Defense Finance and Accounting Service (DFAS)



GFEBS Overview

Student Guide

Version 1.0 December 2011

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GFEBS Overview Course Description

GFEBS Overview

Course Identification Code: GO Type: C

Level and Type

Introductory, Functional course with Internet access

Course Length

The GFEBS Overview, Version 1.0, is a 16-hour functional course designed to provide DFAS personnel with the knowledge and skills needed to perform GFEBS operations in the DFAS environment.

Continuing Professional Education Credit 16 credit hours

Field of Study

Specialized knowledge and application

Course Description

The GFEBS Overview course provides training on GFEBS navigation, introduces all GFEBS modules, and explains the flow and relationships among modules. The course also describes the roles required for GFEBS processing actions, and introduces line of accounting (LOA) terminology. This course is focused at an entry level. The course is presented in two modules.

Learning Objectives

Upon completion of this course, the student will be able to:

- Explain the purpose of GFEBS.
- Explain the components of GFEBS and their relation to DFAS procedure.
- Describe the basic navigational concepts of GFEBS.
- Recognize the document identifiers processed in GFEBS.

Course Description GFEBS Overview

Presentation Mode

The primary methods of instruction for this functional course are lecture, demonstration, hands-on application, and PEs. Internet access is critical to the students' ability to research the most up-to-date information from the DoDFMR 7000.14-R and other relevant sources in order to perform research and answer PE questions. A requirement for this course is a systems classroom consisting of Internet-accessible PCs for all students and the instructor, as well as a liquid crystal display (LCD) projector for the instructor. The students will use the PC to navigate the Internet and find appropriate references. The classroom must also be equipped with a white/chalk board and/or an easel with flipchart paper.

Who Should Attend

The target audience for this course includes DFAS employees responsible for various GFEBS procedures and their customers, as well as DFAS and customer personnel needing to expand their general understanding of GFEBS concepts and operations.

Prerequisites

The prerequisite for this course is that the participant be a Provisioned GFEBS User or receive supervisory permission. A Provisioned GFEBS User is defined as an employee that completed as a minimum the following the GFEBS Computer-Based Training (CBT): L101E, GFEBS Overview; L201E, GFEBS Integrated Process; and L303E, GFEBS Navigation and Reports. Additionally, the candidate is required to take the instructor-led training (ILT) associated with their specific GFEBS role per the Provisioned Database.

GFEBS Overview Class Schedule

Class Schedule

Day 1	Module I – Introduction to GFEBS Basics
8:00-8:50	Class Introduction
	MI, L1 – Requirements for GFEBS
9:00-9:50	MI, L1 – Requirements for GFEBS (cont.)
	MI, L2 – Components of GFEBS
10:00-10:50	MI, L2 – Components of GFEBS (cont.)
11:00-11:50	MI, L2 – Components of GFEBS (cont.)
12:00-1:00	Lunch
1:00-1:50	MI, L2 – Components of GFEBS (cont.)
2:00-2:50	MI, L2 – Components of GFEBS (cont.)
3:00-3:50	MI, L2 – Components of GFEBS (cont.)
4:00-4:50	MI, L2 – Components of GFEBS (cont.)
	Review 1 – Components of GFEBS Practice Exercise
Day 2	Module I – Introduction to GFEBS Basics (cont.)
8:00-8:50	Review 1 – Components of GFEBS Practice Exercise (cont.)
9:00-9:50	Review 1 – Components of GFEBS Practice Exercise (cont.)
	MI, L3 – Basic GFEBS Navigation
10:00-10:50	MI, L3 – Basic GFEBS Navigation (cont.)
11:00-11:50	MI, L3 – Basic GFEBS Navigation (cont.)
12:00-1:00	Lunch
1:00-1:50	MI, L3 – Basic GFEBS Navigation (cont.)
2:00-2:50	MI, L3 – Basic GFEBS Navigation (cont.)
	Review 2 – Basic Navigation Concepts Practice Exercise
3:00-3:50	Review 2 – Basic Navigation Concepts Practice Exercise (cont.)
	Module II – GFEBS Documents
	MII, L4 – Document Identifiers
4:00-4:50	MII, L4 – Document Identifiers (cont.)
	End of Course Review
	Course Critique

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Module I. Introduction to GFEBS Basics

Overview

In this module, the student gains an understanding of the purpose of the General Fund Business Enterprise System (GFEBS) and how it supports DoD Business Enterprise Architecture (BEA). The module discusses the major components of the system, including descriptions of the GFEBS modules; the functions of Accounts Payable, Reimbursables, Debt Management, and Accounts Maintenance and Control (AM&C); and basic navigational capabilities. The discussion of GFEBS navigation provides students with information on a number of procedures such as running reports, importing and exporting data, and using matchcodes.

Module Objectives

Upon successful completion of this module, the student will be able to:

- Explain the purpose of GFEBS.
- Explain the components of GFEBS and their relation to DFAS procedures.
- Describe the basic navigational capabilities of GFEBS.

Time Allocation

The time allocated to this module is 685 minutes.

In This Module

This module contains the following lessons:

Lesson 1.	Requirements for GFEBS	.1-	l
Lesson 2.	Components of GFEBS	2-	1
	Basic GFEBS Navigation		

Evaluation

The students will complete Review 1 at the end of Lesson 2 and Review 2 at the end of Lesson 3 to assess understanding of the information presented.

There is no final examination to assess the students' understanding of the information presented in this module.

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Lesson 1. Requirements for GFEBS

Introduction

This lesson explains the reasons for the design of the General Fund Enterprise Business System (GFEBS). To provide the context for GFEBS development, the lesson provides a brief history of DoD's information technology transformation, which was prompted by the need for interoperability, standardization, and cost visibility across defense agencies. The lesson discusses the Business Transformation Agency (BTA), which is responsible for overseeing and coordinating this transformation. The lesson explains the five core business areas that provide a blueprint for the movement to GFEBS. Finally, the lesson discusses the Business Enterprise Architecture (BEA) and outlines its systems and initiatives.

Lesson Objectives

Upon successful completion of this lesson, the student will be able to:

- Describe the reasons for GFEBS' development.
- Describe GFEBS' support of the DoD Business Enterprise Architecture.

Time Allocation

The time allocated to this lesson is 50 minutes.

In This Lesson

This lesson contains the following topics:

History of GFEBS	1-2
GFEBS and the DoD Business Enterprise Architecture	
Summary	1-12

References

This lesson refers to the following sources:

- Business Transformation Agency at http://www.bta.mil/index.html.
- GFEBS Running Tie Point Desk Procedure, July 2011.

History of GFEBS

Business Transformation Agency

Before discussing the specifics of GFEBS' development, it is helpful to understand the need for a fully integrated system that replaces legacy systems. Note that the term legacy in this course denotes the pre-GFEBS systems used by the Army for its General Fund reporting. DoD leadership recognized the need for enhanced support to the warfighter and for providing better financial accountability to the American people. To achieve these goals, the Defense Business Systems Management Committee (DBSMC) approved the establishment of a defense agency to lead and coordinate business transformation efforts across DoD. Effective October 7, 2005, the Deputy Secretary of Defense directed the establishment of the Business Transformation Agency (BTA), which announced its organizational structure in February 2006. The BTA's mission is to guide the transformation of business operations throughout DoD and to deliver enterprise-level capabilities that align to the warfighter's needs.

The BTA was established to ensure consistency, consolidation, and coordination of DoD enterprise-level business systems and to reduce redundancies in business systems and overhead costs. To achieve these goals, the DoD produced the Enterprise Transition Plan (ETP). The ETP is an integrated and executable roadmap aligned to the Business Enterprise Architecture (BEA), the business transformation blueprint for the DoD. The ETP and the BEA enable DoD to transform business operations to achieve improved warfighter support while also enabling financial accountability across DoD components.

The BTA is responsible for integrating the work of the Office of the Secretary of Defense (OSD) Principal Staff Assistants (PSAs) in the areas of business process re-engineering, Core Business Mission (CBM) activities, and Investment Review Board (IRB) matters, as determined by the DBSMC. This mandate encourages collaboration across the DoD through the increased visibility of enterprise-wide business transformation efforts brought about by BTA's integration.

As part of the business transformation, five CBMs were developed to identify areas of responsibility for functions and processes that provide end-to-end (E2E) support to the warfighter. CBMs also articulate business transformation requirements into the BEA. The five CBMs are:

• Financial Management (FM): FM ensures proper and timely payments to the military, civilians and retirees, and suppliers and contractors; accurate and reliable financial information for decision makers; and reliable warfighter support through effective and efficient financial operations and activities.

- Human Resources Management (HRM): HRM encompasses all functional processes required to acquire, train, manage, pay, and provide benefits to military and civilian personnel.
- Material Supply and Service Management (MSSM): MSSM integrates all elements of the DoD supply chain, including logistics-related activities associated with: planning; requisitioning material; sourcing; and making, manufacturing, and repairing. Additional MSSM functions include logistic operations and field services, sustainment, delivery of property and forces, receipt, retail sales, and return or retrograde of all classes of material.
- Real Property and Installations Lifecycle Management (RPILM):
 Military departments must sustain their home-stationed and forward-deployed military, civilian, and contract personnel, as well as provide for training and deployments. The military components perform this mission by modernizing RPILM business systems, developing common data standards, and managing technology investments to ensure interoperability across the entire DoD.
- Weapon System Lifecycle Management (WSLM): WSLM represents the full cradle-to-grave management of defense acquisition of weapons systems and automated information systems, including requirements, technology, development, production, sustainment, and disposal.

Business Enterprise Architecture

The BEA was established to provide a DoD business transformation blueprint that helps ensure that the right capabilities, resources, and material are rapidly delivered to the warfighter. The BEA guides and constrains implementation of interoperable business system solutions as required by the National Defense Authorization Act (NDAA) of 2005. It also guides information technology investments to align with strategic business capabilities required by the Clinger-Cohen Act of 1996 and supports Office of Management and Budget (OMB) and Government Accountability Office (GAO) policies.

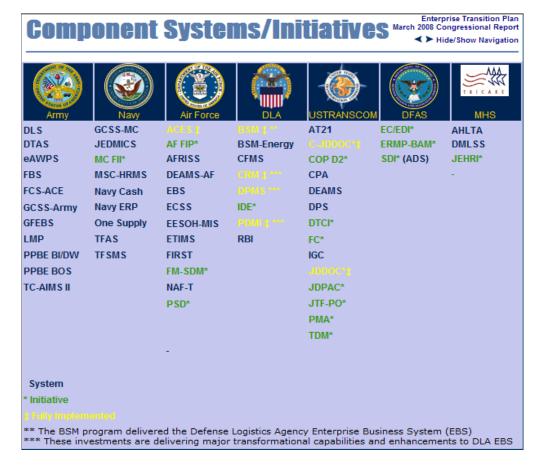
The BEA is the enterprise architecture for the DoD and reflects its business transformation priorities, the business capabilities required to support those priorities, and the combination of enterprise systems and initiatives that enable those capabilities. It also supports use of this information within an E2E framework encompassing the CBMs.

The following are the 15 E2Es defined within the BEA. They are listed alphabetically, in no particular hierarchy.

- Acquire-to-Retire (A2R).
- Budget-to-Report (B2R).
- Concept-to-Product (C2P).
- Cost Management (CM) also identified as Controlling (CO).
- Deployment-to-Redeployment/Retrograde (D2RR).
- Environmental Liabilities (EL).
- Hire-to-Retire (H2R).
- Market-to-Prospect (M2P).
- Order-to-Cash (O2C).
- Plan-to-Stock Inventory Management (P2S).
- Proposal-to-Reward (P2R).
- Procure-to-Pay (P2P).
- Prospect-to-Order (P2O).
- Service Request-to-Resolution (SR2R).
- Service-to-Satisfaction (S2S).

As the DoD continues to embrace the E2E business model, the ability to view information across organizational portfolios becomes more critical.

The screen below shows the current systems and initiatives that are part of the BTA transformation.



Screen 1-1, BTA Enterprise Transition Plan

GFEBS, the Army's Enterprise Resource Planning (ERP) system, meets the requirements of the Chief Financial Officers Act (CFOA) of 1990 by employing a CFO-compliant General Fund finance and accounting capability that supports DoD with accurate, reliable, and timely financial information, during peacetime and during conflict.

GFEBS and the DoD Business Enterprise Architecture

GFEBS ERP

GFEBS is the ERP system deployed by the Department of the Army. It is the Army's new web-enabled financial, asset, and accounting management system that standardizes, streamlines, and shares critical data across the Active Army, Army National Guard, and Army Reserve components. It serves as the Army's financial backbone, capturing general ledger data into a single system. It uses Systems Applications and Products in Data Processing (SAP) enabled software, a commercial off-the-shelf (COTS) ERP solution. The deployment of GFEBS is a significant step in transforming how the Army does business, changing the Army from a spending culture to a cost management culture.

The primary goal of GFEBS is to capture transactions and provide reliable data to enable Army leadership to make decisions in support of the warfighter. GFEBS has already been deployed to over 33,000 users and will eventually deploy to more than 79,000 end users at nearly 200 Army financial centers around the world, making GFEBS one of the world's largest enterprise financial systems.

Capabilities, Activities, and Functions

The implementation of the BEA incorporates various business capabilities, operational activities, and system functions into GFEBS, as listed in the table below.

Table 1-1, *GFEBS Capabilities*, *Activities*, and Functions

Business Capabilities	Operational Activity	System Function
Manage acquisition oversight integration.	Manage billing.	• Forecast cash.
Manage financial assets and liabilities.	Manage execution fund accounting.	Perform asset accountability.
Managerial	Perform general ledger structure.	Manage billing.
accounting.	Manage Standard	Manage commitments.
 Manage general 	Financial	
ledger.	Information Structure (SFIS).	Manage cost.
 Real property 	, ,	
inventory.	Manage execution with Treasury.	

Business Capabilities	Operational Activity	System Function
Perform build and make, and maintenance and sustainment.	Manage investments.Populate cost performance model.	Manage financial information structure.
Perform asset	Conduct periodic and	Manage funds.
accountability.	ad-hoc reporting.Perform build and	Manage investments.
	make, and maintenance and sustainment.	Perform build and make, and maintenance and sustainment.
	Maintain asset information.	Manage obligations.
	Conduct physical inventory.	Perform program analysis.
	Perform cost performance analysis.	

Incorporating E2E Business Model GFEBS incorporates the standardization and integration required of the BEA configuration as depicted in the figure below.

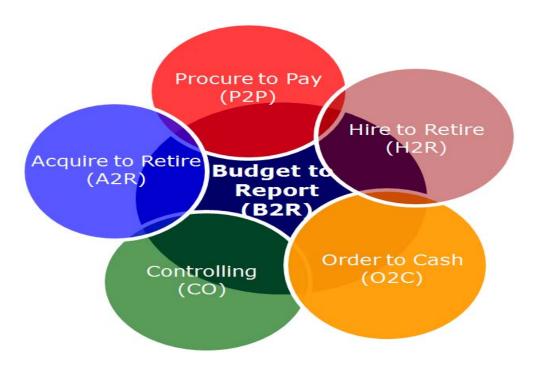


Figure 1-1, E2E Integration

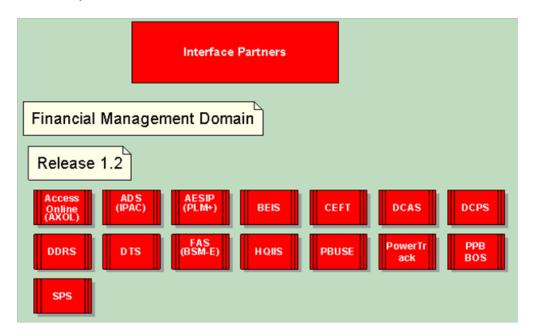
The figure shows how the five processes are interrelated. All provide information to the Budget-to-Report (B2R) process. A brief description for each process is listed.

- Budget-to-Report (B2R): B2R encompasses all business functions necessary to plan, formulate, create, execute against, and report on the budget and business activities of the entity. This process also includes updates to the general ledger.
- Procure-to-Pay (P2P): P2P involves all business functions required to obtain goods and services. This process includes such functions as requirements identification, sourcing, contract management, purchasing, payment management, and receipt/debt management.
- Hire-to-Retire (H2R): H2R encompasses all business functions necessary to plan for, hire, develop, assign, sustain, and separate personnel.
- Order-to-Cash (O2C): O2C encompasses all business functions necessary to accept and process customer orders for services and/or inventory held for sale. This process includes functions such as managing customers, accepting orders, prioritizing orders, fulfilling orders, performing distribution, managing receivables, and managing cash collections.

- Controlling (CO): CO, also identified as Cost Management (CM), comprises all business functions necessary to identify, collect, measure, accumulate, analyze, interpret, and communicate cost information to accomplish the many objectives associated with control, decision making, planning, and reporting. This includes cost accounting procedures, costing methodology, cost assignment, period end close, and reporting.
- Acquire-to-Retire (A2R): A2R involves all business functions that are needed to obtain, manage, and dispose of accountable and reportable property (capitalized and non-capitalized assets) through their entire lifecycle. This process includes functions such as requirements identification; sourcing; contract management; purchasing; payment management; general property, plant, and equipment (PP&E) management; and retirement.

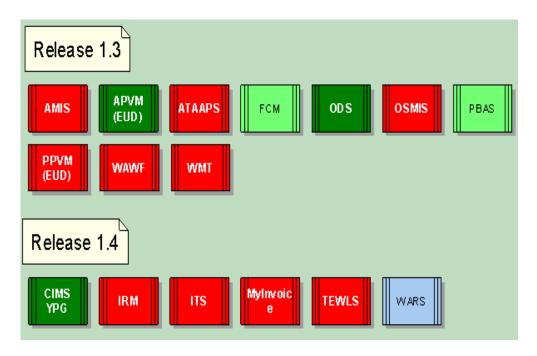
Interfaces and Evolution

Currently, GFEBS has 46 interfaced systems or partners. Systems such as the Defense Cash Accountability System (DCAS), Defense Civilian Pay System (DCPS), and Defense Travel System (DTS) transmit their information to GFEBS. In many cases, GFEBS transmits information back to its partners. The screens that follow identify the current evolution of GFEBS systems from Release 1.2 to Release 1.4.

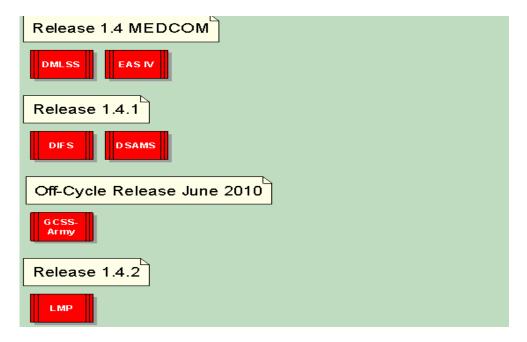


Screen 1-2, GFEBS Interfacing Systems/Partners 1

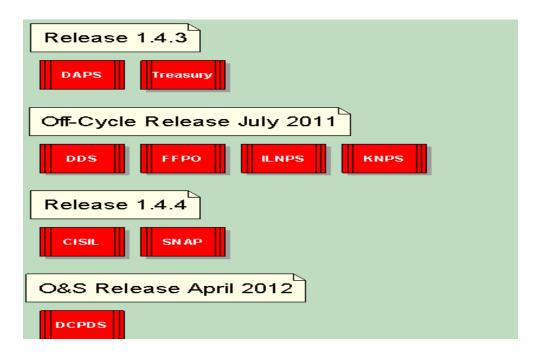
Requirements for GFEBS Overview



Screen 1-3, GFEBS Interfacing Systems/Partners 2



Screen 1-4, GFEBS Interfacing Systems/Partners 3



Screen 1-5, GFEBS Interfacing Systems/Partners 4

The goal by final release is for functionality from over 106 systems to have migrated (either partially or fully) to GFEBS. Thirty other systems will have been subsumed by other programs.

Summary

Lesson Summary

This lesson covered the history of GFEBS. It began with a discussion of the overall DoD transformation plan managed by the BTA, whose charter is to guide the entire DoD transformation and to deliver enterprise-level capabilities to meet the warfighter's needs. The BTA also ensures consistency, consolidation, and coordination of the defense components' business systems.

The lesson also discussed the BEA, and its role as the blueprint for the transformation process, ensuring the right capabilities, resources, and materials reach the warfighter. The lesson also covers the E2E strategic framework, linking 15 individual process areas, including B2R, P2P, O2C, and A2R. The lesson ended with a listing of the major interfaces of GFEBS once all the existing systems' functionality has either migrated to GFEBS or has been subsumed by other programs.

Lesson 2. Components of GFEBS

Introduction

This lesson provides a description of the six business area modules of the General Fund Enterprise Business System (GFEBS) employed by the Army. It discusses the relationship between the primary functions performed by DFAS, Accounts Payable, Reimbursables, Debt Management, and Accounts Maintenance and Control and the business areas. Lesson topics address the tasks performed, applicable transactions codes (T-codes), and assigned user roles. Finally, the lesson compares the legacy Line of Accounting (LOA) and the Standard Financial Information Structure (SFIS) LOA.

Lesson Objectives

Upon successful completion of this lesson, the student will be able to:

- Explain the GFEBS modules and their purposes.
- Explain the DFAS Accounts Payable/Spending Chain Module (P2P) functions within GFEBS.
- Describe the transaction codes (T-codes) ME53N, ME23N, MIRO, and MIGO used to identify the Army end user.
- Describe the roles for Transactions For Self (TFS), Transactions For Others (TFO), and Transactions By Others (TBO).
- Explain the DFAS Accounts Receivable/Reimbursables Module (O2C) functions within GFEBS.
- Describe the roles and associated screens in the Government Billing process.
- Describe the roles and associated screens in the Public Billing process.
- Identify debt types.
- Describe the Master Data Controller and Debt Management Processor roles and their associated screens.
- Explain the DFAS Accounts Maintenance and Control/Financials Module (B2R) function within GFEBS.
- Explain the purpose of Cash Balancing.
- Explain Treasury Tie Points.

- Explain and define the status of funds versus the trial balance.
- Define Period-End Close.
- Define Year-End Close.
- Identify the components of the legacy LOA.
- Identify the components of the SFIS LOA.
- Show the crosswalk/comparison between legacy and GFEBS LOAs.

Time Allocation

The time allocated to this lesson is 295 minutes.

In This Lesson

This lesson contains the following topics:

GFEBS Modules	2-4
Accounts Payable Functions within GFEBS	2-16
TFS	2-47
TFO	2-50
TBO	2-53
Reimbursable Functions within GFEBS	2-55
Debt Management Functions within GFEBS	2-83
Accounts Maintenance and Control Functions within GFEBS	2-99
Recognizing Legacy and SFIS LOA Data Elements	2-115
Legacy and GFEBS LOA Crosswalk	2-119
Summary	2-126

Evaluation

The students will complete Review 1 at the end of this lesson to assess understanding of the information presented.

References

This lesson refers to the following sources:

- Portal: GFEBS Main Page at https://www.milsuite.mil/wiki/Portal:GFEBS.
- Accounting High Performing Organization (HPO) Concept of Operations (CONOPS), December 2008 at https://eportal.dfas.mil/portal. (Click Directory, Browse Directory, Accounting Services, Accounting HPO, search DFAS 5100.9-M.)
- DoD Financial Management Regulation (DoDFMR) 700.14R, Volume 4, Chapter 3 at http://comptroller.defense.gov/fmr/04/04_03.pdf.

- Business Transformation Agency at http://www.bta.mil/index.html.
- Systems Applications and Products in Data Processing (SAP) at http://www.sap.com.
- SAP Glossary at http://help.sap.com/saphelp_glossary/en/index.htm.
- The GFEBS Times, August 2009 at http://www.gfebs.army.mil/news/The_GFEBS_Times_15_FINAL.pdf.
- Create Goods Receipt for PO User Procedure at https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm.
- Create Invoice User Procedure at https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm.
- L443 Create and Maintain Orders Training Guide at https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm.
- L455 Invoice Processing Training Guide at https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm.
- L456 Payment Processing Training Guide at https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm.
- DFAS Indianapolis (DFAS-IN) Manual 37-100, ERP Guidance, Appendix D at http://asafm.army.mil/offices/BU/Dfas37100.aspx?OfficeCode=1200.
- Standard Financial Information Structure (SFIS) library code lists at https://beis.csd.disa.mil/beis-xml/sfiscombo.xml.

GFEBS Modules

Processes

GFEBS Business Department of the Army transactions are input into and accessed from the Enterprise Resource Planning (ERP) Central Component (ECC), known as GFEBS. Once fully deployed, GFEBS will serve as the Army's financial system, capturing general ledger data in a single system for all general fund activities. It will be the Army's system of record, providing timely and accurate information for decision making and reporting.

> GFEBS is designed around six business processes. They are Property, Plant, and Equipment (PP&E); Funds Management (FM); Cost Management (CM); Spending Chain (SC); Reimbursables (RM); and Financials (FI).

- Property, Plant, and Equipment
 - Funds Management
 - Cost Management
 - Spending Chain
 - Reimbursables
- Financials

Figure 2-1, Six Business Processes of GFEBS

Areas

Business Process GFEBS' answer to the Business Transformation Agency's (BTA) initiative to streamline and standardize operations is a six-process configuration. Each process, or module, describes a set of logically related activities performed to achieve a defined business outcome. Within each module are various roles the end user can perform to achieve the specific business outcome. Within a functional area, such as Accounts Payable (A/P), users may have multiple roles. The type and number of roles assigned to a user depend not only on the kind of job performed, but also on the organization in which the job takes place. For example, roles assigned to DFAS, the finance and accounting activity, are different from those assigned at Fort Jackson, an Army installation, because the required tasks are different.

Each role is granted a set of authorizations to perform the transactions required for the role. The authorizations are called transaction codes (T-codes). The screen below depicts the relationship of the business process, user roles, and T-codes.

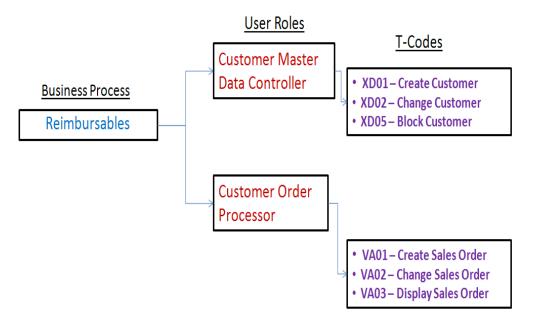


Figure 2-2, Sample Business Process with User Roles and T-codes

Plant, Property, and Equipment and User Roles

The Property, Plant, and Equipment (PP&E) module includes plant maintenance, real property, asset accounting, and project systems. The PP&E module:

- Tracks costs for the sustainment, restoration, or modernization of real property, assets, and equipment.
- Performs asset accounting.
- Allows a project management structure in which work breakdown structure (WBS) objects connect the LOA to assets.
- Acts as the single inventory for all Army General Fund assets, including land parcels and leases.
- Incorporates real property inventory, construction in progress (CIP), real property acceptance, and environmental liabilities requirements and processes.

User roles associated with PP&E are:

- Asset Interface Processing Monitor.
- Asset Master Data Maintainer.
- Annual Planner.
- Material Requirements Planning (MRP) Maintainer.
- Order Approver.
- Order Maintainer.
- Permit Approver.
- Physical Inventory Maintainer.
- Plant Maintenance Master Data Maintainer.
- Plant Maintenance Reporter.
- Preventive Maintenance Controller.
- Work Notification Processor.
- Business Intelligence PP&E Reporter.
- Business Partner Maintainer.
- Real Estate Contracts/Space Utilization Maintainer.
- Real Property Inventory Inspection Processor.
- Real Property Maintainer.
- Real Property Viewer.

Funds User Roles

The Funds Management (FM) module is not part of the standard SAP Management and software but is specific to public entities like the federal government. It provides funds management of the Army's General Funds. FM is probably the most important module since it is the location at which funding is loaded from the Army Budget Office (ABO) to all lower level organizations. The FM module:

• Creates the budgetary ledger postings.

- Contains all the LOA master record information.
- Contains the Army hierarchical structure.
- Maintains the Status of Funds (SOF) Report, which contains both FM and Financial (FI) data.
- Allows the Army to perform strategic planning.
- Prevents funds from being over-committed.

User roles assigned to FM are:

- Business Intelligence (BI) Budget Reporter.
- Budget Formulation Approver.
- Budget Formulation Maintainer.
- Budget Interface Processing Monitor.
- ECC Budget Reporter.
- Funds Execution Controller.
- Funds Management Approver.
- Funds Management Interface Processing Monitor.
- Funds Management Maintainer.
- Funds Master Data Maintainer.
- Headquarters, Department of the Army (HQDA) Budget Formulation Maintainer.

Cost **User Roles**

The Cost Management (CM) module provides the means for managing Management and business operations efficiently and effectively. It facilitates accurate measurement and thorough understanding of the "full cost" of an organization's business processes, products, and services in order to provide the best value to customers. This module includes some of the newer functions required as part of the Army's transformation. All the cost information that records the full cost incurred to accomplish an activity accumulates in this location. DFAS does not use CM in its day-to-day operation. This module covers four areas: planning, accounting, controlling, and analysis. The CM module:

- Provides for cost planning by using cost products for "should costs" in order to make informed decisions.
- Provides for cost accounting by accumulating all direct and indirect costs incurred to accomplish a specific objective; performs required cost allocations; and maintains seamless integrations with financial accounting (revenues and expenses).
- Provides for cost controlling by using costs products for "best value" and "best practices" actions.
- Provides for cost analysis by allowing the Army to acquire and integrate functional outcome data with cost data.

User roles assigned to CM are:

- Business Intelligence (BI) Labor Reporter.
- BI Managerial Reporter.
- BI Payroll Auditor.
- BI Payroll Corrections Processor.
- Cost Driver Controller.
- Cost ECC Display and Reporter.
- Cost Plan Maintainer.
- Cost Rate Maintainer.
- Cost Recovery Processor.
- Defense Medical Logistics Standard Support (DMLSS) Interface Processing Monitor.
- Defense Travel System (DTS) Interface Processing Monitor.
- Expense Assignment System Internet (EASI) Interface Processing Monitor.
- Human Resources (HR) Master Data Verifier.
- Manual Time Tracking Extension Processor.
- Payroll Corrections Processor.

Spending Chain and User Roles

The Spending Chain (SC) module encompasses the end-to-end Procure-to-Pay process, which includes managing and applying material and vendor master data, generating and maintaining purchase requisitions (PRs) and purchase orders (POs), receiving and posting goods receipts (GRs), goods acceptance, invoicing, and payment processing.

Another term for SC is Material Management (MM). The Army uses this module to post PRs and POs and to monitor contracts from the Standard Procurement System (SPS) interface, along with travel requests, and processing disbursements. DFAS A/P personnel work primarily in this module. The SC module:

- Processes GRs, vendor invoices, and payment system interfaces.
- Processes outbound Military Interdepartmental Purchase Requests (MIPRs) and purchase card transactions.
- Performs three and four-way document matching.

User roles assigned to SC are:

- Commitment Processor.
- Contract Viewer.
- Goods Receipt Processor.
- Goods Receipt/Invoice Receipt (GR/IR) Processor.
- Purchase Requisition (PR) Approval Maintainer.
- Purchase Order (PO) Interface Processing Monitor.
- PO Processor.
- PR Approver.
- PR Funds Certifier.
- PR Interface Processing Monitor.
- PR Processor.
- Site Invoice Processor.
- Vendor Master Data Display.

- Payment Certifier.
- Payment Processor.

Reimbursables and User Roles

The Reimbursables (RM) module encompasses two sub-processes, Reimbursable Orders and Debt Management. Accounts Receivable (A/R) personnel perform RM processing, which requires master data for customers, materials, projects, and internal orders. The sub-processes are further defined below:

- The Reimbursable Orders sub-process includes receiving incoming funding documents, establishing sales orders and projects to track the revenues and expenses, and accumulating actual costs related to reimbursable order execution. Other functions are generating customer billings against reimbursable orders and applying payments to customers.
- The Debt Management sub-process involves all activities related to the collection and disposition of overdue A/Rs. Some specific functions are contacting the debtor; applying interest, fees, and penalties; sending debts to collection agencies for further action; negotiating installment plans; and writing off uncollectible accounts.

User roles assigned to RM are:

- Accounts Receivable Reporter.
- Customer Billing Processor/Certifier.
- Customer Interface Monitor.
- Customer Invoicing Processor.
- Customer Master Data Controller.
- Customer Master Data Reporter.
- Customer Master Mass Maintainer.
- Customer Order Processor.
- Debt Allowance Processor.
- Debt Interface Monitor.
- Debt Management Processor.

- Debt Reversal Processor.
- Debt Write-Off Processor.
- Reimbursable Reporter.
- RM Periodic Processor.
- Treasury Account Symbol (TAS) Table Master Data Controller.

Financials and User Roles

The Financials (FI) module is the largest module in the system because it contains all the United States Government Standard General Ledger (USSGL) account postings used in GFEBS. Almost every GFEBS business process area directly integrates with FI. The FI module:

- Contains the accounting information, trial balance, general ledger (GL)
 master records, reconciliations, abnormal balance report, and month/yearend closing data.
- Monitors interfaces with other systems.
- Performs cash balancing activities.
- Performs depreciation calculations originating from PP&E that automatically post to the GL.
- Generates billings against reimbursable orders (RM module) automatically creating the A/R postings in the GL.
- Performs financial statement reporting to departmental level.

User roles assigned to FI are:

- 1099 Reporter.
- Accounting Processor.
- Balance Forward Processor.
- Cash Balancing Processor.
- Cross-Code Maintainer.
- External Information Monitor.

- Financial Reviewer.
- GL Master Data Approver.
- GL Master Data Maintainer.
- GL Master Data Reviewer.
- Journal Voucher (JV) Approver.
- JV Master Processor.
- JV Processor.
- JV Reviewer.
- JV Workflow Maintainer.
- Logistics Modernization Program (LMP) Depreciation Reviewer.
- Open_Close Processor.
- Payment Interface Processing Monitor.
- Period Close Schedule Monitor.
- Period Close Schedule Processor.
- Year End Certifier.
- Year End Processor.

SAP Module Processing

The GFEBS ECC business area modules already described operate within the Systems Applications and Products in Data Processing (SAP) framework. The figure below shows a different depiction of how all the SAP business modules transmit and receive information. Note that some of the terms in the figure are in SAP terminology.

The Sales and Distribution (SD-ORD) activities fall under the RM functionality. SD-ORD activities include transmitting reimbursable orders to FM, which updates the Fund Status Reporting information. At the same time, SD-ORD provides customer billing and invoice information to FI.

Materials Management refers to raw materials, operating supplies, semifinished and finished products, and trading goods or merchandise in an activity's storage facility. Often called inventory, the functions of processing PRs and POs and updating GRs and IRs to account for and control inventory fall under SC as discussed earlier.

According to the diagram, PR and PO information update FM, which then generates the USSGL budgetary ledger accounts used for trial balance and Treasury reporting in the Defense Department Reporting System (DDRS). Additionally, GR and IR data update FI by updating the applicable proprietary accounts.

FI receives the derived budgetary GL account information from FM, GR/IR data from SC, and reimbursable information from RM. It also sends budgetary information, such as appropriation, allotment, and commitment data, to the Controlling Module (CO).

CO maintains the CM data described in the previous subtopic. Cost information supports the Army's decision-making process by allowing the Army to plan, monitor, consult, inform, and report on funds under its stewardship.

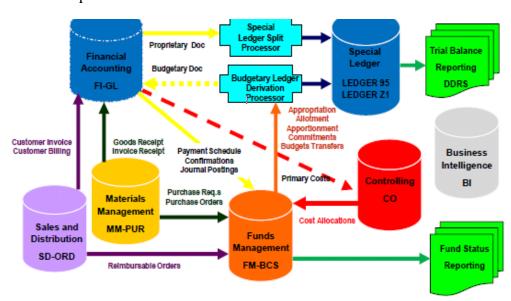


Figure 2-3, SAP Federal Solution Processing

BI is a module designed to aid in the analysis of complex GFEBS information. BI identifies a broad category of business processes and software technologies used for gathering, storing, analyzing, organizing, and presenting business information to help Army users make better decisions. Accessed from the GFEBS Welcome screen, this module consists of user roles, workbooks, queries, provider information, information sources, transformation rules, and additional applications allowing the user to drill down into multiple data layers.

The data is updated nightly. A BI system typically includes the following components:

- One or more databases organized to support the BI system functions. These databases may be operational data stores, data marts, or enterprise data warehouses.
- Extract/transform/load (ETL) tools to support the construction and management of the data universe. By better organizing and sorting the data, these tools improve data quality as well as the efficiency of BI system functions (such as queries and analyses).
- An analytical engine, as well as query and reporting functions, that allow both canned and ad-hoc queries on that data universe.
- A presentation layer with a variety of views and delivery formats (for example, query results, canned and custom reports, dashboards, and scorecards).

ECC versus BI

There are distinct differences between information available in SAP's ECC and in BI. The table below outlines these differences.

Table 2-1, Data Differences between ECC and BI

ECC	BI
Real time reporting.	Real time access to overnight batch-updated data.
Reports are small/less complex amounts of information.	Reports are large/complex amounts of information.
Data stored in tables.	Data stored in data fields.
Displays and/or queries instant impact of a transaction with drilldown capability to view individual transactions.	Displays and/or queries information between overnight data migrations.
Reports key module information such as FI, CM, RM, Project Systems, PP&E, SC, and FM.	Reports aggregated information for Cost, Payroll, FM, and Real Estate.
Users access standard, canned reports.	Users can customize reports.

ECC	BI
Narrow queries.	Summary data or in-depth analysis.
Reports related to execution.	Reports related to planning, simulation, and analysis.

Accounts Payable Functions within GFEBS

Procure to Pay

Procure to Pay (P2P) is part of the Business Enterprise Architecture's (BEA)'s End-to-End (E2E) business flow. P2P encompasses all business functions necessary to obtain goods and services. The GFEBS business area most closely identified with P2P functionality is the Spending Chain.

The BTA identified seven areas addressed by the P2P/GFEBS Spending Chain. They are:

- Execute requisition. Sample activities are collect and analyze requirements; manage travel; acquire, develop, and sustain human resources; and manage execution fund account and certify funds.
- Identify sources of goods and services. Sample activities are conduct market research, forecast demand, manage travel, and award and/or identify contractual agreement.
- Manage contract. Sample activities are award and execute contract, post to GL, and modify contract.
- Execute purchase. Sample activities are execute contract, manage execution fund account, and post to GL.
- Perform receipt, acceptance, and return. Sample activities are accept goods and services, manage travel, manage liabilities, and post to GL.
- Process invoice and match. Sample activities are manage travel; match payment request (invoice) and obligation document; match acceptance and obligation document; and match obligation document, acceptance, and payment request.
- Execute disbursement. Sample activities are maintain A/P balance; apply payment instructions; schedule payment; disburse, distribute, and monitor payment; and post to GL.

Notice that many, if not all, of the sample activities listed are activities performed by A/P personnel at DFAS. In essence, the A/P personnel execute tasks aligned with the P2P E2E business flow. The activities programmed into the GFEBS Spending Chain business process satisfy the BTA mandate for DoD transformation.

SC Transaction Codes

A T-code is a sequence of characters identifying a transaction or function. The T-code enables users to create, display, or change transactions; or view reports. As a rule, T-codes ending in 1, such as FMZ1 (Funds Commitment: Create InitScrn), create transactions. Those T-codes ending in 2, such as FMZ2 (Change Funds Commitment: Display InitScrn), allow the user to modify transaction data. Users entering T-codes ending in 3, such as FMZ3 (Funds Commitment: Display InitScrn), are allowed view-only access.

Another T-code configuration begins with Z, for example, ZSSC_CAPSRPT (Invoice Entered By Day Report). This T-code configuration is customized specifically for the Army's use. Codes ending in N, for example, ME21N (Create Purchase Order), are considered the next generation codes. These codes will support building, deploying, and running the next generation of application services.

As mentioned earlier in the lesson, SC encompasses many user roles and DFAS A/P tasks required to accomplish materials management/P2P functions. However, four T-codes incorporate the major A/P responsibilities. These T-codes are ME53N (Display Purchase Requisition), ME23N (Display Purchase Order), MIRO (Enter Incoming Invoice [MM]), and MIGO (Create Goods Receipt). Referring to T-codes either as T-code ME53N (for example) or just as ME53N is acceptable. Both formats are used interchangeably in this lesson.

