



# **Global Combat Support System-Army**

## **SARSS and Finance**

**(Wave 1 Specific)**

## **Data Cleansing Guide**

**Date: 9 Sept 2012**

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# Table of Contents

<b>Section 1: Standard Army Retail Supply System (SARSS) Data Review and Correction .....</b>	<b>3</b>
<b>A. Conduct AMC Recon between SARSS-1 and CTASC.....</b>	<b>3</b>
<b>B. Conduct Face-to-Face Reconciliation with All Customer Units.....</b>	<b>3</b>
<b>C. Conduct Dues-In from Maintenance Reconciliation .....</b>	<b>4</b>
<b>D. Confirm All Material Released Orders in the MRO Confirmation File .....</b>	<b>4</b>
<b>E. Conduct Location Maintenance on All Warehouse Locations.....</b>	<b>4</b>
<b>F. Checklist for SARSS-1 (Specific data integrity check) .....</b>	<b>5</b>
<b>G. Cleanse SARSS Data using EDMO's Web Portal.....</b>	<b>10</b>
<b>H. Cleanse SARSS Customer List .....</b>	<b>15</b>
<b>Section 2: Finance Data Correction Activities .....</b>	<b>18</b>
<b>A. General: .....</b>	<b>18</b>
<b>B. Identify Customer Supported by STAMIS: .....</b>	<b>19</b>
<b>C. Identify Exchange Pricing (EP) Players .....</b>	<b>21</b>
<b>D. Monitor DODAACs Activity .....</b>	<b>23</b>
<b>E. Identify DODAACs Multi Use (fuel, medical) .....</b>	<b>24</b>
<b>F. Identify Remote RM Activities (DOL Remote Users, MATES, etc) .....</b>	<b>26</b>
<b>G. Clearing NSF Transactions.....</b>	<b>31</b>
<b>H. Generate a SOMARDS ULO report (aged 90 days).....</b>	<b>36</b>
<b>I. Generate a GFEBS ULO report (aged 90 days) .....</b>	<b>39</b>
<b>J. NULOs/UMDs .....</b>	<b>44</b>
<b>K. GFEBS UMTs.....</b>	<b>48</b>
<b>L. Abnormal Conditions and Discrepancies (DFAS).....</b>	<b>48</b>
<b>M. Clean '9999' .....</b>	<b>49</b>
<b>N. Reject Reports reviewed daily: .....</b>	<b>49</b>
<b>Appendix A: Request Access to EDMO's Infosphere.....</b>	<b>51</b>
<b>Appendix B: Upload a File to EDMO for Review .....</b>	<b>64</b>
<b>Appendix C: Import into Excel .....</b>	<b>78</b>
<b>Appendix D: Acronyms .....</b>	<b>90</b>

# **Section 1: Standard Army Retail Supply System (SARSS)**

## **Data Review and Correction**

### **A. Conduct AMC Recon between SARSS-1 and CTASC**

1. Coordinate and schedule a specific time with the local AMC Logistics Agency Representative to validate all open requisition and overdue delivery coming from National.
2. 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.
3. Use LIW to view all open backorder that still requires research. LIW will show if document number has been financially obligated.
4. Engage the local finance RMO to validate all unsolved financial obligations that were committed but the materiel was not received by the ordering units.

### **B. 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 DCRs.
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 of the month to validate that all customer action were updated.
7. Conduct Dues-In from Referral Reconciliation
8. Print the SSAs dues-in from Referral Report.

9. Validate that all dues-in are valid and that the shipping activity have shipped all items. \*\* The DIFR report 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.

### **C. Conduct Dues-In from Maintenance Reconciliation**

1. Print the SSA dues-in from maintenance report “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.

### **D. Confirm All Material Released Orders in the MRO Confirmation File**

1. Access the MROC issue review file.
2. Place an “X” next to the MROC issue review line and press the “ESC” button.
3. Enter today Julian Date. By entering today 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.

### **E. Conduct Location Maintenance on All Warehouse Locations**

1. Print the warehouse locator list.
2. Validate all warehouse location.

3. Ensure that there is only one single NIIN in each location.
4. Ensure that all materiel in each location are clearly marked with the standard line item information.
5. Make any corrections required using "MLOC".

## **F. 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 you SASMO or acknowledge that the data will not migrate.

SARSS-1 checks:

### **1. GENERAL**

- a. Inventory must have been done within 300 days.

### **2. ABF LOCATION ( AJTD3F.DAT)**

- a. All NIINs must be found in the MASTER CATALOG or ASSET\_BALANCE\_HEADER
- b. All the following fields must be populated (cannot be blank):
  1. NIIN
  2. COND\_CD
  3. LOC\_CD
- c. Ensure that the combination of the following field is not duplicated:
  1. NIIN
  2. COND\_CD
  3. LOC\_CD
- d. Ensure the combination of NIIN, LOC\_CD, and COND\_CD is not duplicated.

### **3. ACTIVITY DUE IN HEADER (AJTH1F.DAT)**

- a. All the following fields must be populated (cannot be blank):
  1. NIIN
  2. PD
  3. DOC\_DTE\_CPY
  4. DOC\_NUM
- b. The combination of the following fields cannot be duplicated:
  1. NIIN
  2. PD
  3. DOC\_DTE\_CPY
  4. DOC\_NUM
- c. Ensure the following fields only contain numbers only:
  1. QTY\_ORIG\_ACTV
  2. QTY\_COMPL
  3. QTY\_CXL
- d. All the following fields must be populated (cannot be blank):
  1. NIIN
  2. DOC\_NUM
  3. SUFIX\_CD
  4. RIC\_SHP

### **4. ACTIVITY DUE IN SUFFIX (AJTH2F.DAT)**

- a. The following field can only be populated with valid dates:
  1. DTE\_LST\_FOLUP
  2. DTE\_EST\_SHIP
  3. DTE\_LST\_STA
- b. Ensure the following fields contain numbers only:
  1. DOC\_DTE
  2. QTY\_PEND\_CXL
  3. QTY\_ACT
  4. DTE\_LAST\_FOLUP
  5. DTE\_LST\_SHIP
  6. DTE\_LST\_STA

- c. All the following fields must be populated (cannot be blank):
  - 1. NIIN
  - 2. DOC\_NUM
  - 3. SUFIX\_CD
  - 4. RIC\_SHP
- d. The combination of the following fields cannot be duplicated:
  - 1. NIIN
  - 2. DOC\_NUM
  - 3. SUFIX\_CD
  - 4. RIC\_SHP

**5. ACTIVITY DUE OUT (AJTH3F.DAT)**

- a. Ensure the following fields contain only correctly formatted dates:
  - 1. DOC\_DTE\_CPY
  - 2. DTE\_LST\_FOLUP
- b. Ensure the following fields only contain numbers only:
  - 1. QTY\_ORIG\_ACTV
  - 2. QTY\_COMPL
  - 3. QTY\_CXL
- c. All the following fields must be populated (cannot be blank):
  - 1. NIIN
  - 2. PD
  - 3. MOD\_RDD
  - 4. DOC\_DTE\_CPY
  - 5. DOC\_NUM
- d. All the following fields must be populated (cannot be blank):
  - 1. NIIN
  - 2. PD
  - 3. MOD\_RDD
  - 4. DOC\_DTE\_CPY
  - 5. DOC\_NUM
- e. The combination of the following fields cannot be duplicated:
  - 1. NIIN
  - 2. PD

3. MOD\_RDD
  4. DOC\_DTE\_CPY
  5. DOC\_NUM
- f. Ensure the following fields only contain numbers only:
1. QTY\_ORIG\_ACTV
  2. QTY\_COMPL
  3. QTY\_CXL

## **6. ASSET BAL SEGMENT RECORDS (AJTD2F.DAT)**

- a. Ensure the following fields contain only dates:
  1. DTE\_LST\_INV
  2. DTE\_LAST\_UPDATE
- b. Ensure all NIINs can be found in the ether the MASTER CATALOG or ASSET\_BALANCE\_HEADER
- c. Ensure the following fields contain only numbers
  1. INV\_FREEZE\_FL
  2. QTY\_RO
  3. QTY\_OH
  4. QTY\_RET
  5. QTY\_RPT\_EXC
- d. Ensure the following fields are not blank:
  1. NIIN
  2. OWN\_PURP\_CD
  3. PROJ\_CD
  4. COND\_CD
- e. Ensure the NIIN is not duplicated within the file
- f. Ensure the combination of NIIN, LOC\_CD, and COND\_CD is NOT duplicated.

## **7. AJTD1F.DAT, AJTD2F.DAT, and AJTD3F.DAT Files**

- a. A single NIIN cannot be stored in more than one location.
- b. 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.

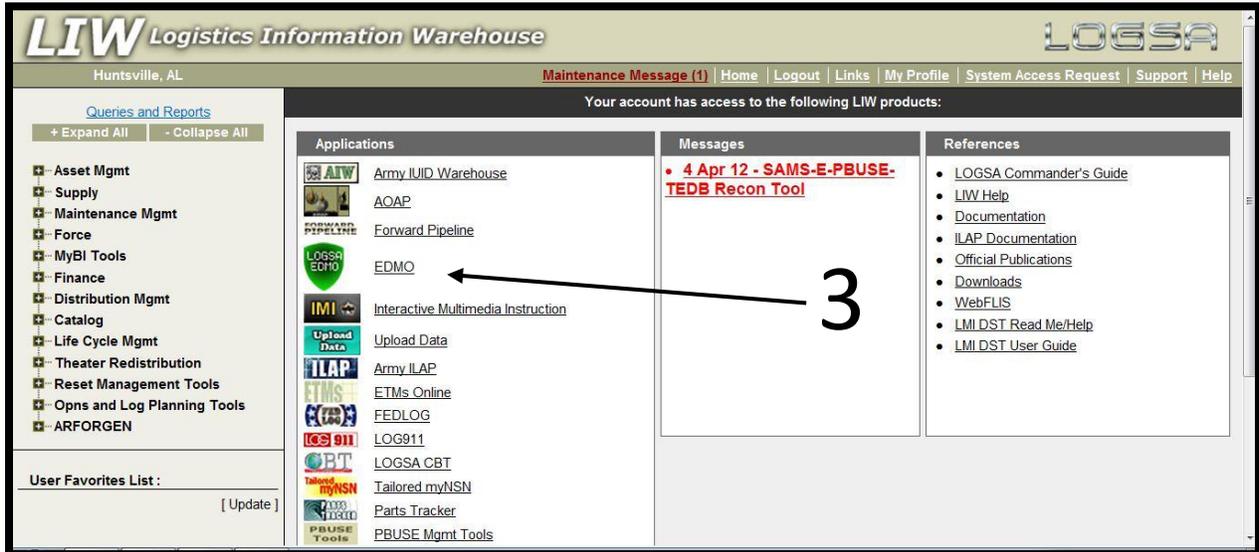
- c. No inventory can be loaded for NIINs that are not currently stocked. Therefore no zero balance NIIN should have a location assigned

**8. ASSET BALANCE HEADER (AJTD1F.DAT)**

- a. Ensure the combination of NIIN, LOC\_CD, and COND\_CD is NOT duplicated.
- b. Ensure all NIINs can be found in the MASTER CATALOG or ASSET\_BALANCE\_HEADER
- c. Ensure the following fields contain numbers only:
  - 1. U\_PRICE
  - 2. U\_PRICE1\_REDEFINES\_U\_PRICE
  - 3. QTY\_SL
  - 4. QTY\_RP
- d. No NIIN fields can be blank
- e. No NIIN fields can be duplicated

## G. Cleanse SARSS Data using EDMO's Web Portal

1. Follow the instructions in Appendix A to gain access to the EDMO web portal.
2. Upload your SARSS backup by following the instruction in Appendix B.
3. Click on the EDMO Icon



4. Select Data Validation
5. Then GCSS-Army



## 6. Select SARSS-1 – GCSS-Army

Wednesday, June 20, 2012

[USER Report Configuration] ----- (Click Bar To Expand/Collapse)

Notes:  
- Please refrain from using the Browser's Back button for navigation.  
- Data will only appear if a backup has been received and processed. i.e. SAMS1E,SARSS1,etc.

Priority Descriptions:  
Priority 1: Data WILL NOT Migrate Per PM GCSS-ARMY  
Priority 2: Data Quality Impacts Inside GCSS-ARMY  
Priority 3: Data Migration Impacts - Information Only

Select System:  
ROLLUP SARSS VS PBUSE - GCSS\_ARMY  
ROLLUP STANFINS VS SARSS - GCSS\_ARMY  
SARSS1 - GCSS\_ARMY

Directions:  
Select A System...

View By Priority:  
 Priority 1  Priority 2  Priority 3

Submit

6

## 7. Select RIC

[USER Report Configuration] ----- (Click Bar To Expand/Collapse)

Notes:  
- Please refrain from using the Browser's Back button for navigation.  
- Data will only appear if a backup has been received and processed. i.e. SAMS1E,SARSS1,etc.

Priority Descriptions:  
Priority 1: Data WILL NOT Migrate Per PM GCSS-ARMY  
Priority 2: Data Quality Impacts Inside GCSS-ARMY  
Priority 3: Data Migration Impacts - Information Only

Select System:  
SARSS1 - GCSS\_ARMY

Directions:  
Select A System...

Build Report By:  
 Query  RIC

View Report By:  
 Query  RIC

View By Priority:  
 Priority 1  Priority 2  Priority 3

Submit

7

**Error report will be displayed by priority.**

Priority Descriptions:  
Priority 1: Data WILL NOT Migrate Per PM GCSS-ARMY  
Priority 2: Data Quality Impacts Inside GCSS-ARMY  
Priority 3: Data Migration Impacts - Information Only

8. Select or use the search field to locate your RIC

9. Click the right pointing arrow to move it to the selection pane

Select System: SARSS1 - GCSS\_ARMY

Build Report By:  Query

View Report By:  RIC

Available RIC Codes: ----- Selected RIC Codes:

Search:

Available RIC Codes	Selected RIC Codes
A09 - KS NG NMP	AKN - 61 OD Camp Casey KO
A11 - SD NG	
A13 - AL NG	
A14 - AK NG	
A15 - AZ NG	
A16 - AR NG	
A17 - CA NG San Luis Obispo	

10. An error report similar to the below will be displayed.
11. Click on the error description to view a listing of all the errors in that group
12. Click Priority 1, 2, or 3 to see errors in that category.

The screenshot shows a web-based error report interface. At the top, there are three tabs: "Priority 1 Errors", "Priority 2 Errors", and "Priority 3 Errors". Below these is a "[USER Report Configuration]" section. The main content area shows a table of errors. A callout box labeled "Error Description" points to the text in the "Error Description" column of the first row. Another callout box labeled "# of Errors" points to the number "3" in the "Total Errors" column of the same row.

RIC	Error Description	Total Errors	Error Trends	Validation Date
AKN	<a href="#">The National Item Identification Number(NIIN) does not exist in either the AESIP CATALOG or the GCSS-ARMY CATALOG but does exist in the SARSS1 CATALOG MASTER.</a>	3	<a href="#">View</a>	6/11/2012 6:01:15 PM
AKN	<a href="#">The National Item Identification Number (NIIN) must be unique. Duplicate values are not allowed.</a>	351	<a href="#">View</a>	6/11/2012 6:01:15 PM
AKN	<a href="#">DODAAC not found in ARMY DODAAC or DODAAC1 (All DODAACs) but was found in SARSS1 DODAAF MASTER.</a>	1	<a href="#">View</a>	6/11/2012 6:01:15 PM

Total Errors Sum: 355

Errors displayed on next screen (below)

The screenshot shows a report configuration window with a table of errors. A callout box points to the value '013837928' in the 'Element Value' column, stating 'Value that is in error'. Another callout box points to the 'Rule/Status Fix' column, stating 'Read rule and suggested fix by clicking here'. The error description reads: 'The National Item Identification Number(NIN) does not exist in either the AESIP CATALOG or the GCSS-ARMY CATALOG but does exist in the SARSS1 CATALOG MASTER.' The suggested fix includes: 'RIC: [AKN], DODAAC: [WT4KDV], DIC\_FIRST\_TW... WT4KDV, WT4KDV1243..., [DF], DIC\_LAST\_POS: [A]'.

Element	Element Value	Error Description	Rule/Status Fix
ACTIVITY_DUE...	WB4J01 AKN NIN	013837928	The National Item Identification Number(NIN) does not exist in either the AESIP CATALOG or the GCSS-ARMY CATALOG but does exist in the SARSS1 CATALOG MASTER. The National Item Identification RIC: [AKN] DODAAC: [WT4KDV] DIC_FIRST_TW... WT4KDV WT4KDV1243... [DF] DIC_LAST_POS: [A]

13. Perform the suggested fix to cleanse.

The screenshot shows the same report configuration window with a 'Rule/Fix' dialog box open. The dialog box contains the following text:

- Rule Definition:** If the Department of Defense Activity Address Code (DODAAC) value does not exist in the ARMY DODAAC or the DODAAC1 (All DODAACs) but does exist in the SARSS1 DODAAF MASTER, then the SARSS1 DODAAF MASTER needs to be reviewed.
- Conversion Result:** Record will not be migrated to GCSS-Army
- Suggested Fix:** This DODAAC exists in the DODAAF\_MASTER only, and has due-in records against it. This document number needs to be cancelled and reordered if still required using a valid DODAAC. If it is felt that this should be a valid DODAAC, contact DODAAC Coordinator for resolution.

The background table shows the error details for the same record, with the 'Error Description' column containing: 'DODAACs but was found in SARSS1 DODAAF MASTER.'

## H. Cleanse SARSS Customer List

### a. Customer Lists must be 100% accurate:

1. Remove customers that are not currently supported.
2. All DODAACs must be valid active DoDAACs
3. All UICs 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. Removing all customers not currently supported.

### b. Using EDMO Web Portal to cleanse the SARSS customer list.

1. Log on to LIW, gain access to EDMO’s web portal, upload your SARSS backup (all explained in steps “G” above).
2. Select “SARSS-1 Customer List – GCSS-Army”.
3. Select “View by RIC”
4. Select your RIC and click “Submit”

[USER Report Configuration] ----- (Click Bar To Expand/Collapse)

Notes:  
- Please refrain from using the Browser's Back button for navigation.  
- Data will only appear if a backup has been received and processed, i.e. SAMS1E, SARSS1, etc.

Priority Descriptions:  
Priority 1: Data WILL NOT Migrate Per PM GCSS-ARMY  
Priority 2: Data Quality Impacts Inside GCSS-ARMY  
Priority 3: Data Migration Impacts - Information Only

Select System: SARSS1 CUSTOMER LIST - G

Directions: Select A System...

Build Report By:  Query

View Report By:  RIC

View By Priority:  Priority 1  Priority 2  Priority 3

Available RIC Codes: ----- Selected RIC Codes:

Search:

Submit

Available RIC Codes: A09 - KS NG NMP, A11 - SD NG, A13 - AL NG, A14 - AK NG, A15 - AZ NG, A16 - AR NG, A17 - CA NG San Luis Obispo

Selected RIC Codes: WA3 - 2 CS BN Vitsek GE

c. Reading the SARSS customer list error report

1. Click the Business rule and see the individual errors found
2. In the below example the 3 UICs were found to be invalid

Detailed Summary

RIC - X SARSS1 CUSTOMER LIST - GCSS\_ARMY Refresh |

RIC	Business Rule	Total Errors	Validation Date	System Backup Date
WA3	<a href="#">The Unit Identification Code (UIC) must exist in D.UIC.</a>	3	6/19/2012 3:35:56 PM	
WA3	<a href="#">The Department of Defense Account Activation Code (DODAAC) and Unit Identification Code (UIC) must be valid by comparing the values to the ARMY DODAAC (LOGSA) table when the DODAAC is a GFEBs or GCSS Army DODAAC and must have the Fiscal Station Number (FSC) that equals to 21001 or 13145.</a>	115	6/19/2012 3:35:56 PM	
		Total Errors Sum: 118		

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

SARSS1 CUSTOMER LIST - GCSS\_ARMY Refresh |

Source Table	UIC	DAAC	RIC	NSN	Element	Element Value	Error Description	Reference Values	Document Number	Element History
	WFBVH0	W909EA	WA3		UIC	WFBVH0	The Department of Defense Activity Address Code (DODAAC) is valid and is GFEBs or GCSS-Army but the Unit Identification Code (UIC) is Invalid.			<a href="#">View</a>
	WJHKD0	W909T7	WA3		UIC	WJHKD0	The Department of Defense Activity Address Code (DODAAC) is valid and is GFEBs or GCSS-Army but the Unit Identification Code (UIC) is Invalid.			<a href="#">View</a>
	WJHKD0	W909UE	WA3		UIC	WJHKD0	The Department of Defense Activity Address Code (DODAAC) is valid and is GFEBs or GCSS-Army but the Unit Identification Code (UIC) is Invalid.			<a href="#">View</a>

- This next example shows Valid UIC and DODAAC but the UIC/DODAAC combinations are invalid.

