

805A-36B-1021
Perform Automated CVS Document Control Operations
Status: Approved

Security Classification: CUI - Controlled unclassified information

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Finance and Comptroller School, Ft. Jackson, 29207 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: During shaping activities of large scale combat operations (LSCO), you are a Commercial Vendor Services (CVS) clerk working in a CVS office. You have recently received documents constituting a contract payment and are required to perform automated CVS document control operations. You have access to Financial Management Tactical Platform (FMTP), DFAS-IN 37-100-FY (Army Management Structure), Department of Defense Financial Management Regulation (DODFMR) 7000.14-R Volume 10, Contract Payment Policy and Procedures, Federal Acquisition Regulation (FAR), and all applicable policies, forms, systems, and equipment. This task should not be trained in MOPP 4.

Standards: Perform automated CVS document control operations IAW DODFMR 7000.14-R Vol 10 without error using a GO / NO GO criteria.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: Your unit has received an operations order (OPORD) to deploy. You are a CVS clerk working in a CVS office. You have recently received documents constituting a contract payment and are required to perform manual CVS document control operations.

DANGER

In a training environment, leaders must perform a risk assessment in accordance with DA Pam 385-30, “Risk Assessment”. Leaders will complete a DD Form 2977, “Deliberate Risk Assessment Worksheet”, during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops, and support available-time available and civil considerations (METT-TC). Local policies and procedures must be followed during times of increased heat categories in order to avoid heat-related injuries. Consider work/rest cycles and water replacement guidelines IAW TRADOC Reg 350-29.

WARNING

None

CAUTION

None

Remarks: None

Notes: All required references and technical manuals will be provided by the local Command.

Performance Steps

1. Prepare for CVS assignment.

a. Receive training on the following:

- (1) Interpret document flow procedures and origins.
- (2) Process contracts.
- (3) Process modifications (MODs).
- (4) Input invoices.
- (5) Input receiving reports.

(6) Maintain Post Payment Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal, and other vouchering vehicles (e.g. DD Form 1155, Order for Supplies or Services, SF 44, Purchase Order-Invoice-Voucher, etc.).

- (7) Access General Fund Enterprise Business System (GFEBS) Computer-Based Training (CBT), where required.
- (8) Access other systems, as applicable.
- (9) Understand separations of duty.

b. Review local/theater policies and the CVS Standard Operating Procedures (SOP).

c. Submit completed DD Form 2875, System Authorization Access Request (SAAR) to obtain access to the applicable mission-specific systems.

2. Review received documents for accuracy.

a. Access Computerized Accounts Payable System - Windows (CAPS-W) as a stand-alone option (network unreliable) if in a denied or degraded space operational environment.

- (1) Ensure the contracting officer and ordering officer is appointed on DD Form 577, Appointment/Termination Record – Authorized Signature.
- (2) Verify transmittal letter (TL) against the documents received.
- (3) Verify each vendor (company and/or individual) is not listed on the vendor threat list.
- (4) Notify leadership if listed on the vendor threat list (do not process).
- (5) Verify accuracy within documents.

(6) Annotate on the TL discrepancies within documents, returning documents. For contracts and MODs, also request an updated Standard Procurement System (SPS) interface file.

- (7) Mark with signature and maintain a copy of the TL, returning the original.
- (8) Mark all accepted documents with date-stamp.

b. Access GFEBS (without SPS & Wide Area Workflow (WAWF)) if in a disrupted space operational environment.

- (1) Ensure the contracting officer and ordering officer is appointed on a DD Form 577.
- (2) Verify TL against the documents received.
- (3) Verify each vendor (company and/or individual) is not listed on the vendor threat list.
- (4) Notify leadership if listed on the vendor threat list (do not process).

- (5) Verify accuracy within documents.
- (6) Annotate on the TL discrepancies within documents, returning documents.
- (7) Mark with signature and maintain a copy of the TL and return the original.
- (8) Mark all accepted documents with date-stamp.

c. Access GFEBS/WAWF if in a sustained operational environment (fully automated).

