

Global Combat Support System – Army (GCSS-Army)

Wave 1 Data Cleansing Guide 10/31/2013



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1 Standard Army Retail Supply System (SARSS) Data Review and Correction

1.1 Conduct Army Material Command (AMC) Reconciliation (RECON) between SARSS-1 and Corps/Theater Automated Data Processing Service Center (CTASC)

1. Contact the GCSS-Army AMC representative and request removal from the AMC Lateral Redistribution Matrix.
2. Conduct AMC Recon between SARSS1 and CTASC
3. Coordinate and schedule a specific time with the local AMC Logistics Agency Representative to validate all open requisition and overdue delivery coming from National.
 - a. Coordinate with the SARSS2A manager to validate all open backorder records that are listed as open in Document History but are showing closed on the SARSS1 Activity Dues-In file.
 - b. Use Logistics Information Warehouse (LIW) to view all open backorders that still require research. The LIW will show if the document number has been financially obligated.
 - c. Engage the local finance Resource Management Officer (RMO) to validate all unsolved financial obligations that were committed but the materiel was not received by the ordering units.
4. Contact 2A Manager to request removal from Issue referral Table
 - a. Request a screen Print from the SARSS2A SARSS PARAMETER INQUIRY REFERRAL PRIORITY SUPPORT Table. Screen should return no records found.

1.2 Conduct Face-to-Face Reconciliation with All Customer Units

1. Notify all customer units to schedule a face-to-face reconciliation.
2. Print all customer RECONs.

3. Have units validate all open documents against their open/close Document Control Registers (DCR)
4. Conduct a Face-to-Face reconciliation with each customer unit.
5. Ensure that Stock Control post all customers RECONs that were received from the customer units.
6. Schedule a second a face-to-face reconciliation on the 15th day of the month to validate that all customer action were updated.
7. Conduct Dues-In from Referral Reconciliation
8. Print the Supply Support Activities (SSA) Dues-in from Referral / Retrograde Report.
9. Validate all dues-in are valid and verify the shipping activity have shipped all items. **
The Due in From Retrograde Report (DIFR) will have a shipping flag of "1" indicating that the item has been confirmed shipped**.
10. Follow local policy to clear over aged dues-in from referral report.

1.3 Validate the Customer Force Element (FE) Listing :

Validate the customer FE listing provided by GCSS-Army personnel. The responsible parties should start working this process immediately after receiving these instructions.

Note: When GCSS-Army received the lateral redistribution IDOC from National, the system created Purchase Order (Document Type: ZIDE) to ship the material to SARSS1 SSA for their customer's dedicated order with a suffix code added to the original document number. If that SARSS1 is in the process of converting into GCSS-Army, the document will be on the SAP Simulated Load and the LOG File will contain the duplicate document number error.

1. If the document exists in GCSS-Army with document type of ZIDE, the Cutover Support Team must check the document via ME23N transaction code. If there is a Purchase Order History tab, click on the Material Document and then click the Output tab and Display Outputs. Verify that the AR0 was created and sent to National. This means that the material was shipped and is in transit to the converting SSA.
2. If the converting SSA has the material, they must process the receipt in SARSS and this will close the Due-In record.

3. If the material has not arrived yet, and the converting SSA still has a valid Due-In for that document number, then it must be brought into GCSS-Army. But first the Cutover Support Team must manually modify the existing Purchase Order in GCSS-Army. Go to ME22N, select Other Purchase Order, click the drop down, enter the document number, verify Document Type = ZIDE, click on the Army tab, modify the first character of the DoD Document Number with "X", then select the material line, click the trash can icon, and click save.
4. Once the PO has been modified in GCSS-Army, reprocess the SAP Simulated Load and LOG File. The document should process correctly.
5. After successful load into GCSS-Army, the customer can process the receipt when the material arrives at the SSA and it will close the converted order.
6. To view orders that were modified with an "X" in the first position of the document number, input transaction code ME2N, select Document type = ZIDE, and execute. All ZIDEs will be displayed.

1.4 Conduct Dues-In from Maintenance Reconciliation

1. Print the SSA dues-in from maintenance report Dues In From Maintenance "DIFM".
2. Conduct a face-to-face reconciliation with Shop Office to validate all open work orders.
3. Close all completed work orders using SARSS1 "D6M" command.
4. Verify that materials for completed work orders are removed from the dues-in from maintenance report and that remaining work order quantities match the quantities in the SARSS1 dues-in from maintenance report.

1.5 Confirm All Material Released Orders in the MRO Confirmation (MROC) File

1. Access the MROC issue review file.
2. Place an "X" next to the MROC issue review line and press the "ESC" key.
3. Enter the current Julian Date. By entering the current Julian date the system will display all open unconfirmed MROs awaiting customer pick-up.

4. Verify that each customer unit has received all parts from their customer bins.
5. If any item remain in the issue review file, but the part is not in the customer bin. Conduct causative research to determine if the parts were received but not confirmed as received by the customer.
6. Follow local policy to remedy all remaining discrepancies.

1.6 Conduct Location Maintenance on All Warehouse Locations

1. Print the warehouse locator list.
2. Validate all warehouse location.
3. Ensure there is only one single National Item Identification Number (NIIN) in each location.
4. Ensure all materiel in each location are clearly marked with the standard line item information.
5. Make any corrections required using "MLOC".
6. Define each physical warehouse location type:
 - a. CON - Container Storage
 - b. DRW - Drawer Storage
 - c. HAZ - Hazardous Material Storage
 - d. PLT - Pallet Storage
 - e. RAK - Rack Storage
 - f. YRD - Yard Storage
 - g. SHF - Shelf Storage
 - h. TYR - Tire Racks
 - i. PSU - Physical Security Unit
 - j. VAN - Van Storage

1.7 Checklist for SARSS-1 (Specific data integrity check)

Check the SARSS system to ensure the below checks are adhered to. In the event of an error correct the system by inputting the appropriate data or making the necessary changes. If no change can be made at your level, seek assistance from your Standard Automated Support Management Office (SASMO) or acknowledge the data will not migrate.

SARSS-1 checks:

A. GENERAL

1. Inventory must have completed within 180 days.

B. ABF LOCATION (AJTD3F.DAT)

1. NIINs must be found in the MASTER CATALOG or ASSET_BALANCE_HEADER
2. The following fields must be populated (cannot be blank):
 - i. NIIN
 - ii. COND_CD
 - iii. LOC_CD
3. Ensure the combination of the following field is not duplicated:
 - i. NIIN
 - ii. COND_CD
 - iii. LOC_CD
4. Ensure the combination of NIIN, LOC_CD, and COND_CD is not duplicated.

C. ACTIVITY DUE IN HEADER (AJTH1F.DAT)

1. All the following fields must be populated (cannot be blank):
 - i. NIIN
 - ii. PD
 - iii. DOC_DTE_CPY
 - iv. DOC_NUM
2. The combination of the following fields cannot be duplicated:
 - i. NIIN
 - ii. PD
 - iii. DOC_DTE_CPY
 - iv. DOC_NUM

3. Ensure the following fields only contain numbers only:
 - i. QTY_ORIG_ACTV
 - ii. QTY_COMPL
 - iii. QTY_CXL
4. The following fields must be populated (cannot be blank):
 - i. NIIN
 - ii. DOC_NUM
 - iii. SUFIX_CD
 - iv. RIC_SHP

D. ACTIVITY DUE IN SUFFIX (AJTH2F.DAT)

1. The following field can only be populated with valid dates:
 - i. DTE_LST_FOLUP
 - ii. DTE_EST_SHIP
 - iii. DTE_LST_STA
2. Ensure the following fields contain numbers only:
 - i. DOC_DTE
 - ii. QTY_PEND_CXL
 - iii. QTY_ACT
 - iv. DTE_LAST_FOLUP
 - v. DTE_LST_SHIP
 - vi. DTE_LST_STA
3. The following fields must be populated (cannot be blank):
 - i. NIIN
 - ii. DOC_NUM
 - iii. SUFIX_CD
 - iv. RIC_SHP
4. The combination of the following fields cannot be duplicated:
 - i. NIIN
 - ii. DOC_NUM
 - iii. SUFIX_CD
 - iv. RIC_SHP

E. ACTIVITY DUE OUT (AJTH3F.DAT)

1. Ensure the following fields contain only correctly formatted dates:
 - i. DOC_DTE_CPY
 - ii. DTE_LST_FOLUP
2. Ensure the following fields only contain numbers only:
 - i. QTY_ORIG_ACTV
 - ii. QTY_COMPL
 - iii. QTY_CXL
3. The following fields must be populated (cannot be blank):
 - i. NIIN
 - ii. PD
 - iii. MOD_RDD
 - iv. DOC_DTE_CPY
 - v. DOC_NUM
4. The following fields must be populated (cannot be blank):
 - i. NIIN
 - ii. PD
 - iii. MOD_RDD
 - iv. DOC_DTE_CPY
 - v. DOC_NUM
5. The combination of the following fields cannot be duplicated:
 - i. NIIN
 - ii. PD
 - iii. MOD_RDD
 - iv. DOC_DTE_CPY
 - v. DOC_NUM
6. Ensure the following fields only contain numbers only:
 - i. QTY_ORIG_ACTV
 - ii. QTY_COMPL
 - iii. QTY_CXL

F. ASSET BAL SEGMENT RECORDS (AJTD2F.DAT)

1. Ensure the following fields contain only dates:
 - i. DTE_LST_INV
 - ii. DTE_LAST_UPDATE

2. Ensure all NIINs can be found in the MASTER CATALOG or ASSET_BALANCE_HEADER
3. Ensure the following fields contain only numbers:
 - i. INV_FREEZE_FL
 - ii. QTY_RO
 - iii. QTY_OH
 - iv. QTY_RET
 - v. QTY_RPT_EXC
4. Ensure the following fields are not blank:
 - i. NIIN
 - ii. OWN_PURP_CD
 - iii. PROJ_CD
 - iv. COND_CD
5. Ensure the NIIN is not duplicated within the file.
6. Ensure the combination of NIIN, LOC_CD, and COND_CD is NOT duplicated.

G. AJTD1F.DAT, AJTD2F.DAT, and AJTD3F.DAT Files

1. A single NIIN cannot be stored in more than one location.
2. All material found in the ABF_LOCATION_C table must also be in the ASSET_BALANCE_SEGMENT_RECORDS_C table and vice-versa. Therefore, all material found in ASSET_BAL_SEGMENT_RECORDS_C must also be found in ABF_LOCATION_C table.
3. No inventory can be loaded for NIINs that are not currently stocked. Therefore no zero balance NIIN should have a location assigned.

H. ASSET BALANCE HEADER (AJTD1F.DAT)

1. Ensure the combination of NIIN, LOC_CD, and COND_CD is NOT duplicated.
2. Ensure all NIINs can be found in the MASTER CATALOG or ASSET_BALANCE_HEADER
3. Ensure the following fields contain numbers only:
 - i. U_PRICE
 - ii. U_PRICE1_REDEFINES_U_PRICE
 - iii. QTY_SL
 - iv. QTY_RP

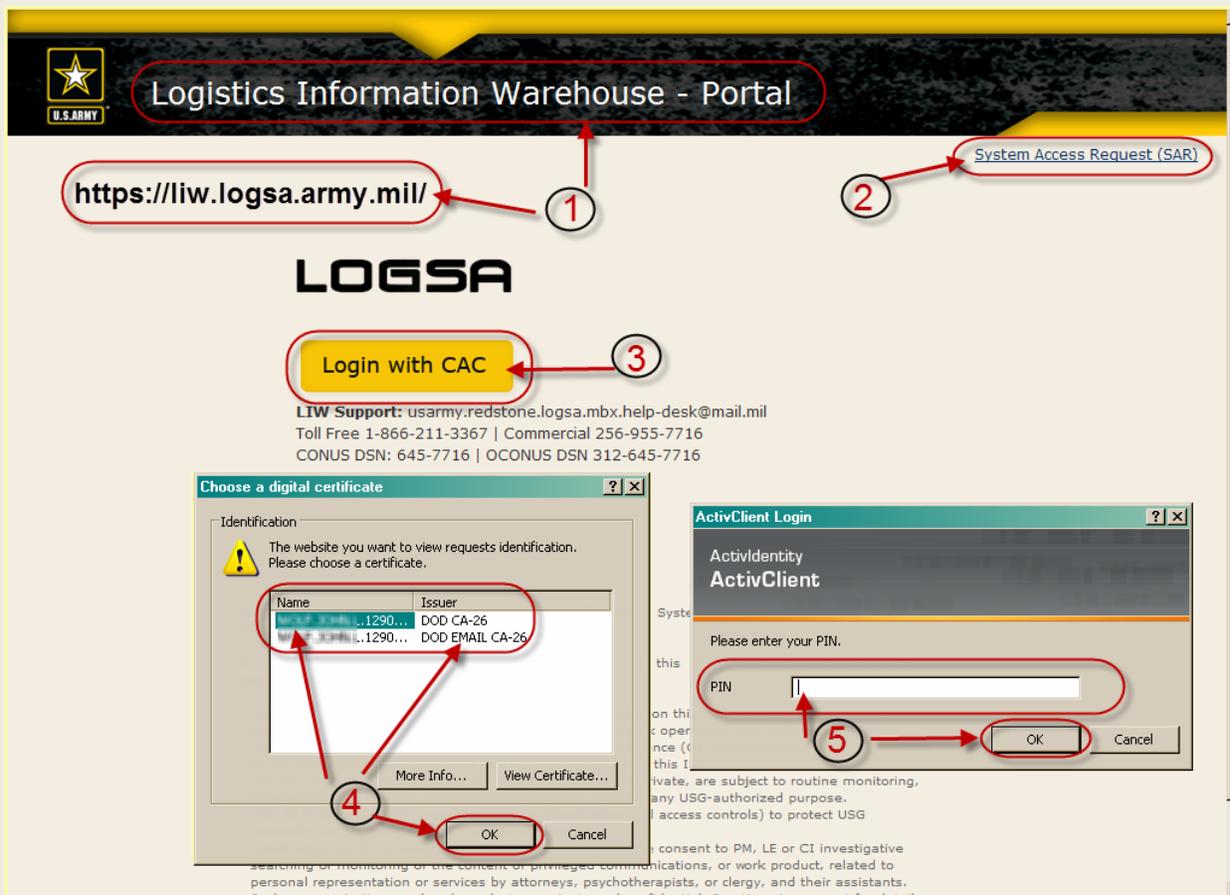
4. No NIIN fields can be blank.
5. No NIIN fields can be duplicated.

1.8 Cleanse SARSS Data using Enterprise Data Management Office (EDMO) 's Web Portal

Upload SARSS1 Backup file to EDMO InfoSphere

If needed, follow instructions in Appendix A to access and setup your personal web page at LIW. At this point it is assumed user has access to both LOGSA-LIW and EDMO portals.

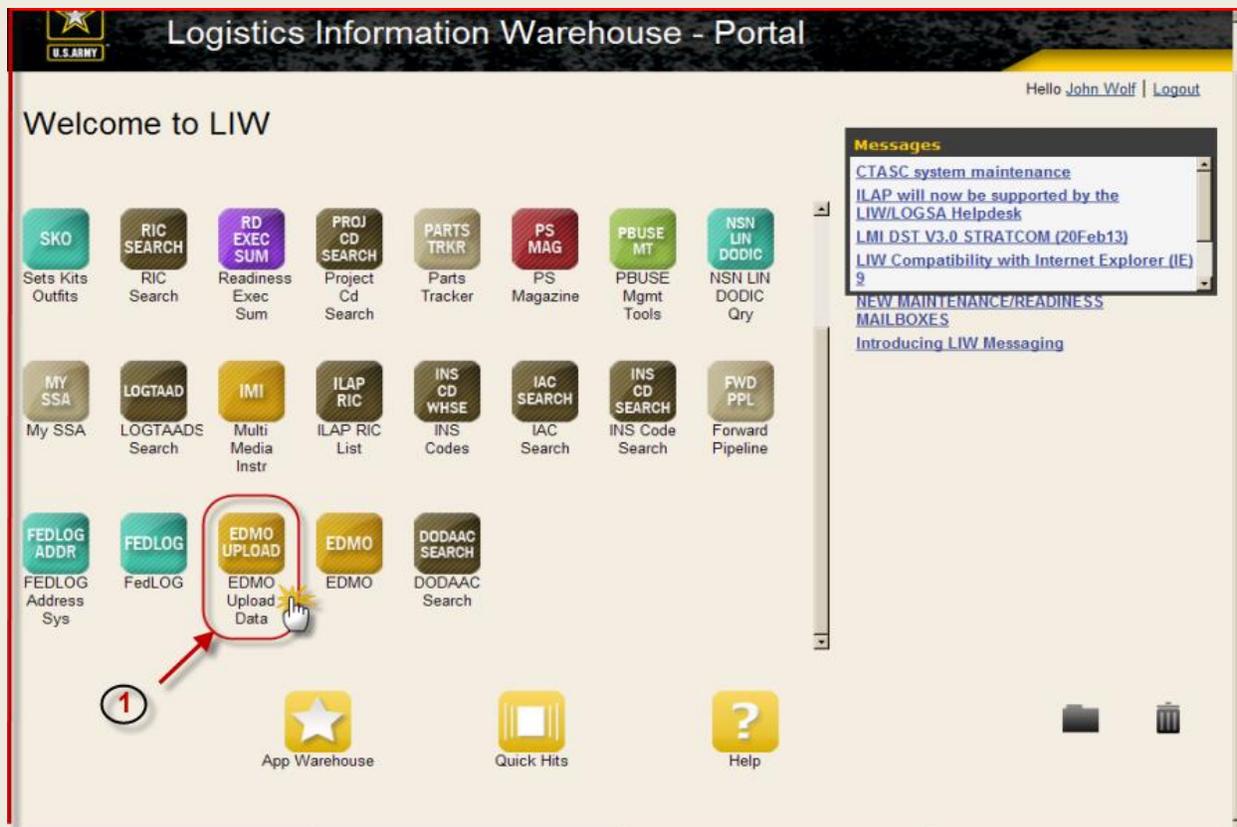
1. With your CAC card in the reader, enter <https://liw.logsa.army.mil/> in the address field of the internet browser
2. If you do not have LOGSA access, select System Access Request (SAR). Follow provided instructions. LIW Basic Access is automatic for most...that is all that is needed to access EDMO
3. Login with CAC...
4. Select the certificate without the EMAIL Issuer
5. Enter pin number when prompted, and select Enter.



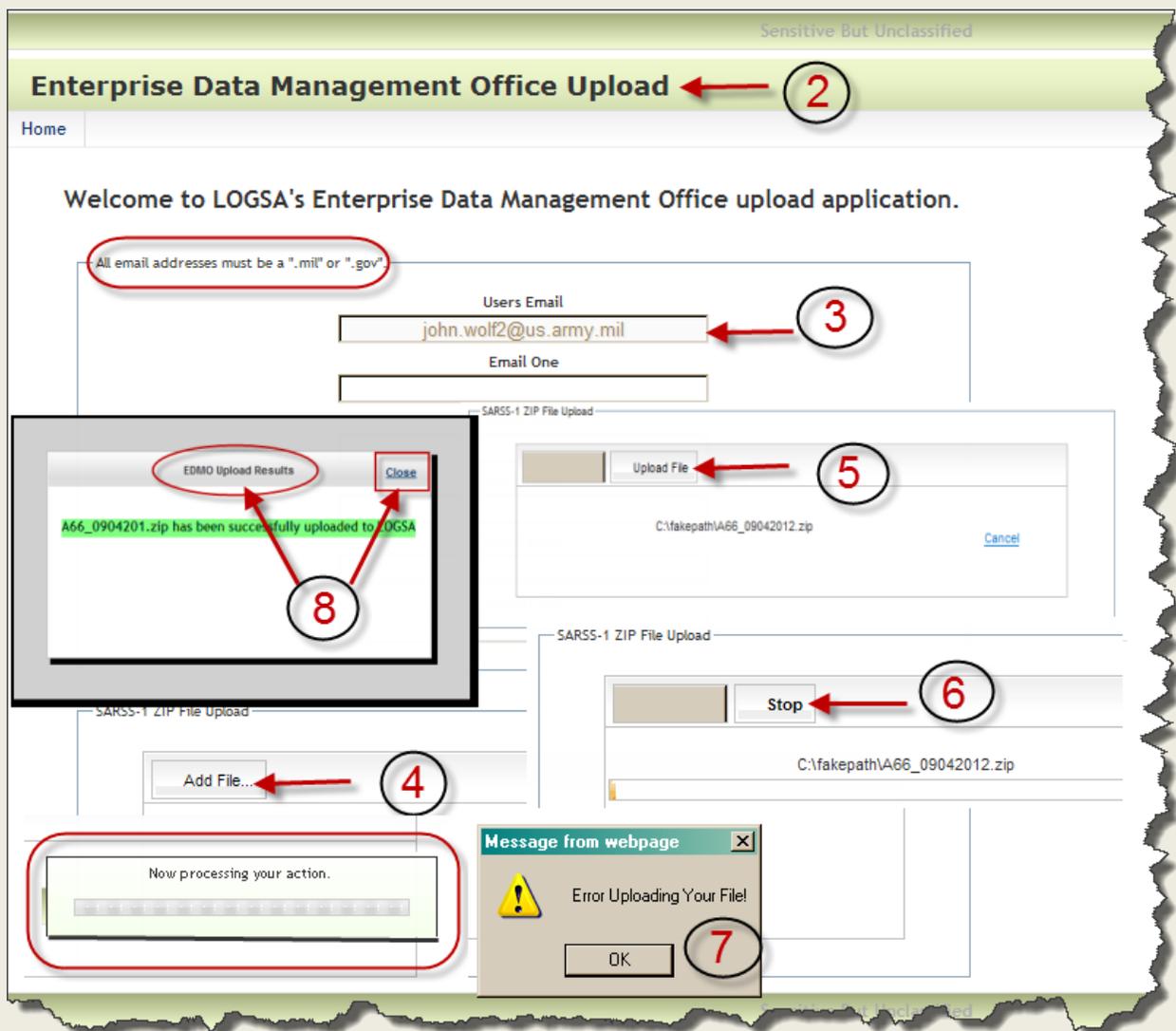
Again, at this point the assumption is made that you have LIW access and you have previously added the needed icons to your personal page for the EDMO upload process. See Appendix A for instructions for setting up your personal page.

1. Logged into the Logistics Information Warehouse (LIW), your personal page will automatically appear. Here, the page is already populated and the page can be modified as required.

Click on the EDMO Upload Data icon. Start here, particularly if this is your first time on the EDMO Portal.



2. The EDMO Upload window is displayed
3. Your email address is automatically populated
Note only .mil & .gov email addresses can be used...you can add others to receive notice that the upload was successful and they can also view the reports
4. Add file...you should compress the latest system backup.
5. Select Upload File
6. At this point in the process there are three outcomes You can Stop the upload
7. The process can Fail... in which case retry FROM The Beginning
8. The process will complete successfully. In which case you will receive an email at AKO.



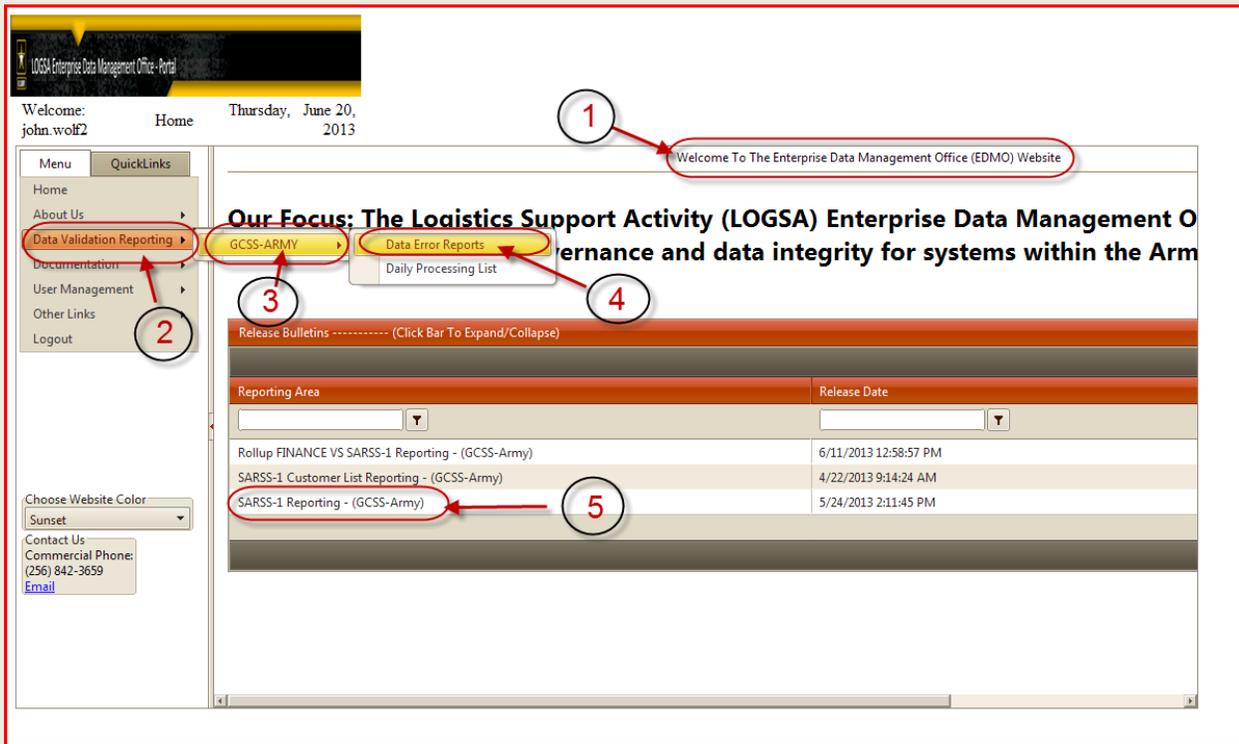
REVIEW EDMO ERROR REPORTS

1. From your LIW personal page, select EDMO.



1. The EDMO portal displays.
2. Select the Data Validation Reporting drop-down ►
3. Select the GCSS-Army drop-down ►
4. Select Data Error Reports.

5. Under Reporting Area, Select SARSS-1 Reporting – (GCSS-Army).



6. Under Select Systems, select SARSS-1 Reporting – (GCSS-Army).

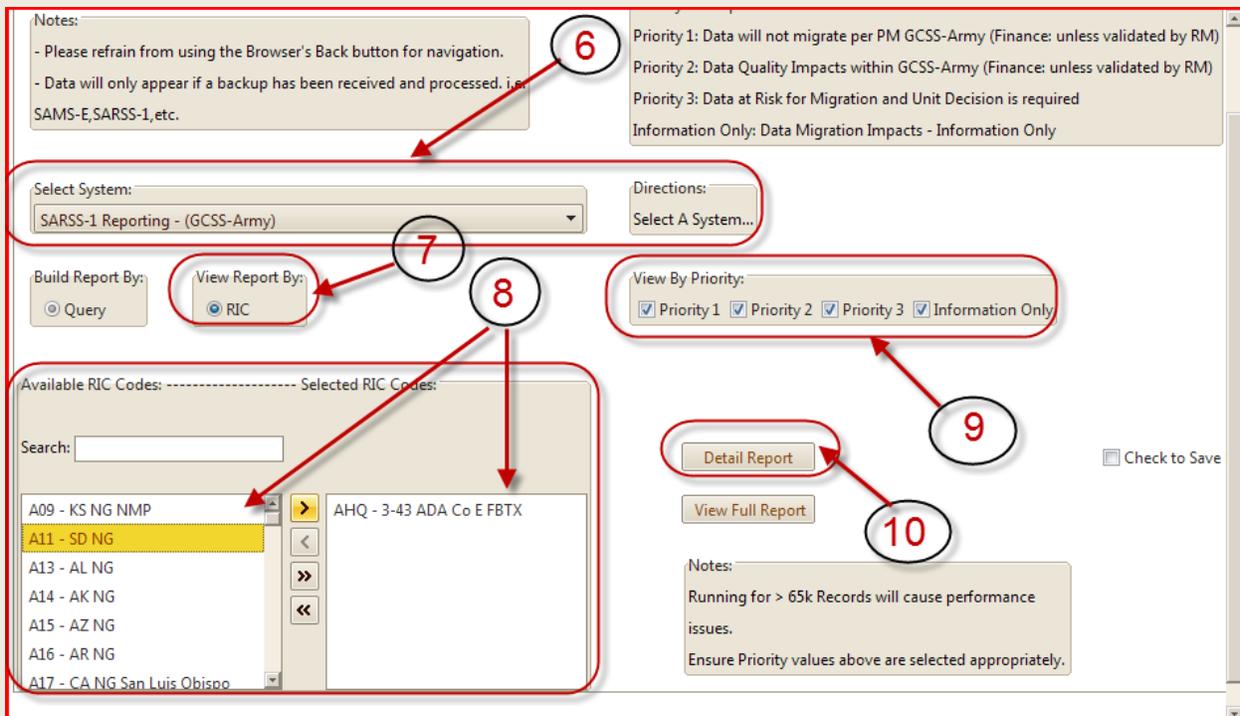
7. View Report By ☉ RIC becomes an option, select that radio button.

8. Available RIC Codes populates ...Highlight the appropriate RIC(s), and > to move to right panel.

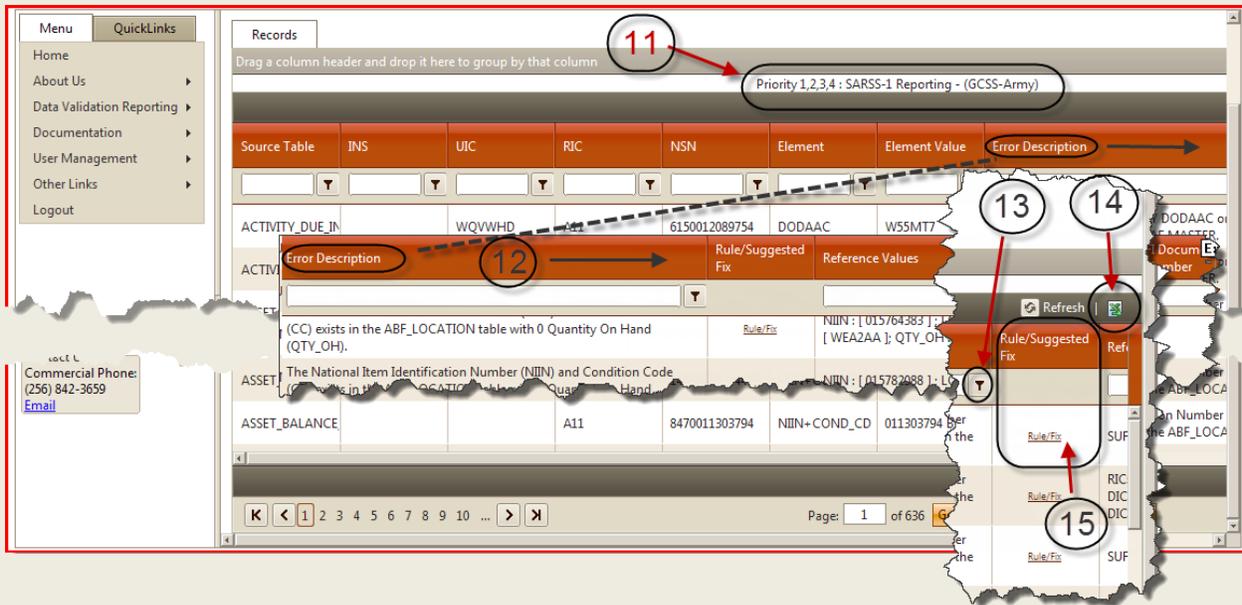
9. Select to include or exclude Priority .

10. Select [Detail Report].

Note: Run time to generate report varies based on Selections on this screen...in the case of never returning a report, it may be necessary to parse down the report configuration.



11. The Report is displayed.
12. To view all columns, scroll right.
13. This symbol (funnel) indicates the report can be filtered on the values in that column.
14. The report can be exported to MS Excel.
15. The column Rule/Suggested Fix is a link [Rule/Fix] Select the link for a record.



16. The Rule/Fix display opens, make the appropriate changes.

17. For assistance, call or email.

LOGSA Enterprise Data Management Office - Portal

Welcome: john.wolf2 Data Error Reports Thursday, June 20, 2013

Menu QuickLinks Records

Home Drag a column header and drop it here to group by that column

About Us Priority 1 : SARSS-1 Reporting - (GCSS-Army)

Data Validation Reporting [Rule/Fix]

Documentation

16

Rule Definition:
The National Item Identification Number (NIIN) and Condition Code (CC) in the ABF_LOCATION table must blank when the ASSET BAL SEGMENT RECORDS table (AJTD2F.DAT) show a quantity on hand.

Conversion Result:
Record will not migrate.

Suggested Fix:
Remove the location from the ABF_LOCATION table (AJTD3F.DAT) with the associated NIIN and CC.

Sunset

Contact Us
Commercial Phone:
(256) 842-3659
[Email](#)

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37820	NIIN	012737820;A	The National Item Identification Number (NIIN) and Condition Code (CC) exists in the ABF_LOCATION table with 0 Quantity On Hand (QTY_OH).	Rule/Fix	NIIN : [012737820]; LOC_CD : [BAKAA]; QTY_OH : []
15259	NIIN	013515259;B	The National Item Identification Number (NIIN) and Condition Code (CC) exists in the ABF_LOCATION table with 0 Quantity On Hand (QTY_OH).	Rule/Fix	NIIN : [013515259]; LOC_CD : [BPB5259]; QTY_OH : []

Page: 1 of 4 Go Page size: 50 Change

18. This is an example of the report exported to MS Excel.

Note: The column "Rule/Suggested Fix" is a link [Rule/Fix] and does not export to Excel.

