00)
10	8020/210122				
10	8020/210122				

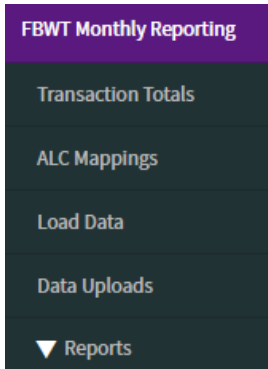
- c. Enter the Transaction amount in the Difference Column and add the Difference Explanation to each. Delete the Difference amount and the Explanation from the original row.

151	10	8020/210122	(488,612,332.49)	(488,644,880.90)		
152	10	8020/210122			32,853.41	AP DOJ IPAC Pending DOJ Backup Documentation for \$32,853.41
153	10	8020/210122			(305.00)	AP IPAC pending NSSC Rejection for (\$305.00)
154	10	8020/210124	(50,607,160.87)	(50,607,160.87)	-	

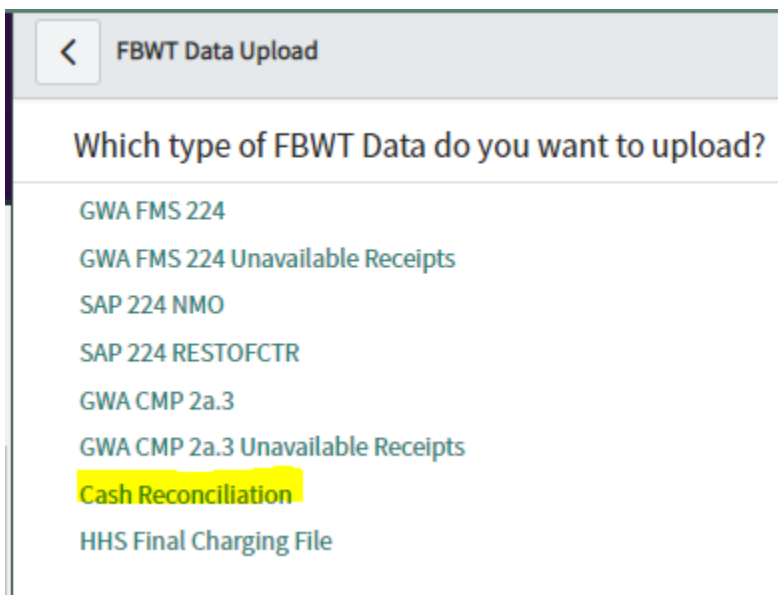
- d. Save when complete

3. Import Cash Recon to Service Now
4. Open Service Now – FBWT Monthly Reporting
5. Go back to “Load Date” to upload “Cash Reconciliation” file

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6. Select “Cash Reconciliation”



7. Use the paperclip icon and select the file from the Monthly Reports/CMP 2a.3/FY/Month folder



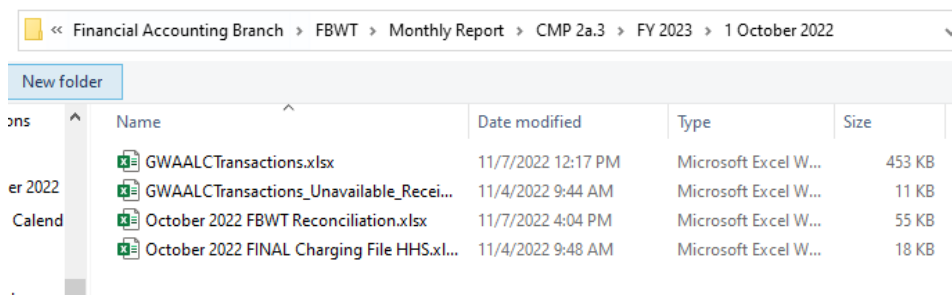
8. Select “Choose file”

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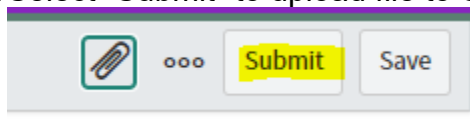
### Attachments

No file chosen  
 Encrypt

- Navigate to: N:\Financial Accounting Branch\FBWT\Monthly Report\CMP 2a.3\FY\Month. Select "Month Year FBWT Reconciliation.xlsx (Example: October 2022 FBWT Reconciliation)"



- Select "Submit" to upload file to Service Now



### Action 5. Run Cash Recon with HHS Macro

- Open the saved "Cash Recon MM-YY" file (N:\FAB\FBWT\Jacks Cash recon\FY XXXX\Cash Recon Per Jack Import folder)
- Click on the "Cash Rec" tab at the bottom of the workbook
- Click the FBWT Ribbon
- Click on "CMP Preparation" and then "2a.3 CashReconHHS" (This will format the spreadsheet by center and save to each center folder)

### Action 6. Email team letting them know that all data has been imported into Service Now and they can complete CMP 2a.3

### STEP 4. Complete CMP Control Activity 2a.3: Reconcile FBWT balances between SAP and Treasury (Cash Template)

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### **NSSC FBWT Service Provider (SP):**

To ensure that cash balances are complete and reconcile to Treasury. To be performed monthly. Refer to CMP Manual for additional guidance.

1. Run GWA (CARS) Treasury report of increases and decreases to fund balances by Treasury symbol and the 80F3875 80F3885 activity reports
  - a. Open Excel spreadsheet and click on the FBWT Ribbon to access the Macro
  - b. Click on "CMP Preparation" and select "2a.1, 2a.2 and 2a.3 reports" from the dropdown
  - c. In the pop up box, select the Center; CMP 2a.3; Month; Year and click "OK" (This will activate the macro to run the GWA report)
  - d. A pop up screen will appear: Log in to GWA (CARS) at [www.gwa.fms.treas.gov](http://www.gwa.fms.treas.gov)
  - e. The Macro will run and save the file as PDF to N:\Financial Accounting Branch\FBWT\Center\FY XXXX\Month\CMP Activity Month XXXX\CMP 2a.3 Step 3 with the file name as: Center abbreviation, CMP 2a.3, Month, Year, GWA ALC Account Statement
  - f. The GWA ALC Account Statement report will be used as support documentation for CMP 2a.3.
  
2. Run GWA (CARS) report for 80F3875 activity and save a PDF copy. This report is run with the macro in Action 1.
  - a. The Macro will run and save the file as PDF to N:\Financial Accounting Branch\FBWT\Center\FY XXXX\Month\CMP Activity Month XXXX\CMP 2a.3 Step 3 with the file name as: Center abbreviation, CMP 2a.3, month, year, GWA 80F3875 report.
  - b. The GWA 80F3875 report will be used as support documentation for CMP 2a.3

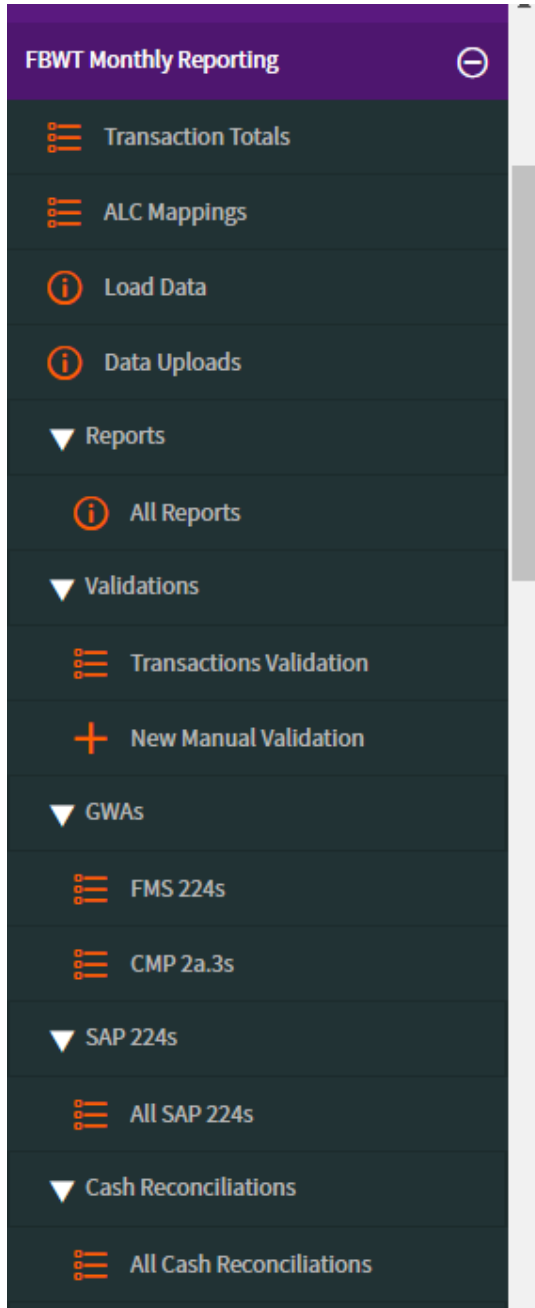
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3. Run GWA (CARS) report for 80F3885 activity and save a PDF copy. This report is run with the macro in Action 1.
  - a. The Macro will run and save the file as pdf to N:\Financial Accounting Branch\FBWT\Center\FY XXXX\Month\CMP Activity Month XXXX\CMP 2a.3 Step 3 with the file name as Center abbreviation, CMP 2a.3, Month, Year, GWA 80F3885 report
  - b. Note any variances
  - c. The GWA 80F3885 report will be used as support documentation for CMP 2a.3

### **Cash Recon Template Report**

Open Service Now – FBWT Monthly Reporting – Cash Reconciliation – All Cash Reconciliation

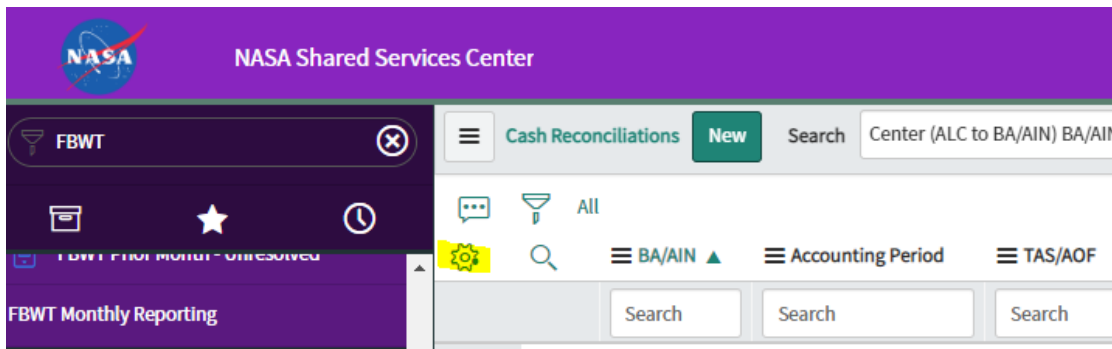
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**Action 1: Cash Reconciliation Template: Personalized List – Report Header Columns** by selecting the toggle wheel (***This action only needs to be completed once when competing CMP for the 1<sup>st</sup> time***)

1. Click Toggle wheel next to column Headers



2. Add the “Available” columns into the “Selected” in the following order and click “OK”

***FYI – choose the second “Monthly Difference” as there are two***

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### Personalize List Columns ✕

**Available**

- ALC
- Active
- Amount
- Beginning Balance (Cash Recon)
- Beginning Balance (Validation)
- Business Event Type Code (BETC)
- Business Event Type Description
- CMP 2a.3 Total (Validation)
- Cash Recon Template Report Co
- Center (ALC to BA/AIN)
- Class
- Created by
- Decrease to Balance
- Description
- Ending Balance (Cash Recon)
- Ending Balance (Validation)

>

<

**Selected**

- Center (ALC to BA/AIN).BA/AIN
- Accounting Period
- TAS/AOF
- Treasury (Cash Recon)
- SAP
- Monthly Difference (Cash Recon)
- Identified Difference
- Status
- Amount Cleared
- SAP Document
- Category
- Explanation
- Completion
- To Be Completed
- Created

Wrap column text     Compact rows     Active row highlighting

Modern cell coloring

Enable list edit     Double click to edit

Reset to column defaults
Cancel
OK

***(AIN – AOF – TREASURY – SAP- Monthly Difference – Identified Differences – Status Clear – Amount Cleared – SAP Document – Category – ADDL Explanation – Contact Person - Completion – To Be Completed)***

AIN	AOF	TREASURY	SAP	MONTHLY DIFFERENCE	IDENTIFIED DIFFERENCES	STATUS CLEAR	AMOUNT CLEARED
62	8006/070115	(525 922 541 30)	(525 922 541 30)	50.00			

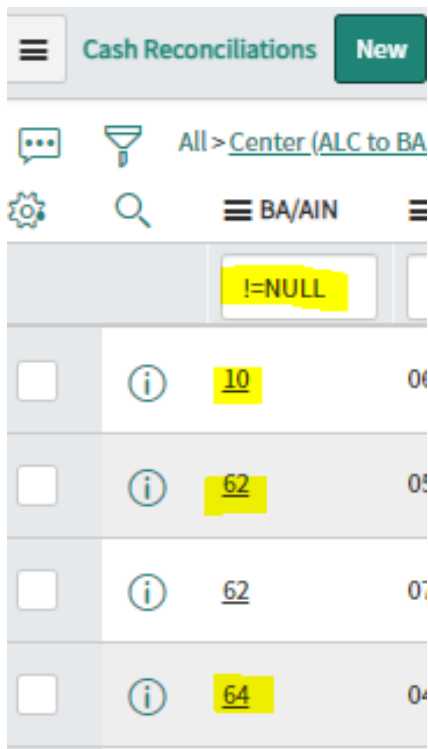


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SAP DOCUMENT	CATEGORY	ADDL EXPLANATION	CONTACT PERSON	COMPLETION	TO BE COMPLETED
-----------------	----------	---------------------	-------------------	------------	--------------------

## Action 2: Completing the Cash Reconciliation Template

1. Select AIN (BA) – right click on AIN # and select “Showing Matching or enter BA/AIN # in Search box



2. Select “Account Period” = Reporting Month/Year. right click on Reporting Month/Year and select “Showing Matching or enter Month/Year (07/2022) in Search box

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**Accounting Period**

Search

06/2022

05/2022

07/2022

- Enter TAS with a "Difference" from the Cash Recon report into the Search box and click "Enter"

62	805/70115	\$ (299,161.31)	\$ (299,161.31)	\$ 0.00	
62	80F3845	\$ 0.00	\$ 0.00	\$ 0.00	
62	80X0115	\$ (167,903,876.91)	\$ (167,903,876.91)	\$ 0.00	
62	80X0122	\$ 7,505,661.31	\$ 7,454,411.31	\$ 51,250.00	AR Advance pending Center posting
62	80X0124	\$ (90,401,415.60)	\$ (90,401,415.60)	\$ 0.00	
62	80X0130	\$ (93,745,079.57)	\$ (93,745,079.57)	\$ 0.00	
62	80X4546	\$ 0.00	\$ 0.00	\$ 0.00	
62	80X6500	\$ 0.00	\$ 0.00	\$ 0.00	

