Bureau of Naval Personnel

Fund Administration and Standardized Document Automation System

FASTDATA
TRAINING GUIDE
SITE

Version 3.0
UPDATED SEPTEMBER 2012

Name	Date	Modification
Stephanie O'Neill	10/08/2009	Initial Revision
Stephanie O'Neill	10/29/2010	Split training manual by area of responsibility updating through 10-1B version.
Brenda Newman	09/01/2012	Add new functionality

Table of Contents

Trouble Calls 6

Site

- Main Menu 8
- DD1348 14
  - What is the purpose of the DD1348 15
  - How to create a new DD1348 18
- DD1348-6 29
  - What is the purpose of the DD1348-6 30
  - How to create a new DD13486-6 30
  - How to perform contract process on DD1348-6 43
- DD1149 49
  - What is the purpose of the DD1149 50
  - How to create a new DD1149 54
  - How to perform contract process on DD1149 62
- DD282 68
  - What is the purpose of the DD282 69
  - How to create a new DD282 72
  - How to amend a DD282 84
- DD448 93
  - What is the purpose of the DD448 94
  - How to create a new DD448 99
  - How to amend a DD448 109
  - How to accept a DD448 115
  - How to perform contract process on DD448 (Category 2) 122
- NC2275 129
  - What is the purpose of the NC2275 130
  - How to create a new NC2275 134
  - How to amend a NC2275 145
  - How to accept a NC2275 153
- NC2276 163
  - What is the purpose of the NC2276 164
  - How to create a new NC2276 168
  - How to amend a NC2276 179
  - How to accept a NC2276 188
  - How to perform contract process on NC2276 196
- NC2276A 206
  - What is the purpose of the NC2276A 207
  - How to create a new NC2276A 211
  - How to amend a NC2276A 224
  - How to accept a NC2276A 231
  - How to perform contract process on NC2276A 241
- SF182 248
  - What is the purpose of the SF182 249
  - How to create a new SF182 253
  - How to amend a SF182 267
- SF1164 278
  - What is the purpose of the SF1164 279

Table of Contents (continued)

How to create a new SF1164 282
DD1155 291
What is the purpose of the DD1155 292
How to create a new DD1155 296
How to create an SF30 (amend a DD1155) 307
SF1034 316
What is the purpose of the SF1034 317
How to Create a new SF1034 320
DD1131 329
What is the purpose of the DD1131 330
How to Create a new DD1131 333
Memorandum Documents 343
What is the purpose of the memorandum documents 344
How to create a memorandum record document 348
DD 1348-6 349
DD282 351
DD1610 352
NC 2275 354
Miscellaneous 356
Fuel Chit 357
GSA Memo 359
Civilian Labor Memo 363
Initiation Documents 366
What is the purpose of the initiation documents 367
How to create initiation documents 371
Document Maintenance 394
What is the maintenance functionality 395
How to perform the maintenance processes 397
Display Document 398
Document Summary 402
Update Document and Correction After Export 406
Accept Document 417
Contract Process 423
Cancel Document 428
Reinstate Document 431
Reconciliation Document 434
Transaction Suspension 444
Receipt Process 445
Expenditure Process 448
Expenditure Processes 452
New Expenditure 453
Expenditure Cost Transfer 458
Cost Redistribution 469
Correct suspended expenditures at the site 485
Return expenditures to the FA 492
Credit Card Process 497
What are the BUPERS credit card process options 498
How to create a new credit card memo 504
CitiDirect role in the credit card process 524

Table of Contents (continued)

Military Purchase Card Files 531
How to perform the credit card cross reference 540
How to perform the cost redistribution 550
Credit card used as a method of payment 570
Reconciliation 573
What is the purpose of the reconciliation process 574
How to perform the reconciliation process 578
Reports 605
Transaction History 606
Transactions Report 608
Status of Funds 610
Financial Framework 612
Document Status Log 614
Initiation Documents 615
Expenditure Reports 616
Accounting Transaction Batch Report 622
Job Cost Report 624
OPTAR Memo Log 626
OPTAR Memo Requisition 627
Reconciliation 629
Fuel Reports 630
Credit Card Reports 633
Outstanding Requisitions 634
Contract/DCN Cross Reference 637
DCN/Contract Cross Reference 639
Recalculate Cost Log Report 640
Utilities 643
Address Book 644
Site Status 656
Recalculate Obligations 663
Autofill 667
File Manager 670
What is the purpose of the file manager at the site 671
How to use the file manager at the site 673
File manual upload 673
File manual export 675
File inventory 676
Maintain suspended external transactions 680

APPENDIX I OMB Object Class Codes A-1

APPENDIX II Transaction Codes/STARS-FL Crosswalk A-5

APPENDIX III SPS/FASTDATA Facts Sheet A-6

APPENDIX IV Contract Process Help A-10

APPENDIX V BUPERS CC Management Options.....A-21

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 is submitted:

"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 answered by a live operator, who will then route the call based upon procedures and protocols.

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.

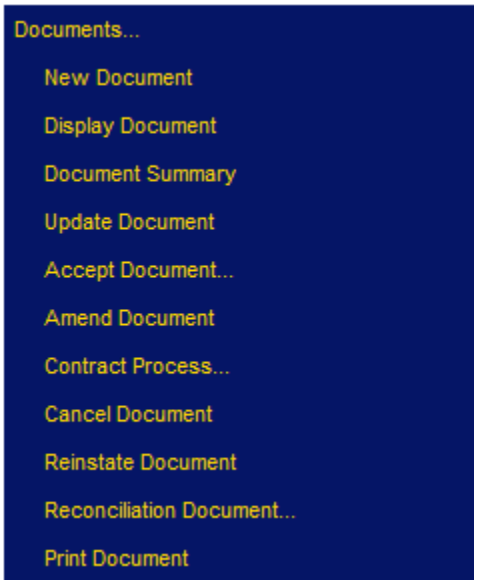
HOME, HELP and **LOGOUT** appear on the right header bar.

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.

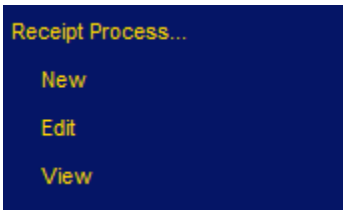
FASTDATA Version REL_XX-XX.XXXX - The current version of the FASTDATA application.
Current Role - The role the user has selected for this FASTDATA session.
FY/QTR – Should show the current FY/QTR.
Home - Returns the user to the Main Menu.
Help - Select Help to view help for the current page.
Select Role - 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.

Functions available:



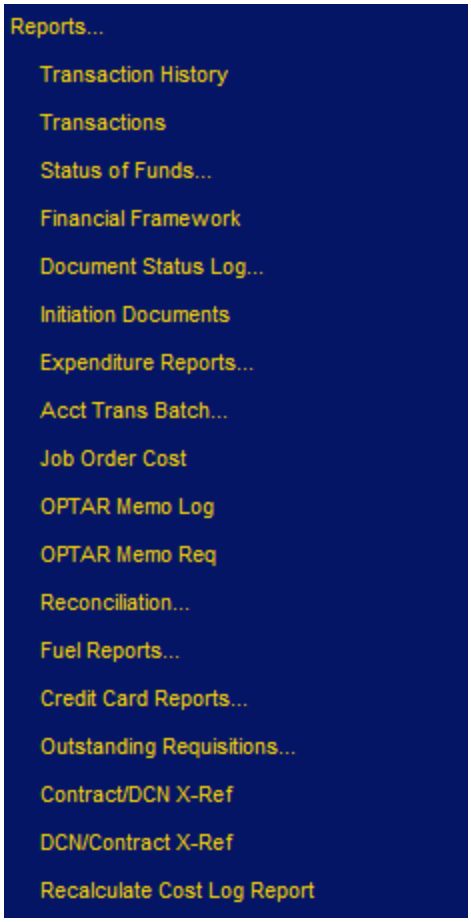
Documents - The following options are available from the Documents menu:

- New Document
- Display Document
- Document Summary
- Update Document
- Accept Document
  - New
  - Edit
  - View
- Amend Document
- Contract Process
  - New
  - Edit
  - View
- Cancel Document
- Reinstate Document
- Reconciliation Document
  - Adjust Reconciliation Document
  - Override Reconciliation Document
- Print Document



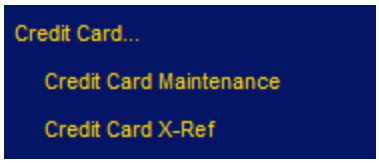
Receipt Process - The following options are available from the Receipt Process menu.

- **New**
- **Edit**
- **View**



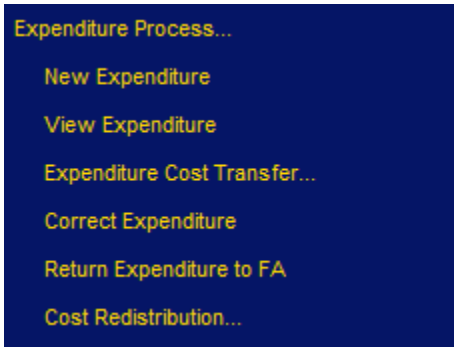
Reports - The Site Reports menu provides a variety of reports. Reports can be run and saved in standard Adobe Format, Comma Separated Value format, or Excel format including column headers. The following reports are available.

Transaction Suspension – Allows you to select or unselect transactions for suspension. Suspending a transaction prevents it from flowing to STARS-FL.



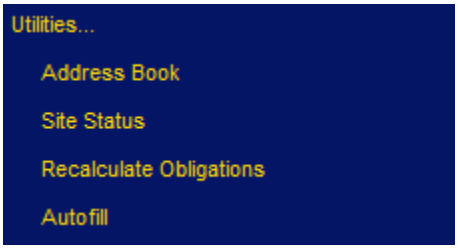
Credit Card – The following options are available from the Credit Card menu:

- **Credit Card Maintenance**
- **Credit Card X-Ref**



Expenditure Process - The following options are available from the Expenditure Process menu.

- **New Expenditure**
- **View Expenditure**
- **Expenditure Cost Transfer**
- **Correct Expenditure**
- **Return Expenditure to FA**
- **Cost Redistribution**.



Utilities - The following options are available from the Utilities menu:

- **Address Book**
- **Site Status**

- **Recalculate Obligations**
- **Auto Fill**

File Manager - The following options are available from the File Manager menu:

- **File Manual Upload**
  - **B1**
  - **B1 Fuel Chit**
- **File Manual Export**
  - **UADPS BUILD**
  - **UADPS REBUILD**
- **File Inventory**
- **Maintain Susp Ext Trans**
  - **Standard B1**
  - **Travel B1**
  - **MILSTRIP Fuel Chit B1**
  - **DTS/SPS from STARS-FL**
  - **MPC from DAASC**

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.

The FASTDATA Site application allows sites to manage their funds based on the funding thresholds established by the FA. The Site application allows users to create requisition documents and release accounting transactions to the FA. The Site provides source, memo, initiation, and supplemental document generation. The Site User will see only the functions that the System Administrator at the FA has assigned to their role.

FASTDATA also provides automatic generation of accounting transactions that can be released to STARS-FL. After transactions have been expended in STARS-FL, the expenditures are transferred to the FA. The FA releases valid expenditures to the appropriate sites for posting to the FASTDATA records.

The Site application features the following utilities:
- Releasing to and receiving data from the FA.
- Receiving transactions from an external system
- Cost redistributions and Cost Transfers
- Correction of suspended expenditures or returning them to the FA
- Correction of released documents
- Maintenance of names, activities, and addresses for use in document processes
- Credit card record maintenance
- Cross-referencing of credit card transactions
- End-of-year and quarterly processing

The Site application also allows you to change your password, change sites without exiting the application, and switch to a different fiscal year. The Fund Administrator or Resource Manager can lock your site for month-end reconciliation with STARS-FL. If your site is locked, your access to the site depends on whether the System Administrator assigned you full, view-only, or no access to the locked site.

Introduction

This lesson will describe the purpose of the DD1348, DOD Single Line Item Requisition System Document. Illustrations will be provided for the creation of the DD1348.

Objectives

Learn the purpose and life cycle of the DD1348.

Learn how to create a DD1348.

Introduction

This lesson will describe the purpose of the DD1348, DOD Single Line Item Requisition System Document. The full life cycle of the document will be discussed.

Objectives

Define the purpose of the DD1348, DOD Single Line Item Requisition System Document.

Identify the types of transactions associated to a DD1348, DOD Single Line Item Requisition System Document.

Determine the required elements when recording a procurement event using the form.

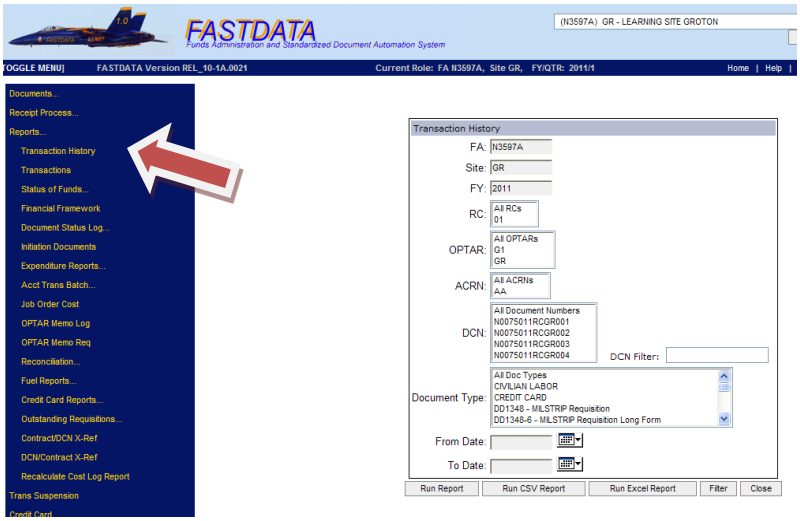
Lesson

The primary purpose of the DD1348, DOD Single Line Item Requisition System Document, is a basic requisitioning document for ordering material through the supply system. For the DD1348, the document number is a Military Standard Requisitioning and Issue Procedures (MILSTRIP) document number which is 14 digits rather than a 15 digit standard document number (SDN).

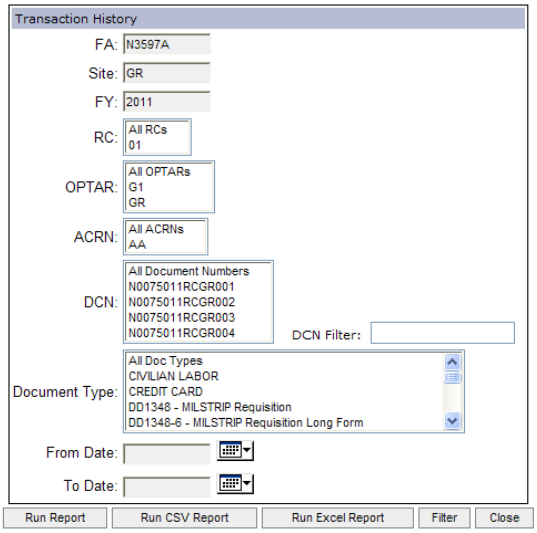
A complete list of MILSTRIP codes are contained in NAVSUP Publication 437 or NAVSUP Publication 485. However, you can quickly locate commonly used codes and definitions by referring to the MILSTRIP/MILSTRAP Desk Guide, NAVSUP Publication 409.

Creation of the DD1348 in FASTDATA generates an obligation transaction (540) that is transmitted to STARS/FL. A funding validation check is performed at the time the DD1348 is created to make sure that there are sufficient funds in the OPTAR to support the requirement. A receipt can be posted but is optional, and the expenditure will post against the document when the bill has been processed.

To view the transactions throughout the life cycle of the document, go to Reports/Transaction History.



Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.



Transaction History Report

Filter: AND SITE IN ('03') AND DOC TYPE IN ('D1')

FA: N3560A **Site: 03** **RC: 3A** **OPTAR: 03** **FY: 2009**

DCN: N6322083080401

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63220903100	T	260			DD1348	00		Complete	$6.60

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	AO	11/03/2008 08:57:44	5	$6.60	00	I		Created By Database User ID=UCLA1X;Updated By Database User ID=FASTDATA;
Y	EV	12/03/2008 10:55:34	5	$6.60	00	P		Expenditure Batch:3560A83381;filename=N3560A-AH10-20081203-100349;filedate=12/03/2008 04:05p;size=53464;dbuserid=AUTOMATIC;record=449;

DCN: N6322083080402

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63220903100	T	260			DD1348	00		Complete	$17.49

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	AO	11/03/2008 08:59:39	1	$16.47	00	I		Created By Database User ID=UCLA1X;Updated By Database User ID=FASTDATA;
Y	EV	12/03/2008 10:55:34	1	$17.49	00	P		Expenditure Batch:3560A83381;filename=N3560A-AH10-20081203-100349;filedate=12/03/2008 04:05p;size=53464;dbuserid=AUTOMATIC;record=450;

DCN: N6322083080403

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63220903100	T	260			DD1348	00		Complete	$20.82

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	AO	11/03/2008 09:01:04	3	$20.22	00	I		Created By Database User ID=UCLA1X;Updated By Database User ID=FASTDATA;
Y	EV	12/03/2008 10:55:34	3	$20.82	00	P		Expenditure Batch:3560A83381;filename=N3560A-AH10-20081203-100349;filedate=12/03/2008 04:05p;size=53464;dbuserid=AUTOMATIC;record=451;

The following chart illustrates the transaction flow as the document progresses through its life cycle. An obligation transaction is established when the document is created. Recording the expenditure occurs when the bill is paid to close out the document.

DD1348, DOD Single Line Item Requisition System Document

	Commitment	Obligation	Accounts Payable	Disbursement
STARS/FL	915	540	510	610
FASTDATA	CM	AO, AD, AR	RG, RP	EV
Creation				
Optional Receipt				
Invoice Payment				

This life cycle has been simplified and assumes that a Disbursement has been recorded. Adjusting transactions may need to be recorded in both STARS and FASTDATA to actually close out the document.

Questions

What is the purpose of the DD1348, DOD Single Line Item Requisition System Document?

What type of transaction is generated when establishing a DD1348, DOD Single Line Item Requisition System Document?

What are the life cycle events of the DD1348 document?

Introduction

This lesson will illustrate the steps required to create a DD1348, DOD Single Line Item Requisition System Document. This DD1348, DOD Single Line Item Requisition System Document is the basic requisitioning document for ordering material through the supply system and will generate an obligation upon creation.

Objectives

Define the DD1348.

Describe the elements that must exist prior to creating a DD1348.

Outline the steps necessary to establish a DD1348.

Describe the life-cycle of the transactions for the DD1348.

Lesson

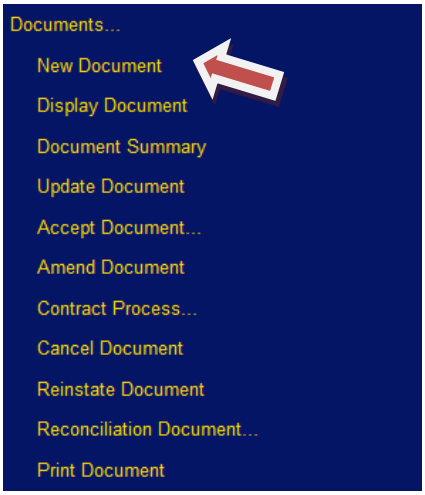
The DD1348, DOD Single Line Item Requisition System Document is the basic requisitioning document for ordering material through the supply system. Site users with the necessary access can add, update, and view source and memo DD1348 documents. Access to add, update, view, and perform other document processes on DD1348 document is defined by the System Administrator. Other File menu document processes available for the DD1348 include Receipt, Expenditure, Cancel, and Reinstate.

The DD1348 is a single ACRN, single line item format. Creation of the document will result in the generation of an obligation (AO) transaction.

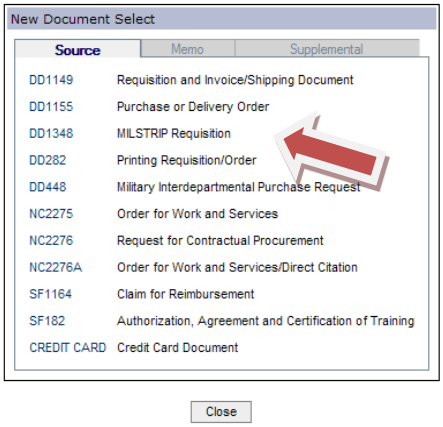
Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.

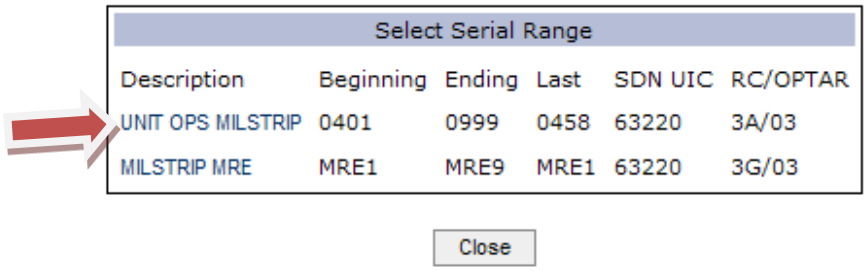
Step 3 On the menu – select Documents, New Document.



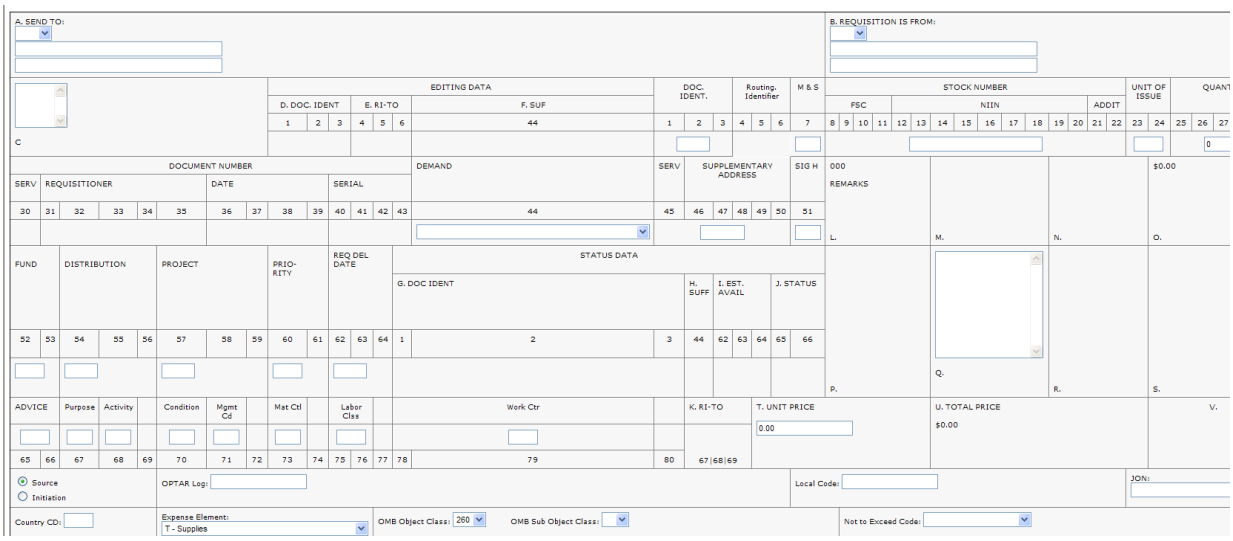
Step 4 Select DD1348.



Step 5 Select MILSTRIP serial range if the FA has provided more than one set of serial ranges for you to use on DD1348s. If there is only one MILSTRIP serial range established you will not see a serial range appear, you will go to Step 6 – right into the document to create. *****During the Outyear when creating a MILSTRIP type document you will not be given a serial range selection – you will receive the box to manually key in the document number sequentially in order. This will occur until the Year end is processed and you are no longer in the Outyear condition.**



Step 6 When the DD1348 Source Document template opens, enter values for the following required fields.

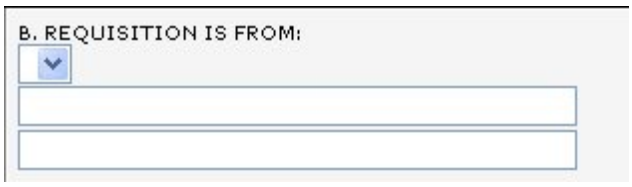


a. SEND TO

Enter the supply source to whom the document is being sent. Select drop-down arrow to view a list of valid values. A three digit address code should be established to identify the supply source; if already set up you will see it in the drop down box. If not already established, enter the NEW code, and address information and upon saving the document you will be prompted to ADD the address to the address book.

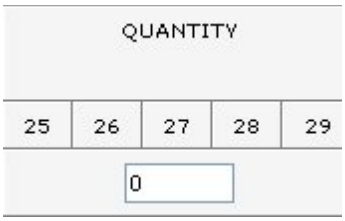
b. REQUISITION IS FROM

Enter the name and address of who the requisition is from. Select from the drop-down list of valid values or add a new 3 digit code where the drop down arrow is and the name and address in the two lines below.



c. QUANTITY

Enter the number of units ordered.



d. Source/ Initiation

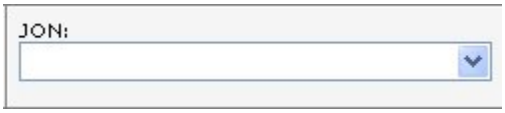
Select the applicable radio button. An Initiation document is created when a requirement is known but funding is not available at the time of creation. This document does not affect available funding (such as the Source document does) and is not exported to STARS-FL. Since the Initiation document is not exported, it can be updated at any time. Once approval is attained it can be changed from Initiation to Source. At this time the document will affect available funding and is exported to STARS-FL.

e. OPTAR Log

Enter the names of items being requisitioned or the log entry that will be printed on the OPTAR log.

f. JON

Select the required job order number (JON) from the drop-down list.



g. Expense Element

Enter a value for the type of obligation or expense element charge below the Function/Sub-function level. The default value is T, for Supplies. Select the drop-down arrow if you wish to change the default value.

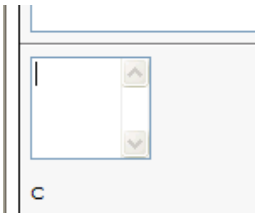
h. OMB Object Class

Enter an Office of Management and Budget object class designation. With an Expense Element value of T, the only valid value for OMB Object Class is 260.

Step 7 Optional fields can be completed as desired.

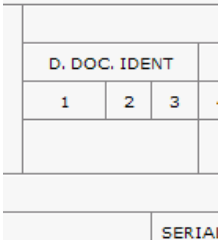
a. Block C - Description

Block C provides space to enter a description of the item being ordered



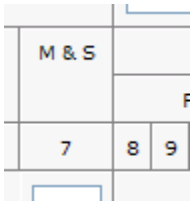
b. DOC IDENT

A three-character code that identifies the purpose and use of a document (i.e., requisition passing action, status card, receipt, or adjustment) in the system to which it pertains.



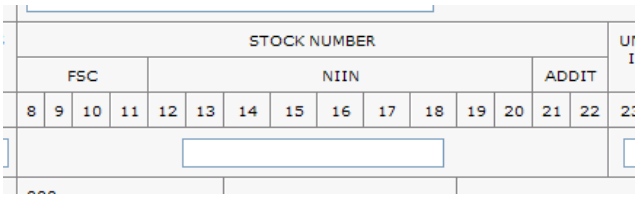
c. M & S (Media and Status Code)

The one-character code that indicates the recipient of status and means of transmission



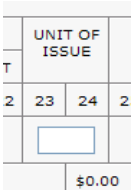
d. STOCK NUMBER

The first four positions of the National Stock Number identify the Federal Supply Class (FSC) and positions 12 through 20 identify the National Item Identification Number (NIIN).



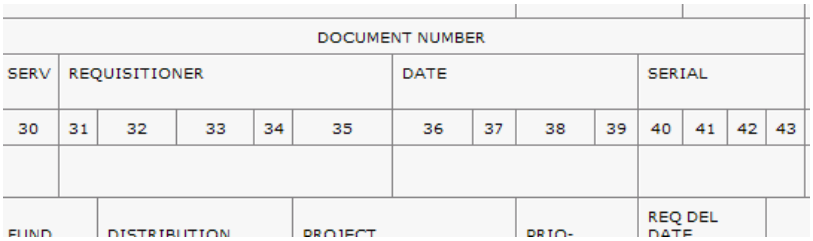
e. UNIT OF ISSUE

Identifies the standard of measurement to determine quantity



f. DOCUMENT NUMBER (System Generated)

The Document Control Number will be generated with service code, UIC of Requisitioner, Julian date of creation and four digit serial range once the document is SAVED successfully. This is controlled by the serial range set up within the Sites Financial Framework.



g. DEMAND

One-character code that indicates future demands on an inventory item. Select the desired value from the drop-down list.

h. SUPPLEMENTARY ADDRESS

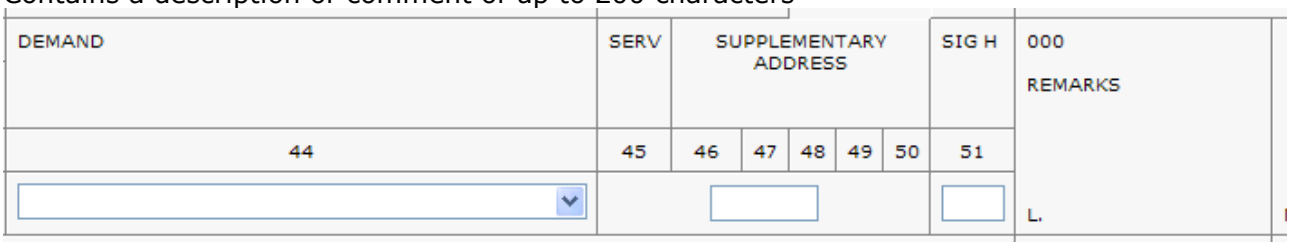
Six-character code that identifies an activity by service code and UIC and is only used with specific signal codes.

i. SIG

One-character signal code identifying the activity that is to receive the material and the activity to receive the billing

j. REMARKS

Contains a description or comment of up to 200 characters



k. FUND

A two-character abbreviation for a line of accounting. Along with the Signal Code and Service Designator Code, the FUND code identifies funds chargeable to a contractual procurement, Navy Stock Fund, and MILSTRIP/MILSTRAP requisitions. This code denotes the funding accounting data applicable to the item being ordered. The first position indicates the Type commander or Bureau Control Number (BCN) to which the item is to be charged; the second position indicates the purpose of the expenditure or obligation.

l. DISTRIBUTION

Three-character code that identifies (first position) a monitoring activity, when additional status must be furnished, and (last two positions) an Accounting Code/Cognizance Symbol. If you do not have a Distribution code to enter but have a value to enter for Cog, you can enter a space for the first position, followed by the two-character value for Cog. You can also leave the entire field empty.

m. PROJECT

Three-character code identifying a specific project

n. PRIORITY

Identifies the combination of the Force Activity Designator and the Urgency of Need Designator.

o. REQ DEL DATE

Contains the date on which the requested work or services must be completed or requested goods must be delivered.

p. ADVICE

Two-character code providing coded instructions to supply source when such instructions are considered essential to supply action; for example, Advice Code 2B would indicate **Requested item only will suffice. Do not substitute/interchange.**

q. Purpose

A one-character code identifying the name of the authorizing individual or the significance of a document.

r. Activity

One-character code identifying the SNDL, (Standard Navy Distribution List). code for the employing activity.

s. Condition

One-character code that identifies materials in terms of readiness for issue and use, or identifies action underway to change the status of the material.

t. Mgmt Cd

One-character code providing supplemental data not indicated through the transaction coding structure. Management codes A through L are intra-Navy codes. MILSTRIP The MILSTRIP system, provides a standardized language of codes and coding techniques and a standard set of forms for requisitioning and issue transactions, procedures; remaining codes are DOD-assigned.

u. Mat Cntrl

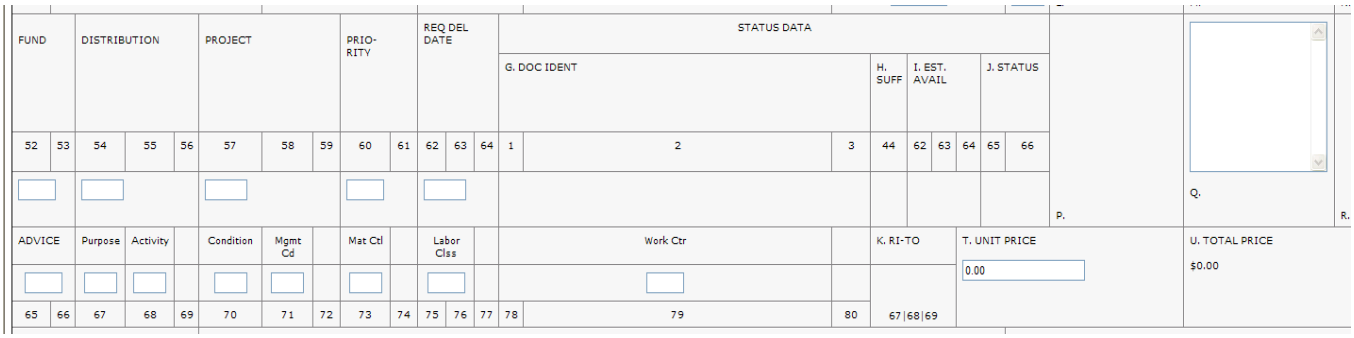
One-character code that groups procured items by type, such as fast-, medium-, or slow-moving items. This code can also be used locally for reporting or control purposes.

v. Labor Class

Two-character code that identifies categories of overhead and productive work on which labor is used.

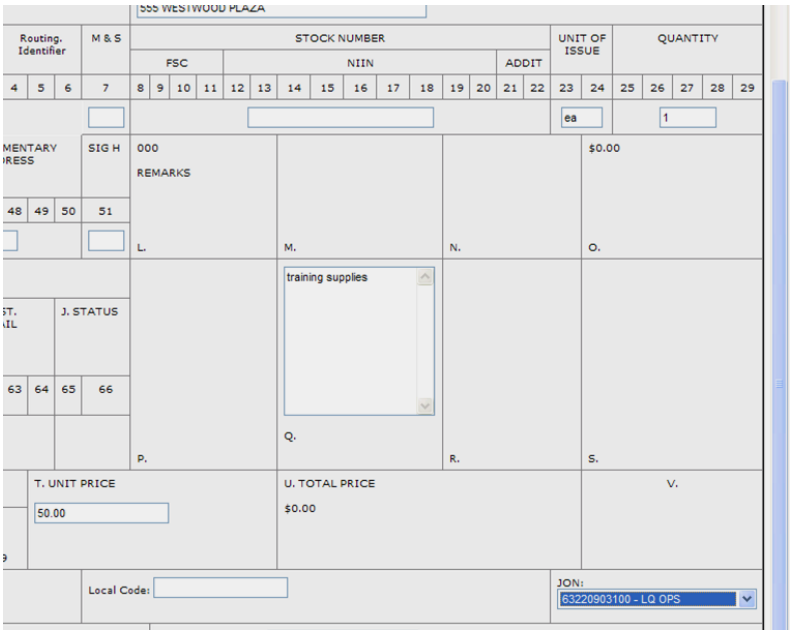
w. Work Center

Two-character code that identifies organizational Public Works (PW) segments and subdivisions that are assigned on a functional or craft basis (i.e., carpentry or masonry), and used by PW to identify source of labor required on work authorization documents and to collect costs for PW controlled maintenance reports.



x. UNIT PRICE

The cost of the item per unit. Unit of issue and quantity will be required and unit price. When document is saved the Total price will populate.



y. TOTAL PRICE

The total obligated amount of the document will compute from the quantity and the unit price when the document is SAVED successfully.

Step 8 FASTDATA elements.

a. Local Code

A code of up to 20 characters that identifies document types and groupings for reporting purposes.

b. Country Code

Identifies the country for purposes of processing the transaction

c. OMB Sub Object Class

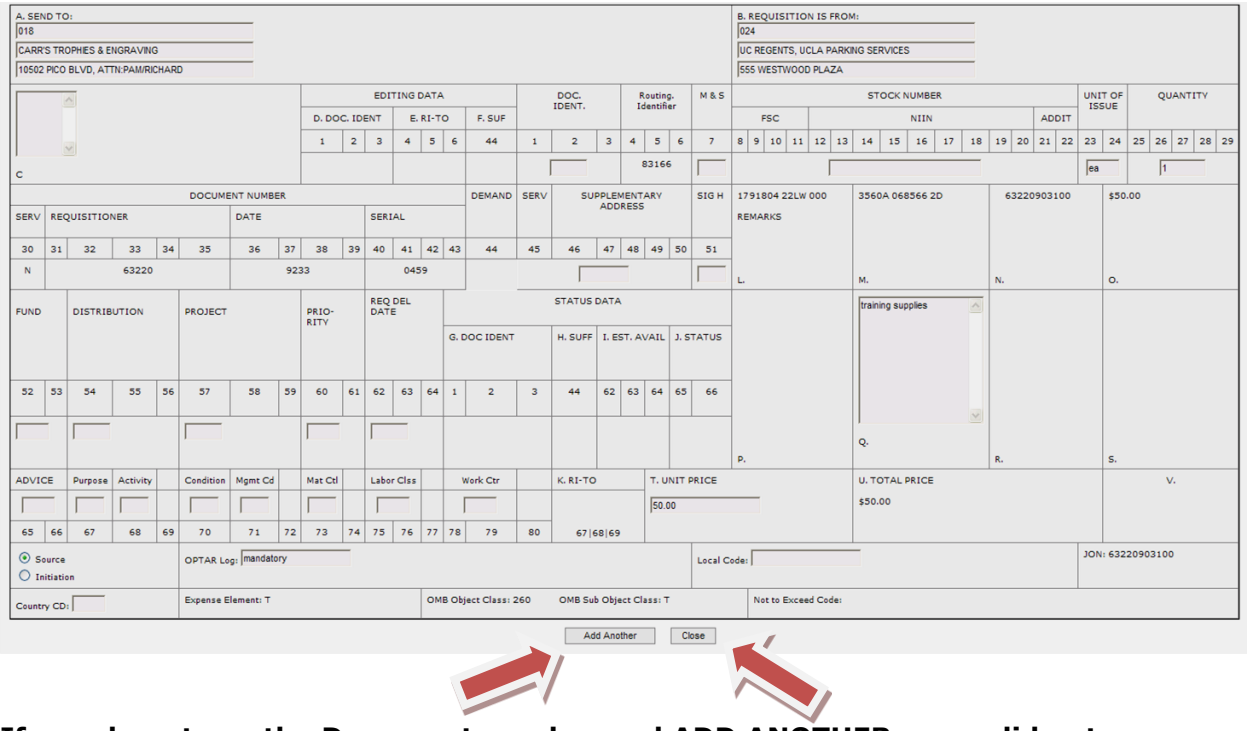
The OMB Sub Object Class is a four digit code that is a finer division of the OMB Obj Class code. The first three digits are the same as the OMB Obj Class. The last digit will be a numeric character (0-9).

d. Not to Exceed Code

Indicates directions for paying the obligation; this code is checked by bill-paying personnel when paying the obligation.

Step 9 Select **Save** to save your document.

If you wish to create another document you can select the **"Add Another"** that appears when the document is in the view after save mode. This will initiate a new document process for the same document type and subtype. Select **Close** to return to select Document menu

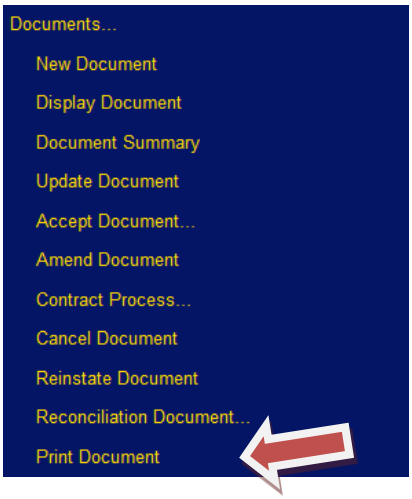


If you do not see the Document number and ADD ANOTHER – you did not successfully save the document.

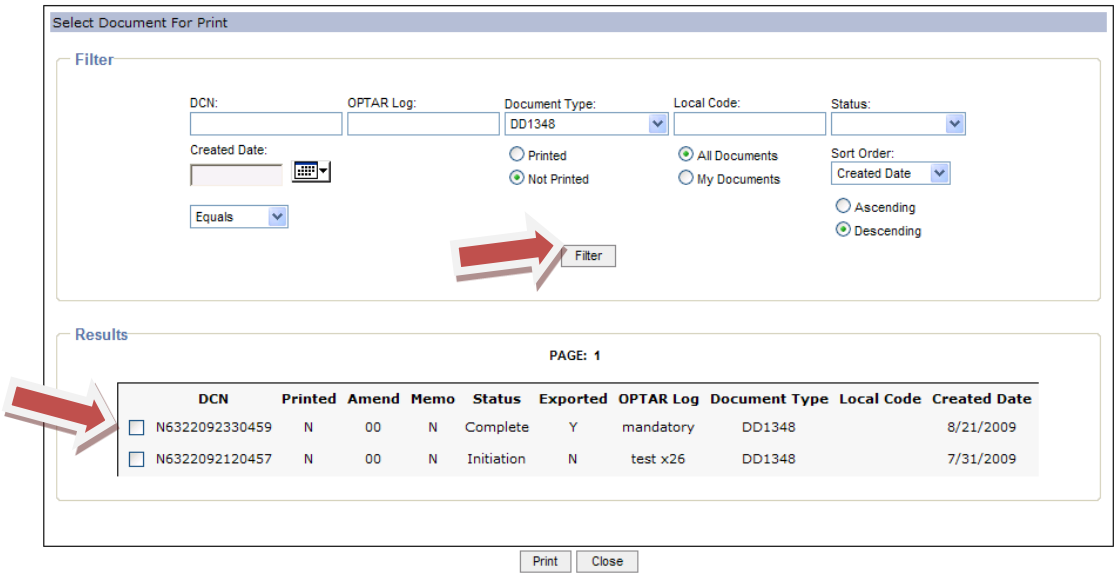
HINT: To view the transactions generated from the creation of the DD1348 go to Reports/Transaction History and see the history details and transactions on the document. If you created Initiation it will not be in Transaction History Report it will only be on the Initiation Report.

Step 10 Print document

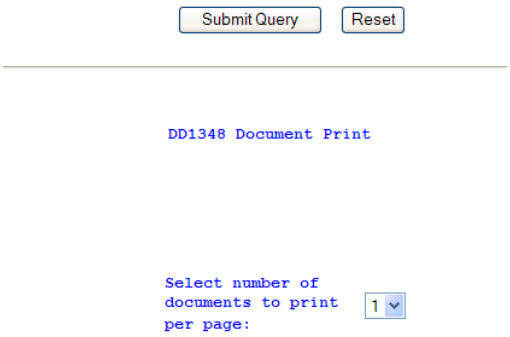
Go to Documents/Print Document



Locate your document using the FILTER feature on the top or put a check mark in the box by the document itself if it is showing on the list of documents. The newest documents will appear on the top of the list.



Put a check mark in the document you wish to print. Click the Print button.



Click Submit query.

Document will appear on screen and you can select File/print.

Questions

What is the DD1348 used for?

What are the elements that must exist prior to creating a DD1348?

What are the steps necessary to establish a DD1348?

Describe the life-cycle of the transactions for the DD1348.

Practice

The admin department is in need of 20 white three ring binders with pocket fronts.

The accounting department needs 6 cases of manila folders to set up files for the new fiscal year.

Introduction

This lesson will describe the purpose of the DD1348-6 DoD Single Line Item Requisition System Document (Manual - Long Form) document. Illustrations will be provided for the creation and contract process of the DD1348-6.

Objectives

Learn the purpose and life cycle of the DD1348-6.

Learn how to create a DD1348-6.

Learn about the contract process and its impacts on the transactions.

Introduction

This lesson will describe the purpose of the DD1348-6 DoD Single Line Item Requisition System Document (Manual - Long Form) document. The full life cycle of the document will be discussed.

Objectives

Define the purpose of the DD1348-6 DoD Single Line Item Requisition System Document (Manual - Long Form).

Identify the types of transactions associated to a DD1348-6 DoD Single Line Item Requisition System Document (Manual - Long Form) document.

Determine the life cycle events of the DD1348-6.

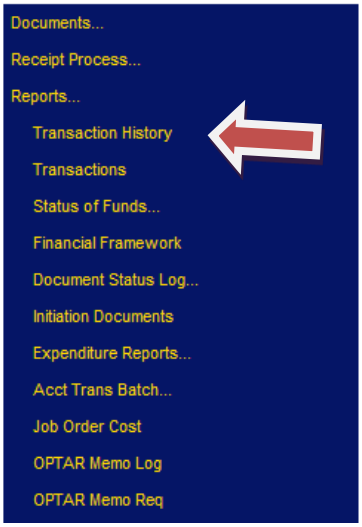
Lesson

The primary purpose of the DD1348-6 DoD Single Line Item Requisition System Document (Manual - Long Form) to requisition NSN items, part number items, or items that require specific identifying data. Transactions generated from the DD1348-6 are included when you release data to the FA.

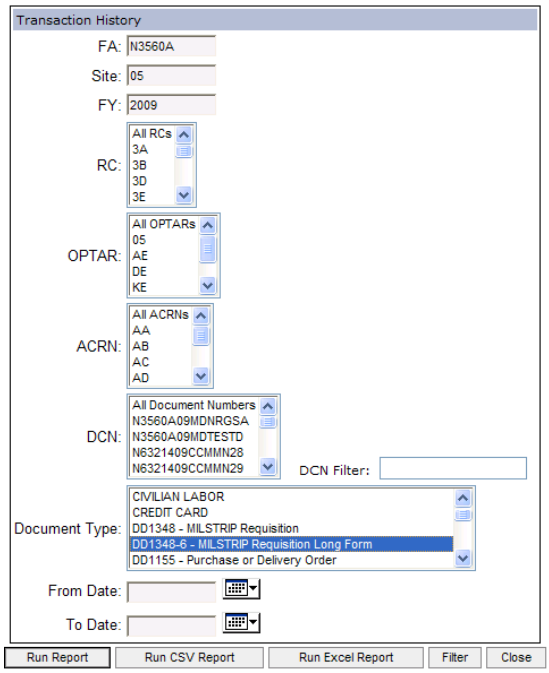
A complete list of MILSTRIP codes are contained in NAVSUP Publication 437 or NAVSUP Publication 485. However, you can quickly locate commonly used codes and definitions by referring to the MILSTRIP/MILSTRAP Desk Guide, NAVSUP Publication 409.

Creation of the DD1348-6 in FASTDATA generates commitment transactions (915) that are transmitted to STARS/FL. A funding validation check is performed at the time the DD1348-6 is created to make sure that there are sufficient funds in the OPTAR to support the requirement. The contract process must be recorded in FASTDATA to move the commitment into an obligation (540) transaction. Contract process will generate an obligation equal to the amount of the commitment if the contracted amount matches the commitment amount. The DD1348-6 is not an amendable document. A receipt may be posted against the document but caution must be paid as the invoice may have already paid and an expenditure recorded.

To view the transactions throughout the life cycle of the document, go to Reports/Transaction History.



Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.



Transaction History Report

Filter: AND SITE IN ('02') AND DOC TYPE IN ('D2')

FA: N3560A Site: 02 RC: 3A OPTAR: 02 FY: 2009

DCN: N6321392370408

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63213902100	T	260			DD1348-6	00		Complete	$500.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
N	CM	08/25/2009 12:54:55	1	$500.00	00	I		Created By Database User ID=BFPE45301;

The following chart illustrates the transaction flow as the document progresses through it's life cycle. A commitment transaction is established when the document is created. The contract information is entered once the FISC or contracting office has returned the contract details. It is the contract process that will convert the commitment into an obligation. Receipts can be entered but are optional. Once the invoice is paid, an expenditure is recorded to close out the document.

DD1348-6 DoD Single Line Item Requisition System Document (Manual - Long Form)

	Commitment	Obligation	Accounts Payable	Disbursement
STARS/FL	915	540	510	610
FASTDATA	CM	AO, AD, AR	RG, RP	EV
Creation				
Contracted				
Optional Receipt				
Invoice Payment				

This life cycle has been simplified and assumes that a final invoice payment has been recorded. Adjusting transactions may need to be recorded in both STARS and FASTDATA to actually close out the document.

Questions

What is the purpose of the DD1348-6?

What types of transactions are generated when establishing a DD1348-6?

What are the life cycle events of the DD1348-6?

Introduction

This lesson will illustrate the steps required to create a DD1348-6 DoD Single Line Item Requisition System Document (Manual - Long Form) Document. This document is used as a request for procurement and will record a commitment when created.

Objectives

Define the DD1348-6.

Identify the elements that must exist prior to creating a DD1348-6.

Outline the steps necessary to establish a DD1348-6.

Describe the life-cycle of the transactions for the DD1348-6.

Lesson

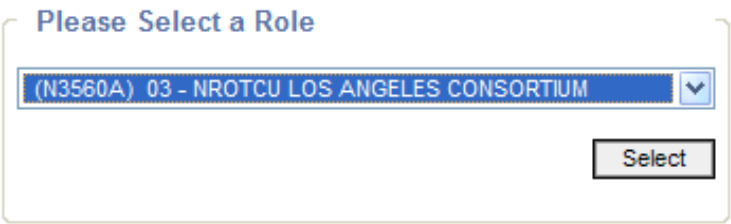
Use DD1348-6 DoD Single Line Item Requisition System Document (Manual - Long Form) to requisition NSN items, part number items, or items that require specific identifying data. Transactions generated from the DD1348-6 are included when you release data to the FA, and are recorded as commitments when released to STARS-FL.

A complete list of MILSTRIP codes are contained in NAVSUP Publication 437 or NAVSUP Publication 485. However, you can quickly locate commonly used codes and definitions by referring to the MILSTRIP/MILSTRAP Desk Guide, NAVSUP Publication 409.

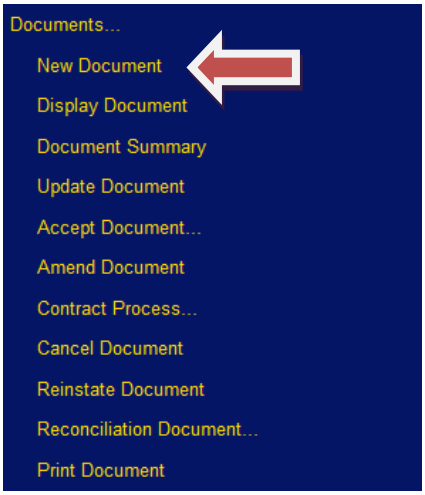
Site users with the necessary access can add, update, and view source and memo DD1348-6 documents. Access to add, update, view, and perform other process on DD1348-6 documents is defined at the System Administrator level. Other File menu document processes available for the DD1348-6 include Contract, Receipt, Cancel, Reinstate, and Expenditure. The obligation is generated when Contract Process is performed except when a receipt is entered and it is to be crossed to a supply system, then the contract process is not required to obligate because the receipt will generate the accounts payable to flow to STARS-FL. Receipt process will cover this issue in another lesson.

Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

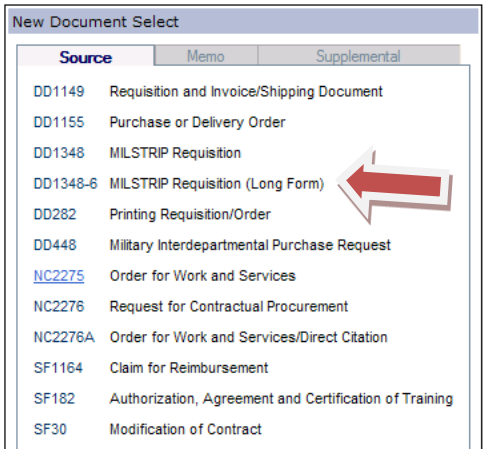
Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



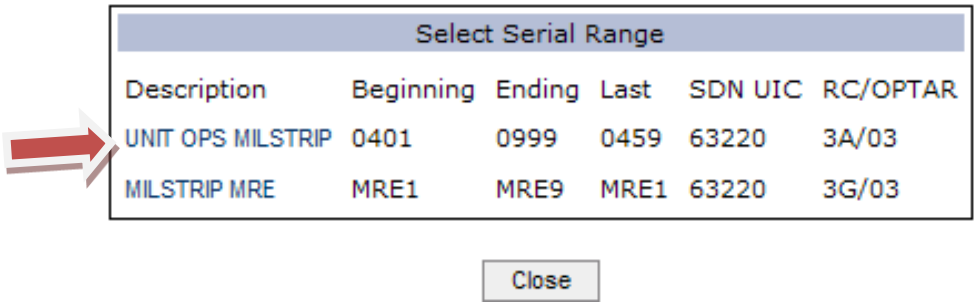
Step 3 Select Documents/New Document.



Step 4 Select DD1348-6 MILSTRIP Requisition (Long Form).



Step 5 Select serial range if the FA has provided more than one set of serial ranges for you to use on DD1348-6s. This will be a MILSTRIP series. If there is only one serial range available for this document type you will go directly into the document. *****During the Outyear when creating a MILSTRIP type document you will not be given a serial range selection – you will receive the box to manually key in the document number sequentially in order. This will occur until the Year end is processed and you are no longer in the Outyear condition.**



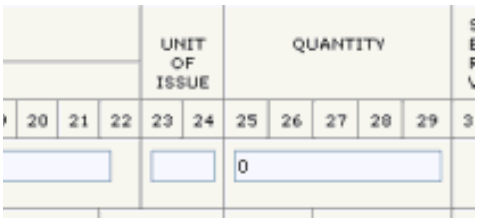
Select Serial Range

Description	Beginning	Ending	Last	SDN UIC	RC/OPTAR
UNIT OPS MILSTRIP	0401	0999	0459	63220	3A/03
MILSTRIP MRE	MRE1	MRE9	MRE1	63220	3G/03

Close

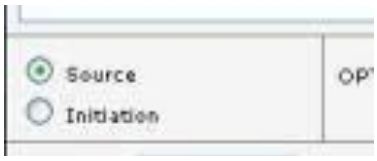
Step 6 Enter the required values in the following fields. **Unit of Issue; Quantity; JON; Source/Initiation; OPTAR Log.** For the **Expense Element** and **OMB Object Class** fields, accept the default values or select a new value from the drop-down list.

a. Unit of Issue and Quantity (Quantity times the unit price will automatically populate the Total Price upon SAVE of the document).



b. JON

c. Source/Initiation



Source or Initiation – Select the applicable radio button.
An Initiation document is created when a requirement is known but funding is not available at the time of creation. Initiation is also used as a draft copy and does not affect available funding (such as the Source document does) and is not exported to the FA or STARS-FL. Since the Initiation document is not exported it can be updated at any time. Once approval is attained it can be changed from Initiation to Source. At this time the document will affect available funding and is exported to STARS-FL.

d. OPTAR Log

Identifies the purposes of the log entry that will be printed on the OPTAR Log, or the name of items being requisitioned.

e. Expense element – Edit if default value is not desired.
f. OMB Object Class – Edit is default value is not desired.

Step 7 If you wish, enter values in the optional fields.

a. DOCUMENT IDENTIFIER

Three-character code identifying the purpose and use of a document (requisition passing action, status card, receipt, or adjustment) in the system to which it pertains.

b. ROUTING IDENTIFIER

A code that represents the address of the intended recipient of the document, denotes the actual consignor of the material, or identifies the supply activity originating the action.

c. M & S

The one-character Media and Status code indicates the recipient of status and the means of transmission.

d. ITEM IDENTIFICATION

NSN/FSCM/PART NUMBER

The first four positions (positions 8 - 11) identify the CAGE (Commercial and Government Entities) code and the remaining positions identify the manufacturer's part number. The CAGE code formerly was known as the FSCM (Federal Supply Code for Manufacturers).

e. SERV DOCUMENT NO. REQUISITIONER

FASTDATA fills in these values on the document. The Service code is from the first position of the DCN while the Document Number Requisitioner is DCN positions 2 - 6.

Date

FASTDATA provides this value, which is DCN positions 7 - 10.

SERIAL

FASTDATA provides this value, which is DCN positions 11 -14.

f. DEMAND

One-character code that indicates future demands on an inventory item.

g. SUPPLEMENTARY ADDRESS

Identifies a UIC as supplementary address information; if left blank on the document, FASTDATA will use the last five positions of the JON for this value.

h. Codes

-FUND CODE

A two-character abbreviation for a line of accounting. Along with the Signal Code and Service Designator Code, the FUND code identifies funds chargeable to a contractual procurement, Navy Stock Fund, and MILSTRIP/MILSTRAP requisitions. This code denotes the funding accounting data applicable to the item being ordered. The first position of Fund Code indicates the Type commander or Bureau Control Number (BCN) to which the item is to be charged. The second position indicates the purpose of the expenditure or obligation.

-DISTRIBUTION CODE

Three-character code that identifies (first position) a monitoring activity, when additional status must be furnished, and (last two positions) an Accounting Code/Cognizance Symbol.

-PROJECT CODE

Three-character code identifying a specific project.

i. PRIORITY

Identifies the combination of the Force Activity Designator and the Urgency of Need Designator.

j. REQUIRED DELIVERY DATE

Contains the Julian date on which the requested work or services must be completed or requested goods must be delivered.

k. ADVICE CODE

Two-character code providing coded instructions to supply source when such instructions are considered essential to supply action; for example, Advice Code 2B would indicate Requested item only will suffice. Do not substitute/interchange.

l. MANUFACTURER'S CODE AND PART NO

A code of up to 40 characters that identifies the manufacturer's part number.

m. MANUFACTURER'S NAME

Three-character code identifying the manufacturer.

n. MANUFACTURER'S CATALOG IDENTIFICATION

A code of up to 40 characters identifying the title, edition, and page number of the catalog for the item ordered.

o. DATE

Identifies the date of the manufacturer's catalog.

p. TECHNICAL INFORMATION

-TECHNICAL ORDER NUMBER

Identifies the Technical Order Number to which the item can be defined.

-TECHNICAL MANUAL NUMBER

A code of up to 25 characters identifying the reference number of the manual in which the ordered item can be found.

q. NAME OF ITEM REQUESTED

Identifies the item being ordered.

r. DESCRIPTION OF ITEM REQUESTED

Describes the item being ordered.

s. COLOR

Identifies the color of the item being ordered.

t. SIZE

Code of up to 24 characters identifying the size of the requested item.

u. END ITEM APPLICATION

Identifies the equipment in which the ordered item will be used.

v. SOURCE OF SUPPLY

Identifies the source from which the ordered item is to be obtained.

w. SPECIFICATIONS

-MAKE

Identifies the make of the equipment in which the ordered item will be used.

-MODEL NUMBER

Identifies the model of the equipment in which the ordered item will be used.

-SERIES

Identifies the series number of the equipment in which the ordered item will be used.

-SERIAL NUMBER

Identifies the serial number of the equipment in which the ordered item will be used.

x. Requisitioner

Up to three lines of address information for the activity requesting the item or service.

y. REMARKS

A description or comment of up to 200 characters.

z. GENERAL INFORMATION

-Local Code

Identifies document types and groupings for reporting purposes.

-Country CD

Identifies the country for purposes of processing the transaction.

-Unit Price

Identifies the cost of the item per unit.

-Total Price

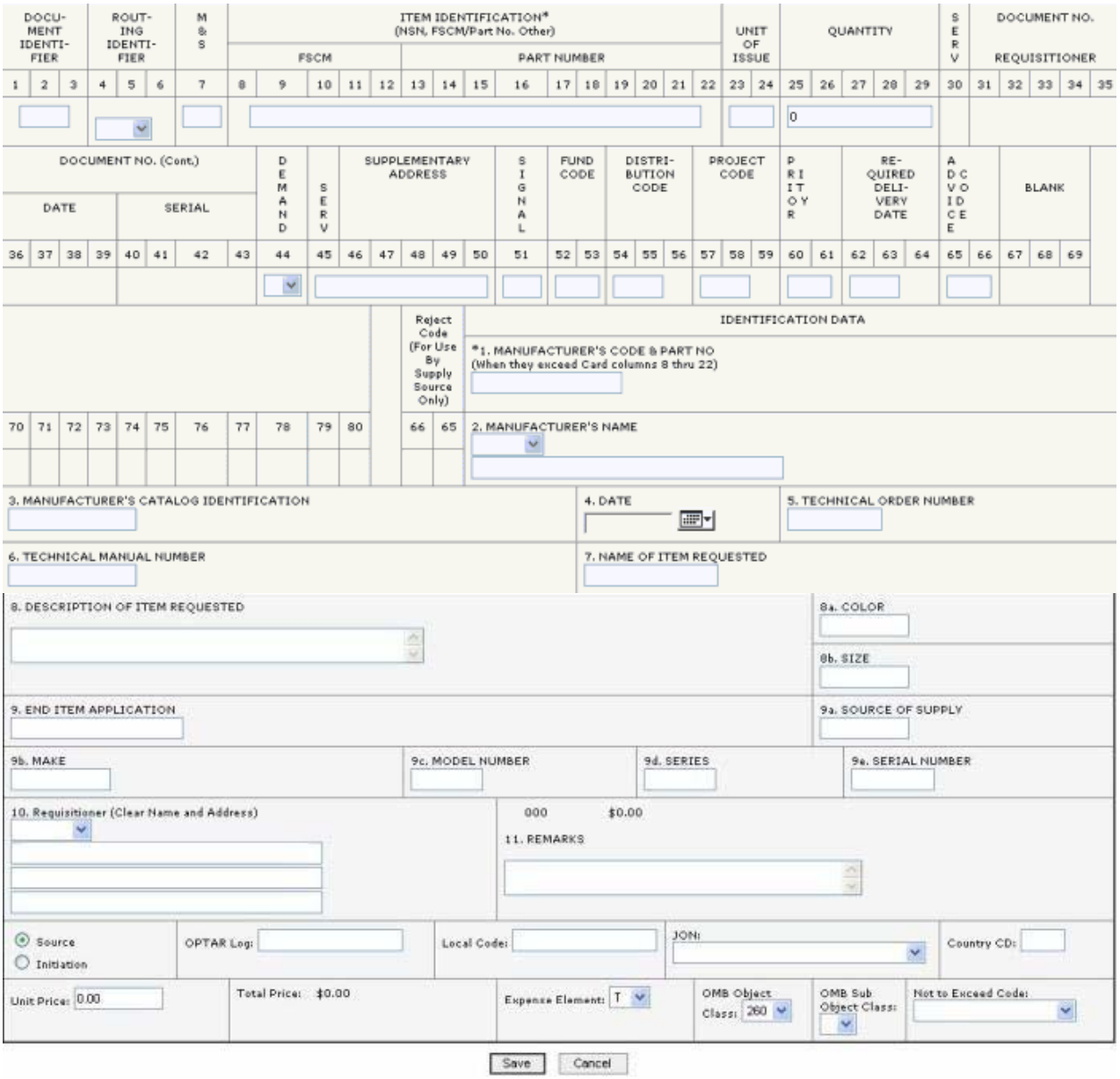
Identifies the total cost.

-OMB Sub Object Class

The OMB Sub Object Class is a four digit code that is a finer division of the OMB Obj Class code. The first three digits are the same as the OMB Obj Class. The last digit will be a numeric character (0-9).

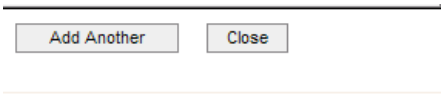
-Not to Exceed Code

Indicates directions for paying the obligation; this code is checked by bill-paying personnel when paying the obligation.



Step 11 Select the **Save** button to save your DD1348-6 Source Document. If you wish to create another document you can select the **"Add Another"** button located at the bottom of the page. This button only appears when the document is in the view after save mode.

This will initiate a new document process for the same document type and subtype. If there is only one serial range for that document type, FASTDATA shall automatically use that serial range when creating the new document. If there is more than one serial range, FASTDATA shall prompt the user to pick a serial range. If you do not wish to create another document select **Close.**

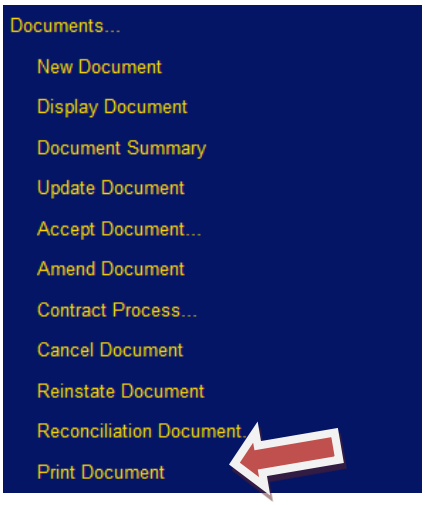


*****If you do not see the document number after SAVE and ADD Another then it has not successfully SAVED the document.**

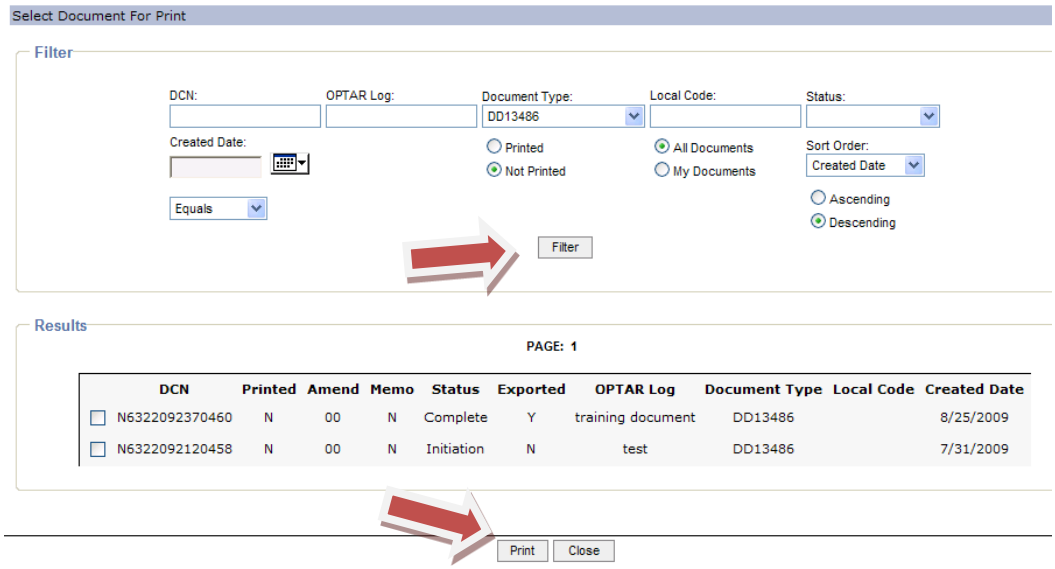
HINT: To view the transactions generated from the creation of the DD1348-6 go to Reports/Transaction History and see the history details and transactions on the document.

Step 12 Print document

Go to Documents/Print Document

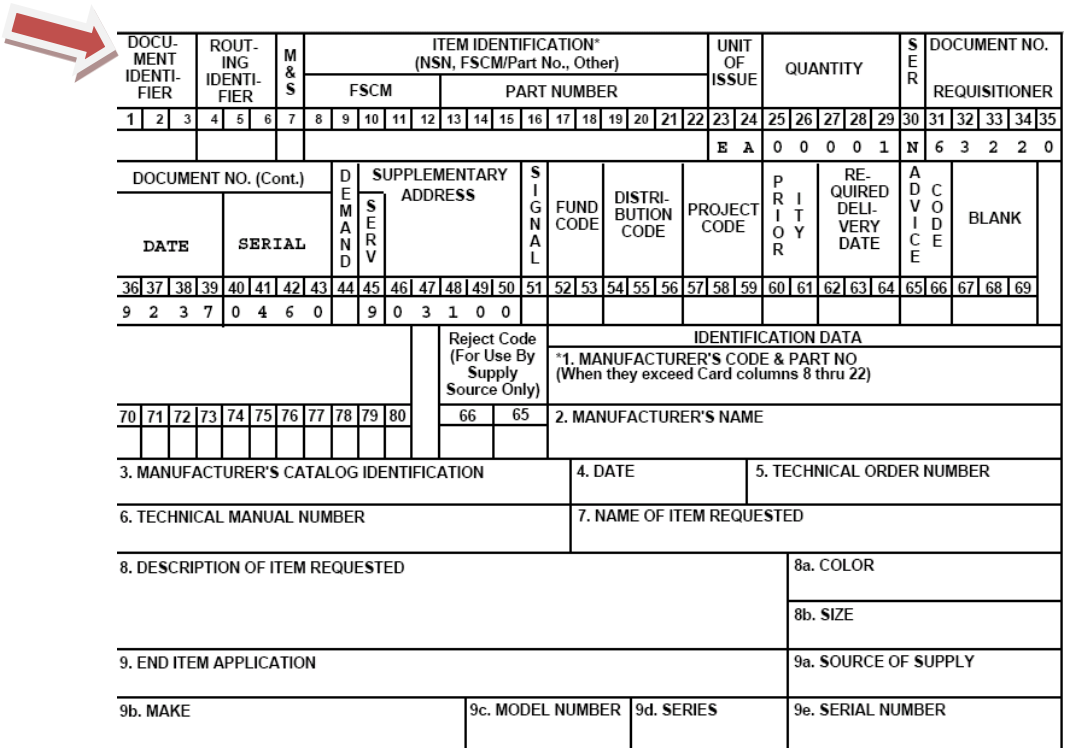


Locate your document using the FILTER feature on the top or put a check mark in the box by the document itself if it is showing on the list of documents. The newest documents will appear on the top of the list.



Put a check mark in the document you wish to print.
Click on Print button.

Document will appear on screen and you can select File/print.



Questions

What is the DD1348-6 used for?

What are the elements that must exist prior to creating a DD1348-6?

What are the steps necessary to establish a DD1348-6?

Describe the life-cycle of the transactions for the DD1348-6.

Practice

To prepare for Hurricane Season, twenty special batteries are required to be ordered for the emergency lighting in the administration building. The part number must match with existing batteries and can't be a substitute.

Introduction

This lesson will illustrate the steps required to perform contract process on the DD1348-6 DoD Single Line Item Requisition System Document (Manual - Long Form) document. Contract Process is executed once the contract documentation is received back from FISC or the Contracting Office and needs to be performed in order to convert the commitment to an obligation.

Objectives

Define the Contract Process of the DD1348-6.

Identify the elements that must exist prior to contract process of the DD1348-6.

Outline the steps necessary to Perform, Edit, and View contract process of the DD1348-6.

Describe the life-cycle of the transactions for contract process of the DD1348-6.

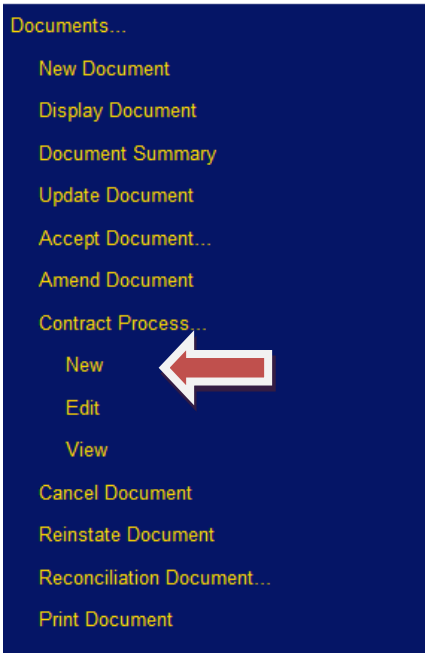
Lesson

Use the New Contract section to create a new contract for an existing source or memo **NC2276, NC2276A, DD1348-6** (if not crossed to a supply system), **DD1149**, or **DD448** (category 2) transaction.

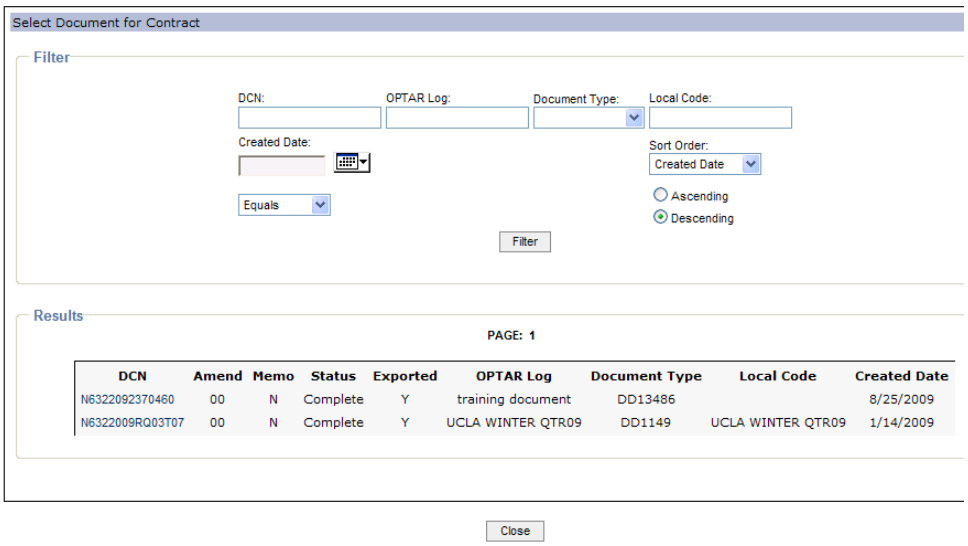
User access to enter contracts is defined at the System Administrator level. The contract process affects the OPTAR's status of funds if the contract amount differs from the commitment amount. When entering a contract number with **A**, **G**, or **H** in the ninth position, you must enter a value for DO/BPA. You must enter a value for Contract Amount if the Contract Partial value is Partial.

SPS sites cannot create a new contract for a document until all amendments to the document have been exported to SPS. When you create a new contract, FASTDATA establishes an obligation transaction with the amount (s) from the contract. An obligation transaction and its associated contract number are included in FA export to STARS-FL. You can only enter a contract for the portion of a DD448 document that was accepted as direct. Before you can post a contract for an NC2276 document with a value greater than $25,000, you must first accept the NC2276.

Step 1 Select Documents/Contract Process
Options will be NEW/Edit/View
Select NEW

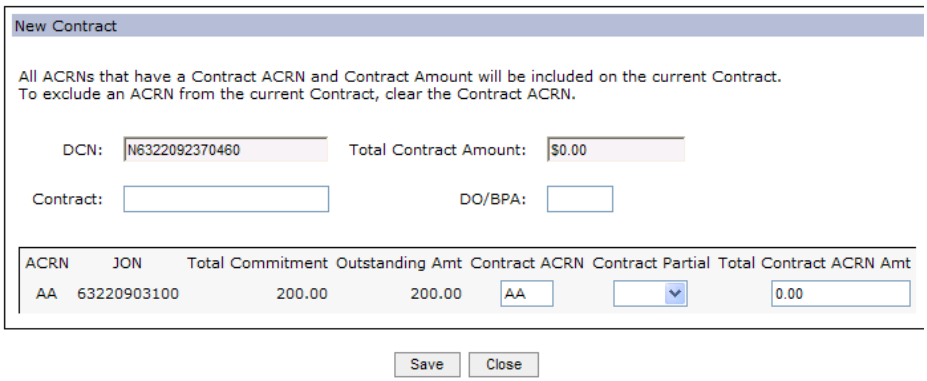


Step 2 Filter documents to locate DD1348-6 to be contracted if not visible on the main screen.



Step 3 Documents - New Contract screen appears

The contract process will create the obligation transaction that will flow to STARS-FL and liquidate part or all of the total commitment field in STARS-FL. The outstanding amount field will show the difference of the total commitment of the ACRN and the amount that was not contracted in the contract amount field. If the total committed and the contract amount entered match the contract partial/final indicator should be set to FINAL.



Fields on the New Contract screen:

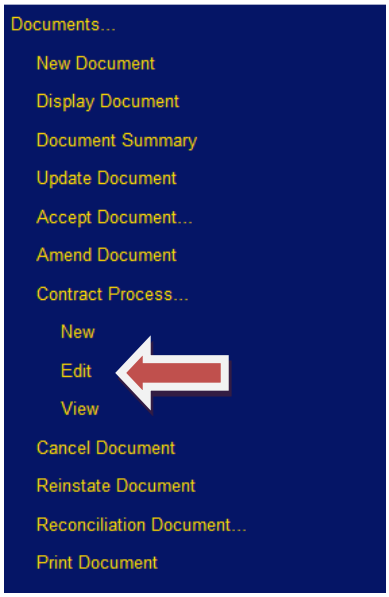
- **DCN -** Identifies the document control number (DCN).
- **Total Contract Amount -** Identifies the total of all contracted amounts of the listed ACRN's.
- **Contract -** Identifies the contract. A value is required.
- **DO/BPA -** Identifies a call to a Delivery Order or Blanket Purchase Agreement for an indefinite delivery type contract. A value is required if the contract number contains **A**, **G**, or **H** in the ninth position.
- **ACRN -** The Accounting Classification Reference Number (ACRN) identifies each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing.
- **JON -** Identifies the 11-position job order number that identifies an accounting transaction.
- **Total Commitment -** Identifies the outstanding amount on the document.
- **Outstanding Amount -** When the Contract Partial value is **Partial**, this amount is the difference between the Total Commitment and the Contract Amount. When you enter a value of **Final** in the Contract Partial field, this value changes to zero (**0**).
- **Contract ACRN -** Identifies the contract ACRN.
- **Contract Partial -** Indicates whether the obligation is to be fully or partially liquidated when processing receipts or expenditures. You must select either Partial or Final when entering a contract.
- **Contract Amt -** Identifies the contracted amount to date of the ACRN on a document. A value greater than zero (0) is required if the Contract Partial value is **Partial**.

Save - Accepts your entries and creates the contract.

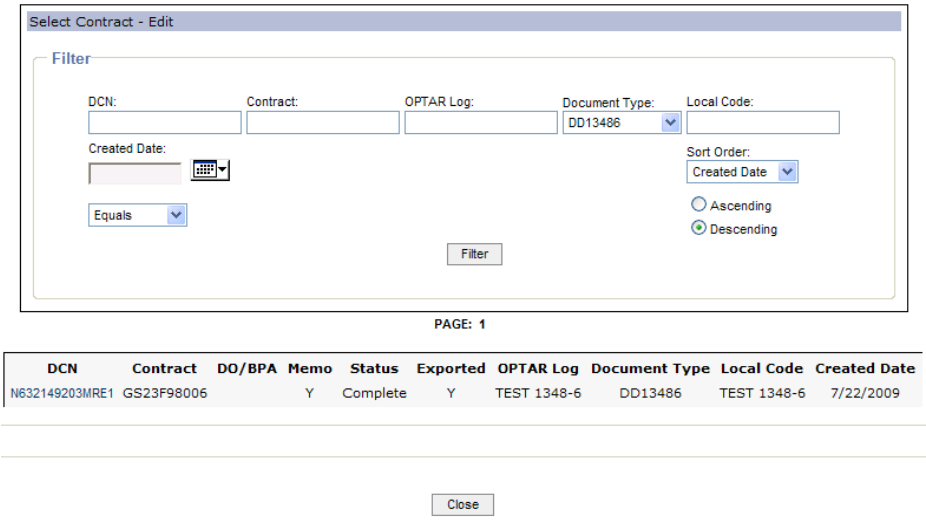
Close - Closes the New Contract page.

HINT: View the Transaction History report to see the CM and AO now recorded on the DD1348-6 document.

Step 4 Documents/Contract process/ EDIT

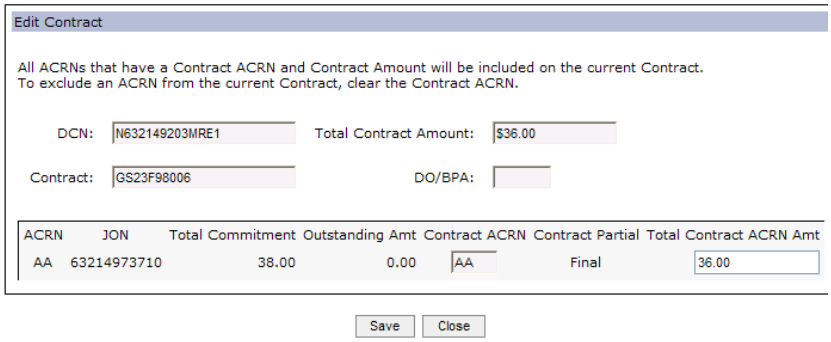


Use the Edit Contract page to modify an existing contract for an **NC2276, NC2276A** (Direct Cite) **DD1348-6**, **DD1149,** or **DD448** (category 2) source or memo transaction. You cannot edit a final contract that has been exported to STARS-FL and is for a source NC2276, NC2276A (Direct Cite) or DD448 (category 2). SPS sites cannot create or edit a contract unless all amendments to the document have been exported to SPS. At the Document menu select Contract Process and then Edit. When the Select Contract - Edit page opens, select the desired contract.



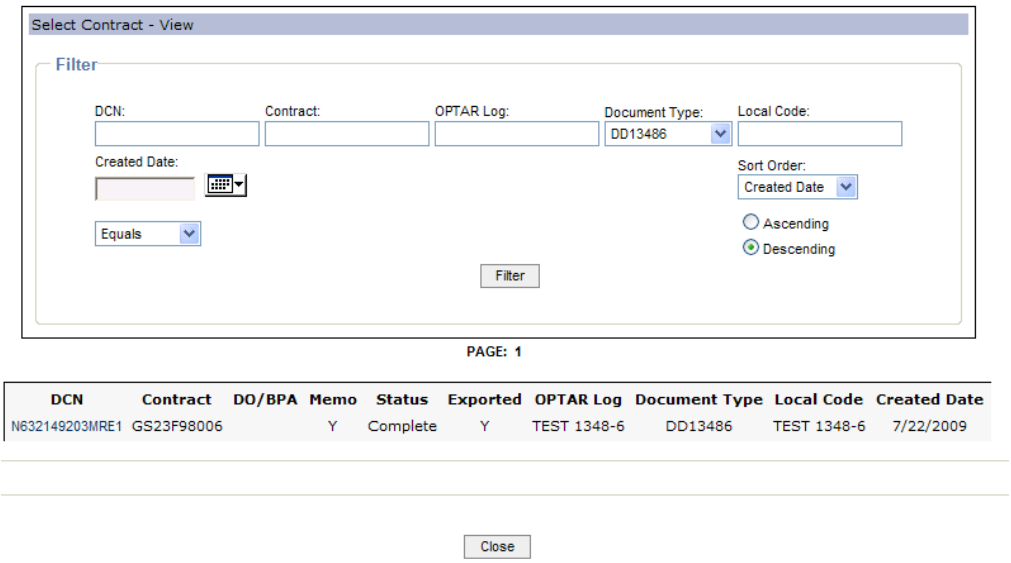
Use the filter to locate your document available for contract process edit if it is not visible on the screen.

Edit contract box will appear showing the data fields that are open for edit. It will be determined by whether the transaction has been exported, and if it was final or partial as to which fields are available for edit. Once changes are made select SAVE and then Close to exit.

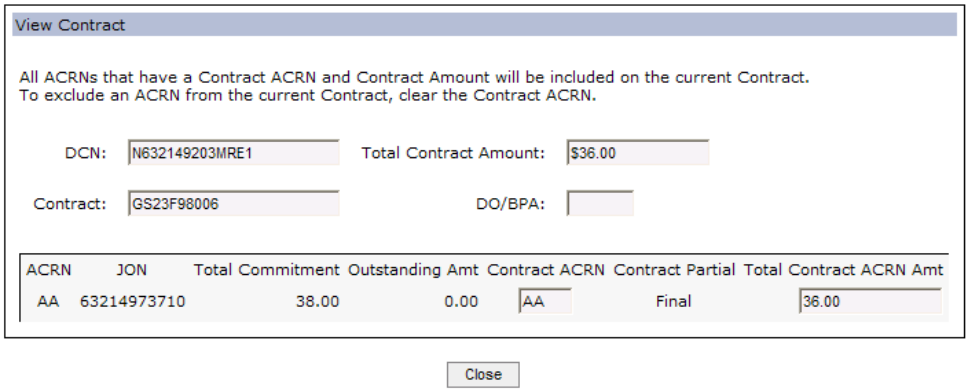


Step 5 Documents/Contract process/ VIEW

Use this function to select the contract you wish to view. Your access to documents is defined at the System Administrator level. You can locate the desired document using the search features of the page and FILTER. To change the order of the listed documents, use the page's sort features. Click on the DCN once you have identified the one you wish to VIEW.



Select the desired document to view. Close to exit.


View Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N632149203MRE1 Total Contract Amount: $36.00

Contract: GS23F98006 DO/BPA:

ACRN	JON	Total Commitment	Outstanding Amt	Contract ACRN	Contract Partial	Total Contract ACRN Amt
AA	63214973710	38.00	0.00	AA	Final	36.00

Close

Questions

What occurs when the Contract Process of the DD1348-6 is performed?

What elements that must exist prior to contract process of the DD1348-6?

What are the steps necessary to Perform, Edit, and View contract process of the DD1348-6?

What is the life-cycle of the transactions for contract process of the DD1348-6?

Practice

The Contracting Office accepted the contract requirements and was able to purchase the twenty special batteries for the emergency lighting in the administration building. The part numbers were found as an exact match with existing batteries. The price matched the estimated amount.

Introduction

This lesson will describe the purpose of the DD Form 1149 Requisition and Invoice/Shipping document. Illustrations will be provided for the creation and contract process of the DD Form 1149.

Objectives

Learn the purpose and life cycle of the DD Form 1149.

Learn how to create a DD Form 1149.

Learn the steps required to amend an existing DD Form 1149.

Learn about the contract process and its impacts on the transactions.

Introduction

This lesson will describe the purpose of the DD Form 1149 Requisition and Invoice/Shipping document. The full life cycle of the document will be discussed.

Objectives

Define the purpose of the DD Form 1149 Requisition and Invoice/Shipping document.

Identify the types of transactions associated to a DD Form 1149 Requisition and Invoice/Shipping document.

Determine the required elements when recording a training event using the form.

Lesson

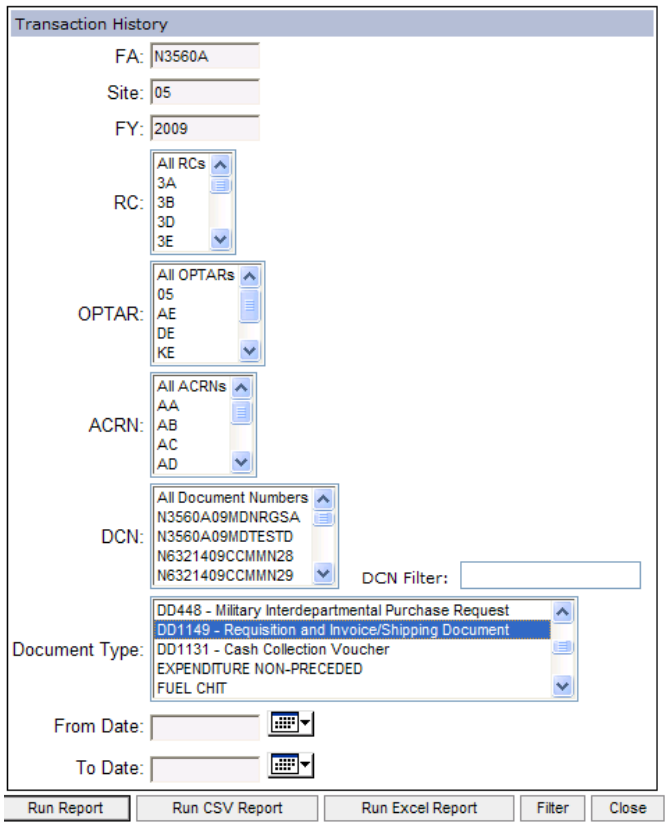
The primary purpose of the information collected on the DD Form 1149, Requisition and Invoice/Shipping Document, is to request a procurement. Usage, completion and distribution of DD Form 1149 are available in DoD 4161.2-M, Appendix 5. For a DD Form 1149, the ninth and tenth positions of the DCN are **RQ** or the DD1149 can be a **MILSTRIP** document number.

Creation of the DD Form 1149 in FASTDATA generates commitment transactions (915) that are transmitted to STARS/FL. A funding validation check is performed at the time the DD Form 1149 is created to make sure that there are sufficient funds in the OPTAR to support the requirement. The contract process must be recorded in FASTDATA to move the commitment into an obligation (540) transaction. Contract process will generate an obligation equal to the amount of the commitment if the contracted amount matches the commitment amount. The DD Form 1149 is not an amendable document. A receipt may be posted against the document but caution must be paid as the invoice may have already paid and the expenditure recorded.

***When creating this document during the Outyear this document will not provide a system assigned document sequentially. Since it can be used as a standard document number or a MILSTRIP document the box will appear and user will have to type in the sequential document number to be saved in as the document number, same as the GSA document type. Once it is no longer in the Outyear, the system assigned serial range will appear to select and assign the next document number available.

To view the transactions throughout the life cycle of the document, go to Reports/Transaction History.

Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.



Transaction History Report

Filter: AND SITE IN ('05') AND DOC TYPE IN ('D8')

FA: N3560A **Site: 05** **RC: 3A** **OPTAR: 05**

DCN: N6321409RQ05035

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Doc Sta
AA	N6321409M0001	AA		63214905100	Q	252			DD1149	00		Co

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	07/22/2009 08:34:45	1	$182.00	00	I		Created By Database User ID=BFPE45305;
Y	AO	07/30/2009 09:52:02	1	$180.00	00	I		Created By Database User ID=BFPE45305;Updated By Database Use

DCN: N6321409RQ05043

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Doc Sta
AA	GS23F98006	AA		63214905100	Q	252			DD1149	00		Co

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	07/22/2009 09:41:08	5	$40.00	00	I		Created By Database User ID=BFPE45305;
Y	AO	07/22/2009 09:41:43	0	$38.00	00	I		Contract Number: GS23F98006; Contract ACRN: AA;Created By Datab

FA: N3560A **Site: 05** **RC: 3B** **OPTAR: DE**

The following chart illustrates the transaction flow as the document progresses through it's life cycle. A commitment transaction is established when the document is created. The contract information is entered once the FISC or contracting office has returned the contract details. It is the contract process that will convert the commitment into an obligation. Receipts can be entered but are optional. Once the invoice is paid, an expenditure is recorded to close out the document.

DD1149 Requisition and Invoice/Shipping

	Commitment	Obligation	Accounts Payable	Disbursement
STARS/FL	915	540	510	610
FASTDATA	CM	AO, AD, AR	RG, RP	EV
Creation				
Contracted				
Optional Receipt				
Invoice Payment				

This life cycle has been simplified and assumes that a final invoice payment has been recorded. Adjusting transactions may need to be recorded in both STARS and FASTDATA to actually close out the document.

Questions

What is the purpose of the DD Form 1149 Requisition and Invoice/Shipping document?

What types of transactions are generated when establishing a DD Form 1149 Requisition and Invoice/Shipping document?

What are the life cycle events of the DD Form 1149 document?

Introduction

This lesson will illustrate the steps required to create a DD Form 1149 Requisition and Invoice/Shipping Document. This document is used as a request for procurement and will record a commitment when created.

Objectives

Define the DD Form 1149.

Describe the elements that must exist prior to creating a DD Form 1149.

Outline the steps necessary to establish a DD Form 1149.

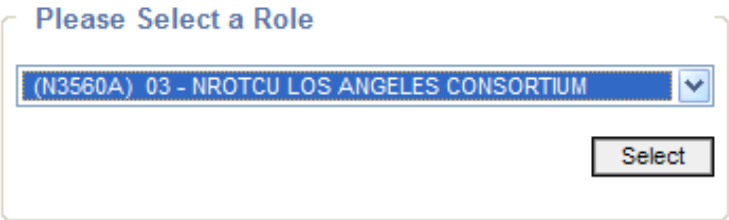
Describe the life-cycle of the transactions for the DD Form 1149.

Lesson

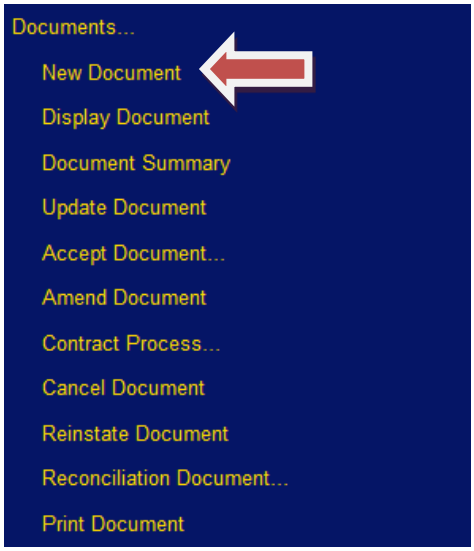
Use DD Form 1149, Requisition and Invoice/Shipping Document, to request a procurement. Resulting transactions are recorded as commitments when included in the FA's export to STARSFL. Other File menu document processes available for the DD1149 include Contract, Receipt, Expenditure, Cancel, and Reinstate. When adding a new source DD1149, you must enter at least one line item.

Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

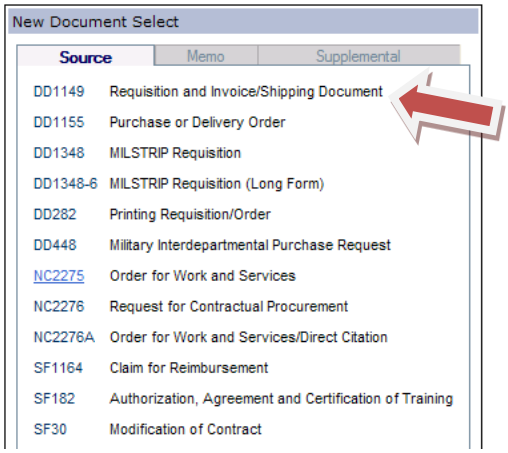
Step 2 Please select a Role – drop down arrow – select your Site you are creating a document in.



Step 3 Select Documents/New Document.

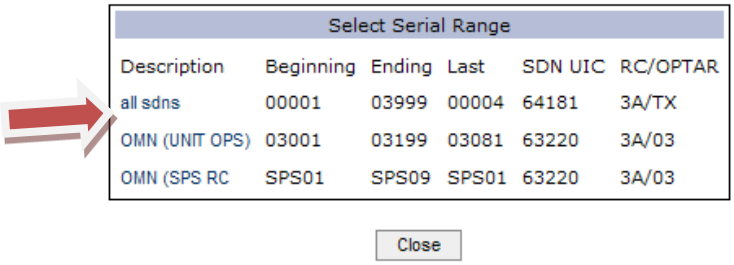


Step 4 Select DD Form 1149.



Step 5 Select serial range if the FA has provided more than one set of serial ranges for you to use on DD1149s. If only one serial range for DD1149 exists then you will go directly into the document to be created.

***When creating this document during the Outyear this document will not provide a system assigned document sequentially. Since it can be used as a standard document number or a MILSTRIP document the box will appear and user will have to type in the sequential document number to be saved in as the document number, same as the GSA document type. Once it is no longer in the Outyear, the system assigned serial range will appear to select and assign the next document number available.

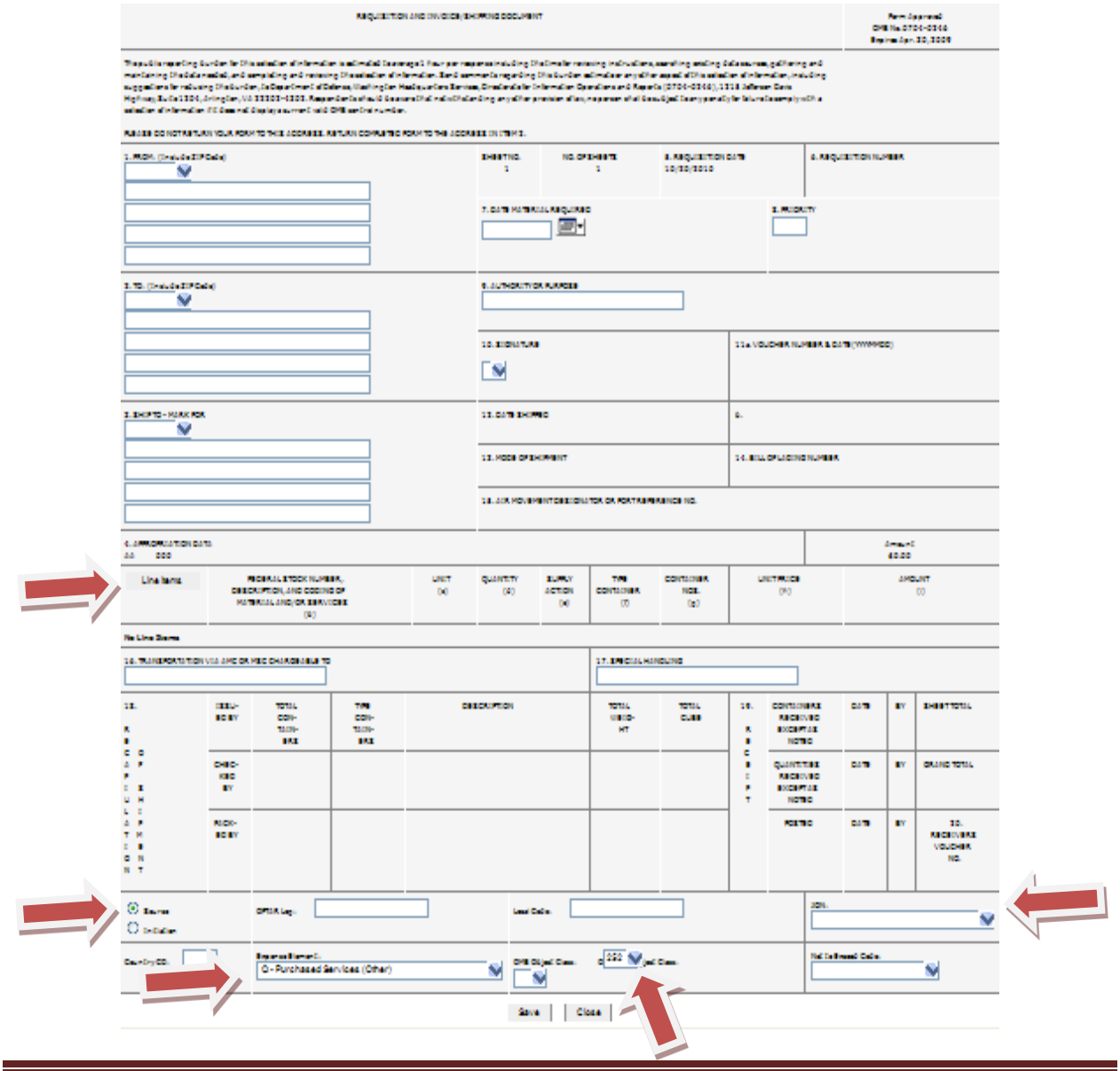


Select Serial Range

Description	Beginning	Ending	Last	SDN UIC	RC/OPTAR
all sdns	00001	03999	00004	64181	3A/TX
OMN (UNIT OPS)	03001	03199	03081	63220	3A/03
OMN (SPS RC	SPS01	SPS09	SPS01	63220	3A/03

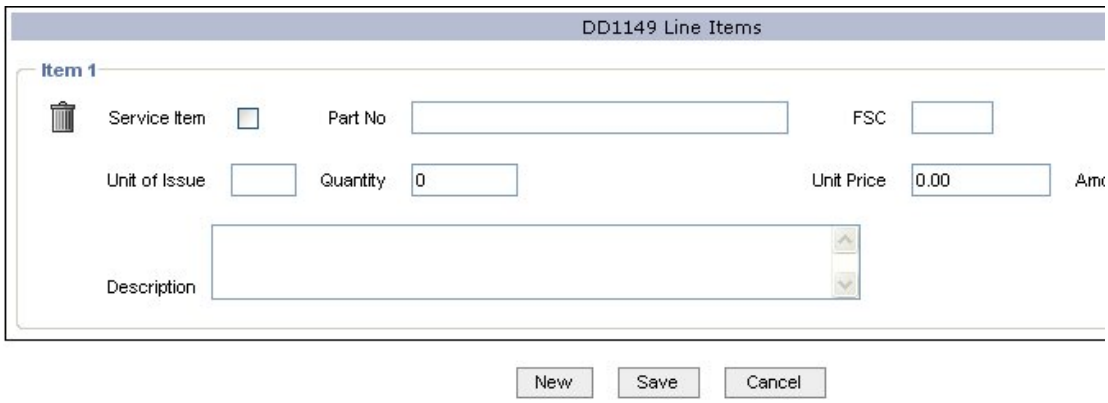
Close

Step 6 When the DD1149 Source Document template opens, enter values for the following required fields for FASTDATA to allow document to be SAVED. **Line Item; JON; Expense Element; OMB Object Class; Souce/Initiation; OPTAR Log.**



Step 7 Add Line Items block 4 for non SPS/SPS Sites

Use this page to add a new line item to the source DD1149. Select the Line Item button located in the Appropriation section of the source document. At the Line Item page select New. A new Line Item template will appear with the next sequential Line Item number assigned. Enter the necessary data and select the Save button. You must enter values greater than zero for Quantity and Unit Price or you must enter a value greater than zero (0) for Amount. When adding a new DD1149 line item for an SPS site, some values are required that are optional for non-SPS sites. **New in the web – when you enter the quantity and the Unit price, then tab out of that field it will not reflect the Total Amount until you SAVE the line item. Then it will compute the total and will be visible in the line item.**



- **Item # -** System-generated sequential number for a particular document line item.
- **Delete Icon -** Select this icon to delete a previously entered line item. DD1149's require a minimum of one line item.
- **Service Item -** A checkmark in this box indicates the DD1149 is for the procurement of a service.
- **Part No -** Identifies the part number of the item being ordered. When adding a DD1149 line item for an SPS site, a value is required if the Service Item check box is not checked. **(Required for SPS site)**
- **FSC (Federal Supply Class) -** Identifies the first four positions of a National Stock Number (NSN). When adding an DD1149 line item for an SPS site, a value is required if the Service Item check box is not checked.
- **Unit of Issue -** Identifies the standard of measurement to determine quantity. A value is required for SPS sites. **(Required for SPS site)**
- **Quantity -** Identifies the number of items ordered.
- **Unit Price -** Identifies the cost of the item per unit. You must enter a value for **Unit Price** if you entered a value for **Quantity**.

Amount - Identifies the amount for the document line item; if you did not enter values for **Quantity** and **Unit Price**, you must enter a value for **Amount**.

Description - Describes the document line item. **When inserting a WAWF clause or other copy/pasted information into the description block there is a limit to the amount of characters on the continuation page. If an ORA – buffer string error occurs when saving the document there may have been page breaks and extra lines added in the cut/paste process. Editing of the data will be required to conserve on space in order to save the document.**

New - Displays the template for a new line item if required.

Save - Saves your entries on the New Line Item for DD1149 page. If close is done before SAVE the line item information will be lost.

Close - Closes the New Line Item for DD1149 page.

Step 9 Add values to optional fields as desired.

- Block one – use the drop down arrow to select the appropriate FROM address. If it is not visible in the list, create a 5 digit (alpha/numeric) code to identify the address and type it in. Once document is saved it will prompt to save the address as well.
- Block two – use the drop down arrow to select the appropriate TO address. If it is not visible in the list, create a 5 digit (alpha/numeric) code to identify the address and type it in. Once document is saved it will prompt to save the address as well.
- Block three – use the drop down arrow to select the appropriate SHIP TO: MARK FOR address. If it is not visible in the list, create a 5 digit (alpha/numeric) code to identify the address and type it in. Once document is saved it will prompt to save the address as well.
- Block six – the requisition number will automatically be entered in this field once the document is successfully saved.
- Block eight – priority code is optional if used, fill in the proper code.
- Block nine – the authority or purpose of the request is optional and can be included in this block.
- Block ten – authorized signature.

Step 10 Source or Initiation – Select the applicable radio button.
An Initiation document is created when a requirement is known but funding is not available at the time of creation. This document does not affect available funding (such as the Source document does) and is not exported to STARS-FL. The Initiation document is not exported, and can be **updated** at any time. Once approval is attained it can be changed from Initiation to Source. At this time the document will affect available funding and is exported to STARS-FL. This is like a DRAFT copy and states it on the bottom of the printed Initiation documents.

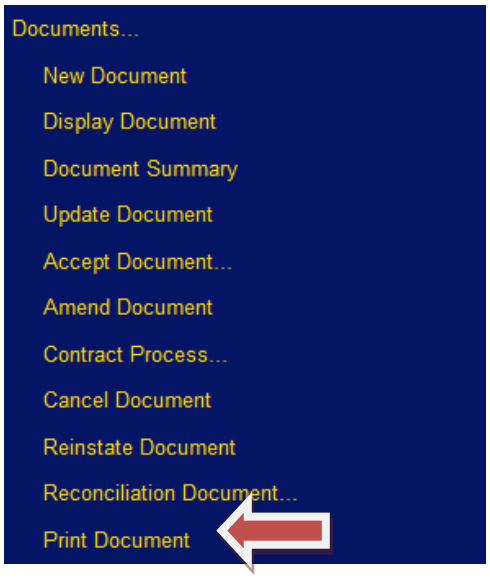
Step 11 Select **Save** to save your document. If you wish to create another document you can select the **"Add Another"** that appears when the document is in the view after save mode. This will initiate a new document process for the same document type and subtype. Select **Close** to return to select Document menu

*****If the user DOES NOT see the new document number created appear upon SAVE, or does not see the ADD ANOTHER button at the bottom of the document – the SAVE was not completed for the document. Selecting CLOSE before the document number appears and the ADD ANOTHER shows will lose your data and the document will not be found.**

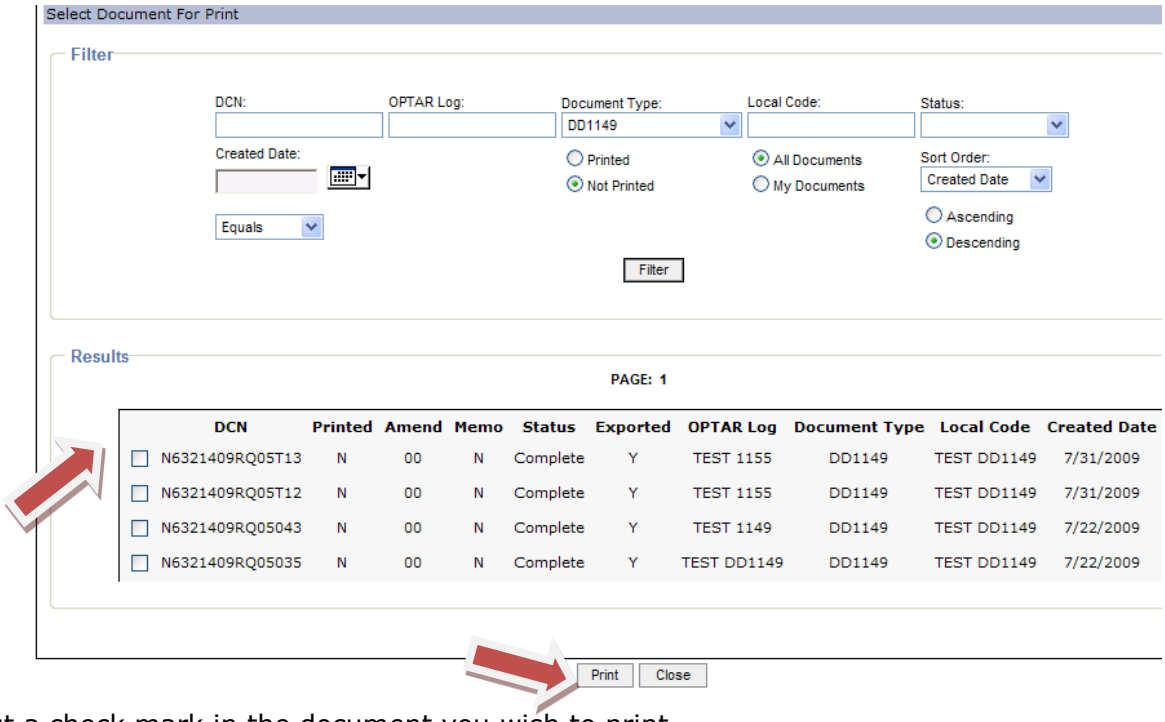
HINT: To view the transactions generated from the creation of the DD Form 1149 go to Reports/Transaction History and see the history details and transactions on the document.

Step 12 Print document

Go to Documents/Print Document

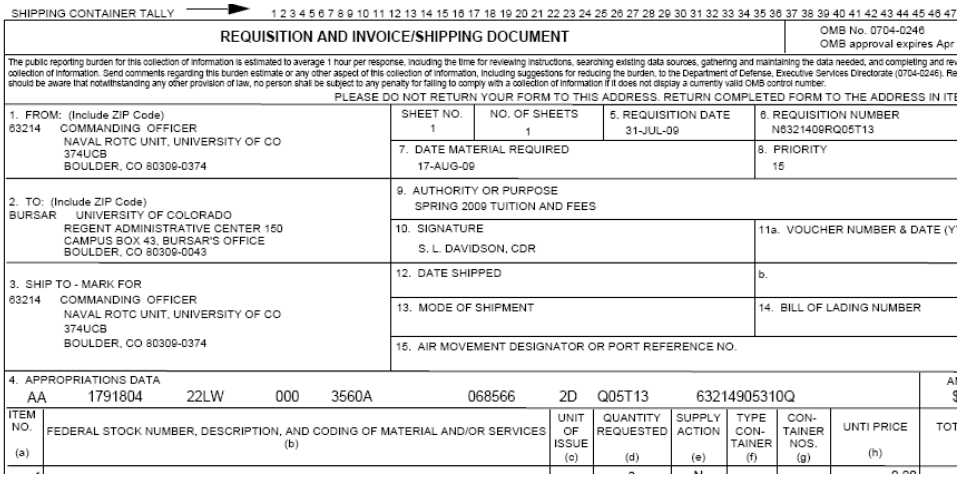


Locate your document using the FILTER feature on the top or put a check mark in the box by the document itself if it is showing on the list of documents. The newest documents will appear on the top of the list.



Put a check mark in the document you wish to print.
Click on Print button.

Document will appear on screen and you can select File/print. If you have a continuation page it will also print with the document.



SHIPPING CONTAINER TALLY 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

REQUISITION AND INVOICE/SHIPPING DOCUMENT

OMB No. 0704-0246
OMB approval expires Apr

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and rev collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0246). Re should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITE

1. FROM: (Include ZIP Code)
63214 COMMANDING OFFICER
NAVAL ROTC UNIT, UNIVERSITY OF CO
374UCB
BOULDER, CO 80309-0374

SHEET NO. 1 | NO. OF SHEETS 1 | 5. REQUISITION DATE 31-JUL-09 | 6. REQUISITION NUMBER N6321409RQ05T13

7. DATE MATERIAL REQUIRED 17-AUG-09 | 8. PRIORITY 15

2. TO: (Include ZIP Code)
BURSAR UNIVERSITY OF COLORADO
REGENT ADMINISTRATIVE CENTER 150
CAMPUS BOX 43, BURSAR'S OFFICE
BOULDER, CO 80309-0043

9. AUTHORITY OR PURPOSE
SPRING 2009 TUITION AND FEES

10. SIGNATURE
S. L. DAVIDSON, CDR

11a. VOUCHER NUMBER & DATE (Y

3. SHIP TO - MARK FOR
63214 COMMANDING OFFICER
NAVAL ROTC UNIT, UNIVERSITY OF CO
374UCB
BOULDER, CO 80309-0374

12. DATE SHIPPED | b.

13. MODE OF SHIPMENT | 14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATIONS DATA
AA 1791804 22LW 000 3560A 068566 2D Q05T13 63214905310Q

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNTI PRICE (h)	TOT

Questions

What is the DD Form 1149 used for?

What are the elements that must exist prior to creating a DD Form 1149?

What are the steps necessary to establish a DD Form 1149?

Describe the life-cycle of the transactions for the DD Form 1149.

Practice

A training class is going to be conducted at the command and you need to supply 25 white binders with display pockets in the front of the binder.

Introduction

This lesson will illustrate the steps required to perform contract process on the DD Form 1149, Requisition and Invoice/Shipping document. Contract Process is executed once the contract documentation is received back from FISC or the Contracting Office and needs to be performed in order to convert the commitment to an obligation.

Objectives

Define the Contract Process of the DD Form 1149.

Describe the elements that must exist prior to contract process of the DD 1149.

Outline the steps necessary to Perform, Edit, and View contract process of the DD From 1149.

Describe the life-cycle of the transactions for contract process of the DD Form 1149.

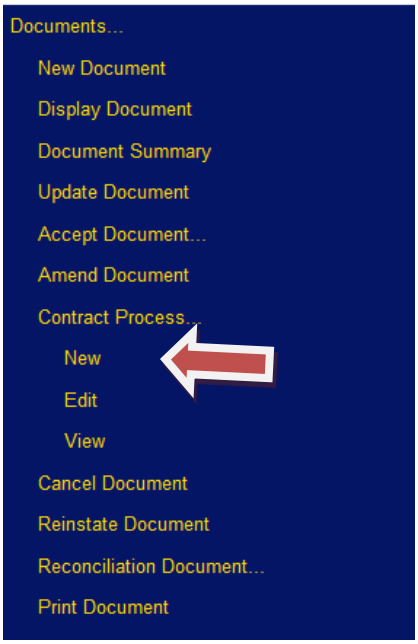
Lesson

Use the New Contract section to create a new contract for an existing source or memo **NC2276, NC2276A, DD1348-6** (if not crossed to a supply system), **DD1149**, or **DD448** (category 2) transaction.

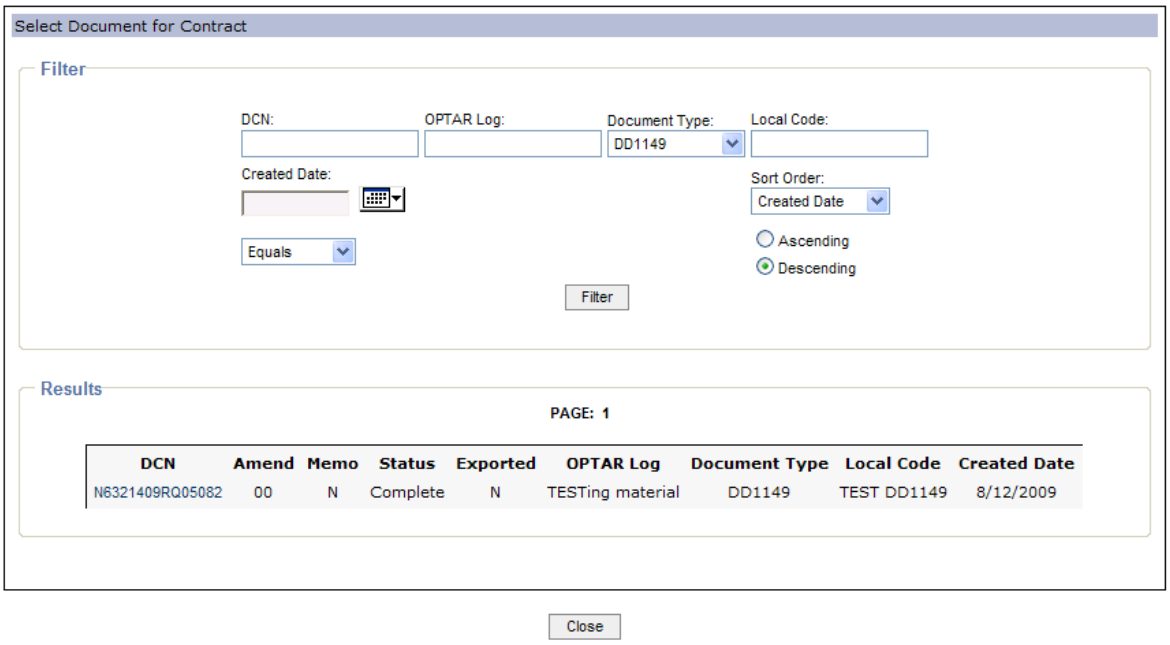
User access to enter contracts is defined at the System Administrator level. The contract process affects the OPTAR's status of funds if the contract amount differs from the commitment amount. When entering a contract number with **A**, **G**, or **H** in the ninth position, you must enter a value for DO/BPA. You must enter a value for Contract Amount if the Contract Partial value is Partial.

Contract process needs to be completed prior to receipts or expenditures posting to the document and should be done before credit card XREF is performed on the document. If the FISC uses an SPS interface file to obligate contracts in STARS-FL, then the SPS interface file will import to FASTDATA and will perform the contract process to obligate the document. In that case, contract process should not be done as it will double obligate the funds in FASTDATA and STARS-FL.

Step 1 Select Documents/Contract Process
Options will be NEW/Edit/View
Select NEW

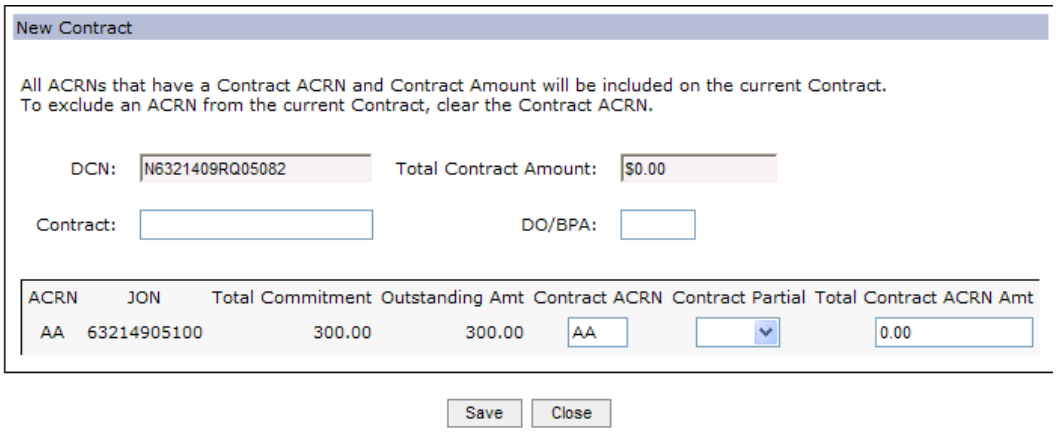


Step 2 Filter documents to locate DD1149 to be contracted if not visible on the main screen.



Step 3 Documents - New Contract screen appears

The contract process will create the obligation transaction that will flow to STARS-FL and liquidate part or all, of the total commitment field in STARS-FL. The outstanding amount field will show the difference of the total commitment of the ACRN and the amount that was not contracted in the contract amount field. If the total committed and the contract amount entered match, the contract partial/final indicator should be set to FINAL. Since the DD1149 can't be amended, if the contract amount is less than or greater than the basic amount, the Contract set to FINAL will compute the difference and create the adjusting entries for FASTDATA and also for STARS-FL.



Fields on the New Contract screen:

- **DCN -** Identifies the document control number (DCN).
- **Total Contract Amount -** Identifies the total of all contracted amounts of the listed ACRN's.
- **Contract -** Identifies the contract. A value is required.
- **DO/BPA -** Identifies a call to a Delivery Order or Blanket Purchase Agreement for an indefinite delivery type contract. A value is required if the contract number contains **A**, **G**, or **H** in the ninth position.
- **ACRN -** The Accounting Classification Reference Number (ACRN) identifies each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing.
- **JON -** Identifies the 11-position job order number that identifies an accounting transaction.
- **Total Commitment -** Identifies the outstanding amount on the document.
- **Outstanding Amount -** When the Contract Partial value is **Partial**, this amount is the difference between the Total Commitment and the Contract Amount. When you enter a value of **Final** in the Contract Partial field, this value changes to zero (**0**).
- **Contract ACRN -** Identifies the contract ACRN.
- **Contract Partial -** Indicates whether the commitment is to be fully or partially liquidated when processing the obligation. You must select either Partial or Final when entering a contract.

- **Contract Amt -** Identifies the contracted amount to date of the ACRN on a document. A value greater than zero (0) is required if the Contract Partial value is **Partial**.

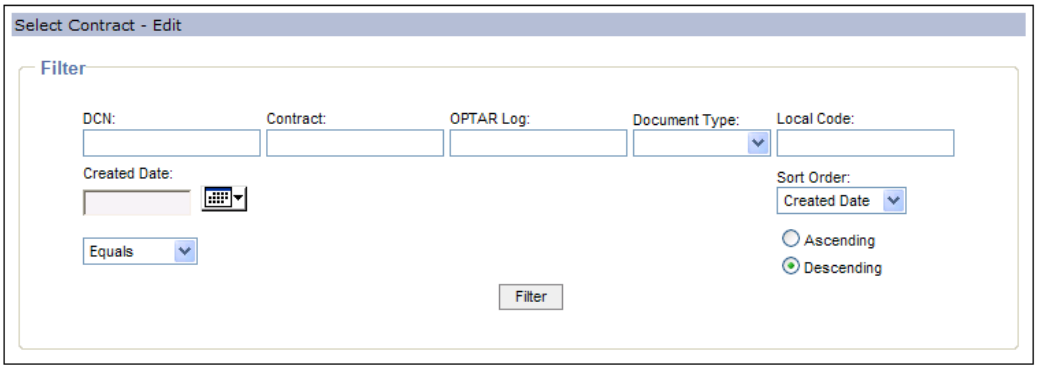
Save - Accepts your entries and creates the contract.

Close - Closes the New Contract page.

HINT: View the Transaction History report to see the CM and AO now recorded on the DD1149 document.

Step 4 Documents/Contract process/ EDIT

Use the Edit Contract page to modify an existing contract for an **NC2276, NC2276A** (Direct Cite) **DD1348-6**, **DD1149,** or **DD448** (category 2) source or memo transaction. You cannot edit a final contract that has been exported to STARS-FL and is for a source NC2276, NC2276A (Direct Cite) or DD448 (category 2). SPS sites cannot create or edit a contract unless all amendments to the document have been exported to SPS. At the Document menu select Contract Process and then Edit. When the Select Contract - Edit page opens, select the desired contract.



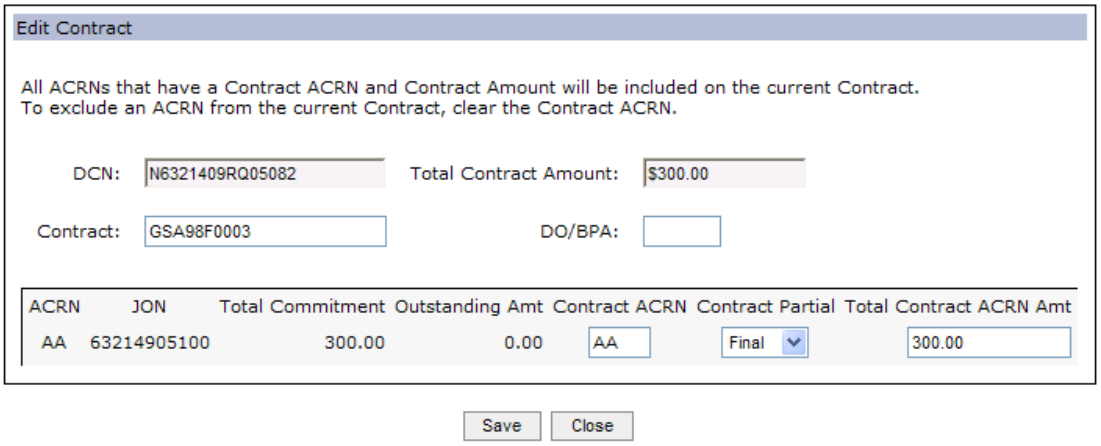
PAGE: 1 2 3 4 5 6 7 >>

DCN	Contract	DO/BPA	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6321409RQ05082	GSA98F0003		N	Complete	Y	TESTing material	DD1149	TEST DD1149	8/12/2009
N6321409RC05081	GS23F98033		N	Accepted	Y	TEST 1155	NC2276	TEST 1155	7/31/2009
N6321409RC05081	GS23F98011		N	Accepted	Y	TEST 1155	NC2276	TEST 1155	7/31/2009
N6321409RC05080	GS23F98011	B002	N	Accepted	Y	TEST 1155	NC2276	TEST 1155	7/31/2009
N6321409RC05071	GS23F98001		N	Complete	Y	TEST MULTIPIIN	NC2276	TEST MULTIPIIN	7/30/2009
N6321409RC05071	GS23F98006	A001	N	Complete	Y	TEST MULTIPIIN	NC2276	TEST MULTIPIIN	7/30/2009
N6321409RC05070	GS23F98800		N	Accepted	Y	SPS INTERFACE TES	NC2276	TEST MULTIPIIN	7/30/2009
N6321409RC05070	GS23F98006	B038	N	Accepted	Y	SPS INTERFACE TES	NC2276	TEST MULTIPIIN	7/30/2009
N6321409RC05069	GS23F98008		N	Accepted	Y	TEST MULTIPIIN	NC2276	TEST MULTIPIIN	7/30/2009
N6321409RC05069	GS23F98006	B001	N	Accepted	Y	TEST MULTIPIIN	NC2276	TEST MULTIPIIN	7/30/2009

Close

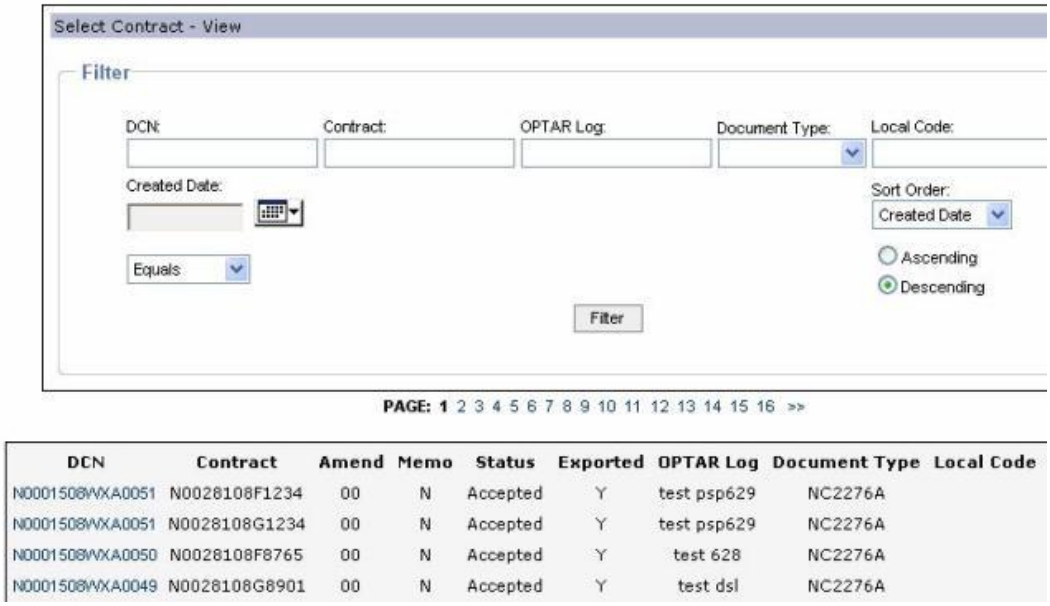
Use the filter to locate your document available for contract process edit if it is not visible on the screen.

Edit contract box will appear showing the data fields that are open for edit. It will be determined by whether the transaction has been exported, and if it was final or partial as to which fields are available for edit.
Contract Process New or Edit is not used to change the contract #, Contract ACRN, or DO/BPA if the document has already been contracted. Use UPDATE document screen and on the Correction after export screen you can change any of these three fields and the resulting transactions will flow to STARS-FL.



Step 5 Documents/Contract process/ VIEW

Use this function to select the contract you wish to view. Your access to documents is defined at the System Administrator level. You can locate the desired document using the search features of the page and FILTER. To change the order of the listed documents, use the page's sort features. Click on the DCN once you have identified the one you wish to VIEW.



DCN	Contract	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code
N0001508WXA0051	N0028108F1234	00	N	Accepted	Y	test psp629	NC2276A	
N0001508WXA0051	N0028108G1234	00	N	Accepted	Y	test psp629	NC2276A	
N0001508WXA0050	N0028108F8765	00	N	Accepted	Y	test 628	NC2276A	
N0001508WXA0049	N0028108G8901	00	N	Accepted	Y	test dsl	NC2276A	

Questions

What occurs when the Contract Process of the DD Form 1149 is performed?

What elements that must exist prior to contract process of the DD Form 1149?

What are the steps necessary to Perform, Edit, and View contract process of the DD Form 1149?

What is the life-cycle of the transactions for contract process of the DD Form 1149?

Practice

A training class is going to be conducted at the command and you need to supply 25 white binders with display pockets in the front of the binder. FISC returned the contract details for the binders purchased. The contract details show that it was for the estimated amount.

Introduction

This lesson will describe the purpose of the DOD Printing/Requisition/Order Form 282 document. Illustrations will be provided for the creation and amendment of the DD282.

Objectives

Learn the purpose and life cycle of the DOD Printing/Requisition/Order Form 282.

Learn how to create a DOD Printing/Requisition/Order Form 282.

Learn the steps required to amend an existing DOD Printing/Requisition/Order Form 282.

Introduction

This lesson will describe the purpose of the DOD Printing/Requisition/Order Form 282 document. The full life cycle of the document will be discussed.

Objectives

Define the purpose of the DOD Printing/Requisition/Order Form 282.

Identify the types of transactions associated to a DOD Printing/Requisition/Order Form 282.

Determine the required elements when creating a DOD Printing/Requisition/Order Form 282.

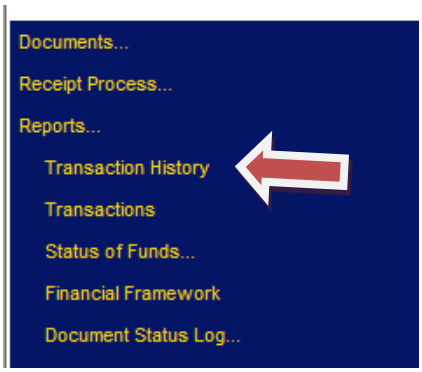
Lesson

The primary purpose of the DOD Printing/Requisition/Order Form 282 is to request printing and related services from the Defense Printing Service. When you create the DD282 the resulting transactions are included in your release to the FA. They are recorded as obligations when the FA exports them to STARS-FL.

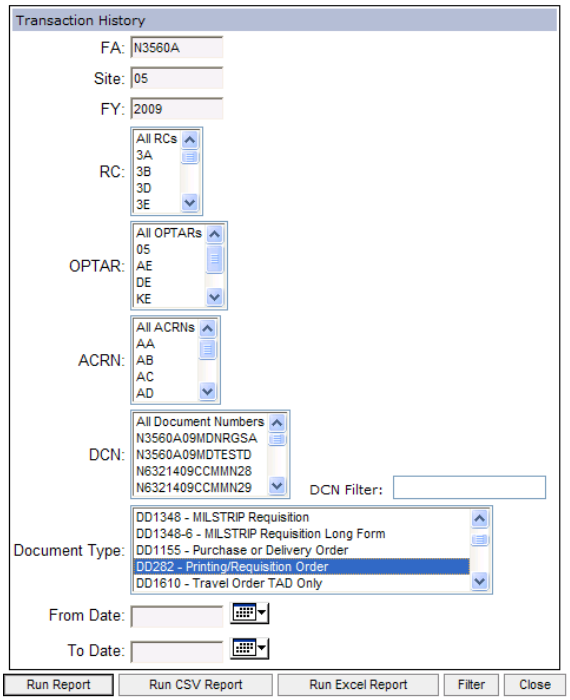
Site users with the necessary access can add, update, and view source and memo DD282 documents. Access to add, update, view, and perform other document processes on DD282 documents is defined at the System Administrator level. Other File menu document processes available for the DD282 include Receipt, Expenditure, Cancel, and Reinstate.

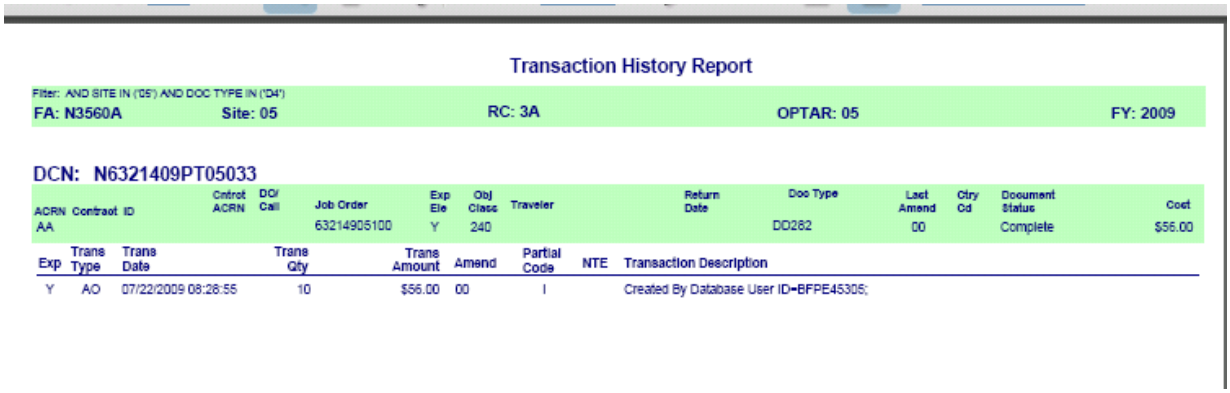
Creation of the DD282 in FASTDATA generates an obligation transaction (540) that is transmitted to STARS-FL. A funding validation check is performed at the time the DD282 is created to make sure that there are sufficient funds in the OPTAR to support the requirement. **The Source DD282 document is an amendable document and the amendment process will create an increase or decrease to the obligation (540) transaction that will export to the FA and flow to STARS-FL.**

To view the transactions throughout the life cycle of the document, go to Reports/Transaction History.



Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.





Transaction History Report

Filter: AND SITE IN ('05') AND DOC TYPE IN ('D4')

FA: N3560A Site: 05 RC: 3A OPTAR: 05 FY: 2009

DCN: N6321409PT05033

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63214905100	Y	240			DD282	00		Complete	$56.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	AO	07/22/2009 08:28:55	10	$56.00	00	I		Created By Database User ID=BFPE45305;

The following chart illustrates the transaction flow as the document progresses through the life cycle. The obligation transaction is established when the document is created. If the document is amended, the cost of the document obligation amount will be increased or decreased depending on the amended amount. Receipts can be entered but are optional. Once the invoice is paid, an expenditure is recorded which will close out the document.

SF282 DOD Printing/Requisition/Order

	Commitment	Obligation	Accounts Payable	Disbursement
STARS/FL	915	540	510	610
FASTDATA	CM	AO, AD, AR	RG, RP	EV
Creation				
Amendment				
Optional Receipt				
Invoice Payment				

This life cycle has been simplified and assumes that a final invoice payment has been recorded. Adjusting transactions may need to be recorded in both STARS-FL and FASTDATA to actually close out the document.

Questions

What is the purpose of the DOD Printing/Requisition/Order Form 282?

What types of transactions are generated when establishing and amending a DD282?

Introduction

This lesson will illustrate the steps required to create a DOD Printing/Requisition/Order Form 282 document. The DD282 form is used to request printing and related services from the Defense Printing Service. Transactions generated when the DD282 is created are included in the FA's file export to STARS-FL and recorded as obligations.

Objectives

Define the DD282.

Describe the elements that must exist prior to creating a DOD Printing/Requisition/Order Form 282 document.

Outline the steps necessary to establish a DD282.

Describe the life-cycle of the transactions for the DD282.

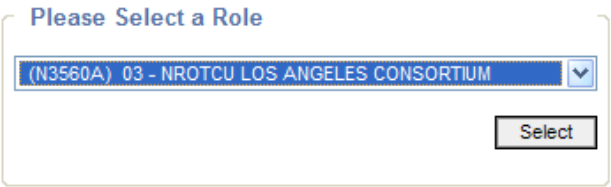
Lesson

Use the DOD Printing/Requisition/Order Form 282 to request printing and related services from the Defense Printing Service. When you create the DD282 the resulting transactions are included in your release to the FA. They are recorded as obligations when the FA exports them to STARS-FL. The DD282 will create a 15 digit standard document number (SDN) and will reflect **PT** in the ninth and tenth positions of the document number.

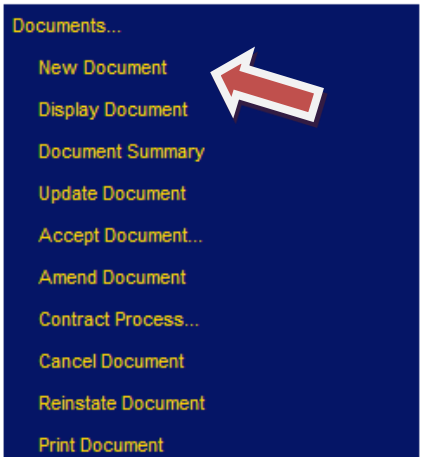
Site users with the necessary access can add, update, and view source and memo DD282 document. Access to add, update, view, and perform other document processes on DD282 document is defined at the System Administrator level. Other File menu document processes available for the DD282 include Receipt, Expenditure, Cancel, and Reinstate. This document is not accepted in FASTDATA as it generates an obligation when created.

Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

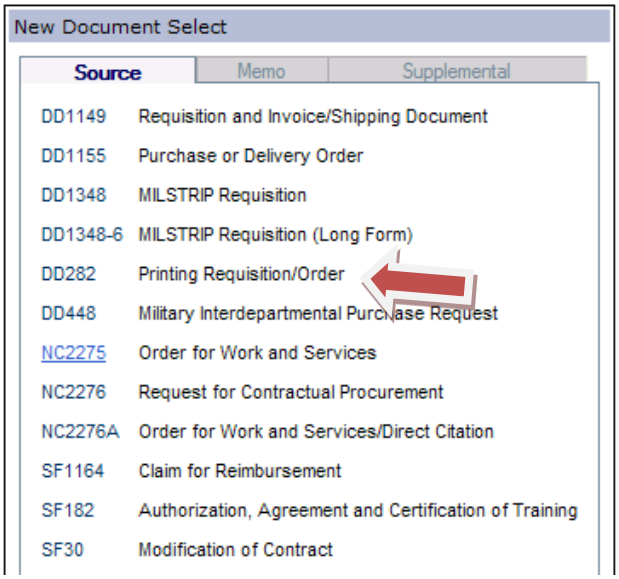
Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



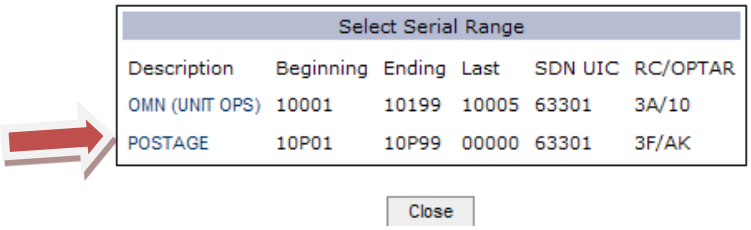
Step 3 Select Documents/New Document.



Step 4 Select Printing Requisition/Order DD282



Step 5 Select serial range if the FA has provided more than one set of serial ranges for you to use on DD282 documents. If there is only one serial range available for DD282 documents you will go directly into the document to create. The DD282 document type that will be created in the ninth and tenth position is PT.



Select Serial Range

Description	Beginning	Ending	Last	SDN UIC	RC/OPTAR
OMN (UNIT OPS)	10001	10199	10005	63301	3A/10
POSTAGE	10P01	10P99	00000	63301	3F/AK

Close

Step 6 The DD282 template will open for completion.

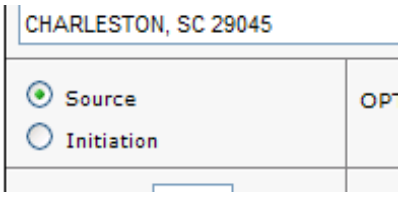
DOD PRINTING REQUISITION/ORDER
CLASSIFICATION (Requisition automatically becomes 'UNCL' when detached from classified material.)
FOR PLANT USE
REQUISITION NO. 00
DATE OF REQUEST 8/21/2009
REQUESTED DEL'Y
EST. COST 0.00
(PLANT JOB NUMBER)
FOR REFERENCE CONSULT BRENDA HINSON
PHONE 850 452 1001
Scheduled Completion Date
Estimated Cost
Appropriation & Subhead | Object Class 000 | Bureau Control No. | Sub-allot | Authorization Acct'g Act'y | Trans. Type | Property Acct'g Act'y | Cost Code | Funding Authorization: Basic Reqn. No. | Amount 0.00
FORM/PUBLICATION NO. AND TITLE (in that order): VOL 38 TRAINING BINDER
QTY. (Specify shts, sets, etc) 0
PAGES 100
QTY. WILL LAST 2 MOS.
JOB TO BE REPRINTED ○ Yes ◉ No
JOB IS ◉ New ○ Reprint ○ Revised
LAST JOB NO.
ENCLOSURES (Submit clean, well protected copy) (If other, specify): Pages 1 Copy | 0 Negatives | 0 Plates
PROOFS (Specify only if necessary): ☐ Not Req'd
SEND TO: NETPDTC SAUFLEY FIELD
FINISHED SIZE 8.5 x 11
MARGINS (Top) 1
(Left/Bind) BIND
INK (if not black)
Grade of Paper* | Weight* | Color*
1. NORMAL | NORMAL | WHITE
FOLD TO (Size) x
PRINT ☑ Head To Head ☐ Head to Foot ☐ One Sided ☐ Other (See Copy Attached)
2.
ASSEMBLE ☐ In Sets ☑ Page Seq.
WIRE STITCH (Staple) Number Stitches 0 ☐ Upper Left ☐ Top ☐ Other (Specify)
3.
4.
STANDARD PUNCH (Drill) ☐ 2-Hole Top ☑ 3-Hole Left
Other (Number) 0 (Diameter) (Ctr. to Ctr.) (Location)
5.
PERFORATE/SCOPE ☐ See Copy
PAD 0 SHTS SETS (Location) ☐ Top ☐ Left
Prong Fasteners ○ Yes ○ No
7.
*Note: Grades and weight of paper will be in accordance with specifications issued by the Congressional Joint Committee on Printing. No deviations permitted unless justified.
COMPOSING/PROCESSING (Prepare/alter copy;fotolist;offset;etc.)
Wrap (# per pkg)
DISPOSITION OF Negs. Orig.
H - Hold
D - Destroy
R - Return
FOR PLANT USE ONLY
Number Orig. | Line H.T.
Image Size X
Press | Plates | IMP.
Press Sheet Size X
Trim Size X
Planned By
Special Instructions/Remarks
Serial Numbering, Registration, ETC.
NO SPECIAL INSTRUCTIONS
Deliver To 00244
(complete address)
FLEET AND INDUSTRIAL SUPPLY CENTER
CODE 220 ATTN: MS. MARIE CUNNINGHA
937 N. HARBOR DRIVE
SAN DIEGO, CA 92132
Ordering Office (if other than delivery address) NETPDTC SAUFLEY FIELD
Liaison Office Approval (Signature and Date)
Distribution Required ☐ List ☐ Labels Attached
Approving Office (Signature and Date)
WILL PICK UP - PLEASE NOTIFY (Ext) ☑ Hold BRENDA HINSON
Send Confirmation/Billing Copy To 62467
Material Received (Signature and Date)
(complete address)
COMMANDING OFFICER
SOUTHERN DIVISION, NAVAL FACILITIES
ENGINEERING COMMAND
CHARLESTON, SC 29045
◉ Source ○ Initiation
OPTAR Log:
Local Code: TEST 282
JON:
Country CD:
Expense Element: Y - Printing and Reproduction
OMB Object Class: 240
OMB Sub Object Class:
Not to Exceed Code:
Save Close

Step 7 Required Elements to be completed on a DD282 form
Source/Initiation; Est. Cost; JON; Expense Element; OPTAR Log; OMB Object Class. These are Required by the application in order to SAVE the document. Keep in mind that other fields may be required to place an order.

a. Source/Initiation

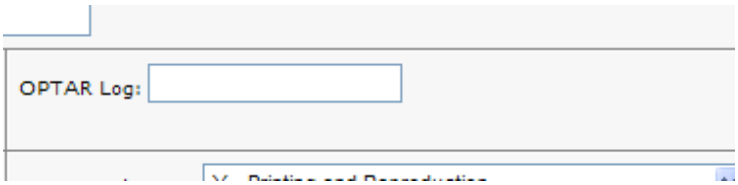
The default for this block is Source. If you wish the document to be an initiation document, select the initiation button.

An Initiation document is created when a requirement is known but funding is not available at the time of creation. This document does not affect available funding (such as the Source document does) and is not exported to STARS-FL. The Initiation document is not exported, and can be updated at any time. Once approval is attained it can be changed from Initiation to Source. At this time the document will affect available funding and is exported to STARS-FL.



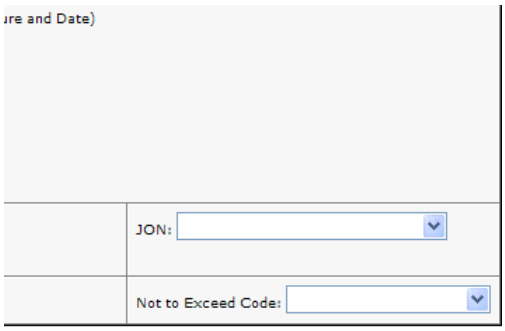
b. OPTAR Log

The OPTAR log describes the purpose of the log entry that will be printed on the OPTAR Log, or the name of the items being requested.



c. Job Order Number

Identifies the job order number (JON). Select the desired value from the drop-down list. When adding a new ACRN, a JON is required.



d. Expense Element

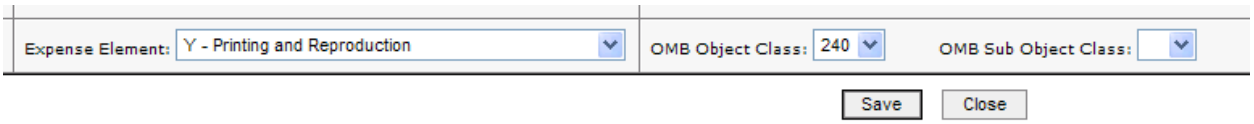
Identifies types of obligations and expense charges below the Function/Sub-Function level. Any or all expense elements can be incurred under a given functional category or cost account. The default value is **Y**, for Printing and Reproduction, but you can change this value.

OMB Object Class

Identifies the Office of Management and Budget object class designation. If the value for Expense Element is **Y**, the value for OMB Object Class must be **240**.

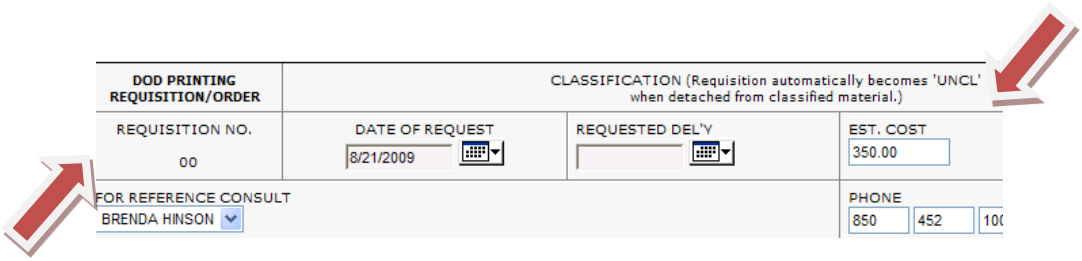
OMB Sub Object Class

The OMB Sub Object Class is a four digit code that is a finer division of the OMB Obj Class code. The first three digits are the same as the OMB Obj Class. The last digit will be a numeric character (0-9). This is currently not used by the BUPERS BSO.



e. EST. COST

Contains the *ACRN*-obligated amount on the document. The default is zero (0). You must enter a value greater than zero.



REQUISITION NO.

Document number will not generate until you have filled out the complete form and successfully saved the document. Then you will see the document number populate in this block.

Step 8 OPTIONAL Elements to be completed on a DD282

The DD282 contains several sections. Each section addresses a different aspect of the print order.

Source DD282 Printing Specifications Data Elements

When updating the DD282, you can change the values for the following page elements:
FINISHED SIZE
Width X Length
Indicates the width and length dimensions requested for the print job.

MARGINS
(Top)
Identifies the requested top margin for the print job.
(Left/Bind)
Identifies the requested left margin for the print job.

INK (If not black)
Identifies the color of the requested ink, if other than black. Leave blank if black ink is requested.
Grade of Paper
Identifies the grade of paper requested for the printing order.
Weight
Identifies the weight of paper requested for the printing order.
Color
Identifies the paper color requested for the printing order.
FOLD TO (Size)
Width X Length
Indicates the folding width and length dimensions requested for the print job.
PRINT
Head to Head
Head to Foot
Indicates whether the print job is to be head-to-head or head-to-foot.
One Sided
Indicates whether the printing is double- or single-sided.
Other (See Copy Attached)
Identifies any other enclosures.
ASSEMBLE
In Sets
Indicates whether the print order requires assembly of sets.
Page Seq.
Indicates whether the print order requires assembly of sets in sequence.
WIRE STITCH
Number Stitches
Indicates the number of stitches to use in each publication.
Upper Left
Indicates a staple will be placed in the upper left corner of the publication.
Top
Indicates a staple will be placed at the top of the publication.
Other (Specify)
Indicates where a staple will be placed if other than the listed locations.
STANDARD PUNCH
2-Hole Top
Indicates whether the perforation should be at the top of the publication.
3-Hole Left
Indicates whether the perforation should on the left side of the publication.
Other (Number)
Identifies the number of holes to be punched in the publication.
(Diameter)
Identifies the dimensions of specially requested holes.
(Ctr. to Ctr.)
Identifies the distance between the perforations.

Location
Identifies the location of perforations, if other than two- or three-hole perforations are desired.
PERFORATE/SCOPE
See Copy
Indicates whether the publication should be perforated.
PAD
Indicates the number of sheet required to complete a pad.
Location
Top
Indicates whether the perforation should be at the top of the publication.
Left
Indicates whether the perforation should be at the top of the publication.
Prong Fasteners
Yes
No
Indicates whether prong fasteners should be attached.
COMPOSING/PROCESSING
Wrap (# per pkg)
Identifies the number of publications that each package should contain.
DISPOSITION OF
Negs.
Indicates the disposition of any negatives provided.
Orig.
Indicates the disposition of the original publication.

Source DD282 Requisition/Order Data Elements

When updating the DD282, you can change the values for the following page elements:
REQUESTED DEL'Y
Contains the date the on which the requested work or services must be completed or when requested goods must be delivered.
EST. COST
Contains the ACRN-obligated amount on the document. The Source DD282 requires a value greater than zero.
FOR REFERENCE CONSULT
Identifies a point-of-contact at the requesting site if there are questions about the order.
PHONE
Contains the area code and telephone number of the point-of-contact at the requesting site.
Basic Reqn. No.
Identifies the funding authorization requisition number.
FORM/PUBLICATION NO. AND TITLE
Identifies the number and title of the form or publication to be printed
QTY.
Identifies the number of items ordered and the unit quantity of the item to be printed, i.e., **Sheets**
for single-sheet forms, **Sets** for multiple part forms, and **Each** or **Books** for publications, etc.
PAGES
Identifies the number of pages submitted for production. A document printed on two sides is considered to have two pages.

QTY. WILL LAST
MOS.
Indicates, in number of months, the duration of the order for printing services.
JOB TO BE REPRINTED
Yes
No
Indicates whether the job is to be reprinted in the future.

JOB IS
New
Revised
Reprint
Indicates whether the print job is a new, changed, or reprint order.
LAST JOB NO.
Identifies the job number of the previous printing order.

ENCLOSURES
Pages Copy
Identifies the number of pages (plates, photos, foldouts, etc.) submitted with the DD282.
Negatives
Identifies the number of negatives submitted as an enclosure.
Plates
Identifies the number of plates submitted as an enclosure.
(If other, specify)
Identifies any other items submitted as an enclosure.
PROOFS
Not req'd
Indicates whether proofs are required.
SEND TO
Indicates the address where proofs are to be mailed or delivered. Leave blank if proofs are not required.

Source DD282 Special Instructions and Distribution Data Elements

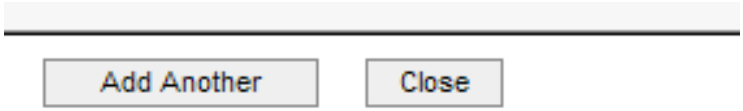
When adding a new source DD282, values for the following page elements are optional:
Special Instructions/Remarks
Serial Numbering, Registration, ETC.
Contains a description or additional comments about the publication.
Deliver To (complete address)
Identifies the UIC of the activity that is to receive the order. Select the drop-down arrow to view a list of valid values.

Distribution Required
List
Indicates whether a distribution list is required.
Labels
Indicates whether distribution labels are required.
Attached
Indicates the number of attached lists or labels for distribution.

WILL PICK UP PLEASE NOTIFY (ext)
HOLD
Indicates whether the printing office is to hold the printing order from delivery; identifies the person to contact if the order is to be held.

Step 9 **Save** – Select save after the form has been completed. Once the document is successfully saved user may create another document by selecting the **"**Add Another**"** that appears when the document is in the view after save mode.

If you do not wish to create another document at this time select Close.



Saving the document will populate the ACRN, LOA, and document number.

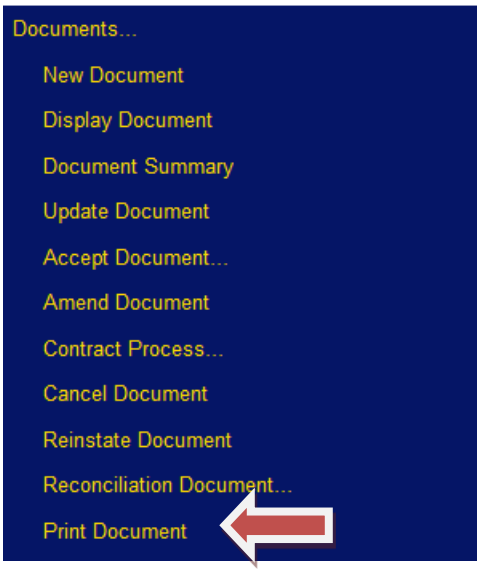
DOD PRINTING REQUISITION/ORDER	CLASSIFICATION (Requisition automatically becomes 'UNCL' when detached from classified material.)						
REQUISITION NO. N6321409PT05093 00	DATE OF REQUEST 8/21/2009		REQUESTED DEL'Y	EST. COST 350.00			
FOR REFERENCE CONSULT BRENDA HINSON				PHONE 850 452 1001			Scheduled Completion Date
Appropriation & Subhead	Object Class	Bureau Control No.	Sub-allot	Authorization Acct'g Act'y	Trans. Type	Property Acct'g Act'y	Cost Code
1791804 22LW	000	3560A	0	068566	2D		63214905100Y
FORM/PUBLICATION NO. AND TITLE (in that order) VOL 38				TRAINING BINDER			

*****If the document number is not showing on the top of the form and the ADD ANOTHER button is not on the bottom, the document has not successfully saved. Close would then lose the document and it would not be found in the Site.**

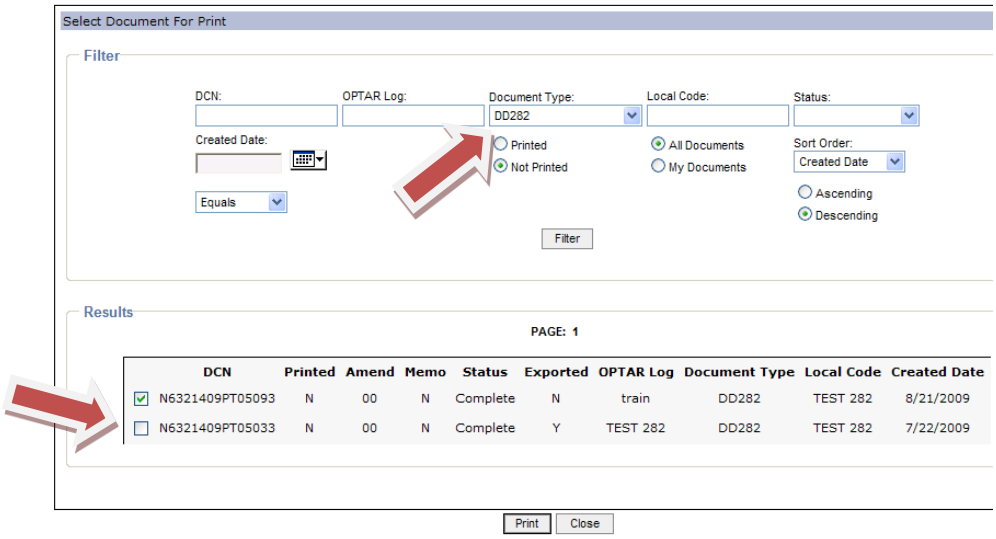
HINT: View the transactions generated by going to reports/Transaction History.

Step 10 Print the document.

Go to Documents/Print Document

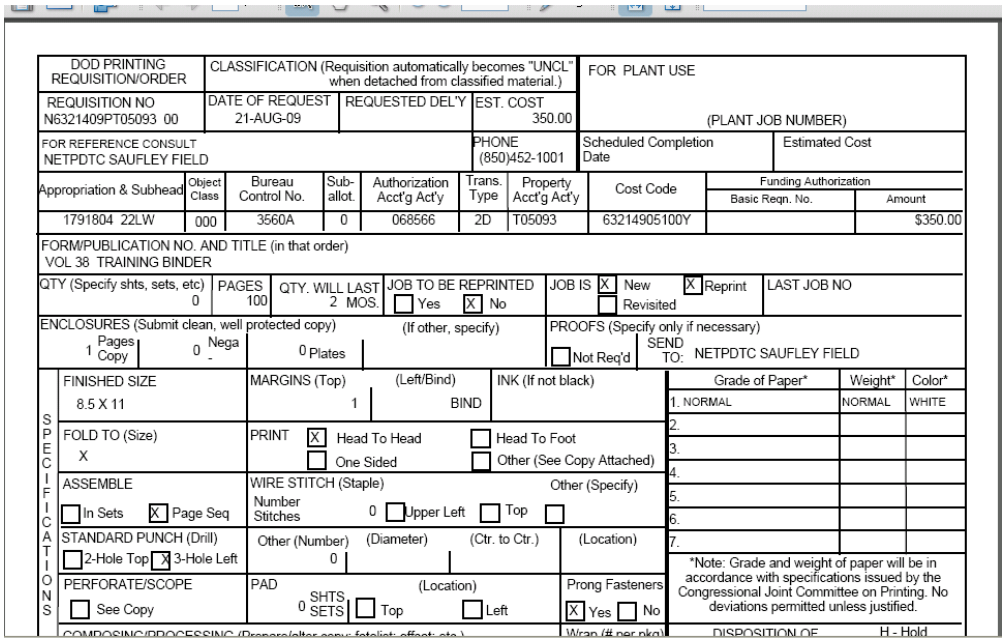


Locate your document using the FILTER feature on the top by selecting the doc type and click on FILTER. Or if your document is showing on the screen just put a check mark in the box by the document. The newest documents will appear on the top of the list.



Click on Print button.

The print document will appear on the screen.



DOD PRINTING REQUISITION/ORDER | CLASSIFICATION (Requisition automatically becomes "UNCL" when detached from classified material.) | FOR PLANT USE

REQUISITION NO N6321409PT05093 00 | DATE OF REQUEST 21-AUG-09 | REQUESTED DEL'Y | EST. COST 350.00 | (PLANT JOB NUMBER)

FOR REFERENCE CONSULT NETPDTC SAUFLEY FIELD | PHONE (850)452-1001 | Scheduled Completion Date | Estimated Cost

Appropriation & Subhead	Object Class	Bureau Control No.	Sub-allot.	Authorization Acct'g Act'y	Trans. Type	Property Acct'g Act'y	Cost Code	Funding Authorization Basic Reqn. No.	Amount
1791804 22LW	000	3560A	0	068566	2D	T05093	63214905100Y		$350.00

FORM/PUBLICATION NO. AND TITLE (in that order) VOL 38 TRAINING BINDER

QTY (Specify shts, sets, etc) 0 | PAGES 100 | QTY. WILL LAST 2 MOS. | JOB TO BE REPRINTED [ ] Yes [X] No | JOB IS [X] New [X] Reprint [ ] Revisited | LAST JOB NO

ENCLOSURES (Submit clean, well protected copy) 1 Pages Copy | 0 Nega - | 0 Plates | (If other, specify) | PROOFS (Specify only if necessary) [ ] Not Req'd | SEND TO: NETPDTC SAUFLEY FIELD

SPECIFICATIONS

FINISHED SIZE 8.5 X 11 | MARGINS (Top) 1 (Left/Bind) BIND | INK (If not black)

FOLD TO (Size) X | PRINT [X] Head To Head [ ] Head To Foot [ ] One Sided [ ] Other (See Copy Attached)

ASSEMBLE [ ] In Sets [X] Page Seq | WIRE STITCH (Staple) Number Stitches 0 [ ] Upper Left [ ] Top [ ] Other (Specify)

STANDARD PUNCH (Drill) [ ] 2-Hole Top [X] 3-Hole Left | Other (Number) 0 (Diameter) (Ctr. to Ctr.) (Location)

PERFORATE/SCOPE [ ] See Copy | PAD 0 SHTS SETS [ ] Top [ ] Left (Location) | Prong Fasteners [X] Yes [ ] No

Grade of Paper*	Weight*	Color*
1. NORMAL	NORMAL	WHITE
2.		
3.		
4.		
5.		
6.		
7.		

*Note: Grade and weight of paper will be in accordance with specifications issued by the Congressional Joint Committee on Printing. No deviations permitted unless justified.

COMPOSING/PROCESSING (Prepare/alter copy; fotolist; offset; etc.) | Wrap (# per pkg) | DISPOSITION OF | H - Hold

Select file/print.

Questions

What is the DD282?

What are the elements that must exist prior to creating a DD282?

What are the steps necessary to establish a DD282?

Describe the life-cycle of the transactions for the DD282.

Practice

The FASTDATA training is about to take place and you need to have 20 copies of the training manual printed no later than two weeks from today. You are the point of contact. The manuals cost $10 each to be printed.

Introduction

This lesson will illustrate the steps required to amend a DD282 document. Amendments are needed whenever the requirement increases or the obligation amount needs to be decreased.

Objectives

Define the requirement for an increase or decrease of the DD282.

Identify the fields that can be edited on the amendment.

Describe the elements that must exist prior to creating a DD282.

Outline the steps necessary to establish a DD282 amendment.

Describe the life-cycle of the transactions for the DD282 amendment.

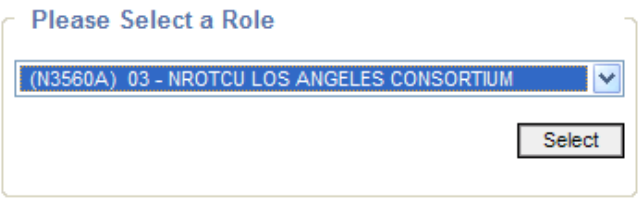
Lesson

When any of the requirements provided in the BASIC DD282 need to be modified the document will require that an amendment be done. The DD282 amendment form contains much of the information from the original document. The amendment will generate an increase or decrease to the basic obligation and will be exported to the FA and to STARS-FL. Use this page to add amendments to an exported source DD282 document. You cannot amend documents that have been canceled. Enter or change the desired values, then select the Save button to save the source DD282 amendment. User access rights to the document amendment process are defined at the System Administrator level.

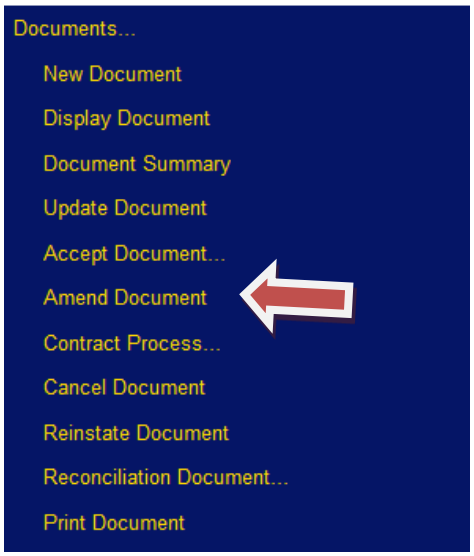
On the DD282 amendment, the amendment number follows the DCN in the Requisition No. block. Use the Estimated Cost field to enter the cost of the DD282 amendment. **When you print the amended DD282, the cumulative cost of the original DD282 and its amendments will appear in the Special Instructions/Remarks sections of the printed document.**

Step 1 Log into FASTDATA WEB URL.
Use the USER ID and password the first time to get your CAC enabled for future logons.

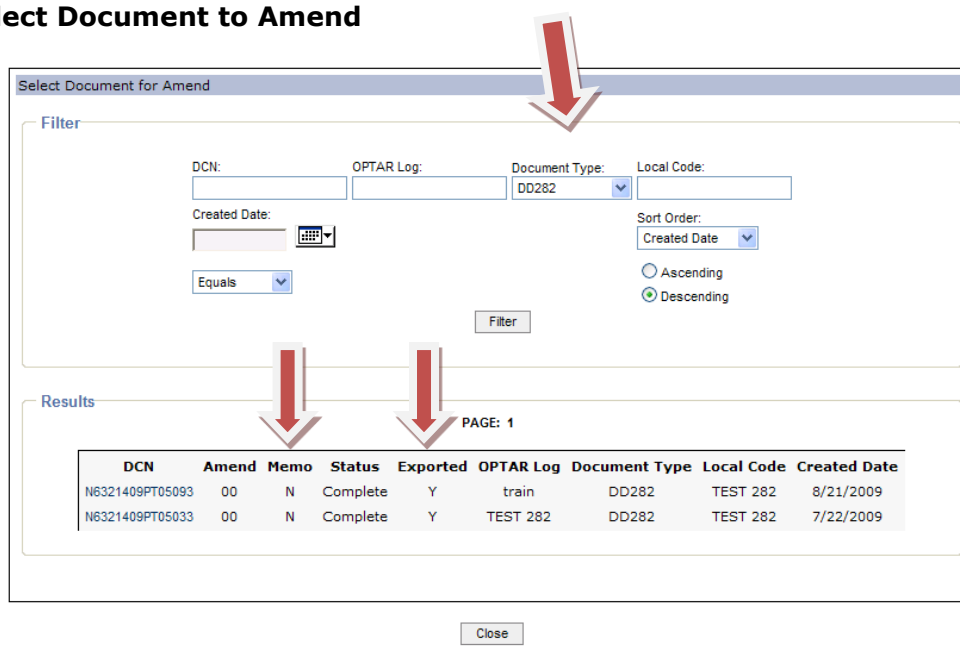
Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



Step 3 Select Documents/Amend Document.



Step 4 Select Document to Amend



Selection can be done if document number you are looking for is visible on the screen or you can use the filter feature to narrow down your search by doc type filter. Notice that the **status** is not cancelled, and the document has been **exported**. If it has not been exported the document will not be available to amend.

Step 5 Amendment No will populate next to the document number

DOD PRINTING REQUISITION/ORDER	CLASSIFICATION (Requisition automatically becomes 'UNCL' when detached from classified material.)					
REQUISITION NO. N6321409PT05093 01	DATE OF REQUEST 8/21/2009		REQUESTED DEL'Y		EST. COST 0.00	
FOR REFERENCE CONSULT BRENDA HINSON					PHONE 850 452 1001	
Appropriation & Subhead	Object Class	Bureau Control No.	Sub-allot	Authorization Acct'g Act'y	Trans. Type	Property Acct'g Act'y
1791804 22LW	000	3560A	0	068566	2D	T05093

Step 6 Edit the details or the Estimated Cost field on the amendment
The DD282 amendment form will contain much of the information from the original document. You can update or change the following values on the DD282 amendment:

DATE OF REQUEST
Contains the date the document was amended.

REQUESTED DEL'Y
Contains the date the on which the requested work or services must be completed or when requested goods must be delivered.

EST. COST
Contains the ACRN-obligated amount on the document. For a DD282 amendment, enter the cost here. The amendment amount can be a positive or a negative amount depending on whether the basic amount needs to be increased or decreased. Remember the cumulative amount will show in the special remarks section.

FOR REFERENCE CONSULT
Identifies a point-of-contact at the requesting site if there are questions about the order.

PHONE
Contains the area code and telephone number of the point-of-contact at the requesting site.

Basic Reqn. No.
Identifies the funding authorization requisition number.

FORM/PUBLICATION NO. AND TITLE
Identifies the number and title of the form or publication to be printed

QTY.
Identifies the number of items ordered and the unit quantity of the item to be printed, i.e., Sheets for single-sheet forms, Sets for multiple part forms, and Each or Books for publications, etc.

PAGES
Identifies the number of pages submitted for production. A document printed on two sides is considered to have two pages.

QTY. WILL LAST MOS.
Indicates, in number of months, the duration of the order for printing services.

JOB TO BE REPRINTED
Yes
No
Indicates whether the job is to be reprinted in the future.

JOB IS
New
Revised
Reprint
Indicates whether the print job is a new, changed, or reprint order.

LAST JOB NO.
Identifies the job number of the previous printing order.

ENCLOSURES
Pages Copy
Identifies the number of pages (plates, photos, foldouts, etc.) submitted with the DD282.

Negatives
Identifies the number of negatives submitted as an enclosure.

Plates
Identifies the number of plates submitted as an enclosure.

(If other, specify)
Identifies any other items submitted as an enclosure.

PROOFS
Not req'd
Indicates whether proofs are required.

SEND TO
Indicates the address where proofs are to be mailed or delivered. Leave blank if proofs are not required.

FINISHED SIZE
Width X Length
Indicates the width and length dimensions requested for the print job.

MARGINS
(Top)
Identifies the requested top margin for the print job.
(Left/Bind)
Identifies the requested left margin for the print job.

INK (If not black)
Identifies the color of the requested ink, if other than black. Leave blank if black ink is requested.

Grade of Paper
Identifies the grade of paper requested for the printing order.

Weight
Identifies the weight of paper requested for the printing order.

Color
Identifies the paper color requested for the printing order.

FOLD TO (Size)
Width X Length
Indicates the folding width and length dimensions requested for the print job.

--PRINT--
Head to Head
Head to Foot
Indicates whether the print job is to be head-to-head or head-to-foot.
One Sided
Indicates whether the printing is double- or single-sided.

Other (See Copy Attached)
Identifies any other enclosures.

ASSEMBLE
In Sets
Indicates whether the print order requires assembly of sets.
Page Seq.
Indicates whether the print order requires assembly of sets in sequence.

WIRE STITCH
Number Stitches
Indicates the number of stitches to use in each publication.
Upper Left
Indicates a staple will be placed in the upper left corner of the publication.
Top
Indicates a staple will be placed at the top of the publication.
Other (Specify)
Indicates where a staple will be placed if other than the listed locations.

STANDARD PUNCH
2-Hole Top
Indicates whether the perforation should be at the top of the publication.
3-Hole Left
Indicates whether the perforation should on the left side of the publication.
Other (Number)
Identifies the number of holes to be punched in the publication.
(Diameter)
Identifies the dimensions of specially requested holes.
(Ctr. to Ctr.)
Identifies the distance between the perforations.

Location
Identifies the location of perforations, if other than two- or three-hole perforations are desired.

PERFORATE/SCOPE
See Copy
Indicates whether the publication should be perforated.

PAD
Indicates the number of sheet required to complete a pad.

Location
Top
Indicates whether the perforation should be at the top of the publication.
Left
Indicates whether the perforation should be at the left of the publication
Prong Fasteners
Yes
No
Indicates whether prong fasteners should be attached.
MPOSING/PROCESSING
Explains the tasks to perform on attachments in preparation for printing.
Wrap (# per pkg)
Identifies the number of publications that each package should contain.

DISPOSITION OF
Negs.
Indicates the disposition of any negatives provided.
Orig.
Indicates the disposition of the original publication.

Special Instructions/Remarks
Serial Numbering, Registration, ETC.
Contains a description or additional comments about the publication.
Deliver To (complete address)
Identifies the UIC of the activity that is to receive the order. Select the drop-down arrow to view a list of valid values.

Distribution Required
List
Indicates whether a distribution list is required.
Labels
Indicates whether distribution labels are required.
Attached
Indicates the number of attached lists or labels for distribution.
WILL PICK UP; PLEASE NOTIFY (Ext)
HOLD
Indicates whether the printing office is to hold the printing order from delivery; identifies the person to contact if the order is to be held.
Ordering Office (if other than delivery address)
Identifies the activity placing the order.

Send Confirmation/Billing Copy To (Insert complete mailing address)
Identifies the activity and the mailing address to bill for the publication.

Local Code

Code of up to 20 characters identifying document types and groupings for reporting purposes.

Step 7 Mandatory OPTAR Log
Describes the purpose of the log entry that will be printed on the OPTAR Log, or the name of the items being requisitioned.

Step 8 Source or Initiation
Even if the basic DD282 is a source document you can create the amendment as an initiation document until you have the final ok. Then you would go to file/UPDATE document to make it a Source. If you generate it as Source the AO obligation will be generated upon saving the document. If you generate it as Initiation there will be no AO and it will not affect your OPTAR funds until you UPDATE the document and change it to Source.

Step 9 SAVE will save the DD282 document.

Step 10 CLOSE
REMINDER: If close is done before saving you will lose all the information you have entered in the amendment. If save has already been done, then close will take you out of the amended document and returns you to the New Document Select page.

Step 11 Amend document prior to exporting Basic or amendments
If you try to amend the DD282 prior to all transactions being exported to the FA you will receive an error stopping you from creating the next amendment until the transactions have all exported.

Step 12 Cancel a DD282 document
Steps to cancel a DD282 are the same as the amendment process above. Select the document to amend, and in the estimated amount field enter the decrease amount.

SAVE the amendment with the decrease. Then **Close** the amendment document. The 540 decrease will generate and export to the FA and to STARS-FL.

HINT: To view transaction generated with the creation of the amendment go to reports/Transaction History and view the document history.

Step 13 Print the document.

DOD PRINTING REQUISITION/ORDER	CLASSIFICATION (Requisition automatically becomes "UNCL" when detached from classified material.)			FOR PLANT USE
REQUISITION NO N0016110PT03643 01	DATE OF REQUEST 20-OCT-10	REQUESTED DEL'Y	EST. COST 50.00	(PLANT JOB NUMBER)
FOR REFERENCE CONSULT edie			PHONE (410)293-1620	Scheduled Completion Date / Estimated Cost

Appropriation & Subhead	Object Class	Bureau Control No.	Sub-allot.	Authorization Acct'g Act'y	Trans. Type	Property Acct'g Act'y	Cost Code	Funding Authorization: Basic Reqn. No.	Funding Authorization: Amount
1701804 22LA	240	00161	0	068566	2D	T03643	001610BAA83Y		$50.00

FORM/PUBLICATION NO. AND TITLE (in that order): xxtest

QTY (Specify shts, sets, etc)	PAGES	QTY. WILL LAST	JOB TO BE REPRINTED	JOB IS	LAST JOB NO
0	0	0 MOS.	☐ Yes ☒ No	☒ New ☒ Reprint ☐ Revisited	

ENCLOSURES (Submit clean, well protected copy): 0 Pages Copy; 0 Nega -; 0 Plates; (If other, specify)

PROOFS (Specify only if necessary): ☐ Not Req'd; SEND TO: n00161

SPECIFICATIONS

FINISHED SIZE: X	MARGINS (Top) (Left/Bind)	INK (If not black)	
FOLD TO (Size): X	PRINT ☐ Head To Head ☐ Head To Foot ☐ One Sided ☐ Other (See Copy Attached)		
ASSEMBLE ☐ In Sets ☐ Page Seq	WIRE STITCH (Staple) Number Stitches 0 ☐ Upper Left ☐ Top	Other (Specify)	
STANDARD PUNCH (Drill) ☐ 2-Hole Top ☐ 3-Hole Left	Other (Number) 0 (Diameter) (Ctr. to Ctr.)	(Location)	
PERFORATE/SCOPE ☐ See Copy	PAD 0 SHTS SETS ☐ Top ☐ Left (Location)	Prong Fasteners ☒ Yes ☐ No	
COMPOSING/PROCESSING (Prepare/alter copy; fotolist; offset; etc.)		Wrap (# per pkg)	

Grade of Paper*	Weight*	Color*
1.		
2.		
3.		
4.		
5.		
6.		
7.		

*Note: Grade and weight of paper will be in accordance with specifications issued by the Congressional Joint Committee on Printing. No deviations permitted unless justified.

