GFEBS Invoice Processes for Fund the Force (FTF) (Contractual and Non-Contractual)
**ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively execute the input of Vendor Invoice data into GFEBS

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

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

- Department of Defense Financial Management Regulation (DoDFMR), Volume 10 (*Contract Payment Policy and Procedures*)
  

- 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

**Contractual Invoice Input Processes**
- Invoice Input Role based capabilities
  - MIRO – Enter Incoming Invoice
- Invoice Reversal Processes (Uncleared Invoices)
  - MR8M – Cancel Invoice
  - F-44 – Clear Vendor; Header Record (Finalize Invoice reversal)
- Blocking an Invoice from Payment (manual process)
  - Invoice Block Role based capabilities
  - FB02 – Change Document (Block)
- Releasing a Blocked Invoice for Payment
  - Invoice Block Role based capabilities
  - MRBR – Release Blocked Invoices
- Other Invoice Related T-Codes
- Check on Learning
Agenda (Cont’d)

- **Miscellaneous Payments (Non-Contractual)**
  - Funds Commitment and Obligation Research
  - Commitment and Obligation research Role based capabilities
  - **FMZ3** - Display Funds Commitment

- **Miscellaneous Pay Vendor Invoice Input Processes**
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  - **FB60** - Enter Incoming Vendor Invoice
  - **FB08** - Reverse Invoice document

- **Document Attachments (Invoice)**
  - Document Attachment Role based capabilities
  - **FB02** - Change Document (file attachment)
Agenda (Cont’d)

- Determining the current status of an FTF Payment (Clearing Documents)
  - Document Display Role based capabilities
  - FB03 – Display Document
  - Check on Learning

- GFEBS Useful Links

- Questions?
Contractual Invoice input Processes
Contractual Invoice Processing

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

Invoices may be processed in GFEBS before the “Goods Receipt” transaction but they will be saved as “Blocked for Payment” and will remain “Blocked” until the “Goods Receipt” is processed. Manual input of Invoices is becoming obsolete and only done manually when the interface fails and vendors need to input data through WAWF.

Note: Invoice data is currently being received in GFEBS directly from an interface with WAWF (Wide Area Workflow). Manual input of Invoices is becoming obsolete and only done manually when the interface fails and vendors need to input data through WAWF.
Invoice Input Role-based Capabilities

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

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

Note: Although only the FTF Technician has the ability to process an incoming Invoice, the transaction may be “viewed” by all FTF personnel during PO research.
MIRO - Enter Incoming Invoice

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

1. Date the document was received in FTF (Date Stamp)
2. Vendor's Invoice Date
3. Vendor's Invoice Number

Received in FTF
21 November 2012

INVOICE
Invoice Number: 65498
Date: 19-Nov-12
Reference 65498
MIRO - Enter Incoming Invoice

(Cont’d)

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

Once the PO data populates the screen, ensure it is the correct PO, the correct vendor and that money is available to process the Invoice (utilize the documentation on hand and PO History).
MIRO - Enter Incoming Invoice
(Cont’d)

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

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

6. Click the “Invoice” Tab.

Check if you would like the Invoice to be exempt from the Prompt Payment Act (PPA).

Most MIRO transactions will be subject to the PPA.

May be utilized for processing Invoices with errors in order to hold until corrections are made and re-processed.
MIRO- Enter Incoming Invoice (Cont’d)

The user can verify if the Payment Due Date is correct in accordance to the terms of the contract. The Payment Terms may be changed here only if necessary or applicable.

Ensure the correct “Payment Method Supplement (PMS)” is utilized. This code is utilized for reporting purposes and for the FTF Leadership to track Invoice Documents processed at their locations only. It is also needed to “route” GFEBS “Workflow” transactions that need to be viewed/approved by a second party.

Ensure the correct Payment method is reflected in this field (i.e., EFT=T, Treasury Check = C, etc.)
After all the input has been made for the incoming Invoice, ensure the Quantities and information are accurate prior to continuing.

*Physical copy of Invoice*
Although not a requirement prior to Posting the Invoice, the user may select “Simulate” to view the effects (mostly on G/L Accounts) of posting the transaction. Once finished viewing the simulation, the user may elect to “Post” at that point.)
Click “Post” to save your work and record the Invoice against the Purchase Order (PO).

