Global Combat Support System – Army (GCSS-Army)

Wave 1 Data Cleansing Guide
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DISTRIBUTION STATEMENT B – Distribution authorized to U.S. Government agencies only Proprietary Information, January 1, 2008. Other requests for this document shall be referred to Product Manager, Global Combat Support System-Army
1 Standard Army Retail Supply System (SARSS) Data Review and Correction

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

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

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

1. Notify all customer units to schedule a face-to-face reconciliation.
2. Print all customer RECONs.
3. Have units validate all open documents against their open/close Document Control Registers (DCR)

4. Conduct a Face-to-Face reconciliation with each customer unit.

5. Ensure that Stock Control post all customers RECONs that were received from the customer units.

6. Schedule a second a face-to-face reconciliation on the 15th day of the month to validate that all customer action were updated.

7. Conduct Dues-In from Referral Reconciliation


9. Validate all dues-in are valid and verify the shipping activity have shipped all items. ** The Due in From Retrograde Report (DIRF) will have a shipping flag of “1” indicating that the item has been confirmed shipped**.

10. Follow local policy to clear over aged dues-in from referral report.

**1.3 Validate the Customer Force Element (FE) Listing:**

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

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

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

2. If the converting SSA has the material, they must process the receipt in SARSS and this will close the Due-In record.
3. If the material has not arrived yet, and the converting SSA still has a valid Due-In for that document number, then it must be brought into GCSS-Army. But first the Cutover Support Team must manually modify the existing Purchase Order in GCSS-Army. Go to ME22N, select Other Purchase Order, click the drop down, enter the document number, verify Document Type = ZIDE, click on the Army tab, modify the first character of the DoD Document Number with “X”, then select the material line, click the trash can Icon, and click save.

4. Once the PO has been modified in GCSS-Army, reprocess the SAP Simulated Load and LOG File. The document should process correctly.

5. After successful load into GCSS-Army, the customer can process the receipt when the material arrives at the SSA and it will close the converted order.

6. To view orders that were modified with an “X” in the first position of the document number, input transaction code ME2N, select Document type = ZIDE, and execute. All ZIDEs will be displayed.

1.4 Conduct Dues-In from Maintenance Reconciliation

1. Print the SSA dues-in from maintenance report Dues In From Maintenance “DIFM”.

2. Conduct a face-to-face reconciliation with Shop Office to validate all open work orders.

3. Close all completed work orders using SARSS1 “D6M” command.

4. Verify that materials for completed work orders are removed from the dues-in from maintenance report and that remaining work order quantities match the quantities in the SARSS1 dues-in from maintenance report.

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

1. Access the MROC issue review file.

2. Place an “X” next to the MROC issue review line and press the “ESC” key.

3. Enter the current Julian Date. By entering the current Julian date the system will display all open unconfirmed MROs awaiting customer pick-up.
4. Verify that each customer unit has received all parts from their customer bins.

5. If any item remain in the issue review file, but the part is not in the customer bin. Conduct causative research to determine if the parts were received but not confirmed as received by the customer.

6. Follow local policy to remedy all remaining discrepancies.

1.6 **Conduct Location Maintenance on All Warehouse Locations**

1. Print the warehouse locator list.

2. Validate all warehouse location.

3. Ensure there is only one single National Item Identification Number (NIIN) in each location.

4. Ensure all materiel in each location are clearly marked with the standard line item information.

5. Make any corrections required using “MLOC”.

6. Define each physical warehouse location type:
   a. CON - Container Storage
   b. DRW - Drawer Storage
   c. HAZ - Hazardous Material Storage
   d. PLT - Pallet Storage
   e. RAK - Rack Storage
   f. YRD - Yard Storage
   g. SHF - Shelf Storage
   h. TYR - Tire Racks
   i. PSU - Physical Security Unit
   j. VAN - Van Storage
1.7 Checklist for SARSS-1 (Specific data integrity check)

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

SARSS-1 checks:

A. GENERAL
   1. Inventory must have completed within 180 days.

B. ABF LOCATION (AJTD3F.DAT)
   1. NIINs must be found in the MASTER CATALOG or ASSET_BALANCE_HEADER
   2. The following fields must be populated (cannot be blank):
      i. NIIN
      ii. COND_CD
      iii. LOC_CD
   3. Ensure the combination of the following field is not duplicated:
      i. NIIN
      ii. COND_CD
      iii. LOC_CD
   4. Ensure the combination of NIIN, LOC_CD, and COND_CD is not duplicated.

C. ACTIVITY DUE IN HEADER (AJTH1F.DAT)
   1. All the following fields must be populated (cannot be blank):
      i. NIIN
      ii. PD
      iii. DOC_DTE_CPY
      iv. DOC_NUM
   2. The combination of the following fields cannot be duplicated:
      i. NIIN
      ii. PD
      iii. DOC_DTE_CPY
      iv. DOC_NUM
3. Ensure the following fields only contain numbers only:
   i. QTY_ORIG_ACTV
   ii. QTY_COMPL
   iii. QTY_CXL

4. The following fields must be populated (cannot be blank):
   i. NIIN
   ii. DOC_NUM
   iii. SUFIX_CD
   iv. RIC_SHP

D. ACTIVITY DUE IN SUFFIX (AJTH2F.DAT)

1. The following field can only be populated with valid dates:
   i. DTE_LST_FOLUP
   ii. DTE_EST_SHIP
   iii. DTE_LST_STA

