NATO Support and Procurement Agency (NSPA)

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New ROS process with PAO and FAO coordination

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AMENDMENT RECORD

REVISION AMENDMENT	PAGE(S)	DATE OF ISSUE	REMARKS
1st Issue	All	01/03/2023	Creation
Rev 2.00	All	April 2023	Integration of FAO process in PAM
Rev 2.01	All	July 2023	Internal review + template (first pages)

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New ROS process with PAO and FAO coordination

The aim of this document is to describe the new notification process implemented in PAM between the PAO (Property Accountable Officer) and the FAO (Financial Accounting Officer).

This new process is part of the ROS Management (Report of Survey).

A. *Context*
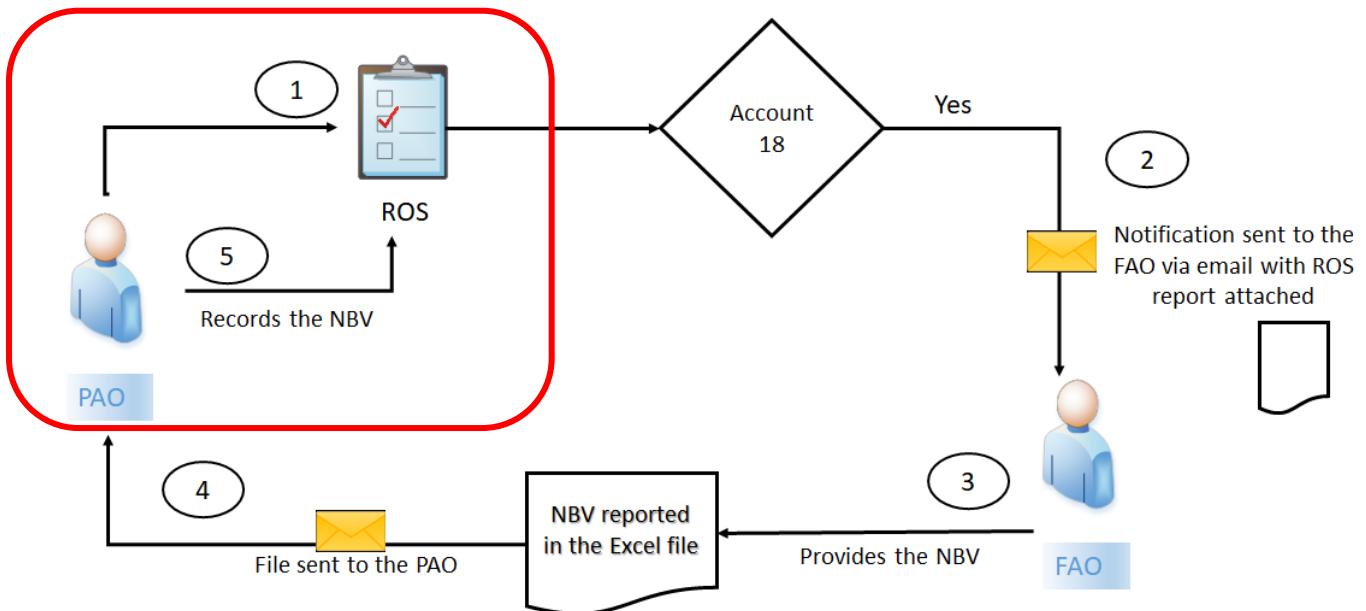
Since end of 2022, only two cost origins are possible when ROS candidates are added to a ROS:

- The Weighted Average Cost **(WAC)** for items related to **Asset Category 15**

    - Calculated by the system

    - No possibility to change it (read-only)

