

Job Aid # 5

Battle Drill 5 Process (P2P) Paying Agent (PA) for Field Ordering Officer (FOO)

# SOP Creating a Miscellaneous Payment - Paying Agent (PA) Transaction (FMZ1)



TASK: Process (P2P) Paying Agent (PA) for Field Ordering Officer (FOO)

CONDITION: As a Resource Manager (RM) working with a Deployable Fund Center. You will have access to the following systems: General Funds Enterprise Business System (GFEBS), Standard Procurement System (SPS) and Wide Area Workflow (WAWF). Create a Purchase Requisition (PR) and the Purchase Order (PO) and certifies the payment for disbursing and payment.

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STANDARD: Validate accounts payable documents and prepare voucher(s) for payment with 100% accuracy by completing the following: PR&C, PO, Receiving Report, Vendor Invoices, upload supporting documents to GFEBS, conduct payment proposal and Disburse payment.

## **Purpose**

Use this procedure to simultaneously commitment/obligate funds. A goods receipt is **not** required to use this transaction. If a goods receipt is required, use the **PR/PO** transactions.

## **Transaction Code**

**FMZ1**

## **Helpful Hints**

Fields that are not used are not referenced in this Online

Help Procedure. Use F1 Help for standard explanations.

On certain screens you may need to scroll to view additional data fields.

1. Click on the GFEBs Portal (production ) Tab

**GFEBs** ★

Home ▾ My Account ▾ Favorites ▾ Quick Links ▾ Self Service ▾

GFEBs Home (Related Content ▾ )

AKO Home > DoD Organizations > Army > Headquarters, Department of the Army (HQDA) > Secretary of the Army (SA)

Home  
Welcome to GFEBs

**General Fund Enterprise Business System (GFEBs)** is the Army's web-enabled financial, asset and accounting management system that s and the Army Reserve. GFEBs will subsume over 80 legacy systems including the Standard Finance System (STANFINS), the most widely used Army Research and Development System (SOMARDS). After deployment, GFEBs will be one of the worlds largest government Enterprise Resou

