GFEBS Invoice Processes for Fund the Force (FTF)

(Contractual)

United States Army Financial Management Command
(USAFMCOM)
Operational Support Team

Action, Conditions and Standard

- **ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively execute the input of Vendor Invoice data into GFEBS

- **CONDITIONS:** given access to the USAFMCOM GFEBS Training Environment, Army Knowledge Online (AKO) website and relevant Accounts Payable documentation

- **STANDARD:** access the appropriate module of GFEBS to process the applicable Accounts Payable documentation while adhering to system procedures and maintaining Separation of Duties (SOD)

References

❖ Department of Defense Financial Management Regulation (DoDFMR), Volume 10 *(Contract Payment Policy and Procedures)*
   http://comptroller.defense.gov/fmr/

❖ Department of Defense Guide for Miscellaneous Payments
   http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous_pay.html

❖ DFAS-IN Manual 37-100-FY, The Army Management Structure
   http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200

❖ Defense Federal Acquisition Regulation (DFAR)
   http://www.Acq.osd.mil/dp/dfars.html

❖ Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act) 5CFR 1315 (PPA)
   http://www.Acq.osd.mil/dp/dfars.html

❖ DFAS-IN 37-1 Regulation
   http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200

References (Cont'd)

❖ GFEBS Training Performance Support Website (PSW)

 https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm

 - ➢ L101E   GFEBS Overview
 - ➢ L201E   Integrated Process Overview
 - ➢ L210E   Financials Process Overview
 - ➢ L250E   Acquisition process Overview
 - ➢ L251E   Accounts Payable Process overview
 - ➢ L303E   GFEBS Navigation and Reports
 - ➢ L410E   Introduction to Financials
 - ➢ L413E   Financial Reporting
 - ➢ L416   Cash balancing
 - ➢ L451E   Material and Vendor Master Data Maintenance
 - ➢ L454   Goods Receipt Processing
 - ➢ L455   Invoice Processing
 - ➢ L457E   Purchase card

❖ **Theater Financial Management Support Center (TFMSC) milWiki Portal**

 https://www.milsuite.mil/wiki/Theater_Financial_Management_Support_Center/POC

Agenda

▶ **Contractual Invoice Input Processes**

　▶ Invoice Input Role based capabilities

　　▶ **MIRO –** Enter Incoming Invoice

　　▶ **Invoice Reversal Processes (Uncleared Invoices)**

　　　▶ **MR8M –** Cancel Invoice

　　　▶ **F-44 –** Clear Vendor; Header Record (Finalize Invoice reversal)

　　▶ **Blocking an Invoice from Payment (manual process)**

　　▶ Invoice Block Role based capabilities

　　　▶ **FB02 –** Change Document (Block)

　　▶ **Releasing a Blocked Invoice for Payment**

　　▶ Invoice Block Role based capabilities

　　　▶ **MRBR–** Release Blocked Invoices

　▶ Other Invoice Related T-Codes

　▶ Check on Learning

Agenda (Cont'd)

▶ **Document Attachments (Invoice)**

▶ Document Attachment Role based capabilities

▶ **FB02 –** Change Document (file attachment)

▶ **Determining the current status of an FTF Payment (Clearing Documents)**

▶ Document Display Role based capabilities

▶ **FB03 –** Display Document

▶ Check on Learning

▶ **Questions?**
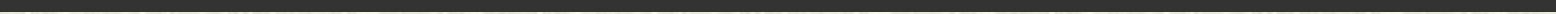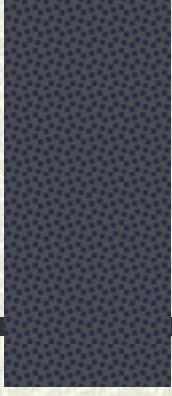
Contractual Invoice input Processes

Contractual Invoice Processing

As defined by FAR 2.101, "Definitions," an invoice is a contractor's bill or written request for payment under the contract for supplies delivered or services performed. When vendors are permitted to Invoice in a non-electronic manner, they may submit Invoices on any type of form provided all contract required items of a proper Invoice are included on the document, unless their contract prescribes a specific form of invoicing (DODFMR Volume 10, Chapter 8, para 080404).

Invoices may be processed in GFEBS before the "Goods Receipt" transaction but they will be saved as "Blocked for Payment" and will remain "Blocked" until the "Goods Receipt" is processed and the Invoice is "Un-Blocked".

Note: Invoice data is currently being received in GFEBS directly from an interface with WAWF (Wide Area Workflow). Manual input of Invoices is becoming obsolete and only done manually when the interface fails and where WAWF is unavailable.

Invoice Input Role-based Capabilities

The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBS Roles:

- ~~Chief of FTF (FMSU)~~
- ~~Senior FTF Analyst (FMSU)~~
- ~~Senior FTF Analyst (FMSD)~~
- ~~FTF Analyst (FMSD)~~
- **FTF Technician (FMSD)**
- ~~FTF Clerk (FMSD)~~

Note: Although only the FTF Technician has the ability to process an incoming Invoice, the transaction may be "viewed" by all FTF personnel during PO research.

MIRO- Enter Incoming Invoice

SAP Easy Access - User menu for (

Menu ◄ | **MIRO** | | Log off | System |
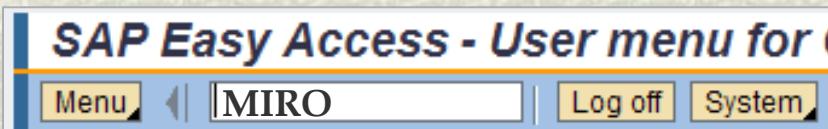
Enter

Note: MIRO transactions are designed to be subject to the PPA (Prompt Payment Act)

Enter Incoming Invoice: Company Code ARMY

Menu ◄ | | Back | Exit | Cancel | System | | Sh

Date the document was received in FTF (Date Stamp)

Transaction | Invoice

Vendor's Invoice Date

1

Basic data | Payment | De s | Tax | Withhold ax | ◄ ►

Vendor's Invoice Number

2

3

Received in FTF
21 November 2012

INVOICE
Invoice Number: 65498
Date: 19-Nov-12

Inv. recpt date	**11/21/2012**
Invoice date	**11/19/2012**
Posting Date	11/21/2012
Amount	
Tax amount	
Text	

Reference | 65498

☐ Calculate tax

I0 (A/P sales tax, 0%)

MIRO- Enter Incoming Invoice (Cont'd)

Enter Purchase Order (PO) number or query by other search criteria

If a Receipt was processed, the dollar value of the received Goods will appear as a "Balance" and the receipt data will appear under "PO Reference" *(Note: only if the MIGO was processed first)*

Once the PO data populates the screen, ensure it is the correct PO, the correct vendor and that money is available to process the Invoice *(utilize the documentation on hand and PO History).*

MIRO- Enter Incoming Invoice (Cont'd)

Subtotal:	$	1,061.67
Shipping and Handling:		
Total Due:	$	1,061.67

*Physical copy of Invoice

Transaction: Invoice

Basic data — Payment

6 Click the "Invoice" Tab

Inv. recpt date	11/21/2012
Invoice date	11/19/2012
Posting Date	11/23/2012
Amount	**1061.67**
Tax amount	
Text	
Paymt terms	30 Days net
Baseline Date	11/19/2012
Company Code	ARMY UNITED STATES ARMY U.S.A.
Agency Loc Cd	00008522
Payment Office	21001
Lot No.	

Reference: 65498

USD

I0 (A/P sales tax, 0%)

Department of the Navy (A...

GFEBS

☐ Exclude Invoice from PPA calculations

Improper Invoice Information

5 Enter Invoice Total Amount (the currency Type will populate form the PO)

Optional Text field for Invoice related information. Usually reserved for foreign currency Invoices.

