



General Fund

Enterprise Business System (GFEBS)

Supplier Self-Services (SUS) Delivery Acceptance/ Rejection of Goods Receipt via Service Entry Sheet (SES)



There are system requirements that must be enabled in order to access GFEBS. These include:

- Must be running one of the following operating systems:
 - Windows 7, 10, Vista
 - Internet Explorer 9, 10 or 11 (not MS Edge)
- Activate Internet Explorer Compatibility Mode:
 - Must add Army.mil to the list of websites in compatibility mode

Table of Contents

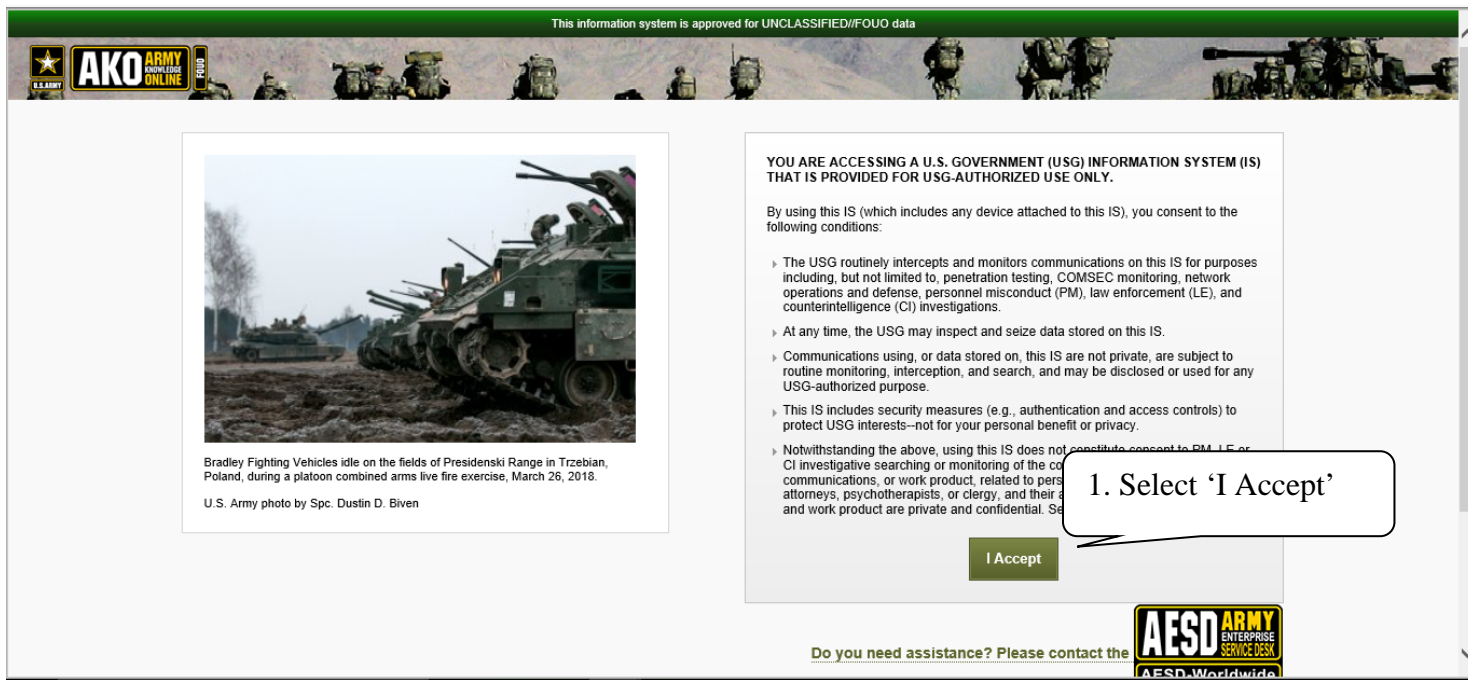
Subject	Page(s)
GFEBS Login via AKO	2-4
GFEBS Login via Link	4-5
SES/ GR Checklist	6
Delivery acceptance via SES	7-12
Revoke and delete SES	13-16



