General Fund
Enterprise Business System (GFEBS)
Supplier Self-Services (SUS) Delivery Acceptance/ Rejection of Goods Receipt via Service Entry Sheet (SES)

ASA (FM&C)

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
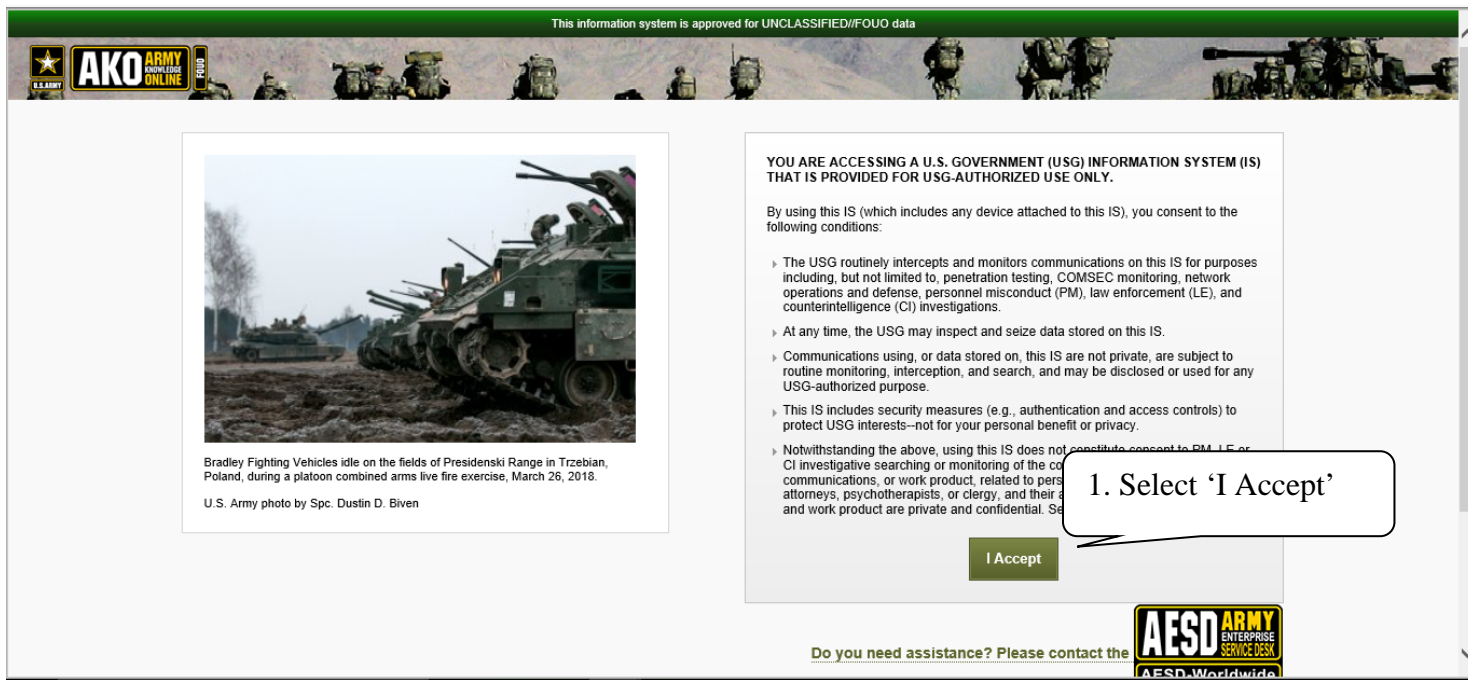
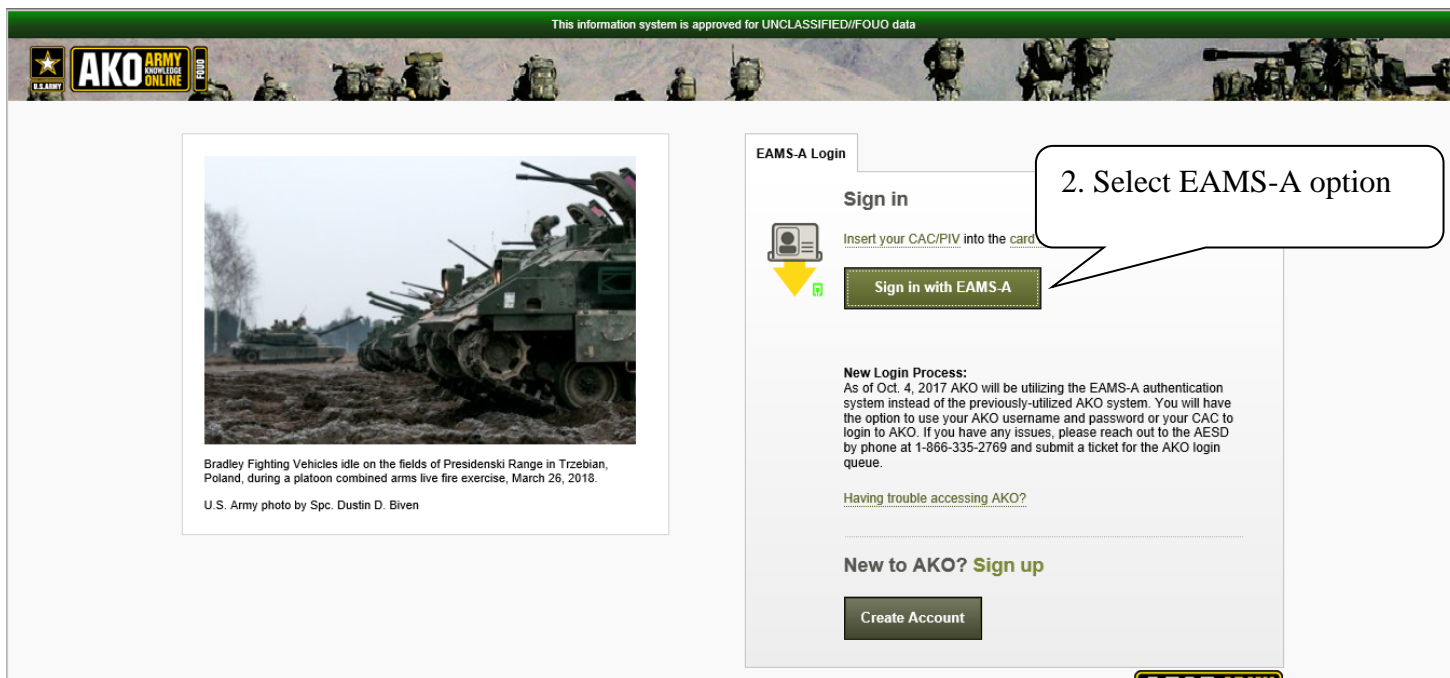## Table of Contents