Check if you would like the Invoice to be exempt from the Prompt Payment Act (PPA). *Most MIRO transactions will be subject to the PPA*

May be utilized for processing Invoices with errors in order to hold until corrections are made and re-processed

MIRO- Enter Incoming Invoice (Cont'd)

The user can verify if the Payment Due Date is correct in accordance to the terms of the contract. The Payment Terms may be changed here only if necessary or applicable
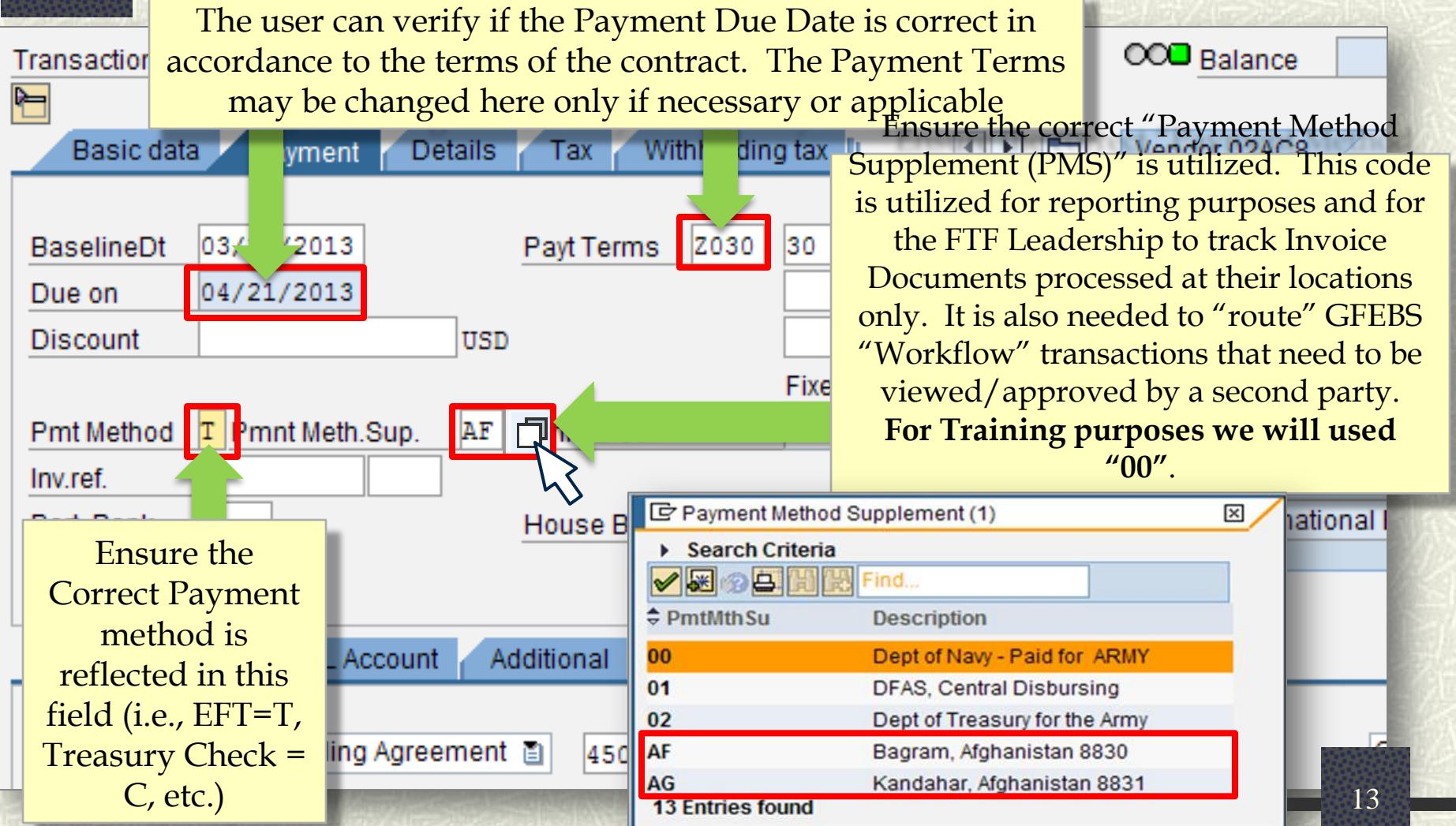
Ensure the correct "Payment Method Supplement (PMS)" is utilized. This code is utilized for reporting purposes and for the FTF Leadership to track Invoice Documents processed at their locations only. It is also needed to "route" GFEBS "Workflow" transactions that need to be viewed/approved by a second party. **For Training purposes we will used "00".**

Ensure the Correct Payment method is reflected in this field (i.e., EFT=T, Treasury Check = C, etc.)

Transaction

⬤⬤🟩 Balance

Basic data	yment	Details	Tax	Withholding tax

BaselineDt   03/   /2013

Due on   04/21/2013

Discount   USD

Payt Terms   Z030   30

Fixe

Pmt Method   T   Pmnt Meth.Sup.   AF

Inv.ref.

House B   national

Account   Additional

ing Agreement 📋   450

☞ Payment Method Supplement (1)	⊠
▶ Search Criteria	
✓ ✱ ⊘ 🖶 📄 📄 Find...	

⇕ PmtMthSu	Description
00	Dept of Navy - Paid for ARMY
01	DFAS, Central Disbursing
02	Dept of Treasury for the Army
AF	Bagram, Afghanistan 8830
AG	Kandahar, Afghanistan 8831

13 Entries found

MIRO- Enter Incoming Invoice (Cont'd)

	Item	Amount	Quantity	O...		Purchase ...	Item	Smart Number	PO Text	Tax Code		N...	A
	1	379.64	1.000 EA			4502007074	10		12 v battery	I0 (A/P sales tax, 0%)			K
	2	476.28	1.000 EA			4502007074	20		Ci submersible	I0 (A/P sales tax, 0%)			K
	3	205.75	1.000 EA			4502007074	30		1/2 HP Ci	I0 (A/P sales tax, 0%)			K

PO Reference | G/L Account | Additional

Purchase Order/Scheduling Agreement — 4502007074 → Goods/service items

Layout — All information

After all the input has been made for the incoming Invoice, ensure the Quantities and information are accurate prior to continuing.

LINE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
0001	Wayne ESP25 12V Battery Back-Up Sump Pump	1	379.64	$ 379.64
0002	Wayne 0003050 Ci Submersible Sump Pump	1	476.28	$ 476.28
0003	Wayne CSE50TE 1/2 HP Ci Sewage Ejector	1	205.75	$ 205.75

*Physical copy of Invoice

14

MIRO- Enter Incoming Invoice (Cont'd)

Enter Incoming Invoice: Company Code ARMY

Menu | | | | em | | Show PO structure | Show worklist | Other Invoice Document | Hold | Simulate

Ensure the Balance Reads "0" (this ensures the GR and IR are in Balance).

7

OOO Balance   0.00 USD
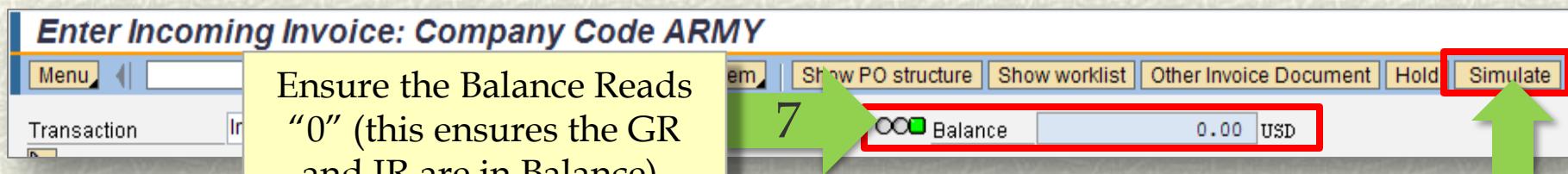
Transaction   In

Although not a requirement prior to Posting the Invoice, the user may select "Simulate" to view the effects (mostly on G/L Accounts) of posting the transaction. Once finished viewing the simulation, the user may elect to "Post" at that point).

