GFEBS Fund the Force (FTF) Analyst Payment Preparation, Certification and Reports
**ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively execute the functions and responsibilities of a Fund the Force (FTF) Analyst and Certifier

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

**STANDARD:** access the appropriate GFEBS module to prepare a payment proposal, Certify all viable payments within such proposal and submit the data to Disbursing for payment to the applicable vendor 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)*

- Department of Defense Guide for Miscellaneous Payments

- DFAS-IN Manual 37-100-FY, The Army Management Structure

- Defense Federal Acquisition Regulation (DFAR)

- Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act)
  5CFR 1315 (PPA)

- DFAS-IN 37-1 Regulation
References (Cont’d)

- GFEBS Training Performance Support Website (PSW)
  - 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
Agenda

- FTF Analyst and Certifier GFEBS Roles and responsibilities (Payment preparation)
- Payment Proposal preparation
  - F110 - Automatic Payment Transactions (Payment Proposal preparation)
  - Changing the Status of a Payment Proposal
- F110 - Automatic Payment Transactions (Updating Statuses)
- 2nd FTF Analyst responsibilities (Payment Certification)
- Payment Proposal Certification
  - F110 - Automatic Payment Transactions (Payment Certification)
- GFEBS-DDS Interface process
- Check on Learning
- FTF Analyst Reports
- ZPMT_WAREHOUSE - Payment Warehouse Report (Unpaid Items)
  - Exporting the report to Microsoft Excel
Agenda

- **FMFG_E_ZFZALI00** - Federal Payment Settlement List (Paid Items)
- **FMRC** - Penalty Reason Report
- **Additional GFEBS Reports Options and Tips**
  - Generating Reports in the “Background”
  - Changing a Report “Layout”
  - Report shortcuts and keys
- **Check on Learning**
- **Useful Links**
- **Questions?**
Fund the Force Analyst GFEBS Roles and Responsibilities
GFEBS Roles

Within a functional area, such as Fund the Force (FTF), users may have multiple GFEBS 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.

Each role is granted a set of authorizations to perform the transactions required for the role. The authorizations are called transaction codes (T-codes).

GFEBS Roles are assigned in order to maintain auditability and to enforce Separation of Duties (SOD). Example: One person should not have the ability to input, certify and release payments.
Deployed FTF Roles

**FTF Senior Analyst (FMSU):**
- Debt Interface Monitor
- BI (Business Intelligence)
- Command Budget Reporter
- Payment Interface Processing
- Bank Account Number Display
- Vendor Master Data Display
- Site Invoice Interface Processing
- Financial Reviewer

**Note:** Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)
Deployed FTF Roles (Cont’d)

FTF Senior Analyst (FMSD):

- Payment Processor
- Payment Certifier
- Bank Account Number Display
- Vendor Master Data Display
- Site Invoice Interface Processing Monitor
- Financial Reviewer
- Debt Interface Monitor
- Payment Interface Processing Monitor (Kuwait Only)

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)
Deployed FTF Roles (Cont’d)

FTF Analyst (FMSD):

- Payment Processor
- Payment Certifier
- Release Blocked Invoice
- Financial Reviewer
- Payment Interface Processing Monitor (Kuwait only)

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)
1st FTF Analyst responsibilities
(Payment preparation)
The 1st FTF Analyst is responsible for the consolidation of all available viable payment data in GFEBS prior to the certification of payments and ultimately, payment to a vendor. They are responsible for ensuring vendors due payments in accordance with the Prompt Payment Act (PPA), the applicable Financial Management regulations and local policy are included in the daily GFEBS “Payment Proposal” file.

The actions of the 1st FTF Analyst will ensure the 2nd FTF Analyst (also known as the “Certifier”) has access to the due payments contained in the proposal.

Note: for the purposes of understanding that a single user cannot Create and Certify a Payment Proposal, the user creating the Proposal will be referred to as the “1st FTT Analyst” and the user Certifying the Proposal will be referred to as the “2nd FTF Analyst”.
Payment Proposal preparation

Once all the required and applicable data is processed into GFEBS, the FTF Analyst will determine which individual contracts are ready for payment either manually or with the assistance of GFEBS (reports ran by the FTF Chief and Senior Analyst). The FTF Analyst will identify the applicable payment packets and will access GFEBS in order to initiate the Payment Proposal procedures in preparation for Payment Certification performed by the 2nd FTF Analyst (Certifier).

Example GFEBS Payment Processor T-Codes:

1st FTF ANALYST

- **F110-** (Automatic Payment Transactions) (Payment Proposal preparation)
- **FBZ0-** (Payment Proposal)
Payment Proposal preparation
The primary objective of the “Payment Proposal” is to provide the FTF Team with a reliable and efficient means of consolidating and processing only the payments that are available for disbursement.

Creating the “Payment Proposal” (GFEBS Payment Processor Role) and “Certifying the Payment Proposal” (GFEBS Payment Certifier Role) are two different tasks that must be accomplished by two separate deployed FTF members (Analysts). One FTF Analyst may be granted both the aforementioned roles but will not be able to execute both due to system constraints.