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

**Note:** Writing the GFEBS number on the document establishes an audit trail.
ME23N - PO Status After Invoice Input

MIRO input. Click to view saved transaction.
Invoice Reversal Processes
Invoice Reversal Processing

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

**MR8M (Cancel Invoice Document)** - Reverses the original “MIRO” transaction

**F-44 (Clear Vendor: Header Data)** - Manually clears the Invoice entry in the GFEBS

Note: Procedures to adjust or reverse documents that have been issued “Clearing Numbers” will be covered in a separate block of instruction.
ME23N - Invoice Reversal Research

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 Invoice is being reversed.
Review the selected Invoice transaction to ensure it matches the document that needs Reversal/Cancellation.
MR8M - Cancel Invoice

1. Enter the GFEBS generated Invoice number needing the reversal and ensure the correct Fiscal Year is used.

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

3. Enter date of Reversal (Today).
Once all input has been verified utilizing the PO history and documentation, click "Reverse". System Notification to alert the user the Invoice was successfully reversed. The number issued by the system is permanently assigned to the MIRO reversal transaction. The message also prompts the user to manually clear the FI document (this action is executed with T-Code “F-44” covered in the next module).
Enter the Vendor CAGE Code for the Invoice Document Reversed during the MR8M. Ignore message and click "Continue".

**Note:** Failure to execute an F-44 immediately after the MR8M will result in a Vendor and General Ledger account imbalance that will affect the "Payment Proposal" procedures.
F-44- Clear Vendor: Header Data (Cont’d)

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

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

Double-Click the “Blue” USD Gross Amount to clear the “Not Assigned” imbalance.

Click “Post”

Note the “Blue” USD Gross Amount is now “Black” and the “Not Assigned” amount is now “0” (no imbalance).

Assigned” field indicates the imbalance (the MIRO and MR8M are not offsetting correctly) that needs to be cleared with this T-Code.
PO Status after MIRO Reversal

MIRO Reversal input. Click to view saved transaction.

Negative values indicate a “Credit” toward “Invoices Received”

Cont’d)

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE-L</td>
<td>1.000</td>
<td>379.64 USD</td>
<td>379.64 USD</td>
</tr>
<tr>
<td>RE-L</td>
<td>1.000</td>
<td>379.64 USD</td>
<td>379.64 USD</td>
</tr>
</tbody>
</table>

PO Status after MIRO Reversal

Active: 11.000 EA, 2,978.20 USD
Not Yet Sent: 1.000 EA, 379.64 USD
Partially Delivered: 10.000 EA, 2,539.56 USD
Invoiced: 0.000 EA, 0.00 USD
Down payments: 0.00 USD
Blocking an Invoice from Payment (Manual Process)
Blocking an Invoice from Payment

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

An Invoice may be manually blocked or GFEBS may block it automatically due to imbalances through established system variables.
The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBS Roles:

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

**Note:** Although only the above personnel have the ability to Block an Invoice from payment, the transaction may be “viewed” by all FTF personnel during PO research.
FB02 - Blocking an Invoice from Payment

1. Click "Document List".
2. Enter the Fiscal Year.
3. Enter GFEBS Invoice Document Number (Ensure proper research has been done to ensure the correct Invoice is being Blocked).
4. Click "Execute".
Double-Click the Document to be Blocked

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

Note: See List of Posting Key (PK) codes at the end of the presentation.
Enter the appropriate “Payment Block Key” (reason). Usually “B” when manually blocking an Invoice.

Click “Save” to prevent the Invoice from being paid.
After selecting the correct Invoice Document, Click the “Payment” tab.