Simulate Document in USD (Document currency)

Position	..	G/L	Act/Mat/Ast/Vndr	Smart Number	Amount	Cu...	Purchasin...	Item	...
2	S	2110.0500	Goods Receipt/Invoice Receipt		379.64	USD	4502007074	10	I0
3	S	2110.0500	Goods Receipt/Invoice Receipt		476.28	USD	4502007074	20	I0
4	S	2110.0500	Goods Receipt/Invoice Receipt		205.75	USD	4502007074	30	I0
1110000001	K	2110.0100	FISHER MANUFACTURING CO.		1,061.67-	USD			I0

◄ |

Debit 1,061.67   Credit 1,061.67   Bal. 0.00

MIRO- Enter Incoming Invoice (Cont'd)

Enter Incoming Invoice: Company Code ARMY

Menu ◄ | Post | Back | Exit | Cancel | System | Show PO structure | Show worklist | Other Invoice Document | Hold | Simulate

Transaction   Invoice

○○■ Balance   0.00 USD

8

| Basic data | Payment | Details | | Withholding tax | | ◄ ► 🗀 | Vendor 02AC8 |

Click "Post" to save your work and record the Invoice against the Purchase Order (PO)

Inv. recpt date   11/21/2012
Invoice date   11/19/2012
Posting Date   11/23/2012
Amount   1,061.67   USD   ☐ Calculate tax
Tax amount   I0 (A/P sales tax, 0%)
Text
Paymt terms
Baseline Date
Company Code

CTURING CO.

4-6850

5596855200   📠 5596855222

🖳   🏢 OI

System Notification to alert the user the transaction was successfully saved. This number is permanently assigned to the MIRO transaction. Must be used to query and identify it in the future.

Note: Writing the GFEBS number on the document establishes an audit trail.

PO Referenc

Purchase Order

Item	Am			
1	9.64	1.000 EA	☐ 4502007074	10
2	5.28	1.000 EA	☐ 4502007074	20
3	5.75	1.000 EA	☐ 4502007074	30

RVICES,L.L.C.   **INVOICE**

Invoice Number: 6543
Date: 24-N

5105602465

🔲🔲🔄 🖨️🖨️   🔳 Search Term   🔳🔳

Bill To:
Bagram, Afghanistan

ℹ️ Document no. 5105602465 created

ME23N- PO Status After Invoice Input

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

Menu | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order

SPS PO - US Dollars   4502007074   Vendor   02AC8 FISHE

PO Status after MIRO Input

| Additional Data | Org. Data | Status | Customer Data |

Active	Ordered	11.000	EA	2,978.20 USD
Not Yet Sent	Delivered	3.000	EA	1,061.67 USD
Partially Delivered	Still to deliv.	8.000	EA	1,916.53 USD
Partially Invoiced	Invoiced	3.000	EA	1,061.67 USD
	Down paymts			0.00 USD

Item   [10] 12 v battery

| Purchase Order History | Texts | Delivery A |

Display Invoice Document 5105602467 2013

Menu | Back | Exit | Cancel | System | Show PO structure | Follow-

Transaction   Invoice   5105602467   2013

MIRO input. Click to view saved transaction.

| Basic data | Payment | Details | Tax | Withholding tax | | Vendor 02AC |

S...	MvT	Material Do	tem	Pstng Date
WE	101	500000573	1	11/23/2012

Tr./Ev. Goods receipt

| RE-L | | 5105602467 | 1 | 11/23/2012 |

Tr./Ev. Invoice receipt

FISHER MAN
1900 S O ST
TULARE CA

Inv. recpt date   11/21/2012
Invoice date   11/19/2012   Reference   65498
Posting Date   11/23/2012
Amount   1,061.67   USD   ☐ Calculate tax
Tax amount   0.00   I0 (A/P sales tax, 0%)
Text
Paymt terms   30 Days net
Baseline Date   11/19/2012

5596855

17

Invoice Reversal Processes

Invoice Reversal Processing

The following procedures allow the user to reverse an erroneously processed Invoice. These procedures discussed here apply only to Invoices that have not been made part of a Payment Proposal or been paid by Disbursing (no "Clearing Numbers" have been issued by GFEBS). Two T-Codes are necessary in order to completely reverse an Invoice and ensure the Vendor Account is cleared:

MR8M (Cancel Invoice Document)- Reverses the original "MIRO" transaction

F-44 (Clear Vendor: Header Data)-Manually Clears the Invoice entry in the GFEBS "Vendor Account"

Note: *Procedures to adjust or reverse documents that have been issued "Clearing Numbers" will be covered in a separate block of instruction during this training.*

ME23N- Invoice Reversal Research

SAP Easy Access - User menu for

| Menu | ◄ | **ME23N** | | Log off | System |

Enter ←

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

| Menu | ◄ | | | Back | Exit | Cancel | System | | Document Overview On | Create | Display/Change | **Other Purchase Order** |

SPS PO - US Dollars 📄 4502007074   Vendor   02AC8 FISHER MANUFACTURING   Doc. date   06/14/2012

Org. Data | Status | Customer Data

Purch. Org.   ARMY   US Army Purchasing
Purch. Group   24C   MICC Fort Jackson
Company Code   ARMY   UNITED STATES ARMY

If the desired PO is not displayed, Click "Other PO" and enter the applicable PO number

	Itm	A	I	Material	Short Text	PO Quantity	O...	..	Deliv. Date	Net Price	Curr...	Per	O...	Matl Gr
	10	K			12 v battery	1.000 EA	D		09/28/2012	379.64	USD	1	EA	O/EGer
	20	K			Ci submersible	2.000 EA	D		09/28/2012	476.28	USD	1	EA	O/EGer
	30	K			1/2 HP Ci	8.000 EA	D		09/28/2012	205.75	USD	1	EA	O/EGer

Addl Planning

ME23N- Invoice Reversal Research (Cont'd)

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

Menu | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order | Print Preview

SPS PO - US Dollars 4502007074 Vendor 02AC8

Access and research the PO History to ensure the correct Invoice is being reversed

Header

Item Overview

Item [10] 12 v battery

| Material Data | Quantities/Weights | Delivery Schedule | Acceptance Period | Delivery | Invoice | Conditions | Account Assignment |

...	..	Delivery D...	Sched. Qty	Time	Stat. Del. D...	GR Qty	Purchase ...	Req...	N...	Open Quantity
		D 09/28/2012	1.000		09/28/2012	1.000				

Material Data
Quantities/Weights
Delivery Schedule
Acceptance Period
Delivery
Invoice
Conditions
Account Assignment
Purchase Order History
Texts
Delivery Address
Confirmations
Condition Control
Customer Data

ME23N- Invoice Reversal Research (Cont'd)

| | Delivery Schedule | Acceptance Period | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts |

Basic List

^S...	MvT	Material Do...	Item	Posting Date	ᴩQuantity	Delivery cost quantity	O...	ᴩAmount in LC	L.cur	ᴩQty in OPUn	D
WE	101	5000005941	1	03/13/2013	1.000	0.000	EA	379.64	USD	1.000	
Tr./Ev. Goods receipt					**1.000**	▪	**EA** ▪	**379.64**	**USD** ▪	**1.000**	
RE-L		5105602582	1	03/13/2013	1.000	0.000	EA	379.64	USD	1.000	
Tr./Ev. Invoice receipt					**1.000**	▪	**EA** ▪	**379.64**	**USD** ▪	**1.000**	

Display Invoice Document 5105602582 2013

| Menu | ◄ | | Back | Exit | Cancel | System | Show PO structure | Follow-On Docu |

5105602582 2013

FISHER MANUFACTURING SERVICES,L.L.C.
3124 FERNANDEZ DRIVE
HAMMOND
LA 73214
39-8654587

5105602582

INVOICE
Invoice Number: 65438
Date: 24-Nov-12

Withholding tax   ◄ ► 🗀   Vendor 02AC8

FISHER MANUFACTU
1900 S O ST
TULARE CA 93274-6

☐ Calculate tax

🖳 5596855200

Ship To:
657TH S4
BAGRAM, AFGHANISTAN

P...
Bag...
82nd...
DSSN 88...0

Bank acct   123

Kuwait International B

SALESPERSON	P.O. NUMBER
	W91B4K-12-P-0191

Review the selected Invoice transaction to ensure it matches the document that needs Reversal/Cancellation.

LINE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
0001	Wayne ESP25 12V Battery Back-Up Sump Pump	1	379.64	$ 379.64
0002	Wayne 0003050 CI Submersible Sump Pump	1	476.28	$ 476.28
0003	Wayne CSE50TE 1/2 HP CI Sewage Ejector	1	205.75	$ 205.75

ARMY U S A

MR8M- Cancel Invoice

SAP Easy Access - User menu for (

| Menu | ◀ | MR8M | | Log off | System |

Enter ⬅

Cancel Invoice Document

| Menu | ◀ | | Reverse | Back | Exit | Cancel | System | Dis |

Invoice Document No.   **5105602582**   **1**
Fiscal Year   **2013**
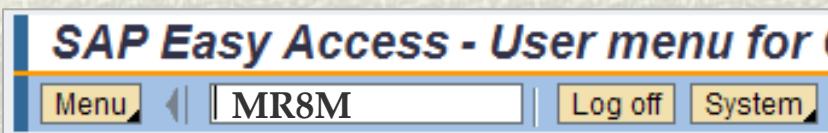
Enter the GFEBS generated Invoice number needing the reversal and ensure the correct Fiscal Year is used.