How many times the Payment Proposal process is run is dependent on the type of document being proposed for payment. It is recommended the process is ran individually for each of these types of transactions:
Payment Proposal Role-based capabilities

Only the 1st FTF Analyst will have the ability to initiate a Payment Proposal in GFEBS:

- Chief of FTF (FMSU)
- Senior FTF Analyst (FMSU)
- Senior FTF Analyst (FMSD)
- FTF Analyst (FMSD)
- FTF Technician (FMSD)
- FTF Clerk (FMSD)
The Payment Proposal is summarized by vendors. Each vendor has up to two lines, one for the items that are blocked and the other for the amount that will be paid out. The line with blocked items is noted by a Red icon. A Red icon represents the open items per vendor which the Payment Program did not propose for payment, called "exceptions." There are several reasons why this could be the case (e.g. a vendor or invoice is blocked). A Green icon represents the open items which the Payment Program did propose for payment. You cannot change the payment data for vendors with the Red icons, only with the Green icon.
It is possible to make changes when editing the Payment Proposal. You can make changes to the payment (e.g. due date) and the items paid (e.g. payment block indicator). All changes you make here affect only the Payment Proposal. **Outgoing Payment** is the total proposed payment amount to be paid out. The number under the "Payment" column is the payment document number created after the payment proposal has been carried.

**NOTE**: The **Payment Certifier** designates whether payments are blocked or not; not the **Payment Processor** (the FTF Analyst in theater may have both GFEBS roles). This will be discussed in the Payment Certification portion of the training.
F110- Payment Proposal preparation

1. Enter the date of the process (today).

2. This number will depend on the location the user is deploying to (see the footnote).

3. Click on the “Parameter” Tab.

Currently each deployed FTF site has its own series of Payment Proposal Identification numbers:

- Kuwait- DDU01
- Bagram- DDM01
- Kandahar- DDA01
- Saudi Arabia- DDS01

NOTE: If a second “Payment Run” is needed based on circumstances or type of payment, the next number in the series must be utilized (i.e., EFT02).
Select the Payment Method you’d like to utilize for this run (dependent on the payments that are ready to be paid). **NOTE:** it is recommend that separate runs are conducted for EFT and for Check payments (If known, the code may be entered directly).

Enter "ARMY" as the Company Code.

Click the “Left arrow” to capture the method.

Single-Click on the selected “Payment Method”.

Click “Continue”.

Enter the desired “Posting date” (usually the next business date or beyond). **NOTE:** this date will allow GFEBS to gather all files with Payment Due Dates within today’s date and the date
F110- Payment Proposal preparation (Cont’d)

**Option 1** - The user may enter a single Vendor and move on (the run will contain only one payment).

**Option 2** - The user may enter the data below and will pull up every due vendor (9 “Z”s)

```
Vendor 1 to ZZZZZZZZZZ
```

**Option 3** - Click to enter Multiple Vendors

Click the “Copy” button

List the vendors this payment run will contain

This field should be used anytime when paying in foreign currency or the command rate.
The level of detail available concerning the errors in the Payment Proposal log is based on what the Payment Processor selects in this tab. Select the three below.

- **Due Date Check**: Select to capture open invoices that are due soon or past due.
- **Payment Method selection in all cases**: Select to capture open invoices with any payment method.
- **Line items of the payment documents**: Select to capture line item information for invoices.

The first entry in the “Status Tab” should read the following:
Click “Proposal” to schedule it

Check to start proposal immediately

Click the check mark (Schedule)

The second “Status Tab” entry should read the following:
- Proposal is ready to be started
The second “Status Tab” entry should now read the following:
Payment proposal has been created

Click the “CEFT” button (this step will only be taken when the proposed payment is an EFT).

For Training only- Close the window.

In the production environment, these should not have any errors. But if there are, take the proper steps by researching the issue and updating the applicable Master Data Record documents.
Changing the Status of a Payment Proposal
Changing a Pmt. Proposal status

The following procedures outline how a Payment Proposal and Payment Run can be backed out to a desired status for editing or completely deleted for a predetermined reason.

It is the mission of the FTF Team to ensure only viable payments are forwarded to Disbursing for execution. With this function, the FTF Analyst will have the ability to “Edit” the proposal in order to bring it to acceptable levels prior to submitting the payment data to Disbursing.

The user must remember that the process of backing out the Payment Proposal is based in the manner in which it was conducted. The levels of completion (Status Tab) must be backed out (deleted) in the reverse order in which they were saved.