All > Center (ALC to BA/AIN) BA/AIN != NULL > Center (ALC to BA/AIN) BA/AIN

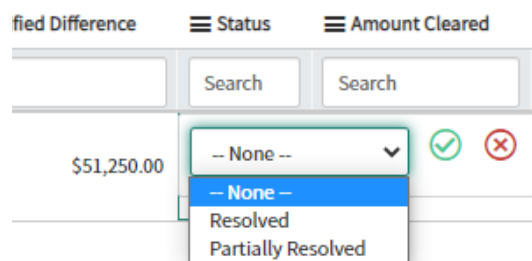
BA/AIN Accounting Period TAS/AOF Tr

=62 =07/2022 80X0122 Search

62 07/2022 8006/070115

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4. You can update the data in the columns by double clicking in the line item and column area
  - a. Monthly Difference – May show as \$0.00 but will be correct when you pull from Report folder.
  - b. Identified Difference = Should appear and equal the amount of the Cash Recon report and the FBWT Difference report
  - c. Status = Resolved or Partially resolved. If “Resolved” is selected, it will populate the “Amount Cleared”. Again, this Amount Cleared may not show up until you pull from report folder



- d. Amount Cleared = Leave blank if difference is still not resolved. If “Resolved” is selected on “Status”, it will populate the “Amount Cleared” amount. If “Partially Resolved” is selected, double click and enter amount that is “Partially Resolved” amount
- e. SAP Document = Enter the SAP and or IPAC document/DRN that resolved the difference.
- f. Category = Miscellaneous (Most Differences); FOREIGN PAYMENTS (State Department); LETTER OF CREDIT (Grant/HHS)
- g. Explanation = Auto fills from Cash Recon import – Validate and update as needed.
  1. FBWT Differences – Use the same comment from the Center’s final FBWT Difference Report
  2. Grant (Failed IDOC) Differences – Use the same comment AP Grants used on CMP 2b.2 or 2b.1
  3. JSC only – State Department “(Month Year) State Department Charges to be posted (Current Month) AOF/TAS. Example for May reporting “May 2022 State Department Charges to be posted June 2022 (2020/210115)
- h. Repeat 3 and 4 above until all Differences have been identified and “Cash Reconciliation Template” report is complete

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Identified Difference	Status	Amount Cleared	SAP Document	Category	Explanation
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
\$51,250.00	Resolved	\$51,250.00	1400005128	MISCELLANEOUS ITEMS	AR Advance pending Center posting

### Action 3: Adding Manual Validation Entry (EUL/WCF Center to Center Transfers

1. Service Now – FBWT Monthly Reporting – Validation– New Manual Validation
2. Enter ALC for Center
3. Center (ALC to BA/AIN) – Select Magnifying Glass and select Center from Dropdown
4. Increase to Balance = the amount in the “Receiver” column on the “Center to Center transfer” report. If the Center has multiple lines for with same “Transfer Description” can be added together.
5. Decrease to Balance = the amount in the “Sender” column on the “Center to Center transfer” report. If the Center has multiple lines for with same “Transfer Description” can be added together.

#### July 2022 Center FBWT Tranfers

Sender Business Area	Receiver Business Area	Application of Funds (AOF)	Transfer Amount	Accounting Period	Transfer Date	SAP Doc Number(s)	Transfer Description / Additional Notes
10	64	80X4546	650,000.00	FY22 PD10	7/20/2022	4800940924	WCF Transfer
10	64	80X4546	1,703,000.00	FY22 PD10	7/20/2022	4800945629	WCF Transfer
21	01	8022/240122	1,639,710.24	FY22 PD10	7/25/2022	4800959406	EUL Transfers - Net Proceeds
62	01	8022/260130	211,080.54	FY22 PD10	7/22/2022	4800954527	EUL Transfers - Net Proceeds
64	01	8022/260130	40,323.94	FY22 PD10	7/22/2022	4800958198	EUL Transfers - Net Proceeds
21	01	8022/260130	2,268,059.53	FY22 PD10	7/25/2022	4800959393	EUL Transfers - Net Proceeds

6. Description = use “Transfer Description” from Center to Center report and add AOF/TAS (EX: WCF Transfer 80X4546) \*If multiple TAS per Amount include the Amount with respected TAS (Ex: EUL Transfer \$1,639,71 8022/240122; \$40,323.94 8022/260130)

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Transactions Validation  
New record

ALC: 80000001  
Center (ALC to BA/AIN): Headquarters  
Accounting Period: 07/2022  
Validation Type: Manual Entry  
Description: WCF Tranfer: AOF 80X4546  
376 characters remaining of 400 characters

Number: TVAL0001161  
Active:   
Increase to Balance: \$ 101,684.59  
Decrease to Balance: \$ 0.00

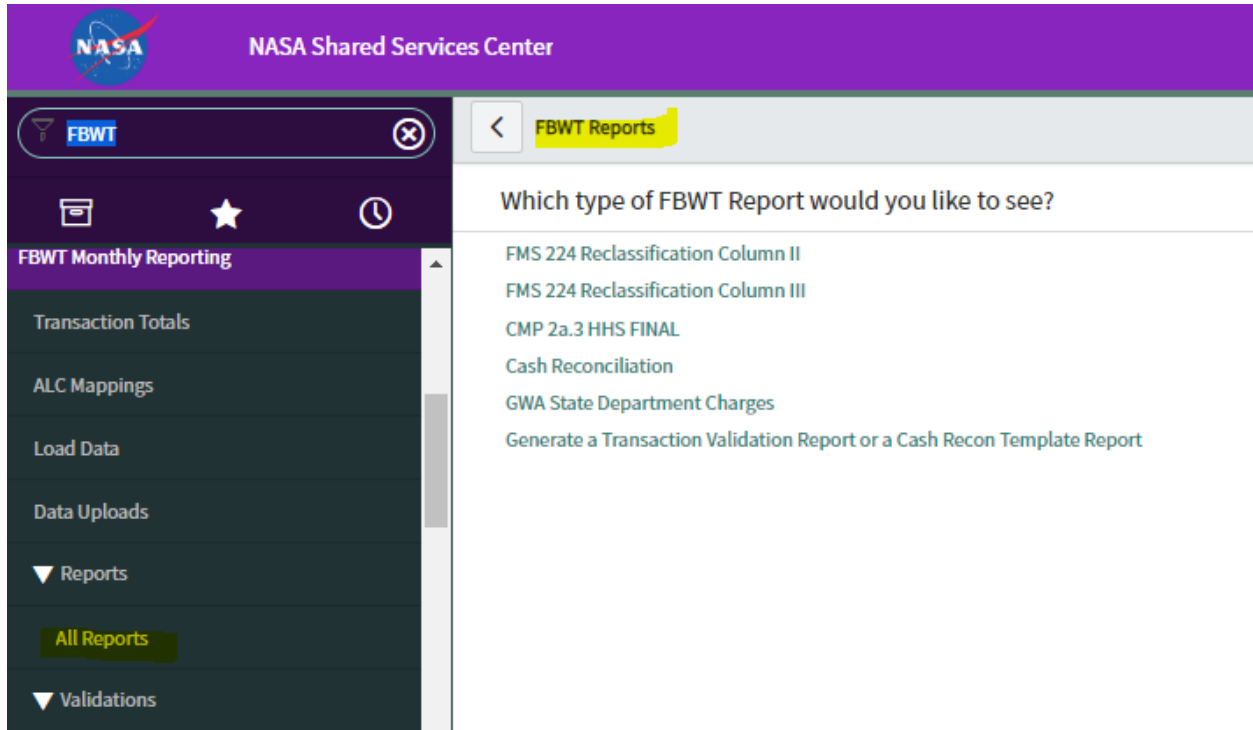
Submit Save

7. Click "Submit"

#### Action 4: Exporting Reports from Service Now

Service Now – FBWT Monthly Reporting – Reports – All Report

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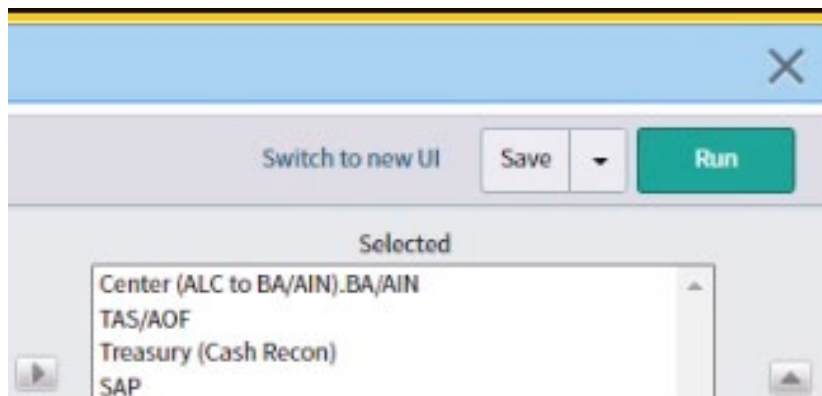
1. CMP 2a.3 HHS FINAL Report
  - a. Select center by clicking in the report

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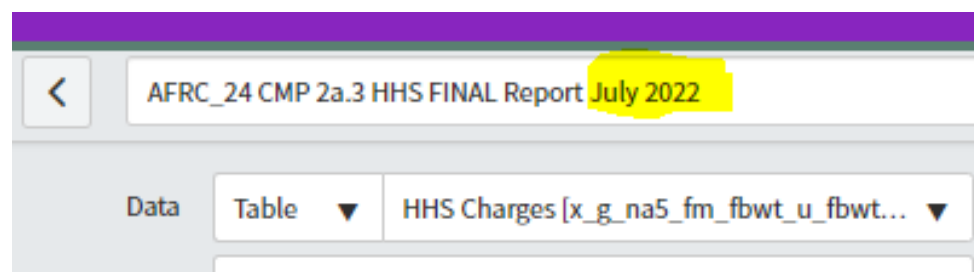
		Reports	My reports	Group	Global	All		
☆	Type	↑ Title				I		
			<a href="#">AFRC_24 CMP 2a.3 HHS FINAL Report July 2022</a>	H				
			<a href="#">ARC_21 CMP 2a.3 HHS FINAL Report July 2022</a>	H				
			<a href="#">GRC_22 CMP 2a.3 HHS FINAL Report July 2022</a>	H				
			<a href="#">GSFC_51 CMP 2a.3 HHS FINAL Report July 2022</a>	H				
			<a href="#">HQ_10 CMP 2a.3 HHS FINAL Report July 2022</a>	H				
			<a href="#">JSC_72 CMP 2a.3 HHS FINAL Report June 2022</a>	H				
			<a href="#">KSC_76 CMP 2a.3 HHS FINAL Report July 2022</a>	H				
			<a href="#">LARC_23 CMP 2a.3 HHS FINAL Report July 2022</a>	H				
			<a href="#">MSFC_62 CMP 2a.3 HHS FINAL Report JUNE 2022</a>	H				
			<a href="#">NMO_55 CMP 2a.3 HHS FINAL Report July 2022</a>	H				
			<a href="#">SSC_64 CMP 2a.3 HHS FINAL Report July 2022</a>	H				

b. Make sure you are in “classic Mode”

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- c. Update the report Header to show the Month/Year reporting period (Ex: July 2022)



- d. Click "Run" (This will update the Report header with the correct Month)
- e. Click on "TAS/AOF" to sort in ascending order
- f. Click "Save"



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AFRC\_24 CMP 2a.3 HHS FINAL Report July 2022

Data: Table | HHS Charges [x\_g\_na5\_fm\_fbwt\_u\_fbwt...]

Type: List

Group by: -- None --

Available Columns: ALC, Accounting Period, Active, Adjustments, Amount, Beginning Balance (Cash Rec), Beginning Balance (Validation), Business Event Type Code (BI)

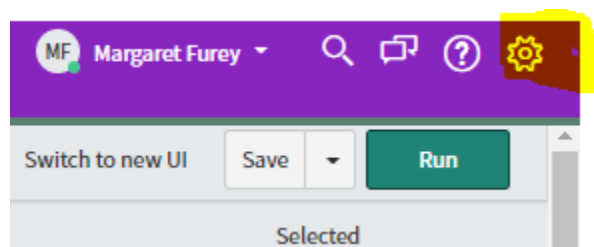
Selected Columns: TAS/AOF, Center (ALC to BA/AIN).BA/AIN, Amount Submitted to HHS

Filters: All of these conditions must be met

- Center (ALC to BA/AIN).BA/AIN is 24
- Accounting Period is javascript:new x\_g\_na5\_fr

AFRC_24 CMP 2a.3 HHS FINAL Report July 2022		
TAS/AOF	BA/AIN	Amount Submitted to HHS
8018/190131	24	\$402.88

g. Print – Select toggle wheel top right



h. Click the printer next to “Printer friendly version”

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General

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Compact the user interface

Compact list date/time

Keyboard shortcuts enabled

Home  Homepages  
 Dashboards

Date/Time  Calendar  
 Time Ago  
 Both

Printer friendly version 

i. Right click in report and select "Print"

MSFC\_62 CMP 2a.3 HHS FINAL Report JULY 2022

TAS/AOF	BA/AIN	Amount Submitted to HHS
8017/180131	62	\$0.00
8018/190122	62	\$32.66
8019/200120	62	\$625.61
8019/200128	62	\$3,262.50
8019/210122	62	\$33,243.54
8020/210115	62	\$2,083.31
8020/210120	62	\$24,001.69
8020/210122	62	\$8,968.28
8020/210124	62	\$1,261.81
8020/210128	62	\$4,251.68
8020/210131	62	\$7,833.89
8020/220122	62	(\$0.01)
8021/220115	62	\$1,285.59
8021/220120	62	\$1,672,457.49
8021/220122	62	\$107,268.12
8021/220124	62	\$79,037.99
8021/220128	62	\$148,098.28
8021/220131	62	\$157,300.25
8022/230120	62	\$4,929,391.27
8022/230122	62	\$116,764.73
8022/230124	62	\$76,772.31
8022/230131	62	\$137,592.07
	Sum	\$7,511,533.06

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j. See printer properties

Print 1 sheet of paper

Destination Adobe PDF ▼

Pages All ▼

Layout Landscape ▼

Color Black and white ▼

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More settings ^

Paper size Letter ▾

Pages per sheet 1 ▾

Margins Default ▾

Quality 1,200 dpi ▾

Scale Default ▾

Options

Headers and footers

Background graphics

Print using system dialog... (Ctrl+Shift+P)

Print Cancel

- k. Save PDF File as: "9a-**BA** HHS **Month/Year** FINAL charging file.pdf" (Ex: 9a-HQ HHS July 2022 FINAL charging file.pdf) in center's monthly CMP 2a.3 folder

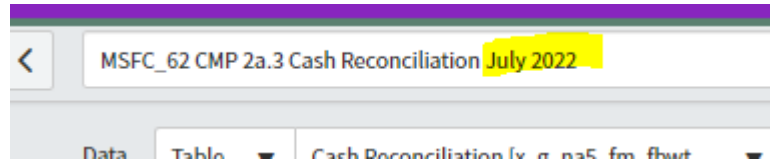
2. Cash Reconciliation report
  - a. Select center by clicking in the report

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Reports			My reports	Group	Global	All
	Type	↑ Title				
			<a href="#">AFRC 24 CMP 2a.3 Cash Reconciliation July 2022</a>			
			<a href="#">ARC 21 CMP 2a.3 Cash Reconciliation July 2022</a>			
			<a href="#">GRC 22 CMP 2a.3 Cash Reconciliation July 2022</a>			
			<a href="#">GSFC 51 CMP 2a.3 Cash Reconciliation July 2022</a>			
			<a href="#">HQ 10 CMP 2a.3 Cash Reconciliation July 2022</a>			
			<a href="#">JSC 72 CMP 2a.3 Cash Reconciliation June 2022</a>			
			<a href="#">KSC 76 CMP 2a.3 Cash Reconciliation July 2022</a>			
			<a href="#">LaRC 23 CMP 2a.3 Cash Reconciliation July 2022</a>			
			<a href="#">MSFC 62 CMP 2a.3 Cash Reconciliation June 2022</a>			
			<a href="#">NMO 55 CMP 2a.3 Cash reconciliation July 2022</a>			
			<a href="#">SSC 64 CMP 2a.3 Cash Reconciliation July 2022</a>			

b. Update the report Header to show the Month/Year reporting period (Ex: July 2022)

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- c. Click "Run" (This will update the Report header with the correct Month)
- d. Click on "TAS/AOF" to sort in ascending order
- e. Click "Save"

Report Saved: MSFC\_62 CMP 2a.3 Cash Reconciliation July 2022

MSFC\_62 CMP 2a.3 Cash Reconciliation July 2022

Switch to new UI Save Run

Data: Table Cash Reconciliation [x\_g\_na5\_fm\_fbwt\_...]