Source Table	INS	UIC	RIC	NSN	Element
ACTIVITY_DUE_IN_SL		WQVWHD	A11	6150012089754	DODAAC
ACTIVITY_DUE_IN_HE		WQVWHD	A11	6150012089754	DODAAC
ASSET_BALANCE_HE			A11	5985005815802	NIIN+COND_CD
ASSET_BALANCE_HE			A11	6625011207832	NIIN+COND_CD
ASSET_BALANCE			A11	6625011336160	NIIN+COND_CD
Priority 1,2,3,4 SARSS-1 Reporting - (GCSS-Army)					
ABF_LOCATION			AHQ	6130010916748	NIIN
ABF_LOCATION			AHQ	6150010920623	NIIN
ABF_LOCATION			AHQ	5998010955507	NIIN
ABF_LOCATION			AHQ	5980011023046	NIIN
ABF_LOCATION			AHQ	7530009908884	NIIN

Element Value	Error Description	Reference Values	DODAAC	Document Number	Detail Total Repeat
W55MT7	DODAAC not found in	DODAAC: [W55MT7]	W55MT7	W55MT733530201	0
W55MT7	DODAAC not found in	DODAAC: [W55MT7]	W55MT7	W55MT733530201	0
005815802 B	The National Item Iden	NIIN: [005815802] CO			0
011207832 B	The National Item Iden	NIIN: [011207832] CO			0
011336160 B	The National	NIIN: [011336160] CO			0
(continued)					
010916748;A	The National Item Iden	NIIN : [010916748] ;			1
010920623;A	The National Item Iden	NIIN : [010920623] ;			1
010955507;A	The National Item Iden	NIIN : [010955507] ;			1
011023046;A	The National Item Iden	NIIN : [011023046] ;			1
009908884;A	The National Item Iden	NIIN : [009908884] ;			1

18

1.9 Cleanse SARSS Customer List

a. Customer Lists must be 100% accurate:

1. Remove customers not currently supported.

2. All DODAACs must be valid active DODAACs
3. All Unit Identification Codes (UIC) must be valid.
4. All DODAAC/UIC combinations must be valid.

Most of the above can be checked on LIW by going to “Queries and Reports” clicking on “Force” then DODAAC information, or use EDMO’s Web portal. Using EDMO’s Web Portal will validate active DODAACs, UIC, and DODAAC/UIC combinations. However, each unit must validate the customer list is populated with routine customers only. Remove Customers currently not supported.

Use EDMO Web Portal to cleanse the SARSS customer list. Log on to LIW, gain access to EDMO’s web portal, upload your SARSS backup (all explained in steps “G” above).

1. From your LIW personal page, select EDMO.



Logistics Information Warehouse - Portal

Welcome to LIW

WEBFLIS WebFLIS Search	UIC SEARCH UIC Search	TMSS TMSS Perf Specs	TFB Task Force Builder	GRND EQ VRF Ground Eq Verifier	GRND EQ TRK Ground Eq Tracker	SAASMOD SAASMOD	SOS SoS Search	SKO Sets Kits Outfits	RIC SEARCH RIC Search
RD EXEC SUM Readiness Exec Sum	PROJ CD SEARCH Project Cd Search	PARTS TRKR Parts Tracker	PS MAG PS Magazine	PBUSE MT PBUSE Mgmt Tools	NSN LIN DODIC NSN LIN DODIC Qry	MY SSA My SSA	LOGTAAD LOGTAADS Search	IMI Multi Media Instr	ILAP RIC ILAP RIC List
INS CD WHSE INS Codes	IAC SEARCH IAC Search	INS CD SEARCH INS Code Search	FWD PPL Forward Pipeline	FEDLOG ADDR FEDLOG Address Sys	FEDLOG FedLOG	EDMO UPLOAD EDMO Upload Data	EDMO EDMO	DODAAC SEARCH DODAAC Search	

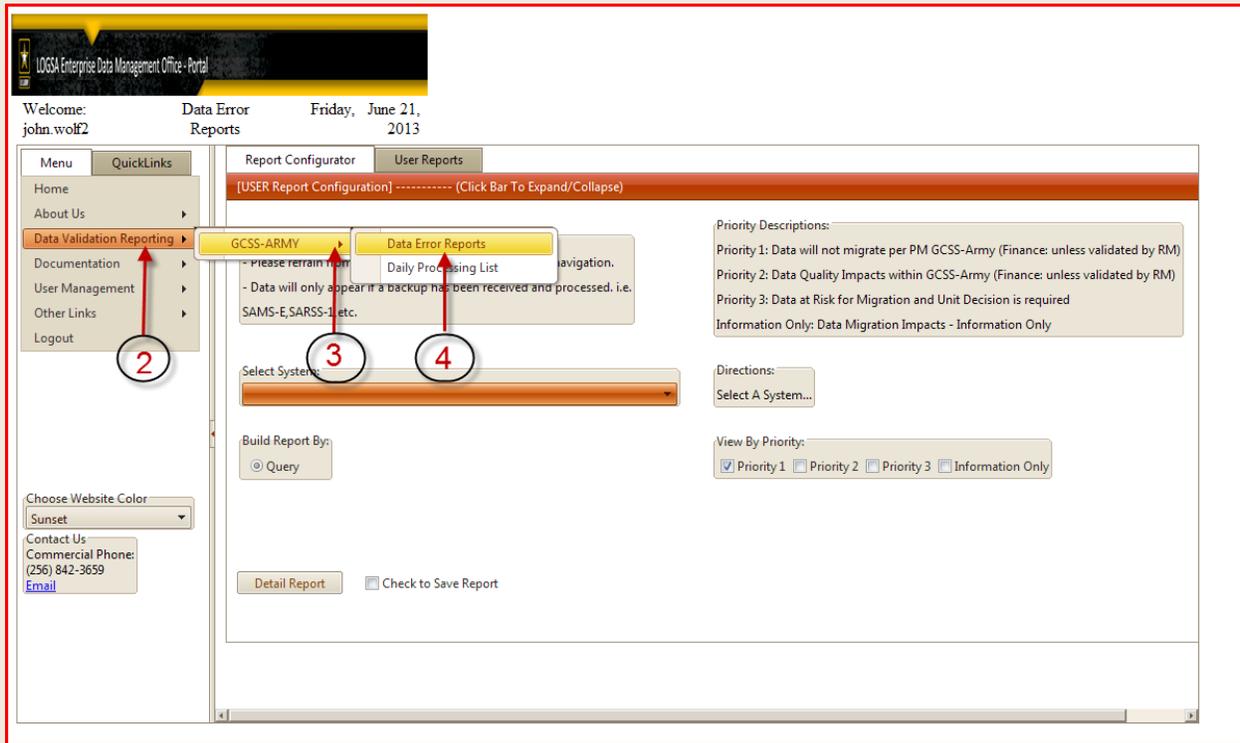


1



The EDMO portal displays.

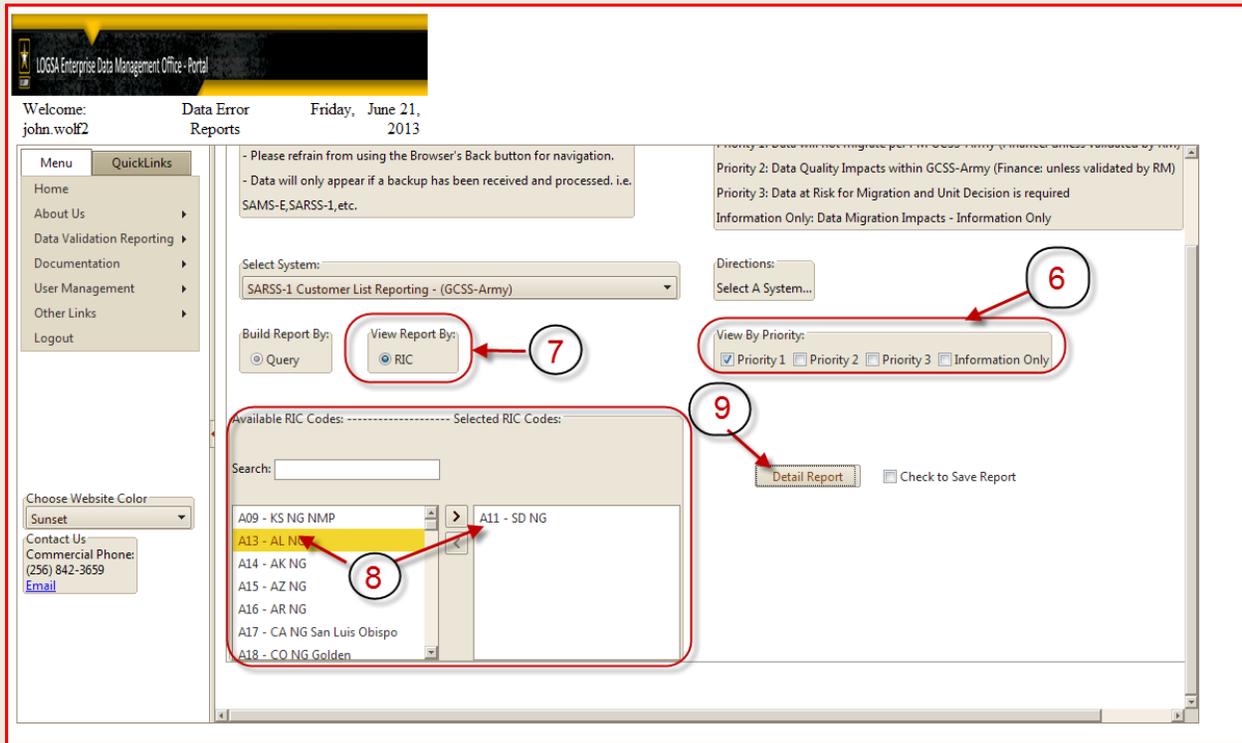
2. Select the Data Validation Reporting drop-down ►
3. Select the GCSS-Army drop-down ►
4. Select Data Error Reports...the window will Refresh.



5. Under Select System, select SARSS-1 Customer List Reporting – (GCSS-Army).

The screenshot displays the 'Report Configurator' interface for 'User Reports'. The page title is 'LOGSA Enterprise Data Management Office - Portal'. The user is identified as 'john.wolf2' and the date is 'Friday, June 21, 2013'. The 'Data Error Reports' section is active. The 'Select System' dropdown menu is open, showing four options: 'Rollup FINANCE VS SARSS-1 Reporting - (GCSS-Army)', 'Rollup SARSS-1 VS PBIUSE Reporting - (GCSS-Army)', 'SARSS-1 Customer List Reporting - (GCSS-Army)' (highlighted with a red circle and the number 5), and 'SARSS-1 Reporting - (GCSS-Army)'. A red arrow points from the 'Directions: Select A System...' button to the highlighted option. The 'Notes' section contains instructions about browser navigation and data availability. The 'Priority Descriptions' section lists three priority levels. The 'View By Priority' section has checkboxes for 'Priority 1', 'Priority 2', 'Priority 3', and 'Information Only', with 'Priority 1' selected. The 'Detail Report' button and 'Check to Save Report' checkbox are also visible.

6. Select View Priority.
7. Select Radio Button ☉ RIC.
8. Select your SSA RIC and move to right side window.
9. Select Detail Report.



Reading the SARSS customer list error report

10. Detailed Summary of results of Customer File.
11. by Business Rule.
12. Number of Records.
13. View individual Record Detail by clicking on Business Rule text.

RIC	Business Rule	Total	Validation Date	System Backup Date
A11	The Department of Defense Activity Address Code (DODAAC) and Unit Identification Code (UIC) must be valid by comparing the values to the ARMY DODAAC (LOGSA) table and the D UIC (LOGSA) table and must have the Fiscal Station Number (FSN) that equals to 21001 or 13145.	178	10/2/2012 1:45:59 PM	SARSS1 - 08/30/2012
A11	The Unit Identification Code (UIC) must exist in D UIC.	2	10/2/2012 1:45:59 PM	SARSS1 - 08/30/2012

- 14. Records Summary displays.
- 15. Red text indicates a violation of a Business Rule.
- 16. Black ink indicates the DODAAC is good and will migrate.

RIC	UIC	DODAAC	Description	OA	FSN	FIN_WRK_CT	RAC	EP_PLAYER	Reference Values
A11	WQRQDO	W56QBZ	The Department of Defense Activity Address Code (DODAAC) is valid and is GFEBS or GCSS-Army but the Unit Identification Code (UIC) is Invalid.	18	21001	3SD		Y	
A11	WPMJAA	W90G7Y	Department of Defense Activity Address Code (DODAAC) valid and has a Fiscal Station Number (FSN) is GFEBS or GCSS-Army and the Unit Identification Code (UIC) valid, but the UIC and DODAAC combination is invalid.	18	21001	3SD		Y	
A11	WPMJAA	W8020B	Department of Defense Activity Address Code (DODAAC) valid and has a Fiscal Station Number (FSN) is GFEBS or GCSS-Army and the Unit Identification Code (UIC) valid, but the UIC and DODAAC combination is invalid.	18	21001	3SD		Y	
A11	WX9RAA	W81C07	The Department of Defense Activity Address Code (DODAAC) and the Unit Identification Code (UIC) combination valid and the DODAAC has a Financial Station Number (FSN) of GCSS-Army or GFEBS.	18	21001	3SD		Y	
A11	W7N003	W80SYW	The Department of Defense Activity Address Code (DODAAC) and the Unit Identification Code (UIC) combination valid and the DODAAC has a		21001	3SD		Y	

Customer DODAAC's that are in violation of business rules will not migrate. Suggest getting with customer to correct where able, or remove customer unit from SARSS-1.

1.10 Temporary Loan Items

When items are temporary loaned, a customer unit borrows the item from the SSA for a limited time in anticipation that the item will be needed in the near future. If the item becomes not needed / or has served its purpose and is returned in the same condition as it was issued the item will be restocked. If the item is returned and not in the same condition as it went out, the unit buys the item.

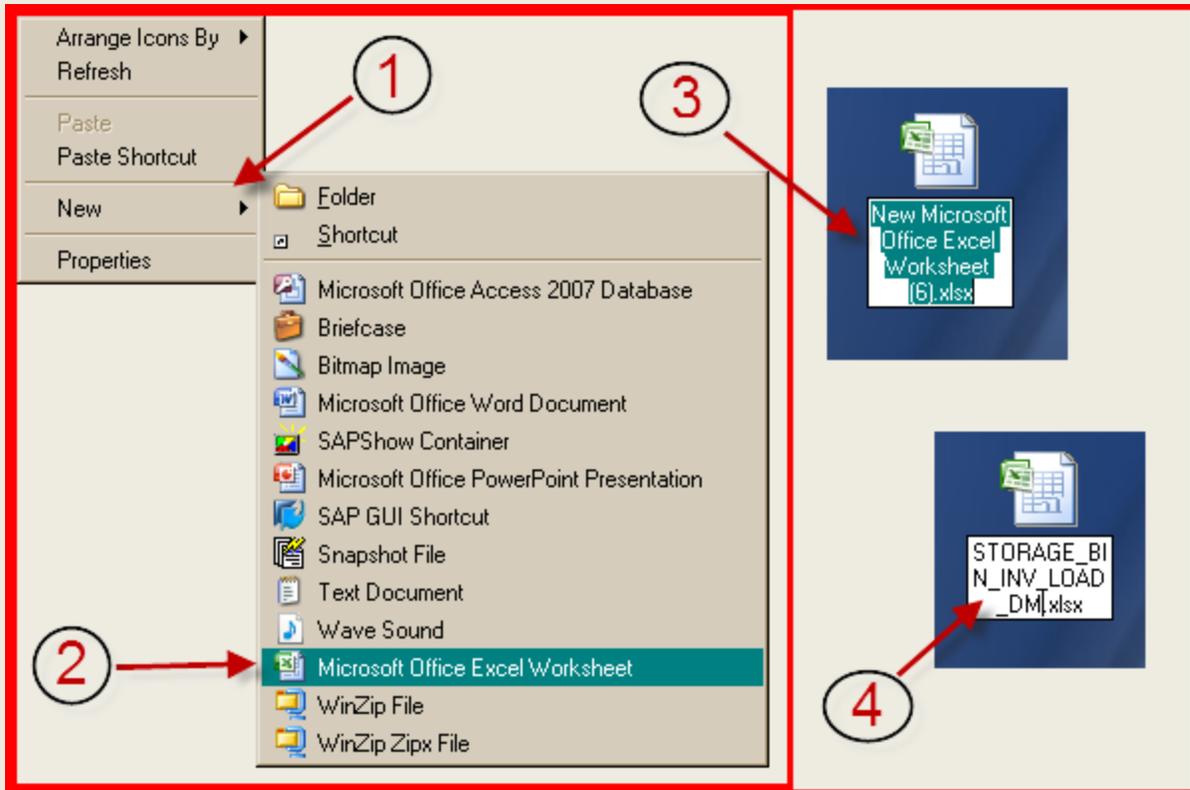
No Temporary Loan items in SARSS-1 will convert into GCSS-Army. Loans that exist in SARSS will need to be closed-out by either returning the item to stock, or selling the item to the borrower. After conversion (go-live), items can be temporarily loaned using the GCSS-Army "Temp Loan" process. During post-migration Over-the-Shoulder Training you will be introduced to training materials "**XBRWM125 – Manage a Temp Loan**" for details in creating temp loans transactions.

Review file "STORAGE_BIN_INV_LOAD_DM.txt": This file contains records for stock to be loaded into SAP. Temp Loan items may be included in the file having ownership purpose code (OWN_PURP_CD in SARSS) equal to 'L'. Open the file and review for records with Ownership Purpose Code equaling 'L'. If records do exist, then review the open SARSS orders and close the temporary loan ones.

Correction Prior to migration: You will need to open a load file from your DSU Error Packet into MS Excel. The file name is *STORAGE_BIN_INV_LOAD_DM.txt*. Extract the packet

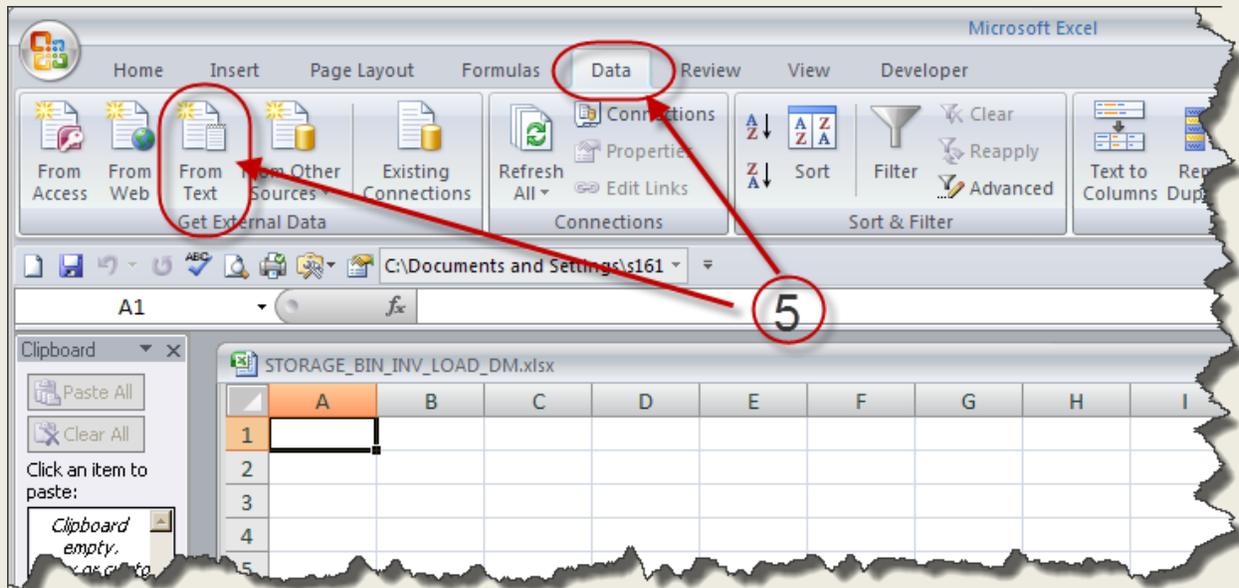
compressed file. (You should have kept note of where the Error Packet was saved and extracted.)

1. From the desktop, Right click the mouse  and Select, New ►
2. Select Microsoft Office Excel Worksheet.
3. An Icon will appear on the desktop to be named.
4. Name it *STORAGE_BIN_INV_LOAD_DM.XLSX* then double click on the Icon to open it in Excel.



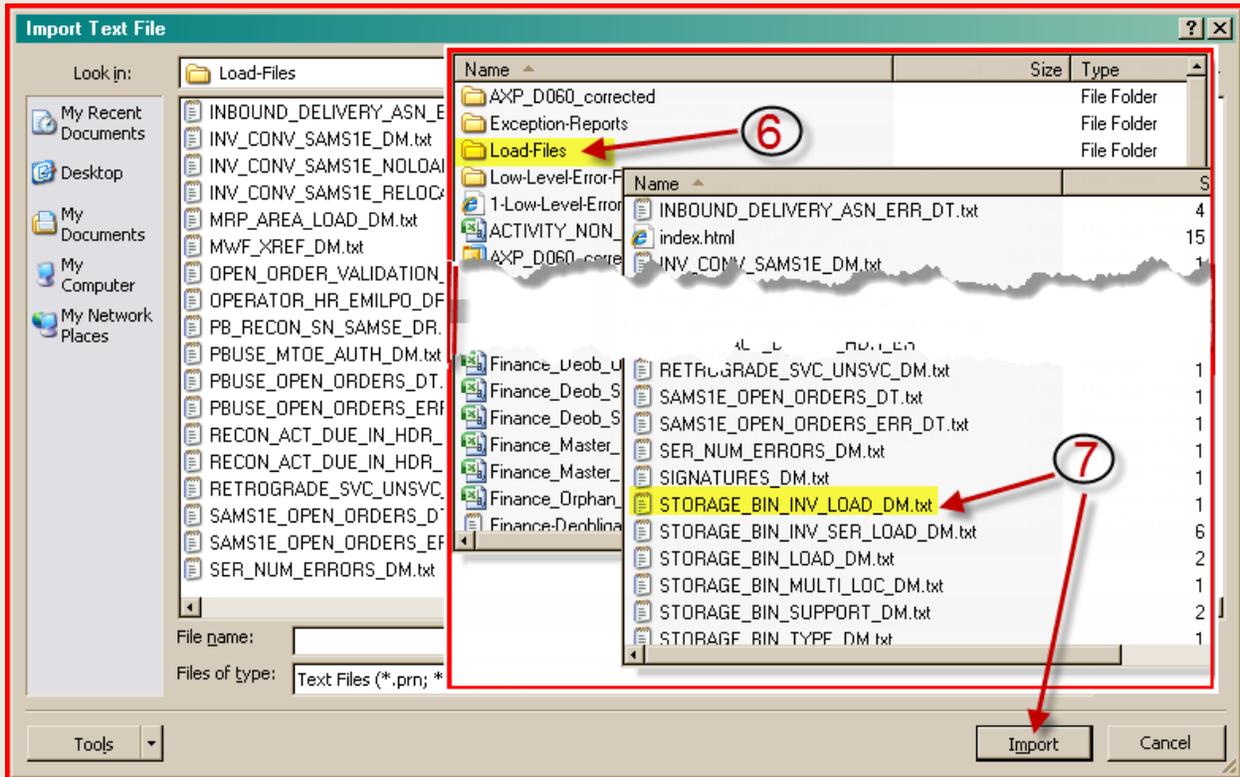
The file just renamed is open in Excel (with no data). To import data:

5. Select the Data Tab then select From Text.



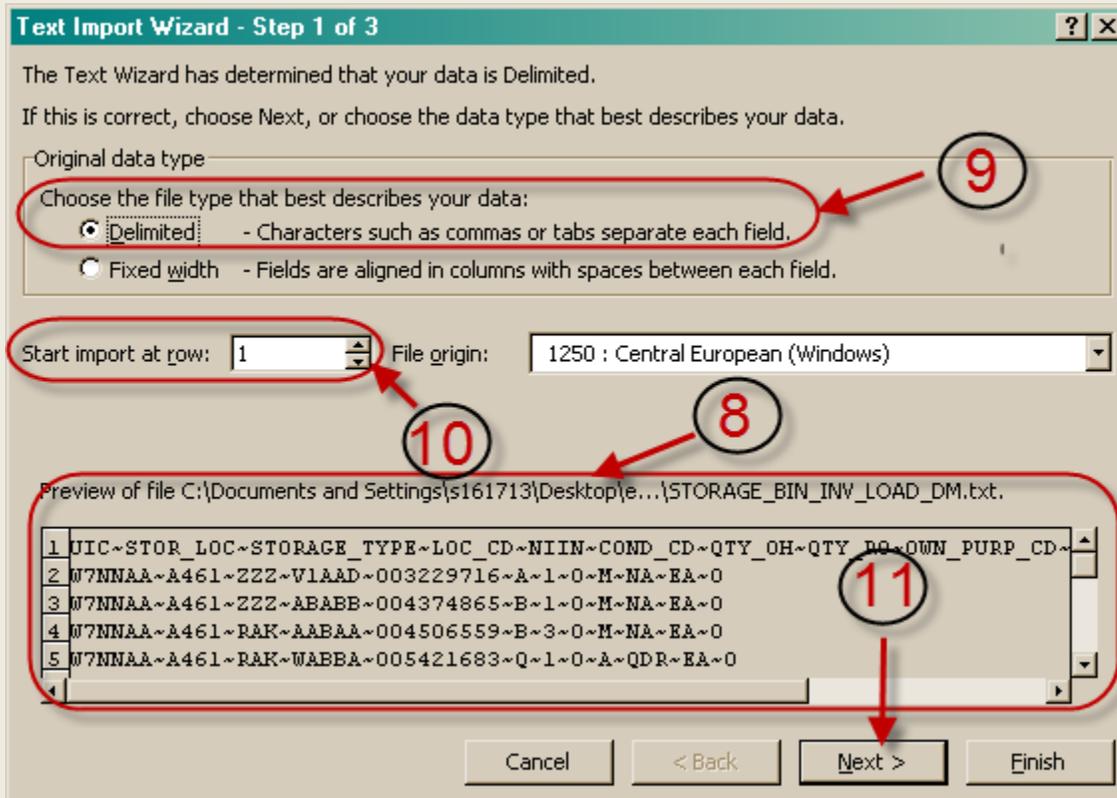
The Import Text File box will open.

6. Drill down to Import the file *STORAGE_BIN_INV_LOAD_DM.TXT*
7. Double click on the TEXT file or Select the Import button. This will open the Text Import Wizard.



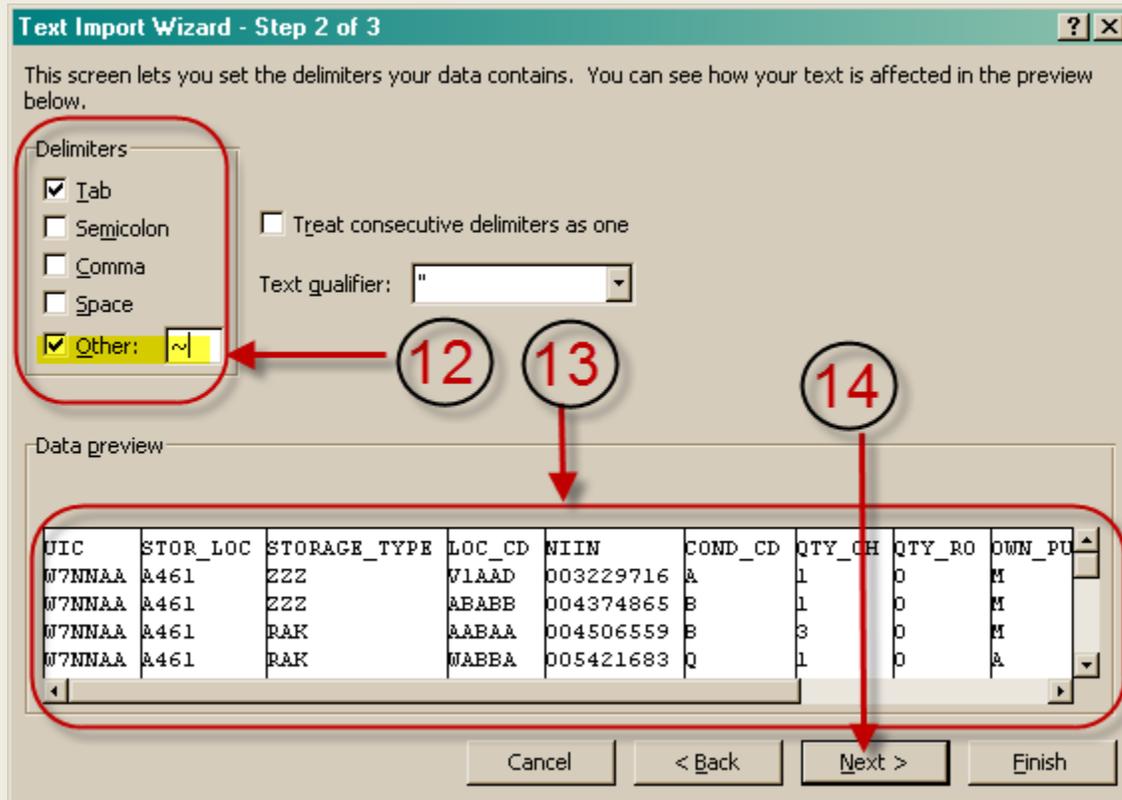
The Text Import Wizard – Step 1 of 3 displays.

8. This displays what the file looks like as a text file.
9. Select Delimited.
10. Select Start import at row “1”.
11. Select Next.



The Text Import Wizard – Step 2 of 3 displays

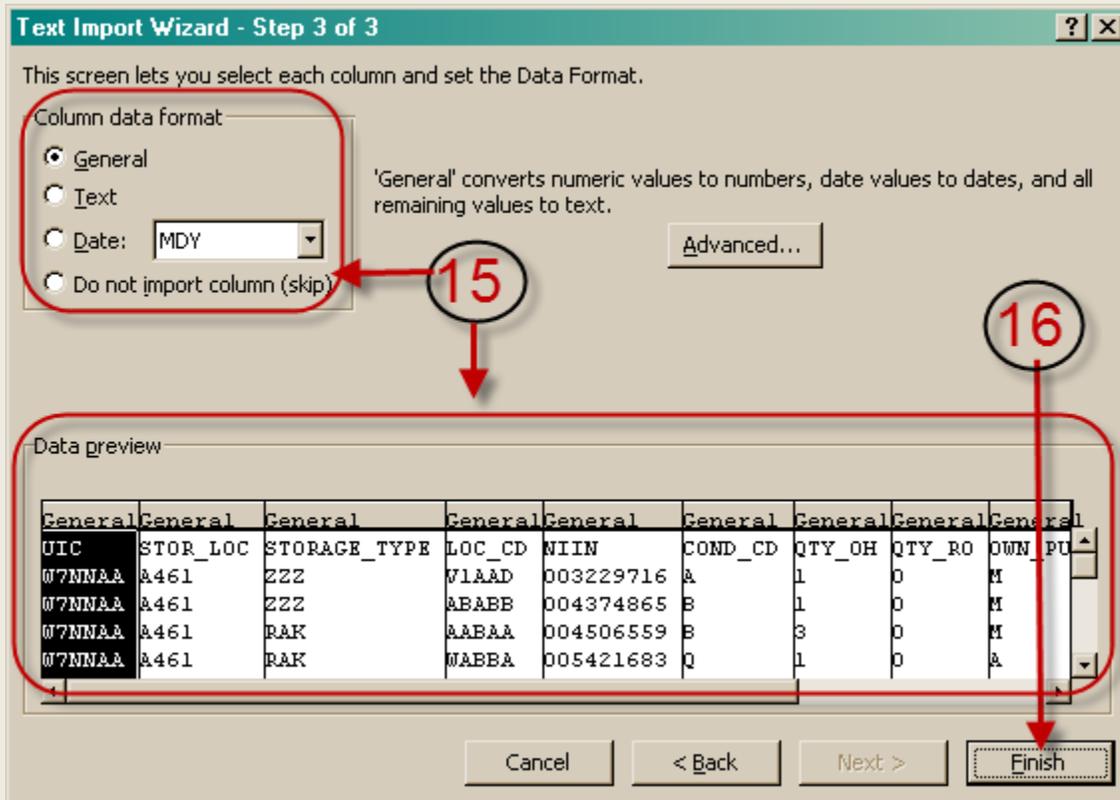
12. Declare a Delimiter Other ~
13. This window Previews the result of applying the delimiter.
14. Select Next.



The Text Import Wizard – Step 3 of 3 displays

15. This window allows you to format the data in each column or leave out columns.

16. Here no further formatting is necessary, select Finish.



The data is now in Excel in a usable format.

17. Review column "I" OWN_PURP_CD

18. Records with a value of "L" indicate a temporary loan item. These records must be closed.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	UIC	STOR_LOC	STORAGE_TYPE	LOC_CD	NIIN	COND_CD	QTY_OH	QTY_RO	OWN_PURP_CD	PROJ_CD	UI	QTY_RP	
2	W7NNAA	A461	ZZZ	V1AAD	3229716	A	1	0	M	NA	EA	0	
3	W7NNAA	A461	ZZZ	ABABB	4374865	B	1	0	M	NA	EA	0	
4	W7NNAA	A461	RAK	AABAA	4506559	B	3	0	M	NA	EA	0	
5	W7NNAA	A461	RAK	WABBA	5421683	O	1	0	A	ODR	EA	0	
6	W7NNAA	A461	ZZZ	AAAAA	6415735	B	1	0	L	NA	EA	0	
7	W7NNAA	A461	RAK	WAFBB	7122378	B	1	0	M	NA	EA	0	
8	W7NNAA	A461	ZZZ	AABBB	9304260	B	1	0	M	NA	EA	0	
9	W7NNAA	A461	ZZZ	WACBB	10670687	F	1	0	M	NA	EA	0	
10	W7NNAA	A461	ZZZ	AAAAB	11216934	A	1	0	M	NA	EA	0	
11	W7NNAA	A461	PLT	WAJBA	12177310	B	3	0	M	NA	EA	0	
12	W7NNAA	A461	ZZZ	WAFAA	14541625	A	40	0	M	NA	EA	0	
13	W7NNAA	A461	ZZZ	V2ABN	14369449	F	1	0	M	NA	EA	0	
14	W7NNAA	A461	PLT	WACCA	01Z100001	A	2150	0	A	NA	EA	0	
15													
16													
17													

Alternatively Identify Temp Loans to Close using SARSS-1 Files: To review the open orders, open file "*ACTIVITY_DUE_IN_HEADER_DT.txt*" and review records that have DIC First Two Pos = "DF" and DIC_LAST_POS = "N". These records are the temp loans. These orders will need to be closed in SARSS.

Close Temp Loans in SARSS: The temp loan item can be sold to the borrower, or the item can be returned and received into the SARSS system.

1.11 Operational Readiness Float (ORF)

The purpose of ORF is described in Army Regulation 700–138 as follows: A quantity of selected end items or major components of equipment authorized for stockage at installations and support maintenance activities to extend their capability to respond to the materiel readiness requirements of supported activities. This is accomplished by providing supported activities with serviceable replacements from ORF assets when like items of equipment of supported activities cannot be repaired or modified in time to meet operational requirements.