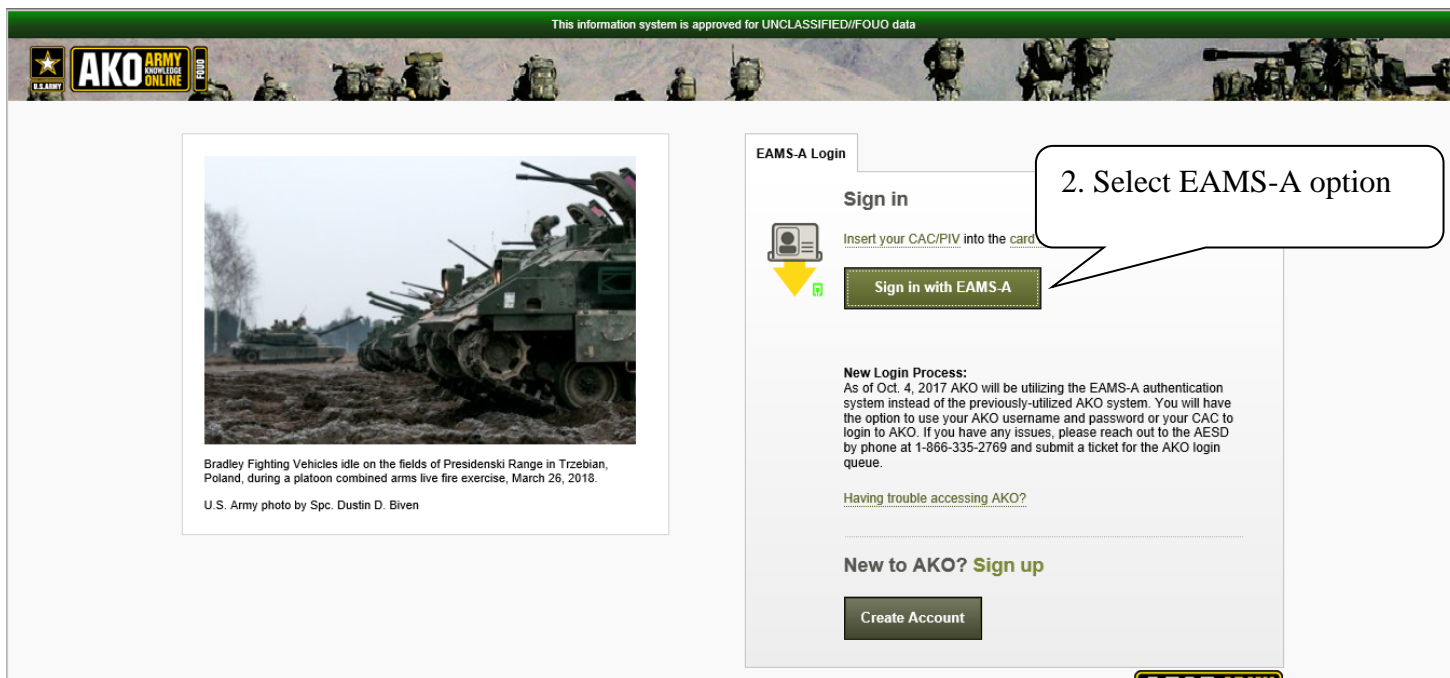
Log into GFEBS, option number 1: AKO

There are two ways to log onto and access the GFEBS system:

- Launch the GFEBS Enterprise Portal from Army Knowledge Online (AKO)
 - o <https://www.ako1.us.army.mil/>



Select the ‘I Accept’ button.



Select the Sign in with EAMS-A button.

Search for “GFEBS” in the search field

3. Type GFEBS in the Search field

This information system is approved for UNCLASSIFIED//FOUO data

AKO ARMY KNOWLEDGE ONLINE

Home My Account Favorites Quick Links Self Service

GFEBS AKO Content Search

New Notifications (0)

New In My Files (0)

Tell CPT AKO/Tell 1SG

SHARP Program

G1 Suicide Prevention

IPPS-A

AKO Portal Training

CAC Resource Center

Slick Deals

Inside AKO

Career Opportunities

Please visit the future AKO site to preview (CAC Only)

PEO STRI

New PEO STRI Training Devices Catalog Available

ASA (ALT) announces the new PEO STRI Training Devices Catalog! This catalog replaces DA PAM 350-9 and provides an overview of available Army-wide training devices. Follow the link to view the new catalog.

[More »](#) | [Mark as Read](#)

• **New AKO Coming Soon!**

• **New PEO STRI Training Devices Catalog Available**

• **Resetting AKO Passwords Without Help Desk Assistance**

• **Conferences and Seminars**

• **Special Event Announcements**

• **Training and Professional Development Announcements**

• **AKO Announcement Request Procedure**

[Show All](#) | [Show Read](#) | [Show Expired](#)

Announcements AKO News AKO Select Links AKOstats

Mr Daniel Carroll (UNITED STATES)

Organization: Contractor (verified)
Sponsor: [jason.farguher](#)
T: 5712338501

Last Password Change

Your last password change was on 11 Apr 2018
Your password will expire on 08 Sep 2018

Toolbox

[Manage My Groups](#)
[Edit My Favorites](#)
[Edit Notification Settings](#)
[Create a Site](#)
[Create a Page](#)
[View My Profile](#)
[Upload File](#)

Select the link for GFEBS to open the next page.

This information system is approved for UNCLASSIFIED//FOUO data

AKO ARMY KNOWLEDGE ONLINE

GFEBS

Found approximately 22 Results returned in (7.6s)

AKO Recommendation

General Fund Enterprise Business System (GFEBS)

<https://www.us.army.mil/suite/page/247127>

General Fund Enterprise Business System (GFEBS)

15 Jun UMD UMC Raw Data

<https://www.us.army.mil/suite/doc/50428322>

86.13%

15 Jun UMD UMC Raw Data. 5/26/2018 still need need net price increased to 43201.48 C Russell_x000D_ 4/10/2018 still need net price increased to 43201.48 C Russell_x000D_ 1/8/2018 still need net price increased to 43201.48 C Russell_x000D_ 11/30/2017 need net price increased to 43201.48 C Russell 4518306348 36768.66 9299501:C_3BUS5 1 EA 36768.66 36768.66 ARCENT A8A 30 0 00 21 2017 2020

Current Query Terms

GFEBS

Related Searches

glebs usar trend glebs tier invoice purchase requisition reset pxi password for fernando gonzalez sorgenfrei reset password for nitin hardikar sona or unlocked maja gerdin xas bi glebs basis sec ecc xas ec glebs basis sec psm xas sm glebs basis sec glebs epc grc pc password therefore having to reset password glebs eps gn bmc remedy analytics usar helpdesk nitin hardikar andrew sorgenfrei reset xas bi glebs suspended obligation eps bi bo fm metrics anal glebs basis sec xas xi glebs vijay bommareddy

Top 25 Search Terms

GFEBS JKO trips OMPF ALMS rosetta stone traffic HRC iPERMS ISOPREP ITRS accident avoidance PHA DTS ASK DA 31 GOMO early bird ATRRS mypay CAC pure edge DTMS ACCP antivirus

This information system is approved for UNCLASSIFIED//FOUO data

4. Select the GFEBS link.

A new page will be opened with the link for 'GFEBS Portal (Production)'. Select this link to be brought into GFEBS to perform the delivery acceptance, detailed below.