**GFEBs Wallpaper**  
800 x 600  
1024 x 768  
1600 x 1200

**GFEBs System**

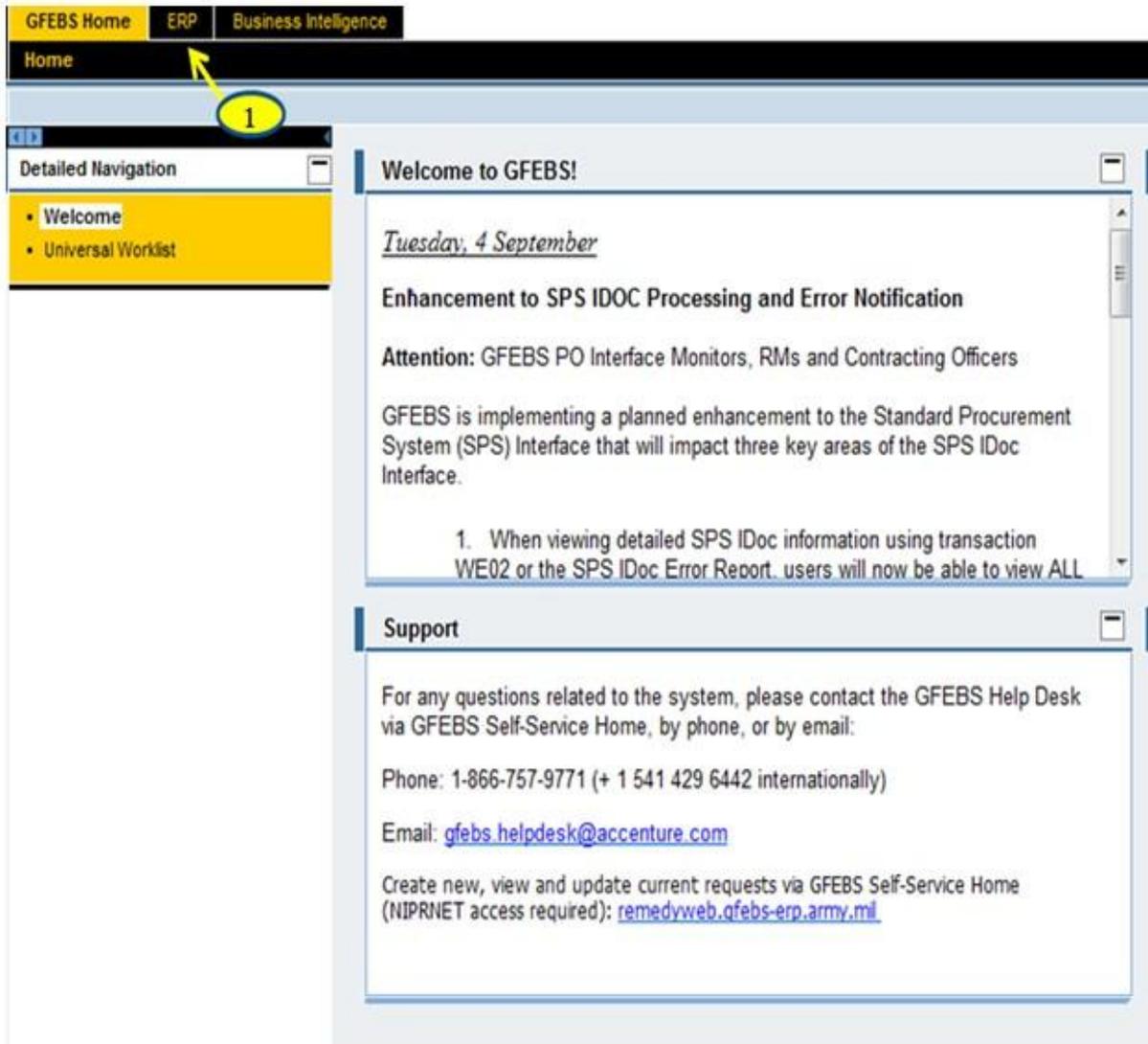
- GFEBs GRC (Access Control)  
GFEBs GRC
- GFEBs Portal (Production) ←
- GFEBs Self-Service Home  
Create/View/Update Helpdesk Requests (Note: NIPRNET Access is Required)
- GFEBs Training and Performance Support Website (GFEBs Help)
- GFEBs Training Portal (End User Training)
- GFEBs 1.4 QA Portal



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[CAC Login](#) 