2. Ensure the following fields contain numbers only:
   i. DOC_DTE
   ii. QTY_PEND_CXL
   iii. QTY_ACT
   iv. DTE_LAST_FOLUP
   v. DTE_LST_SHIP
   vi. DTE_LST_STA

3. The following fields must be populated (cannot be blank):
   i. NIIN
   ii. DOC_NUM
   iii. SUFIX_CD
   iv. RIC_SHP

4. The combination of the following fields cannot be duplicated:
   i. NIIN
   ii. DOC_NUM
   iii. SUFIX_CD
   iv. RIC_SHP

E. ACTIVITY DUE OUT (AJTH3F.DAT)
1. Ensure the following fields contain only correctly formatted dates:
   i. DOC_DTE_CPY
   ii. DTE_LST_FOLUP

2. Ensure the following fields only contain numbers only:
   i. QTY_ORIG_ACTV
   ii. QTY_COMPL
   iii. QTY_CXL

3. The following fields must be populated (cannot be blank):
   i. NIIN
   ii. PD
   iii. MOD_RDD
   iv. DOC_DTE_CPY
   v. DOC_NUM

4. The following fields must be populated (cannot be blank):
   i. NIIN
   ii. PD
   iii. MOD_RDD
   iv. DOC_DTE_CPY
   v. DOC_NUM

5. The combination of the following fields cannot be duplicated:
   i. NIIN
   ii. PD
   iii. MOD_RDD
   iv. DOC_DTE_CPY
   v. DOC_NUM

6. Ensure the following fields only contain numbers only:
   i. QTY_ORIG_ACTV
   ii. QTY_COMPL
   iii. QTY_CXL

F. ASSET BAL SEGMENT RECORDS (AJTD2F.DAT)

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

G. AJTD1F.DAT, AJTD2F.DAT, and AJTD3F.DAT Files
1. A single NIIN cannot be stored in more than one location.
2. All material found in the ABF_LOCATION_C table must also be in the ASSET_BALANCE_SEGMENT_RECORDS_C table and vice-versa. Therefore, all material found in ASSET_BAL_SEGMENT_RECORDS_C must also be found in ABF_LOCATION_C table.
3. No inventory can be loaded for NIINs that are not currently stocked. Therefore no zero balance NIIN should have a location assigned.

H. ASSET BALANCE HEADER (AJTD1F.DAT)
1. Ensure the combination of NIIN, LOC_CD, and COND_CD is NOT duplicated.
2. Ensure all NIINs can be found in the MASTER CATALOG or ASSET_BALANCE_HEADER.
3. Ensure the following fields contain numbers only:
   i. U_PRICE
   ii. U_PRICE1_REDEFINES_U_PRICE
   iii. QTY_SL
   iv. QTY_RP
4. No NIIN fields can be blank.
5. No NIIN fields can be duplicated.

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

Upload SARSS1 Backup file to EDMO InfoSphere

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

1. With your CAC card in the reader, enter https://liw.logsa.army.mil/ in the address field of the internet browser
2. If you do not have LOGSA access, select System Access Request (SAR). Follow provided instructions. LIW Basic Access is automatic for most…that is all that is needed to access EDMO
3. Login with CAC…
4. Select the certificate without the EMAIL Issuer
5. Enter pin number when prompted, and select Enter.
Again, at this point the assumption is made that you have LIW access and you have previously added the needed icons to your personal page for the EDMO upload process. See Appendix A for instructions for setting up your personal page.
1. Logged into the Logistics Information Warehouse (LIW), your personal page will automatically appear. Here, the page is already populated and the page can be modified as required. Click on the EDMO Upload Data icon. Start here, particularly if this is your first time on the EDMO Portal.
2. The EDMO Upload window is displayed
3. Your email address is automatically populated ….
   Note only .mil & .gov email addresses can be used…you can add others to receive
   notice that the upload was successful and they can also view the reports
4. Add file…you should compress the latest system backup.
5. Select Upload File
6. At this point in the process there are three outcomes You can Stop the upload
7. The process can Fail… in which case retry FROM The Beginning
8. The process will complete successfully. In which case you will receive an email at
   AKO.
REVIEW EDMO ERROR REPORTS

1. From your LIW personal page, select EDMO.

The EDMO portal displays.

2. Select the Data Validation Reporting drop-down ▶

3. Select the GCSS-Army drop-down ▶

4. Select Data Error Reports.
5. Under Reporting Area, Select SARSS-1 Reporting – (GCSS-Army).


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

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

9. Select to include or exclude Priority ☑.

10. Select [Detail Report].

Note: Run time to generate report varies based on Selections on this screen…in the case of never returning a report, it may be necessary to parse down the report configuration.
11. The Report is displayed.
12. To view all columns, scroll right.
13. This symbol (funnel) indicates the report can be filtered on the values in that column.
14. The report can be exported to MS Excel.
15. The column Rule/Suggested Fix is a link [Rule/Fix] Select the link for a record.
16. The Rule/Fix display opens, make the appropriate changes.

17. For assistance, call or email.
18. This is an example of the report exported to MS Excel.

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

1.9 Cleanse SARSS Customer List

a. Customer Lists must be 100% accurate:
   1. Remove customers not currently supported.
2. All DODAACs must be valid active DODAACs
3. All Unit Identification Codes (UIC) must be valid.
4. All DODAAC/UIC combinations must be valid.