Reason for Reversal (1)
▶ **Search Criteria**
✔ ⊞ ? 🖨
⇕ Reason   Text
01   Reversal in current period
02   Reversal in closed period
03   Actual reversal in current period
04   Actual reversal in closed period
05   Accrual/deferral posting
5 Entries foun(

Details Re Reversal Posting   **2**

Reversal Reason   01 🗖
Posting Date   11/26/2012 🗖

3

Enter date of Reversal (Today).

Select a Reversal "Reason" (will most likely be "01" for the current period).

Calendar
11/26/2012   ▲▼
	27	28	29	30	31	1	2	3
44	28	29	30	31	1	2	3
45	4	5	6	7	8	9	10
NOV 46	11	12	13	14	15	16	17
2012 47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	1
49	2	3		5	6	7	8
DEC 50	9	10	11	12	13	14	15
✔ ✖

FISHER MANUFACTURING SERVICES,L.L.C.
3124 FERNANDEZ DRIVE
HAMMOND
LA 73214
39-8854587

5105602582

INVOICE
Invoice Number: 654
Date: 24-

Ship To:
Bill To:

MR8M- Cancel Invoice (Cont'd)

Cancel Invoice Document

Menu ◄ [   ] | Reverse |

4 ← Once all input has been verified utilizing the PO history and documentation Click "Reverse"

| Invoice Document No. | 5105602582 |
| Fiscal Year | 2013 |

Details Re Reversal Posting

| Reversal Reason | 01 |
| Posting Date | 11/26/2013 |

ℹ Document reversed with no. 5105602583: Please manually clear FI documents

System Notification to alert the user the Invoice was successfully reversed. The number issued by the system is permanently assigned to the MIRO reversal transaction. The message also prompts the user to manually clear the FI document (this action is executed with T-Code "F-44" covered in the next module).

F-44- Clear Vendor: Header Data

SAP Easy Access - User menu for C

| Menu | ◀ | F-44 | | Log off | System |

Enter

| Menu | ◀ | | Post | selection | System | Process open items |

2 Click "Post"

Account: **02AC8**   Clearing Date: 13/2013   Period: 6

Company Code: ARMY   Currency: USD

1

Enter the Vendor CAGE Code for the Invoice Document Reversed during the MR8M

☑ No

Information   ⊠

ℹ Withholding tax information ignored

Additional Selections

⦿ None

○ Amount

Ignore message and click "Continue"

3 ☑ ⊘

Note: Failure to execute an F-44 immediately after the MR8M will result in a Vendor and General Ledger account imbalance that will affect the "Payment Proposal" procedures.

Clear Vendor Process open items

| Menu | ◀ | | Post | Back | Exit | Cancel | System | Document Overview | Clearing text... | Distribute Difference | W |

| Standard | Partial Pmt | Res.items | Withhldg tax |

Account items 02AC8 FISHER MANUFACTURING CO.

Assignm...	Document ...	...	...	Posting Da...	Document ...	USD Gross	Cash discnt	CDPer.
5105602582	5105602582	RE	31	03/13/2013	03/13/2013	379.64-		
5105602583	5105602583	RE	21	03/14/2013	03/13/2013	379.64		

F-44- Clear Vendor: Header Data (Cont'd)

Click "Post"

4

Post Back Exit

Double-Click the **"Blue"** USD Gross Amount to clear the "Not Assigned" imbalance

3

Menu | | | | | | | | | | | ibu

Standard | Partial Pmt | Res.items | Withhldg tax

Account items 02AC8 FISHER MANUFACTURING CO.

Assignment	Document ...	Document Type	Posting Key	Posting Da...	Document ...	USD Gross	Cash discnt	CDPer.
51056025822013	5105602582	RE	31	03/13/2013	03/13/2013	379.64–		
51056025822013	5105602583	RE	21	03/14/2013	03/13/2013	379.64		

Editing status

Note the **"Blue"** USD Gross Amount is now **"Black"** and the "Not Assigned" amount is now "0" (no imbalance)

Note that both the Invoice (MIRO) and Reversal (MR8M) Document Numbers are present in this screen *(PK 31-Invoice and PK 21-Invoice Reversal)*

The "Not Assigned" field indicates the imbalance (the MIRO and MR8M are not offsetting correctly) that needs to be cleared with this T-Code

Amount entered	0.00
Assigned	0.00
Difference postings	
Not assigned	0.00

ME23N- PO Status after Invoice Reversal (Cont'd)

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

| Menu | ◀ | | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order | Print |

SPS PO - US Dollars 📄 4502007074 Vendor 02AC8 FISHER

| Delivery/Invoice | Conditions | Texts | Address | Communication | ... | Data |

PO Status after MIRO Reversal

ℹ️ Active	Ordered	11.000 EA	2,978.20 USD
🖥️ Not Yet Sent	Delivered	1.000 EA	379.64 USD
🚚 Partially Delivered	Still to deliv	10.000 EA	2,598.56 USD
Σ Not Invoiced	Invoiced	0.000 EA	0.00 USD
	Down paymts		0.00 USD

Item [10] 12 v battery 📄 ▲ ▼

| Delivery Schedule | Acceptance Period | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts |

MIRO Reversal input. Click to view saved transaction.

Negative values indicate a "Credit" toward "Invoices Received"

S...	MvT	Ma...	Do...	Item	Posting Date	ΣQu...	Delivery cost quantity	O...	ΣAmount	L.cur	ΣQty in...	In...
WE	101	50	5941	1	03/13/2013		0.000	EA	3	USD		0
Tr./Ev. Good... ...pt					▪			EA ▪		USD	▪	
RE-L		5105602583		1	03/14/2013	1.000-	0.000	EA	379.64-	USD		1.000-
RE-L		5105602582		1	03/13/2013	1.000	0.000	EA	379.64	USD		
Tr./Ev. Invoice receipt					▪	0.000		EA ▪	0.00	USD	▪	

27

Blocking an Invoice from Payment

(Manual Process)

Blocking an Invoice from Payment

An Invoice is Blocked (Changing an Invoice Document) in GFEBS for the purposes of precluding the system from retrieving the transaction from being part of a Payment Run. Blocked invoices must be monitored closely to ensure they do not incur interest when the contract is subject to the Prompt Payment Act (PPA) and to avoid unnecessary delays in the payment process for those that are not.

An Invoice may be manually blocked or GFEBS may block it automatically due to imbalances through established system variables. Once an Invoice is Blocked, it must be Released either automatically or manually.

Invoice Block Role-based Capabilities

The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBS Roles:

> **Chief of FTF (FMSU)**

> **Senior FTF Analyst (FMSU)**

> **Senior FTF Analyst (FMSD)**

> **FTF Analyst (FMSD)**

> **FTF Technician (FMSD)**

> **FTF Clerk (FMSD)**

Note: Although only the above personnel have the ability to Block an Invoice from payment, the transaction may be "viewed" by all FTF personnel during PO research.

FB02- Blocking an Invoice from Payment

SAP Easy Access - User menu for (

| Menu | ◄| | **FB02** | | Log off | System |

Enter

Change Document: Initial Screen

| Menu | ◄| | | | Back | Exit | Cancel | System | | Document List |

Click "Document List"

1

Keys for Entry View

Document Number

Company Code

Fiscal Year

Document List

| Menu | ◄| | | | Save as Variant... | Back | Exit | Cancel | System | | Execute |

Company code	ARMY	to	
Docume	**5105602469**	to	
Fiscal Ye	**2013**	to	
Ledger	0L		

Enter the Fiscal Year

3

2

4

Click "Execute"

Display Invoice Document 5105602469 2013

| Menu | ◄| | | | Back | Exit | Cancel | System | | Show PO |

RVICE S,L.L.C.