- (1) Monitor CVS Office Email Drop-boxes for WAWF interfaces.
- (2) Verify each vendor (company and/or individual) is not listed on the vendor threat list.
- (3) Notify leadership if listed on the vendor threat list (do not process).
- (4) Ensure invoice and receiving report errors are corrected.
- (5) Communicate errors with vendors and receivers.

3. Perform document flow procedures.

a. Align documents by type.

- (1) Access CAPS-W as a stand-alone option (network unreliable) if in a denied or degraded space operational environment.

(a) Receive new contracts (may receive contract in an SPS file).

1 Construct a separate contract folder for each contract to include individual delivery orders, task orders, or blanket purchase agreement calls.

2 Access CAPS-W, upload SPS interface file, and ensure file uploads correctly.

3 Input contract information into CAPS-W if no SPS interface file.

4 Place created folder in the Central Bills Register File.

(b) Receive MODs (may receive MOD in an SPS file).

1 Verify the contract number on the MOD matches the corresponding contract number for the folder.

2 Access CAPS-W, upload SPS interface file, and ensure file uploads correctly.

3 Input MOD information into CAPS-W if no SPS interface file.

4 Place the MOD within the corresponding contract folder.

(c) Receive Invoices.

1 Verify documents are complete containing the proper contract number (to include delivery, task, or call number) on the invoice to match the corresponding contract number and delivery, task, or call number for the folder.

2 Input data from the invoice into CAPS-W.

3 Place the invoice within the corresponding contract folder.

4 Place folder in the Document Awaiting File, if invoice was not received, or it was returned for correction.

5 Place folder in the Ready for Voucher Examination File, if receiving report was already received, proper, and complete.

6 Notify the Voucher Examiner for payment voucher computation.

(d) Receive Receiving Reports.

1 Verify the contract number (to include delivery, task, or call number) on receiving report matches the corresponding contract number (to include delivery, task, or call number) for the folder to ensure the document is complete and proper.

2 Input data from the receiving report into CAPS-W.

3 Place the receiving report within the corresponding contract folder.

4 Place folder in the Document Awaiting File, if invoice was not received or it was returned for correction.

5 Place folder in the Ready to for Voucher Examination File, if receiving report was already received, proper, and complete.

6 Notify the Voucher Examiner for payment voucher computation.

(2) Access GFEBS (without SPS & WAWF) if in a disrupted space operational environment.

(a) Receive new contracts.

1 Construct a separate contract folder for each contract to include individual delivery orders, task orders, or blanket purchase agreement calls.

2 Obtain the Purchase Order (PO) Number. Note: Contracts (PO) are entered into GFEBS by a Resource Manager (RM).

3 Access GFEBS and review the PO against the contract.

4 Communicate errors with RM and contracting office.

5 Construct a new entry in the CVS tracker, if utilized.

6 Place created folder in the Central Bills Register File.

(b) Receive MODs.

1 Verify the contract number on the MOD matches the corresponding contract number for the folder.

2 Access GFEBS and review the PO against the MOD.

3 Communicate errors with RM and contracting office.

4 Update internal CVS tracker.

5 Place the MOD within the corresponding contract folder.

(c) Receive Invoices.

1 Verify the contract number (to include delivery, task, or call number) on the invoice match the corresponding contract number and delivery, task, or call number for the folder and ensure the document is complete and proper.

2 Input data from the invoice into GFEBS.

3 Update internal CVS tracker.

4 Place the invoice within the corresponding contract folder.

5 Place folder in the Document Awaiting File, if receiving report was not received or it was returned for correction.

6 Place folder in the Ready for Voucher Examination File, if receiving report was already received, proper, and complete.

7 Notify the Voucher Examiner for payment voucher computation.

(d) Receive Receiving Reports.

1 Verify the contract number (to include delivery, task, or call number) on the invoice match the corresponding contract number and delivery, task, or call number for the folder and ensure the document is complete and proper.

