US ARMY FINANCIAL MANAGEMENT COMMAND

GFEBS Goods and Services Receipt Processes for Commercial Vendor Services (CVS)

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

Updated 07/15/2015
**Action, Conditions and Standard**

**ACTIONS:** Log into the General Fund Enterprise Business System (GFEBS) and effectively execute the input of Goods and Services Receipt documentation 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*)

- 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

- Receiving Report Input processes
  - GR- Role based Capabilities
    - **MIGO** - Enter Goods Receipt (GR)
- Receiving Report Input Reversal Processes
- Service Entry Sheets (SES)
  - **ML81N** - Service Entry Sheet (SES) Input
- Service Entry Sheet (SES) Reversal Processes
  - Check on Learning
- GFEBS Useful Links
- Questions?
Receiving Report Input Processes
Goods Receipt (GR)

As defined by FAR 2.101, a Receiving Report is written evidence that indicates Government Acceptance of supplies delivered or services rendered. A complete receiving report (usually a DD Form 250) indicates that a port, shed, warehouse, or shipping terminal operator acknowledged the receipt of items listed under customary or specified contract terms and conditions. It is the responsibility of the CVS team to ensure Goods Receipt documentation is properly researched prior to input in GFEBS to avoid duplicates or overpayments.

Note: Receipt data is currently being received in GFEBS directly from an interface with iRAPT, formerly WAWF. Manual input of Receipts is becoming obsolete and only done manually when the interface fails and where iRAPT is unavailable.
GR 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 CVS (FMSU)
- Senior CVS Analyst (FMSU)
- Senior CVS Analyst (FMSD)
- CVS Analyst (FMSD)
- CVS Technician (FMSD)
- CVS Clerk (FMSD)

Note: Although only the CVS Clerk has the ability to process a Goods Receipt, the transactions may be “viewed” by all CVS personnel during PO research.
The user roles that will be involved in the Goods receipt/acceptance function are the Goods Receipt Processor, Goods Receipt/Invoice Receipt Processor, and the Goods Receipt Interface Processing Monitor. The GR is input into GFEBS using Movement Codes. These codes are based on the dates of Receipt and Acceptance listed on the Receiving Report.

**Examples:**

<table>
<thead>
<tr>
<th>Movement Type Used</th>
<th>Receiving Report Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ MIGO MT-101 (Receipt and Acceptance)</td>
<td>➢ Receipt and Acceptance – Same Dates</td>
</tr>
<tr>
<td>➢ MIGO MT-103 (Receipt)</td>
<td>➢ Receipt Date – 06/07/2014</td>
</tr>
<tr>
<td>MIGO MT-105 (Acceptance)</td>
<td>➢ Acceptance Date – 06/09/2014</td>
</tr>
</tbody>
</table>
**MIGO** - Enter Goods Receipt (GR)

**Example “Movement Type- 103”**

**Note:** Demonstrate using Walkthrough PO 1

1. Enter Goods Receipt Purchase Order - Tameria O'Dell
   - **Enter the “Movement Type”**
   - **GR into blocked stock**

**103 and 105 - Movement Types** (Different GR and GA dates)

**Note:** 2 separate MIGO Transactions will have to be processed in order to report both 103 and 105 “Movement Types”.

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**Comment:**
- Transactions will have to be processed in order to report both 103 and 105 “Movement Types”.
- SAP Easy Access - User Menu
  - **MIGO**
  - Enter

**Comments:**
- Goods Receipt Purchase Order - Tameria O'Dell
- **Document Date:** 11/13/2014
- **Posting Date:** 11/13/2014
- **Delivery Note:**
- **Billing Date:**
- **Collective Slip:**

**Guidance:**
- Goods shown in column 17 were received in apparent good condition except as noted.
- Date received: 8-Nov-14
- Signature of Material Handling: Mathew P. Alexander
- Physical copy of GR
The user has the option to input the GFEBS-generated PO number or to select any other known PO info to locate the correct PO.