The next subtopics provide a discussion of the four T-codes. The description, associated DFAS user roles, and A/P operation primary tasks are provided for each T-code. In addition, instructions for using the T-codes are provided.

ME53N

T-code ME53N, Display Purchase Requisition, enables the Accounting Technician to view individual PR. T-code ME53N is authorized for six user roles. The roles are:

- Goods Receipt Processor Accounting Technicians assigned this role view the PR information to be sent to the Purchase Requisition Approver SAP Inbox. Technicians receive goods and/or services information; match those goods and/or services to a PO; and manage any exceptions that may arise due to non-performance, partial performance, or quality inspection issues. This role is required only for processing GRs not interfaced through Wide Area Work Flow (WAWF).
- Goods Receipt Interface Processing Monitor Accounting Technicians with this role monitor the interfaces from external GR systems such as:
 - WAWF.

- LMP (Logistics Modernization Program).
- DMLSS (Defense Medical Logistics Standard Support).
- TEWLS (Theater Enterprise-Wide Logistics System).
- Army, General Fund.
- Invoice Processor Accounting Technicians perform this role in order to input invoices not currently in WAWF, manage blocked invoices, and execute down payment requests. They receive and record invoices and bills, and perform a three-way match of invoices/bills to contracts and receiving reports.
- Invoice Interface Processing Monitor Accounting Technicians with this role monitor the interfaces from external invoice systems. Examples of these external systems are:
 - WAWF.
 - WINS (Web Invoicing System).
 - PowerTrak.
 - Access Online.
- Payment Processor Accounting Technicians with this role collect all
 payment information and prepare payments for processing by the
 Payment Certifier. This preparation entails performing a two- or threeway match with the invoice, receiving report, and/or obligation. The
 technician also creates the payment proposal, which provides a list of the
 invoices ready for the Payment Certifier.
- Payment Certifier A/P Accounting Technicians with this role are responsible for verifying, accepting, or rejecting the payment proposal prepared by the Payment Processor. The technician can block invoices from paying or unblock invoices, allowing them to pay. Additionally, those with this role create the Ready-to-Pay file for Automatic Disbursing System (ADS) disbursement.

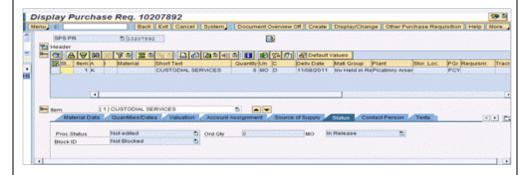
ME53N Processing

T-code ME53N provides the ability to view various data for a specific PR. Knowing how to locate the PR certifier and approver information is useful in obtaining a point of contact (POC) to resolve a particular concern. The table below displays the steps to access this information.

Table 2-2, ME53N Obtaining Certifier and Approver Information

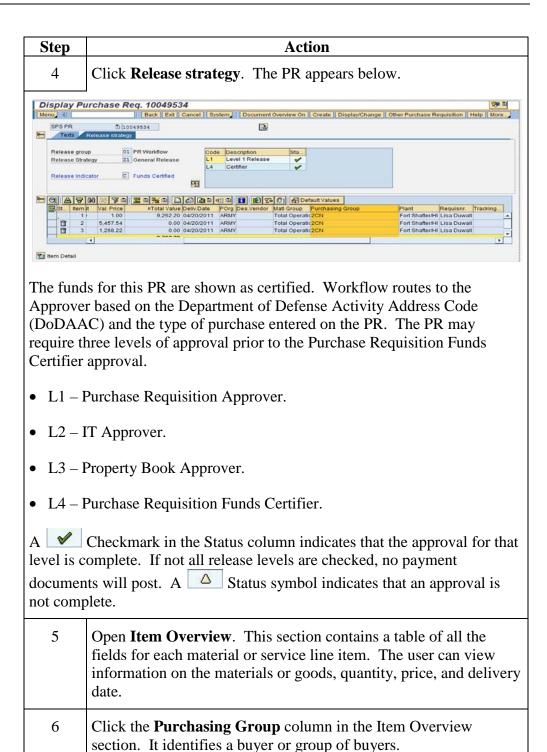
Step	Action
1	At the SAP Easy Access Menu, enter T-code ME53N . The screen appears, displaying the last PR accessed.
2	Click Other Purchase Requisition to obtain another PR.

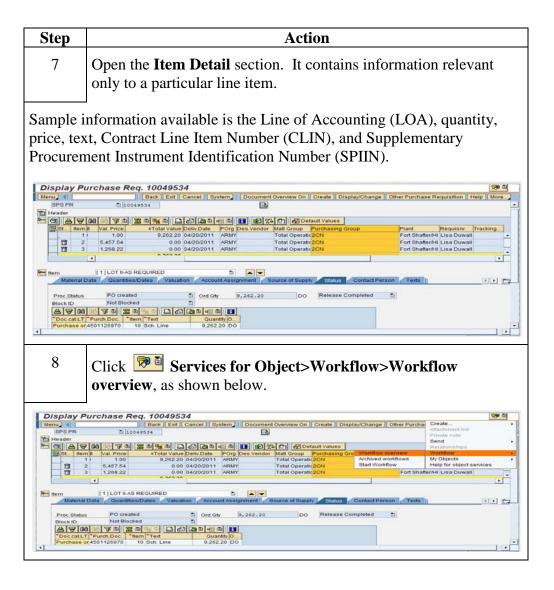
Use the Select Document window to enter the PR number, or, if the number is unknown, enter the search criteria. When the search is completed, the PR appears as shown on the Display Purchase Req screen below.

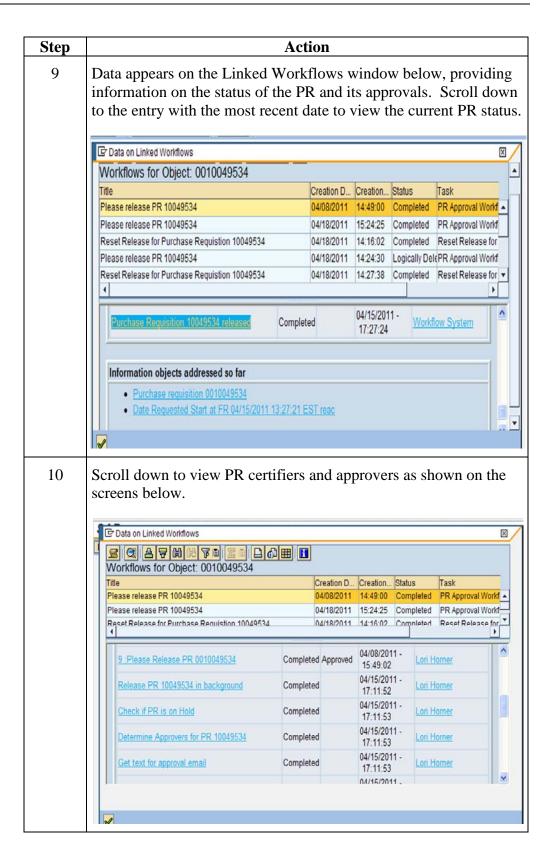


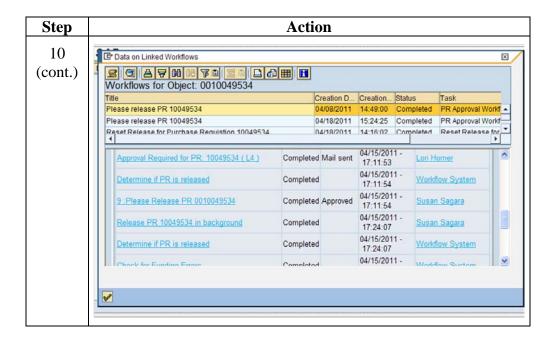
The screen is divided into three sections, Header, Item Overview, and Item Detail. The sections can be opened or closed by clicking the associated icon.

Open the **Header** section. The technician can view information such as notes or comments about the PR, the release strategy, or approval status. There are two tabs in this section, Texts and Release strategy. Clicking Texts provides the capability to view notes pertaining to the PR. Often the POC is listed here as well.









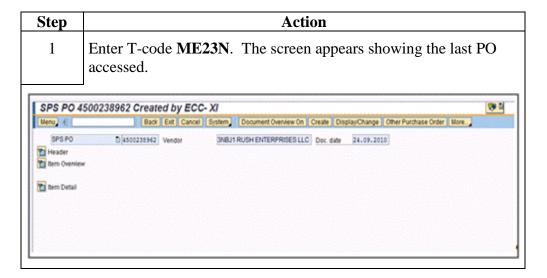
ME23N

T-code ME23N, Display Purchase Order, used by Accounting Technicians, displays all POs in the system. The roles and responsibilities for this T-code are the same as those discussed for ME53N.

ME23N Processing

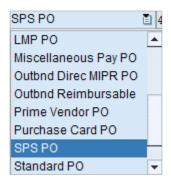
ME23N is used to view data for a specific PO. When this T-code is entered in GFEBS, the last PO accessed generally appears first. Note that this window is similar to the PR window just discussed. It has the same three sections, Header, Item Overview, and Item Detail. The table below displays the steps to access and view important elements connected with this T-code.

Table 2-3, ME23N, Viewing Key PO Fields



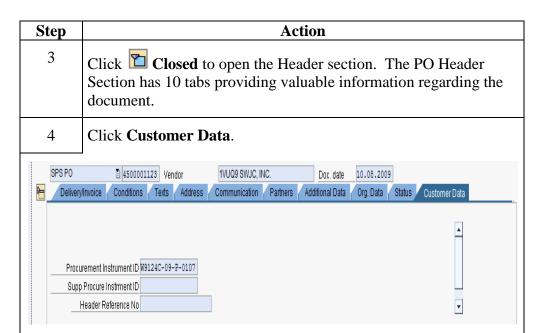
Step	Action
1 (cont.)	The SPS PO 4500238962 Created by ECC-XI screen title denotes the PO viewed. "Created by" in the title can appear in three formats:
	• ECC-XI – PO was created through the SPS interface.
	• User Name – First and last name of the person who manually entered the PO.
	• FF_SC# – Identifies an individual on the team located at GFEBS Headquarters, such as FF_SC6.
2	The first field in the active window identifies the type of PO.

Click **List** in the PO type field to get a drop-down list. Currently, there are 17 different types of POs. The screen below displays a partial listing.



The Vendor field contains the Commercial and Government Entity (CAGE) code first, then the Vendor's name. This field specifies the entity that will be paid, unless the Partners tab is populated. Ensure that the CAGE code is correct for the specified vendor. Sometimes the code of the ordering activity is mistakenly entered instead of the vendor code.





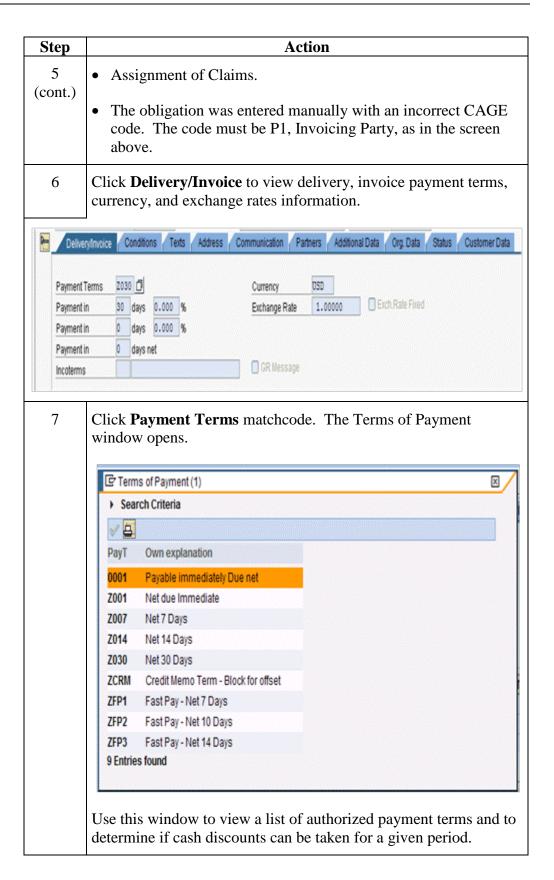
This tab contains the Procurement Instrument Identification Number (PIIN) (found in the Procurement Instrument ID field) and applicable SPIIN. The GFEBS Operations and Support (O&S) team adds any modification numbers in the Supp Procure Instrument ID field.

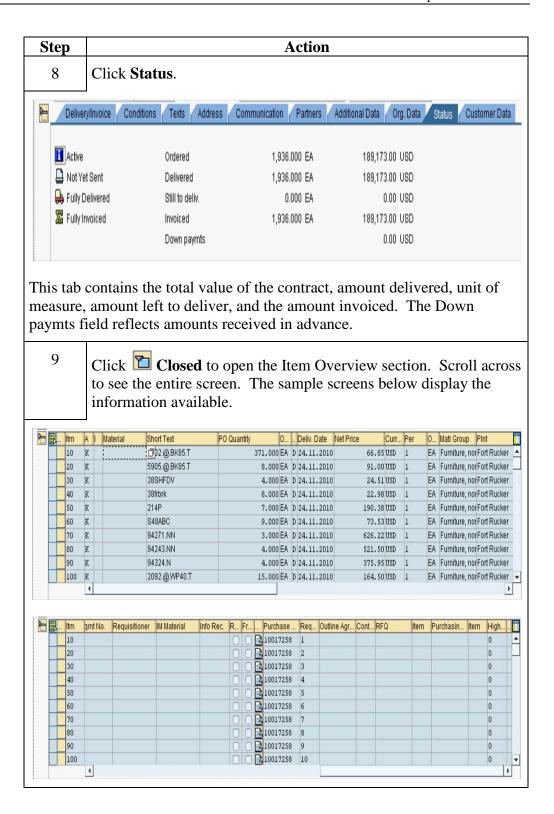




This data provides information on the vendor's business partner. Each partner is assigned a unique identification number that defaults from the vendor master record. The number appears in the Number column. This tab is also used if there is a change in the payee after the obligation is created. The new payee's CAGE code appears here. Examples of the need for Partner data are:

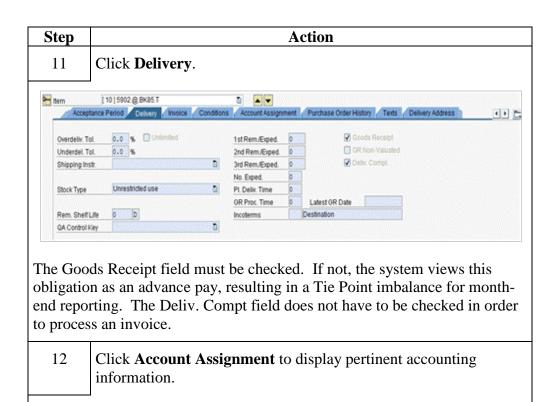
• The PO has a partner identification number for remittance and a separate number for general vendor communications.





Step	Action
9 (cont.)	This section contains each contract CLIN. Below is a listing of key fields:
	• Itm – Item or CLIN: GFEBS adds a 0 to each line number. For example, Item 1 becomes 10 in GFEBS.
	• I – Item Category: Defines how the procurement of a material or service item is controlled. For service contracts that use service entry sheets, D appears in the column.
	Short Text: Description of the CLIN.
	PO Quantity: Item quantity.
	O – Order Unit: The order unit of measure (UoM) by which the material was ordered. If service entry sheets are used, the UoM must be AU (Alternative Unit).
	Delivery Date: Date of delivery or service.
	• O (before Matl Group) – Order Price UoM: UoM related to the PO price.
	• Plnt – Plant or installation.
	Purchase – Purchase Requisition number: The PR is the funds commitment document. Each PO line item has a corresponding PR line item. Double clicking on the PR number takes the user to the ME53N screen for that PR.
10	Click Closed to open the Item Details section. Fourteen tabs provide accounting information, PO history, and delivery detail information specific to an individual CLIN.
	Each CLIN is listed separately. Clicking List in the field across from Item provides a drop-down list of the CLINs from which to choose. Click the CLIN to view its data.

•• E



Distribution Single account assignm... D CoCode UNITED STA...

Recipient

Commitment Item 2630

Unloading Point Oil, Account Business Area

Functional Area

Earmarked Funds

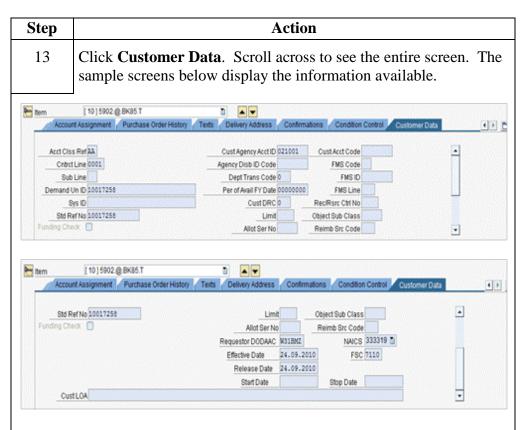
Funds Center

CO Area Cost Center ARMY

20000783 202010010

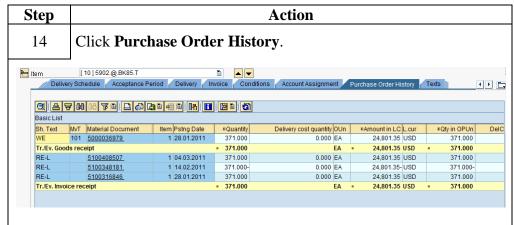
322741TAV9

A57VV



Notice that this tab has the same name as the tab in the Header section. When conversing with resource managers, it is important to specify the correct ME23N section to reduce confusion. This tab contains quite a bit of information. However, there are certain key fields:

- Acct Clss Ref Accounting Classification Reference Number (ACRN).
- Cntrct Line CLIN.
- Sub Line Sub CLIN: It does not have to be populated.
- Cust Agency Acct ID Fiscal Station Number (FSN): Note that GFEBS transactions all carry the same 021001 FSN. For Transactions For Others (TFO) transactions, the FSN of the other agency displays.
- Cust LOA Customer LOA: If the PO is a TFO CLIN, the external system's LOA may be listed.



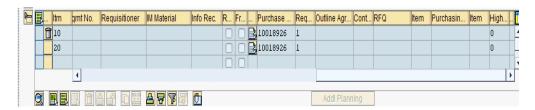
The information on this screen allows the user to view activity history for each CLIN on the PO. GR, service entry sheets, and invoice data are visible. Data provided includes document number posting data, quantity, and amount totals. Any credits, reversals, and cancellation information is displayed also.

This screen shows the material Movement Type. Each good ordered is assigned a Movement Type. Valid types are:

- 101 Received and accepted.
- 102 Reversal of 101.
- 103 Received.
- 104 Reversal of 103.
- 105 Accepted.
- 106 Reversal of 105.

Viewing Deleted Lines

When line items are deleted on a PR or PO, a Trash Can icon appears to the left of the line. When it is difficult to correct a line, the user may opt to "trash" or delete it, then create the correct line. No payments may be made against deleted entries. A sample of a deleted item appears below.



Screen 2-1, View Deleted Lines

MIRO

T-code MIRO, Enter Incoming Invoice (MM), allows Accounting Technicians to process invoices not currently in GFEBS or not interfaced through WAWF. The Invoice Processor is the only role with access to this T-code. Personnel assigned are responsible for:

- Receiving and recording invoices.
- Entering credit memos and posting vendor down payments.
- Matching invoices to obligations and/or receiving reports.
- Managing blocked invoices. A blocked invoice cannot be paid until the reason for the block is resolved.

MIRO Posting Logic

Using MIRO affects certain Document Type codes, depending on the processing. The Document Type code determines where the document is stored in the system as well as to which GL accounts the document is posted.

In addition, funds posted against specific GL accounts are adjusted according to the type of input performed. A complete list of the posting logic is found in Appendix C, GFEBS Posting Logic – Spending Chain. Appendix B, GFEBS USSGL Chart of Accounts, lists the current GL Account Codes (GLACs) in the system. An example of MIRO posting logic is shown in the table below.

Table 2-4, MIRO Posting Logic

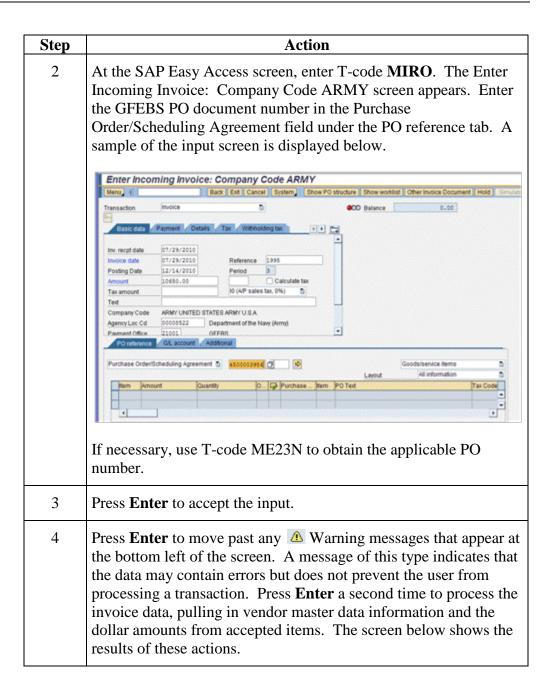
MIRO Purpose	Document Type Affected	GLAC Results	DR	CR
To record an invoice received	R1 – Interfund LIV Inv	Proprietary		
with goods/	R2 – CISIL LIV Inv	2110.0500	X	
services required	R3 – APVM LIV Inv	2110.0100		X
	R4 – WAWF LIV Inv			
	R5 – WINS LIV Inv	No Budgetary effec	et	
	R6 – TFO WAWF LIV			
	R7 – Consignm Settlemt			
	RE – Invoice – Gross			
	RX – LIV – TBO Inv			

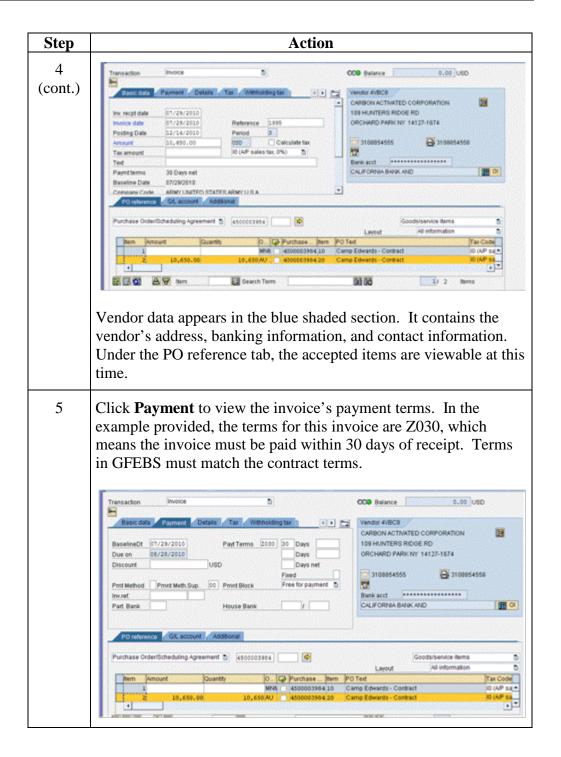
MIRO Processing

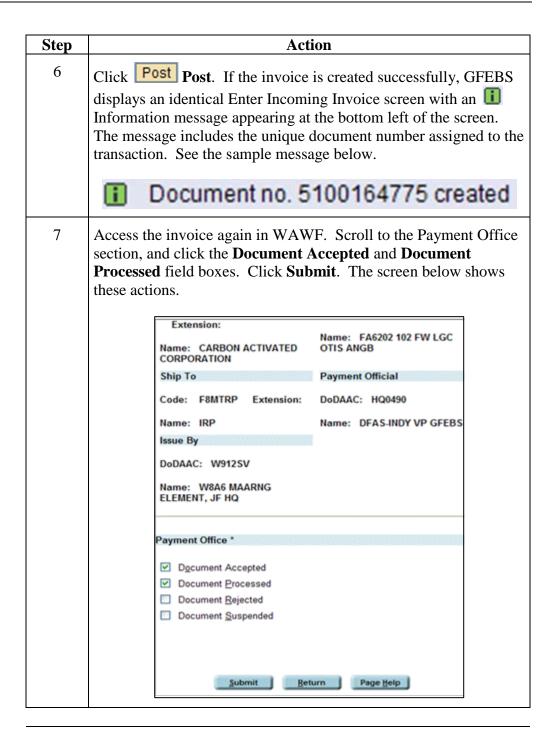
The table below describes the main steps required to input an invoice. This procedure is used only for those invoices that did not interface through another system, such as WAWF, or were not input by the Site Invoice Processor.

Table 2-5, Invoice Processing Using T-code MIRO

Step	Action
1	The Accounting Technician with Invoice Processor authorization begins by obtaining the required invoice information needed for MIRO input. The information may include:
	Invoice date.
	Invoice received date.
	Invoice number.
	Invoice amount.







MIGO

The last T-code addressed in this topic is MIGO, Create Goods Receipt. It provides the Accounting Technicians the ability to process GRs not currently in WAWF. Goods Receipt Processor is the only role with access to this T-code. Current tasks not mentioned in earlier subtopics are:

Receiving goods and/or services.

- Matching goods and/or service to a PO.
- Managing any exceptions that may arise due to non-performance, partial performance, or quality inspection issues.

MIGO Posting Logic

Like MIRO, when MIGO is used, certain Document Type codes are affected. An example of MIGO posting logic is shown in the table below. See Appendix C for a complete listing of T-codes with Document Types and GLACs.

Table 2-6, MIGO Posting Logic

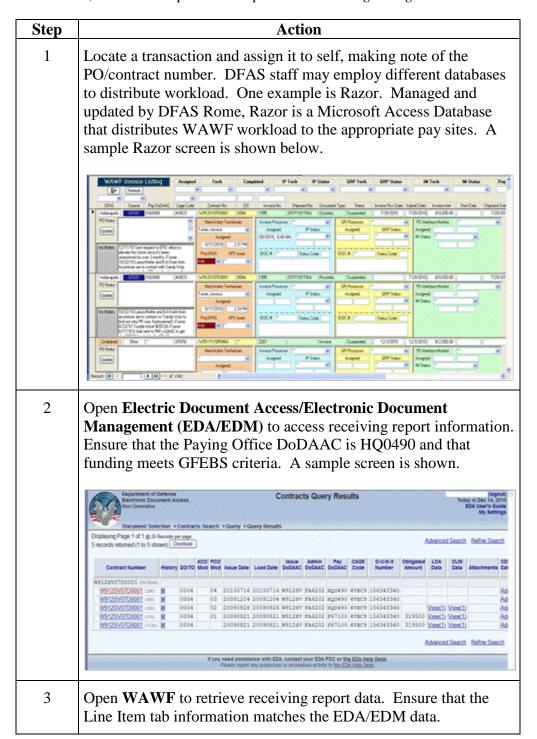
MIGO Purpose	Document Type Affected	GLAC Results	DR	CR
To record goods and/or services	WE – Goods Receipt	Proprietary		
		6100.XXXX	X	
		2110.0500		X
		3107.0100	X	
		5700.0100		X
		Budgetary		
		4801.0100	X	
		4901.0100		X

MIGO Processing

The next table provides the steps necessary for the Goods Receipt Processor to execute a GR and acceptance in GFEBS.

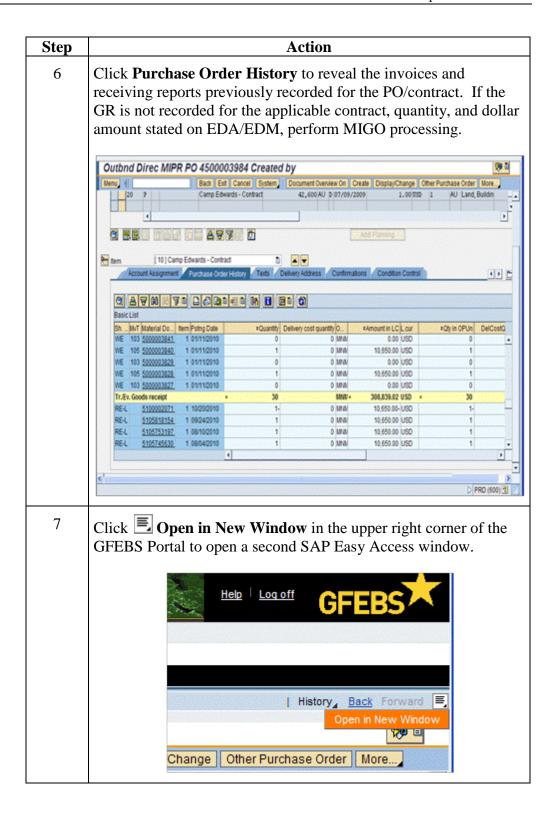
Components of GFEBS GFEBS Overview

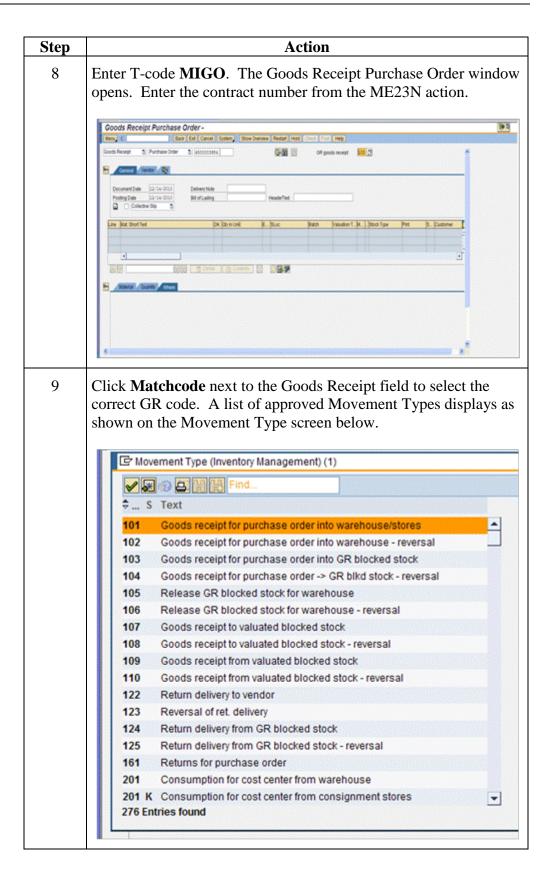
Table 2-7, Goods Receipt and Acceptance Processing Using T-code MIGO





Step	Action			
4	Input T-code ME23N to obtain the required contract/document number. Note that this T-code was discussed earlier in this topic. Click Customer Data in the Item Details section to reveal pertinent data about the line item.			
5	Click the List icon to view another line item. The following screen displays sample Customer Data information for Line Item 1. List icon to view another line item. The following screen displays sample Customer Data information for Line Item 1.			
	The data on the Customer Data must be validated against the EDA/EDM information ensuring agreement.			





Step	Action
9	DFAS uses only three Movement Type codes. They are:
(cont.)	101 – Used to indicate that goods receipt and goods acceptance occurred on the same date.
	• 103 – Used to indicate goods receipt date only.
	• 105 – Used to indicate goods acceptance date only.

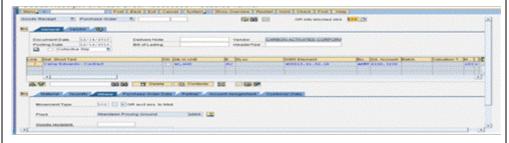
When the receiving report information shows different dates for the goods receipt and goods acceptance, input Code 103 first and then process Code 105. A segment from the WAWF input displaying acceptance data with two different dates is shown below.



Select the Movement Type based on the receiving report, then click Checkmark. Note that in GFEBS, the Checkmark icon represents continue, OK, or choose, depending on the screen.

In this example, enter **2010/07/30** in the Date Received field, using Movement Type Code 103. Once this input is processed successfully, perform the steps a second time, using Movement Type Code 105 and 2010/08/04. If the dates are the same, only Movement Type Code 101 and its date are required.

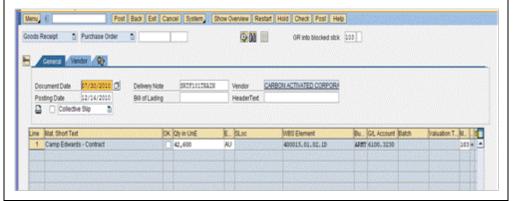
Press **Enter**. The screen shows the Goods Receipt Purchase Order screen after entry of Movement Type Code 103.



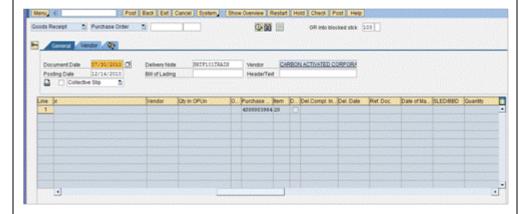
Note that GFEBS populates the Header section and the Details data section, Where tab, with information from the contract.

Step Action

12 Enter the applicable dates in the Document Date field and enter the shipment number (obtained from WAWF) in the Delivery Note field. The resulting screen is similar to the one below.



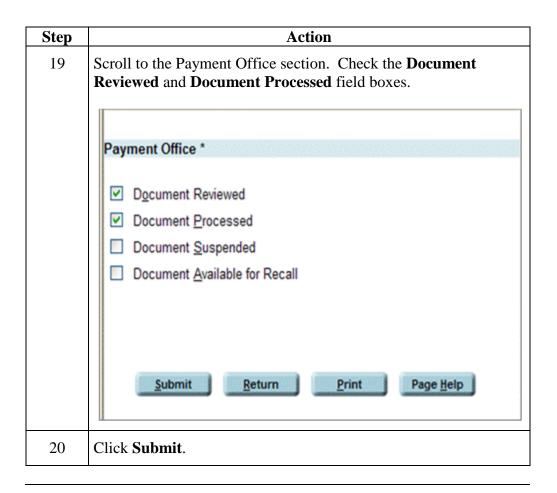
To ensure that the GR is for the correct CLIN, verify by scrolling to the right to view the Item column in the Header, General tab.



Scrolling back to the left shows the OK and Qty in UnE fields of the same tab as that displayed in the previous step. The Quantity In Unit of Entry defaults to the PO quantity; however, it can be changed to reflect the quantity that was actually delivered.

Enter the delivered quantity and click **OK** to activate the checkmark.

Step	Action
15	Open the Detail Data section to the Text field. Enter OK in the Text field. The screen below displays the quantity entered in the Qty in UnE, the checked OK, and the OK in the Text field actions.
	A District Contents # 2.5
	Movement Tige DOT Professe Order Data Father Account Assignment Customer Data Movement Tige DOT Profesce as to blind
	Plant Reviden Front Ground Jack 2
	Scools recipient Uniteding Powl
	Ted SK
	S F ben OK Use : S
16	Click Post. GFEBS displays an identical Goods Receipt Purchase Order screen, with an Information message appearing at the bottom left corner, including a unique document number assigned to the transaction. An example of the message is shown below.
	Material document 5000027181 posted
17	If Movement Type 105 is required, repeat Steps 9 through 16. Additional information appears in the Detail Data tab based on Movement Type 103 input.
18	Open WAWF and retrieve the receiving report data again to update the data to show that the GR processed successfully.



TFS

Definition

The term Transactions For Self (TFS) describes the method by which Army vendor invoices processed through GFEBS are disbursed by ADS. Army personnel may use the term Transactions By Us (TBU), which has the same meaning as TFS. TFS payments are identified by an FSN of S21001 (or 021001), and a Disbursing Station Symbol Number (DSSN) of 8522. The majority of transactions in GFEBS are categorized as TFS.

These transactions are the result of the Accounts Payable, Entitlement Processing Section, determining entitlement for vendor invoices, then transmitting a payment file through GFEBS to ADS for payment.

User Roles

From the time an invoice is generated until it is paid, the user roles involved are Invoice Processor, Invoice Interface Processing Monitor, Payment Certifier, Payment Processor, and Payment Interface Processing Monitor. Note that four of the five roles were described in the previous topic.

The fifth role, Payment Interface Processing Monitor, although not located in the Spending Chain, serves a critical function in the payment process. Accounting Technicians with this role monitor the payment interface between GFEBS and external payment systems. Creating a disbursing upload to ADS is a daily task for this role. Some of the external systems monitored are:

- Intra-Government Payment and Collection (IPAC).
- Defense Cash Accountability System (DCAS).
- International Treasury Services (ITS).
- Federal Reserve Bank (FRB).
- Defense Automated Addressing System Center (DAASC).

Payment Program

The T-code used for processing invoices for payment in GFEBS is F110, Automatic Payment Transactions. F110 triggers the sending of a Ready-to-Pay file to ADS containing all invoices, those with or without discounts and with or without Prompt Payment Act (PPA) interest calculated. Both the Payment Processor and Payment Certifier use this transaction to run the Payment Program, which is used to determine which invoices to pay and when to pay them.

Logic

Payment Posting The specific posting logic for F110 is shown in the table below, listing document type and GLACs affected. Note that a complete list of the posting logic is found in Appendix C, GFEBS Posting Logic – Spending Chain.

Table 2-8, F110 Posting Logic

F110 Purpose	Document Type Affected	GLAC Results	DR	CR
To generate a payment	ZP – Payment Posting	Proprietary		
program that identifies all		Without discount or PPA.		
payments based on		2110.0100	X	
specific parameters.		2120.0100		X
		With PPA interest.		
		2110.0100	X	
		6330.0200	X	
		2120.0100		X
		With discount.		
		2110.0100	X	
		2120.0100		X
		6100.0500		X
		No Budgetary effec	ct.	

TFS Payment Process

When DFAS receives an invoice for services rendered, Vendor Pay enters the invoice in GFEBS. After the invoice and all supporting documentation are reviewed, it is certified for payment.

Certifying the invoice prompts GFEBS to send a Ready-to-Pay file to ADS for disbursement. This file captures all transactions due for payment through the Payment Program. At this point, the invoices post to GLAC 2120.0100, Disbursement in Transit, creating a Document Type ZP.

When ADS pays the invoice, it sends a Post-Pay file back to GFEBS with information on transactions it paid on GFEBS' behalf. Document Type ZR (Bank Reconciliation) clears the ZP documents with a posting to Funds Balance with Treasury – Funds Disbursed (1010.0120) from 2120.0100. The figure below provides an overview of the TFS payment process in GFEBS.

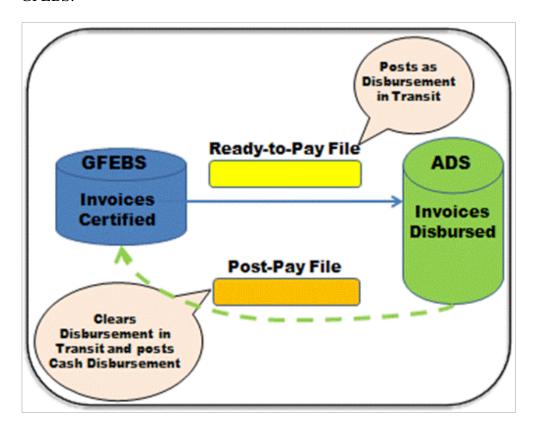


Figure 2-4, TFS Process Summarized

TFO

Definition

The term Transactions For Others (TFO) describes disbursements or collections made by GFEBS through ADS or the Deployable Disbursing System (DDS) on behalf of other entities, such as disbursing offices or other defense agencies. Whereas ADS processes payments for Continental United States (CONUS) vendors, DDS disburses or collects payments for vendors Outside Continental United States (OCONUS).

User Roles

The same user roles involved in TFS processing are used in processing TFO transactions. They are the Invoice Processor, Invoice Interface Processing Monitor, Payment Certifier, Payment Processor, and Payment Interface Processing Monitor.

TFO Payment Process

By DoD mandate, all invoices must be pre-validated, that is, the invoice matched against an obligation, prior to disbursement. TFO payments are not exempt from this mandate. The pre-validation process in GFEBS is automated. The obligation is entered into GFEBS against the direct cite funds of an activity whose accounting is performed outside of GFEBS. These types of fund are referred to as ZCITE funds in GFEBS. The ZCITE fund identifies the transaction as a TFO.