This Invoice has been Blocked for Payment.
Releasing a Blocked Invoice for Payment
Releasing an Invoice for Payment

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

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

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

Note: Although only the FTF Analyst has the ability to Release an Invoice for payment, the Blocked Invoice may be “viewed” by all FTF personnel during PO research.
Releasing an Invoice for payment (Cont’d)

Types of Invoice Blocks:

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

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

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

Displaying the Blocked Invoices

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

1. Enter the applicable FY search Criteria
2. Enter the applicable Posting Date Criteria
3. Select the Processing method ("Manually" is preferred due to the ability the user has to select which invoices to release)
4. Select the procedure used to Block the Invoice (all options should be utilized individually to ensure all Invoices are viewed regardless of Blocking reason)
5. Click "Execute" to view query results
MRBR- Releasing Blocked Invoices (Cont’d)

Researching the Blocked Invoices

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

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

The “X” indicates the reason the Invoice was Blocked.
MRBR- Releasing Blocked Invoices (Cont’d)

<table>
<thead>
<tr>
<th>OPQ</th>
<th>Qty</th>
<th>BlockR Pr.</th>
<th>Blk Qual</th>
<th>BR Amount</th>
<th>BlockR Dte</th>
<th>Man.Block.Reasn</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**NOTE:** All “Blocking Reasons” (columns marked with an “X”) must be deleted for the document the user wishes to Release. Some documents may have multiple Blocking reasons.
Click on item Document Number to view the Invoice you wish to research prior to releasing it; ensure the release action is driven by the ability to pay the Vendor through a legitimate document “Three-Way-Match”.

After viewing the Blocked Invoice Document, press “Back” to return to the MRBR screen.

An entry other than “Free for Payment” indicates the Invoice was system or manually Blocked from Payment.
MRBR- Releasing Blocked Invoices (Cont’d)

Releasing the Blocked Invoices

1. Single-Click on the “Blocked Reason” with the “X”

2. Click the “Blocking Reason” button (Cancel Blocking Reason)

After the “Blocking Reason” button is pressed, the “X” will be changed to a “Trashcan Icon” denoting the deletion of the Blocking Reason.
MRBR - Releasing Blocked Invoices (Cont'd)

Click the “Release Invoice” button to ensure all deleted “Blocks” are recorded.

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

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

Single Click the empty grey block furthest to the left of the line to “Select the Invoice Record”.

Note: after "Releasing", a “Status” icon of a green flag will appear.
MIR4 - Document status after Releasing Invoice (Cont’d)

1. Enter Invoice Document Number and FY
2. Click “Display Document”
3. Select the “Payment” Tab
4. The Invoice is now “Free for Payment”.
Other Invoice Related T-Codes

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

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

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

**FB03 (Display Document)** - Utilized to view the document after it has posted. This is a widely utilized method to determine if an Invoice has been “Blocked”.
Who in the FTF Section has the ability (GFEBS Role) to process “Invoices”?
- FTF Analyst
- FTF Technician
- FTF Clerk
- Senior FTF Analyst

What T-Code is utilized to process Contractual “Invoices”? MIRO- Enter Incoming Invoice.

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

Can an Invoice be processed before the “Goods Receipt (GR)”?
Yes.

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

If an Invoice is processed before the GR and the GR is processed afterwards, will the Invoice be “Un-Blocked” automatically?
No. The Invoice will have to be Un-Blocked manually by someone with the appropriate GFEBS Role.
What is a good practice after GFEBS provides the user with the GFEBS-generated “Document Number” after “Posting” is accomplished? Write the number on the document or other supporting ledger.

What T-Code(s) is/are utilized to process a complete “Invoice Reversal”? MR8M- Cancel Invoice

What T-Codes may a user utilize to determine if an Invoice is “Blocked”? MIR4 or FB03.
Name the three reasons why an Invoice may be Blocked:
1. Manually Blocked by a user.
2. Blocked due to variances (amounts, quantities, etc.).
3. Blocked by the system due to random variables in the system (stochastic).

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

May an Invoice have multiple “Blocking Reasons”? What “character” is utilized in the system to earmark each reason?
Yes. An “X” is placed under one or multiple of the “Blocking Reason” columns in the MRBR screen.

