

IVV 07: Financial Data Control

Pending changes and considerations:

- Monthly Financial Budget Review Packages are being kept beyond the 3 year retention period, but are still being used for IG audits up to 10 years.

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Note: The official version of this document is maintained in IV&V's internal IV&V Management System Website (<https://confluence.ivv.nasa.gov:8445/display/IMS>). This document is uncontrolled when printed.

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Purpose

The purpose of this system level procedure (SLP) is to establish a consistent and documented method for receiving, distributing, tracking, and reporting funding and financial activities at the NASA IV&V Program.

Scope

This SLP applies to funding and financial activities performed at the NASA IV&V Program.

Definitions and Acronyms

Official NASA IV&V roles and terms are defined in the [Quality Manual](#). Specialized definitions identified in this SLP are defined below.

- **Baseline Form**
 - The Baseline Form is an electronic document used to establish or update a task's baseline and associated financial data. The form is now part of the PFM System. Baselines Forms prior to FY13 are physical documents.
- **Contractor Cost Report (CCR)**
 - The Contractor Cost Report is the agency system where PFM inputs the monthly costs and next month's accrual for each contract that submits monthly Contractor Financial Management Reports (533M).
- **Monthly Budget Review**
 - A monthly budget review is a high-level overview of the financial status of all NASA IV&V functional organizations. The monthly budget review is prepared and presented by the NASA IV&V Program Financial Management (PFM) Group.
- **PFM System**
 - The PFM System is the online financial tracking tool used by the NASA IV&V Program that is located at <http://pfm.ivv.nasa.gov>.
- **Task**
 - A task is a specific work line-item within the NASA IV&V Program.

Acronyms

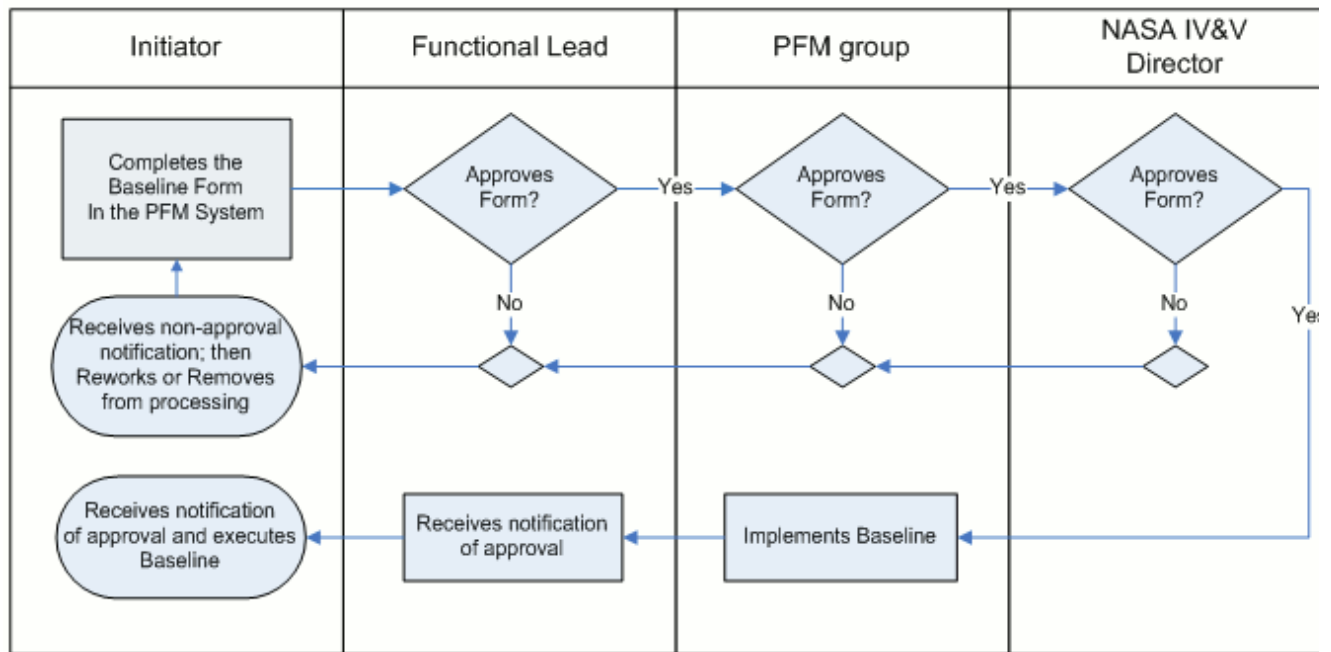
ATA	Agency Technical Authority
CCR	Contractor Cost Report
COR	Contracting Officer Representative
ECM	Enterprise Content Management
GSFC	Goddard Space Flight Center
IEM	Integrated Enterprise Management
IMS	NASA IV&V Management System
NODIS	NASA Online Directives Information System
NPR	NASA Procedural Requirements
PFM	Program Financial Management
PR	Purchase Request
QM	NASA IV&V Quality Manual
RA	Resource Analyst
RM	Resource Manager
SLP	System Level Procedure
SWAT	Software Assurance Tools
TL	Task Lead
WBS	Work Breakdown Structure

Process Flow Diagram

The following diagrams depict processes described in this document, and the responsibilities and actions that shall be performed by process participants. Any information supplemental to a depicted process will appear after the diagram.