Type: List

Group by: -- None --

Available Columns:

- ALC
- Accounting Period
- Active
- Amount
- Amount Cleared
- Beginning Balance (Cash Rec)
- Beginning Balance (Validation)
- Business Event Type Code (BI)

Selected Columns:

- Center (ALC to BA/AIN), BA/AIN
- TAS/AOF
- Treasury (Cash Recon)
- SAP
- Identified Difference

Add Filter Condition Add "OR" Clause Add Sort Field Minimize

All of these conditions must be met

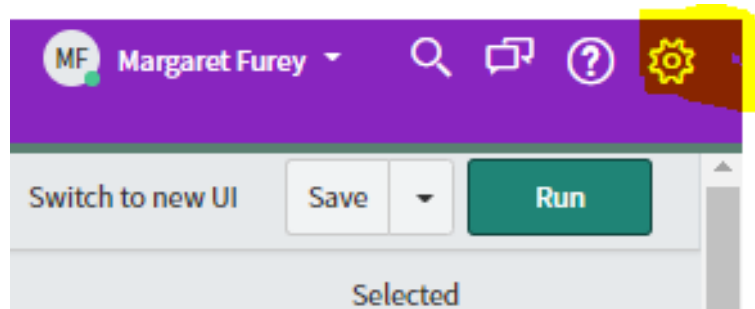
- Active is true
- Center (ALC to BA/AIN) is Marshall Space Flight Cent
- Accounting Period is javascript:new x\_g\_na5\_fm
- Sub Transaction is false

MSFC\_62 CMP 2a.3 Cash Reconciliation July 2022

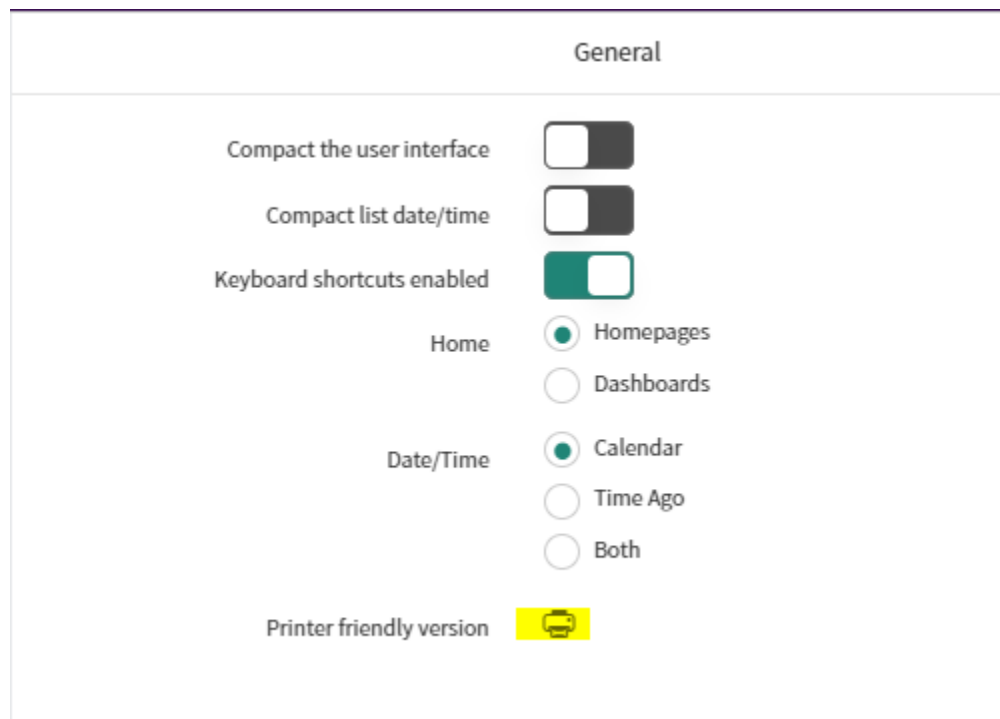
BA/AIN	TAS/AOF	Treasury (Cash Recon)	SAP	Identified Difference
62	8006/070115	(\$25,932,541.30)	(\$25,932,541.30)	\$0.00
62	8007/080115	(\$374,563,241.20)	(\$374,563,241.20)	\$0.00

- f. Print – Select toggle wheel top right

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g. Click the printer next to “Printer friendly version”



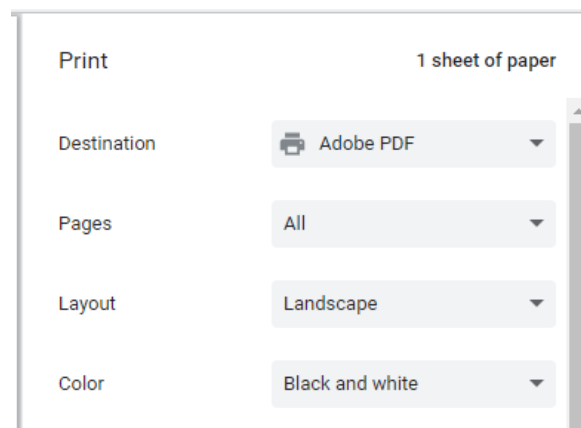
h. Right click in report and select “Print”

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MSFC\_62 CMP 2a.3 Cash Reconciliation July 2022

BA/AIN	TAS/AOF	Treasury (Cash Recon)	SAP	Identified Difference
62	8006/070115	(\$25,932,541.30)	(\$25,932,541.30)	\$0.00
62	8007/080115	(\$374,563,241.20)	(\$374,563,241.20)	\$0.00
62	8008/090115	(\$1,344,855,053.01)	(\$1,344,855,053.01)	\$0.00
62	8010/110115	(\$948,080,549.97)	(\$948,080,549.97)	\$0.00
62	8010/110124	(\$1,340,449,131.13)	(\$1,340,449,131.13)	\$0.00
62	801099	\$5,285.79	\$5,285.79	\$0.00
62	8011/120115	(\$457,140,785.93)	(\$457,140,785.93)	\$0.00
62	8011/120124	(\$1,361,029,109.33)	(\$1,361,029,109.33)	\$0.00
62	8012/130115	(\$185,376,605.56)	(\$185,376,605.56)	\$0.00
62	8012/130124	(\$1,432,039,790.70)	(\$1,432,039,790.70)	\$0.00

i. See printer properties





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More settings ^

Paper size Letter ▾

Pages per sheet 1 ▾

Margins Default ▾

Quality 1,200 dpi ▾

Scale Default ▾

Options

Headers and footers

Background graphics

Print using system dialog... (Ctrl+Shift+P)

**Print** Cancel

- j. Save PDF File as: “**BA CURRENT CASH RECON Month Year.pdf**” (Ex: 10-MSFC CURRENT CASH RECON July 2022.pdf) in center’s monthly CMP 2a.3 folder

### 3. Cash Reconciliation Template Report

- a. Select Generate a Transaction Validation Report or a Cash Recon Template Report

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<
FBWT Reports

Which type of FBWT Report would you like to see?

---

[FMS 224 Reclassification Column II](#)

[FMS 224 Reclassification Column III](#)

[CMP 2a.3 HHS FINAL](#)

[Cash Reconciliation](#)

[GWA State Department Charges](#)

[Generate a Transaction Validation Report or a Cash Recon Template Report](#)

- b. Report Type = Cash Recon Template
- c. Accounting Period = Reporting Month
- d. Center = Center you are working
- e. Click "Generate Report"

Generate an FBWT Report

Report Type:

Accounting Period:

Center: 

(KSC) - Kennedy Space Center  
 (LaRC) - Langley Research Center  
(MSFC) - Marshall Space Flight Center  
 (NMO) - Jet Propulsion Laboratory  
 (SSC) - Stennis Space Center

- k. Print – Click the "printer"

MSFC\_62\_CMP 2a.3 July 2022 FBWT Cash Recon Template

Center ALC: 80004901

Report Generated on : 08/05/2022 17:33:10

AIN	AOF	TREASURY	MONTHLY	IDENTIFIED	STATUS	AMOUNT	SAP	ADDL		
			SAP	DIFFERENCE	DIFFERENCES	CLEAR	CLEARED	DOCUMENT	CATEGORY	EXPLANATION

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I. See printer properties

The image shows a print dialog box with the following settings:

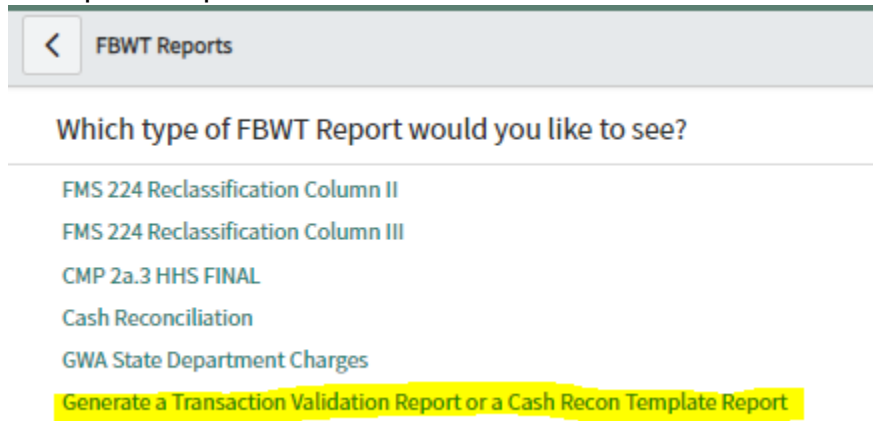
- Print:** 1 sheet of paper
- Destination:** Adobe PDF
- Pages:** All
- Layout:** Landscape
- Color:** Black and white
- More settings:**
  - Paper size:** Letter
  - Pages per sheet:** 1
  - Margins:** Default
  - Quality:** 1,200 dpi
  - Scale:** Default
  - Options:**
    - Headers and footers
    - Background graphics
- Print using system dialog... (Ctrl+Shift+P)** (checkbox)
- Buttons:** Print, Cancel

m. Save PDF File as: “2-BA\_BA# CMP 2a.3 Month Year FBWT Cash Recon Template Report.pdf” (Ex: 10-MSFC CURRENT CASH RECON July 2022.pdf) in center’s monthly CMP 2a.3 folder

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5. Transaction Validation Report

- a. Select Generate a Transaction Validation Report or a Cash Recon Template Report



- b. Report Type = Transaction Validation  
c. Accounting Period = Reporting Month  
d. Center = Center you are working  
e. Click "Generate Report"

Generate an FBWT Report


Report Type:

Accounting Period:

Center:

- n. Print – Click the “printer”

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MSFC\_NSSC\_62 CMP 2a.3 July 2022 GWA ALC Transactions Validation 

Center ALC : 80004901

Report Generated on : 08/05/2022 17:39:57

DESCRIPTION	AMOUNT
Treasury Beginning Balance ( June 2022 Agency Cash Recon Check Figures)	(931 387 909 391 01)

o. See printer properties

Print 1 sheet of paper

Destination Adobe PDF ▼

Pages All ▼

Layout Landscape ▼

Color Black and white ▼

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More settings ^

Paper size: Letter v

Pages per sheet: 1 v

Margins: Default v

Quality: 1,200 dpi v

Scale: Default v

Options

Headers and footers

Background graphics

Print using system dialog... (Ctrl+Shift+P) ☑

Print
Cancel

- p. Save PDF File as: “2- 4-BA\_BA# CMP 2a.3 Month Year GWA ALC Transactions Validation.pdf” (Ex: 4-MSFC\_62 CMP 2a.3 July 2022 GWA ALC Transactions Validation.pdf) in center’s monthly CMP 2a.3 folder

6. State Department Report (**JSC ONLY!**)
- a. Select GWA State Department

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< FBWT Reports

Which type of FBWT Report would you like to see?

---

- FMS 224 Reclassification Column II
- FMS 224 Reclassification Column III
- CMP 2a.3 HHS FINAL
- Cash Reconciliation
- GWA State Department Charges

Generate a Transaction Validation Report or a Cash Recon Template Report

b. Add Month and year to Header

<
CMP 2a.3 July 2022
GWA ALC 19000003, 19008768, 19008769 Transactions State Dept. Charge
i

Data
Table ▼
GWA [x\_g\_na5\_fm\_fbwt\_u\_gwa] ▼

Type
List ▼
?

- c. Click "Run" (This will update the Report header with the correct Month)
- d. Click "Save"
- e. Expand Group by clicking arrow next to TAS – This will open data

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Report Saved: CMP 2a.3 July 2022 GWA ALC 19000003, 19008768, 19008769 Transactions State Dept. Charges

CMP 2a.3 July 2022 GWA ALC 19000003, 19008768, 19008769 Transactions State Dept. Charge

Switch to new UI Save Run

Data: Table GWA [x\_g\_na5\_fm\_fbwt\_u\_gwa]

Type: List

Group by: TAS ALC BETD Group

Available Columns:

- ALC
- Active
- Amount
- Beginning Balance (Cash Rec)
- Beginning Balance (Validation)
- Business Event Type Descript
- CMP 2a.3 Total (Validation)
- Cash Recon Template Report

Selected Columns:

- Sub Account
- Sub Class
- Accounting Period
- Posting Date
- Increase to Balance
- Decrease to Balance
- Transaction Code
- Reference Number

Add Filter Condition Add "OR" Clause Add Sort Field Minimize

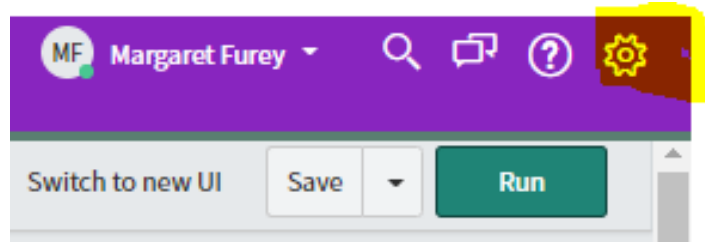
CMP 2a.3 July 2022 GWA ALC 19000003, 19008768, 19008769 Transactions State Dept. Charges

	Sub Account	Sub Class	Accounting Period	Posting Date	Increase to Balance	Decrease to Balance	Transaction Code	Reference Number	Business Event
TAS ALC BETD Group: 8021/220115 - 19008769 - Gross Disbursement of Appropriation Derived from General Fund of US (1)									
	0		07/2022	2022-08-01	\$0.00	\$1,380.09	88		DISGF
				Sum	\$0.00	\$1,380.09			
TAS ALC BETD Group: 8021/220115 - 19008769 - Gross Disbursement of Appropriation Derived from General Fund of US-Adju (1)									
	0		07/2022	2022-08-01	\$68,602.26	\$0.00	88		DISGFAJ
				Sum	\$68,602.26	\$0.00			
TAS ALC BETD Group: 8021/220122 - 19008769 - Gross Disbursement of Appropriation Derived from General Fund of US (1)									