1. Click on the CAC Login option.



1. Select the ERP tab

# Procedure Steps

**Step 1:** Begin by entering **FMZ1** into the command window on the Main Selection Screen.



**Step 2:** Fill in required fields in the **Funds commitment: Create InitScrn** section:

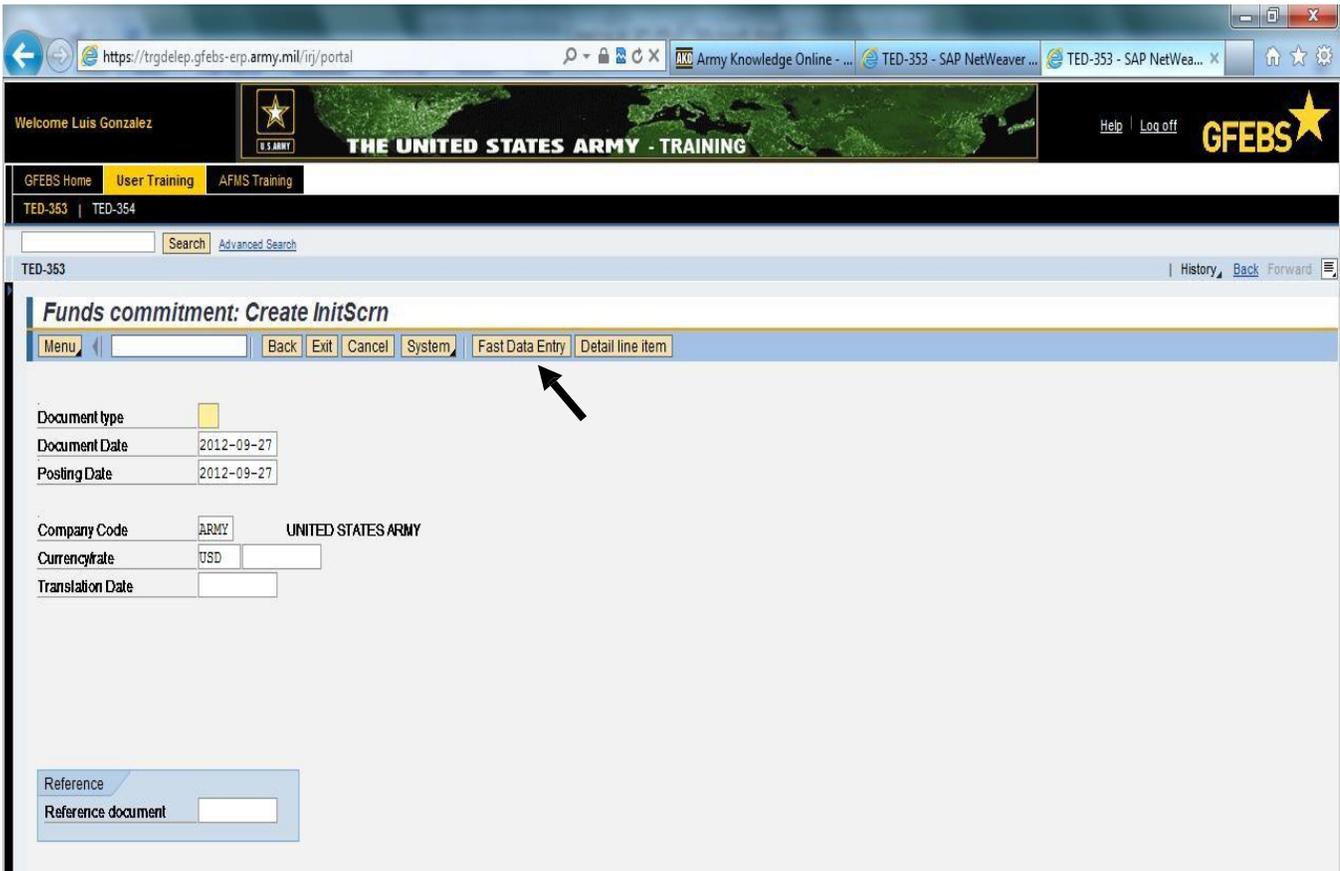
The screenshot shows the 'Funds commitment: Create InitScrn' form in the GFEBs system. The form has a header with navigation buttons: Menu, Back, Exit, Cancel, System, Fast Data Entry, and Detail line item. The form fields are as follows:

- Document type: A dropdown menu with a yellow selection box. A blue arrow points to this field.
- Document Date: A date field containing '2012-09-27'. A blue arrow points to this field.
- Posting Date: A date field containing '2012-09-27'. A blue arrow points to this field.
- Company Code: A dropdown menu with 'ARMY' selected. The text 'UNITED STATES ARMY' is displayed to the right. A blue arrow points to this field.
- Currencyrate: A dropdown menu with 'USD' selected. A blue arrow points to this field.
- Translation Date: An empty date field.
- Reference document: A text input field with a blue arrow pointing to it.