This information system is approved for UNCLASSIFIED//FOUO data

GFEBS ★

Home | My Account | Favorites | Quick Links | Self Service

Search... AKO Content Search

AKO Home > DoD Organizations > Army > Headquarters, Department of the Army (HQDA) > Secretary of the Army (SA) > ASA (Financial Management and Comptroller) > GFEBS > GFEBS Home

Welcome to GFEBS

General Fund Enterprise Business System (GFEBS) is the Army's 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). After deployment, GFEBS will be one of the worlds largest government Enterprise Resource Planning (ERP) systems.

GFEBS Wallpaper
800 x 600
1024 x 768
1600 x 1200

5. Select the GFEBS Portal link

GFEBS System

- GFEBS Portal (Production)**
- GFEBS Self-Service Home
- Create/View/Update Helpdesk Requests (Note: NIPRNET Access is Required)
- GFEBS Training and Performance Support Website (GFEBS Help)
- GFEBS Training Portal (End User Training)
- GFEBS 1.4 QA Portal

GFEBS Knowledge Management Portal

GFEBS Leverages milSuite Knowledge Management Tools

GFEBS is now using milSuite in conjunction with AKO to support the GFEBS user community. milSuite Solutions is a secure DoD Knowledge Management suite of capabilities dedicated to the use of Web 2.0 and social media to improve knowledge sharing, information exchange, and professional networking across the AKO/DKO community. GFEBS has leveraged these capabilities to enhance the knowledge base of the user community. As a GFEBS user, you can receive project and system updates/announcements, as well as, collaborate with other GFEBS users when you join the [GFEBS milBook group](#).

You can access the milBook GFEBS Group by clicking the link in the text above or clicking on the image below.

You are now in GFEBS. Follow the screens below (pages 7-16) to perform the delivery acceptance

Welcome Daniel Carroll

THE UNITED STATES ARMY

Help | Log off **GFEBS** ★

GFEBS Home ERP Business Intelligence Change Email

PRD - 600

PRD - 600 | History | Back Forward

SAP Easy Access - User Menu for Daniel Carroll

Menu | Log off | System | User menu | SAP menu | SAP Business Workplace | Add to Favorites | Delete Favorites | Change Favorites | Move Favorites down | Move Favorites up

Favorites

- XK03 - Display vendor (centrally)
- FB03 - Invoice Display
- ME23N - Display Purchase Order
- SE16N - General Table Display

User Menu for Daniel Carroll

- KO23 - Display Order Budget
- KB16N - Display Manual Allocations
- ZSPPE_ASSET_PFOLO - Asset Portfolio Management Report
- CP07 - CO-ABC Planning: Display Act. Inputs
- CP47 - CO-ABC Planning: Display Stat. KF
- CP27 - CO-ABC Planning: Display Qty/Price
- CP03 - Display Business Process
- CPP3 - Display Actual Assess. for Processes
- KB23N - Display Direct Activity Allocation
- KB33N - Display Statistical Key Figures
- KK03 - Display Statistical Key Figures

