

Instructions for Sending Finance Files To The GSCC-Army Data Team

1. Because of the large quantity of files and numerous systems GCSS-Army receives data from, a standard naming convention is necessary. Please **rename the finance generated files by adding the RIC (ex. AXJ_), an underscore, then date (yymmdd_) and underscore to front of the finance generated file name.**
2. Ensure all files are compressed into a single directory using the windows compression utility.

For instructions on the utility go to:

<http://windows.microsoft.com/en-us/windows7/compress-and-uncompress-files-zip-files>

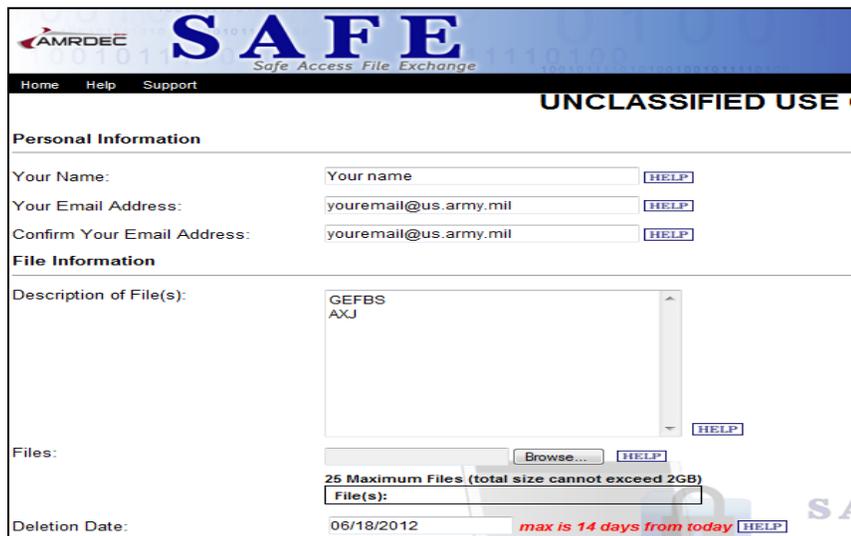
Example:

Original file from finance:	Renamed file to be sent to GCSS-Army:
From GFEB System GFEB_OPEN.TXT GFEB_CLOSED.TXT	From GFEB System AXJ_120507_GFEB_OPEN.TXT AXJ_120507_GFEB_CLOSED.TXT Name the compressed file: AXJ_GEFBS_120507.zip
From STANFINS System LXG_PD.CSV NXG.CSV	From STANFINS System AXJ_120507_LXG_PD.CSV AXJ_120507_NXG.CSV Name the compressed file: AXJ_GEFBS_120507.zip
From SOMARDS System SOMARDS_OPEN.CSV SOMARDS_CLOSED.CSV SOMALJOR.TXT	From SOMARDS System AXJ_120507_SOMARDS_OPEN.CSV AXJ_120507_SOMARDS_CLOSED.CSV AXJ_120507_SOMALJOR.TXT Name the compressed file: AXJ_GEFBS_120507.zip

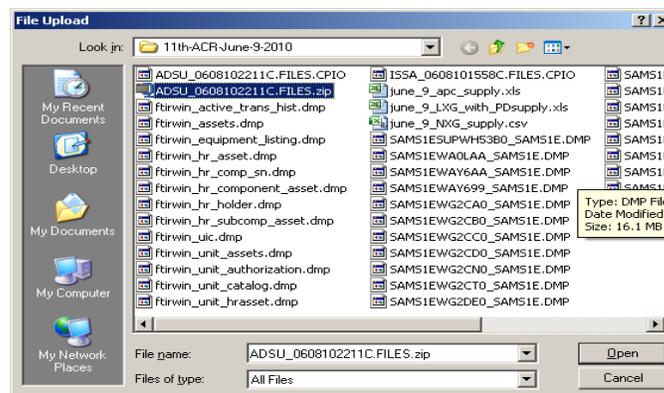
3. Use AMRDEC Safe to send files to the GCSS-Army Data Team. To use the site, you must authenticate with a CAC or AKO login in. These instructions are for CAC use.
4. Open your web browser and navigate to: <https://safe.amrdec.army.mil/SAFE/>
5. Click on the “CAC Users - I Have a Common Access Card (CAC) and I want to use SAFE...”



6. Under “Personal Information”, enter your name in the “Your Name” field.
7. Enter your AKO e-mail address and confirm.
8. In description of file(s) for each backup enter
 - a. Source System, e.g. GFEB5
 - b. RIC



9. Click on the “Browse...” button. Navigate to the location of the zip file you created, select it. Click “Open”. Confirm that the selected file shows up in list of files.

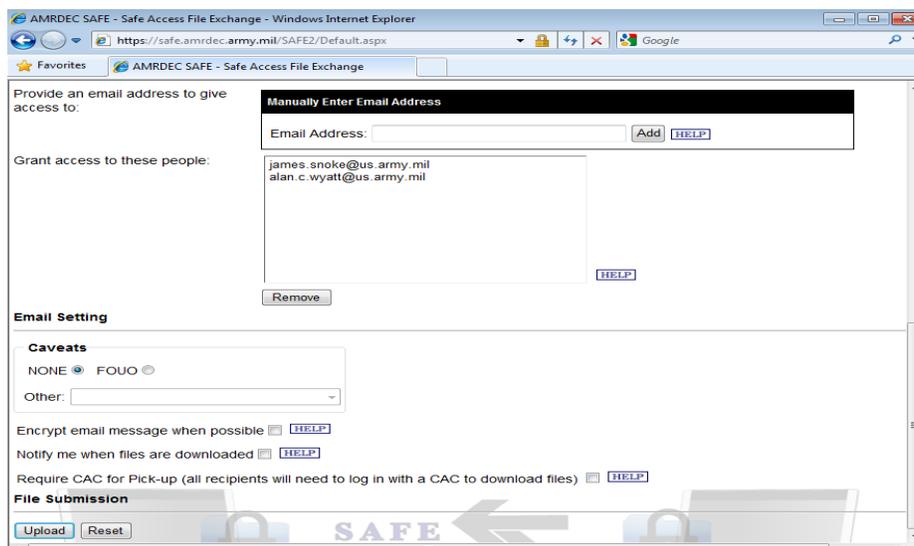


- Under “Recipient Information”, enter the AKO e-mail address of the first person to whom you want to make the backup available.

NOTE: Use the following addresses to submit your backups to the GCSS-Army data team:

bruce.l.brown.ctr@mail.mil
james.Snoke@us.army.mil
kelly.mulheren@us.army.mil
gloria.d.williams7.ctr@mail.mil
aaron.m.ozbat.ctr@mail.mil
peggy.l.green6.ctr@mail.mil

- Click the “Add” button and confirm that the e-mail address shows up in the list beside “Grant access to these people”. Repeat this step for each recipient.



- Under “Email Setting”, select the “FOUO” radio button.
- Under “File Submission”, click the “Upload” button. Acknowledge any messages.
- At this point the system will send an e-mail message to each of the recipients you entered. The e-mail message will contain a link that the recipient uses to download the file. The message will also contain a single-use password that the recipient will enter to verify that he is a valid recipient.