1. Parameters have been entered
2. Payment proposal has been created
3. Payment run has been carried out

Note: if the Payment Run has been executed and Clearing Numbers have been assigned to the transactions, the Proposal and Run cannot be deleted. The user must reverse the Clearing Documents. This is covered in a different module of this training.
F110 - Changing a Pmt. Proposal status

1. Enter the Run Date and Identification of the Run needing editing
   - Run Date: 02/14/2013
   - Identification: EFT01

2. Press "Enter"
Deleting the “Payment Run has been carried out” Status

1. Click “Menu”
2. Select “Edit”
3. Select “Payment”
4. Select “Delete Output”
5. Click “yes”

The “Payment run has been carried out” message is removed.
Deleting the “Payment Proposal has been created” Status

1. Click “Menu”
2. Select “Edit”
3. Select “Proposal”
4. Select “Delete”
5. Click “yes”

The “Payment Proposal has been created” message is removed.
Deleting the “Parameters have been entered” Status

1. Click “Menu”
2. Select “Edit”
3. Select “Parameters”
4. Select “Delete”
5. Click “yes”

The “Parameters have been entered” message is replaced with the “No parameters entered as yet” message.

Note: the user may reutilize the same “Run Date” and “Identification” if a new Run is create for this date.
2nd FTF Analyst responsibilities (Payment Certification)
2nd FTF Analyst (Certifier) functions

The Certifier is responsible for the in-depth review of all data processed in GFEBS prior to executing a payment to a vendor. They are responsible for ensuring all steps of the payment preparation process were taken in accordance with the applicable Accounts Payable regulations and local directives prior to payment Certification. This includes but is not limited to ensuring that Purchase Requests, Purchase Orders, Invoices, Receipts and Vendor Master Data were properly posted to GFEBS in accordance with the original documentation.

“Certifying Officers are automatically pecuniarily liable if there is a fiscal irregularity. This is known as the “presumption of negligence” (28 U.S.C. 2512 and 31 U.S.C. 3527). A fiscal irregularity is either a physical loss of cash, vouchers, negotiable instruments, or supporting documents; or an erroneous (i.e., illegal, improper, or incorrect) payment.”

DoDFMR, Volume 5, Chapter 33, para 330903
Once the “Payment Proposal” is completed by the 1st FTF Analyst, the Certifier or “2nd FTF Analyst”, will access the same data to ensure all payments contained in the file are in fact due and that they were prepared in accordance to the applicable regulations and local directives.

This is the last step of the FTF payment process prior to forwarding the payment to Disbursing for payment to the vendor.

Example GFEBS Payment Certifier T-Codes:

2nd FTF ANALYST (CERTIFIER)

F110- (Automatic Payment Transactions) (Payment Proposal Certification)

FBZO- (Payment Proposal)
Payment Certification Role-based capabilities

Only the 2\textsuperscript{nd} FTF Analyst will have the ability to Certify a Payment Proposal in GFEBS:

- Chief of FTF (FMSU)
- Senior FTF Analyst (FMSU)
- Senior FTF Analyst (FMSD)
- FTF Analyst (FMSD)
- FTF Technician (FMSD)
- FTF Clerk (FMSD)
Payment Proposal Certification
F110- Payment Certification

1. Enter the desired Payment Proposal information if not displayed and press enter.

2. Click the 1st Proposal Button: Edit the Payment Proposal to block/unblock an invoice from/for payment.

3. Click the 2nd Proposal Button: Display the Payment Proposal to certify the payment proposal.

4. Click the 3rd Proposal Button: Display the Proposal log to verify the log and identify any "system" errors.

Always select “All Accounting Clerks” and click “Continue”.
If the FTF Analyst determines the payment should not be made, he would Block the invoice from payment and have the Clerk or Technician process the proper corrections in the system to make the payment viable. If a payment has a “Red” icon, changes have to be made to the document prior to continuing.
Verify all data is correct (may scroll right to view all the proposed payment details). Single-Click on the item you wish to block.

The user has the option to “Block” the invoice from payment if the payment data is not viable (option “B” is the preferred method). Note: when blocking a payment in the proposal, it blocks it for only this payment run and not for all future runs.

Click “Back” to return to the payment proposal.
F110- Payment Certification (Cont’d)

The Payment Proposal - Changing the Payment method and/or Payment Due Date

11. Single-Click on the line you wish to Edit

12. Click the “Change” button

13. The user has the option to change the Payment Method and Payment Due Date (correcting the “House Bank” is not recommended). The user may also “verify” EFT bank data in this screen.

14. Click “Continue” when finished editing

15. Click “Back”

16. If changes were made, click “Yes” to save
Only If the proposal was edited, a third “Status Tab” entry should now read the following:

Payment proposal has been edited

Click “Payment Run” to schedule the run

Ensure the “Start Date” is today and that you check the “Start Immediately” block

Click “Continue”

A fourth “Status Tab” entry should now read the following:

Payment run is ready to be started
The next “Status Tab” should now read: Payment run has been carried out

Press “ENTER”

Click the “Status” button until the message “Posting orders: # generated, # Completed” Status message appears below the “Payment Run has been carried out”.

CRITICAL - This last message assures the users that the payments are sent to Disbursing for processing and that “Clearing Numbers” (24000 series) have been assigned to the processed payments. These numbers preclude the document from being on a subsequent Run (double-payment).
GFEBS Payment Interface with the Deployable Disbursing System (DDS)
After completing the Payment Certification process (F110), GFEBS will send the “Ready-to-Pay” file to GEX for processing (automated process).