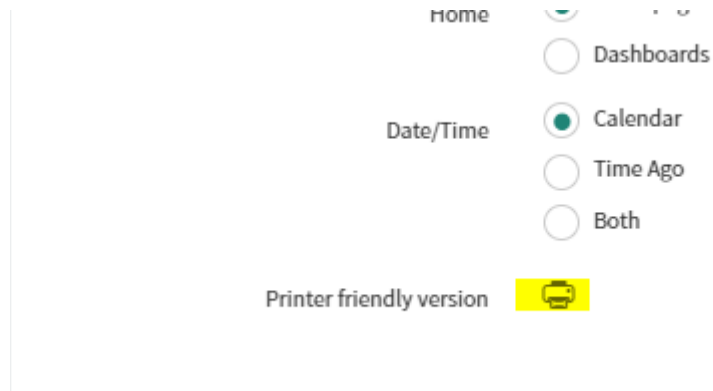
f. Print – Select toggle wheel top right



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g. Click the printer next to "Printer friendly version"



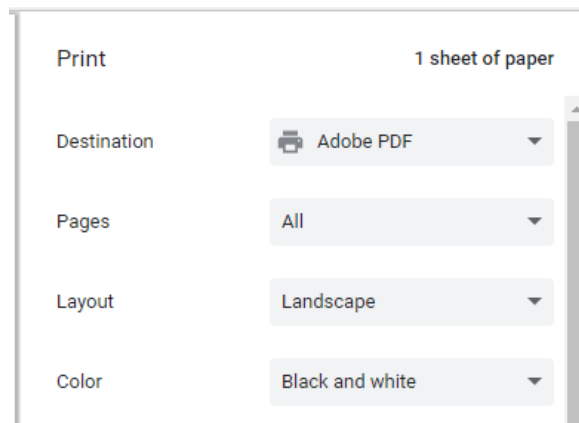
h. Right click in report and select "Print"

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CMP 2a.3 July 2022 GWA ALC 19000003, 19008768, 19008769 Transactions State Dept. Charges

Sub Account	Sub Class	Accounting Period	Posting Date	Increase to Balance	Decrease to Balance	Transaction Code	Reference Number	Business Event (BETC)
<b>TAS ALC BETD Group: 8021/220115 - 19008769 - Gross Disbursement of Appropriation Derived from General Fund of US (1)</b>								
	0	07/2022	2022-08-01	\$0.00	\$1,380.09		88	DISGF
				Sum \$0.00	Sum \$1,380.09			
<b>TAS ALC BETD Group: 8021/220115 - 19008769 - Gross Disbursement of Appropriation Derived from General Fund of US-Adju (1)</b>								
	0	07/2022	2022-08-01	\$68,602.26	\$0.00		88	DISGFAJ
				Sum \$68,602.26	Sum \$0.00			
<b>TAS ALC BETD Group: 8021/220122 - 19008769 - Gross Disbursement of Appropriation Derived from General Fund of US (1)</b>								
	0	07/2022	2022-08-01	\$0.00	\$172.93		88	DISGF
				Sum \$0.00	Sum \$172.93			
<b>TAS ALC BETD Group: 8022/230115 - 19008768 - Gross Disbursement of Approp &amp; Other Sources Derived from Other than Gen (1)</b>								
	0	07/2022	2022-08-01	\$0.00	\$5,857.27		88	DISNGF
				Sum \$0.00	Sum \$5,857.27			
<b>TAS ALC BETD Group: 8022/230115 - 19008769 - Gross Disbursement of Approp &amp; Other Sources Derived from Other than Gen (2)</b>								
	0	07/2022	2022-08-01	\$0.00	\$144,948.95		88	DISNGF
	0	07/2022	2022-08-01	\$2,766.33	\$0.00		88	DISNGFAJ
				Sum \$2,766.33	Sum \$144,948.95			
<b>TAS ALC BETD Group: 8022/230122 - 19008768 - Gross Disbursement of Approp &amp; Other Sources Derived from Other than Gen (1)</b>								
	0	07/2022	2022-08-01	\$0.00	\$10,057.76		88	DISNGF
				Sum \$0.00	Sum \$10,057.76			
<b>TAS ALC BETD Group: 8022/230122 - 19008769 - Gross Disbursement of Approp &amp; Other Sources Derived from Other than Gen (2)</b>								
	0	07/2022	2022-08-01	\$0.00	\$21,699.12		88	DISNGF
	0	07/2022	2022-08-01	\$57.15	\$0.00		88	DISNGFAJ
				Sum \$57.15	Sum \$21,699.12			
<b>TAS ALC BETD Group: 8022/230124 - 19008769 - Gross Disbursement of Approp &amp; Other Sources Derived from Other than Gen (2)</b>								
	0	07/2022	2022-08-01	\$0.00	\$29,844.33		88	DISNGF
	0	07/2022	2022-08-01	\$297.22	\$0.00		88	DISNGFAJ

i. See printer properties



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More settings ^

Paper size Letter ▾

Pages per sheet 1 ▾

Margins Default ▾

Quality 1,200 dpi ▾

Scale Default ▾

Options

Headers and footers

Background graphics

Print using system dialog... (Ctrl+Shift+P)

**Print** Cancel

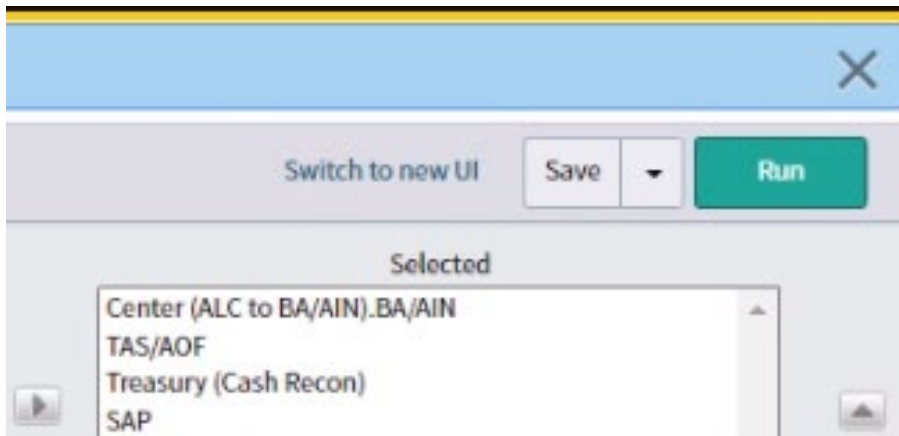
- j. Save PDF File as: "9- **Month Year** GWA ALC State Dept. Charges.pdf"  
(Ex: 9-July 2022 GWA ALC State Dept Charges.pdf) in JSC's monthly  
CMP 2a.3 folder

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Below Account Period Script is used to pull reports for Prior month (current reporting period).

**Account Period Script: javascript:new  
x\_g\_na5\_fm\_fbwt.FBWTCalculations().getPrevAP()**

Make sure you are in Classic



Misc. Action: Adding Non-NASA TAS

1. After pulling Agency GWA Account Statement report – go to each center’s CMP 2a.3 folder and review the GWA Account Statement Excel spreadsheet for any Non-NASA TAS. (These are not included on the Agency GWA Account Statement report because it is only pulling NASA AOF “080” transactions)
2. Add NON-NASA TAS information from Center’s GWA Account Statement Excel spreadsheet to the Agency GWA Account Statement - GWAALCTransactions.xlsx located in the N:\Financial Accounting Branch\FBWT\Monthly Report\CMP 2a.3\FY \Month (Ex: N:\Financial Accounting Branch\FBWT\Monthly Report\CMP 2a.3\FY 2023\1 October 2022

Center’s GWA Account Statement Excel spreadsheet

Business Event Type Description	Accounting Period	Posting Date	Reg/Suj	Treasury Account Symb	ALC	Increase to Balance	Decrease to Balance	Business Event Type Code
Adjustment to Gross Disbursements	10/2022	10/13/2022		2122/232040	80000001	769.23	-	DISBAJ
Gross Disbursement	10/2022	10/08/2022		2122/232040	80000001	-	769.23	DISB

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### Agency GWA Report (GWAALCTransactions.xlsx)

Treasury Account Symbol	Business Event Type Description	Sub-Account	Sub-Cl	Accounting Perio	Posting Dat	Increase to Balanc	Decrease to Balanc	ALC	Transaction Cod	Reference Num	Business Event Type Code
80230109	GrossDisbursementofAppropriationDerivedfromGeneralFundofUS	0		10/2022	10/13/2022	0.00	221.48	80000001	88		DISG
80230109	GrossDisbursementofAppropriationDerivedfromGeneralFundofUS	0		10/2022	10/13/2022	0.00	672.13	80000001	88		DISG
2122/232040	Adjustment to Gross Disbursements	0		10/2022	10/13/2022	769.23	0.00	80000001	61		DISBAJ
2122/232040	Gross Disbursement	0		10/2022	10/08/2022	0.00	769.23	80000001	61		DISB

\*\*\* Adding NON NASA TAS to Service Now if you don't add to Excel Spreadsheet

1. Service Now/FBWT Monthly Report/GWAs/CMP 2a.3s
2. Select "New" (one for each Non NASA Tas Transaction)
3. Enter data from spreadsheet – Hit Submit

4. Run SAP GR55/ZAFT report for current period.
  - a. Log into SAP
  - b. Open Excel spreadsheet and click on the FBWT Ribbon to access the Macro
  - c. Click on "CMP Preparation" and select "2a.3 GR55 ZAFT" from the dropdown
  - d. In the pop up box, select the Center. (This will activate the macro to run the report using the below selection values)
  - e. SAP T-code: GR55
  - f. Report Group: ZAFT

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g. Selection Values:

- i. Fiscal Year = YYYY (current FY);
  - ii. Company code = NASA;
  - iii. Period = Current reporting period
  - iv. Account = 1010.1000 to 1010.9999
  - v. Business Area = 2 digit code (Ex.HQ = 10)
- h. Macro will format Excel spreadsheet and save in N: Financial Accounting Branch, FBWT, Center, Month, CMP folder as "Center CMP\_GR55 Totals Month year".xls
- i. The GR55 report will be used as support documentation for CMP 2a.3

5. Update Center CMP 2a.3 folder located N:\Financial Accounting Branch\FBWT\Center\FY XXXX\Month\CMP Activity Month XXXX\CMP 2a.3 Step

- a. Delete the file named "Center CMP 2a.3 PRIOR CASH RECON"
- b. Rename the file from "Center Current Cash Recon Month XXXX.pdf" to "Center CMP 2a.3 PRIOR CASH RECON"
- c. View the Treasury Beginning Balance" to validate the prior month Treasury Ending Balance by using the PRIOR CASH RECON file Located N:\Financial Accounting Branch\FBWT\Center\FY XXXX\Month XXXX\CMP Activity March 2013\CMP 2a.3 Step 3
- d. View increase and/or decrease amount for Center monthly activity from the GWA ALC transaction report
- e. View increase and/or decrease amount for AOF 80F3875 for Center monthly activity
- f. View increase and/or decrease amount for AOF 80F3885

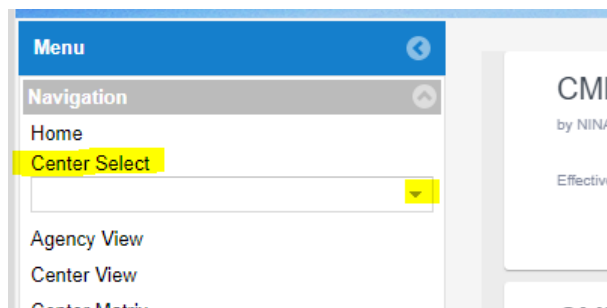
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- g. View increase and/or decrease amounts for GSA
- h. View increase and/or decrease amounts for State Department (JSC Only)
- i. View increase and/or decrease amounts for HHS from NASA HHS Charging file
- j. "Treasury Ending Balance" calculation should equal the total treasury dollar amount shown on the Current Cash Recon file from OCFO located:  
N:\Financial Accounting Branch\FBWT\Center\FY XXXX\Month XXXX\CMP Activity March 2013\CMP 2a.3 Step 3
- i. Note: Possible reason variance with Treasury Ending Balance may be due to a WCF Center to Center Transfers – NSSC BA will send an e-mail to FBWT Supervisor when there is a WCF Center to Center transfer with the NSSC. A copy of the e-mail is saved as a pdf and put into the Center's CMP 2a.3 folder that the transfer is for.
- k. Click OK – This will save file in the following path:

## STEP 2. NSSC FBWT Service Provide: Complete CMP Control Activity 2a.3 in Agency CMP Tool

Using Google Chrome, opens Agency CMP Tool application (link: <https://cmp.nasa.gov>). (will need to submit NAMs request for Access)

1. Select Center on the Navigation by using the Center Select dropdown



2. Check to make sure the Reporting period is the current reporting month

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3. Prepare Control Certification Report in the Agency CMP tool.
  - a. For the CMPs that have exceptions, the SP FBWT Accountant codes each exception type in the Exception Type column on the CMP certification sheet as follows:
    - b. The following FBWT exception types are coded as Exception Type #2 "Timing/Business Process/Systems Issues (SRs) (Yellow)":
      - i. Month end Fund Balance with Treasury Differences less than 20 calendar days and differences due to other Agencies updating NASA's Appropriations in the Treasury system before NASA is provided the information to record the transaction in SAP.
    - c. All other FBWT CMP exceptions are coded as #3 Exception (Red) on the CMP certification coversheet unless in rare instance that you have an exception for #4 Does Not Apply (White)
    - d. Update the Description of Exceptions to include the most recent noted Exceptions with the root cause, amount, estimated completion date (This information is found on the Cash Recon Template Report in the Identified Differences.)
    - e. Check Control Activity Certification sheet for completeness, accuracy and compliance with CMP Guidelines

Use the Excel Macro to complete CMP 2a.3.
    - f. Open Excel
    - g. Click on the FBWT Ribbon
    - h. Click on "CMP Assembly
    - i. Click Center
    - j. Click CMP: 2a.3



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- k. Click Month
- l. Click "OK" This will run the macro and Compile the following documents: Certification sheet, current month Cash Recon Template, GR55/ZAFT report, GWA ALC Transactions Validation template, prior month "Cash Recon" (Treasury vs. SAP OCFO DAB reconciliation), GWA Account Statement pdf spreadsheet, GWA3875 Treasury GWA pdf report, GWA3885 Treasury GWA pdf report, HHS Final Charging file per OCFO, Current month Cash Recon report (Treasury vs. SAP OCFO DAB reconciliation) , the CASH RECON with HHS report and the final current "FBWT Differences spreadsheet
- m. Compiled CMP 2a.3 package will save to N:\Reports\CMPs Paperless\3 FBWT CMP Electronic Signature Folder\1 FY XXXX FBWT INDIVIDUAL CMPs\Month Year\Center\03 Center CMP 2a.3 folder with the name of Center CMP 2a.3 Original.pdf
- n. Electronically sign certification sheet as preparer
- o. Save as: Center CMP 2a.3 Review 1 (your initials).pdf
- p. SP Supervisor reviews CMP package and complete CMP Matrix using instructions in Process 3.
- q. Provide package to Supervisor, SP for review and approval. Supervisor, SP will electronically sign certification sheet
- r. Save as "Center CMP 2a.3 review 2 (supervisor initials).pdf"
- s. Provide completed package to FBWT CS Account to review and sign approval of certification sheet
- t. Refer to Appendix N for list of all documents required as back up.

