



Bureau of Naval Personnel

***Fund Administration and
Standardized Document Automation
System***

***FASTDATA
TRAINING GUIDE
FUND ADMINISTRATOR***

UPDATED SEPTEMBER 2012

DOCUMENT MODIFICATIONS

Name	Date	Modification
Stephanie O'Neill	10/08/2009	Initial Revision
Stephanie O'Neill	11/15/2010	Split training manual by area of responsibility updating through 10-1B version.
Brenda Newman	09/01/2012	Updated with new functionality

HOW TO REPORT TROUBLE CALLS

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HOW TO REPORT TROUBLE CALLS

Reporting trouble calls/issues concerning FASTDATA Web:

- All SITE users will submit their requests initially to their primary FA. The FA will then offer assistance or resolution to the Site when possible.
- If the FA is unable to resolve the issue, a ticket can be sent to Brenda Newman, with a copy to William Cowling and Brian Wertz.
- If we determine that the ticket is training related, we will provide you with the applicable pages in the FASTDATA Training Manual to resolve your issue.
- If we determine the issue needs to be forwarded to the FASTDATA CDA Helpdesk, we will generate a ticket and copy the original user on the ticket request.
- If you generate a ticket directly to the FASTDATA CDA Helpdesk, copy Brenda Newman and William Cowling.

As a reminder, the FASTDATA Training Manuals are available on NKO under the FASTDATA web page. Below is the link to download the manual.

https://wwwa.nko.navy.mil/portal/manpowerpersonneltraining_education/pers7041p/home/fastdata?expand=v4fold109500027&kc_id=v4fold109500027&desc=Folder

IT IS IMPERATIVE THAT YOU FOLLOW THE BELOW GUIDANCE IN SUBMITTING YOUR HELPDESK TICKETS:

*Provide FA, Site, Document number/ACRN if applicable.

*Identify the specific problem(s).

*Provide, when applicable, the transaction history report, document summary report or if a contract problem, a screen shot of contract VIEW. Also where applicable, the STARS-FL RDOC screen. If a RECON issue, include the RECON copy along with the aforementioned reports. The CDA cannot always see the same reports and screens in the databases you, so this is VERY important.

*Make sure your attached files are saved with name.doc, or name.pdf. Due to email constraints at the CDA they do not receive attachments with spaces in the naming of the attachment or long naming conventions with file_name_broken_down. It has been necessary for us to resave many of the users' attachments and resend to the CDA.

*If your issue is forwarded to the CDA helpdesk, be sure to respond in a timely manner to any further action requests or to check the status of the issue. This is imperative to closing out resolved ticket issues as soon as possible, and allowing the CDA to focus on other outstanding tickets.

Upon submission of your request for assistance, the helpdesk will assign a ticket #. If you have not received a response within three (3) days, recommend sending a reply to all and ask for a status.

Below is the priority listing that the helpdesk will provide back to you once your ticket has been submitted:

HOW TO REPORT TROUBLE CALLS

"Critical" is reserved for an 'enterprise-down' situation, and is for resolution within 24 hours.

"High" is the highest priority for a single user/command, and is to be resolved within 48 hours.

"Medium" is targeted for resolution within 96 hours.

"Low" is for resolution as soon as possible, but not defined time frame.

- The FASTDATA Helpdesk is now operated at NETPDTC in Pensacola, Florida. It is staffed by the engineers of the help desk from 0700 to 1700 Central Time, Monday – Friday, holidays excluded. They can be contacted at 1-800-451-5419, option 5. They can also be reached at Fastdata.helpdesk@navy.mil. If a call is placed to the 800 number, your issue will go directly to the engineers who will be responsible for the resolution of your issue. They can document and create a ticket for you, and possibly provide guidance on your first call, depending on the nature of the problem.

For after-hours support, you can email the nature of your problem to the above helpdesk email address, and it will be addressed first thing on the following business morning. Additionally, the 800 number rolls over to the Help Desk after-hours help desk at 1700 Central Time. Calls placed after that time will be answered by a live operator, who will then route the call based upon procedures and protocols.

FASTDATA WEB MENU BAR

When the FASTDATA FA user logs on to the WEB URL for FASTDATA the following screen will appear:



The FASTDATA Web Icon will appear on the left hand margin.

HOME, HELP and **LOGOUT** appear on the right header bar.

Please Select a Role will appear. The highest level the FASTDATA User has been assigned to will be the first role on the screen. The drop down box will display any other role for which the User has been granted access.

Select - the following new screen will appear.



FASTDATA Version REL_XX-XX.XXXX - The current version of the FASTDATA application.

Current Role - The role the user has selected for this FASTDATA session.

FY/QTR - Should show the current FY/QTR.

Home - Returns the user to the Main Menu.

Help - Select Help to view help for the current page.

Select Role - Allows you to change your role by returning you to the Select Role page.

Change FA/FY/QUARTER - Allows you to change the current FA, Fiscal Year, and Quarter.

Logout - Select Logout to return to the FASTDATA Login page.

FASTDATA WEB MENU BAR

Functions available:



Funds Management - The following Funds Management options are available:

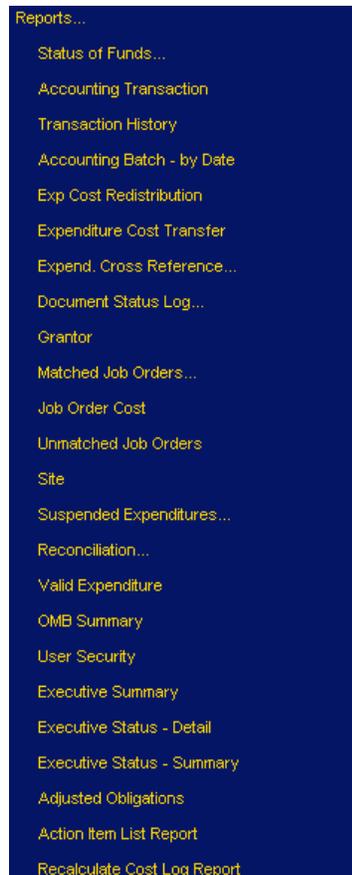
- **FA Summary**
- **Resource Authorization**
- **Build Financial Framework**
 - RC
 - OPTAR Admin
 - Auth
 - Serial Admin
 - Grantor Admin
 - Job Order Admin
 - Mass JON Update *New in Release 10-11
 - Reorganize Financial Framework
 - Cleanup Financial Framework
- **Release to Site**
- **Cost Redistribution**
- **Correct Expenditures**
- **Expenditure Cost Transfer**
- **Reconciliation Document**
 - Adjust Reconciliation Document
 - Override Reconciliation Document
- **Suspend/Un-suspend**
 - Expenditure Suspension Rules
 - Expenditure Suspension
 - Purge Suspended Expenditures
 - Transaction Suspension Rules
 - Transaction Suspension
 - Purge Suspended Transactions
- **Suspend Non-preceded Expenditures**

FASTDATA WEB MENU BAR



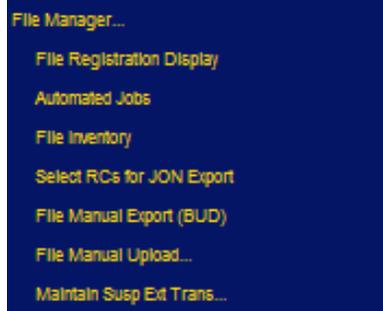
Utilities - The following Utility options are available:

- **Lock Sites**
- **External Interface Funds Check**
- **Process Outyear**
- **Process Year End**
- **Sites**
- **Automatic Quarter Roll.**



Reports - The FA Reports menu provides a variety of reports for users with the necessary access. When you open a report, it displays in the Print Preview page, allowing you to see how the report will print before actually printing it. You can print and save your reports in standard Adobe Format, Comma Separated Value format, or Excel format including column headers.

FASTDATA WEB MENU BAR



File Manager - The following File Manager options are available:

- **File Registration Display**
- **Automated Jobs**
- **File Inventory**
- **Select RC for JON Export**
- **File Manual Export (BUD)**
- **File Manual Upload (B1, BUD, B1 Fuel Chit)**
- **Maintain Susp Ext Trans**
 - Standard B1, Travel B1
 - MILSTRIP Fuel Chit B1
 - DTS from STARS-FL
 - MPC From STARS-FL

To return to the main menu at any time, click the HOME link from the FASTDATA menu bar. Clicking the HOME link will return you to the menu page and allow you to select a new menu option.

To Run Reports or Perform any function in a year other than Current Year, Select Change FA/FY/QUARTER.

Keep in mind that any time CLOSE is performed prior to SAVE, all Input or Changes will be lost and User will be taken back to the prior screen.

DO NOT use the Browser Back Button. To return to a previous page, use the CLOSE button on the current screen or click the HOME link.

FUNDS MANAGEMENT

Introduction

This lesson will describe the processes and steps involved in the Funds Administrator (FA) Funds Management functions. Illustrations will be provided for the creation of the Financial Framework, Resource Authorizations, Release to Site, Cost Redistributions, Correct Expenditures, Expenditure Cost Transfers, Reconciliation Documents, Suspend/Un-suspend accounting transactions, and Suspended Non-Preceded Expenditures.

Objectives

Learn the purpose and functions in the FA Funds Management features.

Learn how to create a Resource Authorization.

Learn the steps involved in creating Financial Framework.

Learn about the Correction of Expenditures, Redistributing them, and Cost Transferring them.

Learn about reconciling documents using the Adjust and Override features.

Learn the steps involved to Suspend/Un-suspend Accounting Transactions in the FA.

Learn the steps involved to Suspend Non-Preceded Expenditures.

WHAT are the FUNDS MANAGMENT FUNCTIONS?

Introduction

This lesson will illustrate the Funds Management functions available in the FA and how to locate them.

Objectives

Define the purpose of the Funds Management functions in the FA.

Describe the various Funds Management options.

Lesson

There are several Funds Managements processes available in the FASTDATA FA. Each of these features provides the FA the functionality to build and maintain their financial structure for the Sites associated to the FA. The Funds Management functionality allows for the correction of suspended expenditures at the FA level, and the ability to suspend/unsuspend expenditures/accounting transactions by the FA, perform cost redistributions and expenditure cost transfers, perform document reconciliation, and suspend non-preceded expenditures.



Funds Management in the Web has eleven functions available when selected at the main menu.

- FA Summary
- Resource Authorization
- Build Financial Framework
-RC Admin

WHAT are the FUNDS MANAGMENT FUNCTIONS?

- OPTAR Admin
- Auth Admin
- Serial Range Admin
- Grantor Admin
- Job Order Admin
- Mass JON Update
- Reorganize Financial Framework (New in the Web)
- Cleanup Financial Framework (New in the Web)
- Invalid Authorizations
- Release to Site
- Cost Redistribution
- Correct Expenditures
- Expenditure Cost Transfer
- Reconciliation Document
 - Adjust Reconciliation Document
 - Override Reconciliation Documents
- Suspend/Un-suspend
 - Expenditure Suspension Rules
 - Expenditures Suspension
 - Purge Suspended Expenditures
 - Transaction Suspension Rules
 - Transaction Suspension
 - Purge Suspended Transactions
- Suspended Non-Preceded Expenditures

Each of the functions above will be discussed in detail in the following sections.

Questions

What is the purpose of the Funds Management functions in the FA?

What are the various Funds Management options available?

FA SUMMARY

Introduction

This lesson will illustrate the retrieval of FA Summary available in the Funds Management menu.

Objectives

Define the FA Summary.

Outline the steps to retrieve the FA Summary.

Describe the data displayed when utilizing the FA Summary.

Lesson

The seven tabs on the FA Summary page provide users with the quick access to data associated with the selected FA. Using these tabs, users can view data pertaining to Sites, Serial Ranges, Responsibility Centers, OPTAR(s), Authorizations, Job Order (JONs), and Users. The FA Summary page is view-only.

Access the FA Summary Page

Log into FASTDATA WEB URL.

Use of the USER ID and password the first time to get your CAC enabled for future logons.

Please select a Role – drop down arrow – select your FA.



A screenshot of a web form element. At the top, it says "Please Select a Role". Below this is a dropdown menu with a blue border and a small downward arrow on the right. The selected option is "N3580A - NROTC/JROTC". To the right of the dropdown is a small button labeled "Select".

Select Funds Management/FA Summary.



The FA Summary screen appears. There are seven different tabs contained in the FA Summary: Site, Serial, RC, OPTAR, AUTH, JON, and User. There is also a drop down box provided to filter information provided by either direct only information or reimbursable only information. If desired, make the appropriate select from the drop down box and click Filter.

FA SUMMARY

Site	Serial	RC	OPTAR	Auth	JON	User
<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> Filter Direct/Reimbursable: ▼ Filter </div>						
Site	Description	Authorized	Obligated	Balance		
05	CM CURRICULUM MAINT	0.00	0.00	0.00		

The **Site tab** will display all Sites associated to the FA, the description of the Site, Authorized amount, Obligated amount, and the Available Balance. The Site totals will display at the bottom of the list. You can click on any of the blue column headers (for example, "Description" in the image above) to sort the displayed information by the selected column.

To move to a different tab, click the tab header. To close the FA Summary screen, click Close.

Site	Serial	RC	OPTAR	Auth	JON	User
Site	Description	Authorized	Obligated	Balance		
D1	NROTCU AUBURN UNIVERSITY	2,801,275.00	1,507,789.99	1,293,485.01		
D2	NROTCU UNIV OF CALIF, BERKELEY	1,684,917.00	904,111.74	780,805.26		
D3	NROTCU LOS ANGELES CONSORTIUM	3,475,170.22	2,569,907.47	905,262.75		
D4	NROTC UNIT, THE CITADEL	3,405,255.00	2,981,310.96	423,944.04		
D5	NROTC UNIT UNIV. OF COLORADO	3,880,317.00	3,671,517.65	208,799.35		
D6	NROTC UNIT CORNELL UNIVERSITY	2,366,293.00	1,068,571.11	1,297,721.89		
D7	NROTCU N.C. PIEDMONT CONSORTIUM	3,144,769.00	2,207,678.83	937,090.17		
D8	NROTCU UNIVERSITY OF FLORIDA	1,810,910.00	630,901.70	1,180,008.30		
D9	NROTCU FLORIDA A & M UNIVERSITY	2,140,561.00	704,663.75	1,435,897.25		
D10	NROTC UNIT ATLANTA CONSORTIUM	3,794,500.00	2,494,783.04	1,299,716.96		
D11	NROTC EMBRY RIDDLE	7,070,417.00	3,952,911.92	3,117,505.08		
BC	AREA MANAGER 03	1,159,000.00	415,390.51	743,609.49		
BD	NROTC AREA MGR 4	1,406,000.00	364,594.92	1,041,405.08		
B3	NROTC AREA MGR 5	1,218,000.00	345,229.84	872,770.16		
BL	NROTC AREA MGR 6	1,424,000.00	359,036.70	1,064,963.30		
BN	NROTC AREA MGR 7	1,309,000.00	376,176.98	932,823.02		
BP	NROTC AREA MGR 8	966,250.00	232,003.34	734,246.66		
BR	NROTC AREA MGR 9	1,332,000.00	360,309.60	971,690.40		
BS	NROTC AREA MGR 10	1,722,000.00	385,415.09	1,336,584.91		
BT	NROTC AREA MGR 11	1,416,000.00	358,835.82	1,057,164.18		
BU	NROTC AREA MGR 12	1,612,000.00	385,235.59	1,226,764.41		
BV	NROTC AREA MGR 13	1,208,000.00	336,000.03	871,999.97		
LB	LABOR	835,000.00	0.00	835,000.00		
N3	NTC GT LKS ACCESSIONS NROTC	33,704,933.00	13,199,844.86	20,505,088.14		
NR	NTC GT LKS ACCESSIONS NROTC	120,472,518.00	12,723,286.23	107,749,231.77		
Total		341,292,175.72	127,394,083.25	213,898,092.47		



Select **Serial tab**.

The Serial Range tab will display all ranges available in each Site associated to the FA. The information displayed will list the Site, Deactivated(if checked), Beginning and Ending serial range, last serial used serial from the range, Description, Service, SDN UIC, RC, and OPTAR.

Click on another tab header if desired, or click Close to exit.

FA SUMMARY

FA Summary										
Site	Serial	RC	OPTAR	Auth	JON	User				
Site	Deactivated	Beginning	Ending	Last	Desc	Service	SDN UIC	RC	OPTAR	
01	<input type="checkbox"/>	0001	0399	0004	DD1155 CONTRACT NUMBERS	N	63296	3A	01	
01	<input type="checkbox"/>	01001	01199	01114	OMN (UNIT OPS)	N	63296	3A	01	
01	<input type="checkbox"/>	01200	01399	01240	SIT 2276	N	63296	3A	01	
01	<input type="checkbox"/>	01A01	01A99	01A11	TUTORING	N	63296	3D	KA	
01	<input type="checkbox"/>	01P01	01P99	01P06	POSTAGE	N	63296	3F	AA	
01	<input type="checkbox"/>	01T01	01T99	01T04	TUITION	N	63296	3B	DA	
01	<input type="checkbox"/>	0400	0499	0422	SIT 1155	N	63296	3A	01	
01	<input type="checkbox"/>	0400	0999	0403	MILSTRIP	N	63296	3A	01	
01	<input type="checkbox"/>	0500	0599	0500	SIT 1155 2	N	63296	3A	01	
01	<input type="checkbox"/>	SA401	SA499	SA423	AUBURN STA21 BOOKS	N	63296	SA	01	
02	<input type="checkbox"/>	0001	0399	0002	CONTRACTS (DD1155)	N	63213	3A	02	
02	<input type="checkbox"/>	02001	02199	02004	OMN (UNIT OPS)	N	63213	3A	02	
02	<input type="checkbox"/>	02A01	02A99	02A02	TUTORING	N	63213	3D	KB	
02	<input type="checkbox"/>	02T01	02T99	02T14	TUITION	N	63213	3B	DB	
02	<input type="checkbox"/>	0400	0401	0400	SIT 1155	N	63213	3A	02	
02	<input type="checkbox"/>	0401	0999	0408	MILSTRIP	N	63213	3A	02	
03	<input type="checkbox"/>	00001	03999	00004	all sdn	N	64181	3A	TX	
03	<input type="checkbox"/>	03001	03199	03082	OMN (UNIT OPS)	N	63220	3A	03	
03	<input type="checkbox"/>	03001	03199	03073	OMN (UNIT OPS)	N	63220	3A	YY	
03	<input type="checkbox"/>	03001	03199	03073	OMN (UNIT OPS)	N	63220	3A	XX	
03	<input type="checkbox"/>	03A01	03A99	03A02	TUTORING	N	63220	3D	KC	

Select the **RC** tab.

The RC tab will display all RC data from within the FA. The information displayed will list the RC, FY, RC Funds, Authorized amount, Obligated amount, and Available Balance. Totals will be calculated at the bottom of the screen.

FA Summary						
Site	Serial	RC	OPTAR	Auth	JON	User
Filter						
Direct/Reimbursable:						Filter
RC	FY	RC Funds	Authorized	Obligated	Balance	
CA	2012	2,328,000.00	3,135,000.00	1,266,453.21	1,868,546.79	
T2	2012	8,416,000.00	9,234,000.00	6,604,612.90	2,629,387.10	
T3	2012	0.00	0.00	0.00	0.00	
TW	2012	135,000,000.00	135,000,000.00	92,894,111.15	42,105,888.85	
Total		145,744,000.00	147,369,000.00	100,765,177.26	46,603,822.74	

Click another header tab if desired, or click Close to exit.

Select the **OPTAR** tab.

The OPTAR tab will display all OPTARS associated to the FA. The information displayed will list the RC, OPTAR and Title, Authorized amount, Obligated amount, Available Balance. Totals for the entire FA will be displayed at the bottom of the screen.

FA Summary						
Site	Serial	RC	OPTAR	Auth	JON	User
RC	OPTAR/Title	Authorized	Obligated	Balance		
3A	01 NROTCU AUBURN OPS	122,195.00	34,374.23	87,820.77		
3A	02 NROTCU BERKELEY OPS	33,340.00	32,782.81	557.19		
3A	03 SAT BUD DIRECT	104,710.00	3,428.53	101,281.47		
3A	04 NROTCU THE CITADEL	24,265.00	22,147.57	2,117.43		
3A	05 NROTCU UNIV OF COLORADO	51,775.00	1,391,151.64	(1,339,376.64)		
3A	06 NROTCU CORNELL UNIVERSITY	13,067.00	46,141.17	(33,074.17)		
3A	07 NROTCU N.C. PIEDMONT	39,870.00	51,788.22	(11,918.22)		

Click another header tab if desired, or click Close to exit.

FA SUMMARY

Select the **Authorization Tab**.

The Authorization tab will display all Authorizations associated to the FA. The information displayed will list the RC, OPTAR, Authorization, Total Authorizations, Total Obligations, and Available Balance. The grand total for the FA will be reflected at the bottom of the screen.

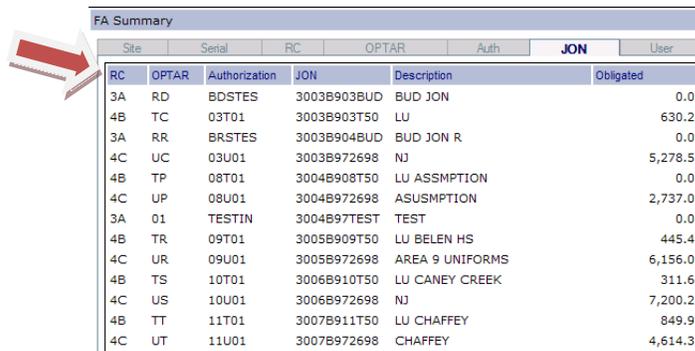


Site	Serial	RC	OPTAR	Auth	JON	User
RC	OPTAR	Authorization	Total Authorizations	Total Obligations	Available Balance	
3A	01	010100	122,190.00	34,374.23	87,815.77	
3A	01	TESTIN	5.00	0.00	5.00	
3A	01	TESTTE	0.00	0.00	0.00	
3A	02	020100	33,340.00	32,782.81	557.19	
3A	03	030100	95,300.00	3,410.53	91,889.47	
3A	03	710300	5,010.00	17.00	4,993.00	
3A	03	75TEST	4,000.00	0.00	4,000.00	

Click another header tab if desired, or click Close to exit.

Select the **JON Tab**.

The JON tab will display all of the JONs associated to the FA. The JONS will be listed by RC, OPTAR, Authorization, JON, JON Description, and Obligated amount. Totals for the FA will be reflected at the bottom of the screen.

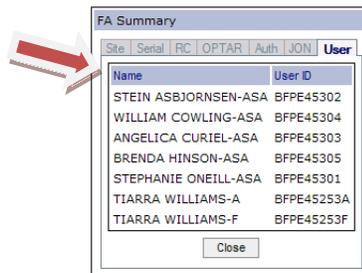


Site	Serial	RC	OPTAR	Auth	JON	User
RC	OPTAR	Authorization	JON	Description	Obligated	
3A	RD	BDSTES	3003B903BUD	BUD JON	0.00	
4B	TC	03T01	3003B903T50	LU	630.20	
3A	RR	BRSTES	3003B904BUD	BUD JON R	0.00	
4C	UC	03U01	3003B972698	NJ	5,278.51	
4B	TP	08T01	3004B908T50	LU ASSMPTION	0.00	
4C	UP	08U01	3004B972698	ASUSMPTION	2,737.00	
3A	01	TESTIN	3004B97TEST	TEST	0.00	
4B	TR	09T01	3005B909T50	LU BELEN HS	445.41	
4C	UR	09U01	3005B972698	AREA 9 UNIFORMS	6,156.05	
4B	TS	10T01	3006B910T50	LU CANEY CREEK	311.64	
4C	US	10U01	3006B972698	NJ	7,200.25	
4B	TT	11T01	3007B911T50	LU CHAFFEY	849.90	
4C	UT	11U01	3007B972698	CHAFFEY	4,614.30	

Click another header tab if desired, or click Close to exit.

Select the **User Tab**.

The User tab will list all authorized Users by name and User ID.



Site	Serial	RC	OPTAR	Auth	JON	User
Name	User ID					
STEIN ASBJORNSEN-ASA	BFPE45302					
WILLIAM COWLING-ASA	BFPE45304					
ANGELICA CURIEL-ASA	BFPE45303					
BRENDA HINSON-ASA	BFPE45305					
STEPHANIE ONEILL-ASA	BFPE45301					
TIARRA WILLIAMS-A	BFPE45253A					
TIARRA WILLIAMS-F	BFPE45253F					

Click another header tab if desired, or click Close to exit.

FA SUMMARY

Questions

What is the FA Summary?

What are the steps to retrieve the FA Summary?

What data is displayed when utilizing the FA Summary?

Practice

Locate how many users are currently set up in your existing FA as well as their names.

Find the Sites associated to the existing FA.

RESOURCE AUTHORIZATION

Introduction

This lesson will illustrate the steps in creating and managing the Resource Authorization (RA). The RA is required prior to setting up other financial framework.

Objectives

Define the Resource Authorization process.

Outline the steps in creating and maintaining the Resource Authorization.

Lesson

The Resource Authorization is located under the Funds Management option of the FA. A Resource Authorization must be created before an FA can be operational, which is why the menu option is listed before Build Financial Framework.

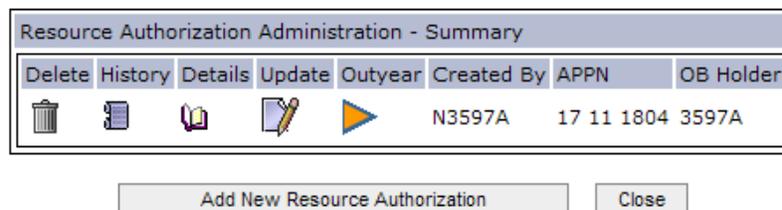
The Upper level management of funds now provides for levels at the Major Command (BSO), Component Command and Resource Manager above the FA level. BUPERS is currently not utilizing the upper level management for funds allocation, but may choose to do so in the future. The RA can be distributed by any of the upper levels or at the FA level. We will be discussing establishing and modifying the RA at the FA level only.

Access the Resource Authorization Menu

Select Funds Management/Resource Authorization.



The RA screen will open and display existing Resource Authorizations within the FA. There will be one RA for each appropriation type. An RA can have one or many subheads under each appropriation.



RESOURCE AUTHORIZATION

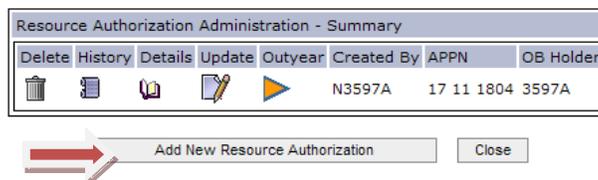
The RA screen will display the following elements:

- **Delete** - Select the trash can icon to delete the associated Resource Authorization. You cannot delete a Resource Authorization that has a distributed subhead.
- **History** - Select the History icon to view general information regarding the authorization and details of the subheads.
- **Details** - Select the Detail icon to view subhead details including amendment information.
- **Amend** - Select the Amend icon to modify the subhead information. You may add or decrease funds or add a new subhead.
- **Outyear** - Select the Outyear Icon to promote the authorization to the Outyear. **NOTE: The RA must be promoted to the Outyear before an RC can be promoted.**
- **Created By** - The identifier of the role that created the authorization.
- **APPN** - Identifies the appropriation associated with the resource authorization. You may sort in either ascending or descending order by selecting the column heading.
- **OB Holder** - Operating Budget Holder ID.
- **Add New Resource Authorization** - Select this button to add a new resource authorization.
- **Close** - Closes the Resource Authorization – Summary page.

Add a New Resource Authorization

When a new funding authorization has been provided to an FA for OMN, RTD&E, Allotment, MPN appropriations, a New RA has to be established and the funds set up.

Access the Resource Authorization screen. Click the Add New Resource Authorization button.



RESOURCE AUTHORIZATION

Input the required data elements (detailed below). A drop down box is provided for the available funding types within FASTDATA.

New Resource Authorization

General

Funding Type: O&MN | OB Holder: | Department: | Approval Date: | Expired Date:

Begin Fiscal Year: O&MN | End Fiscal Year: | APPN: | Effective Date:

ALLLOT
RPN
MPN
RDT&E

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year	
No Funding Assigned																		
													Total:	0.00	0.00	0.00	0.00	0.00

Data elements:

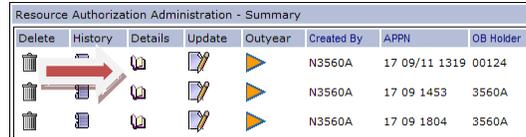
- **OB Holder** - Identifies a unique activity (BCN).
- **Department** - A two digit numeric identifier of the department associated with the Appropriation.
- **Approval Date** - The date the Resource Authorization was approved.
- **Begin Fiscal Year** - Identifies the Fiscal Year the Appropriation can be used.
- **End Fiscal Year** - The ending fiscal year of the appropriation.
- **APPN (Appropriation)** - Authorization by an act of Congress to incur obligations for specified purposes and to make payments from the Treasury.
- **Effective Date** - The date the when an activity can spend the money.
- **Subheads** - Add the necessary information in the Subhead template and select Save. To add an additional subhead, select the **"Add Subhead"** button.
- **Delete** - Select this icon to delete the new subhead.

- **Distribution** - This icon does not appear on the Create New Resource Authorization page.
- **Subhead** - The first level of subdivisions of an appropriation. Subheads are identified by a four character alpha/numeric identifiers.
- **Sequence Number** - Identifies by number, changes made to the subhead.
- **Remarks** - Normally used to enter guidelines for the spending of funds.
- **BCN, Sub Allot, AAA, OC, PAA, Cost Code, TTC** - Line of Accounting (LOA) elements.
- **Q1 - Q4 Funds** - Funds authorized by quarter.
- **Year** - The total of quarters 1 - 4.
- **Add Subhead** - Allows the user to add subheads for the purpose of funds distribution. You may add multiple subheads. When complete, select the Save button.
- **Save** - Select this button to save your data when you have completed adding new subheads.
- **Close** - Closes the Add New Resource Authorization page.

RESOURCE AUTHORIZATION

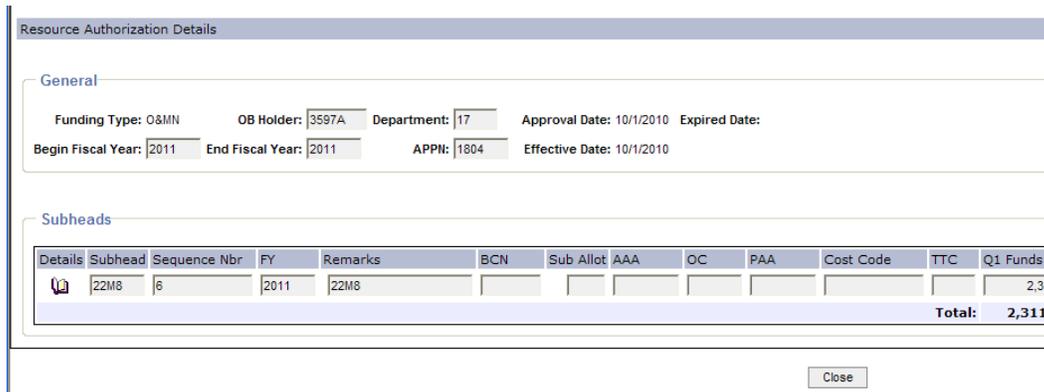
Display an Existing Resource Authorization

Select the **Detail ICON**.



Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					N3560A	17 09/11 1319	00124
					N3560A	17 09 1453	3560A
					N3560A	17 09 1804	3560A

The detail screen of the selected RA will open.



Resource Authorization Details

General

Funding Type: O&MN OB Holder: 3597A Department: 17 Approval Date: 10/1/2010 Expired Date:
Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2010

Subheads

Details	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds
	22M8	6	2011	22M8								2,311
Total: 2,311,												

Close

The details to view are displayed.

- **Funding Type** - Funding Type determines the structure of the Line of Accounting (LOA). Possible funding types are O&MN, Allotment, RPN, RTDE, and MPN.
- **OB Holder** - Identifies a unique activity. This is usually the Bureau Control Number (BCN) in the LOA).
- **Department** - A two digit numeric identifier of the department associated with the appropriation.
- **Approval Date** - The date the appropriation was approved.
- **Effective Date** - The date when spending of appropriation money can begin.
- **Begin Fiscal Year** - Identifies the first year of the appropriation.
- **End Fiscal Year** - Identifies the final year of the appropriation.
- **APPN (Appropriation)** - Authorization by an act of Congress to incur obligations for specified purposes and to make payments from the Treasury.

Drill down further:

Subheads

Details -Select the Detail icon located next to a specific subhead to drill down to lower level details.

RESOURCE AUTHORIZATION

Resource Authorization Details

General

Funding Type: O&MN OB Holder: 3597A Department: 17 Approval Date: 10/1/2010 Expired Date:

Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2010

Subheads

Details	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds
	22M8	6	2011	22M8								2,311
Total: 2,311												

Close

- **Subhead** -Subhead is a four-position code identifying the charges and credits of the first division level below the appropriation.
- **Amendment ID** -If amendments have been made to the subhead, identifies the amendment by number.
- **Remarks** -Brief remarks describing the purpose of the subhead.
- **BCN, Sub Allot, AAA, OC, PAA, Cost Code, TTC,**
- **Q1 - Q4 Funds** -Funds authorized by quarter.
- **Year** -The total of quarters 1 - 4.
- **Total** -This line provides the grand total for quarters 1-4 for all subheads listed, and a grand total of funds for all subheads.
- **Close** -Closes the Resource Authorization - Detail page.

FA Fund Details - Fund Detail

APPN: 17 11 1804

FA Funding

Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC
22M8		22M8 6				

PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
			2,311,000.00	0.00	0.00	0.00	2,311,000.00

RCs

Details	RC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
	01	2,311,000.00	0.00	0.00	0.00	2,311,000.00
	03	0.00	0.00	0.00	0.00	0.00

Close

Details - Select the Detail icon to drill down to lower level details of the selected subhead. The **OPTAR details** will display.

FA Fund Details - RC Detail

APPN: 17 11 1804

FA Funding

Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC
22M8		22M8 6				

PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
			2,311,000.00	0.00	0.00	0.00	2,311,000.00

RC

RC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
01	2,311,000.00	0.00	0.00	0.00	2,311,000.00

OPTARS

Details	OPTAR	Description	Direct Reimb Cd	Total Obligated	Total Authorized
	B1	OPERATING FUNDS FOR TTFBG	D	0.00	0.00
	BG	OPERATING FUNDS FOR TTFBG	D	103,849.44	22,000.00
	G1	NAVAL SUBMARINE SCHOOL	D	0.00	0.00
	GM	OPERATING FUNDS FOR STFGM	D	0.00	0.00
	GR	NAVAL SUBMARINE SCHOOL	D	53,892.19	14,000.00
	K1	OPERATING FUNDS FOR TTFKB	D	0.00	0.00
	KB	OPERATING FUNDS FOR TTFKB	D	19,031.70	12,000.00

RESOURCE AUTHORIZATION

Details - Select the Detail icon to drill down to lower level details of the selected subhead. The **Authorization details** will display.

FA Fund Details - Optar Detail
APPN: 17 11 1804

FA Funding							
Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	
22MB		22MB	6				
PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
			2,311,000.00	0.00	0.00	0.00	2,311,000.00
RC							
RC			Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
01			2,311,000.00	0.00	0.00	0.00	2,311,000.00
OPTAR							
OPTAR	Description	Direct Reimb Cd				Total Obligated	Total Authorized
B1	OPERATING FUNDS FOR TTFBG	D				0.00	0.00
Authorizations							
Details	Authorization	Labor Cd					
	BG0002	L					
Encumbered	Inventory Issue	Q1 Authorized	Q2 Authorized	Q3 Authorized	Q4 Authorized	Total Authorized	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

[Back](#)

Details - Select the Detail icon to drill down to lower level details of the selected subhead. The **JON details** will display.

FA Fund Details - Authorization Detail
APPN: 17 11 1804

FA Funding							
Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	
22MB		22MB	6				
PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
			2,311,000.00	0.00	0.00	0.00	2,311,000.00
RC							
RC			Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
01			2,311,000.00	0.00	0.00	0.00	2,311,000.00
OPTAR							
OPTAR	Description	Direct Reimb Cd				Total Obligated	Total Authorized
B1	OPERATING FUNDS FOR TTFBG	D				0.00	0.00
Authorization							
Authorization	Labor Cd						
BG0002	L						
Encumbered	Inventory Issue	Q1 Authorized	Q2 Authorized	Q3 Authorized	Q4 Authorized	Total Authorized	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Job Orders							
Details	Job Order	Description					Total Obligated
	68437111S12	KK-FR ACC ADJ.					0.00
Details	Job Order	Description					Total Obligated
	68437111FBA	KKFR ACC BANGOR					0.00
Details	Job Order	Description					Total Obligated
	68437111LVA	KK LVCA BANGOR					0.00

Details - Select the last level of Detail to drill down to lower level details of the selected subhead. The **Document details** will display.

FA Fund Details - JON Detail
APPN: 17 11 1804

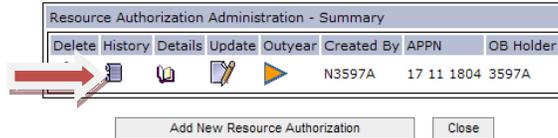
FA Funding							
Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	
22MB		22MB	6				
PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
			2,311,000.00	0.00	0.00	0.00	2,311,000.00
RC							
RC			Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
01			2,311,000.00	0.00	0.00	0.00	2,311,000.00
OPTAR							
OPTAR	Description	Direct Reimb Cd				Total Obligated	Total Authorized
B1	OPERATING FUNDS FOR TTFBG	D				0.00	0.00
Authorization							
Authorization	Labor Cd						
BG0002	L						
Encumbered	Inventory Issue	Q1 Authorized	Q2 Authorized	Q3 Authorized	Q4 Authorized	Total Authorized	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Job Order							
Job Order	Description						Total Obligated
68437111S12	KK-FR ACC ADJ.						0.00
Documents							
No Documents funded on the selected job order							Total
							0.00

RESOURCE AUTHORIZATION

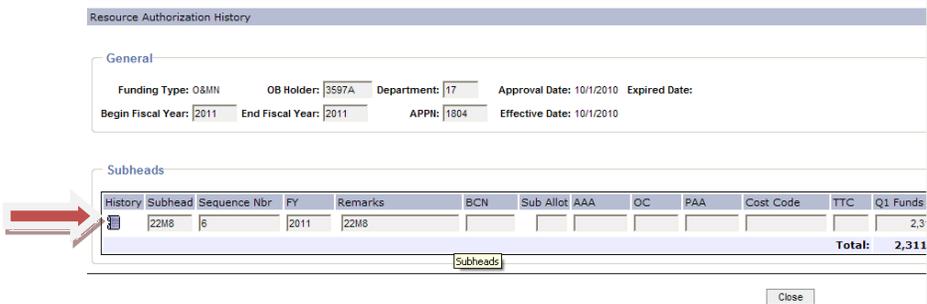
Back at the bottom of each of the detail screens will take you back to the main RA screen. Select HOME on the top right margin to go back to the FA menu screen.

Select RA **History** ICON

The **History** tab will be used to view the subheads that make up the authorization. The page is divided into two sections; general information about the authorization and details of the subheads.



Once the screen appears it will display another history button to draw down further.



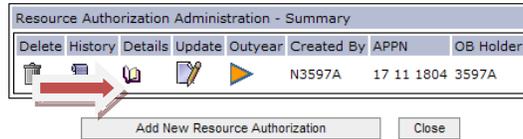
When selected it will draw down to the lowest level of history of the RA.

APPN 17 11 1804 22M8 History												
Basic												
Date Created	Subhead	Sequence Nbr	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds	
8/3/2010	22M8	0	22M8									0.
Amendments												
Date Created	Subhead	Sequence Nbr	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds	
10/12/2010	22M8	6	22M8								2,308,689.	
10/12/2010	22M8	5	22M8								(503,689.)	
10/11/2010	22M8	4	22M8								506,000.	
10/11/2010	22M8	3	22M8								(506,000.)	
10/11/2010	22M8	2	22M8								505,494.	
10/11/2010	22M8	1	22M8								506,000.	
Total											Q1 Funds	
											2,311,000.	

RESOURCE AUTHORIZATION

Edit an Existing Resource Authorization

Open the Resource Authorization screen. Click the Update icon next to the Resource Authorization to be updated.



Once the RA has been selected, this screen can be used to make changes to existing Resource Authorization subheads or create new subheads. The page is divided into two sections: General and Subheads.

General Section:

- **Funding Type** - Funding type determines the structure of the Line of Accounting (LOA). Possible funding types are O&MN, Allotment, RPN, and MPN.
- **OB Holder** - Identifies a unique activity. This is usually the Bureau Control Number (BCN) in the LOA.
- **Department** - A two digit identifier of the department associated with the Appropriation.
- **Approval Date** - The date the Resource Authorization was approved.
- **Effective Date** - The date when spending of the appropriation money can begin.
- **Begin Fiscal Year** - Identifies the first year of the appropriation.
- **End Fiscal Year** - Identifies the final year of the appropriation.
- **Appn (Appropriation)** - Authorization by an act of Congress to incur obligations for specified purposes and to make payments from the Treasury.

Subheads Section

- **Delete** - Select the delete icon to delete the associated subhead. You may not delete a subhead with a distribution that has a funds balance or that is cited in a FA's RC(s) financial framework.
- **Distribution** - Select the distribution icon if you wish to change subhead details, or make a distribution (according to your role) to a Component Command, Resource Manager, or Fund Administrator.) **Currently, BUPERS FAs will generate their own RAs, as funds will not be distributed down from an upper level within FASTDATA.**

RESOURCE AUTHORIZATION

- **Subhead** - Subhead is a four-position code identifying the charges and credits of the first division level below the appropriation. You may change the name of a subhead. The change will apply to all funding distributions and RCs that cite the subhead.
- **Amendment ID** - Identifies by number, the most recent change to the subhead.
- **Remarks** - A brief description of the purpose of the subhead. You may change the Remarks at this page.
- **BCN, Sub Allot, AAA, OC, PAA, Cost Code, TTC** - Line of Accounting (LOA) elements- You may modify and distribute changes to LOA data elements at this page. LOA changes must be applied to distributions at all levels. Funding distributed to the FA will be applied to all RCs that cite the funding line.
- **Q1 - Q4 Funds**- Funds authorized by quarter.
- **Year** - The total of funds from quarters 1 - 4.
- **Total** - The total of all subhead funds for each quarter and the total for the year.
- **Add Subhead** - Select this button if you wish to add a new subhead to the Authorization.

Add a New Subhead to an Existing Resource Authorization

Access the RA in Update mode. Click the Add Subhead button under the subhead details.

The screenshot shows the 'Resource Authorization Update' window. The 'General' section includes fields for Funding Type (O&MN), OB Holder (3560A), Department (17), Approval Date (10/1/2008), Expired Date, Begin Fiscal Year (2009), End Fiscal Year (2009), APPN (1804), and Effective Date (10/1/2008). The 'Subheads' section contains a table with the following data:

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC
		22LW	2	2009	22LW	3560A						
		22MW	0	2009	22MW	3560A						
		22NW	0	2009	22NW	3560A						
Tot												

Buttons at the bottom: Add Subhead, Save, Close.

The RA Update screen will refresh and a blank line will allow a new subhead to be added. Funding for the new subhead can be added at this time as well. The sequence number shows the number of times the RA has been updated. Remarks are required for saving the new subhead. BUPERS recommends using the amendment number from your 2168-1 funding document.

The screenshot shows the 'Resource Authorization Update' window with updated information. The 'General' section includes Funding Type (O&MN), OB Holder (3597A), Department (17), Approval Date (10/1/2010), Expired Date, Begin Fiscal Year (2011), End Fiscal Year (2011), APPN (1804), and Effective Date (10/1/2010). The 'Subheads' section contains a table with the following data:

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Fun
		22M8	6	2011	22M8								2,311.
				2011									
Total: 2,311,0													

Buttons at the bottom: Add Subhead, Save, Close. A red arrow points to the 'Add Subhead' button.

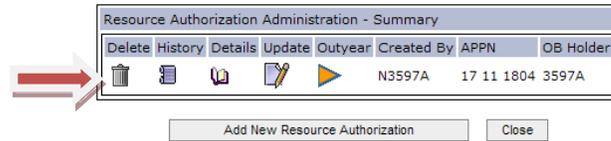
- **Save** - Saves the changes you have made to the page.

RESOURCE AUTHORIZATION

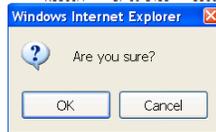
- **Close** - Closes the page and returns you to the Resource Authorization Administration - Summary page.

Delete a Resource Authorization

Open the Resource Authorization screen. Click the delete icon next to the Resource Authorization to be deleted (trash can icon). You will not be allowed to delete an RA that has a distributed subhead.



A prompt will appear asking if you are sure you want to delete the RA. Select OK and the RA will be deleted.



Questions

What is the Resource Authorization process?

What are the steps in creating and maintaining the Resource Authorization?

Practice

A new 2168 has been passed to the Funds Administrator to create a new RA with a new subhead. Complete this action.

An amendment has been provided to increase 4th quarter funds by 100K to your already existing RA. Complete this action.

BUILD FINANCIAL FRAMEWORK

Introduction

This lesson will discuss the functionality involved in the Build Financial Framework menu. It will include how to perform the features of RC Admin, OPTAR Admin, Auth Admin, Serial Admin, Grantor Admin, Job Order Admin, Reorganize Financial Framework, and Cleanup Financial Framework.

Objectives

Define the Build Financial Framework functionality in Funds Management.

Outline the steps to perform the RC Admin, OPTAR Admin, Auth Admin, Serial Admin, Grantor Admin, Job Order Admin, Mass JON Update, Reorganize Financial Framework, and Cleanup Financial Framework functions.

Lesson

Once the Resource Authorization has been established, the FA may begin to build the Financial Framework. Under this framework option there will be choices the FA can make depending on what needs to be established or adjusted.

The options available are:

1. Responsibility Center Admin
2. OPTAR Admin
3. Authorization Admin
4. Serial Range Admin
5. Grantor Admin
6. Job Order Admin
7. Mass JON Update
8. Reorganize Financial Framework
9. Cleanup Financial Framework

Each of these options will be addressed in the following lesson.

BUILD FINANCIAL FRAMEWORK

RC

Admin

Use this menu option to add, modify, view, and delete Responsibility Centers (RCs) from within the FA. User access to this menu option is defined by the System Administrator. To add, modify, and delete RCs, users must have Responsibility Center Update access.

Funds Maintenance

Use this menu option to input funds for multiple RCs at one time. A tabular screen is displayed showing all RCs contained within the FA. You can use the filters to see fewer RCs.

Create a New RC

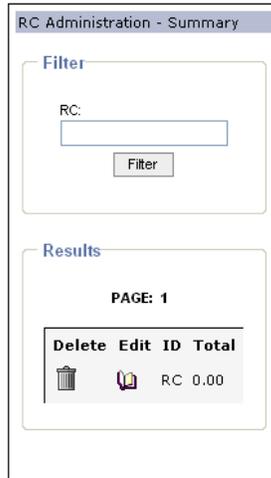
This feature allows a user to create a new responsibility center (RC) for the active fiscal year. Access to this function will determine how the user access has been established for the USER ID. If you attempt to create an RC before having received or created an RA for that RC, you will receive an error that you must first set up funds via the Resource Authorization screen prior to creating an RC.

In the FA, click Funds Management, Build Financial Framework, RC Admin. You will choose this menu option to display, delete, edit, or add RCs.



BUILD FINANCIAL FRAMEWORK

A list of all RCs currently in the FA is displayed. Click the Create RC button.



A list of available RAs to create a new RC against is displayed. If no RAs are present in the FA, you will not be able to create a new RC.

Available Funds	Funding Type	Appropriation	Subhead	OB Holder	Total
<input checked="" type="radio"/>	O&MN	17 09 1804	22LW	3560A	30,820,887.00
<input type="radio"/>	ALLOT	17 09 8716	1201	64065	0.00
<input type="radio"/>	O&MN	17 09 1804	22NW	3560A	0.00
<input type="radio"/>	MPN	17 09 1453	226M	3560A	0.00
<input type="radio"/>	ALLOT	17 09 8716	1201	60065	0.00
<input type="radio"/>	O&MN	17 09 1804	22MW	3560A	0.00
<input type="radio"/>	ALLOT	17 09 8716	1201	65065	0.00
<input type="radio"/>	ALLOT	17 09/11 1810	P7YP	62980	99,999.12
<input type="radio"/>	O&MN	97 09 1453	221A	11600	0.00
<input type="radio"/>	O&MN	97 09 18TE	18TE	N3560	399,301.26
<input type="radio"/>	RDT&E	17 09/11 1319	p559	00124	0.00

Annotate the appropriate RA, then click Create RC.

A blank RC screen will appear. Notice the details of the RA associated to the RC are displayed at the top of the screen.

BUILD FINANCIAL FRAMEWORK

The screenshot shows a table for Resource Authorization Available and a form for RC Details. The table has columns for Q1 Funds, Q2 Funds, Q3 Funds, Q4 Funds, and Year. The form includes fields for RC ID, Dept, BFY, EFY, Basic Symbol, BUD System, System Code, Expenditure Variance %, Transmit Acct Transactions, Transmit 110 Authorizations, Effective Date, TR Dept, AAA, SubHd, SA/OB Sfx, PAA Type, Cost Code, Expenditure Variance Amt, No Auth Funds Variance, Transfer Authorization, Remarks, and Release To Site.

Resource Authorization Available	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
FA Funds:	2,936,000.00	4,005,000.00	3,803,000.00	1,626,000.00	12,370,000.00
FA Funds Available:	0.00	0.00	0.00	0.00	0.00
FA Funds Available Year-To-Date:					0.00

RC Details											
RC ID:	CA				TR Dept:						
Dept:	17				AAA:	068566					
BFY:	2012				EFY:	2012					
Basic Symbol:	1804				SubHd:	22T4					
BCN/BP ALLOT:	00022				SA/OB Sfx:	0					
Budget System:	BUD - Budget System				PAA Type:	3 - NRCFWASHNRCFLG/STARS					
System Code:	1 - RMS (O&MN and DBOF)				Cost Code:	5 - STARS/FL					
Expenditure Variance %:	0				Expenditure Variance Amt:	0					
Transmit Acct Transactions:	<input checked="" type="checkbox"/>				No Auth Funds Variance:	<input type="checkbox"/>					
Transmit 110 Authorizations:	<input type="checkbox"/>				Transfer Authorization:						
Effective Date:	5/24/2012				Remarks:						
Release To Site:										<input checked="" type="checkbox"/>	
Delete	Details	History	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
			2012	561,000.00	671,000.00	697,000.00	697,000.00	20,000.00	365,000.00	14,000.00	110,000.00
Total:				561,000.00	671,000.00	697,000.00	697,000.00	20,000.00	365,000.00	14,000.00	110,000.00

Buttons: Duplicate, Save, Close

The Resource Authorization details are displayed:

- FA Funds -The FA funding available for each quarter of the fiscal year and total funding for year.
- FA Funds Available -The FA funding obligated and the funds remaining for each quarter of the fiscal year and total funds remaining.
- FA Funds Available-Year-to Date -The funding available as of the current date.

New Responsibility Center data elements:

- RC ID – Contains a user defined ID that may be up to 10 alphanumeric characters.
- TR Dept – Two-digit code identifying the federal agency providing funds under a transfer appropriation. When modifying an RC, you can change the Transfer Agency.
- Dept -The two digit designator identifying the governmental department to whom the funds being specified are appropriated or the department responsible for administering the funds. **This is view only.**
- AAA -The Authorization Accounting Activity UIC identifies the five-position unit identification code (UIC) of an activity designated to perform accounting services for another activity. The AAA UIC code is preceded by 0 (zero). When modifying an RC, you can change the AAA.
- BFY -The beginning year of the appropriation. **This is view only.**
- EFY -The ending year of the appropriation. **This is view only.**
- Basic Symbol -The final four digits of the appropriation code which identifies the appropriation fund. **This is view only.**

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- SubHd -Subhead is a four-position code identifying the charges and credits of the first division level below the appropriation. **This is view only.**
- BCN/BP ALLOT -The Bureau Control Number can be the actual BCN, which is the five-position alphanumeric UIC code of the activity receiving the funds; it also can be the two-position budget project (BP) code plus the three-position allotment (ALLOT) code. When modifying an RC, you can change the BCN/BP ALLOT.
- SA/OB SX -The one-character code identifying the subdivision of an allotment (SA) or a further breakdown of the Bureau Control Number for the operating budget suffix (OB SX)
- Budget System -Indicates whether the FASTDATA installation interfaces with BUD. When modifying an RC, you can change the Budget System.
- PAA Type -The drop-down list contains valid values for the Property Accounting Activity Type code used to configure the PAA field (in the line of accounting on printed documents) to conform to the policy of various Defense Accounting Office's (DAO's). When modifying an RC, you can change the PAA Type. Valid values include the code below. The last six positions of the DCN will appear in this field.
 - Code Indicates
 - 3 NRFCWASH/NRFCGL/STARS
- System Code -Identifies the type of accounting functions with the type of accounting being performed. When modifying an RC, you cannot change the System Code if any associated JON has been acknowledged by STARS-FL. If all JON's associated with the RC have never been acknowledged by STARS-FL and you change the System Code then save the change, FASTDATA will update the associated JON's to the new Appropriation Type and revalidate the JON's contain the necessary values to have a Complete status.
 - Code Accounting Type:
 - 1 RMS Operations (O&MN and DBOF)
 - 2 Allotment Accounting
 - 3 RPN Accounting
 - 4 MPN Accounting
 - 5 RDT&E
- Cost Code -Used to configure the Cost Code field (in the line of accounting on printed documents) to conform to the policy of various DFAS's. When modifying an RC, you can change the Cost Code Type. The drop-down list contains valid values for the Cost Code Type, including the code listed below. Selection of this code ensures the cost code field will consist of a 11-position JON + EE.
 - Code Indicates:
 - 5 STARS-FL All: 11-position JON + EE
- Expenditure Variance % -The Expenditure Variance Percent indicates the acceptable percentage by which an expenditure can exceed the obligated or accounts payable amount. Expenditures meeting or exceeding the acceptable variance are documented in a report at the site. When modifying an RC, you can change the Exp Var %.
- Expenditure Variance Amt -The Expenditure Variance Amount indicates the acceptable amount by which an expenditure can exceed the obligated or accounts

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payable amount. Expenditures meeting or exceeding the acceptable amount are documented in a report at the site. This amount is used for reporting exceptions in the expenditure process. When modifying an RC, you can change the Expenditure Variance Amt.

- Transmit Acct Transactions -Checkbox indicating whether accounting transactions received from the site are included in the file created via the Send Accounting Batch process to export to STARS-FL. If checked, FASTDATA will include the accounting transactions in the accounting batch for export to STARS-FL. If unchecked, indicates a Direct Fund citation, which results when an OB holder officially requests another OB holder to create accounting transactions citing the first OB holder's LOA. The Direct Fund citation accounting transactions are not generated for export to STARS-FL. They are printed on a report forwarded to the OB holder making the request. When modifying an RC, you can change the Generate Transaction check box. **Since BUPERS requires that all transactions originate in FASTDATA and transmit to STARS-FL this box needs to be checked.**
- Release to Site -Checkbox indicating that the Financial Framework has been released to the site.
- Transfer 110 Authorizations – Checkbox indicating whether funds input at the RC level will be transmitted to STARS-FL.
- Transfer Authorization – Will be used by the FA to turn on all Authorization funds interface transfers (010) for this RC. Can leave blank.
- Remarks – required in order to save any RC being created or updated.
- Funding Line -The funding line provides details on the breakdown of RC funding by quarter and category (Labor or Other). Specific elements of the funding line are:
 - Delete -Select the trash can icon if you wish to delete the money values in the funding line.
 - FY -The current fiscal year.
 - Direct Labor Funds:
 - Q1 Labor -The total direct labor amount allotted to the displayed RC for the first quarter.
 - Q2 Labor -The total direct labor amount allotted to the displayed RC for the second quarter.
 - Q3 Labor -The total direct labor amount allotted to the displayed RC for the third quarter.
 - Q4 Labor -The total direct labor amount allotted to the displayed RC for the fourth quarter.
 - Direct Other Funds
 - Q1 Other -The total direct other amount allotted to the displayed RC for the first quarter.

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- Q2 Other -The total direct other amount allotted to the displayed RC for the second quarter.
 - Q3 Other -The total direct other amount allotted to the displayed RC for the third quarter.
 - Q4 Other -The total direct other amount allotted to the displayed RC for the fourth quarter.
-
- Add Funds -Selecting this button will add another funding line (no money values yet assigned) to the page. The Add Funds is used in the case of multiple year appropriations, when it is necessary to add funds to a fiscal year other than the current fiscal year.
 - Save -Saves your details and returns you to the Responsibility Center Administration; Summary page.
 - Release – Click the Release button to Release the Financial Framework to the Site level. You can choose to either release at creation, or manually release using the “Release to Site” menu option to release one or multiple financial framework changes.
 - Close -Closes the New Responsibility Center page.

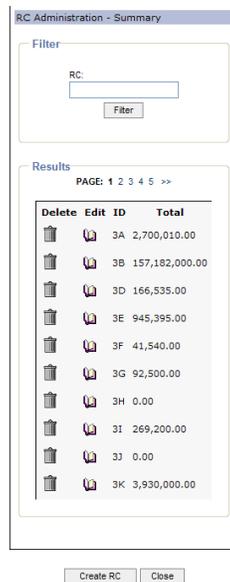
Note: The amount of dollars entered in the RC must be in a Resource Authorization; however you can choose to have zero (\$0) in both the RA and RC to begin dollar amount entry at the Authorization level. When establishing an RC for a multiyear appropriation, each RC will apply to all years of the multiyear appropriation.

Display an Existing RC

In the FA, click Funds Management, Build Financial Framework, RC Admin.

The RC Admin screen appears. You can filter the results by inputting an RC ID and hitting the Filter button. You can also click through the page results to find a specific RC.

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The Results page will display the following elements:

- Delete -Select the trash can icon to delete the selected RC.
- Edit -Select the book icon to navigate to the RC Administration Detail page.
- ID -The ID for the selected RC.
- Total -The total of available funds for the selected RC.

- Create RC -Select this button if you wish to create a new RC. This button is Disabled when FA Funds are not available.
- Close -Closes the Responsibility Center Administration - Summary page.

To view details of an existing RC, click the Edit (book) icon next to the RC desired. The details of the RC are displayed.

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Resource Authorization Available	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
FA Funds:	2,936,000.00	4,005,000.00	3,803,000.00	1,626,000.00	12,370,000.00
FA Funds Available:	0.00	0.00	0.00	0.00	0.00
FA Funds Available Year-To-Date:					0.00

RC Details

RC ID: CA	TR Dept: AAA: 068566
Dept: 17	EFY: 2012
BFY: 2012	SubHd: 22T4
Basic Symbol: 1804	SA/OB Sfx: 0
BCN/BP ALLOT: 00022	PAA Type: 3 - NRFCWASHNRFCGLSTARS
Budget System: BUD - Budget System	Cost Code: 5 - STARS/FL
System Code: 1 - RMS (O&MN and DBOF)	Expenditure Variance Amt: 0
Expenditure Variance %: 0	No Auth Funds Variance: <input type="checkbox"/>
Transmit Acct Transactions: <input checked="" type="checkbox"/>	Transfer Authorization: <input type="text"/>
Transmit 110 Authorizations: <input type="checkbox"/>	Remarks: <input type="text"/>
Effective Date: 5/24/2012	Release To Site: <input checked="" type="checkbox"/>

Delete	Details	History	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
			2012	561,000.00	671,000.00	697,000.00	697,000.00	20,000.00	365,000.00	14,000.00	110,000.00
Total:				561,000.00	671,000.00	697,000.00	697,000.00	20,000.00	365,000.00	14,000.00	110,000.00

Notice the details of the RA tied to the respective RC are displayed at the top of the screen.

Resource Authorization Available	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
FA Funds:	214,456,005.00	61,664,667.00	32,000,000.00	0.00	308,120,672.00
FA Funds Available:	(5,230.00)	(73,873.00)	31,800,000.00	(900,010.00)	30,820,887.00
FA Funds Available Year-To-Date:					30,820,887.00

RC Details

RC ID: 3A	TR Dept: AAA: 068566
Dept: 17	EFY: 2009
BFY: 2009	SubHd: 22LW
Basic Symbol: 1804	SA/OB Sfx: 0
BCN/BP ALLOT: 3560A	PAA Type: 3 - NRFCWASHNRFCGLSTARS
Budget System: BUD - Budget System	Cost Code: 5 - STARS/FL
System Code: 1 - RMS (O&MN and DBOF)	Expenditure Variance Amt: 0
Expenditure Variance %: 0	Release To Site: <input checked="" type="checkbox"/>
Generate Transaction: <input checked="" type="checkbox"/>	Transfer Authorization: <input type="text"/>
Transfer RC Funds: <input checked="" type="checkbox"/>	Remarks: <input type="text"/>
Effective Date: 10/5/2009	

Delete	Details	History	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
			2009	0.00	0.00	0.00	10.00	900,000.00	700,000.00	200,000.00	900,000.00

This screen allows user to view, add, and modify information on Responsibility Centers. User access to this page is defined by the System Administrator. To add, modify, and delete RC's, users must have funds Update Access. Users with No Access cannot open the Responsibility Center Administration-Details page, while users with Display-Only access have view-only access to this page.

To view details of the RC, click the History icon. This will display a record of each adjustment made to the RC, including the effective date, remarks, quarter, and funds amount, along with the userid who created the change.

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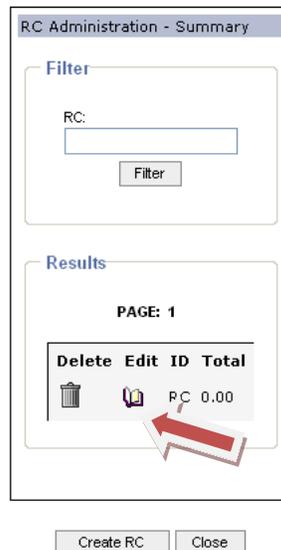
RC Funds History	
RC ID: ML Dept: 17 BFY: 2011 SubHd: 22ML System Code: 1 - RMS (O&MN and DBOF) Expenditure Variance %: 0 Generate Transaction: Y FY: 2011	TR Dept: Budget System: None EFY: 2011 PAA Type: 3 - NRFCWASH/NRFCGL/STARS Cost Code: 5 - STARS/FL Expenditure Variance Amt: 0 No Auth Funds Variance: N

Transfer RC Funds	Effective Date	Transferred	Basic Symbol	Remarks	AAA	BCN/BP ALLOT	SA/OB Sfx	Quarter	Labor	Other	Created By	Create Date
N	9/23/2011		1804	AMD#22	068566	00076	0	1	\$0.00	\$0.00	BUPERSLANDP	05/25/2012 11:02:54 AM
N	1/20/2012		1804	AMD#22	068566	00076	0	2	\$0.00	\$0.00	BUPERSLANDP	01/20/2012 08:48:02 AM
N	4/1/2012		1804	AMD#22	068566	00076	0	3	\$0.00	\$0.00	BUPERSLANDP	01/20/2012 08:48:02 AM
N	7/1/2012		1804	AMD#22	068566	00076	0	4	\$0.00	\$0.00	BUPERSLANDP	01/20/2012 08:48:02 AM
N	9/23/2011		1804	AMD#22	068566	00076	0	1	\$0.00	\$0.00	BUPERSLANDP	01/03/2012 07:43:59 AM
N	1/3/2012		1804	AMD#22	068566	00076	0	2	\$0.00	\$0.00	BUPERSLANDP	01/03/2012 07:43:59 AM
N	4/1/2012		1804	AMD#22	068566	00076	0	3	\$0.00	\$0.00	BUPERSLANDP	01/03/2012 07:43:59 AM
N	7/1/2012		1804	AMD#22	068566	00076	0	4	\$0.00	\$0.00	BUPERSLANDP	01/03/2012 07:43:59 AM
N	12/28/2011		1804	AMD#22	068566	00076	0	1	\$0.00	\$0.00	BUPERSLANDP	12/28/2011 07:59:16 AM
N	1/1/2012		1804	AMD#22	068566	00076	0	2	\$0.00	\$0.00	BUPERSLANDP	12/28/2011 07:59:16 AM
N	4/1/2012		1804	AMD#22	068566	00076	0	3	\$0.00	\$0.00	BUPERSLANDP	12/28/2011 07:59:16 AM
N	7/1/2012		1804	AMD#22	068566	00076	0	4	\$0.00	\$0.00	BUPERSLANDP	12/28/2011 07:59:16 AM
N	12/15/2011		1804	AMD#22	068566	00076	0	1	\$0.00	\$0.00	BUPERSLANDP	12/15/2011 03:51:31 PM
N	1/1/2012		1804	AMD#22	068566	00076	0	2	\$0.00	\$0.00	BUPERSLANDP	12/15/2011 03:51:31 PM
N	4/1/2012		1804	AMD#22	068566	00076	0	3	\$0.00	\$0.00	BUPERSLANDP	12/15/2011 03:51:31 PM
N	7/1/2012		1804	AMD#22	068566	00076	0	4	\$0.00	\$0.00	BUPERSLANDP	12/15/2011 03:51:31 PM
N	11/28/2011		1804	AMD#22	068566	00076	0	1	\$0.00	\$0.00	BUPERSLANDP	11/28/2011 03:36:41 PM
N	1/1/2012		1804	AMD#22	068566	00076	0	2	\$0.00	\$0.00	BUPERSLANDP	11/28/2011 03:36:41 PM
N	4/1/2012		1804	AMD#22	068566	00076	0	3	\$0.00	\$0.00	BUPERSLANDP	11/28/2011 03:36:41 PM

Duplicate an Existing RC

The Duplicate feature allows you to copy existing information contained in an RC to a new RC. This feature is intended to save keystrokes when creating new RCs.

In the FA, select Funds Management, Building Financial Framework, RC Admin. Select the RC desired by either filtering or clicking through the pages. Once the RC is found, click the edit (book) icon to open the RC details.



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Edit an Existing RC

In the FA, select Funds Management, Building Financial Framework, RC Admin. Select the RC desired by either filtering or clicking through the pages. Once the RC is found, click the edit (book) icon to open the RC details.

RC Administration - Summary

Filter

RC:

Results

PAGE: 1

Delete	Edit	ID	Total
		RC	0.00

Details of the RC are displayed. Make any necessary changes, then click Save and close.

Resource Authorization Available	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
FA Funds:	0.00	0.00	0.00	0.00	0.00
FA Funds Available:	0.00	0.00	0.00	0.00	0.00
FA Funds Available Year-To-Date:					0.00

RC Details

RC ID: RC
 Dept: 17
 BFY: 2013
 Basic Symbol: 1804
 BCN/BP ALLOT: 66715
 Budget System: **BUD - Budget System**
 System Code: 1 - RMS (O&MN and DBOF)
 Expenditure Variance %: 0
 Transmit Acct Transactions:
 Transmit 110 Authorizations:
 Effective Date: 10/1/2012

TR Dept:
 AAA: 068566
 EFY: 2013
 SubHd: 22N5
 SAVOB Sfx: 0
 PAA Type: 3 - NRCQWASHNRCGLUSTARS
 Cost Code: 5 - STARS/FL
 Expenditure Variance Amt: 0
 No Auth Funds Variance:
 Transfer Authorization:
 Remarks:
 Release To Site:

Delete	Details	History	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
			2013	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

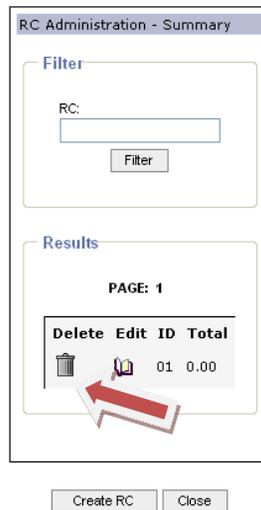
BUILD FINANCIAL FRAMEWORK

Delete an RC

An RC can only be deleted if it has not been exported to the Site level, and it does not have any attached OPTARS.

In the FA, select Funds Management, Build Financial Framework, RC Admin.

A list of all RCs in the FA is displayed. Filter or scroll through the pages to find the OPTAR. Click the delete (trash can) icon to delete the RA.



A pop-up box will appear asking if you are sure you want to delete the RC. Click Yes to delete or click Cancel to cancel and keep the RC in the database.



Input Funds at the RC Level

To transmit 110 authorizations to STARS-FL, you must first ensure that the automated job for sending RC funds is set to process.

In the FA, select File Manager, Automated Jobs. The automated jobs listing opens. Ensure that the process to "Send RC Funds Authorizations (110) to STARS-FL" is set to "Y". Save and close.

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Automated Jobs Maintenance					
Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
<input checked="" type="checkbox"/>	Perform reconciliation.	05/24/2012 23:24:38	MN	0:00	5.0
<input checked="" type="checkbox"/>	Process MPC Transactions.	05/24/2012 08:42:45	MN	0:00	5.0
<input checked="" type="checkbox"/>	Recalculate Obligations In Non-Peak Hours.	05/24/2012 20:13:55	NPH	0:00	0.0
<input checked="" type="checkbox"/>	Receive CRCTs that failed STARS-FL validation (INVALID).	03/15/2012 15:06:44	MN	0:00	30.0
<input checked="" type="checkbox"/>	Receive CRCTs that passed STARS-FL validation (VALID).	05/16/2012 13:46:19	MN	0:00	30.0
<input checked="" type="checkbox"/>	Receive DTS transactions from STARS-FL.	05/24/2012 22:56:57	MN	0:00	5.0
<input checked="" type="checkbox"/>	Receive Expenditure Returns from the Site(s).	05/25/2012 06:54:24	MN	0:00	30.0
<input checked="" type="checkbox"/>	Receive Expenditures from STARS-FL.	05/24/2012 22:37:58	MN	0:00	5.0
<input checked="" type="checkbox"/>	Receive JONs from STARS-FL.	-Never-	MN	0:00	5.0
<input checked="" type="checkbox"/>	Receive JONs that failed STARS-FL validation (INVALID).	03/07/2012 11:37:32	MN	0:00	5.0
<input checked="" type="checkbox"/>	Receive JONs that passed STARS-FL validation (VALID).	05/15/2012 15:46:00	MN	0:00	5.0
<input checked="" type="checkbox"/>	Receive accounting transactions from the Site(s).	05/24/2012 20:13:58	MN	0:00	120.0
<input checked="" type="checkbox"/>	Receive cost corrections from the Site(s).	-Never-	MN	0:00	30.0
<input checked="" type="checkbox"/>	Receive cost redistributions from the Site(s).	05/16/2012 11:12:08	MN	0:00	30.0
<input checked="" type="checkbox"/>	Release Financial Framework to Site(s).	05/25/2012 07:10:09	MN	0:00	15.0
<input type="checkbox"/>	Release Outyear Financial Framework to Site(s).	06/15/2011 10:29:39	MN	0:00	5.0
<input checked="" type="checkbox"/>	Send Accounting Batch to STARS-FL.	05/25/2012 06:52:18	MN	0:00	120.0
<input checked="" type="checkbox"/>	Send Cost Redistribution Batch to STARS-FL.	05/16/2012 11:12:13	MN	0:00	30.0
<input checked="" type="checkbox"/>	Send JONs to STARS-FL.	05/25/2012 07:10:10	MN	0:00	5.0
<input checked="" type="checkbox"/>	Send OPTAR Authorizations (010,121) to STARS-FL.	05/17/2012 16:22:47	MN	0:00	15.0
<input checked="" type="checkbox"/>	Send RC Funds Authorizations (110) to STARS-FL.	02/23/2012 15:05:09	MN	0:00	5.0
<input checked="" type="checkbox"/>	Send expenditures to the Site(s).	05/24/2012 23:08:03	MN	0:00	30.0

Save Close

Input Funds Using Funds Maintenance

Funds can be input on an individual RC by using the RC Admin feature. To do this method, you would pull up the RC in edit mode (using steps under Edit Existing RC), and add in desired funds. It will typically be easier to use the Funds Maintenance option, since you can update multiple RC funds at one time. **Note:** The RC must have the checkbox to "Transmit 110 Authorizations" checked to send the funds to STARS-FL.

In the FA, select Funds Management, Build Financial Framework, RC, Funds Maintenance.



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A screen will appear displaying all RCs in the database. You can use the filter criteria to narrow the results viewed. You can also change your page size (by clicking the blue number) to see up to 250 items per page.

RC Funds Maintenance

Filter

RC: Short LOA: Funds Type: Other Sort Order: RC Ascending Descending

Filter Clear

Results

PAGE SIZE: 10 25 50
PAGE: 1 2 3 >>

Remarks: Effective Date: 8/14/2012

RC ID	Short LOA	Other Q1 Amount	Other Q2 Amount	Other Q3 Amount	Other Q4 Amount	Other YTD RC Amount	Other Total RC Amount	Other YTD Auth Amount	Other Total Auth Amount	Obligated Amount	Undistributed Amount
0123456789	17 12/12 1804 22L9 68045 068566	1,500.00	1,500.00	1,500.00	2,500.00	\$7,000.00	\$7,000.00	\$10,000.00	\$10,000.00	\$0.00	(\$3,000.00)
22TR	17 17 12/12 1806 22TR 68045 0 068566	0.00	50,000.00	(50,000.00)	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90	17 17 12/12 1319 P559 68045 068566	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A1	17 17 12/12 1804 22L9 68012 0 068566	0.00	0.00	0.00	1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
AA	17 17 12/12 1804 22L9 68045 0 068566	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00	(\$50,000.00)
E9	97 97 12/12 0100 22E9 H9U30 0 068566	1,368,900.00	2,010,366.00	0.00	0.00	\$3,379,266.00	\$3,379,266.00	\$2,379,366.00	\$2,379,366.00	\$3,063,230.82	\$999,900.00
L9	17 12/12 1804 22L9 68045 0 068566	276,510.25	298,000.00	145,000.00	0.00	\$719,510.25	\$719,510.25	\$719,000.00	\$719,000.00	\$238,864.04	\$510.25
LL9	17 17 12/12 1804 22L9 68045 0 068566	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LM9	17 17 12/12 1804 22M9 68045 0 068566	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LN9	17 17 12/12 1804 22N9 68045 0 068566	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Save Export Close

Input funding changes as required. As with inputting funds on individual RCs, funds cannot exceed the associated Resource Authorization amount and remarks are required. If inputting multiple funds changes at once, you can only select one effective date and one remark. If different effective dates and/or remarks are required, you will need to input one change with appropriate information, save changes, then change effective date and/or remark and input next funding change.

