

# **FINANCIAL MANAGEMENT REPORTING REQUIREMENTS**

FEBRUARY 2014

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FINANCIAL MANAGEMENT REPORTING REQUIREMENTS

**General**

Financial Management Reports shall be submitted by the Contractor on the NASA 533 series reports, in accordance with the instructions on the reverse of the forms, NASA Procedures and Guidelines NPR 9501.2D entitled, "NASA Contractor Financial Management Reporting," effective date May 23, 2001, and additional instructions issued by the Contracting Officer.

a. Level of Detail

The Contractor's 533 reports shall contain a summary of total contract costs, as well as a separate 533 sheet for each Task Order at the WBS 3 level. The reports shall contain a breakdown of each area by element of cost, i.e. direct labor hours/dollars (by category), overhead, general & administrative (G&A), travel, equipment, material, and other direct costs.

The government reserves the right to require a lower level of 533 reporting for particular task orders on a case by case basis as specified by the Contracting Officer. The purpose of this is to allow the government to separate costs on task orders that support multiple WBS elements on in-house instruments and/or missions.

b. Distribution

The Contractor shall distribute 533 reports to each addressee indicated in the Basic Contract Clause G.1 FINANCIAL MANAGEMENT REPORTING. 533M reports shall be distributed no later than the tenth (10) work day following the month being reported. 533Q shall be distributed no later than the 15<sup>th</sup> day of the month preceding the quarter being reported.

c. Reporting Requirements

Each report shall provide cost data for reporting categories presented below:

Direct Labor Hours

- Onsite  
(List applicable labor categories)
- Offsite  
(List applicable labor categories)

Direct Labor Dollars

- Onsite  
(List according to applicable labor categories)
- Offsite  
(List according to applicable labor categories)

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Total Direct Labor Hours On-site  
Total Direct Labor Hours Off-site  
Total Prime's Hours  
Subcontractor Hours  
Total Labor Hours

Total Direct Labor Onsite  
Total Direct Labor Offsite

Total Onsite Overhead  
Total Offsite Overhead  
Total Overhead Prime

Other Direct Costs  
Material  
Subcontractors  
Travel  
Miscellaneous  
Total ODC's

Subtotal (Direct Cost plus Overhead)

G&A Expense

Total Cost

Fixed Fee

Total Cost Plus Fixed Fee (CPFF)

The 533 for each task order shall report direct labor hours by category.

d. Other Special Reports

The Contractor shall submit, as required, special cost or labor reports either in the areas of actuals, projections or both. These reports may take the form of labor, overhead, other direct charges, billing analyses or other business information. When required, specific instructions will be provided by the Contracting Officer.

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e. Additional Requirements

1. The Contractor shall submit a financial summary containing a one-line summary for all tasks on the contracts. This financial summary shall be inserted before the summary 533 sheet. It shall include the following columns:

Task Number  
Status  
Cumulative to Date Actual \$  
Cumulative to Date Actual \$ Plus Month 1 planned \$  
Contractor Estimate \$  
Cumulative to Date Planned Hours  
Cumulative to Date Actual On-site Hours  
Cumulative to Date Actual Off-site Hours (Including Subs)

2. The summary and detailed 533 sheets shall be submitted electronically in Excel Format (version 2003 or less).

In addition to the hardcopy of the summary sheet, the Contractor shall provide the summary sheet in an e-mail file or on a CD as a comma-delimited text file. Below are the requirements:

The contractor cost data for import into the CORTS application will come from the contractor as a comma-delimited text file. The layout of this import file is shown in the table below.

\*Any changes to this format will be addressed after contract award.

Only one contract can be included in one import file.

The contractor cost data can be loaded from the file either in the CORTS director of the C drive or in the CD Drive (E:\)

Two types of data will be included in the import file: column title and column data.

Column titles must be provided in the first row for each data column in the **import file**. The name and order of each column title must be exactly the same as illustrated in the “**Column Title in File**” column in the table below, with a comma as a delimiter. **NOTE:** Do not use the names in the “Data Element Name” column as the column titles for the data columns in the file being sent for import.

Column data will be provided beginning with the second row. A data element must be in each column/row in the import file. The order of each column data must be exactly the same as illustrated in the “Column Title in File” column in the table below, with a comma as a delimiter. **NOTE:** All not numeric data must be within double quotes.

Two tables will be updated in CORTS: Subtask and Subtask Detail.

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The Report Ending Date is in the MM/YYYY format and must be the previous month of the current import date. If it's not, no data will be imported into CORTS.

When a task/subtask number exists, the subtask will be treated as an existing subtask and the associated Subtask accrued cost amount fields will be overwritten with the corresponding amounts in the import file. The pro-rate rules will then be applied to all subtask detail records

When a subtask number does not exist, a new subtask record and associated subtask detail record will be created.

No deletion will be performed in this process.

Data Element Name	Column Title In File	Type	Size	Value (0-optional, 9-mandatory)	Mandatory	Default	Comments
Report Ending Date	ReportDate	Text	7	"99/9999"	Yes		Must be the previous month of the current import date.
Contract Number	ContractNo	Text	10	"NNG0999999"	Yes		
Task Number	TaskNumber	Text	4	"0009"	Yes		
Subtask Number	SubTask	Text	4	"00"	Yes		
Cumulative Cost	CumCost	Integer	9	000000000	No	0	
Accrued Cost	AccruedCost	Integer	9	000000000	No	0	
Cost Estimate	CostEstimate	Integer	9	000000000	No	0	
Hours Estimated	EstHours	Integer	9	000000000	No	0	
On Site Hours	OnSiteHours	Integer	9	000000000	No	0	
Off Site Hours	OffSiteHours	Integer	9	000000000	No	0	

The contractor will use the Task Order Management System (TOMS) for submitting individual task Contractor Task Plans in PDF format.