Welcome to…
Reimbursable Resource Management
Welcome and Introductions
Course Prerequisites

✓ Change Discussions

✓ RWD SAP 4.6C

✓ Budget Funds Management Course
Course Objectives

• At the end of this course, individuals should be able to use SAP to:
  
  – Record and Distribute Reimbursable Authority
  
  – Create and Maintain Funds Reservations
Benefits of Reimbursable Resource Management

- SAP provides an automated means to:
  - Record and distribute reimbursable budget authority to all NASA Agency and Center levels
  - Create and maintain Funds Reservations
# Course Schedule

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Time (hr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction &amp; Background</td>
<td>00:20</td>
</tr>
<tr>
<td>2. Topic 1: Introduction to Reimbursable Process in SAP</td>
<td>01:20</td>
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<tr>
<td>3. Topic 2: Reimbursable Funds Control Process and Funds Reservation</td>
<td>02:10</td>
</tr>
<tr>
<td>4. End of Course Review/Feedback</td>
<td>00:10</td>
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<tr>
<td><strong>Total Course Time</strong></td>
<td><strong>04:00 hrs</strong></td>
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Course Structure

- Process Flows
  - Overview of key business processes and related SAP concepts
- Demonstrations
  - Trainer-led examples of key SAP transactions
- Exercises
  - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
  - Assessment of course effectiveness using the Training Evaluation Form
Course Tool: On-Line Quick Reference

• Purpose of the On-Line Quick Reference (OLQR) tool:
  
  – Provide procedures, job aids, and Help content via the Intranet during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)
  
  – Assist with completion of transactions in the SAP system
Prepare Your Workspace

- Take a few minutes to prepare your training workspace:
  - Review the reference materials; become familiar with the content
  - Logon to SAP R/3
Background Knowledge
Background Knowledge

• FM Key definitions:

- **Budget Sub-type**: Element within SAP which, when combined with other FCS elements, defines Funds Control
- **Business Area**: Element within SAP that identifies NASA Centers
- **Commitment Item**: Element within SAP that identifies the OMB Object Classes
- **Derivation Rule**: Functionality within SAP that provides the linking of specific FCS elements together to perform funds checking and control
Background Knowledge

- **FM Key definitions:**

  - **Document Type:** Element within SAP that when combined with Budget Subtypes links to specific Standard General Ledger (SGL) accounts
  - **Functional Area:** Element within SAP that represents Congressional Operating Plan (COP) Line Item Numbers
  - **Functional Area Group:** Element within SAP that represents one of the current five NASA Enterprises and a Non-Enterprise office summary grouping
Background Knowledge

- **Fund**: Element within SAP that identifies the following four FCS elements: appropriation, fund source, program year, and fund type
- **Fund Center**: Element within SAP which, when combined with other FCS elements, will be used to distribute budget
- **Fund Center Classification**: Element within SAP that represents the nine Financial Classification Structure (FCS) Elements
Background Knowledge

- **Funds Management**: SAP module providing funds control and distribution functionality

- **Funds Reservation Document (or Earmarked Funds)**: Element within SAP that provides a lower level funds distribution for reimbursable orders and funding sources

- **Receiver Fund**: Element within SAP that identifies the receiving fund
Background Knowledge

• FM Key definitions:
  
  – **Sender Fund**: Element within SAP that identifies the sending fund
  – **Sales Order**: Element within SAP that captures detailed information related to reimbursable agreements/orders
  – **Transfer**: Activity within SAP that distributes funding
Background Knowledge

Differences between SAP and the previous system:

Old System:

- Agency-Wide Coding Structure
- Several accounting systems used throughout the Agency
- Paper process used to perform funds distribution

SAP System:

- New Financial Classification Structure (FCS) and terminology
- One integrated system used Agency-wide
- Automated process used to perform budget distribution
Topic 1

Introduction to Reimbursable Process in SAP
Topic Overview

• Introduction to Reimbursable Process in SAP
  – Establish and process reimbursable orders

• Process Flows: Record and Maintain Reimbursable Budget Authority
Topic 1: Objectives

- Upon completion of Introduction to Reimbursable Process in SAP, individuals should be able to accomplish the following:
  - Describe the Record and Maintain Reimbursable Budget Authority process flow
  - Comprehend the various components of the Reimbursable Orders process
Topic 1: Process Flow