Note: If the 110 funds authorization amount is being entered during month plus one and it needs to post to STARS-FL to the current month that has not yet closed, back date the transaction to make it the last calendar day of the month. This process is similar to back dating in STARS-FL.

Changes must be saved on the current page before closing or moving to another page. If you attempt to close or move to another page, you will receive the following warning.



Click OK to discard changes, or cancel to return to the current page and save changes.

BUILD FINANCIAL FRAMEWORK

Once a RC is edited, an asterisk will be placed in the left column to indicate changes have been input but not yet saved.

Results

PAGE SIZE: 10 25 50
PAGE: 1 2 3 >>

Remarks: Effective Date: 8/14/2012

* RC ID	Short LOA	Other Q1 Amount	Other Q2 Amount	Other Q3 Amount	Other Q4 Amount	Other YTD RC Amount	Other Total RC Amount	Other YTD Auth Amount	Other Total Auth Amount	Obligated Amount	Undistributed Amount
0123456789	17 12/12 1804 22L9 68045 0 068566	1,500.00	1,500.00	1,500.00	2,500.00	\$7,000.00	\$7,000.00	\$10,000.00	\$10,000.00	\$0.00	(\$3,000.00)
22TR	17 17 12/12 1806 22TR 68045 0 068566	0.00	50,000.00	(50,000.00)	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90	17 17 12/13 1319 P559 68045 0 068566	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
* A1	17 17 12/12 1804 22L9 68012 0 068566	0.00	0.00	100,000.00	1,000.00	\$101,000.00	\$101,000.00	\$0.00	\$0.00	\$0.00	\$101,000.00
* AA	17 17 12/12 1804 22L9 68045 0 068566	0.00	0.00	2,000.00	0.00	\$2,000.00	\$2,000.00	\$50,000.00	\$50,000.00	\$0.00	(\$48,000.00)
E9	97 97 12/12 0100 22E9 H9U30 0 068566	1,368,900.00	2,010,366.00	0.00	0.00	\$3,379,266.00	\$3,379,266.00	\$2,379,366.00	\$2,379,366.00	\$3,063,230.82	\$999,900.00
L9	17 12/12 1804 22L9 68045 0 068566	276,510.25	298,000.00	145,000.00	0.00	\$719,510.25	\$719,510.25	\$719,000.00	\$719,000.00	\$238,664.04	\$510.25
LL9	17 17 12/12 1804 22L9 68045 0 068566	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LM9	17 17 12/12 1804 22M9 68045 0 068566	0.00	0.00	0.00	1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
LN9	17 17 12/12 1804 22N9 68045 0 068566	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Input desired funding in the designated quarter. Funds amounts must be input as cumulative totals, and FASTDATA will calculate the difference from the new total and previous total to transmit to STARS-FL.

Only direct funding is input at the RC level. Funds can be entered as either direct labor or direct other. RC funding totals should match your RA and the NC2168 with direct funds authorized. Reimbursable funds are ONLY input at the Authorization level.

Once funds are correctly input, click Save and close. Based on the number of RCs currently displayed, the results message will indicate the number of RCs with no changes, the number of RC changes that saved successfully, and the number of RC changes that failed to save. Click OK to the message. If all save attempts were successful, you can close the RC Funds Maintenance screen.



BUILD FINANCIAL FRAMEWORK

When a RC save is not successful, an error message will indicate that a failed save attempt has occurred. Click OK to the message to return to the RC Funds Maintenance screen.



The RC that failed a save attempt will be displayed with a red error message indicating the reason for the failure. You will notice that the asterisk is still shown, indicating that changes have not been saved. Make the appropriate changes and attempt to save again.

RC Funds Maintenance

Filter

RC: Short LOA: Funds Type: Sort Order: Ascending Descending

Results

PAGE SIZE: 10 25 50
PAGE: 1 2 3 >>

Remarks: Effective Date:

* RC ID	Short LOA	Other Q1 Amount	Other Q2 Amount	Other Q3 Amount	Other Q4 Amount	Other YTD RC Amount	Other Total RC Amount	Other YTD Auth Amount	Other Total Auth Amount	Obligated Amount	Undistributed Amount
0123456789	17 12/12 1804 22L9 68045 0 068566	1,500.00	1,500.00	1,500.00	2,500.00	\$7,000.00	\$7,000.00	\$10,000.00	\$10,000.00	\$0.00	(\$3,000.00)
* 22TR	17 17 12/12 1806 22TR 68045 0 068566	0.00	50,000.00	(50,000.00)	2,000,000.00	\$2,000,000.00	\$2,000,000.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00
* Sum of RC Funds (\$2,000,000.00) for SUBHEAD (22TR) exceeds Funding Amount (\$0.00) thru 4th quarter.											
90	17 17 12/13 1319 P559 68045 0 068566	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A1	17 17 12/12 1804 22L9 68012 0 068566	0.00	0.00	0.00	1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
AA	17 17 12/12 1804 22L9 68045 0 068566	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00	(\$50,000.00)
E9	97 97 12/12 0100 22E9 H8U30 0 068566	1,368,900.00	2,010,366.00	0.00	0.00	\$3,379,266.00	\$3,379,266.00	\$2,379,366.00	\$2,379,366.00	\$3,063,230.82	\$99,900.00
L9	17 12/12 1804 22L9 68045 0 068566	276,510.25	298,000.00	145,000.00	0.00	\$719,510.25	\$719,510.25	\$719,000.00	\$719,000.00	\$238,664.04	\$510.25
LL9	17 17 12/12 1804 22L9 68045 0 068566	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LM9	17 17 12/12 1804 22M9 68045 0 068566	0.00	0.00	0.00	1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
LN9	17 17 12/12 1804 22N9 68045 0 068566	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

BUILD FINANCIAL FRAMEWORK

Export Funding Spreadsheet

You can use the RC Funds Maintenance feature to export a funding spreadsheet to Excel.

In the RC Funds Maintenance screen, display desired RC data to export. **Only the items currently displayed on the screen will be exported.** For example, if you have 250 RCs (based on filtered criteria) and your page size is set to 10, you will only export the 10 rows of data displayed on the screen. Adjust your filtered settings and/or your page size to export desired results.

When the appropriate RCs are displayed on the screen, click the Export button.



The results will be imported into an Excel Spreadsheet. You can save or edit the file as needed.

A	B	C	D	E	F	G	H	I	J	K	L	M
FOR OFFICIAL USE ONLY												
RC ID	Short LOA	Other Q1 Amt	Other Q2 Amt	Other Q3 Amt	Other Q4 Amt	Other YTD RC Amt	Other Total RC Amt	Other YTD Auth Amt	Other Total Auth Amt	Obligated Amt	Undistributed Amt	
0123456789	17 12/12 1804 22L9 68045 0 068566	\$1,500.00	\$1,500.00	\$1,500.00	\$2,500.00	\$7,000.00	\$7,000.00	\$10,000.00	\$10,000.00	\$0.00	-\$3,000.00	
22TR	17 17 12/12 1806 22TR 68045 0 068566	\$0.00	\$50,000.00	-\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
90	17 17 12/13 1319 P559 68045 0 068566	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
A1	17 17 12/12 1804 22L9 68012 0 068566	\$0.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	
AA	17 17 12/12 1804 22L9 68045 0 068566	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$50,000.00	\$50,000.00	\$0.00	-\$48,000.00	
E9	97 97 12/12 0100 22E9 H9U30 0 068566	\$1,368,900.00	\$2,010,366.00	\$0.00	\$0.00	\$3,379,266.00	\$3,379,266.00	\$2,379,366.00	\$2,379,366.00	\$3,063,230.82	\$999,900.00	
L9	17 12/12 1804 22L9 68045 0 068566	\$276,510.25	\$298,000.00	\$145,000.00	\$0.00	\$719,510.25	\$719,510.25	\$719,000.00	\$719,000.00	\$238,664.04	\$510.25	
LL9	17 17 12/12 1804 22L9 68045 0 068566	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
LM9	17 17 12/12 1804 22M9 68045 0 068566	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	
LN9	17 17 12/12 1804 22N9 68045 0 068566	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Quick Checklist to get the RC funds (110) to flow to STARS-FL

1. Go to File Manager/Automated Jobs – and set the Send RC Funds Authorizations (110) to STARS-FL to “Y”.
2. Place a checkmark on the RC to Transmit 110 Authorizations
3. Put in remarks
4. Add the new cumulative total funds for the quarter being edited. (FD will compute the difference and that is the amount of the 110 it will send to STARS-FL.

BUILD FINANCIAL FRAMEWORK

To view this transaction in STARS – go to FASTPATH “R”. Select option 27 – FD Web Funds Auth Hist Inq

```
FP:          REG: PENP          STARS/FL          10/27/2010          LXR01S1
          REPORT/INQUIRY PROCESSING

  1 POWERTRACK INQUIRY          15 ACCOUNTS PAYABLE BALANCING
  2 NAVCOMPT 2171              16 DTS OBL TRANSACTION INQUIRY
  3 ALLOTMENT REPORT           17 IMAP MANAGEMENT REPORT
  4 FUND STATUS REPORT         18 AIRFORCE STATUS OF FUNDS
  5 JOB ORDER REPORT           19 SCHEDULE OF NET DISBURSEMENTS
  6 DOC/ACRM/PIIN INQUIRY     20 NET DISBURSEMENTS SUBSIDIARY REPORT
  7 MANAGER SUMMARY REPORT     21 USSGL TRIAL BALANCE
  8 TAB A/B REPORT             22 USSGL REGISTER 1071 REPORT
  9 FAM REPORT                 23 WCF DAILY EXPENDITURE INQUIRY
 10 NAVY STOCK FUND REPORT     24 NONFL TRIAL BALANCE REPORT
 11 FOREIGN CURRENCY FLUCTUATION 25 DTS AP TRANSACTION INQUIRY
 12 PURCHASE CARD INQUIRY     26 CONTINGENCY CODE INQUIRY
 13 MVO EXPENDITURE INQUIRY    27 FD WEB FUNDS AUTH HIST INQ
 14 DAILY EXPENDITURE INQUIRY  28 COST TRANS REDIST HISTORY INQUIRY

          ENTER PROCESS FOR MENU: _

1-FPHLP 2-REFRESH 3-EXIT          12-CANCEL          PF:
```

Enter in the LOA – follow directions on the screen to locate the 110 transactions from FD Web.

```
FP:          REG: PENP          STARS/FL          10/27/2010          LX
          FD WEB FUNDS AUTH HIST INQUIRY

ACTION: I
(I/P)

SELECTION CRITERIA: ENTRY INTO AT LEAST ONE FIELD REQUIRED

APPN:          SBHD:          OB/BCN:          SX:          CHB UIC:          FAA UIC:

JOB ORDER NR:          EXEC CD:          PROCESS IND:

EFF DT:          BEG: // //          END: // //

PROCESSED DT: BEG: // //          END: // //
```

Remember if funds needed for the closing month – the effective date in FD Web will direct how it posts in STARS-FL: for the current month or month plus one.

```
FP:          REG: PENP          STARS/FL          10/27/2010          LXR19S2
          FD WEB FUNDS AUTH HIST REPORT          PAGE: 53

ERROR MSG 2:

APPN: 111804 SBHD: 22M8 OB/BCN: 3475B SX: 0 CHB UIC:          FAA UIC: M3475B
JOB ORDER NR:          CC:          SCC:          PROJ:          TASK:
AMOUNT: 1990.00 C/D: D EXEC CD: 110 EFF DT: 10/26/2010 PROCESS IND: P
ERROR MSG 1:
ERROR MSG 2:

          ** E N D   O F   R E P O R T **
```

You can view the funds transmitted to STARS-FL in the file inventory. If you wish to view the details that were transmitted in FASTDATA, log into the FA level and click File Manager,

BUILD FINANCIAL FRAMEWORK

File Inventory. The file inventory details will be displayed. If you view the file inventory within a short span of inputting the funds, the file will most likely be at or near the top of the list. If not, you can use the filter options to find the file.

Select RC_FUNDS from the File Type Name drop down box. If desired, you can input the date funds were loaded, or leave blank to receive all RC_FUNDS files. Click the Filter button once all required filter elements are input.

Search for Files

Filter

File Type Name: RC_FUNDS File Type Description: Status: Site: FY: Inbound/Outbound:

Date Received: Archive: All Source External System: Sort Order: Date Received

Equals Ascending Descending

Filter

Results PAGE: 1

Incoming/Outgoing File Inventory Results

File Type Name (click to view)	Physical File Name	File Type Description	Datetime Received into Raw Data	Status	Datetime Processed into FASTDATA	Source External System	Inbound/ Outbound	Site	FY	Archived	Transaction Amount	Record Count
RC_FUNDS	RC_FUNDS	110 Authorizations	02/23/2012 15:05:09	PRCSD	02/23/2012 15:05:09		Outbound			Archived	\$93,000.00	1
RC_FUNDS	RC_FUNDS	110 Authorizations	02/23/2012 14:53:40	PRCSD	02/23/2012 14:53:40		Outbound			Archived	\$1,088,000.00	2

Close

The results will be displayed. You can click the blue link of the file type name to open the file and view the details that were transmitted to STARS-FL.

Details of the file are displayed. Click CLOSE once viewing is complete.

Raw Data

File Name: RC_FUNDS
Date/Time: 2012-02-23 15:05:09.0
Status: PRCSD
Type: RC_FUNDS
FA: N66715

Search Criteria

Record # From:
Record # To:
Keyword/pattern:

Results

Rec	10	20	30	40	50	60	70	80	90	100	110	120	130
1	09180422N	5 667150	C	WVB	2012-02-23	110C000	0 9300000					A	&N667 1 5

Search Close

BUILD FINANCIAL FRAMEWORK

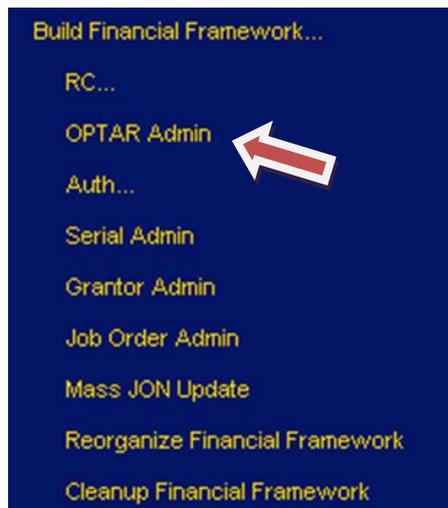
OPTAR Admin

Use this menu option to add, modify, view, and delete OPTARs from within the FA. User access to this menu option is defined by the System Administrator. To add, modify, and delete OPTARs, users must have OPTAR Update access.

Create a New OPTAR

This selection will allow user to add, duplicate, modify, and delete FASTDATA OPTARs. User access to this page is determined by the System Administrator. To add, duplicate, modify and delete OPTARs, users must have Funds Update access. Users with a No Access setting cannot open the OPTAR Administration - Summary page, while users with Display-Only access have view only access to this page. You must have at least one RC to create an OPTAR.

In the FA, click Funds Management, Build Financial Framework, OPTAR Admin.



BUILD FINANCIAL FRAMEWORK

The OPTAR Administration Summary screen is displayed and a list of all OPTARs currently in the FA is displayed. Click the Add OPTAR button.

Optar Administration - Summary

Filter

RC: Optar: Optar Title:

Filter

Results

PAGE: 1 2 3 4 5 >>

Delete	Edit	RC	OPTAR	Title	Authorized	Obligated	Balance
		RC 02	NEW ENGLAND RECRUITING		1,794,546.00	1,468,142.07	326,403.93
		RC 04	NRD NEW YORK		1,633,825.00	1,267,086.33	366,738.67
		RC 12	NRD JACKSONVILLE		1,796,400.00	1,355,098.22	441,301.78
		RC 13	NRD ATLANTA		1,690,149.00	1,301,800.59	388,348.41
		RC 14	NRD NASHVILLE		1,938,240.00	1,444,847.17	493,392.83
		RC 15	NRD RALEIGH		2,268,396.00	1,738,063.14	530,332.86
		RC 16	NRD RICHMOND		1,792,360.00	1,395,398.74	396,961.26
		RC 18	NRD OHIO		2,109,075.00	1,593,515.09	515,559.91
		RC 19	NRD PHILADELPHIA		1,535,599.00	1,223,093.27	312,505.73
		RC 20	NRD PITTSBURGH		1,696,192.00	1,309,125.89	387,066.11

Add Optar Close

The New OPTAR screen is displayed. Input the required details to create the OPTAR.

New OPTAR

Optar Detail

RC: ID:

Title:

Keeper:

Holder:

Address:

External System Indicator:

Direct Reimbursable:

Check For Funds:

Site:

Funds

Fenced Other Authorized: 0.00 Fenced Other Obligated: 0.00

Fenced Labor Authorized: 0.00 Fenced Labor Obligated: 0.00

Unfenced Other Authorized: 0.00 Unfenced Other Obligated: 0.00

Unfenced Labor Authorized: 0.00 Unfenced Labor Obligated: 0.00

Total Authorized: 0.00 Total Obligated: 0.00

Total Available: 0.00

Release to Site:

Save Close

BUILD FINANCIAL FRAMEWORK

- RC – Drop down box of the available RCs in the FA. Each OPTAR is tied to an existing RC.
- ID – User generated ID for the new OPTAR. This field can be up to ten characters.
- External System Indicator – Identifies any external systems this OPTAR will interface with.
- Title – Title of the OPTAR.
- Keeper – Keeper of the OPTAR.
- Check for Funds – When checked, sites will not be able to generate transactions above the funds designated for this OPTAR. If the box is not checked, there will be no guarantee that the OPTAR cannot exceed its budget.
- Holder – OPTAR Holder.
- Site – Designates the Site that this OPTAR will be tied to in FASTDATA.
- Address – Address of the OPTAR Holder
- Funds – Funds will display based on input at the Authorization level. No funds are input directly to the OPTAR.

Once all data elements are input, click Save. Click the Release button to Release the Financial Framework to the Site level. You can choose to either release at creation, or manually release using the “Release to Site” menu option to release one or multiple financial framework changes. Click Close to return to the home screen.

Display an Existing OPTAR

In the FA, click Funds Management, Build Financial Framework, OPTAR Admin.

The OPTAR Administration Summary screen is displayed and a list of all OPTARs currently in the FA is displayed. You can scroll through the pages or filter to find an OPTAR.

To filter for an OPTAR, input one of the filter criteria provided in the Filter box. You can select a specific RC from the RC drop down box, input a specific OPTAR ID (or an element of the OPTAR ID with a wildcard *), or input a specific OPTAR Title (also wildcard enabled). Once desired filter criteria is input, click the Filter button.

BUILD FINANCIAL FRAMEWORK

Optar Administration - Summary

Filter

RC: Optar: Optar Title:

Results

PAGE: 1 2 3 4 5 >>

Delete	Edit	RC	OPTAR	Title	Authorized	Obligated	Balance
		RC 02	NEW ENGLAND RECRUITING		1,794,546.00	1,468,142.07	326,403.93
		RC 04	NRD NEW YORK		1,633,825.00	1,267,086.33	366,738.67
		RC 12	NRD JACKSONVILLE		1,796,400.00	1,355,098.22	441,301.78
		RC 13	NRD ATLANTA		1,690,149.00	1,301,800.59	388,348.41
		RC 14	NRD NASHVILLE		1,938,240.00	1,444,847.17	493,392.83
		RC 15	NRD RALEIGH		2,268,396.00	1,738,063.14	530,332.86
		RC 16	NRD RICHMOND		1,792,360.00	1,395,398.74	396,961.26
		RC 18	NRD OHIO		2,109,075.00	1,593,515.09	515,559.91
		RC 19	NRD PHILADELPHIA		1,535,599.00	1,223,093.27	312,505.73
		RC 20	NRD PITTSBURGH		1,696,192.00	1,309,125.89	387,066.11

The OPTAR results will be narrowed to only the OPTARS that meet the selected criteria. Click the Edit (book) icon to view the OPTAR.

OPTAR details are displayed. Click Close when finished viewing to return to the home page.

OPTAR Details

Optar Detail

RC: RC
 ID: 20
 Title: NRD PITTSBURGH
 Keeper: COMMANDING OFFICER
 Holder: EASTERN REGION
 Address: 1000 LIBERTY AVENUE
 SUITE 711
 PITTSBURGH, PA 15222-4094

External System Indicator: NONE
 Direct Reimbursable: D
 Check For Funds:
 Site: 20

Funds

Fenced Other Authorized:	0.00	Fenced Other Obligated:	0.00
Fenced Labor Authorized:	0.00	Fenced Labor Obligated:	0.00
Unfenced Other Authorized:	1,375,981.00	Unfenced Other Obligated:	1,311,867.48
Unfenced Labor Authorized:	0.00	Unfenced Labor Obligated:	0.00
Total Authorized:	1,375,981.00	Total Obligated:	1,311,867.48
Total Available:	64,113.52		

Release to Site:

BUILD FINANCIAL FRAMEWORK

Duplicate an Existing OPTAR

The Duplicate feature allows you to copy existing information contained in an OPTAR to a new OPTAR. This feature is intended to save keystrokes when creating new OPTARs.

In the FA, select Funds Management, Building Financial Framework, OPTAR Admin. Select the OPTAR desired by either filtering or clicking through the pages. Once the OPTAR is found, click the edit (book) icon to open the OPTAR details.

Optar Administration - Summary

Filter

RC: Optar: Optar Title:

Results

PAGE: 1 2 >>

Delete	Edit	RC	OPTAR	Title	Authorized	Obligated	Balance
		01	10	EDUCATION SUPPORT	0.00	0.00	0.00
		01	6A	INFORMATION TECHNOLOGY	261,083.54	248,892.06	12,191.48
				PROCUREMENT	124,946.77	123,980.00	966.77
		01	AB	FINANCIAL RESOURCES	190,316.20	187,127.69	3,188.51
		01	AA	DIRECTORS OFFICE	589,321.44	586,910.56	2,410.88
		01	AM	ADMINISTRATIVE	172,435.26	79,952.10	92,483.16
		01	AV	HUMAN RESOURCE MANAGEMENT	17,757.70	(172,317.54)	190,075.24
		01	B1	EDUCATION SUPPORT	815,295.37	811,299.98	3,995.39
		01	B2	EDUCATION PROGRAMS	14,245,980.78	13,734,179.75	511,801.03
		01	B3	OVERSEAS EDUCATION	147,704.32	147,182.63	521.69

BUILD FINANCIAL FRAMEWORK

The OPTAR details are displayed. Click the Duplicate button.

OPTAR Details

Optar Detail

RC: 01
ID: A4
Title: PROCUREMENT
Keeper:
Holder:
Address:
External System Indicator: NONE
Direct Reimbursable: D
Check For Funds:
Site: AB

Funds

Fenced Other Authorized:	0.00	Fenced Other Obligated:	0.00
Fenced Labor Authorized:	0.00	Fenced Labor Obligated:	0.00
Unfenced Other Authorized:	0.00	Unfenced Other Obligated:	0.00
Unfenced Labor Authorized:	124,946.77	Unfenced Labor Obligated:	123,980.00
Total Authorized:	124,946.77	Total Obligated:	123,980.00
Total Available:	966.77		

Release to Site:

Duplicate Close

A new OPTAR input screen is displayed, with carried over fields from the OPTAR duplicated. Make any necessary changes to the new OPTAR.

New OPTAR

Optar Detail

RC: 01
ID:
Title: PROCUREMENT
Keeper:
Holder:
Address:
External System Indicator: NONE
Direct Reimbursable: D
Check For Funds:
Site: AB

Funds

Fenced Other Authorized:	0.00	Fenced Other Obligated:	0.00
Fenced Labor Authorized:	0.00	Fenced Labor Obligated:	0.00
Unfenced Other Authorized:	0.00	Unfenced Other Obligated:	0.00
Unfenced Labor Authorized:	0.00	Unfenced Labor Obligated:	0.00
Total Authorized:	0.00	Total Obligated:	0.00
Total Available:	0.00		

Release to Site:

Save Close

BUILD FINANCIAL FRAMEWORK

Click Save when all data elements are updated. Click the Release button to Release the Financial Framework to the Site level. You can choose to either release at creation, or manually release using the "Release to Site" menu option to release one or multiple financial framework changes. Click Close to exit OPTAR Admin.

Edit an Existing OPTAR

Certain OPTAR elements can be edited after initial creation.

- External System Indicator
- OPTAR Title
- Keeper
- Holder
- Address
- Check for Funds

Note: The Site cannot be edited in the OPTAR maintenance screen, but can be changed using the Reorganize Financial Framework utility.

To edit an OPTAR, access the FA and select Funds Management, Build Financial Framework, OPTAR Admin.

A list of all OPTARS in the FA is displayed. Filter for the OPTAR or use the pages to search.

Once the OPTAR is located, click the edit (book) icon to update the details.

Optar Administration - Summary

Filter

RC: Optar: Optar Title:

Filter

Results

PAGE: 1 2 >>

Delete	Edit	RC	OPTAR	Title	Authorized	Obligated	Balance
		01	10	EDUCATION SUPPORT	0.00	0.00	0.00
		01	6A	INFORMATION TECHNOLOGY	261,083.54	248,892.06	12,191.48
		01	A4	PROCUREMENT	124,946.77	123,980.00	966.77
		01	A8	FINANCIAL RESOURCES	190,316.20	187,127.69	3,188.51
		01	AA	DIRECTORS OFFICE	5,589,321.44	586,910.56	5,002,410.88
		01	AM	ADMINISTRATIVE	172,435.26	79,952.10	92,483.16
		01	AV	HUMAN RESOURCE MANAGEMENT	17,757.70	(172,317.54)	190,075.24
		01	B1	EDUCATION SUPPORT	815,295.37	811,299.98	3,995.39
		01	B2	EDUCATION PROGRAMS	14,245,980.78	13,734,179.75	511,801.03
		01	B3	OVERSEAS EDUCATION	147,704.32	147,182.63	521.69

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OPTAR details are displayed. Make necessary updates and click Save. Click Close to return to the Home screen.

OPTAR Details

Optar Detail

RC: 01
ID: B1
Title: EDUCATION SUPPORT
Keeper:
Holder:
Address:

External System Indicator: NONE
Direct/Reimbursable: D
Check For Funds:
Site: AE

Funds

Fenced Other Authorized:	0.00	Fenced Other Obligated:	0.00
Fenced Labor Authorized:	0.00	Fenced Labor Obligated:	0.00
Unfenced Other Authorized:	431,264.35	Unfenced Other Obligated:	427,756.05
Unfenced Labor Authorized:	384,031.02	Unfenced Labor Obligated:	383,543.93
Total Authorized:	815,295.37	Total Obligated:	811,299.98
Total Available:	3,995.39		

Release to Site:

Duplicate Save Close

Delete an OPTAR

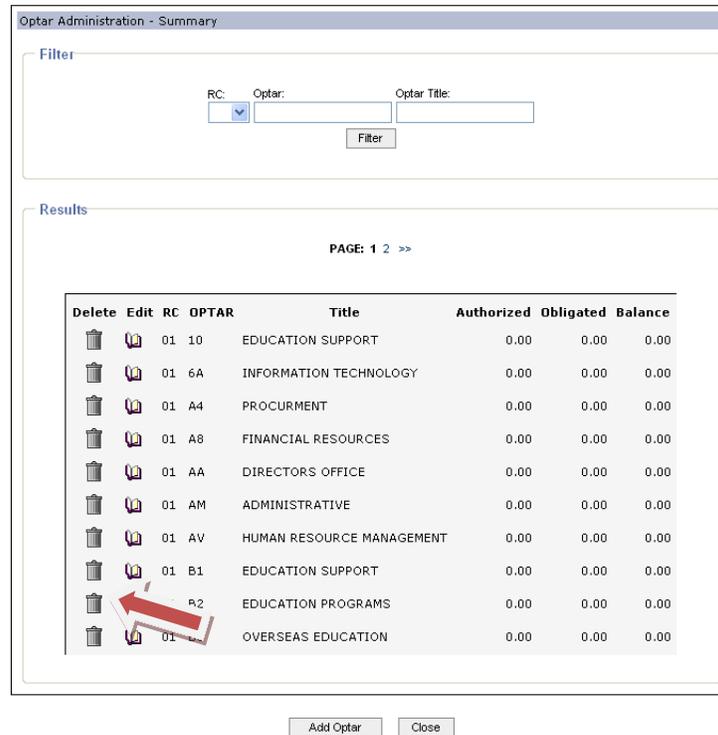
An OPTAR can only be deleted if it has not been exported to the Site level, and it does not have any attached Authorizations.

In the FA, select Funds Management, Build Financial Framework, OPTAR Admin.

A list of all OPTARs in the FA is displayed. Filter or scroll through the pages to find the OPTAR.

Click the delete (trash can) icon to delete the OPTAR.

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A pop-up box will appear asking if you are sure you want to delete the OPTAR. Click Yes to delete or Cancel to cancel and keep the OPTAR in the database.



OPTAR Funds

Funds designated for an OPTAR are identified by the OPTAR's associated Authorizations. No direct input of funds is required at the OPTAR level. JONs tied to an OPTAR are prevented from spending more than the Authorization amount tied to an OPTAR based on the "Check for Funds" option selected on an OPTAR.

BUILD FINANCIAL FRAMEWORK

AUTH

Admin

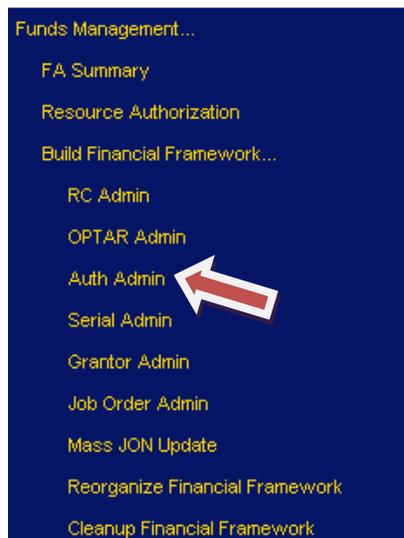
Use this menu option to add, modify, view, and delete Authorizations (Auths) from within the FA. User access to this menu option is defined by the System Administrator. To add, modify, and delete RCs, users must have Authorization Update access. You must have at least one OPTAR to create an Authorization.

Funds Maintenance

Use this menu option to input funds for multiple Authorizations at one time. A tabular screen is displayed showing all Auths contained within the FA. You can use the filters to see fewer Auths.

Create a New Authorization

In the FA, Select Funds Management, Build Financial Framework, Auth Admin.



The Authorization Admin Summary screen displays and all existing authorizations for the FA are listed. Click Add Authorization.

BUILD FINANCIAL FRAMEWORK

Authorization Administration - Summary

Filter

RC: OPTAR: Authorization:

Filter

Results

PAGE: 1 2 >>

Delete	Edit	RC	OPTAR	Authorization	Total Authorizations	Total Obligations	Available Balance
		CA	CA	CA0001	509,000.00	160,966.17	348,033.83
		CA	CA	CA0002	0.00	0.00	0.00
		CA	CA	CALABR	2,626,000.00	1,114,098.58	1,511,901.42
		T2	EA	EALABR	2,755,000.00	1,536,173.42	1,218,826.58
		T2	EA	FALABR	0.00	933,920.39	(933,920.39)
		T2	FA	FALABR	2,443,000.00	1,058,584.48	1,384,415.52
		T2	FB	FB001	0.00	0.00	0.00
		T2	FC	FC0001	1,000.00	0.00	1,000.00
		T2	FD	FD0001	0.00	0.00	0.00
		T2	FE	FE0001	0.00	0.00	0.00

Add Authorization Close

A New Authorization screen is displayed.

New Authorization

Authorization

RC / OPTAR: Auth ID: Labor Cd:

Ceiling: SAG: Local Code:

Fenced: Function: Project Cntr:

Customer: Subfunction: Auth Desc:

Transfer Authorization: Authorization JOH: No Job Orders Available Effective Date:

Remarks:

Funds

QTR	Authorized Funds	Undistributed Authorizations
1st:	<input type="text" value="0.00"/>	<input type="text"/>
2nd:	<input type="text" value="0.00"/>	<input type="text"/>
3rd:	<input type="text" value="0.00"/>	<input type="text"/>
4th:	<input type="text" value="0.00"/>	<input type="text"/>

Save Close

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Fields available for input are:

- RC/OPTAR – Drop down list of available RC/OPTARs in the FA.
- Auth ID – A six character user established identifier.
- Labor Cd – Identifies if the Authorization will labor JONs associated
 - Non-Labor – use this if no labor charges will be posting to JONs under this authorization
 - Labor – use this if ONLY labor charges will be posting to JONs under this authorization
 - Both – use this if both non-labor and labor charges will be posting to JONs under this authorization.
- Ceiling – Controls whether funds tied to this authorization have a ceiling. A check in this field indicates that the JONs associated to the authorization CANNOT exceed the amount of authorized funds.
- SAG – Subactivity Group code. Identifies breakouts of financial data in accounting for expenses and gross adjusted obligations contained in operating budgets financed by O & M appropriations. When modifying an authorization, you can change the SAG.
- Local Code – A five character user established code that identifies document types and groupings for reporting purposes. When modifying an authorization you can change the Local code.
- Fenced – Controls whether funds tied to this authorization are fenced. A check in this field indicates that the JONs attached to this Authorization are guaranteed the amounts specified for the purpose of this Authorization and that other Authorizations assigned to the same OPTAR cannot borrow this money.
- Function – Identifies a code designed to collect expense and gross adjusted obligation information required by DoD and to fulfill the management requirements of the Navy and Marine Corps. When modifying an authorization, you can change the Function code.
- Project Cntr – A user defined six character DMLSS Project Center ID for BUMED users.
- Customer – A user defined six character DMLSS Customer ID for BUMED users.
- Subfunction – Identifies a further breakdown of the Function code. A value of "Z" denotes a reimbursable association. When modifying an authorization, the Subfunction can be changed.
- Auth Desc – A brief description of the purpose of the authorization.
- Transfer Authorization – Checkbox that indicates whether Auth funds will be transmitted to STARS-FL (010 or 121 level).
- Authorization JON – The JON on which authorization funds will be transmitted to STARS-FL.
- Effective Date – The date of funds input. If in month plus one, be sure to back date as appropriate, depending on the month for which the funds are intended.

Input data as appropriate. The "Transfer Authorization" box must be checked and an Authorization JON must be selected in order for funds to be transmitted to STARS-FL. **The Authorization JON selected must be in Acknowledged status.** If the JON is not Acknowledged, the funds will not be transmitted to STARS-FL. When creating a new

BUILD FINANCIAL FRAMEWORK

Authorization that has no associated JONs, you will not be able to select the authorization JON until JONs are associated to the authorization.

If you input funds when the authorization is created and no authorization JON is selected, funds will not be transferred to STARS-FL. If you add an authorization JON at a later time, only NEW fund changes input after the authorization JON is associated will be transmitted to STARS-FL.

Note: If you want to send funds to STARS-FL when initially creating an authorization, it will be best to create the authorization without adding funds, then create associated JONs. Once the JONs are created, return to the authorization in edit mode, check the box to Transfer Authorizations and select an Authorization JON. Then input funding changes and save.

After all data is input for the new authorization, click Save. Click the Release button to Release the Financial Framework to the Site level. You can choose to either release at creation, or manually release using the "Release to Site" menu option to release one or multiple financial framework changes. Click Close to close the Authorization Summary screen.

Display an Existing Authorization

In the FA, click Funds Management, Build Financial Framework, Auth Admin.

The Authorization Administration Summary screen is displayed and a list of all Authorizations currently in the FA is displayed. You can scroll through the pages or filter to find an Auth.

To filter for an Auth, input one of the filter criteria provided in the Filter box. You can select a specific RC or OPTAR from the drop down boxes, or input a specific Auth ID (or an element of the Auth ID with a wildcard *). Once desired filter criteria is input, click the Filter button.

Authorization Administration - Summary

Filter

RC: [dropdown] OPTAR: [dropdown] Authorization: [input]
Filter

Results

PAGE: 1 2 3 4 >>

Delete	Edit	RC	OPTAR	Authorization	Total Authorizations	Total Obligations	Available Balance
		HQ	A4	AM	763,134.00	388,981.54	374,152.46
		HQ	A8	AM	352,537.00	309,565.62	42,971.38
		HQ	AA	AM	302,416.00	224,856.13	77,559.87
		HQ	AM	AM	345,258.00	300,767.08	44,490.92
		HQ	B6	6M	330,514.00	285,331.38	45,182.62
		HQ	B7	7M	1,435,695.00	1,269,822.61	165,872.39
		HQ	B7	BF	418,257.00	348,180.12	70,076.88
		HQ	BQ	QM	0.00	0.00	0.00
		HQ	C5	5M	415,189.00	360,245.87	54,943.13
		PO	6C	PO	38,000.00	37,782.58	217.42

Add Authorization Close

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The Auth results will be narrowed to only the Auths that meet the selected criteria. Click the Edit (book) icon to view the Auth. Auth details are displayed.

Authorization Detail

Authorization

RC / OPTAR: HG / A8 Auth ID: AM Labor Ctl: Labor

Ceiling: SAG: 1K Local Code:

Fenced: Function: Project Cntr:

Customer: Subfunction: Auth Desc: N8 MANPOWER

Transfer Authorization: Authorization JOI: Effective Date: 5/29/2012

Remarks: [View History](#)

Funds

QTR	Authorized Funds	Undistributed Authorizations
1st:	120,396.00	0.00
2nd:	114,900.00	0.00
3rd:	117,241.00	0.00
4th:	0.00	0.00
Total:	352,537.00	

YTD

YTD Authorizations:	352,537.00	YTD Obligations:	309,565.62
Encumbered:	0.00	Inventory Issued:	0.00
Available Balance:	42,971.38	Release to Site:	<input checked="" type="checkbox"/>

To view details of the Auth, click the History icon. This will display a record of each adjustment made to the RC, including the effective date, remarks, quarter, and funds amount, along with the userid who created the change.

Authorization History

RC/OPTAR: 01 / BG
Auth ID: BG0002
Labor Code: Non-Labor

Transfer Funds	Effective Date	Transferred	Authorization JOI	Remarks	Ceiling	Fenced	SAG	Function	Subfunction	Local Code	Project Cntr	Customer	Auth Desc	Quarter	Auth Funds	Created By	Create Date
Y	5/23/2012		684372TSOP1	FINAL ALLO ...	N	N	1K						POST GRAD	1	\$0.00	BUPERSRODGERSP	05/24/2012 01:35:59 PM
Y	5/23/2012		684372TSOP1	FINAL ALLO ...	N	N	1K						POST GRAD	2	\$0.00	BUPERSRODGERSP	05/24/2012 01:35:59 PM
Y	5/23/2012		684372TSOP1	FINAL ALLO ...	N	N	1K						POST GRAD	3	\$0.00	BUPERSRODGERSP	05/24/2012 01:35:59 PM
Y	7/1/2012		684372TSOP1	FINAL ALLO ...	N	N	1K						POST GRAD	4	\$0.00	BUPERSRODGERSP	05/24/2012 01:35:59 PM
Y	5/23/2012		684372TSOP1	FINAL ALLO ...	N	N	1K						POST GRAD	1	\$0.00	BUPERSRODGERSP	05/23/2012 12:36:58 PM
Y	5/23/2012		684372TSOP1	FINAL ALLO ...	N	N	1K						POST GRAD	2	\$0.00	BUPERSRODGERSP	05/23/2012 12:36:58 PM
Y	5/23/2012		684372TSOP1	FINAL ALLO ...	N	N	1K						POST GRAD	3	\$0.00	BUPERSRODGERSP	05/23/2012 12:36:58 PM
Y	7/1/2012		684372TSOP1	FINAL ALLO ...	N	N	1K						POST GRAD	4	\$0.00	BUPERSRODGERSP	05/23/2012 12:36:58 PM
Y	5/23/2012		684372TSOP1	FINAL ALLO ...	N	N	1K						POST GRAD	1	\$0.00	BUPERSRODGERSP	05/23/2012 12:36:10 PM
Y	5/23/2012		684372TSOP1	FINAL ALLO ...	N	N	1K						POST GRAD	2	\$0.00	BUPERSRODGERSP	05/23/2012 12:36:10 PM
Y	5/23/2012	Y	684372TSOP1	FINAL ALLO ...	N	N	1K						POST GRAD	3	\$4,000.00	BUPERSRODGERSP	05/23/2012 12:36:10 PM

Duplicate an Existing Authorization

The Duplicate feature allows you to copy existing information contained in an Authorization to a new Authorization. This feature is intended to save keystrokes when creating new Auths.

BUILD FINANCIAL FRAMEWORK

In the FA, select Funds Management, Building Financial Framework, Auth Admin. Select the Auth desired by either filtering or clicking through the pages. Once the Auth is found, click the edit (book) icon to open the Auth details.

Authorization Administration - Summary

Filter

RC: OPTAR: Authorization:

Filter

Results

PAGE: 1 2 3 4 >>

Delete	Edit	RC	OPTAR	Authorization	Total Authorizations	Total Obligations	Available Balance
		HQ	A4	AM	763,134.00	388,981.54	374,152.46
		HQ	A8	AM	352,537.00	309,565.62	42,971.38
		HQ	AA	AM	302,416.00	224,856.13	77,559.87
		HQ	AM	AM	345,258.00	300,767.08	44,490.92
		HQ	B7	7M	330,514.00	285,331.38	45,182.62
		HQ	B7	BF	1,435,695.00	1,269,822.61	165,872.39
		HQ	B7	BF	418,257.00	348,180.12	70,076.88
		HQ	BQ	QM	0.00	0.00	0.00
		HQ	CS	SM	415,189.00	360,245.87	54,943.13
		PO	6C	PO	38,000.00	37,782.58	217.42

Add Authorization Close

The Auth details are displayed. Click the Duplicate button.

Authorization Detail

Authorization

RC / OPTAR: HQ / AM Auth ID: AM Labor Cd: Labor

Ceiling: SAG: Local Code:

Fenced: Function: Project Cntr:

Customer: Subfunction: Auth Desc: ADMIN MANPOWER

Transfer Authorization: Authorization JOI: Effective Date: 5/29/2012

Remarks: View History

Funds

QTR	Authorized Funds	Undistributed Authorizations
1st:	115,728.00	0.00
2nd:	116,000.00	0.00
3rd:	113,530.00	0.00
4th:	0.00	0.00
Total:	345,258.00	

YTD

YTD Authorizations: 345,258.00 YTD Obligations: 300,767.08

Encumbered: 0.00 Inventory Issued: 0.00

Available Balance: 44,490.92 Release to Site:

Duplicate Save Close

BUILD FINANCIAL FRAMEWORK

A new Auth input screen is displayed, with carried over fields from the Auth duplicated. Make any necessary changes to the new Auth.

QTR	Authorized Funds	Undistributed Authorizations
1st:	115,728.00	
2nd:	116,000.00	
3rd:	113,530.00	
4th:	0.00	

Click Save when all data elements are updated. Click the Release button to Release the Financial Framework to the Site level. You can choose to either release at creation, or manually release using the "Release to Site" menu option to release one or multiple financial framework changes. Click Close to exit Auth Admin.

Edit an Existing Authorization

To edit an Authorization, access the FA and select Funds Management, Build Financial Framework, Auth Admin.

A list of all Auths in the FA is displayed. Filter for the Auth or use the pages to search.

Once the Auth is located, click the edit (book) icon to update the details.

BUILD FINANCIAL FRAMEWORK

Authorization Administration - Summary

Filter

RC: OPTAR: Authorization:
Filter

Results

PAGE: 1 2 3 4 >>

Delete	Edit	RC	OPTAR	Authorization	Total Authorizations	Total Obligations	Available Balance
		HQ	A4	AM	763,134.00	388,981.54	374,152.46
		HQ	A8	AM	352,537.00	309,565.62	42,971.38
		HQ	AA	AM	302,416.00	224,856.13	77,559.87
		HQ	AM	AM	345,258.00	300,767.08	44,490.92
		HQ	B6	6M	330,514.00	285,331.38	45,182.62
		HQ	B7	7M	1,435,695.00	1,269,822.61	165,872.39
		HQ	BQ	QM	418,257.00	348,180.12	70,076.88
		HQ	BQ	QM	0.00	0.00	0.00
		HQ	C5	5M	415,189.00	360,245.87	54,943.13
		PO	6C	PO	38,000.00	37,782.58	217.42

Add Authorization Close

Auth details are displayed. Make necessary updates and click Save. Click Close to return to the Home screen.

Authorization Detail

Authorization

RC / OPTAR: HQ / B7 Auth ID: 7M Labor Cd: Labor

Ceiling: SAG: Local Code:

Fenced: Function: Project Cntr:

Customer: Subfunction: Auth Desc: N7 MANPOWER

Transfer Authorization: Authorization JOI: Effective Date: 5/29/2012

Remarks: View History

Funds

QTR	Authorized Funds	Undistributed Authorizations
1st:	486,018.00	0.00
2nd:	472,100.00	0.00
3rd:	477,577.00	0.00
4th:	0.00	0.00
Total:	1,435,695.00	

YTD

YTD Authorizations: 1,435,695.00 YTD Obligations: 1,269,822.61

Encumbered: 0.00 Inventory Issued: 0.00

Available Balance: 165,872.39 Release to Site:

Duplicate Save Close

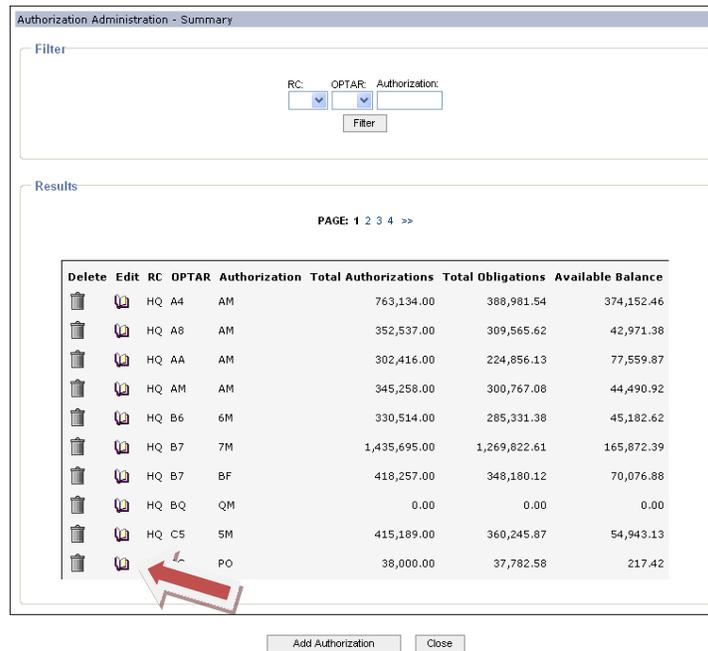
BUILD FINANCIAL FRAMEWORK

Delete an Authorization

An Auth can only be deleted if it has not been exported to the Site level, and it does not have any attached job order numbers.

In the FA, select Funds Management, Build Financial Framework, Auth Admin.

A list of all Auths in the FA is displayed. Filter or scroll through the pages to find the Auth. Click the delete (trash can) icon to delete the Auth.



Authorization Administration - Summary

Filter

RC: [v] OPTAR: [v] Authorization: [v]
Filter

Results

PAGE: 1 2 3 4 >>

Delete	Edit	RC	OPTAR	Authorization	Total Authorizations	Total Obligations	Available Balance
		HQ	A4	AM	763,134.00	388,981.54	374,152.46
		HQ	A8	AM	352,537.00	309,565.62	42,971.38
		HQ	AA	AM	302,416.00	224,856.13	77,559.87
		HQ	AM	AM	345,258.00	300,767.08	44,490.92
		HQ	B6	GM	330,514.00	285,331.38	45,182.62
		HQ	B7	7M	1,435,695.00	1,269,822.61	165,872.39
		HQ	B7	BF	418,257.00	348,180.12	70,076.88
		HQ	BQ	QM	0.00	0.00	0.00
		HQ	C5	SM	415,189.00	360,245.87	54,943.13
			PO		38,000.00	37,782.58	217.42

Add Authorization Close

A pop-up box will appear asking if you are sure you want to delete the Auth. Click Yes to delete or Cancel to cancel and keep the Auth in the database.



BUILD FINANCIAL FRAMEWORK

Authorization Funds

To transmit 010 authorizations to STARS-FL, you must first ensure that the automated job for sending OPTAR Authorizations is set to process.

In the FA, select File Manager, Automated Jobs. The automated jobs listing opens. Ensure that the process to "Send OPTAR Authorizations (010, 121) to STARS-FL" is set to "Y". Save and close.

Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
<input type="checkbox"/>	Perform reconciliation.	05/24/2012 23:24:38	MN	0.00	5.0
<input type="checkbox"/>	Process MPC Transactions.	05/24/2012 08:42:45	MN	0.00	5.0
<input type="checkbox"/>	Recalculate Obligations In Non-Peak Hours.	05/24/2012 20:13:55	NPH	0.00	0.0
<input type="checkbox"/>	Receive CRCTs that failed STARS-FL validation (INVALID).	03/15/2012 15:06:44	MN	0.00	30.0
<input type="checkbox"/>	Receive CRCTs that passed STARS-FL validation (VALID).	05/16/2012 13:46:19	MN	0.00	30.0
<input type="checkbox"/>	Receive DTS transactions from STARS-FL.	05/24/2012 22:56:57	MN	0.00	5.0
<input type="checkbox"/>	Receive Expenditure Returns from the Site(s).	05/25/2012 06:54:26	MN	0.00	30.0
<input type="checkbox"/>	Receive Expenditures from STARS-FL.	05/24/2012 22:37:58	MN	0.00	5.0
<input type="checkbox"/>	Receive JONs from STARS-FL.	-Never-	MN	0.00	5.0
<input type="checkbox"/>	Receive JONs that failed STARS-FL validation (INVALID).	03/07/2012 11:37:32	MN	0.00	5.0
<input type="checkbox"/>	Receive JONs that passed STARS-FL validation (VALID).	05/15/2012 15:42:09	MN	0.00	5.0
<input type="checkbox"/>	Receive accounting transactions from the Site(s).	05/24/2012 20:13:58	MN	0.00	120.0
<input type="checkbox"/>	Receive cost corrections from the Site(s).	-Never-	MN	0.00	30.0
<input type="checkbox"/>	Receive cost redistributions from the Site(s).	05/16/2012 11:12:08	MN	0.00	30.0
<input type="checkbox"/>	Release Financial Framework to Site(s).	05/25/2012 07:10:09	MN	0.00	15.0
<input type="checkbox"/>	Release Outyear Financial Framework to Site(s).	06/15/2011 10:29:39	MN	0.00	5.0
<input type="checkbox"/>	Send Accounting Batch to STARS-FL.	05/25/2012 06:52:19	MN	0.00	120.0
<input type="checkbox"/>	Send Cost Redistribution Batch to STARS-FL.	05/16/2012 11:12:13	MN	0.00	30.0
<input type="checkbox"/>	Send JONs to STARS-FL.	05/25/2012 07:10:10	MN	0.00	5.0
<input type="checkbox"/>	Send OPTAR Authorizations (010,121) to STARS-FL.	05/17/2012 16:22:47	MN	0.00	15.0
<input type="checkbox"/>	Send RC Funds Authorizations (110) to STARS-FL.	02/23/2012 15:05:09	MN	0.00	5.0
<input type="checkbox"/>	Send expenditures to the Site(s).	05/24/2012 23:08:03	MN	0.00	30.0

Input Funds Using Funds Maintenance

Funds can be input on an individual authorization using the Auth Admin feature. To use this method, you would pull up the Auth in edit mode (using the steps under Edit an Existing Authorization), and add in desired. It will typically be easier to use the Funds Maintenance option, since you can update multiple Auth funds at one time. **Note:** The Auth must have the "Transfer Authorization" box checked and an Authorization JON selected to send the funds to STARS-FL. The Authorization JON selected must also be in Acknowledged status.

In the FA, select Funds Management, Build Financial Framework, Auth, Funds Maintenance.



BUILD FINANCIAL FRAMEWORK

A screen will appear displaying all of the Auths in the database. You can use the filter criteria to narrow the results viewed. You can also change your page size (by clicking the blue number) to see up to 250 items per page.

Authorization Funds Maintenance

Filter

RC: Short LOA: OPTAR: Authorization: Funding Type: Sort Order: Ascending Descending

Results

PAGE SIZE: 10 25 50 100
PAGE: 1 2 3 4 5 6 7 8 9 >>

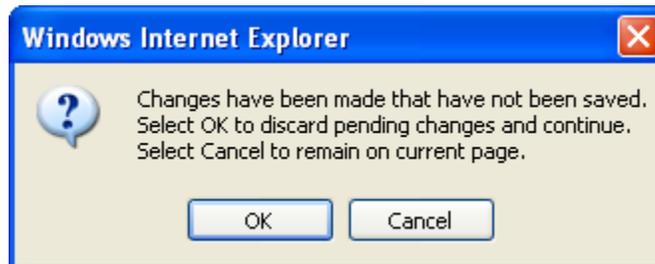
Remarks: Effective Date: 8/14/2012

* RC ID	Short LOA	OPTAR	Auth	Other Q1 Amount	Other Q2 Amount	Other Q3 Amount	Other Q4 Amount	Other YTD Auth Amount	Other Auth Total	Obligated Amount	Inventory Issued Amount	Auth Balance
0123456789	17 12/12 1804 22L9 68045 0 068566	0123456789	012345	2,500.00	2,500.00		2,500.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
AA	17 17 12/12 1804 22L9 68045 0 068566	RCAA	AA	0.00	0.00	0.00	50,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
E9	97 97 12/12 0100 22E9 H9U30 0 068566	E9	E9	1,368,900.00	2,010,466.00	0.00	(1,000,000.00)	\$2,379,366.00	\$2,379,366.00	\$3,063,230.82	\$0.00	(\$683,864.82)
L9	17 12/12 1804 22L9 68045 0 068566	L9	BP	0.00	0.00	0.00	2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
L9	17 12/12 1804 22L9 68045 0 068566	L9	BP	274,000.00	298,000.00	145,000.00	0.00	\$717,000.00	\$717,000.00	\$238,664.04	\$0.00	\$478,335.96
LM9	17 17 12/12 1804 22M9 68045 0 068566	CO	CO	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LNSR	17 17 12/12 1804 22N9 68045 0 068566	RZ	2051	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LNSR	17 17 12/12 1804 22N9 68045 0 068566	RW	2012	5,602.89	0.00	0.00	0.00	\$5,602.89	\$5,602.89	\$0.00	\$0.00	\$5,602.89
M9	17 17 12/12 1804 22M9 68045 0 068566	C4	C4	10,000.00	58,000.00	106,000.00	0.00	\$174,000.00	\$174,000.00	\$36,163.00	\$0.00	\$137,837.00
M9	17 17 12/12 1804 22M9 68045 0 068566	6A	6A	4,000.00	1,208,000.00	1,000.00	0.00	\$1,213,000.00	\$1,213,000.00	\$1,206,947.83	\$0.00	\$6,052.17

Input funding changes as required. As with inputting funds on an individual Auth, effective date and remarks are required. If inputting multiple fund changes at once, you can only select one effective date and one remark. If different effective dates and/or remarks are required, you will need to input one change with the appropriate information, save changes, then change effective date and/or remarks and input next funding change.

Note: If the 010 or 121 funds authorization amount is being entered during month plus one and it needs to post to STARS-FL to the current month that has not yet closed, back date the transaction to make it the last calendar day of the month. This process is similar to back dating in STARS-FL.

Changes must be saved on the current page before closing or moving to another page. If you attempt to close or move to another page, you will receive the following warning.



Click OK to discard the changes, or cancel to return to the current page and save changes.

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Once an authorization is edited, an asterisk will be placed in the left column to indicate changes have been input but not yet saved.

Results

PAGE SIZE: 10 25 50 100
PAGE: 1 2 3 4 5 6 7 8 9 >>

Remarks: Effective Date: 01/14/2012

RC ID	Short LOA	OPTAR	Auth	Other Q1 Amount	Other Q2 Amount	Other Q3 Amount	Other Q4 Amount	Other YTD Auth Amount	Other Auth Total	Obligated Amount	Inventory Issued Amount	Auth Balance
* 0123456789	17 12/12 1804 22L9 68045 0 068566	0123456789	012345	2,500.00	2,500.00	2,500.00	2,500.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
AA	17 17 12/12 1804 22L9 68045 0 068566	RCAA	AA	0.00	0.00	0.00	50,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
E9	97 97 12/12 0100 22E9 H9L30 0 068566	E9	E9	1,368,900.00	2,010,466.00	0.00	(1,000,000.00)	\$2,379,366.00	\$2,379,366.00	\$3,063,230.82	\$0.00	(\$683,864.82)
* L9	17 12/12 1804 22L9 68045 0 068566	L9	6P	0.00	0.00	5,000.00	2,000.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00
* L9	17 12/12 1804 22L9 68045 0 068566	L9	BP	274,000.00	298,000.00	145,000.00	5,000.00	\$722,000.00	\$722,000.00	\$238,664.04	\$0.00	\$483,335.96
LM9	17 17 12/12 1804 22M9 68045 0 068566	CQ	CQ	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LNR	17 17 12/12 1804 22N9 68045 0 068566	RZ	2051	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LNR	17 17 12/12 1804 22N9 68045 0 068566	RW	2012	5,602.89	0.00	0.00	0.00	\$5,602.89	\$5,602.89	\$0.00	\$0.00	\$5,602.89
M9	17 17 12/12 1804 22M9 68045 0 068566	C4	C4	10,000.00	58,000.00	106,000.00	0.00	\$174,000.00	\$174,000.00	\$36,163.00	\$0.00	\$137,837.00
M9	17 17 12/12 1804 22M9 68045 0 068566	6A	6A	4,000.00	1,208,000.00	1,000.00	0.00	\$1,213,000.00	\$1,213,000.00	\$1,206,947.83	\$0.00	\$6,052.17

Save Export Close

Input desired funding in the designated quarter. Funds amounts must be input as cumulative totals, and FASTDATA will calculate the difference from the new total and previous total to transmit to STARS-FL.

Both direct and reimbursable funding will be input at the authorization level. The system will use the associated OPTAR (identified as Direct or Reimbursable) to determine the appropriate transaction type to send to STARS-FL.

Once funds are correctly input, click Save and close. Based on the number of Auths currently displayed, the results message will indicate the number of Auths with no changes, the number of Auth changes that saved successfully, and the number of Auth changes that failed to save. Click OK to the message. If all save attempts were successful, you can close the Auth Funds Maintenance screen.



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When an Auth save is not successful, an error message will indicate that a failed save attempt has occurred. Click OK to the message to return to the Auth Funds Maintenance screen. An auth failed attempt is rare, but would be reflected on the bottom row of the results.



The Auth that failed a save attempt will be displayed with a red error message indicating the reason for failure. You will notice the asterisk is still shown, indicating that the changes have not been saved. Make the appropriate changes and attempt to save again.

Export Funding Spreadsheet

You can use the Auth Funds Maintenance feature to export Auth funding data to an Excel spreadsheet.

In the Auth Funds Maintenance screen, display desired Auth data to export. **Only items currently displayed on the screen will be exported.** For example, if you have 250 Auths (based on filtered criteria) and your page size is set to 10, you will only export the 10 rows of data displayed on the current screen. Adjust your filtered settings and/or your page size to export desired results.

When the appropriate Auths are displayed on the screen, click the Export button.



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The results will be imported into an Excel spreadsheet. You can save or edit the file as needed.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FOR OFFICIAL USE ONLY												
2													
3	RC ID	Short LOA	OPTAR	Auth	Other Q1 Amt	Other Q2 Amt	Other Q3 Amt	Other Q4 Amt	Other YTD Auth Amt	Other Auth Total	Obligated Amt	Inventory Issued Amt	Auth Balance
4	E9	97 97 12/12 0100 22E9 H9U30 0 068566	E9	E9	\$1,368,900.00	\$0.00	\$0.00	\$1,000,000,000.00	\$1,001,368,900.00	\$1,001,368,900.00	\$884,734.70	\$0.00	\$1,000,484,165.30
5	L9	17 17 12/12 1804 22L9 68045 0 068566	L9	BP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	L9	17 17 12/12 1804 22L9 68045 0 068566	L9	BP	\$209,000.00	\$0.00	\$0.00	\$1,000,000,000.00	\$1,000,209,000.00	\$1,000,209,000.00	\$143,168.94	\$0.00	\$1,000,065,831.06
7	LM9	17 17 12/12 1804 22M9 68045 0 068566	CQ	CQ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	M9	17 17 12/12 1804 22M9 68045 0 068566	GA	GA	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$1,963.16	\$0.00	\$2,036.84
9	M9	17 17 12/12 1804 22M9 68045 0 068566	GB	GB	\$603,000.00	\$0.00	\$0.00	\$0.00	\$603,000.00	\$603,000.00	\$825,838.88	\$0.00	-\$222,838.88
10	M9	17 17 12/12 1804 22M9 68045 0 068566	GC	GC	\$4,576,000.00	\$0.00	\$0.00	-\$780.00	\$4,575,220.00	\$4,575,220.00	\$30,000.00	\$0.00	\$4,545,220.00
11	M9	17 17 12/12 1804 22M9 68045 0 068566	GH	GH	\$1,184,000.00	\$0.00	\$0.00	\$0.00	\$1,184,000.00	\$1,184,000.00	\$450,000.00	\$0.00	\$734,000.00
12	M9	17 17 12/12 1804 22M9 68045 0 068566	AA	AA	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
13	M9	17 17 12/12 1804 22M9 68045 0 068566	AV	AV	\$276,000.00	\$0.00	\$0.00	\$0.00	\$276,000.00	\$276,000.00	\$5,262.54	\$0.00	\$270,737.46
14													

Checklist for Authorization 010/121 to STARS-FL

For already established authorizations with acknowledged JONS:

1. Go to File Manager/Automated Jobs and set the Send OPTAR_Auth to STARS-FL to "Y".
2. In the Auth admin screen, set the transfer indicator with a check mark.
3. In the Auth admin screen, select the Authorization JON.
4. Put the new cumulative funds total in the correct quarter.
5. Enter the REMARKS field with information.
6. Effective date field – if left as system generated date the transaction will post as such in STARS-FL. If authorization is being edited during month plus one and the funds need to be in the current month not yet closed – back date the effective date to the last day of the month just ended. If not it will post in Month Plus One in STARS-FL.
7. Save.

For NEW authorization with NEW JONS:

1. Go to File manager/Automated Jobs and set the Send OPTAR_Auth to STARS-FL to "Y".
2. Set up the new authorization – with NO FUNDS, NO Transfer indicator checked, NO JON selected as the Authorization JON.
3. Set up the new JON.
4. Send JON to STARS-FL. Watch for JON valid report to return to the FA designating that the JON status has changed from NEW COMPLETE to ACKNOWLEDGED.
5. Go back to the Authorization and set up the transfer indicator.
6. Select the new Authorization JON.
7. Put the new cumulative funds in the correct quarter.
8. Effective date field – if left as system generated date the transaction will post as such in STARS-FL. If authorization is being edited during month plus one and the funds need to be in the current month not yet closed – back date the effective date to the last day of the month just ended. If not it will post in Month Plus One in STARS-FL.
9. Enter in the remarks field with information.
10. Save

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To view this transaction in STARS – go to FASTPATH “R” enter. Then select option 27 – FD Web Funds Auth Hist Inq enter

```

FP:          REG: PENP          STARS/FL          10/27/2010          LXR01S1
          REPORT/INQUIRY PROCESSING

  1 POWERTRACK INQUIRY          15 ACCOUNTS PAYABLE BALANCING
  2 NAVCOMPT 2171              16 DTS OBL TRANSACTION INQUIRY
  3 ALLOTMENT REPORT           17 IMAP MANAGEMENT REPORT
  4 FUND STATUS REPORT         18 AIRFORCE STATUS OF FUNDS
  5 JOB ORDER REPORT           19 SCHEDULE OF NET DISBURSEMENTS
  6 DOC/ACRN/PIIN INQUIRY     20 NET DISBURSEMENTS SUBSIDIARY REPORT
  7 MANAGER SUMMARY REPORT     21 USSGL TRIAL BALANCE
  8 TAB A/B REPORT             22 USSGL REGISTER 1071 REPORT
  9 FAN REPORT                 23 WCF DAILY EXPENDITURE INQUIRY
 10 NAVY STOCK FUND REPORT     24 NONFL TRIAL BALANCE REPORT
 11 FOREIGN CURRENCY FLUCTUATION 25 DTS AP TRANSACTION INQUIRY
 12 PURCHASE CARD INQUIRY     26 CONTINGENCY CODE INQUIRY
 13 MVO EXPENDITURE INQUIRY   27 FD WEB FUNDS AUTH HIST INQ
 14 DAILY EXPENDITURE INQUIRY 28 COST TRANS REDIST HISTORY INQUIRY

          ENTER PROCESS FOR MENU: _

1-FPHELP 2-REFRESH 3-EXIT          12-CANCEL          PF:
  
```

Enter in the JON or at least one field listed on the screen – follow directions on the screen to locate the 010/121 transactions from FD Web.

```

FP:          REG: PENP          STARS/FL          10/27/2010          LX
          FD WEB FUNDS AUTH HIST INQUIRY

ACTION: I
      (I/P)

SELECTION CRITERIA: ENTRY INTO AT LEAST ONE FIELD REQUIRED

APPN:          SBHD:          OB/BCN:          SX:          CHB UIC:          FAA UIC:

JOB ORDER NR:          EXEC CD:          PROCESS IND:

EFF DT:          BEG: // //          END: // //

PROCESSED DT: BEG: // //          END: // //
  
```

Remember if funds needed for the closing month – the effective date in FD Web will direct how the 010/121 posts in STARS-FL: for the current month or month plus one.

```

FP:          REG: PENP          STARS/FL          10/27/2010          LXR19S2
          FD WEB FUNDS AUTH HIST REPORT          PAGE: 1

SELECTION CRITERIA:
APPN:          SBHD:          OB/BCN:          SX:          CHB UIC:          FAA UIC:
JOB ORDER NR: 3475B 1 ACKQ9 EXEC CD:          PROCESS IND:
EFF DT:          BEG: // //          END: // //
PROCESSED DT: BEG: // //          END: // //

APPN:          SBHD:          OB/BCN:          SX:          CHB UIC:          FAA UIC: N3475B
JOB ORDER NR: 3475B 1 ACKQ9 CC:          SCC:          PROJ:          TASK:
AMOUNT:          900.00 C/D: D EXEC CD: 010 EFF DT: 10/26/2010 PROCESS IND: P
ERROR MSG 1:
ERROR MSG 2:

          ** END OF REPORT **
  
```

BUILD FINANCIAL FRAMEWORK

To locate the file created in FASTDATA and sent to STARS-FL use the filter to select OPTAR_Auth. Then locate the file you are looking for.

Search for Files

Filter

File Type Name: File Type Description: Status: Site: FY: Inbound/Outbound:

Date Received: Archive: Source External System: Sort Order:

Ascending Descending

Results

PAGE: 1

Incoming/Outgoing File Inventory Results

File Type Name (click to view)	Physical File Name	File Type Description	Datetime Received into Raw Data	Status	Datetime Processed into FASTDATA	Source External System	Inbound/ Outbound	Site	FY	Archived	Transaction Amount	Record Count
OPTAR_AUTH	OPTAR_AUTH	010 and 121 Authorizations	05/25/2012 11:06:48	PRCSD	05/25/2012 11:06:48		Outbound				\$6,000.00	1

By clicking the file name link under File Type Name column, you can view the details of the file transmitted to STARS-FL.

Raw Data

File Name: OPTAR_AUTH
 Date/Time: 2012-05-25 11:06:48.0
 Status: PRCSD
 Type: OPTAR_AUTH
 FA: N00076

Search Criteria

Record # From:
 Record # To:
 Keyword/pattern:

Results

Rec	10	20	30	40	50	60	70	80	90	100	110	120	130
1		DWBFD	00076	2N8U012012-05-25	01000000	06000000							N00076

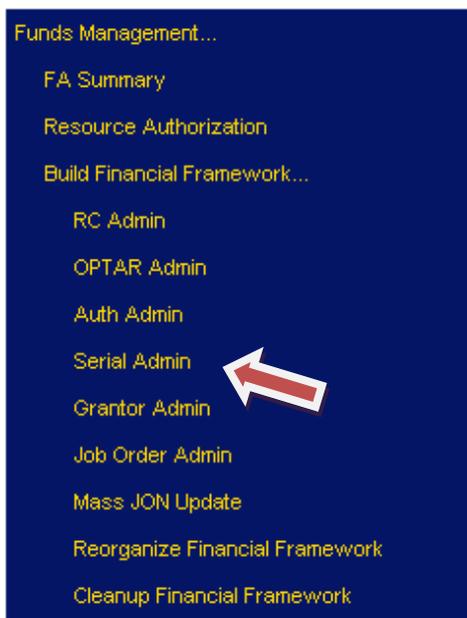
BUILD FINANCIAL FRAMEWORK

Serial Admin

Serial ranges are established by the FA for each Site to process documents. Serial Ranges can be added, modified, duplicated, deactivated, and in some cases deleted by the FA. If a serial range is associated to a specific OPTAR, only JONS associated to that RC/OPTAR combination will be visible when documents are created at the Site. If there is no RC/OPTAR selection made on the serial range, then the JONS of other OPTARS in the Site will be visible when creating documents.

Create a New Serial Range

In the FA, select Funds Management, Build Financial Framework, Serial Admin.



A list of all serial ranges currently in the FA will be displayed. Click Add Serial to create a new serial range.

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Serial Administration - Summary

Filter

Site: RC: OPTAR: Beginning Range:

Filter

Results

PAGE: 1 2 3 4 5 6 7 8 9 10 11 >>

Delete	Edit	Site	RC	OPTAR	Beginning	Ending	Last	Description	SDN UIC
		BG	01	BG	7000	7120	7120	BG MILSTRIP DIRECT	68437
		BG	01	BG	7121	7999	7281	BG MILSTRIP DIRECT	68437
		BG	03	BG	8000	8999	8031	BG MILSTRIP REIM	68437
		BG	01	BG	BG001	BG100	BG002	BG 2276 RC	68437
		BG	01	BG	BG001	BG100	BG051	BG MD DOC	68437
		BG	01	BG	BG001	BG100	00000	BG 1149 RQ	68437
		BG	01	BG	BG001	BG100	BG002	BG SF182 TG	68437
		BG	01	BG	BG001	BG100	00000	BG NON DTS TO	68437
		BG	01	BG	BG001	BG100	00000	BG 1164 REIM CLAIM	68437
		BG	01	BG	BG001	BG100	00000	BG 448 MIPR	68437



A blank New Serial input screen is displayed.

New Serial

Serial

Site: Description: RC/OPTAR

Beginning Serial: Ending Serial: Last Serial: 00000

SDN UIC: Deactivate:

Service Code:

Document Types

MILSTRIP DD1155 CREDIT CARD All SDN Documents

DD448 HC2275 HC2276 HC2276A

DD282 NAVPERS 1320/16 DD1610 SF44

SF182 DD1556

SF1164 MISCELLANEOUS DD1149



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Input fields on the New Serial screen are:

- Site – The site this serial range will be associated with. You must select a site from the list in order to proceed with the serial range creation.
- Set Site – Sets the site selected in the previous drop down box. You must click this button once the Site has been selected .
- Description – A brief description (up to 25 characters) of the serial range. When modifying the serial range, you can modify the description.
- RC/OPTAR – The RC/OPTAR that will be associated with this serial range. Only RC/OPTARs associated to the Site chosen in the first drop down box will be displayed. If a RC/OPTAR is selected, only JONs tied to that RC/OPTAR combination will be available for documents created against this serial range. If left blank, any JON in the site can be used for documents created against this serial range.
- Beginning Serial – Contains the alpha-numeric beginning number for the document number serial range.
 - Rules for the Beginning Serial:
 1. Can have four or five alpha-number characters, depending on the document type selected for the serial range.
 2. The beginning serial and ending serial must be the same length.
 3. Letters can be used in the first three positions, with the exception of the letters **I** and **O**.
 4. For a new serial range, a beginning number is required.
 5. When modifying serial range information, you cannot modify the beginning serial range number.
- Ending Serial – Contains the alpha-numeric ending number for the document number serial range.
 - Rules for the Ending Serial:
 1. The ending serial must have the same number of characters as the beginning serial.
 2. The ending serial value must be greater than the beginning serial value.
 3. For a new serial range, the ending serial number is required.
 4. When modifying serial range information, you cannot modify the ending serial range number if the serial range has been exported or has been deactivated and not yet acknowledged.
 5. When modifying serial range information, you can decrease but not increase the ending serial number.
- Last Serial – displays the last serial used in the range. If all zeros, the serial has not yet been used.
- SDN UIC – The alpha-numeric five character Standard Document Number UIC assigned to the document serial range for system generation of specific documents. When adding a new serial range a value is required. When modifying serial range information, you can modify the SDN UIC if the serial range has not been exported.
- Deactivate – Controls whether the serial range number is active. When unchecked, the serial range is active; when checked, the serial range has been deactivated.

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- Service Code – The code identifying the government department or Navy activity as a fleet or shore establishment. When adding or modifying serial range information, you can change the service code.
- Document Types – Identifies the document(s) the will use the serial range. At least one document type must be checked. Selecting the ALL SDN Documents link will populate a check mark in all document types, with the exception of MILSTRIP and DD1155. Click Reset to clear the selections.