While processing an Invoice (MIRO), what may cause this condition?
The total of the Invoice being processed and the total of the Goods Receipt do not match.
Check on Learning (Cont’d)

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

- Using the above FB03 screen, could Invoice Document number 5105602601 be paid? Why?
  No. The document has been Blocked from Payment (B-Block)
Miscellaneous Payments (Non-Contractual)
Funds Commitment and Obligation Research
Although the FTF section will not commit or obligate any funds, verifying the existence of this reservation of funds determines if the Miscellaneous Payment Invoice will be processed and ultimately paid. Once located, the invoice must “match” the referenced funds commitment document in order to meet the “Two-way-match” required for Miscellaneous Payments.
PR Role-based capabilities

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

- Chief of FTF (FMSU).
- Senior FTF Analyst (FMSU).
- Senior FTF Analyst (FMSD).
- FTF Analyst (FMSD).
- FTF Technician (FMSD).
- FTF Clerk (FMSD).
FMZ3 - Display Funds Commitment

Enter the correct Document Number and press Enter.
FMZ3 - Display Funds Commitment (Cont’d)

Ensure the document is posted.

Verify the “Grand Total” amount is sufficient to cover the amount of the Miscellaneous Payment.

Scroll to the right and verify that all data matches the proposed payment, especially the Vendor utilized.
Click the “Detail Line Item” button

- The “Overall Amount” displays the original reservation of funds (Commitment/Obligation).
- The “Open Amount” displays the amount of money currently available under this Commitment/Obligation.

If the “Open Amount” is less than the “Overall Amount”, payments have already been posted against this obligation. Research before processing and paying.
If the “Open Amount” differs from the “Overall Amount” Click the “Consumption” button to view the Obligation history. If there is no history, the button will not display any data.

Research the history by clicking on the individual documents that created the difference between the Overall and Open Amounts.
Miscellaneous
Pay Vendor
Invoice
Processes
A Miscellaneous Payment Invoice transaction should not be processed in GFEBS unless correct and complete supporting documentation is received.

In general, the existing paper-based process relies on expenses being claimed via either an SF 1034 (Public Voucher for Purchases and Services Other Than Personal), or SF 1164 (Claim for Reimbursement for Expenditures on Official Business); and their supporting documentation (Invoice and Order or Agreement).

All incoming SF 1034s must be signed by an approved Certifying Officer and completed IAW DoDFMR Vol. 10, Chapters 1 and 7.

All incoming SF 1164s must be signed by an approved Certifying Officer and completed IAW DoDFMR Vol. 11.
This module will discuss the manual process of executing Miscellaneous payments.

Currently, most RM offices (and eventually all) will process the Vendor Invoice (FB60) with the relevant “Document Type” code in order to route them (GFEBS Workflow) to a “Miscellaneous Pay Approver” that also resides in RM for certification. After this process is complete, the payment is made by the Commercial Accounts team.

Use of the SF 1034 is now being limited to transactions that do not allow for the use of the aforementioned procedures and are still required by the Paying Office.
Misc. Payment Documentation (Cont’d)

Other acceptable Miscellaneous Pay forms:

- DD FORM 1375, Request for Payment of Funeral and/or Interment Expenses.
- SF 182, Authorization, Agreement, and Certification of Training.
- SF 270, Request for Advance or Reimbursement.
- SF 1157, Claims for Witness Attendance Fees, Travel, and Miscellaneous Expenses.

Note: See the Department of Defense Miscellaneous Pay Guide, Appendix B for further details regarding Obligating Documents, Payment Request Documents and Supporting Documentation for all types of Miscellaneous Payments. Also see DoDFMR Vol. 10, Chapter 8 for Disbursement Voucher guidance.
The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- **Chief of FTF (FMSU)**
- **Senior FTF Analyst (FMSU)**
- **Senior FTF Analyst (FMSD)**
- **FTF Analyst (FMSD)**
- **FTF Technician (FMSD)**
- **FTF Clerk (FMSD)**
FB60- Enter Vendor Invoice

1. Enter or locate the appropriate “Vendor” code.
2. Enter the Invoice receipt and Invoice date.
3. Utilize the Invoice Number as the “Reference”.
4. Enter the payment amount and currency.
5. Enter an applicable comment regarding the payment.
Click on the “Document Type” option. This code will establish if the transaction will be processed and approved manually (will not need to be approved by a second party in GFEBS - Misc. Pay Approver) or if it will initiate the GFEBS Workflow for the Miscellaneous Pay Approver to certify the transaction prior to payment. The main two types utilized for this type of transaction (FB60- Miscellaneous Pay Non-PPA) are:

**MP-Doc Type:** this option will trigger the workflow process by automatically blocking the invoice (M-Block) until it is certified by the Miscellaneous Pay Approver and ultimately paid.