**Note**: Initial Clearing Numbers (240 series) are assigned to all Ready-To-Pay documents.

GEX takes the file and ensures it is posted to the GFEBS Corps2 Server (automated process).

Once the file is in the Corps2 Server, the Deputy Disbursing Officer (DDO) will be able to retrieve it for processing (manual process).

The DDO assimilates the file in DDS to process the payments and affect the DSSN accountability (DD 2657).

GEX will automatically upload the “Post-Payment-File” into GFEBS. **Note**: a second Clearing Number (250 series) will be assigned to all paid documents.

The “Post-Payment-File” will be automatically retrieved by GEX from the Corp2 Server.

Once the payments are made in DDS and Disbursing Officer Vouchers (DOV) are issued, the DDO will place the DDS GFEBS “Post-Payment-File” in the Corps2 Server (manual process).

**Pre-Payment procedures (in-transit to Disbursing)**

**Post-Payment procedures (in-transit from Disbursing)**
When the DDO Closes the business day, three files may have to be produced and sent to DFAS Accounting for processing/reporting purposes:

- **DDS Post-Payment-File**: Contains GFEBS document payment data (DOV, EFT Tracer, etc.)
- **DDS “STANFINS File”**: Only contains Legacy transactions (includes TFOs intended for GFEBS)
- **DDS “ODS File”**: All transactions for this business day (STANFINS and GFEBS)

1. STANFINS will update DCAS with all GFEBS TFO data
2. Accounting will reconcile the transactions in the DDS “ODS”, “STANFINS” and “Post-Payment-File” file and will ensure they are reported in ODS
3. ODS will balance out all transactions (GFEBS and Legacy) and will ensure they are reported to the appropriate system
4. ODS will update STANFINS with all Legacy transactions to include TFOs intended for GFEBS
5. STANFINS will update DCAS with all GFEBS TFO data
6. ODS will update DCAS with all GFEBS transactions
7. DCAS will update GFEBS with all GFEBS and TFO transactions from STANFINS
What is the overall responsibility of the 1st FTF Analyst?
To ensure only viable payments are made part of the “Payment Proposal” during its preparation.

What is the T-Code utilized to create a Payment Proposal?
F110- Payment Proposal Creation

What is the overall responsibility of the 2nd FTF Analyst?
He is responsible for the in-depth review of all data processed in GFEBS to support a payment to a vendor, certify the payments in the “Payment Proposal” and forward it to Disbursing for payment.

What is the T-Code utilized to Certify Payments in GFEBS?
F110- Payment Proposal Certification
Check on Learning (Cont’d)

- Blocking a document during certification will cause the invoice to be blocked “Permanently”. Explain:
  True
  False

- Blocking the Document will only exclude it from the Payment Run.
  True
  False

- All Payments should be on a Run regardless of payment type and payment currency. Why?
  True
  False
  It is recommend for different types to be on separate Payment Runs

- What does this Icon signify when it is next to a document line in the Payment Proposal?
  The proposed payment has errors and will not be on the run unless corrected.

- What T-Code is utilized to Change the Status of a Payment Proposal?
  F110- Payment Proposal

- This Payment Proposal has to be deleted in its entirety. How many steps will it take to accomplish this task and in what order?

  1. Payment run has been carried out
  2. Payment proposal has been created
  3. Parameters have been entered
Check on Learning (Cont’d)

- **When is the initial “Clearing Number “assigned to a payment document in GFEBS? Once assigned, what is its purpose?**
  Immediately after a GFEBS Payment Proposal has been Certified and the “Ready-to-Pay” file sent to Disbursing for payment (Disbursement in Transit). It precludes the payment documents from being included in another payment run.

- **When is the second “Clearing Number “assigned to a payment document in GFEBS? What is its purpose?**
  When the “Post-Payment-File” file is brought into GFEBS after Payment by Disbursing. It marks the payment as being made by Disbursing.

- **What is the purpose of the GEX System?**
  For “Ready-to-Pay” and “Post-Payment” files to travel between DDS and GFEBS.

- **Which is the “Clearing” number series for a FTF payment that is “In-Transit” to Disbursing?**
  2400 Series
  2500 Series
FTF Analyst Reports
FTF Analyst Reports

GFEBS is capable of producing Accounts Payables reports that are similar, equivalent, more in-depth and manageable than reports obtained through Legacy Systems (CAPS-C, CAPS-W). It is the responsibility of the FTF section to run reports when dictated by regulation and local policy or out of technical necessity. Accounts payable reports may be required to be run daily, weekly, monthly and/or quarterly; some of this reporting responsibility falls on the FTF Analysts and even the FTF Chief (to be covered later).

Examples of FTF Analyst Commercial Accounts reports include (will be covered in this class):

- Payment Warehouse report (ZPMT_WAREHOUSE)
- Federal Payment Settlement List (FMFG_E_ZFZALI00)
- Penalty Reason Codes report (FMRC)
Payment Warehouse Report
(Unpaid items)
Payment Warehouse Report
(Unpaid items)

This report allows the FTF Analyst to discern the status of Unpaid documents within a FTF Office’s area of responsibility. The FTF Leadership must run this report to view all unpaid Invoices, have the appropriate personnel correct any errors prohibiting the item from being paid or having any missing documentation processed in order to pay the Vendor as soon as the Prompt Payment Act permits to avoid interest. The user has a variety of search options that will allow for the display of data based on those specific parameters.