When ORF items are being loaded into GCSS-Army from load files, serial numbers are missing, requiring manual intervention. The following process describes the necessary steps to complete the inventory load for ORF assets:

1. Retrieve the file "STORAGE_BIN_INV_SER_LOAD.CSV" from the Data Staging Utility (DSU) files provided by your Chief of Installation (COI).
2. This file contains records for stock to be loaded into GCSS-Army. ORF items may be included in the file having ownership purpose code (OWN_PURP_CD in SARSS) equal to 'F'. Open the file and review for records with Ownership Purpose Code equaling 'F'.
3. For each ORF asset, record the serial number in the STORAGE_BIN_INV_SER_LOAD.CSV file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	UIC	STOR_LOC	STORAGE_LOC_CD	NIIN	COND_CD	QTY_OH	QTY_RO	OWN_PURP_CD	PROJ_CD	UI		QTY_RP	SERIAL_NUMBER	LIN	NOMEN	SER_NUM
49	W6YBAA	AGU1	RAK	SCDA02	11558315	A	1	2	A	NA	EA	1			INDICATOR -VERTICAL	GA08
50	W6YBAA	AGU1	RAK	SCEE05	11883332	A	1	2	A	NA	EA	1			AMPLIFIER -RADIO FRE	GA08
51	W6YBAA	AGU1	RAK	SCEE05	11883332	A	1	2	A	NA	EA	1			AMPLIFIER -RADIO FRE	GA08
52	W6YBAA	AGU1	ZZZ	SCCA04	12459091	A				NA	EA	2			RECEIVER-TRANSMITTER GROI	GA08
53	W6YBAA	AGU1	ZZZ	SCCA04	12459091	A				NA	EA	2			RECEIVER-TRANSMITTER GROI	GA08
54	W6YBAA	AGU1	ZZZ	SCCA04	12459091	A				NA	EA	2			RECEIVER-TRANSMITTER GROI	GA08
55	W6YBAA	AGU1	RAK	SCHB02	12744939	A				NA	EA	1			RADAR SIGNAL INDICA	GA08
56	W6YBAA	AGU1	RAK	SCHB02	12744939	A	1	2	A	NA	EA	1			RADAR SIGNAL INDICA	GA08
57	W6YBAA	AGU1	ZZZ	SCCA02	15188783	A	1	2	A	NA	EA	1			CONVERTER -SIGNAL DA	GA08
58	W6YBAA	AGU1	YRD	ORF06A	14232819	A	1	3	F	ORF	EA	0				
59	W6YBAA	AGU1	YRD	ORF06A	14232819	A	1	3	F	ORF	EA	0		T76541	TRCTR FULL TRKD HI SP	GA03
60	W6YBAA	AGU1	YRD	ORF04B	11602754	B	1	0	F	ORF	EA	0		T34437	TRCTR WHLD EXCAV	GA03
61	W6YBAA	AGU1	YRD	ORF02B	10970261	B	1	0	F	ORF	EA	0		T39654	TRK CGO TACT W/W	GA03
62	W6YBAA	AGU1	YRD	ORF24B	12605163	B	1	0	F	ORF	EA	0		L76556	LOADER SCP 950BNSCE	GA03
63	W6YBAA	AGU1	YRD	ORF01A	9.95E+08	A	1	0	F	ORF	EA	0		H57916	HOWIT MED TWD M777	GA01
64	W6YBAA	AGU1	ZZZ	NSLCEA12	12280939	B	1	0	M	NA	EA	0		N05482	NIGHT VIS G AN/PVS-7A	GA08
65	W6YBAA	AGU1	ZZZ	NSLCEA12	12280939	B	1	0	M	NA	EA	0		N05482	NIGHT VIS G AN/PVS-7A	GA08
66	W6YBAA	AGU1	ZZZ	NSLCEA12	12280939	B	1	0	M	NA	EA	0		N05482	NIGHT VIS G AN/PVS-7A	GA08
67	W6YBAA	AGU1	ZZZ	NSLCEA12	12280939	B	1	0	M	NA	EA	0		N05482	NIGHT VIS G AN/PVS-7A	GA08
68	W6YBAA	AGU1	ZZZ	NSLCEA12	12280939	B	1	0	M	NA	EA	0		N05482	NIGHT VIS G AN/PVS-7A	GA08
69	W6YBAA	AGU1	ZZZ	NSLCEA12	12280939	B	1	0	M	NA	EA	0		N05482	NIGHT VIS G AN/PVS-7A	GA08
70	W6YBAA	AGU1	ZZZ	NSLCEA12	12280939	B	1	0	M	NA	EA	0		N05482	NIGHT VIS G AN/PVS-7A	GA08
71	W6YBAA	AGU1	ZZZ	NSLCEA12	12280939	B	1	0	M	NA	EA	0		N05482	NIGHT VIS G AN/PVS-7A	GA08
72	W6YBAA	AGU1	ZZZ	NSLCEA12	12280939	B	1	0	M	NA	EA	0		N05482	NIGHT VIS G AN/PVS-7A	GA08
73	W6YBAA	AGU1	ZZZ	NSLCEA12	12280939	B	1	0	M	NA	EA	0		N05482	NIGHT VIS G AN/PVS-7A	GA08

4. Once the load file has been updated, return the file to the COI for uploading into GCSS-Army.

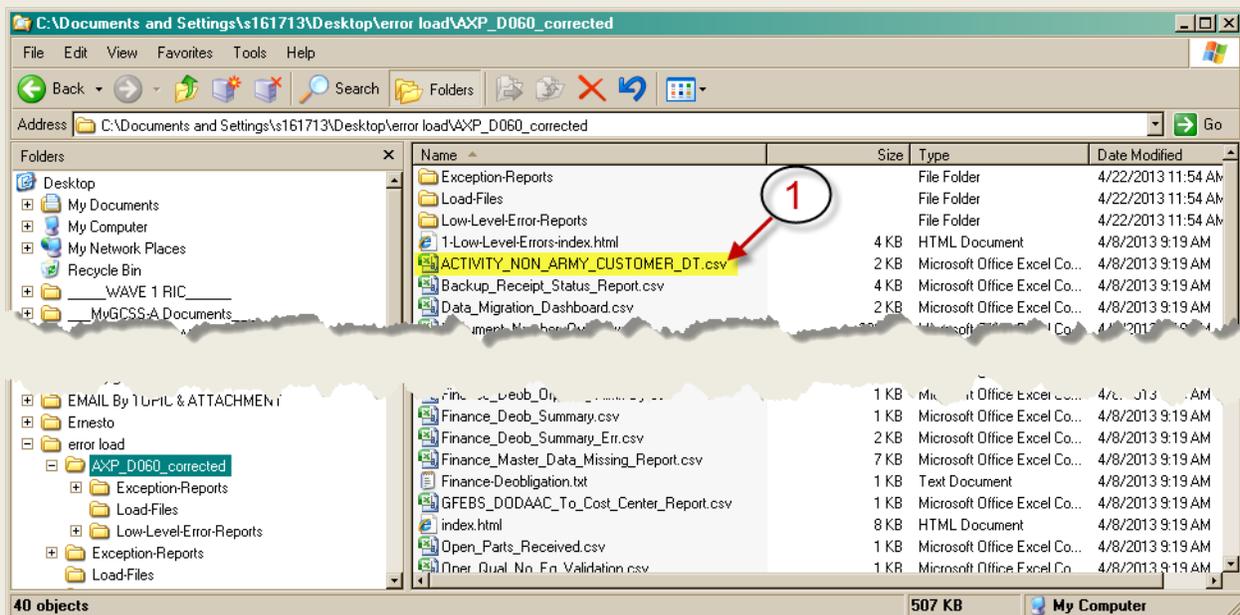
1.12 Army Support of Other Services (ASOS)

Currently (Wave 1) GCSS-Army supports only Fill-or-Kill for non-Army SSA Customers. Non-Army DODAAC's and associated transactions will not migrate for these customers. Currently, the legacy SARSS System has a direct interface for bilateral logistics support.

1. Review your Customer list and dues-in for non-Army DODAAC [first character NOT "W" not A and not "C"].
2. Delete all aged orders for these customers not expected to receive in the next 90 days (D-120).
3. Going forward, At D-30 Days to Blackout begin treating new ASOS transactions as fill-or-kill transaction.

The GCSS-Army Data Staging Utility (DSU) Error Packet output file *ACTIVITY_NON_ARMY_CUSTOMER_DT.CSV* will capture orders recently created and not completely processed.

1. Begin by opening up the DSU zip file. (Error Packet) Within this file locate the file *ACTIVITY_NON_ARMY_CUSTOMER_DT.CSV*.



Below is a sample of the file *ACTIVITY_NON_ARMY_CUSTOMER_DT.CSV*.

1. Note the Document Numbers begin with "H"...not an Army DODAAC.

	A	B	C	D	E	F	G	H	I	J	K	L
1	SSA_RIC	DOCUMENT_NUMBER	FSC	NIIN	QUANTIT	ADVICE_C	PROJECT	SIGNAL_C	FUND_CC	PRIORITY_CODE		
2	AXP	H9823301020006	2530	0120357462					N1	02		
3	AXP	H9823302290023	4910	0100395954					N1	02		
4	AXP	H9823302290025	6145	007056674100					N1	02		
5	AXP	H9823302680000	5170	0120357462					N1	02		
6	AXP	H9823302680000	5170	0120357462					N1	02		
7	AXP	H9823302680000	5170	0120357462					N1	02		
8	AXP	H9823302680000	5170	0120357462					N1	02		
9	AXP	HY049511098772	7520	01352730512			A	SD		06		
10	AXP	HY049511098772	7520	01352730512			A	SD		06		
11	AXP	HY049511098773	7520	00935713512			A	SD		06		
12	AXP	HY049511098774	7520	0135273216			A	SD		06		
13	AXP	HY049511098775	7530	01456068324			A	SD		06		
14												

These records will not migrate to GCSS-Army. The goal here is to have no non-Army customers open transactions at migration.

1.13 Non-Standard LIN and/or NIIN Conversion

This conversion process is to give SSA personnel the opportunity to process Non-Standard materials through the AESIP portal and have the materials Cataloged and added to the AESIP/GCSS-Army catalog.

This opportunity exists after the SSAs' D-120 date until the D-30 date. If the material does not exist in the catalog by D-15, then that material will be created Post Go-Live using the GCSS-Army Non Standard Process.

Currently there is a Control Degree file being converted from SARSS to GCSS-Army. The Conversion process at D-180, D-90, D-60 and D-30 is that the DSU will take the Control Degree file from SARSS and create two unique files. One file will be a Load File populated with Standard materials and cage and part numbered items that are currently on the AESIP catalog. The other file will be an Error File what will contain all the non-standard material from the SARSS records that are NOT on the AESIP/GCSS-Army Catalog.

In each instance the error file is created at D-180, 90, 60 and 30 and the COI will provide the Error File to the user for validation of the requirement for the Non-Standard Control Degree. If the unit's data evaluation results in the need number of these Non-Standard loaded in GCSS-Army, then the customer must go to the AESIP portal to build/request a catalog record. The request typically takes 2-3 business days to process. Once they are built on the AESIP catalog, they will be download to GCSS-Army in the catalog update which occurs several times a week.

AEMM 3.2 <https://www.aesiptest.rsa.army.mil/irj/portal>

In the event that the attempt to build or update the AESIP catalog does not occur (or process successfully) prior to D-15, the user will have to accept the load file "as is" and build the necessary Non-Standard records in GCSS-Army required from the Error File after conversion as a post-conversion Activity.

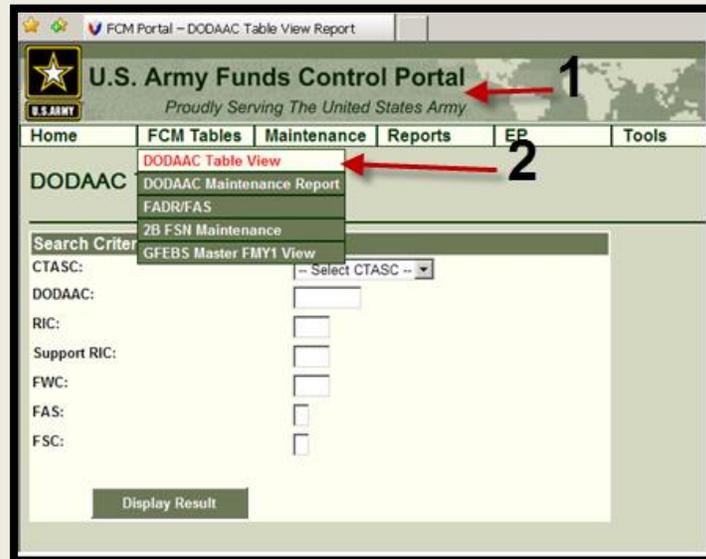
2 Finance Data Correction Activities

2.1 General

1. The converting records must be accurate before the GCSS-Army conversion. In order to prepare for the migration of logistical records and the associated funding from the General Fund Enterprise Business System (GFEBS), Standard Army Finance System (STANFINS) and Standard Operation and Maintenance Army Research and Development System (SOMARDS) the following information must be verified and the reviews need to be conducted. This information will assist in understanding and analyzing the financial structure and financial execution of the migrating organization. The effort and accuracy of these reviews will contribute to the overall successful conversion of the organization to GCSS-Army.
2. Each non-standard catalog record must have the master data requested through SSN-LIN Automated Management and Integrating System (SLAMIS) process.
3. IDOC errors must be corrected.
4. Any financial transaction, not supported by a logistical record, will not migrate in GCSS-Army (FI orphans). These orphans will not be left in legacy; therefore, must be financially liquidated. Some of these orphans (i.e. Requisitions from DOD Email) will not be left in legacy; therefore the records must be financially liquidated in GCSS-Army.
5. The Funds Control Module (FCM) Expected Credit file must be validated for accuracy to avoid transmitting erroneous data.

2.2 Identify Customer Supported by SSA

1. Log into FCM.
2. Under FCM Tables, select DODAAC Table View.



3. Enter the appropriate CTASC: from the LOV.
4. Enter the RIC of the converting SSA.
5. Select [Display Result].

The screenshot shows a web browser window titled "FCM Portal - DODAAC Table View Report". The page header includes the U.S. Army logo and the text "U.S. Army Funds Control Portal" and "Proudly Serving The United States Army". A navigation menu contains "Home", "FCM Tables", "Maintenance", "Reports", "EP", and "Tools". The main content area is titled "DODAAC Table View Report" and contains a "Search Criteria:" section with the following fields:

- CTASC: (indicated by red arrow 3)
- DODAAC:
- RIC:
- Support RIC: (indicated by red arrow 4)
- FWC:
- FAS:
- FSC:

At the bottom of the search criteria section is a "Display Result" button (indicated by red arrow 5).

6. The results listing is displayed.
7. Note the record and page count.
8. Note that the listing can be exported, if desired.

The screenshot shows the U.S. Army Funds Control Portal interface. The search criteria section includes fields for CTASC (set to W7W), DODAAC, RIC, Support RIC (set to 966), FAS, and FSC. Below the search criteria are buttons for 'Display Result' and 'Clear Result'. A red oval highlights the text '55 records / 8 pages returned', with a red arrow labeled '7' pointing to it. Below this is an 'Export Results' section with radio buttons for 'Excel', 'CSV', and 'Word', with a red arrow labeled '8' pointing to it. A red arrow labeled '6' points to the search criteria area. Below the search section is a table with columns: DODAAC, RIC, Fin Wk, Ctr, Fund, Sec Cd, Type, Unit Cd, MSC, SPT, Svc Cd, OMARIC, Spt RIC, CTASC, Spt 20RIC, FAS, Dte, Last UPD, Purpose. The table contains 18 rows of data.

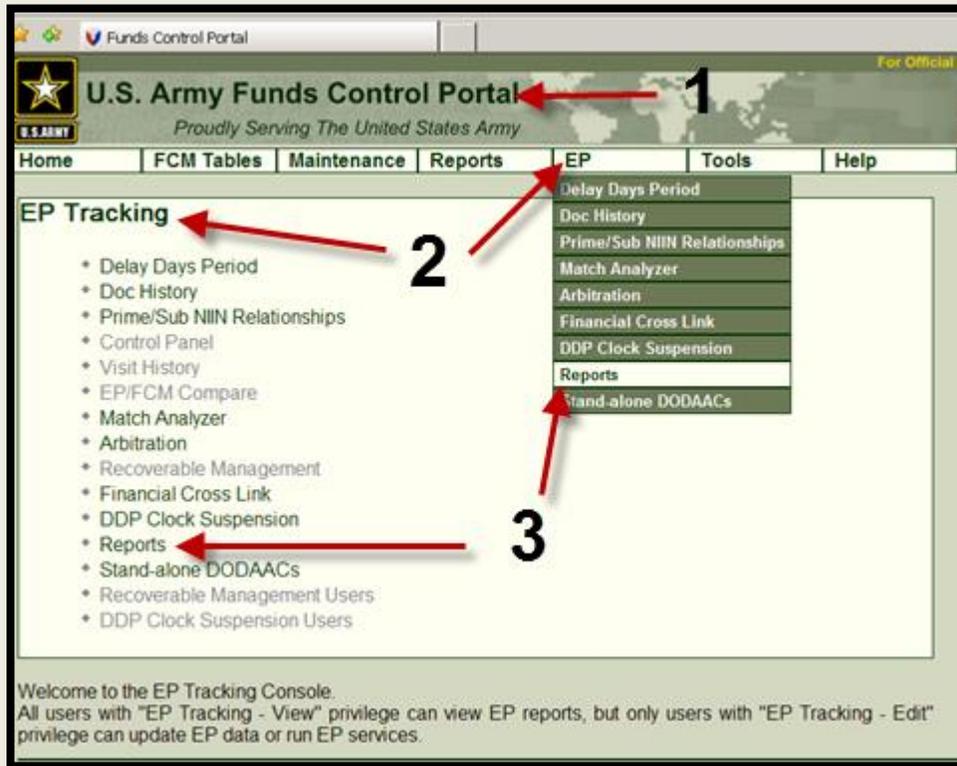
DODAAC	RIC	Fin Wk	Ctr	Fund	Sec Cd	Type	Unit Cd	MSC	SPT	Svc Cd	OMARIC	Spt RIC	CTASC	Spt 20RIC	FAS	Dte	Last UPD	Purpose
W26AA0	3VA	5				L				2		A66	W7W	W7W	A	07/24/2011	OMNG	
W26AA5	3VA	5				O				2		A66	W7W	W7W	A	07/24/2011	OMNG	
W26AA6	3VA	5				O				2		A66	W7W	W7W	A	07/24/2011	OMNG	
W26AA9	3VA	5				O				2		A66	W7W	W7W	A	07/24/2011	OMNG	
W26AAR	3VA	5				O				2		A66	W7W	W7W	A	07/24/2011	OMNG	
W26AAU	3VA	5				O				2		A66	W7W	W7W	A	07/24/2011	OMNG	
W26ABA	3VA	5				O				2		A66	W7W	W7W	A	07/24/2011	OMNG	
W26ABC	3VA	5				O				2		A66	W7W	W7W	A	07/24/2011	OMNG	
W26ABD	3VA	5				O				2		A66	W7W	W7W	A	07/24/2011	OMNG	
W26ABF	3VA	5				O				2		A66	W7W	W7W	A	07/24/2011	OMNG	
W26ABG	3VA	5				O				2		A66	W7W	W7W	A	07/24/2011	OMNG	
W26ABM	3VA	5				O				2		A66	W7W	W7W	A	07/24/2011	OMNG	
W26L71	3VA	5				L				2		A66	W7W	W7W	A	07/24/2011	OMNG	
W26L77	3VA	5				L				2		A66	W7W	W7W	A	07/24/2011	OMNG	

9. Perform a validation that extracted DODAACs are not supported by any other Supply Support Activity (SSA) using this query or LIW's DODAAC Search application.

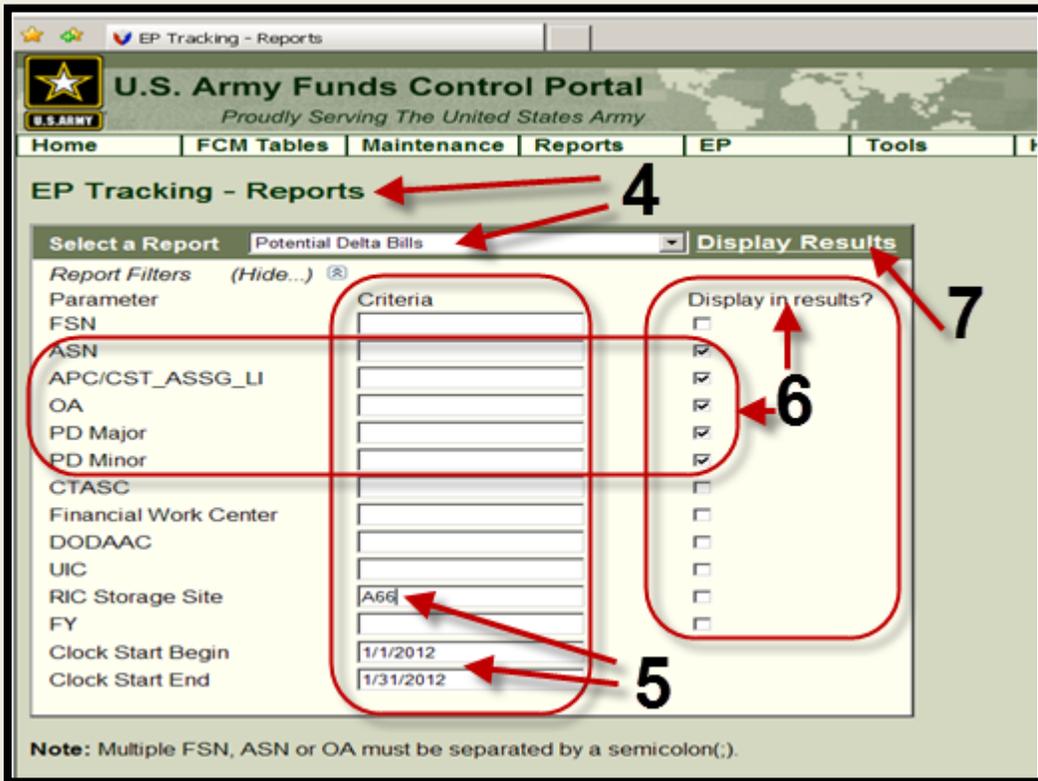
2.3 Identify Exchange Pricing (EP) Player

The GCSS-Army Program Office will be requesting this information 270 days prior to conversion to determine proper alignment of functions. GCSS-Army will be requesting a waiver for these DODAACS. In the interim, these are the procedures to monitor your EP pipeline:

1. Log into FCM.
2. Go to EP Tracking tab.
3. Select Reports.



4. On the EP Tracking – Reports page, under Select a Report, select Potential Delta Bills.
5. Enter search criteria (report filters), i.e., Storage RIC (A66) and start-end dates (1-1-2012 / 1-31-2012).
6. Select the columns you wish to display.
7. Select [Display Results].



8. GCSS-Army will be requesting a waiver for these DODAACs. In the interim, these are the procedures to monitor your EP pipeline:

2.4 Monitor Turn-in Activity

1. Demand date (DIC AO# date).
2. Monitor for any carcass turn-ins:
 - a. If turn-in has not occurred contact the unit to work to get the carcass turned in or cancel or delete the turn in
 - b. If a serviceable carcass was turned-in in serviceable condition code, then verify Service Exchange Pricing Return (SEPR) credit has been established, and delta delay period has stopped
 - c. If an unserviceable carcass was turned-in verify that delta delayed clock has stopped.

2.5 Identify Dedicated (fuel, medical) and Multi-Use DODAACs

Work with DODAAC Coordinator to acquire new DODAAC for GCSS-Army and allow the existing fuel and medical DODAAC to remain in the losing accounting system.

Validate DODAAC authorization, and identify dedicated and multi-use DODAAC's that will not migrate

1. Logged into LIW on the desktop, select the DODAAC Search short-cut.
2. If short-cut is not on the LIW desktop Select App. Warehouse.

The screenshot shows the LIW Portal interface. At the top left is the U.S. Army logo. The header reads "Logistics Information Warehouse - Portal" and "Hello John Wolf | Logout". Below the header is a "Welcome to LIW" message. The main content area contains a grid of application shortcuts. A red circle labeled "1" highlights the "DODAAC SEARCH" shortcut. A red circle labeled "2" highlights the "App Warehouse" shortcut at the bottom of the page. A "Messages" panel on the right displays several system notices, including "LML DST Version 4 Released", "IFTM Issues", "CTASC system maintenance", "ILAP will now be supported by the LIW/LOGSA Helpdesk", and "LIW Compatibility with Internet Explorer (IE)".

3. Enter a DODAAC.
4. And/or enter other search criteria.
5. Select [Submit Query].

Sensitive But Unclassified

LOGISTICS INFORMATION WAREHOUSE

[DoDAAC Main Menu](#)

DODAAC SEARCH

Enter any criteria to query for **DODAAC Address information:** and click on the 'Submit Query' button.

DODAAC:	<input type="text"/>
STATUS:	CURRENT
MACOM:	---
MACOM RAC:	---
RAC:	<input type="text"/> Click for Description
CONTRACT NO:	<input type="text"/>
UIC:	<input type="text"/>
STATE/COUNTRY CODE:	<input type="text"/> Click for Description
ZIP:	<input type="text"/>
OSAL:	<input type="text"/>
<input type="button" value="Submit Query"/>	

The screenshot shows a web form titled 'DODAAC SEARCH' with a 'Submit Query' button. Three red callouts with numbers in circles are present: callout 3 points to the 'DODAAC:' text box; callout 4 points to the 'STATUS:', 'MACOM:', 'MACOM RAC:', and 'RAC:' fields; callout 5 points to the 'Submit Query' button.

6. The results screen for the query shows a Direct Support System/Air Line of Communication (DSS/ALOC) Code (DSAL) of “3” Why is identifying a DSAL important?
7. A DODAAC DESC. of “CL III” (Description of “CL III” = Bulk Fuel)

Sensitive But Unclassified

LOGISTICS INFORMATION WAREHOUSE

[DoDAAC Main Menu](#)

New Search

Export To Excel

***** To PRINT this page, change your Print Properties to Landscape.
***** Click on the header to sort by specific column

Number of DODAAC's: 742 , Total Records Retrieved: 1619

DODAAC	RIC	TAC	UIC	RAC	MAC	RAC	BBP/CCP	FSN	REQUESTER.ID	REQUESTER.DESC	APOD	WPOD	S/C CODE	DSAL	ENTR NUM	CAGE	SUB CAGE	MACOM	LST UPDATE	DODAAC DESC	DODAAC STATUS
W90500			WR0TA3																		
	1			XR			W26AHT	4008	28013				51	9				USARC	03/18/13	S4 USE	VALID
	3							21001 4008	28013					9				USARC	03/18/13	S4 USE	VALID
W90502			WJMST0																		
	1			XU			W68EVP	2024	45016				53	3				FORSCOM	02/08/13	SAAS MD	VALID
	3							45016 2024	45016					3				FORSCOM	02/08/13	SAAS MD	VALID
W90507			WXC0																		
	1			PR	M		W68R3X	1024	26016				32	3				NGB	06/12/12	PBUSE	VALID
	3				M			21001 1024	26016					3				NGB	06/12/12	PBUSE	VALID
W90508			WVNX0																		
	1			XR	Q		W81HRB	1024	26016				32	3				NGB	06/12/12	SAMS F	VALID

Prior to conversion, multi-use DODAACs must be replaced. Only GCSS-Army DODAACs will be supported through the Inter-fund Billing Process. Normal operations with Standard Army Maintenance System (SAMS) and Property Book Unit Supply Enhanced (PBUSE) are supported by GCSS-Army. Any DODAAC being utilized for fuel Battalion Supply and Maintenance Equipment (BSME), Credit Cards, Class VIII medical, local purchase contracting, Self Service Supply Center (SSSC) must remain in GFEBS for Wave 1 fielding of GCSS-Army. Failure to correct this situation will cause unmatched disbursements in both systems.

Note: Review open obligations in STANFINS, SOMARDS, & GFEBS. Identify any DODAAC that is purchasing fuel. Confirm DODAAC is only purchasing fuel not supplies, repair parts and medical items. The fuel can also be identified by the standard Document Number containing FA, FF, FV### in position 11 – 14 (i.e., W81D4T3047FC00, W81D4T3057FA00, W905PR1086FF00, W90JT53072FV00).

2.6 Identify Remote RM Activities (DOL, MATES, etc.)

1. Log into FCM.
2. Access Reports tab.
3. Select DoJoCon Report.

The screenshot displays the U.S. Army Funds Control Portal interface. The page title is "U.S. Army Funds Control Portal" with the tagline "Proudly Serving The United States Army". The navigation menu includes "Home", "FCM Tables", "Maintenance", "Reports", "EP", "Tools", "Help", and "Status". The "Reports" tab is highlighted, and a list of reports is displayed, including "Document Header History Report", "Turn-In Credit Tracking Report", "Prepaid Intransit Report", "Unbilled Listing Report", "Catalog Query Report", "Catalog Monthly Report", "DoJoCon Report", "OSC F09 Mismatch Report", "FCM Information Report", "Information Report Dashboard", "ODS Reject Report", "ODS Log Reject - Negative 1 Responses", "ODS Log Report", "ODS SARSS Report", "FADR Log Report", "GFEBS Outbound Report", "Initial Obligation for Prior Year Document", "Validation of All Transactions Processed", "DODAAC Update Report", "OSC/F09 Update Report", "OTV Update Report", "IFB Update Report", "APC DoJoCon Report", "Aged Accounts Payable Report", "Department Level Reports", "Data Warehouse", and "Offline Dashboard".

Three red arrows and numbers indicate the navigation steps:

- 1. Points to the "Reports" tab in the navigation menu.
- 2. Points to the "DoJoCon Report" link in the list of reports.
- 3. Points to the "DoJoCon Report" link in the list of reports.

The "System Status" section on the right shows the following status:

- Portal: Green
- Processing: Green
- EP: Green
- FCM to ODS: Green
- ODS to FCM: Green

The "Site Announcements" section includes:

- 02/01/2012 **Catalog Update**: Updated Catalog Monthly Report a
- 05/20/2010 **Transformation and Integrati**: The Transformation and Integratio find current program information at Program (SSF/Middleware), and E users a centralized location for use subjects. To access the TI Portal, please cli
- 10/25/2007 **Daily updates to the FC Rep**: Daily updates to the FC Report Se During this time, FC will be intermit messages should be expected dur

The "Welcome to the U.S. Army Funds Control Portal" section states: "Here you will find the tools you need to track the and non-funded requests. To get help on any pa and Exchange Pricing documents are now host open the TI Portal to access the resources to aid you in your day to day operations."

4. From the DoJoCon Report Search Criteria window.
5. Set GFEBS FSN to "021001"
6. Select [Display Result].

Search Criteria:

DODAAC:

FSN: 021001

Financial Work Center:

ASN:

APC / CST_ASSG_LI Starts With: Select CST_ASSG_LI

COST OBJECT: Select Cost Object

CFC:

PROJ CD:

DLR: True False

MATCAT:

BILL CD: Select Bill Code

OPERATING AGENCY:

Display Result

Please wait

Note: If you have not converted to GFEBS when your organization begins Data Cleansing, use your FSN.

- The search generated over 130,000 records, therefore the results need to be exported as a Comma Separated Values (CSV) file then imported into Excel, where the data can be filtered. Select export as file type CSV and be cognizant of where you save the file. Follow instructions in Appendix B to import the CSV file into Excel.