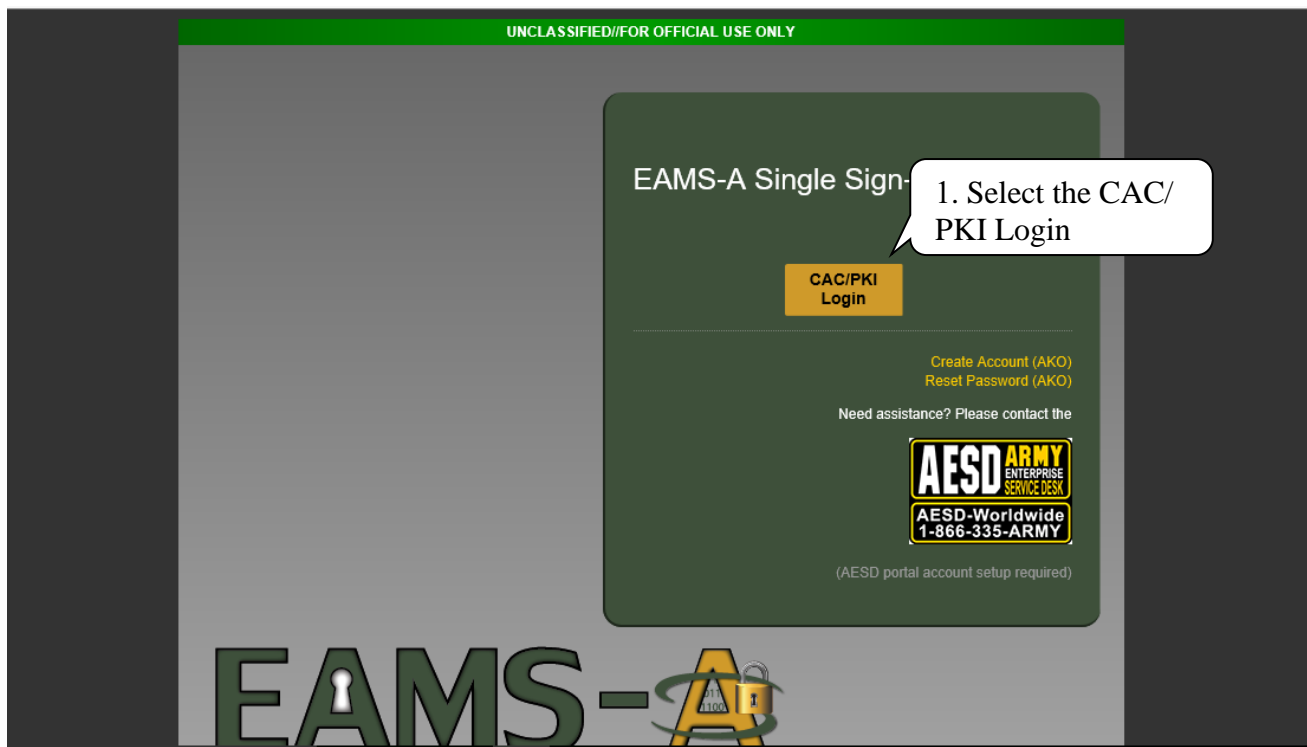
SAP

SMEN | sapsrpx09

Users menus will vary depending upon their roles and potential favorites that have been saved.

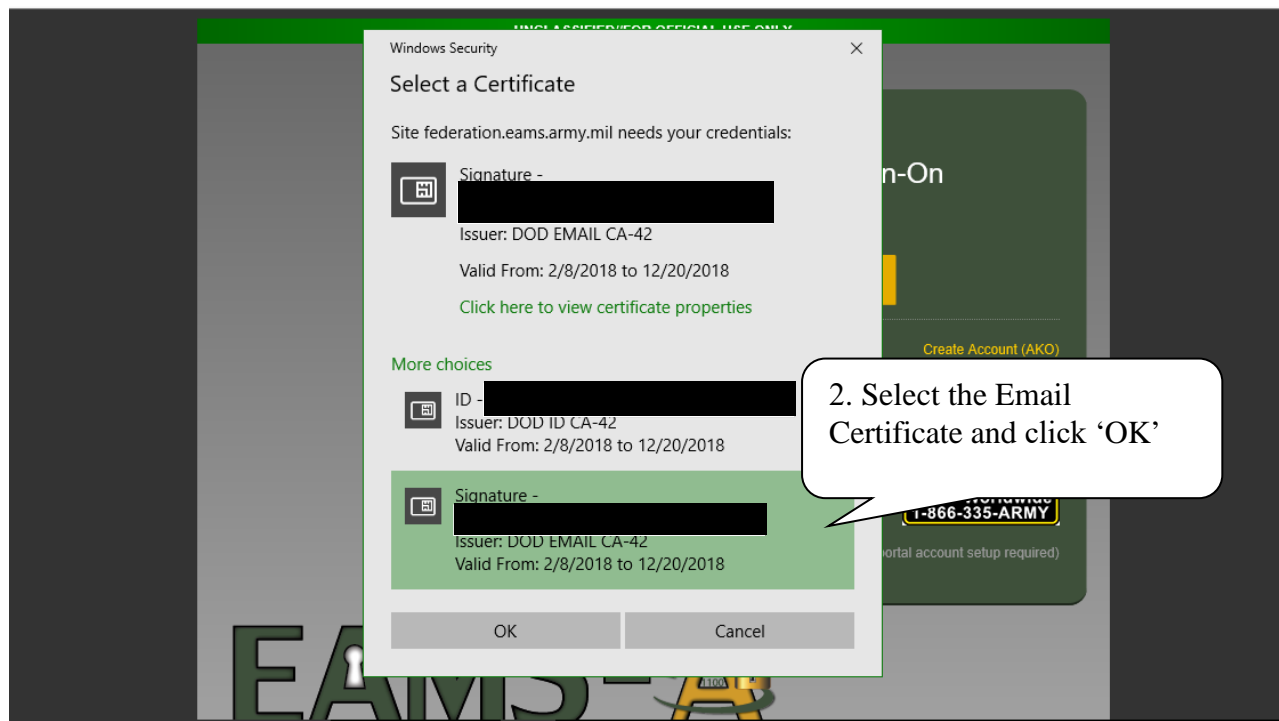
Log into GFEBS, option number 2: Using the Direct link

- Launch the GFEBS Enterprise Portal directly from a link:
(<https://prodep.gfebs-erp.army.mil>)



Select the CAC/ PKI Login button.

Select the appropriate certificate (email) and click OK.



In the GFEBS Home screen you will select the 'ERP' tab to access the system.

The screenshot shows the GFEBS Home screen. At the top, there is a navigation bar with 'GFEBS Home' and 'ERP' tabs. The 'ERP' tab is highlighted with a red box, and a callout bubble points to it with the text '3. Click the ERP tab'. Below the navigation bar, the main content area is divided into three columns. The left column contains a 'Detailed Navigation' menu with 'Welcome', 'Universal Worklist', and 'BI Status' options. The middle column displays a 'Welcome to GFEBS!' message, a 'GFEBS FY18 Functional Calendar Has Been Updated' announcement, and a 'Support' section with contact information for the GFEBS Help Desk. The right column contains 'Available Resources' including a statement on system approval, a list of resources, and a 'GFEBS Bi-Weekly Spending Chain Hotline' section.

You are now in GFEBS. Follow the screens below (pages 7-16) to perform the delivery acceptance.