ASA (FM&C)

PEO EIS

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)
  - 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

Email Files Groups Forms People Help Logout

GFEBS ✕   AKO Content ▼   Search

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

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)

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.farquhar
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 ✕   🔍

| ? |

Everything 2212 >
Pages 44 >
Documents 1885 >
Communities 6 >
Groups 1 >
Knowledge Centers 8 >
Folders 268 >

Found approximately 22...
Results returned in (7.68...

AKO Recommend

4. Select the GFEBS link.

General Fund Enterprise Business System (GFEBS)
https://www.us.army.mil/suite/page/247127
General Fund Enterprise Business System (GFEBS)

File Type   Any Type ▼
Extension   Any Extension ▼
Pub. Type   Any Publication ▼
Pub. Series   Any Series ▼
AKO Object ID

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

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

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.

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

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)
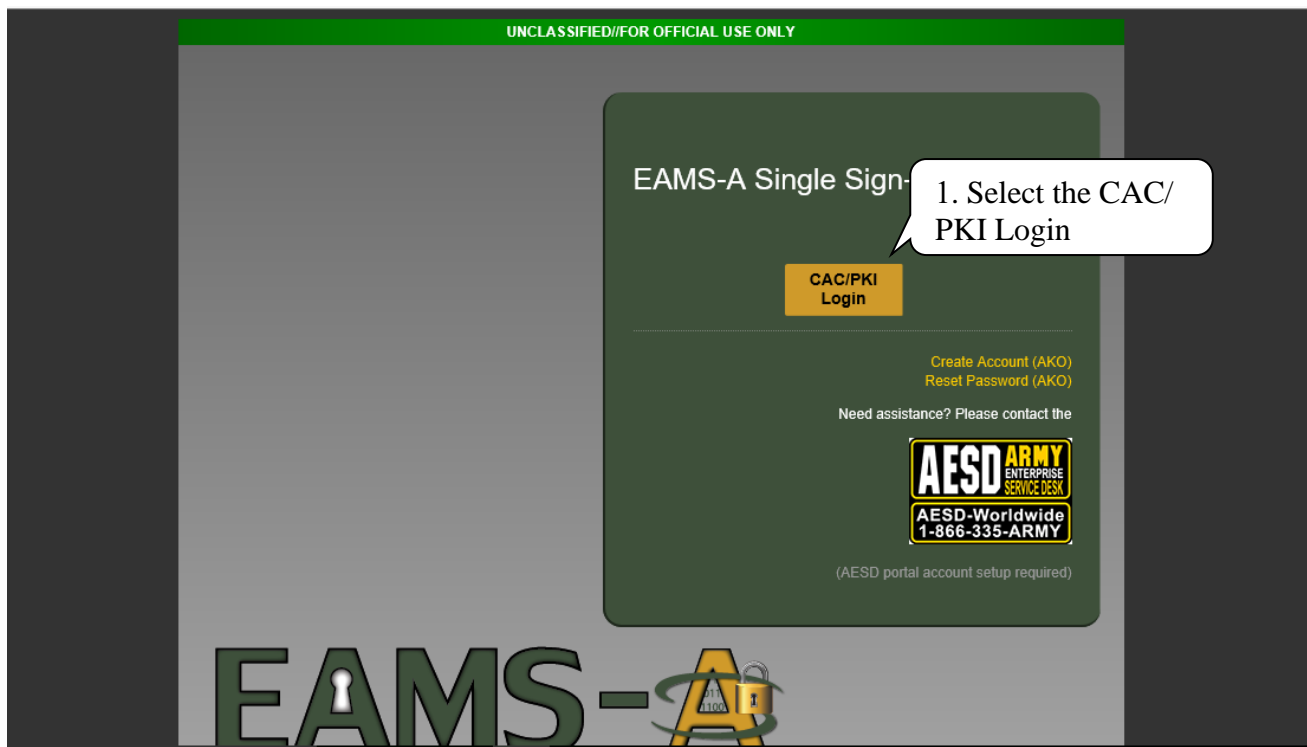
Select the CAC/ PKI Login button.

Select the appropriate certificate (email) and click OK.
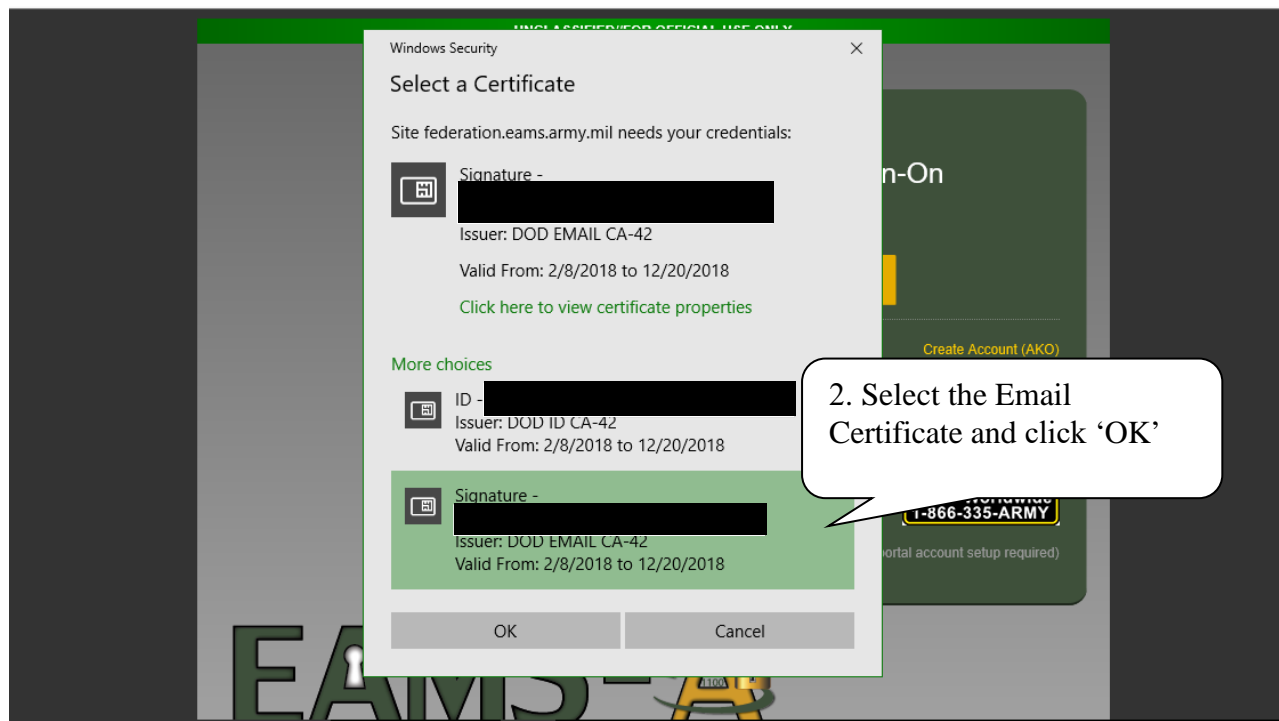
In the GFEBS Home screen you will select the 'ERP' tab to access the system.