Detailed Summary

RIC

SARSS1 CUSTOMER LIST - GCSS\_ARMY Refresh

RIC	Business Rule	Total Errors	Validation Date	System Backup Date
WA3	<a href="#">The Unit Identification Code (UIC) must exist in D.UIC.</a>	3	6/19/2012 3:35:56 PM	
WA3	<a href="#">The Department of Defense Account Activation Code (DODAAC) and Unit Identification Code (UIC) must be valid by comparing the values to the ARMY DODAAC (LOGSA) table when the DODAAC is a GFEBS or GCSS Army DODAAC and must have the Fiscal Station Number (FSN) that equals to 21001 or 13145.</a>	115	6/19/2012 3:35:56 PM	
<b>Total Errors Sum: 118</b>				

Refresh

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

SARSS1 CUSTOMER LIST - GCSS\_ARMY Refresh

Source Table	UIC	DODAAC	RIC	NSN	Element	Element Value	Error Description	Reference Values	Document Number	Element History
	WASFAA	W90YC5	WA3		DODAAC	W90YC5	Department of Defense Activity Address Code (DODAAC) valid and has a Financial Station Number (FSN) is GFEBS or GCSS-Army and the Unit Identification Code (UIC) valid, but the UIC and DODAAC combination is invalid.			<a href="#">View</a>
	WE35S1	W56MHM	WA3		DODAAC	W56MHM	The Department of Defense Activity Address Code (DODAAC) and the Unit Identification Code (UIC) combination valid and the DODAAC has a Financial			<a href="#">View</a>

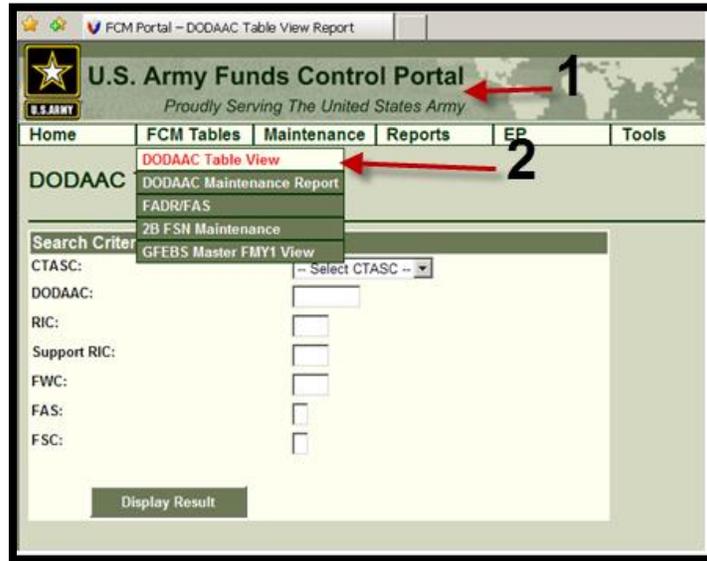
## **Section 2: Finance Data Correction Activities**

### **A. General:**

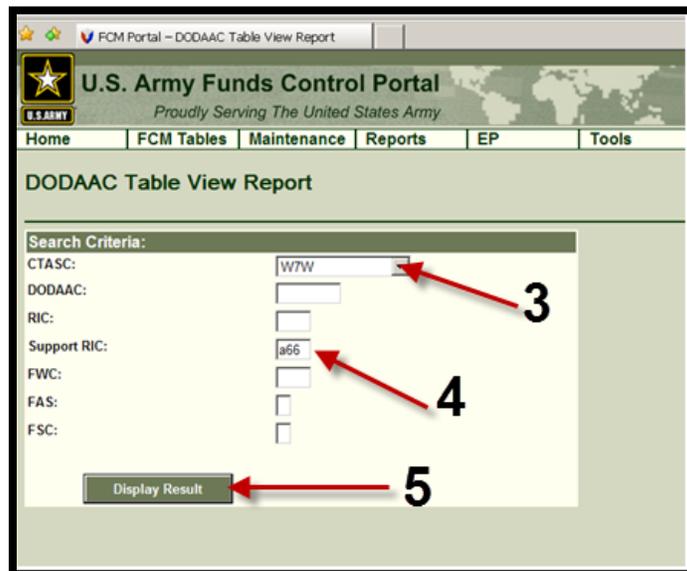
1. The converting records must be accurate before the GCSS-Army conversion. In order to prepare for the migration of logistical records and the associated funding from GFEBS, STANFINS and SOMARDS the following information must be verified and the reviews need to be conducted. This information will assist 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 material master data shell established in GCSS-Army. The ZNONSTANDARD will send a request through SLAMIS process to establish a NIIN.
3. IDOC errors for converting DODAACs must be corrected.
4. Any financial transaction that can not be justified, not supported by a logistical record, will not migrate in GCSS-Army (only FI orphans). Some of these orphans (i.e. Requisitions from DOD Email) will not be left in legacy; therefore, must be financially liquidated in GCSS-Army.
5. FCM Expected Credit file must be validated for accuracy to avoid bringing over erroneous data.

## B. Identify Customer Supported by STAMIS:

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]



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

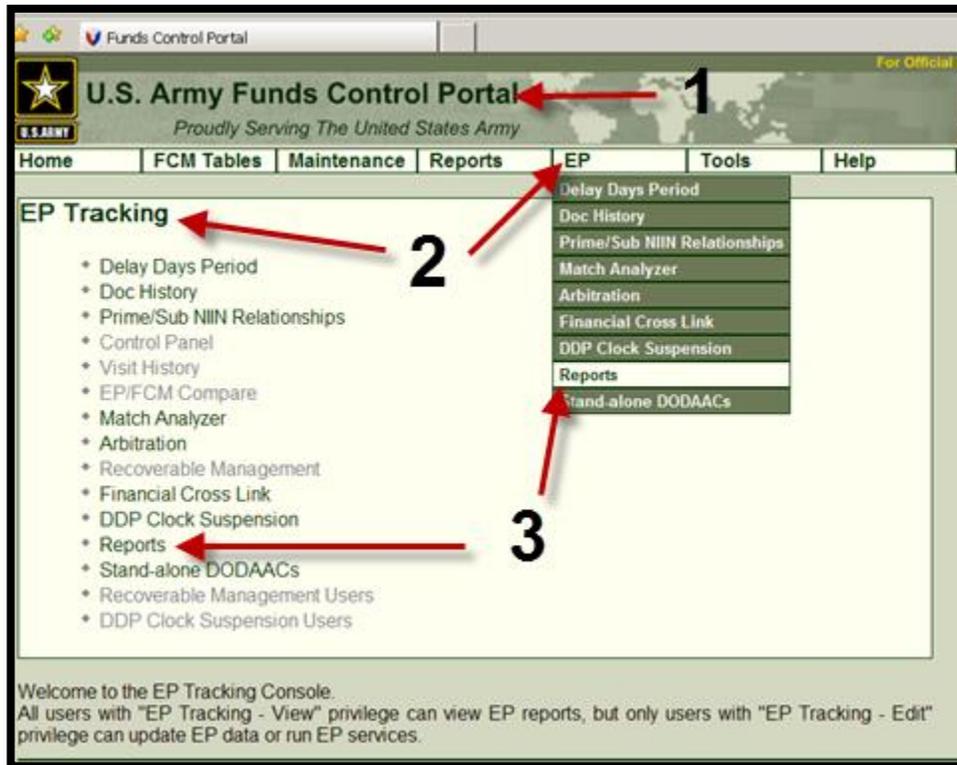
The screenshot shows the U.S. Army Funds Control Portal interface. At the top, there is a navigation bar with links for Home, FCM Tables, Maintenance, Reports, EP, Tools, Help, and Status. Below this is the 'DODAAC Table View Report' section. A search criteria form is visible, with fields for CTASC (set to W7W), DODAAC, RIC, Support RIC (set to p66), FWC, FAS, and FSC. Below the search form are 'Display Result' and 'Clear Result' buttons. A status bar indicates '55 records / 8 pages returned'. Below this is an 'Export Results' section with radio buttons for Excel, CSV, and Word. At the bottom is a table with columns for DODAAC, RIC, Fin Wk, Ctr, Fund, Sec Cd, Type, Unit Cd, MSC, SPI, Svc Cd, OMARIC, Spt RIC, CTASC, Spt 2BRIC, FAS, Dte, Last UPD, and Purpose. The table contains 18 rows of data.

DODAAC	RIC	Fin Wk	Ctr	Fund	Sec Cd	Type	Unit Cd	MSC	SPI	Svc Cd	OMARIC	Spt RIC	CTASC	Spt 2BRIC	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 SSA.

## C. Identify Exchange Pricing (EP) Players

1. GCSS-Army has requested a waiver for converting DODAACs effective 90 days prior to go-live. In the interim, these are the procedures to monitor your EP pipeline:
2. Log into **FCM**
3. Go to EP Tracking tab



4. Select **Reports**

5. From the "Reports Page" then, "Select A Report" then, "Potential Delta Bills".
6. Enter search criteria (report filters), i.e. Storage RIC (A66) and start-end dates (1-1-2012 / 1-31-2012).
7. Select the columns you wish to display.
8. Select [Display Results].

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

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

EP Tracking - Reports

Select a Report: Potential Delta Bills | Display Results

Report Filters (Hide...)

Parameter	Criteria	Display in results?
FSN		<input type="checkbox"/>
ASN		<input checked="" type="checkbox"/>
APC/CST_ASSG_LI		<input checked="" type="checkbox"/>
OA		<input checked="" type="checkbox"/>
PD Major		<input checked="" type="checkbox"/>
PD Minor		<input checked="" type="checkbox"/>
CTASC		<input type="checkbox"/>
Financial Work Center		<input type="checkbox"/>
DODAAC		<input type="checkbox"/>
UIC		<input type="checkbox"/>
RIC Storage Site	A66	<input type="checkbox"/>
FY		<input type="checkbox"/>
Clock Start Begin	1/1/2012	<input type="checkbox"/>
Clock Start End	1/31/2012	<input type="checkbox"/>

Note: Multiple FSN, ASN or OA must be separated by a semicolon(,).



## E. Identify DODAACs Multi Use (fuel, medical)

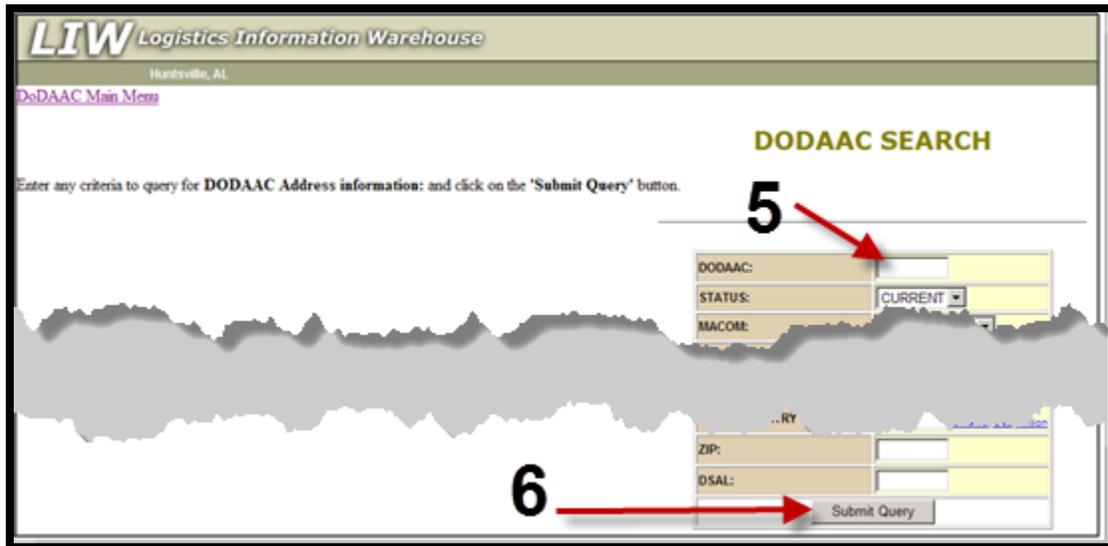
Work with DODAAC Coordinator to acquire new DODAAC for GCSS-Army and allow the existing fuel and medical DODAAC to remain in the losing accounting system.

Validate the new DODAAC authorization:

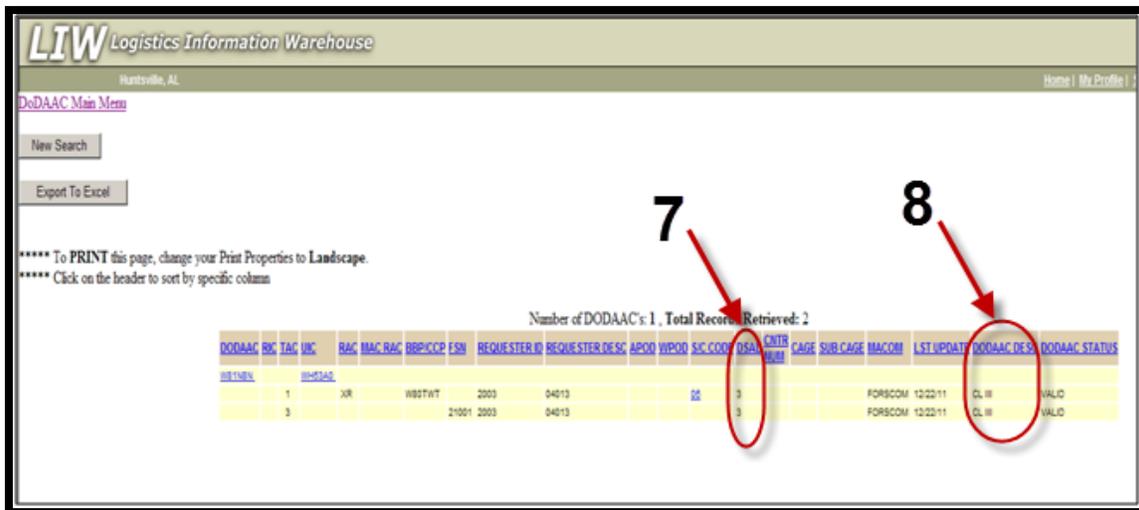
1. Log into LIW
2. Select "Force" on left menu
3. Select "DODAAC Information"
4. Select DODAAC search

The screenshot displays the LIW (Logistics Information Warehouse) interface. The header shows "LIW Logistics Information Warehouse" with a red arrow pointing to the "LIW" logo, labeled "1". Below the header, the location "Huntsville, AL" is displayed. The main content area is divided into two sections: "Queries and Reports" on the left and "Query and Reports :" on the right. The "Queries and Reports" section has a sub-section "+ Expand All - Collapse All" and a list of menu items. A red arrow points to the "Force" menu item, labeled "2". Under "Force", there is a sub-menu "DODAAC Information", which is highlighted with a red arrow labeled "3". The "Query and Reports :" section contains a "DODAAC Information" box with two links: "Other Services DODAAC" and "DODAAC Search". A red arrow points to the "DODAAC Search" link, labeled "4". At the bottom of the "Queries and Reports" section, there is a "User Favorites List :" section with an "[ Update ]" button.

5. Enter a DODAAC:
6. Select [Submit Query]



7. The results screen for the query shows a DSAL of “3”
8. And a DODAAC DES of “CL III”



Prior to conversion multiuse DODAACs must be replaced, only GCSS-Army DODAACs will be supported through the Interfund Billing Process. Normal operations with SAMS and PBUSE are supported by GCSS-Army. Any DODAAC being utilized for fuel (BSME), Credit Cards, Class VIII medical, local purchase contracting, SSSC must remain in GFEBs for WAVE one 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. Fuel can be identified by commitment item 260E, 260K, or element of resource (EOR) 26\*E, 26\*F, 26\*G, 26\*L, 26\*M. They can also be identified by the standard Document Number containing “FF##” in position 11 – 14 (i.e. W905PR1086FF00).

## F. Identify Remote RM Activities (DOL Remote Users, 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. At the top, the header includes the U.S. Army logo and the text "U.S. Army Funds Control Portal Proudly Serving The United States Army". A navigation menu contains tabs for Home, FCM Tables, Maintenance, Reports, EP, Tools, Help, and Status. A "System Status" panel on the right shows indicators for Portal, Processing, EP, FCM to ODS, and ODS to FCM. A list of reports is visible, with "DoJoCon Report" highlighted. Red arrows and numbers 1, 2, and 3 indicate the navigation path: 1 points to the Reports tab, 2 points to the Reports list, and 3 points to the DoJoCon Report link.

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

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:

Please wait ...

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

7. As the search generated over 130,000 records, 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 9.A to import the CSV file into Excel.

The screenshot shows the 'U.S. Army Funds Control Portal' interface. At the top, there is a navigation bar with links for Home, FCM Tables, Maintenance, Reports, EP, Tools, Help, and Status. Below this is the 'DoJoCon Report' section, which contains a search criteria form. The form includes fields for DODAAC, FSN (set to 021001), Financial Work Center, ASN, APC / CST\_ASSG\_LI Starts With, COST OBJECT, CFC, PROJ CD, DLR (with True/False radio buttons), MATCAT, BILL CD, and OPERATING AGENCY. There are 'Display Result' and 'Clear Result' buttons at the bottom of the form.

Below the search form, a red text notification reads '130844 records / 2617 page(s) returned'. Underneath this, there is an 'Export Results' link and radio buttons for 'Excel' and 'CSV'. A red circle highlights the 'Export Results' link and the 'CSV' radio button, with a red arrow pointing to the 'CSV' option. A large black number '7' is placed to the right of the arrow.

At the bottom of the screenshot, a table of search results is visible. The table has 16 columns: ESN, FWC, RIC, DODAAC, EFF DT, SUSP DT, DBOE IND, APC/CST\_ASSG\_LI, Cost Object, CFC, Project Code, DLR, Materiel Category Code, Billing Code, APN.EY Designator, and RIC\_SGE SITE. The first four rows of data are shown, all with 'False' in the DBOE IND column.

ESN	FWC	RIC	DODAAC	EFF DT	SUSP DT	DBOE IND	APC/CST_ASSG_LI	Cost Object	CFC	Project Code	DLR	Materiel Category Code	Billing Code	APN.EY 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

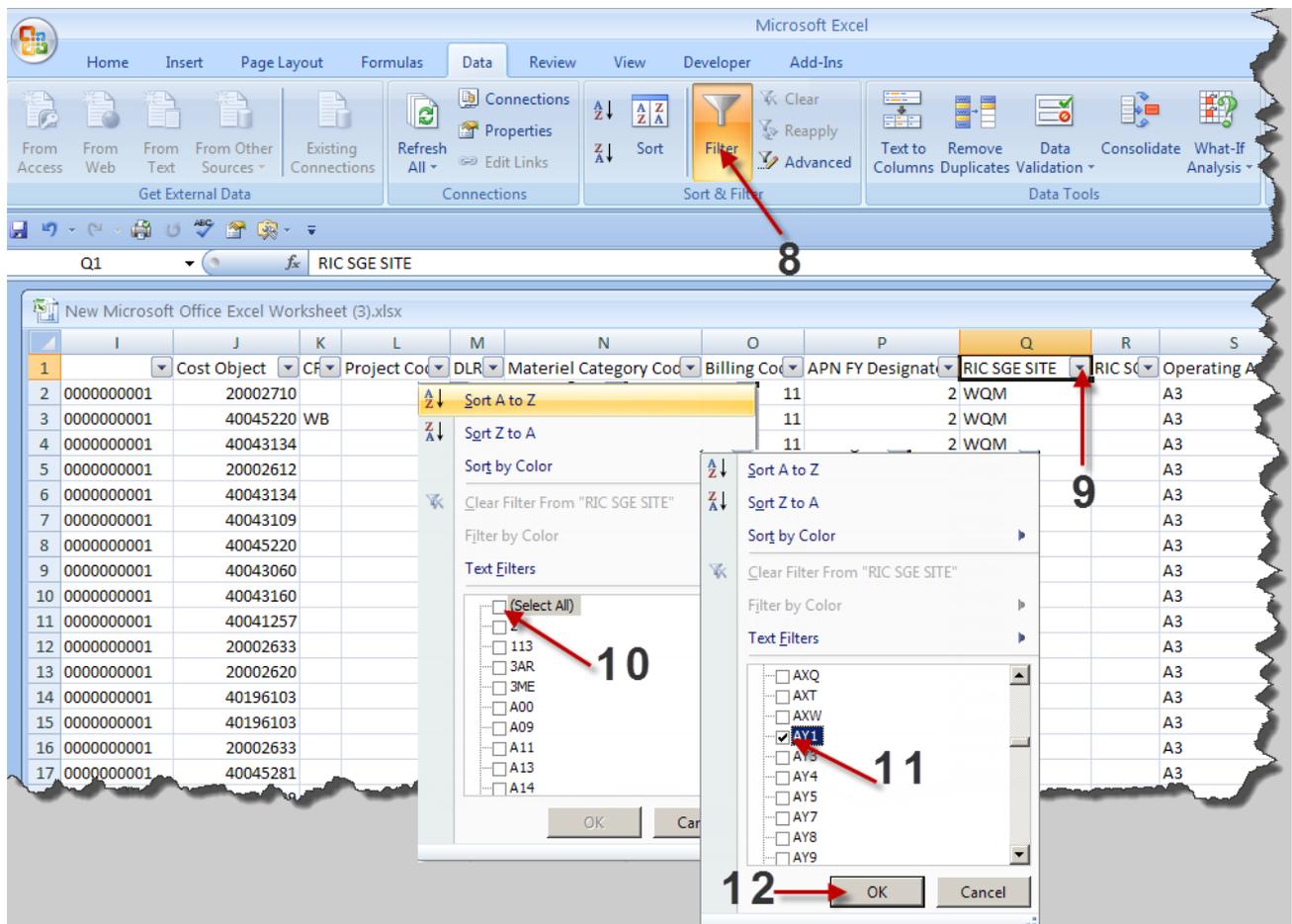
8. After importing the file into Excel, Turn on Filtering

9. Open the LOV for RIC SGE SITE

10. Un-select Select All

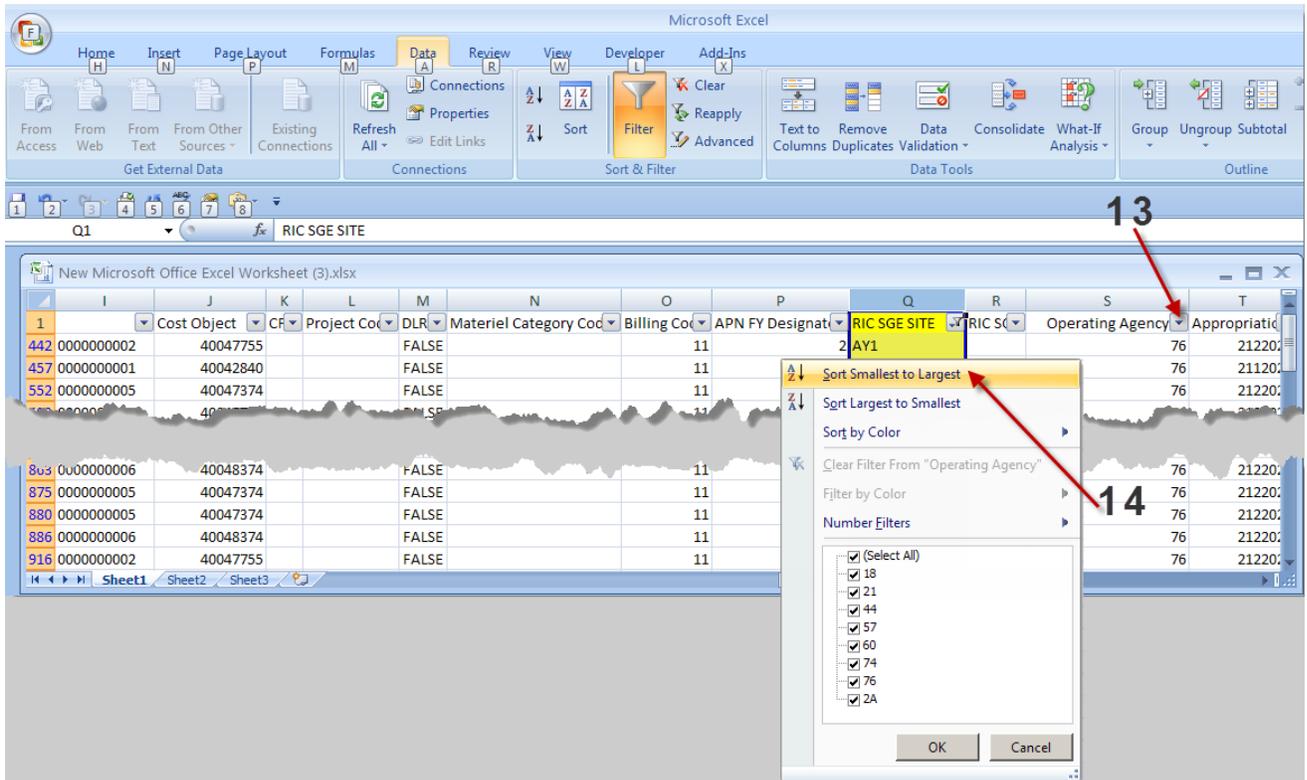
11. Select the RIC being analyzed

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 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.