DISPOSITION OF Negs. ☐ Orig. ☐ — H - Hold, D - Destroy, R - Return

FOR PLANT USE ONLY: Number Orig.; Line H.T.; Image Size; Press; Plates; IMP.

Special Instructions/Remarks: Serial Numbering, Registration, ETC.
The is Amendment 01 to document N0016110PT03643. Cumulative cost is $150.00;

Note the Special Instructions/Remarks – advises that this is an amendment and the cumulative cost of the document.

Questions

Define the purpose of using an amendment.

What circumstances would exist on a DD282 that would not allow you to create an amendment?

What steps are taken to cancel the document?

When can an additional amendment be created?

Practice

The print request for the FASTDATA training books was submitted but there are going to be another 10 students that will need them.

The FASTDATA training has been cancelled and the 30 training books will not be needed. You have contacted the print shop and stopped the order from being filled but they want the document authorizing the cancellation.

Introduction

This lesson will describe the purpose of the DD448 Military Interdepartmental Purchase Request document. Illustrations will be provided for the creation, amendment, acceptance, and contract process of the DD448.

Objectives

Learn the purpose and life cycle of the DD448 Military Interdepartmental Purchase Request.

Learn how to create a DD448 Military Interdepartmental Purchase Request.

Learn the steps required to amend an existing DD448.

Learn about the acceptance process on the reimbursable portion and its impacts on the transactions.

Learn the steps how to do contract process on the Category 2 portion of the DD448.

Introduction

This lesson will describe the purpose of the DD448 Military Interdepartmental Purchase Request document. The full life cycle of the document will be discussed.

Objectives

Define the purpose of the DD448 Military Interdepartmental Purchase Request.

Identify the types of transactions associated to a DD448.

Determine the required elements when using the DD448 form.

Lesson

The primary purpose and use of the DD448 Military Interdepartmental Purchase Request, is to request performance of work or services (**reimbursable; Category 1**) or to request contractual procurement action (**direct funds citation; Category 2**). On Project Order DD448s, the ACRN's are always Category 1. Economy Act DD448 ACRN's can be designated as within or outside DOD and as Category 1 or Category 2. The document number will be generated based on the type of document generated:

Economy Act issued within DoD – contains MP in the 9th and 10th positions of document number

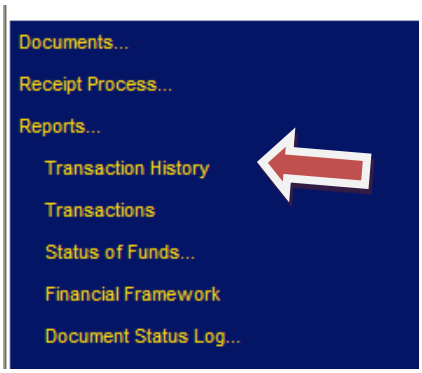
Economy Act issued outside DoD – contains IP in the 9th and 10th positions of document number

Project Order issued within DoD – contains MP in the 9th and 10th positions of document number

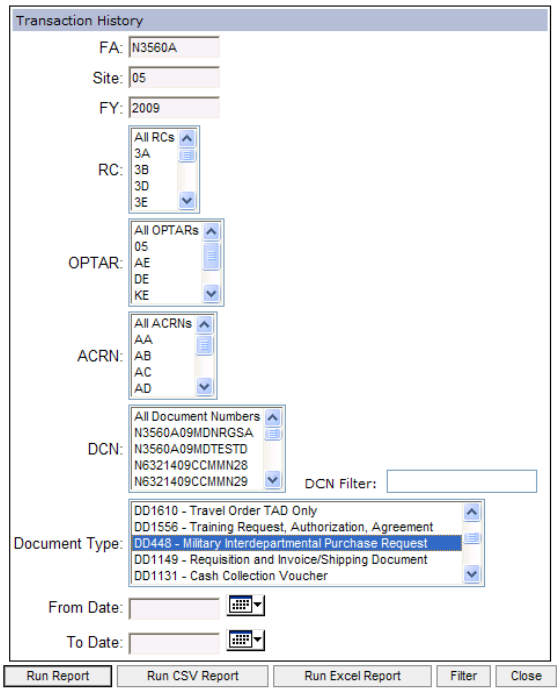
NAVCOMPT provides guidance on the use of each type of document. The acceptance of the DD448 ACRN(s) determines how the document is used.

Creation of the DD448 in FASTDATA generates commitment transactions (915) that are transmitted to STARS/FL. A funding validation check is performed at the time the DD448 is created to make sure that there are sufficient funds in the OPTAR to support the requirement. The acceptance by the performing activity must be recorded in FASTDATA to move the commitment into an obligation (540) transaction for the Project Order or Economy Act reimbursable portion of the document (Category 1). The acceptance will generate an obligation equal to the amount of the commitment for the reimbursable portion of the DD448. If there are any differences, the document must be amended until the two are equal. Contract process must be performed on the Category 2 contractual procurement action request when received back from the FISC or Contracting Office to move the commitment into an obligation (540) for this portion of the DD448. ACRNs requiring a contract must be accepted first.

To view the transactions throughout the life cycle of the document, go to Reports/Transaction History.



Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.



Transaction History Report

Filter: AND SITE IN ('05') AND DOC TYPE IN ('D7')

FA: N3560A **Site: 05** **RC: 3A** **OPTAR: 05** **FY: 2009**

DCN: N6321409MP05037

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63214905100	Q	253			DD448	00		Accepted	$5.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	07/22/2009 08:40:16	10	$5.00	00	I		Created By Database User ID=BFPE45305;
Y	AR	07/22/2009 08:40:50	10	$5.00	00	I		Created By Database User ID=BFPE45305;

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AB				63214905130	Q	253			DD448	00		Accepted	$25.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	07/22/2009 08:40:16	1	$25.00	00	I		Created By Database User ID=BFPE45305;
Y	AR	07/22/2009 08:40:50	1	$25.00	00	I		Created By Database User ID=BFPE45305;

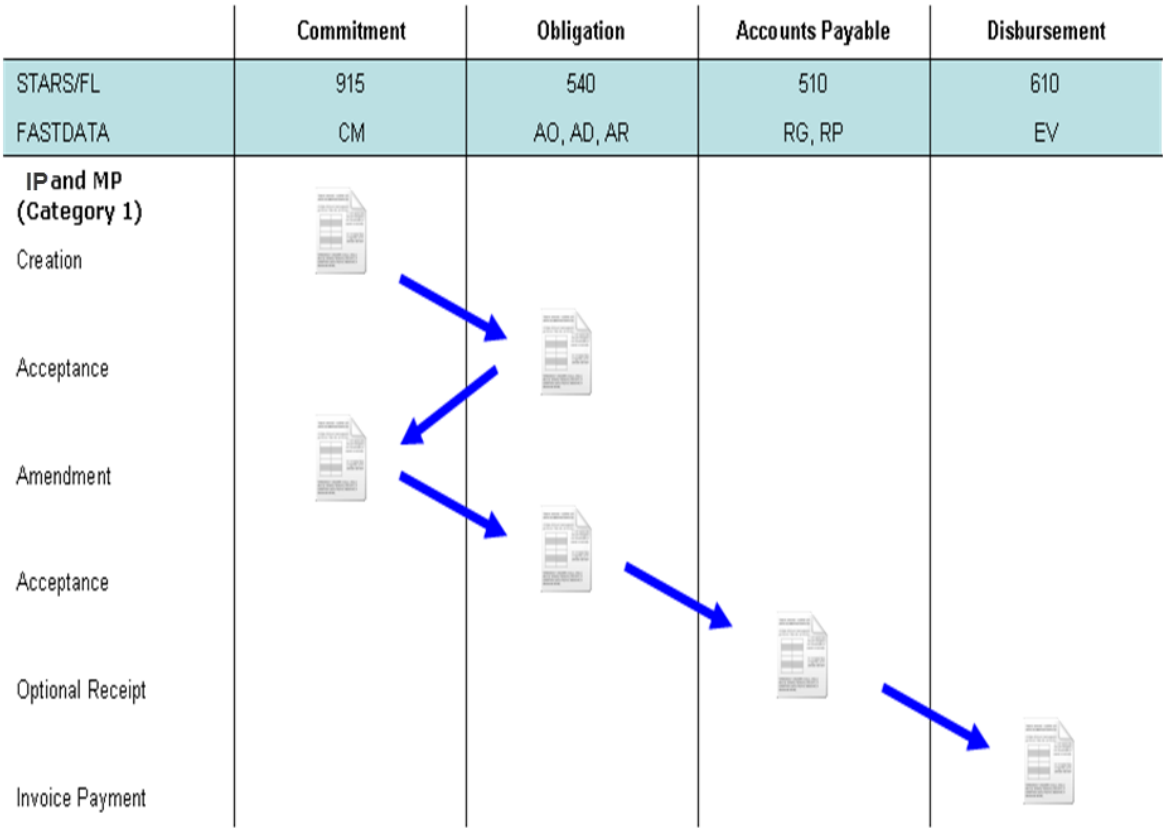
DCN: N6321409MP05038

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63214905100	Q	253			DD448	00		Accepted	$2.50

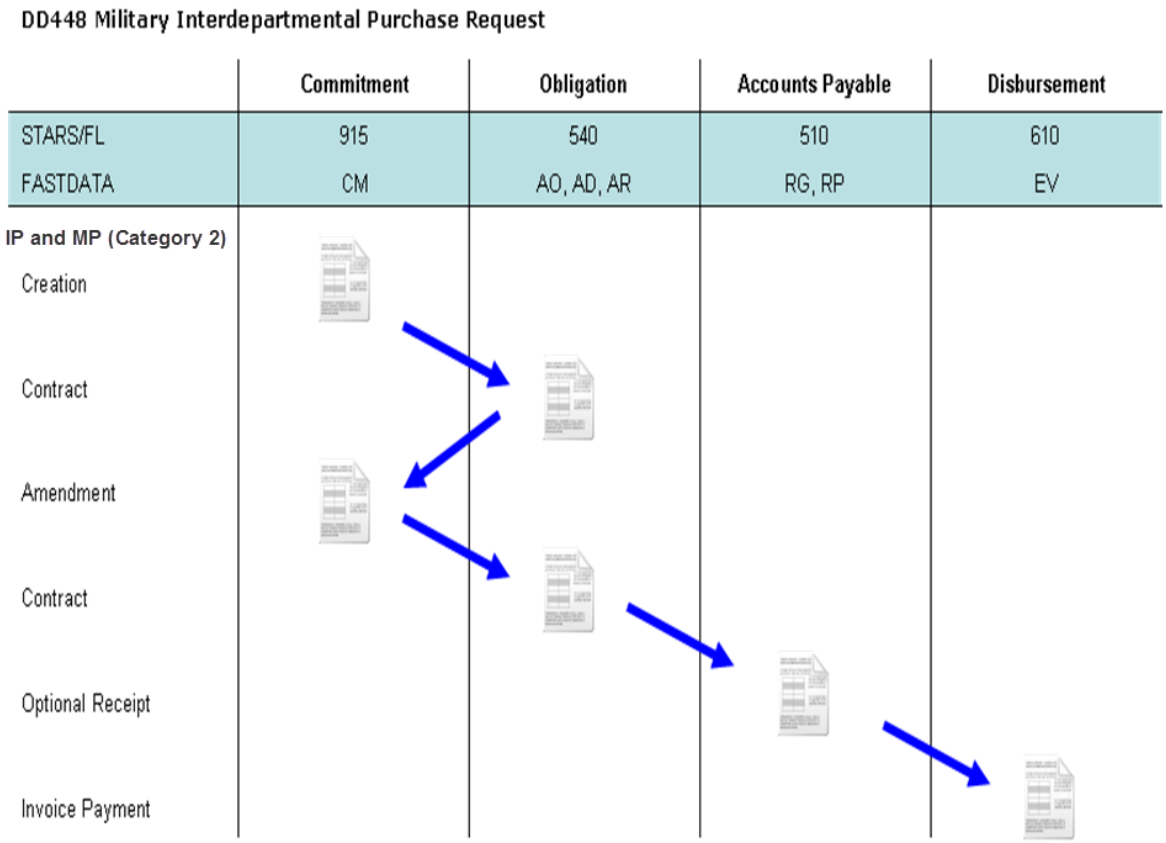
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	07/22/2009 08:45:30	1	$2.50	00	I		Created By Database User ID=BFPE45305;

The following charts illustrate the transaction flow as the document progresses through the life cycle. For the **MP** and **IP (Category 1 and Category 2 MIPR)**, the commitment transaction is established when the document is created. Recording the acceptance by the performing activity for the **MP** and **IP (Category 1)** portions of the DD448 converts the commitment into an obligation. If the document is amended, the cost of the document reverts to the commitment and requires acceptance of the amendment by the performing activity of the **MP** and **IP (Category 1)** portion of the DD448 to move the document back into an obligation status. Receipts can be entered but are optional. Once the reimbursable bills are processed, the expenditure will post for the **MP** and **IP (Category 1)** reimbursable part of the document, which will close out the document.

DD448 Military Interdepartmental Purchase Request



For the **MP or IP (Category 2)** documents, the commitment transaction is established when the document is created. Recording the contract process for the Category 2 portion of the document converts the commitment to an obligation. If the document is amended, the cost of the document reverts to the commitment and requires updates to the contract to move the document back into an obligation status. Receipts can be entered but are optional. Once the invoice is paid, the expenditure is recorded for the Category 2 portion of the MIPR, which will close out the document.



This life cycle has been simplified and assumes that a final invoice payment has been recorded. Adjusting transactions may need to be recorded in both STARS and FASTDATA to actually close out the document.

Questions

What is the purpose of the DD448 Military Interdepartmental Purchase Request?

What types of transactions are generated when establishing a DD448?

Introduction

This lesson will illustrate the steps required to create a DD448 Military Interdepartmental Purchase Request document. The DD448 is used to request performance of work or services (reimbursable; Category 1) or to request contractual procurement action (Category 2). On Project Order DD448's, the ACRN's are always Category 1. Economy Act DD448 ACRN's can be designated as Category 1 or Category 2.

Objectives

Define the DD448.

Identify the difference between an Economy Act, a Project Order, Category 1 and 2.

Describe the elements that must exist prior to creating a DD448.

Outline the steps necessary to establish a DD448.

Describe the life-cycle of the transactions for the DD448.

Lesson

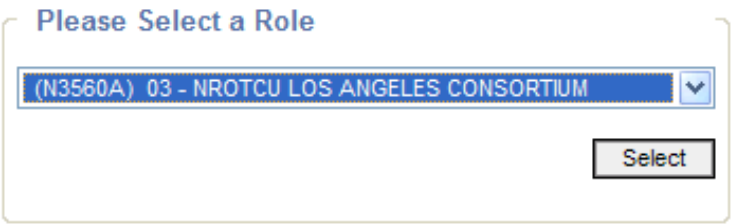
Within the Department of Defense (DoD), Economy Act orders typically are executed by issuance of a DD448, "Military Interdepartmental Purchase Request (MIPR)."
This is in accordance with **DoD Financial Management Regulation Volume 11A, Chapter 3.** The Economy Act portion of the MIPR can be a Category 1 (reimbursable) or Category 2 (request for contractual procurement action).

The DD448 Project Order format is similar to the Economy Act format. A Project Order will be generated with "MP" in the 9th and 10th positions of the document number, and can only be established as a Category 2.

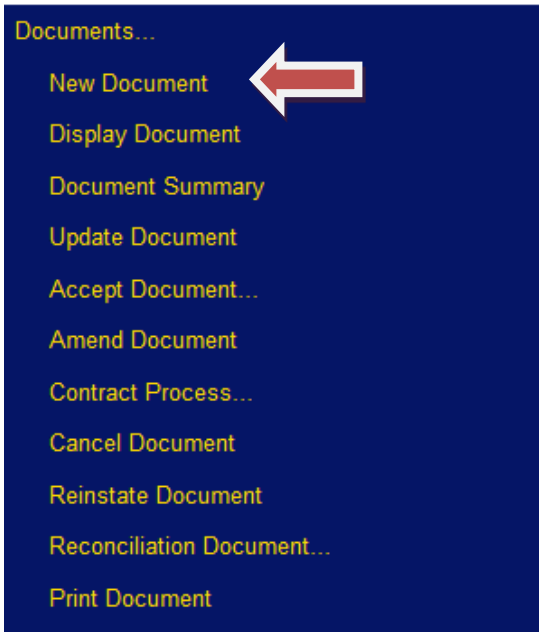
In the FASTDATA Site application users with the necessary access can add, update, and view source and memo DD448 documents. Access to add, update, view, and perform other document processes on the DD448 document is defined at the System Administrator level. Other File menu document processes available for the DD448 include Accept, Contract (for Economy Act DD448 ACRN's that have been accepted as Category 2), Receipt, Amend, Expenditure, Cancel, and Reinstate.

Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

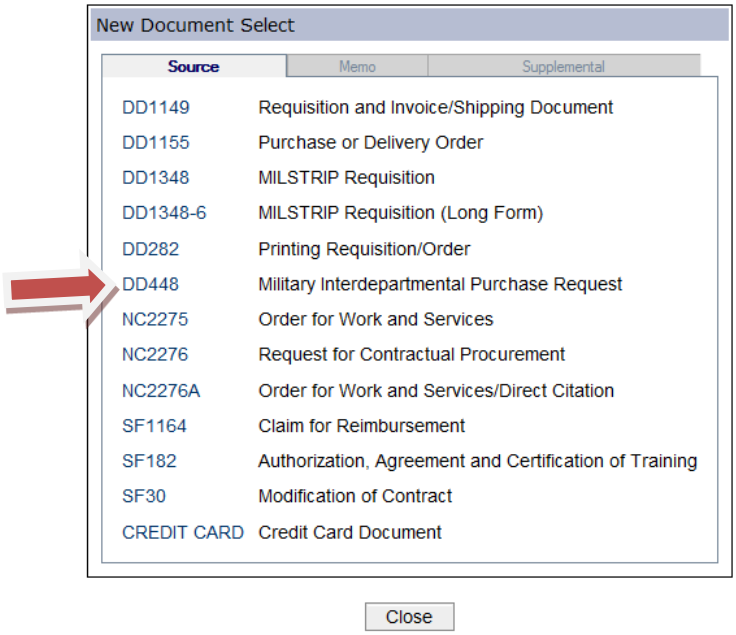
Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



Step 3 Select Documents/New Document.



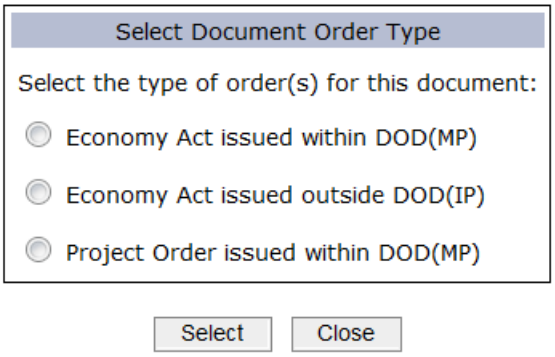
Step 4 Select Military Interdepartmental Purchase Request DD448.



Step 5 Select the Document Order Type

The use of the DD448 determines the document type that will be populated in the 9th and 10th positions of the document number:

- Economy Act issued within DoD (**MP**) – **Cat 1 or Cat 2**
- Economy Act issued outside DoD (**IP**) – **Cat 1 or Cat 2**
- Project Order issued within DoD (**MP**) – **Cat 2 only**



For this example, we'll choose Economy Act issued within DoD.

Step 6 If the FA has established more than one serial range available for DD448 creation, a list of options appears. Select the appropriate serial range to continue. If there is only one serial range available in the site, you will not see the serial range selection screen.

Select Serial Range

Description	Beginning	Ending	Last	SDN UIC	RC/OPTAR
STND DOC	2P600	2P699	2P600	68322	N/A
STND DOC	2P900	2P999	2P900	68322	N/A
STND DOC	2PC01	2PC99	2PC03	68322	N/A
STND DOC	2PM01	2PM99	2PM01	68322	N/A
CETARS	62001	62999	62001	68322	N/A
CeTARS MAINT DOC	62M01	62M99	62M02	68322	N/A
NEAS	64001	64999	00000	68322	N/A
NEAS MAINT DOC	64M01	64M99	00000	68322	N/A

Step 7 Document template will open for completion.

New DD448 Source Document

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST — 1. Page 1 of 1

2. FSC | 3. CONTROL SYMBOL NO. | 4. DATE PREPARED 9/7/2012 | 5. MIPR NUMBER | 6. AMEND NO. 00

7. TO: TAFBO
72 ABW/SCXX
8840 ENTRANCE RD A
BLDG 3705 STE 217
TAFB, OK 73145

8. FROM: 68322
NETPDTC
6490 SAUFLEY FIELD RD
PENSACOLA, FL 32509

9. ITEMS ARE ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING HAS HAS NOT BEEN ACCOMPLISHED

Line Items	Description (Federal stock number, nomenclature, specifications and/or drawing no. etc.) b	QTY c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f
No Line Items					

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS | 11. GRAND TOTAL $0.00

12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)

13. MAIL INVOICES TO: 68322
NETPDTC
6490 SAUFLEY FIELD RD
PENSACOLA, FL 32509

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ACRNs	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
No ACRNs					

15. AUTHORIZING OFFICIAL (type name and title) TERRY L HAMMINGH COMPTROLLER | 16. SIGNATURE | 17. DATE

Item Description:
(This description field will print before the line item list.)
This order is placed in accordance with the provisions of Economy Act, Title 31,United States Code (U.S.C.), sections 1535 and 1536, as implemented by DoD regulation.

Item Description:
(This description field will print after the line item list.)

Source | Initiation | Local Code CH | OPTAR Log

Save Close

Step 8 Input data elements on the DD448.

Required fields:

Block 14 - ACRNs (must be completed before line items can been added in Block 9):

- **ACRN** –*Required* defaulted to AA for first ACRN. Click New to create/add a new ACRN. ACRNs added will be sequential (AB, AC, AD, etc).
- **JON** – *Required* a drop down box of the available JONs for the Site/Serial Range selected is provided. Select the appropriate JON.
- **Expense Element** – *Required* a drop down box of the expense elements is provided. Select the appropriate expense element.
- **OMB Object Class** –*Required* based on the expense element selected, associated OMB Object Class codes are provided. Select the appropriate OMB Object Class code.
- **OMB Sub Object Class** – *Optional* the OMB Object Class is three digits. The OMB Sub Object class allows for a fourth digit, for activities that require a four digit object class.
- **Country Code** – *Optional* identifies the country for purposes of processing the transaction.
- **Not to Exceed Code** – *Optional* indicates directions for paying the obligation. Valid values for this field are provided in the drop down box.

Block 9: User must select the radio buttons for two items:

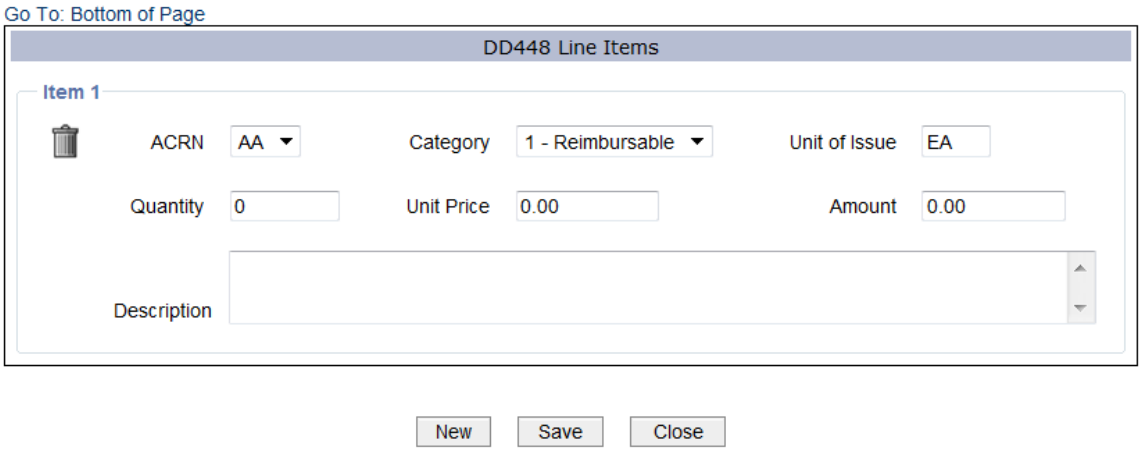
- Line Items are/are not included in the Interservice Supply Support Program
- Required screening has/has not been accomplished.

The system automatically defaults to ARE included and HAS BEEN ACCOMPLISHED.
To input Line Items, the ACRNs must first be populated.

- **Item #** - identifies the line item. The default value is set to 1 for the first line item. To add additional line items, click the New button. Line Items will be added in sequential order (2, 3, 4, etc.).
- **Delete Icon** – use this trash can icon to delete a line item.
- **ACRN** – Defaulted to AA. If there is only one ACRN created, AA will be the only option available. If multiple ACRNs are created, a drop down listing of the existing ACRNs is provided. Each ACRN is associated to a specific LOA, so be sure to select the appropriate ACRN for the Line Item.
- **Category** – identifies an acceptance category for a line item. Valid values are **1** (reimbursement) and **2** (direct funds citation). Economy Act documents can be created as either category, but Project Order documents can only be

created as **2** (direct funds citation). For Economy Act documents, you may decide to modify the category when the document is accepted. For example, you can create the line item as category 1, but decided to change to category 2 when accepting.

- **Description** – describes the line item. A value is required if you want to be able to export the DD448.
- **Quantity** – identifies the number of items ordered. If a value is entered for Quantity, a value is also required for Unit Price.
- **Unit of Issue** – identifies the standard unit of measurement to determine the quantity.
- **Unit Price** – identifies the cost of an item per unit. A Unit Price value is required if a Quantity is entered.
- **Amount** – identifies the total cost of the line item. If the Quantity and Unit Price are input, the system will calculate the Amount field automatically.



Save changes made to each line item, and select New to enter new line items. Once all line item details have been input, click Close to return to the document template.

- **Source/Initiation** – radio button must be selected to identify the document status. Source is the default selection, and will create the document as a completed document and generate a transaction to STARS-FL. If Initiation is chosen, the document will remain in an "incomplete" status, allowing for changes to be made the document, and will not generate a transaction to STARS-FL.

- **OPTAR Log** – mandatory field on all FASTDATA documents. Data input into this field will be displayed on the document and in the OPTAR Log field of the document status log report.

Optional Fields:

- Block 2 – **FSC** – The Federal Supply Class code identifies the first four positions of a National Stock Number (NSN).
- Block 3 – **Control Symbol Number** – indicates the document number authorizing the preparing activity for the funds cited.
- Block 4 – **Date Prepared** – the date the document was created in FASTDATA. This field is pre-populated by the system.
- Block 5 – **MIPR Number** – a unique identifier which identifies the document as a Military Interdepartmental Purchase Request (MIPR). A MIPR is an order issued by one military service to another ot procure services, supplies, or equipment for the requiring service. This field is system generated based on the Order Type (Economy Act within DoD, Economy Act outside DoD, or Project Order) and the serial range selected.
- Block 6 – **Amendment Number** - number of amendment to the original document. For basic documents, the system will automatically assign an amendment number of "00", and will sequentially number all following amendments.
- Block 7 – **To** – identifies the activity and address that is to receive the document. Select the drop down box to view a list of valid values.
- Block 8 – **From** – identifies the name and address of the activity that is generating the document. Select the drop down box to view a list of valid values.
- Block 11 – **Grand Total** – total of all line items.
- Block 12 – **Transportation Allotment** – identifies the allotment or accounting data used for transportation charges.
- Block 13- **Mail invoices to** – identifies the name and address of the activity that is to receive the invoices. Select the drop down box to view a list of valid values.
- Block 15- **Authorizing Official** – identifies the person who approves the voucher. Enter the desired value or select a value from the provided drop down box.
- Block 16 – **Signature** – space provided on the document for the signature of the authorizing official.
- Block 17 – **Date** – date the document is signed.
- **Local Code** – up to 20 characters identifying the document types and grouping for reporting purposes.

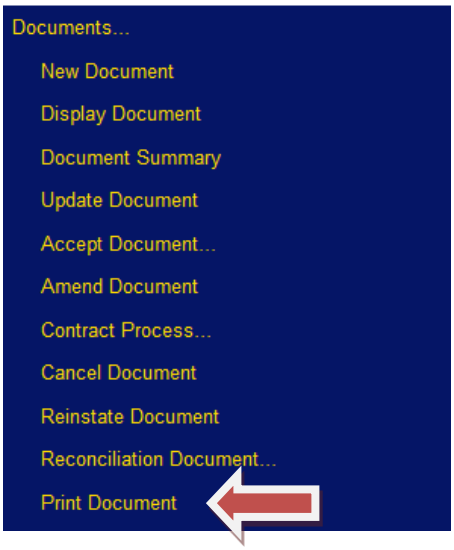
Step 9 Save the document.

When all data elements are input, click the Save button at the bottom of the document template to save. If you click Close without saving changes, the document will be discarded. If the document is saved as a Source document, the document will be complete and a transaction will be generated to STARS-FL. If the document is saved as an Initiation document, the document will be available for changes and no transaction will be generated to STARS-FL.

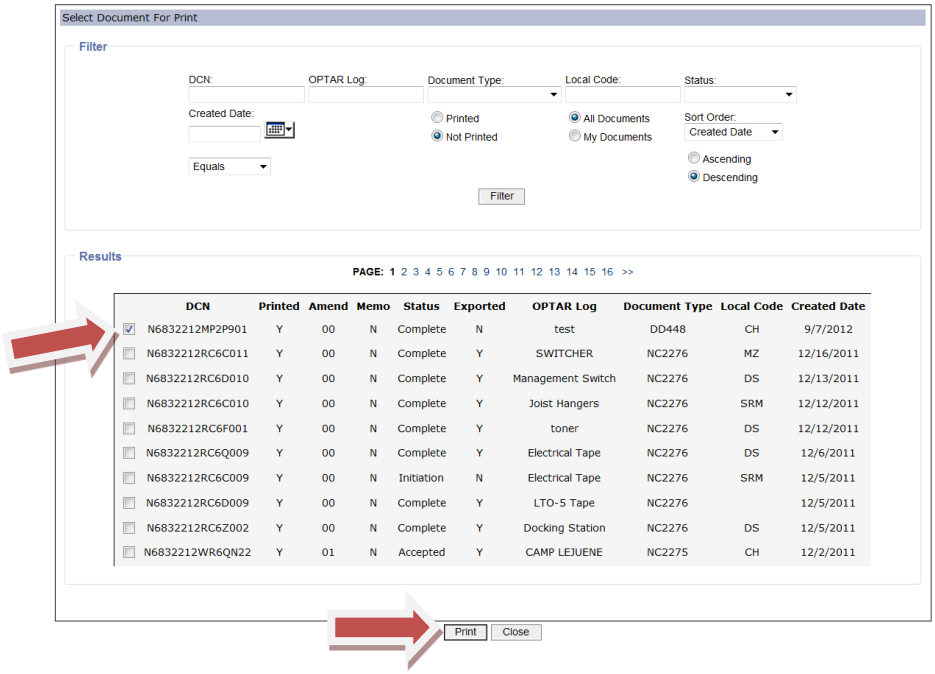
If created as a Source, you can view the transaction generated under the Transaction History report.

Step 10 Print the document.

Select Documents, Print Document.



Documents are displayed in order of create, with the most recently created document showing at the top of the list. If the document is not displayed on the screen, use the filters to find the document or scroll through the pages. Note that once a document is printed, it will no longer be displayed on the default screen, and the filter option will need to be changed from "Not Printed" to "Printed". Once the document is found, place a checkmark in the box next to the DCN and click Print.



DCN	Printed	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6832212MP2P901	Y	00	N	Complete	N	test	DD448	CH	9/7/2012
N6832212RC6C011	Y	00	N	Complete	Y	SWITCHER	NC2276	MZ	12/16/2011
N6832212RC6D010	Y	00	N	Complete	Y	Management Switch	NC2276	DS	12/13/2011
N6832212RC6C010	Y	00	N	Complete	Y	Joist Hangers	NC2276	SRM	12/12/2011
N6832212RC6F001	Y	00	N	Complete	Y	toner	NC2276	DS	12/12/2011
N6832212RC6Q009	Y	00	N	Complete	Y	Electrical Tape	NC2276	DS	12/6/2011
N6832212RC6C009	Y	00	N	Initiation	N	Electrical Tape	NC2276	SRM	12/5/2011
N6832212RC6D009	Y	00	N	Complete	Y	LTO-5 Tape	NC2276		12/5/2011
N6832212RC6Z002	Y	00	N	Complete	Y	Docking Station	NC2276	DS	12/5/2011
N6832212WR6QN22	Y	01	N	Accepted	Y	CAMP LEJUENE	NC2275	CH	12/2/2011

The document is displayed in print preview mode. Select File, Print or click the Print icon to print.

https://fastdatastg.fastdata.navy.mil/reports/rwservlet - Windows Internet Explorer

ACCEPTANCE OF MIPR

1. TO:	2. MIPR NUMBER	3. AMENDMENT NUMBER
68322 NETPDTC 6490 SAUFLEY FIELD RD PENSACOLA, FL 32509	N6832212MP2P901	00
	4. DATE (MIPR Signature date)	5. AMOUNT (as listed on MIPR) $5.00

6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)

a. [X] ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)

b. [ ] ALL ITEMS WILL BE PROCURED BY DIRECT CITATION OF FUNDS (Category II)

c. [ ] ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW

d. [ ] THIS ACCEPTANCE FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGINCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.

7. [ ] MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.

8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROVIDED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO a	QUANTITY b	ESTIMATED PRICE c	ITEM NO a	QUANTITY b	ESTIMATED PRICE c
1	0	5.00			

Questions

What is the DD448?

What is the difference between an Economy Act, a Project Order and Category 1 and 2 MIPR?

What are the elements that must exist prior to creating a DD448?

What are the steps necessary to establish a DD448?

Describe the life-cycle of the transactions for the DD448.

Practice

A document must be prepared with Homeland Security to install a security camera in a classroom and to order the security camera unit. The performing activity has identified that the installation can be done by them, but they will have to procure a contract to get the camera unit.

Introduction

This lesson will illustrate the steps required to amend a DD448 document. Amendments are needed whenever the requirement increases or the commitment amount needs to be decreased.

Objectives

Define the requirement for an increase or decrease of the DD448.

Identify the fields that can be edited on the amendment.

Describe the elements that must exist prior to creating a DD448.

Outline the steps necessary to establish a DD448 amendment.

Describe the life-cycle of the transactions for the DD448 amendment.

Lesson

Use this page to add amendments to a DD448 source document that has been exported to STARS-FL. You cannot amend documents that have been canceled. Enter or change the desired values, then select the Save button to save the source DD448 amendment. User access rights to the document amendment process are defined at the System Administrator.

The DD448 amendment form will contain much of the information from the original document. When amending the DD448 the following applies.

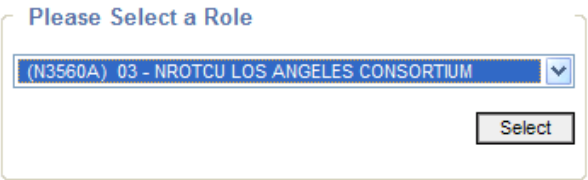
- You can add, update, and view line items.
- You can only delete line items that you added to the amendment; you cannot delete line items that were on the original document or a previous amendment.
- You also can add new ACRN's.
- You cannot update or delete ACRN's that were on the original document or a previous amendment to the document; you can only update and delete ACRN's that you have added to the DD448 amendment.

You cannot amend documents that have been canceled or that have an obligated amount of $0. If the obligated amount is $0, update rather than amend the document. Enter or change the desired data, then select the Save button to save the source NC2276A amendment. User access rights to the document amendment process are defined at the FA level.

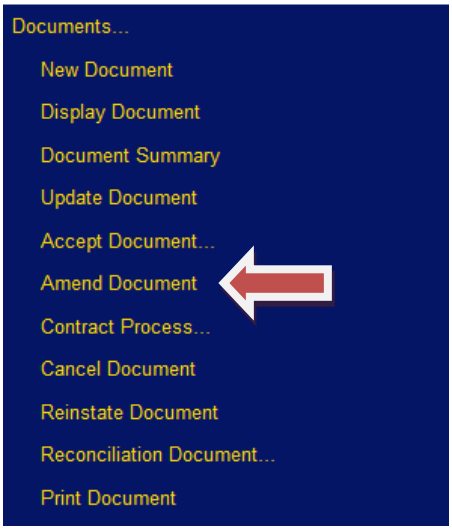
Important note to remember: Each time you create an amendment for the DD448 another CM (915) commitment is generated. You will need to ACCEPT each amendment when the acceptance document is received so that the new amount will move from CM to AO (540) obligation for the Category 1 “MP” or “IP” portion of the DD448; and contract process will need to be done to the Category 2 “MP” or “IP” contracted portion of the DD448.

Step 1 Log into FASTDATA WEB URL.
Use the USER ID and password the first time to get your CAC enabled for future logons.

Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.

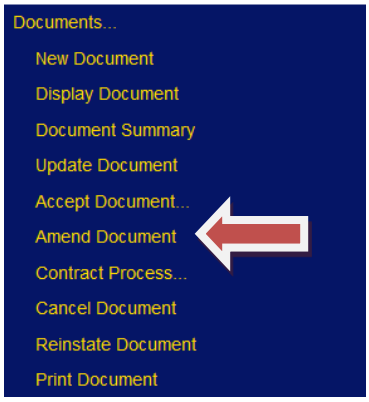


Step 3 Select Documents/Amend Document.

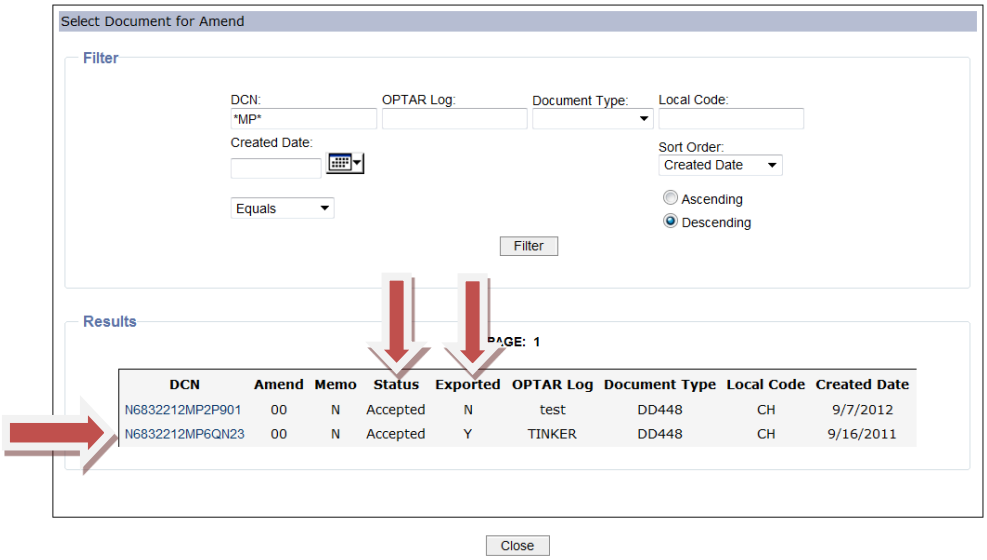


Step 4 Select Document for Amend

Select Documents, Amend Document.



Filter for or select the document from the list of available documents. The original document must have been exported and not cancelled in order to create an amendment.



Step 5 Complete Amendment Details

FASTDATA will populate the amendment number based on the sequential amendment number of the document. The details from the most recent document or amendment will be displayed and available for changes.

New DD448 Amendment Document

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST — 1. Page 1 of 1

2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER	6. AMEND NO.
		9/7/2012	N6832212MP6QN23	03

7. TO: TAFBO
72 ABW/SCXX
8840 ENTRANCE RD A
BLDG 3705 STE 217
TAFB, OK 73145

8. FROM: 68322
NETPDTC
6490 SAUFLEY FIELD RD
PENSACOLA, FL 32509

9. ITEMS ARE ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING HAS HAS NOT BEEN ACCOMPLISHED

Line Items	Description (Federal stock number, nomenclature, specifications and/or drawing no. etc.) b	QTY c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f
1	FUNDING PROVIDED FOR RECU... more	0		$0.00	$0.00
2	AMENDMENT 1 IS A NO COST ... more	0		$0.00	$0.00

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS

11. GRAND TOTAL $0.00

12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)

13. MAIL INVOICES TO: 68322
NETPDTC
6490 SAUFLEY FIELD RD
PENSACOLA, FL 32509

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ACRNs	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
AA	1721804	22M7	233 68322 0 068566 2D P6QN23 6832226QNANN	N68566	$0.00
AB	1721804	22M7	233 68322 0 068566 2D P6QN23 6832226QNBDN	N68566	$0.00

15. AUTHORIZING OFFICIAL (type name and title): TERRY L HAMMINGH COMPTROLLER

16. SIGNATURE

17. DATE

Item Description:
(This description field will print before the line item list.)

Item Description:
(This description field will print after the line item list.)

Source / Initiation — Local Code CH — OPTAR Log

Save Close

Make the needed changes or updates to the document details. To add a new ACRN, select the ACRNs button in block 14. The existing ACRNs are displayed, which can be edited, or click New to add a completely new ACRN to the document.

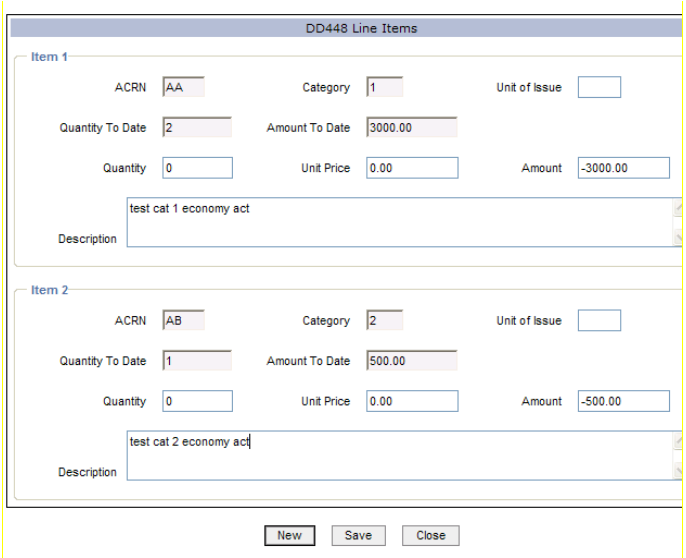
To add or decrease funds to the existing ACRN(s) access Block 9 Line Items and make the necessary changes to each ACRN with the increase or decrease amount. If needed, refer to the ACRN and Line Items steps in the Create DD448 instructions. Mandatory and optional fields on the amendment are the same as on the basic document.

The amendment can be saved as either a Source or Initiation. Saving as a Source will complete the document and generate an adjusting transaction to STARS-FL. Saving as an Initiation will allow for changes to the document and will not generate a transaction to STARS-FL.

Once all necessary elements are completed, click Save to save the document. Clicking Close will discard the amendment and associated changes to the document.

Cancel a DD448 document

Steps to cancel a DD448 are the same as the amendment process above. Select the document to amend, go to Block 9 and select line item tab. When the window opens you will need to decrease each line item by the amount showing in the obligated field.



SAVE the decrease. Then **Close** to return to the amendment document. The new GRAND TOTAL amount in block 11 will show $0.00 and will cancel your document.

SCREENING HAS HAS NOT BEEN ACCOMPLISHED

Line Items	Description (Federal stock number, nomenclature, specifications and/or drawing no, etc.) b	QTY c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f
1	test cat 1 economy act	0		$0.00	($3,000.00)
2	test cat 2 economy act	0		$0.00	($500.00)
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS				11. GRAND TOTAL $0.00	

To view transaction generated with the creation of the amendment go to reports/Transaction History and view the document history.

Step 6 Print the document.

Questions

Define the purpose of using an amendment.

What circumstances would exist on a DD448 that would not allow you to create an amendment?

You can't add a new ACRN to the amendment of a DD448. True or False?

When can an additional amendment be created?

What steps do you take to cancel a Basic document?

Practice

Homeland Security has provided feedback that the security camera unit being contracted will have to be special ordered and there will be a $500 increase in the purchase.

Introduction

This lesson will illustrate the steps required to accept DD448 Military Interdepartmental Purchase Request document. Accepting a Project Order DD448 will generate an obligation transaction for each document ACRN. Accepting an Economy Act DD448 ACRN as **Category 1** (reimbursable) will generate an obligation transaction. You must create a contract or enter contract information to generate an obligation when you accept an Economy Act ACRN as **Category 2** (direct funds citation).

Objectives

Define the Acceptance of the DD448.

Describe the elements that must exist prior to acceptance of the DD448.

Outline the steps necessary to Perform. Edit, and View acceptance of the DD448.

Describe the life-cycle of the transactions for acceptance of the DD448.

Lesson

This section will show how to perform the acceptance of the DD448 documents and amendments, whether they are Economy Act within DoD (MP), Economy Act outside DoD (IP), or Project Order (MP). User access rights to accept documents are defined at the System Administrator level.

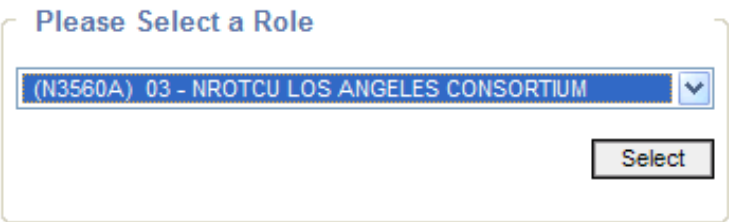
Use this page to accept DD448 ACRNs. Select the desired value from the Accepting Official dropdown list, and then select the OK button to accept the document. You can change the default Category value for Economy Act DD448 ACRN's (the ninth and tenth positions of the Economy Act DCN will be **MP or IP**; positions nine and ten of a Project Order DD448 DCN are **MP**). Accepting a Project Order DD448 will generate an obligation transaction for each document ACRN. Accepting an Economy Act DD448 ACRN as Category **1** (reimbursable) will generate an obligation transaction. You must create a contract or enter contract information to generate an obligation when you accept an Economy Act ACRN as Category **2** (direct funds citation).

If you accept a requisition document that has been cross-referenced in the commitment stage, FASTDATA will create a non-exportable obligation transaction. If the cross-reference is partial, the transaction will be split based on any remaining commitment. As an example, if the commitment amount is $1,000 and the partial cross-reference is for $750 (leaving a commitment amount of $250), and the document is accepted, FASTDATA will create a non-exportable transaction for $750 and an exportable transaction for $250. Each transaction will have remarks to indicate the acceptance occurred after a Credit Card cross-reference. You can accept ACRN's on the basic document or on an amendment. When you accept a basic DD448 document that has been amended, the amendments are not accepted automatically. When you accept a DD448 amendment, the accept process will accept the selected amendment, the basic document, and any Accepting Date. To accept the basic document and all associated amendments, accept the most recent amendment.

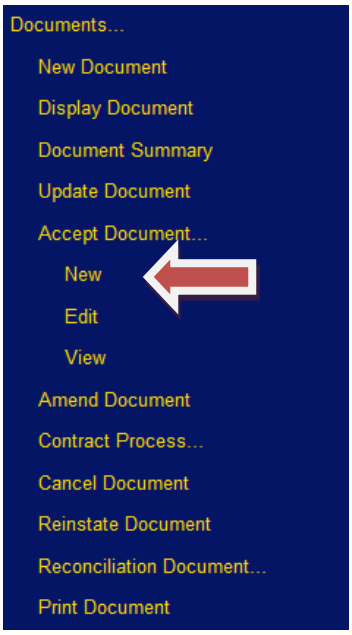
When you accept a DD448 ACRN as reimbursable (Category 1), FASTDATA creates an obligation transaction for export to STARS-FL. If you wish to update the acceptance for a DD448 that has been accepted, select the File menu Accept Document menu Edit item to edit the acceptance. You cannot edit a DD448 acceptance after a contract or receipt has been entered for the document.

Step 1 Log into FASTDATA WEB URL.
Use the USER ID and password the first time to get your CAC enabled for future logons.

Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.

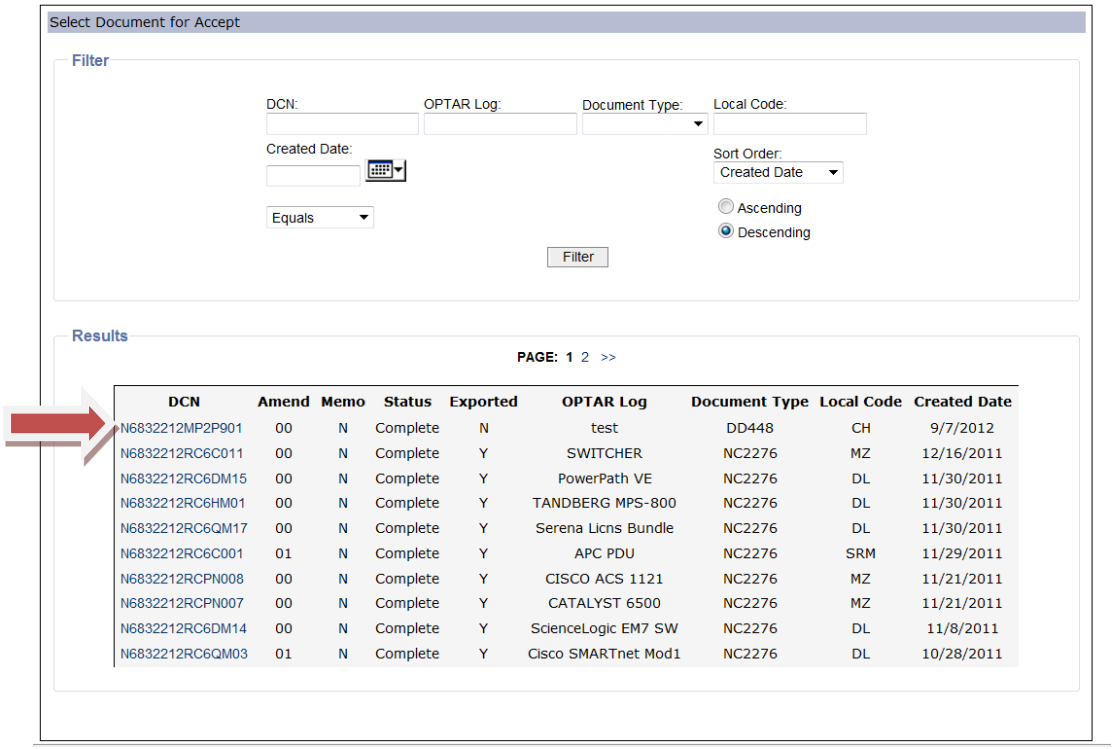


Step 3 Select Documents, Accept Document, New.



Step 4 Select Document for Accept Screen will appear.

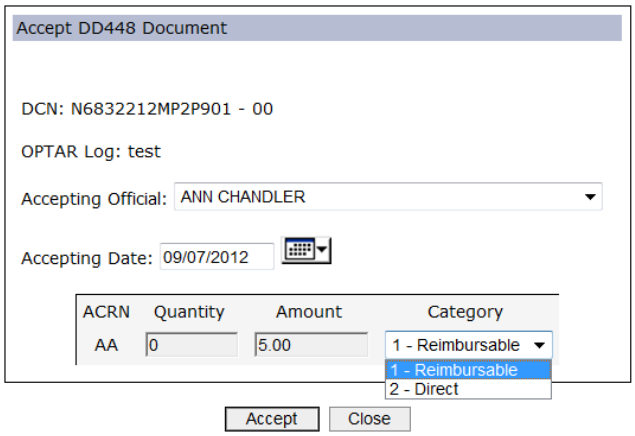
A list of documents available for acceptance is displayed. The only documents you can accept are Credit Card, DD448, DD1556, NC2275, NC2276, and NC2276A. Select or filter for the appropriate document.



DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6832212MP2P901	00	N	Complete	N	test	DD448	CH	9/7/2012
N6832212RC6C011	00	N	Complete	Y	SWITCHER	NC2276	MZ	12/16/2011
N6832212RC6DM15	00	N	Complete	Y	PowerPath VE	NC2276	DL	11/30/2011
N6832212RC6HM01	00	N	Complete	Y	TANDBERG MPS-800	NC2276	DL	11/30/2011
N6832212RC6QM17	00	N	Complete	Y	Serena Licns Bundle	NC2276	DL	11/30/2011
N6832212RC6C001	01	N	Complete	Y	APC PDU	NC2276	SRM	11/29/2011
N6832212RCPN008	00	N	Complete	Y	CISCO ACS 1121	NC2276	MZ	11/21/2011
N6832212RCPN007	00	N	Complete	Y	CATALYST 6500	NC2276	MZ	11/21/2011
N6832212RC6DM14	00	N	Complete	Y	ScienceLogic EM7 SW	NC2276	DL	11/8/2011
N6832212RC6QM03	01	N	Complete	Y	Cisco SMARTnet Mod1	NC2276	DL	10/28/2011

Step 5 Input Acceptance Data

Input the Accepting Official by either typing the name, or selecting a name from the drop down box. Input the date of acceptance. Select the appropriate category from the drop down box. Category 1 is for Reimbursable. Category 2 is for Direct.

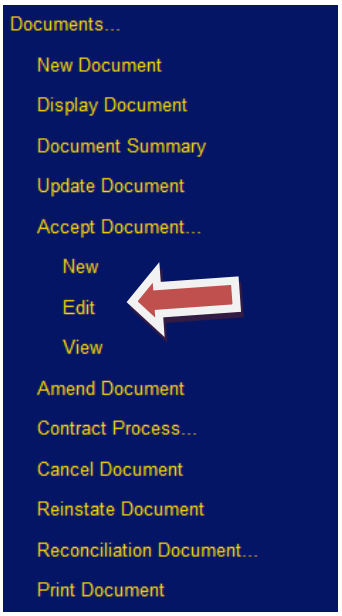


Step 12 Transaction generated

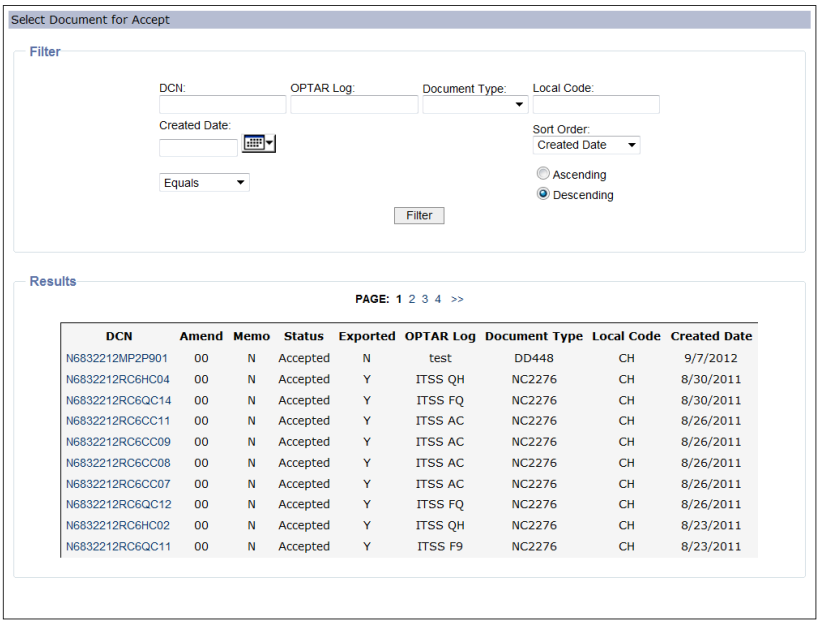
If the document is accepted as a Category 1 Reimbursable, FASTDATA will send an obligation transaction to STARS-FL. If the document is accepted as a Category 2 Direct, the contract process will need to be completed for the obligation transaction to generate.

Step 13 Edit DD448 Acceptance Document

Select Documents, Accept Document, Edit.

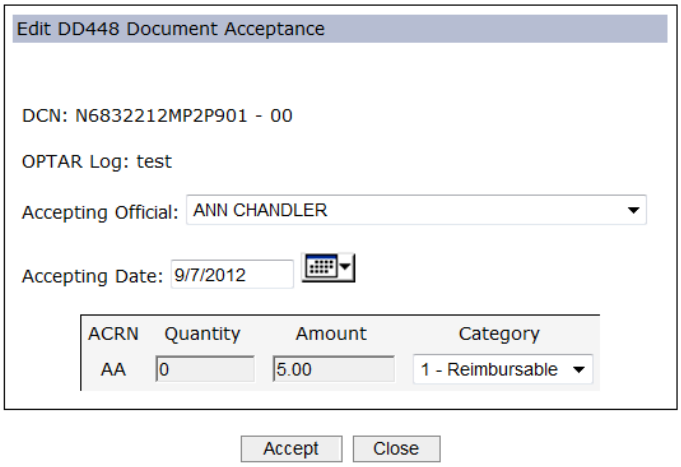


Documents available for Edit of Acceptance will appear on the Screen. Use the filters to find the appropriate document if needed, then click the blue DCN link to open the acceptance.



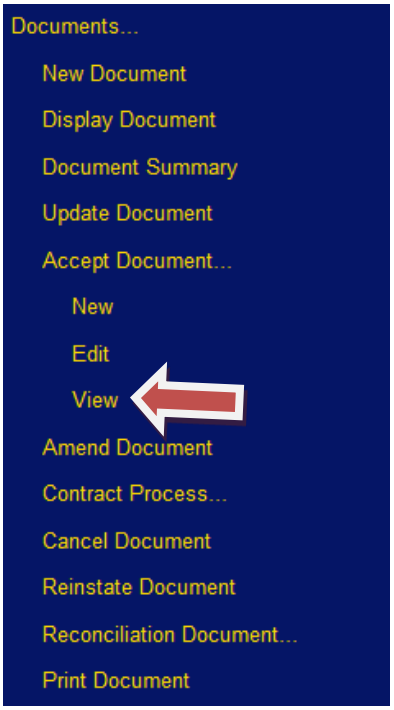
DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6832212MP2P901	00	N	Accepted	N	test	DD448	CH	9/7/2012
N6832212RC6HC04	00	N	Accepted	Y	ITSS QH	NC2276	CH	8/30/2011
N6832212RC6QC14	00	N	Accepted	Y	ITSS FQ	NC2276	CH	8/30/2011
N6832212RC6CC11	00	N	Accepted	Y	ITSS AC	NC2276	CH	8/26/2011
N6832212RC6CC09	00	N	Accepted	Y	ITSS AC	NC2276	CH	8/26/2011
N6832212RC6CC08	00	N	Accepted	Y	ITSS AC	NC2276	CH	8/26/2011
N6832212RC6CC07	00	N	Accepted	Y	ITSS AC	NC2276	CH	8/26/2011
N6832212RC6QC12	00	N	Accepted	Y	ITSS FQ	NC2276	CH	8/26/2011
N6832212RC6HC02	00	N	Accepted	Y	ITSS QH	NC2276	CH	8/23/2011
N6832212RC6QC11	00	N	Accepted	Y	ITSS F9	NC2276	CH	8/23/2011

When updating a DD448 Acceptance document, you can modify the Accepting Official and Acceptance Date. You can modify the Category if the document has not been exported and is an Economy Act type DD448.

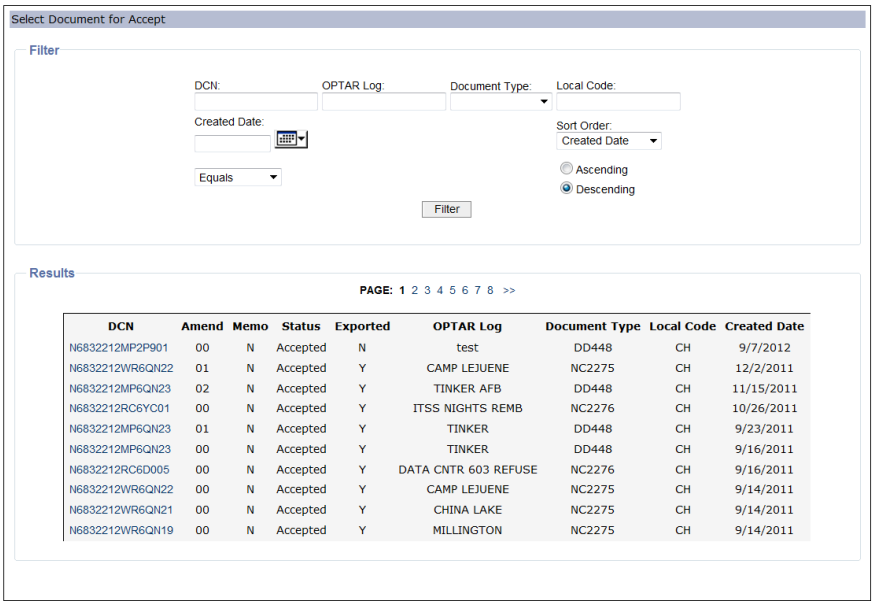


Step 14 View DD448 Acceptance

Select Documents, Accept Document, View.

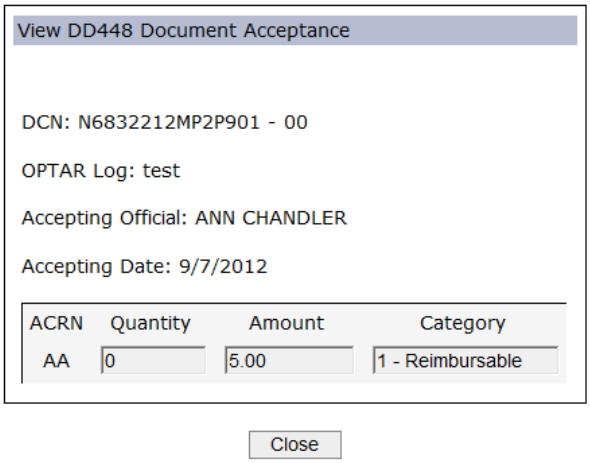


Only documents that have already been accepted will appear on the Screen.



DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6832212MP2P901	00	N	Accepted	N	test	DD448	CH	9/7/2012
N6832212WR6QN22	01	N	Accepted	Y	CAMP LEJUENE	NC2275	CH	12/2/2011
N6832212MP6QN23	02	N	Accepted	Y	TINKER AFB	DD448	CH	11/15/2011
N6832212RC6YC01	00	N	Accepted	Y	ITSS NIGHTS REMB	NC2276	CH	10/26/2011
N6832212MP6QN23	01	N	Accepted	Y	TINKER	DD448	CH	9/23/2011
N6832212MP6QN23	00	N	Accepted	Y	TINKER	DD448	CH	9/16/2011
N6832212RC6D005	00	N	Accepted	Y	DATA CNTR 603 REFUSE	NC2276	CH	9/16/2011
N6832212WR6QN22	00	N	Accepted	Y	CAMP LEJUENE	NC2275	CH	9/14/2011
N6832212WR6QN21	00	N	Accepted	Y	CHINA LAKE	NC2275	CH	9/14/2011
N6832212WR6QN19	00	N	Accepted	Y	MILLINGTON	NC2275	CH	9/14/2011

Filter for the document acceptance needed, then click the blue DCN link to open the acceptance. The details of the acceptance are displayed but cannot be edited. Click Close to return to the home screen.



Questions

What does the acceptance of the DD448 do?

What are the elements that must exist prior to acceptance of the DD448?

What are the steps necessary to Accept, Edit, and View acceptance of the DD448?

What transactions are generated for the DD448?

Practice

The acceptance copy of the MIPR has been sent to Homeland Security to install a security camera and to purchase the camera unit. The person who signed the acceptance was Andy M Griffin and it was dated three days ago. Perform the acceptance on the document. Go to REPORTS, Transaction History, Filter to your document number and determine what transaction codes have been generated after acceptance has been done.

Introduction

This lesson will illustrate the steps required to perform contract process on the direct citation (Category 2) portion of the DD448 document. Contract Process is executed once the contract documentation is received back from FISC or the Contracting Office and needs to be performed in order to convert the commitment to an obligation.

Objectives

Define the Contract Process of the DD448.

Describe the elements that must exist prior to contract process of the DD448.

Outline the steps necessary to Perform, Edit, and View contract process of the DD448.

Describe the life-cycle of the transactions for contract process of the DD448.

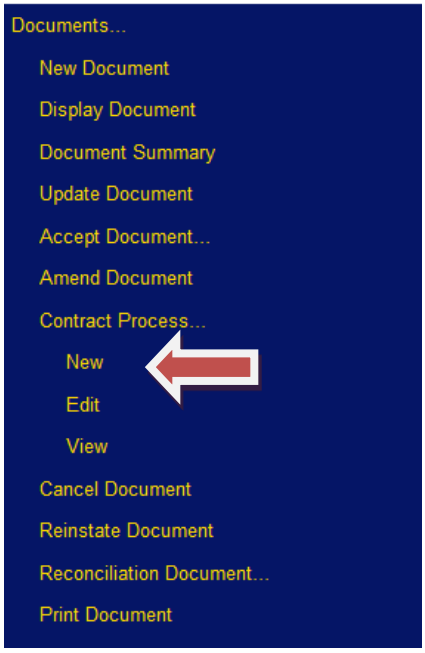
Lesson

Use the New Contract section to create a new contract for an existing source or memo **NC2276, NC2276A, DD1348-6** (if not crossed to a supply system), **DD1149**, or **DD448** (category 2) transaction.

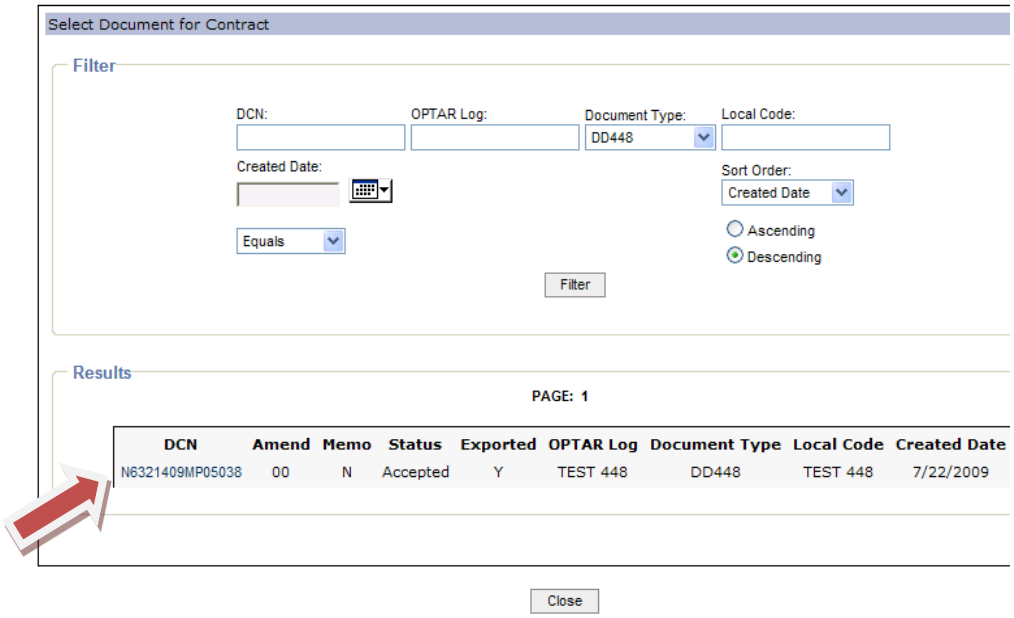
User access to enter contracts is defined at the System Administrator level. The contract process affects the OPTAR's status of funds if the contract amount differs from the commitment amount. When entering a contract number with **A**, **G**, or **H** in the ninth position, you must enter a value for DO/BPA. You must enter a value for Contract Amount if the Contract Partial value is Partial.

SPS sites cannot create a new contract for a document until all amendments to the document have been exported to SPS. When you create a new contract, FASTDATA establishes an obligation transaction with the amount (s) from the contract. An obligation transaction and its associated contract number are included in FA export to STARS-FL. You can only enter a contract for the portion of a DD448 document that was accepted as direct.

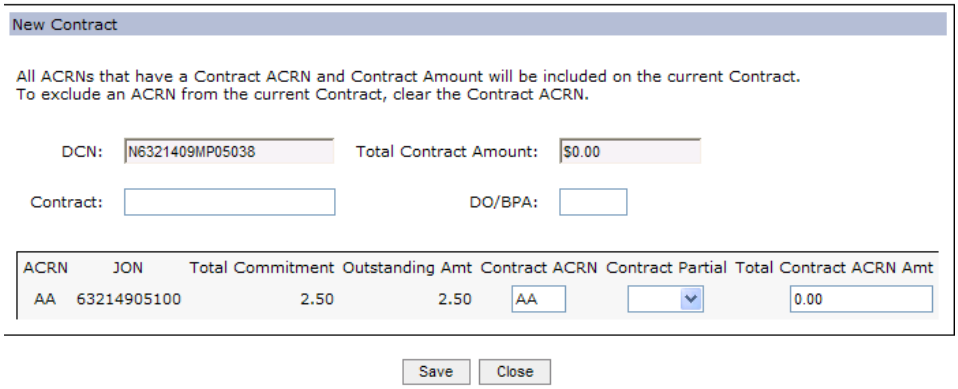
Step 1 Select Documents/Contract Process



Step 2 Select the DD448 document you wish to perform contract process on



Step 3 New Contract screen appears



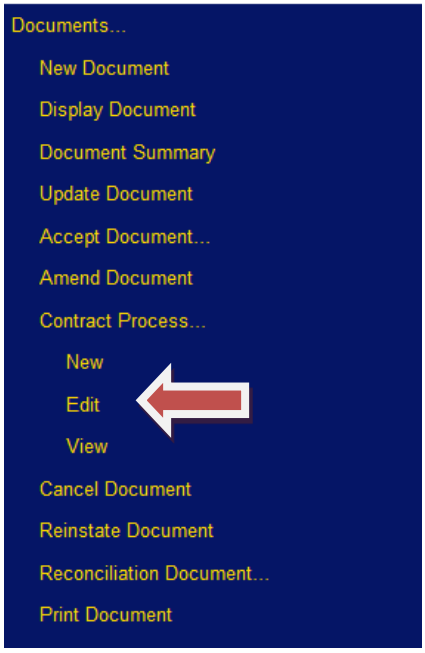
The contract process will create the obligation transaction that will flow to STARS-FL and liquidate part or the entire total commitment field in STARS-FL. The outstanding amount field will show the difference of the total commitment of the ACRN and the amount that was not contracted in the contract amount field. If the total committed and the contract amount entered match the contract partial/final indicator should be set to FINAL.

Fields on the New Contract screen:

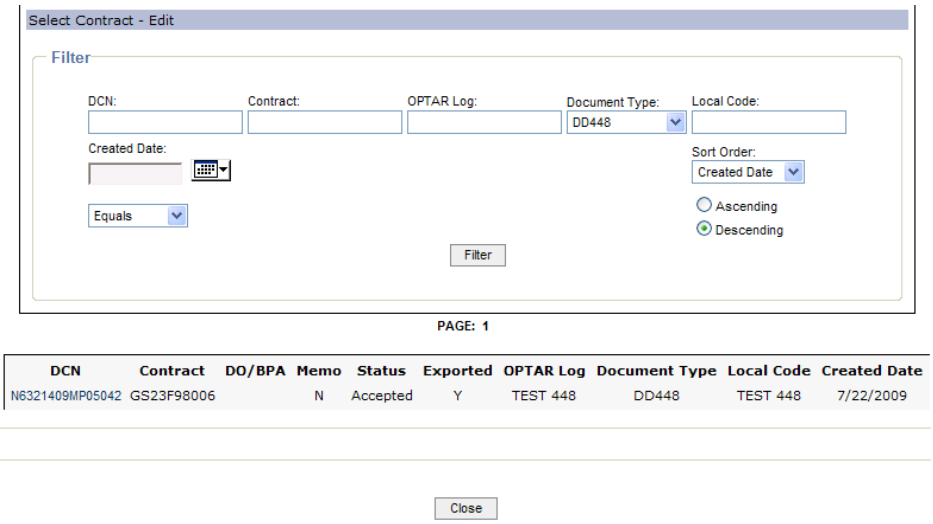
DCN
Identifies the document control number (DCN).
Total Contract Amount
Identifies the total of all contracted amounts of the listed ACRN's.
Contract
Identifies the contract. A value is required. Enter Contract number in this block.
DO/BPA
Identifies a call to a Delivery Order or Blanket Purchase Agreement for an indefinite delivery type contract. A value is required if the contract number contains **A**, **G**, or **H** in the ninth position.
ACRN
The Accounting Classification Reference Number (ACRN) identifies each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing.
JON
Identifies the 11-position job order number that identifies an accounting transaction.
Total Commitment
Identifies the outstanding amount on the document.
Outstanding Amount
When the Contract Partial value is **Partial**, this amount is the difference between the Total Commitment and the Contract Amount. When you enter a value of **Final** in the Contract Partial field, this value changes to zero (**0**).
Contract ACRN
Identifies the contract ACRN.
Contract Partial
Indicates whether the obligation is to be fully or partially liquidated when processing receipts or expenditures. You must select either Partial or Final when entering a contract.

Contract Amt
Identifies the contracted amount to date of the ACRN on a document. A value greater than zero (0) is required if the Contract Partial value is **Partial**.
Save
Accepts your entries and creates the contract.
Close
Closes the New Contract page.

Step 4 Documents/Contract process/ EDIT

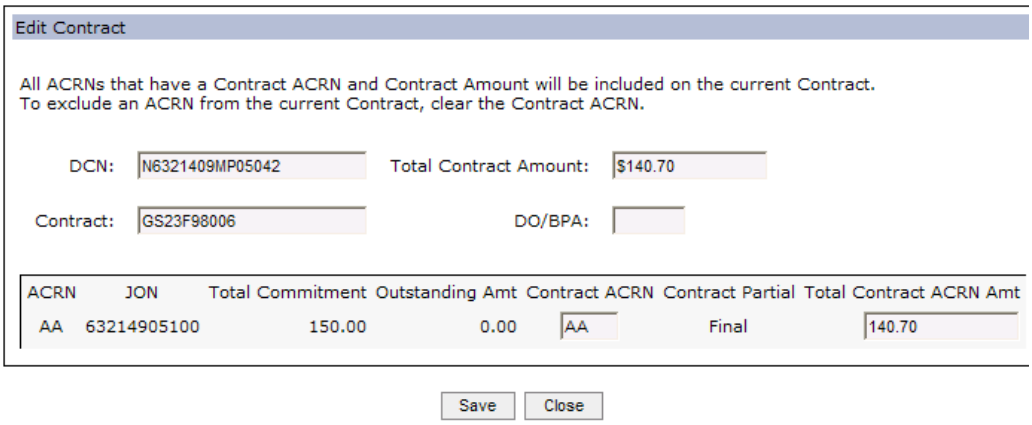


Use the Edit Contract page to modify an existing contract for an **NC2276, NC2276A** (Direct Cite) **DD1348-6**, **DD1149,** or **DD448** (category 2) source or memo transaction. You cannot edit a final contract that has been exported to STARS-FL and is for a source NC2276, NC2276A (Direct Cite) or DD448 (category 2). SPS sites cannot create or edit a contract unless all amendments to the document have been exported to SPS. At the Document menu select Contract Process and then Edit. When the Select Contract - Edit page opens, select the desired contract.

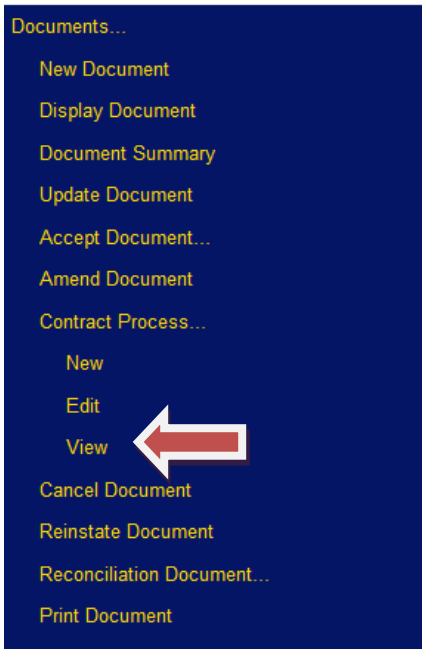


Use the filter to locate your document available for contract process edit if it is not visible on the screen.

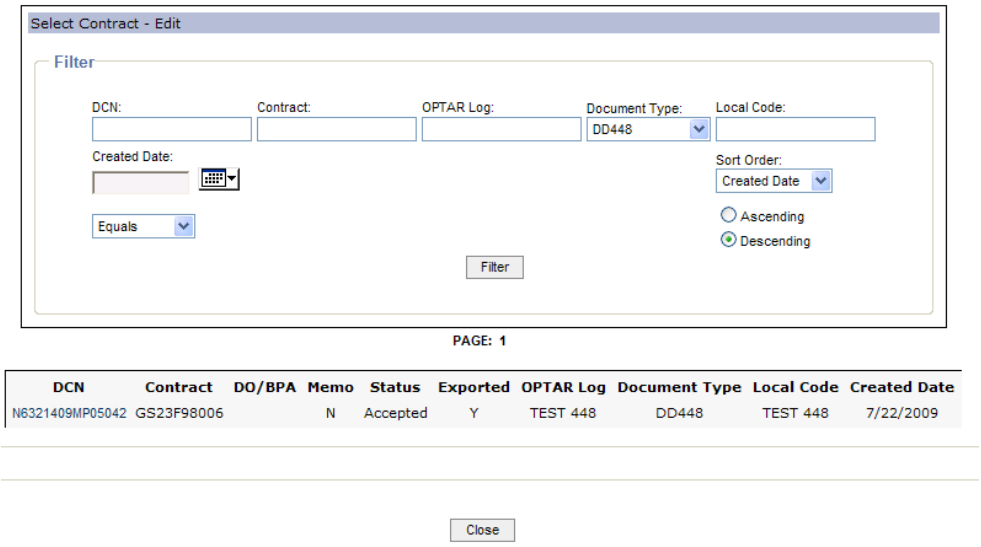
Edit contract box will appear showing the data fields that are open for edit



Step 5 Documents/Contract process/ VIEW

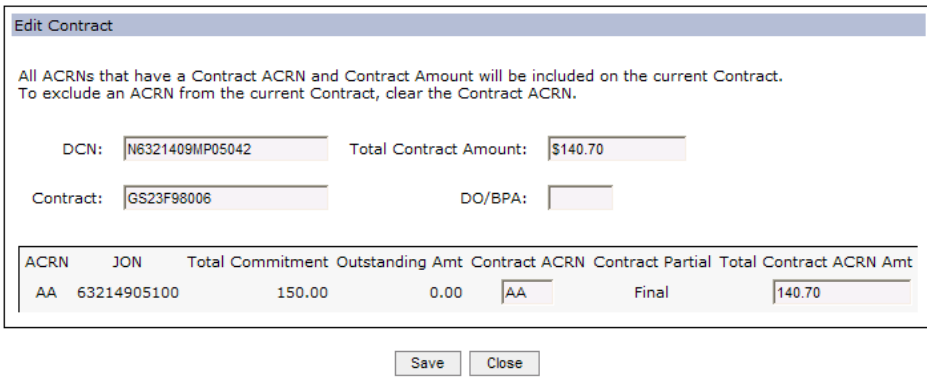


Use this function to select the contract you wish to view. Your access to documents is defined at the System Administrator level. You can locate the desired document using the search features of the page and FILTER. To change the order of the listed documents, use the page's sort features. Click on the DCN once you have identified the one you wish to VIEW.



Those documents available for view will appear in the result screen when you filter for DD448 doc type.

Select the document to view and the view screen will appear:


Edit Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N6321409MP05042 Total Contract Amount: $140.70

Contract: GS23F98006 DO/BPA:

ACRN	JON	Total Commitment	Outstanding Amt	Contract ACRN	Contract Partial	Total Contract ACRN Amt
AA	63214905100	150.00	0.00	AA	Final	140.70

Save Close

Questions

What occurs when the Contract Process of the DD448 is performed?

What elements that must exist prior to contract process of the DD448?

What are the steps necessary to Perform, Edit, and View contract process of the DD448?

What is the life-cycle of the transactions for contract process of the DD From 448?

Practice

The contracting officer has forwarded copies of the contract created for the purchase of the security camera unit. Please create the obligation. Go to the Transaction History to view the current life cycle of the MIPR sent to Homeland Security.

Introduction

This lesson will describe the purpose of the NC2275 Order for Work and Services document. Illustrations will be provided for the creation, amendment, and acceptance of the NC2275.

Objectives

Learn the purpose and life cycle of the NC2275.

Learn how to create a NC2275.

Learn the steps required to amend an existing NC2275.

Learn about the acceptance process and its impacts on the transactions.

Introduction

This lesson will describe the purpose of the NC2275 Order for Work and Services document. The full life cycle of the document will be discussed.

Objectives

Define the purpose of the NC2275.

Identify the types of transactions associated to a NC2275.

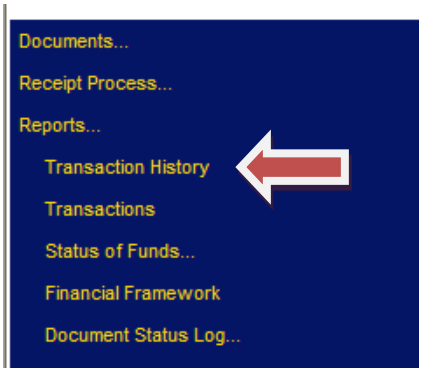
Determine the required elements when recording a training event using the form.

Lesson

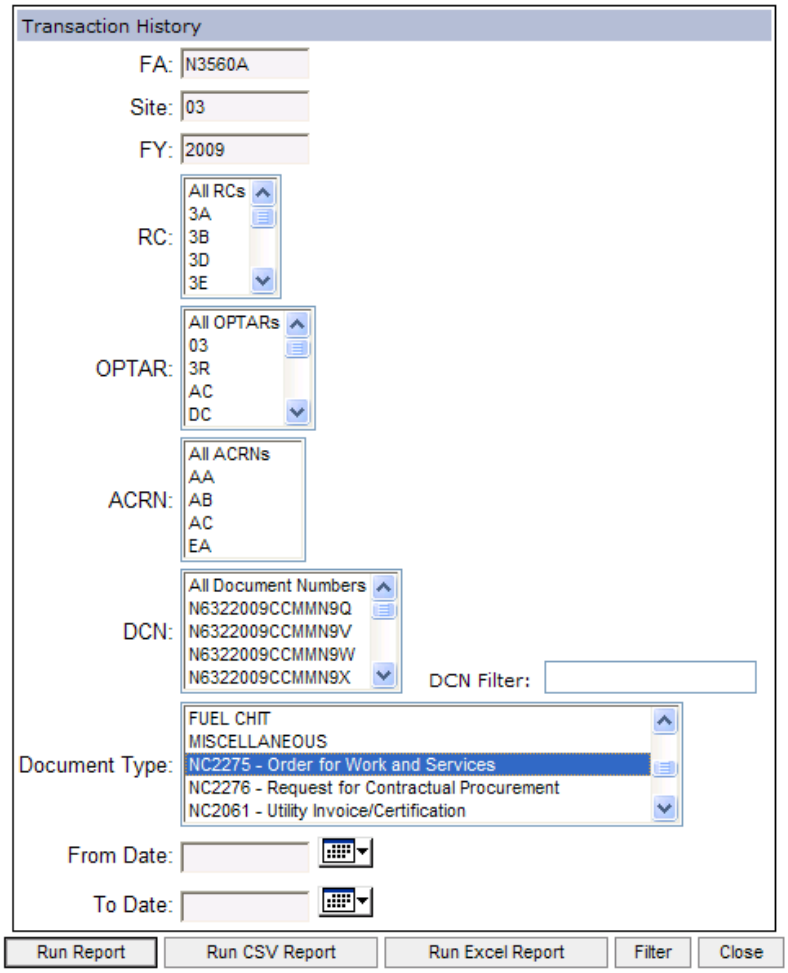
The primary purpose of the information collected on the NC2275 is for use requesting work and services from another Navy activity. A NC2275 may be created as an Economy Act if the goods or services can not be provided via contractual procurement as efficiently or cost effectively from a commercial source (31 U.S.C. 1535). The NC2275 may also be created as a project order provided that the items being ordered are a "specific, definite and certain" (41 U.S.C. 23). For an Economy Act NC2275, the ninth and tenth positions of the document control number (DCN) are **WR** for Work Requests while the ninth and tenth positions of the DCN for a Project Order NC2275 are **PO** for Project Orders.

Creation of the NC2275 in FASTDATA generates commitment transactions (915) that are transmitted to STARS/FL. A funding validation check is performed at the time the NC2275 is created to make sure that there are sufficient funds in the OPTAR to support the requirement. The acceptance by the performing activity must be recorded in FASTDATA to move the commitment into an obligation (540) transaction. The acceptance will generate an obligation equal to the amount of the commitment. If there are any differences, the document must be amended until the two are equal. Each subsequent amendment must also be accepted. A receipt may be posted against the document but be caution taken as the invoice may have already paid and an expenditure recorded.

To view the transactions throughout the life cycle of the document, go to Reports/Transaction History.



Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.



Transaction History Report

Filter: AND SITE IN ('03') AND DOC TYPE IN ('N1')

FA: N3560A **Site: 03** **RC: 3A** **OPTAR: 03** **FY: 2009**

DCN: N6322009WR03074

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63220903160	Q	252			NC2275	01		Accepted	$1,200.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	07/21/2009 14:03:30	0	$800.00	00	I		Created By Database User ID=bfpe45301;
Y	AO	08/05/2009 10:06:36	0	$800.00	00	I		Created By Database User ID=BFPE45301;
Y	CM	08/05/2009 13:27:09	0	$800.00	01			Created By Database User ID=BFPE45301;

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AB				63220903170	Q	252			NC2275	01		Accepted	$300.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	07/21/2009 14:03:30	0	$400.00	00	I		Created By Database User ID=bfpe45301;
Y	AO	08/05/2009 10:06:36	0	$400.00	00	I		Created By Database User ID=BFPE45301;
Y	CM	08/05/2009 13:27:09	0	-$100.00	01			Created By Database User ID=BFPE45301;

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AC				63220903190	Q	252			NC2275	01		Complete	$200.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	08/05/2009 13:27:09	0	$200.00	01	I		Created By Database User ID=BFPE45301;

The following chart illustrates the transaction flow as the document progresses through its life cycle. A commitment transaction is established when the document is created. Recording the acceptance by the performing activity converts the commitment into an obligation. If the document is amended, the amended cost of the document reverts to a commitment and requires acceptance of the amendment by the performing activity to move the amended amount of the document into an obligation status as well. Receipts can be entered but are optional. Once the invoice is paid, an expenditure is recorded to close out the document.

NC2275 Order for Work and Services

	Commitment	Obligation	Accounts Payable	Disbursement
STARS/FL	915	540	510	610
FASTDATA	CM	AO, AD, AR	RG, RP	EV
Creation				
Acceptance				
Amendment				
Acceptance				
Optional Receipt				
Invoice Payment				

This life cycle has been simplified and assumes that a final invoice payment has been recorded. Adjusting transactions may need to be recorded in both STARS/FL and FASTDATA to actually close out the document.

Questions

What is the purpose of the NC2275?

What types of transactions are generated when establishing a NC2275?

Introduction

This lesson will illustrate the steps required to create a NC2275 Order for Work and Services document. The NC2275 form is used to request work or services from one Navy agency from another. This form is most commonly used to request services from Public Works.

Objectives

Define the NC2275.

Identify the difference between an Economy Act and a Project Order.

Describe the elements that must exist prior to creating a NC2275.

Outline the steps necessary to establish a NC2275.

Describe the life-cycle of the transactions for the NC2275.

Lesson

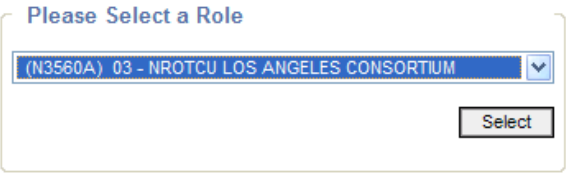
The NC2275 source document is a reimbursable order, and is used when one component of the U.S. Navy requests work or services to be performed by another Navy component. Creation of the NC2275 establishes a commitment transaction that will be exported to *STARS-FL.*

The two formats for the NC2275 are the Economy Act and the Project Order. Each format requires acceptance to generate an obligation transaction. The data you enter for both formats is the same but the system-generated format of the document control number (DCN) is different for each. For an Economy Act NC2275, the ninth and tenth positions of the DCN are **WR** while the ninth and tenth positions of the DCN for a Project Order NC2275 are **PO**.

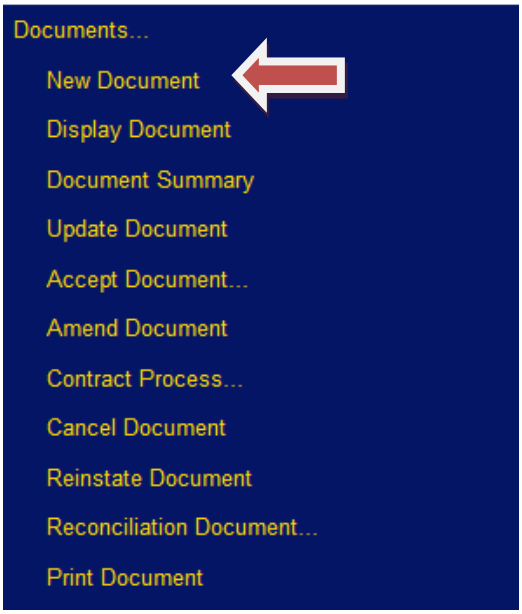
Site users with the necessary access defined by the System Administrator level can add, update, and view source and memo NC2275 documents. Other File menu document processes available for the NC2275 include Accept, Receipt, Expenditure, Amend, Cancel, and Reinstate.

Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your common access card (CAC) enabled for future logons.

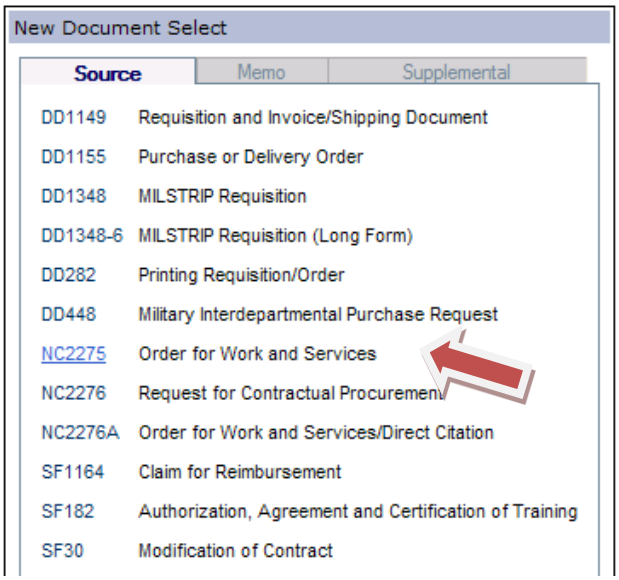
Step 2 Please select a Role – drop down arrow – select your Site you are creating a document in.



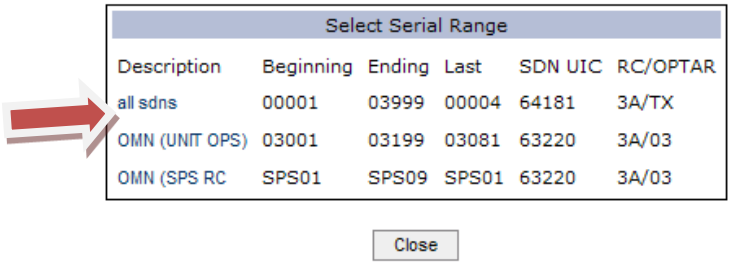
Step 3 Select Documents/New Document.



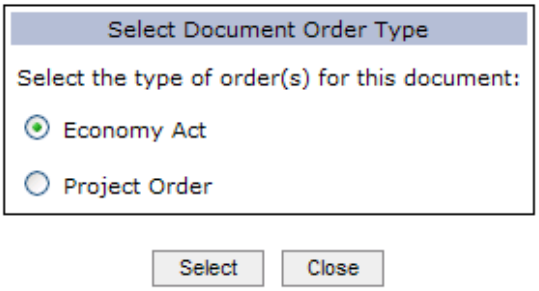
Step 4 Select NC2275.



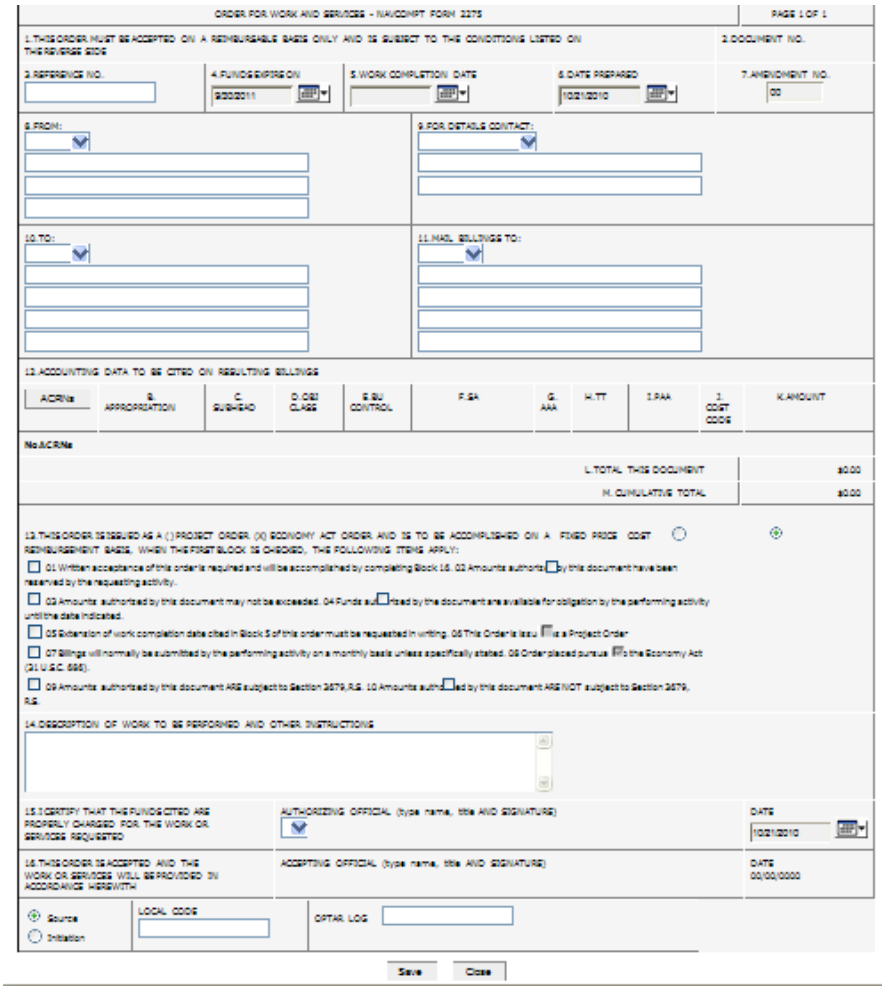
Step 5 Select serial range if the FA has provided more than one set of serial ranges for you to use on NC2275s. If only one range is established for use the user will be directed directly into the document to create. REMEMBER – the document number will not appear until the successful SAVE of the document in the Web.



Step 6 The NC2275 Order for Work and Services can be an Economy Act (WR) or a Project Order (PO) reimbursable order used when one component of the Navy requests work or services be performed by another component of the Navy.



Step 7 Complete the NC2275 form



Step 8 Block 3 – Reference No. Optional field that contains the document number authorizing the preparing activity the funds cited.
Step 9 Block 4 – Funds Expire On. This field contains the date on which the associated funding will expire for obligating purposes.
Step 10 Block 5 – Work Completion Date. This field contains the date by which the requested work or services must be completed or requested goods must be delivered.
Step 11 Block 6 – Date Prepared. This field contains the date on which the document was created. This is required in order for the NC2275 to be available for the Export Project Order/Work Request process.
Step 12 Block 7 – Amendment No. This will identify the Basic document as 00 by default, and any official amendments will reflect in this field when created.
Step 13 Block 8 – From. This field identifies the activity and address requesting goods or services. Select the drop – down arrow to view a list of activities by name and address already in the address book.

Note: If the activity name and address are not in the drop down box from previous documents created, user must create a **5 digit address code** to input in the drop down box, and then type in the name of the activity and full mailing address. This will prompt the user to save to the address book when the document is SAVED.

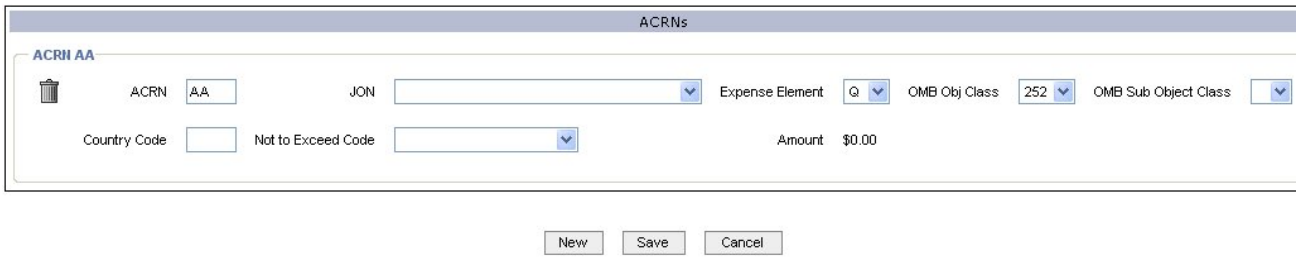
Step 14 Block 9 – For Details Contact. This field is optional but will identify the person to contact at the requesting activity if there are any questions about the order. Select the drop-down arrow to view a list of valid values, or add a new one to the document.
Step 15 Block 10 – To. This is a mandatory field. It identifies the activity to receive the document. Select from the drop down box if available.

Note: If the activity name and address are not in the drop down box from previous documents created, user must create a **5 digit address code** to input in the drop down box, and then type in the name of the activity and full mailing address. This will prompt the user to save to the address book when the document is SAVED.

Step 16 Block 11 – Mail Billings to. This is a mandatory field. Select the value from the drop down list.

Note: If the activity name and address are not in the drop down box from previous documents created, user must create a **5 digit address code** to input in the drop down box, and then type in the name of the activity and full mailing address. This will prompt the user to save to the address book when the document is SAVED.

Step 17 Block 12 – Accounting Data to be Cited on Resulting Billings. This field will add the ACRN – Accounting Classification Reference number. An ACRN is a two character code identifying each LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of process. Click on ACRN box.



ACRN
The default value for the first ACRN is "AA". ACRN codes automatically increment by one character for each subsequent ACRN. For example, AA, AB, AC, AD, etc. However, you may use any two alphanumeric characters as an ACRN identifier if the need arises.

JON
Identifies the job order number (JON). When adding a new ACRN a JON is required. Use the drop down pick list to identify the valid available JONS to select for this document.

Expense Element
Identifies the type of obligation below the Function/Sub-Function level. Any or all expense elements can be incurred under a given functional category or cost account. FASTDATA provides a default value, but you can change it by selecting the desired value from the drop down list. An Expense Element code is required.

OMB Object Class
Identifies the Office of Management and Budget object class designation. Valid values for the OMB Object Class depend on the value for Expense Element. FASTDATA provides a default value associated to the expense element selected but you can change it by selecting the desired value from the drop-down list.

Optional fields are:
Country Code – Identifies the country for purposes of processing the transaction.
OMB Sub Object Class – The OMB object class is a 3 digit field. The Sub Object Class provides a fourth digit for activities requiring a four digit object class.
Not to exceed code – This is optional and will indicate directions for paying the obligation. Valid values for this field include:

Code	Function	Purpose
C	Partial	Payments always post as a partial amount and may exceed the obligation. Used for monthly payment or year-long contracts
D	Partial not to Exceed	Payments post only as partial amount and may not exceed the obligation. If expenditure is final, STARS-FL makes the expenditure partial. Used for fixed price contracts
F	Final	Payments always post as final amount and may exceed the obligation. Used in the twelfth month of a year long contract.
G	Final Not to Exceed	Payments post only as final and may not exceed the obligation. If expenditure is partial, STARS-FL makes the expenditure final. Used for fixed-price contracts.
X	Not to Exceed	Payments may not exceed the obligation. Used mainly for reimbursable billings.
Blank		Payments may post as partial or final and may exceed the obligation.

AMOUNT
This field contains the ACRN obligation amount.

New
Select the New button to add additional ACRNs. Add the new ACRN information same as in the steps above.

Save
Select the Save button to save your ACRN data. If the amount you entered exceeds the available funds you will receive an error message and will not be able to save the ACRN.

Cancel
Closes the ACRN page and returns to the document. Once your ACRN(s) are saved you will want to cancel from the ACRN box and return to the document itself.

Step 19 Block 13 **-** THIS ORDER IS ISSUED AS A ( )PROJECT ORDER ( )ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A ( )FIXED PRICE ( )COST REIMBURSEMENT BASIS. WHEN THE FIRST BLOCK IS CHECKED, THE FOLLOWING ITEMS APPLY.
Select a desired value to provide additional information and/or restrictions to the accepting activity.

Step 20 Block 14 **-** DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS
Contains a description in detail or comments on the work or goods requested.

Step 21 Block 15 - AUTHORIZING OFFICIAL
Identifies the name and title of the authorizing official who approved the document. Select the drop-down arrow to view a list of valid values. Field will hold 38 characters.

Step 22 AUTHORIZED DATE **-**Contains the date the authorizing official actually signed the document.

Step 23 Source or Initiation – Select the applicable radio button.
An Initiation document is created when a requirement is known but funding is not available at the time of creation. This document does not affect available funding (such as the Source document does) and is not exported to STARS-FL. The Initiation document is not exported, and can be updated at any time. Once approval is attained it can be changed from Initiation to Source. At this time the document will affect available funding and is exported to STARS-FL.

Step 24 LOCAL CODE- Optional Field
Code of up to 20 characters identifying document types and groupings for reporting purposes.

Step 25 OPTAR LOG- Mandatory Field
Enter the purpose of the log entry or the name of the items being ordered**.**

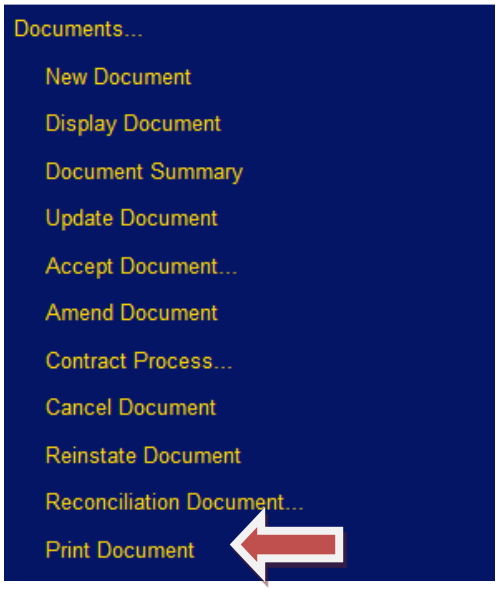
Step 26 Save – Select save and upon save your **document number will appear in Block 2** of the NC2275. Once the document is successfully saved user may create another document by selecting **"**Add Another**"** that appears when the document is in the view after save mode.

If you do not wish to create another document at this time select Close. If Close is selected and user did not see the document number in Block 2 and the ADD ANOTHER at the bottom, then the document will be lost as it did not save completely.

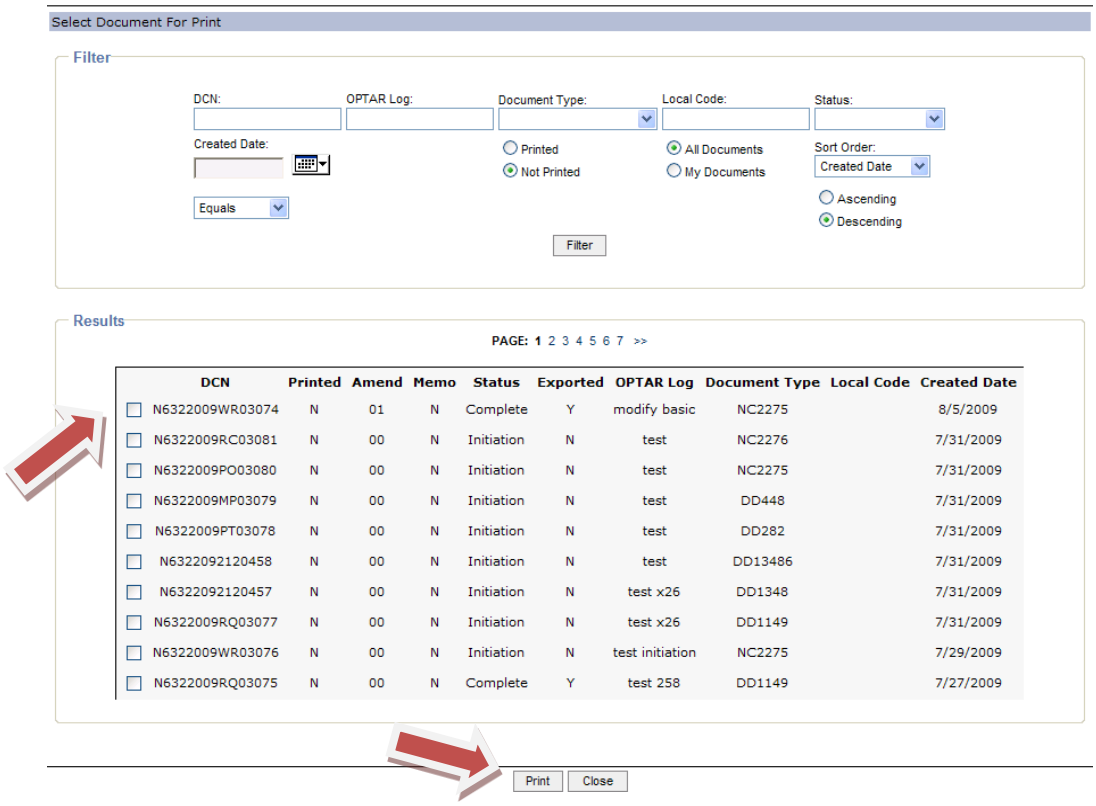
HINT: View the transaction generated in the Transaction History Report.

Step 27 PRINT

Go to Documents/Print Document

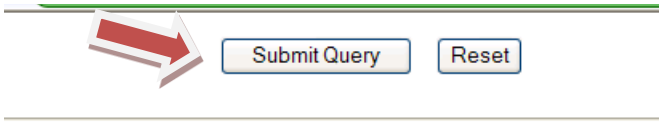


Locate your document using the FILTER feature on the top or put a check mark in the box by the document itself if it is showing on the list of documents. The newest documents will appear on the top of the list.



Click on Print button.

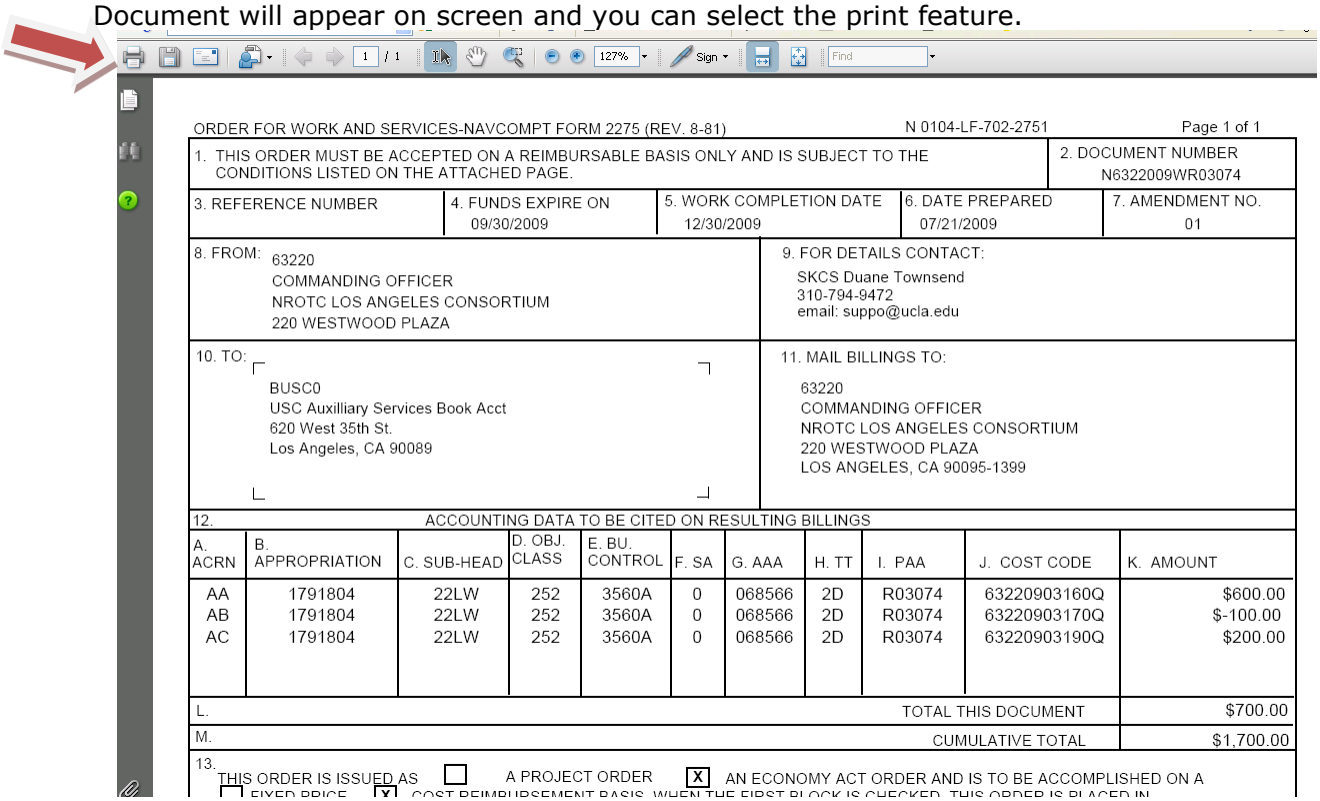
If the instruction sheet is not required, leave the default at N and click on the Submit query button.



NC2275 Document

Print the instruction sheet that corresponds to the 2275 Document? N

Document will appear on screen and you can select the print feature.



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 N6322009WR03074

3. REFERENCE NUMBER

4. FUNDS EXPIRE ON 09/30/2009

5. WORK COMPLETION DATE 12/30/2009

6. DATE PREPARED 07/21/2009

7. AMENDMENT NO. 01

8. FROM: 63220
COMMANDING OFFICER
NROTC LOS ANGELES CONSORTIUM
220 WESTWOOD PLAZA

9. FOR DETAILS CONTACT:
SKCS Duane Townsend
310-794-9472
email: suppo@ucla.edu

10. TO:
BUSC0
USC Auxilliary Services Book Acct
620 West 35th St.
Los Angeles, CA 90089

11. MAIL BILLINGS TO:
63220
COMMANDING OFFICER
NROTC LOS ANGELES CONSORTIUM
220 WESTWOOD PLAZA
LOS ANGELES, CA 90095-1399

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	1791804	22LW	252	3560A	0	068566	2D	R03074	63220903160Q	$600.00
AB	1791804	22LW	252	3560A	0	068566	2D	R03074	63220903170Q	$-100.00
AC	1791804	22LW	252	3560A	0	068566	2D	R03074	63220903190Q	$200.00

L. TOTAL THIS DOCUMENT $700.00

M. CUMULATIVE TOTAL $1,700.00

13. THIS ORDER IS ISSUED AS ☐ A PROJECT ORDER ☒ AN ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A

Questions

What is the NC2275?

What is the difference between an Economy Act and a Project Order?

What are the elements that must exist prior to creating a NC2275?

What are the steps necessary to establish a NC2275?

Describe the life-cycle of the transactions for the NC2275.

Practice

A caustic substance has been spilled on the quarter deck. The hazardous material has been removed but the accident has left its mark on the flooring. Request assistance from Public Works to refinish the flooring.

Introduction

This lesson will illustrate the steps required to amend a NC2275 Order for Work and Services document. Amendments are needed whenever the requirement increases or the commitment amount needs to be decreased.

Objectives

Define the requirement for an increase or decrease of the NC2275.

Identify the fields that can be edited on the amendment.

Describe the elements that must exist prior to creating a NC2275.

Outline the steps necessary to establish a NC2275 amendment.

Describe the life-cycle of the transactions for the NC2275 amendment.

Lesson

When any of the requirements provided in the BASIC NC2275 needs to be modified the NC2275 will require that an amendment be done. The NC2275 amendment form contains much of the information from the original document. When amending the NC2275, you can add new ACRN's, view ACRN's, and update the Modification Amount with an increase in funds or a decrease in funds on existing ACRN's. You cannot delete ACRN's that were on the original document or a previous amendment to the document; you can only delete ACRN's that you have added to the NC2275 amendment. On NC2275 document amendments, the LOA(s) from the basic document and any previous amendments will not print.

You cannot amend documents that have been canceled or that have an obligated amount of $0. If the obligated amount is $0, update rather than amend the document. Enter or change the desired data, then select the Save button to save the source NC2275 amendment. User access rights to the document amendment process are defined at the FA level.

Important note to remember: Each time you create an amendment for the NC2275 another CM (915) commitment is generated. You will need to ACCEPT each amendment when the acceptance document is received so that the new amount will move from CM to AO (540) obligation.

When adding a new amendment to an existing NC2275 the elements that can be changed are:

REFERENCE NUMBER
Contains the document number authorizing the preparing activity the funds cited.
FUNDS EXPIRE ON
Contains the date on which the associated funding will expire for obligating purposes.
WORK COMPLETION DATE

Contains the date by which the requested work or services must be completed or requested goods must be delivered.

DATE PREPARED

Contains the date on which the document was created.

FROM

Identifies the activity and associated address requesting goods or services. Select the drop-down arrow to view a list of activities by name and address.

FOR DETAILS CONTACT

Identifies the person to contact at the requesting site if there are questions about the order. Select the drop-down arrow to view a list of valid values.

TO

Identifies the activity that is to receive the document. Select the drop-down arrow to view a list of valid values.

MAIL BILLINGS TO

Identifies the organization that will be billed. Select the drop-down arrow to view a list of organizations and associated addresses.

ACCOUNTING DATA - ACRN

Identifies the Accounting Classification Reference Number.

SUPPLEMENTARY ITEMS

Select the desired values from the drop-down lists to provide additional information and/or restrictions to the accepting activity. The first value in each drop-down list is NONE.

DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS

Contains a description or comments on the work or goods requested.

AUTHORIZING OFFICIAL

Code of up to 38 characters identifying the name and title of the authorizing official who approved the document. Select the drop-down arrow to view a list of valid values.

AUTHORIZED DATE

Contains the date the authorizing official actually signed the document.

Local Code

Code of up to 20 characters identifying document types and groupings for reporting purposes.

OPTAR Log

Describes the purpose of the log entry that will be printed on the OPTAR Log, or the name of the items being requisitioned. An entry is required.

Save

Saves the NC2275 document.

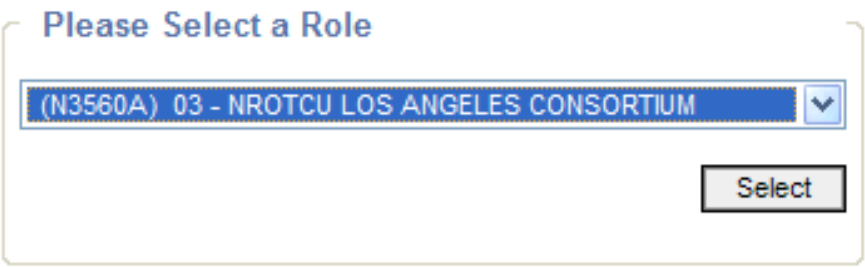
Cancel

Closes the New NC2275 Amendment Document page and returns you to the New Document Select page

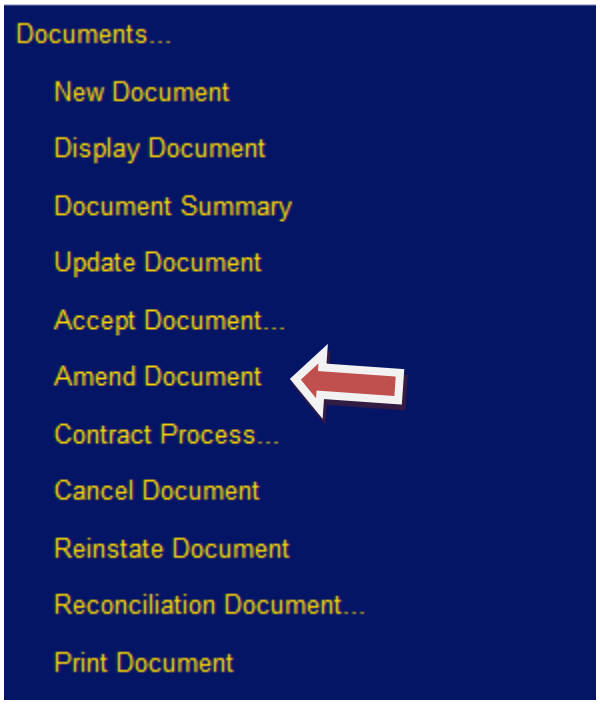
Step 1 Log into FASTDATA WEB URL.

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

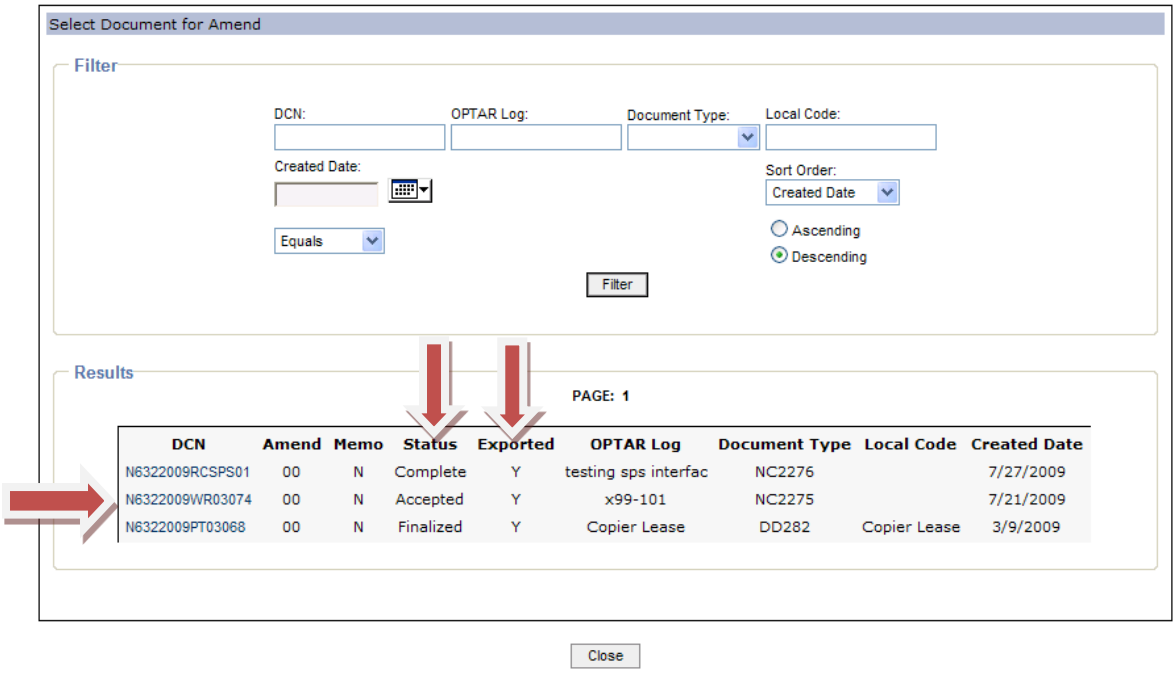
Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



Step 3 Select Documents/Amend Document.

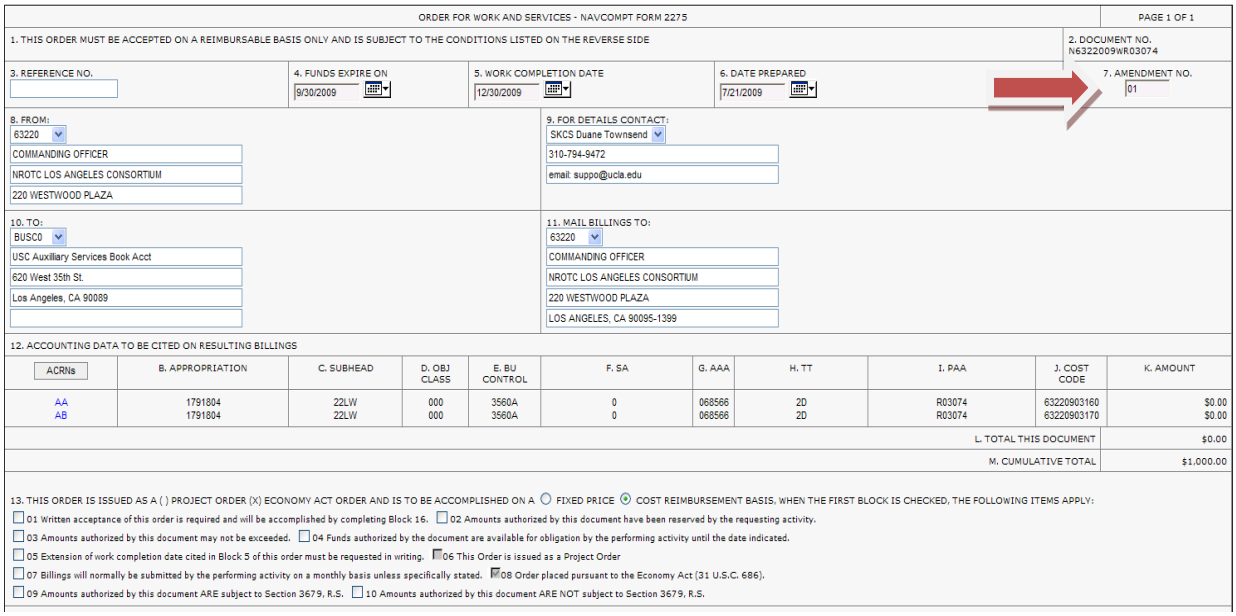


Step 4 Select Document for Amend



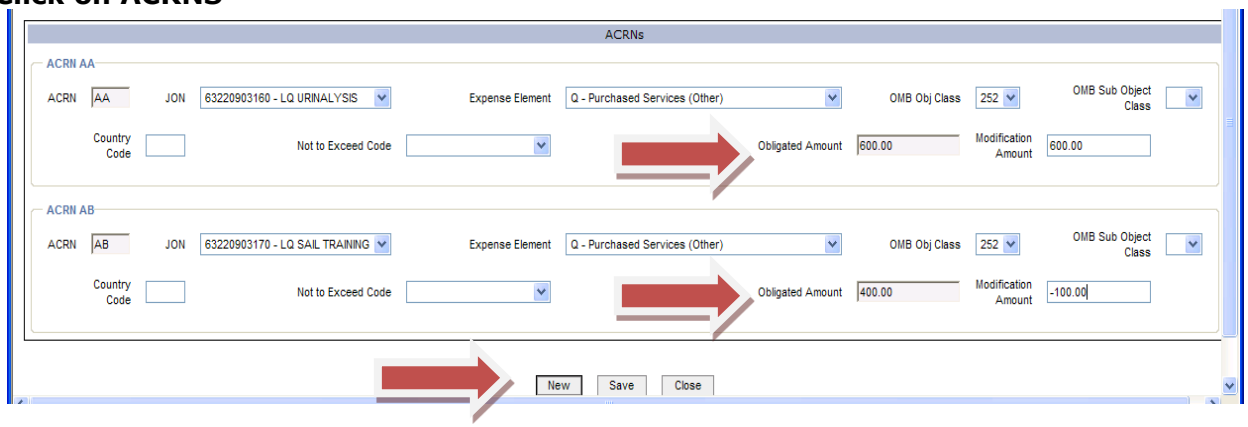
Selection can be done if document number you are looking for is visible on the screen or you can use the filter feature to narrow down your search as referred to in the Add new NC2275 section. Notice that the **status** is ACCEPTED, and the document has been **exported**.

Step 5 Amendment No in Block 7 will populate



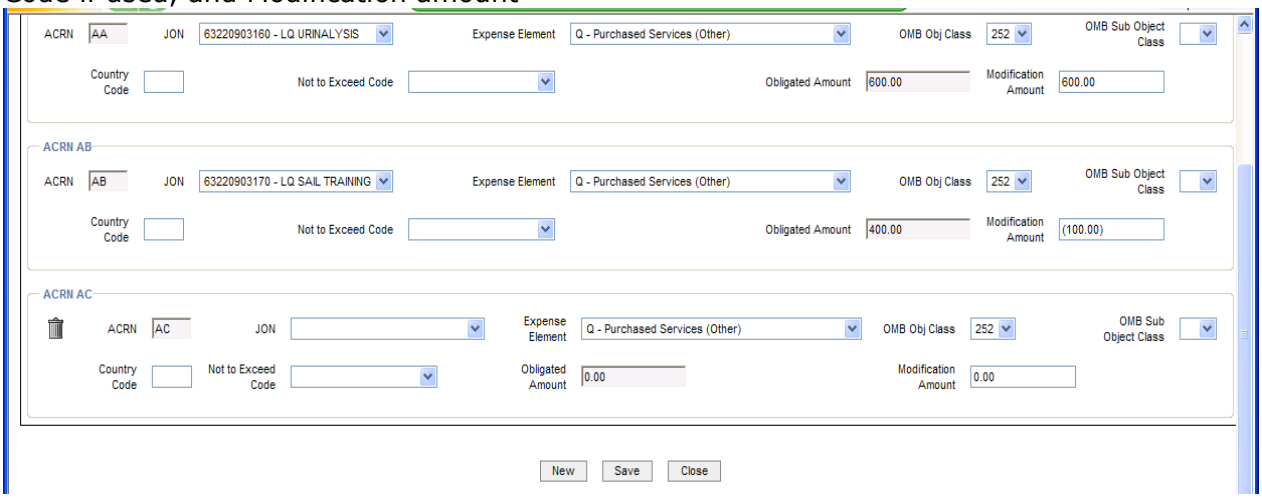
Changes to the elements that need to be fixed in the amendment should be completed.

To add or decrease funds to the existing ACRN(s) access Block 12.
Click on ACRNS



In ACRN AA the obligated amount is 600.00 and to increase the ACRN by +600.00 you put the new increase amount in the **modification amount** field.
In ACRN AB the obligated amount is 400.00 and to decrease the ACRN by -100.00 you put the new decrease amount in the **modification amount field.**

To add a New ACRN to the document click on NEW – and FASTDATA will generate the next ACRN in sequence. Fill in the JON from the drop down list, EE, OMB OOC, Not to Exceed Code if used, and Modification amount



SAVE and then Close to get back to the main amendment document.

12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

ACRNs	B. APPROPRIATION	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1791804	22LW	000	3560A	0	068566	2D	R03074	63220903160Q	$600.00
AB	1791804	22LW	000	3560A	0	068566	2D	R03074	63220903170Q	($100.00)
AC	1791804	22LW	000	3560A	0	068566	2D	R03074	63220903190Q	$200.00
									L. TOTAL THIS DOCUMENT	$700.00
									M. CUMULATIVE TOTAL	$1,700.00

The ACRN amounts will reflect the increase or decrease for this document and Block 12. L shows the total changes for amendment 01. Block 12. M reflects the cumulative total of the Basic plus amendment(s).

Any other fields that need to be edited can be done at this time, then scroll to the bottom of the document.

Step 6 Block 14 Description field can be used to add additional instructions concerning the amendment.

Step 7 Source or Initiation
Even if the basic NC2275 is a source document you can create the amendment as an initiation document until you have the final ok to UPDATE it and make it a Source. If you generate it as Source the CM Commitment will be generated upon saving the document. If you generate it as Initiation there will be no CM and it will not affect your OPTAR funds until you UPDATE the document and change it to Source.

Step 8 Mandatory OPTAR log field
Describes the purpose of the log entry that will be printed on the OPTAR log, or the name of the items being requisitioned or amendment number, etc.

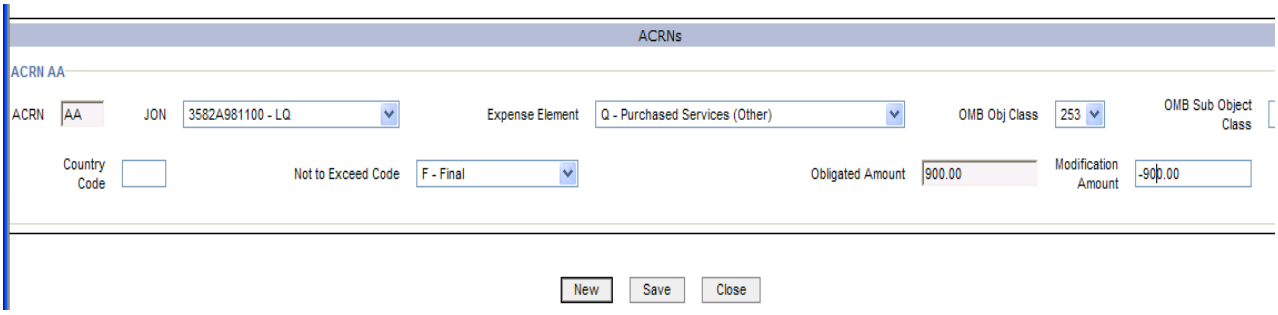
Step 9 SAVE will save the document. (There is a SAVE in the ACRN block and a SAVE at the bottom of the document. Make sure you have saved the bottom of the document or your amendment will not be saved.

Step 10 CLOSE
If close is done before saving you will lose all the information you have entered in the amendment. If save has already been done, then close will take you out of the document.

Step 11 Amend document prior to exporting all amendments
If you try to amend the NC2275 prior to all transactions being exported to the FA you will receive an error stopping you from creating the next amendment until the transactions have all exported.

Step 12 Cancel a NC2275 document

Steps to cancel a NC2275 are the same as the amendment process above. Select the document to amend, go to Block 12 and select ACRNS tab. When the ACRN window opens you will need to decrease each ACRN by the amount showing in the obligated field.



SAVE the decrease. Then Close to return to the amendment document. The new cumulative amount in 12. M is $0.00 and will cancel your document.

12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

ACRNs	B. APPROPRIATION	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1791804	22LW	000	3560A	0	068566	2D	R81003	3582A981100Q	($900.00)
									L. TOTAL THIS DOCUMENT	($900.00)
									M. CUMULATIVE TOTAL	$0.00

Step 13 View the generated transactions by going to Reports/Transaction History.

Questions

Define the purpose of using an amendment.

What circumstances would exist on a NC2275 that would not allow you to create an amendment?

You can't add a new ACRN to the amendment of a NC2275. True or False?

When can an additional amendment be created?

What steps do you take to cancel a Basic document?

Practice

A caustic substance has been spilled on the quarter deck. The hazardous material has been removed but the accident has left its mark on the flooring. A request for assistance from Public Works to refinish the flooring but their estimate was $500 above what you had estimated.

A caustic substance has been spilled on the quarter deck. The hazardous material has been removed but the accident has left its mark on the flooring. A request assistance from Public Works to refinish the flooring but they have determined that the item would need to be contracted out because of the nature of the materials involved.

Introduction

This lesson will illustrate the steps required to accept a NC2275 Order for Work and Services document. Creating the NC2275 form used to request work or services from one Navy agency from another generates a commitment and Acceptance of the document will generate the obligation transaction.

Objectives

Define the Acceptance of the NC2275.

Describe the elements that must exist prior to acceptance of the NC2275.

Outline the steps necessary to Perform. Edit, and View acceptance of the NC2275.

Describe the life-cycle of the transactions for acceptance of the NC2275.

Lesson

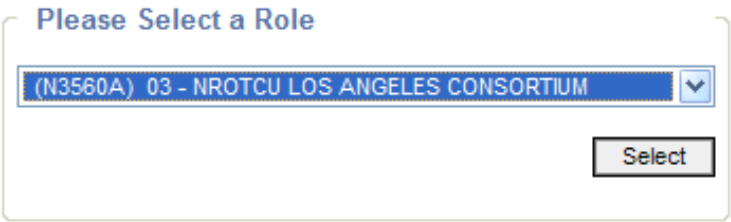
This section will show how to perform the acceptance of the NC2275 documents and amendments, whether they are work request (WR) or project order (PO) documents. User access rights to accept documents are defined at the System Administrator level.
The Acceptance process allows three options to choose from New, Edit, and View.

When you accept a NC2275 amendment, the accept process will accept the selected amendment, the basic document, and any associated amendments with a lower amendment number. To accept the basic document and all associated amendments, accept the most recent amendment. Each time you create an amendment you will generate a new commitment amount, so the acceptance after each amendment is critical to obligate the new amounts from the amendment.

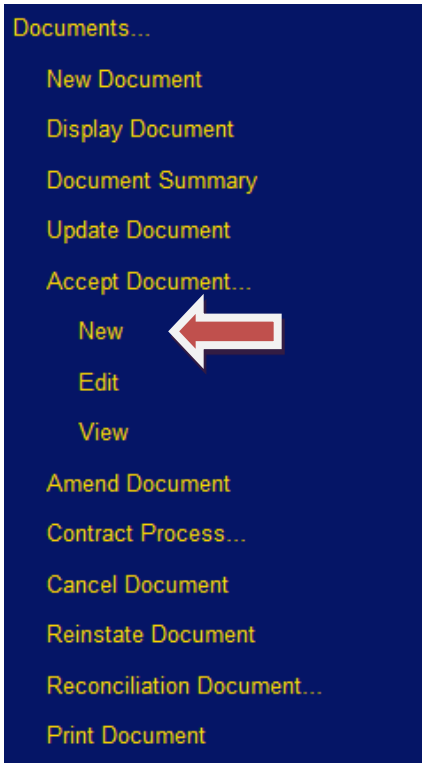
When you accept an NC2275, FASTDATA creates an obligation transaction for export to STARS-FL. If you accept a requisition document that has been cross-referenced in the commitment stage, FASTDATA will create a non-exportable obligation transaction. If the cross-reference is partial, the transaction will be split based on any remaining commitment. As an example, if the commitment amount is $1,000 and the partial cross-reference is for $750 (leaving a commitment amount of $250), and the document is accepted, FASTDATA will create a non-exportable transaction for $750 and an exportable transaction for $250. Each transaction will have remarks to indicate the acceptance occurred after a Credit Card cross-reference.

Step 1 Log into FASTDATA WEB URL.
Use the USER ID and password the first time to get your CAC enabled for future logons.

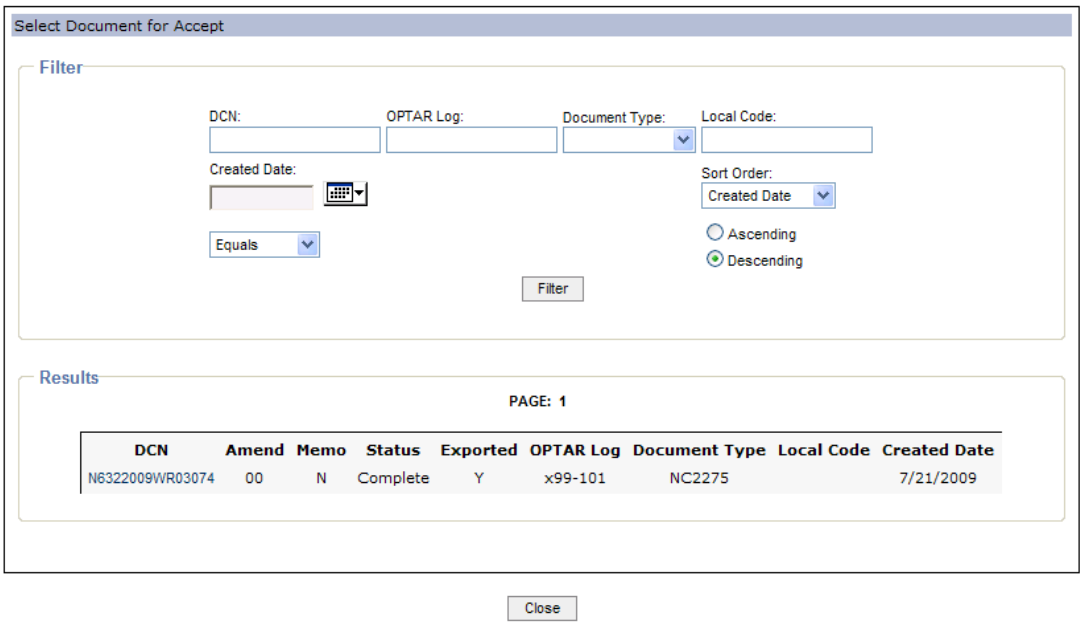
Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



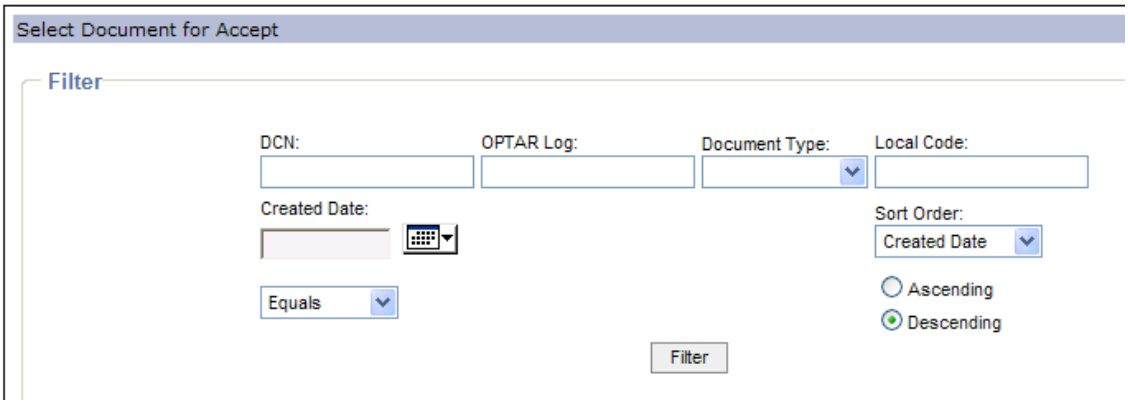
Step 3 Select Documents/Accept Document/ NEW.



Step 4 Select Document for Accept Screen will appear.



Step 5 This page list documents that require an acceptance. Select the document you wish to accept by selecting the DCN. The only documents you can accept are **Credit Card, DD448, NC2275, NC2276,** and **NC2276A. Filter** allows the user to narrow down the choices to find your document using various criteria in the search for documents available to choose in the Acceptance Process.



Search Type

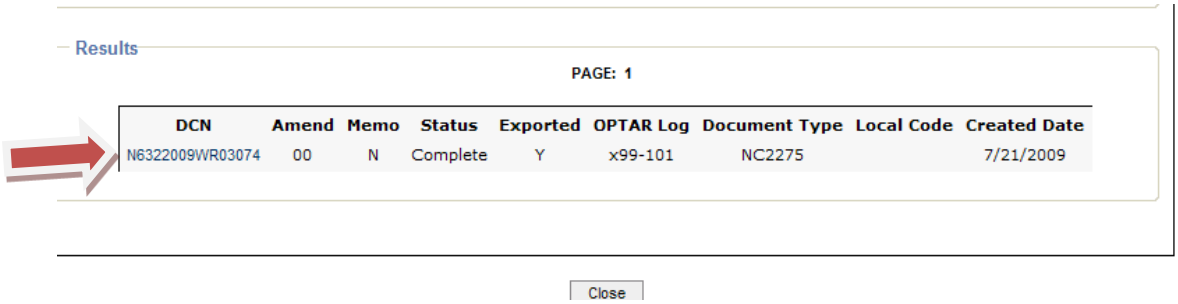
You can search by **DCN, OPTAR Log**, **Local Code**, or **Document Type.** You can narrow your search by selecting a **Created Date** and then choosing either Equal to the Created Date, Later than the Created Date, or Earlier than the Created Date. If you wish to search a range of dates, select **Between**. An additional calendar will display, allowing you to select a range between two dates.

Sort order
If you wish to change the sort order on the Select Document for Contract page, select the desired value from the drop-down list. When you change the value of the sort order, the documents list will display by the selected sort order.

Ascending Descending
Select the desired radio button for the sort order type: Ascending for smallest to greatest or Descending for greatest to smallest.

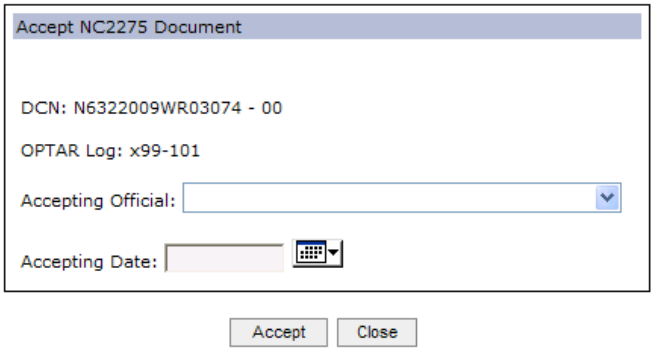
Step 6 RESULTS of Filter

DCN
Identifies the document control number.
Amend
Identifies a specific official amendment to a previously established financial document.
Memo
Indicates whether the document is a source or memorandum.
Status
Indicates a document or document number's current status. Displayed values can include **Complete**,
Accepted, **Finalized**, **Cancelled, Initiation**, and **Initiation Cancelled**. **Exported**
Indicates whether the document has been included in a file transfer to STARS-FL.
OPTAR Log
Identifies the purposes of the entry that will be printed on the OPTAR Log, or the name(s) of items being requisitioned.
Document Type
Identifies a specific document form number.
Local Code
Code of up to 20 characters identifying document types and groupings for reporting purposes.
Created Date
Indicates the date and time the document was created in FASTDATA.
Cancel
Ends the action to select a document.



Step 7 Select the document to be accepted

DCN
Displays the document control number (DCN) for the selected document.
OPTAR Log
Displays the purpose of the log entry that will be printed on the OPTAR Log for the selected document.
Accepting Official
Identifies the official accepting the document. If you wish to change this value select the desired
value from the drop-down list. A value is required.
Accepting Date
Contains the date the document is accepted. The default value is the current system date but you
can change this value. A date is required for document acceptance. You cannot enter a future date.
Accept
Accepts your entries on the Accept NC2275 page and accepts the selected document.
Cancel
Closes the Accept NC2275 page and returns you to the document select page.



Step 8 Use the drop down arrow to **select** the accepting official if already recorded. If the accepting official's name on your acceptance copy of the NC2275 is not in the drop down screen, **Type** in the name.

Step 9 Accepting Date will be the date the document was officially accepted. Click on the calendar and select the date showing on your acceptance document.

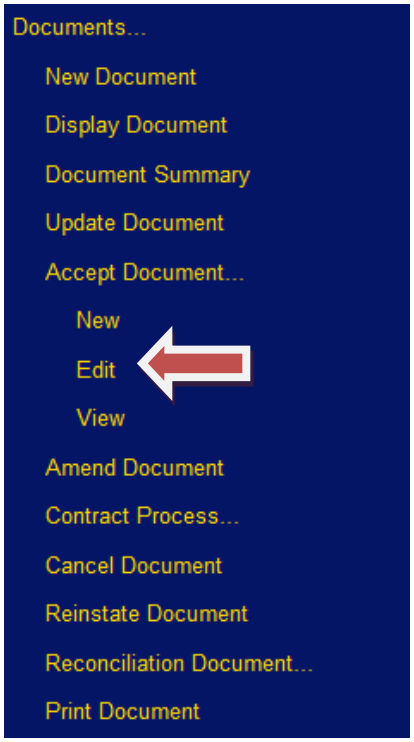
Step 10 ACCEPT will perform the acceptance of the NC2275 selected document.

Step 11 Transactions generated

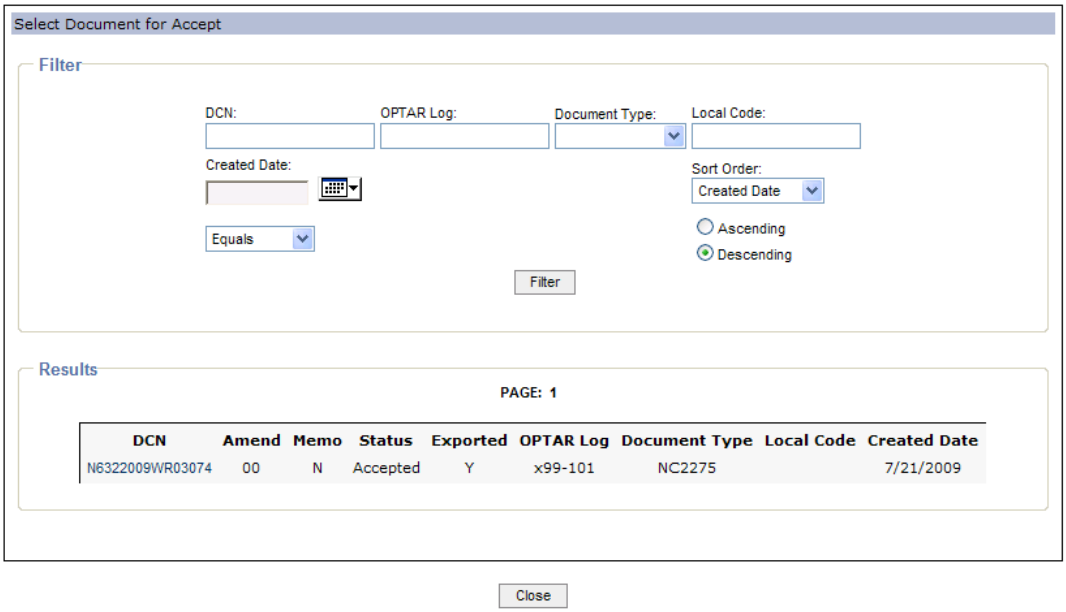
Upon the acceptance being completed the WR or PO document will move from the CM (915) commitment status to the AO (540) obligation status. Transactions will flow from the Site to the FA and on to STARS-FL to create the obligation for the NC2275 document.

Step 12 Edit NC2275 Acceptance Document

Go to HOME on the Site Menu. Select Documents/Accept Document/ Edit.



Step 13 Only Documents available for Edit of Acceptance will appear on the Screen.

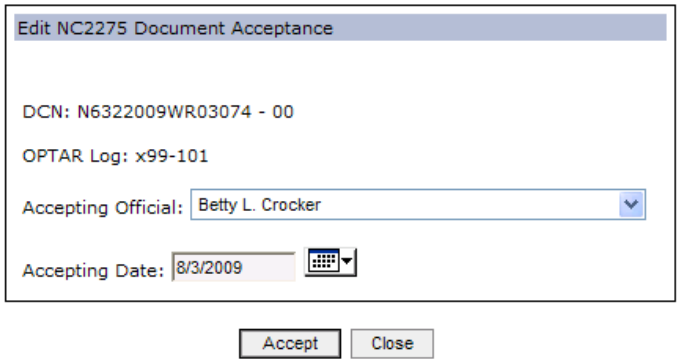


Use this page to edit the acceptance for an NC2275 document or document amendment. User access to accept documents is defined at the System Administrator level.

DCN
Displays the document control number (DCN) for the selected document.
OPTAR Log
Displays the purpose of the log entry that will be printed on the OPTAR Log for the selected document.
Accepting Official
Identifies the official accepting the document. If you wish to change this value select the desired value from the drop-down list. A value is required.
Accepting Date
Contains the date the document is accepted. The default value is the current system date but you can change this value. A date is required for document acceptance. You cannot enter a future date.
Accept
Accepts your entries on the Edit NC2275 page and accepts the selected document.
Close
Closes the Edit NC2275 Document Acceptance page.

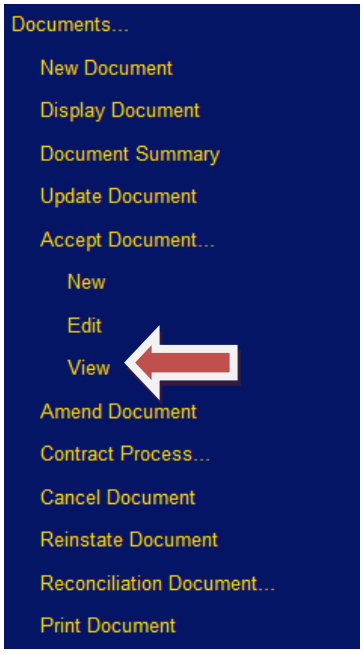
Step 14 Edit NC2275 Document Acceptance Screen

Make the required edits and ACCEPT. If you decide not to make any edits Close to exit the document acceptance edit screen.

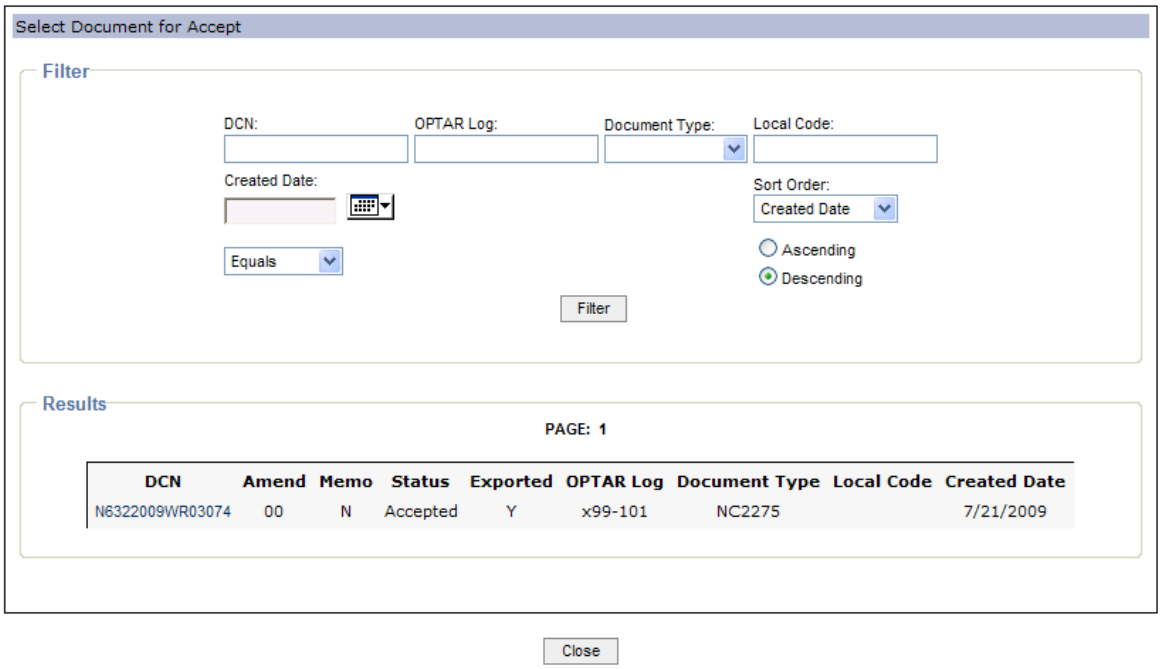


Step 15 Acceptance VIEW

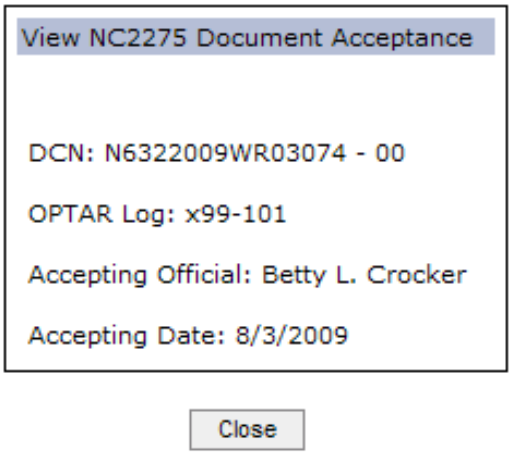
Select Documents/Accept Document/ NEW.



Step 16 Only Documents available that have already been accepted on the Screen.



Step 17 Select the DCN you want to view the acceptance for.
Close to exit the View Accepted document screen.



Step 18 To review the transactions generated by acceptance go to Reports/Transaction History.

Questions

What does the acceptance of the NC2275 do?

What is the official document that causes you to perform the acceptance on the NC2275?

What are happens if the BASIC document has not been accepted but the latest amendment has been accepted for the NC2275?

What will occur if part of a NC2275 document in the commitment stage has been cross referenced prior to the acceptance being performed?

Describe the life-cycle of the transactions for the NC2275.

Practice

The acceptance copy of the work request sent to Public Works to refinish the flooring. The person who signed the acceptance was Betty R. Lee and it was dated three days ago. Perform the acceptance on the document. Go to REPORTS, Transaction History, Filter to your document number and determine what transaction codes have been generated after acceptance has been done.

Introduction

This lesson will describe the purpose of the Request for Contractual Procurement NC Form 2276 document. Illustrations will be provided for the creation, amendment, acceptance, and contract process of the NC2276.

Objectives

Learn the purpose and life cycle of the NC2276.

Learn how to create a NC2276.

Learn the steps required to amend an existing NC2276.

Learn about the acceptance process on the NC2276 and its impacts on the transactions.

Learn the steps how to do contract process on the NC2276.

Introduction

This lesson will describe the purpose of the Request for Contractual Procurement NC Form 2276 document. The full life cycle of the document will be discussed.

Objectives

Define the purpose of the NC2276.

Identify the types of transactions associated to a NC2276.

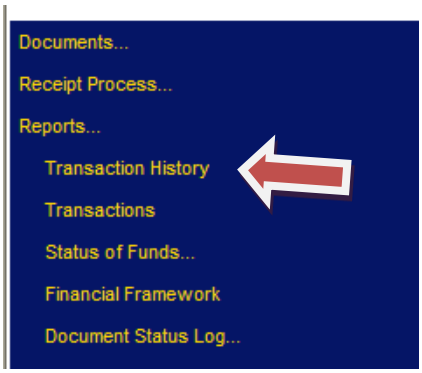
Lesson

The primary purpose of the Request for Contractual Procurement NC Form 2276 is to request material, equipment, work, or services when contracts placed with commercial sources can satisfy your requirements. Transactions generated via the NC2276 are included in the FA's file export to STARS-FL and recorded as commitments.

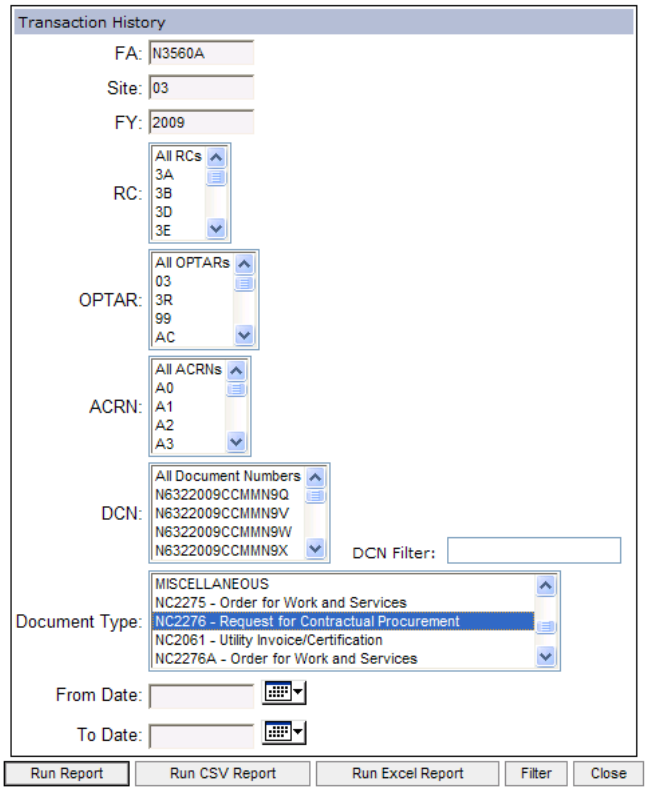
In the FASTDATA Site application, users with the necessary access can add, update, and view source and memo NC2276 documents. Access to add, update, view, and perform other document processes on a NC2276 document is defined by the System Administrator. Other document processes available for the NC2276 include Accept, Receipt, Expenditure, Contract, Amend, Cancel, and Reinstate. This document will generate RC in the ninth and tenth position of the standard document number.

Creation of the NC2276 in FASTDATA generates a commitment transaction (915) that is transmitted to STARS-FL. A funding validation check is performed at the time the NC2276 is created to make sure that there are sufficient funds in the OPTAR to support the requirement. **The acceptance of the NC2276 is required on documents $25K or over but this does not generate an accounting transaction.** This acceptance indicates that the FISC or contract office has agreed to perform the contract for this item. When the contract is received from the FISC or Contracting Office the document must have contract process done to move the commitment into an obligation (540) transaction that will export to the FA and flow to STARS-FL. This Contract process is not done if your Contracting office sends SPS obligation transactions to STARS-FL as this interface will begin importing to FASTDATA and performing the Contract process to the document.

To view the transactions throughout the life cycle of the document, go to Reports/Transaction History.



Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.



Transaction History Report

Filter: AND SITE IN ('03') AND DOC TYPE IN ('N2')

FA: N3560A Site: 03 RC: 3B OPTAR: DC FY: 2009

DCN: N6322009RC03T08

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA	N0014006G0064	AA	A001	63220903310	Q	252			NC2276	00		Complete	$1.01

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	08/18/2009 15:39:15	1	$100,000.00	00	I		Created By Database User ID=BFPE45301;
Y	AO	08/18/2009 15:49:12	1	$100,000.00	00	I		Exportable reinstatement of DD1155; Created By Database User ID=BFPE45301;Updated By Database User ID=BFPE45301;

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
II	N0014006G0064	II	A001	63220903320	Q	252			NC2276	00		Complete	$500.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	08/18/2009 15:39:15	1	$500.00	00	I		Created By Database User ID=BFPE45301;
Y	AO	08/18/2009 15:49:12	1	$500.00	00	I		Exportable reinstatement of DD1155; Created By Database User ID=BFPE45301;Updated By Database User ID=BFPE45301;

DCN: N6322009RC03T09

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA	N0014006G0072	AA	A002	63220903310	Q	252			NC2276	00		Complete	$5,000.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	08/18/2009 16:03:43	0	$5,000.00	00	I		Created By Database User ID=BFPE45301;
Y	AO	08/18/2009 16:06:39	0	$5,000.00	00	I		Created By Database User ID=BFPE45301;

The following chart illustrates the transaction flow as the document progresses through the life cycle. The commitment transaction is established when the document is created. Recording the acceptance is required for NC2276 documents over $25K but does not create an accounting transaction in the life cycle of the document. Recording the contract process for the document converts the commitment to an obligation. If the document is amended, the cost of the document amendment generates a commitment and requires acceptance of the amendment if the document was over $25K initially. This requires contract process to generate the obligation status of the amended amount. Receipts can be entered but are optional. Once the invoice is paid, an expenditure is recorded which will close out the document.

NC2276 Request for Contractual Procurement

	Commitment	Obligation	Accounts Payable	Disbursement
STARS/FL	915	540	510	610
FASTDATA	CM	AO, AD, AR	RG, RP	EV
Creation				
Contract				
Amendment				
Contract				
Optional Receipt				
Invoice Payment				

This life cycle has been simplified and assumes that a final invoice payment has been recorded. Adjusting transactions may need to be recorded in both STARS-FL and FASTDATA to actually close out the document.

Questions

What is the purpose of the NC2276?

What types of transactions are generated when establishing, accepting, and contracting a NC2276?

Introduction

This lesson will illustrate the steps required to create a Request for Contractual Procurement NC Form 2276 document. The NC2276 form is used to for requesting material, equipment, work, or services when contracts placed with commercial sources can satisfy your requirements. Transactions generated via the NC2276 are included in the FA's file export to STARS-FL and recorded as commitments.

Objectives

Define the NC2276.

Describe the elements that must exist prior to creating a NC2276.

Outline the steps necessary to establish a NC2276.

Describe the life-cycle of the transactions for the NC2276.

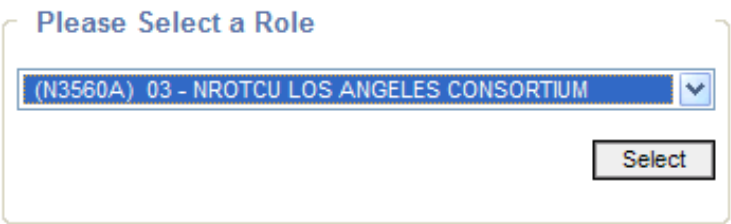
Lesson

Use Request for Contractual Procurement NC Form 2276 for requesting material, equipment, work, or services when contracts placed with commercial sources can satisfy your requirements. Transactions generated via the NC2276 are included in the FA's file export to STARS-FL and recorded as commitments.

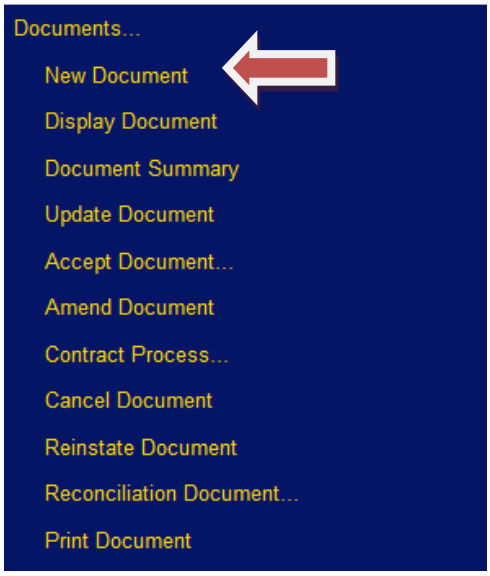
In the FASTDATA Site application, users with the necessary access can add, update, and view source and memo NC2276 documents. Access to add, update, view, and perform other document processes on NC2276 document is defined by the System Administrator. Other document processes available for the NC2276 include Accept, Receipt, Expenditure, Contract, Amend, Cancel, and Reinstate.

Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.

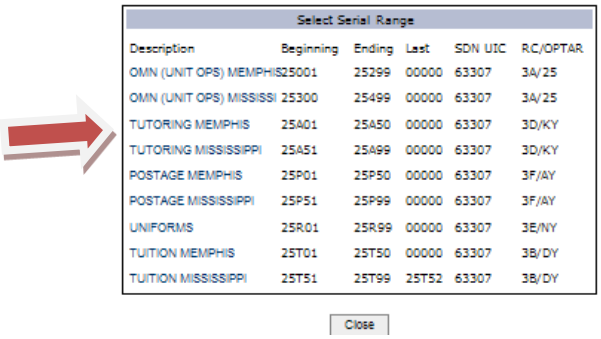


Step 3 Select Documents/New Document.



Step 4 Select NC2276.

Step 5 Select serial range if the FA has provided more than one set of serial ranges for you to use on NC2276 documents. The NC2276 document type that will be created in the ninth and tenth position of the DCN is **RC**. If only one serial range is available it will open directly in the document to be created.

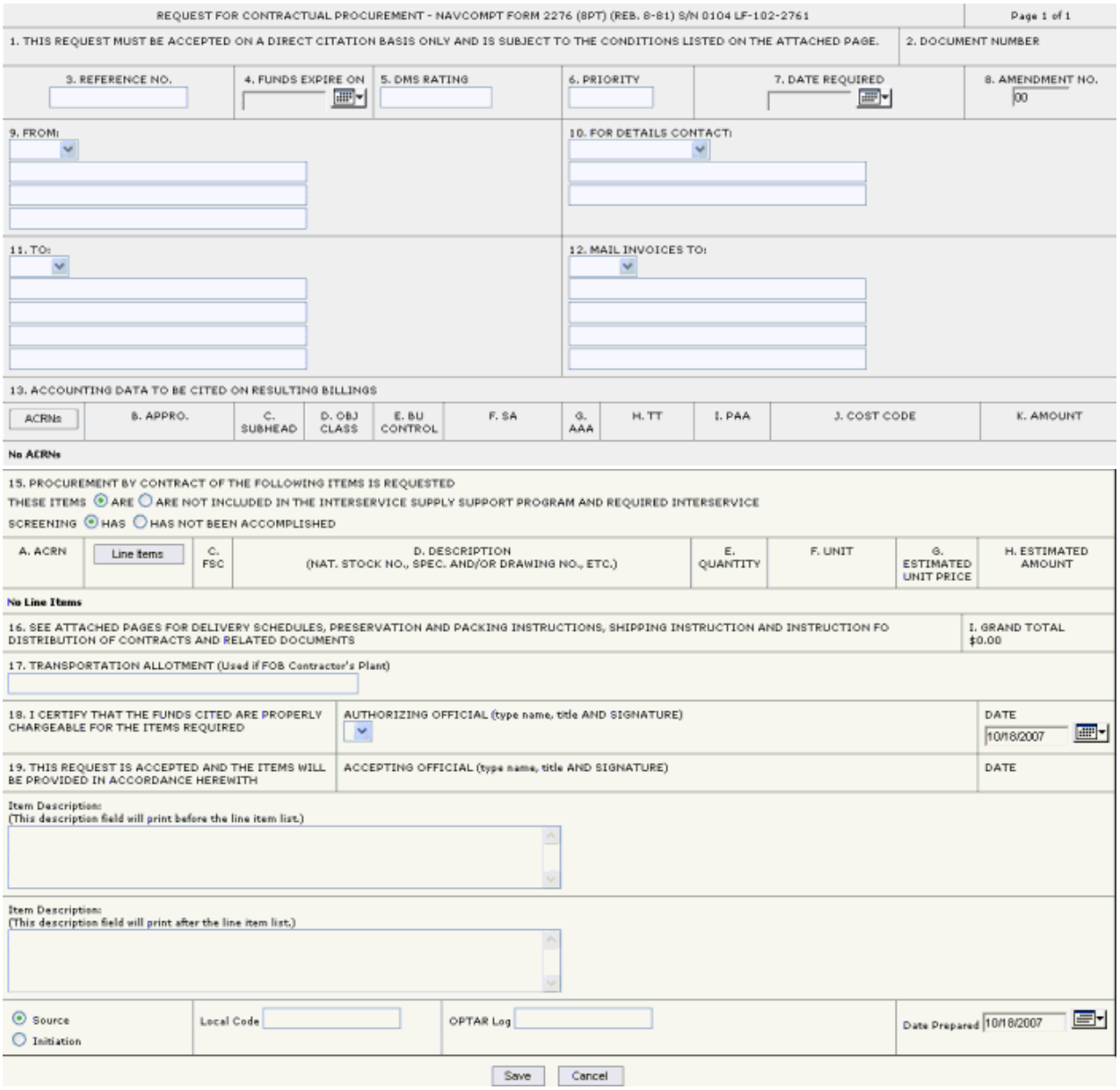


Select Serial Range

Description	Beginning	Ending	Last	SDN UIC	RC/OPTAR
OMN (UNIT OPS) MEMPHIS	25001	25299	00000	63307	3A/25
OMN (UNIT OPS) MISSISSI	25300	25499	00000	63307	3A/25
TUTORING MEMPHIS	25A01	25A50	00000	63307	3D/KY
TUTORING MISSISSIPPI	25A51	25A99	00000	63307	3D/KY
POSTAGE MEMPHIS	25P01	25P50	00000	63307	3F/AY
POSTAGE MISSISSIPPI	25P51	25P99	00000	63307	3F/AY
UNIFORMS	25R01	25R99	00000	63307	3E/NY
TUITION MEMPHIS	25T01	25T50	00000	63307	3B/DY
TUITION MISSISSIPPI	25T51	25T99	25T52	63307	3B/DY

Close

Step 6 The NC2276 template will open for completion.



REQUEST FOR CONTRACTUAL PROCUREMENT - NAVCOMPT FORM 2276 (8PT) (REB. 8-81) S/N 0104 LF-102-2761 — Page 1 of 1

1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT CITATION BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE ATTACHED PAGE. — 2. DOCUMENT NUMBER

3. REFERENCE NO. | 4. FUNDS EXPIRE ON | 5. DMS RATING | 6. PRIORITY | 7. DATE REQUIRED | 8. AMENDMENT NO. 00

9. FROM: | 10. FOR DETAILS CONTACT:

11. TO: | 12. MAIL INVOICES TO:

13. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

ACRNs	B. APPRO.	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT

No ACRNs

15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED
THESE ITEMS ARE / ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING HAS / HAS NOT BEEN ACCOMPLISHED

A. ACRN	Line Items	C. FSC	D. DESCRIPTION (NAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)	E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT

No Line Items

16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKING INSTRUCTIONS, SHIPPING INSTRUCTION AND INSTRUCTION FO DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS — I. GRAND TOTAL $0.00

17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's Plant)

18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE ITEMS REQUIRED — AUTHORIZING OFFICIAL (type name, title AND SIGNATURE) — DATE 10/18/2007

19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH — ACCEPTING OFFICIAL (type name, title AND SIGNATURE) — DATE

Item Description:
(This description field will print before the line item list.)

Item Description:
(This description field will print after the line item list.)

Source / Initiation | Local Code | OPTAR Log | Date Prepared 10/18/2007

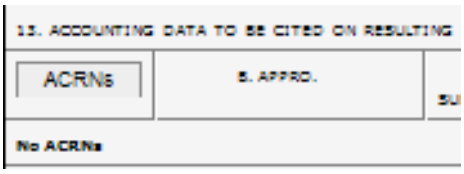
Save | Cancel

Step 7 Required Elements to be completed on a NC2276 form

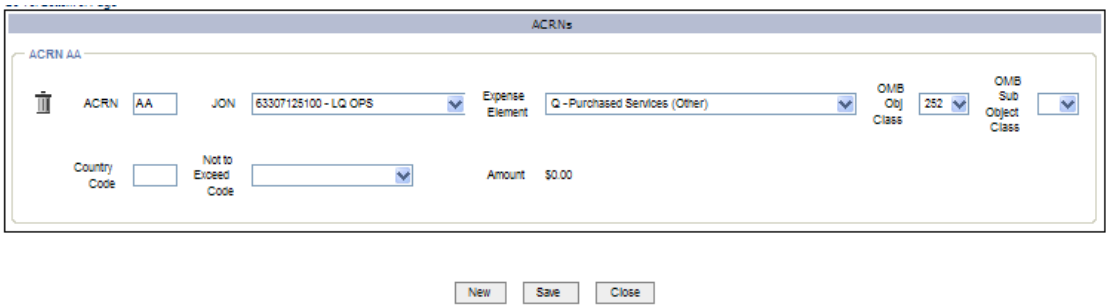
f. ACRN – block 13 has to be completed prior to adding line items to the NC2276

The NC2276 must have at least one ACRN and one Line Item. Select the ACRN button to add a new ACRN to the document.

In Block 13 select/click the ACRN button to add an ACRN.



Add the necessary data (JON is required), and either select New to open a new template with the next sequential ACRN identifier, (AB), or select Save to retain your ACRN data and return to your document. You may continue to add ACRN's as necessary.
Users may change the default ACRN's assigned by the system to a two character identifier of their choice.



Trash Can Icon
Select this icon to delete a previously entered ACRN.
Note: For On Site DD1155 and SF30 documents, ACRNs may not be deleted from the ACRN page even though the document amount may equal "0".
Job Order Number
Identifies the job order number (JON) . Select the desired value from the drop-down list. When adding a new ACRN, a JON is required.
Expense Element
Identifies the type of obligation or expense charge below the Function/Sub-function level. Any or all expense elements can be incurred under a given functional category or cost account. When adding a new ACRN, an Expense Element code is required. FASTDATA usually provides a default value but you can change it by selecting the desired value from the drop-down list.
OMB Object Class
Identifies the Office of Management and Budget object class designation. Valid values for the OMB Object Class depend on the value for Expense Element. FASTDATA provides a default value but you can change it by selecting the desired value from the drop-down list.

OMB Sub Object Class
The OMB Sub Object Class is a four digit code that is a finer division of the OMB Obj Class code. The first three digits are the same as the OMB Obj Class. The last digit will be a numeric character (0-9).
Country Code
Identifies the country for purposes of processing the transaction.
Not to Exceed Code
Indicates directions for paying the obligation; this code is checked by bill-paying personnel when paying the obligation.
Amount
Contains the ACRN-obligated amount of the document. On the SF1164, this value is the receipt amount. When adding an ACRN for a source DD448 or NC2276, this value is display-only.
Quantity
Indicates the number of items ordered. This page element only displays for certain memorandum documents.
New
Select the New button to add additional ACRNs.
Save
Saves the new ACRN.
Close
Return to the main document.

g. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED

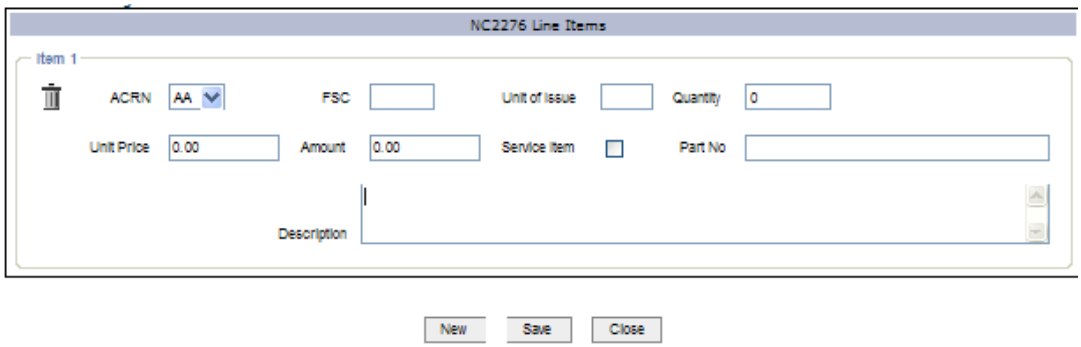
Radio buttons indicating that the Line Items are/are not included in the Interservice Supply Support Program ("are included" is the default) and Interservice Screening has/has not been accomplished ("has been accomplished" is the default).

h. Line Item –block 15

The NC2276 must have at least one Line Item.
Use this page to add a new line item for the NC2276. Select the Line Item button on the NC2276 source document. The Line Item page appears with Line Item one (1) assigned to a blank Line Item template.

Add the necessary data and select save which will save your line item data and return you to the document, or select New which will open another Line Item template assigned the next sequential number. When you have completed adding Line Items select the Save button.

You can save the new line item without a value for the Line Item Amount but you will not be able to save the new NC2276 until at least one of its line items contains an amount other than 0 (zero). If you enter values for Quantity Ordered and Unit Price, FASTDATA will calculate the Line Item Amount automatically.



Line Item #
System-generated sequential number for a document line item.
Delete Icon
Select this icon to delete a previously entered line item.
ACRN
Two-character code identifying the Accounting Classification Reference Number. A value for ACRN is required. Select a value from the drop-down list or accept the default value.
FSC (Federal Supply Class)
Identifies the first four positions of a National Stock Number (NSN).
Unit of Issue
Two-character code identifying the standard of measurement to determine quantity.
Quantity
Identifies the number of units ordered. If you enter a value for Quantity Ordered, you must enter a value for Unit Price.
Unit Price
Identifies the cost of the item per unit. If you enter a value for Unit Price, you must enter a value for Quantity Ordered.
Amount
Identifies the total amount for the line item. **If values are added for Unit Price and Quantity Ordered FASTDATA will calculate the line item amount automatically when the line item has been successfully SAVED.**
Service Item
Identifies whether the NC2276 is for the procurement of a service.
Part Number
Identifies the part number of the item being ordered.
Description
Describes the line item.
New
Select the New button to enter a new line item. The next sequential Line Item is added.
Save
Accepts your entries and saves the new line item. Each ACRN must have at least one line item.
Close
Closes the New Line Item for NC2276 page.

i. Source/Initiation

The default for this block is Source. If you wish the document to be an initiation document, select the initiation button.

An Initiation document is created when a requirement is known but funding is not available at the time of creation. This document does not affect available funding (such as the Source document does) and is not exported to STARS-FL. The Initiation document is not exported, and can be updated at any time. The Initiation can be printed and will reflect INITIATION on the bottom as a draft copy for review and approval. Once approval is attained it can be changed from Initiation to Source. At this time the document will affect available funding and is exported to the FA and to STARS-FL.

j. OPTAR Log

The OPTAR log describes the purpose of the log entry that will be printed on the OPTAR Log, or the name of the items being requested.