3. Click the ERP tab

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

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

1. Enter 'ME81N', hit enter key

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

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

3. Click green check mark
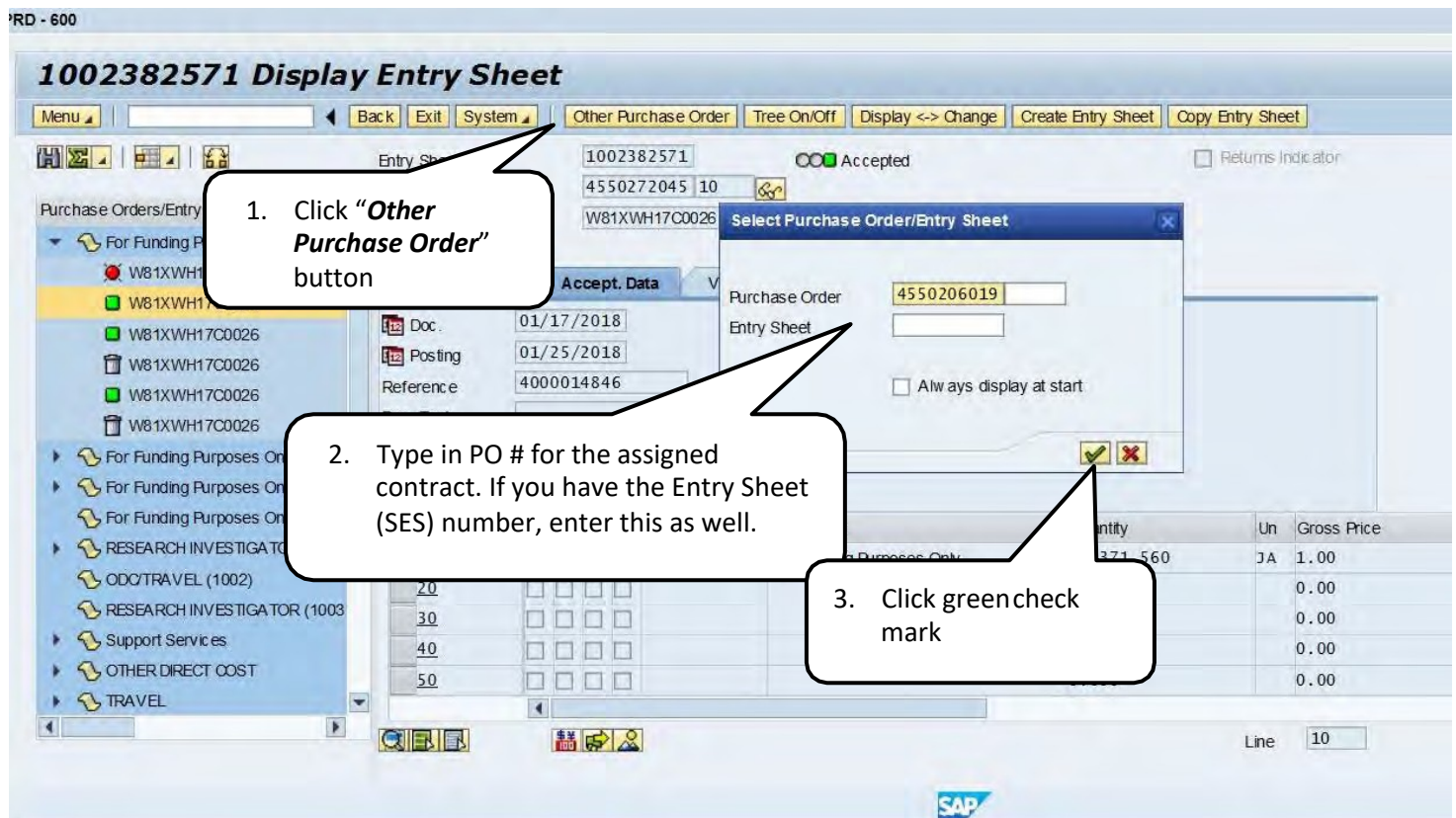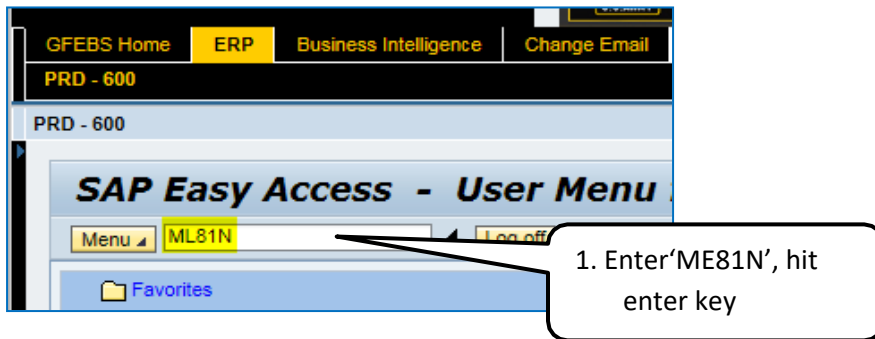
Open Line Items for Review, Acceptance or Rejection