- The Net Book Value **(NBV)** for items related to **Asset Category 18**

    - Provided by the FAO
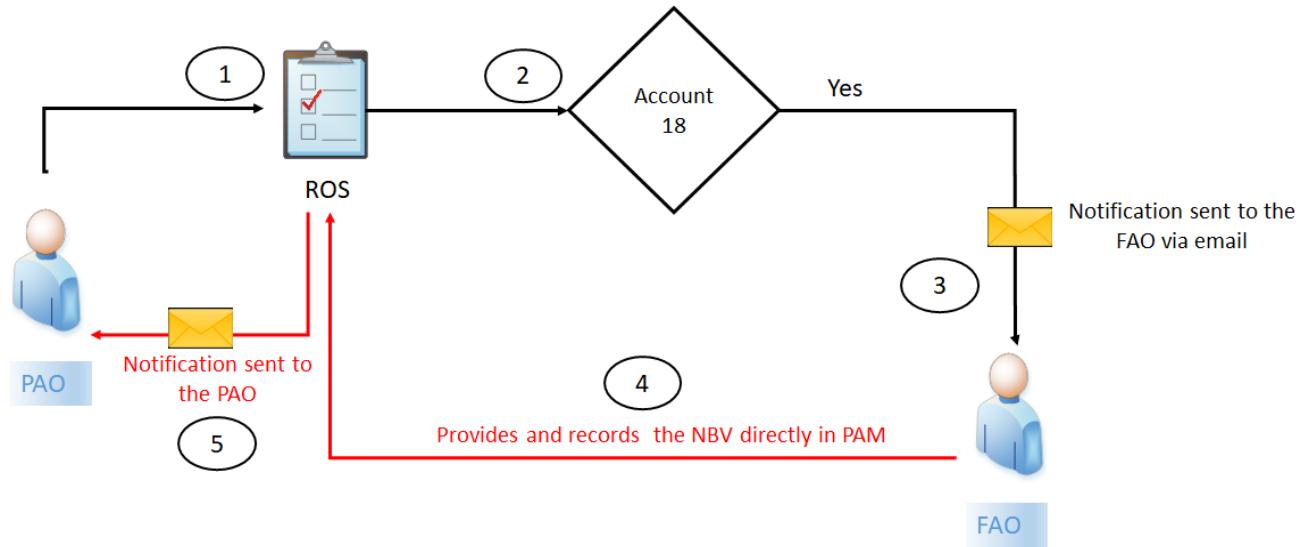
Until February 2023, as described in the graph below, only the PAO (Property Accountable Officer) could access to PAM and record the ROS information, including the Net Book Values provided by the FAO in an Excel file.

In order to get the NBV, the PAO had the possibility, through the application, to send a notification to the FAO.

This email automatically generated with two attached documents (the ROS report and the Excel file listing the assets) was sent to the FAO, using the email address recorded in the database.

In order to improve the process, it has been decided to give access to PAM to the FAOs to directly record the NBV in PAM. As described in the diagram below, the NBV recording by the FAO is now possible.

Whatever the ROS type (Property Accounting, Supply, Inventory, Vehicles), the management of ROS is based on the following workflow:

1. PAO : Definition of ROS

2. PAO : Addition of ROS candidates

3. PAO : Sending of a notification to the FAO in order to provide the NBV (if asset category 18)

4. FAO : Recording of the NBV

5. FAO : Sending of a notification to the PAO to confirm the NBV recording

6. PAO : Approval of ROS

B.   *PAM configuration*

The notification process implemented in PAM implies some configurations. This concerns more particularly:
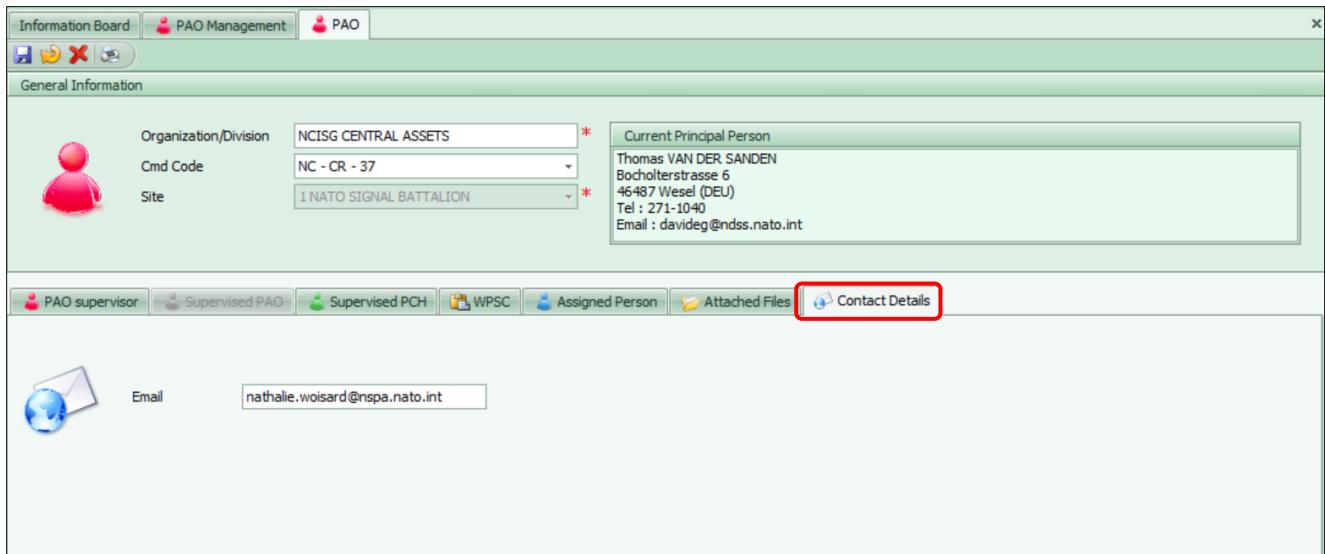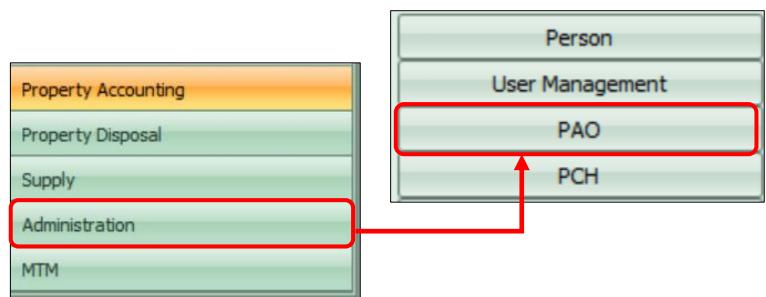
- The new FAO role and users to be defined
- The contact details to be recorded for both PAO and FAO in order to send notifications to the appropriate email addresses

A new FAO role has been added into PAM. In order to access the application and more particularly the ROS module, FAOs must have a NDSS account and be defined as users in PAM with their associated login and FAO role.

Regarding the contact details / email addresses to be used for the FAO notifications, they are directly recorded in the database by the NDSS Service Desk. Two Points of Contact (the FAO and the delegate) can be registered in the database. In such cases, the email notification is sent to each of them.

For the PAO, as described hereafter, details (email address) must be recorded through the PAM application in the PAO - Contact tab:

1. Select the Administration module

2. Select the PAO functionality

3. Select and edit the PAO

4. Update the Contact details

C. *PAM utilisation*
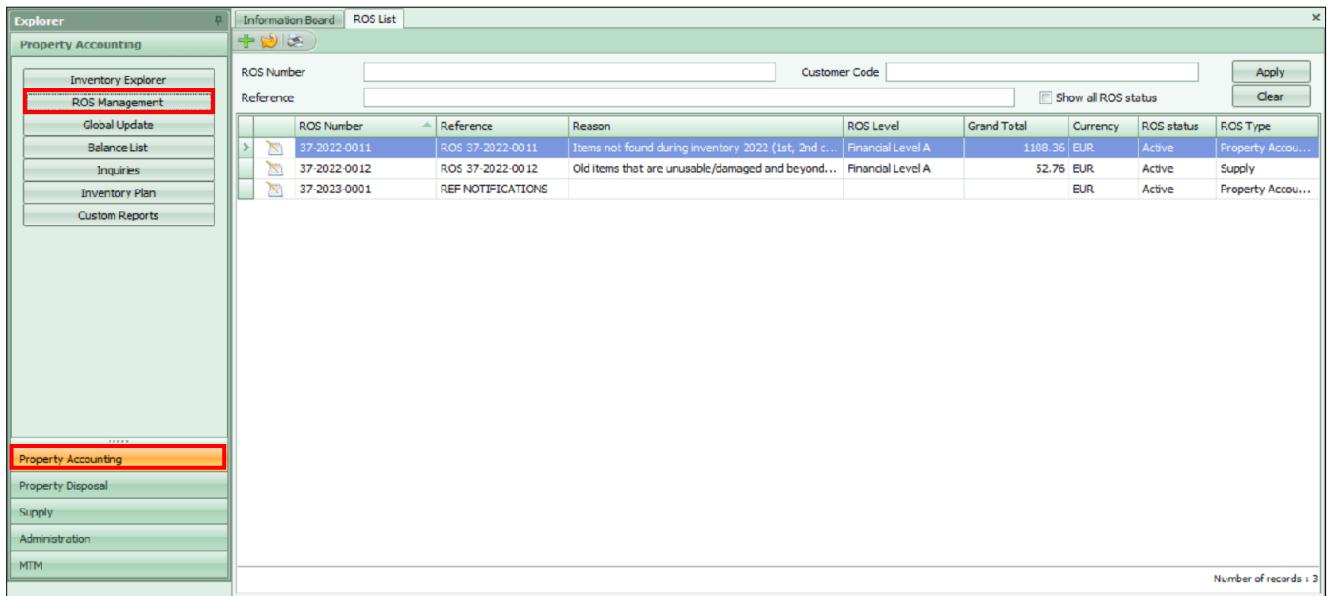
C1. Connection to PAM application and ROS module

Whatever the role (PAO or FAO), the user must follow the following steps to access the ROS module:

1. Connect to PAM and specify the appropriate user/password

2. Select the *Property Accounting* module and *ROS Management* functionality to display the screen dedicated to the list of ROS

C2. Management of ROS

Different options are offered from the *ROS List* screen:

a. Create a new ROS with the ✚ button (PAO only)

b. Enter some search criteria (optional) and refresh the list of ROS with the 🔄 or *Apply* buttons (PAO and FAO)

c. Select a ROS from the list and print it with the 🖨 button (PAO and FAO)

d. Select a ROS from the list and edit it with the 📝 button (PAO and FAO)

When a ROS is created or edited, the following screen presenting the ROS details is displayed:

This *ROS Details* screen can be split into different parts:

A. *ROS Information*

The information presented in this part concerns mainly read-only fields, either extracted from the database or automatically generated (e.g ROS Number), calculated (e.g Grant Total).

Only Reference, Disposal Control Number, ROS Application Date, Reason can be updated.

Note: it is very important that the Reason field is well described. Indeed, a valid and proper justification must be provided to support the ROS being signed and to understand the reason for the ROS for audit purposes.

Only PAOs are authorized to update this information.

B. *List of Discrepancies – ROS Candidates*

The list of discrepancies / ROS Candidates can be managed by PAOs only:

a. Addition of ROS Candidates with the ➕ button
b. Deletion of ROS Candidates with the ✖ button available at the end of each row

Depending on the asset category (15 or 18), cost origin is automatically set to WAC (account 15) or NBV (account 18). In case of WAC, the cost is retrieved from the database and cannot be modified. For NBV cost origin, the Net Book value is provided and recorded by the FAOs. However, it is still possible for PAOs to record NBV (provided by FAOs) in PAM.

The options related to the presentation of the list can be used by both PAOs and FAOs:
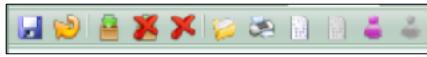
a. 🖼 to expand the list

b.   to collapse the list

c.   to present the list in tree view mode

d.   to present the list in flat view mode
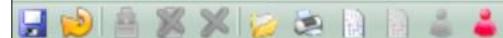
C. ROS Management

When a ROS is defined, different actions can be carried out. The possible and authorized actions depend on the role of the user.