Document Type	Usage
MILSTRIP	Requires a four-character serial range. This selection assigns document type for DD1348 and DD1348-6. When selected, the only other selectable document type is DD1149.
DD448, DD282, SF44, MD, NC2275, DD1149, NC2276, NC2276A, DD1610, SF1164, SF182, NAVPERS 1320/16	Require a five-character serial range.
DD1155	Requires a four-character serial range. When selected, you cannot select any other document type. (Unlike the four-character serial ranges for MILSTRIP documents, the four-character serial range for the DD1155, a contracting document, does not start over each day. FASTDATA does not allow Site users to select a MILSTRIP serial range for a DD1155 document to ensure each document control number is unique.)
All SDN DOCUMENTS	Require a five-character serial range. Serial ranges cannot overlap existing ranges for selected document types within the same UIC. When you select this option, you cannot select document type MILSTRIP or DD1155. This selection automatically selects document types DD448, NC2275, NC2276, NC2276A, DD282, NAVPERS 1320/16, DD1610, SF44, Miscellaneous, DD1149, DD1556, and SF1164.
Credit Card	Requires a five-character serial range and must be unique from other SDN document ranges. This will create an "MD" document type.

Once all data elements are populated, click Save to save the new serial range. Click the Release button to Release the Financial Framework to the Site level. You can choose to either release at creation, or manually release using the "Release to Site" menu option to release one or multiple financial framework changes. Click Close to return to the Home screen.

BUILD FINANCIAL FRAMEWORK

Display an Existing Serial Range

In the FA, select Funds Management, Build Financial Framework, Serial Admin.

The Serial Administration Summary screen is displayed and a list of all Serial Ranges currently in the FA is displayed. You can scroll through the pages or filter to find a serial range.

The screenshot shows the 'Serial Administration - Summary' interface. It features a 'Filter' section with dropdown menus for 'Site', 'RC', and 'OPTAR', and a text input for 'Beginning Range'. Below the filter is a 'Filter' button. The 'Results' section shows a table of serial ranges with columns for 'Delete', 'Edit', 'Site', 'RC', 'OPTAR', 'Beginning', 'Ending', 'Last', 'Description', and 'SDN UIC'. The table contains 10 rows of data. Below the table are 'Add Serial' and 'Close' buttons.

Delete	Edit	Site	RC	OPTAR	Beginning	Ending	Last	Description	SDN UIC
		BG	01	BG	7000	7120	7120	BG MILSTRIP DIRECT	68437
		BG	01	BG	7121	7999	7281	BG MILSTRIP DIRECT	68437
		BG	03	BG	8000	8999	8031	BG MILSTRIP REIM	68437
		BG	01	BG	BG001	BG100	BG002	BG 2276 RC	68437
		BG	01	BG	BG001	BG100	BG051	BG MD DOC	68437
		BG	01	BG	BG001	BG100	00000	BG 1149 RQ	68437
		BG	01	BG	BG001	BG100	BG002	BG SF182 TG	68437
		BG	01	BG	BG001	BG100	00000	BG NON DTS TO	68437
		BG	01	BG	BG001	BG100	00000	BG 1164 REIM CLAIM	68437
		BG	01	BG	BG001	BG100	00000	BG 448 MIPR	68437

To filter for a Serial Range, input one of the filter criteria provided in the Filter box. You can select a specific Site, RC, or OPTAR from the drop down boxes, or input a specific Beginning Serial Range number (or an element of the beginning serial range with a wildcard *). Once desired filter criteria is input, click the Filter button.

BUILD FINANCIAL FRAMEWORK

Serial Administration - Summary

Filter

Site: RC: OPTAR: Beginning Range:

GM [v] [v] [v] [v]

Filter

Results

PAGE: 1

Delete	Edit	Site	RC	OPTAR	Beginning	Ending	Last	Description	SDN UIC
		GM	01	GM	3500	3999	3540	GM MILSTRIP DIRECT	42142
		GM	01	GM	GM001	GM100	00000	GM 2276 RC	42142
		GM	01	GM	GM001	GM100	00000	GM 2275 WR	42142
		GM	01	GM	GM001	GM100	GM006	GM MD DOC	42142
		GM	01	GM	GM001	GM100	00000	GM 1556 TG	42142
		GM	01	GM	GM001	GM100	00000	GM 1149 RQ	42142
		GM	01	GM	GM001	GM100	00000	GM NON DTS TO	42142
		GM	01	GM	GM001	GM100	00000	GM 448 MIPR	42142
		GM	01	GM	GM001	GM100	00000	GM 282 PT	42142
		GM	01	GM	GM001	GM100	00000	GM 1164 REIM CLAIM	42142

Add Serial Close

The Serial Range results will be narrowed to only the Serial Ranges that meet the selected criteria. Click the Edit (book) icon to view the Serial Range. Serial Range details are displayed.

Duplicate an Existing Serial Range

The Duplicate feature allows you to copy existing information contained in a Serial Range to a new Serial Range. This feature is intended to save keystrokes when creating new Serial Ranges.

In the FA, select Funds Management, Building Financial Framework, Serial Admin. Select the Serial Range desired by either filtering or clicking through the pages. Once the Serial Range is found, click the edit (book) icon to open the Serial Range details.

BUILD FINANCIAL FRAMEWORK

Serial Administration - Summary

Filter

Site: GM RC: OPTAR: Beginning Range:

Filter

Results

PAGE: 1

Delete	Edit	Site	RC	OPTAR	Beginning	Ending	Last	Description	SDN UIC
		GM	01	GM	3500	3999	3540	GM MILSTRIP DIRECT	42142
		GM	01	GM	GM001	GM100	00000	GM 2276 RC	42142
		GM	01	GM	GM001	GM100	00000	GM 2275 WR	42142
		GM	01	GM	GM001	GM100	GM006	GM MD DOC	42142
		GM	01	GM	GM001	GM100	00000	GM 1556 TG	42142
		GM	01	GM	GM001	GM100	00000	GM 1149 RQ	42142
		GM	01	GM	GM001	GM100	00000	GM NON DTS TO	42142
		GM	01	GM	GM001	GM100	00000	GM 448 MIPR	42142
		GM	01	GM	GM001	GM100	00000	GM 282 PT	42142
		GM	01	GM	GM001	GM100	00000	GM 1164 REIM CLAIM	42142

Add Serial Close

The Serial Range details are displayed. Click the Duplicate button.

Serial Details

Serial

Site: GM Description: GM NON DTS TO RC/OPTAR: 01 / GM

Beginning Serial: GM001 Ending Serial: GM100 Last Serial: 00000

SDN UIC: 42142 Deactivate:

Service Code: N - Navy Activities (excluding Marine Corps)

Document Types

MILSTRIP DD1155 CREDIT CARD All SDN Documents

DD448 IIC2275 IIC2276 IIC2276A

DD282 IIAVPERS 1320/16 DD1610 SF44

SF182 DD1556

SF1164 MISCELLANEOUS DD1149

Reset

Release to Site:

Duplicate Save Close

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A new Serial Range input screen is displayed, with carried over fields from the Serial Range duplicated. Make any necessary changes to the new Serial Range.

New Serial

Serial

Site: GM Description: GM NON DTS TO RC/OPTAR 01 / GM

Beginning Serial: GM001 Ending Serial: GM100 Last Serial: 00000

SDH UIC: 42142 Deactivate:

Service Code: N - Navy Activities (excluding Marine Corps)

Document Types

<input type="checkbox"/> MILSTRIP	<input type="checkbox"/> DD1155	<input type="checkbox"/> CREDIT CARD	All SDN Documents
<input type="checkbox"/> DD448	<input type="checkbox"/> IIC2275	<input type="checkbox"/> IIC2276	<input type="checkbox"/> IIC2276A
<input type="checkbox"/> DD282	<input checked="" type="checkbox"/> HAVPERS 1320/16	<input checked="" type="checkbox"/> DD1610	<input type="checkbox"/> SF44
<input type="checkbox"/> SF182	<input type="checkbox"/> DD1556		
<input type="checkbox"/> SF1164	<input type="checkbox"/> MISCELLANEOUS	<input type="checkbox"/> DD1149	<input type="button" value="Reset"/>

Click Save when all data elements are updated. Click the Release button to Release the Financial Framework to the Site level. You can choose to either release at creation, or manually release using the "Release to Site" menu option to release one or multiple financial framework changes. Click Close to exit Serial Range Admin.

Edit an Existing Serial Range

To edit a Serial Range, access the FA and select Funds Management, Build Financial Framework, Serial Admin.

A list of all Serial Ranges in the FA is displayed. Filter for the Serial Range or use the pages to search.

Once the Serial Range is located, click the edit (book) icon to update the details.

BUILD FINANCIAL FRAMEWORK

Serial Administration - Summary

Filter

Site: RC: OPTAR: Beginning Range:

Results

PAGE: 1

Delete	Edit	Site	RC	OPTAR	Beginning	Ending	Last	Description	SDN UIC
		GM	01	GM	3500	3999	3540	GM MILSTRIP DIRECT	42142
		GM	01	GM	GM001	GM100	00000	GM 2276 RC	42142
		GM	01	GM	GM001	GM100	00000	GM 2275 WR	42142
		GM	01	GM	GM001	GM100	GM006	GM MD DOC	42142
		GM	01	GM	GM001	GM100	00000	GM 1556 TG	42142
		GM	01	GM	GM001	GM100	00000	GM 1149 RQ	42142
		GM	01	GM	GM001	GM100	00000	GM NON DTS TO	42142
		GM	01	GM	GM001	GM100	00000	GM 448 MIPR	42142
		GM	01	GM	GM001	GM100	00000	GM 282 PT	42142
		GM	01	GM	GM001	GM100	00000	GM 1164 REIM CLAIM	42142

Serial Range details are displayed. Make necessary updates and click Save. Click Close to return to the Home screen.

Serial Details

Serial

Site: GM Description: RC/OPTAR:

Beginning Serial: Ending Serial: Last Serial:

SDN UIC: Deactivate:

Service Code:

Document Types

MILSTRIP DD1155 CREDIT CARD All SDN Documents
 DD448 HC2275 HC2276 HC2276A
 DD282 HAVPERS 1320/16 DD1610 SF44
 SF182 DD1556
 SF1164 MISCELLANEOUS DD1149 Reset

Release to Site:

BUILD FINANCIAL FRAMEWORK

Deactivating, Deleting and Reusing Serial Ranges

Deactivating

You can deactivate a serial range at the FA and then create a new range with the last serial number used plus one as your beginning number. To deactivate a serial range, log into the FA and select Funds Management, Build Financial Framework, Serial Admin.

Filter or page through the listing to find the Serial Range to be deactivated. Click the Edit icon next to the serial range.

The serial range details are displayed. Check the "Deactivate" check box.

Serial Details

Serial

Site: GM Description: GM MILSTRIP DIRECT RC/OPTAR: 01 / GM

Beginning Serial: 3500 Ending Serial: 3999 Last Serial: 3540

SDH UIC: 42142 Deactivate: Service Code: N - Navy Activities (excluding Marine Corps)

Document Types

<input checked="" type="checkbox"/> MILSTRIP	<input type="checkbox"/> DD1155	<input type="checkbox"/> CREDIT CARD	All SDN Documents
<input type="checkbox"/> DD448	<input type="checkbox"/> IIC2275	<input type="checkbox"/> IIC2276	<input type="checkbox"/> IIC2276A
<input type="checkbox"/> DD282	<input type="checkbox"/> IIAVPERS 1320/16	<input type="checkbox"/> DD1610	<input type="checkbox"/> SF44
<input type="checkbox"/> SF182	<input type="checkbox"/> DD1556		
<input type="checkbox"/> SF1164	<input type="checkbox"/> MISCELLANEOUS	<input type="checkbox"/> DD1149	Reset

Release to Site:

Duplicate Save Close

Click Save. Click Close to return to the Home screen.

Once a serial range is deactivated, users at the Site level will no longer have the serial range as an option when creating new documents.

Reusing Deactivated Serial Ranges

If you want, you can reassign the unused numbers in a deactivated serial range to a new serial range. To reuse the unused portion of a serial range, add a new serial range or duplicate the deactivated serial range, the beginning number should be the modified ending number of the deactivated serial range plus 1. The ending number of the new serial range does not have to be the original ending number.

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For example, if the serial range was **0001 - 0099**, and **0020** was the last number used, you would first select Deactivate to deactivate the serial range and then create a new serial range using **0021** as the beginning number.

In deactivated serial range **0001 - 0099**, if **0000** were the last number used (indicating the serial range had never been used), you can deactivate the serial range and then delete the range.

Deleting a Serial Range

A serial range that has not been used can be deleted. If the serial range has not been released to the site, simply open the Serial Admin screen, find the serial range and click the delete (trash can) icon.

Once a serial range been exported to the site, it must be deactivated before it can be deleted. To accomplish this, log into the FA, select Funds Management, Build Financial Framework, Serial Admin.

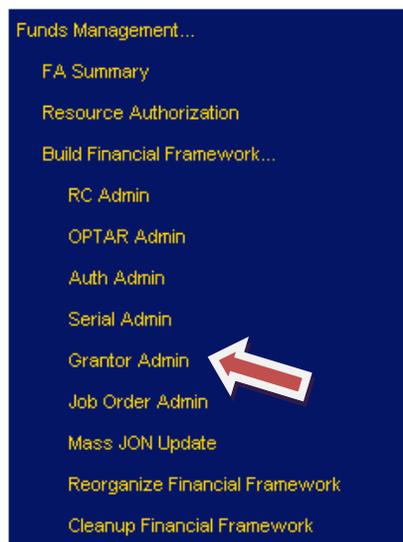
Filter or page through the serial range listing to find the range to be deleted. Click the Edit icon to open the Serial Range details. Place a check mark in the Deactivate box. Click Save, then click close. You will now be able to delete the serial range by reopening the Serial Admin screen and clicking the delete icon next to the serial range.

Grantor Admin

A new grantor can be added for use on reimbursable JONs. When you create a new Grantor, it will be available for selection on the Grantor tab of the job order number. Multiple JONs can have the same reimbursable grantor. The information to set up the Grantor will be found on the funding document provided by the Grantor.

Create a New Grantor

In the FA, select Funds Management, Build Financial Framework, Grantor Admin.



BUILD FINANCIAL FRAMEWORK

A list of Grantors currently in the FA is displayed. Click the Add Grantor button.

Grantor Administration - Summary

Filter

Segment Number: DCN: ACRN:

Results

PAGE: 1 2 >>

Delete	Edit	Segment Number	DCN	ACRN
		BG02	N0003012WR28138	AA
		FMST	N6804512WRX5108	AA
		GW01	DSAM20348	AA
		GWOT	DSAM20272	AA
		IMET	N6804512WRX8108	AA
		KB01	N0003012WR28139	AA
		KB03	N0002412WX00742	AA
		MRTS	N6523612WX00803	AA
		NRTA	N0002412WX05122	AA
		NRTB	N0002411WX01096	AA

A blank New Grantor screen is displayed.

New Grantor

RC Fund: 03 2012

Segment Number: DCN: ACRN:

Reimb Source: # - Non-Federal Source Collected in Advance

Funds Expire:

APPN: Service Code:

BCN: SubHead: Object Class:

Transaction Type: SA/OB Suffix: AAA UIC:

Cost Code: Treasury Index: PAA Code:

Billing Frequency: None

Report Frequency: None

Grantor UIC: UIC Mail Code: Performer Mail Code:

Hardcopy: Carry Forward Reimbursable:

- RC Fund – Drop down box of the RCs available in the FA.
- Segment Number – A locally assigned four-character alpha-numeric code for direct and reimbursable cost accumulation under an OPTAR, Special Deposit number, or reimbursable work order.
- DCN – Identifies the Grantor’s DCN.
- ACRN – Identifies the Grantor’s ACRN.

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- Reimb Source – The one character Reimbursable Source Code identifies the source of a funded reimbursement for appropriations. Funded reimbursables are receivables for services performed under a reimbursable work order. Unfunded reimbursables are receivables for services or materials not performed or furnished under a reimbursable work order, and may or may not be funded by an allotment. A value is required. Select the appropriate Reimbursable Source Code from the drop down list.

Code	Indicates
1	Funded Intra-Appropriation. The debit and credit sides of reimbursable billings cite the same appropriation. (1804 to 1806, 1319 to 1319)
3	Funded Other Defense Accounts. Billings to other Defense appropriations (DD Code 17, 21, 59 and 97). (1804 to 1319, 1319 to 1804 or other DOD)
6	Funded Non-Federal Sources. Cash advances from foreign governments and private parties, Navy Exchange, Credit Unions.
8	Funded Foreign Military Sales (FMS) Trust Fund. Reimbursement source from FMS. (97-11X8242)
A	Funded Off-Budget Federal Agencies. Reimbursements from agencies that are not appropriated, such as the U.S. Postal Service.
D	Funded Military Assistance, Executive. (From MAE and IMET) 97-11*1080.
E	Funded Other Non-Defense Accounts. Reimbursements from non-DOD agencies, such as the U.S. Coast Guard, State Department.
#	Non-Federal Source Collected in Advance.

- Funds Expire – Contains the date on which the associated funding will expire for obligating purposes. If you check the Carry Forward Reimbursable check box, a value is required and must be later than the current date.
- Service Code – Identifies the Grantor’s service code. Select the appropriate service code from the drop down list. The service code is required, unless the Reimbursable Source Code (RSC) is either **6** or **#**. If the RSC is 6 or #, the Service Code must be blank.

Service Code –Grantor DD CODE	
1	Army
2	Air Force
3	Department of Defense
4	Navy
5	Coast Guard
6	Civil Service
7	Federal Emergency Management Agency
8	National Oceanic and Atmospheric Administration

BUILD FINANCIAL FRAMEWORK

- APPN – Identifies the funds authorized by Congress for use by the government to incur obligations and expenditures. This value is composed of the two-digit fiscal year and the four-digit appropriation symbol.
 - A value is required if the RSC is not 6 or # and the Service Code is 4.
 - If the RSC is 6 or #, this field must be blank.
 - If the RSC is 1, the last four characters must match the last four characters of the RC's appropriation.
 - If the RSC is 3, the grantor appropriation value cannot be the same as the RC's.
 - If the RSC is 8, the grantor appropriation value must be 8242.
- Subhead – A four character field that identifies the major claimant and the budget activity. The first two positions identify the major claimant and administering office for the funds. The third character identifies the budget activity of the Five Year Defense Plan. The last character is for local use by the major claimant and often identifies an expense limitation holder. A value is required is the RSC is not 6 or # and the service code is 4. If the RSC is 6 or #, this field must be blank.
- Object Class – A three-digit code that classifies the nature of services, articles, or other items involved, as distinguished from identifying the purpose for which obligations are incurred. Except for financial transactions affecting the international balance of payments, this value should be zeros.
 - Note: Do not confuse the Object Class value with the OMB Object Class value; they are different.
- BCN – The five character Bureau Control Number is a multiple use element assigned to the next subdivision of funds below the Subhead. It is either the actual BCN (UIC of the activity receiving funds) or the Budget Project and Allotment Number. A value is required if the RSC is not 6 or # and the Service Code is 4. If the RSC is 6 or #, this field must be blank.
- SA/OB Suffix – A one character code identifying the subdivision of an allotment.
- AAA UIC – The five character Authorizing Accounting Activity UIC identifies an activity designated to before accounting for another activity. A value is required if the RSC is not 6 or # and the Service Code is 4. If the RSC is 6 or #, this field must be blank.
- Transaction Type – The two character Transaction Type code identifies the type of transaction, such as stores account purchase, plant property account purchase, or a transaction of special interest.
- Treasury Index (TI) – A two-digit Department of Treasury code identifying the governmental department to whom the funds being specified are appropriated or the department responsible for administering the funds. Select the desired code from the drop-down list. A value is required if the RSC is not 6 or #, the Service Code is 4, and the Appropriation field is not blank. If the RSC is 6 or #, this field must be blank.
 - 17 – Department of the Navy goes with RSC 1 or 3
 - 21 – Department of the Army goes with RSC 3
 - 57 – Department of the Air Force goes with RSC 3
 - 97 – Office of Secretary of Defense – Defense Agencies goes with RSC 3.
 - 70 – Department of Homeland Security goes with RSC E.

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00 - Congress
01 - Architect of the Capitol
03 - Library of Congress
04 - Government Printing Office
05 - General Accounting Office
08 - Congressional Budget Office
09 - Description Varies By Appropriation
10 - The Judiciary
11 - Executive Office of the President
12 - Department of Agriculture
13 - Department of Commerce
14 - Department of the Interior
15 - Department of Justice
16 - Department of Labor
17 - Department of the Navy
18 - US Postal Service
19 - Department of State
20 - Department of the Treasury
21 - Department of the Army
22 - Resolution Trust Corporation
23 - Tax Court
24 - Office of Personnel Management
25 - National Credit Union Administration
26 - Federal Retirement Thrift Investment Board
27 - Federal Communications Commission
28 - Social Security Administration
29 - Federal Trade Commission
31 - Nuclear Regulatory Commission
32 - Synthetic Fuels Corporation
33 - Smithsonian Institution
34 - International Trade Commission
36 - Department of Veterans Affairs
41 - Merit Systems Protection Board
45 - Equal Employment Opportunity Commission
46 - Description Varies By Appropriation
47 - General Services Administration
48 - Description Varies By Appropriation
49 - National Science Foundation
50 - Securities And Exchange Commission
51 - Federal Deposit Insurance Corporation
54 - Federal Labor Relations Authority
55 - Advisory Commission On Intergovernmental Relations
56 - Central Intelligence Agency
57 - Department of the Air Force
58 - Federal Emergency Management Agency
59 - National Foundation On The Arts And The Humanities
60 - Railroad Retirement Board
61 - Consumer Product Safety Commission
62 - Office of Special Counsel
63 - National Labor Relations Board
64 - Tennessee Valley Authority
65 - Federal Maritime Commission
68 - Environmental Protection Agency
69 - Department of Transportation
70 - Department of Homeland Security
71 - Overseas Private Investment Corporation
72 - Agency For International Development
73 - Small Business Administration
74 - American Battle Monuments Commission
75 - Department of Health And Human Services
76 - Description Varies By Appropriation
78 - Farm Credit Administration
80 - National Aeronautics And Space Administration
82 - Federal Home Loan Bank Board
83 - Export-Import Bank of the US
84 - Armed Forces Retirement Home
86 - Department of Housing And Urban Development
88 - National Archives And Records Administration
89 - Department of Energy
90 - Selective Service System
91 - Department of Education
93 - Federal Mediation and Conciliation Service
95 - Description Varies By Appropriation
96 - Corps of Engineers, Civil
97 - Department of Defense
98 - US Railway Association

- PAA Code – The six character Property Accounting Activity Code identifies the UIC of the activity acquiring plant property when funds being charged are an OPN allotment.

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- Cost Code – Used as the source of any information needed for the preparation of reports that require detail beneath the level identified in the remainder of the accounting classification code data.
- Grantor UIC – The five character UIC of the Grantor. A value is required.
- Billing Frequency – A code stored with the Grantor UIC Mail Code record in STARS-FL that identifies how frequently the customer requests billing. Valid values are None, Completion, Monthly, and Quarterly. Select the desired value from the drop down box.
- UIC Mail Code – A code stored with the Grantor UIC Mail Code record in STARS-FL that identifies that address for hard-copy billings and reports.
- Report Frequency – A code stored with the Grantor UIC Mail Code record in STARS-FL that identifies how frequently the customer request billing. Valid values are None, Completion, Monthly, and Quarterly. Select the desired value from the drop down box.
- Performer Mail Code – The mail code identifying the address of the person performing the work. Must have a blank CUIC mail code established. Verify this in STARS-FL FASTPATH MUIC or type in our CUIC to verify that there is a blank mail code established.
- Hardcopy – A setting stored with the Grantor UIC Mail Code record in STARS-FL that identifies whether the customer requires a hard-copy bill or report.
****See Hardcopy Indicator Requirements for RSC types in Appendix I. FASTDATA will automatically set the Hardcopy Indicator based on the Reimbursable Source Code (RSC), with the exception of RSC 3 and 8, which will be set by the user.**
- Carry Forward Reimbursable – Indicates whether unused reimbursable authorizations from a current fiscal year JON will automatically transfer to a new fiscal year JON that is being rolled over. A “Y” will impact the USSGL. Look at the Project Order or Work Request for the completion date, or the Funds Expire date to determine if this carries over into the following fiscal year.

Once all data elements have been input, click the Save button to save the new grantor. Click Close to return to the Home screen.

Grantor Mail Code

When setting up the Mail Code for the Grantor you can verify which one is correct with the address on the funding document by going to STARS-FL, FASTPATH: **MUIC** to see which one to use that matches the FROM address on your Grantor’s funding document.

BUILD FINANCIAL FRAMEWORK

```
FP: REG: PENP STARS/FL 10/28/2010 LXA0354
UIC/ADDRESS TABLE
UIC ADDRESS
A/M A/M
D D
UIC: 60045 SBHD: SX: MAIL CODE: LST UPD BY
UIC NAME: CNET CENTRALLY MANAGED
ADDRESSEE: COMMANDING OFFICER
ADDR 1 : 6490 SAUFLEY FIELD RD BLDG 2435
ADDR 2 : PENSACOLA FL
ZIP CODE : 32509-5241 ADDRESS ONLY: N IMPAC IND: Y

UIC: 60045 SBHD: SX: MAIL CODE: A130 LST UPD BY
UIC NAME: CNET CENTRALLY MANAGED
ADDRESSEE: CH NAVAL EDUCATION AND TRAINING KX90143
ADDR 1 : 250 DALLAS STREET
ADDR 2 : PENSACOLA FL
ZIP CODE : 32508-5220 ADDRESS ONLY: N IMPAC IND: Y

1-FPHelp 2-REFRESH 3-EXIT 7-BACKWARD 8-FORWARD 9-PRINT 12-CANCEL PF:
MAG+ 06/022
```

Type the UIC in the UIC field and hit enter. The address codes for the UIC will appear and the mail codes if more than one will show. Match it to the funding document to determine the address needed and determine the CODE to be used.

STARS-FL interface does not accept the performer mail code if other than blank so make sure your BCN or CUIC used in the JON is set up with DFAS to have a blank performer mail code. If your CUIC does not have a blank mail code set up as the performer – then you will need to contract DFAS to request that it be added.

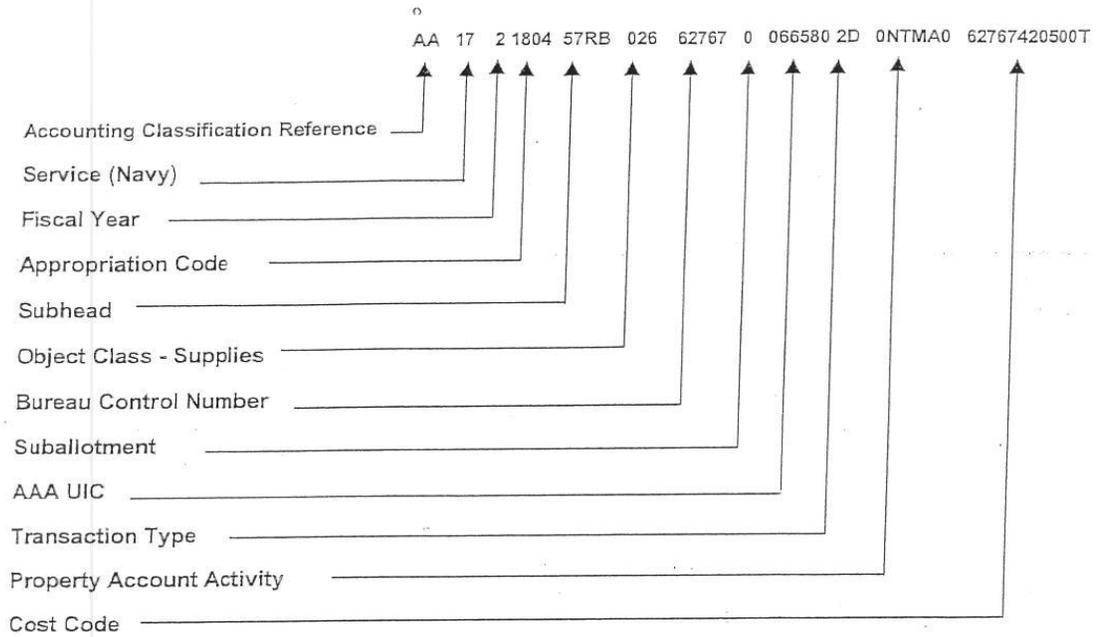
Grantor Funding Document

The Grantor LOA on the funding document provided will determine what Reimbursable Source Code and Service Code (DD Grantor Code) is used when setting up the Grantor record (Segment) in FASTDATA Web.

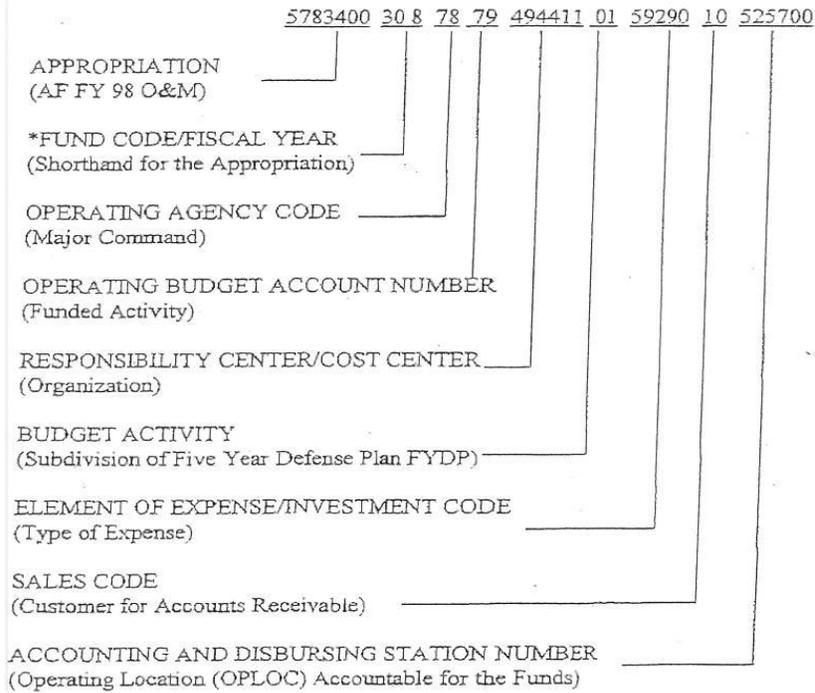
Breakdown of the LOA can be difficult if it is other than Navy. See examples of various breakdowns

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NAVY/MARINE CORPS LINE OF ACCOUNTING

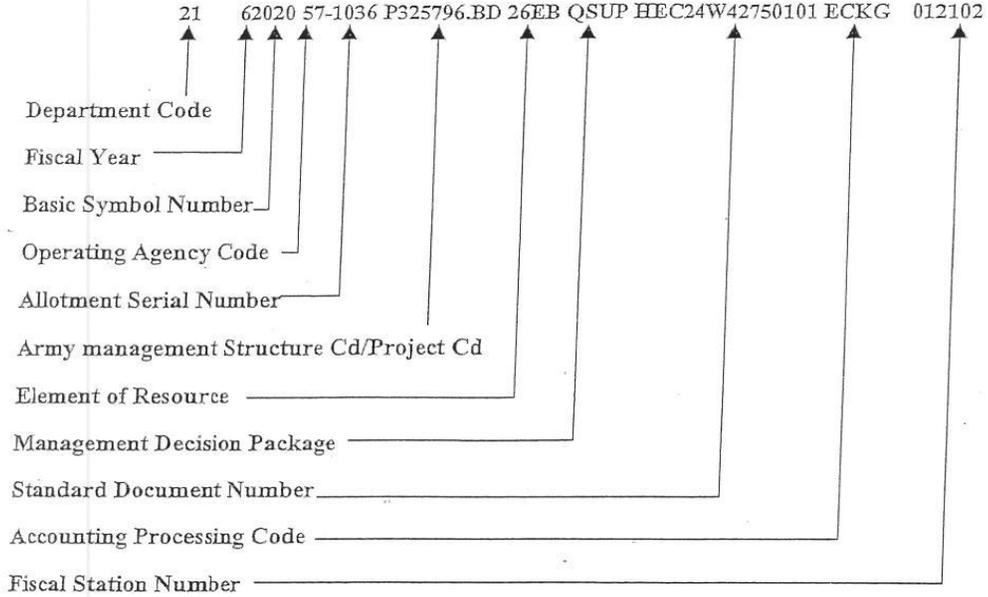


AIR FORCE OPERATIONS AND MAINTENANCE (O&M) ACCOUNTING CLASS



BUILD FINANCIAL FRAMEWORK

ARMY LOA DATA ELEMENTS

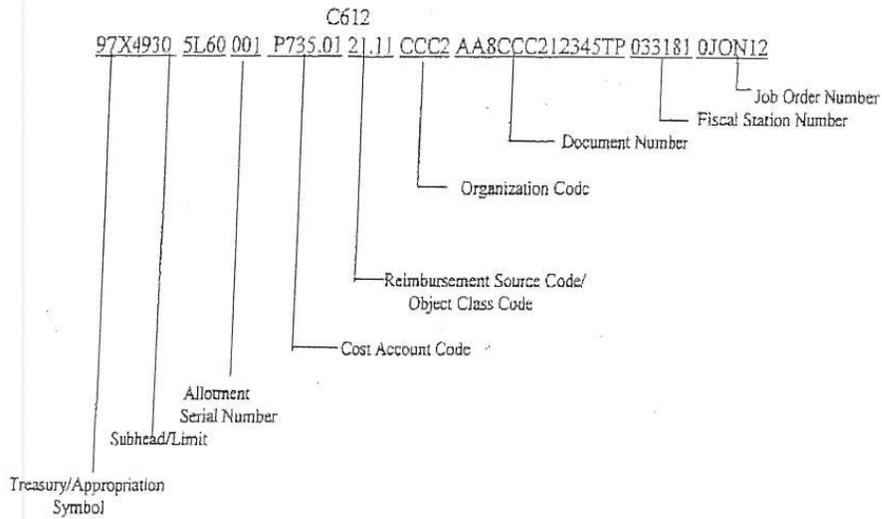


Department of Defense LOA Data Elements

Accounting Classification Structure

The DoD uses a standard accounting classification number to identify and report its financial transactions. The accounting classification is used for all accounting transactions involving appropriations.

The figure below illustrates the structure of an accounting classification. Each component will be described in detail.



BUILD FINANCIAL FRAMEWORK

**To create a new grantor use the funding document provided by the grantor:
'97' appropriation – RSC 3**

ORDER FOR WORK AND SERVICES - NAVCOMPT FORM 2275 (REV. 8-81)

N 0104-LF-702-2751 Page 1 of 1

1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE ATTACHED PAGE						2. DOCUMENT NUMBER N6890709WR1FA06		
3. REFERENCE NUMBER		4. FUNDS EXPIRE ON 09/30/2009		5. WORK COMPLETION DATE		6. DATE PREPARED 09/30/2008		7. AMENDMENT 00
8. FROM 68907 NAVY MEDICINE SUPPORT COMMAND P. O. BOX 140 JACKSONVILLE, FL 32212-0140 <i>68907</i>				9. FOR DETAILS CONTACT: MARGARET NAPIER 904 542-7200 X8238				
10. TO PENZA FRANK CABIGTING CODE N83 EXECUTIVE & ANALYSIS BRANCH 250 DALLAS STREET, BLDG. 628 PENSACOLA, FL 32508				11. MAIL BILLINGS TO: HQ0248 DEFENSE FINANCE & ACCTG SVCS 325 BROOKS RD ROME, N.Y. 13441				

12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS										
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	9790130	188D	000	68907	0	068688	2D	R1FA06	6890794M313Q	58.0

Grantor DCN: N6890709WR1FA06 ACRN AA
RSC – 3 – Funded other Defense Accounts SC(DD Grantor Code): 3- DOD
APPN: 090130 SBHD: 188D Object Class: 000
BCN: 68907 SA/OB Suffix: 0 AAA UIC: 68688
TT: 2D TI: 97 –Dept of Defense PAA Code: R1FA06
CC: 6890794M313Q Grantor UIC: 68907
Billing freq: M UIC Mail Code: (blank)
Report freq: Q Performer Mail Code: (blank)
Hardcopy: Carry Forward Reimbursable(block 9 expir funds date.)

Grantor Details

RC: M9 2009
 Segment Number: 9002 DCN: N6890709WR1FA06 ACRN: AA

Reimb Source: 3 - Funded Other Defense Accounts

Funds Expire: 9/30/2010

APPN: 090130 SubHead: 188D Object Class: 000

BCN: 68907 SA/OB Suffix: 0 AAA UIC: 68688

Transaction Type: 2D Treasury Index: 97 - Department of Defense PAA Code: R1FA06

Cost Code: 6890794M313Q Grantor UIC: 68907

Billing Frequency: Monthly UIC Mail Code:

Report Frequency: Quarterly Performer Mail Code:

Hardcopy: Carry Forward Reimbursable:

BUILD FINANCIAL FRAMEWORK

To verify the Grantor's LOA in STARS-FL CMET table, go to FASTDATA: MCMT

```

FP:                REG: PENP          STARS/FL          10/29/2010      LXA12S1
                  CENTRAL MASTER EDIT TABLE

      BEG  APPN      OB/          GAIN  TRANS  END  AAA  MAJ  CL
      FY  SYM  SBHD  BCN    SX    AG  AG CD  FY  UIC  CD
      11  1804  12ue  68864  -    57  00  FF  @@@@000  17
      FF  3845                21  00  FF  @@@@000  17
      FF  3845                17  00  FF  @@@@000  17
      FF  3870                75  00  FF  @@@@000  17
    
```

Type in all or part of the LOA on your funding document, then hit the Enter key.

```

FP:                REG: PENP          STARS/FL          10/29/2010      LXA1
                  CENTRAL MASTER EDIT TABLE

      BEG  APPN      OB/          GAIN  TRANS  END  AAA  MAJ  CL
      FY  SYM  SBHD  BCN    SX    AG  AG CD  FY  UIC  CD
      11  1804  12UE  68864  S    17  00  11  068892  12
      11  1804  12UE  68864  S    17  00  11  068892  12
      11  1804  12UH  68876                17  00  11  068892  12
      11  1804  12UN  31975                17  00  11  068892  12
      11  1804  12UN  31975  S    17  00  11  068892  12
      11  1804  12UR  42608                17  00  11  068892  12
    
```



This validates that the Grantor LOA is on the CMET table – when the Grantor data is established and associated to a JON in FASTDATA, then sent to STARS-FL the LOA will be validated in the CMET table and determine if your JON is acknowledged or returns with JON invalid based on invalid Grantor LOA. Pay close attention to the SA field in the Grantor's LOA, just because the Grantor cites a "zero" or "blank" on the RWO funding document does not mean it is correct.

While FD will accept nearly any data in the fields, STARS-FL does an edit check when the RWO JON is released. Check the Action Item Listing or File Inventory based on the timing of the AJ10 files.

One recommendation is to use the RWO Seg # as the Authorization # in FD. By doing this you can run a QMF query "REIM_ALL" in STARS-FL and validate status of funds between the two systems FD/SFL. Also, one of BUPERS Centrally Managed FA's uses a different OPTAR for each C/UIC in the JON.

If a RWO JON is rejected by STARS-FL and the FA needs to change Grantor fields, your INVALID JON must be in the "in error" or "incomplete" status. If you have your Automated JOB to "send JONS to STARS-FL" set to every 5 minutes you will not give the JON time to change to the IN ERROR status before it will be sent to STARS-FL again and change it to UNACKNOWLEDGED. Setting this automated job to 30 minutes or a little longer will allow time for the JON to change to the status that allows the edits to the Grantor.

BUILD FINANCIAL FRAMEWORK

Display an Existing Grantor

In the FA, select Funds Management, Build Financial Framework, Grantor Admin.

A list of all Grantors in the FA is displayed. Input a filter for the Segment Number, Grantor Document Number, or Grantor ACRN to limit the search results. Otherwise, click through the pages to find the Grantor desired.

Once the Grantor is located, click the Edit icon next to the Segment Number.

Grantor Administration - Summary

Filter

Segment Number: DCN: ACRN:

Results

PAGE: 1 2 >>

Delete	Edit	Segment Number	DCN	ACRN
		BG02	N0003012WR28138	AA
		FMST	N6804512WRX5108	AA
		GWO1	DSAM20348	AA
		GWOT	DSAM20272	AA
		IMET	N6804512WRX8108	AA
		KB01	N0003012WR28139	AA
		KB03	N0002412WX00742	AA
		MRTS	N6523612WX00803	AA
		NRTA	N0002412WX05122	AA
		NRTB	N0002411WX01096	AA

The Grantor details are displayed.

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Grantor Details

RC: 03 2012

Segment Number: GWO1 DCN: DSAM20348 ACRN: AA

Reimb Source: 3 - Funded Other Defense Accounts

Funds Expire: 9/30/2012

APPN: 110100 Service Code: 3 - DOD

BCN: SubHead: 1120 Object Class: 000

Transaction Type: 2D SA/OB Suffix: AAA UIC: 49447

Cost Code: DSAM20348 Treasury Index: 97 - Department of Defense PAA Code: 000000

Billing Frequency: Monthly Grantor UIC: 49447

Report Frequency: Quarterly UIC Mail Code: Performer Mail Code: Carry Forward Reimbursable:

Hardcopy:

Duplicate Save Close

Click Close to return to the Home screen.

Duplicate an Existing Grantor

In the FA, select Funds Management, Build Financial Framework, Grantor Admin.

A list of all Grantors in the FA is displayed. Find the desired Grantor and click the Edit icon.

Grantor Administration - Summary

Filter

Segment Number: DCN: ACRN:

Filter

Results

PAGE: 1 2 >>

Delete	Edit	Segment Number	DCN	ACRN
		BG02	N0003012WR28138	AA
		FMST	N6804512WRX5108	AA
		GWO1	DSAM20348	AA
		GWO2	DSAM20272	AA
		IMET	N6804512WRX8108	AA
		KB01	N0003012WR28139	AA
		KB03	N0002412WX00742	AA
		MRTS	N6523612WX00803	AA
		NRTA	N0002412WX05122	AA
		NRTB	N0002411WX01096	AA

Add Grantor Close

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The Grantor details are displayed. Click the Duplicate button.

The screenshot shows the 'Grantor Details' form with the following fields and values:

RC: 03 2012	DCN: DSAM20348	ACRN: AA
Segment Number: GWO1		
Reimb Source: 3 - Funded Other Defense Accounts		
Funds Expire: 9/30/2012	Service Code: 3 - DOD	
APPN: 110100	SubHead: 1120	Object Class: 000
BCN:	SA/OB Suffix:	AAA UIC: 49447
Transaction Type: 2D	Treasury Index: 97 - Department of Defense	PAA Code: 000000
Cost Code: DSAM20348	Grantor UIC: 49447	
Billing Frequency: Monthly	UIC Mail Code:	
Report Frequency: Quarterly	Performer Mail Code:	
Hardcopy: <input checked="" type="checkbox"/>	Carry Forward Reimbursable: <input type="checkbox"/>	

Below the form, a red arrow points to the 'Duplicate' button, with 'Save' and 'Close' buttons also visible.

A New Grantor screen is displayed, with certain elements carried over from the duplicated Grantor. Change/update fields as necessary, then click Save to save the new Grantor.

The screenshot shows the 'New Grantor' form with the following fields and values:

RC Fund: 03 2012	DCN: N6804512V/RX5108	ACRN: AA
Segment Number: FMST		
Reimb Source: 1 - Funded Intra-Appropriation		
Funds Expire: 9/30/2012	Service Code: 4 - Navy	
APPN: 121804	SubHead: 22M9	Object Class: 252
BCN: 68045	SA/OB Suffix: 0	AAA UIC: 68566
Transaction Type: 2D	Treasury Index: 17 - Department of the Navy	PAA Code: 68045
Cost Code: 680452X5108Q	Grantor UIC: 68045	
Billing Frequency: Monthly	UIC Mail Code: 0001	
Report Frequency: Quarterly	Performer Mail Code:	
Hardcopy: <input type="checkbox"/>	Carry Forward Reimbursable: <input type="checkbox"/>	

Below the form, 'Save' and 'Close' buttons are visible.

Click the Release button to Release the Financial Framework to the Site level. You can choose to either release at creation, or manually release using the "Release to Site" menu option to release one or multiple financial framework changes. Click close to return to the home screen.

Edit an Existing Grantor

In the FA, select Funds Management, Build Financial Framework, Grantor Admin. A list of all Grantors in the FA is displayed. Find the desired Grantor by filtering or clicking through the pages to find. Click the Edit icon next to the Segment Number to be edited.

BUILD FINANCIAL FRAMEWORK

Grantor Administration - Summary

Filter

Segment Number: DCN: ACRN:

Results

PAGE: 1 2 >>

Delete	Edit	Segment Number	DCN	ACRN
		BG02	N0003012WR28138	AA
		FMST	N6804512WRX5108	AA
		GW01	DSAM20348	AA
		GWOT	DSAM20272	AA
		IMET	N6804512WRX8108	AA
		1	N0003012WR28139	AA
		KB03	N0002412WX00742	AA
		MRTS	N6523612WX00803	AA
		NRTA	N0002412WX05122	AA
		NRTB	N0002411WX01096	AA

The Grantor details are displayed. Only certain fields are editable. Make any necessary changes and save.

Grantor Details

RC: 03 2012

Segment Number: IMET **DCN:** N6804512WRX8108 **ACRN:** AA

Reimb Source: 1 - Funded Intra-Appropriation

Funds Expire: 9/30/2012

APPN: 121804 **Service Code:** 4 - Navy

BCN: 68045 **SubHead:** 22M9 **Object Class:** 252

Transaction Type: 2D **SA/OB Suffix:** 0 **AAA UIC:** 68566

Cost Code: 680452X8108Q **Treasury Index:** 17 - Department of the Navy **PAA Code:** 68045

Billing Frequency: Monthly **Grantor UIC:** 68045

Report Frequency: Quarterly **UIC Mail Code:** 0001

Hardcopy: **Performer Mail Code:**

Carry Forward Reimbursable:

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Detaching JONs to Edit Grantor

Once a Grantor is attached to a job order number, only certain fields are editable. If a non-editable field needs to be updated, the associated job orders attached to the Grantor must be de-associated.

The first step to remove associated JONs, is to determine which JONs are tied to a specific grantor. In the FA, select Reports, Grantor. You can filter the report to only return data for specific sites, RCs, or OPTARs. Apply any desired filters, then click Run Report.

A report will be displayed by Segment Number, with each associated JON listed. We'll use Segment Number BG02 for this example. The Grantor Report tells us that JONs 684372RSPAR and 687012RSPAR are the two JONs we need to modify.

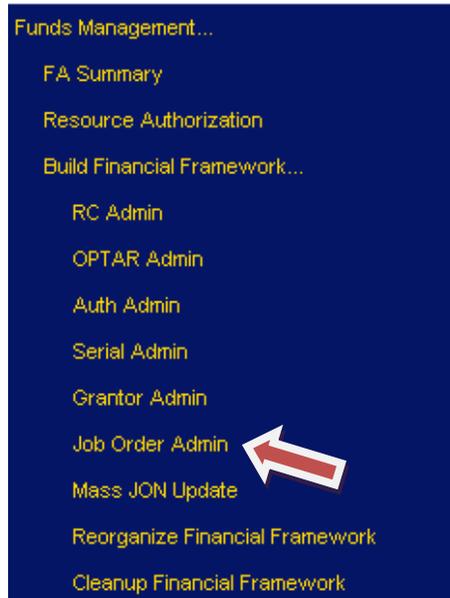
Grantor Report

Filter: FA N3597A, FY 2012

Seg No.	Grantor DCN	ACRN	Rmb Srce	Srv Cd	Funds Expire	Approp	Sub head	Obj Clss	BCN	SA/ OB Suff	AAA UIC	Trnx Type	Trs Idx	PAA Code	Cost Code	Grantor UIC	Bill Frq	Rpt Frq	UIC Mail Cd	Perf Mail Cd	Carry Fwd Reimb
BG02	N0003012WRX28138	AA	1	4	09/30/2012	121804	3D3D	253	VA031	0	68342	2D	17	000000	8030000000000	00030	M	Q	0005		N
Job Orders																					
684372RSPAR	KK NSA SPARES						03		BG		BG				\$0.00	\$3,791.57					\$3,791.57
687012RSPAR	KK NSA SPARES						03		KB		KB				\$0.00	\$19,129.35					\$19,129.35
Total:																					
															\$0.00	\$22,920.92					\$22,920.92
FMST	N6804512WRX5108	AA	1	4	09/30/2012	121804	22M9	252	68045	0	68566	2D	17	68045	680452X5108Q	68045	M	Q	0001		N
Job Orders																					
3597A2RFMST	KK FMS						03		SL		SL				\$0.00	\$41,778.76					\$41,778.76
Total:																					
															\$0.00	\$41,778.76					\$41,778.76
GWO1	DSAM20348	AA	3	3	09/30/2012	110100	1120	000			49447	2D	97	000000	DSAM20348	49447	M	Q			N
Job Orders																					
3597A2RGWO1	KK PERRY						03		SL		SL				\$36,273.08	\$0.00					\$36,273.08
Total:																					
															\$36,273.08	\$0.00					\$36,273.08

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Close the report and return to the Home screen in the FASTDATA FA. Select Funds Management, Build Financial Framework, Job Order Admin.



Input the job order number to filter the results, or click through the pages to find the job order. Click the Edit icon.



The JON details are displayed. Click on the Grantor tab.

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The screenshot shows a web application window titled "Job Order Details". It has a tabbed interface with four tabs: "General Information", "Accounting", "Special Data", and "Grantor". A red arrow points to the "Grantor" tab. The "General Information" tab is active, displaying the following fields:

- JON: 684372RSPAR
- JON Description: KK NSA SPARES
- Status: Acknowledged
- Local Code: PLR
- RC/OPTAR: 03/BG

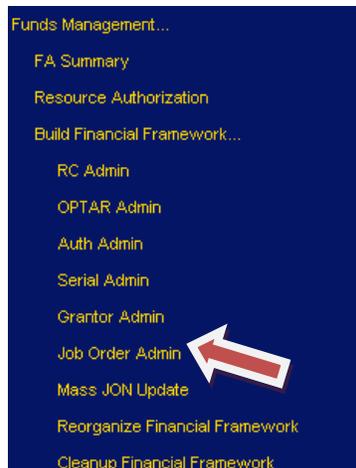
Remove the grantor attachment from the JON and save.

Job Order Admin

Use this menu option to add, modify, view, and delete job orders (JONs) from within the FA. User access to this menu option is defined by the System Administrator. To add, modify, and delete JONs, users must have Job Order Maintenance Update access.

Create a New Job Order

In the FA, click Funds Management, Build Financial Framework, Job Order Admin.



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A list of the JONs currently in the FA is displayed. Click Add Job Order.

The screenshot shows the 'Job Order Administration - Summary' window. It features a filter section at the top with dropdown menus for RC, OPTAR, Other Auth, Labor Auth, Job Order Number, and Matched Status, along with a 'Filter' button. Below the filter is a 'Results' section with a pagination bar showing 'PAGE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 >>'. The main area contains a table of JONs with columns for Delete, Edit, RC, OPTAR, Other Auth, Labor Auth, JON, Description, Other Cost, and Labor Cost. At the bottom of the window are 'Add Job Order' and 'Close' buttons.

Delete	Edit	RC	OPTAR	Other Auth	Labor Auth	JON	Description	Other Cost	Labor Cost
		TW	TW	TW0001	N/A	0002222CAT	TW CA 1960	0.00	0.00
		T2	FA	N/A	FALABR	000222A1CHB	FA FEHB JO 05	0.00	0.00
		T2	FA	N/A	FALABR	000222A1CSR	DA BUPERS SALARIES	0.00	10,794.01
		T2	FA	N/A	FALABR	000222A1CTP	DA DAP JO 05	0.00	0.00
		T2	FA	N/A	FALABR	000222A1FGL	DA FEGLIA 05	0.00	727.24
		T2	FA	N/A	FALABR	000222A1PHB	DA FEHB 05	0.00	14,730.05
		T2	FA	N/A	FALABR	000222A1FIC	DA FICA 05	0.00	12,454.19
		T2	FA	N/A	FALABR	000222A1FRS	DA FERS 05	0.00	24,593.26
		T2	FA	N/A	FALABR	000222A1LSP	DA PA LUMPSUM 05	0.00	0.00
		T2	FA	N/A	FALABR	000222A1LVE	DA LVCREDACEL 05	0.00	(73,668.72)



The Job Order details page is displayed. The screen is defaulted to the General tab. The general tab is the same for all JONs. The remaining tabs will vary based on the RC and corresponding appropriation type selected on the General tab.

General Information tab

The screenshot shows the 'Job Order Details' window with the 'General Information' tab selected. The 'New Job Order' section contains the following fields and options:

- JON:
- JON Description:
- Status:
- Local Code:
- RC/OPTAR:
- Other Authorization: Other Close Date:
- Other Cost:
- Labor Authorization: Labor Close Date:
- Labor Cost:
- Object Class Code: Promote to Outyear:
- Release to Site: Export to STARS-FL:

At the bottom of the window are 'Save' and 'Close' buttons.

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Fields for input:

- JON – Contains the user generated 11 character alphanumeric code identifying the accounting transaction. The first 5 characters are the UIC; the 6th character identifies the last digit of the fiscal year for which the JON is active; and the last 5 characters are the JON serial.
- JON Description – User defined description of the JON. **For BUPERS activities, the first 2 positions of the JON description must be the OLD SAG. Enter the OLD SAG, then a space to input a description specific to the JON.**
- Status – A system generated field based on the status of the JON. JON Status is discussed in more detail in the JON Status section on page 114.
- Local Code – A user-established code that identifies document types and groupings for reporting purposes.
- RC/OPTAR – A drop down box is provided to allow the user to select from valid RC/OPTAR combination from within the FA. The RC/OPTAR selection identified will determine the appropriation/LOA for the JON and whether it is Direct or Reimbursable.
- Set OPTAR – Click the Set OPTAR button after selecting the appropriate combination from the RC/OPTAR drop down box. Once the Set OPTAR button is pushed, the Other Authorization and Labor Authorization fields are activated.
- Other Authorization – A drop down list of available Authorizations, based on the RC/OPTAR selection, is provided. Authorizations in this category are classified as either Non-Labor or Both.
- Other Close Date – The date which the associated Other Authorization is closed to transactions.
- Other Cost – A system generated field to display the costs associated to the Non-Labor or Both charges against the JON. When creating a new JON this will always be zero since no costs have been associated to the JON yet.
- Labor Authorization – A drop down list of available Authorizations, based on the RC/OPTAR selection, is provided. Authorizations in this category are classified as Labor Only authorizations.
- Labor Close Date – The date which the associated Labor Authorization is closed to transactions.
- Labor Cost – A system generated field to display the costs associated to the Labor Only charges against the JON. When creating a new JON this will always be zero since no costs have been associated to the JON yet.
- Object Class Code – An element of the Accounting Classification long line of accounting (LOA). Except for reimbursement collection documents or expenditure transactions that affect the International Balance of Payments (IBOP), this three-character code will be 000 (zeros). Do not confuse the Object Class value with the OMB Object Class value – they are different.
- Promote to Outyear – A selection box to indicate if the JON should be forwarded to the outyear during the Promote Outyear process. If selected, the JON will be included in the following fiscal year financial framework. If you are creating a reimbursable JON that does not have Carry Over funding, be sure to deselect this box so that the JON does not roll into the following fiscal year.

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- Release to Site – A checkbox to show if the JON has been released to the Site. This box will not be checked until the “Release to Site” action has been performed, either on the JON screen or by using the separate Release to Site utility.
- Export to STARS-FL – A selection box to indicate if the JON should be transmitted to STARS-FL. If the JON status is Complete, the JON will be transmitted to STARS-FL when this box is selected. Once the JON is transmitted to STARS-FL, this box cannot be unchecked.

Accounting tab

The accounting tab is populated based on the appropriation of the RC selected on the General Information tab.

1. MPN JON Detail

The screenshot shows a window titled "Job Order Details" with four tabs: "General Information", "Accounting", "Special Data", and "Grantor". The "Accounting" tab is active. Inside the window, there is a sub-window titled "Job Order Details" containing the following fields:

- Funding Type: MPN Accounting
- Cost Center: NA
- Sub Cost Center: 80
- MIC: 72720
- Chargeable UIC: 6M600
- Direct Program Group: (empty field)

At the bottom of the sub-window are three buttons: "Duplicate", "Save", and "Close".

- Funding Type -Identifies the Funding Type as MPN (Military Personnel Navy).
- Cost Center –Two character code that identifies an organizational division for purposes of cost accumulation and distribution. Cost centers generally equate to departments, units, or squadrons and are subordinate to responsibility centers.
- Sub Cost Center -A two character code that further breaks down cost within a cost center for purposes of cost accumulation and distribution.
- MIC -A five character STARS-FL management information code(Used as a FAN code)
- Chargeable UIC -The five character Chargeable UIC identifies a functional unit under an OPTAR, such as a detachment, that may or may not have authority to enter obligation data depending on the command structure of the fund administering activity.
- Direct Program Group -A four character locally assigned code for cost accumulation under an OPTAR or Special Deposit number. This element does not display for reimbursable JON's. (Not required)

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The input required is similar to that in STARS for MPN JONs:

```

FP:                REG: PENP                STARS/FL                10/29/2010                LXJ19S1
JOB ORDER DISPLAY
MPN JOB ORDER MASTER DATA

JOB ORDER NR      APPN      SBHD      BCN      SA      AAA UIC      FAA UIC      CNTNGNCY CD
3426B 1 72720    111453    226M     00022     60566     00022

USER ID          CC/SCC          DESCRIPTION          MIC          SEGT          CHG
ROLL0257        NA80           SOUTH FLA ISSUE     72720       6M600

** REIMBURSABLE DATA **

COST CODE      OBJ      TRANS          CARRY      FNDS      REIM
CLS  PAA      TYPE  WRK REQ/PRJ ORD  FRWRD  EXP DT  SRC CD
                / /
    
```

2. Allotment JON Detail

- Funding Type -Identifies the type of the appropriation, based on the RC's System Code value. For Allotment type RC's, this protected value is Allotment Accounting.
- Cost Center -A required two-character code that identifies an organizational division for purposes of cost accumulation and distribution. Cost centers generally equate to departments, units, or squadrons and are subordinate to responsibility centers. After the JON has been exported to STARS-FL, you can edit this value if necessary.
- Sub Cost Center -A optional two-character code that further breaks down cost within a cost center for purposes of cost accumulation and distribution. After the JON has been exported to STARS-FL, you can edit this value if necessary. You must assign a Cost Center prior to entering a Sub Cost Center.
- MIC -A five-character STARS-FL management information code. After the JON has been exported to STARS-FL, you can modify this value.
- PAA Code -The Property Accounting Activity code is the six-character code that identifies the UIC of the activity acquiring plant property when funds being charged are an OPN allotment or a National Guard Reserve Investment appropriation. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).

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- Chargeable UIC -The five-character Chargeable UIC identifies a functional unit under an OPTAR, such as a detachment, that may or may not have authority to enter obligation data depending on the command structure of the fund administering activity. For an Allotment JON, this value is the associated RC's BCN. After the JON has been exported to STARSFL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- Task Assignment -A STARS-FL code that identifies a task. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- Allotment OPTAR -Identifies the Allotment OPTAR. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- Budget Fund -A STARS-FL code that identifies a budget fund. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- Functional Account Number -A five digit number used to classify an Allotment transaction's purpose. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- Program Element -A six-character code indicating a more detailed breakdown of major programs. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- Direct Program Group -A four-character locally assigned code for cost accumulation under an OPTAR or Special Deposit number. This element does not display for reimbursable JON's.
- Stores Limitation - Used with the Cost Account value in O&MN and Allotment JON's to limit the JON's use to a specific purpose and Expense Element. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).

The input required is similar to that in STARS for Allotment JONs:

```

FP:                REG: PEMP          STARS/FL          10/29/2010    LXJ115
                    JOB ORDER - DISPLAY
                    ALLOTMENT JOB ORDER MASTER DATA

JOB ORDER NR      APPN      SBHD      BCN      SA      AAA UIC      FAA UIC      CNTNGNCY CD
68322 1 0PQ11     111810    P7YP      68322    0        68566        68322

CHG               CC/SCC      STRS
UIC               LMC         LIM CD      SEGT      DESCRIPTION      MIC
68322             0PQ2

OPTAR             BGT         PGM         FUNC
000              FUN         ELEMENT     ACCT
00000            000000     000000     NUMBER
00000            000000     000000     00000

TSK              USER ID
ASSIGN           KXT0311

MOBIS PROGRAM
    
```

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3. O&MN JON Detail

The screenshot shows the 'Job Order Details' window with the 'Accounting' tab selected. The 'Funding Type' is 'RMS (O&MN and DBOF)'. Other fields include 'Cost Center: BZ', 'Sub Cost Center: IA', 'Contingency Code: OIF000', 'Chargeable UIC: 00022', 'Function: 8', 'Cost Account: SOIF', 'MOBIS Program', 'Program Element', 'Direct Program Group', 'Housing', 'Public Works', 'Flying Hours', 'Plant Property', 'Ships Maintenance', 'Tab A/B', 'Labor Class', and 'Stores Limitation: None'. Buttons for 'Duplicate', 'Save', and 'Close' are at the bottom.

- Funding Type -Identifies the type of the funding based on the RC's System Code value. For OMN type RC's, this protected value is RMS Operations (OMN and DBOF funding).
- Cost Center -A required two character code that identifies an organizational division, such as a department or squadron, for purposes of cost accumulation and distribution. Cost centers are subordinate to responsibility centers. After the JON has been exported to STARS-FL, you can edit this value if necessary.
- Sub Cost Center -An optional two character code that further breaks down cost within a cost center for purposes of cost accumulation and distribution. After the JON has been exported to STARS-FL, you can edit this value if necessary. You must assign a Cost Center prior to entering a Sub Cost Center.
- Contingency Code – A six character field to capture the SFIS Contingency Code, a data element needed for Cost of War/GWOT funds tracking and reporting. After the JON has been exported to STARS-FL, you can edit this value if necessary.
- Chargeable UIC -The five character Chargeable UIC identifies a functional unit under an OPTAR, such as a detachment, that may or may not have authority to enter obligation data depending on the command structure of the fund administering activity. For an OMN JON, this value is the associated RC's BCN. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- Function -Identifies a code designed to collect expense and gross adjusted obligation information required by DOD and to fulfill the management requirements of the Navy and Marine Corps. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In error) or New (In Error).
- Subfunction -Identifies a further breakdown of the Function Code. A value of Z denotes a Reimbursable association. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- Cost Account -A four character code that identifies the purpose of the cost, such as a managerial expense classification. After the JON has been exported to STARS-FL,

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this value will be protected unless the JON status is Modified (In Error) or New (In Error).

- SAG -A two character Subactivity Group code identifies breakouts of financial data in accounting for expenses and gross adjusted obligations contained in operating budgets and financed by OMN appropriations. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).

The input required is similar to that required in STARS for O&MN JONs:

```

FP:                REG: PENP          STARS/FL          10/29/2010      LXJ13S1
                                JOB ORDER DISPLAY
                                O&MN JOB ORDER MASTER DATA

JOB ORDER NR      APPN      SBHD      OB      SX      AAA UIC      FAA UIC      CHNGNCY CD
39008 1 MN1BE    111804    22N5     66715   0         68566     66715

CHG  CC/SCC  STRS          LBR CLS
UIC  LMC    LIM CD  FC  SFC  SAG  CD  MOBIS PROGRAM  MIC  USER ID
39008 AMN7          D   1   1L          MOBIS PROGRAM  MIC  ROLL0257

                                (*Y* = YES; BLANK = NO)
DESCRIPTION      MEPR CAC  CY SG SEGT  PLT PROP  HSG FLY HRS SHP MNT PUB WKS TAB
RC:ADM STAF TVL          IRC0 1          IND  IND  IND  IND  IND  A/B

                                ** REIMBURSABLE DATA **

COST CODE      OBJ      TRANS          CARRY  FNDS      RETM
CLS  PAA      TYPE  WRK REQ/PRJ ORD  FRWRD  EXP DT  SRC CD
/ /
    
```

4. RDTE JON Detail

The screenshot shows the 'Job Order Details' window with the 'Accounting' tab selected. The form contains the following fields and values:

- Funding Type: RDT&E Accounting
- Cost Center: B2
- MIC: (empty)
- PAA Code: 068566
- Project Number: 1767
- RDTE Job Order Type: None (dropdown)
- Cost Account: 1D60
- Program Element: (empty)
- Direct Program Group: (empty)
- Housing:
- Plant Property:
- Labor Class: (empty)
- Stores Limitation: None (dropdown)
- Sub Cost Center: YB
- Contingency Code: (empty)
- Chargeable UIC: 00124
- Task Area: 000
- Investment Code: None (dropdown)
- Signal:
- Public Works:
- Flying Hours:
- Ships Maintenance:
- Tab A/B:

Buttons at the bottom: Duplicate, Save, Close.

- Funding Type -Identifies the type of the funding based on the RC's System Code value. For OMN type RC's, this protected value is RMS Operations (OMN and DBOF funding).
- Cost Center -A required two character code that identifies an organizational division, such as a department or squadron, for purposes of cost accumulation and distribution. Cost centers are subordinate to responsibility centers. After the JON has been exported to STARS-FL, you can edit this value if necessary.

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- Sub Cost Center -An optional two character code that further breaks down cost within a cost center for purposes of cost accumulation and distribution. After the JON has been exported to STARS-FL, you can edit this value if necessary. You must assign a Cost Center prior to entering a Sub Cost Center.
- MIC -A five-character STARS-FL management information code. After the JON has been exported to STARS-FL, you can modify this value.
- Contingency Code – A six character field to capture the SFIS Contingency Code, a data element needed for Cost of War/GWOT funds tracking and reporting. After the JON has been exported to STARS-FL, you can edit this value if necessary.
- PAA Code -The Property Accounting Activity code is the six-character code that identifies the UIC of the activity acquiring plant property when funds being charged are an OPN allotment or a National Guard Reserve Investment appropriation. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- Chargeable UIC -The five-character Chargeable UIC identifies a functional unit under an OPTAR, such as a detachment, that may or may not have authority to enter obligation data depending on the command structure of the fund administering activity. For an Allotment JON, this value is the associated RC's BCN. After the JON has been exported to STARSFL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- Project Number – A specific project number for the RDT&E line of accounting.
- Task Area – A specific task area for the RDT&E line of accounting.
- Program Element – A six character code that indicates a more detailed breakdown of major programs. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- Cost Account -A four character code that identifies the purpose of the cost, such as a managerial expense classification. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- RDTE JONS do not require the description field to contain the first two digits as the OLD SAG.

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The input required is similar to that required in STARS for RDT&E JONs:

```
FP:                REG: PENP                STARS/FL                07/31/2012                LXJ1251
JOB ORDER DISPLAY
RDT&E JOB ORDER MASTER DATA

JOB ORDER NR      APPN      SBHD      OB      SX      AAA UIC      FAA UIC      CNTNGNCY CD
00124 2 YB045    121319    P627    00124    0      68566      00124

CHG  CC/SCC  STRS
UIC  LMC     LIM CD  SEGT   MIC     USER ID
00124 B2YB

DESCRIPTION      NR      TSK      JO      INVMT      CAC      PLT PROP ('Y'=YES;
COMMAND TRAINING 1767    000      TYPE CD   CD        IND      BLANK='NO')

** REIMBURSABLE DATA **

COST CODE      OBJ      TRANS      CARRY      FNDS      REIM
CLS  PAA      TYPE      WRK REQ/PRJ ORD  ACNRN  FRWRD  EXP DT  SRC CD
/ /
```

Grantor Tab

When the selected JON is for an O&MN, MPN, RDTE, OPN or RPN RC with a reimbursable OPTAR, the Grantor tab is available. On the Grantor tab, you can select the Reimbursable Grantor. Other values are protected and are created and maintained via the Grantor Administration-Summary page. After the JON has been exported to STARS-FL, you cannot change the JON's Reimbursable Grantor.

For reimbursable JONs the Sub Function must be "Z".

The screenshot shows the 'Job Order Details' window with the 'Accounting' tab selected. The 'Funding Type' is 'RMS (O&MN and DBOF)'. The 'Cost Center' is 'XS' and the 'Sub Cost Center' is 'AC'. The 'MIC' field is empty. The 'PAA Code' is empty. The 'Function' is 'A'. The 'Cost Account' is 'SFMS'. The 'MOBIS Program' and 'Program Element' are empty. The 'Housing' checkbox is unchecked. The 'Plant Property' checkbox is unchecked. The 'Labor Class' is empty. The 'Stores Limitation' is set to 'None'. The 'Chargeable UIC' is '68045'. The 'Sub Function' is 'Z'. The 'SAG' is '1K'. The 'MEPRS' is empty. The 'Signal' checkbox is unchecked. The 'Public Works', 'Flying Hours', 'Ships Maintenance', and 'Tab A/B' checkboxes are all unchecked. At the bottom, there are 'Duplicate', 'Save', and 'Close' buttons.

Select the Grantor tab to see a list of available Grantors. Click the button under the "Grantor" column to select a grantor for the JON. To view details of the Grantor, place your mouse over the sunglasses icon. The details will be displayed in a blue pop-up window.

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The screenshot shows a software interface with a list of grantors on the left and a 'Grantor Details' pop-up window on the right. The list of grantors includes:

<input type="radio"/>	1008	N4019211WRA0001 AA
<input type="radio"/>	1009	N6112811WR001N2 AA
<input type="radio"/>	1010	N6339411WX00091 AA
<input type="radio"/>	1011	N6146311WR00110 AA
<input type="radio"/>	1013	N0042111WX00114 AA
<input type="radio"/>	1014	N6554011WX00016 AA
<input type="radio"/>	1015	N6134011WX00035 AA
<input type="radio"/>	1016	N0042111WX00058 AA
<input type="radio"/>	1018	N6340211WR00012 AA
<input type="radio"/>	1019	N0001211WRD1104 AA
<input type="radio"/>	1020	N0001211WRD1101 AA
<input type="radio"/>	1021	N0001211WRD1103 AA
<input type="radio"/>	1022	N0001211WRD1102 AA
<input type="radio"/>	1023	N0001211WRD1105 AA
<input type="radio"/>	1024	N4044211WR90027 AA
<input type="radio"/>	1025	N6247311WRR0008 AA
<input type="radio"/>	1026	N0042111WX00115 AA
<input type="radio"/>	1027	N6804511WENETCF AA
<input type="radio"/>	1028	N6804511WENETCO AA

The 'Grantor Details' window is open, showing the following information:

Reimb Source: #	N0001211WRD1101 AA
Service Code: 3	N0001211WRD1103 AA
Funds Expire: 9/30/2011	N0001211WRD1102 AA
Appropriation: XX8242	N0001211WRD1105 AA
SubHead: 0001	N4044211WR90027 AA
Object Class: 000	N6247311WRR0008 AA
BCN: 00076	N0042111WX00115 AA
SA/OB Suffix:	N6804511WENETCF AA
AAA UIC:	N6804511WENETCO AA
Transaction Type: 2D	
Treasury Index: 11	
PAA Code: 000000	
Cost Code: 000000000000	
Grantor UIC: 68045	
Billing Frequency: M	
UIC Mail Code:	
Report Frequency: Q	
Performer Mail Code:	
Hardcopy: Y	
Carry Forward: y	
Reimbursable:	

Buttons for 'Save' and 'Close' are visible at the bottom of the 'Grantor Details' window.

Once the appropriate grantor is selected, click Save to save the JON changes.

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JON Status

After saving a JON, the status on the General tab will be updated to one of the following values. When creating a JON, the status must show as New (Complete) for the JON to be transmitted to STARS-FL. A list of the JON statuses and descriptions are below:

Status -Identifies the selected JON's status. [JON Status Values](#)

JON Status	Indicates
New (Incomplete)	A new JON created in FASTDATA that is lacking required STARS-FL data. JON's with this status cannot be exported to STARS-FL.
New (Complete)	A new JON created in FASTDATA that contains all required STARS-FL values and has not been exported to STARS-FL.
New (Unacknowledged)	A new JON created in FASTDATA that contains all required STARS-FL values and has been exported but not yet acknowledged by STARS-FL.
New (In Error)	A new JON returned from STARS-FL that contains accounting data errors.
New (unacknowledged) but modified	Is available for Export and after Export the Status will be Modified (unacknowledged).
Acknowledged	A valid JON imported from STARS-FL; also, a valid JON containing all required STARS-FL values that has been exported to STARS-FL and acknowledged by STARS-FL. All JON's that originate from STARS-FL import into FASTDATA with this status value.
Modified (Complete)	A previously acknowledged JON that has been changed since being returned from STARS-FL, that contains all required STARS-FL data, and that has not been exported to STARS-FL since being modified.
Modified (Unacknowledged)	A previously acknowledged JON that has been changed since being returned from STARS-FL, that contains all required STARS-FL data, and that has been exported to but not yet acknowledged by STARS-FL, since being modified.
Modified (In Error)	An existing JON returned from STARS-FL without errors, but that has since been changed and now contains at least one error. This status allows you to make certain changes to correct the JON.
Modified (unacknowledged)	Is available for Export and after Export the Status will be Modified (unacknowledged).
Deleted	Is available for Export and after Export the Status will be Deleted/Exported.
Deleted/Exported	Is not available for Export and the JON can be deleted.

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Releasing JONs to the Site

Once a JON is created at the FA level, it must be released by the site in order for the JON to be used in transactions at the site level. There are two methods to releasing a JON to the Site:

1. Release at creation:
 - After the JON is saved, you can click the "Release" button to send the JON to the site.
 - Note that the JON is still in New status and has not been Acknowledged by STARS. If you want to wait to send the JON down until it has been acknowledged, follow the steps in item 2.

The screenshot shows the 'Job Order Details' window with the 'General Information' tab selected. The form contains the following fields and values:

- JON: 00076212345
- JON Description: EQ N00 TVL
- Status: New (Complete)
- Local Code: (empty)
- RC/OPTAR: ML / ML (dropdown menu)
- Other Authorization: A8
- Other Cost: 0.00
- Labor Authorization: Unmatched
- Labor Cost: 0.00
- Object Class Code: 000
- Release to Site:
- Promote to Outyear:
- Export to STARS-FL:

At the bottom of the form, there are four buttons: Duplicate, Save, Release, and Close. A red arrow points to the 'Release' button.