TFO invoices received through WAWF or manually entered in GFEBS are automatically blocked for payment with a reason code indicating that the invoice is pending pre-validation. To identify TFO invoices, the Invoice Processor uses T-code FMFG_E_TRANS_REG, which generates a report that retrieves invoices by fund type.

GFEBS sends an entitlement file with all line items on the TFO invoice that require pre-validation from the entity's accounting system. When a match occurs between the accounting system and the invoice, a payment authorization notice is returned to GFEBS approving the payment. Invoice line items are then released for payment either through ADS or DDS.

GFEBS then sends an automated notice of disbursement record after the disbursement occurs, notifying the accounting system of record that the payment was made successfully on its behalf. The figure below provides an overview of the TFO process in GFEBS.

GFEBS Overview Components of GFEBS

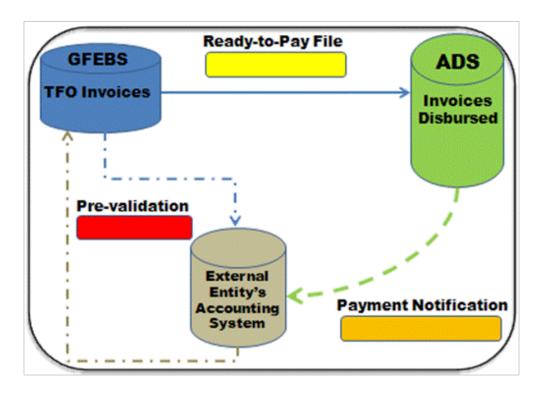
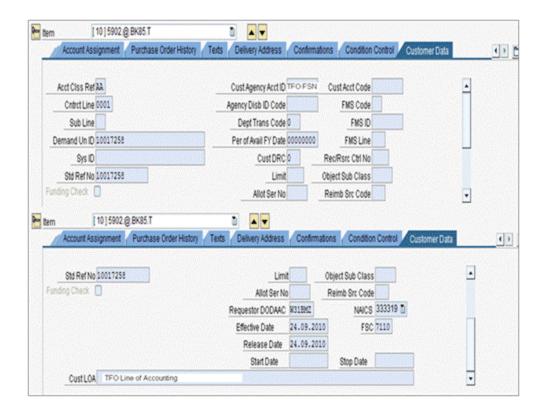


Figure 2-5, TFO Process Summarized

TFO and ME23N

Vendor Pay technicians must be able to recognize a TFO transaction in GFEBS. One way is through use of T-code ME23N (Display PO). Once the contract is accessed in the system, through the procedure described earlier, the technician clicks on the Customer Data tab in the Item Detail section.

There are two indicators that may identify the contract as a TFO. First, the Cust Agency Acct ID field shows an FSN other than 021001. Second, the Cust LOA text field, if used, may list the external system's LOA. A sample of the ME23N screen with the fields noted is shown below



Screen 2-2, Sample ME23N with TFO Fields

TBO

Definition

The term Transactions By Others (TBOs) describes disbursement and collections made by other disbursing systems on behalf of GFEBS. These pre-validated invoice payments are received by GFEBS through an inbound Defense Cash Accountability System (DCAS) interface. Examples of other disbursing systems that process invoices for GFEBS are the Mechanization of Contract Administration Services (MOCAS) or the State Department. These externally entitled payments are disbursed through ADS.

User Roles

The three user roles involved with TBOs are the Payment Certifier, Payment Processor, and Payment Interface Processing Monitor.

DCAS

DCAS is the single DoD cash accountability and reporting system, supporting all DoD components as well as external stakeholders. Cash accountability is the reporting of disbursements, collections, deposits, and receipts to the United States Treasury. TBO and Interfund disbursements are recorded in GFEBS through the DCAS interface.

TBO Payment Process

Once ADS has paid the vendor, ADS sends this information to DCAS for Treasury Reporting. DCAS records the transaction and sends the disbursement to GFEBS for posting. The transaction is recorded either as an unmatched disbursement (UMD) or as a matched disbursement. A UMD results from a disbursement document in GFEBS not clearing an invoice and obligation document. Transactions are posted as follows:

- If the corresponding obligation document (PO/contract) is in GFEBS and an invoice exists in GFEBS, the DCAS interface posts only the disbursement.
- If the corresponding obligation document is in GFEBS and no invoice exists, the DCAS interface creates the invoice and posts the disbursement against it.
- If the corresponding obligation document is not found in GFEBS, the
 disbursement posts as unmatched and must be investigated by the Invoice
 Interface Processing Monitor. Because the external entitlement system
 entitled the payment, the IR and GR (if required) are not in GFEBS, it
 causes the UMD.

Once Accounts Payable personnel resolve the UMD, GFEBS posts a shadow invoice that is cleared by the new matched disbursement the team also posts. A shadow invoice gives users the capability to view invoice details and perform analysis, but it cannot be paid. The invoice appears typically as an RX (LIV - TBO Invoice) in the system, and the disbursement displays as a KZ (Vendor Payment). The figure below provides an overview of the GFEBS TBO process.

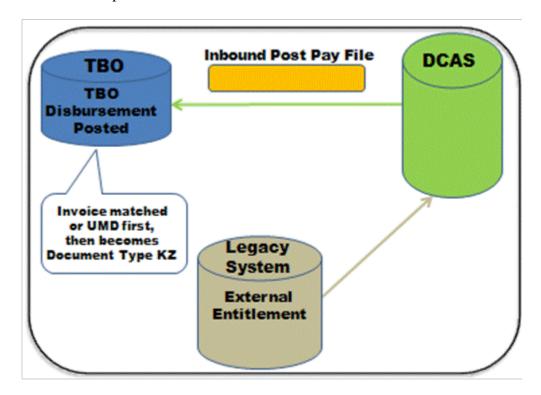


Figure 2-6, TBO Process Summarized

Reimbursable Functions within GFEBS

Order-to-Cash

Order-to-Cash (O2C) is another part of the BEA's E2E business flow for transforming the DoD financial enterprise. The BEA describes O2C as all business functions necessary to accept and process customer orders for services and/or inventory held for sale. The O2C includes such functions as managing customers, accepting orders, prioritizing orders, fulfilling orders, performing distribution, managing receivables, and managing cash collections.

The O2C business flow consists of seven areas that encompass the Reimbursables module in GFEBS. They are:

- Manage customers. This process involves establishing or updating customer records with attributes and preferences. Customer management information includes such items as pricing, specifications, payment terms, product offerings, and authorized sources. Sample activities are establishing customer information and recording and managing receivables.
- Accept orders. This process involves sales, services, and transfers
 between two government entities and includes the ability to validate
 supplier/buyer information; enter, accept, review, send, issue, and modify
 inter/intra agency orders; send inter/intra agency agreement notifications;
 receive and accept goods obtained intra-governmentally; and receive an
 inter/intra agency invoice. Sample activities are accepting goods and
 services, certifying funds, establishing funds control, and generating GL
 transactions.
- Prioritize orders. This process involves the classification of orders (by type, purpose, use, and need) in order to rank the precedence of the orders in the fulfillment process.
- Fulfill orders. This process involves sourcing goods or services through purchasing, inventory, or manufacturing. It also includes preparation for shipment, which involves the actions of pick, pack, and ship. Sample activities are developing and refining the sourcing plan, generating and posting GL transactions, and managing execution fund accounts.
- Perform distribution. This process involves determining who is responsible to ship, determining a method of shipment, tracking shipments (to include shipment notification, delivery verification, and acceptance), and specifying what documentation is required throughout the distribution process. Sample activities include accepting goods and services, determining route and carriers, and managing inbound and outbound shipments.

- Manage receivables. This process involves recognizing and recording a claim to cash or other assets against other entities within a specified period. The claim may be based on legal provisions, such as a payment due date for goods received, services rendered, or debts due. Receivables management includes the billing of amounts due, which may also cover billing for administrative fees, interest, and penalties. The process also includes the aging of receivables, write-offs, and debt adjudication. Some sample activities are acknowledging goods tendered and services rendered, analyzing A/R, applying collections, confirming collections, and creating write-off packages.
- Manage cash collection. This process involves managing the collection of funds (via electronic means, check, or IPAC) and the subsequent application of cash collections to receivables. Examples of functions performed under cash collection management are capturing collection information; capturing pro forma entries; generating GL transactions, and receiving collections, debit vouchers, and other receipts.

Notice that some of these descriptions relate to the functions currently performed within the Accounts Receivable area of DFAS. A/R personnel execute tasks aligned with the P2P E2E business flow. These O2C activities are programmed into the Reimbursables module of GFEBS.

Functions in A/R DFAS Accounts Receivable Directorate personnel are responsible for managing the A/R for government and public customers. Government customers are the military services and other defense agencies that use IPAC for transmitting payments and collections. Public customers are companies or individuals with an A/R with the United States government due to vendor/contract pay, military/reserve pay, Integrated Automated Travel System (IATS) and DTS travel pay, and civilian pay transactions.

> The different GFEBS procedures for processing both A/Rs for DoD and A/Rs for public customers are discussed below.

Government

The DFAS Governmental A/R Division is responsible for preparing bills and **Billing Functions** submitting them to customers through IPAC or DCAS, posting collections to existing A/Rs, managing and preparing debt packages based on information received from sources making payments to government entities, processing corrections for erroneous A/Rs, and maintaining/reconciling the GL for governmental debt.

Intergovernmental bills are prepared, certified and processed through IPAC or the disbursing system. The Standard Form (SF) 1080, Voucher for Transfer between Appropriations and/or Funds, is the major form the Army uses to bill its government customers. The Governmental A/R Division also manages demand letters and appropriate due process. These Debt Management functions are discussed in the next topic.

Public Billing Functions

The Public A/R Division is responsible for preparing bills and submitting them to customers, posting collections to existing A/Rs, resolving undistributed public collections, managing and preparing debt packages based on information received from entitlement and accounting systems, processing write-offs, and maintaining/reconciling the GL for public debt. Bills for the public are prepared, certified, and sent to vendors through the postal system or by electronic means.

GFEBS A/R Roles

Accounts Receivable personnel may be assigned to several DFAS-specific user roles. Remember that in GFEBS a single Accounting Technician or Accountant can have more than one user role. The A/R roles are:

- Accounts Receivable Reporter. This individual (Supervisory Accountant, Accountant, or Accounting Technician) views and monitors A/R-related reports, such as:
 - Customer Open Item Report.
 - Customer Line Item Report.
 - Transaction Register.
 - Customer Account Analysis.
- Customer Billing Processor/Certifier. This individual (Supervisory Accountant, Accountant, or Accounting Technician) creates and manages the billing process for all reimbursable orders. This process entails transmitting billing documents to customers through DCAS, IPAC, mail, or e-mail.
- Customer Interface Monitor. This individual (Accountant, Accounting Technician) monitors the interface activity through the report and error logs created after each job runs. Errors are communicated to the source system. The interfaces monitored are:
 - Product Lifecycle Management Plus (PLM+).
 - DCPS.

- IATS.
- Defense Integrated Military Human Resources System (DIMHRS).
- DTS.
- Third Party Outpatient Collection System (TPOCS).
- Contract Debt System (CDS).
- Composite Health Care System (CHCS).
- Customer Invoicing Processor. This individual (Supervisory Accountant)
 manually runs or monitors the batch job for resource-related billing
 transactions. These transactions accumulate the expenses incurred in the
 period invoiced.
- Customer Master Data Controller. This individual (Accountant)
 manually creates the customer master records and maintains records
 created by the interface. Additionally, the individual creates, changes,
 and deletes customer information.
- Customer Master Data Reporter. This individual (Supervisory Accountant, Accountant, Accounting Technician, Budget Analyst) views detailed record information about the customer and corrects customer master errors.
- Customer Master Mass Maintainer. This individual (Accountant) creates and maintains accounts and makes changes simultaneously to multiple customer master records.
- Debt Allowance Processor. This individual (Accountant, Accounting Technician) manages the allowance for doubtful accounts posting for debts and posts to the GL.
- Debt Management Processor. This individual (Accounting Technician) posts outgoing invoices; runs the interest calculation program; creates and monitors installment plans; processes incoming information from agencies, and writes off receivables.
- Debt Reversal Processor. This individual (Supervisory Accountant or Supervisory Technician) reverses A/R documents. These documents may contain the principal, interest, administrative, or penalty amounts.
- Debt Write-off Processor. This individual (Accountant or Accounting Technician) is authorized to write off customer debt.

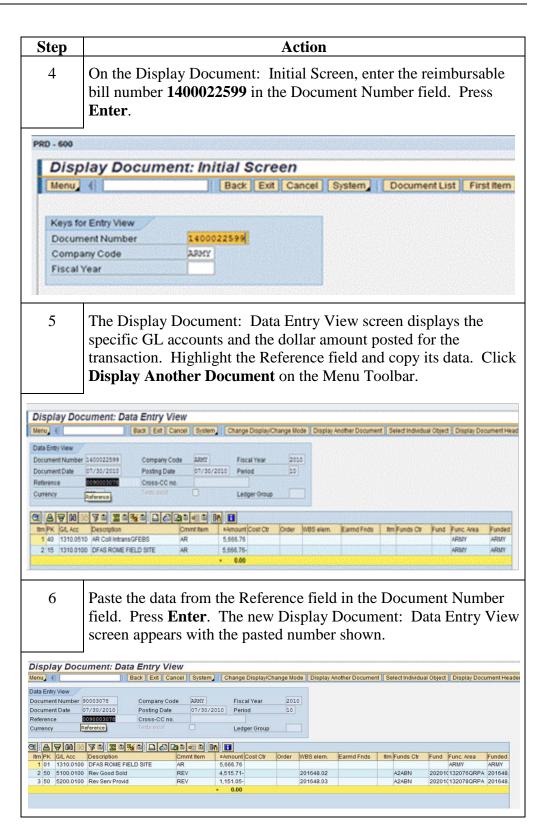
- Reimbursable Reporter. This individual (Supervisory Accountant, Accountant, Accounting Technician, Budget Analyst) creates and maintains accounts, monitors sales order processing, releases debit memo requests, and provides information for internal and external reporting.
- TAS Table Master Data Controller. This individual (Supervisory Accountant, Accountant) maintains the data within the Treasury Account Symbol (TAS) table within GFEBS based on the Federal Account Symbols and Titles (FAST) Book.

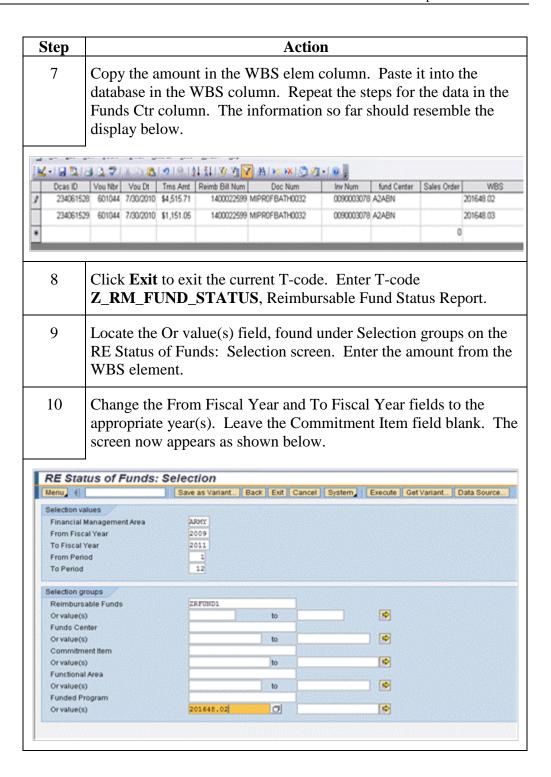
Government Billing Process

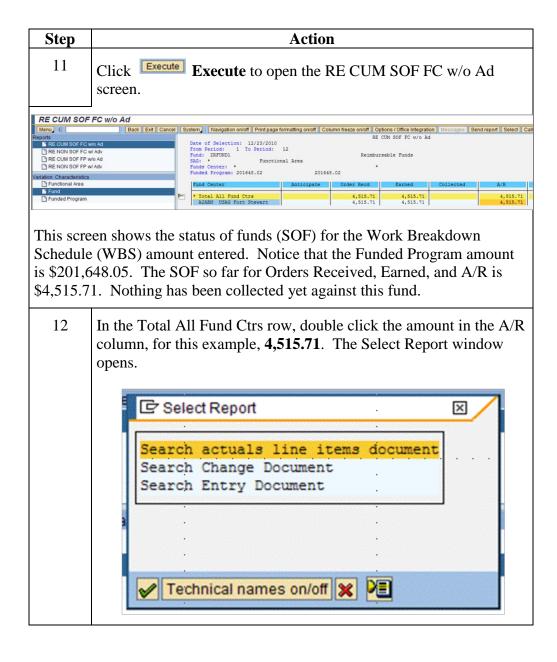
As mentioned in the previous topic, GFEBS processes A/R IPAC bills with agency location code (ALC) 00008522 and FSN 021001. Although these bills interface through DCAS, their trading partner is in IPAC. To account for these transactions properly, they must be deleted from DCAS and reentered in IPAC. The table below provides the steps to perform this task.

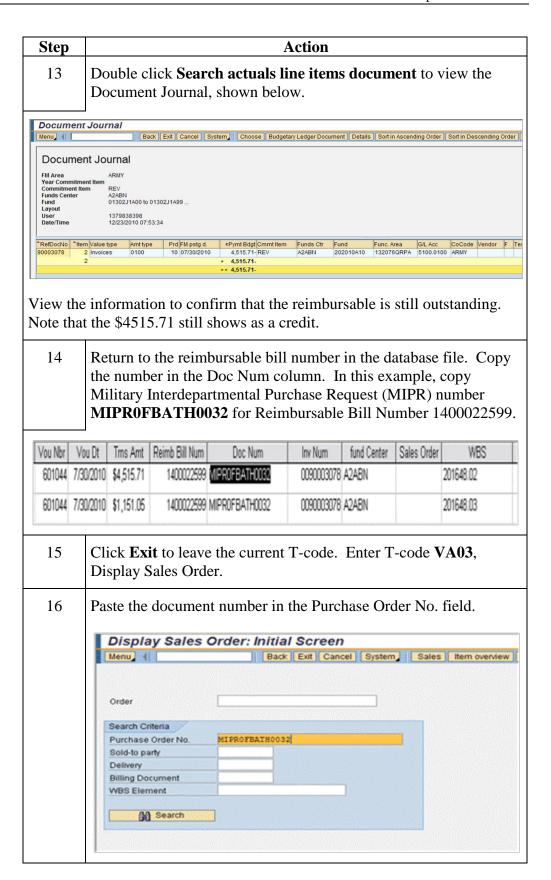
Table 2-9, Deleting DCAS Transactions and Re-entering into IPAC

S	tep						I	Actio	n	
	1	Ob	tain	an IP	AC vou	cher	numb	er.		
Depending on the DFAS activity, vouchers may be housed on a Microsoft Access database. A partial listing of DCAS transactions is shown below.										
Bu	icreselt Access	-[QryPAC:Se	ect (kery)							_8
9 K		19 4 4		ALC: CONTRACT CONTRAC	7.8 H W 3.5	ual				(presentative)#X
	The second second	-		Remb Bill Num	Dec Num MPRYFRATHOTO	lo Nan	find Certer	Sales Order	WBS	Connets A
•		7503 8004 7503			MPRIFBATHUSS	-		-		
					MPREADATOCRES			-		1 2
The data needed for processing are the voucher number, voucher date, amount, reimbursable bill number, and document number.										
	2									the source listing. In this 222599 is selected.
	3	In	GFE	BS, e	nter T-c	ode l	FB03	, Dis	play E	Document. Press Enter.

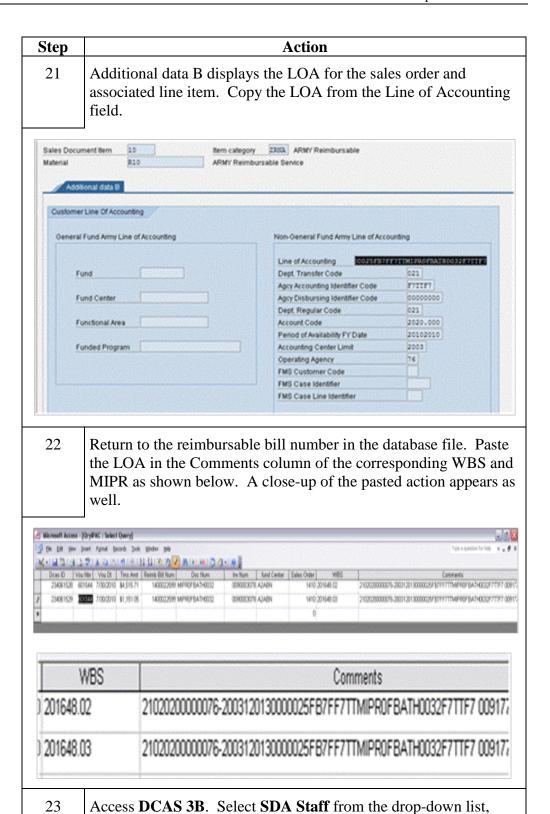




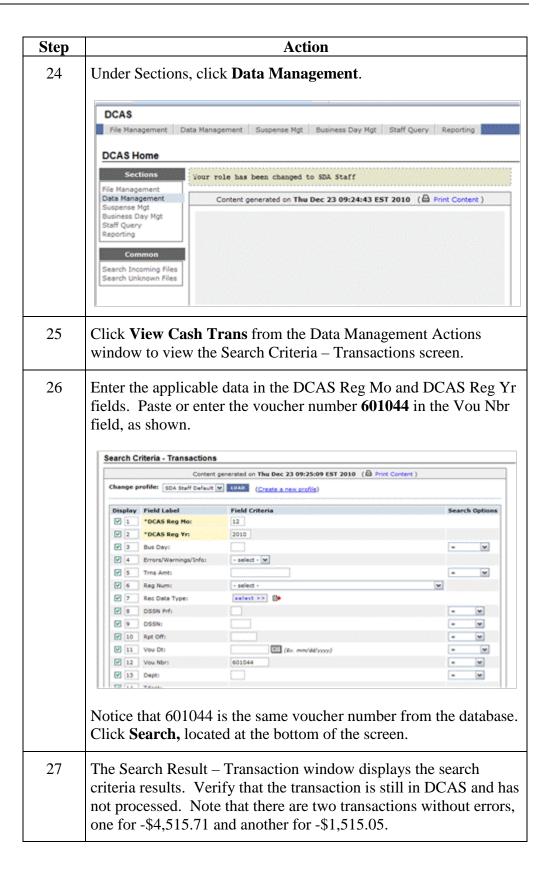


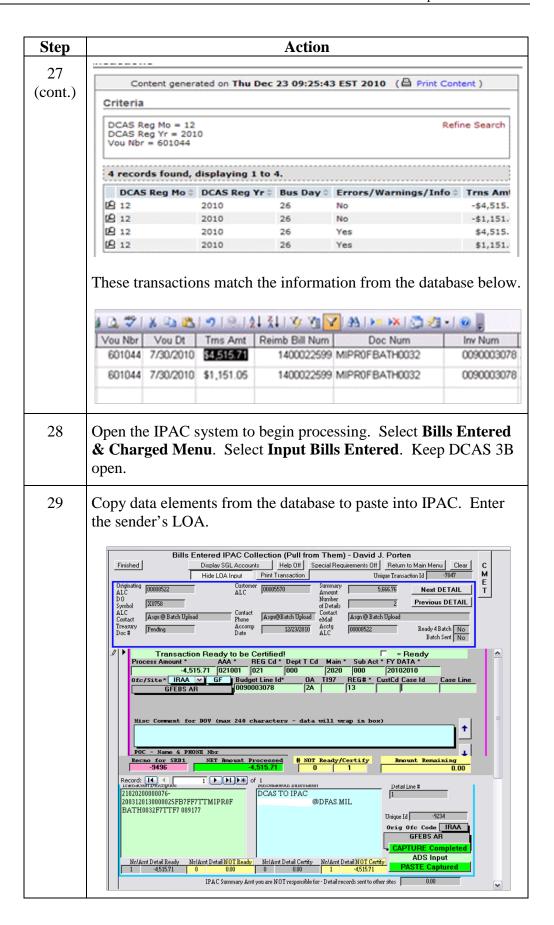


Step	Action								
17	Click Search . The Display Sales Order: Initial Screen appears with all documents matching the PO displayed.								
18	Double click to select the sales order. A sales order document number is four digits long. In the example below, double click 1410 . The Display ARMY REIMB ORDER 1410: Overview screen appears with the selected sales order populated in the ARMY REIMB ORDER field.								
19	In the All items section of the screen, scroll to the right and locate the WBS Element column. Double click on the desired WBS to view the individual item data. In the current example, double click 201648.02 .								
	Display ARMY REIMB ORDER 1410: Overview								
	Menu Back Exit Cancel System Display document flow Status overview Di								
	ARMY REIMB ORDEF1410 Net value 5,900.00 DSD								
	Sold-To Party 1000737985 W1S6 3D 306TH 48TH ESB / 9592 HARMON AVENUE / FORT ST								
	Ship-To Party 1000737985 W186 3D 306TH 48TH ESB / 9592 HARMON AVENUE / FORT ST								
	PO Number MIPROFBATH0032 PO date 03/03/2010								
	Sales Rem overview I them detail Ordering party Procurement Shipping Reason for rejection								
	Req. deliv.date D 03/05/2010 Deliver Plant								
	Contract start 10/01/2009 Contract end 09/30/2010 Olica								
	1000.11095								
	Delivery block Volume 0.000 Billing block Pricing date 03/05/2010								
	Billing block Pricing date 03/05/2010 Payment terms 0001 Pay immediately w/o Incoterms								
	Order reason D								
	Sales area ARMY J D1 J D1 ARMY Sales Org., ARMY Distr. Channel, ARMY Division								
	All items								
	Item Material Material group 2 WBS Element Order Profit Cen								
	10;R10 01 201648.02								
	20 P10 01 201648.03								
20	Click Multiple Folder. Click Additional data B.								



then click **GO**. The DCAS Home screen displays.





Step	Action						
30	Return to the DCAS 3B, Search Result – Transactions screen.						
	Click View to the left of the transaction to be deleted to open the Transaction Detail window.						
31	In the Actions window, click Delete Transaction .						
	DCAS / Data / Trans Criteria / Result / Detail						
	Transaction Detail						
	Actions Content generated on Thu Dec 23 09:55:18 EST 2010 (Print Conte						
	View History DCAS Reg Mo: 12 View Raw Data DCAS Reg Yr: 2010						
	Delete Transaction Bus Day: 26						
	Associated Products Errors/Warnings/Info: No Associated DOI-(Click to delete this Transaction) Trns Amt: -s4, 515, 71						
	Reg Num: 36 - Adjustments/Reimbursable Billings						
	Rec Data Type: NA1 - 36 Reimb Bill Expenditures						
	DSSN Prf: R DSSN: 8522						
	Rpt Off: 8522GF						
	Vou Dt: 07/30/2010 Vou Nbr: 601044						
	Dept: 21						
	Tdept: POA Beg: 2010						
	POA End:						
	Rcpt Ind: N						
	Main Acct: 2020 Sub/Lim:						
	Multi Purp:						
	BCN: SubAllot:						
	Agcy Acct Prefix Id: 0						
	Agcy Acct ID: 21001 TT:						
	PAA:						
	Class: Ctry Cd:						
	Cost Cd:						
	Controt No: Doc Num: MIPROFBATH0032						
	Note data elements common to both databases, GFEBS and DCAS 3B. Elements such as the amount, DSSN, voucher number, FSN,						
	and document number are the same. The Record Data Type also identifies the item as a Reimbursable Bill.						
32	A DCAS deletion confirmation message appears. Click Delete Transaction .						
33	Return to the database. Change the status of the deleted transaction to Completed .						

Public Billing Process

Bills generated to vendors and individuals are the result of costs associated with a sales order. Billing for Sales orders is based on 100 percent of the expenses incurred over a specific time, on the percentage complete, or on milestones achieved. In GFEBS, the WBS element plays a significant part in determining how much is billed. The WBS is the cost object assigned to the sales order. Information is retrieved by the WBS element. Costs are accumulated by category, such as labor, travel, contracts, and supplies.

The Customer Billing Processor/Certifier creates the invoices/bills to customers, either one at a time or through a batch type process. Invoices/bills are created by the fifth of each month. Bills must contain certain required information, which includes:

- Customer name, address, and contact name.
- Agency contact name, office address, and telephone number.
- Due date.
- Amount and appropriations charged.
- Appropriations owed.

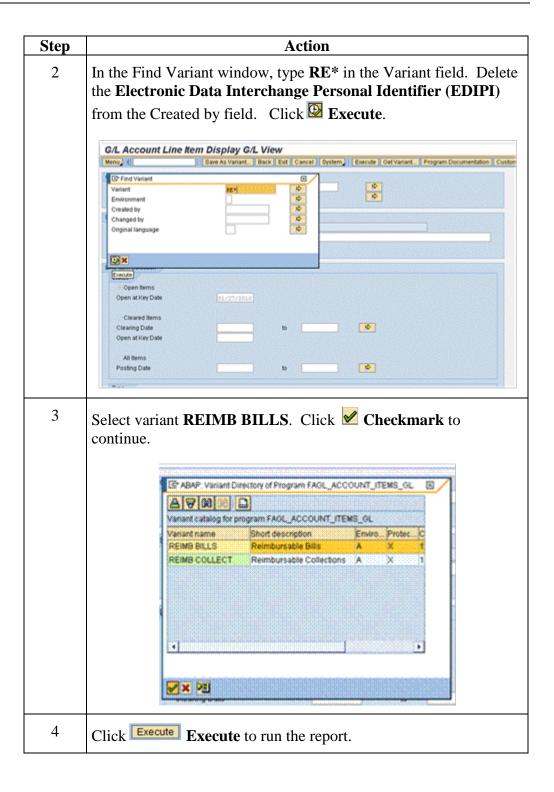
The Standard Form (SF) 1080, Voucher for Transfer between Appropriations and/or Funds, is the major form the Army uses to bill its government customers. For public billing, the Department of the Army (DA) Form 1857, Statement of Account, is used.

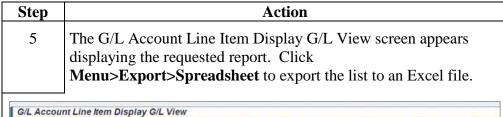
The Customer Billing Processor/Certifier runs various reports. One of those is the T-code FAGLL03, G/L Account Line Item Display, to retrieve and view bills. The next table presents the steps required to pull the FAGLL03 and print the DA Form 1857 with backup.

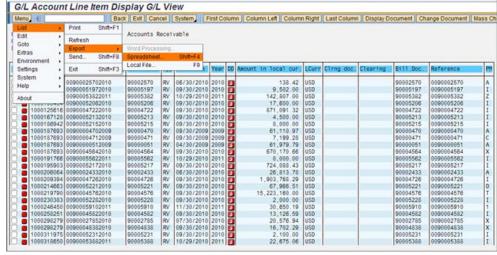
Note that exporting a file to Excel is discussed in the table below. Specific details are omitted since this function is presented in more detail in Lesson 3, Basic GFEBS Navigation.

Table 2-10, Creating a Bill with Backup

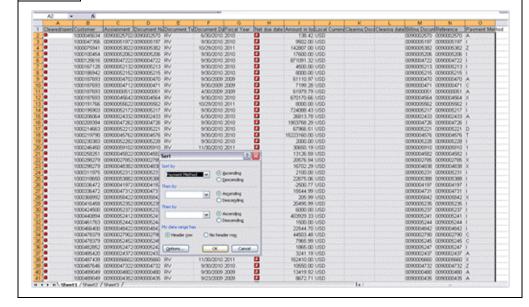
Step	Action
	Enter T-code FAGLL03 to access the G/L Account Line Item Display G/L View screen. Enter 1310.0100 in the G/L account field. Click Get Variant. Get Variant.

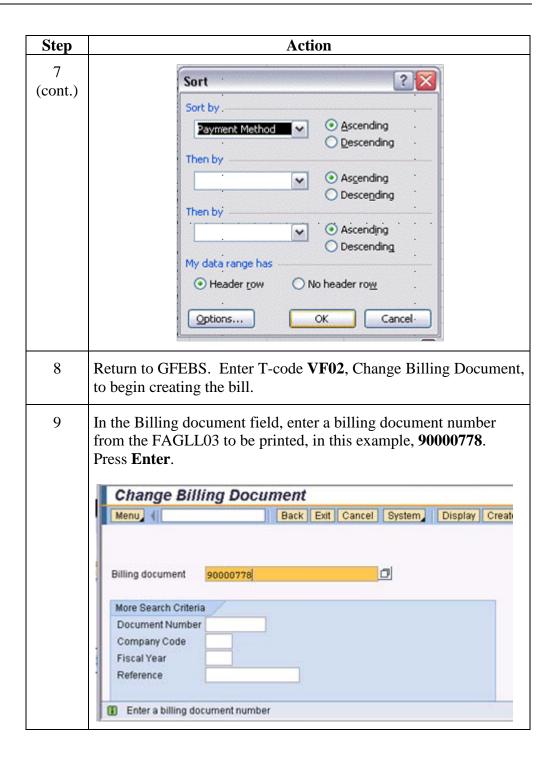


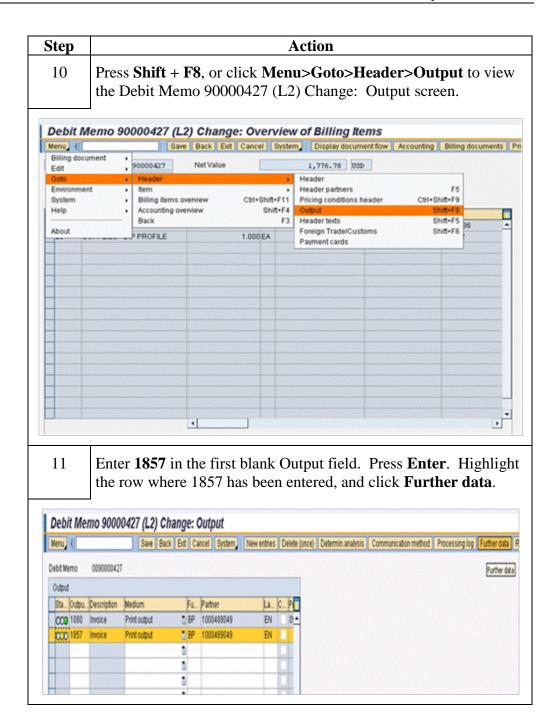


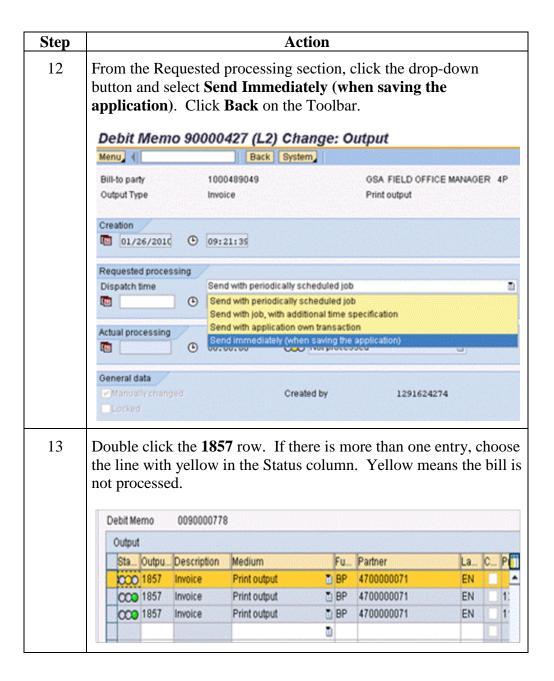


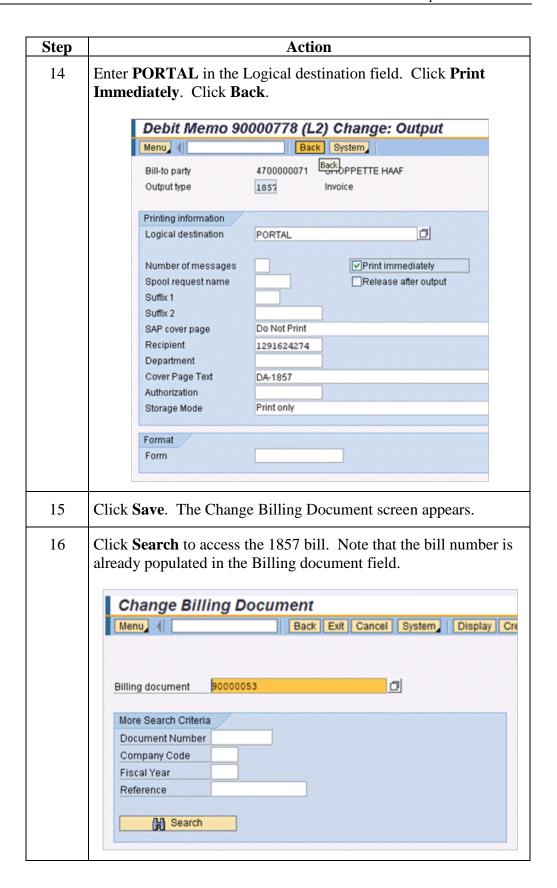
- 6 Select a directory and chose a file name for the report. Click **Save**.
- Open the report in Excel. Sort the report by Payment Method first, then delete all Payment Methods except Payment Method A (DA 1857 Hard Copy), which means the bills will be printed. Sort next by Customer and then by Document Number.