Step 8 OTHER Elements to be completed on a NC2276 form

DOCUMENT NUMBER
Block 2 – *NEW in the FASTDATA web - Document number will not generate until you have filled out the complete form and saved the document. Then you will see the document number populate in block 2.

REFERENCE NUMBER
Fifteen character code identifying the document number authorizing the preparing activity the funds cited.

FUNDS EXPIRE ON
Identifies the date on which the associated funding will expire for obligating purposes. The default value is the last day of the active fiscal year.

DMS RATING.
A code up to 8 characters identifying appropriate Defense Priorities and Allocations system DO or DX rating

PRIORITY
Two-character code combining the Force Activity Designator and the Urgency of Need Designator.

DATE REQUIRED
Contains the date on which the requested work or services must be completed and /or requested goods delivered.

AMENDMENT NO
New NC2276 Source documents will always have "00" in this block and is system generated.

FROM
A 5 or 6 character code (UIC) identifying the activity or organization funding the procurement. Select a code from the drop-down list. FASTDATA will retrieve the associated three line address from the system address book and complete the block. Or, you may key in a code and then the name and address information. Prompt to save it will occur when document is saved.

FOR DETAILS CONTACT

The name, code and telephone number of the individual to be contacted in the event the contracting (performing) activity has any questions concerning the item(s) or services to be procured. Individuals named in this block may be from an activity or organization other than the funding activity cited in Block 9. Either choose a name from the drop-down list or key in the desired information.

TO
The Unit Identification Code (UIC), name and address of the activity or organization that will actually be awarding the contract/order. Choose a name from the drop-down list and FASTDATA will retrieve the four line address from the system address book. Or, you may key in a code and then the name and address information. Prompt to save it will occur when document is saved.

MAIL INVOICES TO
The name and address of the organization or activity to whom the vendor's invoices are to be mailed. Choose a name from the drop-down list and FASTDATA will retrieve the four line address from the system address book. Or, you may key in a code and then the name and address information. Prompt to save it will occur when document is saved.

TOTAL OF THIS DOCUMENT
Total amount of funds authorized for the document or amendment.

CUMULATIVE TOTAL
Total amount of funds authorized including all previous amendments as of the date of that particular document/amendment. For the basic document the amounts appearing in 14L and 14M will be identical

TRANSPORTATION ALLOTMENT
Enter allotment or other accounting data to be charged for transportation charges when applicable

AUTHORIZING OFFICIAL
The name title and signature of the individual in the requesting activity authorized to issue the document. The date the authorizing official actually signed the document must also be included. Select a date from the calendar drop-down.

Item Description (Before the Line Item List)
A text field where you can enter non-line item information related to the purchase as a whole. This information will appear in Block 15 before the Line Item list.)

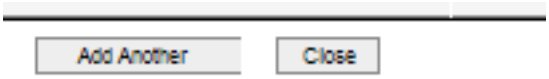
Item Description (After the Line item list)
A text field where you can enter additional information pertinent to the line items. Information entered here will appear in Block 15 of the document.

Local Code
A code of up to 20 characters identifying document types and groupings for reporting purposes.

Date Prepared
The date the document was prepared in FASTDATA. Use the calendar drop-down to select a date.

Step 9 **Save** – Select save and upon save your **document number will appear in Block 2** of the NC2276. Once the document is successfully saved user may create another document by selecting the **"**Add Another**"** that appears when the document is in the view after save mode.

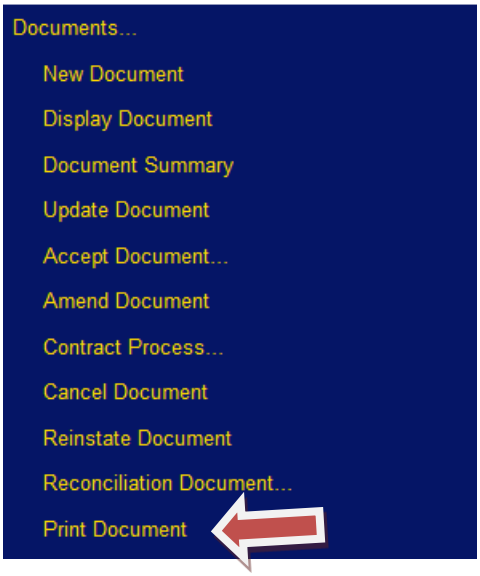
If you do not wish to create another document at this time select Close.



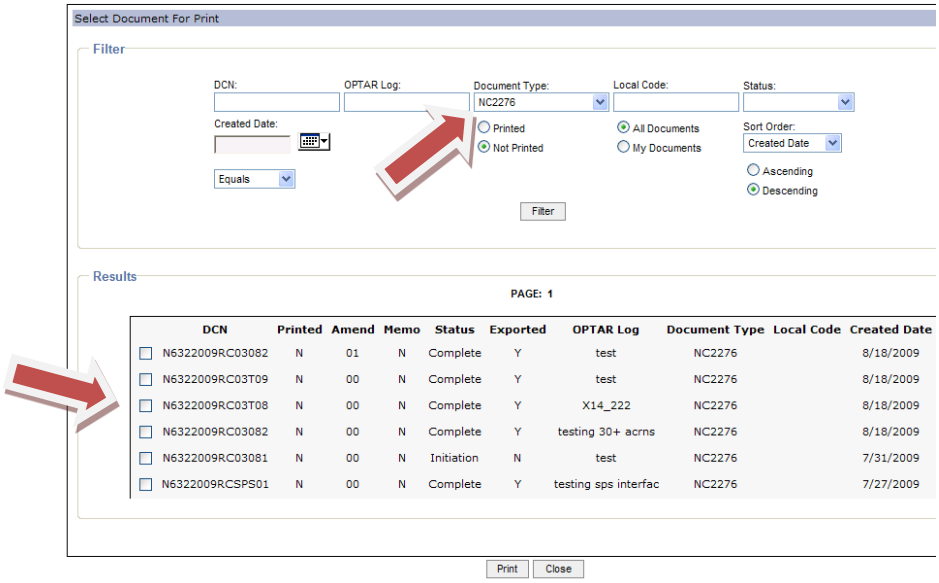
HINT: View the transactions generated by going to reports/Transaction History.

Step 10 **Print the document.**

Go to Documents/Print Document

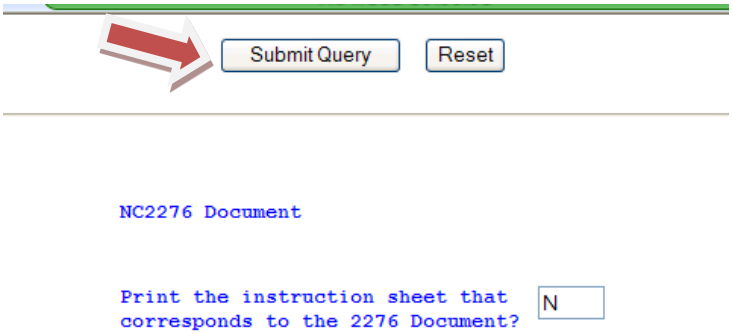


Locate your document using the FILTER feature on the top by selecting the doc type and click on FILTER. Or if your document is showing on the screen just put a check mark in the box by the document. The newest documents will appear on the top of the list.



Click on Print button.

If the instruction sheet is not required, leave the default at N and click on the **Submit query** button.



The document will appear on screen and you can select the print feature.

REQUEST FOR CONTRACTUAL PROCUREMENT - NAVCOMPT FORM 2276 (8PT) (REV. 8-81) S/N 0104 LF-102-2761 Page 1

1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT CITATION BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE ATTACHED PAGE.

2. DOCUMENT NUMBER N6322009RC03T09

3. REFERENCE NUMBER	4. FUNDS EXPIRE ON	5. DMS RATING	6. PRIORITY	7. DATE REQUIRED	8. AMENDMENT NO.
	09/30/2009				00

9. FROM
000028
USC SCHOOL OF PUBLIC ADMINISTRATION
VKC-379, UNIVERSITY PARK, MC-0041
LOS ANGELES, CA 90089-0041

10. FOR DETAILS CONTACT:

11. TO:
USC45
UNIVERSITY OF SOUTHERN CALIFORNIA
851 DOWNEY WAY, HSH 211
LOS ANGELES, CA 90089-1052
ATT:MICHAEL NAVARRETE 213-740-0427

12. MAIL INVOICES TO:
Commander, Navy Region Southwest
937 N. Harbor Drive 5th Floor
San Diego CA 92132-0058
ATTN: GLORIA RODRIGUEZ

13. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

A. ACRN	B. APPROPRIATION	C. SUBHEAD	D. OBJ. CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1791804	22LW	000	3560A	0	068566	2D	C03T09	63220903310Q	$5,000.00

14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER.

L.	TOTAL THIS DOCUMENT	$5,000.00
M.	CUMULATIVE TOTAL	$5,000.00

15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED

THESE ITEMS [ ] ARE [X] ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND

Questions

What is the NC2276?

What are the elements that must exist prior to creating a NC2276?

What are the steps necessary to establish a NC2276?

Describe the life-cycle of the transactions for the NC2276.

Practice

The service contract for 5 cell phones needs to be established through the remainder of the Fiscal Year. This includes the admin department who will be charged for 5 phones and the testing department that will be charged for two phones. Estimates were obtained of 500.00 per phone for the remainder of the year.

Introduction

This lesson will illustrate the steps required to amend a NC2276 document. Amendments are needed whenever an increase or decrease to the document is required.

Objectives

Define the requirement for an increase or decrease of the NC2276.

Identify the fields that can be edited on the amendment.

Describe the elements that must exist prior to creating a NC2276.

Outline the steps necessary to establish a NC2276 amendment.

Describe the life-cycle of the transactions for the NC2276 amendment.

Lesson

When any of the requirements provided in the BASIC NC2276 need to be modified the NC2276 will require that an amendment be done. The NC2276 amendment form contains much of the information from the original document.
To add amendments to a NC2276 source document that has been exported to STARS-FL the following rules apply to NC2276 amendments.

- If the active fiscal year is not the Outyear Fiscal year following the current fiscal year, all obligation or commitment transactions must have been included in the export to STARS-FL before you can amend the document.
- You cannot amend documents that have been canceled or that have an obligated amount of $0. (If the obligated amount is $0, update rather than amend the document.)
- You can amend a document that has not been exported to STARS-FL if the active fiscal year is the Outyear.
- When amending the NC2276, you can add, update and view line items.
- You can add new ACRN's
- You cannot update or delete ACRN's that were on the original document or a previous amendment to the document;
- You can only delete line items that you added to the amendment. You cannot delete line items that were on the original document or a previous amendment
- You can only update and delete the ACRN's that you have added to the NC2276 amendment.

When adding or updating an amendment for a source NC2276, you also can change the values for the following page elements:

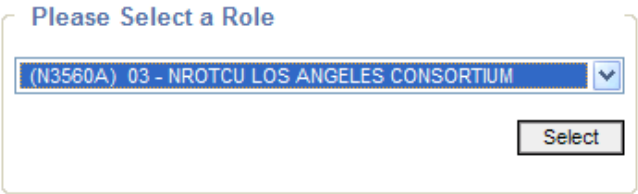
Reference Number - A fifteen character code identifying the document number authorizing the preparing activity the funds cited.
Funds Expire On
Identifies the date on which the associated funding will expire for obligating purposes. Use the dropdown calendar to select a date.

DMS Rating
Code of up to eight characters identifying the appropriate Defense Priorities and Allocations System DO or DX rating.
Priority
Two-character code combining the Force Activity Designator and the Urgency of Need Designator
Date Required - Contains the date on which the requested work or services must be completed and/or requested good delivered. Use the drop-down calendar to select a date.
From and From Address - Six-character code identifying the requesting activity. Select the drop-down arrow for a list of valid values. Three lines of addressing information for the requesting activity.
For Details Contact and Point of Contact Address- A value of up to 30 characters identifying the point of contact (POC) at the requesting site and two lines of contact information. Select the drop-down arrow for a list of valid values.
TO UIC and Address - A five-character code identifying the UIC of the activity that will receive the document and 4 lines of addressing information.
Mail Invoices to - Six-character code and four lines of addressing information identifying the activity that will receive the billing for the document.
Accounting Classification - **ACRN**
Identifies the Accounting Classification Reference Number. The NC2276 requires an ACRN.
Procurement by Contract of the Following Items is Requested
Make sure the applicable radio buttons are selected.
Line Item - Contains information about the line item(s) associated with the document. The NC2276 requires a line item.
Transportation Allotment - Code of up to 50 characters identifying the allotment or accounting data used for transportation charges.
Authorizing Official - Code of up to 38 characters identifying the name and title of the authorizing official who approved the document. Select the drop-down arrow for a list of valid values. Also, select a date the authorizing official actually signed the document.
Item Description - The top block will display non-line item information related to the purchase as a whole and will print before the line item list. The second block contains additional information pertinent to the line item. This will print after the line item list.
Local Code - Code of up to 20 characters identifying document types and groupings for reporting purposes.
OPTAR Log - Describes the purpose of the log entry that will be printed on the OPTAR Log, or the name of the items being requisitioned. A value is required.
Date Prepared - The date the amendment was prepared. The default is the current date.
Save
Saves your amended document
Close
Select Close to return to the Site Main Menu.

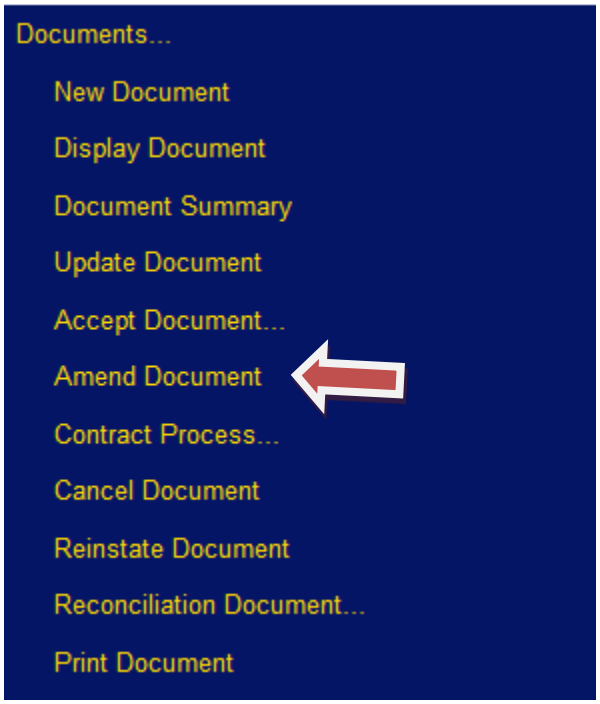
Important note to remember: Each time you create an amendment for the NC2276 another CM (915) commitment is generated. You will need to ACCEPT each amendment when the document is $25K or more and contract process EDIT will need to be done to increase or decrease to the new total contract amount so that the new amount will move from CM to AO (540) obligation.

Step 1 Log into FASTDATA WEB URL.
Use the USER ID and password the first time to get your CAC enabled for future logons.

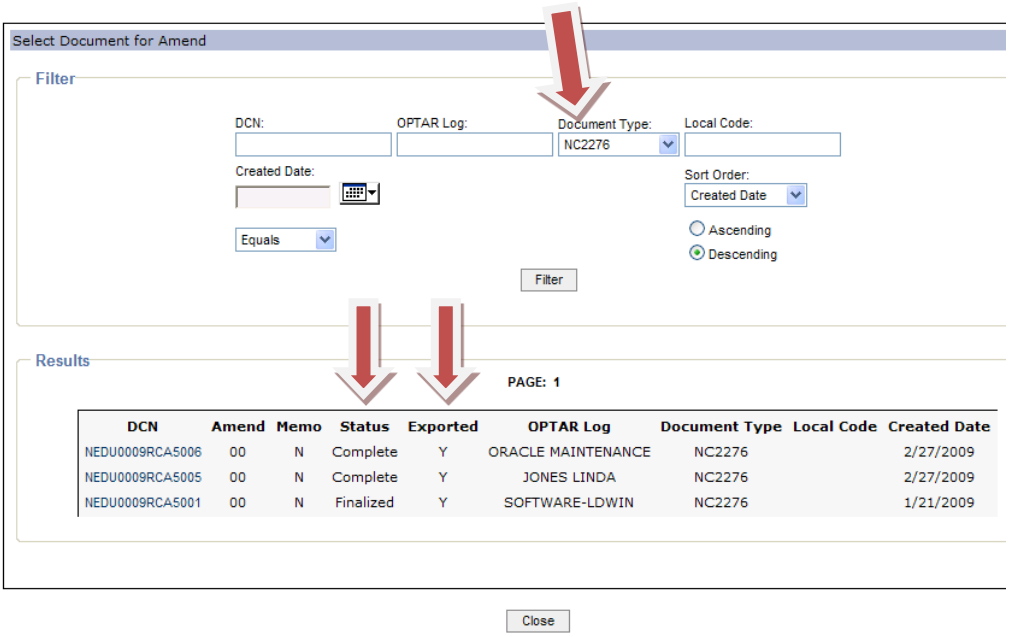
Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



Step 3 Select Documents/Amend Document.

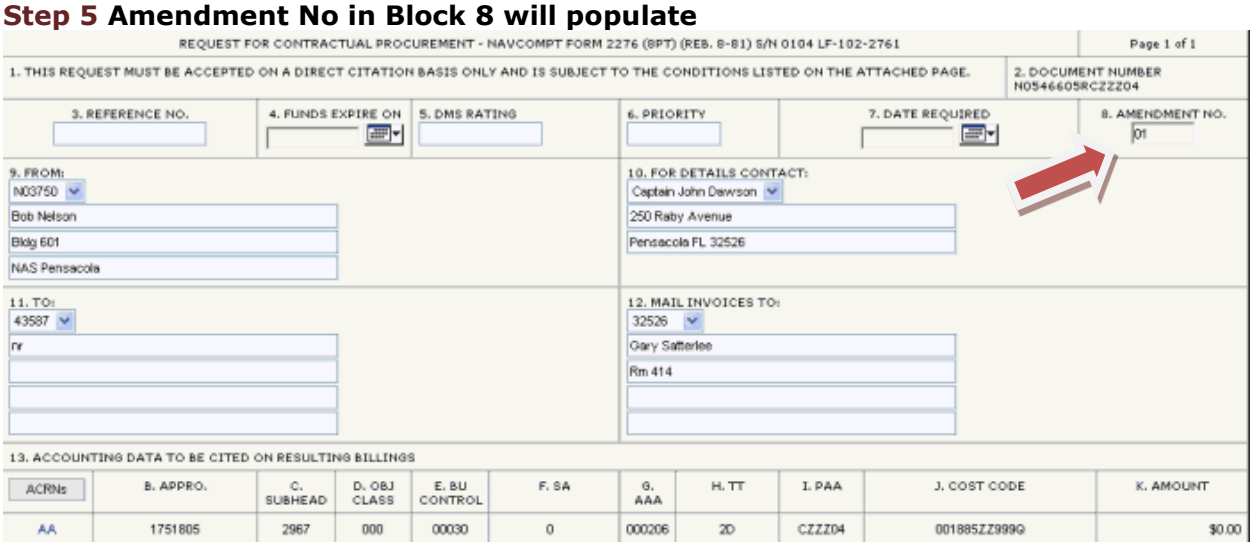


Step 4 Select Document for Amend



Selection can be done if document number you are looking for is visible on the screen or you can use the filter feature to narrow down your search by doc type filter. Notice that the **status** is not cancelled, and the document has been **exported**.

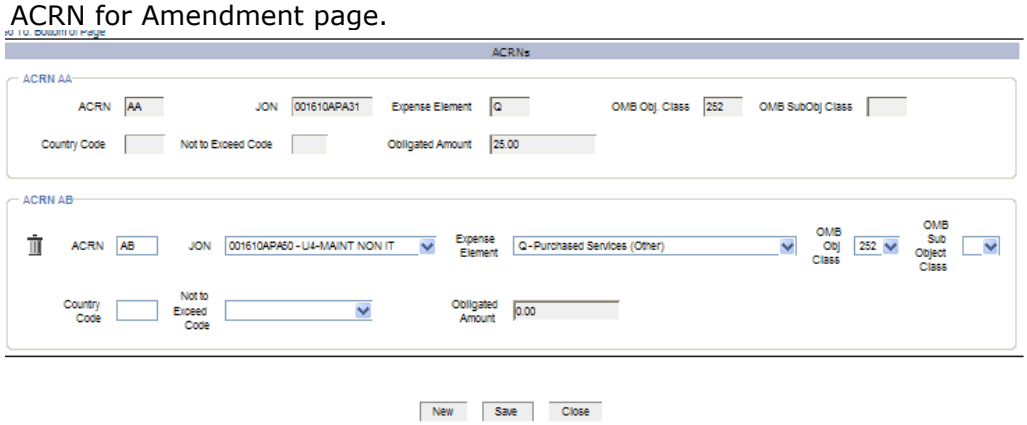
Step 5 Amendment No in Block 8 will populate



Changes to the elements that need to be fixed in the amendment should be completed. To add a NEW ACRN to the amendment select Block 13 ACRNs.
To add or decrease funds to the existing ACRN(s) access Block 14 Line Items and make the necessary changes to each ACRN with the increase or decrease amount.

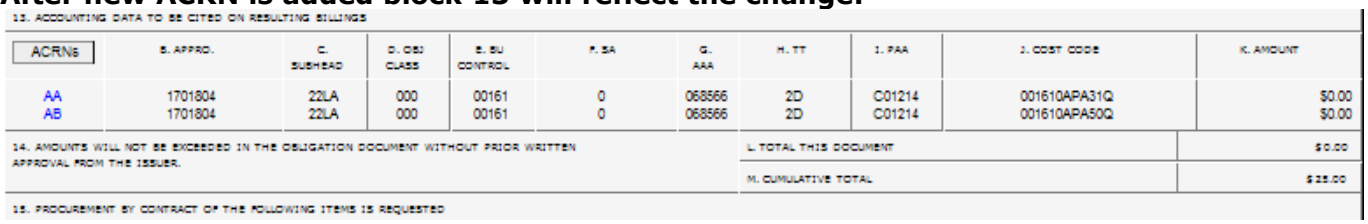
Click on ACRNS
Use this screen to create new ACRN's for an amendment to a **DD448, NC2275, NC2276**, or **NC2276A** document. The fields you can edit on this screen depend on the document type. After adding the new ACRN, select the **Save button** to save the new ACRN data.

When you have added all desired new ACRN's and saved, select the **Close button** to close the New ACRN for Amendment page.



To add a New ACRN to the document click on NEW – and FASTDATA will generate the next ACRN in sequence. Fill in the JON from the drop down list, EE, OMB OOC, Not to Exceed Code if used.

SAVE the ACRN and then Close to get back to the main amendment document.
After new ACRN is added block 13 will reflect the change:



13. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

ACRNs	B. APPRO.	C. SUBHEAD	D. OBJ CLASS	E. SU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1701804	22LA	000	00161	0	068566	2D	C01214	001610APA31Q	$0.00
AB	1701804	22LA	000	00161	0	068566	2D	C01214	001610APA50Q	$0.00

14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER.

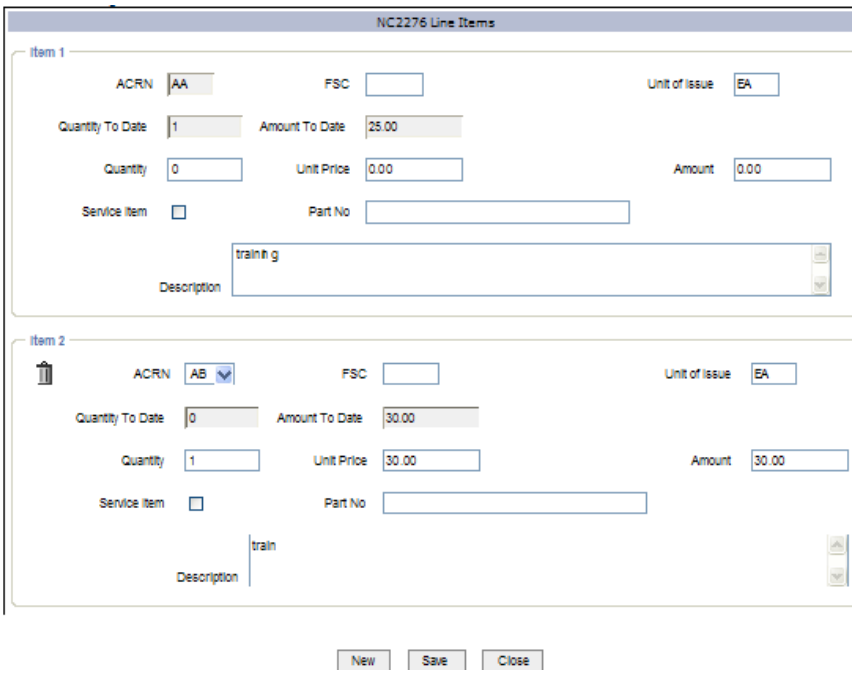
L. TOTAL THIS DOCUMENT $0.00

M. CUMULATIVE TOTAL $25.00

15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED

Step 6 Block 15 Line Item button

Description field can be used to add any additional instructions concerning the amendment. It also will reflect the increase or decrease of funding for each ACRN that is affected by the amendment. The amount to date field will reflect the current ACRN amount on the document. The increase or decrease amount for the ACRN goes in the AMOUNT field. Once the changes are complete click on SAVE, and then CLOSE to go back to the main document. You can also add a new line item for an NC2276 amendment. Select the appropriate ACRN and enter the desired data, then select the Save button. When you've entered all desired new line items for one amendment, select the Close button to close the page. The **Quantity to Date** and **Amount to Date** fields are **not** found on the New Line Item for NC2276 template.



Item #
System-generated sequential number for a line item.
ACRN
Two-character code identifying the Accounting Classification Reference Number. When adding a new line item for the NC2276, a value for ACRN is required. Select the drop-down arrow to select the desired value.
Federal Supply Class (FSC)
Identifies the first four positions of a National Stock Number (NSN).
Unit of Issue
Two-character code identifying the standard of measurement to determine quantity.

Quantity to Date
Identifies the total number of units ordered to date.
Amount to Date
Identifies the total amount to date.
Quantity
Identifies the number of units ordered. If you enter a value for Quantity Ordered, you must enter a value for Unit Price.
Unit Price
Identifies the cost of the item per unit. You must enter a value for Unit Price if you enter a value for Quantity Ordered.
Amount
Contains the adjustment amount to be applied to the line item amount of the amendment.
Service Item
Identifies whether the NC2276 amendment is for the procurement of a service.
Part No
Identifies the part number of the item being ordered.
Description
Describes the line item.
New
Select New to add additional line items.

Save
Accepts your entries and saves the new line item for the NC2276.
Close
Closes the New Line Item for NC2276 Amendment page.

Step 7 Block 13 after Line items are amended
The ACRN amounts will reflect the increase or decrease for this amendment document and Block 13. L shows the total changes for the amendment. Block 13. M reflects the cumulative total of the Basic plus amendment(s).

A. ACRN	Line Items	C. FSC	D. DESCRIPTION (NAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)	E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT
AA	1		training	0	EA	$0.00	$0.00
AB	2		train	1	EA	$30.00	$30.00
16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKING INSTRUCTIONS, SHIPPING INSTRUCTION AND INSTRUCTION FO DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS							I. GRAND TOTAL $30.00

Step 8 Optional fields that need to be edited can be done at this time, then scroll to the bottom of the document.

Step 9 Source or Initiation
Even if the basic NC2276 is a source document you can create the amendment as an initiation document until you have the final ok. Then you would go to file/UPDATE document to make it a Source. If you generate it as Source the CM Commitment will be generated upon saving the document. If you generate it as Initiation there will be no CM and it will not affect your OPTAR funds until you UPDATE the document and change it to Source.

Step 10 Mandatory OPTAR log field
Describes the purpose of the log entry that will be printed on the OPTAR log, or the name of the items being requisitioned or amendment number, etc.

Step 11 SAVE will save the document.

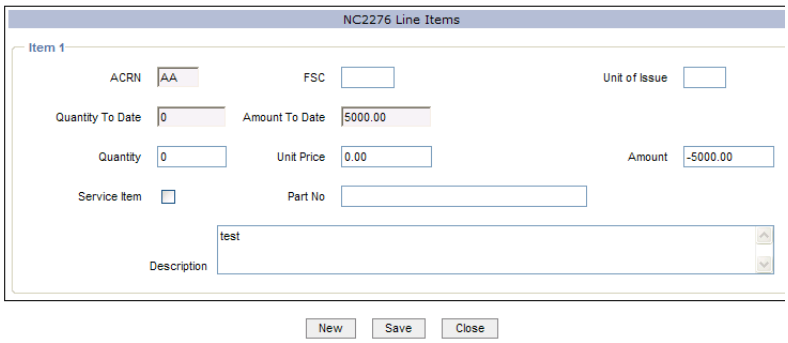
Step 12 CLOSE

REMINDER: If close is done before saving you will lose all the information you have entered in the amendment. If save has already been done, then close will take you out of the document.

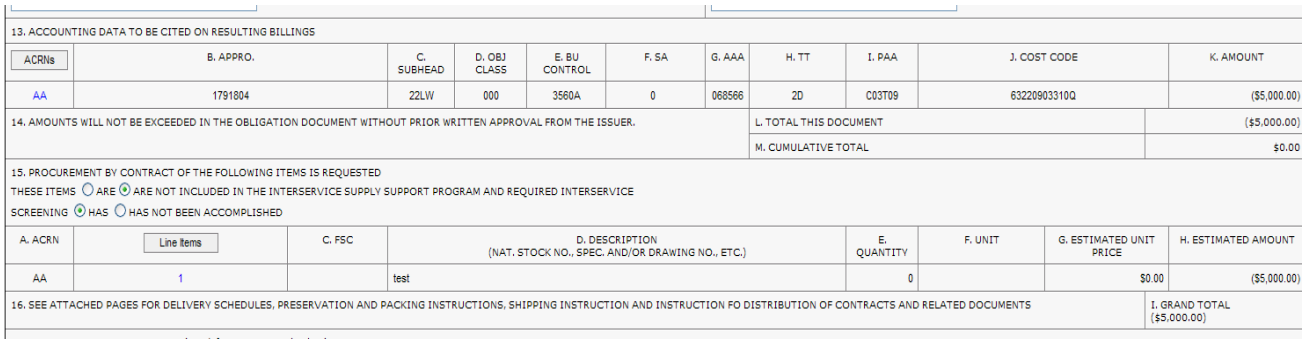
NOTE: If you try to amend the NC2276 prior to all transactions being exported to the FA you will receive an error stopping you from creating the next amendment until the transactions have all exported.

- **Cancel a NC2276 document**

Steps to cancel a NC2276 are the same as the amendment process above. Select the document to amend, go to Block 15 and select line item tab. When the window opens you will need to decrease each ACRN by the amount showing in the obligated field.



SAVE the decrease. Then **Close** to return to the amendment document. The new cumulative amount reflected in block 13M is $0.00 and will cancel your document.



13. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

ACRNs	B. APPRO.	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1791804	22LW	000	3560A	0	068566	2D	C03T09	63220903310Q	($5,000.00)

14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER.	L. TOTAL THIS DOCUMENT	($5,000.00)
	M. CUMULATIVE TOTAL	$0.00

15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED
THESE ITEMS ○ ARE ◉ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE
SCREENING ◉ HAS ○ HAS NOT BEEN ACCOMPLISHED

A. ACRN	Line Items	C. FSC	D. DESCRIPTION (NAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)	E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT
AA	1		test	0		$0.00	($5,000.00)

16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKING INSTRUCTIONS, SHIPPING INSTRUCTION AND INSTRUCTION FO DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS	I. GRAND TOTAL ($5,000.00)

HINT: To view transaction generated with the creation of the amendment go to reports/Transaction History and view the document history.

- **Print the document.**

Questions

Define the purpose of using an amendment.

What circumstances would exist on a NC2276 that would not allow you to create an amendment?

You can't add a new ACRN to the amendment of a NC2276. True or False?

When can an additional amendment be created?

What steps do you take to cancel a Basic document?

Practice

The service contract for 5 cell phones needs to be adjusted. The admin department only needs to have 2 cell phones and the testing department doesn't need any.

Introduction

This lesson will illustrate the steps required to accept a Request for Contractual Procurement NC Form 2276 document. To create a contract, receipt, or DD1155 for a NC2276 document with an amount greater than $25,000 you must first accept the NC2276.

Objectives

Define the Acceptance of the NC2276.

Describe the elements that must exist prior to acceptance of the NC2276.

Outline the steps necessary to Perform. Edit, and View acceptance of the NC2276.

Describe the life-cycle of the transactions for acceptance of the NC2276.

Lesson

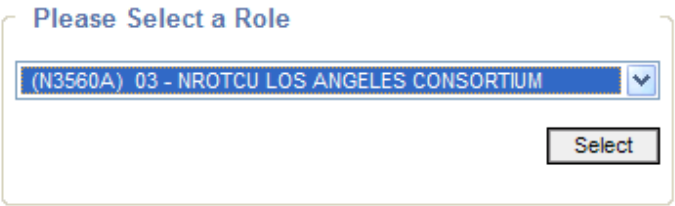
To create a contract, receipt, or DD1155 for an NC2276 document with an amount greater than $25,000 you must first accept the NC2276. The acceptance process identifies the POC of FISC or Contract office that agrees to perform the Contract for this requisition. Use this page to accept NC2276 documents and amendments. You can accept only one document or amendment at a time. For each basic document or amendment you want to accept you must perform a separate acceptance action.

This section will show how to perform the acceptance of the NC2276 documents and amendments. User access rights to accept documents are defined at the System Administrator level.

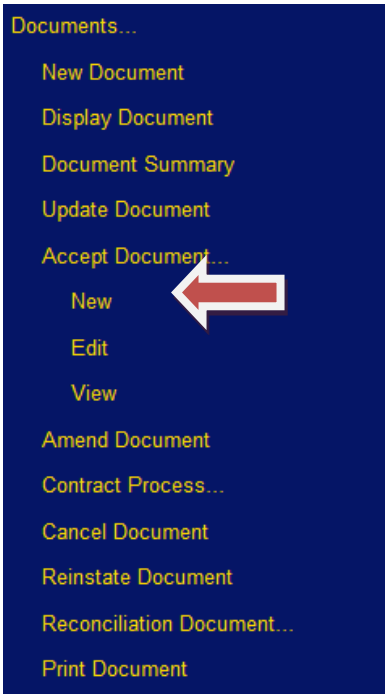
The Accept NC2276 document does not generate the obligation or any other exportable transaction.

Step 1 Log into FASTDATA WEB URL.
Use the USER ID and password the first time to get your CAC enabled for future logons.

Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.

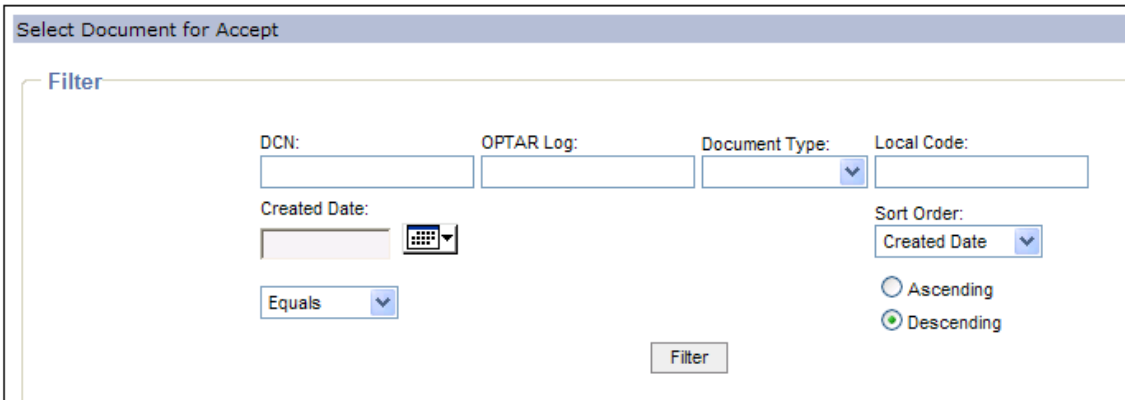


Step 3 Select Documents/Accept Document/ NEW.



Step 4 **Select** Document for Accept Screen will appear.

This page lists documents that require an acceptance. Select the document you wish to accept by selecting the DCN. The only documents you can accept are **Credit Card, DD448, DD1556, NC2275, NC2276,** and **NC2276A. Filter** allows the user to narrow down the choices to find your document using various criteria in the search for documents available to choose in the Acceptance Process.



Search Type
You can search by **DCN, OPTAR Log**, **Local Code**, or **Document Type.** You can narrow your search by selecting a **Created Date** and then choosing either Equal to the Created Date, Later than the Created Date, or Earlier than the Created Date. If you wish to search a range of dates, select **Between**. An additional calendar will display, allowing you to select a range between two dates.

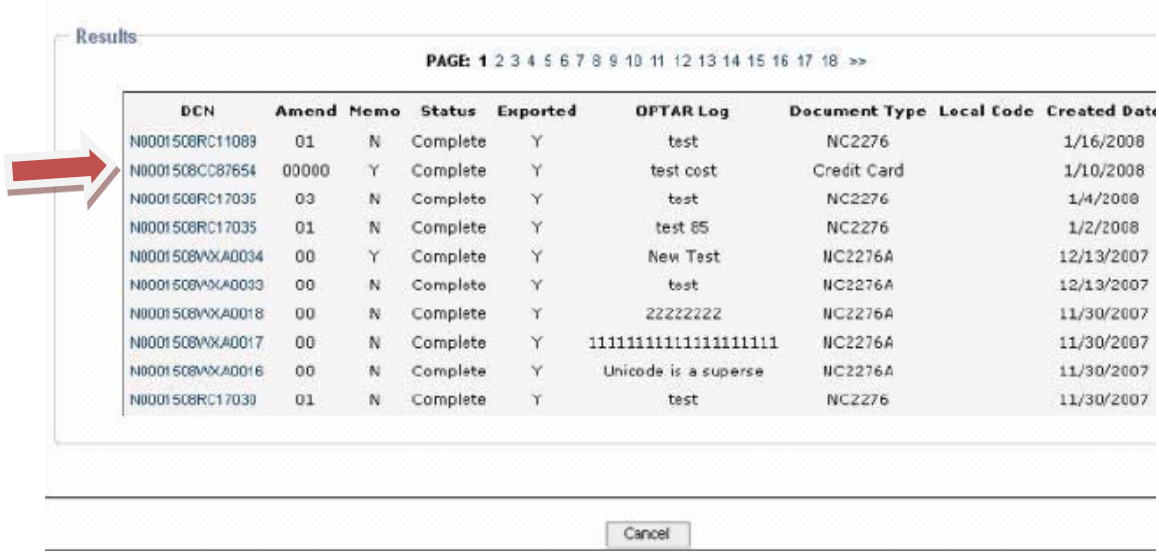
Sort order
If you wish to change the sort order on the Select Document for Contract page, select the desired value from the drop-down list. When you change the value of the sort order, the documents list will display by the selected sort order.

Ascending Descending
Select the desired radio button for the sort order type: Ascending for smallest to greatest or Descending for greatest to smallest.

Step 5 RESULTS of Filter

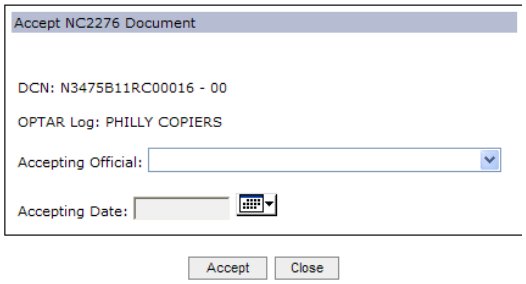
- **DCN -** Identifies the document control number.
- **Amend -** Identifies a specific official amendment to a previously established financial document.
- **Memo -** Indicates whether the document is a source or memorandum.
- **Status -** Indicates a document or document number's current status. Displayed values can include **Complete**, **Accepted**, **Finalized**, **Cancelled, Initiation**, and **Initiation Cancelled**.
- **Exported -** Indicates whether the document has been included in a file transfer to STARS-FL.
- **OPTAR Log -** Identifies the purposes of the entry that will be printed on the OPTAR Log, or the name(s) of items being requisitioned.
- **Document Type -** Identifies a specific document form number.
- **Local Code -** Code of up to 20 characters identifying document types and groupings for reporting purposes.
- **Created Date -** Indicates the date and time the document was created in FASTDATA.
- **Close -** Ends the action to select a document.

Step 6 Select the document to be accepted



DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N0001508RC11089	01	N	Complete	Y	test	NC2276		1/16/2008
N0001508CC87654	00000	Y	Complete	Y	test cost	Credit Card		1/10/2008
N0001508RC17035	03	N	Complete	Y	test	NC2276		1/4/2008
N0001508RC17035	01	N	Complete	Y	test 85	NC2276		1/2/2008
N0001508WXA0034	00	Y	Complete	Y	New Test	NC2276A		12/13/2007
N0001508WXA0033	00	N	Complete	Y	test	NC2276A		12/13/2007
N0001508WXA0018	00	N	Complete	Y	22222222	NC2276A		11/30/2007
N0001508WXA0017	00	N	Complete	Y	11111111111111111111	NC2276A		11/30/2007
N0001508WXA0016	00	N	Complete	Y	Unicode is a superse	NC2276A		11/30/2007
N0001508RC17030	01	N	Complete	Y	test	NC2276		11/30/2007

Step 7 Acceptance block will appear



DCN
Displays the document control number (DCN) for the selected document
OPTAR Log
Displays the purpose of the log entry that will be printed on the OPTAR Log for the selected document
Accepting Official (Required)
Identifies the official accepting the document. Enter the name of the Accepting Official or select the desired value from a drop-down list. A value is required.
Accepting Date (Required)
Contains the date the document is accepted. The default value is the current system date but you can change this value. A date is required for document acceptance. You cannot enter a future date.
Accept
Accepts your entries on the Accept NC2276 page and accepts the selected document
Close
Ends the action to accept a document

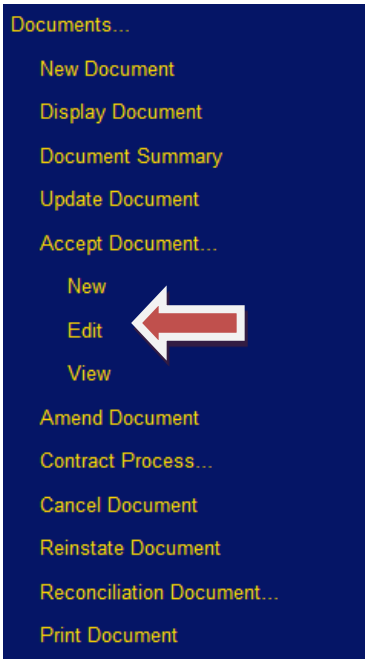
Step 8 ACCEPT will perform the acceptance of the NC2276.

Step 9 Transactions generated

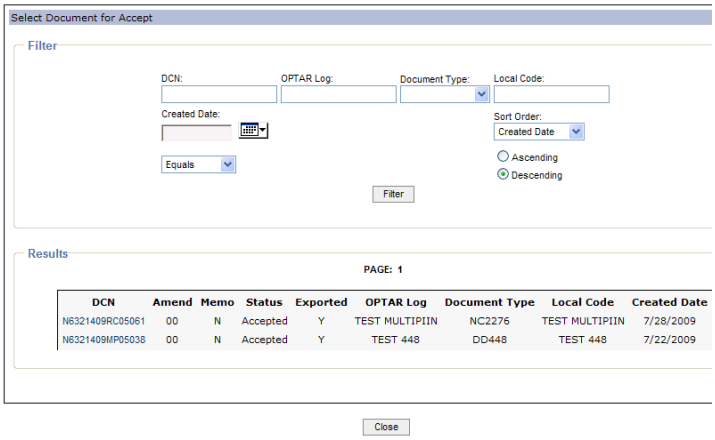
Acceptance will NOT produce the obligation -contract process creates the obligation for the NC2276 "RC" document.

Step 10 Edit NC2276 Acceptance Document

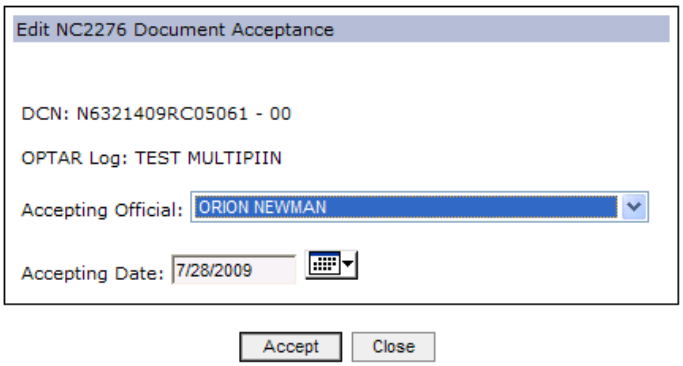
Go to HOME on the Site Menu. Select Documents/Accept Document/ Edit.



Step 11 Only Documents available for Edit of Acceptance will appear on the Screen.

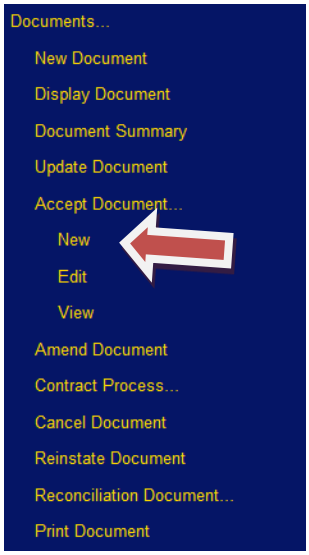


When updating a NC2276 Acceptance document, you can modify the **Accepting Official, and Acceptance Date.**

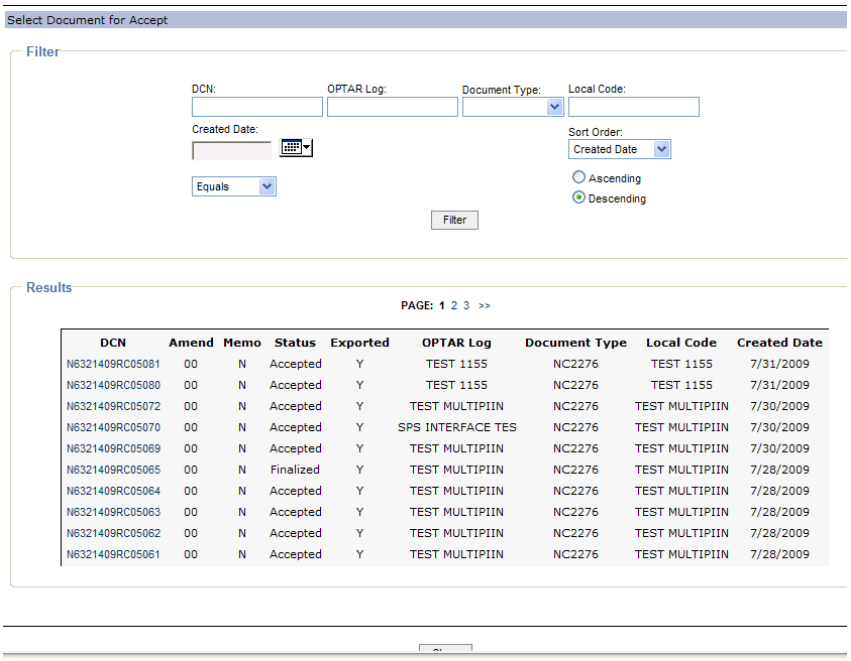


DCN
Displays the document control number for the selected NC2276 document.
OPTAR Log
A description of the purpose of the NC2276 document.
Accepting Official
Identifies the official accepting the document. To change this value, enter the name of the Accepting Official or select the desired value from the drop-down list. A value is required.
Accepting Date
Contains the date the document is accepted. A date is required. You cannot enter a future date.
Accept
Accepts your entries on the Edit NC2276 page and accepts the selected document.
Close
Closes the Edit NC2276 Acceptance page

Step 12 Acceptance VIEW
Select Documents/Accept Document/ NEW.

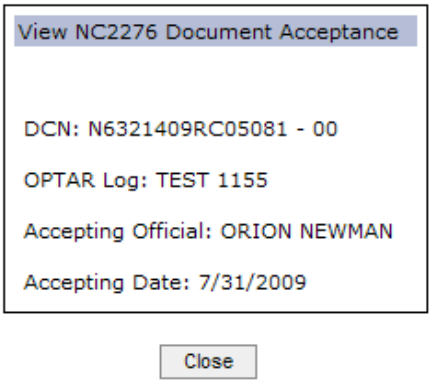


Step 13 Only Documents available that have already been accepted will appear on the Screen.



DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6321409RC05081	00	N	Accepted	Y	TEST 1155	NC2276	TEST 1155	7/31/2009
N6321409RC05080	00	N	Accepted	Y	TEST 1155	NC2276	TEST 1155	7/31/2009
N6321409RC05072	00	N	Accepted	Y	TEST MULTIPIIN	NC2276	TEST MULTIPIIN	7/30/2009
N6321409RC05070	00	N	Accepted	Y	SPS INTERFACE TES	NC2276	TEST MULTIPIIN	7/30/2009
N6321409RC05069	00	N	Accepted	Y	TEST MULTIPIIN	NC2276	TEST MULTIPIIN	7/30/2009
N6321409RC05065	00	N	Finalized	Y	TEST MULTIPIIN	NC2276	TEST MULTIPIIN	7/28/2009
N6321409RC05064	00	N	Accepted	Y	TEST MULTIPIIN	NC2276	TEST MULTIPIIN	7/28/2009
N6321409RC05063	00	N	Accepted	Y	TEST MULTIPIIN	NC2276	TEST MULTIPIIN	7/28/2009
N6321409RC05062	00	N	Accepted	Y	TEST MULTIPIIN	NC2276	TEST MULTIPIIN	7/28/2009
N6321409RC05061	00	N	Accepted	Y	TEST MULTIPIIN	NC2276	TEST MULTIPIIN	7/28/2009

Step 14 Select the DCN you want to view the acceptance for.
Close to exit the View Accepted document screen.



Questions

What is the dollar threshold of the NC2276 documents that require acceptance?

What are the elements that must exist prior to acceptance of the NC2276?

What are the steps necessary to Accept, Edit, and View acceptance of the NC2276?

What transactions are generated for the NC2276 upon acceptance?

Practice

The contract for cell phones is under the dollar threshold to require acceptance, but the COMPTROLLER has requested that the acceptance be performed on this document.

An error was made on the name of the acceptor when the acceptance was performed. Correction is required.

Introduction

This lesson will illustrate the steps required to perform contract process on the NC2276 document. Contract Process is executed once the contract documentation is received back from FISC or the Contracting Office and needs to be performed in order to convert the commitment to an obligation.

Objectives

Define the Contract Process of the NC2276.

Describe the elements that must exist prior to contract process of the NC2276.

Outline the steps necessary to Perform, Edit, and View contract process of the NC2276.

Describe the life-cycle of the transactions for contract process of the NC2276.

Lesson

Use the New Contract section to create a new contract for an existing source or memo **NC2276, NC2276A (Direct Citation fund type), DD1348-6** (if not crossed to a supply system), **DD1149**, or **DD448** (category 2) transaction. Keep in mind that BUPERS has had the SPS interface from STARS-FL turned on to flow to FASTDATA in the DTS imported file. If your requisition has been send to a FISC or contracting office that uses SPS to record obligations in STARS-FL, they will now be importing to FASTDATA. For those transactions DO NOT perform Contract process as the SPS imported file will do this automatically for you.

User access to enter contracts is defined at the System Administrator level. The contract process affects the OPTAR's status of funds if the contract amount differs from the commitment amount. When entering a contract number with **A**, **G**, or **H** in the ninth position, you must enter a value for DO/BPA. You must enter a value for Contract Amount if the Contract Partial value is Partial.

When the Contract is received from FISC with the amount contracted if the amount is greater than or less than the basic document created, an amendment should be created to increase or decrease the cumulative total of the document. This will keep the cumulative total of the document in sync with the contract amount.

SPS sites cannot create a new contract for a document until all amendments to the document have been exported to SPS. When you create a new contract, FASTDATA establishes an obligation transaction with the amount (s) from the contract. An obligation transaction and its associated contract number are included in FA export to STARS-FL. You can only enter a contract for the portion of a DD448 document that was accepted as direct. Before you can post a contract for an NC2276 document with a value greater than $25,000, you must first accept the NC2276.

Select Documents sub menu item Contract Process (New) to create a new contract. Edit or view a contract by selecting Edit or View from the Contract Process submenu.

Your access to the contract process is defined at the System Administrator level.
SPS sites cannot create a new contract or update a contract until all amendments to the document have been exported to SPS.

Contract Process NEW is used on the initial contract of the **BASIC document**. All amendments requiring Contract Process should be done using Contract Process EDIT.

- Only use Contract Process New if FISC has contracted the amendment amount under a different Contract Number and if so add the new contract number and ONLY the amount of the contract funded to the NEW contract number.
- In the FASTDATA Web a single Requisition/ACRN can be associated to Multiple CONTRACTS. **If Contract process NEW is used and the full contract amount is entered this will create a second contract line with double the contract amount. It is important to use EDIT unless a NEW contract number is provided by FISC.**
- If a Delivery order/BPA or CONTRACT/CONTRACT ACRN needs to be changed after Contract Process has already been performed, use UPDATE document (Correction After Export) screen to change these fields.

  Example of this type of double obligation error due to the way it is contracted would show on the RECON Report, the Transaction History COST. The Cost field shows this is double obligated due to the two AOs generated both for the full amount of the contract when a different delivery order number was input under contract process new.

Transaction History Report

Filter: AND DCN IN ('N3475B10RC00201')

FA: N3475B **Site: 20** **RC: 20** **OPTAR: BV** **FY: 2010**

DCN: N3475B10RC00201

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA	N6133905D6004	AQ	1005	3475B000701	V	260			NC2276	01		Accepted	$150,560.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	03/31/2010 15:16:17	1	$75,280.00	00	I		Created By Database User ID=BUPERSSAFRANSS;
Y	AO	06/08/2010 09:56:24	0	$75,280.00	00	L		Contract Number: N6133905D6004; BPA Number: 0010; Contract ACRN: AQ;Created By Database User ID=BUPERSPAULS;
Y	CM	07/26/2010 08:21:00	1	$11,550.00	01			Created By Database User ID=BUPERSPAULS;
Y	EV	07/28/2010 23:54:30	0	$26,761.32	00	P		Expenditure Batch:STAR007281;record=16;
Y	AO	08/03/2010 13:54:30	0	$75,280.00	00	L		Contract Number: N6133905D6004; BPA Number: 1005; Contract ACRN: AQ;Created By Database User ID=BUPERSPAULS;

Select Contract ACRN

Contract	DO/BPA	Contract ACRN	Contract Amount
N6133905D6004	0010	AQ	75,280.00
N6133905D6004	1005	AQ	75,280.00

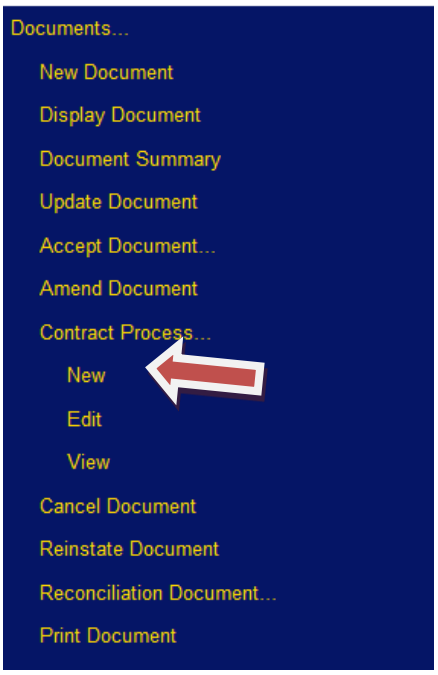
This error happens frequently and now there is a way to fix the problem.

- New in 10-1B Release (Oct 23, 2010) the Site User will be allowed to Edit Contract Process even if it is set to FINAL.
- User should select Contract process EDIT – and open up the incorrect instance reflecting the different Contract/DO-BPA/ Contract ACRN and set it

to 0.00 Contract Amount FINAL for the erroneous entry. It will generate the de-obligation needed to reduce the COST of the document.

- This process will fix the COST of the document but there is another issue that arises when this occurs and when the RC document is being used in the CC XREF process. When two contracts are associated to one Requisition/ACRN document then it is no longer available for the XREF process and will not be reflected in the XREF drop down box of documents. If you have zeroed out the erroneous line in your contract process but need to XREF the document you will need to submit a helpdesk ticket with screen shots provided requesting that the DBA REMOVE the erroneous line from your database. Once this is completed it will be available for the CC XREF process.

Step 1 Select Documents/Contract Process/New



Step 2 Documents with new contract screen appears

The contract process will create the obligation transaction that will flow to STARS-FL and liquidate part or all of the total commitment field in STARS-FL. The outstanding amount field will show the difference of the total commitment of the ACRN and the amount that was not contracted in the contract amount field. If the total committed and the contract amount entered match the contract partial/final indicator should be set to FINAL.

Select Document for Contract

Filter

DCN: OPTAR Log: Document Type: Local Code:

Created Date: Sort Order: Created Date

Equals Ascending Descending

Filter

Results

PAGE: 1

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N3475B11RC00101	00	N	Accepted	Y	COMS-TTE	NC2276		9/29/2010
N3475B11RC00100	00	N	Accepted	Y	COMS ALL SITES	NC2276		9/23/2010

Close

The document must have already been accepted if it is $25K or greater. It must show exported as well.

New Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N3475B11RC00101 Total Contract Amount: $0.00

Contract: DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	3475B161907	329,997.00	0.00	0.00	329,997.00	AA		0.00

Save Close

Fields on the New Contract screen:

- **DCN** - Identifies the document control number (DCN).
- **Total Contract Amount** - Identifies the total of all contracted amounts of the listed ACRN's.
- **Contract** - Identifies the contract. A value is required.
- **DO/BPA** -Identifies a call to a Delivery Order or Blanket Purchase Agreement for an indefinite delivery type contract. A value is required if the contract number contains A, G, or H in the ninth position.
- **ACRN** - The Accounting Classification Reference Number (ACRN) identifies each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing.

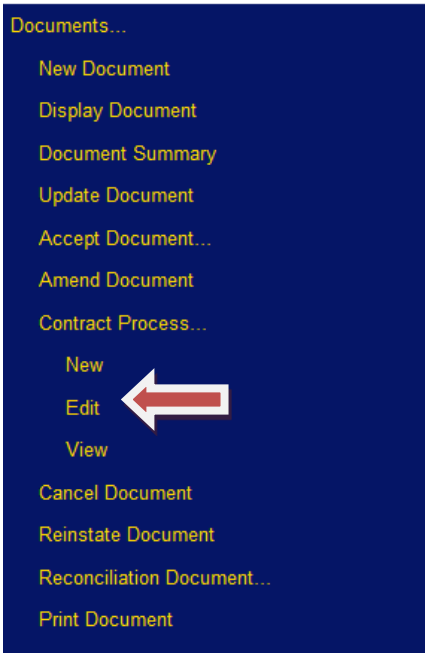
- **JON** - Identifies the 11-position job order number that identifies an accounting transaction.

- **Total Commitment** - Identifies the outstanding amount on the document.
- **Contract To Date** – the amount of the document that has been contracted.
- **CC XREF AMOUNT** – the amount of the contract that has already been used in and XREF transaction.
- **Outstanding Amount** - When the Contract Partial value is Partial, this amount is the difference between the Total Commitment and the Contract Amount. When you enter a value of Final in the Contract Partial field, this value changes to zero (0).
- **Contract ACRN** - Identifies the contract ACRN.
- **Contract Partial** - Indicates whether the obligation is to be fully or partially liquidated when processing receipts or expenditures. You must select either Partial or Final when entering a contract.
- **Contract Amt** - Identifies the contracted amount to date of the ACRN on a document. A value greater than zero (0) is required if the Contract Partial value is Partial.

Save -Accepts your entries and creates the contract. The 540 obligation will be generated and flow to the FA and on to STARS-FL.

Close - Closes the New Contract page.

Step 3 Documents/Contract process/ EDIT



Use the Edit Contract page to modify an existing contract for an **NC2276, NC2276A** (Direct Cite) **DD1348-6**, **DD1149,** or **DD448** (category 2) source or memo transaction. You can change the Contract Amount for a Final Contract for a source NC2276, NC2276A (Direct Cite) or DD448 (category 2). SPS sites cannot create or edit a contract unless all amendments to the document have been exported to SPS. At the Document menu select Contract Process and then Edit.

Contract Process NEW is used on the initial contract of the **BASIC document but EDIT is used on** all amendments requiring Contract Process should be done. This is a frequent error that causes problems for the Site Users.

- Only use Contract Process New if FISC has contracted the amendment amount under a different Contract Number and if so add the new contract number and ONLY the amount of the contract funded to the NEW contract number.
- In the FASTDATA Web a single Requisition/ACRN can be associated to Multiple CONTRACTS. If Contract process NEW is used and the full contract amount is entered this will create a second contract line with double the contract amount. **It is important to use Contract Process EDIT unless a NEW contract number is provided by FISC.**
- If a Delivery order/BPA or CONTRACT/CONTRACT ACRN needs to be changed after Contract Process has already been performed, use UPDATE document (Correction After Export) screen to change these fields.

  Example of this type of double obligation error due to the way it is contracted would show on the RECON Report, the Transaction History COST. The Cost field shows this is double obligated due to the two AOs generated both for the full amount of the contract when a different delivery order number was input under contract process new.

Transaction History Report

Filter: AND DCN IN ('N3475B10RC00201')

FA: N3475B **Site: 20** **RC: 20** **OPTAR: BV** **FY: 2010**

DCN: N3475B10RC00201

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA	N6133905D6004	AQ	1005	3475B000701	V	260			NC2276	01		Accepted	$150,560.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	03/31/2010 15:16:17	1	$75,280.00	00	I		Created By Database User ID=BUPERSSAFRANSS;
Y	AO	06/08/2010 09:56:24	0	$75,280.00	00	L		Contract Number: N6133905D6004; BPA Number: 0010; Contract ACRN: AQ;Created By Database User ID=BUPERSPAULS;
Y	CM	07/26/2010 08:21:00	1	$11,550.00	01			Created By Database User ID=BUPERSPAULS;
Y	EV	07/28/2010 23:54:30	0	$26,761.32	00	P		Expenditure Batch:STAR007281;record=16;
Y	AO	08/03/2010 13:54:30	0	$75,280.00	00	L		Contract Number: N6133905D6004; BPA Number: 1005; Contract ACRN: AQ;Created By Database User ID=BUPERSPAULS;

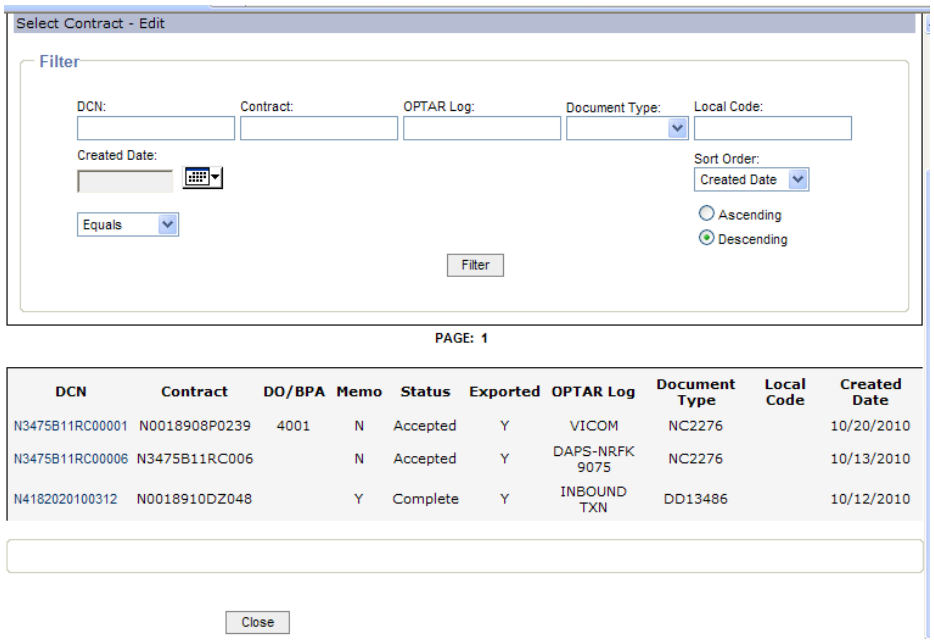
Select Contract ACRN

Contract	DO/BPA	Contract ACRN	Contract Amount
N6133905D6004	0010	AQ	75,280.00
N6133905D6004	1005	AQ	75,280.00

This error happens frequently and now there is a way to fix the problem.

- The Site User will be allowed to **Edit Contract Process even if it is set to FINAL.**
- User should select Contract process EDIT – and open up the incorrect instance reflecting the different Contract/DO-BPA/ Contract ACRN and set it to 0.00 Contract Amount FINAL for the erroneous entry. It will generate the de-obligation needed to reduce the COST of the document.
- This process will fix the COST of the document but there is another issue that arises when this occurs and when the RC document is being used in the CC XREF process. When two contracts are associated to one Requisition/ACRN document then it is no longer available for the XREF process and will not be reflected in the XREF drop down box of documents. If you have zeroed out the erroneous line in your contract process but need to XREF the document you will need to submit a helpdesk ticket with screen shots provided requesting that the DBA REMOVE the erroneous line from your database. Once this is completed it will be available for the CC XREF process.

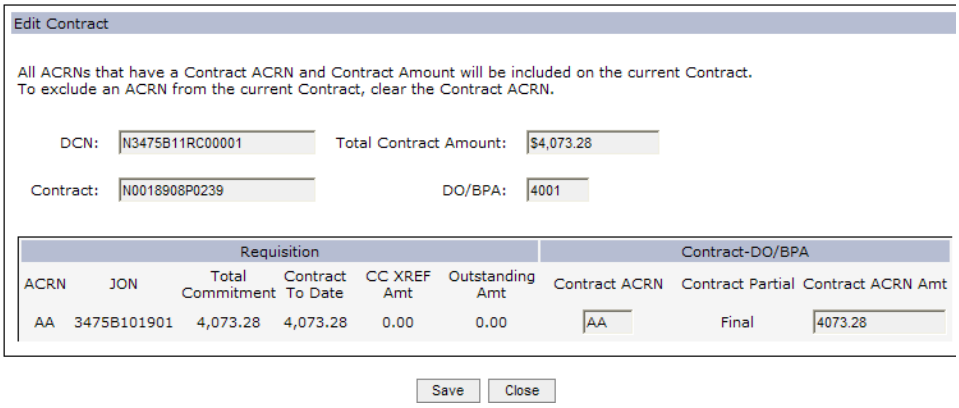
When the Select Contract - Edit page opens, select the desired contract.



DCN	Contract	DO/BPA	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N3475B11RC00001	N0018908P0239	4001	N	Accepted	Y	VICOM	NC2276		10/20/2010
N3475B11RC00006	N3475B11RC006		N	Accepted	Y	DAPS-NRFK 9075	NC2276		10/13/2010
N4182020100312	N0018910DZ048		Y	Complete	Y	INBOUND TXN	DD13486		10/12/2010

Use the filter to locate your document available for contract process edit if it is not visible on the screen.

Edit contract box will appear showing the data fields that are open for edit


Edit Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N3475B11RC00001 Total Contract Amount: $4,073.28

Contract: N0018908P0239 DO/BPA: 4001

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	3475B101901	4,073.28	4,073.28	0.00	0.00	AA	Final	4073.28

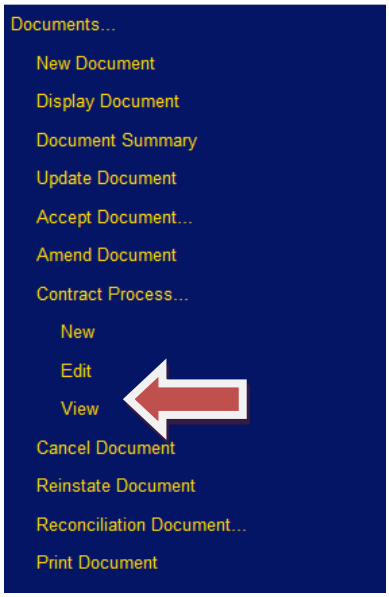
Save Close

- **DCN -** Identifies the document control number (DCN).
- **Total Contract Amount -** Identifies the total of all contracted amounts of the listed ACRN's. If the contract transaction has been exported to STARS-FL, this value is view-only.
- **Contract -** Identifies the contract. If the contract transaction has been exported to STARS-FL, this value is view-only.
- **DO/BPA -** Identifies a call to a Delivery Order or Blanket Purchase Agreement for an indefinite delivery type contract. If the contract transaction has been exported to STARS-FL, and the ninth position of the Contract number is not **A**, **D**, **G**, or **H** this value is view-only.
- **ACRN -** The Accounting Classification Reference Number (ACRN) identifies each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing.
- **JON -** Identifies the 11-position job order number that identifies an accounting transaction.
- **Total Commitment -** Identifies the outstanding amount on the document.
- **Contract To Date –** Amount of the document that has been contracted.
- **CC XREF Amount –** Amount of the document that was used in a CC XREF.
- **Outstanding Amount -** When the Contract Partial value is **Partial**, this amount is the difference between the Total Commitment and the Contract Amount. When you enter a value of **Final** in the Contract Partial field, this value changes to zero (**0**).
- **Contract ACRN -** Identifies the contract ACRN. If the contract transaction has been exported, this value is view only.
- **Contract Partial -** Indicates whether the obligation is to be fully or partially liquidated when processing receipts or expenditures. For a DD448 contract, the default value is **Final** and you cannot change it.
- **Contract Amount -** Identifies the contracted amount to date of the ACRN on a document.

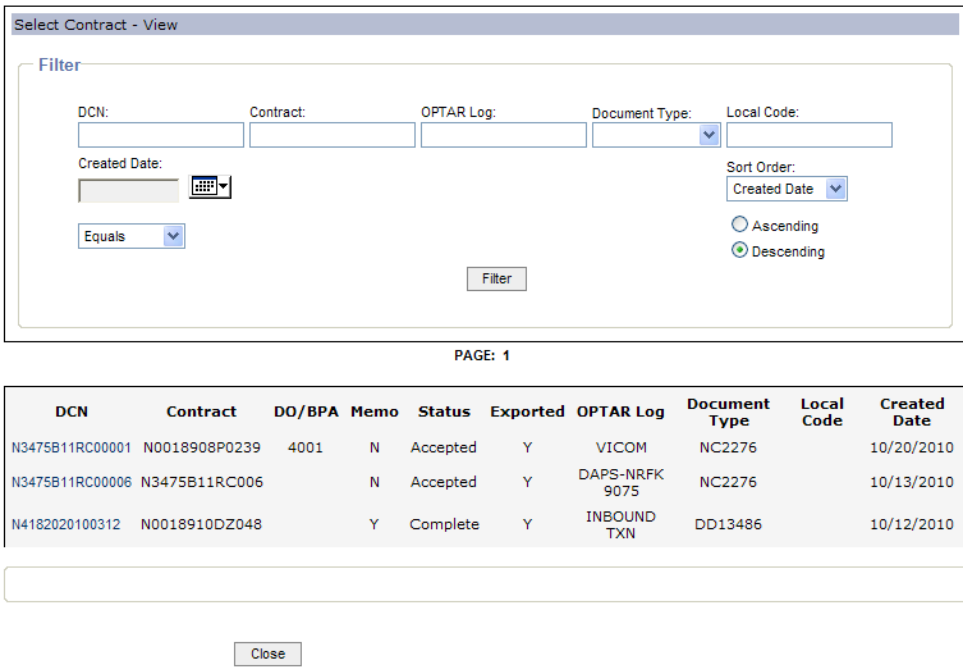
Save - Accepts your entries and closes the Edit Contract page.

Close - Closes the Edit Contract page.

Step 4 Documents/Contract process/ VIEW



Use this function to select the contract you wish to view. Your access to documents is defined at the System Administrator level. You can locate the desired document using the search features of the page and FILTER. To change the order of the listed documents, use the page's sort features. Click on the DCN once you have identified the one you wish to VIEW.



DCN	Contract	DO/BPA	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N3475B11RC00001	N0018908P0239	4001	N	Accepted	Y	VICOM	NC2276		10/20/2010
N3475B11RC00006	N3475B11RC006		N	Accepted	Y	DAPS-NRFK 9075	NC2276		10/13/2010
N4182020100312	N0018910DZ048		Y	Complete	Y	INBOUND TXN	DD13486		10/12/2010

Questions

What occurs when the Contract Process of the NC2276 is performed?

What elements that must exist prior to contract process of the NC2276?

What are the steps necessary to Perform, Edit, and View contract process of the NC2276?

What is the life-cycle of the transactions for contract process of the NC2276?

Practice

The service contract for 5 cell phones has been contracted by FISC Norfolk and the contract details returned to you. The contract amount was the same as the estimated amount for the 5 phones.

FISC Norfolk has now returned the contract SF30 adjustment decreasing the amount of cell phones needed. The admin department reduced to 2 cell phones and the testing department cancelled their requirement.

Introduction

This lesson will describe the purpose of the NC2276A Order for Work and Services/Direct Citation document. Illustrations will be provided for the creation, amendment, acceptance, and contract process of the NC2276A.

Objectives

Learn the purpose and life cycle of the NC2276A.

Learn how to create a NC2276A.

Learn the steps required to amend an existing NC2276A.

Learn about the acceptance process on the reimbursable portion and its impacts on the transactions.

Learn the steps how to do contract process on the direct citation portion of the NC2276A.

Introduction

This lesson will describe the purpose of the NC2276A Order for Work and Services/Direct Citation document. The full life cycle of the document will be discussed.

Objectives

Define the purpose of the NC2276A.

Identify the types of transactions associated to a NC2276A.

Determine the required elements when recording a training event using the form.

Lesson

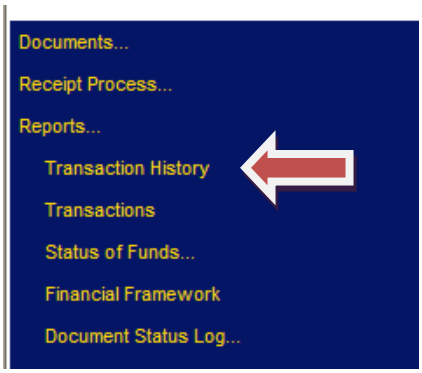
The primary purpose of the information collected on the NC2276A will be used between activities and organizations whenever their primary requirement is for work and/or services and such work or services will be performed by the recipient. The NC2276A is designed to be an optional alternative to the Order for Work and Services (NAVCOMPT Form NC2275) and the Request for Contractual Procurement (RCP) (NAVCOMPT NC2276). The NC2276A allows the performing activity the flexibility to allocate the funds provided on the order between reimbursable, direct citation or both. NAVCOMPINSTR 7600.30A governs the use of the NC2276A.

The use of the NC2276A determines the document type that will be created in the ninth and tenth position of the DCN.

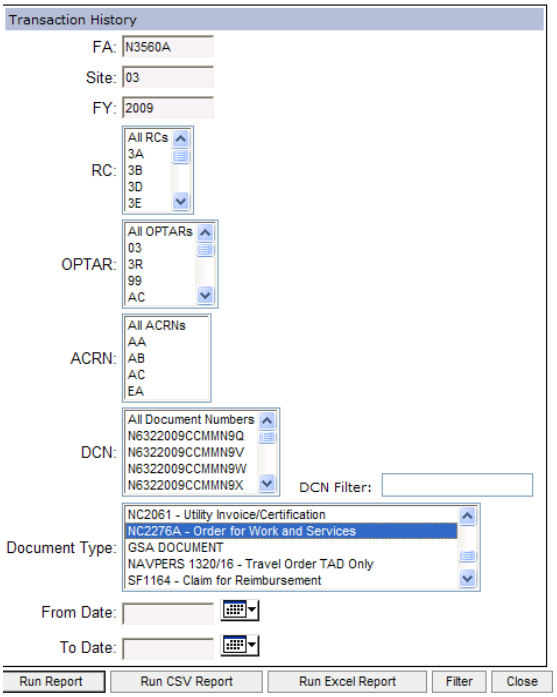
- Direct Citation – a specific and definite requirement for the procurement of material, equipment, or services by contracts placed with commercial enterprises generates document type = **RX**
- Economy Act – generates document type = **WX**
- Project Order – generates document type = **PX**
- Combination of Direct Citation and Economy Act – document type = **WX**
- Combination of Direct Citation and Project Order – document type = **PX**

Creation of the NC2276A in FASTDATA generates commitment transactions (915) that are transmitted to STARS/FL. A funding validation check is performed at the time the NC2276A is created to make sure that there are sufficient funds in the OPTAR to support the requirement. The acceptance by the performing activity must be recorded in FASTDATA to move the commitment into an obligation (540) transaction for the Project Order or Economy Act portion of the document. The acceptance will generate an obligation equal to the amount of the commitment for the reimbursable portion of the 2276A. If there are any differences, the document must be amended until the two are equal. Contract process must be performed on the direct citation when received back from the FISC or Contracting Office to move the commitment into an obligation (540) for this portion of the NC2276A. ACRNs requiring a contract must be accepted first.

To view the transactions throughout the life cycle of the document, go to Reports/Transaction History.



Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.



Transaction History Report

Filter: AND SITE IN ('01') AND DOC TYPE IN ('N5')

FA: N3560A **Site: 01** **RC: 3A** **OPTAR: 01** **FY: 2009**

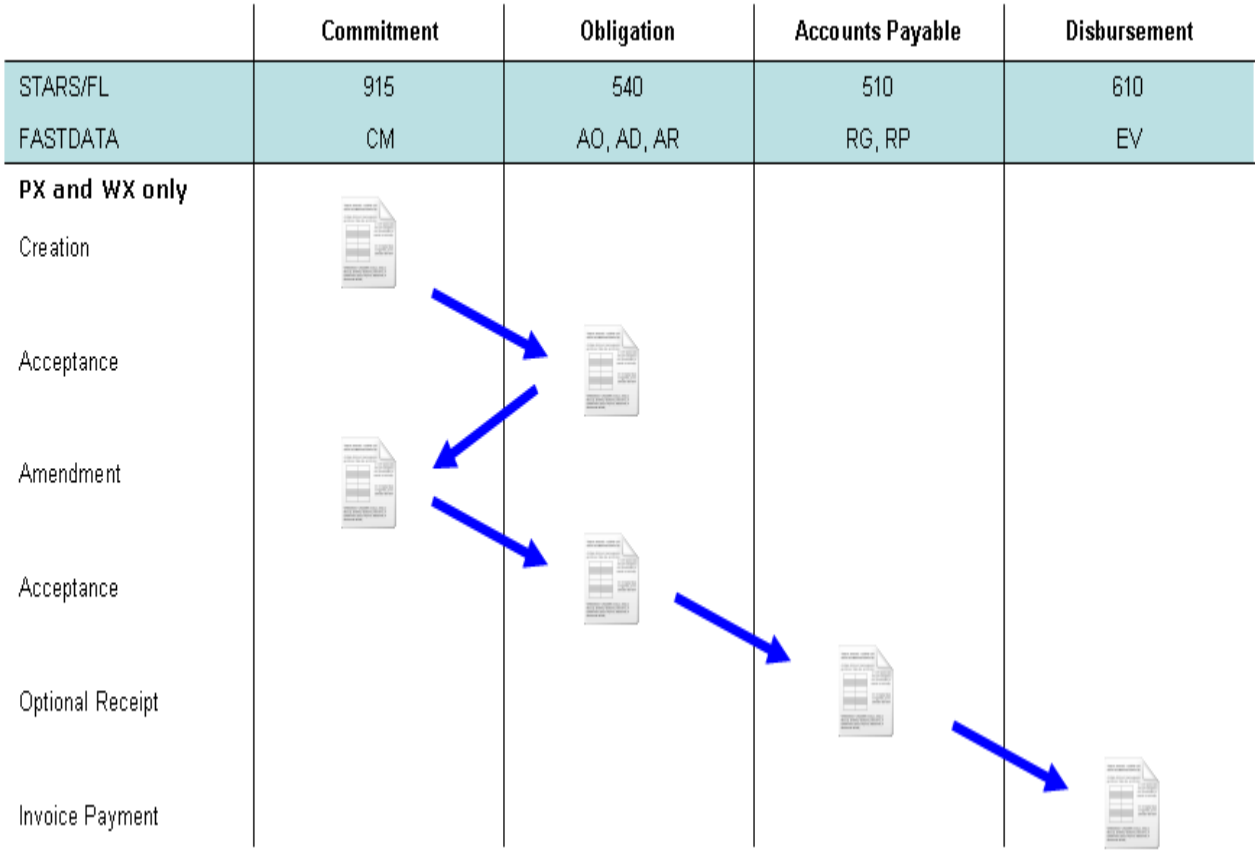
DCN: N6329609WX01097

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA	N1234567B8NEW	AA	NEW1	63296901100	Q	252			NC2276A	00		Accepted	$2.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	05/07/2009 12:58:29	1	$2.00	00	I		Created By Database User ID=BFPE45253A;
Y	AD	05/07/2009 13:21:59	0	$1.00	00	L		Contract Number: N1234567B8NEW; BPA Number: NEW1; Contract ACRN: AA;Created By Database User ID=BFPE45253A;

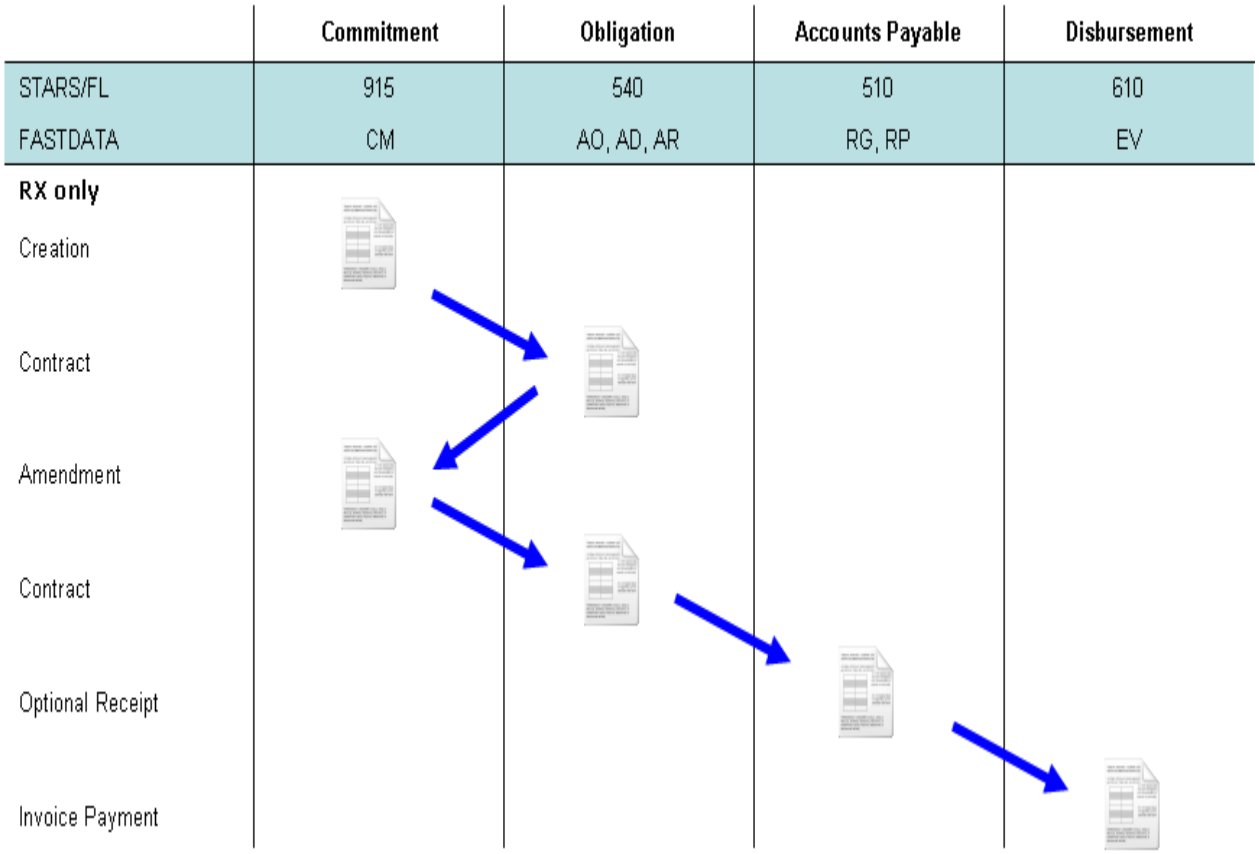
The following charts illustrate the transaction flow as the document progresses through the life cycle. For the **PX** and **WX**, the commitment transaction is established when the document is created. Recording the acceptance by the performing activity for the **PX** and **WX** portion of the NC2276A converts the commitment into an obligation. If the document is amended, the cost of the document reverts to the commitment and requires acceptance of the amendment by the performing activity of the **PX** and **WX** portion of the NC2276A to move the document back into an obligation status. Receipts can be entered but are optional. Once the reimbursable bills are processed, an expenditure will post for the **PX** and **WX** reimbursable part of the document, which will close out the document.

NC2276A Order for Work and Services/Direct Citation



For the **RX** documents, the commitment transaction is established when the document is created. Acceptance must be performed on documents $25K or greater. Recording the contract process for the **RX** portion of the document converts the commitment to an obligation. If the document is amended, the cost of the document reverts to the commitment and requires updates to the contract to move the document back into an obligation status. Receipts can be entered but are optional. Once the invoice is paid, an expenditure is recorded for the **RX** direct citation, which will close out the document.

NC2276A Order for Work and Services/Direct Citation



This life cycle has been simplified and assumes that a final invoice payment has been recorded. Adjusting transactions may need to be recorded in both STARS and FASTDATA to actually close out the document.

Questions

What is the purpose of the NC2276A?

What types of transactions are generated when establishing a NC2276A

Introduction

This lesson will illustrate the steps required to create a NC2276A Order for Work and Services/Direct Citation document. The NC2276A form is used to request work or services from one Navy agency by another. This form allows the performing activity the flexibility to allocate the funds provided on the order between reimbursable and direct citation.

Objectives

Define the NC2276A.

Identify the difference between an Economy Act, a Project Order, Direct Citation.

Describe the elements that must exist prior to creating a NC2276A.

Outline the steps necessary to establish a NC2276A.

Describe the life-cycle of the transactions for the NC2276A.

Lesson

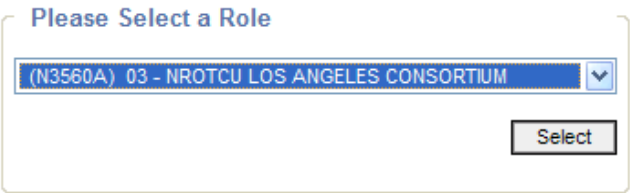
The Order for Work and Services/Direct Citation (NAVCOMPT Form NC2276A) will be used between activities and organizations whenever their primary requirement is for work and/or services and such work or services will be performed by the recipient. The NC2276A is designed to be an optional alternative to the Order for Work and Services (NAVCOMPT Form NC2275) and the Request for Contractual Procurement (RCP) (NAVCOMPT NC2276).
The NC2276A allows the performing activity the flexibility to allocate the funds provided on the order between reimbursable and direct citation.

In the FASTDATA Site application, users with the necessary access can add, update, and view source and **memo** NC2276A documents. Access to add, update, view, and perform other document processes on NC2276A documents are defined by the System Administrator. Other document processes available for the NC2276A include Accept, Receipt, Expenditure, Contract, Amend, Cancel, and Reinstate.

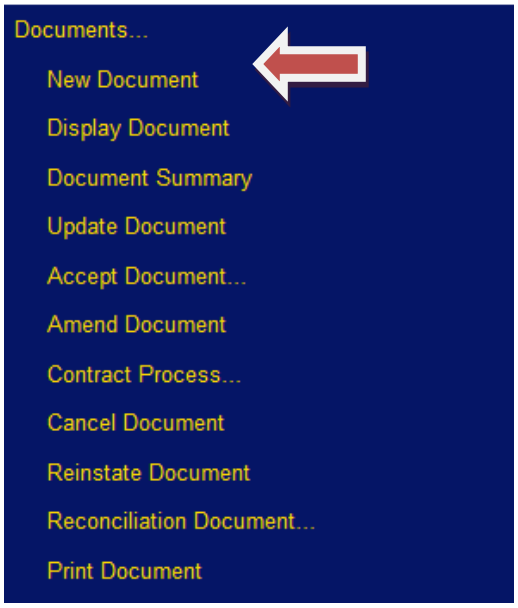
Neither the requiring nor the performing activity will be required to issue or receive the NAVCOMPT Form NC2276A and will be allowed to use the NAVCOMPT Form NC2275 and or NC2276, as appropriate.

Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

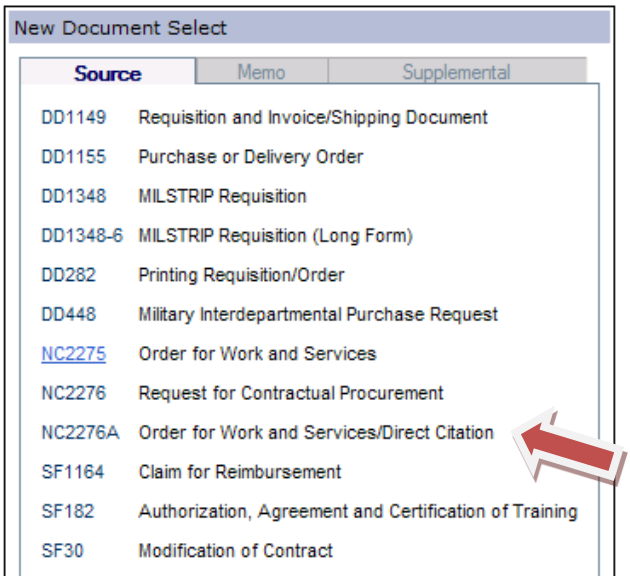
Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



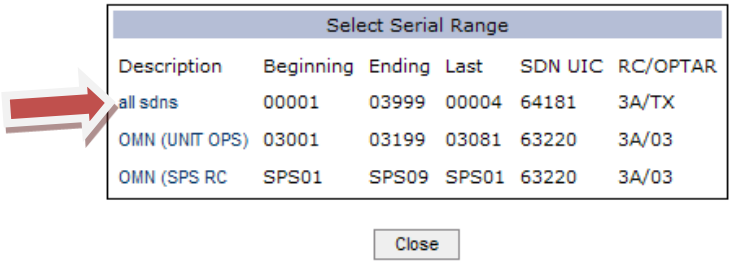
Step 3 Select Documents/New Document.



Step 4 Select NC2276A.

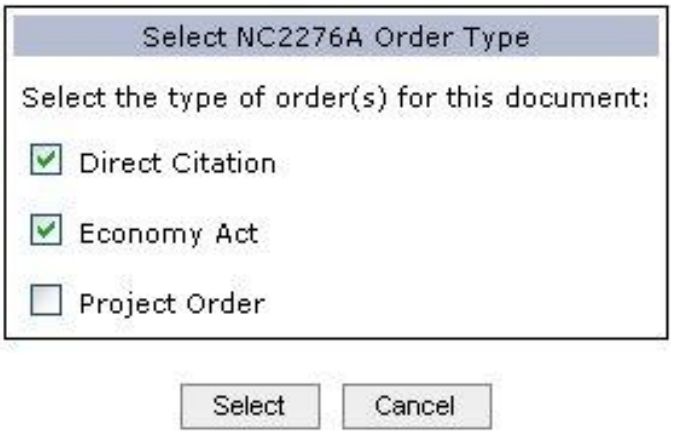


Step 5 Select serial range if the FA has provided more than one set of serial ranges for you to use on NC2276A documents. If only one serial range is available it will open directly into the document to be created.



Step 6 The use of the NC2276A determines the document type that will be created in the ninth and tenth position of the DCN.

- Direct Citation – a specific and definite requirement for the procurement of material, equipment, or services by contracts placed with commercial enterprises generates document type = **RX**
- Economy Act – generates document type = **WX**
- Project Order – generates document type = **PX**
- Combination of Direct Citation and Economy Act – document type = **WX**
- Combination of Direct Citation and Project Order – document type = **PX**



Step 7 Required and Optional Elements on a NC2276A form

When adding a new source NC2276A, you must enter **at least one line item and one ACRN**. The total amount of the line items on the NC2276A must be greater than 0 (zero).

To enter a line item, select the Line Item button located in the "DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS" section of the NC2276A. The NC2276A Line Item page opens, defaulting to Line Item 1. Add the necessary information. If additional Line Items are desired, select the New button.

The system will display a new ACRN template and assign the next sequential Line Item Number. When you have completed adding Line Items select Save.

To add an ACRN, select the ACRN button located in the ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS section of the NC2276A. The ACRN page opens, displaying a template assigned the ACRN AA". Add the necessary data (JON is required), and either select New to open a new template with the next sequential ACRN identifier, (AB), or select Save to retain your ACRN data and return to your document. You may continue to add ACRN's as necessary. Users may change the default ACRN's assigned by the system to a two character identifier of their choice. You must have entered an ACRN before you can add Line Items.

REQUIRED in FASTDATA to be able to SAVE the document:

- **THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS AND/OR DIRECT CITATION AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE -** Identifies the document as Direct Citation, Reimbursable (PO/WR) or both.
- **ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS (ACCOUNTING CLASSIFICATION -ACRN) -** Each NC2276A document must contain at least one ACRN.
- **THIS ORDER IS ISSUED AS A ( ) PROJECT ORDER ( ) ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A ( ) FIXED PRICE ( ) COST REIMBURSEMENT BASIS -** Identifies the order as either a project order of economy act, and whether it is to be accomplished on a fixed price or cost reimbursement basis.
- **DIRECT CITATION PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED: THESE ITEMS _____HAS _____HAS NOT INCLUDED IN THE**

INTERSERVICE SUPPLY SUPPORT PROGRAM AND THE REQUIRED INTERSERVICE SCREEN _____HAS _____HAS NOT BEEN ACCOMPLISHED - (For Direct Citation Orders) Verifies a screening of the item to determine if it is included in the interservice supply support program has taken place.

- **Source/Initiation -** A radio button selection that identifies the document as either Source or Initiation.
- **OPTAR Log -** Describes the purpose of the log entry that will be printed on the *OPTAR* Log, or the name of the items being requisitioned.

OPTIONAL (Some may be system generated)

When adding a new source NC2276A, the following elements are optional. Blocks **15, 16** and **17** are completed by the performing activity.

- **Document Number** 15 position Standard Document Number (SDN). Uniquely identifies it from all other documents. **This is system generate when the document is successfully saved.**
- **Reference Number** 15 character code identifying the document number authorizing the preparing activity the funds cited.
- **Funds Expire On -** Identifies the date on which the associated funding will expire for obligating purposes. The default value is the last day of the active fiscal year.
- **Work Completion Date -** The date which the requested work or services must be completed or requested goods must be delivered
- **Date Prepared -** The date the document was created. (This value is required for the NC2276A to be available for the Export Project Order/Work Request process).
- **Amendment Number -** Identifies a specific official amendment to a previously established financial document
- **From -** Identifies the activity and associated address requesting goods or services. Select the drop-down arrow to view a list of activities by name and address. (This value is required for the NC2276A to be available for the Export Project Order/Work Request process).
- **For Details Contact -** Identifies the person to contact at the requesting site if there are questions about the order. Select the drop-down arrow to view a list of valid values.
- **Authorizing Official and Date -** A code of up to 38 characters identifying the name and title of the authorizing official who approved the document. Select the drop-down arrow to view a list of valid values. (This value is required for the NC2276A to be available for the Export Project Order/Work Request process.) The date the authorizing official actually signed the document. The default is the system date.
- **Local Code -** A code of up to 20 characters identifying document types and groupings for reporting purposes.

Step 8 Complete the NC2276A Form

ORDER FOR WORK AND SERVICES/DIRECT CITATION - NAVCOMPT FORM 2276A | PAGE 1 OF 1

1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS AND/OR DIRECT CITATION AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE (CHECK APPLICABLE BOXES) _X_ WR ___ PO _X_ DIRECT CITATION

2. DOCUMENT NO.

3. REFERENCE NO.

4. FUNDS EXPIRE ON

5. WORK COMPLETION DATE

6. DATE PREPARED 12/10/2007

7. AMENDMENT NO. 00

8. FROM:

9. FOR DETAILS CONTACT:

10. TO:

11. MAIL BILLINGS TO:

12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

ACRNs	B. APPROPRIATION	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
No ACRNs										

L. TOTAL THIS DOCUMENT	$0.00
M. CUMULATIVE TOTAL	$0.00

13. ORDER SELECTION

13A. THIS ORDER IS ISSUED AS A ( ) PROJECT ORDER (X) ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A FIXED PRICE COST REIMBURSEMENT BASIS, WHEN THE FIRST BLOCK IS CHECKED, THE FOLLOWING ITEMS ON THE REVERSE SIDE APPLY:

13B. _X_ DIRECT CITATION PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED: THESE ITEMS ARE ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREEN HAS HAS NOT BEEN ACCOMPLISHED

13C. USE OF THE REVISED ACCEPTANCE PROCEDURE ISIS NOT AUTHORIZED

14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS

A. ACRN	B. ITEM NO.	C. QUANTITY	Attach Separate Sheet If More Space Required.	D. ESTIMATED AMOUNT
AA	1	0	FUNDS PROVIDED FOR CADRT ... more	$15,000.00

15. PROVIDED THRU REIMBURSEMENT			16. PROCURED BY DIRECT CITATION			17. SUMMARY		ESTIMATED AMOUNT
A. ACRN	B. ITEM NO.	C. ESTIMATED AMOUNT	A. ACRN	B. ITEM NO.	C. ESTIMATED AMOUNT	A. TOTAL - BLOCK 14D		$15,000.00
AA	1	15000.00				B. TOTAL - BLOCK 15C		$15,000.00
						C. TOTAL - BLOCK 16C		$0.00
						D. BLOCK 15C + 16C		$15,000.00
						CUM TOTAL TO DATE	E. REIMBURSABLE	$15,000.00
							F. DIRECT CITATION	$0.00

18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGED FOR THE WORK OR SERVICES REQUESTED

AUTHORIZING OFFICIAL (type name, title AND SIGNATURE) TERRI A DIRSCHERL BUDGET OFFICER

DATE 10/14/2010

19. THIS ORDER IS ACCEPTED AND THE WORK OR SERVICES WILL BE PROVIDED IN ACCORDANCE HEREWITH

ACCEPTING OFFICIAL (type name, title AND SIGNATURE) KATHY CLARK

DATE 10/18/2010

(X) Source

( ) Initiation

LOCAL CODE

OPTAR LOG CADRT TRAINING

Close

Block 2 – Document number will not generate until you have filled out the complete form and saved the document. Then you will see the document number populate in block 2.

Block 3 – Reference No. Optional field that contains the document number authorizing the preparing activity the funds cited.

Block 4 – Funds Expire On. This field contains the date on which the associated funding will expire for obligating purposes.

Block 5 – Work Completion Date. This field contains the date by which the requested work or services must be completed or requested goods must be delivered.

Block 6 – Date Prepared. This field contains the date on which the document was created. This is required in order for the NC2276A to be available for the Export Project Order/Work Request process.
Block 7 – Amendment No. This will identify the Basic document as 00 by default, and any official amendments will reflect in this field when created.
Block 8 – From. This field identifies the activity and address requesting goods or services. Select the drop – down arrow to view a list of activities by name and address already in the address book. This must be filled in for the NC2276A to be available for Export Project Order/Work Request process.

Note: If the activity name and address are not in the drop down box from previous documents created, user must create a 5 digit address code to input in the drop down box, and then type in the name of the activity and full mailing address. This will prompt the user to save to the address book when the document is SAVED.

Block 9 – For Details Contact. This field is optional but will identify the person to contact at the requesting activity if there are any questions about the order. Select the drop-down arrow to view a list of valid values, or add a new one to the document.
Block 10 – To. This is a mandatory field. It identifies the activity to receive the document. Select from the drop down box if available.

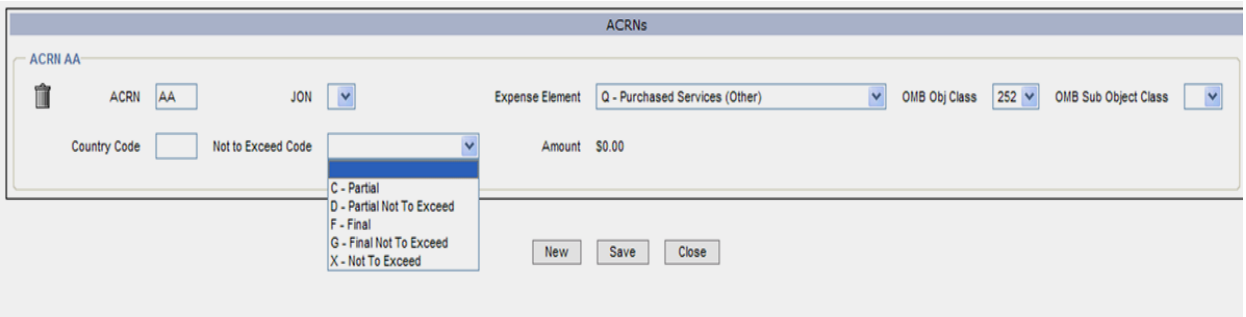
Note: If the activity name and address are not in the drop down box from previous documents created, user must create a 5 digit address code to input in the drop down box, and then type in the name of the activity and full mailing address. This will prompt the user to save to the address book when the document is SAVED.

Block 11 – Mail Billings to. This is a mandatory field. Select from the drop down list.

Note: If the activity name and address are not in the drop down box from previous documents created, user must create a 5 digit address code to input in the drop down box, and then type in the name of the activity and full mailing address. This will prompt the user to save to the address book when the document is SAVED.

Block 12 – Accounting Data to be Cited on Resulting Billings. This field will add the ACRN – Accounting Classification Reference number. An ACRN is a two character code identifying each LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of process.

Select ACRN box.



ACRN - The default value for the first ACRN is "AA". ACRN codes automatically increment by one character for each subsequent ACRN. For example, AA, AB, AC, AD, etc. However, you may use any two alphanumeric characters as an ACRN identifier if the need arises.

JON - Identifies the job order number (JON). When adding a new ACRN a JON is required. Use the drop down pick list to identify the valid available JONS to select for this document.

Expense Element - Identifies the type of obligation below the Function/Sub-Function level. Any or all expense elements can be incurred under a given functional category or cost account. FASTDATA provides a default value, but you can change it by selecting the desired value from the drop down list. An Expense Element code is required.

OMB Object Class - Identifies the Office of Management and Budget object class designation. Valid values for the OMB Object Class depend on the value for Expense Element. FASTDATA provides a default value associated to the expense element selected but you can change it by selecting the desired value from the drop-down list.

AMOUNT - This field contains the ACRN obligation amount. The amount is not entered when the ACRN is created but is entered when you create the line items.

Optional fields are:
Country Code – Identifies the country for purposes of processing the transaction.
OMB Sub Object Class – The OMB object class is a 3 digit field. The Sub Object Class provides a fourth digit for activities requiring a four digit object class.
Not to exceed code – This is optional and will indicate directions for paying the obligation. Valid values for this field are shown in the drop down box.

New - Select the New button to add additional ACRNs. Add the new ACRN information same as in the steps above.

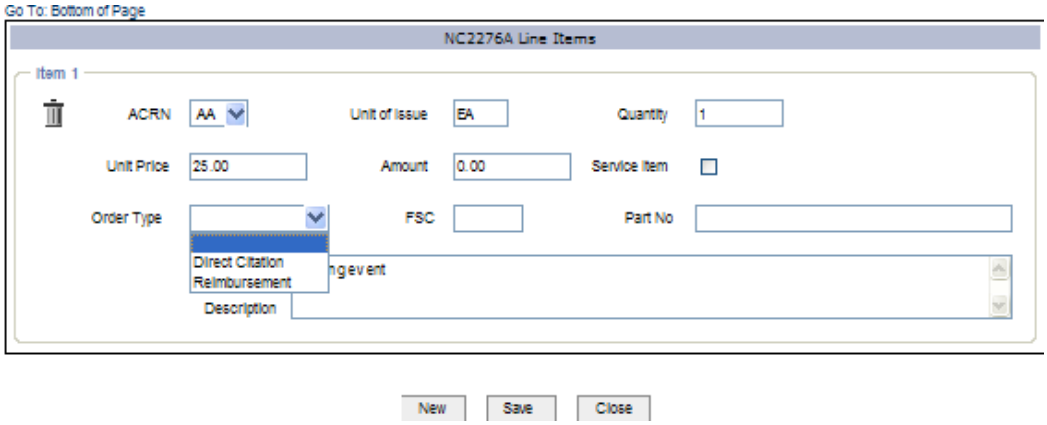
Save - Select the Save button to save your ACRN data. If the amount you entered exceeds the available funds you will receive an error message and will not be able to save the ACRN.

Close - Closes the ACRN page and returns to the document. Once your ACRN(s) are saved you will want to close from the ACRN box and return to the document itself.

Block 13 - THIS ORDER IS ISSUED AS A ( )PROJECT ORDER ( )ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A ( )FIXED PRICE ( )COST REIMBURSEMENT BASIS. WHEN THE FIRST BLOCK IS CHECKED, THE FOLLOWING ITEMS APPLY.
Select a desired value to provide additional information and/or restrictions to the accepting activity. 13B is Required for direct citation orders.

Block 14 - DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS
Contains a description in detail or comments on the work or goods requested. This is required for the NC2276A to be available for the Export Project Order/Work Request process.

Select Line Item box



- **ACRN** will show the first ACRN created. If more than one ACRN created the drop down box will reflect all ACRNS to select from. There must be at least ONE line item per ACRN.
- **Unit of Issue** – to be entered
- **Quantity** – if Qty is used then Unit price must be used also. Upon save of the line item the Amount block will compute the amount.
- **Unit Price** – must be used if quantity is used.
- **Amount** – if no quantity is used and no unit price the full amount can be entered.
- **Service item block** – if known (optional)
- **Order Type** – designates if the line item will be Direct Citation or Reimbursement. This can be left blank until the acceptance is done and it will be designated at that time.
- **FSC** – optional
- **Part No**. - optional
- **Description field** – complete description of the work to be performed.

Select **NEW** to create another line item box for more than one ITEM. If direct citation and reimbursement order types are to be used there must be separate line items. If it is not known until the acceptance is received – and one line item was created, then an amendment will be needed to reduce line item one and ADD a new second line item to accommodate the two order types.

SAVE to save the line items.
Close to return to the main document. Close before SAVE will lose the line items created.

Block 15 – Provided Thru Reimbursement – if an order type of Reimbursement is chosen on the line item there will be funded amount in this block. If Order type is not selected until the acceptance is performed or if there is no Reimbursement on this document this will be blank.

Block 16 – Procured by Direct Citation – if an order type of Direct Citation is chosen on the line item there will be funded amount in this block. If Order type is not selected until the acceptance is performed or if there is no Direct Citation on this document this will be blank.

Block 17 – Summary
17A = Total block 14D
17B = Total –block 15C

17C = Total –block 16C
17D = Total =block 15C + 16C
17E = Cumulative Reimbursable
17F = To Date Direct Citation

NOTE: If a basic or amendment is created as INITIATION there will be nothing in the Block 15, and 16, and the cumulative amount on the document will not agree until it is changed to source.

Block 18 - AUTHORIZING OFFICIAL
Identifies the name and title of the authorizing official who approved the document. Select the drop-down arrow to view a list of valid values. Field will hold 38 characters and is required for the NC2276A to be available for the Export Project Order/Work Request process.

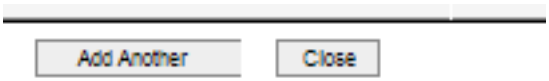
AUTHORIZED DATE **-**Contains the date the authorizing official actually signed the document.

Source or Initiation – Select the applicable radio button.
An Initiation document is created when a requirement is known but funding is not available at the time of creation. This document does not affect available funding (such as the Source document does) and is not exported to STARS-FL. The Initiation document is not exported, and can be updated at any time. Once approval is attained it can be changed from Initiation to Source. At this time the document will affect available funding and is exported to STARS-FL.

LOCAL CODE- Optional Field
Code of up to 20 characters identifying document types and groupings for reporting purposes.

OPTAR LOG- **Mandatory Field**
Enter the purpose of the log entry or the name of the items being ordered**.**

Save – Select save and upon save your **document number will appear in Block 2** of the NC2276A. Once the document is successfully saved user may create another document by selecting the **"**Add Another**"** that appears when the document is in the view after save mode.

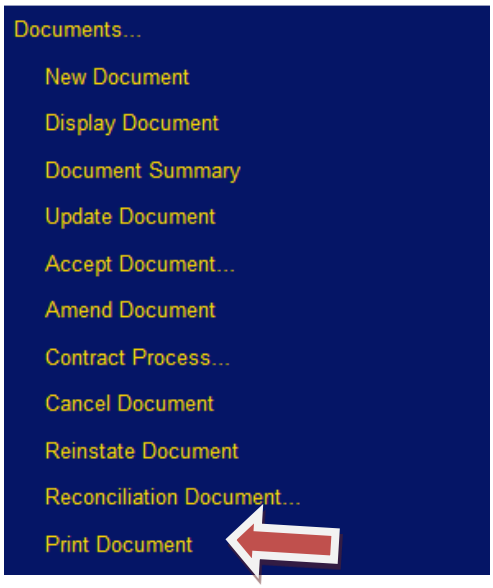


If you do not wish to create another document at this time select Close.

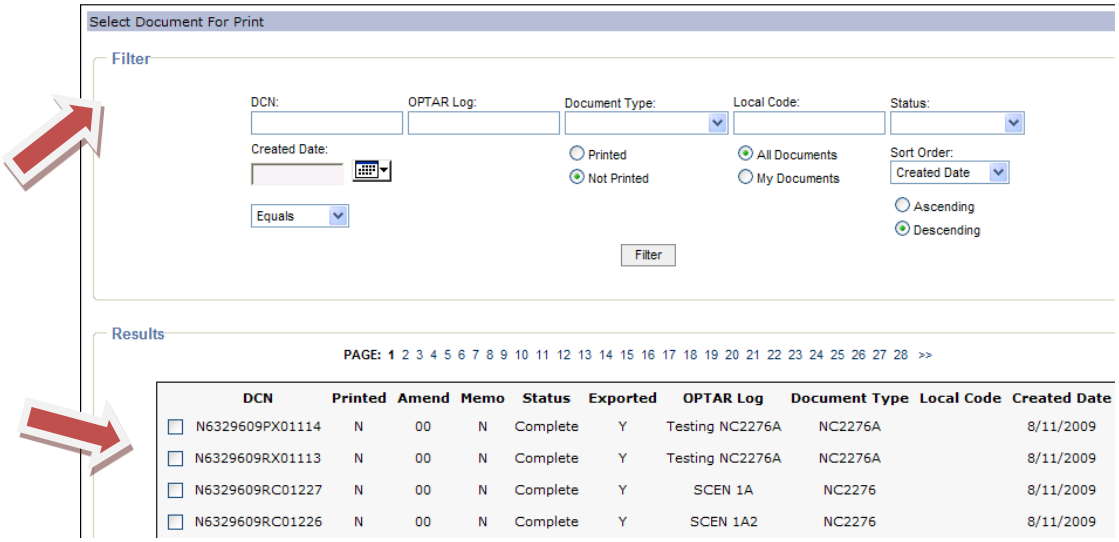
HINT: View the transactions generated by going to reports/Transaction History.

Step 9 Print the document.

Go to Documents/Print Document



Locate your document using the FILTER feature on the top or put a check mark in the box by the document itself if it is showing on the list of documents. The newest documents will appear on the top of the list.



Click on Print button.

If the instruction sheet is not required, leave the default at N and click on the **Submit query** button.

Submit Query | Reset

NC2276A Document

Print the instruction sheet that corresponds to the 2276A Document? N

The document will appear on screen and you can select the print feature.

ORDER FOR WORK AND SERVICES/DIRECT CITATION — Page 1

1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS ONLY AND/OR DIRECT CITATION AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSED SIDE. (Check applicable box(es)) ☐ WR ☐ PO ☒ DIRECT CITATION

2. DOCUMENT NUMBER N6329609RX01113

3. REFERENCE NUMBER	4. FUNDS EXPIRE ON	5. WORK COMPLETION DATE	6. DATE PREPARED	7. AMENDMENT NO.
	09-30-2009		08-11-2009	00

8. FROM: SIT TESTING
250 Raby Ave 3 OF 4
Pensacola 4 OF 4

9. FOR DETAILS CONTACT:
SIT TESTING
250 Raby Ave 3 OF 4
Pensacola 4 OF 4

10. TO:
UIC 00000
SIT TESTING
250 Raby Ave 3 OF 4
Pensacola 4 OF 4

11. MAIL BILLINGS TO:
SIT TESTING
250 Raby Ave 3 OF 4
Pensacola 4 OF 4

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	1791804	22LW	000	3560A	0	068566	2D	X01113	63296901100Q	$2,000.00

L.	TOTAL THIS DOCUMENT	$2,000.00
M.	CUMULATIVE TOTAL	$2,000.00

13. ORDER SELECTION

13A. THIS ORDER IS ISSUED AS A ☐ A PROJECT ORDER ☐ AN ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A ☒ FIXED PRICE OR ☐ COST REIMBURSEMENT BASIS. WHEN THE FIRST BLOCK IS CHECKED, THE FOLLOWING ITEMS ON THE REVERSE SIDE APPLY:
13B. ☒ DIRECT CITATION PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED: THESE ITEMS ☐ ARE ☒ ARE NOT -INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ☐ HAS ☒ HAS NOT BEEN ACCOMPLISHED
13C. USE OF THE REVISED ACCEPTANCE PROCEDURE ☐ IS ☒ IS NOT AUTHORIZED.

14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS

A. ACRN	B. ITEM NO.	C. QUANTITY	(Attach separate sheet - if more space is required)	D. ESTIMATED AMOUNT
AA	1	1	direct citation line for NC2276A	$2,000.00

Questions

What is the NC2276A?

What is the difference between an Economy Act, a Project Order and a Direct Citation?

What are the elements that must exist prior to creating a NC2276A?

What are the steps necessary to establish a NC2276A?

Describe the life-cycle of the transactions for the NC2276A.

Practice

A caustic substance has been spilled on the quarter deck. The hazardous material has been removed but the accident has left its mark on the flooring. Request assistance from Public Works to refinish the flooring. A new desk and chair are required to replace furniture damaged during the spill and will need to be contracted. Perform both requests on the same document.

Introduction

This lesson will illustrate the steps required to amend a NC2276A Order for Work and Services/Direct Citation document. Amendments are needed whenever the requirement increases or the commitment amount needs to be decreased.

Objectives

Define the requirement for an increase or decrease of the NC2276A.

Identify the fields that can be edited on the amendment.

Describe the elements that must exist prior to creating a NC2276A.

Outline the steps necessary to establish a NC2276A amendment.

Describe the life-cycle of the transactions for the NC2276A amendment.

Lesson

When any of the requirements provided in the BASIC NC2276A need to be modified the NC2276A will require that an amendment be done. The NC2276A amendment form contains much of the information from the original document.

- When amending the NC2276A, you can add new ACRN's, view ACRN's, and update the Modification Amount with an increase in funds or a decrease in funds on existing ACRN's.
- You cannot delete ACRN's that were on the original document or a previous amendment to the document; you can only delete ACRN's that you have added to the NC2276A amendment.
- On NC2276A document amendments, the LOA(s) from the basic document and any previous amendments will not print.
- You cannot amend documents that have been canceled or that have an obligated amount of $0.
- If the obligated amount is $0, update rather than amend the document.
- Enter or change the desired data, then select the Save button to save the source NC2276A amendment.
- If the Direct Citation portion comes back from the FISC or contracting office with a lesser amount than the document was created for, keep in mind that an amendment would need to be done to reduce the line item for Direct Citation keeping the cumulative amount in agreement with what was contracted on the document.

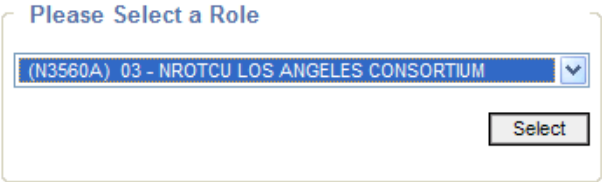
User access rights to the document amendment process are defined at the FA level.
Important note to remember: Each time you create an amendment for the NC2276A another CM (915) commitment is generated. You will need to ACCEPT each amendment when the acceptance document is received so that the new amount will move from CM to AO (540) obligation for the WX and PX portion of the NC2276A; and contract process will need to be done to the RX or the direct citation portion of the NC2276A.

When adding a new amendment to an existing NC2276A the elements that can be changed are:

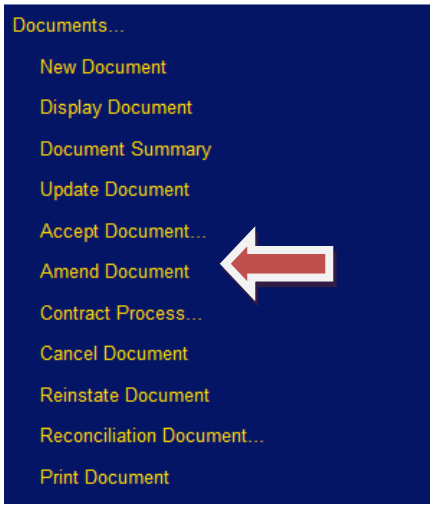
REFERENCE NUMBER - Contains the document number authorizing the preparing activity the funds cited.
FUNDS EXPIRE ON - Contains the date on which the associated funding will expire for obligating purposes.
WORK COMPLETION DATE -Contains the date by which the requested work or services must be completed or requested goods must be delivered.
DATE PREPARED -Contains the date on which the document was created.
FROM- Identifies the activity and associated address requesting goods or services. Select the drop-down arrow to view a list of activities by name and address.
FOR DETAILS CONTACT -Identifies the person to contact at the requesting site if there are questions about the order. Select the drop-down arrow to view a list of valid values.
TO -Identifies the activity that is to receive the document. Select the drop-down arrow to view a list of valid values.
MAIL BILLINGS TO -Identifies the organization that will be billed. Select the drop-down arrow to view a list of organizations and associated addresses.
ACCOUNTING DATA – ACRN -Identifies the Accounting Classification Reference Number.
SUPPLEMENTARY ITEMS -Select the desired values from the drop-down lists to provide additional information and/or restrictions to the accepting activity. The first value in each drop-down list is NONE.
DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS -Contains a description or comments on the work or goods requested.
AUTHORIZING OFFICIAL -Code of up to 38 characters identifying the name and title of the authorizing official who approved the document. Select the drop-down arrow to view a list of valid values.
AUTHORIZED DATE -Contains the date the authorizing official actually signed the document.
Local Code -Code of up to 20 characters identifying document types and groupings for reporting purposes.
OPTAR Log -Describes the purpose of the log entry that will be printed on the OPTAR Log, or the name of the items being requisitioned. An entry is required.
Save -Saves the NC2276A document.
Close - Closes the New NC2276A Amendment Document page and returns you to the New Document Select page

Step 1 Log into FASTDATA WEB URL.
Use the USER ID and password the first time to get your CAC enabled for future logons.

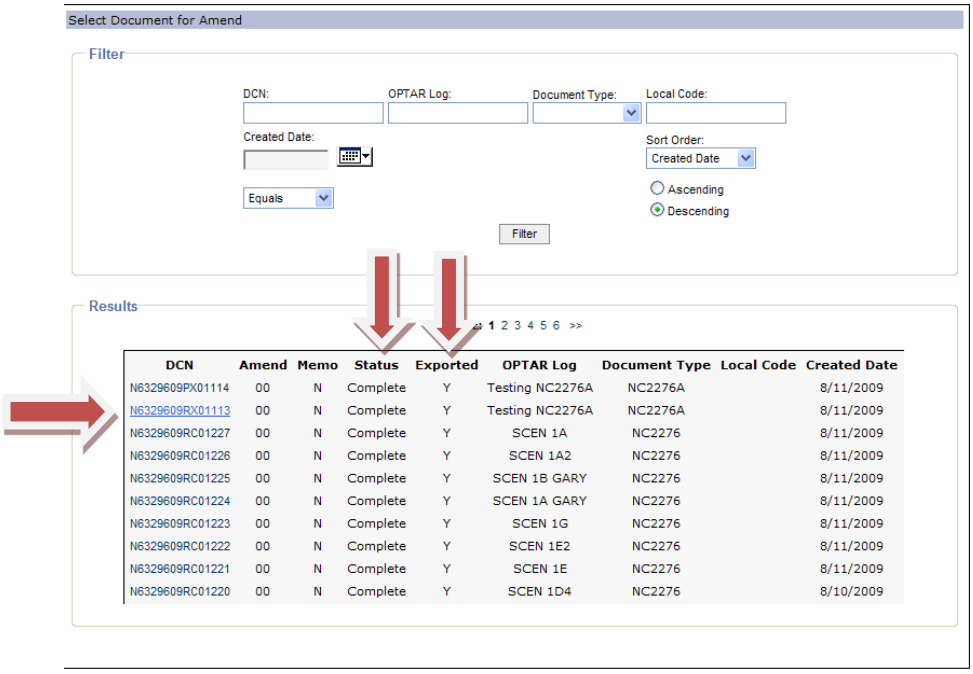
Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



Step 3 Select Documents/Amend Document.



Step 4 Select Document for Amend



Selection can be done if document number you are looking for is visible on the screen or you can use the filter feature to narrow down your search as referred to in the Add new NC2276A section.

- **Status** cannot be cancelled
- Document must have been **exported**.

Step 5 Amendment No in Block 7 will populate

ORDER FOR WORK AND SERVICES/DIRECT CITATION - NAVCOMPT FORM 2276A — PAGE 1 OF 1

1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS AND/OR DIRECT CITATION AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE
(CHECK APPLICABLE BOXES) ___ WR ___ PO _X_ DIRECT CITATION

2. DOCUMENT NO. N6329609RX01113

3. REFERENCE NO.

4. FUNDS EXPIRE ON 9/30/2009

5. WORK COMPLETION DATE

6. DATE PREPARED 8/11/2009

7. AMENDMENT NO. 01

8. FROM: 00000
SIT TESTING
250 Raby Ave 3 OF 4
Pensacola 4 OF 4

9. FOR DETAILS CONTACT: SIT TESTING
250 Raby Ave 3 OF 4
Pensacola 4 OF 4

10. TO: 00000
SIT TESTING
250 Raby Ave 3 OF 4
Pensacola 4 OF 4

11. MAIL BILLINGS TO: 00000
SIT TESTING
250 Raby Ave 3 OF 4
Pensacola 4 OF 4

12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

ACRNs	B. APPROPRIATION	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1791804	22LW	000	3560A	0	068566	2D	X01113	63296901100	$0.00
									L. TOTAL THIS DOCUMENT	$0.00
									M. CUMULATIVE TOTAL	$2,000.00

13. ORDER SELECTION

13A. THIS ORDER IS ISSUED AS A ( ) PROJECT ORDER ( ) ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A ( ) FIXED PRICE ( ) COST REIMBURSEMENT BASIS, WHEN THE FIRST BLOCK IS CHECKED, THE FOLLOWING ITEMS ON THE REVERSE SIDE APPLY: _N/A_

13B. _X_ DIRECT CITATION PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED: THESE ITEMS ○ ARE ◉ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT

Changes to the elements that need to be fixed in the amendment should be completed.

- To add a NEW ACRN to the amendment select Block 12 ACRNs.
- To add or decrease funds to the existing ACRN(s) access Block 14 Line Items and make the necessary changes to each ACRN with the increase or decrease amount.

Select ACRNS

Use this screen to create new ACRN's for an amendment to a **DD448, NC2275, NC2276**, or **NC2276A** document. The fields you can edit on this screen depend on the document type. After adding the new ACRN, select the **Save button** to save the new ACRN data. When you have added all desired new ACRN's and saved, select the **Close button** to close the New ACRN for Amendment page.

ACRNs

ACRN AA

ACRN AA — JON 3596A19J201 — Expense Element Q — OMB Obj Class 252 — OMB SubObj Class

Country Code — Not to Exceed Code X — Obligated Amount 15000.00

New Save Close

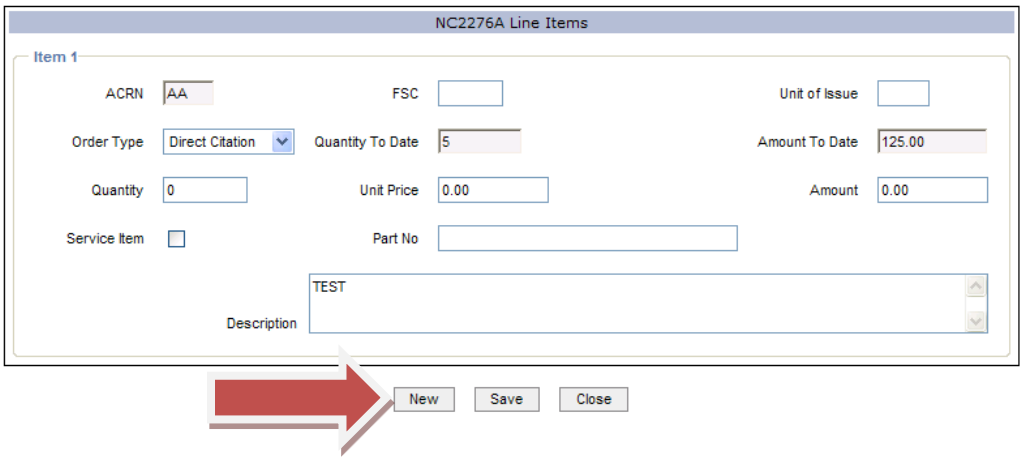
To add a New ACRN to the document click on NEW – and FASTDATA will generate the next ACRN in sequence. Fill in the JON from the drop down list, EE, OMB OOC, Not to Exceed Code if used.

SAVE the ACRN and then Close to get back to the main amendment document.

Step 6 Block 14 Line Item button
Description field can be used to add any additional instructions concerning the amendment. It also will reflect the increase or decrease of funding for each ACRN that is affected by the amendment. The amount to date field will reflect the current ACRN amount on the document. The increase or decrease amount for the ACRN goes in the AMOUNT field.

If amendment is done to add another line item and create another order type the line item 1 would be reduced and the line item 2 (New Item Added) would reflect the difference and the other order type (Direct Citation or Reimbursement). A new line item can be created with no order type and it can be selected when ACCEPTANCE is done if desired.)

Once the changes and additions are complete Select SAVE, and then CLOSE to go back to the main document.



Step 7 Block 12 after Line items are amended
The ACRN amounts will reflect the increase or decrease for this amendment document and Block 12. L shows the total changes for the amendment. Block 12. M reflects the cumulative total of the Basic plus amendment(s).

Step 8 Optional fields that need to be edited can be done at this time, then scroll to the bottom of the document.

Step 9 Source or Initiation
Even if the basic NC2276A is a source document you can create the amendment as an initiation document until you have the final ok. Then you would go to file/UPDATE document to make it a Source. If you generate it as Source the CM Commitment will be generated upon saving the document. If you generate it as Initiation there will be no CM and it will not affect your OPTAR funds until you UPDATE the document and change it to Source.

Step 10 Mandatory OPTAR log field
Describes the purpose of the log entry that will be printed on the OPTAR log, or the name of the items being requisitioned or amendment number, etc.

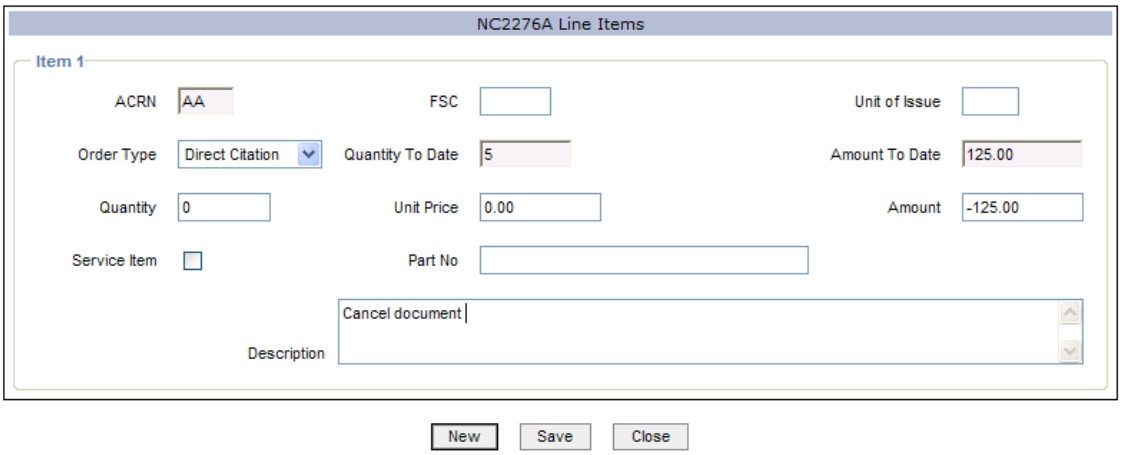
Step 11 SAVE will save the amended document.

Step 12 CLOSE - If close is done before saving you will lose all the information you have entered in the amendment. If save has already been done, then close will take you out of the document.

Step 13 Amend document prior to exporting all amendments
If you try to amend the NC2276A prior to all transactions being exported to the FA you will receive an error stopping you from creating the next amendment until the transactions have all exported.

- **Cancel a NC2276A document**

Steps to cancel a NC2276A are the same as the amendment process above. Select the document to amend, go to Block 14 and select line item tab. When the window opens you will need to decrease each ACRN by the amount showing in the obligated field.



SAVE the decrease. Then **Close** to return to the amendment document. The new cumulative amount in 12.M is $0.00 and will cancel your document.

12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

ACRNs	B. APPROPRIATION	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1791804	22LW	000	3560A	0	068566	2D	X05041	63214905100	($125.00)
									L. TOTAL THIS DOCUMENT	($125.00)
									M. CUMULATIVE TOTAL	$0.00

13. ORDER SELECTION

HINT: To view transaction generated with the creation of the amendment go to reports/Transaction History and view the document history.

Step 14 Print the document.

Questions

Define the purpose of using an amendment.

What circumstances would exist on a NC2276A that would not allow you to create an amendment?
You can't add a new ACRN to the amendment of a NC2276A. True or False?

When can an additional amendment be created?

What steps do you take to cancel a Basic document?

Practice

A caustic substance has been spilled on the quarter deck. The hazardous material has been removed but the accident has left its mark on the flooring and has damaged the furniture. A contract request for furniture was sent but the estimate was $250 above what you had estimated.

The request for assistance from Public Works to refinish the flooring came back with the determination that refinishing the floor would need to be contracted out because of the nature of the materials involved.

Introduction

This lesson will illustrate the steps required to accept a NC2276A Order for Work and Services/Direct Citation document. Creating the NC2276A form used to request work or services from one Navy agency or from another generates a commitment and Acceptance of the (Project Order)PX or (Work Request)WX portion of the document will generate the obligation transactions.

Objectives

Define the Acceptance of the NC2276A.

Describe the elements that must exist prior to acceptance of the NC2276A.

Outline the steps necessary to Perform. Edit, and View acceptance of the NC2276A.

Describe the life-cycle of the transactions for acceptance of the NC2276A.

Lesson

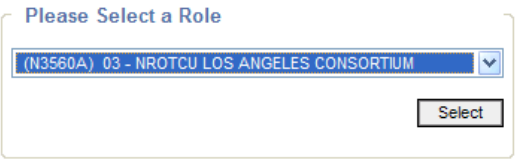
This section will show how to perform the acceptance of the NC2276A documents and amendments, whether they are work request (WX) or project order (PX) documents or direct citation (RX). User access rights to accept documents are defined at the System Administrator level.

The Order for Work and Services/Direct Citation (NAVCOMPT Form 2276A) is used between activities and organizations whenever their primary requirement is for work and/or services and such work or services will be performed by the recipient. The NC2276A is designed to be an optional alternative to the Order for Work and Services (NAVCOMPT Form 2275) and the Request for Contractual Procurement (RCP) (NAVCOMPT Form 2276).

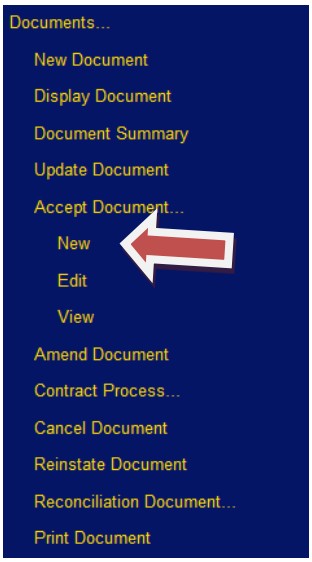
The Accept NC2276A document allows the performing activity the flexibility to allocate the funds provided on the order between reimbursable and direct citation.
The NC2276A may be issued as an Economy Act Order or as a combination of an Economy Act Order and Direct Citation. It may also be issued as a Project Order or a combination of Project Order and Direct Citation or may be issued as Direct Citation only.

Step 1 Log into FASTDATA WEB URL.
Use the USER ID and password the first time to get your CAC enabled for future logons.

Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.

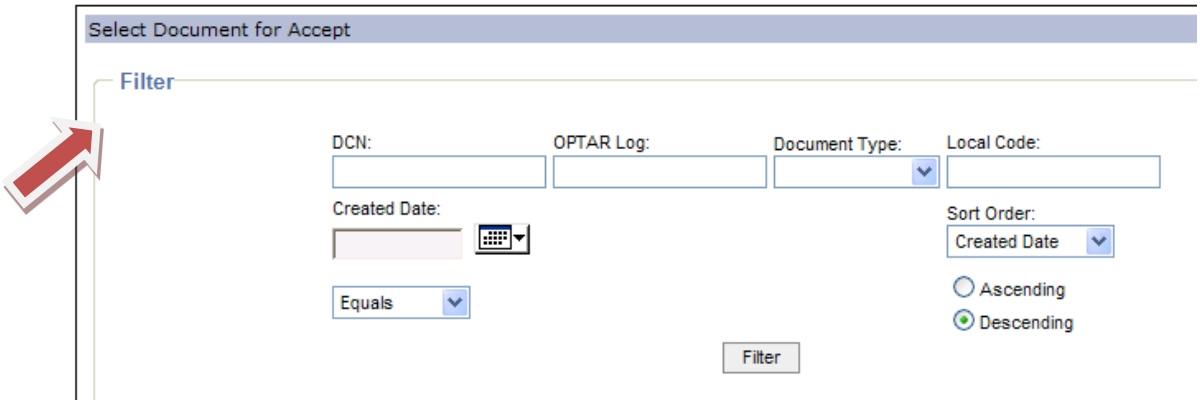


Step 3 Select Documents/Accept Document/ NEW.



Step 4 **Select** Document for Accept Screen will appear.

This page lists documents that require an acceptance. Select the document you wish to accept by selecting the DCN. The only documents you can accept are **Credit Card, DD448, DD1556, NC2275, NC2276,** and **NC2276A.** **Filter** allows the user to narrow down the choices to find your document using various criteria in the search for documents available to choose in the Acceptance Process.



Search Type
You can search by **DCN, OPTAR Log**, **Local Code**, or **Document Type.** You can narrow your search by selecting a **Created Date** and then choosing either Equal to the Created Date, Later than the Created Date, or Earlier than the Created Date. If you wish to search a range of dates, select **Between**. An additional calendar will display, allowing you to select a range between two dates.

Sort order
If you wish to change the sort order on the Select Document for Contract page, select the desired value from the drop-down list. When you change the value of the sort order, the documents list will display by the selected sort order.

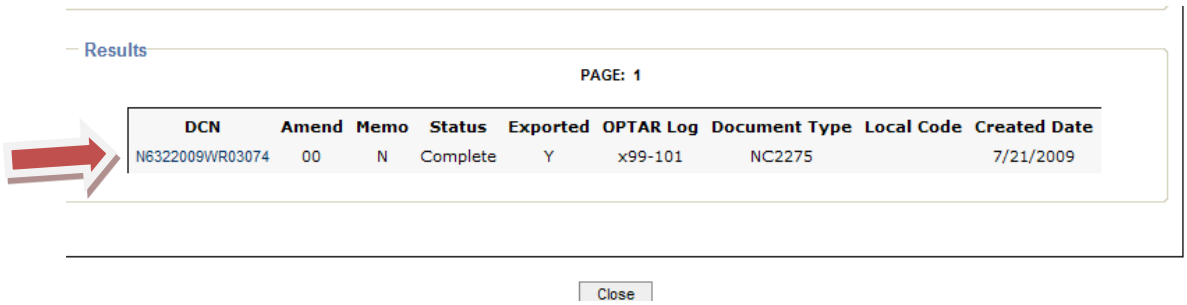
Ascending Descending
Select the desired radio button for the sort order type: Ascending for smallest to greatest or Descending for greatest to smallest.

Step 5 RESULTS of Filter

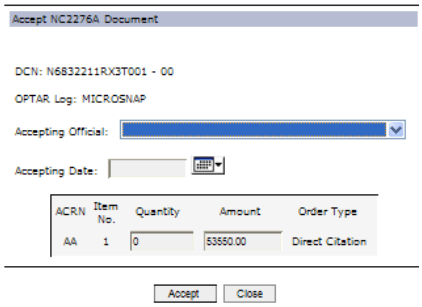
- **DCN -** Identifies the document control number.
- **Amend -** Identifies a specific official amendment to a previously established financial document.
- **Memo -** Indicates whether the document is a source or memorandum.
- **Status -** Indicates a document or document number's current status. Displayed values can include **Complete**, **Accepted**, **Finalized**, **Cancelled, Initiation**, and **Initiation Cancelled**. **Exported and** indicates whether the document has been included in a file transfer to STARS-FL.
- **OPTAR Log -** Identifies the purposes of the entry that will be printed on the OPTAR Log, or the name(s) of items being requisitioned.
- **Document Type -** Identifies a specific document form number.
- **Local Code -** Code of up to 20 characters identifying document types and groupings for reporting purposes.
- **Created Date -** Indicates the date and time the document was created in FASTDATA.

Close - Ends the action to select a document.

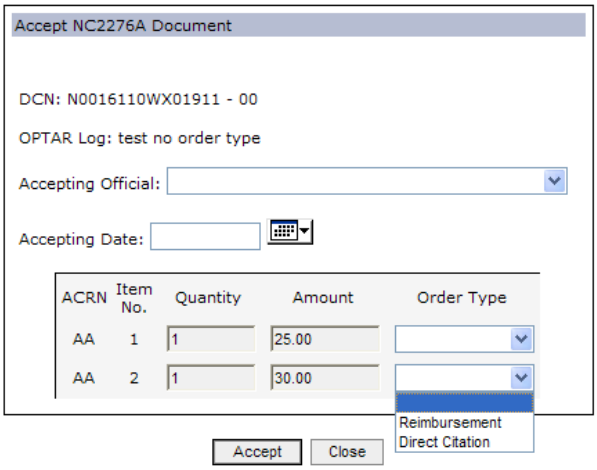
Step 6 Select the document to be accepted



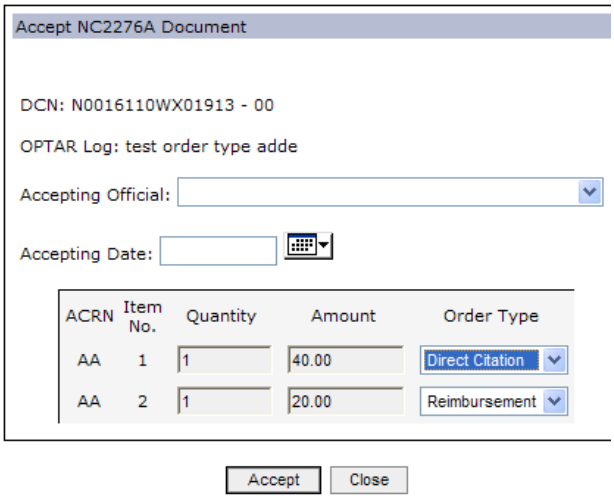
Step 7 Acceptance block will appear



- **New acceptance on an RX 2276A with one line item as direct citation will open up and only allow the accepting official and accepting date to be completed. Then ACCEPT and Close. Acceptance on an RX (same as an RC) will not create an accounting transaction – it will required contract process.**



- **New acceptance when the order type is not added to the line item when the document is created.**
- **Select the accepting official or type in if new.**
- **Select accepting date.**
- **Select order type for line item 1 and line item 2. The drop down will reflect both reimbursement and direct citation if the document was created as Economy Act and Direct Citation.**



- **New acceptance for a 2276A with two line items where the order type was selected when the line items were created.**
- **Select accepting official**
- **Select accepting date**
- **Select order type if different on each line item.**
- **Accept and then Close**

Step 8 Use the drop down arrow to **select** the accepting official if already recorded. If the accepting official's name on your acceptance copy of the NC2276A is not in the drop down screen, **Type** in the name.

Step 9 Accepting Date will be the date the document was officially accepted. Click on the calendar and select the date showing on your acceptance document.

Step 10 ACRN amount with Reimbursement and Direct Citation breakdown For acceptance

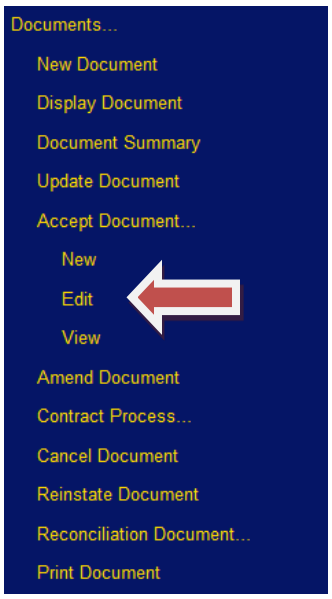
The Accept NC2276A document allows the performing activity the flexibility to allocate the funds provided on the order between reimbursable and direct citation.
The NC2276A may be issued as an Economy Act Order or as a combination of an Economy Act Order and Direct Citation. It may also be issued as a Project Order or a combination of Project Order and Direct Citation or may be issued as Direct Citation only

Step 11 ACCEPT will perform the acceptance of the NC2276A according to the breakdown you have determined.

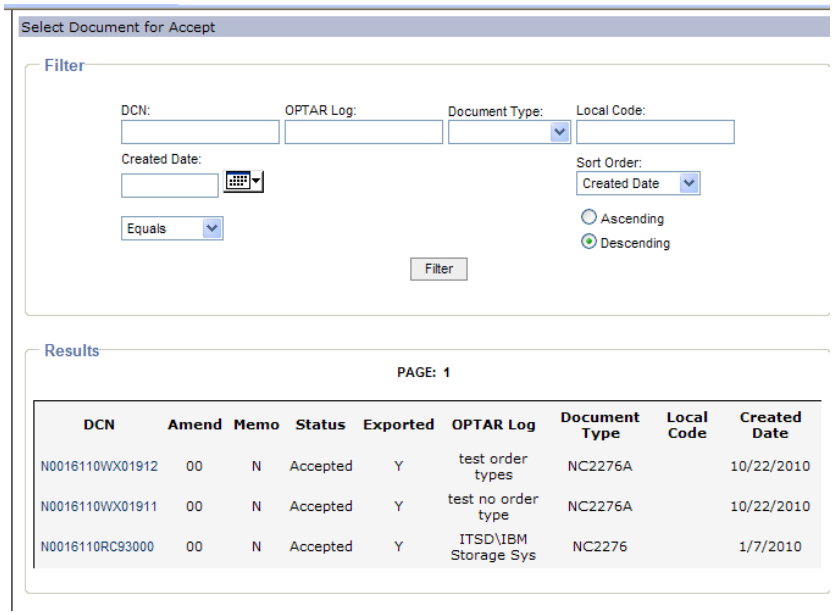
Step 12 Transactions generated

Upon the acceptance being completed the WX or PX portion of the document will move from the CM (915) commitment status to the AO (540) obligation status. Transactions will flow from the Site to the FA and on to STARS-FL to create the obligation for the NC2276A document. **Direct Citation acceptance will NOT produce the obligation (contract process creates the obligation for the RX or the direct portion you accepted).**

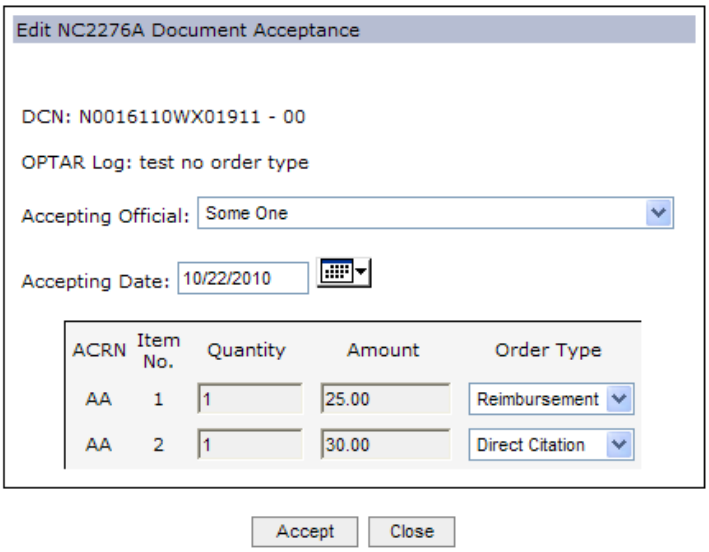
Step 13 Edit NC2276A Acceptance Document
Go to HOME on the Site Menu. On the left hand menu – select Documents and the options will show in box to the right, Accept Document/ Edit.



Step 14 Only Documents available for Edit of Acceptance will appear on the Screen.



When updating a NC2276A Acceptance document, you can modify the **Accepting Official, Acceptance Date, Order Type.**



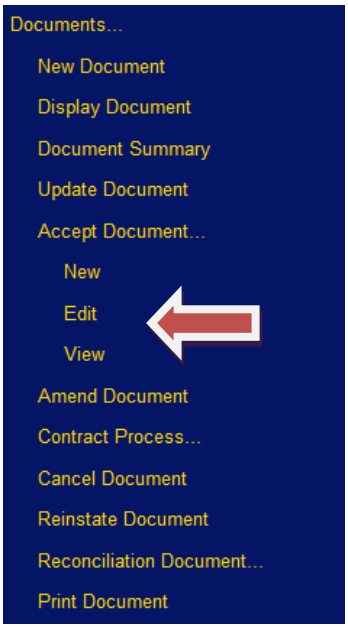
- **DCN -** Displays the document control number for the selected NC2276A document.
- **OPTAR Log -** A description of the purpose of the NC2276A document.
- **Accepting Official -** Identifies the official accepting the document. To change this value, enter the name of the Accepting Official or select the desired value from the drop-down list. A value is required.
- **Accepting Date -** Contains the date the document is accepted. A date is required. You cannot enter a future date.
- **ACRN -** Identifies the ACRN.

- **Item No -** Applicable Line Item Number
- **Quantity -** The Quantity field allows identification of the work/services as either Reimbursable or Direct Citation.
- **Amount -** Identifies the cost of the ordered goods/service.

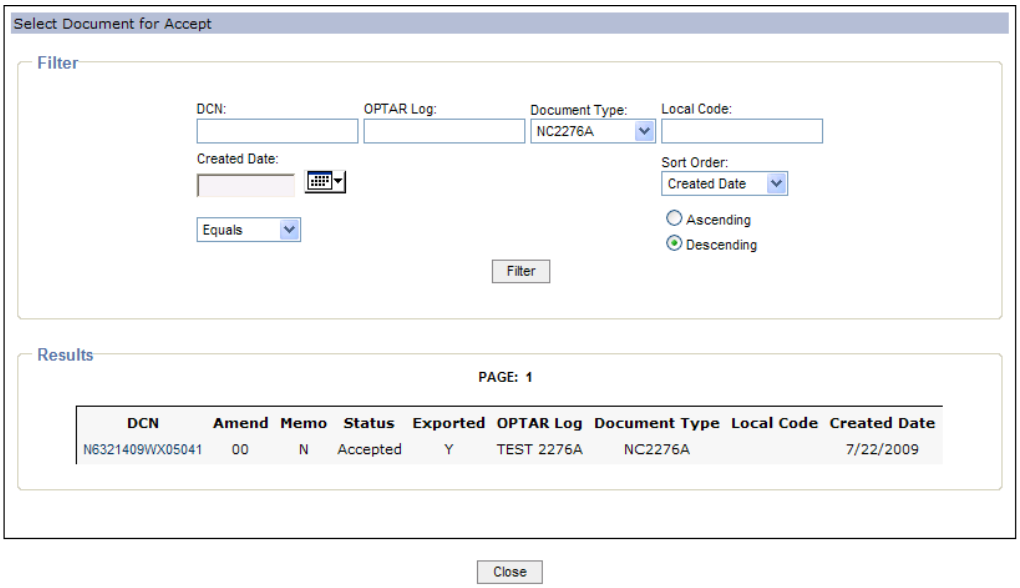
- **Order Type -** This field allows identification of the work/services as either Reimbursable or Direct Citation.
- **Accept -** Accepts your entries on the Edit NC2276A page and accepts the selected document.
- **Close -** Closes the Edit NC2276A Acceptance page

Step 15 Acceptance VIEW

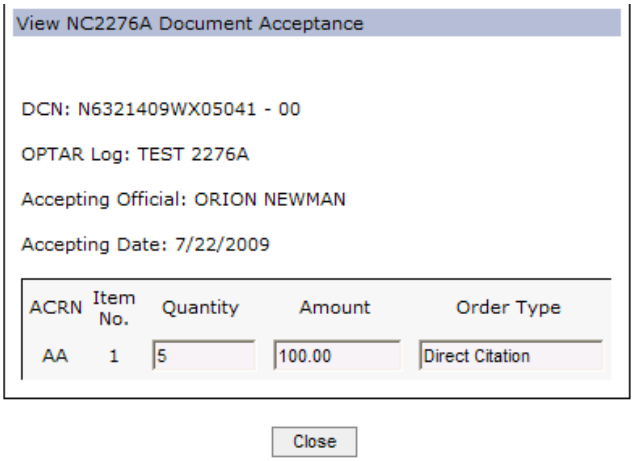
Select Documents/Accept Document/ NEW.



Step 16 Only Documents available that have already been accepted will appear on the Screen.



Step 17 Select the DCN you want to view the acceptance for.
Close to exit the View Accepted document screen.



Questions

What does the acceptance of the NC2276A do?

What are the elements that must exist prior to acceptance of the NC2276A.

What are the steps necessary to Accept, Edit, and View acceptance of the NC2276A?

What transactions are generated for the NC2276A upon acceptance?

Practice

The acceptance copy of the work request sent to Public Works to refinish the flooring. The person who signed the acceptance was Harold J. Murray and it was dated three days ago. Perform the acceptance on the document. Go to REPORTS, Transaction History, Filter to your document number and determine what transaction codes have been generated after acceptance has been done.

Introduction

This lesson will illustrate the steps required to perform contract process on the direct citation of the NC2276A Order for Work and Services/Direct Citation document. Contract Process is executed once the contract documentation is received back from FISC or the Contracting Office and needs to be performed in order to convert the commitment to an obligation.

Objectives

Define the Contract Process of the NC2276A.

Describe the elements that must exist prior to contract process of the NC2276A.

Outline the steps necessary to Perform, Edit, and View contract process of the NC2276A.

Describe the life-cycle of the transactions for contract process of the NC2276A.

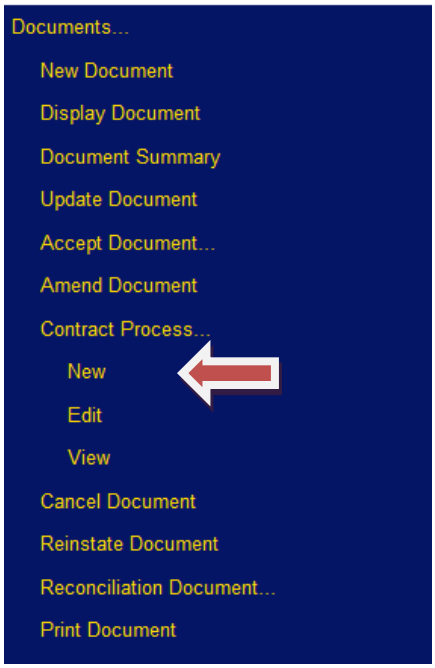
Lesson

Use the New Contract section to create a new contract for an existing source or memo **NC2276, NC2276A, DD1348-6** (if not crossed to a supply system), **DD1149**, or **DD448** (category 2) transaction.

User access to enter contracts is defined at the System Administrator level. The contract process affects the OPTAR's status of funds if the contract amount differs from the commitment amount. When entering a contract number with **A**, **G**, or **H** in the ninth position, you must enter a value for DO/BPA. You must enter a value for Contract Amount if the Contract Partial value is Partial.

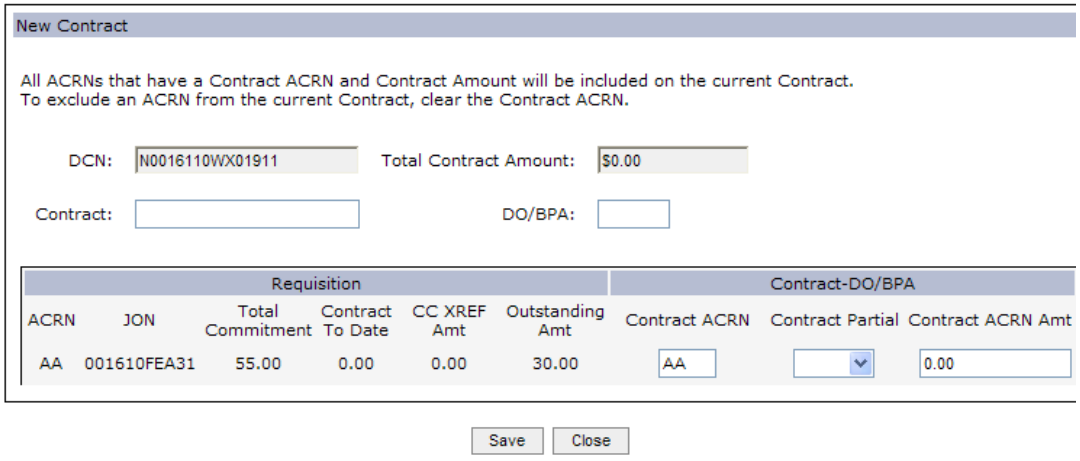
SPS sites cannot create a new contract for a document until all amendments to the document have been exported to SPS. When you create a new contract, FASTDATA establishes an obligation transaction with the amount (s) from the contract. An obligation transaction and its associated contract number are included in FA export to STARS-FL. You can only enter a contract for the portion of a DD448 document that was accepted as direct. Before you can post a contract for an NC2276A document with a value greater than $25,000, you must first accept the NC2276A.

Step 1 Select Documents/Contract Process



Step 2 Documents with new contract screen appears

The contract process will create the obligation transaction that will flow to STARS-FL and liquidate part or all of the total commitment field in STARS-FL for the Direct Citation portion of the NC2276A. The outstanding amount field will show the difference of the total commitment of the ACRN and the amount that was not contracted in the contract amount field. If the total committed and the contract amount entered match the contract partial/final indicator should be set to FINAL.

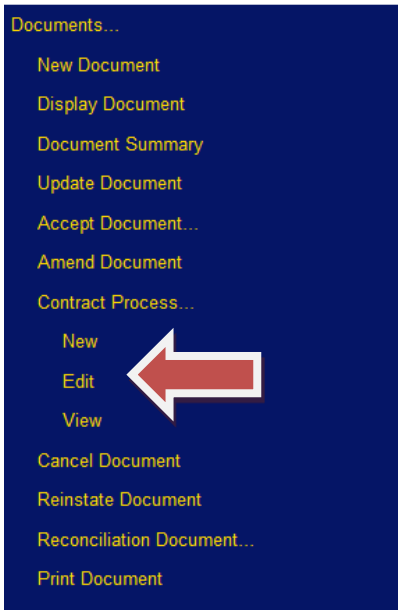


Fields on the New Contract screen:

- **DCN -** Identifies the document control number (DCN).
- **Total Contract Amount -** Identifies the total of all contracted amounts of the listed ACRN's.
- **Contract -** Identifies the contract. A value is required.
- **DO/BPA -** Identifies a call to a Delivery Order or Blanket Purchase Agreement for an indefinite delivery type contract. A value is required if the contract number contains **A**, **G**, or **H** in the ninth position.
- **ACRN -** The Accounting Classification Reference Number (ACRN) identifies each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing.
- **JON -** Identifies the 11-position job order number that identifies an accounting transaction.
- **Total Commitment -** Identifies the total amount on the document.
- **Contract to Date** – Identifies the amount that has been contracted.
- **CC XREF to date** - The amount of the document that has been XREF'd.
- **Outstanding Amount -** When the Contract Partial value is **Partial**, this amount is the difference between the Total Commitment and the Contract Amount. When you enter a value of **Final** in the Contract Partial field, this value changes to zero (**0**).
- **Contract ACRN -** Identifies the contract ACRN.
- **Contract Partial -** Indicates whether the obligation is to be fully or partially liquidated when processing receipts or expenditures. You must select either Partial or Final when entering a contract.
- **Contract Amt -** Identifies the contracted amount to date of the ACRN on a document. A value greater than zero (0) is required if the Contract Partial value is **Partial**.
- **Save -** Accepts your entries and creates the contract.
- **Close - Closes** the New Contract page.

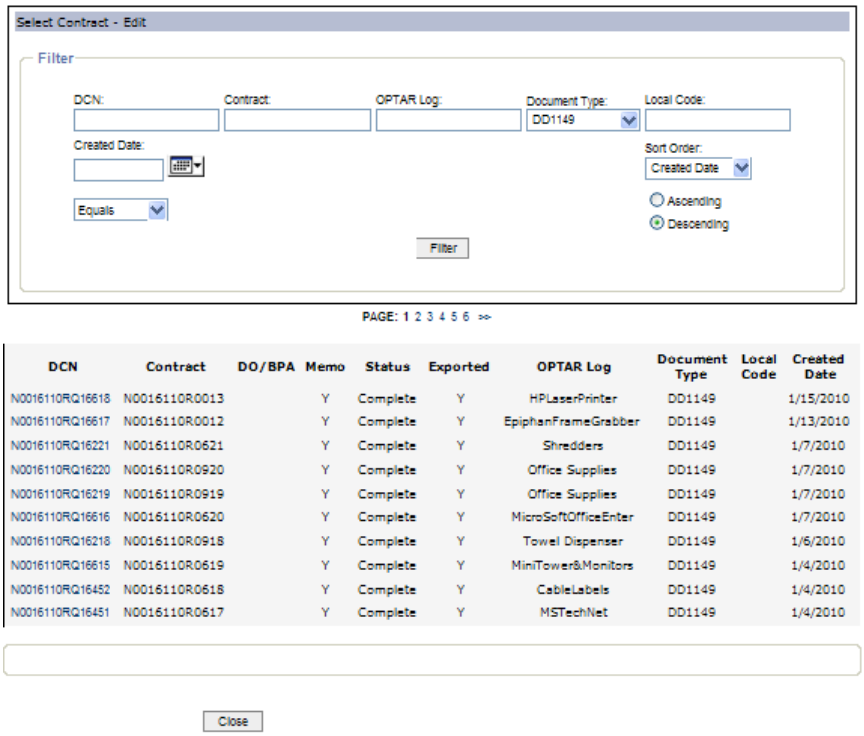
*****ONLY use Contract Process NEW for the BASIC document. If the document is amended and needs to have the contract amount changed, use Contract Process EDIT or you will create a double obligation. If the Delivery order or contract ACRN need to be changed use UPDATE document (Correction after Export) to do this change.**

- **Step 3 Documents/Contract process/ EDIT**



Use the Edit Contract page to modify an existing contract for an **NC2276, NC2276A** (Direct Cite) **DD1348-6**, **DD1149,** or **DD448** (category 2) source or memo transaction.

As of the 10-1B Release (Oct 23, 2010) you will be able to edit the amount of the contract even if it is a final contract that has been exported to STARS-FL and is for a source NC2276, NC2276A (Direct Cite) or DD448 (category 2). SPS sites cannot create or edit a contract unless all amendments to the document have been exported to SPS. At the Document menu select Contract Process and then Edit. When the Select Contract - Edit page opens, select the desired contract.

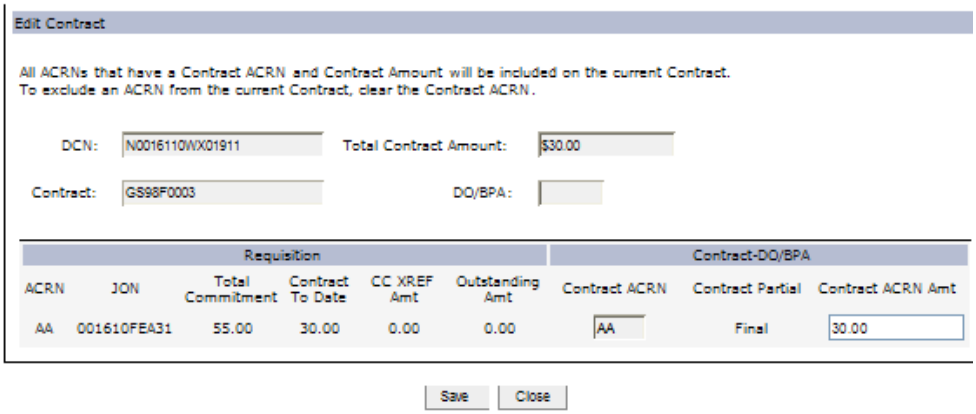


DCN	Contract	DO/BPA	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N0016110RQ16618	N0016110R0013		Y	Complete	Y	HPLaserPrinter	DD1149		1/15/2010
N0016110RQ16617	N0016110R0012		Y	Complete	Y	EpiphanFrameGrabber	DD1149		1/13/2010
N0016110RQ16221	N0016110R0621		Y	Complete	Y	Shredders	DD1149		1/7/2010
N0016110RQ16220	N0016110R0920		Y	Complete	Y	Office Supplies	DD1149		1/7/2010
N0016110RQ16219	N0016110R0919		Y	Complete	Y	Office Supplies	DD1149		1/7/2010
N0016110RQ16616	N0016110R0620		Y	Complete	Y	MicroSoftOfficeEnter	DD1149		1/7/2010
N0016110RQ16218	N0016110R0918		Y	Complete	Y	Towel Dispenser	DD1149		1/6/2010
N0016110RQ16615	N0016110R0619		Y	Complete	Y	MiniTower&Monitors	DD1149		1/4/2010
N0016110RQ16452	N0016110R0618		Y	Complete	Y	CableLabels	DD1149		1/4/2010
N0016110RQ16451	N0016110R0617		Y	Complete	Y	MSTechNet	DD1149		1/4/2010

Close

Use the filter to locate your document available for contract process edit if it is not visible on the screen.

Edit contract box will appear showing the data fields that are open for edit

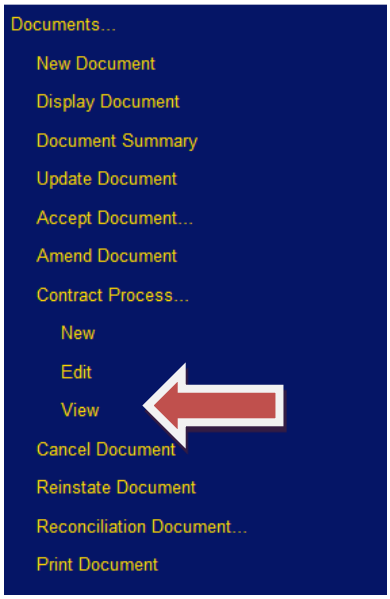


The contract process has been exported and the field available to edit is Contract ACRN amount. Notice the total commitment is the full amount of the direct citation plus the reimbursement funding but the contract amount to date is only the direct fund citation amount. The reimbursement type funding was obligated in the acceptance – but the direct citation was contract processed.

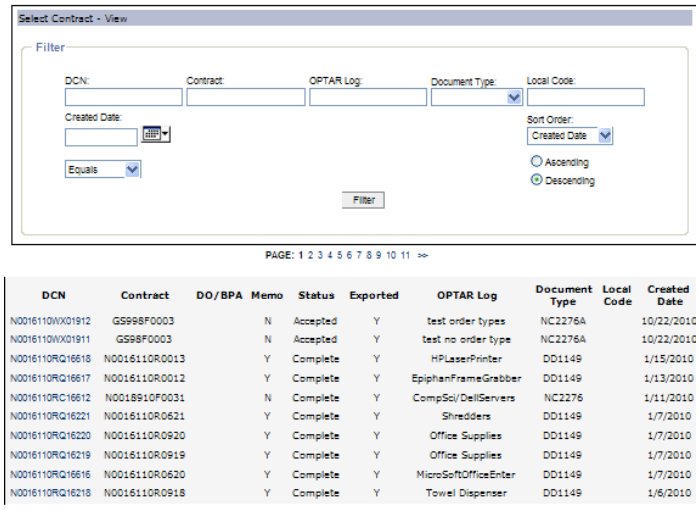
Save any change made.

Close will exit the contract process edit screen.

Step 4 Documents/Contract process/ VIEW



Use this function to select the contract you wish to view. Your access to documents is defined at the System Administrator level. You can locate the desired document using the search features of the page and FILTER. To change the order of the listed documents, use the page's sort features. Click on the DCN once you have identified the one you wish to VIEW.



DCN	Contract	DO/BPA	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N0016110WX01912	GS998F0003		N	Accepted	Y	test order types	NC2276A		10/22/2010
N0016110WX01911	GS98F0003		N	Accepted	Y	test no order type	NC2276A		10/22/2010
N0016110RQ16618	N0016110R0013		Y	Complete	Y	HPLaserPrinter	DD1149		1/15/2010
N0016110RQ16617	N0016110R0012		Y	Complete	Y	EpiphanFrameGrabber	DD1149		1/13/2010
N0016110RC16612	N0018910F0031		N	Complete	Y	CompSci/DellServers	NC2276		1/11/2010
N0016110RQ16221	N0016110R0621		Y	Complete	Y	Shredders	DD1149		1/7/2010
N0016110RQ16220	N0016110R0920		Y	Complete	Y	Office Supplies	DD1149		1/7/2010
N0016110RQ16219	N0016110R0919		Y	Complete	Y	Office Supplies	DD1149		1/7/2010
N0016110RQ16616	N0016110R0620		Y	Complete	Y	MicroSoftOfficeEnter	DD1149		1/7/2010
N0016110RQ16218	N0016110R0918		Y	Complete	Y	Towel Dispenser	DD1149		1/6/2010

Questions

What occurs when the Contract Process of the NC2276A is performed?

What elements that must exist prior to contract process of the NC2276A?

What are the steps necessary to Perform, Edit, and View contract process of the NC2276A.

What is the life-cycle of the transactions for contract process of the NC2276A.

Practice

A caustic substance has been spilled on the quarter deck. The hazardous material has been removed but the accident has left its mark on the flooring. FISC returned the contract details for the furniture purchased. The contract details show that it was $100 less than originally estimated.

Introduction

This lesson will describe the purpose of the SF182 Request, Authorization, Agreement, Certification of Training and Reimbursement document. Illustrations will be provided for the creation, and amendment of the SF182. This form replaces the DD1556 form.

Objectives

Learn the purpose and life cycle of the SF182.

Learn how to create a SF182.

Learn the steps required to amend an existing SF182.

Introduction

This lesson will describe the purpose of the SF182 Request, Authorization, Agreement, Certification of Training and Reimbursement document. The full life cycle of the document will be discussed.

Objectives

Define the purpose of the SF182.

Identify the types of transactions associated to a SF182.

Determine the required elements when recording a training event using the form.

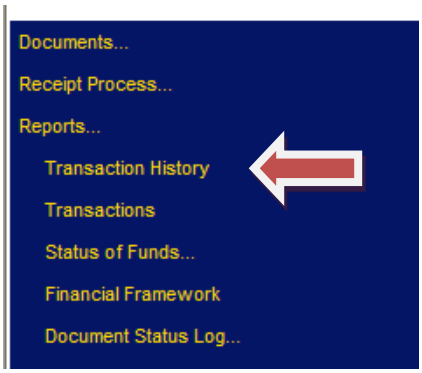
Lesson

The primary purpose of the information collected on the SF182 is for use in the administration of the Federal Training Program (FTP) to document the nomination of trainees and completion of training. Information collected may also be provided to other agencies and to Congress upon request. This information becomes a part of the permanent employment record of participants in training programs, and should be included in the Government-wide electronic system, (the Enterprise Human Resource Integration system (EHRI)) and is subject to all of the published routine uses of that system of records.

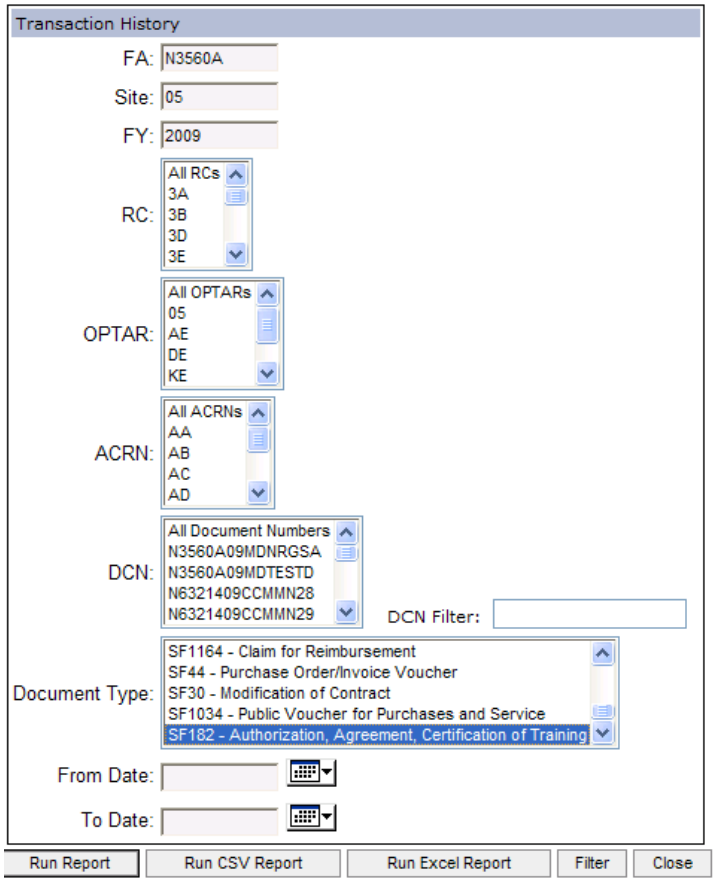
Providing personal information on the form is voluntary but withholding information may hinder participation in future training events or errors in reporting training events in your human resources file. Executive Order 9397 authorizes the collection of your social security number on the form. There is way to not print some or all of the PII information not needed to display on the SF182 at an activity. When PRINT Document is done on the training document it will give an option to exclude several items on the document. These will be covered during this training.

Creation of the SF182 in FASTDATA generates obligation transactions (540) that are transmitted to STARS/FL. A funding validation check is performed at the time the SF182 is created to make sure that there are sufficient funds in the OPTAR to support the requirement. A receipt may be posted against the document but caution must be paid as the invoice may have already paid and an expenditure recorded. The SF182 can be amended and also can be used in the credit card cross reference process and DOES NOT require acceptance like the DD1556 did.

To view the transactions throughout the life cycle of the document, go to Reports/Transaction History.



Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.



Transaction History Report

Filter: AND DOC TYPE IN ('S5')

FA: N3560A **Site: 05** **RC: 3A** **OPTAR: 05** **FY: 2009**

DCN: N6321409TGSF008

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63214906100	Q	252	SPIERS, JENNIFER L	07/20/2009	SF182	00		Complete	$90.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	AO	07/20/2009 13:35:28	0	$90.00	00	I		Created By Database User ID=BFPE45305;

The following chart illustrates the transaction flow as the document progresses through its life cycle. An obligation transaction is established when the document is created. If the document is amended, the cost of the document increases/decreases the obligation. Receipts can be entered but are optional. Once the invoice is paid, an expenditure is recorded to close out the document. If the document is to be paid with a credit card and used in the cross reference process, a receipt should not be recorded.

SF182 Request, Authorization, Agreement, Certification of Training and Reimbursement

	Commitment	Obligation	Accounts Payable	Disbursement
STARS/FL	915	540	510	610
FASTDATA	CM	AO, AD, AR	RG, RP	EV
Creation				
Amendment				
Optional Receipt				
Invoice Payment				

This life cycle has been simplified and assumes that a final invoice payment has been recorded. Adjusting transactions may need to be recorded in both STARS/FL and FASTDATA to actually close out the document.

Questions

What is the purpose of the SF182?

What types of transactions are generated when establishing a SF182?

Are you required to complete all of the information on the form?

Introduction

This lesson will illustrate the steps required to create an SF182 Request, Authorization, Agreement, Certification of Training and Reimbursement document. This form initially records an obligation and replaces the DD1556 form.

Objectives

Define the use of the SF182 and document it replaced.

Identify the various functions that are associated to the SF182 document.

Describe the elements that must be known about the trainee, training information and cost, approval layers prior to creating the SF182.

Outline the steps necessary to establish an SF182.

Describe the life-cycle of the transactions for the SF182.

Lesson

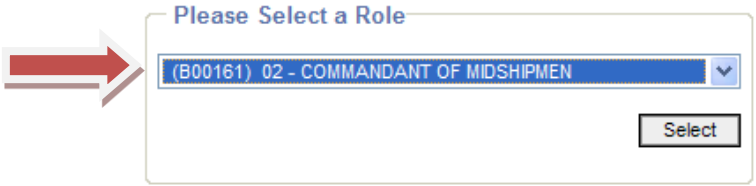
The SF182 form, Request, Authorization, Agreement, Certification of Training and Reimbursement, is a single ACRN form used to request, authorize, fund, certify, reimburse, and evaluate training for Department of Defense personnel. The training can be from a government or non-government source. Initially, the new SF182 records an obligation. The SF182 is included when you release to the FA and records as an obligation when exported to STARS-FL. Since this document replaces the DD1556, existing DD1556s can be viewed, updated, amended, receipted, or expended; but you will not be able to create new DD1556 documents.

Site users with the necessary access can add, update, and view source and memo SF182 document. Access to add, update, view, and perform other document processes on SF182 document are defined at the System Administrator level. Other File menu document processes available for the SF182 include Receipt, Expenditure, Cancel, and Reinstate. This document does not require acceptance to obligate like the DD1556 previous training document did.

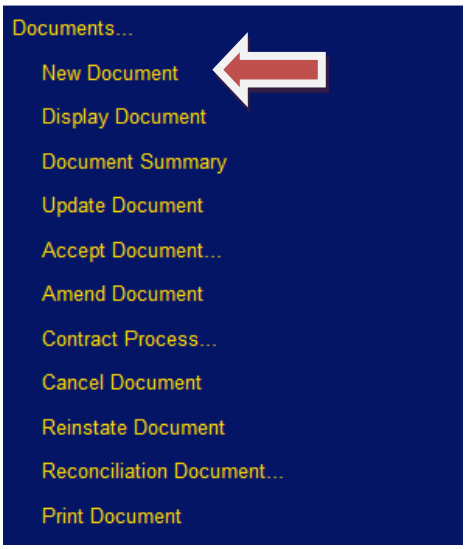
Use the New Source SF182 page when you wish to create the document. If you wish to create another SF182 Source document, select the Add Another button that appears on the preview of the document once it is saved. Select the Close button to close the SF182 Source page.

Step 1 Log into FASTDATA WEB URL.
Use the USER ID and password the first time to get your common access card (CAC) enabled for future logons.

