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

1. Because of the large quantity of files and numerous systems GCSS-Army receives data from, a standard naming convention is necessary. Please **rename the finance generated files by adding the RIC (ex. AXP_), an underscore, then date (ddmmyy_) and underscore to front of the finance generated file name.**

2. Ensure all files are compressed into a single directory using the windows compression utility.

For instructions on the utility go to:
http://windows.microsoft.com/en-us/windows7/compress-and-uncompress-files-zip-files

Example:

Original file from finance:	Renamed file to be sent to GCSS-Army:
From GFEBS System GFEBS_OPEN.TXT GFEBS_CLOSED.TXT	**From GFEBS System** AXP_210513_GFEBS_OPEN.TXT AXP_210513_GFEBS_CLOSED.TXT **Name the compressed file:** AXP_GFEBS_210513.zip
From STANFINS System LXG_PD.CSV NXG.CSV	**From STANFINS System** AXP_210513_LXG_PD.CSV AXP_210513_NXG.CSV **Name the compressed file:** AXP_STANFINS_210513.zip
From SOMARDS System SOMARDS_OPEN.CSV SOMARDS_CLOSED.CSV SOMALJOR.TXT	**From SOMARDS System** AXP_210513_SOMARDS_OPEN.CSV AXP_210513_SOMARDS_CLOSED.CSV AXP_210513_SOMALJOR.TXT **Name the compressed file:** AXP_SOMARDS_210513.zip

3. Use AMRDEC Safe to send files to the GCSS-Army Data Team. To use the site, you must authenticate with a CAC or AKO login in. These instructions are for CAC use.

4. Open your web browser and navigate to: https://safe.amrdec.army.mil/SAFE/

5. Click on CAC Users - This option is for CAC users with a computer configured for CAC use. When prompted for a certificate, select the one with "EMAIL" in the name. Refer to Figure 1:

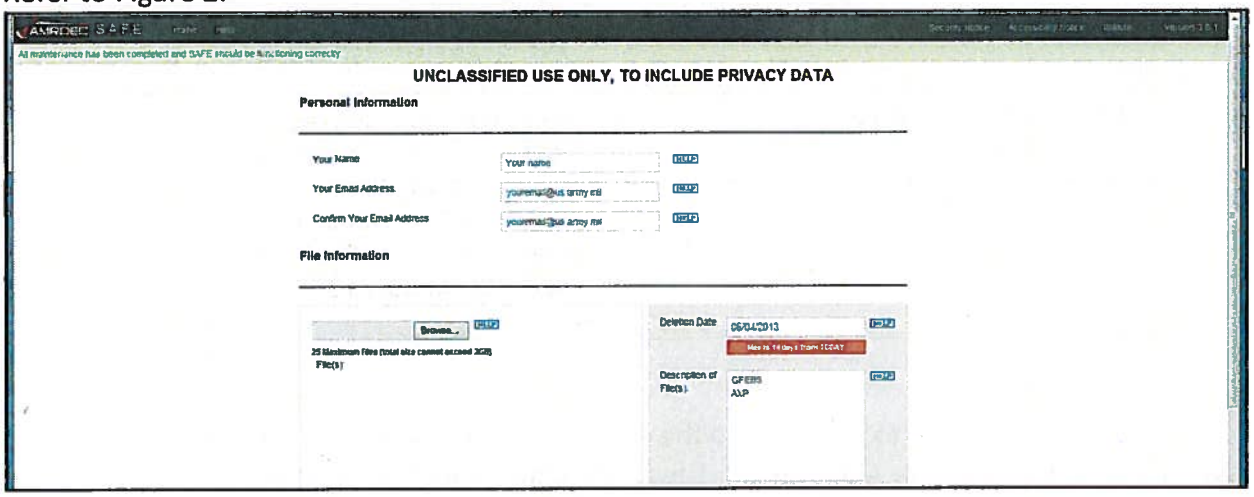
(Figure 1)