U.S. Army Funds Control Portal
Proudly Serving The United States Army

Home | FCM Tables | Maintenance | Reports | EP | Tools | Help | Status

DoJoCon Report

Search Criteria:

DODAAC:

FSN:

Financial Work Center:

ASN:

APC / CST_ASSG_LI Starts With:

COST OBJECT:

CFC:

PROJ CD:

DLR: True False

MATCAT:

BILL CD:

OPERATING AGENCY:

Display Result Clear Result

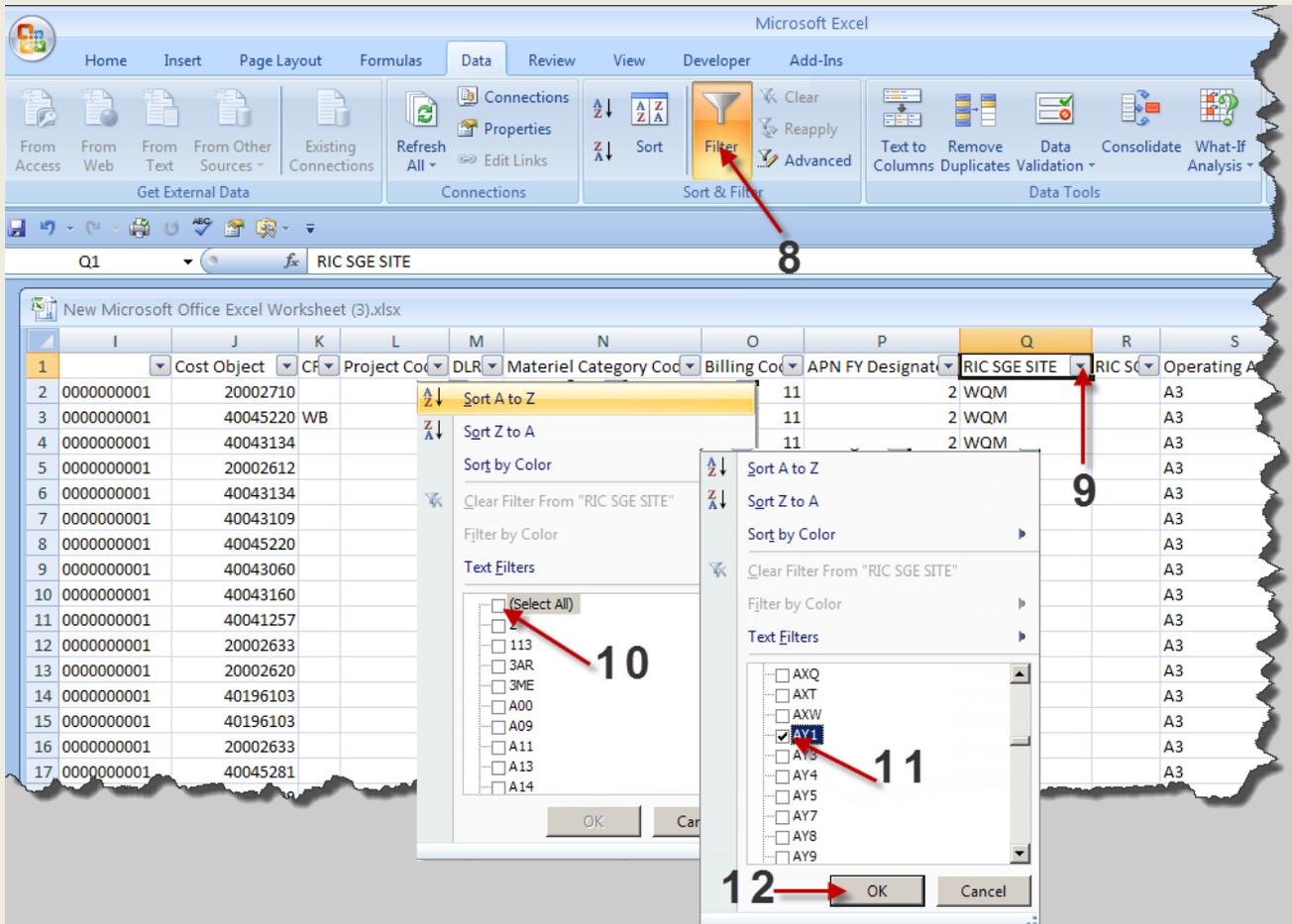
130844 records / 2617 page(s) returned

Export Results Excel CSV

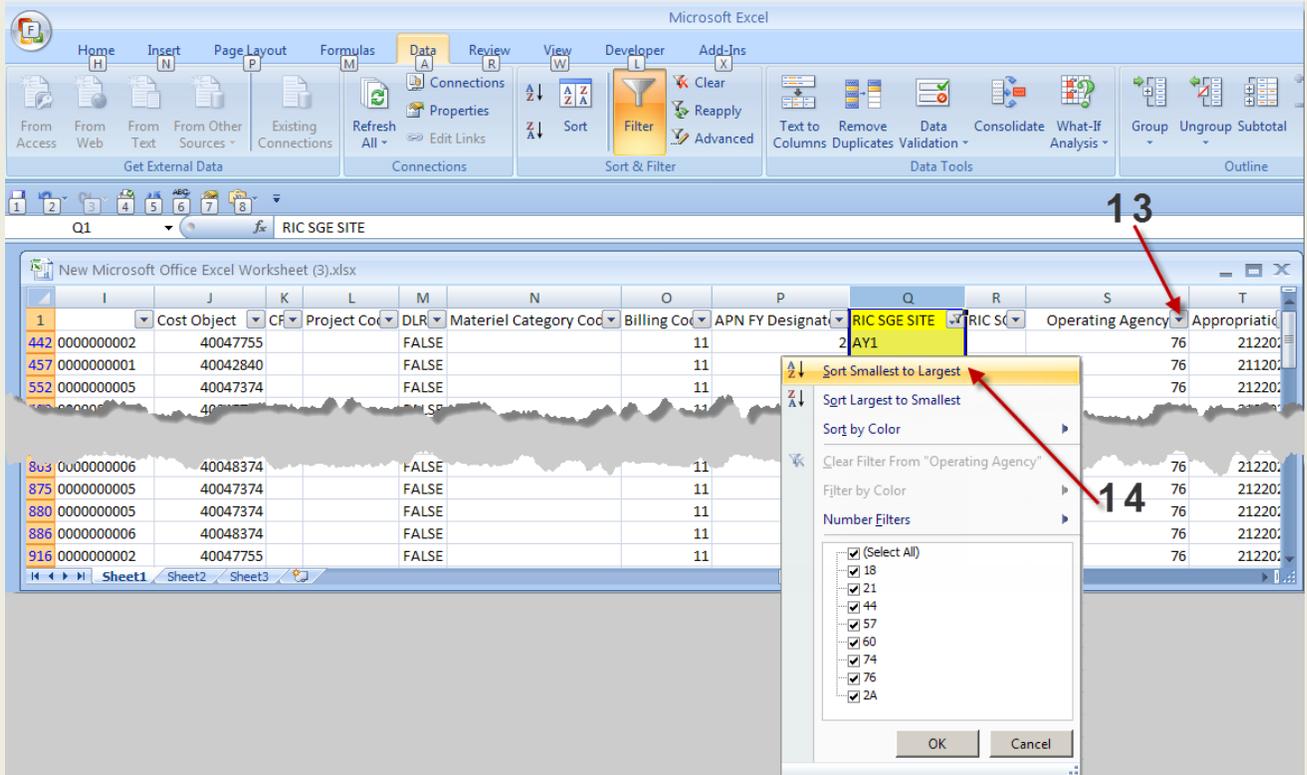
7

ESN	FWC	RIC	DODAAC	EFF_DT	SUSP_DT	DBOF_IND	APC/CST_ASSG_LI	Cost Object	CFC	Project Code	DLR	Material Category Code	Billing Code	APN_FY Designator	RIC_SGE_SITE
021001	NWA		W9120X	10/01/2011	09/30/2012	False	400003172900000000001	0020002710			False		11	2	WQM
021001	NWB		W90YUW	10/01/2011	09/30/2012	False	400004027000000000001	0040045220	WB		False		11	2	WQM
021001	NPR		W5K9EZ	10/01/2011	09/30/2012	False	400003172400000000001	0040043134			False		11	2	WQM
021001	NVP		W5K9CW	10/01/2011	09/30/2012	False	400003163400000000001	0020002612			False		11	2	WQM

8. After importing the file into Excel, turn on Filtering.
9. Open the LOV for RIC SGE SITE.
10. Un-select Select All.
11. Select the RIC being analyzed.
12. Select [OK].



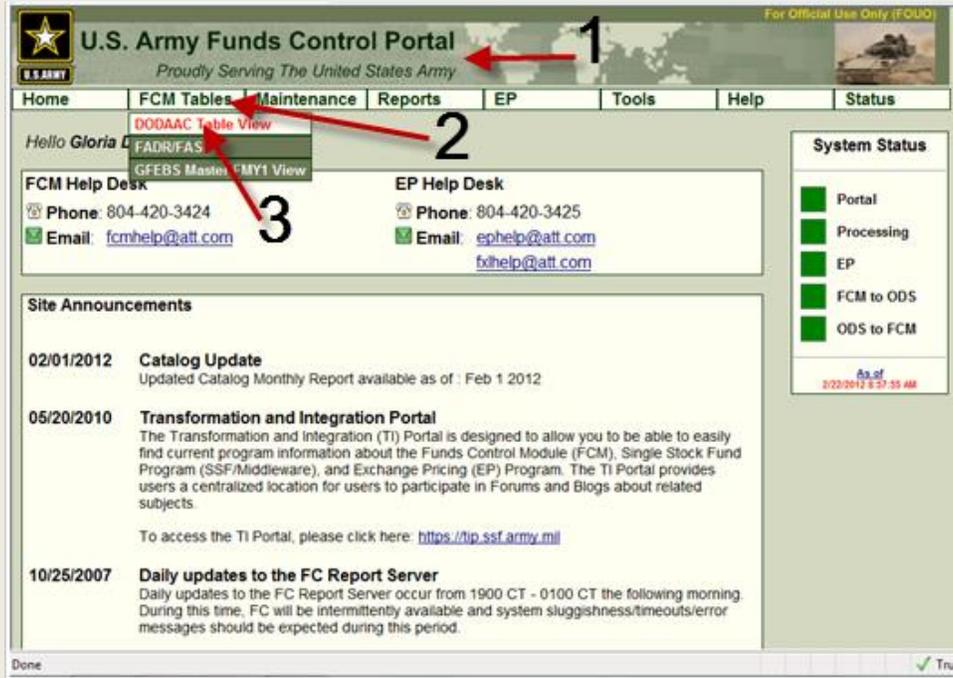
13. Sort records by Operating Agency (OA) for sequential listing of RM shops that you will reach out to ensure you are maintaining the integrity of the financial data. Open Sort & Filter options menu.
14. Select Sort Smallest to Largest...Note the OA column can also be filtered for a more refined result.



Review the current DOJCON table for accuracy. Identify and initiate action to move any DODAACs not associated with the converting organization to the appropriate SSA and or Resource Manager/G8.

2.7 Cleansing Non Sufficient Fund (NSF) Transactions

1. Log into FCM.
2. Access the FCM Tables tab.
3. Select DODAAC Table View.



4. Enter RIC of migrating SSA.
5. Enter FAS value equal to "S".
6. Select [Display Results].

The screenshot shows the U.S. Army Funds Control Portal interface. At the top, there is a navigation bar with links: Home, FCM Tables, Maintenance, Reports, EP, Tools, Help, and Status. Below this is the "DODAAC Table View Report" section. A "Search Criteria:" box contains several input fields: CTASC (with a dropdown menu showing "WJV"), DODAAC, RIC, Support RIC (with "ay1" entered), FWC, FAS (with "s" entered), and FSC. A "Display Result" button is located at the bottom of the search criteria box. Red arrows and numbers 4, 5, and 6 are overlaid on the image to indicate the steps: arrow 4 points to the RIC field, arrow 5 points to the FAS field, and arrow 6 points to the Display Result button. At the bottom of the page, a red warning message states: "This system contains no GCSS-Army units or data."

7. The DODAAC Table View Report is displayed.
8. Export report to Excel.

DODAAC	RIC	Fin Wrk Ctr	Fund_Src Cd	Unit Cd	MSC_SPT	Svc Cd	OMARIC	Spt RIC	CTASC	Spt 2BRIC	FAS	Dte Last UPD	Purpose
W56KD	FMY	5		L		0		AY1	WJV	WJV	S	01/12/2012	INST
W56LLV	FMY	5		L		0		AY1	WJV	WJV	S	01/12/2012	INST
W56LLW	FMY	5		O		0		AY1	WJV	WJV	S	01/12/2012	INST
W810Y4	FMX	5		O		0		AY1	WJV	WJV	S	01/13/2012	INST
W81YLU	FMX	5		L		0		AY1	WJV	WJV	S	01/13/2012	INST
W90SCT	FMX	5		O		0		AY1	WJV	WJV	S	01/13/2012	INST
W90SCU	FMX	5		O		0		AY1	WJV	WJV	S	01/13/2012	INST
W90SCV	FMX	5		O		0		AY1	WJV	WJV	S	01/13/2012	INST
W90SCVW	FMX	5		O		0		AY1	WJV	WJV	S	01/13/2012	INST
W90UZ6	FMX	5		L		0		AY1	WJV	WJV	S	01/13/2012	INST
W90UZ7	FMX	5		L		0		AY1	WJV	WJV	S	01/13/2012	INST
W90WLD	FMX	5		L		0		AY1	WJV	WJV	S	01/13/2012	INST
W90WLE	FMX	5		M		0		AY1	WJV	WJV	S	01/13/2012	INST
W90XRU	FMX	5		M		0		AY1	WJV	WJV	S	01/13/2012	INST
W913XK	FMX	5		L		0		AY1	WJV	WJV	S	01/13/2012	INST
W913XL	FMX	5		O		0		AY1	WJV	WJV	S	01/13/2012	INST
W913XP	FMX	5		L		0		AY1	WJV	WJV	S	01/13/2012	INST
W913XQ	FMX	5		L		0		AY1	WJV	WJV	S	01/13/2012	INST
W913XT	FMX	5		O		0		AY1	WJV	WJV	S	01/13/2012	INST
W913Y5	FMX	5		L		0		AY1	WJV	WJV	S	01/13/2012	INST
W91BFJ	FMX	5		M		0		AY1	WJV	WJV	S	01/13/2012	INST
W91BFM	FMX	5		M		0		AY1	WJV	WJV	S	01/13/2012	INST
W91NJK	FMX	5		M		0		AY1	WJV	WJV	S	01/13/2012	INST
W45C2J	QAJ	5		L		1		AY1	WJV	WJV	S	01/19/2012	OMAR
W56CDR	FEX	5		M		0		AY1	WJV	WJV	S	02/10/2012	INST
W56CLW	FEX	5		M		0		AY1	WJV	WJV	S	02/10/2012	INST
W56CLZ	FEX	5		M		0		AY1	WJV	WJV	S	02/10/2012	INST
W56CME	FEX	5		O		0		AY1	WJV	WJV	S	02/10/2012	INST
W56CMF	FEX	5		M		0		AY1	WJV	WJV	S	02/10/2012	INST

Coordination required between G8 and G4 regarding Requisitions to be released and Identifying those requisitions requiring unit to cancel. All records need to either be released or cancelled. Nothing should remain in FCM.

2.8 Inbound/Reimbursable Activity (only applicable to data that will migrate to GCSS-Army)

1. MIPRS (services to DOL), National Maintenance Program:
2. Run WO Register Status Report.
3. Validation check on the status of work orders and execution of funds.

Report Name: WO Register Status
Report Number: AHN-007
UIC: WAMHTO
Unit Name: DHHB 1st Inf Div. (HSC)
Date: 2/2/2012 3:10:22PM
Sort Option: APC
Range Option: Default Options
Filter Option: Work Order Age = Over 90 Da
AND Work Center Code = 'All

4. Monitor NMP program to ensure that you have earned and collected all billing transactions.
5. Determine any residual balance that needs to be re-established with new MIPR in GCSS-ARMY.

02/02/2012 15:10 WO Register Status Page 2 of 2

UIC: WAMHTO DHHB 1st Inf Div. (HSC) AHN-007

WON	ADMINBR	SHOP	PD	ACPT	STATUS	STS	MODEL/WOUN	MALFUNCTION DESCRIPTION	NIN	SERIAL NO	***MANHOURS***			CUST		
											PROJ	EXP	RMN	AGE	UIC	APC
AMHT01100212	SHOPSTO	MAINT/	05	09/15/11	09/15/11	K		PARTS FOR PLL			2.0	0.0	2.0	140	WAMHTO	U4AA
AMHT01100217	CWI WHI	ORG/O	12	09/26/11	09/26/11	A		PARTS INSTALLED			2.0	0.0	2.0	129	WAMHTO	U4AA
AMHT01100221	HSC 4A	MAINT/	12	09/30/11	09/30/11	A	M1097	PARTS INSTALLED	013469917	605914	1.0	1.0	0.0	125	WAMHTO	U4AA
AMHT01100225	HSC 801	MAINT/	05	10/09/11	10/09/11	K	M1078A1	LEFT REAR TAIL LIGHT INOP	014476949	A-T105557EGGS	1.0	0.0	1.0	122	WAMHTO	U4AA
AMHT01100226	HSC 42	MAINT/	05	10/09/11	10/09/11	K	M1097A1	CLASS 1 LEAK TRANSMISSION	013719589	152641	2.5	0.0	2.5	122	WAMHTO	U4AA
AMHT01100227	HSC 42	MAINT/	05	10/09/11	10/09/11	K	M1097A1	LEFT REAR TIRE LUIGNUT MISSING	013719589	152641	1.0	0.0	1.0	122	WAMHTO	U4AA
AMHT01100232	HSC 22	MAINT/	02	11/09/11	11/09/11	A	M1165A1	STARTER INOP	015402017	323442	0.0	0.0	0.0	91	WAMHTO	U4AA
AMHT01100238	HSC 6	MAINT/	02	11/09/11	11/09/11	K	M1165A1	TIRES INOP	015402017	342749	2.0	0.0	2.0	91	WAMHTO	U4AA
Total Work Orders: 24											***MANHOURS TOTALS***					
											PROJ	EXP	RMN			
											59.5	17.0	42.5			

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2.9 Work Breakdown Structure (WBS) - Federated Reimbursable Process

The RM should use the reports available in their STAMIS system to determine outstanding obligations that are associated to Reimbursable or Direct Charge agreements prior to conversion to GCSS-Army.

The Federation of the reimbursable process between GFEBS and GCSS-Army resulted in the requirement that all reimbursable Sales Orders be created in GFEBS, regardless of where execution is to be conducted. Subsequently, a unique line on the reimbursable sales order is used to signify the execution that will occur in GCSS-Army (i.e. the 'G10' line). This is further detailed in the GFEBS job aids (links identified at the end of this section).

Any obligations associated to reimbursable agreements in SOMARDS or STANFINS will be left in the respective system (ODS will route the IFB back to the source system based on the original MILSTRIP information) and will therefore not require a WBS assignment. However, if there is remaining authorization for current year MIPRs residing in SOMARDS or STANFINS, they will need to be created as new reimbursable sales orders in GFEBS for execution in GCSS-Army.

For Reimbursable authority, the most straightforward/cleanest way to transfer open obligations and remaining authority is to create a new GCSS-Army applicable WBS, a new GCSS-Army applicable line on the existing reimbursable sales order, and a 'crosswalk' to the new WBS via the DSU/spreadsheet prior to converting the open obligation to GCSS-Army.

This process will be required regardless of funding year* (i.e. both current and prior year reimbursable obligations).

***Note:** any prior year funded obligations associated to automatic reimbursable authority will require that a current year automatic reimbursable fund be assigned to the new WBS. Only funded reimbursable authority need be kept in the prior year which will require the RM's id exist in the GEFBS 'override' table. Consult with the GFEBS O&S team representative for more information.

Review Missing Master Data Report

If a WBS does not exist in GCSS-Army and there are open obligations to be converted that exist against that WBS, then it will appear in the 'Finance_Master_Data_Missing_Report' (generated out of the DSU starting at D-120 and continuing on cycle; -90, -60, etc. through Blackout). You can determine this by reviewing the column 'Checked_Field' (labeled "1" below) for a value of 'WBS_ELEMENT'. Anywhere this value exists will mean that the WBS listed in column 'Field_Value' (labeled "2" below) will need to either be created in GCSS-Army or will need to be changed in the GFEBS to a WBS that already exists and is funded in GCSS-Army.

	A	B	C	D	E	F	G	H	I	J
	Rec_Count	Field Value	Document Date	Checked_Field	Doc_Source	In_Due_In	In_Due_Out	In_Orphans_Fmz	In_Orphans_Err	In_Fl_Cross
17	1	2ADH0038	20120112	COST_CENTER	GFEB	YES	NO	YES	NO	NO
18	1	2ADH0038	20120323	COST_CENTER	GFEB	YES	NO	YES	NO	NO
19	1	2ADH0038	20120405	COST_CENTER	GFEB	YES	NO	YES	NO	NO
20	1	2ADH0038	20120827	COST_CENTER	GFEB	YES	NO	YES	NO	NO
21	1	40032610	20130313	COST_CENTER	GFEB	NO	NO	YES	NO	NO
37	1	40188273	20121115	COST_CENTER	GFEB	YES	NO	YES	NO	NO
38	1	40188273	20121121	COST_CENTER	GFEB	YES	NO	YES	NO	NO
54	2	40045439	20110926	COST_CENTER	GFEB	YES	NO	YES	NO	NO
55	2	S.0006024.1.2	NO CHECK	WBS_ELEMENT	GFEB	NO	NO	YES	NO	NO
56	4	2ADH0038	20111005	COST_CENTER	GFEB	YES	NO	YES	NO	NO
58	7	40045439	20130403	COST_CENTER	GFEB	YES	NO	YES	NO	NO
62	24	S.0006013.1.3	NO CHECK	WBS_ELEMENT	GFEB	YES	NO	YES	NO	NO

Any WBS Elements that exist in the above report will need to be created or crosswalked to WBS elements prior to cutover (described below). If the WBS is not created and funded within GCSS-Army prior to blackout and there are still open orders/obligations in the DSU, then those orders will fail the conversion load and will not be converted.

Create and Fund WBS Elements in GFEB

For converting open GFEB obligations associated to Reimbursable Agreements:

1. (Can be performed any time prior to blackout): Create a new GCSS-Army relevant reimbursable WBS (click on the GCSS Army checkbox in the WBS element master record). This will create the WBS in GCSS-Army.

Display WBS Element: Basic Data

Menu | Back | Exit | Cancel | System | System/User status | Long text | Summ

Project Definition: S.0014796 | GCSS-ARMY TRANSFERS TO A44BB
 WBS element: S.0014796.2 | GCSS-ARMY - A44BB - 6W5400TRRS

Dates | User Fields | Admin. | Long Text | Cust. Enhancement | Progress

Operations | Proposal | Additional Fields | RPIR/CIPR/EIPR

Copy Superior Attributes

Additional Fields

DMIS ID:
 Interface Indicator:
 Area of Responsibility:
 Command Defined Field:
 Attribute #1:
 Attribute #2:
 Attribute #3:
 Attribute #4:

Additional Indicators

DMLSS Indicator
 EASI Indicator
 GCSS Army Indicator

Work Classification

- (Can be performed any time prior to blackout but after WBS creation): Assign the new WBS to the pre-existing sales order in GFEBS by creating a new 'G10' line. Following the GFEBS sales order job aids, create a new line on the reimbursable order and assign it to material 'G10'.

Sales | Item overview | Item detail | Ordering party | Procurement | Shipping | Reason for rejection

Req. deliv.date: D 01/07/2013 | Deliver.Plant:
 Contract start: 09/16/2012 | Contract end: 09/30/2013
 Complete div. | Total Weight: 0 KG
 Delivery block: | Volume: 0.000
 Billing block: | Pricing date: 01/07/2013
 Payment terms: 0001 Pay immediately w/o Incoterms
 Order reason:
 Sales area: ARMY / 01 / 01 ARMY Sales Org., ARMY Distr. Channel, ARMY Division

All items

Item	Material	Order Quantity	Un	S	Description	Customer Mater
10	G10	1.000	EA	<input type="checkbox"/>	GCSS-ARMY Reimbursable Servi	

All remaining information on the ensuing sales order tabs should match that of the pre-existing R10 line*.

***Note:** Do not 'fund' the WBS/funded program until just prior to or just after the deobligation/obligation conversion process (i.e. the ZFED line in the conditions tab). The funding process should take place during blackout in order to minimize any confusion and eliminate the possibility of erroneous execution against the WBS in GCSS-Army prior to conversion.

3. (Can be performed any time prior to blackout but after WBS creation): Assign the open obligations to the new WBS via the DSU 'crosswalk' (FI_Cross_Walk.csv). Use the spreadsheet provided by the cutover team to assign the new WBS to the old DODAAC/WBS address line that will be fed into the DSU. When the ensuing conversion occurs, this will assign the new WBS to the PO/Obligation in GCSS-Army while keeping the old WBS on the deobligation file to FCM/GFEBS.
4. (Performed as close to the open obligation conversion as possible): Fund the WBS/FP via the sales order. In the conditions tab of the GFEBS sales order modified in step 2, assign the value to the ZFED line to that which will be needed to fund the obligations to be converted and any future obligations (i.e. the unexecuted remaining balance of the MIPR). After this is complete, the RM should be able to see the WBS and available allotment in GCSS-Army. Understand that by 'funding' the G10 line on the sales order and keeping the R10 line on the sales order, this will look as though the sales order has more authority than it should (this will be rectified in step 5).
5. (Performed after conversion/deobligation of FMZs): Write down the R10 line on the sales order in GFEBS by the amount associated to the G10 line (i.e. the amount to be executed in GCSS-Army). This will then return the overall sales order value back to what it was prior to the addition and funding of the G10 line.

Direct Charge Agreements:

When a WBS is used to post to a specific line of accounting that is associated to a Direct Fund (i.e. not reimbursable), this is considered a Direct Charge.

The creation of this type of WBS is the same as the reimbursable with the exception of the fund (i.e. a Direct vice a Reimbursable) and funded program type (DRCH in lieu of REIM). Additionally, any obligations associated to direct charge agreements that will be executed in GCSS-Army will not need a new WBS assignment. Instead, only the WBS master record modification and funding transactions need to be performed.

1. (Can be performed any time prior to blackout): Make the WBS GCSS-Army relevant (click on the GCSS-Army checkbox in the WBS element master record in GFEBS). This will create the WBS and funded program in GCSS-Army.
2. (Performed after deobligation of FMZs in GFEBS): Fund the WBS in GCSS-Army (funded Program) via FMBB in GFEBS:

The funding of the Direct Charge is similar to the funding of any type of Direct Fund with the exception of an additional FMBB step required to transfer to the specific funded program prior to transferring to GCSS-Army.

***Note:** Consult the GFEBs Funds distribution job aid or the GFEBs O&S representative for instructions on the procedure and/or use the following example as a template (paying specific attention to steps 4 through 6).

GFEBs Job Aid Links:

GFEBs FMBB Job Aid: https://www.milsuite.mil/wiki/GFEBs_Funds_Distribution_Job_Aid

GFEBs Reimbursable Specific Job Aids:

Create a Sales Order: <https://trgdelep.gfeps-erp.army.mil/rwdhelp/nav/cat476/cat478/file7985/index.htm>

Change a Sales Order: <https://trgdelep.gfeps-erp.army.mil/rwdhelp/nav/cat476/cat478/file8776/index.htm>

Display a Sales Order: <https://trgdelep.gfeps-erp.army.mil/rwdhelp/nav/cat476/cat478/file7395/index.htm>

GFEBs Project System Specific Job Aids:

Create a Project and WBS Element for Direct Charge: <https://trgdelep.gfeps-erp.army.mil/rwdhelp/nav/cat476/cat478/file8665/index.htm>

Create a Project and WBS Element for Reimbursable: <https://trgdelep.gfeps-erp.army.mil/rwdhelp/nav/cat476/cat478/file8667/index.htm>

Create a Project and WBS Element: <https://trgdelep.gfeps-erp.army.mil/rwdhelp/nav/cat476/cat478/file7924/index.htm>

GFEBs Milwiki: https://www.milsuite.mil/wiki/Category:GFEBs_O%26S_Report_Job_Aids

GFEBs PSW Site (Training and Job Aids/User Procedures): <https://trgdelep.gfeps-erp.army.mil/rwdhelp/nav/index.htm>

2.10 Supported Customers (Review)

Direct fund site, Direct Charge, (internal orders are not supported in GCSS-Army all statistical posting must be cost transferred to Cost Center or WBS)

- a. Validation check on the status of work orders and execution of funds.
- b. Review any supported customers and determine if they will transition into GCSS-Army.
- c. Review any open SARSS requisitions that will convert to GCSS-Army and establish what WBS structure would be required to support maintenance activities.
- d. Determine any residual balance that needs to be re-established in GCSS-Army.

Customer Support Relationships can be reviewed with the assistance of the DOJOCN Table by reviewing the use of project codes and customer fund codes. The structure and execution of the maintenance support activity may be determined.

1. Log into FCM.
2. Access Reports tab.
3. Select DOJOCN Report.

The screenshot shows the U.S. Army Funds Control Portal interface. The navigation menu at the top includes Home, FCM Tables, Maintenance, Reports, EP, Tools, Help, and Status. The 'Reports' menu is expanded, showing a list of reports including Document Header History Report, Turn-In Credit Tracking Report, Prepaid Intransit Report, Unbilled Listing Report, Catalog Query Report, Catalog Monthly Report, DoJoCon Report, OSC F09 Mismatch Report, FCM Information Report, Information Report Dashboard, ODS Reject Report, ODS Log Reject - Negative 1 Responses, ODS Log Report, ODS SARSS Report, FADR Log Report, GFEBs Outbound Report, Initial Obligation for Prior Year Document, Validation of All Transactions Processed, DODAAC Update Report, OSC/F09 Update Report, OTV Update Report, IFB Update Report, APC DoJoCon Report, Aged Accounts Payable Report, Department Level Reports, Data Warehouse, and Offline Dashboard. The 'DoJoCon Report' is highlighted in red. Red arrows and numbers 1, 2, and 3 indicate the steps: 1 points to the 'U.S. Army Funds Control Portal' header, 2 points to the 'Reports' tab, and 3 points to the 'DoJoCon Report' in the expanded menu. A 'System Status' box on the right shows the portal is online as of 2/1/2012 9:19:29 AM.

4. At DoJoCon Report Search Criteria.
5. Set Report Search Criteria to FSN "021001" (Note: if you have not converted to GFEBs, use your current FSN).
6. Click [Display Results].

The screenshot shows the 'U.S. Army Funds Control Portal' interface. The main heading is 'DoJoCon Report'. Below it is a 'Search Criteria' section with the following fields:

- DODAAC:
- FSN:
- Financial Work Center:
- ASN:
- APC / CST_ASSG_LI Starts With:
- COST OBJECT:
- CFC:
- PROJ CD:
- DLR: True False
- MATCAT:
- BILL CD:
- OPERATING AGENCY:

At the bottom of the form is a 'Display Result' button. A 'Please wait' indicator is visible at the very bottom of the page.

7. Results are displayed in the FCM GUI.
8. The Report contains over 130 thousand records making it impossible to export and is of little use in its current state.
9. The data needs to be exported as a Comma Separated Values (CSV) file that can be imported in Excel.

U.S. Army Funds Control Portal
Proudly Serving The United States Army

Home | FCM Tables | Maintenance | Reports | EP | Tools | Help | Status

DoJoCon Report

Search Criteria:

DODAAC:

FSN:

Financial Work Center:

ASN:

APC / CST_ASSG_LI Starts With:

COST OBJECT:

CFC:

PROJ CD:

DLR: True False

MATCAT:

BILL CD:

OPERATING AGENCY:

30844 records / 2617 page(s) returned

Excel CSV

ESN	FWC	RIC	DODAAC	EFF DT	SUSP DT	DBOF IND	APC/CST_ASSG_LI	Cost Object	CFC	Project Code	DLB	Materiel Category Code	Billing Code	APN FY Designator	RIC SGE SITE
021001	NWA		W9120X	10/01/2011	09/30/2012	False	40000317290000000001	0020002710			False		11	2	WQM
021001	NWB		W90YUW	10/01/2011	09/30/2012	False	40000402700000000001	0040045220	WB		False		11	2	WQM
021001	NPR		W5K9EZ	10/01/2011	09/30/2012	False	40000317240000000001	0040043134			False		11	2	WQM
021001	NVP		W5K9CW	10/01/2011	09/30/2012	False	40000316340000000001	0020002612			False		11	2	WQM

Note: At this point follow the instructions in Appendix B for importing results into Excel.

Below is the resulting worksheet after following the instructions "Import to Excel".

New Microsoft Office Excel Worksheet (3).xlsx

	A	B	C	D	E	F	G	H	I	J	K
1	FSN	FWC	RIC	DODAAC	EFF DT	SUSP DT	DBOF IND	APC/CST_ASSG_LI	Cost Object	CFC	Project Code
2	21001	NWA		W9120X	10/1/2011	9/30/2012	FALSE	40000317290000000001	20002710		
3	21001	NWB		W90YUW	10/1/2011	9/30/2012	FALSE	40000402700000000001	40045220	WB	
4	21001	NPR		W5K9EZ	10/1/2011	9/30/2012	FALSE	40000317240000000001	40043134		
17	21001	KAB		W91XJ9	10/1/2011	9/30/2012	FALSE	40000316240000000001	40045281		
18	21001	NPJ		W5K9CT	10/1/2011	9/30/2012	FALSE	40000317100000000001	40043109		
19	21001	NPK		W5K9CV	10/1/2011	9/30/2012	FALSE	40000317200000000001	40043123		
20	21001	NPG		W5K9EX	10/1/2011	9/30/2012	FALSE	40000402720000000001	40041257	P6	
21	21001	NPE		W5K9BH	10/1/2011	9/30/2012	FALSE	40000317060000000001	40043083		
22	21001	NPF		W5K9BC	10/1/2011	9/30/2012	FALSE	40000402770000000001	40043060	PF	
23	21001	NV1		W5K9EP	10/1/2011	9/30/2012	FALSE	40000316400000000001	20002620		

DoJoCon Report imported into Excel

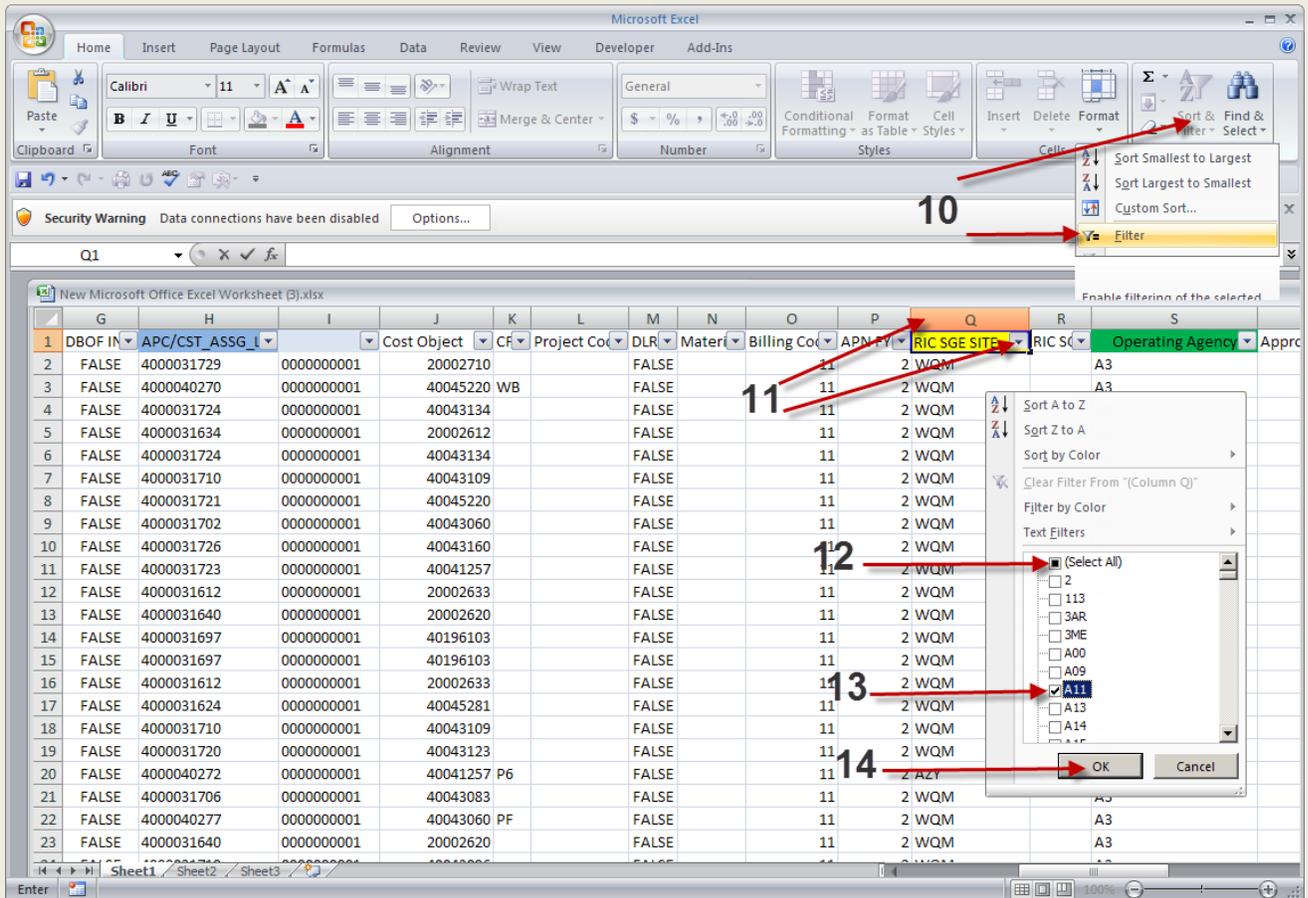
Below is the resulting worksheet after following the instructions in Appendix B "Text to Columns" in Excel..