## G. Clearing NSF Transactions

1. Log into FCM

2. Access the FCM Tables tab

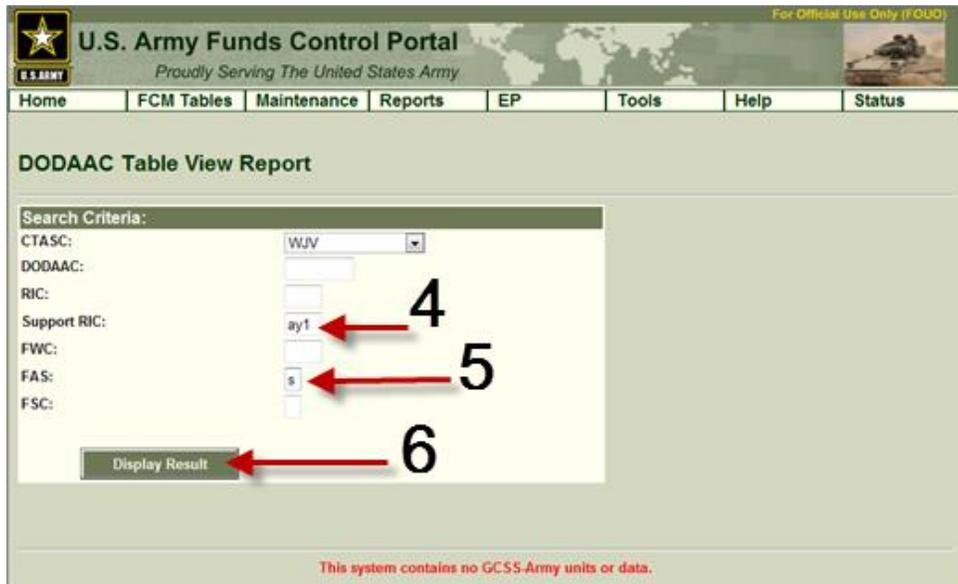
3. Select DODAAC Table View

The screenshot shows the U.S. Army Funds Control Portal interface. At the top, there is a header with the U.S. Army logo and the text "U.S. Army Funds Control Portal" and "Proudly Serving The United States Army". A red arrow labeled "1" points to the "FCM Tables" tab in the navigation menu. Below the navigation menu, there is a "Hello Gloria" message and a "DODAAC Table View" link, which is highlighted with a red arrow labeled "2". Below this, there are two "Help Desk" sections: "FCM Help Desk" and "EP Help Desk", each with phone and email contact information. A red arrow labeled "3" points to the "FCM Help Desk" section. On the right side, there is a "System Status" section with a list of items: Portal, Processing, EP, FCM to ODS, and ODS to FCM, each with a green status indicator. Below this, there is a "Site Announcements" section with three entries: "Catalog Update" (Feb 1 2012), "Transformation and Integration Portal" (May 20 2010), and "Daily updates to the FC Report Server" (Oct 25 2007). The bottom of the page shows a "Done" button and a "Trust" icon.

4. Enter RIC of migrating SSA

5. Enter FAS value equal to "S"

6. Select [Display Results]



7. The DODAAC Table View Report is displayed

8. Export report to Excel



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 be left in FCM.

STANFINS Un-Liquidated Obligation (ULO) Review

Generate a STANFINS 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	MIPR9GFIS0091	\$14,758.71	\$0.00	\$14,758.71

1. Log into LIW
2. Under Queries and Reports expand the Finance Heading
3. Click on Batch Document Search

**LIW Logistics Information Warehouse** ← 1

Huntsville, AL Maintenance Message (2) | Home | Logout

Your account has access to the following LIW pro...

**Queries and Reports**  
 + Expand All - Collapse All

- Asset Mgmt
- Supply
- Maintenance Mgmt
- Force
- MyBI Tools
- Finance
  - Batch Document Search** ← 2
- Distribution Mgmt
- Catalog
- Life Cycle Mgmt
- Theater Redistribution
- Reset Management Tools
- Ops and Log Planning Tools
- ARFORGEN

**Applications**

- Army IUID Warehouse
- AOAP
- Forward Pipeline
- Army ILAP
- ETMs Online ← 3
- EEDLOG
- LOG911
- LOGSA CRT
- Tailored mvNSN
- Parts Tracker
- PBUSE Mgmt Tools
- PS Magazine
- PSCC
- RPA
- RPA Tools
- Sets Kits Outfits Online
- WebIUD

**References**

- LOGSA Commander's Guide
- LIW Help
- Documentation
- ILAP Documentation
- Official Publications
- Downloads
- WebFLIS
- DST Read Me/Help

User Favorites List: [ Update ]

LIW Support email: logsa\_helpdesk@conus.army.mil  
 Toll Free 1-866-211-3367 | Commercial 256-955-7716 | CONUS DSN: 645-7716 | OCONUS DSN 312-645

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 is titled 'Batch Document Search' (callout 4). Below the title is a 'Document Number Input' section. It contains three main areas: 'Instructions' (callout 5) with a text box containing instructions on entering document numbers and filtering; 'Available Files' (callout 6) with a list of report types including SARSS Document History, Funds Control Log Transactions, Funds Control Module Financial Transactions (with GFEBS), STANFINS AVKLXG Open Documents, and STANFINS AVKNXG Document History; and 'Bulletins' with a note about GFEBS data availability. Below these are two input fields: 'Document Numbers:' (with a note '(Only 100 DOCNOs per search)') containing 'w26aa63355032' (callout 5), and 'Report Files:' (with a checkbox 'Filter by individual files.' which is checked) containing a list of file names (callout 6). At the bottom right are 'Reset' and 'Search' buttons (callout 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 get specific results

DOCNO : W26AAU63355032

Funds Control Log Transactions Records : 3

DOCNO	SFX	TI	DIC	RIC	FR	MS	FSC	...	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	WP	EXT_AI
W26AAU63355032	---	0	C33	---	---	---	5120	01-043-0776	EA	0	---	---	---	---	---	---	---	---	---	---	---	---	X	E2200	2	05A	2B	4.3600	0.2200
W26AAU63355032	---	0	C33	---	---	---	5120	01-043-0776	EA	0	---	---	---	---	---	---	---	---	---	---	---	---	X	E2200	2	05A	2B	3.2400	-1.1200
W26AAU63355032	---	0	CAT	---	---	---	5120	01-043-0776	EA	0	---	---	---	---	---	---	---	---	---	---	---	---	X	E2200	2	05A	2B	4.3600	1.1200

Funds Control Financial Transactions Records : 4

DOCNO	TRANS_TYPE	DIC	SUFFIX	UIC	...	QTY	AMOUNT_OGS	AMT_OBL_REC	AMT_ACC_REC	AMT_DSB_REC	QTY_OBL	QTY_ACC	QTY_DSB	EOR	FSN	APC	FY	UI	BLK	D_UPO_FCM
W26AAU63355032	V	QTV	---	---	---	5120010430776	3.0300	0.0000	0.0000	0.0000	0	0	0	26CB	044121	5L10	2007	---	---	2009-10-01 02:17:47.0
W26AAU63355032	0	ODS	---	---	---	5120010430776	0	0.0000	---	---	---	---	---	26CB	044121	5L10	2007	---	Z34	2010-09-28 01:14:51.0
W26AAU63355032	0	ODS	---	---	---	5120010430776	0	-1.1200	---	---	---	---	---	26CB	044121	5L10	2007	---	Z34	2011-04-01 08:29:04.0
W26AAU63355032	0	ODS	---	---	---	5120010430776	0	1.1200	---	---	---	---	---	26CB	044121	5L10	2007	---	Z34	2011-07-01 06:30:13.0

STAMFNS AVLXKG Open Documents Records : 1

DOCNO	DEPT	FUND_TYPE	FY	LIMIT	PY	QA	RD	ASS	...	FSN	APC	DOB	OBL_DTE	ACCRU_DTE	D58B_DTE	OBLI	ACCR	D58B	FAC	ACCR_FINAL	D58B_FINAL	FILL1	STS_FLAG	DMCID	STS_FLAG	LQD_BND	FR		
W26AAU63355032	---	0	C33	---	---	---	5120	01-043-0776	EA	0	---	---	---	---	---	---	---	---	---	---	---	---	X	E2200	2	05A	2B	3.2400	-1.1200
W26AAU63355032	---	0	CAT	---	---	---	5120	01-043-0776	EA	0	---	---	---	---	---	---	---	---	---	---	---	---	X	E2200	2	05A	2B	4.3600	1.1200

Funds Control Financial Transactions Records : 4

DOCNO	TRANS_TYPE	DIC	SUFFIX	UIC	...	QTY	AMOUNT_OGS	AMT_OBL_REC	AMT_ACC_REC	AMT_DSB_REC	QTY_OBL	QTY_ACC	QTY_DSB	EOR	FSN	APC	FY	UI	BLK	D_UPO_FCM
W26AAU63355032	V	QTV	---	---	---	5120010430776	3.0300	0.0000	0.0000	0.0000	0	0	0	26CB	044121	5L10	2007	---	---	2009-10-01 02:17:47.0
W26AAU63355032	0	ODS	---	---	---	5120010430776	0	0.0000	---	---	---	---	---	26CB	044121	5L10	2007	---	Z34	2010-09-28 01:14:51.0
W26AAU63355032	0	ODS	---	---	---	5120010430776	0	-1.1200	---	---	---	---	---	26CB	044121	5L10	2007	---	Z34	2011-04-01 08:29:04.0
W26AAU63355032	0	ODS	---	---	---	5120010430776	0	1.1200	---	---	---	---	---	26CB	044121	5L10	2007	---	Z34	2011-07-01 06:30:13.0

STAMFNS AVLXKG Open Documents Records : 1

DOCNO	DEPT	FUND_TYPE	FY	LIMIT	PY	QA	RD	ASS	...	FSN	APC	DOB	OBL_DTE	ACCRU_DTE	D58B_DTE	OBLI	ACCR	D58B	FAC	ACCR_FINAL	D58B_FINAL	FILL1	STS_FLAG	DMCID	STS_FLAG	LQD_BND	FR		
W26AAU63355032	---	0	C33	---	---	---	5120	01-043-0776	EA	0	---	---	---	---	---	---	---	---	---	---	---	---	X	E2200	2	05A	2B	3.2400	-1.1200
W26AAU63355032	---	0	CAT	---	---	---	5120	01-043-0776	EA	0	---	---	---	---	---	---	---	---	---	---	---	---	X	E2200	2	05A	2B	4.3600	1.1200

STAMFNS AVXKKG Document History Records : 10

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	
23	1	234	21	7	0000	0	18	0	1044	1110	26CB	044121	5L10	---	1	W26AAU63355032	---	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	W26AAU63355032	---	K	0.00	-0.49	3	09310	25	W26AAU	NGB_EAST	2009-11-06 00:00:00.0	2009-1
32	1	00C	21	7	0000	0	18	0	1044	1110	26CB	044121	5L10	---	1	W26AAU63355032	---	---	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	W26AAU63355032	---	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	W26AAU63355032	---	K	0.00	-0.23	3	11036	25	W26AAU	NGB_EAST	2011-02-04 00:00:00.0	2011-0
32	1	00C	21	7	0000	0	18	0	1044	1110	26CB	044121	5L10	---	1	W26AAU63355032	---	---	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	W26AAU63355032	---	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	W26AAU63355032	---	K	0.00	1.12	3	11096	25	W26AAU	NGB_EAST	2011-04-06 00:00:00.0	2011-0
32	1	310	21	7	0000	0	18	0	1044	1110	26CB	044121	5L10	---	1	W26AAU63355032	---	---	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	W26AAU63355032	---	A	0.00	1.12	3	11182	25	W26AAU	NGB_EAST	2011-07-01 00:00:00.0	2011-0

Logistics Information Warehouse (LIW) version 1.00  
LIW Support email helpdesk@logis.army.mil phone 1-866-211-3367

Review Output and perform corrective actions. Starting at the cancelling year work your way forward 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.

## H. Generate a SOMARDS ULO report (aged 90 days)

1. Log into LIW
2. Under Queries and Reports expand the Finance Heading
3. Click on Batch Document Search

The screenshot displays the LIW (Logistics Information Warehouse) interface. The header includes the LIW logo and the text "Logistics Information Warehouse". Below the header, the location "Huntsville, AL" is shown on the left, and "Maintenance Message (2) Home | Logout" is on the right. The main content area is divided into three sections: "Queries and Reports", "Applications", and "References".

In the "Queries and Reports" section, the "Finance" heading is expanded, and the "Batch Document Search" link is highlighted with a red arrow and the number "2".

In the "Applications" section, the "Batch Document Search" link is highlighted with a red arrow and the number "3".

The "References" section contains a list of links: LOGSA Commander's Guide, LIW Help, Documentation, ILAP Documentation, Official Publications, Downloads, WebFLIS, and DST Read Me/Help.

At the bottom of the page, there is a footer with contact information: "LIW Support email: logsa\_helpdesk@conus.army.mil", "Toll Free 1-866-211-3367", "Commercial 256-955-7716", "CONUS DSN: 645-7716", and "OCONUS DSN 312-645-7716".

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 and the number '4' pointing to it. Below the title is a 'Document Number Input' section. It contains three panels: 'Instructions' with a red circle around the text '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 certian reports select the "Filter Files" checkbox and select the reports you wish to view from list provided', with a red arrow and the number '5' pointing to it; 'Available Files' with a red circle around a list of files: 'SARSS Document History', 'Funds Control Log Transactions', 'Funds Control Module Financial Transactions (with GFEBS)', 'STANFINS AVKLXG Open Documents', and 'STANFINS AVKNXG Document History', with a red arrow and the number '6' pointing to it; and 'Bulletins' with a red circle around the text 'GFEBS data is available under "Funds Control Financial Transactions (With GFEBS)". GFEBS transactions are identified by "GFB" in the DIC column'. Below these panels are two input fields: 'Document Numbers: (Only 100 DOCNOs per search)' with a text box containing 'w26aa|63355032' and a red arrow pointing to it, and 'Report Files:' with a checkbox 'Filter by individual files.' and a dropdown menu showing 'File - SarssDocHis', 'File - FCLgTrans', 'File - FCLgTrans', and 'File - LxgOpenDoc', with a red arrow pointing to it. At the bottom right are 'Reset' and 'Search' buttons, with a red arrow and the number '7' pointing to the 'Search' button.

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.  
Note: User must be in the "Batch Document Search" screen and excel are required  
Select from docno list to get specific results

DOCNO : W90C2790130360

SARSS Document History Records : 27

DH_SEG	DK	STATUS	RC_TO	RC_FR	RC_ST	DOCNO	DLR	D_TXN	NNN	UR	QTY	SFX	CND	AD_RAC	MGR_CS	DISCREP_CD	MGT	PRICE	TCN_GBL	DC_TXN	SUPPAD	SKG	FC	EC	PRJ	WPI
HDR	A01	---	WTZ	WTZ	WTZ	W90C2790130360	F	2009-01-13	00-100-0329	EA	4	R	2L	---	---	---	---	17.93	---	09014	W91RH2	A	91	2	90J	2
HDR	A51	---	AGU	HR2	AGU	W90C2790130360	F	2009-01-13	00-100-0329	EA	4	2	A	2L	---	---	---	17.93	---	09118	W91RH2	A	91	2	90J	2
ST	AE1	BI	---	WTZ	WTZ	W90C2790130360	F	2009-01-14	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09014	---	---	---	---	---	---
ST	AE1	BI	---	W36	WTZ	W90C2790130360	F	2009-01-14	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09014	---	---	---	---	---	---
ST	AE1	BI	---	AF4	WTZ	W90C2790130360	F	2009-01-14	00-100-0329	EA	4	R	---	---	---	---	---	0	---	09014	---	---	---	---	---	---
ST	AE2	BD	---	SMS	WTZ	W90C2790130360	F	2009-01-14	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09014	---	---	---	---	---	---
ST	AE2	BI	---	AJ2	WTZ	W90C2790130360	F	2009-01-14	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09014	---	---	---	---	---	---
ST	AE2	BB	---	SMS	WTZ	W90C2790130360	F	2009-01-15	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09015	---	---	---	---	---	---
ST	AE1	BB	---	SMS	WTZ	W90C2790130360	F	2009-02-01	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09032	---	---	---	---	---	---
ST	AF1	2L	---	SMS	WTZ	W90C2790130360	F	2009-02-01	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09032	---	---	---	---	---	---
ST	AE1	BB	---	SMS	WTZ	W90C2790130360	F	2009-02-18	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09049	---	---	---	---	---	---
ST	AE1	BB	---	SMS	WTZ	W90C2790130360	F	2009-02-28	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09057	---	---	---	---	---	---
ST	AE1	BB	---	SMS	WTZ	W90C2790130360	F	2009-03-01	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09060	---	---	---	---	---	---
ST	AE1	BB	---	SMS	WTZ	W90C2790130360	F	2009-03-22	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09081	---	---	---	---	---	---
ST	AE1	BB	---	SMS	WTZ	W90C2790130360	F	2009-04-07	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09097	---	---	---	---	---	---
ST	AE1	BB	---	SMS	WTZ	W90C2790130360	F	2009-04-24	00-100-0329	EA	4	---	---	---	---	---	---	0	---	09114	---	---	---	---	---	---
ST	A51	---	AGU	HR2	AGU	W90C2790130360	F	2009-04-28	00-100-0329	EA	4	2	---	---	---	---	---	0	---	09118	---	---	---	---	---	---
ST	AE2	BA	---	SMS	WTZ	W90C2790130360	F	2009-04-28	00-100-0329	EA	4	2	---	---	---	---	---	0	---	09118	---	---	---	---	---	---
ISS	A51	---	---	---	---	AGU	W90C2790130360	F	2009-04-29	00-100-0329	EA	4	2	A	2L	A	---	0	---	09119	---	---	---	---	---	---
ST	AE2	BA	---	SMS	WTZ	W90C2790130360	F	2009-04-29	00-100-0329	EA	4	2	---	---	---	---	---	0	---	09119	---	---	---	---	---	---
SHP	A56	---	---	AJ2	---	W90C2790130360	F	2009-04-30	00-100-0329	EA	4	2	---	---	---	---	---	0	W91EB0900000600XX	09120	---	---	---	---	---	---
SHP	A32	---	---	SMS	WTZ	W90C2790130360	F	2009-05-01	00-100-0329	EA	4	2	---	---	---	---	---	0	W91EB0900000600XX	09121	---	---	---	---	---	---
RCP	D65	---	---	AJ2	WTZ	W90C2790130360	F	2009-06-05	00-100-0329	EA	4	2	A	---	---	---	F	0	---	09158	---	---	---	---	---	---

Funds Control Financial Transactions Records : 1

DOCNO	TRANS_TYPE	DK	SUFFIX	UIC	NSR	QTY	AMOUNT_OGS	AMT_OBL_REC	AMT_ACC_REC	AMT_DSB_REC	QTY_OBL	QTY_ACC	QTY_DSB	EGR	FSR	APC	FY	UR	BLK	D_UPD_FCM
W90C2790130360	I	ODS	R	---	3110001000329	0	0.0000	0.0000	0.0000	0.0000	0	0	0	26GG	011174	9MSCKX	2009	---	Z14	2009-11-24 04:21:39 0

11 Logistics Information Warehouse (LIW) version 1.00.11  
LIW Support\_email helpdesk@logsa.army.mil\_phone 1-866-211-3367

Review open obligation records and perform corrective actions starting at the cancelling year work your way forward 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.

# I. Generate a GFEBS ULO report (aged 90 days)

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

DT	Pkgg Date	Doc No	Reference	Fund	Funds Cr	Func Area	Open amt	Amount	Vendor	Ref Doc Id	Document Header Text	Cmnt Bsm	*Bm	Cost Cr	Order	BBS Elem	Cat Text	Doc Date	GL acct	Completed	D
MZ	04042012	5009875852	W909KJ20945004	209510012	A18VJ	121014TR9NC	8.80	8.80	SM5010614	4000033117	MF02GL84455001070090	252U	1	40150026			50	04032012	8100.252U		
MZ	04042012	5009875858	W909KJ20945001	209510012	A18VJ	121014TR9NC	5.80	5.80	SM5010623	4000033117	MF02GL84455001070096	252U		40150026			50	04032012	8100.252U		
MZ	04042012	5009875861	W909KJ20945002	209510012	A18VJ	121014TR9NC	7.20	7.20	SM5010628	4000033117	MF02GL84455001070088	252U		40150026			50	04032012	8100.252U		
MZ	04042012	5009875863	W909KJ20945003	209510012	A18VJ	121014TR9NC	6.60	6.60	SM5010631	4000033117	MF02GL84455001070089	252U		40150026			50	04032012	8100.252U		
MZ	04042012	5009875868	W909KJ20945006	209510012	A18VJ	121014TR9NC	4.80	4.80	SM5010633	4000033117	MF02GL84455001070098	252U		40150026			50	04032012	8100.252U		
MZ	04042012	5009875868	W909KJ20945006	209510012	A18VJ	121014TR9NC	5.96	5.96	SM5010636	4000033117	MF02GL84455001070091	252U		40150026			50	04032012	8100.252U		
MZ	04042012	5009875868	W909KJ20945006	209510012	A18VJ	121014TR9NC	1.45	1.45	SM5010637	4000033117	MF02GL84455001070095	252U		40150026			50	04032012	8100.252U		
MZ	04042012	5009875873	W909KJ20945007	209510012	A18VJ	121014TR9NC	6.60	6.60	SM5010638	4000033117	MF02GL84455001070085	252U		40150026			50	04032012	8100.252U		
MZ	04042012	5009875873	W909KJ20945008	209510012	A18VJ	121014TR9NC	6.60	6.60	SM5010642	4000033117	MF02GL84455001070090	252U		40150026			50	04032012	8100.252U		
MZ	04042012	5009875884	W909KJ20945009	209510012	A18VJ	121014TR9NC	6.40	6.40	SM5010648	4000033117	MF02GL84455001070090	252U		40150026			50	04032012	8100.252U		
MZ	04042012	5009881164	W909KJ20945001	209510012	A18VH	115G21HFHP	32.94	32.94	SM5014872	4000038636	MF02GL84455001070087	250L		40150080			50	04032012	8100.250L		
MZ	04042012	5009881178	W909KJ20945002	209510012	A18VH	115G21HFHP	74.30	74.30	SM5014877	4000038636	MF02GL84455001070084	250B		40150080			50	04032012	8100.250B		

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. Log into LIW
2. Under Queries and Reports expand the Finance Heading
3. Click on Batch Document Search

The screenshot displays the LIW (Logistics Information Warehouse) interface. At the top, the header reads "LIW Logistics Information Warehouse" with a red arrow pointing to it labeled "1". Below the header, the location "Huntsville, AL" is shown on the left, and "Maintenance Message (2) Home Logout" is on the right. A message states "Your account has access to the following LIW pro...".

