GFEBS access and familiarization

United States Army Financial Management Command (USAFMCOM)
Operational Support Team
**ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively navigate the Training Environment and applicable training materials

**CONDITIONS:** given access to the USAFMCOM GFEBS Training Environment and Army Knowledge Online (AKO) website

**STANDARD:** identify and navigate through the different elements and options offered in the main screen of the General Fund Enterprise Business System (GFEBS), the Performance Support Website (PSW) and additional training materials. Utilize shortcuts/tips and successfully access training, walkthrough and job aid materials for each transaction.
Agenda

- **GFEBS background information**
- **GFEBS Access and Login**
  - Saving the GFEBS page to AKO favorites
  - Accessing GFEBS through AKO favorites
  - GFEBS Access Screen
  - Performance Support Website (PSW)
  - GFEBS environment Log-In
- **GFEBS Main Body screen and Menus**
  - SAP Easy Access- User Menu
  - SAP Easy Access- SAP Menu
  - Adding/Changing and accessing Favorite Transactions
Agenda

- Command Codes, Transaction Codes, Shortcuts and Tips
  - Command and Transaction Codes
  - System shortcuts
  - Status bar Messages
  - Messages (Error)
  - System Tips
- Search and Input Field assistance Tips
  - Search Windows and Wildcards
- GFEBS additional Training tools and resources
  - milWiki
  - GFEBS Public Files
- Useful Links
**Definition** - The General Fund Enterprise Business System (GFEBS) is the Army’s new web-enabled financial, asset and accounting management system that standardizes, streamlines and shares critical data across the Active Army, the Army National Guard and the Army Reserve. GFEBS will subsume over 80 legacy systems including the Standard Finance System (STANFINS), the most widely used standard accounting system for Army Installations, and the Standard Operation and Maintenance Army Research and Development System (SOMARDS).

**System** - GFEBS uses Systems Applications and Products in Data Processing (SAP) software, a Commercial Off-the-Shelf Enterprise Resource Planning solution.
Goal - The primary goal of GFEBS is to capture transactions and provide reliable data to better enable Army leadership to make decisions in support of the Warfighting effort. The Army GFEBS goals are:

- Provide decision support information to sustain Army Warfighting capability
- Provide analytic data and tools to support Institutional Adaptation
- Reduce the cost of business operations
- Improve accountability and stewardship
- Accomplish and provide complete Auditability
Benefits

• Part of the U.S. Army’s Program Executive Office Enterprise Information Systems portfolio

• Subsumes over 80 Army legacy systems and will eventually manage a budget of over $140 billion

• Offers new and improved capabilities for Army-wide interoperability

• Increases Army Financial Management quality and effectiveness
Benefits (Cont’d)

• Reduces cycle-time and variance to free human and financial resources for higher priorities

• Provides viewing and determining impacts of financial management decisions alongside budget structure

• Ability to differentiate between immediate funding needs and application of budgets and financial strategies that target near- and long-term demands of Congress, the Army, and the Warfighters they serve
GFEBS Access and Login
AKO/GFEBS Access

NOTE: You will not have access to the GFEBS Portal unless you have been properly provisioned

URL: https://us.army.mil
NOTE: You will not have access to the GFEBS Portal unless you have been properly provisioned
AKO/GFEBS Access (Cont’d)

Adding the GFEBS Page to your “Favorites” for easy access
GFEBS Login procedures

Accessing GFEBS through the “Favorites Menu”
The Performance Support Website (PSW) allows you to access GFEBS simulation and walk-through training materials by course name, course topic, and by role.

Access to the GFEBS Training Portal (TED) and/or production.
Expand the menus to view the available options for each course name, course topic, and by role. Click the “+” signs to expand.
GFEBS access Screen (Cont’d)

Performance Support Website (PSW)

Application Tutorials: step-by-step interactive transaction simulations

Job Aids: step-by-step in-detail transaction walkthroughs

User procedures: step-by-step explained transaction based on the Job Aids (shorter and more concise)
NOTE: The PSW Page may be left open while running the GFEBS page
GFEBS Login procedures (Cont’d)

Restricted Content Error remedy (temporary)

**NOTE:** this page can be added as a “Browser Favorite” at this point (the user will not have to go through AKO login).

**Note:** this error will appear every time you log into GFEBS. This inconvenience can be alleviated by downloading and installing the DoD (Department of Defense) Root and DoD trusted External Certificate Authority (ECA) certificates. These can be found in the AKO website under:

- Quick Links
- CAC Resource Center “AKO CAC Resources”
- Install the DoD Certificates
- Download and install: **InstallRoot_v3.15A.exe**
GFEBS Main Body screen and Menus
GFEBS Main Body screen

To exit the Main Body screen, click on the “ERP” tab to access GFEBS (only available in the production database).