Baseline

Functional organizations are responsible for submitting Baseline Forms for the tasks they are managing.



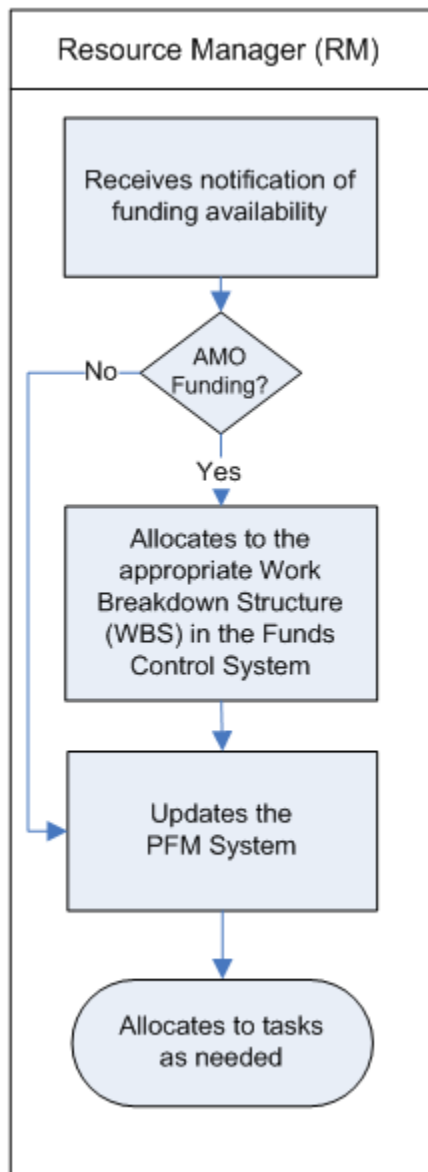
IVV 07 Baseline -- 02-24-2017.vsd

Baseline Forms will be submitted prior to the start of the fiscal year, at task inception, or as needed. This electronic form is housed within the PFM System.

Each office is given high level direction on responsibilities and funding allocations prior to the baseline process. For additional details please see IVV 07-2, *Work Instruction for Implementing Financial Baselines*.

If excess or additional funds are necessary, please contact the NASA IV&V Director and the PFM Group to discuss the rationale for needing additional funds.