- After the JON is released, you will see a check mark in the "Release to Site" box.

This screenshot shows the same 'Job Order Details' window after the 'Release' button has been clicked. The 'Release to Site' checkbox is now checked, and a red arrow points to it. The other fields and values remain the same as in the previous screenshot.

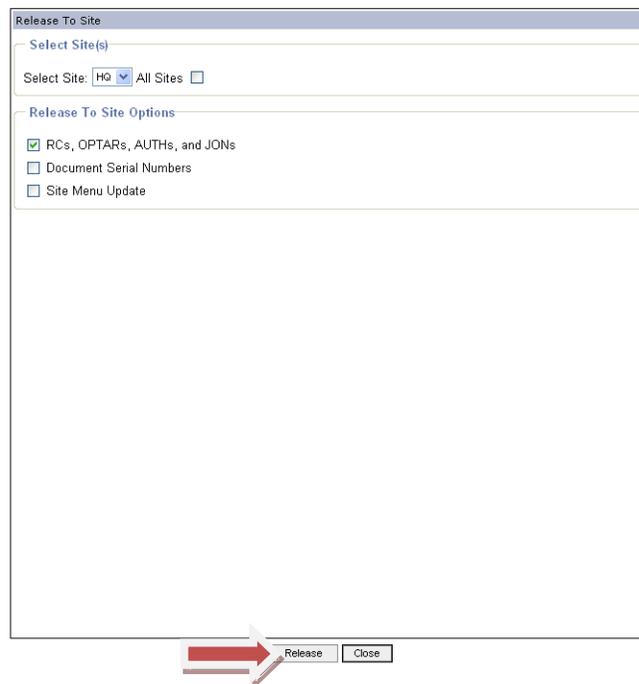
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2. Release at a later time:

- In the FA, select Funds Management, Release to Site



- Select the desired site from the top drop down menu, then click to place a check mark in the RCs, OPTARs, AUTHs, and JONs box. Then click Release.

A screenshot of a dialog box titled "Release To Site". It has two main sections. The first section, "Select Site(s)", contains a "Select Site:" dropdown menu with "HQ" selected and an "All Sites" checkbox. The second section, "Release To Site Options", contains three checkboxes: "RCs, OPTARs, AUTHs, and JONs" (checked), "Document Serial Numbers" (unchecked), and "Site Menu Update" (unchecked). At the bottom right, there are "Release" and "Close" buttons. A red arrow with a white outline points to the "Release" button.

- This will send any newly created JONs to the site that have not already been released.

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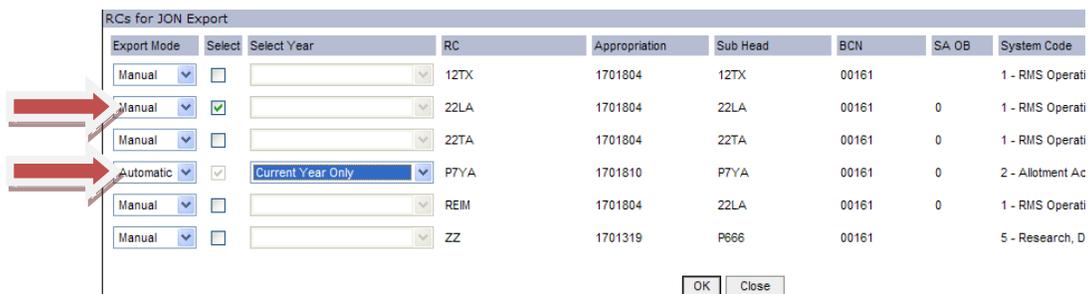
Transmitting JONS to STARS-FL

- Job Orders will flow to STARS-FL based on the setting in your automated jobs. This is set in the File Manager, Automated Jobs, "Send JONS to STARS-FL". Acknowledgement will come back from STARS-FL as valid or invalid and will appear on the Action Item Listing Report if not acknowledged showing the error message, and also in the File Manager under the JON_invalid report. If the automated process is set to every 5 minutes and the JON is invalid, there will not be enough time to get the JON into the ERROR status to be able to edit the necessary fields. Keep that in mind when determining the frequency of sending the JONS to STARS-FL.
- Job Orders can be deleted in FASTDATA and sent to STARS-FL. The user would include them in the JON export to STARS-FL as an action code of "D". The JONS will be deleted after the processing of the valid JON report in the file inventory coming from STARS-FL.
- RDT&E and MPN JONS can be built in FASTDATA, and can be identified as either direct or reimbursable. The valid/invalid report from STARS-FL will come back to FASTDATA in the File Inventory.
- Export JON to STARS-FL – This is covered in File Manager Section

Go to File Manager/Select RCs for JON Export



There are two options for sending JONS to STARS-FL, Manual or Automatic.



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- If you have this process set to Manual – then each time a new JON is set up or modified you will have to go to this function, check mark select by the RC the JON(s) reside in that need to export and Select OK.
- If you have this process set to Automatic for Current year only, ALL FYs, Outyear, Current year and Outyear then it will be already selected and will export your JON(s) the next time the automated JOBS "Send JONS to STARS-FL" is set to run.

Note: Once the Out Year is promoted within FASTDATA, you must have the Select Year option set to either "Current Year Only" or "Current Year and All Prior Years". If you have any of the other options selected, you will begin transmitting JONS for the upcoming FY before STARS-FL is ready to accept them. This will result in all sent JONS having to be recoded to trigger again when STARS-FL will allow new JONS for the upcoming FY.

After JONS have been sent to STARS, you can view the details of the files in the File Inventory.

- Go to File Manager/File Inventory to view the AJ10 file that is the outgoing file sending your new or modified JONS to STARS-FL. FILTER to the AJ10.

The screenshot shows the 'Search for Files' interface with the following filter criteria:

- File Type Name: AJ10
- File Type Description: (empty)
- Status: (empty)
- Site: (empty)
- FY: (empty)
- Inbound/Outbound: (empty)
- Date Received: (empty)
- Archive: Not Archived
- Source External System: (empty)
- Sort Order: Date Received
- Order: Ascending

The 'Results' section shows 'PAGE: 1' and a table titled 'Incoming/Outgoing File Inventory Results':

File Type Name (Click to view)	Physical File Name	File Type Description	Datetime Received into Raw Data	Status	Datetime Processed into FASTDATA	Source External System	Inbound/Outbound	Site	FY	Archived	Transaction Amount	Record Count
AJ10	AJ10	STARS-FL Job Order Export	10/16/2009 13:09:25	PRCSD	10/16/2009 13:09:26		Outbound		2010		\$0.00	19
AJ10	AJ10	STARS-FL Job Order Export	10/07/2009 15:14:58	PRCSD	10/07/2009 15:14:58		Outbound		2010		\$0.00	24

- The file going up to STARS-FL will show all the JONS being sent.

The 'Raw Data' window shows the following details:

- File Name: AJ10
- Date/Time: 2009-10-16 13:09:25.0
- Status: PRCSD
- Type: AJ10
- FA: B00161

The 'Results' section shows a large table of raw data records. The first few rows are:

Rec	10	20	30	40	50	60	70	80	90	100	110	12
1	FASTDATA0	01810BC02ZB	A10180422	L	A00161068	566001616	102AZ1JL	labor	for	Smith	S1106102	17
2	FASTDATA0	01810BC11ZB	A10180422	L	A00161068	566001616	111AZ1JL	labor	for	Cowart	S1106111	97
3	FASTDATA0	01810BCAAZB	A10180422	L	A00161068	566001615	3AFZ1JUN	LABOR	WATERSS	S1106101	96	3
4	FASTDATA0	01810BCABZB	A10180422	L	A00161068	566001616	102AZ1JUN	labor		Smith	S1106102	17
5	FASTDATA0	01810BCACZB	A10180422	L	A00161068	566001616	103AZ1JUN	labor		Cowart	S1106103	17
6	FASTDATA0	01810BCAEZB	M10180422	L	A00161068	566001616	105AZ1JUN	LABOR	FOR	POS1	S1106105	97
7	FASTDATA0	01810BCAJZB	M10180422	L	A00161068	566001616	110AZ1JUN	LABOR	ZIEGL	ES1106110	97	3505105
8	FASTDATA0	01810BCAKZB	A10180422	L	A00161068	566001616	111AZ1JUN	labor		Cowart	S1106111	97
9	FASTDATA0	01810BCAQZB	A10180422	L	A00161068	566001616	117az1JUN	labor		Ander	S1106117	17
10	FASTDATA0	01810BCAVZB	A10180422	L	A00161068	566001616	122az1JUN	labor		Niewe	S1106122	80
11	FASTDATA0	01810BCAXZB	A10180422	L	A00161068	566001616	124AZ1JUN	LABOR	FOR	MORS	S1106124	97
12	FASTDATA0	01810BD02ZB	A10180422	L	A00161068	566001616	01AZ1JL	labor	for	Burfi	S1106001	49
13	FASTDATA0	01810BDABZB	A10180422	L	A00161068	566001616	01AZ1JUN	labor		Burfi	S1106001	49
14	FASTDATA0	01810BG04ZB	A10180422	L	A00161068	566001616	02AZ1JU4-	LABOR			S1106002	70
15	FASTDATA0	01810ZAAVZB	M10180422	L	A00161068	566001616	104AZ1U	TRAVEL			S1106104	97
16	FASTDATA0	01810ZABMZB	A10180422	L	A00161068	566001616	103AZ1U	TRAVEL			S1106103	17
17	FASTDATA0	01810ZABPZB	A10180422	L	A00161068	566001616	01AZ1U	TRAVEL			S1106001	49
18	FASTDATA0	01810ZABRZB	A10180422	L	A00161068	566001616	102AZ1U	TRAVEL			S1106102	17
19	FASTDATA0	01810ZABVZB	A10180422	L	A00161068	566001616	122AZ1JU4-	TRAVEL			S1106122	80

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- To View the Invalid reports coming back from STARS-FL – FILTER to AJ10_Invalid.

Search for Files

Filter

File Type Name: AJ10_INVALIDJO File Type Description: Status: Site: FY: Inbound/Outbound: Date Received: Archive: Not Archived Source External System: Sort Order: Date Received Ascending Descending

Filter

Results PAGE: 1

Incoming/Outgoing File Inventory Results

File Type Name (click to view)	Physical File Name	File Type Description	Datetime Received into Raw Data	Status	Datetime Processed into FASTDATA	Source External System	Inbound/Outbound	Site	FY	A
AJ10_INVALIDJO	proc_JONERROR_B00161-20091016-131640.2009-10-16-13-16-40	Invalid JONs Feedback Report from STARS-FL	10/16/2009 13:16:41	PRCSD	10/16/2009 14:58:54		Inbound			

- Click on file name to open and view the error messages. These will also appear on the Action Item Listing Report showing the error messages.

Raw Data

File Name: proc_JONERROR_B00161-20091016-131640.2009-10-16-13-16-40
Date/Time: 2009-10-16 13:16:41.0
Status: PRCSD
Type: AJ10_INVALIDJO
FA: B00161

Search Criteria

Record # Fm:
Record # To:
Keyword/pattern:

Results

Rec	10	20	30	40	50	60	70	80	90	100	110
1	001610ZABRZ	JOB ORDER ALR EADY EXIST S									B00161
2	001610ZABVZ	MAIL CODE FOR GRNT UJC DOES NOT EXIST									B00161

- To view the VALID report FILTER to AJ10_Valid. A list of all those sent in the AJ10 file that validate in STARS-FL will be on this report and it will change the JON status to Acknowledged. Once Valid report acknowledges the JON this would not appear on the Action Item Listing Report.

Raw Data

File Name: proc_JONVALID_B00161-20100119-124320.2010-01-19-12-43-20
Date/Time: 2010-01-19 12:43:21.0
Status: PRCSD
Type: AJ10_VALJO
FA: B00161

Search Criteria

Record # Fm:
Record # To:
Keyword/pattern:

Results

Rec	10
1	001610BC75ZB00161
2	001610BCDJZB00161
3	001610ZADVZB00161

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*****Remember if you are setting up a NEW JON to be used in the Authorization transfer of the 010/121 DO NOT add the funds to the New Authorization until the JON has validated to the acknowledge status with STARS-FL.**

Display an Existing Job Order

In the FA, select Funds Management, Build Financial Framework, Job Order Admin.

The Job Order Admin – Summary screen is displayed. You can select appropriate filters from the drop down boxes for RC, OPTAR, Auth, or Status. You can also input a Job Order Number or part of a Job Order Number with a wildcard to narrow the results. Click Filter to apply.

Job Order Administration - Summary

Filter

RC: [v] OPTAR: [v] Other Auth: [v] Labor Auth: [v] Job Order Number: [v] Matched Status: [v]

Filter

Results

PAGE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 >>

Delete	Edit	RC	OPTAR	Other Auth	Labor Auth	JON	Description	Other Cost	Labor Cost
		LB	LB	N/A	LB	00076200333	EQ	0.00	0.00
		ML	ML	A8	N/A	00076200E00	EQ N00 TVL	2,899.71	0.00
		LB	LB	N/A	LB	00076200LVA	EQ LVE ACCELERAT	0.00	(7,037.27)
		ML	ML	A8	N/A	00076200Q00	EQ	85.67	0.00
		LB	LB	N/A	LB	00076200TCE	EQ	0.00	0.00
		LB	LB	N/A	LB	00076200TCU	EQ	0.00	0.00
		LB	LB	N/A	LB	00076200U00	EQ DIRECT LBR	0.00	43,628.73
		LB	LB	N/A	LB	00076200UCE	EQ COMPT EARNED	0.00	0.00
		LB	LB	N/A	LB	00076200UCT	EQ COMPT TAKEN	0.00	0.00
		LB	LB	N/A	LB	00076200UFB	EQ FRINGE	0.00	0.00

Add Job Order Close

Click the book icon under the Edit column to view the details of the JON.

Job Order Administration - Summary

Filter

RC: [v] OPTAR: [v] 2002 [v] Labor Auth: [v] Job Order Number: [v] Matched Status: [v]

Filter

Results

PAGE: 1

Delete	Edit	RC	OPTAR	Other Auth	Labor Auth	JON	Description	Other Cost	Labor Cost
		MLR	MLR	2002	N/A	000762BRACF	ML	0.00	0.00

Add Job Order Close

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The JON details are displayed. Click on any of the tabs to view details.

The screenshot shows a web application window titled "Job Order Details". It has four tabs: "General Information" (selected), "Accounting", "Special Data", and "Grantor". The main content area is titled "Job Order Details" and contains the following fields:

- JON: 000762BRACF
- JON Description: ML
- Status: Acknowledged
- Local Code: [empty text box]
- RC/OPTAR: ML/MLR
- Other Authorization: 2002
- Other Cost: 0.00
- Labor Authorization: N/A
- Labor Cost: 0.00
- Object Class Code: 000
- Release to Site:
- Other Close Date: [empty date picker]
- Labor Close Date: [empty date picker]
- Promote to Outyear:
- Export to STARS-FL:

At the bottom of the form are three buttons: "Duplicate", "Save", and "Close".

When finished viewing, click Close to return to the JON filter screen.

Duplicate an Existing Job Order

This feature will allow you to create a new JON using fields already populated on an existing JON.

In the FA, select Funds Management, Build Financial Framework, Job Order Admin.

The Job Order Admin – Summary screen is displayed. You can select appropriate filters from the drop down boxes for RC, OPTAR, Auth, or Status. You can also input a Job Order Number or part of a Job Order Number with a wildcard to narrow the results. Click Filter to apply.

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Click the book icon under the Edit column to view the details of the JON.

Job Order Administration - Summary

Filter

RC: OPTAR: Other Auth: Labor Auth: Job Order Number: Matched Status:

Filter

Results

PAGE: 1

Delete	Edit	RC	OPTAR	Other Auth	Labor Auth	JON	Description	Other Cost	Labor Cost
		ML	MLR	2002	N/A	000762BRACF	ML	0.00	0.00

Add Job Order Close

The JON details are displayed. Click the Duplicate button.

Job Order Details

General Information Accounting Special Data Grantor

Job Order Details

JON: 000762BRACF

JON Description: ML

Status: Acknowledged

Local Code:

RC/OPTAR: ML/MLR

Other Authorization: 2002 Other Close Date:

Other Cost: 0.00

Labor Authorization: N/A Labor Close Date:

Labor Cost: 0.00

Object Class Code: 000 Promote to Outyear:

Release to Site: Export to STARS-FL:

Duplicate Save Close

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A new Job Order input screen is displayed, already populated with the data elements (other than the unique JON field) from the duplicated JON. Input the new job order number and change any necessary elements, then save.

The screenshot shows a 'Job Order Details' window with a 'General Information' tab. The 'New Job Order' section contains the following fields and values:

- JON: [Empty text box]
- JON Description: ML
- Status: New (Incomplete)
- Local Code: [Empty text box]
- RC/OPTAR: ML / MLR (dropdown menu) with a 'Set OPTAR' button
- Other Authorization: 2002
- Other Cost: 0.00
- Labor Authorization: N/A
- Labor Cost: 0.00
- Object Class Code: 000
- Release to Site: [Unchecked checkbox]
- Other Close Date: [Empty date field] with a calendar icon
- Labor Close Date: [Empty date field] with a calendar icon
- Promote to Outyear: [Checked checkbox]
- Export to STARS-FL: [Checked checkbox]

Buttons for 'Save' and 'Close' are located at the bottom of the form.

Edit an Existing Job Order

Based on the status of the JON, you will only be able to edit certain fields. Before the JON is transmitted to STARS, you can change most fields, but once it is sent, updates are restricted.

Note: If you are making changes to multiple JONs, you may wish to use the Mass JON Update or Advanced Mass JON Update features instead of updating each JON individually.

In the FA, select Funds Management, Build Financial Framework, Job Order Admin.

The Job Order Admin – Summary screen is displayed. You can select appropriate filters from the drop down boxes for RC, OPTAR, Auth, or Status. You can also input a Job Order Number or part of a Job Order Number with a wildcard to narrow the results. Click Filter to apply.

Click the book icon under the Edit column to view the details of the JON.

The Job Order details are displayed. You can make changes to any of the available fields to transmit to STARS-FL. Click Save once all needed changes are input.

BUILD FINANCIAL FRAMEWORK

Job Order Details

General Information | Accounting | Special Data | Grantor

Job Order Details

JON: 000762BRACF

JON Description: ML

Status: Acknowledged

Local Code:

RC/OPTAR: ML/MLR

Other Authorization: 2002 Other Close Date:

Other Cost: 0.00

Labor Authorization: N/A Labor Close Date:

Labor Cost: 0.00

Object Class Code: 000 Promote to Outyear:

Release to Site: Export to STARS-FL:

Duplicate Save Close

The JON status will change based upon the newly edited fields. The status should show as “Modified (Complete)” in order to transmit the changes to STARS-FL. You will need to reference the section on Transmitting JONs to STARS-FL to send JON edits.

Note: Some JON elements can only be changed when no costs are associated to the JON. If a data element needs updating that is unavailable, remove the associated costs and then edit the needed fields.

Delete an Existing Job Order

Job orders can be deleted in FASTDATA and sent to STARS. JONs can only be deleted when no costs are associated.

In the FA, select Funds Management, Build Financial Framework, Job Order Admin.

The Job Order Admin – Summary screen is displayed. You can select appropriate filters from the drop down boxes for RC, OPTAR, Auth, or Status. You can also input a Job Order Number or part of a Job Order Number with a wildcard to narrow the results. Click Filter to apply.

When the desired JON is found, click the trash can icon under the Delete column.

Job Order Administration - Summary

Filter:

RC: OPTAR: Other Auth: Labor Auth: Job Order Number: Matched Status:

2002

Filter

Results

PAGE: 1

Delete	Edit	RC	OPTAR	Other Auth	Labor Auth	JON	Description	Other Cost	Labor Cost
		ML	MLR	2002	N/A	000762BRACF	ML	0.00	0.00

Add Job Order Close

BUILD FINANCIAL FRAMEWORK

A pop-up window will appear asking if you are sure you want to delete the JON. Click OK to continue.



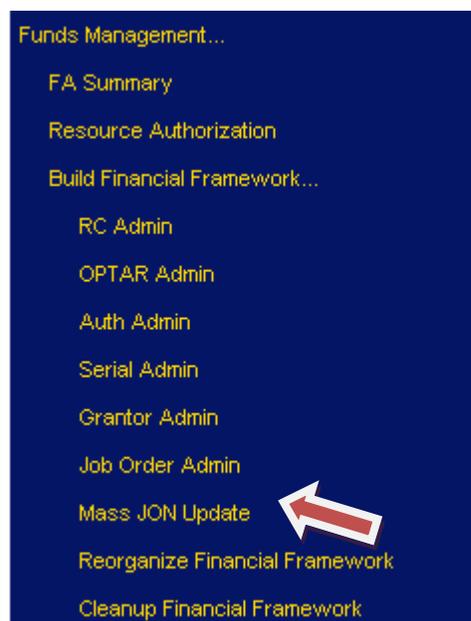
The JON will be deleted from FASTDATA. To send the deletion action to STARS-FL, you will need to reference the section on Transmitting JONs to STARS-FL.

Mass JON Update/Advanced Mass JON Update

Mass JON Update

Mass JON Update allows users to input changes to multiple JONs from one screen. All users who have access to Job Order Maintenance have access to Mass JON Update.

To access Mass JON Update, click Funds Management, Build Financial Framework, Mass JON Update. When opening the Mass JON Update menu option, a list of all JONs within the FA are displayed, along with available filter options.



BUILD FINANCIAL FRAMEWORK

Job Order - Mass Update

Filter

JON Type: O&MN	OPTAR:	Site:
RC:	Cost Center:	Job Order Number:
Department:	Sub Cost Center:	JON Status:
Symbol:	Sub Activity Group:	Export to STARS:
Subhead:	Function:	Local Code:
BCN:	Sub Function:	Object Class Code (BOP):
SAJOB Suffix:	Cost Account Code:	Promote to Outyear:
	MEPRS:	Release to Site:
	Program Element:	

Sort Order: FA ID Ascending Descending

Results

PAGE SIZE: 10 25 50 100 250

PAGE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 >>

* Delete	Move	FA ID	FY	RC	Dept	Symbol	Subhead	BCN	SA/OB Suffix	AAA	JON	JON Description	JON Status	Export to STARS	Local Code	Object Class Code (BOP)	Promote to Outyear
		N00022	2012	TW	17	1804	22CA	00022	0	068566	000222TWCFR	TW TVL CRF	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>
		N00022	2012	TW	17	1804	22CA	00022	0	068566	000222TW210	TW TERRORISM	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>
		N00022	2012	TW	17	1804	22CA	00022	0	068566	000222TW251	TW TERRORISM	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>
		N00022	2012	TW	17	1804	22CA	00022	0	068566	000222TW257	TW TERRORISM	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>
		N00022	2012	TW	17	1804	22CA	00022	0	068566	000222C1211	TWIA OEF OTHER	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>
		N00022	2012	TW	17	1804	22CA	00022	0	068566	000222TW1FN	TW FUNDING JON	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>
		N00022	2012	TW	17	1804	22CA	00022	0	068566	000222TWDJB	TW MOBIOEFDJB	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>
		N00022	2012	TW	17	1804	22CA	00022	0	068566	000222CC1FN	CC FUNDING JON	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>
		N00022	2012	TW	17	1804	22CA	00022	0	068566	000222CC253	CC OCIE RIF ISS	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>

The default page size is set to 10 JONs per screen. Adjust the page size to view more JONs at one time. Any updates made to JON details MUST BE SAVED before proceeding to another page. If not saved, changes will be lost and not updated in FASTDATA.

Input desired filters and click "Filter" to narrow results. Input any needed JON changes in the applicable fields at the bottom of the screen and SAVE.

Advanced Mass JON Update

Advanced mass JON update access should only be provided to select personnel. Changes can be applied to ALL JONs with just a few clicks.

To access the Advanced Mass JON Update utility, click Funds Management, Build Financial Framework, Mass JON Update. The screen displays very similar to the normal Mass JON Update utility, however, there is an additional section in the middle titled "Advanced Mass Update".

BUILD FINANCIAL FRAMEWORK

Job Order - Mass Update

Filter

JON Type: O&MN
 RC:
 Department:
 Symbol:
 Subhead:
 BCN:
 SA/OB Suffix:

OPTAR: BL
 Cost Center:
 Sub Cost Center:
 Sub Activity Group:
 Function:
 Sub Function:
 Cost Account Code:
 MEPRS:
 Program Element:

Site:
 Job Order Number:
 JON Status:
 Export to STARS:
 Local Code:
 Object Class Code (IBOP):
 Promote to Outyear:
 Release to Site:

Sort Order: FA ID
 Ascending
 Descending

Filter Clear

Advanced Mass Update

Set: JON Description
 To:

Where: ...
 and JON Type = O&MN

Mass Update

Results

PAGE SIZE: 10 25 50 100 250

PAGE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 >>

SA/OB	Export to	Local	Object Class Code	Promote to	Release
-------	-----------	-------	-------------------	------------	---------

The filter options will apply to both the Results section and the Advanced Mass Update. The "Where" statement to the right of the Advanced Mass Update display box will show the statement of filters applied. For example, filtering on OPTAR "BL" would display a statement such as this:

Advanced Mass Update

Set: JON Description
 To:

Where: ...
 and JON Type = O&MN
 and OPTAR = BL

Mass Update

Results

PAGE SIZE: 10 25
 PAGE: 1 2 >>

Delete	Move	FA ID	FY	RC	Dept	Symbol	Subhead	BCN	SA/OB Suffix	AAA	JON	JON Description	JON Status	Export to STARS	Local Code	Object Class Code (IBOP)	Promote to Outyear	Release to Site	OPTAR	OPTAR Description	Site ID	Site Description
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PE11	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLED ADP SUP-N6	N6	TECHNOLOG
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PP11	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLED ADP SUP-N6	N6	TECHNOLOG
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PQ11	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLED ADP SUP-N6	N6	TECHNOLOG
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PQ12	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLED ADP SUP-N6	N6	TECHNOLOG
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PQ13	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLED ADP SUP-N6	N6	TECHNOLOG
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PQ14	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLED ADP SUP-N6	N6	TECHNOLOG
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PQ15	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLED ADP SUP-N6	N6	TECHNOLOG
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PS11	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLED ADP SUP-N6	N6	TECHNOLOG
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PT11	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLED ADP SUP-N6	N6	TECHNOLOG
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PTT1	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLED ADP SUP-N6	N6	TECHNOLOG

Save Close

BUILD FINANCIAL FRAMEWORK

To apply a change, determine the appropriate field to update from the "Set" drop down box. For this example, we will set our description to V2 for all JONS.

Advanced Mass Update

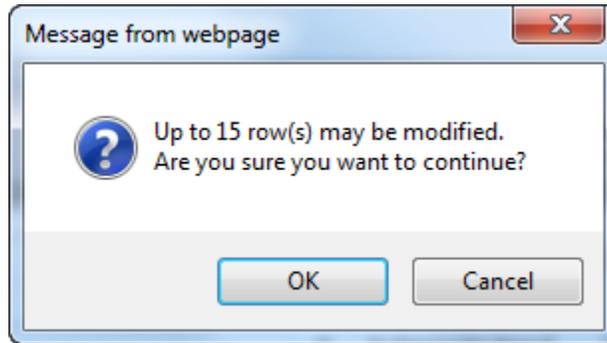
Set: JON Description Where: ...
 To: V2 and JON Type = O&MN
 and OPTAR = BL

Results

PAGE SIZE: 10 25
PAGE: 1 2 >>

* Delete	Move	FA ID	FY	RC	Dept	Symbol	Subhead	BCN	SA/OB Suffix	AAA	JON	JON Description	JON Status	Export to STARS	Local Code	Object Class Code (IBOP)	Promote to Outyear	Release to Site	OPTAR	
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PE11	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLU
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PP11	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLU
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PQ11	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLU
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PQ12	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLU
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PQ13	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLU
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PQ14	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLU
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PQ15	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLU
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PS11	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLU
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PT11	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLU
		N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PTIT	L2	6 - Acknowledged	<input checked="" type="checkbox"/>		000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BL	VOLU

Be sure that you have applied the necessary filters and that you have input the desired results correctly. There is NO UNDO for this feature. Click "Mass Update" to apply changes. A message will appear indicating how many rows/JONs are going to be updated. Click OK to continue on and process the changes, or Cancel to stop the change and return to the previous screen.



*****Note: Changes made via mass update cannot be undone. Changes will be applied and saved as soon as you hit the OK button. It is vital to ensure that you have applied the appropriate filters and input the correct information before processing any changes.**

BUILD FINANCIAL FRAMEWORK

The JONs displayed will reflect the changes just applied.

Results

PAGE SIZE: 10 25
PAGE: 1 2 >>

#	Delete	Move	FA ID	FY	RC	Dept	Symbol	Subhead	BCN	SA/OB Suffix	AAA	JON	JON Description	JON Status	Export to STARS	Local Code
			N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PE11	V2	7 - Modified (Complete)	<input checked="" type="checkbox"/>	
			N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PP11	V2	7 - Modified (Complete)	<input checked="" type="checkbox"/>	
			N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PQ11	V2	7 - Modified (Complete)	<input checked="" type="checkbox"/>	
			N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PQ12	V2	7 - Modified (Complete)	<input checked="" type="checkbox"/>	
			N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PQ13	V2	7 - Modified (Complete)	<input checked="" type="checkbox"/>	
			N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PQ14	V2	7 - Modified (Complete)	<input checked="" type="checkbox"/>	
			N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PQ15	V2	7 - Modified (Complete)	<input checked="" type="checkbox"/>	
			N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PS11	V2	7 - Modified (Complete)	<input checked="" type="checkbox"/>	
			N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PT11	V2	7 - Modified (Complete)	<input checked="" type="checkbox"/>	
			N68322	2012	N7	17	1804	22N7	68322	0	068566	6832222PTIT	V2	7 - Modified (Complete)	<input checked="" type="checkbox"/>	

Reorganize Financial Framework

The need to reorganize Financial Framework often occurs in the Outyear or the first quarter of the fiscal year when the framework is not yet finalized. The purpose of this functionality is to allow users (FAs) to reorganize their financial framework. Associated dollars are not moved automatically but must be a manual, conscious effort completed by the user. FA user should review the reorganization performed to determine what adjustments may be required due to the move.

Three scenarios that may require a Reorganization of Financial Framework are:

1. Move a Job Order from one RC/OPTAR/ Auth/Site to another.
2. Move an Auth from one OPTAR/Site to another.
3. Move an OPTAR from one RC/Site to another.

The user (FA) needs to understand their framework and exactly what is trying to be accomplished.

The fields which are required for each of the scenarios listed above:

Scenario 1 - Move a Job Order from one RC/OPTAR/ Auth/Site to another:

The user (FA) will enter a Job Order Number and click "Set Job Order". This will populate the From RC, OPTAR, Auth, and Site fields. The user will enter all of the To information - RC, OPTAR, Auth, and Site. The RC and Site must already exist. The To OPTAR value may or may not exist for the RC/Site. If it doesn't, the From OPTAR will be replicated. If the To Auth doesn't exist for the To RC/OPTAR/Site, the From Auth will be replicated. A JON can't be associated with both a labor and non-labor Auth. There can't be a document which references a different JON.

Scenario 2 - Move an Auth from one OPTAR/Site to another:

BUILD FINANCIAL FRAMEWORK

The user (FA) will enter the From RC, OPTAR, Auth, and Site information. They all must already exist. The user must enter all of the To information. The RC and Site must exist, and the OPTAR may or may not exist, and will be replicated if it doesn't. However, in this case the To Auth must not already exist.

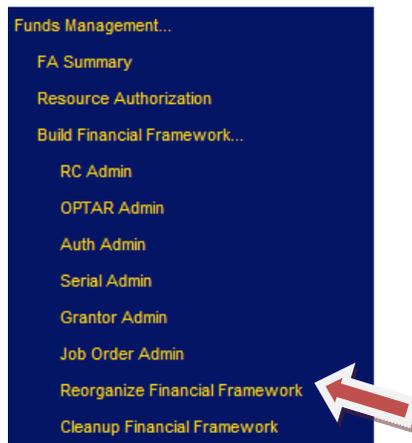
Scenario 3 - Move an OPTAR from one RC/Site to another:

The user (FA) will enter the From RC, OPTAR, and Site. They all must already exist. The user must enter all of the To information except for the Auth. The RC and Site must exist, but the OPTAR must not already exist.

The validations common to all of the scenarios:

- The From and To Sites must both have a value, or must both be blank.
- There can be no ACRN for the From OPTAR that references a different OPTAR for any of the documents.
- There can be no ACRN for the From Auth that references a different Auth for any of the documents.
- The From System Code must match the To value.
- The From Direct/Reimburse Code must match the To value.
- All of the From values can't be the same as the To Values.

In the FA, select Funds Management, Build Financial Framework, Reorganize Financial Framework



The Reorganize Financial Framework window is displayed. We will go through Scenario 1, listed above – moving a JON from one OPTAR to another.

BUILD FINANCIAL FRAMEWORK

Reorganize Financial Framework	
FROM	TO
Job Order: <input type="text"/>	<input type="text"/>
RC: <input type="text"/>	RC: <input type="text"/>
OPTAR: <input type="text"/>	OPTAR: <input type="text"/>
Auth: <input type="text"/>	Auth: <input type="text"/>
Site: <input type="text"/>	Site: <input type="text"/>

Input the Job Order in the FROM Job Order field. Click Set Job Order to populate the remaining fields in the FROM section.

Reorganize Financial Framework	
FROM	TO
Job Order: <input type="text" value="63226224100"/>	<input type="text"/>
RC: <input type="text" value="3A"/>	RC: <input type="text"/>
OPTAR: <input type="text" value="24"/>	OPTAR: <input type="text"/>
Auth: <input type="text" value="240100"/>	Auth: <input type="text"/>
Site: <input type="text" value="24"/>	Site: <input type="text"/>

Next, input the elements to change in the TO section. When all data elements are completed, click the Save button.

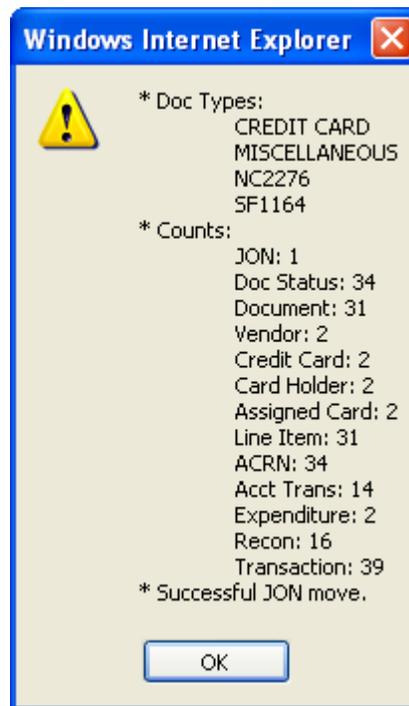
Reorganize Financial Framework	
FROM	TO
Job Order: <input type="text" value="63226224100"/>	<input type="text"/>
RC: <input type="text" value="3A"/>	RC: <input type="text" value="3A"/>
OPTAR: <input type="text" value="24"/>	OPTAR: <input type="text" value="25"/>
Auth: <input type="text" value="240100"/>	Auth: <input type="text" value="250100"/>
Site: <input type="text" value="24"/>	Site: <input type="text" value="25"/>

A pop-up window will appear, listing the JON to be moved. Click OK to continue.



BUILD FINANCIAL FRAMEWORK

After processing, another pop-up window will appear, listing the details of the move. This will include the total number of documents, document types, etc. The last item will state that the move was successful. Click OK.



If for any reason the system could not complete the move, a list of errors will be displayed.

If using Scenario 2 or 3 to move an OPTAR or Authorization, leave the JON field blank and only input the required fields in the FROM section.

Close to return to the Home screen.

BUILD FINANCIAL FRAMEWORK

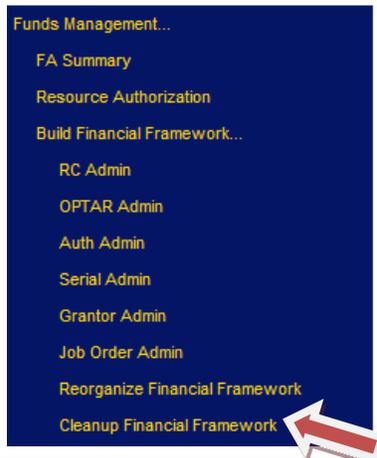
When moving JONs from labor/non-labor/Both authorizations, the following rules apply:

FROM:	TO:	ALLOWED:
Labor	Non-Labor	No, error message: From Auth is Labor, To Auth must be labor
Labor	Both	No, error message: From Auth is Labor, To Auth must be labor
Non-Labor	Labor	No, error message: From Auth is not labor, To Auth cannot be labor
Labor	Both	Yes
Both	Non-Labor	Yes, unless JON has EE/1 or EE/U in ACRN record. Error message: The JON has ACRNs that cannot be moved from Both to Non-labor
Both	Labor	Yes, unless JON has EE/U in ACRN. Error message: The From Auth is not labor, the To Auth cannot be labor
Labor	Labor	Yes

Cleanup Financial Framework

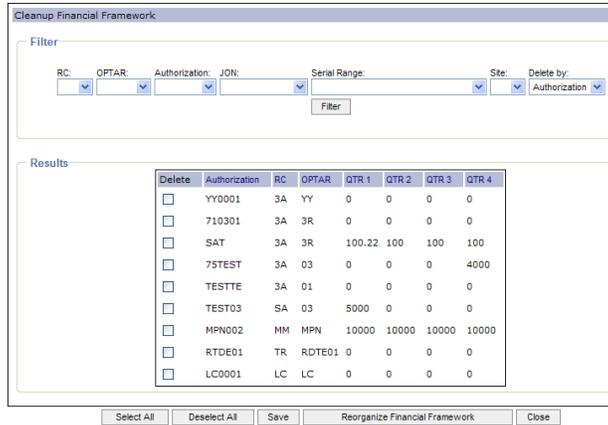
The need to delete existing framework sometimes occurs during the active fiscal year or in the Outyear. The system will determine which records are available for cleanup. Records that are eligible for deletion will appear along with the parent records. If a parent record is selected for deletion and its child record(s) is also selected, the parent record may be deleted.

In the FA, select Funds Management, Build Financial Framework, Cleanup Financial Framework.



BUILD FINANCIAL FRAMEWORK

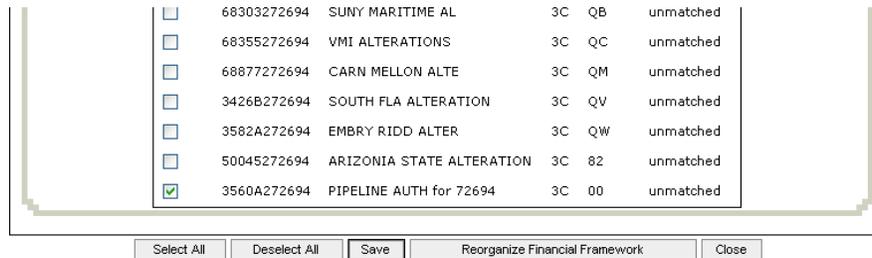
The Cleanup Financial Framework screen is displayed. You can filter through the items to narrow your selection. Note that the last column, "delete by" limits the items displayed to only that item type. For example, in the image below, only Authorizations eligible for deletion are displayed.



This process will provide for deletion by Serial Range, JON, Authorization, OPTAR, or RC. At the level selected in the filter only the records with no child records will be listed and the information that identifies the records. If an Authorization is selected to delete and a JON is associated it will not allow the delete. Start at the lowest level to delete. JONS with costs will not appear on the list to allow a deletion.

If an authorization has funds attached to it and is deleted, FA user will have to adjust the funds to make them correct in the FA.

After using the filters to find the desired item to delete, place a check in the Delete column and click Save.



A message will appear letting you know if the deletion was successful.

If you are unable to delete an item from the Cleanup Financial Framework utility, a helpdesk ticket will need to be created with the FASTDATA CDA. The CDA will be able to make the deletion for you, as long as no lower-level framework exists (or is valid).

BUILD FINANCIAL FRAMEWORK

Questions

What are the Build Financial Framework functions in Funds Management?

What are the steps to perform the RC Admin, OPTAR Admin, Auth Admin, Serial Admin, Grantor Admin, Job Order Admin, Reorganize Financial Framework, and Cleanup Financial Framework functions?

Practice

New framework from RC down is required to manage a further breakdown of an existing RC in the FA. Set up this framework with a direct OPTAR, and one serial range for all SDNs. Only one JON is required at this time for this breakdown.

RELEASE TO SITE

Introduction

This lesson will illustrate the steps required to Release to Site which is a new process in the FA.

Objectives

Define the Release to Site process.

Outline the steps necessary to the Release to Site process.

Lesson

Release to Site in new in FASTDATA Web is the process used to send the Financial Framework to the Site(s). This function is under the Funds Management Menu in the FA.



Use the Release to Site page to release FASTDATA information to selected sites. Access to this page is defined by the System Administrator. Users with **Update Funds** Access can release site data while users with a **No Funds Access** cannot open the Release to Site page.

Select Funds Management/Release to Site

A screenshot of a web form titled 'Release To Site'. The form has a light blue header. Below the header, there is a section titled 'Select Site(s)' with a dropdown menu labeled 'Select Site:' showing '01' and an 'All Sites' checkbox. Below this is a section titled 'Release To Site Options' with three checkboxes: 'RCs, OPTARs, AUTHs, and JONs', 'Document Serial Numbers', and 'Site Menu Update'. All checkboxes are currently unchecked.

RELEASE TO SITE

- **Select Site**

Select a site from the drop-down list to release information to a single site or select All Sites if you wish to release the information you have selected to all sites associated with the FA.

****Caution when selecting a new Site or ALL Sites – wait for the screen to blink to make sure it is ready for your updates to be completed.**

Release to Site Options-

- **RCs, OPTARs, AUTHs, and JONs**

Selecting this checkbox will flag RCs (responsibility centers), OPTARs, authorization Auths), and job order numbers (JONs) for release to the selected site(s).

- **Document Serial Numbers**

Selecting this checkbox will releases document serial range numbers for the selected site ID. Any new ranges, updates or deactivated ranges would need to be released to the Site here.

- **Site Menu Update**

Selecting this checkbox will releases updates to the Site Menu.

When Site Menu Update is checked, the bottom of the screen will populate with the document types authorized to use by the Site. You can select all, deselect all or individual types you do not use at the Site(s).

Release To Site

Select Site(s)

Select Site: 01 All Sites

Release To Site Options

RCs, OPTARs, AUTHs, and JONs

Document Serial Numbers

Site Menu Update

Select/Unselect Document Types for Release

System Assigned Memo Documents

<input checked="" type="checkbox"/> CIVILIAN LABOR	<input checked="" type="checkbox"/> CREDIT CARD
<input checked="" type="checkbox"/> DD1131 - Cash Collection Voucher	<input checked="" type="checkbox"/> DD1149 - Requisition and Invoice/Shipping Document
<input checked="" type="checkbox"/> DD1155 - Purchase or Delivery Order	<input checked="" type="checkbox"/> DD1348 - MILSTRIP Requisition
<input checked="" type="checkbox"/> DD1348-6 - MILSTRIP Requisition Long Form	<input checked="" type="checkbox"/> DD1556 - Training Request, Authorization, Agreement
<input checked="" type="checkbox"/> DD1610 - Travel Order TAD Only	<input checked="" type="checkbox"/> DD282 - Printing/Requisition Order
<input checked="" type="checkbox"/> DD448 - Military Interdepartmental Purchase Request	<input checked="" type="checkbox"/> EXPENDITURE NON-PRECEDED
<input checked="" type="checkbox"/> FUEL CHIT	<input checked="" type="checkbox"/> GSA DOCUMENT
<input checked="" type="checkbox"/> MISCELLANEOUS	<input checked="" type="checkbox"/> NAVPERS 1320/16 - Travel Order TAD Only
<input checked="" type="checkbox"/> NC2061 - Utility Invoice/Certification	<input checked="" type="checkbox"/> NC2275 - Order for Work and Services
<input checked="" type="checkbox"/> NC2276 - Request for Contractual Procurement	<input checked="" type="checkbox"/> NC2276A - Order for Work and Services
<input checked="" type="checkbox"/> SF1034 - Public Voucher for Purchases and Service	<input checked="" type="checkbox"/> SF1164 - Claim for Reimbursement
<input checked="" type="checkbox"/> SF182 - Authorization, Agreement, Certification of Training	<input checked="" type="checkbox"/> SF30 - Modification of Contract
<input checked="" type="checkbox"/> SF44 - Purchase Order/Invoice Voucher	

Select All Unselect All Reset

Release Close

When the Site creates a new document the Site MENU they see to create a specific document type. If it is not checked on this screen and released to the Site they will not see it. If a Site user contacts the FA and is only able to see two or three specific document types – this is where the FA needs to fix the menu and then when completed – Select RELEASE.

RELEASE TO SITE

Any document types no longer used by the command – example SF44, Fuel Chit, DD1556, etc can be unchecked on the menu and they will not show at the Site level then.

Release - Select Release to send the information you have selected to the site(s).

Or

Close - Select Close will exit the Release to Site page.

When release is selected, another screen will appear showing the results of the release and the option to send email notifications to selected personnel.

Release To Site Status

Results

- ▶ Document Serial Numbers successfully released to site
- ▶ RCs, OPTARs, Auths, JONs, successfully released to site
- ▶ Document Types successfully released to site

Email Notification

Choosing 'Send' will generate an E-mail notification to be sent to the selected recipients

- ANGELICA.CURIEL.CTR@NAVY.MIL
- BRENDA.HINSON@NAVY.MIL
- SASBJORNSEN@CHANGEARCHTECT.NET
- SONEILL@CHANGEARCHTECT.NET
- TIARRA.WILLIAMS@DFAS.MIL
- WILLIAM.COWLING@NAVY.MIL

Send Close

Select SEND or Select Close to exit without sending the email notification.

Questions

What is the Release to Site process?

What are the steps necessary to perform the Release to Site process?

Practice

Perform the Release to Site at your FA and send all Document Serial Ranges to all of the Sites in the FA.

COST REDISTRIBUTION

Introduction

This lesson will illustrate the steps required to perform Cost Redistribution. This will identify the effects in STARS-FL at the Document/ACRN level.

Objectives

Define what the Cost Redistribution will affect.

Determine where the Cost Redistribution function is located in the FA and the Site.

Outline the steps involved in performing the Cost Redistribution.

Lesson

Cost Redistribution allows FA or Site users to transfer part or all of a valid expenditure amount to one or more document(s)/ACRN(s). FAs may only redistribute expenditures to document(s) within the same Active FY for that FA. Site users may only redistribute expenditures to document(s) within the same Active FY for that Site. The From and To documents must be within the same short lines of accounting. The amount you transfer cannot exceed the original expended amount.

FAs may correct suspended expenditures by transferring the full amount to another valid document. User Access Restrictions for the FA Role for the Cost Redistribution function are Update, Display, No Access defined in FA groups by System Administrator.

When the user saves a redistribution for a negative FROM, FASTDATA will generate a 540C (positive adjustment) in the distributed amount citing the FROM DCN (which will go to STARS as the TO side of the Cost Redistribution). Obligation transactions generated as a result of cost redistribution must export to STARS before the related Cost Redistribution record.

Cost Redistribution performed by the FA role

- FA user has to be granted Update access to Cost Redistributions.
- There must be documents and/or expenditures at the FA that are eligible for the Cost Redistribution process.
- For all redistributions, the FROM and TO DCNs must be within the same FA and FY, and their JONs must also be within the same short Line of Accounting (Appropriation, Subhead, BCN, SA_OB_Suffix, AAA).
- Cost Redistributions may cross RCs

Eligible expenditures within the active FA+FY are those with

- * Status of 'A' Current or 'B' Suspended
- * Not already involved in an "in-progress" Cost Redistribution
- * Not labor expenditures (LB, OT, FG in pos 9-10 of DCN)

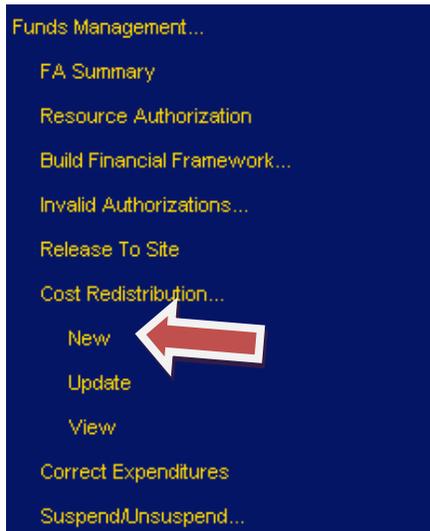
Users may distribute from/to the same DCN but different ACRNs. Eligible documents within the active FA+FY have JONs within the same short LOA as the FROM expenditure.

COST REDISTRIBUTION

New Cost Redistribution

The Cost Redistribution in FASTDATA is similar to using FASTPATH TFCR in STARS-FL to move expenditures from one document to another. This feature will update the RDOC screen in STARS-FL to/from show the expenditure was moved to another document.

In the FA, select Funds Management, Cost Redistribution, New.



A list of documents with posted (**not suspended**) expenditures that are eligible for redistribution is displayed. You can narrow the listing by using the filter options provided, then click Filter.

A screenshot of a web application dialog box titled "Select Expenditure to Redistribute From". The dialog has a "Filter" section with input fields for DCN, ACRN, JON, RC, and OPTAR. Below these are fields for "Processed Date" (with a calendar icon), "Acct Batch ID", and "Sort Order" (with a dropdown menu set to "DCN" and radio buttons for "Ascending" and "Descending"). A "Filter" button is at the bottom of the filter section. The "Results" section shows "PAGE: 1" and a table with one row of data. The table has columns: Select, DCN, ACRN, JON, RC, OPTAR, Processed Date, Quantity, Transaction Amt, Acct Batch ID, and Suspension Reason. The data row is: N4998812RC09000 AT 3560A2CAQ18 NJ CA 12/16/2011 00001 \$1,277.29 STAR112161 Automatic Suspension Rule. At the bottom of the results section are "New" and "Close" buttons.

Eligible documents within the active FA/FY have posted expenditures ('EV' transactions) that meet the following conditions.

- * came in from STARS-FL (not manually entered in FD) and
- * are not labor expenditures (LB, OT, FG in pos 9-10 of DCN).
- * are not already involved in an "in-progress" Cost Redistribution.

COST REDISTRIBUTION

When the appropriate document is found, place a check mark in the select box and click New.

Results PAGE: 1

Select	DCN	ACRN	JON	RC	OPTAR	Processed Date	Quantity	Transaction Amt	Acct Batch ID	Suspension Reason
<input checked="" type="checkbox"/>	N4998812RC09000	AT	3560A2CAQ18	NJ	CA	12/16/2011	00001	\$1,277.29	STAR112161	Automatic Suspension Rule

The document details are displayed. Click New to continue.

Expenditure Redistributed From

Site	DCN	ACRN	JON	Type	Quantity	Dist Qty	Trans Amt	Dist Amt
NJ	N4998812RC09000	AT	3560A2CAQ18	Partial	00001	0	\$1,277.29	\$0.00

A list of available TO documents is displayed. You can also input a DCN, ACRN, and JON in the bottom section. You can filter for the appropriate document using the filters under the Filter section. Once the appropriate document is found, click the blue linked document number under the DCN column.

Select Document For Redistribution To

Expenditure Redistributed From

Site	DCN	ACRN	JON	Type	Quantity	Dist Qty	Trans Amt	Dist Amt
NJ	N4998812RC09000	AT	3560A2CAQ18	Partial	00001	0	\$1,277.29	\$0.00

Filter

DCN: ACRN: JON: Site: Sort Order: Ascending Descending

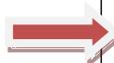
DCN

Results

PAGE SIZE: 10 25 50 100 250
PAGE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 >

DCN	ACRN	JON	Site	Commitment Amt	Obligation Amt	Receipt Amt	Receipt Partial	Expend Amt	Expend Partial	Actual Cost
N3510412RC04002	AA	35104204000	BD	\$636.00	\$0.00	\$0.00		\$0.00		\$636.00
N3510412TO6ZJCV	AA	35104204000	BD	\$0.00	\$952.36	\$952.36	Final	\$952.36	Partial	\$952.36
N3510412TO703OT	AA	35104204000	BD	\$0.00	\$55.44	\$55.44	Final	\$55.44	Partial	\$55.44
N3510412TO703GF	AA	35104204000	BD	\$0.00	\$302.72	\$302.72	Final	\$302.72	Partial	\$302.72
N3510412TO721XZ	AA	35104204000	BD	\$0.00	\$1,018.97	\$1,018.97	Final	\$1,018.97	Partial	\$1,018.97
N3510412TO75RNH	AA	35104204000	BD	\$0.00	\$69.73	\$69.73	Final	\$69.73	Partial	\$69.73
N3510412TO7EUEY	AA	35104204000	BD	\$0.00	\$74.83	\$74.83	Final	\$74.83	Partial	\$74.83
N3510412TO7HRF0	AA	35104204000	BD	\$0.00	\$1,089.90	\$1,089.90	Final	\$1,089.90	Partial	\$1,089.90
N3510412TO7JMCX	AA	35104204000	BD	\$0.00	\$38.76	\$38.76	Final	\$38.76	Partial	\$38.76
N3510412TO7N1GF	AA	35104204000	BD	\$0.00	\$807.74	\$807.74	Final	\$0.00		\$807.74

DCN: ACRN: JON:



COST REDISTRIBUTION

Users may distribute from/to the same DCN but different ACRNs. Eligible documents are those within the active FA/FY that meet all of the following conditions.

- Not a Civilian Labor document ('C1'), Supplemental document ('D9','S4','N4'), DD1155 ('D3'), or SF30 ('D3')
- Not in Status of 'X' (Cancelled), 'D' (Not Used), 'I' (Creating/Updating), 'N' (Initiation), or ('Z') Cancelled Initiation
- Have at least one transaction that is not already involved in a cross reference and Is not a non-preceded expenditure ('EN') from DMLSS
- And if the FROM expenditure cites a Labor OMB Object Class (starts with '11', '121', '122', '130') there must be a JON associated with a Labor Authorization or with a Nonlabor Authorization classified as 'Both', that has not been closed.
- If the FROM expenditure cites a Nonlabor OMB Object Class there must be a JON associated with a Nonlabor Authorization that has not been closed.
- Must have not already been cited as a TO distributed Document/ACRN on this particular Cost Redistribution.

After select the TO document. details are displayed along with the transfer amounts. The system automatically puts the full Trans Amt from the FROM document to the TO document. To move a lesser amount, change the item in the Transaction Amount field under the TO document. If you are transferring to more than one document, click New. If you are only transferring to one document, click Save.

Expenditure Redistributed From											
Site DCN	ACRN	JON	Type	Quantity	Dist Qty	Trans Amt	Dist Amt				
NJ	N4998812RC09000	AT	3560A2CAQ18	Partial	00001	1	\$1,277.29	\$1,277.29			

Expenditures Redistributed To														
Delete	Site DCN	ACRN	JON	Partial/Final	Quantity	Transaction Amt	Exists in STARS	540 Amt	510 Amt	610	540 Adjustment	Effective Date	Release	
	BD	N3510412TO7HRF0	AA	35104204000	Partial	1	1277.29	<input type="checkbox"/>	1089.9	1089.9	<input type="checkbox"/>	\$0.00	7/31/2012	<input type="checkbox"/>

'Partial/Final' indicator is used to update the TO document's ACRN Expenditure Partial Indicator, and the partial indicators of the TO EV transaction and the FROM reversal EV transaction generated by FASTDATA. The default is the partial indicator of the FROM expenditure EV transaction.

'Quantity' indicates the number of items you wish to distribute to this document. Default is quantity of FROM expenditure. This amount is not limited to the quantity of the FROM expenditure.

'Amount' is the amount you wish to distribute to this document. Transaction Amount may not be greater than the original expenditure amount. Default is amount of FROM expenditure.

Once all data elements are input correctly, click Save. FASTDATA will generate a reversal EV transaction

- FASTDATA creates a reversal EV transaction against the FROM expenditure in the quantity and amount distributed.

COST REDISTRIBUTION

- Remarks description = 'Cost Redistribution Reversal', partial/final code is the value entered by the user. FROM ACRN expenditure amount is decreased by the amount distributed.
- If document/ACRN actual cost changes, Funds (Job Order) are adjusted. Include FROM/TO DCN in the transaction remarks.
- FASTDATA generates an EV transaction for the TO Document/ACRN in the quantity and amount distributed, partial/final code is the value entered by the user, Remarks = 'Cost Redistribution'.
- Include FROM/TO DCN in the transaction remarks.
- TO ACRN expenditure quantity and amount is increased by the quantity and amount distributed.
- TO ACRN expend partial indicator is set to the value entered by the user.
- If the Redistribution is Final, the TO ACRN Expenditure final count is incremented, and the status of the document is set to 'F'inalized.
- If the Redistribution is Partial, the TO ACRN Expenditure final count is set to zero, and the status of the document is set to 'C'omplete or 'A'ccepted (if accepted).
- If document/ACRN actual cost changes, Funds (Job Order) are adjusted.

FASTDATA will generate an exportable 540T (AO, AR, or AD) against the TO document in the amount and quantity distributed (Remarks description is 'Cost Redistribution 540 Gen') if one of the following conditions exists. Include FROM/TO DCN in the transaction remarks.

*A final expenditure exists, or

* A final receipt exists with no final expenditure and the transaction amount is greater than the receipt amount less the expenditure amount, or

* There are no final receipts or expenditures and the transaction amount is greater than the obligation (or the contract amount if a final contract exists) less the expenditure amount, or

* There is no receipt amount and no expenditure amount and the transaction amount is greater than the obligation (or the contract amount if a final contract exists).

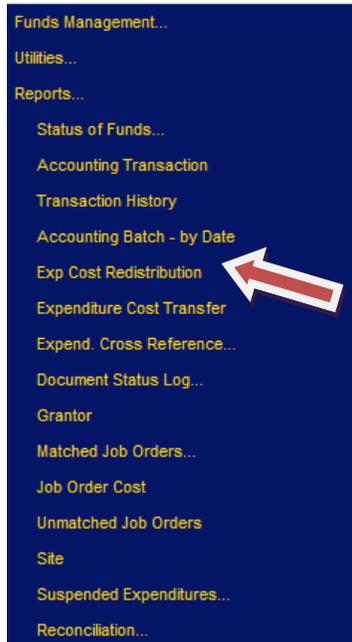
Job runs to send Accounting Transactions to the FA (Receive Accounting Transactions from the Site). Any unexported AO transactions generated from the Cost Redistribution process will export to the FA as part of the normal cycle.

Job runs to send Cost Redistributions to the FA (Receive Cost Redistributions from the Site). FASTDATA builds a Cost Redistribution record using the FROM reversal EV and the TO EV.

The Cost Redistribution Document and ACRN is the TO DCN and ACRN on the Cost Redistribution record.

Select Reports/Expenditure Cost Redistribution:

COST REDISTRIBUTION



The resulting transactions will show on the report. You can filter to the specific document or just run to see all:

Expenditure Cost Redistribution

FA: N3595A Batch ID: All Batch IDs
00068
00071
00072
00073

FY: 2010

From DCN: All DCNs
N0610A01192019
N0610A10CCMMNXG
N0610A10CCMMNXH
N0610A10CCMMNXJ

To DCN: All DCNs
N0610A00481011
N0610A00712033
N0610A00712035
N0610A00712037

From JON: All JONS
0610A07DCCT
0610A07SCCT
0610A07SUFR
0610A087UFR

To JON: All JONS
0610A03C00T
0610A06600T
0610A07S00Q
0610A07S00T

From RC: All RCs
1115
1124
1136
1142

To RC: All RCs
1115
1124
1136
1142

From OPTAR: All OPTARs
11383
11387
11388
11429

To OPTAR: All OPTARs
11383
11384
11385
11387

Run Report Run CSV Report Run Excel Report Close

From or TO DCN
From or TO JON
From or TO RC
From or TO OPTAR

COST REDISTRIBUTION

To run one FROM DCN highlight the DCN and RUN REPORT:

EXPENDITURE COST REDISTRIBUTION AUDIT REPORT

Filter: FA N3595A, FY 2010, Site ED AND FROM-DCN IN (N6264010MDE0127)

FROM				TO						
DCN	ACRN JON	Qty	Amount Part RC	OPTAR	DCN	ACRN JON	Qty	Amount Part RC	OPTAR	Date
N6264010MDE0127	AA 626400B7GWT	0	150.00 P ED	TR	N6264010MDE0130	AA 62640036AAT	0	150.00 P ED	TR	08/27/2010
Site Subtotal:								\$150.00		
Total:								\$150.00		

Job runs to send Accounting Transactions to STARS (Send Accounting Batch to STARS-FL). If there is an unexported T 540 (Status 'A' Current) for the distributed (TO) document, FASTDATA will export the record to STARS-FL and status will roll to 'D' (first prior).

Obligation transactions generated as a result of cost redistribution must export to STARS before the related Cost Redistribution record. FA needs to make sure FA has Send Cost Redistribution to STARS-FL after the accounting batches have been sent to STARS-FL.

- The Send Cost Redistributions to STARS-FL automated job will send the CST00 interface file to STARS-FL with the Cost Redistribution done in FASTDATA.

<input type="checkbox"/>	Receive cost corrections from the Site(s).	-Never-	<input type="checkbox"/>
<input type="checkbox"/>	Receive cost redistributions from the Site(s).	-Never-	<input type="checkbox"/>
<input type="checkbox"/>	Release Financial Framework to the Site(s).	-Never-	<input type="checkbox"/>
<input type="checkbox"/>	Release Outyear Financial Framework to the Site(s).	-Never-	<input type="checkbox"/>
<input type="checkbox"/>	Send Accounting Batch to STARS-FL.	09/29/2008 14:30:54	<input type="checkbox"/>
<input type="checkbox"/>	Send Cost Redistribution Batch to STARS-FL.	-Never-	<input type="checkbox"/>

Job runs to export Cost Redistributions (Send Cost Redistribution Batch to STARS-FL). Process will export site cost redistribution records. The physical file name created and sent is CST00. **T/N 540 transactions generated as a result of cost redistribution must export to STARS before the related Cost Redistribution record.**

To receive acknowledgement if a Cost Redistribution was invalid, the automated jobs for Receive CRCTs that failed STARS-FL validation (INVALID) and Receive CRCTs that passed STARS-FL validation (VALID) set to run.

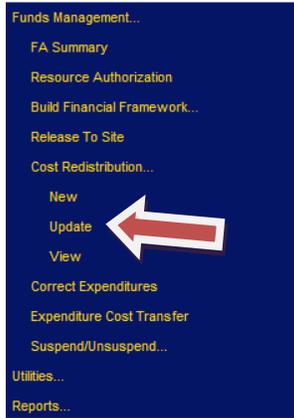
<input type="checkbox"/>	Receive CRCTs that failed STARS-FL validation (INVALID).	-Never-	<input type="checkbox"/>
<input type="checkbox"/>	Receive CRCTs that passed STARS-FL validation (VALID).	08/30/2012 13:46:33	<input type="checkbox"/>

COST REDISTRIBUTION

Update Cost Redistribution

Users may Edit existing Cost Redistribution records (FROM/TO pairs) up until the cost redistribution record is created/exported.

In the FA, select Funds Management, Cost Redistribution, Update.



- Users may change amount, partial/final, and/or quantity. If anything is changed, the appropriate document status, ACRN, and transaction records (EV and 540T) are updated to reflect the change.
- If document/ACRN actual cost changes, Funds (Job Order) are adjusted. Users may update cost redistributions to add additional distributed (TO) document/ACRN's if the expenditure has not been fully liquidated.
- If there are TO records for which cost redistribution records have been created/exported for the FROM expenditure, display and protect them when updating the cost redistribution.
- Users may delete documents/ACRN's from the redistribution if the cost redistribution record has not been created/exported. If the user deletes a cost redistribution, delete the FROM/TO EV and TO 540T transactions and update Doc status and ACRN records back to their original values, and adjust funds if applicable.

Expenditure Redistributed From								
DCN	Amend	ACRN	JON	Partial/Final	Quantity	Dist Qty	Trans Amt	Dist Amt
N3595A10CCMPP3	00000	AA	6264007SCCT	Partial	1	1	\$84,057.62	\$5,714.36

Expenditures Redistributed To							
DCN	Amend	ACRN	JON	Partial/Final	Quantity	Transaction Amt	
N6264010MDE0136	00000	AA	6264000760T	Final	1	\$2,727.36	
N6264010MDE0149	00000	AA	6264000705T	Final	0	\$2,987.00	

If transaction is opened and has already exported the update screen will open but there will be no fields open for edit. Close is the only option.

COST REDISTRIBUTION

View Cost Redistribution in STARS-FL

Unlike the Expenditure Cost Transfers at the JON level, the Cost Redistributions can be seen in STARS-FL under the RDOC screen for both the FROM DCN/ACRN and the TO DCN/ACRN.

If the transaction is not showing in File Inventory at the FA under the CST00 file and if it is not in RDOC verify in STARS-FL for any errors. (The most common is no funds available in the TO document because the accounting batch with the 540 did not flow to STARS before the CST00 Cost Redistribution file posted.)

In STARS-FL go to FASTPATH "R" (enter)

```
FP: r_          REG: PENP          STARS/FL          10/18/2010        LXM01S1
USER: KLC0C04  TERMID: 3294        MAIN MENU          PRINTER:          A9CICXP

      1  JOB ORDER INPUT PROCESSING
      2  TRANSACTION PROCESSING
      3  LABOR PROCESSING
      4  REPORT/INQUIRY PROCESSING
      5  SUSPENSE PROCESSING
      6  UMR MAINTENANCE PROCESSING
      7  TRANSACTION HISTORY
      8  FAA SYSTEM TABLE MAINTENANCE
      9  AAA SYSTEM TABLE MAINTENANCE
     10  SECURITY TABLE MAINTENANCE
     11  DFAS TABLE MAINTENANCE
     12  DIRECT CITE ACCOUNTING
     13  BORS PROCESSING MENU
     14  STARS PROPERTY ACCOUNTING
     15  JON/DOC/LOA REGION INQUIRY

      ENTER SELECTION:

1=FPHELP 2=REFRESH 3=EXIT          12=CANCEL          PF:
```

Select Option 28 – Cost Redistribution History inquiry (enter)

```
FP:          REG: PENP          STARS/FL          10/18/2010        LXR01S1
REPORT/INQUIRY PROCESSING

      1  POWERTRACK INQUIRY          15  ACCOUNTS PAYABLE BALANCING
      2  NAVCOMPT 2171              16  DTS OBL TRANSACTION INQUIRY
      3  ALLOTMENT REPORT            17  IMAP MANAGEMENT REPORT
      4  FUND STATUS REPORT          18  AIRFORCE STATUS OF FUNDS
      5  JOB ORDER REPORT            19  SCHEDULE OF NET DISBURSEMENTS
      6  DOC/ACRN/PIIN INQUIRY       20  NET DISBURSEMENTS SUBSIDIARY REPORT
      7  MANAGER SUMMARY REPORT      21  USSGL TRIAL BALANCE
      8  TAB A/B REPORT              22  USSGL REGISTER 1071 REPORT
      9  FAN REPORT                  23  WCF DAILY EXPENDITURE INQUIRY
     10  NAVY STOCK FUND REPORT      24  NONFL TRIAL BALANCE REPORT
     11  FOREIGN CURRENCY FLUCTUATION 25  DTS AP TRANSACTION INQUIRY
     12  PURCHASE CARD INQUIRY       26  CONTINGENCY CODE INQUIRY
     13  MVO EXPENDITURE INQUIRY     27  FD WEB FUNDS AUTH HIST INQ
     14  DAILY EXPENDITURE INQUIRY   28  COST TRANS REDIST HISTORY INQUIRY

      ENTER PROCESS FOR MENU: 28

1=FPHELP 2=REFRESH 3=EXIT          12=CANCEL          PF:
```

COST REDISTRIBUTION

Enter in the FROM or TO Cost Redistribution document in the bottom section of the screen.

```
FP:                REG: PENP          STARS/FL          10/18/2010      LXR
                  COST TRANSFER REDISTRIBUTION HISTORY TABLE INQUIRY

ACTION:
(I/P)

                COST TRANSFERS
FROM JOB ORDER NR:  **OR**          TO JOB ORDER NR:

                **OR**

                COST REDISTRIBUTIONS
FROM DOC NR/ACRN:  **OR**          TO DOC NR/ACRN:

N6264010MDE0128 _

1=FPHELP 2=REFRESH 3=EXIT                12=CANCEL      PF:
```

If the transaction has an error message 1 or 2 it will alert the FASTDATA Site User what the problem is. If the CST00 transactions need to be marked to re-export from the FA the FA will need to fix the error first, then submit a Helpdesk ticket to request DBA to re-export the transactions that did not post in STARS-FL.

```
FP:                REG: PENP          STARS/FL          10/18/2010      LXR02S
                  COST REDISTRIBUTION REPORT          PAGE:

IND FLAG  USER INFO      FROM DOC/ACRN      TO DOC/ACRN      AMOTO EE
R         FDN3595A      N6264010MDE0128 AA  N6264010MDE0129 AA  90.00
PROCESS IND  ERROR MSG 1:
P         ERROR MSG 2:

IND FLAG  USER INFO      FROM DOC/ACRN      TO DOC/ACRN      AMOTO EE
R         FDN3595A      N6264010MDE0128 AA  N6264010MDE0130 AA  55.00
PROCESS IND  ERROR MSG 1:
P         ERROR MSG 2:

                ** E N D   O F   R E P O R T **
```

COST REDISTRIBUTION

View Cost Redistribution in FASTDATA

Transaction History Report

In the FA, select Reports, Transaction History.



Filter to the Cost Redistribution document:

A screenshot of the 'Transaction History' report filter dialog box. The dialog has a title bar 'Transaction History'. It contains several input fields and dropdown menus: FA: N3595A, Site: E0, FY: 2010, RC: (dropdown with options All RCs, E0, EN, ET), OPTAR: (dropdown with options All OPTARs, CC, LB, MD, MN), ACRN: (dropdown with options All ACRNs, AA, AB, AC, AD), DCN: (dropdown with options All Document Numbers, N6264010MDE0128), DCN Filter: *MDE0128, Document Type: (dropdown with options All Doc Types, CIVILIAN LABOR, CREDIT CARD, DD1348 - MILSTRIP Requisition, DD1348-6 - MILSTRIP Requisition Long Form), From Date: (calendar icon), To Date: (calendar icon). At the bottom, there are five buttons: Run Report, Run CSV Report, Run Excel Report, Filter, and Close.

Highlight the filtered document in the DCN block and select RUN REPORT

COST REDISTRIBUTION

Transaction History Report

Filter: AND SITE IN ('E0') AND DCN IN ('N6264010MDE0128')
FA: N3595A Site: E0 RC: E0 OPTAR: TS FY: 2010

DCN: N6264010MDE0128

ACRN	Contract ID	Contract ACRN	DOI Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Clry Cd	Document Status	Cost
AA				6264003SAAT	Q	250			CREDIT CARD	00000		Complete	\$150.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	AO	03/17/2010 10:34:12	1	\$150.00	00000	I		Created By Database User ID=BUPEMSCURTISA;
Y	EV	04/30/2010 12:37:29	0	\$73.95	00000	P		Expenditure Batch:STAR004309;record=4;Updated By Database User ID=gsklslak;
Y	EV	04/30/2010 12:37:29	0	\$221.85	00000	P		Expenditure Batch:STAR004309;record=5;Updated By Database User ID=gsklslak;Updated By Database User ID=BUPEMSHENDERSONC;
Y	EV	08/27/2010 11:17:39	0	-\$90.80	00000	F		Cost Redistribution Reversal; FROM DCN: N6264010MDE0128; TO DCN: N6264010MDE0129;Created By Database User ID=BUPEMSHENDERSONC;Updated By Database User ID=oracle;
Y	EV	08/27/2010 11:17:40	0	-\$55.00	00000	F		Cost Redistribution Reversal; FROM DCN: N6264010MDE0128; TO DCN: N6264010MDE0130;Created By Database User ID=BUPEMSHENDERSONC;Updated By Database User ID=oracle;

Notice the two EV transactions on 8-27 in the transaction description it annotated the Cost Redistribution Reversal listing the FROM document and the TO document as well as the USER ID of the Site user creating the transaction.

File Inventory

In the FA, select File Manager, File Inventory



Filter to the file type you want to view, if it is older than 2 weeks also choose archive in the filter.

Search for Files

Filter

File Type Name: File Type Description: Status: Site: FY: Inbound/Outbound:

Date Received: Archive: Source External System: Sort Order:

Ascending Descending

Results PAGE: 1 2 3 4 >

File Type Name (click to view)	Physical File Name	File Type Description	Datetime Received into Raw Data	Status	Datetime Processed into FASTDATA	Source External System	Inbound/Outbound	Site	FY	Archived	Transaction Amount	Record Count
COST_REDIST	N3595A-COSTREDIST-20100924-102925	Cost Redistribution to STARS-FL	09/24/2010 10:29:27	PRCSO	09/24/2010 10:29:27		Outbound			Archived	\$0.00	5

COST REDISTRIBUTION

The raw data of the transactions that went to STARS-FL will be in the file – select to open.

Raw Data
 File Name: N3595A-COSTREDIST-20100924-102925
 Date/Time: 2010-09-24 10:29:27.0
 Status: PRCSD
 Type: COST_REDIST
 FA: N3595A

Search Criteria
 Record # From:
 Record # To:
 Keyword/pattern:

Results

Rec	1	RFDN3595A	N0610A9218028E AAN0610A92181027 A A00000000 1 1280
	2	RFDN3595A	N0610A92181024 AAN0610A92181027 A A00000000 0 5826
	3	RFDN3595A	N0610A92181024 AAN0610A92181027 A A00000000 1 1595
	4	RFDN3595A	N0610A92181024 AAN0610A92181027 A A00000000 1 7850
	5	TFDND3595A0810A07SUFRR0610A0RPO07T260T260N0610A10MDXUSCGAB000000191229	

Search Close

If there is an error in the file when it was received by STARS-FL – the user can view the error file by filtering to CRT_Invalid.