Enter the desired search string.

Double click on contract number or click the green checkmark below, then press enter to populate the MIGO screen.
Example “Movement Type- 103”

**103 Movement Types** (Different GR and GA dates)

- **Example:**
  - **Final Shipment (1F, 10F)**
  - **Partial Shipment (1P, 10P)**
Click on the Line Item you want to record as “Received”.

Select the “Quantity” TAB

Ensure the “Qty in Unit of Entry” matches the Receiving Report. If the quantity is different than the RR, then it must be changed here.

Insert Qty

Click OK
If the Receiving Report contains items received for multiple Contract Line Items, the user can navigate to the applicable Line Item by entering it in the “Line” field or may also Double Click on the next Line Item. (See example to the right)
After all the input has been made for the incoming Receiving Report, ensure the Quantities are accurate and that all applicable items are checked as “OK” prior to continuing.
After verifying all information is correct, click the “Check” button.

This is a “Warning” messages notifying the user that all ordered Goods are yet to be received (applies to a partial receipt scenario only).

Click the Checkmark to continue.
MIGO - Enter Goods Receipt (GR)
(Cont’d)

Example “Movement Type- 103” (Cont’d)

Click “Post” to save your work and record the Receipt against the Purchase Order (PO)

- All Goods have been Received
- Only partial Goods have been Received
- More Goods than ordered have been Received (will not process)

System Notification to alert the user the transaction was successfully saved will be shown at the bottom of the screen. This number is permanently assigned to the MIGO transaction. Must be used to query and identify it in the future.

Note: Writing the GFEBS number on the document will ensure better audit trail.

System document 5000007690 posted
MIGO- Enter Goods Receipt (GR)

Example “Movement Type- 105”

**Note:** 2 separate MIGO Transactions will have to be processed in order to report both 103 and 105 “Movement Types”. 

Enter the “Movement Type”
The user has the option to input the GFEBS-generated PO number or to select any other known PO info to locate the correct PO.

Example “Movement Type- 105” (Cont’d)

Enter Goods Receipt (GR)

Enter the desired search string

Double click on contract number or click the green checkmark below, then press enter to populate the MIGO screen.

MATERIAL INSPECTION AND RECEIVING REPORT

<table>
<thead>
<tr>
<th>INSTRUMENT IDENTIFICATION</th>
<th>ORDER NO.</th>
<th>6. INVOICE NO./DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>W912D1-15-P-0404</td>
<td></td>
<td>526304 9-Nov-14</td>
</tr>
</tbody>
</table>
Example “Movement Type- 105”

Required field that allows the user to add explanations or notes which apply to the document as a whole (not only certain line items.)

Examples:
- Final Shipment (1F, 10F)
- Partial Shipment (1P, 10P)

**105 Movement Types** (Different GR and GA dates)
Click on the Line Item you want to record as “Accepted”.

Select the “Quantity” TAB

Ensure the “Qty in Unit of Entry” matches the Receiving Report

Click OK
It is the responsibility of the user processing the Goods Receipt (GR) to ensure the “Receiving Report” was completed for Goods specified on the Purchase Order (PO). The user must also verify the documentation to determine if the receipt was partial, final or if it exceeds what was agreed upon in the Contract.
MIGO- Enter Goods Receipt (GR)  
(Cont’d)

Example “Movement Type- 105”

Select “Where” TAB

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Note: Optional field to enter name of the actual Official that Received/Accepted the Goods (in accordance with the DD 250)

Required field must contain comments related to this Line Item Only. Examples:
• Partial Goods Received
• All Goods Received
• CLIN Exhausted

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If the Receiving Report contains items received for multiple Contract Line Items, the user can navigate to the applicable Line Item by entering it in the “Line” field or may also Double Click on the next Line Item. (See example to the right)
After all the input has been made for the incoming Receiving Report, ensure the Quantities are accurate and that all applicable items are checked as “OK” prior to continuing.