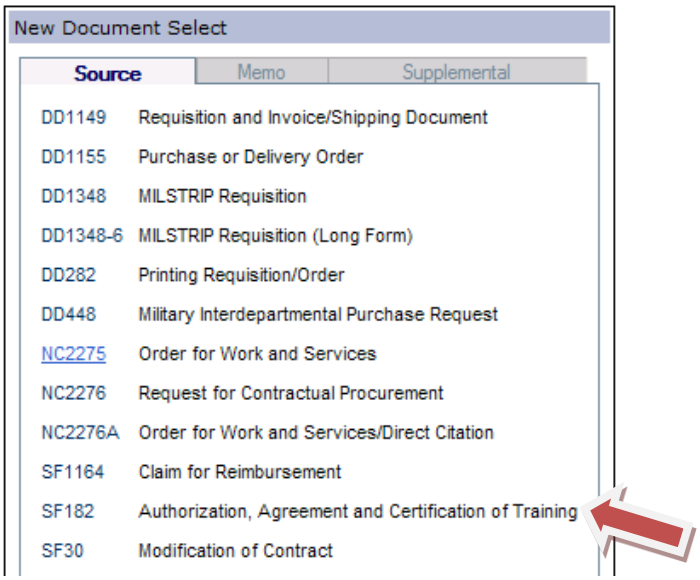
Step 2 Please select a Role – drop down arrow – select your Site you are creating the SFS182 document in.



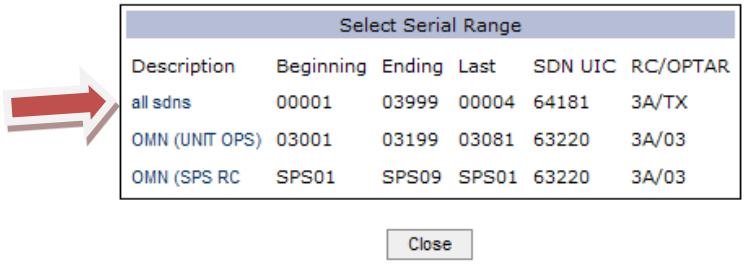
Step 3 Select Documents/**New Document**.



Step 4 **Select SF182.**



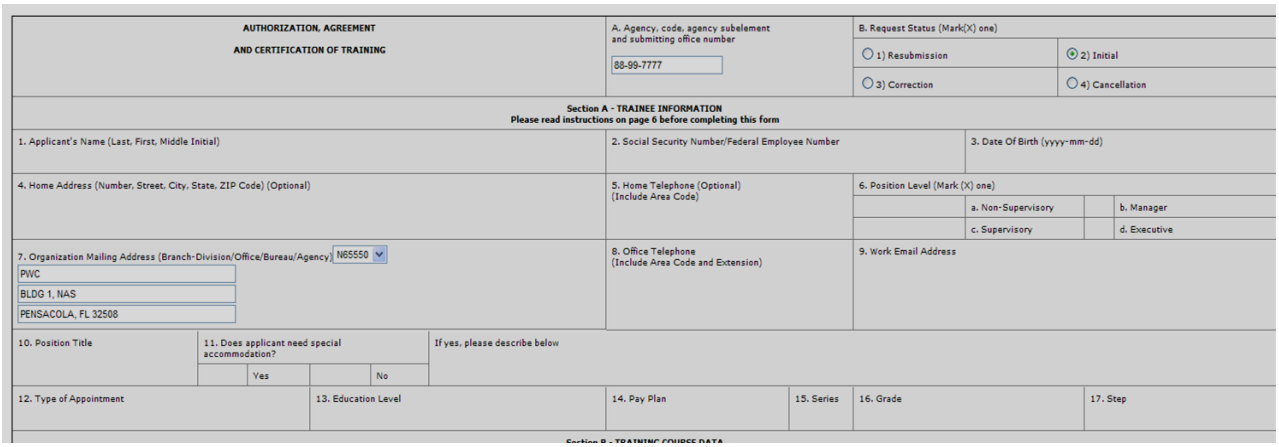
Step 5 Select serial range if the FA has provided more than one set of serial ranges for you to use on SF182. If only one serial range has been set up for SF182 documents in the Site you will go directly to the form.



Select Serial Range

Description	Beginning	Ending	Last	SDN UIC	RC/OPTAR
all sdns	00001	03999	00004	64181	3A/TX
OMN (UNIT OPS)	03001	03199	03081	63220	3A/03
OMN (SPS RC	SPS01	SPS09	SPS01	63220	3A/03

Close



AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. Agency, code, agency subelement and submitting office number: 88-99-7777

B. Request Status (Mark(X) one): 1) Resubmission; 2) Initial; 3) Correction; 4) Cancellation

Section A - TRAINEE INFORMATION
Please read instructions on page 6 before completing this form

1. Applicant's Name (Last, First, Middle Initial)
2. Social Security Number/Federal Employee Number
3. Date Of Birth (yyyy-mm-dd)
4. Home Address (Number, Street, City, State, ZIP Code) (Optional)
5. Home Telephone (Optional) (Include Area Code)
6. Position Level (Mark (X) one): a. Non-Supervisory; b. Manager; c. Supervisory; d. Executive
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency) N65550: PWC; BLDG 1, NAS; PENSACOLA, FL 32508
8. Office Telephone (Include Area Code and Extension)
9. Work Email Address
10. Position Title
11. Does applicant need special accommodation? Yes / No — If yes, please describe below
12. Type of Appointment
13. Education Level
14. Pay Plan
15. Series
16. Grade
17. Step

Step 6 A. Agency, code, agency sub-element, and submitting office number. This is a mandatory field.
Identifies the agency making the training request. If necessary, refer to items 33 and 35 of the trainee's SF50, Notification of Personnel Action for the Agency code, sub-element, and submitting office number.

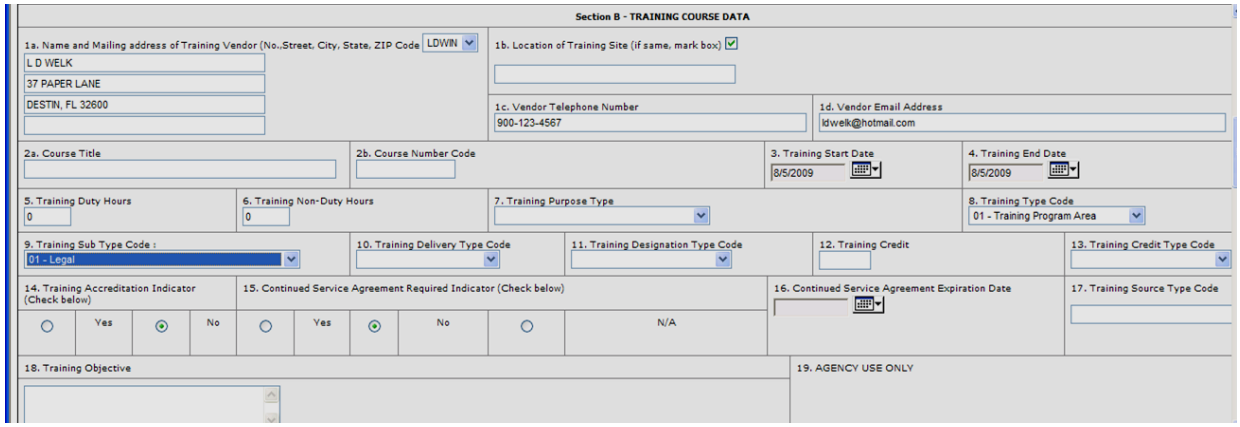
Step 7 B. Request Status. This is a mandatory field.
Select the status or code that applies: **Resubmission**, **Initial, Correction**, or **Cancellation**. The default value is **2) Initial**.

Step 8 Section A - TRAINEE/APPLICANT INFORMATION
Trainee information is included as a line item entry in the Trainee/Applicant Information section at the bottom of form. Section A is not used at the present time with the exception of:

7. Organization Mailing Address

Contains the mailing address of the requesting organization. If an address is already established it will be in the drop down box. If not an address code will need to be set up, and the address. Upon SAVE of the document you will be prompted to SAVE the address.

Step 9 Section B - TRAINING COURSE DATA



1a. Name and Mailing Address of Training Vendor - Street number, city, state, and ZIP code of the appropriate vendor.
Contains the name and mailing address of the training source.
1b. Location of the Training Site - Provide mailing address of the training site if different from 1a. (if same, mark box)
1c. Vendor Telephone Number Self explanatory.
1d. Vendor E-mail Address Self explanatory.
2a. Course Title Insert the title of the course or the program that the employee is scheduled to complete.
2b. Course Number Code Insert the Course Number Code
3. Training Start Date Insert the start date of the training completed by the employee.
4. Training End Date Insert the end date of the training completed by the employee.
5. Training Duty Hours Insert the number of duty hours for training.
6. Training Non Duty Hours Insert the number of non-duty hours for training.
7. Training Purpose Type Select the purpose for taking this course or program using the appropriate training purpose type code. Drop down box with types.
8. Training Type Code There are three (3) different Training Type Codes. The employee must select one from the Training Type Codes.
9. Training Sub-Type Code There are Sub-Type Categories for each of the three (3) different Training Type Codes. Select one (1) Sub-Type Category code that applies to the training type code selected. Drop Down Box with codes.
10. Training Delivery Type Code Indicates the training delivery method, such as whether the delivery method is via correspondence or a seminar. Select the desired value from the drop-down list.

Code Short Description Long Description (If Applicable)
1 Traditional Classroom (no technology)
Individual or multiple person led, face-to-face training.
2 On the Job Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.
3 Technology Based Methods mainly using technology, which may include tutorials embedded in software, CD ROM products, Web-based courses, and interactive media.
4 Conference/workshop An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is

germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance.
5 Blended Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements.
6 Correspondence Self-study course material: Training provided via the assignment of non interactive methods such as a book, document, regulation, or manual.

11. Training Designation Type Code Select the appropriate training credit designation type code from the drop-down list.

Code Short Description
01 Undergraduate Credit
02 Graduate Credit
03 Continuing Education Unit
04 Post Graduate Credit
05 N/A

12. Training Credit
Amount of academic credit hours of continued education units (1, 1.5, or .75) earned by the employee for the completed training. (This should be completed by the agency).

13. Training Credit Type Code
Select the appropriate training credit designation type code from the drop-down list.

Code Short Description
01 Semester Hours
02 Quarter Hours
03 Continuing Education Unit
04 N/A

14. Training Accreditation Indicator
Select Yes, No, or N/A

15. Continued Service Agreement Required Indicator
Select Yes, No, or N/A

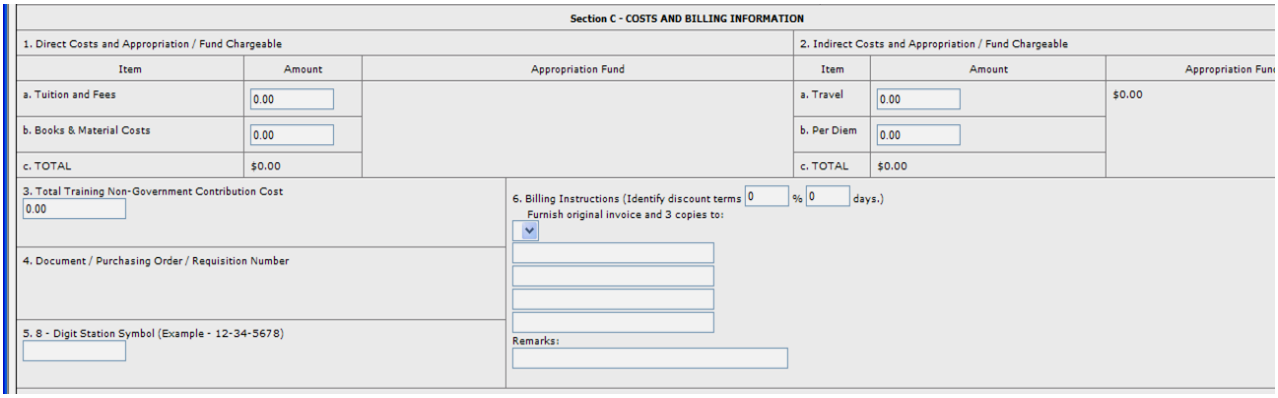
16. Continued Service Agreement Expiration Date
Insert the date the service agreement date is satisfied by the employee.

17. Training Source Code
Select the appropriate training source code from the drop-down list.

Code Short Description Long Description (If Applicable)
01 Government Internal
02 Government External
03 Non-government
04 Government State/Local
05 Foreign Governments and Organizations

18. Training Objective
It is important that the objectives for the employee(s) enrolling in this course or program is related to the strategic objectives of the organization for which the employee works. Provide text to explain how the training event meets agency objective(s) and purpose type.
19. Agency Use Only
For use by an agency as needed.

Step 10 Section C - COSTS AND BILLING INFORMATION



1. Direct Costs and Appropriation/Fund Chargeable

a. Tuition and Fees

Insert the actual/final cost of training tuition and fees for training completed by the employee that was paid for by the Federal Government. If the SF182 is for more than one trainee, this value should be the tuition for all trainees.

b. Books and Material Costs

Insert the materials cost for training completed by the employee that was paid for by the Federal Government. If the SF182 is for more than one trainee, this value should be the cost of materials for all trainees.

c. TOTAL

Costs calculated from 1a and 1b.

2. Indirect Costs and Appropriation/Fund Chargeable

a. Travel

Insert the actual/final travel cost excluding per diem for training completed by the employee that was paid for by the Federal Government.

b. Per Diem

Insert the actual/final per diem cost (e.g., meals, lodging, miscellaneous expenses) for training completed by the employee that was paid for by the Federal Government.

c. TOTAL

Costs calculated from 2a and 2b.

3. Total Training Non-Government Contribution Cost

Insert the cost contributed by the employee or other non-Government organizations for the training completed by the employee.

4. Document/Purchase Order/Requisition Number
The Document number "TG" with your selected serial range will appear in this block once the document is successfully SAVED.

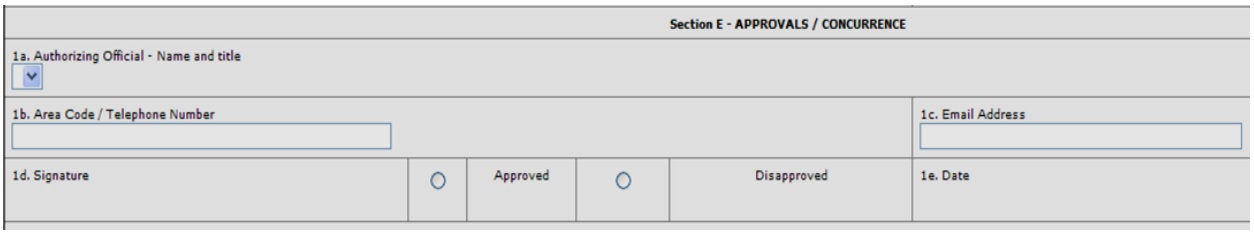
5. 8-Digit Station Symbol
Insert 8-digit station symbol of the nominating Agency Finance Office.
6. Billing Instructions
Discount terms - Enter the terms of any discount for early payment.
Enter name and mailing address of nominating Agency Finance Office for billing purposes.
Enter Remarks.

Step 11 Section D – APPROVALS

Section D - APPROVALS	
1a. Immediate Supervisor - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
2a. Second-line Supervisor - Name and title	
2b. Area Code / Telephone Number	2c. Email Address
2d. Signature	2e. Date
3a. Training Officer - Name and title	
3b. Area Code / Telephone Number	3c. Email Address
3d. Signature	3e. Date

1a - 3e Approvals Employee's Immediate Supervisor, Second-line supervisor, Training Officer names, work phone numbers & Email addresses must be entered before submission of application.

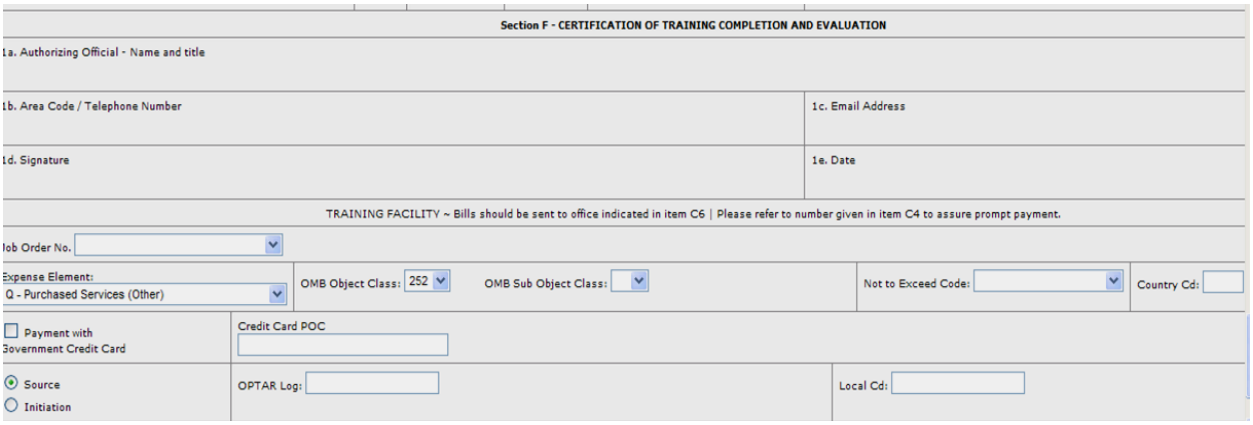
Step 12 Section E - APPROVALS/CONCURRENCE



1a. Authorizing Official Select the name of the authorizing official approving/concurring with the training request.
1b. Area Code / Telephone Number Enter the work area code and phone number of the authorizing official.
1c. Email Address Enter the email address of the authorizing official.

Step 13 Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION

Completed upon submission of form.



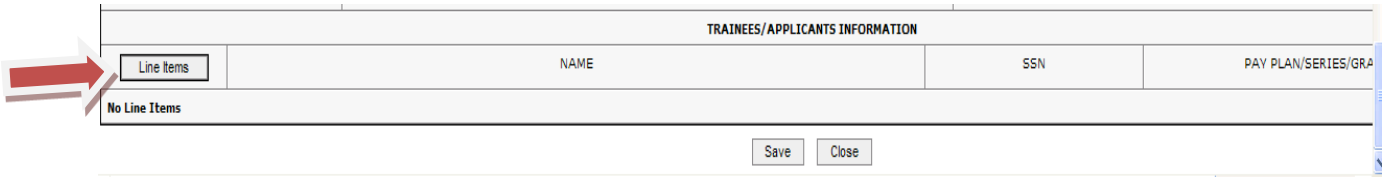
TRAINING FACILITY
Bills should be sent to office indicated in item C6 | Please refer to number given in item C4 to assure prompt payment.

Job Order No. Select a Job Order Number from the drop-down list.
Expense Element Identifies the type of obligation or expense charge below the Function/Sub-function level. Any or all expense elements can be incurred under a given functional category or cost account. The default value is **Q** Purchased Services (Other). Select the drop-down arrow if you wish to change this default.
OMB Object Class Identify the Office of Management and Budget object class designation. Default value is 252.
OMB Sub Object Class The OMB Sub Object Class is a finer division of the OMB Obj Class code identified by a single character. Select the Sub Object Class code from the drop-down list.
Not to Exceed Code Indicates directions for paying the obligation; this code is checked by bill-paying personnel when paying the obligation.
Country CD Identifies the country for purposes of processing the transaction.
Payment with Government Credit Card Check this box if the training course will be paid for using a government-issued credit card.

Credit Card POC Identifies the credit card point-of-contact name.

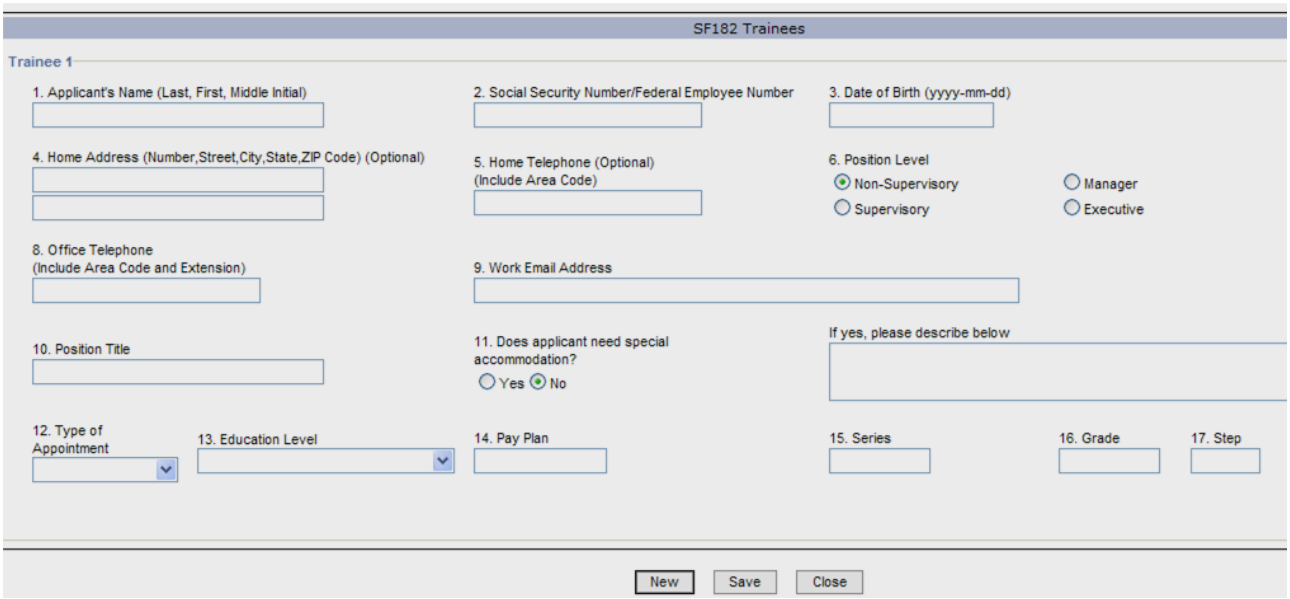
Source or Initiation A radio button selection identifying the document as either Source or Initiation.
OPTAR Log Mandatory Describes the purpose of the log entry that will be printed on the OPTAR Log.
Local Code Identifies document types and groupings for reporting purposes.

Step 14 TRAINEES/APPLICANTS INFORMATION



Select List Items to add a trainee/applicant to the SF182. When adding a new SF182, at least one trainee is required.

Step 15 When Line Item is selected the following information is required for the SF182 Trainees:



1. Applicants Name (Last, First, Middle Initial) Self-explanatory.
6. Position Level Non-Supervisory, Supervisory, Manager, and Executive. Default is Non-Supervisory
8. Office Telephone Insert the employee's area code, office telephone number and extension.
9. Work Email Address Employee's agency e-mail address.
10. Position Title Employee's current position within the agency.

11. Does applicant need special accommodation? Indicate "Yes" or "No". If the applicant is in need of special arrangements (brailing, taping, interpreters, facility accessibility, etc), describe the requirements in the space provided. If Yes is selected an entry is required in the associated space provided.
12. Type of Appointment
The employee type of appointment (e.g., Career Conditional (CC), Career (C), Temporary (Temp.), Schedule A, etc.) from the drop-down list.
13. Education Level Use the employee educational level codes listed below.
14. Pay Plan The employee's pay plan. (e.g., GS, WG, ES…Pay Band)
15. Series The position classification four digit series. (e.g., 0201)
16. Grade The employee's grade level/pay band level. (1-15/01-03)
17. Step (1-15/01-03)

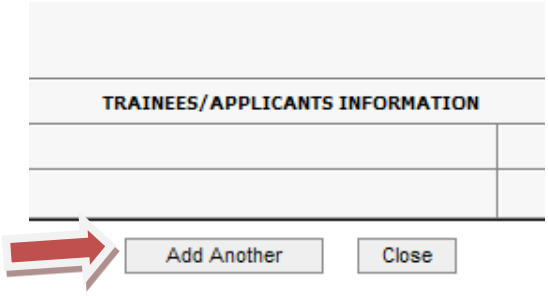
Current policy requires that Personally Identifiable Information (PII) be protected. The following information is added on the document when completing the SF182. The information be entered, it will be encrypted. **The user will also be given the option of excluding it when printing the document.**

2. Social Security Number/Federal Employee Number
Use employee's nine (9) digit SSN. (123456789) or the Federal Employee Number, the unique number that Enterprise Human Resources Integration (EHRI) will assign to an employee to identify employee records within the EHRI system. The user may enter nothing, the last 4 digits of the SSN or the full SSN. If the user enters the last 4, the SSN will be displayed and printed as ***-**-1234.
3. Date of Birth (format yyyy-mm-dd)
Employee's date of birth (e.g. if employee's birth date is March 25, 1951, it would appear as (1951-03-25).
4. Home Address
Employee's home address, include the street number, city, state, and zip code.
5. Home Telephone Number
Employee’s area code, home telephone number.

Step 16 SAVE = click on SAVE to save the line item. This will take you back to the document.

Step 17 Save – Select save and upon save your document number will appear in Section C Block 4 of the SF182. Once the document is successfully saved user may create another document by selecting the "Add Another" that appears when the document is in the view after save mode. If you do not wish to create another document at this time select Close.

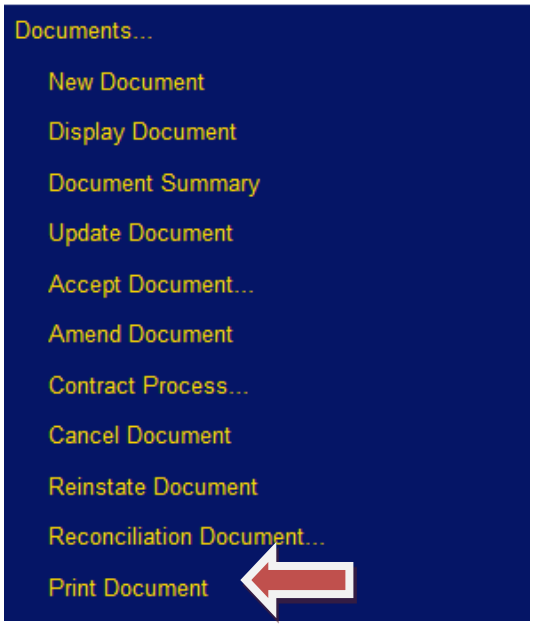
*****If the user gets the form completed and determines there is not enough funds to SAVE the document recommend it be SAVED INITIATION, fix the funding issues, then update to change to SOURCE. Then all the input is not lost.**



If the Document number is not located in Block 4 of the financial section, and if ADD ANOTHER is not shown at the bottom, the SAVE was not successful. Selecting Close at this time will lose all the input on the form.

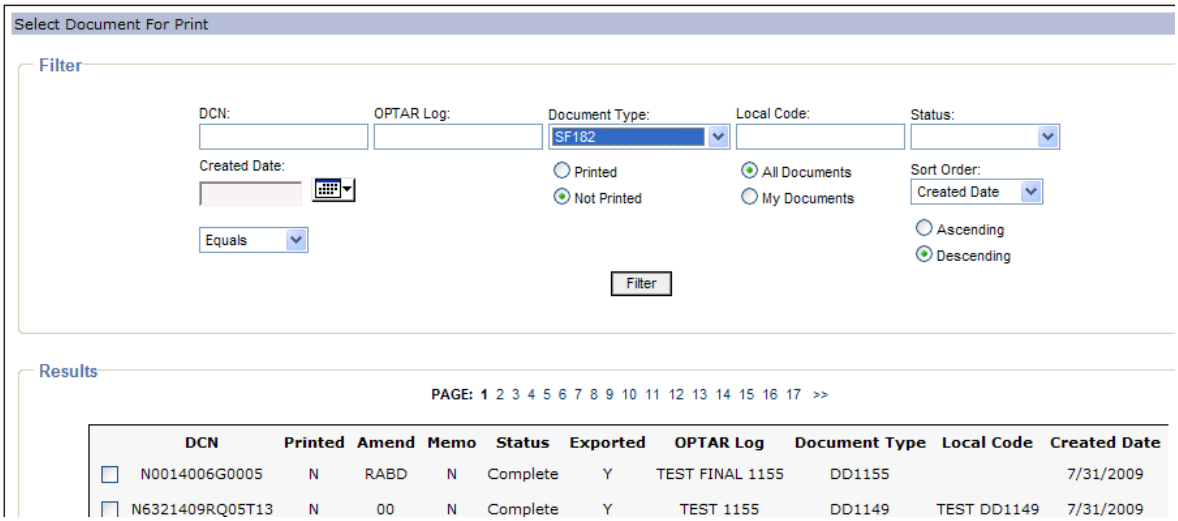
Close will take you out of the document.

Step 18 Print document
Go to Documents/Print Document

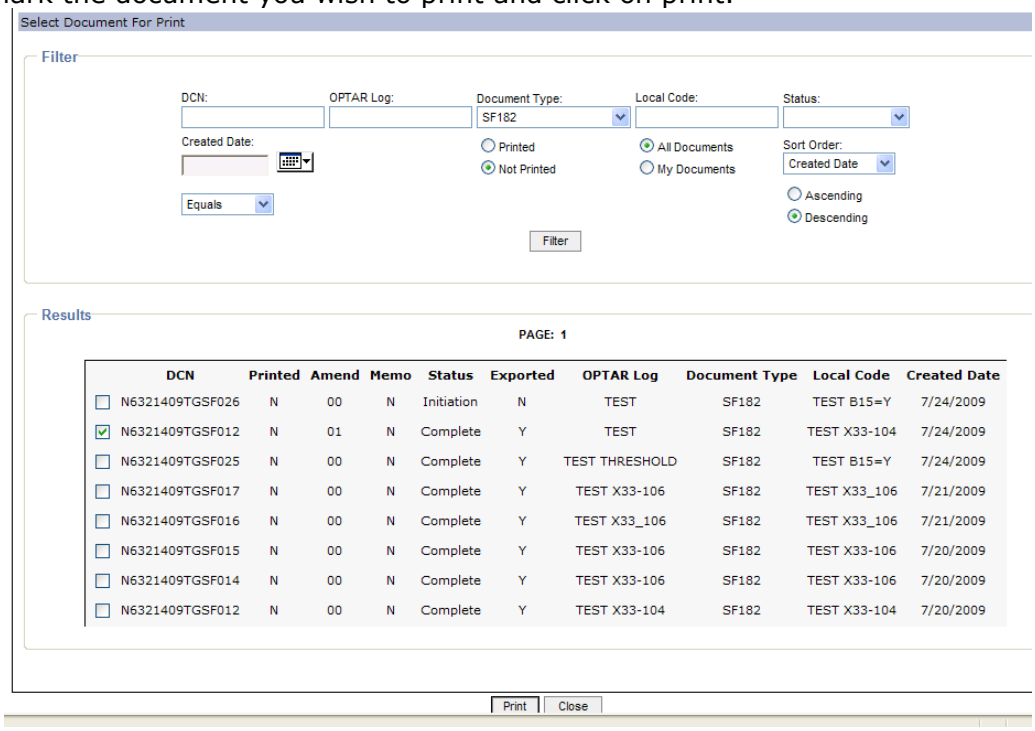


Locate your document using the FILTER feature on the top or put a check mark in the box by the document itself if it is showing on the list of documents. The newest documents will appear on the top of the list or Filter using document type, or any other FILTER.

Select SF182 document type and click on Filter.



Check mark the document you wish to print and click on print.



Answer the question on the print query screen concerning the printing of the PII information and then click on submit query.

Submit Query | Reset

Document 182 Print

How many digits of the SSN should be printed? (0/4/9)	4
Print Date of Birth? (Y/N)	N
Print Home Address and Phone? (Y/N)	N
Print Privacy Act? (Y/N)	N
Print Continued Service Agreement? (Y/N)	N

The SF182 will print.

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING	A. Agency code and subelement and submitting office number 68322	B. Request Status (Mark (X) one) ☐ Resubmission ☒ Initial ☐ Correction ☐ Cancellation

Section A - TRAINEE INFORMATION

1. Applicant's Name (Last, First, Middle Initial) HINSON, THERESA	2. Social Security Number/Federal Employee Number ***-**-6465	3. Date of Birth (yyyy-mm-dd
4. Home Address (Number, Street, City, State, ZIP Code) (Optional)	5. Home Telephone (Optional) (Include Area Code)	6. Position Level (Mark (X) one) ☒ a. Non-supervisory ☐ b. Manager ☐ c. Supervisory ☐ d. Executive
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency) 68322 NETPDTC 6490 SAUFLEY FIELD ROAD PENSACOLA, FL 32509	8. Office Telephone (Include Area Code and Extension) 850-452-1001	9. Work Email Address THERESA.HINSON@NAVY.MIL
10. Position Title ACCOUNTANT	11. Does applicant need special accomodation? ☐ Yes ☒ No	If yes, please describe below

12. Type of Appointment	13. Education Level	14. Pay Plan	15. Series	16. Grade	17. Step
Career Conditional	Associate degree	GS	0510	08	03

Section B - TRAINING COURSE DATA

1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code) TRNGR TRAINING CORP 1000 WEST AVENUE PENSACOLA, FL 32514	1b. Location of Training Site (if same, mark box) ☒ 1c. Vendor Telephone Number 850-457-7897	1d. Vendor Email Address TRAINER@TRAINING.COM

2a. Course Title	2b. Course Number Code	3. Training Start Date (Enter Date as yyyy-mm-dd)	4. Training End Date (Enter Date as yyyy-mm-dd)
ACCOUNTING	654SDG	2009-07-20	2009-07-20

5. Training Duty Hours	6. Training Non-Duty Hours	7. Training Purpose Type	8. Training Type Code

Step 19 To view the transaction generated when the document is created go to reports/transaction history.

Questions

What form does the SF182 replace?

What are the various functions associated to the SF182 document?

What are the elements that must known about the trainee, training information and cost, approval layers prior to creating the SF182 document?

What are the steps necessary to establish an SF182 document?

What transactions are generated when the SF182 is created?

Practice

Betty L. Crocker is a career employee, GS-0510-12-03 and she needs to take a training course from ORACLE in Hometown, FL for Advanced Oracle. Prepare a document for approval. Keep in mind that ALL fields need to be entered to be able to save the document. Use drop down boxes where available and create address labels using five alpha and/or numeric code to establish each required address label.

Introduction

This lesson will illustrate the steps required to amend an SF182 Request, Authorization, Agreement, Certification of Training and Reimbursement document. This form initially records an obligation and if funds are amended, the increase or decrease transaction is generated to flow to STARS-FL.

Objectives

Definition of the status requirements for the SF182 to be available to amend.

Determination of which elements can be amended on the SF182.

Outline the steps necessary to amend an SF182 document.

Identify the transactions are generated when the SF182 is amended.

Lesson

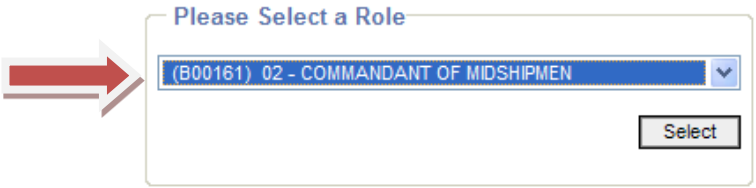
The SF182 form, Request, Authorization, Agreement, Certification of Training and Reimbursement, is a single ACRN form used to request, authorize, fund, certify, reimburse, and evaluate training for Department of Defense personnel. The training can be from a government or non-government source. Initially, the new SF182 records an obligation and the amended SF182 will allow the increase or decrease of funds obligated to flow to STARS-FL to update the obligation.

Site users with the necessary access can amend and view source SF182 documents. Access to amend, view, and perform other document processes on SF182 documents are defined at the System Administrator level. Other File menu document processes available for the SF182 include Receipt, Expenditure, Cancel, and Reinstate.

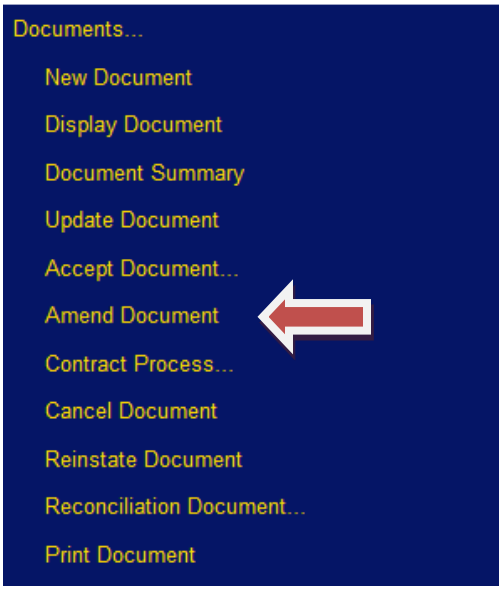
To **add amendments** to an exported source SF182 document keep in mind that you cannot amend a SF182 that has not been exported or that has been canceled. Make the desired changes, then select the Save button to save the source SF182 amendment. User access rights to the document amendment process are defined at the System Administrator level. When adding or updating an amendment for a source SF182, you can change the values for some of the elements.

Step 1 Log into FASTDATA WEB URL.
Use the USER ID and password the first time to get your CAC enabled for future logons.

Step 2 Please select a Role – drop down arrow – select your Site you are creating the SFS182 document in.

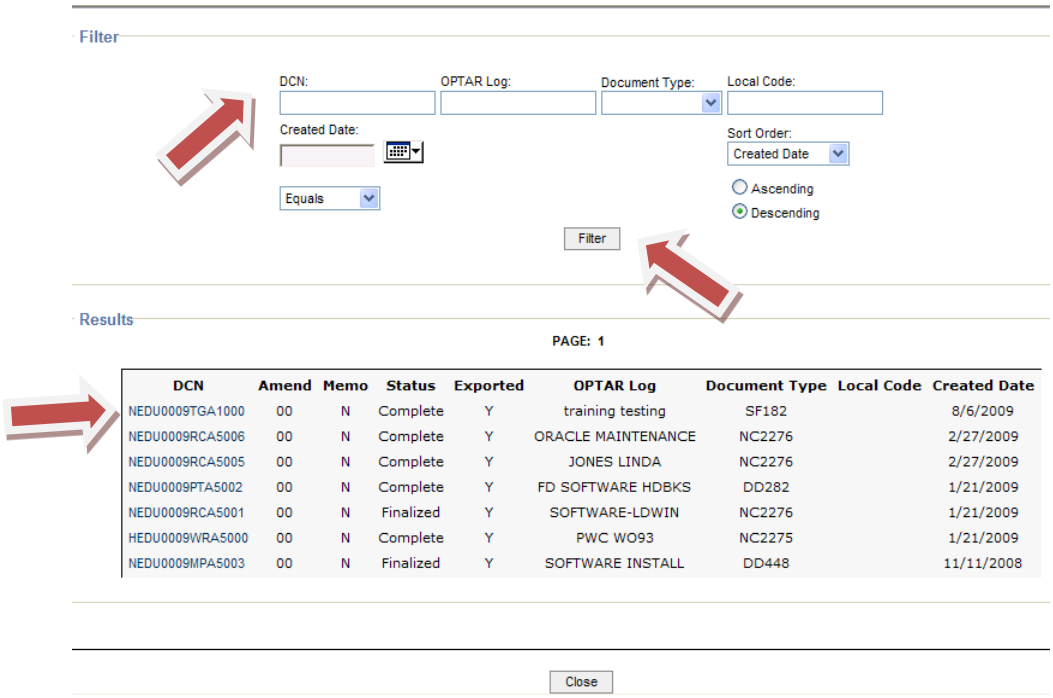


Step 3 On the left hand menu – select Documents and the options will show in box to the right, **AMEND Document**.



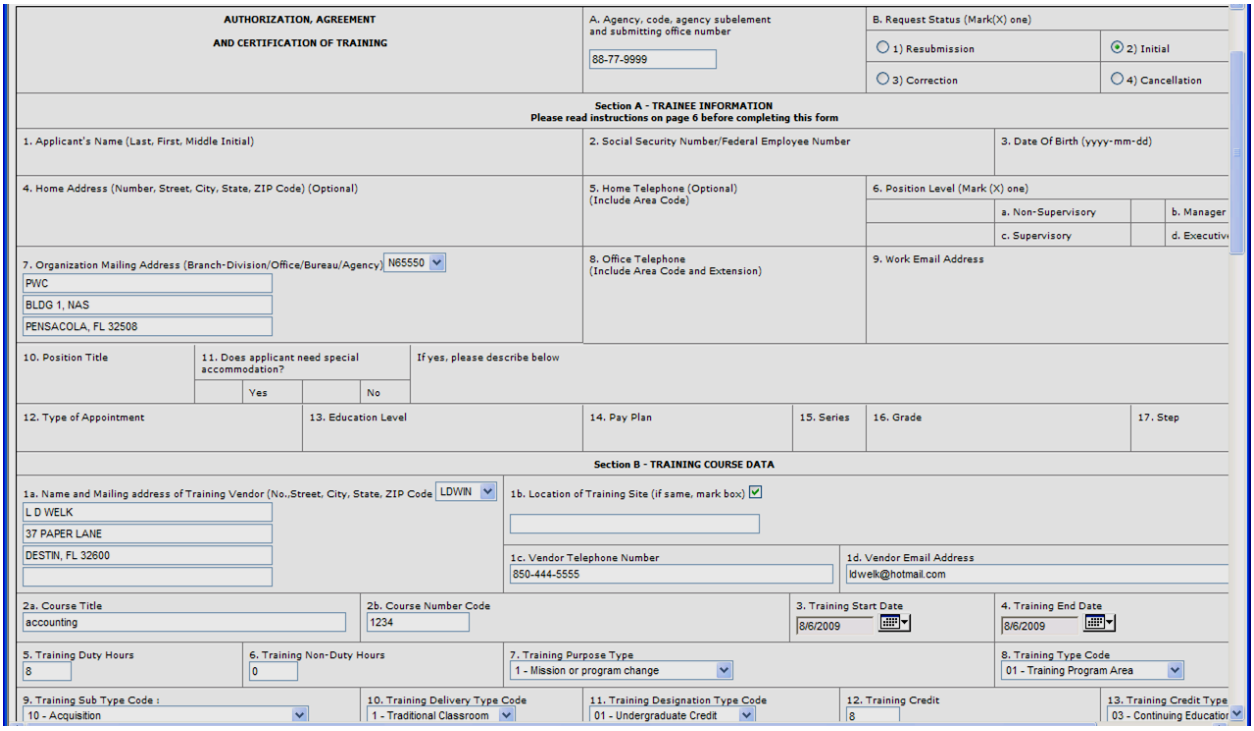
Step 4 Search for document to amend

Use filter to narrow down by DCN, OPTAR Log, Document Type, Local Code, Created date, or change sort order of documents available for amend process from Descending to Ascending, etc. If your document is visible on the screen just click on the DCN to open it up.



DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009TGA1000	00	N	Complete	Y	training testing	SF182		8/6/2009
NEDU0009RCA5006	00	N	Complete	Y	ORACLE MAINTENANCE	NC2276		2/27/2009
NEDU0009RCA5005	00	N	Complete	Y	JONES LINDA	NC2276		2/27/2009
NEDU0009PTA5002	00	N	Complete	Y	FD SOFTWARE HDBKS	DD282		1/21/2009
NEDU0009RCA5001	00	N	Finalized	Y	SOFTWARE-LDWIN	NC2276		1/21/2009
HEDU0009WRA5000	00	N	Complete	Y	PWC WO93	NC2275		1/21/2009
NEDU0009MPA5003	00	N	Finalized	Y	SOFTWARE INSTALL	DD448		11/11/2008

Step 5 Select SF182 document number to be amended. It must show a **"Y"** in the exported field and must not be a cancelled document in order to amend.
When the selected document opens, the fields will designate which ones are allowed to be edited in the amendment process. Those not available for edits will be gray and not available to access, where those that are available will be white and will allow access for changes to be done.

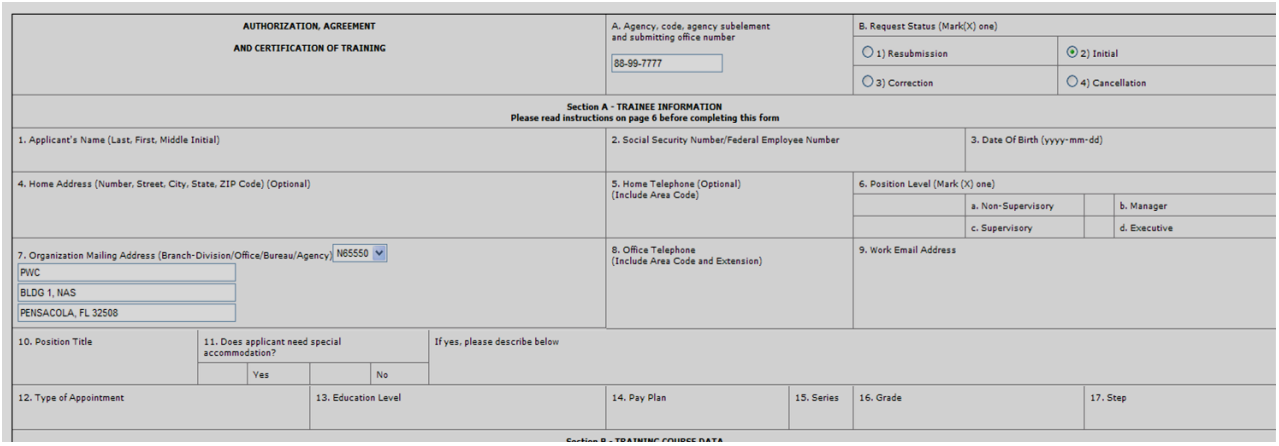


Step 6 In the header of the document, two fields are available for changes.

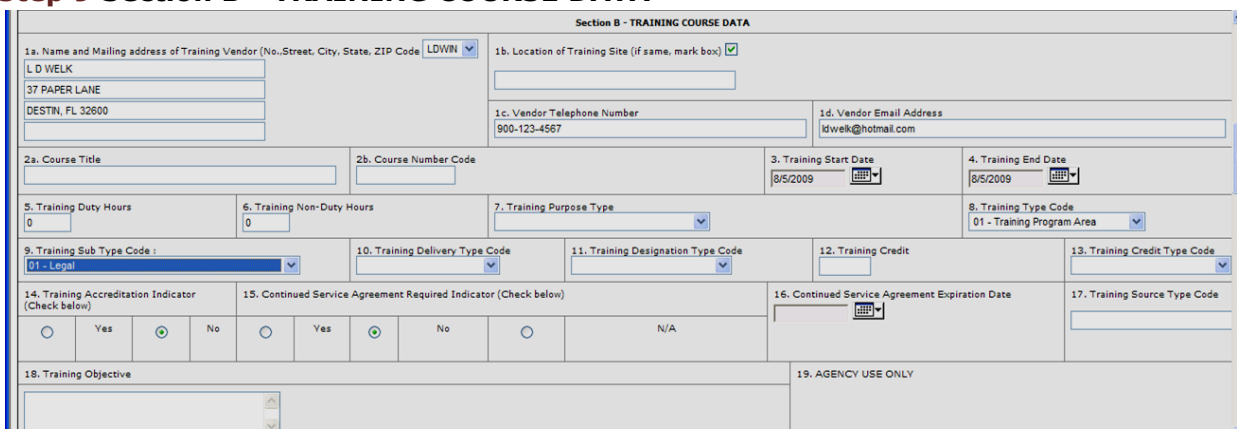
A. Agency, code, agency subelement, and submitting office number
Identifies the agency making the training request. If necessary, refer to items 33 and 35 of the trainee's SF50, Notification of Personnel Action for the Agency code, sub-element, and submitting office number.
B. Request Status
Select the status or code that applies: Resubmission, Initial, Correction, or Cancellation.

Step 7 Section A - TRAINEE/APPLICANT INFORMATION
Trainee information may be amended by selecting Line Item in the Trainee/Applicant Information section at the bottom of form.

7. Organization Mailing Address Contains the mailing address of the requesting organization.



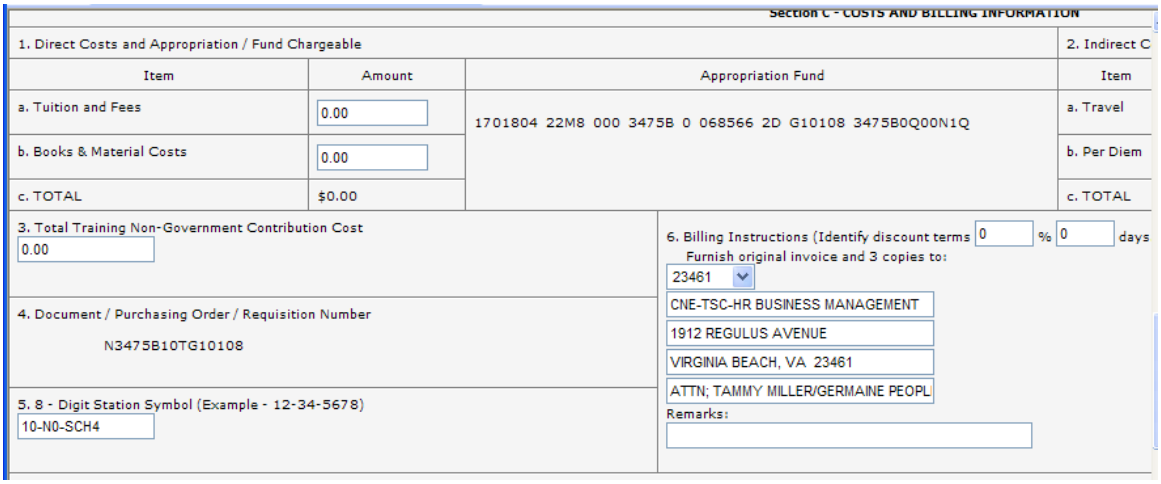
Step 9 Section B - TRAINING COURSE DATA



1a. Name and Mailing Address of Training Vendor - Street number, city, state, and ZIP code of the appropriate vendor. Contains the name and mailing address of the training source.
1b. Location of the Training Site - Provide mailing address of the training site if different from 1a. (if same, mark box)
1c. Vendor Telephone Number Self explanatory.
1d. Vendor E-mail Address Self explanatory.
2a. Course Title Identifies the title of the course or the program that the employee is scheduled to complete.
2b. Course Number Code Identifies the Course Number Code
3. Training Start Date Indicates the start date of the training completed by the employee.
4. Training End Date Indicates the end date of the training completed by the employee.
5. Training Duty Hours Indicates the number of duty hours for training.
6. Training Non Duty Hours Indicates the number of non-duty hours for training.

7. Training Purpose Type Identifies the purpose for taking this course or program using the appropriate training purpose type code.
8. Training Type Code There are three (3) different Training Type Codes. The employee must select one from the Training Type Codes.
9. Training Sub-Type Code There are Sub-Type Categories for each of the three (3) different Training Type Codes. Select one Sub-Type Category code that applies to the training type code selected.
10. Training Delivery Type Code Indicates the training delivery method, such as whether the delivery method is via correspondence or a seminar. Select the desired value from the drop-down list.
11. Training Designation Type Code Identifies the appropriate training credit designation type code from the drop-down list.
12. Training Credit Indicates amount of academic credit hours of continued education units (1, 1.5, or .75) earned by the employee for the completed training. (This should be completed by the agency).
13. Training Credit Type Code Identifies the appropriate training credit designation type code from the drop-down list.
14. Training Accreditation Indicator Yes, No, or N/A
15. Continued Service Agreement Required Indicator Yes, No, or N/A
16. Continued Service Agreement Expiration Date Identifies the date the service agreement date is satisfied by the employee.
17. Training Source Code Indicates the appropriate training source code from the drop-down list.
18. Training Objective It is important that the objectives for the employee(s) enrolling in this course or program is related to the strategic objectives of the organization for which the employee works. Provide text to explain how the training event meets agency objective(s) and purpose type.

Step 10 Section C - COSTS AND BILLING INFORMATION



1. Direct Costs and Appropriation/Fund Chargeable
a. Tuition and Fees Indicates the actual/final cost of training tuition and fees for training completed by the employee that was paid for by the Federal Government. If the SF182 is for more than one trainee, this value should be the tuition for all trainees.

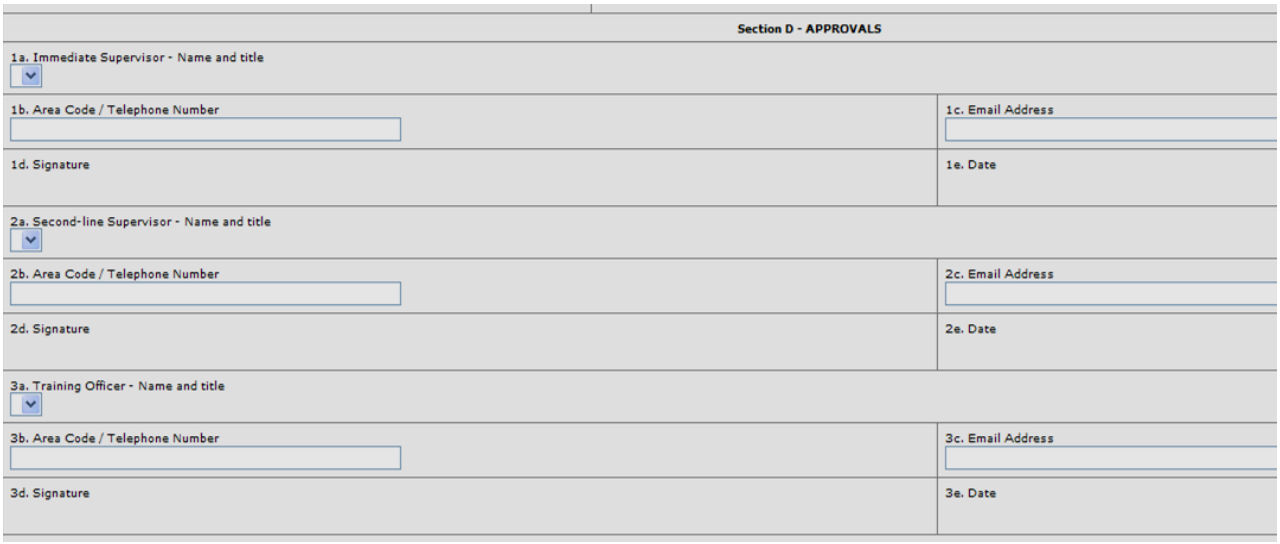
b. Books and Material Costs Indicates the materials cost for training completed by the employee that was paid for by the Federal Government. If the SF182 is for more than one trainee, this value should be the cost of materials for all trainees.

2. Indirect Costs and Appropriation/Fund Chargeable
a. Travel Indicates the actual/final travel cost excluding per diem for training completed by the employee that was paid for by the Federal Government.
b. Per Diem Indicates the actual/final per diem cost (e.g., meals, lodging, miscellaneous expenses) for training completed by the employee that was paid for by the Federal Government.
3. Total Training Non-Government Contribution Cost Indicates the cost contributed by the employee or other non-Government organizations for the training completed by the employee.

4. Document/Purchase Order/Requisition Number
The Document Number from the Basic will appear in this block for the amendment.

5. 8-Digit Station Symbol Identifies 8-digit station symbol of the nominating Agency Finance Office.
6. Billing Instructions Identifies discount terms of any discount for early payment. Name and mailing address of nominating Agency Finance Office for billing purposes. Remarks.

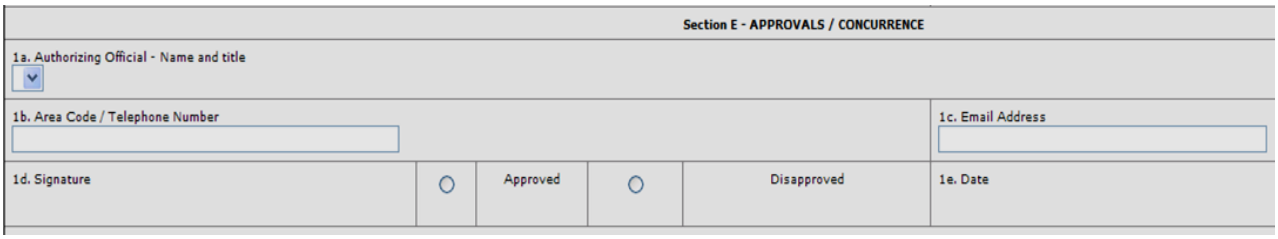
Step 11 Section D – APPROVALS



Section D - APPROVALS	
1a. Immediate Supervisor - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
2a. Second-line Supervisor - Name and title	
2b. Area Code / Telephone Number	2c. Email Address
2d. Signature	2e. Date
3a. Training Officer - Name and title	
3b. Area Code / Telephone Number	3c. Email Address
3d. Signature	3e. Date

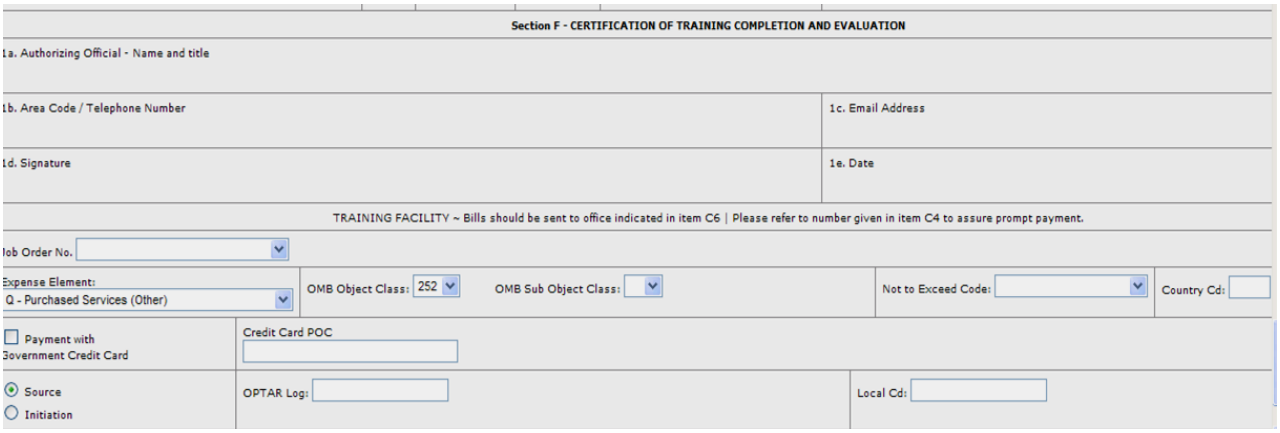
1a - 3e Approvals Employee's Immediate Supervisor, Second-line supervisor, Training Officer names, work phone numbers & Email addresses must be entered before submission of application.

Step 12 Section E - APPROVALS/CONCURRENCE



1a. Authorizing Official Select the name of the authorizing official approving/concurring with the training request.
1b. Area Code / Telephone Number Enter the work area code and phone number of the authorizing official.
1c. Email Address Enter the email address of the authorizing official.

Step 13 Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION
Completed upon submission of form.



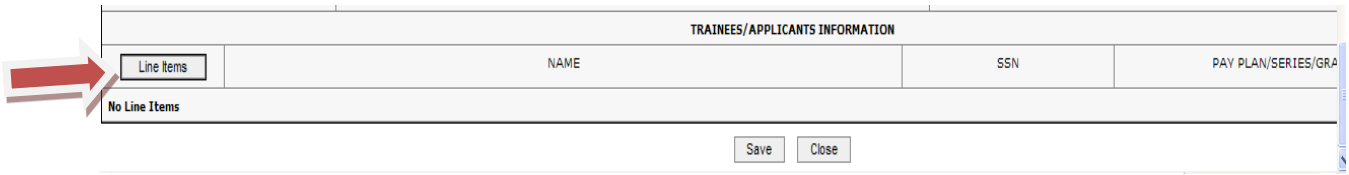
TRAINING FACILITY
Bills should be sent to office indicated in item C6 | Please refer to number given in item C4 to assure prompt payment.

Job Order No. Select a Job Order Number from the drop-down list.
Expense Element Identifies the type of obligation or expense charge below the Function/Sub-function level. Any or all expense elements can be incurred under a given functional category or cost account. The default value is **Q** Purchased Services (Other). Select the drop-down arrow if you wish to change this default.
OMB Object Class Identify the Office of Management and Budget object class designation. Default value is 252.
OMB Sub Object Class The OMB Sub Object Class is a finer division of the OMB Obj Class code identified by a single character. Select the Sub Object Class code from the drop-down list.
Not to Exceed Code Indicates directions for paying the obligation; this code is checked by bill-paying personnel when paying the obligation.
Country CD Identifies the country for purposes of processing the transaction.

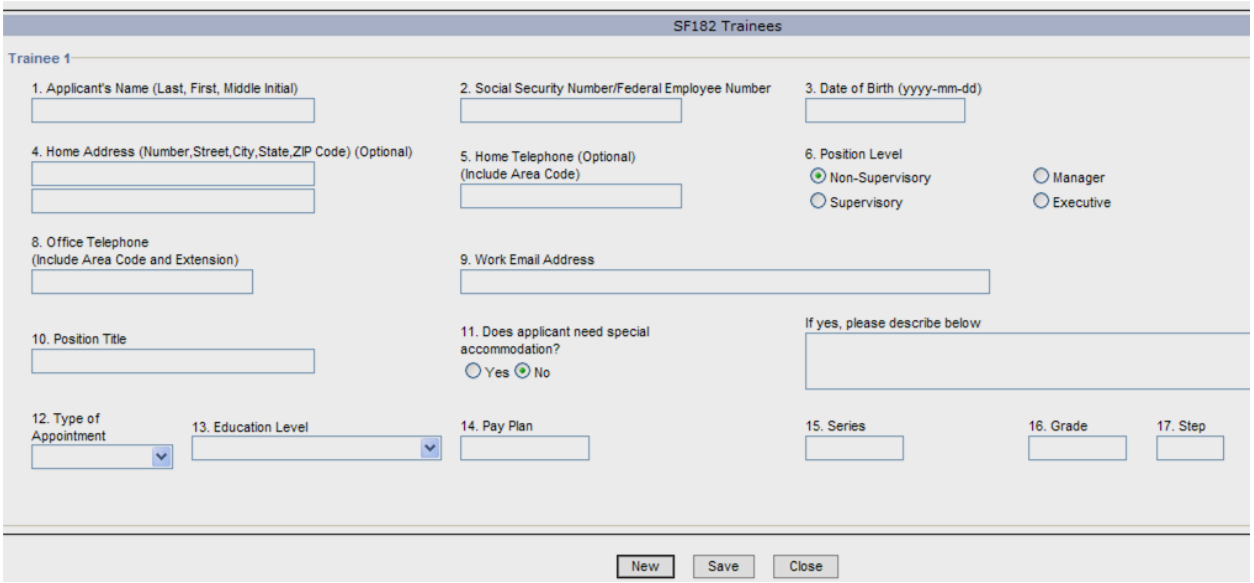
Payment with Government Credit Card Check this box if the training course will be paid for using a government-issued credit card.
Credit Card POC Identifies the credit card point-of-contact name.

Source or Initiation A radio button selection identifying the document as either Source or Initiation.
OPTAR Log Mandatory Describes the purpose of the log entry that will be printed on the OPTAR Log.
Local Code Identifies document types and groupings for reporting purposes.

Step 14 TRAINEES/APPLICANTS INFORMATION



Select List Items Select List Items to add and/or update a trainee/applicant's information for the SF182. When adding a new source SF182, at least one trainee is required.



1. Applicants Name (Last, First, Middle Intial) Self explanatory.
6. Position Level Non-Supervisory, Supervisory, Manager, and Executive. Default is Non-Supervisory
8. Office Telephone Insert the employee's area code, office telephone number and extension.
9. Work Email Address Employee's agency e-mail address.
10. Position Title Employee's current position within the agency.
11. Does applicant need special accommodation? Indicate "Yes" or "No". If the applicant is in need of special arrangements (brailing, taping, interpreters, facility accessibility, etc), describe the requirements in the space provided. If Yes is selected an entry is required in the associated space provided.

12. Type of Appointment
The employee type of appointment (e.g., Career Conditional (CC), Career (C), Temporary (Temp.), Schedule A, etc.) from the drop-down list.
13. Education Level Use the employee educational level codes listed below.
14. Pay Plan The employee's pay plan. (e.g., GS, WG, ES…Pay Band)
15. Series The position classification four digit series. (e.g., 0201)
16. Grade The employee's grade level/pay band level. (1-15/01-03)
17. Step (1-15/01-03)

NEW can be selected to add a new trainee to the basic document.

Current policy requires that Personally Identifiable Information (PII) be protected. The following information is entered when completing the SF182. In addition, the information will be encrypted. The user will also be given the option of excluding it when printing the document.
2. Social Security Number/Federal Employee Number
Use employee's nine (9) digit SSN. (123456789) or the Federal Employee Number, the unique number that Enterprise Human Resources Integration (EHRI) will assign to an employee to identify employee records within the EHRI system. The user may enter nothing, the last 4 digits of the SSN or the full SSN. If the user enters the last 4, the SSN will be displayed and printed as ***-**-1234.
3. Date of Birth (format yyyy-mm-dd)
Employee's date of birth (e.g. if employee's birth date is March 25, 1951, it would appear as (1951-03-25).
4. Home Address
Employee's home address, include the street number, city, state, and zip code.
5. Home Telephone Number
Employee's area code, home telephone number.

Step 16 SAVE - click on SAVE to save the line item changes or additions. This will take you back to the document.

Step 17 Save – Select save at the bottom of the document and your amendment document will be complete.

Close will take you out of the amended document.

Step 18 To view the transaction generated with the amendment changing the COST of the document, go to reports/transaction history.

Questions

What is the status requirement for the SF182 to be available to amend?

What tool can be used to know which elements can be amended on the SF182 amendment?

What are the steps necessary to amend an SF182 document?

What transactions are generated when the SF182 is amended?

Practice

The training document for Betty L. Crocker needs to be amended to change the funds required. It will cost $100.00 more than estimated on the document already created. Also since ORACLE has given a two for one price, another trainee was selected to go to the class with Betty so the new trainee to be added to the SF182 amendment is Sally R. Smith, who is the same grade and step as Betty as a career employee. The mailing address for ORACLE was misquoted also and needs to be amended to Pensacola, FL, and the course number was changed to ORA123.

The training for Betty L. Crocker was canceled because there weren't enough participants. Amend the document to recover the funds that were obligated.

Introduction

This lesson will describe the purpose of the Claim for Reimbursement for Expenditures on Official Business, Standard Form (SF) 1164 document. Illustrations will be provided for the creation of the SF1164.

Objectives

Learn the purpose and life cycle of the SF1164.

Learn how to create an SF1164.

Introduction

This lesson will describe the purpose of the Claim for Reimbursement for Expenditures on Official Business, Standard Form (SF) 1164 document. The full life cycle of the document will be discussed.

Objectives

Define the purpose of the Claim for Reimbursement for Expenditures on Official Business, Standard Form (SF) 1164 document.

Identify the types of transactions associated to a Claim for Reimbursement for Expenditures on Official Business, Standard Form (SF) 1164.

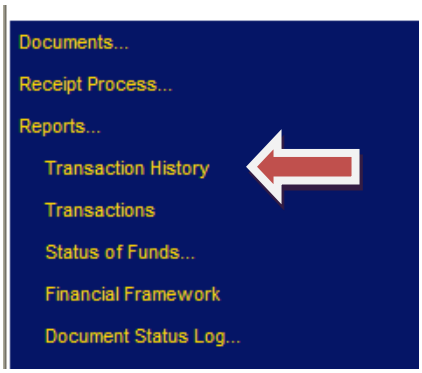
Determine the required elements when recording a training event using the form.

Lesson

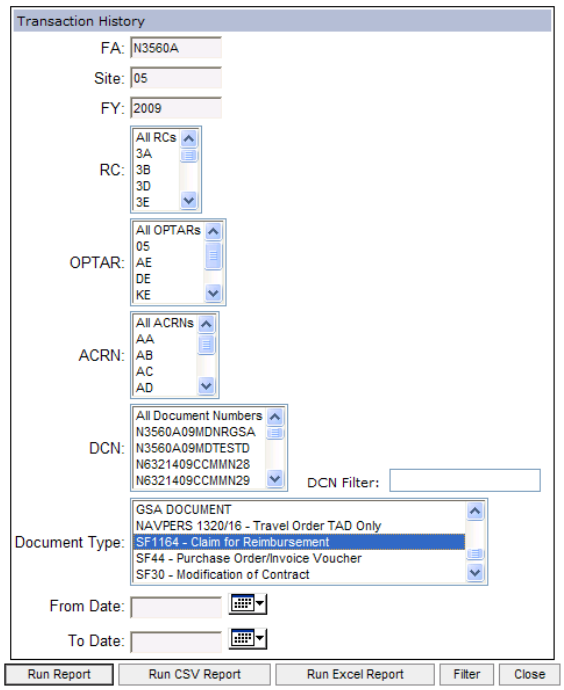
The primary purpose of the information collected on the Claim For Reimbursement For Expenditures on Official Business, Standard Form (SF) 1164, is to request payment for approved local travel and miscellaneous expenses to qualified individuals. For the SF1164, the ninth and tenth positions of the DCN are **RV**.

Creation of the SF1164 in FASTDATA generates a receipt/accounts payable transaction (510) that is transmitted to STARS/FL. A funding validation check is performed at the time the SF1164 is created to make sure that there are sufficient funds in the OPTAR to support the requirement. An expenditure will post against the document when the reimbursement has been paid through DFAS.

To view the transactions throughout the life cycle of the document, go to Reports/Transaction History.



Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.



Transaction History Report

Filter: AND SITE IN ('05') AND DOC TYPE IN ('S1')

FA: N3560A **Site: 05** **RC: 3A** **OPTAR: 05** **FY: 2009**

DCN: N6321409RV05015

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63214905100	Q	250			SF1164	00		Complete	$157.20

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	RP	01/22/2009 10:36:42	0	$157.20	00	I	C	Created By Database User ID=COLORX;Updated By Database User ID=COLORX;Updated By Database User ID=FASTDATA;
Y	EV	03/10/2009 10:17:25	1	$157.20	00	P		Expenditure Batch:3560A9691;filename=N3560A-AH10-20090310-101411;filedate=03/10/2009 03:16p;size=96514;dbuserid=AUTOMATIC;record=328;

DCN: N6321409RV05016

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63214905100	Q	250			SF1164	00		Complete	$97.50

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	RP	01/22/2009 12:47:58	0	$97.50	00	I	C	Created By Database User ID=COLORX;Updated By Database User ID=FASTDATA;
Y	EV	03/10/2009 10:17:25	1	$97.50	00	P		Expenditure Batch:3560A9691;filename=N3560A-AH10-20090310-101411;filedate=03/10/2009 03:16p;size=96514;dbuserid=AUTOMATIC;record=323;

The following chart illustrates the transaction flow as the document progresses through it's life cycle. A receipt transaction is established when the document is created. Recording the expenditure occurs when DFAS has paid the reimbursement invoice is paid to close out the document.

SF1164 Claim for Reimbursement for Expenditures on Official Business

	Commitment	Obligation	Accounts Payable	Disbursement
STARS/FL	915	540	510	610
FASTDATA	CM	AO, AD, AR	RG, RP	EV
Creation				
Invoice Payment				

This life cycle has been simplified and assumes that a final invoice payment has been recorded. Adjusting transactions may need to be recorded in both STARS-FL and FASTDATA to actually close out the document.

Questions

What is the purpose of the DD Claim for Reimbursement for Expenditures on Official Business, Standard Form (SF) 1164 document?

What types of transactions are generated when establishing a Claim for Reimbursement for Expenditures on Official Business, Standard Form (SF) 1164 document?

What are the life cycle events of the SF1164 document?

Introduction

This lesson will illustrate the steps required to create a Claim for Reimbursement for Expenditures on Official Business, Standard Form (SF) 1164 document. This document is used as a request for reimbursement for approved local travel and miscellaneous expenses to qualified individuals and will record a receipt when created.

Objectives

Define the SF1164.

Describe the elements that must exist prior to creating an SF1164.

Outline the steps necessary to establish an SF1164.

Describe the life-cycle of the transactions for the SF1164.

Lesson

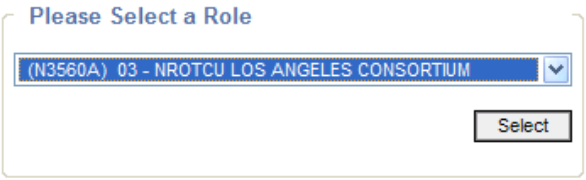
Use the Claim for Reimbursement for Expenditures on Official Business, Standard Form (SF) 1164, to request payment for local travel and miscellaneous expenses. FASTDATA records the SF1164 as a receipt. When SF1164 transactions are included in the FA' s file transfer to STARS-FL, they are recorded as accounts payable in STARS as New (N) documents vice T (updates) or some other transaction type. The document number can't already exist in STARS. SF1164 documents are also generated in the Defense Travel System (DTS) generating an "RV" document. Those import to STARS-FL and then are imported into FASTDATA. The SF1164s being discussed in this lesson are the ones that are generated in FASTDATA.

Site users with necessary access can add, update, and view source and memo SF1164 documents. Access to add, update, view, and perform other document processes on SF1164 document is defined at the System Administrator level. Other File menu document processes available for the SF1164 include Expenditure, Cancel, and Reinstate.

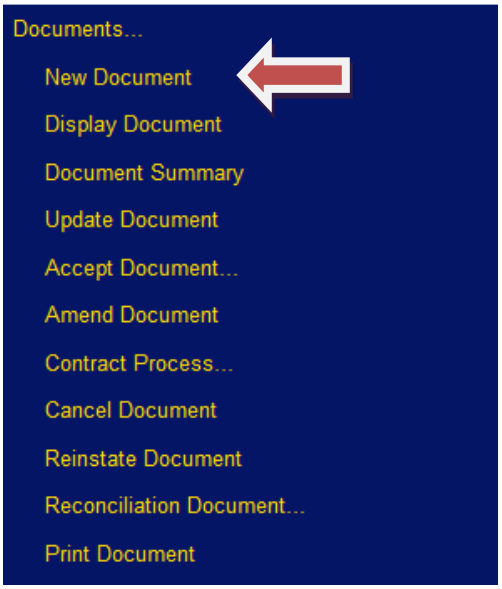
In regard to the PII information required on the SF1164 to reimburse individuals there are options in the printing of the document to block the SSN from printing on the form. The choice of 0-4-9 digits to print will default to the last 4. The Site user can determine by what DFAS is required to have in order to pay the reimbursement as to how much of the SSN does not have to be printed.

Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

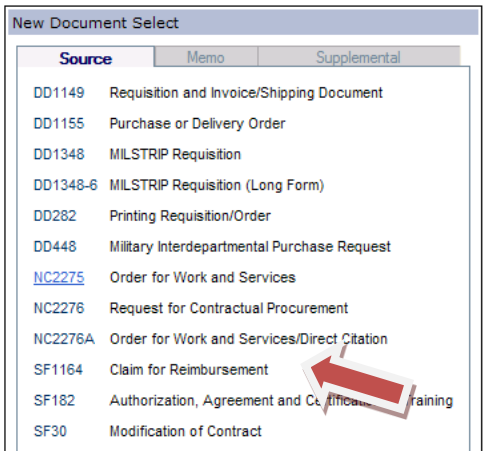
Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



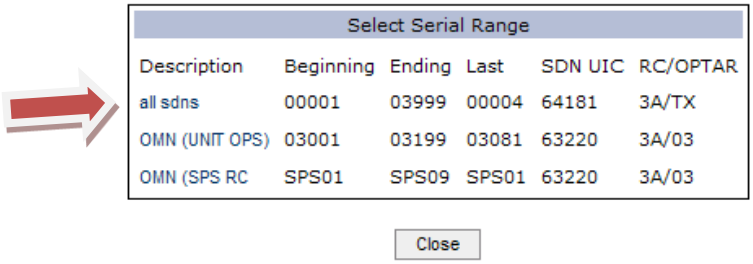
Step 3 Select Documents/New Document.



Step 4 Select SF1164.



Step 5 Select serial range if the FA has provided more than one set of serial ranges for you to use on SF1164s. If there is only one serial range available user will go directly into the new document to create.



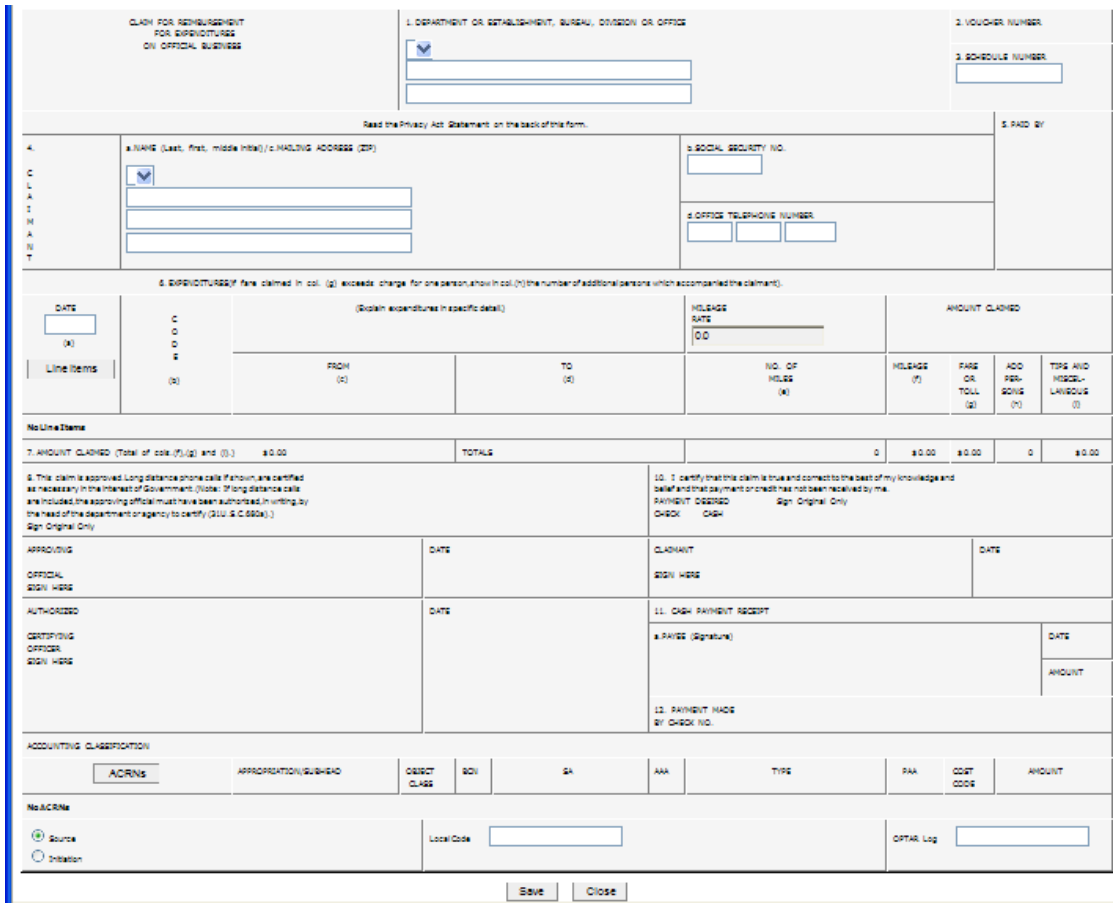
Select Serial Range

Description	Beginning	Ending	Last	SDN UIC	RC/OPTAR
all sdns	00001	03999	00004	64181	3A/TX
OMN (UNIT OPS)	03001	03199	03081	63220	3A/03
OMN (SPS RC	SPS01	SPS09	SPS01	63220	3A/03

Close

****Remember that the new document number will not appear on the document until AFTER the final successful SAVE has been done on the document.**

Step 6 When the SF1164 Source Document template opens, enter values for the following required fields.



CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE

2. VOUCHER NUMBER

3. SCHEDULE NUMBER

Read the Privacy Act Statement on the back of this form.

5. PAID BY

4. CLAIMANT

a. NAME (Last, first, middle initial) / c. MAILING ADDRESS (ZIP)

b. SOCIAL SECURITY NO.

d. OFFICE TELEPHONE NUMBER

6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant).

DATE (a) | CODE (b) | (Explain expenditures in specific detail) | MILEAGE RATE 0.0 | AMOUNT CLAIMED

Line Items

FROM (c)	TO (d)	NO. OF MILES (e)	MILEAGE (f)	FARE OR TOLL (g)	ADD PER-SONS (h)	TIPS AND MISCEL-LANEOUS (i)
No Line Items						
7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i).) $0.00	TOTALS	0	$0.00	$0.00	0	$0.00

8. This claim is approved. Long distance phone calls if shown, are certified as necessary in the interest of Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to certify (31U. S.C.680a).)
Sign Original Only

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.
PAYMENT DESIRED CHECK CASH
Sign Original Only

APPROVING OFFICIAL SIGN HERE | DATE | CLAIMANT SIGN HERE | DATE

AUTHORIZED CERTIFYING OFFICER SIGN HERE | DATE

11. CASH PAYMENT RECEIPT
a. PAYEE (Signature) | DATE | AMOUNT

12. PAYMENT MADE BY CHECK NO.

ACCOUNTING CLASSIFICATION

ACRNs	APPROPRIATION/SUBHEAD	OBJECT CLASS	BCN	SA	AAA	TYPE	PAA	COST CODE	AMOUNT
No ACRNs									

Source
Initiation

Local Code | OPTAR Log

Save | Close

REQUIRED

DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE
Identifies the department, establishment, bureau, division, or office to which the expenditures are to be charged, and identifies the mailing address for the charging organization. Select the desired value from the drop-down list.

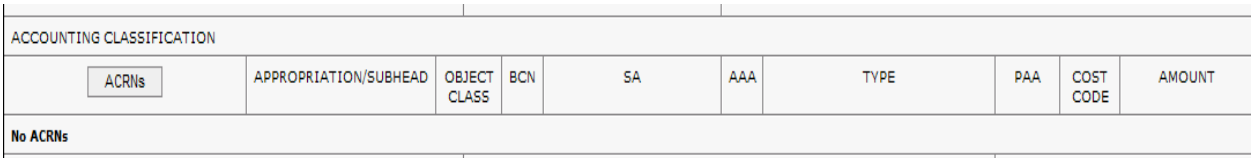
CLAIMANT NAME
Identifies the name of the person submitting the claim. Select the desired value from the drop-down list or manually enter a value.

SOCIAL SECURITY NO.
Identifies the Social Security number (SSN) of the claimant; the SSN is stored encrypted although it appears on-line unencrypted.

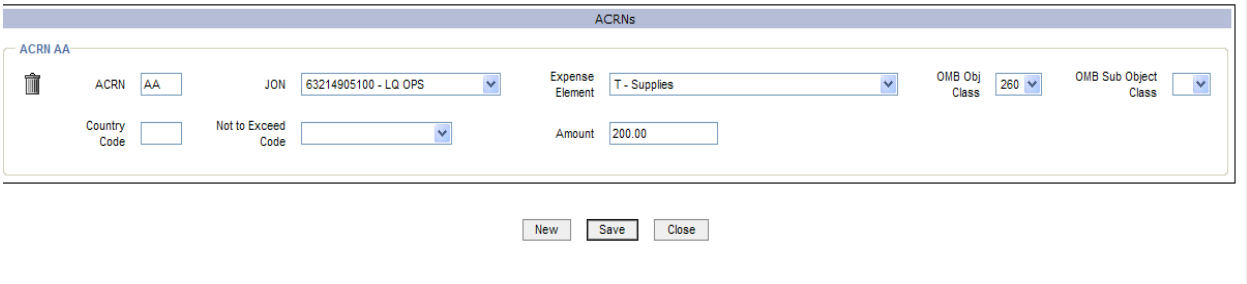
CLAIMANT MAILING ADDRESS (include ZIP code)
Identifies the address of the person submitting the claim.

OFFICE TELEPHONE NUMBER
Contains the office phone number of the claimant.

ACRN – the ACRN block must be completed before SF1164 will allow you to create the Line Items.



- Select the ACRN button to add an Accounting Classification Reference Number associated with the document.



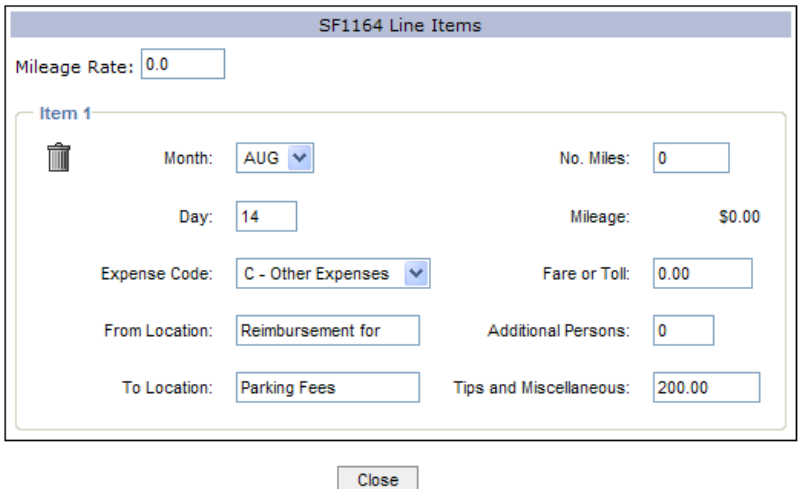
- Select the correct JON from the drop down box, Expense Element, OMN Object Class, Not to Exceed Code (if you use it), and the amount to be reimbursed.
- Click on SAVE.

- If more than one ACRN is to be added, click on NEW to add another ACRN. Once all ACRNs complete click on SAVE and CLOSE. This will return you to the main SF1164 document.

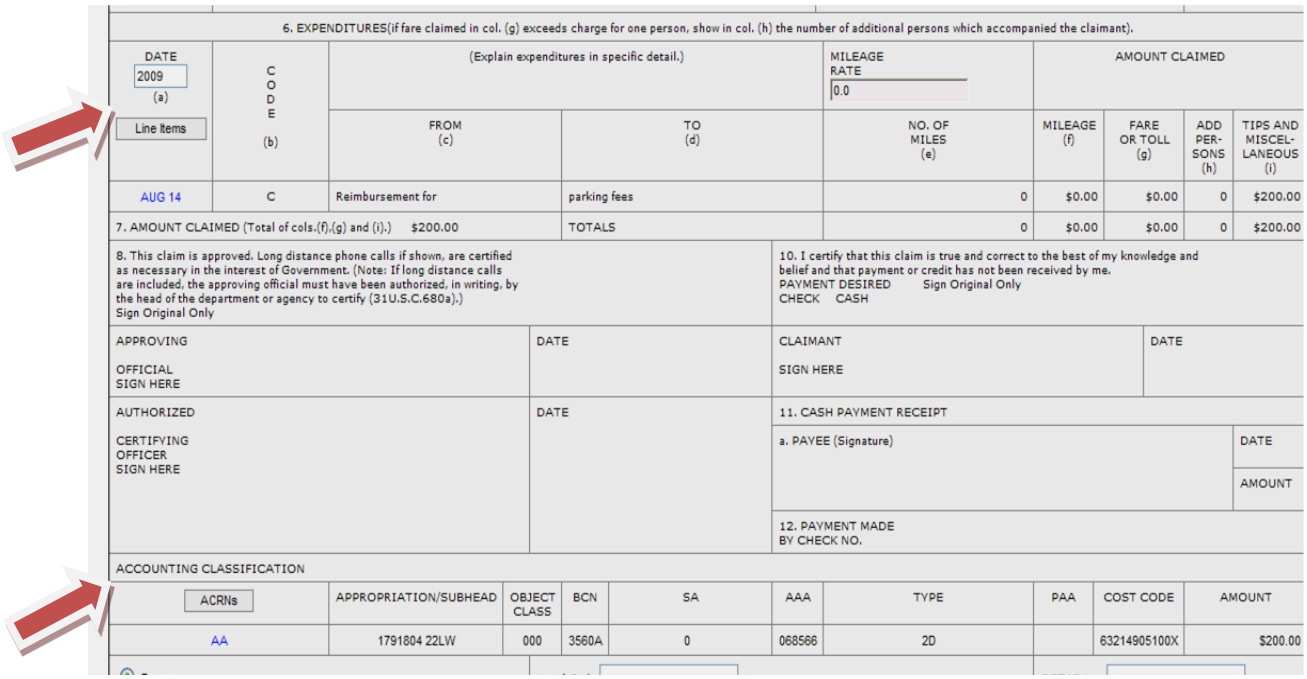
Line Items

6. EXPENDITURES(if fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant).								
DATE 2008 (a) Line Items	CODE (b)	(Explain expenditures in specific detail.)		MILEAGE RATE 0.0	AMOUNT CLAIMED			
		FROM (c)	TO (d)	NO. OF MILES (e)	MILEAGE (f)	FARE OR TOLL (g)	ADD PER-SONS (h)	TIPS AND MISCEL-LANEOUS (i)

- Select the Line Items button to add new line item(s) associated with the document.



- Use the drop down to select the appropriate month.
- Fill in the Day of the month.
- Use the drop down to select the type of expenses.
- Use the From and To location fields to describe the reimbursement.
- Determine the amount to be reimbursed.
- If mileage is being claimed use the Mileage block and include the mileage amount as well as the number of miles above it.
- The Mileage field is not computed so fill in the appropriate amount.
- If other type expenses use Tips and Miscellaneous file to insert the reimbursement amount.
- **CLOSE to go back to document.**



6. EXPENDITURES(if fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant).

DATE 2009 (a) Line Items	CODE (b)	(Explain expenditures in specific detail.) FROM (c)	TO (d)	MILEAGE RATE 0.0 NO. OF MILES (e)	AMOUNT CLAIMED MILEAGE (f)	FARE OR TOLL (g)	ADD PER-SONS (h)	TIPS AND MISCEL-LANEOUS (i)
AUG 14	C	Reimbursement for	parking fees	0	$0.00	$0.00	0	$200.00
7. AMOUNT CLAIMED (Total of cols.(f),(g) and (i).) $200.00			TOTALS	0	$0.00	$0.00	0	$200.00

8. This claim is approved. Long distance phone calls if shown, are certified as necessary in the interest of Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to certify (31U.S.C.680a).) Sign Original Only

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me. PAYMENT DESIRED Sign Original Only CHECK CASH

APPROVING OFFICIAL SIGN HERE — DATE

CLAIMANT SIGN HERE — DATE

AUTHORIZED CERTIFYING OFFICER SIGN HERE — DATE

11. CASH PAYMENT RECEIPT
a. PAYEE (Signature) — DATE — AMOUNT

12. PAYMENT MADE BY CHECK NO.

ACCOUNTING CLASSIFICATION

ACRNs	APPROPRIATION/SUBHEAD	OBJECT CLASS	BCN	SA	AAA	TYPE	PAA	COST CODE	AMOUNT
AA	1791804 22LW	000	3560A	0	068566	2D		63214905100X	$200.00

Source/Initiation
Select the applicable radio button. An Initiation document is created when a requirement is known but funding is not available at the time of creation. This document does not affect available funding (such as the Source document does) and is not exported to STARS-FL. The Initiation document is not exported, and can be updated at any time. Once approval is attained it can be changed from Initiation to Source. At this time the document will affect available funding and is exported to STARS-FL.

OPTAR Log
Describes the purpose of the log entry that will be printed on the OPTAR Log, or the name of the items being requisitioned. When adding a new source SF1164, you must enter a value for OPTAR Log.

Step 7 Enter values into optional fields as desired.

Optional

Voucher Number (System Generated)
Equates to the Document Control Number

SCHEDULE NUMBER
Code of up to 15 characters identifying a schedule number.

FUNDS EXPIRE ON
Identifies the date on which the associated funding will expire for obligating purposes.

DATE
Identifies the calendar year in which the claim occurred.

Mileage Rage
Identifies the rate per mile for travel.

Local Code
Code of up to 20 characters identifying document types and groupings for reporting purposes.

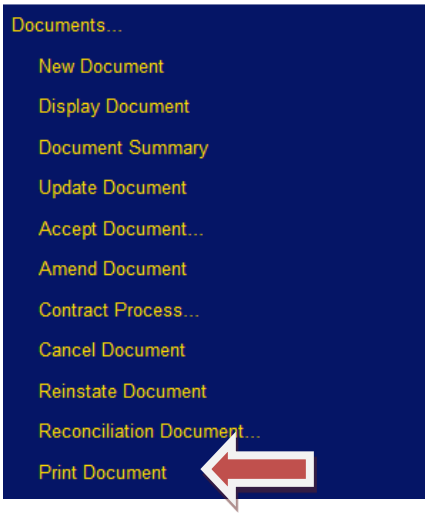
Step 8 Select **Save** to save your document. If you wish to create another document you can select the **"Add Another"** that appears when the document is in the view after save mode. This will initiate a new document process for the same document type and subtype. Select **Close** to return to select Document menu

*****If the Document number is not shown on the document and the ADD ANOTHER button is not at the bottom of the document it has not been successfully SAVED. Closing will clear the document and it will not be found.**

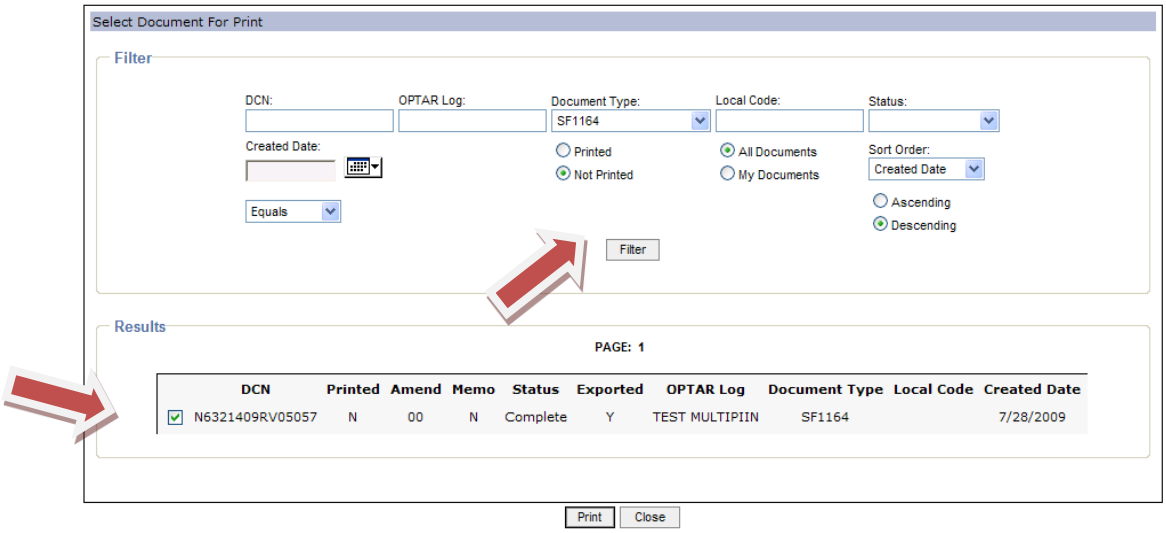
HINT: To view the transactions generated from the creation of the SF1164 go to Reports/Transaction History and see the history details and transactions on the document.

Step 9 Print document

Go to Documents/Print Document

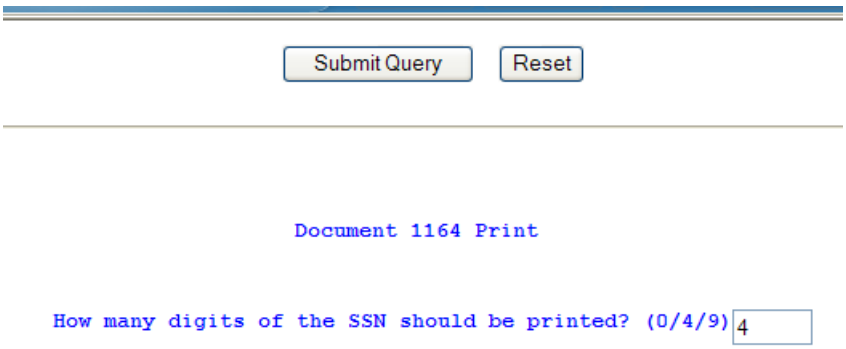


Locate your document using the FILTER feature on the top or put a check mark in the box by the document itself if it is showing on the list of documents. The newest documents will appear on the top of the list.



Put a check mark in the document you wish to print.
Click on Print button.

Document disclaimer will appear on screen and you can select how many digits you want printed for the SSN field. This will be determined by what is required by DFAS to make the payment to the person requesting reimbursement. Select 0/4/9 and then Submit query. The document will then appear on the screen and you can select file/print.



Questions

What is the SF1164 used for?

What are the elements that must exist prior to creating an SF1164?

What are the steps necessary to establish an SF1164?

Describe the life-cycle of the transactions for the DD Form 1164.

Practice

Betty L. Crocker is approved for parking frees at the University to be reimbursed for the month up to the amount of $250.00.

Introduction

This lesson will describe the purpose of the DD1155 Orders for Supplies and Services document and the amendment SF30 document. Illustrations will be provided for the creation of the DD1155 and amending it with an SF30. This section only applies to activities that have authority to initiate DD1155 Contracts or Delivery Orders. Activities whose contracts are prepared by FISC or other Contracting agencies would not use this form.

Objectives

Learn the purpose and life cycle of the DD1155.

Learn how to create a DD1155.

Introduction

This lesson will describe the purpose of the DD1155 Orders for Supplies and Services document. The full life cycle of the document will be discussed.

Objectives

Define the purpose of the DD1155 Orders for Supplies and Services document.

Identify the types of transactions associated to a DD1155 and SF30 amendment document.

Determine the required elements when creating the form.

Lesson

When you initiate the action to create a new DD1155, you must specify the type of document you wish to create on the Select DD1155 Document Order Type page. You can create an on-site or off-site purchase order. You also can create on-site "F" Contract and DO/BPA delivery orders as well as off-site delivery orders.

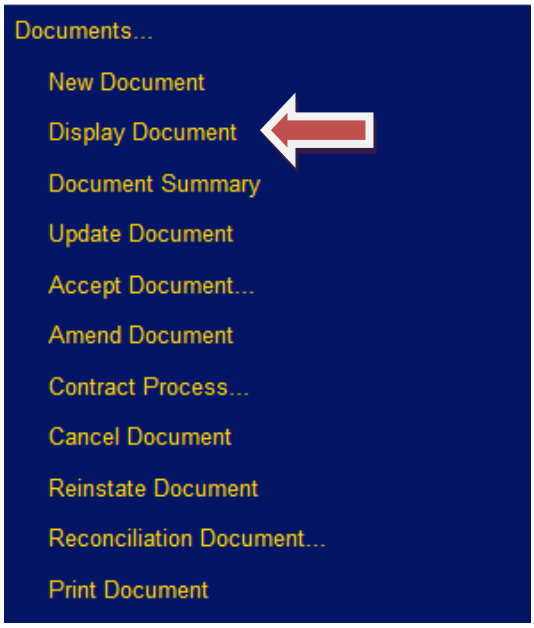
Creating a new on-site DD1155 requires a valid FASTDATA requisition/purchase request document: a **DD1149, DD1348-6, NC2276, or NC2276A**. If you select a NC2276 as the requisition/purchase request for an on-site DD1155 and the value of the NC2276 exceeds $25,000, the NC2276 must be accepted.

According to DoD Financial Management Regulation (FMR) Volume 1, Chapter 1, references to the DD1155 contracting authority and policies in the DoD FMR are only for guidance to disbursing offices. The contracting manuals govern contracting actions which include, but are not limited to, the Federal Acquisition Regulation (FAR), DoD Federal Acquisition Regulation Supplement (DFARS), and the Prompt Payment Act (PPA) of 1982, Public Law 97-177, and the PPA Amendments of 1988, Public Law 100-496.

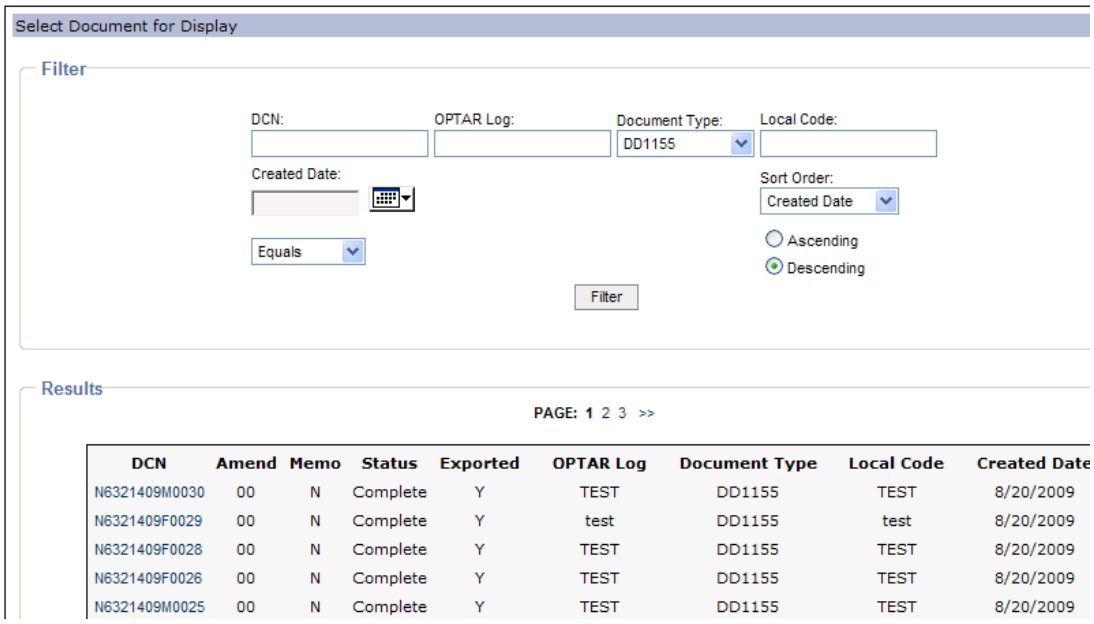
Upon the creation of the DD1155 using the requisition/purchase request document in FASTDATA, it generates an obligation (540) transaction to the requisition/purchase request document. In other words, the DD1155 obligation will be posted against the **DD1149, DD1348-6, NC2276, or NC2276A**. The DD1155 will generate an obligation equal to the amount of the commitment of the requisition/purchase request document if the DD1155 amount matches the commitment amount. The DD1155 can be amended using the SF30 document. A receipt and expenditure may be posted against the requisition/purchase request document but is not recorded on the DD1155 document.

The DD1155 will show as its own line on DISPLAY document and print document screens. However, it won't show up as a filter choice in the transaction history and document status log, only the requisition/purchase request document will show the history of transactions.

To view DD1155 go to file/Display document.

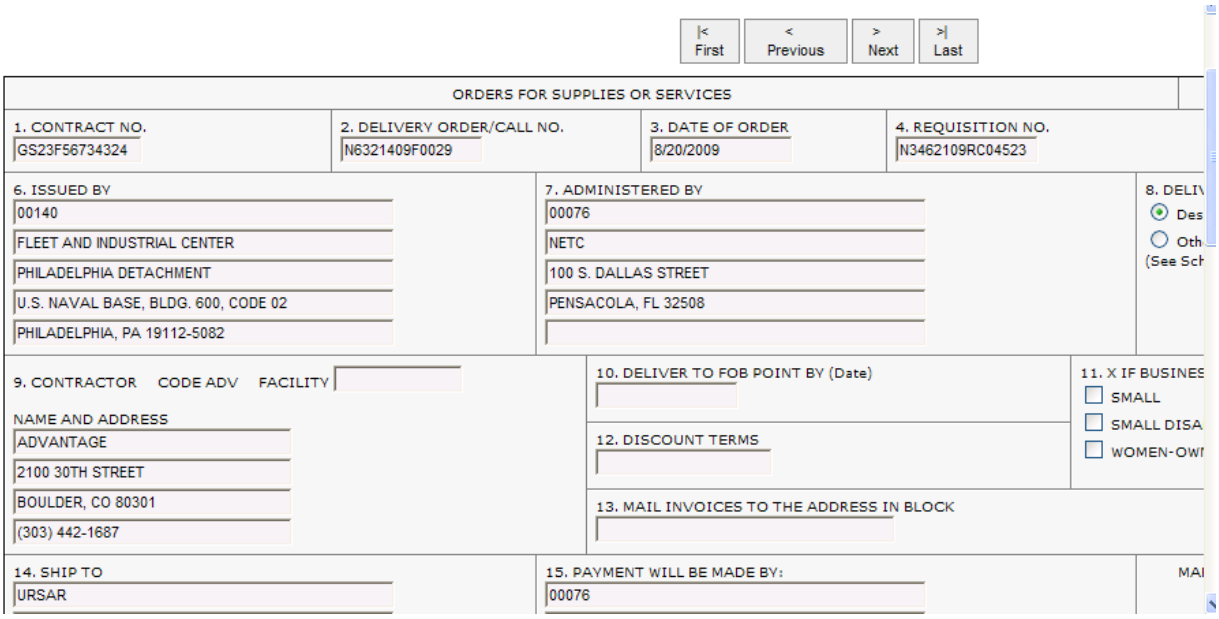


A list of documents to view will appear. You can filter for all DD1155 documents or select your DD1155 if it is visible on the first page.

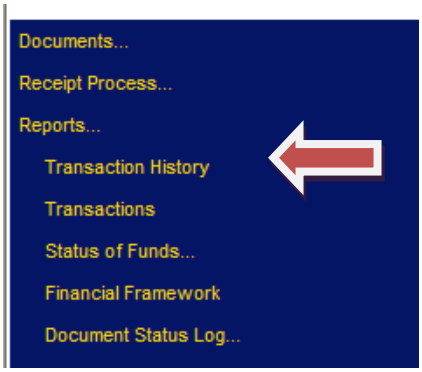


DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6321409M0030	00	N	Complete	Y	TEST	DD1155	TEST	8/20/2009
N6321409F0029	00	N	Complete	Y	test	DD1155	test	8/20/2009
N6321409F0028	00	N	Complete	Y	TEST	DD1155	TEST	8/20/2009
N6321409F0026	00	N	Complete	Y	TEST	DD1155	TEST	8/20/2009
N6321409M0025	00	N	Complete	Y	TEST	DD1155	TEST	8/20/2009

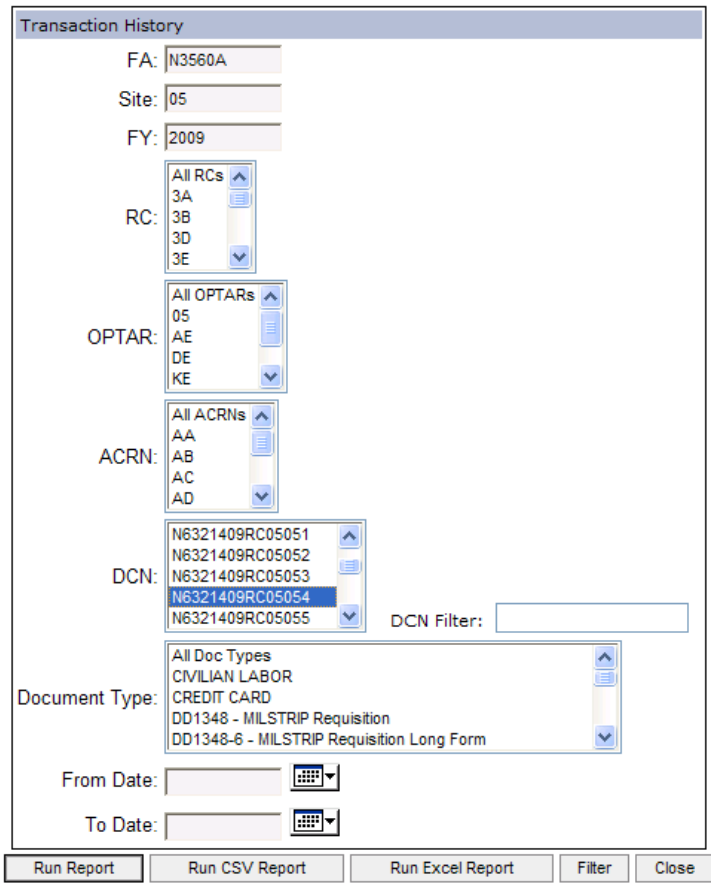
Select your document to view:



To view transactions generated by the DD1155 or the SF30 go to Reports/Transactions History:



Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report. IMPORTANT NOTE: You can filter on the requisition document to view the history but not on the DD1155 or SF30. The transactions generated from these two documents are carried on the requisition document (DD1149, DD1348-6, NC2276, or NC2276A).



There is no transaction flow to the DD1155 or SF30 as the transactions post on the requisition document as it progresses through its life cycle. The DD1155 and SF30 will generate obligations to the requisition document. Receipts and expenditures can be entered only to the requisition document to close out the requisition document. These transactions do not post to the DD1155 or SF30.

Questions

What is the purpose of the DD1155 Order for Supplies and Services document?

What types of transactions are generated when establishing a DD1155 and SF30?

What are the life cycle events of the DD1155 document?

Introduction

This lesson will illustrate the steps required to create a DD1155 Order for Supplies and Services Document. This document is used to contract a requisition/purchase request document and will record an obligation against the requisition document (DD1149, DD1348-6, NC2276, or NC2276A).

Objectives

Define the purpose for the DD1155.

Describe the elements that must exist prior to creating a DD1155.

Outline the steps necessary to establish a DD1155.

Describe the life-cycle of the transactions for the DD1155.

Lesson

Use DD1155, Order for Supplies and Services document, as a contractual document to a purchase request document (DD1348-6, DD1149, NC2276, or NC2276A). Resulting transactions are recorded as obligations to the requisition document when included in the FA's export to STARS-FL if the DD1155 is an On-Site DD1155. For an Off-Site DD1155, the requisition does not exist in FASTDATA, and no transactions are generated. Other File menu document processes available for the DD1155 include Cancel, and Reinstate, amendment (SF30), printing, and display document. When adding a new source DD1155, you must enter at least one line item.

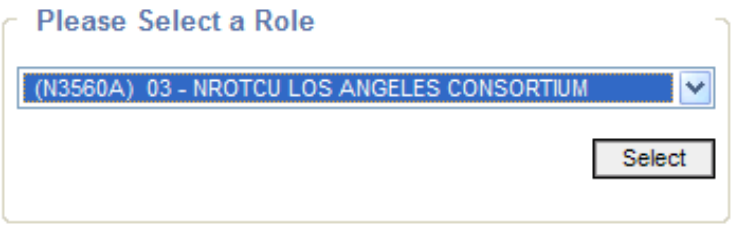
For an Off-Site DD1155 or SF30, or for an administrative On-Site DD1155 (zero dollars or no transactions), the document status will be marked as exported when the process runs to export transactions to the FA. This will allow further SF30s to be created. This rule also applies to On-Site DO/BPA 'H' contracts.

A DD1155 or SF30 can NOT be an Initiation document. Funds adjustments and transactions go against the requisition document, not the DD1155 or SF30.

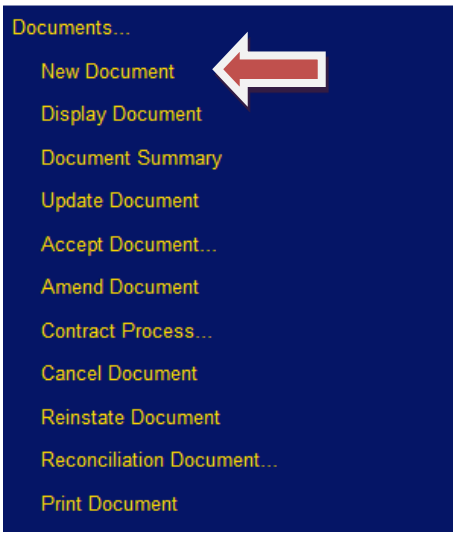
Each combination of allowable contractible requisitions (DD1348-6, DD1149, NC2276, or NC2276A) and On-Site DD1155 (Purchase Order, Delivery Order F-Contract, Delivery Order DO/BPA) should pull the data forward from the requisition to the DD1155.

Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

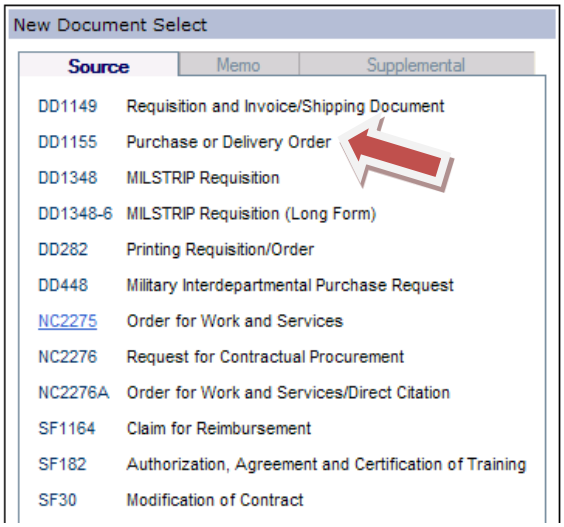
Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



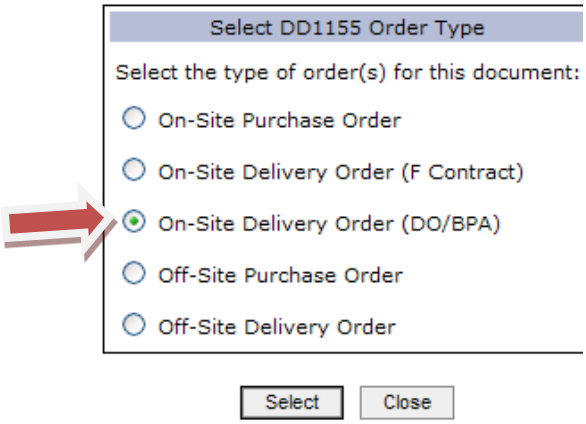
Step 3 Select Documents/New Document.



Step 4 Select DD1155.



Step 5 This dialog box opens automatically for DD1155 documents, allowing users to specify the document order type for the DD1155.



On the Select DD1155 Order Type screen there will be FIVE options to choose from. The description of each type is:

a. On-Site Purchase Order

On-Site purchase order means that the requisition document lives in site.

b. On-Site Delivery Order (F Contract)

Indicates the document you create will be for an F Contract on-site delivery order.

c. On-Site Delivery Order (DO/BPA)

Indicates the document you create will be a Delivery Order/Blanket Purchase Agreement on-site delivery order.

d. Off-Site Purchase Order

Off- Site means the requisition document does not live in the Site the 1155 is being created in.

e. Off-Site Delivery Order

Indicates the document you create will be an offsite delivery order.

Select
Accepts the selected order type and closes the Select DD1155 Order Type page.
Close
Ends the action to create a new DD1155 and closes the Select DD1155 Order Type page.

Step 6 Create a Contract or Select an Existing Contract for New DD1155 screen will appear.

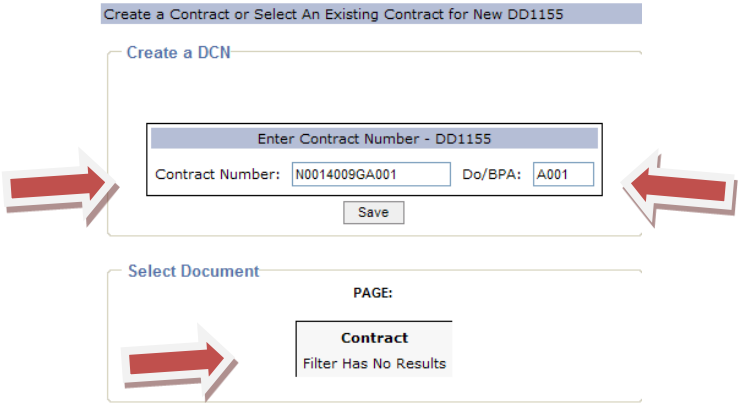
a. Choose a contract number that already exists.

Or

b. Enter a new one.

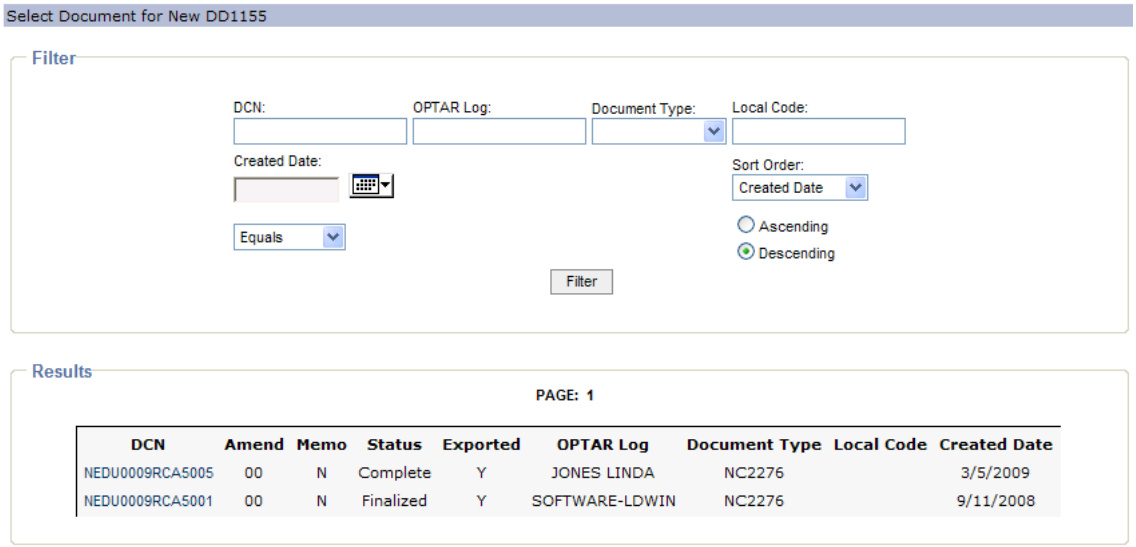
c. Enter DO/BPA four digit number.

d. Select SAVE.



An On-Site Delivery Order (DO/BPA) (sub type = 'A') does NOT prompt for a serial range. The user must enter the Contract number (block 1) and a 4-digit DO/BPA (block 2), or select from a list of existing DD1155 Contract numbers and DO/BPA.

Step 7 Select Document for New DD1155 (DD1149, DD1348-6, NC2276 or NC2276A)



For On-Site DD1155, the user is prompted to select the Requisition. For Off-site DD1155 the user must key-enter the Requisition number (Block 4). The Requisition number key-entered for an Off-Site DD1155 must not exist in FASTDATA for that FY and Site ID. Filter for the requisition (DD1149, DD1348-6, NC2276, or NC2276A) to be used in the DD1155, or Select it from the results screen if already visible.

Step 8 When the DD1155 Source Document template opens enter values in the required fields. The required fields will differ slightly depending on which document type you select.

The DD1155 or SF30 can NOT be an Initiation.

Site users with the necessary access can add, update, and view source DD1155 documents. Access to add, update, view, and perform other document processes on DD1155 documents are defined at the System Administrator level. The other File menu document process available for the DD1155 is Cancel. When you cancel a DD1155 document, its records will be preserved and marked as cancelled so that it can be reinstated. You can reinstate a canceled DD1155. A DD1155 or SF30 can be cancelled or updated only until it is exported.

ORDERS FOR SUPPLIES OR SERVICES

1. CONTRACT NO. N0014009GA001
2. DELIVERY ORDER/CALL NO. A001
3. DATE OF ORDER 8/27/2009
4. REQUISITION NO. NEDU0009RCA5005
5. PRIORI

6. ISSUED BY 68044
COMMANDING OFFICER
PUBLIC WORKS
NAS, PENSACOLA, FL 32508

7. ADMINISTERED BY

8. DELIVERY FOB
Destination
Other
(See Schedule if other)

9. CONTRACTOR CODE FACILITY
NAME AND ADDRESS

10. DELIVER TO FOB POINT BY (Date)

11. X IF BUSINESS IS
SMALL
SMALL DISADVANTAGED
WOMEN-OWNED

12. DISCOUNT TERMS

13. MAIL INVOICES TO THE ADDRESS IN BLOCK

14. SHIP TO LDWIN
L D WELK
37 PAPER LANE
DESTIN, FL 32600

15. PAYMENT WILL BE MADE BY:

MARK ALL PACKAGES
NUMBER

CONTRACT NO. (Block 1)
Identifies the document number requesting/authorizing contractual procurement; this number will be a 13 position document number. The on-site F contract and off-site delivery orders require an entry. For other types of DD1155 documents, this field is display-only.

DATE OF ORDER (Block 3)
Identifies the date the document was created in the system.

REQUISITION NO. (Block 4)
Identifies the document number requesting/authorizing contractual procurement; this number can be a 14- or 15-position document number. An entry is required for the DD1155 off-site orders. For on-site DD1155 orders, this field is display-only.

PRIORITY (Block 5)
Identifies the claimant program number as defined in Volume I, Section III of the DOD Procurement Coding Manual.

ISSUED BY (Block 6)
Identifies the name, address, and code of the activity requesting the goods or services. Select the drop-down arrow to view a list of valid values.

ADMINISTERED BY (Block 7)
Identifies the UIC and address of the administrating office. Select the drop-down arrow to view a list of valid values.

X IF BUSINESS IS (Block 11)
If the contractor providing the supplies or services is a small, small disadvantaged, or women owned business, you must indicate so by enabling all applicable check boxes: **SMALL**, **SMALL DISADVANTAGED**, and/or **WOMEN-OWNED**.

CONTRACTOR (Block 9)
Identifies the contractor. Enter the desired three, five- or six-character value or select the dropdown arrow to view a list of valid values. If you enter a new Contractor Code, you must also enter the contractor's Name and Address. If it is new you will be prompted to SAVE to address file when document is SAVED.

> **NAME AND ADDRESS**
> Identifies the name and address of the contractor.
> **FACILITY**
> Identifies the UIC of the issuing office. Select the drop-down arrow to view a list of valid values.

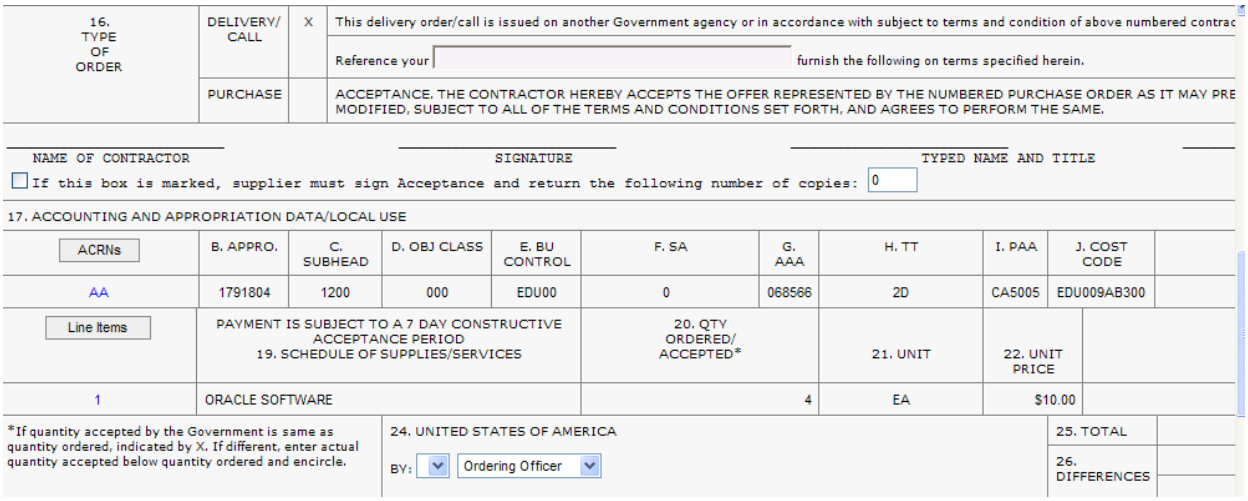
DELIVERY TO FOB POINT BY (Date) (Block 10)
Contains the date by which requested items or work/services must be delivered or completed.

DISCOUNT TERMS (Block 12)
Identifies the discount terms associated with the document.

MAIL INVOICES TO THE ADDRESS IN BLOCK (Block 13)
Identifies the DD1155 block containing the name and address of the activity to receive the invoice.

SHIP TO (Block 14)
Identifies the name, address, and code of the activity to receive the document. Select the dropdown arrow to view a list of valid values.

PAYMENT WILL BE MADE BY (Block 15)
Identifies the UIC and address of the organization paying the invoice. Select the drop-down arrow to view a list of valid values.



16. TYPE OF ORDER	DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with subject to terms and condition of above numbered contrac Reference your furnish the following on terms specified herein.
	PURCHASE		ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PRE MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE

☐ If this box is marked, supplier must sign Acceptance and return the following number of copies: 0

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE

ACRNs	B. APPRO.	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE
AA	1791804	1200	000	EDU00	0	068566	2D	CA5005	EDU009AB300

Line Items	PAYMENT IS SUBJECT TO A 7 DAY CONSTRUCTIVE ACCEPTANCE PERIOD 19. SCHEDULE OF SUPPLIES/SERVICES	20. QTY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE
1	ORACLE SOFTWARE	4	EA	$10.00

*If quantity accepted by the Government is same as quantity ordered, indicated by X. If different, enter actual quantity accepted below quantity ordered and encircle.

24. UNITED STATES OF AMERICA
BY: Ordering Officer

25. TOTAL
26. DIFFERENCES

(Block 16)
Reference your
Contains the document number authorizing the preparing activity for the funds cited. An entry is required for DD1155 purchase orders and for the off-site delivery order.

If this box is marked, supplier must sign Acceptance and return the following number of copies:
Indicates whether a vendor must sign for acceptance and the number of copies that must be returned to the contracting office.

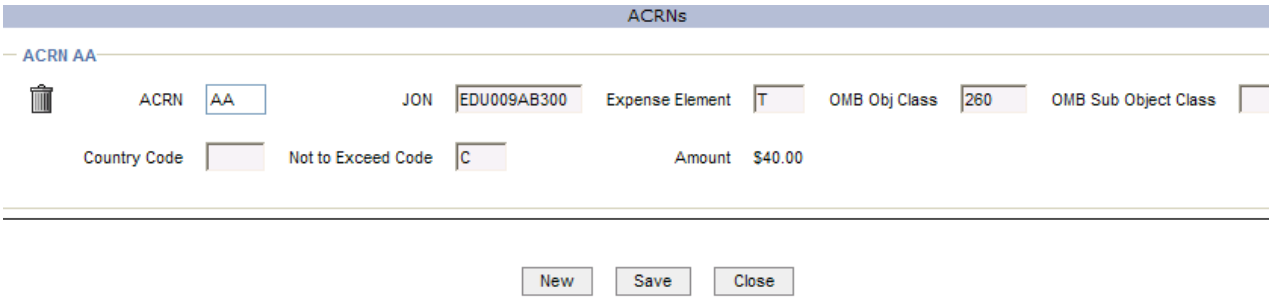
UNITED STATES OF AMERICA BY (Block 24)
Identifies the name and type of contracting or purchasing/ordering officer. Select the drop-down arrow to view a list of Contracting Officers or Purchasing/Ordering Officers or add a new name.

Local Code (optional)
Code of up to 20 characters identifying document types and groupings for reporting purposes.

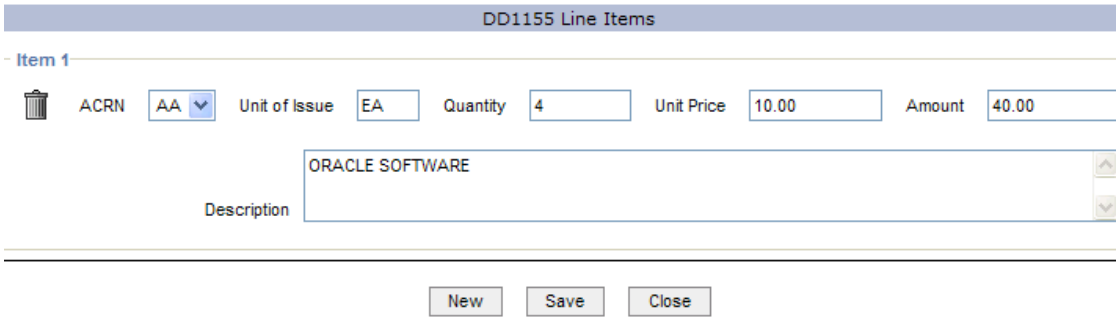
OPTAR Log (required)
Describes the purpose of the log entry that will be printed on the OPTAR Log, or the name of the items being requisitioned.

(Block 17) Data elements that will be pulled forward from the requisition document into the DD1155 on the On-Site DO/BPA type. All On-Site DD1155s should default the amounts for each ACRN to the cumulative commitment values of its requisition ACRN. You will be able to change the amounts on the DD1155 ACRNS. If an ACRN exists on the DD1155, it must have an amount greater than zero. You may delete an ACRN from the DD1155. Upon updating the DD1155 or creating an SF30 Mod, you can Add back an ACRN that existed on the requisition document.

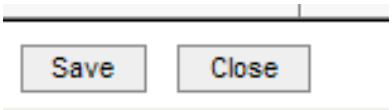
ACCOUNTING AND APPROPRIATION DATA - ACRN
Identifies the Accounting Classification Reference Number. The ACRN in the DD1155 will reflect what was in the reference document. To add a NEW acrn to the document, select NEW and fill in the JON, EE, OMB Obj Class and the optional fields as desired. SAVE and Close to return to the main document.



Line Item
Contains information about the line item(s) associated with the document. This will reflect the information detailed in the reference document. To edit line item select the open fields and make the changes, and to add NEW line items select NEW. Once the information is entered select SAVE and Close to return to the main document.



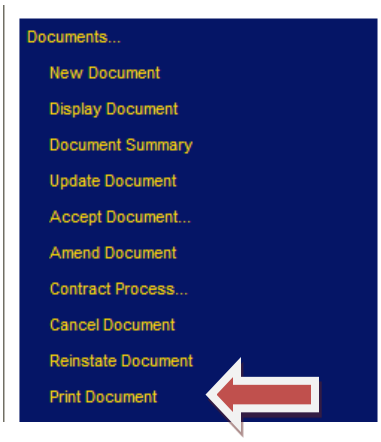
Step 9 Upon completion of the DD1155 document select SAVE. Then select Close to exit the DD1155 document. You will not be prompted to add another document.



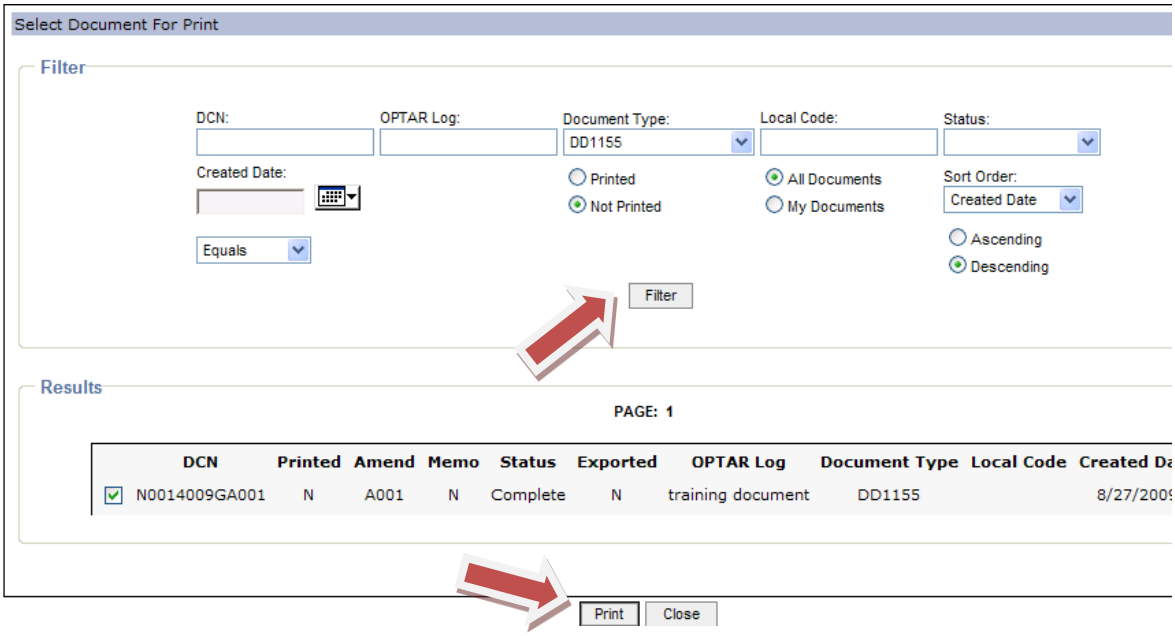
HINT: To view the transactions generated from the creation of the DD1155 you will have to go to Reports/Transaction History and view the requisition document to see the history details and transactions created. The 1155 will generate the AO transaction on the requisition document.

Step 12 Print document

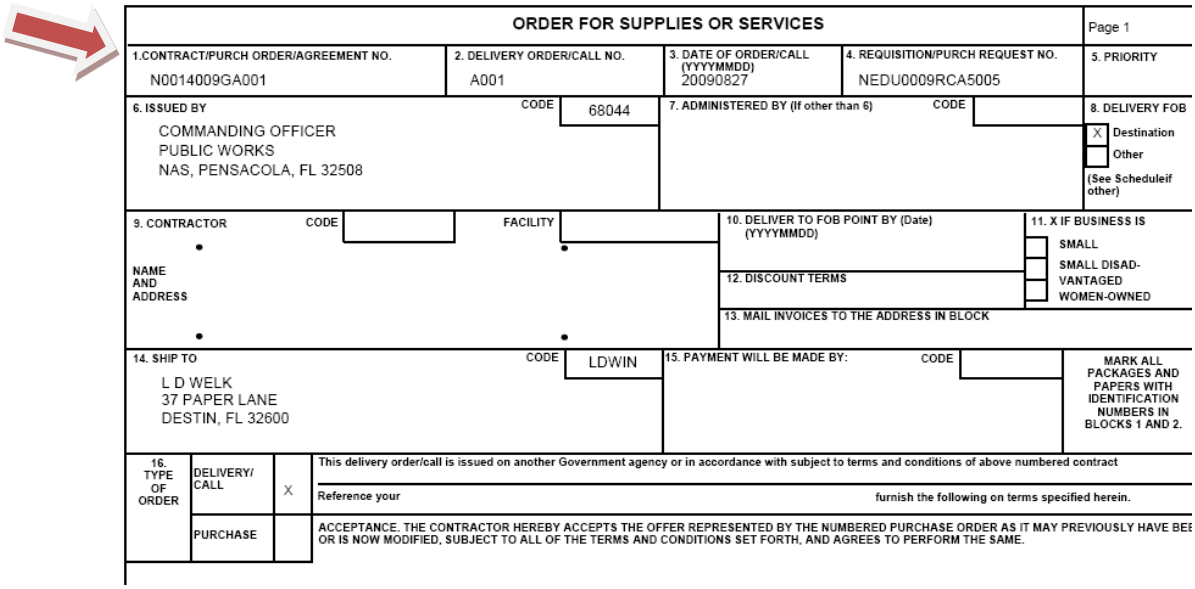
Go to Documents/Print Document



Locate your document using the FILTER feature on the top **or** put a check mark in the box by the document itself if it is showing on the list of documents. The newest documents will appear on the top of the list.



Click on Print button.



ORDER FOR SUPPLIES OR SERVICES — Page 1

1. CONTRACT/PURCH ORDER/AGREEMENT NO.: N0014009GA001
2. DELIVERY ORDER/CALL NO.: A001
3. DATE OF ORDER/CALL (YYYYMMDD): 20090827
4. REQUISITION/PURCH REQUEST NO.: NEDU0009RCA5005
5. PRIORITY

6. ISSUED BY — CODE 68044
COMMANDING OFFICER
PUBLIC WORKS
NAS, PENSACOLA, FL 32508

7. ADMINISTERED BY (If other than 6) — CODE

8. DELIVERY FOB
[X] Destination
[ ] Other
(See Scheduleif other)

9. CONTRACTOR — CODE — FACILITY
NAME AND ADDRESS

10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD)

11. X IF BUSINESS IS
[ ] SMALL
[ ] SMALL DISAD-VANTAGED
[ ] WOMEN-OWNED

12. DISCOUNT TERMS

13. MAIL INVOICES TO THE ADDRESS IN BLOCK

14. SHIP TO — CODE LDWIN
L D WELK
37 PAPER LANE
DESTIN, FL 32600

15. PAYMENT WILL BE MADE BY: — CODE

MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.

16. TYPE OF ORDER
DELIVERY/CALL [X] This delivery order/call is issued on another Government agency or in accordance with subject to terms and conditions of above numbered contract
Reference your furnish the following on terms specified herein.
PURCHASE [ ] ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEE OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

Document will appear on screen and you can select File/print.

Questions

What is the DD1155 used for?

What are the elements that must exist prior to creating a DD1155?

What are the steps necessary to establish a DD1155?

Describe the life-cycle of the transactions for the DD1155.

Practice

You are authorized to create delivery orders against an Educational Service Agreement contracted by FISC Norfolk (Philadelphia detachment) for the Winter semester at the NROTC Unit. You have already created your NC2276 requisition document with the information to include the In-State students and the Out-of-State students for that semester. Create the On-Site DO/BPA contract to be issued to the University for the Winter Semester.

Introduction

This lesson will illustrate the steps required to perform an amendment to the DD1155 using an SF30 document. The SF30 generates increases or decreases to the DD1155.

Objectives

Define the SF30 amendment process.

Describe the elements that must exist prior to creating an SF30.

Outline the steps necessary to Perform, Edit, and View the SF30 amendment.

Describe the life-cycle of the transactions for amending the DD1155 with the SF30.

Lesson

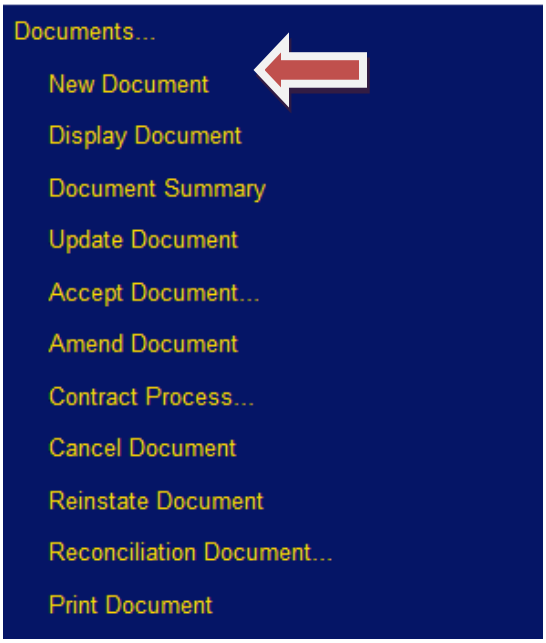
The Standard Form (SF) 30 is used to create a contract modification to a DD1155 purchase or delivery order. Site users with the necessary access can add, update, and view source SF30 documents. Access to add, update, view, and perform other document processes on SF30 document is defined at the System Administrator level. The other File menu document process available for the SF30 is Cancel. When you cancel an SF30, you actually delete the document. When you cancel an SF30 you cannot reinstate it. An SF30 can NOT be an initiation document as funds adjustments and transactions go against the parent requisition document.

Use this page to add a new source SF30. When you initiate creation of a new SF30, the Select Document page will open, allowing you to designate the DD1155 for which you will be creating a contract modification. You cannot create an SF30 for an on-site DD1155 that has not been exported unless the active fiscal year is also the Outyear. After you select the desired DD1155, the New Source SF30 document page will open, displaying requisition data from the selected DD1155. Note that when you create a new SF30, the actual contents of the DD1155 for which you create the SF30 do not physically change.

When adding a new source SF30 for an off-site contract, you can add new ACRN's, and delete and view ACRN's. When adding an SF30 for an on-site contract, the document will contain the ACRN's from the associated DD1155. For on-site contracts, you can add existing ACRN's to the document, and update and delete ACRN's.

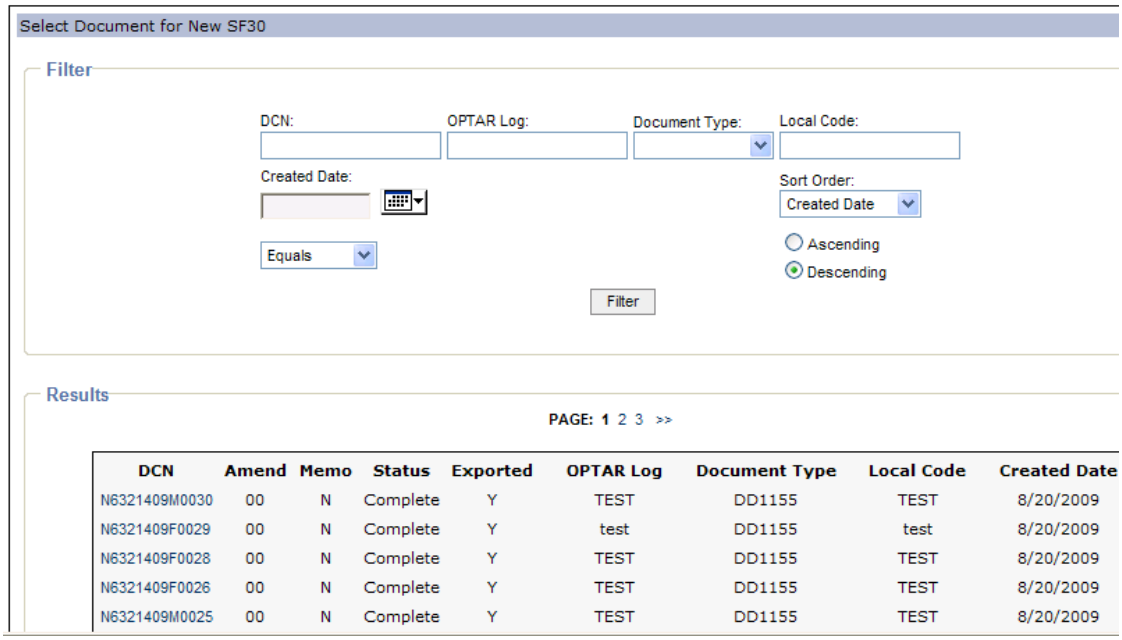
The SF30 requires at least one ACRN so if you delete the only ACRN for the document, you must add another one to replace it. To add, view, or delete an ACRN, select the ACRN button located in the Appropriation Data area of the SF30.

Step 1 Select Documents/New Document



Step 2 Select SF30 Modification of Contract.

Step 3 Select Document for SF30 screen appears



DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6321409M0030	00	N	Complete	Y	TEST	DD1155	TEST	8/20/2009
N6321409F0029	00	N	Complete	Y	test	DD1155	test	8/20/2009
N6321409F0028	00	N	Complete	Y	TEST	DD1155	TEST	8/20/2009
N6321409F0026	00	N	Complete	Y	TEST	DD1155	TEST	8/20/2009
N6321409M0025	00	N	Complete	Y	TEST	DD1155	TEST	8/20/2009

All documents available to have a modification SF30 will appear, the newest document on top. You can filter for the document you are looking for if not visible on the screen. Select document.

Step 4 The SF30 document will open with the DD1155 information

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | 1. CONTRACT ID CODE GS23F56734324 | Page 1 of 1

2. AMENDMENT/MODIFICATION NO. P00001
3. EFFECTIVE DATE 8/27/2009
4. REQUISITION/PURCH. REQUEST NO. N3462109RC04523
5. PROJECT NO.

6. ISSUED BY
00140
FLEET AND INDUSTRIAL CENTER
PHILADELPHIA DETACHMENT
U.S. NAVAL BASE, BLDG. 600, CODE 02
PHILADELPHIA, PA 19112-5082

7. ADMINISTERED BY
00076
NETC
100 S. DALLAS STREET
PENSACOLA, FL 32508

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, City, State, and ZIP Code)
ADV
ADVANTAGE
2100 30TH STREET
BOULDER, CO 80301
(303) 442-1687

CODE | FACILITY CODE

9A. AMEND. OF SOLICITATION NO.
9B. DATED (SEE ITEM 11)
X
10A. MODIFICATION OF CONTRACT/ORDER NO. GS23F56734324 /
10B. DATED (SEE ITEM 11)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

___ The above numbered solicitation is amended as set forth in Item 14. The item and date specified for receipt of Offers ___ is extended, ___ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERORS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment to desire to change an offer already submitted, such change may be received by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACRNs ACCOUNTING AND APPROPRIATION DATA (If required)

AA 1791804 2245 000 06789 0 068566 2D 000000 234238059824 $0.00

13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

- [ ] A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGE SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- [ ] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY FAR 43.103(b).
- [ ] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- [ ] D. OTHER (Specify the type of modification and authority)

E. IMPORTANT: Contractor (•) is not ( ) is required to sign the document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofor changed, remains unchanged and in full force and effect.

NAME AND TITLE OF SIGNER (Typed or Print)

16A. NAME AND TITLE OF SIGNER (Typed or Print)
E. S. Humphrey, SKC(SCW)

15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)
15C. DATE SIGNED

16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)
16C. DATE SIGNED

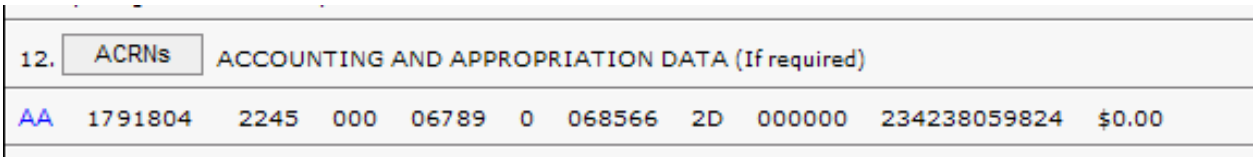
Local Code:
OPTAR Log:

Save Close

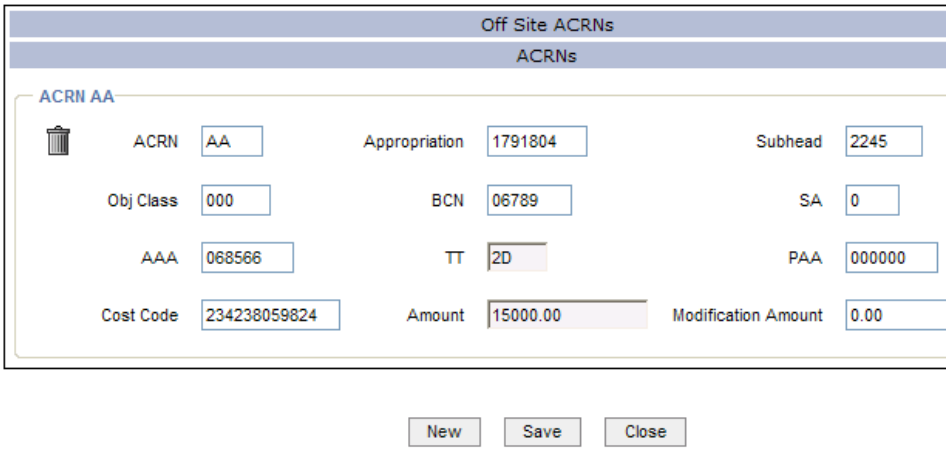
REQUIRED FIELDS that FASTDATA requires to SAVE the document:

EFFECTIVE DATE
Contains the date the document was created in the system.

Accounting and Appropriation Data (If required)
Contains the ACRN and long line of accounting. The selected DD1155 ACRN's will display.



Select ACRNs for changes to be done



Edits should be performed and then SAVE. If NEW ACRN is to be added select NEW and add the information desired. Then SAVE.

Close exits to the main SF30 document and reflect the changes made.

OPTAR Log
Describes the purpose of the log entry that will be printed on the OPTAR Log, or the name of the items being requisitioned.

OPTIONAL Fields:

PROJECT NO. (If applicable)
Identifies a specific project.

ISSUED BY CODE
Identifies the activity requesting goods and/or services and that activity's address. Select the drop-down arrow and choose the desired value.

ADMINISTERED BY CODE
Identifies the UIC of the administrating office and that office's address. Select the drop-down arrow and choose the desired value.

NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)
Identifies the contractor and the contractor's address. Select the drop-down arrow to choose the desired value or enter the desired three-, five- or six-character value.

FACILITY CODE
Identifies the UIC of the issuing office.

THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGE SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
Identifies the reason for entering a change on a change order
.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
This check box indicates that a modification reflects an administrative order or a change order.

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF:
Identifies the authority for entering a change on a supplemental agreement.

D. OTHER (Specify type of modification and authority)
Identifies the reason a change is entered on a change order if other than being issued, reflective, or entered.

IMPORTANT: Contractor is not/is required to sign this document and return <number> copies to the issuing office.
Indicates whether a vendor must sign for acceptance and if so, the number of signed copies the vendor must return to the contracting office.

DESCRIPTION OF AMENDMENT/MODIFICATION
Identifies the purpose or intent of the modification to the contract.

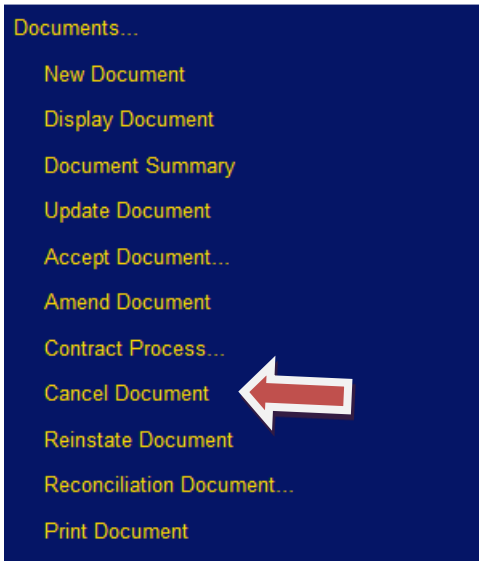
NAME AND TITLE OF SIGNER (Type or print)
Identifies the name of the contracting or order-purchasing officer. Select the desired value from the drop-down list.

Local Code
Code of up to 20 characters identifying document types and groupings for reporting purposes.

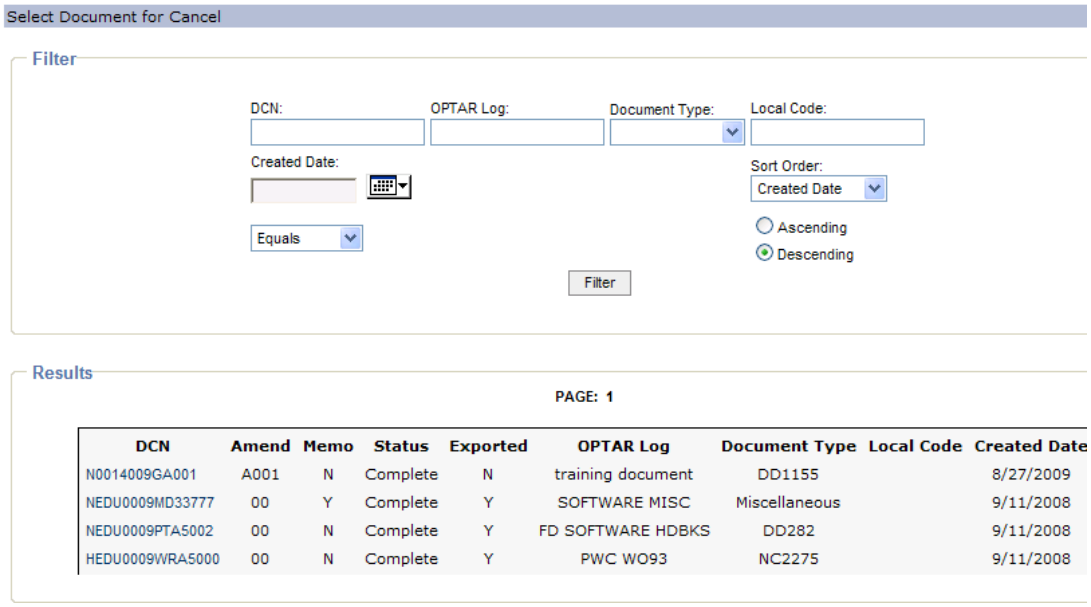
When modifications are completed select SAVE.

HINT: View the Transaction History report selecting the requisition document (if modification was done to the dollar value) to see the effects from the SF30 being done to the DD1155 document. An Administrative modification will not show on the requisition document history.

Step 5 Cancel SF30 document – Documents/Cancel



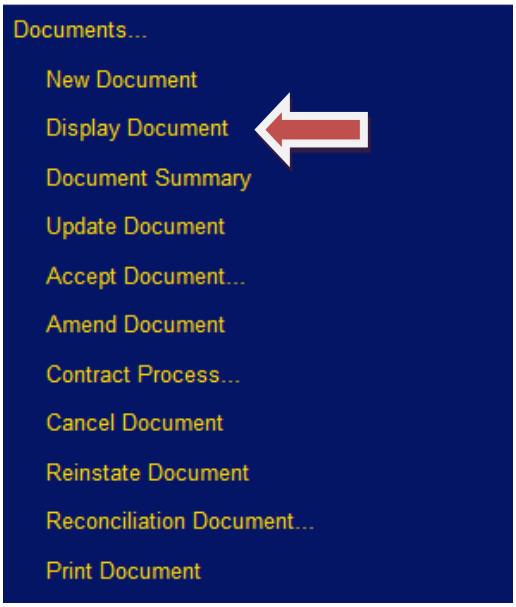
Step 6 Only the SF30 Documents not exported will display for cancel



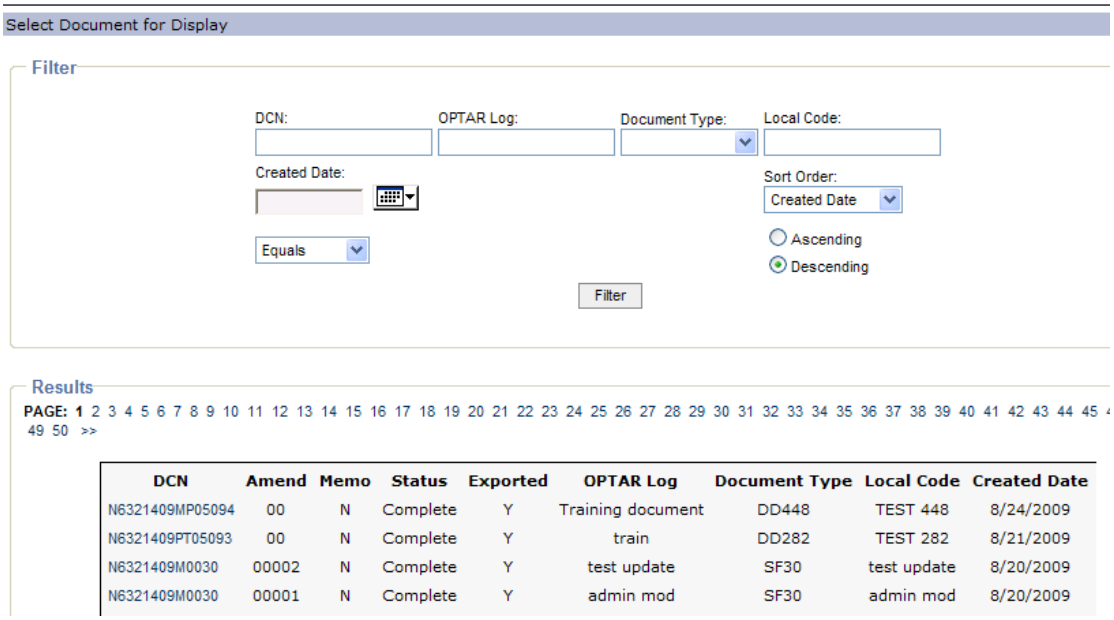
DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N0014009GA001	A001	N	Complete	N	training document	DD1155		8/27/2009
NEDU0009MD33777	00	Y	Complete	Y	SOFTWARE MISC	Miscellaneous		9/11/2008
NEDU0009PTA5002	00	N	Complete	Y	FD SOFTWARE HDBKS	DD282		9/11/2008
HEDU0009WRA5000	00	N	Complete	Y	PWC WO93	NC2275		9/11/2008

If SF30 document you wish to cancel is not listed, you can filter by document type. Once it is exported it will not be available to cancel.

Step 7 To Display SF30 Documents- Documents/Display Document



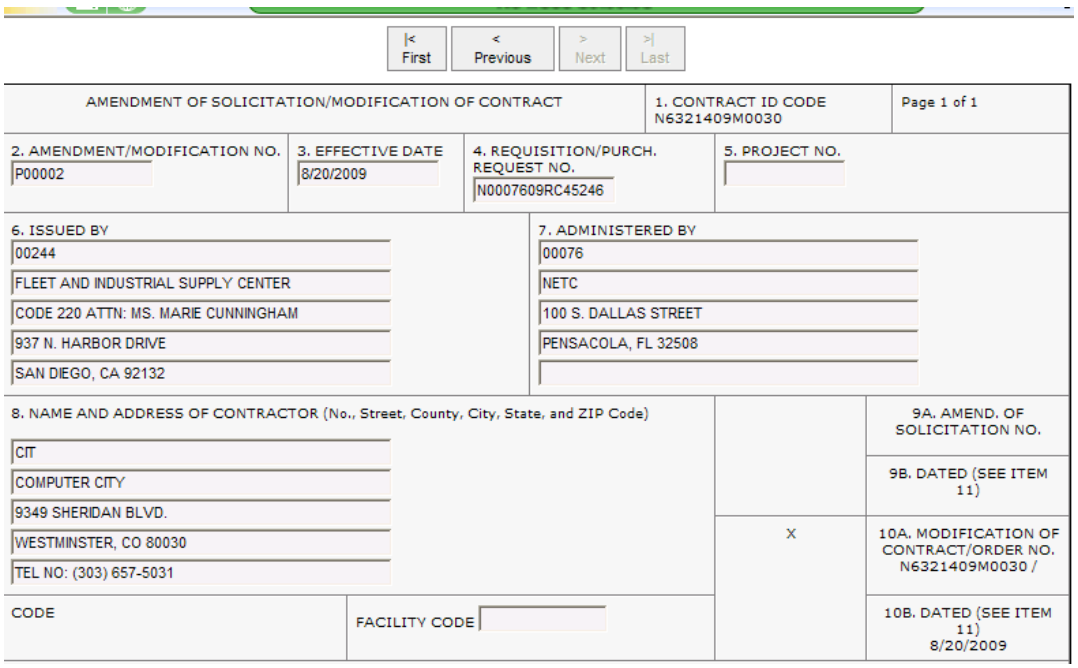
Use this page to view an existing SF30. Select document to view:



DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6321409MP05094	00	N	Complete	Y	Training document	DD448	TEST 448	8/24/2009
N6321409PT05093	00	N	Complete	Y	train	DD282	TEST 282	8/21/2009
N6321409M0030	00002	N	Complete	Y	test update	SF30	test update	8/20/2009
N6321409M0030	00001	N	Complete	Y	admin mod	SF30	admin mod	8/20/2009

To view an ACRN for the displayed document, select highlighted two character ACRN identifier. A popup containing the ACRN properties will display.

When viewing a source SF30, the following page elements will display:



|< First | < Previous | > Next | >| Last

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. CONTRACT ID CODE N6321409M0030	Page 1 of 1

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCH. REQUEST NO.	5. PROJECT NO.
P00002	8/20/2009	N0007609RC45246	

6. ISSUED BY	7. ADMINISTERED BY
00244	00076
FLEET AND INDUSTRIAL SUPPLY CENTER	NETC
CODE 220 ATTN: MS. MARIE CUNNINGHAM	100 S. DALLAS STREET
937 N. HARBOR DRIVE	PENSACOLA, FL 32508
SAN DIEGO, CA 92132	

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, City, State, and ZIP Code)		9A. AMEND. OF SOLICITATION NO.
CIT		9B. DATED (SEE ITEM 11)
COMPUTER CITY		
9349 SHERIDAN BLVD.	X	10A. MODIFICATION OF CONTRACT/ORDER NO. N6321409M0030 /
WESTMINSTER, CO 80030		
TEL NO: (303) 657-5031		
CODE / FACILITY CODE		10B. DATED (SEE ITEM 11) 8/20/2009

Questions

What occurs when an SF30 is created?

What elements that must exist prior to creating the SF30?

What are the steps necessary to create the SF30 amendment?

What is the life-cycle of the transactions for the SF30?

Practice

You received the final billing information for Winter Semester from the University. The In-State line item is $ 5000.00 less than estimated on the DD1155, and the Out-of-State line is $2000.00.

Introduction

This lesson will describe the purpose of the Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal, as a request for payment of funds against the document control number and LOA cited on the SF1034. Illustrations will be provided for the creation of the SF1034.

Objectives

Learn the purpose and life cycle of the SF1034.

Learn how to create an SF1034.

Introduction

This lesson will describe the purpose of the Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal, as a request for payment of funds against the document control number and LOA cited on the SF1034 document. The full life cycle of the document will be discussed.

Objectives

Define the purpose of the Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal document.

Identify the types of transactions associated to a Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal.

Determine the required elements when recording a training event using the form.

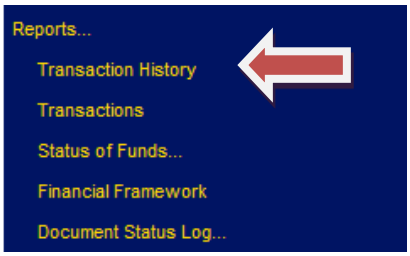
Lesson

The primary purpose Use Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal, as a request for payment of funds against the document control number and LOA cited on the SF1034. When you create an SF1034, it is not included when you export to the FA. **The SF1034 and DD1131 are supplemental source documents that do not affect the status of funds**. FASTDATA provides these forms simply to automate creation and printing of source documents. FASTDATA does not establish serial ranges for these documents; each of these supplemental documents uses the serial number of the referenced document.

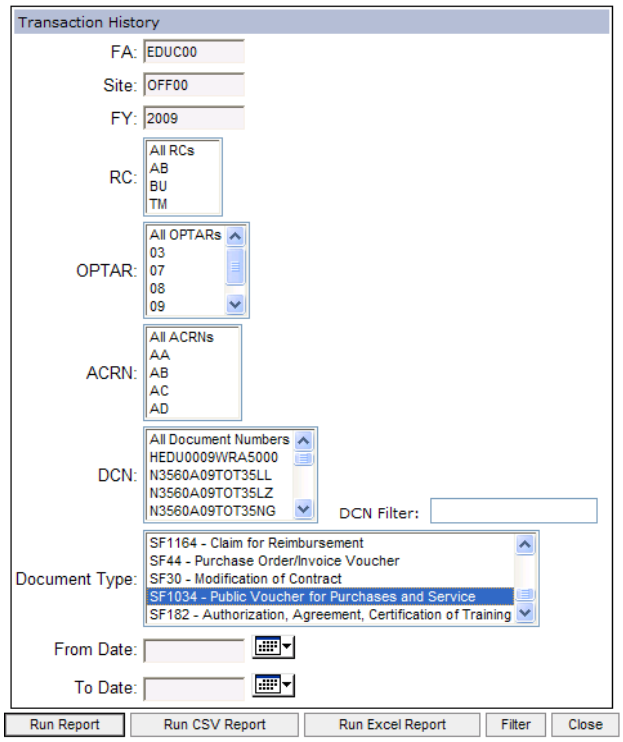
When you initiate the addition of a new SF1034 document, the Select Document page will open automatically, allowing you to select the existing FASTDATA document that the SF1034 will reference.

Users with the necessary access can add, update, and view source SF1034 documents. Access to add, update, view, and perform other document processes on SF1034 documents is defined at the System Administrator Level. Other File menu document processes available for the SF1034 include Cancel and Reinstate.

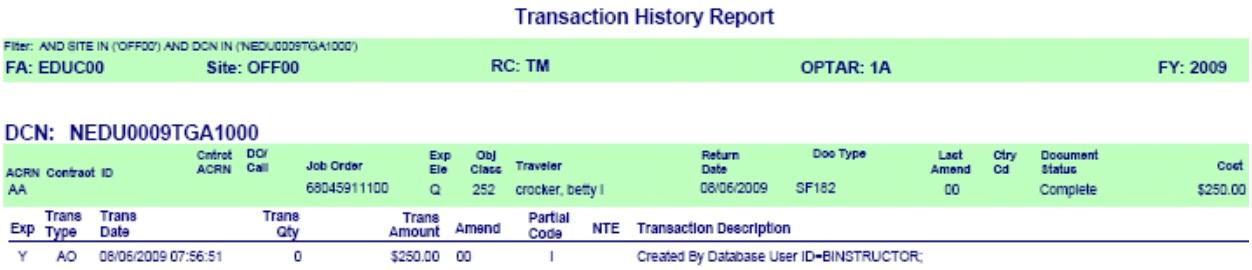
The transactions throughout the life cycle of the document are not attached to the SF1034, they are attached to the referenced document. To demonstrate this go to Reports/Transaction History.



Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.



The Transaction History details will reflect only the transactions generated on the referenced document for the CM, AO, RP, EV transactions. It will not reflect the creation of the SF1034 Supplemental document.



Transaction History Report

Filter: AND SITE IN ('OFF00') AND DCN IN ('NEDU0009TGA1000')

FA: EDUC00 Site: OFF00 RC: TM OPTAR: 1A FY: 2009

DCN: NEDU0009TGA1000

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				68045911100	Q	252	crocker, betty l	08/06/2009	SF182	00		Complete	$250.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	AO	08/06/2009 07:56:51	0	$250.00	00	I		Created By Database User ID=BINSTRUCTOR;

NOTE: Under Documents/Display Document

Even though the creation of the SF1034 does not show in the transaction history or create transactions, both document types will show along with the creation date, exported Y/N, Status.

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009TGA1000		N	Complete	N	Training document	SF1034		8/18/2009
NEDU0009TGA1000	00	N	Complete	Y	training testing	SF182		8/6/2009

There is no flow of transactions to illustrate on the SF1034 as the flow of transactions will show in the life cycle of the referenced document.

Questions

What is the purpose of the Standard Form (SF) 1034 document?

What types of transactions are generated when establishing a Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal document?

What are the life cycle events of the SF1034 document?

Introduction

This lesson will illustrate the steps required to create a Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal, as a request for payment of funds against the document control number and LOA cited on the SF1034. FASTDATA provides these forms simply to automate creation and printing of source documents and it does not affect the status of funds.

Objectives

Define the SF1034.

Describe the elements that must exist prior to creating the SF1034.

Outline the steps necessary to establish the SF1034.

Describe the life-cycle of the transactions for the SF1034.

Lesson

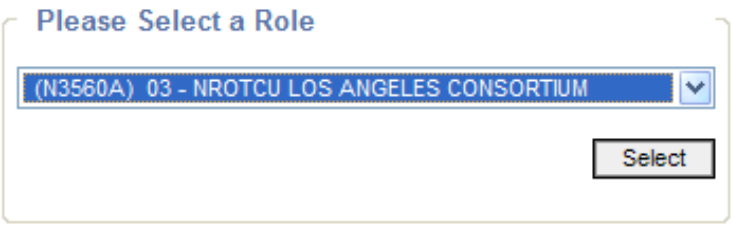
When you create an SF1034, it is not included when you export to the FA. The SF1034 and DD1131 are supplemental source documents that do not affect the status of funds. The reference document you will pull into the SF1034 will have already created the funds check at the time it was created. FASTDATA provides these forms simply to automate creation and printing of source documents. FASTDATA does not establish serial ranges for these documents; each of these supplemental documents uses the serial number of the referenced document. When you initiate the addition of a new SF1034 document, the Select Document page will open automatically, allowing you to select the existing FASTDATA document that the SF1034 will reference.

Users with the necessary access can add, update, and view source SF1034 documents. Access to add, update, view, and perform other document processes on SF1034 documents is defined at the System Administrator Level. Other File menu document processes available for the SF1034 include Cancel and Reinstate.

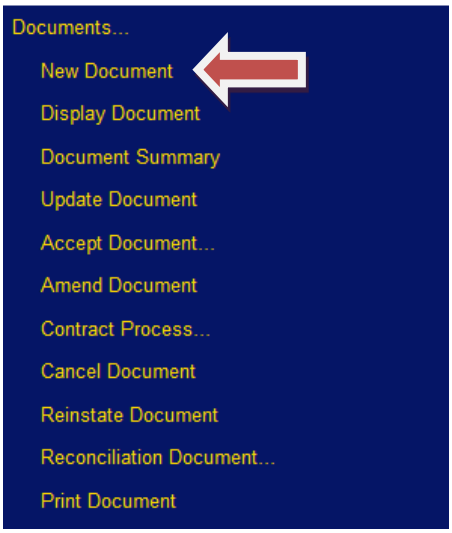
The source SF1034 requires at least one line item and at least one ACRN. When you open the new SF1034 page, all the ACRN's associated with the referenced, non-supplemental FASTDATA document you selected on the Select Document page will display on the SF1034 record.

Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

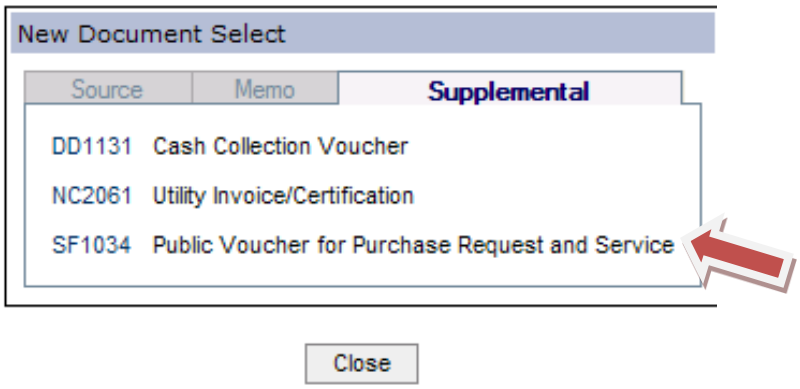
Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



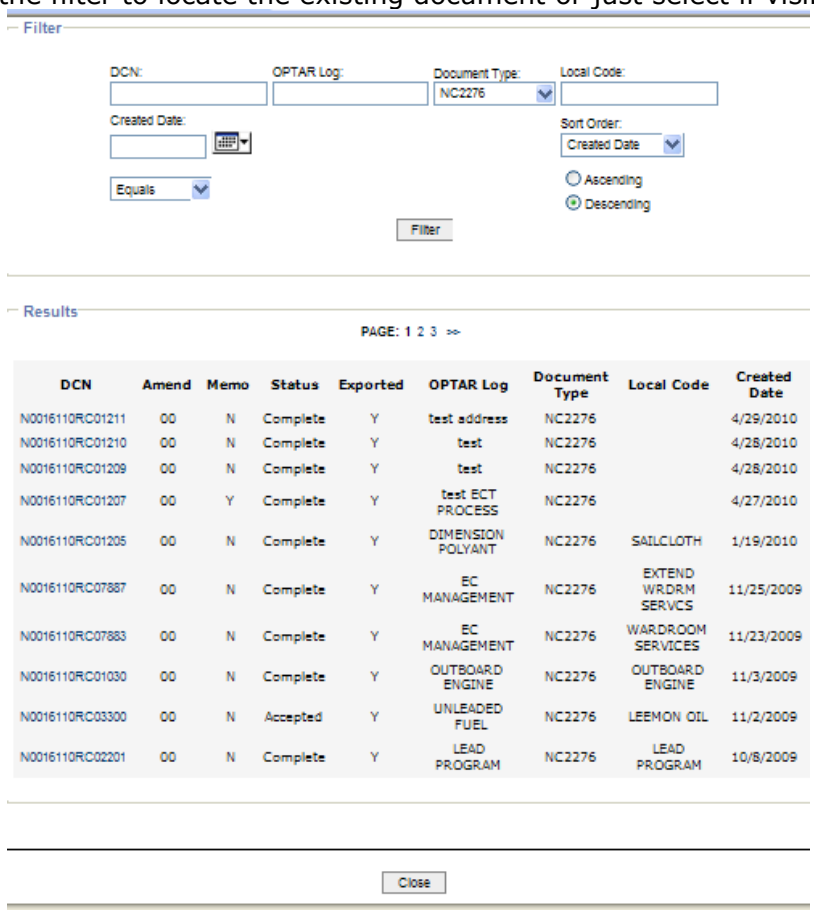
Step 3 Select Documents/New Document.



Step 4 Select the Supplemental Tab then Select SF1034.



Step 5 When you initiate the addition of a new SF1034 document, the Select Document page will open automatically. Select the existing FASTDATA document the SF1034 will reference. Use the filter to locate the existing document or just select if visible on the page.



DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N0016110RC01211	00	N	Complete	Y	test address	NC2276		4/29/2010
N0016110RC01210	00	N	Complete	Y	test	NC2276		4/28/2010
N0016110RC01209	00	N	Complete	Y	test	NC2276		4/28/2010
N0016110RC01207	00	Y	Complete	Y	test ECT PROCESS	NC2276		4/27/2010
N0016110RC01205	00	N	Complete	Y	DIMENSION POLYANT	NC2276	SAILCLOTH	1/19/2010
N0016110RC07887	00	N	Complete	Y	EC MANAGEMENT	NC2276	EXTEND WRDRM SERVCS	11/25/2009
N0016110RC07883	00	N	Complete	Y	EC MANAGEMENT	NC2276	WARDROOM SERVICES	11/23/2009
N0016110RC01030	00	N	Complete	Y	OUTBOARD ENGINE	NC2276	OUTBOARD ENGINE	11/3/2009
N0016110RC03300	00	N	Accepted	Y	UNLEADED FUEL	NC2276	LEEMON OIL	11/2/2009
N0016110RC02201	00	N	Complete	Y	LEAD PROGRAM	NC2276	LEAD PROGRAM	10/8/2009

Step 6 The SF1034 template opens for the document you have selected.

- Enter values in the required fields.
- Date Voucher Prepared – will pull in the system date
- Use drop down box to select the DEPT, Bureau, Or Establishment and location
- Contract Number and Date – if there is no contract number the 15 digit Requisition Number can be used in this block. DFAS requires it to be completed for payment purposes.
- Payees name and Address – select from the drop down box or type in a new 5 digit code and new payee with address. **(If it is not a 5 digit code you will receive an error message upon SAVE and you will be required to enter a 5 digit code in Payee field).**

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000 1034-122

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

VOUCHER NO.

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION
BUDGE
U.S. NAVAL ACADEMY
CMDT OF MIDN, BUDGET OFFICE
ANNAPOLIS, MD 21402

DATE VOUCHER PREPARED
10/20/2010

SCHEDULE NO.

CONTRACT NUMBER AND DATE
N0016110RC01207 10/04/2010

PAID BY

REQUISITION NUMBER AND DATE
N0016110RC01207

PAYEE'S NAME AND ADDRESS
WAWFDO
ACCEPTOR DODAAC: N00161
WAWF@USNA.EDU
LPO DODAAC N00161
PAY DODAAC: N68732

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE ACCOUNT NUMBER

SHIPPED FROM | TO | WEIGHT | GOVERNMENT B/L NUMBER

Line Items

DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES Enter description, item number, of contract or Federal Supply Schedule, and other information deemed necessary.	QUANTITY	COST	PER	AMOUNT (1)
No Line Items					

(Use continuation sheet(s) if necessary) (Payee must NOT use the space below) TOTAL $50.00

COMPLETE
PARTIAL
FINAL
PROGRESS
ADVANCE

BY (2)

AMOUNT VERIFIED; CORRECT FOR

TITLE

(Signature or initials)

ursuant to authority vested in me, I certify that the voucher is correct and proper for payment.

ATE) (AUTHORIZING CERTIFYING OFFICE) (2) (TITLE)

ACRNs

ACCOUNTING CLASSIFICATION

A 1701804 22LA 000 00161 0 068566 2D C01207 001610APA31 $50.00

CHECK NUMBER TREASURY ON ACCOUNT OF U.S. CHECK NUMBER ON (Name of bank)

CASH DATE PAYEE(3)

When stated in foreign currency, insert name of currency.
If the ability to certify and authority to approve are combined in one person, one signature only is necessary, otherwise e approving officer will sign in the space provided, over his official title.
When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or orporation name, as well as the capacity in which he signs, must appear.
OR EXAMPLE: "John Doe Company, per John Smith, Secretary," or "Treasurer," as the case may be.