Search for Files

Filter

File Type Name: File Type Description: Status: Site: FY: Inbound/Outbound:

Date Received: Archive: Source External System: Sort Order:

Equals Ascending Descending

Filter

Results PAGE: 1

Incoming/Outgoing File Inventory Results

File Type Name (click to view)	Physical File Name	File Type Description	Datetime Received into Raw Data	Status	Datetime Processed into FASTDATA	Source External System	Inbound/Outbound	Site	FY	Archived	Transaction Amount	Record Count
CRT_INVALID	CRCTERROR-N3595A-20100921-151815.2010-09-21-15-18-15.2010-09-21-15-20-16	Invalid CRCTs Feedback Report from STARS-FL	09/21/2010 15:20:16	UNPRC			Inbound				\$0.00	24

Close

The raw data will show once the file is opened.

Raw Data
 File Name: CRCTERROR-N3595A-20100921-151815.2010-09-21-15-18-15.2010-09-21-15-20-16
 Date/Time: 2010-09-21 15:20:16.0
 Status: UNPRC
 Type: CRCT_INVALID
 FA: N3595A

Search Criteria
 Record # From:
 Record # To:
 Keyword/pattern:

Results

Rec	1	RFDN3595A	N0610A10CCMMN YGAAN0610A01802001 A A00000002 3 388168566 D OC HAS IN S UFFICIENT EXPENDITURE AMT
	2	RFDN3595A	N0610A10CCMMN YGAAN0610A01802045 A A00000002 3 250068566 D OC HAS IN S UFFICIENT EXPENDITURE AMT
	3	RFDN3595A	N0610A10CCMMN YGAAN0610A01392028 A A00000000 1 835268566 D OC HAS IN S UFFICIENT EXPENDITURE AMT
	4	RFDN3595A	N0610A10CCMMN YGAAN0610A0132M100 A A00000005 3 470268566 D OC HAS IN S UFFICIENT EXPENDITURE AMT
	5	RFDN3595A	N0610A10CCMMN YGAAN0610A01399052 A A00000000 6 083068566 D OC HAS IN S UFFICIENT EXPENDITURE AMT
	6	RFDN3595A	N0610A10CCMMN YGAAN0610A01682041 A A00000000 3 185068566 D OC HAS IN S UFFICIENT EXPENDITURE AMT
	7	RFDN3595A	N0610A10CCMMN YGAAN0610A01682042 A A00000000 4 440068566 D OC HAS IN S UFFICIENT EXPENDITURE AMT
	8	RFDN3595A	N0610A10CCMMN YGAAN0610A01815061 A A00000000 9 300068566 D OC HAS IN S UFFICIENT EXPENDITURE AMT
	9	RFDN3595A	N0610A10CCMMN YGAAN0610A0168M028 A A00000002 4 712268566 D OC HAS IN S UFFICIENT EXPENDITURE AMT
	10	RFDN3595A	N0610A10CCMMN YGAAN0610A0168M031 A A00000001 6 739968566 D OC HAS IN S UFFICIENT EXPENDITURE AMT
	11	RFDN3595A	N0610A10CCMMN YGAAN0610A0188M032 A A00000001 4 273868566 D OC HAS IN S UFFICIENT EXPENDITURE AMT

COST REDISTRIBUTION

Questions

What does the Cost Redistribution affect?

Where is the Cost Redistribution function located in the Site?

Discuss the steps involved in performing the Cost Redistribution.

Practice

Site Manager is needs to move an expenditure cost from a Credit Card document/ACRN to a credit card source document within the Site. Take action to accomplish the Cost Redistribution and view the resulting report in FASTDATA.

CORRECT EXPENDITURES

Introduction

This lesson will illustrate the steps required to perform Correct Expenditures in the FA.

Objectives

Define the Correct Expenditure process.

Outline the steps necessary to perform the Correct Expenditure process.

Lesson

Expenditures received by the FA from STARS-FL may contain an error that would cause the expenditure to not process. These expenditures will appear in the Funds Management Menu under Correct Expenditures at the FA level.

The Correct Expenditure window allows the FA to select the expenditure(s) you wish to correct. You can only correct an expenditure if the Suspension Reason value is Invalid Job Order Number, No Associated Site, or Returned from Site.

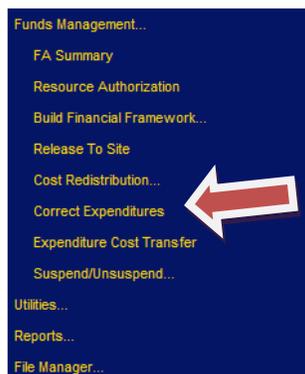
If you select an expenditure that has an Invalid Job Order Number suspension reason and no matching JON exists, FASTDATA displays a message informing you that the expenditure has an invalid JON and cannot be corrected until you create a matching JON.

- In this case, you should be able to add a new JON that matches the expenditure's JON.
- After adding the new JON via the Job Order Maintenance window, re-access the Expenditure Correction window and select the new, matching JON to correct the expenditure.

User access to correct expenditures is defined on the FA Group Access window Correct Expenditure option. To access the Expenditure Correction window, users must have Correct Expenditure Update access. Users with a No Access Cost Redistribution setting cannot access windows related to the expenditure correction process.

Correct Expenditures

In the FA, select Funds Management, Correct Expenditures.



CORRECT EXPENDITURES

A list of expenditures available for correction is displayed.

Select Expenditure To Correct

Filter

DCN: ACRN: Site: JON: RC: OPTAR: Acct Batch ID:

Processed Date: Sort Order:

Results

PAGE SIZE: 10 25 50 100
PAGE: 1 2 3 4 5 6 7 >>

DCN	ACRN	Site	JON	RC	OPTAR	Processed Date	Quantity	Transaction Amt	Acct Batch ID	Suspension Reason
N688700182C197	AA	688701	KPNPFG			10/29/2010	0	81.98	STAR010292	Labor/Nonlabor Mismatch for DCN/JON
N688700182C209	AA	688701	PLPOW			10/29/2010	0	106.14	STAR010292	Labor/Nonlabor Mismatch for DCN/JON
N688700278C002	AA	688701	CNTDS			10/29/2010	0	1,960.45	STAR010292	Labor/Nonlabor Mismatch for DCN/JON
N688700278C002	AA	688701	CNTDS			10/29/2010	0	409.86	STAR010292	Labor/Nonlabor Mismatch for DCN/JON
N688700278C003	AA	688701	CNTDS			10/29/2010	0	1,202.17	STAR010292	Labor/Nonlabor Mismatch for DCN/JON
N688700278C004	AA	688701	EATJA			10/29/2010	0	377.64	STAR010292	Labor/Nonlabor Mismatch for DCN/JON
N688700278C005	AA	688701	GATJA			10/29/2010	0	2,294.39	STAR010292	Labor/Nonlabor Mismatch for DCN/JON

You can filter the correction screen to locate a DCN you wish to correct, or review as they are listed in the Results box.

Suspension Reason indicates why the expenditure is suspended. Suspension codes can include the following values:

- Invalid JON
- Not Associated to Site
- JON not released to Site by FA
- Automatic Suspension
- Invalid Execution Code
- Manually Suspended
- Fiscal Year Out of Range
- Returned From Site
- Involved in Cost Redistribution
- Corrected

To correct an expenditure select the DCN –
The Error Labor/Nonlabor Mismatch for DCN/JON – selected DCN



Jon needs to be corrected first and then correction performed.

The Error Returned from Site – selected DCN

CORRECT EXPENDITURES

DCN	ACRN	JON	Quantity	Transaction Amt	Type	Acct Batch ID	Suspension Reason
N6427209CCMMMR2	AA	64272971100	1	87.61	C	9219	Returned from Site

Job Order: 64272971100

Expenditures that are suspended, excluding manually or automatically suspended, may be corrected. If the corrected JON matches the original JON, the expenditure must be reprocessed. For all other corrections, an 'R' transaction will be generated.

Reprocess Close

The FA can select another JON with the drop down box – perhaps the transactions belongs in another Site and the FA can **REPROCESS** it to the correct location. If determined it should be at the Site it was returned from, the FA can Send it back.

If you added a new JON to correct an expenditure with an Invalid Job Order Number suspension reason, you can un-suspend the expenditure by selecting the new JON from the Job Order dropdown list. To complete this type of expenditure correction, you must select the Reprocess button.

If you are correcting an expenditure with a No Associated Site suspension reason, you can unsuspend the expenditure by selecting a JON from the Job Order drop-down list that has an OPTAR/authorization associated with a site and that has a compatible short LOA (line of accounting). To correct an expenditure with a Returned from Site suspension reason, you can unsuspend the expenditure by selecting a JON from the Job Order drop-down list associated with the desired site. To complete this type of expenditure correction, you must select the Process button.

The upper window area displays information about the suspended expenditure. When you correct the expenditure, you will create a correction (R) transaction that will be included when you next export data to STARS-FL.

A transaction suspended with a Reason of JON not released to Site by FA, may be due to a JON in a deleted status. If this is the case, then the transaction cannot be corrected until the JON file from STARS processes. This will re-instate the JON and allow the expenditure to reprocess.

Questions

What is the Correct Expenditure process?

What are the steps necessary to perform the Correct Expenditure process?

Practice

Determine if any Expenditures are suspended in your FA. Correct all expenditures that can be corrected.

EXPENDITURE COST TRANSFER

Introduction

This lesson will illustrate the steps required to perform Expenditure Cost Transfer. This will identify the effects in STARS-FL at the Job Order level.

Objectives

Define what the Expenditure Cost Transfer will affect.

Determine where the Expenditure Cost Transfer function is located in the FA.

Outline the steps involved in the Expenditure Cost Transfer.

Lesson

Expenditure Cost Transfer allows the transfer of costs between job orders having the same line of accounting (LOA). In STARS these transactions update at the job order level. In FD Web a DCN (14 or 15 positions) is required and will update both document and job order tables and are recorded as E/C 610 expenditure transactions. Expenditure cost transfers will be available for export to STARS-FL through an automated job. The resulting STARS-FL expenditure cost transfers will be received in FD Web in the reconciliation data (STARS-RECON) to allow verification of the success or failure of the expenditure cost transfer in STARS-FL.

- a. In the Expenditure Cost Transfer the expense element and OMN Object Class must be a valid combination and the FROM and TO job orders must exist in the database.
- b. Both sides of the Expenditure Cost Transfer are recorded as E/C 610 expenditure transactions and will export to STARS-FL through an automated job.
- c. The resulting STARS-FL expenditure cost transfers will be received in FD Web in the reconciliation data to allow verification of the success or failure of the expenditure cost transfer in STARS-FL.
- d. Job Order Cost transfers done in STARS-FL will not flow to FASTDATA but if done in FASTDATA they will flow up to STARS-FL keeping both systems in sync.
- e. The System Administrator at the FA will need to give permission to the FA and Site Users they determine will need to perform this function.

Create a New Expenditure Cost Transfer

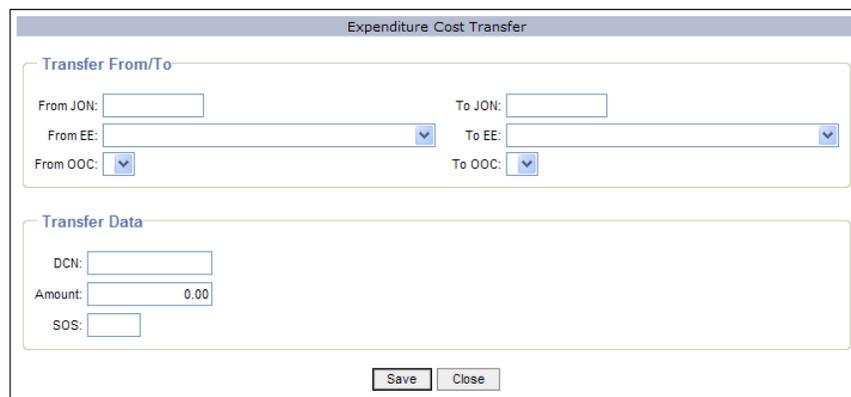
The Expenditure Cost Transfer is similar to using FASTHPATH TEFT in STARS-FL to transfer expenditures from one JON to another JON. **NOTE: These transfers will NOT be viewable in the RDOC screen in STARS-FL.**

EXPENDITURE COST TRANSFER

In the FA, select Funds Management



The expenditure cost transfer screen is displayed.

A screenshot of the "Expenditure Cost Transfer" form. The form is titled "Expenditure Cost Transfer" and is divided into two main sections: "Transfer From/To" and "Transfer Data".
The "Transfer From/To" section contains:
- "From JON:" and "To JON:" text boxes.
- "From EE:" and "To EE:" dropdown menus.
- "From OOC:" and "To OOC:" dropdown menus.
The "Transfer Data" section contains:
- "DCN:" text box.
- "Amount:" text box with "0.00" displayed.
- "SOS:" text box.
At the bottom of the form are "Save" and "Close" buttons.

- Performing the Expenditure Cost Transfer at the FA level requires only that both the FROM and TO job orders be located in the LOA. It can't cross Fiscal Years and must be within the same short LOA.
- This allows for transfers to be done from Direct to Direct, Direct to Reimbursable, or Reimbursable to Reimbursable as long as both reside in the same short LOA and FY, and at the FA can be from one Site to another Site.
- Select the From Expense Element and To Expense Element
- The From OOC and To OOC will populate dependant on the EE chosen

EXPENDITURE COST TRANSFER

- The DCN must be a 15 digit document number. Follow the formats below for Labor or Non-Labor:
 - Labor (where OBBCN equals the UIC and 12 equals the fiscal year)
 - N OBBCN 12 LB CTRAN (OCC Code of 111) Labor
 - N OBBCN 12 FG CTRAN (OCC Code of 121) Fringe
 - N OBBCN 12 OT CTRAN (OCC Code of 115) Overtime
 - Non-labor (where OBBCN equals the UIC and 12 equals the fiscal year)
 - N OBBCN 12 MD CTRAN (All Non-labor OCC Codes)

NOTE: Labor expenditures cannot currently be cost transferred in FASTDATA. They will need to be completed directly into STARS-FL and will flow into the database via the STARS-FL expenditure downloads.

- The DCN does not have to exist on the database.
- The DCN can not exist as an Initiation document.

Expenditure Cost Transfer

Transfer From/To

From JON: 6809490311A - GENERAL OPS 1 To JON: 6809490911B - GENERAL OPS 2

From EE: T - Supplies To EE: T - Supplies

From OOC: 260 To OOC: 260

Transfer Data

DCN: N3595ACSTTRANSF

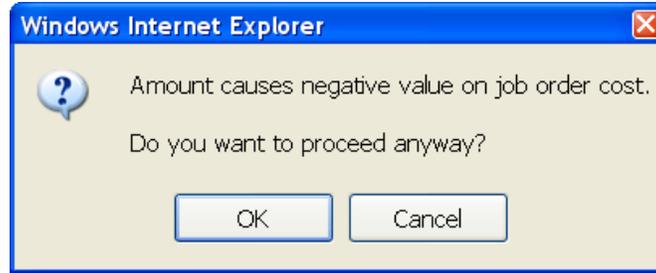
Amount: 500.00

SOS:

Save Close

- The amount must be greater than zero. If the amount exceeds the job order cost (for the From JON) a warning shall be issued "Amount causes negative value on job orders cost", which can be overridden by selecting OK.
- The SOS Code is optional (Source of Supply). If entered it must be three alphanumeric characters and uppercase. If not entered it must be 3 spaces.

EXPENDITURE COST TRANSFER



- Once the transfer is completed the option to add another button will appear. Select it if another Expenditure Cost Transfer is to be done at this time.
- When finished, Select CLOSE.

Transfer From/To			
From JON:	6809490311A	To JON:	6809490911B
From EE:	T	To EE:	T
From OOC:	260	To OOC:	260

Transfer Data	
DCN:	N3595ACSTTRANSF
Amount:	500.00
SOS:	

****For Brig Charleston(N45610) and Brig Miramar(N45611) the SOS field (Source of Supply) must be completed in order to effect the Inventory issued fields on the various reports.**

Use the Source of Supply (SOS) to update the Inventory Issue Amount.

- This is used to not only indicate a source of supply but also drives the usage of inventory issues amount on the authorizations.
- If SOS is LOG (log fund) or CAI (customer area inventory management) then the cost transfer does a plus and minus on the inventory issue amount of the respective authorizations.
- If the JONs are in the same authorization, the net is \$0.00 to the inventory issues.

The inventory issues come into play on the available balances:

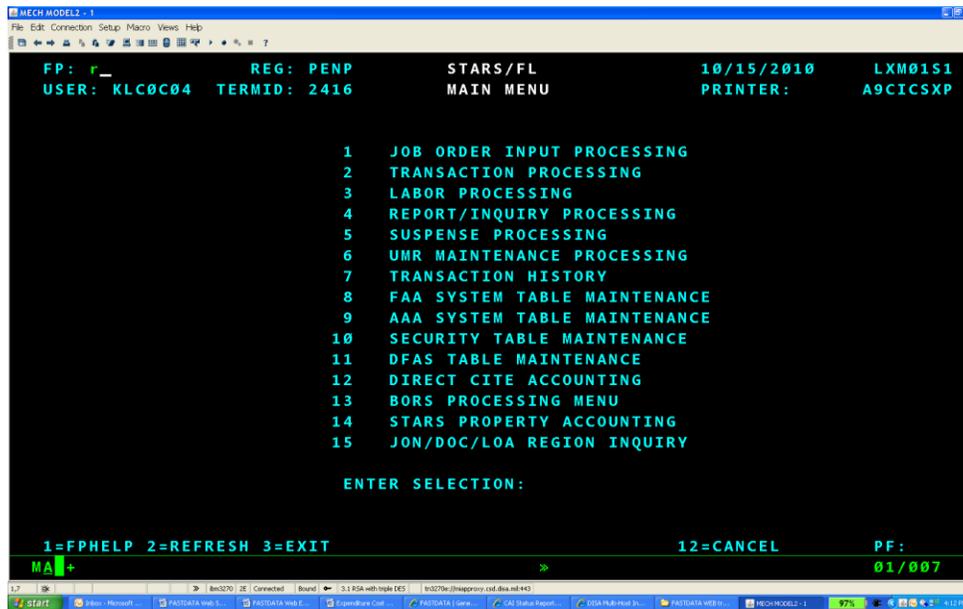
EXPENDITURE COST TRANSFER

Avail = YTD Auth – Cumulative Costs – Encumbered + Inventory Issues

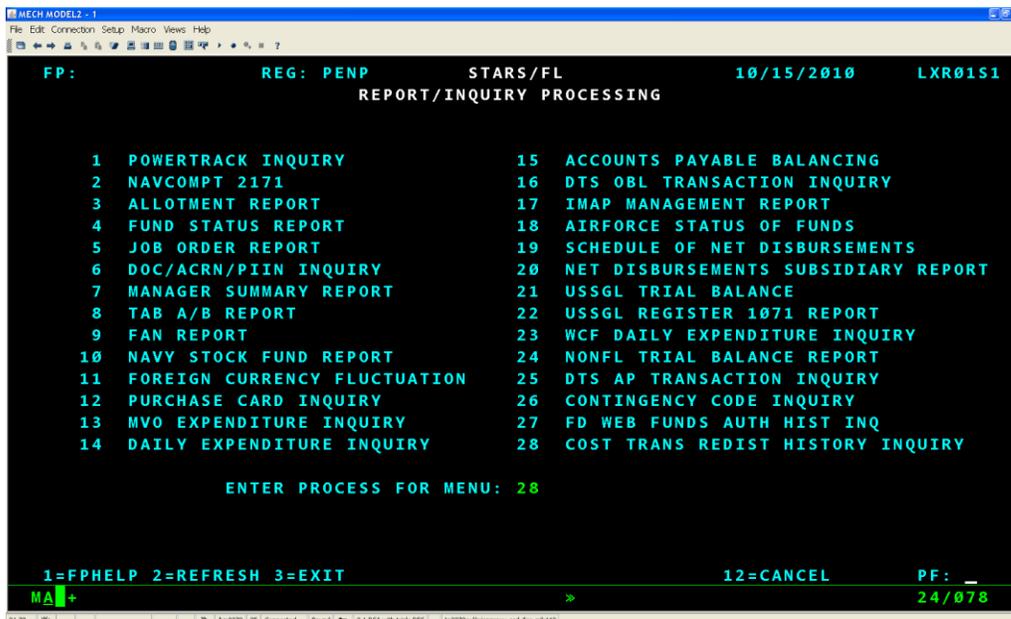
Therefore the inventory issues offset costs. This is a “pre-paid” item budgeting would have moved authorization dollars from the various departments into a central purchasing authorization in order to fund the inventory purchases.

View Expenditure Cost Transfer in STARS-FL

In STARS-FL fastpath : type R and enter

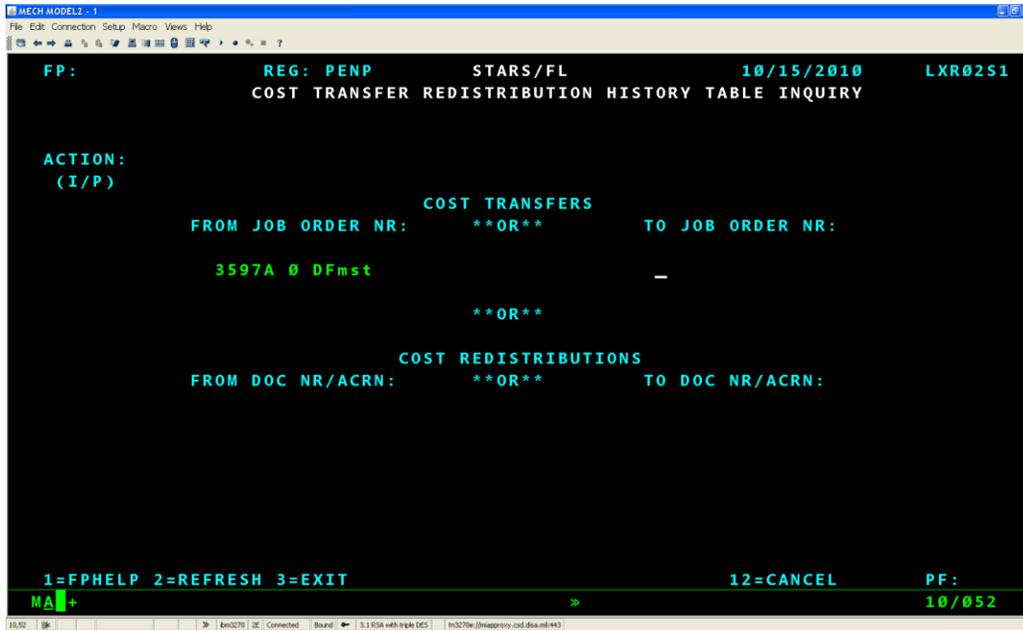


Select OPTION “28” and enter

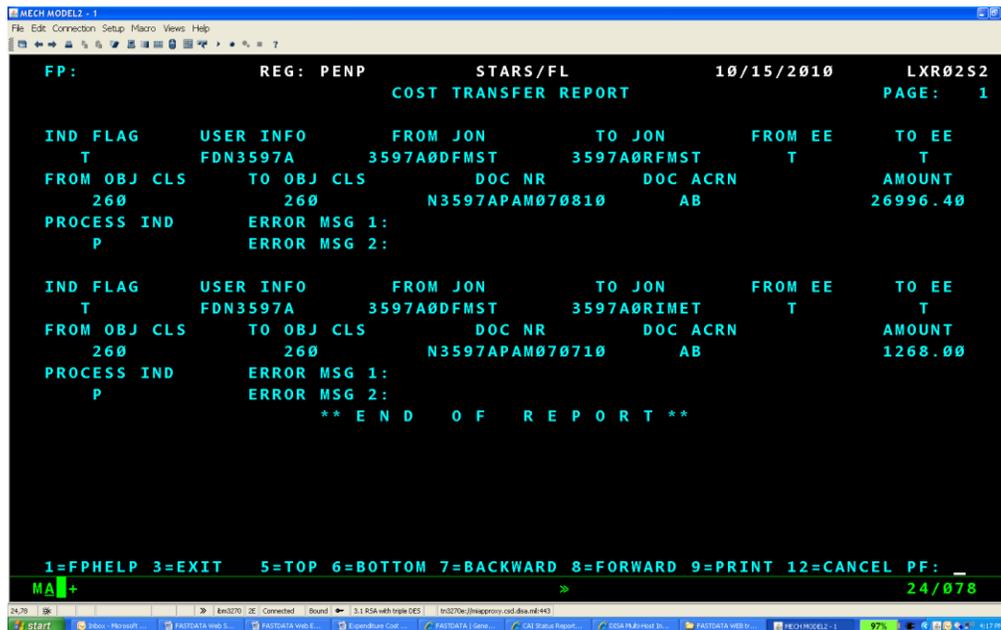


EXPENDITURE COST TRANSFER

Enter the FROM or the TO Job Order Number in the COST TRANSFER Section and I/P for action, and enter



If the transaction processed successfully there will be nothing in the Error Msg 1; or Error Msg 2 blocks.



EXPENDITURE COST TRANSFER

The Expenditure cost transfers will show in RJOR – under the Job Order Screen.

FP:		REG: PENP		STARS/FL		10/15/2010 17:22:15 LXR30S2		
				JOB ORDER REPORT				
				CUMULATIVE				
JOB ORDER NR: 3597A0DFMST		APPN: 101804		SBHD: 22M8		OB/BCN: 3597A SX: 0		
CC/SCC/LMC: B77A		SAG: 1K		F/S: A7		CAC: 5FMS RSC:		
UNDELIVERED ORDERS		UNPAID/PAID EXPENDITURES		PRIOR YEAR RESOURCES				
P-YTD		.00		67,673.48-		.00		
N-YTD		.00		67,673.48-		.00		
		MILITARY COST		COMMITMENTS				
	P-YTD		.00			.00		
	N-YTD		.00			.00		
EXEC	WC	EE	DOC	NR	ACRN	PIIN	DESCRIPTION	AMOUNT
610C		T					JOBODM0002	36,405.48
610D		T					JOBODM0002	36,405.48
610D	T		CTRAN02KXT1100				CTRAN02KXT1100	36,405.48
610D	T		CTRAN04KXT1100				CTRAN04KXT1100	3,003.60
610D	T		N3597APAM070710 AB				CTRAN07FDN3597A	1,268.00
610D	T		N3597APAM070810 AB				CTRAN07FDN3597A	26,996.48

The FROM Job Order Number should reflect 610Ds and the TO Job Order Number should reflect the 610Cs from the Expenditure Cost Transfer.

View Expenditure Cost Transfer in FASTDATA

Transaction History Report

BUPERS FASTDATA WEB TRAINING GUIDE - FUND ADMINISTRATOR

EXPENDITURE COST TRANSFER

Transaction History

FA: EDUC00
 Site: OFF00
 FY: 2009
 RC: All RCs
 AB
 BU
 OPTAR: All OPTARs
 03
 07
 08
 09
 ACRN: All ACRNs
 AA
 AB
 DCN: All Document Numbers
 N3595ACSTTRANSF
 NEDU0009CCMMMNNT
 NEDU0009CCMMMP1
 NEDU0009CCMMMRJ
 DCN Filter:
 Document Type: All Doc Types
 CIVILIAN LABOR
 CREDIT CARD
 DD1348 - MILSTRIP Requisition
 DD1348-6 - MILSTRIP Requisition Long Form
 From Date:
 To Date:

Run Report Run CSV Report Run Excel Report Filter Close

Select the document or use the DCN filter to enter the number, then select FILTER. Highlight the DCN on the DCN list after it appears and select RUN REPORT.

Transaction History Report

Filter: AND SITE IN ('OFF00') AND DCN IN ('N3595ACSTTRANSF')

FA: EDUC00 Site: OFF00 RC: BU OPTAR: 03 FY: 2009

DCN: N3595ACSTTRANSF

ACRN	Contract ID	Contract ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Qty	City Cd	Document Status	Cost
AA				6809490311A	T	260			EXPENDIT	00		Complete	-\$500.00
Exp	Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	EV	05/28/2010 08:00:53		-\$500.00	00		P	Cost Transfer Site:From [JON=6809490311A;EE=T;OCC=260] To [JON=6809490911B;EE=T;OCC=260]; User=binstructor/created By Database User ID=binstructor;					
FA: EDUC00		Site: OFF00		RC: BU		OPTAR: 09		FY: 2009					

DCN: N3595ACSTTRANSF

ACRN	Contract ID	Contract ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	City Cd	Document Status	Cost
AB				6809490911B	T	260			EXPENDITURE NOI	00		Complete	\$500.00
Exp	Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	EV	05/28/2010 08:00:53		\$500.00	00		P	Cost Transfer Site:From [JON=6809490311A;EE=T;OCC=260] To [JON=6809490911B;EE=T;OCC=260]; User=binstructor/created By Database User ID=binstructor;					

The annotation in the transaction description field will reflect the Cost Transfer information and the database USER ID of the Site user who created the cost transfer.

Expenditure Cost Transfer Report

In the FA, select Reports, Expenditure Reports, Expenditure Cost Transfer

EXPENDITURE COST TRANSFER



Expenditure Cost Transfer

FA: N3597A FY: 2010

Site: SL

From RC: All RCs 01 To RC: All RCs 01

From OPTAR: All OPTARs SL To OPTAR: All OPTARs SL

From JON: All JONs 3597A0DFMST To JON: All JONs 3597A0RFMST 3597A0RIMET

DCN: All DCNs N3597A10PAM0715 N3597APAM070710 N3597APAM070810 SOS: All SOSs

From Date: To Date:

Run Report Run CSV Report Run Excel Report Close

Select the DCN or leave blank for all, and RUN REPORT.

Filter: FA N3597A, FY 2010 AND FROM or TO-SITE = SL

Expenditure Cost Transfer Report

DCN	Amount	SOS	Transfer From						Transfer To						Transaction Date	Transfer Status				
			ACRN	JON	EE	OC	RC	OPTAR	Auth	Site	ACRN	JON	EE	OC			RC	OPTAR	Auth	Site
N3597A10PAM0715	39,409.08		AA	3597A0DFMST	T	200	01	SL	SL0001	SL	AB	3597A0RFMST	T	200	02	SL	SL0017	SL	07/15/10 0854	STARS
N3597APAM070710	1,268.00		AA	3597A0DFMST	T	200	01	SL	SL0001	SL	AB	3597A0RIMET	T	200	02	SL	SL0019	SL	07/07/10 1318	STARS
N3597APAM070810	26,996.40		AA	3597A0DFMST	T	200	01	SL	SL0001	SL	AB	3597A0RFMST	T	200	02	SL	SL0017	SL	07/08/10 1156	STARS

- The Transfer From information will display as well as the Transfer To information.
- The application will export these Expenditure Cost Transfers in the Cost Redistribution job that the FA sets in the automated jobs to receive from the Site.

EXPENDITURE COST TRANSFER

- The Send Cost Redistributions to STARS-FL automated job will then send the CST00 interface file to STARS-FL with the Expenditure Cost Transfers done in FASTDATA.

Qualifications on a valid Expenditure Cost Transfer

- The From and To JON or the From and To EE/OOC must be different
- The short LOAs on the FROM and TO JON must match
- The To EE/OOC must contain a valid combination
- The From EE/OOC must contain a valid combination
- The From and To side of the transfer must net to zero
- The Expenditure Cost Transfer is not allowed for LABOR – where the JON cites a Labor Authorization (this can only be done in STARS where the labor hours can be updated).

Questions

What is the purpose and affect of the Expenditure Cost Transfer?

Where is the Expenditure Cost Transfer function located in the FA?

What are the steps involved in the Expenditure Cost Redistribution.

Practice

FA Manager needs to move expenditure cost from a Direct JON to a Reimbursable JON. Take action to accomplish the expenditure transfer and view the resulting report in FASTDATA.

ADJUST AND OVERRIDE RECONCILIATION DOCUMENT

Introduction

This lesson will describe the Adjust and Override Reconciliation Document features.

Objectives

Define the Adjust and Override Reconciliation Document process.

Outline the steps taken to perform the Adjust and Override Reconciliation Document procedures .

Lesson

The Adjust and Override Reconciliation Document features are available at both the FA and Site level. A user must be granted access to the features by the System Administrator, or the menu options will not be available. The Adjust and Override tools are designed to assist with the reconciliation process between FASTDATA and STARS-FL.

Adjust Reconciliation Document

The feature allows a user to make adjustments to documents that are on the reconciliation report. Adjustments can be made to the FASTDATA bucket totals without affecting STARS-FL totals, or to STARS-FL without affecting FASTDATA totals. The two options when adjusting a reconciliation document are Insert FASTDATA and Append to STARS.

Insert FASTDATA Transaction

In the FA, select Funds Management, Reconciliation Document, Adjust Reconciliation Document.



ADJUST AND OVERRIDE RECONCILIATION DOCUMENT

A list of documents available for selection is displayed. The list will only contain documents that are unreconciled between FASTDATA and STARS-FL. You can use the filter options to find a specific document. Once the document is identified, click the document number to open.

Select Document for Adjustment

Filter

DCN: ACRN: JON: EE:
 OOC: RC: OPTAR: SITE:
 Sort Order: Ascending Descending Error Message:

Results PAGE: << 1 2 3 4 >>

Document	ACRN	JON	EE	OOC	RC	OPTAR	SITE
N0007812CMMPSD Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AA	000762GSP00	P	257	ML	ML	HQ
N0007812CMMPSK Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AA	000762GSI00	Y	240	ML	ML	HQ
N0007812MDLABOR Error: FASTDATA obligation does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AA	000762N8LVA	U	111	LB	LB	LB
N0007812MDN4U01 Error: FASTDATA cost does not match STARS-FL.	AA	000762N4U01	U	111	LB	LBR	LB
N0007812MDN4U01 Error: FASTDATA cost does not match STARS-FL.	AB	000762N4U00	U	111	LB	LB	LB
N0007812MDRL001 Error: FASTDATA expenditure does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AB	0007622607T	T	260	TX	TX	HQ
N0007812MDRL001 Error: FASTDATA expenditure does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AB	0007622607T	T	260	TX	TX	HQ
N0007812RCGSD01 Error: FASTDATA obligation does not match STARS-FL. FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AA	000762GSI00	T	260	ML	ML	HQ
N0007812RCGSD02 Error: FASTDATA commitment does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AA	000762GSG00	G	252	ML	ML	HQ
N0007812RCGSD04 Error: FASTDATA commitment does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AA	000762GSG00	G	252	ML	ML	HQ



ADJUST AND OVERRIDE RECONCILIATION DOCUMENT

The document details appear. The screen shows totals for both FASTDATA and STARS-FL in the Reconciliation Document section. Details of the document history in FASTDATA appear in the Reconciliation Adjustment section. The details of this section are similar to the Transaction History report. Click the blue link titled "Click to view Description" to view further details about a specific transactions.

Reconciliation Document

System	Document	ACRN	JON	EE	OO	RC	OPTAR
STARS-FL	N0007612RCGS001	AA	000762GST00 T 260	ML	ML		
FASTDATA	N0007612RCGS001	AA	000762GST00 T 260	ML	ML		

FASTDATA obligation does not match STARS-FL. FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.

System	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Liquidated Cost	Actual Cost
STARS-FL	0.00	6137.00	2456.00	6035.00	14628.00	14628.00
FASTDATA	0.00	0.00	0.00	6035.00	6035.00	17084.00
Difference	0.00	6137.00	2456.00	0.00	8593.00	-2456.00

Projected RECON Adjustments

STARS-FL

FASTDATA

Difference

Reconciliation Adjustments

Adjustment	Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Insert FASTDATA									
	Y	CM	2011-08-16	12	14736.00	00	I		Click to view Description
Insert FASTDATA									
	Y	AO	2011-10-11	12	14736.00	00	L		Click to view Description
Insert FASTDATA									
	Y	AO	2011-10-21	0	-12280.00	00	T		Click to view Description
Insert FASTDATA									
	Y	AO	2011-11-03	12	14736.00	00	L		Click to view Description
Insert FASTDATA									
	Y	AO	2011-12-12	9	11052.00	00	L		Click to view Description
Insert FASTDATA									
	Y	AO	2011-12-12	-3	-11160.00	00	L		Click to view Description
Insert FASTDATA									
	Y	AO	2012-01-04	0	-14736.00	00	T		Click to view Description
Insert FASTDATA									
	Y	AO	2012-01-04	0	-2348.00	00	T		Click to view Description
Insert FASTDATA									
	Y	EV	2012-02-03	1	1192.00	00	P		Click to view Description
Insert FASTDATA									
	Y	EV	2012-02-03	1	1195.00	00	P		Click to view Description
Insert FASTDATA									
	Y	EV	2012-04-12	1	1228.00	00	P		Click to view Description
Insert FASTDATA									
	Y	EV	2012-04-25	1	1192.00	00	P		Click to view Description
Insert FASTDATA									
	Y	EV	2012-05-16	1	1228.00	00	P		Click to view Description
Insert FASTDATA									
Append STARS									

For this example, we can see that the FASTDATA obligation does not match the STARS-FL obligation. Perhaps we need to insert the obligation into FASTDATA to balance the two systems. To do this, find the appropriate spot in the list of transactions in the Reconciliation Adjustments section and click the Insert FASTDATA link.

ADJUST AND OVERRIDE RECONCILIATION DOCUMENT

Click the Verify button to see the projected STARS and FASTDATA balances. You will want to use the Verify button to check your adjustments before saving to the document. If you do not see the results you want, or need to make changes to the adjusting transaction, you can use the trash can icon to remove the data input.

Adjust Reconciliation Document

Reconciliation Document

System	Document	ACRN	JON	EE	OO	RC	OPTAR
STARS-FL	N0007612RCGS001	AA		000762GST00	T	260	ML ML
FASTDATA	N0007612RCGS001	AA		000762GST00	T	260	ML ML

FASTDATA obligation does not match STARS-FL. FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.

System	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Liquidated Cost	Actual Cost
STARS-FL	0.00	6137.00	2456.00	6035.00	14628.00	14628.00
FASTDATA	0.00	0.00	0.00	6035.00	6035.00	17084.00
Difference	0.00	6137.00	2456.00	0.00	8593.00	-2456.00

Projected RECON Adjustments						
System	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Liquidated Cost	Actual Cost
STARS-FL	0.00	6137.00	2456.00	6035.00	14628.00	14628.00
FASTDATA	0.00	0.00	0.00	6035.00	6137.00	17084.00
Difference	0.00	0.00	2456.00	0.00	8491.00	-2456.00

Reconciliation Adjustments

Adjustment	Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Insert FASTDATA									
Insert FASTDATA	Y	CM	2011-08-16	12	14736.00	00	I		Click to view Description
Insert FASTDATA	Y	AO	2011-10-11	12	14736.00	00	L		Click to view Description
Insert FASTDATA	Y	AO	2011-10-21	0	-12280.00	00	T		Click to view Description
Insert FASTDATA	Y	AO	2011-11-03	12	14736.00	00	L		Click to view Description
Insert FASTDATA	Y	AO	2011-12-12	9	11052.00	00	L		Click to view Description
Insert FASTDATA	Y	AO	2011-12-12	-3	-11160.00	00	L		Click to view Description
Insert FASTDATA	Y	AO	2012-01-04	0	-14736.00	00	T		Click to view Description
Insert FASTDATA	Y	AO	2012-01-04	0	-2346.00	00	T		Click to view Description
Insert FASTDATA									

FASTDATA Reconciliation Adjustment

Adjust AO-L Obligation - 540 L Amount: 6137.00

Reason: balance FASTDATA and STARS

Once you are satisfied with your transaction inputs, click the Save button to save the changes. The items will be displayed on the Transaction History report as a non-exportable reconciliation adjustment transaction.

Append to STARS

To append a transaction to STARS-FL, follow the same steps to open the Adjust Reconciliation Document menu and select the appropriate document. We'll use the same document as an example, but this time we will send an adjustment to STARS to remove the receipt amount.

ADJUST AND OVERRIDE RECONCILIATION DOCUMENT

With the selected document open in the Adjust Reconciliation Document feature, click the Append to STARS link.

STARS-FL	0.00	6137.00	2456.00	6035.00	14628.00	34628.00
FASTDATA	0.00	0.00	0.00	6035.00	6035.00	37084.00
Difference	0.00	6137.00	2456.00	0.00	8593.00	-2456.00

Projected RECON Adjustments						
STARS-FL	0.00	6137.00	2456.00	6035.00	14628.00	34628.00
FASTDATA	0.00	102.00	0.00	6035.00	6137.00	17084.00
Difference	0.00	6035.00	2456.00	0.00	8491.00	-2456.00

Adjustment	Exp	Trans	Trans	Trans	Trans	Amount	Partial	NTE	Transaction Description
	Type	Date	Qtr	Amount	Code				
Insert FASTDATA	Y	OM	2011-06-16	12	14736.00	00	I		Click to view Description
Insert FASTDATA	Y	AO	2011-10-11	12	14736.00	00	L		Click to view Description
Insert FASTDATA	Y	AO	2011-10-21	0	-12280.00	00	T		Click to view Description
Insert FASTDATA	Y	AO	2011-11-03	12	14736.00	00	L		Click to view Description
Insert FASTDATA	Y	AO	2011-12-12	9	11052.00	00	L		Click to view Description
Insert FASTDATA	Y	AO	2011-12-12	-3	-11160.00	00	L		Click to view Description
Insert FASTDATA	Y	AO	2012-01-04	0	-14736.00	00	T		Click to view Description
Insert FASTDATA	Y	AO	2012-01-04	0	-2348.00	00	T		Click to view Description
Insert FASTDATA	Y	EV	2012-02-03	1	1192.00	00	P		Click to view Description
Insert FASTDATA	Y	EV	2012-02-03	1	1195.00	00	P		Click to view Description
Insert FASTDATA	Y	EV	2012-04-12	1	1228.00	00	P		Click to view Description
Insert FASTDATA	Y	EV	2012-04-25	1	1192.00	00	P		Click to view Description
Insert FASTDATA	Y	EV	2012-05-16	1	1228.00	00	P		Click to view Description
Insert FASTDATA									Append STARS

Verify Save Close

A STARS Reconciliation Adjustment line will appear. Select the appropriate transaction from the Adjust drop down box. For this example, we want to remove the outstanding receipt in STARS of \$2456.00, so we will select the option to decrease a receipt.

Insert FASTDATA	Y	AO	2011-10-21	0	-12280.00	00	T	Click to view Description
Insert FASTDATA	Y	AO	2011-11-03	12	14736.00	00	L	Click to view Description
Insert FASTDATA	Y	AO	2011-12-12	9	11052.00	00	L	Click to view Description
Insert FASTDATA	Y	AO	2011-12-12	-3	-11160.00	00	L	Click to view Description
Insert FASTDATA	Y	AO	2012-01-04	0	-14736.00	00	T	Click to view Description
Insert FASTDATA	Y	AO	2012-01-04	0	-2348.00	00	T	Click to view Description
Insert FASTDATA	Y	EV	2012-02-03	1	1192.00	00	P	Click to view Description
Insert FASTDATA	Y	EV	2012-02-03	1	1195.00	00	P	Click to view Description
Insert FASTDATA	Y	EV	2012-04-12	1	1228.00	00	P	Click to view Description
Insert FASTDATA	Y	EV	2012-04-25	1	1192.00	00	P	Click to view Description
Insert FASTDATA	Y	EV	2012-05-16	1	1228.00	00	P	Click to view Description
Insert FASTDATA								

STARS Reconciliation Adjustment

Adjust: Qty: Amount:

Reason CMI Initial Commitment - 915 N
 CM-T Adjust Commitment - 915 T
 Contract ACO-L Obligation - 540 N
 ACO-L Obligation - 540 L
 ACO-L Obligation (enter negative amount) - 540 T
 RP- Partial Receipt Public - 510 P
 RP-F Final Receipt Public - 510 Q
RP- Receipt Adjustment Public (enter negative amount) - 510 T

Verify Save Close

ADJUST AND OVERRIDE RECONCILIATION DOCUMENT

Next, input the amount (negative to reduce) and the reason.

Insert FASTDATA	Y	EV	2012-04-25	1	1192.00	00	P	Click to view Description
Insert FASTDATA	Y	EV	2012-05-16	1	1228.00	00	P	Click to view Description

STARS Reconciliation Adjustment

🗑️ Adjust: RP- Receipt Adjustment Public (enter negative amount) - 510 T Qty: Amount:

Reason:

Insert FASTDATA
Append STARS

Click the Verify button to see how the transaction will affect the reconciliation. This will remove the difference in the STARS and FASTDATA receipt amount.

- Reconciliation Document

System	Document	ACRN	JON	EE	OOC	RC	OPTAR
STARS-FL	N0007612RCGS001	AA	000762GST00 T	260	ML	ML	
FASTDATA	N0007612RCGS001	AA	000762GST00 T	260	ML	ML	

FASTDATA obligation does not match STARS-FL. FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.

System	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Liquidated Cost	Actual Cost
STARS-FL	0.00	6137.00	2456.00	6035.00	14628.00	14628.00
FASTDATA	0.00	0.00	0.00	6035.00	6035.00	17084.00
Difference	0.00	6137.00	2456.00	0.00	8593.00	-2456.00
Projected RECON Adjustments						
STARS-FL	0.00	8593.00	0.00	6035.00	14628.00	14628.00
FASTDATA	0.00	0.00	0.00	6035.00	6035.00	17084.00
Difference	0.00	8593.00	0.00	0.00	8593.00	-2456.00

Click the save button after verifying that the transactions provide the desired result. Appending to STARS will send an exportable transaction in the next accounting batch, but will not adjust any costs or documents totals in FASTDATA.

Special Notes:

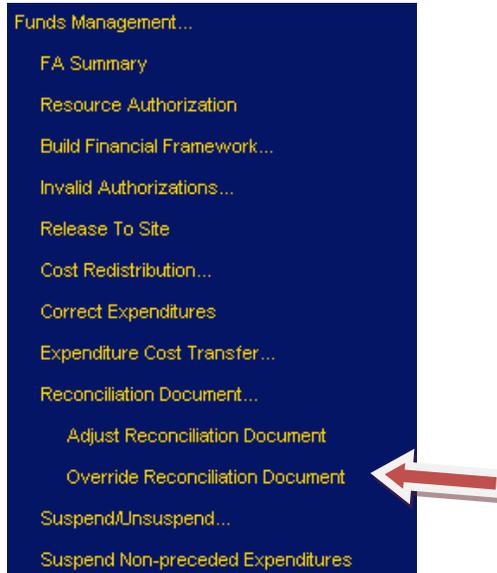
- Be sure to Verify transactions before saving. When using the Insert FASTDATA option, placement of the adjusting transaction affects costs differently. Be sure to examine the flow of the transaction to determine the proper placement of an adjustment. For example, you cannot place a commitment reduction before the commitment was first created or you will receive an error message.
- To send a decrease, be sure to input a negative sign in front of the dollar amount. The drop down box shows specific lines on certain document types for decreases, but the negative sign must always be entered for a decrease.

ADJUST AND OVERRIDE RECONCILIATION DOCUMENT

Override Reconciliation Document

This feature allows you to remove an item that is showing as unreconciled on your recon report. After clicking the Override Reconciliation Document option, a list of unreconciled documents will be displayed. Select the document number of the item you wish to override. The document details will be displayed along with the reconciliation differences. To override the document, input a Reason for Override, then click Save. The document will be removed from the reconciliation results.

In the FA, select Funds Management, Reconciliation Document, Override Reconciliation Document.



ADJUST AND OVERRIDE RECONCILIATION DOCUMENT

A list of documents available for override is displayed. Only documents that are not reconciled between FASTDATA and STARS-FL will be available. You can use the filter options to find a specific document. Once the document is identified, click the document number to open.

Select Document for Override

Filter

DCN: ACRN: JON: EE:

OOO: RC: OPTAR:

Sort Order:
 Ascending Descending

DCN Error Message:

Results

PAGE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 >>

Document	ACR#	JON	EE	OOO	RC	OPTAR
N6832212CRCGDSR Error: FASTDATA obligation does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AA	68322227Q44	Q	250	N7	27
N6832212CRMA139 Error: FASTDATA obligation does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AA	68322223Q22	Q	250	N7	23
N6832212CRNA139 Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AA	68322224Q22	Q	250	N7	B4
N6832212CRNAVYC Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AA	68322224Q33	Q	250	N7	B4
N6832212MDCGACR Error: JON/EE/OOC Mismatch, FASTDATA expenditure does not match STARS-FL. FASTDATA cost does not match STARS-FL.		68322227Q14			N7	27
N6832212MDCGACR Error: FASTDATA obligation does not match STARS-FL. FASTDATA expenditure does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AA	68322227Q11	Q	252	N7	27
N6832212MDCGACR Error: FASTDATA obligation does not match STARS-FL. JON/EE/OOC Mismatch. FASTDATA cost does not match STARS-FL.	AB	68322224Q11	Q	252	N7	B4
N6832212PT2P900 Error: FASTDATA expenditure does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AA	6832222RY11	Y	240	N7	BR
N6832212RC1004A Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AC	68322227Q11	Q	250	N7	27
N6832212RC1044A Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AA	68322224Q11	Q	250	N7	B4

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ADJUST AND OVERRIDE RECONCILIATION DOCUMENT

The document details will be displayed. You must enter a "Reason for Override" before you saving.

Override Reconciliation Document

Reconciliation Document

System	Document	ACRN	JON	EE	OOO	RC	OPTAR
STARS-FL	N0007612RCGS007	AA	000762GSP00	P	257	ML	ML
FASTDATA	N0007612RCGS007	AA	000762GSP00	P	257	ML	ML

System	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Liquidated Cost	Actual Cost
STARS-FL	0.00	6216.00	0.00	0.00	6216.00	6216.00
FASTDATA	6416.61	6216.00	0.00	0.00	12632.61	16776.61
Difference	-6416.61	0.00	0.00	0.00	-6416.61	-10560.61

Override

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	2011-08-17	36	19080.00	00	I		Click to view Description
Y	CM	2011-09-29	0	5784.00	01			Click to view Description
Y	AO	2011-10-21	0	4144.00	00	T		Click to view Description
Y	CM	2011-12-16	0	-2072.00	00	T		Click to view Description
Y	CM	2012-01-26	0	-2072.00	00	T		Click to view Description
Y	AO	2012-01-26	0	2072.00	00	T		Click to view Description
Y	CM	2012-01-26	0	-2072.00	00	T		Click to view Description
Y	CM	2012-01-26	0	-2072.00	00	T		Click to view Description
Y	CM	2012-01-26	0	-2072.00	00	T		Click to view Description
Y	CM	2012-04-13	0	-1871.39	00	T		Click to view Description
Y	CM	2012-04-13	0	0.00	00	T		Click to view Description

Reason for Override :

After clicking Save, the document will no longer show on the reconciliation report.

CAUTION: This feature should not be used to clean up the recon report without performing actual reconciliation. Its intended use would be in the case where there is a valid reason for the discrepancy in STARS.

NOTE: If subsequent action is taken on an overridden document in either FASTDATA or STARS-FL, and the document remains unreconciled, it will re-appear on the reconciliation report.

SUSPEND/UN-SUSPEND

Introduction

This lesson will describe the Suspend/Unsuspend process in the FA.

Objectives

Define the Suspend/Unsuspend process.

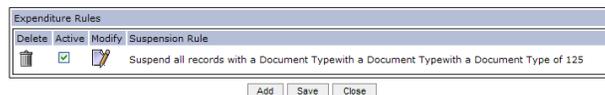
Outline the steps taken to perform the Suspend/Unsuspend process.

Lesson

The Suspend/Unsuspend process involves expenditures and accounting transactions. The FA can create Expenditure Suspension rules, Suspend Expenditures/Unsuspend them, or Purge Suspended Expenditures, create Transaction Suspension rules, Suspend Transactions/Unsuspend them, and Purge Suspended Transactions.



- a. Select Funds Management/Expenditure Suspension Rules



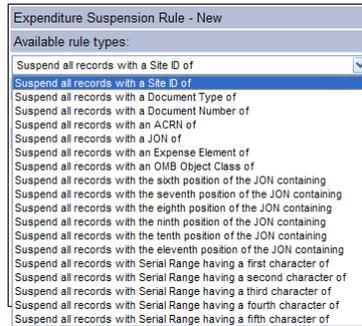
This selection will be used to add, delete, view, activate, and deactivate rules for automatically suspending expenditures. Active suspension rules will apply automatically to expenditures when you import data from STARS-FL. User access to this page is defined at the System Administrator level. When specific recurring expenditures need to be reviewed prior to export to the Site, the FA can control the import using the suspension rule, reviewing them and then unsuspending them to process to the Site.

To add and delete expenditure data, users must have Expenditures Update access. Users with a No Access setting cannot open the Automatic Suspension - Expenditure Rules page.

SUSPEND/UN-SUSPEND

The page lists suspension rules. If your page list is empty, you haven't created any expenditure suspension rules. Each active rule contains a check in the Active check box. To deactivate a rule, uncheck the check box.

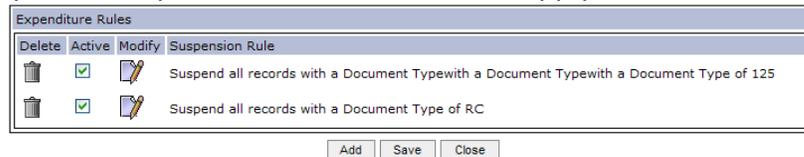
- To add a new rule, select the Add button.
- To modify an existing rule, select the desired rule then select the Modify icon.
- To remove a rule, select the desired rule, then select the Delete icon.



Available Rule types that can be selected under Add a Rule.

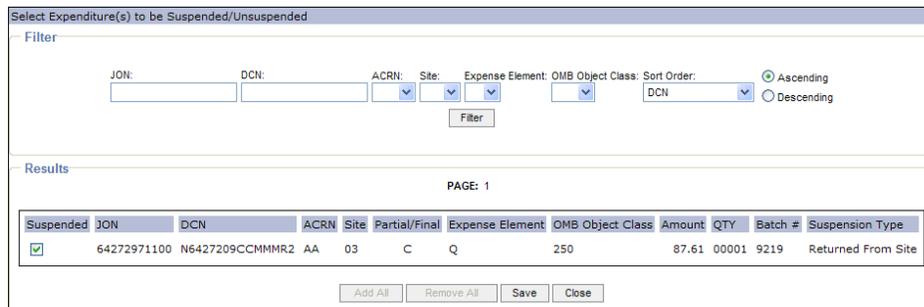


Build the suspension expression and Select Add to apply the rule. Then SAVE.



Rule is now active. Choices are to delete, deactivate the rule, and modify. Close to exit the Expenditure Rule menu.

b. Select Funds Management/Expenditure Suspension Rules



To unsuspend the expenditures once reviewed, uncheck the transaction and SAVE. It will process to the Site.

SUSPEND/UN-SUSPEND

c. Select Funds Management/Purge Suspension Expenditure

Purge Suspended Expenditures

Filter

JON: DCN: ACRN: Site: Expense Element: OMB Object Class: Sort Order: Ascending Descending
 DCN

Filter

Results

PAGE: 1 2 >

Purge	JON	DCN	ACRN	Site	Partial/Final	Expense Element	OMB Object Class	Amount	QTY	Batch #	Suspension Type
<input type="checkbox"/>	30234972698	N3011B90260020	AA	BV	C	T	260	325.00	00001	STAR907232	JON Mismatch for DCN/ACRN
<input type="checkbox"/>	30266972698	N3026990300017	AA	BJ	C	T	260	135.90	00001	STAR907232	JON Mismatch for DCN/ACRN
<input type="checkbox"/>	30273972698	N3026B90440081	AA	BT	C	T	260	115.00	00001	STAR907232	JON Mismatch for DCN/ACRN
<input type="checkbox"/>	30266997269	N3510592040001	AA		C	T	260	800,000,114.00	00001	STAR907241	Labor/Non-labor Mismatch for DCN/JON
<input type="checkbox"/>	30266997269	N3510592040002	AA		C	T	260	800,000,458.00	00001	STAR907241	Labor/Non-labor Mismatch for DCN/JON
<input type="checkbox"/>	30266997269	N3510592040003	AA		C	T	260	800,000,440.00	00001	STAR907241	Labor/Non-labor Mismatch for DCN/JON
<input type="checkbox"/>	30266997269	N3510592040004	AA		C	T	260	800,000,059.00	00001	STAR907241	Labor/Non-labor Mismatch for DCN/JON
<input type="checkbox"/>	30269972698	N3510592050005	AA	BJ	C	T	260	100.00	00001	STAR907242	JON Mismatch for DCN/ACRN
<input type="checkbox"/>	30269972698	N3510592050006	AA	BJ	C	T	260	150.00	00001	STAR907242	JON Mismatch for DCN/ACRN
<input type="checkbox"/>	30269972698	N3510592050007	AA	BJ	C	T	260	200.00	00001	STAR907242	JON Mismatch for DCN/ACRN

Add All Remove All Save Close

Purge expenditures that have been suspended on this page.

- Check the Purge check box for each suspended expenditure you wish to remove from the database.
- You can use the **Add All** and **Remove All** buttons to mark or unmark all listed expenditures for purging.
- After you check or uncheck the Purge check box for each desired expenditure, select Save. The expenditures marked for purging will be removed from the database.

User access to this page is defined at the System Administrator Level. To purge expenditures, users must have **Expenditures Update** access. Users with a **No Access** setting cannot open the Expenditure Purge page while users with **Display-Only** access have view-only access to this page.

d. Select Funds Management/Transaction Suspension Rules

Transaction Suspension Rules

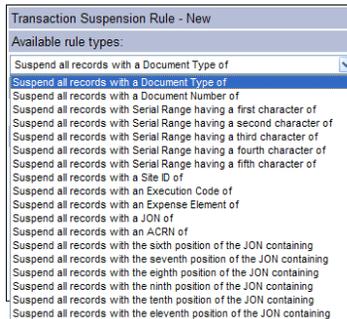
Delete	Active	Modify	Suspension Rule
	<input type="checkbox"/>		Suspend all records with the sixth position of the JON containing 6 and with the ninth position of the JON containing 3 and with the tenth position of the JON containing 1 and with the eleventh position of the JON containing 0
	<input type="checkbox"/>		Suspend all records with a JON of 310 and with the sixth position of the JON containing 7
	<input type="checkbox"/>		Suspend all records with the sixth position of the JON containing 8
	<input type="checkbox"/>		Suspend all records with the sixth position of the JON containing 9 and with the ninth position of the JON containing 3 and with the tenth position of the JON containing 1 and with the eleventh position of the JON containing 0
	<input type="checkbox"/>		Suspend all records with a Site ID of 05

Add Save Close

Use this page to add, delete, view, activate, and deactivate rules for automatically suspending accounting transactions. Active suspension rules will apply automatically to valid transactions when you import data from a site. User access to this page is defined at the System Administrator level. To add and delete automatic suspension rules, users must have Expenditures Update access. Users with a No Access setting cannot open the Automatic Suspension -Transaction Rules page.

SUSPEND/UN-SUSPEND

When Add button is selected the rule can be set up.

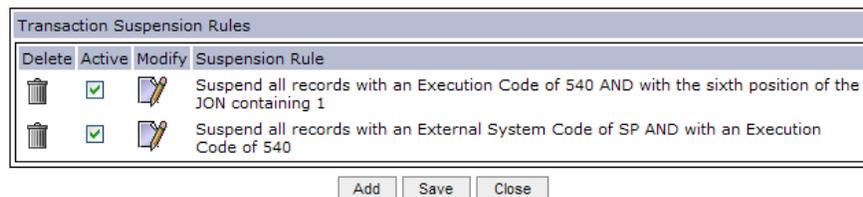


Select the rule, enter criteria, Select Add and the rule will be applied.



Save.

When add button is selected to set up a rule it can be multiple expressions.



For example during CRA if you want to suspend all 540 transactions for the new FY – Select the first statement to suspend all records with an execution code of 540 – and ADD; then select the second statement of with a sixth position of the JON containing 1 (if FY2011 is your new current year) –and ADD. **This will combine the two statements into one expression when you select SAVE it will become a new rule.**

Each active rule contains a check in the Active check box.

- To deactivate a rule, uncheck the check box.
- To add a new rule, select the Add button.
- To modify an existing rule, select the desired rule and select the Modify icon.
- To remove a rule, select the desired rule, then select the Delete icon.

e. Select Funds Management/Transaction Suspension

SUSPEND/UN-SUSPEND

Use this page to suspend and unsuspend accounting transactions that have been received from a site. For transactions marked for suspension by the site, the transaction information identifies the site user who marked the transaction for suspension and the suspension reason provided by that site user.

User access to this page is defined at the System Administrator level. To modify accounting transaction suspensions, users must have Expenditures Update access. Users with a No Access setting cannot open the Accounting Transaction Suspension page while users with Display-Only access have view-only access to the Accounting Transaction Suspension page.

You can use the search and sort features to locate a specific transaction or change the order of the list. After you check or uncheck the Suspended check box for each desired accounting transaction you wish to suspend or un-suspend, select the Save button. When you suspend accounting transactions, these transactions will not be included when you build an accounting batch file. You also can suspend accounting transactions automatically via the Automatic Suspension page. Remember that the execution codes suspended will not be committed, obligated, or show the receipt in STARS-FL until the transaction is un-suspended to flow in the accounting batch.

Suspended	Site	Execution Code	DCN	JON	ACRN	Qty	Amount	Record Type	Suspended By/Suspension Reason
<input type="checkbox"/>	05	540	N3569709MDF6790	63214905100	AA	0	\$750.00	N	
<input type="checkbox"/>	05	540	N3569709MDF6790	63214905100	AA	0	(\$750.00)	T	
<input type="checkbox"/>	05	540	N3569709MDF6790	63214905100	AA	0	\$750.00	T	
<input type="checkbox"/>	05	540	N6231409CC00001	63214905130	AA	1	\$50.00	N	
<input type="checkbox"/>	05	540	N623149238C001	63214905190	AA	5	\$190.00	N	
<input checked="" type="checkbox"/>	02	540	N6321309RQ02003	63213902100	AA	0	\$5,000.00	L	Already posted via SPS in STARS-FL
<input type="checkbox"/>	02	915	N6321392370408	63213902100	AA	1	\$500.00	N	
<input type="checkbox"/>	05	540	N6321409MD05P05	63214905NPO	AA	0	\$20.00	N	
<input type="checkbox"/>	05	915	N6321409MPO5094	63214905100	AA	2	\$3,000.00	N	
<input type="checkbox"/>	05	915	N6321409MPO5094	63214905130	AB	1	\$500.00	N	

f. Select Funds Management/Purge Suspended Transactions

When the FA sets up Transaction Suspension Rules these transactions will show on the Action Item List (AIL) to remind the FA to take action. The review of these suspended accounting transactions by the FA should either generate the un-suspension of the transactions so they can flow to STARS-FL in the Accounting Batch or they should Purge the suspended transactions from the database. Either action will remove them from the AIL report as well.

Purge	Site ID	Batch ID	Execution Code	DCN	ACRN	JON	Amount	QTY	Partial/Final
<input type="checkbox"/>	02	20092570	540	N6321309RQ02003	AA	63213902100	\$5,000.00	0	

SUSPEND/UN-SUSPEND

This page is used to purge accounting transactions that have been suspended. Check the Purge check box for each suspended accounting transaction you wish to remove from the database.

You can use the **Add All** and **Remove All** buttons to mark or unmark all listed accounting transactions for purging. User access to this page is defined at the System Administrator Level. To purge accounting transactions, users must have Expenditures **Update** access. Users with a **No Access** setting cannot open the Purge Suspended Accounting Transactions page while users with **Display-Only** access have view-only access to this page.

After you check or uncheck the Purge check box for each desired accounting transaction select Save. The accounting transactions marked for purging will be removed from the database. **Be careful not to mark those that will need to flow to STARS-FL in the purge screen or you will delete them instead of sending them to STARS-FL.**

SUSPEND/UN-SUSPEND

Questions

What is the Suspend/Unsuspend process?

What are the steps taken to perform the Suspend/Un-Suspend process?

Practice

The Comptroller wishes to review all NC2276 documents before releasing them to the accounting batch to STARS-FL. Set up a suspension rule for the NC2276.

The FA needs a suspension rule set up for one of its Sites. Set up an expenditure suspension rule for a Site.

FUND ADMINISTRATOR REPORTS

Introduction

This lesson will discuss the various REPORTS available in the FA that assist in monitoring and analyzing the document costs in FASTDATA.

Objectives

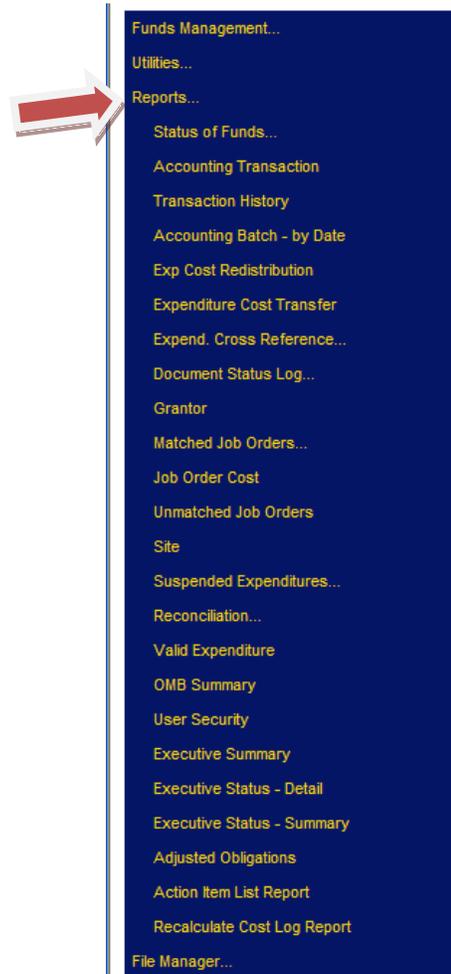
Define the purpose of the REPORTS.

Describe the steps involved in running FA REPORTS.

Lesson

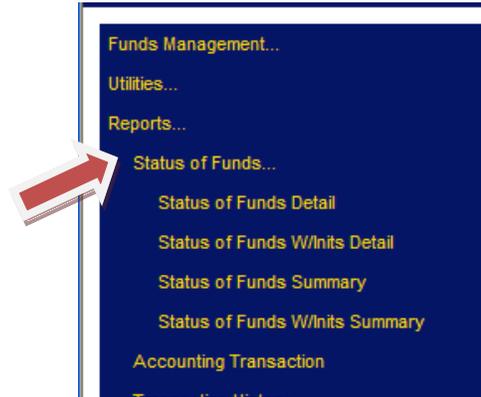
Each of the reports available at the FA will provide information or status you can utilize in review of your document costs. Some will provide different selection such as summary or detail; by DCN, JON, OPTAR code, EE, etc.

There are 24 reports listed under the REPORTS menu when selected.



FUND ADMINISTRATOR REPORTS

1. Reports/Status of Funds

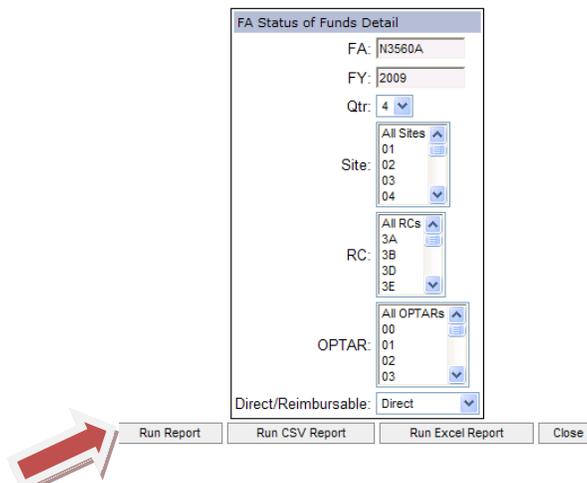


There are several selections available under the Status of Funds to select from: Status of Funds Detail, Status of Funds with Initiation Detail (New), Status of Funds Summary, Status of Funds with Initiation Summary (New).

If selected with detail, the reports provide authorization and obligation totals and remaining available balance for each individual authorization within the OPTAR. If the bottom line total of the Site STATUS of Funds does not match the Document STATUS log for a given OPTAR, then running Recalculate Obligations at the Site (with all Site Users out of the system) will put the reports back into sync 90% of the time.

If selected by summary the totals by OPTARS will summarize the remaining available balances.

- a. Detail – the criteria box opens for user to filter by Site, RC, OPTAR, Direct/Reimbursable or to select all RUN REPORT. Reports that have Direct/Reimbursable filter – will run with only Direct unless Reimbursable is selected. Unlike the GUI reports until future changes are made they do not combine direct totals and reimbursable totals.



There are three different format options to run the report.

FUND ADMINISTRATOR REPORTS

Run Report

Closes the Report Criteria for Status of Funds Summary FA Report page and applies the selected criteria in the PDF format.

Run CSV Report

Select this button to run the report as a text file that can be exported to an Excel Spreadsheet.

Run Excel Report

Select this button to run the report directly in Excel.

The Status of Funds Detail FA Report provides a report of the status of direct or reimbursable funds by Responsibility Center(RC), OPTARs, and Authorizations. For non-DMLSS sites, the Inventory Issued and Encumbered amounts will always be zero.

The Status of Funds Detail Report does not include dollar amounts of initiation documents. After you enter the desired criteria, select the Run Report button. The Status of Funds Detail Report, containing the data you have requested, will display.

Each OPTAR balances will display on a new page. When the last page is selected it will show the last OPTAR and have the grand totals for all. If the report is filtered by one RC for all Sites the report will display with totals for each Site on a separate page and the final page will show the FA the RC total for all Sites.

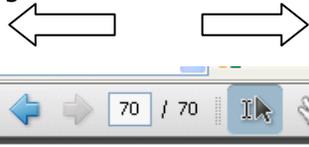
STATUS OF FUNDS REPORT - DIRECT

FA: N3560A Fourth Quarter of FY: 2009
 Site: 81
 RC: 3A Transfer RC Funds:Y
 OPTAR: 81 Description: EMBRY RIDDLE UNIVERSITY

Funding Limitation Description	Auth	Xfer Auth	Labor	Ceiling	Fenced	Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Available Balance	Current % Used
ERU UNIT OPS	810100	N	N	N	N	\$49,293.00	\$49,293.00	\$417.11	\$0.00	\$0.00	\$48,875.89	0.85%
ERU UNIT OPS	81TEST	N	N	N	N	\$0.00	\$0.00	\$21,107.38	\$0.00	\$0.00	-\$21,107.38	0.00%
FISCAL YEAR 2009 OPTAR CODE 81						\$49,293.00	\$49,293.00	\$21,524.49	\$0.00	\$0.00	\$27,768.51	43.67%
						OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
						LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
						TOTAL	\$49,293.00	\$49,293.00	\$21,524.49	\$0.00	\$27,768.51	43.67%
FISCAL YEAR 2009 RC CODE 3A						OTHER	\$49,293.00	\$49,293.00	\$21,524.49	\$0.00	\$27,768.51	43.67%
						LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
						TOTAL	\$49,293.00	\$49,293.00	\$21,524.49	\$0.00	\$27,768.51	43.67%
Report Totals:							\$7,062,077.00	\$7,062,077.00	\$2,852,352.93	\$0.00	\$4,209,724.07	40.39%



TIP: If your report is showing many pages and you want to move to a different page number, type the page number in the page field and ENTER. This will forward you to that page without going one by one using the arrow forward or back .



b. Detail with Initiation

The Status of Funds Detail with Initiations report will not have a separate column for initiation documents created. It will only show a difference in the cumulative cost field from

FUND ADMINISTRATOR REPORTS

the status of funds without initiations and the report run with initiations. The difference should be reflected on the Initiation report in the FA under Reports/Document Status Log.

STATUS OF FUNDS WITH INITIATIONS REPORT - DIRECT

Filter: FA = N00015 AND FY = 2008 AND QUARTER = 3 AND DIRECT/REIMBURSABLE = 'D' AND Site IN ('N1') AND RC IN ('CJ')

FA: N00015 Third Quarter of FY: 2008

Site: N1

RC: CJ

OPTAR: 10 Description: 10

Funding Limitation Description	Auth	Labor	Caping	Fenced	Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Availabl Balance
10 NONPAY COUNTERDRUG 3358	C8NP	N	N	Y	\$0.00	\$0.00	\$11,148.11	\$0.00	\$0.00	-\$11,148.11
10 PAY COUNTERDRUG 3358	C8PAY	L	N	Y	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 TRAVEL COUNTERDRUG 3358	C8TRAV	N	N	Y	\$0.00	\$0.00	\$3.00	\$0.00	\$0.00	-\$3.00
15 TRIDENT NONPAY	TRNP	N	N	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FISCAL YEAR 2008 OPTAR CODE 10					OTHER	\$0.00	\$0.00	\$0.00	\$0.00	-\$11,151.11
					LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	-\$11,151.11

c. Summary

Filter by Site, RC, OPTAR, Direct/Reimbursable. To Select all RUN REPORT. The same three options are available. PDF, CSV, Excel format. This report will not reflect any initiation documents. Remember that Direct and Reimbursable will not both show on the same report.

FUND ADMINISTRATOR REPORTS

STATUS OF FUNDS REPORT - DIRECT

Filter: FA = N3560A AND FY = 2009 AND QUARTER = 4 AND DIRECT/REIMBURSABLE = 'D' AND Site IN (05)

FA: N3560A Fourth Quarter of FY: 2009

Site: 05

RC:3L Transfer RC Funds:N

OPTAR		Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Available Balance	Current % Used
05	COLORADO SUM CR COLL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	FISCAL YEAR 2009 RC CODE 3L	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

RC:L1 Transfer RC Funds:N

OPTAR		Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Available Balance	Current % Used
LAB	LABOR FOR 05	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	-\$500.00	0.00%
	FISCAL YEAR 2009 RC CODE L1	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	-\$500.00	0.00%

RC:SA Transfer RC Funds:N

OPTAR		Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Available Balance	Current % Used
05	STA21 PROGRAM COLORADO	\$195,000.00	\$195,000.00	\$96,231.97	\$0.00	\$0.00	\$128,768.03	33.97%
	FISCAL YEAR 2009 RC CODE SA	\$195,000.00	\$195,000.00	\$96,231.97	\$0.00	\$0.00	\$128,768.03	33.97%

Report Totals		\$3,880,317.00	\$3,880,317.00	\$3,671,517.65	\$0.00	\$0.00	\$208,799.35	94.62%
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The summary of the balances available by RC and OPTAR shows and the last page of the report has the REPORT TOTAL for each column. FA and Site reports differ only in that at the FA all Sites are visible, and at the Site only that Sites data will appear in the report.

d. Summary with initiation

The Status of Funds Summary with Initiations report will not have a separate column for initiation documents created. It will only show a difference in the cumulative cost field from the status of funds without initiations and the report run with initiations. The difference should be reflected on the Initiation report that exists in the FA under Reports/Document Status Log also.