New Microsoft Office Excel Worksheet (3).xlsx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	FSN	FWC	RIC	DODAAC	EFF DT	SUSP DT	DBOF IND	APC/CST_ASSG_LI		Cost Object	CFC	Project Code	DLR	Materiel	Billing Code
2	21001	NWA		W9120X	10/1/2011	9/30/2012	FALSE	4000031729	0000000001	20002710			FALSE		11
3	21001	NWB		W90YUW	10/1/2011	9/30/2012	FALSE	4000040270	0000000001	40045220	WB		FALSE		11
4	21001	NPR		W5K9EZ	10/1/2011	9/30/2012	FALSE	4000031724	0000000001	40043134			FALSE		11
5	21001	NVP		W5K9CW	10/1/2011	9/30/2012	FALSE	4000031634	0000000001	20002612			FALSE		11
6	21001	NPR		W5K9EY	10/1/2011	9/30/2012	FALSE	4000031724	0000000001	40043134			FALSE		11
16	21001	NVA		W5K9BN	10/1/2011	9/30/2012	FALSE	4000031612	0000000001	20002633			FALSE		11
17	21001	KAB		W91XJ9	10/1/2011	9/30/2012	FALSE	4000031624	0000000001	40045281			FALSE		11
18	21001	NPJ		W5K9CT	10/1/2011	9/30/2012	FALSE	4000031710	0000000001	40043109			FALSE		11
19	21001	NPK		W5K9CV	10/1/2011	9/30/2012	FALSE	4000031720	0000000001	40043123			FALSE		11
20	21001	NPG		W5K9EX	10/1/2011	9/30/2012	FALSE	4000040272	0000000001	40041257	P6		FALSE		11
21	21001	NPE		W5K9BH	10/1/2011	9/30/2012	FALSE	4000031706	0000000001	40043083			FALSE		11
22	21001	NPF		W5K9BC	10/1/2011	9/30/2012	FALSE	4000040277	0000000001	40043060	PF		FALSE		11
23	21001	NV1		W5K9EP	10/1/2011	9/30/2012	FALSE	4000031640	0000000001	20002620			FALSE		11

DoJoCon Report after splitting APC/CST_ASSG_LU into 2 columns

10. The data records can be filtered by Storage RIC to determine the organization DODAAC list used for query in your supporting financial systems. To do so, Turn Filtering on.
11. Select filtering for Column "Q", RIC_SGE_SITE
12. Un-Select the Select All option.
13. Check the box next to the RIC for the appropriate SSA.
14. And click [OK].



The filtered results below where SSA = A11, Column "D" represents the Customer List (identified by DODAAC) of the given SSA.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	FSN	FW	RIC	DODAAC	EFF DT	SUSP DT	DBOF IN	APC/CST_ASSG	Cost Object	CF	Project Code	DLR	Mater	Billing Co	
57187	21001	3SD		W90G7P	10/1/2011	9/30/2012	FALSE	4000036127	0000000083		40120850		FALSE		1
57188	21001	3SD		W8020G	10/1/2011	9/30/2012	FALSE	4000036127	0000000083		40120850		FALSE		1
57189	21001	3SD		W813BR	10/1/2011	9/30/2012	FALSE	4000036127	0000000104		40120850	CM	FALSE		1
57190	21001	3SD		W800JY	10/1/2011	9/30/2012	FALSE	4000036127	0000000002		40120850	EH	FALSE		1
57191	21001	3SD		W90G76	10/1/2011	9/30/2012	FALSE	4000036127	0000000040		40120850	CW	FALSE		1
57192	21001	3SD		W90G7N	10/1/2011	9/30/2012	FALSE	4000036127	0000000082		40120850		FALSE		1
57203	21001	3SD		W90YFB	10/1/2011	9/30/2012	FALSE	4000036127	0000000032		40120850	CX	FALSE		1
57204	21001	3SD		W5BC8N	10/1/2011	9/30/2012	FALSE	4000036127	0000000011		40120945		FALSE		1
57205	21001	3SD		W81X1U	10/1/2011	9/30/2012	FALSE	4000036127	0000000031		40120850		FALSE		1
57206	21001	3SD		W90RNE	10/1/2011	9/30/2012	FALSE	4000036127	0000000192		40120850	EJ	FALSE		1
57207	21001	3SD		W81Y2Z	10/1/2011	9/30/2012	FALSE	4000036127	0000000170		40121011	BG	FALSE		1
57208	21001	3SD		W90YL3	10/1/2011	9/30/2012	FALSE	4000036127	0000000241		40120850		FALSE		1

Review the combinations of customer fund codes (CFC) and Project Codes utilized by a given DODAAC and identify maintenance support relationships, reimbursable work, and MIPR type activity. Be able to clearly/articulate your mission and how your organization is currently executing funding to the conversion team is critical to a successful conversion to GCSS-Army.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	FSN	FW	RIC	DODAAC	EFF DT	SUSP DT	DBOF IN	APC/CST_ASSG	Cost Object	CFC	Project Code	DLR	Mater	Billing Code	APR FY	RIC SSG	MIPR	Operat	Approp	Allotme	Appr					
33417	021001	3SD		WSBC8N	01/10/2011	30/09/2012	FALSE	40000361270000000010	40248882 GP			FALSE			11	2 A11		18	2122045	SRSA						
33418	021001	3SD		WSBC8N	01/10/2011	30/09/2012	FALSE	40000361270000000008	40248882 DA			FALSE			11	2 A11		18	2122045	SRSA						
33421	021001	3SD		WSBC8N	01/10/2011	30/09/2012	FALSE	40000361270000000001	40248882 BL			FALSE			11	2 A11		18	2122045	SRSA						
33424	021001	3SD		WSBC8N	01/10/2011	30/09/2012	FALSE	40000361270000000005	40248882 TE	0BY		FALSE			11	2 A11		18	2122045	SRSA						
33427	021001	3SD		WSBC8N	01/10/2011	30/09/2012	FALSE	40000361270000000004	40248882 MD			FALSE			11	2 A11		18	2122045	SRSA						
33428	021001	3SD		WSBC8N	01/10/2011	30/09/2012	FALSE	40000361270000000007	40248882 BN			FALSE			11	2 A11		18	2122045	SRSA						
33431	021001	3SD		WSBC8N	01/10/2011	30/09/2012	FALSE	40000361270000000009	40248882 DG			FALSE			11	2 A11		18	2122045	SRSA						
33432	021001	3SD		WSBC8N	01/10/2011	30/09/2012	FALSE	40000361270000000003	40248882 CL			FALSE			11	2 A11		18	2122045	SRSA						
33434	021001	3SD		WSBC8N	05/10/2011	30/09/2012	FALSE	40000361270000000273	40248882 YA			FALSE			11	2 A11		18	2122045	SRSA						
33437	021001	3SD		WSBC8N	05/11/2011	30/09/2012	FALSE	40000361270000000083	40248882 TB	9GQ		FALSE			11	2 A11		18	2122045	SRSA						

2.11 Unliquidated Obligation (ULO) Review

Generate a STANFINS/SOMARDS/GFEBS ULO report (aged 90 days). All obligations over 90 days old must be addressed.

\$77,539,933.27 1657 lines											Date: 3/8/2012	
Oa	Site Id	Fy	Bs	Bs Ext	Asn	Apc	Pgm Ele	No Doc Ref	Total Amt Obg	Total Amt Dsb	ULO	
21	DM	9	2020	0000	5273	H8KU	1140	W90TKR82700922	(\$24.11)	\$0.00	(\$24.11)	
21	DM	9	2020	0000	5273	H8Q5	1350	MIPR8DH8Q50012	\$18,088.95	\$0.00	\$18,088.95	
21	DM	9	2020	0000	5273	H8Q5	1350	MIPR9KH8Q50028	\$931,700.00	\$832,030.44	\$99,669.56	
21	DM	9	2020	0000	5273	H8Q5	1350	MIPR9MH8Q50035	\$25,300.00	\$11,983.87	\$13,316.13	
21	DM	9	2020	0015	5273	H8C1	1140	REIM9AJPMC001	\$24.25	\$0.00	\$24.25	
21	DM	9	2020	0015	5273	H8C2	1140	REIM9AJPMC001	\$49.80	\$24.90	\$24.90	
89	DM	9	0100	1101	3370	XYQK	04WH	MIPR9GCECOMCS1	\$53,893.18	\$43,509.52	\$10,383.66	
89	DM	9	0100	1101	3420	D7E2	04WH	MIPR9GFISC0091	\$14,758.71	\$0.00	\$14,758.71	

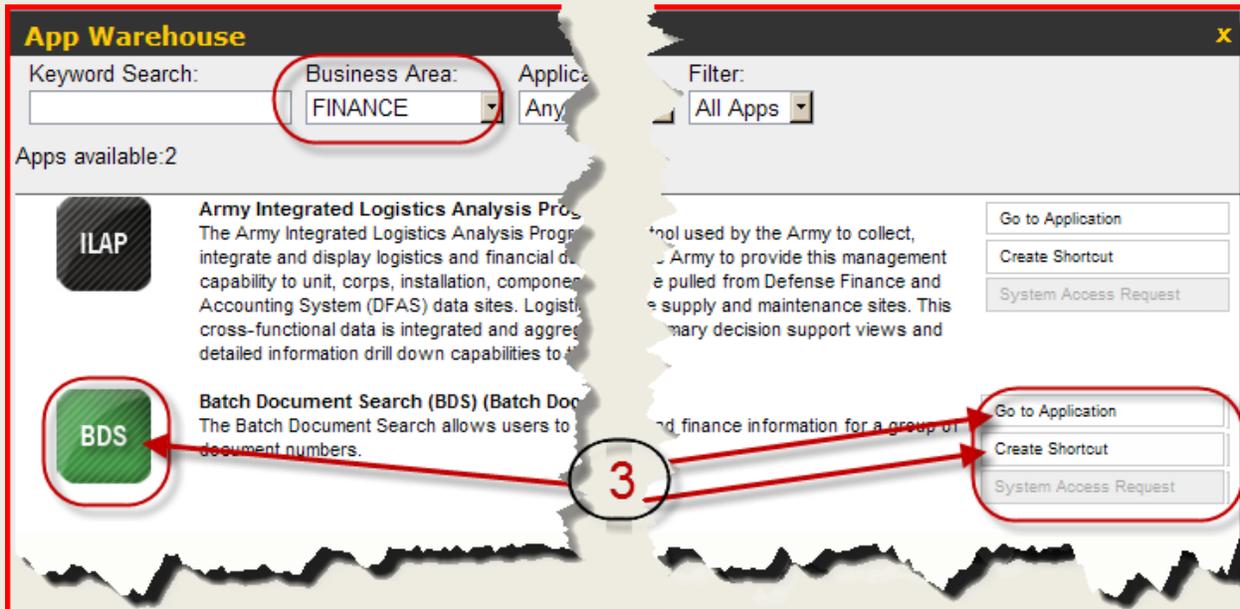
1. Logged into LIW. Select BDS (Batch Doc Search).
2. If not currently on your Home Page, select App. Warehouse.

The screenshot shows the LIW Portal interface. At the top, it says "Logistics Information Warehouse - Portal" and "Hello John Wolf | Logout". Below the header, there is a "Welcome to LIW" section. A grid of application icons is displayed, with "BDS Batch Doc Search" circled in red and labeled with a "1". Below this grid, another set of icons is shown, with "App Warehouse" circled in red and labeled with a "2". A "Messages" sidebar on the right contains several links: "LMI DST Version 4 Released", "IETM Issues", "CTASC system maintenance", "ILAP will now be supported by the LIW/LOGSA Helpdesk", and "LIW Compatibility with Internet Explorer (IE)".

Filtered for "Business Area" Finance, two applications appear.

3. Select BDS (Batch Document Search) options "Go to Application" or "Create Shortcut".

For further detail on setting up your LIW Desktop, see Appendix A.



4. At the Batch Document Search Criteria window.
5. Enter or copy/paste Document Numbers (100 max.) from ULO Report.
6. Can filter by File, if Filter by individual files box is checked ; otherwise ALL criteria will be searched.
7. Select [Search].

LIW Logistics Information Warehouse

Batch Document Search ← 4

Document Number Input

Instructions 5
Enter and/or paste document numbers in text field provided to retrieve document history from both supply and finance. If you wish to view only certain reports select the "Filter Files" checkbox and select the reports you wish to view from list provided

Available Files 6

- SARSS Document History
- Funds Control Log Transactions
- Funds Control Module Financial Transactions (with GFEBs)
- STANFINS AVKLXG Open Documents
- STANFINS AVKNXG Document History

Bulletins
GFEBs data is available under "Funds Control Financial Transactions (With GFEBs)". GFEBs transactions are identified by "GFB" in the DIC column

Document Numbers:
(Only 100 DOCNOs per search)

w26aa163355032

Report Files:

Filter by individual files.

- File - SarssDocHis
- File - FCLgTrans
- File - FCFinTrans
- File - LxgOpenDoc

Reset Search ← 7

8. Results are sorted by file type, Review output and perform corrective actions.
9. Select [To Excel] to open output in Excel.

LIW Logistics Information Warehouse

Batch Document Search

To Excel Click the "To Excel" button to view and/or download results to an excel spreadsheet.

Important: Internet Explorer and excel are required

Select from docno list and goto specific results

DOCNO : W26AAU83355032 list

Funds Control Log Transactions Records : 3

DOCNO	SFX	TI	DK	RIC_FR	MS	FSC	UI	QTY	ADJ_QTY	CFC	PRD	PRIORITY	RIC_TO	OPC	MGT_72	MGT_73	EXPT_CREDIT	EAC	FAS	NSF_STATUS	ARC	MATCAT	ABA	SOS	SCMC	UP	EXT_AJ
W26AAU83355032	---	O	C30	---	---	5120	01-043-0776	EA	0	---	---	---	---	---	---	---	---	---	---	---	X	E2200	2	OSA	2B	4.3600	0.2300
W26AAU83355032	---	O	C30	---	---	5120	01-043-0776	EA	0	---	---	---	---	---	---	---	---	---	---	---	X	E2200	2	OSA	2B	3.2400	-1.1200
W26AAU83355032	---	O	CAT	---	---	5120	01-043-0776	EA	0	---	---	---	---	---	---	---	---	---	---	---	X	E2200	2	OSA	2B	4.3600	1.1200

Funds Control Financial Transactions Records : 4

DOCNO	TRANS_TYPE	DK	SUFFIX	UKC	NSN	QTY	AMOUNT_OOS	AMT_OBL_REC	AMT_ACC_REC	AMT_DSB_REC	QTY_OBL	QTY_ACC	QTY_DSB	EOR	FSN	APC	FY	UI	BLK	D_UPD_FCM
W26AAU83355032	V	OTV	---	---	5120010430776	0	3.0300	0.0000	0.0000	0.0000	0	0	0	26CB	044121	5L10	2007	---	---	2009-10-01 02:17:47.0
W26AAU83355032	O	ODS	---	---	5120010430776	0	0.0000	---	---	---	---	---	---	26CB	044121	5L10	2007	---	Z34	2010-09-28 01:14:51.0
W26AAU83355032	O	ODS	---	---	5120010430776	0	-1.1200	---	---	---	---	---	---	26CB	044121	5L10	2007	---	Z34	2011-04-01 08:29:04.0
W26AAU83355032	O	ODS	---	---	5120010430776	0	1.1200	---	---	---	---	---	---	26CB	044121	5L10	2007	---	Z34	2011-07-01 06:30:13.0

STAMFINS AVKXG Open Documents Records : 1

DOCNO	TI	DK	RIC_FR	MS	FSC	UI	QTY	ADJ_QTY	CFC	PRD	PRIORITY	RIC_TO	OPC	MGT_72	MGT_73	EXPT_CREDIT	EAC	FAS	NSF_STATUS	ARC	MATCAT	ABA	SOS	SCMC	UP	EXT_AJ	
W26AAU83355032	---	O	C30	---	---	5120	01-043-0776	EA	0	---	---	---	---	---	---	---	---	---	---	---	X	E2200	2	OSA	2B	3.2400	-1.1200
W26AAU83355032	---	O	CAT	---	---	5120	01-043-0776	EA	0	---	---	---	---	---	---	---	---	---	---	---	X	E2200	2	OSA	2B	4.3600	1.1200

Funds Control Financial Transactions Records : 4

DOCNO	TRANS_TYPE	DK	SUFFIX	UKC	NSN	QTY	AMOUNT_OOS	AMT_OBL_REC	AMT_ACC_REC	AMT_DSB_REC	QTY_OBL	QTY_ACC	QTY_DSB	EOR	FSN	APC	FY	UI	BLK	D_UPD_FCM
W26AAU83355032	V	OTV	---	---	5120010430776	0	3.0300	0.0000	0.0000	0.0000	0	0	0	26CB	044121	5L10	2007	---	---	2009-10-01 02:17:47.0
W26AAU83355032	O	ODS	---	---	5120010430776	0	0.0000	---	---	---	---	---	---	26CB	044121	5L10	2007	---	Z34	2010-09-28 01:14:51.0
W26AAU83355032	O	ODS	---	---	5120010430776	0	-1.1200	---	---	---	---	---	---	26CB	044121	5L10	2007	---	Z34	2011-04-01 08:29:04.0
W26AAU83355032	O	ODS	---	---	5120010430776	0	1.1200	---	---	---	---	---	---	26CB	044121	5L10	2007	---	Z34	2011-07-01 06:30:13.0

STAMFINS AVKXG Document History Records : 1

DOCNO	DEPT	FUND_TYPE	FY	LIMIT	PY	QA	RD	ASS	PROG	FSN	APC	ODC	OBLI_DTE	ACCRU_DTE	DSB_DTE	OBLI	ACCR	DSB	FAC	ACCR_FINAL	DSB_FINAL	FILL1	STS_FLAG	DMCDO	STS_FLAG	LQD_IND	FR	
W26AAU83355032	21	---	7	0000	0	18	0	1044	1110	044121	5L10	1	11182	0	0	1.12	0.00	0.00	3	---	---	---	---	---	A	---	---	2

STAMFINS AVKXG Document History Records : 18

TA	AFCR	BLK	DEPT	FY	LIMIT	PY	QA	RD	ASS	PROG	EOR	FSN	APC	BASOPS	OBLG	DOCNO	VOCH	FINAL	MHOURS	AMOUNT	FISCAL	DC_CYCLE	LEDGER	DODAAC	INSTL	D_CYCLE	
20	1	234	21	7	0000	0	18	0	1044	1110	26CB	044121	5L10	---	1	W26AAU83355032	---	A	0.00	0.49	3	09208	25	W26AAU	NGB_EAST	2009-10-15 00:00:00.0	2009-1
21	1	06A	21	7	0000	0	18	0	1044	1110	26CB	044121	5L10	---	1	W26AAU83355032	---	K	0.00	-0.49	3	09310	25	W26AAU	NGB_EAST	2009-11-06 00:00:00.0	2009-1
32	1	ODC	21	7	0000	0	18	0	1044	1110	26CB	044121	5L10	---	1	W26AAU83355032	---	---	0.00	0.49	3	09338	25	W26AAU	NGB_EAST	2009-12-04 00:00:00.0	2010-0
23	1	234	21	7	0000	0	18	0	1044	1110	26CB	044121	5L10	---	1	W26AAU83355032	---	A	0.00	0.23	3	10271	25	W26AAU	NGB_EAST	2010-09-28 00:00:00.0	2010-1
21	1	03A	21	7	0000	0	18	0	1044	1110	26CB	044121	5L10	---	1	W26AAU83355032	---	K	0.00	-0.23	3	11036	25	W26AAU	NGB_EAST	2011-02-04 00:00:00.0	2011-0
32	1	ODC	21	7	0000	0	18	0	1044	1110	26CB	044121	5L10	---	1	W26AAU83355032	---	---	0.00	0.23	3	11042	25	W26AAU	NGB_EAST	2011-02-11 00:00:00.0	2011-0
23	1	234	21	7	0000	0	18	0	1044	1110	26CB	044121	5L10	---	1	W26AAU83355032	---	A	0.00	-1.12	3	11091	25	W26AAU	NGB_EAST	2011-04-01 00:00:00.0	2011-0
21	1	06A	21	7	0000	0	18	0	1044	1110	26CB	044121	5L10	---	1	W26AAU83355032	---	K	0.00	1.12	3	11096	25	W26AAU	NGB_EAST	2011-04-06 00:00:00.0	2011-0
32	1	31U	21	7	0000	0	18	0	1044	1110	26CB	044121	5L10	---	1	W26AAU83355032	---	---	0.00	-1.12	3	11098	25	W26AAU	NGB_EAST	2011-04-08 00:00:00.0	2011-0
23	1	234	21	7	0000	0	18	0	1044	1110	26CB	044121	5L10	---	1	W26AAU83355032	---	A	0.00	1.12	3	11182	25	W26AAU	NGB_EAST	2011-07-01 00:00:00.0	2011-0

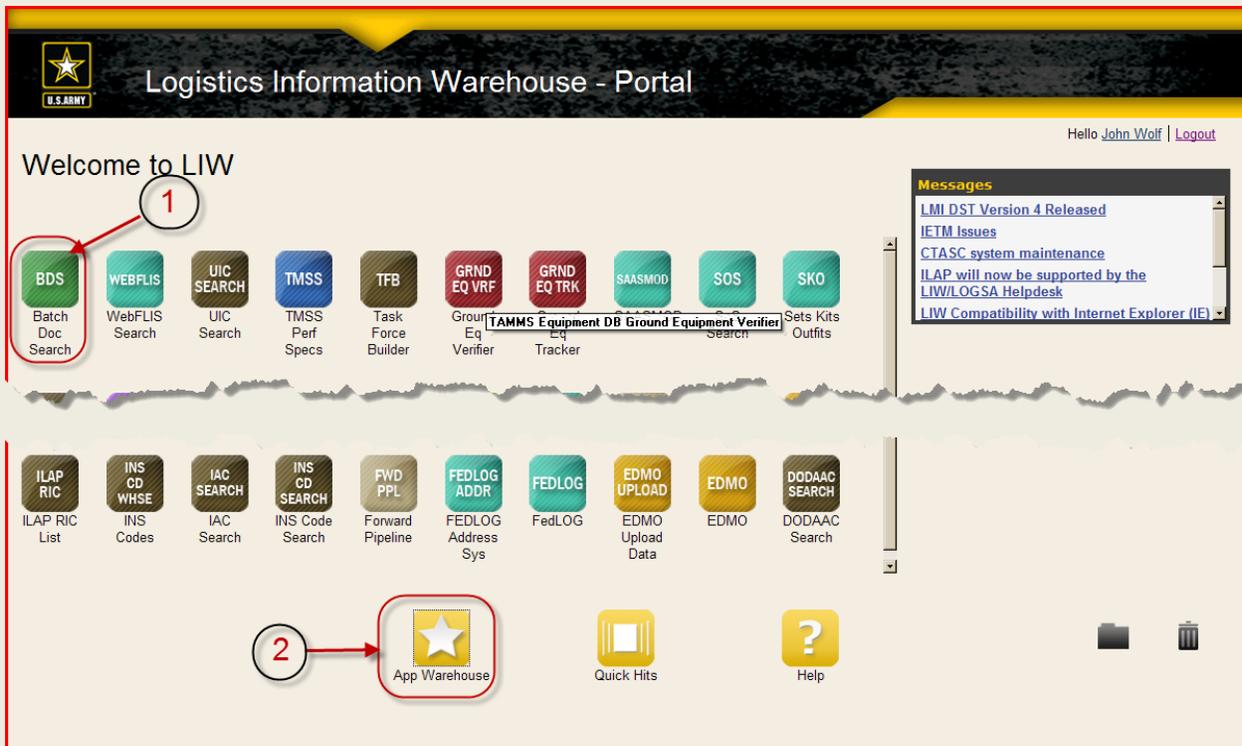
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LIW Support email helpdesk@logica.army.mil phone 1-800-211-3367

Review Output and perform corrective actions. Starting at the cancelling year, work forward and identify any records that should be cancelled and/or deobligated.

Coordinate with logistics personnel. Do not cancel requisitions without a complete review. This could result in long lead times for the required materials and the possible loss of the benefit of prior year funds.

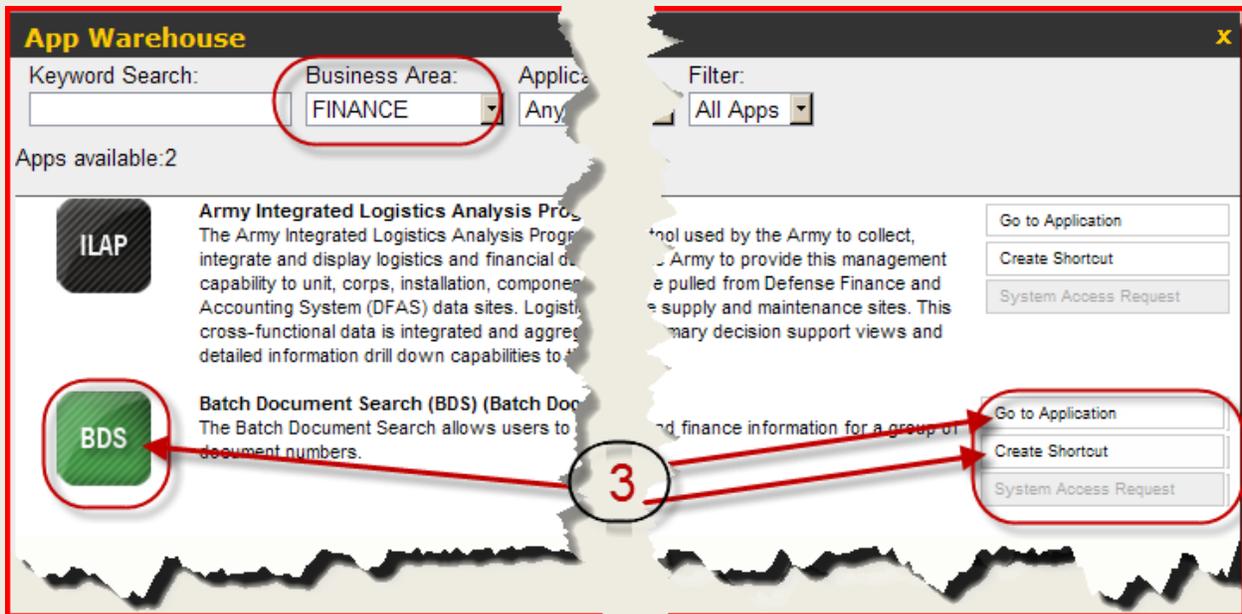
2.12 Generate a SOMARDS ULO report (aged 90 days)

1. Logged into LIW. Select BDS (Batch Doc Search).
2. If not currently on your Home Page, select App. Warehouse.

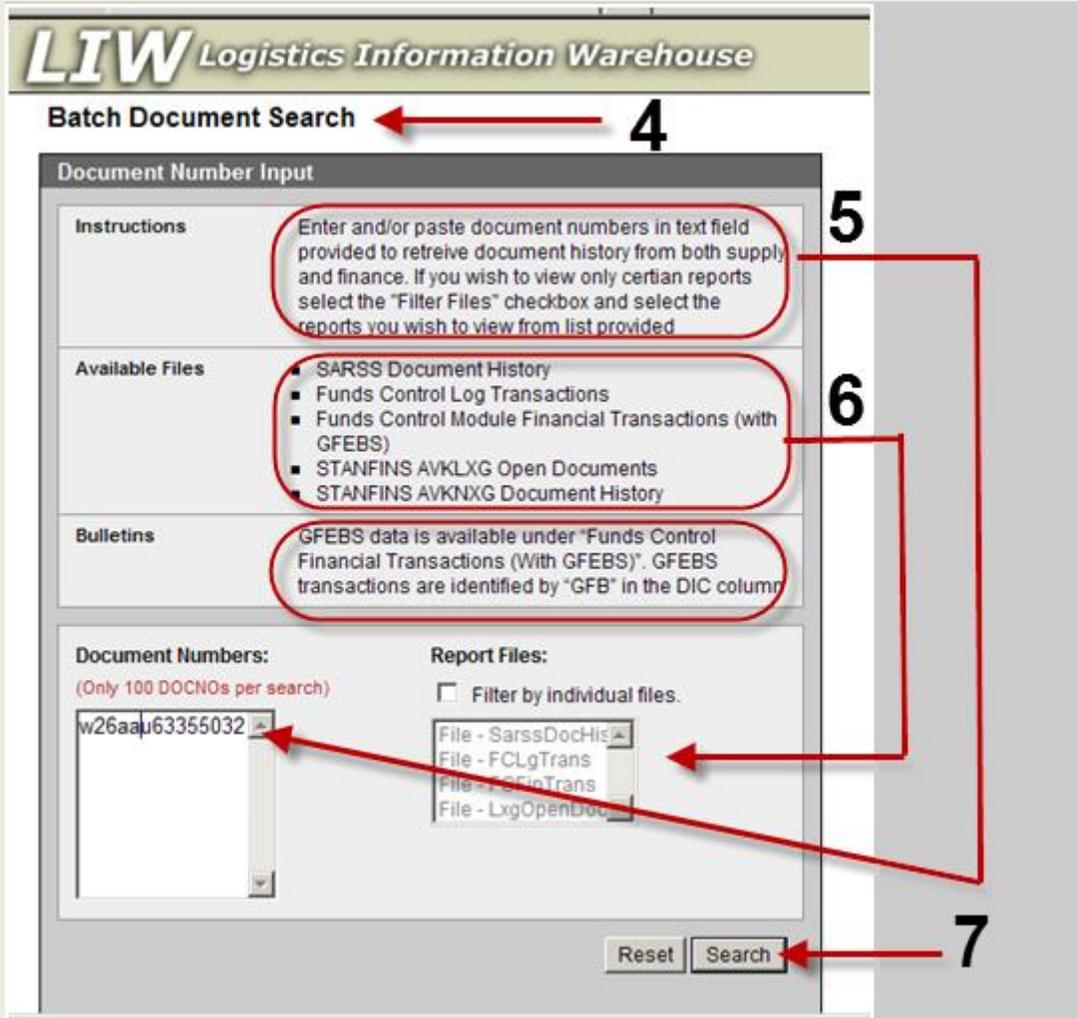


Filtered for “Business Area” Finance, two applications appear.

3. Select BDS (Batch Document Search) options “Go to Application” or “Create Shortcut”. For further detail on setting up your LIW Desktop, see Appendix A.



4. At the Batch Document Search Criteria window.
5. Enter or copy/paste Document Numbers (100 max.) from ULO Report.
6. Can filter by File, if Filter by individual files box is checked ; else ALL will be searched.
7. Select [Search].



8. Results are sorted by file type, Review output and perform corrective actions.
9. Select [To Excel] to open output in Excel.

Batch Document Search

To Excel: Click the "To Excel" button to view and/or download results to an excel spreadsheet.
 Attention: Internet Explorer and excel are required.
 Select from docno list, or get specific results

DOCNO: W90C2790130360

SARSS Document History Records: 27

DLR	DOC	STATUS	INC_TO	INC_FR	INC_S1	DOCNO	DLR	D_TXN	NNN	IS	QTY	SFX	CND	AD_RAC	MGR_CD	DISCREP_CD	MGT	PRICE	TCR_GBL	DC_TXN	SUPPAD	SG	FC	EC	PRJ	BP
HDR	AS1	---	WTZ	WTZ	WTZ	W90C2790130360	F	2009-01-13	00-100-0329	EA	4	R	2L	---	---	---	---	17.93	---	09014	W91RQ2	01	90J	2		
HDR	AS1	---	AGU	HR2	AGU	W90C2790130360	F	2009-01-13	00-100-0329	EA	4	2	A	2L	---	---	---	17.93	---	09118	W91RQ2	A	91	Z	90J	2
ST	AE1	BB	WTZ	WTZ	WTZ	W90C2790130360	F	2009-01-14	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09014	---	---	---	---	---	---
ST	AE1	BB	W38	WTZ	WTZ	W90C2790130360	F	2009-01-14	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09014	---	---	---	---	---	---
ST	AE1	BB	AF4	WTZ	WTZ	W90C2790130360	F	2009-01-14	00-100-0329	EA	4	R	---	---	---	---	---	0	---	09014	---	---	---	---	---	---
ST	AE2	BB	SMS	WTZ	WTZ	W90C2790130360	F	2009-01-14	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09014	---	---	---	---	---	---
ST	AE2	BB	AJ2	WTZ	WTZ	W90C2790130360	F	2009-01-14	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09014	---	---	---	---	---	---
ST	AE2	BB	SMS	WTZ	WTZ	W90C2790130360	F	2009-01-15	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09015	---	---	---	---	---	---
ST	AE1	BB	SMS	WTZ	WTZ	W90C2790130360	F	2009-02-01	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09032	---	---	---	---	---	---
ST	AF1	2L	SMS	WTZ	WTZ	W90C2790130360	F	2009-02-01	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09032	---	---	---	---	---	---
ST	AE1	BB	SMS	WTZ	WTZ	W90C2790130360	F	2009-02-18	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09049	---	---	---	---	---	---
ST	AE1	BB	SMS	WTZ	WTZ	W90C2790130360	F	2009-02-28	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09057	---	---	---	---	---	---
ST	AE1	BB	SMS	WTZ	WTZ	W90C2790130360	F	2009-03-01	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09060	---	---	---	---	---	---
ST	AE1	BB	SMS	WTZ	WTZ	W90C2790130360	F	2009-03-22	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09081	---	---	---	---	---	---
ST	AE1	BB	SMS	WTZ	WTZ	W90C2790130360	F	2009-04-07	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09097	---	---	---	---	---	---
ST	AE1	BB	SMS	WTZ	WTZ	W90C2790130360	F	2009-04-24	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09114	---	---	---	---	---	---
ST	AS1	---	AGU	HR2	AGU	W90C2790130360	F	2009-04-28	00-100-0329	EA	4	2	---	---	---	---	---	0	---	09118	---	---	---	---	---	---
ST	AE2	BA	SMS	WTZ	WTZ	W90C2790130360	F	2009-04-28	00-100-0329	EA	4	2	---	---	---	---	---	0	---	09118	---	---	---	---	---	---
ISS	AS1	---	---	---	---	W90C2790130360	F	2009-04-29	00-100-0329	EA	4	2	A	2L	A	---	---	0	---	09119	---	---	---	---	---	---
ST	AE2	BA	SMS	WTZ	WTZ	W90C2790130360	F	2009-04-29	00-100-0329	EA	4	2	---	---	---	---	---	0	---	09119	---	---	---	---	---	---
SHP	AS6	---	---	AJ2	---	W90C2790130360	F	2009-04-30	00-100-0329	EA	4	2	---	---	---	---	---	0	W91EB8000000600XX	09120	---	---	---	---	---	---
SHP	AS2	---	---	SMS	WTZ	W90C2790130360	F	2009-05-01	00-100-0329	EA	4	2	---	---	---	---	---	0	W91EB8000000600XX	09121	---	---	---	---	---	---
RCP	DES	---	---	AJ2	WTZ	W90C2790130360	F	2009-06-05	00-100-0329	EA	4	2	A	---	---	---	---	0	---	09156	---	---	---	---	---	---

Funds Control Financial Transactions Records: 1

DOCNO	TRANS_TYPE	DOC	SUFFIX	UNC	NNN	QTY	AMOUNT_DOS	AMT_OBL_REC	AMT_ACC_REC	AMT_DSB_REC	QTY_OBL	QTY_ACC	QTY_DSB	EOR	FSR	APC	FY	IS	BLK	D_UPD_FCM
W90C2790130360	I	005	R	---	3110001000329	0	0.0000	0.0000	0.0000	0.0000	0	0	0	260G	011174	SMSCK	2009	---	Z14	2009-11-24 04:21:38.0

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Review open obligation records and perform corrective actions. Starting at the cancelling year, work your way forward and identify any records that should be cancelled and/or deobligated.