**Example “Movement Type- 105”**

<table>
<thead>
<tr>
<th>Line</th>
<th>Mat. Short Text</th>
<th>OK</th>
<th>Qty in UnE</th>
<th>EUn</th>
<th>SLoc</th>
<th>Cost Center</th>
<th>Busi...</th>
<th>G/L Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Miller Sturdy concrete saw (HG361)</td>
<td>✔</td>
<td>4.000</td>
<td>EA</td>
<td></td>
<td>76VV0065</td>
<td>ARMY</td>
<td>6100. 310A</td>
</tr>
<tr>
<td>2</td>
<td>1990 Reiniert generator, 50 HP</td>
<td>✔</td>
<td>3.000</td>
<td>EA</td>
<td></td>
<td>76VV0065</td>
<td>ARMY</td>
<td>6100. 310A</td>
</tr>
<tr>
<td>3</td>
<td>2010 Reiniert generator, 100HP</td>
<td>✔</td>
<td>2.000</td>
<td>EA</td>
<td></td>
<td>76VV0065</td>
<td>ARMY</td>
<td>6100. 310A</td>
</tr>
</tbody>
</table>
Example “Movement Type- 105” (Cont’d)

After verifying all information is correct, Click the “Check” button.

This is a “Warning” message notifying the user that all ordered Goods are yet to be received (applies to a partial receipt scenario only).

Click the Checkmark to continue.
All Goods have been Received
Only partial Goods have been Received
More Goods than ordered have been Received (will not process)

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

Click “Post” to save your work and record the Receipt against the Purchase Order (PO)

Note: Writing the GFEBS number on the document will ensure better audit trail.

Material document 5000007691 posted
ME23N- PO Status After MIGO Input

PO Status after MIGO Input

Note: “Delivered” is the total of all CLINS. Item Detail below shows individual CLINS

MIGO input. Click to view saved transaction (check each CLIN to view their History).
**MIGO - Enter Goods Receipt (GR)**

Example “Movement Type- 101”

**Note:** Movement type 101 is ONLY used when Received and Acceptance dates are the same. Movement types 103 and 105 will be used when dates are different.

**101 - Movement Type (Same GR and GA dates)**

Physical copy of GR
The user has the option to input the GFEBS-generated PO number or to select any other known PO info to locate the correct PO.
Example “Movement Type - 101”

6. Enter Receipt/Acceptance Date

7. Required field that allows the user to add explanations or notes which apply to the document as a whole (not only certain line items.)

Examples:
- Final Shipment (1F, 10F)
- Partial Shipment (1P, 10P)

Then Hit Enter
Click on the Line Item you want to record as “Received”.

Select the “Quantity” TAB

Ensure the “Qty in Unit of Entry” matches the Receiving Report

Insert Qty

Click OK
Example “Movement Type- 101” (Cont’d)

If the Receiving Report contains items received for multiple Contract Line Items, the user can navigate to the applicable Line Item by entering it in the “Line” field or may also Double Click on the next Line Item. (See example to the right)

Note: Optional field to enter name of the actual Official that Received/Accepted the Goods (in accordance with the DD 250

Required field must contain comments related to this Line Item Only.
Examples:
• Partial Goods Received
• All Goods Received
• CLIN Exhausted
It is the responsibility of the user processing the Goods Receipt (GR) to ensure the “Receiving Report” was completed for Goods specified on the Purchase Order (PO). The user must also verify the documentation to determine if the receipt was partial, final or if it exceeds what was agreed upon in the Contract. After all the input has been made for the incoming Receiving Report, ensure the Quantities are accurate and all applicable items are checked as “OK”.

