

NASA 2024 CMP Manual Revision Notice

Control Activity Number and Title: Control Activity 5a.2.a: Validation of detailed asset records for Government-Held Personal Property to Plant Maintenance

Effective Date: 3/1/2024

General Information: Control Activity 5a.2.a is revised to correct sub-bullet “b” to say, “Personal Property” instead of “Real Property”.

Purpose/Reason for Revision
<p>Purpose for Revision:</p> <p>Activity revised to correct sub-bullet “b” to say “Personal Property” instead of “Real Property” under the <i>Analysis/review procedures to be performed</i> section.</p> <p>Updated CMP Activity:</p> <p>Control Activity 5a.2.a: Validation of detailed asset records for Government-Held Personal Property to Plant Maintenance</p> <p><u>Purpose of reconciliation:</u> To verify the completeness and classification of the detail Personal Property records in AA when compared to capital Personal Property records in PM module for Government-Held Personal Property.</p> <p><u>Frequency:</u> Monthly</p> <p><u>Roles and Responsibilities:</u></p> <p>Preparer/Approver: Centers</p> <p><u>Procedures/data sources:</u></p> <p><i>External data sources:</i> None</p> <p><i>Transaction code:</i> ZAM_EMR_AMR</p> <p><i>Transaction description:</i> EMR AMR Integration Report</p> <p><i>Accounting periods to be analyzed:</i> Current Period</p> <p><i>Other selection criteria:</i> Business Area, Start date: first date of current month, End Date: last date of current month, Acquisition Date: 10/01/2014, Capitalization Level: 500,000.00, Select All/Deselect All Box: checked</p> <p><i>Analysis/review procedures to be performed:</i> Review work papers/reconciliations and certifications of the following:</p> <ul style="list-style-type: none">- Please use the HQ designated template to document the completion of this control activity.- Download the EMR-AMR Integration Report to identify all changes in assets during the current month.- Complete the template for the current month activity:<ul style="list-style-type: none">a. Provide brief explanations of all monthly changes processed in PM.b. Indicate whether the monthly changes processed on the Personal Property record(s) affect AA. Verify these changes have been recorded in AA (if applicable).c. Verify all changes are properly classified as Personal Property in accordance with NPR 9250.1.- Differences that would impact AA must be identified as exceptions on the Control Activity cover page, investigated, and monitored until permanently corrected.- If the activity is reported in PM in the last 5 business days of the month, the Center may report the activity as a valid reconciling item on the template for the current month, instead of an exception

on the cover page. (Please note: this allowance is not applicable for the months of June and September, due to Q3 and Q4 reporting requirements.) If the entry is not recorded in SAP in the following month, it would be reported as an exception for that subsequent period.

Standards: Property transactions should be complete and valid.

Thresholds for differences/exceptions:

Month end: All EMR changes in PM that impact a capital AA record have been processed: Yes

Quarter end: All EMR changes in PM that impact a capital AA record have been processed: Yes

Year end: All EMR changes in PM that impact a capital AA record have been processed: Yes

Data Analysis Branch Chief				
Approvers Name			<i>Approvers Signature</i>	Date Approved
Center Deputy Chief Financial Officer				
Approvers Title (incl. Center)			<i>Approvers Signature</i>	Date Approved