Record and Maintain Reimbursable Budget Authority
Funds Center Structure (funds control level):

- The Funds Center structure will be configured with Fund Centers (current AWCS codes) that are necessary for 506, Level 2: Agency to Enterprise, and the 506A, Level 3: Enterprise to Centers and Enterprise Offices
- Level 3 funding distribution will represent blanket reimbursable authority at the Center level
- When Center receives a Reimbursable Agreement/Order, several events may take place:
  - Establishment of appropriate Project Structures
  - Establishment of a Sales Order
  - Establishment of a Funds Reservation document for the direct and overhead funded portion of an Order
  - Transfer funding from Level 3 Fund Center to Level 4 Carrier Accounts/Cost Pools Fund Centers as needed
Reimbursable Agreement/Order

- Project Structure (cost collection level):
  - WBS’s will be configured to represent the AWCS structure
  - Below the AWCS reporting level, a WBS will be established for each fund (Appropriation, Fund Source, Program Year) by Order
  - Networks will be used to collect cost at a Center or Project specific detailed level below the Reimbursable Order WBS levels
Reimbursable Agreement/Order

Project / WBS Structure

<table>
<thead>
<tr>
<th>Project Structure</th>
<th>Project Fund</th>
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<tbody>
<tr>
<td>Spacecraft Goes 1-M</td>
<td>62R-618-31</td>
</tr>
<tr>
<td>Conversion Costs Only</td>
<td>62R-618-31-CN-8</td>
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<td>Conversion Costs Only</td>
<td>62R-618-31-CN-9</td>
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<tr>
<td>Contractor Costs</td>
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</tr>
<tr>
<td>External Production</td>
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### Reimbursable Agreement/Order Funds Reservation Document

**1: Fund Reservation Number**
- 1,499,990.90

**2: Line Number**
- 533 Contract (FR)
- 110 Labor (CM)
- 210 Travel (CP)
- 9206, 9345 Agency OH - ROS
- 9206, 9335 Center OH - ROS
- 9206, 9348 Agency OH - Labor
- 9206, 9330 Center OH - Labor
- 9206, 9319 Center OH - Fringe
- 9206, 9515 Center OH - Fringe Fringe
- 2556, 2550 Contract Administration

**3: Agreement/Order Tasks**
- 2666-101

**4: Fund (APPR, FS, PY, Fund Type)**
- 62-615 SAT262001R
- 62-771 SAT412002R
- 62-771 SAT412002R
- 62-771 SAT412002R
- 62-771 SAT412002R
- 62-771 SAT412002R
- 62-771 SAT412002R
- 62-771 SAT412002R
- 62-771 SAT412002R
- 62-771 SAT412002R

**5: WBS (Account Assignment)**
- 62R-016-31-59876-01
- 62R-016-31-59876-02
- 62R-016-31-59876-03
- 62R-016-31-59876-04
- 62R-016-31-59876-05
- 62R-016-31-59876-06
- 62R-016-31-59876-07
- 62R-016-31-59876-08
- 62R-016-31-59876-09

**6: Order Number (assigned by Center Reimbursable Manager)**
- 102

**7: Fund Indicator**
- 102
- 102
- 102
- 102
- 102
- 102
- 102
- 102
- 102
- 102

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**Dryden Flight Research Center**

04/01/03
Topic 1 Debrief

• Describe the Record and Maintain Reimbursable Budget Authority process flow
• Comprehend the various components of the Reimbursable Orders process
Topic 2

Reimbursable Funds Control Process and Funds Reservation
Topic Overview

- Reimbursable Funds Control Process and Funds Reservation
  - Reimbursable Funds Management Procedures
- Process Flows: Record and Maintain Reimbursable Budget Authority and Process Funds Reservation
Topic 2: Objectives

Upon completion of Reimbursable Funds Control Process and Funds Reservation, individuals should be able to accomplish the following:

- Describe the Record and Maintain Reimbursable Budget Authority process flow
- Describe the Process Funds Reservation process flow
- Record and maintain Reimbursable authority at all Agency and Center levels
- Create and maintain Funds Reservations
Topic 2: Process Flow