### **STEP 3. CS Review and Sign Electronic CMP Package**

#### **NSSC FBWT Civil Servant:**

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In the CMP tool, CS Accountant reviews and signs CMP Packages electronically and reviews the FBWT CMP Control Matrix for FBWT CMP activities. To be performed Monthly/Annually

1. Upon receipt of e-mail notification from SP Supervisor, open the CMP file for review. The CMP files are now located in the "CMP Tool".
  - a. Use the CMP manual current for the year to review each CMP and assure that all documents are included in the proper order and properly labeled.
  - b. Assure that the exceptions noted in the tool match the supporting documents and are properly labeled as yellow or red based on the current CMP manual criteria
  - c. Review, validate, approve and include a statement in the activity log that the L3 review is complete. (Send back to SP if errors are detected and then review and note complete in CMP tool activity log once corrected.)
  - d. Open "NSSC Review of FBWT CMPs" Spreadsheet to record "E" for any CMPs with an exception or insert your initials for CMPs without exception.
  - e. Notify CS Senior Accountant for final review/approval of CMP Control Matrix
    - i. If a correction to CMP is required, send email to SP so they can update the CMP Tool as required
  - f. SP Correct CMP Control Tool errors and notify CS Senior Accountant immediately, so they can review for accuracy

**STEP 4. CS Review CMP Control Activity Documentation for Approval and Signature**

**NSSC FBWT Civil Servant:**

Final review, approval, and signature of CMP certification sheets by authorized approvers. To be performed monthly/annually.

1. FBWT/IC Lead reviews and approves CMP Packages after CS Accountant review. CS Accountant notes the completion of their review in the CMP Tool activity log.

Note: Notify CS Accountant of any errors and request correction as needed

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- a. Open CMP file in the CMP tool and review CMP
- b. When satisfied the FBWT Lead marks approved in the CMP Tool and includes a comment in the activity log noting that his/her review is complete.
- c. Once all CMPs have been reviewed and approved, Resolve the CMP task and notify SP Lead of completion
- d. Once all CMPS have been completed, the FMD Chief or their designee will provide an overall approval in the CMP tool for the CMPs so that the Centers can then perform their CMP reviews. This FMD Chief approval must take place on or before the 4<sup>th</sup> business day prior to the 14<sup>th</sup> of the month  
The CMP Tool is the official repository for All CMPs.

I. METRICS Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
FBWT	Submission of FMS 224	Department of Treasury	Prepare and submit Treasury FMS 224 or supplemental by third workday of following month;  Green = on 3 <sup>rd</sup> business day;  Yellow = on 4 <sup>th</sup> business day;  Red = on 5 <sup>th</sup> or 6 <sup>th</sup> business day.

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FBWT	Metric Tracking System	NASA Headquarters	% Unreconciled  Green: No more than 10% of differences greater than 30 days old
FBWT	Metric Tracking System/FIDO	NASA Headquarters	Amount in Suspense > 60 Days Old (Absolute Value)  Green: <=10%  Yellow: >10% <=20%  Red: >20%

#### SYSTEM COMPONENTS

#### Existing Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
SAP/IEMP	Integrated Financial Management System	Z:AG_DISP_ONLY Z:AUD_SGLRECON Z:AGJRNLP Z:SGLCOMM Z:SGLRECON Z:SLDATVAL	

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		Z:SLEXINGN Z:SLFNIANA Z:SLJRNLP Z:SLMGTIGN	
Treasury IPAC	Treasury system used to extract reports of IPAC transactions for a specified time period	User Role from Treasury for all NASA ALCs	
Treasury CIR	Treasury system used to extract reports of deposits/debit vouchers for cash collections deposited with Treasury	User Role from Treasury for all NASA ALCs	
Treasury GWA	Treasury system used to extract reports of vendor payment schedules paid by Treasury Regional Finance Centers (RFCs); Collection Voucher Support Listing-report that lists collection transactions from CIR and FMS 224 submission by ALC and on behalf of ALCs by other agencies	User Role from Treasury for all NASA ALCs	
Pay.gov	System used for notification of EFT Cancellations	User Role from Treasury for all NASA ALCs	

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Tech Doc	Document imaging system for document storage and retention	User Role at NSSC	
NASA Integrated Service Management (NISM)	System used to submit and track IEMP Service Requests	User Role at NSSC	
NSSC ServiceNow	System for tracking Help Desk requests and workflow	User Role at NSSC	
Agency Cash Reconciliation Tool	Tool used to match SAP cash transactions with Treasury transactions based on Treasury's assigned DRN	User Role at NSSC	
NSSC Secure File Transfer Server	Secure File transfer server for secure file processing and storage	User Role at NSSC	

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## CUSTOMER CONTACT CENTER STRATEGY

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

The NSSC CCC can be reached via phone, fax, or e-mail:

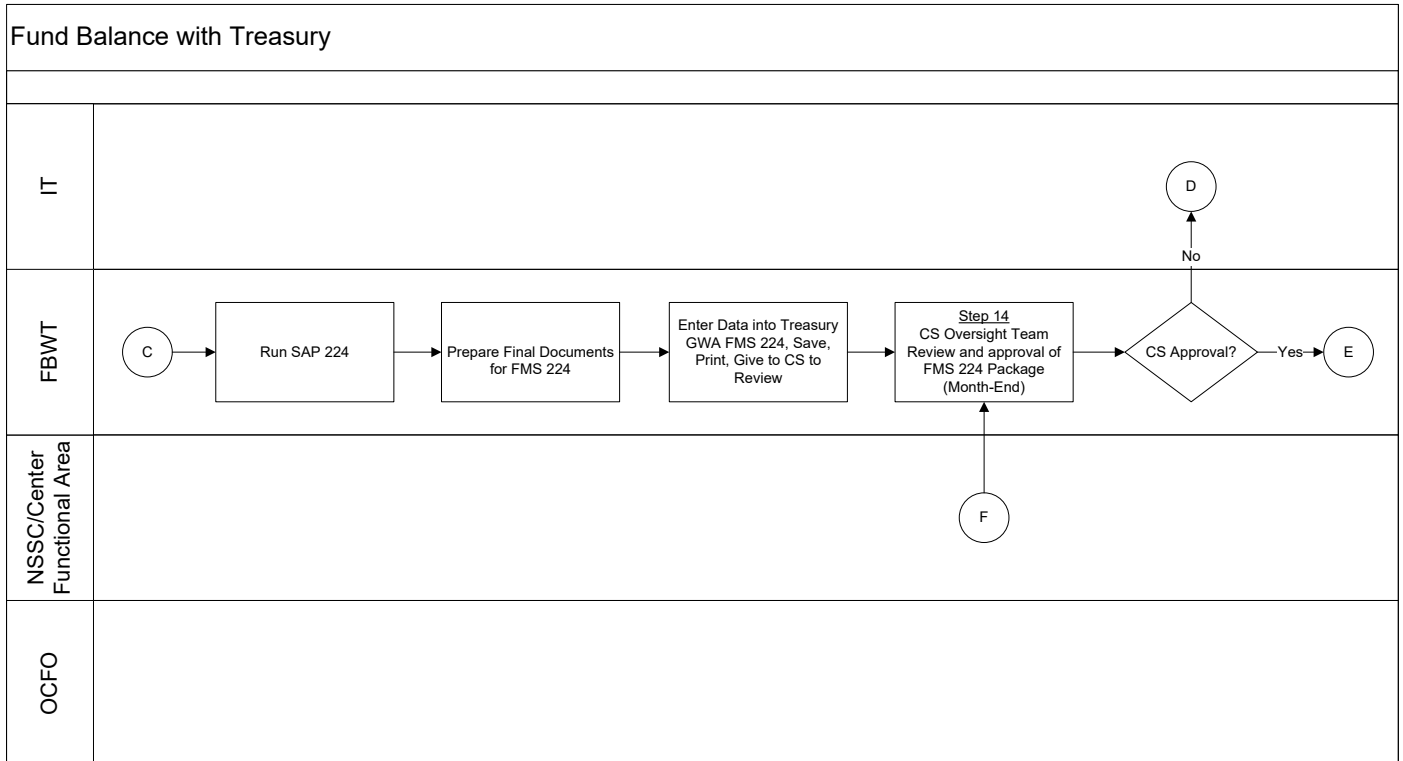
E-mail queries: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)

Fax queries: 1-866-779-6772

Phone queries: 1-877-NSSC123 (or 1-877-677-2123)

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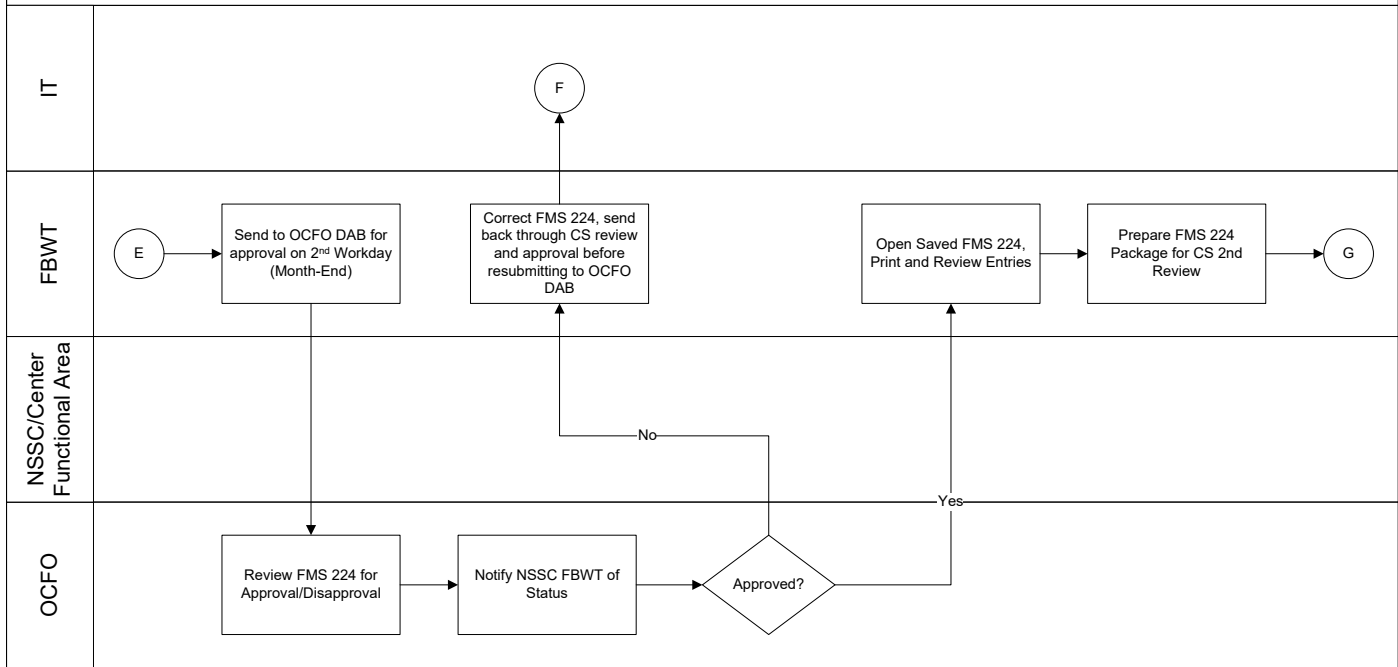
**APPENDIX A – CROSS FUNCTIONAL FMS 224 FLOWCHART**