The main content area is divided into three sections:

- Queries and Reports:** Contains a tree view with expand/collapse buttons. The "Finance" category is expanded, and "Batch Document Search" is highlighted with a red arrow labeled "3".
- Applications:** A list of various applications including Army IJID Warehouse, AOAP, Forward Pipeline, Army ILAP, ETMs Online, FEDLOG, LOG911, LOGSA CBT, Tailored mvNSN, Parts Tracker, PBUSE Mgmt Tools, PS Magazine, PSCC, RPA, RPA Tools, Sets Kits Outfits Online, and WebLIDB.
- References:** A list of links including LOGSA Commander's Guide, LIW Help, Documentation, ILAP Documentation, Official Publications, Downloads, WebFLIS, and DST Read Me/Help.

At the bottom left, there is a "User Favorites List:" section with an "[ Update ]" button, labeled with a red arrow and the number "2".

The footer contains support information: "LIW Support email: logsa.helpdesk@conus.army.mil", "Toll Free 1-866-211-3367", "Commercial 256-955-7716", "CONUS DSN: 645-7716", and "OCONUS DSN 312-645-7716".

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 and the number '4' pointing to it. Below the title is a 'Document Number Input' section. It contains three panels: 'Instructions' with a red circle around the text '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', with a red arrow and the number '5' pointing to it; 'Available Files' with a red circle around a list of report files: 'SARSS Document History', 'Funds Control Log Transactions', 'Funds Control Module Financial Transactions (with GFEBS)', 'STANFINS AVKLXG Open Documents', and 'STANFINS AVKNXG Document History', with a red arrow and the number '6' pointing to it; and 'Bulletins' with a red circle around the text 'GFEBS data is available under "Funds Control Financial Transactions (With GFEBS)". GFEBS transactions are identified by "GFB" in the DIC column'. Below these panels are two input fields: 'Document Numbers: (Only 100 DOCNOs per search)' with a text box containing 'w26aa|63355032' and a red arrow pointing to it; and 'Report Files:' with a checkbox 'Filter by individual files.' and a dropdown menu showing 'File - SarssDocHis', 'File - FCLgTrans', 'File - FCLgTrans', and 'File - LxgOpenDoc', with a red arrow pointing to the dropdown. At the bottom right are 'Reset' and 'Search' buttons, with a red arrow and the number '7' pointing to the 'Search' button.

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

**LIW Logistics Information Warehouse**

**Batch Document Search**

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

Important: Lists with more than 1000 excel are required!

Select from docno list and give specific results

DOCNO: W91FG011641031

SARSS Document History Records : 13

DIH_SEG	DIH	STATUS	RC_TO	RC_FR	RC_STOR	DOCNO	DLR	EXPI	MIN	UR	QTY	SFX	CMD	AD_RAC	MGR_CD	DESCRIP_CD	MGT	PRICE	TCN_GBL	DC_TXN	SUPPAD	SG	FC	EC	PRJ	IP
HR	ADA	---	WGP	WGP	WGP	W91FG011641031	F	2011-06-13	01-006-6793	EA	1	---	---	---	---	---	---	13107	---	11210	W91KDP	A	12	07L	3	
ST	ASA	---	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	BIW	WGP	WGP	WGP	W91FG011641031	F	2011-07-29	01-006-6793	EA	1	---	---	---	---	---	---	0	---	11210	---	---	---	---	---	
ST	AE1	BO	WGP	WGP	WGP	W91FG011641031	F	2011-07-29	01-006-6793	EA	1	---	---	---	---	---	---	0	---	11210	---	---	---	---	---	
ST	AE1	BIW	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	BIW	WGP	WGP	WGP	W91FG011641031	F	2011-07-29	01-006-6793	EA	1	N	---	---	---	---	---	0	---	11210	---	---	---	---	---	
ST	AE2	BO	WGP	WGP	WGP	W91FG011641031	F	2011-07-29	01-006-6793	EA	1	---	---	---	---	---	---	0	---	11210	---	---	---	---	---	
ST	AE2	BA	WGP	WGP	WGP	W91FG011641031	F	2011-06-02	01-006-6793	EA	1	L	---	---	---	---	---	0	---	11214	---	---	---	---	---	
SHP	AS2	---	---	---	---	W91FG011641031	F	2011-06-02	01-006-6793	EA	1	L	---	---	---	---	---	0	---	W91FG011641031LXC	11214	---	---	---	---	
RCP	D65	---	---	---	---	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	DIH	RC_FR	MS	FSC	MIN	UR	QTY	ADJ_QTY	CFC	PROJ	PRIORITY	RC_TO	OPC	MGT_F2	MGT_F3	EXPT_CREDIT	EAC	FAS	NSF_STATUS	ARC	MATCAT	AMA	SOS	SCMC	UP	EX
W91FG011641031	---	N	AE1	WGP	---	4320	01-006-6793	EA	1	---	8H	07L	02	W91W	---	---	---	---	13	0	---	N	K	2	AKZ	2	13107	0000
W91FG011641031	---	N	AE1	AKZ	U	4320	01-006-6793	EA	1	---	12	07L	03	AKZ	1	1	0	---	13	0	---	N	K21E	2	AKZ	2	13107	0000 131
W91FG011641031	N	N	AE1	AF4	U	4320	01-006-6793	EA	1	---	12	07L	03	AF4	---	---	---	---	---	---	---	N	K21E	2	AKZ	2	13107	0000 131
W91FG011641031	---	N	AE1	W91W	U	4320	01-006-6793	EA	1	---	8H	07L	02	AF4	---	0	---	---	---	---	---	N	K	2	AKZ	2	13107	0000
W91FG011641031	N	N	ASA	---	---	4320	01-006-6793	EA	1	---	8H	07L	02	A	---	0	---	---	DM	A	---	N	K21E	2	AKZ	2	13107	0000 131
W91FG011641031	N	N	AE1	AF4	U	4320	01-006-6793	EA	1	---	12	07L	03	AKZ	---	---	---	---	---	---	---	N	K21E	2	AKZ	2	13107	0000 131
W91FG011641031	N	I	ADA	---	---	4320	01-006-6793	EA	1	---	8H	07L	02	A	---	0	---	---	DM	A	---	N	K21E	2	AKZ	2	13107	0000 131
W91FG011641031	---	N	AE1	W91W	U	4320	01-006-6793	EA	1	---	8H	07L	02	---	1	1	7	---	---	---	---	N	K	2	AKZ	2	13107	0000
W91FG011641031	---	N	AE2	AKZ	U	4320	01-006-6793	EA	1	---	12	07L	03	AKZ	1	1	0	---	13	0	---	N	K21E	2	AKZ	2	13107	0000 131
W91FG011641031	---	U	D65	AKZ	F	4320	01-006-6793	EA	1	---	8H	07L	---	WGP	A	---	---	---	---	---	---	N	K21E	2	AKZ	2	13107	0000 131
W91FG011641031	---	N	D65	AKZ	F	4320	01-006-6793	EA	1	---	12	07L	---	WGP	A	---	---	---	---	---	---	N	K21E	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	0	---	13	0	---	N	K21E	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

Funds Control Financial Transactions (with GFEB) Records : 2

DOCNO	TRANS_TYPE	DIH	SUFFIX	URC	NSN	QTY	AMOUNT_ODS	AMT_OBL_REC	AMT_ACC_REC	AMT_DSB_REC	QTY_OBL	QTY_ACC	QTY_DSB	EOR	F5R	APC	FY	UR	BLK	0	
W91FG011641031	IDB	GF8	N	---	4320010066793	1	13107.0000	---	---	---	---	---	---	---	---	31KA 021001 40000248600000000313	2011	---	---	229	2011-4
W91FG011641031	CLD	GF8	L	---	4320010066793	---	0.0000	---	---	---	---	---	---	---	---	31KA 021001 40000248600000000313	2011	---	---	208	2011-4

Logistics Information Warehouse (LIW) version 1.00 :  
LIW Support email: helpdesk@logsa.army.mil phone: 1-866-211-3367

10. View of Scroll right.

The screenshot shows a 'Batch Document Report' window with a data table. The table has columns: DC, PRJ, IPD, R00, DC\_ESTAB, MSC\_SPT, INSTL, D\_SPD, DC\_LAST\_CHG, Q\_ACTIVE, ACTIVE, DL\_NO, MBL\_NO, Q\_OK, SOS, FSC, ESD, TXN\_SRC, D00AAC. The data rows show various records with values like 'GERMANY', '2012-01-27', '13:15:10.0', '12028', '1000', 'A', 'A', '1000', 'SMS', '3040', 'W902BU', 'MP', '2161', etc.

Below the main table, there is a summary table with columns: MP, EXT\_AMT, AMOUNT, BLK\_NO, OBG\_DT, EOR, APC, APC\_SSA, STATUS\_CD, CND\_CD, DLR\_NO, FY, AAC, W8\_NO, BLL\_NO, DBOF\_NO, D00AAC, S2BRIC, SUPPAD, DBOF\_NO\_SUPAD, FSN, FSN\_SUPAD, MOD\_DATE. The data rows show values like '8100', '48782.5200', '28', '2012', 'D', 'W902BU', 'WGB', 'W91LEP', '021001', '2012-01-28 12:16:20.0', etc.

At the bottom left, there is a small table with columns: H, BLK, D\_SPD\_FCM. The data rows show values like 'Y27', '2012-01-27 02:55:05.0', 'Y27', '2012-01-27 12:17:41.0', 'Z27', '2012-01-27 12:17:42.0'.

A red arrow points to the scroll bar on the right side of the window, with the number '10' next to it.

Review open obligation records and perform corrective actions starting at the cancelling year work your way forward 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.

## J. NULOs/UMDs

1. Generate report from ODS (from STANFINS tables) for NULOs
2. To determine the SSA supported DODAAC list copy the list from column D

No Doc Ref	Fy	Eve	App	Amnt Obj	Amnt Dsb	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	MPCE	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
W560JQ12190185	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. Log into LIW
2. Under Queries and Reports expand the Finance Heading
3. Click on Batch Document Search

The screenshot shows the LIW (Logistics Information Warehouse) interface. At the top, the header reads "LIW Logistics Information Warehouse" with a red arrow pointing to it labeled "1". Below the header, the location "Huntsville, AL" is displayed on the left, and "Maintenance Message (2) Home | Logout" is on the right. A message states "Your account has access to the following LIW pro...".

The main content area is divided into three sections:

- Queries and Reports:** A sidebar on the left with a tree view. The "Finance" heading is expanded, and a red arrow points to "Batch Document Search" labeled "3". Below this is a "User Favorites List:" section with an "[ Update ]" button, labeled "2".
- Applications:** A central list of application icons and links, including: Army IUID Warehouse, AOAP, Forward Pipeline, Army ILAP, ETMs Online, FEDLOG, LOG911, LOGSA CRT, Tailored myNSN, Parts Tracker, PBUSE Mgmt Tools, PS Magazine, PSCC, RPA, RPA Tools, Sets Kits Outfits Online, and WebLIDR.
- References:** A list of links on the right side, including: LOGSA Commander's Guide, LIW Help, Documentation, ILAP Documentation, Official Publications, Downloads, WebFLIS, and DST Read Me/Help.

At the bottom of the page, contact information is provided: "LIW Support email: logsa.helpdesk@conus.army.mil", "Toll Free 1-866-211-3367", "Commercial 256-955-7716", "CONUS DSN: 645-7716", and "OCONUS DSN 312-645-7716".

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'. Below this is a section titled 'Document Number Input'. It contains three sub-sections: 'Instructions', 'Available Files', and 'Bulletins'. The 'Instructions' section contains text about entering document numbers and filtering. The 'Available Files' section contains a list of file types with checkboxes. The 'Bulletins' section contains text about GFEBS data. Below these sections are two input fields: 'Document Numbers:' and 'Report Files:'. The 'Document Numbers:' field contains the text 'w26aa|63355032'. The 'Report Files:' field contains a list of file types with checkboxes. At the bottom right, there are 'Reset' and 'Search' buttons. Red arrows and numbers 4 through 7 point to specific elements: 4 points to the 'Batch Document Search' title; 5 points to the 'Instructions' text; 6 points to the 'Available Files' list; 7 points to the 'Search' button; and an arrow points from the 'Document Numbers' field to the 'Report Files' field.

**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)  
w26aa|63355032

**Report Files:**  
 Filter by individual files.  
File - SarssDocHi  
File - FCLgTrans  
File - FCLgTrans  
File - LxgOpenDoc

Reset Search ← 7

8. Export capability

9. Exporting to Excel

**Batch Document Search**

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

Important: Internet Explorer and excel are required

Select from the list and get specific results

DOCNO : W9028U20279000

SARIS Document History Records : 10

DLR_SEG	DLR	STAT	RIC_TO	RIC_FR	RIC_STOR	DOCNO	DLR	D_TXN	NN	UR	QTY	SFX	CMD	AD_RAC	MGR_CD	DISCREP_CD	MGT	PRICE	TCK_GBL	DC_TXN	SUPPAD	SG	FC	EC	PRJ	IPD	RC	
ST	AE1		WGA	WJ0	W9028U20279000	F	2012-01-27	01-387-4048	EA	1000	S										12027							
HDR	AE1		WGA	WJ0	W9028U20279000	F	2012-01-27	01-387-4048	EA	1000				BD				55.81			12027	W91LEP	C	UB	G	DBF	2	GC
ST	AE1	BM	WGA	WJ0	W9028U20279000	F	2012-01-27	01-387-4048	EA	1000											12027							
ST	AE1	BD	WGA	WJ0	W9028U20279000	F	2012-01-27	01-387-4048	EA	1000											12027							
ST	AE1	BP	WGA	WJ0	W9028U20279000	F	2012-01-27	01-387-4048	EA	1000	S										12027							
ST	AE3	BO	SMS	WJ0	W9028U20279000	F	2012-01-27	01-387-4048	EA	892	S										12027							
ST	AE3	BM	AJ2	WJ0	W9028U20279000	F	2012-01-27	01-387-4048	EA	1000											12027							
ST	AE3	BA	SMS	WJ0	W9028U20279000	F	2012-01-27	01-387-4048	EA	108	A										12027							
ST	AE3	BB	SMS	WJ0	W9028U20279000	F	2012-01-28	01-387-4048	EA	892	S										12028							
SHP	AS3		SMS	WJ0	W9028U20279000	F	2012-01-28	01-387-4048	EA	108	A										12029						W9028U20279000AXX	

Funds Control Log Transactions Records : 12

DOCNO	SFX	TI	DLR	RIC_FR	MS	FISC	NN	UR	QTY	ADJ_QTY	CYC	PROJ	PRIORITY	RIC_TO	OPC	MGT_T2	MGT_T3	EXPT_CREDIT	EAC	FAS	RSP_STATUS	ARC	MATCAT	ABA	SOS	SCMC	UP	EXT_AMT
W9028U20279000	B	N	AE3	SMS	S	3040	01-387-4048	EA	892		UB	08P	02	SMS	2	S	1		00	S		X	J2200	2	SMS	9	55.8100	49782.5200
W9028U20279000	N	N	AD1	WGA	S	3040	01-387-4048	EA	1000		UB	08P	02			D			DM	H		X	J	2	SMS	9	55.8100	
W9028U20279000	N	F	AD1	WGA	S	3040	01-387-4048	EA	1000		UB	08P	02			D			DM	T		X	J2200	2	SMS	9	55.8100	55810.0000
W9028U20279000	N	N	AD1	WGA	S	3040	01-387-4048	EA	1000		UB	08P	02			D			DM	T		X	J2200	2	SMS	9	55.8100	55810.0000
W9028U20279000		N	AE1	WGA	S	3040	01-387-4048	EA	1000		UB	08P	02		N				DM	H		X	J	2	SMS	9	55.8100	
W9028U20279000	N	N	AD1	WGA	S	3040	01-387-4048	EA	1000		UB	08P	02			D			DM	H		X	J	2	SMS	9	55.8100	
W9028U20279000		O	AE1	WGA	S	3040	01-387-4048	EA	1000		UB	08P	02	AF4		S						X	J2200	2	SMS	9	55.8100	55810.0000
W9028U20279000	N	N	AE1	WGA	S	3040	01-387-4048	EA	1000		UB	08P	02		N				DM	H		X	J	2	SMS	9	55.8100	
W9028U20279000		N	AE3	AJ2	S	3040	01-387-4048	EA	1000		UB	08P	02	SMS								X	J2200	2	SMS	9	55.8100	55810.0000
W9028U20279000	A	N	AE3	SMS	S	3040	01-387-4048	EA	108		UB	08P	02	SMS					00	S		X	J2200	2	SMS	9	55.8100	6027.4800
W9028U20279000	B	N	AE3	SMS	S	3040	01-387-4048	EA	892		UB	08P	02	SMS					00	S		X	J2200	2	SMS	9	55.8100	49782.5200
W9028U20279000	A	N	AS3	SMS	S	3040	01-387-4048	EA	108		UB	029	W9	027	9	S	0		AX	R		X	J	2	SMS	9	55.8100	

Funds Control Financial Transactions (with GFBS) Records : 3

DOCNO	TRANS_TYPE	DLR	SUFFIX	URC	NN	QTY	AMOUNT_OOS	AMT_OBL_REC	AMT_ACC_REC	AMT_DSB_REC	QTY_OBL	QTY_ACC	QTY_DSB	EGR	FSM	APC	FY	UR	BLK	D_SP	
W9028U20279000	IOB		GFBS	N		3040013874048	1000	55810.0000							26GA	021001	40000331000000000001	2012		Y27	2012-01-2
W9028U20279000	CFD		GFBS			3040013874048	-1000	-55810.0000							26GA	021001	40000331000000000001	2012		Y27	2012-01-2
W9028U20279000	OBA		GFBS			3040013874048	1000	55810.0000							26GA	021001	40000331000000000001	2012		Z27	2012-01-2

111 analytics Information Warehouse © 2011 version 1.00 11

## **K. GFEBS UMTs**

1. FCM-GFEBS Specialists within the GCSS-Army Conversion Team (referred to in GCSS-Army as the “TOC GFEBS Team”) to provide you tools and support for FCM IDOC error resolution processes before, during and after fielding of GCSS-Army.

2. Descriptions and Location of current tools:

a. FCM\_Fielding 1\_Status\_51\_Failed\_IDOC\_Report\_DATE – This excel file provides an aggregate count and relevant information of status 51 errors open for your location. NOTE: This GCSS-Army Fielding 1 file will be updated twice monthly.

b. FCM DRAFT Job Aid\_v2 - This word file provides the steps for resolving common IDOC errors associated with FCM-GFEBS transactions. You will be able to fix most of the errors in your Status 51 report through guidance from this document.

c. Both of these tools can be accessed on AKO from the GFEBS Spending Chain folder: <https://www.us.army.mil/suite/folder/28337240>. The easiest way to access the folder is to log onto AKO and then copy/paste this link into your browser.

d. The GFEBS Help Desk ( [GFEBS.Helpdesk@Accenture.com](mailto:GFEBS.Helpdesk@Accenture.com) <<mailto:GFEBS.Helpdesk@Accenture.com>> ) will remain in service for all of your everyday remedy needs.

## **L. Abnormal Conditions and Discrepancies (DFAS).**

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

3. DFAS will run Queries for:

a. STANFINS (from ODS)

b. GFEBS (T-Code FAGLL03)

4. DFAS runs STANFINS Reject report: AVK018 (verify with DFAS process is complete). DFAS will work any initial discrepancies but will require RM assistance on items needing further clarification.

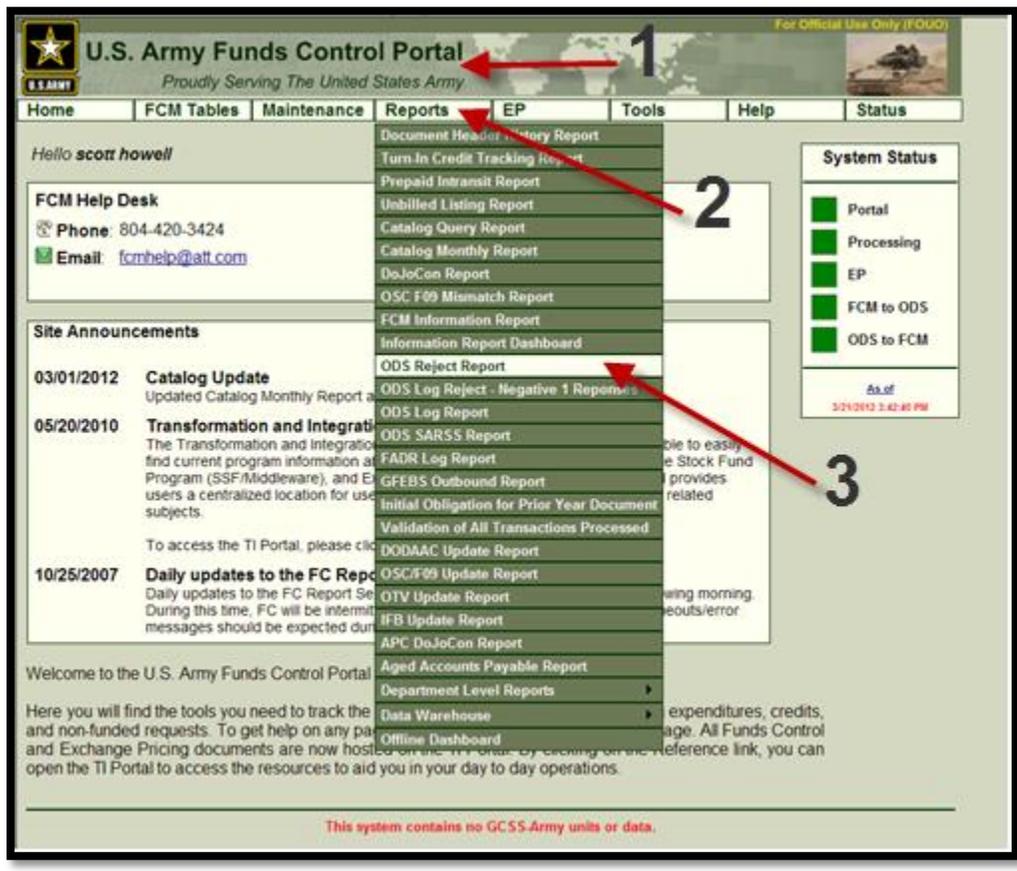
## M. Clean '9999'

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.