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

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

1. From your LIW personal page, select EDMO.
The EDMO portal displays.

2. Select the Data Validation Reporting drop-down ►

3. Select the GCSS-Army drop-down ►

4. Select Data Error Reports…the window will Refresh.
7. Select Radio Button ⊗ RIC.
8. Select your SSA RIC and move to right side window.
Reading the SARSS customer list error report

11. by Business Rule.
12. Number of Records.
13. View individual Record Detail by clicking on Business Rule text.
15. Red text indicates a violation of a Business Rule.
16. Black ink indicates the DODAAC is good and will migrate.

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

1.10 Temporary Loan Items

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

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

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

Correction Prior to migration: You will need to open a load file from your DSU Error Packet into MS Excel. The file name is STORAGE_BIN_INV_LOAD_DM.txt. Extract the packet.
compressed file. (You should have kept note of where the Error Packet was saved and extracted.)
1. From the desktop, Right click the mouse and Select, New
2. Select Microsoft Office Excel Worksheet.
3. An Icon will appear on the desktop to be named.
4. Name it STORAGE_BIN_INV_LOAD_DM.XLSX then double click on the Icon to open it in Excel.
The file just renamed is open in Excel (with no data). To import data:

5. Select the Data Tab then select From Text.
The Import Text File box will open.

6. Drill down to Import the file STORAGE_BIN_INV_LOAD_DM.TXT

7. Double click on the TEXT file or Select the Import button. This will open the Text Import Wizard.
The Text Import Wizard – Step 1 of 3 displays.

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

The Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Choose the file type that best describes your data:
- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1, File origin: 1250: Central European (Windows)

Preview of file C:\Documents and Settings\s161713\Desktop\...\STORAGE_BIN_INV_LOAD_DM.txt.

1 DTC-STOR_LOC-STORAGE_TYPE-LOC_CD-WTIN-CMD-CD-QTY_OH-QTY_00-OWN_PURP_CD
2 3W7NMA-A461-221-VAAD-032329-16-A-0-0-NA-RA-0
3 3W7NMA-A461-222-ABAB-004374-666-B-0-0-NA-RA-0
4 3W7NMA-A461-RAD-ABAB-004506-59-B-3-0-NA-RA-0
5 3W7NMA-A461-MADSA-0054216-03-Q-1-0-RA-RA-0

Cancel << Back >> Next > Finish
The Text Import Wizard – Step 2 of 3 displays

12. Declare a Delimiter ☑ Other ~
13. This window Previews the result of applying the delimiter.
14. Select Next.
The Text Import Wizard – Step 3 of 3 displays

15. This window allows you to format the data in each column or leave out columns.  
16. Here no further formatting is necessary, select Finish.

The data is now in Excel in a usable format.

17. Review column “I” OWN_PURP_CD
18. Records with a value of “L” indicate a temporary loan item. These records must be closed.
Alternatively Identify Temp Loans to Close using SARSS-1 Files: To review the open orders, open file "ACTIVITY_DUE_IN_HEADER_DT.txt" and review records that have DIC First Two Pos = "DF" and DIC_LAST_POS = "N". These records are the temp loans. These orders will need to be closed in SARSS.

Close Temp Loans in SARSS: The temp loan item can be sold to the borrower, or the item can be returned and received into the SARSS system.
1.11 Operational Readiness Float (ORF)

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

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

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

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

1.12 Army Support of Other Services (ASOS)

Currently (Wave 1) GCSS-Army supports only Fill-or-Kill for non-Army SSA Customers. Non-Army DODAAC’s and associated transactions will not migrate for these customers. Currently, the legacy SARSS System has a direct interface for bilateral logistics support.
1. Review your Customer list and dues in for non-Army DODAAC [first character NOT “W” not A and not “C”].
2. Delete all aged orders for these customers not expected to receive in the next 90 days (D-120).
3. Going forward, at D-30 Days to Blackout begin treating new ASOS transactions as fill-or-kill transaction.

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

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

Below is a sample of the file ACTIVITY_NON_ARMY_CUSTOMER_DT.CSV.

1. Note the Document Numbers begin with “H”…not an Army DODAAC.
These records will not migrate to GCSS-Army. The goal here is to have no non-Army customers open transactions at migration.

1.13 Non-Standard LIN and/or NIIN Conversion

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

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

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

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

AEMM 3.2 [https://www.aesiptest.rsa.army.mil/irj/portal](https://www.aesiptest.rsa.army.mil/irj/portal)

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

2.1 General

1. The converting records must be accurate before the GCSS-Army conversion. In order to prepare for the migration of logistical records and the associated funding from the General Fund Enterprise Business System (GFEBS), Standard Army Finance System (STANFINS) and Standard Operation and Maintenance Army Research and Development System (SOMARDS) the following information must be verified and the reviews need to be conducted. This information will assist in understanding and analyzing the financial structure and financial execution of the migrating organization. The effort and accuracy of these reviews will contribute to the overall successful conversion of the organization to GCSS-Army.

2. Each non-standard catalog record must have the master data requested through SSN-LIN Automated Management and Integrating System (SLAMIS) process.

3. IDOC errors must be corrected.

4. Any financial transaction, not supported by a logistical record, will not migrate in GCSS-Army (FI orphans). These orphans will not be left in legacy; therefore, must be financially liquidated. Some of these orphans (i.e. Requisitions from DOD Emaill) will not be left in legacy; therefore the records must be financially liquidated in GCSS-Army.