PER

TITLE

revious edition usable NSN 7540-00-834-4206

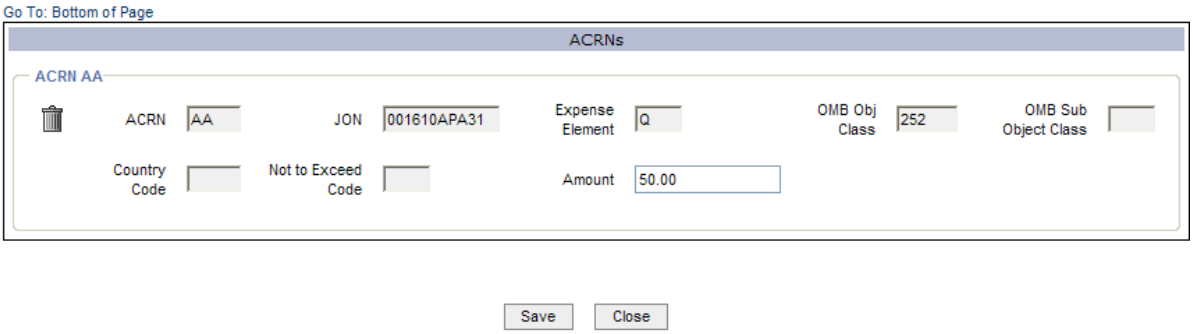
ocal Code OPTAR Log

Save Close

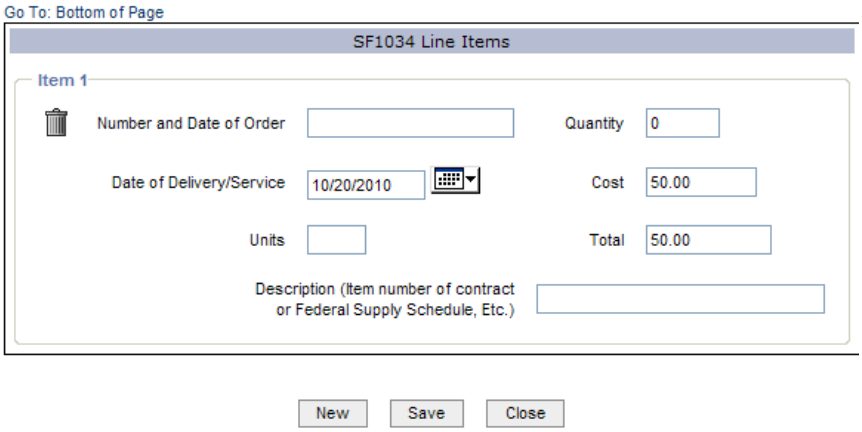
- All existing ACRNs included in the referenced document will show in the ACRN block for you to edit. The only field that will allow an entry to be done is the amount field

since you may be requesting payment for partial or full amounts. When finished click on SAVE and then CLOSE to exit to the SF1034 document.

- The amount to be paid –if different than the internal document selected will need to be edited in the ACRN block as well as the Line Item block so they both agree.



- Open the ACRN block and make the necessary changes to the amount field. Note that the Amount field is the only field open for edits. If the amount is correct as is then no change will be needed.
- SAVE the change to the amount field if it is edited.
- Close to go back to the main document.



- Open the Line Item block and add in the information - Number and date of Order, quantity, date of Delivery Service, Cost, Units and Description (Item number of contract or Federal Supply Schedule, etc)
- **Quantity is mandatory if you use the Cost field and upon SAVE will compute the TOTAL field.**
- If changes made to the amount for the Line Item then the ACRN block must be edited for amount as well so they match.
- If more than one line needs to be added to the document for payment Select NEW and the new box will appear to add in another line item.

- When completed Select SAVE.
- Select Close to return to the main document.

Pursuant to authority vested in me, I certify that the voucher is correct and proper for payment.

(DATE)	(AUTHORIZING CERTIFYING OFFICE) (2)	(TITLE)
	type in the name of the authorizing certifying officer	TITLE

ACRNs	ACCOUNTING CLASSIFICATION
AA 1701804 22LA 000 00161 0 068566 2D C01207 001610APA31 $50.00	

PAID	CHECK NUMBER ON ACCOUNT OF U.S. TREASURY	CHECK NUMBER ON (Name of bank)
BY	CASH DATE	PAYEE(3)

1) When stated in foreign currency, insert name of currency. 2) If the ability to certify and authority to approve are combined in one person, one signature only is necessary, otherwise the approving officer will sign in the space provided, over his official title. 3) When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporation name, as well as the capacity in which he signs, must appear. FOR EXAMPLE: "John Doe Company, per John Smith, Secretary," or "Treasurer," as the case may be.	PER TITLE

Previous edition usable NSN 7540-00-834-4206

Local Code | OPTAR Log Training purposes

Save Close

- Select the date from the calendar.
- Select the Certifying Official – or type in a name.
- Title – add the title of the authorizing Certifying Official – **this block can not be greater than 25 characters or you will receive an error message stating as such upon SAVE.**
- OPTAR Log is mandatory.
- Local Code is an Optional field.
- SAVE the document.

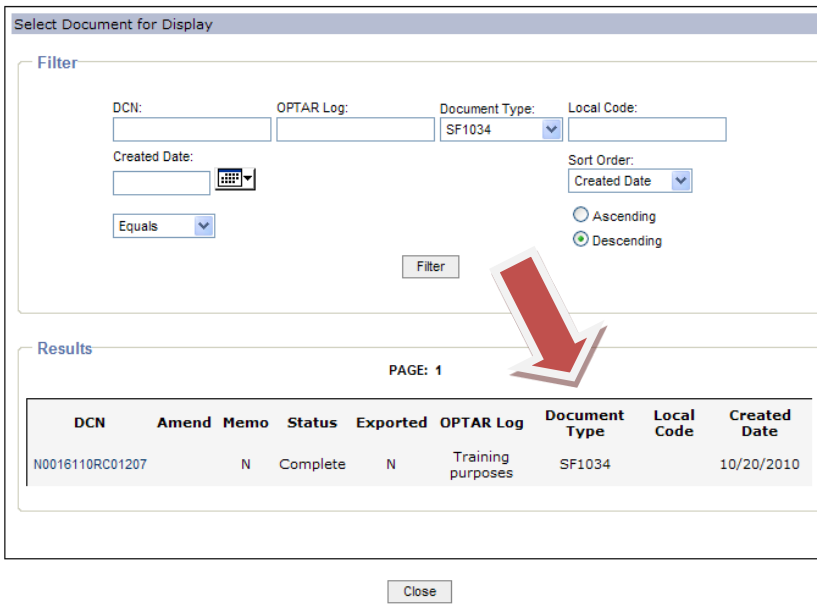
****Remember it is the same as for all documents – when more than one ACRN is selected there must be at LEAST one line item for each ACRN used.**

- If you wish to create another document you can select the **"Add Another"** that appears when the document is in the view after save mode.
- This will initiate a new document process for the same document type and subtype.
- Select **Close** to return to select Document menu

Add Another Close

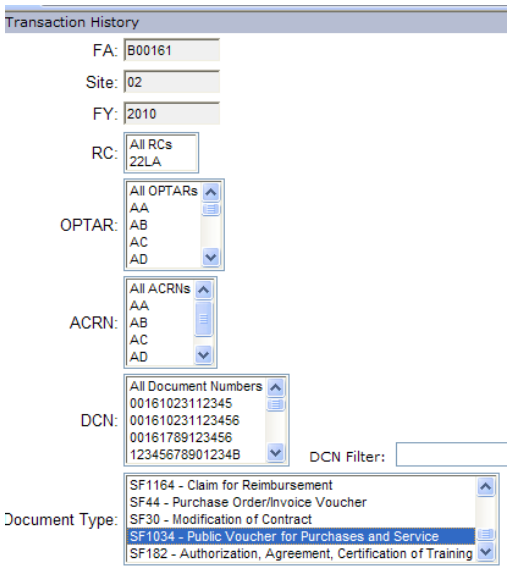
Step 7 Review Document

- To review your document – go to Document/Display document and select the SF1034

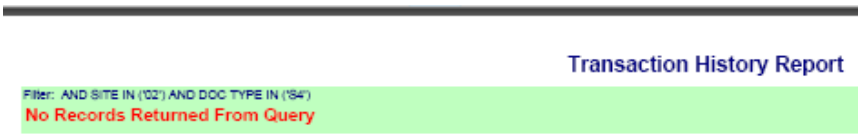


HINT: There will be no accounting transaction generated from the creation of the SF1034 to view on the reference document in the Transaction History Report details.

- To verify in Transaction History Report – go to Report/Transaction History
- Filter to document type of SF1034

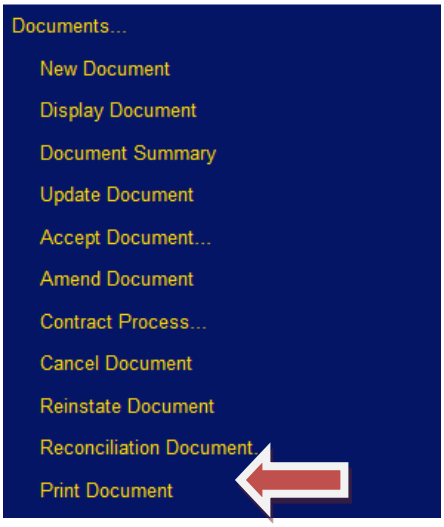


- Run Report
- The transactions are attached to the internal document selected when creating the SF1034.



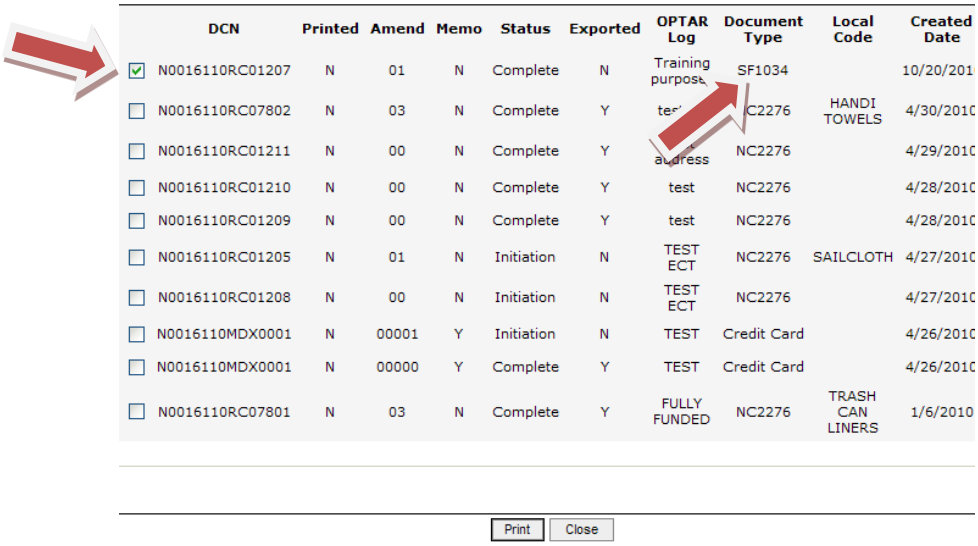
Step 8 Print document

Go to Documents/Print Document



Locate your document using the FILTER feature on the top to narrow search to the SF1034 and click on FILTER.

- Put a check mark in the box by the document.



	DCN	Printed	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
☑	N0016110RC01207	N	01	N	Complete	N	Training purpose	SF1034		10/20/201
☐	N0016110RC07802	N	03	N	Complete	Y	test	C2276	HANDI TOWELS	4/30/2010
☐	N0016110RC01211	N	00	N	Complete	Y	address	NC2276		4/29/2010
☐	N0016110RC01210	N	00	N	Complete	Y	test	NC2276		4/28/2010
☐	N0016110RC01209	N	00	N	Complete	Y	test	NC2276		4/28/2010
☐	N0016110RC01205	N	01	N	Initiation	N	TEST ECT	NC2276	SAILCLOTH	4/27/2010
☐	N0016110RC01208	N	00	N	Initiation	N	TEST ECT	NC2276		4/27/2010
☐	N0016110MDX0001	N	00001	Y	Initiation	N	TEST	Credit Card		4/26/2010
☐	N0016110MDX0001	N	00000	Y	Complete	Y	TEST	Credit Card		4/26/2010
☐	N0016110RC07801	N	03	N	Complete	Y	FULLY FUNDED	NC2276	TRASH CAN LINERS	1/6/2010

Print Close

- Select Print button.
- Document will appear on screen and you can select File/print.

Questions

What is the SF1034 used for?

What are the elements that must exist prior to creating an SF1034?

What are the steps necessary to establish an SF1034?

Describe the life-cycle of the transactions for the SF1034.

Practice

A reference document NC2276 exists for services to a postal box being rented on a yearly basis for 300.00. A semi-annual partial payment is ready to be submitted to DFAS for payment.

Introduction

This lesson will describe the purpose of the DD1131 CASH COLLECTION VOUCHER, as a request for payment of funds against the document control number and LOA cited on the DD1131. Illustrations will be provided for the creation of the DD1131.

Objectives

Learn the purpose and life cycle of the DD1131.

Learn how to create a DD1131.

Introduction

This lesson will describe the purpose of the DD1131 Cash Collection Voucher. The full life cycle of the document will be discussed.

Objectives

Define the purpose of the DD1131 Cash Collection Voucher.

Identify the types of transactions associated to a DD1131 Cash Collection Voucher.

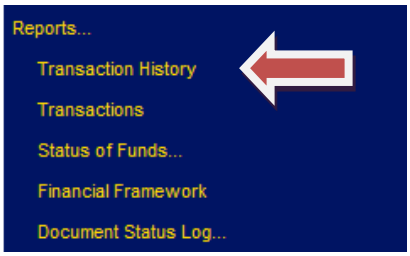
Outline the steps in creating the DD1131 Cash Collection Voucher.

Lesson

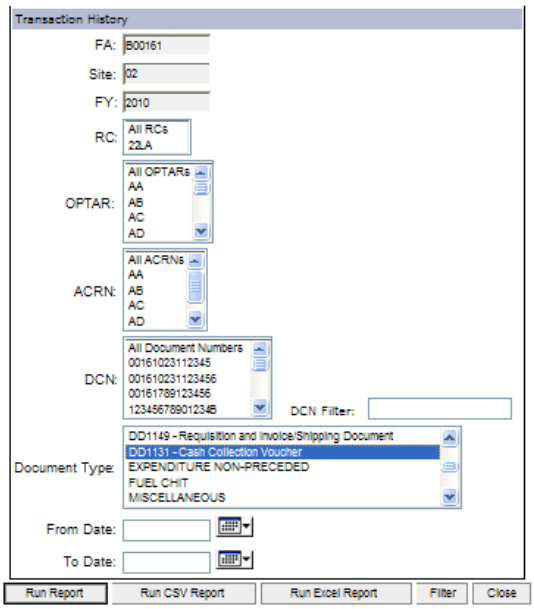
The primary purpose DD1131 Cash Collection Voucher is to be used to collect funds and cite the DCN and LOA to ensure proper recording. When you create a DD1131, it is not included when you export to the FA. **The DD1131 and SF1034 are supplemental source documents that do not affect the status of funds**. FASTDATA provides these forms simply to automate creation and printing of source documents. FASTDATA does not establish serial ranges for these documents; each of these supplemental documents uses the serial number of the referenced document.

Users with the necessary access can add, update, and view source DD1131 documents. Access to add, update, view, and perform other document processes on DD1131 documents is defined at the System Administrator Level. Other File menu document processes available for the DD1131 include Cancel and Reinstate.

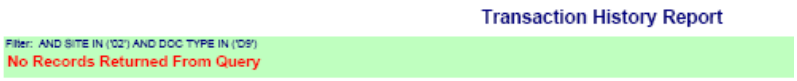
The transactions throughout the life cycle of the document are not attached to the DD1131, they are attached to the referenced document. To demonstrate this go to Reports/Transaction History.



Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.



The Transaction History details will reflect only the transactions generated on the referenced document for the CM, AO, RP, EV transactions. It will not reflect the creation of the DD1131 Supplemental document.



NOTE: Under Documents/Display Document

Even though the creation of the DD1131 does not show in the transaction history or create transactions, both document types will show along with the creation date, exported Y/N, Status.

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N0016110MD11111		N	Complete	N	Training	DD1131		10/20/2010
N0016110RQ02208		N	Complete	N	training document	DD1131		10/20/2010

There is no flow of transactions to illustrate on the DD1131 as the flow of transactions will show in the life cycle of the referenced document.

Questions

What is the purpose of the DD1131 document?

What types of transactions are generated when establishing a DD1131 Cash Collection document?

What are the life cycle events of the DD1131 document?

Introduction

This lesson will illustrate the steps required to create a DD1131 Cash Collection Voucher using the On-Site or Off-Site form to generate the document. FASTDATA provides these forms simply to automate creation and printing of source documents and it does not affect the status of funds.

Objectives

Define the DD1131.

Describe the elements that must exist prior to creating the DD1131.

Outline the steps necessary to establish the DD1131.

Describe the life-cycle of the transactions for the DD1131.

Lesson

When you create a DD1131, it is not included when you export to the FA. The DD1131 and SF1034 are supplemental source documents that do not affect the status of funds. Use the Cash Collection Voucher, DD1131, to collect funds and cite the DCN and LOA to ensure proper recording. When you create a DD1131, it is not included when you release to the FA. FASTDATA provides these forms simply to automate creation and printing of source documents. FASTDATA does not establish serial ranges for these documents; each of these supplemental documents uses the serial number of the referenced document.

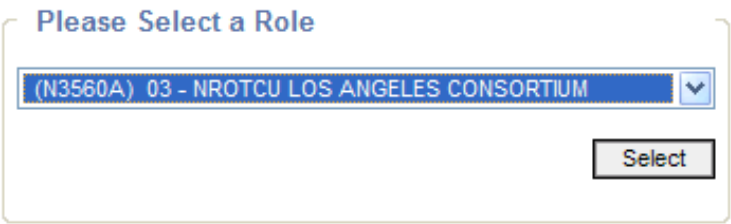
he DD1131 can also reference documents that are not part of FASTDATA. When you initiate the action to create a new DD1131, the system will prompt you to select either On-site or Off-site order type by the FASTDATA Document select page that opens, allowing you to designate a DCN for either a document outside FASTDATA or for an existing FASTDATA document.

If you wish to create another DD1131 document, select the **Add Another** button that appears on the view of your document once it is saved. Site users with the necessary access can add, update, and view source DD1131 documents. Access to add, update, view, and perform other document processes on DD1131 documents is defined at the System Administrator level. Other File menu document processes available for the DD1131 include Cancel and Reinstate.

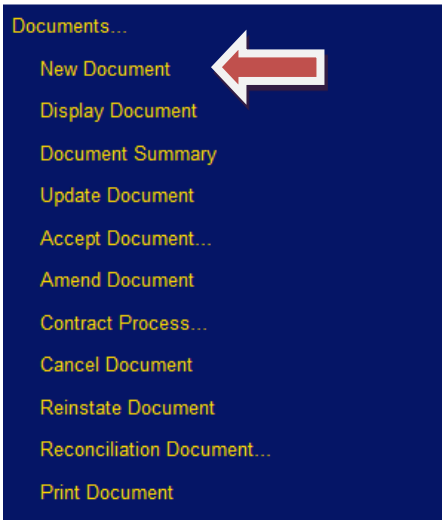
The source DD1131 requires at least one line item and one ACRN. When you open the New DD1131 page, if you entered a DCN for an existing, non-supplemental FASTDATA document, all the ACRN's associated with the existing document will display on the DD1131 record. If the DCN is for a non-FASTDATA document, you must add a new ACRN.

Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

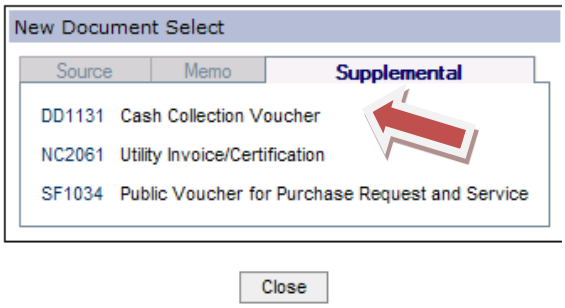
Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



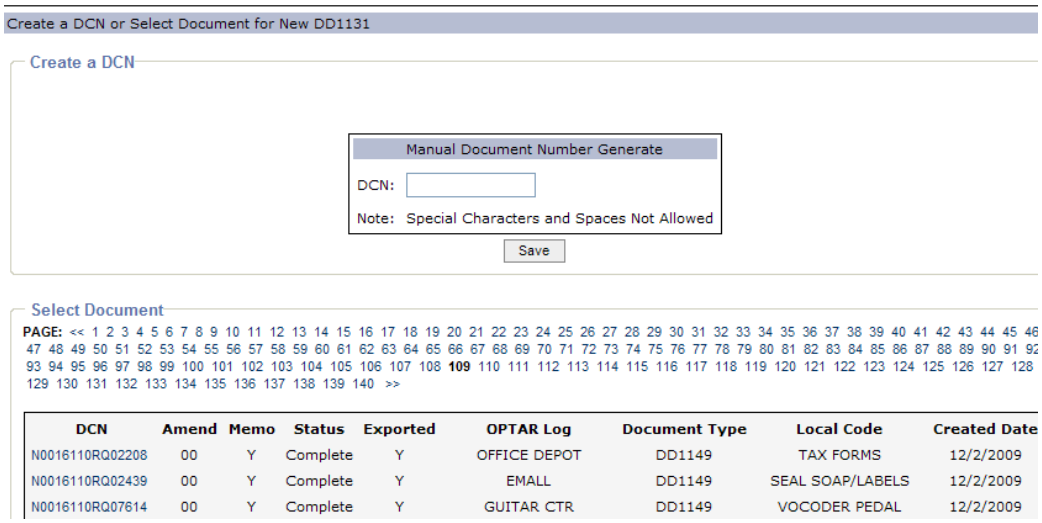
Step 3 Select Documents/New Document.



Step 4 Select the Supplemental Tab then Select DD1131.

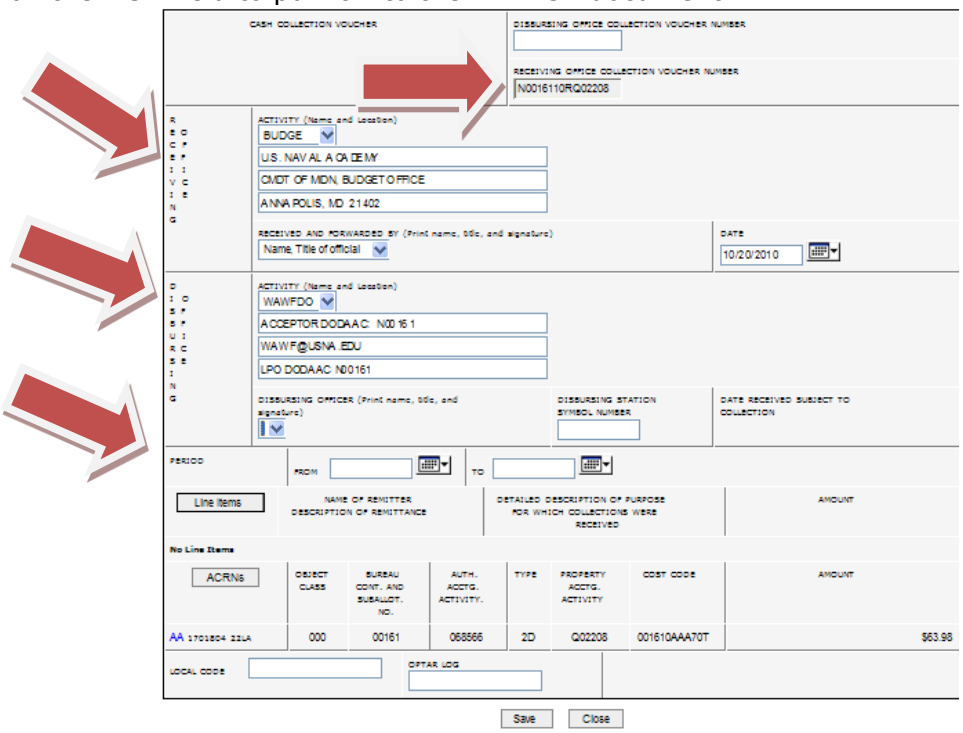


Step 5 When you initiate the addition of a new DD1131 document, the Select Document page will open automatically. The options are the On-Site DD1131 created by selecting the existing FASTDATA document the DD1131 will reference or the Off-Site DD1131 using the manual document number box to create it. There is no filter in this box to locate the existing document so you will need to search for it if it is not visible on the page.



DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N0016110RQ02208	00	Y	Complete	Y	OFFICE DEPOT	DD1149	TAX FORMS	12/2/2009
N0016110RQ02439	00	Y	Complete	Y	EMALL	DD1149	SEAL SOAP/LABELS	12/2/2009
N0016110RQ07614	00	Y	Complete	Y	GUITAR CTR	DD1149	VOCODER PEDAL	12/2/2009

Step 6 If this is an on site DD1131 select the document on the SELECT DOCUMENT tab. Click on the DCN field to pull it into the DD1131 document.

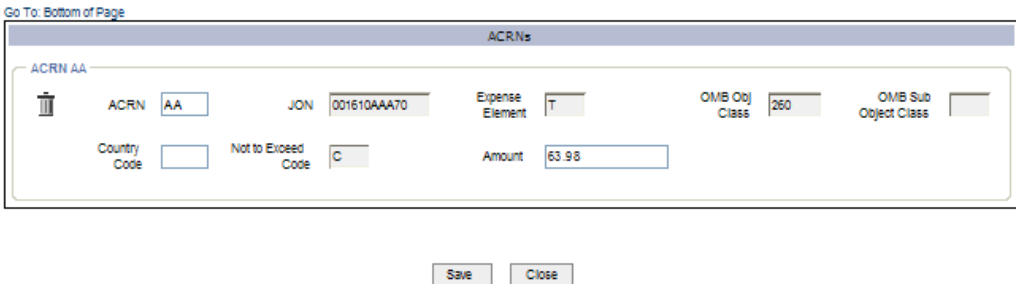


- The document selected will populate in the Receiving office Collection voucher number field.

- Use the drop down to select the Activity – Receiving Office.
- Use the drop down to select the Activity - Disbursing Office. It MUST be a 5 digit code or an error will occur upon SAVE.
- The Disbursing Station Symbol Number – if known should be filled in.
- Period – use the calendar to select the FROM and TO period dates.
- Received and forwarded by – name and title.
- Date – system generated as the creation date.
- Disbursing Officer and Disbursing Station Number should be entered if known.

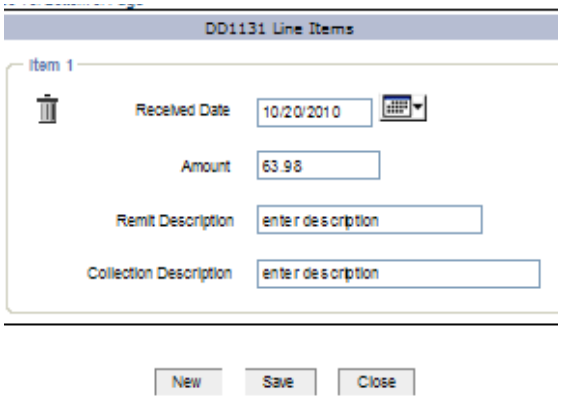
If the ACRN amount pulled in from the document selected, is the full amount being collected then it does not have to be edited. If the amount of the collection is less than the ACRN of the selected document it must be changed so it will match the line item amount of the collection.

- Select the ACRN box and edit it to match the line item (s) amount.



This example shows 63.98 from the document selected to generate the DD1131. For training purposes we will assume it is the full amount being collected.

- LINE ITEMS – Click on the box to open it up.



- If another line item is to be added – Select NEW to add another line item box.
- Then select SAVE and CLOSE.

CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NUMBER

RECEIVING OFFICE COLLECTION VOUCHER NUMBER N0016110RQ02208

RECEIVING

ACTIVITY (Name and Location)
BUDGE
U.S. NAVAL ACADEMY
CMDT OF MIDN, BUDGET OFFICE
ANNAPOLIS, MD 21402

RECEIVED AND FORWARDED BY (Print name, title, and signature) Name, Title of official

DATE 10/20/2010

DISBURSING

ACTIVITY (Name and Location)
FISCN
NORFOLK OFFICE
NORFOLK OFFICE
1968 GILBERT ST, SUITE 600

DISBURSING OFFICER (Print name, title, and signature)

DISBURSING STATION SYMBOL NUMBER

DATE RECEIVED SUBJECT TO COLLECTION

PERIOD FROM TO

Line Items	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT
1 10/20/2010	enter description	enter description	$63.98

ACRNs	OBJECT CLASS	BUREAU CONT. AND SUBALLOT. NO.	AUTH. ACCTG. ACTIVITY.	TYPE	PROPERTY ACCTG. ACTIVITY	COST CODE	AMOUNT
AA 1701804 22LA	000	00161	068566	2D	Q02208	001610AAA70T	$63.98

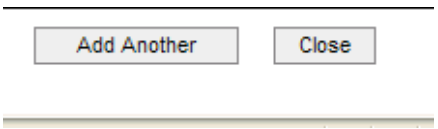
LOCAL CODE

OPTAR LOG trainingdocument

Save Close

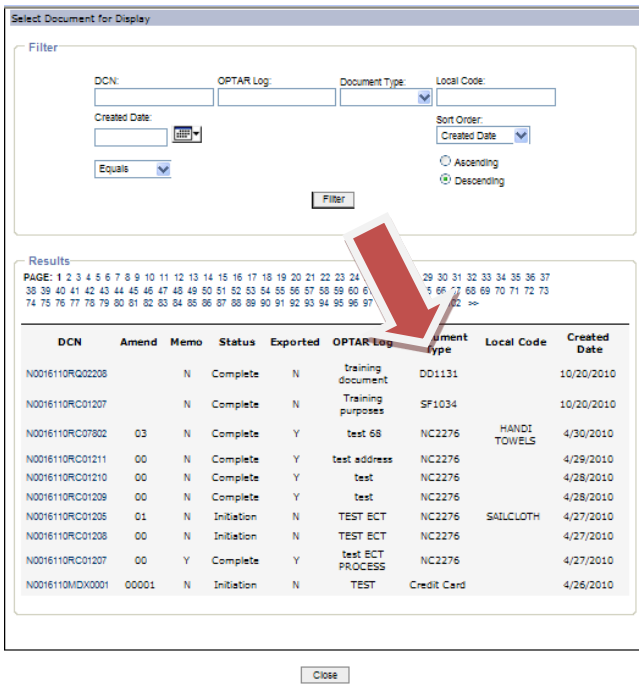
- Select **Save** to save your document.

- If you wish to create another document you can select the **"Add Another"** that appears when the document is in the view after save mode.
- This will initiate a new document process for the same document type and subtype.

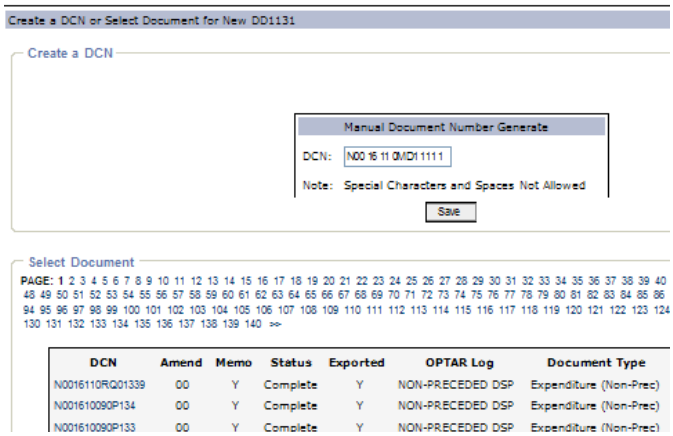


- Select **Close** to return to select Document menu.

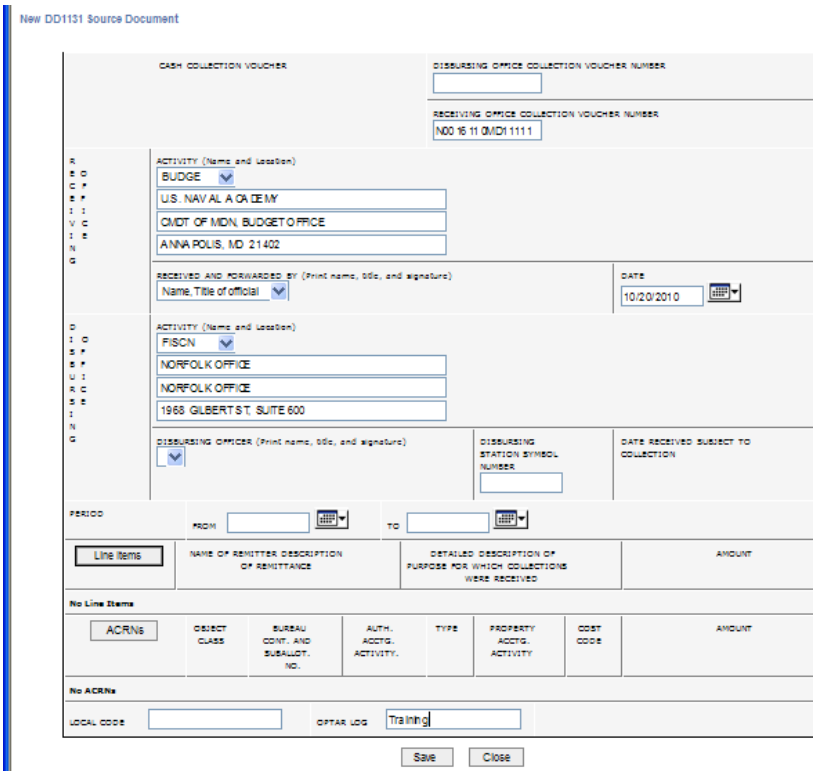
- To review your document – go to Document/Display document and select the DD1131



Step 7 To create the DD1131 as an Off-Site document not already created in the Site go to Documents, new documents, supplemental – select DD1131.



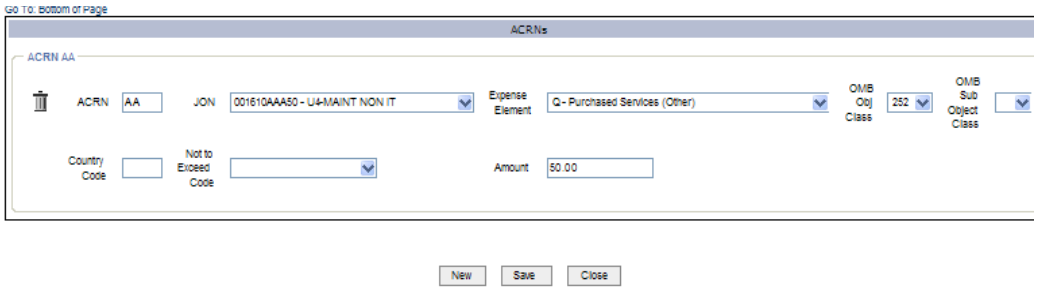
- Type in a standard document number or MILSTRIP type document in the DCN block and select SAVE.



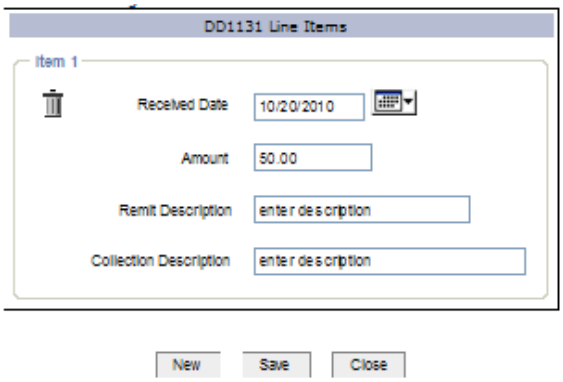
The document number will populate in the Receiving Office Collection Voucher Number you typed in the manual document to generate.

- Fill in the Receiving Officer and the Disbursing Officer blocks from the drop down.
- The Disbursing Station Symbol Number should be included if known.
- Add the FROM and TO period dates by using the calendar.

Select ACRN block to add in the ACRN or ACRNS.



- Select the JON, EE, OMB Obj Class, and Amount.
- If another ACRN is needed select NEW. Another box will drop down to select another JON and add in the amount.
- When all ACRNS have been created SAVE.
- Close to return to the main document.



- Next select the LINE item block.
- Fill in the received date, amount, and description fields.
- If another line item is needed select NEW and complete.
- SAVE the line item.
- CLOSE to return to the main document.

****Remember it is the same as for all documents – when more than one ACRN is selected there must be at LEAST one line item for each ACRN used. The ACRN amount must match the Line Item amount for a successful SAVE of the document.**

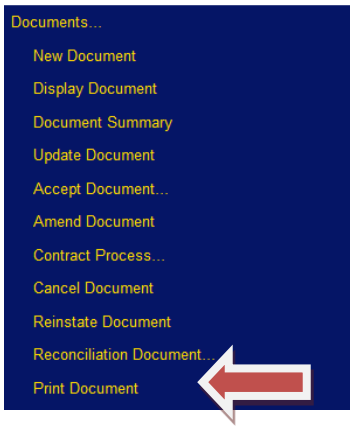
- Select **Save** to at the bottom of your document.

- If you wish to create another document you can select the **"Add Another"** that appears when the document is in the view after save mode.
- This will initiate a new document process for the same document type and subtype.
- Select **Close** to return to select Document menu

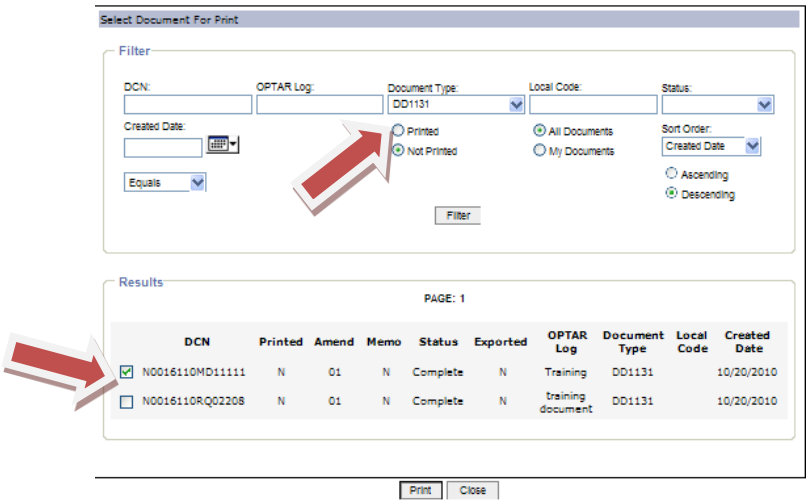
HINT: There will be no accounting transaction generated from the creation of the DD1131 to view on the reference document in the Transaction History Report details for On-Site or Off-Site DD1131.

Step 8 Print document

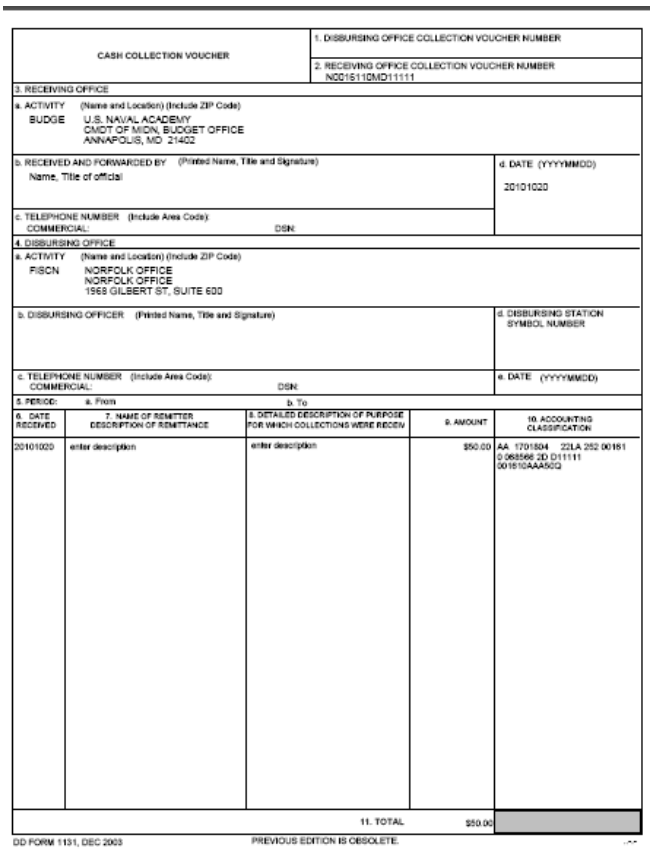
Go to Documents/Print Document



Locate your document using the FILTER feature on the top to narrow search to the SF1034 and click on FILTER, then put a check mark in the box by the document itself showing on the list of documents. Notice that both the On-Site and Off-Site DD1131 are available to print.



- Click on Print button.
- Document will appear on screen and you can select File/print.



CASH COLLECTION VOUCHER

1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER

2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER
N0016110MD11111

3. RECEIVING OFFICE

a. ACTIVITY (Name and Location) (Include ZIP Code)
BUDGE U.S. NAVAL ACADEMY
CMDT OF MIDN, BUDGET OFFICE
ANNAPOLIS, MD 21402

b. RECEIVED AND FORWARDED BY (Printed Name, Title and Signature)
Name, Title of official

d. DATE (YYYYMMDD)
20101020

c. TELEPHONE NUMBER (Include Area Code):
COMMERCIAL: DSN:

4. DISBURSING OFFICE

a. ACTIVITY (Name and Location) (Include ZIP Code)
FISCN NORFOLK OFFICE
NORFOLK OFFICE
1968 GILBERT ST, SUITE 600

b. DISBURSING OFFICER (Printed Name, Title and Signature)

d. DISBURSING STATION SYMBOL NUMBER

c. TELEPHONE NUMBER (Include Area Code):
COMMERCIAL: DSN:

e. DATE (YYYYMMDD)

5. PERIOD: a. From b. To

6. DATE RECEIVED	7. NAME OF REMITTER DESCRIPTION OF REMITTANCE	8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIV	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
20101020	enter description	enter description	$50.00	AA 1701804 22LA 252 00161 0 068566 2D D11111 001610AAA50Q
		11. TOTAL	$50.00	

DD FORM 1131, DEC 2003 PREVIOUS EDITION IS OBSOLETE.

Questions

What is the DD1131 used for?

What are the elements that must exist prior to creating a DD1131?

What are the steps necessary to establish a DD1131?

Describe the life-cycle of the transactions for the DD1131.

Practice

A reference document SF182 exits for training but the attendee has provided a check refunding the amount since they did not attend. Prepare the collection to send to the Disbursing Office.

Introduction

This lesson will describe the purpose of the various Memorandum (Memo) Record Documents available for creation in FASTDATA. Illustrations will be provided for the creation of the Memo documents.

Objectives

Learn the purpose and life cycle of the various Memo record documents.

Learn how to create various Memo documents.

Introduction

This lesson will describe the purpose of the Memo record documents. The full life cycle of the documents will be discussed.

Objectives

Define the purpose of the Memo record Documents.

Identify the types of transactions associated to a Memo document.

Lesson

Creating a memorandum record allows you to enter a transaction into the FASTDATA application, updating your records and STARS-FL without generating a printable source document. Memo documents affect the OPTAR's status of funds and create commitment, obligation, or receipt transactions for STARS-FL.

Minimal data is required for entry of a memorandum record in FASTDATA. Therefore, insufficient data is available to produce a printed document. After you enter a memo document, it will be as if you entered a source document with some exceptions.

- You cannot print any memo documents.
- **NC2275, NC2276, NC2276A,** and **DD448** memo records cannot be amended. If you anticipate amending one of these records in the future, do not create them as memo records.
- You cannot enter receipts for **SF44**, **Fuel Chit,** or **SF1164** memo records. When you enter one of these documents, the goods or services have already been received and are included in a file transfer to STARS-FL as receipts.

For both source and memo documents, FASTDATA does not allow you to create a transaction that exceeds the site authorization if the OPTAR's Check for Funds check box is checked. After you enter the price, the system will check the total amount against the authorization for the associated job order number (JON).

Memorandum record entry is a way of entering minimal transaction (commitment, obligation or receipt) data. All valid data that is imported from external systems (travel, MPC credit card, etc) is stored in the FASTDATA as viewable and maintainable Memo Records.

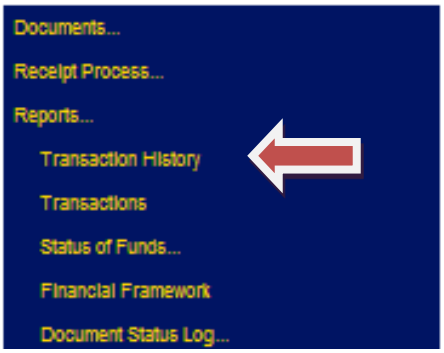
Imported external transactions at the Site do not require that the FA provide a supporting Serial Range.

The Memorandum Record tab under New Documents provides a list of the documents that are available to be created in the Memo format.

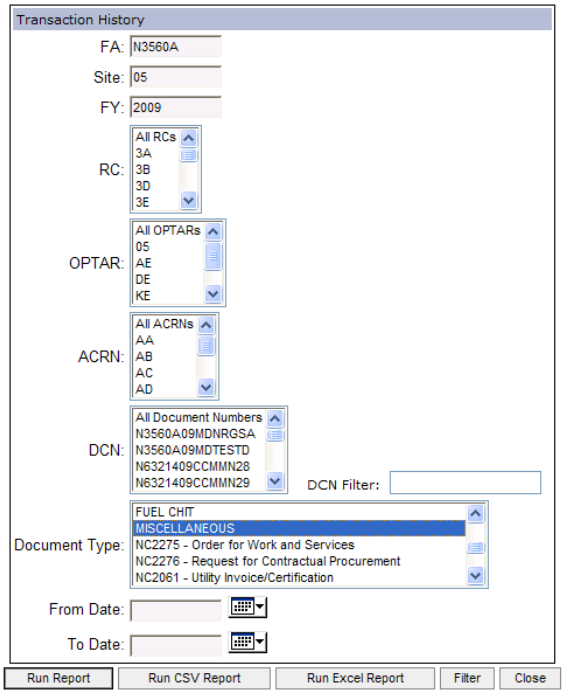
In the list of Memo options some will have comparable Source document entries in FASTDATA and some will have no comparable Source document available to choose.

Documents with both Memo and Source document options:	**Documents with only Memo option:**
DD1149 DD1348 DD1348-6 DD282 DD448 NC2275 NC2276A SF1164 SF182	DD1610 NAVPERS 1320/16 SF44 Civilian Labor GSA Document Fuel Chits Miscellaneous

As with the Source document, the Memo document the transactions throughout the life cycle of the documents can be viewed in the transaction history, go to Reports/Transaction History.



Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.



Transaction History Report

Filter: AND SITE IN ('05') AND DOC TYPE IN ('M1')

FA: N3560A Site: 05 RC: 3A OPTAR: 05 FY: 2009

DCN: N3560A09MDNRGSA

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63214905100	Q	253			MISCELLANEOUS	00		Complete	$250.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	AO	07/27/2009 13:33:32	0	$250.00	00	I		Created By Database User ID=BFPE45305;

DCN: N3560A09MDTESTD

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63214905100	Q	253			MISCELLANEOUS	00		Complete	$50.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	AO	07/22/2009 08:49:33	0	$50.00	00	I		Created By Database User ID=BFPE45305;

The transaction flow as the document progresses through the life cycle for Memo documents will follow the same logic as the Source version of the same document.

Questions

What is the purpose of the Memorandum Record documents?

What types of transactions are generated when establishing a Memo document?

Introduction

This lesson will illustrate the steps required to create a various Memorandum (Memo) Record documents. The Memo documents are a way of entering minimal transaction data and, based on the type of document being created, will record the commitment, obligation, or receipt.

Objectives

Define the Memorandum Record documents.

Describe the elements that differ with a Memo and Source document.

Outline the steps necessary to establish various Memo Documents.

Describe the life-cycle of the transactions for the Memo Documents.

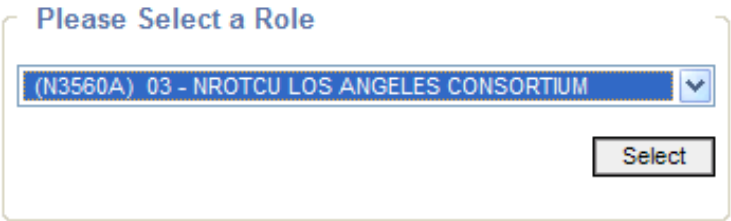
Lesson

Creation of Memo documents will allow you to update your FASTDTA funds and generate transactions for the official accounting system without generating any source document. Some of the things to consider when choosing Source or Memo include:

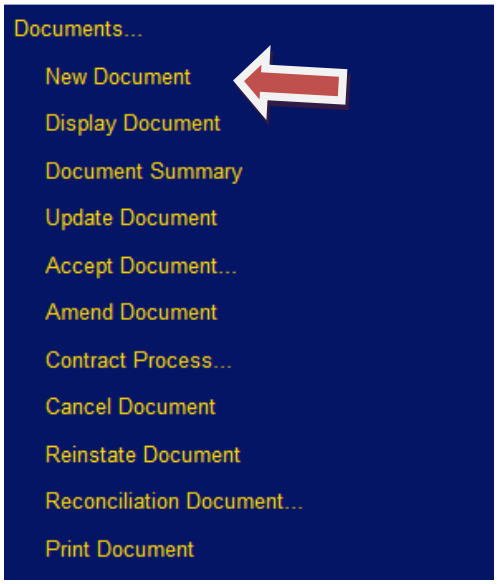
1. **Memo documents are not amendable as with the Source option**
2. **Memo documents are not available for printing. The credit card memo document is the exception – none of the other Memo documents can be printed due to the lack of data entered in the memo entry**
3. **Receipts can't be entered against a Memo Fuel Chit, SF1164 or SF44 since receipts are generated upon creation of these documents.**
4. **None of the Supplemental documents are available in the Memo option.**

Step 1 To create a Memo document: Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.

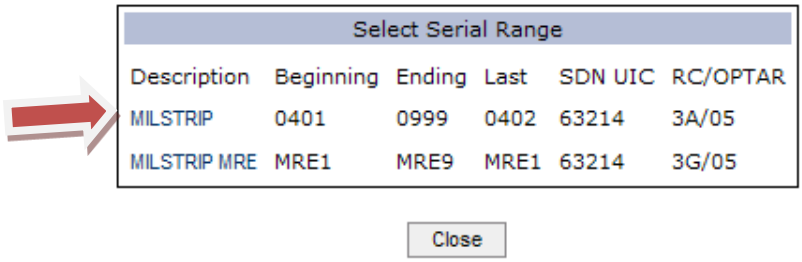


Step 3 On the left hand menu – **select Documents** and the options will show in box to the right, New Document.

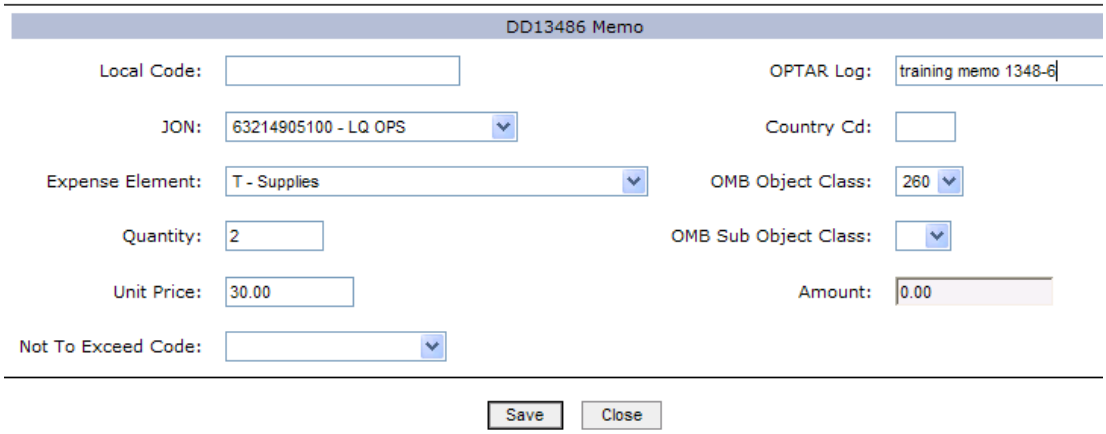


Step 4 **Select Memo tab – DD1348-6. Single ACRN Memo Format.**

Step 5 Select serial range if the FA has provided more than one set of serial ranges for you to use on DD1348-6 documents.

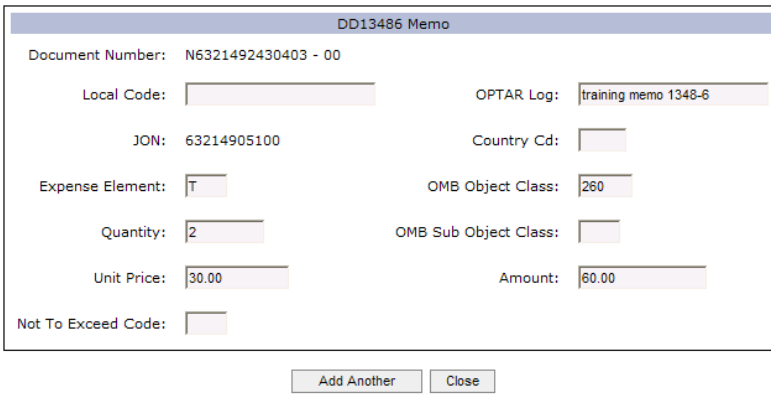


Step 6 Template for Memo DD1348-6 will open.
Use MILSTRIP Requisition (Long Form) DD1348-6 to requisition NSN items, part number items, or items that require specific identifying data. Transactions generated from the DD1348-6 are included when you release data to the FA, and are recorded as commitments when released to STARS-FL.



Fill in the required fields – OPTAR Log, JON, EE, OMB Object Class, Qty, Unit price.

Select Save.



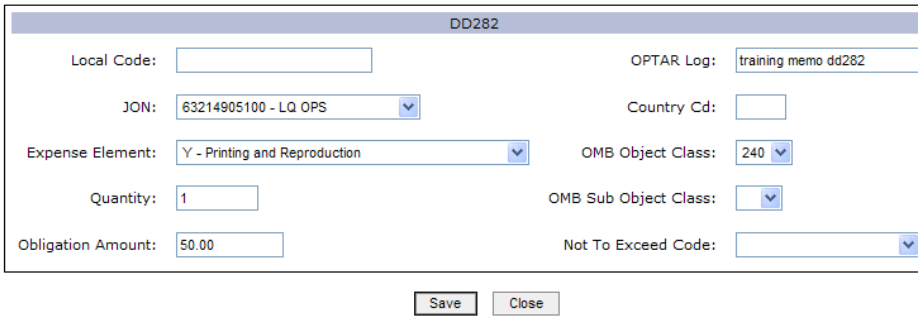
If you wish to add another document select ADD ANOTHER at this time. If not Select Close.

This DD1348-6 will produce a commitment transaction and may need to have Contract process performed to move the commitment to an obligation just like the source DD1348-6 document unless when a receipt is entered and it is to be crossed to a supply system, then the contract process is not required to obligate. Receipt process will cover this issue in another lesson.

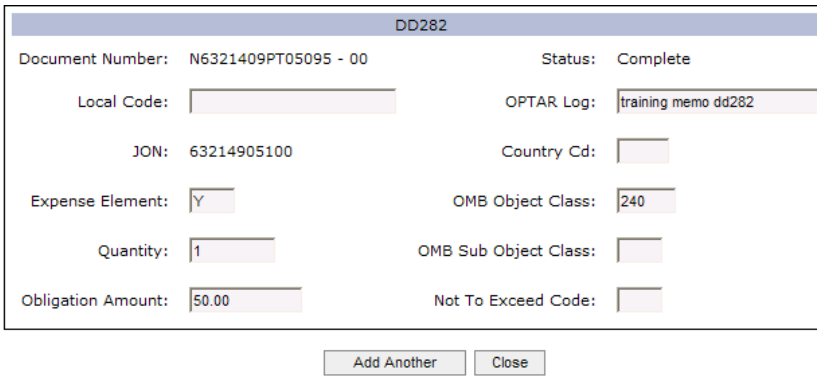
NOTE: As a reminder for document creation during the Outyear, MILSTRIP documents that normally have a serial range assigned by the FA will not show for document creation because they are creation date driven. If you are creating a document that could or does have a MILSTRIP number you will be prompted to enter the document number yourself. Select a julian date greater than the Julian date of 1 October when creating your document numbers. This includes DD1348-6/DD1348/DD1149 documents.

Step 7 Select New Document/MEMO/DD282/Select serial range.

Other memo documents with the same memo format as the DD282 Memo document are the SF44, DD1348, and DD1149. Complete the OPTAR Log, JON, EE, OMB Object Class, Qty, Obligation amount, and optional other fields as desired.



Select SAVE.

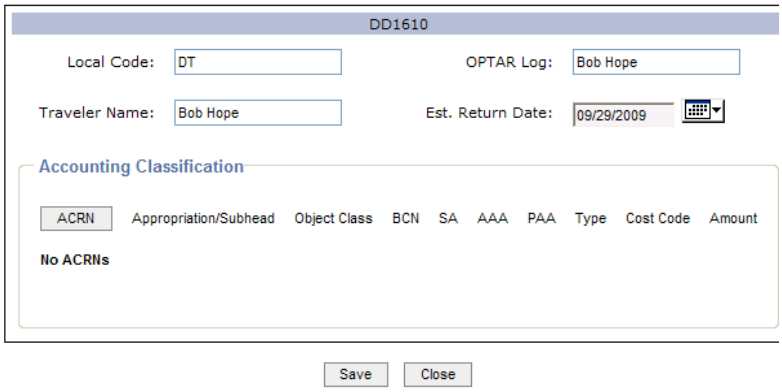


Option to Add Another document will be available. If you are not creating another document, Select Close to exit. Creation of the DD1348 and DD282 record an obligation on the accounting records the same as the Source document. The DD1149 records a commitment and will require contract process to be done to move the commitment to an obligation the same as the Source document. The SF44 is recorded after the fact when the material has been received so that document will record a Receipt transaction.

Step 8 Select New Document/MEMO/DD1610/Select serial range. Multi-ACRN Format – Travel document.

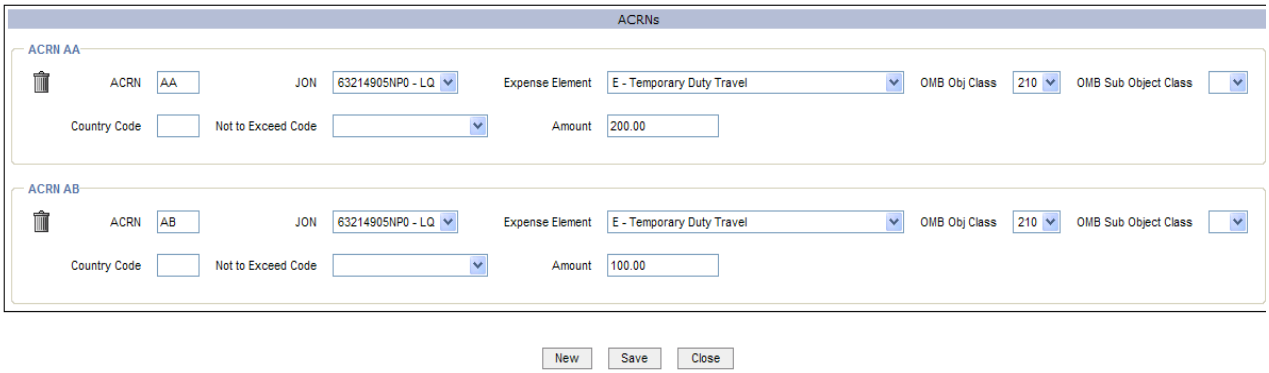
This memo entry record will record TDY travel of non-military DOD personnel for transactions not being generated in Defense Travel System (DTS). The transaction generates an obligation and the document type of the standard document number will contain "TO" in the 9th and 10th positions. This will be the same format for the NAVPERS 1320/16 Temporary Additional Duty (TEMADD) Travel Orders document. Both documents are a Multi-ACRN document.

Site users with the necessary access can add, update, and view memo DD1610 documents. Access to add, update, view, and perform other document processes on DD1610 documents is defined at the System Administrator level. Other File menu document processes available for the DD1610 include Receipt, Expenditure, Cancel, and Reinstate.



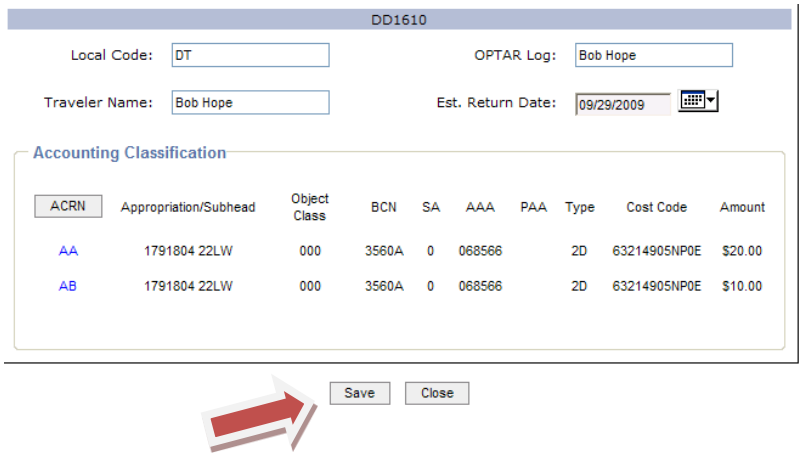
Once the OPTAR log, traveler name, estimated return date are completed, then select the ACRN block.

Complete the JON, EE will default to E and OMB Obj Class will default to 210, Amount. To add the second ACRN for the travel if required select NEW and the next ACRN will appear. Complete the elements of that ACRN.

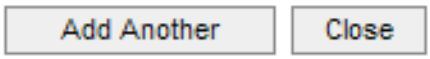


Select SAVE.

Once back to the main Memo document the ACRNS you created will display. Select SAVE to complete the document. There are TWO SAVEs when creating the document and if you do not see the document number and ADD ANOTHER on the final SAVE you have not saved the document.



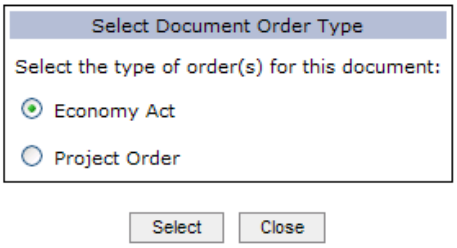
Option to Add Another document will display or Close to exit the document.



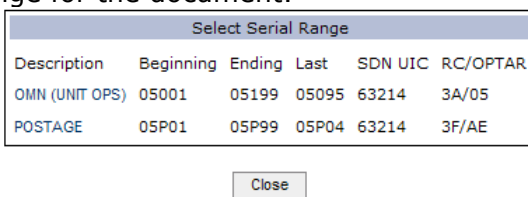
Step 9 Select New Document/MEMO/NC2275/Select serial range. Multi-ACRN Format – OTHER.

Use this page to create new memo NC2275 documents. When adding a new memo NC2275, you must enter at least one ACRN.

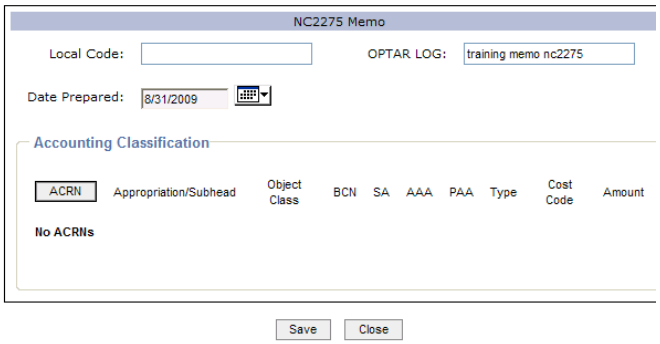
Select the document order type – Economy Act or Project Order.



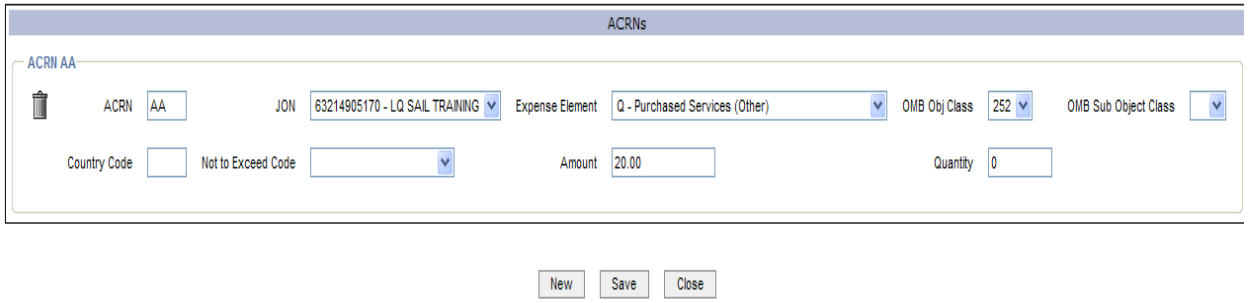
Select the desired serial range for the document.



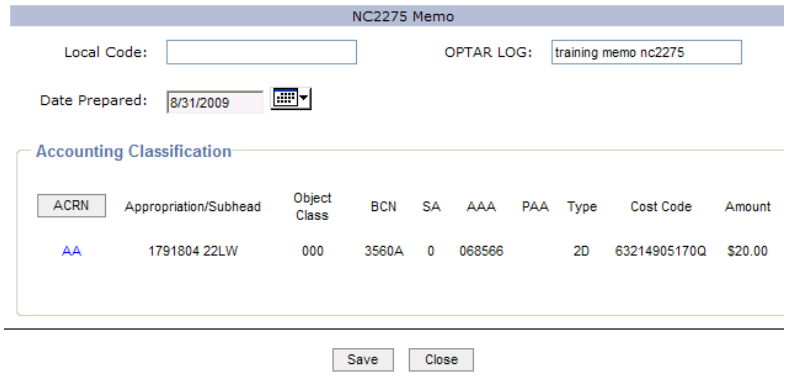
Complete the OPTAR Log, date prepared will default to the actual date being created.



Select ACRN. Complete the JON, EE, OMB Obj Class, Amount. The rest of the optional fields can be completed as desired.



If another ACRN is to be used Select New for the next ACRN box to appear. If finished Select SAVE to exit to the main document. Selecting Close prior to Save will lose any changed made in the ACRN box.



Select SAVE on the main Memo document to save the document and generate the document number. Option to Add Another will then appear on the screen. If you don't want to create another document, Select Close. If you do not see the document number on the document and ADD ANOTHER you have not completed the document SAVE.

The format of the multi-ACRN screen is the same for the NC2275, NC2276, NC2276A, SF1164, and DD448 except that on the DD2275 and SF1164 the Quantity field is not present. The transactions resulting from the entry of a memo NC2275, NC2276, or DD448 is a commitment. The transaction for a memo SF1164 is an Accounts Payable (Receipt). The transaction for a memo Miscellaneous is an obligation. Processing and generating transactions for these memorandum records is the same as the corresponding source documents.

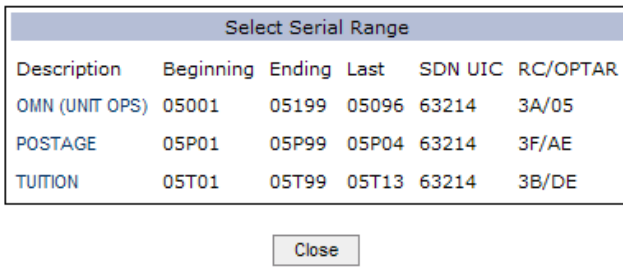
The Memo NC2275 will still require the acceptance to move the commitment to obligation; the NC2276 if over $25K will require acceptance and the contract process will need to be done to move the commitment to obligation. The DD448 and NC2276A will require an acceptance and possibly contract process for the category 2 purchases (direct citation) in order to create the obligation. These transactions are the same as the source documents and covered in each Source document section.

NOTE: Keep in mind that Memo documents of this nature will not be able to be amended or printed.

Step 10 Select New Document/MEMO/Miscellaneous Memo/Select serial range.

This document is used for exactly what the name implies. The miscellaneous memo record applies when neither a specific memo type nor a source document is available in FASTDATA. The document control number is created with "MD" in the 9th and 10th positions.

The Miscellaneous record is recorded as an obligation when included in the FA's file transfer to STARS/FL. Site users with the necessary access can add, update, and view memo Miscellaneous documents. Access to add, update, view, and perform other document processes on Miscellaneous documents is defined at the System Administrator Level. Other File menu document processes available for the Miscellaneous include Receipt, Expenditure, Cancel, and Reinstate.



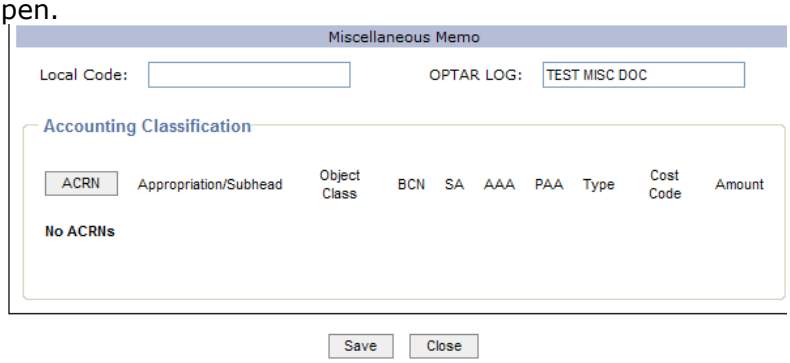
Select Serial Range

Description	Beginning	Ending	Last	SDN UIC	RC/OPTAR
OMN (UNIT OPS)	05001	05199	05096	63214	3A/05
POSTAGE	05P01	05P99	05P04	63214	3F/AE
TUITION	05T01	05T99	05T13	63214	3B/DE

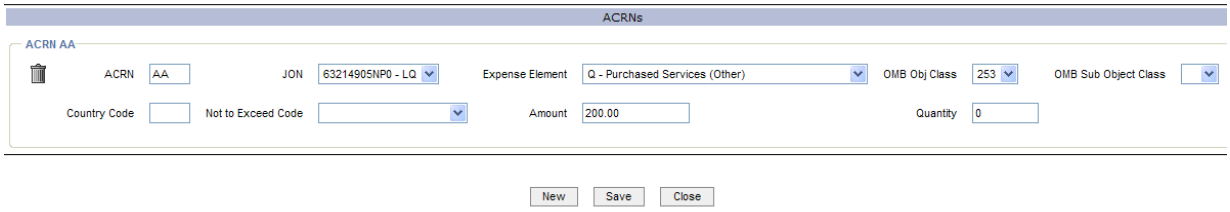
Close

If FA is using the Miscellaneous (MD) and the Credit Card Source (MD) documents a separate serial range must be established for each Site for each of these type documents. They can't be shared even though they create MD documents when created.

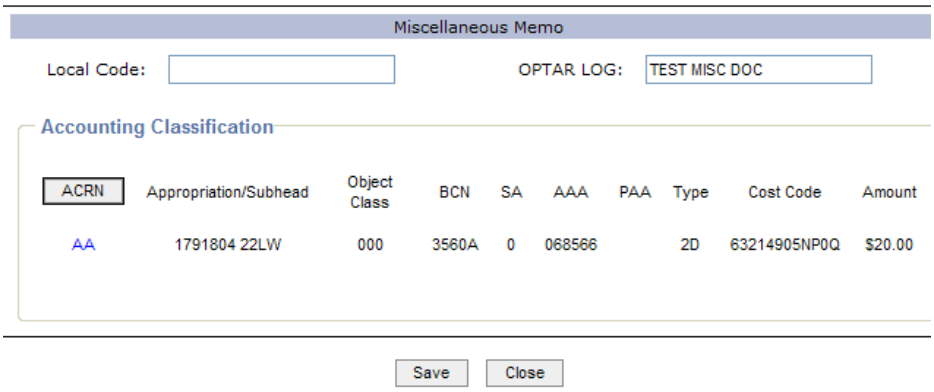
The OPTAR Log field is the mandatory field and at least one ACRN must be completed. Select ACRN to open.



Complete the ACRN block with the information and if another ACRN is needed Select NEW for the next ACRN block to appear.



If only one ACRN is needed Select SAVE and then Close to exit to the main document.



Select SAVE to save the document. You will be prompted with the Add Another button to select if another document is needed and if not Select Close to exit the document. If you do not see the document number on the document and ADD ANOTHER button at the bottom you have not completely saved the document.

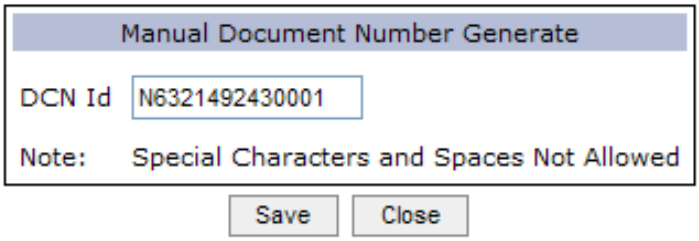
Step 11 Select New Document/MEMO/Fuel Chit Memo.

No serial range selection is available for this type memo entry. Use this page to add a new memo Fuel Chit. Enter the required data, and then select the Save button to save the memo Fuel Chit. If you wish to create another Fuel Chit memo document, select the **Add Another** button that appears on the view of your memo document once it is saved. Select the Close button to close the New Memo Fuel Chit page.

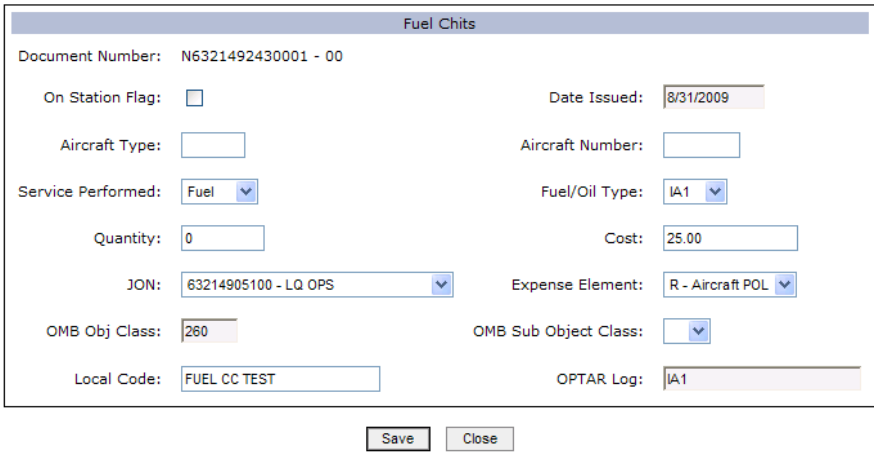
FASTDATA records a Fuel Chit transaction as a receipt. Fuel Chit transactions are included when you release to the FA and record as Accounts Payable-Public in STARS/FL.
Site users with the necessary access can add, update, and view memo Fuel Chit documents. Access to add, update, view, and perform other document processes on Fuel Chit documents is defined at the System Administrator level. Other File menu document processes available for Fuel Chits include Cancel and Reinstate.

You can create a new memo Fuel Chit with a negative amount when the Fuel Chit Service Performed value is Defuel. The FA cannot release negative transaction amounts to STARS/FL so the Site application will not calculate the cost as a negative; rather, it will display the negative amount as $.01 on reports and summary information. You will also see the negative amount displays as the value for the OPTAR Log. When the expenditure with the credit amount is received, the credit transaction will be reconciled.

When entering the DCN for a new memo Fuel Chit on the Enter DCN page, you must enter either a 14-position MILSTRIP number or a 15-position DCN with **PI** in the ninth and tenth positions. Fuel Chit memo documents with PI in the ninth and tenth positions may be designated as either a memo or an initiation document. The default is memo.



Once you type in the manual document number Select SAVE.



Required elements:

On Station Flag - Indicates whether fuel was purchased at the home station of an aircraft.
Date Issued - Identifies the date a fuel service was performed. If you are adding a Fuel Chit using a 14-position MILSTRIP number, the Date Issued value is derived from the Julian date of the DCN (positions 8 through 10) and is display-only. For a 15-position Fuel Chit DCN, the default value is the current date but you can change this value. If you change this value, the date you enter must fall within the active fiscal year and cannot be a future date.
Service Performed - Identifies the type of service performed. The default value is Fuel. Select the drop-down arrow to view different values.
Fuel/Oil Type -Identifies the type of fuel or oil used to service the aircraft. The default value is JP5. Select the drop-down arrow if you wish to view additional available values or enter the desired value if it does not appear on the drop-down list.
Quantity -Identifies the quantity of fuel or oil that was used to service the aircraft.
Cost -Identifies the ACRN-obligated amount on the Fuel Chit. When adding a new Fuel Chit, you must enter a value greater than 0 (zero) unless the Service Performed value is Defuel. When the Service Performed is Defuel, you can enter a negative value.
JON -The 11-character job order number (JON) classifying the accounting transaction. When adding a new memo Fuel Chit, you must indicate a value for the JON.
Expense Element -Identifies the type of obligation or expense charge below the Function/Sub-function level. Any or all expense elements can be incurred under a given functional category or cost account. The default value is **R**, for Aircraft POL (petroleum, oil, lubricant). The only other available value is **V**, for Other POL. Select the drop-down arrow if you wish to change the default value.

OMB Object Class - Identifies the Office of Management and Budget object class designation. The only available Expense Element values for a Fuel Chit are **R** and **V** so the value for OMB Object Class defaults to the only valid value: **260.**
OPTAR Log - Describes the purpose of the log entry that will be printed on the OPTAR Log, or the name of the items being requisitioned. When adding a new Fuel Chit, you must enter a value for OPTAR Log.
Memo/Initiation - A Fuel Chit memo with "PI" in the ninth and tenth positions of the DCN may be designated as a memo or an initiation document. The default is "memo".

Optional elements:
Aircraft Type -Identifies the type of aircraft being fueled or serviced.
Aircraft Number -Identifies the tail number of the aircraft for which fuel or service was purchased.
Local Code - Code of up to 20 characters identifying document types and groupings for reporting purposes.

Select SAVE. If you wish to add another document select the Add Another button. Otherwise select Close.

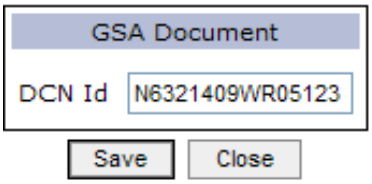
Step 12 Select New Document/MEMO/GSA Memo.

Use the Memo GSA record when you wish to create a document outside the serial range established for your site or when you wish to create a document that FASTDATA will not produce. Additionally, you can use the GSA memo to enter documents that FASTDATA does produce but that were created off-line or by another activity.

The GSA memo transaction will be included when you release to the FA and is recorded as an obligation when released to STARS-FL. Site users with the necessary access can add, update, and view Memo GSA documents. Access to add, update, view, and perform other document processes on GSA documents is defined at the System Administrator level. Other File menu document processes available for the Memo GSA include Receipt, Expenditure, Cancel, and Reinstate.

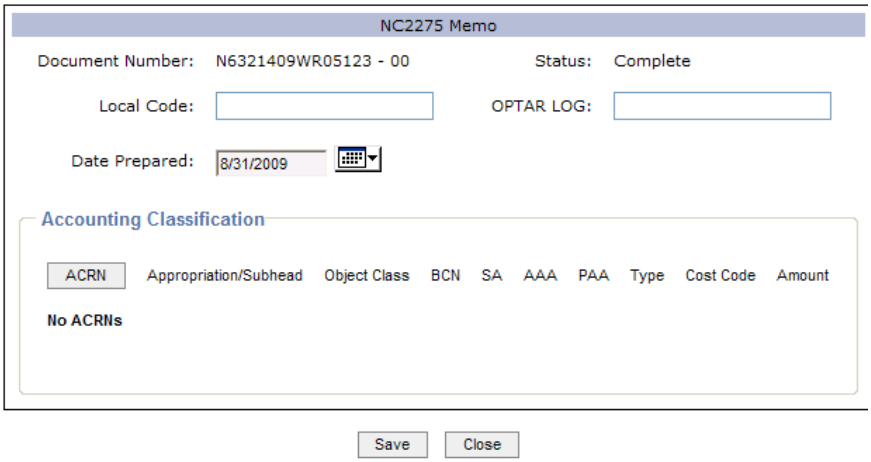
When you select GSA from the Select New Document Type page, the Enter DCN page will open automatically. If you enter a document control number (DCN) for a travel document (the ninth and tenth positions are **TO**), the New Memo GSA DD1610 page will open, displaying the memo DD1610 page elements.

If you enter a MILSTRIP number, the Select Document Type page will open, allowing you to designate the new GSA memo as a DD1348, DD1348-6, DD1149, or GSA Memo document. If you enter a DCN with **PO** in the ninth and tenth positions, the Select Project Order Document Type page will open, allowing you to designate the new GSA memo as an NC2275, DD448, or GSA Memo. For a new GSA memo DD282, DD1149, DD1556, Miscellaneous, NC2276, NC2276A, SF44, or SF1164, enter the appropriate 15-character DCN and the New GSA Memo page of the designated type will open. Unless you are creating a memo GSA for a document outside FASTDATA, when you save the new memo GSA document, you will create a memo document of the type indicated by the entered DCN.



When you select GSA on the Memo tab to create a new document the box to insert a DCN will appear. This is not system generated. Type in the document you want to enter and you will receive the memo entry template associate to that memo doc type.

Save the DCN and the template will appear.

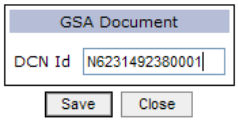


OPTAR log must be completed. Date prepared will default to date being created.

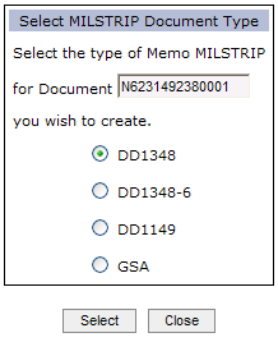
Select ACRN to add ACRN details. Multiple ACRNS can be used. SAVE the ACRN information and close to the main document.

SAVE the document. This format will be like the Memo NC2275 show earlier in this lesson.

To create a GSA MILSTRIP document you will receive a pop up box and can select the type of document you wish to create.

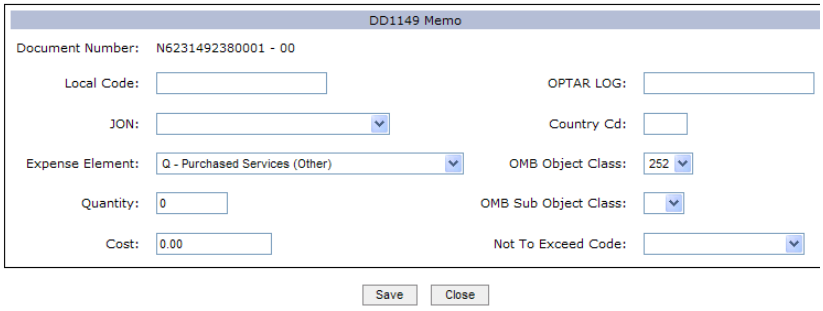


Select SAVE on the document number.

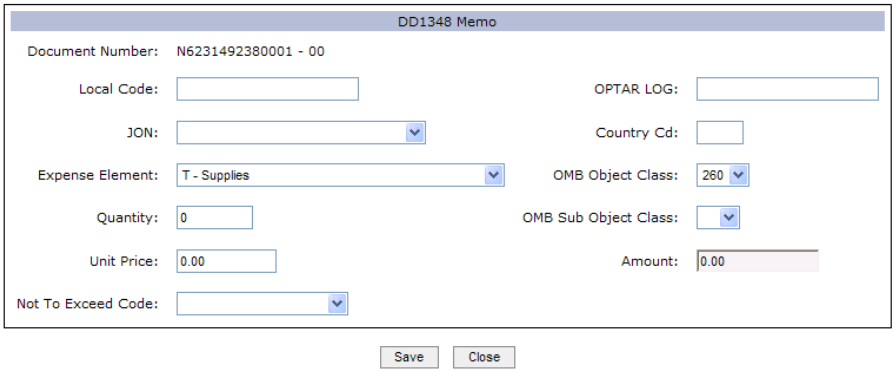


Upon selection of the type of document you wish to create the proper template will open for the memo document you chose.

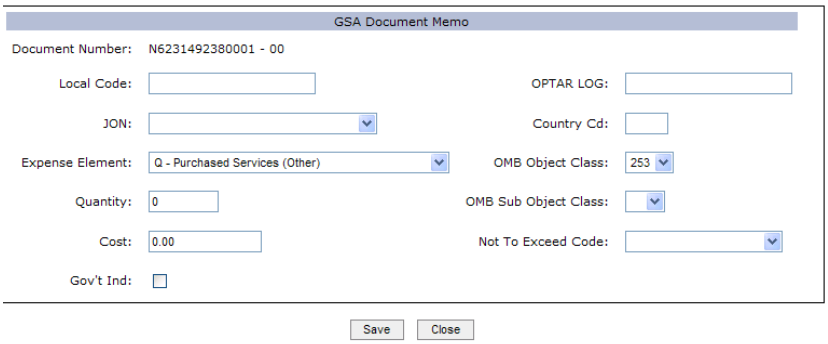
DD1149 template:



DD1348 template:



GSA template:



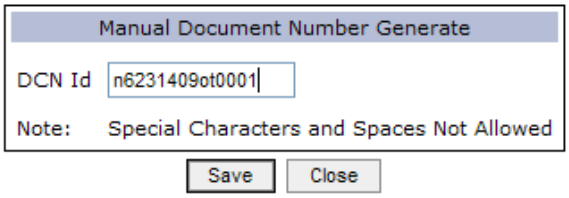
As you can see the templates will be the same. The DD1348 and GSA will generate an obligation to flow to the accounting system; the DD1348-6 and DD1149 will generate a commitment transaction.

NOTE: As a reminder for document creation during the Outyear, MILSTRIP documents that normally have a serial range assigned by the FA will not show for document creation because they are creation date driven. If you are creating a document that could or does have a MILSTRIP number you will be prompted to enter the document number yourself. Select a julian date greater than the Julian date of 1 October when creating your document numbers. This includes DD1348-6/DD1348/DD1149 documents.

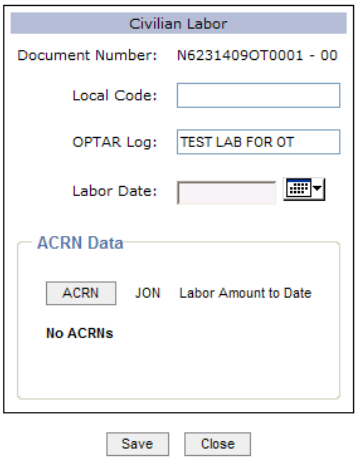
Step 13 Select New Document/MEMO/Civilian Labor Memo.

Use this page to create a new Civilian Labor Memo. The resulting transactions affect the OPTARs status of funds but are not included when you release to the FA. Site users with the necessary access can add, update, and view Civilian Labor Memo documents. Access to add, update, and view Civilian Labor memo documents is defined at the System Administrator level.

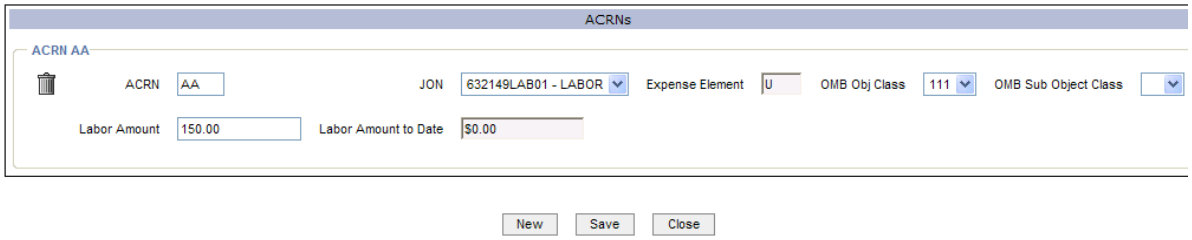
Civilian Labor memo entry will create an expenditure and does not flow to STARS-FL. In structuring the document control number care should be used to enter LB, OT, FG (labor, overtime, and fringe) in the 9th and 10th positions so that the recon bypasses those documents.



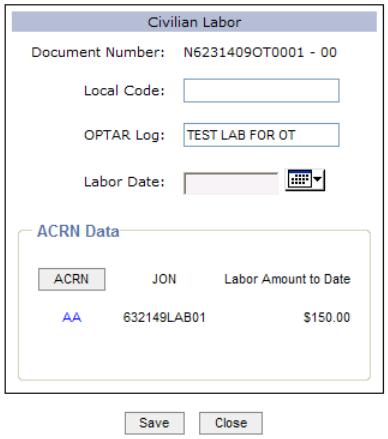
SAVE manual document number to obtain the template.



Complete the OPTAR log. Select ACRN button.



Select New if another ACRN is needed. Select SAVE to save the ACRN information. Close will exit to the main template.



Select SAVE to complete the document. If you wish to add another select that button that will appear upon SAVE. Then select Close to exit document.

HINT: View the transactions generated by all the various types of memo documents addressed in this lesson by going to reports/Transaction History. The accounting transactions should be the same as what is generated from the creation of a Source document of the same type.

Step 15 Print the documents.

The memorandum documents addressed in this lesson are not printable documents. Due to the small amount of data recorded in a memo entry there is not form to print.

Questions

What are Memorandum Record documents?

What are the differences between a Memo and a Source document?

What are the steps necessary to establish various Memo Documents?

Describe the life-cycle of the transactions for the Memo Documents.

Practice

John J. Gilmore is traveling to perform a class on FASTDATA. One of your chargeable UICs located overseas has prepared the travel orders using a direct citation from your headquarters funds. They are not in DTS and need to obligate this travel. You have been provided the Standard document number used for the travel orders.

A one-time MILSTRIP purchase was made online and the document number was generated by the online order system. The order was a quantity of 5 for a total of 100.00. The document needs to be obligated before the bill processes.

Introduction

This lesson will describe the purpose of using the new Initiation Documents available for creation in FASTDATA. Illustrations will be provided for the creation, update to source, amend, cancellation and reports available for the Initiation document process.

Objectives

Learn the purpose and life cycle for use of the new Initiation documents.

Learn how to create, update to source, amend, cancel and view on Initiation reports.

Introduction

This lesson will describe the purpose of the use of the Initiation documents. The full life cycle of the documents will be discussed.

Objectives

Define the purpose of the Initiation Documents.

Identify the types of transactions associated to an Initiation document.

Lesson

An Initiation document is a means of documenting an unfunded requirement. An Initiation document does not affect the site's available funds and does not create financial transactions. It is created exactly the same as a standard source document but is designated as an Initiation document by selecting the Initiation radio button in the Source/Initiation Block of the document. This document is similar to a "draft" copy.

The following source documents may be designated as Initiation. **DD1149, DD1348, DD1348-6, DD1556, DD282, DD448, NC2275, NC2276, NC2276A, SF1164, Credit Card Source document.** A Fuel Chit memo document with "PI" in positions nine and ten of the DCN may also be designated an Initiation document. You may Display, Display the Document Summary, Update, or Print Initiation documents. INITIATION will appear on the printed document so it will not be mistaken as the original source document. Care must be taken that the Initiation document is not sent by mistake because funds will not be committed or obligated until it is converted to source.

Initiation documents are assigned valid serial numbers.

Facts about Initiation documents:

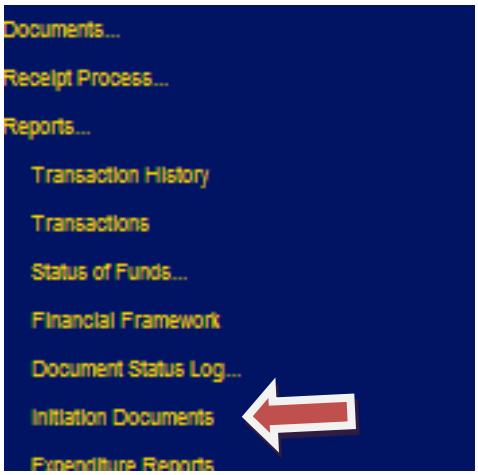
- Initiation documents (basic) will not appear on the Transaction History report, nor will ACRNs that were added on Initiation Amendments. However, documents with Initiation amendments will display any pre-existing source ACRN transactions.
- FASTDATA will allow an amendment to be created as a Source or Initiation. The amendment Initiation will follow the same general business rules as the Initiation for a basic Initiation.
- FASTDATA will not allow users to create a Source or Initiation Amendment if there is a prior document/amendment in an Initiation status or a prior source document/amendment with transactions that have not yet been exported.
- FASTDATA will not allow a Receipt, Expenditure or Contract action (New or Edit) on an ACRN that does not already exist on a prior Source document/amendment.
- FASTDATA will not allow Acceptance to occur on any Amendment that is in an Initiation status.
- Correction after Export will ignore any outstanding Initiation Amendment amounts.
- Document Status Log reports will exclude Initiation amounts.
- The Initiation report will include the current actual cost and projected actual cost to show the cost effect of the Initiation or Initiation amendment.

The Initiation radial button will appear on the documents that allow for the Initiation to be created. Selecting Source will make the document a Source document and selecting Initiation will create the document with the Initiation characteristics.

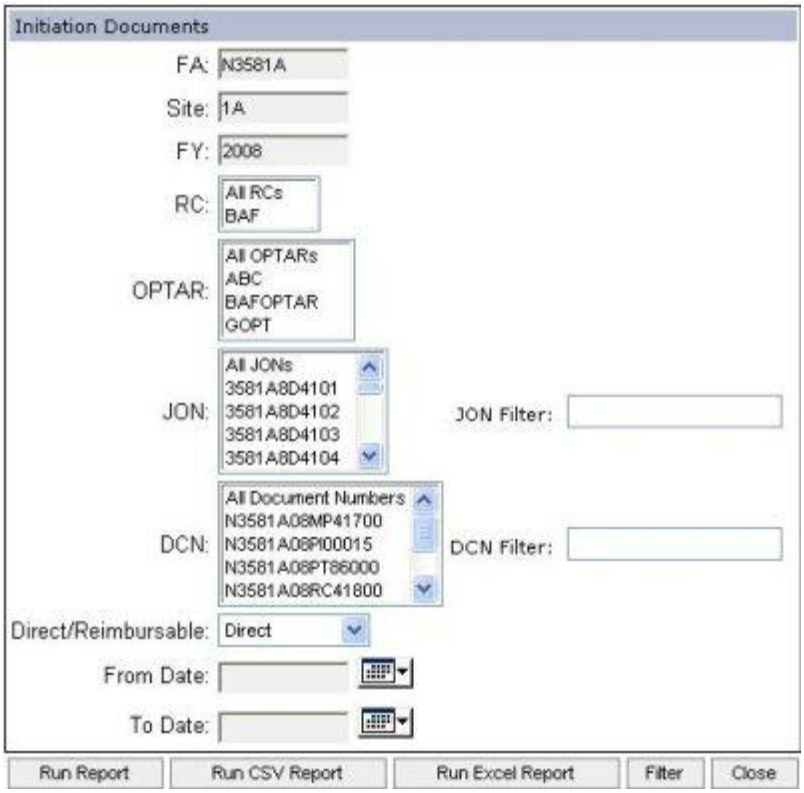
The Initiation Document has a new report that will allow the user to keep a record of all Initiation documents created. They will exist on this report until they have been converted to a source document.

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 the time the document affects available funding or approval has been given, then it impacts funding and is exported to STARS-FL.

Select Reports/Initiation Documents.



Filter the report by the criteria show as desired – highlight and then Select RUN REPORT. If you desire all documents just Select Run Report. If the JON filter or DCN filter is used, type it in the appropriate box and Select FILTER. Then highlight the DCN or JON shown in the appropriate field and RUN REPORT.



FA - Your FA ID
SITE - A drop-down list of sites associated with the FA. Select the default All Sites, a single Site, or multiple Sites.
FY - The current Fiscal Year

Filters:

- **RC -**Select the default All RCs, a single RC, or multiple RCs.
- **OPTAR -**Select the default All OPTARs, a single OPTAR, or multiple OPTARs
- **JON-** Select the default All JONs, a single JON, or multiple JONs
- **JON Filter -**The JON Filter is an optional parameter that allows you to further refine your JON search. In the JON Filter box, enter as much of the JON as you wish (beginning with the first numeral) followed by a wild card indicator (*). For example; 01885*. Select the Filter button. The form will refresh with only the JONs you have requested appearing in the JON list.
- **Document Number -**Select the default All DCNs, a single DCN, or multiple DCNs
- **DCN Filter -**The DCN Filter is an optional parameter that allows you to further refine your DCN search. In the DCN Filter box, enter as much of the DCN as you wish (beginning with the first numeral or character) followed by a wild card indicator (*). For example; 029500*. Select the Filter button. The form will refresh with only the DCNs you have requested appearing in the DCN list.
- **Direct/Reimbursable -** Select either Direct or Reimbursable
- **From Date/To Date -**Allows you to select a specific range of dates for the report

Run Report - Closes the Report Criteria Document Status Log Report page and applies the selected criteria

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

Filter -Select the Filter button to initiate the search for the DCNs or JONs you have identified in their respective Filter boxes, highlight them in the DCN or JON box, then FILTER.
Close -Select this button to cancel your report request and close the Report Criteria page.

FASTDATA INITIATION DOCUMENTS

Filter: FA N3581A, FY 2008, Site 1A, Direct/Reimb = D
RC: NO OPTAR: 41 AMMO N41 (ALL)

Document Number		AMND	ACRN	JON	EE	OMB Object Class	OMB Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
N3581A08MP41700	CANCELLED	00	AA	3581A8D4103	Q	253		0	$0.00	$0.00	$0.00	01/29/2008	Init test
N3581A08RC41800		00	AA	3581A8D4101	Q	252		0	$2.00	$0.00	$2.00	01/30/2008	Init print test
N3581A08RQ41510		00	AA	3581A8D4107	Q	252		7	$49.00	$0.00	$49.00	08/27/2008	Test for report
N3581A08WR00008		00	AA	3581A8D4104	Q	252		0	$1.00	$0.00	$1.00	06/23/2008	baf
Subtotal for OPTAR: 41									$52.00	$0.00	$52.00		

Document Number	AMND	ACRN	JON	EE	OMB Object Class	OMB Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
N3581A08WRMH148	00	AA	3581A8DMH01	Q	253		0	$255.00	$0.00	$255.00	10/26/2007	Q ASSUR JA
Subtotal for OPTAR: BS								$255.00	$0.00	$255.00		

Document Number	AMND	ACRN	JON	EE	OMB Object Class	OMB Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
N3581A08PI00015	00	AA	3581A8DKM07	R	260		1	$1.75	$0.00	$1.75	06/18/2008	BAF
N3581A08WR00008	00	AB	3581A8DKM10	Q	252		0	$32.00	$0.00	$32.00	06/23/2008	baf
N3581A08WR00008	00	AC	3581A8DKM07	Q	252		0	$4.00	$0.00	$4.00	06/23/2008	baf
N3581A08WR00008	00	AD	3581A8DKM11	Q	252		0	$2.00	$0.00	$2.00	06/23/2008	baf
N3581A08WR00008	00	AE	3581A8DKM07	Q	252		0	$8.00	$0.00	$8.00	06/23/2008	baf
N3581A08WR00008	00	AF	3581A8DKM07	Q	252		0	$16.00	$0.00	$16.00	06/23/2008	baf
Subtotal for OPTAR: KM								$63.75	$0.00	$63.75		

Document Number	AMND	ACRN	JON	EE	OMB Object Class	OMB Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
N3581A08PT86000	00	AA	3581A8DN808	Y	240		0	$2.00	$0.00	$2.00	01/28/2008	test print
Subtotal for OPTAR: N8								$2.00	$0.00	$2.00		

Report Total: $372.75 $0.00 $372.75

01/02/2009 12:45 PM

FOR OFFICIAL USE ONLY

Questions

What is the purpose of the Initiation document?

What types of transactions are generated when establishing an Initiation document?

Introduction

This lesson will illustrate the steps on how to create an Initiation Document, convert to a Source document, Cancel and Print.

Objectives

Define the Initiation documents.

Describe the elements that differ with an Initiation and Source document.

Outline the steps necessary to establish an Initiation Document, convert to Source, Cancel and Print.

Describe the life-cycle of the transactions for the Initiation Documents.

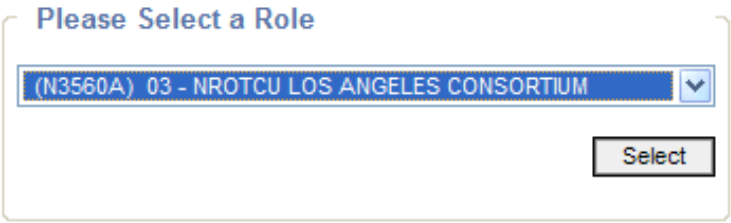
Lesson

Creation of an Initiation document is utilized 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.

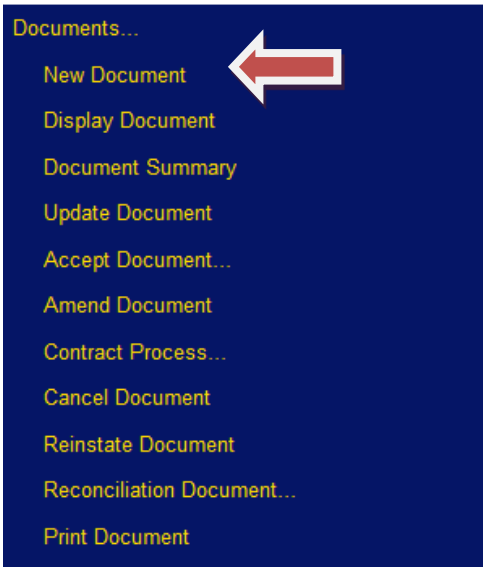
Since the document (as an Initiation) is not exported, it can be updated at any time and may also be changed from Initiation to Source at the time the document affects available funding and is exported to STARS-FL.

Step 1 To create a document: Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.

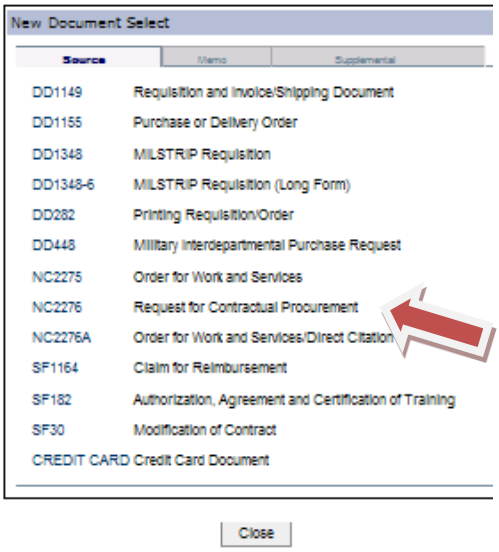


Step 3 On the left hand menu – **select Documents** and the options will show in box to the right, New Document.

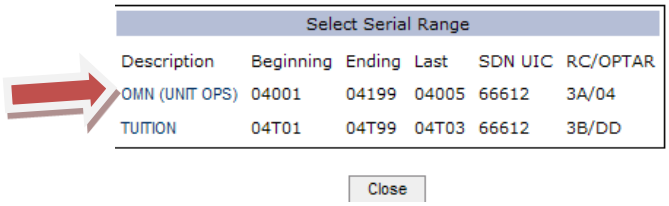


Step 4 **Select Source tab – Initiation Documents must be created on the Source tab. DD1149, DD1348, DD1348-6, DD1556, DD282, DD448, NC2275, NC2276, NC2276A, SF1164, Credit Card Source Document.** A Fuel Chit memo document with "PI" in positions nine and ten of the DCN may also be designated an Initiation document. Since all Source documents are basically the same and were addressed in the creation of the individual documents, only one document will be addressed as an example in this Initiation lesson**.**

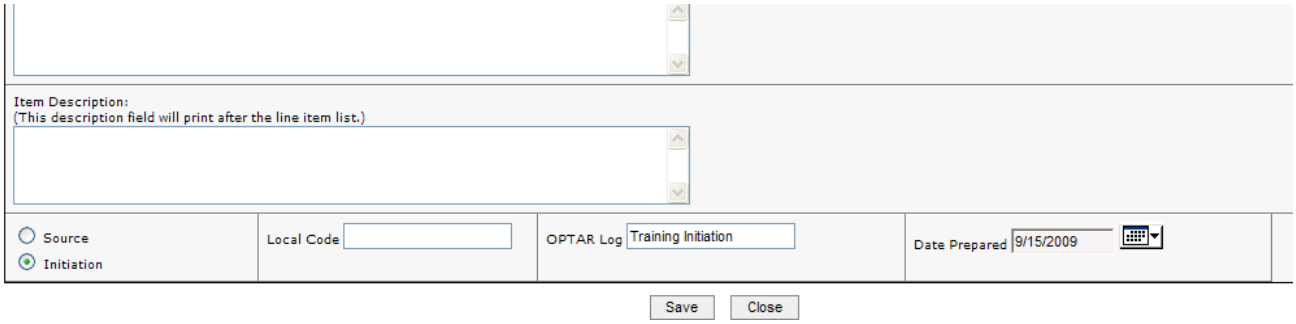
Select NC2276



Step 5 Select serial range if the FA has provided more than one set of serial ranges for you to use on NC2276 documents. If only one serial range you will be moved directly into the document to create it.



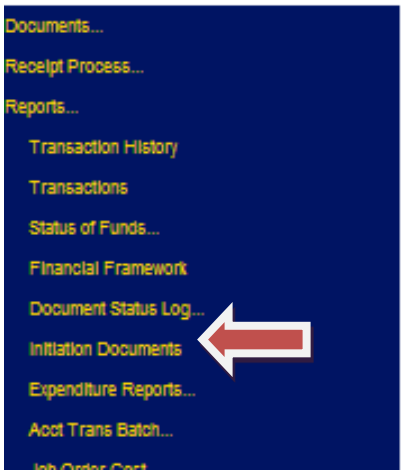
Step 6 Template for Source NC2276 will open.
To see all the required and optional fields and details in document preparation please see the Source NC2276 lesson. We will focus on the Initiation and resulting functionality of this type of document. Complete all the elements and when SOURCE/INITIATION radio button is reached Select **Initiation**.



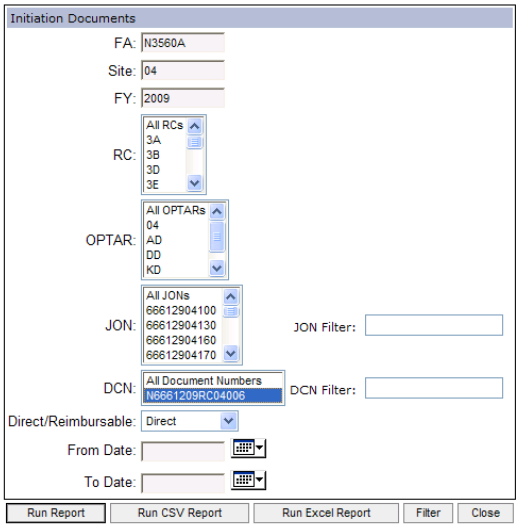
Complete the OPTAR Log and SAVE document.

Document number will display upon SAVE of the document – Initiation document will use the document serial number and it will not be available to reuse even if cancelled later.

Step 7 Select Reports/Initiation Documents



The Initiation Document Report criteria screen will appear.



Select document and Run Report.

FASTDATA INITIATION DOCUMENTS

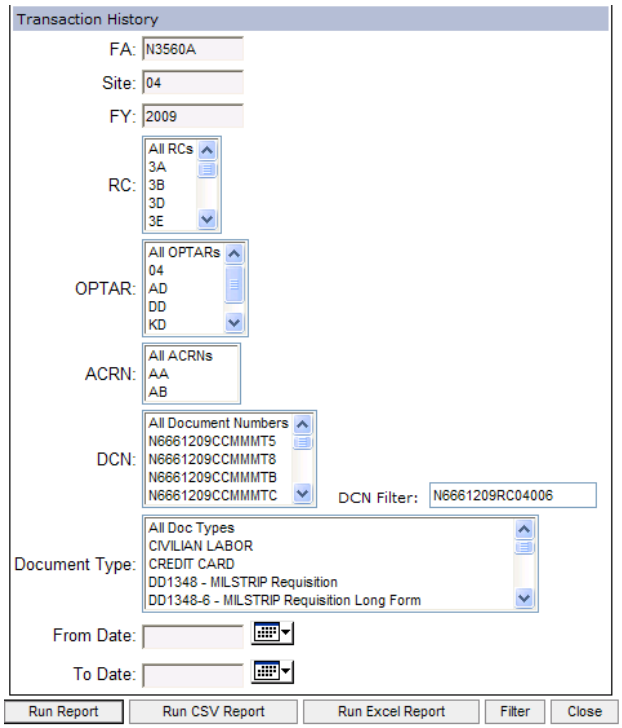
Filter: FA N3560A, FY 2009, Direct/Reimb = D AND SITE IN ('04') AND DCN IN (N6661209RC04006)

Site: 04

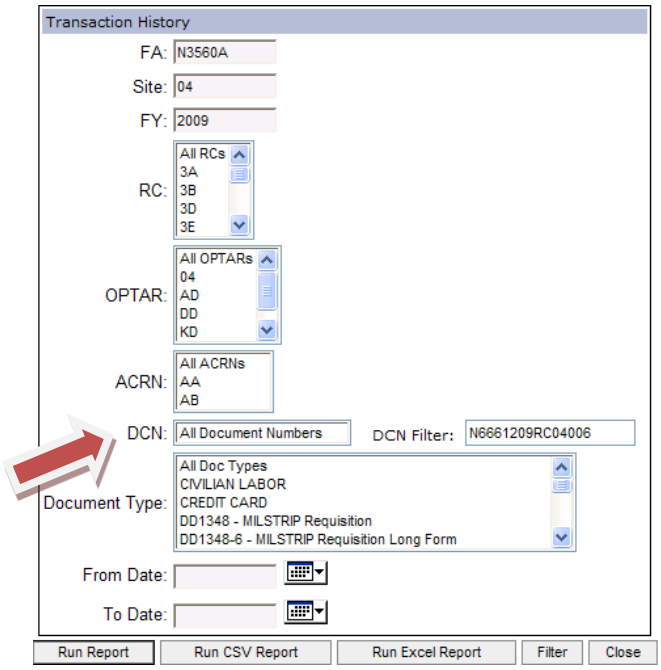
RC: 3A / OPTAR: 04 NROTCU THE CITADEL

Document Number	AMND	ACRN	JON	E E	OMB Object Class	OMB Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
N6661209RC04006	00	AA	66612904100	Q	252		1	$500.00	$0.00	$500.00	09/15/2009	Training Initiation
Subtotal for OPTAR: 04								$500.00	$0.00	$500.00		
Subtotal for Site: 04								$500.00	$0.00	$500.00		
Report Total:								$500.00	$0.00	$500.00		

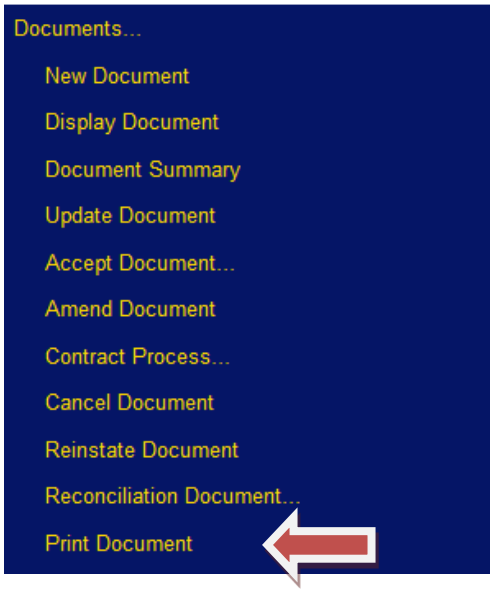
Hint: Go to Reports/Transaction History – Search for document Type DCN in the DCN Filter field, Select FILTER.



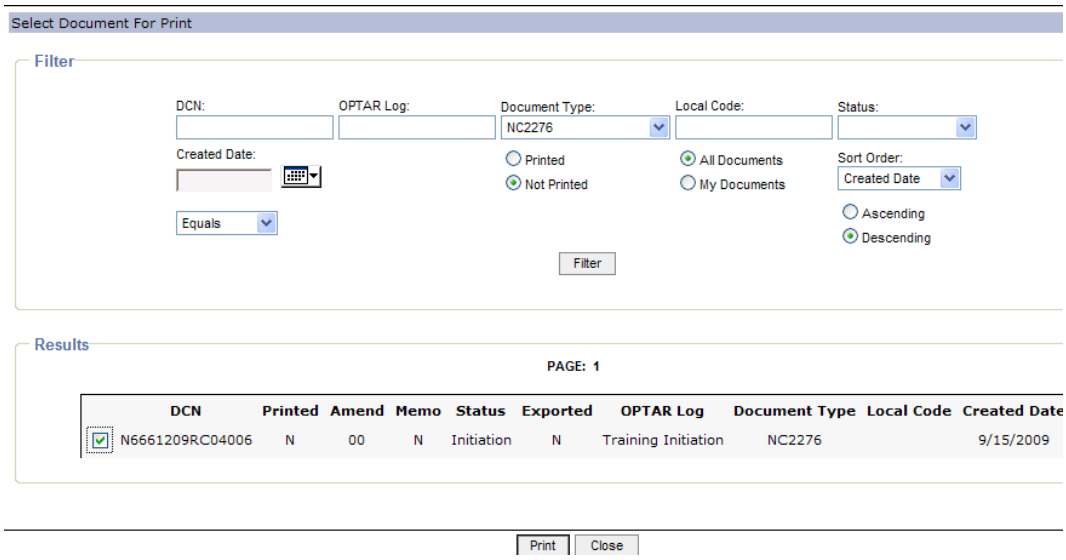
Note: that the document does not reflect in the DCN filter. Initiation Documents will not be reported on the Transaction History Report.



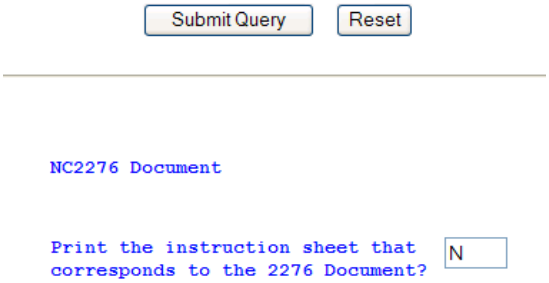
Step 8 Print Initiation Document
Documents/Print Document



When Filtered to DCN type of NC2276 – the document list will appear to select the Initiation document for printing.



Check the box by the desired document and Select Print.



Determine if you want to print the instruction sheet with a Y or N. Then Select Submit Query.

REQUEST FOR CONTRACTUAL PROCUREMENT - NAVCOMPT FORM 2276 (8PT) (REV. 8-81) SN 0104 LF-102-2761 Page 1

1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT CITATION BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE ATTACHED PAGE.	2. DOCUMENT NUMBER N66612009RC04008

3. REFERENCE NUMBER	4. FUNDS EXPIRE ON	5. DMS RATING	6. PRIORITY	7. DATE REQUIRED	8. AMENDMENT NO.
	09/30/2009				00

9. FROM N66612 COMMANDING OFFICER NROTC UNIT THE CITADEL 171 MOULTRIE ST JENKINS HALL	10. FOR DETAILS CONTACT: SKC R. NELSON, SUPPLY OFFICER NROTC UNIT THE CITADEL 843-953-5150
11. TO: DAPS1 DEFENSE LOGISTICS AGENCY BLD 721 JACKSONVILLE, FLA 32212 904-542-3445	12. MAIL INVOICES TO: COMMANDING OFFICER NROTC UNIT THE CITADEL 171 MOULTRIE ST JENKINS HALL CHARLESTON, SC 29409-0770

13. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

A. ACRN	B. APPROPRIATION	C. SUBHEAD	D. OBJ. CLASS	E. SU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1791804	22LW	000	3560A	0	068566	2D	C04006	66812904100Q	$500.00

14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER.	L. TOTAL THIS DOCUMENT	$500.00
	M. CUMULATIVE TOTAL	$500.00

15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED

THESE ITEMS ☐ ARE ☒ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ☒ HAS ☐ HAS NOT BEEN ACCOMPLISHED

A. ACRN	B. ITEM	C. FSC	D. DESCRIPTION (NAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)	E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT
AA	1		Training for Initiation document.	1	EA	$500.00	$500.00

16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS	I. GRAND TOTAL $500.00

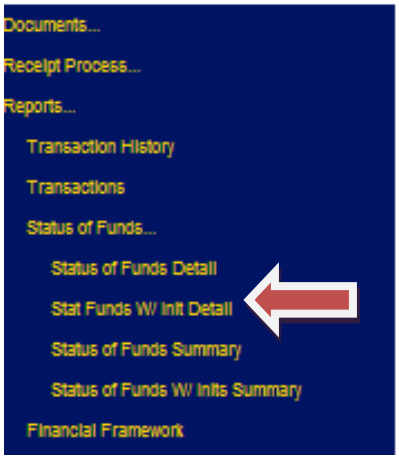
17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's Plant)

18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED.	AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)	DATE 09/15/2009
19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH.	ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)	DATE

**** Initiation Document **** Initiation Document **** Initiation Document ****

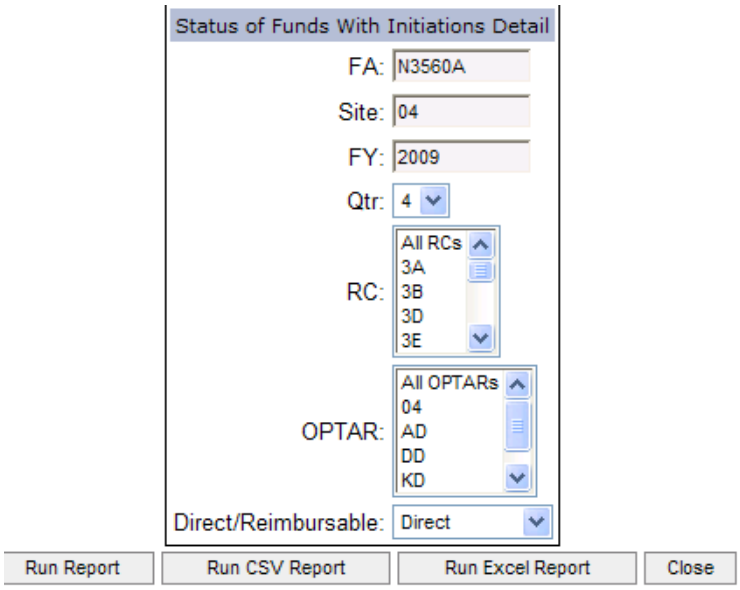
NOTE: See bottom of the document ****Initiation Document**Initiation Document****Initiation Document. If this document is printed to have Financial Managers initial off on the wording, funds, etc, Financial Managers should be made aware that they should not officially sign these documents with this Disclaimer on the bottom of the document. This has not affected funds and will not export to STARS-FL until the document has been updated and changed to SOURCE. It is only in DRAFT status at this point.**

Step 9 Select REPORTS/Status of Funds with Initiation Detail



The Status of Funds Summary Report with Initiations provides a report of the status of direct or reimbursable funds by RC (Responsibility Center) and OPTAR. The report provides totals for each individual authorization line within the OPTAR. For non-DMLSS sites, the Inventory Issued and Encumbered amounts always will be zero. This report includes Initiation document amounts.

The Report Criteria page opens automatically when you select the Status of Funds Summary Report with Initiations from the Reports menu on the Site User main page. After you enter the desired criteria, select the Run Report button. The Status of Funds Summary Report with Initiations, containing the data you have requested, will display. The following elements make up the Report Criteria page.



FA - Identifies the associated FA.
Site - Your site ID
FY - The current Fiscal Year
Quarter - The default is the current Fiscal Quarter. You may select a different quarter from the drop-down list.

FILTERS:

- **RC -**Select the default value All RCs, a single RC, or multiple RCs.
- **OPTAR -** Select the default, All OPTARs, a single OPTAR, or multiple OPTARs
- **DIRECT/REIMBURSABLE -** Select either Direct or Reimbursable to filter the report from the drop-down list.

Run Report - Closes the Report Criteria for Status of Funds Summary Report page and applies the selected criteria to the report that will open.
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.

Select Run Report.

STATUS OF FUNDS WITH INITIATIONS REPORT - DIRECT

Filter: FA = N00015 AND FY = 2008 AND QUARTER = 3 AND DIRECT/REIMBURSABLE = "D" AND Site IN ('NI') AND RC IN ('CJ')

FA: N00015 Third Quarter of FY: 2008
Site: NI
RC: CJ
OPTAR: 10 Description: 10

Funding Limitation Description	Auth	Labor	Ceiling	Fenced	Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Availabl Balanc
10 NONPAY COUNTERDRUG 3358	C8NP	N	N	Y	$0.00	$0.00	$11,148.11	$0.00	$0.00	-$11,148.1
10 PAY COUNTERDRUG 3358	C8PAY	L	N	Y	$0.00	$0.00	$0.00	$0.00	$0.00	$0.0
10 TRAVEL COUNTERDRUG 3358	C8TRAV	N	N	Y	$0.00	$0.00	$3.00	$0.00	$0.00	-$3.0
15 TRIDENT NONPAY	TRNP	N	N	N	$0.00	$0.00	$0.00	$0.00	$0.00	$0.0
FISCAL YEAR 2008 OPTAR CODE 10			OTHER		$0.00	$0.00	$11,151.11	$0.00	$0.00	-$11,151.1
			LABOR		$0.00	$0.00	$0.00	$0.00	$0.00	$0.0
			TOTAL		$0.00	$0.00	$11,151.11	$0.00	$0.00	-$11,151.1

Reports/Status of Funds with Initiation Summary

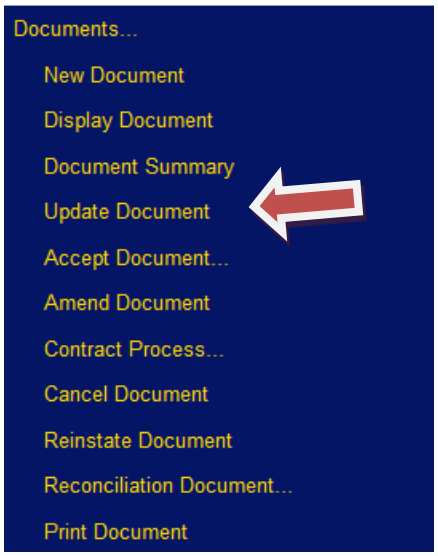
STATUS OF FUNDS WITH INITIATIONS REPORT - DIRECT

Filter: FA = N00015 AND FY = 2008 AND QUARTER = 3 AND DIRECT/REIMBURSABLE = 'D' AND Site IN ('NI') 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.
30	30	$0.00	$0.00	$404,625.00	$0.00	$0.00	-$404,625.
40	40	$0.00	$0.00	$19,467,007.38	$0.00	$0.00	-$19,467,007.
CP	COOP	$0.00	$0.00	$390,806.00	$0.00	$0.00	-$390,806.
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.
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.
Report Totals		$0.00	$0.00	$20,308,589.49	$0.00	$0.00	-$20,308,589.

Step 10 Select Document/Update Document to Convert to a Source Document



Filter report criteria to locate your Initiation Document.

Notice that the Exported field will always be "N" – as it will not export until updated to a Source document.

Select Document for Update

Filter

DCN: | OPTAR Log: | Document Type: NC2276 | Local Code:

Created Date: | Sort Order: Created Date

Equals | Ascending | Descending

Filter

Results

PAGE: 1

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6661209RC04006	00	N	Initiation	N	Training Initiation	NC2276		9/15/2009

Close

When the document appears on the screen for update you can edit any field in the document – ACRN, Line Items, addresses, etc. The last thing you update is the Source/Initiation radio buttons. Click on **Source and SAVE** the document**.**

SCREENING HAS HAS NOT BEEN ACCOMPLISHED

A. ACRN	Line Items	C. FSC	D. DESCRIPTION (NAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)	E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT
AA	1		Training for Initiation document.	1	EA	$500.00	$500.00

16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKING INSTRUCTIONS, SHIPPING INSTRUCTION AND INSTRUCTION FO DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS | I. GRAND TOTAL $500.00

17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's Plant)

18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE ITEMS REQUIRED | AUTHORIZING OFFICIAL (type name, title AND SIGNATURE) | DATE 9/15/2009

19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH | ACCEPTING OFFICIAL (type name, title AND SIGNATURE) | DATE

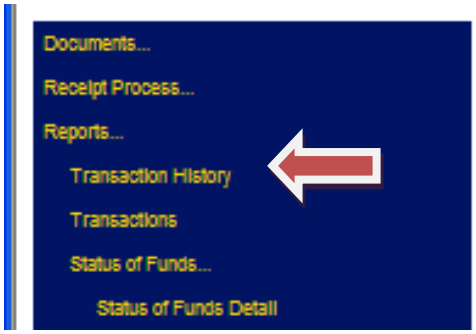
Item Description:
(This description field will print before the line item list.)

Item Description:
(This description field will print after the line item list.)

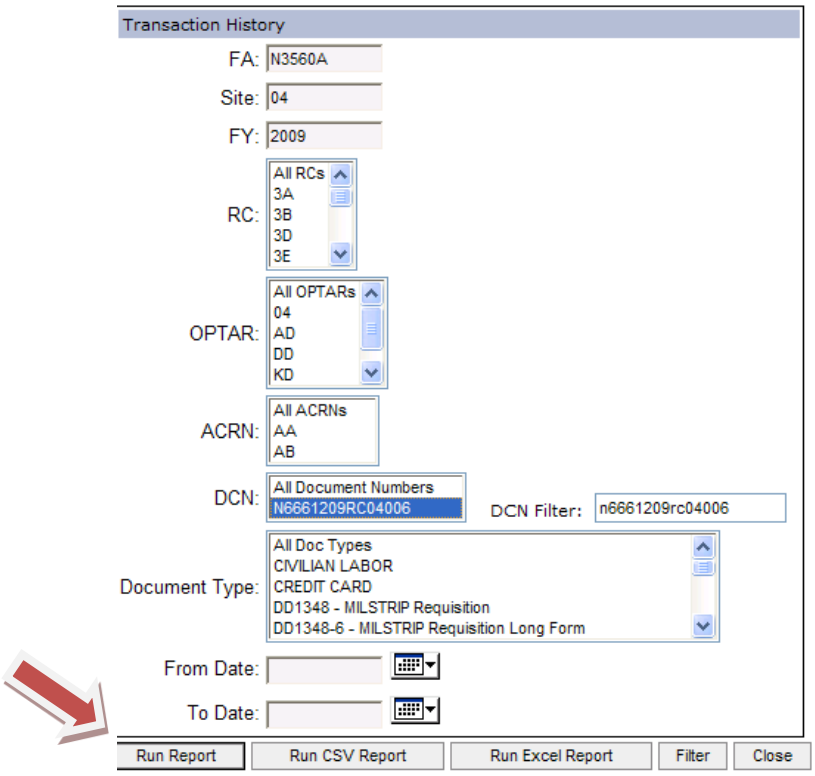
Source | Initiation | Local Code | OPTAR Log Training Initiation | Date Prepared 9/15/2009

Save | Close

Step 11 Select Reports/Transaction History



Filter to your document number.



Run Report

Transaction History Report

Filter: AND SITE IN ('04') AND DCN IN ('N6661209RC04006')

FA: N3560A **Site: 04** **RC: 3A** **OPTAR: 04** **FY: 2009**

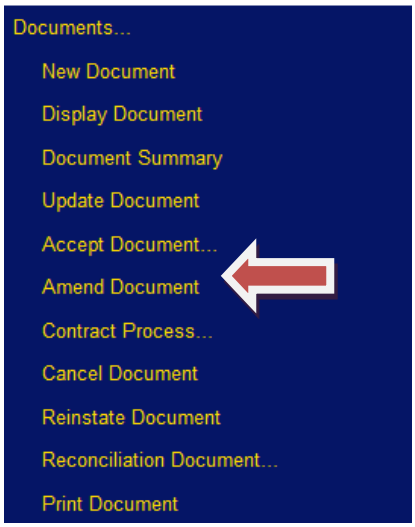
DCN: N6661209RC04006

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				66612904100	Q	252			NC2276	00		Complete	$500.00

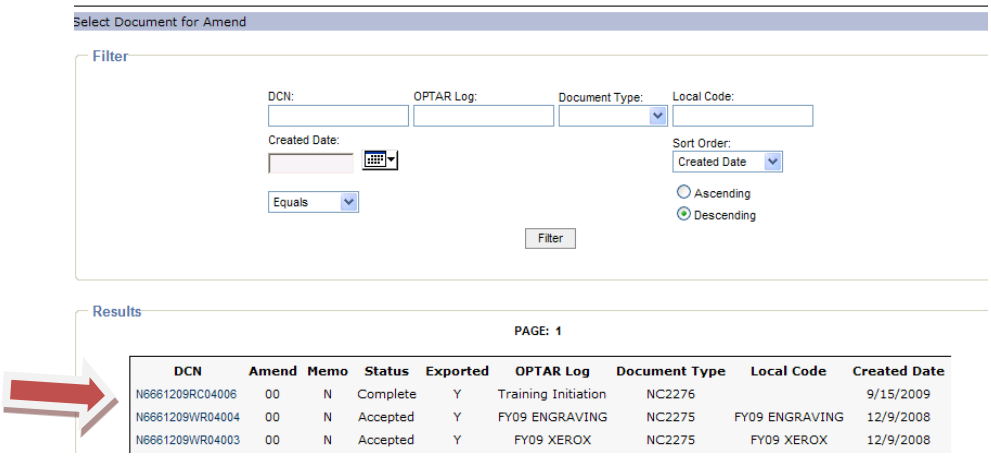
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
N	CM	09/15/2009 13:49:23	1	$500.00	00	I		Created By Database User ID=BFPE45301;

The CM is now generated, funds have been affected and the transaction will export to the FA in the next batch, then flowing on to STARS-FL. The document is now a SOURCE document and no longer an Initiation document. This begins the life cycle accounting transactions of the document.

Step 12 Select Document/Amend



Once document has been exported you will be able to amend the NC2276 document.



Select the document to amend. Make the line item change or any other edit to the document. SAVE line item. CLOSE to main document.

NC2276 Line Items

Item 1

ACRN	AA	FSC		Unit of Issue	EA
Quantity To Date	1	Amount To Date	1000.00		
Quantity	0	Unit Price	0.00	Amount	500.00
Service Item	☐	Part No			
Description	Training for Initiation document.				

New Save Close

An amendment to a Source document can be created as an Initiation and will not affect funds until the amendment has been updated to SOURCE in the same process as done in the above step to the basic.

15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED

THESE ITEMS ○ ARE ◉ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ◉ HAS ○ HAS NOT BEEN ACCOMPLISHED

A. ACRN	B. ITEM NO.	C. FSC	D. DESCRIPTION (NAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)	E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT
AA	1		Training for Initiation document.	0	EA	$0.00	$500.00

16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKING INSTRUCTIONS, SHIPPING INSTRUCTION AND INSTRUCTION FO DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS — I. GRAND TOTAL $500.00

17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's Plant)

18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE ITEMS REQUIRED — AUTHORIZING OFFICIAL (type name, title AND SIGNATURE) — DATE 9/15/2009

19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH — ACCEPTING OFFICIAL (type name, title AND SIGNATURE) — DATE

Item Description:
(This description field will print before the line item list.)

Item Description:
(This description field will print after the line item list.)

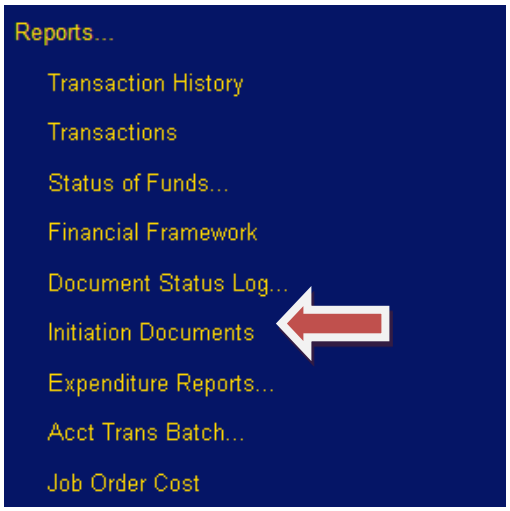
○ Source
◉ Initiation

Local Code | OPTAR Log initiation amendment | Date Prepared 9/15/2009

Close

Save and Close the document.

Select Reports/Initiation:



The resulting report will reflect the Initiation amendment 01. As mentioned previously this will not affect funds.

FASTDATA INITIATION DOCUMENTS

Filter: FA N3560A, FY 2009, Direct/Reimb = D AND SITE IN ('04') AND DCN IN (N6661209RC04006)

Site: 04

RC: 3A / OPTAR: 04 NROTCU THE CITADEL

Document Number	AMND	ACRN	JON	E 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 amendmen
Subtotal for OPTAR: 04								$500.00	$500.00	$1,000.00		
Subtotal for Site: 04								$500.00	$500.00	$1,000.00		
Report Total:								$500.00	$500.00	$1,000.00		

Note: The Initiation amendment does not reflect in the Transaction History report until it is converted under UPDATE document to a Source document. No accounting transaction was generated using the Initiation amendment.

Transaction History Report

Filter: AND SITE IN ('04') AND DCN IN ('N6661209RC04006')

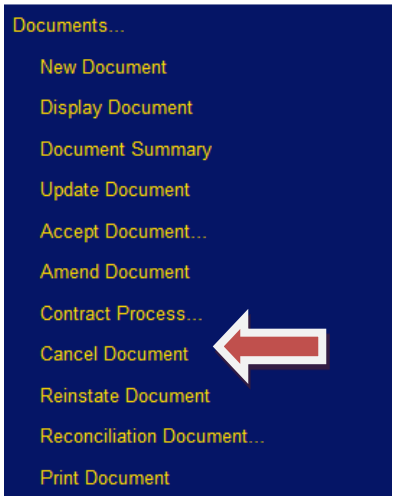
FA: N3560A Site: 04 RC: 3A OPTAR: 04 FY: 2009

DCN: N6661209RC04006

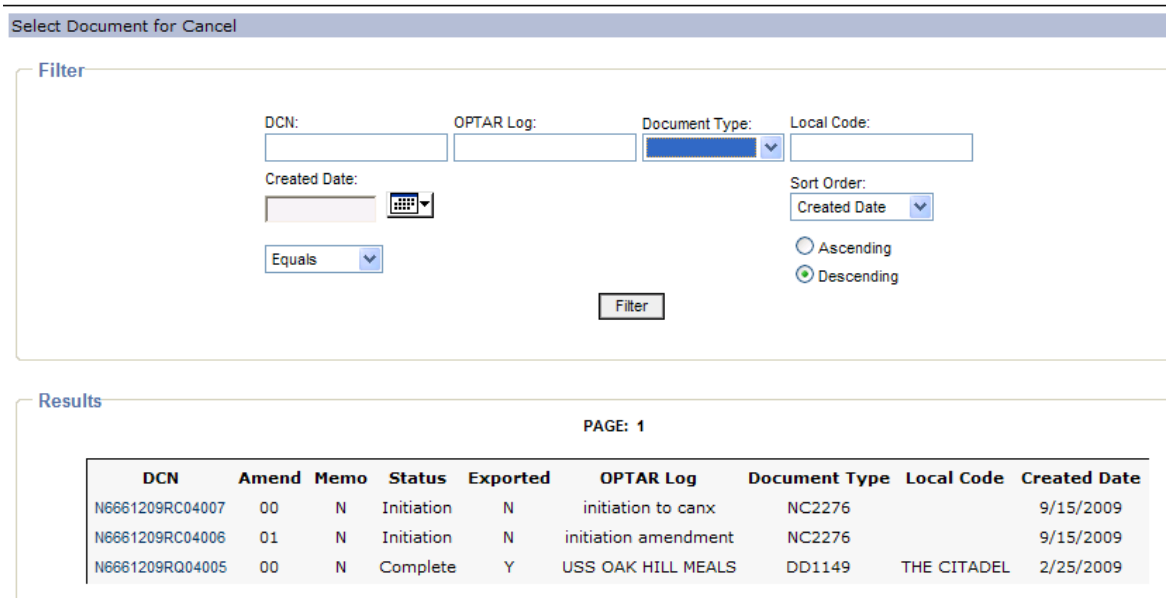
ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				66612904100	Q	252			NC2276	01		Complete	$500.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	09/15/2009 13:49:23	1	$500.00	00	I		Created By Database User ID=BFPE45301;

Step 13 Select Documents/Cancel Document



Use this page to select the document you wish to cancel. Your access to documents is defined at the System Administrator level. You can locate the desired document using the search features of the page. To change the order of the listed documents, use the page's sort features.



DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6661209RC04007	00	N	Initiation	N	initiation to canx	NC2276		9/15/2009
N6661209RC04006	01	N	Initiation	N	initiation amendment	NC2276		9/15/2009
N6661209RQ04005	00	N	Complete	Y	USS OAK HILL MEALS	DD1149	THE CITADEL	2/25/2009

The documents available to cancel will show in the window. If your document is not visible you can filter by document type or by DCN to locate it.

Criteria for FILTER-
Search Type

- **DCN**
- **OPTAR Log**
- **Local Code**
- **Document Type**
- You can narrow your search by selecting a **Created Date** and then choosing either Equal to the Created Date, Later than the Created Date, or Earlier than the Created Date. If you wish to search a range of dates, select **Between**. An additional calendar will display, allowing you to select a range between two dates.

Sort order - If you wish to change the sort order on the Select Document for Contract page, select the desired value from the drop-down list. When you change the value of the sort order, the documents list will display by the selected sort order.

Ascending/Descending - Select the desired radio button for the sort order type: Ascending for smallest to greatest or Descending for greatest to smallest.

Filter - Select the Filter button to initiate the search.

Filter RESULTS-
DCN- Identifies the document control number.
Amend - Identifies a specific official amendment to a previously established financial document.
Memo - Indicates whether the document is a source or memorandum.
Status - Indicates a document or document number's current status. Displayed values can include **Complete**, **Accepted**, **Finalized**, **Cancelled, Initiation**, and **Initiation Cancelled**.
Exported -Indicates whether the document has been included in a file transfer to STARS-FL.
OPTAR Log - Identifies the purposes of the entry that will be printed on the OPTAR Log, or the name(s) of items being requisitioned.
Document Type - Identifies a specific document form number.
Local Code - Code of up to 20 characters identifying document types and groupings for reporting purposes.
Created Date - Indicates the date and time the document was created in FASTDATA.

Close - Ends the action to select a document.

REQUEST FOR CONTRACTUAL PROCUREMENT - NAVCOMPT FORM 2276 (8PT) (REB. 8-81) S/N 0104 LF-102-2761 | Page 1 of 1

1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT CITATION BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE ATTACHED PAGE.

2. DOCUMENT NUMBER N6661209RC04007

3. REFERENCE NO.	4. FUNDS EXPIRE ON	5. DMS RATING	6. PRIORITY	7. DATE REQUIRED	8. AMENDMENT NO.
	9/30/2009				00

9. FROM:
N66612
COMMANDING OFFICER
NROTC UNIT THE CITADEL
171 MOULTRIE ST JENKINS HALL

10. FOR DETAILS CONTACT:
B. L. DEROSIA, CIV
NROTC UNIT THE CITADEL
843-953-5180

11. TO:
PHONE
COMMANDING OFFICER
NAVCOMTELSTA CODE N72
PO BOX 111 NAS
JACKSONVILLE, FL 32212-0111

12. MAIL INVOICES TO:
N66612
COMMANDING OFFICER
NROTC UNIT THE CITADEL
171 MOULTRIE ST JENKINS HALL
CHARLESTON, SC 29409-0770

13. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

A. ACRN	B. APPRO.	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1791804	22LW	000	3560A	0	068566	2D	C04007	66612904100Q	$200.00

14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER.

L. TOTAL THIS DOCUMENT	$200.00
M. CUMULATIVE TOTAL	$200.00

15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED
THESE ITEMS ○ ARE ◉ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ◉ HAS ○ HAS NOT BEEN ACCOMPLISHED

A. ACRN	B. ITEM NO.	C. FSC	D. DESCRIPTION (NAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)	E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT
AA	1		Initiation training	1	ea	$200.00	$200.00

16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKING INSTRUCTIONS, SHIPPING INSTRUCTION AND INSTRUCTION FO DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS

I. GRAND TOTAL $200.00

17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's Plant)

18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE ITEMS REQUIRED HEREWITH

AUTHORIZING OFFICIAL (type name, title AND SIGNATURE)

DATE 9/15/2009

Item Description:
(This description field will print before the line item list.)

Item Description:
(This description field will print after the line item list.)

○ Source
◉ Initiation

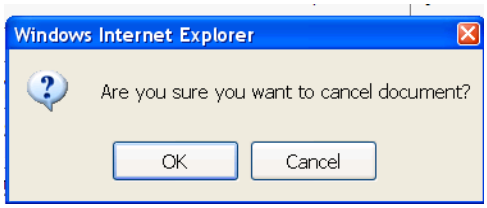
Local Code

OPTAR Log initiation to canx

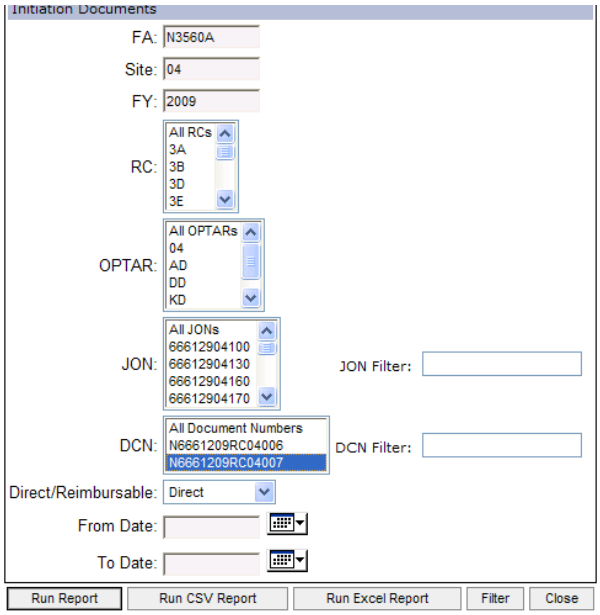
Date Prepared 9/15/2009

Cancel Document | Close

When Initiation document is on the screen, Select CANCEL Document.



Select OK to confirm the cancellation.
Select Reports/Initiation Documents
Highlight the document you cancelled and RUN Report.



Document will reflect the **CANCELLED** Status.

FASTDATA INITIATION DOCUMENTS

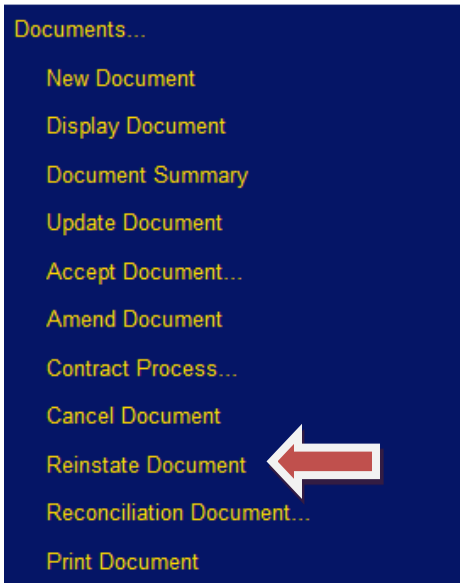
Filter: FA N3560A, FY 2009, Direct/Reimb = D AND SITE IN ('04') AND DCN IN (N6661209RC04007)

Site: 04

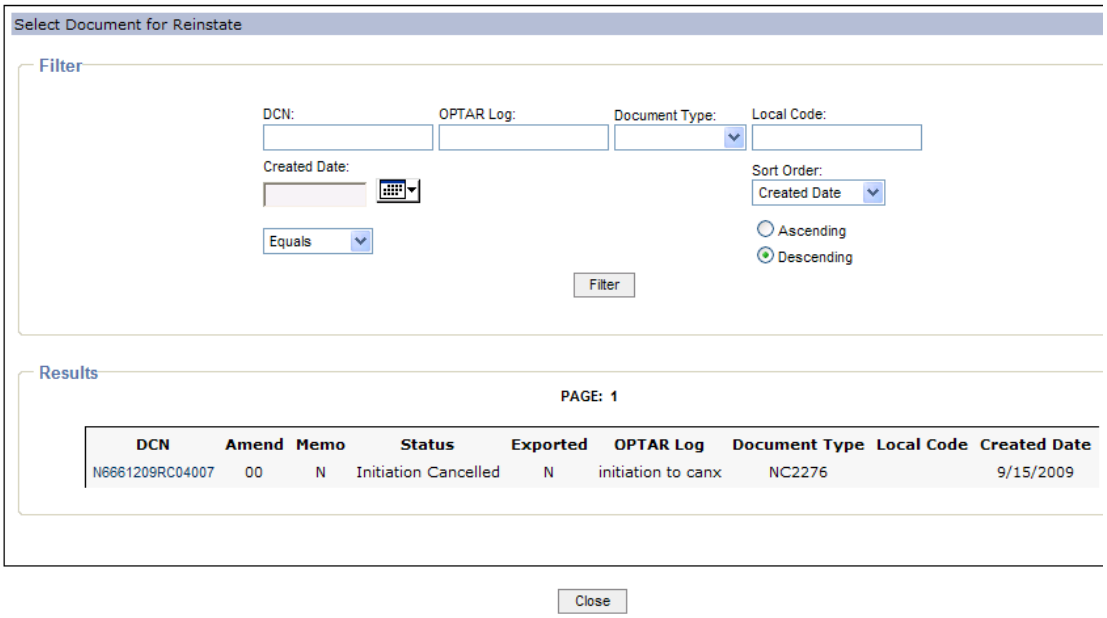
RC: 3A / OPTAR: 04 NROTCU THE CITADEL

Document Number		AMND	ACRN	JON	E E	OMB Object Class	OMB Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
N6661209RC04007	CANCELLED	00	AA	66612904100	Q	252		0	$0.00	$0.00	$0.00	09/15/2009	initiation to can
Subtotal for OPTAR: 04									$0.00	$0.00	$0.00		
Subtotal for Site: 04									$0.00	$0.00	$0.00		
Report Total:									**$0.00**	**$0.00**	**$0.00**		

Step 14 Select Documents/Reinstate Document



The Reinstate Document process allows you to reinstate a canceled document. To reinstate a canceled document, select the Reinstate document option from the Documents menu. Only those documents which may be reinstated will appear. Select the document you wish to reinstate. Your access to the reinstate document process is defined at the System Administrator level.



When the document appears on the screen Select the REINSTATE button at the bottom.

13. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

A. ACRN	B. APPRO.	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1791804	22LW	000	3560A	0	068566	2D	C04007	66612904100Q	$200.00

14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER.

L. TOTAL THIS DOCUMENT	$200.00
M. CUMULATIVE TOTAL	$200.00

15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED

THESE ITEMS ○ ARE ◉ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ◉ HAS ○ HAS NOT BEEN ACCOMPLISHED

A. ACRN	B. ITEM NO.	C. FSC	D. DESCRIPTION (NAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)	E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT
AA	1		Initiation training	1	ea	$200.00	$200.00

16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKING INSTRUCTIONS, SHIPPING INSTRUCTION AND INSTRUCTION FO DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS

I. GRAND TOTAL $200.00

17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's Plant)

18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE ITEMS REQUIRED

AUTHORIZING OFFICIAL (type name, title AND SIGNATURE)

DATE 9/15/2009

19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH

ACCEPTING OFFICIAL (type name, title AND SIGNATURE)

DATE

Item Description:
(This description field will print before the line item list.)

Item Description:
(This description field will print after the line item list.)

○ Source
◉ Initiation

Local Code

OPTAR Log initiation to canx

Date Prepared 9/15/2009

Reinstate Close

Then Close.

HINT: View Reports/Initiation Report to verify that the document has been reinstated.

FASTDATA INITIATION DOCUMENTS

Filter: FA N3560A, FY 2009, Direct/Reimb = D AND SITE IN ('04') AND DCN IN (N6661209RC04007)

Site: 04

RC: 3A / OPTAR: 04 NROTCU THE CITADEL

Document Number	AMND	ACRN	JON	E E	OMB Object Class	OMB Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
N6661209RC04007	00	AA	66612904100	Q	252		1	$200.00	$0.00	$200.00	09/15/2009	initiation to canx
Subtotal for OPTAR: 04								$200.00	$0.00	$200.00		
Subtotal for Site: 04								$200.00	$0.00	$200.00		
Report Total:								$200.00	$0.00	$200.00		

Questions

What are Initiation documents?

What are the differences between a Source and an Initiation document?

What are the steps necessary to establish an Initiation document, update to Source, amend, cancel and reinstate?

Describe the life-cycle of the transactions for the Initiation Documents.

Practice

A requirement is needed to send to contracting for a specific computer table for the Instructor in the training lab. Prepare the document in anticipation that the funding will be available in the near future.

Funding has been released for the computer table for the training lab. Update the document so the funds will be reserved and it can be presented for signature.

View the transactions generated from the two transactions.

Introduction

This lesson will describe the MAINTENANCE Processes within the Site showing examples and illustrations of various maintenance functions. This will include acceptance, contract Process, Receipt Process, Expenditure Process, Cancel Document, Reinstate Document, Display Document, Display Document Summary, Update Document and Correction After Export, Transaction Suspension.

Objectives

Learn the purpose of the MAINTENANCE Processes.

Learn the steps involved in the MAINTENANCE Processes.

Introduction

This lesson will discuss the various Maintenance processes in the Site that assist in keeping the document costs between FASTDATA and STARS-FL in sync and the accounting transactions flowing in the life cycle of the documents, including the new functionality within the Site.

Objectives

Define the MAINTENANCE Processes.

Describe the locations where the maintenance functions are found.

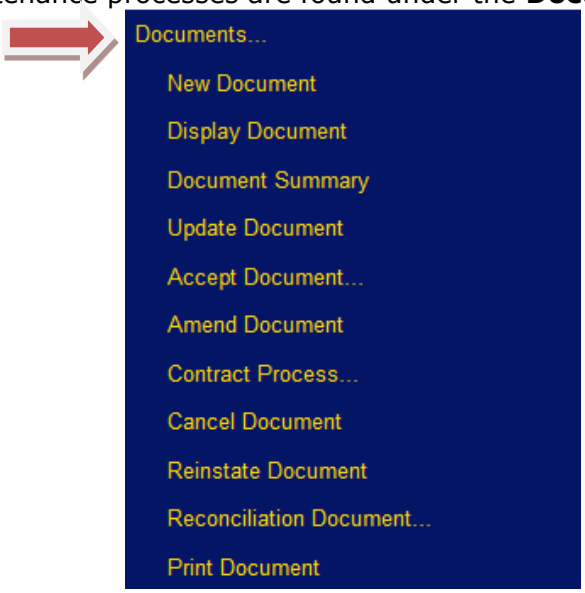
Lesson

Maintenance processes used in controlling the costs of the documents and life cycle transactions generated vary within the application. Many functions are used more frequently than others but all are available to perform the needed adjustments.

The document maintenance functions that will be covered in this lesson include the following:

- Display Document
- Document Summary
- Update Document and Correction After Export
- Accept Document
- Contract Process
- Cancel Document
- Reinstate Document
- Reconciliation Document
- Receipt Process
- Transaction Suspension
- Expenditure Process

The first eight maintenance processes are found under the **Documents menu**.



The last three processes are located on the **main menu**.

Each of these document maintenance functions will be covered separately identifying its purpose and effect on the life cycle of the documents if applicable. Two of the functions to be discussed will not generate any type of life cycle transactions but are used to review changes, and assist in the research of documents in reconciling the costs of the document. Those two are Display Document and Document Summary. The rest of the functions we will discuss can create life cycle transactions of the documents in the Site.

Questions

What are document MAINTENANCE Processes?

Where are the various maintenance functions found?

Introduction

This lesson will illustrate the steps required to perform the various document maintenance processes and the life cycle effects.

Objectives

Define how to perform the document Maintenance Processes.

Describe the elements that must exist prior to performing various document Maintenance Processes.

Outline the steps necessary to perform the document Maintenance Processes.

Lesson

Some documents create commitments (CM in FASTDATA, 915 in STARS-FL), others create obligation (AO in FASTDATA, 540 in STARS-FL). For those that generate a CM a maintenance process is required to move to AO such as Contract Process and Acceptance, depending on the document type. Other maintenance features allow the Site user to Cancel a document, generating the transaction to reverse the CM or AO transaction. In certain instances maintenance processes also allow for a document to be reinstated once it has been cancelled. This would reinstate the CM or AO transaction once again to affect the life cycle of the document.

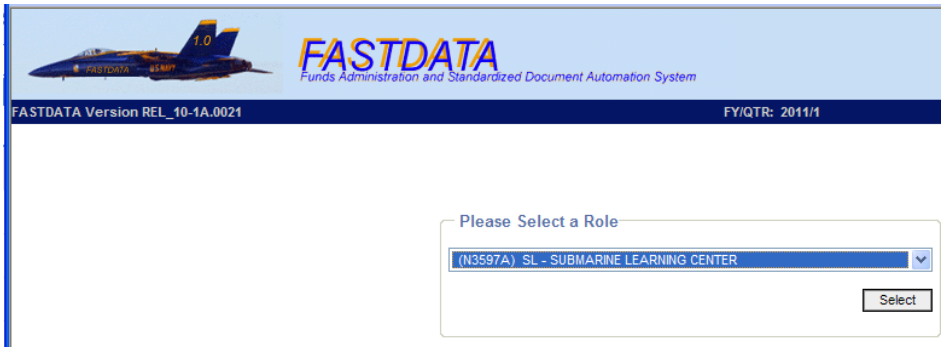
Updating a document prior to it being exported will affect the transaction that will flow to STARS-FL. This is a document maintenance feature that can be used prior to the export or it can be used after export via the Correction After Export screen. These can and will both affect the document Cost in FASTDATA or generate changes of the JON, OMB OOC, Expense Element, and other items that will be included in this lesson.

At times it is necessary to perform the expenditure or receipt process. Entering a receipt does generate a transaction that will flow to STARS-FL when the next batch is processed, but entering an expenditure in FASTDATA does not generate a transaction that will flow to STARS-FL. The last maintenance process to be covered will be the Transaction Suspension that will prevent a document transaction from flowing to STARS-FL if it is already in STARS-FL and needs to be suppressed in FASTDATA.

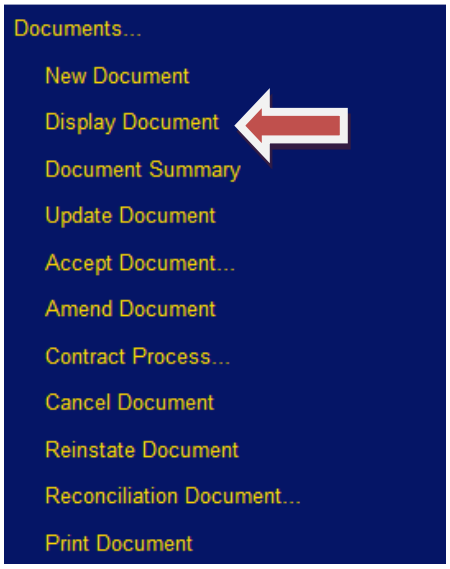
Two of the items grouped in the maintenance functionality are Display Document and Document Summary. Use these tools to reconcile document costs or determine the status of documents on which you are performing maintenance.

Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

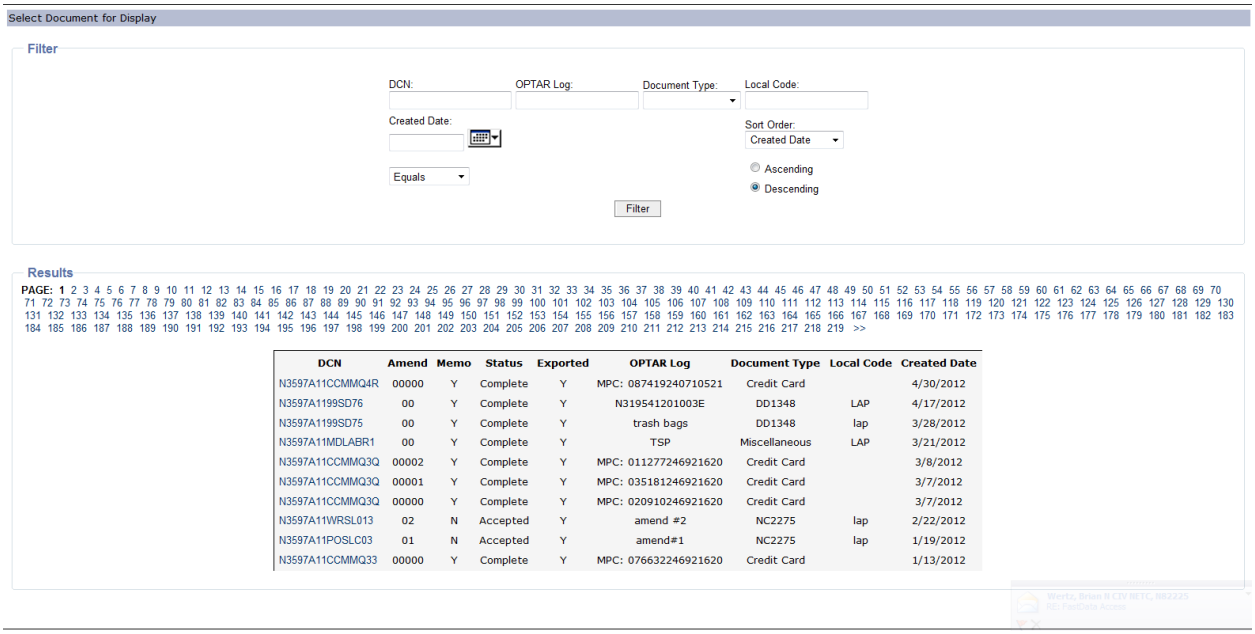
Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



Step 3 Documents/Display Document

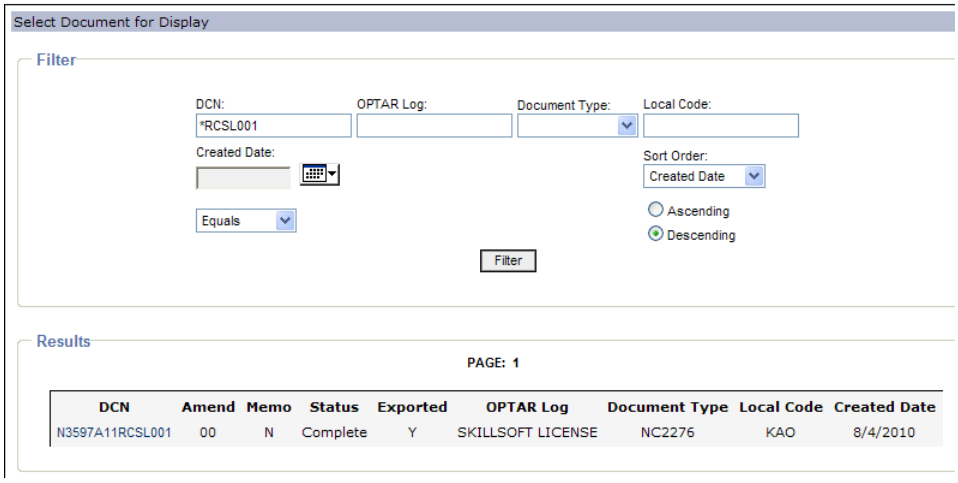


Use this page to select the document you wish to display. Your access to documents is defined at the System Administrator level. You can locate the desired document using the search features of the page. To change the order of the listed documents, use the page's sort features. To filter a DCN you do not have to type the whole document you can use * (wild card) before or after the desired document you are looking for.



DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N3597A11CCMMQ4R	00000	Y	Complete	Y	MPC: 087419240710521	Credit Card		4/30/2012
N3597A1199SD76	00	Y	Complete	Y	N319541201003E	DD1348	LAP	4/17/2012
N3597A1199SD75	00	Y	Complete	Y	trash bags	DD1348	lap	3/28/2012
N3597A11MDLABR1	00	Y	Complete	Y	TSP	Miscellaneous	LAP	3/21/2012
N3597A11CCMMQ3Q	00002	Y	Complete	Y	MPC: 011277246921620	Credit Card		3/8/2012
N3597A11CCMMQ3Q	00001	Y	Complete	Y	MPC: 035181246921620	Credit Card		3/7/2012
N3597A11CCMMQ3Q	00000	Y	Complete	Y	MPC: 020910246921620	Credit Card		3/7/2012
N3597A11WRSL013	02	N	Accepted	Y	amend #2	NC2275	lap	2/22/2012
N3597A11POSLC03	01	N	Accepted	Y	amend#1	NC2275	lap	1/19/2012
N3597A11CCMMQ33	00000	Y	Complete	Y	MPC: 076632246921620	Credit Card		1/13/2012

Example is above *RCSL001, then select Filter.
The DCN will appear for your selection.



DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N3597A11RCSL001	00	N	Complete	Y	SKILLSOFT LICENSE	NC2276	KAO	8/4/2010

FILTER elements feature:

- Search by **DCN**
- **OPTAR Log**
- **Local Code**
- **Document Type**.
- You can narrow your search by selecting a **Created Date** and then choosing either Equal to the Created Date, Later than the Created Date, or Earlier than the Created Date. If you select **Between**, an additional Calendar will display allowing you to select between two dates.

Search Item
Enter the desired value for the selected search type. For example, if you selected DCN for the search type, enter the desired DCN in this field. Use the wild card (*) if you don't know the entire DCN.

Sort order
If you wish to change the sort order on the Select Document for Contract page, select the desired value from the drop-down list. When you change the value of the sort order, the documents list will display by the selected sort order.

Ascending/Descending
Select the desired radio button for the sort order type: Ascending for smallest to greatest or Descending for greatest to smallest.

Filter
Select the Filter button to initiate the search.

RESULTS box after Filter brings up the elements below:

- **DCN -**Identifies the document control number.
- **Amend -**Identifies a specific official amendment to a previously established financial document. The basic will reflect as 00 and the amendments will show as 01, 02, etc.
- **Memo -** Indicates whether the document is a source or memorandum. This is important information on some types of adjustments whether the document is source or memo and this screen will show which type it is.
- **Status -** Indicates a document or document number's current status. Displayed values can include **Complete**, **Accepted**, **Finalized**, **Cancelled, Initiation**, and **Initiation Cancelled**.
- **Exported -**Indicates whether the document has been included in a file transfer to STARS-FL. This will determine if document can be updated or if other maintenance function will be required to adjust a document.
- **OPTAR Log -** Identifies the purposes of the entry that will be printed on the OPTAR Log, or the name(s) of items being requisitioned.
- **Document Type -** Identifies a specific document form number.
- **Local Code -** Code of up to 20 characters identifying document types and groupings for reporting purposes.
- **Created Date -** Indicates the date and time the document was created in FASTDATA.

Close - Ends the action to select a document.

In the DCN field click on the DCN link to open up the selected display.
If the selected document is a source document the full document will appear on the screen with hot links in light blue to provide more information if selected as seen below. Display document will only allow the document to be viewed, there is not correction or update allowed on a displayed document.

REQUEST FOR CONTRACTUAL PROCUREMENT - NAVCOMPT FORM 2276 (8PT) (REB. 8-81) S/N 0104 LF-102-2761 | Page 1 of 1

1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT CITATION BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE ATTACHED PAGE.

2. DOCUMENT NUMBER N3597A11RCSL001

3. REFERENCE NO.	4. FUNDS EXPIRE ON	5. DMS RATING	6. PRIORITY	7. DATE REQUIRED	8. AMENDMENT NO.
	9/30/2011			10/1/2010	00

9. FROM:
3597A
Submarine Learning Center
PO Box 29, Code N8
Groton, CT 06349-5700

10. FOR DETAILS CONTACT:
Supply: Jennifer Mohr
Phone: 860-694-1716 x 1782
Email: jennifer.mohr@navy.mil

11. TO:
00189
FISC Norfolk Detachment Groton
Naval Sub Base, Bldg 84-1
Groton, CT
06349

12. MAIL INVOICES TO:
3597A
Submarine Learning Center
PO Box 29, Code N8
Groton, CT 06349-5700

13. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

A. ACRN	B. APPRO.	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1711804	22M8	000	3597A	0	068566	2D	CSL001	3597A1N7OPTW	$11,616.00

14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER.

L. TOTAL THIS DOCUMENT $11,616.00
M. CUMULATIVE TOTAL $11,616.00

15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED
THESE ITEMS ○ ARE ◉ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ◉ HAS ○ HAS NOT BEEN ACCOMPLISHED

A. ACRN	B. ITEM NO.	C. FSC	D. DESCRIPTION (NAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)	E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT
AA	1		Software Liscenses for th... more	1200	EA	$9.68	$11,616.00

16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKING INSTRUCTIONS, SHIPPING INSTRUCTION AND INSTRUCTION FO DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS

I. GRAND TOTAL $11,616.00

17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's Plant)

18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE ITEMS REQUIRED — AUTHORIZING OFFICIAL (type name, title AND SIGNATURE): STEVEN E. MCBRIDE, COMPTROLLER — DATE 8/6/2010

19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH — ACCEPTING OFFICIAL (type name, title AND SIGNATURE) — DATE 00/00/0000

Item Description:
(This description field will print before the line item list.)

If the selected document is a memo document the memo screen will appear:

|< First | < Previous | > Next | >| Last

Credit Card Document

Document Number: N3597A11CCMMPPY - 00002

Local Code:
MPC: Yes
OPTAR Log: MPC: 010981244356502
Transaction Released: ☐
Transaction Date: 10/1/2010
Approval Number: 981244
Vendor: HYDRANUM DIYCONTROLS
Partial/Final:
Requisition/ACRN:
Bank DCN:
Cardholder/Card: MOHR,JENNIFER M - *********019326
Country Code:
Expense Element: T
OMB Object Class: 260
JON: 3597A1N4OPT
OMB Sub Object Class:
Not to Exceed Code:
Amount: $368.20

Line Items

Item No.	Description	Quantity Ordered	Unit of Issue	Unit Price	Amount
1	Import External Transaction(MPC)	0		0.00	368.20

The display document on a memo document will show the following elements to review:

Navigation Buttons (First, Previous, Next, Last)

Allows users to go directly to the First, Previous, Next, or Last Document + Amendment of the same document type without having to return to the document list. For Display Summary, the amendment is always 00 or 00000.

- **First -** retrieves and displays the document with the minimum DCN + amendment for that document type
- **Previous -** retrieves and displays the document with the DCN + amendment that immediately precedes the currently displayed DCN.
- **Next -** retrieves and displays the document with the DCN + amendment that immediately succeeds the currently displayed DCN.
- **Last** - retrieves and displays the document with the maximum DCN + amendment

Document Number
Identifies the document control number (DCN).

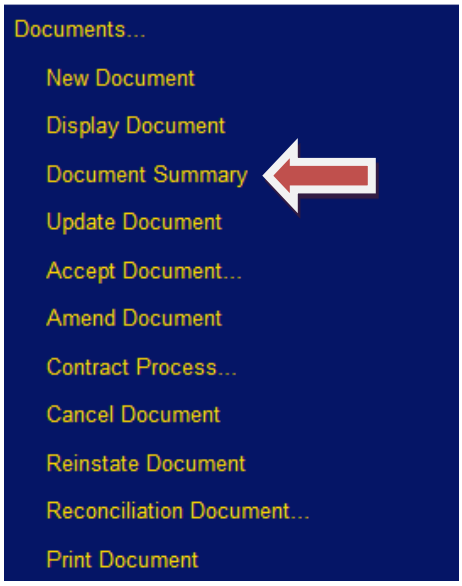
Status
Identifies the current status of a document or document number.

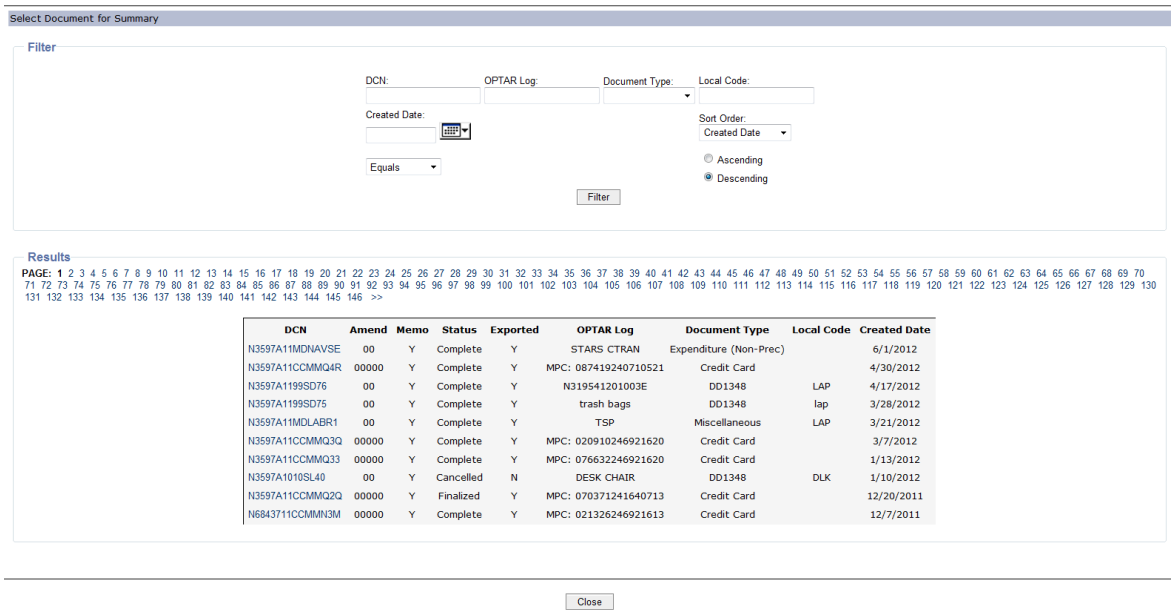
Local Code
Code of up to 20 characters identifying document types and groupings for reporting purposes.

OPTAR Log
Describes the purpose of the log entry that will be printed on the OPTAR Log, or the name of the items being requisitioned.

ACCOUNTING CLASSIFICATION - ACRN
Identifies the Accounting Classification Reference Number.

Step 4 Documents/Document Summary





DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N3597A11MDNAVSE	00	Y	Complete	Y	STARS CTRAN	Expenditure (Non-Prec)		6/1/2012
N3597A11CCMMQ4R	00000	Y	Complete	Y	MPC: 087419240710521	Credit Card		4/30/2012
N3597A1199SD76	00	Y	Complete	Y	N319541201003E	DD1348	LAP	4/17/2012
N3597A1199SD75	00	Y	Complete	Y	trash bags	DD1348	lap	3/28/2012
N3597A11MDLABR1	00	Y	Complete	Y	TSP	Miscellaneous	LAP	3/21/2012
N3597A11CCMMQ3Q	00000	Y	Complete	Y	MPC: 020910246921620	Credit Card		3/7/2012
N3597A11CCMMQ33	00000	Y	Complete	Y	MPC: 076632246921620	Credit Card		1/13/2012
N3597A1010SL40	00	Y	Cancelled	N	DESK CHAIR	DD1348	DLK	1/10/2012
N3597A11CCMMQ2Q	00000	Y	Finalized	Y	MPC: 070371241640713	Credit Card		12/20/2011
N6843711CCMMN3M	00000	Y	Complete	Y	MPC: 021326246921613	Credit Card		12/7/2011

This page is used to select the document you wish to summarize. **DD1155, SF30, NC2061, DD1131,** and **SF1034** document types are **not** available for summary.

Search Type

- **DCN**
- **OPTAR Log**
- **Local Code**
- **Document Type.**
- You can narrow your search by selecting a **Created Date** and then choosing either Equal to the Created Date, Later than the Created Date, or Earlier than the Created Date. If you select **Between**, an additional Calendar will display allowing you to select between two dates.

Search Item

Enter the desired value for the selected search type. For example, if you selected DCN for the search type, enter the desired DCN in this field.

Sort order

If you wish to change the sort order on the Select Document for Contract page, select the desired value from the drop-down list. When you change the value of the sort order, the documents list will display by the selected sort order.

Ascending/Descending

Select the desired radio button for the sort order type: Ascending for smallest to greatest or Descending for greatest to smallest.

Filter

Select the Filter button to initiate the search.

RESULTS after Filter is performed:

- **DCN -** Identifies the document control number.

- **Amend -** Identifies a specific official amendment to a previously established financial document. The Basic will display as 00 and the amendments will show as 01, 02, etc.
- **Memo -**Indicates whether the document is a source or memorandum. This information assists the Site user in determining what maintenance function is needed to get the desired financial results on the document adjustments.
- **Status -** Indicates a document or document number's current status. Displayed values can include **Complete**, **Accepted**, **Finalized**, **Cancelled, Initiation**, and **Initiation Cancelled**.
- **Exported -** Indicates whether the document has been included in a file transfer to STARS-FL.
- **OPTAR Log -**Identifies the purposes of the entry that will be printed on the OPTAR Log, or the name(s) of items being requisitioned.
- **Document Type -**Identifies a specific document form number.
- **Local Code -** Code of up to 20 characters identifying document types and groupings for reporting purposes.
- **Created Date -** Indicates the date and time the document was created in FASTDATA.

Close - Ends the action to select a document.

The Document Summary page is used to view a summary of the selected document. When you view all the transactions of a document in Transaction History report it can sometimes be 2 or more pages of CM, AO, RP, EV transactions and the summarized cost of the document is reflected in the header of the report. In this document summary screen it summarizes by type of transaction for you so the total CM, AO, RP, EV transactions will show on this screen. It also alerts the Site user if any FINAL RP or EV transactions have been recorded on the document (which will affect the COST of the document) and how many of each. When working the RECON report, the Site user should use Document Summary with the Transaction History report and Liquidated Document Status Log to maintain the reconciliation of the document. This summary of transaction types is similar to the RDOC header of the document screen in STARS-FL that shows the total in each execution code. Since FINAL expenditure and FINAL receipts determine the COST of a FASTDATA document this screen can advise of this condition in the FINAL field and alerts the Site User why the STARS-FL and FASTDATA Cost may differ.

The Document Summary page is unavailable for **DD1155, SF30, NC2061, DD1131,** and **SF1034** document types. Select Document Summary from the Documents Menu. Select the desired document at the Select Document for Summary page. The Document Summary page contains the following elements:

Navigation Buttons (First, Previous, Next, Last)
Allows users to go directly to the First, Previous, Next, or Last Document + Amendment of the same document type without having to return to the document list. For Display Summary, the amendment is always 00 or 00000.

- **First -** retrieves and displays the summary information for the document with the minimum DCN + amendment "00" for that document type
- **Previous -** retrieves and displays the summary information for the document with the DCN + amendment "00" that immediately precedes the
- currently displayed DCN.
- **Next -** retrieves and displays the document summary information for the DCN + amendment "00" that immediately succeeds the currently
- displayed DCN.
- **Last** - retrieves and displays the document summary information for the document with the maximum DCN + amendment "00".

Document Number - Identifies the document control number (DCN).

Status - Indicates a document or document number's current status and whether the document has been exported to the FA.

Document Type - Identifies a specific document form number.

OPTAR Log - Identifies the purposes of the log entry that will be printed on the OPTAR Log, or the name of items being requisitioned.

Number Amendments - Indicates the total number of amendments to the listed document. This page element only displays data for an amendable document, such as the DD282, DD448, DD1556, NC2275, NC2276, or NC2276A.

Local Code - A code of up to 20 characters that identifies document types and groupings for reporting purposes.

ACRN - Identifies the Accounting Classification Reference Number which identifies the job order and Line of accounting selected.

JON - The 11-character job order number (JON) classifying the accounting transaction.

EE/OOC - Identifies the Expense Element and OMB Object Class. The EE identifies the type of obligation or expense charge below the Function/Sub-function level. On the row below the Expense Element value, the OOC identifies the Office of Management and Budget object class designation.

Contract/ACRN/BPA - Identifies the contract or a call to a Blanket Purchase Agreement for an indefinite delivery type contract and the contract ACRN.

Commitment Amt -Contains the commitment amount for the document.

Initiation Cost - Indicates the amount of the document or amendment that is in an initiation status, and therefore has not yet affected funds. This amount is excluded from the Actual Cost amount.

Obligated Amt/Qty - Contains the ACRN-obligated amount of the document and the number of items ordered. On the SF1164, this value is the receipt amount.

Received Amt/Qty - Identifies the total amount received against one ACRN of an obligating document or the number of items received.

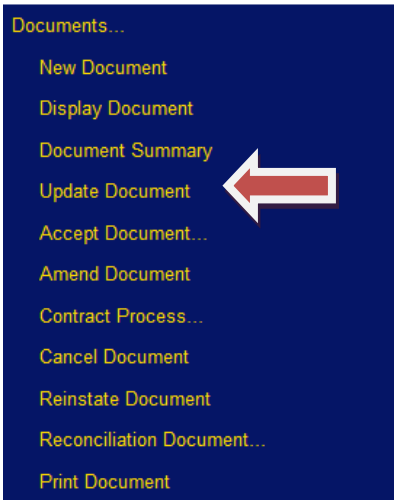
Expended Amt/Qty - Identifies the total amount expended against one ACRN or the number of items expended.