STATUS OF FUNDS WITH INITIATIONS REPORT - DIRECT

Filter: FA = N00015 AND FY = 2008 AND QUARTER = 3 AND DIRECT/REIMBURSABLE = 'D' AND Site IN ('N') AND RC IN (CJ)

FA: N00015 Third Quarter of FY: 2008

Site: NI

CJ

OPTAR		Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Availa Balar
10	10	\$0.00	\$0.00	\$11,151.11	\$0.00	\$0.00	-\$11,151.11
30	30	\$0.00	\$0.00	\$404,625.00	\$0.00	\$0.00	-\$404,625.00
40	40	\$0.00	\$0.00	\$19,467,007.38	\$0.00	\$0.00	-\$19,467,007.38
CP	COOP	\$0.00	\$0.00	\$390,806.00	\$0.00	\$0.00	-\$390,806.00
CR	COMMAND RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
FB	FMB TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
FR	FISCAL RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
N2	N2	\$0.00	\$0.00	\$35,000.00	\$0.00	\$0.00	-\$35,000.00
PT	PROD IT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
	FISCAL YEAR 2008 RC CODE CJ	\$0.00	\$0.00	\$20,308,589.49	\$0.00	\$0.00	-\$20,308,589.49
Report Totals		\$0.00	\$0.00	\$20,308,589.49	\$0.00	\$0.00	-\$20,308,589.49

FUND ADMINISTRATOR REPORTS

2. Reports/Accounting Transaction Report



The Accounting Transaction Report contains information on current accounting transactions. The report also contains information on previously exported and suspended transactions.

The dialog box is titled 'Accounting Transaction' and contains the following fields:
FA: N3580A
Site: All Sites (dropdown)
FY: 2009
RC: All RCs (dropdown)
OPTAR: All OPTARs (dropdown)
Status: All Status Codes (dropdown)
From Date: [calendar icon]
To Date: [calendar icon]
Buttons: Run Report, Run CSV Report, Run Excel Report, Close

Filter Criteria for report:

- **FA** - Your FA ID
- **Site**- Select the default All Sites, a single site, or multiple sites
- **FY**- The current Fiscal Year
- **RC** -Select the default All RC's, a single RC, or multiple RCs
- **OPTAR** - Select the default All OPTARs, a single OPTAR, or multiple OPTARs
- **Status** -Select the default All Status Codes, a single Status Code, or multiple Status Codes
- **From Date/To Date**- Choose your desired dates by selecting dates from calendar drop-downs
- **Run Report** -Closes the Report Criteria for the Accounting Transaction Report and applies the selected criteria in a PDF format.
- **Run CSV Report** - Select this button to run the report as a text file that can be exported to an Excel spreadsheet
- **Run Excel Report** - Select this button to run the report directly in Excel
- **Close** - Select this button to cancel your report request and close the Report Criteria page

FUND ADMINISTRATOR REPORTS

If the status code CURRENT is selected and the RUN REPORT selected the report will display for the FA all transactions that are waiting to export in the next batch to STARS-FL.

Accounting Transactions Report

Filter: FA N3560A, FY 2009, Status Code IN (A)
FA: N3560A

Site: 01 - NROTCU AUBURN UNIVERSITY
RC: 3A **OPTAR: 01 - NROTCU AUBURN OPS**
Execution Code: 510

SDN	Create Date	Amend Num	Description	Control Batch #	Cycle	Part Cd	ACRN	JON	Quantity	Transaction Amount
N8329009RC01224	08/11/09	00	LQ OPS	20092235	A - Current	AA	63290901100		1	\$0.50
N8329009RC01225	08/11/09	00	LQ OPS	20092237	A - Current	AA	63290901100		1	\$0.50
N8329009RC01226	08/11/09	00	LQ OPS	20092238	A - Current	AA	63290901100		1	\$0.25
N8329009RC01227	08/11/09	00	LQ OPS	20092239	A - Current	AA	63290901100		1	\$0.50
N8329009RC01228	08/12/09	00	LQ OPS	20092240	A - Current	AA	63290901100		1	\$0.50
N8329009RC01229	08/12/09	00	LQ OPS	20092241	A - Current	AA	63290901100		1	\$0.25
N8329009RC01229	08/12/09	00	LQ OPS	20092244	A - Current	AA	63290901100		1	\$0.05
Subtotal for Execution Code:										
Execution Code: 510										
\$2.55										

SDN	Create Date	Amend Num	Description	Control Batch #	Cycle	Part Cd	ACRN	JON	Quantity	Transaction Amount
N8329009RC01209	08/19/09	00	LQ OPS	20092310	A - Current	I	AA	63290901100	1	\$1.00
N8329009RC01224	08/11/09	00	LQ OPS	20092235	A - Current	L	AA	63290901100	0	\$0.50
N8329009RC01224	08/11/09	00	LQ OPS	20092236	A - Current	L	AA	63290901100	0	\$0.25
N8329009RC01224	08/11/09	00	LQ OPS	20092235	A - Current	L	AA	63290901100	0	\$0.25
N8329009RC01225	08/11/09	00	LQ OPS	20092237	A - Current	L	AA	63290901100	0	\$0.10
N8329009RC01225	08/11/09	00	LQ OPS	20092237	A - Current	L	AA	63290901100	0	\$0.10
N8329009RC01225	08/11/09	00	LQ OPS	20092237	A - Current	L	AA	63290901100	0	\$0.10
N8329009RC01226	08/11/09	00	LQ OPS	20092238	A - Current	L	AA	63290901100	0	\$0.25
N8329009RC01226	08/11/09	00	LQ OPS	20092238	A - Current	L	AA	63290901100	0	\$0.25

3. Reports/Transaction History Report



When selected the criteria screen will appear and you can select the appropriate document if visible or filter to find it. This report will run in the PDF format, the CSV or the Excel format. You can experiment with each to determine which best meets your needs.

To use the filter for DCN type the DCN in the open block. Select FILTER and the document will appear in the DCN list of documents. Highlight the document and Select RUN REPORT. The report will open to your requested document information.

FUND ADMINISTRATOR REPORTS

Transaction History provides the complete history of all transactions for each specific DCN/ACRN. This report is very much like the FASTPATH: RDOC report that can be provided with all the transactions and COST of the document in STARS-FL. This is a key tool in viewing and reconciling documents with STARS-FL for RECON purposes. Using the DCN filter allows the User to type in all or part of a DCN using the * before or after the portion typed in. Then the DCN is in view in the DCN field. Highlight the DCN then select Run Report.

If RUN Report is selected the PDF view will appear:

The Header of the Transaction History report will show the FA, Site, RC, OPTAR, FY, DCN, ACRN, CONTRACT, CONTRACT ACRN, DO/Call, JON, EE, OBJ Class, Traveler name if applicable, Return Date if applicable, DOC Type, Last Amend #, Country Code, Document STATUS, and the COST of the document. The COST field is the amount that has affected your OPTAR for this document.

The transactions will be listed and will display the history of what has occurred on the document.

Exported – Y or N Tells the user if this have already exported to the FA or is still at the Site level.

Transaction Type – CM, AO, RP, EV (These equate to the STARS-FL transaction codes of 915, 540, 510, 610.)

Transaction Date – will reflect the manual entry date or the imported date from external system, such as B1 files, CITIDIRECT MPC, STARS-FL DTS/SPS/Expenditures.

Transaction Qty – will reflect a qty if it was imported or entered.

FUND ADMINISTRATOR REPORTS

**Transaction Amount
Amendment number**

Partial Code – determined by the Execution Code (transaction Code)

- I – initial entry of a document/memo (STARS-FL “N”)
- T/Space – An adjustment entry to a dollar value (STARS-FL “T”)
- P – A partial 510 or 610
- F – A final 510 (Q) or 610 (C)
- L – A partial liquidation of a commitment
- R – Generates RT – A “R” type transaction for STARS-FL
- U – Generates UT – a “U” type transaction for STARS-FL
- C – Cancellation

NTE – Not to exceed code if it is part of the entry

Transaction Description – provides the history of the transactions in the life cycle of the document and includes the user id affecting the document. The file name and date will appear if it is coming in from an external system.

Transaction History Report

Filter: AND DCN IN (N3003B09MD03000)
FA: N3560A Site: NJ RC: NJ OPTAR: CA FY: 2009

DCN: N3003B09MD03000

ACRN	Contract ID	Cntret ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AC				3560A9CAN01	N	233			MISCELLANEOUS	00		Complete	\$98.00
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	AO	02/20/2009 07:28:34	0	\$98.00	00	I		filename=misc02122009.dat,filedate=02/12/2009 03:58p,size=635904;dbuserid=AUTOMATIC;record=622; Expenditure Batch:3560A9581;filename=N3560A-AH10-20090227-094114;filedate=02/27/2009 03:43p,size=77408;dbuserid=AUTOMATIC;record=5;					
Y	EV	02/27/2009 09:50:23	1	\$98.00	00	P							
ACRN	Contract ID	Cntret ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AE				3560A9CAT40	T	260			MISCELLANEOUS	00		Complete	\$625.00
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	AO	02/20/2009 07:28:15	0	\$625.00	00	I		filename=misc02122009.dat,filedate=02/12/2009 03:58p,size=635904;dbuserid=AUTOMATIC;record=1; Expenditure Batch:3560A9581;filename=N3560A-AH10-20090227-094114;filedate=02/27/2009 03:43p,size=77408;dbuserid=AUTOMATIC;record=10;					
Y	EV	02/27/2009 09:50:24	1	\$625.00	00	P							

4. Reports/Accounting Batch – by Date



If selecting a batch ID the first four digits are the year and the next three are the Julian date of the batch. There will be an extra digit on the end of the batch and it may be a zero or may be incremented if more than one batch was processed for that Julian date.

FUND ADMINISTRATOR REPORTS

Accounting Batch

FA: N3560A

All Sites
Site: 01, 02, 03, 04

FY: 2009

All RCs
RC: 3A, 3B, 3D, 3E

All OPTARs
OPTAR: 00, 01, 02, 03

All Batch IDs
Batch ID: 20092170, 20092171, 20092180, 20092190

From Date:

To Date:

Run Report Run CSV Report Run Excel Report Close

Select Run Report to get the PDF report format.

Accounting Batch Report - By Date to Stars

Filter: FA N3560A AND FY 2009 AND BATCH ID IN (20092170)
 Date sent to Stars: 08/05/2009
 Execution Code: 540

Trns Cd	Batch ID	SDN	Amend	ACRN	JON	P/F	Site	RC	OPTAR	EE	OOB	OPTAR Log	Contract	Quantity	Trans Amt
I	20092170	N6322009WR03074	00	AB	63220903170		03	3A	03	Q	252	x99-101		0	\$400.00
I	20092170	N6322009WR03074	00	AA	63220903180		03	3A	03	Q	252	x99-101		0	\$600.00
Subtotal for Execution Code: 540															\$1,000.00
Total for 08/05/2009															\$1,000.00

5. Reports/Exp Cost Redistribution



The Expenditure Cost Redistribution Report from the Reports menu. Fill in the criteria that will limit the data contained in the selected report. If you select the Close button when the Report Criteria page opens, the Expenditure Cost Redistribution Report will not open. After you designate the desired report criteria, select the Run Report button. The Report Criteria

FUND ADMINISTRATOR REPORTS

Expenditure Cost Transfer

FA: N3597A FY: 2010

From RC: All RCs 01 To RC: All RCs 02

From OPTAR: All OPTARs SL To OPTAR: All OPTARs SL

From JON: All JONs 3597A0DFMST To JON: All JONs 3597A0RFMST 3597A0RIMET

From Site: All Sites BG GM GR KB To Site: All Sites BG GM GR KB

DCN: All DCNs N3597A10PAM0715 N3597APAM070710 N3597APAM070810 SOS: All SOSs

From Date: To Date:

Run Report Run CSV Report Run Excel Report Close

You can narrow the criteria down by the From/To categories in the filter block: RC, OPTAR, JON, Site, DCN, Date. If Run Report is selected without narrowing down the criteria then the report will display all Expenditure Cost Transfers performed.

Expenditure Cost Transfer Report

Filter: FA N3597A, FY 2010

DCN	Amount	SOS	Transfer From						Transfer To						Transaction Date	Transfer Status				
			ACRN	JON	EE	OO	RC	OPTAR	Auth	Site	ACRN	JON	EE	OO			RC	OPTAR	Auth	Site
N3597A10PAM0715	39,409.08		AA	3597A0DFMST	T	260	01	SL	SL0001	SL	AB	3597A0RFMST	T	260	02	SL	SL0017	SL	07/15/10 0854	STARS
N3597APAM070710	1,268.00		AA	3597A0DFMST	T	260	01	SL	SL0001	SL	AB	3597A0RIMET	T	260	02	SL	SL0019	SL	07/07/10 1318	STARS
N3597APAM070810	26,998.40		AA	3597A0DFMST	T	260	01	SL	SL0001	SL	AB	3597A0RFMST	T	260	02	SL	SL0017	SL	07/08/10 1156	STARS

Report elements include the DCN, Amount, SOS: Transfer From data including ACRN, JON, EE, OOC, RC, OPTAR, AUTH, Site; Transfer To data including ACRN, JON, EE, OOC, RC, OPTAR, AUTH, Site; Transaction date; Transfer Status.

7. Reports/Expend Cross Reference



This report can be requested by Site or by Accounting Batch.

FUND ADMINISTRATOR REPORTS

a. By Site

The Expenditure Cross Reference Report provides summary information on imported STARS-FL expenditure batch files with cross references to the associated sites.

The criteria can be designated as all sites or one site and Batch ID can be selected. If all fields are left blank and RUN REPORT is selected all will appear.

Expenditure Cross Reference by Site

FA:

FY:

Site:

All Sites
 01
 02
 03
 04

Batch ID:

All Batches
 9219
 STAR907231
 STAR907232
 STAR907241

Expenditure Cross Reference Report - By Site

FA: N3560A FY: 2009

Filter FA: N3560A, FY: 2009

Site: 03

Batch ID	Acct Expend Count	Amount Paid/Collected	Date Received By FA	Date Created	Site Import Count	Site Amount Paid/Collected	Date Sent to Site
9219	1	\$87.81	08/07/2009	08/07/2009	1	\$87.81	
STAR907275	6	\$2,933.11	07/27/2009	07/27/2009	6	\$2,933.11	07/27/2009
Subtotal for Site:						\$3,020.72	
Total for Report:						\$71,057.53	

Site: 20

Batch ID	Acct Expend Count	Amount Paid/Collected	Date Received By FA	Date Created	Site Import Count	Site Amount Paid/Collected	Date Sent to Site
STAR907271	28	\$4,063.66	07/27/2009	05/18/2009	4	\$374.50	07/27/2009
STAR907272	27	\$3,381.40	07/27/2009	05/18/2009	4	\$920.00	07/27/2009
STAR907273	28	\$5,143.00	07/27/2009	05/18/2009	4	\$749.00	07/27/2009
STAR907274	28	\$5,143.00	07/27/2009	05/18/2009	4	\$749.00	07/27/2009
Subtotal for Site:						\$2,792.50	
Total for Report:						\$71,057.53	

FUND ADMINISTRATOR REPORTS

b. By Batch

Expenditure Cross Reference Report By Batch ID

FA: N3560A FY: 2009
 Filter FA: N3560A, FY: 2009

Accounting Batch Number 9219

Acct Expend Count	Accounting Amount Paid/Collected	Date Received By FA	Site ID	Date Created	Site Import Expend Count	Site Amount Paid/Collected	Date Sent to Site
1	\$87.61	08/07/2009	03	08/07/2009	1	\$87.61	

Accounting Batch Number STAR907231

Acct Expend Count	Accounting Amount Paid/Collected	Date Received By FA	Site ID	Date Created	Site Import Expend Count	Site Amount Paid/Collected	Date Sent to Site
110	\$16,107.44	07/23/2009	BC	05/18/2009	10	\$1,516.38	07/23/2009
110	\$16,107.44	07/23/2009	BD	05/18/2009	10	\$896.46	07/23/2009
110	\$16,107.44	07/23/2009	BJ	05/18/2009	10	\$2,085.00	07/23/2009
110	\$16,107.44	07/23/2009	BL	05/18/2009	10	\$1,514.00	07/23/2009
110	\$16,107.44	07/23/2009	BN	05/18/2009	10	\$2,267.00	07/23/2009
110	\$16,107.44	07/23/2009	BP	05/18/2009	10	\$1,043.50	07/23/2009
110	\$16,107.44	07/23/2009	BR	05/18/2009	10	\$820.70	07/23/2009
110	\$16,107.44	07/23/2009	BS	05/18/2009	10	\$1,483.20	07/23/2009
110	\$16,107.44	07/23/2009	BT	05/18/2009	10	\$1,831.50	07/23/2009
110	\$16,107.44	07/23/2009	BU	05/18/2009	10	\$1,122.40	07/23/2009
110	\$16,107.44	07/23/2009	BV	05/18/2009	10	\$1,527.30	07/23/2009

8. Reports/Document Status Log



This report can be run by JON, DCN, Initiation Documents, or Liquidated Document Status. It provides status of each DCN/ACRN at the FA and detailed totals at selected levels. The ACTUAL COSTS on the Document Status Log and the CUMULATIVE COST on the Status of Funds report should balance at the Sites. If not, they should use Utilities/Recalculate obligations to put them back into balance.

FUND ADMINISTRATOR REPORTS

- a. One of the selections this report can be run by is DCN. Example is below.

FASTDATA DOCUMENT STATUS LOG BY DCN

Filter: FA N3560A, FY 2009, Direct/Reimb = D AND SITE IN ('05')
 Site: 05
 RC: 3A / OPTAR: 05 NROTCU UNIV OF COLORADO



Document Number	ACRN	Job Order Number	E O C	Qty Ordered	Qty Recvd	Qty Disb	Final Rcpt Cnt	Final Exp Cnt	Commitment Amount	Obligation Amount	Amount Received To Date	Amount Disbursed To Date	Actual Cost To Date	Document Description
N3560A09MDNRGSA	AA	63214905100	Q	253	0	0	0	0	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	TEST MISC DOC
N3560A09MDTESTD	AA	63214905100	Q	253	0	0	0	0	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	TEST MISC DOC
N3560709MDF8790	AA	63214905100	Q	253	0	0	0	0	\$0.00	\$750.00	\$0.00	\$0.00	\$750.00	Training MISC DOC
N8231409CC00001	AA	63214905130	T	280	1	0	0	0	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	training credit card
N823149238C001	AA	63214905100	T	280	5	0	0	0	\$0.00	\$190.00	\$0.00	\$0.00	\$190.00	training cc memo
N8321409CCMMIN28	AA	63214905100	T	280	0	0	1	0	\$0.00	\$3,578.10	\$0.00	\$3,578.10	\$3,578.10	MPC:
N8321409CCMMIN29	AA	63214905100	T	280	0	0	1	0	\$0.00	\$636.40	\$0.00	\$636.40	\$636.40	MPC: 290032
N8321409CCMMIN2B	AA	63214905100	Q	250	0	0	1	0	\$0.00	\$4.45	\$0.00	\$4.45	\$4.45	MPC: 290032
N8321409CCMMIN2H	AA	63214905100	T	280	0	0	1	0	\$0.00	\$156.10	\$0.00	\$156.10	\$156.10	MPC: 290032
N8321409CCMMIN2J	AA	63214905100	T	280	0	0	1	0	\$0.00	\$343.78	\$0.00	\$343.78	\$343.78	MPC:
N8321409CCMMIN2M	AA	63214905100	T	280	0	0	1	0	\$0.00	\$0.00	\$0.00	\$528.78	\$528.78	NON-PRECEDED DSP
N8321409CCMMIN2P	AA	63214905100	T	280	0	0	1	0	\$0.00	-\$23,152.54	\$0.00	\$1,847.46	\$1,847.46	MPC:
N8321409CCMMIN2W	AA	63214905100	Q	250	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	MPC:
N8321409CCMMIN2X	AA	63214905100	T	280	0	0	0	0	\$0.00	-\$42,974.93	\$0.00	\$0.00	-\$42,974.93	MPC:
N8321409CCMMIN31	AA	63214905100	T	280	0	0	0	0	\$0.00	\$70.69	\$0.00	\$0.00	\$70.69	MPC: 9133
N8321409CCMMIN32	AA	63214905100	Q	250	0	0	0	0	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	MPC:
N8321409CCMMIN33	AA	63214905100	T	280	0	0	0	0	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	MPC:
N8321409CCMMIN34	AA	63214905100	T	280	0	0	0	0	\$0.00	\$4.15	\$0.00	\$0.00	\$4.15	MPC: 408738380

The Document Status Log Report provides a status of each transaction entered, a description of the transaction, and detailed totals at selected levels.

Note: Reports run in CSV or Delimited format may experience errors if returning extraordinarily large number of records (greater than 5000 rows). This problem can be prevented by filtering the data using the selection parameters. If errors are experienced, it is strongly recommended the data be narrowed down by using filter criteria.

The report shown above is in the PDF format obtained by selecting RUN REPORT.

The ACTUAL COST to DATE field is the amount of funds for the document that have affected your OPTAR. If this total is not correct for the document then research and take corrective actions as needed.

Important to note when working this report that if the Amount Disbursed to DATE and the Actual Cost to DATE are not the same, and you know that the final expenditure posted to the document, then review document in STARS-FL. If there is a residual obligation remaining in STARS-FL and in FASTDATA and the FINAL expenditure has posted you can clear this up by doing Documents/UPDATE Document and putting a "F" final code in the expenditure field. This will create a de-obligation transaction that will flow to STARS-FL and update it as well as in FASTDATA. This also will assist in cleaning up obligation for the Tri-Annual Review requirements and add funds back into your OPTAR for using during the current Fiscal year.

Keep in mind that FASTDATA does not liquidate the same as STARS-FL. In STARS-FL if you obligate (540) a document that has a commitment (915) it will liquidate the commitment and move to obligation. In FASTDATA if you have contract a document you will see the funds in the Commitment Amount field and in the Obligation Amount field. You should only see the amount once in the ACTUAL COST TO DATE field.

FUND ADMINISTRATOR REPORTS

- b. An **Initiation document** is created when a requirement is known but funding is not necessarily available at the time of creation. This document does not affect available funding and is not exported to STARS-FL. Since the document (as an Initiation) is not exported, it can be updated at any time and may also be changed from Initiation to Source. At that time the document affects available funding and is exported to STARS-FL.

Initiation Documents (FA)

FA: N3560A

Site: 01
02
03
04

FY: 2009

RC: 3A
3B
3D
3E

OPTAR: 00
01
02
03

JON: 3003B903T50
3003B972698
3004B908T50
3004B972698

JON Filter:

DCN: N6321409TGSF026
N6322009MP03079
N6322009PO03080
N6322009PT03078

DCN Filter:

Direct/Reimbursable: Direct

From Date:

To Date:

Run Report Run CSV Report Run Excel Report Filter Close

If all Initiation Documents are to be reviewed, Select RUN REPORT. If one DCN is to be reviewed type the DCN in the DCN filter and Select Filter. Then highlight the DCN in the DCN block and RUN REPORT. Other options are to run the CSV or the Excel Report.

FUND ADMINISTRATOR REPORTS

FASTDATA INITIATION DOCUMENTS

Filter: FA N3560A, FY 2009, Direct/Reimb = D

Site: 01

RC: 3A / OPTAR: 01 NROTCU AUBURN OPS

Document Number	AMND	ACRN	JON	E	OMB Object Class	OMB Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
N6329609RC01238	00	AA	63296091100	Q	252		1	\$1.00	\$0.00	\$1.00	08/31/2009	test
Subtotal for OPTAR: 01								\$1.00	\$0.00	\$1.00		
Subtotal for Site: 01								\$1.00	\$0.00	\$1.00		

Site: 03

RC: 3A / OPTAR: 03 SAT BUD DIRECT

Document Number	AMND	ACRN	JON	E	OMB Object Class	OMB Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
N6322009MP03079	00	AA	63220903100	Q	253		1	\$6,000.00	\$0.00	\$6,000.00	07/31/2009	test
N6322009PO03060	00	AA	63220903100	Q	252		0	\$450.00	\$0.00	\$450.00	07/31/2009	test
N6322009PT03078	00	AA	63220903100	Y	240		0	\$0.00	\$0.00	\$0.00	07/31/2009	test
N6322009RC03061	00	AA	63220903100	Q	252		2	\$500.00	\$0.00	\$500.00	07/31/2009	test
N6322009RQ03077	00	AA	63220903100	Q	252		1	\$500.00	\$0.00	\$500.00	07/31/2009	test x26
N6322009WR03076	00	AA	63220903100	Q	252		0	\$300.00	\$0.00	\$300.00	07/29/2009	test initiation
N6322092120457	00	AA	63220903100	T	260		1	\$0.00	\$0.00	\$0.00	07/31/2009	test x26
N6322092120458	00	AA	63220903100	T	260		1	\$300.00	\$0.00	\$300.00	07/31/2009	test
Subtotal for OPTAR: 03								\$8,050.00	\$0.00	\$8,050.00		
Subtotal for Site: 03								\$8,050.00	\$0.00	\$8,050.00		

Site: 04

RC: 3A / OPTAR: 04 NROTCU THE CITADEL

Document Number	AMND	ACRN	JON	E	OMB Object Class	OMB Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
N6661209RC04006	01	AA	66612904100	Q	252		0	\$500.00	\$500.00	\$1,000.00	09/15/2009	initiation amendment
N6661209RC04007	00	AA	66612904100	Q	252		1	\$200.00	\$0.00	\$200.00	09/15/2009	initiation to canx
Subtotal for OPTAR: 04								\$700.00	\$500.00	\$1,200.00		
Subtotal for Site: 04								\$700.00	\$500.00	\$1,200.00		

Notice that the fields for COST now show PROJECTED ACTUAL COST. This Initiation has not affected the OPTAR so it is reflected as PROJECTED COST.

c. Liquidated Document Status

- The Liquidated Document Status Log (LDSL) is a status report of FD Web documents used to identify possible variances between FD Web and the core accounting system STARS-FL.
- The report calculates for each Document ACRN (DCN/ACRN) the liquidated balances in commitment, obligation, receipts and disbursements, and the liquidated document cost.
- It computes the actual cost for the DCN/ACRN also found on the Document Status Log (DSL).
- Research is possible by comparing the liquidated document cost to actual cost, and the liquidated balances to balances found on the STARS-FL document.

Note: Reports run in CSV or Delimited format may experience errors if returning extraordinarily large number of records (greater than 5000 rows). This problem can be prevented by filtering the data using the selection parameters. If errors are experienced, it is strongly recommended the data be narrowed down by using filter criteria.

FUND ADMINISTRATOR REPORTS

Liquidated Document Status Log by DCN (FA)

FA: N3560A

Site: All Sites
01
02
03
04

FY: 2009

RC: All RCs
3A
3B
3D
3E

OPTAR: All OPTARs
00
01
02
03

JON: All JONs
3003B903T50
3003B972698
3004B908T50
3004B972698 JON Filter:

DCN: All Document Numbers
N3003B09MD01001
N3003B09MD03000
N3003B90490001
N3003B90490002 DCN Filter:

Direct/Reimbursable: Direct

Filters for JON and DCN can be used or specified Site, RC, OPTAR, Direct/Reimbursable. Select RUN REPORT.

FASTDATA LIQUIDATED DOCUMENT STATUS LOG BY DCN

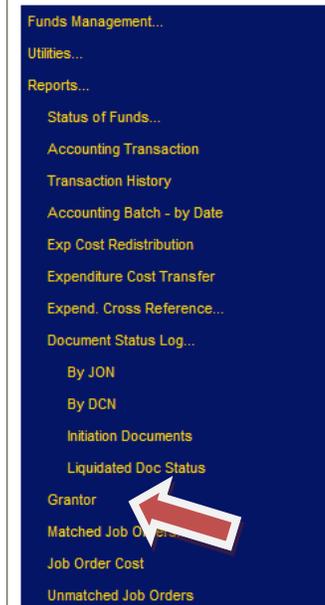
Filter: FA N3560A, FY 2009, Direct/Reimb = D AND DCN IN (N3003B09MD03000)

Document Number	ACRN	Job Order Number	E	OMB Object Class	Commitment Amount	+	Obligation Amount	+	Amount Received To Date	+	Amount Disbursed To Date	=	Official Acct. Syst. Projected Cost	FASTDATA Actual Cost To Date	Document Description
SITE: NJ		RC: NJ													
OPTAR: CA		NJROTC OTHER													
N3003B09MD03000	AC	3660A@CAN01	N	233	\$0.00		\$0.00		\$0.00		\$98.00		\$98.00	\$98.00	INBOUND TXN
N3003B09MD03000	AE	3660A@CAT40	T	260	\$0.00		\$0.00		\$0.00		\$825.00		\$98.00	\$626.00	INBOUND TXN
Subtotal for OPTAR: CA					\$0.00		\$0.00		\$0.00		\$723.00		\$196.00	\$723.00	
Subtotal for Site: NJ					\$0.00		\$0.00		\$0.00		\$723.00		\$196.00	\$723.00	
Report Total:					\$0.00		\$0.00		\$0.00		\$723.00		\$196.00	\$723.00	

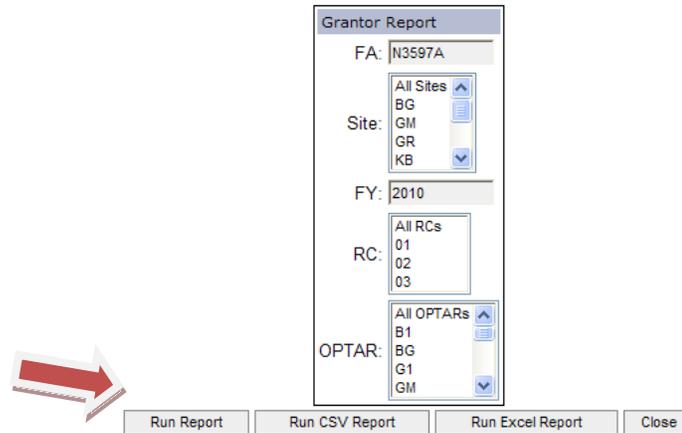
This report is available at the FA and at the Site level.

FUND ADMINISTRATOR REPORTS

9. Reports/Grantor



This report will display all the GRANTORS in the FA. It can be drawn by one Site or all Sites.



Narrow down the criteria by Site, RC and/or OPTAR or just Select RUN REPORT to get all.

FUND ADMINISTRATOR REPORTS

Grantor Report

Filter: FA N3597A, FY 2010

Seg No.	Grantor DCN	ACRN	Rmb Srce	Srv Cd	Funds Expire	Approp	Sub head	Obj Clss	BCN	SA/ OB Suff	AAA UIC	Trnx Type	Trs Idx	PAA Code	Cost Code	Grantor UIC	Bill Frq	Rpt Frq	UIC Mail Cd	Perf Mail Cd	Carry Fwd Reimb
AWSE	N0003010WR08086	AA	1	4	09/30/2010	101804	3D3D	253	VA301	0	68342	2D	17	000000	8030000000000	00030	M	Q	0005		N

Job Orders	JON Description	RC	OPTAR	Site	Labor	Other	Total
884370RAWSE	KK AWS BG	02	BG	BG	\$0.00	\$17,458.35	\$17,458.35
887010RAWSE	KK AWS KB	02	KB	KB	\$0.00	\$7,912.89	\$7,912.89
Total:					\$0.00	\$25,371.24	\$25,371.24

Seg No.	Grantor DCN	ACRN	Rmb Srce	Srv Cd	Funds Expire	Approp	Sub head	Obj Clss	BCN	SA/ OB Suff	AAA UIC	Trnx Type	Trs Idx	PAA Code	Cost Code	Grantor UIC	Bill Frq	Rpt Frq	UIC Mail Cd	Perf Mail Cd	Carry Fwd Reimb
BG01	N0003010WR08043	AA	1	4	09/30/2010	101804	3D3D	253	VA301	0	68342	2D	17	000000	8030000000000	00030	M	Q	0005		N

Job Orders	JON Description	RC	OPTAR	Site	Labor	Other	Total
884370RSPAR	KK SPARE BG	02	BG	BG	\$0.00	\$20,454.03	\$20,454.03
887010RSPAR	KK SPARE KB	02	KB	KB	\$0.00	\$4,318.37	\$4,318.37
Total:					\$0.00	\$24,772.40	\$24,772.40

Seg No.	Grantor DCN	ACRN	Rmb Srce	Srv Cd	Funds Expire	Approp	Sub head	Obj Clss	BCN	SA/ OB Suff	AAA UIC	Trnx Type	Trs Idx	PAA Code	Cost Code	Grantor UIC	Bill Frq	Rpt Frq	UIC Mail Cd	Perf Mail Cd	Carry Fwd Reimb
CUMM	N6660410WR00107	AA	3	3	12/31/2010	XX4930	NH6A	000	77777	0	66604	2F	97	000000	26B00B414010	66604	M	Q	0002		Y

Job Orders	JON Description	RC	OPTAR	Site	Labor	Other	Total
3597AORCUMM	KK CUMMINGS	02	SL	SL	\$0.00	\$0.00	\$0.00
Total:					\$0.00	\$0.00	\$0.00

Seg No.	Grantor DCN	ACRN	Rmb Srce	Srv Cd	Funds Expire	Approp	Sub head	Obj Clss	BCN	SA/ OB Suff	AAA UIC	Trnx Type	Trs Idx	PAA Code	Cost Code	Grantor UIC	Bill Frq	Rpt Frq	UIC Mail Cd	Perf Mail Cd	Carry Fwd Reimb
KB01	N0003010WR08030	AA	1	4	09/30/2010	101804	3C1C	253	VA301	0	68342	2D	17	000000	8050000000000	00030	M	Q	0005		N

Job Orders	JON Description	RC	OPTAR	Site	Labor	Other	Total
884370RSTAR	KK START BG	02	BG	BG	\$0.00	\$0.00	\$0.00
887010RSTAR	KK START KB	02	KB	KB	\$0.00	\$5,356.49	\$5,356.49
Total:					\$0.00	\$5,356.49	\$5,356.49

Seg No.	Grantor DCN	ACRN	Rmb Srce	Srv Cd	Funds Expire	Approp	Sub head	Obj Clss	BCN	SA/ OB Suff	AAA UIC	Trnx Type	Trs Idx	PAA Code	Cost Code	Grantor UIC	Bill Frq	Rpt Frq	UIC Mail Cd	Perf Mail Cd	Carry Fwd Reimb
KB02	N0003010WR08029	AA	1	4	10/31/2010	101804	3D2D	253	VA301	0	68342	2D	17	000000	8040000000000	00030	M	Q	0005		N

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10. Reports/Matched Job Orders

Reports...

- Status of Funds...
- Accounting Transaction
- Transaction History
- Accounting Batch - by Date
- Exp Cost Redistribution
- Expenditure Cost Transfer
- Expend. Cross Reference...
- Document Status Log...
- Grantor
- Matched Job Orders...
 - By Site
 - By OPTAR
 - By JON
- Job Order Cost
- Unmatched Job Orders



FUND ADMINISTRATOR REPORTS

The Matched Job Order Report provides information on job order numbers that have an associated OPTAR and authorization ID for the active fiscal year and FA. The report includes labor and other cumulative and total costs.

The report can be sorted by Site, OPTAR, or JON.

When the report is run by JON, you have the filters available to select the Site, an RC, an OPTAR, or a Local Code. You can also just RUN REPORT and it will give all within the FA.

In the example no filter has been selected.

MATCHED JOB ORDER NUMBER BY JON REPORT

Filter: FA: N3597A AND FY: 2010
FA: N3597A FY: 2010

Job Order Number	JON Description	JON Status	Appropriation Type	Chrg UIC	Cost Code	F/ SF	S A G	Out Year	Local Code	Xprt	Author- ization Date	Labor		Both/Other		Total Cost
												Cumulative Cost	Author- ization Date	Cumulative Cost	Author- ization Date	
00750070512 Site: GR	KK:FR ACC ADJ RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1R00	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070FBA Site: GR	KK:FR ACC GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1X50	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070LVA Site: GR	KK:LVE ACC GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1RP0	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070SUS Site: GR	KK:LABOR SUSP GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1X90	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070U11 Site: GR	KK:LABOR GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	8DSQ	A/7	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070UCB Site: GR	KK:INS TAV COMP RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1RN0	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070UCE Site: GR	KK:CT EARNED GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1RN0	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070UCF Site: GR	KK:TAV COMP TAKE RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1RM0	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070UCT Site: GR	KK:CT TAKEN GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1RM0	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070UHC Site: GR	KK:FEHB GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1X52	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070UHQ Site: GR	KK:FICA GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1X50	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070UHR Site: GR	KK:CSRA GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1X50	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070UHS Site: GR	KK:FEHB JO GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1X50	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070UHT Site: GR	KK:MEDICARE GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1X50	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070UHU Site: GR	KK:FEGLIA GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1X50	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070UHV Site: GR	KK:FERS GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1X50	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070UHW Site: GR	KK:TSP GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1X50	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070UHX Site: GR	KK:FEHB UO GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1X51	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070UKA Site: GR	KK:LWOP GR RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1RL0	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070UKG Site: GR	KK:LWOP MIL RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1RL0	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	
00750070ULA Site: GR	KK:LEAVE-ANNUAL RC: 01	Acknowledged OPTAR: G1	O&MN and DBOF	00750	1RH0	D/1	1K	Yes		Yes	GR0002	\$0.00		\$0.00	\$0.00	

FUND ADMINISTRATOR REPORTS

11. Reports/Job Order Cost



The Job Order Cost by Expense Element Report provides information on JON costs by Expense Element. The Criteria page allows you to select one or all Sites, one or all JONS, and one or all Expense Elements.

Select RUN REPORT button.

Job Order Cost by Expense Element (FA)

FA: N3560A

Site: 01, 02, 03, 04

FY: 2009

JON: 3003B903T50, 3003B972698, 3004B908T50, 3004B972698

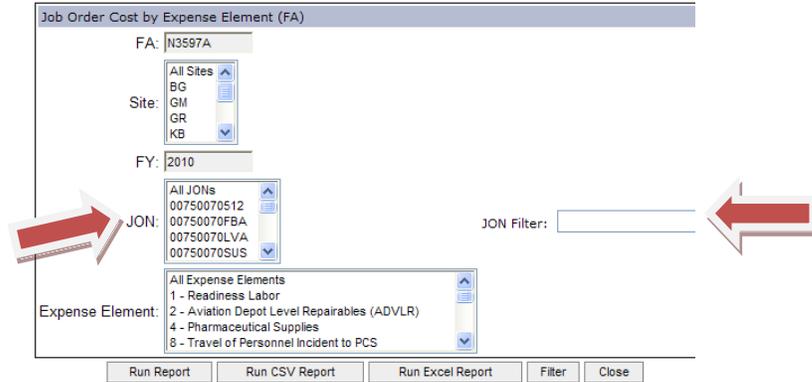
JON Filter:

Expense Element: 1 - Readiness Labor, 2 - Aviation Depot Level Repairables (ADVLR), 4 - Pharmaceutical Supplies, 8 - Travel of Personnel Incident to PCS

Run Report Run CSV Report Run Excel Report Filter Close

NOTE: On all report where there is a separate DCN or JON Filter box you can use a wild card to narrow your list in the DCN or JON window. You can enter as much of the JON as you wish (beginning with the first numeral) followed by a wild card indicator (*). For example; 63214*. Select the Filter button. The form will refresh with only the JONS you have requested appearing in the JON list.

FUND ADMINISTRATOR REPORTS



Then Highlight the one you wish to select and RUN REPORT.

JOB ORDER COST BY EXPENSE ELEMENT (FA)

Site: SL				
Job Order	Description	Expense Element	OMB Object Class	Actual Cost
3597A0SCEAP	KK CEAP	Q	252	\$908.16
3597A0SLTAC	KK TAC LINE	L	220	\$5,092.27
3597A0SVTAC	SL VTAC	Q	252	\$400,000.00
3597A0TSCOP	KK COPIER	P	257	\$1,010.86
3597A0TSCOP	KK COPIER	T	260	\$605.59
3597A0TSCOP	KK COPIER	W	311	\$99,975.00
Subtotal for Site:				\$2,868,695.07
Site: YK				
Job Order	Description	Expense Element	OMB Object Class	Actual Cost
3470B0SW198	KK MK 48 HWT TECH	T	260	\$0.00
3470B0SW198	KK MK 48 HWT TECH	W	311	\$3,878.85
Subtotal for Site:				\$3,878.85
Report Total:				\$5,188,767.33

12. Reports/Unmatched Job Orders



FUND ADMINISTRATOR REPORTS

The Unmatched Job Order Report provides information on job order numbers (JON's) that do not have an associated OPTAR and authorization ID for the current fiscal year and FA. The unmatched JON's normally have been imported from STARS-FL.



Selection can be narrowed down by RC and Local or if all are desired, just Select RUN REPORT.

If any are unmatched within the FA they will show on the report.

UNMATCHED JOB ORDER NUMBER REPORT

Filter: FA N3560A, FY 2009

Job Order Number	JON Description	JON Status	Appropriation Type	Charge UIC	Cost Acct Cd	F/SF	SAG	Out Year	Local Code
632209DIR02	X39_103 MPN DIR	Modified (In Error)	RPN	6M600		/		Yes	
632209XAN03	FRC SE JAX FL	Modified (In Error)	RPN	6M600		/		Yes	

The FA would have to edit the JON to match it to an OPTAR and AUTH and then retransmit to STARS-FL to get an acknowledgement. Then rerun the report to verify it has cleared.

13. Reports/Site



FUND ADMINISTRATOR REPORTS

The Site Report contains information on the sites under the current FA. This report is sorted by OPTAR ID. The report provides information on each site's document serial range assignments, obligations, available balances, and other site details, such as whether the site is locked.

Site

FA: N3560A

Site: All Sites
01
02
03
04

RC: All RCs
3A
3B
3D
3E

OPTAR: All OPTARs
00
01
02
03

FY: 2009

Qtr: 4

Direct/Reimbursable: Direct

SITE REPORT

Filter: FA N3560A, FY 2009, Direct/Reimb = D AND SITE IN (15)

Site: 15		Site Desc: NROTCU IOWA STATE UNIVERSITY				Station Use: N		Site Locked: N	
RC: 3A		OPTAR: 15 NROTCU IOWA				Direct/Reimb: Direct		Funds Check: Y	
AUTH	Description	Fenced	Ceiling	Labor	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD
150100	UNIT OPS IOWA STATE	N	N	N	\$6,725.00	\$8,000.00	\$0.00	\$0.00	\$14,725.00
Job Order	Description	CAC	Charge UIC	SAG	Funct/ Subfnct	E E	Close Date	Cumulative Cost	OPTAR Desc
63210915100	LQ OPS	5120	63210	3J	A/O			\$13,095.98	NROTCU IOWA
63210915130	LQ CELL PHONES	5120	63210	3J	A/O			\$425.00	NROTCU IOWA
63210915160	LQ URINALYSIS	9982	63210	3J	S/1			\$0.00	NROTCU IOWA
63210915170	LQ SAIL TRAINING	5120	63210	3J	A/O			\$0.00	NROTCU IOWA
63210915190	LQ NCLEX EXAMS	5120	63210	3J	A/O			\$0.00	NROTCU IOWA
Total Cumulative Cost for Auth 150100								\$13,520.98	
Total Inventory Issued Amount for Auth 150100								\$0.00	
Total Encumbered Amount for Auth 150100								\$0.00	
Total Available Balance for Auth 150100								\$1,204.02	
RC: 3B		OPTAR: DQ IOWA TUITION				Direct/Reimb: Direct		Funds Check: Y	
AUTH	Description	Fenced	Ceiling	Labor	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD
150300	IOWA TUITION	N	N	N	\$706,800.00	\$1,000,000.00	\$0.00	\$0.00	\$1,706,800.00
Job Order	Description	CAC	Charge UIC	SAG	Funct/ Subfnct	E E	Close Date	Cumulative Cost	OPTAR Desc
63210915310	LQ	5120	63210	3J	A/O		Q	\$362,633.00	IOWA TUITION
63210915320	LQ	5120	63210	3J	A/O		Q	\$341,409.00	IOWA TUITION
63210915330	LQ	5120	63210	3J	A/O		Q	\$0.00	IOWA TUITION
63210915340	LQ	5120	63210	3J	A/O		Q	\$0.00	IOWA TUITION
Total Cumulative Cost for Auth 150300								\$704,042.00	
Total Inventory Issued Amount for Auth 150300								\$0.00	
Total Encumbered Amount for Auth 150300								\$0.00	
Total Available Balance for Auth 150300								\$1,002,758.00	
RC: 3D		OPTAR: KQ IOWA TUTORING				Direct/Reimb: Direct		Funds Check: Y	

FUND ADMINISTRATOR REPORTS

14. Reports/Suspended Expenditures



The Suspended Expenditures Report lists expenditures that were suspended either during the expenditure import from the official accounting system or that were suspended manually. The report can be run by DCN or by JON, whichever works the best for

The screenshot shows a configuration window for the 'Suspended Expenditures By DCN' report. It includes the following fields and options:

- FA: N3560A
- Site: 03 (dropdown menu with options: All Sites, 03, 20, 22, 23)
- FY: 2009
- RC: 3A (dropdown menu with options: All RCs, 3A, 3E, 4C)
- OPTAR: 03 (dropdown menu with options: All OPTARs, 03, NU, NV, NW)
- Error Code/Suspension Reason: Invalid Job Order Number (dropdown menu with options: All Error Codes, Invalid Job Order Number, No Associated Site, Job Order Number Marked For Rejected, Invalid Execution Code)

Buttons at the bottom: Run Report, Run CSV Report, Run Excel Report, Close.

The FA can select All sites or narrow to one, and can filter by RC, OPTAR and Error Code/Suspension Reason.

Suspended Expenditures Report By DCN

Filter: FA N3560A AND FY 2009

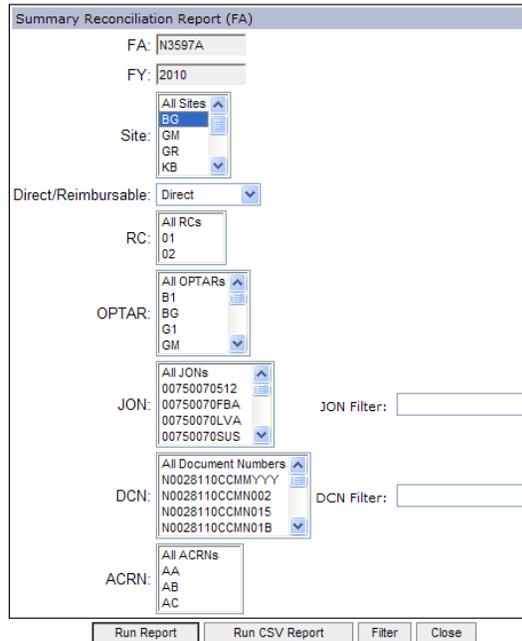
Site	RC	OPTAR	Exe Cd	DCN	ACRN	JON	E	EOC	Voucher	Part	Qty Recvd	Expend Amount	Create Date	Extract Date	Process Date	Suspension Reason
			610	N3510592040001	AA	30266997269	T	260	D090721	C	00001	*****	05/18/2009	07/21/2009	07/24/2009	Labor/Nonlabor Mismatch for DCN/JON
			610	N3510592040002	AA	30266997269	T	260	D090721	C	00001	*****	05/18/2009	07/21/2009	07/24/2009	Labor/Nonlabor Mismatch for DCN/JON
			610	N3510592040003	AA	30266997269	T	260	D090721	C	00001	*****	05/18/2009	07/21/2009	07/24/2009	Labor/Nonlabor Mismatch for DCN/JON
			610	N3510592040004	AA	30266997269	T	260	D090721	C	00001	*****	05/18/2009	07/21/2009	07/24/2009	Labor/Nonlabor Mismatch for DCN/JON
03	3A	ZZ	610	N6427209CCMMMR2	AA	64272971100	Q	250		C	00001	\$67.61	08/07/2009	08/07/2009	08/07/2009	Returned from Site
												Grand Total:			\$3,200,001,158.61	

FUND ADMINISTRATOR REPORTS

15. Reports/Reconciliation



The Summary Reconciliation Report displays the results of reconciliation. Only variances between FASTDATA and STARS-FL are reported. There are three RECON reports: Archive Liquidated Doc Status Log, Summary Reconciliation Report, and Reconciliation Report. Most user the Summary Recon Report for verifying the status of the entire FA.



FUND ADMINISTRATOR REPORTS

At the FA level the report can be narrowed down by Site, Direct/reimbursable, RC, OPTAR, JON, DCN, ACRN. If a specific JON or DCN is filtered (type in the JON/DCN filter field, then select FILTER) the requested JON or DCN will appear in the JON or DCN box. Highlight and RUN REPORT. This report, if run for all Sites, depending on the Size of the FA may time out and selection will need to be narrowed down further. Also, in the JON filter or DCN filter box the wildcard * can be used with part of either the JON or DCN to narrow the search.

FASTDATA SUMMARY RECONCILIATION

Filter: FA N00124, FY 2012, Direct/Reimb - D AND SITE IN ('01')

Account Balances						
System	Processed Date	Commitment	Obligation	Receipt	Expend	Cost
STARS-FL	05/22/2012	\$1,700,304.05	\$2,299,396.15	\$198,199.87	\$2,444,667.31	\$6,642,567.38
FASTDATA	05/22/2012	\$1,703,398.48	\$2,337,215.29	\$161,495.36	\$2,454,782.47	\$6,656,891.60
Account Variance:						
STARS-FL-FASTDATA		-\$3,094.43	-\$37,819.14	\$36,704.51	-\$10,115.16	-\$14,324.22

System	Document Number	ACRN	Job Order	E	OOO	RC	OPTAR	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Cost	STARS Adj. *	STARS/FD Difference
STARS-FL	N0012412T07WZU	AA	0012421B240	E	210			\$0.00	\$0.00	\$0.00	\$661.30	\$661.30		
FASTDATA	N0012412T07WZU	AA	0012421B240	E	210	M0	1B	\$0.00	\$0.00	\$661.30	\$661.30	\$1,322.60		-\$661.30
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N0012412CCMNDK	AA	0012421C795	T	260			\$0.00	\$0.00	\$305.09	\$0.00	\$305.09		
FASTDATA	N0012412CCMNDK	AA	0012421C795	T	260	M0	1C	\$0.00	\$0.00	\$152.19	\$0.00	\$152.19		\$152.90
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N0012412T06XH2	AA	0012421C240	E	210			\$0.00	\$570.40	\$0.00	\$0.00	\$570.40		
FASTDATA	N0012412T06XH2	AA	0012421C240	E	210	M0	1C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$570.40
Error: FASTDATA obligation does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N0012412T081XP	AA	0012421C220	E	210			\$0.00	\$0.00	\$0.00	\$3,287.75	\$3,287.75		
FASTDATA	N0012412T081XP	AA	0012421C220	E	210	M0	1C	\$0.00	\$0.00	\$0.00	\$3,287.75	\$3,287.75		\$0.00
Error: JON/EE/OOC Mismatch.														
STARS-FL	N0012412CCMNC4	AA	0012421D195	T	260			\$0.00	\$0.00	\$0.00	\$2,436.72	\$2,436.72		
FASTDATA	N0012412CCMNC4	AA	0012421D195	T	260	M0	1D	\$0.00	\$0.00	\$415.00	\$2,436.72	\$2,851.72		-\$415.00
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N0012412MD1D53	AA	0012421D790	Q	253			\$0.00	\$0.00	\$600.00	\$0.00	\$600.00		
FASTDATA	N0012412MD1D53	AA	0012421D790	Q	253	M0	1D	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00		\$0.00
Error: FASTDATA obligation does not match STARS-FL. FASTDATA accounts payable/receipt does not match STARS-FL.														
STARS-FL	N0012412CCMNC5	AA	0012421E103	T	260			\$0.00	\$0.00	\$0.00	\$499.35	\$499.35		
FASTDATA	N0012412CCMNC5	AA	0012421E103	T	260	M0	1E	\$0.00	\$0.00	\$1.40	\$499.35	\$500.75		-\$1.40
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N0012412CCMNC6	AA	0012421E100	W	311			\$0.00	\$0.00	\$0.00	\$145.24	\$145.24		
FASTDATA	N0012412CCMNC6	AA	0012421E100	W	311	M0	1E	\$0.00	\$0.00	\$726.12	\$145.24	\$871.36		-\$726.12
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N0012412CCMNC8	AA	0012421E100	W	311			\$0.00	\$0.00	\$0.00	\$2,035.59	\$2,035.59		
FASTDATA	N0012412CCMNC8	AA	0012421E100	W	311	M0	1E	\$0.00	\$0.00	\$776.72	\$2,035.59	\$2,812.31		-\$776.72
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N0012412CCMNC9	AA	0012421E100	W	311			\$0.00	\$0.00	\$0.00	\$766.03	\$766.03		
FASTDATA	N0012412CCMNC9	AA	0012421E100	W	311	M0	1E	\$0.00	\$0.00	\$1,333.09	\$766.03	\$2,099.12		-\$1,333.09
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N0012412CCMND0	AA	0012421E100	W	311			\$0.00	\$0.00	\$5,962.80	\$0.00	\$5,962.80		
FASTDATA	N0012412CCMND0	AA	0012421E100	W	311	M0	1E	\$0.00	\$0.00	\$10,128.32	\$0.00	\$10,128.32		-\$4,165.52
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N0012412CCMND1	AA	0012421E762	T	260			\$0.00	\$0.00	\$1,903.96	\$0.00	\$1,903.96		
FASTDATA	N0012412CCMND1	AA	0012421E762	T	260	M0	1E	\$0.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00		\$303.96
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N0012412CCMND8	AA	0012421E795	T	260			\$0.00	\$0.00	\$974.74	\$0.00	\$974.74		
FASTDATA	N0012412CCMND8	AA	0012421E795	T	260	M0	1E	\$0.00	\$0.00	\$1,128.34	\$0.00	\$1,128.34		-\$153.60
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N0012412RC1E106	AA												
FASTDATA	N0012412RC1E106	AA	0012421E103	T	260	M0	1E	\$3,094.43	\$0.00	\$0.00	\$0.00	\$3,094.43		-\$3,094.43
Error: FASTDATA document not found in STARS-FL.														

05/22/2012 11:12 AM

* - "Adjusted" indicates that STARS was adjusted, but "Perform Reconciliation" has not yet been processed.

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The other two reports under Reconciliation and the entire process is discussed in the RECONCILIATION Section in the BUPERS FASTDATA Web Site Manual. The FA can determine if Site Managers are working the report by running it for all Sites and viewing the number of transactions not in sync between STARS-FL and FASTSDATA.

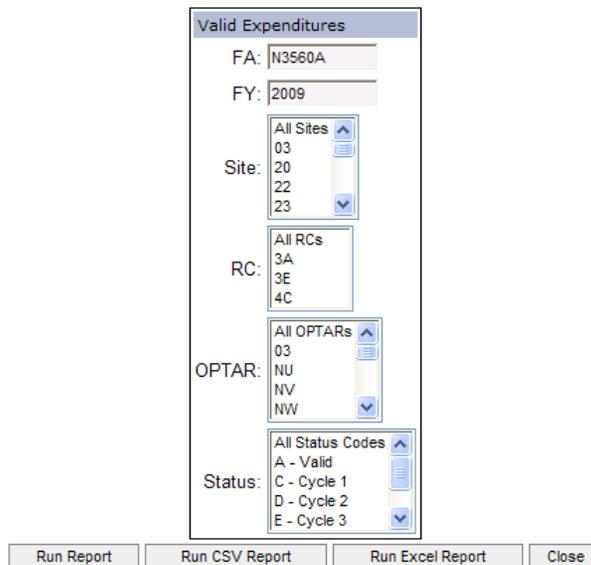
- **Review RDOC screen in STARS-FL**
- **Review Transaction History Report in FASTDATA**
- **Review the Document Summary in FASTDATA**
- **For travel, credit card documents, and other type documents that are finalized in STARS-FL (Expend amount matches COST in STARS) and expend amount in FASTDATA matches STARS-FL many transactions can be cleared by manual expenditures \$1.00 FINAL expenditure, \$-1.00 FINAL expenditure that will clear the transaction in FASTDATA to match STARS-FL and clear the RECON Report.**

FUND ADMINISTRATOR REPORTS

16. Reports/Valid Expenditure



The FA Valid Expenditure Report contains a list of valid expenditures awaiting export to the sites and the expenditures that have been exported during the last 5 cycles.



Example displays report for Site 03 as requested in the criteria menu above.

FUND ADMINISTRATOR REPORTS

Current Valid Expenditure Report

Filter: FA N3560A, FY 2009 AND SITE IN ('03') AND STATUS CODE IN ('A','C','D','E','F','G')

Site: 03
 RC: 3A
 OPTAR: 03

Exec Cd	Document Number	ACRN	JON	Exp Elem	Status	OMB Object Class	Exp. Partial Code	Qty Received	Expended Amount	Accounting Batch Num	Date Processed
610	N6322009RV03031	AA	63220903100	Q	C - Cycle 1	250	F	00000	\$47.00	STAR907275	07/27/2009 14:31:38
610	N6322009RV03035	AA	63220903100	Q	C - Cycle 1	250	F	00000	\$126.00	STAR907275	07/27/2009 14:31:38
610	N6322009TOUK1U8	EA	63220903100	E	C - Cycle 1	210	F	00000	\$847.00	STAR907275	07/27/2009 14:31:39
610	N6322009TOUM9PY	EA	63220903100	E	C - Cycle 1	210	F	00000	\$1,790.11	STAR907275	07/27/2009 14:31:39
610	N6322083430417	EA	63220903100	T	C - Cycle 1	260	F	00000	\$86.00	STAR907275	07/27/2009 14:31:39
610	N6322083440427	EA	63220903100	T	C - Cycle 1	260	F	00000	\$37.00	STAR907275	07/27/2009 14:31:39
Subtotal for OPTAR: 03									\$2,933.11		
Subtotal for RC: 3A									\$2,933.11		
Subtotal for Site: 03									\$2,933.11		
Subtotal for N3560A									\$2,933.11		

17. Reports/OMB Summary



The OMB Object/Sub Object Class Summary Report provides Document Status Log costs summarized for all sites by OMB Object Class, OMB Sub Object class, and OMB Object Class (first two positions)

FUND ADMINISTRATOR REPORTS

OMB Object/Subobject Summary

FA: N3597A

FY: 2010

Major Class: All Major Classes
11
21
22
23

Object Class: All Object Classes
111
210
220
230

Subobject Class: All Subobject Classes
2600
2601

Direct/Reimbursable: Direct

When RUN REPORT is selected with no filter being selected, the following report will display: Major Class, OMB Object Class, and OMB Subobject Class are the filter elements as well as Direct/Reimbursable. You can run the report, CSV report, or Excel Report.

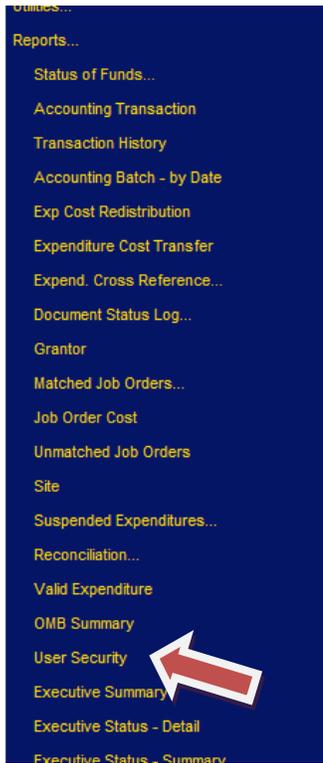
FASTDATA OMB OBJECT/SUBOBJECT CLASS SUMMARY

Filter: FA N3597A, FY 2010, Direct/Reimb = D

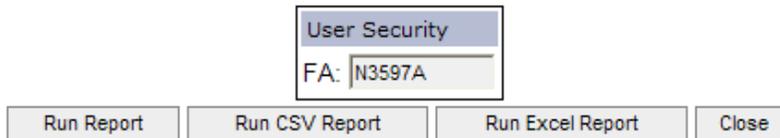
	Commitment Amount	Obligation Amount	Amount Received To Date	Amount Disbursed To Date	Actual Cost To Date
Major Class: 11					
OMB Object Class: 111					
OMB Subobject Class:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal for OMB Object Class: 111	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal for Major Class: 11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Major Class: 21					
OMB Object Class: 210					
OMB Subobject Class:	\$0.00	\$438,921.75	\$428,161.97	\$420,439.00	\$436,223.53
Subtotal for OMB Object Class: 210	\$0.00	\$438,921.75	\$428,161.97	\$420,439.00	\$436,223.53
Subtotal for Major Class: 21	\$0.00	\$438,921.75	\$428,161.97	\$420,439.00	\$436,223.53
Major Class: 22					
OMB Object Class: 220					
OMB Subobject Class:	\$188.45	\$5,495.57	\$1,244.16	\$5,162.74	\$5,316.24
Subtotal for OMB Object Class: 220	\$188.45	\$5,495.57	\$1,244.16	\$5,162.74	\$5,316.24
Subtotal for Major Class: 22	\$188.45	\$5,495.57	\$1,244.16	\$5,162.74	\$5,316.24
Major Class: 23					
OMB Object Class: 230					
OMB Subobject Class:	\$2,532.10	\$5,785.29	\$2,532.10	\$5,354.14	\$5,354.14
Subtotal for OMB Object Class: 230	\$2,532.10	\$5,785.29	\$2,532.10	\$5,354.14	\$5,354.14
OMB Object Class: 233					
OMB Subobject Class:	\$142,652.87	\$145,757.67	\$8,983.85	\$126,372.61	\$141,304.92
Subtotal for OMB Object Class: 233	\$142,652.87	\$145,757.67	\$8,983.85	\$126,372.61	\$141,304.92
Subtotal for Major Class: 23	\$145,184.97	\$151,542.96	\$11,515.95	\$131,726.75	\$146,659.06
Major Class: 24					
OMB Object Class: 240					
OMB Subobject Class:	\$1,074.30	\$16,731.45	\$1,426.78	\$15,227.54	\$16,544.93
Subtotal for OMB Object Class: 240	\$1,074.30	\$16,731.45	\$1,426.78	\$15,227.54	\$16,544.93
Subtotal for Major Class: 24	\$1,074.30	\$16,731.45	\$1,426.78	\$15,227.54	\$16,544.93
Major Class: 25					
OMB Object Class: 250					
OMB Subobject Class:	\$111,794.09	\$164,189.93	\$62,777.80	\$98,040.02	\$117,922.92
Subtotal for OMB Object Class: 250	\$111,794.09	\$164,189.93	\$62,777.80	\$98,040.02	\$117,922.92
OMB Object Class: 252					

FUND ADMINISTRATOR REPORTS

18. Reports/User Security



The User Security report provides security access information for the Site and FA users associated with the FA for the current FASTDATA session. The System Administrator for the FA can run this report to verify all users granted access to the FA/Site and the group level access assigned to each user. If a User can't perform a function in the FA or Site the System Admin Alternate can determine if the User is set up with the correct Group Access to be able to perform the function requested.



FUND ADMINISTRATOR REPORTS

Sample of the report is below.

USER SECURITY REPORT

FA: N3597A
User ID: BUPERSASHEC

Group Description	Utilities	Job Order Maintenance	Reports	Correct Expenditures	File Manager	Cost Redist	Lock Sites	Reconciliation	RA Admin
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	RC Admin	OPTAR Admin	Auth Admin	Serial Admin	Grantor Admin	Reorg FF	FA Summary	Release to Site	Susp/Unsus
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Site	Group Description	Create Documents	Print Documents	File Manager	Reports	Expend	Credit Card	Modify Documents	Utilities	Trans Susp	Cost Redist	Receipt	Locked Access
BG	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
GM	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
GR	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
KB	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
NF	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
NF	Norfolk	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
PH	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
SD	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
SL	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
YK	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display

Displays two different user IDs and the type of access for FA as well as Site.

USER SECURITY REPORT

FA: N3597A
User ID: BUPERSCOWLINGW

Group Description	Utilities	Job Order Maintenance	Reports	Correct Expenditures	File Manager	Cost Redist	Lock Sites	Reconciliation	RA Admin
FULL FA ACCESS	Access	Update	Access	Update	Access	Update	Access	No Access	Update
	RC Admin	OPTAR Admin	Auth Admin	Serial Admin	Grantor Admin	Reorg FF	FA Summary	Release to Site	Susp/Unsus
	Update	Update	Update	Update	Update	Update	Update	Update	Update
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	RC Admin	OPTAR Admin	Auth Admin	Serial Admin	Grantor Admin	Reorg FF	FA Summary	Release to Site	Susp/Unsus
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Site	Group Description	Create Documents	Print Documents	File Manager	Reports	Expend	Credit Card	Modify Documents	Utilities	Trans Susp	Cost Redist	Receipt	Locked Access
GM	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
GR	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
KB	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
NF	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
PH	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
SD	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
SL	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display
YK	FULL ACCESS	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Display

FUND ADMINISTRATOR REPORTS

19. Reports/Executive Summary



This report is new in the FASTDATA Web. Executive Summary Report displays:

- Part one (1), the Resource Authorization Funding, Distributions, Total Balance, and Total Obligated at the Major Command, Component Command, Resource Manager, and Fund Administrator level.
- Part two (2) the Status of Funds Report at the Fund Administrator level and below.

Use the Executive Summary Report (FA) Report Criteria to limit the information contained in the report. Report can be generated with one subhead or with all subheads, and for Direct or Reimbursable. Not selecting anything will result in all.

FUND ADMINISTRATOR REPORTS

Executive Summary Report (FA)

FA:

FY:

Qtr:

Subhead:

All Subheads
 17 2009/2009 1804 3560A 22LW
 17 2009/2009 8716 64065 1201
 17 2009/2009 1804 3560A 22NW
 17 2009/2009 1453 3560A 226M

Direct/Reimbursable:

Part 1 of the report reflects the Total Resource Authorization by Subhead. The funds management in BUPERS for this year will not utilize the Major Command for loading the RA, nor the Component Command, or Resource Manager. The RA and the funds will be loaded at the FA level for FY2010 and until further notice from BUPERS. It is possible that the upper level will be utilized in the future. As noted on the example report, the levels not being utilized on the Executive Summary Part 1 will show "No funding at this level".

EXECUTIVE SUMMARY REPORT (FA)

Funds Administrator: N3560A
Direct/Reimbursable: D
Fiscal Year: 2009

Resource Authorization: 17 2009/2009 1453 3560A	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center;">Resource Authorization</th> <th style="text-align: center;">Ann. Planning</th> <th style="text-align: center;">YTD</th> </tr> <tr> <th style="text-align: center;">Q1 Funds</th> <th style="text-align: center;">Q2 Funds</th> <th style="text-align: center;">Q3 Funds</th> <th style="text-align: center;">Q4 Funds</th> <th style="text-align: center;">Figure</th> <th></th> </tr> <tr> <td style="text-align: right;">\$28,277,515.00</td> <td style="text-align: right;">\$670,380.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$28,947,895.00</td> <td style="text-align: right;">\$28,947,895.00</td> </tr> </table>	Resource Authorization				Ann. Planning	YTD	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Figure		\$28,277,515.00	\$670,380.00	\$0.00	\$0.00	\$28,947,895.00	\$28,947,895.00																		
Resource Authorization				Ann. Planning	YTD																																
Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Figure																																	
\$28,277,515.00	\$670,380.00	\$0.00	\$0.00	\$28,947,895.00	\$28,947,895.00																																
	\$12,682,940.12																																				
Major Command: BUPERS-MC RA Funding (Subhead): 17 2009/2009 1453 3560A 226M	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center;">Funds Distribution</th> <th style="text-align: center;">Ann. Planning</th> <th style="text-align: center;">YTD</th> </tr> <tr> <th style="text-align: center;">Q1 Funds</th> <th style="text-align: center;">Q2 Funds</th> <th style="text-align: center;">Q3 Funds</th> <th style="text-align: center;">Q4 Funds</th> <th style="text-align: center;">Figure</th> <th></th> </tr> <tr> <td style="text-align: right;">\$28,277,515.00</td> <td style="text-align: right;">\$670,380.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$28,947,895.00</td> <td style="text-align: right;">\$28,947,895.00</td> </tr> <tr> <td style="text-align: right;">Total Distributed</td> <td style="text-align: right;">\$28,277,515.00</td> <td style="text-align: right;">\$670,380.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$28,947,895.00</td> </tr> <tr> <td style="text-align: right;">Total Balance</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="text-align: right;">Cumulative Cost</td> <td colspan="4"></td> <td style="text-align: right; border-top: 1px solid black;">\$12,682,940.12</td> </tr> </table>	Funds Distribution				Ann. Planning	YTD	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Figure		\$28,277,515.00	\$670,380.00	\$0.00	\$0.00	\$28,947,895.00	\$28,947,895.00	Total Distributed	\$28,277,515.00	\$670,380.00	\$0.00	\$0.00	\$28,947,895.00	Total Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Cumulative Cost					\$12,682,940.12
Funds Distribution				Ann. Planning	YTD																																
Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Figure																																	
\$28,277,515.00	\$670,380.00	\$0.00	\$0.00	\$28,947,895.00	\$28,947,895.00																																
Total Distributed	\$28,277,515.00	\$670,380.00	\$0.00	\$0.00	\$28,947,895.00																																
Total Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																																
Cumulative Cost					\$12,682,940.12																																
Component Command: - No Funding at this Level - RA Funding (Subhead): 17 2009/2009 1453 3560A 226M																																					
Resource Manager: - No Funding at this Level - RA Funding (Subhead): 17 2009/2009 1453 3560A 226M																																					
Fund Administrator: N3560A RA Funding (Subhead): 17 2009/2009 1453 3560A 226M	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Q1 Funds</th> <th style="text-align: center;">Q2 Funds</th> <th style="text-align: center;">Q3 Funds</th> <th style="text-align: center;">Q4 Funds</th> <th style="text-align: center;">Ann. Planning</th> <th style="text-align: center;">YTD</th> </tr> <tr> <td style="text-align: right;">\$28,277,515.00</td> <td style="text-align: right;">\$670,380.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$28,947,895.00</td> <td style="text-align: right;">\$28,947,895.00</td> </tr> <tr> <td style="text-align: right;">Total Distributed</td> <td colspan="4"></td> <td style="text-align: right;">\$28,947,895.00</td> </tr> <tr> <td style="text-align: right;">Cumulative Cost</td> <td colspan="4"></td> <td style="text-align: right; border-top: 1px solid black;">\$12,682,940.12</td> </tr> </table>	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning	YTD	\$28,277,515.00	\$670,380.00	\$0.00	\$0.00	\$28,947,895.00	\$28,947,895.00	Total Distributed					\$28,947,895.00	Cumulative Cost					\$12,682,940.12												
Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning	YTD																																
\$28,277,515.00	\$670,380.00	\$0.00	\$0.00	\$28,947,895.00	\$28,947,895.00																																
Total Distributed					\$28,947,895.00																																
Cumulative Cost					\$12,682,940.12																																

Part 2 of the Status of funds will break out by RC listing each OPTAR and a bottom line total for that RC.

FUND ADMINISTRATOR REPORTS

		Status of Funds						
		Fiscal Year: 2009						
		Direct/Reimbursable: D						
		Subhead: 17 2009/2009 1804 3560A 22LW						
		Fund Administrator: N3560A						
		Annual Planning Figure	Current Authorized	Cumulative Cost	Encumbered Amount	Inv Issued Amount	Available Balance	Current % Used
OPTAR Code: 81	EMBRY RIDDLE UNIVERSITY	\$49,293.00	\$49,293.00	\$21,524.49	\$0.00	\$0.00	\$27,768.51	43.67%
OPTAR Code: 99	STA21 PROGRAM UCLA CONSOR	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	-\$600.00	0.00%
OPTAR Code: TX	TEXAS MARITIME COLLEGE	\$0.00	\$0.00	\$273.00	\$0.00	\$0.00	-\$273.00	0.00%
OPTAR Code: YY	NROTCU LOS ANGELES CON.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
OPTAR Code: ZZ	CALIF MARITIME ACADEMY	\$0.00	\$0.00	\$2,724.12	\$0.00	\$0.00	-\$2,724.12	0.00%
Total for RC Code: 3A		\$7,062,017.00	\$7,062,017.00	\$2,852,352.93	\$0.00	\$0.00	\$4,209,664.07	40.39%
RC Code: 3B								

Within the RC the funds are reflected by OPTAR in the category of Annual planning figure, current authorized, cumulative cost, available balance and current % used. The bottom line for each RC is listed.

20. Reports/Executive Status Detail



The Executive Status Report by Expense Element Detail provides the capability to view resource authorizations and spending at the funding levels. This provides comparable

FUND ADMINISTRATOR REPORTS

performance figures across the activity. Status of Funds information provides the details supporting the spending (Total Obligated) and funds distributions at the FA level and below.

The Status of Funds section of the report provides a detail breakdown by Expense Element within the OPTAR, a subtotal by OPTAR and total by RC, within the Subhead funding line. A display of the impact of initiations on available balances and current per cent used is also provided.

Executive Status Report (FA) - Detail

FA:

FY:

Qtr:

Subhead:

All Subheads
 17 2009/2009 1804 3560A 22LW
 17 2009/2009 8716 64065 1201
 17 2009/2009 1804 3560A 22NW
 17 2009/2009 1453 3560A 226M

Direct/Reimbursable:

All Subhead can be chosen or it can be limited to one subhead when generating the report.