INVOICE
Invoice Number: 6543
Date: 24-N

5105602469   2

Withholding tax   ◄ ►

5105602469

Bill To:
Bagram Afghanistan

Enter GFEBS Invoice Document Number (Ensure proper research has been done to ensure the correct Invoice is being Blocked)

31

FB02- Blocking an Invoice (Cont'd)

Document List

| Menu | | Back | Exit | Cancel | System |

CoCo...	DocumentNo	Year	Type	Doc. Date	Pstng Date
ARMY	5105602469	2013	RE	11/26/2012	11/26/2012

5 → Double-Click the Document to be Blocked

Data Entry View

Document Number	5105602469	Company Code	ARMY	Fiscal Year	2013
Document Date	11/26/2012	Posting Date	11/26/2012	Period	2
Reference	65498	Cross-Comp.No.			
Currency	USD	Texts exist	☐	Ledger Group	

C...	Itm	PK	...	Account	Description	Amount	Curr.	Tx
ARMY	1	86		2110.0500	GR/IR	379.64	USD	I0
	2	86		2110.0500	GR/IR	476.28	USD	I0
	3	86		2110.0500	GR/IR	205.75	USD	I0
	4	31		02AC8	FISHER MANUFACTURING	1,061.67-	USD	I0

Double Click the line with a PK (Posting Key) of "31" (Invoice).

6 →

Note: See List of Posting Key (PK) codes at the end of the presentation.

FB02- Blocking an Invoice (Cont'd)

Change Document: Line Item 004

| Menu | ◀ | | | Save | Back | Cancel | System | | Display Ano |

Vendor 02AC8 FISH MANUFACTURING CO. G/L Acc

Company Code ARMY 190 0 ST

UNITED STATES ARMY Doc. no.

Line Item 4 / Invoice / 31

Amount 1,061.6

8

Click "Save" to prevent the Invoice from being paid

Additional Data

Bus. Area ARMY

Disc. base 1,061.67 USD Disc. amount 0.00 US

Payt Terms 0001

Bline Date 11/26/2012

Pmnt Block **B** ⊡

7
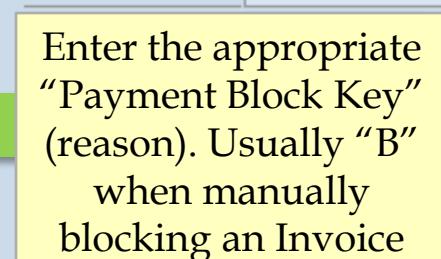
Payment cur.

Pmt Method Pmt meth.supl. 00

Assignment 51056024692013

Text 1st partial

Enter the appropriate "Payment Block Key" (reason). Usually "B" when manually blocking an Invoice

Payment Block Key (1)

▶ **Search Criteria**

Find...

Block ind.	Description
	Free for payment
*	Skip account
A	Locked for payment
B	Blocked for payment
C	PowerTrack Block
D	Blocked for DiscTerm
E	FAS-Interfund
F	Fast Pay Block
G	Processed for 1080
H	CISIL LIV Paymt Blck
I	CML:InvestorContract
J	EA Required
K	EA Pending
L	EA Rejected
M	Misc Pay Block
N	Postprocess inc.pmnt
O	TBO payments
P	Payment request
R	Invoice verification
S	Supplementary/Misc.
T	DTS Block
U	Blocked-Awaiting 810
V	Payment clearing
W	ARNG Unblock Req'd
Y	Prevalidation Sent
Z	PrevalidationPending

26 Entries found

Display Invoice Document 5105602469 2013

Menu | Back | Exit | Cancel | System | Show PO stru

Transaction   Invoice

Basic data | Payment | Details

Inv. recpt date   11/26/2012
Invoice date   11/26/2012
Posting Date   11/26/2012
Amount   1,061.67
Tax amount   0.00
                    tial
                    mediately
                    '2012
                    UNITED ST
                    onal

After selecting the correct Invoice Document, Click the "Payment" tab.

Display Invoice Document 5105602469 2013

Menu | Back | Exit | Cancel | System | Show PO stru

Transaction   Invoice   602469   2013

Basic data | Payment | Details | Tax   ◄ ► 🗁

BaselineDt   11/26/2012   Payt Terms | 0 | Days | 0.000
Due on   11/26/2012 | 0 | Days | 0.000
Discount   0.00   USD | 0 | Days net
                                                         Fixed
Pmt Method | Pmnt Meth.Sup.   00 | Pmnt Block   Blocked for pay... 🗒
Inv.ref. | | |
Part. Bank | | House Bank | / |

This Invoice has been Blocked for Payment

PO Reference | Additional

Releasing a Blocked Invoice for Payment

Releasing an Invoice for Payment

   Use this procedure to release "Blocked Invoices" for payment once the Invoice has been matched to the Goods Receipt (GR) and Purchase Order (PO). If you receive and process an Invoice before Goods Acceptance is received/processed, the Invoice will be saved in a "Blocked Status". The recording of the Acceptance of Goods and Services does not automatically Unblock these Invoices. The monitoring of Blocked Invoices must be done daily (eespecially prior to a Payment Proposal Run) to Unblock Invoices that have matching Goods Receipts/Acceptances. This transaction will be used for Contractual Invoices processed using the transaction code of (MIRO).

Inv. Release Role-based Capabilities

The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBS Roles:

- ~~Chief of FTF (FMSU)~~
- ~~Senior FTF Analyst (FMSU)~~
- ~~Senior FTF Analyst (FMSD)~~
- **FTF Analyst (FMSD)**
- ~~FTF Technician (FMSD)~~
- ~~FTF Clerk (FMSD)~~

Note: *Although only the FTF Analyst has the ability to Release an Invoice for payment, the Blocked Invoice may be "viewed" by all FTF personnel during PO research.*

Releasing an Invoice for payment (Cont'd)

Types of Invoice Blocks:

- **Blocked Due to Variances (automatic)**- Invoices Blocked by GFEBS (system generated) because the Invoice information does not match the Goods Receipt/Acceptance or Purchase Order data.

- **Manual Payment Block-** Invoices Blocked by a user for the purposes of ensuring a payment is not processed against them for a particular reason.

- **Stochastically Blocked (automatic)-** Invoices Blocked by GFEBS (system generated) due to an established random variable in the system.

MRBR- Releasing Blocked Invoices

Displaying the Blocked Invoices

SAP Easy Access - User menu for (

| Menu | ◀ | | MRBR | | Log off | System |

Enter

*Note: For the purposes of training, enter *1* as the invoice and FY 2010 as the search strings*

Release Blocked Invoices

| Menu | ◀ | | | Save as Variant... | Back | Exit | Cancel | System | Execute |

Click "Execute" to view query results

5

Selection of Blocked Invoices

Select the Processing method (*"Manually" is preferred due to the ability the user has to select which invoices to release*)

ARMY		to	
	to	
	to	
	to	
	to	
	to	
	to	
	to	
	to	

Enter the applicable FY search Criteria

1

Enter the applicable Posting Date Criteria

2

User

Processing

● Release Manually
☐ Move Cash Disc. Date

3

Blocking Procedure

● Blocked Due to Variances
○ Manual Payment Block
○ Stochastically Blocked

4

Select the procedure used to Block the Invoice (*all options should be utilized individually to ensure all Invoices are viewed regardless of Blocking reason*)

Release Blocked Invoices

| Menu | ◀ | | | Save Changes | Back |

Sta...	Doc. No.	Year	Crcy	TransIDate	Exch.
	5105600351	2010	USD	04/21/2010	1.00
	5105600352	2010	USD	04/21/2010	1.00
	5105600353	2010	USD	04/21/2010	1.00
	5105600354	2010	USD	04/21/20	1.00
	5105600355	2010	USD	04/21/20	1.00
	5105600356	2010	USD	04/21/20	1.00

MRBR- Releasing Blocked Invoices (Cont'd)

Researching the Blocked Invoices

Release Blocked Invoices

| Menu | ◀ | | Save Changes | Back | Exit | Cancel | System | Blocking Reason | Release Invoice | Details | Select All | Deselect |

Sta...	Doc. No.	Year	Crcy	TransIDate	Exch...					
	5105600351	2010	USD	04/21/2010	1.0					
	5105600352	2010	USD	04/21/2010	1.0					
	5105600353	2010	USD	04/21/2010	1.0					
	5105600354	2010	USD	04/21/2010	1.00000		RE	04/21/2010	ARMY	48L40	TRI DELTA ELECTRIC INC
	5105600355	2010	USD	04/21/2010	1.00000		RE	04/21/2010	ARMY	48L40	TRI DELTA ELECTRIC INC

This is the list of "Blocked Invoices" based on the search criteria entered on the previous screen. Thorough research must be conducted prior to contemplating their Release.