## N. Reject Reports reviewed daily:

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

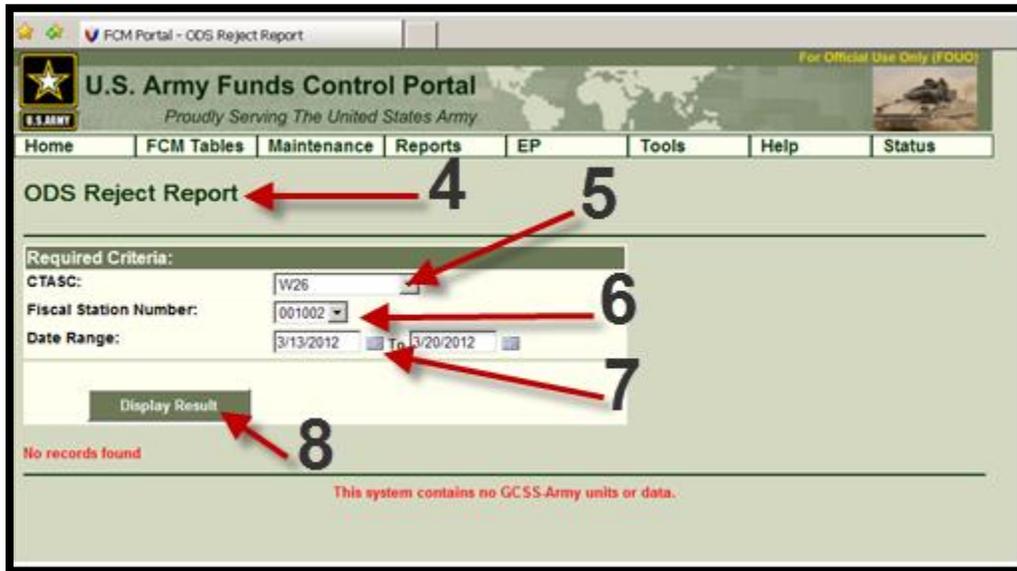
1. Log into FCM
2. From the Reports Menu
3. Select ODS Reject Report



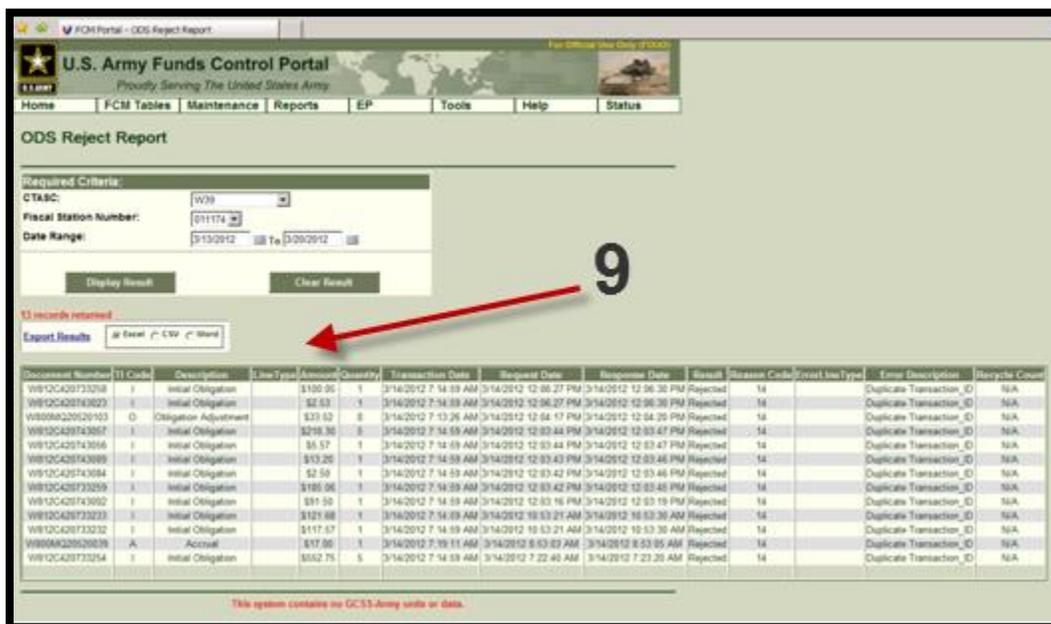
From the ODS Reject Report Set Report Criteria window

4. Enter CTASC
5. Enter Fiscal Station Number
6. Set Date Range

7. \*click\* [Display Result]



8. Below results are Display results (below reflects SOMARDS data example)



# Appendix A: Request Access to EDMO's Infosphere

(Data in this appendix was provided by EDMO)

## How to submit a System Access Request (SAR) For Enterprise Data Management Office (EDMO) Portal Access

To request access to the EDMO portal, you will need to submit a Logistics Information Warehouse (LIW) SAR. You can submit your request from the LIW login page by going to <https://liw.logsa.army.mil> :

**Figure 1**

**Click on "System Access Request" to begin your SAR**

**Figure 2**

*Whether you are starting your SAR request or logging in as an existing user, the system will prompt you to select a CAC certificate. You will need to select your DOD CA-XX certificate and click OK.*

**\*\*Please note that if you inadvertently select the DOD EMAIL certificate, you may need to close the window, clear your internet cache and try again in a new browser.**

Unclassified Page 1



## How to submit a System Access Request (SAR)



### For Enterprise Data Management Office (EDMO) Portal Access

Figure 5



*You may be prompted to select your certificate again.*

Figure 6



*If you do not already have an LIW account, you will need to submit your SAR as a "NEW USER".*

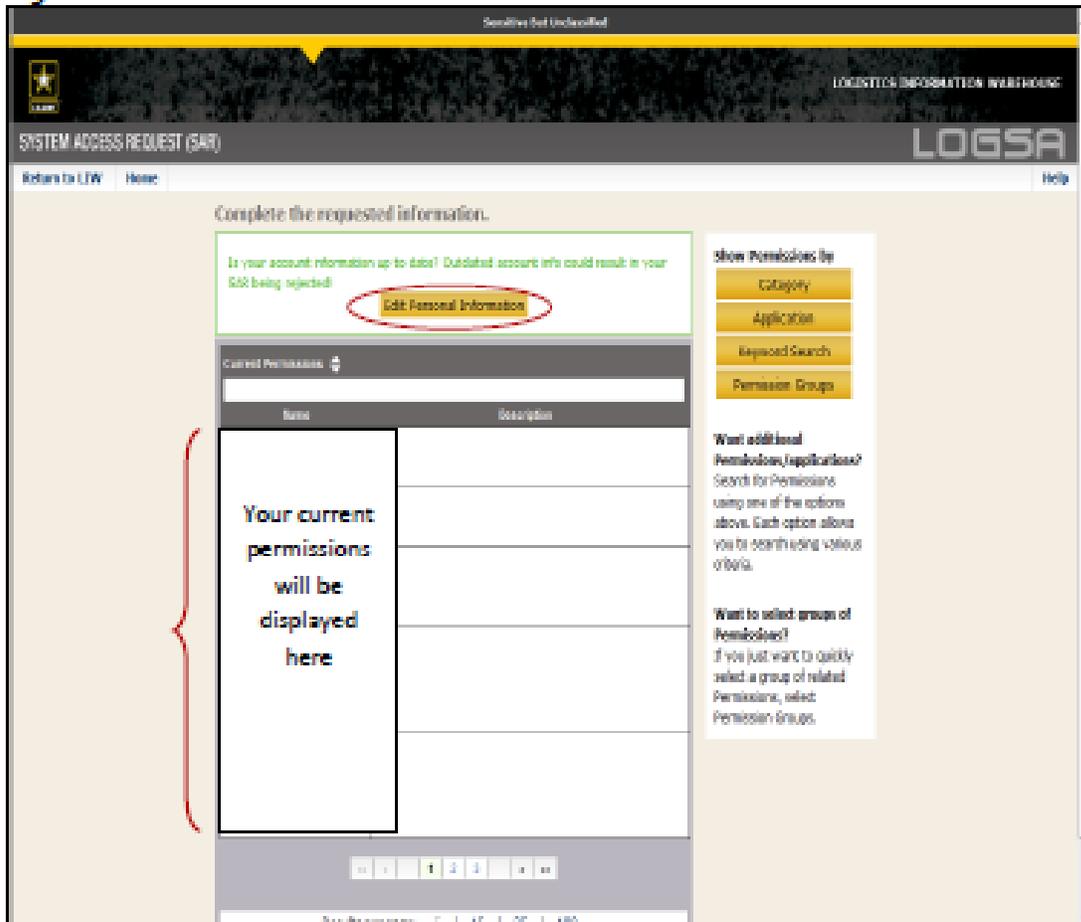


## How to submit a System Access Request (SAR)



### For Enterprise Data Management Office (EDMO) Portal Access

Figure 7



From the System Access Request (SAR) initial page, you can see your current LIW permissions as well as edit your Personal Information.

EXISTING USERS can click on "Edit Personal Information" to review your personal data.

NEW USERS can click on "Edit Personal Information" to complete and verify their personal information.



## How to submit a System Access Request (SAR)



### For Enterprise Data Management Office (EDMO) Portal Access

Figure 8

REQUEST (SAR)

Home

**Personal Info**

**Work Location**

MACOM/branch of Service:

Unit/Organization Name:

Office Symbol:

Offic #/Room#:  OOXUS OPRM Unit

CDRUS Dwell:

CDRUS CA:  Only IPO for OODRUS

Country:

DOB:

DF Code #1 or APO Code # Number:

CDR#:

Command #:  030-000-0000

**Personal Security Manager (PSM)**

Last Name:

First Name:

MOBILE\_PHONE:

Use 10 Digits Only

Once you click on "Edit Personal Information", you will see this screen.

The directional arrows allow you to expand and collapse personal profile sections contained on this page.

Figure 9

**Personal Security Manager (PSM)**

Last Name:

First Name:

Mobile Phone:  Use 10 Digits Only

DOW:

Command #:

Email Address:

**Government Supervisor**

Last Name:

First Name:

Mobile Phone:  Use 10 Digits Only

DOW:

Command #:

Email Address:  and/or go-only and needed by your email address

Ensure that individuals entered in the Personnel Security Manager & Government Supervisor section are available to approve your request. They will receive an email after you complete the SAR request, and will need to approve upon receipt. Any delay of approval will be a delay in your capability to gain access to LIW and the EDMO Portal.

Click "Save" after you have completed/updated your information

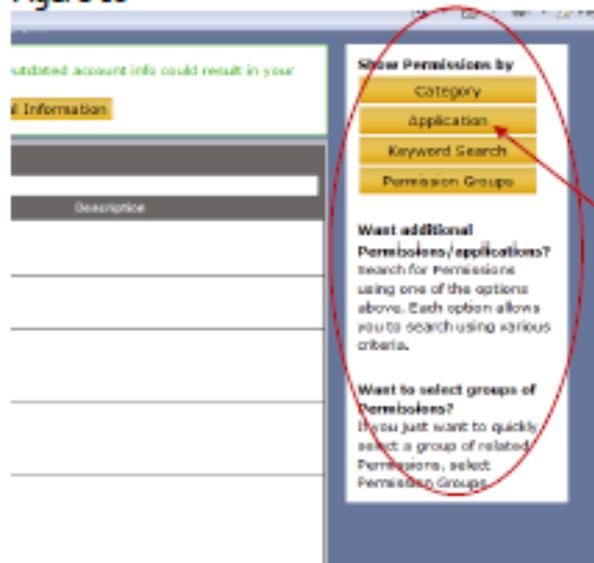


## How to submit a System Access Request (SAR)



### For Enterprise Data Management Office (EDMO) Portal Access

Figure 10



*You will also request permissions from this page by using one of the options listed to the right of the screen a noted.*

*As you will need access to "EDMO", it will be easiest to search by clicking "Application".*

*(See next figure)*

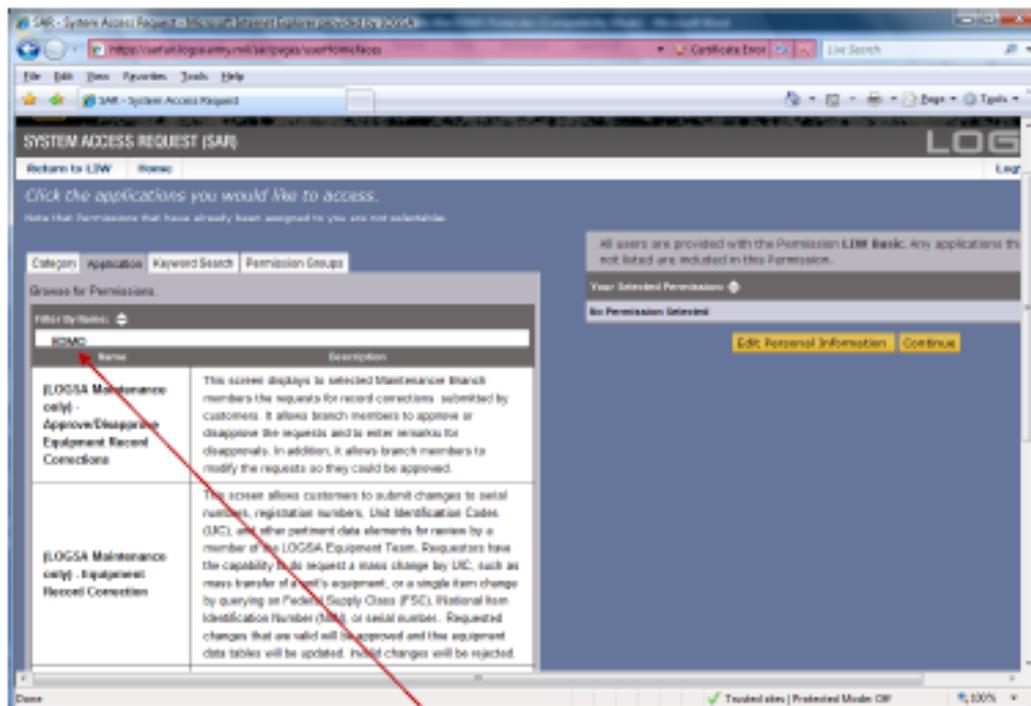
Figure 11



## How to submit a System Access Request (SAR)



### For Enterprise Data Management Office (EDMO) Portal Access



Type EDMO into the search field in order to locate the application within the SAR system menu.

See Figure 12 if you are a Local National or Foreign National.

If you are NOT a Local National or Foreign National, proceed to Figure 13.



## How to submit a System Access Request (SAR) For Enterprise Data Management Office (EDMO) Portal Access

Figure 12

The screenshot shows a web interface for searching permissions. At the top, there are tabs for 'Category', 'Application', 'Keyword Search', and 'Permission Groups'. Below these is a search bar with the text 'Browse for Permissions.' and a 'Filter By Name:' dropdown menu. The search input field contains the text 'ED'. Below the search bar is a table with two columns: 'Name' and 'Description'. The first row in the table has the name 'EDMO for Foreign Nationals or Local Nationals' circled in red, with a red arrow pointing to a text box below. The description for this entry is 'The Logistics Support Activity (LOGSA) Enterprise Data Management Office (EDMO) provides data management, data governance and data integrity for systems within the Army Logistics.' Below the table is a pagination control showing '1' selected, and a 'Results per page:' dropdown menu with options for 5, 15, 25, and 100.

Name	Description
EDMO for Foreign Nationals or Local Nationals	The Logistics Support Activity (LOGSA) Enterprise Data Management Office (EDMO) provides data management, data governance and data integrity for systems within the Army Logistics.

*Please note that for Foreign Nationals or Local Nationals, the EDMO application name will contain additional verbiage specific to local and foreign nationals. If you are a local or foreign national, this is the correct selection for you to gain EDMO Portal access.*

*(See next figure)*

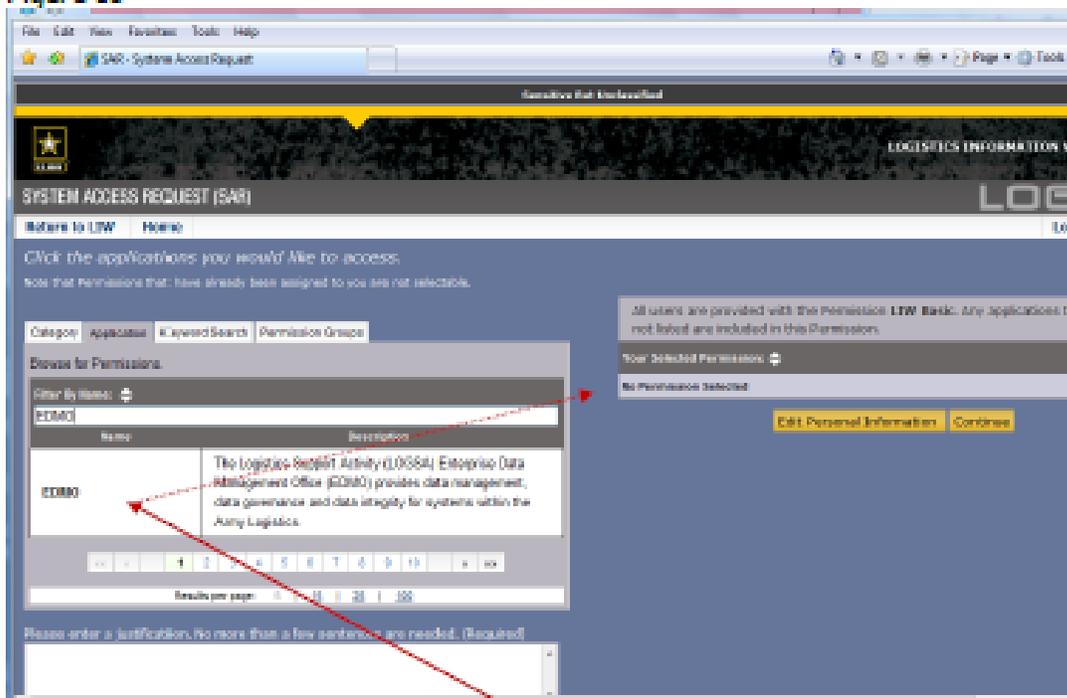


## How to submit a System Access Request (SAR)



### For Enterprise Data Management Office (EDMO) Portal Access

Figure 13



Once the SAR system locates the EDMO application, click on it to select and it will appear in the selected items area.

(See next figure)

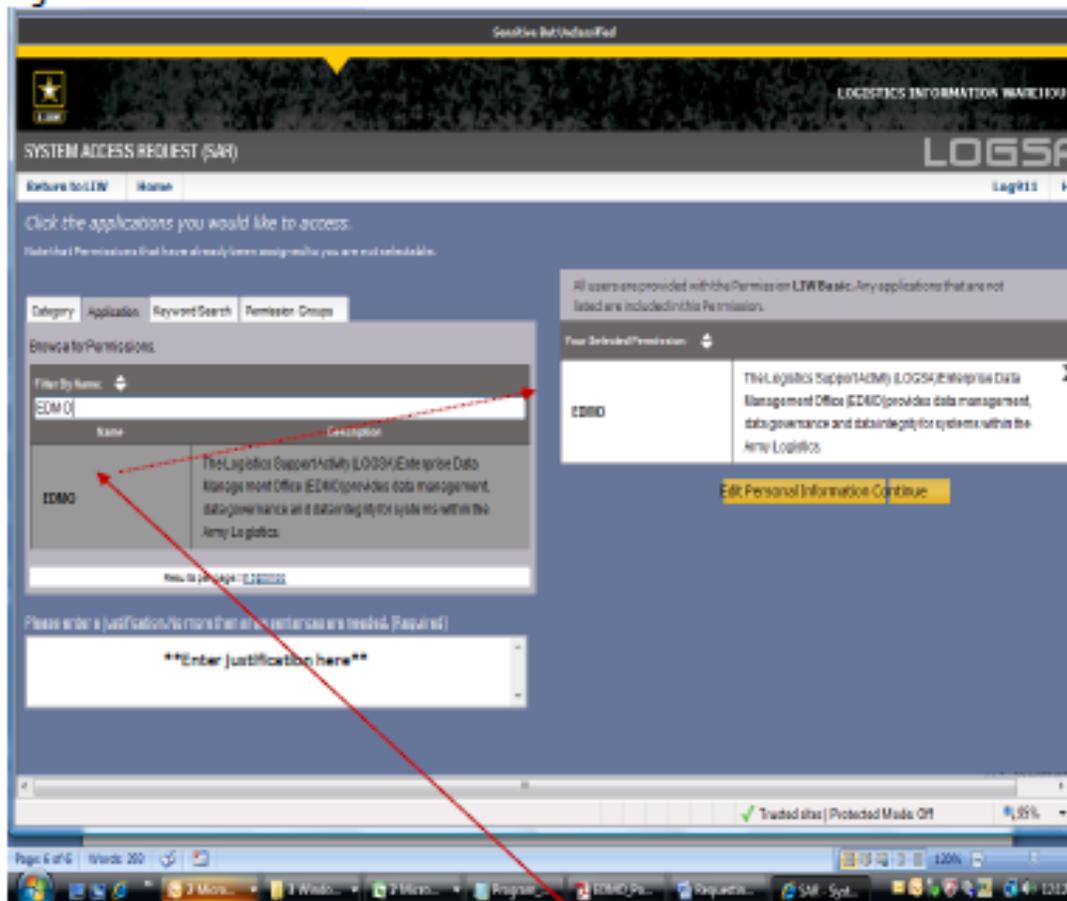


## How to submit a System Access Request (SAR)



### For Enterprise Data Management Office (EDMO) Portal Access

Figure 14



*Once the EDMO application has been selected, it will turn gray, and you will see it on the right side of your screen under "Your Selected Permission."*

*\*\*Please note that you may also select any additionally desired applications from this segment of the SAR as well*

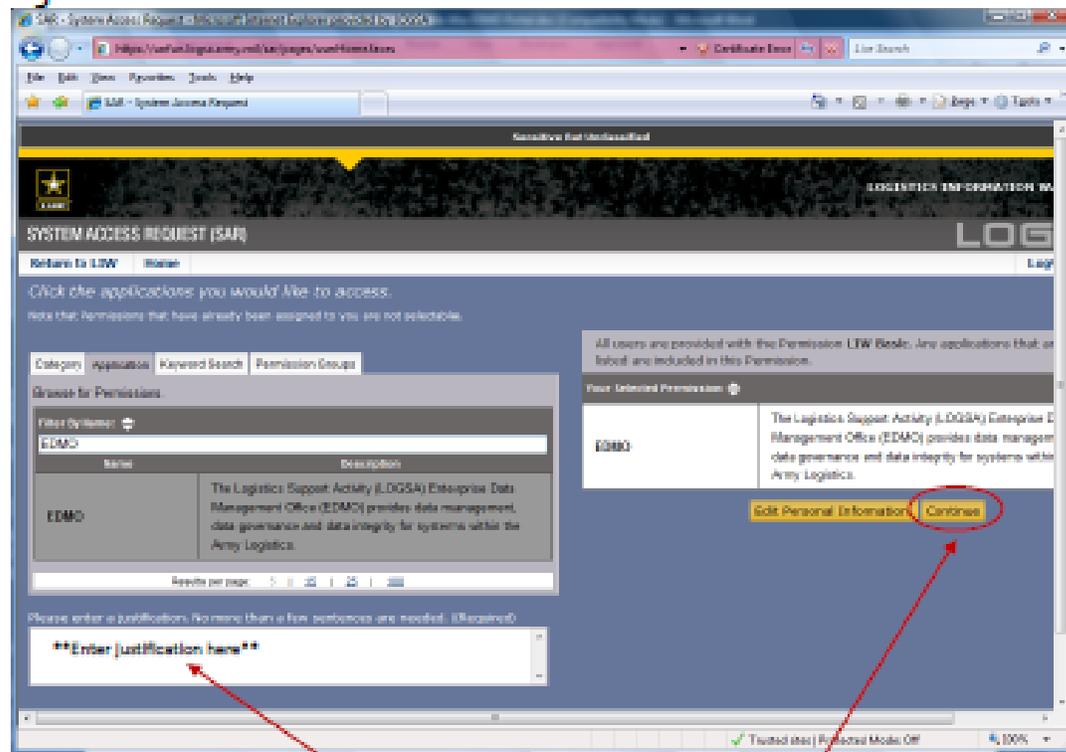


## How to submit a System Access Request (SAR)



### For Enterprise Data Management Office (EDMO) Portal Access

Figure 15



You must also populate the **justification box** with a brief explanation of why you need access to the EDMO portal. There is a 500-character limit on this field.