EXECUTIVE STATUS REPORT BY EXPENSE ELEMENT - DETAIL

Funds Administrator: N3581A
Fiscal Year 2008

Resource Authorization: 17 2008/2008 1804 3581A	Resource Authorization				Ann. Planning Figure	YTD
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds		
Total Resource Authorization	\$3,125,489.00	\$0.00	\$0.00	\$0.00	\$3,125,489.00	\$3,125,489.00
Total Distributed	\$3,125,489.00	\$500,000.00	\$500,000.00	\$0.00	\$4,125,489.00	\$4,125,489.00
Total Balance	\$0.00	-\$500,000.00	-\$500,000.00	\$0.00	-\$1,000,000.00	-\$1,000,000.00
Total Obligated						\$1,617,908.78

Major Command: mc-NOLSC RA Funding (Subhead): 17 2008/2008 1804 3581A 9U3N	Funds Distribution				Ann. Planning Figure	YTD
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds		
Total Resource Authorization	\$3,125,489.00	\$0.00	\$0.00	\$0.00	\$3,125,489.00	\$3,125,489.00
Total Distributed	\$3,125,489.00	\$500,000.00	\$500,000.00	\$0.00	\$4,125,489.00	\$4,125,489.00
Total Balance	\$0.00	-\$500,000.00	-\$500,000.00	\$0.00	-\$1,000,000.00	-\$1,000,000.00
Total Obligated						\$1,617,908.78

Component Command: - No Funding at this Level -
RA Funding (Subhead): 17 2008/2008 1804 3581A 9U3N

Resource Manager: - No Funding at this Level -
RA Funding (Subhead): 17 2008/2008 1804 3581A 9U3N

Fund Administrator: N3581A RA Funding (Subhead): 17 2008/2008 1804 3581A 9U3N	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Distributed	\$3,125,489.00	\$500,000.00	\$500,000.00	\$0.00	\$4,125,489.00	\$4,125,489.00
Total Obligated						\$1,617,908.78

FUND ADMINISTRATOR REPORTS

EXECUTIVE STATUS REPORT BY EXPENSE ELEMENT - DETAIL

Status of funds

Fiscal Year 2008

Direct/Reimbursable: D

Subhead: 17 2008/2008 1804 9681A 8U3N

Fund Administrator: N3581A

	Annual Planning Figure	Current Authorized	Initiations	Commitment	Obligation	Cumulative Cost	Available Balance With Initiations	Current % Used With Initiations	Available Balance	Current % Used
OPTAR Code: PF PETROLEUM (ALL DEPT)	\$427,800.00	\$427,800.00	\$0.00	\$287.09	\$6,643.42	\$13,322.57	\$409,057.45	3.11%	\$409,057.45	3.11%
Expense Element: E			\$0.00	\$0.00	\$883.71	\$1,178.88				
Expense Element: Q			\$0.00	\$24,500.00	\$0.00	\$24,500.00				
OPTAR Code: T1 COMMAND SUPPORT	\$36,500.00	\$36,500.00	\$0.00	\$24,500.00	\$883.71	\$25,678.88	\$13,282.41	65.01%	\$13,282.41	65.01%
Total for RC Code: NO	\$18,987,040.00	\$18,987,040.00	\$48.00	\$1,001,346.38	\$944,888.29	\$1,817,461.84	\$13,038,683.26	9.88%	\$13,038,632.26	9.88%
Total for Fund Administrator: N3581A	\$18,987,040.00	\$18,987,040.00	\$48.00	\$1,001,346.38	\$944,888.29	\$1,817,461.84	\$13,038,683.26	9.88%	\$13,038,632.26	9.88%
Total for Subhead:	\$18,987,040.00	\$18,987,040.00	\$48.00	\$1,001,346.38	\$944,888.29	\$1,817,461.84	\$13,038,683.26	9.88%	\$13,038,632.26	9.88%

21. Reports/Executive Status - Summary



This report is a summary and can be run by subhead or all..

FUND ADMINISTRATOR REPORTS

Executive Status Report (FA) - Summary

FA:

FY:

Qtr:

Subhead:

All Subheads
 17 2009/2009 1804 3560A 22LW
 17 2009/2009 8716 64065 1201
 17 2009/2009 1804 3560A 22NW
 17 2009/2009 1453 3560A 226M

Direct/Reimbursable:

The Executive Status Report by Expense Element Summary provides the capability to view resource authorizations (RAs) and spending at the FA level which provide comparable performance figures across the activity.

Status of Funds information provides details supporting the spending (Total Obligated) and funds distributions at the FA level and below. The Status of Funds section of the report provides totals by Expense Element within the Subhead funding line, the impact of initiations on available balances, and current per cent of available funding used.

EXECUTIVE STATUS REPORT BY EXPENSE ELEMENT - SUMMARY

Funds Administrator: N3581A Fiscal Year 2008						
Resource Authorization: 17 2008/2008 1806 OBHOL						
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Resource Authorization	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Total Distributed	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00
Total Balance	\$45.00	\$0.00	\$0.00	\$0.00	\$45.00	\$45.00
Total Obligated						\$0.00
Funds Distribution						
Major Command: mc-NOLSC						
RA Funding (Subhead): 17 2008/2008 1806 OBHOL 8899						
Total Resource Authorization	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Total Distributed	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00
Total Balance	\$45.00	\$0.00	\$0.00	\$0.00	\$45.00	\$45.00
Total Obligated						\$0.00
Component Command: NEWCC2						
RA Funding (Subhead): 17 2008/2008 1806 OBHOL 8899						
Total Resource Authorization	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Total Distributed	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00
Total Balance	\$45.00	\$0.00	\$0.00	\$0.00	\$45.00	\$45.00
Total Obligated						\$0.00
Resource Manager: - No Funding at this Level -						
RA Funding (Subhead): 17 2008/2008 1806 OBHOL 8899						
Fund Administrator: N3581A						
RA Funding (Subhead): 17 2008/2008 1806 OBHOL 8899						
Total Distributed	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00
Total Obligated						\$0.00

FUND ADMINISTRATOR REPORTS

Status of funds										
Fiscal Year 2008										
Direct/Reimbursable: 0										
Subhead: 17 2008/2008 1804 3681A 0USN										
Fund Administrator: N3681A										
	Annual Planning Figure	Current Authorized	Initiations	Commitment	Obligation	Cumulative Cost	Available Balance With Initiations	Current % Used With Initiations	Available Balance	Current % Used
Expense Element: E			\$0.00	\$0.00	\$66,928.23	\$100,393.72				
Expense Element: Q			\$49.00	\$1,001,271.27	\$467,845.41	\$1,101,236.27				
Expense Element: R			\$0.00	\$0.00	\$0.00	\$4,408.98				
Expense Element: T			\$0.00	\$74.11	\$400,056.56	\$401,394.58				
Expense Element: V			\$0.00	\$0.00	\$0.00	\$2.00				
Expense Element: Y			\$0.00	\$0.00	\$10,026.09	\$10,026.09				
Total for Fund Administrator: N3681A	\$18,987,040.00	\$18,987,040.00	\$48.00	\$1,001,345.38	\$944,888.28	\$1,817,481.84	\$13,038,683.26	9.88%	\$13,038,632.26	9.88%
Total for Subhead:	\$18,987,040.00	\$18,987,040.00	\$48.00	\$1,001,345.38	\$944,888.28	\$1,817,481.84	\$13,038,683.26	9.88%	\$13,038,632.26	9.88%

22. Reports/Adjusted Obligations

Reports...

- Status of Funds...
- Accounting Transaction
- Transaction History
- Accounting Batch - by Date
- Exp Cost Redistribution
- Expenditure Cost Transfer
- Expend. Cross Reference...
- Document Status Log...
- Grantor
- Matched Job Orders...
- Job Order Cost
- Unmatched Job Orders
- Site
- Suspended Expenditures...
- Reconciliation...
- Valid Expenditure
- OMB Summary
- User Security
- Executive Summary
- Executive Status - Detail
- Executive Status - Summary
- Adjusted Obligations**
- Action Item List Report
- Recalculate Cost Log Report

File Manager

FUND ADMINISTRATOR REPORTS

Adjusted Obligations - BUPERS ONLY

FA: N3560A

Site: 01
02
03
04

FY: 2009

RC: 3A
3B
3D
3E

OPTAR: 00
01
02
03

JON: 3003B993750
3003B972698
3004B908750
3004B972698

JON Filter:

DCN: 3003B99MD01001
N3003B99MD03000
N3003B99490001
N3003B99490002

DCN Filter:

Document Type: All Doc Types
CIVILIAN LABOR
CREDIT CARD
DD1348 - MILSTRIP Requisition
DD1348-6 - MILSTRIP Requisition Long Form

From Date:

To Date:

Run Report Run CSV Report Run Excel Report Filter Close

Adjusted Obligations Report

Filter: FA N3560A, FY 2009

RC: 3E		OPTAR: NG						
FY	Site	Document Number	Job Order	Obligation Amount	Expend Amount	Adjustment Amount		
2009	07	N632998315R004	63299972720	\$31.30	\$21.40	-\$9.90		
RC: 3E		OPTAR: NJ						
FY	Site	Document Number	Job Order	Obligation Amount	Expend Amount	Adjustment Amount		
2009	09	N681398322R003	68139972720	\$68.00	\$54.40	-\$13.60		
2009	09	N681399001R014	68139972720	\$54.60	\$50.40	-\$4.20		
RC: 3E		OPTAR: NL						
FY	Site	Document Number	Job Order	Obligation Amount	Expend Amount	Adjustment Amount		
2009	11	N633039021R001	63303972720	\$40.80	\$27.20	-\$13.60		
RC: 3E		OPTAR: NN						
FY	Site	Document Number	Job Order	Obligation Amount	Expend Amount	Adjustment Amount		
2009	13	N632159028R013	63215972720	\$10.80	\$8.64	-\$2.16		
RC: 3E		OPTAR: NP						
FY	Site	Document Number	Job Order	Obligation Amount	Expend Amount	Adjustment Amount		
2009	14	N632349055R015	63234972720	\$210.00	\$210.00	-\$35.00		
RC: 3E		OPTAR: NU						

Currently N3560A and SIK are utilizing this adjusted obligations. Later it may be available for other FAs as well.

FUND ADMINISTRATOR REPORTS

23. Reports/Action Item List Report (AIL)



The Action Item List provides the Funds Administrator (FA), Resource Manager (RM), Component Command (CC), and/or Major Command (MC) users the ability to view a report containing 17 distinct areas of interest regarding security and funds administration. The MC, CC, and RM users have the ability to choose one or more FAs when running the report. If a FA runs the report, it will display only that FA's data.

This is the report that gives the FA the **quality check** on the status of their FA. It can be run by a selected RC and OPTAR. RUN REPORT will pull the report in the PDF format. The metrics provided by BUPERS will review the status of each FA using the statistics from this Action Item List Report as it has been done while in the GUI FASTDATA prior to conversion.

It will depend on the size and amount of the FA data whether ALL items can be run at one time. If it is too large you can run it highlighting several selected items.

FUND ADMINISTRATOR REPORTS

The screenshot shows the 'Action Item Report' window. It has a title bar 'Action Item Report'. Below the title bar, there are two main sections. The first section is 'Action Items to Report on:' which contains a list of 15 items. The first item, 'All Action Items', is highlighted in blue. The second section is 'FA Selection' which contains a text box with the value 'N3560ANROTC/NJROTC'. Below these sections are two more sections: 'RC Selection' and 'Optar Selection'. Both have a list of options, with 'All RCs' and 'All Optars' selected. To the right of these lists are two dropdown menus: 'Check For Funds:' set to 'All' and 'Exclude Selected Optars:' set to 'No'. Below these is a text input field and a 'Filter Optars' button. At the bottom of the window are two buttons: 'Run Report' and 'Close'.

Action Items to Report on

Select the Action Items by which you wish to filter the report. You may accept the default All Action Items, select a single Action Item, or select multiple Action Items.

- Critical Reports have status of Green, Yellow or Red.
- Non-Critical Reports have status of either Green or Yellow.

- **FA Selection**

Select the FA by which you wish to filter the report. You may accept the default All FAs, select a single FA, or select multiple FAs. The list of FAs available is determined by the role and access of the user account.

- **RC Selection**

Select the RC by which you wish to filter the report. You may accept the default All RCs, select a single RC, or select multiple RCs. The list of RCs available is determined by the role and access of the user account.

- **OPTAR Selection**

Select the OPTAR by which you wish to filter the report. You may accept the default All OPTARS, select a single OPTAR, or select multiple OPTARS. The list of OPTARS available is determined by the role and access of the user account.

OPTAR filters do not apply to the following reports: Fund Administrator and Site Accounts with 90 days of Inactivity; Fund Administrator and Site Accounts that have never been Accessed; Undistributed Funds; Sites without Serial Ranges.

FUND ADMINISTRATOR REPORTS

OPTAR filters apply to: OPTARs without Site Codes; OPTARs without Check for Funds; OPTARs without Adequate Funding; Authorizations without Adequate Funding; Authorizations without associated Job Order Numbers.

- **Check for Funds**

Accept the default All to include funds or select Yes or No as applicable.

- **Exclude Selected OPTARS**

Accept the default No to allow all OPTAR information be displayed in the report. Select Yes to exclude the OPTAR information from the report for the item selected in the OPTAR Selection list.

OPTAR filters do not apply to the following reports: Fund Administrator and Site Accounts with 90 days of Inactivity; Fund Administrator and Site Accounts that have never been Accessed; Undistributed Funds; Sites without Serial Ranges.

OPTAR filters apply to: OPTARs without Site Codes; OPTARs without Check for Funds; OPTARs without Adequate Funding; Authorizations without Adequate Funding; Authorizations without associated Job Order Numbers.

- **Filter OPTARS**

Used to filter the OPTAR Selection list, however it does not filter OPTARS on the report. The OPTARS included or excluded on the report are determined by the selections made in the OPTAR Selection list.

- **Run Report**

Initiates the Action Item List Report in accordance with the parameters you have selected.

- **Close**

Select this button to cancel your report request and close the page.

Green signifies Acceptable

Yellow requires action – Non-Critical

Red requires action - Critical

When all is selected the report will open in a PDF format.

FUND ADMINISTRATOR REPORTS

FASTDATA Action Item List for :

N3580A-NROTC/NJROTC

Filter :

RC IN:

3A,3B,3D,3E,3F,3G,3H,3I,3J,3K,3L,4A,4B,4C,A1,CD,G1,G2,G3,G4,L1,L2,L3,LA,LC,LT,MM,NJ,NR,OD,Q1,Q2,RP,S3,S4,SA,TA,TB,TC,TE,TF,TG,TH,TI,TR

AND OPTAR IN:

00,01,02,03,04,05,06,07,08,09,10,11,12,13,14,15,16,17,19,20,22,23,24,25,26,27,28,30,32,33,34,35,36,37,39,3R,40,41,42,43,44,46,47,48,49,50,51,53,54,55,56,57,58,59,60,61,62,63,65,67,70,71,72,73,75,76,77,80,81,90,99,A5,AA,AB,AC,AD,AE,AF,AG,AH,AJ,AK,AL,AM,AN,AP,AQ,AR,AS,AT,AU,AV,AW,AX,AY,AZ,B
A,BB,BC,BD,BE,BF,BG,BH,BJ,BK,BL,BM,BN,BP,BQ,BR,BS,BT,BU,BV,BW,BX,BY,BZ,CA,CB,CC,CD,CE,CF,CG,CH,CJ,CL,CM,CN,CP,CR,CT,CU,DA,DB,DC
,DD,DE,DF,DG,DH,DJ,DK,DL,DM,DN,DP,DQ,DR,DS,DT,DU,DV,DW,DX,DY,DZ,EA,EB,EC,ED,EE,EF,EG,EH,EJ,EK,EL,EM,EN,EP,EQ,ES,ET,EU,EV,EW,EX,
EY,EZ,FA,FB,FC,FD,FE,FF,FG,FH,FJ,FL,FM,FV,FW,G1,G2,G3,G4,KA,KB,KC,KD,KE,KF,KG,KH,KJ,KK,KL,KM,KN,KP,KQ,KR,KS,KT,KU,KV,KW,KX,KY,KZ,L
1,L2,L3,LA,LB,LC,LD,LE,LF,LG,LH,LK,LL,LM,LN,LP,LQ,LS,LT,LU,LV,LW,LX,LY,LZ,MA,MB,MC,MD,ME,MF,MG,MH,MJ,ML,MM,MP,PN,MV,MW,NA,N
B,Table of Contents
NJ,NK,NL,NM,NN,NP,NQ,NR,NS,NT,NU,NV,NW,NX,NY,NZ,OD,PA,PB,PC,PD,PE,PF,PG,PH,PK,PL,PM,PN,PP,PQ,PS,PT,PU,PV,P
W,PX,PY,PZ,Q1,QA,QB,QC,QD,QE,QF,QG,QH,QL,QM,QQ,QV,QW,RA,RB,RD,RDTE01,RE,RG,RH,RI,RJ,RR,RW,RX,SA,SG,SH,SJ,SK,SL,SM,SV,SW,T
C,TD,TF,TG,TH,TI,TR

Security

[Fund Administrator and Site Accounts with 90 Days of Inactivity](#)

[Fund Administrator and Site Accounts that have never been Accessed](#)

Financial Framework

[RCs with Undistributed Funds](#)

[Sites without Serial Ranges](#)

[OPTARs without Site Codes](#)

[OPTARs without Check for Funds](#)

[OPTARs without Adequate Funding](#)

[Authorizations without Adequate Funding](#)

[Authorizations without associated Job Order Numbers](#)

[Unacknowledged Job Order Numbers](#)

Accounting Transactions

[Documents without obligations](#)

[Expenditures Suspended at the Fund Administrator](#)

[Accounting Transactions Suspended at the Fund Administrator](#)

[Expenditures Suspended at the Site](#)

[Suspended External Transactions](#)

Each section will display the link that will take the FA to that item to be reviewed.

FUND ADMINISTRATOR REPORTS

Security

Security - Fund Administrator and Site Accounts with 90

Action Item Count : 1

The following Fund Administrator and/or Site users have access to the Fund Administrator and/or Site roles but have not accessed the FASTDATA software for 90 days or longer.

Contact the System Administrator to either reactivate the account or have the account removed.

FA ID: N3560A (Yellow) FA Count :1

Current Status is Yellow as this is considered to be critical because one or more accounts have been inactive for more than 90 days

User ID	Last Login Date	Days Elapsed
BFPE45253F	2009-APR-29	149

Fund Administrator and Site Accounts that have never been Accessed

Action Item Count : 0

The following Fund Administrator and/or Site users have access to the Fund Administrator and/or Site roles but have never accessed their account to activate their Single Sign-on (CAC) capability.

If it has been less than 30 days since the account was established, you may have each of the following users access the Fund Administrator application and activate their Single Sign-on (CAC). If it has been 30 days or more, you must contact your System Administrator to reactivate the account or have the account removed.

FA ID:N3560A (Green) FA Count :0

Current status is Green as this is considered to be within guidance because all accounts have been accessed.

User ID	Day Account Established	Days Elapsed
		0

All banners will show in pale green. The actual status code Red, Yellow, Green will be displayed next to the FA ID for that selected action item as shown above.

1. Security – FA and Site accounts with 90 Days of Inactivity - includes users who have not accessed the system within 90 days.
2. Security – FA and Site Accounts – will include users who were issued a USER ID and password.
3. Financial Framework – Undistributed Funds – displays each RC that has funds that have not all been distributed to Authorizations.
4. Financial Framework – Sites without Serial Ranges – will list all Sites with no serial ranges set up for a given Site.
5. Financial Framework – OPTARS without Site Codes – will list all OPARS without associated Sites.

FUND ADMINISTRATOR REPORTS

6. Financial Framework – OPTARS without Check for FUNDS- will list all OPTARS that do not have the check for funds enabled. This is a BUPERS requirement to have the FUNDS CHECK turned on.
7. Financial Framework – OPTARS without Adequate Funding – lists OPTARS that do not have the adequate funding to cover costs already incurred.
8. Financial Framework – Authorizations without Adequate Funding – lists authorizations that do not have adequate funding to cover costs already incurred.
9. Framework Unacknowledged Job Order Numbers – will display job order numbers in the current fiscal year that have not been synchronized properly with STARS-FL.
 - If all Job Orders are acknowledged the FA action item is Green.
 - If one or more Job orders with a status of New Incomplete, Modified Complete, Modified in Error, or Modified Unacknowledged, then the FA action item is Yellow.
 - If one or more Job Orders have a status of New in Error, New Complete, New Unacknowledged, or New Unacknowledged by Modified, then the FA action item is Red. This is due to these Job orders not being in STARS-FL and can cause accounting transactions to suspend in STARS-FL. You can determine the errors by the error message on the AIL or go to the File Inventory – and view the JON_Invalid report.
10. Accounting Transactions – Documents without Obligations- lists documents that generate commitments and require acceptance or contract process to generate an obligation. This has not occurred for these documents listed. This list will exclude documents with status of Finalized, Cancelled Not Used, Initiation, and Cancelled Initiation.
11. Accounting Transactions – Expenditures Suspended at the Fund Administrator provides expenditures that have suspended at the FA.
12. Accounting Transactions- Accounting Transactions Suspended at the Fund Administrator lists all accounting transactions that the FA has suspended to prevent them from Being transmitted to STARS-FL. If at least one is older than 30 days then the condition is Red. If there is at least one suspended that is less than 30 days the condition is Yellow.
13. Accounting Transactions – Expenditures Suspended at the Site show expenditures that have suspended at the Site level.
14. Accounting Transactions – Suspended External Transactions will display transactions from all external systems suspended at the FA or Site level. This involves DTS, SPS, MPC, or B1 record that are at the FA or one or more Sites.

FUND ADMINISTRATOR REPORTS

15. Accounting Transactions – Reconciliation shows the results at the FA level for the current FY and prior years.

16. Automatic Process – Scheduling of Events lists the automated jobs for which the FAs settings do not follow recommended guidelines. Guidelines provided for BUPERS BSO are:

- Perform reconciliation. Active DLY, Red if not within guidelines.
- Process MPC transactions. Active 60-80 MIN, Red if not within guidelines.
- Receive DTS transactions from STARS-FL. Active, 5 MIN, Red if not within guidelines.
- Receive Expenditures from STARS-FL. Active, 5 MIN, Red if not within guidelines.
- Receive JONs from STARS0FL. Must be Inactive, Red if Active.
- Receive JONs that failed STARS-FL validation (INVALID). Active, 5-90 MIN, Red if not within guidelines.
- Receive JONs that passed STARS-FL, validation (VALID). Active, 5-90 MIN, Red if not within guidelines.
- Receive accounting transactions from the Sites(s). Active, 15-60 MIN or DLY, Yellow if not within guidelines.
- Receive cost corrections from the Sites(s). Inactive until functionality included in BUMED release; after that will be Active, 5-90 MIN, Red if not within guidelines.
- Release Financial Framework to Sites(s). Inactive until functionality included in BUMED release; after that will be Active, 5-90 MIN, Red if not within guidelines.
- Release Financial Framework to Sites(s). Active, 5-60 MIN, Yellow if not within guidelines.
- Release Outyear Financial Framework to Site(s). Active, 5-60 MIN, Yellow if not within guidelines.
- Send Cost Redistribution Batch to STARS-FL. Inactive until functionality included in BUMED release; after that will be Active, 5-90 MIN, Red if not within guidelines.
- Send JONs to STARS-FL. Active, 5-90 MIN, Red if not within guidelines.
- Send OPTAR Authorizations (010,121) to STARS-FL. Active, 5-90 Red if not within guidelines.
- Send RC Funds Authorizations (110) to STARS-FL. Active, 5-90 MIN, Red if not within guidelines.
- Send expenditures to the Site(s). Active, 5-60 MIN, Yellow if not within guidelines.
- Receive Subsistence-in-Kind (SIK) transactions NEW- FA N41118 ONLY). Active, 5-90 MIN, Red if not within guidelines.
- Receive DANTES – reimbursement support transactions NEW FA N35697 ONLY). Active 5-90 MIN, Red if not within guidelines.

FUND ADMINISTRATOR REPORTS

Automatic Process - Scheduling of Events not within Recommended Guidelines

Action Item Count : 10

FASTDATA provides the ability to control when the automatic processes execute and the major command has provided guidance for configuring this schedule.

The following events do not follow the recommended guidelines.

You should access the Automated Processes Window (File Manager, Automated Jobs) and activate the event or change the schedule to match the guidelines.

FA ID: N3560A (Red) FA Count: 10
 Current status is Red as this is considered to be critical because one of the schedule settings do not match the guidance which impedes the natural flow with the official accounting system.

Process	Recommended Interval	Active	Current Setting	Last Executed
Send expenditures to the Site(s).	Every 15-60 minutes OR Daily.	NOT ACTIVATED	Every 5 minutes.	07/27/2009 14:31:40
Receive accounting transactions from the Site(s).	Every 15-60 minutes OR Daily.	Active	Every 5 minutes.	09/22/2009 12:53:36
Receive cost redistributions from the Site(s).	Every 15-60 minutes.	NOT ACTIVATED	Every 5 minutes.	
Receive cost corrections from the Site(s).	Every 15-60 minutes.	NOT ACTIVATED	Every 5 minutes.	
Receive Expenditures from STARS-FL.	Every 15-60 minutes.	NOT ACTIVATED	Every 5 minutes.	07/27/2009 14:31:39
Send Accounting Batch to STARS-FL.	Every 15-60 minutes.	NOT ACTIVATED	Every 5 minutes.	08/11/2009 10:27:45
Send Cost	Every 15-60 minutes.	NOT ACTIVATED	Every 5 minutes.	

Reconciliation results will be split by fiscal years:

Accounting Transactions - Reconciliation Results

FASTDATA can be scheduled to reconcile document costs with STARS-FL.

Your system currently has the following information recorded as reconciliation results. Note that the "Number of Document/ACRNs Reconciled" includes those in FASTDATA, as well as those that are in STARS-FL but not in FASTDATA.

FA ID: N3560A (Red) Current status is Red as this is considered to be critical because the current year reconciliation is reporting less than 85 percent reconciled.

Fiscal Year	Date Reconciled	Number of Document /ACRNs Reconciled	Number of Differences	Percent Reconciled
2009	7/29/09 12:00 AM	71438	47575	66.60 %
2008	7/29/09 12:00 AM	170336	9234	5.42 %
2007	7/29/09 12:00 AM	167313	134680	80.50 %
2006	7/29/09 12:00 AM	993	0	0.00 %
2005	7/29/09 12:00 AM	78	0	0.00 %
2004	7/29/09 12:00 AM	16	0	0.00 %
FA Totals :		410174	191489	46.68 %

FUND ADMINISTRATOR REPORTS

24.Reports/Recalculate Cost Log Report



The filter criteria for this report is by Site; and From/To Dates. Select RUN REPORT.

A screenshot of a dialog box titled 'Recalculate Cost Log Report'. The dialog contains several input fields: 'FA:' with the value 'N3597A', 'Site:' with a dropdown menu showing 'All Sites', 'BG', 'GM', 'GR', and 'KB', 'FY:' with the value '2010', 'From Date:' with an empty text box and a calendar icon, and 'To Date:' with an empty text box and a calendar icon. At the bottom of the dialog are two buttons: 'Run Report' and 'Close'.

FUND ADMINISTRATOR REPORTS

This report is scheduled in the FA File Manager/Automated Jobs and is set to run in Non-Peak hours so it will not interfere with Users in the SITES. The report below shows that there will be a message stating all was in balance or there will be a message designating what JONS were not in balance and how much it balanced in the Recalc processing.

Recalculate Cost Log Report

Filter: FA N3597A, FY 2010

Site: BG Recalculate Cost Results for 03/25/2010 20:11:04

All Job Order obligation amounts are in balance.

Site: BG Recalculate Cost Results for 03/25/2010 20:03:04

All Job Order obligation amounts are in balance.

Site: BG Recalculate Cost Results for 03/25/2010 20:01:08

All Job Order obligation amounts are in balance.
All Job Order obligation amounts are in balance.

Site: BG Recalculate Cost Results for 03/24/2010 20:17:00

All Job Order obligation amounts are in balance.
All Job Order obligation amounts are in balance.

Site: BG Recalculate Cost Results for 03/24/2010 20:11:05

All Job Order obligation amounts are in balance.

Site: BG Recalculate Cost Results for 03/24/2010 20:01:03

JON 684370ENB39 obligated non-labor amount 3582.78 has been adjusted to 3796.78 for a total adjustment of 214.
JON 684370ENB39 obligated non-labor amount 3582.78 has been adjusted to 3796.78 for a total adjustment of 214.
JON 684370ENB39 obligated non-labor amount 3582.78 has been adjusted to 3796.78 for a total adjustment of 214.
JON 684370ENB39 obligated non-labor amount 3582.78 has been adjusted to 3796.78 for a total adjustment of 214.
JON 684370ENB39 obligated non-labor amount 3582.78 has been adjusted to 3796.78 for a total adjustment of 214.
JON 684370ENB39 obligated non-labor amount 3582.78 has been adjusted to 3796.78 for a total adjustment of 214.

FUND ADMINISTRATOR REPORTS

Questions

What is the purpose of the 22 REPORTS at the FA?

What are the steps involved in running FA REPORTS?

Practice

Locate the report that will allow the FA to determine the funds that have been spent, balances available and will show the FA if any Initiation Documents exist in the Sites(s). Determine which column will display the amount used by the Initiation documents.

Locate a report that will identify the health of the FA reflecting items that need to be fixed in the FA or any of its Sites. Determine if any of the items in the FA are in the RED status requiring immediate attention.

Locate the report providing the FA with the security access for users at the Site and FA level. Identify how many users are set up with FULL ACCESS.

FUND ADMINISTRATOR UTILITES PROCESSES

Introduction

This lesson will describe the processes and steps involved in the various functions to be performed by the Fund Administrator (FA). Illustrations will be provided for the process to Lock Sites, External Interface Funds Check, Process Outyear, Process Year End, Sites, and Automatic Quarter Roll.

Objectives

Learn the purpose of the Utilities processes in the FA.

Learn the steps involved in performing all of the processes under the Utilities Menu in the FA.

LOCK SITES

Introduction

This lesson will illustrate the process of Lock Sites by the FA and discuss how and when to use this capability.

Objectives

Define the Lock Sites Process.

Describe the elements that must exist to Lock a Sites at the FA level.

Describe the steps taken to Lock a Site and to remove the Lock.

Lesson

Locking one or more of the Sites is useful to the FA when conducting end-of-month reconciliations between FASTDATA and STARS-FL. Selecting the padlock of each site you wish to lock or unlock will affect the site(s) as designated. There is also a Select ALL button so that you don't have to apply to each one individually. This action alone locks or unlocks the site(s) and there is no need save changes you have made.

When the site is locked, users will have **no access, display-only access, or full access** to the Site, as set by the System Administrator.

Users with a No Access setting for the Locked Site Access option cannot access the site when it is locked.

For a user with Display only access, locking the Site will limit the Site Main Menu Options to the following choices:

Documents

- Display Document
- Document Summary
- Accept Document (View Only)

Reports

- All reports are available while the Site is locked

Utilities

- Address Book
- Site Status
- Credit Card Maintenance
- Recalculate Obligations
- Suspend Transactions

LOCK SITES

In the FA, select Utilities, Lock Sites.



A list of all sites in the FA will be displayed, including details of the Site ID and Site Name. Select a site to Lock/UNLOCK or click LOCK/UNLOCK ALL at bottom of screen to LOCK/UNLOCK all sites.

Lock Sites				
Status	Lock Site	FA	Site ID	Site Description
UNLOCKED			N3597A BG	TTF BANGOR
UNLOCKED			N3597A GM	LEARNING SITE GUAM
UNLOCKED			N3597A GR	LEARNING SITE GROTON
UNLOCKED			N3597A KB	LEARNING SITE KINGS BAY
UNLOCKED			N3597A NF	LEARNING SITE NORFOLK
UNLOCKED			N3597A PH	LEARNING SITE PEARL HARBOR
UNLOCKED			N3597A SD	LEARNING SITE SAN DIEGO
UNLOCKED			N3597A SL	SUBMARINE LEARNING CENTER
UNLOCKED			N3597A YK	NAVAL SUBMARINE TORPEDO FACILI

= Click to lock Site
 = Click to unlock Site

Lock All Unlock All Close

The status column will show if the site is currently Locked or Unlocked. The padlock icon will also indicate whether the site is open (unlocked) or shut (locked).

LOCK SITES

Questions

What is the benefit for the FA to perform the Lock Sites Process?

What are the elements that must exist to Lock a Sites at the FA level?

What steps must be taken to Lock a Site and to remove the Lock?

Practice

Locate and Lock the Site shown in your FA, then unlock it before exiting.

EXTERNAL FUNDS CHECK

Introduction

This lesson will illustrate the steps required to perform the External Interface Funds Check at the FA for the Sites assigned to your FA.

Objectives

Define the External Interface Funds Check.

Describe the elements that must exist prior to performing the External Interface Funds Check.

Outline the steps necessary to perform the External Interface Funds Check at the FA.

Lesson

In the Web FASTDATA the FA now has the option to control the funds check being performed on the External Interface files flowing into the FA for all their Sites automatically. The option to not check the External Interface Funds Check is still there in the FA Utilities for the FA to determine whether or not they want to use it.

The External Interface files flowing into the FA are the MPC CITIDIRECT obligations and the DTS/SPS obligations received from STARS-FL. STARS-FL posts all external interface files whether there are enough funds or not. FASTDATA has pulled in both interface files historically if there are enough funds in the OPTAR to allow the transactions to post. If there were not enough funds available they would suspend in the External MPC or External DTS/SPS function at the FA and Site levels. This feature allows the FA to chose to set the automatic funds check to NO for these external files allowing them to post whether funds are available or not. This still puts the OPTAR in the RED for further creation or adjustments of documents until the funding issues are resolved. FA can add more funds or the Site managers can use the Credit Card XREF process to resolve double obligation status of the MPC credit card transactions to resolve the issues.

The FA has the option to set up the External Interface funds check to Yes or No.

In the FA, select Utilities, Ext. Interface Funds Check.



EXTERNAL FUNDS CHECK

A screen will appear allowing the user to select ON or OFF for MPC Check for Funds and DTS/SPS Check for Funds.

External Interface Funds Check

MPC Check For Funds ON OFF

DTS/SPS Check For Funds ON OFF

Save Close

If the selection is turned to ON, the system will verify funds are available before processing in any MPC or DTS/SPS transactions. If funds are not available, the transaction(s) will be suspended in the external interfaces and not processed into FASTDATA. You will need to increase funding levels, then reprocess the suspended transaction to post.

If the selection is turned to OFF, the system will automatically post any MPC or DTS/SPS transactions into the database, regardless of funding levels.

Questions

What is the External Interface Funds Check?

What are the elements that must exist prior to performing the External Funds Check feature to YES?

What are the steps necessary to set the automated process for the External Interface Funds Check at the FA?

Practice

Set up the External Interface Funds Check feature to OFF at your FA.

HOW to PROCESS OUTYEAR AT THE FA

Introduction

This lesson will illustrate the steps required to PROCESS OUTYEAR at the FA.

Objectives

Define the Process Outyear.

Describe the elements that must exist prior to performing the Process Outyear at the FA.

Outline the steps necessary to Process Outyear.

Lesson

FISC or other contracting offices typically require funding documents for the upcoming fiscal year beginning 01 OCTOBER during the mid-year timeframe. When this request begins to occur, you can promote the outyear within FASTDATA to allow for document creation in the upcoming fiscal year. This process should not be completed until guidance has been received from BUPERS regarding any structural change requirements that are pending for the upcoming FY. Structural changes would include LOA changes, Cost Center/Sub Cost Center changes, JON changes, Cost Account Codes, etc. A general reminder about promoting the outyear will typically be distributed by BUPERS during the April/May timeframe.

Once the outyear is performed, the FA will be able to make changes to the framework to accommodate the upcoming fiscal year. However, this process must be completed BEFORE sending the Outyear Financial Framework to the site level.

The first step in promoting the outyear process is to promote the Resource Authorization (RA). You will not be able to promote the Responsibility Centers (RC) until the RA has been promoted.

After promoting the RA, the FA can promote the RCs and their associated OPTARs, Authorizations, Job Orders, Sites, and Serial Ranges to the Outyear. The FA will have the option of promoting one RC or all RCs. You do not have to promote all RCs at one time.

- If there are grantor data records flagged for carrying forward with a funds expiration date after the beginning of the Outyear's fiscal year, the grantor data also will be promoted to the Outyear.
- If the Outyear Process detects a reimbursable JON with associated grantor data, FASTDATA will promote the JON to the Outyear but will clear the grantor data from the JON record if the grantor data is not flagged for carrying forward.

Once the Outyear has been promoted, you will need to change the setting on the JON export to send CURRENT YEAR ONLY or CURRENT YEAR AND ALL PRIOR YEARS. If you choose any other option, you will be sending outyear JONs to STARS before STARS is ready to accept the outyear JONs.

After the Process Outyear is performed by the FA and review has taken place, the next step is to send the Outyear Financial Framework to the Site. The FA can use the automated job

HOW to PROCESS OUTYEAR AT THE FA

“Send Outyear Financial Framework to the Site” when the FA is ready to send all Sites; or the FA can send one Site at a time by being in the Outyear and using the Release to Site and manually sending it to selected Sites. This must occur so the Site can create the documents required for the future Fiscal Year and send to the appropriate contracting office. All documents created in the Outyear at the Site level will remain at the Site level so updates, amendments can still be created and there is no check for funds when created in the Outyear. The transactions will export to the FA and to STARS-FL once the second part of the process is done in October. The Process Year End allows the documents that have been suppressed at the Site level to export.

Access to this page is defined on the System Administrator main page Utilities option. Users with a Utilities Access setting can access the Process Outyear page while users with a No Access setting cannot open this page.

Promote Resource Authorization (RA) to Outyear

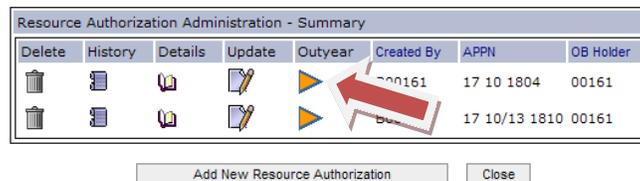
There are two methods for promoting the RA to the outyear, based on whether the appropriation is for a single year or a multi-year.

Single Year Appropriation

In the FA, select Funds Management, Resource Authorization.



Click the orange arrow icon under the Outyear column.



Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					00161	17 10 1804	00161
					00161	17 10/13 1810	00161

Buttons: Add New Resource Authorization, Close

The RA details are displayed. Place a checkmark in the box under the Promote to Outyear column for all subheads to be promoted. Click Save.

HOW to PROCESS OUTYEAR AT THE FA

Resource Authorization Promote to Outyear

General

Funding Type: O&MN OB Holder: 00161 Department: 17 Approval Date: 10/1/2009 Expired Date:
 Begin Fiscal Year: 2010 End Fiscal Year: 2010 APPN: 1804 Effective Date: 10/1/2009 Roll Funds Ind:

Subheads

Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC
<input checked="" type="checkbox"/>	Not Promoted	12TX	3	2010	new auth 12TX	00161						
	Promoted	22LA	12	2010	establish 22LA	00161						
<input checked="" type="checkbox"/>	Not Promoted	22TA	8	2010	establish 22TA	00161	0					
Total: 4												

Save Close

A message will appear asking you to verify that you want to promote the subhead. Click OK to proceed.



A message will appear indicating that the subheads were successfully promoted. Click OK.



The RA details are displayed again. You will see the Outyear Status has changed to Promoted for the selected subheads. Close the RA screen.

Resource Authorization Promote to Outyear

General

Funding Type: O&MN OB Holder: 00161 Department: 17 Approval Date: 10/1/2009 Expired Date:
 Begin Fiscal Year: 2010 End Fiscal Year: 2010 APPN: 1804 Effective Date: 10/1/2009 Roll Funds Ind:

Subheads

Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA
	Promoted	12TX	3	2010	new auth 12TX	00161		
	Promoted	22LA	12	2010	establish 22LA	00161		
	Promoted	22TA	8	2010	establish 22TA	00161	0	

HOW to PROCESS OUTYEAR AT THE FA

Multi-Year Appropriation

For multiyear appropriations, in the second and subsequent years, the subhead is added to the existing RA. RDT&E and OPN are multiyear and would follow this procedure. The X year is promoted like annual appropriations. See examples in Utilities/Process Outyear Section.

Multi-year appropriations will show a beginning FY and an ending FY in the RA in accordance with the initial RA establishment. An example of RDTE 1319 appropriation Beginning FY2010/ Ending FY2011 would show the FY2010/FY2011 1319 appropriation RA in FY2010 and also in FY2011. In FY2011 the subhead is added so it will create documents using the FY11 JON and LOA.

Example is 17 10/11 1319 00161

Select Funds Management, Resource Authorization. Click the Outyear icon next to the RA to be promoted.

Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					B00161	17 10/11 1319	00161
					B00161	17 10 1804	00161
					B00161	17 10/13 1810	00161

Buttons: Add New Resource Authorization, Close

Resource Authorization Promote to Outyear

General

Funding Type: RDT&E OB Holder: 00161 Department: 17 Approval Date: 3/1/2010 Expired Date:
Begin Fiscal Year: 2010 End Fiscal Year: 2011 APPN: 1319 Effective Date: 3/1/2010 Roll Funds Ind:

Subheads

Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 F
	Ineligible	P666	0	2010	basic								

Total:

Buttons: Save, Close

Notice there are no eligible outyears to promote.

HOW to PROCESS OUTYEAR AT THE FA

Change the FY to the outyear. For this example, the outyear will be the ending FY for the two year appropriation. Click Set after the appropriate FY is selected. The active quarter will default to 1.

Change FA/FY/QTR

FA: B00161

Fiscal Year: 2011

Active Quarter: 1

Select Funds Management, Resource Authorization. The RA screen appears. Click the Update icon next to the appropriate RA to be promoted. In this example, you would click Update on the row for 17 10/11 1319 00161.

Current Role: FA B00161, FY/QTR: 2011/1 [Home](#) | [Help](#) | [Change FA/FY/QTR](#)

Resource Authorization Administration - Summary

Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					B00161	17 10/11 1319	00161
					B00161	17 11 1804	00161
					B00161	17 10/13 1810	00161

Select Add Subhead. You will notice the FY of the newly added subhead is the outyear. Input the subhead, remarks, and funds, if desired.

HOW to PROCESS OUTYEAR AT THE FA

STDATA Version REL_10-18.0007 Current Role: FA B00161, FY/QTR: 2011/1

Resource Authorization Update

General

Funding Type: RDT&E OB Holder: 00161 Department: 17 Approval Date: 3/1/2010 Expired Date:
Begin Fiscal Year: 2010 End Fiscal Year: 2011 APPN: 1319 Effective Date: 3/1/2010

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1
		P666	0	2010	basic								
		P666		2011	2ND YEAR								
Total:													

Click Save.

The screenshot shows the same Resource Authorization Update form as above. A 'Windows Internet Explorer' dialog box is overlaid on the table, displaying a yellow warning icon and the message '* Save was successful' with an 'OK' button. The 'Subheads' table now shows two rows: one for FY 2010 with 'basic' remarks and one for FY 2011 with '2ND YEAR' remarks.

Once the subhead is saved, close the RA and change back to the current FY. For this example, you would choose FY 2010 and click Set.

Change FA/FY/QTR

FA: B00161

Fiscal Year: 2010

Active Quarter: 1

Since the RA has been "created" in the outyear, you will now be able to promote the outyear for an Responsibility Centers under the multi-year RA.

For new multi-year funding, a new RA will need to be established reflecting the beginning and ending dates in the appropriation. Be sure to establish in the outyear if creating for the upcoming fiscal year. Once the new RA is established, the remaining framework, including the RC/OPTAR/AUTH/JONS can be created. The framework from prior multi-year RAs cannot be automatically duplicated and applied to a new RA. When a new appropriation is received,

HOW to PROCESS OUTYEAR AT THE FA

notify BUPERS so that a new LOA can be established in the FASTDATA/STARS table. If this is not completed, expenditures and other STARS-FL interfaces will not process correctly into FASTDATA and will affect your FA and recon data.

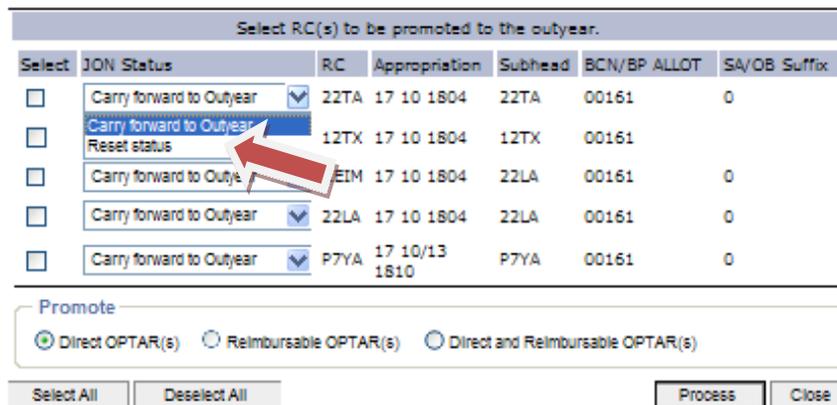
There is currently a System Change Request in the development to allow users to promote a RA for multi-years and maintain the same structure (for example, promote RDTE funds with FYs 2010/2011 to RDTE funds with FYs 2011/2012. Additional guidance will be distributed once the system is updated to this new functionality.

Promote Financial Framework to Outyear

Now that the RA has been promoted, you can promote the Responsibility Centers (RCs). Select Utilities, Process Outyear.



To promote the current year data to the outyear, place a check mark in the Select box. Be sure to change the JON Status drop down box to Reset Status. You can promote either Direct OPTARs only, Reimbursable OPTARs only, or both Direct and Reimbursable OPTARs.

A screenshot of a dialog box titled "Select RC(s) to be promoted to the outyear." The dialog contains a table with columns: "Select", "JON Status", "RC", "Appropriation", "Subhead", "BCN/BP ALLOT", and "SA/OB Suffix". There are five rows of data. The second row is highlighted, and a red arrow points to the "Reset status" option in the "JON Status" dropdown menu. Below the table, there is a "Promote" section with three radio buttons: "Direct OPTAR(s)" (selected), "Reimbursable OPTAR(s)", and "Direct and Reimbursable OPTAR(s)". At the bottom, there are buttons for "Select All", "Deselect All", "Process", and "Close".

Select	JON Status	RC	Appropriation	Subhead	BCN/BP ALLOT	SA/OB Suffix
<input type="checkbox"/>	Carry forward to Outyear	22TA	17 10 1804	22TA	00161	0
<input type="checkbox"/>	Carry forward to Outyear Reset status	12TX	17 10 1804	12TX	00161	0
<input type="checkbox"/>	Carry forward to Outyear	EIM	17 10 1804	22LA	00161	0
<input type="checkbox"/>	Carry forward to Outyear	22LA	17 10 1804	22LA	00161	0
<input type="checkbox"/>	Carry forward to Outyear	P7YA	17 10/13 1810	P7YA	00161	0

When all data elements have been properly selected, click Process. When the process completes, a results box will appear at the bottom of the page indicating the data that was successfully moved.

HOW to PROCESS OUTYEAR AT THE FA

- a. If you have reimbursables with carry forward they will flow into the Outyear when you select direct and reimbursable.
- b. If you promote the outyear, then make changes within the current year, you can promote the outyear again to move over the changes within the current year to the outyear.
- c. Each RC carries forward all framework associated to it into the Outyear but you have the opportunity to delete, reorganize and prepare it for any changes in the FA Outyear status before sending it to the Sites.
- d. JONs will be automatically updated with the new fiscal year indicator for the upcoming FY.
- e. Serial ranges will be reset to a zero starting point for the outyear.

Note: Reset Status for JON Status Indicator: This option must be selected so that outyear JONs will send to STARS-FL when indicated by BUPERS. If the Carry Forward to Outyear option is chosen, the JONs will carry over in Acknowledged status and will not kick off to send to STARS-FL for the outyear. In order to maintain synchrony between STARS-FL and FASTDATA, all outyear JONs must be validated with STARS-FL.

Select RCs for JON Export

To prevent outyear JONs from sending to STARS-FL, before STARS-FL is ready to accept them, you must change your settings for "Select RCs for JON Export" option within FASTDATA.

In the FA, select File Manager, Select RCs for JON Export.



HOW to PROCESS OUTYEAR AT THE FA

Whether your Export Mode is set to Manual or Automatic, you will need to change the Select Year option to either "Current Year Only", or "Current Year and All Prior Years". Any other option will send the outyear JONs to STARS-FL before they can be accepted.

Select RCs for JON Export

PAGE < 1 >

Export Mode	Select	Select Year	RC	Appropriation	Sub Head	BCN	SA CB	System Code
Automatic	<input checked="" type="checkbox"/>	Current year and prior years	01	1721804	22MD	62750	0	1 - RMS Operations (O&MN and DBOF funding) FASTDATA
Automatic	<input checked="" type="checkbox"/>	Current year and prior years	LB	1721804	22MD	62750	0	1 - RMS Operations (O&MN and DBOF funding) FASTDATA

OK Close

Once all appropriate changes are made, click OK to save the changes.

When you are given guidance from BUPERS that outyear JONs can be promoted, you can change the settings to include outyear by choosing "Current Year and Outyear", "Outyear Only", or "All Fiscal Years" for the Select Year option.

HOW to PROCESS OUTYEAR AT THE FA

Send Outyear Financial Framework to Sites

There are two options for sending the Outyear Financial Framework to the Sites.

1. Automated Process

In the FA, select File Inventory, Automated Jobs. Set the Active indicator to "Y" for the automated job titled "Release Outyear Financial Framework to Site(s)". You can also adjust the time setting of the job if desired. Save and close.

Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
<input checked="" type="checkbox"/>	Release Outyear Financial Framework to Site(s).	08/02/2012 14:14:33	MN	0.00	5.0
<input checked="" type="checkbox"/>	Send Accounting Batch to STARS-FL.	08/02/2012 13:55:52	MN	0.00	30.0
<input type="checkbox"/>	Send Cost Redistribution Batch to STARS-FL.	-Never-	MN	0.00	60.0
<input checked="" type="checkbox"/>	Send JONs to STARS-FL.	08/02/2012 14:15:32	MN	0.00	5.0
<input type="checkbox"/>	Send OPTAR Authorizations (010,121) to STARS-FL.	-Never-	MN	0.00	30.0
<input type="checkbox"/>	Send RC Funds Authorizations (110) to STARS-FL.	-Never-	MN	0.00	30.0
<input checked="" type="checkbox"/>	Send expenditures to the Site(s).	07/30/2012 23:10:04	MN	0.00	60.0

2. Manual Process

In the Outyear at the FA level, select Funds Management, Release to Site. You can release to each site individually or select all sites. Choose the Release to Site Options and then click Release.

Release To Site

Select Site(s)

Select Site: AC All Sites

Release To Site Options

RCs, OPTARs, AUTHs, and JONs
 Document Serial Numbers
 Site Menu Update

Select/Unselect Document Types for Release

System Assigned Memo Documents

<input checked="" type="checkbox"/> CIVILIAN LABOR	<input checked="" type="checkbox"/> CREDIT CARD
<input checked="" type="checkbox"/> DD1131 - Cash Collection Voucher	<input checked="" type="checkbox"/> DD1149 - Requisition and Invoice/Shipping Document
<input checked="" type="checkbox"/> DD1155 - Purchase or Delivery Order	<input checked="" type="checkbox"/> DD1348 - MILSTRIP Requisition
<input checked="" type="checkbox"/> DD1348-6 - MILSTRIP Requisition Long Form	<input checked="" type="checkbox"/> DD1556 - Training Request, Authorization, Agreement
<input checked="" type="checkbox"/> DD1610 - Travel Order TAD Only	<input checked="" type="checkbox"/> DD282 - Printing/Requisition Order
<input checked="" type="checkbox"/> DD448 - Military Interdepartmental Purchase Request	<input checked="" type="checkbox"/> EXPENDITURE NON-PRECEDED
<input checked="" type="checkbox"/> FUEL CHT	<input checked="" type="checkbox"/> GSA DOCUMENT
<input checked="" type="checkbox"/> MISCELLANEOUS	<input checked="" type="checkbox"/> NAVPERS 1320/16 - Travel Order TAD Only
<input checked="" type="checkbox"/> NC2061 - Utility Invoice/Certification	<input checked="" type="checkbox"/> NC2275 - Order for Work and Services
<input checked="" type="checkbox"/> NC2276 - Request for Contractual Procurement	<input checked="" type="checkbox"/> NC2276A - Order for Work and Services
<input checked="" type="checkbox"/> SF1034 - Public Voucher for Purchases and Service	<input checked="" type="checkbox"/> SF1164 - Claim for Reimbursement
<input checked="" type="checkbox"/> SF182 - Authorization, Agreement, Certification of Training	<input checked="" type="checkbox"/> SF30 - Modification of Contract
<input checked="" type="checkbox"/> SF44 - Purchase Order/Invoice Voucher	

HOW to PROCESS OUTYEAR AT THE FA

Questions

What is the purpose of the Process Outyear function?

What are the elements that must exist prior to performing the Process Outyear at the FA?

What are the steps necessary to Process Outyear?

Practice

Perform Outyear Process on your FA.

PROCESS YEAR END

Introduction

This lesson will illustrate the steps required to perform Year End in the FA.

Objectives

Define the Year End Process.

Describe the elements that must exist prior to Process Year End being performed.

Outline the steps required to perform Year End Process.

Lesson

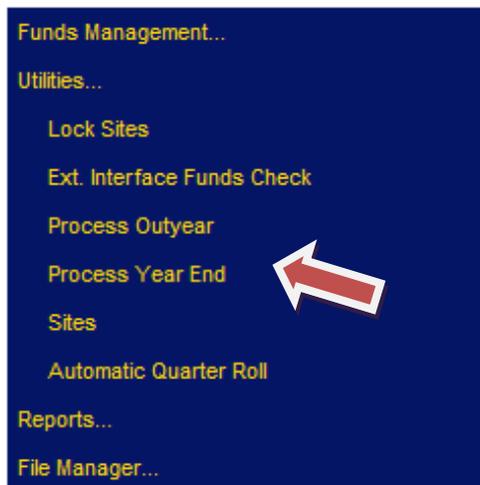
The FA must perform Outyear Process before performing End-of-Year Process and the system Date MUST be greater than October 1 of the current Calendar year. Once Year End is performed the FA will reflect the new Fiscal Year as the Current Year of the database. Access to this End-of-Year Process window is defined at the System Administrator level.

Funds should be in place at the RC and Authorization levels as once Year End is performed on the Site, the documents created in the Outyear will begin to export to the FA and to STARS-FL to generate obligations and commitments.

You will receive guidance from BUPERS when it is time to perform the year end process.

Process Year End

In the FA, select Utilities, Process Year End



PROCESS YEAR END

The year end window will open. A message displays stating that expired financial data will be deleted and that the outyear will become the current year. Click Yes to continue.

Year End

The Year End process will result in the following:
 Data for fiscal year 2000 will be deleted.
 Outyear data will become Current Year, and you will be able to enter data for a new Outyear

Do you wish to continue?

Questions

What is the Year End Process?

What are the elements that must exist prior to Process Year End being performed?

What are the steps required to perform Year End Process?

Practice

View the Year End Process window and determine what actions are annotated to occur when the Year End is performed. DO NOT Select YES.

Introduction

This lesson will discuss the Sites summary in the FA which provides the Sites OPTARS, Authorizations, JONS, Serial Ranges, and Document Types.

Objectives

Define the Site Summary tabs in the FA.

Outline the steps to retrieve the Site Framework in the FA.

Describe the summary tabs available for Sites in the FA.

Lesson

The FA Site Summary page has five tabs that provide **view-only information** about the sites associated with the selected FA activity. This is NEW in the web as going to the Site maintenance window in the GUI you could add, modify, delete in several of the associated tabs. In the Web you will set up the Financial Framework under Funds Management menu.

- **Assigned OPTARs Tab**
The Assigned OPTAR tab provides general information regarding OPTARs assigned to the selected site.
- **Serial Ranges Tab**
The Serial Range tab provides information regarding serial ranges for the selected site.
- **Authorizations Tab**
The Authorization tab provides general information regarding authorizations assigned to the selected site.
- **Job Order Numbers Tab**
The Job Order Numbers tab provides general information regarding JONs assigned to the selected site.
- **Document Types Tab**
The Document Types tab provides information on which documents the site has access to.

In the FA, select Utilities, Sites



SITES

To view details for one site only, select a site from the drop down box and click Set Site.

FA Site Summary

Assigned OPTARs | Authorizations | Job Order Numbers | Serial Ranges | Document Types

RC	OPTAR/Title	Authorized	Obligated	Balance
3J	01 AUBURN DISCHARGE TRV	0.00	0.00	0.00
3I	01 AUBURN INITIAL TRAVEL	5,100.00	0.00	5,100.00
3H	01 AUBURN NSI TRAVEL	0.00	0.00	0.00
3K	01 AUBURN SUM CR SCH	60,000.00	656.84	59,343.16
3L	01 AUBURN SUM CR COLL	0.00	0.00	0.00
3G	01 MRES	2,000.00	0.00	2,000.00
3A	01 NROTCU AUBURN OPS	122,195.00	34,374.23	87,820.77
SA	01 STA21 PROGRAM AUBURN	230,000.00	95,284.44	134,715.56
3F	AA POSTAGE; AUBURN	400.00	652.82	(252.82)
3B	DA AUBURN TUITION	2,364,000.00	1,361,244.00	1,002,756.00
3D	KA AUBURN TUTORING	3,315.00	2,574.95	740.05
3E	NA AUBURN UNIFORMS	14,265.00	13,002.71	1,262.29

Site: 01

Assigned OPTARs Tab

The Assigned OPTAR tab provides general information regarding OPTARs assigned to the selected site. The screen will display the RC, OPTAR and OPTAR Title, the Authorized amount, Obligated amount, and Balance available for each OPTAR in that Site you selected.

FA Site Summary

Assigned OPTARs | Authorizations | Job Order Numbers | Serial Ranges | Document Types

RC	OPTAR/Title	Authorized	Obligated	Balance
3J	04 CITADEL DISCHARGE TRV	0.00	0.00	0.00
3I	04 CITADEL INITIAL TRAVEL	8,900.00	0.00	8,900.00
3H	04 CITADEL NSI TRAVEL	0.00	0.00	0.00
3L	04 CITADEL SUM CR COLL	0.00	0.00	0.00
3K	04 CITADEL SUM CR SCH	137,000.00	0.00	137,000.00
3G	04 MRES	1,000.00	0.00	1,000.00
3A	04 NROTCU THE CITADEL	24,265.00	22,147.57	2,117.43
SA	04 STA21 PROGRAM CITADEL	4,000.00	0.00	4,000.00
3F	AD POSTAGE; CITADEL	2,700.00	367.99	2,332.01
3B	DD CITADEL TUITION	3,215,000.00	2,945,283.00	269,717.00
3D	KD CITADEL TUTORING	500.00	0.00	500.00
3E	ND CITADEL UNIFORMS	11,890.00	13,512.40	(1,622.40)
TR	RDTE01 RTDE test	0.00	0.00	0.00

Site: 04

SITES

Authorizations Tab.

The Authorizations tab provides general information regarding Authorizations assigned to the selected site. The screen will display the RC, OPTAR, Authorization, Total Authorization, Total Obligation, and Available Balance for each Authorization in the Site you are reviewing.

FA Site Summary					
Assigned OPTARs Authorizations Job Order Numbers Serial Ranges Document Types					
RC	OPTAR	Authorization	Total Authorizations	Total Obligations	Available Balance
3A	04	040100	24,265.00	22,147.57	2,117.43
3B	DD	040300	3,215,000.00	2,945,283.00	269,717.00
3D	KD	040200	500.00	0.00	500.00
3E	ND	040720	11,890.00	13,512.40	(1,622.40)
3F	AD	040NP0	2,700.00	367.99	2,332.01
3G	04	MRE04	1,000.00	0.00	1,000.00
3H	04	NSI04	0.00	0.00	0.00
3I	04	EC04	8,900.00	0.00	8,900.00
3J	04	ED04	0.00	0.00	0.00
3K	04	EE04	137,000.00	0.00	137,000.00
3L	04	EF04	0.00	0.00	0.00
SA	04	04SA30	3,000.00	0.00	3,000.00
SA	04	04SA40	1,000.00	0.00	1,000.00
SA	04	04SAOC	0.00	0.00	0.00
TR	RDTE01	RTDE01	0.00	0.00	0.00

Site: 04

Job Order Numbers Tab.

The Job Order Numbers tab provides general information regarding JONS assigned to the selected site. The screen will display the RC, OPTAR, Authorization, JON, JON Description (first two digits of BUPERS JONS should have the OLD SAG – then the description), and Obligated Amount by JON for each Site you are reviewing.

FA Site Summary					
Assigned OPTARs Authorizations Job Order Numbers Serial Ranges Document Types					
RC	OPTAR	Authorization	JON	Description	Obligated
3A	04	040100	66612904100	LQ OPS	22,119.18
3A	04	040100	66612904130	LQ CELL PHONES	28.39
3A	04	040100	66612904160	LQ URINALYSIS	0.00
3A	04	040100	66612904170	LQ SAIL TRAINING	0.00
3A	04	040100	66612904180	LQ OPS FUEL	0.00
3A	04	040100	66612904190	LQ NCLEX EXAMS	0.00
3D	KD	040200	66612904200	LQ	0.00
3B	DD	040300	66612904310	LQ	1,431,150.00
3B	DD	040300	66612904320	LQ	1,514,133.00
3B	DD	040300	66612904330	LQ	0.00
3B	DD	040300	66612904340	LQ	0.00
SA	04	04SAOC	66612904801	SA STA 21 TVL	0.00
3F	AD	040NP0	66612904NP0	LQ	367.99
3E	ND	040720	66612972694	CITADEL ALTERATO	0.00
3E	ND	040720	66612972720	CITADEL ISSUE RE	13,512.40
3G	04	MRE04	66612973710	MRE	0.00
3I	04	EC04	66612974710	LQ INITIAL TRV	0.00
3J	04	ED04	66612974720	LQ DISCHARGE	0.00
3K	04	EE04	66612974730	LQ ACDUTRA SCH	0.00
3L	04	EF04	66612974740	LQ ACDUTRA COL	0.00
3H	04	NSI04	66612974760	LQ ACDUTRA NSI	0.00
SA	04	04SA30	666129SA301	SA TUITION WI	0.00
SA	04	04SA30	666129SA302	SA TUITION WI	0.00
SA	04	04SA30	666129SA303	SA TUITION WI	0.00
SA	04	04SA30	666129SA304	SA	0.00
SA	04	04SA40	666129SA401	SA	0.00
SA	04	04SA40	666129SA402	SA BOOKS WINT	0.00
SA	04	04SA40	666129SA403	SA BOOKS SPRI	0.00
SA	04	04SA40	666129SA404	SA	0.00

Site: 04

SITES

Serial Ranges Tab.

The Serial Ranges tab provides general information regarding Serial Ranges assigned to the selected site.

Beginning - Contains the alphanumeric beginning number for the document number serial range.

Ending - Contains the alphanumeric ending number for the document number serial range.

Last - The last number used in the serial range.

Description (Desc) - Briefly describes the serial range.

Service - Identifies the government department or activity within the Navy as a fleet or shore establishment.

SDN UIC - Lists the Standard Document Number UIC assigned to the document serial range for system generation of specific documents.

OPTAR/RC - Lists the OPTAR and RC associated with the serial number range.

Beginning	Ending	Last	Desc	Service	SDN UIC	OPTAR/RC
04001	04199	04007	OMN (UNIT OPS)	N	66612	04/3A
04T01	04T99	04T03	TUITION	N	66612	DD/3B

Site: 04

SITES

Document Type Tab

The Document Type tab provides general information regarding all Document Types available and those with check mark are available for the selected site.

FA Site Summary

Assigned OPTARs | Authorizations | Job Order Numbers | Serial Ranges | **Document Types**

System Assigned Memo Documents

<input checked="" type="checkbox"/> CIVILIAN LABOR	<input checked="" type="checkbox"/> CREDIT CARD
<input checked="" type="checkbox"/> DD1131 - Cash Collection Voucher	<input checked="" type="checkbox"/> DD1149 - Requisition and Invoice/Shipping Document
<input checked="" type="checkbox"/> DD1155 - Purchase or Delivery Order	<input checked="" type="checkbox"/> DD1348 - MILSTRIP Requisition
<input checked="" type="checkbox"/> DD1348-6 - MILSTRIP Requisition Long Form	<input checked="" type="checkbox"/> DD1556 - Training Request, Authorization, Agreement
<input checked="" type="checkbox"/> DD1610 - Travel Order TAD Only	<input checked="" type="checkbox"/> DD282 - Printing/Requisition Order
<input checked="" type="checkbox"/> DD448 - Military Interdepartmental Purchase Request	<input checked="" type="checkbox"/> EXPENDITURE NON-PRECEDED
<input checked="" type="checkbox"/> FUEL CHIT	<input checked="" type="checkbox"/> GSA DOCUMENT
<input checked="" type="checkbox"/> MISCELLANEOUS	<input checked="" type="checkbox"/> NAVPERS 1320/16 - Travel Order TAD Only
<input checked="" type="checkbox"/> NC2061 - Utility Invoice/Certification	<input checked="" type="checkbox"/> NC2275 - Order for Work and Services
<input checked="" type="checkbox"/> NC2276 - Request for Contractual Procurement	<input checked="" type="checkbox"/> NC2276A - Order for Work and Services
<input checked="" type="checkbox"/> SF1034 - Public Voucher for Purchases and Service	<input checked="" type="checkbox"/> SF1164 - Claim for Reimbursement
<input checked="" type="checkbox"/> SF182 - Authorization, Agreement, Certification of Training	<input checked="" type="checkbox"/> SF30 - Modification of Contract
<input checked="" type="checkbox"/> SF44 - Purchase Order/Invoice Voucher	

Site: 04

Questions

What is the use for the Site Summary tabs in the FA?

What are the steps to retrieve the Site Framework in the FA?

What are the summary tabs available for Sites in the FA?

Practice

Find the Site Assigned Job Order Number Tab in your FA for one of your Sites.

Automatic Quarter Roll

Introduction

This lesson will illustrate the steps required to perform the Automatic Quarter Roll at the FA for the Sites assigned to your FA.

Objectives

Define the Quarter Roll.

Describe the elements that must exist prior to performing the Quarter Roll.

Outline the steps necessary to perform the Automatic Quarter Roll at the FA.

Lesson

In the Web FASTDATA the FA now has the option to control the Quarter Roll for all their Sites automatically. The option to not check the automated quarterly roll is still there for the FA to determine whether or not they want to use it.

The FA has always automatically rolled to the new quarter on the first day of the new quarter. This did not happen in the Site. The Site user would login to Site on the first day after the quarter begins and would receive a pop up box to do the quarter roll. If the Site user performed the quarter roll it would roll in any funds that may be available for that quarter to process documents with.

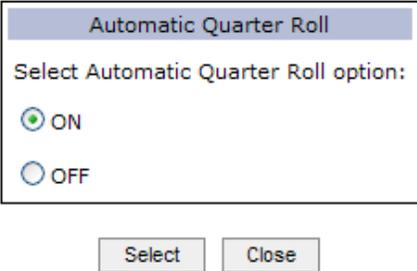
Now the FA has the option to set up the process to be performed automatically at the Site without relying on anyone to do that function. The FA must apply this automatic process to all Sites or no Sites.

In the FA, select Utilities, Automatic Quarter Roll



Automatic Quarter Roll

Select ON or OFF.



The screenshot shows a dialog box titled "Automatic Quarter Roll". Inside the dialog, the text "Select Automatic Quarter Roll option:" is followed by two radio button options: "ON" (which is selected) and "OFF". Below the dialog box are two buttons: "Select" and "Close".

Keep in mind if turned ON it will silently roll to the new quarter for all Sites within the FA. If OFF is selected it will remain a manual process for each Site to perform each quarter.

Questions

What is the Quarter Roll?

What are the elements that must exist prior to performing the Quarter Roll?

What are the steps necessary to perform the Automatic Quarter Roll at the FA?

Practice

Set up the Automatic Quarter Roll to YES at your FA.

FUND ADMINISTRATOR (FA) FILE MANAGER

Introduction

This lesson will describe the purpose of the New File Manager at the FA.

Objectives

Define the purpose of the File Manager.

Identify the types of files that will appear in the File Manager.

Lesson

File Manager on the FA Menu bar is new in the web FASTDATA to:

- Manage the files being imported and exported from the database
- Maintain the suspended travel, B1 files, DTS, and MPC credit card files.

The menu options for File Manager are:

- File Registration Display
- Automated Jobs
- File Inventory
- Select RCs for JON Export
- File Manual Export (BUD)
- File Manual Upload
- Maintain Suspended External Transactions.

File Manager



FUND ADMINISTRATOR (FA) FILE MANAGER

The file types and descriptions that can be managed in this file manager include:

File Name	Description
AH10	STARS-FL Expenditure Import
AJ10	STARS-FL Job Order Import
AJ10_INVALIDJO	Invalid JONs Feedback Report from STARS-FL
AJ10_VALJO	Valid JONs Feedback Report from STARS-FL
ASCII	ASCII Text
CRCT_INVALID	Invalid CRCT Feedback Report from STARS_FL
CST_REDIST	Cost Redistribution to STARS-FL
B1_DTS	DTS Import From STARS-FL
B1_FUELCHIT	External B1 MILSTRIP Fuel Chit
B1_MPC	Military Purchase Card
B1_STA00	Accounting Transactions to STARS-FL
B1_STANDARD	External B1 Standard
B1_travel	External B1 Travel
B4_IN	Job Order Transfer to STARS-FL
B4_Out	Job Order Transfer from DMLSS
BUD_IN	Budget Builder Import
BUD_OUT	Budget Builder Export
FI10	STARS-FL Job Order Export
OPTAR_AUTH	010 and 121 Authorizations
RC_FUNDS	110 Authorizations
STARS_RECON	Reconciliation Inbound
UADPS	UADPS Export

These files will be discussed further in the next lesson.

To get to the File Manager the FA user will Select File Manager and Select one of the available options. Each option will be discussed further in the next lesson.

Questions

What is the purpose of the New File Manager at the FA?

What types of File are managed in the New File Manager?

FILE MANAGER FUNCTIONS

Introduction

This lesson will illustrate the steps on how to use the File Manager located at the FA.

Objectives

Define the files managed in the File Manager at the FA.

Describe the seven file management options included in the File Manager.

Lesson

Each of the seven sections of the File Manager have different purposes for use in the FA. At the FA level scheduling is done to import and export the external/internal files into the database and out to STARS-FL. This is controlled through the Automated Processes in the File Manager.

File Registration Display



The first option to choose is File Manual Upload. The File Registration component of Interface File Management gives users the ability to associate, maintain, and view the physical file name, file type, along with other required information about incoming and outgoing files.

The file registration process will be used to capture, maintain, and retrieve all required information on all files processing in or out of the FASTDATA database. User access to this page is defined at the System Administrator level.

FILE MANAGER FUNCTIONS

Select File Registration Display

File Registration Summary - Search Criteria

FA: N3560A Site: 04

File Registration Summary - Inbound Files

Details	Site	File Type Name	File Type Description
	01	B1_STANDARD	Manual File Import
	01	B1_FUELCHIT	Manual File Import
	01	B1_TRAVEL	Manual File Import
	02	B1_STANDARD	Manual File Import
	02	B1_TRAVEL	Manual File Import
	02	B1_FUELCHIT	Manual File Import
	03	B1_FUELCHIT	Manual File Import
	03	B1_TRAVEL	Manual File Import
	03	B1_STANDARD	Manual File Import
	04	B1_TRAVEL	Manual File Import
	04	B1_STANDARD	Manual File Import
	04	B1_FUELCHIT	Manual File Import
	05	B1_STANDARD	Manual File Import
	05	B1_FUELCHIT	Manual File Import
	05	B1_TRAVEL	Manual File Import
	06	B1_FUELCHIT	Manual File Import
	06	B1_STANDARD	Manual File Import
	06	B1_TRAVEL	Manual File Import
	07	B1_TRAVEL	Manual File Import
	07	B1_STANDARD	Manual File Import
		STARS_RECON	Perform Reconciliation
		AJ10_VALJO	Valid JONs Report

File Registration Summary - Outbound Files

Details	Site	File Type Name	File Type Description
		B1_STA00	Send accounting batch to STARS-FL
		BUD_OUT	BUD Export Authorizations
		BUD_OUT	BUD Export Job Orders
		AJ10	JON Export
		OPTAR_AUTH	Send OPTAR Authorizations (010, 121) to STARS-FL.
		RC_FUNDS	Send RC Funds Authorizations (110) to STARS-FL.

Note: Standard file types that are commonly used will be registered for the FA at the time of conversion. There will be INBOUND files and another section of OUTBOUND files.

Selecting the DETAIL button of the files will open up and provide more registration information on the specific file being imported or exported.

File Registration - Inbound File Details

FA: N3560A Site: 04

File Type Name: B1_DTS

Physical File Name: DTS_IN

File Type Description: DTS Inbound B1

Effective Date: 4/24/2009 Ineffective Date:

Point of Contact

	Name	Org	E-mail	Telephone
Primary:				
Secondary:				

FILE MANAGER FUNCTIONS

Automated Jobs



The FA will find that the Automated processes are set up different in FASTDATA WEB. There are only **Four Jobs that can be set up as daily to run**. The rest are at minutes intervals. Since this is a more real time database and the FA and Site reside in the same database now, the minute intervals for MOST jobs are set to 5 minute intervals.