Here are some examples:
- Unpaid Items by “Funds Center”
- Unpaid Items by “Document Type”
Pmt. Warehouse Report Role-based capabilities

The following personnel will have the ability to generate the report 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)

*Note: Although the FTF Technician has the ability to generate this report, it is usually an FTF Analyst responsibility
ZPMT_WAREHOUSE - Prompt Payment Analysis

1. **Enter the Fiscal Year**
   - **Note:** For training purposes enter 2008.

2. **Do not adjust the dates. They are generated by the system to produce the latest data.**

3. **Select the correct “Payment Method Supplement” and “Payment Office” for your location.**

   - **Location** | **PMS** | **Pay Office**
   - Bagram      | AF     | 08830
   - Kandahar   | AG     | 08831
   - Kuwait     | KQ     | 08748

   **Note:** for training purposes leave blank

**Note:** only certain “Selection Criteria” will be covered here. The report may also be pulled utilizing, Document Type, Funds Center, etc.
“List Output” layout of report

Click “Views” to select a user-friendlier GFEBS report layout.

Select “List Output” to view this report as a “List” (easier to view the data in GFEBS) or download the report in “Excel” format which allows for data manipulation and search (preferred).

Click “Execute” after entering the search criteria.
Obtaining “Totals” from the “List Output” format

1. Click “Back” to return to the previous screen.
2. Click “Total”.
3. Note the System Message.
   - This is the “Total” for the selected column (Scroll down if needed).
Click “Export” to format and download the report to “Excel”

1. Select “Spreadsheets”
2. Ensure “Excel” is checked
3. Change the File name if needed and click “Save”
4. Click “Continue”

NOTE: after saving the file, go to the location where you saved it and open to review the report data.
ZPMT_WAREHOUSE - Prompt Payment Analysis (Cont’d)

Report in Excel Format (after download)

<table>
<thead>
<tr>
<th>Company Code</th>
<th>Vendor</th>
<th>Name 1</th>
<th>Document Type</th>
<th>Payment Method</th>
<th>Business Area</th>
<th>Funds Center</th>
<th>Reference</th>
<th>Document Number</th>
<th>Fiscal Year</th>
<th>Payment Block</th>
<th>Amount in LC</th>
<th>Payable Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARMY 00RG2</td>
<td>ALFRED'S ARMAND TRUCKING CO</td>
<td>KR C</td>
<td>ARMY</td>
<td>A2ABM</td>
<td>10005</td>
<td>1900000000</td>
<td>0</td>
<td>2009</td>
<td>4000.00</td>
<td>4000.00</td>
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<td></td>
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<tr>
<td>ARMY RMT078N2</td>
<td>GENERAL DYNAMICS C4 SYSTEMS, INC.</td>
<td>KR C</td>
<td>ARMY</td>
<td>A2ABM</td>
<td>SHJ4001</td>
<td>1900000000</td>
<td>0</td>
<td>2010</td>
<td>55.00</td>
<td>55.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARMY PAAG9720US</td>
<td>ADELINA GUTIERREZ</td>
<td>KR C</td>
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<tr>
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<td>55.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARMY RMT3JDX5</td>
<td>FOREIGN UTILITY CONSOLIDATED REPORT</td>
<td>KR C</td>
<td>ARMY</td>
<td>A2ABM</td>
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<td>10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARMY PAGC9876</td>
<td>GEORGE CHAMBERS</td>
<td>KR C</td>
<td>ARMY</td>
<td>A3AAC</td>
<td>5000000349</td>
<td>1900000000</td>
<td>0</td>
<td>2013</td>
<td>15000.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Vendor’s CAGE Code (FTF Vendors only)
- Vendor’s name in GFEBS
- Invoice Document Type (RE- manual process, MP activates Workflow, etc.)
- Payment Block
- Amount in Local Currency
- Amount due the Vendor
- Check or EFT
- Vendor’s Invoice Number
- Generated Invoice Receipt (IR) Number
### ZPMT_WAREHOUSE - Prompt Payment Analysis (Cont’d)

<table>
<thead>
<tr>
<th>Baseline Payment Dte</th>
<th>PPA Due Date</th>
<th>Vendor Due Date</th>
<th>Terms of Payment</th>
<th>Days 1</th>
<th>Days 2</th>
<th>Days net</th>
<th>Discount Percent 1</th>
<th>Discount Percent 2</th>
<th>Disc/Penalty Amount</th>
<th>Document Date</th>
<th>Invoice receipt date</th>
<th>Posting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/30/2008</td>
<td>10/31/2008</td>
<td>10/31/2008</td>
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<td>10/1/2008</td>
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<td>Z030</td>
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<td>4/14/2013</td>
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<td>1/14/2011</td>
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<td>30</td>
<td>0</td>
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<td>0.000</td>
<td>0.000</td>
<td>0.00</td>
<td>10/15/2011</td>
<td>10/15/2011</td>
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</tr>
<tr>
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<td>3/10/2013</td>
<td>3/10/2013</td>
<td>Z001</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.000</td>
<td>0.000</td>
<td>0.00</td>
<td>3/10/2013</td>
<td>3/10/2013</td>
<td>4/11/2013</td>
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</tbody>
</table>