2 Input data from the receiving report into GFEBS.

3 Update internal CVS tracker.

4 Place the receiving report within the corresponding contract folder.

5 Place folder in the Document Awaiting File, if invoice was not received or it was returned for correction.

6 Place folder in the Ready to for Voucher Examination File, if invoice was already received, proper, and complete.

7 Notify the Voucher Examiner for payment voucher computation.

(3) Access GFEBS/WAWF if in a sustained operational environment (fully automated).

(a) Receive new contracts.

1 Access Electronic Document Access (EDA), Enterprise Document Management (EDM), Electronic File Room (EFR), as applicable, to verify contract is uploaded.

2 Obtain the Purchase Order (PO) Number. Note: Contracts (PO) are entered into GFEBS by a Resource Manager (RM).

3 Access GFEBS and review the PO against the contract.

4 Communicate errors with RM and contracting office.

5 Mark new entry in the CVS tracker, if utilized.

(b) Receive MODs (if applicable).

1 Verify the contract number on the MOD matches the corresponding contract number for the folder.

2 Access EDA, EDM, EFR, as applicable, and verify contract is uploaded.

3 Access GFEBS and review the PO against the MOD.

4 Communicate errors with RM and contracting office.

5 Update internal CVS tracker.

(c) Receive Invoices.

1 Verify the contract number (to include delivery, task, or call number) on the WAWF invoice match the corresponding contract number and delivery, task, or call number in EDA, EDM, EFR, and GFEBS.

2 Review the invoice received (IR number) in GFEBS PO History to ensure the WAWF invoice interfaced correctly.

3 Input the IR into GFEBS if interface didn't work properly.

4 Update internal CVS tracker.

5 Notify the Payment Preparer for payment voucher computation.

(d) Receive Receiving Reports.

1 Verify the contract number (to include delivery, task, or call number) on receiving report matches the corresponding contract number (to include delivery, task, or call number) for the folder and ensure the document is complete and proper.

2 Review the goods receipt (GR number) in GFEBS PO History to ensure the WAWF invoice interfaced correctly.

3 Input data from the receiving report into GFEBS.

4 Input the GR into GFEBS if interface did not work properly.

5 Update internal CVS tracker.

6 Notify the Payment Processor for payment proposal in GFEBS.

b. Coordinate with the appropriate office to ensure documents are received in a timely manner, as necessary (missing documents).

c. Process post payment information.

(1) Access CAPS-W as a stand-alone option (network unreliable) if in a denied or degraded space operational environment.

(a) Receive a stamped "paid" copy of the payment voucher from disbursing.

(b) Download post pay interface file from CAPS-W.

(c) Place the paid voucher in the corresponding contract folder.

(d) Place the folder in the Central Bills Register File, if not the final payment.

(e) Place the folder in the Central Contract File, if final payment.

(f) Provide copies of the paid voucher to the agencies dictated by local/ theater policies and SOP (e.g. Contracting, Resource Management, etc.).

(2) Access GFEBS (without SPS & WAWF) if in a disrupted space operational environment.

(a) Receive a stamped "paid" copy of the payment voucher from disbursing.

(b) Update internal CVS tracker.

(c) Place the paid voucher in the corresponding contract folder.

(d) Place folder in the Central Bills Register File, if not the final payment.

(e) Place folder in the Central Contract File, if final payment.

(f) Provide copies of the paid voucher to the agencies dictated by local business processes and SOP (e.g. Contracting, Resource Management, etc.).

(3) Access GFEBS/WAWF if in a sustained operational environment (fully automated).

(a) Review GFEBS to ensure post pay file from disbursing interfaced correctly.

(b) Update internal CVS tracker.

(c) Provide payment information to the agencies dictated by local/ theater policies and SOP (e.g. Contracting, Resource Management, etc.).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier "GO" if all steps are passed. Score the Soldier "NO-GO" if any step is failed. If the Soldier fails any step, show what was done wrong and how to do it correctly.