Number Final Rcpts/Exps - Indicates the number of receipts or expenditures with a status of Final.

Actual Cost - Identifies the total expenditure amount, total receipt amount, total obligated amount, or total commitment amount, depending on the number of expenditures, receipts, obligations, and commitments associated with the ACRN.

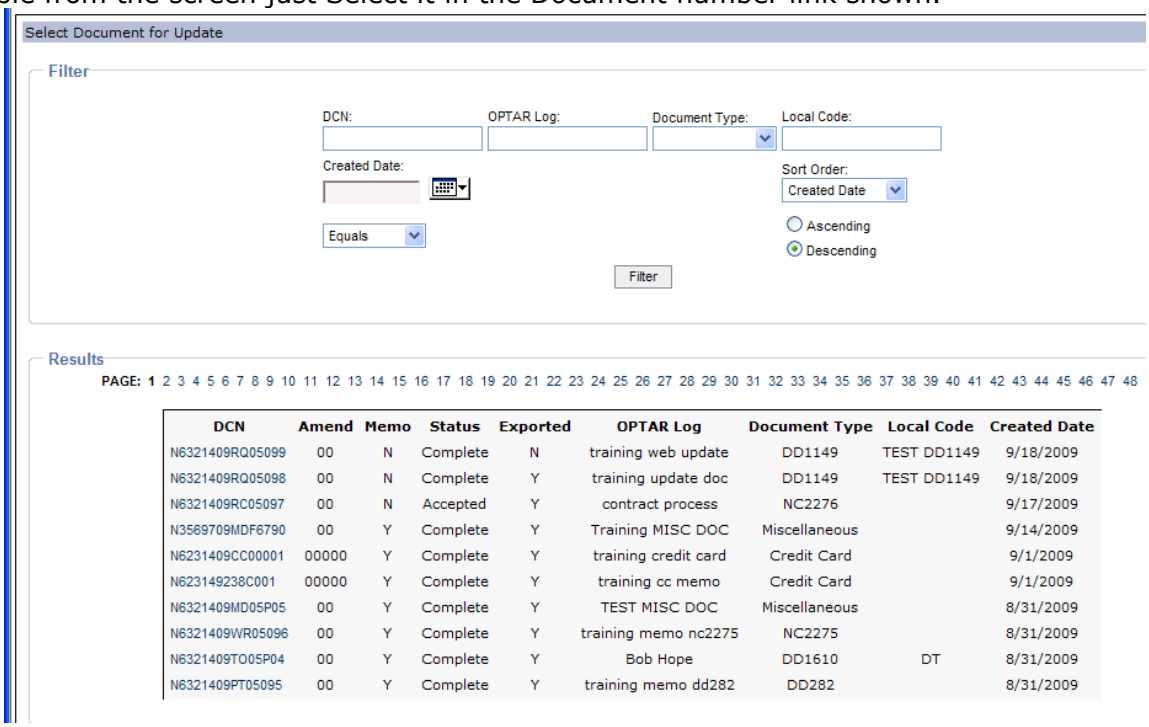
Close - Closes the Document Summary page and returns you to the Select Document for Summary page.

Step 5 Documents/Update Document



To modify an existing document that has not been exported or accepted, select Documents/Update Document at the Site. The Select Document for update screen will appear. In the EXPORT field you will see "N" annotating that the document has NOT been exported. There can be two reasons that the "N" Export status appears. The first one would be if your FA has set the automated process to receive accounting transactions from the Site to XX intervals and it has not reached that interval yet. The other reason for a "N"

Export status would be if you created an Initiation document. In either case when you select a document marked "N" export status you will receive the full document to edit and update the fields prior to it exporting to the FA. You can filter for your document or if visible from the screen just Select it in the Document number link shown.



DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6321409RQ05099	00	N	Complete	N	training web update	DD1149	TEST DD1149	9/18/2009
N6321409RQ05098	00	N	Complete	Y	training update doc	DD1149	TEST DD1149	9/18/2009
N6321409RC05097	00	N	Accepted	Y	contract process	NC2276		9/17/2009
N3569709MDF6790	00	Y	Complete	Y	Training MISC DOC	Miscellaneous		9/14/2009
N6231409CC00001	00000	Y	Complete	Y	training credit card	Credit Card		9/1/2009
N623149238C001	00000	Y	Complete	Y	training cc memo	Credit Card		9/1/2009
N6321409MD05P05	00	Y	Complete	Y	TEST MISC DOC	Miscellaneous		8/31/2009
N6321409WR05096	00	Y	Complete	Y	training memo nc2275	NC2275		8/31/2009
N6321409TO05P04	00	Y	Complete	Y	Bob Hope	DD1610	DT	8/31/2009
N6321409PT05095	00	Y	Complete	Y	training memo dd282	DD282		8/31/2009

To use the FILTER

- **DCN**
- **OPTAR Log**
- **Document Type**
- **Local Code.**
- You can narrow your search by selecting a **Created Date** and then choosing either Equal to the Created Date, Later than the Created Date, or Earlier than the Created Date. If you wish to search a range of dates, select **Between**. An additional calendar will display, allowing you to select a range between two dates.
- **Sort Order -**You can change the sort order on the Select document for Update page by selecting a value from the drop-down list. When you change this value, the documents list will display by selected order.
- **Ascending/Descending -** Select the desired radio button for the sort order type. Ascending for smallest to greatest or Descending for greatest to smallest

Filter - Select the Filter button to initiate the search

RESULTS of your FILTER displays:

- **Page -**FASTDATA presents the document choices in pages; 10 documents per page.
- **DCN -**Identifies the document control number. Select/Click the DCN of the document you wish to update.
- **Amend -**Identifies a specific official amendment to a previously established financial document.
- **Memo -**Indicates whether the document is a source or memorandum. Fields available to update will be dependent on the type of document selected and whether it is source or memorandum.

- **Status -**Indicates a document or document number's current status. Displayed values can include Complete, Accepted, Finalized, Cancelled, Initiation, and Initiation Cancelled.
- **Exported -**Indicates whether the document has been included in a file transfer to STARS-FL. **If it has not been exported you will be able to update the document itself; and if it has been exported to the FA you will receive a CORRECTION AFTER EXPORT (CAE) screen.**
- **OPTAR Log -** Identifies the purposes of the entry that will be printed on the OPTAR log, or the name(s) of items being requisitioned.
- **Document Type -**Identifies a specific document form number.
- **Local Code -**Code of up to 20 characters identifying document types and groupings for reporting purposes.

Close - Ends the action to select a document.
Selection of a Document that show "N" in the EXPORT code field will provide the opportunity to update the document prior to it flowing to the FA. This type of update allows for the document to open and fields to be edited. For Initiation document is allows for all fields to be edited and the document to be changed to SOURCE so that it can then EXPORT to the FA.

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Form Approved
OMB No. 0704-0246
Expires Apr. 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0246), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failure to comply with a collection of information if it does not display a current valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: (Include ZIP Code)
63214
COMMANDING OFFICER
NAVAL ROTC UNIT, UNIVERSITY OF CO
374UCB
BOULDER, CO 80309-0374

SHEET NO. 1 | NO. OF SHEETS 1 | 5. REQUISITION DATE 9/18/2009 | 6. REQUISITION NUMBER N6321409RQ05099

7. DATE MATERIAL REQUIRED 8/17/2009 | 8. PRIORITY 15

2. TO: (Include ZIP Code)
BURSAR
UNIVERSITY OF COLORADO
REGENT ADMINISTRATIVE CENTER 150
CAMPUS BOX 43, BURSAR'S OFFICE
BOULDER, CO 80309-0043

9. AUTHORITY OR PURPOSE
SPRING 2009 TUITION AND FEES

10. SIGNATURE
S. L. DAVIDSON, CDR

11a. VOUCHER NUMBER & DATE(YYYYMMDD)

3. SHIP TO - MARK FOR
63214
COMMANDING OFFICER
NAVAL ROTC UNIT, UNIVERSITY OF CO
374UCB
BOULDER, CO 80309-0374

12. DATE SHIPPED | b.

13. MODE OF SHIPMENT | 14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATION DATA
AA 1791804 22LW 000 3560A 0 068566 2D Q05099 63214905100Q

Amount $200.00

Line Items	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT (c)	QUANTITY (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	AMOUNT (i)
1	Training web update document	EA	1				$200.00	$200.00

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO

17. SPECIAL HANDLING

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINERS	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. RECEIPT	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL
	CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL
	PACKED BY							POSTED	DATE	BY	20. RECEIVERS VOUCHER NO.

Source
Initiation

OPTAR Log: training web update

Local Code: TEST DD1149

JON: 63214905100 - LQ OPS

Country CD:

Expense Element: Q - Purchased Services (Other)

OMB Object Class: 252

OMB Sub Object Class:

Not to Exceed Code:

Save | Close

You can select the LINE ITEMS button and edit the amount and description as well as all other fields in the document. When update is completed select SAVE. Then select CLOSE to exit the document. For an Initiation document you can edit the INITIATION button on the document (at the bottom for some documents and at the top for others) to change it to SOURCE so that it will EXPORT to the FA and to STARS-FL.

Update Credit Card Initiation Document

Credit Card Document

Source
Initiation

Document Number N6227111MDY4700 - 00000 | Status Initiation

Local Code DSHEWCHUK | Optar Log Ship to Pur Agents | MPC No

Partial/Final | Bank DCN | Transaction Released

Transaction Date 10/14/2010 | Requisition/ACRN | Approval Number

Cardholder/Card SHEWCHUK,DONNA J - **********015886 | Vendor FEDEX

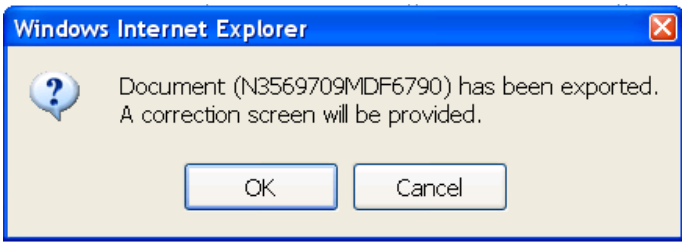
ACCOUNTING CLASSIFICATION

ACRNs	JON	OBJECT CLASS	SUB OBJECT CLASS	EXPENSE ELEMENT	NOT TO EXCEED	COUNTRY CODE	AMOUNT
AA	622711IX7SL	220		L	C		$15.00
					TOTAL THIS DOCUMENT		$15.00
					CUMULATIVE TOTAL		$15.00

Line Items		Description	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
AA	1	Express shipment of Deleg... more	1	EA	$15.00	$15.00

Save Close

Selecting a document in the list of documents to update that has a "Y" in the EXPORT code field you will be given a CORRECTION AFTER EXPORT (CAE) screen instead of the document to update. Only the fields that are not grayed out are available for update.



Select OK for the screen to appear.

The Correction After Export window opens when you select a document to update and the document and its transactions have been exported to the FA, or a receipt or expenditure has been entered for the document.

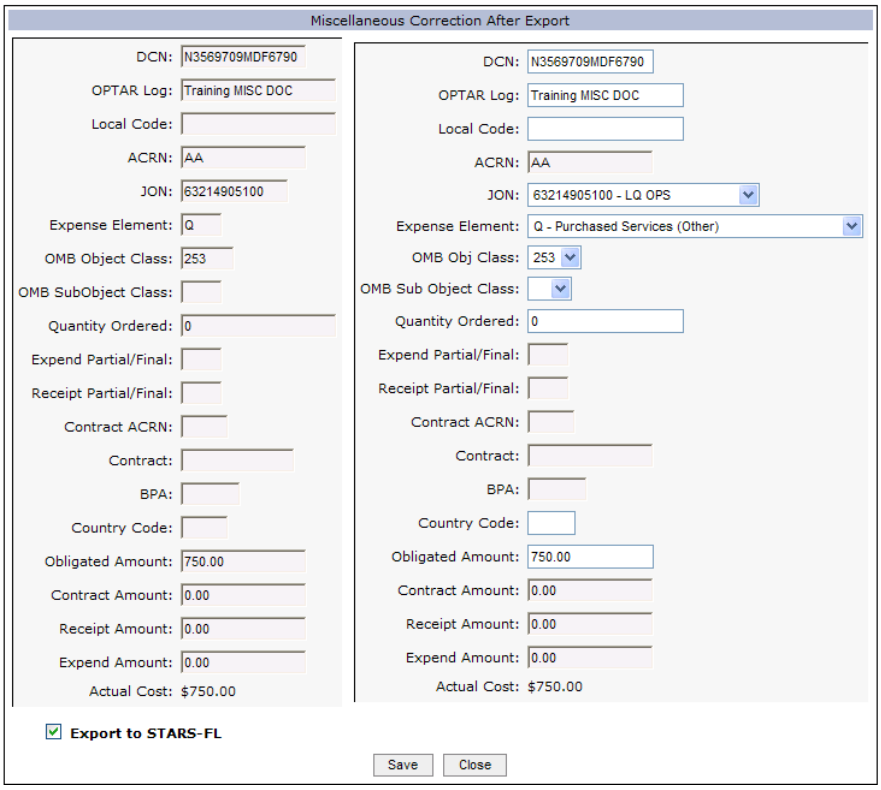
- Document types **DD1155, SF30, Civilian Labor, DD1131, NC2061,** and **SF1034** are not available for Correction After Export.
- Use the Correction After Export window to correct erroneous data by making limited changes to a document control number (DCN) or ACRN, and, in certain cases, transfer data from one DCN to another.

The Correction After Export window columns mirror each other. The data elements on the left contain existing document values while the right side contains data elements you can modify. The values you can change depend on many conditions.

Change the desired values, and then select the Save button to save your changes. If you change the DCN, the change will apply to all ACRN's associated with the DCN. You cannot change the DCN on source documents.

Changes to other values apply only to the ACRN you selected before opening the Correction After Export window (if you are correcting a multiple-ACRN document).

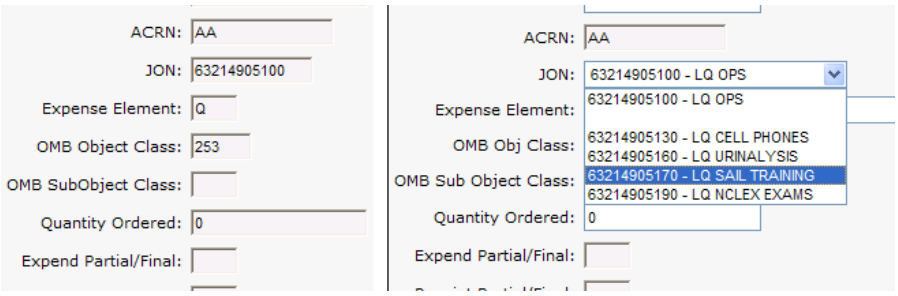
If a change is made to the Expend Partial/Final indicator, it will update the cost of the document. If document processed with a partial expenditure, and the user updates the Expend Partial/Final indicator to a Final, it will generate an exportable de-obligation amount. If STARS-FL needs to be reduced as well as FASTDATA, then allow the transaction to export. If expenditure had posted as a Final and the user updates the Expend Partial/Final indicator to Partial, it will generate an increase to the obligation. If you do not want it to export to STARS-FL uncheck the EXPORT TO STARS-FL tab at the bottom left of the CAE screen prior to the SAVE.



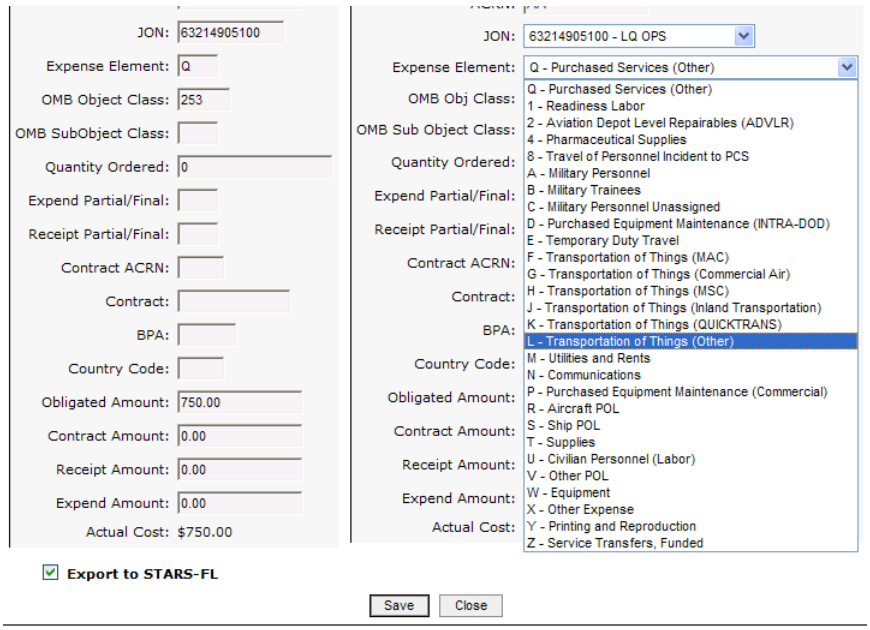
a. Document number correction of a memo record if the FROM DCN has no receipts or expenditures, or is an initial receipt (GSA, Fuel Chit, SF1164) and the TO DCN does not exist. MPC transactions are excluded from this type of correction.

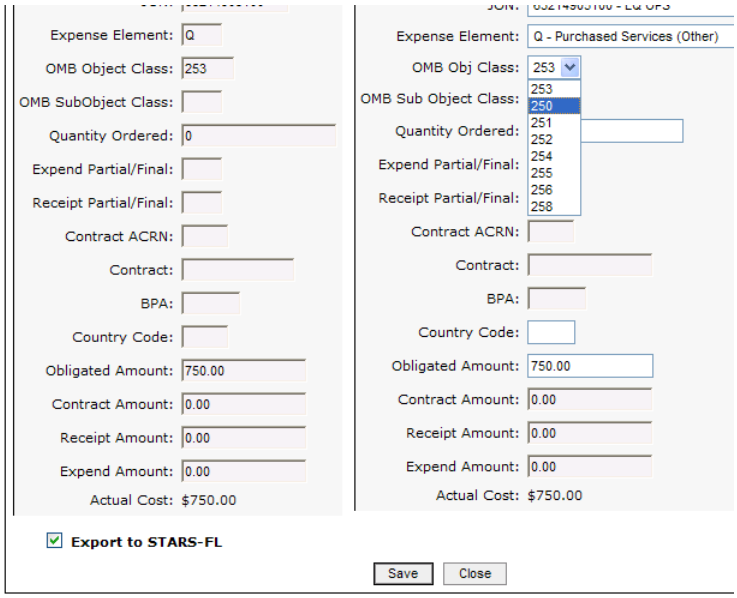
b. Correction of the DCN of a Non-Preceded Expenditure to another Non-Preceded DCN or to an existing DCN.

c. Job order correction, providing that it does not result in a change to the original line of accounting. The OPTAR/Authorization for the new job order number must have funds available. Use the drop down arrow to select the appropriate job order to change to:



d. Expense Element and/or OMB Object class correction. Select the drop down arrow to find the EE and/or OMN object class you wish to correct.

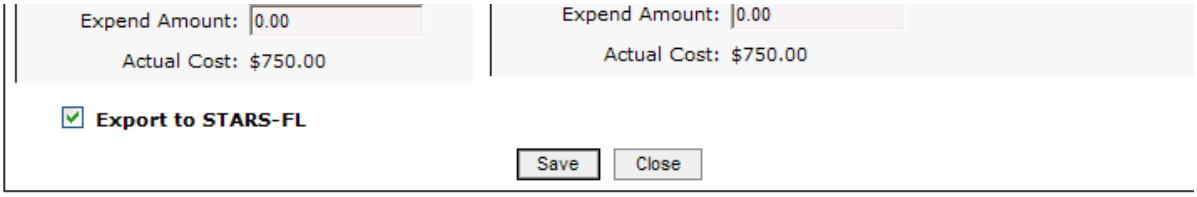




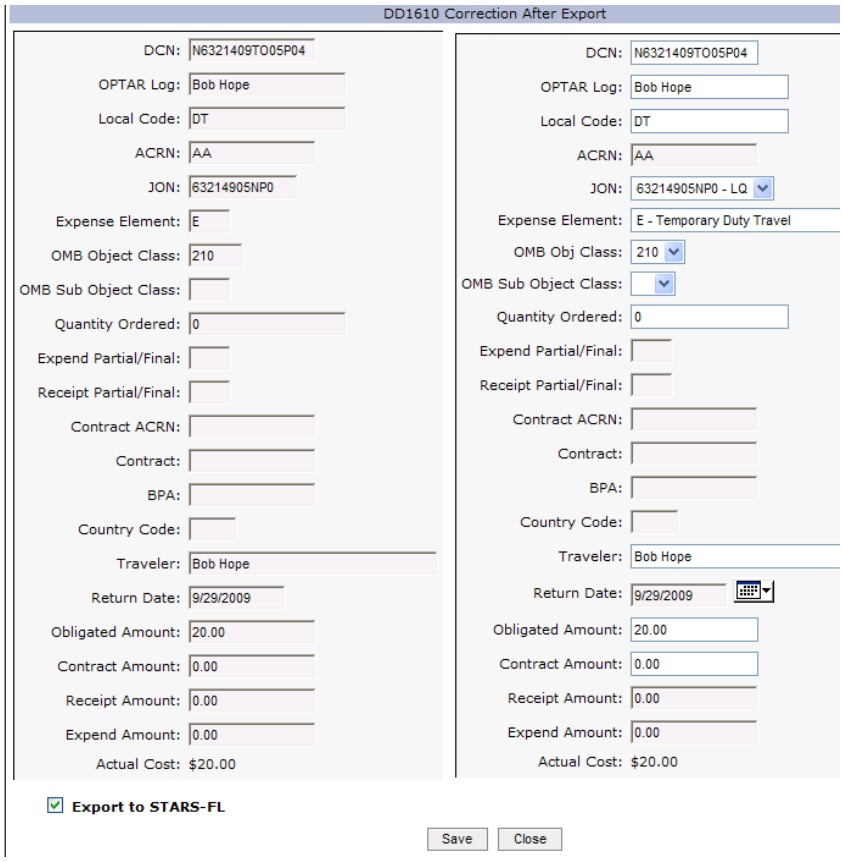
e. Quantity correction. If quantity is the only correction, no transactions will result. MPCs are excluded from this type of correction.

f. Obligated Amount changes. When the obligation amount of a **Memo** document needs to be increased or decreased and this field is open for edit the Correction After Export process will increase or decrease the document. This can only be done on a memo entered document or a non-amendable, non-contractible source document. If document shows 750.00 in the obligation field and needs to be decreased to reflect a 250.00 decrease, overly the 750.00 with 500.00 to accomplish this. DO NOT enter a -250.00 in the field as this field reflects the cumulative document obligation. The new amount entered will be calculated in the system and determine the difference as an accounting transaction.

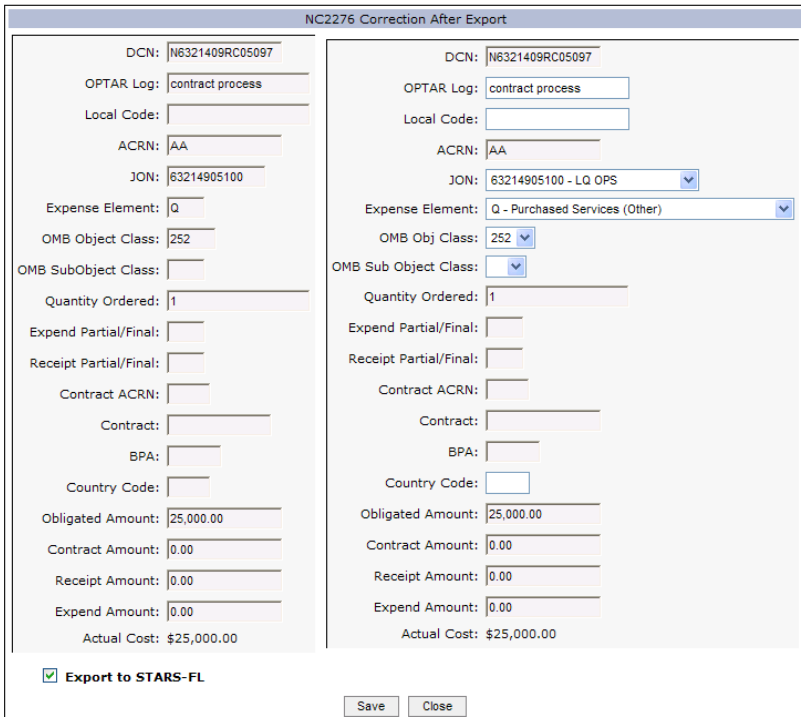
   Athe bottom left corner of the Correction After Export screen is a box that default EXPORT TO STARS-FL. If you are making an adjustment to any of the fields on this screen and they are already updated in STARS-FL, then uncheck the box so that it DOES NOT export to STARS-FL.



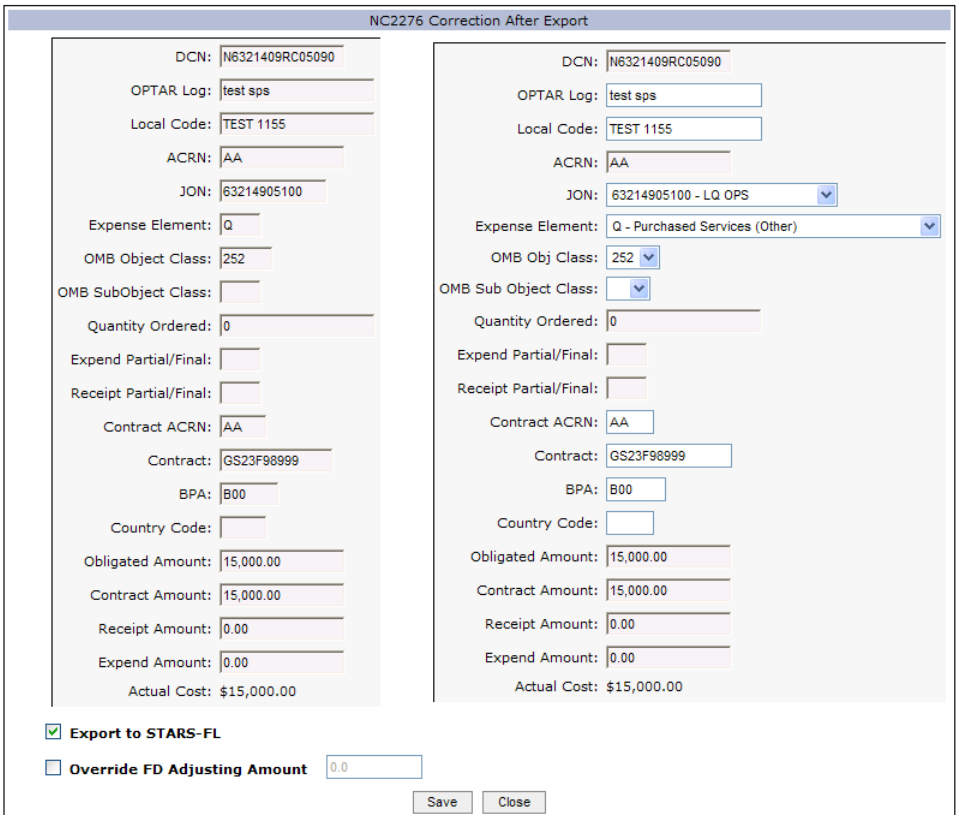
Corrections after export on travel documents will reflect the open fields where changes can be made. Traveler's name and return date are editable fields. Example is a memo entry of a non DTS travel order. The obligation amount field is also available for edits if needed to change the cost of the travel order. (These are off site travel orders that the Site user has to manually input to export an obligation to STARS-FL.



g. A Source NC2276 document that has not been contracted has limited fields available to edit**.** In order to contract the document and obligate, CONTRACT PROCESS would need to be done. In order to change fields not open for edit on this document an amendment should be done.



On a NC2276 that has Contract Process already performed, there are other fields available to edit. These edits will flow to STARS-FL unless the EXPORT to STARS-FL tab is unchecked. **The CONTRACT and CONTRACT ACRN and BPA fields are now available for edit in this screen. DO NOT user Contract process NEW or EDIT to change a Contract number, Contract ACRN, or Delivery order/BPA – always use UPDATE Document Correction after Export screen so you do not create a double obligation on your document.** In this example there has been an SPS imported file to perform the contract process for the Site User. Notice that there is a new button under the Correction After Export, when checked it tells the system to Override FD adjustment amount.



- In the GUI FASTDATA, the user was allowed to do contract process for one requisition/ACRN only. Since the Web version has been modified to allow ACRNS to have multiple Contract/DO-BPA/Contract ACRNs. The Correction After Export require the user to specify the Contract/DO-BPA/Contract ACRN being corrected. If there is only one Contract/DO-BPA/Contract ACRN to the requisition ACRN, it will populate the contract information when displayed.

- **New in FASTDATA Web for CAE is the transaction that will flow to STARS-FL. Changing the contract number, DO/BPA, Contract ACRN in CAE, FASTDATA will generate a 540T "D" with the old contract information and reversal obligation amount and a 540T "C" with the new contract information and correction amount.**

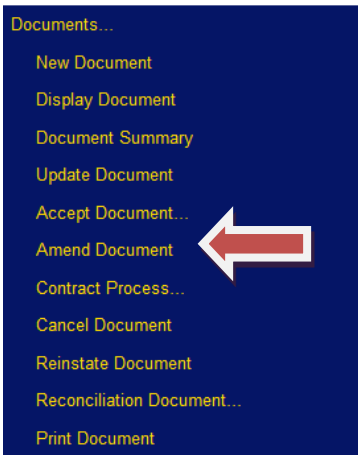
- When a contractible document with multiple contracts and contract ACRNS is displayed, a new field will show at the bottom left side of the screen. The FASTDATA user can indicate whether or not they want the 540T "D" and 540T "C" transactions to go to STARS-FL and if so, what adjusting obligation amount to include. The 540D will contain the opposite of the specified obligation amount, and the 540C will contain the specified obligation amount.

- If user annotated they do not wish the transaction to flow to STAR-FL by un-checking the box "Export to STARS-FL", the annotation in the transaction

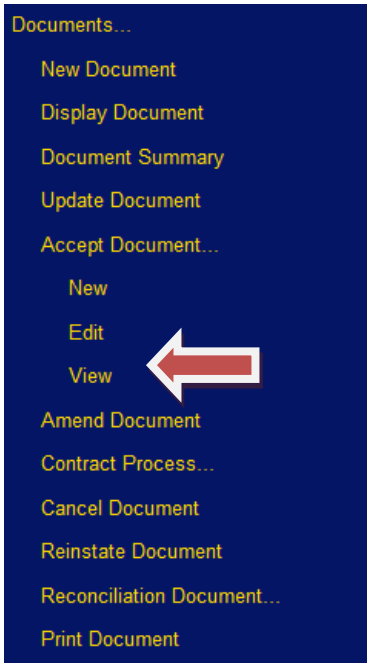
history report will reflect **"User-defined non-exportable"** for tracking purposes.

- **Note: FASTDATA currently accepts an update on DTS documents that changes the JON. However, STARS will not accept these transactions and they will suspend on the TEXV report. You are no longer able to update the JON of a DTS document in STARS-FL. FASTDATA will be modified at a future date to disallow this option.**

Step 6 Documents/Accept Document



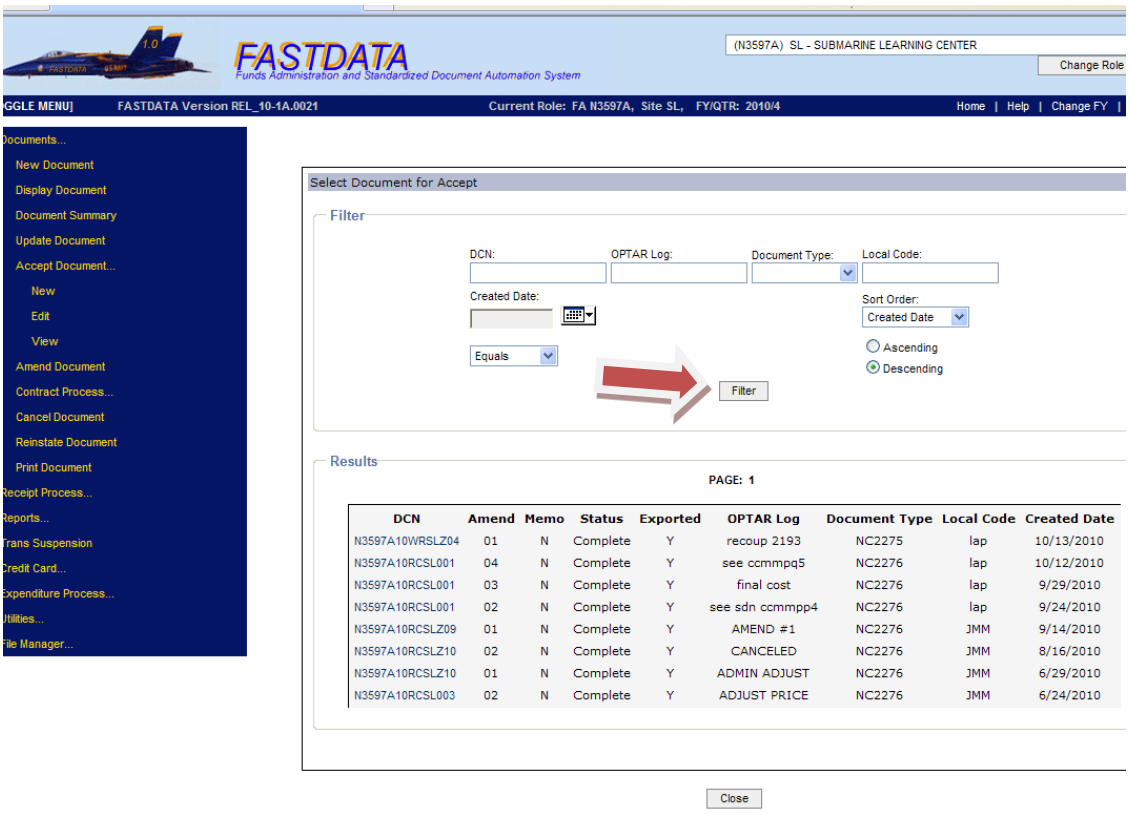
Accept Document options are NEW, EDIT, and VIEW.



Select the document you wish to accept by selecting the DCN. The only documents you can accept are **Credit Card, DD448, NC2275, NC2276,** and **NC2276A.**

- **The acceptance on a DD448 category 1, NC2275, NC2276A Economy Act or Project Order reimbursable order type will generate an accounting transaction. These document types when created will generate a CM and send a 915 transaction to STARS-FL when exported. Doing the acceptance moves the CM to AO and the 540 transaction will flow to STARS-FL when exported.**

- **The acceptance of the NC2276, DD448 Cat 2 Direct, NC2276A Direct Citation is required on all orders $25,000.00 or greater. This action does not generate an accounting transaction. Contract Process will be covered next and that is what will generate the accounting transaction for these documents.**



FILTER Criteria:

Search Type

- **DCN**
- **OPTAR Log**
- **Local Code**
- **Document Type**

- You can narrow your search by selecting a **Created Date** and then choosing either Equal to the Created Date, Later than the Created Date, or Earlier than the Created Date. If you wish to search a range of dates, select **Between**. An additional calendar will display, allowing you to select a range between two dates.

Sort order
If you wish to change the sort order on the Select Document for Contract page, select the desired value from the drop-down list. When you change the value of the sort order, the documents list will display by the selected sort order.

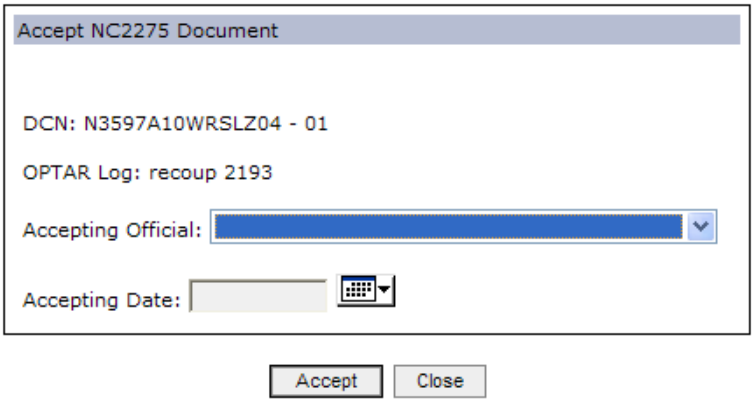
Ascending/Descending
Select the desired radio button for the sort order type: Ascending for smallest to greatest or Descending for greatest to smallest.

Filter
Select the Filter button to initiate the search.

RESULTS after filter:

DCN -Identifies the document control number.
Amend -Identifies a specific official amendment to a previously established financial document.
Memo - Indicates whether the document is a source or memorandum.
Status - Indicates a document or document number's current status. Displayed values can include **Complete**, **Accepted**, **Finalized**, **Cancelled, Initiation**, and **Initiation Cancelled**.
Exported -Indicates whether the document has been included in a file transfer to STARS-FL.
OPTAR Log -Identifies the purposes of the entry that will be printed on the OPTAR Log, or the name(s) of items being requisitioned.
Document Type -Identifies a specific document form number.
Local Code -Code of up to 20 characters identifying document types and groupings for reporting purposes.
Created Date -Indicates the date and time the document was created in FASTDATA.

Close -Ends the action to select a document.

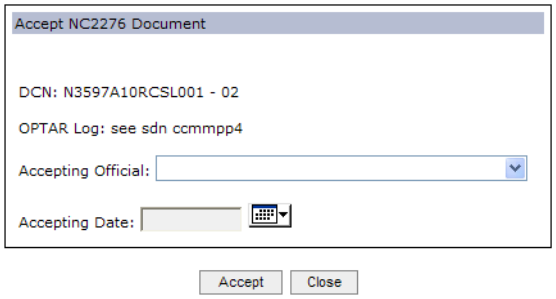


This is used to accept NC2275 documents and amendments. User access rights to accept

documents are defined at the System Administrator level.

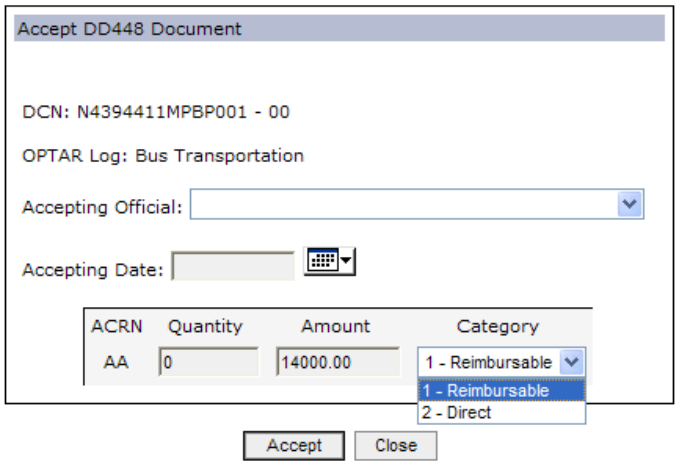
- When you accept an NC2275 amendment, the accept process will accept the selected amendment, the basic document, and any associated amendments with a lower amendment number.
- To accept the basic document and all associated amendments, accept the most recent amendment.
- When you accept an NC2275, FASTDATA creates an obligation transaction for export to STARS-FL.
- If you accept a requisition document that has been cross-referenced in the commitment stage, FASTDATA will create a non-exportable obligation transaction. If the cross-reference is partial, the transaction will be split based on any remaining commitment. As an example, if the commitment amount is $1,000 and the partial cross-reference is for $750 (leaving a commitment amount of $250), and the document is accepted, FASTDATA will create a non-exportable transaction for $750 and an exportable transaction for $250. Each transaction will have remarks to indicate the acceptance occurred after a Credit Card cross-reference.
- Use the drop down arrow to pull in an already used accepting official or type in the field to create a new one.
- Use the calendar to input the acceptance date.

Acceptance on an RC document will look the same. The NC2276 document, when accepted will NOT create an accounting transaction and does not create the obligating transaction to flow to STARS-FL. Acceptance on a NC2276 is REQUIRED before Contract process can be performed whether it is done in FASTDATA or contracted from the SPS obligation interface file from STARS-FL.



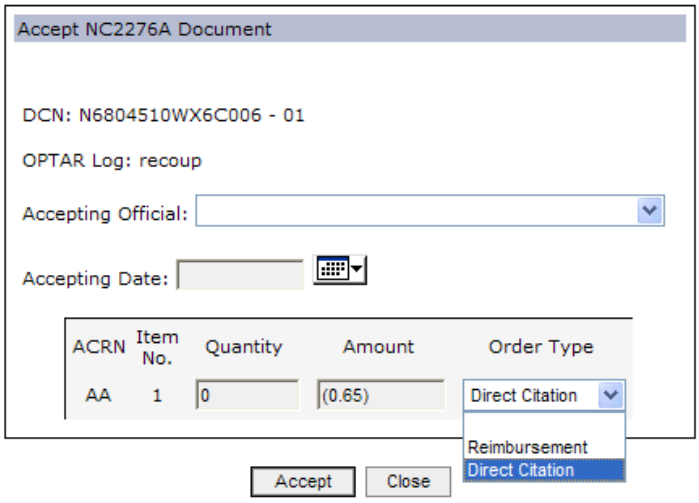
- Select the accepting official
- Use the calendar to select the accepting date
- ACCEPT to complete the acceptance on the NC2276

Acceptance on the DD448 and NC2276A is very similar in nature. The DD448 when created is funded as a CAT 1 (Reimbursable) or a CAT 2 (Direct). The NC2276A is created with one line only as a Direct Citation or a Reimbursable; or it is created with two lines – one being Direct Citation and the other being Reimbursable. When acceptance is performed the following screen will appear for the DD448:



- Select the accepting official
- Use the calendar for the accepting date
- Category 1 – Reimbursable; 2-direct - on this acceptance screen you have the opportunity to change the cat code if you created it one way and it came back from the activity a different method.
- If Cat 1 is selected for the acceptance – a 540 will be generated to flow to STARS-FL.
- If Cat 2 is selected no accounting transaction will take place. It requires contract process to be done to create the obligation transaction for Cat 2.
- ACCEPT to complete the acceptance process.

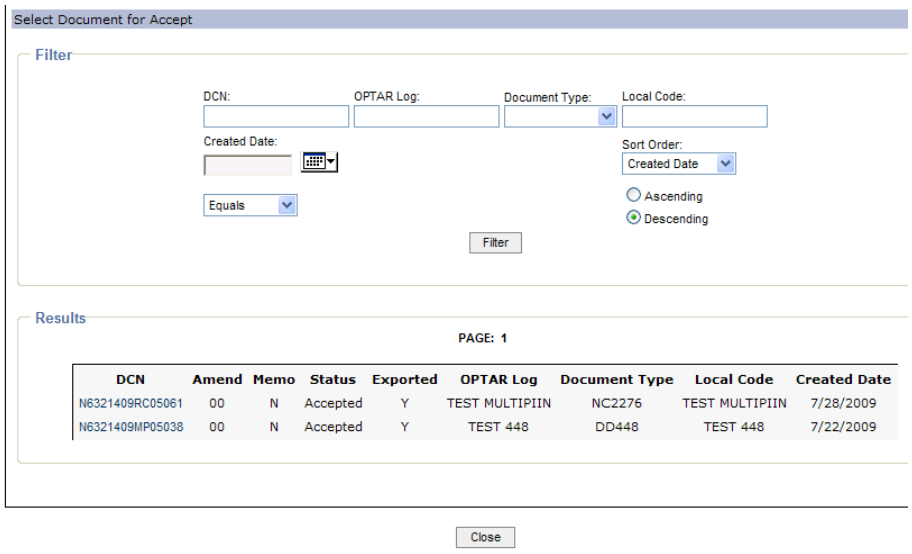
The acceptance on a NC2276A will look like the screen below:



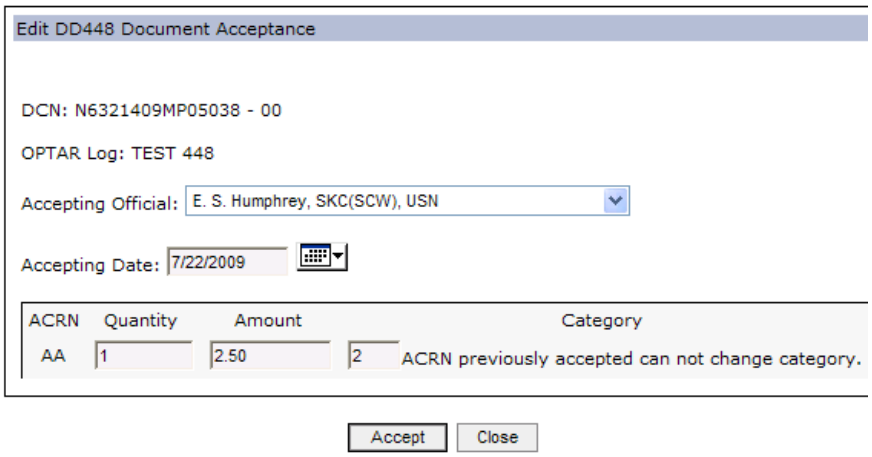
- Select the accepting official
- Use the Calendar to select the accepting date
- This basic document had two lines – one direct citation and one reimbursement. In this example the Direct Citation of line item 1 – allows for the order type to be accepted as Reimbursement (like line item 2 was created as) during the acceptance process but has defaulted to direct citation.
- ACCEPT to complete the acceptance process.

- If acceptance is done using Direct Citation, no accounting transaction will be generated. Contract process creates the obligation that flows to STARS-FL.
- If acceptance is done using Reimbursement a 540 C or D will be created and will flow to STARS-FL.

To Edit Acceptance - Select the Edit maintenance function:

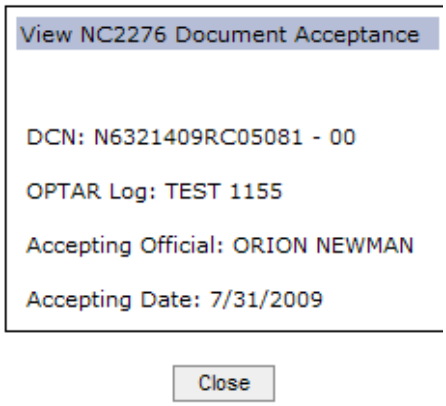


Only the documents available for acceptance/edit will appear in the selection screen.

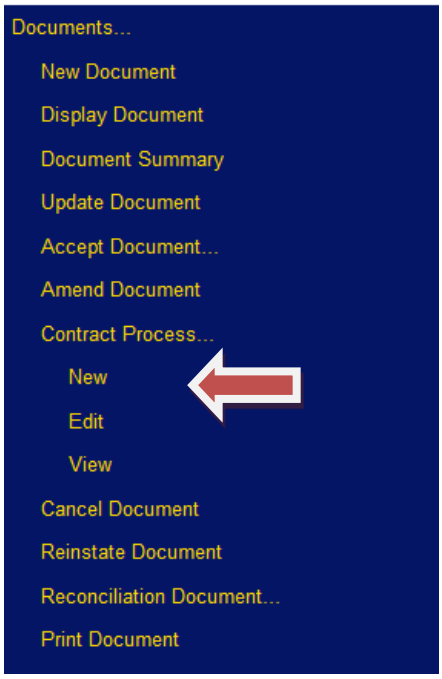


In this example the fields available for edit is the accepting official and accepting date.

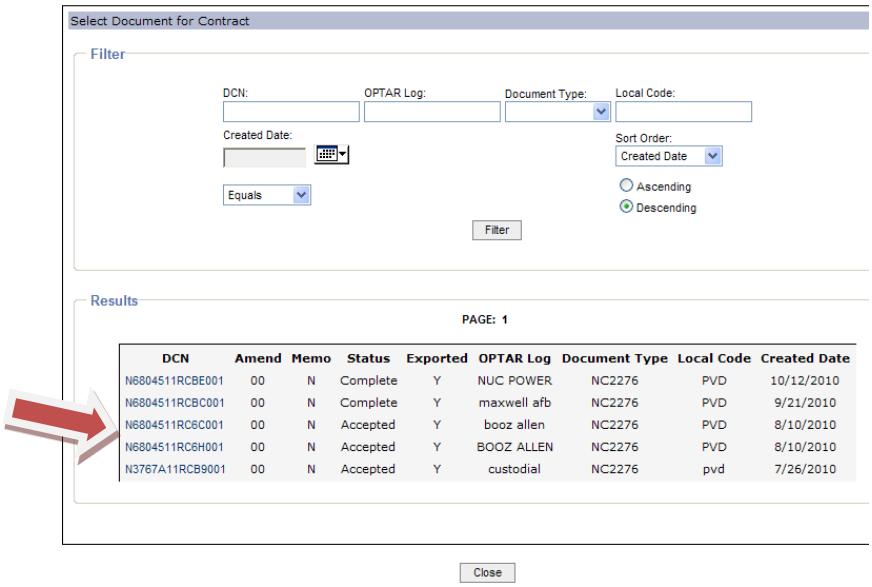
To View Acceptance - Select Acceptance/View to see what has been recorded on the document acceptance:



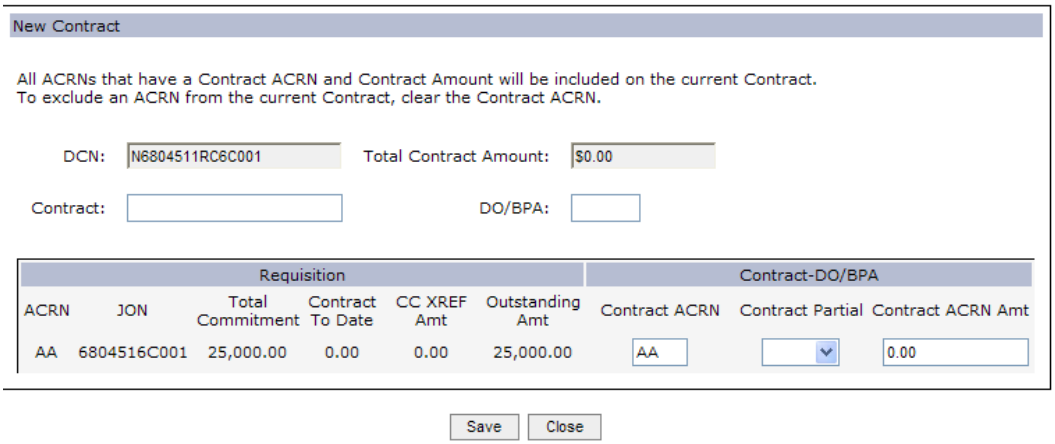
Step 6 Documents/Contract Process



The options of New, Edit, View will appear for selection. When New is selected the Select document for Contract screen will appear.



Select DCN to be contracted or use the filter to locate the one you need. For training purposes the DCN chosen has already been **accepted** and it is reflected in the STATUS log of the selection screen. If the document has not been accepted it will reflect Complete in the status field. A document over $25K must be accepted before it will be allowed to be contracted. If SPS interface file from FISC is doing the contract process and obligating the document in STARS-FL it is also flowing to FASTDATA from STARS-FL to do contract process so it should not be done in FASTDATA if that is the case to avoid a double obligation.



FASTDATA has been modified to allow multiple contracts/DO-BPA/Contract ACRNS to be associated to one requisition/ACRN. This new function has caused a problem for many in the way they do contract process for amendments on single contract documents. Please read the information below to determine how to prevent double obligations.

The New Contract function is used to create a new contract for an existing source or memo **NC2276, NC2276A** (Direct Citation)**, DD1348-6** (if not crossed to a supply system), **DD1149**, or **DD448** (category 2) transaction.

IMPORTANT FACTS ABOUT CONTRACT PROCESS:

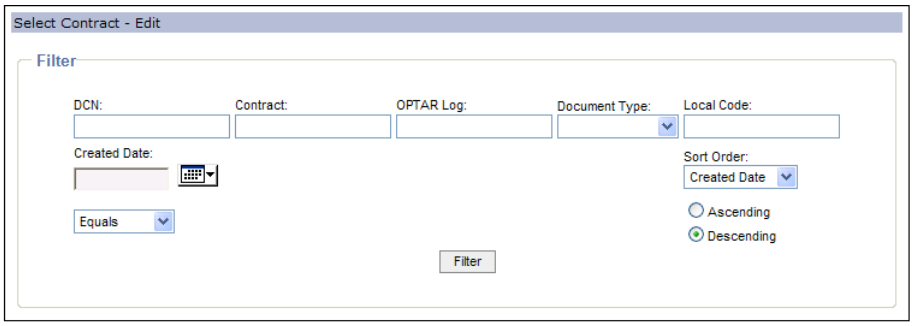
- **You cannot enter a contract for a document that has been used in a Credit Card cross reference.**
- **User access to enter contracts is defined at the System Administrator level.**
- **The contract process affects the OPTAR's status of funds if the contract amount differs from the commitment amount.**
- **When entering a contract number with A, G, or H in the ninth position, you must enter a value for DO/BPA.**
- **You must enter a value for Contract Amount if the Contract Partial value is Partial.**
- **SPS sites cannot create a new contract for a document until all amendments to the document have been exported to SPS. When you create a new contract, FASTDATA establishes an obligation transaction with the amount(s) from the contract.**
- **An obligation transaction and its associated contract number are included in FA export to STARS-FL.**
- **You can only enter a contract for the portion of a DD448 document that was accepted as direct. That would be the category 2 portion.**
- **Before you can post a contract for an NC2276 document with a value greater than $25,000, you must first accept the NC2276.**
- **Each time you create an amendment to the Basic you will NOT use contract process/NEW, you will use contract process edit for the NEW TOTAL CUMULATIVE contracted amount. If you use NEW you will create a duplicate of the obligation created when the Basic was contracted and will double your obligation amount affecting your funds in FASTDATA and STARS-FL.**
- **The ONLY time you use contract process NEW for an amendment would be if FISC cut the amendment to a different contract number (vendor) than the Basic. Then when using new you would use the new contract number provided with ONLY the amount of the new contract. If not done carefully this will also cause duplicate obligations and affect your funds in FASTDATA and STARS-FL.**
- **If you are doing contract process as partial vice final keep in mind that your document will not be visible in the credit card XREF requisition/acrn drop down list in the XREF utility.**
- **If a change is needed to the contract number, contract acrn, and/or Delivery order/BPA to be reflected in STARS-FL, DO NOT use contract process NEW or EDIT to accomplish this. Use Update Document and on the Correction after Export screen you can change any of these three fields with the resulting changes to be exported to STARS-FL.**

Note: If your FA is included in the SPS interface file to flow from STARS-FL to FASTDATA you will not do the Contract Process. The SPS interface file will do the Contract Process for you. Remember this feature was initiated for all BUPERS activities 1 October 2009. If Site user does contract process and SPS does also it will double obligate your document. See Section on Site Utilities/Maintain Suspended External Transactions/B1 Standard to find out how to correct this double obligated status.

The process for contracted documents would be:

- Create source document (CM 915)
- Contract process – New (if document is not contracted via SPS interface file) (AO 540)
- If Contracted amount is not the same as the source document sent to FISC then amend the document to withdraw the difference and keep the source document Cumulative totals in sync with FISC and reduce the remaining CM 915 amounts. (If the amendment is not done to make the amounts agree with what FISC has contracted then the next time an amendment is required to increase or decrease a document, the cumulative total for basic plus amendments will not match.)
- Amendment is created (CM 915)
- Contract process EDIT – use the new cumulative amount. Application will compute the difference from the previous and the edited cumulative and will generate the difference as an AO 540.

Select Contract Process Edit:



PAGE: 1 2 3 4 5 6 7 >>

DCN	Contract	DO/BPA	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6321409RC05090	GS23F98998	B00	N	Complete	Y	test sps	NC2276	TEST 1155	8/18/2009
N6321409RC05090	GS23F98999	B00	N	Complete	Y	test sps	NC2276	TEST 1155	8/18/2009
N6321409RQ05082	GSA98F0003		N	Complete	Y	TESTing material	DD1149	TEST DD1149	8/12/2009
N6321409RC05081	GS23F98033		N	Accepted	Y	TEST 1155	NC2276	TEST 1155	7/31/2009
N6321409RC05081	GS23F98011		N	Accepted	Y	TEST 1155	NC2276	TEST 1155	7/31/2009
N6321409RC05080	GS23F98011	B002	N	Accepted	Y	TEST 1155	NC2276	TEST 1155	7/31/2009
N6321409RC05071	GS23F98001		N	Complete	Y	TEST MULTIPIIN	NC2276	TEST MULTIPIIN	7/30/2009
N6321409RC05071	GS23F98006	A001	N	Complete	Y	TEST MULTIPIIN	NC2276	TEST MULTIPIIN	7/30/2009
N6321409RC05070	GS23F98800		N	Accepted	Y	SPS INTERFACE TES	NC2276	TEST MULTIPIIN	7/30/2009
N6321409RC05070	GS23F98006	B038	N	Accepted	Y	SPS INTERFACE TES	NC2276	TEST MULTIPIIN	7/30/2009

Close

All documents available or not for contract editing will show in the select screen. You can filter for the one you are seeking if it is not visible in the window that appears. Fields eligible for edit will be open for changes to be made and if not open for edit then changes can't be made through this maintenance function. If not available in New or Edit, then it may require an amendment to be done in order to accomplish the needed changes.

Edit Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N6804511RC6B003 Total Contract Amount: $899,072.02

Contract: M0026410A0019 DO/BPA: 0002

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	6804516B003	899,072.02	899,072.02	0.00	0.00	AA	Partial	899072.02

Save Close

This document under Edit Contract has a partial and is open to edit the DO/BPA, the Partial/Final indicator, and the contract ACRN amount. Changing this will create a transaction to send to STARS-Fl and update the document.

Select Contract Process View – and the following screen will appear.

View Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N6804511RCCK001 Total Contract Amount: $116,223.93

Contract: N0018910DZ009 DO/BPA: 0089

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	680451CK001	116,223.93	116,223.93	0.00	0.00	AA	Final	116223.93

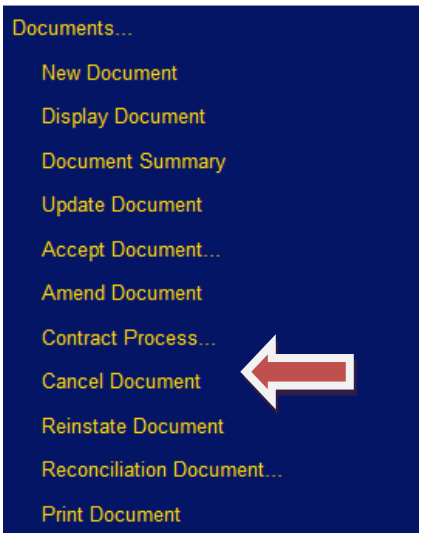
Close

IMPORTANT FACTS ABOUT CONTRACT PROCESS:

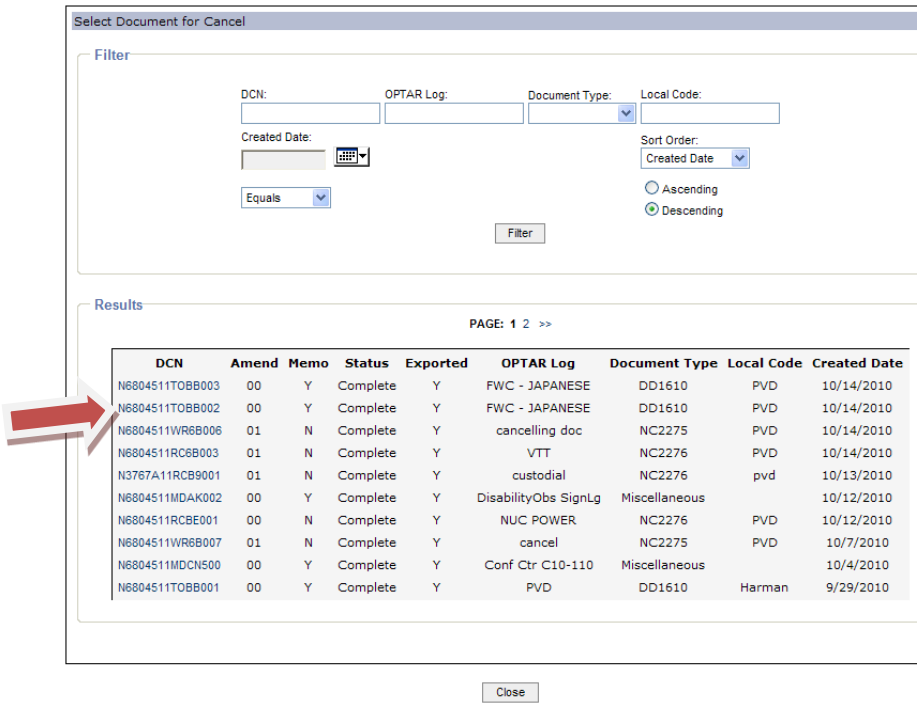
- **You cannot enter a contract for a document that has been used in a Credit Card cross reference.**
- **User access to enter contracts is defined at the System Administrator level.**
- **The contract process affects the OPTAR's status of funds if the contract amount differs from the commitment amount.**
- **When entering a contract number with A, G, or H in the ninth position, you must enter a value for DO/BPA.**
- **You must enter a value for Contract Amount if the Contract Partial value is Partial.**
- **An obligation transaction and its associated contract number are included in FA export to STARS-FL.**
- **You can only enter a contract for the portion of a DD448 document that was accepted as direct. That would be the category 2 portion.**
- **Before you can post a contract for an NC2276 document with a value greater than $25,000, you must first accept the NC2276.**

- **Each time you create an amendment to the Basic you will NOT use contract process/NEW, you will use contract process EDIT for the NEW TOTAL CUMULATIVE contracted amount. If you use NEW you will create a duplicate of the obligation created when the Basic was contracted and will double your obligation amount affecting your funds in FASTDATA and STARS-FL.**
- **The ONLY time you use contract process NEW for an amendment would be if FISC cut the amendment to a different contract number (vendor) than the Basic. Then when using new you would use the new contract number provided with ONLY the amount of the new contract. If not done carefully this will also cause duplicate obligations and affect your funds in FASTDATA and STARS-FL.**
- **If you are doing contract process as partial vice final keep in mind that your document will not be visible in the credit card XREF requisition/acrn drop down list in the XREF utility.**
- **If a change is needed to the contract number, contract acrn, and/or Delivery order/BPA to be reflected in STARS-FL, DO NOT use contract process NEW or EDIT to accomplish this. Use Update Document and on the Correction after Export screen you can change any of these three fields with the resulting changes to be exported to STARS-FL.**
- **If you are trying to update contract information on a document with Multi-PIINs, but are having an issue with an associated Partial contract, you can Update the document number (Using, Documents, Update Document) to change the existing contract to Partial. This will allow edits to be completed under Contract Process. Then, return to Update Document and revert the updated Partial/Final code.**

Step 8 Documents/Cancel Document

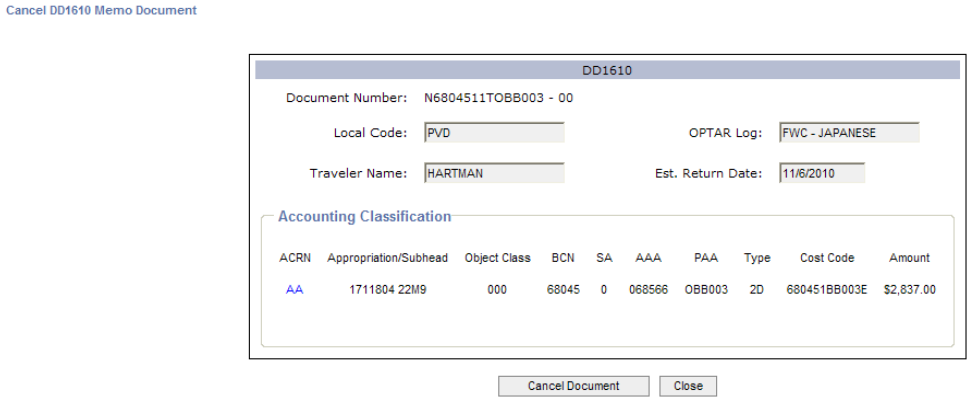


Select the document you wish to cancel. Your access to documents is defined at the System Administrator level. You can locate the desired document using the search features of the page. To change the order of the listed documents, use the page's sort features.



DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6804511TOBB003	00	Y	Complete	Y	FWC - JAPANESE	DD1610	PVD	10/14/2010
N6804511TOBB002	00	Y	Complete	Y	FWC - JAPANESE	DD1610	PVD	10/14/2010
N6804511WR6B006	01	N	Complete	Y	cancelling doc	NC2275	PVD	10/14/2010
N6804511RC6B003	01	N	Complete	Y	VTT	NC2276	PVD	10/14/2010
N3767A11RCB9001	01	N	Complete	Y	custodial	NC2276	pvd	10/13/2010
N6804511MDAK002	00	Y	Complete	Y	DisabilityObs SignLg	Miscellaneous		10/12/2010
N6804511RCBE001	00	N	Complete	Y	NUC POWER	NC2276	PVD	10/12/2010
N6804511WR6B007	01	N	Complete	Y	cancel	NC2275	PVD	10/7/2010
N6804511MDCN500	00	Y	Complete	Y	Conf Ctr C10-110	Miscellaneous		10/4/2010
N6804511TOBB001	00	Y	Complete	Y	PVD	DD1610	Harman	9/29/2010

Documents that are available to be cancelled open up with the Cancel Document button on the screen.



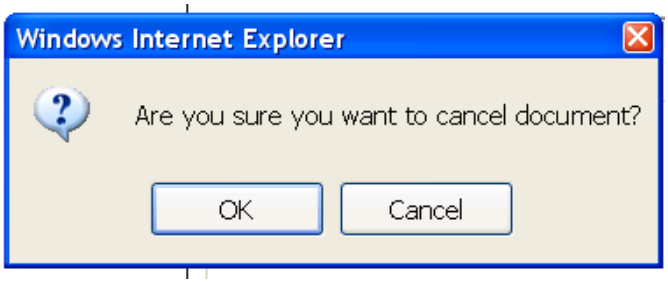
The Cancel Document process allows you to cancel most source and memo documents. When you cancel a document, the funds associated with the canceled document become available for use by the site. You have to select Cancel Document to perform, or Close if you change your mind and do not wish to Cancel.

User access to the cancel document process is defined at the System Administrator level. A user with access to update documents can cancel documents.

- **Whether you can cancel a document depends on the status of the document, the type of document, and several other conditions.**
- **If the document does not meet all cancelation criteria it will not appear in the Select Document for Cancel page.**
- **You cannot cancel a document, amendment, or supplemental document that has a receipt, contract, or expenditure posted against it.**
- **You cannot cancel a document that has been accepted.**

If the document you wish to cancel is an **NC2275, NC2276, NC2276A, DD1556, or DD448**, you can cancel the basic document or the most recent amendment to the document. If you select the document itself, the document and all its amendments will be canceled.

- To cancel a basic document that has any supplemental document(s), you can cancel either the basic document or a supplementary document. If you cancel the basic document, all its supplemental documents also will be canceled.
- You cannot cancel Civilian Labor documents.
- You cannot cancel a memo Credit Card document that has been cross-referenced to another document.
- You cannot cancel a DD1155 or SF30 document amendment that has been included in a file transfer to STARS-FL. If you cancel a DD1155 or SF30 document that has not been included in a transfer to STARS-FL, it actually will be deleted and you will be unable to reinstate it.
- When you cancel a document that has been included in a file transfer to STARS-FL, the application will generate a reversal transaction for each ACRN on the original transaction.



Select Cancel Document button.
Prompt will appear asking if you are sure you want to cancel. If so Select OK.

Miscellaneous Memo

Document Number: N3569709MDF6790 - 00 Status: Cancelled

Local Code: OPTAR LOG: Training MISC DOC

Accounting Classification

ACRN	Appropriation/Subhead	Object Class	BCN	SA	AAA	PAA	Type	Cost Code	Amount
AA	1791804 22LW	000	3560A	0	068566	DF6790	2D	63214905100Q	$750.00

Close

Status: Cancelled will appear on the resulting screen. Close to exit the document.

Note: View Transaction History Report to see the accounting transaction generated. The 540 decrease will export in the FA batch to STARS-FL. Notice that the COST field now shows 0.00 and funds have been restored in the OPTAR.

Transaction History Report

Filter: AND SITE IN ('05') AND DCN IN ('N3569709MDF6790')

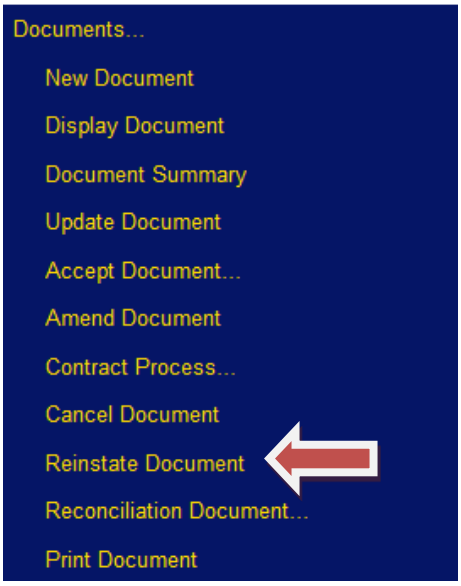
FA: N3560A Site: 05 RC: 3A OPTAR: 05 FY: 2009

DCN: N3569709MDF6790

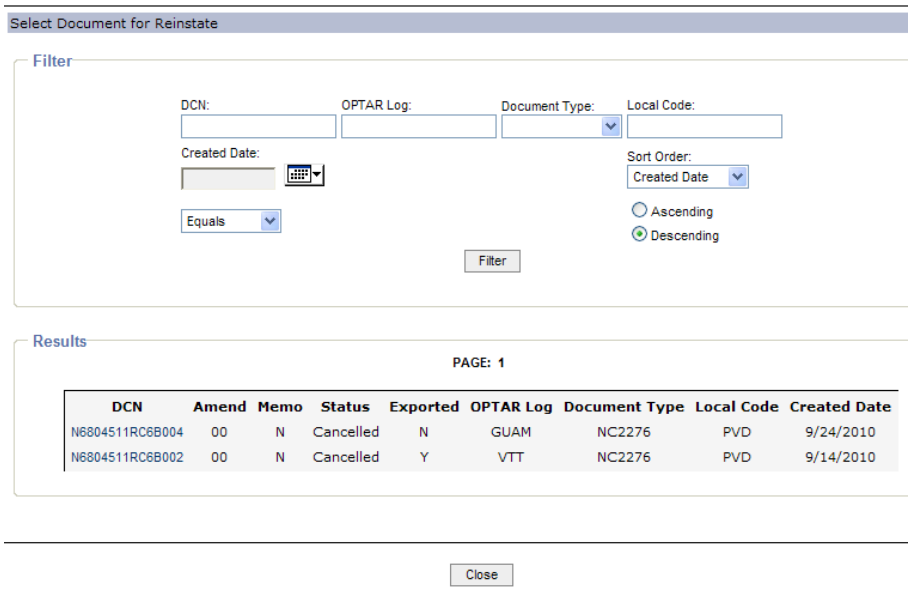
ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63214905100	Q	253			MISCELLANEOUS	00		Cancelled	$0.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	AO	09/14/2009 20:06:18	0	$750.00	00	I		Created By Database User ID=BFPE45301;
N	AO	09/17/2009 15:22:01	0	-$750.00	00	C		Cancelled;Created By Database User ID=BFPE45301;

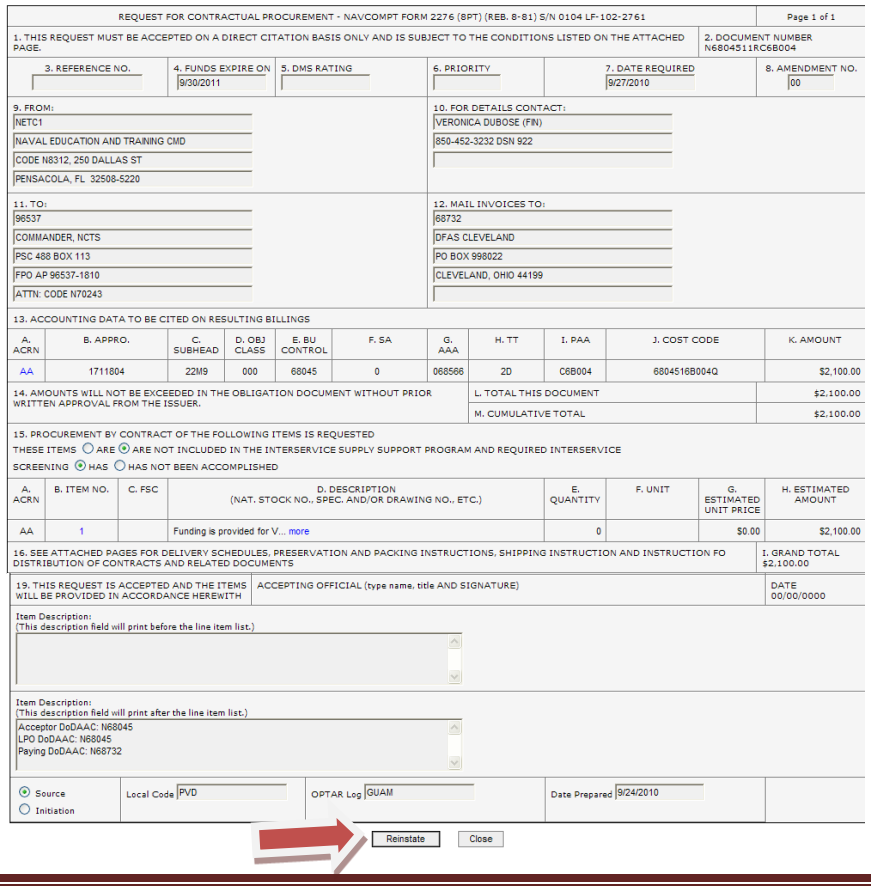
Step 9 Documents/Reinstate Document



The Select document for Reinstate screen will appear. Notice that the documents available all show cancelled in the STATUS column.



When the document is selected it will open and require Site user to select REINSTATE at the bottom of the document.

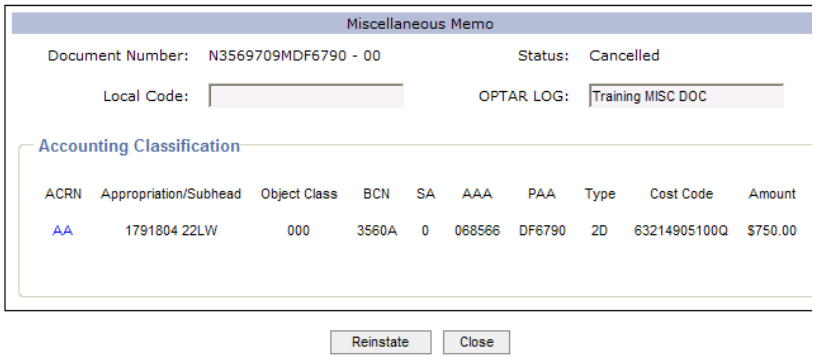


There are additional ways of reinstating a canceled document.

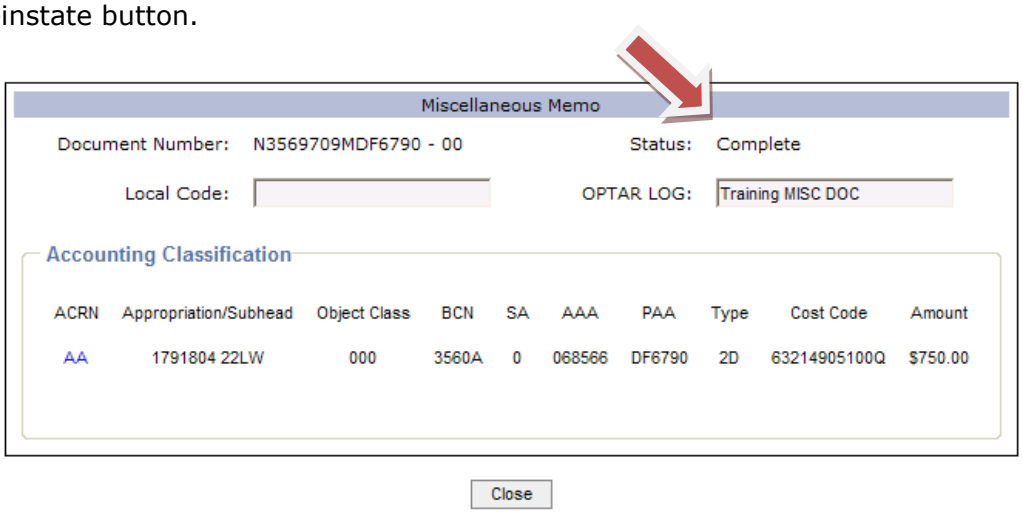
- If you initiate the update document process and select a canceled document, FASTDATA will advise the cancelled document will automatically be reinstated.
- You also can process a receipt for the document or enter or update a contract for the document.
- For the **NC2275, NC2276, DD1556,** and **DD448**, you can accept the cancelled document.
- You also can select a cancelled document that has been included in a file transfer to STARS-FL and subsequently selected for Correction After Export process.
- Lastly, you can perform expenditure processing to reinstate a canceled document.

Reinstating a document that has one or more supplemental documents will reinstate the basic document and any associated supplemental documents. Reinstating a document will reinstate the original obligation amount of the document. FASTDATA will verify there are sufficient funds for each ACRN attached to the document. If there are insufficient funds, FASTDATA will not reinstate the document. Your access to the reinstate document process is defined at the System Administrator level.

To Reinstate a Memo document the process is the same as above:



Select Reinstate button.



Status will change to COMPLETE.

Note: View Transaction History Report to determine the accounting transactions generated. Cost of the document has pulled from the OPTAR funds and the 540 transaction will flow to STARS-FL to obligate in the next batch exported.

Transaction History Report

Filter: AND SITE IN ('05') AND DCN IN ('N3569709MDF6790')

FA: N3560A **Site: 05** **RC: 3A** **OPTAR: 05** **FY: 2009**

DCN: N3569709MDF6790

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63214905100	Q	253			MISCELLANEOUS	00		Complete	$750.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	AO	09/14/2009 20:06:18	0	$750.00	00	I		Created By Database User ID=BFPE45301;
Y	AO	09/17/2009 15:22:01	0	-$750.00	00	C		Cancelled;Created By Database User ID=BFPE45301;
N	AO	09/17/2009 15:43:58	0	$750.00	00	T		Exportable Reinstatement;Created By Database User ID=BFPE45301;

Step 10 Reconciliation Document

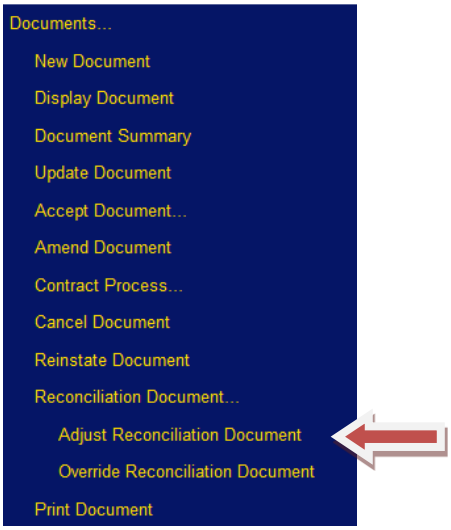
The Adjust and Override Reconciliation Document features are available at both the FA and Site level. A user must be granted access to the features by the System Administrator, or the menu options will not been available. The Adjust and Override tools are designed to assist with the reconciliation process between FASTDATA and STARS-FL.

Adjust Reconciliation Document

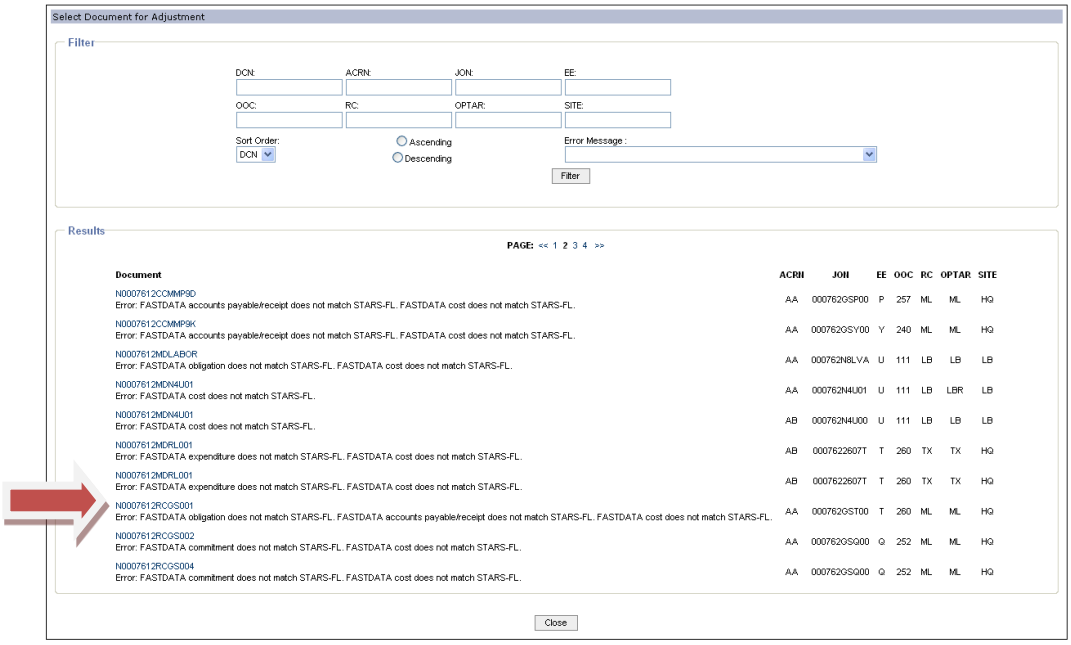
The feature allows a user to make adjustments to documents that are on the reconciliation report. Adjustments can be made to the FASTDATA bucket totals without affecting STARS-FL totals, or to STARS-FL without affecting FASTDATA totals. The two options when adjusting a reconciliation document are Insert FASTDATA and Append to STARS.

Insert FASTDATA Transaction

In the appropriate site, select Documents, Reconciliation Document, Adjust 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.



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	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

FASTDATA

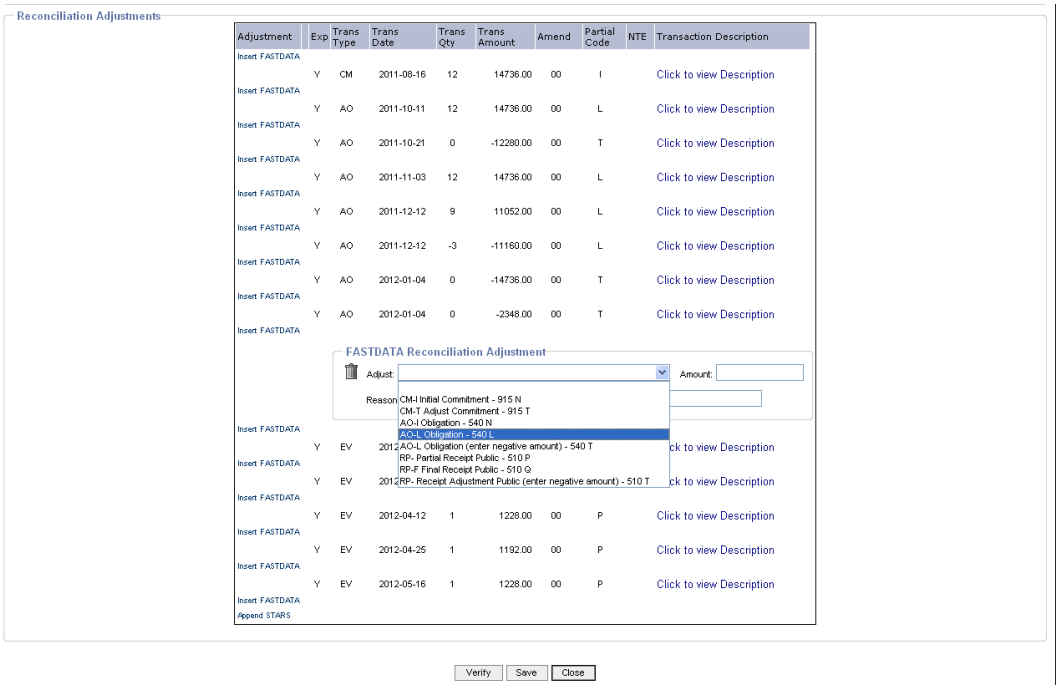
Difference

Reconciliation Adjustments

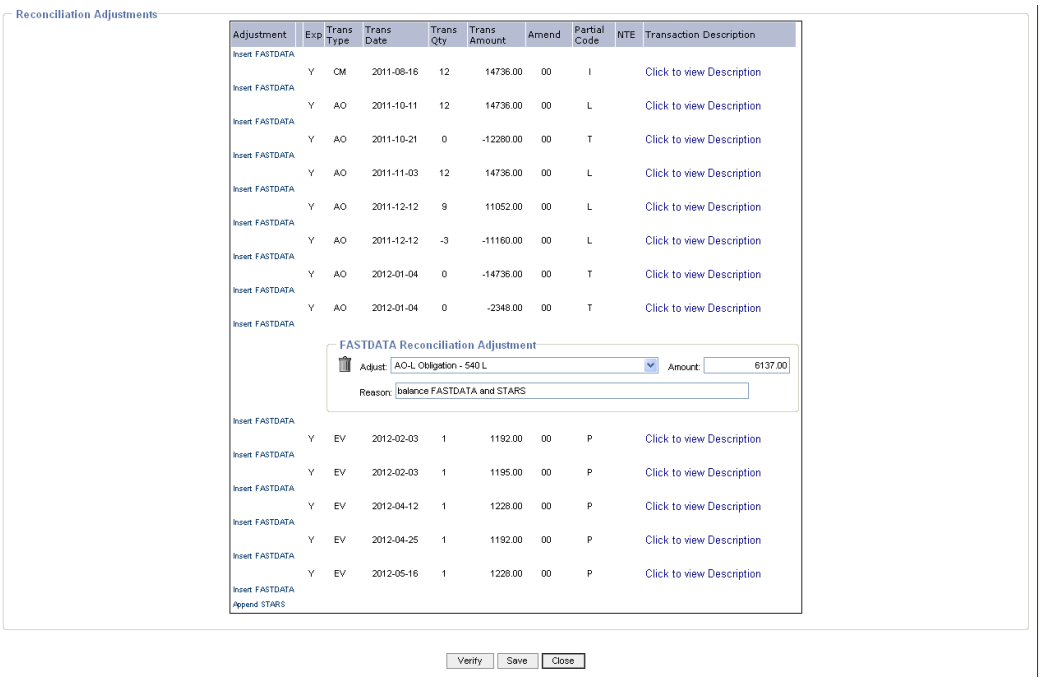
Adjustment	Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Insert FASTDATA									
	Y	CM	2011-08-16	12	14736.00	00	I		Click to view Description
Insert FASTDATA									
	Y	AO	2011-10-11	12	14736.00	00	L		Click to view Description
Insert FASTDATA									
	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.

A new reconciliation adjustment line is displayed. Click the Adjust drop down box to select the appropriate transaction type. In this case we are inserting an obligation increase so we will choose AO-L Obligation – 540 L.



Next, input the amount and reason for the adjustment.



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	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	6137.00	2456.00	6035.00	14628.00	14628.00
FASTDATA	0.00	6137.00	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									
	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									

FASTDATA Reconciliation Adjustment

Adjust: AO-L Obligation - 540 L Amount: 6137.00

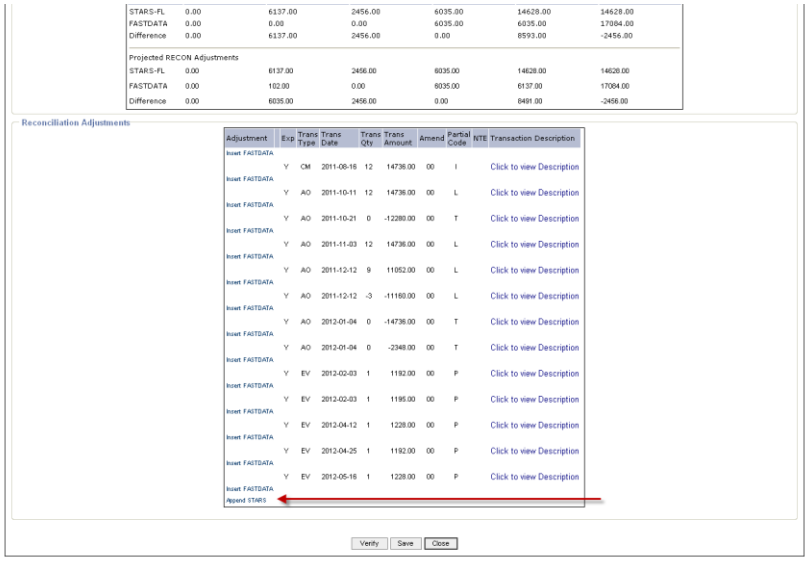
Reason: balance FASTDATA and STARS

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.

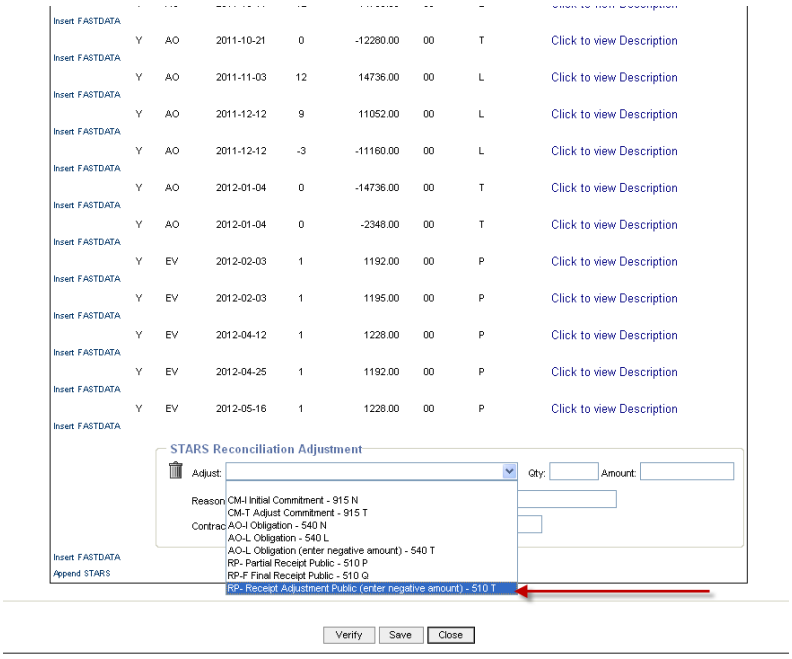
Append to STARS

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.

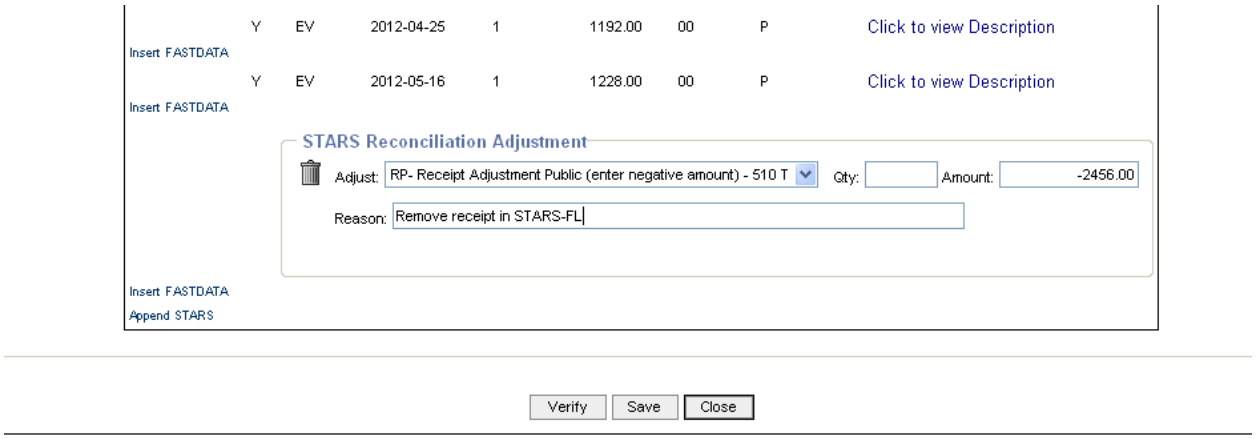
With the selected document open in the Adjust Reconciliation Document feature, click the Append to STARS link.



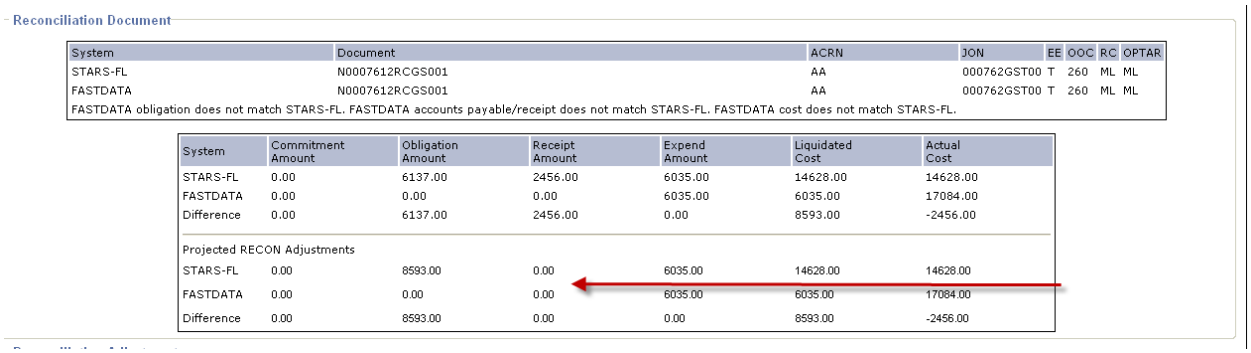
A STARS Reconciliation Adjustment line will appear. Select the appropriate transaction from the Adjust drop down box. For this example, we want to remove the outstanding receipt in STARS of $2456.00, so we will select the option to decrease a receipt.



Next, input the amount (negative to reduce) and the reason.



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.



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.

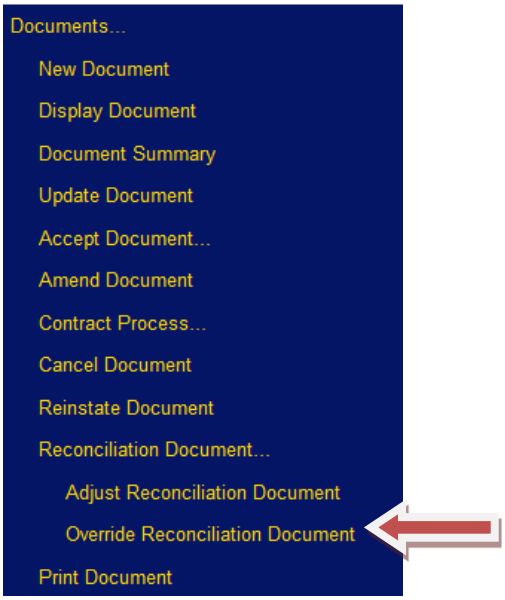
Special Notes:

- 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.

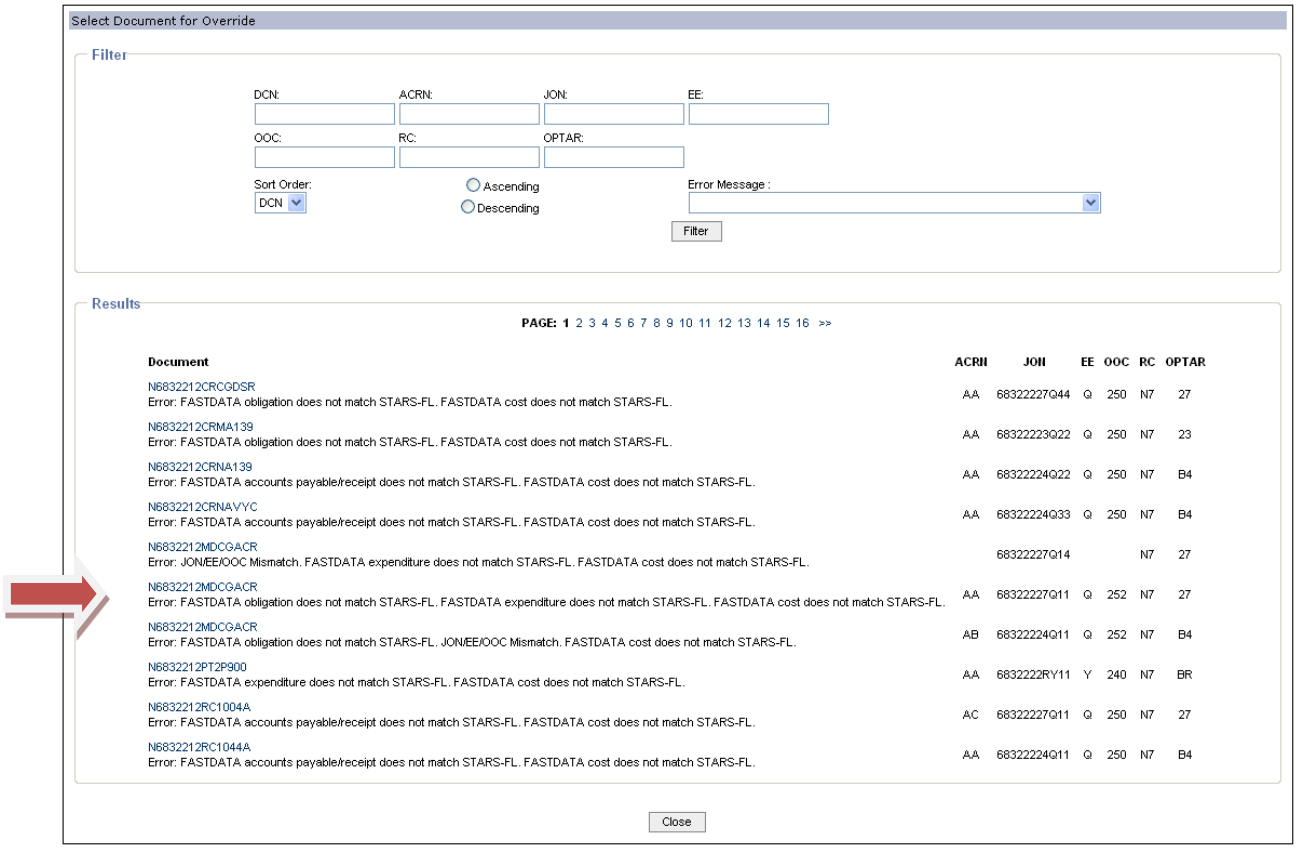
Override Reconciliation Document

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 appropriate Site, select Documents, Reconciliation Document, 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.



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	OOC	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 :

Save Close

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.

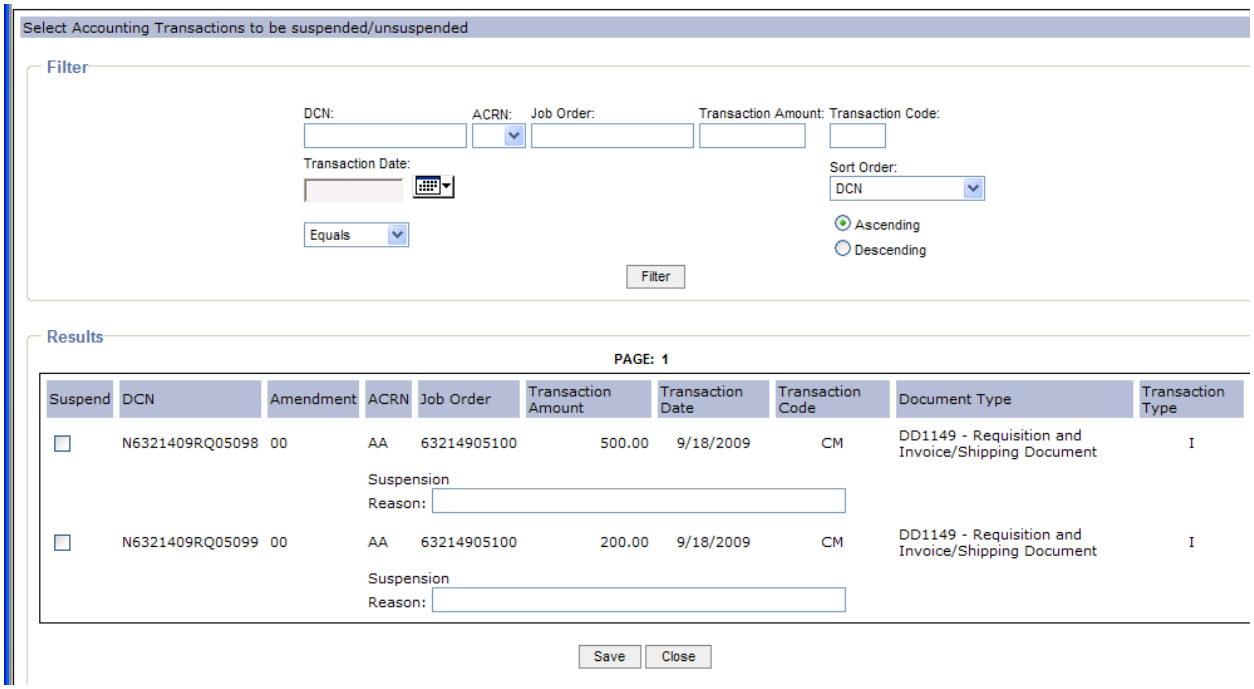
Step 11 Transaction Suspension

As part of document maintenance throughout the life cycle of your documents, you may be doing adjustments to your FASTDATA documents, such as amendments, receipts, inserting an accounting transaction to a document that is not amendable, or other reasons. If the transaction is not needed in STARS-FL and only needed in FASTDATA to reconcile the document, then Transaction Suspension is a method of stopping the flow to STARS-FL.

Using Transaction Suspension will still export the document to the FA so the document history files will remain in sync, but it will stop the flow from the FA to STARS-FL.

The FA has the ultimate decision to determine if they want to go ahead and release this suspended transaction to flow to STARS-FL. They can purge the transaction from their transaction suspension list if they agree with the Site that the document transaction should not flow to STARS-FL. The reason for suspension will flow to the FA with the document alerting the FA why the document was suspended by the Site.

Select Trans Suspension from the menu bar at the Site. If any documents are available to suspend they will appear on the screen.



The list of available transactions will include all transactions that have not been cross-referenced to a credit card document and that have been created or changed since the FA last received transactions from the site. For each transaction you mark for suspension, you must indicate a suspension reason.

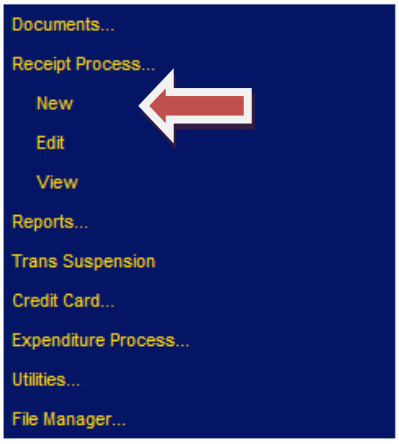
User access to the Accounting Transaction Suspension page is defined at the System Administrator level. Users will have either Access or No Access to suspend transactions. Your FA will have set up an automated process to retrieve transactions from your site automatically. If your FA has set up such a process to run more frequently than daily, when you create or update a transaction you know you wish to suspend, immediately suspend the transaction so it will be marked for suspension when the automatic process runs.

For the automated process that runs every X minutes, when you add or update a transaction, the transaction will be included not in the next automatic export but rather the export after that. Skipping one cycle of the automatic process should give you enough time to suspend the desired transactions before they go to the FA automatically.

If an automated process runs automatically while you have the Accounting Transaction Suspension page open, any transactions eligible for suspension will not be included in the automated export to the FA. Until the transactions marked for suspension have been received by the FA, you can access the Accounting Transaction Suspension page and unmark transactions previously marked for suspension. If you unmark a suspension, you must also delete the suspension reason.

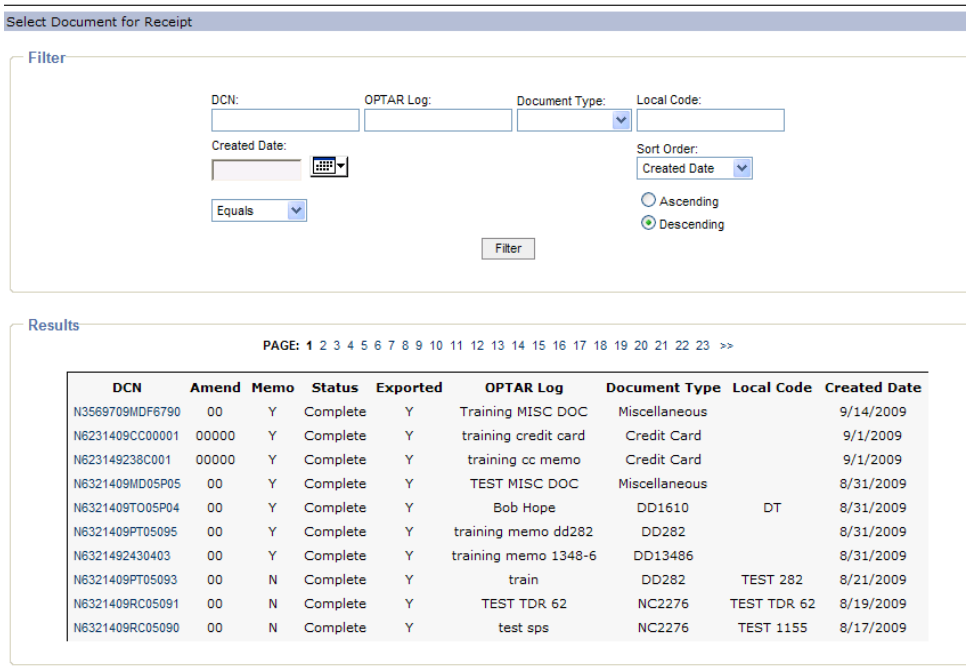
Refer to the Transaction History Report for information on transactions that have been marked for suspension at your site.

Step 12 Receipt Process- New/Edit/View



Select Document for Receipt Process or Filter to locate the document you are need.

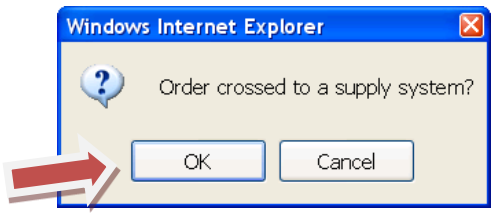
***CAUTION: A Receipt or Expenditure entered on a document to be used in the Credit Card XREF process will NO LONGER be available to XREF.

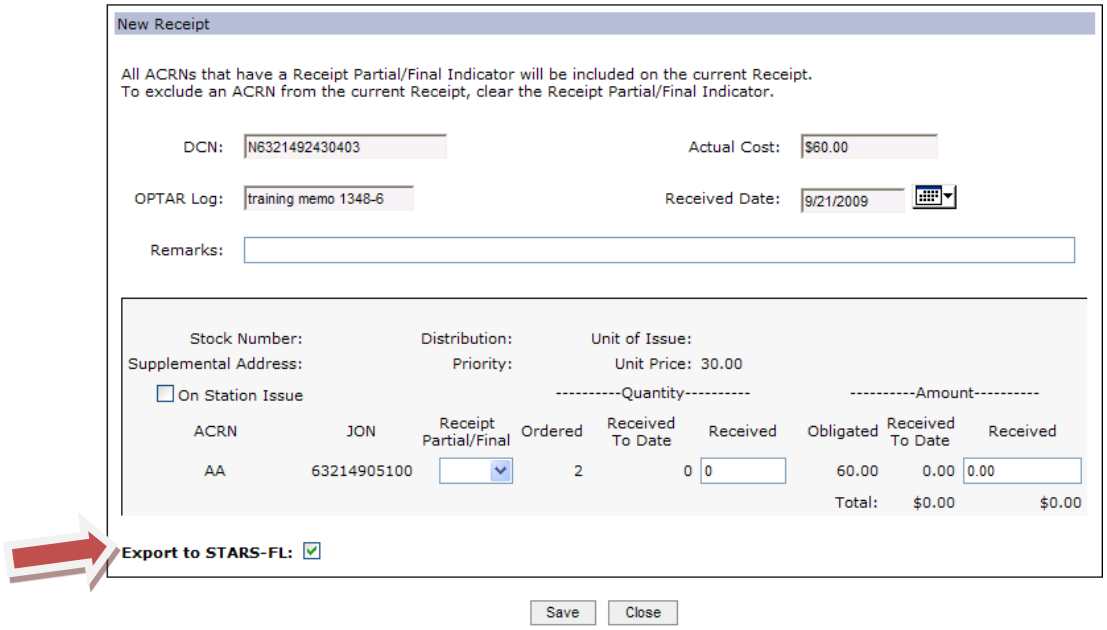


DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N3569709MDF6790	00	Y	Complete	Y	Training MISC DOC	Miscellaneous		9/14/2009
N6231409CC00001	00000	Y	Complete	Y	training credit card	Credit Card		9/1/2009
N623149238C001	00000	Y	Complete	Y	training cc memo	Credit Card		9/1/2009
N6321409MD05P05	00	Y	Complete	Y	TEST MISC DOC	Miscellaneous		8/31/2009
N6321409TO05P04	00	Y	Complete	Y	Bob Hope	DD1610	DT	8/31/2009
N6321409PT05095	00	Y	Complete	Y	training memo dd282	DD282		8/31/2009
N6321492430403	00	Y	Complete	Y	training memo 1348-6	DD13486		8/31/2009
N6321409PT05093	00	N	Complete	Y	train	DD282	TEST 282	8/21/2009
N6321409RC05091	00	N	Complete	Y	TEST TDR 62	NC2276	TEST TDR 62	8/19/2009
N6321409RC05090	00	N	Complete	Y	test sps	NC2276	TEST 1155	8/17/2009

Record receipts to MILSTRIP documents.

- Your access to the MILSTRIP receipt process is defined at the System Administrator level. When you enter a MILSTRIP receipt, all ACRN's with a Receipt Partial/Final indicator will be included on the receipt you are entering.
- If you wish to exclude an ACRN from the receipt you are entering, disable the Receipt Partial/Final indicator for the desired ACRN by selecting the blank line from the drop-down list.
- You must enter a value for either the Quantity Received or the Amount Received. You cannot edit a receipt that has been exported to the FA; rather, you must create a new receipt that corrects your entries in the prior receipt.
- To change a receipt that has not been exported to the FA, select Receipt, Edit from the File menu.
- When entering a receipt for a DD1149 with a MILSTRIP DCN or a DD1348-6, the document must be crossed to a supply system or have a contract.
- Before the receipt page opens, a message will ask you whether the order is crossed to a supply system. If you indicate the order is not crossed to a supply system, you will not be able to process the receipt until you enter a contract for the document.





Remarks can be used for audit purposes and will reflect in the Transaction History description field. Select P/F code, qty received, and amount received. Using a FINAL will affect the COST of your document and if the Expenditure posts with a different amount but with a Partial you funds will be affected by the amount used on the FINAL Receipt.

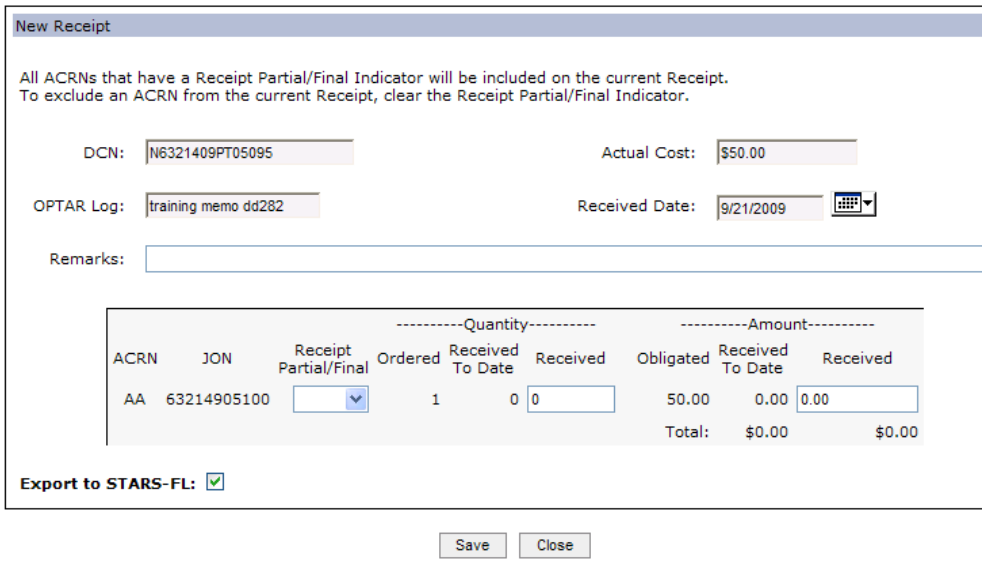
New in the web is EXPORT to STARS-FL – defaults to yes with a check mark in the box. If user wishes to exclude this receipt from flowing to STARS-FL take the check mark off before SAVING the receipt. Receipts going to STARS-FL after the 610 expenditure has posted will REOBLIGATE funds in STARS-FL and also will affect your document COST in FASTDATA.

Record receipt for non-MILSTRIP document. Your access to receipt processes is defined at the System Administrator level.

When you enter a receipt, all ACRN's with a value for the Receipt Partial/Final indicator will be included on the receipt. You must enter a value for either the Quantity Received or the Amount Received.

- You cannot create a receipt for a **Credit Card**, **NC2276** document, or MPC transaction with an amount greater than $25,000 until the document has been accepted or has a final expenditure.
- You cannot enter a receipt against a document that has been used in a Credit Card X Ref.
- You cannot create a receipt for a **DD448**, **NC2275**, **NC2276A** or **DD1556** until the document has been accepted.
- For a Category 2 **DD448** and **NC2276A**, you must create a contract before you can create a receipt.
- You cannot edit a receipt that has been released to the FA; rather, you must create a new receipt that corrects your entries in the prior receipt.
- Export to STARS-FL is checked – user must uncheck if not required to export.

- Sending a Receipt to STARS-FL after 610 Expenditure has posted will reobligate funds.

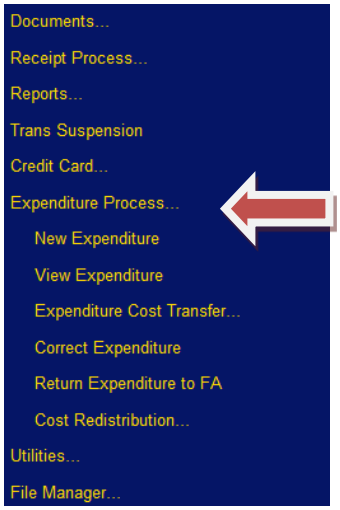


Edit Receipts: Your access to the receipt process is defined at the System Administrator level. You cannot edit a receipt that has been released to the FA; you must create a new receipt that corrects your entries in the prior receipt.

When you enter a receipt, all ACRN's with a value for Receipt Partial/Final indicator will be included on the receipt you are entering. If you wish to exclude an ACRN from the receipt you are editing, disable the Receipt Partial/Final indicator for the desired ACRN by selecting the blank line from the drop-down list.

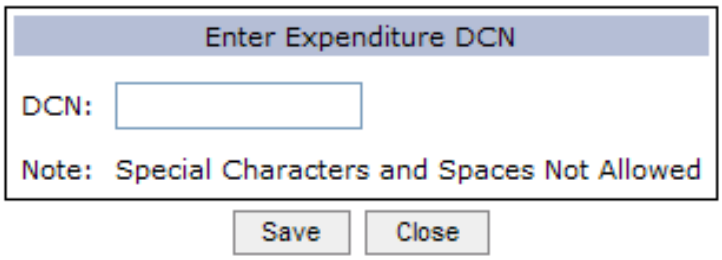
View Receipts: Select the document you wish to view.

Step 13 Expenditure Process – New/View, Expenditure Cost Transfer, Correct Expenditure, Return Expenditure to FA, Cost Redistribution



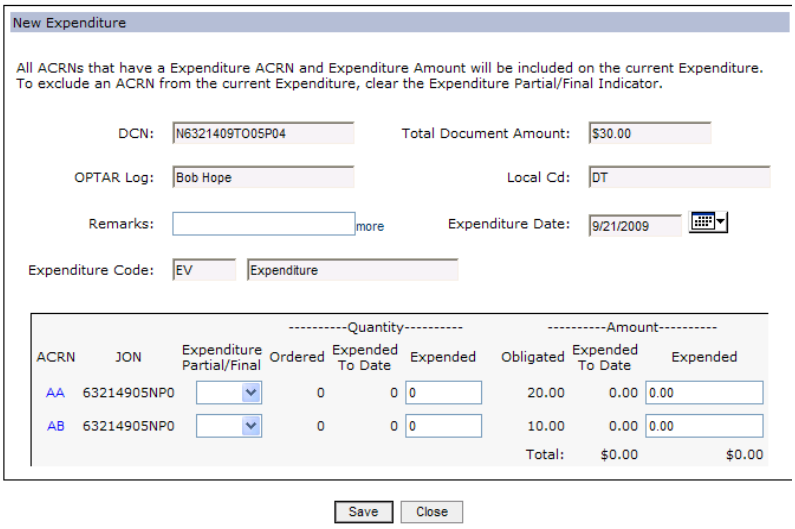
Expenditure files are downloaded from STARS-FL. Expenditures manually entered should be done as a maintenance feature when a transaction that appears in STARS-FL (610) did not process into the Site. Prior to inputting a manual expenditure, make sure there are no suspended expenditures at the Site or the FA that may need to be corrected or reprocessed. New features are also in FASTDATA and privileges to access will be granted by the System Administrator at your FA. These processes will all be covered in the Expenditure Section following.

When you select Expenditure Process – New Expenditure, the Select Document for Expenditure page opens. Enter the document number to create a new expenditure. Click the Save button.



Example of a missing non DTS travel order expenditure is below.

Note: DTS will provide the 540 obligation, the 510 receipt and the 610 expenditure all in downloads from STARS-FL and the non DTS travel expenditures should also flow from STARS-FL. They should not need to be entered manually.

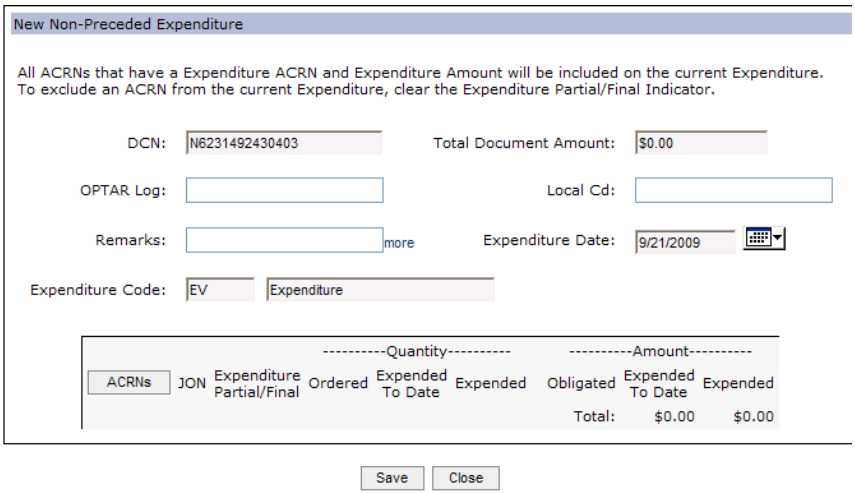


The upper area provides information about the expenditure. The lower area provides ACRN information. When adding a new expenditure, at least one ACRN for the expenditure must have a value of **Partial** or **Final** for the Expenditure Partial/Final indicator.

Also, you must enter a value other than zero (0) for either the Quantity Expended or the Amount Expended. User access rights to the expenditure process are defined at the System Administrator Level.

- When document number is entered in the DCN field and saved, the new expenditure screen will appear.
- Remarks field is available to annotate the reason it is being entered manually for audit purposes.
- P/F to be determined by user and the expended amount field to be filled in.
- If there is more than one ACRN obligated on the document, user can select one or both to enter the manual expenditure against.
- If posting a manual expenditure is done and then the STARS-FL file downloads the expenditure it will post twice in the Site and affect the document COST. Another manual expenditure can be entered to reverse the duplicate and correct the document costs.
- Expenditures done at the Site will NOT export to STARS-FL.
- Expenditures should not be input without having a VALID 610 in STARS-FL unless it is being used to clear a RECON issue on document that is **finalized**. Then the $1 FINAL expenditure and $-1 FINAL expenditure are used to clear the RECON.

New Non-Preceded Expenditure:



- The upper area provides information about the expenditure. The lower area provides ACRN information. To add a new ACRN select the ACRN button. The ACRN page will open where you can enter the ACRN information. When you have completed adding the ACRN data, select save.

- After adding a new ACRN for the non-preceded expenditure, you will have access to update and delete that ACRN until you save the new data and close the Non-Preceded Expenditure Process page.
- When adding a non-preceded expenditure, at least one ACRN for the expenditure must have a value of Partial or Final for the Expenditure Partial/Final field.
- Also, you must enter a value greater than zero (0) for either the Quantity Expended or the Amount Expended.
- User access rights to the expenditure process are defined at the System Administrator level.
- Any new transaction created against the ACRN of a non-preceded expenditure will not be exportable.
- Any subsequent adjustment transaction created against that ACRN will adjust the actual cost of the transaction and will be available for release to the FA. If a new ACRN is created against that same DCN, the resulting transactions (commitments and/or obligations) will be available for release to the FA.

Questions

What are the document Maintenance Processes?

What elements that must exist prior to performing various document Maintenance Processes?

What are the steps necessary to perform the document Maintenance Processes?

Practice

Expenditure file is missing from the Site and needs to be manually input against an existing document to reconcile it. Also, there is a document that was not generated in FASTDATA and need to have a non-preceded expenditure for ACRN AB.

Update one of your documents and make sure the transaction does NOT export to STARS-FL.

Introduction

This lesson will describe the purpose of the processes at the Site level to create an Expenditure, View an Expenditure, Expenditure Cost Transfer, Correct Expenditures, Return Expenditures to FA, and Cost Redistribution. Illustrations will be provided on how to do the Expenditure processes and reasons for each process at the Site level.

Objectives

Learn the purpose of the Expenditure process, Expenditure Cost Transfer, Correct Expenditures, Return Expenditures to FA and Cost Redistribution process at the Site.

Learn how to perform these processes at the Site.

Learn the various conditions that occur requiring these processes to be done by the Site.

Learn about the impact on the transactions from the corrections.

Introduction

This lesson will illustrate how to create and view a manual expenditure created at the Site level and describe the possible reasons that expenditures may have to be input.

Objectives

Define circumstances that may cause an expenditure(s) to require manual input at the Site level.

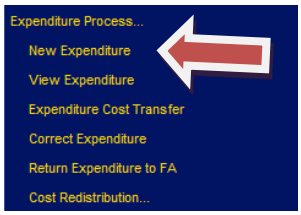
Identify the resulting transaction that occurs when a manual expenditure is created.

Outline the steps necessary to create an expenditure at the Site.

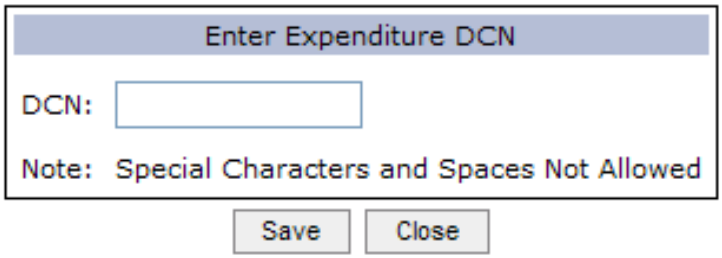
Lesson

The expenditure file is processed into the FA and Site from STARS-FL via the automated process scheduling done at the FA. The File Inventory will show the AH10 files being imported into the Site on a daily basis from STARS-FL. At time one or more of the expenditures has the possibility that it did not process in the AH10 file and the RECONCILIATION Report shows that STARS-FL has an expenditure that does not reflect in FASTDATA. If the transaction is not suspended in the Correct Expenditures file in the Site or in the Suspended Expenditures at the FA, then the Site User may need to input a manual expenditure to clear the RECON. Expenditures input into FASTDATA do not flow back to STARS-FL. Another reason for an expenditure to be manually input would be in the clearing of RECON transactions where the document has been finalized in STARS-FL and the FASTDATA cost truly agrees with STARS-FL but is not reflected so on the RECON Report. Then the $1.00 FINAL expenditure and $-1.00 FINAL expenditure is manually input to clear the document from the RECON. Keep in mind that an expenditure on a document that is being used for Credit Card XREF processing will not be available to XREF once the expenditure is done. This feature should be used with caution. If a FINAL expenditure is posted in FASTDATA the remaining funds on the document will no longer show in the COST of the document. Only use a FINAL if the document is finalized on STARS-FL and FASTDATA.

1. Select Expenditure Process/New Expenditure



When you select Expenditure Process – New Expenditure, the Select Document for Expenditure page opens. Enter the document number to create a new expenditure. Click the Save button.



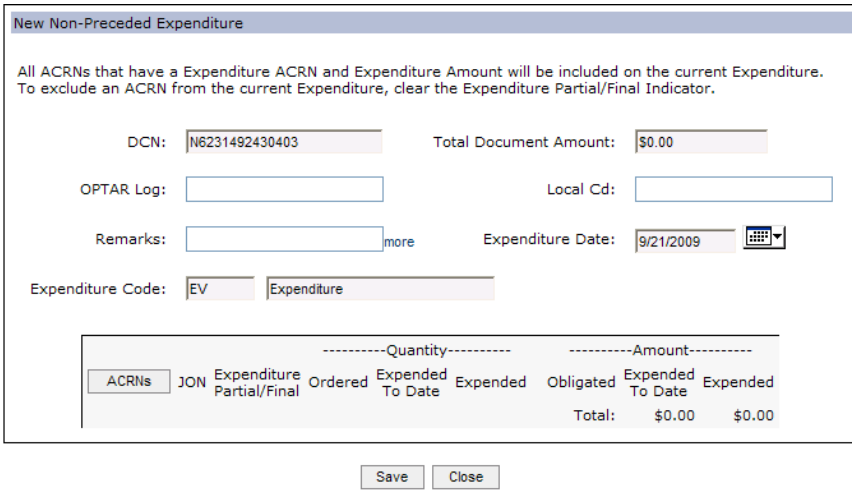
The upper area provides information about the expenditure. The lower area provides ACRN information. When adding a new expenditure, at least one ACRN for the expenditure must have a value of **Partial** or **Final** for the Expenditure Partial/Final indicator.

Also, you must enter a value other than zero (0) for either the Quantity Expended or the Amount Expended. User access rights to the expenditure process are defined at the System Administrator Level.

- When document number is entered in the DCN field and saved, the new expenditure screen will appear.
- Remarks field is available to annotate the reason it is being entered manually for audit purposes.
- P/F to be determined by user and the expended amount field to be filled in.
- If there is more than one ACRN obligated on the document, user can select one or both to enter the manual expenditure against.
- If posting a manual expenditure is done and then the STARS-FL file downloads the expenditure it will post twice in the Site and affect the document COST. Another manual expenditure can be entered to reverse the duplicate and correct the document costs.
- Expenditures done at the Site will NOT export to STARS-FL.
- Expenditures should not be input without having a VALID 610 in STARS-FL unless it is being used to clear a RECON issue on document that is **finalized**. Then the $1 FINAL expenditure and $-1 FINAL expenditure are used to clear the RECON.
- The Transaction History Report will show an EV transaction for the expenditures posted manually or for the AH10 expenditure from STARS-FL.

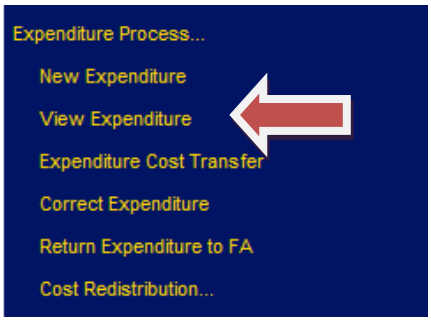
When SAVE is selected to save the expenditure transaction the screen will refresh and request if you would like to ADD ANOTHER or close.

New Non-Preceded Expenditure:

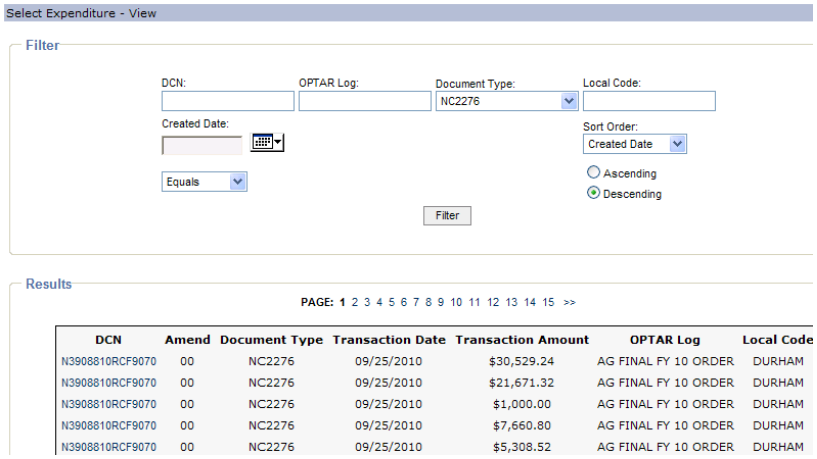


- The upper area provides information about the expenditure. The lower area provides ACRN information. To add a new ACRN select the ACRN button. The ACRN page will open where you can enter the ACRN information. When you have completed adding the ACRN data, select save.
- After adding a new ACRN for the non-preceded expenditure, you will have access to update and delete that ACRN until you save the new data and close the Non-Preceded Expenditure Process page.
- When adding a non-preceded expenditure, at least one ACRN for the expenditure must have a value of Partial or Final for the Expenditure Partial/Final field.
- Also, you must enter a value greater than zero (0) for either the Quantity Expended or the Amount Expended.
- User access rights to the expenditure process are defined at the System Administrator level.
- Any new transaction created against the ACRN of a non-preceded expenditure will not be exportable.
- Any subsequent adjustment transaction created against that ACRN will adjust the actual cost of the transaction and will be available for release to the FA. If a new ACRN is created against that same DCN, the resulting transactions (commitments and/or obligations) will be available for release to the FA.

2. To View an Expenditure select Expenditure/View Expenditure:

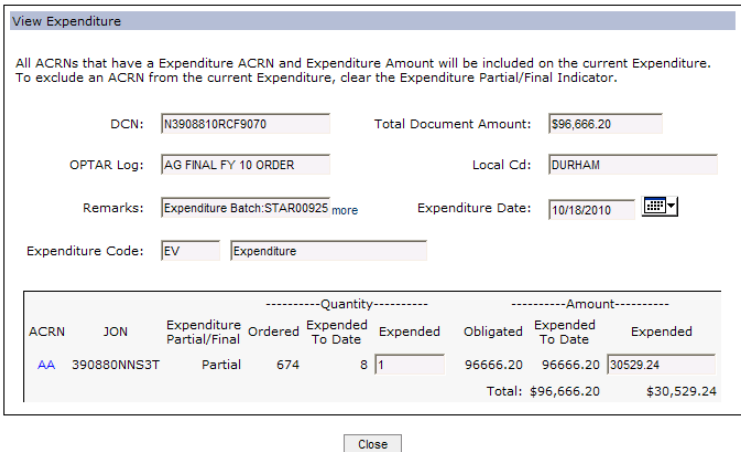


The Select Expenditure –View box will open and you can use the Filter by DCN, OPTAR Log, Document Type, Local Code, or creation date to filter for the document to be viewed.



DCN	Amend	Document Type	Transaction Date	Transaction Amount	OPTAR Log	Local Code
N3908810RCF9070	00	NC2276	09/25/2010	$30,529.24	AG FINAL FY 10 ORDER	DURHAM
N3908810RCF9070	00	NC2276	09/25/2010	$21,671.32	AG FINAL FY 10 ORDER	DURHAM
N3908810RCF9070	00	NC2276	09/25/2010	$1,000.00	AG FINAL FY 10 ORDER	DURHAM
N3908810RCF9070	00	NC2276	09/25/2010	$7,660.80	AG FINAL FY 10 ORDER	DURHAM
N3908810RCF9070	00	NC2276	09/25/2010	$5,308.52	AG FINAL FY 10 ORDER	DURHAM

When the DCN is selected the expenditure window will open to view what was recorded:



Questions

What are the circumstances that may cause an expenditure(s) to have to be manually input at the Site level?

What are the resulting transactions that occur when a manual expenditure is input?

Explain the steps necessary to input an expenditure at the Site.

Practice

Site Manager is checking for a missing expenditure that did not post to the DCN being reconciled. Check for the missing transaction is not in correct suspended expenditure. Take action to correct and clear the RECON Report.

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 Site.

Outline the steps involved in the Expenditure Cost Transfer.

Lesson

Important Note: Expenditure Cost Transfers are ONLY completed from a JON to a JON. A DCN field is provided in FASTDATA when completing an Expenditure Cost Transfer, but that DCN SHOULD NOT be a valid, existing DCN. Follow the DCN structure guidance listed below. Expenditure Cost Transfers can only be viewed in STARS-FL by viewing the JONs in RJOR. An Expenditure Cost Transfer will NOT be reflected on RDOC in STARS-FL.

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 Site Users they determine will need to perform this function.

f. The DCN for an Expenditure Cost Transfer should be constructed as follows:

1. Non-Labor OCC Codes:

   N OBBCN FY MD CTRAN

   For example, for UIC N12345 for FY12 cost transfer, the DCN would be constructed as N1234512MDCTRAN.

2. Labor OCC Codes:
   i. Labor (OCC Code of 111):

      N OBBCN FY LB CTRAN

      For example, for UIC N12345 for FY12 cost transfer, the DCN would be constructed as N12345112LBCTRAN

   ii. Fringe (OCC Code of 121):

      N OBBCN FY FG CTRAN

      For example, for UIC N12345 for FY12 cost transfer, the DCN would be constructed as N1234512FGCTRAN

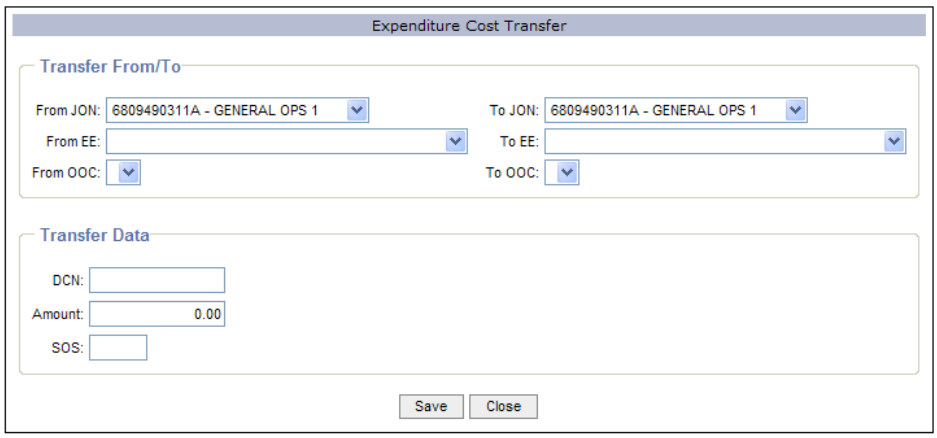
   iii. Overtime (OCC Code of 115):

      N OBBCN FY OT CTRAN

      For example, for UIC N12345 for FY12 cost transfer, the DCN would be constructed as N12345OTCTRAN

1. To perform the Expenditure Cost Transfer at the Site Level

- Go to Expenditure Process/Expenditure Cost Transfer



- Performing the Expenditure Cost Transfer within a Site level requires that both the FROM and TO job orders be located in the same Site. It can't cross Fiscal Years and must be within the same short LOA. (If the FROM and TO Job orders are located in different Sites, it must be performed at the FA level instead of the Site.)

- 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, same Site.

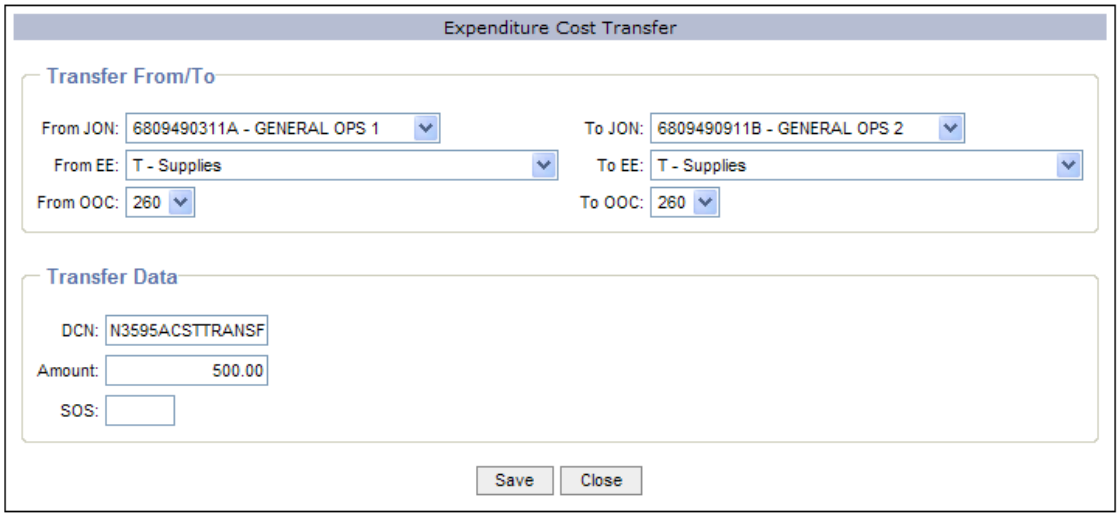
- Select the From Expense Element and To Expense Element

- The From OOC and To OOC will populate dependant on the EE chosen

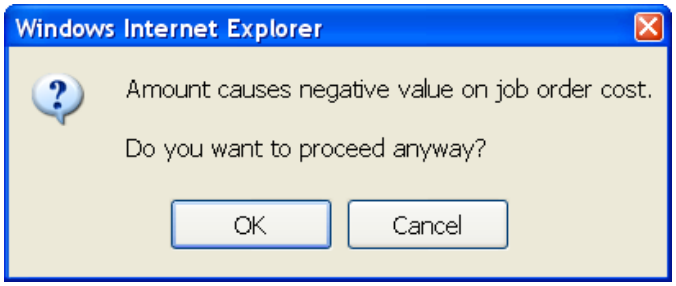
- The DCN can be a 14 or 15 digit document. The format will allow for MILSTRIP or DCN construction. If a 15 digit DCN it does not have to conform to the standard document format. The DCN cannot contain embedded spaces or special characters.

(This could be similar to the cost tranfer document construction STARS-FL produces reflecting cost transfer and date info, etc.) See instructions for DCN construction on page 466.

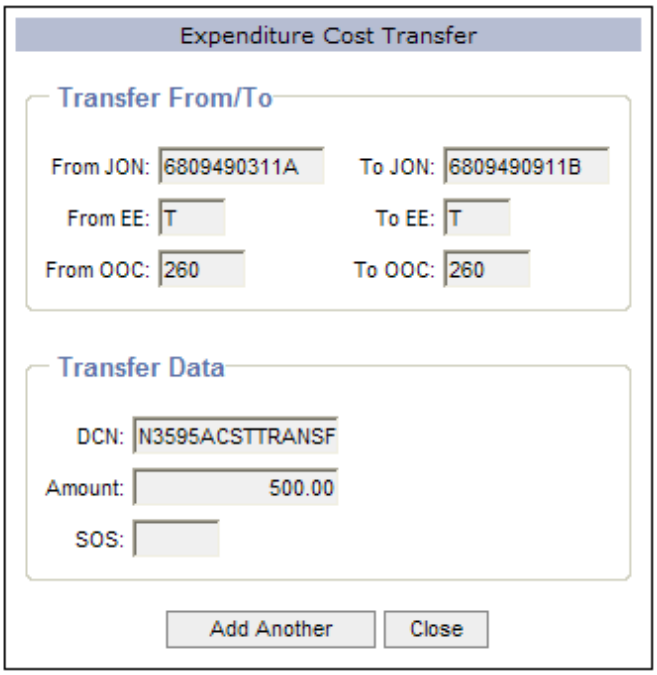
- The DCN does not have to exist on the database.
- The DCN can not exist as an Initiation document in the database.



- 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. **See note below for Brig Charleston and Brig Miramar on use of the SOS code –which was used in the past by them but is no longer used.



- 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.



****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.

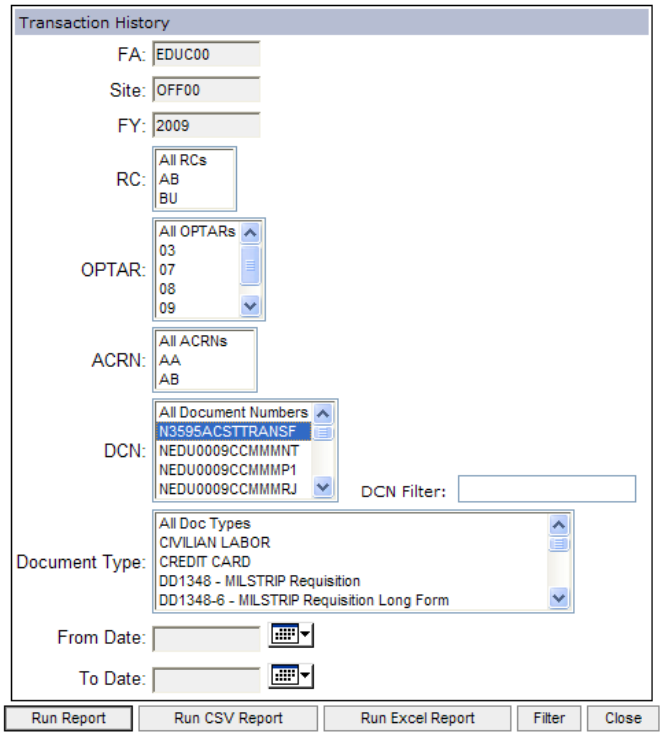
- **This is used to not only indicate a source of supply but also drives the usage of inventory issues amount on the authorizations.**
- **If SOS is LOG (log fund) or CAI (customer area inventory management) then the cost transfer does a plus and minus on the inventory issue amount of the respective 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:

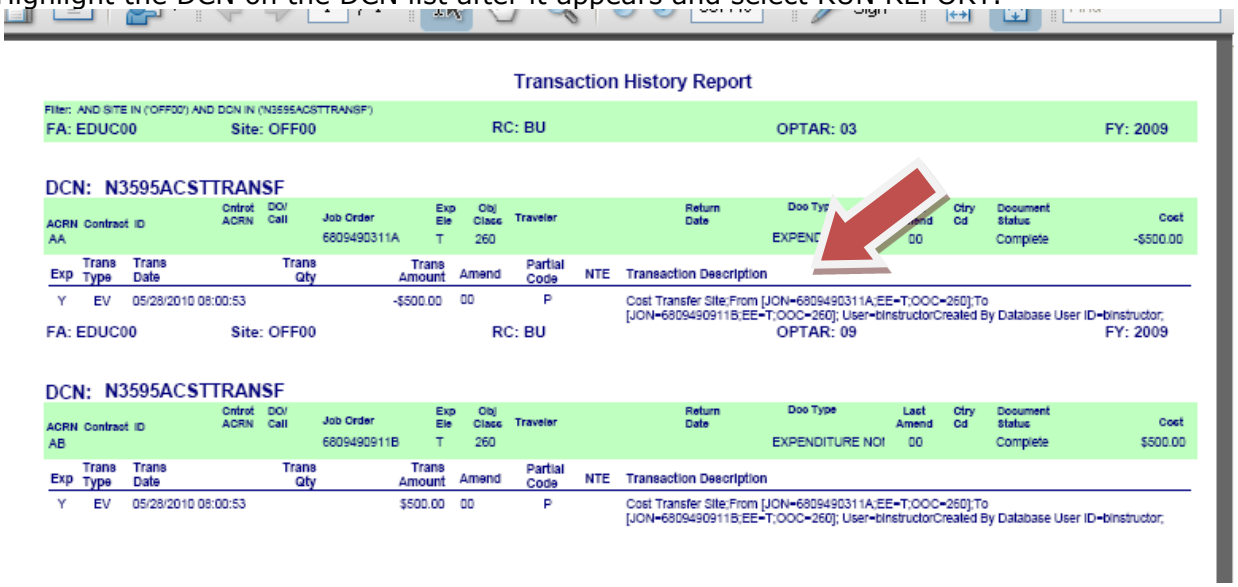
Avail = YTD Auth – Cumulative Costs – Encumbered + Inventory Issues

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.

2. View the details on Transaction History Report at the Site



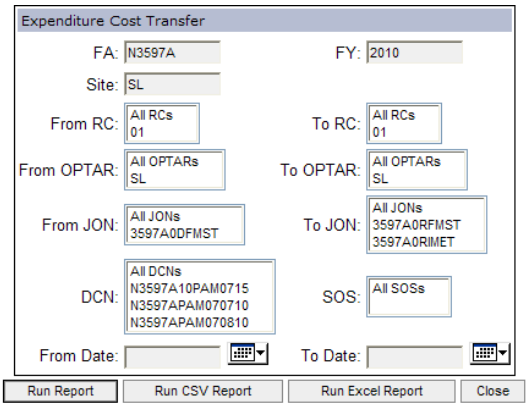
Select the document or use the DCN filter to enter the number, then select FILTER. Highlight the DCN on the DCN list after it appears and select RUN REPORT.



- 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.

3. Review of the Expenditure Cost Transfer Report at the Site

- Go to Reports/Expenditure Reports/Expenditure Cost Transfer



- Select the DCN or leave blank for all, and RUN REPORT.

Expenditure Cost Transfer Report

Filter: FA N3597A, FY 2010 AND FROM or TO-SITE = SL

			Transfer From								Transfer To									
DCN	Amount	SOS	ACRN	JON	EE	OOC	RC	OPTAR	Auth	Site	ACRN	JON	EE	OOC	RC	OPTAR	Auth	Site	Transaction Date	Transfer Status
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	26,996.40		AA	3597A0DFMST	T	260	01	SL	SL0001	SL	AB	3597A0RFMST	T	260	02	SL	SL0017	SL	07/08/10 1156	STARS

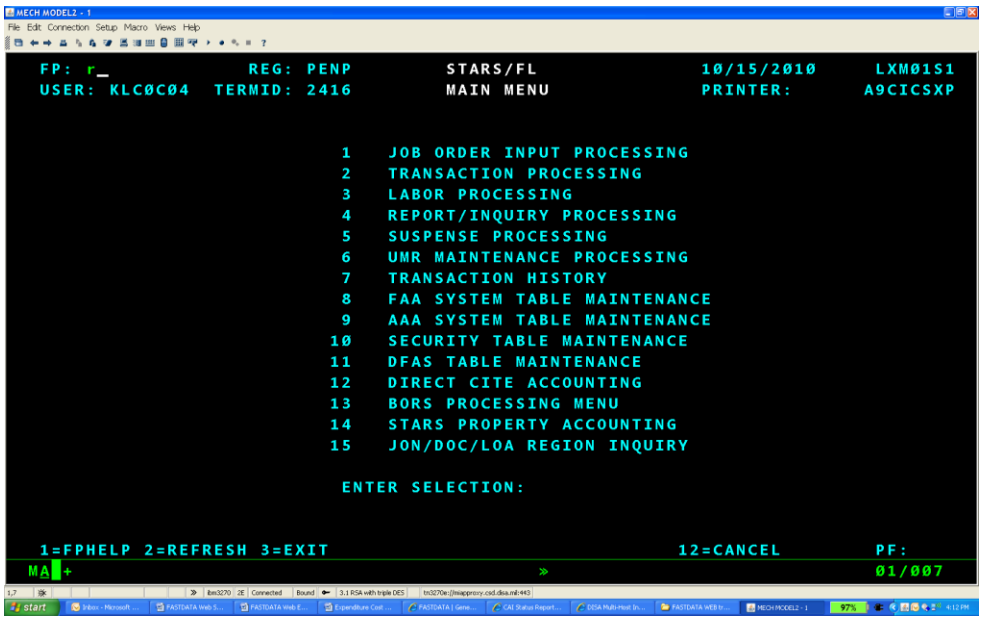
- The Transfer From information will display as well as the Transfer To information.
- The application will export these Expenditure Cost Transfers in the Cost Redistribution job that the FA sets in the automated jobs to receive from the Site.
- The Send Cost Redistributions to STARS-FL automated job will then send the CST00 interface file to STARS-FL with the Expenditure Cost Transfers done in FASTDATA.
- The Receive CRCTs that failed STARS-FL validation (INVALID) and Receive CRCTs that passed STARS-FL validation (VALID) automated jobs will produce a file in the File Inventory to confirm success or failure of the CRCT in STARS-FL.

4. Qualifications on a valid Expenditure Cost Transfer

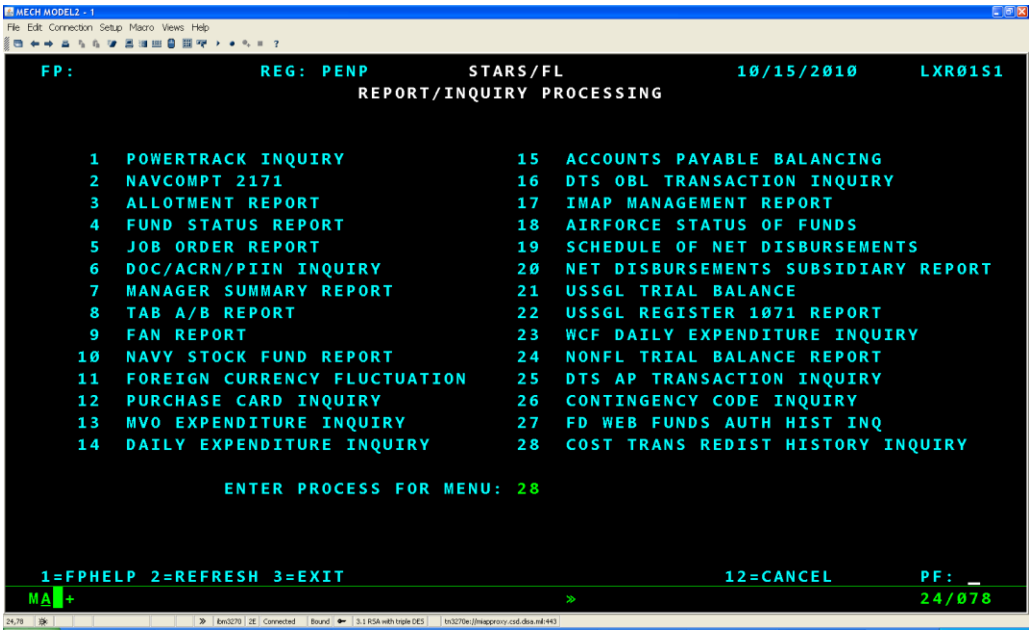
- The From and To JON <u>or</u> the From and To EE/OOC must be different
- The short LOAs on the FROM and TO JON must match
- The To EE/OOC must contain a valid combination
- The From EE/OOC must contain a valid combination
- The From and To side of the transfer must net to zero
- The Expenditure Cost 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).