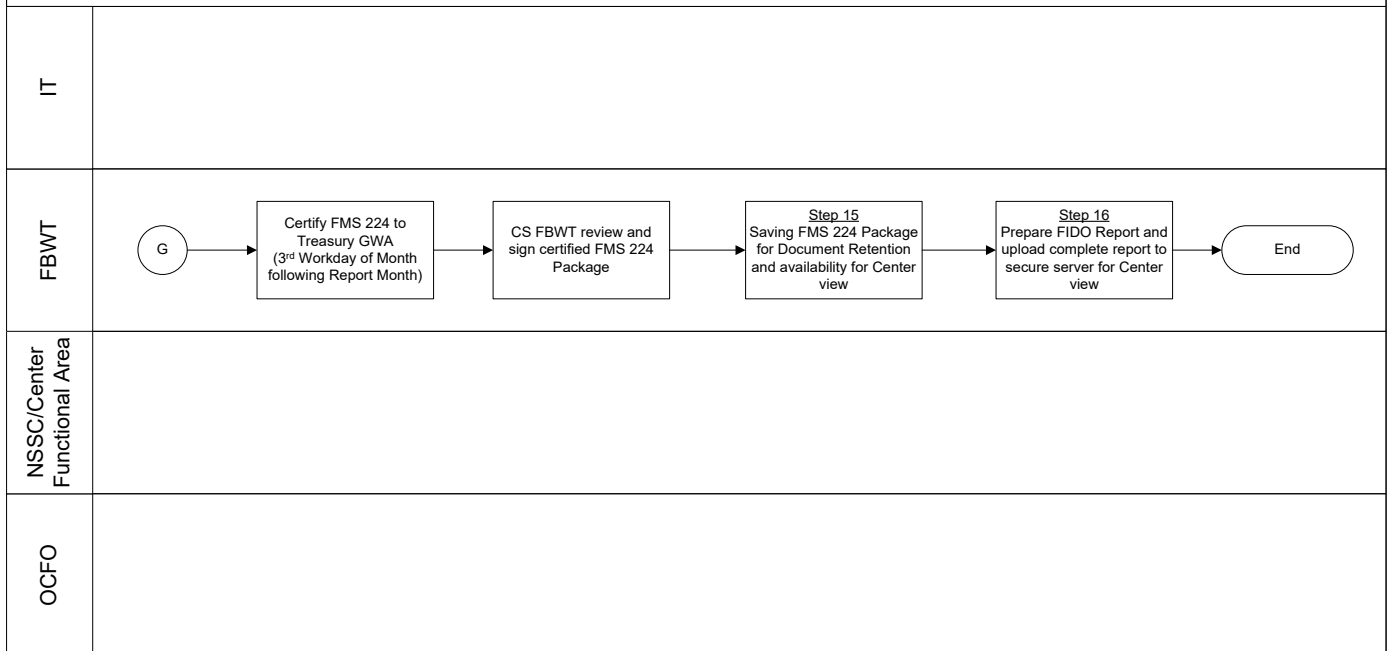


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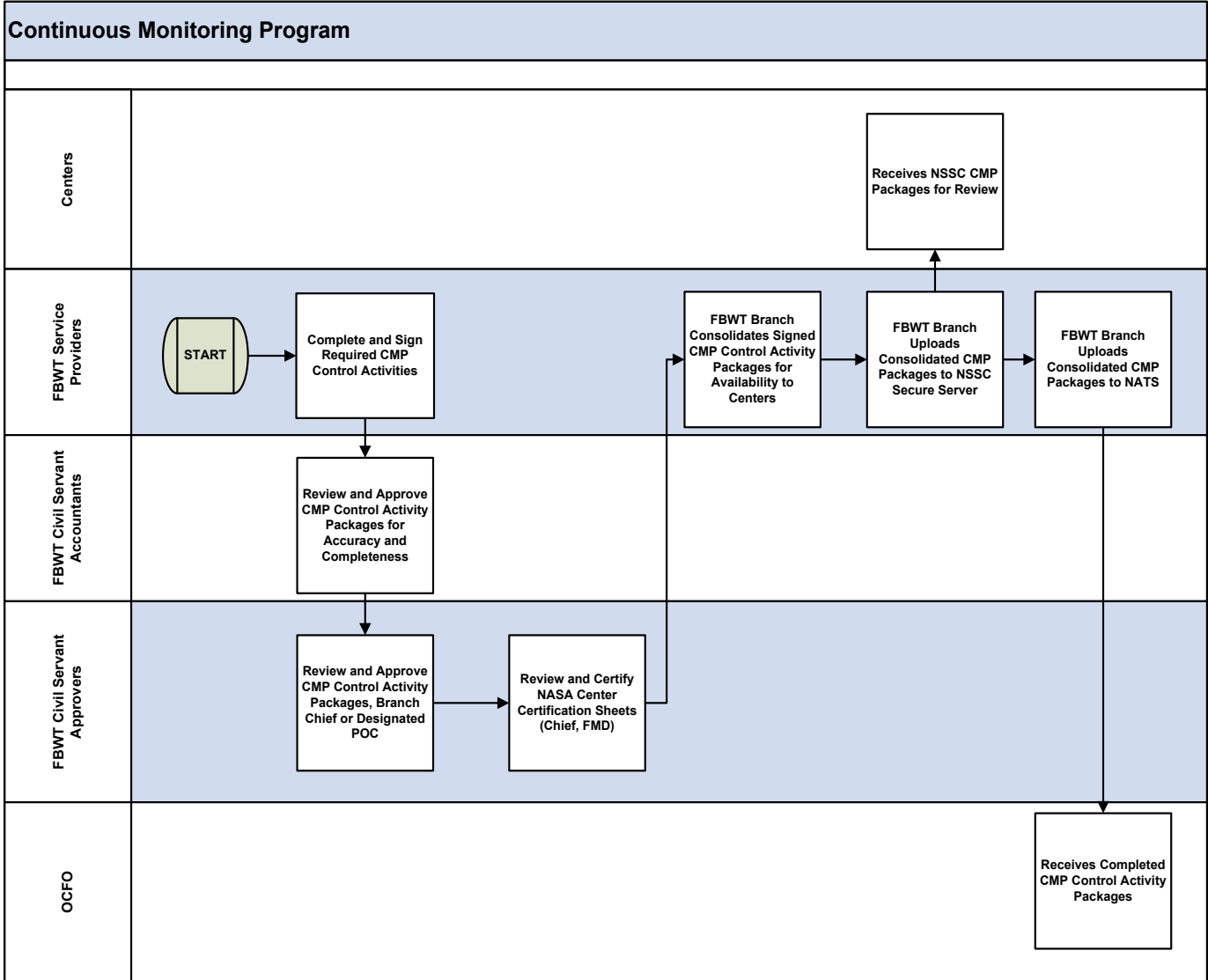
Fund Balance with Treasury



Fund Balance with Treasury



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**APPENDIX B – FUND BALANCE WITH TREASURY ACRONYM**

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AAO	Agency Application Office
ACaRT	Agency Cash Reconciliation Tool
ACR	Agency Confirmation Report
ALC	Agency Location Code
AOF	Appropriation of Funds
AP	Accounts Payables
AR	Accounts Receivables
BA	Business Area
BPD	Bureau of Public Debt
CMP	Continuous Monitoring Program
CSV	Comma Separated Values
CTA	Classification Transactions and Accountability
DAB	Data Analysis Branch
DCFO	Deputy Chief Financial Officer
DepVar	Deposit Variance
DOI	Department of Interior
DRN	Document Reference Number
FBWT	Fund Balance with Treasury
FBWT CS Accountant	Fund Balance with Treasury Civil Service Accountant
FIDO	Federal Interagency Databases Online

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FMD	Financial Management Division
FMS	Financial Management Services
FPA	Federal Program Agencies
FY	Fiscal Year
GWA	Government Wide Accounting
HHS	Health and Human Services
IAS	Information Access System
IT	Information Technology
IEMP	Integrated Enterprise Management Program
IPAC	Intra-Governmental Payment and Collection Systems
IPACRcdTot	Intra-Governmental Payment and Collection Received Total
IPACSentTot	Intra-Governmental Payment and Collection Sent Total
IPACVar	Intra-Governmental Payment and Collection Variance Report
JV	Journal Voucher
LOC	Letter of Credit
NASA	National Aeronautics and Space Administration
NATS	NASA Audit Tracking Systems
NSSC	NASA Shared Services Center
OCFO	Office of the Chief Financial Officer

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OCFO/DAB	Office of the Chief Financial Officer/Data Analysis Branch
OMB	Office of Management and Budget
PCS	Permanent Change of Station
PMC	Periodic Monitoring Controls
POC	Point of Contact
RFC	Regional Financial Center
RFC Var	Regional Financial Center Variance
SAP	Systems Applications and Processes
SAP/IEMP	SAP/Integrated Enterprise Management Program
SGL	Standard General Ledger
SOD	Statement of Difference
SP	Service Provider
SR	Service Request
TAS	Treasury Account Symbol
TDO	Treasury Disbursing Offices
TDOPayTot	Treasury Disbursing Offices Pay Total
USSGL	U.S. Standard General Ledger
WAT	Web Access Tool

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**APPENDIX C – AGENCY LOCATION CODE (ALC) LISTING**

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

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**APPENDIX D– SGL-1010 ACCOUNTS TO BE USED FOR SAP MANUAL CASH CLEARING ENTRIES**

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<b>Account</b>	<b>Description</b>	<b>Example of Use</b>	<b>FMS 224 Column</b>
1010.1000	Converted FBWT for AP, AR, CO type trans	Blocked; no longer available	3
1010.2000	Drawdowns (HHS)	HHS/LOC drawdown invoice posts in SAP	3
1010.2500	Drawdowns-Transfer from HHS	HHS/LOC suspense elimination JV (debit)	3
1010.2999	HHS Year End Closing	HHS Year End Closing & Final 272 Disbursement	3
1010.5100	IPAC Collections	IPAC collections (IPACs originated by NASA to collect from other agencies)	2
1010.5215	SF-215 and SF-5515 Collections	Check and cash collections in payment of new receivables (i.e. FOIA) or adjustments based on debit voucher (usually bounced check)	2
1010.5220	Fedwire Collections	Fedwire collections in payment of new receivables	2
1010.5225	Pay.Gov Credit Card Collections	Pay.Gov Credit Card collections in payment of new receivables	2

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1010.5255	Advances from non-federal customers removed from expiring AOF to 80x6500	Expiring advance dollars must be reduced to the value of the sales order line. Remaining advance dollars will be posted to a special deposit account until the new budget has been distributed and the sales order has been updated with a new line for the new program year funding.	2
1010.6100	Disbursements and Adjustments	Disbursements: travel payments, vendor payments, IPAC payments (IPACs originated by other agencies taking money from NASA), IPAC payment adjustments (IPACs originated by other agencies refunding back to NASA)	3
1010.6150	Checks and Cash Refunds Current Year	Check and cash collections in payment of new receivables	2
1010.6300	Disbursements of Canceled Payables	Disbursements of Canceled Payables	3
1010.7120	Investment in US Securities (par) with Bureau of Public Debt BPD	Investments	3
1010.7130	Redemption of US securities (par) with BPD	Investments	2



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1010.7200	Unrealized discounts with BPD	Investments	2
1010.7300	Earning .2 with BPD	Investments	2
1010.8100	Refunds Of Current Year Obligations - IPAC	IPAC refunds of current year funds from outside Agencies (net to disbursement)	3
1010.8200	Refunds Of Current Year Obligations - Fedwire	Fedwire refunds of current year funds from outside Agencies	2
1010.8300	Refunds Of Current Year Obligations – Pay.Gov Credit Card	Pay.Gov Credit Card refund of current year funds from outside Agencies (net to disb)	3
1010.8400	Refunds Of Current Year Obligations - SF215	Check/cash (SF215) refund of prior year funds from outside Agencies	2
1010.9817	Cash Transactions Not Reported on SF224	DOI labor/payroll suspense elimination JV (credit)	None
1010.9818	Cash Transactions Not Reported on SF224	HHS/LOC suspense elimination JV (credit)	None
1010.9821	AR Transition	AR Transition	None
1010.9888	Cash Transactions Not Reported on SF224	Cash Transactions Not Reported on SF224	None

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**APPENDIX E – FISCAL YEARS AND PERIODS**

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<b>Fiscal Years and Periods</b>		
Fiscal Year	Fiscal Month	SAP Period
20XX	October	1
20XX	November	2
20XX	December	3
20XX	January	4
20XX	February	5
20XX	March	6
20XX	April	7
20XX	May	8
20XX	June	9
20XX	July	10
20XX	August	11
20XX	September	12

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**APPENDIX F – FBWT FORMS AND REPORTS**

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Continuous Monitoring Program
ACaRT Deposit Variance Report
DOI POD 200/Labor Cost Report
Fund Balance with Treasury (FBWT) Differences Report
ACaRT IPAC Variance Report (Variance and Outstanding)
ACaRT Regional Finance Center (RFC) Payment Variance Report
SAP - Federal Payment Settlement List (Transaction Code ZFI AP PMT STAT)
SAP - General Table Display (Transaction Code SE17)
SAP - Transaction Register Report (Transaction Code FMFG_E_TRANS_REG)
Treasury- Government Wide Accounting (GWA) Account Statement
Treasury - Intra-Governmental Payments and Collections (IPAC) support listing
Treasury – Collection Voucher Support Listing
Treasury - Treasury Disbursing Office (TDO) Payments (electronic payments and cancelled checks)

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**APPENDIX G – OMB CIRCULAR A-123 MANAGEMENT’S RESPONSIBILITY FOR  
INTERNAL CONTROL**

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The below link references OMB Circular A-123:

[http://www.whitehouse.gov/omb/circulars\\_a123\\_rev](http://www.whitehouse.gov/omb/circulars_a123_rev)

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## APPENDIX H – FBWT CMP LIST OF VALID BACKUP DOCUMENTATION

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### **Instructions for Compiling the Backup Documentation for the 224 and CMP Packages**

#### **224 PACKAGE**

1. Signed and Transmitted FMS SF 224 (GWA) by the Internal Controls Lead Accountant or authorized designee
2. Final SAP 224, dated
3. GWA Account Statement pdf report
4. Column II & III FMS 224 Reclassification Reports
5. E-mail from HQ OCFO granting submission of the FMS SF 224 (GWA)
6. Pre-transmitted FMS SF 224 (GWA) initialed for DAB approval
7. Treasury vs. SAP reconciliation – titled and dated
8. FBWT Differences Spreadsheet for the applicable months
9. Delegation of authority letters (if applicable)

#### **CMP PACKAGE**

1. 2a.3 CONTROL ACTIVITY CERTIFICATION– Reconcile FBWT balances between SAP and Treasury (Cash Template)
  - a. Exceptions or no exceptions are noted by an X in the preparer’s section;
  - b. The preparer will be the SP personnel
  - c. The certification will be prepared, signed and dated by the SP personnel
  - d. The certification will be reviewed, signed and dated by the SP lead
  - e. The certification will then be reviewed, signed and dated by the corresponding CS accountant
  - f. The approver will be the FBWT /IC Chief or authorized designee
  - g. The certification will be reviewed, signed and dated by the FBWT /IC Chief or authorized designee
  - h. The description of exceptions section will include:
    - i. Item = numerical order listing each exception
    - ii. Exception amount = the amount of the transaction
    - iii. Exception type = type of exception based on criteria in CMP Manual
    - iv. Description/explanation = type of transaction
    - v. Resolution = action to be taken by appropriate party
    - vi. Resolution date = expected completion date

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- vii. SR ref = service request number if SR is open (do not include closed SR numbers. Use Resolution field for closed SR references)
  - viii. Person responsible = Center/NSSC/Agency
  - i. Total all exceptions at the end and **double underline**
2. FBWT Cash Recon Template with an explanation for each difference
  3. SAP GR55 ZAFT Report Totals Only
  4. GWA ALC Transactions Validation template
  5. Prior month Treasury vs. SAP OCFO DAB reconciliation
  6. GWA Account Statement pdf report
  7. GWA 3875 Treasury GWA pdf report
  8. GWA 3885 Treasury GWA pdf report
  9. GWA account transaction report for ALCs (47000016, 19000003, 80008768 and 80008769)
  10. HHS final appropriation activity per OCFO
  11. Treasury vs. SAP OCFO DAB reconciliation for current month
  12. Treasury vs. SAP OCFO DAB reconciliation for current month with HHS column.
  13. FBWT Differences Spreadsheet
  14. **12.1 CONTROL ACTIVITY CERTIFICATION – Validate that there are no blank Agency Location Codes on FBWT transactions and that the ALC is correct for the business area**
    - a. Exceptions or no exceptions are noted by an X in the preparer’s section;
    - b. The preparer will be the SP personnel
    - c. The certification will be prepared, signed and dated by the SP personnel
    - d. The certification will be reviewed, signed and dated by the SP lead
    - e. The certification will then be reviewed, signed and dated by the corresponding CS accountant
    - f. The approver will be the FBWT/IC Chief or authorized designee
    - g. The certification will be reviewed, signed and dated by the FBWT/IC Chief or authorized designee
    - h. The description of exceptions section will include:
      - i. Item = numerical order listing each exception
      - ii. Exception amount = the amount of the transaction
      - iii. Exception type = not required
      - iv. Description/explanation = type of transaction
      - v. Resolution = action to be taken by appropriate party
      - vi. Resolution date = expected completion date
      - vii. SR ref = service request number if SR is open (do not include closed SR numbers. Use Resolution field for closed SR references)
      - viii. Person responsible = Center/NSSC/Agency
    - i. Total all exceptions at the end and **double underline**

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15. Print screen of SAP GR55 ZAOF for BA and accounts 1010.0000-1010.9999 including print screen for the BA under the fund set and print screen for any blank ALCs expanded on the right to show items with a blank ALC.
16. Print screen of SAP GR55 ZAOF for BA and accounts 1010.0000-1010.9999 including print screens for each ALC listed on the left and expanded on the right to show activity for ALC.
17. 12.3 CONTROL ACTIVITY CERTIFICATION – Validate that the business area is correct for the ALC
  - a. Exceptions or no exceptions are noted by an X in the preparer's section;
  - b. The preparer will be the SP personnel
  - c. The certification will be prepared, signed and dated by the SP personnel
  - d. The certification will be reviewed, signed and dated by the SP lead
  - e. The certification will then be reviewed, signed and dated by the corresponding CS accountant
  - f. The approver will be the FBWT/IC Chief or authorized designee
  - g. The certification will be reviewed, signed and dated by the FBWT/IC Chief or authorized designee
  - h. The description of exceptions section will include:
    - i. Item = numerical order listing each exception
    - ii. Exception amount = the amount of the transaction
    - iii. Exception type = type of exception based on criteria in CMP Manual
    - iv. Description/explanation = type of transaction
    - v. Resolution = action to be taken by appropriate party
    - vi. Resolution date = expected completion date
    - vii. SR ref = service request number if SR is open (do not include closed SR numbers. Use Resolution field for closed SR references)
    - viii. Person responsible = Center/NSSC/Agency
  - i. Total all exceptions at the end and **double underline**
18. Print screen of SAP GR55 ZAOF for ALC and accounts 1010.0000-1010.9999 including print screen for the applicable BA listed on the left and expanded on the right to show activity for BA.
19. 12.4A CONTROL ACTIVITY CERTIFICATION – Validate that there are no postings with blank funds
  - a. Exceptions or no exceptions are noted by an X in the preparer's section;
  - b. The preparer will be the SP personnel
  - c. The certification will be prepared, signed and dated by the SP personnel
  - d. The certification will be reviewed, signed and dated by the SP lead
  - e. The certification will then be reviewed, signed and dated by the corresponding CS accountant
  - f. The approver will be the FBWT/IC Chief or authorized designee

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- g. The certification will be reviewed, signed and dated by the FBWT/IC Chief or authorized designee
  - h. The description of exceptions section will include:
    - i. Item = numerical order listing each exception
    - ii. Exception amount = the amount of the transaction
    - iii. Exception type = type of exception per CMP manual
    - iv. Description/explanation = type of transaction
    - v. Resolution = action to be taken by appropriate party
    - vi. Resolution date = expected completion date
    - vii. SR ref = service request number if SR is open (do not include closed SR numbers. Use Resolution field for closed SR references)
    - viii. Person responsible = Center/NSSC/Agency
    - i. Total all exceptions at the end and **double underline**
20. Print screen of SAP GR55 ZAOF for BA including print screen for blank fund listed on the left and expanded on the right to show activity for blank fund.