<table>
<thead>
<tr>
<th>Line</th>
<th>Mat. Short Text</th>
<th>OK</th>
<th>Qty in UnE</th>
<th>EUn</th>
<th>SLoc</th>
<th>Cost Center</th>
<th>Business</th>
<th>G/L Account</th>
<th>Batch</th>
<th>Valuation Type</th>
<th>Mo...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jersey Barrier 4’x8’ reinforced concrete</td>
<td>✓</td>
<td>20.000</td>
<td>EA</td>
<td></td>
<td>76VV0065</td>
<td>ARMY</td>
<td>6100.3230</td>
<td></td>
<td>101</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Texas Barrier 6’x10’ reinforced concrete</td>
<td>✓</td>
<td>50.000</td>
<td>EA</td>
<td></td>
<td>76VV0065</td>
<td>ARMY</td>
<td>6100.3230</td>
<td></td>
<td>101</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>T-Wall Barrier 12’x6’ reinforced concrete</td>
<td>✓</td>
<td>30.000</td>
<td>EA</td>
<td></td>
<td>76VV0065</td>
<td>ARMY</td>
<td>6100.3230</td>
<td></td>
<td>101</td>
<td></td>
</tr>
</tbody>
</table>
After verifying all information is correct, Click the “Check” button.

These are “Warning” messages notifying the user that all ordered Goods are yet to be received (applies to a partial receipt scenario only).

Click the Checkmark to continue.
MIGO - Enter Goods Receipt (GR) (Cont’d)

Example “Movement Type- 101” (Cont’d)

All Goods have been Received
Only partial Goods have been Received
More Goods than ordered have been Received (will not process)

Click “Post” to save your work and record the Receipt against the Purchase Order (PO)

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

Note: Writing the GFEBS number on the document will ensure better audit trail.

Material document 5000007697 posted
PO Status after MIGO Input

Note: “Delivered” is the total of all CLINS. Item Detail below shows individual CLINS

MIGO input. Click to view saved transactions (check each CLIN to view their History).
Receiving Report Input Reversal Processes
Reversal of a Receipt and/or Acceptance transactions must take place when inaccurate data was processed or erroneous input has been made by the user. The type and order of reversal must be based on the input made during the original transaction.

If a receipt was processed with two transactions: Movement Type-103 (Delivery) then a Movement Type-105 (Acceptance), the Acceptance Must be reversed first then the Receipt.

Examples:

**Original Input**
- MIGO MT-101 (Receipt and Acceptance)
- MIGO MT-103 (Receipt)
- MIGO MT-105 (Acceptance)

**Reversal Transaction(s) in order**
- MIGO MT-102 (Receipt and Acceptance Reversal)
- MIGO MT-104 (Receipt Reversal)
- MIGO MT-104 (Receipt Reversal)
- MIGO MT-106 (Acceptance Reversal)
ME23N - Receiving Report
Reversal research

If the desired PO is not displayed, click “Other PO” and enter the applicable PO number.
ME23N- Receiving Report Reversal research

Access and research the PO History to ensure the correct Receiving Report is being reversed.
Review the selected Receipt transaction to ensure it matches the document that needs reversal.
MIGO - Receiving Report Reversal

Processing the MIGO Reversal

Note: If the receipt and Acceptance were recorded with “Movement Types” 103 and 105, individual reversals must be input using “Movement Types” 104 and 106.

Select applicable “Movement Type” Reversal code

Enter PO Number and press Enter

The screen will populate with the applicable PO and Receiving Report information
3. Required field that allows the user to add explanations or notes which apply to the document as a whole (not only certain line items.)

Examples:
- Erroneous Input
- Duplicate Receipt Input

4. Required field that must contain comments related to this Line Item Only.

Examples:
- Erroneous Input
- Duplicate Receipt Input

Check the “Item OK” box

**NOTE:** Steps 4 and 5 must be done to all the Line Items.
System Notification to alert the user the transaction was successfully saved. This number is permanently assigned to the MIGO Reversal transaction. Must be used to query and identify it in the future.

The User has an option to “Check” their work prior to “Posting.”

Click “Post” to save your work and record the Receipt Reversal against the Purchase Order.