6. Under "Personal Information", enter your name in the "Your Name" field.

7. Enter your AKO e-mail address and confirm.

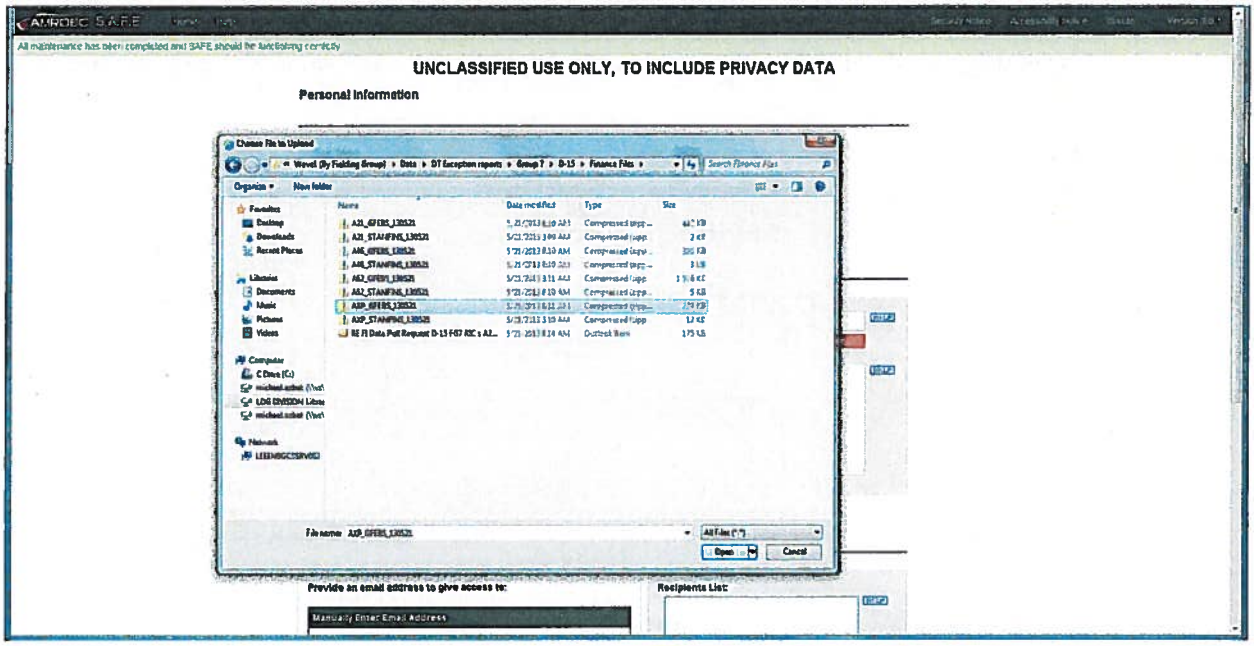
8. In description of files(s) for each backup enter
   a. Source System, e.g. GFEBS
   b. RIC

Refer to Figure 2:



(Figure 2)

9. Click on the "Browse..." button. Navigate to the location of the zip file you created, select it. Click "Open". Confirm that the selected file shows up in list of files as seen in Figure 3.

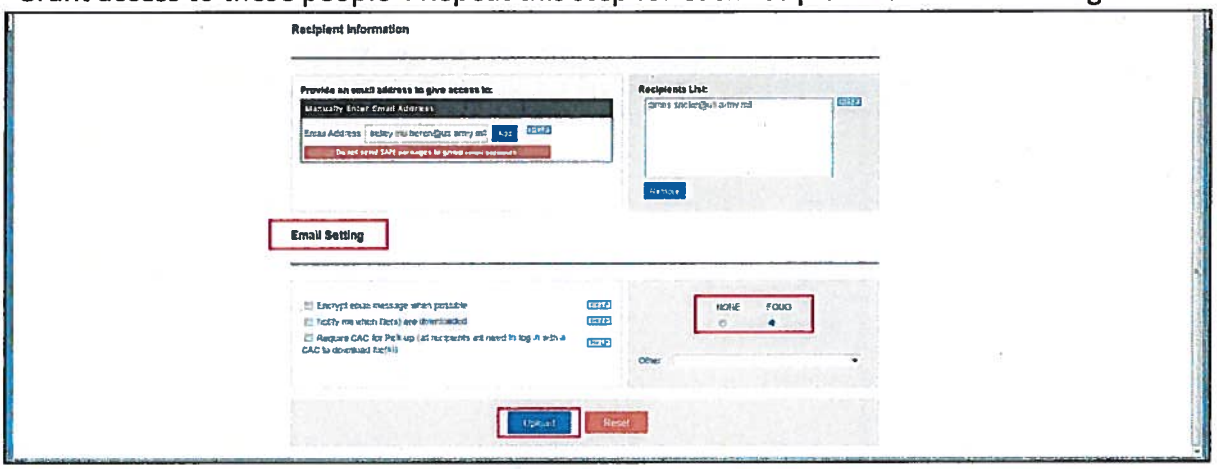


(Figure 3)

10. Under "Recipient Information", enter the AKO e-mail address of the first person to whom you want to make the file available. NOTE: Use the following addresses to submit your file(s) to the GCSS-Army data team:

usarmy.lee.hqda-asa-alt.mbx.lee-gcss-toc-pmo@mail.mil
monte.a.porter.mil@mail.mil
reanita.s.gray.ctr@mail.mil
james.m.snoke.ctr@mail.mil
james.snoke@ngc.com
kelly.c.mulheren.ctr@mail.mil
gloria.d.williams7.ctr@mail.mil
aaron.m.ozbat.ctr@mail.mil
peggy.l.green6.ctr@mail.mil
catherine.h.koslicki.ctr@mail.mil

11. Click the "Add" button and confirm that the e-mail address shows up in the list beside "Grant access to these people". Repeat this step for each recipient as indicated in Figure 4.