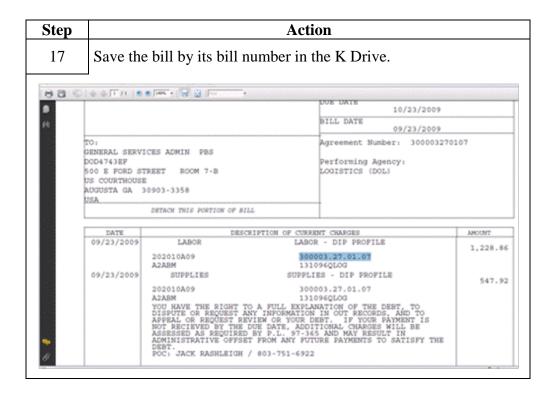








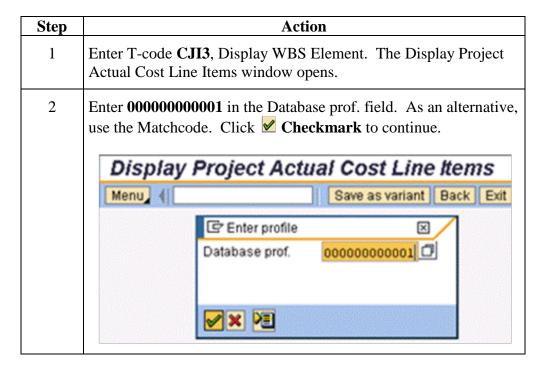


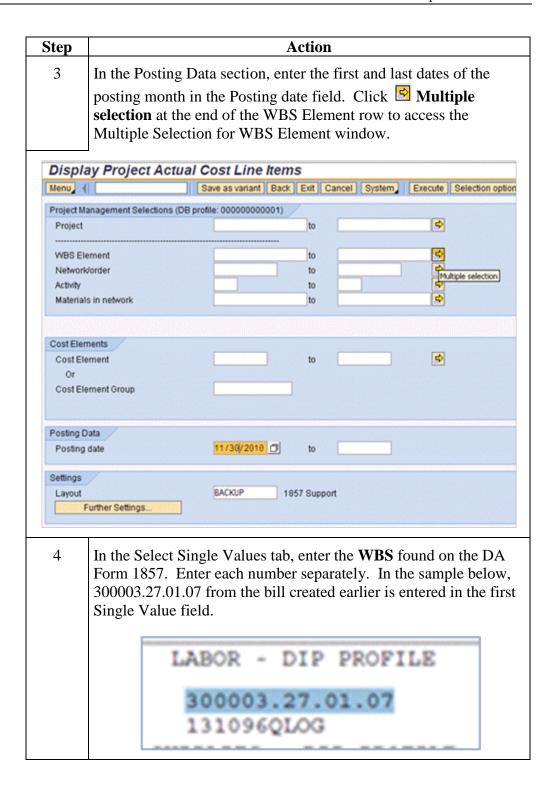


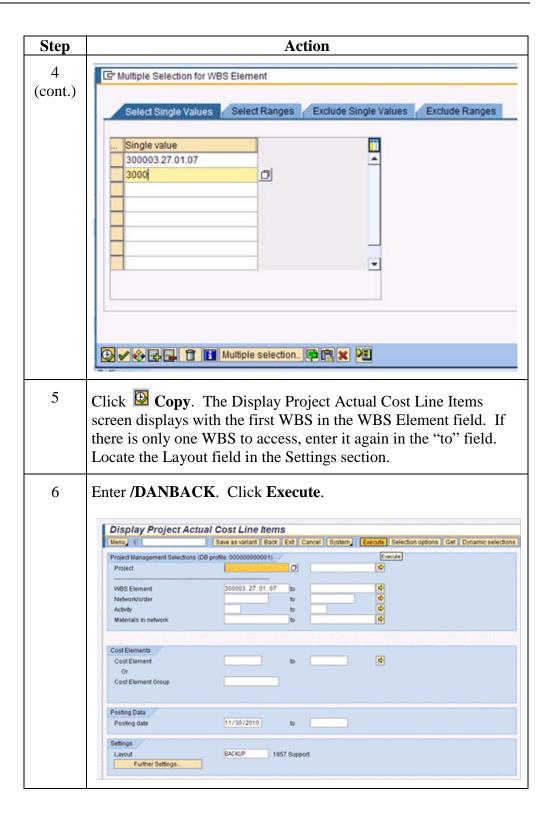
Bill Backup Generation

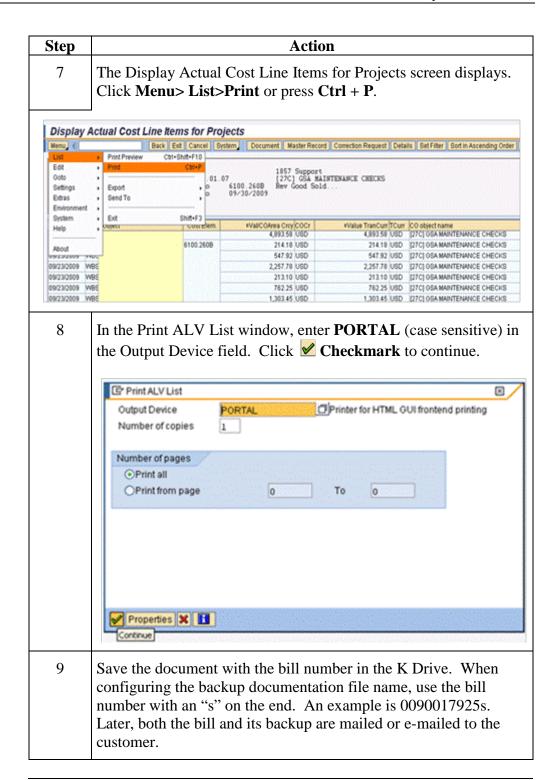
The steps in the following table generate the backup that supports the bill created. The user role for this procedure is the Reimbursable Reporter.

Table 2-11, Generating Bill Backup









A sample DA Form 1857 bill package is displayed below. It contains the bill cover letter, DA Form 1857, and backup documentation.



DEFENSE FINANCE AND ACCOUNTING SERVICE INDIANAPOLIS

8899 E. 56th ST. INDIANAPOLIS, IN 46249



Date: June 6, 2011 Suspense Date: July 6, 2011

Memorandum for: 4500000012

Subject: Transmittal of bill for services performed by the U.S. Army

The attached DA Form 1857 is forwarded for payment. That form identifies the amounts due.

The Department of the Army has implemented a new accounting system. Accordingly, this bill and the supporting materials may look different from previous bills sent to you for the same or similar services. This bill is supplemented by a printed report. The header of the report identified the period covered by the bill and should provide some information as to the services for which you are being billed.

If payment has been made, we apologize for this notice. To clear your account in a timely fashion, please provide a copy of the check or the following information: check number, check amount and check date.

Please make check(s) payable to U.S. Treasury.

Payment address is: DFAS-IN, Accounts Receivable Directorate

Indianapolis, IN 46249

ATTN: Dept. 3400 (DSSN 8522) 8899 E. 56th Street

Please forward payment to the above address within 30 days from the date of this letter. On your check, please include the <u>Account Number</u> and <u>Bill Number</u>, listed near the upper right corner of the DA FORM 1857. Your check will be deposited within 24 hours of receipt and credited within 3 business

Please include a copy of the attached DA Form 1857 with your remittance to ensure proper posting.

The DFAS-IN POC for this account is DFAS-IN-AR-GFEBS-PUBLIC@DFAS.MIL.

Thank you for your prompt attention to this matter.

Reimbursable Public Billing Team-GFEBS DFAS-IN, Accounts Receivable Directorate

> www.dfas.mil Your Financial Partner @ Work

Figure 2-7, DA Form 1857 Cover Letter

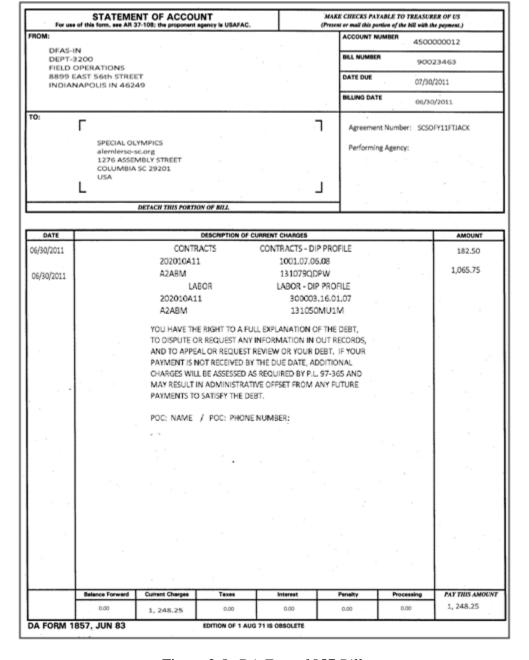


Figure 2-8, DA Form 1857 Bill

Components of GFEBS GFEBS Overview

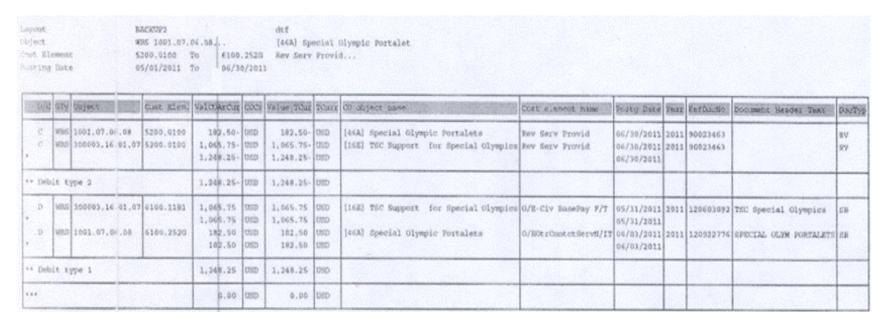


Figure 2-9, DA Form 1857 Supporting Documentation

Debt Management Functions within GFEBS

Functions in Debt **Management**

Debt Management is another office that resides in Accounts Receivable. The Debt Management Office (DMO) takes necessary action on outstanding debts referred for further collection. Debts referred for further collection are those owed to the DoD resulting from commercial activities. Debts may be due either from the public or other DoD entities. DMO's goal is full collection from the debtor by a single payment. However, the DMO is authorized to negotiate an installment agreement for repayment. Debtors are identified by name, address, and a tax identification number (TIN) and/or CAGE code.

Demand letters are produced and appropriate due process is conducted by the Accounts Receivable Directorate on all public and government debt in accordance with DoDFMR, Volume 4, Chapter 3, Receivables.

User Roles and T-codes

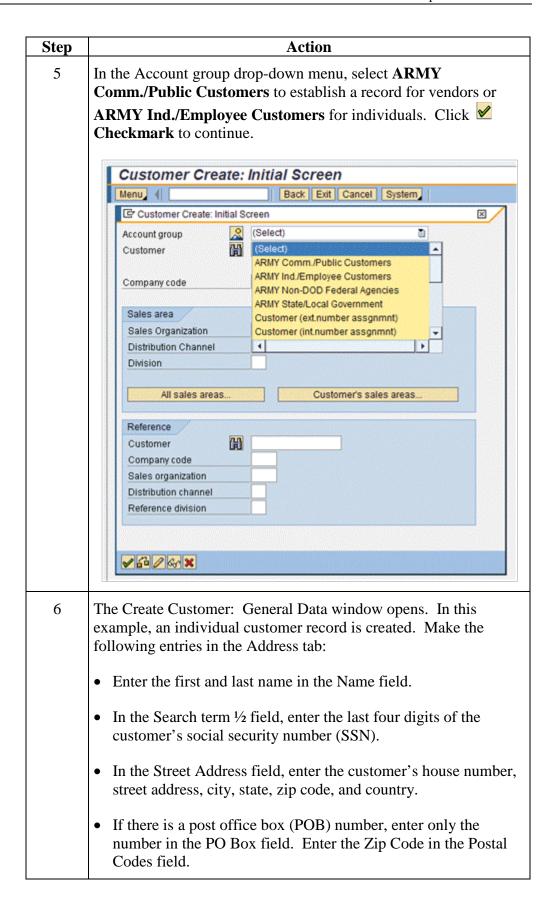
Of the many responsibilities of Debt Management, this topic focuses on the two GFEBS user roles and two associated T-codes. The Master Data Controller uses T-code XD01, Create Customer, to establish a customer with an Army debt in GFEBS. When the A/R originates in GFEBS, the Debt Management Processor uses T-code FB70, Enter Customer Invoice, to create a customer invoice. The next subtopics describe the processing of both Tcodes.

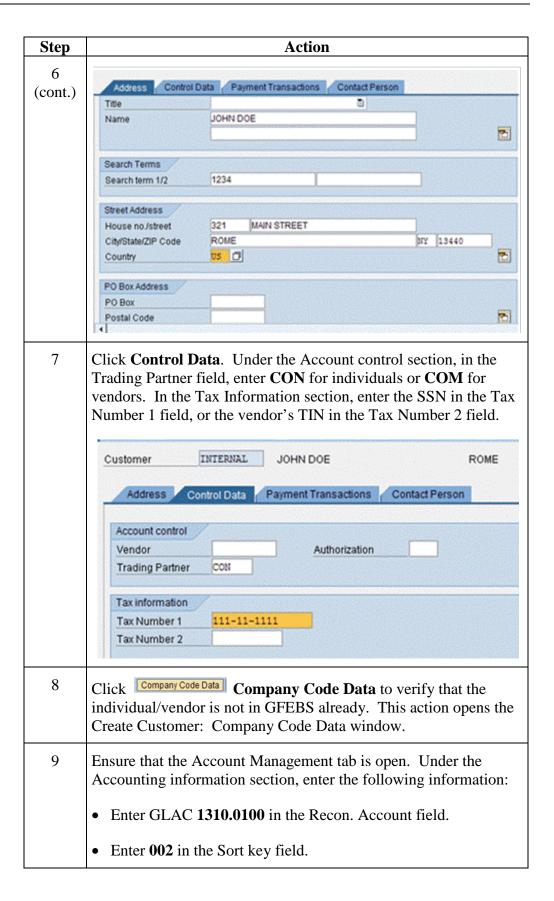
XD01 Processing The next table describes the process for establishing a customer in GFEBS. These customers are normally civilians or military members who may have a travel or salary overpayment. Before a debt can be managed (that is, tracked and collected), the indebted individual must first be entered in the system. Note that these individuals most likely are not vendors or contractors, whose information is already in GFEBS, so that T-code XD01 is not required.

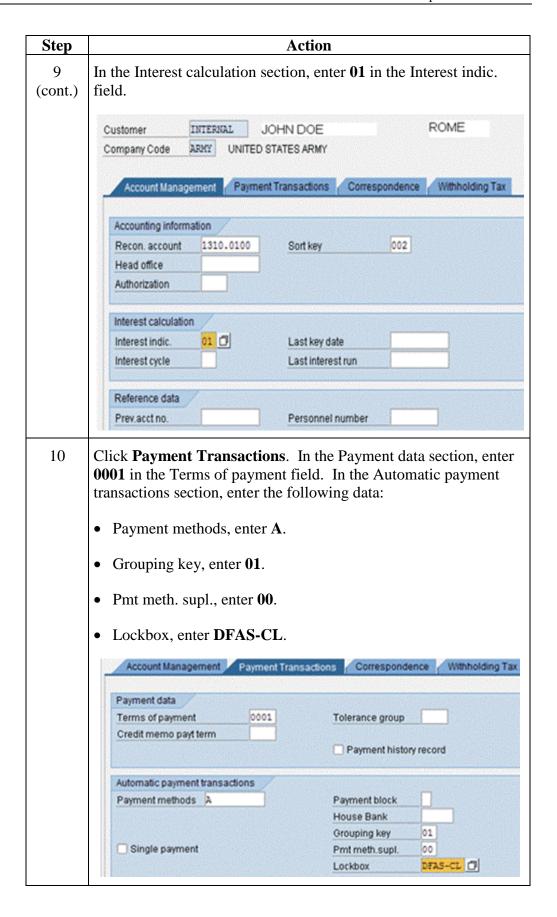
Table 2-12, Establishing a Customer in GFEBS

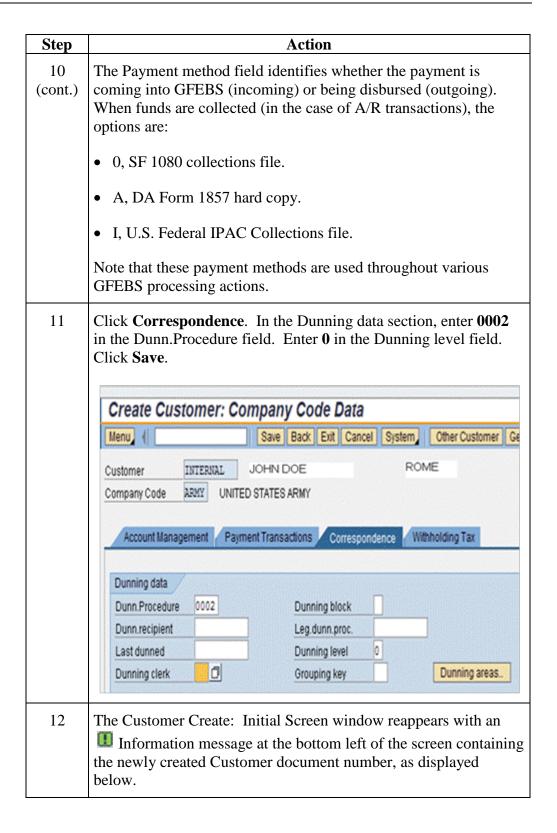
Step	Action
1	The Master Data Controller must first retrieve a debt request from the active requests. A public folder in Microsoft Outlook is created to store requests for XD01. DFAS Rome users click Public Folders, Favorites, and then DRO-PUBLIC-DEBTS-GFEBS to obtain an active customer build request.

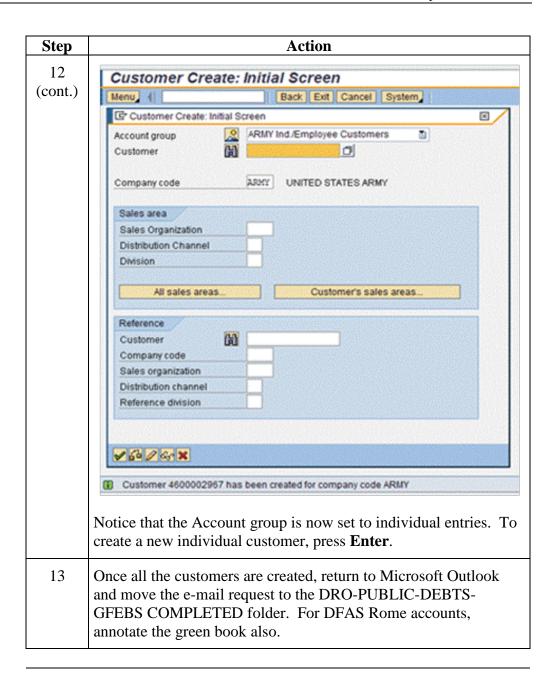
Step	Action					
2	Open a customer build request. Click in the Subject line, and configure the new line to include:					
	• Either DTS or IATS.					
	The total number of records.					
	• New.					
	• User's first name.					
	Today's date.					
	When completed, the Subject line should be similar to the picture below.					
	DTS (5) NEW JEFF 11/11/11 - Message (Plain Text)					
	: File Edit View Insert Format Tools Actions Help					
	Reply Reply to All Forward 3 1 2 2 2					
	From: OSmith JOHN B CIV DFAS To: DRO-PUBLIC-DEBTS-GFEBS					
	Cc: Subject: DTS (5) NEW JEFF 11/11/11					
	CHARLES WASHINGTON					
3	Save the e-mail with the new Subject.					
4	Log on to GFEBS. In the SAP Easy Access window, enter T-code XD01 . Press Enter . The Customer Create: Initial Screen appears.					











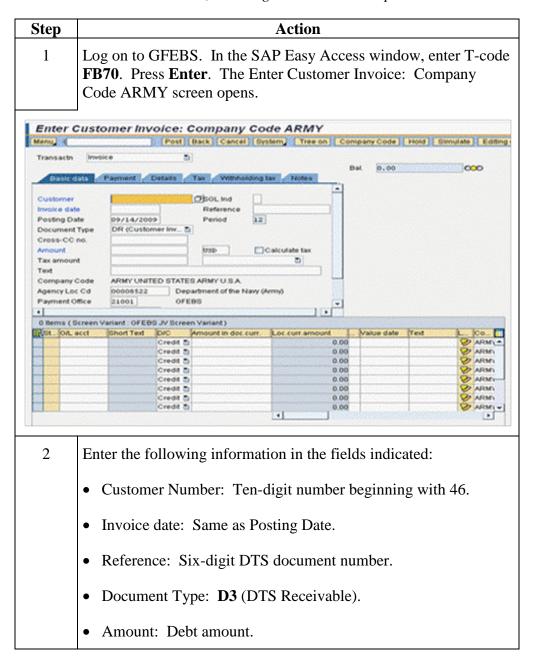
Posting Logic for Posting logic for T-code FB70 used in Debt Management is provided in the **FB70** table below. There is no budgetary GLAC impact with this code.

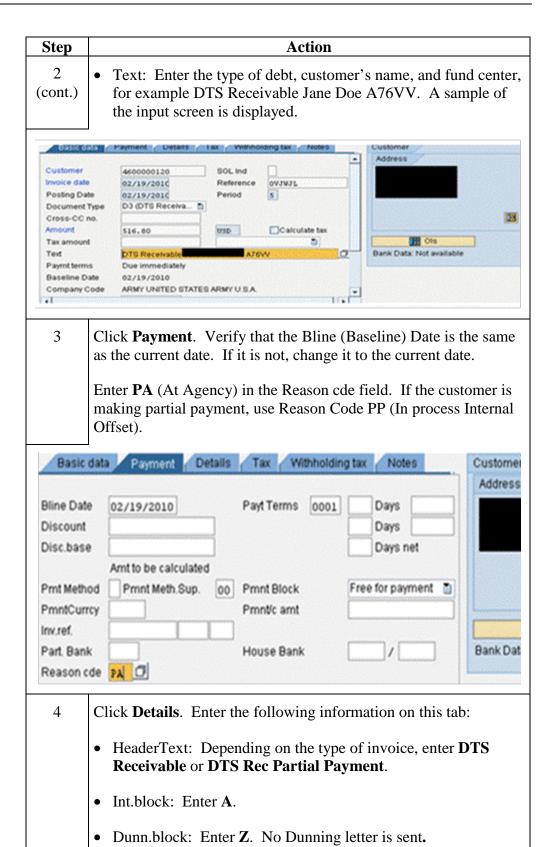
Table 2-13, FB70 Posting Logic

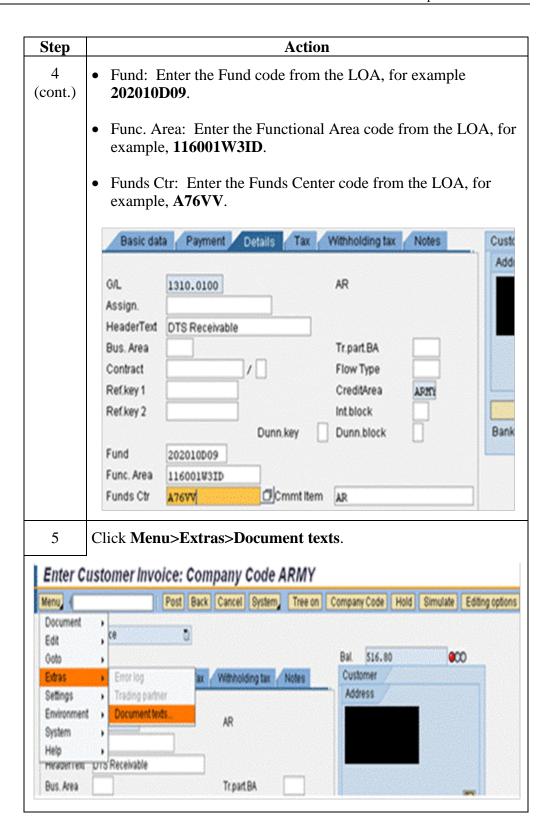
FB70 Purpose	Document Type Affected	GLAC Results	DR	CR
To record an invoice	D1 – DCPS Receivable	Proprietary Ovrpd		
(overpaid and service	D2 – IATS Receivable	1310.0100	X	
provided)	D3 – DTS Receivable	6790.0100		X
receivable	D4 – DIHMRS Receivable			
	D5 – CHCS Receivable	Proprietary, Service	Provi	ded
	D6 – TPOCS Receivable	1310.0100	X	
	D7 – MOCAS Receivable	5200.0100		X
	D8 – CDS Receivable			
	D9 – DDMS Receivable			
	DR – Customer Invoice			
To record an administrative	DM – Admin Receivable	Proprietary		
receivable		1360.0200	X	
		5320.0100		X
		5994.0100	X	
		2980.0100		X
To record a	DP – Penalty Receivable	Proprietary		
penalty receivable		1340.0100	X	
		5310.0100		X
		5994.0100	X	
		2985.0100		X

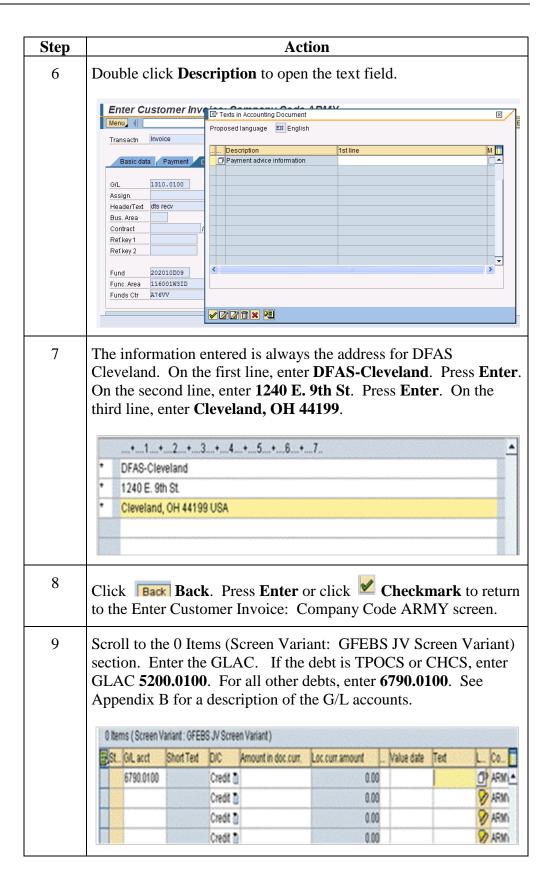
FB70 Processing The following table describes the process for the Debt Management Processor to create an invoice. In this example, an invoice is created because the customer appears on the ZSRM_DTS_ERROR, DTS A/R Error Report.

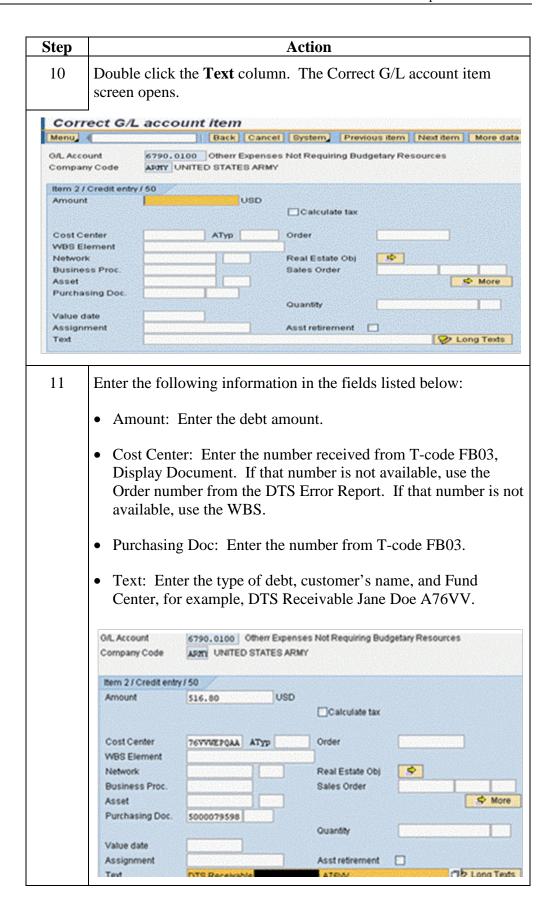
Table 2-14, Creating a Bill with Backup

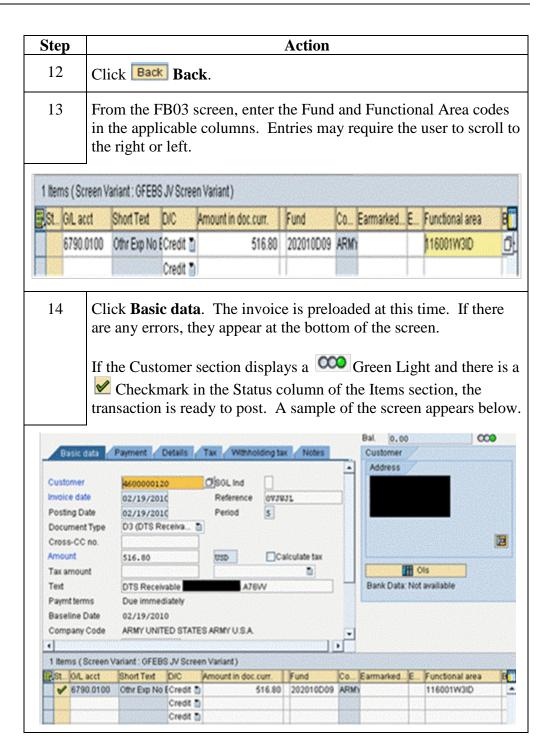


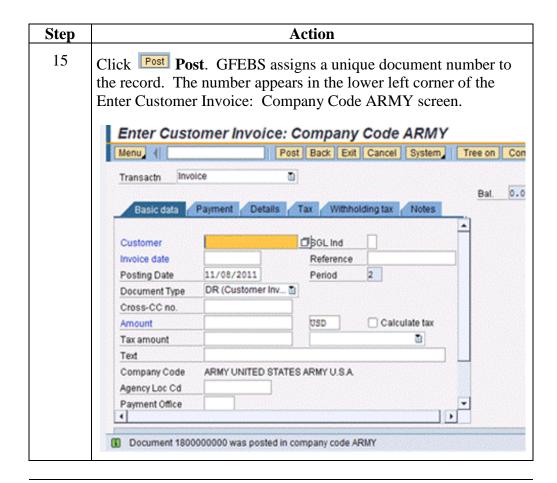












Debt Letter

A sample of the resulting debt letter mailed to the customer is shown below.

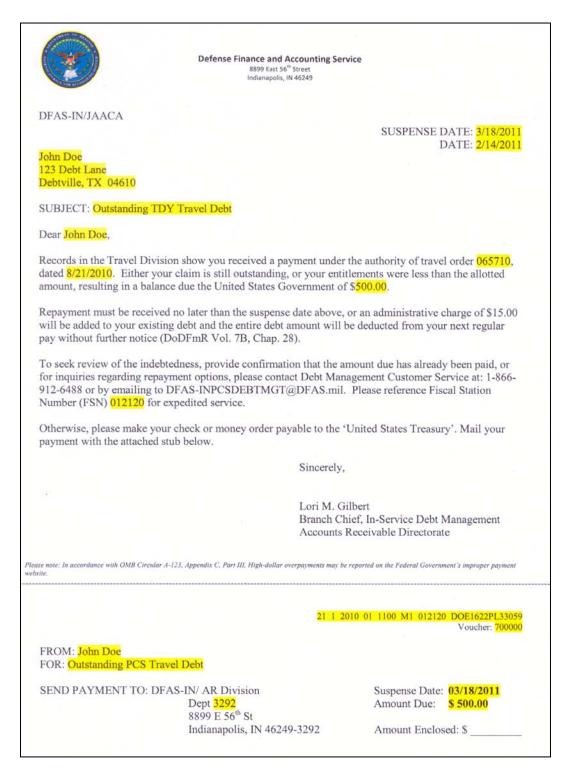


Figure 2-10, Sample Travel Debt Letter

Accounts Maintenance and Control Functions within GFEBS

Budget-to-Report

Budget-to-Report, or B2R, is another part of the BEA's E2E business flow. B2R encompasses all business functions necessary to plan, formulate, create, execute against, and report on the budget and business activities of an entity. The GL is also a part of B2R. The GFEBS Financials (FI) module most closely aligns with B2R functions. For B2R, the BTA assigned six summary level business tasks that must be performed, which are:

- Perform planning. This is the process of analyzing the threat to national security and developing appropriate strategies to prepare for and handle the threat. Sample activities are managing organizations; performing executive level planning; and perform planning, programming, budgeting, funds distribution, and control.
- Perform program development. This is the process of converting planning decisions, programming guidance, and congressional guidance information into a detailed resource allocation. Sample activities are managing human resources for DoD organizations and the development of documents like the Program Objective Memorandum (POM) and the Program Decision Memorandum (PDM).
- Perform budget planning and formulation. This business area addresses
 the DoD process of using the programs and fiscal guidance contained in
 the approved POM and PDM to prepare its Budget Estimate Submission
 (BES) or Budget Change Proposals (BCP). Sample activities are
 supporting congressional budget review and tracking congressional
 actions.
- Distribute budget. This is the process used to establish legal budgetary limitation within the agency, including appropriation warrants, apportionments, continuing resolutions, allocation, and funding allotments. Sample activities are executing apportionment and allocating funds, executing continuing resolutions, and posting to the general ledger.
- Manage budget. This process includes the monitoring of resources and control of validations prior to approval of commitments, obligations, entitlements, and expenditures. Other functions involve obtaining permission to reallocate funds outside the organization's execution authority, requesting additional funds for new requirements, budget reallocation and distribution notifications, budget reallocations, budget rescissions, and additional funding distributions. Sample activities are executing rescissions, cancellations, and deferrals; and reporting on programs.

 Perform reporting. This process entails all activities associated with generating and managing the internal and external financial reporting requirements of the agency. Activities include, but are not limited to, preand post-closing adjustments, reconciliations, consolidations, and eliminations. The reports generated as a result of these activities include Federal Agencies' Centralized Trial-Balance System (FACTS) I/II, financial statements, external budgetary reports, and internal management reports.

The Perform reporting process describes budget execution functions that are conducted within the Accounts Maintenance and Control (AM&C) at DFAS. Therefore, AM&C personnel execute tasks that closely align with the B2R E2E business flow as outlined by the BTA.

AM&C Summarized Functions

AM&C functions combine GL account maintenance, research, analysis, and reconciliation, with the generation, research, reconciliation, and follow up of various field level reports. AM&C ensures that clean data is depicted in all GL accounts and that accounts are properly reconciled and ready for use by Departmental Reporting for budget execution reports and financial statement preparation.

The next subtopics discuss in more detail some typical functions performed in AM&C.

Cash Balancing Described

Cash balancing is a major AM&C responsibility. Cash balancing is the process of reconciling the Army's cash account with Treasury. This reconciliation maintains the accuracy of both the Army's general ledger and Fund Balance with Treasury (FBWT).

The shaded area in the figure summarizes the cash balancing process.

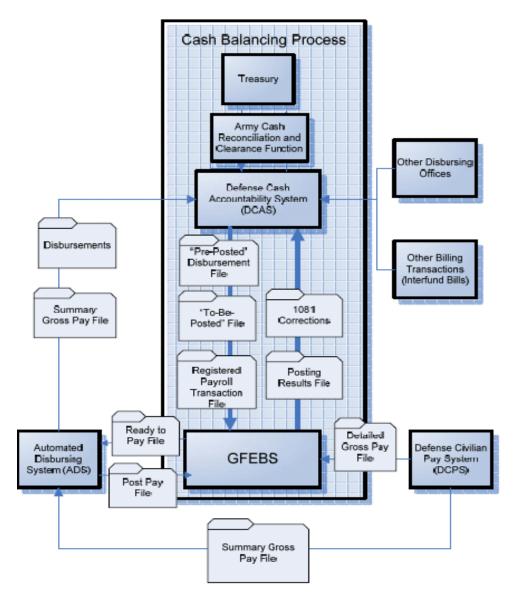


Figure 2-11, Cash Balancing Process

GFEBS does not directly reconcile its cash account with Treasury. Instead, it ensures that cash transactions posted in GFEBS from the Post-Pay file are consistent with cash transactions registered in DCAS. If there are inconsistencies, GFEBS provides feedback on its postings to DCAS through the Posting Results file and SF 1081, Voucher and Schedule of Withdrawals and Credits, and makes adjustments as required.

Upon receiving posting verification, DCAS transmits this data in the next summary-level report of "for GFEBS" cash transactions posted that is sent to the Army cash reconciliation and clearance function. The Army cash reconciliation and clearance function reconciles Army's FBWT at the field and department levels with the Army's FBWT at the Treasury level.

Tie Points

Proprietary and budgetary GLACs are designed to be self-balancing if used according to generally accepted accounting principles (GAAP). Used together, these proprietary and budgetary accounts make up a series of accounting equations called Tie Points. The U.S. Government Standard General Ledger Issues Resolution Committee developed a series of standard USSGL accounting relationships called the Tie-Point Project. The goals of the project were to:

- Help agencies detect certain variances before they prepared and submitted quarter-end or year-end accounting data.
- Highlight new USSGL issues.
- Help users gain a better understanding of USSGL-based accounting and reporting.
- Improve the integrity of the data at the government-wide level.

Tie Points are equations allowing the monitoring of GLAC relationships and verification of the integrity of postings within GFEBS. Tie Point accounting allows ease in reporting Trial Balance information to Treasury.

DFAS Indianapolis and Rome AM&C personnel daily monitor GFEBS Tie Points to identify any out of balance conditions. Personnel then work with various DFAS operating functions and the Army to correct these conditions. The next table provides a condensed listing of each Tie Point, its description, account type, and applicable GLACs.

GFEBS Overview Components of GFEBS

Tie Point	Description	Account Type	GLACs
A CHAR	2 Control of the cont		1010 through 1990 = 2110 through 7600, excluding
1	Assets = Liab/Net Pos/Rev/Exp/G&L	Proprietary = Proprietary	4XXX
			4060+4070+4083+4120+4130+4131+4133+4134
	·		+4135+4138+4139+4160+4180+4199+4210+4221
	·		+4225+4230+4232+4233+4234+4251+4287+4310
+			+4395+4420+4430+4450+4510+4590+4610+4630
			+4650+4700+4801+4831+4871+4881+4901+4931
2A/B	Budgetary Cash = Proprietary Cash -	Budgetary = Proprietary	+ 4971+4981 = 1010+1090+1120+1130
	Unpaid Expended Authority =	Budgetary = Proprietary	
3	Accounts Payable	Budgetary = Proprietary	4901 through 4981 = 2110 through 2940
	Expended Obligations = Proprietary		4901 through 4981+4902 through 4982 = 6100
4	Costs & Capital Costs	Budgetary = Proprietary	through 8804
	Budgetary Advance/Prepayments =		
	Proprietary Undelivered Orders		
5	Advances/Prepayments	Budgetary = Proprietary	4802 = 1410
	Unfilled Customer Orders w/Advance		
6	= Unearned Revenue	Budgetary = Proprietary	4222 = 2310
	Expended Authority = Expended		1001 1000 1000 5700
7	Appropriations	. Budgetary = Proprietary	4901 + 4902 - 4982 = 5700
	Anticipated Resource = Anticipated		4010 4500
8	Status	Budgetary = Budgetary	4210 = 4590
	Receivables Proprietary = Receivables	D. I. (December)	4225, 4232, 4233, 4234, 4251, 4287 = 1310, 1320,
9	Budgetary	Budgetary = Proprietary	1330, 1335, 1340, 1360
10	Proprietary Revenue = Budgetary	Desdesdame - Desamista	4251(E-B), 4252, 4277, 4287 = 5100, 5109, 5200, 5200, 5210, 5210, 5320, 5320, 5000, 5000
10	Offsetting Collection	Budgetary = Proprietary	5209, 5310, 5319,5320, 5329, 5900, 5909
114/5	Appropriations Received Proprietary =	Pudgatawy - Proprietawy	4111, 4112, 4115, 4117, 4118, 4119 = 3101
11A/B	Appropriation Received Budgetary	Budgetary = Proprietary	4420, 4430, 4450, 4510, 4610, 4620, 4630, 4650,
	Harmonded Appropriation Budgetons		4700, 4720, 4801, 4831, 4832, 4871, 4872, 4881,
	Unexpended Appropriation Budgetary = Unexpended Appropriation		4882 = 3100, 3101, 3102, 3103, 3106, 3107, 3108,
12	Proprietary	Budgetary = Proprietary	3109
12	riopiicialy	Duagetary - 1 Toprictary	

Figure 2-12, *Tie Point Summary Table*

Status of Funds Versus Trial Balance

The reconciliation between the Status of Funds (SOF) report and the Trial Balance (TB) is another task performed within AM&C. The SOF captures appropriations, obligations, commitments, costs, and payments figures, as well as amounts expended, uncosted, and unpaid. The Trial Balance report displays all the GFEBS GL accounts balances, with total debit balances equaling total credit balances. Note that the SOF does not capture data by specific GLACs.

The goal of the GL reconciliation is that the SOF report balance back to the Trial Balance. By achieving this balance, the Army meets the requirements of Audit Readiness. By definition, the SOF and Trial Balance do not equal the same amount because they measure different data.

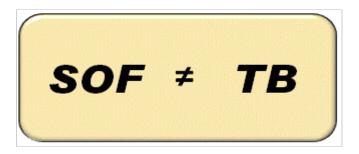


Figure 2-13, SOF Not Equal to Trial Balance

Due to the difference between the SOF and Trial Balance, DFAS must perform monthly reconciliations on both reports, using the GFEBS Reconciliation Tool to ensure data accuracy. Once the reconciliation is completed, the SOF is certified at the installation level, and the financial statements are generated from the Trial Balance results.

During the reconciliation process, AM&C must factor four additional items already calculated into the Trial Balance, into the SOF. The items are:

- Unmatched transactions (UMTs). These disbursements and collections are potential Anti-Deficiency Act (ADA) violations.
- Unfunded accrued leave. This amount does not carry an ADA violation.
- Advances and prepayments. These amounts are due to a classification issue, which requires the amounts added to the SOF. There is no potential ADA violation.
- Input errors. These errors represent true differences between SOF and Trial Balance.

The figure below provides an example of the information that is required to make the reports balance.