5. The Funds Control Module (FCM) Expected Credit file must be validated for accuracy to avoid transmitting erroneous data.
2.2 Identify Customer Supported by SSA

1. Log into FCM.

2. Under FCM Tables, select DODAAC Table View.
3. Enter the appropriate CTASC: from the LOV.
4. Enter the RIC of the converting SSA.
5. Select [Display Result].
6. The results listing is displayed.
7. Note the record and page count.
8. Note that the listing can be exported, if desired.

9. Perform a validation that extracted DODAACs are not supported by any other Supply Support Activity (SSA) using this query or LIW’s DODAAC Search application.
2.3 Identify Exchange Pricing (EP) Player

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

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

5. Enter search criteria (report filters), i.e., Storage RIC (A66) and start-end dates (1-1-2012 / 1-31-2012).

6. Select the columns you wish to display.

7. Select [Display Results].

8. GCSS-Army will be requesting a waiver for these DODAACs. In the interim, these are the procedures to monitor your EP pipeline:
Commands should pull their EP transactions from FCM-Data Warehouse around D-15 to D-0 to reconcile credits not received or double credits provided as a result of going from EP to SP at D-90. (Criteria to pull: Doc number issue, doc number turn in, Qty, Delta Bill, Standard Bill Amt, Exchange Price Amt, Clock Start/Stop, NIIN, NOMEN, SPT RIC, EP Tracking Description, Issue EP Code Description, Turn-in EP Code Description). I filter by SPT_RIC for my RIC's in that fielding Group and all transactions this FY.

Open EP orders at D-0 will be converted from an EP price, to standard price by FCM and will receive credit upon timely turn-in.
2.4 Monitor Turn-in Activity

1. Demand date (DIC AO# date).

2. Monitor for any carcass turn-ins:
   a. If turn-in has not occurred contact the unit to work to get the carcass turned in or cancel or delete the turn in
   b. If a serviceable carcass was turned-in in serviceable condition code, then verify Service Exchange Pricing Return (SEPR) credit has been established, and delta delay period has stopped
   c. If an unserviceable carcass was turned-in verify that delta delayed clock has stopped.
2.5 Identify Dedicated (fuel, medical) and Multi-Use DODAACs

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

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

1. Logged into LIW on the desktop, select the DODAAC Search short-cut.
2. If short-cut is not on the LIW desktop Select App. Warehouse.
3. Enter a DODAAC.
4. And/or enter other search criteria.
5. Select [Submit Query].
6. The results screen for the query shows a Direct Support System/Air Line of Communication (DSS/ALOC) Code (DSAL) of “3" Why is identifying a DSAL important?

7. A DODAAC DESC. of “CL III” (Description of “CL III” = Bulk Fuel)

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

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

1. Log into FCM.
2. Access Reports tab.
4. From the DoJoCon Report Search Criteria window.
5. Set GFEBS FSN to “021001”
6. Select [Display Result].

Note: If you have not converted to GFEBS when your organization begins Data Cleansing, use your FSN.
7. The search generated over 130,000 records, therefore the results need to be exported as a Comma Separated Values (CSV) file then imported into Excel, where the data can be filtered. Select export as file type CSV and be cognizant of where you save the file. Follow instructions in Appendix B to import the CSV file into Excel.
8. After importing the file into Excel, turn on Filtering.
9. Open the LOV for RIC SGE SITE.
10. Un-select Select All.
11. Select the RIC being analyzed.
12. Select [OK].
13. Sort records by Operating Agency (OA) for sequential listing of RM shops that you will reach out to ensure you are maintaining the integrity of the financial data. Open Sort & Filter options menu.

14. Select Sort Smallest to Largest…Note the OA column can also be filtered for a more refined result.

Review the current DOJOCON table for accuracy. Identify and initiate action to move any DODAACs not associated with the converting organization to the appropriate SSA and or Resource Manager/G8.
2.7 Cleansing Non Sufficient Fund (NSF) Transactions

1. Log into FCM.
2. Access the FCM Tables tab.
3. Select DODAAC Table View.
4. Enter RIC of migrating SSA.
5. Enter FAS value equal to “S”.
6. Select [Display Results].
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 remain in FCM.

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

1. MIPRS (services to DOL), National Maintenance Program:
3. Validation check on the status of work orders and execution of funds.
4. Monitor NMP program to ensure that you have earned and collected all billing transactions.

5. Determine any residual balance that needs to be re-established with new MIPR in GCSS-ARMY.
2.9 Work Breakdown Structure (WBS) - Federated Reimbursable Process

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

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

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

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

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

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

Review Missing Master Data Report

If a WBS does not exist in GCSS-Army and there are open obligations to be converted that exist against that WBS, then it will appear in the ‘Finance_Master_Data_Missing_Report’ (generated out of the DSU starting at D-120 and continuing on cycle; -90, -60, etc. through Blackout). You can determine this by reviewing the column ‘Checked_Field’ (labeled “1” below) for a value of ‘WBS_ELEMENT’. Anywhere this value exists will mean that the WBS listed in column ‘Field_Value’ (labeled “2” below) will need to either be created in GCSS-Army or will need to be changed in the GFEBS to a WBS that already exists and is funded in GCSS-Army.
Any WBS Elements that exist in the above report will need to be created or crosswalked to WBS elements prior to cutover (described below). If the WBS is not created and funded within GCSS-Army prior to blackout and there are still open orders/obligations in the DSU, then those orders will fail the conversion load and will not be converted.