**Keywords:**
- Payment Due IAW PPA
- Contract Payment Terms (NET 30, etc.)
- Percentage of discount offered *(if applicable)*
- Amount of Interest due the Vendor
- Date the Invoice was processed in GFEBS
- Date GFEBS posted the Invoice after input
- Date recorded in GFEBS as “Invoice Receipt”
### ZPMT_WAREHOUSE - Prompt Payment Analysis (Cont’d)

<table>
<thead>
<tr>
<th>G.Accept Date</th>
<th>Const. Receipt</th>
<th>GR Date</th>
<th>Message text</th>
<th>Pmt meth. supplement</th>
<th>Payment Office</th>
<th>Currency</th>
<th>Procurement Instrument Id Number</th>
<th>Supplemental Procurement Instrument Id #</th>
<th>Contract Line Item #</th>
<th>Sub-line Item Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>/Invoice is blocked for payment</td>
<td>00</td>
<td>USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td>/Invoice is blocked for payment</td>
<td>00</td>
<td>USD</td>
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<td>00</td>
<td>USD</td>
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<td></td>
<td>/Invoice is blocked for payment</td>
<td>00</td>
<td>USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Goods acceptance date IAW DD 250**
- **Constructive Accept. date**
- **Goods Receipt date**
- **Invoice Text field input**
- **Invoice document currency**
- **Location Code where Invoice was processed**
- **Contract number (PIIN)**
- **Delivery order number or BPA**
- **Paying Office DoDAAC**
Manually input or Interfaced Purchase Order (from SPS)

Manually input or Interfaced Goods Receipt (from WAAF)

Manually input or Interfaced Invoice (from WAAF)
Federal Payment Settlement List

(Paid items)
Federal Payment Settlement List (Paid items)

This report allows the FTF Analyst to review the payments made by their specific area of responsibility. The data produced by this report will also display “Payment Run” information for the specific paid items, payment methods, Clearing documents issued during Payment Certification, etc.

This tool will grant FTF visibility of which payments have been processed at their location based on the search criteria provided by the user. Here are some examples of search options:

- Paid Items by “Payment Run” dates
- Paid Items by “Payment Run” identification numbers
- Paid Items by “Payment Methods” (EFT, Check)
Federal Payment Report Role-based capabilities

The following personnel will have the ability to generate the report 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)**
FMFG_E_ZFZALI00- Federal Pmt. Settlement List

The user may enter a specific timeframe (month, quarter, etc.) for "Payment Runs" or may enter a single or multiple "Payment Run" identification numbers (i.e., EFT01) to view.

Click "Copy" after utilizing this option.

If the user desires to obtain more "Specific" results, these options are available to accomplish that task.

Note: For the purposes of training, enter only the "Payment Run Date" timeframe of 09/01/2008 to 09/30/2008 (the month of September 2008).
Click "Views" to select a more user-friendly GFEBS report layout.

Select "List Output"

Click on the Column Header you wish to total.

This is the "Total" for the selected column.

Note: this report may also be exported to Excel.
<table>
<thead>
<tr>
<th>Payment Run Date</th>
<th>Payment Run Identification Number</th>
<th>Payment Of</th>
<th>Payment Method (EFT, Check)</th>
<th>Clearing D</th>
<th>Posting Da</th>
<th>Due Date</th>
<th>Gross Amt</th>
<th>Disc/Pen A</th>
<th>Net Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/02/2008</td>
<td>Cy01</td>
<td>ARMY</td>
<td>ARMY</td>
<td>00008522</td>
<td>21001</td>
<td>C</td>
<td>500000051</td>
<td>09/02/2008</td>
<td>09/02/2008</td>
</tr>
<tr>
<td>09/02/2008</td>
<td>DCA31</td>
<td>ARMY</td>
<td>ARMY</td>
<td>00008522</td>
<td>21001</td>
<td>C</td>
<td>500000052</td>
<td>09/02/2008</td>
<td>09/02/2008</td>
</tr>
<tr>
<td>09/02/2008</td>
<td>DCA31</td>
<td>ARMY</td>
<td>ARMY</td>
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<td>21001</td>
<td>C</td>
<td>500000053</td>
<td>09/02/2008</td>
<td>09/02/2008</td>
</tr>
<tr>
<td>09/03/2008</td>
<td>Cy01</td>
<td>ARMY</td>
<td>ARMY</td>
<td>00008522</td>
<td>21001</td>
<td>C</td>
<td>500000054</td>
<td>09/03/2008</td>
<td>09/03/2008</td>
</tr>
</tbody>
</table>

- **Payment Run Date**
- **Payment Run Identification Number**
- **Fiscal Station Number**
- **Payment Method (EFT, Check)**
- **Invoice Clearing number**
- **Date document posted to GFEBS**