GFEBS Overview Components of GFEBS

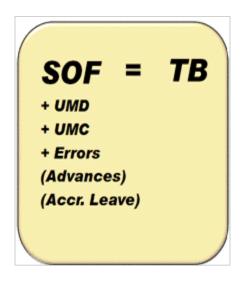


Figure 2-14, SOF Equals Trial Balance

The reconciliation process that DFAS executes regularly is complex. Note the figure below. It attempts to describe the intricate calculations performed to ensure that reports are in synch. It displays a comparison at the cumulative SOF level to the non-cumulative (open) SOF and Trial Balance.

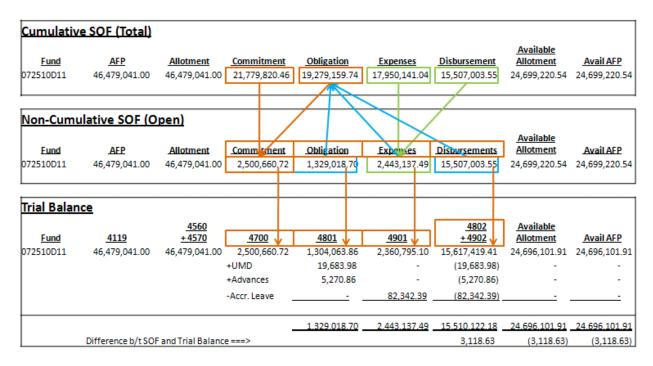


Figure 2-15, SOF-Trial Balance Chart

In the figure above, the difference between the SOF and Trial Balance is \$3,118.63, even with all the adjustments to the SOF.

At year-end, certifications are completed at all Army levels. Legacy system financial data, such as STANFINS, is certified by Army commands as well as by GFEBS. Additionally, for GFEBS, Level 3 (Headquarters) and Level 4 (installations) activities certify SOF data. Army commands certify both SOF and Trial Balance information, whereas DFAS issues the Assurance letter.

Period-End Closing

There are monthly tasks performed by AM&C staff to ensure financial data integrity. The table below provides a summary of the major period/monthend tasks to close Period 11 (August) and open or begin Period 12 (September).

Table 2-15, Sample Month-end AM&C Processing for August

Date	Event/Process	Responsible Entity
Aug 1 - 31	Run baseline Trial Balance for analysis.	AM&C
	Run baseline Fund Status for analysis and for Reimbursables.	
	Run baseline for abnormal balances.	
	Run baseline Recon Tool for out-of-balance conditions.	
	Run negative budget report for customers each week.	
	Clear activity-specific 9000.9999 to 9999.9999 GLACs.	
	Run SOF for customers identifying over- obligations.	
Aug 22 - 31	Run depreciation tests.	

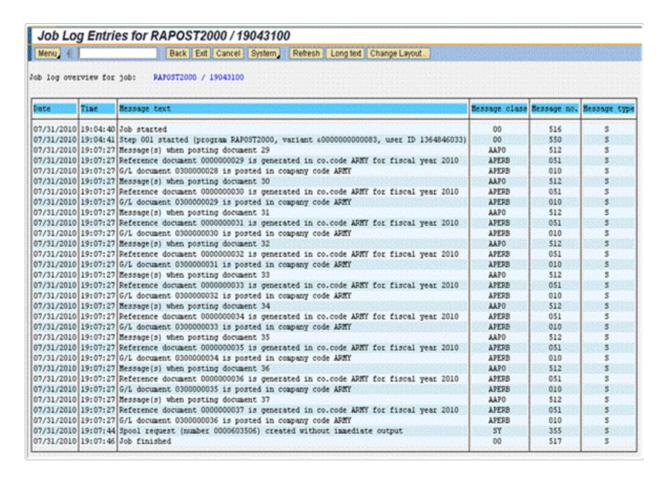
Date	Event/Process	Responsible Entity	
Aug 31	Open Period 12 for T-code F110.		
	Run final depreciation test, and check for errors.		
	Run Trial Balance for reimbursable billings.		
	Process payroll and unfunded leave accruals.		
	Create DA Form 1857 and SF 1080 bills.	A/R	
	Process monthly reimbursable actions.		
	Run Treasury Report on Receivables (TROR).	AM&C	
Sept 1	Accrue interest for the month.	AM&C	
	Confirm warrants loaded.		
	Compare Funding Authorization Documents (FADs) to spreadsheets.		
	Cash balanced for August and payroll reconciled.		
	Close August (Period 11).		
	Run Defense Departmental Reporting System (DDRS) Trial Balance file.		

Two of the various processes summarized in the table require added explanation. The first is depreciation. Within the FI module, GFEBS contains an elaborate program to identify potential posting errors to depreciation accounts, for example, 1739 (Accumulated Depreciation Buildings, Improvements, and Renovations), 1749 (Accumulated Depreciation on other Structures and Facilities), and 1759 (Accumulated Depreciation on Equipment).

Running Depreciation Reports

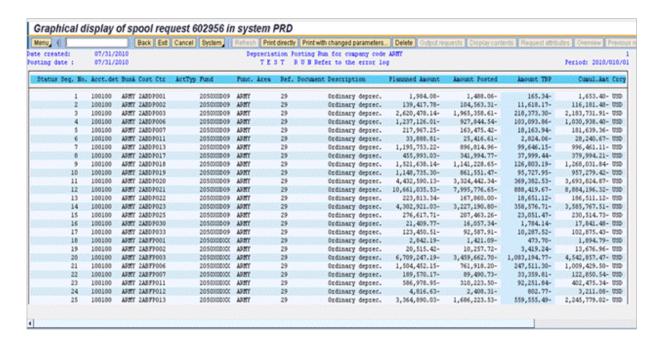
AM&C runs T-code AFABN (Post Depreciation) to generate the depreciation reports and view the job log for any error messages. Error messages appear on the job log as "Posting run ended with errors" or "Message(s) during check of document XXXXXXXX". Below is an example of an errorless job log.

Components of GFEBS GFEBS Overview



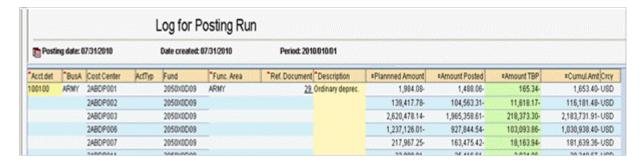
Screen 2-3, Error Free Depreciation Job Log

The next screens display sections of the online depreciation report.



Screen 2-4, Depreciation Report, View 1

AM&C personnel run T-code AFBP, Create Depreciation Posting Log, to view the posting log for depreciation. Users click on the document number in the Ref Document column to view the actual documents that posted to the GL in the depreciation accounts. The next screen displays sample results of T-code AFBP.



Screen 2-5, Posting Log Results

FAD Verification The second process in the month-end closing process table that requires additional explanation is FAD verification. Verifying that FADs are loaded properly into GFEBS is also an AM&C responsibility. Once DFAS receives the customer's FAD, assigned personnel print the FADs, then, as part of the month-end close process, confirm that warrant funding is loaded into GFEBS properly and completely. Each Functional Area represented in Section A must be input so that funds are tracked correctly. In addition, FAD data is reconciled to GFEBS data as part of month-end processing.

Selected sections of an Army FAD are shown below. The entire FAD is contained in Appendix H, Funding Authorization Document.

APPROPRIATION: 21 21 2011/2011 2 O&MA		(DOLLARS DISPLAYED I	N CENTS)	09:48:58 PAGE 1
ISSUED TO: ASA(FM&C),SAFM-BUC-E ARMY BUDGT OFC-GFEBS 109 ARMY PENTAGON WASHINGTON, DC	I ISSUED BY: I I I	DA FUND CONTROL OFR ASA(FM&C) SAFM-BUC-E 109 ARMY PENTAGON WASHINGTON, DC	I SUSPENSE NUMBER I 2020-11-0000-11-0002-11994 I	I ADVICE NUMBER I 11-0002-09198 I SERVICE SERIAL I 11-0002-09198
EPPECTIVE I ISSUED I ISSU I DATE I DATE I I 25AUG2011 I 25AUG2011 I	ER ACCOUNTING DOUBLE S	I RECIPIENT ACCOUNTING I CODE I GB	I FISCAL STATION:	I AUTHORITY CHANGE NUMBER
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112	A	I 65,116,200.	00 Î 0.00	I 65,116,200.00
I MODULAR SUPPORT BRIGADE I 113 I ECHELON ABOVE BRIGADE	A	T .	0.00 I 0.00	I I 393,699,092.04
114	A	I 132,920,301.	90 I 0.00	I 132,920,301.90
I THEATER LEVEL ASSETS I 115 I LAND FORCES OPNS SPT	A	I I 650,963,706.	93 I 0.00	I 650,963,706.93 I
116	A	I 449,094,571.	28 I 0.00	I 449,094,571.28
I AVIATION ASSETS I 121 I FORCE READI OPNS SPT	A	I I 1,101,178,637.	I	I 1,101,178,637.69
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Figure 2-16, FAD, Section 1

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Figure 2-17, FAD, Section 2

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Figure 2-18, FAD, Section 3

Year-end Close

The year-end process, like month/period-end, involves a series of tasks that AM&C must follow to closeout the current year correctly and prepare for the new year.

The table below provides a summary of the tasks, with brief descriptions of the events that take place within each task. The completion of all the tasks takes approximately four days, since some of the actions are performed simultaneously.

Table 2-16, Year-end Closing Tasks

Task	Description	Est. Days
0	Validate system setup.	n/a
1	New year start up activities. Sample activities are: open financial periods for budget distribution accounts and post appropriation funding program and allotments amounts for the new fiscal year (FY).	n/a
2	Year-end preparation activities. Sample activities are: run TB for all funds and generate SOF baseline.	.250
3	Close maintenance order and update projects.	n/a
4	Open and close periods. Sample activities are: validate open periods in Materials Management; open FM periods 0 to 16 for new FY; and enter funds, funds centers, and commitment items amounts for new FY.	.125
5	Close expiring commitments. Sample activities are: view, then close, open commitments and run TB for expiring funds.	.500
6	Close unfilled reimbursable orders. Sample activities are: close unfilled customer orders and validate unobligated orders closed in FM.	.500
7	Remove anticipated authority. Sample activities are: transferring all unused anticipated reimbursable authority to the appropriation and validating proper USSGL balances.	.250
8	Execute USSGL pre-closing. Sample activities are generate TB for periods 1 through 14 and execute closing program for pre-closing proprietary accounts.	.500

Task	Description	Est. Days
9	Execute year-end reporting extracts. Sample activities are: execute reconciliation reporting and execute DDRS extract file.	.500
10	Execute USSGL closing. Sample activities are: generate TB for all funds and close budgetary and proprietary accounts.	.500
11	Perform asset year change. Sample activities are: complete asset FY change for new year and close for current year.	.125
12	Execute balance carry forward. Sample activities are: carry forward vendor and customer balances and compare current year closing balance to new year opening balance.	.125
13	Close special periods in FI.	.125
14	Execute reversals. Sample activities are: execute mass reversal of closing documents to establish beginning balances, execute transaction register report, and generate Tie Points to validate the results.	.500

Accounting Periods

The yearly accounting cycle contains 17 accounting periods. These periods are used when the user generates FI reports or narrows data results. For example, the user specifies a From period and a To period in the screen below.



Screen 2-6, Sample From and To Period Fields

Table 2-17, GFEBS FI Accounting Periods

Period	Description
Period 0	Beginning balance period
Periods 1 to 12	Numbering begins in October, Period 1, and continues through September, Period 12.
Period 13	Includes adjustments and journal voucher entries
Period 14	Pre-closing entries
Period 15	Closing entries
Period 16	Post close audit adjustments

Recognizing Legacy and SFIS LOA Data Elements

Background

The Standard Financial Information Structure (SFIS) is a common business language that supports budgeting, performance-based management, and the generation of financial statements. SFIS is more than just DoD's new LOA structure. It is a comprehensive data structure that supports the requirements for budgeting, financial accounting, cost/performance, and external reporting across all services and defense agencies.

Various federal regulations and statutes have mandated the use of SFIS as a standard language to communicate financial information. Some of these directives are:

- United States Code (USC) Title 10, Chapter 131, Part IV, Section 2222
- Federal Financial Management Improvement Act (FFMIA), 1996.
- Office of Management and Budget (OMB) Circular A-127.
- OMB, Office of Federal Financial Management (OFFM).
- Government Performance and Results Act, 1993.
- Chief Financial Officers Act, 1990.

These mandates required the Army to develop a system that supports the data requirements already mentioned. Compliance with SFIS, in particular, allows the Army to report revenue and expenses by programs that align with major goals as opposed to reporting by appropriation categories.

Structure

Legacy Account Legacy systems and their LOAs will be around until the end of their individual lifecycles. Therefore, users may see legacy LOAs on financial documents and must know how to recognize and interpret them. Below is an example of the most common LOA, an Army direct appropriation. Direct appropriations are funds received and used for the direct mission and base operations of the organization. The data elements, codes, and explanations are provided in the following figure. DFAS-IN Manual 37-100, 11-ACLASS, contains examples of other types of Army funding.

> Example: 21 1 2020 6H-6H03 131034.W0 21T2 QDOC F3177 GRE12340109003 AMPK W6QL1A S44008

DATA ELEMENT	CODE	EXPLANATION OF CODE
Treasury Symbol:		
Department Code	21	Department of Army
Period of Availability (FY)	1	Fiscal Year 2011
Basic Symbol	2020	Operations and Maintenance, Army
Operating Agency	6H	Army Contracting Command
Allotment Serial Number	6H03	Locally Assigned
AMSCO/Project Account	131034.W0	Command Support, Contracting
		Operations
Element of Resource	21T2	Other TDY Charges
MDEP/SODP	QDOC	Directorate of Contracting/Contracting
		Division
Functional Cost Account	F3177	Typhoon Megi Response (Direct Cost)
Standard Document Number	GRE12340109003	Locally Assigned
Account Processing Code	AMPK	Locally Assigned
(APC) and DPI or Job Order		
Number		
Unit Identification Code	W6QL1A	
Fiscal Station Number	S44008	DFAS Rome (DAO Ft Belvoir)

Figure 2-19, Sample Legacy LOA

SFIS Account Structure

Compliance with SFIS includes business rules and values in the BEA. SFIS contains 73 data elements that have specific business rules addressing syntax, usage, and relationships mandated by the BEA. The data elements that make up SFIS are divided into six components:

- Appropriation Account Information. This component consists of 26 data elements identifying the Treasury Appropriation Symbol/Treasury Appropriation Fund Symbol (TAS/TAFS) established by OMB and the Treasury.
- Budget Program Information. This component uses a classification structure that complies with OMB's standard object classification codes, found in OMB Circular A-11, Preparation, Submission and Execution of the Budget. This component consists of 10 data elements.
- Organizational Information. Organizational information describes the
 organization that owns the transaction and the organization expending
 money (such as the accounting and disbursing station). It is designed to
 identify organizational entities involved in the business transaction and to
 formulate organizational relationships, such as military departments,
 agencies, bureaus, divisions, and branches. This component consists of
 three data elements.

- Trading Partner Information. This information describes the trading partner organization for exchange transactions (purchases, sales, or transfers) between the controlling organization (Seller or Performer) and a customer organization (Buyer or Grantor). It allows the DoD to comply with the financial visibility capabilities in the DoD's BEA. This component consists of three data elements.
- Transactional Information. Transactional Information data elements describe the nature of the business transaction and tie a transaction to a specific GL posting. Transactional information also includes data elements required by the Treasury to satisfy FACTS budgetary and financial reporting. This component consists of 19 data elements.
- Cost Accounting Information. The 12 data elements that comprise the Cost Accounting Information capture the financial, operational, and programmatic data needed to support internal reporting requirements not otherwise covered by the other five SFIS components. This data satisfies the managerial cost accounting requirements of OMB and the Federal Accounting Standards Advisory Board (FASAB) Statement of Federal Financial Accounting Standard No. 4, Managerial Cost Accounting Concepts and Standards.

Each data element consists of a standard name, a definition, an owner or "Primary Steward," and business rules associated with usage, relationships, syntax (structure of the element), as well as applicable standard values. All of these SFIS values can be found in the SFIS library code lists at: https://beis.csd.disa.mil/beis-xml/sfiscombo.xml. Only the owners (Primary Stewards) of the SFIS data elements have the authority to change the standardized values of those elements. All business and financial related transactions within DoD use some or all SFIS data elements in the recording of a single business event.

Many of the items in a SFIS LOA are the same as those previously used for the legacy LOA, but appear under different names. The following table lists the titles of common data elements found in the legacy LOA and their SFIS counterparts.

Table 2-18, Legacy LOA and SFIS Data Element Comparison

Legacy LOA Element Title	SFIS Element Title
Department Code	Department Regular Code
Basic Symbol	Main Account
Limitation	Sub-Account

Legacy LOA Element Title	SFIS Element Title
Fiscal Year	Period of Availability
Army Management Structure Code (AMSCO)	Functional Area
Element of Resource (EOR)	Cost Element Commitment Item
Functional Cost Account (FCA)	Object Class/Funded Program
Standard Document Number (SDN)	GFEBS Assigned Reference Number
Processing Code (APC)/Data Processing Installation (DPI) code	GFEBS Assigned Reference Number

Sample SFIS Structure

The LOA found in GFEBS encompasses the SFIS requirements, especially cost. Note that its configuration differ slightly from the legacy LOA's configuration. The figure below provides the current GFEBS account structure (LOA). Refer to the DFAS-IN Manual 37-100, Fiscal Year 2012, for more information on the LOA structure.

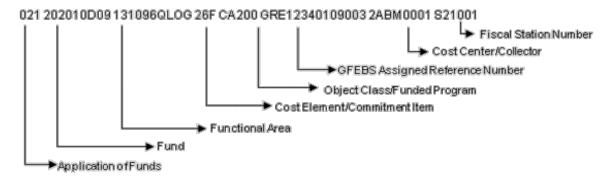


Figure 2-20, SFIS GFEBS Account Structure Breakdown

Legacy and GFEBS LOA Crosswalk

LOA Crosswalk While the Army's legacy LOA consists of approximately 13 elements, GFEBS' LOA has eight. The next subtopics describe those elements in order of occurrence in the line.

Application of Funds Element

The first element of the GFEBS LOA is the Application of Funds. It is a grouping criterion for funds master records. Example: 02109092020.

Position **Represents Example** 1 - 3Department Code 021 (Army) 4 - 509 Beginning Fiscal Year 6 - 709 **Ending Fiscal Year** 8 - 11Basic Symbol Number 2020 (Operations and Maintenance) 12 - 16Blank

Table 2-19, *Application of Funds Example*

Fund Element

The Fund Master Data Element record is a separate and distinct fiscal/accounting object containing a self-balancing set of accounts used to budget and control costs as well as to identify source and use of funding. The Fund is the lowest level at which the balance sheet can be created. The Fund Master Data Element consists of 10 characters (with one left blank for future use). Example: 202010D09.

Table 2-20, Fund Example

Position	Represents	Example
1 – 4	Appropriation Symbol	2020
5	Years of Availability	1 (Annual Appropriation)
6	Supplemental Appropriation Identifier	0 (Not Supplemental) Numeric (Supplemental begins with 1 for the first appropriation enacted)

Position	Represents	Example
7	Fund Type Designator	D (Direct)
		F (Reimbursable Funded)
		A (Reimbursable Automatic)
		T (Trust Fund)
		R (Receipt Account and Deposit Funds)
		Z (Non-reportable)
		C (Clearing Account)
		S (Special Funds)
8 – 9	Fiscal Year of Issue	09 (FY 2009)
10	Blank for future use	

Fund with Limitation

Some variations of the Fund structure occur between the Appropriation Symbol and the Fiscal Year. For example, if the fund has a Limitation, it is represented by characters 5 and 6. The Limitation identifies the defense agency issuing the funds and the recipient. Example: 01302J1D09.

Table 2-21, Fund with Limitation Example

Position	Represents	Example
1 - 4	Appropriation Symbol	0130
5 – 6	Limitation	2J (Defense Health Program, O&M)
		6W (Professional Management Certification)
		1S (Transition Assistance Program)
		1T (Relocation Assistance Program)
		1R (Family Advocacy Program)
		2M (DHP O&M Army MEDCOM)

Position	Represents	Example
7	Years of Availability	1
8	Fund Type Designator	D (Direct)
9 – 10	Fiscal Year	09

Funds Center and Cost Center

The Funds Center contains information about specific organizational elements within the Army that are authorized to receive, distribute, and manage funds. Also referred to as budget objects, Funds Centers manage and distribute funds for the costs incurred. Example: A2ABM.

Funds Center

Position Represents Example

1 Appropriation Sponsor A (Army)

2 - 3 Operating Agency 2A (Installation Command)

4 - 5 Level 3 and 4 (Army can choose the level of their Funds Center)

BM (Allotment Serial Number/Organization)

Table 2-22, Funds Center Example

Cost Centers are cost objects in the Controlling Module of GFEBS that represent an organizational unit in which costs are incurred. The organizational unit can be defined based on functional requirements, allocation criteria, physical location, or responsibility for costs. Each Cost Center is assigned one Funds Center, but the Funds Centers may have multiple Cost Centers.

Cost Centers represent the organization's hierarchical structure and mirror its Table of Distributions and Allowances (TDA) and Total Organization & Equipment (TO&E) table. Because of this organizational linkage, before Cost Centers are built in GFEBS, a standard hierarchy is built. Once the standard hierarchy is built, Cost Centers are created and assigned to groups within the hierarchy that represent the structure of an organization from a costing viewpoint.

The table displays two Cost Centers funded by one Funds Center. Note that the first four digits of the Cost Center match the last four digits of the Funds Center.

Table 2-23, Funds Center/Cost Center Example

Funds Center	Cost Center
A2ABM – Southeastern Regional Office (SERO) Fort Jackson	2ABM000X – SERO Fort Jackson
	2ABM0001 – Fort Jackson Garrison Command

Functional Area The Functional Area is an FM budget object defined as a funds control and a funds execution data element. All funds are distributed to the highest level Functional Area, for example the Army, and then are further distributed to specific Functional Areas for fund execution. The Functional Area can identify the Army Program Element (PE), Management Decision Package (MDEP), Military Construction (MILCON), and Procurement Standard Study Number (SSN). The data element can consist of up to 16 characters; however, not every character is used. Its format and length depend on the Appropriation Symbol. It is recognizable by its similarity to the AMSCO and the MDEP. Example: 131096QMNG.

Table 2-24, Functional Area Example

Position	Represents	Example
1 – 6	Army PE	131096 (Base Operations)
7 – 10	MDEP	QMNG (Installation Command Management)
11 – 16	Blank	

Funded Program The Funded Program data element is used to control spending related to work orders (Reimbursable or Direct) and/or projects. Funds are distributed and staged at the generic Funded Program "ARMY" until a work order (WO) or project is identified for distribution of funds to a detailed funding program. Once the WO and/or project are created, the Funded Program is created using the WO or project number. At that point, the funds are distributed from ARMY, for example, to the created project/work order.

> The Funded Program is a 24-digit field that the Army uses in controlling fund consumption. Functionality in GFEBS allows the system to create a Funded Program automatically, triggered from activities being created such as:

- Direct Charge.
- Reimbursable Orders.
- Procurement Budget Line Item (BLI).

The official numbering for the BLI comes from the Office of the Secretary of Defense (OSD) P-1 and is submitted to Congress.

Table 2-25, Fund Program Examples

Procurement BLI for Control			
Position	Represents	Example	
1 – 3	Budget Line Item	180	
For Execution			
Position	Represents	Example	
1 – 3	Budget Line Item	180	
4 – 9	Standard Study Number	E04601	

Commitment Item

The Commitment Item is the data element that defines the initial use of the executed funds. It represents individual revenue and expenditure line items within a financial management area. Funds control is planned only at the ALLOBJ Commitment Item (highest Commitment Item level for expenditure budget). As a result, funds are distributed to ALLOBJ and are not distributed at lower level Commitment Item levels.

Currently, SFIS requirements dictate that the first three digits of the Commitment Items are created from the OMB defined Object Class. The four-character commitment item (EOR) contains additional detail information beyond the detail directed by the OMB. All FM commitment item/EORs are tied to an OMB Object Class. Often, this data element is displayed in GFEBS with the USSGL account number. Example: 6100.2617.

Table 2-26, Commitment Item Example

Position	Represents	Example	
1 - 4	USSGL account number	6100 (Operating Expenses)	
5 – 6	OMB Object Class Code	26 (Supplies and Materials)	
7	Lower level detail	1 (Non-depot level reparable)	
8	Lower level detail	7 (Combat Vehicle Repair Parts)	

Fiscal Station Number

The Fiscal Station Number (FSN) assigned to all GFEBS transactions is 021001. Any other FSN indicates a legacy transaction.

Disbursing Station Symbol Number

The Disbursing Station Symbol Number (DSSN), although not an element of the Army's LOA, is still worth mentioning. GFEBS does not use STANFINS Redesign-1 (SRD-1) for its disbursement function or 5570 as its DSSN. It uses the Standard Disbursing Initiative (SDI).

SDI addresses current disbursing challenges by consolidating the existing functionality to meet DFAS customer needs for enterprise and tactical disbursing. The SDI Enterprise (SDI-E) is designed to work at DFAS sites in direct support of ERP systems by providing disbursing services for payment of commercial, military, civilian, and transportation pay. The SDI Tactical (SDI-T) solution meets tactical disbursing needs with greater business speed, flexibility, and agility specifically designed for the deployed warfighter. The SDI DSSN is 8522 for all GFEBS transactions.

Comparison Between Legacy and GFEBS

Earlier subtopics described legacy, SFIS, and GFEBS LOA components individually. The next figure shows the data element matrix for both legacy and GFEBS LOAs.

DATA ELEMENT	CODE	GFEBS Fund Master	CODE
Department Code	21	Application of Funds	02109092020
Period of Availability (FY)	9	Fund	202010D09
Basic Symbol	2020	Fund	202010D09
Operating Agency	2A	Funds Center/Cost Center	A2ABM/2ABM0001*
Allotment Serial Number	2ABB	Funds Center/Cost Center	A2ABM/2ABM0001
AMSCO	131096	Functional Area	131096QLOG
Project Account	.BD	Cost Object/Funded Program	Work Order or Project Number
Element of Resource	26FB	Cost Element/Commitment Item	26F**
MDEP/SODP	QLOG	Functional Area	131096QLOG
Functional Cost Account	CA200	Cost Object/Funded Program	Work Order or Project Number***
Standard Document Number	GRE12340109003	GFEBS System Generated	GFEBS Assigned Reference Number
Unit Identification Code	WORNAA	Cost Center/Cost Object	2ABM0001
Fiscal Station Number	S34030	Fiscal Station Number	S21001 ****

Figure 2-21, Crosswalk Between Legacy and GFEBS LOA

Summary

Lesson Summary This lesson provided a description of the six business area modules of GFEBS employed by the Army. It described the relationship between the business areas and the primary functions performed by DFAS of Accounts Payable, Reimbursables, Debt Management, and Accounts Maintenance and Control. The topics addressed the tasks performed, applicable T-codes, such as MIRO, MIGO, ME53N, ME23N, and XD01, and assigned user roles, such as Invoice Processor, Customer Billing Processor/Certifier, and Debt Management Processor.

> The lesson addressed GFEBS processing of TFS, TFO, and TBO; depreciation; and period-end and year-end processing. A major AM&C task is general ledger reconciliation, in particular, reconciliation between SOF and TB. While the data used to compile these two reports are different, using GFEBS illuminates the differences and allows the staff to zero in on and correct accounts out of balance.

The lesson ended with a discussion of legacy LOA, SFIS, and GFEBS LOAs. All ERPs LOA information must be SFIS compliant. Examples showed the unique structure of each LOA.

Lesson 3. Basic GFEBS Navigation

Introduction

This lesson reviews basic navigation and tools related to the General Fund Enterprise Business System (GFEBS). A user must understand how to log on and off, access help options, and interpret screens. GFEBS also uses variants, matchcodes, and screen messages to interact with the user. Increased understanding of GFEBS navigation procedures and options helps the user function more quickly and accurately.

Lesson **Objectives**

Upon successful completion of this lesson, the student will be able to:

- Explain how to log on and off.
- Explain the components and capabilities of the GFEBS Portal.
- Explain how to run reports in the background.
- Explain how to import and export data.
- Explain how to access and use the help options.
- Describe lessons learned after using GFEBS.
- Explain how to select, change, and view various GFEBS documents.
- Explain how to use variants.
- Explain the concept of document matching for audit trail purposes.
- Explain matchcodes and screen messages.

Time Allocation The time allocated to this lesson is 205 minutes.

In This Lesson

This lesson contains the following topics:

GFEBS Portal Components and Capabilities	3-4
Running Reports	3-21
Importing and Exporting Data	3-31
Help Options	3-42
Helpful Hints and Tips	
GFEBS Document Layout	3-68
GFEBS Document Variants	3-75
Document Matching	3-79
Matchcodes and Screen Messages	3-82
Summary	3-90

Evaluation

The students will complete Review 2 at the end of this lesson to assess understanding of the information presented.

References

This lesson refers to the following sources:

- Basic Navigation Log Into and Out of System User Procedure at https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Materials A-Z, User Procedures, click appropriate User Procedure.)
- Create a Variant User Procedure at https://trgdelep.gfebserp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Materials A-Z, User Procedures, click appropriate User Procedure.)
- Department of Defense Financial Management Regulation (DoDFMR) at http://comptroller.defense.gov/fmr.
- Exporting and Importing Files in GFEBS Job Aid at https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Materials A-Z, Job Aids, click appropriate Job Aid.)
- GFEBS Logon and Navigation Job Aid at https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Materials A-Z, Job Aids, click appropriate Job Aid.)
- GFEBS Training Performance Support Website (PSW) at https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm.
- Manage Favorites User Procedure at https://trgdelep.gfebserp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Materials A-Z, User Procedures, click appropriate User Procedure.)

- milWiki for GFEBS at https://www.milsuite.mil/wiki/GFEBS.
- Performance Support Website Access and Navigation Overview Job Aid at https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Materials A-Z, Job Aids, click appropriate Job Aid.)
- Printing in GFEBS ECC Job Aid at https://trgdelep.gfebserp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Materials A-Z, Job Aids, click appropriate Job Aid.)
- SAP Library Glossary at http://help.sap.com/saphelp_glossary/en/index.htm.
- SAP Transaction and Command Codes Job Aid at https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Materials A-Z, Job Aids, click appropriate Job Aid.)
- Search the GFEBS Performance Support Website (via the GFEBS Portal) Job Aid at https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Materials A-Z, Job Aids, click appropriate Job Aid.)
- United States Government Standard General Ledger at http://www.fms.treas.gov/ussgl.
- Using a Matchcode User Procedure at https://trgdelep.gfebserp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Materials A-Z, User Procedures, click appropriate User Procedure.)

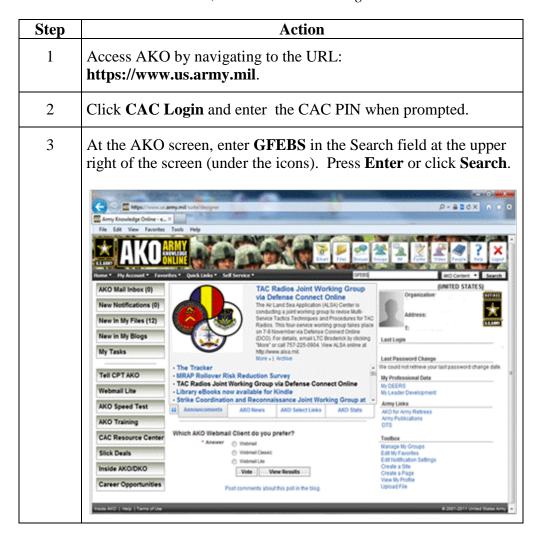
GFEBS Portal Components and Capabilities

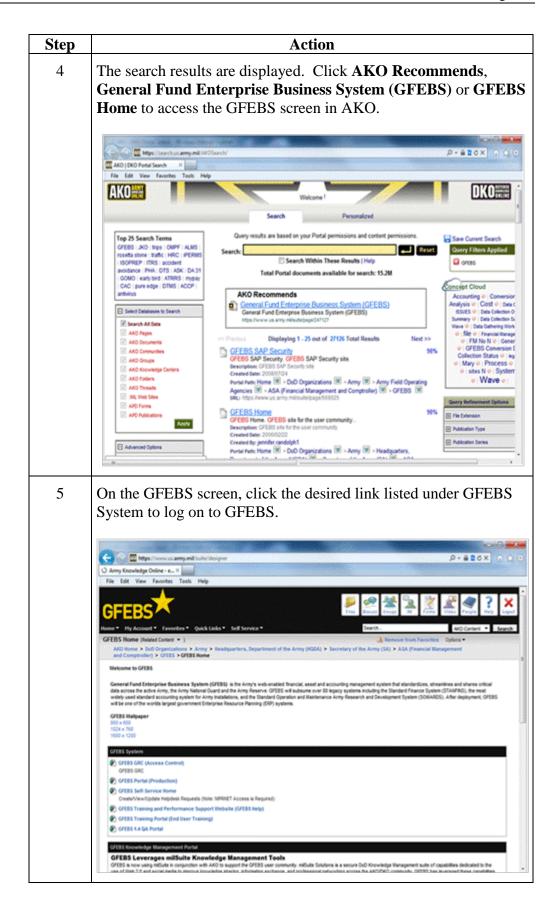
Accessing GFEBS

GFEBS is a web-enabled system with restricted access. A user must have a Common Access Card (CAC) to log on to GFEBS. The Performance Support Website (PSW) of GFEBS is available to any user with a CAC authentication. However, other areas, such as GFEBS Production (live database), can be accessed only by those with assigned user roles. Before a role is assigned, an employee completes the required training for the proposed role(s).

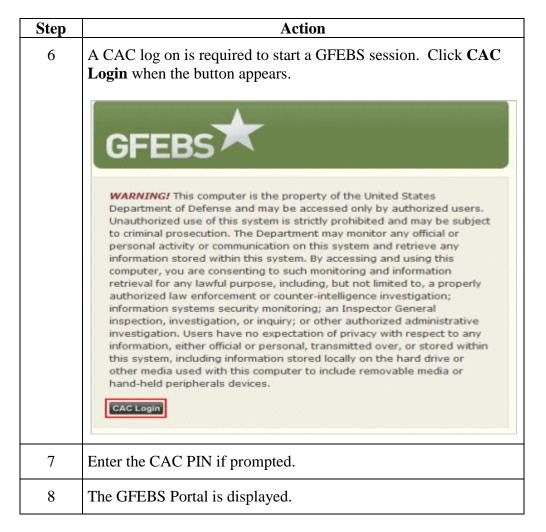
There are different options for accessing GFEBS. One option is access through Army Knowledge Online (AKO). The table below provides the steps for this method of GFEBS access.

Table 3-1, GFEBS Access through AKO





Basic GFEBS Navigation GFEBS Overview

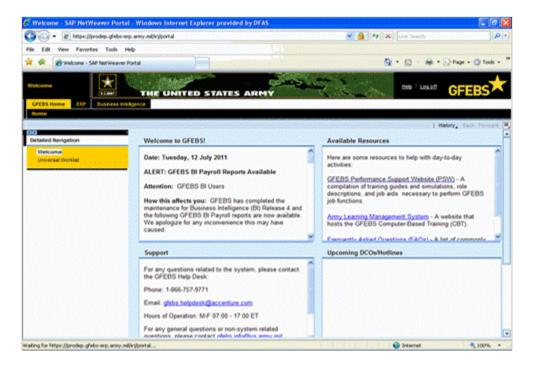


Another option for accessing GFEBS is to navigate directly to the GFEBS website. The table below provides directions.

Table 3-2, GFEBS Access through URL

Step	Action
1	Access GFEBS by navigating to the URL: https://prodep.gfebs-erp.army.mil.
2	Click CAC Login and enter the CAC PIN when prompted.
3	The GFEBS Portal is displayed.

GFEBS Portal – When the user is logged on to the GFEBS Portal, the Welcome screen is the Welcome Screen first screen displayed. The screen options may vary based on the user's roles. This screen relays information common to all users of GFEBS. A Welcome screen example is shown below, followed by descriptions of the screen components.



Screen 3-1, Welcome Screen

Portal Header Strip

The Portal header strip, with a black background, is located along the top of the page. A Help link and a Log off link are located to the right of the header. This header is prevalent on screens in GFEBS.



Screen 3-2, Portal Header Strip

Portal Toolbar

The Portal Toolbar is dynamic and changes based on the user's role(s). To open an area other than the Home page, click the title of the area, for example, ERP.



Screen 3-3. Portal Toolbar

Options Icon

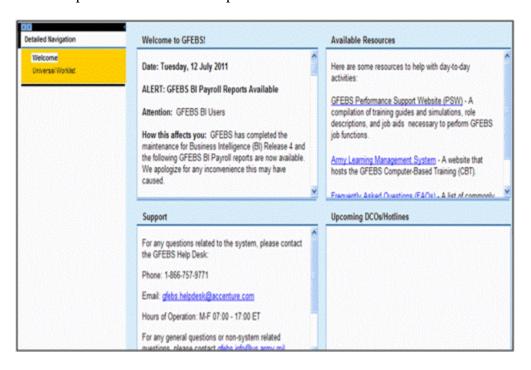
The Options icon enables the user to open multiple sessions at one time. To open another session, the user clicks the icon and opens a session in a new window. The user can then use Alt + Tab to switch between sessions. It is recommended that a user not have more than three sessions open at once.



Screen 3-4, Options Icon

Main Body

The main body is the largest part of the screen. While the main body of other GFEBS screens contains fields to input or view data, the Welcome screen main body contains the navigation pane on the left side and disseminates information on the right side. System announcements, access to the PSW, and contact information for system-related technical assistance are examples of the information published in this area.



Screen 3-5, Main Body

Additional layout information on other screens will be provided later in the lesson.

Note: Do not use the back button on the web browser. Using this back button will exit GFEBS. The back arrow button from Internet Explorer is shown as an example of a back button.

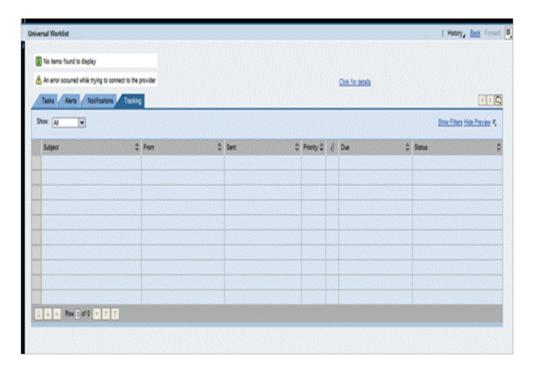


Screen 3-6, Internet Explorer Back Button

Universal Worklist Screen

The Universal Worklist is another screen accessed from the GFEBS Home page. The worklist maintains a running list of all work items assigned to a particular user at a particular time. The user is one of the recipients of each of the work items.

On the Universal Worklist screen below, notice the tabs located along the top. Similar tabs appear in other areas of GFEBS. The tabs enable the user to view and/or input multiple pages of data while staying in the same transaction or function.



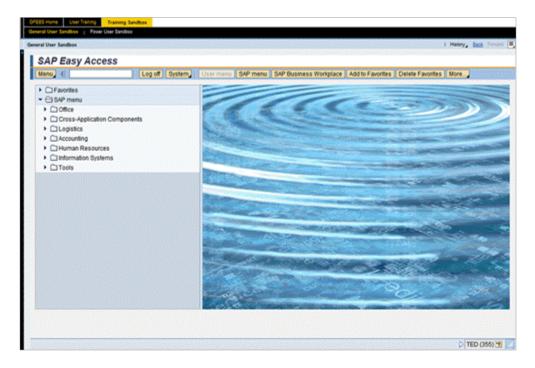
Screen 3-7, Universal Worklist Screen

SAP Easy Access Screen

After the user makes a selection on the Portal Toolbar to navigate away from the GFEBS Home page, the SAP Easy Access screen displays. On this screen, the user can:

- Add, change, or delete favorites.
- Enter command codes.
- Navigate to transactions and reports via user roles or transaction codes (T-codes).
- Drill down to transactions and reports through the standard SAP menu.
- Use menu options.

The sample SAP Easy Access screen below shares some component features with the previous screens.



Screen 3-8, SAP Easy Access Screen

Additional layout components on the SAP Easy Access screen allow easier navigation for the user. These components are described next.