6 → Scroll to the right to view the reasons the Invoices were blocked. *There are large amounts of data on each line so be prepared to scroll left and right frequently*

Quantity	O...	...	Difference Qty	D...	Diff. Value	
1.000	EA		1.000	0	9.00	
1.000	EA		1.000	0	9.00	
1.000	EA		1.000	0	0.00	
1.000	EA					
1.000	EA					

OPQ	Qty	BlockR Pr.	Blk Qual	BR Amount	BlockR Dte	Man.Block.Reasn
	✖	✖				
	✖	✖				
	✖					
	✖					
	✖					

The "X" indicates the reason the Invoice was Blocked

MRBR- Releasing Blocked Invoices (Cont'd)

OPQ	Qty	BlockR Pr.	Blk Qual	BR Amount	BlockR Dte	Man.Block.Reasn
	✖		✖			
	✖	✖				
				✖		
					✖	
						✖

Blocked Reason: Quality

Blocked Reason: Date

Blocked Reason: Manual Block

Blocked Reason: Price

Blocked Reason: Amount

Blocked Reason: Quantity

Blocked Reason: Order Price Quantity

NOTE: All "Blocking Reasons" (columns marked with an "X") must be deleted for the document the user wishes to Release. Some documents may have multiple Blocking reasons.

MRBR- Releasing Blocked Invoices (Cont'd)

Release Blocked Invoices

| Menu | ◀ | | | Save Changes | Back | Exit | Cancel | System | | Blocking Reason | Release Invoice | Details | Select All | Deselect |

	Sta.	Doc. No.			
		5105600351			
		5105600352		USD	04
		5105600353	2010	USD	04
		5105600354	2010	USD	04/21/2010	1.00000		RE	04/21/2010	ARMY	48L40	TRI DELTA ELECTRIC INC
		5105600355	2010	USD	04/21/2010	1.00000		RE	04/21/2010	ARMY	48L40	TRI DELTA ELECTRIC INC

7 — Click on item Document Number to view the Invoice you wish to research prior to releasing it; ensure the release action is driven by the ability to pay the Vendor through a legitimate document "Three-Way-Match"

Display Invoice Document 5105600351 2010

| Menu | ◀ | | Back |

8 — After viewing the Blocked Invoice Document, press "Back" to return to the MRBR screen.

Transaction   Invoice

| Basic data | Payment | Details | Tax | Withholding tax | | ◀ ▶ | |

Vendor 48L40
TRI DELTA ELECTRIC INC
29 SANTA CRUZ CT
PITTSBURG CA 94565-2365

BaselineDt 04/21/2010   Payt Terms   30 Days 0.000
Due on   05/21/2010   0   Days 0.000
                                               0   Days net
Fixed
Invoice verification

4157254932

An entry other than "Free for Payment " indicates the Invoice was system or manually Blocked from Payment

PO Reference   Additional

MRBR- Releasing Blocked Invoices (Cont'd)

Releasing the Blocked Invoices

Release Blocked Invoices

| Menu | ◀ | | | Save Changes | Back | Exit | Cancel | System | | Blocking Reason | Release Invoice | Details | Select All | Deselect |

	Sta...	Doc. No.	Year	Crcy	TransIDate	Exch.rate	L.cur	T...	Pstng Date	Co...	Inv. Pty	Name
		5105600351	2010	USD	04/21/2010	1.00000		RE	04/21/2010	ARMY	48L40	TRI DELTA ELECTRIC INC
		5105600352	2010	USD	04/21/2010	1.00000		RE	04/21/2010	ARMY	48L40	TRI DELTA ELECTRIC INC

Click the "Blocking Reason" button *(Cancel Blocking Reason)*

2 → Blocking Reason

Single-Click on the "Blocked Reason" with the "X"

1

	Number	Line	...	Qty	...	...	ItA	...	...	Details
				✕						

| System | | Blocking Reason | Release Invoice | Details | Selec |

After the "Blocking Reason" button is pressed, the "X" will be changed to a "Trashcan Icon" denoting the deletion of the Blocking Reason

...ber	Line	...	Qty	...	...	ItA	...	...	Details
			🗑						
			✕						
			✕						

MRBR- Releasing Blocked Invoices (Cont'd)

Release Blocked Invoices

| Menu | | | | Save Changes | Back | | | | | Release Invoice |

Click the "Release Invoice" button to ensure all deleted "Blocks" are recorded

4

⊟ Sta...	Doc. No.	Year	Crcy	TranslDate	Exch	o...	Inv. Pty	Name
	5105600353	2010	USD	04/21/2010	1.00000	RE	04/21/2010	ARMY 48L40	TRI DELTA ELECTR
	5105600354	2010	USD	04/21/2010	1.00000	RE	04/21/2010	ARMY 48L40	TRI DELTA ELECTR
	5105600355	2010	USD	04/21/2010	1.00000	RE	04/21/2010	ARMY 48L40	TRI DELTA ELECTR

3

Single Click the empty grey block furthest to the left of the line to "Select the Invoice Record"

Click "Save Changes" to ensure all "Released Invoices" are saved. Once saved, the Invoice will be removed from the "Blocked Invoice List"

5

Release Blocked Invoic

| Menu | | | | Save Changes | Back | Exit | Cancel | System |

⊟ Sta...	Doc. No.	Year	Crcy	TranslDate	Exch.rate	L.cur	T...	Pstng Date
▶	5105600353	2010	USD	04/21/2010	1.00000		RE	04/21/2010
	5105600354	2010	USD	04/21/2010	1.00000		RE	04/	0

Note: after "Releasing", a "Status" icon of a green flag will appear

44

MIR4 – Document status after Releasing Invoice (Cont'd)

SAP Easy Access - User menu for C

| Menu | ◄ | | MIR4 | | Log off | System |

Enter

Display Invoice Document

| Menu | ◄ | | | Back | Exit | Cancel | System | | Display Document |

Click "Display Document"

2

Invoice Document No. **5105600353**

Fiscal Year **2010**

1

Enter Invoice Document Number and FY

Display Invoice Document 5105600353 2010

| Menu | ◄ | | | cel | System | | Show PO stru |

Select the "Payment" Tab

Transaction nvoice 5105600353 2010

3

Basic data | Payment | Details | Tax | Withholding tax | ◄ ► 🗁

Reference 1231311

| Basic data | Payment | Details | Tax | Withholding tax | ◄ ► 🗁 |

BaselineDt	04/21/2010	Payt Terms		30	Days	0.000
Due on	05/21/2010			0	Days	0.000
Discount	0.00	USD		0	Days net	

Fixed

The Invoice is now "Free for Payment".

4

Free for payment 📋

USD

I0 (A/P sales tax, 0%) 📋

Calculate tax

Inv.ref.

Part. Bank | | House Bank | | / |

45

Other Invoice Related T-Codes

MIR4 *(Display Invoice Document)-* Utilized to retrieve a single processed Invoice without having to utilize the Purchase Order (PO) History. *The GFEBS generated Invoice number must be available.*

MIR5 *(Display List of Invoice Documents)-* Utilized to retrieve a list of processed Invoices by entering data search "ranges".

Examples: search by ranges of Fiscal year (2010-2013), Posting Date (1-15 Jan 2013), Invoice amount ($1-$10), processing User by EDIPI, etc.

FB03 *(Display Document)-* Utilized to view the document after it has posted. This is a widely utilized method to determine if an Invoice has been "Blocked".

Check on Learning

➤ **Who in the FTF Section has the ability (GFEBS Role) to process "Invoices"?**
FTF Analyst FTF Technician
FTF Clerk Senior FTF Analyst

➤ **What T-Code is utilized to process Contractual "Invoices"?**
MIRO- Enter Incoming Invoice.