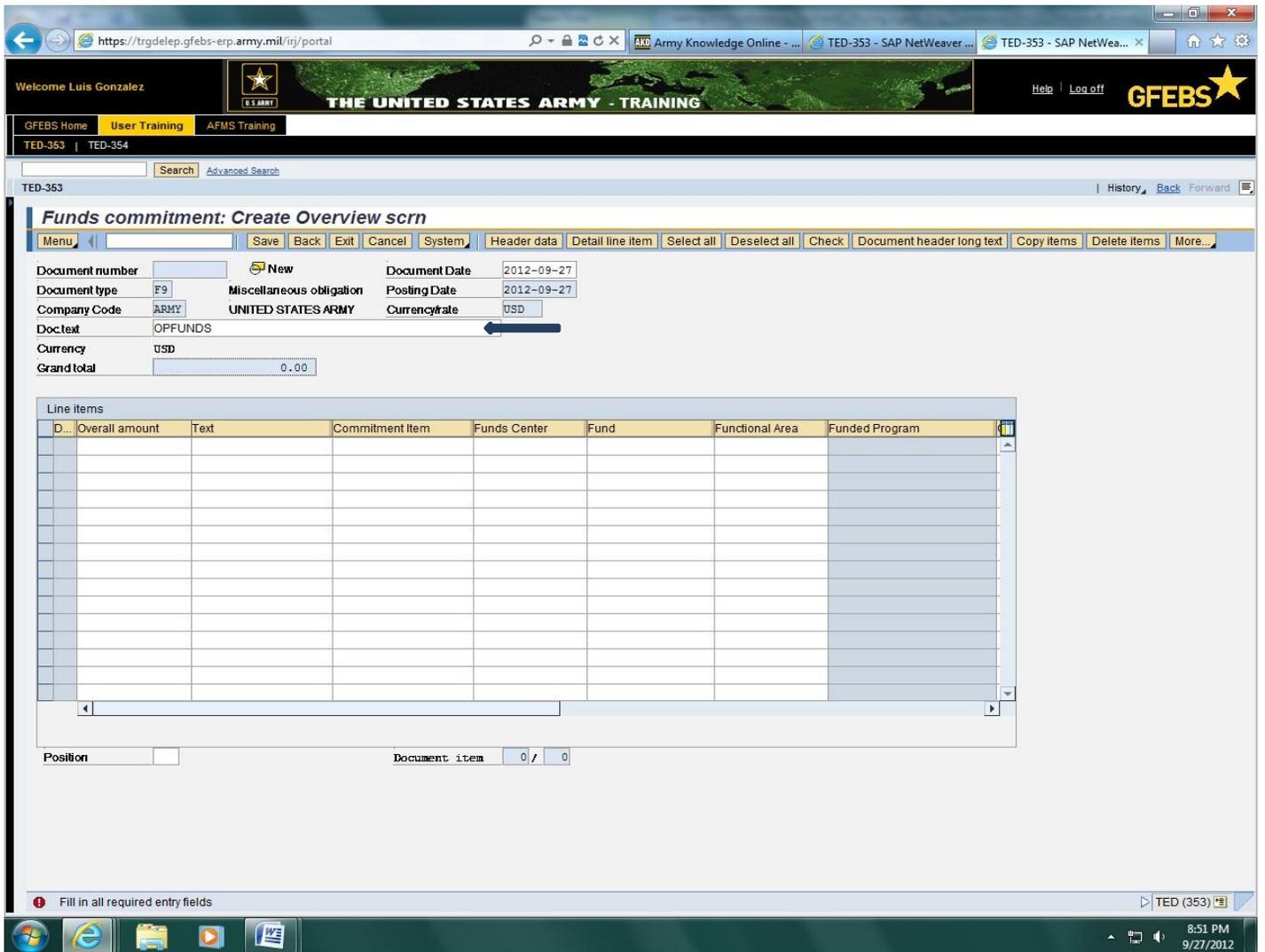
Field Name	Description
Document type	Enter <b>F9</b> (Obligation for Miscellaneous Payments and MODs) <b>always use – F9</b>
Document Date	Date which appears in the document header and can be used for any defined purpose. Date on which the original document was issued. Date on which the document is posted/saved to the system.  *This will automatically default to the current date but can be changed if needed.