For training, select “User training” then “TED357”.

Note: This screen is only seen in the Production (real-life) GFEBS environment.
The Universal Worklist is another screen accessed from the GFEBS Home page tab. The worklist maintains a running list of all work items assigned to a particular user at a particular time. The user is one of the recipients of each of the work items. On the Universal Worklist screen below, notice the tabs located along the top. Similar tabs appear in other areas of GFEBS. The tabs enable the user to view and/or input multiple pages of data while staying in the same transaction or function.
Menu Tool Bar:
The Menu Toolbar is dynamic and will differ depending on the transaction. This example shows the Command field on the toolbar; however, at times this field is collapsed. The Command field accepts both commands and T-codes. Spending Chain Transaction and Command Codes Job Aids will be discussed during this class. The black lower right corners on buttons (see example below) indicate a sub-menu. This convention is used throughout GFEBS.
SAP Easy Access - User Menu (Cont’d)

Options Icon: enables the user to open multiple sessions at one time (it is recommended that a user not have more than three sessions open at once), add favorites to internet Browser and Portal favorites.

Status Bar: displays information such as system and input error messages.

System information: displays transaction being processed, system and user data.

Log Off (closes Portal session)

Field utilized for Command code entry, Transaction code navigation, report request, etc. (most utilized).

Buttons to toggle between “User Menu” and “SAP Menu”.

Log Off (closes GFEBS session)
The Navigation pane (or panel) shows the user’s Favorites, User Menu (transactions and reports available to the user based on roles assigned), and SAP menu.

Expand the menu by utilizing the Black arrows for navigation.
SAP Easy Access - SAP Menu

Adding/Changing Favorites *(most commonly processed transactions for user)*

1. Click on MENU
2. Click “Insert Transaction”
3. Enter desired transaction T-Code (e.g., ME21N)
4. Click Continue
SAP Easy Access - SAP Menu (Cont’d)

Adding/Changing Favorites (most commonly processed transactions for user)

The saved favorite will appear in both the SAP Easy Access and User Menus. Double-clicking on the favorite will navigate the User directly to the saved transaction.
Command Codes, Transaction Codes Shortcuts
**Command and Transaction Codes**

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

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

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

<table>
<thead>
<tr>
<th>Command Code</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME21N</td>
<td>🔴 Takes the user to the associated transaction if currently at the SAP Easy Access Menu. In this case, create a PO.</td>
</tr>
<tr>
<td>/N</td>
<td>🔴 Ends the current transaction and returns the user to the SAP Easy Access Menu (the water screen).</td>
</tr>
<tr>
<td>/NMIRO</td>
<td>🔴 Ends the current transaction and starts a new specified transaction. In this case, an Invoice.</td>
</tr>
<tr>
<td>/O</td>
<td>🔴 Displays an overview of the open sessions.</td>
</tr>
<tr>
<td>/OMIGO</td>
<td>🔴 Starts a new session with the specified transaction while keeping the current session open.</td>
</tr>
<tr>
<td>/I</td>
<td>🔴 Closes the active session.</td>
</tr>
<tr>
<td>/Nend</td>
<td>🔴 Ends the current transaction and prompts the user to log off SAP.</td>
</tr>
</tbody>
</table>

**NOTE:** Mission Specific Transaction Codes will be covered in depth during the following class.
GFEBS uses numerous T-codes. Some will become familiar to the user due to frequency of use. Those T-codes are recommended for the user’s Favorites list. The following hints may assist in understanding T-codes that are less familiar. These hints are guidelines and not true in all cases.