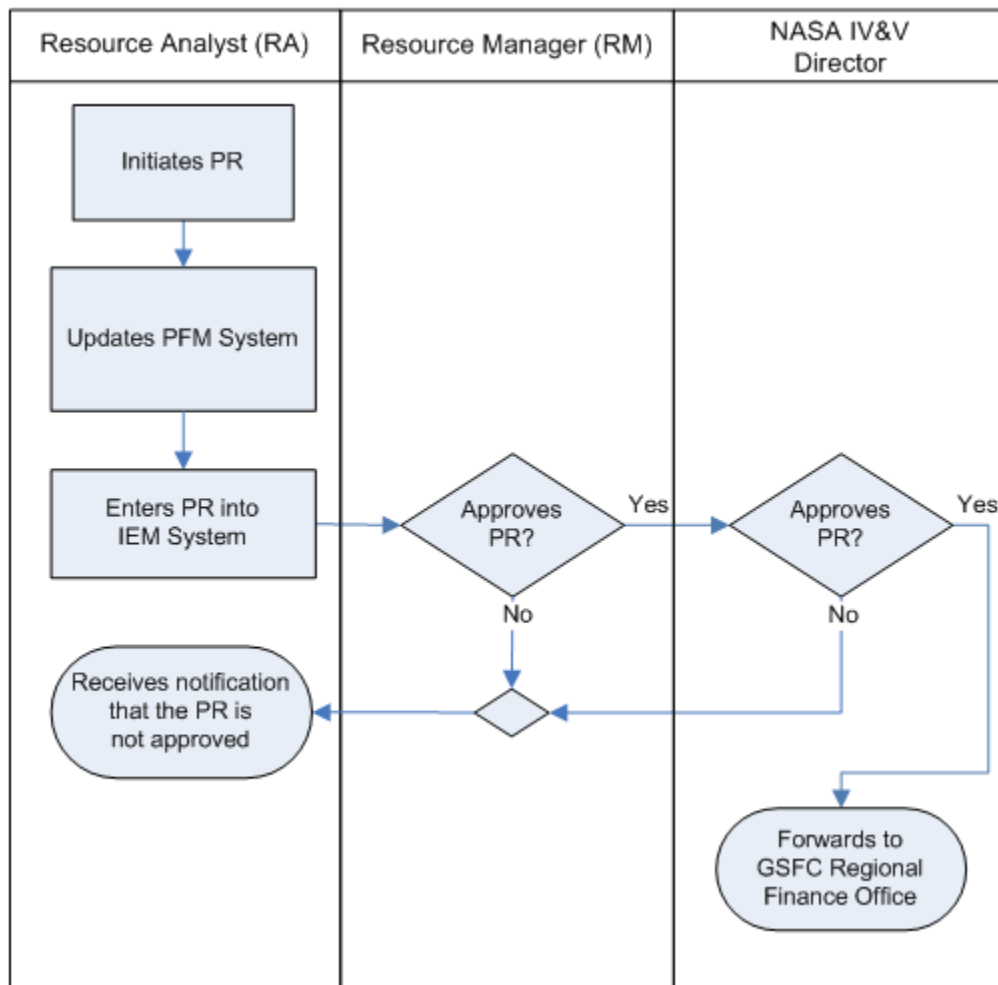
Funds Receipt and Distribution



IVV 07 Funds Receipts and Distribution -- 02-24-2017.vsd

Purchase Request (PR) Distribution

Based on an approved Baseline Form, the RA initiates a PR for the contract/task.

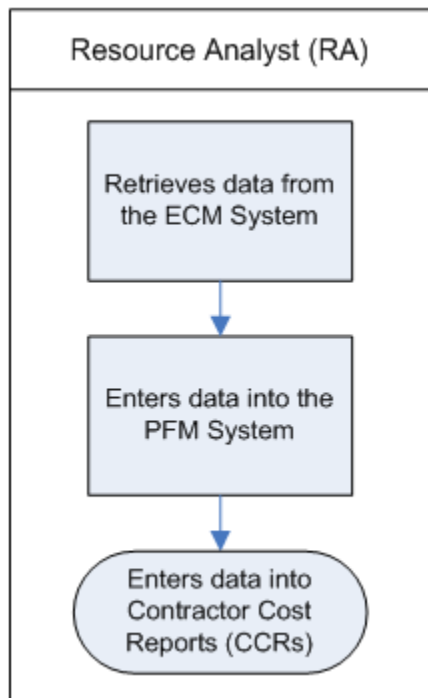


IVV 07 Purchase Request (PR) Distribution -- 02-24-2017.vsd

In the event that a Purchase Request (PR) is denied at any point in the approval chain, an email is sent to the RA. The RA can then correct and resubmit, or cancel the PR.

Funds Tracking and Reporting - Monthly Cost and Accrual

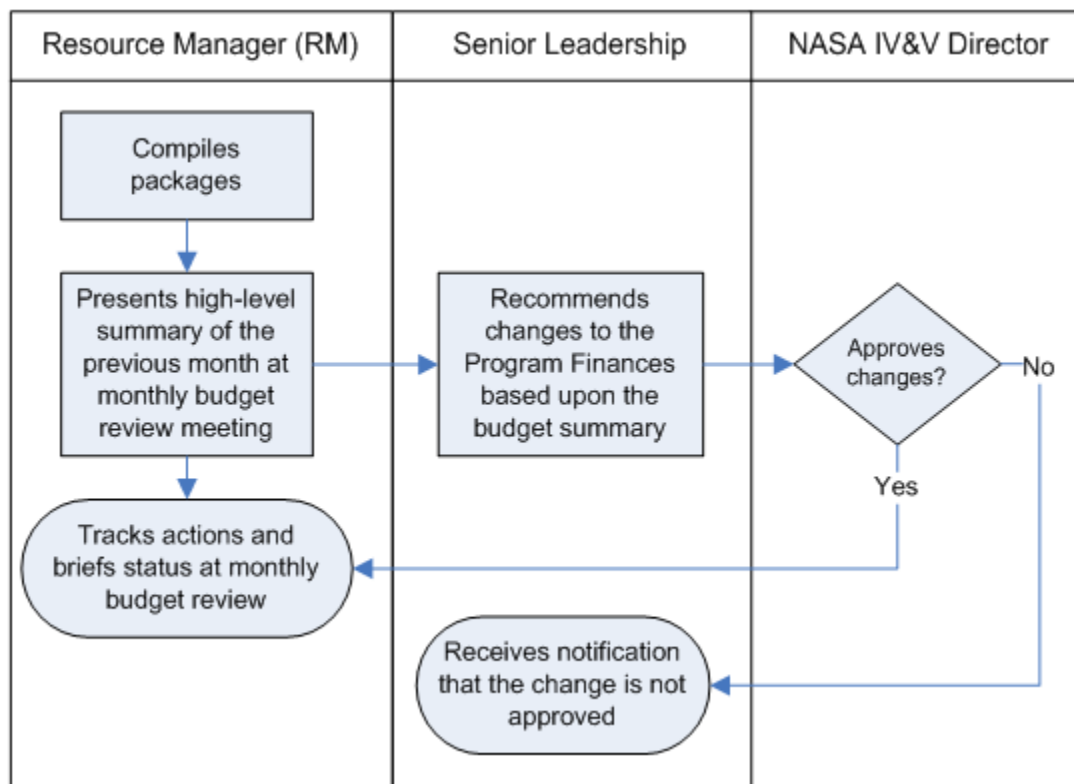
The contract or task's monthly financial data will be submitted by the contractor and verified by the COR prior to entry in the PFM System by the RA.