**KR-Doc Type:** this option will allow the transaction to be paid without certification in GFBES but a manually certified SF 1034 will have to be submitted to the paying office prior to payment.
7. Click on the "Payment" tab

8. Select the appropriate payment terms. Consult the DoD Miscellaneous Payment Guide for the correct terms.

9. Select the appropriate Payment method. EFT ("T") or Check ("C") are the preferred methods.

10. Ensure the correct "Payment Method Supplement" is reflected. This code is "Location Based" and is utilized for reporting purposes.

**Examples:**
- AF - Bagram
- AG - Kandahar
- KQ - Kuwait
**FB60- Enter Vendor Invoice (Cont’d)**

- **Enter the Commitment Item utilized in the Commitment/Obligation (FMZ3).**
  - *It should be part of the line of accounting used on the payment document.*

- **Enter the Payment Document dollar amount.**

- **Enter the FMZ3 (Commitment/Obligation) document number and press “Enter”.**
  - *Will auto-populate the applicable accounting data.*

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![Screenshot of the FB60 process](image.png)

*Physical copy of SF 1034*
Click “Simulate” to verify all input data. Although not a requirement (the user may Click “Post” and bypass this option) it is a function that allows the user to view the effects and accuracy of the input.

Click “Post” to ensure the transaction is saved and that it is posted against the Obligation.

Ensure to record the document number

Document 19000000003 was posted in company code ARMY
Reversing a Posted Vendor Invoice
Enter the Vendor Invoice document number needing the reversal.

Enter the document Fiscal Year.

Enter the Reversal Reason. Always “01” for “Current Period”.

Enter the Document and Posting dates (today).
FB08- Reverse Document (Posted Invoice) (Cont’d)

Click “Post”

This warning message will appear. Disregard the message and press Enter.

After Posting, the system will issue this message.

Payment Doc PMS overridden with PMS from invoices that are being cleared

Document 1900000012 was posted in company code ARMY
FMZ3 - Commitment status after Document reversal

1. After selecting the correct GFEBS Commitment document, Click the “Consumption” button to view the effect of the Document Reversal.

2. Research the document details by clicking on the individual documents that created the difference between the Overall and Open Amounts. Negative values indicate processed “Credits” or “Reversals”.

Note the Posting key of “22” (Reversed Invoice).
Check on Learning

Who in the FTF Section has the ability to view a “Miscellaneous Pay” funds Commitment?
- FTF Analyst
- FTF Technician
- FTF Chief
- Senior FTF Analyst

What T-Code is utilized to view a “Miscellaneous Pay” funds Commitment?
- FMZ3 - Display Funds Commitment.

What Regulations cover “Miscellaneous Payments”?
- DoDFMR, Vol. 10, Chapter 12 and the “DoD Guidebook for Miscellaneous Payments”

While in the FMZ3 screen, where can the user determine how much money is left in the Commitment/Obligation?
By clicking the “Detail Line Item” button; “Open Amount” field.

While in the FMZ3 screen, where can the user determine what transactions have changed the “Open Amount” (available balance)?
By clicking the “Consumption” button.

Who in the FTF Section has the ability to process a “Miscellaneous Payment” Invoice?
- FTF Analyst
- FTF Technician
- FTF Chief
- Senior FTF Analyst

What T-Code is utilized to process a “Miscellaneous Payment” Invoice?
- FB60 - Enter Vendor Invoice

What T-Code is utilized to reverse a “Miscellaneous Payment” Invoice?
- FB08 - Reverse Vendor Invoice
What is the purpose of the “Document Type” when processing a Miscellaneous Payment (FB60)?
This code will establish if the transaction will be processed and certified manually or if it will initiate the GFEBS Workflow for the Miscellaneous Pay Approver to certify the transaction in GFEBS.