The screenshot shows the SAP Easy Access - User Menu for Daniel Carroll. The top navigation bar includes 'GFEBS Home', 'ERP', 'Business Intelligence', and 'Change Email' tabs. Below the navigation bar, the main content area is divided into two columns. The left column contains a 'Favorites' section with a list of links to various SAP transactions, including 'XK03 - Display vendor (centrally)', 'FB03 - Invoice Display', 'ME23N - Display Purchase Order', and 'SE16N - General Table Display'. The right column displays a large, abstract, blue-toned image with concentric circles and a grid pattern.

To Accept SES (good receipt in GFEBs)

Transaction: **ML81N**

- 1) Click on the 'Other Purchase Order' button - enter PO and SES and click on Green Check box
- 2) Click on the 'Display <-> Change' button to switch into change mode
- 3) Accept. Data tab: Change the **Document** and **Posting date**:
- 4) Long Txt tab: Enter the following text: Actual GR date: 30NOV2017
- 5) Click on the 'Accept' button (upper right side of screen)
- 6) Click on the 'Save' button. You may receive a pop up window asking "No-Message record could be found for output of message. Save anyway?" – click 'Yes' to save.

**** IMPORTANT NOTE - FREQUENT COR ERROR ****

To properly account for PPA interest calculation, the **Document Date** must be updated with the current date not greater than 7 days. Please make the following updates:

For Service Entry Sheets (SES) – use transaction code ML81N

Accept. Data Tab

- 'Doc.' field = if within 7 days, use current date otherwise use the 7th date from the 'Price Ref.' date field in the Basic Data Tab.
- 'Posting Date' field = use the current date
- Example: if the receiving report was submitted by the vendor on 7/1/2017 and the current date was 7/15/2017. The following dates would be used:
 - o Document Date = 7/7/2017
 - o Posting Date = 7/15/2017

For Inbound Delivery – use transaction code VL06i

Click on 'Overview' Button (to take you to the overview screen)

- 'Document Date' field = if within 7 days, use current date otherwise use the 7th date from the 'delivery date' field in the Basic Data Tab.

Vendor submits on 7/1/17 and Acceptance posted 7/5/17.

*Document Date = 7/5/17 and Posting Date = 7/5/17

Vendor submits on 7/1/17 and Acceptance posted on 7/10/17.

*Document Date = 7/7/17 and Posting Date = 7/10/17

Document Date = constructive acceptance date, used to calculate due date and interest per PPA

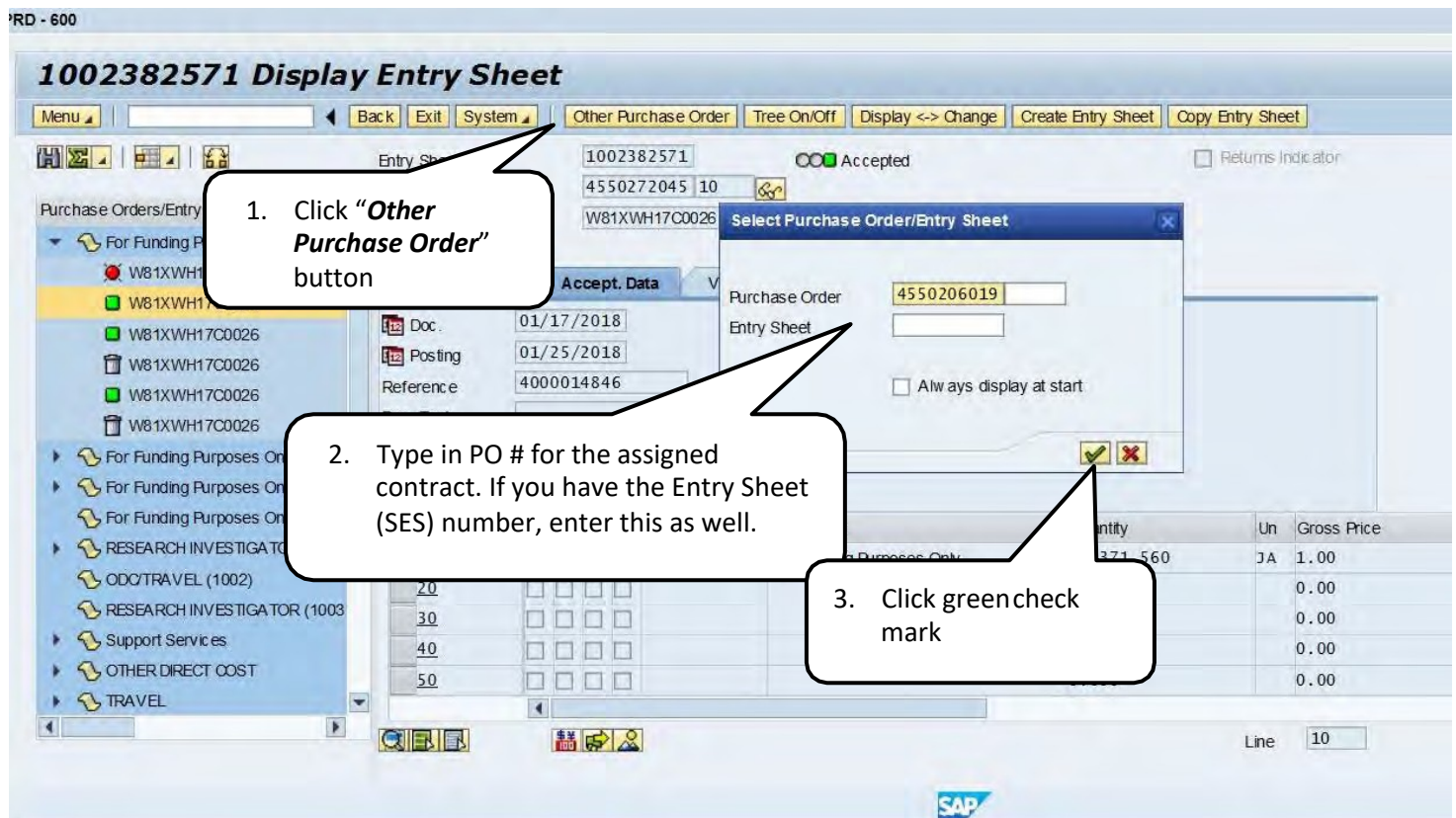
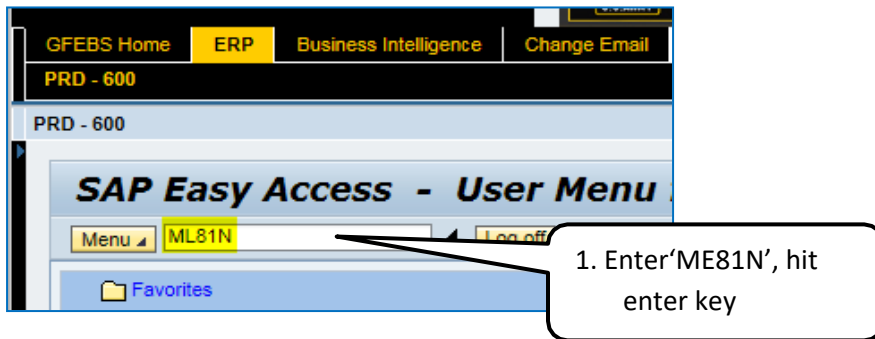
Posting Date = date when transaction was completed in GFEBs, actual date