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Monthly Financial Reporting

The PFM Group will compile and present monthly financial status reports of functional organizations', contracts', and tasks' financial plans, funding received, funding committed, task costs, projected task spending, carryovers, and other financial information. Action items will be tracked by PFM. Open actions will be discussed at the following month's financial status briefing.



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Metrics

Any metrics associated with this SLP are established and tracked within the NASA IV&V Metrics Program.

Records

The following records will be generated or updated and filed in accordance with this SLP and IVV 16, *Control of Records*, and in reference to NASA Procedural Requirements (NPR) 1441.1, *NASA Records Management Program Requirements*.

Record Name	Original	Essential	Responsible Person	Retention Requirement	Location
Baseline Forms FY13 and on	Y	N	PFM Lead	Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. (9/1A)	PFM System
Monthly Financial Budget Review Package	Y	N	PFM Lead/RM	Destroy when active reference value ceases or when 3 years old, whichever is sooner. (9/14A2)	ECM System
PFM System	Y	N	PFM Group	Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. (9/1A)	SWAT Server

Note: PR's are not IV&V records, but are part of the agency-wide IEM system.

References

REFERENCES	
Document ID/Link	Title
IVV QM	NASA IV&V Quality Manual
IVV 07-2	Work Instruction for Implementing Financial Baselines
IVV 16	Control of Records
NPR 1441.1	NASA Records Management Program Requirements

If any procedure, method, or step in this document conflicts with any document in the NASA Online Directives Information System (NODIS), this document shall be superseded by the NODIS document. Any external reference shall be monitored by the Document Owner for current versioning.

Version History

VERSION HISTORY				
Version	Description of Change	Rationale for Change	Author	Effective Date
Basic	Initial Release		Donna Ozburn	10/23 /2002
A-L	Older revision information may be located in the Version History Overflow Document		Various	9/07 /2003 - 8 /31/2010
M	Added Form 1015, Baseline Revision Form, to: Reference Table, sections 3.1 and 4.1		Tara Perdue	6/28 /2011
N	Remove reference to out year estimates; replace 'project' with 'task'; remove "Revision" from Baseline Forms; and update the PFM System location		Tara Perdue	7/26 /2012
O	Update Scope, add CCR definition, update Section 4.2 flow, add Section 4.4, Travel Funds, and refer to Work Instructions	PAR 2012-P-368	Tara Perdue	10/01 /2012
P	Updates based on automating the baseline process		Tara Perdue	12/20 /2012
Q	Align the roles with the QM definition updates	For consistency between PFM SLPs and WIs	Tara Perdue	5/17 /2013
R	Update action item tracking process in Section 4.6. Minor editorial updates. COR replaces COTR.	Bring process in line with how we are currently operating. Per FAR change Nov 2013.	Tara Perdue	2/14 /2014
S	Update retentions in records table. Add note about PRs. Include reference to IVV 06-1.	CAR 2014-C-404: new retentions enable records management. Adding IVV 06-1 is for completeness.	Tara Perdue	6/30 /2014
T	Changing G&A (General & Administrative) to AMO (Agency Management & Operations). Updating Records section.	ADR. Updated to reflect current usage. New NASA Records Retention Schedules (NRRS) published.	Tara Perdue	5/29 /2015
U	Taking out one sentence to reflect the deletion of IVV 06-1. Also removing the reference of IVV 06-1	Cancellation of IVV 06-1	Kim Langford	5/16 /2016
V	Taking out one sentence to reflect the deletion of IVV 07-1. Also removing the reference of IVV 07-1		Kim Langford	9/23 /2016