<table>
<thead>
<tr>
<th>T-Code ending in:</th>
<th>The T-Code will:</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Create a new transaction.</td>
<td><strong>FMZ1</strong> - <strong>Create</strong> Funds Commitment</td>
</tr>
<tr>
<td>2</td>
<td>Change a saved transaction.</td>
<td><strong>FB02</strong> - <strong>Change</strong> Document</td>
</tr>
<tr>
<td>3</td>
<td>Display a transaction.</td>
<td><strong>XK03</strong> - <strong>Display</strong> Vendor</td>
</tr>
</tbody>
</table>

Transaction Codes for Reports will usually start with the letter “S”. Example: **S_P99_41000099** - Payment List

**NOTE:** Mission Specific Transaction Codes will be covered in depth during the following class.
System Shortcuts

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back</td>
<td>F3</td>
</tr>
<tr>
<td>Cancel</td>
<td>F12</td>
</tr>
<tr>
<td>Choose</td>
<td>F2</td>
</tr>
<tr>
<td>Copy</td>
<td>Ctrl + C</td>
</tr>
<tr>
<td>Create</td>
<td>F6</td>
</tr>
<tr>
<td>Cut</td>
<td>Ctrl + X</td>
</tr>
<tr>
<td>Display/Change</td>
<td>F7</td>
</tr>
<tr>
<td>Exit</td>
<td>Shift + F3</td>
</tr>
<tr>
<td>Help</td>
<td>F1</td>
</tr>
<tr>
<td>Last Page</td>
<td>Ctrl + Page Down</td>
</tr>
<tr>
<td>Next Page</td>
<td>Page Down</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Up</td>
<td>Ctrl + Page Up</td>
</tr>
<tr>
<td>Paste</td>
<td>Ctrl + V</td>
</tr>
<tr>
<td>Possible Values</td>
<td>F4</td>
</tr>
<tr>
<td>Previous Page</td>
<td>Page Up</td>
</tr>
<tr>
<td>Save</td>
<td>F11 (from within a transaction)</td>
</tr>
<tr>
<td>Tab left</td>
<td>Shift + Tab</td>
</tr>
<tr>
<td>Tab right</td>
<td>Tab</td>
</tr>
<tr>
<td>Undo</td>
<td>Ctrl + Z</td>
</tr>
<tr>
<td>Up, down, left, right</td>
<td>Arrow Keys</td>
</tr>
</tbody>
</table>
When processing or saving transactions, the Status bar will return different messages in the Status Bar at the lower left-hand corner of the screen, including:

**Information messages:** these messages indicate that the entry has been accepted and is displayed as a green button with a lower case letter I in it.

**Warning messages:** these messages indicate that the data may contain errors but does not prevent you from processing a transaction. Warning messages are displayed as a yellow button with an exclamation ("!") mark.

**Error messages:** these messages indicate that there is a mistake that must be corrected before you can proceed to the next screen. Error messages are displayed as a red button with an exclamation point ("!"). GFEBS will not let you continue until you correct the entry.
Messages (Error)

When processing a transaction, the system will notify the user if input data is missing, inaccurate or it fails system checks prior to processing. The user will be unable to save the work unless these indicators are cleared by making additional input or the necessary corrections. The icon may appear in multiple portions of the transactions screen; all errors must be cleared prior to saving the transaction. These errors are also known as “Hard Stops”.

If this icon is present in any field, the user must make the necessary corrections.
Messages (Error) (Cont’d)

1. Click on the Icon. This will prompt the system to display the error specifics (the errors would’ve appeared automatically upon an attempt to “Save” or “Check”).

2. Place a check mark next to the desired error needing correction (multiple can be checked).

3. Double clicking on a specific error will display a suggestion to fix the error.

4. Click “Edit” to correct errors. By selecting this option, the system will take the user directly to the erroneous field.

Correct input error or input missing data.
System Tips

In order to gain more input space within the screen, use the F11 function key to “minimize” the webpage header. The same procedure will return the screen to its normal state and size.

“Single-Click” on the Green portion of the Header, then press F11.
Search and Input Field assistance Tips
F1 Key - Specific input field assistant

“Single-Click” in the input field you require assistance with then press the “F1” function. Input Fields in all screens will have this help option.
Specific Field data input and search

If the data is known, it may be input directly into the desired field (the system will accept it if the data has already been staged in the database).

If the data is unknown, most fields will offer a Search option. Click the “Search” button. One of two options will appear based on the field. The amount of returns will dictate which option is given to the user. 1. Select the data. 2. Search the database for the desired data.

Note: The F4 key may also be used to prompt the Search windows.
Search windows and Wildcards

Example “Vendor” Search window

Search windows will offer various options based on the selected field. The criteria will be different for each Field.

- Items with this icon will allow you to select a search option. Selecting a different option will change the Search Fields within the window.