Field Name	Description
Posting Date	The date that determines the posting period and defines in which fiscal period a document posts to the General Ledger (regardless of the Document or Entry date). This will automatically default to the current date but can be changed if needed.
Company Code	The Company Code is the highest organizational structure for Financial accounting and control purposes. In GFEBs, the only Company Code is ARMY. This should automatically default. <b>always use – ARMY</b>
Currency/rate	Represents the currency of the posting. This should automatically default. <b>always use – USD</b>

**Step 3:** Press **Enter**, or the **Fast data entry** button, to go to the **Funds commitment: Create Overview** screen.

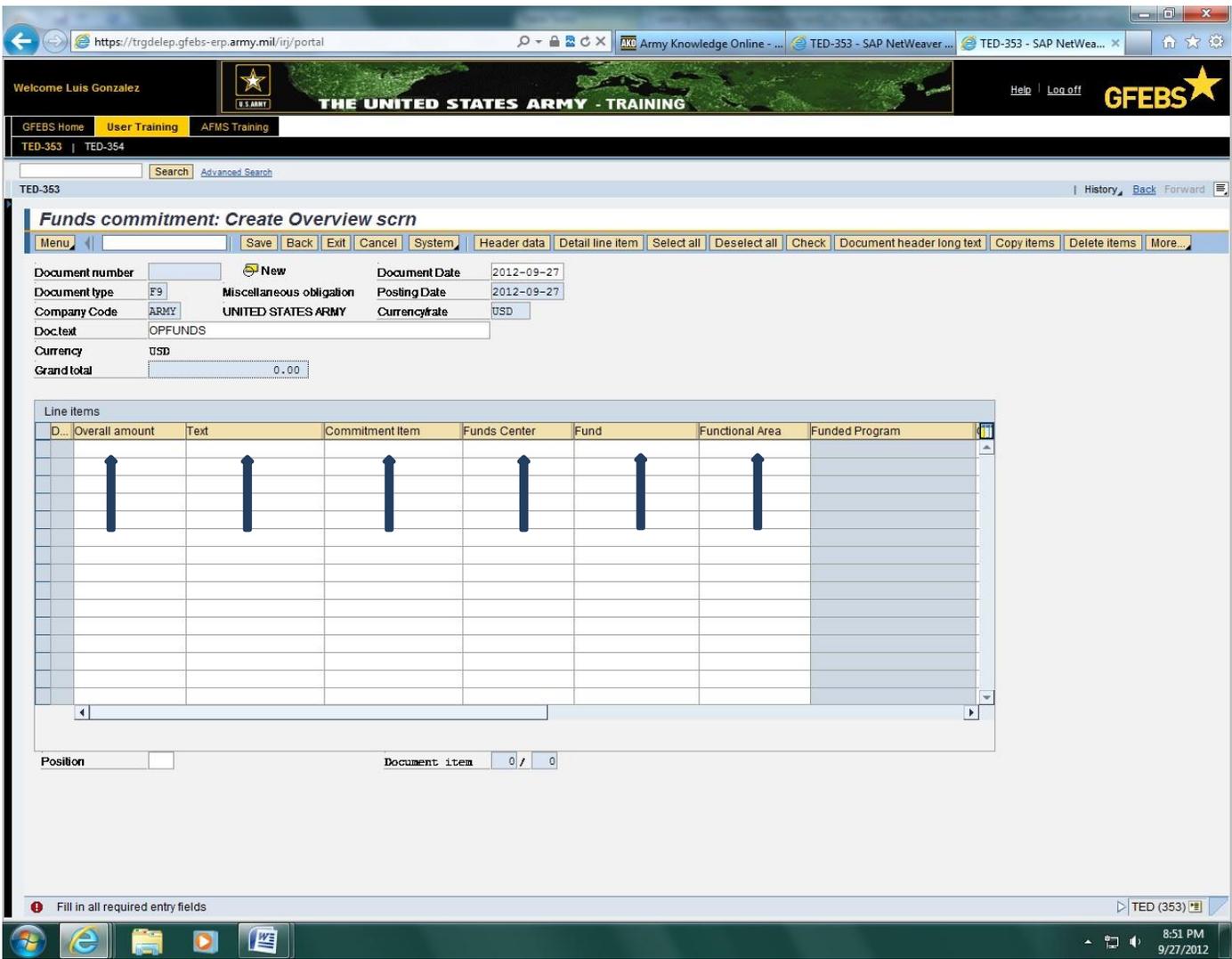


**Step 4: Fill in required fields in the Funds commitment: Create Overview scrn.**



Field Name	Description
Doc. text	Short text further identifying the document. This is a free form text field, which is used to enter the reason for the obligation.  <b>always use – Bulk Funds</b>

