GFEBS Entering an Invoice, FB 60
Commercial Vendor Services (CVS)

United States Army Financial Management Command (USAFMCOM)
Operational Support Team

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

- Disbursing Agent (DA) and Disbursing Manager (DM)
- Disbursing Analyst
- Disbursing Technician and Clerk
The Disbursing Office is responsible for the processing of an Invoice Transaction in GFEBS in order to record the cash expenditure executed by a Paying Agent. Processing the Invoice transaction will ensure the intent of positively affecting the Commitment/Obligation is achieved.

Since the cash has already been disbursed by the Paying Agent, the Invoice must be “Blocked” for payment during input to ensure it is not included in any GFEBS Payment Runs.

Example GFEBS Invoice Processing T-Codes:

**DISBURSING TECHNICIAN**

- **FB60** - (Enter Incoming Vendor Invoice)
- **FB08** - (Reverse Invoice Document)
Enter the company code of ARMY and hit enter.

Enter the Invoice receipt and Invoice dates (today).

Enter the applicable “Paying Agent” code.

The “Reference” must be the letters “FMZ” plus the Commitment (GFEBS PR number) number.

*Example: FMZ5000000349

Enter the total of all SF 44s or the SF 1034 total (change the currency code if invoice is in FC).

Enter the Finance Office Location or purchase description (field input is based on local directives and SOP).
9. Click on the “Payment” Tab

7. Scroll down to view the remaining input fields

10. Enter Today’s Date

8. Place a check mark on the “Exclude from PPA” option

Ensure Payment Terms are “Z001” and the Payment Method is “C” (Check)
Ensure the correct “Payment Method Supplement (PMS)” is utilized. This code is utilized for reporting purposes and to track Invoice Documents based on processing locations.

**CRUCIAL STEP**
Change the Payment Block field to “B” (Blocked for payment)
Enter the Commitment Item number utilized in the Commitment/Obligation (FMZ3) preceded by “6100.” (G/L Code).

Enter Invoice Amount (Must match the total entered in the “Basic Data Tab”).

Scroll to the right to and locate the “Earmarked Funds” column.

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

GFEBS will issue the Invoice document number.

Document 19000000003 was posted in company code ARMY.
After selecting the correct GFEBS Commitment document, click the “Consumption” button to view the effect of the processed invoice.

Research the document details by clicking on the individual documents that created the difference between the Overall and Open Amounts.
Document Attachments (Invoice)
Use this procedure to attach physical documents to the Invoice transaction. Attaching the DDS-Generated SF 1034, SF 44s, and receipts to the “GFEBS Document”.

Attaching the original documents creates an outstanding audit trail for future reference and for the researching of Paying Agent transactions against a particular Commitment/Obligation.

**NOTE:** In “GFEBS Production” this process must be accomplished immediately after posting the FB60/FB08. Failure to do so may result in unnecessary delays and work.
The following Disbursing personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- **Disbursing Agent (DA) and Disbursing Manager (DM)**
- **Disbursing Analyst**
- **Disbursing Technician and Clerk**
Enter the desired Document Number (GFEBS Invoice document number).

Enter the corresponding Fiscal Year.

Hover over the “Create…” option then click on the “Create Attachment” option.

Press “Enter”.

Click the “Services for Object” button.

1. Enter the desired Document Number (GFEBS Invoice document number).
2. Enter the corresponding Fiscal Year.
3. Press “Enter”.
4. Click the “Services for Object” button.
5. Hover over the “Create…” option then click on the “Create Attachment” option.
Select the location of the file to be attached

Click the Appropriate document and click “Open”

System notification of successful document attachment
FB03- VIEWING A FILE ATTACHMENT

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

Double Click the desired file or Click the “Display” button (glasses) to view the document

Click the “Attachment List” button
QUESTIONS