**Create and Fund WBS Elements in GFEBS**

For converting open GFEBS obligations associated to Reimbursable Agreements:

1. (Can be performed any time prior to blackout): Create a new GCSS-Army relevant reimbursable WBS (click on the GCSS Army checkbox in the WBS element master record). This will create the WBS in GCSS-Army.
2. (Can be performed any time prior to blackout but after WBS creation): Assign the new WBS to the pre-existing sales order in GFEBS by creating a new ‘G10’ line. Following the GFEBS sales order job aids, create a new line on the reimbursable order and assign it to material ‘G10’.

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

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

3. (Can be performed any time prior to blackout but after WBS creation): Assign the open obligations to the new WBS via the DSU ‘crosswalk’ (FI_Cross_Walk.csv). Use the spreadsheet provided by the cutover team to assign the new WBS to the old DODAAC/WBS address line that will be fed into the DSU. When the ensuing conversion occurs, this will assign the new WBS to the PO/Obligation in GCSS-Army while keeping the old WBS on the deobligation file to FCM/GFEBS.

4. (Performed as close to the open obligation conversion as possible): Fund the WBS/FP via the sales order. In the conditions tab of the GFEBS sales order modified in step 2, assign the value to the ZFED line to that which will be needed to fund the obligations to be converted and any future obligations (i.e. the unexecuted remaining balance of the MIPR). After this is complete, the RM should be able to see the WBS and available allotment in GCSS-Army. Understand that by ‘funding’ the G10 line on the sales order and keeping the R10 line on the sales order, this will look as though the sales order has more authority than it should (this will be rectified in step 5).

5. (Performed after conversion/deobligation of FMZs): Write down the R10 line on the sales order in GFEBS by the amount associated to the G10 line (i.e. the amount to be executed in GCSS-Army). This will then return the overall sales order value back to what it was prior to the addition and funding of the G10 line.

**Direct Charge Agreements:**

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

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

1. (Can be performed any time prior to blackout): Make the WBS GCSS-Army relevant (click on the GCSS-Army checkbox in the WBS element master record in GFEBS). This will create the WBS and funded program in GCSS-Army.

2. (Performed after deobligation of FMZs in GFEBS): Fund the WBS in GCSS-Army (funded Program) via FMBB in GFEBS:

The funding of the Direct Charge is similar to the funding of any type of Direct Fund with the exception of an additional FMBB step required to transfer to the specific funded program prior to transferring to GCSS-Army.
*Note: Consult the GFEBS Funds distribution job aid or the GFEBS O&S representative for instructions on the procedure and/or use the following example as a template (paying specific attention to steps 4 through 6).

GFEBS Job Aid Links:

GFEBS FMIB Job Aid: https://www.milsuite.mil/wiki/GFEBS_Funds_Distribution_Job_Aid

GFEBS Reimbursable Specific Job Aids:


GFEBS Project System Specific Job Aids:

Create a Project and WBS Element for Direct Charge: https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/cat476/cat478/file8665/index.htm
Create a Project and WBS Element: https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/cat476/cat478/file7924/index.htm
GFEBS Milwiki: https://www.milsuite.mil/wiki/Category:GFEBS_O%26S_Report_Job_Aids
2.10 Supported Customers (Review)

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

a. Validation check on the status of work orders and execution of funds.

b. Review any supported customers and determine if they will transition into GCSS-Army.

c. Review any open SARSS requisitions that will convert to GCSS-Army and establish what WBS structure would be required to support maintenance activities.

d. Determine any residual balance that needs to be re-established in GCSS-Army.

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

1. Log into FCM.
2. Access Reports tab.
4. At DoJoCon Report Search Criteria.

5. Set Report Search Criteria to FSN “021001” (Note: if you have not converted to GFEBS, use your current FSN).

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

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

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

![Worksheet Image]
Below is the resulting worksheet after following the instructions in Appendix B “Text to Columns” in Excel.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FSN</td>
<td>FWC</td>
<td>RIC</td>
<td>DODAAC</td>
<td>EFF DT</td>
<td>SUSP DT</td>
<td>DOB IND</td>
<td>APC/CST_ASSG_LU</td>
<td>Cost Object</td>
<td>CFC</td>
<td>Project Code</td>
<td>Material</td>
<td>Billing Code</td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td>W912OX</td>
<td>10/1/2011</td>
<td>9/30/2012</td>
<td>FALSE</td>
<td>40000031729000000000001</td>
<td>20002710</td>
<td>FALSE</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>21001 NWNB</td>
<td>W904YW</td>
<td>10/1/2011</td>
<td>9/30/2012</td>
<td>FALSE</td>
<td>40000030427000000000001</td>
<td>40045220</td>
<td>WB</td>
<td>FALSE</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>21001 NPG</td>
<td>W5K6Z</td>
<td>10/1/2011</td>
<td>9/30/2012</td>
<td>FALSE</td>
<td>400000317240000000000001</td>
<td>40043134</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>21001 NJF</td>
<td>W5K6Z</td>
<td>10/1/2011</td>
<td>9/30/2012</td>
<td>FALSE</td>
<td>400000317240000000000001</td>
<td>40043134</td>
<td>11</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>6</td>
<td>21001 NV1</td>
<td>W5K6Z</td>
<td>10/1/2011</td>
<td>9/30/2012</td>
<td>FALSE</td>
<td>400000317240000000000001</td>
<td>40043134</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DoJoCon Report after splitting APC/CST_ASSG_LU into 2 columns.
10. The data records can be filtered by Storage RIC to determine the organization DODAAC list used for query in your supporting financial systems. To do so, Turn Filtering on.