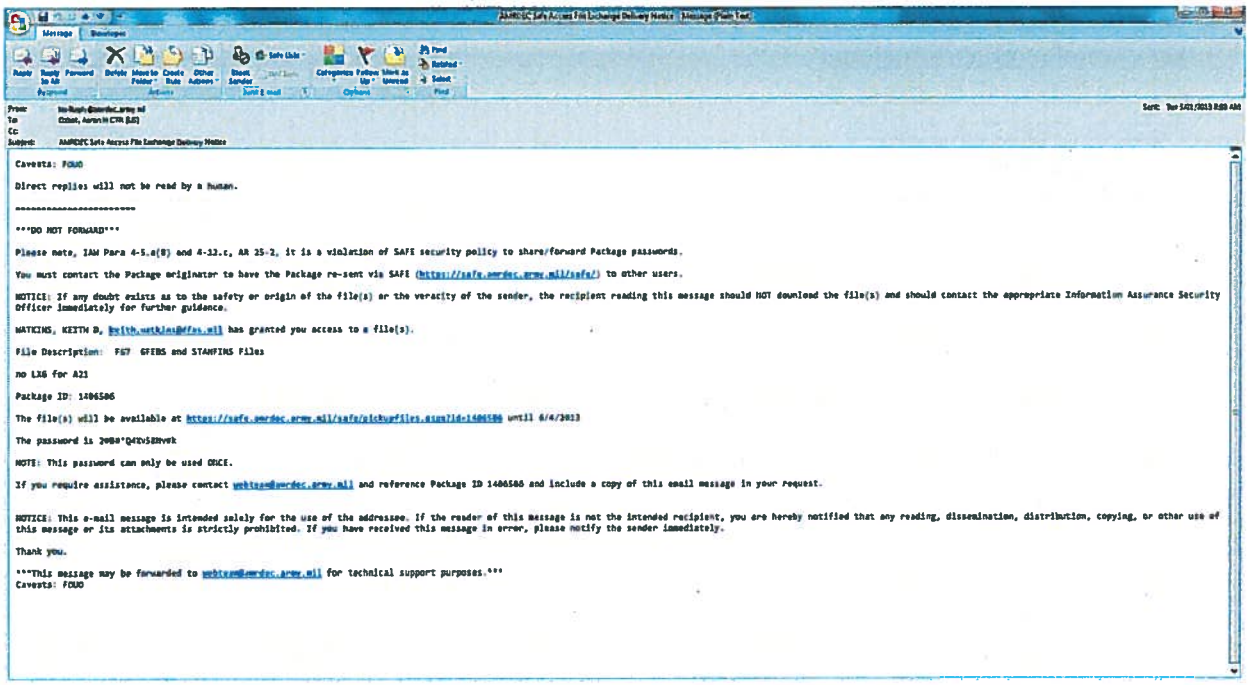
(Figure 4)

12. Under "Email Setting", select the "FOUO" radio button.

13. Under "File Submission", click the "Upload" button. Acknowledge any messages.

14. At this point the system will send an e-mail message to each of the recipients you entered. The e-mail message will contain a link that the recipient uses to download the file. The message will also contain a single-use password that the recipient will enter to verify that he is a valid recipient see illustration below.

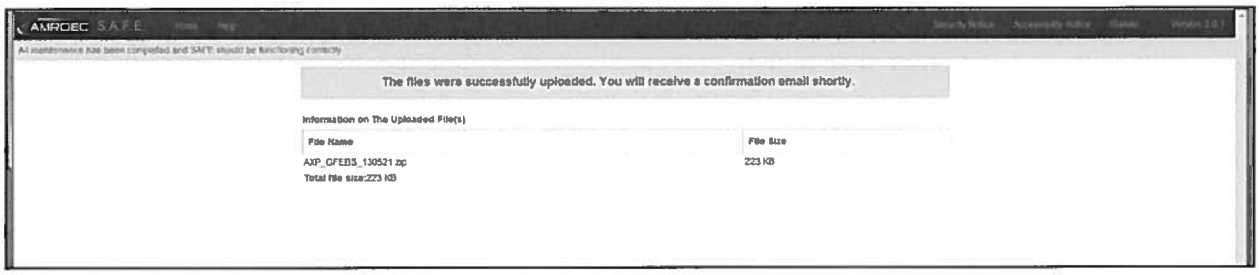
Refer to Figure 5:



(Figure 5)

15. Once the file(s) have been uploaded the screen will change indicating file(s) have been successfully uploaded. Below is an example.

Refer to Figure 6:



(Figure 6)