Creation Date = date the receiving report was completed in SUS by the vendor

Actual GR Date = date the goods or services were actually received. For services, this date would be the end of the POP date from the receiving report since vendors normally invoice per month.

Delivery Acceptance via SES (Goods Receipt)

Enter transaction ME81N



Open Line Items for Review, Acceptance or Rejection

Optional step if the user did not enter the SES. Otherwise, it would have taken them into the document.

Service Entry Against Purchase Order 4550206019 00010

Menu | Back | Exit | System | Other Purchase Order | Tree On/Off | Create Entry Sheet

Entry Sheet
For Purchase Order: 4550206019 10
Short Text:

Purchase Orders/Entry Sheets

- For Funding Purposes Only
- For Funding Purposes Only
- For Funding Purposes Only
- For Funding Purposes Only
- For Funding Purposes Only
- RESEARCH INVESTIGATOR (1001)
- ODO/TRAVEL (1002)
- RESEARCH INVESTIGATOR (1003)
- Support Services
- OTHER DIRECT COST
- TRAVEL

1. Click on all right facing black triangles to open line items for the PO

2. Select line to display entry sheet

Line 10

Customizing incorrectly maintained

SAP

PRD (600)

A green message will appear at the bottom of your screen. This message can be ignored.

Post Acceptance or Rejection for CLIN

PRD - 600

1002382576 Display Entry Sheet

Menu | Back | Exit | System | Other Purchase Order | Tree On/Off | Display <-> Change | Create Entry Sheet | Copy Entry Sheet

Entry Sheet: 1002382576
For Purchase Order: 4550272045 10
Short Text: W81XWH17C0026

Notice the title of the screen changes from **Display** to **Change** mode each time you click the **Display <-> Change** button. This will help you know when you are in change or display mode.

1. click **Display <-> Change** to toggle from display mode to change mode

W81XWH17C0026

For Funding Purposes Only

RESEARCH INVESTIGATOR (1001)

ODO/TRAVEL (1002)

RESEARCH INVESTIGATOR (1003)

Support Services

Line	D...	P	C	U	Service No.	Short Text	Quantity	Un
10						For Funding Purposes Only	16,371.550	JA
20							0.000	
30							0.000	

Review and Post Service Acceptance

RD - 600

1002382576 Display Entry Sheet

Menu | Back | Exit | System | Other Purchase Order | Tree On/Off | Display <-> Change | Create Entry Sheet | Copy Entry Sheet

Entry Sheet: 1002382576 ☐ No acceptance ☐ Returns Indicator

For Purchase Order: 4550272045 10

Short Text: W81XWH17C0026

Purchase Orders/Entry Sheets

- For Funding Purposes Only
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026

Basic Data | Accept. Data | Vals | Long Txt | History

Acct Assgt Cat.: GFEBS Project/WBS

External Number: 4000014847

Service Loc.: 01NOV2017-30NOV2017

Price Ref.: 01/17/2018

PRsp. Extern.