Coordinate with logistics personnel. Do not cancel requisitions without a full review. This could result in long lead times for the required materials and the possible loss of the benefit of prior year funds.

2.13 Generate a GFEBs ULO report (aged 90 days)

Run GFEBs Batch FMZ3, by DODAAC. Review results. Any obligations over 90 days must be addressed.

GFEB5 FM23 by DDDAAC.gfl - Windows Picture and Fax Viewer

PSD - 600 - SAP NetWeaver Portal - Windows Internet Explorer provided by DFAS

https://psdb.gfls-eo.army.mil/portal

PSD - 600 - SAP NetWeaver Portal

Welcome Home Page

THE UNITED STATES ARMY

GFEB5

PSD - 600

Earmarked funds journal

Menu

Earmarked funds journal

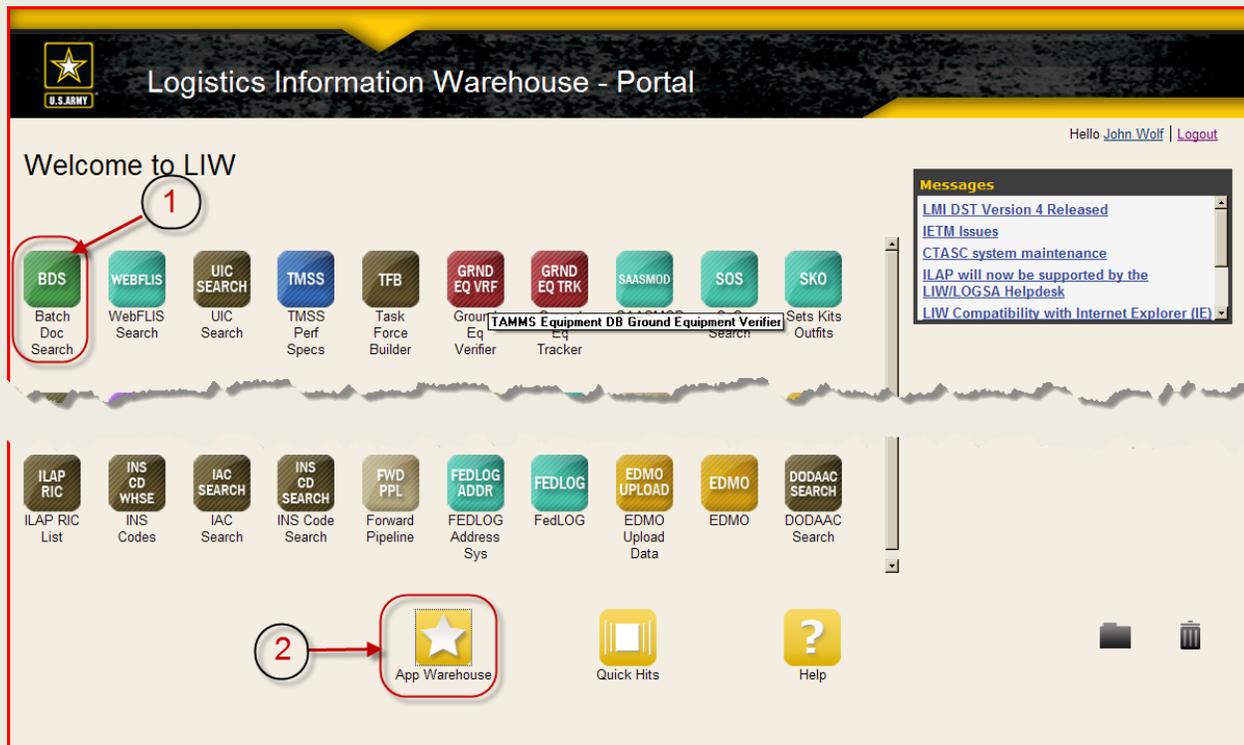
Date: 04/11/2012
Time: 13:05:36

DT	Prng Date	Doc No.	Reference	Fund	Funds Cr	Fund Area	Open amt	Amount	Ambr	Ref Doc No	Document Header Text	Crml Item	*In Cost Cr	Order	IBB Elem	Cal Test	Doc Date	Qd Acct	Completed	D	D
MZ	04/04/2012	5000873852	W99KR02945004	206510012	A18UJ	121014TRNC	5.80	5.80	3865010614	4000033117	MC05GUB455001070090	262U	40150026		50	04/03/2012	8100.262U				
MZ	04/04/2012	5000873852	W99KR02945001	206510012	A18UJ	121014TRNC	5.90	5.90	3865010623	4000033117	MC05GUB455001070091	262U	40150026		50	04/03/2012	8100.262U				
MZ	04/04/2012	5000873851	W99KR02945002	206510012	A18UJ	121014TRNC	7.20	7.20	3865010628	4000033117	MC05GUB455001070088	262U	40150026		50	04/03/2012	8100.262U				
MZ	04/04/2012	5000873851	W99KR02945003	206510012	A18UJ	121014TRNC	6.50	6.50	3865010631	4000033117	MC05GUB455001070089	262U	40150026		50	04/03/2012	8100.262U				
MZ	04/04/2012	5000873856	W99KR02945005	206510012	A18UJ	121014TRNC	4.80	4.80	3865010633	4000033117	MC05GUB455001070090	262U	40150026		50	04/03/2012	8100.262U				
MZ	04/04/2012	5000873856	W99KR02945006	206510012	A18UJ	121014TRNC	5.96	5.96	3865010635	4000033117	MC05GUB455001070091	262U	40150026		50	04/03/2012	8100.262U				
MZ	04/04/2012	5000873858	W99KR02945008	206510012	A18UJ	121014TAOC	1.45	1.45	3865010637	4000033117	MB26GUB455001070095	262U	40150026		50	04/03/2012	8100.262U				
MZ	04/04/2012	5000873873	W99KR02945007	206510012	A18UJ	121014TRNC	6.60	6.60	3865010638	4000033117	MC05GUB455001070089	262U	40150026		50	04/03/2012	8100.262U				
MZ	04/04/2012	5000873873	W99KR02945004	206510012	A18UJ	121014TRNC	6.60	6.60	3865010642	4000033117	MC05GUB455001070090	262U	40150026		50	04/03/2012	8100.262U				
MZ	04/04/2012	5000873884	W99KR02945009	206510012	A18UJ	121014TRNC	5.40	5.40	3865010646	4000033117	MC05GUB455001070090	262U	40150026		50	04/03/2012	8100.262U				
MZ	04/04/2012	5000881164	W99P3720945001	206510012	A18UH	118G211RHP	32.84	32.84	3865014672	4000036636	HA25GL6810006806867	260L	40150080		50	04/03/2012	8100.260L				
MZ	04/04/2012	5000881175	W99P3720945002	206510012	A18UH	118G211RHP	74.00	74.00	3865014677	4000036636	HA25EB4720013548034	260B	40150080		50	04/03/2012	8100.260B				

PSD (600) 33

Note: All open unliquidated obligations must be reviewed to make sure only valid obligations are migrated to GCSS-Army. Recommend reviewing older records first by fiscal year.

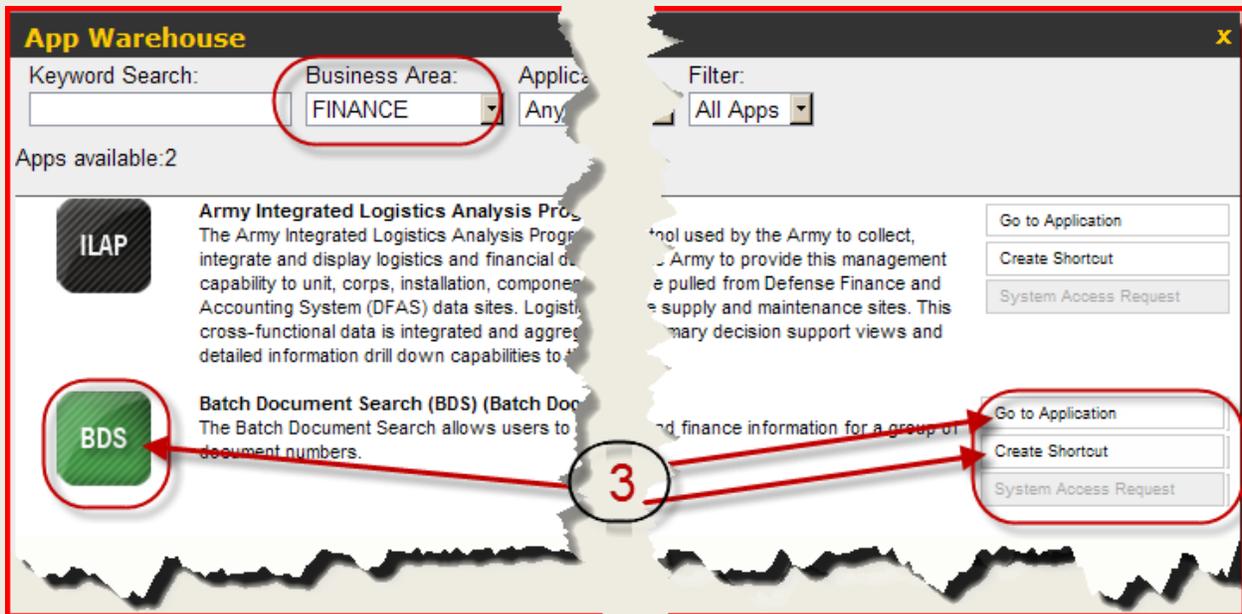
1. Logged into LIW. Select BDS (Batch Doc Search).
2. If not currently on your Home Page, select App. Warehouse.



Filtered for “Business Area” Finance, two applications appear.

3. Select BDS (Batch Document Search) options “Go to Application” or “Create Shortcut”.

For further detail on setting up your LIW Desktop, see Appendix A.



4. At the Batch Document Search Criteria window.
5. Enter or copy/paste Document Numbers (100 max.) from ULO Report.
6. Can filter by File, if Filter by individual files box is checked ; else ALL will be searched.
7. Select [Search].

The screenshot shows the 'LIW Logistics Information Warehouse' interface for 'Batch Document Search'. The window title is 'Batch Document Search' with a red arrow pointing to it labeled '4'. Below the title is the 'Document Number Input' section. It contains three sub-sections: 'Instructions' with a red circle around the text and a red arrow labeled '5'; 'Available Files' with a red circle around a list of file types and a red arrow labeled '6'; and 'Bulletins' with a red circle around the text. Below these are two input fields: 'Document Numbers:' with a red arrow pointing to the text 'w26aa063355032' and a red arrow labeled '5'; and 'Report Files:' with a dropdown menu showing file types and a red arrow labeled '6'. At the bottom right, there are 'Reset' and 'Search' buttons, with a red arrow pointing to the 'Search' button labeled '7'. A red line connects the 'Search' button to the 'Filter by individual files' checkbox, which is checked.

8. Results are sorted by file type, Review output and perform corrective actions.
9. Select [To Excel] to open output in Excel.

LIW Logistics Information Warehouse

Batch Document Search

To Excel | **To Excel** | To Excel button to view and/or download results to an excel spreadsheet.

Important: Internet Explorer and excel are required

Select from docno list and give search results

DOCNO : W91FG011641031

SARS5 Document History Records : 13

DN_SEG	DK	STATUS	RIC_TO	RIC_FR	RIC_STOR	DOCNO	DLR	LN	MIN	UI	QTY	SFX	CND	AD_RAC	MGR_CD	DISCREP_CD	MGT	PRICE	TCN_GBL	DC_TWN	SUPPAD	SG	FC	EXC	PRJ	IP
HDR	ADA	---	WGP	WGP	WGP	W91FG011641031	F	2011-06-12	01-006-6793	EA	1							13107	---	11210	W81KDP	A	12	07L	3	
ST	AE1	BD	WGP	WGP	WGP	W91FG011641031	F	2011-07-29	01-006-6793	EA	1	N	---	---	---	---	---	0	---	11210	---	---	---	---	---	---
ST	AE1	BD	WGP	WGP	WGP	W91FG011641031	F	2011-07-29	01-006-6793	EA	1							0	---	11210	---	---	---	---	---	---
ST	AE1	BM	WGP	WGP	WGP	W91FG011641031	F	2011-07-29	01-006-6793	EA	1							0	---	11210	---	---	---	---	---	---
ST	AE1	BD	WGP	WGP	WGP	W91FG011641031	F	2011-07-29	01-006-6793	EA	1							0	---	11210	---	---	---	---	---	---
ST	AE1	BM	WGP	WGP	WGP	W91FG011641031	F	2011-07-29	01-006-6793	EA	1							0	---	11210	---	---	---	---	---	---
ST	AE1	BK	WGP	WGP	WGP	W91FG011641031	F	2011-07-29	01-006-6793	EA	1	N	---	---	---	---	---	0	---	11210	---	---	---	---	---	---
ST	AE1	BM	WGP	WGP	WGP	W91FG011641031	F	2011-07-29	01-006-6793	EA	1	N	---	---	---	---	---	0	---	11210	---	---	---	---	---	---
ST	AE2	BD	WGP	WGP	WGP	W91FG011641031	F	2011-07-29	01-006-6793	EA	1							0	---	11210	---	---	---	---	---	---
ST	AE2	BA	WGP	WGP	WGP	W91FG011641031	F	2011-08-02	01-006-6793	EA	1	L	---	---	---	---	---	0	---	11214	---	---	---	---	---	---
SHP	AS2	---	---	---	---	W91FG011641031	F	2011-08-02	01-006-6793	EA	1	L	---	---	---	---	---	0	---	W91FG011641031LXX	11214	---	---	---	---	---
RCP	D05	---	---	---	---	W91FG011641031	F	2011-06-08	01-006-6793	EA	1	A	---	---	---	---	---	0	---	11220	---	---	---	---	---	---
RCP	DRA	---	---	---	---	W91FG011641031	F	2011-06-08	01-006-6793	EA	1	A	---	---	---	---	---	0	---	11220	---	---	---	---	---	---

Funds Control Log Transactions Records : 14

DOCNO	SFX	TI	DK	RIC_FR	MS	FSC	MIN	UI	QTY	ADJ_QTY	CFC	PROJ	PRIORITY	RIC_TO	OPC	MGT_72	MGT_73	EXPT_CREDIT	EAC	FAS	NSF_STATUS	ARC	MATCAT	ABA	SOS	SCMC	UP	EX	
W91FG011641031	---	N	AE1	WGP	---	4320	01-006-6793	EA	1	---	8H	07L	02	WGP	---	---	---	---	---	13	0	---	N	K	2	AKZ	2	13107.0000	131
W91FG011641031	---	N	AE1	AKZ	U	4320	01-006-6793	EA	1	---	12	07L	03	AKZ	1	1	0	---	---	13	0	---	N	K21JE	2	AKZ	2	13107.0000	131
W91FG011641031	N	N	AE1	AF4	U	4320	01-006-6793	EA	1	---	12	07L	03	AF4	---	---	---	---	---	---	---	---	N	K21JE	2	AKZ	2	13107.0000	131
W91FG011641031	---	N	AE1	WGP	U	4320	01-006-6793	EA	1	---	8H	07L	02	AF4	---	---	---	---	---	---	---	---	N	K	2	AKZ	2	13107.0000	131
W91FG011641031	N	N	ADA	---	---	4320	01-006-6793	EA	1	---	8H	07L	02	A	---	D	---	---	---	---	---	---	N	K21JE	2	AKZ	2	13107.0000	131
W91FG011641031	N	N	AE1	AF4	U	4320	01-006-6793	EA	1	---	12	07L	03	AKZ	---	---	---	---	---	---	---	---	N	K21JE	2	AKZ	2	13107.0000	131
W91FG011641031	N	I	ADA	---	---	4320	01-006-6793	EA	1	---	8H	07L	02	A	---	D	---	---	---	---	---	---	N	K21JE	2	AKZ	2	13107.0000	131
W91FG011641031	---	N	AE1	WGP	U	4320	01-006-6793	EA	1	---	8H	07L	02	---	---	1	1	7	---	---	---	---	N	K	2	AKZ	2	13107.0000	131
W91FG011641031	---	N	AE2	AKZ	U	4320	01-006-6793	EA	1	---	12	07L	03	AKZ	1	1	0	---	---	13	0	---	N	K21JE	2	AKZ	2	13107.0000	131
W91FG011641031	---	U	D05	AKZ	F	4320	01-006-6793	EA	1	---	8H	07L	---	WGP	A	---	---	---	---	---	---	---	N	K21JE	2	AKZ	2	13107.0000	131
W91FG011641031	---	N	D05	AKZ	F	4320	01-006-6793	EA	1	---	12	07L	---	WGP	A	---	---	---	---	---	---	---	N	K21JE	2	AKZ	2	13107.0000	131
W91FG011641031	L	B	FA1	AKZ	---	4320	01-006-6793	EA	1	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	131	
W91FG011641031	L	N	AE2	AKZ	U	4320	01-006-6793	EA	1	---	12	07L	03	AKZ	1	1	6	---	---	13	0	---	N	K21JE	2	AKZ	2	13107.0000	131
W91FG011641031	L	N	AS2	AKZ	U	4320	01-006-6793	EA	1	---	12	214	W9	164	1	3	1	---	---	LX	---	---	N	Z	2	AKZ	2	13107.0000	131

Funds Control Financial Transactions (with GFEBS) Records : 2

DOCNO	TRANS_TYPE	DK	SUFFIX	DK	NSN	QTY	AMOUNT_ODS	AMT_OBL_REC	AMT_ACC_REC	AMT_DSB_REC	QTY_OBL	QTY_ACC	QTY_DSB	EGR	F5N	APC	FY	UI	BLK	D	
W91FG011641031	IOB	---	GFB	N	---	4320010006793	1	13107.0000	---	---	---	---	---	---	---	31KA 021001 4000024096000000000313	2011	---	---	229	2011-4
W91FG011641031	CLD	---	GFB	L	---	4320010006793	---	0.0000	---	---	---	---	---	---	---	31KA 021001 4000024096000000000313	2011	---	---	208	2011-4

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LIW Support email: helpdesk@logis.army.mil phone: 1-866-211-3267

10. These records are long, (View after Scroll right).

EC	PRJ	IPD	ROD	DC_ESTAB	MSC_SPT	INSTL	D_UPD	DC_LAST_CHG	Q_ACTIVE	ACTIVE	DLND	MIN_MD	Q_DE	SOS	FSC	ESD	TXBL_SRC	DOOAAAC
							2012-01-27 13:15:10.0											W902BU
Q	OBP	2	027	12027	TLSC_E	GERMANY	2012-01-29 22:40:06.0	12029	1000	A	A			1000	SMS	3040		W902BU
					TLSC_E	GERMANY	2012-01-27 13:15:10.0							0	AF4		5	W902BU
					TLSC_E	GERMANY	2012-01-27 13:15:10.0										MF	W902BU
					TLSC_E	GERMANY	2012-01-27 13:15:10.0										MF	W902BU
					TLSC_E	GERMANY	2012-01-27 22:40:11.0										SMS	W902BU
					TLSC_E	GERMANY	2012-01-27 13:15:10.0										SMS	W902BU
					TLSC_E	GERMANY	2012-01-27 22:40:11.0										SMS	W902BU
					TLSC_E	GERMANY	2012-01-26 13:10:11.0										SMS	2161 W902BU
					TLSC_E	GERMANY	2012-01-29 22:40:10.0											W902BU

SP	EXT_AMT	AMOUNT	BLK_NO	ORG_DT	FOR	APC	APC_SSA	STATUS_CD	CNO_CD	DLR_MD	FY	AAC	IFB_MD	BLI_NO	DEOF_MD	DOOAAAC	S2BRIC	SUPPAD0	DEOF_MD_SUPAD	FSN	FSN_SUPAD	MOD_DATE
8100	48762.5200		26					BB	1	0	2012	D				W902BU	W08	W91LEP		021001		2012-01-26 12:16:20.0
8100			27					BB		0	2012					W902BU	W0A	W91LEP		021001		2012-01-27 01:55:14.0
8100	55810.0000		27		26GA	4000	4000	BB		0	2012	D				W902BU	W0A	W91LEP		021001	021001	2012-01-27 02:56:03.0
8100	55810.0000		27					BB		0		D				W902BU	W08	W91LEP		021001		2012-01-27 12:17:29.0
8100			27					BD	F	0						W902BU	W08	W91LEP		021001		2012-01-27 12:17:29.0
8100			27					BB		0						W902BU	W08	W91LEP		021001		2012-01-27 12:17:21.0
8100	55810.0000		27					BM		0		D				W902BU	W08	W91LEP		021001		2012-01-27 12:17:32.0
8100			27					BF	F	0						W902BU	W08	W91LEP		021001		2012-01-27 12:17:32.0
8100	55810.0000		28					BM		0	2012	D				W902BU	W08	W91LEP		021001		2012-01-28 00:16:20.0
8100	6027.4800		28					BA		0	2012	D				W902BU	W08	W91LEP		021001		2012-01-28 00:16:24.0
8100	48762.5200		28					BD		0	2012	D				W902BU	W08	W91LEP		021001		2012-01-28 00:16:24.0
8100			30					U2	0	0	2012					W902BU	W08	W91LEP		021001		2012-01-30 00:06:51.0

Review open obligation records and perform corrective actions. Starting at the cancelling year, work your way forward and identify any records that should be cancelled and/or deobligated.

Coordinate with logistics personnel. Do not cancel requisitions without a full review. This could result in long lead times for the required materials and the possible loss of the benefit of prior year funds.

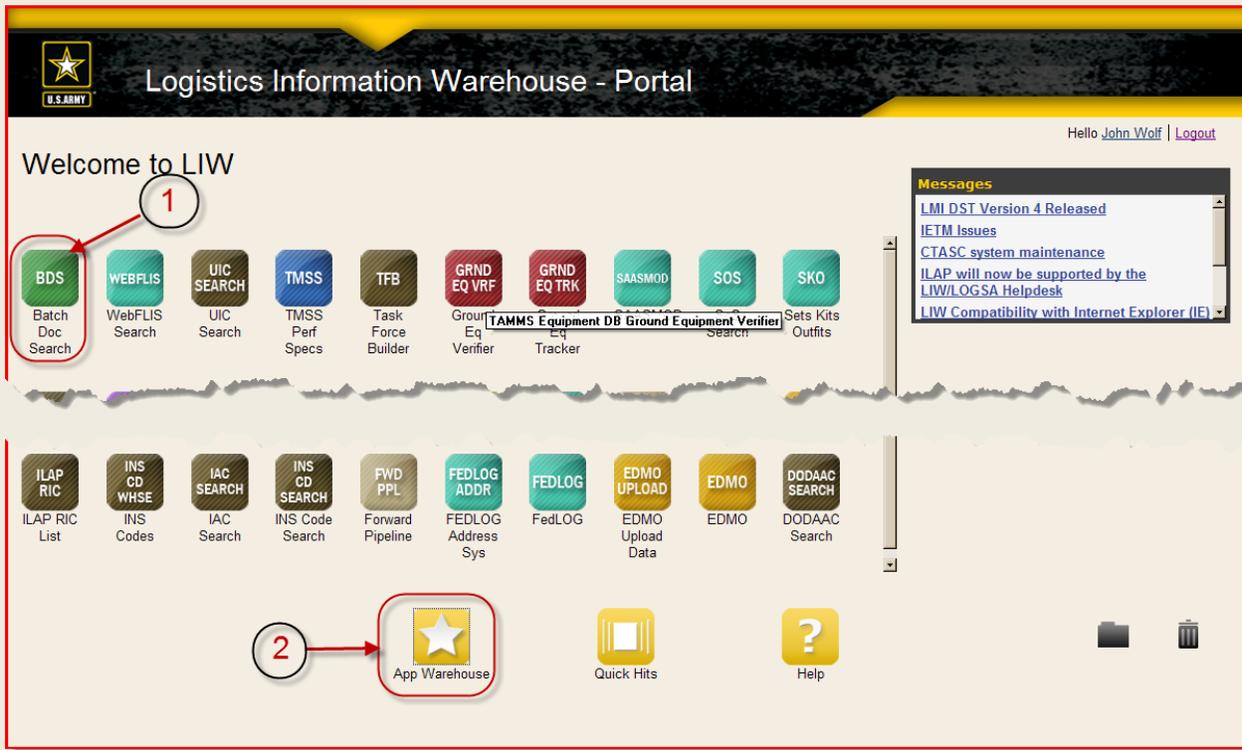
2.14 NULOs/UMDs

Generate report from ODS (from STANFINS tables) for NULOs.

To determine the SSA supported DODAAC list copy the list from column D.

No Doc Ref	Fy	Eoe	Apc	Amnt Obj	Amnt Disb	Dte Dsb	NULO	Lic	Asn	Odc	Site Id	Fsn	Dpt	Bs	Bs Ext	Prog Ele	Oa	Lc
W16BC220485103	2	26EB	D394	4259.60	8424.90	4/11/12	\$4,165.30	A	B3AN	1	2E	012164	21	2020	0000	1310	B3	01
W16BC220695135	2	26EB	D394	3297.52	6595.04	4/11/12	\$3,297.52	A	B3AN	1	2E	012164	21	2020	0000	1310	B3	01
W16BC220695136	2	26EB	D394	6244.24	12488.48	4/11/12	\$6,244.24	A	B3AN	1	2E	012164	21	2020	0000	1310	B3	01
W16BC220695137	2	26EB	D394	8419.20	16838.40	4/11/12	\$8,419.20	A	B3AN	1	2E	012164	21	2020	0000	1310	B3	01
W16BC220695138	2	26EB	D394	420.96	841.92	4/11/12	\$420.96	A	B3AN	1	2E	012164	21	2020	0000	1310	B3	01
W16BC220695139	2	26EB	D394	350.80	701.60	4/11/12	\$350.80	A	B3AN	1	2E	012164	21	2020	0000	1310	B3	01
W16BC220695140	2	26EB	D394	912.08	1824.16	4/11/12	\$912.08	A	B3AN	1	2E	012164	21	2020	0000	1310	B3	01
W16BC220695141	2	26EB	D394	5612.80	11225.60	4/11/12	\$5,612.80	A	B3AN	1	2E	012164	21	2020	0000	1310	B3	01
W16BC220695142	2	26EB	D394	4560.40	9120.80	4/11/12	\$4,560.40	A	B3AN	1	2E	012164	21	2020	0000	1310	B3	01
W16BC220695143	2	26EB	D394	350.80	701.60	4/11/12	\$350.80	A	B3AN	1	2E	012164	21	2020	0000	1310	B3	01
W16BC220695145	2	26EB	D394	11877.00	23754.00	4/11/12	\$11,877.00	A	B3AN	1	2E	012164	21	2020	0000	1310	B3	01
W16BC220695151	2	26EB	D394	2662.02	5324.04	4/11/12	\$2,662.02	A	B3AN	1	2E	012164	21	2020	0000	1310	B3	01
W16BC220695152	2	26EB	D394	9406.08	18812.16	4/11/12	\$9,406.08	A	B3AN	1	2E	012164	21	2020	0000	1310	B3	01
W16BC220695153	2	26EB	D394	4852.08	9704.16	4/11/12	\$4,852.08	A	B3AN	1	2E	012164	21	2020	0000	1310	B3	01
W16BC220735001	2	26GL	D394	12329.43	24658.86	4/11/12	\$12,329.43	A	B3AN	1	2E	012164	21	2020	0000	1310	B3	01
W33SMY00350010	0	26GL	MPCPE	11.83	33.50	4/11/12	\$21.67	A	1033	1	5G	017021	21	2020	0000	3240	57	01
W5604Q20590006	2	26GL	3Q39	81.80	84.80	3/26/12	\$3.00	A	2084	1	83	009076	21	2020	0000	1350	BA	01
W5606V13650090	2	26GQ	3Q49	34.84	36.10	4/5/12	\$1.26	A	2084	1	83	009076	21	2020	0000	1350	BA	01
W560JQ11290226	1	26GQ	3QFA	623.40	646.00	3/12/12	\$22.60	A	2084	1	83	009076	21	2020	0000	1350	BA	01
W560JQ12190165	1	26GS	3QFA	104.46	108.25	4/4/12	\$3.79	A	2084	1	83	009076	21	2020	0000	1350	BA	01
W560JQ12290109	1	26GS	3QFA	27.16	28.14	4/9/12	\$0.98	A	2084	1	83	009076	21	2020	0000	1350	BA	01
W560JQ20446249	2	26GS	3QFA	1708.89	1770.87	3/26/12	\$61.98	A	2084	1	83	009076	21	2020	0000	1350	BA	01
W560JQ20446251	2	26GQ	3QFA	159.08	159.51	3/26/12	\$0.43	A	2084	1	83	009076	21	2020	0000	1350	BA	01
W560JQ20530104	2	26GQ	3QFA	1519.48	1555.80	3/21/12	\$36.32	A	2084	1	83	009076	21	2020	0000	1350	BA	01
W560JQ20626030	2	26GQ	3QFA	14.95	15.50	3/19/12	\$0.55	A	2084	1	83	009076	21	2020	0000	1350	BA	01
W560JQ20636040	2	26GQ	3QFA	25.74	26.68	3/20/12	\$0.94	A	2084	1	83	009076	21	2020	0000	1350	BA	01
W560JQ20636103	2	26GS	3QFA	1185.90	1228.92	3/19/12	\$43.02	A	2084	1	83	009076	21	2020	0000	1350	BA	01
W560JQ20636146	2	26GQ	3QFA	9.81	10.17	4/5/12	\$0.36	A	2084	1	83	009076	21	2020	0000	1350	BA	01
W560JQ20636154	2	26GQ	3QFA	92.05	95.40	3/26/12	\$3.35	A	2084	1	83	009076	21	2020	0000	1350	BA	01
W560JQ20646008	2	26GS	3QFA	674.89	699.37	3/19/12	\$24.48	A	2084	1	83	009076	21	2020	0000	1350	BA	01
W560JQ20646032	2	26GQ	3QFA	18.90	19.60	3/19/12	\$0.70	A	2084	1	83	009076	21	2020	0000	1350	BA	01

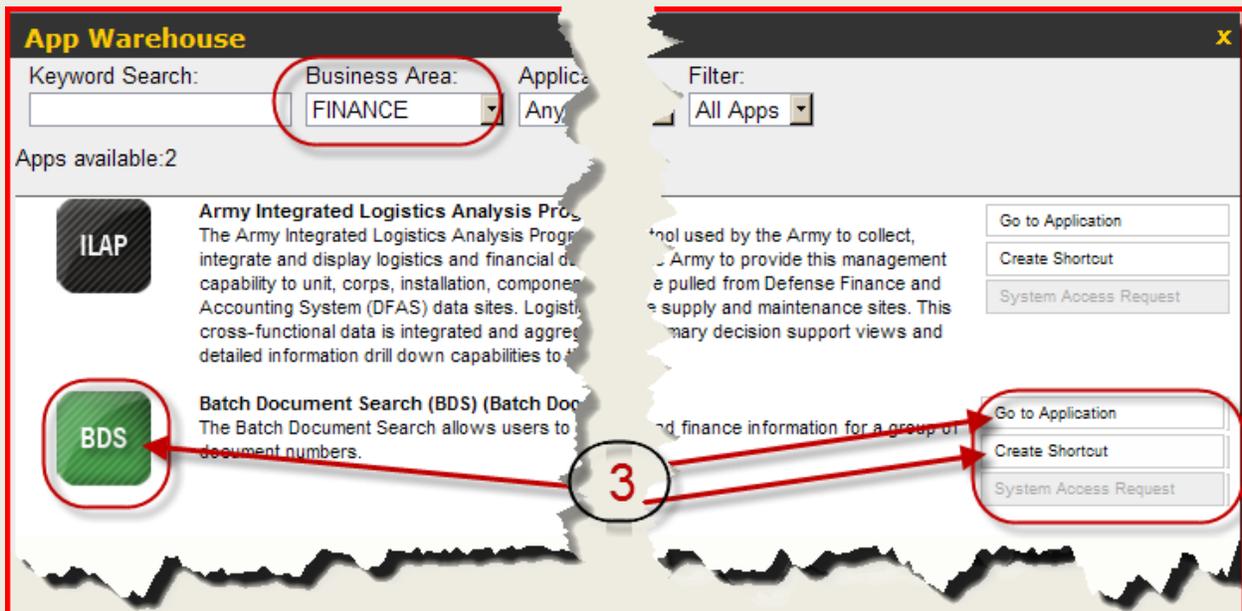
1. Logged into LIW. Select BDS (Batch Doc Search).
2. If not currently on your Home Page, select App. Warehouse.