**Step 5: Fill in required fields in the Line items**



<u>Steps</u>	<u>Field Name</u>	<u>Description</u>
1	Overall amount	Enter the overall amount of the obligation. <b>Example: 10000</b>
2	Text	Short text further identifying the document. This is a free form text field, which is used to enter the reason for the obligation. <b>always use – Bulk Funds</b>

<u>Steps</u>	<u>Field Name</u>	<u>Description</u>
3	G/L Account	<p>Structure that records value movements in a company code and represents the G/L account items in a chart of accounts.</p> <p>The G/L records value (\$) movements within GFEBs. This G/L account represents the expense posting based upon the Commitment Item. Use the match code to determine the appropriate G/L account.</p> <p><b>always use – 6100.260B</b></p>
5	Vendor	<p>Paying Agents ID's     <b>Example: PAAS9871</b></p> <p><b>Paying Agent: PA</b></p> <p><b>Angel Sosa: AS</b></p> <p><b>SSN 123-555-9871 : 9871</b></p>
6	Commitment Item	<p>An element containing the 4 digit General Ledger Account Code as well as a 4 digit Object Class/Element of Resource code. Commitment item (CI) defines how the funds are either controlled or spent.</p> <p>This is the four (4) digit Element of Resource (EOR). The Commitment Item (CI) describes the "nature" of the service or article for which obligations are first incurred, regardless of the purpose, function, or program served. This CI/EOR becomes the last four (4) digits of the expense G/L account.</p> <p><b>always use – 260B</b></p>
7	Funds Center	<p>A Funds Management Master Data element within GFEBs encompassing organizational entities used to distribute budget and funding. Funds Centers are used to track and manage budget values.</p> <p><b>always use – A8AAC</b></p>
8	Functional Area	<p>Code that describes how the architectural object is used for given architectural object type.</p> <p><b>always use – 135197VFRE</b></p>