1. Review the following fields for accuracy:

- **External Number** SUS Confirmation
- **Price Ref.** Auto populated with the entry date. This field could potential be used for the "Actual GR date" in the future.
- **Service Loc** populated with invoice period of performance (POP) dates
- **PRsp Extern** field can also be populated with invoice POP dates
- **Quantity** (will appear as value if CLIN awarded as 1 job)
- **Un** Unit of Measure
- **Gross Price**

2. Click **Accept Data** tab

	Quantity	Un	Gross Price
g Purposes Only	16,371.550	JA	1.00
	0.000		0.00
	0.000		0.00
	0.000		0.00
	0.000		0.00

Line 10

1002382576 Display Entry Sheet

Menu | Back | Exit | System | Other Purchase Order | Tree On/Off | Display <-> Change | Create Entry Sheet | Copy Entry Sheet

Entry Sheet: 1002382576 No acceptance
 For Purchase Order: 4550272045 10
 Short Text: W81XWH17C0026

Purchase Orders/Entry Sheets

- For Funding Purposes Only
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
- For Funding Purposes Only
- For Funding Purposes Only

Basic Data | **Accept. Data** | Vals | Long Txt | History

Doc.: 01/17/2018
 Posting: 01/17/2018
 Reference: 4000014847
 Doc. Text:

Note: Document Date is where the Constructive Acceptance date is used to calculate the Due Date & Interest so it is important to update with the correct date.

1. Select Long Text tab

2. Change from display to change mode and Change "Doc" date to current date, UNLESS you are posting acceptance more than 7 days after the date you see in the "Doc" field.

3. If more than 7 days, add 7 days to the existing "Doc"

4. Change "Posting" date to current date

Un	Gross Price
JA	1.00
	0.00
	0.00
	0.00
	0.00

Line: 10

Customizing incorrectly maintained

1002382576 Change Entry Sheet

Menu | Save | Back | Exit | Cancel | System | Other Purchase Order | Tree On/Off | Display <-> Change | Create Entry Sheet | Copy Entry Sheet | **Accept** | Block | Set Final Entry | Delete

Entry Sheet: 1002382576 No acceptance
 For Purchase Order: 4550272045 10
 Short Text: W81XWH17C0026

Purchase Orders/Entry Sheets

- For Funding Purposes Only
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
- For Funding Purposes Only
- For Funding Purposes Only
- RESEARCH INV
- ODGTRAVEL
- RESEARCH INV
- Support Service
- OTHER DIRECT
- TRAVEL

Basic Data | Accept. Data | Vals | **Long Txt** | History

1. Now that you are in change mode, enter the following text format: **Actual GR date:**
30NOV2017

2. If all data is accurate, Click **Accept**; if inaccurate, Click **Delete**

Text	Quantity	Un	Gross Price	USD	Order
For Funding Purposes Only	16,371.550	JA	1.00	USD	
	0.000		0.00	USD	
	0.000		0.00	USD	
	0.000		0.00	USD	
	0.000		0.00	USD	

Line: 10

1002382576 Change Entry Sheet

Menu | Save | Back | Exit | Cancel | System | Other Purchase Order | Tree On/Off | Display <-> Change | Create Entry Sheet | Copy Entry Sheet

Entry Sheet: 1002382576
 For Purchase Order: 4550272045 10
 W81XWH17C0026

Will be accepted

Returns Indicator

Purchase Orders/Entry Sheets

- For Funding Purposes
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
- For Funding Purposes Only
- For Funding Purposes Only
- For Funding Purposes Only
- RESEARCH INVESTIGATOR (1001)
- ODC TRAVEL (1002)
- RESEARCH INVESTIGATOR (1003)
- Support Services
- OTHER DIRECT COST
- TRAVEL

Created: 01/17/2018
 Changed: PIRFCPPI
 Changed: 01/17/2018

Change documents

Line	D	P	C	U	Service No.	Short Text			
10						For Funding Purposes Only	16,371.550	JA	1.00
20							0.000		0.00
30							0.000		0.00
40							0.000		0.00
50							0.000		0.00

Line 10

SAP

1. Click **Save** button

Verify the message at the top center of the screen changes to a yellow triangle with the message **Will be accepted**

1002382576 Change Entry Sheet

Menu | Save | Back | Exit | Cancel | System | Other Purchase Order | Tree On/Off | Display <-> Change

Entry Sheet: 1002382576
 For Purchase Order: 4550272045 10
 Short Text: W81XWH17C0026

Will be accepted

Basic Data | Accept. Data

Created: PIRFCPPI
 Created: 01/17/2018
 Changed: PIRFCPPI
 Changed: 01/17/2018

Save anyway?

Yes No Cancel

No message record could be found for output of message.

Line	D	P	C	U	Service No.	Short Text	Gross Price	Crcy	Cost Center	Order
10						For Funding	1.00	USD		
20							0.00	USD		
30							0.00	USD		
40							0.00	USD		
50							0.00	USD		

Line 10

SAP

PRD (600)

A popup box may appear with:
No Message record could be found for output of message.
Save anyway?

2. Click the **Yes** button

1002382576 Display Entry Sheet

Menu Back Exit System Other Purchase Order Tree On/Off Display <-> Change Create Entry Sheet Copy Entry Sheet

Entry Sheet 1002382576 ☐ Accepted ☐ Returns Indicator

For Purchase Order 4550272045 10

Short Text W81XWH17C0026

Purchase Orders/Entry Sheets

- For Funding Purposes Only
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
 - W81XWH17C0026
- For Funding Purposes Only
- For Funding Purposes Only
- For Funding Purposes Only
- RESEARCH INVESTIGATOR (1001)
- ODC/TRAVEL (1002)
- RESEARCH INVESTIGATOR (1003)
- Support Services
- OTHER DIRECT COST
- TRAVEL

Basic Data Accept Data Vals Long Txt History

Created PIRFCPPPI

Created 01/17

Changed 11520

Changed 01/25

NOTE: The Acceptance creates a GR posting that can be viewed on the PO line history

Line	D...	Quantity	Un	Gross P
10		16,371.550	JA	1.00
20		0.000		0.00
30		0.000		0.00
40		0.000		0.00
50		0.000		0.00