An example justification might be:

"Requesting access to the EDMO Web Portal for use w/GCSS-Army data validation reports."

Then click "Continue".



## How to submit a System Access Request (SAR) For Enterprise Data Management Office (EDMO) Portal Access

Figure 16

*You will be taken to a review page. Please review your information carefully. If everything is correct, scroll down and click the "Submit" button at the bottom of the page to submit your SAR.*

*You will receive an email notification with SAR information after your SAR has been submitted.*



## How to submit a System Access Request (SAR)



### For Enterprise Data Management Office (EDMO) Portal Access

---

#### **Important Facts and Notes:**

- Once your SAR has been submitted, it will go through the approval process. You will receive email notifications advising you of progress. For questions regarding the status of your LIW SAR, please contact the LOGSA Help Desk using one of the following options:

Toll Free 1-866-211-3367

Commercial 256-955-7716

OCONUS DSN 312-645-7716

CONUS DSN 645-7716

Email: [logsa.helpdesk@conus.army.mil](mailto:logsa.helpdesk@conus.army.mil)

- Inactive LIW accounts will be suspended:  
Accounts will be subject to suspension after 30 days of inactivity. Please login to your account periodically to prevent suspension. You should receive an email notification when your account is pending suspension.
- EDMO Web Portal Login Request (WPLR)Form:  
If your LIW SAR is approved for access to the EDMO portal, it is important to note that you will also need to complete the EDMO WPLR form. The WPLR form will be sent to you as part of the LIW SAR process. You will not receive the form until your request has reached that portion of the process. For questions about the WPLR form, please contact EDMO at:  
[logsa.amxlsed@conus.army.mil](mailto:logsa.amxlsed@conus.army.mil).

*(Please do not contact the LOGSA Help Desk to inquire about the WPLR form.)*



## How to submit a System Access Request (SAR)



### For Enterprise Data Management Office (EDMO) Portal Access

---

#### ***Important Facts and Notes (cont'd):***

- Please note that after your access to EDMO has been established, you can access the EDMO portal using one of the following two options:
  1. From the LIW Home Page  
<https://liw.logsa.army.mil>
  2. From the EDMO Portal Login Screen  
<https://edmo.logsa.army.mil>

# Appendix B: Upload a File to EDMO for Review

(Data in this appendix was provided by EDMO)



## Enterprise Data Management Office (EDMO) Data Upload Via Logistics Information Warehouse (LIW) Data Upload Module

### Before you begin...

1. You must have an LIW account to access the LIW Data Upload module. *If you do NOT have an existing LIW account, please submit a LOGSA System Access Request (SAR) by going to <https://liw.logsa.army.mil> and clicking "System Access Request" to fill out a SAR request form for BASIC LIW Access.*
2. Access to the LIW Data Upload module is included in Basic LIW access. If you already have an LIW account, you will NOT need to submit a System Access Request (SAR). You may and proceed to *Figure 1* to begin the data upload instructions.



Figure 1

Go to the LIW website login screen at: <https://liw.logsa.army.mil> and click on "Login with CAC".

**\*\*Please note that you may be prompted to select a certificate before you see this screen\*\***

(See figure 1)



## Enterprise Data Management Office (EDMO) Data Upload Via Logistics Information Warehouse (LIW) Data Upload Module



Figure 2

*If your LIW Home Page is blank or if you do not see the EDMO UPLOAD icon, you will need to add it to your LIW Home Page for quick access by clicking on the "App Warehouse" icon at the bottom of the page.*

*(See Figure 2)*

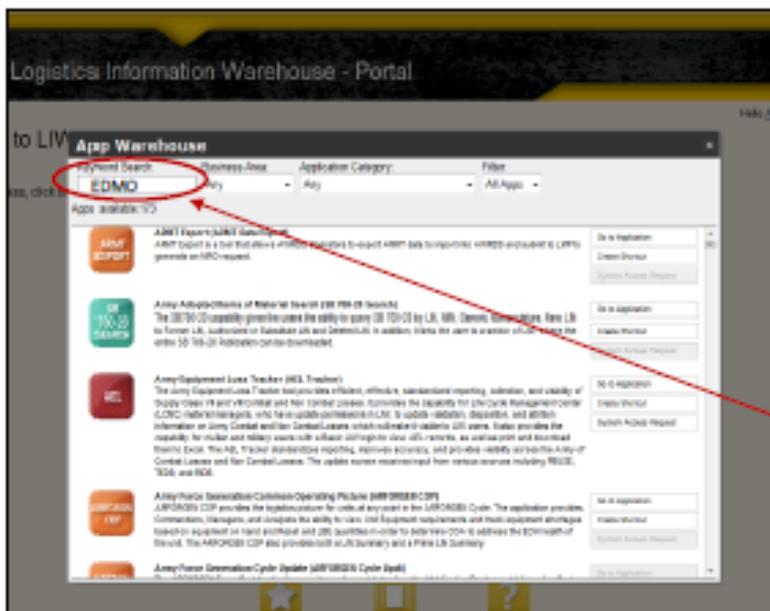


Figure 3

*An "App Warehouse" pop up box will appear. From this window, you can select which icons you would like to place on your LIW Home Page for quick access. To locate the EDMO Upload icon, simply type "EDMO" into the Keyword Search and press enter.*

*(See Figure 3)*

## Enterprise Data Management Office (EDMO) Data Upload Via Logistics Information Warehouse (LIW) Data Upload Module



Figure 4

Your search results should display the EDMO UPLOAD icon along with any other applications with "EDMO" in their name. Click on "Create Shortcut" to place the EDMO UPLOAD icon on your LIW Home Page. You can also click on "Go to Application" to open the EDMO UPLOAD module, but this action will not add the icon to your LIW Home Page for quick access. (See figure 4)



Figure 5

After you select "Create Shortcut", you will see the EDMO Upload Data icon appear on your LIW Home Page in the background (if it is not obscured by the pop up box). Also, the "Create Shortcut" option will become grayed out. Just click the "X" in the upper right corner of the pop box to close it and return to the LIW Home page. (See figure 5)

Unclassified



## Enterprise Data Management Office (EDMO) Data Upload Via Logistics Information Warehouse (LIW) Data Upload Module

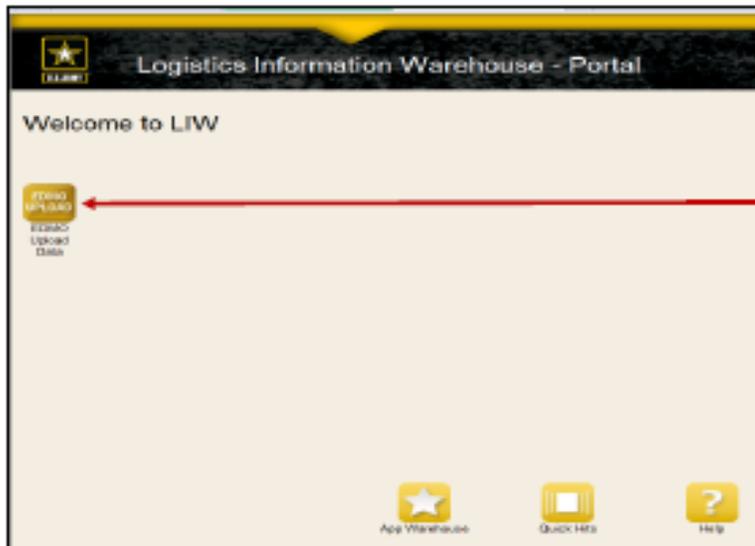


Figure 6

*The EDMO Upload Icon should now be accessible from your LIW Home Page. Just click on the icon to access the EDMO Upload module.*

*(See Figure 6)*

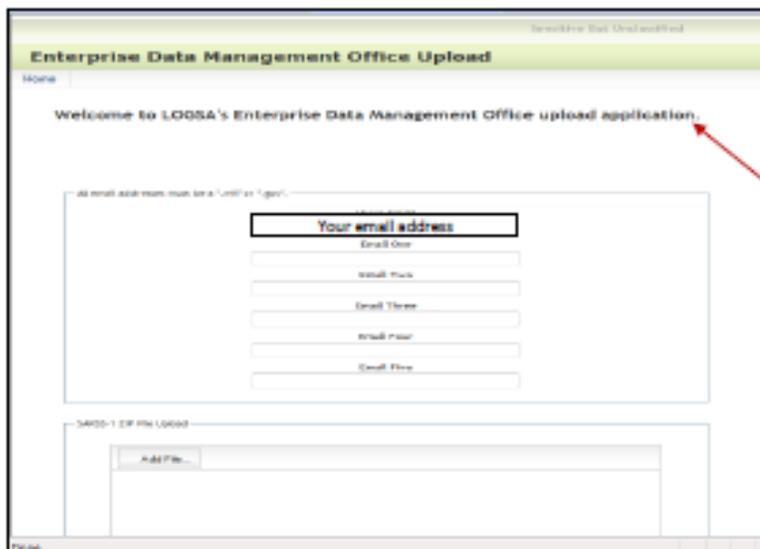


Figure 7

*After clicking on the EDMO Upload Icon from the LIW Home Page, you will be taken to the EDMO Upload page seen here.*

*(See Figure 7)*



## Enterprise Data Management Office (EDMO) Data Upload Via Logistics Information Warehouse (LIW) Data Upload Module

Figure 8

You will notice that your email address is auto populated into the first field labeled "User's Email". You may enter up to five additional email addresses. This should be those with an interest in your upload, as they will receive system generated email notifications along with you. **\*\*The additional email addresses are optional.**

(See figure 8)

Figure 9

When entering additional email addresses, please note that all email addresses must be in the proper format ending in a ".gov" or ".mil" extension.

(See figure 9)



## Enterprise Data Management Office (EDMO) Data Upload Via Logistics Information Warehouse (LIW) Data Upload Module



*If you use an incorrect format, you will receive this error message.*

*(See figure 10)*

Figure 10

### Required Naming Convention-The file format must be a ZIP file

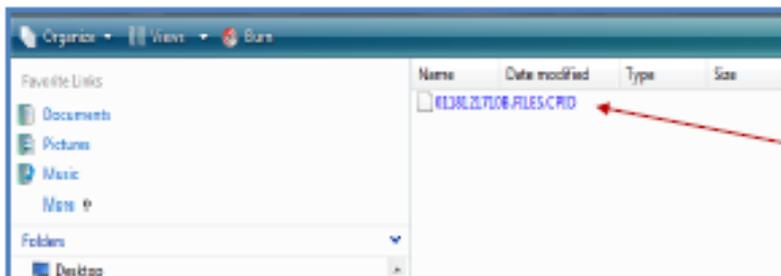
For SARSS1, your upload file will be a ".zip" of a ".cpio" backup extraction. The file name cannot contain spaces or characters other than letters, numbers, periods, dashes, or underscores. In addition, the CPIO file contained in the ZIP file that you uploaded cannot contain spaces. This file requires the same constraints as the ZIP file (no spaces and only periods, dashes, underscores etc...).

*For example:*

WZZZZZ\_Z11\_0123456789Z.FILES.zip

*Remember:*

1. No spaces
2. Only letters, numbers, periods, dashes, or underscores
3. Must end in .zip



*Navigate to where you have stored your SARSS 1 extract file. This file should end in \*.cpio*

*(See Figure 11)*

Figure 11

Unclassified

Page 6



## Enterprise Data Management Office (EDMO) Data Upload Via Logistics Information Warehouse (LIW) Data Upload Module

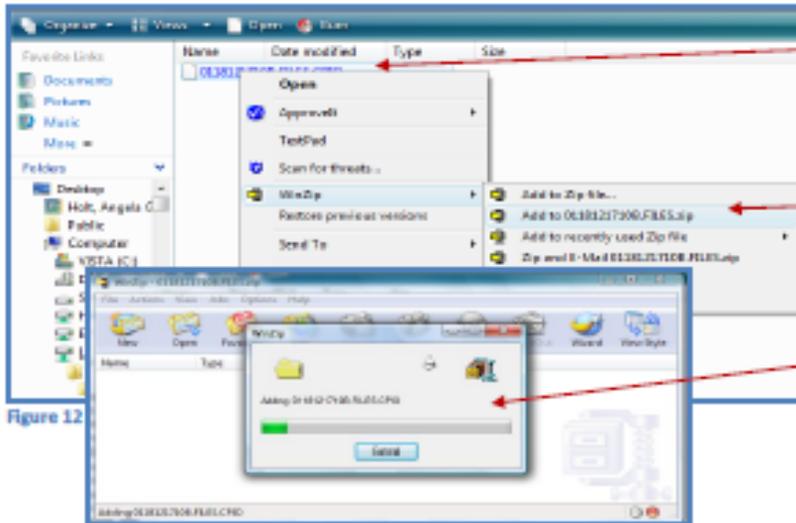


Figure 12

**For Windows Vista:**

*Right click on the filename, scroll to "WINZIP" and over to "Add to <yourfilename>.zip" and select. As soon as you click, your file will start creating.*

*A dialog box will display a progress bar while your new \*.zip file is being created.*

*(See Figure 12)*

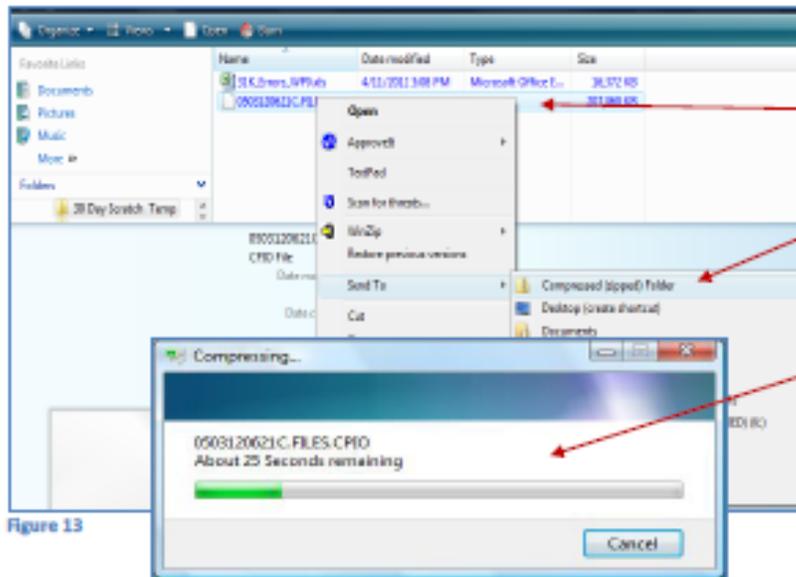


Figure 13

**For Windows 7:**

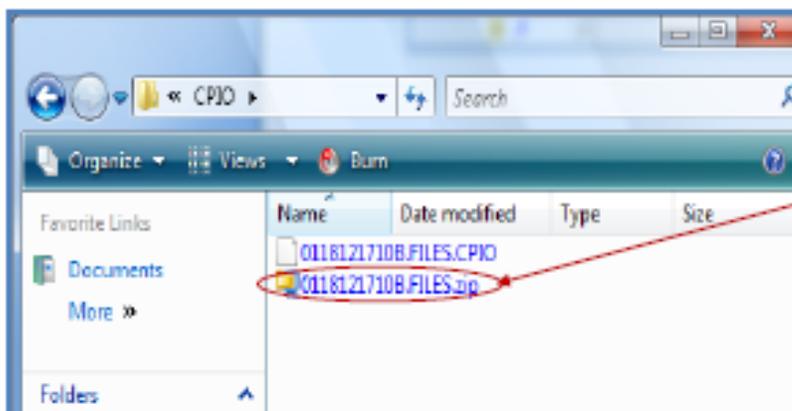
*Right click on the filename, scroll to "Send To" and over to "Compressed (zipped) Folder" and select. As soon as you click, your file will start creating.*

*A dialog box will display a progress bar while your new \*.zip file is being created.*

*(See Figure 13)*



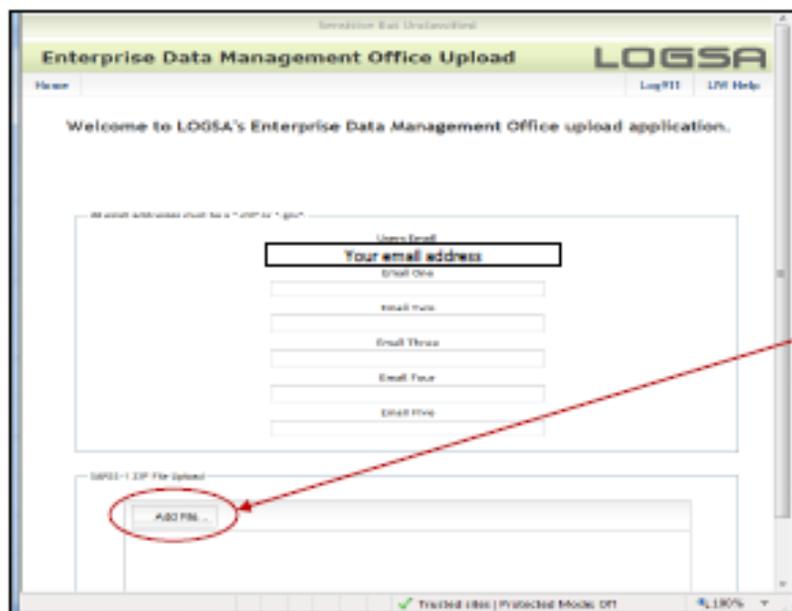
## Enterprise Data Management Office (EDMO) Data Upload Via Logistics Information Warehouse (LIW) Data Upload Module



*Your file is now saved as a new \*.zip file which is saved to the same place as your original \*.cpio file. This is the file that you will need to upload into the EDMO Data Upload module.*

*(See Figure 14)*

Figure 14



*After you have populated the desired email addresses and saved your backup file in the proper format, you are ready to upload your file.*

*Click the "Add File" button.*

*(See figure 15)*

Figure 15



## Enterprise Data Management Office (EDMO) Data Upload Via Logistics Information Warehouse (LIW) Data Upload Module

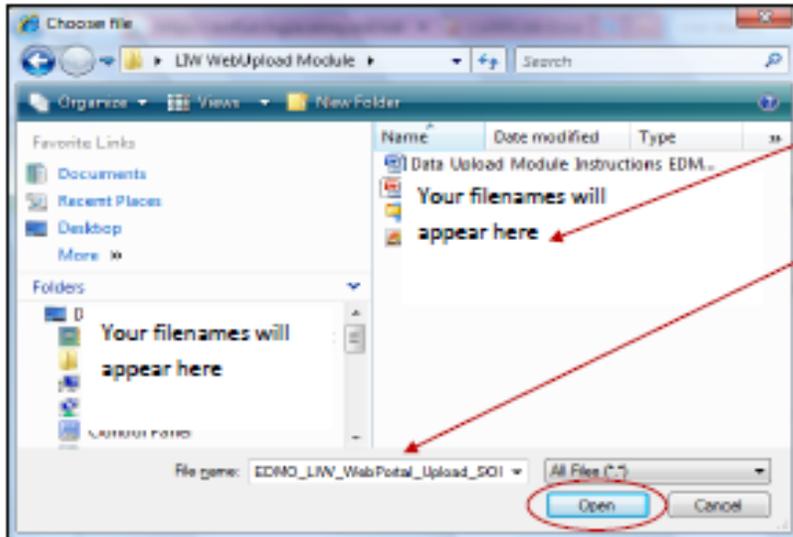


Figure 16

*A pop up box will appear. Browse to the file that you wish to upload and select it. The file name should appear in the field at the bottom of the box.*

*Next, click the "Open" button.*

*(See figure 16)*

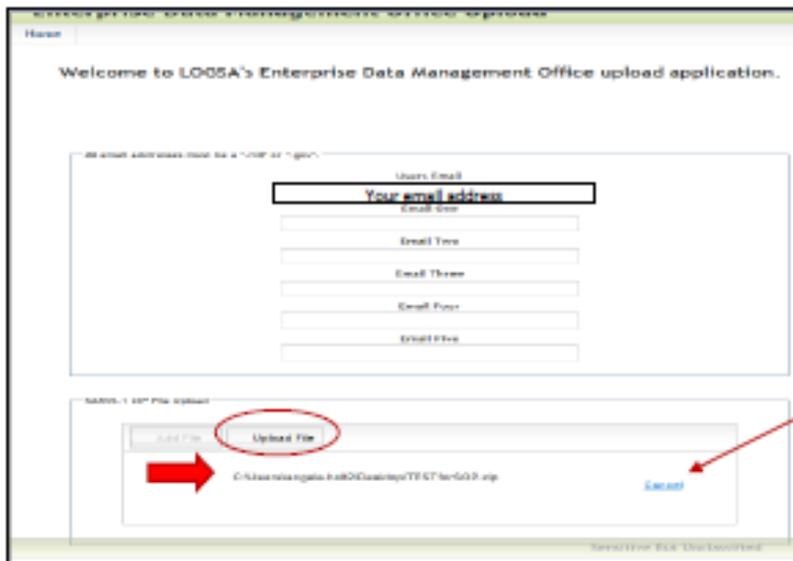


Figure 17

*After you select your zip file, the filename will show up in the upload module window.*