- **Due Date**
- **Payment due IAW PPA**
- **Total amount prior to discounts**
- **Discount when applicable**
- **Amount paid to the Vendor**
- **Net Amt**
**FMFG_E_ZFZALI00- Federal Pmt. Settlement List (Cont’d)**

<table>
<thead>
<tr>
<th>Vendor Num</th>
<th>Vendor Name</th>
<th>Cleared Do</th>
<th>Cleared Do</th>
<th>Vendor Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMT0TF6</td>
<td>UNITED WAY OF AMERICA</td>
<td>S105600268</td>
<td>2</td>
<td>RE4502000218</td>
</tr>
<tr>
<td>038U1</td>
<td>ORIGINAL ENGINEERED PRODUCTS INC</td>
<td>S105600272</td>
<td>2</td>
<td>RE4502000224</td>
</tr>
<tr>
<td>038U2</td>
<td>TELSTAR COMMUNICATIONS</td>
<td>S105600273</td>
<td>2</td>
<td>RE4502000225</td>
</tr>
<tr>
<td>038U6</td>
<td>BARRY'S BATTERY WAREHOUSE</td>
<td>S105600271</td>
<td>2</td>
<td>RE4502000223</td>
</tr>
<tr>
<td>038U9</td>
<td>ALTERNATIVE COMPUTER TECHNOLOGY INC</td>
<td>S105600274</td>
<td>2</td>
<td>RE4502000228</td>
</tr>
</tbody>
</table>

- **CAGE Code (FTF Vendors only)**
- **Name of Vendor in GFEBS**
- **Invoice document number**
- **Vendor Reference- Document Type (RE) and Purchase Order number (4502000218)**
Penalty Reason Codes Report
Penalty Reason Codes Report

This report or “Tool”, allows the user to assign “Reason Codes” to documents bearing interest due to a late payment to a vendor. This action will allow FTF Leadership to analyze trends and possibly implement controls to ensure interest is avoided regardless of reason, cause or responsible party. It may also be used to determine how much interest was paid for a particular time period. Below are some examples of reasons that may cause Interest to be paid to a vendor:

- Invoice Received Late in the Paying Office (Contracting)
- Failure to notify Vendor of Improper Invoice (FTF)
- Payment Certification Delay (FTF)
Penalty Reason Report Role-based capabilities

The following personnel will have the ability to generate the report 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)

*Note: Although the FTF Technician has the ability to generate this report, it is usually an FTF Analyst responsibility
**FMRC - Penalty Reason Codes Report**

1. Enter a single Vendor, multiple Vendors or leave blank to view interest paid for all on a certain period (based on preference and need).

2. Select Cleared or Uncleared documents then enter the time period the user would like to display and view.

3. Select Document With or Without Reason Codes.
   - If "Without Reason Codes" is selected, the user may update each reported line with it’s applicable code.
   - If "With Reason Codes" is selected, the user may leave the "New Penalty Reason Code" field blank to view all transactions or may enter an individual Code to view only transactions with.
FMRC - Penalty Reason Codes Report (Cont’d)

Updating an Interest Penalty Report “Without Reason Codes”

1. **Click in the “New Reason” field** for an individual line then **Click on the Icon next to the field.** (you may enter the code if known)

2. A code that clearly documents how the interest was accrued must be selected

3. **Click “Yes”**

4. **System Message after saving**

5. **Click in the “New Reason” field** for an individual line then **Click on the Icon next to the field.** (you may enter the code if known)

6. **Confirmation message**

7. **After individually updating each line, Click**

8. **Note**: this report may also be Exported to Excel
FMRC - Penalty Reason Codes Report (Cont’d)

Viewing the total interest for a list of Interest Payments

9. Click the Header of the Column the user wishes to see a Total for (generally the “Penalty Charges LC” column)

10. Click “Total”

Total of interest accrued for all the transactions displayed

To conduct further research, the user may click on the document numbers to determine how the interest was accrued

Interest (Posting Key of “40”)
Additional GFEBS Reports Options and Tips
Generating Reports in the “Background”
Generating Reports in the Background

GFEBS has the ability to run reports in the “Background.” This function allows the users to continue to perform their daily processes and duties without having to wait for the report to be consolidated, formatted and released by the system.

Some reports may be extremely lengthy and may take more than an hour to be prepared and produced by GFEBS. The wait time may cause the user to be timed out of the system. Running reports in the “Background” alleviates this hindrance.
Generating reports in the “Background”

1. Enter the desired “Criteria” for the report.
2. Click “Menu” then “Program” and select “Execute in Background”.

Note: this report is an example only. These actions can be executed for most GFEBS reports.
Generating reports in the “Background” (Cont’d)

Click “Continue”

System Message confirming the job has been initiated

Click “Save”

Click “Immediate” to initiate the report now. Notice the checked “Immediate Start” entry.