Note: Writing the GFEBS number on the document will ensure better audit trail.
ME23N - PO Status after MIGO Reversal

PO Status after MIGO Reversal Input

Negative values indicate a "Credit" toward "Goods Receipts"
ME23N - Receiving Report

Reversal research

PO Research - MT 106 & 104

If the desired PO is not displayed, Click “Other PO” and enter the applicable PO number.
Access and research the PO History to ensure the correct Receiving Report is being reversed.
Review the selected Receipt transaction to ensure it matches the document that needs reversal.
MIGO - Receiving Report Reversal

Processing the MIGO Reversal MT-106

Note: If the receipt and Acceptance were recorded with “Movement Types” 103 and 105, individual reversals must be input using “Movement Types” 106 then 104.

- Select applicable “Movement Type” Reversal code
- Enter PO Number and press Enter
- The screen will populate with the applicable PO and Receiving Report information
Check the “Item OK” box

**NOTE:** Steps 4 and 5 must be done to all the Line Items.

**Required field that allows the user to add explanations or notes which apply to the document as a whole (not only certain line items.)**

Examples:
- Erroneous Input
- Duplicate Receipt Input

**Required field that must contain comments related to this Line Item Only.**

Examples:
- Erroneous Input
- Duplicate Receipt Input
System Notification to alert the user the transaction was successfully saved. This number is permanently assigned to the MIGO Reversal transaction. Must be used to query and identify it in the future.

The User has an option to “Check” their work prior to “Posting”.

Click “Post” to save your work and record the Receipt Reversal against the Purchase Order.

Note: Writing the GFEBS number on the document will ensure better audit trail.
Check the “Item OK” box

NOTE: Steps 4 and 5 must be done to all the Line Items.

Required field that allows the user to add explanations or notes which apply to the document as a whole (not only certain line items.)
Examples:
• Erroneous Input
• Duplicate Receipt Input

Required field that must contain comments related to this Line Item Only.
Examples:
• Erroneous Input
• Duplicate Receipt Input
MIGO - Receiving Report Reversal

Select applicable “Movement Type” Reversal code

Enter PO Number and press Enter

The screen will populate with the applicable PO and Receiving Report information

Note: If the receipt and Acceptance were recorded with “Movement Types” 103 and 105, individual reversals must be input using “Movement Types” 106 then 104.
MIGO - Receiving Report Reversal
(Cont’d)

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

The User has an option to “Check” their work prior to “Posting”

Click “Post” to save your work and record the Receipt Reversal against the Purchase Order

Note: Writing the GFEBS number on the document will ensure better audit trail.

Material document 5000007703 posted
ME23N- PO Status after MIGO Reversal

PO Status after MIGO Reversal Input

MIGO Reversal input. Click to view saved transaction.

Negative values indicate a “Credit” toward “Goods Receipts”
Service Entry Sheets (SES)
Service Entry Sheets (SES) are processed in GFEBS in lieu of a Goods Receipt (MIGO) transaction to record the receipt of “Services Performed”. This transactions can only be processed against a “Service Type” contract in GFEBS.

“Service Contract” means a contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. A service contract may be either a non-personal or personal contract. It can also cover services performed by either professional or nonprofessional personnel whether on an individual or organizational basis.

Examples may include: Maintenance, Repairs, Salvage, Housekeeping, Advisory/Assistance services, Communication services, Transportation, etc.
Service Entry Sheets (SES) (Cont’d)

Service type Contracts are identifiable in GFEBS by a series of special codes utilized during the creation of the Purchase Order (PO). Only PO’s with the below data will be capable of accepting the recording of Receipt/Acceptance of services through Service Entry Sheet processing. See the below example:

- **Item Cat. (Category) code:** All Service type contracts must have a Code of “D” (Service)
- **PO Quantity:** Will always be “1”
- **Order UoM (Unit of Measure):** Will always be “AU” (Activity Unit)
ML81N - Entry Service Sheet