- **Red** light items have **not** been accepted yet
  - To open & review the unapproved item(s), double click on contract#

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

2. Select line to display entry sheet

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

Post Acceptance or Rejection for CLIN

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

Review and Post Service Acceptance

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   ●○○ 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

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

Acct Assgt Cat.: GFEBS Project/WBS
External Number: 4000014847   Price Ref. 01/17/2018
Service Loc.: 01NOV2017-30NOV2017
Period:

Callout (pointing to Accept Data tab): 2. Click *Accept Data* tab

	Quantity	Un	Gross Price
ng 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

Callout:
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*

1002382576 Display Entry Sheet

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

Purchase Orders/Entry Sheets
- ▼ 🔾 For Funding Purposes Only
  - 🔴 W81XWH17C0026
  - 🟩 W81XWH17C0026
  - 🟩 W81XWH17C0026
  - 🗑 W81XWH17C0026
  - 🟩 W81XWH17C0026
  - 🗑 W81XWH17C0026
  - ▶ 🔾 For Funding Purposes Only
  - ▶ 🔾 For Funding Purposes Only

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

⬤◯◯ No acceptance

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

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

Un | Gross Price
JA | 1.00
| 0.00
| 0.00
| 0.00
| 0.00

Line | 10

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

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.

☑ Customizing incorrectly maintained

SAP

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

Purchase Orders/Entry Sheets
- ▼ 🔾 For Funding Purposes Only
  - 🔴 W81XWH17C0026
  - 🟩 W81XWH17C0026
  - 🟩 W81XWH17C0026
  - 🗑 W81XWH17C0026
  - 🟩 W81XWH17C0026
  - 🗑 W81XWH17C0026
  - ▶ 🔾 For Funding Purposes Only
  - ▶ 🔾 For Funding Purpo
  - ▶ 🔾 For Funding Pu
  - ▶ 🔾 RESEARCH INV
  - 🔾 ODC/TRAVEL (
  - 🔾 RESEARCH INV
  - ▶ 🔾 Support Service
  - ▶ 🔾 OTHER DIRECT
  - ▶ 🔾 TRAVEL

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

⬤◯◯ No acceptance   ☐ Returns Indicator

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

Text | Quantity | | | | Order
nding 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

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**

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 ☐   ○△○ Will be accepted   ☐ Returns Indicator
For Purchase Order: 4550272045 10 ⚙
W81XWH17C0026

Purchase Orders/Entry Sheets
- ▼ 🔧 For Funding Purposes
  - △ 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

1.Click *Save* button

Accept. Data | Vals | Long Txt | His

PPI   ℹ️
🗓 Created   01/17/2018
👥 Changed   PIRFCPPI   ℹ️   🔧 Change documents
🗓 Changed   01/17/2018   🔧 Change documents

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

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

1002382576 Change Entry Sheet

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

Entry Sheet: 1002382576   ○△○ Will be accepted
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