Evaluation Preparation: Ensure that all materials, parts, manuals, forms and equipment (or appropriate substitutions) required in the condition statement are available to the Soldier.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared for CVS assignment.			
a. Received training on the following:			
(1) Interpreted document flow procedures and origins.			
(2) Processed contracts.			
(3) Processed MODs.			
(4) Input invoices.			
(5) Input receiving reports.			
(6) Maintained Post Payment Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal, and other vouchering vehicles (e.g. DD Form 1155, Order for Supplies or Services, SF 44, Purchase Order-Invoice-Voucher, etc.).			
(7) Accessed GFEBS, CBT, where required.			
(8) Accessed other systems, as applicable.			
(9) Understood separations of duty.			
b. Reviewed local/theater policies and the CVS SOP.			
c. Submitted completed DD Form 2875, SAAR to obtain access to the applicable mission-specific systems.			
2. Reviewed received documents for accuracy.			
a. Accessed CAPS-W as a stand-alone option (network unreliable) if in a denied or degraded space operational environment.			
(1) Ensured the contracting officer and ordering officer were appointed on DD Form 577, Appointment/Termination Record – Authorized Signature.			
(2) Verified TL against the documents received.			
(3) Verified each vendor (company and/or individual) were not listed on the vendor threat list.			
(4) Notified leadership if listed on the vendor threat list (do not process).			
(5) Verified accuracy within documents.			
(6) Annotated on the TL discrepancies within documents, returning documents. For contracts and MODs, also requested an updated Standard Procurement System (SPS) interface file.			
(7) Marked with signature and maintained a copy of the TL, returning the original.			
(8) Marked all accepted documents with date-stamp.			
b. Accessed GFEBS (without SPS & WAWF) if in a disrupted space operational environment.			
(1) Ensured the contracting officer and ordering officer were appointed on a DD Form 577.			
(2) Verified TL against the documents received.			
(3) Verified each vendor (company and/or individual) were not listed on the vendor threat list.			
(4) Notified leadership if listed on the vendor threat list (do not process).			
(5) Verified accuracy within documents.			
(6) Annotated on the TL discrepancies within documents, returning documents.			
(7) Marked with signature, maintained copy of the TL, and returning the original.			
(8) Marked all accepted documents with date-stamp.			
c. Accessed GFEBS/WAWF if in a sustained operational environment (fully automated).			
(1) Monitored CVS Office Email Drop-boxes for WAWF interfaces.			
(2) Verified each vendor (company and/or individual) were not listed on the vendor threat list.			
(3) Notified leadership if listed on the vendor threat list (do not process).			
(4) Ensured invoice and receiving report errors were corrected.			
(5) Communicated errors with vendors and receivers.			
3. Performed document flow procedures.			
a. Aligned documents by type.			
(1) Accessed CAPS-W as a stand-alone option (network unreliable) if in a denied or degraded space operational environment.			
(a) Received new contract (may have receive contract in an SPS file).			
1 Constructed a separate contract folder for each contract to include individual delivery orders, task orders, or blanket purchase agreement calls.			
2 Accessed CAPS-W, uploaded SPS interface file, and ensured file uploaded correctly.			
3 Input contract information into CAPS-W if no SPS interface file.			
4 Placed created folder in the Central Bills Register File.			
(b) Received MODs (may have received MODs in an SPS file).			
1 Verified the contract number on the MOD matched the corresponding contract number for the folder.			
2 Accessed CAPS-W, uploaded SPS interface file, and ensured file uploaded correctly.			
3 Input MOD information into CAPS-W if no SPS interface file.			
4 Placed the MOD within the corresponding contract folder.			
(c) Received Invoice.			