Title Bar

The Title Bar displays the current transaction and mode accessed.



Screen 3-9, Title Bar

Menu Toolbar

The Menu Toolbar is dynamic and can differ depending on the transaction. The example below shows the Command field on the toolbar; however, at times this field is collapsed. The Command field accepts both commands and T-codes. Refer to the SAP Transaction and Command Codes Job Aid for a listing of valid codes. The black lower right corners on buttons (see Menu Toolbar) indicate a sub-menu. This convention is used throughout GFEBS.



Screen 3-10, Menu Toolbar

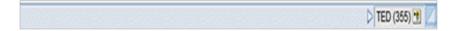
Navigation Pane The Navigation pane (or panel) shows the user's Favorites, User Menu (transactions and reports available to the user based on roles assigned), and SAP menu.



Screen 3-11, Navigation Pane

Status Bar

The Status Bar displays system messages, which will be discussed later in this lesson. Displayed to the right of the bar is additional system information, such as the active User ID and server.



Screen 3-12, Status Bar

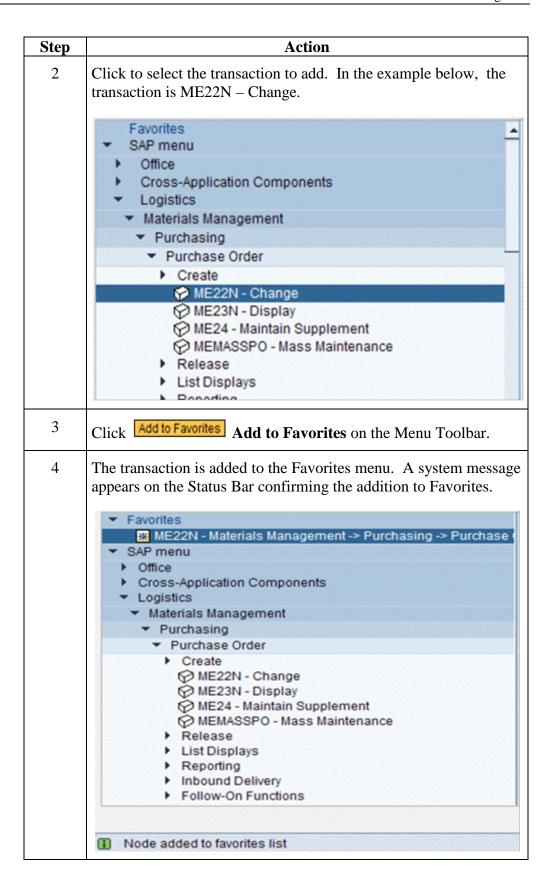
Delete Favorites

Add, Change, or In a typical week, an employee may handle certain types of transactions frequently. The process of navigating multiple menus to find the same transaction can be time consuming. GFEBS has the capability to store frequently used transactions in a Favorites list that the user populates. Favorites can be updated as required by the user.

> GFEBS offers several methods to manage favorites. A user can use buttons on the Menu Toolbar, use the menus for these actions, or execute a rightclick on a folder in Favorites. The first method, using the buttons on the Menu Toolbar, is demonstrated in the table below.

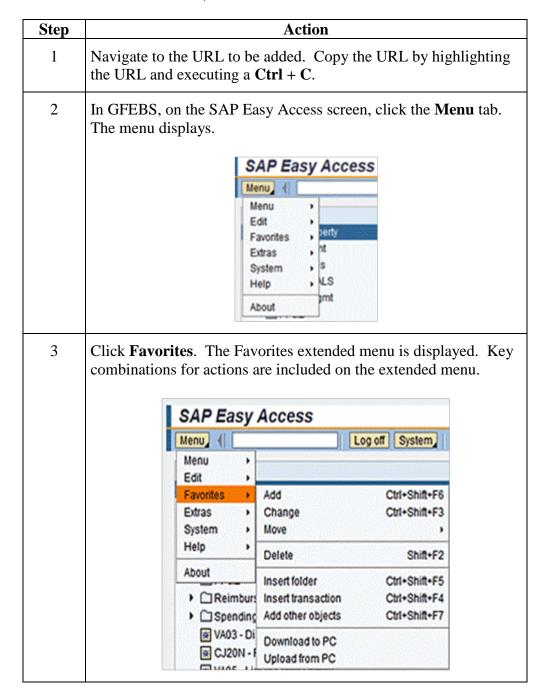
Table 3-3, *Add Favorites using Toolbar*

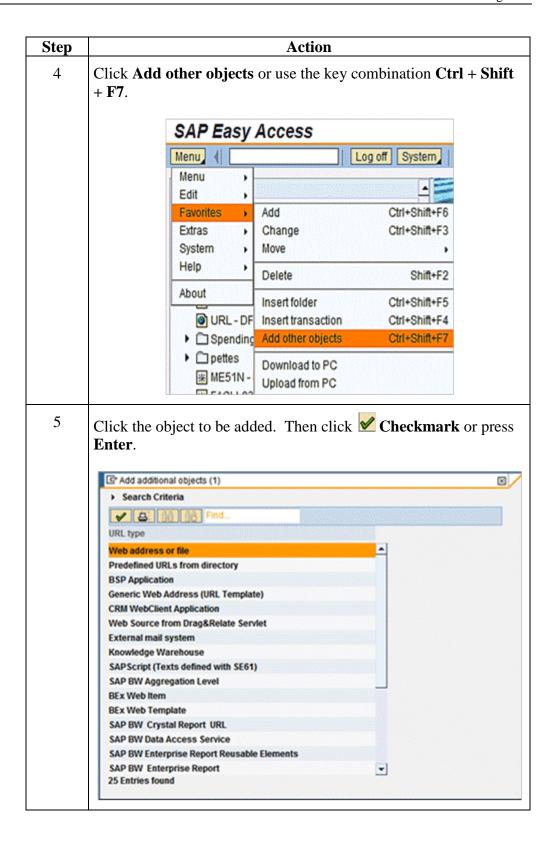
Step	Action
1	Locate the transaction to add to Favorites by drilling down into the SAP menu. The menu path in this example is Logistics>Materials Management>Purchasing>Purchase Order .
	Favorites SAP menu Office Cross-Application Components Logistics Materials Management Purchasing Purchase Order
	➤ Create

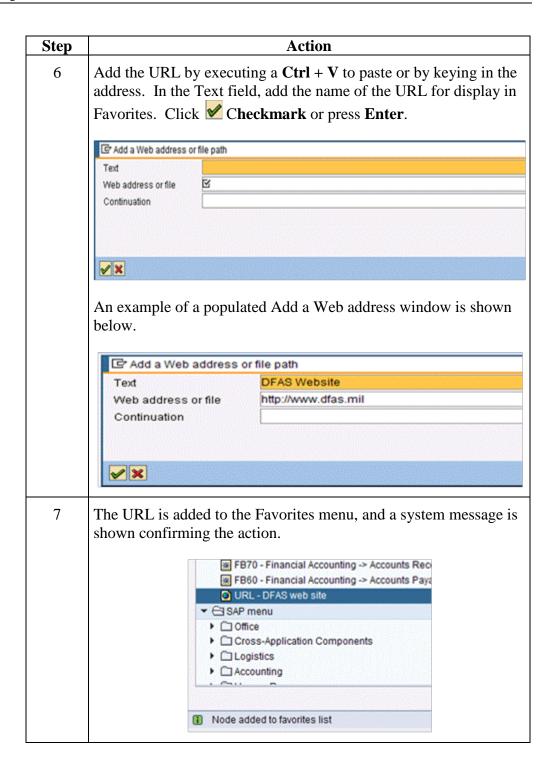


The second method for working with Favorites is through the menus. The table below describes how to add a URL to the Favorites menu using menu choices.

Table 3-4, Add URL to Favorites via Menus

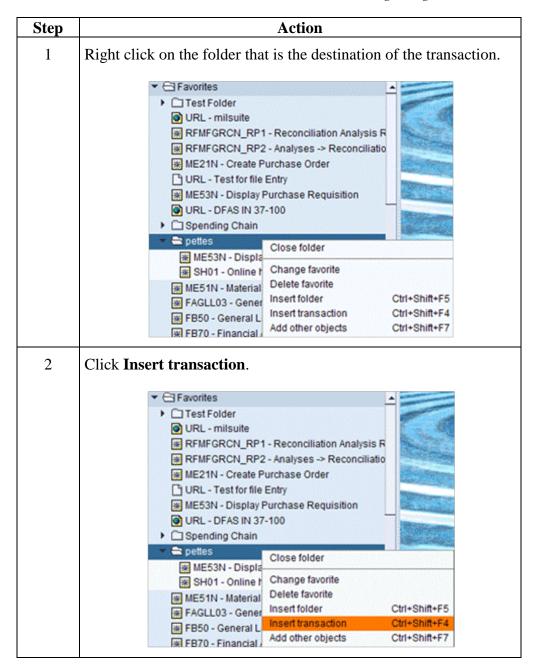


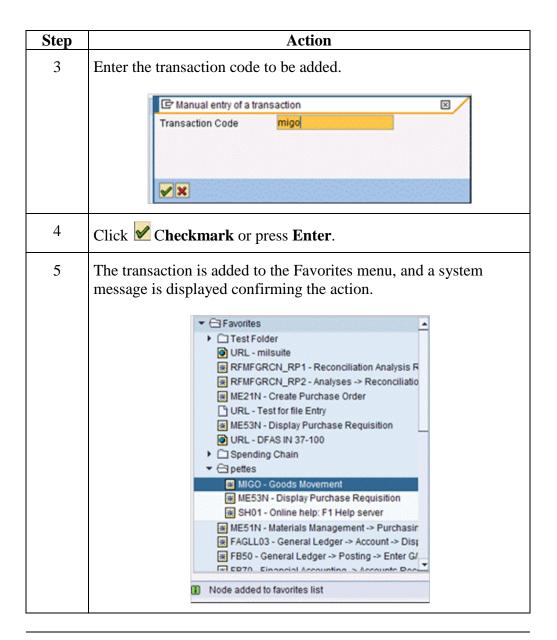




The third method to manage favorites is to right click with the mouse to display a context menu. When the cursor is positioned in Favorites in the Navigation pane, the right-click menu includes options to change and delete favorites, insert folders, and insert transactions. The table below shows insertion of a transaction in Favorites using the right-click method.

Table 3-5, Insert a Transaction in Favorites using a Right-Click





Delete a Favorite

An employee may transfer to a section with different duties and no longer use the same Favorites. The user may delete transactions from the Favorites menu through Menu Toolbar actions, by using Menu options, or by using the right-click menu. The table below shows the steps for deleting a Favorite by using the Toolbar.

Action Step 1 Click to select the object to delete. Spending Chain ▶ ☐ pettes ₩ ME51N - Materials Management -> Purchasin FAGLL03 - General Ledger -> Account -> Disp # FB50 - General Ledger -> Posting -> Enter G/ # FB70 - Financial Accounting -> Accounts Rec. # FB60 - Financial Accounting -> Accounts Paya URL - DFAS web site ▼ 🖯 SAP menu Office Cross-Application Components ▶ □ Logistics Click Delete Favorites Delete Favorites. 3 The object is deleted, and a system message is displayed confirming the action. Spending Chain ▶ ☐ pettes ME51N - Materials Management -> Purchasir FAGLL03 - General Ledger -> Account -> Dist FB50 - General Ledger -> Posting -> Enter G/ FB70 - Financial Accounting -> Accounts Reci FB60 - Financial Accounting -> Accounts Paya ▼ (=) SAP menu Node deleted from favorites list

Table 3-6, Delete a Favorite Using the Toolbar

Log Off GFEBS GFEBS is a system for authorized users. To maintain system integrity from unauthorized access, it is important for users to log off properly when exiting the system. Follow the steps below to log off GFEBS

Basic GFEBS Navigation GFEBS Overview

Table 3-7, Log Off GFEBS

Step	Action	
1	Click the Log off link at the upper right of the Portal header strip.	
	Help Log off GFEBS	
2	A dialog box appears to verify that the user is logging off. Click Yes to log off or No to return to GFEBS.	
	Are you sure you want to log off? Yes No	

Running Reports

Reports

Classification of GFEBS has two classifications of reporting – Enterprise Central Component (ECC) and Business Intelligence (BI). ECC reports are standard in SAP but have been customized for GFEBS. Most users pull reports from the ECC, pulling from live data. Business Intelligence is the data warehouse for GFEBS and usually receives daily updates from production data. BI reports are used for data management. For example, managers may use BI reports in building budgets and analyzing cost data.

Foreground Versus Background Report **Processing**

GFEBS is a complex system with many users. Thousands of users may be logged on at one time, placing heavy demands on the system. Report processing draws on system resources, affecting production. Resources and the length of the report are important to consider when determining how to run reports, either in the foreground or in the background.

Processing a report in the foreground interrupts a user session while the report is running. There is also a time limit on these reports, so a report may stop processing before completion.

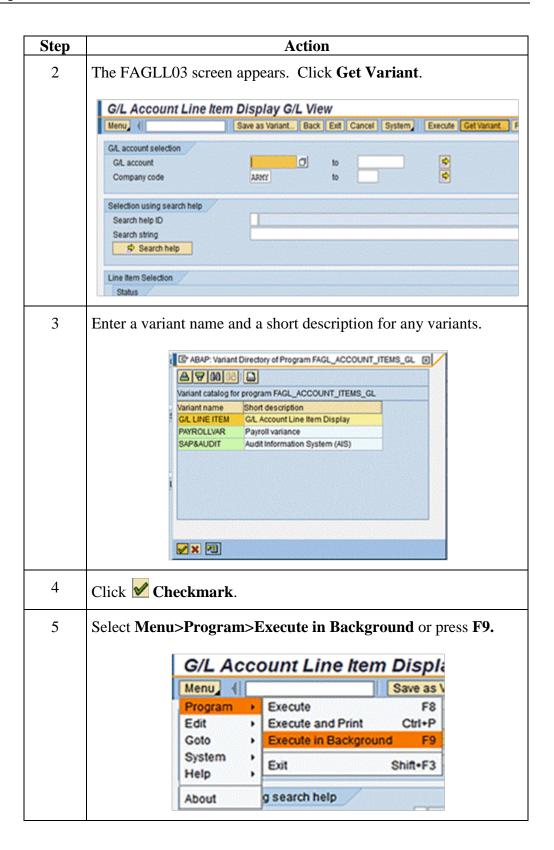
Background report processing allows a user to continue working in the session without interruption. In addition, jobs may be run immediately or scheduled for a later time. Background processing does not have a time limit, allowing reports to run to completion. For long reports, background processing is recommended.

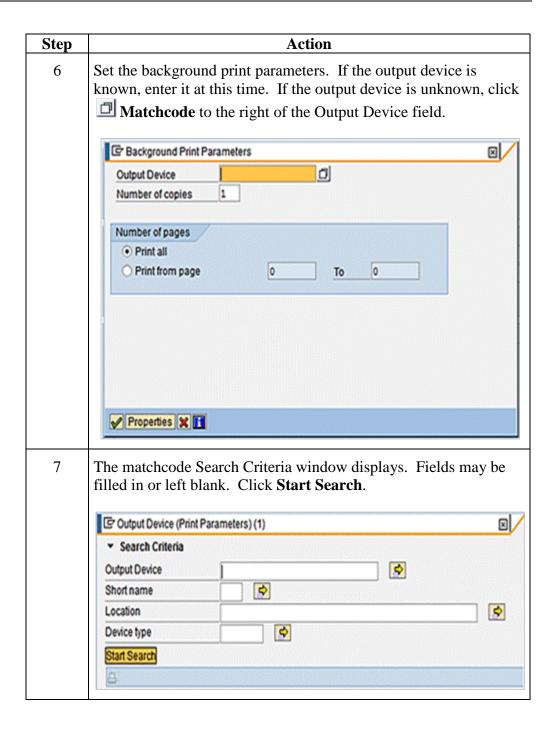
Run a Report in

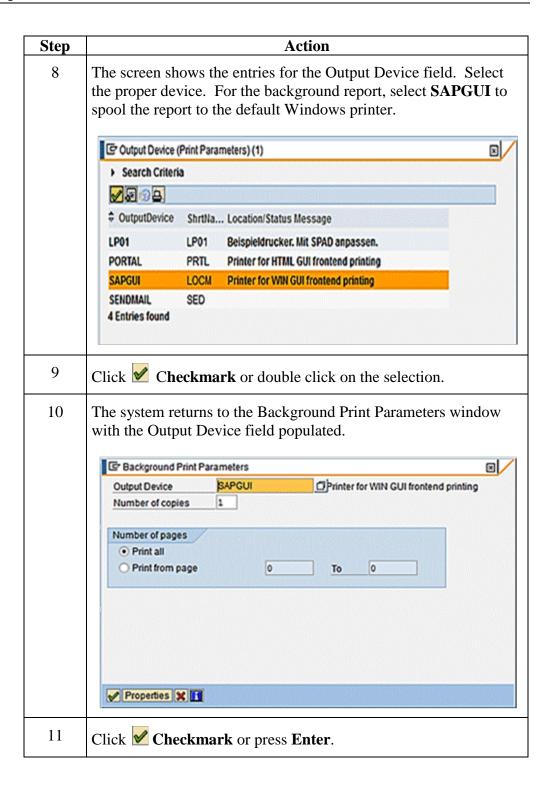
The table below describes the process to run a FAGLL03 report in the **the Background** background. The process is similar for other reports.

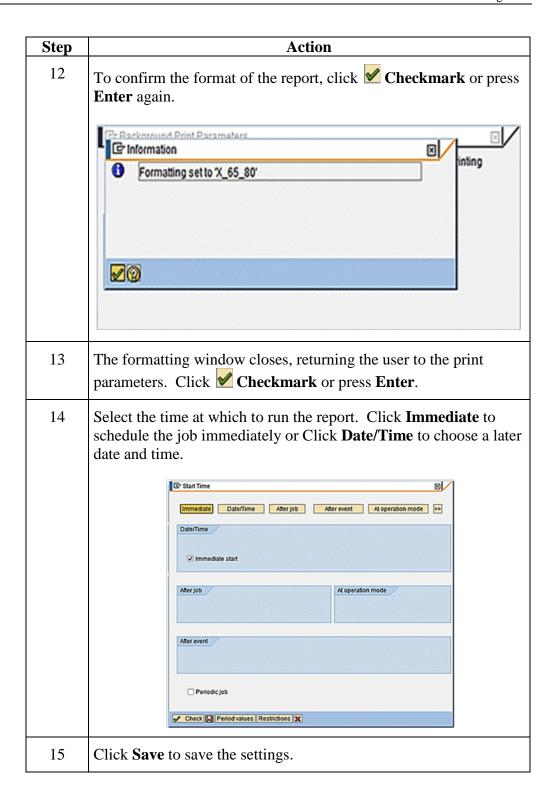
Table 3-8, Run FAGLL03 Report in the Background

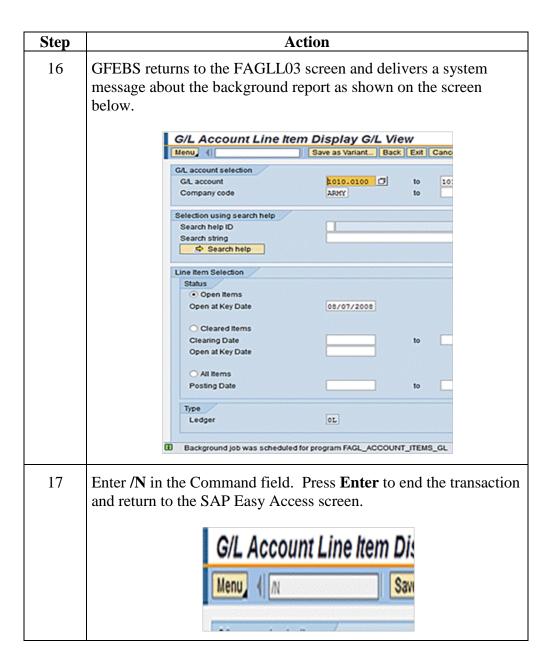
Step	Action		
1	Select the report to run by drilling down the menus, or enter the T-code of the report in the Command field and press Enter .		
	SAP Easy Access Menu FAGLL03 Log off System		
	➤ ☐ Favorites		
	➤ ☐ Accounting ➤ ☐ Human Resources ➤ ☐ Information Systems		
	→ □ Tools		

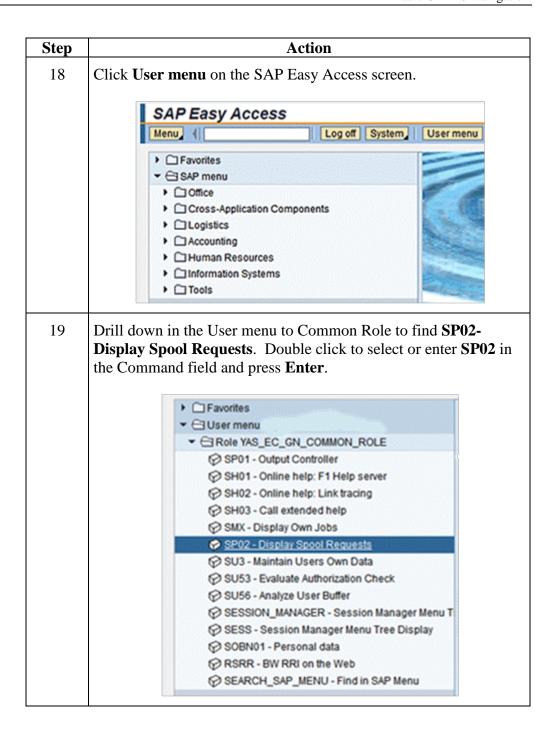


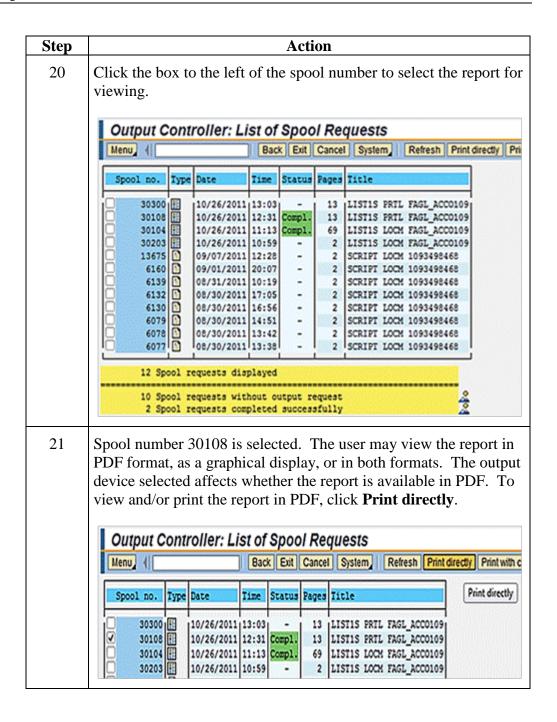


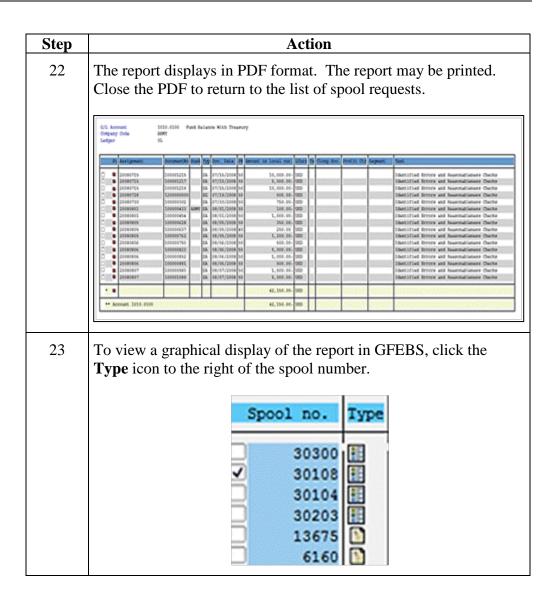


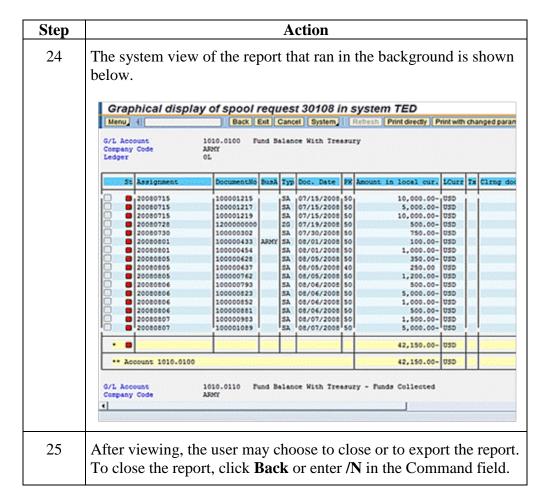












The user may determine that the report needs to be saved for further review. The user also has the option to export the report. This procedure is explained in the next topic.

Importing and Exporting Data

Data Sharing

Many systems have automated interfaces with GFEBS. In comparison to manual input, interfacing reduces errors and saves money and manhours. However, not all tools used in the finance community automatically interface with GFEBS. Microsoft® Excel is one example of a program used to manipulate data outside of GFEBS. Data in such external programs may be helpful in performing actions in GFEBS. To share information between GFEBS and other programs, the user should understand how to import and export data in GFEBS.

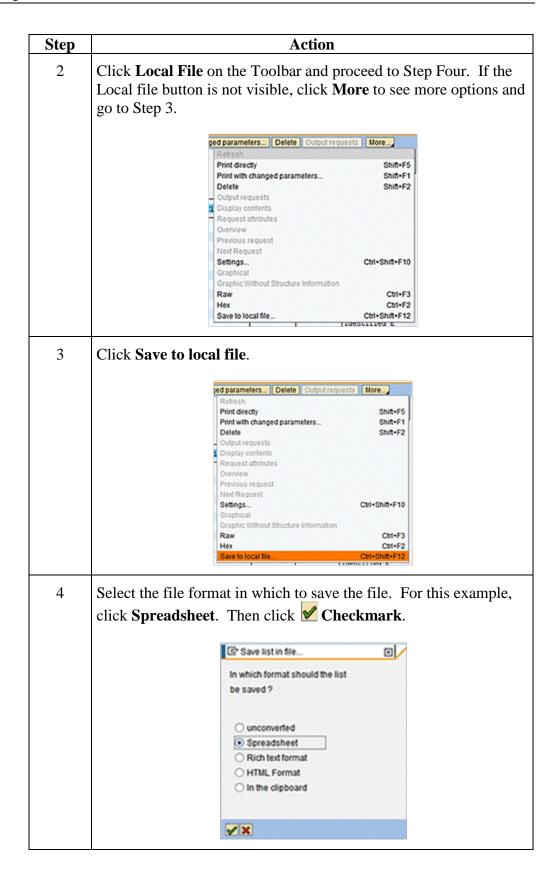
Local File

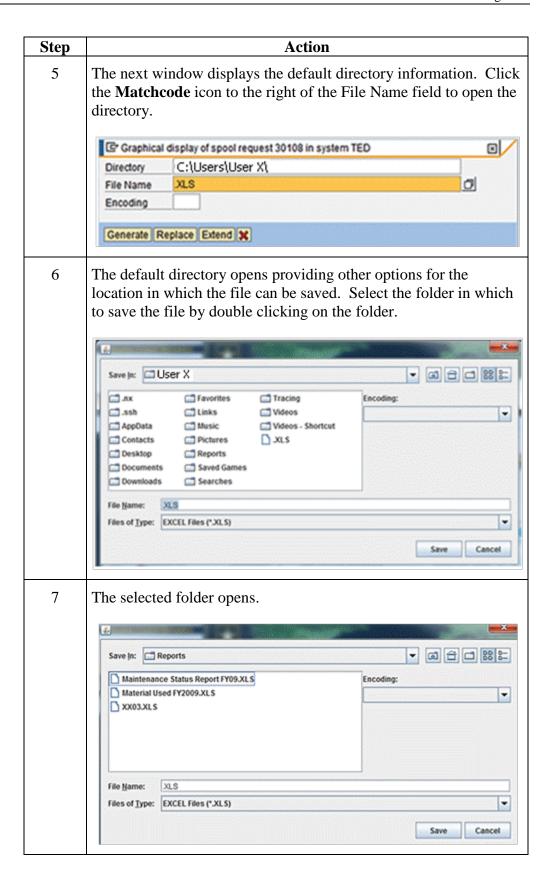
Export Data to a Exporting data is used frequently with reports or search results. After reviewing information, the user may want to save reports and search results to a file for future reference. To save the results to the user's computer, the user exports the data.

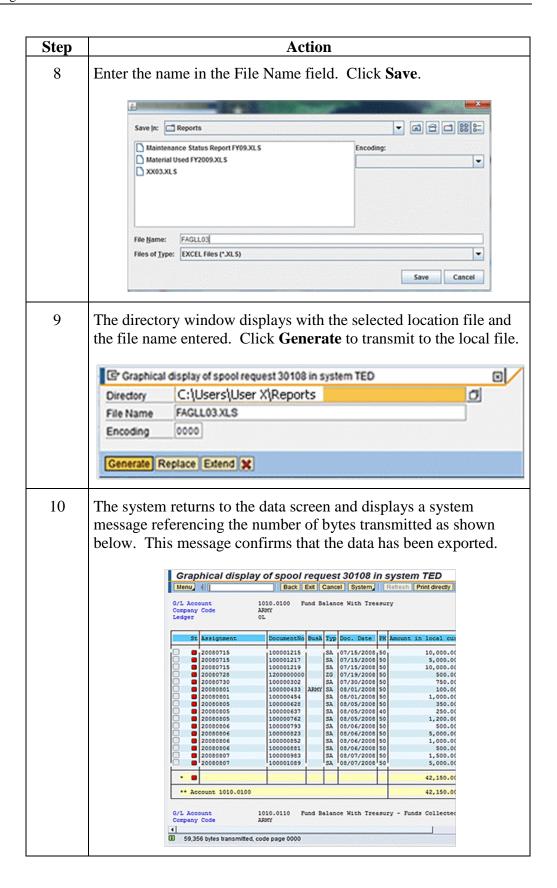
> In the previous topic, the FAGLL03 transaction served as the example of how to run a report in the background. The transaction example is continued in the table below to demonstrate exporting data. The steps for exporting data are similar for all transactions.

Step Action 1 Open the data to export. The export function is available in a variety of transactions. Graphical display of spool request 30108 in system TED Menu (Back Exit Cancel System Refresh Print directly Print with changed para Fund Balance With Treasury Company Code Ledger Assignment mentNo Bush Typ Doc. Date PK A nt in local our. LCurr Tx Clrng do 10,000.00- USD 5,000.00- USD 10,000.00- USD 100001215 07/15/2008 20080715 100001217 07/15/2008 50 20080715 07/15/2008 50 20080728 120000000 07/19/2008 50 500.00- USD 20080730 20080801 100000302 100000433 07/30/2008 50 08/01/2008 50 100.00- USD SA SA 08/01/2008 50 08/05/2008 50 08/05/2008 40 20080801 100000454 1.000.00- USD 100000628 350.00- USD 250.00 USD 20080805 SA SA SA 20080805 20080805 100000762 08/05/2008 50 1,200.00- USD 100000793 08/06/2008 50 08/06/2008 50 500.00- USD 5,000.00- USD 20080806 20080806 100000852 08/06/2008 50 1.000.00- USD 08/06/2008 50 08/07/2008 50 08/07/2008 50 \$00.00- USD 1,500.00- USD 5,000.00- USD 20080806 100000881 100000983 20080807 20080807 42,150.00- USD ** Account 1010.0100 42,150.00- USD Fund Balance With Treasury - Funds Collected 1010.0110 spany Code

Table 3-9, Export Data







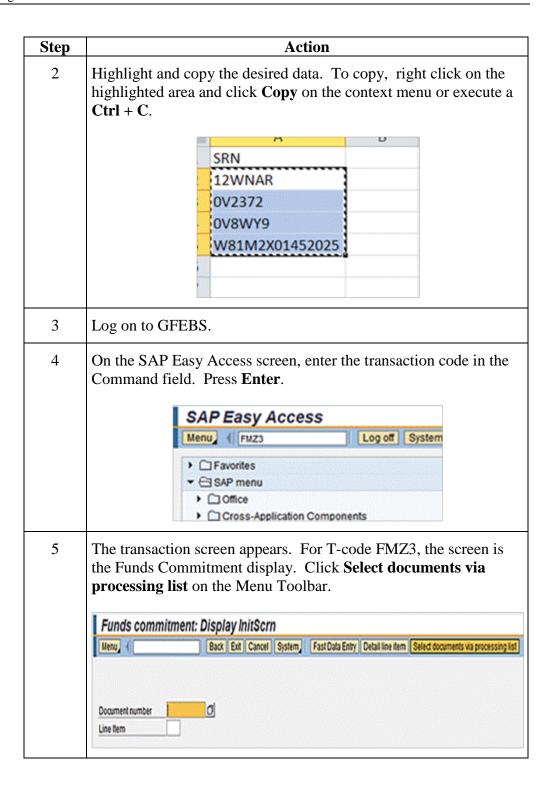
Step	Action												
11	The save			ow bee	n ex	porte	d. T	he	follo	owing	g is	a sample	e o
		NORTH AND IN	0				U			-			N. I
		G/L Accor	Account		1010.01		Fund Balan	ce With	Treasury				
	Company Code			ARMY				ee 11101					
		Ledger	Croc		OL								
		1											
		-	St	Assignme	nt	DocumentNo	8	BusA	Тур	Doc. Date	PK	Amount in local cur.	LCurr
				20080715		100001215			SA	7/15/2008	5	-10,000.00	USD
				20080715		100001217			SA	7/15/2008			
				20080715		100001219			SA	7/15/2008	5	-10,000.00	USD
				20080728		1200000000			ZG	7/19/2008	9	-500	USD
				20080730		100000302			SA	7/30/2008	9	-750	USD
				20080801		100000433		RMY	SA	8/1/2008	5	-100	USD
				20080801		100000454			SA	8/1/2008	5	-1,000.00	USD
				20080805		100000628			SA	8/5/2008	9	-350	USD
				20080805		100000637			SA	8/5/2008	4	250	USD
		0		20080805		100000762			SA	8/5/2008	5	-1,200.00	USD
				20080806		100000793			SA	8/6/2008	5	-500	USD
				20080806		100000823			SA	8/6/2008	5	-5,000.00	USD
				20080806		100000852			SA	8/6/2008	5	-1,000.00	USD
				20080806		100000881			SA	8/6/2008	5	-500	USD
				20080807		100000983			SA	8/7/2008	5	-1,500.00	USD
				20080807		100001089			SA	8/7/2008	5	-5,000.00	USD

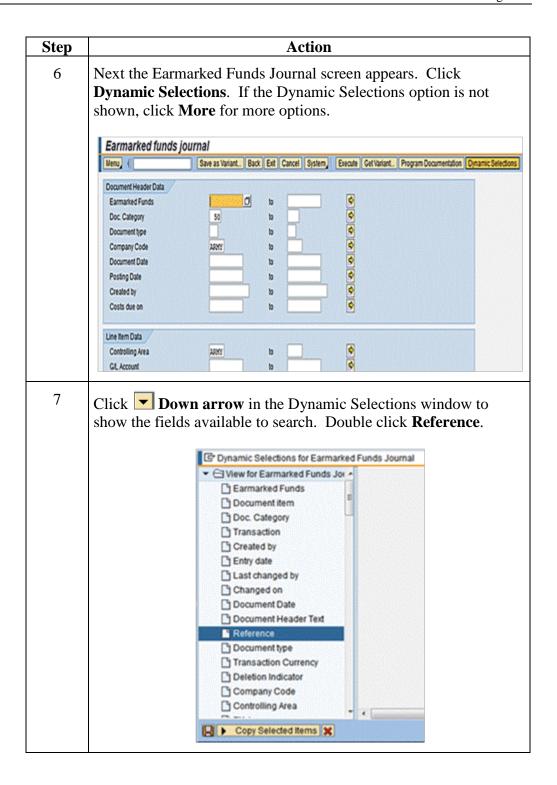
Search

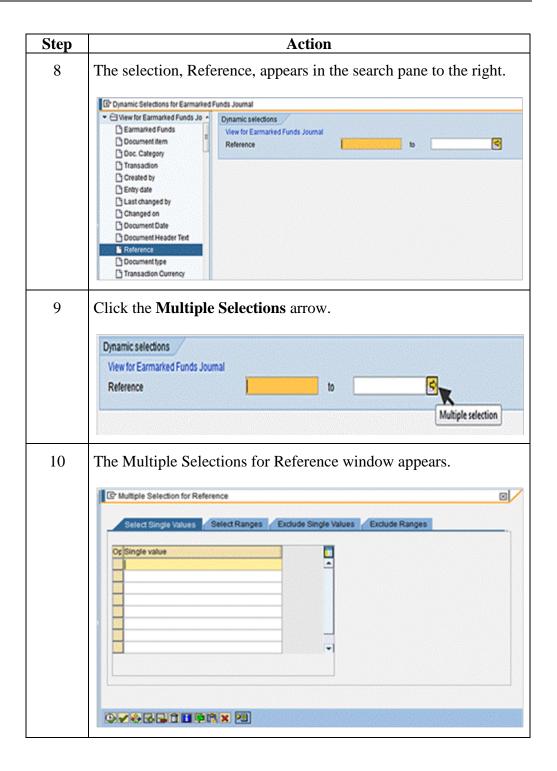
Import Data for External programs may be used for importing data for ease in sorting, reformatting, or for performing calculations on that data. In the following example, the user is doing a search on multiple document numbers being imported from a spreadsheet. The T-code used for the search is FMZ3 – Display Funds Commitment.

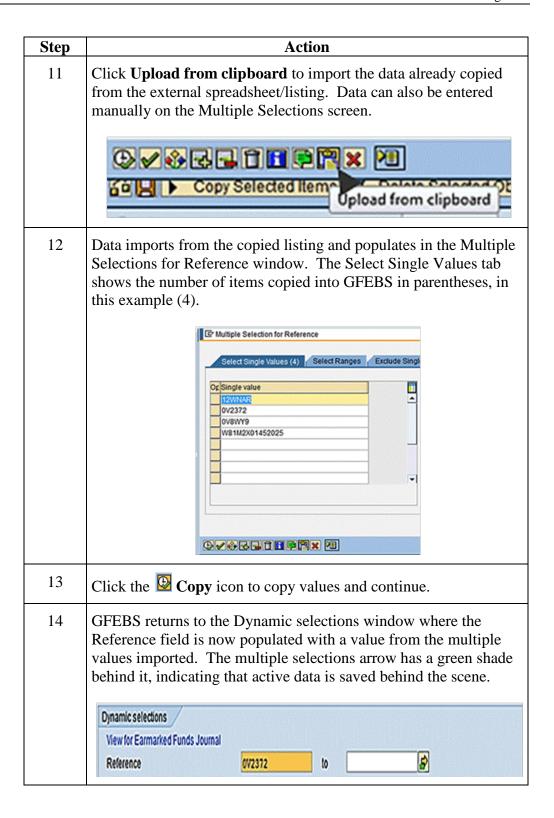
Step Action 1 Locate a listing of data from a source external to GFEBS. Obligations 3-7-11. Insert Page Layout Formulas Data X Cut. Copy : 12WNAR 0V2372 0V8WY9 W81M2X01452025

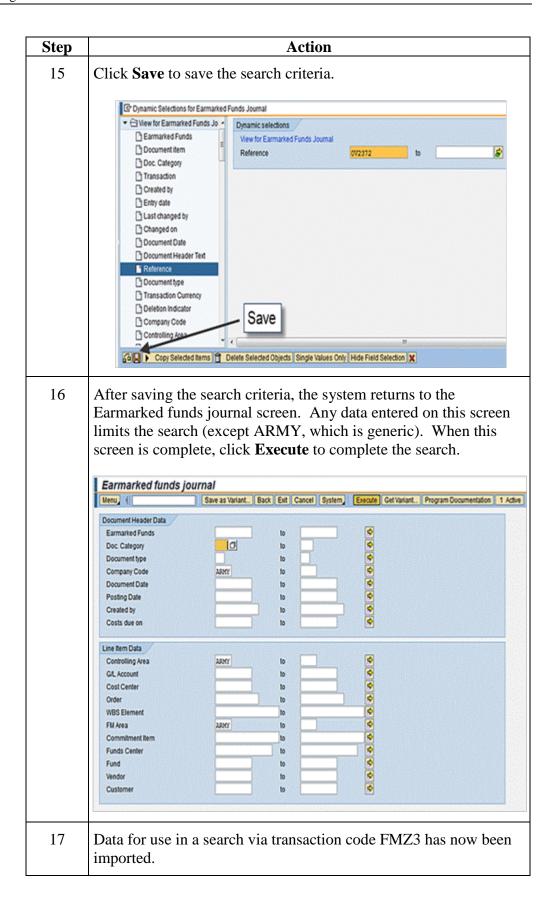
Table 3-10, Import Data for Search











Additional Import/Export Examples

Additional examples of the import and export process may be found in the Export and Import Files in the GFEBS Job Aid.