👥 Created   PIRFCPPI   ℹ️
🗓 Created   01/17/2018
👥 Changed   PIRFCPPI   ℹ️
🗓 Changed   01/17/2018

Entry Sheet 1002382576
No message record could be found for output of message.
❓ Save anyway?
Yes | No | ✖ Cancel

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

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

2. Click the *Yes* button

Line 10

SAP   ▶ | PRD (600) 📋 ▲ |

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

Entry Sheet

For Purchase Order 4600000054 2

Short Text

1. Click "*Other Purchase Order*" button

Service Entry Against Purchase Order 4600000054 00002

Select Purchase Order/Entry Sheet

Purchase Order 4502002438

Entry Sheet

Always disp...

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

Period

1000017317 Display Entry Sheet

Entry Sheet 1000017317

For Purchase Order 4502002438 60

Short Text W9124712D0097

OOO Accepted

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

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

Service No. Short Text — Data Center Support — Quantity 750 — Un AU — Gross Price 1.00

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   ◯◯◉ Accepted
For Purchase Order 4502002438 60
Short Text   W9124712D0097

> 4. Click the *Revoke acceptance* button

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

Acct Assgt Cat.   Cost center
External Number   4000000224   Price Ref.   02/28/2012
Service Loc.   COMPUTER CENTER   PRsp. Intsm.
Period   -   PRsp. Extern. JOE AGENT

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

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   ◯△◯ Acceptance revoke
Purchase Order   4502002438 60
Short Text   W9124712D0097

> 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*

Entry Sheet 1000017317

No message record could be found for output of message.

? Save anyway?

Yes | No | ✗ Cancel

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

Acct Assgt Cat.

Line		P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost C
10			✓			Data Center Support	750	AU	1.00	USD	2AB60
20							0.000		0.00	USD	

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

Entry Sheet   1000017317   ●◯◯ No acceptance
For Purchase Order 4502002438 60
Short Text   W9124712D0097

> 7. Click *Display/ Change* mode button

> The Status light at the top will now be <u>red</u> with message *No acceptance*

Basic Data | History

Acct Assgt C
External Numb
Service Loc.   COMPUTER CENTER   Price Ref.   02/28/2012
Period   -   PRsp. Intsm.
                                       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

1000017317 *Change Entry Sheet*

Menu ◄ | Save | Back | Ext | Cancel | System ◄ | Other Purchase Order | Tree On/Off | Display ◄► Change | Create Entry Sheet | Copy Entry Sheet | Block | Set Final Entry | Delete

Purchase Orders/Entry S. Vendor
- Data Center Support EMPORIUM
  - ● W9124712D0097
- ▶ Server Rack Installa EMPORIUM
- ▶ Server Installation EMPORIUM
- ▶ Ethernet Cables - 20 EMPORIUM
- ▶ HP Server Rack EMPORIUM
- ▶ HP Blade C7000 Se EMPORIUM
- Scenario3_Line2 U.S. BANC
- Scenario3_Line3 U.S. BANC

Entry Sheet   1000017317   ●○○ No acceptance   ☐ Returns indicator
For Purchase Order   4502002438 60
Short Text   W9124712D0097

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

Acct Assgt Cat.   Cost center
External Number   4000000224   Price Ref.   02/28/2012
Service Loc.   **1 – 31 Jan 2015**   PRsp. Intern.
Period   -   PRsp. Extern.   JOE AGENT

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

> 8. Click **Delete** button

1000017317 *Change Entry Sheet*

Menu ◄ | Save | Back | Ext | Cancel | System ◄ | Other Purchase Order | Tree On/Off | Display ◄► Change | Create Entry Sheet | Copy Entry Sheet | Block | Set Final Entry | Delete

Purchase Orders/Entry S. Vendor
- Data Center Support
  - ● W9124712D00
- ▶ Server Rack Inst
- ▶ Server Installatio
- ▶ Ethernet Cabl   MPORIUM
- ▶ HP Serv   EMPORIUM

Entry Sheet   1000017317   🗑 Deleted
For Purchase Order   4502002438 60
                     W9124712D0097

Accept Data | Vals | Long Txt | History

Acct Assgt Cat.   Cost center
                  4000000224   Price Ref.   02/28/2012
                  1 – 31 Jan 2015   PRsp. Intern.
                       -                         PRsp. Extern.   JOE AGENT

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center
10	☐	✔	☐		Data Center Support	750	AU	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

16