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**APPENDIX I – FBWT CMP SCHEDULE**

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- *FBWT CMPs submitted from the SP to the CS no later than noon two business days before the day CMPs are due to the Centers.*
- *FBWT CMPs submitted from the CS to the FBWT/IC Lead no later than 8:00 a.m. one business day before the day CMPs are due to the centers.*
- *FBWT CMPs submitted from the FBWT Lead to the SP no later than noon the day CMPs are due to the Centers.*
- *FBWT CMPs submitted from the SP to Document Imaging after receipt by FBWT Lead and uploaded to the Secure File Server for the Centers by COB on the OCFO established due date.*
- *CMP 2a3 is due to the FBWT CS 24 hours after receipt of all three reports required to complete the reconciliation (GWA and two HQ reports).*

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## APPENDIX J – CMP 2A.3 REVIEW CHECKLIST

CMP 2a.3 - REVIEW CHECK LIST	PREPARER REVIEW	BACKUP REVIEW	SUPERVISOR REVIEW	COMMENTS
<b>COVERSHEET</b>				
Center Name = Abbreviated ( Example: ARC)				
Business Area				
Month (Spelled out) Year (e.g. March 2017)				
<b>Control Title</b> - 2a.3: Reconcile FBWT Balances between SAP and Treasury (Cash Template)				
No Exception or Exception - Only one box is checked				
If exception box is checked, exceptions are listed				
Exceptions are listed in order as they appear on the Cash Recon Template Database report.				
<b>Item</b> - number exceptions chronologically (1, 2 3, etc.)				
<b>Exception Amount</b> - Same sign as "Identified Difference" on Cash Recon Template Database report				
<b>Exception Type:</b> All "Current Month FBWT Difference" 20 days or less items are always # 2; All Prior Month and other transactions over 21 days old are # 3				
<b>Description/Explanation</b> - Should match FBWT Difference Report Explanation or "Cash Recon with HHS Explanations" spreadsheet ** JSC only - State Department exception description is the AOF**				
<b>Resolution</b> - Should match "pending" explanation from FBWT Difference <b>UNLESS</b> transaction is resolved. If Resolved - should include resolution information (SAP Document or IPAC #)				
<b>Resolution Date</b> - Date/Dates Transaction was resolved				
<b>SR Ref</b> - If Transaction has CRQ #				
<b>Person Responsible</b> - should be person listed on the FBWT Difference as pending from (Ex: Center/NSSC/Customer/ AAO/OCFO)				
<b>Total</b> - Should equal sub total of "Identified Difference" on Cash Recon Template Database report with same sign. Should also equal "Center Difference" Column total on the Current Month Cash (Jack's Recon) report				
Verify Preparer's Name (First & Last)				
Verify Preparer's Signature				
Reviewer's Name = "Pamela Gibson"				
<i>Check for typos, spelling errors in Exceptions</i>				

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Cash Recon Template			
Header: Center Abrev_BA_CMP 2a.3 Month Year FBWT Cash Recon Template (Ex: JSC_72_CMP 2a.3 November 2017 FBWT Cash Recon Template)			
All "Identified Differences" = equals "Center Difference" total on the "Cash Recon with HHS" spreadsheet. AOFs with multiple transactions are recorded as individual			
Amount Cleared - Total amount cleared per exception. Should be same sign as "Identified Difference"			
SAP Document - Data should match Resolved information on Certification sheet			
Category - By Exception type: Grants = LOC; State Department = F; all others = M			
ADDL Explanation - match Explanation on Certification Sheet, "Cash Recon with HHS" and FBWT Difference Report			
Completion - Date Transaction was resolved			
To Be Completed Date of current month end			
LAST Page: Treasury Total = Current month Cash Recon Treasury total			
LAST Page: SAP Table Total = GR55 SAP Total			
LAST Page: Monthly Difference = equals "Center Difference" total on the "Cash Recon with HHS" spreadsheet.			
LAST Page: Identified Difference = Same amount as "Monthly Difference" and equals "Center Difference" total on the "Cash Recon with HHS" spreadsheet.			
LAST Page: Cleared Subtotals = equals all "Resolved" exceptions			
LAST Page: Uncleared Subtotals = equals all exceptions that are not resolved			
GR55 SAP Report			
Header: Center Abrev_BA_CMP 2a.3 GR55 Totals Month year NASA AOF by Fund Type (Ex: JSC_72_CMP 2a.3 GR55 Totals November 2017 NASA AOF by Fund Type)			
Selection Date: Current month date			
Report Group = ZAFT			
Business Area = Correct center BA CMP Activity			
Period = Current reporting period			
LAST Page: "End Balance" Total equal SAP Table total on "Cash Recon Template" report			
Transaction Validation Report			
Header: Center Abrev_BA_CMP 2a.3 Month Year GWA ALC Transactions Validation (Ex: JSC_72 CMP 2a.3 November 2017 GWA ALC Transactions Validation)			
ALC = Center ALC CMP Activity reporting			
Treasury Beginning Balance = Prior Month Cash Recon ending Treasury Total			
(+) ALC 80000004 Increase to Balance (GWA ALC Transactions) = GWA Account Statement PDF "Increase to Balance" total			
(-) ALC 80000004 Decrease to Balance (GWA ALC Transactions) = GWA Account Statement PDF "Decrease to Balance" total			
(+) & (-) 80110122 Inc to Bal (GWA ALC 14019999 Transactions) = **only if you have DOI charges on current cash recon with HHS report** Let supervisor know if you have data in these field			
(+) & (-) 80F3875 Inc to Bal (GWA ALC 14019999 Transactions) = equals Increase and Decrease totals on GWA Account Statement - 80F3875 Pdf report			
(+) & (-) 80F3875 Inc to Bal (GWA ALC 14019999 Transactions) = equals Increase and Decrease totals on GWA Account Statement - 80F3885 Pdf report			
(+) & (-) State Department Inc to Bal (GWA ALC 19008768 & 19008769 Transactions) JSC ONLY - should match State Department Database report			
WCF Center to Center Transfer (if applicable - should have email from NSSC ITBS attached)			
Treasury Ending Balance (January 2018 Agency Cash Recon Check Figures) Should match current month Cash Recon Treasury Total			

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<b>Prior Month Cash Recon</b>			
Header: Center_BA CMP 2a.3 Treasury vs SAP Prior Month CY per OCFO DAB (Jack's Recon) Example: AFRC_24 CMP 2a.3 Treasury vs SAP December 2017 per OCFO DAB (Jack's Recon)			
Treasury Total should match "Treasury Beginning Balance" from Validation report			
<b>GWA Account Statement "ALC" (Pdf)</b>			
Header: Current Date information			
Report is Pdf and in landscape format			
Reporting ALC: Center ALC is correct for center CMP control Activity			
Increase and Decrease to Balance totals should match GWA Account Statement			
Increase and Decrease totals on Validation report			
<b>GWA Account Statement "80F3875" (Pdf)</b>			
Header: Current Date information			
Report is Pdf and in landscape format			
Increase and Decrease to Balance totals should match 80F3875 Increase and Decrease totals on Validation report (If Applicable)			
<b>GWA Account Statement "80F3885" (Pdf)</b>			
Header: Current Date information			
Report is Pdf and in landscape format			
Increase and Decrease to Balance totals should match 80F3885 Increase and Decrease totals on Validation report (If Applicable)			
<b>State Department Report (JSC ONLY)</b>			
Header: CMP 2a.3 GWA Month Year ALC 19000003, 19008768, 19008769 Transactions State Dept. Charges			
Increase and Decrease to Balance totals should match State Department Increase and Decrease totals on Validation report (If Applicable)			
<b>HHS Submission Report</b>			
Header: Center_BA CMP 2a.3 Month Year HHS FINAL as of x/x/xxxx (Ex: AFRC_24 CMP 2a.3 January 2018 HHS FINAL as of 2/7/2018)			
Report is Pdf and in portrait format			
Increase and Decrease to Balance totals should match HHS Increase and Decrease totals on Validation report (If Applicable)			
<b>Working Capital Center to Center Transfer</b>			
Email from NSSC ITBS with Posting information			
Increase and Decrease to Balance totals should match WCF Center to Center Increase and/or Decrease totals on Validation report (If Applicable)			
<b>Current Month Cash Recon</b>			
Header: Center_BA CMP 2a.3 Treasury vs SAP Prior Month CY per OCFO DAB (Jack's Recon) Example: AFRC_24 CMP 2a.3 Treasury vs SAP January 2018 per OCFO DAB (Jack's Recon)			
Treasury Total should match "Treasury Ending Balance" from Validation report			
<b>Jack's Cash Recon with HHS</b>			
Header: Center_BA CMP 2a.3 Treasury vs SAP Prior Month CY per OCFO DAB (Jack's Recon with HHS 2/7/2018) Example: JSC_72 CMP 2a.3 Treasury vs SAP January 2018 per OCFO DAB (Jack's Recon with HHS 2/7/2018)			
AOF Center differences should match back to Cash Recon Template Identified Differences			
Treasury Total should match "Treasury Ending Balance" from Validation report			
<b>FBWT Difference Report</b>			
Should be same FBWT Difference report from Final FMS 224 package that included checkmarks and initials.			
Verify Center and Month on Report			

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AAO CMP Tool Activity Status				
If no Exceptions = color is Green				
If only Exceptions type # 2 = color is Yellow				
If any Exception types are # 3 = color is Red				
AAO CMP Tool Certification Page (Data should Match Certification Sheet in Attached Package)				
Center Complete Name				
Business Area				
Month (Spelled out) Year (e.g. March 2017)				
<b>Control Title</b> - 2a.3: Reconcile FBWT Balances between SAP and Treasury (Cash Template)				
No Exception or Exception - Only one box is checked				
If exception box is checked, exceptions are listed				
Exceptions are listed in order as they appear on the Cash Recon Template Database report.				
<b>Item</b> - number exceptions chronologically (1, 2 3, etc.)				
<b>Exception Amount</b> - Same sign as "Identified Difference" on Cash Recon Template Database report				
<b>Exception Type:</b> All "Current Month FBWT Difference" 20 days or less items are always # 2; All Prior Month and other transactions over 21 days old are # 3				
<b>Description/Explanation</b> - Should match FBWT Difference Report Explanation or "Cash Recon with HHS Explanations" spreadsheet ** JSC only - State Department exception description is the AOF**				
<b>Resolution</b> - Should match "pending" explanation from FBWT Difference <b>UNLESS</b> transaction is resolved. If Resolved - should include resolution information (SAP Document or IPAC #)				
<b>Resolution Date</b> - Date/Dates Transaction was resolved				
<b>SR Ref</b> - If Transaction has CRQ #				
<b>Person Responsible</b> - should be person listed on the FBWT Difference as pending from (Ex: Center/NSSC/Customer/ AAO/OCFO)				
<b>Total</b> - Should equal sub total of "Identified Difference" on Cash Recon Template Database report with same sign. Should also equal "Center Difference" Column total on the Current Month Cash (Jack's Recon) report				
Verify Preparer's Name (First & Last)				
Preparer's Signature says "Electronically Signed"				
Date Prepared				
<i>Check for typos, spelling errors in Exceptions</i>				

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## APPENDIX K – FMS 224 SP REVIEW CHECKLIST

Preliminary FBWT 224 Checklist	10 - HQ - 80000001	
	Preparer	Comments
Verify 224 is saved in correct location: N:\Financial Accounting Branch\FBWT\224 Packages Paperless Review Folder		
Verify the Naming Scheme: CTR Month YYY Preliminary FMS 224 Package Review 1 (jlb).pdf		
Verify the order of the pages: Preliminary FMS (STATEMENT OF TRANSACTIONS) 2. FMS 224 Reclassification Col II 3. FMS 224 Reclassification Col III SAP 224 GWA Account Statement pdf GWA Account Statement spreadsheet(Last page) 7. 224 Transmission Summary (Treasury vs. SAP) 8. FBWT Differences Report 9. Recon Report 10. Other supporting documentation if applicable (IPACs, emails, etc)	1.   4. 5. 6.	
<b>GWA Preliminary FMS 224 (STATEMENT OF TRANSACTIONS) 1st day</b>		
Is the Date for the 1st run date?		
Is the Center/ALC correct?		
Accounting Period is current reporting period		
Are there any FBWT Differences? If No, Type N/A and go to next form.		
Yes - Are the numbers listed in parenthesis by each item?		
Do the "Cumulative Subtotal" amounts match for both columns (Collection & Disbursement)		
Is the explanation of each "numbered" difference listed at the bottom of the last page?		
Does the explanation coincide with the activity on the FBWT Spreadsheet?		

CTR FMC 224 Reclassification Column II, Month YYYY "Collections"		
Is the title listed on the upper left correct? Center_FMS 224 Reclassification Coumn II_Month Year		
Verify Center AIN; Period; FY; and date are correct in the header line		
Do the AOF and Monthly Differences amounts match the FMS 224 report?		
Does FMS SF224 total match Excel Acct Statement Column II total		
Does SAP 224 column total match SAP SF-224 Statement of Trx Column II total		
Do the totals for Col II and Col III net to zero? Only if there are no differences		

CTR FMC 224 Reclassification Column III, Month YYYY "Disbursements"		
Is the title listed on the upper left correct? Center_FMS 224 Reclassification Coumn II_Month Year		
Verify Center AIN; Period; FY; and date are correct in the header line		
Do the AOF and Monthly Differences amounts match the FMS 224 report?		
Does FMS SF224 total match Excel Acct Statement Column III total		
Does SAP 224 column total match SAP SF-224 Statement of Trx Column III total		
Do the totals for Col II and Col III net to zero? Only if there are no differences		

CTR Month YYYY SAP 224 (1st Day)		
Is the name correct?		
Is the Agency Location Code correct?		
Is the Accounting Period correct?		
Does the Net Total match the SAP total on the 224 Transmission Summary Report?		

CTR Account Statement MM-DD-YYYY jbolar pdf		
Is the name correct?		
Is the Agency Location Code correct?		
Is the Accounting Period correct?		
Do the Increase and Decrease to Balance totals on pdf match the totals on the GWA Account Statement Spreadsheet?		