*If this is the correct file, click "Upload". If not, select "Cancel" and browse again.*

*(Notice the word "Cancel" to the right of the file name)*

*(Please note that you may have to refresh the page after you click OK)*

*(See figure 17)*



## Enterprise Data Management Office (EDMO) Data Upload Via Logistics Information Warehouse (LIW) Data Upload Module

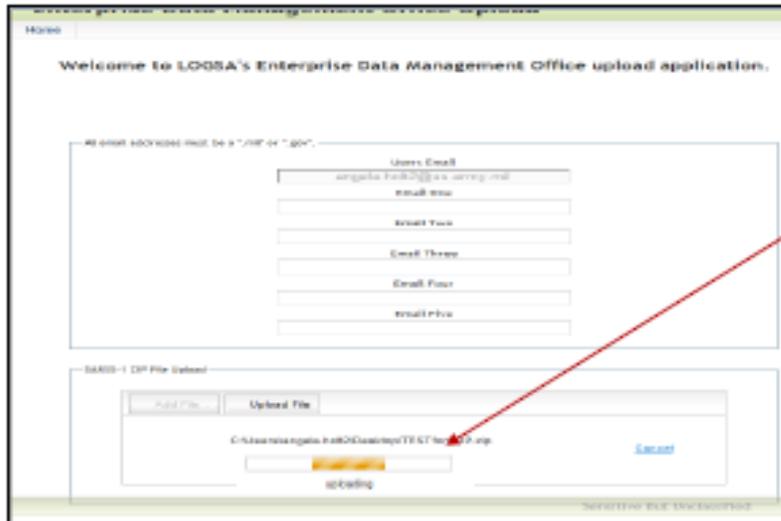


Figure 18

*A progress bar will appear while your file is uploading.*

*(See figure 18)*

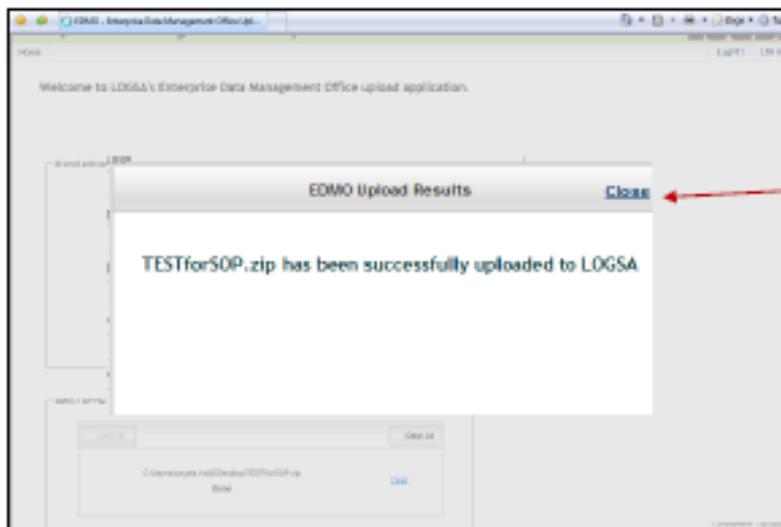


Figure 19

*Once your file has successfully uploaded, you will receive this confirmation message.*

*Click "Close" in the upper right.*

*You will be returned back to the upload page where you may upload another file if you wish.*

*(Please note that you may have to refresh the page after you click "Close" if you wish to upload another file)*

*(See figure 19)*



## Enterprise Data Management Office (EDMO) Data Upload Via Logistics Information Warehouse (LIW) Data Upload Module

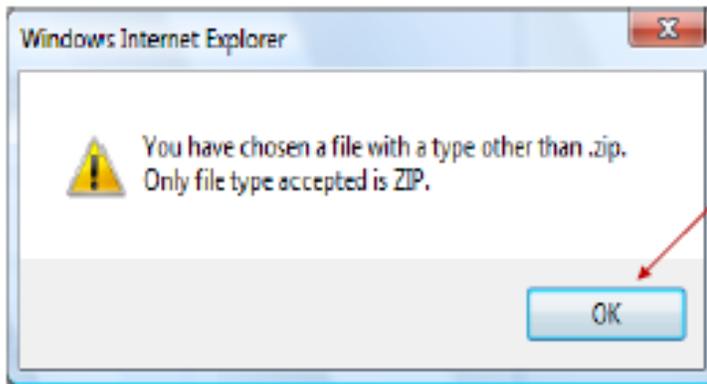


Figure 20

*If you try to upload anything other than a "ZIP" file, you will receive the error message at left. Click "OK" and try again making sure that you are uploading the correct "ZIP" file.*

*(Please note that you may have to refresh the page after you click OK)*

*(See figure 20)*

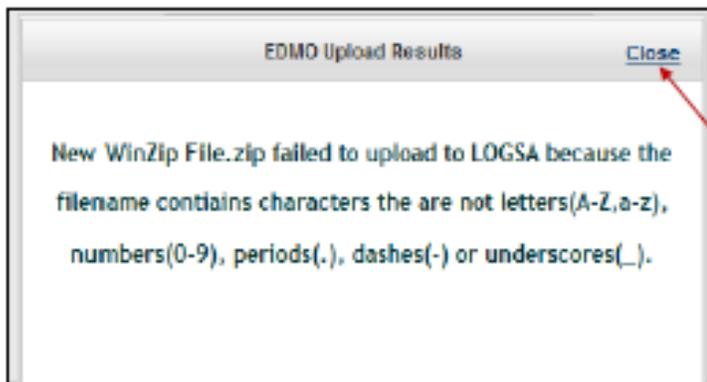


Figure 21

*If you try to upload a file that contains spaces OR characters other than letters, numbers, periods, dashes, or underscores, you will receive this error message.*

*Click "Close" and rename the file making sure to use the proper naming convention.*

*(Please note that you may have to refresh the page after you close the dialog box)*

*(See figure 21)*

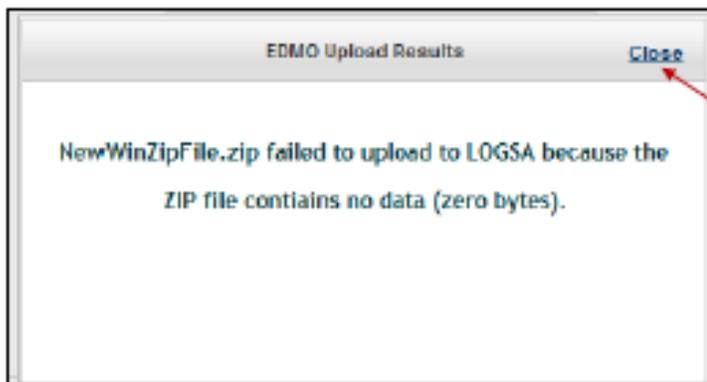


Figure 22

*If you try to upload an empty zip file, you will receive the error message at left.*

*Click "Close" and try again making sure that you are uploading the correct "ZIP" file that contains data.*

*(Please note that you may have to refresh the page after you "Close" the dialog box)*

*(See figure 22)*



## Enterprise Data Management Office (EDMO) Data Upload Via Logistics Information Warehouse (LIW) Data Upload Module

### Review Success Email Notification for Accuracy

*When you receive the "SUCCESS" email notification, be sure to review it for accuracy. If you notice an inaccuracy such as an incorrect UIC, you can re-pull and re-upload the data file. Your original file upload will automatically be archived. There is no further action required by you for the original file uploaded into the system.*

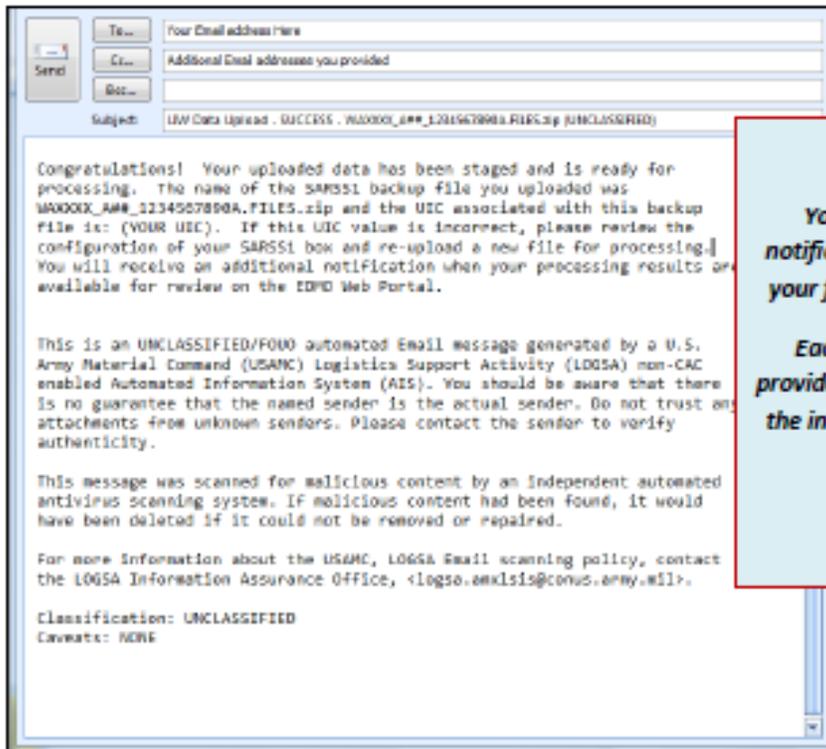


Figure 23

### Success Email

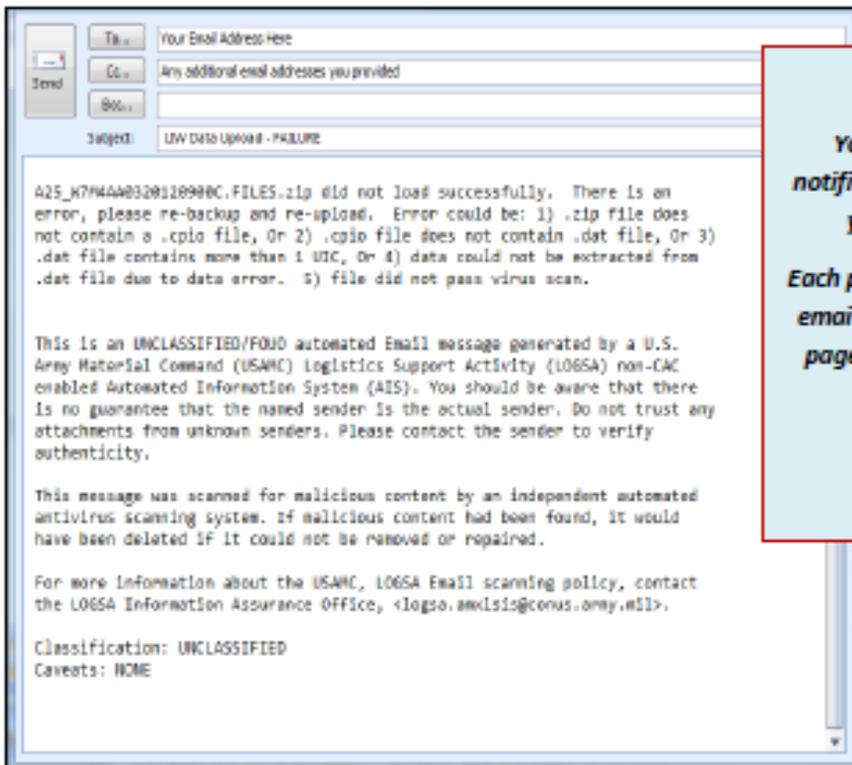
*You will receive an email notification similar to this one if your file upload is SUCCESSFUL.*

*Each person that you have provided an email address for (on the initial page) will receive this as well.*

*(See figure 23)*



## Enterprise Data Management Office (EDMO) Data Upload Via Logistics Information Warehouse (LIW) Data Upload Module



**Failure Email**

***You will receive an email notification similar to this one if your file upload FAILS.***

***Each person that you provided an email address for (on the initial page) will receive this as well.***

***(See figure 24)***

Figure 24



## Enterprise Data Management Office (EDMO) Data Upload Via Logistics Information Warehouse (LIW) Data Upload Module

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### Questions or Issues?

*To report a problem with your EDMO upload or the EDMO portal send email to:*

*Email: [logsa.amxlsed@conus.army.mil](mailto:logsa.amxlsed@conus.army.mil)*

*If you are experiencing a problem with LOGSA LIW services/applications, you can contact the LOGSA Help Desk using one of the below options:*

*Toll Free: 1-866-211-3367*

*Commercial: 256-955-7716*

*OCONUS DSN: 312-645-7716*

*CONUS DSN: 645-7716*

*Email: [logsa.helpdesk@conus.army.mil](mailto:logsa.helpdesk@conus.army.mil)*

Document prepared by: Angela Holt (Team ITSS Contractor)

Date Prepared: 27 APR 2012

Last updated: 9 July 2012 (AGH)

# Appendix C: Import 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
4. Needs to be exported as a Comma Separated Values (CSV) file that can be imported in Excel.

The screenshot shows the U.S. Army Funds Control Portal interface. The top navigation bar includes 'Home', 'FCM Tables', 'Maintenance', 'Reports', 'EP', 'Tools', 'Help', and 'Status'. The 'DoJoCon Report' link is circled in red and labeled with a red arrow and the number '1'. Below the navigation bar is a search criteria form with fields for DODAAC, FSN (set to 021001), Financial Work Center, ASN, APC / CST\_ASSG\_LI Starts With, COST OBJECT, CFC, PROJ CD, DLR (radio buttons for True/False), MATCAT, BILL CD, and OPERATING AGENCY. Below the form are 'Display Result' and 'Clear Result' buttons. A red arrow labeled '2' points to the 'Display Result' button. Below the buttons, the text '30844 records / 2617 page(s) returned' is circled in red and labeled with a red arrow and the number '3'. Below this, the 'Export Results' button is circled in red, and the 'Excel' radio button is selected and labeled with a red arrow and the number '4'. At the bottom, a table of report data is visible, with the first few rows circled in red. The table has columns: ESN, FWC, RIC, DODAAC, EFF DT, SUSP DT, DBOF IND, APC/CST\_ASSG\_LI, Cost Object, CFC, Project Code, DLR, Materiel Category Code, Billing Code, APN FY Designator, and RIC SGE SITE.

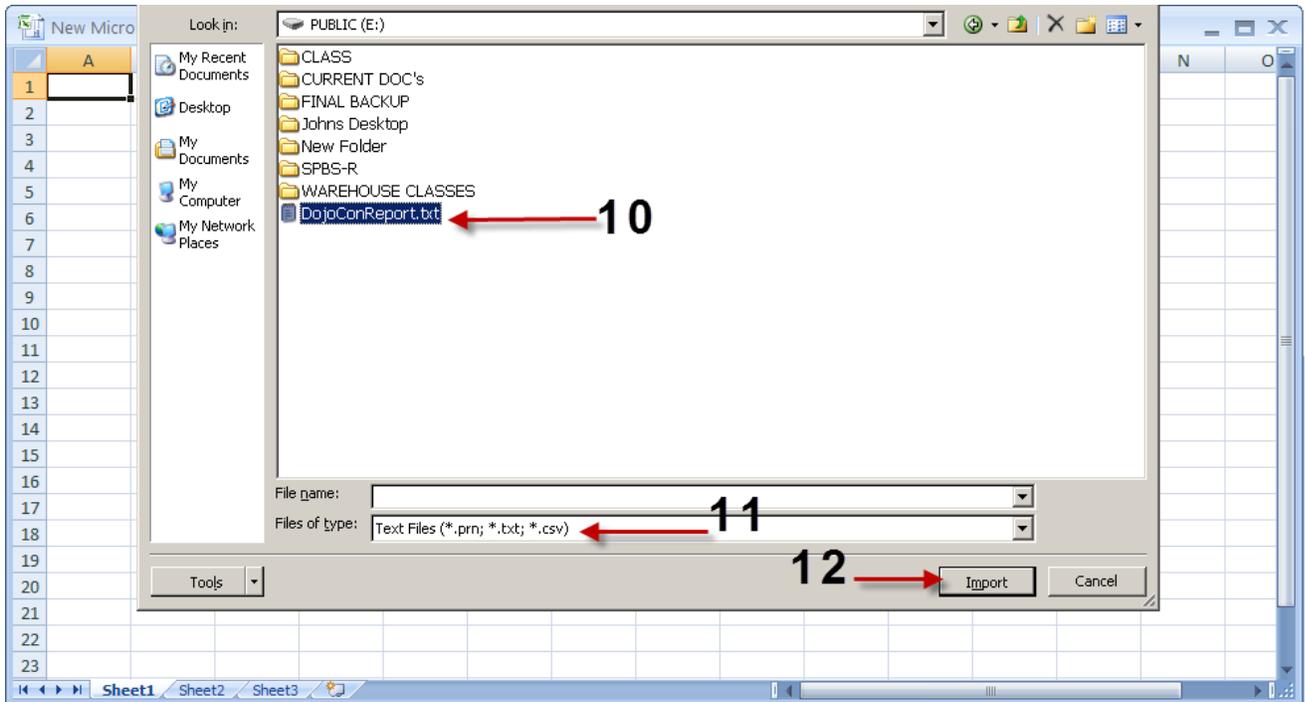
ESN	FWC	RIC	DODAAC	EFF DT	SUSP DT	DBOF IND	APC/CST_ASSG_LI	Cost Object	CFC	Project Code	DLR	Materiel Category Code	Billing Code	APN FY Designator	RIC SGE SITE
021001	NWA		W9120X	10/01/2011	09/30/2012	False	400003172900000000001	0020002710			False		11	2	WQM
021001	NWB		W90YUW	10/01/2011	09/30/2012	False	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



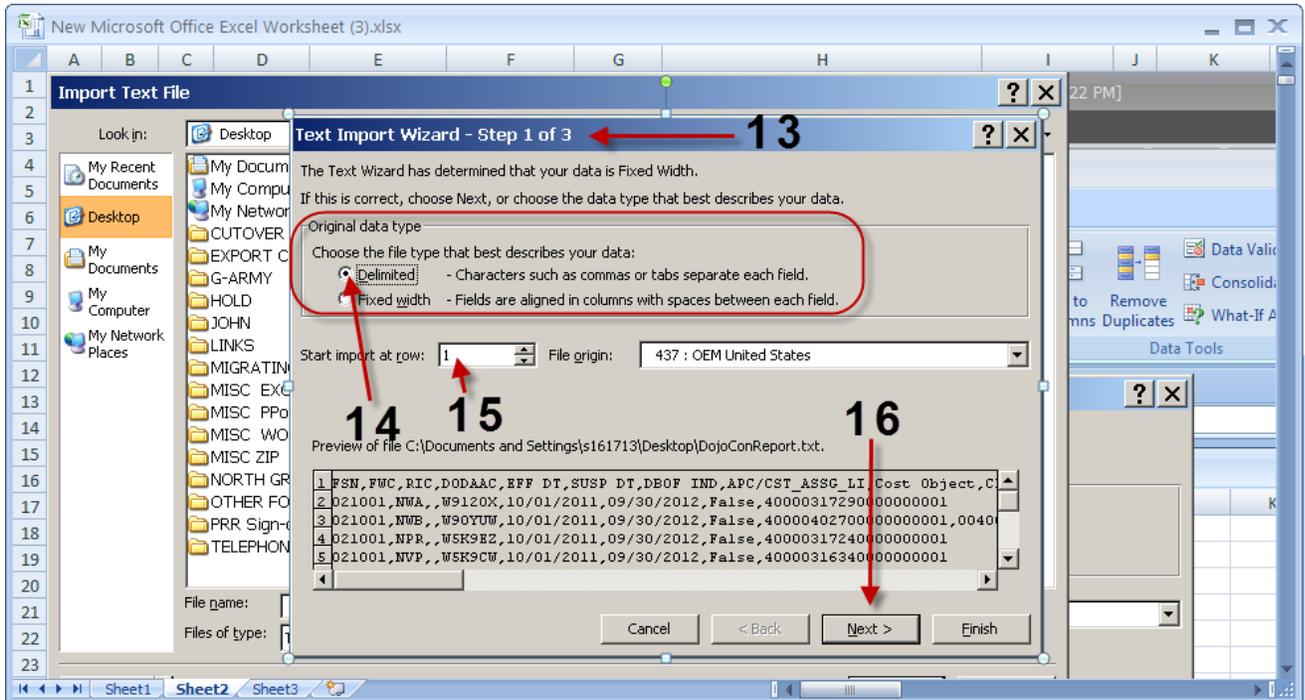
10. Select the file just exported from FCM (DoJoConReport)

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]