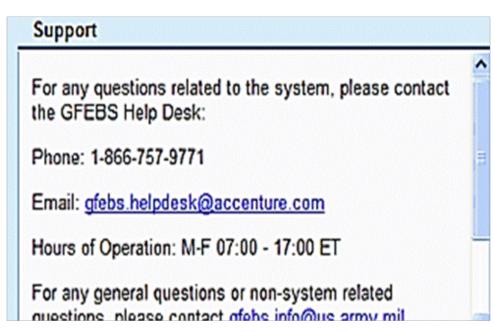
Help Options

Getting Help with GFEBS

GFEBS offers a variety of help options. Technical (system) help, online help, job aids, F1 help, application help, and other types are all available. These resources provide user with convenient reference tools. The different types of help are introduced below.

Technical Help

A GFEBS Help Desk is available for system-related questions or issues. The Help Desk can be accessed via phone or e-mail. Contact information is listed in the support section of the Welcome screen at GFEBS Home. In addition, a click on the Contact tab on the PSW routes the user to a form to complete and submit directly to the Help Desk.



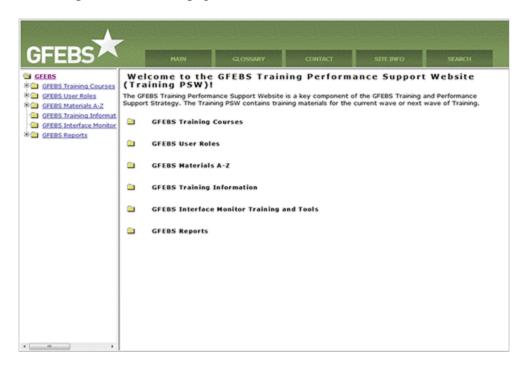
Screen 3-13, Support Section of Welcome Screen

Access the Performance

Online help is found at the GFEBS Performance Support Website (PSW). The PSW has links to job aids, user procedures, online training, reports by **Support Website** business process area, a glossary, and more. Users in all roles use the PSW and should become familiar with how to access and navigate it.

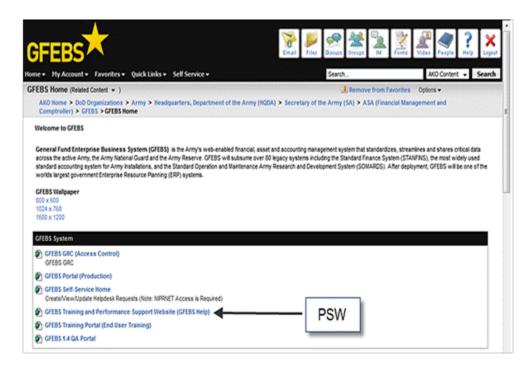
> The employee must have a CAC to log on to the PSW but is not required to have any assigned GFEBS roles. This access allows the employee to review materials and take simulations as preparation for a role.

The PSW is accessed directly by the URL: https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm. The employee is directed to the CAC login and prompted for a CAC PIN. Once the employee is authenticated, the website opens to the Main page shown below.



Screen 3-14, PSW Main Page

AKO can also be used to access the PSW. The user logs on to AKO and navigates to the GFEBS site (see the GFEBS Access through AKO table, Steps 1 through 4, covered earlier in this lesson). On the AKO GFEBS Home page, the user clicks the link for the GFEBS Training and Performance Support Website (GFEBS Help). The link routes the user to the PSW Main page.



Screen 3-15, AKO GFEBS Home Highlighting PSW

If the user is already logged on to GFEBS, the Help link found in the Portal header strip opens a new screen and route the user to the PSW Main page.



Screen 3-16, Help Link in Header Strip

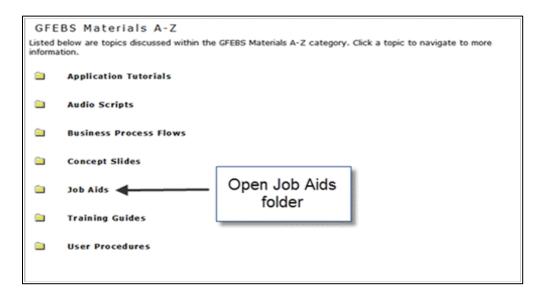
Navigate the PSW

From the PSW Main page or the Navigation pane on the left side of the screen, the user may navigate to materials in the following ways.

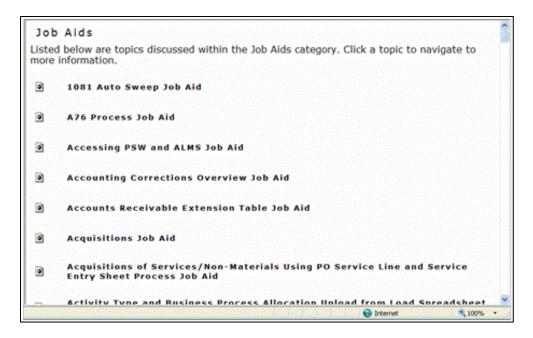
- By Course Name (GFEBS Training Courses).
- By Role (GFEBS User Roles).
- Alphabetically (GFEBS Materials A-Z).
- By Topic (GFEBS Training Information).

- For Special Materials for Interface Monitors (GFEBS Interface Monitor Training and Tools).
- For GFEBS Executed Reports (GFEBS Reports).

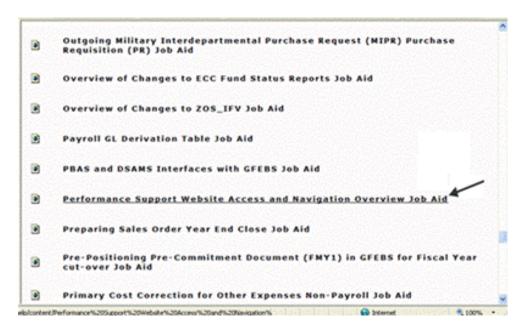
A double-click on any of these options opens the folder to view the topics within. An example of the sequence is: GFEBS Materials A-Z>Job Aids>Performance Support Website Access and Navigation Overview Job Aid. The results of these selections are shown on the following screens.



Screen 3-17, PSW, GFEBS Materials A-Z



Screen 3-18, List of Job Aids



Screen 3-19, Selected PSW Access and Navigation Job Aid

Other PSW help options are accessed through tabs (shown below) at the top of the Main page. The tab titles and a brief description of each follows.

- Main The Main page for GFEBS Help includes navigation links to the major categories of materials on the site.
- Glossary The glossary is a listing of terms, numbers, and symbols used in GFEBS.
- Contact The Contact tab provides a form to complete and submit to the GFEBS Help Desk for any system, training materials, or project-related questions.
- Site Info Site info includes information about the PSW, such as the paths used to navigate to the many features.
- Search This tab provides instructions on how to search the PSW via the GFEBS Portal.



Screen 3-20, PSW Tabs

Search the PSW

The PSW contains a wealth of information. Finding the most important information on a particular topic may be challenging with so many categories of information. However, the PSW search feature assists the user in finding relevant internal resources on a topic.

The search is conducted via the GFEBS Portal. Users log on to the Portal at https://trgdelep.gfebs-erp.army.mil and then use the Search field in the Portal. The screen that follows displays the search area as found on the Welcome screen.



Screen 3-21, Search Field

To search, the user enters the search criteria in the Search field and then clicks **Search.** The search engine searches document text and document titles. The system returns results of all materials found related to the search criteria. A percentage is assigned to each result. The higher the percentage, the more relevant the result.

As an example, the user enters "purchase requisition" as the search criteria. The following is a sample of search results.



Screen 3-22, Search Results

The example above shows a basic search. A search may be refined by including one of the following techniques.

- To search for an exact phrase, add quotation marks around the search term; for example, "purchase requisition." The search will look for the exact words in that order.
- To search for information having one term or another, put the word OR between the two search terms. For example, enter Funds OR Commitment. The results will contain either term.
- To search for information containing two terms, put the word AND between the terms. The results will contain both terms.
- Perform a wildcard search by using an asterisk (*) to represent one or more characters. For example, "requisit*" will return "requisition," "requisitioning," and "Requisitioner."

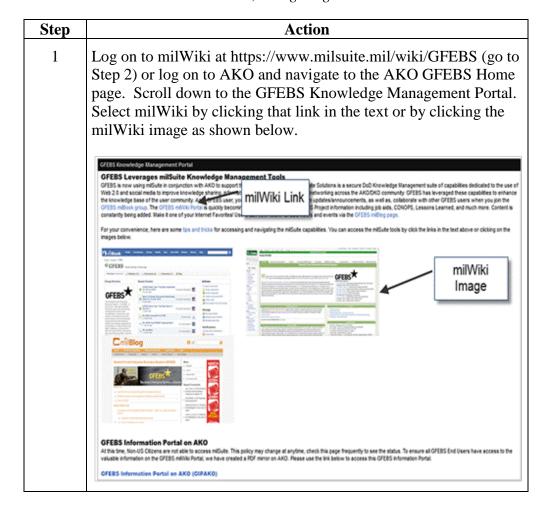
For more information on searching the PSW, refer to the Search the GFEBS Performance Support Website (via the GFEBS Portal) Job Aid found in PSW>GFEBS Materials A-Z>Job Aids.

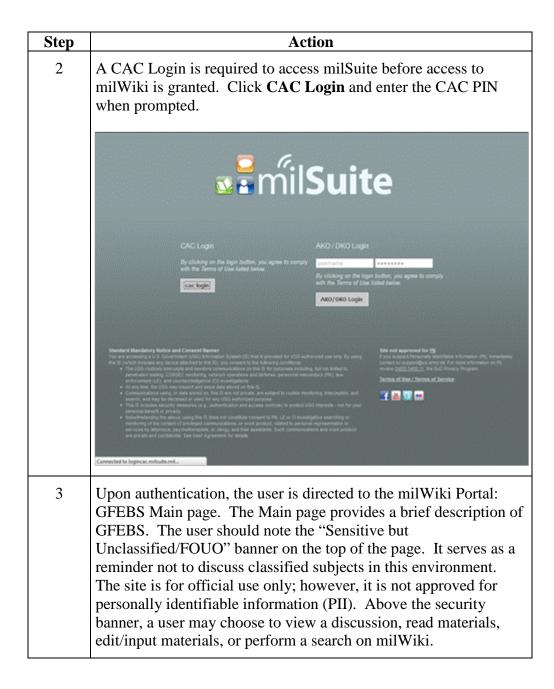
milWiki for GFEBS

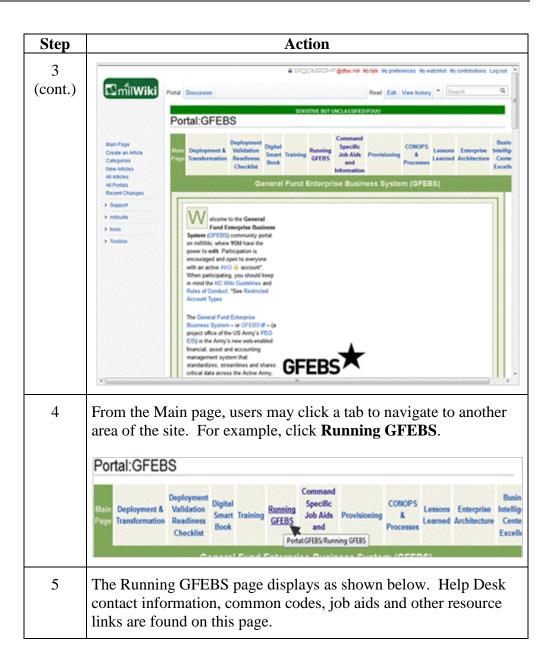
Online help is not limited to the PSW. Help may also be found through the GFEBS Knowledge Management Portal on the AKO GFEBS Home page. This portal offers links to the AKO milSuite supporting GFEBS. milSuite Solutions is a secure DoD Knowledge Management suite of tools dedicated to use of the Web and social media to improve knowledge sharing, information exchange, and professional networking across the AKO/DKO community.

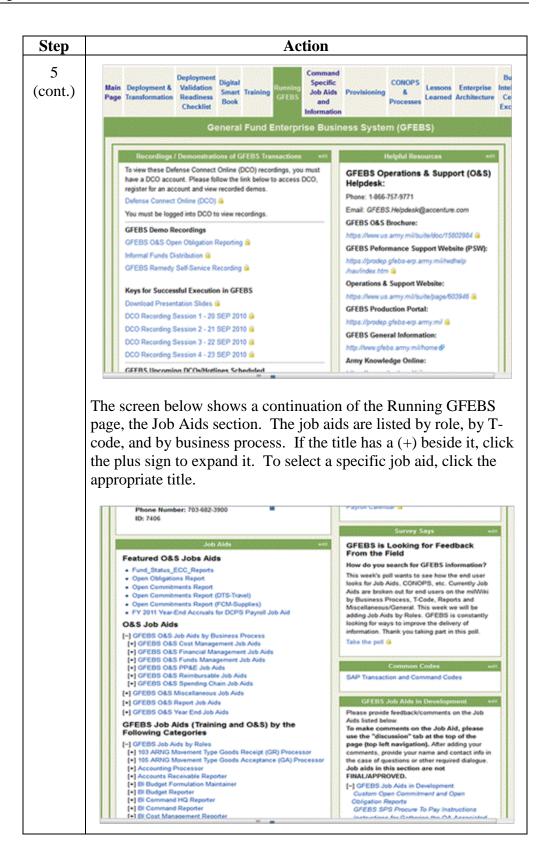
One tool in this suite is milWiki. At milWiki for GFEBS, users may read articles posted by other users, review lessons learned from other sites, retrieve job aids, and find the e-mail address for the GFEBS Help Desk. Many other items are available to the user at milWiki. Users may consider milWiki a "one-stop shop" as resources are continually added to the site. To access milWiki, follow the steps in the table below.

Table 3-11, Navigating milWiki



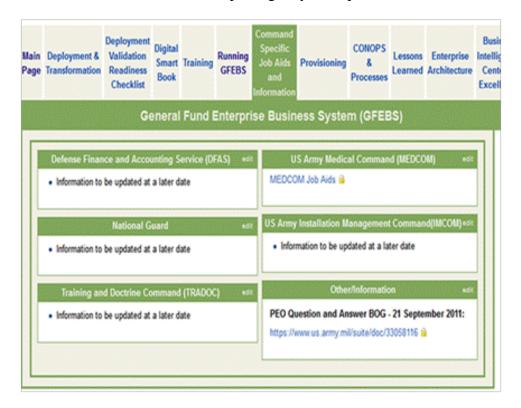








Another helpful section of the Portal is Command Specific Job Aids and Information, as shown below. This section may provide useful material specific to an employee's customer or to DFAS itself. Different commands do not have the same missions and activities; therefore unique handling of transactions, documentation, or reporting may be required.



Screen 3-23, Command Specific Job Aids and Information

milWiki has more information of interest to browse through. If a user needs help, milWiki is a viable option.

Other Online Help

The PSW and milWiki are the best sources for GFEBS online help. However, GFEBS is commercial-off-the-shelf (COTS) software by SAP® adapted for the Army. Since the core of GFEBS is off-the-shelf, additional help may be available online. Execute a search for SAP Help and select the SAP Library, which offers directions on how to use different features of the SAP system. The library also contains a glossary of terms that may be of assistance.

A user may require help in other facets of the job as well as with the system. Two common references in the DoD financial environment are the United States Government Standard General Ledger (USSGL) and the Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R.

The United States Treasury publishes the USSGL (located at http://www.fms.treas.gov/ussgl/index.html), which is a uniform Chart of Accounts and technical guidance to be used in standardized federal agency accounting. It is composed of five major sections:

- Chart of Accounts.
- Account Descriptions.
- Accounting Transaction Information (listing examples of debit and credit actions).
- USSGL Attributes (budget subfunctions, custodial/non-custodial, debits/credits, exchange/non-exchange, federal/non-federal, trading partner).
- USSGL Crosswalk to Standard External Reports.

The DoD publishes the regulations governing financial management within the department. These regulations are commonly referred to as the DoDFMR or the DoDFMR 7000.14-R. The DoDFMR may be found at http://comptroller.defense.gov/fmr. The DoDFMR consists of 15 volumes. All DoD components must adhere to the rules and principles contained in these regulations. Two examples of the volumes in the DoDFMR are:

- Volume 4, Accounting Policy and Procedures.
- Volume 5, Disbursing Policy and Procedures.

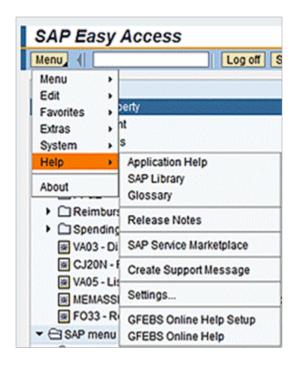
Menu Help

When the user is in GFEBS, the Help menu is accessed through the Menu button on the Toolbar. The Help menu shown below lists the following forms of assistance.

- Application Help provides instruction/information on completing a specific transaction.
- SAP® Library provides online documentation and instructions on how to use the system.
- Glossary is a definition of terms.
- Release Notes describes functional changes that occur between GFEBS releases.

• Settings enable the user to select settings for F1, F4, and Application Help.





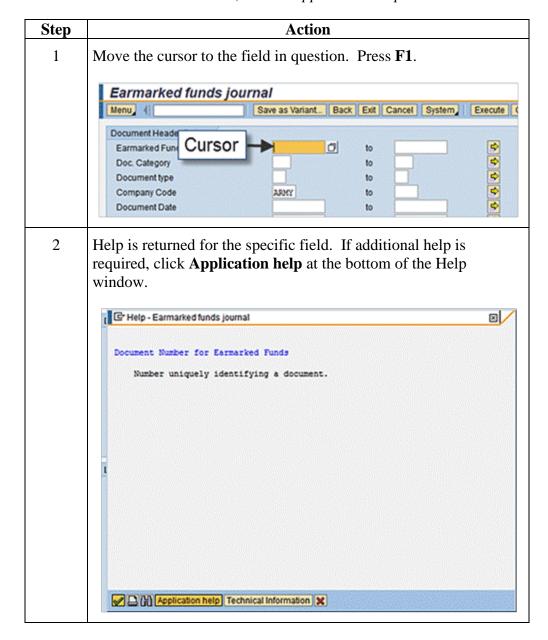
Screen 3-24, Help Menu

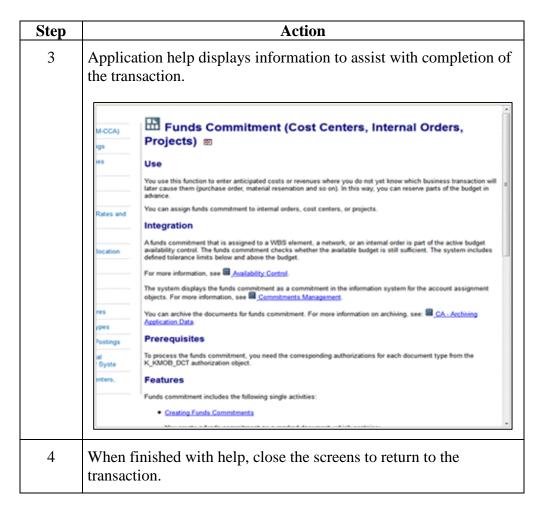
F1 and F4 Keys

Within systems, the keyboard function keys are often linked to specific actions. This linkage is also true of GFEBS. Two of those function keys are the F1 and F4 keys.

The user may press the F1 key when the cursor is in a field to receive specific help on that field, menu, function, or message. The following screens show the Earmarked funds journal and the resulting help available from the F1 action.

Table 3-12, F1 and Application Help





The F4 key's function is to return possible values. An example is a field requiring a cost center. With the cursor in the cost center field, the user can press the F4 key. A list of possible values is displayed from which the user can make a selection. The F4 key performs the same function as the Matchcode icon to the right of the field.

Technical help, the PSW, milWiki, other Online Help, the Help menu, and the F1 and F4 keys are all tools to help GFEBS users. The next topic on helpful hints and tips for using GFEBS reviews additional tools.

Helpful Hints and Tips

Wildcards

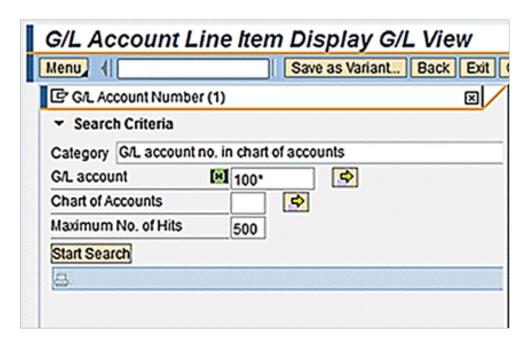
There are instances when a search is required, but the employee does not have detailed information with which to search. In these cases, a wildcard can be used. The wildcard replaces one or more characters in the search criteria. The wildcard can also represent no character.

The asterisk (*) is the character used as a wildcard in GFEBS. The placement of the asterisk in the search criteria determines the results returned as explained in the following examples.

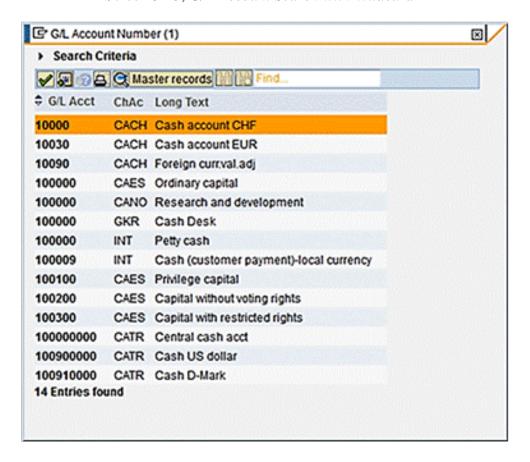
- Type any part of a name surrounded by wildcards. For example, typing
 "*Disney*" in the Customer field returns all accounts containing Disney
 (e.g., Walt Disney World, Euro-Disney, Disney Studios, The Disney
 Company).
- Type the first part of a name, followed by the wildcard. For example, typing "Su*" in the First Name field returns a list of all the contacts whose names start with Su (e.g., Susan Hammond, Susanna Mitchell, and Sue Lowe).
- Type a wildcard followed by the last part of a name. For example, typing "*Smith" in the Last Name field returns a list of all authorized representatives with names ending with Smith (e.g., LearningSmith, BookSmith, and Smith).
- Type non-consecutive parts of a name, surrounded by wildcards. For example, typing "Jo*n*" in the Last Name field returns a list of contacts whose last names contain that criteria (e.g., Sue Johns, Greg Johns, Jim Johnsen, and Mary Johannson).

The previous examples showed names, but the same rules hold true for placement of wildcards in numbers. The next screen displays the search criteria for the general ledger account code (GLAC) "100*". The results returned are shown in the second screen. Note that all of the accounts start with "100" and end with a variety of numbers.

Basic GFEBS Navigation GFEBS Overview



Screen 3-25, G/L Account Search with Wildcard



Screen 3-26, G/L Account Search Results

Command Codes and Transaction Codes

GFEBS uses command codes and transaction codes (T-codes) to relay instructions to the system. T-codes and command codes are slightly different.

- A T-code is a unique identifier attached to each transaction in SAP.
- A command code is the text typed into the Command field in order to access a transaction. It consists of the T-code when the user is on the home screen (the SAP Easy Access Menu) or of the T-code and a prefix if the user is currently working within a transaction.

The following is a list of command codes and their actions. Commands are entered in the Command field on the Menu Toolbar.

Command Code	Action
<transaction code=""></transaction>	Takes the user to the associated transaction if currently at the SAP Easy Access Menu.
/N	Ends the current transaction and returns the user to the SAP Easy Access Menu.
/N <transaction code=""></transaction>	Ends the current transaction and starts the new specified transaction.
/O	Displays an overview of the open sessions.
/O <transaction code=""></transaction>	Starts a new session with the specified transaction while keeping the current session open.
/I	Closes the active session.
/Nend	Ends the current transaction and prompts the user to log off SAP.

Table 3-13, Command Codes

T-code Hints

GFEBS uses numerous T-codes. Some will become familiar to the user due to frequency of use. Those T-codes are recommended for the user's Favorites list. The following hints may assist in understanding T-codes that are less familiar. These hints are guidelines and not true in all cases.

Table 3-14, *T-code Hints*

If the Transaction	Then the T-code	Example
Creates	Ends in "1"	FMZ1 – Funds Commitment: Create
Changes	Ends in "2"	FB02 – Change Document
Displays	Ends in "3"	XK03 – Display Vendor Master
Reports	Starts with "S"	S_P99_41000099 – Payment List

The T-codes may be found in the SAP Transaction and Command Code Job Aid.

Shortcuts

With any system, shortcuts are popular with users. These shortcuts are keys or key combinations that command the system to take action. Within GFEBS ECC transactions, the shortcuts shown below are available.

Table 3-15, Shortcut Commands and Actions

Action	Shortcut
Back	F3
Cancel	F12
Choose	F2
Сору	Ctrl + C
Create	F6
Cut	Ctrl + X
Display/Change	F7
Exit	Shift + F3
Help	F1
Last Page	Ctrl + Page Down
Next Page	Page Down

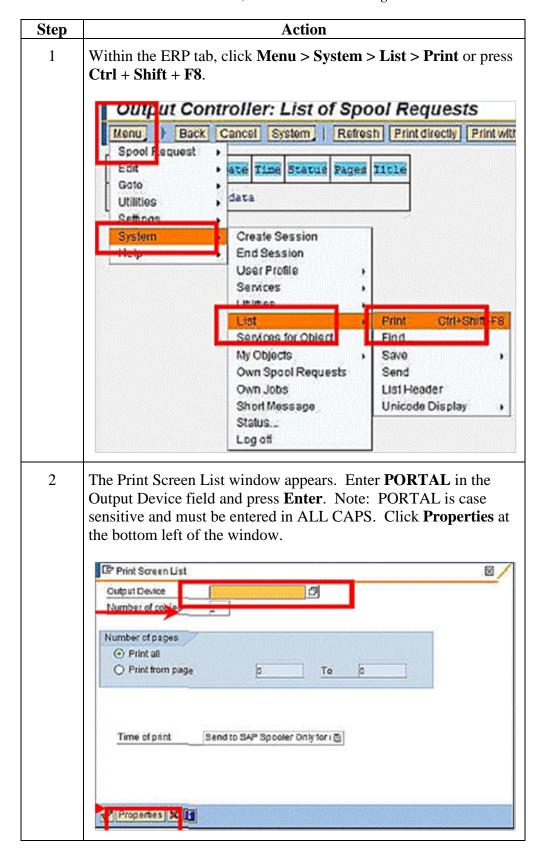
Action	Shortcut
Page Up	Ctrl + Page Up
Paste	Ctrl + V
Possible Values	F4
Previous Page	Page Up
Save	F11 (from within a transaction)
Tab left	Shift + Tab
Tab right	Tab
Undo	Ctrl + Z
Up, down, left, right	Arrow Keys

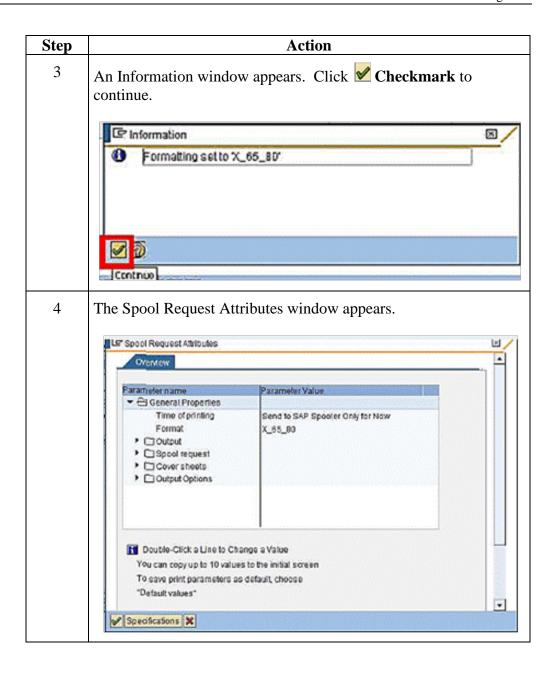
Printing in GFEBS, ERP

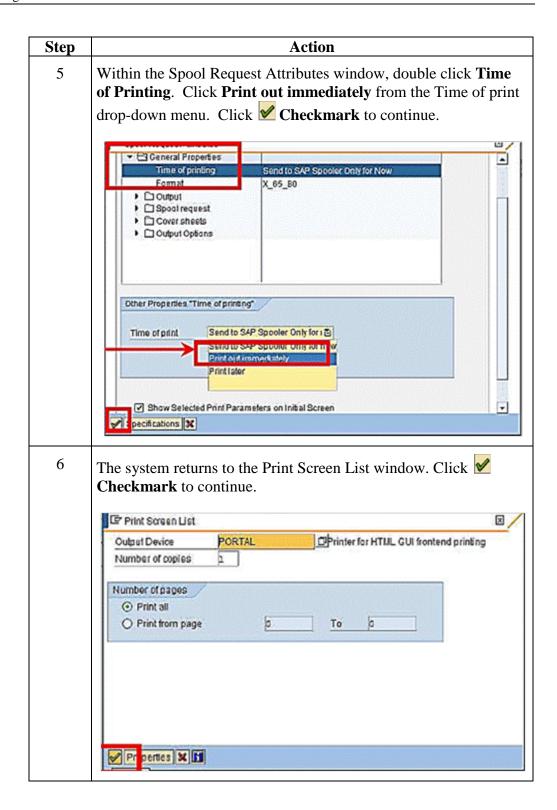
Much of the Army's financial data is maintained electronically. However, a user may require printed data. To print in GFEBS, follow the steps in the table below.

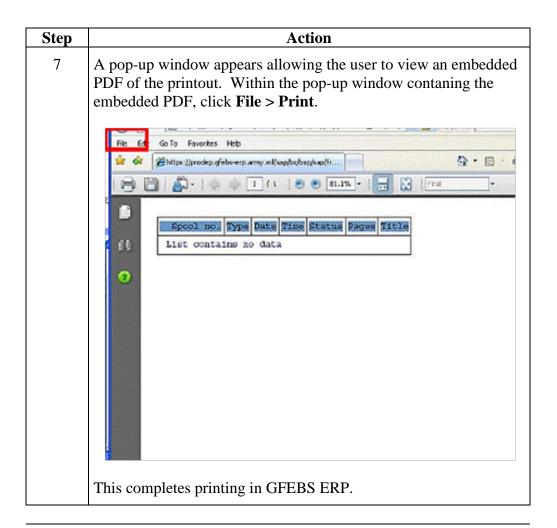
Basic GFEBS Navigation GFEBS Overview

Table 3-16, GFEBS ERP Printing



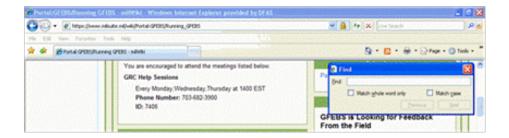






Find Feature

Control plus F(Ctrl + F) is a "find" tool for the user. Ctrl + F displays a window in which to enter the word(s) or number(s) for which the user is searching. The tool searches until the criteria are met or no matches are found. This tool is helpful when there is a large amount of data to search, for example in the milWiki job aids. It is faster and saves the user from executing page-by-page searches. The screen below shows the Find window that resulted from pressing Ctrl + F in milWiki.



Screen 3-27, Find Window

GFEBS Document Layout

Display Design

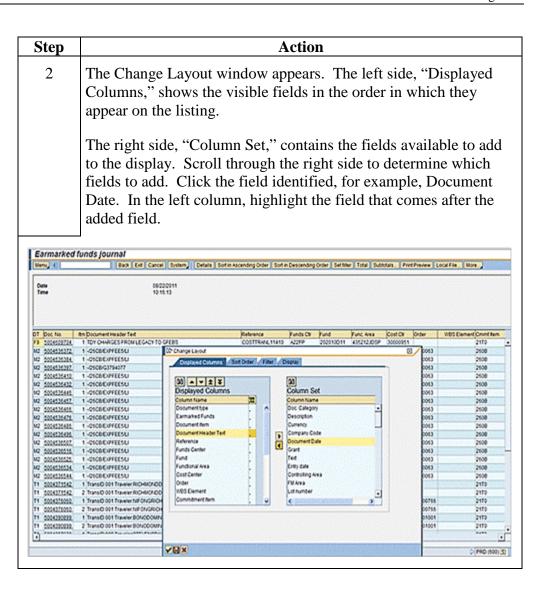
Transactions are designed to appear in a specific format on the screen. The data is displayed in this format for all users when processing the same transaction. When individual users require different data elements to perform their duties or prepare reports, they may change the layout to meet their needs and then save the layout for future use.

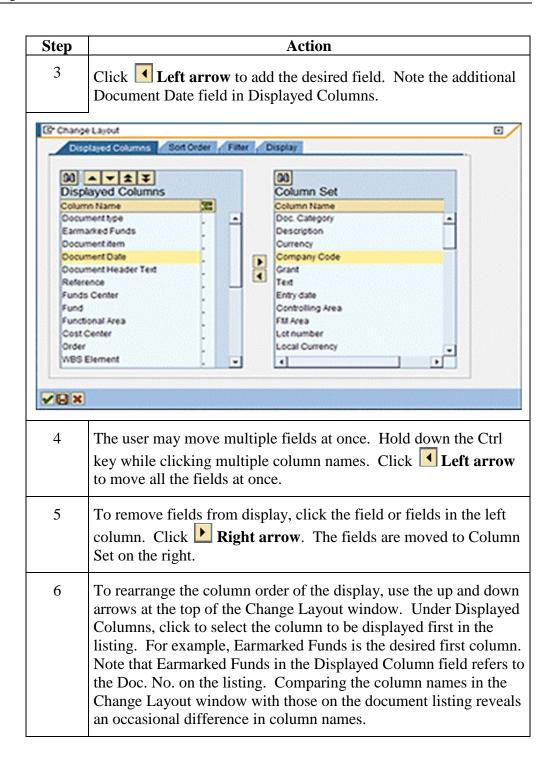
Change Layout

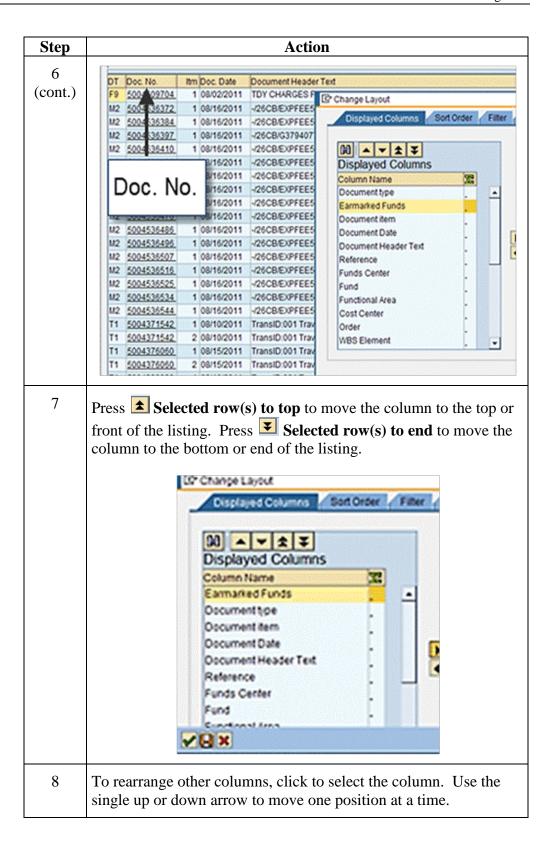
When viewing multiple line items in a document list form, the user has the ability to change or add new fields to the visible listing. The procedure for making the changes is shown in the following table.

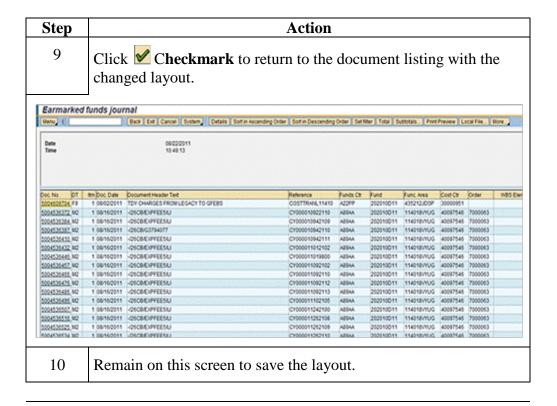
Table 3-17, Change Layout

Step	Action					
1	Click More . From the additional optic Layout or press Ctrl + F8 .	ons listed, click Chang				
	rint Preview Local File. Mo	re				
	Details	Ctrl+Shirt+F3				
	Sort in Ascending Order	Ctrl+F4				
	Sort in Descending Order	Ctil+Shift+F4				
	Set filter	Ctrl+F5				
	Total	Ctrl+F6				
	Subtotals	Ctrl+Shift+F6				
	Print Preview	Ctrl+Shift+F10				
	Local File	Ctrl+Shirt+F9				
	Mail Recipient	Ctrl+F7				
	ABC Analysis	Ctrl+F1				
	Graphic	Ctrl+Shift+F11				
	Change Layout	Ctrl+F8				
	Select Layout	Ctrl+F9				
	Save Layout	Ctr1+F10				
	Information	Ctr1+F12				







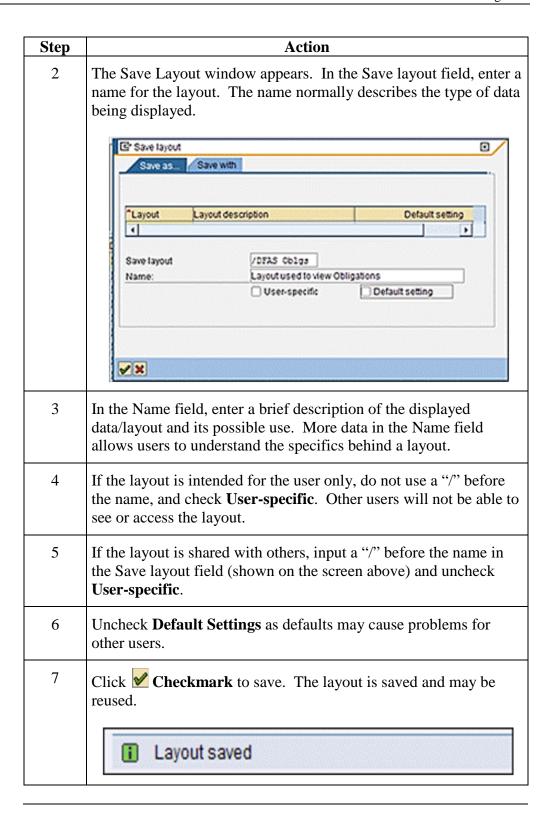


Save Layout

Once the display change is complete, the user may decide to save the layout for future use. The user decides if the layout is only for individual use (user specific) or is available for use by others. The following table gives the steps for saving a layout.

Table 3-18, Save Layout

Step	Action		
1	_	document list in final format, click click Save Layout or press Ctrl +	
	int Preview Loc Details Sort in Ascendin Sort in Descendi	3	
	Total Subtotals Print Preview	Ctri+F6 Ctri+Shift+F6 Ctri+Shift+F10	
	Local File Mail Recipient ABC Analysis Graphic Change Layout	Ctri+Shift+F9 Ctri+F7 Ctri+F1 Ctri+Shift+F11 Ctri+F8	
	Select Layout Save Layout Information	Ctrl+F9 Ctrl+F10 Ctrl+F12	



Select Layout

Once desired data is queried and visible in document list form, the user can choose "Select Layout" to use an existing saved layout. An existing layout may be either user-specific or an open/used layout created by another user. The table below describes the steps for selecting a layout.