➤ **When processing a MIRO, where must the data come from for the "Invoice Date" and "Reference" fields?**
The date of the Invoice and the Invoice Number (both assigned by the vendor).

➤ **Can an Invoice be processed before the "Goods Receipt (GR)"?**
Yes.

➤ **If an Invoice is processed before the GR, what are the consequences?**
All Goods/Services data must be input manually and the Invoice will be saved as "Blocked for Payment" due to the absence of the GR (must be unblocked in the future)

➤ **If an Invoice is processed before the GR and the GR is processed afterwards, will the Invoice be "Un-Blocked" automatically?**
No. The Invoice will have to be Un-Blocked manually by someone with the appropriate GFEBS Role

Check on Learning (Cont'd)

➤ **What is a good practice after GFEBS provides the user with the GFEBS-generated "Document Number" after "Posting" is accomplished?**
Write the number on the document or other supporting ledger.

➤ **What T-Code(s) is/are utilized to process a complete "Invoice Reversal"?**
MR8M- Cancel Invoice   F-44 – Clear Vendor: Header Record

➤ **Where can a user go to view the status of the PO after a MIGO and/or MR8M input?**
ME23N- Display Purchase Order (PO), Purchase Order History

➤ **Who in the FTF Section has the ability (GFEBS Role) to "Block" an Invoice from payment?**
FTF Technician	FTF Analyst
Chief of FTF	
Senior FTF Analyst	

➤ **What T-Code is utilized to block an Invoice from payment?**
FB02- Change Document.

➤ **Who in the FTF Section has the ability (GFEBS Role) to "Un-Block" an Invoice for payment?**
FTF Technician   FTF Analyst
Chief of FTF
Senior FTF Analyst

➤ **What T-Codes may a user utilize to determine if an Invoice is "Blocked"?**
MIR4 or FB03.

Check on Learning (Cont'd)

➢**Name the three reasons why an Invoice may be Blocked:**
  1. Manually Blocked by a user.
  2. Blocked due to variances (amounts, quantities, etc.).
  3. Blocked by the system due to random variables in the system (stochastic).

➢**What T-Code is utilized to Un-block an Invoice for payment?**
  MRBR- Release Blocked Invoices.

➢**May an Invoice have multiple "Blocking Reasons"? What "character" is utilized in the system to earmark each reason?**
  Yes. An "X" is placed under one or multiple of the "Blocking Reason" columns in the MRBR screen.
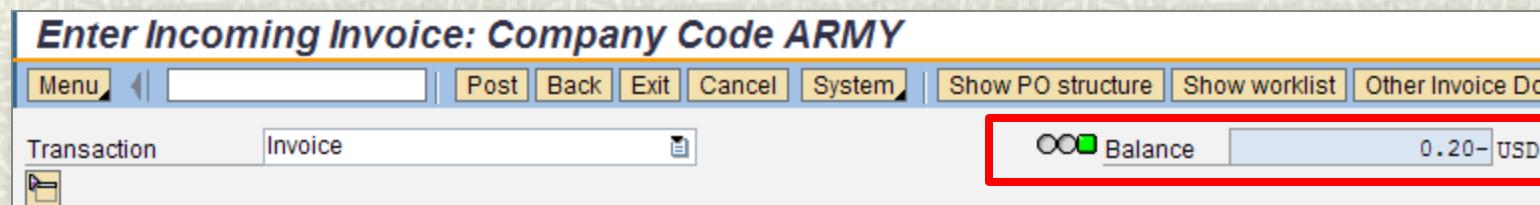
➢**While processing an Invoice (MIRO), what may cause this condition?**
  The total of the Invoice being processed and the total of the Goods Receipt do not match.

Check on Learning (Cont'd)

S...	MvT	Material Do...	Item	Posting Date	ΣQuantity	Delivery cost quantity	O...	ΣAmount in LC	L.cur
WE	101	5000005777	1	01/04/2013	10	0	TN	6,579.90	USD
Tr./Ev. Goods receipt					10		TN ▪	6,579.90	USD
RE-L		5105602601	1	04/12/2013	10	0	TN	6,579.90	USD
Tr./Ev. Invoice receipt					10		TN ▪	6,579.90	USD

➤**Has an Invoice been processed for this Purchase Order? How can you tell?**
  Yes. A MIRO transaction that affected the "Invoice Receipt" total was processed.

Additional Data

Bus. Area	ARMY		
Disc. base	22,380.87 USD	Disc. amount	0.00 USD
Payt Terms	Z030	Days/percent	31 0.000 % 0 0.000 % 0
Bline Date	04/12/2013	Fixed	
Pmnt Block	B	Invoice ref.	/ / 0
Payment cur.		Pmnt/c amnt	0.00
Pmt Method	Pmt meth.supl. AF		
Assignment	51056026012013		

➤**Using the above FB03 screen, could Invoice Document number 5105602601 be paid? Why?**
  No. The document has been Blocked from Payment (B-Block)

Document Attachments (Invoice)

Document Attachments

Use this procedure where policy dictates the need to attach the physical documentation to the Invoice transaction (either MIRO, FB60 or FB65). Only the "Invoice Processor" should execute this action. Miscellaneous Pay approvers (Certifiers) should not; their actions will create system issues (Workflow).

Attaching the document creates an outstanding audit trail for future reference and for the researching of similar payments against a particular Contract.

NOTE: In "GFEBS Production" this process must be accomplished within 15 minutes of posting the Invoice transaction. Failure to do so may result in unnecessary delays and work.

Change Document Role-based capabilities

The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- **Chief of FTF (FMSU)**
- ~~**Senior FTF Analyst (FMSU)**~~
- ~~**Senior FTF Analyst (FMSD)**~~
- ~~**FTF Analyst (FMSD)**~~
- **FTF Technician (FMSD)**
- ~~**FTF Clerk (FMSD)**~~

# FB02- Change Document (file attachment)

SAP Easy Access - User menu for (

| Menu | ◀ | **FB02** | | Log off | System |

Enter

Click the "Services for Object" button

1

Display Document: Data Entry View

| Menu | ◀ | | | Back | Ex |

Create Attachment		Create... ▶
Create note		Attachment list
Create external document (URL)		Private note
Store business document		Send ▶
Enter Bar Code		Relationships

Data Entry View

Document Number	5105602461	Compa
Document Date	01/04/2013	Posting
Reference	123	Cross-Comp.No.
Currency	USD	Texts exist ☐	Ledger

Workflow
My Objects ▶
Help for object services

2

C...	Itm	PK	...	Account	Description			
ARMY	1	86		2110.0500	GR/IR			
	2	86		2110.0500	GR/IR			
	3	31		02AC8	FISHER MANUFACTURIN(	100.00- USD	I0	

Hover over the "Create…" option then click on the "Create Attachment" option

FB02- Change Document (file attachment) (Cont'd)

Display Document: Data Entry View

Change Display/Change Mode

Import file

Look In: carlos_arguello

Desktop
.java
Deskt
Favori
mcafe
My Do
Start
Tracin

My Documents
My Computer
Local Disk (C:)
Documents and Settings
carlos_arguello
DVD-RAM Drive (D:)
Cin_apps on 'Dfasds\Dfsroot' (J:)

File Name:
Files of Type: All Files (*.*)

Ope

3 Select the location of the file to be attached

2013
2013 Period 4

Import file

Look In: Desktop

USAFINCOM OST
Data Stage PO Field Template.xls
FY13 - Training Schedule_v2.xlsx
Hicks.bmp
Invoice 123 Fisher Manufacturing.pdf
P   Roster.xls

Printkey2000.exe
regrets.JPG
SF1034[2].pdf
Windows Media Player.lnk

4

System notification of successful attachment

Double Click the Appropriate document or press "Open"

Open   Ca

The attachment was successfully created

55

MIR4/FB03- Viewing a file attachment

Click the "Services for Object" button

1

Click the "Attachment List" button

2

Double Click the desired file or Click the "Display" button (glasses) to view the document

3

Display Invoice 5105602461 2013

Menu | Back | Exit | Cancel | System | Show PO structure

Transaction   Invoice

Create...
Attachment list
Private note
Send
Relationships
Workflow
Objects
Help for object services

Basic d

Services

AttachmentForARMY...4612013

	Title	Creator Name	Created On
	Invoice 123 Fisher Manufacturing	Carlos Arguello	01/08/2013

Vend   855200   5596

Baseline Date
Company Code
PO Reference

FISHER MANUFACTORING CO
1900 S OST
TULARE, CA
93274-6820

INVOICE
Invoice Number: 123
Date: 4-Jan-13

Ship To:
3rd BDE Logistics (S4)
Camp Arifjan, KU APO AE 09366

Bill To:
ARCENT-Kuwait
FMSU (Vendor Pay)
DSSN 8438

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
	W912D1-13-P-0001	4-Jan-13		DEST	NET 30

LINE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
0001	12 V BATTERY	1	50.00	$ 50.00
0002	CI SUBMERSIBLE	1	50.00	$ 50.00

Determining the current status of an FTF Payment
(Clearing Documents)

FTF Payment Status (Clearing Documents)

This procedure is utilized to verify the status of a payment transaction after the "GFEBS Payment Proposal Certification" and/or "DDS Disbursing Payment" procedures have been executed *(to be covered in depth in the FTF Analyst class).*

It is of utmost importance for the FTF Clerk and Technician to have the ability to discern the latest status of a Certified vendor payment.