Note: this report may be scheduled to run at a established date and time

Generating reports in the “Background” (Cont’d)
SM37 - Simple Job Selection (Job retrieval)

Retrieving and downloading the requested GFEBS Report

1. Click "Execute"

2. Click the checkmark

3. Click "Spool"

Report requestor EDIPI number

Most current status of the report request

Current Running time to produce report
SM37- Simple Job Selection (Job retrieval) (Cont’d)

Place a check next to the “Spool No.”

Click “Display Contents”
SM37 - Simple Job Selection (Job retrieval) (Cont’d)

Exporting the report to Excel

1. Select “Spreadsheet”
2. Click “More…”
3. Click “Save to Local File…”
4. Select “Spreadshee t”
5. Click “Continue”
6. Click “More…”
7. Click “Save to Local File…”
8. Select “Spreadshee t”
9. Click “Continue”
SM37- Simple Job Selection (Job retrieval) (Cont’d)

The user may select a specific location for the file.

10. [Diagram showing directory selection]

11. Name the file.

12. Click “Save”.

13. Click “Generate” and verify the file was saved.

14. Open and review the Report.
Changing a Report Layout
Changing a Report Layout

GFEBS allows the user the ability to add or remove displayed data elements from most reports. Some users may consider the default report data sufficient, others may require additional data to be displayed and lastly, some may not find use for some of the data elements in a particular layout. Adding or removing displayed data allows for the customization of the reports by requesting and displaying what the individual users deem as crucial elements.

The use of this option is based on the user generating the report, FTF office data retrieval needs or overall reporting requirements. Once the changes are made, the requestor’s GFEBS User Profile may be permanently updated with the new layout.
Changing a Report “Layout”

1. Enter the desired report criteria.

2. Click “Execute”.

3. Click “Views” to select a user-friendlier GFEBS report layout.

4. Select “List Output”.

Note: This report is an example only. These actions can be executed for most GFEBS reports.
Changing a Report “Layout” (Cont’d)

Click “Change Layout”

Fields currently displayed in the report

Fields available but not currently displayed in the report (hidden)
Changing a Report “Layout” (Cont’d)

Adding additional “Fields” to a Report

6. Single-click on the field where the user needs to insert the additional data (Click the Grey box to the left of the column description).

7. Click on the field the user needs displayed in the report (may select multiple items).

8. Click the single Arrow pointing “Left” to transfer the hidden field. The selected field is now inserted where the user selected; the data will now be displayed in the report.

9. Click “Copy”.
Changing a Report “Layout” (Cont’d)

Saving the Report “Layout”

1. Select “Save layout”

2. Enter a “Name” and brief “Description” of the new Layout for Future reference and utilization.

   Note: the “User Specific” checkmark indicates this new user layout is only available to the user saving it.

3. Click “Save”

4. The added field is now part of the report. As this point the user may utilize the report and discard the changes when finished or Save the new “Layout” for future use.

5. Note: the “User Specific” checkmark indicates this new user layout is only available to the user saving it.
Changing a Report “Layout” (Cont’d)

After retrieving a desired report, Click “More”

Click “Select layout” (this option will only be displayed if a “Layout” is saved and available to the current user)

Single-Click on the saved Layout you wish to utilize
Report shortcuts and keys
Allows the user to view all details for a particular line (a specific line must be selected)

Allows the user to sort the report data in “Descending order” (A to Z) (must select a particular “Column”)

Allows the user to sort the report data in “Ascending order” (Z to A) (must select a particular ‘Column”)

Allows the user to “Search” for a specific item within the report (Name, amount, etc.)

Allows the user to set a “Filter” for the data (must determine what items to filter the data with)

Allows the user to “Total” the data and to determine “Mean”, “Minimum and “Maximum” values (must
Report Shortcuts and Keys

- Allows the user to “Print” the report
- Allows the user to select a specific “View”
- Allows the user to Export the data to Excel format, HTML Format, or Sent it to another GFEBS user within the system
- Allows the user to select a pre-established report Layout (must be already saved under the particular report module)
- Allows the user to develop a “Graphic” display of the specific report
Which of these reports can be used to determine what Invoices have been paid?

- ZPMT_WAREHOUSE
- FMFG_E-ZFZALI00
- FMRC

Which of these reports can be used to determine what Invoices have NOT been paid?

- ZPMT_WAREHOUSE
- FMFG_E-ZFZALI00
- FMRC

A report you are generating is taking too long to process. What option does GFEBS offer that allows you to generate the report and continue your work at the same time?

Generate reports in the “Background”

If a user needs to add or remove Data (Items) for a particular report, what must the user do?

Change the report “Layout”

What is the use of this “report Button”?

Search for a particular item within the report (Amount, Vendor name, etc.)

What is the use of this “report Button”?

Download the report in Excel Format (and other formats)

What is the use of this “report Button”?

Displays all the details of a selected transaction.
GFEBS useful Links

GFEBS Home Page
https://www.gfebs.army.mil/

Army Knowledge Online (AKO)
https://www.us.army.mil

milWIKI

Department of Defense Financial Management Regulation (DoD FMR)
http://comptroller.defense.gov/fmr/

DFAS-IN 37-100

USAFMCOM OST Training materials