5. Viewing the Expenditure Cost Transfer in STARS-FL

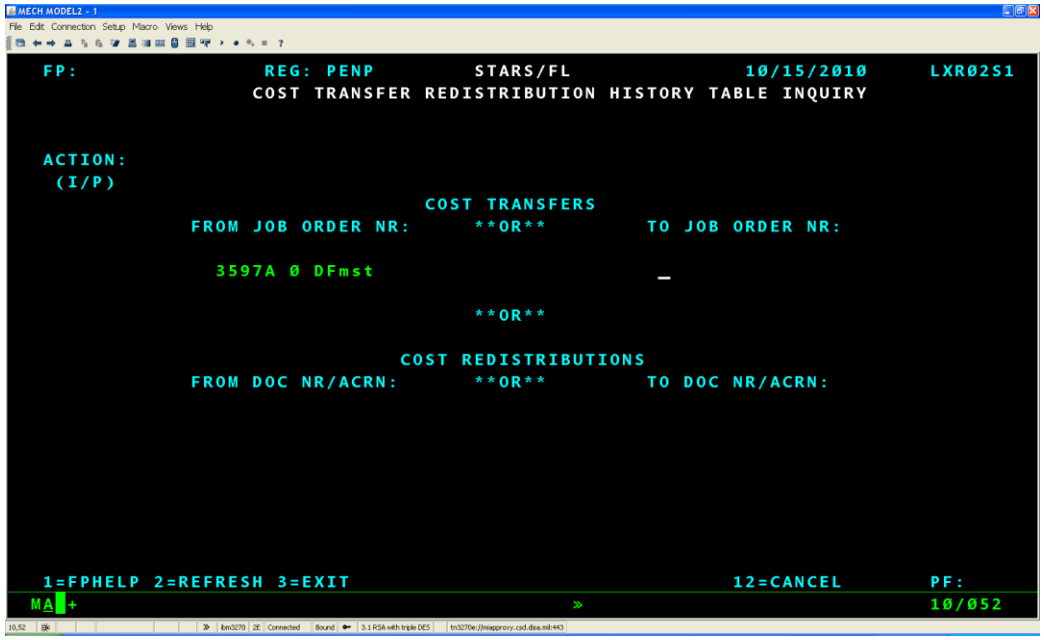
- **In STARS-FL fastpath : type R and enter**



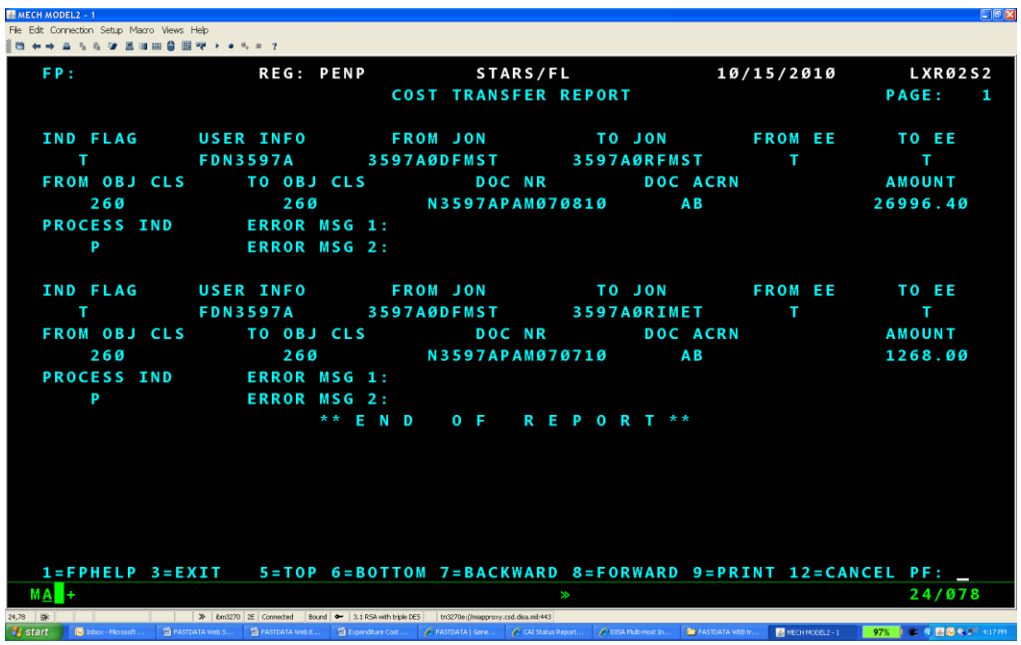
- **Select OPTION "28" and enter**



- **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.**



- **Keep in mind that these Expenditure cost transfers will not show in RDOC in STARS-FL at the Document level.**
- **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                      PAGE:   1
                                   CUMULATIVE                        MTH+1:
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              UNPAID/PAID              PRIOR YEAR
              ORDERS                 EXPENDITURES             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                                   JOBODMOD02              36,405.48
610D    T                                   JOBODMOD02              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         26,996.40
```

- **The FROM Job Order Number should reflect 610Ds and the TO Job Order Number should reflect the 610Cs from the Expenditure Cost Transfer.**

Questions

What is the purpose and affect of the Expenditure Cost Transfer?

Where is the Expenditure Cost Transfer function is located in the Site?

What are the steps involved in the Expenditure Cost Redistribution.

Practice

Site Manager is 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.

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 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.

DMLSS transactions are not available for the Cost Redistribution process. (NOTE: This cannot be tested until a later Release as it is used by BUMED and not functional at this time.)

The upper window area displays information on the expenditure you are redistributing (FROM). The lower window area displays information about documents you select for the redistribution (TO).

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

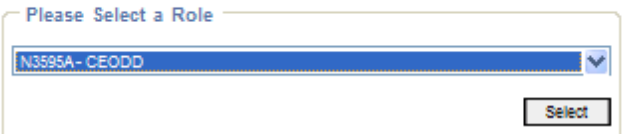
When the user saves a redistribution for a negative FROM, FASTDATA will generate a 540C (positive adjustment) in the distributed amount citing the FROM DCN (which will go to STARS as the TO side of the Cost Redistribution). Obligation transactions generated as a result of cost redistribution must export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

Cost Redistribution performed by the Site role

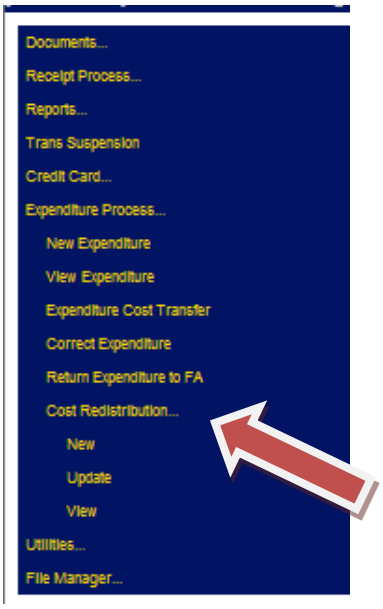
- Site user must be logged in and must have been granted Update access to Cost Redistributions.
- There are documents and/or expenditures at the Site that are eligible for the Cost Redistribution process.
- For all redistributions, the FROM and TO DCNs must be within the same FA, FY, and Site, and their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

NOTE: Web Cost Redistributions may cross RCs. This is a deviation from GUI behavior.

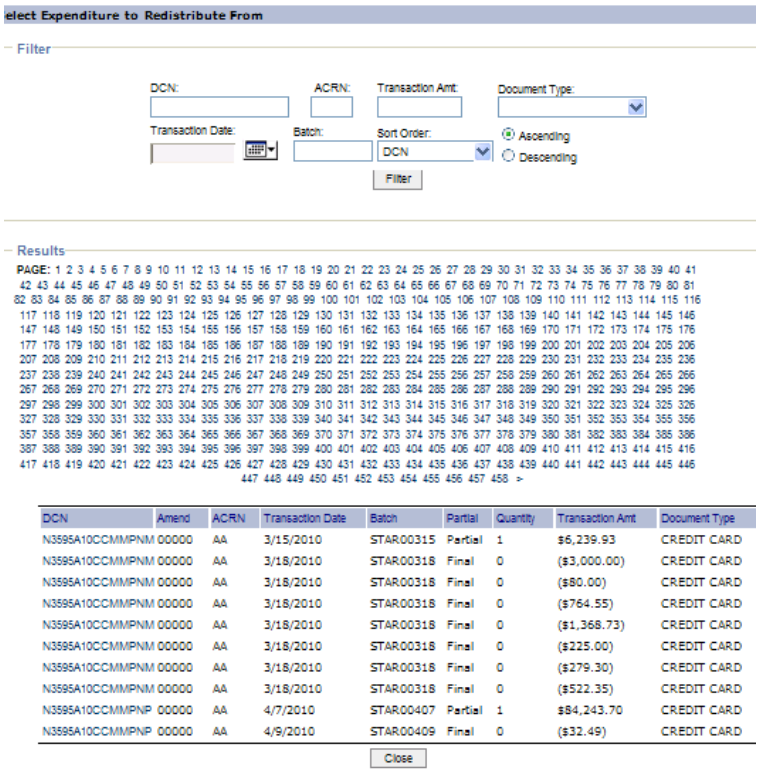
1. **New Cost Redistribution Scenario** – Expenditure Process/Cost Redistribution/NEW



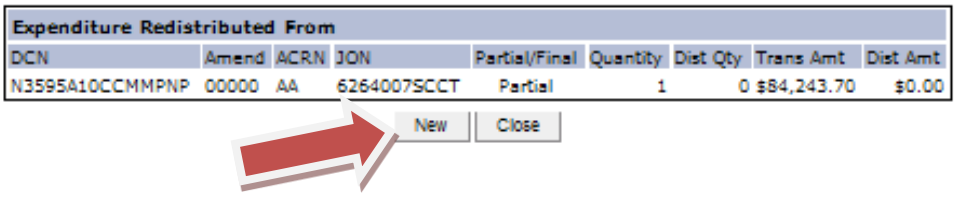
a. Site user selects Expenditure Process, Cost Redistribution, then New. FASTDATA presents the user with a list of documents with posted (**not suspended**) expenditures that are eligible for redistribution.



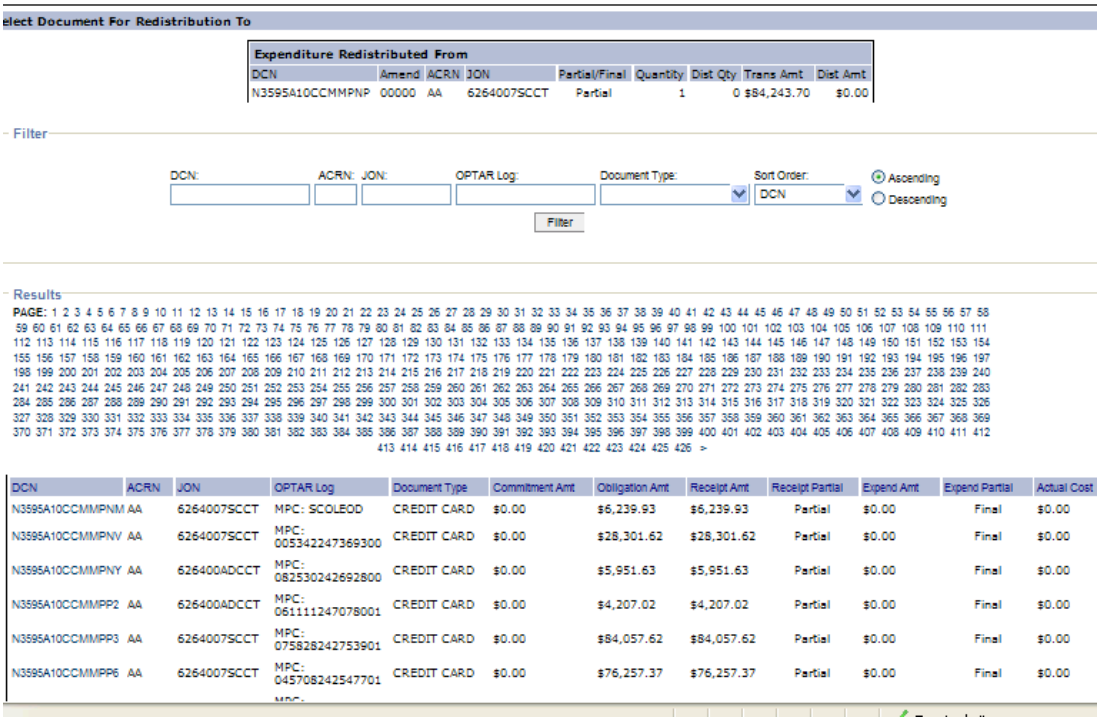
b. Eligible documents within the active FA/FY/Site have posted expenditures ('EV' transactions) that meet the following conditions.
   * came in from STARS-FL (not manually entered in FD) and
   * are not labor expenditures (LB, OT, FG in pos 9-10 of DCN).
   * are not already involved in an "in-progress" Cost Redistribution.



c. Site user selects an eligible expenditure, then clicks OK.



Select NEW to get the list of eligible TO documents to select from or filter to:

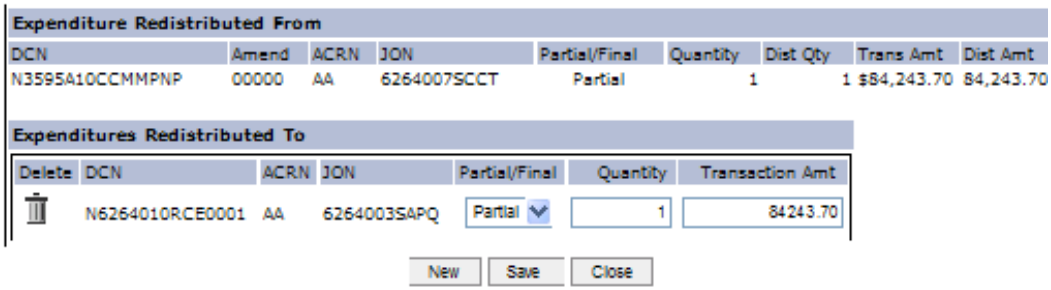


This is the FROM DCN/ACRN. FASTDATA displays the FROM Document/ACRN data at the top of the screen. FASTDATA presents the user with a list of Document/ACRNs that are eligible for redistribution (TO).

Users may distribute from/to the same DCN but different ACRNs. Eligible documents are those within the active FA/FY/Site 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 'N'onlabor Authorization that has not been closed.
- Must have not already been cited as a TO distributed Document/ACRN on this particular Cost Redistribution.

Site User enters appropriate information for the distributed (TO) document.



Expenditure Redistributed From

DCN	Amend	ACRN	JON	Partial/Final	Quantity	Dist Qty	Trans Amt	Dist Amt
N3595A10CCMMPNP	00000	AA	6264007SCCT	Partial	1	1	$84,243.70	84,243.70

Expenditures Redistributed To

Delete	DCN	ACRN	JON	Partial/Final	Quantity	Transaction Amt
	N6264010RCE0001	AA	6264003SAPQ	Partial	1	84243.70

New Save Close

'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.

User saves cost redistribution.

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

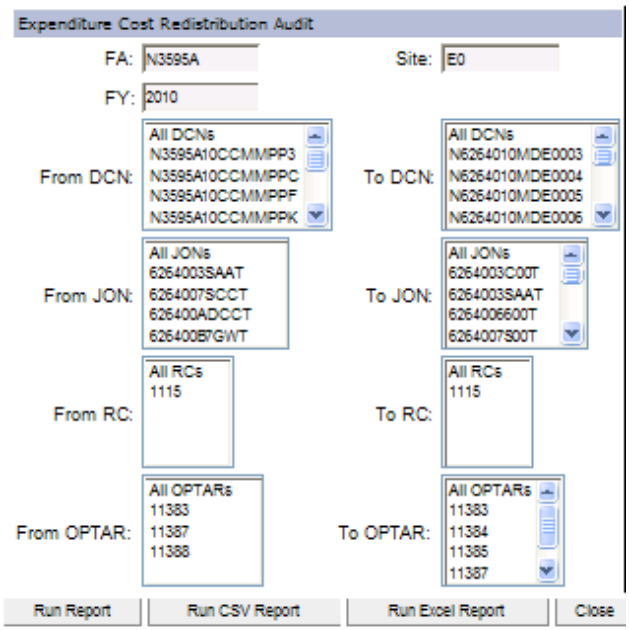
* there is no receipt amount and no expenditure amount and the transaction amount is greater than the obligation (or the contract amount if a final contract exists).
Job runs to send Accounting Transactions to the FA (Receive Accounting Transactions from the Site). Any unexported AO transactions generated 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 Reports/Cost Redistribution Audit

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



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

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

EXPENDITURE COST REDISTRIBUTION AUDIT REPORT

Filter: FA N3595A, FY 2010, Site E0 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	E0	TR		N6264010MDE0130	AA	6264003SAAT	0	150.00	P	E0	TS	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 pull batch from Site prior to receiving Cost Redistribution or make sure FA has Send Cost Redistribution to STARS-FL after the accounting batches have been received from the SITES.

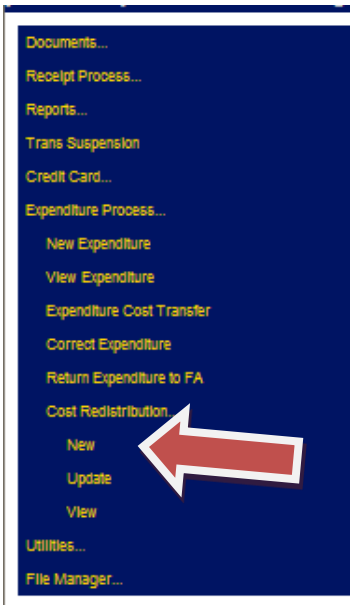
Job runs to export Cost Redistributions (Send Cost Redistribution Batch to STARS-FL). Process will export site cost redistribution records. The physical file name created and sent is CST00. **T/N 540 transactions generated as a result of cost redistribution must export to STARS before the related Cost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

Acknowledgement of the cost redistribution is received at the FA level in the file inventory. FASTDATA will receive either a CRCT_VALID or CRCT_INVALID return file, based on if the

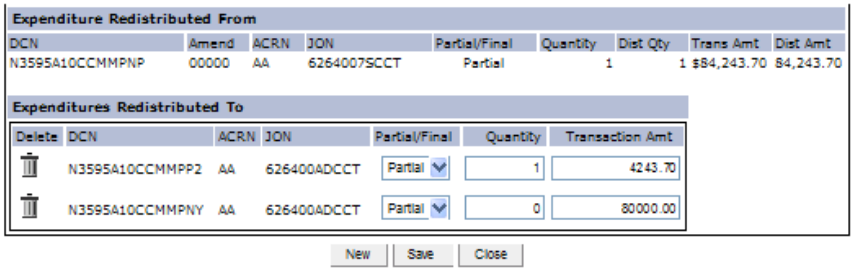
cost redistribution successfully posted to STARS-FL. If a CRCT_INVALID return file is received, a description of the reason for failure is provided to the FA.

2. Multiple Distributed (TO) Document Scenario

Users may add additional distributed (TO) documents. Each TO distributed document is treated separately for the purposes of updating the ACRN and generating transactions. As each TO document/ACRN is added, the amount defaults to the undistributed balance of the FROM expenditure. The total transaction amount of all the distributed documents cannot exceed the original expenditure amount. A separate Cost Redistribution record is created for each FROM/TO pair.



Select Cost Redistribution/NEW



a. Select the FROM document.
b. Select NEW and select the first TO document – edit the amount to be redistributed to that document .
c. Select New to receive the list of eligible TO documents again and when you select it edit the amount field to the amount determined to be redistributed to that DCN
d. Continue on selecting NEW until all funds have been redistributed
e. Select SAVE to finalize the transfer.

3. Negative FROM Expenditure Scenario

Users may redistribute from a credit expenditure (amount is negative but quantity is positive) to an existing document with a positive EV posted that is otherwise eligible. The absolute value of each TO redistributed amount cannot exceed the amount of the existing TO expenditure (in other words, it cannot cause the TO EV to go into the negative).

The absolute value of the total of the redistributed amounts cannot exceed the absolute value of the FROM expenditure.

When saving the cost redistribution, in order to reverse the negative FROM expenditure amount, a positive expenditure in the amount distributed is generated. The TO expenditures have negative distributed EV amounts.

When building the cost redistribution record to send to STARS-FL, the FROM DCN and the TO DCN are switched. This is because there is no credit/debit indicator on the redistribution record.

When the user saves a redistribution for a negative FROM, FASTDATA will generate a 540TC (positive adjustment) in the distributed amount citing the FROM DCN (which will go to STARS as the TO side of the Cost Redistribution).

4. UPDATE Cost Redistribution Scenario – Expenditure Process/Cost Redistribution/UPDATE

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

a. 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.

b. If document/ACRN actual cost changes, Funds (Job Order) are adjusted. Users may update cost redistributions to add additional distributed (TO) document/ACRNs if the expenditure has not been fully liquidated.

c. 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.

d. 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
N3595A10CCMMPP3	00000	AA	6264007SCCT	Partial	1	1	$84,057.62	$5,714.36

Expenditures Redistributed To

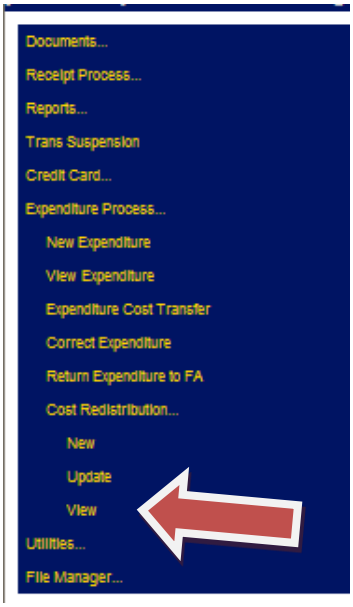
DCN	Amend	ACRN	JON	Partial/Final	Quantity	Transaction Amt
N6264010MDE0136	00000	AA	626400O760T	Final	1	$2,727.36
N6264010MDE0149	00000	AA	626400O705T	Final	0	$2,987.00

Close

If transaction is opened and has already exported or the update screen will open but there will be no fields open for edit, unless or until a CRCT_INVALID error is returned from STARS-FL. Close is the only option.

5. View Cost Redistribution Scenario – Expenditure Process/ Cost Redistribution/VIEW

Users may view existing cost redistribution records within the active fiscal year for that Site. All attributes are protected.



View will open the cost redistribution screen but no changes can be made:

Expenditure Redistributed From

DCN	Amend	ACRN	JON	Partial/Final	Quantity	Dist Qty	Trans Amt	Dist Amt
N6264010MDE0128	00000	AA	6264003SAAT	Partial	0	0	221.85	145.80

Expenditures Redistributed To

DCN	Amend	ACRN	JON	Partial/Final	Quantity	Transaction Amt
N6264010MDE0129	00000	AA	626400O760T	Final	0	90.80
N6264010MDE0130	00000	AA	6264003SAAT	Final	0	55.00

Close

6. **Record Locking and Concurrent User Access**

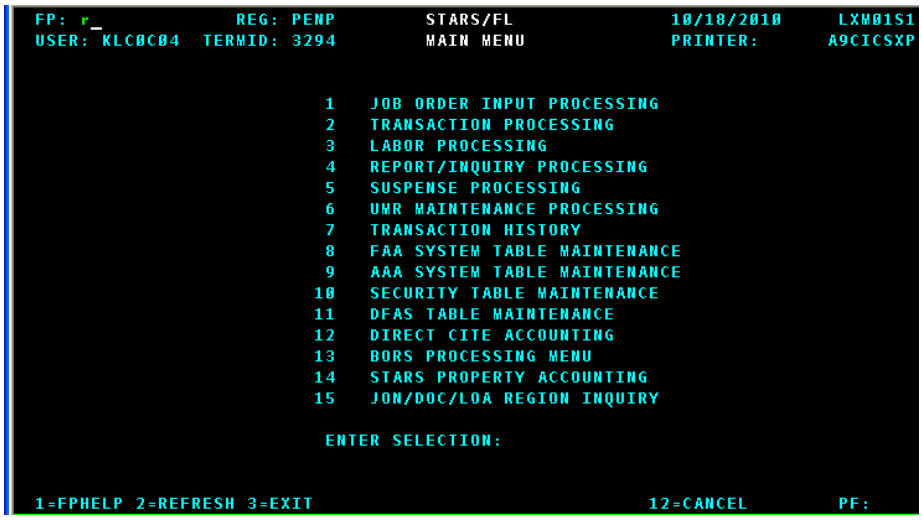
FD shall prevent any conflicting processes from running and/or prevent document/ACRNs In-use by Cost Redistribution from having other conflicting actions taken against them. For example, if an FA user is creating a redistribution on an expenditure that has a status code of "A", the expenditure should not export to the site prior to completion of the redistribution.

Another example would be if a site user is editing a redistribution, the Cost Correction records or transactions generated by Cost Redistribution should not export to the FA before completion.

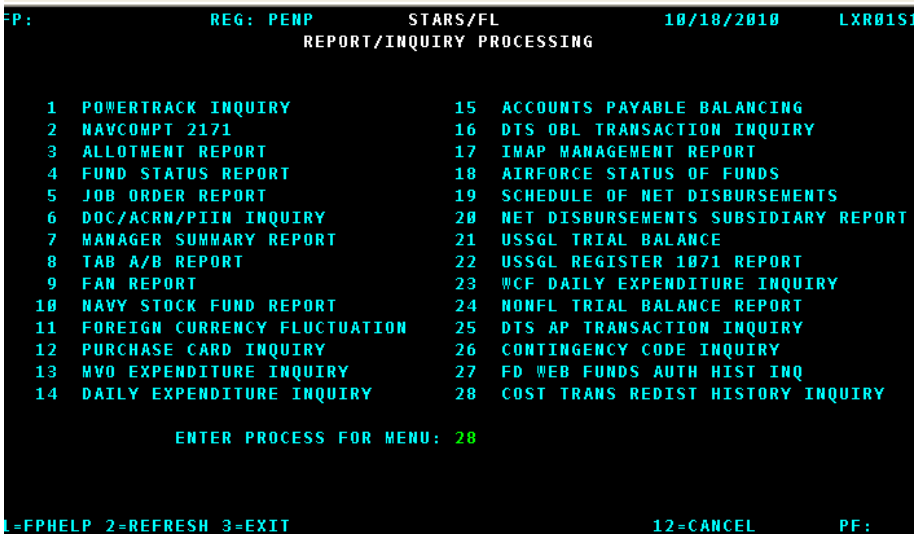
7. **View Cost Redistributions in STARS-FL**

Unlike the Cost transfers at the JON level only, 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.**

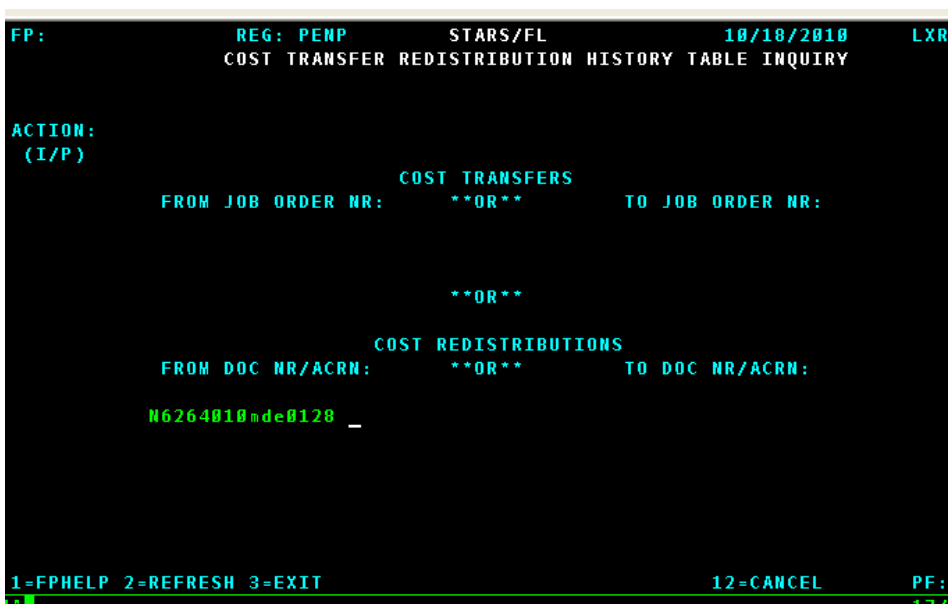
In STARS-FL go to FASTPATH "R" (enter)



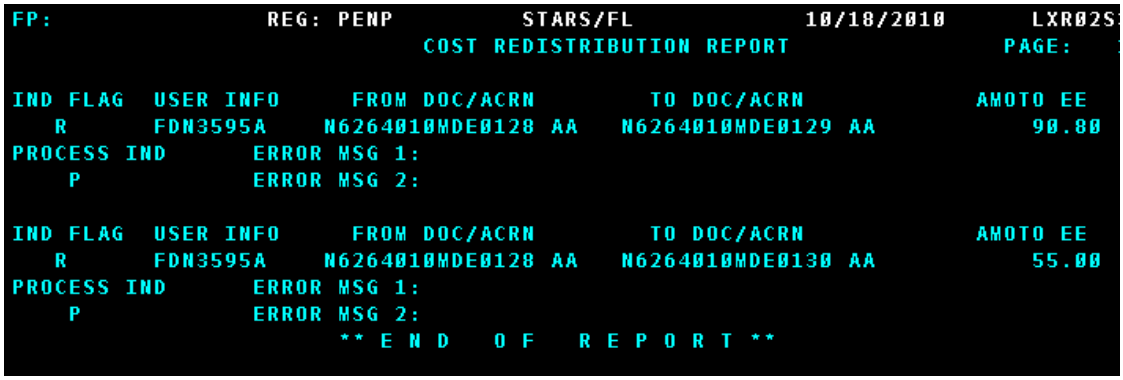
Select Option 28 – Cost Redistribution History inquiry (enter)



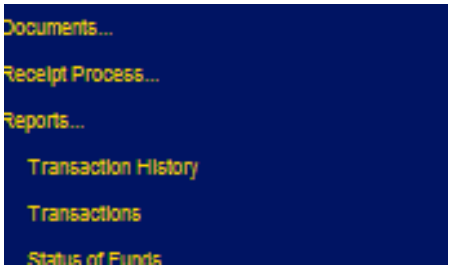
Enter in the FROM or TO Cost Redistribution document in the bottom section of the screen.



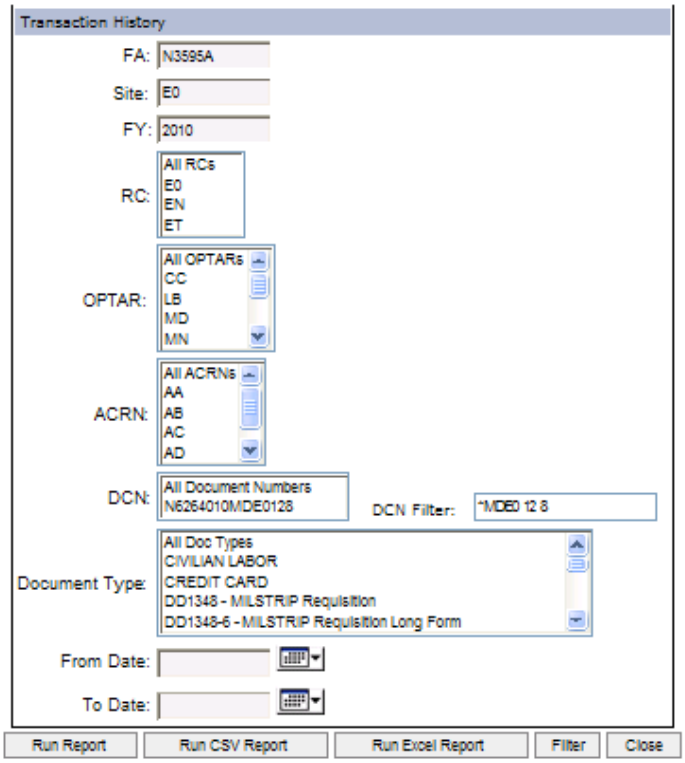
If the transaction has an error message 1 or 2 it will alert the FASTDATA Site User what the problem is. If the CST00 transactions need to be marked to re-export from the FA the FA will need to fix the error first, then submit a Helpdesk ticket to request DBA to re-export the transactions that did not post in STARS-FL.



8. View Reports/Transaction History



Filter to the Cost Redistribution document:



Highlight the filtered document in the DCN block and select RUN REPORT

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	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry 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=BUPERSCURTISA;
Y	EV	04/30/2010 12:37:29	0	$73.95	00000	P		Expenditure Batch:STAR004309;record=4;Updated By Database User ID=gskislak;
Y	EV	04/30/2010 12:37:29	0	$221.85	00000	P		Expenditure Batch:STAR004309;record=5;Updated By Database User ID=gskislak;Updated By Database User ID=BUPERSHENDERSONC;
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=BUPERSHENDERSONC;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=BUPERSHENDERSONC;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.

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.

Introduction

This lesson will illustrate the steps required to correct suspended expenditures at the Site. This feature identifies an expenditure received from the FA that has an existing JON at the Site, but not the JON on the existing document at the Site.

Objectives

Define circumstances that may cause an expenditure(s) to suspend at the Site level.

Identify the resulting transaction that occurs when a suspended expenditure is corrected due to a JON mismatch.

Determine menu selection used by the Site user to correct suspended expenditures.

Outline the steps necessary to correct a suspended expenditure at the Site.

Lesson

When the expenditure file is processed into the FA and Site from STARS-FL via the automated process scheduling done at the FA, one or more of the expenditures imported may be suspended. Use the Correct Expenditure window under Utilities to make changes to a suspended expenditure and un-suspend it. Depending on the reason the expenditure is suspended and how you correct it, you may create an R type correction transaction that will update the STARS-FL record for the expenditure or for the requisition. When an expenditure is marked as suspended, it does not adjust Site funding. Suspended expenditures may be viewed on the Suspended Expenditure report.

The upper window area displays information about the expenditure you're correcting. The middle area contains the data you can use to correct the expenditure. The lower window area provides information about the correction and the impact of the correction on the expenditure's cost and amount. If you need to change the JON, you should make a note of the JON you're going to change before you close the Expenditure Correction window and open the Correction After Export window. User access rights to correct expenditures are defined at the System Administrator level.

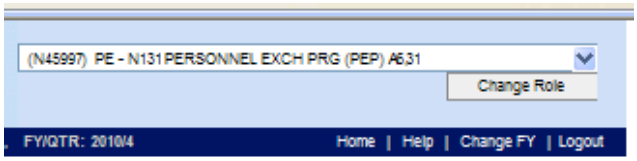
The basic "rules of thumb" on suspended expenditures are:

• If the DCN is the same for original and target but the ACRNs are different, there will be no "R", there will be a cost redistribution generated, the expenditure will be posted against the target DCN/ACRN/JON and Site funds will be adjusted, if applicable.

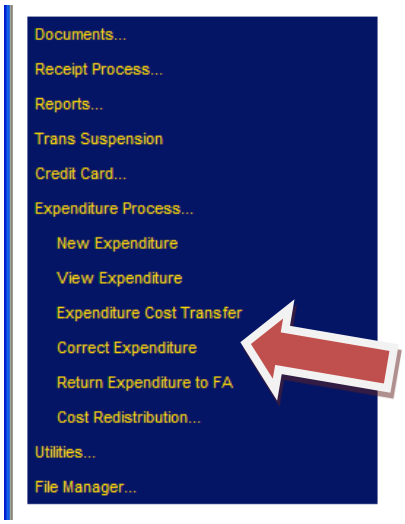
• If the DCN for the original and target are different, there will be no "R", there will be a cost redistribution generated, the expenditure will be posted against the target DCN/ACRN/JON and Site funds will be adjusted, if applicable.

• If the DCN and ACRN remain the same for the original and target – AND – the target JON is correct, then an "R" transaction is generated to change the JON of the original to the JON of the target. Also the original is posted against the target DCN/ACRN/JON and Site funds will be adjusted, if applicable.

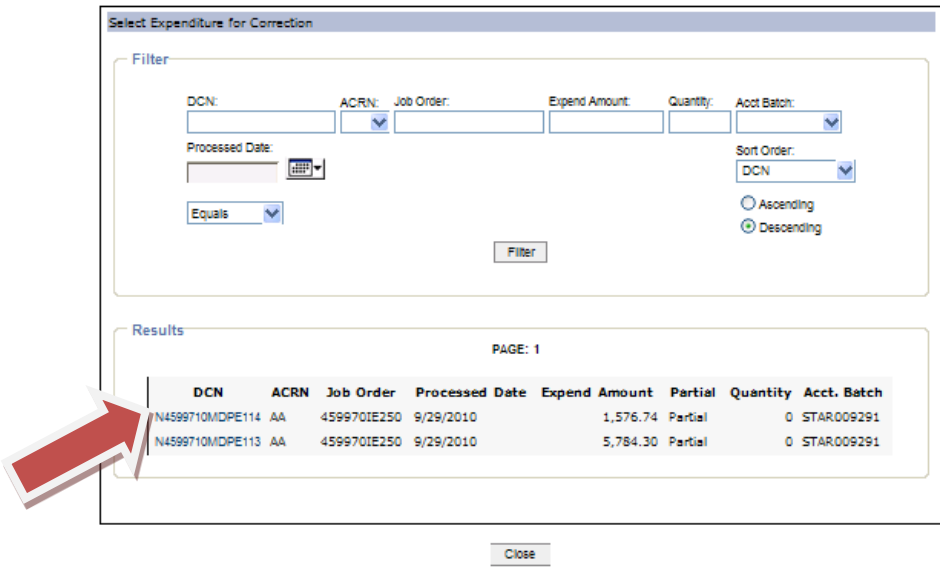
Step 1 Select Role – Site



Step 2 Select Expenditures/Correct Expenditures

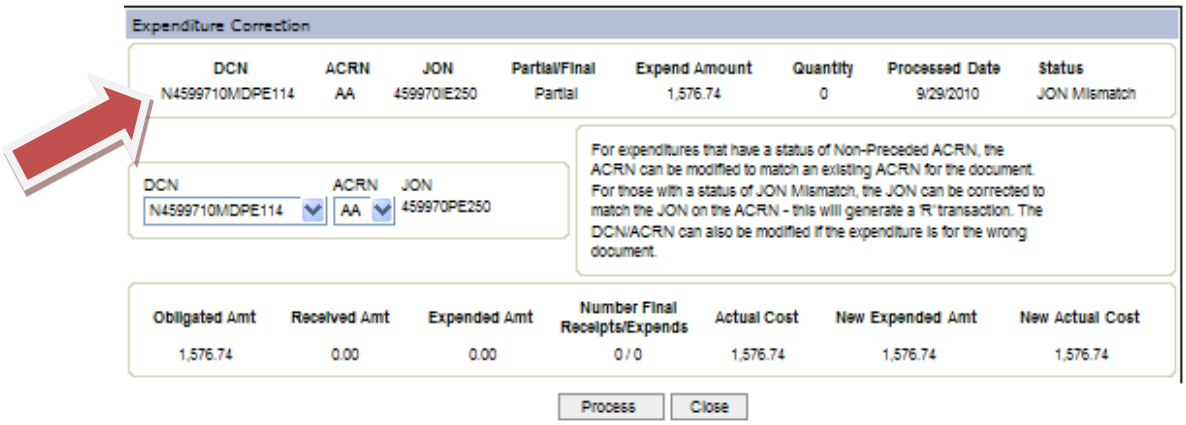


Step 3 Select document number to correct under DCN field



Step 4 Expenditure Correction screen will appear with the document information.

DCN, ACRN JON, P/F, Expended Amount, QTY, Processed Date, Status in the top window show the original suspended expenditure data.



Various conditions may exist in this correction screen and would require different ways to correct.

a. For expenditures that have a status of Non-Preceded ACRN, the ACRN can be modified to match an existing ACRN for the document. Use the ACRN drop down box to change the ACRN and process the correction.
b. For those with a status of JON Mismatch, the JON can be corrected to match the JON on the ACRN – this will generate an "R" transaction to go to STARS-FL.
c. The DOC/ACRN can also be modified if the expenditure is for the wrong document. Use the drop down arrow to select the correct one.

Step 5 DCR/ACRN/JON on suspended transaction are correct

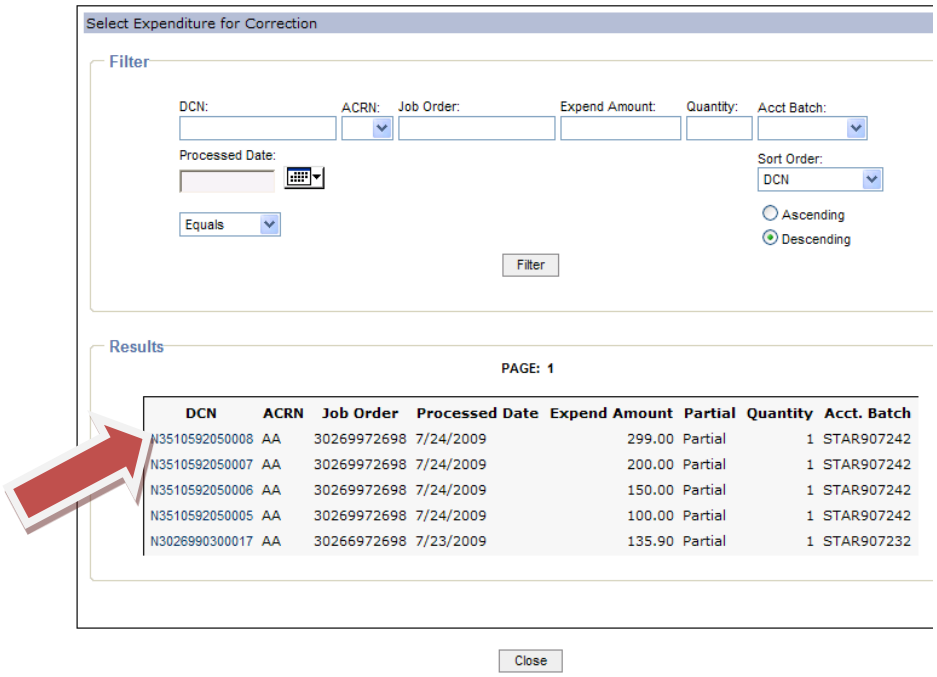
If the target DCN/ACRN/JON has a JON that is wrong and should actually be the JON of the suspended (from) expenditure, then the following must be done:

a. This process must be exited and the Correction After Export (CAE) must be used.
b. Use the CAE to change the JON on the existing DCN/ACRN. This will produce an " R" transaction (correction transaction) reporting the JON change.
c. Once this is completed, then the Correct Suspended Expenditure process may be entered again.

This time, the REPROCESS button on the Expenditure Correction screen will become active when the correct target is indicated (because the target now has the same JON as the "from"). Clicking REPROCESS will cause the expenditure to un-suspend and post to the target DCN/ACRN/JON (which now has the same JON as the expenditure). This action will allow the "R" transaction to be transmitted to the FA. The reprocessed suspended expenditure will simply be unsuspended and posted to the target DCN/ACRN/JON. This will cause funding adjustment.

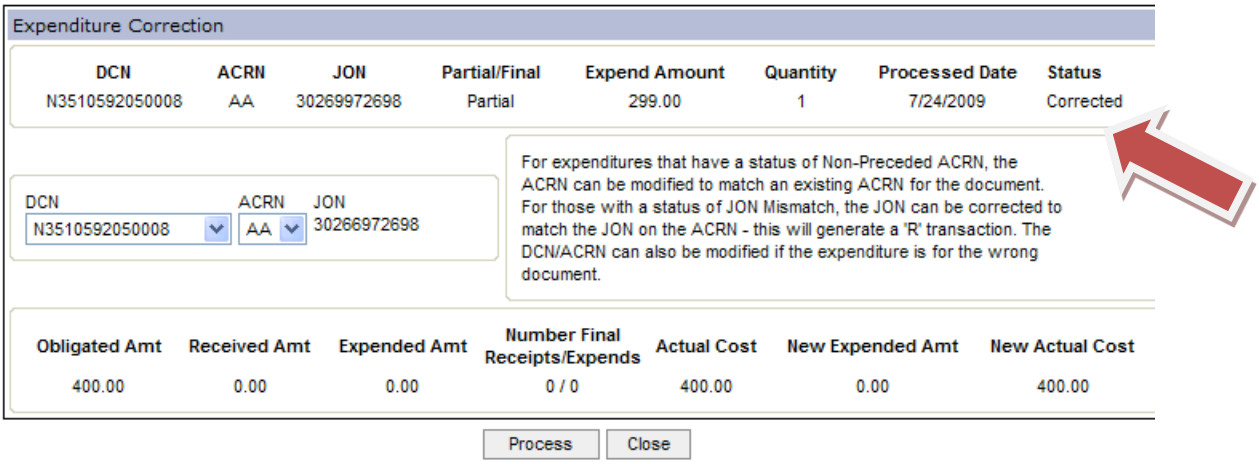
Step 6 After correction of the expenditure is performed.

The expenditure will still show in the Correct Suspended Expenditures screen until it is acknowledged by the FA.



Step 7 Document has been corrected and STATUS shows corrected – the DCN will fall off the expenditure correction listing once the acknowledgement is received from the FA.

Close to exit the screen.



Step 8 Fields showing on the Expenditure Correction Screen

UPPER PORTION OF THE CORRECTION SCREEN IS FROM THE FILE FLOWING FROM STARS-FL:

- **DCN -**Identifies the document control number.
- **ACRN -**Two-character code identifying each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA data during subsequent stages of processing.
- **JON -**The 11-character job order number classifies the accounting transaction.
- **Partial/Final -**Indicates whether the obligation is to be fully or partially liquidated when the expenditure is processed.
- **Expend Amount -**Indicates the amount of the expenditure.
- **Quantity -**Indicates the number of items being paid for by the expenditure.
- **Processed Date -**Identifies the date the expenditure was processed
- **Status -**Indicates the status of the expenditure. Possible values include Corrected, JON Mismatch for DCN/ACRN, Non-Preceded ACRN, and JON Mismatch for DCN. The middle window area contains drop-down lists or display-only values, depending on the nature of the expenditure suspension. You can select a value from any available drop-down list to correct the expenditure.

THE MIDDLE AND BOTTOM SECTION SHOW HOW THE DOCUMENT IS RECORDED IN THE SITE:

- **DCN-**If the expenditure is suspended because of a non-preceded ACRN, you can select a DCN that will correct the expenditure.

- **ACRN -**If the expenditure is suspended because of a non-preceded ACRN, you can select an ACRN that will correct the expenditure.

- **JON -**Displays the JON associated with the displayed DCN/ACRN. If the expenditure is suspended because of a JON mismatch, close the Expenditure Correction window and correct the JON mismatch by opening the Correction After Export window.

- **Obligated Amt -**Identifies the ACRN-obligated amount of the document.

- **Received Amt -**Identifies the total amount received against one ACRN of an obligating document.

- **Expended Amt -**Identifies the total amount expended against one ACRN of an obligating document recorded for all expenditures transactions.

- **Number Final Receipts -**Indicates the number of final receipts posted to the existing transaction.

- **Number Final Expends -**Indicates the number of final expenditures posted to the existing transaction.

- **Actual Cost -**This value depends on several conditions. If there are final expenditures and no final receipts or there are more final expenditures than final receipts, this value is the expended amount-to-date. If there are final receipts and no final expenditures, the Actual Cost is the receipt amount-to-date. If there are no final expenditures or receipts and the Expend Amount is greater than the Obligated

Amount or the Expend Amount is less than zero (0), the Actual Cost is the expenditure amount-to-date. If there are no final expenditures or receipts and the Expend Amount is less than the Obligated Amount and the Expend Amount is greater than zero (0) and the receipt amount is greater than the Obligated Amount, the Actual Cost is the receipt amount-to-date. If none of the above conditions are true and a final contract has been issued, the Actual Cost is the contract amount-to-date.

- **New Expended Amt -**The Expend Amount after correction.
- **New Actual Cost -**The newly calculated Actual Cost including the corrected expenditure.
- **Process -**Processes the expenditure as if it imported without an error. No change is actually made to the expenditure but whatever mismatch caused the suspension has been corrected to allow the expenditure to process correctly.

CLOSE -Ends the action to correct an expenditure and closes the window.

Step 9 Reports/Transaction History

The document that was corrected posted to the transaction history report upon correction.
EV – expenditure has posted and the transaction description shows the USER ID who corrected and that a Cost Correction was created.
An RT transaction posted showing the Old Jon and the New JON the expenditure was processed to.

Transaction History Report

Filter: AND SITE IN ('BJ') AND DCN IN ('N3510592050008')

FA: N3560A Site: BJ RC: 4C OPTAR: UJ FY: 2009

DCN: N3510592050008

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				30266972698	T	260			DD1348-6	00		Complete	$400.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	07/24/2009 10:23:31	1	$400.00	00	I		Created By Database User ID=BFPE45305;
Y	EV	08/06/2009 11:15:50	1	$299.00	00	C		Cost Correction;Created By Database User ID=BFPE45301;
N	RT	08/06/2009 11:15:50	0	$0.00	00	R		Old JON: 30266972698;Expenditure Correction:394754;Created By Database User ID=BFPE45301;

Questions

What causes expenditures to suspend at the Site?

What transaction is generated when a JON mismatch is corrected on the expenditure?

Where does the Site user go to find the expenditures that have suspended?

What steps are done to correct the suspended expenditure?

Practice

Site Manager is checking for a missing expenditure that did not post to the DCN being reconciled. Check for the missing transaction and if found finish the processing of the expenditure.

Introduction

This lesson will illustrate the steps required to Return an Expenditure to the FA. This identifies an eligible expenditure to be returned to the FA.

Objectives

Define the reason that the Site would send the expenditure back to the FA.

Determine what function is used to locate the expenditure(s) that need to be returned to the FA if there are many pages of expenditures available to return to the FA.

Identify where the Site can find the Return expenditure to FA function.

Outline the steps done to return the expenditure.

Lesson

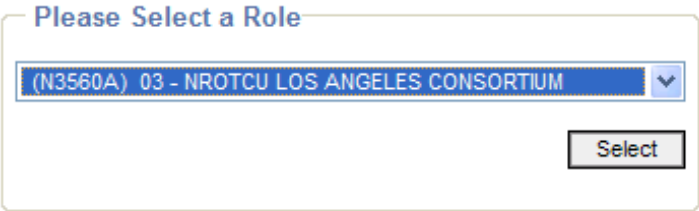
This process will allow the return of an expenditure to the FA for resolution. Eligible expenditures are only those that have been imported from the FA. It does not include the ones that have been manually created in the Site. The list of expenditures can include suspended expenditures that the FA has not corrected as well as valid expenditures that are not part of a cost redistribution. A check mark in the Select check box identifies an expenditure that will be returned to the FA when you perform an accounting batch build or rebuild for export to the FA.

The need to return an invalid expenditure from the Site to the FA may occur. By returning the expenditure to the FA, the resolution to fix the expenditure will be allowed to be performed at the FA level. The expenditure may belong to another Site or the FA may want to delete the expenditure, which can't be done at the Site level.

If a suspended expenditure is returned to the FA, no funds adjustment will occur as it did not originally affect funding. If a valid expenditure is returned, funds will be appropriately adjusted at the Site. The adjustment will not take place until the returned expenditure is actually exported and it will appear in the Transaction History report as a credit expenditure. Your access to return expenditures to the FA is defined at the System Administrator level.

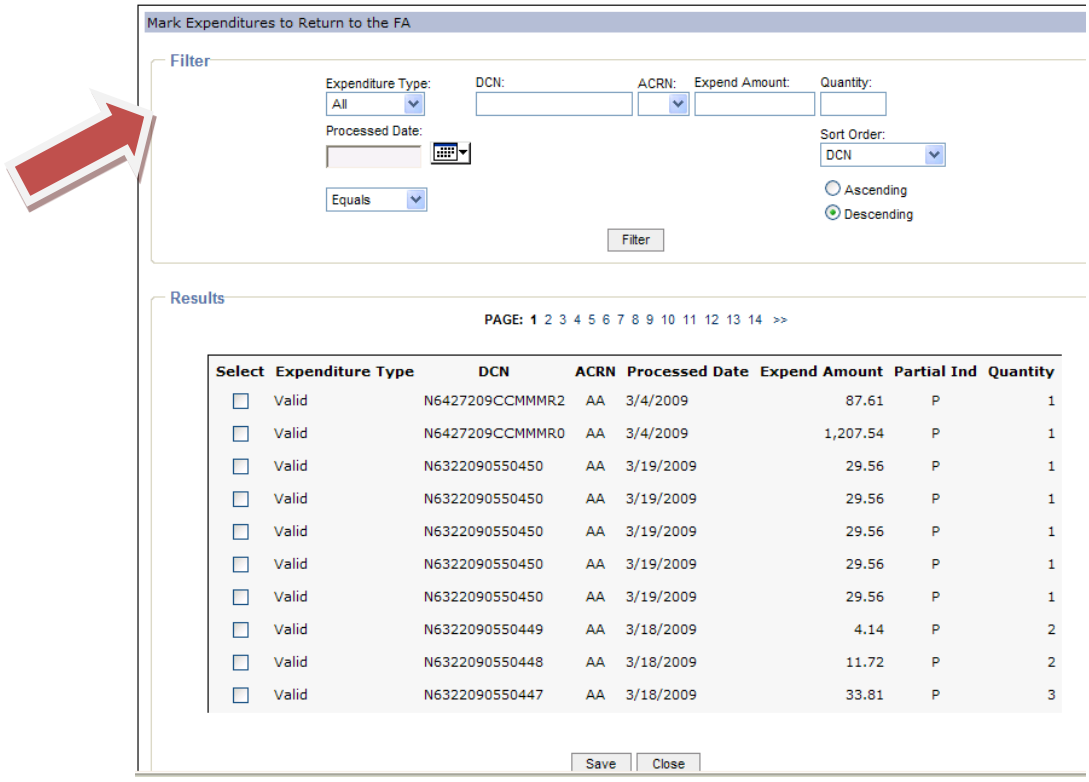
The upper window area displays the filter that can be performed to narrow down the expenditure you are returning to the FA. The bottom are contains the list of eligible expenditures you can return. This area also contains information about the expenditure and the selection box used to mark the expenditure for return.

Step 1 Select Role – Site



Step 2 Select Expenditures/Return Expenditures to FA

Step 3 **Filter pages of documents available to return to FA**



Select	Expenditure Type	DCN	ACRN	Processed Date	Expend Amount	Partial Ind	Quantity
☐	Valid	N6427209CCMMMR2	AA	3/4/2009	87.61	P	1
☐	Valid	N6427209CCMMMR0	AA	3/4/2009	1,207.54	P	1
☐	Valid	N6322090550450	AA	3/19/2009	29.56	P	1
☐	Valid	N6322090550450	AA	3/19/2009	29.56	P	1
☐	Valid	N6322090550450	AA	3/19/2009	29.56	P	1
☐	Valid	N6322090550450	AA	3/19/2009	29.56	P	1
☐	Valid	N6322090550450	AA	3/19/2009	29.56	P	1
☐	Valid	N6322090550449	AA	3/18/2009	4.14	P	2
☐	Valid	N6322090550448	AA	3/18/2009	11.72	P	2
☐	Valid	N6322090550447	AA	3/18/2009	33.81	P	3

Elements that can be used to filter down are:

- **Expenditure Type -**You can filter for All expenditures, Suspended Expenditures, or Valid Expenditures
- **DCN -**If you wish to filter for a specific DCN (Document Control Number), enter the DCN in this field.
- **ACRN -**If you wish to search by ACRN, select the desired ACRN from the drop-down list.
- **Expend Amount -**If you wish to search by the Expend Amount, enter a value in this field.
- **Quantity Expended -**If you wish to search by Quantity Expended, enter a value in this field.
- **Processed Date -**To filter by Processed Date (the date the expenditure was created), select the calendar icon and identify the desired date. From the drop down list select equals, later than, or between dates. If you choose between dates the date entered must be prior to current date.

Sort order -You can sort the listed expenditures by ACRN, DCN, Expenditure Amount, Expenditure Date, or Expenditure Quantity. Select the desired value from the drop-down list.
Ascending/Descending -Select the desired radio button for the sort order type: Ascending for smallest to greatest or Descending from greatest to smallest.

Step 4 **Select FILTER to see the Results**

Step 5 Document located

The screen showing your document will have the following elements:

- **Select box -** Indicates whether the expenditure will be returned to the FA when you build or rebuild the accounting batch and export data to the FA.
- **Expenditure Type -**Expenditure Types are either Valid or Suspended
- **DCN -**Identifies the document control number.
- **ACRN-**Identifies the ACRN associated with the expenditure.
- **Processed Date -**Identifies the date the expenditure was created.
- **Expend Amount -**Identifies the cumulative amount expended to date against one ACRN of an obligating document recorded for all receipt transactions.
- **Partial Ind -**Indicates whether the obligation is to be fully or partially liquidated when the expenditure is processed.
- **Quantity Expended -**Indicates the number of items being paid for by the expenditure.

Results

PAGE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 >>

Select	Expenditure Type	DCN	ACRN	Processed Date	Expend Amount	Partial Ind	Quantity
☑	Valid	N6427209CCMMMR2	AA	3/4/2009	87.61	P	1
☐	Valid	N6427209CCMMMR0	AA	3/4/2009	1,207.54	P	1
☐	Valid	N6322090550450	AA	3/19/2009	29.56	P	1
☐	Valid	N6322090550450	AA	3/19/2009	29.56	P	1
☐	Valid	N6322090550450	AA	3/19/2009	29.56	P	1
☐	Valid	N6322090550450	AA	3/19/2009	29.56	P	1
☐	Valid	N6322090550450	AA	3/19/2009	29.56	P	1
☐	Valid	N6322090550449	AA	3/18/2009	4.14	P	2
☐	Valid	N6322090550448	AA	3/18/2009	11.72	P	2
☐	Valid	N6322090550447	AA	3/18/2009	33.81	P	3

Save Close

Step 6 Select

Mark selection to return to the FA.

Step 7 Save

Will Mark Expenditures to Return to the FA.

Step 8 Close

Closes the window without saving any changes you may have made if done before you Save. If SAVE has been done already, CLOSE will exit user back to the main screen.

Currently the RETURN TO FA that is marked will not export to FA until there are accounting transactions to export in a batch. In a future release there will be an automated process at the FA set to Y that will pull these RETURNED expenditures from the Site every XX minutes so this will not need to be done in conjunction with an accounting batch to the FA.

Questions

What reason would the Site send the expenditure back to the FA?

What function is used to locate the expenditure to return if there are many pages of expenditures available to return to the FA?

Where does the Site user go to find Return expenditure to FA?

What steps are done to return the expenditure?

Practice

Site Manager is checking identifies an expenditure that does not belong to their Site. Take action to remedy this expenditure.

Introduction

This lesson will describe the processes and steps involved in the BUPERS Preferred Credit Card Management Options. Illustrations will be provided for the creation of the internal document, credit card cross reference, cost redistribution, and discussions of the CITIDIRECT piece in the life cycle of the credit card process.

Objectives

Learn the purpose and life cycle of the two BUPERS Credit Card Management Options.

Learn how to create a Credit Card Source Document.

Learn the steps involved in the Credit Card cross reference function.

Learn about the Cost Redistribution method in STARS-FL or FASTDATA.

Learn the steps involved in each BUPERS Option.

Introduction

This lesson will illustrate the two BUPERS Credit Card Options approved for managing the Credit Card Process throughout the BSO. The differences in the options will be identified and the effect of each on the lifecycle of the credit card documents.

Objectives

Define the Credit Card Process.

Identify the different options approved by BUPERS.

Describe the elements that must exist in each Credit Card Option.

Describe the life-cycle of the transactions for each Option.

Lesson

There are two processes approved by BUPERS in the management of the credit card process. Each approved option will be discussed and the elements involved in each process outlined. Regardless of which option is chosen, BUPERS requires that prior to using a credit card for a purchase that an internal document be prepared in FASTDATA to provide a funds availability check and reservation of funds. The user then purchases the item(s) with a credit card. The resulting purchase generates accounts payable(s) that are transmitted directly by CITIDIRECT to STARS-FL on a "CC" document number generated by CITIDIRECT. The same file that posts in STARS-FL is imported from DAASC into FASTDATA and is called the Military Purchase Card (MPC) file. The "CC" document number generated by CITIDIRECT will be available in FASTDATA and STARS-FL.

Option A will use the cross reference feature in FASTDATA to liquidate the internal document obligation, leaving the accounts payable and expenditure on the credit card documents. **Option B** will leave the obligation on the internal document and a Cost Redistribution of the expenditure is done from the credit card document to the internal document. Both methods will eliminate the double obligation but the timing of the reduction of the double obligation is different. **Option A** reduces the double obligation status on a daily basis and is based on the accounts payables generating from CITIDIRECT; and **Option B** leaves the double obligation on the accounting records until the credit card bill has been paid and a 610 expenditure posts in STARS-FL.

The elements required to manage the credit card process using Option A: CC Cross Reference

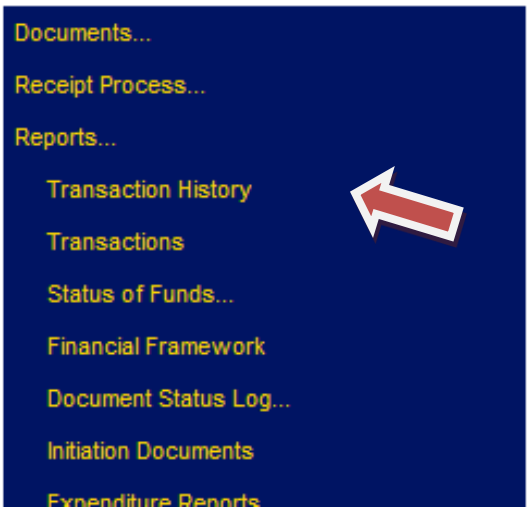
- Requires credit card source internal document to be prepared prior to use of the credit card to provide funds availability check and reservation of funds.
- Requires that all final JONs reside in CITIDIRECT, FASTDATA, and STARS/FL.
- Requires that the MPC file be imported into FASTDATA.
- Initial transactions post to the default JON in CITIDIRECT.
- At the same time the MPC is obligating in FASTSITE with a 510 (RP) transaction, it is also sending a 510 to STARS/FL for the "CC" documents.
- Requires that Reallocations of costs are done in CITIDIRECT reversing the original charge from the default JON and SDN to the new SDN and final JONS, unless the default JON is the final JON.
- Once the final JON has posted in FASTDATA the credit card cross reference is performed. The cross reference manages the double obligation status in FASTDATA and sends de-obligation to STARS-FL so it should be done in a timely manner.
- Once the cardholder statement is approved at the end of the month, CITIDRECT gets paid by DFAS creating the 610 expenditure in STARS-FL.
- The FA Automated Processes imports the expenditure file from STARS-FL.
- The expenditures are posted in FASTDATA Site for the "CC" document.
- This ends the life cycle and all document charges/payments remain on the "CC" document.

The elements required to manage the credit card process using Option B: Expenditure Cost Redistribution in STARS-FL

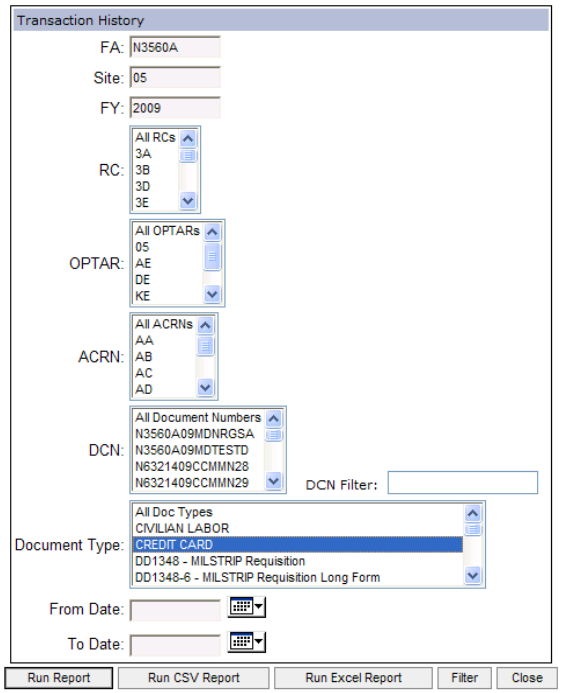
- Requires that the credit card memo internal document to be prepared to provide funds availability check and reservation of funds.
- Requires that all final JONs reside in FASTDATA and STARS-FL only.
- Requires that the MPC be imported to FASTDATA.
- At the same time the MPC is obligating in FASTSITE with a 510 (RP) transaction, it is also sending a 510 to STARS/FL for the "CC" documents.
- Requires only one default LOA/JON in CITIDIRECT for each account. All transactions post to the default SDN and JON in CITIDIRECT.
- Does NOT require that reallocations of costs in CITIDIRECT to the final JONS.
- Once the cardholder statement is approved at the end of the month, CITIDRECT gets paid by DFAS creating the 610 expenditure in STARS-FL.
- Requires cost redistribution of CC transactions to final JON on the credit card memo document be done in STARS-FL generating expenditures in STARS-FL that reverse original charge from the default JON and CC SDN and move it to the credit card memo document with the final JON. Cost Redistribution can now be done in FASTDATA FA or Site as of the 10-1 Release.
- Cost redistribution in STARS-FL is done by using fast path TFCR at SDN/ACRN level. If done in FASTDATA it can be done at the FA or the Site level.
- Do not use job order cost transfers as they do not flow from STARS-FL to FASTDATA and will put your documents out of sync and are only at the JON level. They can be done in FASTDATA FA or Site and will flow to STARS-FL at the JON level.
- Cost redistribution must be completed as soon as the 610 posts from the payment to the CC document in STARS-FL before month end closeout to prevent the double obligations from being reflected in the month end closing statements.
- The effective date of the cost redistribution must be no later than the last day of the closing month.
- The debit and credit expenditures from the Cost redistributions will export to FASTDATA and reconcile the documents if the Cost redistribution is done in STARS-FL.
- This will end the life cycle of the document.

When a contracted document is issued and the credit card is used as a **method of payment** either of the two BUPERS options are available to use in processing and managing the transactions on the credit card documents. In earlier versions of FASTDATA, there were issues using the cross reference process when the credit card was used as a method of payment and it was not recommended to use that process. The recommended method was to do the Cost Redistribution method in STAR-FL or FASTDATA for contracted documents. The problems with the cross reference have been corrected in the FASTDATA web version so either option is now available to use. The life cycle of the contracted document would be determined by which method is chosen to manage the credit card payments processing against these documents.

To view the transactions throughout the life cycle of the document, go to Reports/Transaction History.



Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.



Transaction History Report

Filter: AND SITE IN ('05') AND DOC TYPE IN ('CC')

FA: N3560A Site: 05 RC: 3A OPTAR: 05 FY: 2009

DCN: N6321409CCMMN29

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63214905100	T	260			CREDIT CARD	00025		Complete	$636.40

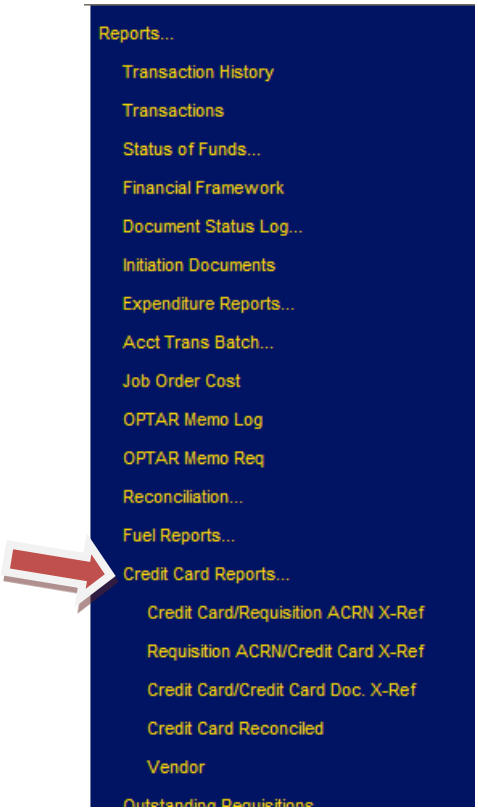
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	AO	11/12/2008 00:00:00	0	-$4.45	00023	T		02:48p;size=59792;dbuserid=AUTOMATIC;record=71; filename=DQLYE14241752.1711;filedate=11/18/2008
Y	AO	11/14/2008 00:00:00	0	$4.45	00024	T		02:48p;size=59792;dbuserid=AUTOMATIC;record=72; filename=DQLYE09520313.1911;filedate=11/20/2008
Y	AO	11/14/2008 00:00:00	0	-$4.45	00025	T		02:49p;size=45248;dbuserid=AUTOMATIC;record=77; filename=DQLYE09520313.1911;filedate=11/20/2008
Y	EV	11/29/2008 11:03:44	1	$636.40	00000	P		02:49p;size=45248;dbuserid=AUTOMATIC;record=76; Expenditure Batch:6M6083341;filename=N3560A-AH10-20081129-100635;filedate=11/29/2008 04:08p;size=13038;dbuserid=AUTOMATIC;record=54;

DCN: N6321409CCMMN2B

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63214905160	Q	250			CREDIT CARD	00000		Complete	$4.45

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	AO	10/17/2008 00:00:00	0	$4.45	00000	I		filename=DQLYE09191208.2310;filedate=10/23/2008 01:46p;size=59388;dbuserid=AUTOMATIC;record=21;
Y	EV	11/29/2008 11:03:44	1	$4.45	00000	P		Expenditure Batch:6M6083341;filename=N3560A-AH10-20081129-100635;filedate=11/29/2008 04:08p;size=13038;dbuserid=AUTOMATIC;record=55;

Other valuable reports for credit card management are available in the Site. Under the Reports menu/Credit Card Reports you will find FIVE reports. Credit Card/Requisition ACRN X Ref; Requisition ACRN/Credit Card X Ref; Credit Card/Credit Card Doc X Ref; Credit Card Reconciled (NEW); Vendor.



Questions

What is the Credit Card Process?

What are the different options approved by BUPERS?

What are the elements that must exist in each of the BUPERS Credit Card Options?

What is the life-cycle of the transactions for each Option?

Introduction

This lesson will illustrate the steps required to create a Credit Card Source document. The advantages of using this document as the credit card internal document to reserve funds will be discussed. The creation of this document will generate an obligation to export to STARS-FL and can be Amended, created as Initiation, Cancelled, and Reinstated.

Objectives

Define the Credit Card Source document.

Identify the advantages of this credit card source document.

Describe the elements that must exist prior to creating a Credit Card Source document.

Outline the steps necessary to establish, amend, cancel, and reinstate a Credit Card Source document.

Describe the life-cycle of the transactions for the Credit Card Source document.

Lesson

The Credit Card Source document was specifically designed to be utilized in conjunction with an activity's credit card purchases. It is the BUPERS preferred internal document for reservation of funds prior to credit card purchases. Enhancements to this document in the FASTDATA web make the document a useful document to help keep FASTDATA and STARS-FL in sync.

FASTDATA Credit Card Document (Non-MPC) can be amended, is allowed to have Multi-ACRN/Multi-Line items, and can be an Initiation document when created or amended. The FASTDATA Credit Card document will be an 'MD' Source document. The Miscellaneous MD document will continue to be available. Serial ranges for Credit Card and Miscellaneous documents will not be allowed to overlap. Each of the two types of MD documents must have their own separate serial range in the Sites.

Reference to the Credit Card related source document and transactions within FASTDTA are identified with two different names. Miscellaneous Credit Card source document that a user enters online to reserve funds are referred to as credit card source documents. Credit card transactions imported into FASTDATA through the External Interface MPC processes are referred to as MPC transactions and are CITIDIRECT generated "CC" documents.

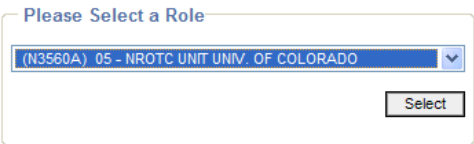
a. The CC document was located in the MEMO tab under Documents/New Document but with the 10-1 release will now be found under the **SOURCE** tab only.
b. The CC Memo document was adjusted under the Correction after export screen but now as a Source document will be amendable.
c. The CC Source document will include the ability to save the CC source and its amendments in an Initiation status.
d. Cancel/Reinstate of source/initiation documents/amendments will also be impacted.

e. The CC Source document will be multi-ACRN and this will require each line item to be tied to an ACRN.
f. The CC printed document was also enhanced as it will print the ACRN information: ACRN ID, JON, OOC, EE, NTE Code, Country Code, ACRN Amount. This will print in a tabular format to accommodate multiple ACRNS.
g. Users will have three signature blocks at the bottom of the CC document.
h. Users will have the ability to print the basic and/or amendments.
i. The CC source document will continue to have "MD" in position 9-10.
j. A cancellation of the basic source CC will be allowed until a Receipt has been posted.
k. Amendments can be cancelled in reverse order of creation. Amendment 01 cannot be cancelled if there is an amendment 02, etc.
l. An Amendment cannot be created if the previous basic or amendment is in initiation status.
m. <u>Cost Redistributions</u> will be allowed on this CC Source document which is BUPERS Credit Card management OPTION B.
n. If used in the <u>Cross reference process</u> for BUPERS CC processing option, then neither a receipt nor expenditure can be on the document, same as all other documents used in the XREF process. This XREF process is BUPERS Credit Card management OPTION A.
o. The CC Source document will create a **540 AO** transaction that will obligate in FASTDATA and send in the accounting batch to STARS-FL. There will be no CM commitment involved in this document and it **does not** require Contract process.

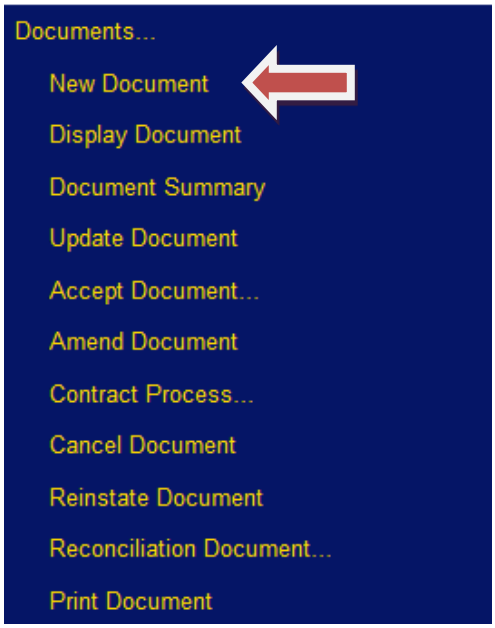
Funds will be adjusted by all Credit Card source documents created unless saved as an Initiation document or amendment. An obligation will be generated upon creation of the document. This eliminates the problem with the DD1149 document used in the credit card process that generates a commitment instead of an obligation on the accounting records. The Credit Card source document can be printed and also can be adjusted using the amendment process. Neither a Credit Card source document nor an imported MPC transaction may have a Contract entered against it under Contract Process. The Credit Card source document can be displayed, Correction after Export can be performed for various fields, and Cancellation is allowed.

Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



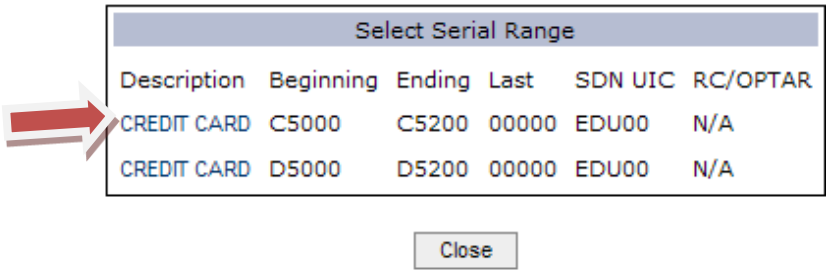
Step 3 On the left hand menu – select Documents/New Document.



Step 4 Select Source/Credit Card.

Step 5 Select a Serial Range

If the FA has set up more than one Credit Card serial range for your Site you will then receive the box to select the range you want to use. If the FA has set up only one serial range for your Site you will go directly into the document when you select Credit Card on the SOURCE Tab. The Credit Card serial range must be unique in the Site and **only used for CC Source documents**. It will create with a miscellaneous (MD) document type and cannot overlap with regular Miscellaneous documents found in the MEMO tab creating (MD) document types as well.



Select Serial Range

Description	Beginning	Ending	Last	SDN UIC	RC/OPTAR
CREDIT CARD	C5000	C5200	00000	EDU00	N/A
CREDIT CARD	D5000	D5200	00000	EDU00	N/A

Close

Step 6 Complete the fields on the template.

- Source/Initiation will show at the top right of the document. The default is Source and will need to be changed if it is to be created as an Initiation document.
- LOCAL Code is an optional field.
- OPTAR Log is mandatory.
- The transaction date reflects the calendar date the document is being created.
- The Cardholder/Card information is optional. The MPC files flowing into the Site will populate the Credit Card Maintenance fields for Cardholder/bank/vendor, etc. It can also be added manually under Credit Card/Credit Card Maintenance.
- Vendor is optional, and will have a drop down box for previously used Vendors or new ones can be added under Credit Card/Credit Card Maintenance/Vendor.

Credit Card Document

Source
Initiation

Document Number - 00 | Status Creating Source

Local Code | Optar Log | MPC

Partial/Final | Bank DCN | Transaction Released

Transaction Date 6/1/2010 | Requisition/ACRN | Approval Number

Cardholder/Card | Vendor

ACCOUNTING CLASSIFICATION

ACRNs	JON	OBJECT CLASS	SUB OBJECT CLASS	EXPENSE ELEMENT	NOT TO EXCEED	COUNTRY CODE	AMOUNT
No ACRNs							
					TOTAL THIS DOCUMENT		$0.00
					CUMULATIVE TOTAL		$0.00

Line Items	Description	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
No Line Items					

Save Close

- Select the ACRN box to add one or more ACRNS to the credit card document.

ACRNs

ACRN AA

ACRN AA | JON 6809490311A - GENERAL OPS 1 | Expense Element T - Supplies | OMB Obj Class 260 | OMB Sub Object Class

Country Code | Not to Exceed Code | Amount $0.00

New Save Close

- JON must be selected from the drop down arrow.
- Expense element is defaulting to "T" and OOC defaults to "260".
- Country Code and Not to Exceed Codes are optional.
- SAVE the ACRN.
- CLOSE if only one ACRN is needed.

ACRNs

ACRN AA

ACRN AA | JON 6809490311A - GENERAL OPS 1 | Expense Element T - Supplies | OMB Obj Class 260 | OMB Sub Object Class

Country Code | Not to Exceed Code | Amount $0.00

ACRN AB

ACRN AB | JON 6809490311B - GENERAL OPS 2 | Expense Element T - Supplies | OMB Obj Class 260 | OMB Sub Object Class

Country Code | Not to Exceed Code | Amount $0.00

New Save Close

- If another ACRN is needed select NEW for the next box to generate with the AB ACRN.
- Fill in the JON and optional fields if needed.
- SAVE.
- Then Close if all ACRNS have been created.

Credit Card Document

Source / Initiation

Document Number - 00 | Status Creating Source

Local Code | Optar Log Training document | MPC

Partial/Final | Bank DCN | Transaction Released

Transaction Date 6/1/2010 | Requisition/ACRN | Approval Number

Cardholder/Card RAAP0012,KIMBERLY D - **********351346 | Vendor JTSI

ACCOUNTING CLASSIFICATION

ACRNs	JON	OBJECT CLASS	SUB OBJECT CLASS	EXPENSE ELEMENT	NOT TO EXCEED	COUNTRY CODE	AMOUNT
AA	6809490311A	260		T			$0.00
AB	6809490311B	260		T			$0.00
					TOTAL THIS DOCUMENT		$0.00
					CUMULATIVE TOTAL		$0.00

Line Items	Description	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
No Line Items					

Save Close

- Upon return to the document the ACRNS will populate the field.
- Next select Line Items.
- There must be at least one line item for each ACRN.

Credit Card Line Items

Item 1

ACRN AA | Unit of Issue EA | Quantity 2 | Unit Price 25.00 | Amount 50.00

Description: Training Document

Item 2

ACRN AB | Unit of Issue EA | Quantity 1 | Unit Price 30.00 | Amount 30.00

Description: Training Another ACRN.

New Save Close

- Fill in the mandatory fields: Unit of issue, Quantity, Unit Price, Description (the amount field will populate when SAVE is selected).

- To add a line item for the second ACRN or to just add multiple line items to the single ACRN document, Select NEW. Each time selected this will drop down a new box. It will always default to the first ACRN so you will need to use the drop down to select the correct one –if it is a multiple –ACRN document.
- If a NEW line is selected and then you decide you do not need it – click on the Trash can to delete that line item.
- SAVE before Close or you will lose all changes done since the last SAVE was performed.
- CLOSE to return to the main document.

Credit Card Document

Source
Initiation

Document Number NEDU0009MDC5000 - 00
Status Creating Source
Local Code
Optar Log Training document
MPC
Partial/Final
Bank DCN
Transaction Released
Transaction Date 6/1/2010
Requisition/ACRN
Approval Number
Cardholder/Card RAAP0012,KIMBERLY D - **********351346
Vendor JTSI

ACCOUNTING CLASSIFICATION

ACRN	JON	OBJECT CLASS	SUB OBJECT CLASS	EXPENSE ELEMENT	NOT TO EXCEED	COUNTRY CODE	AMOUNT
AA	6809490311A	260		T			$50.00
AB	6809490311B	260		T			$30.00
					TOTAL THIS DOCUMENT		$80.00
					CUMULATIVE TOTAL		$80.00

B. ITEM NO.		Description	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
AA	1	Training Document	2	EA	$25.00	$50.00
AB	2	training	1	ea	$30.00	$30.00

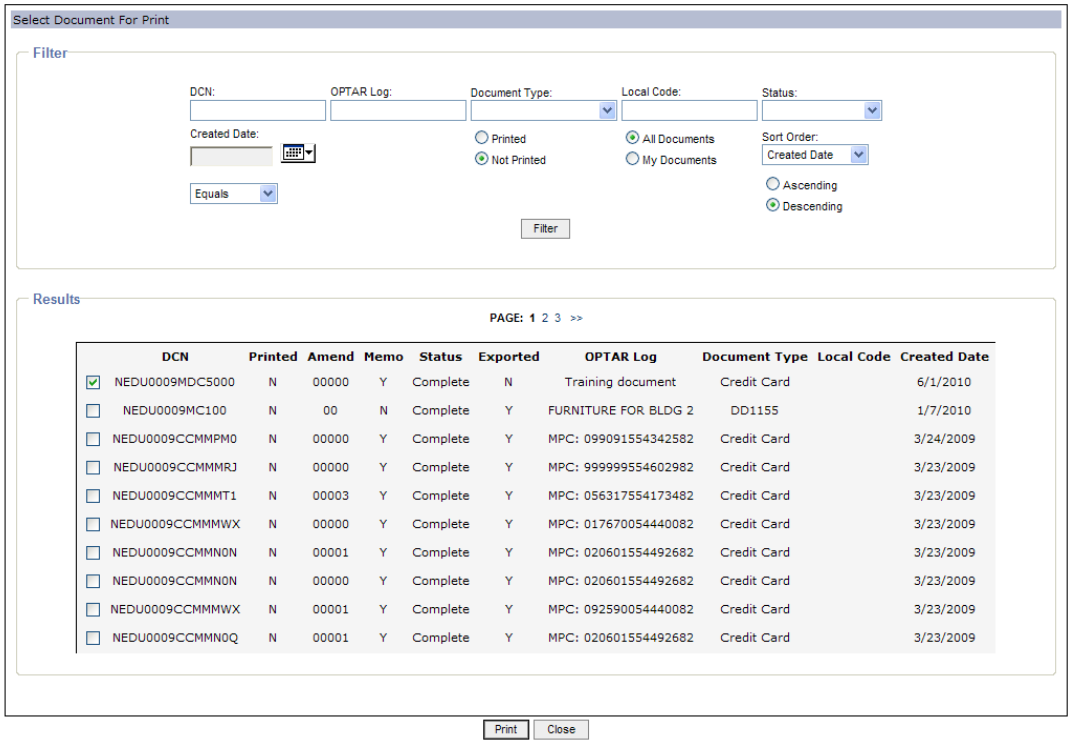
Add Another Close

- SAVE the document and the document number will appear on the top left corner.
- Add another tab is available to select if another document is needed.
- CLOSE if completed.

*****If you don't see the Document number and ADD ANOTHER tab before you CLOSE you have not successfully saved the document.**

Step 7 Print the Credit Card document at the Site Level

- Go to Documents/Print Document
- Click on box next to the Credit Card document



	DCN	Printed	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
☑	NEDU0009MDC5000	N	00000	Y	Complete	N	Training document	Credit Card		6/1/2010
☐	NEDU0009MC100	N	00	N	Complete	Y	FURNITURE FOR BLDG 2	DD1155		1/7/2010
☐	NEDU0009CCMMPM0	N	00000	Y	Complete	Y	MPC: 099091554342582	Credit Card		3/24/2009
☐	NEDU0009CCMMMRJ	N	00000	Y	Complete	Y	MPC: 999999554602982	Credit Card		3/23/2009
☐	NEDU0009CCMMMT1	N	00003	Y	Complete	Y	MPC: 056317554173482	Credit Card		3/23/2009
☐	NEDU0009CCMMMWX	N	00000	Y	Complete	Y	MPC: 017670054440082	Credit Card		3/23/2009
☐	NEDU0009CCMMN0N	N	00001	Y	Complete	Y	MPC: 020601554492682	Credit Card		3/23/2009
☐	NEDU0009CCMMN0N	N	00000	Y	Complete	Y	MPC: 020601554492682	Credit Card		3/23/2009
☐	NEDU0009CCMMMWX	N	00001	Y	Complete	Y	MPC: 092590054440082	Credit Card		3/23/2009
☐	NEDU0009CCMMN0Q	N	00001	Y	Complete	Y	MPC: 020601554492682	Credit Card		3/23/2009

- Select Print

Document Number: NEDU0009MDC5000 - 00000 MPC: NO ☐ Transaction Released Partial/Final: Page 1 of 1
Optar Log: Training document Local Code: Approval Number:
Transaction Date: 06/01/2010 Vendor: JTSI Bank DCN:
Card Holder: KIMBERLY D, RAAP0012 Credit Card: **********351346 Requisition/ACRN: /

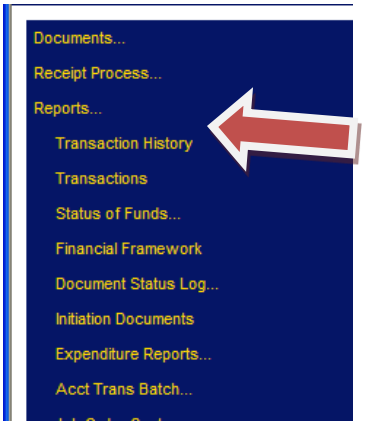
ACRN	Job Order Number	Country Code	Not to Exceed	Expense Element	OMB Object Class	OMB Sub Object Class	Amount
AA	6809490311A			T	260		$50.00
AB	6809490311B			T	260		$30.00
						ACRN Page Total:	$80.00

ACRN	Item Number	Line Item Description	Quantity Ordered	Unit Of Issue	Unit Price	Line Item Total
AA	1	Training Document	2	EA	$25.00	$50.00
AB	2	training	1	ea	$30.00	$30.00

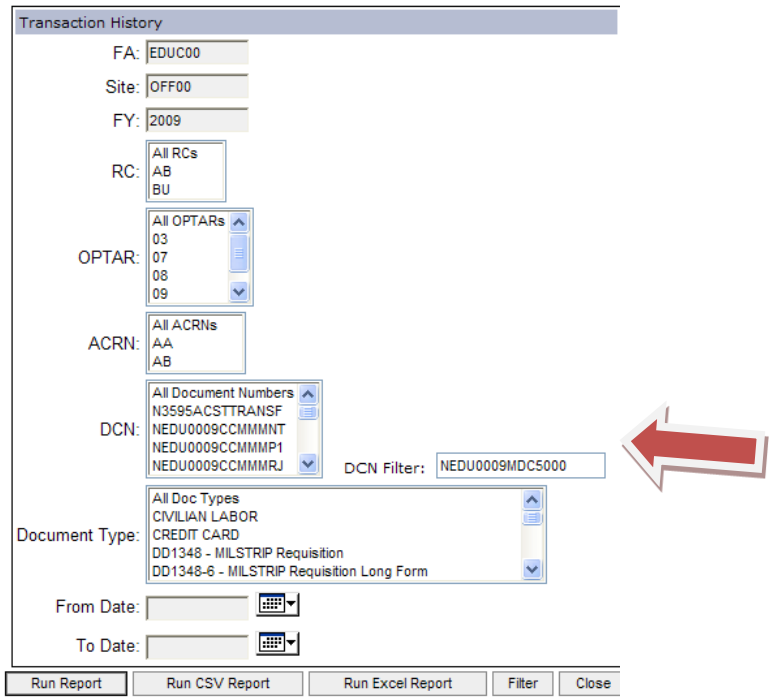
	Signature	Date		
Department Head			Line Item Page Total:	$80.00
IT Approving Official			Grand Total:	$80.00
Authorizing Official			Cumulative Total:	$80.00

- The Credit Card document will print with the ACRN information and then the line items will be listed below it.
- The Signature blocks can be used for any official you need to sign and date the authorized purchase.
- The Grand toal and Cumulative total will be reflected at the bottom of the document.

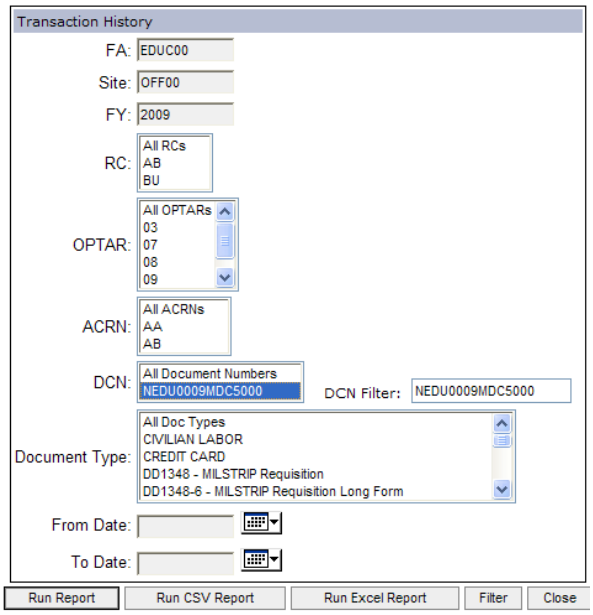
Step 8 View in Transaction History (at FA or Site level)



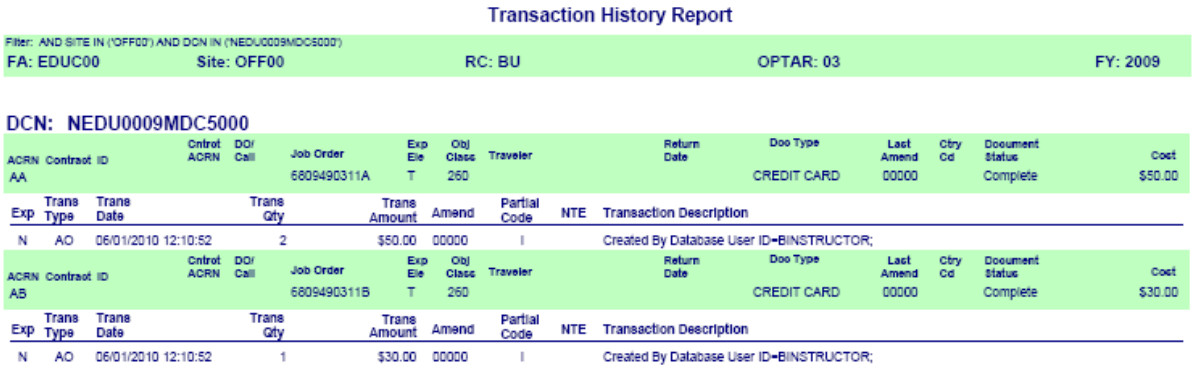
- Go to Reports/Transaction History



- Type your document numcer in the DCN Filter.
- Select FILTER below.



- Highlight the document in the DCN field.
- Select Run Report.



Transaction History Report

Filter: AND SITE IN ('OFF00') AND DCN IN ('NEDU0009MDC5000')

FA: EDUC00 Site: OFF00 RC: BU OPTAR: 03 FY: 2009

DCN: NEDU0009MDC5000

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				6809490311A	T	260			CREDIT CARD	00000		Complete	$50.00

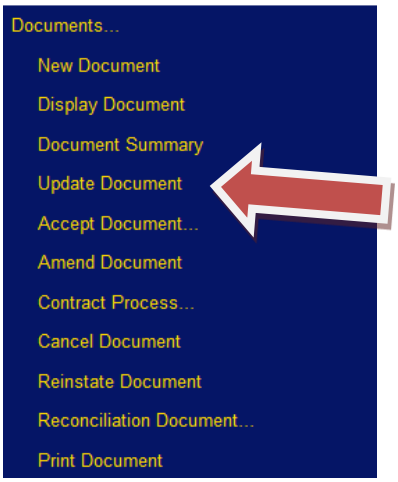
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
N	AO	06/01/2010 12:10:52	2	$50.00	00000	I		Created By Database User ID=BINSTRUCTOR;

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AB				6809490311B	T	260			CREDIT CARD	00000		Complete	$30.00

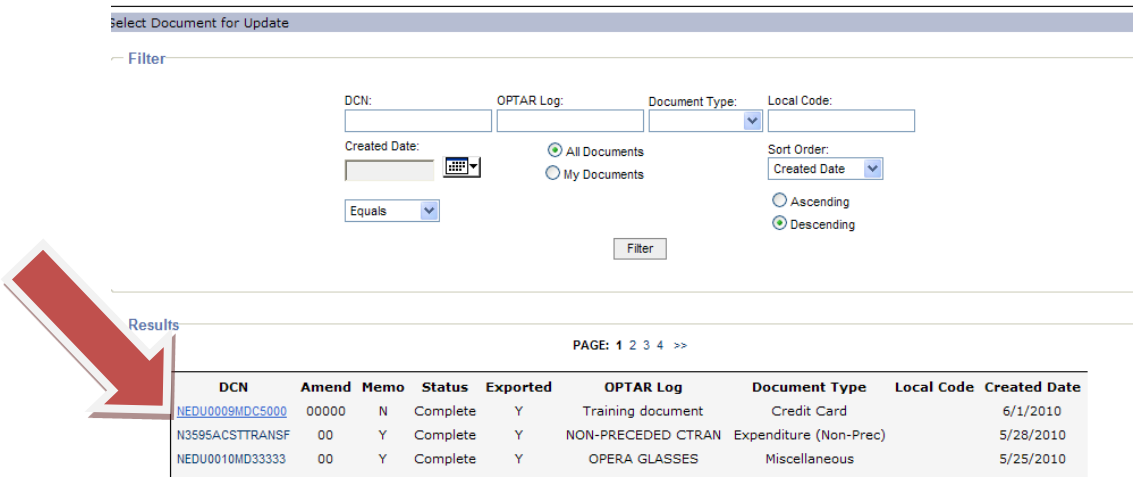
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
N	AO	06/01/2010 12:10:52	1	$30.00	00000	I		Created By Database User ID=BINSTRUCTOR;

- Note that the AA and the AB ACRN are both showing an AO transaction. The 540 C will flow in the next batch to the FA and on to STARS-FL.
- This Credit Card document is the BUPERS preferred document for Credit Card management as it does not generate CM (915) commitments and does not require Contract Process to move the commitment to obligation.

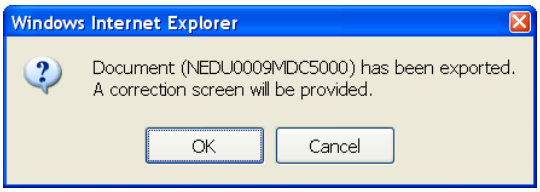
Step 9 Update document using the Correction After Export at the Site level



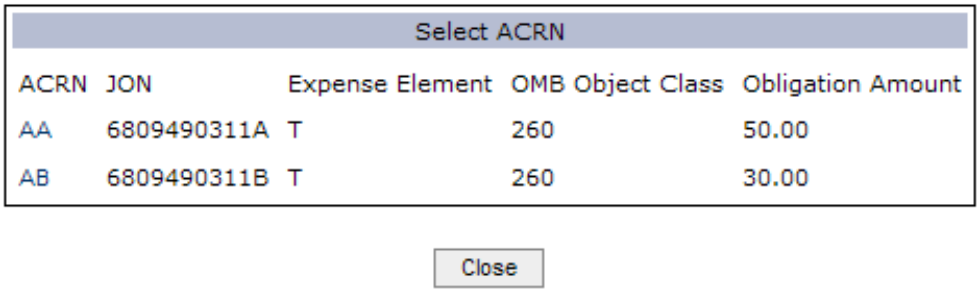
Select the credit card document or use the DCN filter to enter the number, then select FILTER if you do not see your document you are trying to update.



- The obligation field will no longer be available to edit the amount as it was when created as memo. This will be done under Document/Amend Document now that the credit card document is a source document.
- If your credit card document was created with multiple ACRNS you will have to choose which ACRN you want to update under CAE (Correction After Export).
- If there is only one ACRN on the CC document FD will automatically select it.
- If there is already amendments on the CC document, FD will roll up the amounts for all amendments.



- Select OK so that you receive the CAE screen.

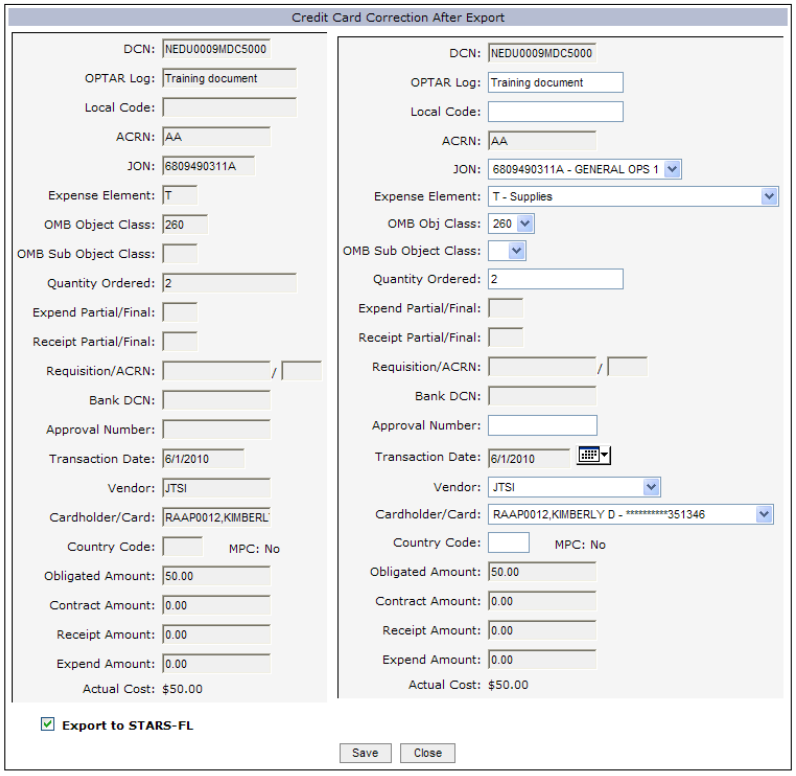


Select ACRN

ACRN	JON	Expense Element	OMB Object Class	Obligation Amount
AA	6809490311A	T	260	50.00
AB	6809490311B	T	260	30.00

Close

- Select the ACRN you want to perform the update on.



Credit Card Correction After Export

DCN:	NEDU0009MDC5000	DCN:	NEDU0009MDC5000
OPTAR Log:	Training document	OPTAR Log:	Training document
Local Code:		Local Code:	
ACRN:	AA	ACRN:	AA
JON:	6809490311A	JON:	6809490311A - GENERAL OPS 1
Expense Element:	T	Expense Element:	T - Supplies
OMB Object Class:	260	OMB Obj Class:	260
OMB Sub Object Class:		OMB Sub Object Class:	
Quantity Ordered:	2	Quantity Ordered:	2
Expend Partial/Final:		Expend Partial/Final:	
Receipt Partial/Final:		Receipt Partial/Final:	
Requisition/ACRN:	/	Requisition/ACRN:	/
Bank DCN:		Bank DCN:	
Approval Number:		Approval Number:	
Transaction Date:	6/1/2010	Transaction Date:	6/1/2010
Vendor:	JTSI	Vendor:	JTSI
Cardholder/Card:	RAAP0012,KIMBERL	Cardholder/Card:	RAAP0012,KIMBERLY D - **********351346
Country Code:	MPC: No	Country Code:	MPC: No
Obligated Amount:	50.00	Obligated Amount:	50.00
Contract Amount:	0.00	Contract Amount:	0.00
Receipt Amount:	0.00	Receipt Amount:	0.00
Expend Amount:	0.00	Expend Amount:	0.00
Actual Cost:	$50.00	Actual Cost:	$50.00

Export to STARS-FL

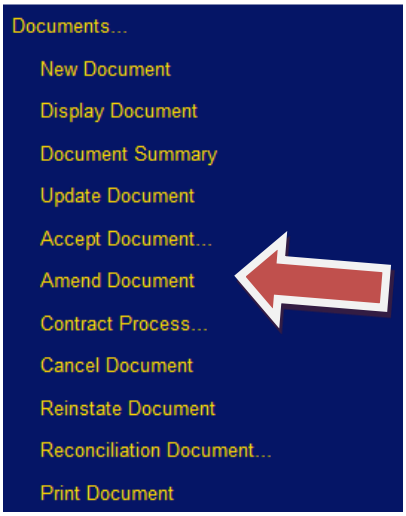
Save Close

- Updates can be done on the OPTAR Log, Local Code, JON, Exense Element, OOC, Quantity Ordered, Approval Number, Vendor, Cardholder/Card, Country Code.
- If you determine that the update needs to be done in both FD and STARS-Fl the export will send to STARS-FL.

- If you determine that it is already correct in STARS-FL and needs to be updated in FD only, uncheck the Export to STARS-FL box in the lower left corner.
- Once desired changes are made to this ACRN, Select SAVE.

Step 10 Amend the Credit Card Document at the Site level

- Go to Documents/Amend Document



- The Basic and any amendments must be exported prior to creating an amendment.
- User can amend one ACRN or multiple ACRNS on the document.
- FD will show a document total for the amendment and a cumulative grand total for all amendments at the bottom of the CC document. These totals are on the display and the printed documents.

Select Document for Amend

Filter

DCN: | OPTAR Log: | Document Type: | Local Code:

Created Date: | Sort Order: Created Date

Equals | Ascending | Descending

Filter

Results

PAGE: 1

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009MDC5000	00000	N	Complete	Y	Training document	Credit Card		6/1/2010
NEDU0009RCA5006	00	N	Complete	Y	ORACLE MAINTENANCE	NC2276		3/5/2009
NEDU0009RCA5005	00	N	Complete	Y	ORACLE SOFTWARE	NC2276		3/5/2009
NEDU0009MPA5003	00	N	Finalized	Y	SOFTWARE INSTALL	DD448		9/11/2008
NEDU0009PTA5002	00	N	Complete	Y	FD SOFTWARE HDBKS	DD282		9/11/2008
NEDU0009RCA5001	00	N	Finalized	Y	SOFTWARE-LDWIN	NC2276		9/11/2008
NEDU0009WRA5000	00	N	Complete	Y	PWC WO93	NC2275		9/11/2008

Close

- Select the DCN or type the DCN you are looking for in the DCN field and select filter.
- Click on the DCN to open the amendment.

Credit Card Document | Source | Initiation

Document Number NEDU0009MDC5000 - 00001 | Status Complete

Local Code | Optar Log Training document | MPC No

Partial/Final | Bank DCN | Transaction Released

Transaction Date 6/1/2010 | Requisition/ACRN | Approval Number

Cardholder/Card RAAP0012,KIMBERLY D - **********351346 | Vendor JTSI

ACCOUNTING CLASSIFICATION

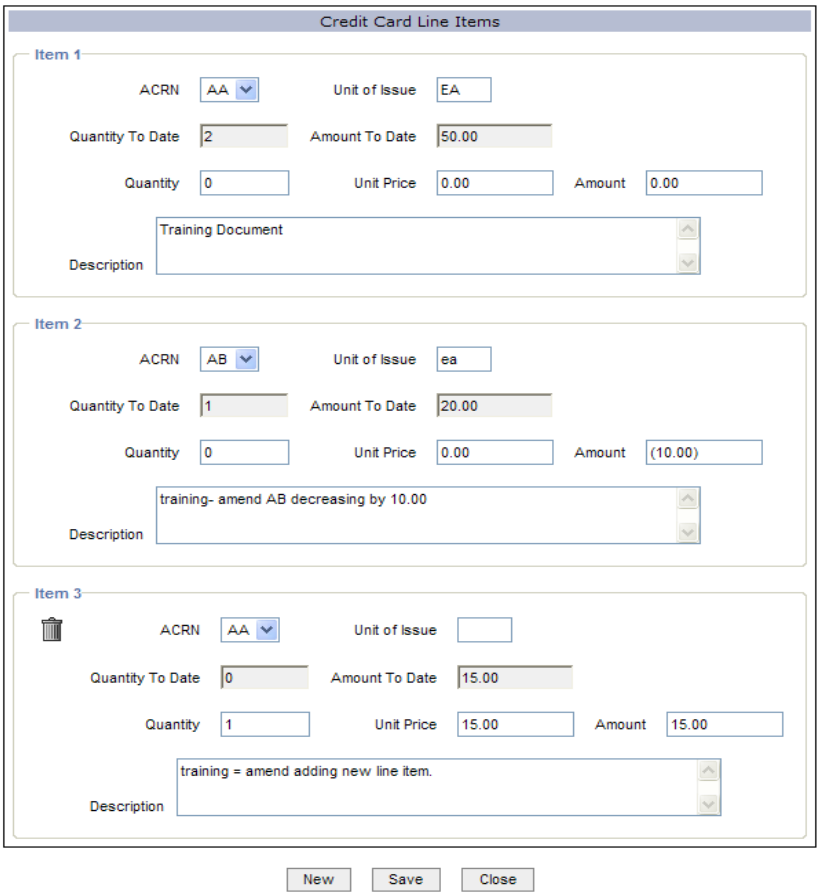
ACRNs	JON	OBJECT CLASS	SUB OBJECT CLASS	EXPENSE ELEMENT	NOT TO EXCEED	COUNTRY CODE	AMOUNT
AA	6809490311A	260		T			$0.00
AB	6809490311B	260		T			$0.00
					TOTAL THIS DOCUMENT		$0.00
					CUMULATIVE TOTAL		$80.00

Line Items		Description	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
AA	1	Training Document	0	EA	$0.00	$0.00
AB	2	training	0	ea	$0.00	$0.00

Save | Close

- If creating amendment as Initiation document select the Initiation radial dial, otherwise leave as Source.
- Edit appropriate fields.
- To add new ACRN select the ACRN box and click on NEW; once it is completed SAVE.

- To increase or decrease money amount for the existing line items select Line item tab.



- Example shows line item 2 being decreased by -10.00.
- Example shows line item 3 being added to original CC document.
- When adjustments are completed SAVE.
- Close to return to main document.

Credit Card Document

Source
Initiation

Document Number NEDU0009MDC5000 - 00001
Status Complete
Local Code
Optar Log Training document
MPC No
Partial/Final
Bank DCN
Transaction Released
Transaction Date 6/1/2010
Requisition/ACRN
Approval Number
Cardholder/Card RAAP0012,KIMBERLY D - **********351346
Vendor JTSI

ACCOUNTING CLASSIFICATION

ACRN	JON	OBJECT CLASS	SUB OBJECT CLASS	EXPENSE ELEMENT	NOT TO EXCEED	COUNTRY CODE	AMOUNT
AA	6809490311A	260		T			$15.00
AB	6809490311B	260		T			($10.00)
					TOTAL THIS DOCUMENT		$5.00
					CUMULATIVE TOTAL		$85.00

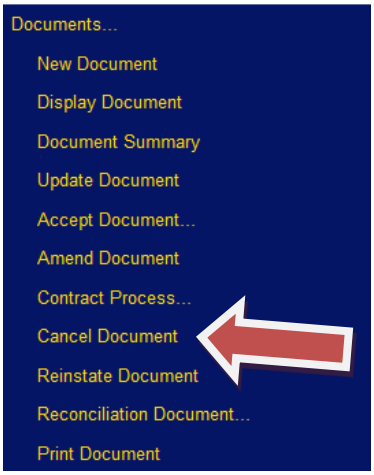
B. ITEM NO.		Description	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
AB	2	training- amend AB decreasing by 10.00	0	ea	$0.00	($10.00)
AA	3	training = amend adding new line item.	1		$15.00	$15.00

Close

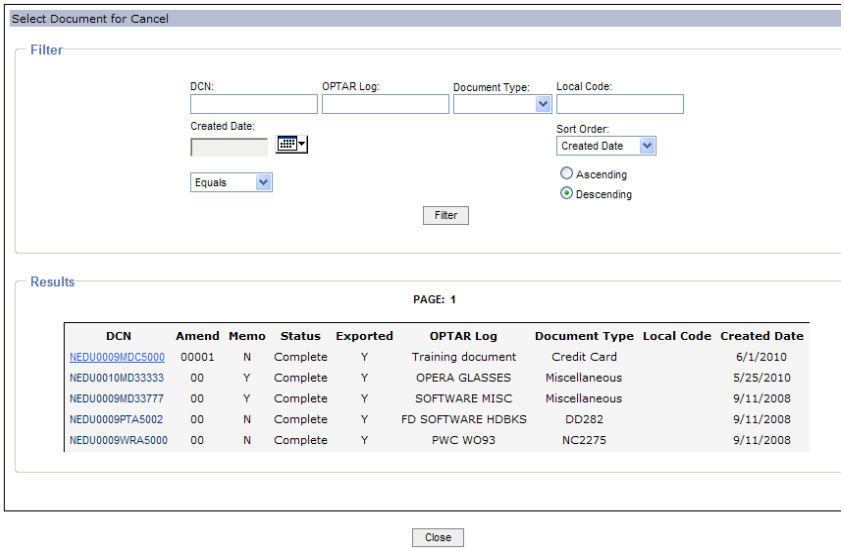
- When you return to the main document SAVE and CLOSE will display with all line items.
- SAVE.
- The remaining line items will be only the ones that were amended showing the new amounts.
- Document total reflects the amended amount.
- Cumulative total reflects the Basic plus all amendment amounts.
- CLOSE.
- Then Print.

Step 11 Cancel Credit Card Basic or Amendment

- Go to Documents/Cancel Document

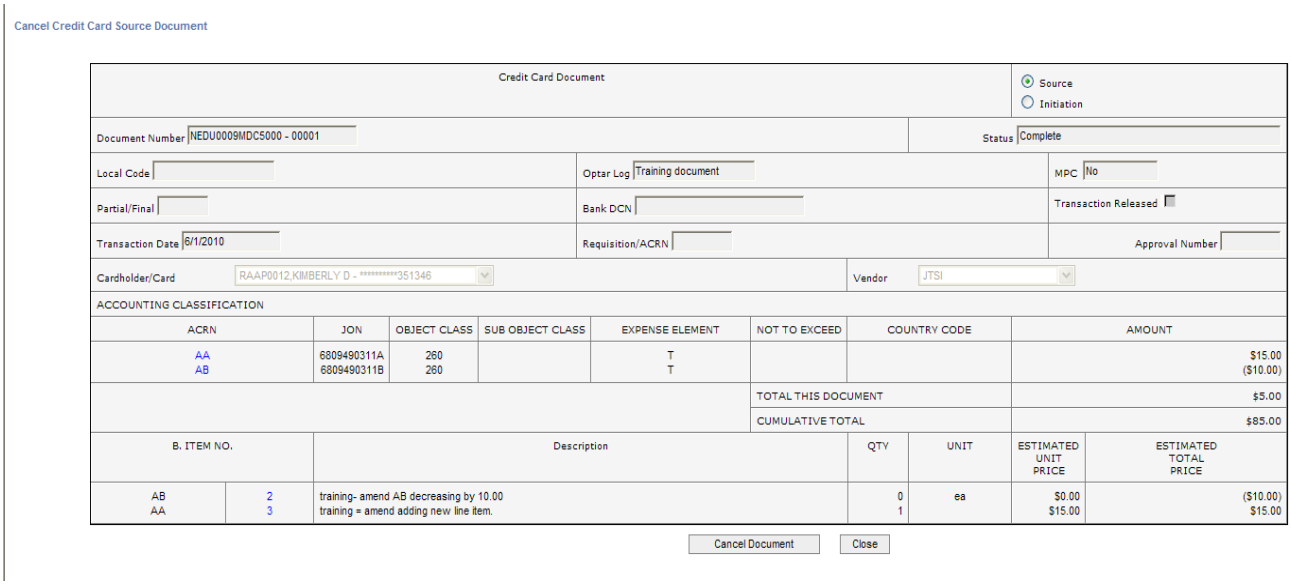


- Select Credit Card document to be cancelled.

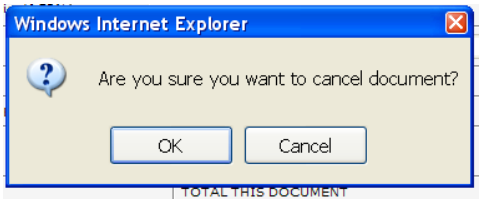


- Once the document is opened up the options will be to Cancel Document or to CLOSE.

- Select Cancel Document.

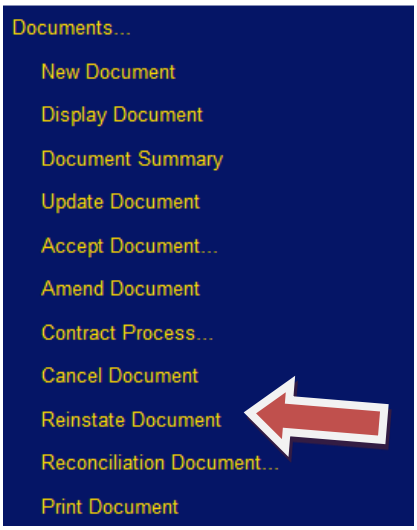


- When CANCEL is selected the prompt will appear.

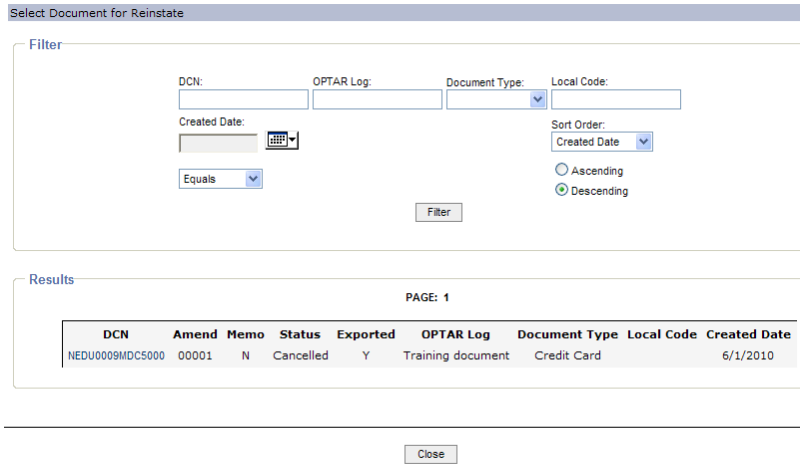


- Select OK to continue with the cancellation.

Step 12 To Reinstate the most current cancellation of the Credit Card Basic or Amendment.



- Go to Documents/Reinstate Document



- Select document to reinstate.
- Click on Reinstate.
- Close

Credit Card Document

Source
Initiation

Document Number NEDU0009MDC5000 - 00001
Status Cancelled

Local Code
Optar Log Training document
MPC No

Partial/Final
Bank DCN
Transaction Released

Transaction Date 6/1/2010
Requisition/ACRN
Approval Number

Cardholder/Card RAAP0012,KIMBERLY D - **********351346
Vendor JTSI

ACCOUNTING CLASSIFICATION

ACRN	JON	OBJECT CLASS	SUB OBJECT CLASS	EXPENSE ELEMENT	NOT TO EXCEED	COUNTRY CODE	AMOUNT
AA	6809490311A	260		T			$15.00
AB	6809490311B	260		T			($10.00)
					TOTAL THIS DOCUMENT		$5.00
					CUMULATIVE TOTAL		$80.00

B. ITEM NO.		Description	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
AB	2	training- amend AB decreasing by 10.00	0	ea	$0.00	($10.00)
AA	3	training = amend adding new line item.	1		$15.00	$15.00

Reinstate Close

Questions

What is the Credit Card Source document?

What are the advantages of this credit card source document?

What are the elements that must exist prior to creating a Credit Card Source document?

What are the steps necessary to establish, amend, cancel, reinstate, print a Credit Card Source document?

What is the life-cycle of the transactions for the Credit Card Source document?

Practice

The training department has provided a list of 3 items needed for a training class. You are the supply person and need to create the credit card source document to be printed and signed before the credit card order can be placed.

Introduction

This lesson will illustrate the steps performed in CITIDIRECT and the affects in FASTDATA and STARS-FL. The difference in the functions in CITIDIRECT will depend on the BUPERS Credit Card Process OPTION that is chosen to manage the activity's Credit Card Process.

Objectives

Define the reallocation process performed in CITIDIRECT.

Identify the flow of transactions from CITIDIRECT.

Describe the elements that must exist in CITIDIRECT prior to using either of the BUPERS Credit Card Options available.

Outline the Credit Card information from CITIDIRECT stored in FASTDATA.

Describe the life-cycle of the transactions for the CITIDIRECT transactions.

Lesson

When the purchase card is used to pay for authorized purchases, the vendor processes the charges to CITIDIRECT. CITIDIRECT generates the credit card SDN for these transactions and sends the file to STARS-FL which will place an accounts payable (510 transaction) on the accounting records on a daily basis. The transactions generated by CITIDIRECT are submitted on a default LOA (JON) that has been provided to CITIDIRECT for the cardholder whose card is being charged.

CITIDIRECT provides the file to DAASC (Defense Automatic Addressing System Command) which then sends it to STARS-FL. DAASC retains a copy of the file which FASTDATA then pulls into the database. This file is the MPC (Military Purchase Card) file. FASTDATA will generate a 540 and post the 510 accounts payable from DAASC. This file will also have the CITIDIRECT generated DCN and the activity designated default LOA (JON).

Depending on which of the BUPERS Credit Card Options the activity chooses to manage their credit card process, CITIDIRECT will treat the transactional flow to STARS-FL and FASTDATA in a different manner.

- **Option A** – using the cross reference process will require that a REALLOCATION be performed in CITIDIRECT. We will discuss this further.
- **Option B** – will not require any further processes in CITIDIRECT. The default LOA (JON) will be used to process the payment and Cost Redistribution to the final LOA(JON) will be done in STARS-FL after the 610 has posted.

CITIDIRECT reallocation process is used to reallocate the charge to the default LOA (JON) moving it to the final LOA (JON). This process will generate a credit to the default and a charge to the final JON. To perform reallocation in CITIDIRECT the final LOAs (JONS) must exist in FASTDATA, STARS-FL, and in CITIDIRECT. In this process the MPC transaction to the final JON (after the reallocation is done in CITIDIRECT) will be cross referenced to the internal credit card memo document to reduce the double obligation status.

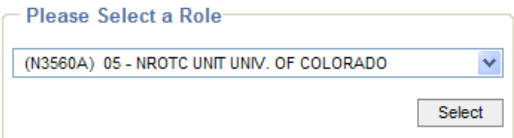
The terms **REALLOCATION, CROSS REFERENCE (X REF), and COST REDISTRIBUTION** are often confused.

- Reallocation can only be done in CITIDIRECT if the final LOAs (JONs) exist in CITIDIRECT. It credits the accounts payable on the default LOA (JON) and charges the final LOA (JON).
- Cross Reference (X REF) is done in FASTDATA and liquidates the obligation/accounts payable on the internal credit card memo document that provided a funds availability check by cross referencing it to the CITIDIRECT "CC" generated SDN.
- Cost Redistribution is done in STARS-FL using the TFCR or in FASTDATA at the FA or Site level moving the 610 (EV)expenditure from the CITIDIRECT SDN to the internal credit card source document.

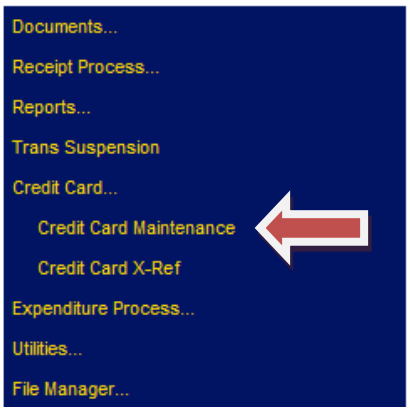
Much of the credit card related information that is in CITIDIRECT is also in FASTDATA, such as the bank name, credit card numbers, credit card holders and vendors. This information is maintained in the Site module and can be manually entered or it will populate the data by the credit card information importing in the MPC files. The credit card maintenance window will allow manual updates if activity does not want to wait for CITIDIRECT information to import in an MPC file.

Step 1 Log into FASTDATA WEB URL.
Use the USER ID and password the first time to get your CAC enabled for future logons.

Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.

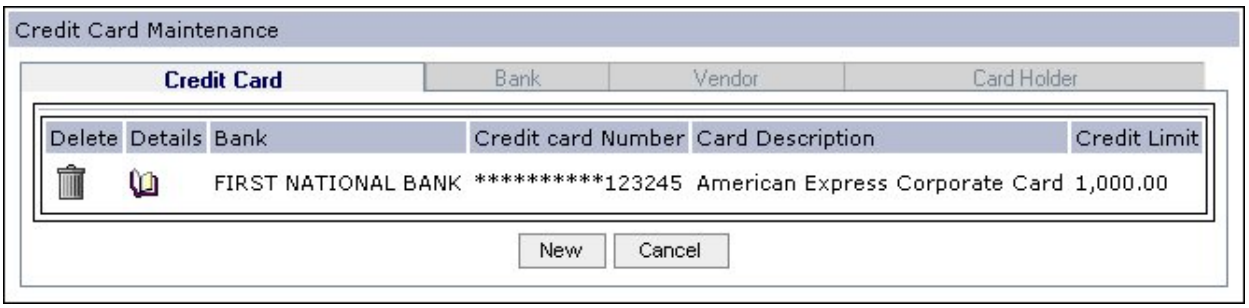


Step 3 On the left hand menu – select Credit Card/Credit Card Maintenance.



Step 4 Select Credit Card tab

The Credit Card Tab lists the credit cards for your site's banks. From this tab you can add, update and remove credit cards for your site. You cannot delete a Credit Card if it has any associated cardholders.



Use this page to create, modify, view, and delete records on credit cards and related cardholders, banks, and vendors. The page organizes your site's credit card data into four tabs: Credit Card, Bank, Vendor and Cardholder. Access to credit card processes is defined at the System Administrator level. Users will have update, view-only, or no access to these processes.

Select the desired tab. You can add new Banks, Vendors, Cardholders at each of the tabs. You may also select the Detail Icon for additional options. After you add the desired banks, you can add the desired credit cards to associate with the banks.

After you add the credit cards, you can assign cardholders to the credit card records. Because the banks, credit cards, cardholders, and vendors are related, you cannot delete one type of record if it has associations with other records. For example, if you want to delete a bank record, you cannot do so if the bank has a credit card associated with it. Similarly, if you want to delete a credit card, you cannot do so if there is a cardholder associated with the credit card in FASTDATA. The vendor data is for use on the source Credit Card document. If a Credit Card source document has a vendor specified, you cannot

delete that vendor record. If a source Credit Card document has a cardholder specified, you cannot delete that cardholder.

Step 5 Select Bank Tab

This tab lists the banks for your site. From this tab you can navigate to the Bank Detail page where you can view or update Bank information. You may also navigate to the New Bank page by selecting the New button.

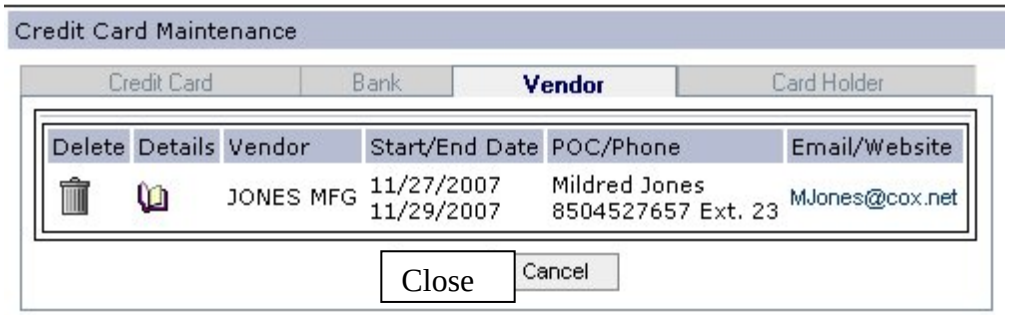
Note: The application was updated after the screen capture was made to rename the button from Cancel to Close.

- **Delete Icon (Trash Can) -** Select the Delete icon if you wish to delete a bank from the list. You cannot delete a bank that has associated credit cards.
- **Details Icon (Open Book) -** Select the Detail icon to navigate to the Bank Detail page.
- **Bank -** Identifies the name of the financial institution that has, or will have, a military purchase card (MPC) account for your site. Select the column heading to sort in either ascending or descending order.
- **POC/Phone -** Identifies a Point-of-Contact (POC) name and phone number. Select the column heading to sort in either ascending or descending order.
- **E-Mail/Website -** Identifies the E-mail address and Web site address of the bank. Select the column heading to sort in either ascending or descending order.
- **New -** Select the New button to navigate to the New Bank page.

Close - Closes the Credit Card Maintenance page.

Step 6 Select Vendor tab

This tab lists the vendors for your site. From this tab you can navigate to the Vendor Detail page where you can view or update Vendor information. You may also navigate to the New Vendor page by selecting the New button.



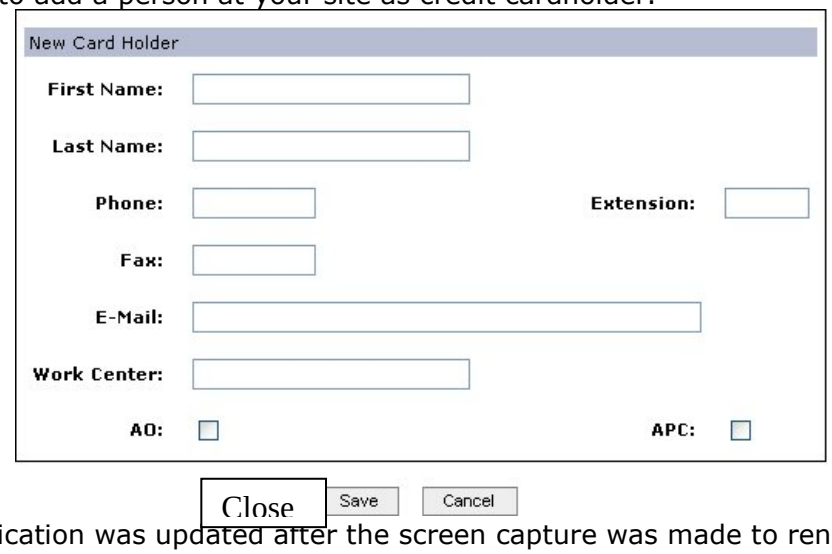
Note: The application was updated after the screen capture was made to rename the button from Cancel to Close.

- **Delete Icon (Trash Can) -** Select the Delete icon if you wish to delete a bank from the list. You cannot delete a bank that has associated credit cards.
- **Details Icon (Open Book) -** Select the Detail icon to navigate to the Bank Detail page.
- **Vendor -** Identifies the business providing a service or product. Select the column heading to sort in either ascending or descending order.
- **Start/End Date -** Contains the start and end dates for the vendor contract. Select the column heading to sort in either ascending or descending order.
- **POC/Phone -** Identifies a Point-of-Contact (POC) name and phone number. Select the column heading to sort in either ascending or descending order.
- **E-Mail/Website -** Identifies the E-mail address and Web site address of the vendor. Select the column heading to sort in either ascending or descending order.
- **New -** Select the New button to navigate to the New Vendor page.

Close - Closes the Credit Card Maintenance page.

Step 7 Select Card Holder tab

Use this page to add a person at your site as credit cardholder.



Note: The application was updated after the screen capture was made to rename the button from Cancel to Close.

First Name - Identifies the first name of the cardholder.
Last Name - Identifies the last name of the cardholder.
Phone -Contains the cardholders phone number.
Extension - Contains the cardholders phone extension.
Fax - Identifies the cardholders fax number.
E-Mail - Identifies the cardholders e-mail address.
Work Center - Briefly describes the cardholder's work location.
AO - Indicates whether the cardholder is an approving official (AO). The AO is responsible for reviewing and verifying monthly purchase card statements of cardholders in a given locale or group.
APC - Indicates whether the cardholder is the agency program coordinator (APC). The APC has overall responsibility for the management, administration, and day-to-day operations of the purchase card program at your site.

Save - Saves the new cardholder information.
Close - Closes the New Cardholder page and returns you to the Credit Card Maintenance page.

Step 8 Automatic populating of CITIDIRECT Information

The Credit Card MPC files will pull in the CITIDIRECT information if the activity chooses not to manually complete the Credit Card, Bank, Cardholder, and Vendor tabs.

Questions

What is the reallocation process performed in CITIDIRECT?

What is the flow of transactions from CITIDIRECT?

What are the elements that must exist in CITIDIRECT prior to using either of the BUPERS Credit Card Options available?

What is the Credit Card information from CITIDIRECT stored in FASTDATA?

What is the life-cycle of the transactions for the CITIDIRECT transactions?

Practice

Verify what data has been transmitted to your Site on the MPC files to see how many cardholders you have been stored in your FASTDATA. Add a phone number to the cardholder record.

Introduction

This lesson will discuss the Military Purchase Card (MPC) files and the role these files play in the Credit Card Process. The import of the MPC files will affect OPTAR funds and will match transactions posting in STARS-FL.

Objectives

Define the Military Purchase Card (MPC) file.

Describe the elements that must exist prior to importing of the Military Purchase Card file.

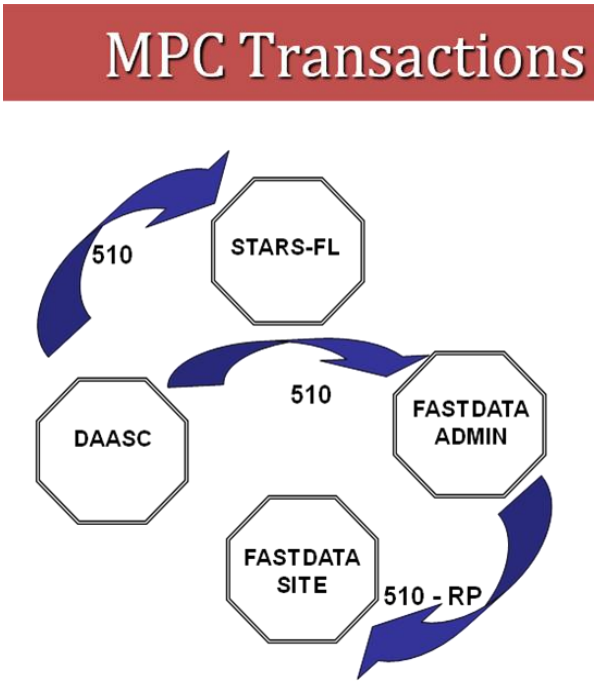
Outline the steps to locate missing transactions expected on the MPC file.

Describe the life-cycle of the transactions imported in the MPC file.

Lesson

The import of the Military Purchase Card (MPC) file is the process where the actual transactions from CITIDIRECT are recorded at the FASTDTA Site. This file is a duplicate of the CITIDIRECT "CC" documents that are also being posted to STARS-FL.

The FASTDATA website contains instructions for setting up the MPC interface with DAASC. The FA will set up the interface and receive a USERID and password from DAASC. The file will be controlled in the Automated Process feature of the FA and it will be set up to pull the file every X minutes. Normally DAASC receives a file from CITIDIRECT once a day but if more than one is received by DAASC FASTDATA will retrieve it with settings of importing the file every X minutes.



Note: In the GUI version of FASTDATA the MPC file imported 540 AO transactions into the Site and posted on the transaction history report. In the FASTDATA web version this has been corrected to import the same type transaction flowing into STAR-FL, an accounts payable (RP) will post as a 510 transaction in STARS-FL and the RP will post in FASTDATA.

When the credit card is charged at CITIDIRECT the MPC file will import an RP transaction to obligate the credit card charge to the default LOA (JON) in the Site. If the charge is reallocated by the Cardholder in CITIDIRECT to the final LOA (JON), the MPC file will then import a credit RP transaction to clear out the charge to the default and a charge to the final LOA (JON).

These transactions should appear within a day of posting in STARS-FL depending on the timing of the automated process and when the MPC file is set to import. If the transactions do not appear within a day or two in the credit card X Ref utility or the Transaction History report, then there are some troubleshooting areas to review to identify if there is a problem.

1. First, go to STARS-FL and use FASTPATH RDOC to view the document details. Determine if the missing transaction is in STARS-FL and if so what date it posted.

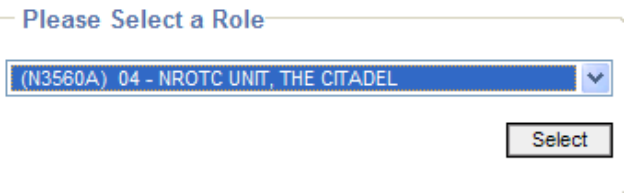
2. If the transaction is not in STARS-FL yet, it will not be in FASTDATA either.
   a. Check the FASTPATH TEXV to see if it is on the exception report for some reason.
   b. The issue may be due to timing of when the CITIDIRCT file was sent to STARS-FL and may be in the next file.
   c. The credit card used for the purchase may be a bulk funded credit card. If so, the reallocated transactions will not post in STARS-FL or FASTDATA until the Authorizing Official (AO) releases the monthly bill.

3. If the transaction is located in STARS-FL and the date is within a day or two wait a day and check FASTDATA again to see if it has posted.

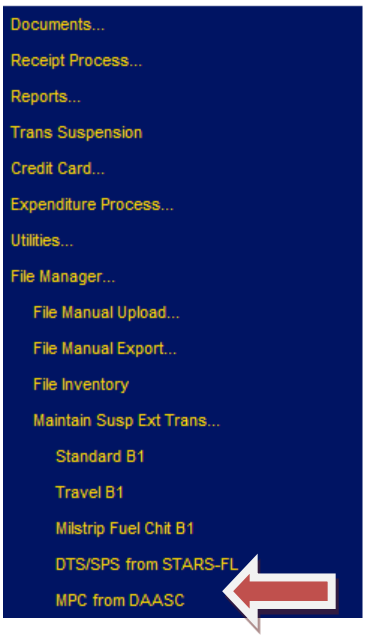
4. Check in the Site to see if the transaction suspended.

Step 1 Log into FASTDATA WEB URL.
Use the USER ID and password the first time to get your CAC enabled for future logons.

Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



Step 3 Select File Manager/Maintain Susp Ext Trans/MPC from DAASC

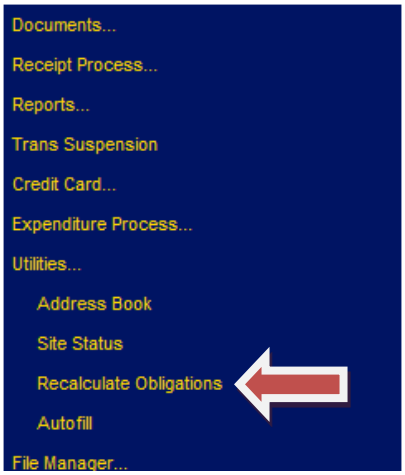


Step 4 **Correct Suspended MPC Transactions**.

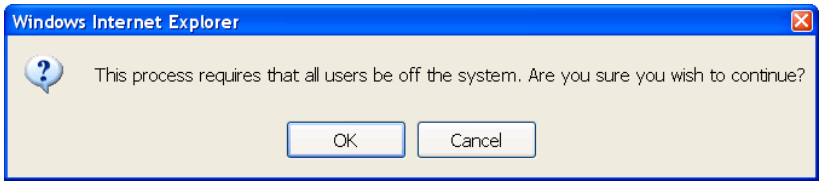
Use this page to maintain Suspended MPC transactions suspended during import. You are limited to deleting the suspended MPC transactions or Reprocessing the transactions. You can't correct MPC transactions at this screen. You may, however, correct the cause of the suspension elsewhere in the system and Reprocess the transaction from this screen.

If the error message is No Funds Available, the FA would need to add more funds and release to the Site, or another document would need to be updated to decrease so the transactions can be allowed to flow into the Site and Cross referenced. Sometimes with the increases and decreases flowing into the Site daily the obligations on the JONS will get out of balance. If there are No Funds Available messages user may wish to Recalculate Obligations to see if that adjusts any of the JON costs enough to allow transactions to post.

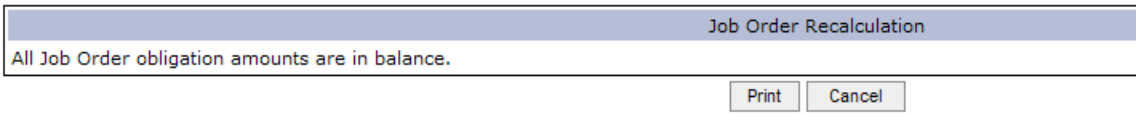
This can be located under **utilities, Recalculate obligations**. All users will need to be out of the Site for this process to be performed.



Pop Up will notify user that all users must be out of the system. Make sure that all other Site users are out of the Site.
Select OK.



Notification will display if all is balanced or if something is out of balance.

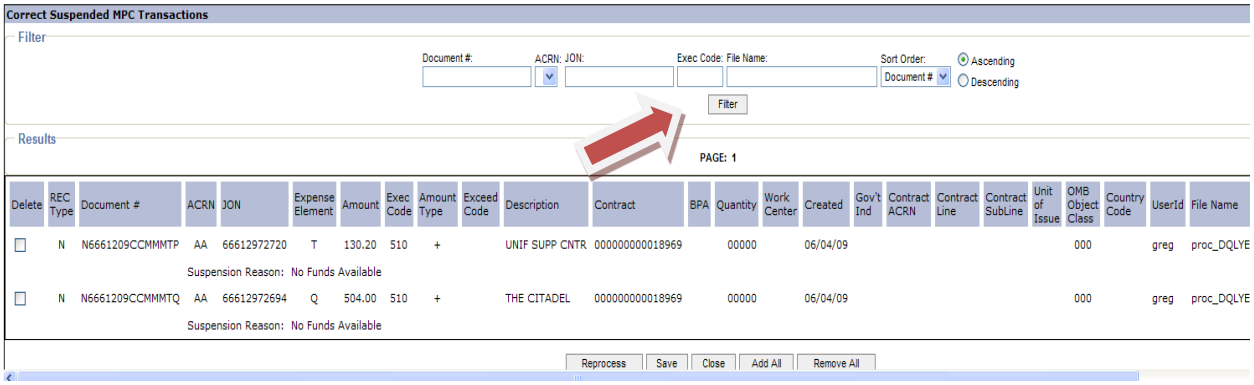


NOTE: There is a FUNDS CHECK for external MPC/DTS imported files at the FA that they can turn off so that these external files that processed in STARS-FL already can be imported into FASTDATA without suspending due to funds not being available. If the FA has this feature turned off then you will not have MPC transactions suspending due to lack of funds at the Site level. If Site is low on funds and the transaction posts, it will allow the cross reference to be done. It will also reflect a negative balance until this is done and will prevent the Site from creating any new documents until the Cross reference is performed and the double obligation is resolved.

Re-Processing 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: Site Users will not see the Site ID field.

- To delete transactions put a check mark in the delete box and Select Reprocess.
- To Reprocess the transactions once the error has been resolved, Select Reprocess.



You can filter by DCN, ACRN, JON, EXEC CODE, or File Name.

- **Sort Order -** You can sort by DCN, Exec Code, ACRN, JON, or File Name.
- **Ascending/Descending -** Allows you to sort in either Ascending or Descending order.
- **Filter -** Initiates your search

Results from the filter:

- **Delete -** Select Delete checkbox to identify a file for deletion
- **REC Type -** Indicates whether the record type is new (N), an adjustment (T), a partial receipt (P), or a final receipt (Q)
- **Site Id (FA Only) -** Identifies the Site associated with the suspended transaction
- **Document# -** Identifies the transaction's document control number (DCN).
- **ACRN -** Identifies the ACRN associated with the transaction.
- **JON -** Identifies the job order number (JON) associated with the transaction.
- **Expense Element -** Identifies types of obligations and expense charges below the Function/Subfunction level.
- **Amount -** Identifies the transaction amount.
- **Exec Code -** Indicates the type of transaction processing and posting of the general ledger in STARS-FL.
- **Amount Type -** Identifies the amount as a credit (positive) or debit (negative).
- **Exceed Code -** Indicates directions for paying the obligation; this code is checked by bill-paying personnel when paying the obligation. Valid values include C (Always Partial), D (Not to exceed Partial if F makes Partial), F (Always Final), G (Not to exceed Final if the transaction is an expenditure), P (Makes Final), X (Not to exceed), and blank.
- **Description -** Contains a description or comment.
- **Contract -** Identifies the contract.
- **BPA -** Identifies a call against a Blanket Purchase Agreement or a Delivery Order against an Indefinite Delivery Type Contract.
- **Quantity -** Identifies the line item level cumulative number of items received.
- **Work Center -** Identifies organizational Public Works (PW) segments and subdivisions that are assigned on a functional or craft basis (i.e., carpentry or masonry), and used by PW to identify source of labor required on work authorization documents and to collect costs for PW-controlled maintenance reports.

- **Created -** Indicates the date the document was created in FASTDATA
- **Gov't Ind -** Indicates government or non-government.
- **Contract ACRN -** Identifies the contract ACRN.
- **Contract Line -** Identifies a supply or service item on a contractual document.
- **Contract SubLine -** Provides a further subdivision of the Contract Line Item for a contract performance or administration of subordinate requirements.
- **Unit of Issue -** Identifies the standard of measurement to determine quantity.
- **OMB Object Class -** Identifies the Office of Management and Budget object class designation.
- **Country Code -** Identifies the country for purposes of processing the transaction.
- **User/ID -** System generated User/Id of the user who created the transaction. This is a view only field.
- **File Name -** The name of the file that contained the suspended transaction. This is a view only field.

- **Reprocess -** Reprocesses suspended transactions

- **Save -** Saves your changes to the suspended transactions.

- **Close -** Stops the action to correct suspended transactions and Closes the Correct Suspended Transactions window.

- **Add all -** Identifies all transactions for deletion

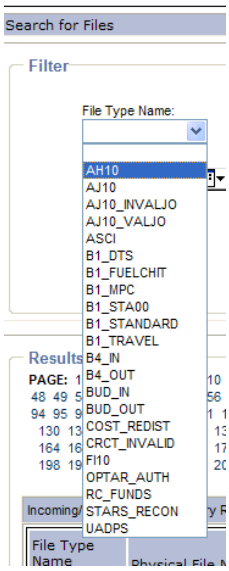
- **Remove all -** Removes the deletion checkmark from all files marked for deletion

Step 5 MPC transaction not found – File Inventory

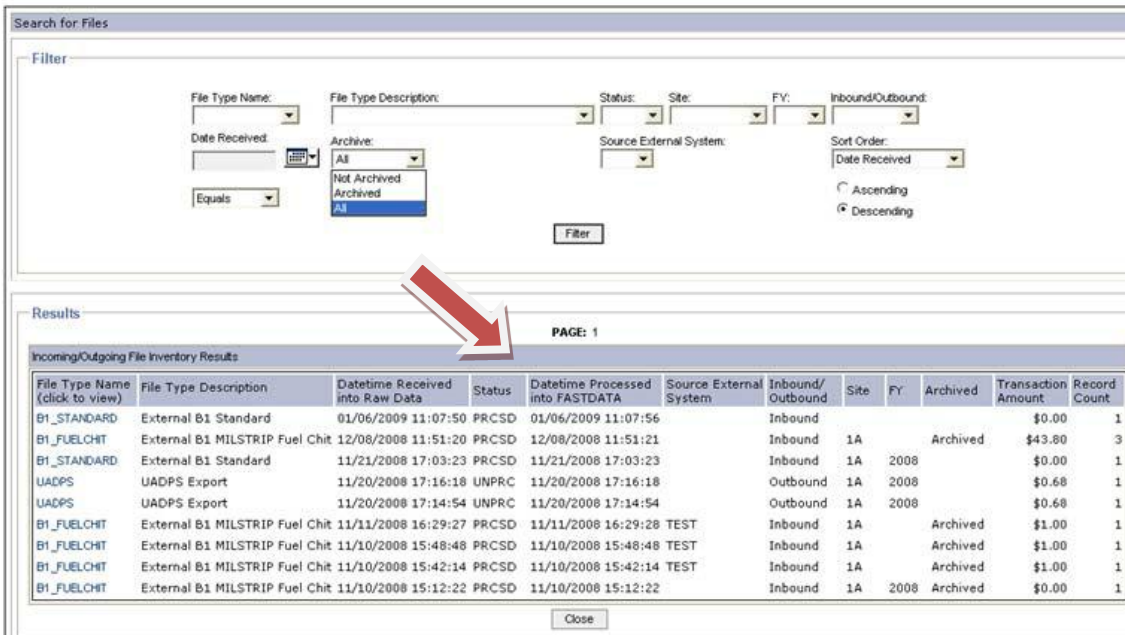
If there are no suspended MPC records and all other trouble shooting suggestions have been reviewed as noted above, it is possible that your MPC file has imported and is UNPROCESSED status due to an error in the JON. This can be viewed in the Site and at the FA level under the File Inventory.

Select File Manager/File Inventory

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.



B1_MPC is the file name you would search for in the filter. The file would be unprocessed or have an error so the status field would be important to review.



File Type Name (click to view)	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_STANDARD	External B1 Standard	01/06/2009 11:07:50	PRCSD	01/06/2009 11:07:56		Inbound				$0.00	1
B1_FUELCHIT	External B1 MILSTRIP Fuel Chit	12/08/2008 11:51:20	PRCSD	12/08/2008 11:51:21		Inbound	1A		Archived	$43.80	3
B1_STANDARD	External B1 Standard	11/21/2008 17:03:23	PRCSD	11/21/2008 17:03:23		Inbound	1A	2008		$0.00	1
UADPS	UADPS Export	11/20/2008 17:16:18	UNPRC	11/20/2008 17:16:18		Outbound	1A	2008		$0.68	1
UADPS	UADPS Export	11/20/2008 17:14:54	UNPRC	11/20/2008 17:14:54		Outbound	1A	2008		$0.68	1
B1_FUELCHIT	External B1 MILSTRIP Fuel Chit	11/11/2008 16:29:27	PRCSD	11/11/2008 16:29:28	TEST	Inbound	1A		Archived	$1.00	1
B1_FUELCHIT	External B1 MILSTRIP Fuel Chit	11/10/2008 15:48:48	PRCSD	11/10/2008 15:48:48	TEST	Inbound	1A		Archived	$1.00	1
B1_FUELCHIT	External B1 MILSTRIP Fuel Chit	11/10/2008 15:42:14	PRCSD	11/10/2008 15:42:14	TEST	Inbound	1A		Archived	$1.00	1
B1_FUELCHIT	External B1 MILSTRIP Fuel Chit	11/10/2008 15:12:22	PRCSD	11/10/2008 15:12:22		Inbound	1A	2008	Archived	$0.00	1

Search for Files using the Filter

- **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.
- **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.

Incoming File/Outgoing File Inventory Results

- **File Type Name -** The file name identified in the search criteria. Select the File Name to view the raw data.
- **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.
- **Transaction Amount -** The cumulative dollar amount of all the records in the file
- **Record Count -** The number of records in the file

Close - Closes the File Inventory Search page

Questions

What is the Military Purchase Card (MPC) file?

What elements that must exist prior to importing of the Military Purchase Card file?

What are the steps to locate missing transactions expected on the MPC file?

What is the life-cycle of the transactions imported in the MPC file?

Practice

A reallocation was performed in CITIDIRECT and posted in STARS-FL. Try to locate the missing transaction and if found determine what action needs to be done.

Introduction

This lesson will illustrate the steps required to perform the Credit Card Cross Reference (X Ref) between the MPC CITIDIRECT document number and the internal Credit Card Memo document used to validate the funds availability prior to use of the credit card.

Objectives

Define the Credit Card Cross Reference process.

Describe the elements that must exist prior to performing the Credit Card X Ref.

Outline the steps necessary to perform the Credit Card X Ref.

Describe the life-cycle of the transactions for the Credit Card X Ref process.

Lesson

When **Option A** is used by the BUPERS activity, these events will occur:

- Create the Credit Card Source document to validate the availability of funds prior to using the credit card
- Import the MPC files daily
- Perform reallocations in CITIDIRECT to the final LOA (JON)
- Perform the Credit Card X Ref at the Site level to liquidate the internal document used to reserve funds.

By performing the Credit Card X Ref process when the MPC file is imported with the final LOA (JON), the double obligation in FASTDATA and STARS-FL will be eliminated. The Credit Card X Ref is often confused with the Cost Redistribution. Both eliminate the double obligation but the timing is different. The **X Ref process** allows the internal Credit Card Source document to be liquidated as the CITIDIRECT MPC file brings in the **obligations (accounts payables)** that cause the double obligation status. This moves the cost from the internal document and leaves it on the "CC" document. The **Cost Redistribution** is performed using TFCR FASTPATH in STARS-FL and is done after the **expenditure** posts in STARS-FL. It moves the cost from the "CC" document to the internal document.

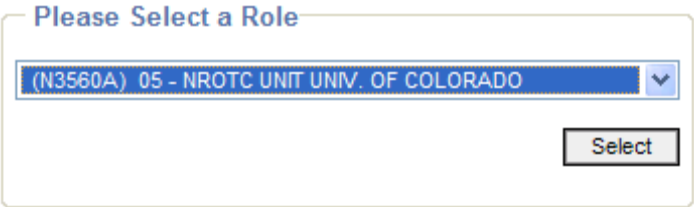
There have been many changes to the Credit Card X Ref process and the utility screen used to perform this process in the FASTDATA Web release to accommodate the BUPERS requests provided by the FASTDATA users. The changes to the current GUI Credit Card X Ref process will be noted throughout this lesson.

FASTDATA will not display a requisition document to Cross reference if there is a receipt or expenditure recorded on the document. It will also not be displayed if there is a "partial" contract process done on a contracted document, or if the contracted document is being used with a Multi-PIIN/PIIN ACRN. An Initiation

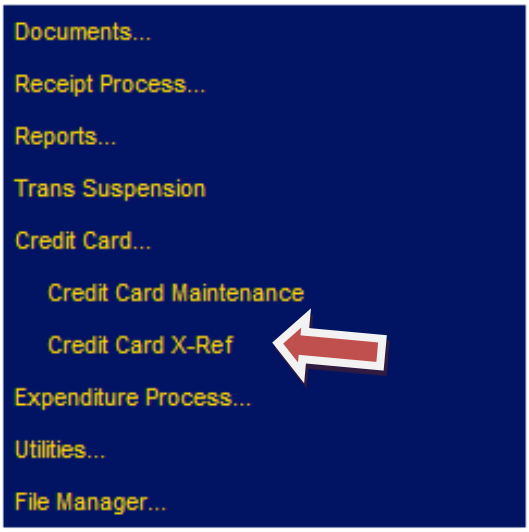
document or ACRN on an Initiation amendment not on the Source document will also not be available for Cross reference.

Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



Step 3 **Select Credit Card/Credit Card X Ref**



Step 4 Credit Card Cross Reference Screen will appear.

Credit Card Cross Reference

Filter

MPC DCN: Amendment: MPC Amount: Vendor: Absolute Value of MPC Amount:

Reconciled Exported Sort Order: Ascending
Not Reconciled Not Exported MPC DCN Descending
Filter

Results

PAGE: 1 2 >

Release	MPC DCN	Amend	P/F	MPC Amount	Reconciled	Requisition DCN	ACRN	Req Amt	Optar Log Description	Transaction Date	Vendor
	N6661209CCMMMTN	00000		$504.00						06/01/09 12:06:00	THE CITADEL
	N6661209CCMMMTN	00001	Final	($130.20)						05/20/09 12:05:00	UNIF SUPP CNTR
	N6661209CCMMMTN	00002	Final	($200.00)						05/22/09 12:05:00	USPS POSTAGE(S
	N6661209CCMMMTN	00003	Final	($504.00)						06/01/09 12:06:00	THE CITADEL
	N6661209CCMMMTN	00004		$17.99						06/06/09 12:06:00	STAMPS.COM
	N6661209CCMMMTN	00005		$63.78						06/07/09 12:06:00	FEDEX
	N6661209CCMMMTN	00006		$59.62						06/15/09 12:06:00	FEDEX
	N6661209CCMMMTN	00007		$130.20						05/20/09 12:05:00	UNIF SUPP CNTR
	N6661209CCMMMTN	00008		$645.30						06/11/09 12:06:00	LCI SERVMART
	N6661209CCMMMTN	00009		$150.00						06/12/09 12:06:00	USPS POSTAGE(S

Reconcile | Unreconcile Save XREF Close

A list of the MPC DCNs will appear. Only the "CC" CITIDIRECT MPC DCN will appear in the MPC DCN field.

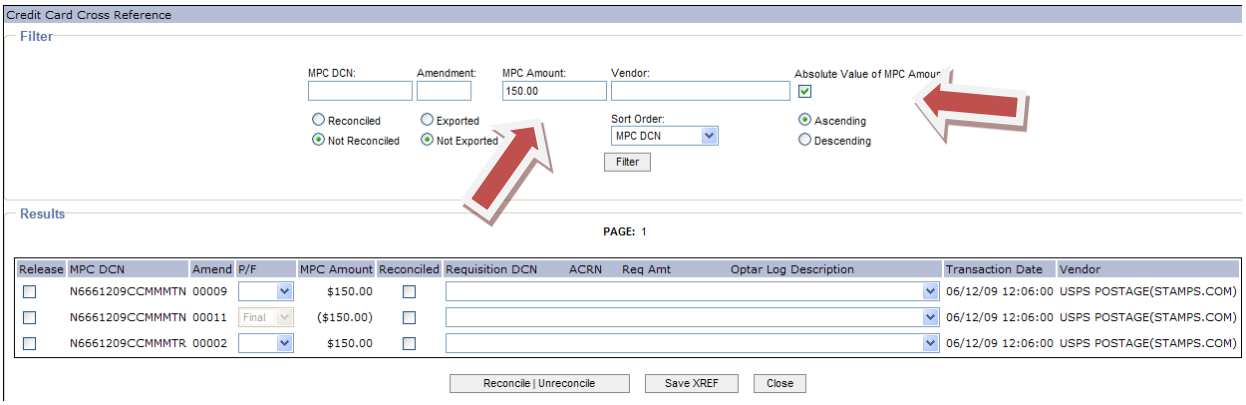
The filters at the top of the screen are designed to help the user customize the information retrieved and displayed on the screen. PAGE: will show the user how many pages of MPC DCNs are available for the X Ref process.

Displayed on the X Ref utility screen are;

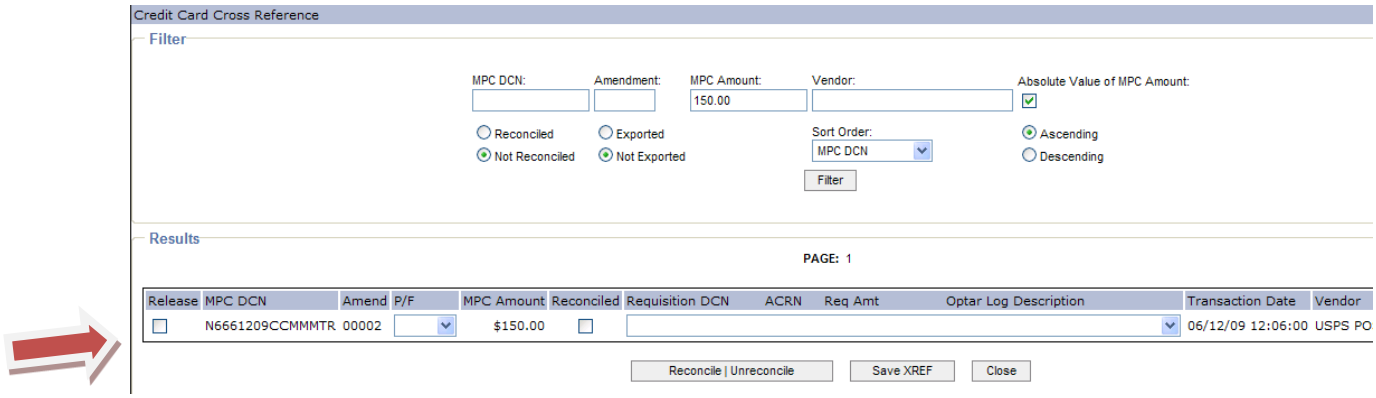
- Release checkbox
- MPC DCN
- Amendment number of the MPC DCN
- P/F – partial/Final
- MPC Amount
- Reconciled check box (**New Feature**)
- Requisition DCN/ACRN Amount OPTAR Log Description
- Transaction Date
- Vendor

Due to the volume of documents that accumulate during the year, a new feature has been built into the FASTDATA Web to allow the default transactions (debit and credit) that zero out to be reconciled and moved off the main X Ref screen. The capability has been added to mark the MPC transactions when the user puts a check in the 'Reconciled' column. FASTDATA will validate that the reconciled transactions net to zero. **An MPC can be reconciled** or cross referenced but not both. A filter exists to

select documents by ' Reconciled' or 'Not Reconciled'.
A filter also exists to select document by amount and absolute value. This will be valuable when searching for the default debit and credit transactions as it checks ABSOLUTE Value of MPC Amount bringing all document having both positive and negative values of the amount entered in the MPC Amount field.
Fill in the amount and select Filter.

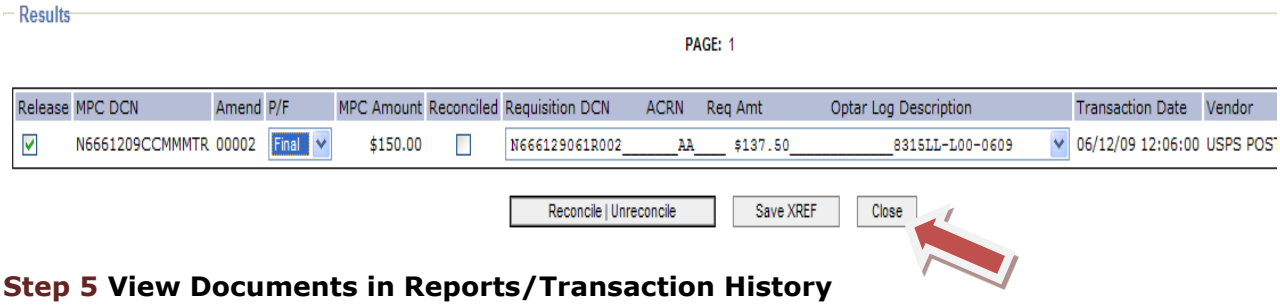


The MPC DCN will be the same document number and a different amendment number for each credit card swipe. The default LOA processed and then the reallocation zeroed the default LOA and charged the new MPC DCN with the final LOA (JON). It is the DCN with the final LOA (JON) that is to be Cross Referenced. The default will be reconciled and removed from the main Cross Reference Screen. Select the Reconciled button for both transactions and Select Reconcile.

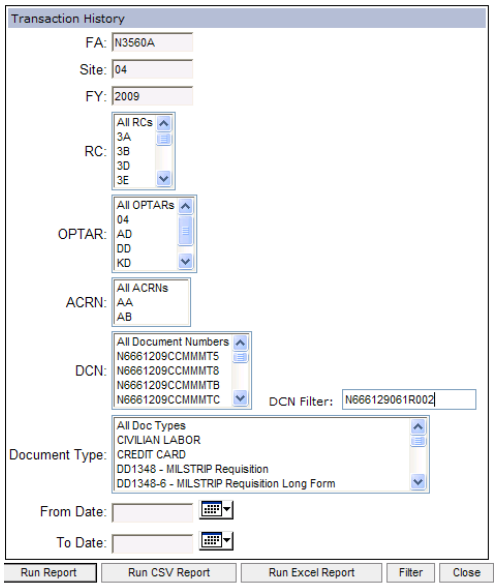


The only transaction remaining is the one to the final JON to be Cross Referenced to the Internal Document. Select the Requisition DCN/ACRN from the drop down box to Cross Reference to the MPC DCN. When Selected the RELEASE check mark will populate

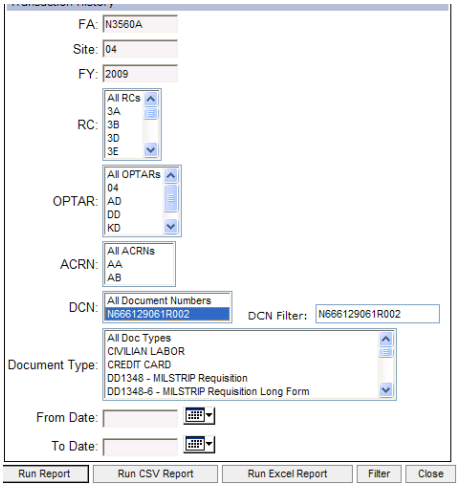
automatically. Select the partial/final indicator for the document. Then Select Save X Ref. Close the Cross Reference Screen.



Step 5 View Documents in Reports/Transaction History



Enter document number in the DCN Filter and Select FILTER.



The DCN will appear in the DCN field. Highlight it and Select RUN Report.

Transaction History Report

Filter: AND SITE IN ('04') AND DCN IN ('N666129061R002')

FA: N3560A Site: 04 RC: 3E OPTAR: ND FY: 2009

DCN: N666129061R002

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				66612972720	T	260			DD1348	00		Complete	$0.00

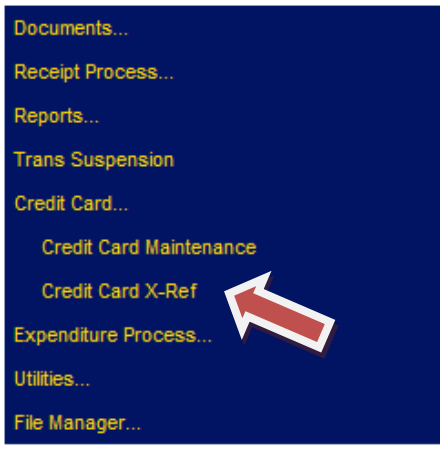
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	AO	03/02/2009 23:50:59	50	$137.50	00	I		filename=B1_540_20090302220041-1205082031.TXT;filedate=03/03/2009 04:00a;size=20022;dbuserid=AUTOMATIC;record=45;
N	AO	09/02/2009 13:25:08	0	-$137.50	00	T		Credit Card Reversal - Final (150): N6661209CCMMMTR - 00002;Created By Database User ID=BFPE45301;

The Internal document that was used to reserve funds has been de-obligated and the resulting decrease will flow to the FA and on to STARS-FL to eliminate the double obligation. The Charge remains on the MPC DCN awaiting the expenditure to post after the credit card bill has been paid by DFAS.

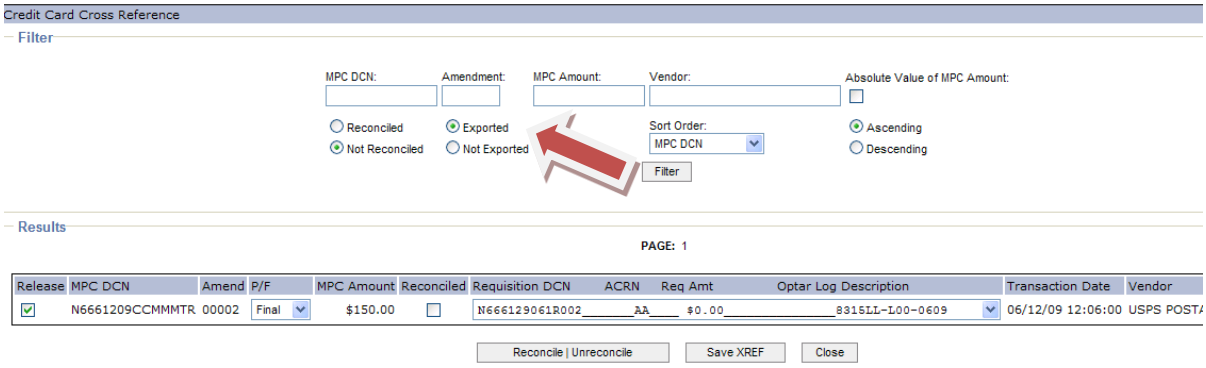
Step 6 Undo Cross Reference

The ability to "undo" a cross reference that has been released and exported has been added to the FASTDATA Web. A filter is available to specify "not-exported" Or "exported". An exception would be if an expenditure or receipt was received from STARS-FL and posted after the cross reference had posted. If this happens FASTDATA will undo the cross reference, but will not send an adjusting transaction to STARS-FL nor update the funds.

Select Credit Card/Credit Card X Ref



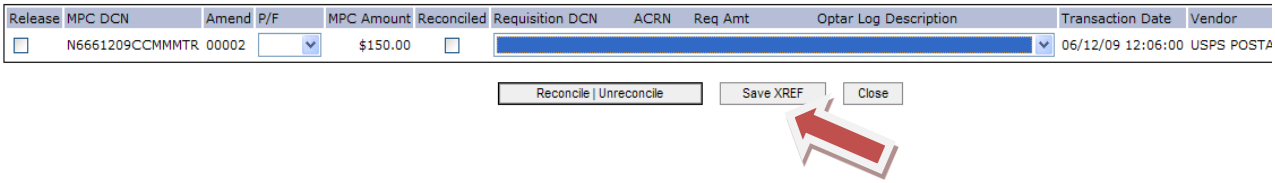
Select EXPORTED and FILTER



All MPC DCNs that have been exported will display in the results box with the release checked and the requisition DCN in the display window.

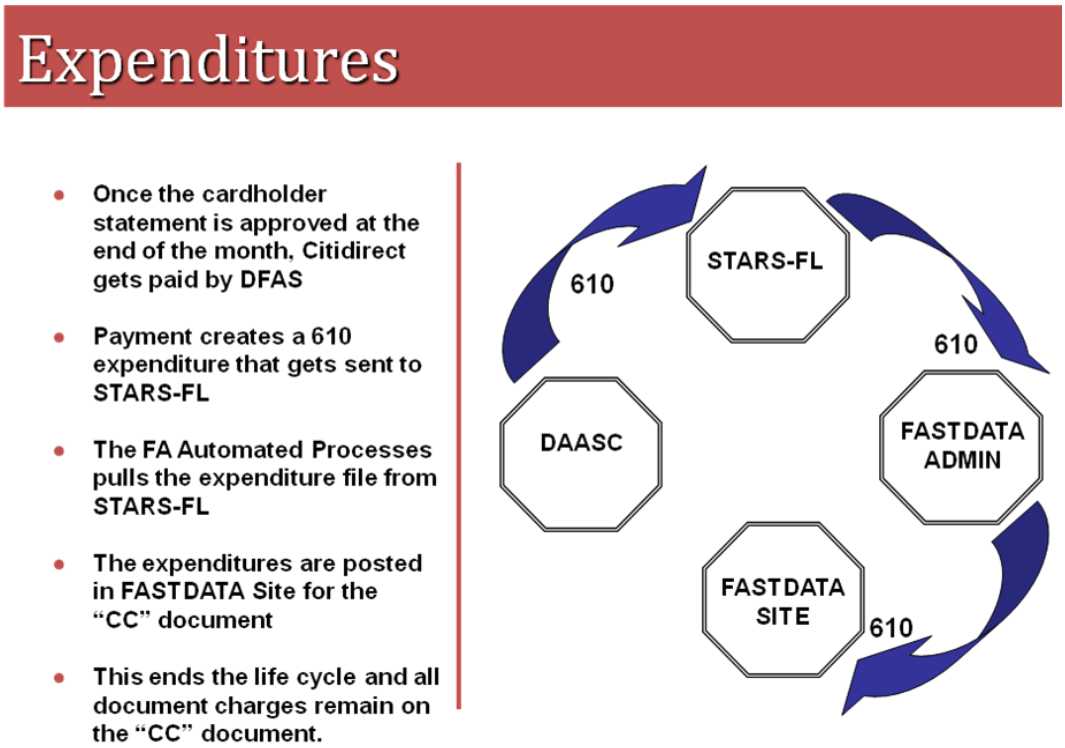
- Clear the requisition/ACRN box
- Uncheck Release
- Select Save X REF

FASTDATA will generate a transaction to reinstate the commitment or obligation that was previously reversed.



Hint: View transaction history report to view the restoration of the obligation.

Step 7 Document Cycle for the MPC "CC" document when using Cross Reference process



Step 8 Reminders on the CC XREF process:

1. **A contractual document being XREF'd must show a FINAL contract or none and not partial on it to XREF the document and for it to be visible in the Requisition/ACRN drop down box in the XREF utility.**

2. **The Internal Document used to reserve funds can't have an expenditure or a receipt on it or it will not be available to use in the XREF process. You would see this in transaction history of the document as an EV or and RP.**

3. **The CITIDIRECT generated MPC "CC" transaction can ONLY be XREF'd once to an internal document.**

4. **Reconciliation in the CC XREF process is described above. Default MPC "CC" documents and the credit default can be reconciled and removed from the XREF screen. To view after reconciled use the reconciled tab above and select filter. If you copy and paste one of the MPC DCNs in the MPC DCN field on top and select filter it will pull all transactions plus and minus**

together for that document so you can select the default plus amount and minus amounts to equal zero by checking the reconciled block. Then select the Reconcile block. They will disappear from your XREF screen to clean it out to only those documents that need to be XREF'd. To view those already reconciled – in the above tabs select reconciled and FILTER. You will see all those you have reconciled as an audit trail. Discussed in Step 4 of this section.

5. **UNDO an XREF – this is to undo the XREF done to the wrong internal document or if final is selected by mistake and needs to be partial. The three steps to do this are on located in this section Step 6. (Partial/Final refers to the way the internal Requisition/ACRN document is liquidated all or part and is not related to the MPC "CC" transaction itself.**

6. **A Requisition/ACRN document that has been contracted by FISC with multiple Contract Numbers/Contract ACRNs will not be able to be XREF'd. Those documents will not appear in the XREF drop down for Requisition/ACRN.**

7. **If a Requisition/ACRN was contracted in error with two different Contract numbers/delivery orders/contract acrns as a TYPO you can identify this by viewing contract process to see if more than one instance shows for that Requisition/ACRN also if you go to UPDATE document and select the Requisition it would pull up a box with more than one instance to select from. This would be an indication it was contracted incorrectly. (See the section for NC2276 Contract process New/Edit for resolutions).**

8. **If you are looking for a dollar value (whether plus or minus) and it isn't on the same page of the XREE screen, you can put the value in the top MPC amount field, Select absolute value, then select FILTER. This will bring up the plus and minus amounts up for that dollar value on the screen for you.**

9. **If the contracted document being XREF'd to the CC MPC document has been obligated via the SPS interface from STARS, then the XREF will be allowed on the screen, but it will not export. FA will need to submit a helpdesk ticket requesting the DBA to mark the SPS document to allow the export to STARS and draw down the double obligation both in FD and in STARS. (This is a temp workaround until a future release when the SPS restrictions will be relaxed.) To determine if the document is SPS you can look at the transaction history description field and if it shows the AO line came from a DTS/SPS interface file then that is why it is not exporting off the XREF screen.**

10. **An MPC document can be Reconciled or XREF'd in FASTDATA Web, but not both.**

Questions

What is the Credit Card Cross Reference process.

What elements that must exist prior to performing the Credit Card X Ref.

What are the steps necessary to perform the Credit Card X Ref.

What is the life-cycle of the transactions for the Credit Card X Ref process.

Practice

Perform a cross reference on an MPC DCN and an existing internal document. View the transaction generated when complete.

Filter the Cross Reference screen to see if a default debit and credit transaction exists to Reconcile. If available, perform the reconciliation.

Introduction

This lesson will illustrate the steps required to perform the Cost Redistribution process of moving the expenditures from the MPC CITIDIRECT document number to the internal Credit Card Source document used to validate the funds availability prior to use of the credit card.

Objectives

Define the Cost Redistribution process.

Describe the elements that must exist prior to performing the Cost Redistribution process.

Outline the steps necessary to perform the Cost Redistribution process.

Describe the life-cycle of the transactions for the Cost Redistribution process.

Lesson

When **Option B** is used by the BUPERS activity, these events will occur:

- Create the Credit Card Source document to validate the availability of funds prior to using the credit card.
- Import the MPC files daily.
- Cost Redistribution is performed in STARS-FL using FASTPATH TFCR when the 610 expenditure posts.
- Cost Redistribution is not available in FASTDATA at the FA and Site levels to move the (EV) 610 from MPC document to the Credit Card Source documents.

By performing the Cost Redistribution process when the 610 expenditure posts in STARS-FL the expenditure is moved from the CITIDIRECT DCN to the Credit Card Source document used to reserve funds prior to using the credit card. The Cost Redistribution of the expenditure will flow to FASTDATA from STARS-FL in the expenditure file. If Cost Redistribution is done in FASTDATA it will flow from the Site to the FA and export to STARS-FL. This will clear the costs on the CITIDIRECT DCN and put the expenditure on the internal Credit Card Source document closing out the document cycle.

The MPC file is imported from DAASC to FASTDATA to keep the documents in sync in STARS-FL and FASTDATA. As the Cost Redistribution is done in either FASTDATA or STARS-FL, the CITIDIRECT DCN will zero out, closing the life cycle of that document as well.

The Credit Card X Ref is often confused with the Cost Redistribution. Both eliminate the double obligation but the timing is different. The **X Ref process** allows the internal credit card source document to be liquidated as the CITIDIRECT MPC file brings in the **obligations (accounts payables)** that cause the double obligation status in accounting. This moves the cost from the internal document and leaves it on the "CC" document. The **Cost Redistribution** is done using TFCR FASTPATH in STARS-FL and is done after the **expenditure** posts in STARS-FL or can be done in FASTDATA when the AH10 expenditure

file has posted the EV on the MPC "CC" document. It moves the cost from the "CC" document to the internal document.

The Cost Redistribution process has always been available to perform in FASTDATA as well as in STARS-FL. This functionality was introduced back into FASTDATA Web in the 10-1 Release.

Setting up FASTDATA for the MPC file using the Cost Redistribution can be done in two different methods. It depends whether your default JON used in FASTDATA for the Cardholders is also used in the Sites OPTARS or if it is a separate JON.

- Default LOA/JON set up in each site where the internal document is being generated to reserve funds will double obligate in FASTDATA and STARS-FL until Cost Redistribution is performed (the same as the X ref process).
- Default LOA/JON set up as a separate Site in the FA to hold all the MPC obligations until the Cost Redistribution occurs in STARS-FL and is imported to FASTDATA leaving the costs on the internal documents. The Credit Card Site should zero out costs as the Cost Redistributions post the credit expenditures to the CITIDIRECT DCNs. This will work in both scenarios, doing the Cost Redistribution from FASTDATA exporting to STARS-FL, or doing it in STARS-FL and importing it to FASTDATA from STARS-FL.

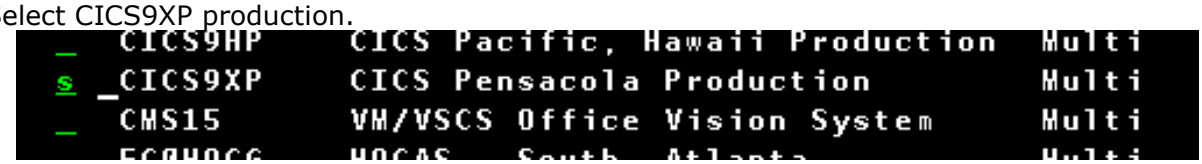
If your default LOAs/JONS used for credit card purchases are set up in a separate Site for Credit Card purchases with default OPTAR(s) and Authorization(s) set up, you would not use the check for funds on your credit card OPTAR(s) as your funds will be authorized in the Site where the final JONS and internal documents reside. When you create the Credit Card Source document to validate the availability of funds you will be using OPTAR/Authorization funds available. These OPTARS/Authorizations will have a check for funds set up as required by BUPERS.

Step 1 Perform Cost Redistribution in STARS-FL

- Use FASTPATH TFCR
- Take the credit card document with the expenditure (610) posted and redistribute the costs to the internal document(s)/ACRN(s)

Logon to STARS-FL using your CAC logon, or USERID/Password.

Select CICS9XP production.



In the FASTPATH type TFCR, Enter.

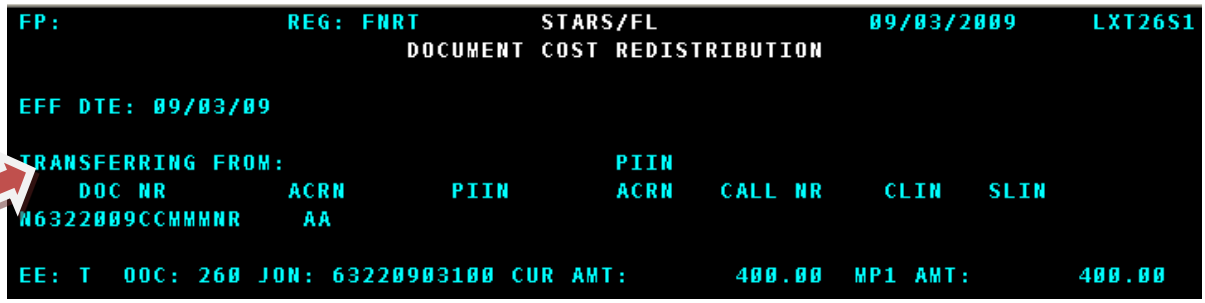
```
FP: tfcr          REG: PENP        STARS/FL              09/03/2009     LXM01S1
USER:  C0C04  TERMID: 3167         MAIN MENU             PRINTER:      A9CICSXP

                          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:
```

Document Cost Redistribution allows a cost transfer at the document level within a given line of accounting and is used on expenditures only.

The transfer screen will appear:

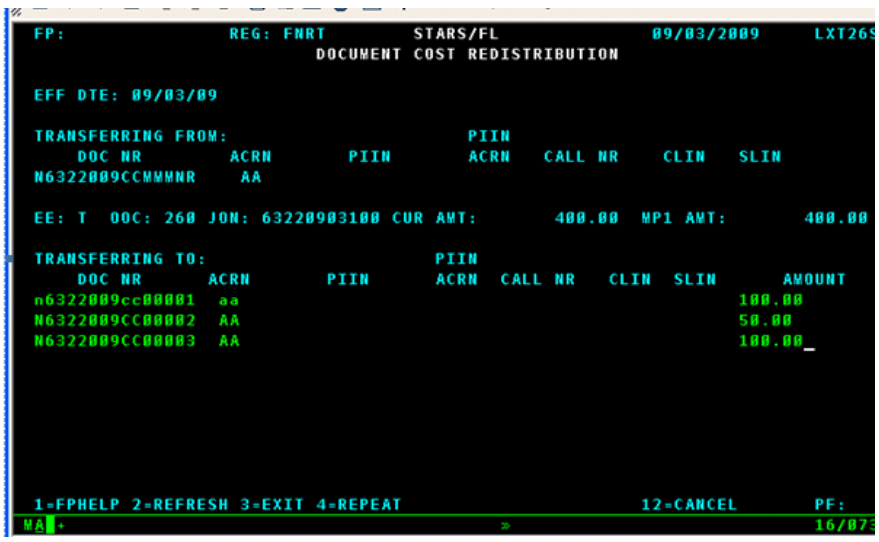
```
FP:                REG: PENP        STARS/FL              09/03/2009     LXT2
                          DOCUMENT COST REDISTRIBUTION

EFF DTE: 09/03/09

TRANSFERRING FROM:                        PIIN
    DOC NR        ACRN        PIIN        ACRN    CALL NR    CLIN    SLIN


EE:    OOC:     JON:              CUR AMT:                MP1 AMT:

TRANSFERRING TO:                          PIIN
    DOC NR       ACRN        PIIN        ACRN   CALL NR   CLIN  SLIN      AMOUNT
```

- The effective date is automatically filled with today's date.
- The Transferring From information would be the "CC" CITIDIRECT document number and ACRN. Type in the DCN and ACRN.
- Hit enter and the amount of 610 available to redistribute will be filled automatically.



- The Transferring To information will be the internal document number and ACRN that the 610 costs are being moved to.

- Fill in Doc NR, ACRN, and AMOUNT.



- You can add one DOC NR/ACRN and amount on the transferring to section or you can continue and add several before saving.

- When one doc/ACRN is done at a time the Transfer From document will reflect each separate transaction as a 610D and will reflect the "TO" doc number in the memorandum field in the STARS-FL FASTPATH RDOC.

- Doing one at a time use the PF4 function to REPEAT and the FROM information will remain on the screen with the new amount still available to use in a cost redistribution.

- When multiple documents are done on the same screen the Transfer From Document will reflect the first document number and one 610D in the RDOC screen.

- The "CC" credit card document costs will decrease and eventually zero out as it is transferred to the internal documents.

```
FP:                REG: FNRT        STARS/FL         09/03/2009 18:09:14 LXR20S3
                                DOC/ACRN INQUIRY DISPLAY                PAGE:   1
DOC NR: N6322009CCMMMNR ACRN: AA        DTS TRIP REC NR:        MTH+1:
PIIN:                  ACRN:       SPIIN/CALL NR:         CLIN:        SLIN:
GA: 17  TA: 00  APPN: 091804  SBHD: 22LW  OB/BCN: 3560A  SX: 0
JOB ORDER NR CTR  EE OOC  SPIIN  CLIN SLIN   DTE EST  DTE COMP  NTE ST CC GOVT
63220903100       T  260                     09/03/09 09/03/09      C      N

      OBL AMT       540 AMT       530 AMT       510 AMT       610 AMT
          .00           .00           .00           .00        150.00
     PPMT AMT       915 AMT     QTY   R QTY                FROZEN AMT
          .00           .00       0       0                       .00

USERID     DESCRIPTION    TT        AMOUNT  EXEC C/D FY DT   QUANTITY  PROC DTE

KL91565  D0508209CC1234   2D        400.00   610  C  09  C          0  09/03/09
KL91565  N6322009CC00001            250.00   610  D  09  C          0  09/03/09

                         -

            "FOR OFFICIAL USE ONLY" PRIVACY ACT OF 1974, AS AMENDED.

1=FPHELP 3=EXIT   5=TOP 6=BOTTOM 7=BACKWARD 8=FORWARD 9=PRINT 12=CANCEL PF:
```

- The internal documents will reflect the costs. The CITIDIRECT DCN the expenditure was transferred from will show in the description field of the internal document.

```
FP:                REG: FNRT        STARS/FL         09/03/2009 18:07:05 LXR20S3
                                DOC/ACRN INQUIRY DISPLAY                PAGE:   1
DOC NR: N6322009CC00001 ACRN: AA        DTS TRIP REC NR:        MTH+1:
PIIN:                  ACRN:       SPIIN/CALL NR:         CLIN:        SLIN:
GA: 17  TA: 00  APPN: 091804  SBHD: 22LW  OB/BCN: 3560A  SX: 0
JOB ORDER NR CTR  EE OOC  SPIIN  CLIN SLIN   DTE EST  DTE COMP  NTE ST CC GOVT
63220903100       T  260                     09/03/09 09/03/09      C      N

      OBL AMT       540 AMT       530 AMT       510 AMT       610 AMT
          .00           .00           .00           .00        100.00
     PPMT AMT       915 AMT     QTY   R QTY                FROZEN AMT
          .00           .00       0       0                       .00

USERID     DESCRIPTION    TT        AMOUNT  EXEC C/D FY DT   QUANTITY  PROC DTE

KL91565  FASTDATA                   100.00   540  C  09  N          0  09/03/09
KL91565  N6322009CCMMMNR            100.00   610  C  09  C          0  09/03/09
```

- If you tab back to overlay the effective date to the month end date during month plus one and then enter you will receive an error that the date is invalid.

```
FP:                REG: FNRT        STARS/FL              09/03/2009     LXT26S
                          DOCUMENT COST REDISTRIBUTION

EFF DTE: 08/30/09

TRANSFERRING FROM:                        PIIN
    DOC NR        ACRN       PIIN        ACRN   CALL NR    CLIN   SLIN
N6322009CCMMMNR    AA

EE:    OOC:     JON:             CUR AMT:                MP1 AMT:

TRANSFERRING TO:                       PIIN
    DOC NR      ACRN       PIIN       ACRN  CALL NR   CLIN  SLIN      AMOUNT

INVALID EFFECTIVE DATE ENTERED
1=FPHELP 2=REFRESH 3=EXIT 4=REPEAT                        12=CANCEL       PF:
```

- In the example below the internal (TO) document was obligated for less than the TFCR cost redistribution was done for.

```
FP:                REG: FNRT        STARS/FL              09/03/2009     LXT26S
                          DOCUMENT COST REDISTRIBUTION

EFF DTE: 09/03/09

TRANSFERRING FROM:                        PIIN
    DOC NR        ACRN       PIIN        ACRN   CALL NR    CLIN   SLIN
N6322009CCMMMNR    AA

EE: T  OOC: 260 JON: 63220903100 CUR AMT:       150.00  MP1 AMT:       150.00

TRANSFERRING TO:                       PIIN
    DOC NR      ACRN       PIIN       ACRN  CALL NR   CLIN  SLIN      AMOUNT
n6322009cc00004  aa                                                  50.00
```

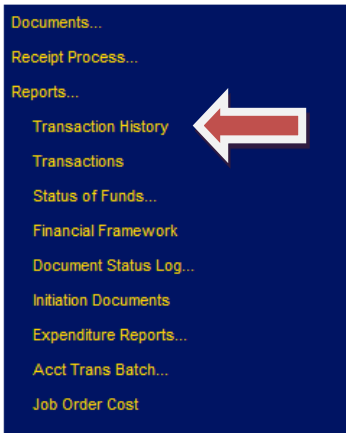
- The document inquiry screen (RDOC) shows that even though the transfer was more than the obligation it allowed the expenditure to post and is the new cost of the document.