The Invoice Document is updated with a GFEBS "Clearing Number" after the payment run is executed by the FTF Analyst. Subsequently, the payment is updated again with an additional "Clearing Number" after the payment is successfully ran through the Disbursing System. A Vendor is not considered paid unless the Invoice document is updated with both clearing numbers:

1. Enroute to Disbursing
2. Paid by Disbursing

View Document Role-based capabilities

The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- ➢ **Chief of FTF (FMSU)**
- ➢ **Senior FTF Analyst (FMSU)**
- ➢ **Senior FTF Analyst (FMSD)**
- ➢ **FTF Analyst (FMSD)**
- ➢ **FTF Technician (FMSD)**
- ➢ **FTF Clerk (FMSD)**

FB03- Display Document (Status)

SAP Easy Access - User menu for (
Menu | ◄ | **FB03** | Log off | System

Enter ⬅

3 ⬅ Press "Enter"

Display Document: Initial Screen
Menu | ◄ | | Back | Exit | Cancel | System | | Document List | First Item | Editing Options

Keys for Entry View

Document Number	**5105600189**
Company Code	ARMY
Fiscal Year	**2008**

1 ⬅ Enter the desired Document Number (GFEBS Invoice document number)

2 ⬅ Enter the Fiscal Year applicable to the Document Number

Display Document: Data Entry View
Menu | ◄ | | Back | Exit | Cancel | System | | Change Display/Change Mode | Display Another Document | Select Indiv

Data Entry View

Document Number	5105600189	Company Code	ARMY	Fiscal Year	2008
Document Date	08/12/2008	Posting Date	08/12/2008	Period	11
Reference	RE4502000103	Cross-Comp.No.			
Currency	USD	Texts exist	☐	Ledger Group	

▲C...	Itm	PK	...	Account	Description	Amount	Curr.	Tx
ARMY	1	31		CEFTVEND3	CEFTVEND3, ROBERT	100.00-	USD	I0
	2	86		2110.0500	GR/IR	100.00	USD	I0

FB03- Display Document (Status) (Cont'd)

## Display Document: Data Entry View

| Menu | ◀ | | | Back | Exit | Cancel | System | | Change Display/Change Mode | Display Another Document | Select Indivi |

Data Entry View

> Double-Click the item with a PK code of "31" (Invoice). *PK Code of "86" indicates a GR/IR Debit*

Company Code	ARMY	Fiscal Year	2008
Posting Date	08/12/2008	Period	11
Cross-C			

Vendor **CEFTVEND3** ☐ CEFTVEND3, ROBERT   G/L Acc 2110.0100

Company Code ARMY   4110 EAGLE POINT PLNT RD

UNITE

Line

Amo

C...	Itm	Account	Description
4 ARMY	1 31	CEFTVEND3	CEFTVEND3, ROB
	2 86	110.0500	GR/IR

Addit

Bus.

Disc

Payt

> This initial "Clearing Number" indicates the "Payment Run" has been executed and the payment file sent to Disbursing. Double-Click the number to view the document "Line Item" and verify if the payment was successfully processed by Disbursing.
> *Note: in production, this number usually starts with "24"*

Note: The columns shown here are only a few options the user has for display. Click this icon (Choose Layout…) and select "Change Layout" to display the desired columns (fields)

Bline Date	08/12/2008	Fixed	
Pmnt Block			Invoice ref.		/		/ 0
Payment cur.		Pmnt/c amnt	0.00
Pmt Method		Pmt meth.supl.	
Clearing	08/12/2008 / 2000000100 **5**		
Assignment	51056001892008		
Text			

61

FB03- Display Document (Status) (Cont'd)

Display Document: Data Entry View

This document indicates the payment was successfully sent to Disbursing (Disbursement in Transit).

- PKI code "25" denotes an "Outgoing Payment".
- PKI code "50" indicates a "Credit Entry"
- PKI Code "40" would indicate a "Debit Entry"

Double-Click the "Disb Tnst" line

Note: due to the limitations of the training environment, the students will not be able to view the second "Clearing Document" in the training database

C...	Itm	PK	...	Account	Descript...
ARMY	1	25		CEFTVEND3	CEFTVE... ROBERT
	2	50		2120.0100	Disb Tnst

6

Display Document: Line Item 002

G/L Account 2120.0100 Disbursements in Transit
Company Code ARMY UNITED STATES ARMY

Doc. no. 2000000100

Line Item 2 / Credit entry / 50
100.00 USD

This document's lack of information indicates that no data has come from the DDS signifying that either the payment is still to be made or reported back to GFEBS as paid (Post Payment File). The next slide will show how production "Displays" post payment information.

...l Account Assignments

...ter
...l Area ARMY ATyp
...nter Commitment Item AP
...ed Funds 0
Purchasing Doc. 0

⇨ More

FB03- Display Document (Cont'd)

"Clearing Document "after Post Payment File assimilation example

G/L Account 2120.0100

Company Code ARMY UNITED STA...

Initial Clearing Number (issued when the payment file was sent to Disbursing) → Doc. no. 200000010

Payment Data which includes a Second "Clearing Number" indicating the payment was made by Disbursing

Display Document: Data Entry View

Menu | Back | Exit | Cancel | System | Change Display/Change Mode | Display

Data Entry View

Document Number	250560011	Company		2008
Document Date	09/12/2008	Posting Da...		11
Reference	8362800			
Currency	USD			

The "Reference" field is the DOV number (Disbursing Officer's Voucher)

C...	Itm	PK	...	Account	Description	Amount	Curr.	Tx
ARMY	1			1010.0120	FBWT-FndDisbursed	100.00-	USD	
	2			2120.0100	Disb Tnst	100.00	USD	

Asset		
Purchasing Doc.		
Value Date	8/14/2008	
Clearing Date	8/14/2008	250560011
Assignment	20121217	
Text		

7 ← Double-Click the "Clearing Number" to view the document

Long text

Check on Learning

➢ **Who in FTF has the ability to upload physical documentation to GFEBS?**

FTF Analyst	FTF Chief
FTF Technician	Senior FTF Analyst

➢ **What T-Code is utilized to upload physical documentation into GFEBS?**
FB02- Change Document

➢ **In "GFEBS Production" (real-life) what are two Clearing Number "Series"?**
2400 Series- Disbursement in Transit
2500 Series- Disbursed

➢ **What T-Code is utilized to view the "Status" of an Invoice Document?**
FB03- Display Document

➢ **When is the "Initial" Clearing Document assigned to an Invoice transaction?**
After the Payment Proposal is completed in its entirety and the data is sent to Disbursing for payment.

➢ **When is the "Second" Clearing Document assigned to an Invoice transaction?**
After the payment is made by Disbursing (contained in the "Post Payment File" from Disbursing).

GFEBS useful Links

GFEBS Home Page

http://www.gfebs.army.mil/

Army Knowledge Online (AKO)

https://www.us.army.mil

milWIKI

https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3AGFEBS

Department of Defense Financial Management Regulation (DoDFMR)

http://comptroller.defense.gov/fmr/

DFAS-IN 37-100

http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200

USAFMCOM OST Training materials

http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500

QUESTIONS?

GFEBS

GENERAL FUND ENTERPRISE BUSINESS SYSTE