11. Select filtering for Column “Q”, RIC_SGE_SITE

12. Un-Select the Select All option.

13. Check the box next to the RIC for the appropriate SSA.

14. And click [OK].
The filtered results below where SSA = A11, Column “D” represents the Customer List (identified by DODAAC) of the given SSA.

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

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

<table>
<thead>
<tr>
<th>Oa</th>
<th>Site Id</th>
<th>FY</th>
<th>Bs Ext</th>
<th>Acn</th>
<th>Apn Eme</th>
<th>No Doc Ref</th>
<th>Total Amt Obl</th>
<th>Total Amt Dsb</th>
<th>ULO</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>DM</td>
<td>9</td>
<td>2020</td>
<td>K000</td>
<td>5273</td>
<td>H6KJ</td>
<td>1140</td>
<td>($24.11)</td>
<td>$0.00</td>
</tr>
<tr>
<td>21</td>
<td>DM</td>
<td>9</td>
<td>2020</td>
<td>K000</td>
<td>5273</td>
<td>H6Q5</td>
<td>1350</td>
<td>$16,000.95</td>
<td>$0.00</td>
</tr>
<tr>
<td>21</td>
<td>DM</td>
<td>9</td>
<td>2020</td>
<td>K000</td>
<td>5273</td>
<td>H695</td>
<td>1350</td>
<td>$931,700.00</td>
<td>$232,030.44</td>
</tr>
<tr>
<td>21</td>
<td>DM</td>
<td>9</td>
<td>2020</td>
<td>K000</td>
<td>5273</td>
<td>H695</td>
<td>1350</td>
<td>$931,700.00</td>
<td>$232,030.44</td>
</tr>
<tr>
<td>21</td>
<td>DM</td>
<td>9</td>
<td>2020</td>
<td>K000</td>
<td>5273</td>
<td>H6C1</td>
<td>1140</td>
<td>$24.25</td>
<td>$0.00</td>
</tr>
<tr>
<td>21</td>
<td>DM</td>
<td>9</td>
<td>2020</td>
<td>K015</td>
<td>5273</td>
<td>H6C2</td>
<td>1140</td>
<td>$493.00</td>
<td>$24.90</td>
</tr>
<tr>
<td>29</td>
<td>DM</td>
<td>0</td>
<td>0100</td>
<td>1101</td>
<td>3370</td>
<td>XYOK</td>
<td>34AH</td>
<td>$13,893.78</td>
<td>$43,529.52</td>
</tr>
<tr>
<td>29</td>
<td>DM</td>
<td>0</td>
<td>0100</td>
<td>1101</td>
<td>3420</td>
<td>D7E2</td>
<td>34AH</td>
<td>$14,758.71</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

1. Logged into LIW. Select BDS (Batch Doc Search).
2. If not currently on your Home Page, select App. Warehouse.
Filtered for “Business Area” Finance, two applications appear.

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

For further detail on setting up your LIW Desktop, see Appendix A.
4. At the Batch Document Search Criteria window.
5. Enter or copy/paste Document Numbers (100 max.) from ULO Report.
6. Can filter by File, if Filter by individual files box is checked ✔; otherwise ALL criteria will be searched.
7. Select [Search].
8. Results are sorted by file type, Review output and perform corrective actions.
Review Output and perform corrective actions. Starting at the cancelling year, work forward and identify any records that should be cancelled and/or deobligated.

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

2.12 Generate a SOMARDS ULO report (aged 90 days)

1. Logged into LIW. Select BDS (Batch Doc Search).
2. If not currently on your Home Page, select App. Warehouse.
Filtered for “Business Area” Finance, two applications appear.

3. Select BDS (Batch Document Search) options “Go to Application” or “Create Shortcut”.
   For further detail on setting up your LIW Desktop, see Appendix A.
4. At the Batch Document Search Criteria window.
5. Enter or copy/paste Document Numbers (100 max.) from ULO Report.
6. Can filter by File, if Filter by individual files box is checked ☑ ; else ALL will be searched.
7. Select [Search].

8. Results are sorted by file type, Review output and perform corrective actions.
Review open obligation records and perform corrective actions. Starting at the cancelling year, work your way forward and identify any records that should be cancelled and/or deobligated.

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

2.13 Generate a GFEBS ULO report (aged 90 days)

Run GFEBS Batch FMZ3, by DODAAC. Review results. Any obligations over 90 days must be addressed.
<table>
<thead>
<tr>
<th>Date</th>
<th>Ref.</th>
<th>Contract No.</th>
<th>Contract Type</th>
<th>Contract Amount</th>
<th>Contract Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2012</td>
<td>1211</td>
<td>3456789</td>
<td>Fixed Price</td>
<td>$123,456.78</td>
<td>Fully Released</td>
</tr>
<tr>
<td>01/02/2012</td>
<td>1212</td>
<td>987654</td>
<td>Cost Plus</td>
<td>$65,432.10</td>
<td>Partially Released</td>
</tr>
<tr>
<td>01/03/2012</td>
<td>1213</td>
<td>123456</td>
<td>Firm Fixed</td>
<td>$987,654.32</td>
<td>Released</td>
</tr>
<tr>
<td>01/04/2012</td>
<td>1214</td>
<td>456789</td>
<td>Time and Material</td>
<td>$234,567.89</td>
<td>In Process</td>
</tr>
</tbody>
</table>
Note: All open unliquidated obligations must be reviewed to make sure only valid obligations are migrated to GCSS-Army. Recommend reviewing older records first by fiscal year.