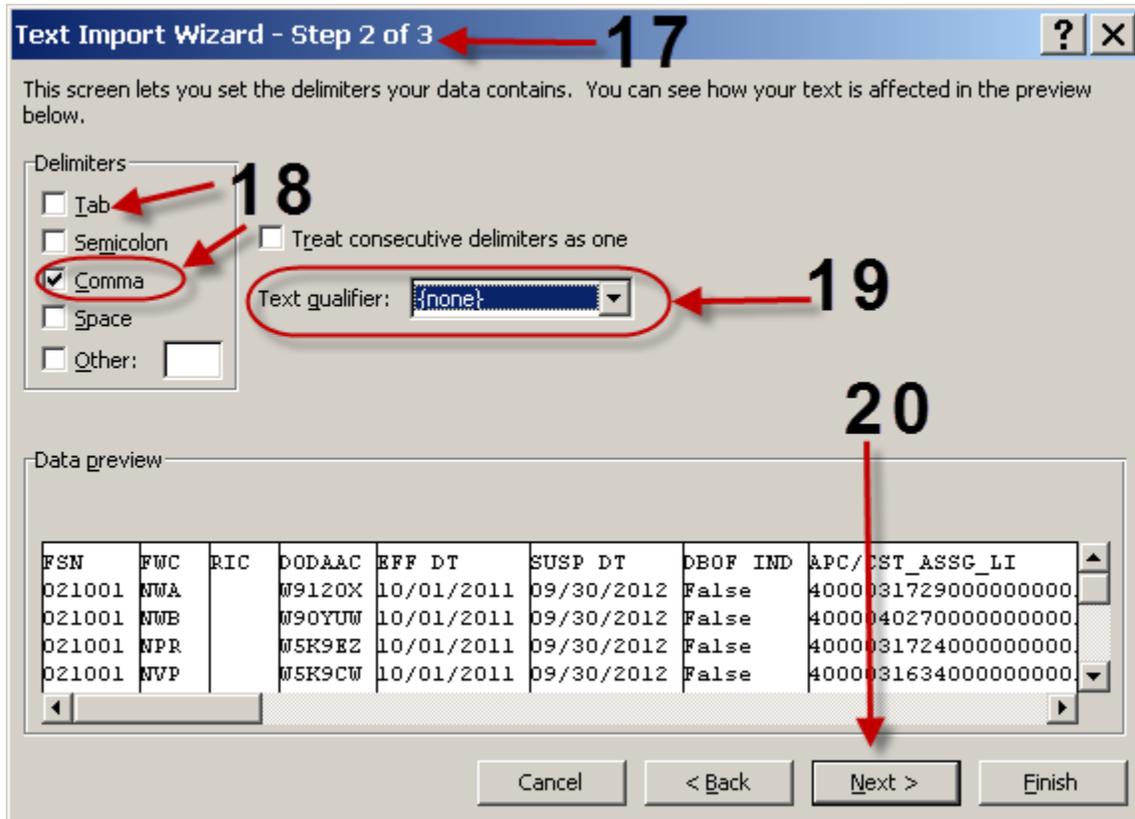


17. Step 2 of the Import Wizard

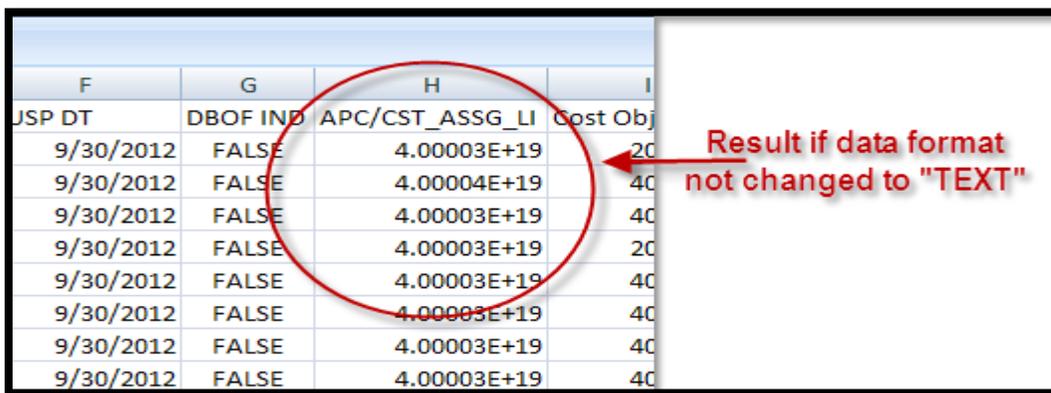
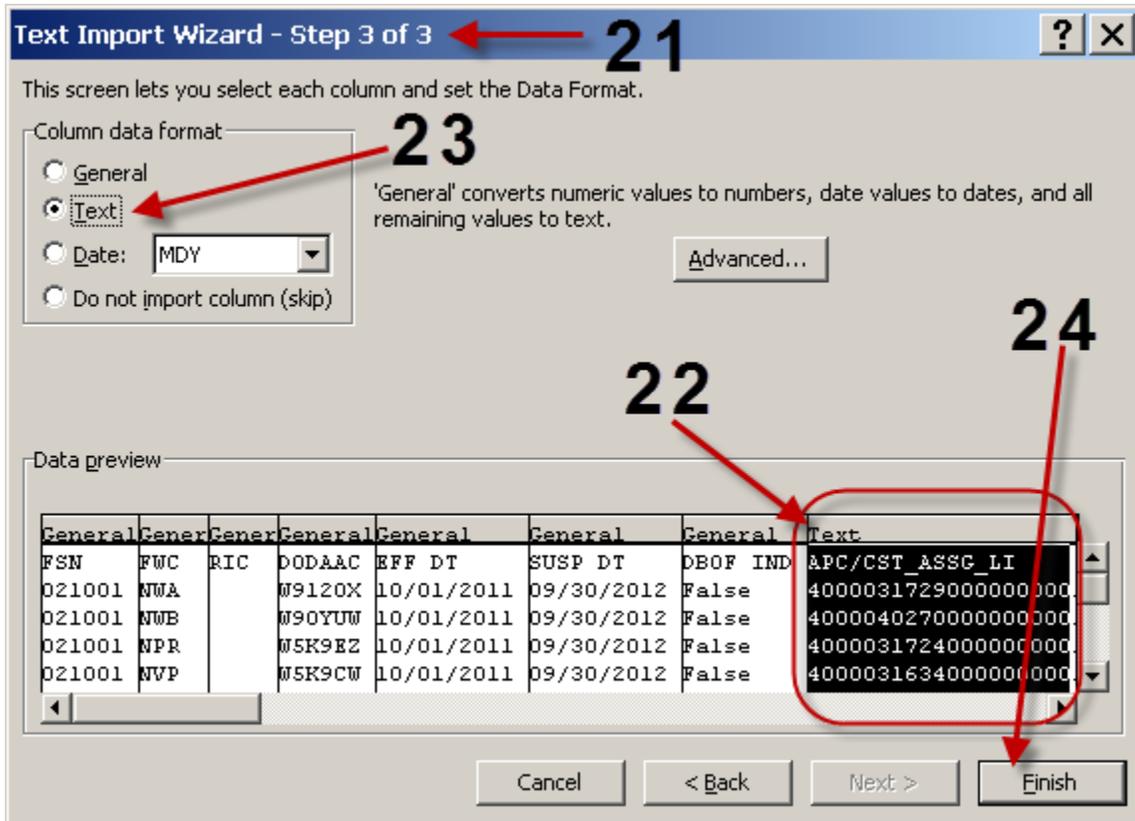
18. Uncheck the Delimiter “Tab” and check “Comma”

19. Set Text Qualifier to “{none}”

20. Select [Next]



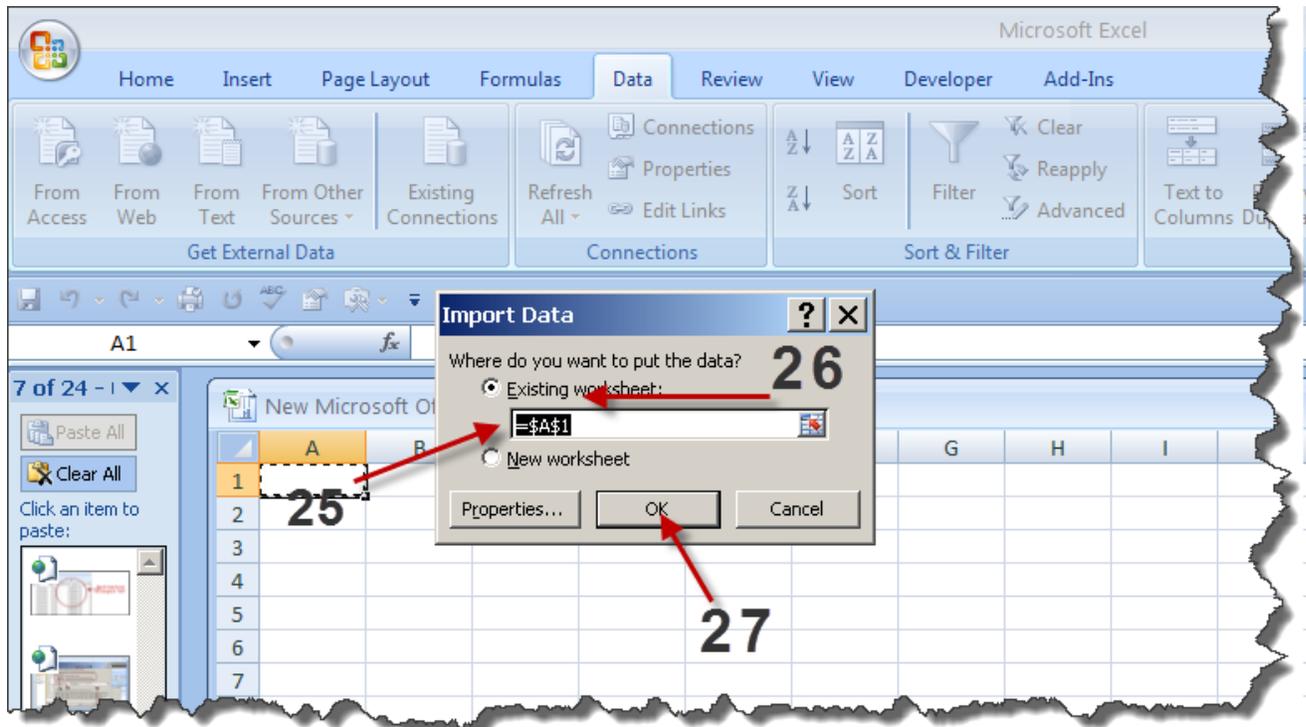
21. Step 3 allows you to change data format
22. Ensure that column with heading APC/CST\_ASSG\_LI is set to text
23. Data format Text not General
24. Select Finish



25. The default value is row 1 column 1 (=\$A\$1)

26. On Existing Worksheet

27. Select [OK]



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		

Sheet1 Sheet2 Sheet3

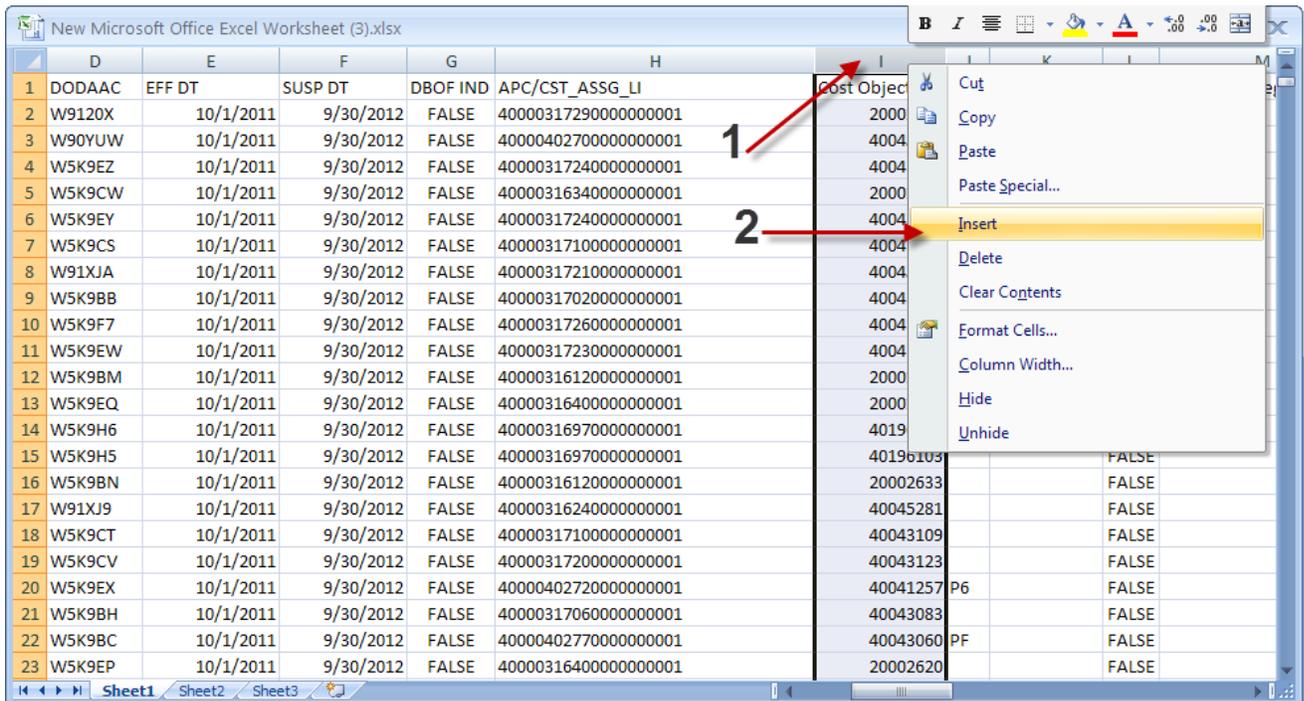
## DoJoCon Report imported into Excel

## 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...

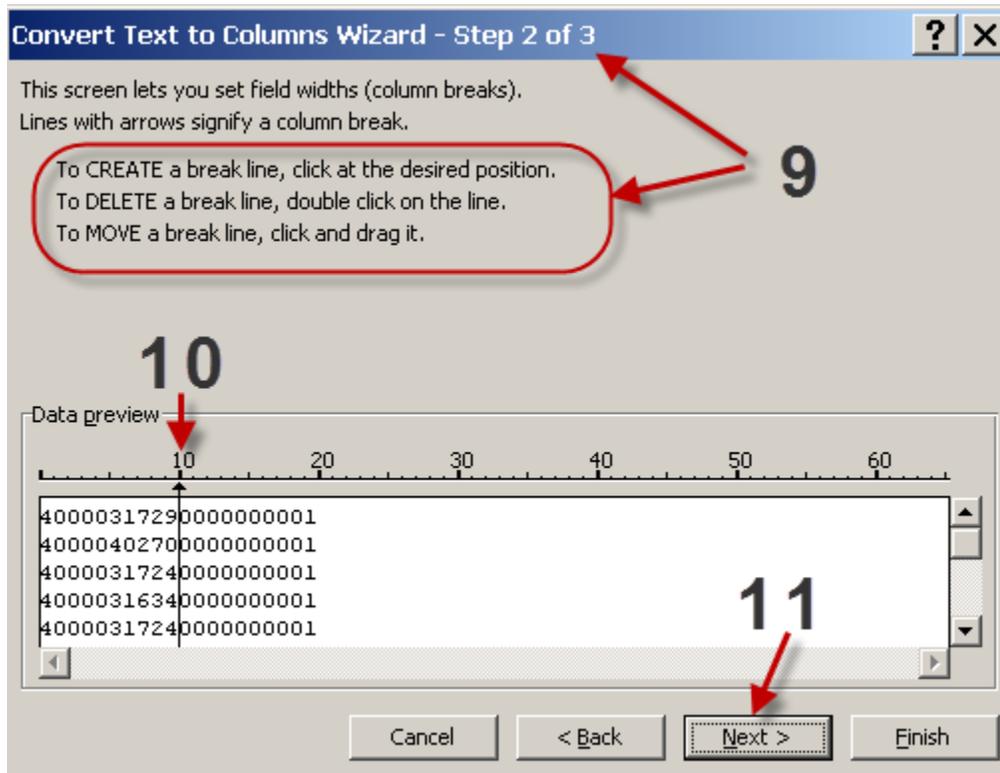
7. Select Original Data Type to Fixed Width

8. Select [Next]

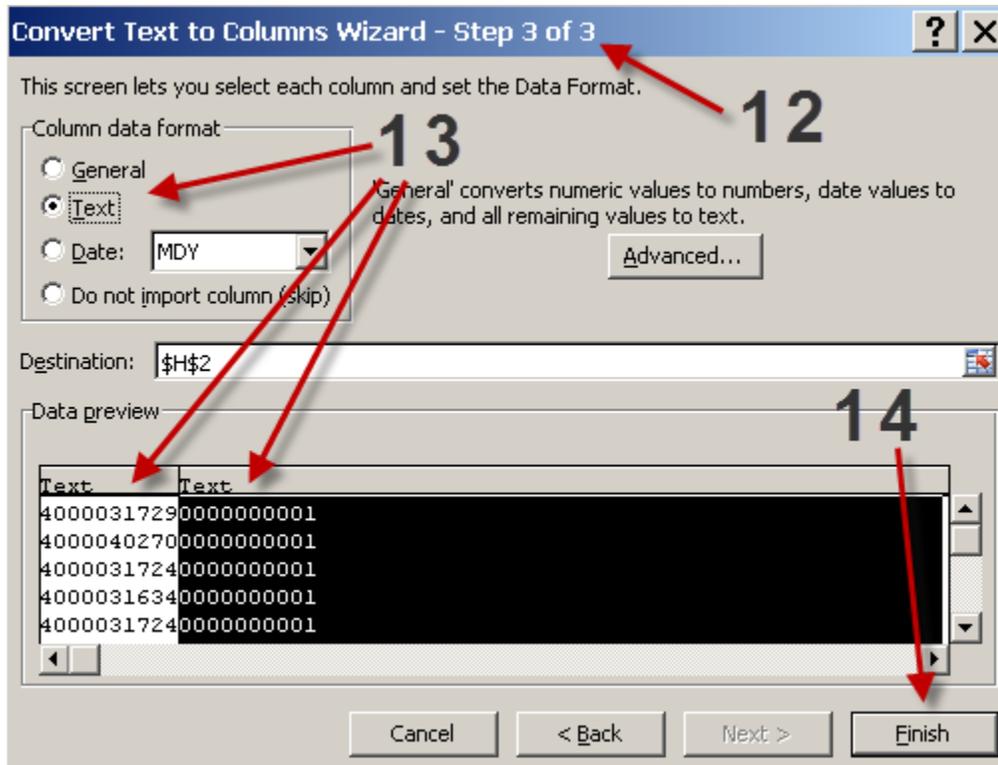
The screenshot shows the Microsoft Excel interface with the 'Convert Text to Columns Wizard - Step 1 of 3' dialog box open. The wizard is set to 'Fixed width' under 'Original data type'. Red arrows and numbers 3 through 8 indicate the steps described in the text. The background shows an Excel spreadsheet with columns A through K and rows 1 through 23. Column I is highlighted in yellow, and the 'Text to Columns' button in the ribbon is also highlighted.

1	FSN	FWC	RIC	DODAAC	EFF DT	SUSP DT	DBOF IND	APC/CST_ASSG LI		Cost Object	CFC	P
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				
5	21001	NVP		W5K9CW	10/1/2011	9/30/2012	FALSE	40000316340000000001				
6	21001	NPR		W5K9EY	10/1/2011	9/30/2012	FALSE	40000317240000000001				
7	21001	NPJ		W5K9CS	10/1/2011	9/30/2012	FALSE	40000317100000000001				
8	21001	NWB		W91XJA	10/1/2011	9/30/2012	FALSE	40000317210000000001				
9	21001	NPF		W5K9BB	10/1/2011	9/30/2012	FALSE	40000317020000000001				
10	21001	NPD		W5K9F7	10/1/2011	9/30/2012	FALSE	40000317260000000001				
11	21001	NPG		W5K9EW	10/1/2011	9/30/2012	FALSE	40000317230000000001				
12	21001	NVM		W5K9BM	10/1/2011	9/30/2012	FALSE	40000316120000000001				
13	21001	NV1		W5K9EQ	10/1/2011	9/30/2012	FALSE	40000316400000000001				
14	21001	NVF		W5K9H6	10/1/2011	9/30/2012	FALSE	40000316970000000001				
15	21001	NVF		W5K9H5	10/1/2011	9/30/2012	FALSE	40000316970000000001				
16	21001	NVM		W5K9BN	10/1/2011	9/30/2012	FALSE	40000316120000000001				
17	21001	KAB		W91XJ9	10/1/2011	9/30/2012	FALSE	40000316240000000001				
18	21001	NPJ		W5K9CT	10/1/2011	9/30/2012	FALSE	40000317100000000001				
19	21001	NPK		W5K9CV	10/1/2011	9/30/2012	FALSE	40000317200000000001				
20	21001	NPG		W5K9EX	10/1/2011	9/30/2012	FALSE	40000402720000000001				
21	21001	NPE		W5K9BH	10/1/2011	9/30/2012	FALSE	40000317060000000001				
22	21001	NPF		W5K9BC	10/1/2011	9/30/2012	FALSE	40000402770000000001				
23	21001	NV1		W5K9EP	10/1/2011	9/30/2012	FALSE	40000316400000000001				

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.

In this example the data records can now be filtered by APC/CST\_ASSG\_LI

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. A data table is displayed with columns A through K. The 'APC/CST\_ASSG\_LI' column (column H) has a filter dropdown menu open. The dropdown menu includes options for sorting (Sort A to Z, Sort Z to A, Sort by Color), clearing filters, and filtering by color. Under 'Text Filters', a list of values is shown with checkboxes. A red arrow points to the value '15' in this list.

	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	Proje
2	21001	NWA		W9120X	10/1/2011	9/30/2012	FALSE	4000031729	0000000001	20002710		
3	21001	NWB		W90YUW	10/1/2011				0000000001	40045220	WB	
4	21001	NPR		W5K9EZ	10/1/2011				0000000001	40043134		
5	21001	NVP		W5K9CW	10/1/2011				0000000001	20002612		
6	21001	NPR		W5K9EY	10/1/2011				0000000001	40043134		
7	21001	NPJ		W5K9CS	10/1/2011				0000000001	40043109		
8	21001	NWB		W91XJA	10/1/2011				0000000001	40045220		
9	21001	NPF		W5K9BB	10/1/2011				0000000001	40043060		
10	21001	NPD		W5K9F7	10/1/2011				0000000001	40043160		
11	21001	NPG		W5K9EW	10/1/2011				0000000001	40041257		
12	21001	NVM		W5K9BM	10/1/2011				0000000001	20002633		
13	21001	NV1		W5K9EQ	10/1/2011				0000000001	20002620		
14	21001	NVF		W5K9H6	10/1/2011				0000000001	40196103		
15	21001	NVF		W5K9H5	10/1/2011				0000000001	40196103		
16	21001	NVM		W5K9BN	10/1/2011				0000000001	20002633		
17	21001	KAB		W91XJ9	10/1/2011				0000000001	40045281		
18	21001	NPJ		W5K9CT	10/1/2011				0000000001	40043109		
19	21001	NPK		W5K9CV	10/1/2011				0000000001	40043123		
20	21001	NPG		W5K9EX	10/1/2011				0000000001	40041257	P6	
21	21001	NPE		W5K9BH	10/1/2011				0000000001	40043083		
22	21001	NPF		W5K9BC	10/1/2011	9/30/2012	FALSE	4000040277	0000000001	40043060	PF	
23	21001	NV1		W5K9EP	10/1/2011	9/30/2012	FALSE	4000031640	0000000001	20002620		

## 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
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
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-A	Global Combat Service Support - Army
GEFBS	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
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 Obligations
UMD	Unmatched Disbursement
WBS	Work Breakdown Structure
WO	Work Order

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