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CTR_Account_Statement_MM-DD-YYYY_jbolar Spreadsheet		
Is the name correct?		
Is the Agency Location Code correct?		
Is the Accounting Period correct?		
Is this the last page of the spreadsheet?		
Are the totals visible?		
Did you check Column 2/Column 3 totals to FMS 224 Reclassification database reports		
Do the Increase and Decrease to Balance totals on pdf match the totals Transmission Summary report (Treasury vs. SAP)		
CTR_Month YYYY 224 Transmission Summary		
Is the name correct?		
Is the Month and Year correct?		
Is the Difference amount Zero?		
Does increase and decrease to balance equal to Total Treasury (GWA Account Statement) amount		
Do FBWT Differences amounts match monthly amounts on Difference report		
CTR_Month 62 Month YYY SOD		
Is the name correct?		
Is the Month and Year correct?		
Verify the report is not truncated (expand rows)		
If amount is cleared - Does it say "Now cleared"?		
If cleared, is the date and document Number listed?		
Verify date and document number from Recon report		
Is the TAS listed by each FBWT Difference? e.g.(8017/180122)		
Do the amounts match the FBWT Spreadsheet? What does this mean		

CTR_Recon_MM-DD-YYYY_jbolar		
Is the name correct?		
Is the "SAP Transaction Register thru date" the last day of the month?		
Is the "Reconciliation Current Date" today's date?		
Verify the report is not truncated.		
Is all backup included (IPACs, email, screen shots)		
Verify TAS from backup to FBWT Difference Report		
Verify Amounts Match		
Column II and Column III Database totals match GWA Account Statement excel		
Column II and Column III Database totals match SAP SF 224 Statement of Trx		
SAP SF-224 Net Total amount matches the Treasury vs SAP Spreasheet SAP amt		
Column II and Column III Account Statement match SAP 224 report		
Account Statement pdf Increase and Decrease to Balance totals match GWA Acct Statement Excel report		
Account Statement pdf Increase and Decrease to Balance totals match Transmission Summary (Treasury vs. SAP)		
FBWT Differences Report totals match Transmission Summary (Treasury vs. SAP)		

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## **APPENDIX L – MANUAL STEPS TO FORMAT CMP 2A.3 PREPARATION REPORTS**

### **Manual Steps**

#### 1. Format CMP 2a.3 “GWA ALC Transactions” spreadsheet

- a. Delete lines 1 and 2 so that header line is first and format data in columns as:
  - i. Column A: Treasury Account Symbol as “Text”
  - ii. Column B: Business Event Type Description as “Text”
  - iii. Column C: Sub-Account as “Number”
  - iv. Column D: Sub-Class as “Text”
  - v. Column E: Accounting Period as “Text”
  - vi. Column F: Posting Date as “Text”
  - vii. Column G: Increase to Balance as “Number”
  - viii. Column H: Decrease to Balance as “Number”
  - ix. Column I: ALC as “Number”
  - x. Column J: Transaction Code as “Number”
  - xi. Column K: Reference Number as “Text”
  - xii. Column L: Business Event Type Code as “Text”
- a. Save file as “GWAALCTransactions” to N:\Financial Accounting Branch\FBWT\FBWT Cash Recon 2a3\GWA Data.

#### 2. Format CMP 2a.3 “GWA Unavailable Receipts Transactions” spreadsheet

- a. Delete lines 1 and 2 so that header line is first and format data in columns as:
  - i. Column A: Treasury Account Symbol as “Text”
  - ii. Column B: Business Event Type Description as “Text”
  - iii. Column C: Sub-Account as “Number”
  - iv. Column D: Sub-Class as “Text”
  - v. Column E: Accounting Period as “Text”
  - vi. Column F: Posting Date as “Text”
  - vii. Column G: Increase to Balance as “Number”
  - viii. Column H: Decrease to Balance as “Number”
  - ix. Column I: ALC as “Number”
  - x. Column J: Transaction Code as “Number”
  - xi. Column K: Reference Number as “Text”
  - xii. Column L: Business Event Type Code as “Text”



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Save file as "GWAALCTransactions\_Unavailable\_Receipts" to N:\Financial Accounting Branch\FBWT\FBWT Cash Recon 2a3\GWA Data.

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## APPENDIX M– DONATION COLLECTION PROCESS

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**STEP 1.** NSSC Accounts Receivable receives Donation Collection and deposits to Treasury with Current Year CASS Fund (EX: 8018/190122)

- A. See NASA Policy Directive (NPD) 1210.1G and NPR 9290.1A for guidance on the Acceptance and Use of Monetary Gifts and Donations.
- B. Unsolicited donations must be unconditional and are posted to the HQ Business Area unless otherwise directed and coordinated with the OCFO for posting. (Note: Conditional means the donation is designated for a specific project. NASA is unable to keep conditional donations.)
- C. All donation postings should be completed via JV according to the AR Day to Day posting guide once OCFO has been notified via email by Accounts Receivable CS and confirmation has been received to post.

**STEP 2.** FBWT Reconciliation of Donation collection

- A. Deposit will appear on ACART Reconciliation Report
- B. SAP JV entry to SGL 1010.4114 will clear Deposit
- C. Results will be NO FBWT Difference

**STEP 3.** FBWT FMS 224 Donation Reclassification

- A. SAP vs Treasury Summary Report
  - i. Insert line under “SAP” – SAP Entry: JV Doc# XXXXXXXXX  
Donation posting for TAS 80X8980.1, SGL 1010.4114 (Non 224)
  - ii. Verify that the correct amount for “Total Treasury vs. SAP Difference” to include the above entry

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**HQ Treasury vs. SAP March 2017**

Treasury Increase to Balance	\$ 34,756,863.68
Treasury Decrease to Balance	\$ (147,183,455.45)
Total Treasury (GWA Account Statement)	<u>\$ (112,426,591.77)</u>
SAP	<u>\$ (112,767,391.50)</u>
SAP Entry: JV Doc #100260360 Donation posting for TAS 80X8980.001, SGL 1010.9888 (NON 224)	<u>\$ 20.00</u>
<b>Total Treasury vs. SAP Difference</b>	<b><u>\$ 340,779.73</u></b>

- B. FMS 224 Statement of Transaction Report
- i. Enter CASS TAS Donation was used when Deposited to Treasury
  - ii. Enter Amount of Donation collection in Column II as a debit "Ex: (20.00)" – this will result in a BETC of "COLLAJ"
  - iii. Enter Donation TAS: 80X8980.1
  - iv. Enter Amount of Donation collection in Column II as a credit "Ex: 20.00" – this will result in a BETC of "COLAVRCT" using the TAS entered

8017/180122	7	(20.00)
80X8980.1	1	20.00

- C. Print FMS 224 Statement of Transaction Report to PDF once complete
- D. Explanation **"Donation Reclassification (See SAP JV Posting)"** for Donation reclassification will need to be added to last page following same process as normal 224 reclassification transactions.
- E. Add SAP JV Posting screen shot as backup supporting documentation to FMS 224 Package

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## APPENDIX N – MISCELLANEOUS RECEIPT RECLAMATION

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When the NASA centers post cash to miscellaneous receipts during the year, the money is being set aside to go back to treasury, and then treasury will “Sweep” the entire balance in early October for the prior fiscal year. Subsequently, sometimes centers will determine that moneys were turned over to miscellaneous receipts inadvertently, such as a calculation error, corrections involving canceled funds, or other balance adjustments. The course of action of getting the money previously sent to miscellaneous receipts will depend on whether the money was sent to treasury in a prior fiscal year, or if the money still resides in NASA’s miscellaneous receipts fund (current year entries). Ensure documentation relating to pulling money back from miscellaneous receipts is obtained from the center requesting the transaction. Follow the detailed steps below:

### Request for Refund of Current Year Misc. Receipts

3. NSSC will reverse CY Misc. Receipt JV Posting. This will create an FBWT Difference
4. Scenarios below
  - a. Refund to a Federal Customer
    - i. Center creates a DP document (Cash in) using original doc date from Misc. Receipt JV Reversal. This will resolve FBWT Difference created in step 1. (1400#)
    - ii. Center creates RL document (Cash out) using current month doc date. This will create an FBWT Difference
    - iii. NSSC AR process Manual IPAC Refund. This will resolve FBWT Difference created in step ii.
  - b. Refund of Deposit
    - i. NSSC AR will create a cash in document (FB01) using original doc date from Misc. Receipt JV Reversal. Or AP/Travel will post Cash in Vendor refund. This will resolve the FBWT Difference from step 1.

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## Request for Refund of Prior Year Misc. Receipts

*Note: Prior year documents are **NOT** reversed.*

1. Center will send request to OCFO for approval. Request should include explanation and SAP screen shots of Miscellaneous Receipt postings.
2. If request in under \$100,000.00, OCFO can provide approval to withdraw the funds from Treasury on the SF224 using AOF 20X1807 without obtaining Treasury approval (per TFM Section 3040 shown below).

**Section 3040—Procedures for Using Account 20X1807, "Refund of Moneys Erroneously Received and Covered"**

When agencies can trace the amount subject to refund as having been erroneously credited to an appropriation account, the refund claim is chargeable to that appropriation whether it is lapsed, current, reimbursable, or nonreimbursable. Agencies may charge account 20X1807 only when collections are deposited into Treasury as miscellaneous receipts and the amount to be refunded is not properly chargeable to any other appropriation.

Agencies are responsible for the validity, accuracy, and legality of any charges to account 20X1807, and for retaining documentation of the appropriation account and amount(s) which were erroneously credited. If the agency wishes to charge account 20X1807 for over \$100,000, the agency must provide written documentation of the above items to the Funds Management Branch (see Contact below) prior to initiating the withdrawal. Agencies withdrawing any amount from 20X1807 must report this activity on their monthly Statement of Transactions (224).

3. If request is over \$100,000.00, OCFO will need to obtain Treasury approval to withdraw the funds on the SF224 using AOF 20X1807.
4. OCFO will then notify NSSC to proceed with the refund withdraw from Treasury the PY Misc. Receipt posting.
5. Scenarios below
  - a. Refund to a Federal Customer (Example JSC March 2013)
    - i. Center creates a DP document (Cash in) using current month doc date. This will create a FBWT Difference. (1400#)
    - ii. Center creates RL document (Cash out) using current month doc date. This will create an FBWT Difference
    - iii. NSSC AR process Manual IPAC Refund. This will resolve FBWT Difference created in step ii.
    - iv. FBWT will create a Manual 224 entry at month end to clear the cash in document. This will resolve FBWT Difference created in step i.
  - b. Refund of Deposit (Example AFRC March 2012)

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- i. Center creates a DP document (Cash in) using current month doc date. This will create an FBWT Difference
- ii. FBWT will create a Manual 224 entry at month end to clear the DP document. This will resolve FBWT Difference created in step i.

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## APPENDIX O – SPECIAL CASES FOR CMP 2A.3

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### SPECIAL CASES FOR CMP 2A.3

1. **NMO** – For “HHS Final Charging File” use the copy already saved in the 224 Assembly folder that includes the Recovery Act Funds explanations. Open and save into the CMP 2a.3 folder as “NMO HHS Month Year FINAL charging file.pdf
2. **JSC** – Always has State Department charges as exceptions.
  - a. Open Access Database – click on “GWA State Dept Charges”
  - b. Check Month – Prior Month
  - c. Year – Current Year
  - d. AIN – Center BA
  - e. Click “OK” (Opens new window) verify Header information is correct.
  - f. Click “Export” (Saves as PDF to center folder)
3. **GSFC** – GWA or GPO charges ( this may occur once or twice a year)
  - a. Open Access Database – click on “GWA GSA Charges” & “GWA GPO Charges” If there is data continue to “b –F” below. If no date nothing else needs to be done.
  - b. Check Month – Prior Month
  - c. Year – Current Year
  - d. AIN – Center BA
  - e. Click “OK” (Opens new window) verify Header information is correct.
  - f. Click “Export” (Saves as PDF to center folder)
4. **WCF Center to Center Transfers** – NSSC BA will send an email to Margaret when there is a WCF center to center transfer with the NSSC. Margaret will save a copy of the PDF into the center’s CMP 2a.3 folder that the transfer is for.
  - a. Open Access Database – click on “Add/Edit GWA ALC Misc Transaction
  - b. Input the information from the saved email such as the Center, Month, Year, Amount,
  - c. Description should be “WCF Center to Center Transfer in G/L Account 1010.5000 (SAP JV #'s listed on the saved email: example 100321883/100321884)

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**APPENDIX P – GUIDANCE ON AUDIT DOCUMENTATION REQUEST AND SUBMISSION PROCESS**

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*The Audit Documentation Request and Submission Process (Chapter 1) and Requests for Extensions (Chapter 4) can be found in Tech Doc- NASA Shared Services Center Work Instruction NSPWI-9000-0003 Revision 7.0.*



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## APPENDIX Q – CS 224 REVIEW CHECKLIST

FMS 224 Checklist	
Center	Reporting Month
<i>This is a minimal required list for review; it is not all inclusive.</i>	
	Description
<b>GWA Statement of Transactions</b>	
<i>Heading</i>	
	Is the Center ALC correct in the Reporting Entity Code field?
	Is the Report Type Original (If we have to prepare a supplemental 224, the report type would be supplemental)
	Is the Fiscal Year and Month correct for the reporting period?
	Does the saved on month and date equal the current month and 2nd business day of the month?
<b>Section I Classification of Disbursements and Collections by Appropriation, Fund and Receipt Account</b>	
	Verify dollar amount and AOF match each line from the Statement of Transactions to the BETC Reclassification Support.
	Verify dollar amount and AOF match each line on Reclassifications Column II and III reports with the Reclassification Column II and III Support.
	Verify that any exception amounts listed on the Statement of Transactions match the FBWT Differences spreadsheet
	Verify that the exception amount footnotes title is consistent with the activity on the FBWT Differences spreadsheet Example (1) FBWT Differences - Disbursement SOD - Now Cleared, (2) FBWT Differences - Collection SOD - Now Cleared, (3) FBWT Differences - Disbursement SOD, (4) FBWT Differences - Collection SOD, etc.
	Verify that the exception amounts listed on the Statement of Transactions equal the FMS 224 Reclassification Column II and III Identified Differences amounts
<b>SAP 224 Month Year Date</b>	
	Heading typed is correct for Center, Month and Day 2 date?
	Does the Net Total, Section I equal the SAP total on the Treasury vs. SAP spreadsheet?
<b>FMS Reclassifications Columns II and III to *Account Statement Spreadsheet to the SAP 224</b>	
	Does Column 2 from the Account Statement Spreadsheet equal the subtotal on the FMS 224 Reclassification Column II (FMS SF 224 column)?
	Does Column 3 from the Account Statement Spreadsheet equal the subtotal on the FMS 224 Reclassification Column III (FMS SF 224 column)?
	Does the SAP 224 Receipts and Collections equal the subtotal on the FMS 224 Reclassification Column II (SAP 224 column)?
	Does the SAP 224 Gross Disbursements equal the subtotal on the FMS 224 Reclassification Column III (SAP 224 column)?
	Does the Reclassifications Column II and Column III amounts net to zero?
	Verify the typed written FBWT Difference amounts tie to the FBWT Difference spreadsheet and the addition is correct for the hand written total.
	Verify the typed heading is for the correct Center, FMS 224 Reclassification Column II/Column III, and Correct month
<b>Treasury vs SAP to *GWA Account Statement and *FBWT Differences Spreadsheet</b>	
<i>Treasury vs SAP Spreadsheet</i>	
	Verify the Center and Month are correct
	Verify the GWA Account Statement increase to Balances matches the amount on the Treasury vs SAP spreadsheet
	Verify the GWA Account Statement Decrease to Balances matches the amount on the Treasury vs SAP spreadsheet
	Verify the Total GWA Account Statement matches the amount on the Treasury vs SAP spreadsheet
	Verify the SAP SF224 amount matches the Treasury vs SAP spreadsheet
<b>FBWT Difference (SOD Activity)</b>	
	Does the clearing of prior month disbursements on Treasury vs SAP spreadsheet amount match the amount cleared on the FBWT Differences Spreadsheet?

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