Filtered for “Business Area” Finance, two applications appear.

3. Select BDS (Batch Document Search) options “Go to Application” or “Create Shortcut”.

For further detail on setting up your LIW Desktop, see Appendix A.



4. At the Batch Document Search Criteria window,
5. Enter or copy/paste Document Numbers (100 max.) from ULO Report.
6. Can filter by File, if Filter by individual files box is checked ; else ALL will be searched.
7. Select [Search].

The screenshot shows the 'LIW Logistics Information Warehouse' interface. The main title is 'Batch Document Search' with a red arrow pointing to it labeled '4'. Below this is a 'Document Number Input' section. It contains three sub-sections: 'Instructions' (circled in red with a red arrow labeled '5'), 'Available Files' (circled in red with a red arrow labeled '6'), and 'Bulletins' (circled in red). The 'Available Files' list includes: SARSS Document History, Funds Control Log Transactions, Funds Control Module Financial Transactions (with GFEBs), STANFINS AVKLXG Open Documents, and STANFINS AVKNXG Document History. Below these is a 'Document Numbers:' section with a text input field containing 'w26aa63355032' and a note '(Only 100 DOCNOs per search)'. To the right is a 'Report Files:' section with a checkbox 'Filter by individual files.' (checked) and a dropdown menu showing 'File - SarssDocHis', 'File - FCLgTrans', 'File - FCFinTrans', and 'File - LxgOpenDoc'. At the bottom right are 'Reset' and 'Search' buttons, with a red arrow pointing to the 'Search' button labeled '7'.

2.15 Abnormal Conditions and Discrepancies (DFAS)

DFAS will work any initial discrepancies but will require RM assistance on items needing further clarification.

1. DFAS will run Queries for:
STANFINS / SOMARDS (from ODS)
GFEBS (T-Code FAGLL03)
2. DFAS runs STANFINS Reject report: AVK018 (verify with DFAS that process is complete).
3. DFAS will work any initial discrepancies but will require RM assistance on items needing further clarification.

2.16 Clean '9999'

APC suspense account in STANFINS (verify with DFAS that the process is completed). The Account Maintenance and Control/Analysis Reconciliation Branch will have the primary responsibility to ensure transactions posting to the default 9999 APC are cleared timely and accurately.

2.17 Reject Reports Reviewed Daily

Local RM will run reject report out of FCM for SOMARDS/STANFINS/GFEBS

1. Log into FCM.
2. From the Reports Menu,
3. Select ODS Reject Report.

The screenshot displays the U.S. Army Funds Control Portal interface. At the top, the header includes the Army logo, the text "U.S. Army Funds Control Portal", and "Proudly Serving The United States Army". A navigation bar contains links for Home, FCM Tables, Maintenance, Reports, EP, Tools, Help, and Status. The "Reports" menu is expanded, showing a list of reports including Document Header History Report, Turn-In Credit Tracking Report, Prepaid Intransit Report, Unbilled Listing Report, Catalog Query Report, Catalog Monthly Report, DoJoCon Report, OSC F09 Mismatch Report, FCM Information Report, Information Report Dashboard, ODS Reject Report, ODS Log Reject - Negative 1 Repomes, ODS Log Report, ODS SARSS Report, FADR Leg Report, GFEBS Outbound Report, Initial Obligation for Prior Year Document, Validation of All Transactions Processed, DODAAC Update Report, OSC/F09 Update Report, OTV Update Report, IFB Update Report, APC DoJoCon Report, Aged Accounts Payable Report, Department Level Reports, Data Warehouse, and Offline Dashboard. The "ODS Reject Report" is highlighted. On the right, a "System Status" box shows indicators for Portal, Processing, EP, FCM to ODS, and ODS to FCM, along with a timestamp "As of 3/21/2012 3:42:45 PM". Three red arrows and numbers (1, 2, 3) indicate the navigation steps: 1 points to the "Reports" menu, 2 points to the expanded "Reports" list, and 3 points to the "ODS Reject Report" item.

4. From the ODS Reject Report Set Report Criteria window.
5. Enter CTASC.
6. Enter Fiscal Station Number.
7. Set Date Range.
8. Click [Display Result].

The screenshot displays the 'U.S. Army Funds Control Portal' interface. At the top, there is a navigation menu with options: Home, FCM Tables, Maintenance, Reports, EP, Tools, Help, and Status. The main heading is 'ODS Reject Report'. Below this, a 'Required Criteria' section contains three input fields: 'CTASC' with the value 'W26', 'Fiscal Station Number' with the value '001002', and 'Date Range' with values '3/13/2012' and '3/20/2012'. A 'Display Result' button is located below the date range. At the bottom of the form area, the text 'No records found' is displayed in red, with a note below it stating 'This system contains no GCSS-Army units or data.' Red arrows with numbers 4 through 8 point to the 'ODS Reject Report' heading, the CTASC field, the Fiscal Station Number field, the Date Range fields, the Display Result button, and the 'No records found' message, respectively.

9. Below displayed results reflects a SOMARDS data example.

U.S. Army Funds Control Portal
 Proudly Serving The United States Army

Home | FCM Tables | Maintenance | Reports | EP | Tools | Help | Status

ODS Reject Report

Required Criteria:
 CTASC: W39
 Fiscal Station Number: 01174
 Date Range: 3/13/2012 To 3/20/2012

Display Result Clear Result

13 records returned

Export Results at Base (CW) (More)

Document Number	TI Code	Description	Line Type	Amount	Quantity	Transaction Date	Request Date	Response Date	Result	Reason Code	Error Type	Error Description	Recycle Count
WR1C020733218	I	Initial Obligation		\$100.00	1	3/14/2012 7:14:59 AM	3/14/2012 12:06:27 PM	3/14/2012 12:06:30 PM	Rejected	14		Duplicate Transaction_ID	NA
WR1C020733203	I	Initial Obligation		\$2.53	1	3/14/2012 7:14:59 AM	3/14/2012 12:06:27 PM	3/14/2012 12:06:30 PM	Rejected	14		Duplicate Transaction_ID	NA
WR09A220120103	O	Obligation Adjustment		\$23.53	0	3/14/2012 7:13:26 AM	3/14/2012 12:04:17 PM	3/14/2012 12:04:20 PM	Rejected	14		Duplicate Transaction_ID	NA
WR1C020733207	I	Initial Obligation		\$218.30	0	3/14/2012 7:14:59 AM	3/14/2012 12:03:44 PM	3/14/2012 12:03:47 PM	Rejected	14		Duplicate Transaction_ID	NA
WR1C020733206	I	Initial Obligation		\$5.57	1	3/14/2012 7:14:59 AM	3/14/2012 12:03:44 PM	3/14/2012 12:03:47 PM	Rejected	14		Duplicate Transaction_ID	NA
WR1C020733209	I	Initial Obligation		\$13.26	1	3/14/2012 7:14:59 AM	3/14/2012 12:03:43 PM	3/14/2012 12:03:46 PM	Rejected	14		Duplicate Transaction_ID	NA
WR1C020733204	I	Initial Obligation		\$2.59	1	3/14/2012 7:14:59 AM	3/14/2012 12:03:42 PM	3/14/2012 12:03:45 PM	Rejected	14		Duplicate Transaction_ID	NA
WR1C020733209	I	Initial Obligation		\$185.06	1	3/14/2012 7:14:59 AM	3/14/2012 12:03:42 PM	3/14/2012 12:03:45 PM	Rejected	14		Duplicate Transaction_ID	NA
WR1C020733202	I	Initial Obligation		\$91.50	1	3/14/2012 7:14:59 AM	3/14/2012 12:03:16 PM	3/14/2012 12:03:19 PM	Rejected	14		Duplicate Transaction_ID	NA
WR1C020733203	I	Initial Obligation		\$121.88	1	3/14/2012 7:14:59 AM	3/14/2012 10:53:21 AM	3/14/2012 10:53:30 AM	Rejected	14		Duplicate Transaction_ID	NA
WR1C020733202	I	Initial Obligation		\$117.57	1	3/14/2012 7:14:59 AM	3/14/2012 10:53:21 AM	3/14/2012 10:53:30 AM	Rejected	14		Duplicate Transaction_ID	NA
WR09A220120219	A	Accrual		\$17.00	1	3/14/2012 7:19:11 AM	3/14/2012 8:53:03 AM	3/14/2012 8:53:05 AM	Rejected	14		Duplicate Transaction_ID	NA
WR1C020733254	I	Initial Obligation		\$552.75	0	3/14/2012 7:14:59 AM	3/14/2012 7:22:40 AM	3/14/2012 7:23:20 AM	Rejected	14		Duplicate Transaction_ID	NA

This system contains no GCSS-Army units or data.

2.18 Procedure for Clean Up of Non-Federated Cost Centers

This procedure is to provide a process for the Resource Managers to identify and resolve Cost Centers that are formatted in a “Non-Federated” numbering scheme leading up to the point where the location RIC is brought into the GCSS-Army ERP (Go Live). Non-Federated Cost Centers are cost centers created in GFEBs prior to the decision to use the 8 digit Force Element number (generated in GCSS-Army ERP) as the standard for Cost Center nomenclature.

1. At D – 120 days till black-out:
 - a. Initial load of cost centers in P10 occurs from list provided by GFEBs/DASA-CE
 - b. DSU run generates all Error Reports.
 - c. FI CST and DASA-CE reviews FI Master Data errors.
 - d. DASA-CE distributes FI_Cross_Walk.csv and GFEBs_CC_WBS_CWF_Report.csv to respective RM shop with correction procedures...(next).

Finance_S	Sup_RIC	DODAAC	UIC	Fiscal_Year	Fiscal_Station	FuncArea	Account	Allotment	AMS	Operating	FundSctr	Cost_Center	GFEBs_FunctArea	GFEBs_FundSctr	GFEBs_Cc	GFEBs_Af	WBS_Eler	Remarks
STANFINS	A46	W14KUU	W8BHAA	1	027012	133G92NG	S22X	1027	133G92	18								Please Pr
STANFINS	A46	W14KUX	WY2AB0	9	027012	112G06NG	SA6N	1027	112G06	18	A18ZP	40141727						The Selec
STANFINS	A46	W14N9J	W8SNA4	1	027012	114G18NG	SA24	1027	114G18	18	A18ZP	40116596						The Selec
STANFINS	A46	W14U7Y	W7NN25	9	027012	112G06NG	SA2K	1027	112G06	18	A18ZP	40141506						The Selec

FI_Cross_Walk.csv

For Official Use Only (FOUO) - GCSS-Army
Unauthorized distribution of this report or its contents is strictly prohibited.

A	Finance_Sys	J	AMS
B	Sup_RIC	K	Operating_Agency
C	DODAAC	L	FundSctr
D	UIC	M	Cost_Center
E	Fiscal_Year	N	GFEBs_FunctArea
F	Fiscal_Station_Number	O	GFEBs_FundSctr
G	FuncArea	P	GFEBs_Cost_Center
H	Account_Processing_Code	Q	GFEBs_AMS
I	Allotment_Serial_Number	R	WBS_Element
		S	Remarks

COLUMN HEADINGS →

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	RIC	DODAAC	Internal	Original	WBS_Eler	Source	New_Cos	New_WB	Fed_Cost_Center	Cost_Center_Mismat	In_Due_II	In_Due_C	In_Orphan_Fmz
44	A46	W14KUU		40141489		GFO	40141463		YES		X		
45	A46	W14KUU		40141496		GFO	40141463		YES	X			
46	A46	W14KUU				LXG	40141463		NO	X	X		X
47	A46	W14KUX		40141727		GFC	40141727		YES		X		
48	A46	W14KUX		40141727		GFO	40141727		YES		X		
49	A46	W14KUX		40141727		LXG	40141727		YES		X		
50	A46	W14KUX				LXG	40141727		NO	X	X		
51	A46	W14KUZ		40116600		GFC	40116600		YES				
52	A46	W14KUZ		40116600		GFO	40116600		YES				
53	A46	W14KUZ		4011653		GFC	4003798		YES	X			
72	A46	W806FD		40116600		GFO	40116600		YES		X		
73	A46	W806FD		40141496		GFC	40116600		YES	X		X	
74	A46	W806FD		40141496		GFO	40116600		YES	X		X	

GFEBs_CC_WBS_CWF_Report.csv

- e. RM shop creates GFEBs Remedy Help Desk ticket requesting creation of Federated Cost Center for missing and Non-Federated cost center.
- f. GFEBs creates new cost centers for missing/Non-Federated and adds them to the updated list of Cost Centers to be created in GCSS-Army for the next load.

D – 90 days till black-out:

- a. Second load of Cost Centers in P10 from updated GFEBs list (from 1.f, above)
- a. DSU run is executed and all reports are generated.
- b. FI CST and DASA-CE reviews FI Master Data errors.
- c. DASA-CE distributes FI_Cross_Walk.csv and GFEBs_CC_WBS_CWF_Report.csv.. to respective RM shop with correction procedures...(next).

- d. RM shop creates GFEBs Remedy Help Desk ticket requesting creation of Federated Cost Center for new, missing and Non-Federated cost center(s).
- e. GFEBs creates new cost centers for missing/Non-Federated and adds them to the updated list of Cost Centers to create in GCSS-Army for the next load.

2. D – 60 days till black-out:

- a. Third load of Cost Centers in P10 from updated GFEBs list (from 2.f, above)
 - b. DSU run generates all reports.
 - c. FI CST and DASA-CE reviews FI Master Data errors.
 - d. DASA-CE distributes FI_Cross_Walk.csv and GFEBs_CC_WBS_CWF_Report.csv to respective RM shop with replacement procedures... to respective RM shop with correction procedures...(next)
 - e. RM shop creates GFEBs Remedy Help Desk ticket requesting creation of Federated Cost Center for new missing and Non-Federated cost center(s).
 - f. GFEBs creates new cost centers for missing/Non-Federated and adds them to the updated list of Cost Centers to be created in GCSS-Army for the next load.
3. D – 30 days till black-out:
- a. Fourth load of Cost Centers in P10 from updated GFEBs list (from 3.f, above)
 - b. DSU run is executed and all reports are generated. FI CST and DASA-CE reviews FI Master Data errors.
 - c. DASA-CE distributes FI_Cross_Walk.csv and GFEBs_CC_WBS_CWF_Report.csv to respective RM shop with repair to respective RM shop with correction procedures...(next)
 - d. RM shop creates GFEBs Remedy Help Desk ticket requesting creation of Federated Cost Center for new missing and Non-Federated cost center(s).
 - e. GFEBs creates new cost centers for missing/Non-Federated and adds them to the updated list of Cost Centers to be created in GCSS-Army for the next load
4. Final Prep
- a. Fifth load of Cost Centers in P10 from updated GFEBs list (from 4.f, above).
 - b. DSU run is executed and all reports are generated.
 - c. Any errors must be expedited directly to the RM shops and to GFEBs.
 - d. GFEBs creates new cost centers for missing/Non-Federated and adds them to the updated list of Cost Centers to be created in GCSS-Army immediately.

Appendix A: System Access Requests (SAR) / Desktop Set-up /Help Desk Info

LIW Access

1. <https://liw.logsa.army.mil/> : Type or copy/paste this address into your Internet Explorer (IE) address bar or while holding down the [CTRL] key, click on this blue hyperlink.
2. If you do not have LOGSA/LIW access you will need to submit a SAR.
3. If you need help, contact LIW Support.
4. If you have access, select [Login with CAC].



Note: BASIC Access to LIW can preclude the SAR requirement for some applications.

Note: Thirty days of inactivity (not logging in) will result in suspension of your access privileges.

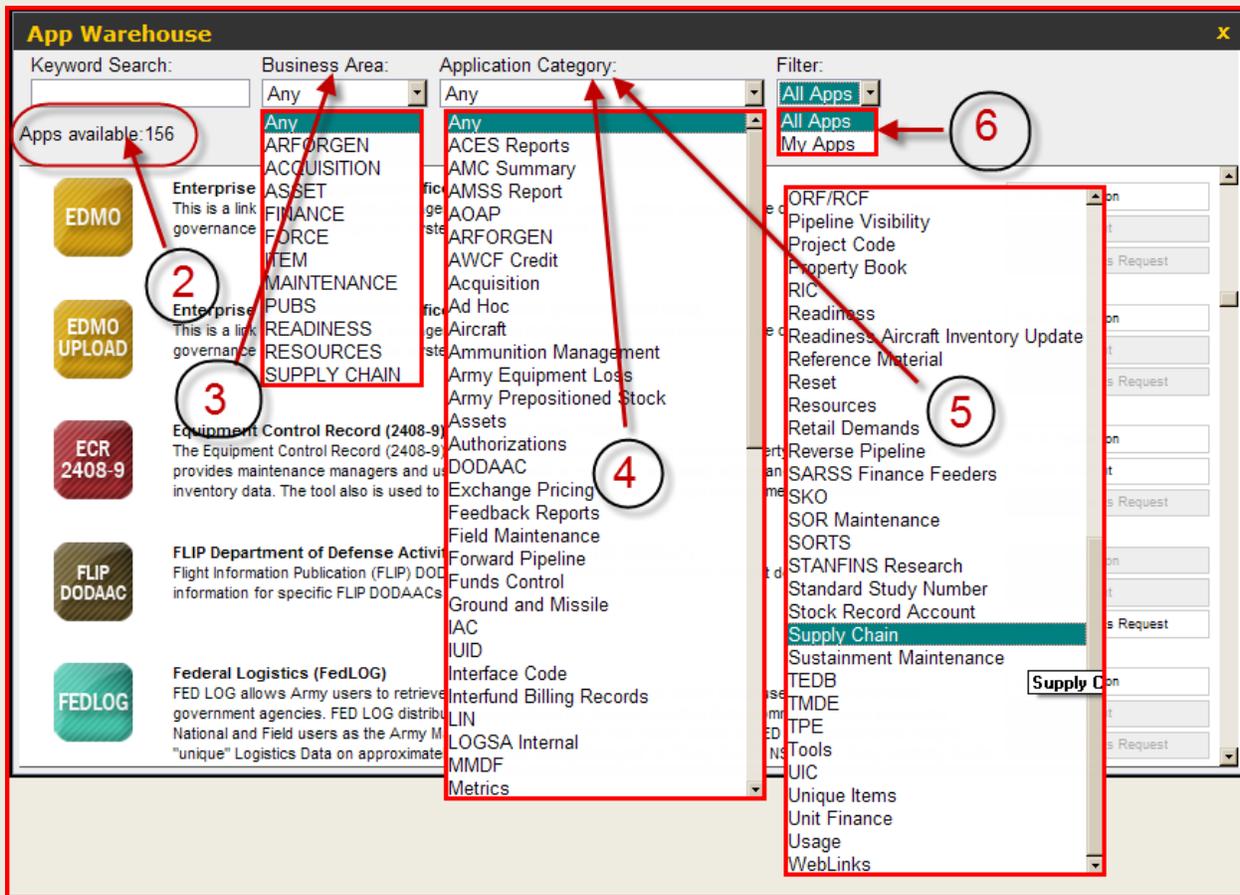
Setting up a desktop at LIW initial Login

The first time you login, you will have a blank desktop (personal home-page) where you can add short-cuts to applications you use, to do so...

1. Select App. Warehouse.



2. A scrollable list of all 156 applications displays.
3. Can be filtered by Business Area.
4. Can be filtered by Application Category.
5. Can be filtered by Application Category (continued).
6. Can be filtered by the Icons already on your Desktop (if applicable).



Here are the options:

7. If the only active option is Go to Application...indicates the shortcut is already on your desktop and you have Access (SAR) or SAR is not required for that Application.
8. If the active options are Go to Application and Create Shortcut, you have Access (SAR) or SAR is not required for that Application.
9. If the only active option is System Access Request, you must submit a SAR for access to that Application.

Note: Having BASIC LIW access can preclude SAR requirements (The SAR option would be grayed-out).

App Warehouse

Keyword Search: Business Area: Application Category: Filter:

Apps available: 156

EDMO	Enterprise Data Management Office (EDMO) This is a link to Enterprise Data Management Office (EDMO) portal where users provide data management, data governance and data integrity for systems within the Army Logistics.	<input type="button" value="Go to Application"/> <input type="button" value="Create Shortcut"/> <input type="button" value="System Access Request"/>
EDMO UPLOAD	Enterprise Data Management Office Upload Data (EDMO Upload Data) This is a link to Enterprise Data Management Office (EDMO) portal where users provide data management, data governance and data integrity for systems within the Army Logistics.	<input type="button" value="Go to Application"/> <input type="button" value="Create Shortcut"/> <input type="button" value="System Access Request"/>
ECR 2408-9	Equipment Control Record (2408-9) (Equip Cntrl Rec 2408-9) The Equipment Control Record (2408-9) tool allows you to submit ground vehicle property book transactions. It provides maintenance managers and users at all levels, a record of equipment acceptance, loss, gain and other inventory data. The tool also is used to maintain ownership, location, and age of equipment information.	<input type="button" value="Go to Application"/> <input type="button" value="Create Shortcut"/> <input type="button" value="System Access Request"/>
FLIP DODAAC	FLIP Department of Defense Activity Address Code (FLIP DODAAC) Flight Information Publication (FLIP) DODAAC tool allows users to retrieve data element details to include addressing information for specific FLIP DODAACs	<input type="button" value="Go to Application"/> <input type="button" value="Create Shortcut"/> <input type="button" value="System Access Request"/>
FEDLOG	Federal Logistics (FedLOG) FED LOG allows Army users to retrieve information on the nearly seven million NSNs used by DoD and other government agencies. FED LOG distributes and displays the Army's Logistics Data, commonly known among the National and Field users as the Army Master Data File (AMDF). The AMDF portion of FED LOG contains the Army's "unique" Logistics Data on approximately 1.3 million, "Army Managed" or "Army Used", NSNs. The Army centrally funds	<input type="button" value="Go to Application"/> <input type="button" value="Create Shortcut"/> <input type="button" value="System Access Request"/>

EDMO Access

Enterprise Data Management Office (EDMO) Website:

https://edmo.logsa.army.mil/EDMO_PROT/EDMOPages/HomePage.aspx

Commercial Help Desk Phone: (256) 842-3659

Email: usarmy.redstone.logsa.mbx.amxls-ed@mail.mil

1. From the LIW Portal,
2. Select App Warehouse.



Logistics Information Warehouse - Portal

Welcome to LIW

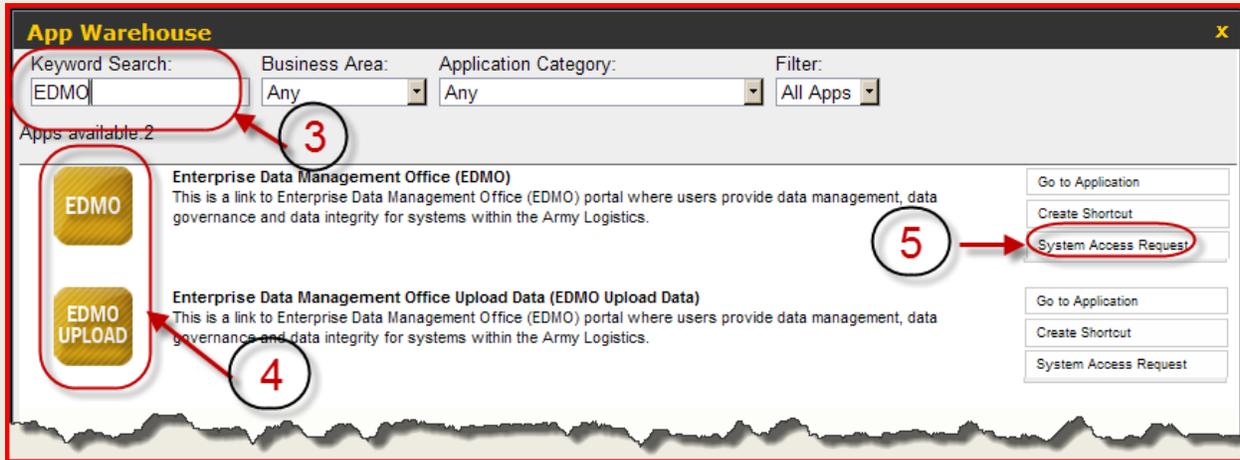


BDS Batch Doc Search	WEBFLIS WebFLIS Search	UIC SEARCH UIC Search	TMSS TMSS Perf Specs	TFB Task Force Builder	GRND EQ VRF Ground Eq Verifier	GRND EQ TRK Ground Eq Tracker	SAASMOD SAASMOD	SOS SoS Search	SKO Sets Kits Outfits
--------------------------------------	-------------------------------------	--	--------------------------------------	--	--	---	---------------------------	-----------------------------	------------------------------------



3. Do a Keyword Search for “EDMO”.
4. The EDMO and EDMO UPLOAD display.
5. Select System Access Request...

Follow instructions on-line and Use Helpdesk contact above.



Appendix B: Using MS Excel

Import Data into Excel

In the U.S. Army Funds Control Module when generating a report with a large number of records it may be necessary to save the report and then import the results into Excel in order to filter sort and search the data for analysis. For Example:

1. The DoJoCon Report.
2. Displayed on the FCM GUI.
3. Contains over 130 thousand records and is of little use in its current state. Needs to be exported as a Comma Separated Values (CSV) file that can be imported into Excel.
4. Under Export Results, select radio button CSV.

The screenshot shows the U.S. Army Funds Control Portal interface. The 'DoJoCon Report' link is circled in red and labeled with a red arrow and the number '1'. Below the search criteria, the 'Display Result' button is circled in red and labeled with a red arrow and the number '2'. The 'Export Results' section is circled in red and labeled with a red arrow and the number '3'. The 'CSV' radio button is selected and labeled with a red arrow and the number '4'. The table below shows the following data:

ESN	EWG	RIC	DODAAC	EFF DT	SUSP DT	DBOE IND	APC/CST_ASSG_LI	Cost Object	CEC	Project Code	DLR	Material Category Code	Billing Code	APN EY Designator	RIC SGE SITE
021001	NVA		W9120X	10/01/2011	09/30/2012	False	40000317290000000001	0020002710			False		11	2	WQV
021001	NWB		W90YUW	10/01/2011	09/30/2012	False	40000402700000000001	0040045220	WB		False		11	2	WQV
021001	NPR		W5K9EZ	10/01/2011	09/30/2012	False	40000317240000000001	0040043134			False		11	2	WQV
021001	NVP		W5K9CW	10/01/2011	09/30/2012	False	40000316340000000001	0020002612			False		11	2	WQV

5. As a CSV file the report can be imported into Excel.

```

FSN,FWC,RIC,DODAAC,EFF_DT,SUSP_DT,DBOF_IND,APC/CST_ASSG_LI,Cost Object,CFC,Project Code,DLR,Material Category Code,B11
021001,NWA,,W9120X,10/01/2011,09/30/2012,False,40000317290000000001,,0020002710,,False,
021001,NWB,,W90YUW,10/01/2011,09/30/2012,False,40000402700000000001,,0040045220,WB,,False,,11,2,WQM,,A3,2122020,A3HJ,0
021001,NPR,,W5K9EZ,10/01/2011,09/30/2012,False,40000317240000000001,,0040043134,,False,
021001,NVP,,W5K9CW,10/01/2011,09/30/2012,False,40000316340000000001,,0020002612,,False,
021001,NPR,,W5K9EY,10/01/2011,09/30/2012,False,40000317240000000001,,0040043134,,False,
021001,NPJ,,W5K9CS,10/01/2011,09/30/2012,False,40000317100000000001,,0040043109,,False,
021001,NWB,,W91XJA,10/01/2011,09/30/2012,False,40000317210000000001,,0040045220,,False,
021001,NWB,,W5K9EY,10/01/2011,09/30/2012,False,40000317020000000001,,0040045220,,False,

```

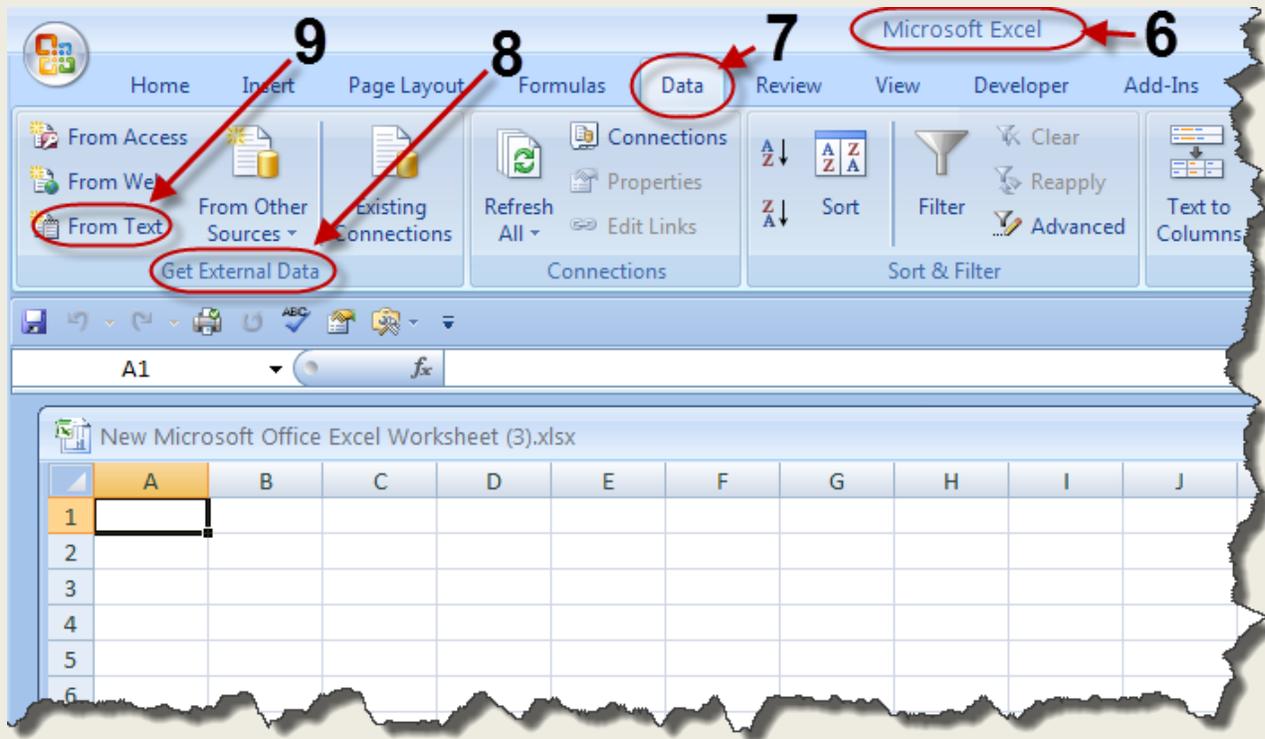
5. Comma Separated Values (CSV) file

```

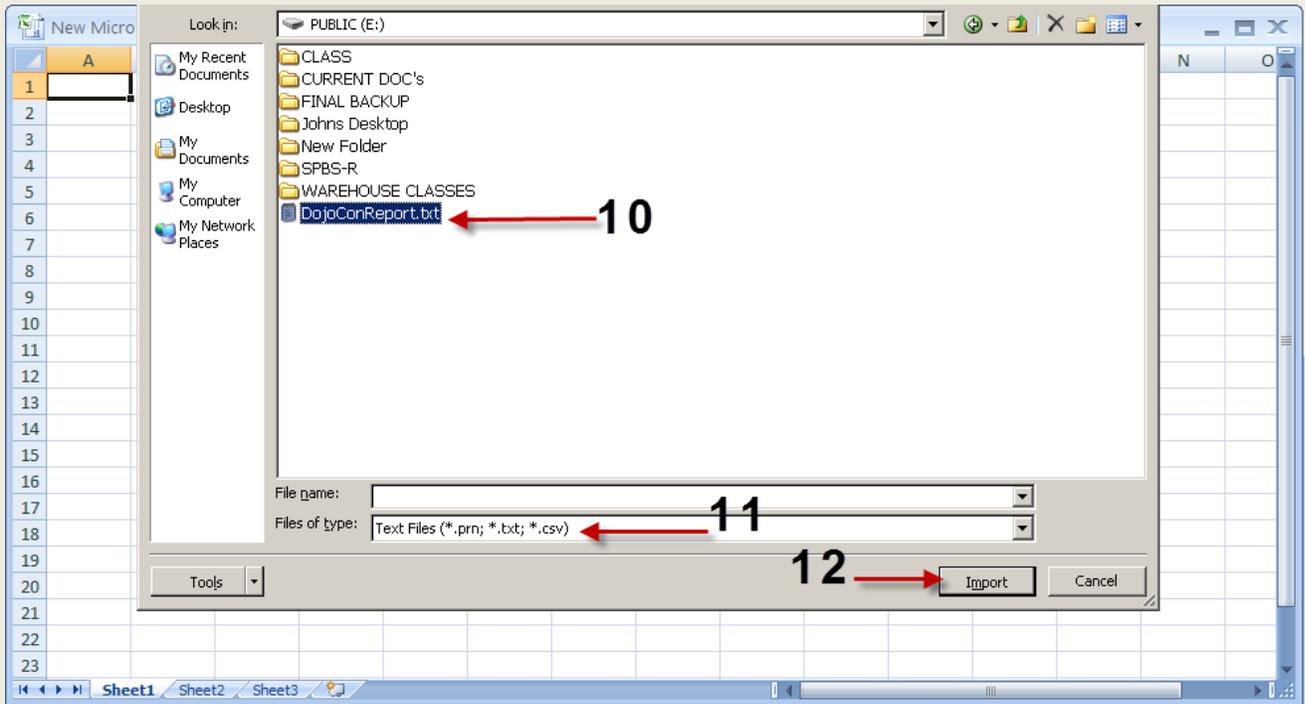
021001,NEB,,W9136U,10/01/2011,09/30/2012,False,40000313330000000001,,0040041102,,False,
021001,NEC,,W90XE1,10/01/2011,09/30/2012,False,400003133300000000015,,0040041946,AT,,False,
021001,NEC,,W90XGP,10/01/2011,09/30/2012,False,400003133300000000015,,0040041946,A2,,False,
021001,NEH,,W90XAU,10/01/2011,09/30/2012,False,400003133300000000018,,0040045439,,False,
021001,NEB,,W90YCU,10/01/2011,09/30/2012,False,400003133300000000012,,0040030596,BA,,True,,11,2,AXQ,,A3,2122020,A3HM,0
021001,NEB,,W23HD8,10/01/2011,09/30/2012,False,400003133300000000007,,0040032061,,True,,11,2,AXQ,,A3,2122020,A3HM,0
021001,NEA,,W90K40,10/01/2011,09/30/2012,False,400003133300000000013,,0040041922,AS,,True,,11,2,AXQ,,A3,2122020,A3HM,0
021001,NEH,,W90XAR,10/01/2011,09/30/2012,False,400003133300000000018,,0040045439,,False,
021001,NED,,W91PX6,10/01/2011,09/30/2012,False,400003133300000000001,,0040031759,AK,,False,
021001,NEC,,W90XAV,10/01/2011,09/30/2012,False,400003133300000000015,,0040041946,A2,,False,
021001,NEB,,W9136U,10/01/2011,09/30/2012,False,40000313330000000001,,0040041102,,False,

```

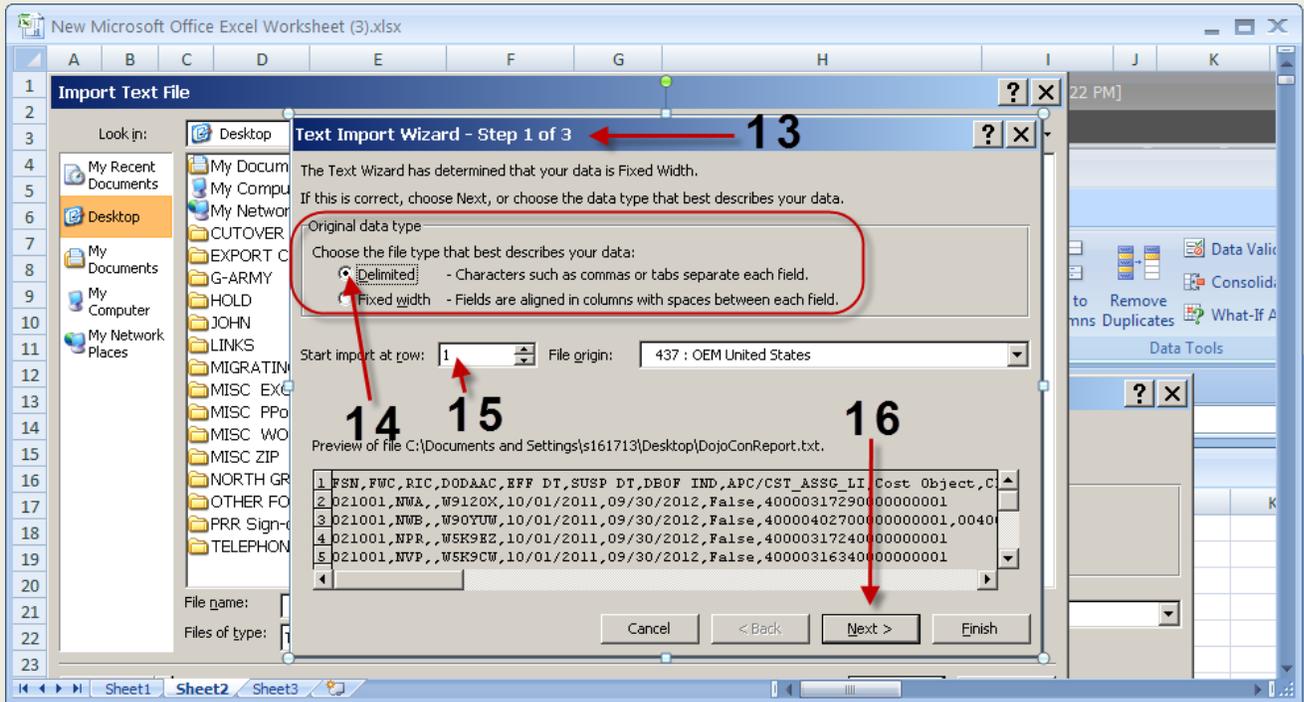
6. Open a new Excel Worksheet.
7. Select the Data Tab.
8. From the Get External Data menu.
9. Select From Text.