Automated Jobs Maintenance					
Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
<input checked="" type="checkbox"/>	Perform reconciliation.	10/22/2010 23:56:29	MIN	0:00	15.0
<input checked="" type="checkbox"/>	Process MPC Transactions.	10/25/2010 08:38:54	MIN	0:00	5.0
<input checked="" type="checkbox"/>	Recalculate Obligations In Non-Peak Hours.	06/15/2010 23:22:48	NPH	0:00	0.0
<input checked="" type="checkbox"/>	Receive DTS transactions from STARS-FL.	10/22/2010 23:42:32	MIN	0:00	5.0
<input checked="" type="checkbox"/>	Receive Expenditure Returns from the Site(s).	-Never-	MIN	0:00	30.0
<input checked="" type="checkbox"/>	Receive Expenditures from STARS-FL.	10/22/2010 23:29:02	MIN	0:00	5.0
<input type="checkbox"/>	Receive JONs from STARS-FL.	-Never-	MIN	0:00	5.0
<input checked="" type="checkbox"/>	Receive JONs that failed STARS-FL validation (INVALID).	10/19/2010 09:09:30	MIN	0:00	5.0
<input checked="" type="checkbox"/>	Receive JONs that passed STARS-FL validation (VALID).	10/22/2010 13:36:10	MIN	0:00	5.0
<input checked="" type="checkbox"/>	Receive accounting transactions from the Site(s).	10/25/2010 10:43:29	MIN	0:00	30.0
<input checked="" type="checkbox"/>	Receive cost corrections from the Site(s).	-Never-	MIN	0:00	30.0
<input checked="" type="checkbox"/>	Receive cost redistributions from the Site(s).	10/25/2010 13:20:20	MIN	0:00	30.0
<input checked="" type="checkbox"/>	Release Financial Framework to Site(s).	10/25/2010 13:42:02	MIN	0:00	15.0
<input type="checkbox"/>	Release Outyear Financial Framework to Site(s).	08/05/2010 12:32:29	MIN	0:00	5.0
<input checked="" type="checkbox"/>	Send Accounting Batch to STARS-FL.	10/25/2010 05:54:59	MIN	0:00	5.0
<input checked="" type="checkbox"/>	Send Cost Redistribution Batch to STARS-FL.	07/08/2010 12:03:25	MIN	0:00	45.0
<input checked="" type="checkbox"/>	Send JONs to STARS-FL.	10/25/2010 13:41:59	MIN	0:00	5.0
<input checked="" type="checkbox"/>	Send OPTAR Authorizations (010,121) to STARS_FL.	10/19/2010 09:49:40	MIN	0:00	5.0
<input checked="" type="checkbox"/>	Send RC Funds Authorizations (110) to STARS-FL.	10/01/2010 09:20:41	MIN	0:00	5.0
<input checked="" type="checkbox"/>	Send expenditures to the Site(s).	10/22/2010 23:30:46	MIN	0:00	30.0

FILE MANAGER FUNCTIONS

Active – allows FA to select Y or N (Yes or No) to activate the automatic process.

Description - will alert the FA which process is being performed.

Latest Date/Time Executed – will allow the FA to know the last time the database performed the process being reviewed.

Interval Type – MN (Minutes for most processes) Must be at least 5 minutes and less than 1441 minutes.
DLY (Daily for four processes)

- a. **Adjust Obligations** – allows for MN or DLY to be run. Keep in mind that all users have to be out of the Sites when this is run.
- b. **Receive accounting transactions from the Site (s)** – allows FA to set up for MN or DLY.
- c. **Release Financial Framework to the Site (s)** – allows FA to set up for MN or DLY.
- d. **Send Expenditures to the Site (s)** – allows FA to set up for MN or DLY processing.

Changes may be made by the FA and then SAVE. Close to exit the Automated Process screen.

NOTE: The Receive Expenditures from STARS-FL is almost ready to include labor expenditures.

- Perform Reconciliation – set to run every 15 minutes. Each time STARS-FL runs a daily report it will send a Reconciliation file to FASTDATA and it will post in non peak hours. Set to Y.
- Process MPC transactions – set to run every 5 minutes. Each time DAASC receives a new file from CITIDIRECT it will send a new MPC file to FASTDATA just like it does to STARS-FL. This will be one file a day the majority of the time. Set to Y.
- Recalculate Obligations in non peak hours. Set to Y and it will run automatically when users are not in the system. Produces a report in the FA and Site for FAs that have this job set to run advising if there are any recalculations performed.
- Receive DTS transactions from STARS-FL set to every 5 minutes. STARS-FL will send the file with DTS/SPS transactions to FASTDATA. Set to Y.
- **Receive Expenditure Returns from the Site(s). Set to Y every 5 minutes. This will move the expenditures erroneously sent to the Site back to the FA. Set to Y.**
- Receive expenditures from STARS-FL. Set to Y every 5 -30 minutes.
- Receive JONS from STARS-FL. Set to N – this requires specific coordination from NAVSISA and FA to create a file and get it to flow from STARS-FL down to FASTDATA. BUPERS sends JONS to STARS-FL vice STARS-FL to FD.
- Receive JONS that Failed STARS-FL validation (INVALID). Set to Y every 5 minutes. If this is not left on Y the JONS will not receive acknowledgement from STARS-FL.
- Receive JONS that passed STARS-FL validation (VALID). Set to Y every 5 minutes. If this is not left on Y the JONS will not receive acknowledgement from STARS-FL.
- Receive accounting transactions from the Site. Set to Y every XX minutes or daily. If cost redistribution is done at the Site make sure the job for receiving accounting transactions is set to occur every XX minutes – prior to the Send Cost Redistribution batch to STARS-FL.

FILE MANAGER FUNCTIONS

- Receive cost corrections from the Site. Set to Y every XX minutes. This will bring in any expenditure corrections that are needed to be done at the Site level.
- Receive cost redistributions from the Site(s). Set to Y every XX minutes. The accounting transactions created in the cost redistribution process should be received at the FA before the cost redistributions. Set the incremental minutes appropriately.
- Release Financial Framework to the Site every XX minutes. Set to Y.
- Release Outyear Financial Framework to Sites(s). Only set to Y when you promote Outyear, reorganize FF and are ready to send to the Sites. Then turn job back to N when completed. If you wish to release Site by Site manually you can be in the Outyear and use the Release to Site vice this automated job.
- Send JONS to STARS-FL. Set to Y. Send every XX minutes.
- Send OPTAR Authorizations (010, 121) to STARS-FL. Once STARS-FL and FASTDATA are in sync, turn the job to Y and leave it on every XX minutes.
- Send RC funds authorizations (110) to STARS-FL. Set to Y and leave on every XX minutes.
- Send expenditures to the Site(s). Set to Y and every 30 minutes. Anytime new expenditures post from STARS-FL they will flow to the Sites.

*****NOTE: It is good to set your automated JOBS to send JONS to STARS-FL every 30 minutes or longer. When the JON flows to STARS-FL and the Invalid or Valid report comes back it will change the JON status. If you have an invalid and need to edit the grantor admin you have to wait until the JON status is "New in error" or "Modified in error". It won't allow the changes in various fields if the status is unacknowledged. The JON flowing to STARS-FL every 5 minutes does not allow you time to get it to the ERROR status before it is exported again.**

File Inventory



FILE MANAGER FUNCTIONS

Files imported into or exported out of FASTDATA may be viewed using File Inventory.

File Type Name (click to view)	Physical File Name	File Type Description	Datetime Received into Raw Data	Status	Datetime Processed into FASTDATA	Source External System	Inbound/Outbound	Site	FY	Archived	Transaction Amount	Record Count
B1_MPC	MPC_N3597A-20101025-083137.2010-10-25-08-31-37.2010-10-25-08-35-34	Military Purchase Card	10/25/2010 08:35:34	PRCSD	10/25/2010 08:38:54		Inbound	GR			\$1,367.28	2
B1_STA00	STA00	Accounting Transactions to STARS-FL	10/25/2010 05:54:59	PRCSD	10/25/2010 05:54:59		Outbound				\$100.00	1
STARS_RECON	RECON-N3597A-20101022-234643.2010-10-22-23-46-43.2010-10-22-23-51-20	Reconciliation Inbound	10/22/2010 23:51:20	PRCSD	10/22/2010 23:56:14		Inbound				\$0.00	197
B1_DTS	DTS_N3597A-20101022-233504.2010-10-22-23-35-04.2010-10-22-23-40-27	DTS Import from STARS-FL	10/22/2010 23:40:27	PRCSD	10/22/2010 23:42:32		Inbound				\$5,122.03	5
AH10	AH10_N3597A-20101022-231914.2010-10-22-23-19-14.2010-10-22-23-21-03	STARS-FL Expenditure Import	10/22/2010 23:21:03	PRCSD	10/22/2010 23:29:02		Inbound	SD			\$47,471.59	202
B1_STA00	STA00	Accounting Transactions to STARS-FL	10/22/2010 14:40:46	PRCSD	10/22/2010 14:40:46		Outbound				(\$1,496.32)	1
AJ10_VALJO	JONINVALID_N3597A-20101022-132440.2010-10-22-13-24-40.2010-10-22-13-25-34	Valid JONs Feedback Report from STARS-FL	10/22/2010 13:25:34	PRCSD	10/22/2010 13:36:10		Inbound				\$0.00	8
AJ10	AJ10	STARS-FL Job Order Export	10/22/2010 13:22:35	PRCSD	10/22/2010 13:22:35		Outbound		2011		\$0.00	8
AJ10_VALJO	JONINVALID_N3597A-20101022-122302.2010-10-22-12-23-02.2010-10-22-12-25-35	Valid JONs Feedback Report from STARS-FL	10/22/2010 12:25:35	PRCSD	10/22/2010 12:36:25		Inbound				\$0.00	1
AJ10	AJ10	STARS-FL Job Order Export	10/22/2010 12:21:41	PRCSD	10/22/2010 12:21:41		Outbound		2010		\$0.00	1

Close



Use this page to search for Incoming/Outgoing files that have processed via the Interface File Management system and are part of the Incoming/Outgoing File Inventory. Once you have entered your search criteria and selected the Filter button, the results of your search will display in the Incoming/Outgoing File Inventory Results section of the page.

There is a new file shown as the example below – it is the cost redistribution file that comes back from STARS-FL as invalid. If not shown on the page display you can filter to it as shown. You can use the filter for any of the features listed below to narrow down your search for the file you are looking for.

If you pull the JON_Invalid fill you will see the error message returned from STARS-FL. This will help in knowing how to correct the missing or erroneous data elements so the JON can be sent back to STARS-FL to validate.

FILE MANAGER FUNCTIONS

The screenshot shows a 'Search for Files' window with a 'Filter' section and a 'Results' section. The 'Filter' section includes dropdown menus for File Type Name (CRCT_INVALID), File Type Description, Status, Site, FY, Inbound/Outbound, Date Received, Archive (Not Archived), Source External System, Sort Order (Date Received), and Equals. A 'Filter' button is located below these options. The 'Results' section shows 'PAGE: 1' and a table titled 'Incoming/Outgoing File Inventory Results'.

File Type Name (click to view)	Physical File Name	File Type Description	Datetime Received into Raw Data	Status	Datetime Processed into FASTDATA	Source External System	Inbound/Outbound	Site	FY	Archived	Transaction Amount	Record Count
CRCT_INVALID	CRCTERROR-N3595A-20100921-151815.2010-09-21-15-18-15.2010-09-21-15-20-16	Invalid CRCTs Feedback Report from STARS-FL	09/21/2010 15:20:16	UNPRC			Inbound				\$0.00	24

A 'Close' button is located at the bottom right of the results section.

If your file is not showing on the page that displays the search criteria can be filtered by the following elements.

Filters include

- **File Type Name** - The type of file that was created
- **File Type Description** - Select a brief description of the file type from the drop-down list
- **Status** - Select a status from the drop-down list. Possible Status indicators are - **INIT** Initial; **UNPRC** Unprocessed; **VALID** Valid; **DEL** Marked for Deletion; **COMPT** Complete; **PRCSD** Processed; **ERBFV** File Processing Error
- **Site** - Select a site from the drop-down list
- **FY** - Select the desired Fiscal Year from the drop-down list
- **Inbound/Outbound** - Select either Inbound or Outbound.
- **Date Received** - The date the file was received in Raw Data. You may choose to filter by a date equal to, later than, or earlier than the date selected. You may also choose a period of time between dates.
- **Archive** - Select the default NOT ARCHIVED, ALL, or ARCHIVED. When the file reaches 14 days old it will remain in the filter search but will then be listed as ARCHIVED.
- **Source External System** - If you wish to view files from a specific external system, select the system from the drop-down list.
- **Sort Order** - Files may be sorted by File Type Name, File Type Description, Date Received, Status, FY.
- **Ascending/Descending** - Sets your sort order in either Ascending or Descending order.
- **Filter** - Initiates your search.

The files that will show up when filtered can be Incoming Files/Outgoing Files.

Inventory Results

- **File Type Name** - The file name identified in the search criteria. Select the File Name to view the raw data.

FILE MANAGER FUNCTIONS

- **File Type Description** - A brief description of the file type
- **Date/Time Received into Raw Data** - The date and exact time the file was received in raw data.
- **Status** - File Status as identified above.
- **Date/Time Processed into FASTDATA** - The date and time the file was processed in FASTDATA.
- **Source External System** - The external system that generated the file
- **Inbound/Outbound** - Will display as either Inbound or Outbound
- **Site** - The Site associated with the file
- **FY** - The Fiscal Year the file was created in
- **Archive** - If file is Archived the column will display ARCHIVED. The files that have processed and are older than 14 days will be displayed under archive.
- **Transaction Amount** - The cumulative dollar amount of all the records in the file
- **Record Count** - The number of records in the file

When the file is opened the raw data will display.

Raw Data

File Name: DTS_N3595A-20101022-233504.2010-10-22-23-35-04.2010-10-22-23-40-26
 Date/Time: 2010-10-22 23:40:26.0
 Status: PRCSO
 Type: B1_DTS
 FA: N3595A

Search Criteria

Record # From:
 Record # To:
 Keyword/pattern:

Results

Rec	10	20	30	40	50	60	70	80	90	100	110	
1	B1	DTS	TN0610A11	TO1UP65AA	0810A13	CTRE	E000000000	847540CC		00000	CASEY	HE N RY
2	B1	DTS	QN0610A11	TO1UP65AA	0810A13	CTRE	E000000030	797510CC		00001	CASEY	HE N RY
3	B1	SPS	TN3595A10	RCN0002A	3595A0A	M00	Q000000030	9187540C	2D	N6883809P3435	00012	

DTS/SPS:

- a. In the raw data file in the DTS file you will now see SPS in positions 4-6. This is the contract data from Standard Procurement System (SPS) the will come into FASTDATA via the DTS interface. SPS obligation transactions are typically against NC2726s, but obligations for any contractible document will be considered.

This would take the place of doing contract process to move the CM to AO. Since SPS already posts to STARS-FL it will bring in the same obligation data that is already posted in STARS-FL. If the transaction is over \$25K your RC document must be accepted first or it will fall into the suspended external DTS file.

The following rules will apply to the incoming obligations:

Incoming 540N	Finds existing 915	Produces final contract
Incoming 540N	No existing document	Generates 540
Incoming 540L	Finds existing 915	Produces partial contract
Incoming 540T	Finds existing document	Processes as 540L
Incoming 540N	Finds existing 540	DOUBLE OBLIGATES

FILE MANAGER FUNCTIONS

If a subsequent 540N, 540L or 540T is received through the SPS interface citing a different contract than on the original 540, FASTDATA shall overwrite the existing contract information on the ACRN record.

- b. In the STARS-FL Expenditure Import file the raw date will display the Labor Expenditures. The document numbers that will post to your database will reflect "LB" labor, "OT" fringe, "FG" fringe in positions 9-10 of the document number created. These will post the labor expenditures.

Following are descriptions of the File Type Names and Statuses a user may encounter when using File Inventory:

File Type Names

File Name	Description
AH10	STARS-FL Expenditure Import
AJ10	STARS-FL Job Order Import
AJ10_INVALID	Invalid JONs Feedback Report from STARS-FL
AJ10_VALJO	Valid JONs Feedback Report from STARS-FL
ASCI	ASCII Text
CRCT_INVALID	Invalid CRCT Feedback Report from STARS_FL
CST_REDIST	Cost Redistribution to STARS-FL
B1_DTS	DTS Import From STARS-FL
B1_FUELCHIT	External B1 MILSTRIP Fuel Chit
B1_MPC	Military Purchase Card
B1_STA00	Accounting Transactions to STARS-FL
B1_STANDARD	External B1 Standard
B1_travel	External B1 Travel
B4_IN	Job Order Transfer to STARS-FL
B4_Out	Job Order Transfer from DMLSS
BUD_IN	Budget Builder Import
BUD_OUT	Budget Builder Export
FI10	STARS-FL Job Order Export
OPTARAUTH	010 and 121 Authorizations

File Statuses:

INIT Initial
 UNPRC Unprocessed
 VALID Valid
 DEL Marked for Deletion
 CMPLT Complete
 PRCSO Processed
 ERBFV Error in Processing

FILE MANAGER FUNCTIONS

NOTE: The FA and Site now have access to the incoming files and will be able to see the files that have errors on them. The STATUS code will show UNPRC or possibly ERBFV as seen above. The reason for the invalid will show up and the FA or Site can fix the problem and REPROCESS.

Both the FA and the Site have visibility of all its suspended transactions for DTS/SPS under the Maintain External Suspended Transactions process, and both can reprocess after the correction is made (FA adds/releases JON, etc.) This section will be covered in the next group below.

For MPC, currently only the FA has visibility for Invalid JON errors. So the FA would have to add the missing JON, release to the Site, and then REPROCESS. (This is being addressed in a future release to make it consistent with how the DTS/SPS work now in the web so that visibility of all files and errors will be visible at the Site level). Ultimately though only the FA can set up the missing JONS.

Archiving of the files in the Processed status will occur after 14 days from the date the file processed into FASTDATA. This will reduce the number of files the system must search through and will improve performance. You can call those up using the filter and the ARCHIVED drop down.

FILE MANAGER FUNCTIONS

Select RCs for JON Export



Note: This will provide the FA to select specific RCs that new or edited JONs have been processed in. These would be JONs eligible for export to STARS-FL.

Select RCs for JON Export

PAGE * 1 *

Export Mode	Select	Select Year	RC	Appropriation	Sub Head	BCN	SA OB	System Code
Automatic	<input checked="" type="checkbox"/>	Current Year Only	01	1711804	22M8	3597A	0	1 - RMS Operations (O&MN and DBOF funding) FASTDATA
Automatic	<input checked="" type="checkbox"/>	Current Year Only	03	1711804	22M8	3597A	0	1 - RMS Operations (O&MN and DBOF funding) FASTDATA

OK Close

The options now available are Manual and automatic. If Automatic is select for one or all of your RCs you will choose from the SELECT YEAR drop down box and determine if you will set current year only, current year and prior years, current year and outyear, ALL fiscal Years, or outyear only for the automatic selection to send JONS to STARS-FL. When a new or modified JON is in the NEW complete or NEW modified or Delete status if set to automatic the JONS in the RC will flow to STARS-FL without manual intervention.

FILE MANAGER FUNCTIONS

RCs for JON Export

Export Mode	Select	Select Year	RC	Appropriation	Sub Head	BCN	SA OB	System Code
Automatic	<input checked="" type="checkbox"/>	Current Year Only	01	1711804	22M8	3597A	0	1 - RMS Operations (O&MN and DBOF funding) FASTDATA
Manual	<input checked="" type="checkbox"/>		03	1711804	22M8	3597A	0	1 - RMS Operations (O&MN and DBOF funding) FASTDATA

If one or all RCs are set to manual, you will have to go to Select RCs for JON export and perform the sending manually. Note that the manual has no options for FISCAL YEARS you want to send to STARS-FL.

Select the RCs with JONs eligible to export to STARS-FL with a check mark in the box. If all RCs have JONs then SELECT ALL. Select OK and close to exit. These JONs will export to STARS-FL if the Automated JOBS is set to "Y" and should go every 5 minutes. This is new in the Web as it is no longer a nightly batch process to get the new JONs to STARS-FL.

When selected a box will appear advising FA what JONs will be exported.

JON	JON Description	Appn. Type	Status
632209MPNXX	test jon error	MPN	New (In Error)
632209TDR7A	UCLA ISS REPLACE	MPN	New (In Error)

Select Close. If you selected the wrong RC you will receive a box saying no JONs available to export. Select back to return to the Selection screen and Select the correct RC.

NOTE: Once the Outyear has been promoted, you must set your RC JONs to Export year to "Current Only" or "Current and All Prior Years". Any other option will send Outyear JONs to STARS-FL before STARS-FL is ready to accept the JONs.

FILE MANAGER FUNCTIONS

File Manual Export (BUD)



When the FA sets up the RC the option exists to choose a Budget System (BUD). If this is the case, then the FA can now export the two BUD files through the File Manager Menu. The first file will send the authorization obligation dollars and the second sends JON data and job costs.



- a. Select the EXPORT button.

If there are no BUD records available the system will return:

No Budget Builder (BUD) data is available for export for the current FA/FY combination.

FILE MANAGER FUNCTIONS

If BUD files are available the system will return:



Your Budget Builder (BUD) export files have been generated. If you were not automatically prompted to download and save both exported files, you will need to click each of the links listed below to download and save each file individually.

1. **BUD Export Authorization File (FDD8DAU.DBF)**

2. **BUD Export Job Order File (F00BJOFA.DBF)**

Export BUD				
RC	Fiscal Year	OPTAR	Authorization	Obligated Amount
NO	2007	01	0101	61,250.00
NO	2007	01	0102	0.00
NO	2007	01	0103	0.00
NO	2007	01	0104	69,570.90
NO	2007	01	0105	0.00
NO	2007	01	0108	0.00
NO	2007	01	01RA	0.00
NO	2007	01	01RR	0.00
NO	2007	YK	YKLR	0.00
NO	2007	YK	YKRL	0.00
RD	2007	RD	RD01	0.00
Total:				10,342,753.56

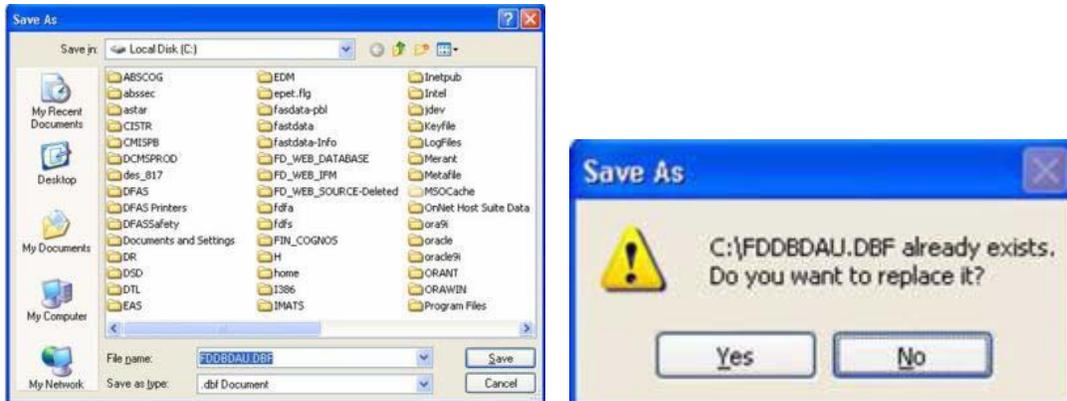
Notice the message at the top of the screen. The two BUD files created are shown at the top of the screen also. The bottom of the screen will display a button to PRINT and Close.

- b. Select the BUD Export Authorization File (FDD8DAU.DBF). You will be asked if you wish to save the file.

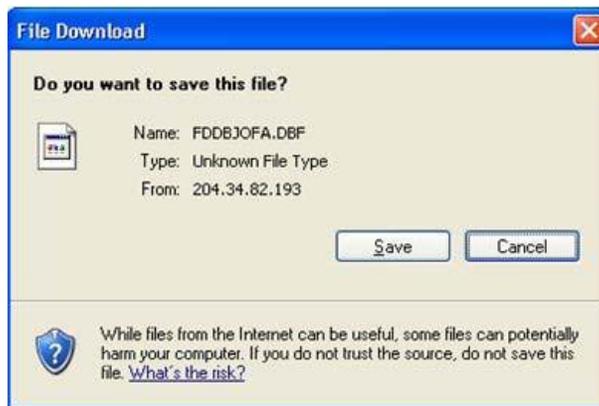


FILE MANAGER FUNCTIONS

- c. Identify the drive/folder where the data file will be stored. If a previous file of that name exist, (i.e. from a previous BUD export download) you will be asked if you wish to replace it.

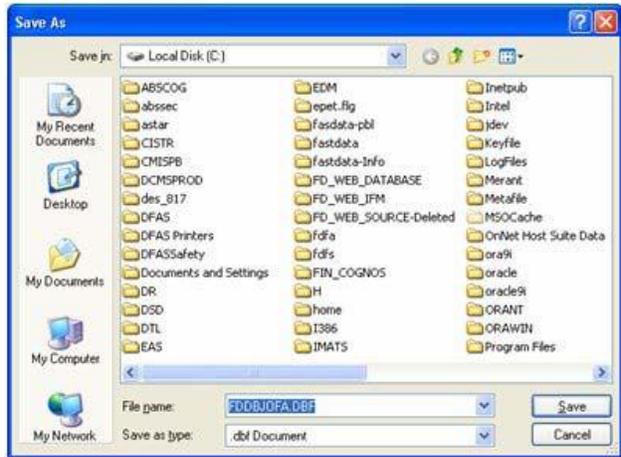


- d. Select the BUD Export Job Order File (FDDBJOFA.DBF). You will be asked if you wish to save the file.



FILE MANAGER FUNCTIONS

- e. Select Save and identify the drive/folder the data will be saved in. If a file of the same name exists, (i.e. the previous FDBJOFA.DBF file), you will be asked if you wish to replace it. Select Yes.



- f. Select the Print button at the bottom of Export BUD page to view the BUD Export Report.

FASTDATA BUD Export

FA: N3581A

RC	FY	OPTAR	AUTH	OBLIGATED AMOUNT
NO	2007	01	0101	\$61,250.00
NO	2007	01	0102	\$0.00
NO	2007	01	0103	\$0.00
NO	2007	01	0104	\$69,570.90
NO	2007	01	0105	\$0.00
NO	2007	01	0108	\$0.00
NO	2007	01	01RA	\$0.00
NO	2007	01	01RR	\$0.00
NO	2007	01	01RV	\$0.00
NO	2007	02	0201	\$0.00
NO	2007	02	0202	\$0.00
NO	2007	02	0203	\$0.00
NO	2007	02	0204	\$0.00
NO	2007	02	0205	\$0.00
NO	2007	02	0208	\$0.00
NO	2007	02	02RA	\$0.00
NO	2007	02	02RR	\$0.00
NO	2007	02	02RV	\$0.00
NO	2007	03	0301	\$0.00
NO	2007	03	0302	\$0.00
NO	2007	03	0303	\$0.00
NO	2007	03	0304	\$9,608.62
NO	2007	03	0305	\$0.00
NO	2007	03	0308	\$0.00
NO	2007	03	03RA	\$0.00
NO	2007	03	03RR	\$0.00

FILE MANAGER FUNCTIONS

File Manual Upload

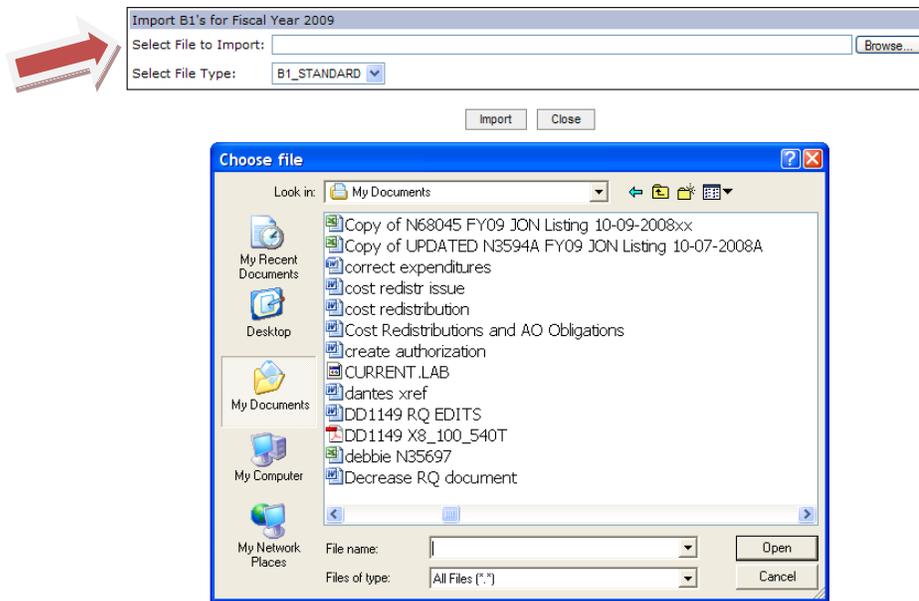


1. B1 – Standard or Travel

When FA selects File Manual Upload/B1 to manually load a file the following screen appears.



Click Browse. Scroll or type the File Name to locate the B1 file you are loading into the FA.



FILE MANAGER FUNCTIONS

Once the file name appears in the Select File to Import block – Select IMPORT to pull the file in.

If the above initial checks pass, the data file is then checked against the database to see if the current logged on-user has previously imported a file of the same type, name, size (#records), and containing exact matches of the first & last records in the file. If a potential duplicate condition is detected, the following warning will appear.

Valid Transactions are processed by FASTDATA into documents. Invalid transactions are corrected at the FA or Site's Correct Suspended DTS Transaction, Correct Suspended MILSTRIP Fuel Chit B1 transactions, Correct Suspended Standard B1 transactions or Correct Suspended B1 Travel Transaction screens. The exception is transactions rejected for an invalid Job Order can only be corrected at the FA.

2. B1-Fuel Chit



Click Browse to locate the file you wish to upload. Then Select IMPORT.

Fuel Chit records are uploaded from the FA user's local drive to the Raw Data table where the raw data is then validated and processed.

Valid Transactions are processed by FASTDATA into documents. Invalid transactions are corrected at the FA or Site's Correct Suspended DTS Transaction, Correct Suspended MILSTRIP Fuel Chit B1 transactions, Correct Suspended Standard B1 transactions or Correct Suspended B1 Travel Transaction screens. The exception is transactions rejected for an invalid Job Order can only be corrected at the FA.

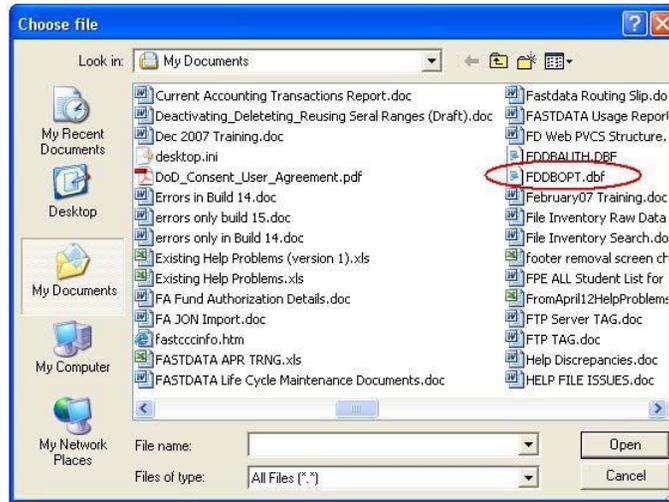
3. BUD



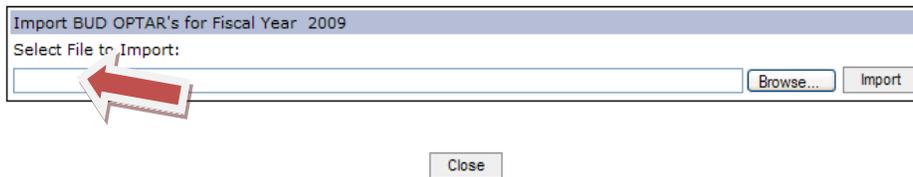
This import process will be used to import BUD OPTARS and Authorizations. Users with File Manager Access can import BUD OPTARS, while users with No Access cannot open the Import BUD OPTARS window.

Select the Browse button to view the available files on your hard drive. Select the file you wish to import and click the **Open** button.

FILE MANAGER FUNCTIONS



The file you selected will appear in the Select File to Import field. Click Import.



FASTDATA generates an Import OPTAR Report that provides each OPTAR record contained in the file, and allows you to select an RC and designate the OPTAR as Direct or Reimbursable. For each imported OPTAR that did not already exist in FASTDATA you must select an RC with which to associate the OPTAR before you can save Imported OPTARs.

FASTDATA Importing File: FDDBOPT.dbf DATE: 7/28/2008 TIME: 7:55 AM
 FA: N3581A Import OPTAR Report
Fiscal Year: 2008
 New Data

OPTAR	OPTAR DESCRIPTION	ADDRESS	RC	Direct / Reimbursable	Validation Message
J1	App Created Optar J1	250 Raby Ave Pensacola FL 32509	[Dropdown]	[Dropdown]	
J2	App Created Optar J2	250 Raby Ave Pensacola FL 32509	BUD NO	[Dropdown]	

Next Print Close

From the drop-down list select an RC and choose Direct or Reimbursable for each OPTAR. Select **Next** or **Print**. If you choose to print you will see a preview of the printed report.

FILE MANAGER FUNCTIONS



FASTDATA
Funds Administration and Standardized Document Automation System

FAST DATA Version REL_08-10.00.16 Current Role : FA #3681A, FYQTR: 2008/4 Home | Change Password | Help | Select Role | Change FA/FY/QTR Logout

FASTDATA Importing File: F00BOPT.dbf DATE: 7/28/2008 TIME:14:11 PM
FA: N3581A Import OPTAR Report Fiscal Year: 2008
New Data

OPTAR	OPTAR DESCRIPTION	ADDRESS	RC	Direct / Reimbursable	Validation Message
31	App Created Optar 31	250 Raby Ave Pensacola FL 32509	BUD	Direct	OPTAR already exists - the information will be updated.
32	App Created Optar 32	250 Raby Ave Pensacola FL 32509	BUD	Direct	OPTAR already exists - the information will be updated.

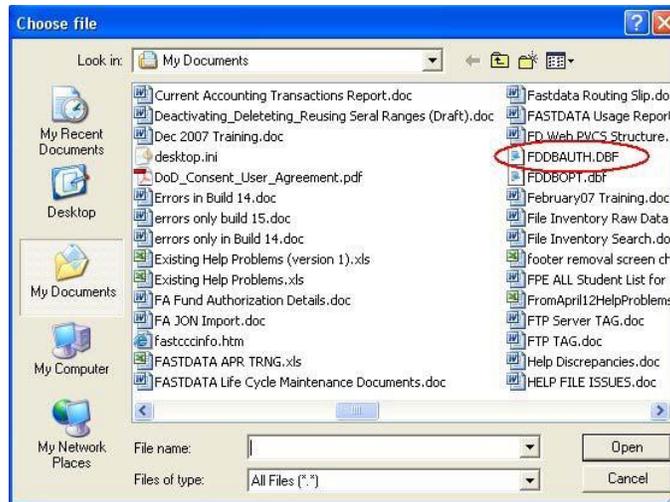
Click Next to continue the process. A successful import will result in this message.



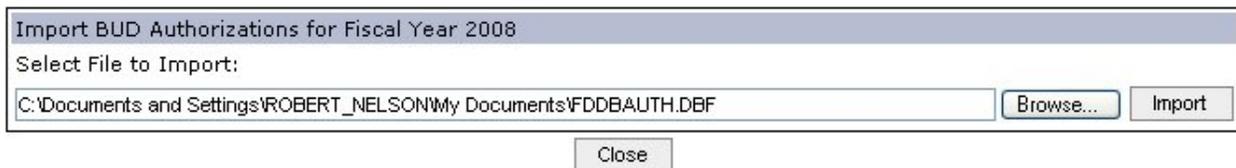
Select the OK button. You will automatically be taken to the Import Authorization page.

Select the Browse button to view the available files on your hard drive. Select the file you wish to import and click the Open button.

FILE MANAGER FUNCTIONS



Select the Import button.



At the Import Authorization Report page, select the Print button if you wish to print the report before saving. Select the Save button to save without printing the report.

FASTDATA Importing File: FDDBAUTH.DBF
 FA: N3581A
 Import Authorization Report
 DATE: 7/29/2008 TIME: 9:57 AM
 Fiscal Year: 2008

RC	OPTAR	Authorization	Description	Labor	Fenced	Ceiling	Validation Message	
NO	41	4101	CONTRACTOR SUPPORT N41	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	41	4102	SUPPLIES N41	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	41	4103	TRAINING N41	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	41	4104	TRAVEL N41	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	41	4105	OTHER SERVICES N41	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	41	4141	test	N	N	N	Authorization not in import file. Do you want to delete?	No
ABC	ABC	ABC	ABC Auth	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	AC	AC01	CONTRACTOR SUPPORT N3	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	AC	AC02	SUPPLIES/OTHER N3	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	T1	T104	TRAVEL CMD SUPPORT	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	T1	T105	OTHER PURCHASED SERVICES	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	T1	T106	PRINTING	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	T1	T107	VEHICLE RENTAL	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	T1	T108	COMMUNICATIONS	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	T1	T1AW	COMMAND SUPPORT AWARDS	L	N	N	Authorization not in import file. Do you want to delete?	No
NO	T1	T1EL	ELDP PROGRAM TRAINING	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	T1	T1RL	COMMAND SUPPORT-RG LABOR	L	N	N	Authorization not in import file. Do you want to delete?	No

Save Print Close

FILE MANAGER FUNCTIONS

FASTDATA will advise that the Authorization file has successfully been imported.



Maintain Suspended External Transactions



Selection of Maintain Suspended External Transactions allows the FA the visibility of the suspended external transactions being imported into the Site. Corrections can be performed and then REPROCESS can be done at either level FA or Site. This is also where the FA or Site user can use the Correct Suspended screen to INSERT a missing obligation or transaction that can't be done with update document, amend, or contract process – the normal way adjustments are done.

1. Standard B1

Use this page to correct Suspended Standard B1 transactions suspended during import from an external system. You can modify the value for any editable column to un-suspend the desired transaction(s). This is now available at the FA and also at the Site for review and for reprocessing.

When you have made the desired changes, you can process in two ways.

FILE MANAGER FUNCTIONS

- 1) Select the Save button to initiate the correction process, then select the Re-Process button.
- 2) Select Reprocess and you will receive a message telling you by clicking OK you will SAVE the changes prior to reprocessing the suspended transactions.

Both methods will remove any corrected transactions from the suspense file. When you process suspended transactions, FASTDATA updates the transactions as memo records in the Site database. FASTDATA also suspends any external transactions that it cannot validate. User access to correct suspended transactions is defined at the System Administrator level.

Correct Suspended Standard B1 Transactions

Filter: Document # ACRN: JON Exec Code: File Name: Sort Order: Ascending Descending

Results

PAGE: 1

Delete	REC Type	Document #	ACRN	JON	Expense Element	Amount	Exec Code	Amount Type	Exceed Code	Description	Contract	BPA	Quantity	Work Center	Created	Gov't Ind	Contract ACRN	Contract Line	Contract SubLine	Unit of Issue	OMB Object Class	Country Code	User Id
<input type="checkbox"/>	N	N6321409RC05067	AA	63214905100	Q	6000.00	540	C			GS23F98002	B001	00001			Y							BFPE453X
Suspension Reason: Document Already Exists;																							
<input type="checkbox"/>	N	N6321409RC05067	AB	63214905130	Q	5000.00	540	C			GS23F98002	B003	00001			Y							BFPE453X
Suspension Reason: Document Already Exists;																							
<input type="checkbox"/>	N	N6321409TGSF086	AA	63214905101	Q	250.00	540	C					00001			Y							BFPE453X
Suspension Reason: Invalid JON - Non-Labor JON Not Associated to Non-Labor Authorization; Invalid JON - Not Associated to a Site or JON Not Found;																							
<input type="checkbox"/>	T	N6321409TGSF087	AA	63214905100	Q	250.00	915	C					00001			Y							BFPE453X
Suspension Reason: Commitments not allowed for this document type; DCN Does Not Exist; Invalid Execution Code; DCN does not exist																							
<input type="checkbox"/>	N	N6321409TGSF091	AA	63214905100	Q	250.00	915	C					00001			Y							BFPE453X
Suspension Reason: Commitments not allowed for this document type;																							

If the error is Document already Exists, you would most likely want to delete that transaction. Review in Transaction History to see if the transaction amounts are the same and then put a check mark on the Delete and Reprocess.



When a transaction needs to be INSERTED, **Select the INSERT** button on the bottom of the screen. This basically allows you to you to INSERT a B1 record. If it is a NEW document it would be a Record Type of "N" and if it is an adjustment it would be a "T".

FILE MANAGER FUNCTIONS

Delete	REC Type	Document #	ACRN	JON	Expense Element	Amount	Exec Code	Amount Type	Exceed Code	Description	Contract	BPA	Quantity	Work Center	Creat
<input type="checkbox"/>	N	N6321409RC05067	AA	63214905100	Q	6000.00	540	C			GS23F98002	B001	00001		
Suspension Reason: Document Already Exists;															
<input type="checkbox"/>	N	N6321409RC05067	AB	63214905130	Q	5000.00	540	C			GS23F98002	B003	00001		
Suspension Reason: Document Already Exists;															
<input type="checkbox"/>	N	N6321409TGSF086	AA	63214905101	Q	250.00	540	C					00001		
Suspension Reason: Invalid JON - Non-Labor JON Not Associated to Non-Labor Authorization; Invalid JON - Not Associated to a Site or JON Not Found;															

The screen will appear with the blank lines to fill in. In the example an adjustment to decrease an 1149 document is displayed. If you are increasing use a 540C and if decreasing a 540D.

Suspension Reason: Invalid JON - Non-Labor JON Not Associated to Non-Labor Authorization; Invalid JON - Not Associated to a Site or JON Not Found;

<input type="checkbox"/>	T	N6321409RQ00001	AA	63214905100	E	300.00	540	D		test INSERT					
--------------------------	---	-----------------	----	-------------	---	--------	-----	---	--	-------------	--	--	--	--	--

Suspension Reason:

Select REPROCESS – (If you select SAVE, you have to then select REPROCESS).



If there is an error you will see immediate results, edit and REPROCESS to load your transaction. When SPS interface obligates the contracted document in FASTDATA and STARS-FL and the Site user also performed Contract Process, the INSERT method to do a "T" adjustment 540 D transaction will remove the double obligation status in FASTDATA and if the double obligation also resides in STAR-FL the FA can mark the transaction to flow to STARS-FL to deobligate as well. This process is also covered in the Site Manual under File Inventory/Maintain Suspended External Transactions/B1 standard. It can be done at the FA or the Site level.

FILE MANAGER FUNCTIONS

2. Travel B1

Use this page to correct Suspended Travel B1 transactions suspended during import from an external system. You can modify the value for any editable column to un-suspend the desired transaction(s). This is now available at both the FA and the Site for review and reprocessing.

When you have made the desired changes, select the Save button to initiate the correction process. After the changes have been saved, select the Reprocess button. Reprocessing suspended transactions removes any corrected transactions from the suspense file. When you process suspended transactions, FASTDATA updates the transactions as memo records in the Site database. FASTDATA also suspends any external transactions that it cannot validate. User access to correct suspended transactions is defined at the System Administrator level.

The screen that appears is just like the B1 screen discussed above except the travelers name and return date are added to the screen.

Correct Suspended Travel B1 Transactions

Filter

Site ID: Document #: ACRN: JON: Exec Code: File Name: Sort Order: Ascending Descending

Filter

Results

PAGE:

Delete	REC Type	Site ID	Document #	ACRN	JON	Expense Element	Amount	Exec Code	Amount Type	Exceed Code	Description	Contract	BPA	Quantity	Work Center	Traveler's Name	Return Date	Created	Gov't Ind	Contract ACRN	Contract Line
No Transactions to be corrected																					

Reprocess Save Close Add All Remove All Insert

3. MILSTRIP Fuel Chit B1

Use this page to correct Suspended MILSTRIP Fuel Chit B1 transactions suspended during import from an external system. You can modify the value for any editable column to un-suspend the desired transaction(s). This is available at both the FA and the Site for review and reprocessing.

When you have made the desired changes, select the Save button to initiate the correction process. After the changes have been saved, select the Reprocess button. Reprocessing suspended transactions removes any corrected transactions from the suspense file. When you process suspended transactions, FASTDATA updates the transactions as memo records in the Site database. FASTDATA also suspends any external transactions that it cannot validate. User access to correct suspended transactions is defined at the System Administrator level.

FILE MANAGER FUNCTIONS

Same screen as standard B1 above.

Correct Suspended Milstrip Fuel Chit B1 Transactions

Filter

Site ID: Document #: ACRN: JON: Exec Code: File Name: Sort Order: Ascending Descending

Filter

Results

PAGE:

Delete	REC Type	Site ID	Document #	ACRN	JON	Expense Element	Amount	Exec Code	Amount Type	Exceed Code	Description	Contract	BPA	Quantity	Work Center	Created	Gov't Ind	Contract ACRN	Contract Line	Contract SubLine	Unit of Issue	OMB Object Class
No Transactions to be corrected																						

Reprocess Save Close Add All Remove All Insert

4. DTS/SPS from STARS-FL

Use this page to maintain Suspended DTS/SPS B1 transactions suspended during import from the STARS-FL. You are limited to deleting the suspended DTS transaction or Reprocessing the transaction. You can't correct DTS transactions at this screen. You may, however, correct the cause of the suspension elsewhere in the system and Reprocess the transaction from this screen. This is available at both the FA and the Site for review and reprocessing.

Reprocessing suspended transactions removes any corrected transactions from the suspense file. When you process suspended transactions, FASTDATA updates the transactions as memo records in the Site database. FASTDATA also suspends any external transactions that it cannot validate. User access to maintain suspended transactions is defined at the System Administrator level.

Note: One of the main causes for BUPERS suspension of DTS and MPC files are No funds available. BUPERS has requested that the FA be allowed to set the imported external MPC, DTS, SPS transactions to be exempt from funds check (without having to take the check off to process and put it back on once processed.) This is being worked and will be available shortly. It should eliminate many of the BUPERS suspensions for DTS and MPC files.

The SPS transactions can suspend with the error message not accepted. For any SPS transaction on a document over \$25K it requires acceptance and once it is done the suspended SPS transaction can be corrected.

FILE MANAGER FUNCTIONS

Correct Suspended DTS B1 Transactions												
Filter												
											Site ID:	Document #:
											<input type="button" value="v"/>	<input type="text"/>
Results												
Delete	REC Type	Site ID	Document #	ACRN	JON	Expense Element	Amount	Exec Code	Amount Type	Exceed Code	Description	Contract
<input type="checkbox"/>	L	10	N6227110RC1N006	AD	622710R17TR	Q	48270.05	540	C	C		N00244
Suspension Reason: Document must be accepted if over \$25,000;												
<input type="checkbox"/>	T	10	N6227110RCN2306	AA	622710QTR23	Q	75056.21	540	C	C		N00244
Suspension Reason: Document must be accepted if over \$25,000;												
<input type="checkbox"/>	T	10	N6227110RCRBN10	AA	622710QTRBN	Q	39754.92	540	C	C		N00244
Suspension Reason: Document must be accepted if over \$25,000;												

If the Site has already performed Contract Process then the suspended SPS transaction for the same amount can be marked for deletion. Review the document in Transaction History to determine if the AO was done through Contract Process. Do NOT double obligate the document if so.

5. MPC from DAASC

Use this page at the FA or the Site to maintain Suspended MPC transactions suspended during import. You are limited to deleting the suspended MPC transactions or Reprocessing the transactions. You can't correct MPC transactions at this screen. You may, however, correct the cause of the suspension elsewhere in the system and Reprocess the transaction from this screen.

Reprocessing suspended transactions removes any corrected transactions from the suspense file. When you process suspended transactions, FASTDATA updates the transactions as memo records in the Site database. FASTDATA also suspends any external transactions that it cannot validate. User access to maintain suspended transactions is defined at the System Administrator level.

One of the main causes for BUPERS suspension of DTS and MPC files are No funds available. BUPERS has requested that the FA be allowed to set the imported external MPC, DTS, SPS transactions to be exempt from funds check. This feature is in the FA under utilities. It should eliminate many of the BUPERS suspensions for DTS and MPC files.

FILE MANAGER FUNCTIONS

Correct Suspended MPC Transactions																		
Filter																		
		Site ID:	Document #:	ACRN:	JON:	Exec Code:	File Name:	Sort Order:										
		<input type="text"/>																
<input type="button" value="Filter"/>																		
Results																		
PAGE: 1																		
Delete	REC Type	Site ID	Document #	ACRN	JON	Expense Element	Amount	Exec Code	Amount Type	Exceed Code	Description	Contract	BPA	Quantity	Work Center	Created	Gov't Ind	Contract ACRN
<input type="checkbox"/>	N	BS	N3560A09CCMMNPW	AA	42156910000	T	50.00	510	+		MONARCH TROPHY	000000000021150		00000		06/17/09		
Suspension Reason: No Funds Available																		
<input type="checkbox"/>	T	BS	N3560A09CCMMNPW	AA	42156910000	T	74.50	510	+		MONARCH TROPHY	000000000021150		00000		06/17/09		
Suspension Reason: No Funds Available																		
<input type="checkbox"/>	N	04	N6661209CCMMTTP	AA	66612972720	T	130.20	510	+		UNIF SUPP CNTR	000000000018969		00000		06/04/09		
Suspension Reason: No Funds Available																		
<input type="checkbox"/>	N	04	N6661209CCMMMTQ	AA	66612972694	Q	504.00	510	+		THE CITADEL	000000000018969		00000		06/04/09		
Suspension Reason: No Funds Available																		

Questions

What are the files managed in the File Manager at the FA?

What are the seven file management options included in the File Manager?

Practice

Locate the most current FI10 STARS-FL JON file that was imported to your database. Determine the status of the file.

Check your database for any suspended MPC or DTS files. If there is one in your database determine the error and how it would be fixed.

APPENDIX I – REIMBURSABLE HARD COPY INDICATOR

FUNDED REIMBURSABLE SOURCE CODE (RSC) TABLE

RSC	Hardcopy Indicator	Description
#	Y	Non-Federal source collected in advance. This RSC is for accomplishing work in which money is received in advance of work performed. This category should never bill since money is collected up front. Only a private vendor is indicated as the payee.
A	Y	Off budget Federal agency (i.e., Post Office).
D	N	Military Assistance (i.e., 97-11*1080).
E	Y	Other non-defense accounts (Coast Guard, State Dept, Dept of Labor, Dept of Commerce, State Government Agencies, GSA, FEMA, Dept of Treasury, Dept of Justice, NOAA, Dept of State, Dept of Veterans Affairs, Dept of Interior, Dept of Agriculture, Dept of Health & Human Services, NASA, Office of Personnel Mgmt (OPM), Homeland Security, Corps of Engineers, National Science Foundation, Dept of Education, Dept of Energy, Dept of Housing & Urban Development, Executive Office of the President). Coast Guard must be IPAC'd.
1	N	Intra-Appropriation. Appropriations are the same (i.e., 1804 to 1804, 1806 to 1806). This source code is for accomplishing work in which both customer and performer share the same appropriation. These bills should automate.
3	Y or N	Other Appropriations. Navy to other Defense or a different appropriation (i.e., 1804 to 1806). These bills should automate whenever possible. (i.e. DECA is a RSC 3, but will require a hard copy indicator of "Y" and must be processed through IPAC). If an IPAC trade agreement exists, hardcopy indicator should be "Y".
6	Y	Non-Federal sources, other than Trust Funds (private parties, i.e. Navy Exchange, Credit Unions, Private companies). Bills are mailed out for payment and a check will be expected for payment. An exception is a precollection of expenses.
8	Y or N	Foreign Military Sales (FMS). This source code is for accomplishing work for foreign Government agencies. (Surcharges are added to the charges to cover cost of packing, shipping, and mailing). FMS can be automated, if there is a complete LOA, unless the funding document states otherwise. APPN should be 8242

APPENDIX I – REIMBURSABLE HARD COPY INDICATOR

UNFUNDED REIMBURSABLE SOURCE CODE (RSC) TABLE

RSC	Description
2	Unfunded intra-appropriation transactions.
4	Unfunded MAE and IMET transactions.
5	Unfunded reimbursements which charge other Defense accounts
7	Unfunded reimbursements from nonfederal sources.
9	Unfunded Foreign Military Sales (FMS)
B	Unfunded reimbursements from Off-budget Federal agencies
F	Unfunded non-defense accounts

APPENDIX II – TEXV ERROR CODES

DOCUMENT PROCESSING ERROR CODES GENERATED FROM B1 EDIT PROCESS

Last Updated on: 31 August 2004

THIS IS THE SET OF ERROR CODES THAT ORIGINATE FROM THE EDIT AND EXPANSION OF THE 260/510 CHARACTER B1 BATCH INTERFACE THAT OCCURS IN PROGRAM LXF5120. THEY CAN BE FOUND IN RELATIVE POSITION 305-324 OF [LXFD99.LXF.@LO1.LXF5120.LX@F109.F1](#). THEY ALSO WILL APPEAR IN THE ERROR CODE COLUMNS OF THE **DOC_EXCP_SUSP TABLE**.

INVALID TRANSACTIONS TARGETED TO DOC_EXCP_SUSP:

Character	Subscript	Position	Reason
A	1	305	NO ROW FOUND ON THE DOC TABLE FOR THIS RECORD
B	2	306	ERRONEOUS INPUT JOB ORDER – NOT FOUND ON ROOT_JOB_OD TABLE (INVALID OR MISSING) NOT FOUND ON DOC TABLE
C	3	307	ERRONEOUS EXPENSE ELEMENT
D	4	308	DOC TYPE 'N' BUT DOC KEY ALREADY ESTABLISHED ON DOC TABLE
E	5	309	DOC KEY IS FLAGGED AS COMPLETED ON THE DOC TABLE
F	6	310	DOC TYPE 'U'+ MATCH ON INPUT RECORD PIIN/CALL AND STARSFL ACCTG
G	17	321	PREVIOUS COMMITMENT NEEDED
H	4	308	FLEET/APADE OBLIGATION CONFLICT (TL MATCH APADE)
I	14	318	FAILED STANDARD DOCUMENT/PIIN EDIT – (File: LXF5120 Error Code Doc (see next page for further information)
J			FAILED CMET VALIDATION (DOC_EXCP_SUSP table only)
K	9	313	DUPLICATE DOC TYPE 'R' - (LXF5129) 6/4/04
L			RESERVED FOR FUTURE USE
M	7	311	INVALID GOVERNMENT IND
N	8	312	INVALID DOCUMENT NBR
O	None	N/A	MQ SERIES – DOC 540 AMT = 0;
P	(9)	313	UNDEFINED EXECUTION (GLC) CODE
Q	10	314	ERRONEOUS CREDIT/DEBIT INDICATOR
R	11	315	MISSING OR INCORRECT TRANSACTION AMOUNT OR QUANTITY
S	(12)	316	MISSING OR INCORRECT DESCRIPTION FIELD (IE. VOUCHER NUMBER)
T			RESERVED FOR FUTURE USE
U	13	317	MISMATCH ON INPUT RECORD JOB ORDER AND STARSFL ACCOUNTING
V	14	318	UIC DERIVED FROM INPUT DOC NBR NOT FOUND ON LOA_CHB_UIC TABLE
W			RESERVED FOR FUTURE USE
X	15	319	ERRONEOUS FISCAL YEAR RECEIVED (FY RECD < B1 JOB ORDER FISCAL YR) OR 915 MISSING
Y	16	320	INCOMPATIBLE REIMBURSABLE SOURCE CODE FOR DOC TYPE 'R'

APPENDIX II – TEXV ERROR CODES

Z	20	324	ONE OR MORE BASIC B1 EDIT FAILED (SEE LXF5120A PRELIM EDIT RPT!)
0	18	322	DOC TYPE 'U' 'P' OR 'Q' AND DOC AMOUNT(S) ARE INCOMPATIBLE
1	19	323	MISSING OR INCORRECT TRAVELERS' NAME OR RETURN DATE
2	17	321	MISSING OR INCORRECT PIIN INFORMATION FOR NEW DOC
3	19	323	DUPLICATE NEW DOC/ACRN IN SAME BATCH RUN
4	3	307	INVALID OOC 9/11/00 01-99-047-F
5			RESERVED FOR FUTURE USE
6			RESERVED FOR FUTURE USE
7			RESERVED FOR FUTURE USE
8	None	N/A	MQSERIES ERROR ON POSTING
%	12	316	B1 EFFECTIVE DATE IS INVALID FOR FLEET PSEUDO OB
9	None	N/A	MQ SERIES EXEC CODE NOT AUTHORIZED IN SECURITY DATA BASE (LXT1005)

====> VALUES IN PARENS () ARE NOT IN USE IN THE DB2 VRS OF EDITS
 ====> VALUES IN ERROR SUBSCRIPT 20 - VALUE OF 'Z' TO INDICATE PRELIMINARY EDIT FAILED (SEE 'LXR5120A' REPORT)

INVALID TRANSACTIONS TARGETED TO UNDIS_EXD_SUSP:

'*' MISMATCH ON INPUT LOA AND LOA RECORDED FOR DOC IN STARSFL ACCTG

'&' INPUT DOC TYPE 'A' 'C' OR 'F' (EXEC-CD = '610') AND DOC NR NOT FOUND IN DOC ACCTG BUT INPUT LOA (1960 DATA) IS FILLED

'/' INPUT DOC TYPE 'A' 'C' OR 'F' (EXEC-CD = '610') AND STARSFL SHOWS DOC KEY FLAGGED AS COMPLETED ON THE DOC TABLE

** AN INSERT ATTEMPT TO UNDIS_EXD_SUSP MAY FAIL WHEN THE LOA REFERENCED ON THE INPUT TRANSACTION IS NOT FOUND

ON THE LOA TABLE IN STARSFL ACCTG; THESE TRANSACTIONS ARE THEN POSTED TO THE INV_ACCT_SUSP_DTL.

'I' - LXF5120 Error Code 'I' Conditions

Paragraph 3000-Standard-Edit.

GLC '540' with Doc Type 'L' and 'T' bypass this edit. If the PIIN = spaces, these validations are also bypassed. If the first two positions of the PIIN = 'GS' or the first three positions of the PIIN = 'NAS', these validations are also bypassed. Otherwise, when the PIIN contains data, all '915', '510' and '540' transactions go through these edits. The following conditions create an 'I' error code:

1. If the 2 position B1-PIIN-ACRN is not equal to spaces but the first position or the second position is a space - Position 28/29 of B1
2. The PIIN-Service-Code is a space – first position of B1-PIIN (position 76 of B1)
3. The PIIN-Service-Code is not alpha – first position of B1-PIIN (position 76 of B1)
4. Any of the 5 positions of the PIIN-UIC is a space – positions 2-6 of B1-PIIN (positions 77-81 of B1)
5. If any of the 5 positions of PIIN-UIC isn't numeric or alpha – positions 2-6 of

APPENDIX II – TEXV ERROR CODES

- B1-PIIN. (Positions 77-81 of B1)
6. If PIIN-FY not numeric – position 7-8 of B1-PIIN (position 77-81 of B1)
 7. If PIIN-Instrument-Code = 4, 5, 6, 7, 8 or 0 – position 9 of B1-PIIN (position 84 of B1)
 8. If GLC not = '510' or '540' and PIIN-Instrument-Code not equal '9' (positions 53-55 and position 86 of B1)
 9. If Doc-Type not equal 'N' and PIIN-Instrument-Code not equal '9' (position 12 and 84 of B1)
 10. If PIIN-Instrument-Code = 'I' or 'O' (Position 84 of B1)
 11. If PIIN-Instrument-Code = 'A', 'G' or 'H' and SPIIN = spaces (SPIIN = B1-Call) (Positions 84 and 91-94 of B1)
 12. If PIIN-Instrument-Code = 'A', 'G', 'H' or 'D' and SPIIN = '0000' or SPIIN-Call-Pos1 or Pos2 or Pos3 or Pos4 = 'I', 'O' or '-' (Positions 84 and 91-94 of B1)
 13. If PIIN-Serial Number = '0000' or there is an 'I', '-' or 'O' or '0' in any of the 4 positions – positions 10-13 of B1-PIIN (Positions 85-88 of B1)

The following validations apply to MILSTRIP documents and create an error code 'I':

1. If the first position of the B1-Doc not equal 'H', 'K', 'L', 'M', 'S', 'A', 'D', 'F', 'N', 'P', 'Q', 'R' or 'V'. (Position 13 of B1)
2. If the UIC-NR isn't on the UIC table – position 2-6 of B1-Doc (Position 23-26 of B1)
3. If the document year (position 7 of the B1-Doc) isn't numeric (Position 19 of B1)
4. If any of the 4 positions (11-14) of the B1-Doc contain an 'I', 'O', space or '0' (Positions 23-26 of B1)
5. If the doc-suffix-code (position 15 of the B1-Doc) = 'I' or 'O' (Position 27 of B1)

APPENDIX III – CONTRACT PROCESS INFO SHEET

CC XREF – Contracted Documents

RC and other type documents can't be Xref if:

- There is an expenditure on the document (EV)
- There is a receipt on the document (RP)
- If contract process was done as partial vice final

CONTRACT ACCEPTANCE:

- Only required on NC2276 documents over \$25K
- If activity has determined that all RC documents will be accepted that is optional
- Other document types that require acceptance are the DD448 Category 2 – direct citation and the NC2276A – Direct citation

CONTRACT PROCESS:

- NC2276 required contract process to move funds from 915 CM to 540 AO
 - Contract process FINAL should be done for the amount FISC awards for the contract for; unless FISC awards a portion of your funded document (RC) to one contract/contract ACRN and has not awarded the full amount to one vendor – and there would be a prospect that another award would be coming for the balance to another contract – then you would do contract process partial for the amount awarded to the first contract.
1. Create NC2276 send to FISC(CM 915 commitment to STARS)
 2. If FISC accepts for contracting – do acceptance if over \$25K (unless a command decision to accept all) No Accounting transaction
 3. When contract is awarded and returned by FISC – perform Contract process NEW and tie the Contract number to the RC/RC ACRN for the amount contracted as a final. The 915D and 540C for the amount contracted will flow to STARS and liquidate the amount moved to obligation when contract was awarded.
 4. The remaining 915 (if any) will remain in STARS-FL and FD as part of the COST of the Document until AMEND Document is performed. In the line item total AMOUNT field use a negative amount to reduce the remaining commitment in FD and STARS and reduce the Document COST to the amount of the contract that was created by FISC. A 915D –CM will reduce document cost in both systems.
 5. The cumulative amount on the 2276 will then be in sync with the total amount contracted by FISC.
 6. If for some reason a new amendment is required to increase the document later on – do amend document to increase the line item. A 915 C will flow to STARS and CM will adjust the FD cost as well.
 7. When FISC cuts the amendment – do contract process – EDIT (do not use NEW as it will double obligate your document). Enter the amount that FISC cut the amendment for and FINAL.

If Contract number/contract ACRN and/or Delivery order/BPA need to be changed on an existing contract – use UPDATE document and enter it in the correction after export screen to flow to STARS.

If Credit card is used as a method of payment on RC document:

There are two options you can use.

- Let the CC document flow into FD and obligate same as it flows into STARS-FL to obligate the CC document number. Then when the AO certifies the bill for payment and the 610 posts on the CC document – use Cost redistribution in STARS-FL (TFCR)

APPENDIX III – CONTRACT PROCESS INFO SHEET

or in FASTDATA FA or Site and move the Expenditure portion for the RC document FROM the CC document to the RC document. Thus clearing the double obligation status. This leaves all costs, expenditures etc on the RC document.

- When the CC document (MPC) flows into FD use the CC XREF screen to draw down the amount on the RC document and leave it on the CC document. This clears the double obligation and does not have to wait for the expenditure to post to clear the double obligation status.

AMEND Document – decrease line item: Put the negative amount in the AMOUNT field – not the quantity (unit price) field.

NC2276 Line Items

Item 1

ACRN: AA FSC: Unit of Issue: EA

Quantity To Date: 400 Amount To Date: \$748.00

Quantity: 0 Unit Price: 0.00 Amount: 0.00

Service Item: Part No: 3903-2

Description: HEAVY DUTY SCOPE PROBE , THIS PROBE FEATURE A SNAP-ON ROTATING GROUND LEAD, AND A HEAVY DUTY FIXED TIP THE SWITCHABLE MODEL ALLOWS FOR QUICK FINGER TIP CHANGE BETWEEN 1X,10X, AND REFERENCE GROUND. THE PROBE BODY IS MADE OF HIGH IMPACT ABS.

Buttons: New Save Close

Document Summary										
Document Number: N4390010RCBA066 - 00 Source Status: Accepted										
Document Type: NC2276 OPTAR Log: SOFTWARE										
Number Amendments: 01 Local Code: 7/15 1687.00										
Accounting Classification										
ACRN	JON	EE/OOC	Contract/ACRN/BPA	Commitment Amt	Initiation Amt	Obligated Amt/Qty	Received Amt/Qty	Expended Amt/Qty	Number Final Rcpts/Exps	Actual Cost
AA	439000GST00	T 260	N0018910FM031 AA	\$1,687.00	\$0.00	\$0.00 0	\$0.00 0	\$0.00 0	0 0	\$0.00

Close

FASTDATA SUMMARY RECONCILIATION

Filter: FA N3596A, FY 2010, Direct/Reimb = D AND SITE IN ('04') AND DCN IN (N4390010RCBA066)

Account Balances

System	Processed Date	Commitment	Obligation	Receipt	Expend	Cost
No Records Returned From Query						

DOC NR: N4390010RCBA066 ACRN: AA DTS TRIP REC NR: MTH+1:
 PIIN: N0018910FM031 ACRN: AA SPIIN/CALL NR: CLIN: SLIN:
 GA: 17 TA: 00 APPN: 101804 SBHD: 22M8 OB/BCN: 3596A SX: 0
 JOB ORDER NR CTR EE OOC SPIIN CLIN SLIN DTE EST DTE COMP NTE ST CC GOVT
 439000GST00 T 260 05/20/10 07/29/10 C N

APPENDIX III – CONTRACT PROCESS INFO SHEET

OBL AMT	540 AMT	530 AMT	510 AMT	610 AMT
.00	.00	.00	.00	.00
PPMT AMT	915 AMT	QTY	R QTY	FROZEN AMT
.00	.00	1	0	.00

USERID	DESCRIPTION	TT	AMOUNT	EXEC	C/D	FY	DT	QUANTITY	PROC	DTE
QB1OBLWB	SOFTWARE		3375.00	915	C	10	N	1	05/20/10	
QB1OBLWB	SOFTWARE		3375.00	540	C	10	L	0	06/21/10	
QB1OBLWB	SOFTWARE		3375.00	540	D	10	T	0	06/30/10	
QB1OBLWB	SOFTWARE		3375.00	540	C	10	T	0	07/16/10	
QB1OBLWB	SOFTWARE		3375.00	540	D	10	T	0	07/16/10	
QB1OBLWB	SOFTWARE		3375.00	540	C	10	T	0	07/21/10	
QB1OBLWB	SOFTWARE		3375.00	540	D	10	T	0	07/21/10	
QB1OBLWB	SOFTWARE		1687.00	540	C	10	L	0	07/22/10	
QB1OBLWB	SOFTWARE		1687.00	540	D	10	T	0	07/29/10	

THIS REQUEST MUST BE RECEIVED BY A DIRECT OR INDIRECT BUYER AND IS SUBJECT TO THE CONDITIONS LISTED ON THE ATTACHED PAGE.										K. DOCUMENT NUMBER N4390010RCBA066																																							
3. REFERENCE NO.		4. FUNDS EXPIRE ON 9/30/2010		5. DMS RATING		6. PRIORITY 14		7. DATE REQUIRED 7/30/2010		8. AMENDMENT NO. 01																																							
9. FROM: 43900 ITSC 320 EVANS AVE BLDG 520 RM# 201						10. FOR DETAILS CONTACT: DONNA POPULORU 8476885454 X195 donna.populorum@navy.mil																																											
11. TO: 00189 FISC NORFOLK CONTRACTING DEPARTMENT 1968 GILBERT ST SUITE 600						12. MAIL INVOICES TO: N0580A SUPPLY OFFICER TRAINING SUPPORT CENTER 320 EVANS AVE, BLDG. 520, RM 201 GREAT LAKES, IL 60088																																											
Line Item 1 Close																																																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; vertical-align: top;"> Line Item: 1 ACRN: AA FSC: Unit of Issue: EA Quantity: -1 Unit Price: \$1,688.00 Amount: (\$1,688.00) Service Item: N Part No: 53162 Description: G5V4 DISCOVERY TO GRAPHIC LEVEL UPGARDE DECREASE IN PRICE OF SOFTWARE </td> <td style="width: 80%; border-top: 1px solid black;"> ED ON RESULTING BILLINGS <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>C. SUBHEAD</th> <th>D. OBJ CLASS</th> <th>E. BU CONTROL</th> <th>F. SA</th> <th>G. AAA</th> <th>H. TT</th> <th>I. PAA</th> <th>J. COST CODE</th> <th>K. AMOUNT</th> </tr> </thead> <tbody> <tr> <td>22M8</td> <td>000</td> <td>3596A</td> <td>0</td> <td>068566</td> <td>2D</td> <td>CBA066</td> <td>439000GST00</td> <td style="text-align: right;">(\$1,688.00)</td> </tr> <tr> <td colspan="7">L. TOTAL THIS DOCUMENT</td> <td></td> <td style="text-align: right;">(\$1,688.00)</td> </tr> <tr> <td colspan="7">M. CUMULATIVE TOTAL</td> <td></td> <td style="text-align: right;">\$1,687.00</td> </tr> </tbody> </table> </td> </tr> </table>												Line Item: 1 ACRN: AA FSC: Unit of Issue: EA Quantity: -1 Unit Price: \$1,688.00 Amount: (\$1,688.00) Service Item: N Part No: 53162 Description: G5V4 DISCOVERY TO GRAPHIC LEVEL UPGARDE DECREASE IN PRICE OF SOFTWARE	ED ON RESULTING BILLINGS <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>C. SUBHEAD</th> <th>D. OBJ CLASS</th> <th>E. BU CONTROL</th> <th>F. SA</th> <th>G. AAA</th> <th>H. TT</th> <th>I. PAA</th> <th>J. COST CODE</th> <th>K. AMOUNT</th> </tr> </thead> <tbody> <tr> <td>22M8</td> <td>000</td> <td>3596A</td> <td>0</td> <td>068566</td> <td>2D</td> <td>CBA066</td> <td>439000GST00</td> <td style="text-align: right;">(\$1,688.00)</td> </tr> <tr> <td colspan="7">L. TOTAL THIS DOCUMENT</td> <td></td> <td style="text-align: right;">(\$1,688.00)</td> </tr> <tr> <td colspan="7">M. CUMULATIVE TOTAL</td> <td></td> <td style="text-align: right;">\$1,687.00</td> </tr> </tbody> </table>	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT	22M8	000	3596A	0	068566	2D	CBA066	439000GST00	(\$1,688.00)	L. TOTAL THIS DOCUMENT								(\$1,688.00)	M. CUMULATIVE TOTAL								\$1,687.00
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APPENDIX III – CONTRACT PROCESS INFO SHEET

Transaction History Report

Filter: AND SITE IN ('04') AND DCN IN ('N4390010RCBA066')

FA: N3596A Site: 04 RC: 04 OPTAR: DA FY: 2010

DCN: N4390010RCBA066

ACRN	Contract ID	Contract ACRN	DOI Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	City Cd	Document Status	Cost
AA	N0018910FM031	AA		439000GST00	T	260			NC2276	01		Accepted	\$0.00
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	CM	05/20/2010 09:52:57	1	\$3,375.00	00	I		Created By Database User ID=BUPERSPOPULORUMD;					
Y	AO	06/21/2010 10:04:54	0	\$3,375.00	00	L		Contract Number: N0018910FM031; Contract ACRN: AA; Created By Database User ID=BUPERSPOPULORUMD;					
Y	AO	07/01/2010 06:49:09	0	-\$3,375.00	00	T		Credit Card Reversal - Final (3375): N0580A10CCMMP37 - 00001; Created By Database User ID=BUPERSPOPULORUMD;					
Y	NE	07/01/2010 12:16:46	0	\$0.00	00	T		Non-exportable Trans created in CAE; Local Code changed from: to: oOS 3375.00; Created By Database User ID=BUPERSPOPULORUMD;					
Y	NE	07/15/2010 10:19:38	0	\$0.00	00	T		Non-exportable Trans created in CAE; Local Code changed from: oOS 3375.00 to: 7/15 3375.00; Created By Database User ID=BUPERSPOPULORUMD;					
Y	AO	07/16/2010 12:04:53	0	\$3,375.00	00	T		User cleared CC XREF action after reversal for Requisition/ACRN was exported - reinstate Requisition/ACRN amount. ; Created By Database User ID=BUPERSPOPULORUMD;					
Y	AO	07/16/2010 12:04:55	0	-\$3,375.00	00	T		Credit Card Reversal - Partial (3375): N0580A10CCMMP37 - 00001; Created By Database User ID=BUPERSPOPULORUMD;					
Y	NE	07/21/2010 09:33:09	0	\$0.00	00	T		Non-exportable Trans created in CAE; Local Code changed from: 7/15 3375.00 to: 7/15 1687.00; Created By Database User ID=BUPERSPOPULORUMD;					
Y	AO	07/21/2010 09:34:41	0	\$3,375.00	00	T		User cleared CC XREF action after reversal for Requisition/ACRN was exported - reinstate Requisition/ACRN amount. ; Created By Database User ID=BUPERSPOPULORUMD;					
Y	AO	07/21/2010 09:34:43	0	-\$3,375.00	00	T		Credit Card Reversal - Final (3375): N0580A10CCMMP37 - 00001; Created By Database User ID=BUPERSPOPULORUMD;					
Y	CM	07/22/2010 13:01:19	-1	-\$1,688.00	01			Created By Database User ID=BUPERSPOPULORUMD;					
Y	AO	07/22/2010 13:46:36	0	\$1,687.00	00	L		Contract Number: N0018910FM031; Contract ACRN: AA; Created By Database User ID=BUPERSPOPULORUMD;					
Y	AO	07/29/2010 12:10:18	0	-\$1,687.00	00	T		Credit Card Reversal - Final (.01): N0580A10CCMMP56 - 00000; Created By Database User ID=BUPERSPOPULORUMD;					
Y	AO	07/29/2010 12:10:19	0	\$0.00	00	T		Credit Card Reversal - Final (-1688.01): N0580A10CCMMP56 - 00001; Created By Database User ID=BUPERSPOPULORUMD;					