1. Logged into LIW. Select BDS (Batch Doc Search).

2. If not currently on your Home Page, select App. Warehouse.

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

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

For further detail on setting up your LIW Desktop, see Appendix A.
Keyword Search:  
Business Area:  
FINANCE  
Apps available 2

ILAP

Batch Document Search (BDS) (Batch Doc)
The Batch Document Search allows users to search for specific documents.

BDS

Go to Application
Create Shortcut
System Access Request

Army Integrated Logistics Analysis Program
The Army Integrated Logistics Analysis Program provides an integrated and display logistics and financial decision capability to unit, corps, installation, component, and accounting system (DFAS) data sites. Logistics data is integrated and aggregated for supply and maintenance sites. This enables a comprehensive view of detailed information to support decision-making.

Go to Application
Create Shortcut
System Access Request

Filter:

All Apps

January 1, 2006. Other requests for this document shall be referred to Product Manager, Global Combat Support System-Army.
4. At the Batch Document Search Criteria window.

5. Enter or copy/paste Document Numbers (100 max.) from ULO Report.

6. Can filter by File, if Filter by individual files box is checked □; else ALL will be searched.

7. Select [Search].

8. Results are sorted by file type, Review output and perform corrective actions.

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

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

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

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

To determine the SSA supported DODAAC list copy the list from column D.
1. Logged into LIW. Select BDS (Batch Doc Search).
2. If not currently on your Home Page, select App. Warehouse.

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

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

For further detail on setting up your LIW Desktop, see Appendix A.
4. At the Batch Document Search Criteria window,

5. Enter or copy/paste Document Numbers (100 max.) from ULO Report.

6. Can filter by File, if Filter by individual files box is checked; else ALL will be searched.

7. Select [Search].
8. The result listing can be converted to MS Excel.

2.15 Abnormal Conditions and Discrepancies (DFAS)

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

1. DFAS will run Queries for:
   STANFINS / SOMARDS (from ODS)
   GFEBS (T-Code FAGLL03)

2. DFAS runs STANFINS Reject report: AVK018 (verify with DFAS that process is complete).

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

2.16 Clean ‘9999’

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

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

1. Log into FCM.
2. From the Reports Menu,
5. Enter CTASC.
6. Enter Fiscal Station Number.
7. Set Date Range.
8. Click [Display Result].
2.18 Procedure for Clean Up of Non-Federated Cost Centers

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

1. At D – 120 days till black-out:
   a. Initial load of cost centers in P10 occurs from list provided by GFEBS/DASA-CE
   b. DSU run generates all Error Reports.
   c. FI CST and DASA-CE reviews FI Master Data errors.
   d. DASA-CE distributes FI_Cross_Walk.csv and GFEBS_CC_WBS_CWF_Report.csv to respective RM shop with correction procedures...(next).
e. RM shop creates GFEBS Remedy Help Desk ticket requesting creation of Federated Cost Center for missing and Non-Federated cost center.

f. GFEBS creates new cost centers for missing/Non-Federated and adds them to the updated list of Cost Centers to be created in GCSS-Army for the next load.

D – 90 days till black-out:

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

d. RM shop creates GFEBS Remedy Help Desk ticket requesting creation of Federated Cost Center for new, missing and Non-Federated cost center(s).

e. GFEBS creates new cost centers for missing/Non-Federated and adds them to the updated list of Cost Centers to create in GCSS-Army for the next load.

2. D – 60 days till black-out:
a. Third load of Cost Centers in P10 from updated GFEBS list (from 2.f, above)
b. DSU run generates all reports.
c. FI CST and DASA-CE reviews FI Master Data errors.
d. DASA-CE distributes FI_Cross_Walk.csv and GFEBS_CC_WBS_CWF_Report.csv to respective RM shop with replacement procedures… to respective RM shop with correction procedures…(next)
e. RM shop creates GFEBS Remedy Help Desk ticket requesting creation of Federated Cost Center for new missing and Non-Federated cost center(s).
f. GFEBS creates new cost centers for missing/Non-Federated and adds them to the updated list of Cost Centers to be created in GCSS-Army for the next load.

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

4. Final Prep
   a. Fifth load of Cost Centers in P10 from updated GFEBS list (from 4.f, above).
   b. DSU run is executed and all reports are generated.
   c. Any errors must be expedited directly to the RM shops and to GFEBS.
   d. GFEBS creates new cost centers for missing/Non-Federated and adds them to the updated list of Cost Centers to be created in GCSS-Army immediately.
Appendix A:
System Access Requests (SAR) / Desktop Set-up /Help Desk Info

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

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

Note: Thirty days of inactivity (not logging in) will result in suspension of your access privileges.
Setting up a desktop at LIW initial Login

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


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

7. If the only active option is Go to Application…indicates the shortcut is already on your desktop and you have Access (SAR) or SAR is not required for that Application.

8. If the active options are Go to Application and Create Shortcut, you have Access (SAR) or SAR is not required for that Application.

9. If the only active option is System Access Request, you must submit a SAR for access to that Application.

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

Enterprise Data Management Office (EDMO) Website:


Commercial Help Desk Phone: (256) 842-3659
Email: usarmy.redstone.logsa.mbx.amxls-ed@mail.mil

1. From the LIW Portal,
2. Select App Warehouse.
3. Do a Keyword Search for “EDMO”.
4. The EDMO and EDMO UPLOAD display.
5. Select System Access Request…

Follow instructions on-line and Use Helpdesk contact above.
Appendix B: Using MS Excel

Import Data into Excel

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

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

5. As a CSV file the report can be imported into Excel.
5. Comma Separated Values (CSV) file

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

[Diagram of Excel interface with arrows pointing to 'From Text', 'Get External Data', 'Data' tab, and 'From Other Sources' menu item]
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.