Input

Only to be utilized for “Service Type” Contracts

1. If the desired PO is not displayed, Click “Other PO” and enter the applicable PO number.

2. Enter the applicable GFEBS PO number and CLIN (if known).

3. After entering the PO number, the “TREE” becomes available by clicking the “Tree On/Off” icon. The lower portion of the screen will display the available Service Contract CLINs. This allows for the selection of the applicable PO for SES input.
ML81N – Entry Service Sheet
Input (Cont’d)

4. Once the correct PO is displayed, click “Create Entry sheet”.

5. Enter comments regarding the receipt of the services (will apply to all CLINs being received).

Receiving Report: “Acceptance Date” (the transaction will ultimately be recorded as a “101-Movement Type” receipt)

Always Today’s date
**ML81N - Entry Service Sheet Input (Cont’d)**

<table>
<thead>
<tr>
<th>Line</th>
<th>Short Text</th>
<th>Quantity</th>
<th>Un</th>
<th>Gross Price</th>
<th>Crty</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Asbestos Removal, 1st Partial Bill</td>
<td>1</td>
<td>AU</td>
<td>1079.17</td>
<td>USD</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter: Short Text, Quantity, Unit of Measure and Gross Price from receiving Report

Note: Ensure line item(s) from the receiving report match the correct line item(s) line in GFEBS

PRESS ENTER to activate the ACCEPT button

*Physical copy of RR*
If the above entries are accurate, Click “Accept”

Note: Once Accepted and Saved, the Acceptance indicator will turn to “Green” on the display and in the Service Entry “Tree”

Create an Entry Sheet for all lines of the contract

Note: Writing the GFEBS number on the document will ensure better audit trail.

The entry sheet transaction will be recorded and posted

Service entry sheet saved, acceptance document 5000007704 posted
ML81N input creates two PO entries: one for the “Receipt” (recorded as MT-101) and the other for the SES document. Click to view saved transactions.
Service Entry Sheets (SES) Reversal Processes
**ML81N - Entry Service Sheet Reversal**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>If the desired PO is not displayed, Click “Other PO” and enter the applicable PO number.</td>
</tr>
<tr>
<td>2</td>
<td>Enter the applicable GFEBS PO number and CLIN (if known).</td>
</tr>
<tr>
<td>3</td>
<td>After entering the correct PO number, the “Tree” may appear on the left hand side or the user may have to prompt it by Clicking “Tree On/Off”. This allows for the selection of the applicable SES for reversal.</td>
</tr>
</tbody>
</table>
ML81N - Entry Service Sheet

Acceptance Reversal (Cont’d)

1. Click “Display Change” to switch from “View only” to “Document Change”.

2. Once available, click “Revoke Acceptance”.

3. Click “Save” to record the reversed Acceptance.

4. Select “Yes” to record the transaction and add remarks.

Click “Display Change” to switch from “View only” to “Document Change”.

Once available Click
“Revoke Acceptance”

Click “Save” to record the reversed Acceptance.

Select “Yes” to record the transaction and add remarks.
You may access the PO at this point (ME23N) to view the status after the processed “Acceptance Reversal”. The original input and the reversal bring the “Goods Receipt” total to “0”. Note that the “Service Entry” remains. See next slide for “SES Deletion”.

Enter reason for “Acceptance Reversal”

Click Check mark
Deletion of Service Entry Sheet

Select "Delete" to delete the Service Entry Sheet.

If the "Delete" button is unavailable, Click "Display<->Change".

Select "Delete" to delete the Service Entry Sheet.

Click ‘Save” to ensure the deletion is recorded.

Note: Acceptance indicator will change to “Deleted”.
ME23N - PO Status After ML81N Reversal

PO Status after ML81N Reversal and Deletion Input

ML81N “Acceptance” Reversal input.