- Items with this icon will require you to enter “Single Value” and “Range” search criteria:

Example of “Options available”

Example of “Search criteria required”
There are instances when a search is required, but the user does not have detailed information with which to search. In these cases, a wildcard can be used. The wildcard replaces one or more characters in the search criteria. The wildcard can also represent no character. The asterisk (*) is the character used as a wildcard in GFEBS.

**Partial Criteria Surrounded by Wildcards:**

*company* - when input in the “Name” field, this will produce all Vendors with the word “company” within their name.

**Partial Criteria ending in a Wildcard:**

4623* - when input in the “Postal Code” field, this will produce all Vendors with a Zip Code starting with the provided data.
examples utilizing the “Vendor Search” Search window

**Partial Criteria Preceded by a Wildcard:**

*city* - when input in the “City” field, this will produce all Vendors located in cities with the word “city” at the end of their name.

<table>
<thead>
<tr>
<th>Code</th>
<th>Code</th>
<th>Name</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>01SR0</td>
<td>35010-0000</td>
<td>ALEXANDER CITY</td>
<td>GRIGGS ROBERTS</td>
</tr>
<tr>
<td>02LJ9</td>
<td>08401-0000</td>
<td>ATLANTIC CITY</td>
<td>SCHIFF-CHARNBUCH</td>
</tr>
<tr>
<td>03NL8</td>
<td>75411-9714</td>
<td>ARTHUR CITY</td>
<td>PARIS PEST CO</td>
</tr>
<tr>
<td>04JC3</td>
<td>37015-0000</td>
<td>ASHLAND CITY</td>
<td>KAYDON CONS</td>
</tr>
</tbody>
</table>

**Non-consecutive Partial Criteria with Wildcards:**

jo*n* - when input in the “Name” field, this will produce all Vendors with the letters JO and N within their name (in that order).

<table>
<thead>
<tr>
<th>Code</th>
<th>Code</th>
<th>Name</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Z3142</td>
<td>JOBLING JAMES A PTY LTD</td>
<td>NIAGARA PARK</td>
</tr>
<tr>
<td>AU</td>
<td>ZS860</td>
<td>JOAN BARRY THEATRICAL SUP</td>
<td>SYDNEY</td>
</tr>
<tr>
<td>BE</td>
<td>B5210</td>
<td>JO GOYAERTS NV</td>
<td>ALKEN</td>
</tr>
<tr>
<td>CA</td>
<td>L4485</td>
<td>JOAN ROBERTS CONSULTING</td>
<td>TORONTO</td>
</tr>
<tr>
<td>DE</td>
<td>G2595</td>
<td>JOBUS BEKLEIDUNGSINDUSTRI</td>
<td>BIELEFELD</td>
</tr>
</tbody>
</table>

**Note:** The previous examples showed names, but the same rules hold true for placement of wildcards in numbers. SFIS and GFEBS codes composed of numbers may be searched utilizing the above examples.
GFEBS additional Training tools and resources
NOTE: Users must first register to the "milSuite" portal in order to gain access to the training materials. See next slides.
milWiki Training Site (Cont’d)

Requesting Access

NOTE: It may take up to 10 minutes for your account to be activated in the system.
milWiki Training Site (Cont’d)

Website breakdown

GFEBS news, key links and latest information
GFEBS Class information and schedules
Various online transaction walkthroughs
Access to GFEBS guidelines
Location and duty specific Job Aids
Lessons Learned
Helpful training resources and websites
Other milWiki Resources
Once granted access to the GFEBS Training Environment, the user will have access to a vast quantity of shared training and lessons learned materials.
Never utilize the browser “BACK” button while in the GFEBS environment. It will cause the “Webpage to Expire”.

When needing to go back to the previous screen, utilize this button not the browser back button.

Using the “TAB” key is the best way to navigate through input fields. TAB will move the cursor to the next available field; “Alt + TAB”, to the previous field.

Active fields or fields that your cursor is in will be highlighted in orange.

Required fields must be completed to process a transaction and are usually denoted by a checkmark.

Dates are displayed and entered in MM/DD/YYYY format.

This icon Collapses menus

This icon Expands menus
This particular TAB indicates there are multiple TABS not shown on the particular Header.

These ICONS will allow the user to navigate from TAB to TAB (left to right and vice versa). Clicking the folder will allow the user to select a specific TAB not shown on the menu.
GFEBS useful Links

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

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

Performance Support Website (PSW)

milWIKI

13th Financial Management Center GFEBS guidance Portal
QUESTIONS?