Table 3-19, Select Layout

Step	Action	
1	From the document list format, click More and then click Select Layout or press Ctrl + F9 .	
2	The Choose Layout window appears. In the Layout setting box, the user can view all existing layouts, user specific layouts, or global (available for anyone to use) layouts. Click the category of layouts to view. Choose layout User-specific Default setting User-specific User-	
3	Scroll through the existing layouts to see all that are available. Review layout names and descriptions to determine if the fields used help obtain the desired information.	
4	After identifying a layout, either double click the layout name or highlight the layout name and click Checkmark.	
5	The system returns to the document listing under the new layout selected.	

GFEBS Document Variants

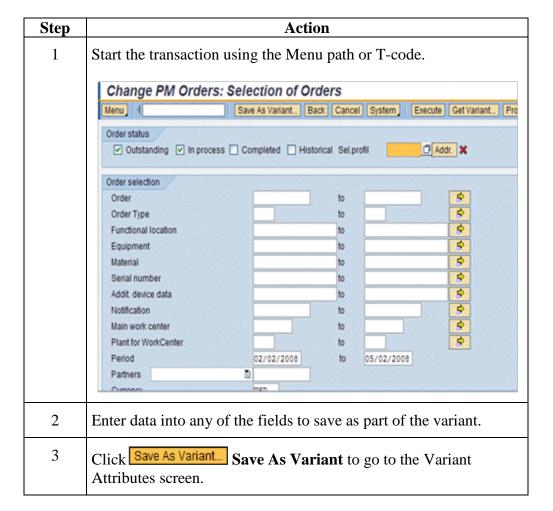
Variant Definition

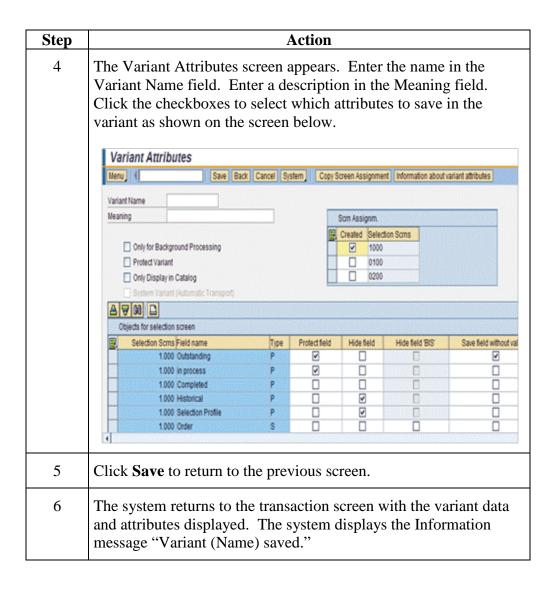
Variants are a collection of saved parameters (data sets), such as the setting for a particular table or a set of report selection criteria. Variants allow the user to save parameters that are used repeatedly without having to re-enter the data each time the user runs a particular transaction.

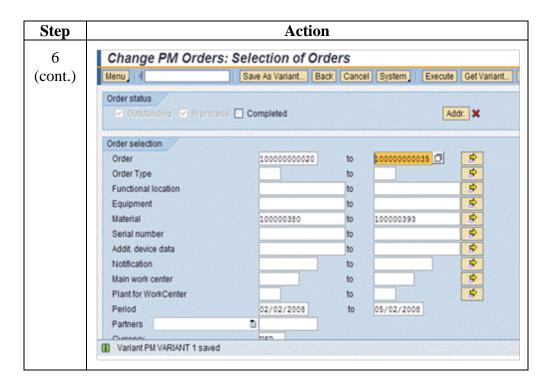
Variant Creation

The process of creating a variant varies slightly based on the transaction. Individual transactions have their own displays and required fields, so the attributes and fields used to create the variant are unique to the transaction. The table below starts with a transaction for which setting variants may be helpful.

Table 3-20, Create Variant





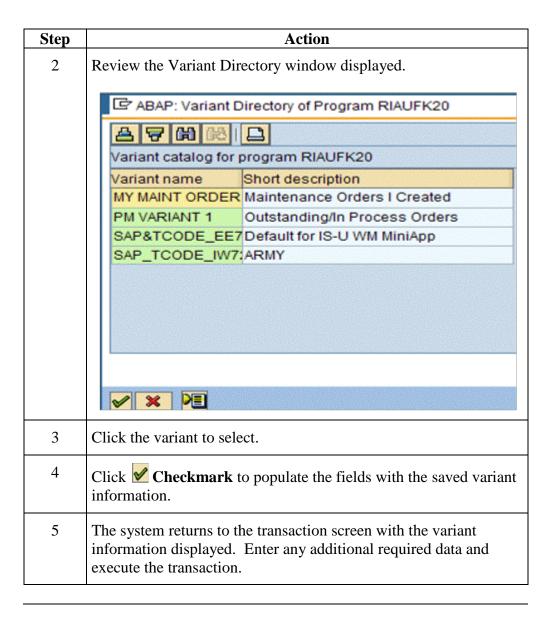


Retrieving a Variant

Since users create variants to reflect parameters that are used frequently, they must understand how to retrieve the saved variants for further use. The table below shows the steps for retrieving variants.

Table 3-21, Retrieve Variant

\$ Step	Action
1	On the Menu Toolbar, click Get Variant Get Variant.



Document Matching

Audit Trails

The Federal Managers' Financial Integrity Act (FMFIA) requires that Federal agencies provide reasonable assurance that this system of internal accounting and administrative control is compliant with standards prescribed by the Comptroller General. One of those standards requires that revenues and expenditures applicable to agency operations are properly recorded and accounted for, to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the assets.

The reports are supported by transaction audit trails. The audit trail is the path the transaction follows for the life of the transaction. It is important to have a solid audit trail so the progress of the transaction through each stage may be followed. For example:

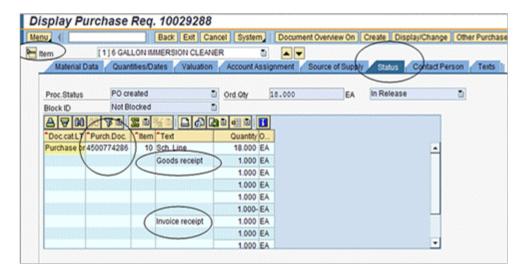
- A unit submits a purchase requisition.
- Contracting writes a purchase order.
- The unit receives the goods and enters a goods receipt.
- The vendor sends an invoice.
- Payment is made.

As the transaction moves on, the more recent document is matched to the older document, linking the stages of the transaction together and establishing the audit trail. During the interface process, documents are matched as much as possible. Unmatched transactions (UMTs) are created for the interfacing disbursement and collection transactions that did not link together with an existing document. UMTs are further discussed in the GFEBS Unmatched Transactions Overview Course.

PR to PO

Purchase requisitions (PRs) are commitments that start the spending process. The detail information for the PR is loaded into GFEBS and is made available for matching later in the transaction process. When the purchase order (PO) is interfaced or manually entered, the preliminary transaction information is already in GFEBS through the PR. The PO (obligation) is linked to the PR, and the PO updates with transaction information from the PR, such as the vendor and contract line item numbers (CLINs).

By displaying a purchase requisition, the user has access to any PO linked to that PR. The Status tab shown on the screen below displays the PO number linked to PR 10029288. The goods receipt and invoices are also matched to the PO and PR. The user can double click on the PO number to display its contents. From the PR screen, the user has access to all associated documents/transactions.

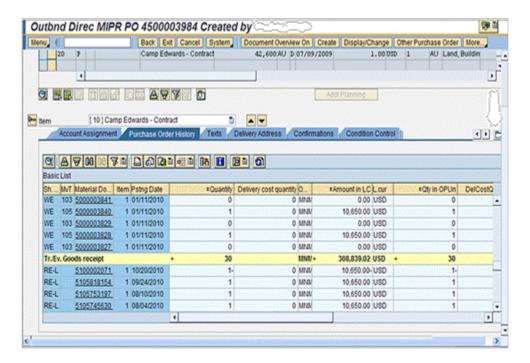


Screen 3-28, Display Purchase Requisition Status Tab

Invoice Matching Process

Invoice matching in GFEBS compares an invoice to other GFEBS documents for verification and authorization, including the goods receipt (GR), PO, funds commitment/PR and/or goods acceptance document. Invoice matching occurs as part of the Accounts Payable process. This matching is made easier by the system's cross referencing of documents.

The following PO screen example displays the Purchase Order History tab for a specific line item. This line item history enables the user to research goods receipt and invoices to line item level. Research to the line item level is vital in ensuring the government is receiving and paying for what it orders. For this line item, five GR/acceptance material document numbers and four invoice material document numbers are visible. These nine documents have been matched to this PO through interface or manually. From this PO screen, users can navigate to the individual documents by double clicking on the number they want to view. This drill down capability supports the transaction and supplies the audit trail.



Screen 3-29, Outbound Direct MIPR PO Screen

Payment Matching

The last stage for the expenditure transaction is the disbursement, or payment, stage. Before the payment is made, the appropriate documents must be matched, for example the PO, GR/acceptance, and invoice. GFEBS initiated payments (pre-matched) are sent in a Ready-to-pay file to the disbursing system. These payments are disbursed and then reported to the Defense Cash Accountability System (DCAS) to be registered. DCAS sends the payment transaction confirmations to GFEBS to be matched with the transactions.

Externally initiated disbursements from other organizations also process through DCAS. After DCAS registers the payments, these transactions are sent to GFEBS to be matched and posted. As this information comes from other organizations, matching it may be more of a challenge.

Payment matches post to the transaction and are available in the transaction's history and audit trail. Any payments that do not match post to the general ledger (GL) Unmatched Disbursements (UMD) account. This GL account requires research to properly match and clear transactions.

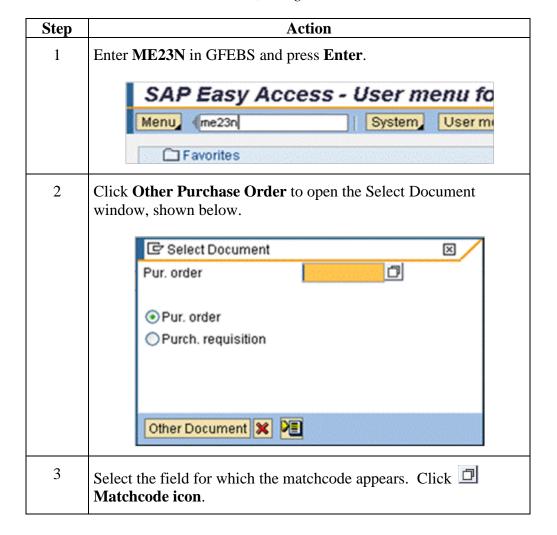
Basic GFEBS Navigation GFEBS Overview

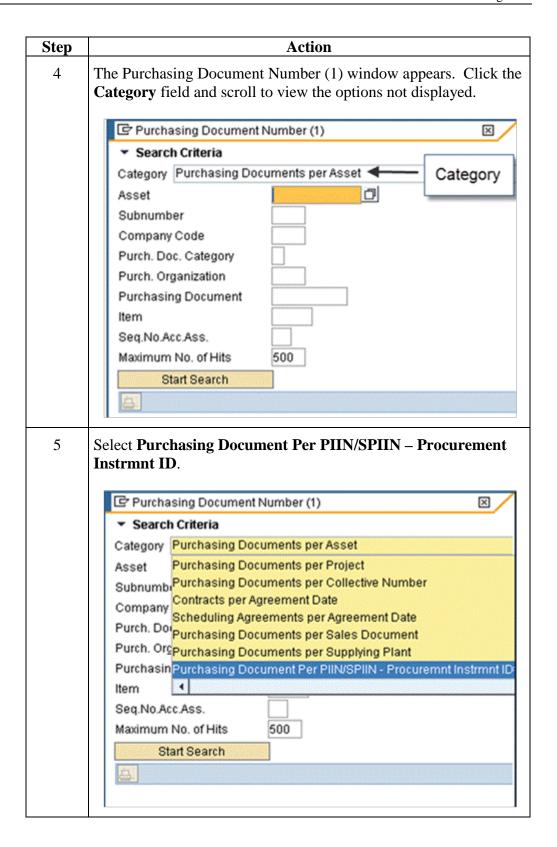
Matchcodes and Screen Messages

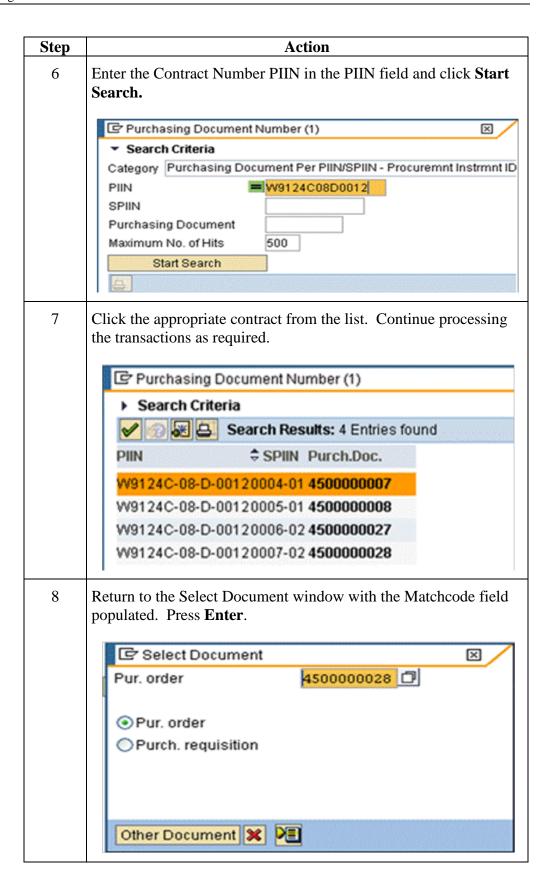
Using Matchcodes

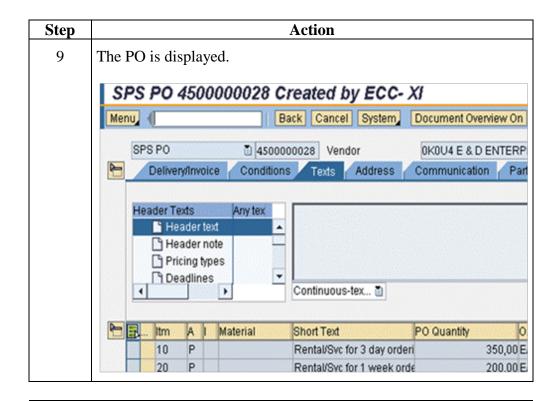
Matchcodes allow the user to search for data that pertains to a particular field or transaction. This data is already in the system and can be chosen as part of the transaction. Matchcodes generate lists with possible options. The use of a wildcard character (*) narrows the results, helping to minimize system wait times in generating information. The example in the table below uses T-code ME23N – Display Purchase Order to show one use of matchcodes.

Table 3-22, Using Matchcodes









Types of Screen Messages

Screen messages are sent to the user to communicate information from the system. Messages may appear in dialog boxes in the main body of the screen or along the bottom left of the screen in the status bar. The message may be information, a warning, or an error message. The type of message is dictated by the action the user is taking.

Information Message

Information messages indicate that the entry has been accepted. This type of message also provides information relevant to the entry. For example, in the print process an Information window is displayed regarding the format. In that case, the only action required of the user is to click Checkmark to continue. The information message is displayed as a blue circle or a green square as shown below.



Screen 3-30, Information Message Icon

Warning Message

Warning messages indicate that the data may contain errors that do not prevent the user from processing a transaction. Warning messages are displayed as a yellow triangle button with an exclamation mark (!).



Screen 3-31, Warning Message Icon

Error Message

Error messages indicate that a mistake must be corrected before proceeding to the next screen. Error messages are displayed as a red octagon button with an exclamation point (!). GFEBS will not let the user continue until the entry is corrected.



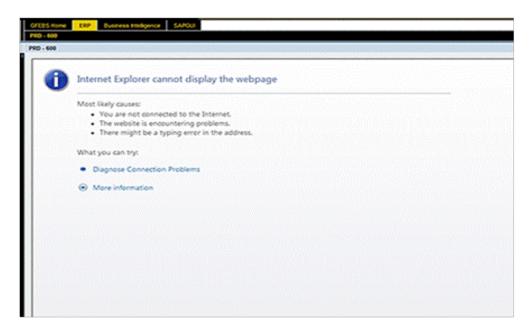
Screen 3-32, Error Message Icon

Timeouts

Timeouts occur when an allotted amount of time or space on the system has been exceeded. A timeout may happen when a lengthy report is running in the foreground. In that case, the report run stops and does not produce the report. Another type of timeout occurs when a user logs on to the system but is inactive for a certain period. The system breaks the connection to save resources and to maintain system security.

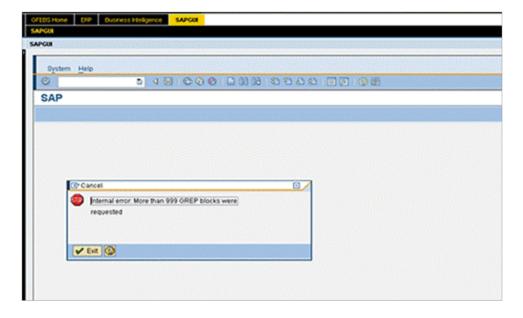
If the user is logged on to GFEBS by way of AKO, AKO only allows four hours per CAC login. The user should receive an AKO notification 30 minutes prior to timing out. This gives the user ample time to save work prior to the log off. If the user exits immediately from the notification, the user will be logged off and work may be lost. The screens below display timeout messages. The messages differ based on the cause of the timeout.

GFEBS logs off a user after one hour of inactivity. A user in GFEBS ERP receives the DFAS timeout message shown below.



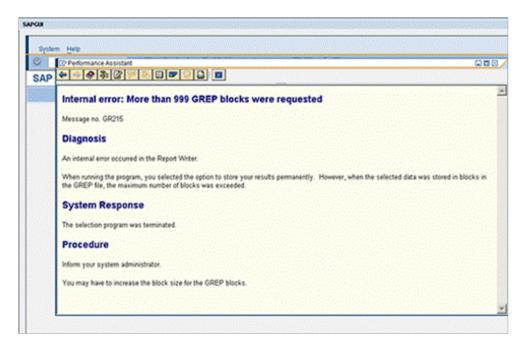
Screen 3-33, DFAS Timeout Screen

The screen shows a SAP timeout. The user is working in SAPGUI and attempted an action that the system cancelled. Note the error message in the Cancel window. The system supplies a reason for cancelling the action.



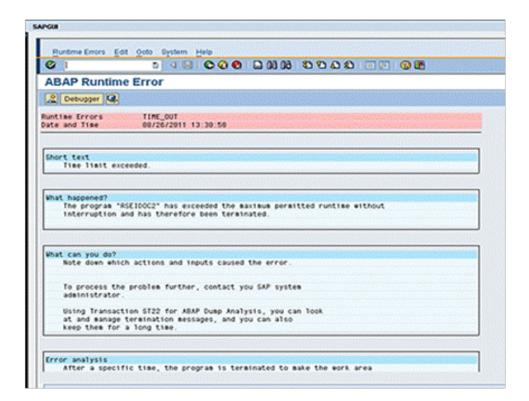
Screen 3-34, SAP Timeout Screen

The user may not be familiar with the reason for the cancellation. A Help icon (circle with question mark [?] is located at the bottom left of the Cancel window. In this example, clicking Help produces the following screen.



Screen 3-35, SAP Error Display

The following screen is another example of a timeout screen. An executed program exceeded the time limit and produced this runtime error. This timeout may happen if the user is running a report in the foreground. The remedy is to run the report in the background, as previously explained.



Screen 3-36, ABAP Runtime Error

Summary

Lesson Summary

Understanding basic navigation is an asset in using GFEBS. The ability to move from transaction to report to print to export is part of a navigation skill set. This lesson reviewed basic navigation such as log on and log off, screen components, and help options. Common tools available in GFEBS were introduced including variants, matchcodes, document layouts, running reports, and importing and exporting data. The lesson also discussed document matching and its importance in the audit trail, the use of shortcuts, and helpful hints for the user. These topics provide the user with a good foundation for navigating GFEBS.

GFEBS Overview GFEBS Documents

Module II. GFEBS Documents

Overview	This module introduces document identifiers, such as document type, and explains their importance in GFEBS processing. The module also introduces Intermediate Documents (IDocs), describes their use in processing interfaced transaction, and shows how they are accessed and viewed.
Module Objective	Upon successful completion of this module, the student will be able to recognize the document identifiers processed in GFEBS.
Time Allocation	The time allocated to this module is 65 minutes.
In This Module	This module contains the following lesson: Lesson 4. Document Identifiers
Evaluation	There is no final examination to assess the students' understanding of the information presented in this module.

GFEBS Documents GFEBS Overview

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Lesson 4. Document Identifiers

Introduction

GFEBS uses several types of codes to identify and link its actions and documents. As seen in previous lessons, transaction codes (T-codes) identify specific actions performed by the user. Another type of code, the document type code, is used to identify the different types of documents input to GFEBS. Still another document identifier is the method of numbering documents, with different number series identifying different categories of transactions. These different types of codes and numbering tie together to categorize and link documents with transactions for ease of identification. For instance, T-code MIGO (Goods Movement), document type WE (Goods Receipt), and a GFEBS assigned document number starting with 50 all indicate a goods receipt transaction.

This lesson explains document types, document numbers, and Intermediate Documents (IDocs). An IDoc is the standard GFEBS format for sending messages (such as transaction data and master data) to and from the GFEBS SAP system.

Lesson Objectives

Upon successful completion of this lesson, the student will be able to:

- Explain document types.
- Describe the document numbering system.
- Explain and describe the IDoc transactions.

Time Allocation

The time allocated to this lesson is 65 minutes.

In This Lesson

This lesson contains the following topics:

Document Types	4-3
Document Numbering System	4-6
IDocs	
Summary	

References

This lesson refers to the following sources:

• Changing an IDOC Status Job Aid at https://trgdelep.gfebserp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Materials A-Z, Job Aids, click appropriate Job Aid.)

• GFEBS Interfaces IDocs Job Aid at https://trgdelep.gfebserp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Materials A-Z, Job Aids, click appropriate Job Aid.)

- GFEBS Interface Monitor Training at https://trgdelep.gfebserp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Interface Monitor Training and Tools > Interface Monitor Training.)
- GFEBS Training Performance Support Website (PSW) at https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm.
- IDoc Message Type at https://trgdelep.gfebserp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Interface Monitor Training and Tools > IDoc Message Type.)
- milWiki for GFEBS at https://www.milsuite.mil/wiki/GFEBS.
- Reprocess IDocs User Procedure at https://trgdelep.gfebserp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Materials A-Z, User Procedures, click appropriate User Procedure.)
- Transaction SBWP IDoc Error Reporting via Business Workplace Job Aid at https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Materials A-Z, Job Aids, click appropriate Job Aid.)
- View IDocs User Procedure at https://trgdelep.gfebserp.army.mil/rwdhelp/nav/index.htm. (Click GFEBS Materials A-Z, User Procedures, click appropriate User Procedure.)

Document Types

Classification of Accounting Documents

The document type used classifies an accounting document as belonging to a specific category. For example, goods receipts are classified separately from receivables. Receivables, in turn, are further classified by types of receivable. The document type may even identify the document as interfacing from another system as shown in the following table. The table is an excerpt from the list of common document types in Appendix G.

Type	Description
W1	WAWF Goods Receipt
WA	Goods Issue
WE	Goods Receipt
WI	Inventory Document
WL	Goods Issue/Delivery

Table 4-1, Sample Document Types

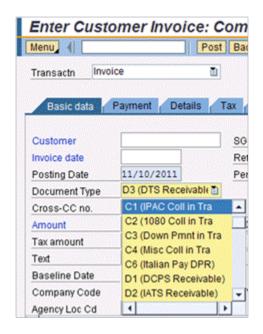
Documents of the same type contain common, defined attributes. For instance, document type WE represents a goods receipt. When the system recognizes document type WE, certain fields pertaining to goods receipts must be completed in the transaction. However, if document type W1 is entered, fields different from those used with WE may be required since W1 indicates an interfacing goods receipt.

Document types are universal to SAP except those beginning with Z, which are unique to GFEBS. For example, unmatched transactions (UMTs) are document types starting with Z:

- ZK Unmatched Disbursement.
- Z1 Unmatched Collection.
- Z3 Unmatched Payroll.

Document Types, T-codes, and the General Ledger Document types are linked to T-codes. Based on the T-code entered, only related document types are available. For example, when a purchase requisition is entered into GFEBS, the user selects the appropriate T-code to create a commitment – ME51N. In that transaction, the user also selects the document type.

However, only document types related to commitments are available for selection. For receivables, T-code FB70 (Enter Customer Invoice), the available document types identify the system that originated the account receivable. For receivables originating in GFEBS, the document type identifies the type of transaction. The following screen is generated from a T-code FB70 transaction and shows a section of the drop-down list of document types available for this T-code.



Screen 4-1, T-code FB70 Document Types

As document types are linked to T-codes, they are also linked to the United States Government Standard General Ledger (USSGL). Reports, such as the Trial Balance, are based on information from the USSGL. The USSGL is supported by transactions and the audit trail. GFEBS supports the audit trail with individual documents relating to the transaction. The T-code and document type selected when the user enters the document in GFEBS determine the effects on the USSGL.

An example of this linkage is shown by the entry of an obligation using T-code ME21N (Create Purchase Order) and document type P6 (SPS PO). The obligation affects the budgetary accounts in the USSGL shown in the table below.

Table 4-2, Budgetary General Ledger Effects - Obligation

Account Number			CR
4700.0100	Commitments – Programs Subject to Apportionment	X	
4801.0100	Undelivered Orders – Obligations, Unpaid		X

To visualize the impact, review the general ledger effects for T-code MIGO and document type WE for a goods receipt. This transaction affects both budgetary and proprietary accounts in the USSGL as shown in the following tables.

Table 4-3, Budgetary General Ledger Effects – Goods Receipt

Account Number			CR
4801.0100	Undelivered Orders – Obligations, Unpaid	X	
4901.0100	Delivered Orders – Obligations, Unpaid		X

Table 4-4, Proprietary General Ledger Effects – Goods Receipt

Account Number	Account Title	DR	CR
6100.XXXX	Expenses	X	
2110.0500	Goods Receipt/Invoice Receipt		X
3107.0100	Unxpd Appropriations – Used	X	
5700.0100	Expended Appropriations – Other		X

For more general ledger effects, see Appendix C, GFEBS Posting Logic – Spending Chain, and Appendix D, GFEBS Posting Logic – Reimbursables.

Document Numbering System

Assignment of Document Numbers

With so many documents processed into GFEBS daily, the system requires a method of keeping the documents separate and identifiable. GFEBS employs system-assigned, 10-digit document numbers. The number range assigned to the documents is based on the document type. Spending Chain (SC) documents are numbered separately from Reimbursable documents.

The system assigns a document number when the document is created. The user sees the document numbers on a variety of screens. The user can drill down via the document number to reach the document's detail information.

Spending Chain Document Numbers

SC document numbering depends on whether or not the document is subject to the Prompt Payment Act (PPA). The table below shows numbering for documents subject to the PPA.

Document	T-code	Document Number Starts With
Commitments	ME53N	0010
Obligations	ME23N	45
Invoices	MIRO	510
Goods Receipts	MIGO	50
Clearing Documents (Payment Certified) Document Type ZP	F110	24
Clearing Documents (DOV Received) Document Type ZR, received via Post Pay File	NA	25

Table 4-5, SC Document Numbers Subject to PPA

Notes:

- Prior to FY 11, both types of clearing documents listed above began with 200.
- In FY 09, PPA invoices began with 51056.
- In FY 10, PPA invoices began with 51056, 51057, and 51058.

The screen below shows a system message displayed after creation of a manual purchase order. The number assigned falls in the "45" series as described for obligations in the table above.

Miscellaneous Pay PO created under the number 4502002977

Screen 4-2, System Message PO 4502002977 Created

The table below shows numbering for SC documents not subject to the PPA.

Table 4-6, SC Document Numbers-Not Subject to PPA

Document	T-code	Document Number Starts With
Commitments	FMY1	400
Obligations	FMZ1	500
Invoices	FB60	19
Goods Receipts	N/A	N/A
Clearing Documents (Payment Certified)	F110	24
Clearing Documents (DOV Received) received via Post Pay File	NA	25

Note: Prior to FY 11, both types of clearing documents listed above began with 200.

Reimbursable Document Numbers Documents in the Reimbursables module may deal with transactions for either public or government customers. The document numbering, in conjunction with the document type, reflects those differences. The Reimbursable Document Numbers table that follows displays various items involved in the reimbursement/receivable process and the accompanying series of document numbers.

Table 4-7, Reimbursable Document Numbers

Item	Document Number Starts With
Customer Numbers	45, 46, or 47
Government Customer Numbers	1000 or 3000
Reimbursable Bill Number	009
Cost Transfer for Miscellaneous Collection	012
Establish the Receivable; Debt Bill Number	13
Collection is Processed	14
Delinquent Status; Debt Bill Number Written Off as Uncollectible	16
Unmatched Collection (UMC)	27
IPAC Collection in Transit; Document Type "C1"	31
1080 Collection in Transit; Document Type "C2"	32
Collection in Transit, Miscellaneous Collection; Document Type "C4"	34

IDocs

Data Formats and **IDocs**

The data formats used by GFEBS and by other systems with which GFEBS interfaces may not be compatible. To interface information between GFEBS and other systems, the information routes through an Exchange Infrastructure (XI), which acts as a translator program to organize the data into a format GFEBS or the other system can interpret. One such format for GFEBS is IDoc. The following example illustrates the Automated Disbursing System (ADS) interface with GFEBS Enterprise Central Component (ECC) via the Exchange Infrastructure.

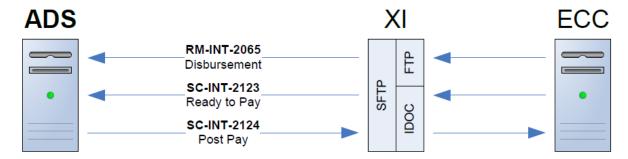


Figure 4-1, ADS Interface Example

IDocs can be either Inbound or Outbound depending on whether they are flowing into GFEBS (inbound) or out of GFEBS (outbound). In the example above, GFEBS sends the Ready to Pay file outbound to ADS. In return, ADS sends a Post Pay file back to GFEBS. The Post Pay interface comes to GFEBS in IDoc format for processing.

Each transaction is assigned a unique IDoc. After the data is in the appropriate format and interfaced, employees with the role of Interface Monitor review the interface for errors. If there are errors, the Interface Monitor takes steps to resolve them. Other users who may work with IDocs are those tasked to resolve UMTs.

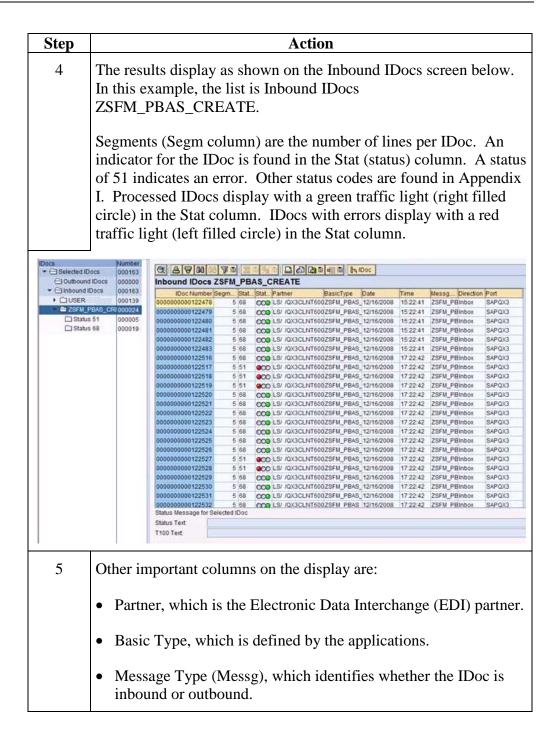
Viewing IDocs

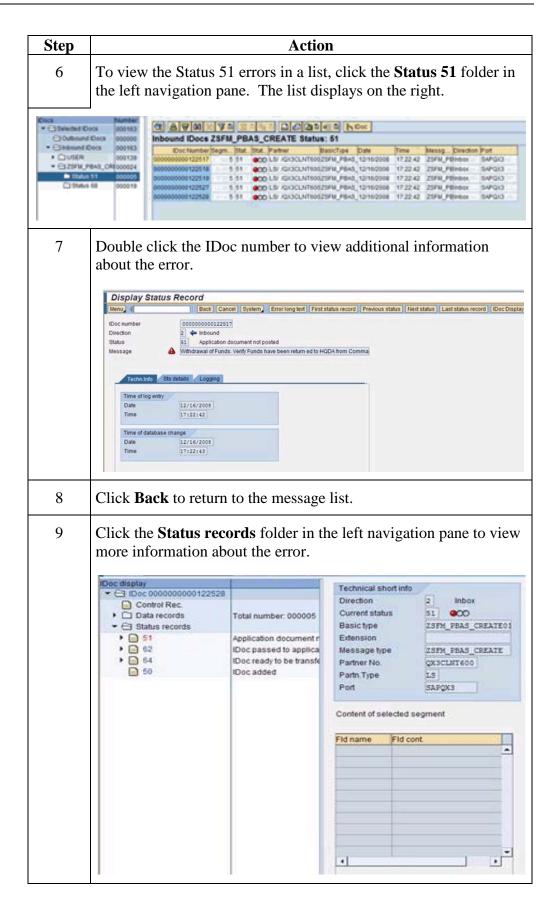
If an interface contains errors, the Interface Monitor receives a notification through the Business Workplace, the user's integrated work area for processing work items, receiving/sending messages, managing documents, and distributing information. T-code SBWP (Business Workplace) is used to display the Business Workplace. The Transaction SBWP – IDoc Error Reporting via Business Workplace Job Aid contains additional information on how to view IDoc errors through the Business Workplace.

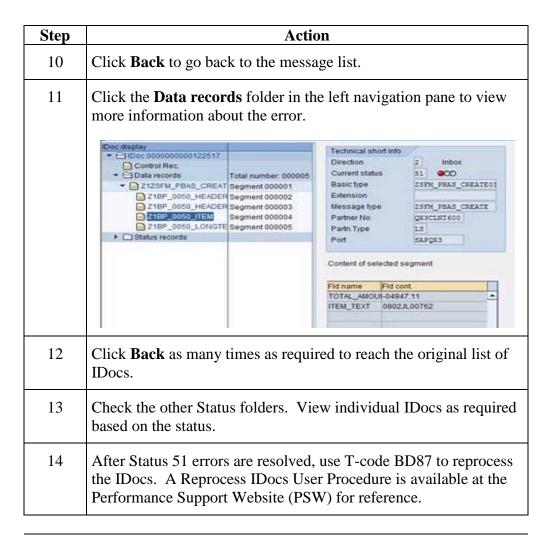
An alternative method to review the interface is through the use of T-code WE02 (IDocs List), which produces an IDoc list. When the Monitor views the IDocs, the IDoc numbers for both the transactions processed successfully and the ones with errors are displayed. The next table shows the steps for viewing IDocs using T-code WE02.

Table 4-8, Viewing IDocs with T-code WE02

Step	Action				
1	At the SAP Easy Access screen, enter transaction code WE02 . Press Enter .				
2	The IDoc List screen is displayed. Enter the data required to limit the search. At a minimum, supply the date range. The message type (Logical Message) may also be entered. If the search is not limited, the system may time out while pulling the data.				
	IDoc List				
	Menu Save As Variant Back Cancel System Execute Get Variant Default Additional EDI				
	Created At 00:00:00 □ to 24:00:00 Created On 07/24/2008 to 07/24/2008 Last Changed at 00:00:00 to 24:00:00 Last Changed on to □				
	Direction IDoc Number Current Status to				
	Basic Type Enhancement Logical Message Message Variant Message Function to Show to Show				
	Partner Port Partner Number Partner Type Partner Role to Partner Role				
3	Click Execute . In the left navigation pane, click the arrow by the Selected IDocs column. Open the Inbound Documents folder, then the User folder, and then the appropriate report folder, as shown on the screen in Step 4 below.				







T-code ZOS_ISC

T-code ZOS_ISC is used to change the IDoc status when an IDoc transaction is posted manually. The main purpose of this transaction is to clear IDoc failures, changing the transaction from Status 51 to Status 68 once the transaction is successfully posted manually following interface failure. Multiple IDocs may be changed at one time with this mass change. Procedural information may be found in the Changing an IDoc Status Job Aid located at the PSW.

IDocs

Interfaces Using GFEBS interfaces with many systems. However, not all of the interfacing systems transfer data in the same manner. The following systems use IDocs as a method of data transfer.

Table 4-9, Interfaces Using IDocs

System	Data Transferred	Inbound or Outbound
Automated Disbursing System (ADS)	Ready-to-Pay File	Both
	Post Pay File	
Army Museum Information Systems (AMIS)	Update Asset	Inbound
Access Online (AXOL)	Purchase Card Obligations and Invoices	Inbound
Business Systems Modernization – Energy (BSME)	Obligations	Inbound
Common Information Management Services (CIMS)	Contractor Expenses	Inbound
Defense Cash Accountability System (DCAS)	Disbursements	Inbound
Defense Civilian Pay System (DCPS)	Unfunded Leave	Inbound
Defense Department Reporting System (DDRS)	Trial Balance	Outbound
	Treasury Report	
Defense Integrated Financial System (DIFS)	Expenditure Authority Response	Both
	Expense Authority	
Defense Medical Logistics Standard Support (DMLSS)	Commitments and Obligations	Both
Defense Security Assistance Management System (DSAMS)	Foreign Military Sales (FMS) Appropriations, Sales Orders, Obligations, and Invoices	Inbound

System	Data Transferred	Inbound or Outbound
Defense Travel System (DTS)	Obligations, Payments	Both
Funds Control Module (FCM)	Obligations, Precommitments	Both
Global Combat Support System - Army (GCSSARMY)	Funds Distribution, Asset Information	Both
Headquarters Installation Information System (HQIIS)	Real Property Information	Both
Integrated Retail Module (IRM)	Obligations	Inbound
International Treasury Service (ITS)	Exchange Rates	Inbound
Logistics Modernization Program (LMP)	Billing, Billing Acknowledgement	Both
Program Budget Accounting System (PBAS)	PBAS Appropriations	Inbound
Property Book Unit Supply Enhanced (PBUSE)	Update Asset Master	Inbound
Product Lifecycle Management (PLM)	Customer Master and Vendor Master Updates	Inbound
Planning, Programming, and Budgeting Business Operating System (PPB BOS)	Funds Management (FM) Master Data	Inbound
Pay Pre-Validation Module (PPVM)	Entitlement, Disbursement Authorization, and Disbursement	Both
PowerTrak (PWT)	Invoices	Inbound
Standard Procurement System (SPS)	Purchase Requisitions, Awards	Both

System	Data Transferred	Inbound or Outbound
Theatre Enterprise Wide Logistics System (TEWLS)	Obligations	Inbound
Wide Area Work Flow (WAWF)	Invoices, Goods Receipts	Inbound

Performance

Additional information on IDocs, such as job aids and user procedures, is Support Website available on the PSW.

Summary

Lesson Summary

This lesson discussed the significance of document types and document numbering for classifying documents. Document types along with T-codes determine posting of the general ledger accounts. Document numbering ensures that documents can be identified separately and by general category in the system.

The lesson also explained the use of IDocs as set formats for GFEBS to send information to and from the SAP system. Over 25 systems interface with GFEBS through IDocs. The lesson further described the function of Interface Monitors in reviewing IDocs and showed some of the screens and procedures required.

GFEBS Overview **Document Identifiers** This page intentionally left blank.