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9	WBS Element	Code that's describes how the architectural object is used for given architectural object type.																																																																										
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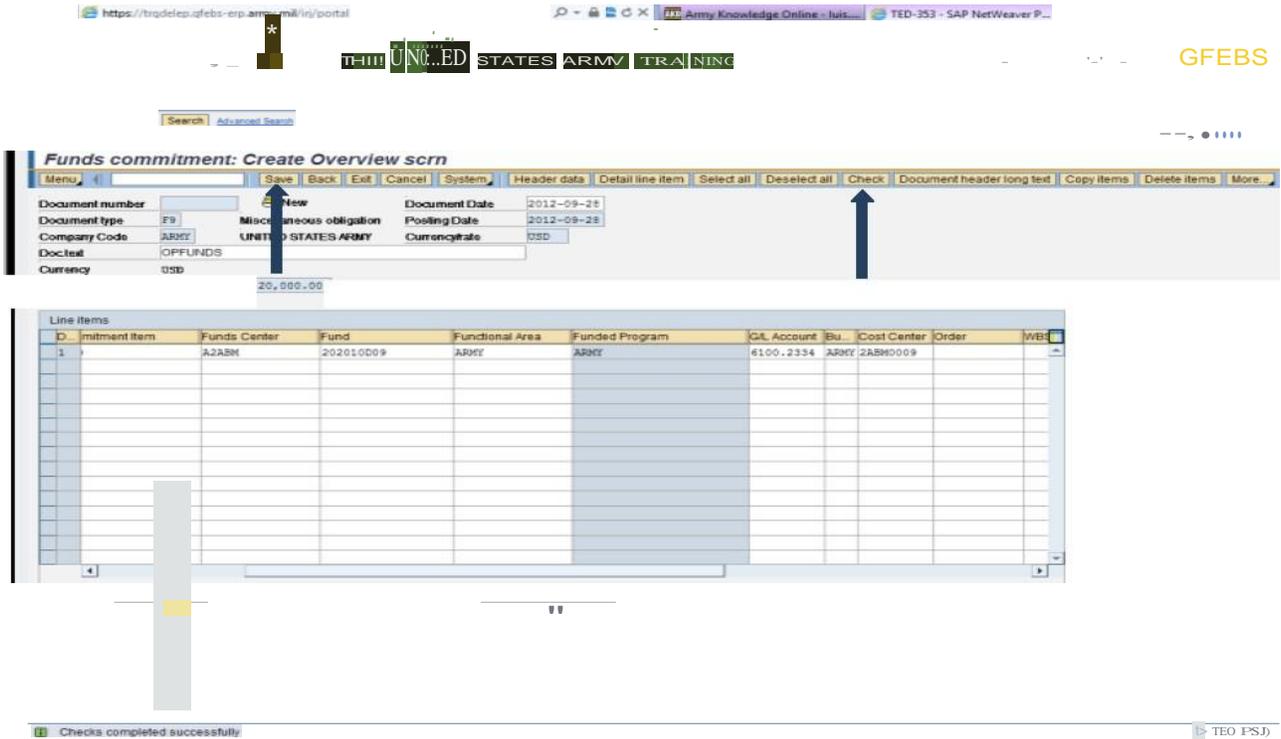
9 WBS Element

Code that's describes how the architectural object is used for given architectural object type.

**always use the TF WBS element (select the TF WBS from the following list –**

Unit	WBS element
TF Talon	S.0002914.8.3
TF Corsair	S.0002914.8.4
TF Atlas	S.0002914.8.5
TF Attack	S.0002914.8.6
TF 1 Med	S.0002914.9.1
TF Odin	S.0002914.9.2
TF Destiny	S.0002914.9.3
TF Paladin	S.0002914.9.4
TF Empire	S.0002914.9.5
TF Signal	S.0002914.9.6
TF Protector	S.0002914.9.7
109 MI BN	S.0002914.9.8
312 MISO	S.0002914.9.9
401St APSB	S.0002914.9.10
455 AEW	S.0002914.9.11
CJSOAD 37th ESOG	S.0002914.9.12
22nd MP BN CID	S.0002914.9.13
716 MP BN	S.0002914.9.14
720 MP BN	S.0002914.9.15
430 MP CO	S.0002914.9.16
CJSOTF-A	S.0002914.9.17
TF Biometrics	S.0002914.9.18
Army Reserve Affairs	S.0002914.9.19
National Guard Affairs	S.0002914.9.20
BASEOPS	S.0002914.9.21

6. Select Enter on your keyboard to validate the entries.
  
7. Click Check to check the posting for errors. The system will display messages for any errors that are detected. Reconcile errors, then proceed to Step 8. Otherwise, it will display the message, "Checks completed successfully."



8. Click **Save** to save the funds commitment. The system displays the message, "Document XXXX posted."

The screenshot shows a web browser window with the URL <https://trgdelep.gfeps-erp.army.mil/irj/portal>. The page header includes "Welcome Luis Gonzalez" and "THE UNITED STATES ARMY - TRAINING". The main content area is titled "Funds commitment: Create InitScr" and contains the following form fields:

- Document type: F9
- Document Date: 2012-09-28
- Posting Date: 2012-09-28
- Company Code: ARMY
- Currency rate: USD
- Translation Date: (empty)
- Reference document: (empty)

The system status bar at the bottom displays "Document 500000167 posted".

**NOTE: You have successfully created a funds commitment document.**

## Related Procedures

Refer to the following related procedures for additional detailed information.

**FMZ2** - Change Funds Commitment Document

**FMZ3** - Display Funds Commitment Document