Record and Maintain Reimbursable Budget Authority/Process Funds Reservation

Main Menu

- Accounts Payable
- Accounts Receivable
- Budget Execution
- Cost Management
- Purchasing
- Standard General Ledger

Glossary
Topic 2: Process Flow Continued

- Record and Maintain Reimbursable Budget Authority sub-process:
  - Center Reimbursable Manager requests creation of project structures, Funds Reservation, and/or change to a reimbursable order

- Process Funds Reservation sub-process:
  - NASA creates a reimbursable order
  - Funds Reservation document is created
Topic 2: Process Flow Continued

- Process Funds Reservation sub-process continued:
  - Funds Reserver increases/decreases line item amounts as necessary
  - Documents with expiring funds changed to current program year
  - Funds Reserver closes Funds Reservation document
Demonstrations and Exercises Introduction
Demonstrations and Exercises

• Display Sending Fund Center/Fund Reimbursable Authority Balance
• Record Anticipated Reimbursements Level 1
• Record Reimbursable Apportionment Level 1
• Record Reimbursable Allotment Level 1
• Record Reimbursable Level 2 Program/Non-Programmatic Authority
• Record Reimbursable Level 3 Center Authority
Demonstrations and Exercise Continued

- Compare Receiving Fund Center Reimbursable Authority and Current Reimbursable Operating Plan
- Create Funds Reservation
- Change Funds Reservation (Line Items) Authority
- Change Funds Reservation Authority to New Program Year
- Close Funds Reservation (Line Items)
Screenshot

- Enter Original Budget: Initial Screen

The “R” suffix identifies the Fund as Reimbursable.
• Enter Original Budget: Entry Screen

Enter Public Law, Legislation, and/or Year Cohort.
Screenshot

• Enter Original Budget: Entry Screen

Use SubType Appropriation (APPR) to begin recording Reimbursable Authority.
Screenshot

- Change: M0000000000000 Language EN
Screenshot

- Transfer Budget: Initial Screen

The Sender Fund and Receiver Fund are the same.
When recording Level 1 Reimbursable Apportionment, always identify the appropriate SubType for the Sender and Receiver Fund Centers.
The Budget subtype and Document Type are both Authorization (AUTH).
• Distribute Original Budget: Entry Screen
• Funds Reservation: Create InitScreen

Use Document type RI to create a Funds Reservation.
Screenshot

- Funds Reservation: Create Overview Screen

<table>
<thead>
<tr>
<th>Document number</th>
<th>Document date</th>
<th>Document type</th>
<th>Document date</th>
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<td>Agency</td>
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<tr>
<td>Dec level</td>
<td>USD</td>
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</table>

<table>
<thead>
<tr>
<th>Line items</th>
<th>Overall amount</th>
<th>Text</th>
<th>Commitment item</th>
<th>Funds center</th>
<th>Fund</th>
<th>FA</th>
<th>E&amp;O access</th>
<th>WBS element</th>
<th>Currency</th>
</tr>
</thead>
</table>

Position: 0 / 0
• Funds Reservation: Change Overview Screen
Topic 2 Debrief

• Display Sending Fund Center/Fund Reimbursable Authority Balance
• Record Anticipated Reimbursements Level 1
• Record Reimbursable Apportionment Level 1
• Record Reimbursable Allotment Level 1
• Record Reimbursable Level 2 Program/Non-programmatic Authority
Topic 2 Debrief Continued

- Record Reimbursable Level 3 Center Authority
- Compare Receiving Funds Center Reimbursable Authority and Current Reimbursable Operating Plan
- Create Funds Reservation
- Change Funds Reservation (Line Items) Authority
End of Course Review
Review Objectives & Expectations

Individuals here should now be able to understand the following:

✓ Describe the Record and Maintain Reimbursable Budget Authority Process Flow
✓ How to Record and Maintain Reimbursable Authority at Agency/Center levels
✓ Describe the Process Funds Reservation Process Flow
Available Resources

- SAP Practice Training Instance
- OLQR
- Super-users within each department
- Job Aids
Extra Practice - SAP Training Instance

• Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.
Congratulations!
Training Course Feedback

• The on-line training course feedback will:
  – Assess the effectiveness of the instruction and training materials for the course

• To access the feedback form:
  – Launch your Web Browser

  – Enter the following URL address:

  – Complete and submit feedback by following the directions within the on-line form