Which “Document Type” will make the Miscellaneous Pay Approver certify the miscellaneous payment in GFEBS?
MP (Miscellaneous Pay FM).

Which “Document Type” will bypass the need for the Miscellaneous Pay Approver (manual process with pre-certified SF 1034)?
KR (Vendor Invoice).

An Invoice for $2,500 has come in for this Obligation. Can it be processed? Why?
No. There’s only $2,000 left in the Commitment/Obligation.
Document Attachments (Invoice)
Document Attachments

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

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

**NOTE:** In “GFEBS Production” this process must be
The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- **Chief of FTF (FMSU)**
- **Senior FTF Analyst (FMSU)**
- **Senior FTF Analyst (FMSD)**
- **FTF Analyst (FMSD)**
- **FTF Technician (FMSD)**
- **FTF Clerk (FMSD)**
**FB02- Change Document (file attachment)**

1. Click the "Services for Object" button.
2. Hover over the "Create..." option then click on the "Create Attachment" option.
FB02- Change Document (file attachment) (Cont’d)

3. Select the location of the file to be attached.

4. Double Click the Appropriate document or press “Open”.

System notification of successful attachment.

The attachment was successfully created.
MIR4/FB03- Viewing a file attachment

1. Click the “Services for Object” button.

2. Click the “Attachment List” button.

3. Double Click the desired file or Click the “Display” button (glasses) to view the document.
Determining the current status of an FTF Payment (Clearing Documents)
FTF Payment Status (Clearing Documents)

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

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

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

1. Enroute to Disbursing
2. Paid by Disbursing
The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- Chief of FTF (FMSU)
- Senior FTF Analyst (FMSU)
- Senior FTF Analyst (FMSD)
- FTF Analyst (FMSD)
- FTF Technician (FMSD)
- FTF Clerk (FMSD)
FB03 - Display Document (Status)

1. Enter the desired Document Number (GFEBS Invoice document number).
2. Enter the Fiscal Year applicable to the Document Number.
3. Press “Enter”.

Display Document: Initial Screen

Display Document: Data Entry View

- Document Number: 5105600189
- Company Code: ARMY
- Fiscal Year: 2008

Additional information:
- Document Date: 08/12/2008
- Posting Date: 08/12/2008
- Reference: RE4502000103
- Currency: USD

Table:

<table>
<thead>
<tr>
<th>Item</th>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
<th>Currency</th>
<th>Tx</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CEFTVEND3</td>
<td>CEFTVEND3, ROBERT</td>
<td>100.00</td>
<td>USD</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>2110.0500</td>
<td>GR/IR</td>
<td>100.00</td>
<td>USD</td>
<td>10</td>
</tr>
</tbody>
</table>
Double-Click the item with a PK code of “31” (Invoice). *PK Code of “86” indicates a GR/IR* Debit.

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

This initial “Clearing Number” indicates the “Payment Run” has been executed and the payment file sent to Disbursing. Double-Click the number to view the document “Line Item” and verify if the payment was successfully processed by Disbursing.

**Note:** In production, this number usually starts with “24”.
This document indicates the payment was successfully sent to Disbursing (Disbursement in Transit).

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

Double-Click the “Disb Tnst” line

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

**Note:** due to the limitations of the training environment, the students will not be able to view the second “Clearing Document” in the training database.
"Clearing Document “after Post Payment File assimilation example

Payment Data which includes a Second “Clearing Number” indicating the payment was made by Disbursing.

The “Reference” field is the DOV number (Disbursing Officer’s Voucher)

Double-Click the “Clearing Number” to view the document.
Who in FTF has the ability to upload physical documentation to GFEBS?

- FTF Analyst
- FTF Technician
- FTF Chief
- Senior FTF Analyst

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

What are the only “GFEBS Documents (transactions)” to which physical documentation may be attached?
MIGO and FB60/FB65.

What T-Code is utilized to view the “Status” of an Invoice Document?
FB03- Display Document

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

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

“GFEBS Production” (real-life) what are two Clearing Number “Series”?
2400 Series- Disbursement in Transit
2500 Series- Disbursed
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://comptroller.defense.gov/fmr/

DFAS-IN 37-100

USAFMCOM OST Training materials
QUESTIONS