The Status now shows **GREEN** to show acceptance posted

Line 10

Repeat pages 2-5 for each CLIN that has a **red** light

To Revoke and Delete SES (good receipt in GFEBs)

REVOKE

Service Entry Against Purchase Order 4600000054 00002

Menu Back Exit System Other Purchase Order Tree On/Off Create Entry Sheet

Entry Sheet
For Purchase Order 4600000054 2
Short Text

Basic Data Accept. Data Vals Long Txt History

1. Click "**Other Purchase Order**" button

Service Entry Against Purchase Order 4600000054 00002

Menu Back Exit System Other Purchase Order Tree On/Off

Select Purchase Order/Entry Sheet

Purchase Order 4502002438
Entry Sheet

Always display

OK Cancel

2. Type in PO # for the assigned contract. If you have the Entry Sheet (SES) #, enter this as well.

1000017317 Display Entry Sheet

Menu Back Exit System Other Purchase Order Tree On/Off Display -> Change Create Entry Sheet Copy Entry Sheet

Entry Sheet 1000017317
For Purchase Order 4502002438 50
Short Text W9124712D0097

Basic Data Accept. Data Vals Long Txt History

Cost center
Number 8000000224
Price Loc COMPUTER CENTER
Price Ref.
PRSp. Info
PRSp. Extm. JOE AGENT

The SES will appear with **Green** status light at top with the message **Accepted**

P	C	U	Service No.	Short Text	Quantity	Un	Gross Price
				Data Center Support	750	AU	1.00

3. Click on **Display/Change** button to be in change mode

1000017317 Change Entry Sheet

Menu | Save | Back | Exit | Cancel | System | Other Purchase Order | Tree On/Off | Display <=> Change | Create Entry Sheet | Copy Entry Sheet | Revoke acceptance

Entry Sheet: 1000017317 OOO Accepted

For Purchase Order: 4502002438 60

Short Text: W9124712D0097

Basic Data | Accept Data | Vals | Long Txt | History

Acc Assgl Cat: Cost center

External Number: 4000000224

Service Loc: COMPUTER CENTER

Period: -

Price Ref: 02/28/2012

PRsp. Intern:

PRsp. Extern: JOE AGENT

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price
10					Data Center Support	750	AU	1.00

4. Click the **Revoke acceptance** button

1000017317 Change Entry Sheet

Menu | Save | Back | Exit | Cancel | System | Other Purchase Order | Tree On/Off | Display <=> Change | Create Entry Sheet | Copy Entry Sheet

Entry Sheet: 1000017317 OOO Acceptance revoke

For Purchase Order: 4502002438 60

Short Text: W9124712D0097

Basic Data | Accept Data | Vals | Long Txt | History

Acc Assgl Cat: Cost center

External Number: 4000000224

Service Loc: COMPUTER CENTER

Period: -

Price Ref: 02/28/2012

PRsp. Intern:

PRsp. Extern: JOE AGENT

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Qty	Cost C
10					Data Center Support	750	AU	1.00	050	22890
20						0.000		0.00	050	

5. Click **Save** button

NOTE: this will generate the MIGO 102 reversal

Status light at the top will be **yellow** with the message, **Acceptance revoke**

6. Click **Yes** in popup box for **Save anyway**

No message record could be found for output of message.

Save anyway?

Yes No Cancel

1000017317 Change Entry Sheet

Menu | Save | Back | Exit | Cancel | System | Other Purchase Order | Tree On/Off | Display <=> Change | Create Entry Sheet

Entry Sheet: 1000017317 OOO No acceptance

For Purchase Order: 4502002438 60

Short Text: W9124712D0097

Basic Data | Accept Data | Vals | Long Txt | History

Acc Assgl Cat: Cost center

External Number: 4000000224

Service Loc: COMPUTER CENTER

Period: -

Price Ref: 02/28/2012

PRsp. Intern:

PRsp. Extern: JOE AGENT

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price
10					Data Center Support	750	AU	1.00
20						0.000		0.00

7. Click **Display/Change** mode button

The Status light at the top will now be **red** with message **No acceptance**

1000017317 Change Entry Sheet

Menu

Entry Sheet: 1000017317 No acceptance

For Purchase Order: 4502002438 / 60

Short Text: W9124712D0097

Basic Data | Accept Data | Vals | Long Txt | History

Ext. Assgt. Cat.: Cost center

External Number: 4000000224

Price Ref.: 02/28/2012

Service Loc.: 1 - 31 Jan 2015

PRsp. Intern.:

PRsp. Extern.: JOE AGENT

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Croy	Cost Center
10					Data Center Support	750	ALU	1.00	USD	2ABM0028
20						0.000		0.00	USD	

8. Click **Delete** button

1000017317 Change Entry Sheet

Menu

Entry Sheet: 1000017317 Deleted

For Purchase Order: 4502002438 / 60

Short Text: W9124712D0097

Basic Data | Accept Data | Vals | Long Txt | History

Ext. Assgt. Cat.: Cost center

External Number: 4000000224

Price Ref.: 02/28/2012

Service Loc.: 1 - 31 Jan 2015

PRsp. Intern.:

PRsp. Extern.: JOE AGENT

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Croy	Cost Center
10					Data Center Support	750	ALU	1.00	USD	2ABM0028
20						0.000		0.00	USD	

Customizing incorrectly maintained

9. Click **Save**

Status area it will show
Trash Can with message
Deleted

NOTE: This will release the
Quantities so the vendor can
re-invoice in SUS