Note that the Service Entry Sheet value was decreased to “0” after deletion.
Who in the CVS Section has the ability (GFEBS Role) to process “Goods Receipts”? 
- CVS Analyst
- CVS Technician
- CVS Clerk
- Senior CVS Analyst

- **What T-Code is utilized to process a “Goods Receipt”?**
  - MIGO- Enter Goods Receipt (GR)

- **If the “Receipt Date” and “Acceptance Date” are different on the receipt documentation, what “Movement Type(s)” must the user process to record this receipt?**
  - MT- 101
  - MTs- 103 then 105

- **What does this symbol indicate after “Checking” and/or “Posting” a GR?**
  - Only partial goods have been received.

- **Where can a user go to view the status of the PO after a MIGO input?**
  - ME23N- Display Purchase order (PO), Purchase Order History.

- **What T-Code is utilized to “Reverse” a MIGO transaction?**
  - MIGO- Enter Goods Receipt (GR). Must utilize the correct reversal “Movement Types”

- **If a Goods Receipt was processed with different Receipt and Acceptance dates, what “Movement Type(s)” must be utilize to reverse it and in what order?**
  - MT- 102
  - MTs- 106 then 104
  - MTs- 104 then 106
Check on Learning (Cont’d)

- What steps, and in what order, should a Service Entry sheet be
  1. Revoke Acceptance
  2. Delete Service Entry sheet

- What portions of the “Item Overview” indicate that a SES transaction is required to record receipt of services?
  The “Item Category” is “D” (Service), the “Quantity Ordered” is “1” and the “Unit of Measure (UoM)” is “AU” (Activity Unit).

- Once properly saved, the SES “Acceptance” portion of the input will be recorded as what type of “Movement Type”? MT- 101 (same Receipt and Acceptance dates)

- Where can a user go to view the status of the PO after a ML81N input?
  ME23N- Display Purchase Order (PO), Purchase Order History

- If processed correctly, what entries will the PO history have available for the SES transaction? What are they?
  “Goods Receipt” (Acceptance) and “Service Entry” entries.

- 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.
Have Goods been “Received and Accepted” for this Purchase Order? Yes. A MIGO transaction with MT-101 was processed.

What does the “MvT” code of “101” say about the dates on the Receiving Report? The Receipt and Acceptance dates are the same.

Why would this PO History not have a Goods Receipt “Total” even though MIGO transactions have been posted against it? The MT-105 MIGO (Acceptance) has not been processed.
This Service Contract has a Service Entry sheet processed against. Why does the “Goods Receipt” not have a total? The “Acceptance” was revoked but the SES was never deleted.

<table>
<thead>
<tr>
<th>Sh. Text</th>
<th>MvT</th>
<th>Material Document</th>
<th>Item</th>
<th>Posting Date</th>
<th>₦ Quantity</th>
<th>Delivery cost quantity</th>
<th>OUn</th>
<th>₦ Amount in LC</th>
<th>L.cur</th>
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</thead>
<tbody>
<tr>
<td>WE</td>
<td>102</td>
<td>5000007726</td>
<td>1</td>
<td>11/26/2014</td>
<td>1,050.52</td>
<td>USD</td>
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<tr>
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<td>101</td>
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<td>1</td>
<td>11/26/2014</td>
<td>1,050.52</td>
<td>USD</td>
<td></td>
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</tr>
<tr>
<td>Tr./Ev. Good</td>
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<td></td>
<td></td>
<td>-</td>
<td>0.00 USD</td>
<td></td>
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<td></td>
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<td>Tr./Ev. Servi</td>
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<td></td>
<td>-</td>
<td>0.00 USD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This PO history appears to have a SES saved against it. Why would it not have a “Service Entry” total? The SES was deleted.

What does the “100.00-” (negative value) say about this transaction? It indicates a “Reversal”.

Check on Learning (Cont’d)
GFEBS useful Links

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

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

milWIKI

Department of Defense Financial Management Regulation (DoDFMR)
http://www.dod.mil/comptroller/fmr

DFAS-IN 37-100

USAFMCOM OST Training materials