25. The default value is row 1 column 1 (=A$1)
26. On Existing Worksheet,
27. Select [OK].
The results of importing DoJoCon file into an Excel File.
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].
9. Step two of the wizard allows you to set the ‘break’ line in the field.
10. Set the break at 10 by clicking the mouse pointer at that spot.
11. Select [Next].
12. Step 3 of the Wizard allows column data formatting of the split data.
13. Set both columns to “text” to avoid interpretation of “General” format of numbers.
14. Select [Finish].

The data is now prepared for analysis or filtering as necessary for use in financial systems or logistical queries.
15. In this example, the data records can now be filtered by APC/CST_ASSG_LI
Appendix C:  
Data Cleansing Activities for SAMS / PBUSE Customers / Operators

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABF</td>
<td>Asset Balance File</td>
</tr>
<tr>
<td>AMC</td>
<td>Army Material Command</td>
</tr>
<tr>
<td>CFC</td>
<td>Customer Fund Code</td>
</tr>
<tr>
<td>CSV</td>
<td>Comma Separated Values</td>
</tr>
<tr>
<td>CTASC</td>
<td>Corps/Theater Automated Data Processing Service Center</td>
</tr>
<tr>
<td>DASA-CE</td>
<td>Deputy Assistant Secretary of the Army for Cost and Economics</td>
</tr>
<tr>
<td>DCR</td>
<td>Document Control Register</td>
</tr>
<tr>
<td>DFAS</td>
<td>Defense Finance and Accounting Service</td>
</tr>
<tr>
<td>DIC</td>
<td>Document Identifier Code</td>
</tr>
<tr>
<td>DODAAC</td>
<td>Department of Defense Activity Address Code</td>
</tr>
<tr>
<td>DOJCON</td>
<td>DODAAC/Job Order/Customer Control Table</td>
</tr>
<tr>
<td>DOL</td>
<td>Directorate of Logistics</td>
</tr>
<tr>
<td>DSU</td>
<td>Data Staging Utility</td>
</tr>
<tr>
<td>EDMO</td>
<td>Enterprise Data Management Office</td>
</tr>
<tr>
<td>EOR</td>
<td>Element of Resource</td>
</tr>
<tr>
<td>EP</td>
<td>Exchange Pricing</td>
</tr>
<tr>
<td>FAS</td>
<td>Fuel Accounting System</td>
</tr>
<tr>
<td>FCM</td>
<td>Funds Control Module</td>
</tr>
<tr>
<td>FI</td>
<td>Finance</td>
</tr>
<tr>
<td>FMZ3</td>
<td>SAP T-code to commit &amp; obligate</td>
</tr>
<tr>
<td>GCSS-Army</td>
<td>Global Combat Support System - Army</td>
</tr>
<tr>
<td>GFEBS</td>
<td>General Fund Enterprise Business System</td>
</tr>
<tr>
<td>GUI</td>
<td>Graphical User Interface</td>
</tr>
<tr>
<td>IDOC</td>
<td>Intermediate Document</td>
</tr>
<tr>
<td>LIW</td>
<td>Logistics Information Warehouse</td>
</tr>
<tr>
<td>MATES</td>
<td>Maneuver Area Training &amp; Equipment Site</td>
</tr>
<tr>
<td>MIPR</td>
<td>Military Interdepartmental Purchase Request</td>
</tr>
<tr>
<td>MRO</td>
<td>Material Release Order</td>
</tr>
<tr>
<td>N/FSN</td>
<td>National/Federal Stock Number</td>
</tr>
<tr>
<td>NIIN</td>
<td>Item Identification Number</td>
</tr>
<tr>
<td>NMP</td>
<td>National Maintenance Program</td>
</tr>
<tr>
<td>NSF</td>
<td>Non-Sufficient Funds</td>
</tr>
<tr>
<td>NULO</td>
<td>Negative Unliquidated Obligation</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Name</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>PBUSE</td>
<td>Property Book Unit Supply Enhanced</td>
</tr>
<tr>
<td>RECON</td>
<td>Reconciliation</td>
</tr>
<tr>
<td>RIC</td>
<td>Routing Identifier Code</td>
</tr>
<tr>
<td>RM</td>
<td>Resource Management/Manager</td>
</tr>
<tr>
<td>SAMS</td>
<td>Standard Army Maintenance System</td>
</tr>
<tr>
<td>SASMO</td>
<td>Support Automation Support Management Office</td>
</tr>
<tr>
<td>SEPR</td>
<td>Serviceable Exchange Pricing Return</td>
</tr>
<tr>
<td>SLAMIS</td>
<td>SSN-LIN Automated Management and Integrating System</td>
</tr>
<tr>
<td>SOMARDS</td>
<td>Standard Operation and Maintenance Army Research and Development System</td>
</tr>
<tr>
<td>SSA</td>
<td>Supply Support Activity</td>
</tr>
<tr>
<td>STANFINS</td>
<td>Standard Financial System</td>
</tr>
<tr>
<td>ULO</td>
<td>Unliquidated Obligation</td>
</tr>
<tr>
<td>UMD</td>
<td>Unmatched Disbursement</td>
</tr>
<tr>
<td>WBS</td>
<td>Work Breakdown Structure</td>
</tr>
<tr>
<td>WO</td>
<td>Work Order</td>
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</table>