1 Verified documents were complete, containing the proper contract number (to include delivery, task, or call number) on the invoice matched the corresponding contract number and delivery, task, or call number for the folder.			
2 Input data from the invoice into CAPS-W.			
3 Placed the invoice within the corresponding contract folder.			
4 Placed the folder in the Document Awaiting File, if invoice was not received, or it was returned for correction.			
5 Placed folder in the Ready for Voucher Examination File, if receiving report was already received, proper, and complete.			
6 Notified the Voucher Examiner for payment voucher computation.			
(d) Received Receiving Report.			
1 Verified the contract number (to include delivery, task, or call number) on receiving report matched the corresponding contract number (to include delivery, task, or call number) for the folder to ensure the document was complete and proper.			
2 Input data from the receiving report into CAPS-W.			
3 Placed the receiving report within the corresponding contract folder.			
4 Moved folder to the Document Awaiting File, if invoice was not received or it was returned for correction.			
5 Moved folder to the Ready for Voucher Examination File, if receiving report was already received, proper, and correct.			
6 Notified the Voucher Examiner for payment voucher computation.			
(2) Accessed GFEBS (without SPS & WAWF) if in a disrupted space operational environment.			
(a) Received new contract.			
1 Constructed a separate contract folder for each contract to include individual delivery orders, task orders, or blanket purchase agreement calls.			
2 Obtained the PO Number. Note: Contracts (PO) are entered into GFEBS by a RM.			
3 Accessed GFEBS and reviewed the PO against the contract.			
4 Communicated errors with RM and contracting office.			
5 Constructed a new entry in the CVS tracker, if utilized.			
6 Moved created folder to the Central Bills Register File.			
(b) Received MOD.			
1 Verified the contract number on the MOD matched the corresponding contract number for the folder.			
2 Accessed GFEBS and reviewed the PO against the MOD.			
3 Communicated errors with RM and contracting office.			
4 Updated internal CVS tracker.			
5 Placed the MOD within the corresponding contract folder.			
(c) Received Invoice.			
1 Verified the contract number (to include delivery, task, or call number) on the invoice matched the corresponding contract number and delivery, task, or call number for the folder and ensured the document were complete and proper.			
2 Input data from the invoice into GFEBS.			
3 Updated internal CVS tracker.			
4 Placed the invoice within the corresponding contract folder.			
5 Moved folder to the Document Awaiting File, if receiving report was not received or it was returned for correction.			
6 Moved folder to the Ready for Voucher Examination File, if receiving report was already received, proper, and complete.			
7 Notified the Voucher Examiner for payment voucher computation.			
(d) Received Receiving Report.			
1 Verified the contract number (to include delivery, task, or call number) on receiving report matched the corresponding contract number (to include delivery, task, or call number) for the folder and ensured the document was complete and proper.			
2 Input data from the receiving report into GFEBS.			
3 Updated internal CVS tracker.			
4 Moved the receiving report within the corresponding contract folder.			
5 Moved folder to the Document Awaiting File, if invoice was not received or it was returned for correction.			
6 Moved folder to the Ready for Voucher Examination File, if invoice was already received, proper, and complete.			
7 Notified the Voucher Examiner for payment voucher computation.			
(3) Accessed GFEBS/WAWF if in a sustained operational environment (fully automated).			
(a) Received new contract.			
1 Accessed EDA, EDM, EFR, as applicable, to verify contract was uploaded.			
2 Obtained the PO Number. Note: Contracts (PO) are entered into GFEBS by a RM.			
3 Accessed GFEBS and reviewed the PO against the contract.			