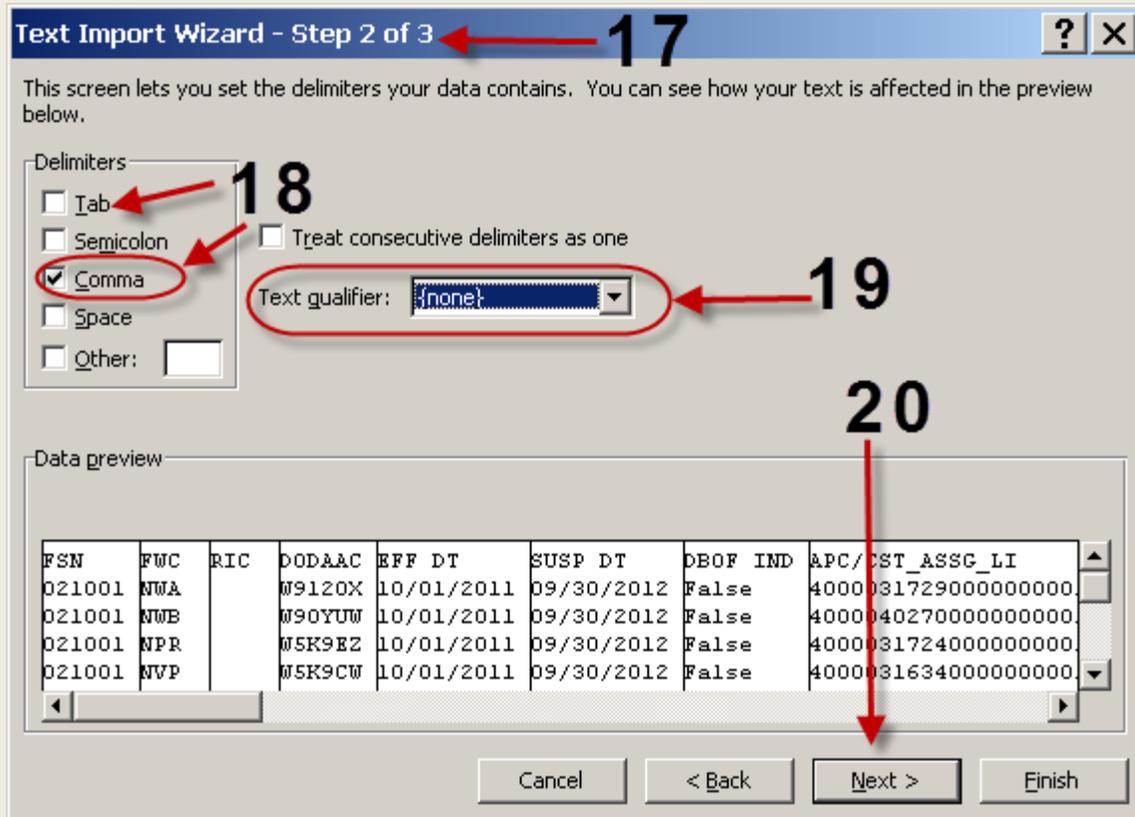
10. Select the file just exported from FCM (DoJoConReport).
11. It will have an extension of .txt or .csv
12. Select [Import].



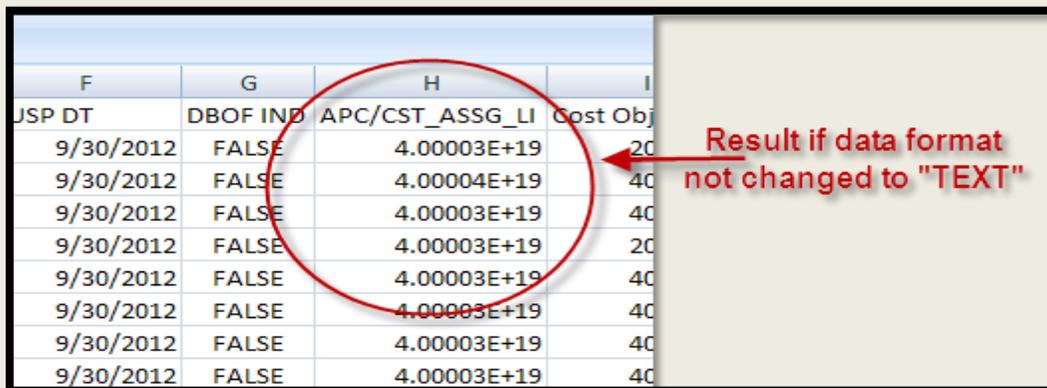
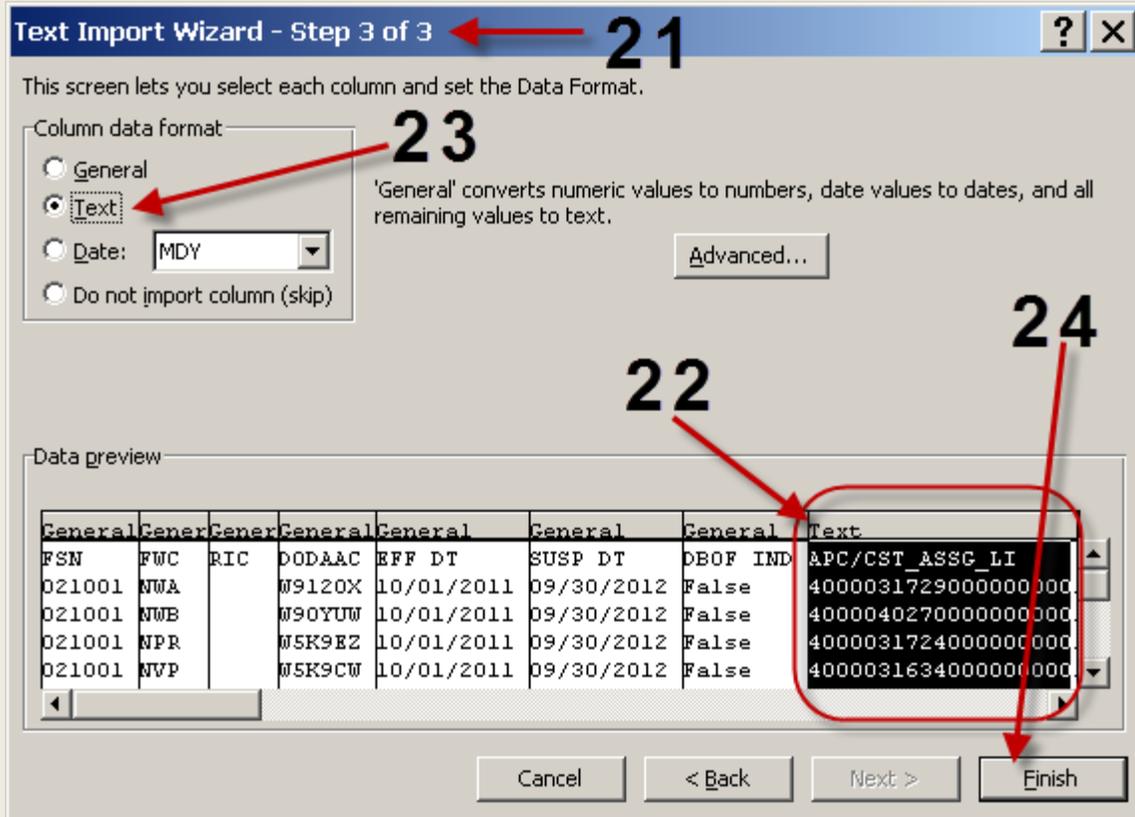
13. The Import Wizard will lead you through the formatting of the data.
14. Under Original data type Select Delimited.
15. Start import at row 1.
16. Select [Next].



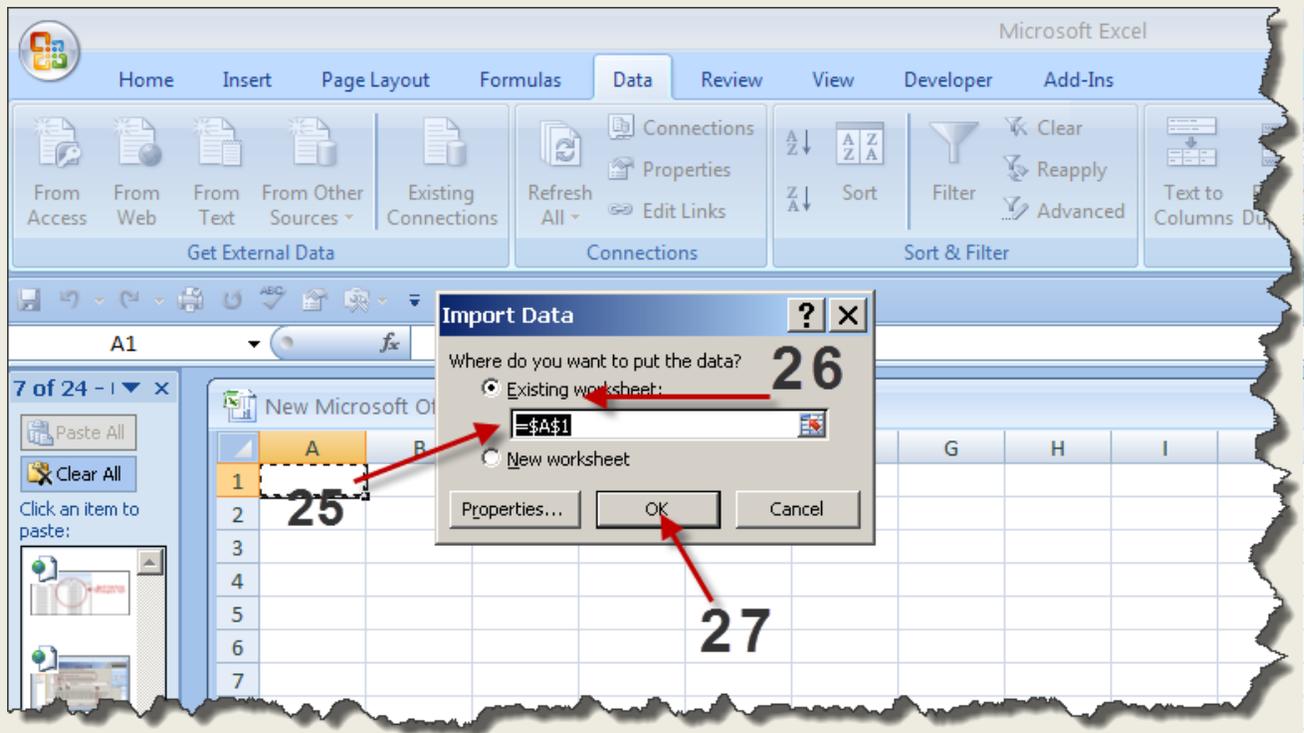
17. Step 2 of the Import Wizard.
18. Uncheck the Delimiter "Tab" and check "Comma".
19. Set Text Qualifier to "{none}".
20. Select [Next].



21. Step 3 allows you to change data format.
22. Ensure that column with heading APC/CST_ASSG_LI is set to text.
23. Data format Text not General.
24. Select Finish.



25. The default value is row 1 column 1 (=\$A\$1)
26. On Existing Worksheet,
27. Select [OK].



The results of importing DoJoCon file into an Excel File.

New Microsoft Office Excel Worksheet (3).xlsx

	A	B	C	D	E	F	G	H	I	J	K
1	FSN	FWC	RIC	DODAAC	EFF DT	SUSP DT	DBOF IND	APC/CST_ASSG_LI	Cost Object	CFC	Project Code
2	21001	NWA		W9120X	10/1/2011	9/30/2012	FALSE	40000317290000000001	20002710		
3	21001	NWB		W90YUW	10/1/2011	9/30/2012	FALSE	40000402700000000001	40045220	WB	
4	21001	NPR		W5K9EZ	10/1/2011	9/30/2012	FALSE	40000317240000000001	40043134		
17	21001	KAB		W51XJ9	10/1/2011	9/30/2012	FALSE	40000316240000000001	40045220		
18	21001	NPJ		W5K9CT	10/1/2011	9/30/2012	FALSE	40000317100000000001	40043109		
19	21001	NPJ		W5K9CV	10/1/2011	9/30/2012	FALSE	40000317200000000001	40043123		
20	21001	NPG		W5K9EX	10/1/2011	9/30/2012	FALSE	40000402720000000001	40041257	P6	
21	21001	NPE		W5K9BH	10/1/2011	9/30/2012	FALSE	40000317060000000001	40043083		
22	21001	NPF		W5K9BC	10/1/2011	9/30/2012	FALSE	40000402770000000001	40043060	PF	
23	21001	NV1		W5K9EP	10/1/2011	9/30/2012	FALSE	40000316400000000001	20002620		

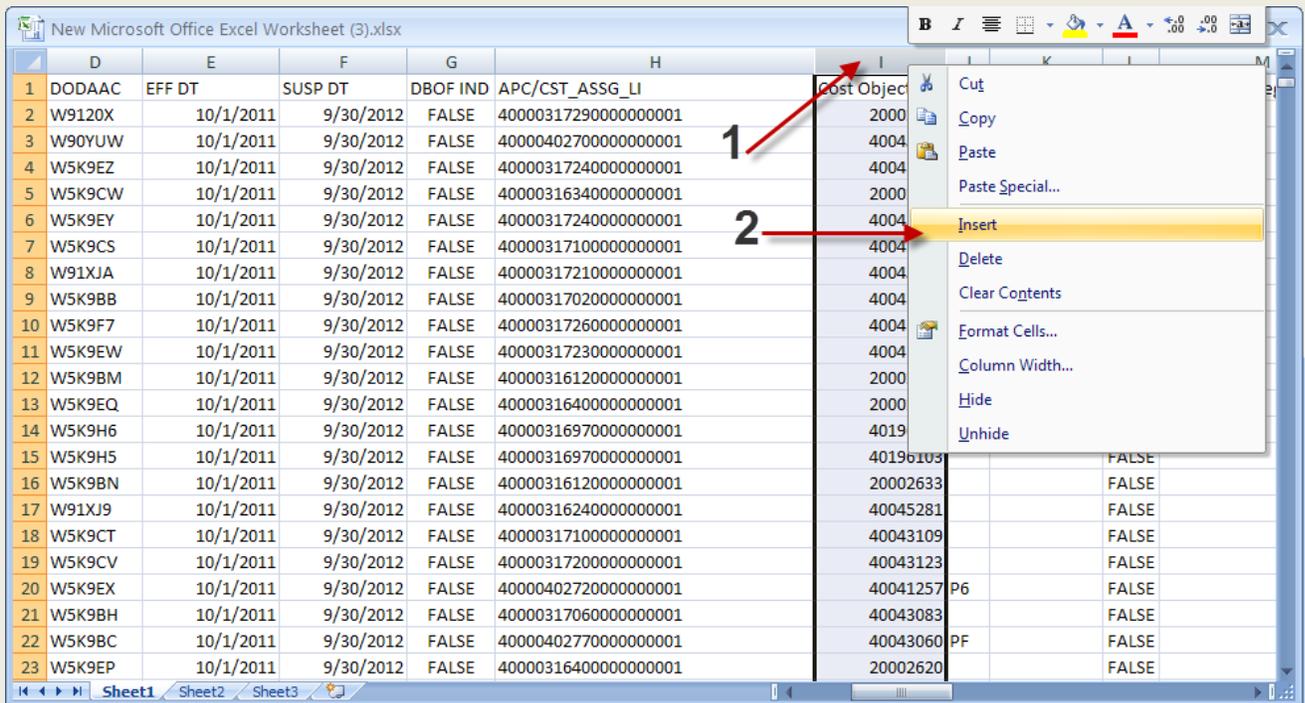
DoJoCon Report imported into Excel

Text to Column - Splitting a column in-two in Excel

Because of the way that the field APC/CST_ASSG_LI is configured all lines are unique, making the filter functionality useless on that field. As illustrated below, a work-around would be to split the field into two fields.

With the data already imported into MS Excel (see Appendix 9-A) another column is needed to split the data

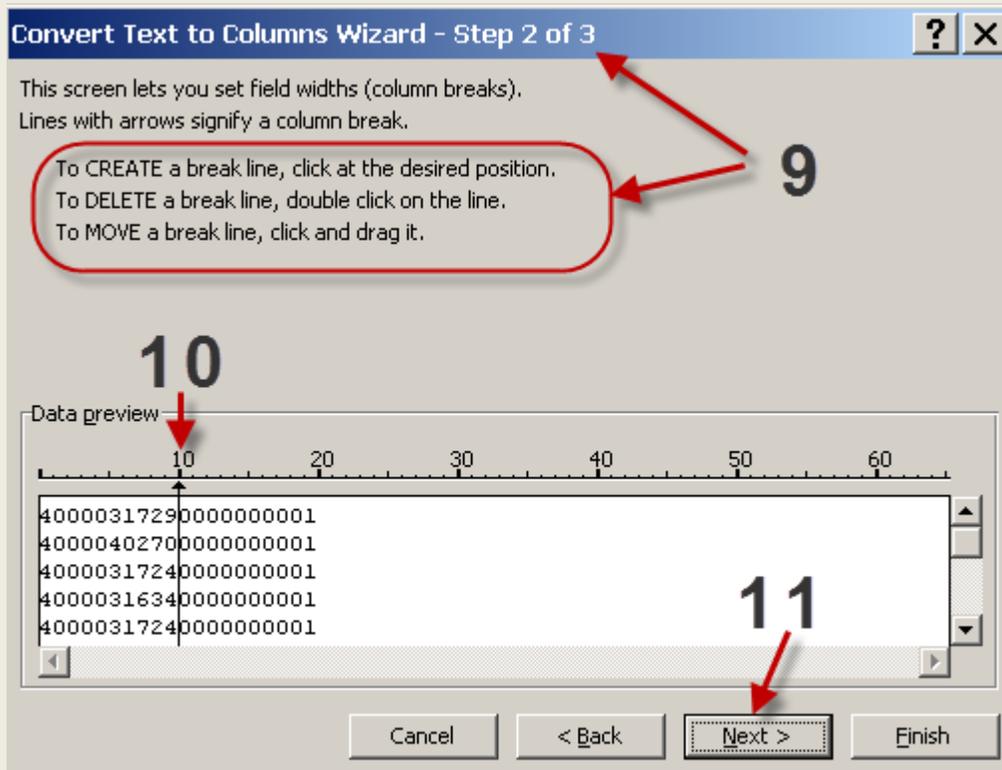
1. Select the column immediately to the right of the column that will be split...in this case column "I".
2. Right click in the highlighted column and select Insert.



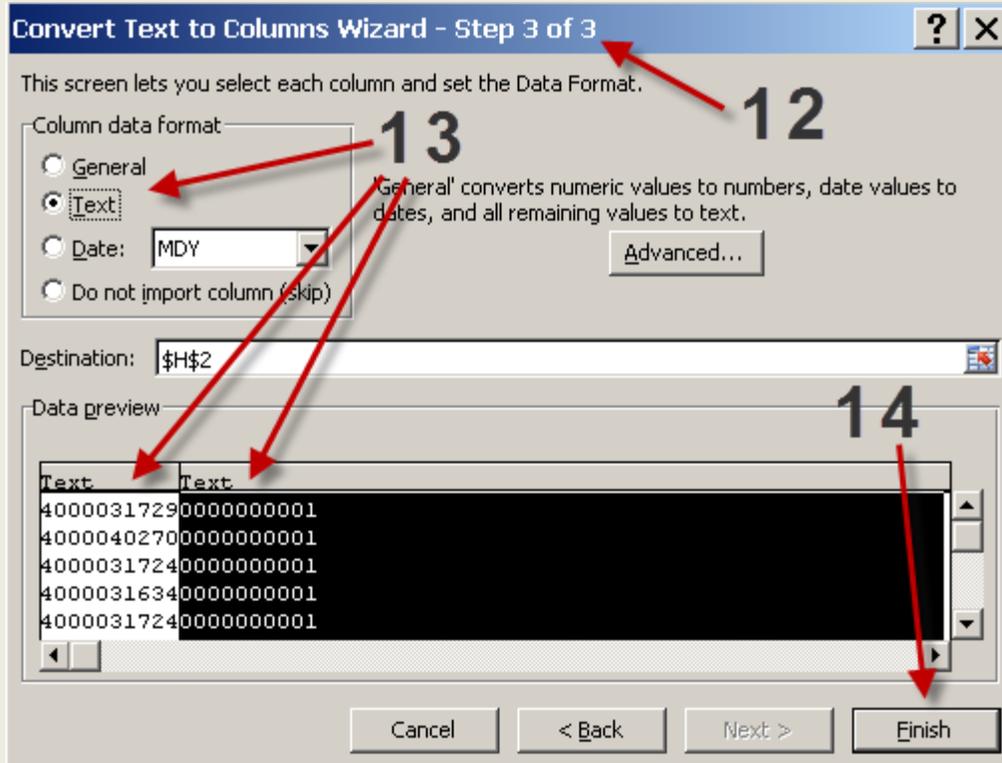
3. A new column "I" was created and all columns to the right of column "I" were moved to the right.
4. All data cells that need to be split need to be highlighted...Do not include the Heading row [1]. There are many rows, so select the first data row [2] Hold down the [Shift] and [Control] keys and hit the [End] key...this will highlight to the last row. It may be necessary to adjust the highlighted area using left and right arrow keys. (Left Mouse "click and drag" to the bottom also works ... but, is time consuming)
5. On the Data tab, under Data Tools select Text to Columns,
6. The Convert Text to Columns Wizard window will open...
7. Select Original Data Type to Fixed Width .
8. Select [Next].

The screenshot displays the Microsoft Excel interface with the 'Convert Text to Columns Wizard - Step 1 of 3' dialog box open. The wizard is titled 'Convert Text to Columns Wizard - Step 1 of 3'. The text inside the wizard reads: 'The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data.' Under 'Original data type', there are two radio buttons: 'Delimited' (which is unselected) and 'Fixed width' (which is selected). Below this, there is a 'Preview of selected data:' section showing a list of data rows. At the bottom of the wizard, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'. Red arrows and numbers 3 through 8 are overlaid on the image to indicate the steps described in the text. Arrow 3 points to column I in the spreadsheet. Arrow 4 points to the 'Text to Columns' button in the Data Tools group. Arrow 5 points to the 'Text to Columns' button in the Data Tools group. Arrow 6 points to the title bar of the wizard. Arrow 7 points to the 'Fixed width' radio button. Arrow 8 points to the 'Next >' button.

9. Step two of the wizard allows you to set the 'break' line in the field.
10. Set the break at 10 by clicking the mouse pointer at that spot.
11. Select [Next].

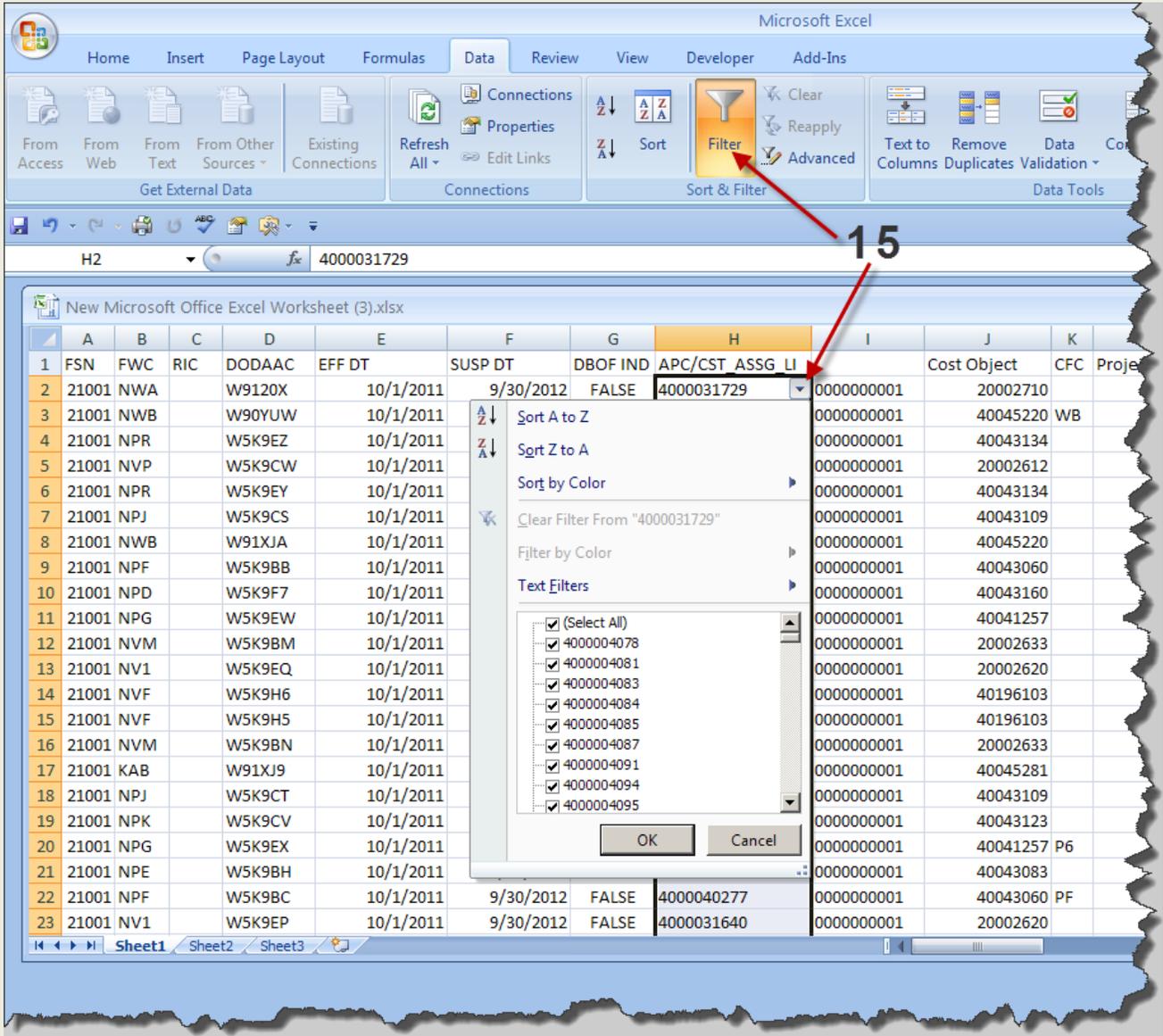


12. Step 3 of the Wizard allows column data formatting of the split data.
13. Set both columns to “text” to avoid interpretation of “General” format of numbers.
14. Select [Finish].



The data is now prepared for analysis or filtering as necessary for use in financial systems or logistical queries.

15. In this example, the data records can now be filtered by APC/CST_ASSG_LI



Appendix C: Data Cleansing Activities for SAMS / PBUSE Customers / Operators

Master Data / Data cleansing for Standard Army Maintenance System (SAMS) Operators:

SAMS operators need to coordinate with their supporting Resource Manager (RM), Comptroller or G8 to receive guidance on the authorized Customer Fund Code (CFC) code to be utilized while processing orders. The authorized CFC are located in GCSS-ARMY on the ZACCTASSIGN table. Only authorize CFC should be utilized when producing material requisitions that will result in MILSTRIP orders. Utilizing unauthorized codes may result in the order being rejected / canceled or producing a possible unmatched disbursement (UMD) in the financial system of record (GCSS-ARMY). Any manual, offline, phone-in type orders or ecommerce should only use authorized CFC when applicable.

Note: Resource Managers should only provide CFC associated with their DODAACs and lines setup in GCSS-ARMY ZACCTASSIGN table.

Master Data / Data cleansing for Property Book Unit Supply Enhanced (PBUSE) Operators:

PBUSE operators need to coordinate with their supporting Resource Manager (RM), Comptroller or G8 to receive guidance on the authorized Customer Fund Code (CFC) code to be utilized while processing orders. The authorized CFC are located in GCSS-ARMY on the ZACCTASSIGN table. Only authorize CFC should be utilized when producing material requisitions that will result in MILSTRIP orders. Utilizing unauthorized codes may result in the order being rejected / canceled or producing a possible unmatched disbursement (UMD) in the financial system of record (GCSS-ARMY). Any manual, offline, phone-in type orders or ecommerce should only use authorized CFC when applicable.

Note: Resource Managers should only provide CFC associated with their DODAACs and lines setup in GCSS-ARMY ZACCTASSIGN table.

Appendix D: Acronyms

Abbreviation	Name
ABF	Asset Balance File
AMC	Army Material Command
CFC	Customer Fund Code
CSV	Comma Separated Values
CTASC	Corps/Theater Automated Data Processing Service Center
DASA-CE	Deputy Assistant Secretary of the Army for Cost and Economics
DCR	Document Control Register
DFAS	Defense Finance and Accounting Service
DIC	Document Identifier Code
DODAAC	Department of Defense Activity Address Code
DOJOCON	DODAAC/Job Order/Customer Control Table
DOL	Directorate of Logistics
DSU	Data Staging Utility
EDMO	Enterprise Data Management Office
EOR	Element of Resource
EP	Exchange Pricing
FAS	Fuel Accounting System
FCM	Funds Control Module
FI	Finance
FMZ3	SAP T-code to commit & obligate
GCSS-Army	Global Combat Support System - Army
GFEBS	General Fund Enterprise Business System
GUI	Graphical User Interface
IDOC	Intermediate Document
LIW	Logistics Information Warehouse
MATES	Maneuver Area Training & Equipment Site
MIPR	Military Interdepartmental Purchase Request
MRO	Material Release Order
N/FSN	National/Federal Stock Number
NIIN	Item Identification Number
NMP	National Maintenance Program
NSF	Non-Sufficient Funds
NULO	Negative Unliquidated Obligation

Abbreviation	Name
PBUSE	Property Book Unit Supply Enhanced
RECON	Reconciliation
RIC	Routing Identifier Code
RM	Resource Management/Manager
SAMS	Standard Army Maintenance System
SASMO	Support Automation Support Management Office
SEPR	Serviceable Exchange Pricing Return
SLAMIS	SSN-LIN Automated Management and Integrating System
SOMARDS	Standard Operation and Maintenance Army Research and Development System
SSA	Supply Support Activity
STANFINS	Standard Financial System
ULO	Unliquidated Obligation
UMD	Unmatched Disbursement
WBS	Work Breakdown Structure
WO	Work Order