For a PAO, the toolbar is presented as follows:

While the list of authorized actions for a FAO is more limited:

Actions common to PAO and FAO:

a.   save the current ROS

b.   refresh the ROS information

c.   manage ROS documents (add or remove)

d.   print the ROS report

e.   print the official ROS report

Actions specific to PAO:

a.   approve the current ROS

b.   disapprove the current ROS

c.   cancel the current ROS

d.   generate and print the Hand Over Take Over with the PDO

e.   send a notification to the FAO in order to record the Net Book Values

Actions specific to FAO:

a.   send a notification to the PAO to inform about the Net Book Values recording

D. Notification process

1. From PAO to FAO

When a PAO creates a ROS including assets from category 18, he must ask the FAO to record the associated Net Book Values.

This notification request is automatically generated and sent to the FAO via email when the dedicated icon is used.

Two documents are attached to this email: the ROS report as well as an Excel file presenting all the assets from category 18 and for which a NBV must be provided.

An example of email sent to a FAO is provided below:

> Dear XXXXX,
>
> Please find attached details about ROS 37-2023-0002.
>
> Could you please connect to PAM application to record the Net Book Values (based on this email date) for the items related to asset category 18 and send a notification back to the PAO once all the NBV are filled in ?
>
> If you have any problems using the application, feel free to refer to the user manual or contact the Service Desk (servicedesk@ndss.nato.int / +352 3063 6969).
>
> Many thanks in advance.
>
> Best regards,
>
> Note : this email has been automatically generated, please do not reply to it
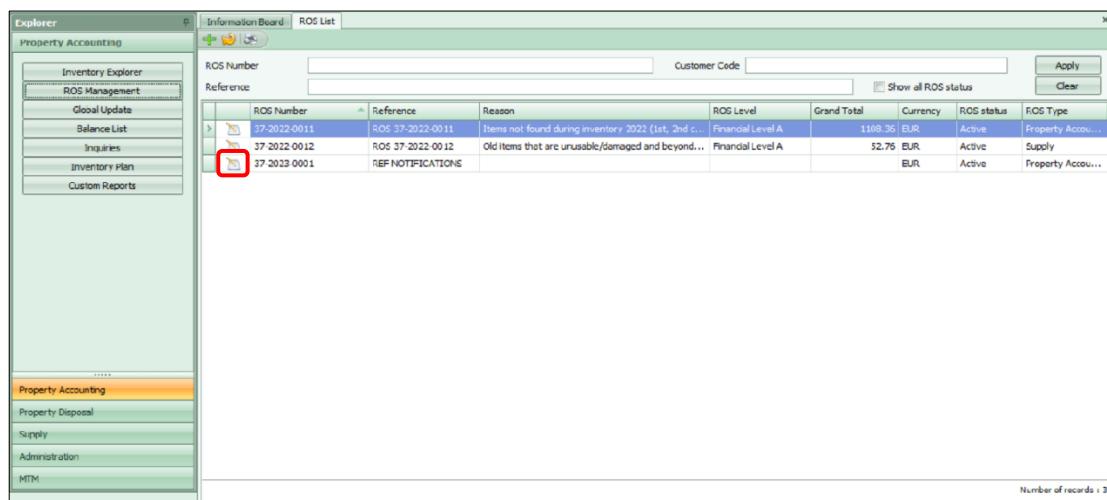
2. *From FAO to PAO*

When a FAO receives such an email, he needs to connect to PAM and access the ROS Management functionality as described in chapter *C1. Connection to PAM application and ROS module.*

The ROS Number mentioned in the email can be specified as search criteria before refreshing the list of ROS.

After having edited the ROS with the [icon] icon, the FAO can record the NBV for the items concerned and save the modifications with the appropriate [button] button available in the main toolbar.

When the NBV are recorded, the FAO can inform the PAO by sending a notification with the [button] button.

All NBV should be recorded before notifying the PAO. It not the case, a warning message is displayed to inform the FAO that some NBV are missing and to ask confirmation about the notification sending.

The number of exchanges between PAO and FAO through the notification system is not limited, as long as the ROS is not approved, disapproved or cancelled.