

# Tips To Ensure a Smooth Transition to GFEBS

1. Adopt an organizational naming convention for your Accounting Codes. For example, for a Child AVC, use the Major Command Name + Agent Number + GFEBS, AFRICOM\_0092 GFEBS.
2. Ensure you are setting up the Child AVC under the Parent AVC GFEBS (p. 4).
3. Verify that you are listing the correct Agent number and MA number when assigning LOAs.
4. Account Validation Controls (p. 9).
  - Identify the required GFEBS PAVC segments and values needed or Child AVC segments.
  - Ensure FMY 1 is created in GEEBS and sent to the bank prior to doing any set up in Access Online.
  - FM Y 1 documents are sent to the bank on the 5<sup>th</sup> and 20<sup>th</sup> of the month and it takes two to three days to upload them in the system (barring unforeseen circumstances or weekend/holidays delays).
5. Financial Extracts (p. 20). To avoid rejects. only use the following routers for GFEBS:
  - Invoice – 810 = HQ0490
  - Obligation-821 = 02 1001
6. Run an Account List Report (under Program Management > Administration) or Default Account Code Report (under Administration > Accounting Code Management) after set up to verify information accuracy.
7. For invoice/statements rejects requiring manual payment, please follow the guidelines provided in "Clearing Government Purchase Card - AXOL Transactions" document (available in the Appendix).