



NASA Financial Management Manual

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FMM 9260 REVENUE ACCOUNTING

9261-1 PURPOSE

This section provides accounting procedures for billing, collecting and depositing monies owed to NASA or the U.S. Department of the Treasury (Treasury). Write-off of uncollectible accounts receivable and advances is also explained. Cash management policies prescribed in FMM 9050 will be followed when applying the procedures in this section. Operating procedures for billing, collecting and depositing are contained in FMM 9680.

9261-2 SCOPE

The provisions of this chapter apply to all revenue accounting transactions affecting either NASA appropriations and funds or Treasury accounts.

9261-3 INTERNAL CONTROLS

Revenue controls will be maintained by assigning employees' duties so that no one person is responsible for more than one transaction element. For example:

- a. The accounts receivable technician will not render services or furnish materials for which receivables are generated.
- b. The billing technician will not process collections or deposit funds.
- c. The collection agent will not update accounts receivable records.
- d. The collection agent or accounts receivable technician will not write off accounts receivable as uncollectible.

If, due to workforce limitations, the above controls cannot be instituted, a deviation must be requested in writing from the Director, Financial Management Division, NASA Headquarters.

9261-4 TYPES OF REVENUE

- a. **REIMBURSEMENTS TO APPROPRIATIONS.** Consists of amounts collected for materials or services furnished to another Federal agency, foreign government, or firms or individuals outside the government, which, by law, may be credited directly to NASA appropriations.



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- b. **REFUNDS TO APPROPRIATIONS.** Consists of amounts collected for items such as payments made in error, overpayments, adjustments of previous amounts disbursed from appropriations, refunds of authorized advances, refunds for unused transportation tickets, items rejected and returned, allowances for items retained although not entirely satisfactory, and corrections or adjustments to an appropriation previously charged when later adjustment to another appropriation is contemplated and authorized by law. For accounting purposes, appropriation refunds are handled as reductions in disbursements and require adjustments in budgetary and related accounts. Generally, the refund document contains the accounting classification appearing on the payment voucher to which the refund pertains.
- c. **DEPOSITS AND RECEIPTS.** Consists of amounts of voucher deductions and other collections for deposit with the Treasury such as withholdings from employees' salaries for taxes, bond purchases, etc.
- d. **TRUST FUND RECEIPTS.** Consists of amounts held in trust for carrying out specific activities in accordance with a Trust Fund agreement.
- e. **GENERAL FUND RECEIPTS.** Consists of amounts of miscellaneous receipts to be deposited in the General Fund of the Treasury. Included are collections for user charges (FMM 9080) from persons outside the Federal Government for NASA special services rendered, or NASA property leased or sold to such persons.

9261-5 RECORDING REVENUE ACCOUNTING TRANSACTIONS

Documentation used in billing, collecting, and depositing, described in FMM 9680, should be forwarded to the accounting section of financial management offices for recording in applicable general ledger accounts. A monthly verification should be performed to ensure that amounts on the registers maintained in accordance with FMM 9680 equal amounts entered into the general ledger for applicable transactions.

The general ledger effects can be entered into automated systems either on a transaction basis or summarized on a journal voucher. If the latter method is used, an audit trail must be maintained to the basic documents which support the journal voucher. All bills issued will be recorded as accounts receivable in the general ledger.

All collections of revenue will be recorded based on the date presented to the bank listed on the Certificates of Deposit, i.e., the date used on the SF 215, box 2 (see FMM 9681-6c(2)) and the monthly cutoff date for accounting purposes should be the same.

9261-6 SELECTION OF PROPER FUND ACCOUNTS AND GENERAL LEDGER ACCOUNTS

- a. **GENERAL.** Revenue transactions effect a broad spectrum of fund and general ledger accounts. Each transaction must be carefully analyzed to ensure proper accounts are used.



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- b. **FUND ACCOUNTS.** FMM 9652 lists all fund accounts available to NASA.
- c. **GENERAL LEDGER ACCOUNTS:**
 - (1) FMM 9220 provides proforma entries for revenue transactions.
 - (2) FMM 9220 provides proforma entries for reimbursable transactions.

9261-7 ACCOUNTING FOR PAYMENTS COLLECTED BY TREASURY

NASA debts, in accordance with policy contained in FMM 9050, must be referred to Treasury for collection when more than 180 days delinquent. Debts collected by Treasury will be sent to NASA on a bi-weekly basis via OPAC to the appropriate Agency Location Code. Upon receipt of reports from Treasury, collections should be accounted for in the following manner:

- (1) Principal should be credited to the appropriate general ledger account receivable account (11x0).
- (2) Interest should be credited to 801435, General Fund Proprietary Interest, Not Otherwise Classified.
- (3) Penalty charges should be credited to 801099, Fines, Penalties and Forfeitures, Not Otherwise Classified.

9261-8 WRITE-OFF OF UNCOLLECTIBLES

- a. **WRITE-OFF OF UNCOLLECTIBLE RECEIVABLES AND CLOSEOUT PROCEDURES.** Accounts will be written off by crediting the appropriate general ledger accounts receivable account (11X0) and reversing the amount established in the allowances for losses on accounts receivable (11X9). At the end of each fiscal year, the balance in account 6310 will be closed to account 3740, Cumulative Results of Operations, accounts shall be closed, and the debtor's account ledgers removed from active files.
- b. **WRITE-OFF OF UNCOLLECTIBLE ADVANCES.** When outstanding advances are determined to be uncollectible, account 14X0, Advances will be credited, with an equal amount charged against account 6310, Uncollectible Receivables. Also, in the general ledger appropriation accounts, the same amount will be treated as a disbursement, by charging account 3230-3240-3250 as applicable and crediting account 3260.