4 Communicated errors with RM and contracting office.			
5 Marked new entry in the CVS tracker, if utilized.			
(b) Received MOD (if applicable).			
1 Verified the contract number on the MOD matched the corresponding contract number for the folder.			
2 Accessed EDA, EDM, EFR, as applicable, to verify contract was uploaded.			
3 Accessed GFEBS and reviewed the PO against the MOD.			
4 Communicated errors with RM and contracting office.			
5 Updated internal CVS tracker.			
(c) Received Invoice.			
1 Verified the contract number (to include delivery, task, or call number) on the WAWF invoice matched the corresponding contract number and delivery, task, or call number in EDA, EDM, EFR, and GFEBS.			
2 Reviewed the invoice received (IR number) in GFEBS PO History to ensure the WAWF invoice interfaced correctly.			
3 Input the IR into GFEBS if interface didn't work properly.			
4 Updated internal CVS tracker.			
5 Notified the Payment Preparer for payment voucher computation.			
(d) Received Receiving Report.			
1 Verified the contract number (to include delivery, task, or call number) on receiving report matched the corresponding contract number (to include delivery, task, or call number) for the folder and ensured the document was complete and proper.			
2 Reviewed the goods receipt (GR number) in GFEBS PO History to ensure the WAWF invoice interfaced correctly.			
3 Input data from the receiving report into GFEBS.			
4 Input the GR into GFEBS if interface didn't work properly.			
5 Updated internal CVS tracker.			
6 Notified the Payment Processor for payment proposal in GFEBS.			
b. Coordinated with the appropriate office to ensure documents were received in a timely manner, as necessary (missing documents).			
c. Processed post payment information.			
(1) Accessed CAPS-W as a stand-alone option (network unreliable) if in a denied or degraded space operational environment.			
(a) Received a stamped "paid" copy of the payment voucher from disbursing.			
(b) Downloaded post pay interface file from CAPS-W.			
(c) Moved the paid voucher to the corresponding contract folder.			
(d) Moved the folder to the Central Bills Register File, if not the final payment.			
(e) Moved the folder to the Central Contract File, if final payment.			
(f) Provided copies of the paid voucher to the agencies dictated by local/ theater policies and SOP (e.g. Contracting, Resource Management, etc.).			
(2) Accessed GFEBS (without SPS & WAWF) if in a disrupted space operational environment.			
(a) Received a stamped "paid" copy of the payment voucher from disbursing.			
(b) Updated internal CVS tracker.			
(c) Moved the paid voucher in the corresponding contract folder.			
(d) Moved folder in the Central Bills Register File, if not the final payment.			
(e) Moved folder to the Central Contract File, if final payment.			
(f) Provided copies of the paid voucher to the agencies dictated by local/ theater policies and SOP (e.g. Contracting, Resource Management, etc.).			
(3) Accessed GFEBS/WAWF if in a sustained operational environment (fully automated).			
(a) Reviewed GFEBS to ensure post pay file from disbursing interfaced correctly.			
(b) Updated internal CVS tracker.			
(c) Provided payment information to the agencies dictated by local business processes and SOP (e.g. Contracting, Resource Management, etc.).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	DFAS-IN MANUAL 37-100-FY	The Army Management Structure	Yes	No	
	DOD 7000.14-R VOL 10	Department of Defense Financial Management Regulation Volume 10: Contract Payment Policy	Yes	Yes	
	FAR	Federal Acquisition Regulation	Yes	No	

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7020-01-182-8535		Calculator, Electronic	1
	7022-01-512-3144	S63110	Support System Tactical: AN/TYQ-132(V)2	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5, "Environmental Considerations", and GTA 05-08-002, "Environmental-Related Risk Assessment".

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

Knowledges :

Knowledge ID	Knowledge Name
805A-K-0150	Define a Receiving/Acceptance Report
805A-K-0425	Identify the Commercial Accounts Payable System for Windows (CAPS-W)
805A-K-0153	Identify a SF 33
805A-K-0154	Identify a SF 1034
K25506	Know how to Identify GFEBS Master Data Elements
805A-K-0095	Define a Contract
805A-K-0156	Identify a DD Form 1155
K24499	Know the purpose of the Wide Area Work Flow (WAWF)
K27359	Know how to Maintain a Bills Register Card
K24664	Know the requirements and methods utilized in GFEBS

Skills :

Skill ID	Skill Name
S5535	Ability to examine all contractual documents
S5533	Ability to understand main mission of Commercial Vendor Services (CVS) Section
805A-S-0129	Utilize the Commercial Accounts Payable System for Windows (CAPS-W)
S5536	Ability to maintain a Bills Register Card (BRC)
S5534	Ability to prepare document flow and review of all Commercial Vendor Services (CVS) documents
805A-S-0054	Identify a Contract
S1721	Navigate Government Fund Enterprise Business System (GFEBS)
805A-S-0055	Identify an Invoice
805A-S-0056	Identify a Receiving Report
S3623	Ability to register for a Wide Area Work Flow (WAWF) government user account

ICTL Data : None