```
FP:                REG: FNRT        STARS/FL         09/03/2009 18:39:33 LXR20S3
                              DOC/ACRN INQUIRY DISPLAY                  PAGE:   1
DOC NR: N6322009CC00004 ACRN: AA        DTS TRIP REC NR:        MTH+1:
PIIN:                  ACRN:       SPIIN/CALL NR:         CLIN:        SLIN:
GA: 17  TA: 00  APPN: 091804  SBHD: 22LW  OB/BCN: 3560A  SX: 0
JOB ORDER NR CTR  EE OOC  SPIIN  CLIN SLIN   DTE EST  DTE COMP  NTE ST CC GOVT
63220903100       T  260                     09/03/09 09/03/09      C      N

      OBL AMT       540 AMT       530 AMT       510 AMT       610 AMT
          .00           .00           .00           .00         50.00
     PPMT AMT       915 AMT     QTY   R QTY                 FROZEN AMT
          .00           .00       0       0                       .00

USERID     DESCRIPTION    TT        AMOUNT  EXEC C/D FY DT   QUANTITY  PROC DTE

KL91565  FASTDATA                    25.00   540  C  09  N          0  09/03/09
KL91565  N6322009CCMMMNR             50.00   610  C  09  C          0  09/03/09
```

- This type of Cost Redistributing to a document/ACRN will then flow down in the expenditure files to update FASTDATA's OPTARs.

In FASTDATA the expenditures will flow in the expenditure file. The 610D will post to the CITIDIRECT DCN as a credit EV and the 610C will post to the internal documents as a debit EV.

HINT: To view the transactions on each document go to Reports/Transaction History and filter on the document number.



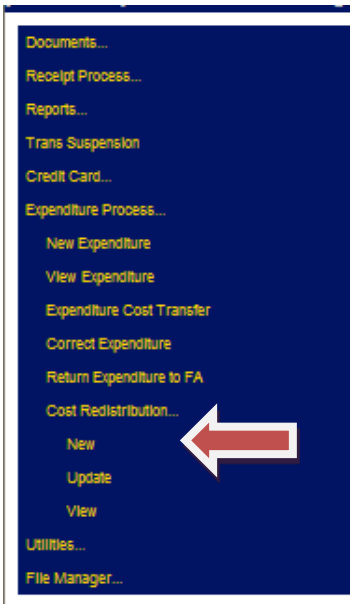
Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.

If the transactions do not appear in the transaction history of the documents involved in the Cost Redistribution there are two places that they could be.

- If there are any errors there is a problem with the JON not being in FASTDATA the expenditure will be in the Suspended expenditures at the FA.
- If the JON on the expenditure is different than the one recorded in FASTDATA it will be suspended at the Site in Correct Expenditures.

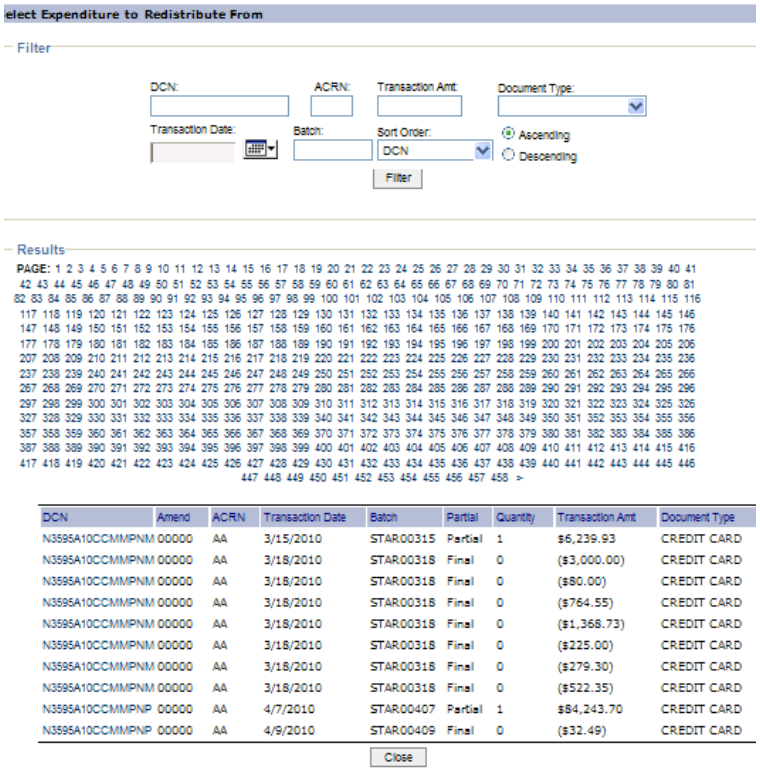
Step 2 Perform Cost Redistribution in FASTDATA at the Site level

Site user selects Expenditure Process, Cost Redistribution, then New. FASTDATA presents the user with a list of documents with posted (**not suspended**) expenditures that are eligible for redistribution. The Cost Redistribution is covered in full in the Expenditure Process Section.

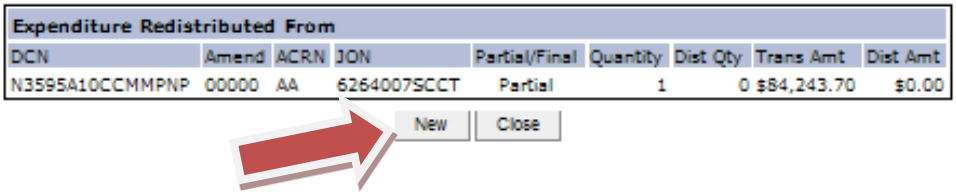


Eligible documents within the active FA/FY/Site have posted expenditures ('EV' transactions) that meet the following conditions.

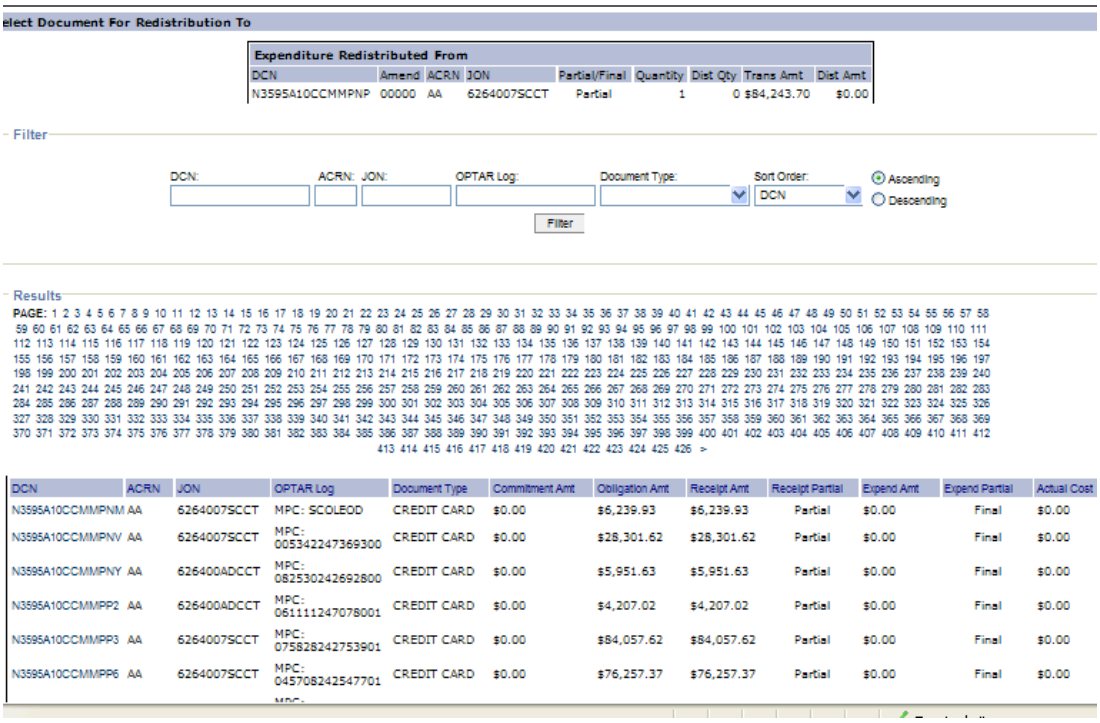
* came in from STARS-FL (not manually entered in FD) and
* are not already involved in an "in-progress" Cost Redistribution.



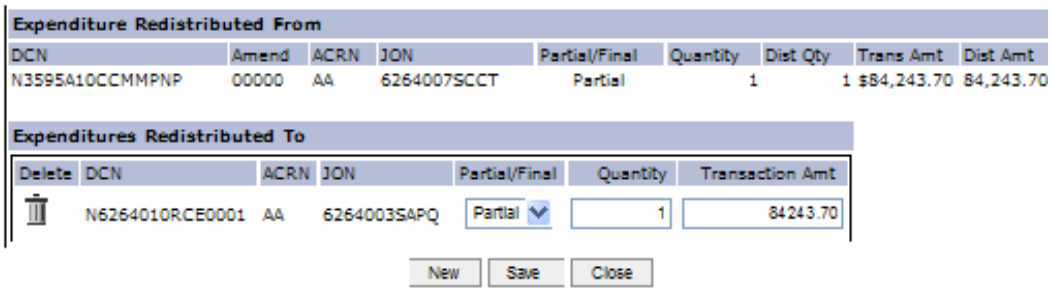
Site user selects an eligible expenditure, then clicks OK.



Select NEW to get the list of eligible TO documents to select from or filter to:



This is the FROM DCN/ACRN. FASTDATA displays the FROM Document/ACRN data at the top of the screen. FASTDATA presents the user with a list of Document/ACRNs that are eligible for redistribution (TO).



'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.

User saves cost redistribution.

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

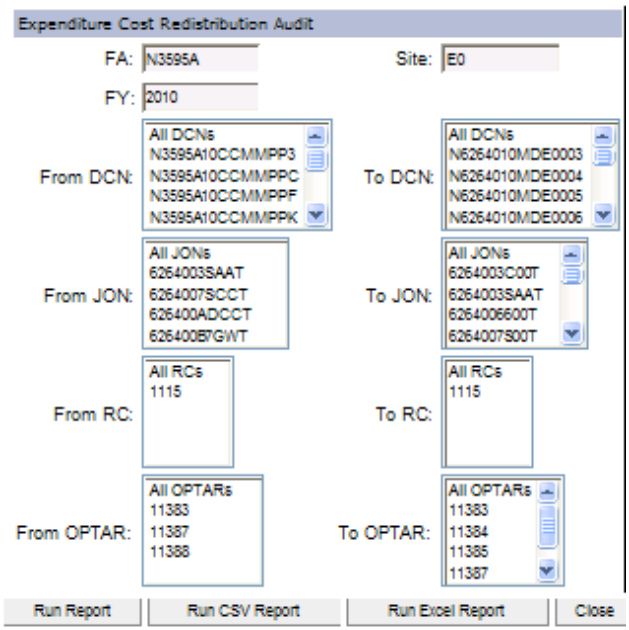
* there is no receipt amount and no expenditure amount and the transaction amount is greater than the obligation (or the contract amount if a final contract exists).
Job runs to send Accounting Transactions to the FA (Receive Accounting Transactions from the Site). Any unexported AO transactions generated 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.

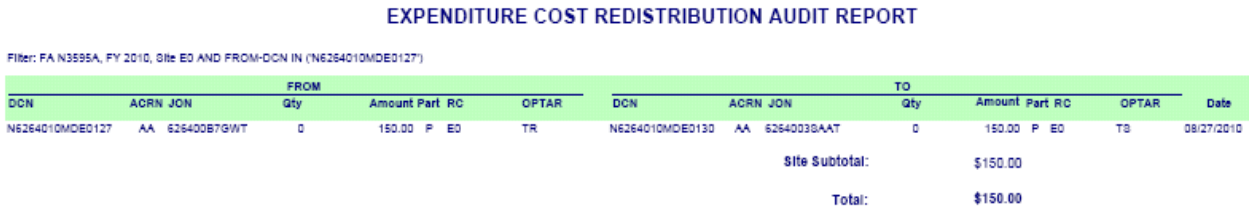
Select Reports/Expenditure Reports/Cost Redistribution Audit

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



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

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



EXPENDITURE COST REDISTRIBUTION AUDIT REPORT

Filter: FA N3595A, FY 2010, Site E0 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	E0	TR		N6264010MDE0130	AA	6264003SAAT	0	150.00	P	E0	TS		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 pull batch from

Site prior to receiving Cost Redistribution or make sure FA has Send Cost Redistribution to STARS-FL after the accounting batches have been received from the SITES.

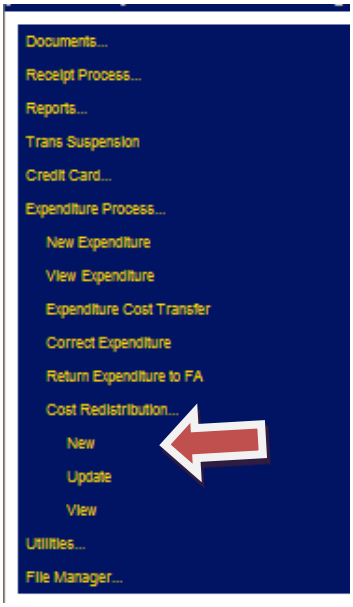
Job runs to export Cost Redistributions (Send Cost Redistribution Batch to STARS-FL). Process will export site cost redistribution records. The physical file name created and sent is CST00. T/N 540 transactions generated as a result of cost redistribution must export to STARS before the related Cost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

There is no acknowledgement from STARS-FL for the cost redistribution records.

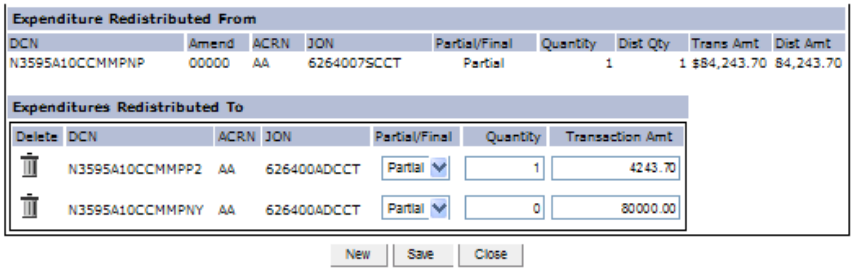
- However, STARS-FL creates a reversal EV for the FROM DCN, and an EV for the TO DCN.
- When the expenditures created by STARS as a result of cost redistributions sent to them by FD flow back down through the FA and to the site, the expenditures are matched to the existing EVs already posted at the site.
- If matched, the STARS EVs are suspended at the FA with reason 'Matched Previously Posted Cost Redistribution.' The FA can then review and/or purge through their normal expenditure processes.

Multiple Distributed (TO) Document Scenario

Users may add additional distributed (TO) documents. Each TO distributed document is treated separately for the purposes of updating the ACRN and generating transactions. As each TO document/ACRN is added, the amount defaults to the undistributed balance of the FROM expenditure. The total transaction amount of all the distributed documents cannot exceed the original expenditure amount. A separate Cost Redistribution record is created for each FROM/TO pair.



Select Cost Redistribution/NEW



Expenditure Redistributed From

DCN	Amend	ACRN	JON	Partial/Final	Quantity	Dist Qty	Trans Amt	Dist Amt
N3595A10CCMMPNP	00000	AA	6264007SCCT	Partial	1	1	$84,243.70	84,243.70

Expenditures Redistributed To

Delete	DCN	ACRN	JON	Partial/Final	Quantity	Transaction Amt
	N3595A10CCMMPP2	AA	626400ADCCT	Partial	1	4243.70
	N3595A10CCMMPNY	AA	626400ADCCT	Partial	0	80000.00

New Save Close

f. Select the FROM document.
g. Select NEW and select the first TO document – edit the amount to be redistributed to that document .
h. Select New to receive the list of eligible TO documents again and when you select it edit the amount field to the amount determined to be redistributed to that DCN
i. Continue on selecting NEW until all funds have been redistributed
j. Select SAVE to finalize the transfer.

Negative FROM Expenditure Scenario (New functionality)

Users may redistribute from a credit expenditure (amount is negative but quantity is positive) to an existing document with a positive EV posted that is otherwise eligible. The absolute value of each TO redistributed amount cannot exceed the amount of the existing TO expenditure (in other words, it cannot cause the TO EV to go into the negative).

The absolute value of the total of the redistributed amounts cannot exceed the absolute value of the FROM expenditure.

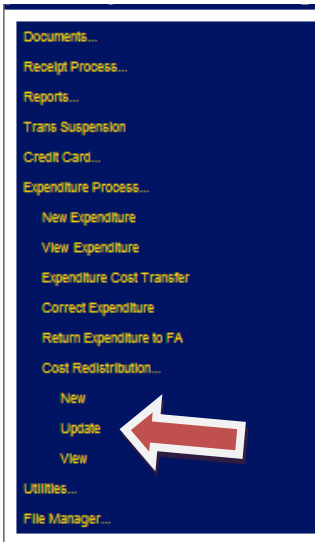
When saving the cost redistribution, in order to reverse the negative FROM expenditure amount, a positive expenditure in the amount distributed is generated. The TO expenditures have negative distributed EV amounts.

When building the cost redistribution record to send to STARS-FL, the FROM DCN and the TO DCN are switched. This is because there is no credit/debit indicator on the redistribution record.

When the user saves a redistribution for a negative FROM, FASTDATA will generate a 540TC (positive adjustment) in the distributed amount citing the FROM DCN (which will go to STARS as the TO side of the Cost Redistribution).

UPDATE Cost Redistribution Scenario – Expenditure Process/Cost Redistribution/UPDATE

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



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/ACRNs 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
N3595A10CCMMPP3	00000	AA	6264007SCCT	Partial	1	1	$84,057.62	$5,714.36

Expenditures Redistributed To

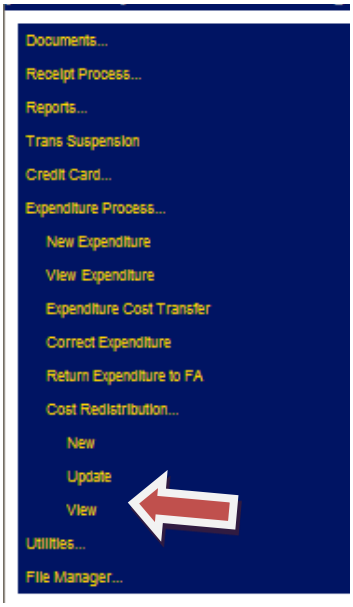
DCN	Amend	ACRN	JON	Partial/Final	Quantity	Transaction Amt
N6264010MDE0136	00000	AA	6264000760T	Final	1	$2,727.36
N6264010MDE0149	00000	AA	6264000705T	Final	0	$2,987.00

Close

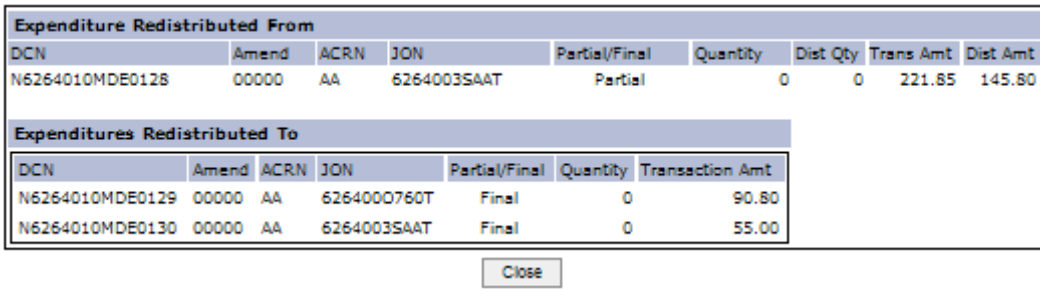
If transaction is opened and has already exported the update screen will open but there will be no fields open for edit. Close is the only option.

View Cost Redistribution Scenario – Expenditure Process/ Cost Redistribution/VIEW

Users may view existing cost redistribution records within the active fiscal year for that Site. All attributes are protected.



View will open the cost redistribution screen but no changes can be made:



Expenditure Redistributed From

DCN	Amend	ACRN	JON	Partial/Final	Quantity	Dist Qty	Trans Amt	Dist Amt
N6264010MDE0128	00000	AA	6264003SAAT	Partial	0	0	221.85	145.80

Expenditures Redistributed To

DCN	Amend	ACRN	JON	Partial/Final	Quantity	Transaction Amt
N6264010MDE0129	00000	AA	6264000760T	Final	0	90.80
N6264010MDE0130	00000	AA	6264003SAAT	Final	0	55.00

Close

Record Locking and Concurrent User Access

FD shall prevent any conflicting processes from running and/or prevent document/ACRNs In-use by Cost Redistribution from having other conflicting actions taken against them. For example, if an FA user is creating a redistribution on an expenditure that has a status code of "A", the expenditure should not export to the site prior to completion of the redistribution.

Another example would be if a site user is editing a redistribution, the Cost Correction records or transactions generated by Cost Redistribution should not export to the FA before completion.

View Cost Redistributions in STARS-FL

Unlike the Cost transfers at the JON level only, 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:      A9CICSXP

                          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  IWAP 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:
```

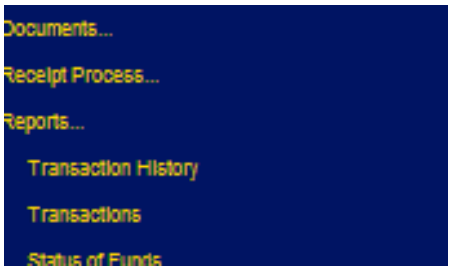
Enter in the FROM or TO Cost Redistribution document in the bottom section of the screen.

```
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:
```

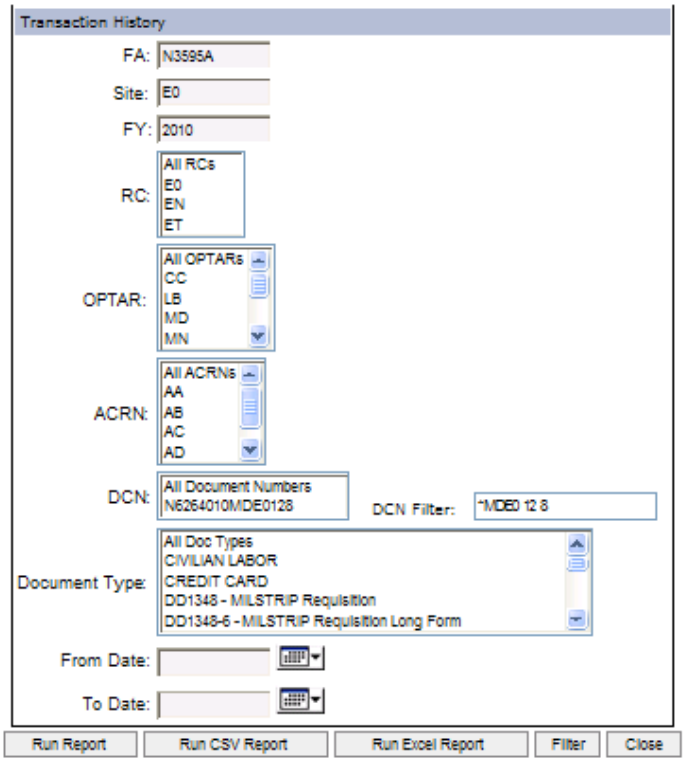
If the transaction has an error message 1 or 2 it will alert the FASTDATA Site User what the problem is. If the CST00 transactions need to be marked to re-export from the FA the FA will need to fix the error first, then submit a Helpdesk ticket to request DBA to re-export the transactions that did not 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           90.80
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 **
```

9. View Reports/Transaction History



Filter to the Cost Redistribution document:



Highlight the filtered document in the DCN block and select RUN REPORT

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	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry 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=BUPERSCURTISA;
Y	EV	04/30/2010 12:37:29	0	$73.95	00000	P		Expenditure Batch:STAR004309;record=4;Updated By Database User ID=gskislak;
Y	EV	04/30/2010 12:37:29	0	$221.85	00000	P		Expenditure Batch:STAR004309;record=5;Updated By Database User ID=gskislak;Updated By Database User ID=BUPERSHENDERSONC;
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=BUPERSHENDERSONC;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=BUPERSHENDERSONC;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.

Questions

Define the Cost Redistribution process.

Describe the elements that must exist prior to performing the Cost Redistribution process.

Outline the steps necessary to perform the Cost Redistribution process.

Describe the life-cycle of the transactions for the Cost Redistribution process.

Practice

There is no training database for STARS-FL to practice the lesson just covered. Go to the Site and find an MPC "CC" document that has the EV posted for payment of the CITIDIRECT Monthly billing. Then perform Cost Redistribution to the Credit Card Source documents created to reserve funds before the CC purchase was made.

Introduction

This lesson will describe the processes and options available for the contracted documents that used the Credit Card as a method of payment.

Objectives

Learn the options available for managing contracted documents utilizing the Credit Card as a method of payment.

Learn about new functionality in the X Ref function for contracted documents.

Lesson

When a NC2276, DD1348-6, or DD1149, NC2276A is created in FASTDATA and sent to FISC for contracting, the creation of the document generates a CM – Commitment in FASTDATA and transmits a 915C to STARS-FL in the batch process.

Contracting creates the DD1155 and returns a copy back to the activity. Depending on the document type and amount, the activity will go to into the Site to do the acceptance, if over 25K and then perform Contract Process to create the AO obligation transaction that will flow to STARS-FL with the contract information or FISC will use the SPS interface and transmit the obligation to STARS-FL and it will be imported to FASTDATA to perform Contract Process. This will obligate the document and reduce the commitment at the same time.

Contracting may determine that the method of payment for this document will be utilization of the credit card. This will require the activity to determine which Option of managing the Credit Card will be used.

In FASTDATA GUI version there were known problems identified with CC X Ref process using a contractual document include:

- If CC X Ref was performed on a contractual type document prior to the CONTRACT PROCESS taking place, the document did not show in the documents available for CONTRACT Process screen. Users were not be able to move from Commitment to Obligation status and perform Contract Process.
- If Contract process was done prior to CC X Ref, the obligation was created as expected. Once the CC X Ref was done on the document and an amendment was required, the document was not available for CONTRACT Process. It was not available in the CC X Ref screen for future payments either.

In FASTDATA Web these problems were corrected. A contracted document now follows these guidelines:

- Contracted document can have X Ref performed
- An amendment can be created
- Contract process can be performed
- X Ref can be performed
- Internal document can't have Multiple Contracts assigned to it for X Ref

Since the problems have been corrected that allows the activity to choose either of the BUPERS Credit Card Management Options to manage the Credit Card used as a method of payment.

- **Option A** can be chosen utilizing the Credit Card X Ref process. This will draw down the double obligation on the contractual document and leave the cost on the CITIDIRECT DCN.
- **Option B** is the other option that can be selected utilizing the Cost Redistribution process in STARS-FL or FASTDATA. This moves the expenditure posted on the CITIDIRECT DCN back to the contractual document.

The capability now exists to amend and/or edit an existing Contract after a requisition/ACRN has been cross-referenced. Due to that functionality, both processes will work and the steps involved in each of the Options are described in the preceding sections on Cross Reference and Cost Redistribution. One method should be selected not a combination of both methods.

NOTE: If the contracted document being XREF'd to the CC MPC document has been obligated via the SPS interface from STARS, then the XREF will be allowed on the screen, but it will not export. FA will need to submit a helpdesk ticket requesting the DBA to mark the SPS document to allow the export to STARS and draw down the double obligation both in FD and in STARS. (This is a temp workaround until a future release when the SPS restrictions will be relaxed.) To determine if the document is SPS you can look at the transaction history description field and if it shows the AO line came from a DTS/SPS interface file then that is why it is not exporting off the XREF screen.

Questions

What are the options available for managing contracted documents utilizing the Credit Card as a method of payment?

What is the new functionality in the X Ref function for contracted documents?

Practice

A requirement exists for 5 flags to be ordered. Prepare the document and perform Contract Process. Once the transactions are exported select the Credit Card X Ref to perform.

There is a need to increase the document for 2 more flags. Contract process should then be performed.

Once the Contract Process has exported view the Requisitions available in the X Ref process to see that the amended document is still available to select.

Introduction

This lesson will describe the Reconciliation process with examples and illustrations of reports, adjustments to be done, and research tools used to reconcile the document costs in STARS-FL with FASTDATA.

Objectives

Learn the purpose of the Reconciliation Process.

Learn the steps involved in the Reconciliation Process.

Learn about the Reports available in the Site to reconcile STARS-FL and FASTDATA.

Introduction

This lesson will discuss the reconciliation of document costs between FASTDATA and STARS-FL including the new functionality within the Site.

Objectives

Define the Reconciliation Process.

Describe the elements that must exist in order to perform the Reconciliation.

Describe the new reports for Reconciliation.

Lesson

Reconciliation is required to ensure FASTDATA and STARS-FL are in agreement, preserving the integrity of the financial records. All financial transactions can be traced to the originating document number and ACRN (DCN/ACRN) entered through user interface or external systems. The integrity of the data entered into FASTDATA via external interface and flowing to STARS-FL is also validated in the Reconciliation Process.

Included in transactions sent to STARS-FL, are the job order (JON), OMB Object Class (OOC), Expense Element (EE) and execution codes that are used to post commitments (CM/915), obligations (AO/540), accounts payables (RP/510). Also included are cost transfers and cost redistributions, PIIN/SPIIN changes and JON/OOC/EE/Country Code changes. Military Purchase Card (MPC) documents flow from CITIDIRECT/DAASC to STARS-FL and FASTDATA at the same time. STARS-FL expenditures, Defense Travel System (DTS) and Standard Procurement System (SPS) documents flow from STARS-FL to FASTDATA. The Reconciliation process verifies that both systems are in sync.

Reconciliation performed at the DCN/ACRN level between FASTDATA and STARS-FL is initiated by Perform Reconciliation automated job for current and five prior fiscal years. This is controlled by the FA which will set Perform Reconciliation to run for their Sites. It is recommended to run the FASTDATA Reconciliation process after close of business. This will allow the Site manager to review Reconciliation results for current Fiscal Year and 5 prior years on a daily basis, when new updated document costs are received from STARS-FL.

When the Reconciliation process is executed in FASTDATA the Archive Liquidated Document Status Log (Archive LDSL) and Reconciliation file of differences are produced. FASTDATA will use the Reconciliation file to produce three Reconciliation reports upon request. The Archive LDSL and Reconciliation reports are available from the FA and Site Reports menu until the next Reconciliation is performed.

Only one Reconciliation file is received from STARS-FL daily; however, FASTDATA will continuously update document information from within the application against the STARS-FL report. For example, if you run the reconciliation report and then make a correction on a

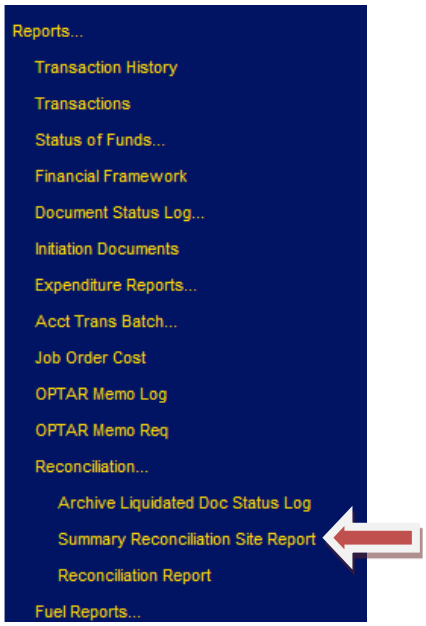
discrepancy within FASTDATA, you can re-run the reconciliation report and, if the action taken was successful to resolve the discrepancy, the document will no longer be on the reconciliation report. This also means that new documents created during the day will appear on the reconciliation report with an error of "not found in STARS-FL". This is to be expected and those documents will be removed from the reconciliation report the following day, after a new reconciliation file is received from STARS-FL.

The documents are compared on:

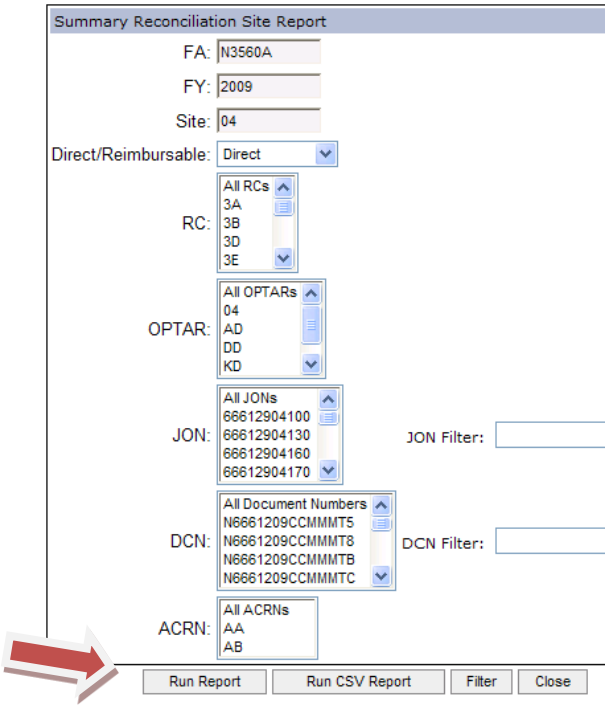
- ACRN
- JON
- Expense Element
- OMB Object Class
- Commitments
- Obligations
- Receipts
- Disbursements (Expenditures)

FASTDATA retains the historical summaries of the costs at the ACRN level while STARS-FL records the liquidated amounts. Before Reconciliation can be performed the Archived LDSL is produced, which takes each transaction in order in which they appear on the Transaction History Report and calculates the buckets to determine the document costs. The Archive LDSL is retained for later reference so that document costs are not influenced throughout the normal course of doing business.

To view the new Site report for reconciliation, select REPORTS/RECONCILIATION. The reports available are Archive Liquidated Document Status Log, Summary Reconciliation Report Site, and Reconciliation Report. Each report will be discussed in the How to perform Reconciliation Process section to follow.



Filter the report by the document type – highlight and then click on RUN REPORT. Or put the desired Document number in the DCN filter field and click on FILTER. Then highlight the DCN in the DCN field and RUN Report.



The report can be filtered if desired or just select Run Report.

FASTDATA SUMMARY RECONCILIATION

Filter: FA N3476B, FY 2012, Direct/Reimb = D AND SITE IN ('CS')

Account Balances

System	Processed Date	Commitment	Obligation	Receipt	Expend	Cost
STARS-FL	08/21/2012	$87,701.44	$221,727.98	$72,403.39	$311,985.81	$693,818.62
FASTDATA	08/21/2012	$87,701.44	$337,284.14	$179,151.82	$311,985.81	$916,123.21
Account Variance:						
STARS-FL/FASTDATA		$0.00	-$115,556.16	-$106,748.43	$0.00	-$222,304.59

SITE: CS

System	Document Number	ACRN	Job Order Number	E E	OOC	RC	OPTAR	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Cost	STARS Adj. *	STARS/FD Difference
STARS-FL	N3476B12CCMMV4G	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMV4G	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$51,470.79	$0.00	$51,470.79		-$51,470.79
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMV53	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMV53	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$1,743.20	$0.00	$1,743.20		-$1,743.20
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMV68	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMV68	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$14,574.34	$0.00	$14,574.34		-$14,574.34
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMV7K	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMV7K	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$694.25	$0.00	$694.25		-$694.25
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMV8G	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMV8G	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$5,162.21	$0.00	$5,162.21		-$5,162.21
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMV98	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMV98	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$1,401.20	$0.00	$1,401.20		-$1,401.20
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMVB0	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMVB0	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$24,673.80	$0.00	$24,673.80		-$24,673.80
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMVC6	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMVC6	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$446.00	$0.00	$446.00		-$446.00
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMVCX	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMVCX	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$5,774.93	$0.00	$5,774.93		-$5,774.93
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMVDK	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMVDK	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$361.29	$0.00	$361.29		-$361.29
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMVFK	AA	3476B2CSCIT	W	311			$0.00	$0.00	$9,308.72	$0.00	$9,308.72		
FASTDATA	N3476B12CCMMVFK	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$25,171.41	$0.00	$25,171.41		-$15,862.69
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														

The STARS Adj* column will reflect "Append to STARS" transactions created using the Adjust Reconciliation Document feature, that have been sent to STARS-FL since the original STARS-FL reconciliation file was received.

Questions

What is the RECONCILIATION Process?

What are the elements that must exist in order to perform the Reconciliation?

What are the new reports for Reconciliation?

Introduction

This lesson will illustrate the steps required to perform the Reconciliation process. New in the FASTDATA Web will be the capability at the Site level to run the Reconciliation Report each day for the current year and five prior years.

Objectives

Define how to perform the Reconciliation Process.

Describe the elements that must exist prior to performing the Reconciliation.

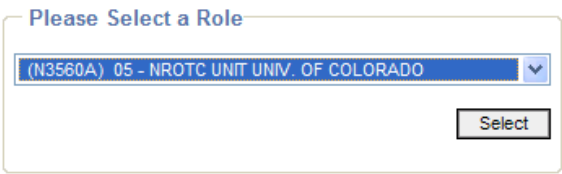
Outline the steps necessary to perform Reconciliation.

Lesson

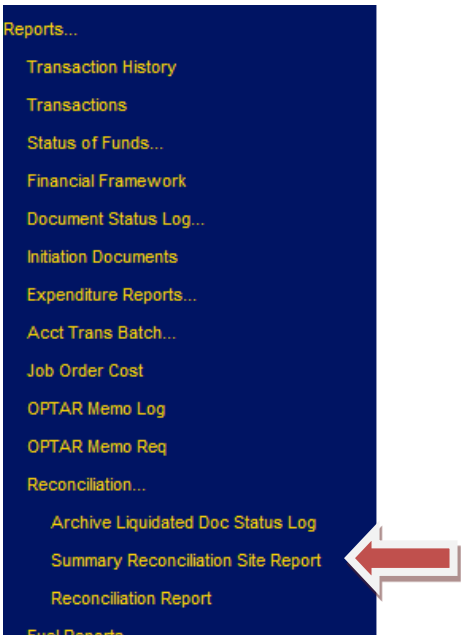
The FA will run the automated process to pull down the baseline STARS-FL document file into the Site. Once this has been accomplished then they will set the process to run each day extracting any document status changes from STARS-FL to FASTDATA. If any changes to a document cost are found they will flow to FASTDATA and once the automated job set by the FA to perform Reconciliation has run for the day, the Site will be able to pull up a new Reconciliation report. If changes and fixes are completed to correct recon issues in FASTDATA during the day, they can be viewed immediately on the Liquidated Document Status Log and on the Reconciliation Reports. STARS-FL only provides new RECON data file for those days that they run a daily report. It is processed at the end of the day and will be available in the non-peak hours to pull into the FA.

Step 1 Log into FASTDATA WEB URL.
Use of the USER ID and password the first time to get your CAC enabled for future logons.

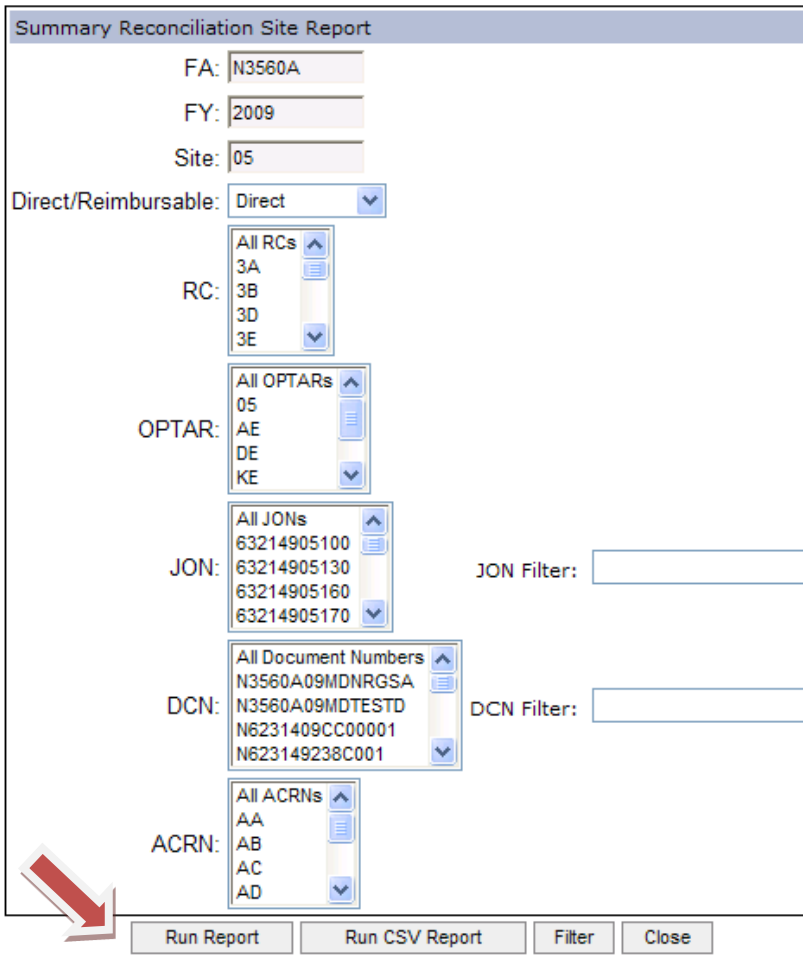
Step 2 Please select a Role – drop down arrow – select your Site you are creating document in.



Step 3 **Select REPORTS/Reconciliation/Summary Reconciliation Site Report**



Step 4 **Summary Reconciliation Site Report screen will appear.**
You can select one or all RCs, one or all OPTARS, one or all JONS, one or all DCNs, and one or all ACRNS. To use the file for a JON or DCN type the JON or DCN in the blank space and Select Filter. The appropriate JON or DCN will show in the appropriate window. Highlight it and Select RUN REPORT. Select Run Report without making any selections in the fields if you want the whole Site report. There are two options you can choose in running the report. RUN REPORT will give you the same format you are used to seeing in the GUI and it will be in a PDF format. If you choose CSV, you will receive the report in a text style format. PDF format is typically the easiest to run to view discrepancies more clearly. Examples of both will be displayed below. You will have to choose Direct or Reimbursable when running the RECON Summary.


Summary Reconciliation Site Report
FA: N3560A
FY: 2009
Site: 05
Direct/Reimbursable: Direct
RC: All RCs 3A 3B 3D 3E
OPTAR: All OPTARs 05 AE DE KE
JON: All JONs 63214905100 63214905130 63214905160 63214905170
JON Filter:
DCN: All Document Numbers N3560A09MDNRGSA N3560A09MDTESTD N6231409CC00001 N623149238C001
DCN Filter:
ACRN: All ACRNs AA AB AC AD
Run Report
Run CSV Report
Filter
Close

Step 5 The report format under RUN REPORT is displayed.

FASTDATA SUMMARY RECONCILIATION

Filter: FA N3476B, FY 2012, Direct/Reimb = D AND SITE IN ('CS')

Account Balances

System	Processed Date	Commitment	Obligation	Receipt	Expend	Cost
STARS-FL	08/21/2012	$87,701.44	$221,727.98	$72,403.39	$311,985.81	$693,818.62
FASTDATA	08/21/2012	$87,701.44	$337,284.14	$179,151.82	$311,985.81	$916,123.21
Account Variance:						
STARS-FL/FASTDATA		$0.00	-$115,556.16	-$106,748.43	$0.00	-$222,304.59

SITE: CS

System	Document Number	ACRN	Job Order Number	E E	OOC	RC	OPTAR	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Cost	STARS Adj. *	STARS/FD Difference
STARS-FL	N3476B12CCMMV4G	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMV4G	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$51,470.79	$0.00	$51,470.79		-$51,470.79
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMV53	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMV53	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$1,743.20	$0.00	$1,743.20		-$1,743.20
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMV68	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMV68	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$14,574.34	$0.00	$14,574.34		-$14,574.34
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMV7K	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMV7K	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$694.25	$0.00	$694.25		-$694.25
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMV8G	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMV8G	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$5,162.21	$0.00	$5,162.21		-$5,162.21
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMV98	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMV98	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$1,401.20	$0.00	$1,401.20		-$1,401.20
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMVB0	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMVB0	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$24,673.80	$0.00	$24,673.80		-$24,673.80
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMVC6	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMVC6	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$446.00	$0.00	$446.00		-$446.00
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMVCX	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMVCX	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$5,774.93	$0.00	$5,774.93		-$5,774.93
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMVDK	AA	3476B2CSCIT	W	311			$0.00	$0.00	$0.00	$0.00	$0.00		
FASTDATA	N3476B12CCMMVDK	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$361.29	$0.00	$361.29		-$361.29
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														
STARS-FL	N3476B12CCMMVFK	AA	3476B2CSCIT	W	311			$0.00	$0.00	$9,308.72	$0.00	$9,308.72		
FASTDATA	N3476B12CCMMVFK	AA	3476B2CSCIT	W	311	02	CS	$0.00	$0.00	$25,171.41	$0.00	$25,171.41		-$15,862.69
Error: FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA cost does not match STARS-FL.														

The report will display on the screen and you can print it or save as a PDF file to your own computer. The Summary Reconciliation Report displays the results of Reconciliation. Only variances between FASTDATA and STARS-FL are reported. At the Site, only that Site's data is displayed.

The account balances will appear in the header of the report with the STARS-FL and FASTDATA processed dates, Commitment total, obligation total, receipt total, expended total, STARS Adj* total, and the total cost in each system. The account variance displays the differences in each category in the header of the document.

The next section will reflect the STARS-FL data pulled from the download the FA requested from STARS-FL document cost tables and the FASTDATA document costs. The report will reflect only the documents that do no match in STARS-FL and FASTDATA. The Error message displayed below the STARS-FL and FASTDATA document information will provide a summary of what is not reconciled between STARS-FL and FASTDATA fields.

Step 6 Liquidation Methodology

FASTDATA and STARS-FL liquidate documents using different methodologies; thus justifying the necessity of Reconciliation. While the following information is not essential for Reconciliation, it is useful for users to understand why some discrepancies occur.

- FASTDATA uses actual cost calculation without liquidation. When a final transaction is received, document cost reflects the total dollar amount of the transaction type received. Until a transaction is marked final, costs are determined by the largest total amount between commitments, obligations receipts and expenditures.
- STARS-FL liquidates documents as the document changes from commitment, obligation, accounts payable and expenditure. Document cost reflects the total of all buckets.

Step 7 Errors that will prevent Reconciliation in STARS-FL and FASTDATA.

- FASTDATA document not found in STARS-FL
- STARS-FL JON not found in FASTDATA
- FASTDATA JON does not match STARS-FL
- FASTDATA EE does not match STARS-FL
- FASTDATA OOC does not match STARS-FL
- FASTDATA commitment does not match STARS-FL
- FASTDATA obligation does not match STARS-FL
- FASTDATA accounts payable/receipt does not match STARS-FL
- FASTDATA expenditure does not match STARS-FL
- FASTDATA cost does not match STARS-FL

Step 8 Error Resolution -Always be aware of the STARS-FL date on the Summary report and the FASTDATA date. This is important due to timing of the flow of data from FASTDATA to STARS-FL, and STARS-FL to FASTDATA updating the document status.

Questions to consider with each error message:

1. FASTDATA document not found in STARS-FL.

This status indicates that the document is in FASTDATA, but has not yet been received in a STARS-FL reconciliation file.

a) Was the document created today?

FASTDATA will constantly run the current day's information against the reconciliation file received from STARS-FL. This means that any document created on the current date will most likely show as being in FASTDATA but not found in STARS-FL. Let's research the reconciliation item below:

System	Document Number	ACRN	Job Order Number	E E	OOC	RC	OPTAR	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Cost	STARS Adj. *	STARS/FD Difference
STARS-FL	N6222912TGX0862	AA												
FASTDATA	N6222912TGX0862	AA	622292B7PFS	Q	252	HA	SI	$0.00	$3,433.05	$0.00	$0.00	$3,433.05		-$3,433.05
Error: FASTDATA document not found in STARS-FL.														

We can first run transaction history to determine the date the transaction was generated in FASTDATA. The transaction history report tells us that the document was created on the current date (08/27/12). We can also tell that the transaction has been exported since there is a "Y" in the EXP column.

Transaction History Report

Filter: AND DCN IN ('N6222912TGX0862')
Sort: FA ASC, Site ASC, FY ASC, DCN ASC, Doc Type ASC, ACRN ASC, Trans # ASC

FA: N3477B **Site: SF** **FY: 2012**

DCN: N6222912TGX0862

RC: HA OPTAR: SI

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				622292B7PFS	Q	252	HENRY HEATHER	08/27/2012	SF182	00		Complete	$3,433.05

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	AO	08/27/2012 07:50:00	0	$3,433.05	00	I		Created By Database User ID=BUPERSANDERSOND;

Since we can tell that the transaction was created today, and that it has exported from the site, we can check RDOC in STARS-FL to verify that the transaction did in fact post to STARS-FL. We can see that the transaction posted on the current date. This means that the document should no longer be reflected on the reconciliation report once a new STARS-FL recon file is received. Be sure to check the reconciliation report the following day to ensure that the document has cleared off the report.

```
FP:                REG: PENP        STARS/FL        08/27/2012 10:28:04 LXR20S3
                              DOC/ACRN INQUIRY DISPLAY                PAGE:   1
DOC NR: N6222912TGX0862 ACRN: AA        DTS TRIP REC NR:        MTH+1:
PIIN:                  ACRN:       SPIIN/CALL NR:         CLIN:        SLIN:
GA: 17  TA: 00  APPN: 121804  SBHD: 22M8  OB/BCN: 3477B  SX: 0
JOB ORDER NR CTR  EE OOC  SPIIN  CLIN SLIN   DTE EST  DTE COMP  NTE ST CC GOVT
622292B7PFS       Q  252                     08/27/12   /  /        A      N

      OBL AMT       540 AMT       530 AMT       510 AMT       610 AMT
      3433.05       3433.05           .00           .00           .00
     PPMT AMT       915 AMT    TRIP REC NR  RET DTE   TRAVELER'S NAME
          .00           .00                 08/27/12  HENRY HEATHER

USERID     DESCRIPTION    TT        AMOUNT  EXEC C/D FY DT   QUANTITY  PROC DTE

QB10BLWB LIGHTNING AVIAT           3433.05   540  C  12  N            08/27/12
```

b) Has the transaction exported from the Site to the FA?

The automated job to pull accounting transactions from the Site must be turned on at the FA level and there must be no transaction suspension applied to the transaction in order for it to export.

Research the Transaction History report to determine if the transaction has exported from the site. Let's research the reconciliation item below:

System	Document Number	ACRN	Job Order Number	E E	OOC	RC	OPTAR	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Cost	STARS/FD Difference
STARS-FL	N3560A09MDNRGSA	AA											
FASTDATA	N3560A09MDNRGSA	AA	63214905100	Q	253	3A	05	$0.00	$250.00	$0.00	$0.00	$250.00	-$250.00
Error: FASTDATA document not found in STARS-FL.													

First, run the transaction history report. The "N" in the EXP column indicates that the transaction has not yet been exported from the site.

Transaction History Report

Filter: AND SITE IN ('05') AND DCN IN ('N3569709MDF6790')

FA: N3560A **Site: 05** **RC: 3A** **OPTAR: 05** **FY: 2009**

DCN: N3569709MDF6790

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				63214905100	Q	253			MISCELLANEOUS	00		Complete	$750.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
N	AO	09/14/2009 20:06:18	0	$750.00	00	I		Created By Database User ID=BFPE45301;

The main cause of a transaction not being exported from the site, is that the automated job to receive accounting transaction from the site is not turned on at the FA level. Request that your FA research the automated job and turn on if necessary.

c) Is the transaction suspended at the FA?

Request that the FA research suspended transactions at the FA level. Transactions will suspend at the FA level for two primary reasons:

1) There is an automatic suspension rule in place at the FA level to prevent the transaction (based on an element in the document number or JON) that prevented the transaction from transmitting to STARS-FL.
2) The transaction was manually suspended at the site level by a user.

If a transaction is suspended at the FA that needs to be transmitted to STARS-FL, the FA can access the transaction and remove the suspension checkmark, to allow it to flow to STARS-FL.

d) Did the accounting batch send from FASTDATA but fail to post to STARS-FL?

Have the FA search the File Manager to validate that a batch was generated and transmitted from STARS-FL containing the missing transaction. If the batch did not process, the FA will need to contact the BUPERS office for assistance.

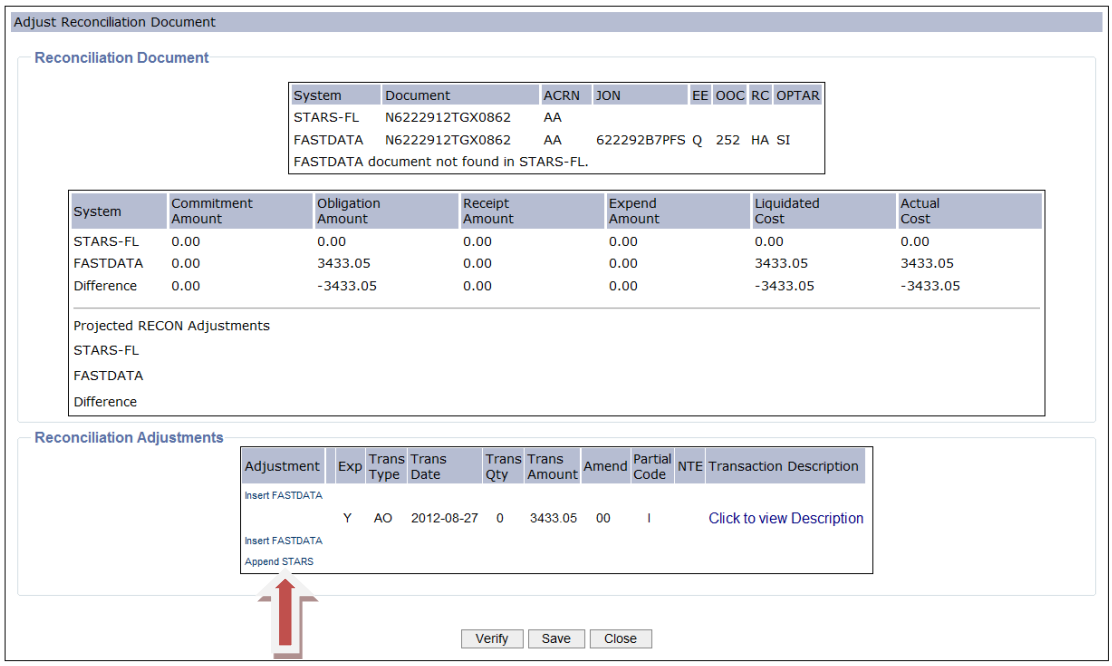
e) Is the transaction suspended in STARS-FL under fastpath "TEXV"?

Transactions from FASTDATA can suspend in STARS-FL for various reasons. For example, the JON may have been established in FASTDATA but is not yet in STARS-FL, or an SPS transaction may have posted into STARS-FL that makes the adjustment amounts sent from FASTDATA invalid. Review the TEXV in STARS-FL to determine the cause of the suspension and the appropriate action. Remember

to input "TEXV" in the description field before processing the TEXV to keep the transaction from affecting your monthly FASTDATA metrics.

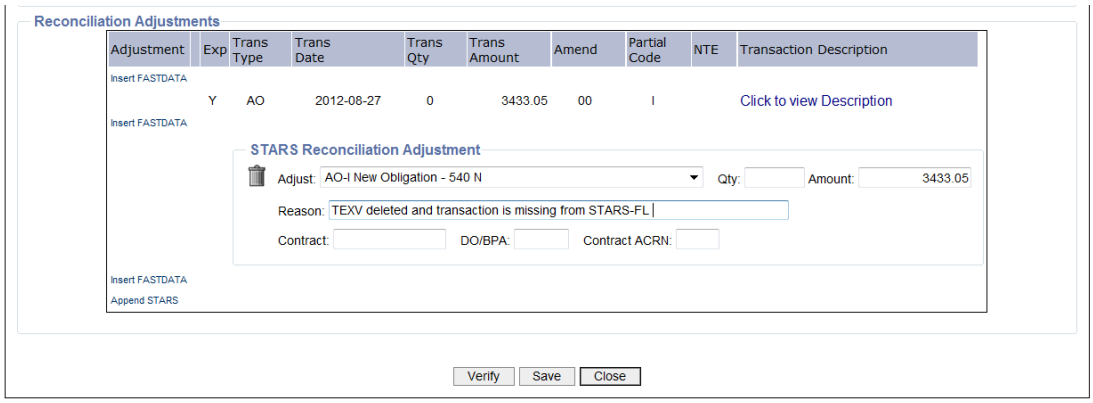
f) Was the transaction deleted from TEXV before it could be processed?

There are times when a transaction suspended on TEXV in STARS-FL is deleted before it can be corrected and processed. If a TEXV is deleted and the transaction still needs to be posted in to STARS-FL, the Adjust Reconciliation Document feature can be used to generate the transaction to STARS-FL without affecting FASTDATA.
To perform this, in the appropriate site, select Documents, Reconciliation Document, Adjust Reconciliation Document. Select the appropriate document from the results.
Document details are displayed. FASTDATA shows the correct total, but in this scenario our STARS-FL transaction suspended and was deleted off TEXV. At this point, the transaction still needs to be posted into STARS-FL.

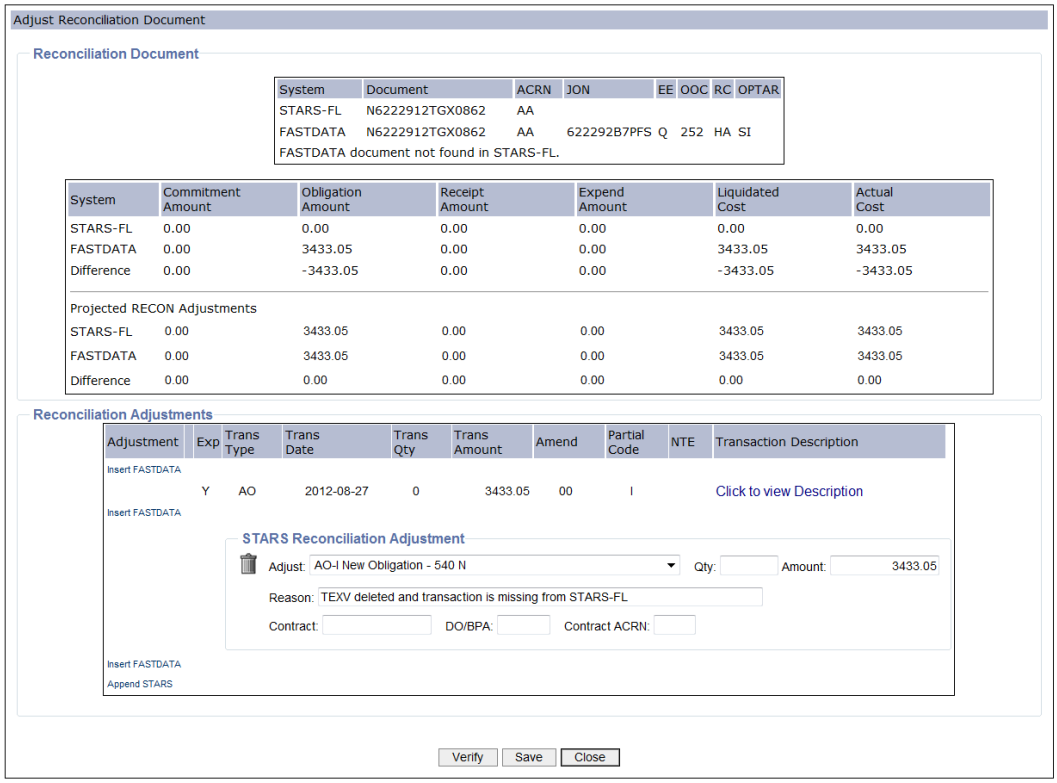


Click the Append STARS link under the Reconciliation Adjustments. An input box will appear for the transaction to STARS-FL.

For this example, we'll send a New Obligation (540 N) since the transaction has never posted in STARS-FL. Input the appropriate amount and reason, along with contract information if applicable. More information is available in the Adjust Reconciliation Document section on the various aspects of this feature.



After the information is input, click the Verify button to show projected effects of the transaction. In this scenario, the adjusting transaction will bring both systems in balance.



When satisfied with the projected adjustments, click Save to process the transaction to STARS-FL.

g) If the transaction is not suspended at the FA level and did not send in an accounting batch, ask the FA to verify that the RC for the JONs on the transaction is checked to transmit accounting transactions. If that check is not in place, no accounting transactions will be transmitted for any of the JONs associated to the RC.

2. STARS-FL document not found in FASTDATA

This status indicates that a document has posted in STARS-FL that is not found in FASTDATA.

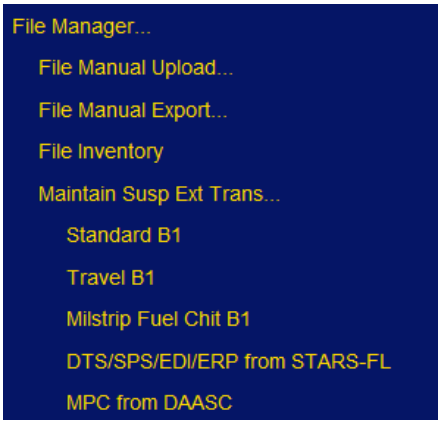
a) Did the document batch fail to process into FASTDATA?

Search the File Manager/File Inventory. Verify the missing document is contained in a file listed. If the file is marked as Processed, the results should be either in FASTDATA or suspended within the application. If the file is marked as Unprocessed, then the file has not yet posted into FASTDATA. An unprocessed file that is older than a couple hours typically indicates that the automated job to process the file is not turned on. The FA will need to turn on the automated job or adjust the frequency settings.

b) Is the transaction from an external interface, and is it suspended at the site?

If the transaction is in a file that has processed into FASTDATA, but it is still not reflected, it is most likely suspended at the site in the Suspended External Interfaces.

To verify if an external transaction is suspended, in the Site, select File Manager, Maintain Susp Ext Trans … Select the appropriate menu option, based on the type of transaction you are researching. For example, if you are researching a missing SPS transaction, you would select the menu option for DTS/SPS/EDI/ERP from STARS-FL.



The screen will display any suspended transactions and the reason for suspension. In this scenario, we can see that two SPS transactions are suspended with the reason "Document must be accepted if over $25,000".

Correct Suspended DTS B1 Transactions

Filter

External System Code | Document #: | ACRN: | JON: | Exec Code: | File Name: | Sort Order: Document # | Ascending | Descending

Filter

Results

PAGE: 1

Delete	External System Code	REC Type	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	Contract SubLine	Unit of Issue	OMB Object Class	Country Code	Use
☐	SPS	L	N6671512RC72121	AA	6671526TJM7	P	12700.00	540	C	C		N0018912PZ432		00001			01/01/01		N	AA	0002			257		fast
	Suspension Reason: Document must be accepted if over $25,000;																									
☐	SPS	L	N6671512RC72121	AA	6671526TJM7	P	79007.50	540	C	C		N0018912PZ432		00001			01/01/01		N	AA	0001			257		fast
	Suspension Reason: Document must be accepted if over $25,000;																									

Reprocess | Save | Close | Add All | Remove All

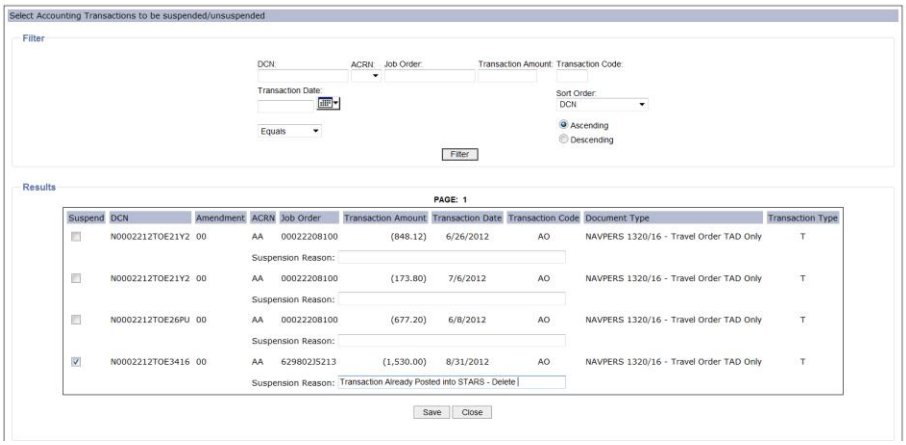
To clear these suspended items, you would need to close the suspended external transactions screen, and accept one or both documents within the site. After the documents are accepted, return to the Maintain Susp Ext Trans … menu option and reprocess the suspended transactions.

For any transactions that are suspended in this menu option, review the suspension reason and take appropriate action before reprocessing. If a suspended external transaction is invalid, or has already manually been input into FD, you can place a checkmark in the "Delete" column and click Save to remove the suspended transactions. Only delete transactions that you have verified are invalid or are already contained in FASTDATA.

c) Was the transaction manually input into STARS-FL?

Use FASTHPATH "RDOC" in STARS-FL to view the document. If the missing transaction is reflected in STARS-FL with an analyst's userid, the transaction was manually input.

Enter the transaction into the Site in FASTDATA. Then immediately go to Transaction Suspension to suspend the transaction from flowing to STARS-FL. Be sure to input a reason that will provide enough information for the FA to know why the transaction has been suspended, and in most cases, that the transaction can be purged. Click save after marking the transaction for suspension and entering a remark.



d) Is the Job Order Number in FASTDATA?

If the Job Order Number is not in FASTDATA, the transaction may be suspended in the Maintain Susp Ext Trans … menu option at the FA level. Request that the FA verify if the transaction is suspended, and then add the Job Order into FASTDATA. After the Job Order is added, the FA can reprocess the suspended transaction to allow it to process into the site.

e) Is the transaction a travel or MPC document that has posted to STARS-FL in less than four business days prior to the date of the Reconciliation Report?

There may be a delay of approximately three to four business days for travel and/or MPC transactions to post into FASTDATA. It is recommended to wait four business days before any manual input. View the transaction date in STARS-FL (by using FASTPATH "RDOC") to determine if it falls within this time delay.

3. STARS-FL JON not found in FASTDATA

a) Is the Job Order Number in FASTDATA?

If not, have the FA add the Job Order and release to the site. After the Job Order is available to the site, use the steps in Recon Item #2 (STARS-FL document not found in FASTDATA) to determine the appropriate method for input. The document may need to be manually entered and suspended, or it may be suspended in the external interfaces.

4. JON/EE/OOC Mismatch: FASTDATA JON does not match STARS-FL.

a) Is the JON in FASTDATA correct?

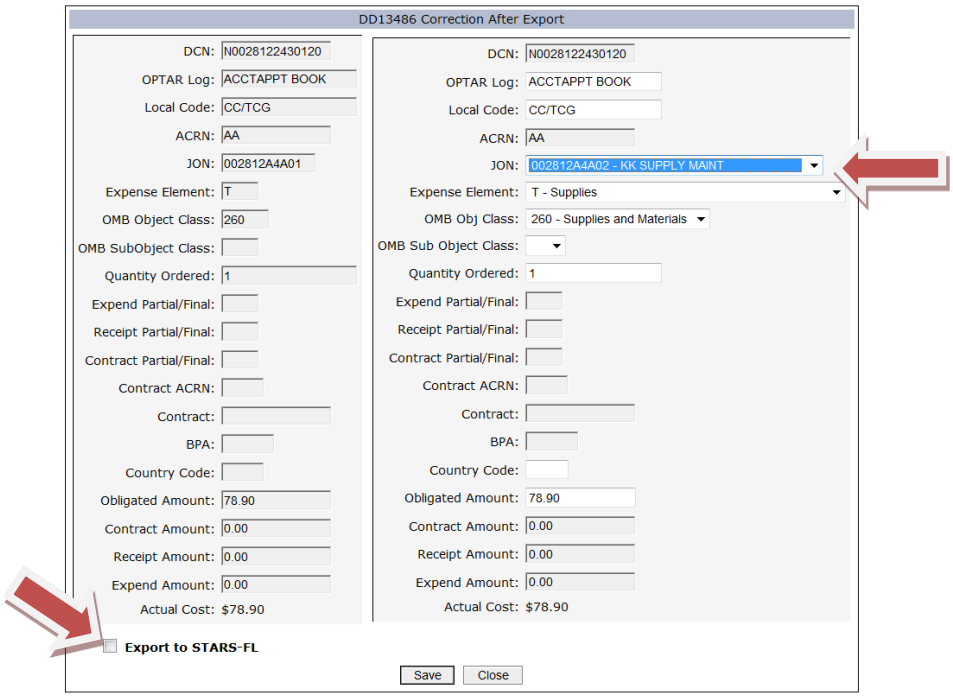
If the JON in FASTDATA is correct, but STARS is invalid, ask the FA to determine if the transaction to change the JON was sent from FASTDATA. It may be suspended on the TEXV.

If the transaction was set to not generate to STARS-FL, or if it did generate and has been deleted from within FASTDATA or off the TEXV, you must manually input the JON correction in STARS-FL using FASTPATH "TAR".

b) Is the JON in STARS-FL correct?

If the JON in STARS-FL is correct, but FASTDATA is invalid, perform an update on the document to correct the JON. In the appropriate site, select Documents, Update Document. Find the document number from the listing and open.

When the Correction After Export screen is displayed, select the appropriate JON from the drop down box. Since the JON is already correct in STARS-FL, remove the checkmark in the box the Export to STARS-FL box. Click Save to save changes, then close.



5. JON/EE/OOC Mismatch: FASTDATA EE/OOC does not match STARS-FL.

a) Is the EE/OOC in FASTDATA correct?

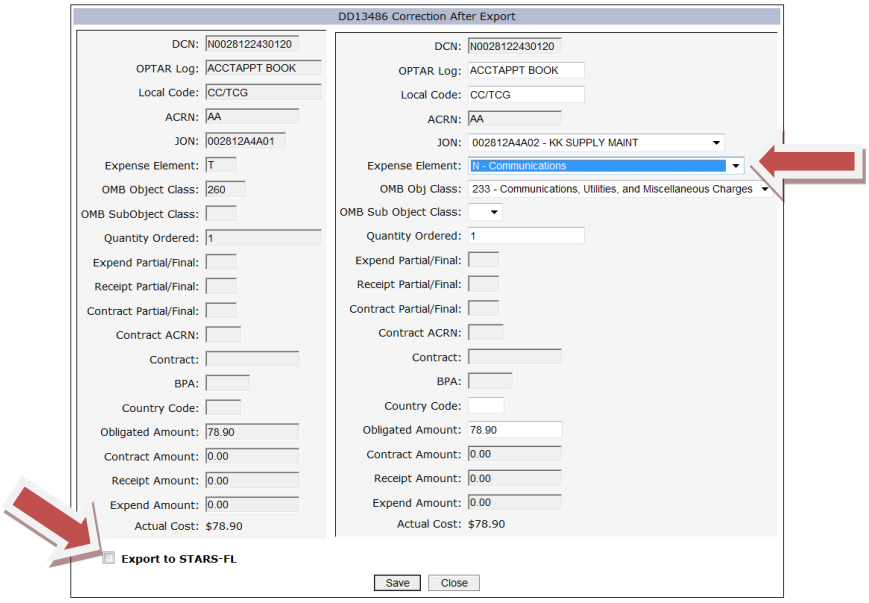
If the EE/OOC in FASTDATA is correct, but STARS is invalid, ask the FA to determine if the transaction to change the EE was sent from FASTDATA. It may be suspended on the TEXV.

If the transaction was set to not generate to STARS-FL, or if it did generate and has been deleted from within FASTDATA or off the TEXV, you must manually input the EE/OOC correction in STARS-FL using FASTPATH "TAR".

b) Is the EE/OOC in STARS-FL correct?

If the EE/OOC in STARS-FL is correct, but FASTDATA is invalid, perform an update on the document to correct the EE/OOC. In the appropriate site, select Documents, Update Document. Find the document number from the listing and open.

When the Correction After Export screen is displayed, select the appropriate EE/OOC from the drop down box. Since the EE/OOC is already correct in STARS-FL, remove the checkmark in the box the Export to STARS-FL box. Click Save to save changes, then close.



6. FASTDATA commitment does not match STARS-FL.

a) Has the commitment been generated during the current day?

If the commitment has been generated during the current day in FASTDATA, the transaction has most likely posted to STARS-FL, but is not reflected in the STARS-FL reconciliation data yet. Verify that the commitment amount is actually reflected on the document by checking the "RDOC" screen in STARS-FL. If the commitment exists and was posted today, ignore this reconciliation item until it clears the following day. If it does not clear the following day, further research may be needed.

b) Is the commitment amount correct in STARS-FL?

1) Was the transaction manually entered into STARS-FL?

If the commitment is correct in STARS-FL, verify if the transactions was manually input in STARS-FL. View the "RDOC" screen for the document. If the commitment transaction is posted with an analyst's userid, it was manually input. Input the transaction into the Site in FASTDATA, then go to Transaction Suspension to stop the transaction from exporting to STARS-FL. Be sure to input a remark that clearly states why the transaction is being suspended, and if it can be purged by the FA.

2) Is the transaction from an external interface?

If the commitment is correct in STARS-FL, and it was not manually input into STARS-FL, it may be suspended in the external interface. Use the steps in Recon Item #2b, to find the suspended external interface transaction, take appropriate action, and reprocess.

c) Is the commitment amount correct in FASTDATA?

1) Is the transaction for the commitment entered in STARS suspended at the site or FA level?

If the transaction is suspended, unsuspend to allow it to flow to STARS-FL. You may need to ask the FA to assist with researching if a transaction is suspended.

2) Did the transaction export from STARS-FL, but posted to TEXV?

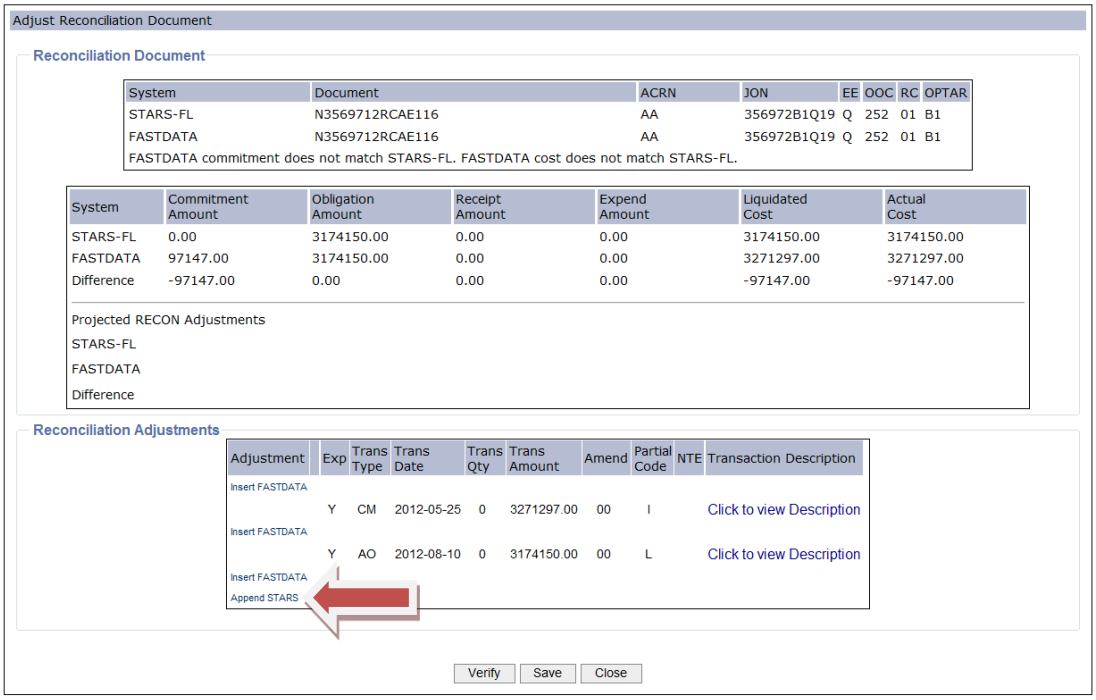
Check the TEXV FASTPATH in STARS-FL to verify if the transaction is suspended in STAR-FL. If the transaction is suspended on the TEXV, take the appropriate action to clear and post. Remember to update the

description field to annotate TEXV so that the transaction will not be counted against you in the monthly metrics.

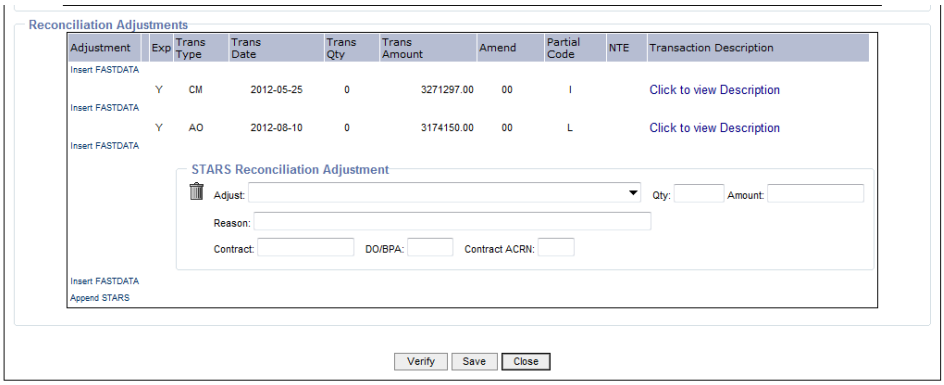
3) Was the transaction suspended on TEXV and subsequently deleted before it could be corrected and posted to STARS-FL?

The Adjust Reconciliation Document feature can be used to generate another transaction to STARS-FL without affecting FASTDATA balances. In the site, select Documents, Reconciliation Document, Adjust Reconciliation Document. Find the document from the listing and click on the blue document number link to open details.

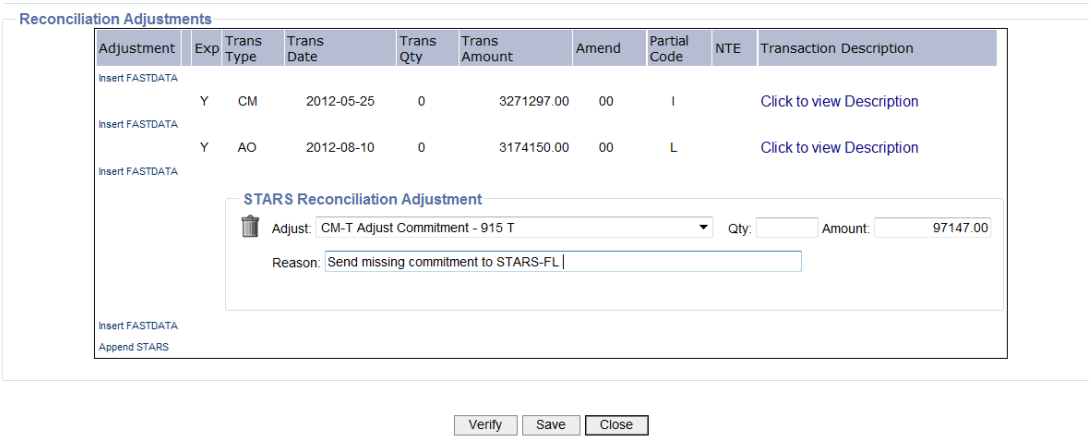
The details open and the balances of the document in both FASTDATA and STARS-FL are displayed. We can see in this example that FASTDATA shows a commitment amount of $97,147.00 that is missing from STARS-FL. Click the Append STARS link.



The STARS Reconciliation Adjustment box opens. Input the appropriate information, based on the type of transaction you need to send.



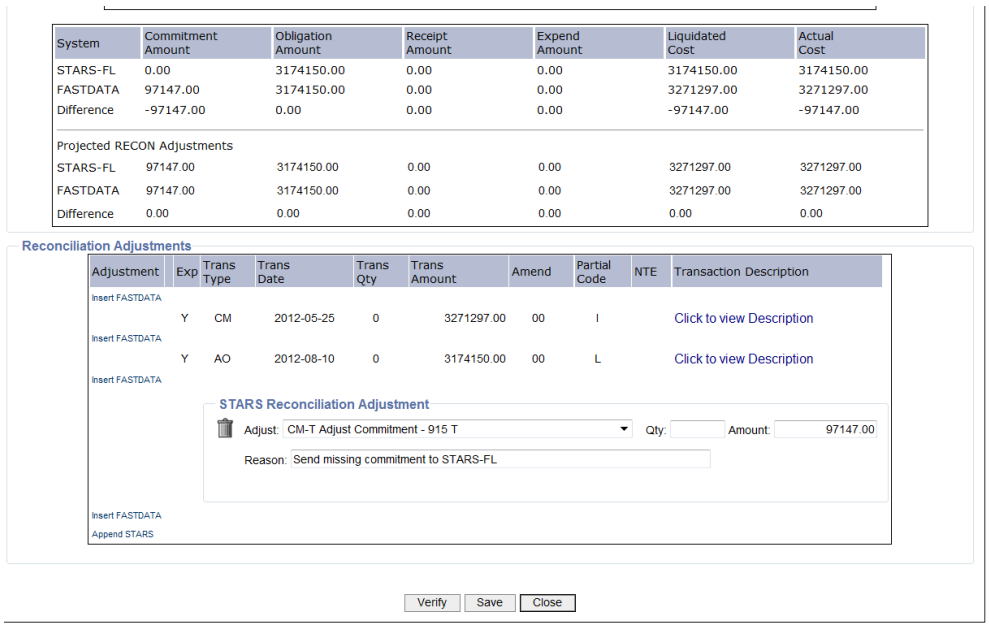
For this scenario, we would choose CM-T Adjust Commitment – 915 T from the Adjust drop down box, leave the quantity blank, input the amount (remember if sending a decrease to input a negative sign in from of the amount), and a Reason for the adjustment transaction.



Once the transaction information is input, click the Verify button.

Clicking the Verify button will populate the Projected Recon Adjustments section. You can see that in this case, our document will be in balance between both systems, if we decide to save the adjustment transaction.

If the Projected Recon Adjustment showed results you are not happy with, simply make changes to the Adjustment transaction details you input previously, and click Verify again. Be sure you are satisfied with the Projected Recon results before saving.



System	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Liquidated Cost	Actual Cost
STARS-FL	0.00	3174150.00	0.00	0.00	3174150.00	3174150.00
FASTDATA	97147.00	3174150.00	0.00	0.00	3271297.00	3271297.00
Difference	-97147.00	0.00	0.00	0.00	-97147.00	-97147.00
Projected RECON Adjustments						
STARS-FL	97147.00	3174150.00	0.00	0.00	3271297.00	3271297.00
FASTDATA	97147.00	3174150.00	0.00	0.00	3271297.00	3271297.00
Difference	0.00	0.00	0.00	0.00	0.00	0.00

Reconciliation Adjustments

Adjustment	Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Insert FASTDATA									
	Y	CM	2012-05-25	0	3271297.00	00	I		Click to view Description
Insert FASTDATA									
	Y	AO	2012-08-10	0	3174150.00	00	L		Click to view Description
Insert FASTDATA									

STARS Reconciliation Adjustment

Adjust: CM-T Adjust Commitment - 915 T Qty: Amount: 97147.00

Reason: Send missing commitment to STARS-FL

Insert FASTDATA

Append STARS

Verify Save Close

Once the Projected Recon results are correct, click Save to send the transaction to STARS-FL. The document should fall off the reconciliation report the following day when an update is received from STARS-FL. If it still appears on the report, additional research may be needed.

7. FASTDATA obligation does not match STARS-FL.

a) Has the obligation been generated during the current day?

If the obligation has been generated during the current day in FASTDATA, the transaction has most likely posted to STARS-FL, but is not reflected in the STARS-FL reconciliation data yet. Verify that the obligation amount is actually reflected on the document by checking the "RDOC" screen in STARS-FL. If the obligation exists and was posted today, ignore this reconciliation item until it clears the following day. If it does not clear the following day, further research may be needed.

b) Is the oblgation amount correct in STARS-FL?

a. Was the transaction manually entered into STARS-FL?

If the obligation is correct in STARS-FL, verify if the transactions was manually input in STARS-FL. View the "RDOC" screen for the document. If the obligation transaction is posted with an analyst's userid, it was manually input. Input the transaction into the Site in FASTDATA, then go to Transaction Suspension to stop the transaction from exporting to STARS-FL. Be sure to input a remark that clearly states why the transaction is being suspended, and if it can be purged by the FA.

b. Is the transaction from an external interface?

If the obligation is correct in STARS-FL, and it was not manually input into STARS-FL, it may be suspended in the external interface. Use the steps in Recon Item #2b, to find the suspended external interface transaction, take appropriate action, and reprocess.

c) Is the obligation amount correct in FASTDATA?

a. Is the transaction for the obligation entered in STARS suspended at the site or FA level?

If the transaction is suspended, unsuspend to allow it to flow to STARS-FL. You may need to ask the FA to assist with researching if a transaction is suspended.

b. Did the transaction export from STARS-FL, but posted to TEXV?

Check the TEXV FASTPATH in STARS-FL to verify if the transaction is suspended in STAR-FL. If the transaction is suspended on the TEXV, take the appropriate action to clear and post. Remember to update the description field to annotate TEXV so that the transaction will not be counted against you in the monthly metrics.

c. Was the transaction suspended on TEXV and subsequently deleted before it could be corrected and posted to STARS-FL?

The Adjust Reconciliation Document feature can be used to generate another transaction to STARS-FL without affecting FASTDATA balances. In the site, select Documents, Reconciliation Document, Adjust Reconciliation Document. Find the document from the listing and click on the blue document number link to open details.

The details open and the balances of the document in both FASTDATA and STARS-FL are displayed. We can see in this example that

FASTDATA shows an obligation amount of $628.00 that is missing from STARS-FL. Click the Append STARS link.

Adjust Reconciliation Document

Reconciliation Document

System	Document	ACRN	JON	EE	OOC	RC	OPTAR
STARS-FL	N0760A12TGCS004	AA	0760A2N335B	Q	250	CS	NE
FASTDATA	N0760A12TGCS004	AA	0760A2N335B	Q	250	CS	NE

FASTDATA obligation 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	0.00	0.00	15372.00	15372.00	15372.00
FASTDATA	0.00	628.00	0.00	15372.00	16000.00	16000.00
Difference	0.00	-628.00	0.00	0.00	-628.00	-628.00

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	AO	2011-12-15	0	16000.00	00	I		Click to view Description
Insert FASTDATA									
	Y	EV	2012-04-25	1	15372.00	00	P		Click to view Description
Insert FASTDATA									
Append STARS									

Verify Save Close

The STARS Reconciliation Adjustment box opens. Input the appropriate information, based on the type of transaction you need to send.

Reconciliation Adjustments

Adjustment	Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Insert FASTDATA									
	Y	AO	2011-12-15	0	16000.00	00	I		Click to view Description
Insert FASTDATA									
	Y	EV	2012-04-25	1	15372.00	00	P		Click to view Description
Insert FASTDATA									

STARS Reconciliation Adjustment

Adjust: Qty: Amount:

Reason:

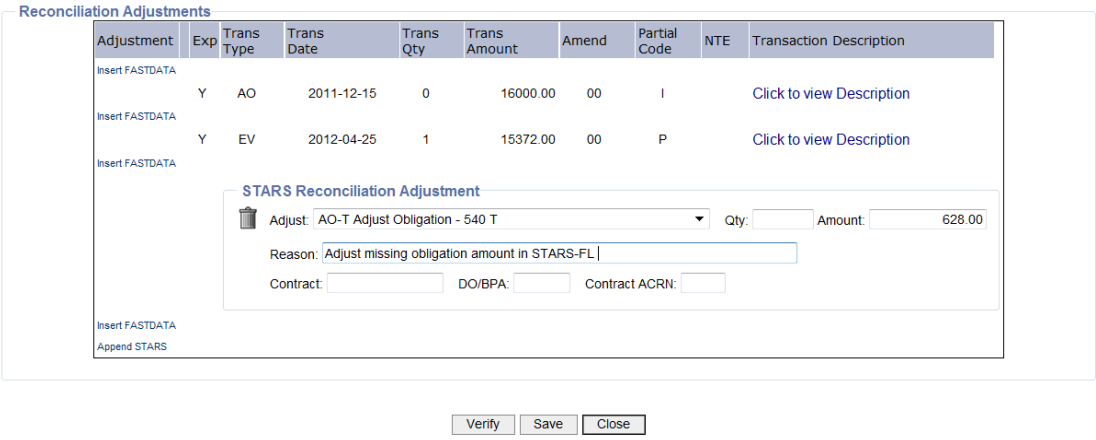
Contract: DO/BPA: Contract ACRN:

Insert FASTDATA

Append STARS

Verify Save Close

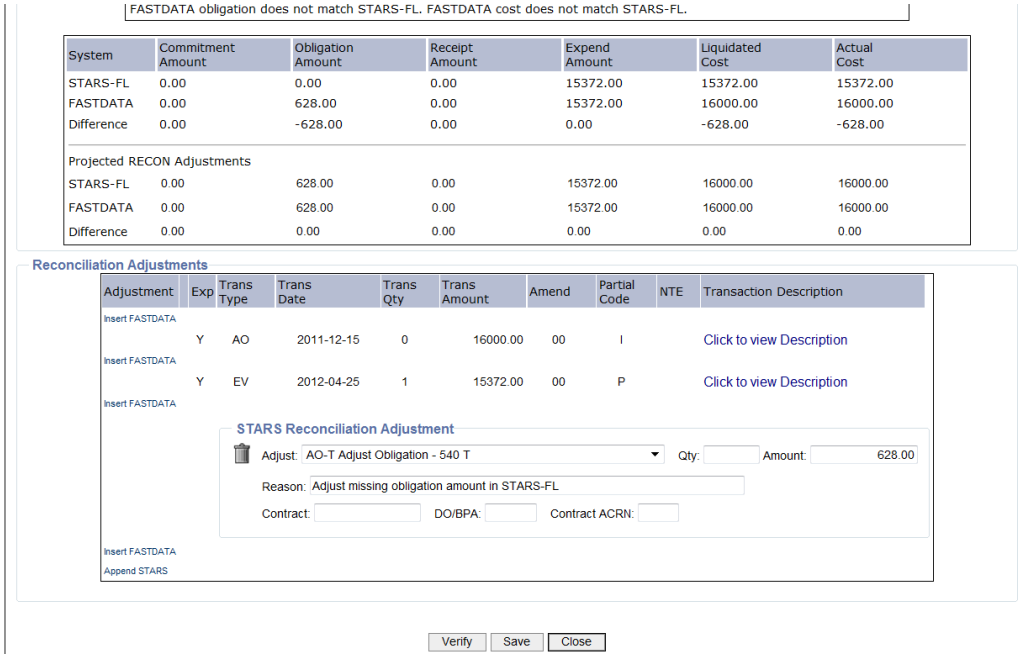
For this scenario, we would choose AO-T Adjust Obligation – 540 T from the Adjust drop down box, leave the quantity blank, input the amount (remember if sending a decrease to input a negative sign in from of the amount), and a Reason for the adjustment transaction. If this were a contracted document, the correct Contract, DO/BPA, and Contract ACRN would also be required.



Once the transaction information is input, click the Verify button.

Clicking the Verify button will populate the Projected Recon Adjustments section. You can see that in this case, our document will be in balance between both systems, if we decide to save the adjustment transaction.

If the Projected Recon Adjustment showed results you are not happy with, simply make changes to the Adjustment transaction details you input previously, and click Verify again. Be sure you are satisfied with the Projected Recon results before saving.



FASTDATA obligation 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	0.00	0.00	15372.00	15372.00	15372.00
FASTDATA	0.00	628.00	0.00	15372.00	16000.00	16000.00
Difference	0.00	-628.00	0.00	0.00	-628.00	-628.00
Projected RECON Adjustments						
STARS-FL	0.00	628.00	0.00	15372.00	16000.00	16000.00
FASTDATA	0.00	628.00	0.00	15372.00	16000.00	16000.00
Difference	0.00	0.00	0.00	0.00	0.00	0.00

Reconciliation Adjustments

Adjustment	Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Insert FASTDATA									
	Y	AO	2011-12-15	0	16000.00	00	I		Click to view Description
Insert FASTDATA									
	Y	EV	2012-04-25	1	15372.00	00	P		Click to view Description
Insert FASTDATA									

STARS Reconciliation Adjustment

Adjust: AO-T Adjust Obligation - 540 T Qty: Amount: 628.00

Reason: Adjust missing obligation amount in STARS-FL

Contract: DO/BPA: Contract ACRN:

Insert FASTDATA

Append STARS

Verify Save Close

Once the Projected Recon results are correct, click Save to send the transaction to STARS-FL. The document should fall off the reconciliation report the following day when an update is received from STARS-FL. If it still appears on the report, additional research may be needed.

8. FASTDATA accounts payable/receipt does not match STARS-FL.

a) Most accounts payable/receipt discrepancies will correct themselves once expenditure is posted. The accounts payable in STARS-FL is typically from SPS, MOCAS, or WAWF. If possible, allow time for the expenditure to process and do not take any action.

b) If a receipt is posted in FASTDATA after a final expenditure, an out of balance will typically show on the reconciliation report.

9. FASTDATA expenditure does not match STARS-FL.

a) Is the expenditure suspended at the FA?

Request the that the FA reviews the Suspended Expenditure Report to see if the expenditure is suspended. If the expenditure is suspended, the FA can reprocess or take the necessary action to allow the expenditure to reprocess.

b) Is the expenditure suspended at the Site?

In the site, select Expenditure Process, Correct Expenditure. If the expenditure is suspended within the site, it will be displayed here. Depending on the reason for the suspension, further action may be required. For example, if the expenditure is suspended because of a JON mismatch, the document within FASTDATA will need to be updated to reflect the correct JON before the expenditure can be reprocessed.

c) Is the 610 that posted in STARS-FL less than a couple days old?

Review FASTHPATH "RDOC" to view the document in STARS-FL. If the expenditure is less than a couple days old, there could be a timing delay in posting into FASTDATA. Wait to see if the expenditure posts into FASTDATA within the next couple of days.

d) If the expenditure is not suspended and is older than a few days, input manually.

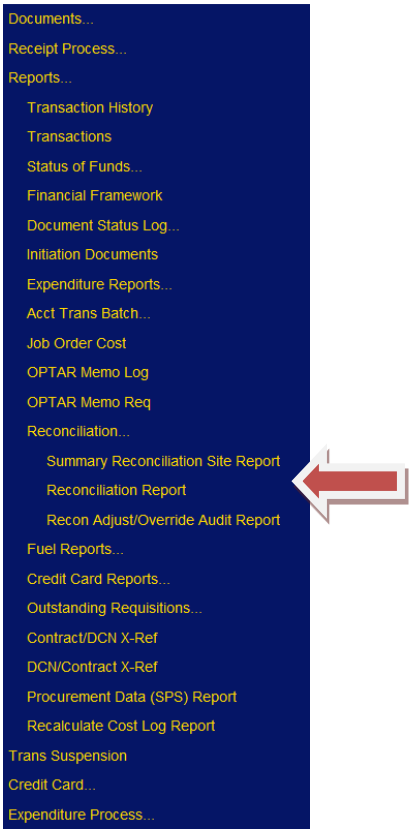
In the site, select Expenditure Process, New Expenditure. Input the expenditure details, ensuring that partial/final is selected as it posted in STARS-FL. If a final expenditure is manually input, any outstanding obligation on the document will be removed.

10. FASTDATA cost does not match STARS-FL.

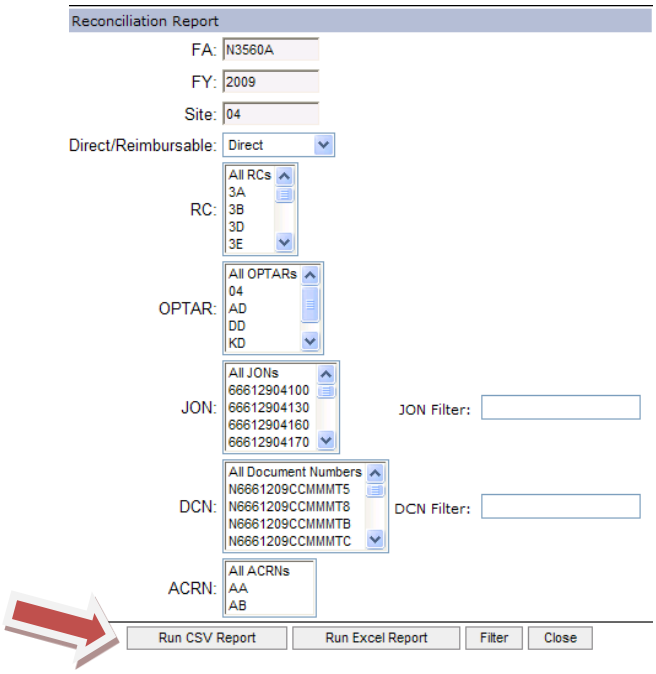
This error is typically accompanied by another reconciliation message, such as unmatched obligation or expenditure amounts. Research those items first, as correcting the commitment, obligation, or expenditure amount will typically correct the out of balance cost amount.

Step 9 Reconciliation Report - Reports/Reconciliation/Reconciliation Report

The Reconciliation Report displays the results of the Reconciliation in a comma separated value (.csv) format or Microsoft Excel. Only variances between FASTDATA and STARS-FL are reported. Each row contains FASTDATA and STARS-FL data used in the Reconciliation process along with the resulting error message. The report is available to FA and Sites. At the Site only the appropriate Site data is displayed.



The Reconciliation Reports displays the results of Reconciliation in a command separated value (.csv) format or Microsoft Excel. Only variances between FASTDATA and STARS-FL are reported. Each row contains FASTDATA and STARS-FL data used in the Reconciliation process along with the resulting error message. At the Site, only Site data is displayed.



Parameter form for the Reconciliation Report (Site)

- **FA -** The FA associated with the Site
- **FY -** The current Fiscal Year
- **Site -** Your Site ID
- **Direct/Reimbursable -** Select either direct or reimbursable transactions
- **RC -** Select either All RCs or a specific RC
- **OPTAR -** Select either All OPTARS or a specific OPTAR
- **JON -** Select either All JONs or a specific JON
- **JON Filter -** The JON Filter is an optional parameter that allows you to further refine your JON search. In the JON Filter box, enter as much of the JON as you wish (beginning with the first numeral) followed by a wild card indicator (*). For example; 01885*. Select the Filter button. The form will refresh with only the JONs you have requested appearing in the JON list.
- **DCN -** Select either All Document Control Numbers (DCNs) or a specific DCN
- **DCN Filter -** The DCN Filter is an optional parameter that allows you to further refine your DCN search. In the DCN Filter box, enter as much of the DCN as you wish (beginning with the first numeral or character) followed by a wild card indicator (*). For example; 029500*. Select the Filter button. The form will refresh with only the DCNs you have requested appearing in the DCN list.
- **ACRN -** Select either All ACRNs, or specific ACRNs.
- **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
- **Filter -** Select the Filter button to initiate the search for the DCNs or JONs you have identified in their respective Filter boxes
- **Close -** Select this button to cancel your report request and close the Report Criteria page

To view the CSV format of this report click on Run CSV Report:

```
FA_ID1,FY_ID,SITE_ID1,DCN_ID,STARS_RC_ID,STARS_OPTAR_ID,DMLSS_RC_ID,DMLSS_OPTAR_ID,FA_SASN,REC_TYPE,STARS_RECEIPT_AMT,STARS_A
N3560A    ,2009,,,3E        ,ND        ,,,274,1,5710.12,3126186.64,,13-AUG-09,29-JUL-09,,66612972720,T,260,986,1604818.91,151
N3560A    ,2009,04        ,N6661209CCMMMTC,3A        ,04        ,,,274,2,0,1360.22,,,,040100,66612904100,T,260,0,0,1360.22,,3
N3560A    ,2009,04        ,N6661209CCMMMTD,3A        ,04        ,,,274,2,0,1462.33,,,,040100,66612904100,T,260,0,0,1462.33,,3
N3560A    ,2009,04        ,N6661209CCMMMTF,3A        ,04        ,,,274,2,0,3107.09,,,,040100,66612904100,T,260,0,0,3107.09,,3
N3560A    ,2009,04        ,N6661209CCMMMTG,3A        ,04        ,,,274,2,0,1313.46,,,,040100,66612904100,T,260,0,0,1313.46,,3
N3560A    ,2009,04        ,N6661209CCMMMTH,3A        ,04        ,,,274,2,0,3166.83,,,,040100,66612904100,T,260,0,0,3166.83,,3
N3560A    ,2009,04        ,N6661209CCMMMTJ,3A        ,04        ,,,274,2,0,60.57,,,,040100,66612904100,N,233,0,0,60.57,,3A
N3560A    ,2009,04        ,N6661209CCMMMTK,3A        ,04        ,,,274,2,0,672.12,,,,040100,66612904100,Y,240,0,0,672.12,,3A
N3560A    ,2009,04        ,N6661209CCMMMTN,3A        ,04        ,,,274,2,0,768.7,,,,040100,66612904100,T,260,0,0,768.7,,3A
N3560A    ,2009,04        ,N6661209CCMMMTT,3A        ,04        ,,,274,2,0,28.25,,,,040100,66612904100,N,233,0,0,28.25,,3A
N3560A    ,2009,04        ,N6661209CCMMMTV,3A        ,04        ,,,274,2,707.99,707.99,,,,040100,66612904100,T,260,0,0,0,,3A
N3560A    ,2009,04        ,N6661209RV04006,3A        ,04        ,,,274,2,133.1,133.1,,,,040100,66612904100,E,210,0,0,0,,3A
N3560A    ,2009,04        ,N6661209RVSA401,SA        ,04        ,,,274,2,803.84,803.84,,,,04SA40,666129SA403,T,260,0,0,0,,SA
N3560A    ,2009,04        ,N6661209RVSA402,SA        ,04        ,,,274,2,174,174,,,,04SA40,666129SA404,Q,250,0,0,0,,SA
N3560A    ,2009,04        ,N6661209RVSA403,SA        ,04        ,,,274,2,570.83,570.83,,,,04SA40,666129SA404,Q,250,0,0,0,,SA
N3560A    ,2009,04        ,N6661209RVSA404,SA        ,04        ,,,274,2,352.75,352.75,,,,04SA40,666129SA404,Q,250,0,0,0,,SA
N3560A    ,2009,04        ,N6661209RVSA405,SA        ,04        ,,,274,2,459.13,459.13,,,,04SA40,666129SA404,Q,250,0,0,0,,SA
N3560A    ,2009,04        ,N6661209RVSA406,SA        ,04        ,,,274,2,159.75,159.75,,,,04SA40,666129SA404,Q,250,0,0,0,,SA
N3560A    ,2009,04        ,N6661209RVSA407,SA        ,04        ,,,274,2,287.5,287.5,,,,04SA40,666129SA404,Q,250,0,0,0,,SA
N3560A    ,2009,04        ,N6661209RVSA408,SA        ,04        ,,,274,2,339.25,339.25,,,,04SA40,666129SA404,Q,250,0,0,0,,SA
N3560A    ,2009,04        ,N6661209RVSA409,SA        ,04        ,,,274,2,406.78,406.78,,,,04SA40,666129SA404,Q,250,0,0,0,,SA
N3560A    ,2009,04        ,N6661209TOUUJXF,3A        ,04        ,,,274,2,0,468.5,,,,040100,66612904100,E,210,0,0,468.5,,3A
N3560A    ,2009,04        ,N6661209TOUZVRN,3A        ,04        ,,,274,2,0,150,,,,040100,66612904100,E,210,0,0,150,,3A
N3560A    ,2009,04        ,N6661209TOV06XF,3A        ,04        ,,,274,2,0,150,,,,040100,66612904100,E,210,0,0,150,,3A
N3560A    ,2009,04        ,N6661209TOV06XZ,3A        ,04        ,,,274,2,0,150,,,,040100,66612904100,E,210,0,0,150,,3A
N3560A    ,2009,04        ,N6661209TOV06YL,3A        ,04        ,,,274,2,0,150,,,,040100,66612904100,E,210,0,0,150,,3A
N3560A    ,2009,04        ,N6661209TOV06YU,3A        ,04        ,,,274,2,0,150,,,,040100,66612904100,E,210,0,0,150,,3A
N3560A    ,2009,04        ,N6661209TOV06Z5,3A        ,04        ,,,274,2,0,150,,,,040100,66612904100,E,210,0,0,150,,3A
N3560A    ,2009,04        ,N6661209TOV06ZH,3A        ,04        ,,,274,2,0,150,,,,040100,66612904100,E,210,0,0,150,,3A
N3560A    ,2009,04        ,N6661209TOV06ZZ,3A        ,04        ,,,274,2,0,150,,,,040100,66612904100,E,210,0,150,0,,3A
N3560A    ,2009,04        ,N6661209TOV070H,3A        ,04        ,,,274,2,0,150,,,,040100,66612904100,E,210,0,0,150,,3A
N3560A    ,2009,04        ,N6661209TOV071G,3A        ,04        ,,,274,2,0,150,,,,040100,66612904100,E,210,0,0,150,,3A
N3560A    ,2009,04        ,N6661209TOV072P,3A        ,04        ,,,274,2,0,150,,,,040100,66612904100,E,210,0,0,150,,3A
N3560A    ,2009,04        ,N6661209TOV5ET4,3K        ,04        ,,,274,2,0,1290.9,,,,EE04  ,66612974730,E,210,0,1290.9,0,,3K
N3560A    ,2009,04        ,N6661209TOV5ET4,3K        ,04        ,,,274,2,0,200,,,,EE04  ,66612974730,E,210,0,200,0,,3K
N3560A    ,2009,04        ,N6661209TOV5F52,3K        ,04        ,,,274,2,0,411.2,,,,EE04  ,66612974730,E,210,0,411.2,0,,3K
N3560A    ,2009,04        ,N6661209TOV5F52,3K        ,04        ,,,274,2,0,211,,,,EE04  ,66612974730,E,210,0,211,0,,3K
N3560A    ,2009,04        ,N6661209TOV5F6O,3K        ,04        ,,,274,2,0,205.6,,,,EE04  ,66612974730,E,210,0,205.6,0,,3K
N3560A    ,2009,04        ,N6661209TOV5F6O,3K        ,04        ,,,274,2,0,205.5,,,,EE04  ,66612974730,E,210,0,205.5,0,,3K
N3560A    ,2009,04        ,N6661209TOV5F86,3K        ,04        ,,,274,2,0,728.1,,,,EE04  ,66612974730,E,210,0,728.1,0,,3K
N3560A    ,2009,04        ,N6661209TOV5F86,3K        ,04        ,,,274,2,0,189,,,,EE04  ,66612974730,E,210,0,189,0,,3K
N3560A    ,2009,04        ,N6661209TOV5FC4,3K        ,04        ,,,274,2,0,298.1,,,,EE04  ,66612974730,E,210,0,298.1,0,,3K
N3560A    ,2009,04        ,N6661209TOV5FC4,3K        ,04        ,,,274,2,0,198.9,,,,EE04  ,66612974730,E,210,0,198.9,0,,3K
N3560A    ,2009,04        ,N6661209TOV5FDG,3K        ,04        ,,,274,2,0,216.5,,,,EE04  ,66612974730,E,210,0,216.5,0,,3K
N3560A    ,2009,04        ,N6661209TOV5FEJ,3K        ,04        ,,,274,2,0,230.2,,,,EE04  ,66612974730,E,210,0,230.2,0,,3K
N3560A    ,2009,04        ,N6661209TOV5FEJ,3K        ,04        ,,,274,2,0,200,,,,EE04  ,66612974730,E,210,0,200,0,,3K
```

To view the Excel format of the report click on Run Excel Report:

A1 fx FOR OFFICIAL USE ONLY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	FOR OFFIC	AL USE ONLY													
2	FA	Site	FY	RC	OPTAR	DIRECT_REIMB	OPTAR TITLE	OPTAR LOG	FD DCN	FD ACF	FD EE	FD OOC	FD JON	FD COMMIT	FD O
3	N35697		2012											$2,768,577.55	$4,171,944.
4	N35697	AE	2012	01	B1	D	EDUCATION SUPPORT	MPC: 747554222202621	N3569712CCMMPX1	AA	T	260	356972B1T12	$0.00	$0.
5	N35697	AE	2012	01	B1	D	EDUCATION SUPPORT	B1 ACE	N3569712RCAE116	AA	Q	252	356972B1Q19	$97,147.00	$3,174,150.
6	N35697	AE	2012	01	B1	D	EDUCATION SUPPORT	B1 - 3RD PARTY	N3569712RCAE125	AA	Q	252	356972B1Q21	$626,568.55	$0.
7	N35697	AE	2012	01	B1	D	EDUCATION SUPPORT	STARS CTRAN	N3569712RCAH026	AA	Q	252	356972B1Q16	$0.00	$0.
8															

Questions

What is the Reconciliation Process?

What are the elements that must exist prior to performing the Reconciliation?

What are the steps necessary to perform Reconciliation?

Introduction

This lesson will describe the REPORTS within the Site showing examples and illustrations.

Objectives

Learn the purpose of the REPORTS at the Site level.

Learn the steps involved in running the REPORTS.

Introduction

This lesson will discuss the various REPORTS available in the Site that assist in monitoring and analyzing the document costs in FASTDATA.

Objectives

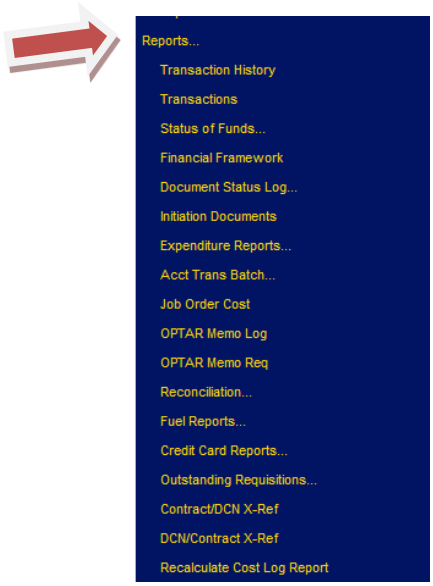
Define the purpose of the REPORTS.

Describe the steps involved in running Site REPORTS.

Lesson

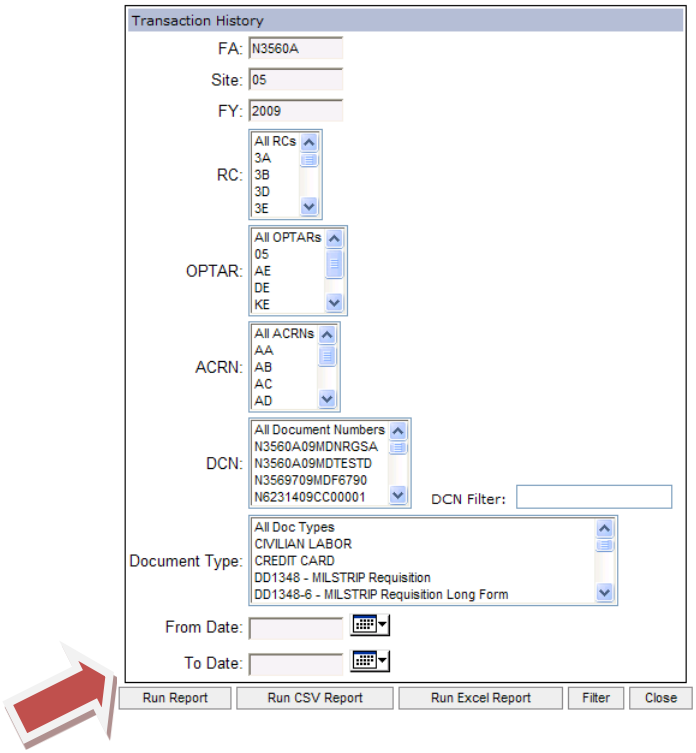
Each of the reports available at the Site will provide information or status you can utilize in review of your document costs. Some will provide different selection such as summary or detail; by DCN, JON, OPTAR code, EE, etc.

There are 18 reports listed under the REPORTS menu when selected.



1. 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.



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.

If RUN Report is selected, the PDF view will appear:
The Site Transaction History (TH) report provides a history of transactions successfully saved as either a Source or Memo document.

The Header of the TH 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 has 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.
Transaction Amount
Amendment number

Partial Code – varies by the Execution Code (transaction type) being generated

- 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" try 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. When the Site User creates a non-exportable transaction the description field will identify this so the User will be alerted that it will not export to STARS-FL.

Transaction History Report

Filter: AND SITE IN ('05') AND DCN IN ('N6321409RC05044')

FA: N3560A Site: 05 RC: 3A OPTAR: 05 FY: 2009

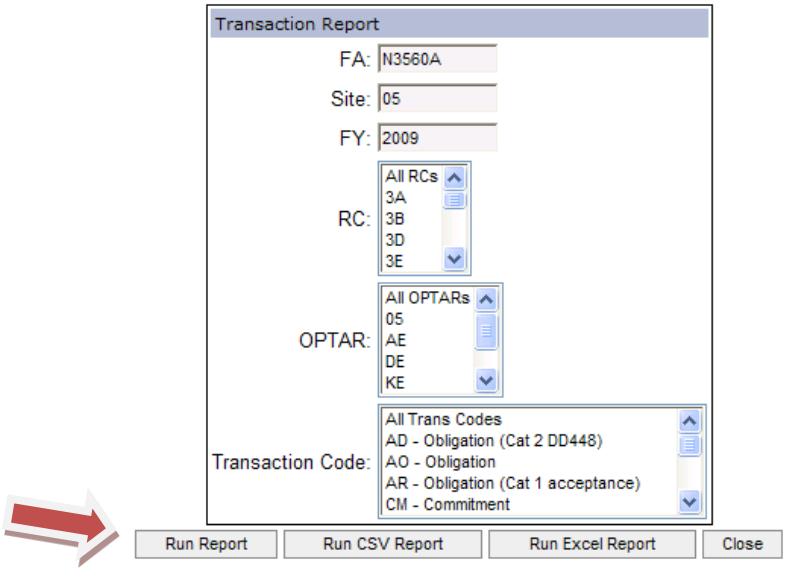
DCN: N6321409RC05044

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA	GS23F98006	AA	B088	63214905100	Q	252			NC2276	00		Accepted	$114.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	07/27/2009 14:27:12	3	$114.00	00	I		Created By Database User ID=BFPE45305;
Y	AO	07/27/2009 14:29:05	0	$76.00	00	L		Contract Number: GS23F98006; BPA Number: B036; Contract ACRN: AA;Created By Database User ID=BFPE45305;
Y	AO	07/27/2009 14:29:27	0	$38.00	00	L		Contract Number: GS23F98006; BPA Number: B088; Contract ACRN: AA;Created By Database User ID=BFPE45305;

2. Transactions Report

The Transaction Report provides a report of all transactions for all DCN/ACRNs at the Site without regard to batch number. This includes transactions that are not exportable. For transactions marked for suspension, the report identifies the user who marked the transaction and the suspension reason.



The report can be narrowed down by RC, OPTAR, and transaction code. When Run Report is selected, the PDF format of the report will display. The Report can be generated as CSV and Excel as well.

Transaction Report

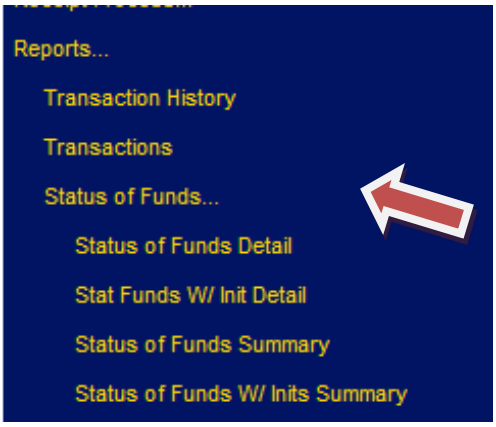
Filter: FA N3560A, FY 2009, Site 05 AND TRANSACTION CODE IN ('CM')

RC: 3A OPTAR: 05

Document Number	ACRN	Job Order	E E	OOC	Part Cd	Amount	Quantity	Trans Code	Trans Date	Local Code	Description
N6321409MP05037	AA	63214905100	Q	253	I	$5.00	10	CM	07/22/2009	TEST 448	TEST 448
N6321409MP05037	AB	63214905130	Q	253	I	$25.00	1	CM	07/22/2009	TEST 448	TEST 448
N6321409MP05038	AA	63214905100	Q	253	I	$2.50	1	CM	07/22/2009	TEST 448	TEST 448
N6321409MP05042	AA	63214905100	Q	253	I	$125.00	5	CM	07/22/2009	TEST 448	TEST 448
N6321409MP05042	AA	63214905100	Q	253		$25.00	0	CM	07/22/2009	TEST 448	AMEND
N6321409MP05094	AA	63214905100	Q	253	I	$3,000.00	2	CM	08/24/2009	TEST 448	Training document
N6321409MP05094	AB	63214905130	Q	253	I	$500.00	1	CM	08/24/2009	TEST 448	Training document
N6321409RC05036	AA	63214905100	Q	252	I	$53.50	21	CM	07/22/2009	TEST 2276 CCXREF	TEST 2276 CCXREF
N6321409RC05036	AA	63214905100	Q	252		$38.00	0	CM	07/22/2009	TEST 2276 CCXREF	ADD MONEY
N6321409RC05036	AA	63214905100	Q	252		$52.00	0	CM	07/23/2009	TEST 2276 CCXREF	test amend
N6321409RC05039	AA	63214905100	Q	252	I	$38.00	2	CM	07/22/2009	TEST 2276 CCXREF	TEST 2276 CCXREF
N6321409RC05040	AA	63214905100	Q	252	I	$52.00	0	CM	07/22/2009	TEST 2276 CCXREF	TEST INITIATION
N6321409RC05040	AA	63214905100	Q	252		$5.00	0	CM	07/22/2009	TEST 2276 CCXREF	AMEND
N6321409RC05040	AA	63214905100	Q	252		$45.00	0	CM	07/27/2009	TEST 2276 CCXREF	ADD AMEND
N6321409RC05044	AA	63214905100	Q	252	I	$114.00	3	CM	07/27/2009	TEST MULTIPIIN	TEST MULTIPIIN
N6321409RC05045	AA	63214905100	Q	252	I	$52.00	2	CM	07/27/2009	TEST MULTIPIIN	TEST MULTIPIIN
N6321409RC05045	AB	63214905130	N	233	I	$50.00	0	CM	07/27/2009	TEST MULTIPIIN	TEST MULTIPIIN
N6321409RC05045	AC	63214905170	Q	252	I	$90.00	3	CM	07/27/2009	TEST MULTIPIIN	TEST MULTIPIIN
N6321409RC05046	AA	63214905100	Q	252	I	$25,000.00	0	CM	07/27/2009	TEST MULTIPIIN	TEST MULTIPIIN

If CM is used for the filter, then the report will be limited to records that match that critieria. It will list the DCN/ACRN, JON, EE, OOC, partial Code, Amount, Qty, Transaction Code, Transaction Date, Local Code and Description.

3. Status of Funds

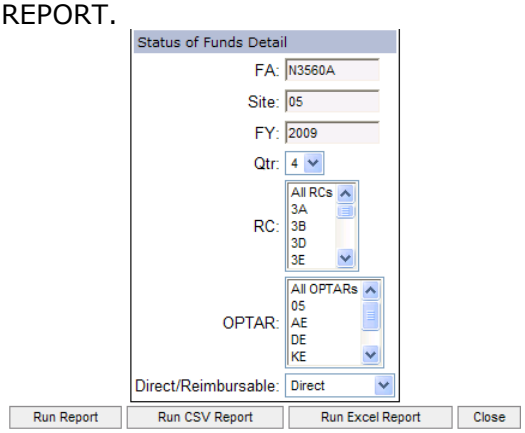


There are several selections available under the Status of Funds to select from: Status of Funds Detail, Status of Funds with Initiation Detail, Status of Funds Summary, Status of Funds with Initiation Summary. Each report has the option of selecting Run Report as a pdf format, Run CSV text report to save and open as text delimited in Excel, or Run Excel Report.

If selected with detail, the reports provide authorization and obligation totals and remaining available balance for each individual authorization within the OPTAR.

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 RC, OPTAR, Direct/Reimbursable or to select all RUN REPORT.



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.

STATUS OF FUNDS REPORT - DIRECT

FA: N3560A Fourth Quarter of FY: 2009
Site: 05
RC: 3A Transfer RC Funds:Y
OPTAR: 05 Description: NROTCU UNIV OF COLORADO

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
UNIT OPS COLORADO	050100	N	N	N	N	$51,775.00	$51,775.00	$1,391,151.64	$0.00	$0.00	-$1,339,376.64	2,686.92%
FISCAL YEAR 2009 OPTAR CODE 05				OTHER		$51,775.00	$51,775.00	$1,391,151.64	$0.00	$0.00	-$1,339,376.64	2,686.92%
				LABOR		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
				TOTAL		$51,775.00	$51,775.00	$1,391,151.64	$0.00	$0.00	-$1,339,376.64	2,686.92%
FISCAL YEAR 2009 RC CODE 3A				OTHER		$51,775.00	$51,775.00	$1,391,151.64	$0.00	$0.00	-$1,339,376.64	2,686.92%
				LABOR		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
				TOTAL		$51,775.00	$51,775.00	$1,391,151.64	$0.00	$0.00	-$1,339,376.64	2,686.92%
Report Totals:						$3,880,317.00	$3,880,317.00	$3,671,517.65	$0.00	$0.00	$208,799.35	94.62%

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 the status of funds without initiations and the report run with initiations. The difference should be reflected on the Initiation report also.

STATUS OF FUNDS WITH INITIATIONS REPORT - DIRECT

Filter: FA = N00015 AND FY = 2008 AND QUARTER = 3 AND DIRECT/REIMBURSABLE = "D" AND Site IN ('NI') AND RC IN ('CJ')

FA: N00015 Third Quarter of FY: 2008
Site: NI
RC: CJ
OPTAR: 10 Description: 10

Funding Limitation Description	Auth	Labor	Ceiling	Fenced	Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Availabl Balanc
10 NONPAY COUNTERDRUG 3358	C8NP	N	N	Y	$0.00	$0.00	$11,148.11	$0.00	$0.00	-$11,148.1
10 PAY COUNTERDRUG 3358	C8PAY	L	N	Y	$0.00	$0.00	$0.00	$0.00	$0.00	$0.0
10 TRAVEL COUNTERDRUG 3358	C8TRAV	N	N	Y	$0.00	$0.00	$3.00	$0.00	$0.00	-$3.0
15 TRIDENT NONPAY	TRNP	N	N	N	$0.00	$0.00	$0.00	$0.00	$0.00	$0.0
FISCAL YEAR 2008 OPTAR CODE 10			OTHER		$0.00	$0.00	$11,151.11	$0.00	$0.00	-$11,151.1
			LABOR		$0.00	$0.00	$0.00	$0.00	$0.00	$0.0
			TOTAL		$0.00	$0.00	$11,151.11	$0.00	$0.00	-$11,151.1

c. Summary

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	$66,231.97	$0.00	$0.00	$128,768.03	33.97%
FISCAL YEAR 2009 RC CODE SA		$195,000.00	$195,000.00	$66,231.97	$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%

The summary of the balances available by OPTAR shows and the last page of the report has the REPORT TOTAL for each column.

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 also.

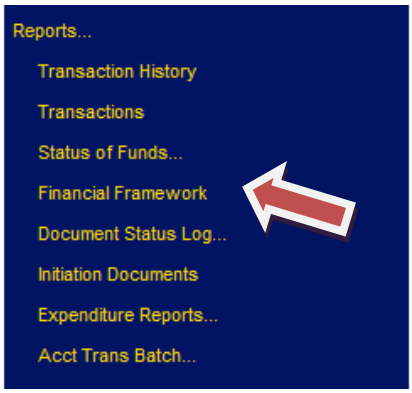
STATUS OF FUNDS WITH INITIATIONS REPORT - DIRECT

Filter: FA = N00015 AND FY = 2008 AND QUARTER = 3 AND DIRECT/REIMBURSABLE = 'D' AND Site IN ('NI') 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.
30	30	$0.00	$0.00	$404,625.00	$0.00	$0.00	-$404,625.
40	40	$0.00	$0.00	$19,467,007.38	$0.00	$0.00	-$19,467,007.
CP	COOP	$0.00	$0.00	$390,806.00	$0.00	$0.00	-$390,806.
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.
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.
Report Totals		$0.00	$0.00	$20,308,589.49	$0.00	$0.00	-$20,308,589.

4. Financial Framework

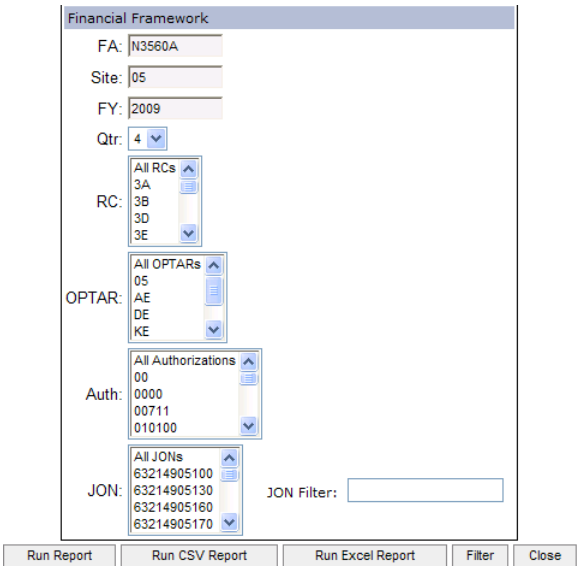


This is similar to the Site Status Report at the FA. This prints what can be viewed online with the Utility, Site Status Display.

The Financial Framework Report provides information on your sites status of funds. The report shows your sites OPTARs, the authorizations for each OPTAR, the JONs for each authorization, and all serial ranges for your site. The report also includes quarterly authorized amounts, and cumulative costs.

The Report Criteria page opens automatically when you select Financial Framework from the Reports menu on the Site User main page. Use this page to enter criteria that will limit the

data contained in the selected report. Enter the desired criteria and select Run Report. The following screen elements make up the Report Criteria page.



Financial Framework Report

FA: N3560A AND FY: 2009 AND Site: 05

FA: N3560A Fourth Quarter of 2009 **Site: 05** NROTC UNIT UNIV. OF COLORADO **Station Use: No** **SPS: No**

RC: 3A **OPTAR: 05** **Title:** NROTCU UNIV OF COLORADO **Direct/Reimbursable: D** **Check Funds: No**

Auth Id: 050100 Auth Title: UNIT OPS COLORADO

Fenced: N Ceiling: N Subactivity Group: 3J Labor: N Function: A Subfunction: 0

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Auth
$16,075.00	$15,700.00	$0.00	$20,000.00	$51,775.00

JON ID	JON Description	Exp Ele	Labor Close Date	Nonlabor Close Date	Labor Obligated Amt	Nonlabor Obligated Amt	Cumulative Cost
63214905100	LQ OPS				$0.00	$836,273.48	$836,273.48
63214905130	LQ CELL PHONES				$0.00	$298,994.27	$298,994.27
63214905160	LQ URINALYSIS				$0.00	$111,683.89	$111,683.89
63214905170	LQ SAIL TRAINING				$0.00	$91,010.00	$91,010.00
63214905190	LQ NCLEX EXAMS				$0.00	$53,190.00	$53,190.00
				Total:	$0.00	$1,391,151.64	$1,391,151.64

OPTAR Cumulative Cost:	$1,391,151.64
Encumbered:	$0.00
Inventory Issued:	$0.00
Available Balance:	-$1,339,376.64

RC: 3B **OPTAR: DE** **Title:** COLORADO TUITION **Direct/Reimbursable: D** **Check Funds: Yes**

Auth Id: 050300 Auth Title: COLORADO TUITION

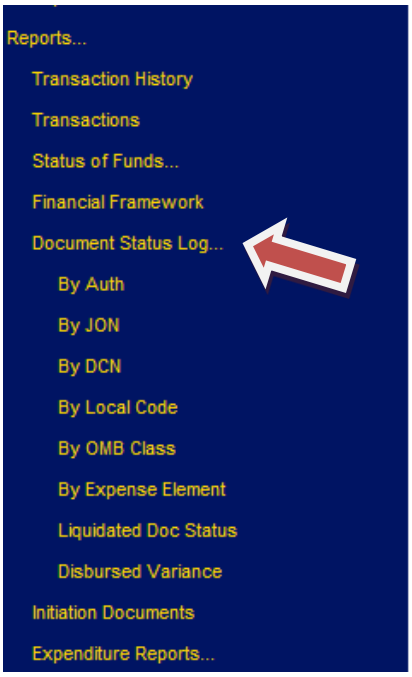
Fenced: N Ceiling: N Subactivity Group: 3J Labor: N Function: A Subfunction: 0

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Auth
$2,546,000.00	$1,000,000.00	$0.00	$0.00	$3,546,000.00

JON ID	JON Description	Exp Ele	Labor Close Date	Nonlabor Close Date	Labor Obligated Amt	Nonlabor Obligated Amt	Cumulative Cost
63214905310	LQ	Q			$0.00	$1,277,351.89	$1,277,351.89
63214905320	LQ	Q			$0.00	$920,646.71	$920,646.71
63214905330	LQ				$0.00	$0.00	$0.00
63214905340	LQ	Q			$0.00	$0.00	$0.00
				Total:	$0.00	$2,197,998.60	$2,197,998.60

OPTAR Cumulative Cost:	$2,197,998.60
Encumbered:	$0.00
Inventory Issued:	$0.00
Available Balance:	$1,348,001.40

5. Document Status Log



This report can be ordered by Authorization, JON, DCN, Local Code, OMB Class, Expense Element, Liquidated Document Status, Disbursed Variance. It provides status of each DCN/ACRN at the Site 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.** If not, use Utilities/Recalculate obligations to put them back into balance.

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	EE	OOC	Qty Ordered	Qty Recvd	Qty Disb	Final Rept 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	$0.00	$250.00	$0.00	$0.00	$250.00	TEST MISC DOC
N3560A09MDTESTD	AA	63214905100	Q	253	0	0	0	0	0	$0.00	$50.00	$0.00	$0.00	$50.00	TEST MISC DOC
N3569709MDF6790	AA	63214905100	Q	253	0	0	0	0	0	$0.00	$750.00	$0.00	$0.00	$750.00	Training MISC DOC
N6231409CC00001	AA	63214905130	T	260	1	0	0	0	0	$0.00	$50.00	$0.00	$0.00	$50.00	training credit card
N623149238C001	AA	63214905190	T	260	5	0	0	0	0	$0.00	$190.00	$0.00	$0.00	$190.00	training cc memo
N6321409CCMMN28	AA	63214905100	T	260	0	0	1	0	0	$0.00	$3,578.10	$0.00	$3,578.10	$3,578.10	MPC:
N6321409CCMMN29	AA	63214905100	T	260	0	0	1	0	0	$0.00	$636.40	$0.00	$636.40	$636.40	MPC: 290032
N6321409CCMMN2B	AA	63214905160	Q	250	0	0	1	0	0	$0.00	$4.45	$0.00	$4.45	$4.45	MPC: 290032
N6321409CCMMN2H	AA	63214905100	T	260	0	0	1	0	0	$0.00	$156.10	$0.00	$156.10	$156.10	MPC: 290032
N6321409CCMMN2J	AA	63214905100	T	260	0	0	1	0	0	$0.00	$343.78	$0.00	$343.78	$343.78	MPC:
N6321409CCMMN2M	AA	63214905100	T	260	0	0	1	0	0	$0.00	$0.00	$0.00	$528.78	$528.78	NON-PRECEDED DSP
N6321409CCMMN2P	AA	63214905100	T	260	0	0	1	0	0	$0.00	-$23,152.54	$0.00	$1,847.46	$1,847.46	MPC:
N6321409CCMMN2W	AA	63214905100	Q	250	0	0	0	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	MPC:
N6321409CCMMN2X	AA	63214905100	T	260	0	0	0	0	0	$0.00	-$42,974.93	$0.00	$0.00	-$42,974.93	MPC:
N6321409CCMMN31	AA	63214905100	T	260	0	0	0	0	0	$0.00	$70.69	$0.00	$0.00	$70.69	MPC: 9133
N6321409CCMMN32	AA	63214905100	Q	250	0	0	0	0	0	$0.00	$3,000.00	$0.00	$0.00	$3,000.00	MPC:
N6321409CCMMN33	AA	63214905100	T	260	0	0	0	0	0	$0.00	$6,000.00	$0.00	$0.00	$6,000.00	MPC:
N6321409CCMMN34	AA	63214905100	T	260	0	0	0	0	0	$0.00	$4.15	$0.00	$0.00	$4.15	MPC: 408738360

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.

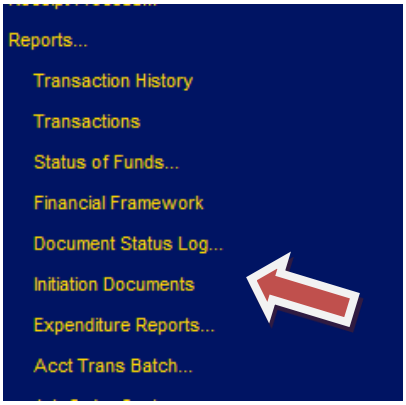
The report shown above is in the PDF format obtained by selecting RUN REPORT.

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 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.

6. Initiation Documents



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 but until then it is treated like a "draft" copy. It remains on the Initiation report until it is updated to Source and will fall off the report at that time and post to the Document Status Log when converted to Source.

FASTDATA INITIATION DOCUMENTS

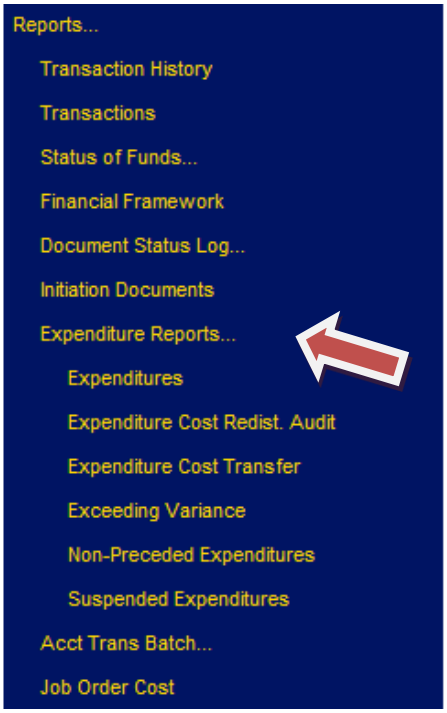
Filter: FA N3560A, FY 2009, Direct/Reimb = D AND SITE IN ('05')

Site: 05

RC: 3A / OPTAR: 05 NROTCU UNIV OF COLORADO

Document Number	AMND	ACRN	JON	E E	OMB Object Class	OMB Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
N6321409TGSF026	00	AA	63214905100	Q	252		0	$0.00	$0.00	$0.00	07/24/2009	TEST
Subtotal for OPTAR: 05								$0.00	$0.00	$0.00		
Subtotal for Site: 05								$0.00	$0.00	$0.00		
Report Total:								$0.00	$0.00	$0.00		

7. Expenditure Reports



This report can be selected by Expenditures, Expenditure Cost Redistribution, Expenditure Cost Transfer, Expenditures exceeding variance, Non-Preceded Expenditures, Suspended Expenditures.

a. If Expenditures report is run and no criteria or filter is requested all the valid expenditures for that Site will appear in the report.

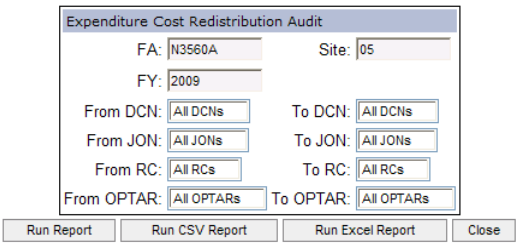
EXPENDITURE REPORT

Filter: FA: N3560A, FY: 2009
FA: N3560A **FY: 2009**
Site: 05
RC: 3A
OPTAR: 05

Trns Cd	Document Number	ACRN	Date Posted	Amend Num	Contract	DLV ORD	Job Order	Form	E E	OMB Object Class	Qty	Amount
EV	N6321409CCMMN28	AA	04/22/2009	00000			63214905100	CREDIT CARD	T	260	1	$3,578.10
EV	N6321409CCMMN29	AA	04/22/2009	00000			63214905100	CREDIT CARD	T	260	1	$636.40
EV	N6321409CCMMN2B	AA	04/22/2009	00000			63214905160	CREDIT CARD	Q	250	1	$4.45
EV	N6321409CCMMN2H	AA	04/22/2009	00000			63214905100	CREDIT CARD	T	260	1	$156.10
EV	N6321409CCMMN2J	AA	04/22/2009	00000			63214905100	CREDIT CARD	T	260	1	$343.78
EV	N6321409CCMMN2M	AA	04/22/2009	00			63214905100	EXPENDITURE NON-PRECEDED	T	260	1	$528.78
EV	N6321409CCMMN2P	AA	04/22/2009	00000			63214905100	CREDIT CARD	T	260	1	$1,847.46
EV	N6321409RC05039	AA	07/22/2009	00	GS2398F006		63214905100	NC2276	Q	252	2	$38.00
EV	N6321409RC05065	AA	07/28/2009	00	GS23F98006		63214905100	NC2276	Q	252	1	$15,000.00
EV	N6321409RC05065	AB	07/28/2009	00	GS23F98007		63214905130	NC2276	Q	252	1	$38,000.00
EV	N6321409RC05071	AA	07/30/2009	00	GS23F98001		63214905100	NC2276	Q	252	1	$12,000.00
EV	N6321409RV05015	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	$157.20
EV	N6321409RV05016	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	$97.50
EV	N6321409RV05017	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	$98.50
EV	N6321409RV05018	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	$86.75
EV	N6321409RV05019	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	$98.50
EV	N6321409RV05020	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	$98.50
EV	N6321409RV05021	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	$86.75
EV	N6321409RV05023	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	$98.50
EV	N6321409RV05024	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	$50.00
EV	N6321409TOU0U4A	AA	04/22/2009	00			63214905100	NAVPERS 1320/16	E	210	0	$344.39
EV	N6321409TOU2RFA	AA	04/22/2009	00			63214905100	NAVPERS 1320/16	E	210	0	$1,342.76
EV	N6321409TOUELIP	AA	04/22/2009	00			63214905100	NAVPERS 1320/16	E	210	1	$337.20
EV	N6321409TOUELIP	AB	04/22/2009	00			63214905100	NAVPERS 1320/16	E	210	0	$764.90
EV	N6321409TOUJQTW	AA	04/22/2009	00			63214905100	NAVPERS 1320/16	E	210	0	$1,113.98
EV	N6321409TOUJQTW	AA	04/22/2009	00			63214905100	NAVPERS 1320/16	E	210	0	-$292.00
EV	N6321409TOUJQTW	AA	04/22/2009	00			63214905100	NAVPERS 1320/16	E	210	0	$292.00
EV	N6321409TOUJQTW	AA	04/22/2009	00			63214905100	NAVPERS 1320/16	E	210	0	-$292.00
EV	N6321409TOUP6JV	AB	04/22/2009	00			63214905100	NAVPERS 1320/16	E	210	0	$212.00
EV	N6321409TOUP6KF	AB	04/22/2009	00			63214905100	NAVPERS 1320/16	E	210	0	$304.20
EV	N6321409TOUQXMS	AA	04/22/2009	00			63214905100	NAVPERS 1320/16	E	210	0	$1,695.07
EV	N6321409TOUTPH5	AA	04/22/2009	00			63214905100	NAVPERS 1320/16	E	210	0	$1,828.00
Subtotal for OPTAR: 05												**$80,655.77**
Subtotal for RC: 3A												**$80,655.77**

09/21/2009 02:44 PM **FOR OFFICIAL USE ONLY** Page 1 of 5

b. Expenditure Cost Redistribution Audit report provides information on expenditure costs that have been transferred to other DCNs/ACRNs.



Use this page to enter criteria that will limit the data contained in the selected report. If you select the Cancel button when the Report Criteria page opens, the Expenditure Cost Redistribution Audit Report will not open. After you designate the desired report criteria, select the Run Report button. The Report Criteria page will close and the desired report will display with the data you designated on the Report Criteria page. Currently in the web this Cost Redistribution has not been built. It will be available in the next release and upgrade to the FASTDATA web.

EXPENDITURE COST REDISTRIBUTION AUDIT REPORT

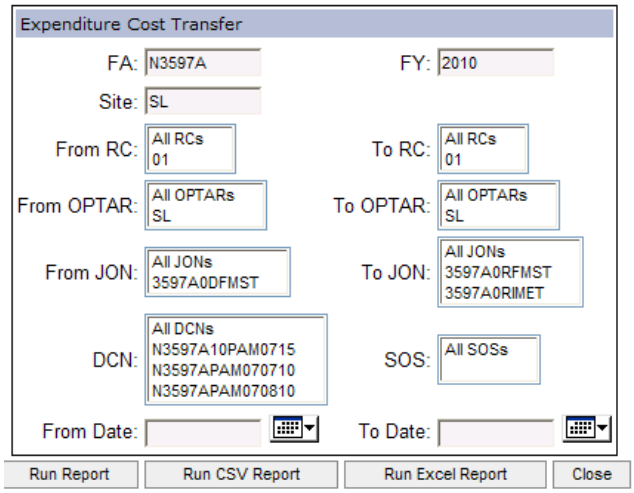
Filter: FA N3581A, FY 2006, Site GA

FROM								TO							
DCN	ACRN	JON	Qty	Amount	Part	RC	OPTAR	DCN	ACRN	JON	Qty	Amount	Part	RC	OPTAR
N3581A06TGN1222	AA	3581A6DN103	0	$498.00	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	$498.00	F	NO	T1
N3581A06TGN1223	AA	3581A6DN103	0	$93.86	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	$93.86	F	NO	T1
N3581A06TGN1224	AA	3581A6DN103	0	$393.00	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	$393.00	F	NO	T1
N3581A06TGN1225	AA	3581A6DN103	0	$78.15	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	$78.15	F	NO	T1
N3581A06TGN1228	AA	3581A6DN103	0	$101.83	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	$101.83	P	NO	T1
N3581A06TGN1228	AA	3581A6DN103	0	$498.00	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	$498.00	F	NO	T1
N3581A06TGN1230	AA	3581A6DN103	0	$50.00	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	$50.00	P	NO	T1
N3581A06TGN1231	AA	3581A6DN103	0	$393.00	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	$393.00	F	NO	T1

Site Subtotal: $2,105.84

Total: **$2,105.84**

c. Expenditure Cost Transfer report will show the criteria box to select and filter but if none is filtered all Cost transfers will reflect on the report.



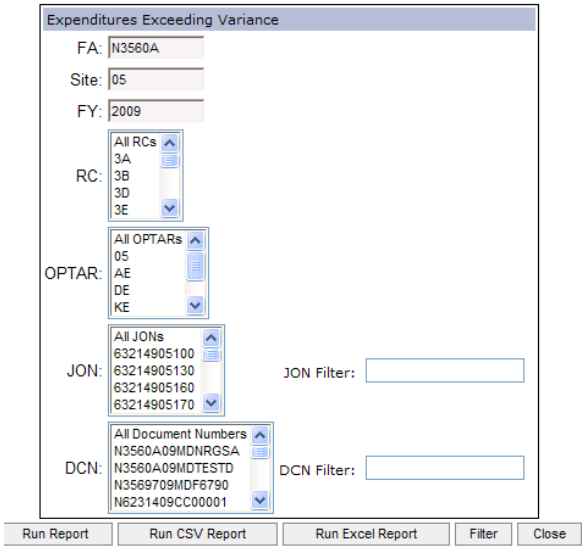
User can Run Report for pdf report, Run CSV, or Run Excel Report. Report will display the DCN, Amount, the Transfer FROM information –ACRN, EE, OOC, JON, RC, OPTAR, AUTH, Site and the Transfer To information – ACRN JON, EE, OOC, RC, OPTAR, AUTH, Site, the transaction date and transaction status.

Expenditure Cost Transfer Report

Filter: FA N3597A, FY 2010 AND FROM or TO-SITE = SL

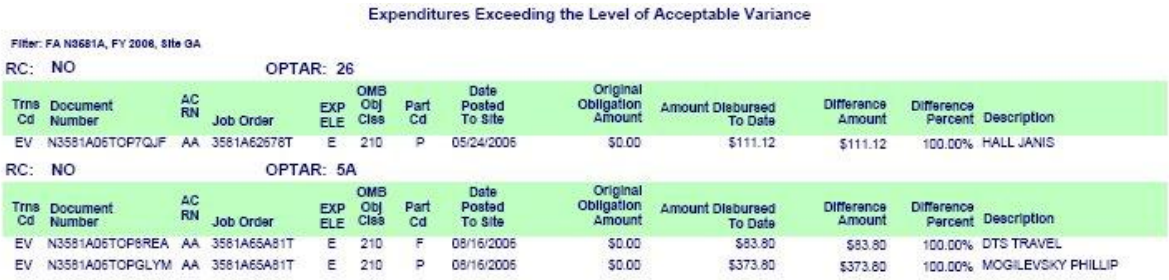
			Transfer From								Transfer To									
DCN	Amount	SOS	ACRN	JON	EE	OOC	RC	OPTAR	Auth	Site	ACRN	JON	EE	OOC	RC	OPTAR	Auth	Site	Transaction Date	Transfer Status
N3597A10PAM0715	99,409.08		AA	3597A0DFMST	T	280	01	SL	SL0001	SL	AB	3597A0RFMST	T	280	02	SL	SL0017	SL	07/15/10 0854	STARS
N3597APAM070710	1,288.00		AA	3597A0DFMST	T	280	01	SL	SL0001	SL	AB	3597A0RIMET	T	280	02	SL	SL0019	SL	07/07/10 1318	STARS
N3597APAM070810	26,996.40		AA	3597A0DFMST	T	280	01	SL	SL0001	SL	AB	3597A0RFMST	T	280	02	SL	SL0017	SL	07/08/10 1158	STARS

d. Expenditures exceeding variance Report provides information on expenditures, imported from the FA or manually entered, that meet or exceed the acceptable level of variance. Variance percent and /or amount are established for each RC by the FA and exported to the Site.



This page opens automatically when you open the Expenditures Exceeding Variance Report from the Reports menu. Use this page to enter 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 page will close and the desired report will display with the data you designated on the Report Criteria page.



Expenditures Exceeding the Level of Acceptable Variance

Filter: FA N3681A, FY 2008, Site GA

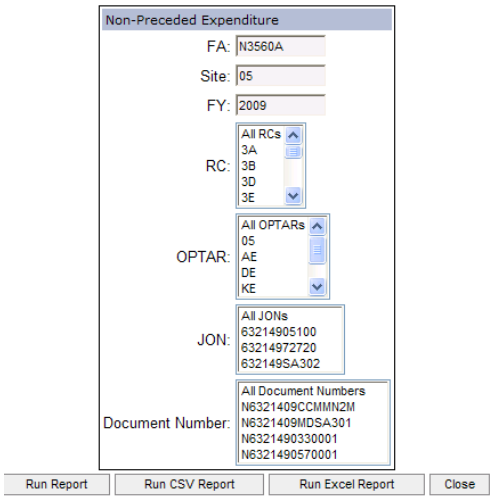
RC: NO OPTAR: 26

Trns Cd	Document Number	AC RN	Job Order	EXP ELE	OMB Obj Clss	Part Cd	Date Posted To Site	Original Obligation Amount	Amount Disbursed To Date	Difference Amount	Difference Percent	Description
EV	N3581A05TOP7QJF	AA	3581A62676T	E	210	P	05/24/2005	$0.00	$111.12	$111.12	100.00%	HALL JANIS

RC: NO OPTAR: 5A

Trns Cd	Document Number	AC RN	Job Order	EXP ELE	OMB Obj Clss	Part Cd	Date Posted To Site	Original Obligation Amount	Amount Disbursed To Date	Difference Amount	Difference Percent	Description
EV	N3581A05TOP6REA	AA	3581A65A81T	E	210	F	08/16/2005	$0.00	$83.80	$83.80	100.00%	DTS TRAVEL
EV	N3581A05TOPGLYM	AA	3581A65A81T	E	210	P	08/16/2005	$0.00	$373.80	$373.80	100.00%	MOGILEVSKY PHILLIP

e. Non-Preceded Expenditures report provides information on non-preceded expenditures which were imported from the FA or manually entered and they do not have a matching obligation.



The Report Criteria page opens automatically when you select Expenditure Reports then Non-Preceded Expenditures from the Reports menu on the Site User main page. Use this page to limit data contained in the report. After you enter the desired criteria, select the Run Report button. The Report Criteria page will close and the report containing the data as specified in the Report Criteria will open.

NON-PRECEDED EXPENDITURES

FA: N3560A AND FY: 2009 AND Site: 05

FA: N3560A FY: 2009 Site: 05

RC: 3A
OPTAR: 05 **Description: NROTCU UNIV OF COLORADO**
Direct

Trans Cd	Document Number	ACRN	Job Order	EXP ELE	OMB Object Class	Partial Code	Date Posted to Site	Actual Cost
EV	N6321409CCMMN2M	AA	63214905100	T	260	P	02/05/2009	$528.78

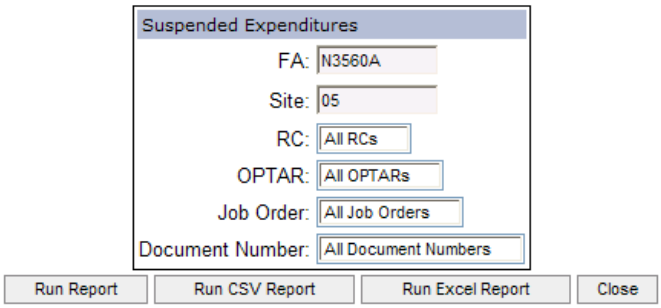
RC: 3E
OPTAR: NE **Description: COLORADO UNIFORMS**
Direct

Trans Cd	Document Number	ACRN	Job Order	EXP ELE	OMB Object Class	Partial Code	Date Posted to Site	Actual Cost
EV	N6321490330001	AA	63214972720	T	260	P	03/20/2009	-$12.39
EV	N6321490570001	AA	63214972720	T	260	P	03/20/2009	-$17.33

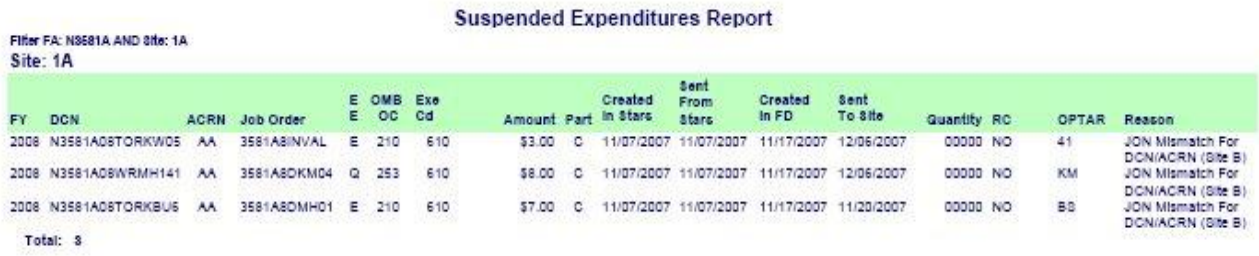
RC: SA
OPTAR: 05 **Description: STA21 PROGRAM COLORADO**
Direct

Trans Cd	Document Number	ACRN	Job Order	EXP ELE	OMB Object Class	Partial Code	Date Posted to Site	Actual Cost
EV	N6321409MDSA301	AA	632149SA302	Q	250	P	02/26/2009	$62,978.10

f. Suspended Expenditures report provides information on expenditures that have a suspended status.



The Report Criteria page opens automatically when you select Expenditure Reports then Suspended Expenditures from the Reports menu on the Site User main page. Use this page to limit data contained in the report. After you enter the desired criteria, select the Run Report button. The Report Criteria page will close and the report containing the data as specified in the Report Criteria will open.



Suspended Expenditures Report

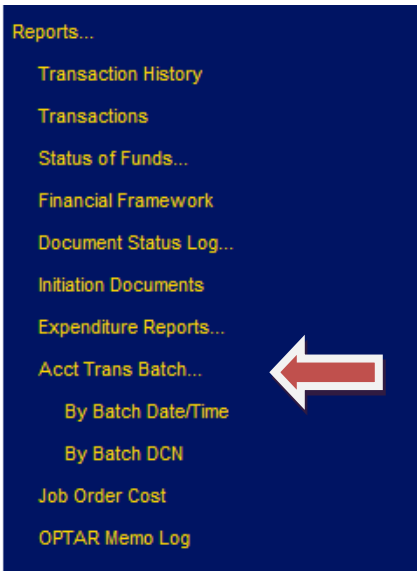
Filter FA: N3581A AND Site: 1A

Site: 1A

FY	DCN	ACRN	Job Order	E E	OMB OC	Exe Cd	Amount	Part	Created In Stars	Sent From Stars	Created In FD	Sent To Site	Quantity	RC	OPTAR	Reason
2008	N3581A08TORKW05	AA	3581A8INVAL	E	210	610	$3.00	C	11/07/2007	11/07/2007	11/17/2007	12/06/2007	00000	NO	41	JON Mismatch For DCN/ACRN (Site B)
2008	N3581A08WRMH141	AA	3581A8DKM04	Q	253	610	$8.00	C	11/07/2007	11/07/2007	11/17/2007	12/06/2007	00000	NO	KM	JON Mismatch For DCN/ACRN (Site B)
2008	N3581A08TORKBU6	AA	3581A8DMH01	E	210	610	$7.00	C	11/07/2007	11/07/2007	11/17/2007	11/20/2007	00000	NO	BG	JON Mismatch For DCN/ACRN (Site B)

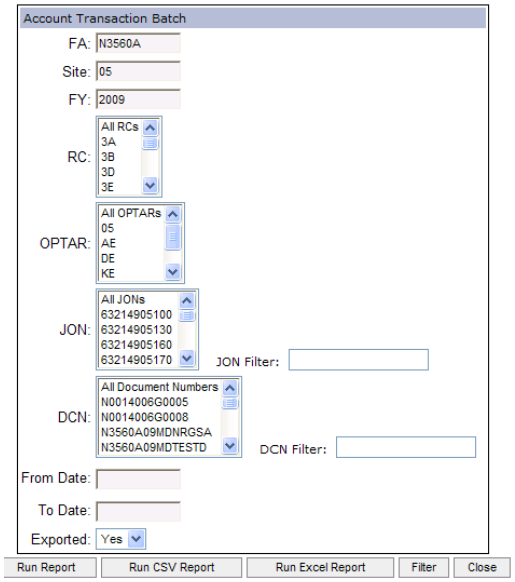
Total: 3

8. Accounting Transaction Batch Report



The Accounting Transaction Batch Report provides a summary of exported and/or ready-for-export (current) transactions by selected batch number. The Report options are by Batch date/time or by Batch DCN.

a. By Batch Date/Time
If "NO" is selected in the Exported field to filter by the report will reflect all transactions that have not exported to the FA yet. They would be "in waiting" for the next automated job to run sending the transactions from Site to FA.



ACCOUNTING TRANSACTION BATCH REPORT - BY BATCH DATE

FA: N3560A AND Site: 05 AND FY: 2009 AND Transfer Indicator = 'Y'

FA: N3560A Site: 05 FY: 2009

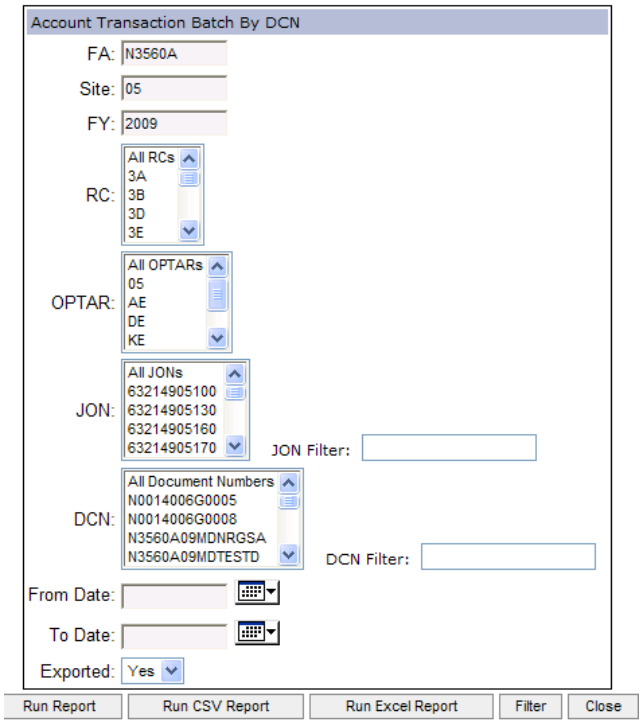
Date/Time Batch Exported To FA: 07/20/2009 03:19: PM

RC: 3A OPTAR: 05

TXN Cd	Document Number	ACRN	Amend	Create Date	Description	Form	Job Order	E E	OOC	DLV ORD	Quantity	Amount
AO	N6321409TGSF004	AA	00	07/20/2009	TEST SF182	SF182	63214905100	Q	252		0	$138.00
AO	N6321409TGSF005	AA	00	07/20/2009	TEST SF182	SF182	63214905100	Q	252		0	$183.00
AO	N6321409TGSF008	AA	00	07/20/2009	TEST 608-3	SF182	63214905100	Q	252		0	$90.00
AO	N6321409TGSF009	AA	00	07/20/2009	TEST X33-101	SF182	63214905100	Q	252		0	$138.00
AO	N6321409TGSF010	AA	00	07/20/2009	TEST X33-101	SF182	63214905100	Q	252		0	$200.00
AO	N6321409TGSF011	AA	00	07/20/2009	TEST X33-104	SF182	63214905100	Q	252		0	$2,500.00
AO	N6321409TGSF012	AA	00	07/20/2009	TEST X33-104	SF182	63214905100	Q	252		0	$26,000.00
AO	N6321409TGSF013	AA	00	07/20/2009	TEST X33-104	SF182	63214905100	Q	252		0	$15,000.00
Subtotal for OPTAR: 05												$44,249.00
Subtotal for Batch 07/20/2009 03:19: PM												$44,249.00

Date/Time Batch Exported To FA: 07/20/2009 03:43: PM

b. By Batch DCN



The Accounting Transaction Batch Report provides a summary of exported and/or ready-for-export (current) transactions by DCN. If "NO" is selected in the Exported field to filter by the report will reflect all transactions that have not exported to the FA yet. They would be "in waiting" for the next automated job to run sending the transactions from Site to FA.

ACCOUNTING TRANSACTION BATCH REPORT - BY DCN

FA: N3560A AND Site: 05 AND FY: 2009 AND Transfer Indicator = 'Y'

FA: N3560A Site: 05 FY: 2009

DCN: N3560A09MDNRGS Form:

Export Date/Time	TXN Cd	ACRN	Amend	RC	OPTAR	Create Date	Description	Job Order	E E	OOC	DLV ORD	Quantity	Amount
07/27/2009 01:39:23 PM	AO	AA	00	3A	05	07/27/2009	TEST MISC DOC	63214905100	Q	253		0	$250.00
Subtotal for DCN: N3560A09MDNRGSA													$250.00

DCN: N3560A09MDTESTD Form:

Export Date/Time	TXN Cd	ACRN	Amend	RC	OPTAR	Create Date	Description	Job Order	E E	OOC	DLV ORD	Quantity	Amount
07/22/2009 09:01:21 AM	AO	AA	00	3A	05	07/22/2009	TEST MISC DOC	63214905100	Q	253		0	$50.00
Subtotal for DCN: N3560A09MDTESTD													$50.00

DCN: N3569709MDF6790 Form:

Export Date/Time	TXN Cd	ACRN	Amend	RC	OPTAR	Create Date	Description	Job Order	E E	OOC	DLV ORD	Quantity	Amount
09/14/2009 08:22:31 PM	AO	AA	00	3A	05	09/14/2009	Training MISC DOC	63214905100	Q	253		0	$750.00
09/17/2009 03:39:53 PM	AO	AA	00	3A	05	09/17/2009	Training MISC DOC	63214905100	Q	253		0	-$750.00
09/17/2009 03:55:29 PM	AO	AA	00	3A	05	09/17/2009	Training MISC DOC	63214905100	Q	253		0	$750.00
Subtotal for DCN: N3569709MDF6790													$750.00

DCN: N6231409CC00001 Form:

Export Date/Time	TXN Cd	ACRN	Amend	RC	OPTAR	Create Date	Description	Job Order	E E	OOC	DLV ORD	Quantity	Amount
09/02/2009 08:27:24 AM	AO	AA	00000	3A	05	09/01/2009	training credit card	63214905130	T	260		1	$50.00
Subtotal for DCN: N6231409CC00001													$50.00

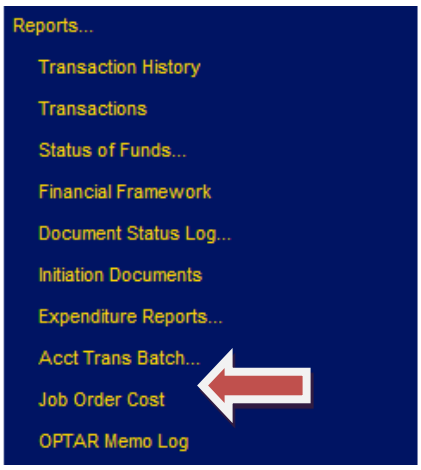
DCN: N623149238C001 Form:

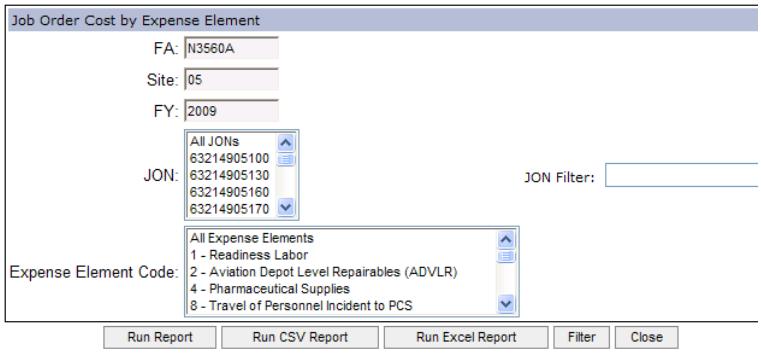
Export Date/Time	TXN Cd	ACRN	Amend	RC	OPTAR	Create Date	Description	Job Order	E E	OOC	DLV ORD	Quantity	Amount
09/02/2009 08:27:24 AM	AO	AA	00000	3A	05	09/01/2009	training cc memo	63214905190	T	260		5	$190.00
Subtotal for DCN: N623149238C001													$190.00

DCN: N6321409CCMMN28 Form:

Export Date/Time	TXN Cd	ACRN	Amend	RC	OPTAR	Create Date	Description	Job Order	E E	OOC	DLV ORD	Quantity	Amount
	AO	AA	00000	3A	05	04/22/2009	MPC:	63214905100	T	260		0	$2,970.45
	AO	AA	00001	3A	05	04/22/2009	MPC: 290032	63214905100	T	260		0	$64.75
	AO	AA	00002	3A	05	04/22/2009	MPC:	63214905100	T	260		0	$474.54
	AO	AA	00003	3A	05	04/22/2009	MPC:	63214905100	T	260		0	$133.11
	AO	AA	00004	3A	05	04/22/2009	MPC: 290032	63214905100	T	260		0	$4.45
	AO	AA	00005	3A	05	04/22/2009	MPC: 290032	63214905100	T	260		0	$4.45
	AO	AA	00006	3A	05	04/22/2009	MPC: 290032	63214905100	T	260		0	$14.45
	AO	AA	00007	3A	05	04/22/2009	MPC: 290032	63214905100	T	260		0	$14.45
	AO	AA	00008	3A	05	04/22/2009	MPC: 290032	63214905100	T	260		0	$4.15
	AO	AA	00009	3A	05	04/22/2009	MPC: 290032	63214905100	T	260		0	$4.15
	AO	AA	00010	3A	05	04/22/2009	MPC: I	63214905100	T	260		0	$4.45
	AO	AA	00011	3A	05	04/22/2009	MPC: 290032	63214905100	T	260		0	$4.53
	AO	AA	00012	3A	05	04/22/2009	MPC: 290032	63214905100	T	260		0	$4.65

9. Job Cost Report





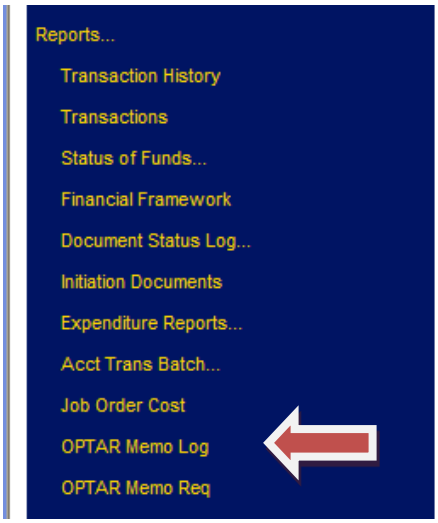
The Job Order Cost by Expense Element Report provides information on JON costs by Expense Element. Select the criteria desired for report or to get all Select RUN REPORT.

JOB ORDER COST BY EXPENSE ELEMENT (SITE)

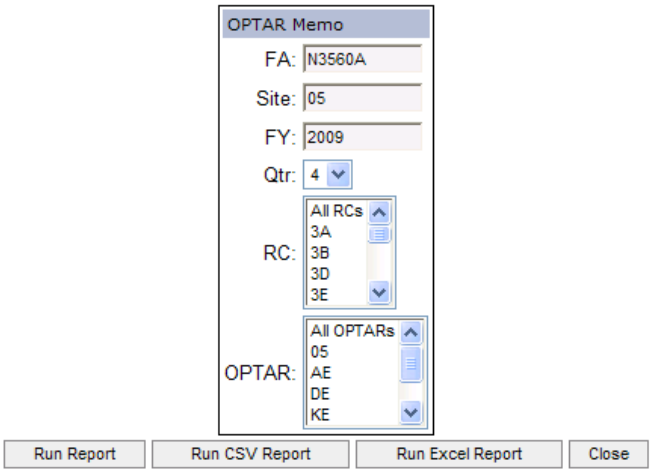
Filter: FA N3560A, FY 2009

Site: 05 Job Order	Description	Expense Element	OMB Object Class	Actual Cost
63214905100	LQ OPS	E	210	$14,811.18
63214905100	LQ OPS	M	230	$43.70
63214905100	LQ OPS	N	233	$2,557.92
63214905100	LQ OPS	Q	250	$14,093.34
63214905100	LQ OPS	Q	252	$894,199.00
63214905100	LQ OPS	Q	253	$11,232.56
63214905100	LQ OPS	R	260	$52.00
63214905100	LQ OPS	T	260	-$27,642.40
63214905100	LQ OPS	Y	240	$456.00
63214905130	LQ CELL PHONES	N	233	$146,974.01
63214905130	LQ CELL PHONES	Q	252	$166,350.00
63214905130	LQ CELL PHONES	Q	253	$620.26
63214905130	LQ CELL PHONES	T	260	$50.00
63214905160	LQ URINALYSIS	Q	250	$4.45
63214905160	LQ URINALYSIS	Q	252	$113,679.44
63214905170	LQ SAIL TRAINING	Q	252	$89,010.00
63214905190	LQ NCLEX EXAMS	Q	252	$53,000.00
63214905190	LQ NCLEX EXAMS	T	260	$190.00
63214905310	LQ	Q	250	$3,188.10
63214905310	LQ	Q	252	$1,274,163.79
63214905320	LQ	Q	250	$7,500.50
63214905320	LQ	Q	252	$913,146.21
63214905320	LQ	Q	253	$0.00
63214905NP0	LQ	E	210	$468.00
63214905NP0	LQ	N	233	$54.37
63214905NP0	LQ	Q	253	$20.00
63214905NP0	LQ	T	260	$50.00
63214972720	COLORADO ISS REP	T	260	$14,551.87
63214973710	MRE	T	260	$36.00
63214974730	LQ ACDUTRA SCH	E	210	$455.20
632149LAB01	LABOR	U	111	$500.00

10. OPTAR Memo Log



The OPTAR Memo Report provides you with detailed accounting information for each transaction by date entered with a running OPTAR balance. You can Run report in pdf format, Run CSV report, or Run Excel Report.



OPTAR Log / Memorandum Record

FA: N3581A AND FY: 2007 AND Site: BS AND Quarter: 4

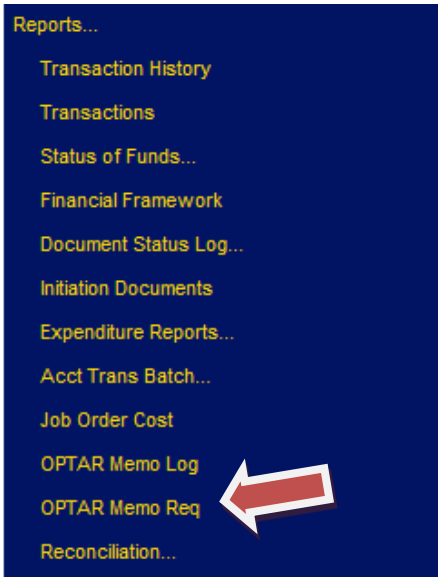
FA: N3581A Fourth Quarter of 2007 Site: BS

RC: NO Direct / Reimbursable: Direct

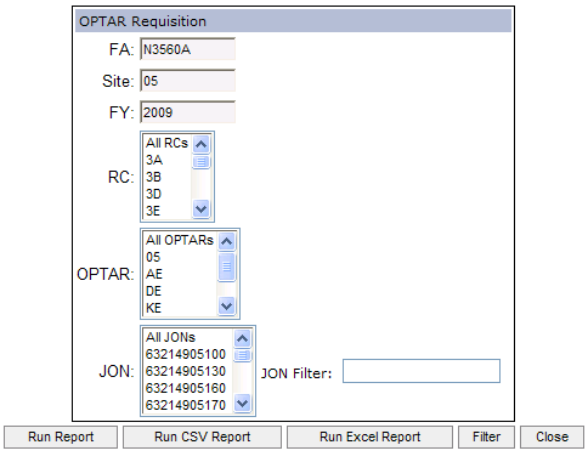
OPTAR: BS OPTAR Description: BASE SUPPORT

Date Entered	Document Num	ACRN	Local Code	OPTAR Log	Job Order	E E	OMB Obj Class	Qty Ordr'd	Date Recvd	Cost	Balance
10/19/2006	N3581A07RCMN100	AA		Basic	3581A7DMN01	Q	252	1		$3,088.08	$1,292,111.65
10/20/2006	N3581A07RCMN101	AA		BASIC	3581A7DMN01	Q	252	2		$4,995.00	$1,287,116.65
10/20/2006	N3581A07RCMN102	AA		BASIC	3581A7DMN01	Q	252	3		$468.38	$1,286,648.27
10/20/2006	N3581A07RCMN103	AA		BASIC	3581A7DMN01	Q	252	3		$48,840.00	$1,237,808.27
10/20/2006	N3581A07RCMN104	AA		BASIC	3581A7DMN01	Q	252	2		$39,646.86	$1,198,161.41
10/23/2006	N3581A07WRMN140	AA	NOLGC POSTAL SERVICE	BASIC	3581A7DMN02	Q	253	0		$784.24	$1,197,377.17
10/23/2006	N3581A07WRMN141	AA	PRI LINE	BASIC	3581A7DMN02	Q	253	0		$8,070.24	$1,189,306.93
10/23/2006	N3581A07WRMN142	AA	PWC UTILITIES	BASIC	3581A7DMN02	Q	253	0		$29,362.54	$1,159,944.39
10/23/2006	N3581A07WRMN143	AA	PWC VEHICLE RENTALS	BASIC	3581A7DMN02	Q	253	0		$29,431.70	$1,130,512.69
10/23/2006	N3581A07WRMN144	AA	PWC EMERGENCY SERVIC	BASIC	3581A7DMN02	Q	253	0		$3,785.50	$1,126,727.19
10/23/2006	N3581A07WRMN145	AA	HRO COMMAND SUPPORT	BASIC	3581A7DMN02	Q	253	0		$163,776.00	$962,951.19
10/23/2006	N3581A07WRMN146	AA	PWC TO INSTALL HEAT	BASIC	3581A7DMN02	Q	252	0		$11,822.08	$951,129.11
10/24/2006	N3581A07WRMH140	AA	PWC TO INSTALL HEAT	Not Used	3581A7DMH01	Q	253	0		$0.00	$951,129.11
10/24/2006	N3581A07WRMH141	AA		PWC MECH	3581A7DMH01	Q	252	0		$185,000.00	$766,129.11
10/24/2006	N3581A07WRMH142	AA		BCO MECH	3581A7DMH01	Q	252	0		$64,000.00	$702,129.11

11. OPTAR Memo Requisition



This report provides supply-type information for each applicable transaction within the specified reporting period.



OPTAR Requisition Report

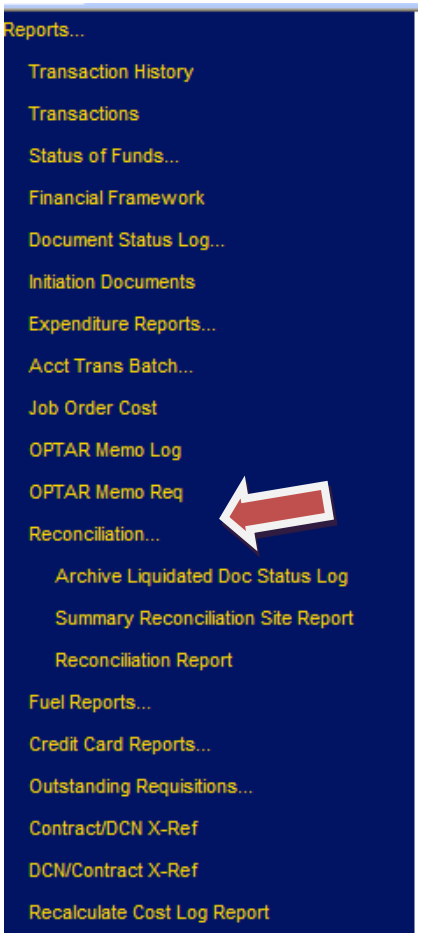
Filter: FA N3560A, FY 2009, Site 05

RC: 3A

OPTAR: 05 **Description: NROTCU UNIV OF COLORADO**

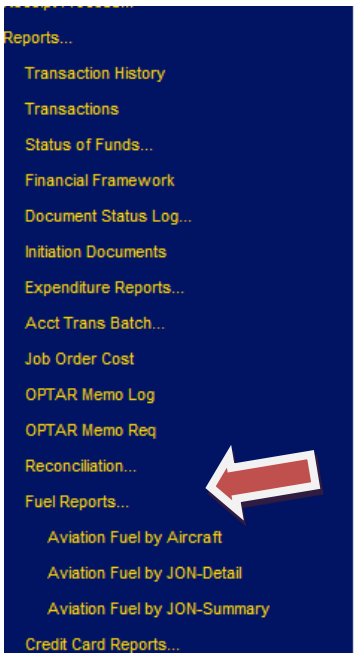
Date Entered	Document Number	Amnd	ACRN	Local Code	Job Order	E E	OOC	Stock Num	Description	COG	PR	UI	Qty Ordered	Actual Cost	Date Received	Quantity Received	Date Expended	Quantity Expended
07/27/2009	N3560A09MDNRGSA	00	AA	TEST MISC DOC	63214905100	Q	253		TEST MISC DOC				0	$250.00		0		0
07/22/2009	N3560A09MDTESTD	00	AA	TEST MISC DOC	63214905100	Q	253		TEST MISC DOC				0	$50.00		0		0
09/14/2009	N3569709MDF6790	00	AA		63214905100	Q	253		Training MISC DOC				0	$750.00		0		0
09/01/2009	N6231409CC00001	0000	AA		63214905130	T	260		training credit card				1	$50.00		0		0
09/01/2009	N623149238C001	0000	AA		63214905190	T	260		training cc memo				5	$190.00		0		0
09/29/2008	N6321409CCMMN28	0028	AA		63214905100	T	260		MPC:				0	$3,578.10		0		1
10/17/2008	N6321409CCMMN29	0025	AA		63214905100	T	260		MPC: 290032				0	$636.40		0		1
10/17/2008	N6321409CCMMN2B	0000	AA		63214905160	Q	250		MPC: 290032				0	$4.45		0		1
11/20/2008	N6321409CCMMN2H	0006	AA		63214905100	T	260		MPC: 290032				0	$156.10		0		1
11/25/2008	N6321409CCMMN2J	0009	AA		63214905100	T	260		MPC:				0	$343.78		0		1
02/05/2009	N6321409CCMMN2M	00	AA		63214905100	T	260		NON-PRECEDED DSP				0	$528.78		0		1
02/25/2009	N6321409CCMMN2P	0000	AA		63214905100	T	260		MPC:				0	$1,847.46		0		1
02/22/2009	N6321409CCMMN2W	0001	AA		63214905100	Q	250		MPC:				0	$0.00		0		0
03/21/2009	N6321409CCMMN2X	0000	AA		63214905100	T	260		MPC:				0	-$42,974.93		0		0
03/13/2009	N6321409CCMMN31	0001	AA		63214905100	T	260		MPC: 9133				0	$70.69		0		0
03/22/2009	N6321409CCMMN32	0000	AA		63214905100	Q	250		MPC:				0	$3,000.00		0		0
03/22/2009	N6321409CCMMN33	0000	AA		63214905100	T	260		MPC:				0	$6,000.00		0		0
03/19/2009	N6321409CCMMN34	0000	AA		63214905100	T	260		MPC: 408738360				0	$4.15		0		0
05/22/2009	N6321409CCMMN3C	0000	AA		63214905100	T	260		MPC:				0	-$2,885.99	05/22/2009	0		0
05/22/2009	N6321409CCMMN3M	0000	AA		63214905100	N	233		MPC:				0	$2,557.92	05/22/2009	0		0
05/22/2009	N6321409CCMMN3N	0000	AA		63214905100	Q	250		MPC:				0	$117.25	05/22/2009	0		0
05/22/2009	N6321409CCMMN3P	0000	AA		63214905100	M	230		MPC:				0	$43.70	05/22/2009	0		0
05/22/2009	N6321409CCMMN3R	0000	AA		63214905100	T	260		MPC:				0	$3,001.00	05/22/2009	0		0
06/05/2009	N6321409CCMMN3W	0050	AA		63214905100	T	260		MPC: 029337241640791				0	$16.83	05/26/2009	0		0
05/26/2009	N6321409CCMMN3X	0023	AA		63214905100	Q	250		MPC: 003980241640791				0	$2,954.14	05/31/2009	0		0
05/24/2009	N6321409CCMMN3Y	0000	AA		63214905130	N	233		MPC: 078280246921691				0	$24.01	05/24/2009	0		0
07/22/2009	N6321409CCTESTD	0000	AA	TEST MEMO CC DOC	63214905100	T	260		TEST MEMO CC DOC				3	$29.51		0		0
11/18/2008	N6321409MD05001	00	AA	FED-EX	63214905100	Q	253		FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	00	AB	FED-EX	63214905100	Q	253		FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	00	AC	FED-EX	63214905100	Q	253		FED-EX				1	$0.00		0		0

12. Reconciliation



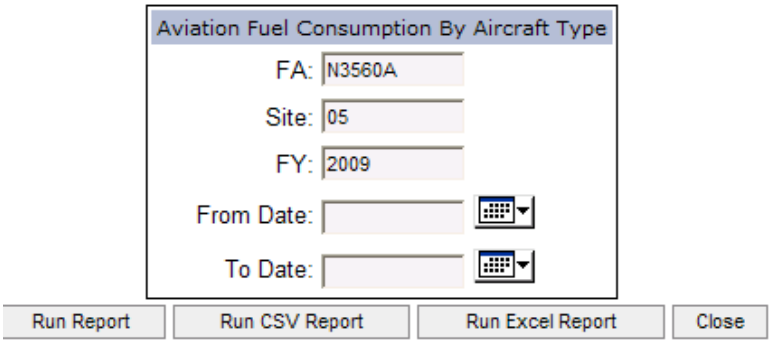
Reconciliation reports are shown and completely covered in the **Reconciliation lesson**. Archive Liquidated Document Status Log, Summary Reconciliation Site Report, Reconciliation Report. The report most utilized will be the **Summary Reconciliation Site Report.** This can be opened in RUN REPORT – pdf format with the comparison of STARS-FL and FASTDATA for each document number, or CSV format that can be downloaded and pulled into Excel as a text delimited file in spreadsheet format. All three reports are in the Reconciliation lesson as mentioned above and will be reviewed in conjunction with performing the Reconciliation between FASTDATA and STARS-FL.

13. Fuel Reports



There are three Fuel Reports. Aviation Fuel by Aircraft, Aviation Fuel by JON-Detail, and Aviation Fuel by JON-Summary.

a. Aviation Fuel by Aircraft



The Aviation Fuel Consumption by Aircraft Type Report provides a summary of types of fuel used as well as total costs.

AVIATION FUEL CONSUMPTION DETAIL BY AIRCRAFT

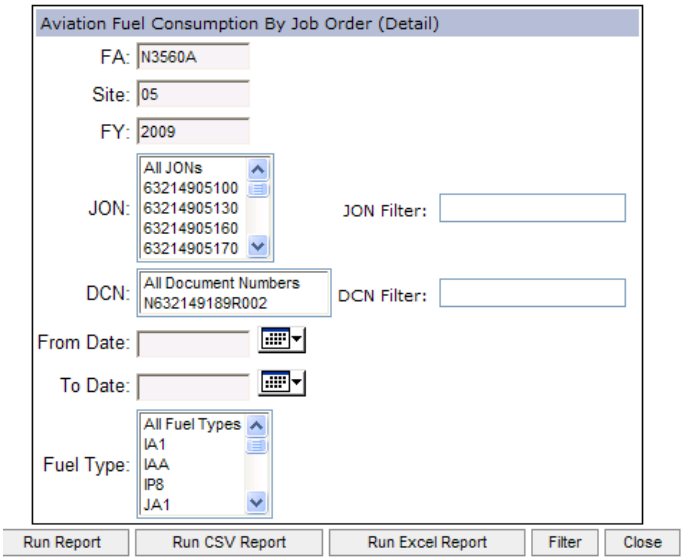
Filter: FA N3560A, FY 2009, Site 05

Aircraft Type: N/A

Fuel Type: IA1

Document Number	Local Code	Issue Date	Quantity (Gallons)	Actual Cost to Date	Unit Cost (Actual Cost/Qty)	Optar Log Description
N632149189R002	FUEL CC	07/08/2009	5	$52.00	$10.400	IA1
Total For IA1			5	$52.00		
Total for Aircraft: N/A			5	$52.00		
ReportTotal:			5	$52.00		

b. Aviation Fuel by JON-Detail



The Aviation Fuel Consumption Report by Job Order Detail provides a detailed report of types of fuel and total costs. The report is broken down by the Job Order(s) you can select on the Report Criteria page.

AVIATION FUEL CONSUMPTION DETAIL BY JOB ORDER

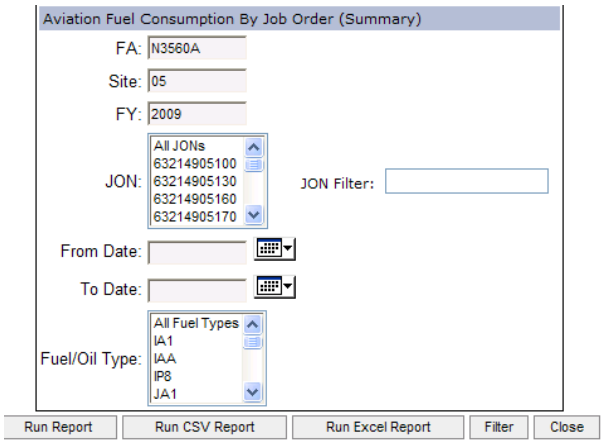
Filter: FA N3560A, FY 2009, Site 05

JON: 63214905100

Fuel Type: IA1

Document Number	Local Code	Issue Date	Quantity (Gallons)	Actual Cost to Date	Unit Cost (Actual Cost/Qty)	Optar Log Description
N632149189R002	FUEL CC TE	07/08/2009	5	$52.00	$10.400	IA1
Total For IA1			5	$52.00		
Total for JON 63214905100			5	$52.00		
ReportTotal:			5	$52.00		

c. Aviation Fuel by JON-Summary



The Aviation Fuel Consumption Report provides a report of fuel oil consumption summarized by selected JONs. The Report Criteria page opens automatically when you select the Aviation Fuel Consumption Report by Job Order Summary from the Reports menu on the Site User main page.

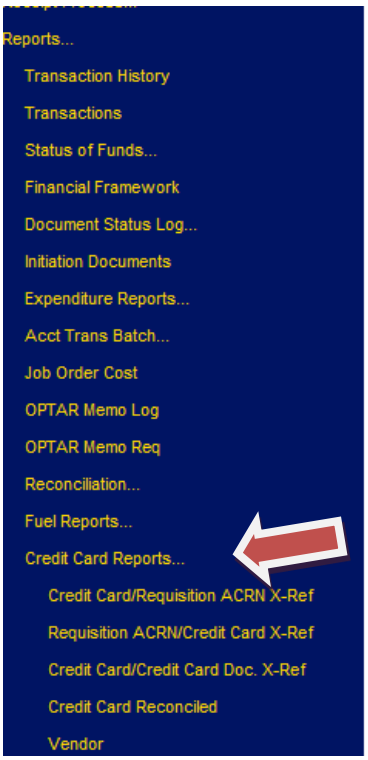
AVIATION FUEL CONSUMPTION SUMMARY BY JOB ORDER

Filter: FA N3560A, FY 2009, Site 05

JON: 63214905100

	Fuel Type	Quantity (Gallons)	Total Amount	Barrel Consumption (Tot Qty/42)
	IA1	5	$52.00	0.1
Total for JON 63214905100		5	$52.00	0.1
ReportTotal:		5	$52.00	0.1

14. Credit Card Reports

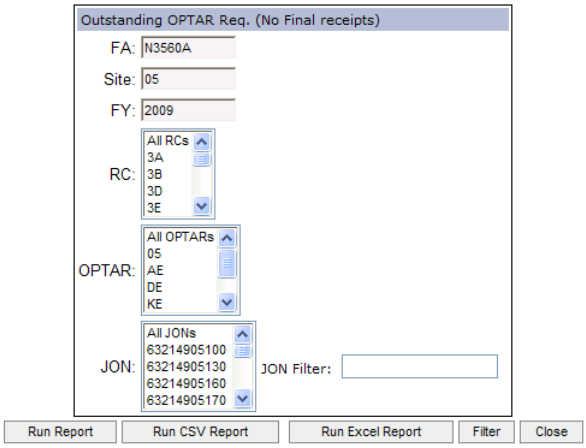


Credit card reports consist of Credit Card/Requisition ACRN X-ref, Requisition ACRN/Credit Card X-ref, Credit Card/Credit Card Doc X-ref, Credit Card Reconciled, Vendor. **All these reports are covered in full in the Credit Card Process lesson.**

15. Outstanding Requisitions

The Outstanding reports include No Final Receipts, No Final Expenditures, No Final Receipts/Expenditures.

a. No Final Receipts



The DCR/ACRN will be reported on this report if there is no Final Receipt posted against it.

OUTSTANDING OPTAR REQUISITION REPORT
No Final Receipts

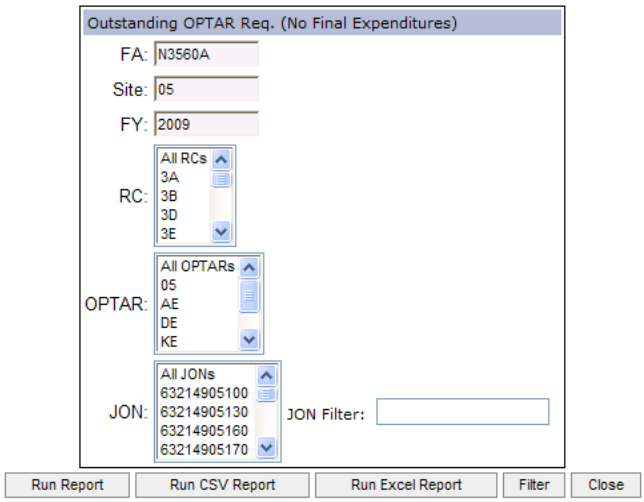
FA: N3560A AND FY: 2009 AND Site: 05
FA: N3560A FY: 2009 Site: 05

RC: 3A

OPTAR: 05

Date Entered	Document Num	ACRN	Local Code	JON	E E	Obj Clss	Stock Number/ Description	COG	PR	UI	Qty Order	Actual Cost	Date Received	Qty Rcvd	Date Expended	Qty Exp
07/27/2009	N3560A09MDNRGSA	AA	TEST MISC DC	63214905100	Q	253	TEST MISC DOC				0	$250.00		0		0
07/22/2009	N3560A09MDTESTD	AA	TEST MISC DC	63214905100	Q	253	TEST MISC DOC				0	$50.00		0		0
09/14/2009	N3569709MDF6790	AA		63214905100	Q	253	Training MISC DOC				0	$750.00		0		0
11/18/2008	N6321409MD05001	AA	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AB	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AC	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AD	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AE	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AF	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AG	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AH	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AI	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
12/03/2008	N6321409MD05002	AA	Sprint Dec 08	63214905130	Q	253	Sprint Dec 08				1	$42.70		0		0
12/15/2008	N6321409MD05003	AA	Pitney Bowes	63214905100	Q	253	Pitney Bowes Dec 08				1	$683.81		0		0
12/15/2008	N6321409MD05004	AA	Quest Phone Bi	63214905130	Q	253	Quest Phone Bill				1	$5.88		0		0
12/15/2008	N6321409MD05005	AA	Medical Supplie	63214905100	Q	253	Medical Supplies				1	$493.74		0		0
12/15/2008	N6321409MD05006	AA	Marine Gazette	63214905100	Q	253	Marine Gazette				1	$0.00		0		0
12/15/2008	N6321409MD05007	AA	Trophies	63214905100	Q	253	Trophies				1	$110.00		0		0
12/15/2008	N6321409MD05008	AA	Costco Member	63214905100	Q	253	Costco Membership				1	$50.00		0		0
12/15/2008	N6321409MD05009	AA	CU Phone Bill N	63214905100	Q	253	CU Phone Bill Nov				1	$892.61		0		0
12/15/2008	N6321409MD05010	AA	CU Phone Bill J	63214905100	Q	253	CU Phone Bill Jan				1	$900.00		0		0
12/15/2008	N6321409MD05011	AA	CU Phone Bill D	63214905100	Q	253	CU Phone Bill Dec				1	$811.91		0		0
12/15/2008	N6321409MD05012	AA	Sprint Phone Bi	63214905130	Q	253	Sprint Oct-Nov 08				1	$46.68		0		0
01/15/2009	N6321409MD05013	AA	Tailor Bill	63214905100	Q	253	SDB Tailoring				1	$509.00		0		0
01/15/2009	N6321409MD05014	AA	Xerox	63214905100	Q	253	Xerox Bill				1	$283.29		0		0

b. No Final Expenditures



This report will display all DCN/ACRNs that have no Final Expenditure posted against it.

OUTSTANDING OPTAR REQUISITION REPORT
No Final Expenditures

FA: N3560A AND FY: 2009 AND Site: 05

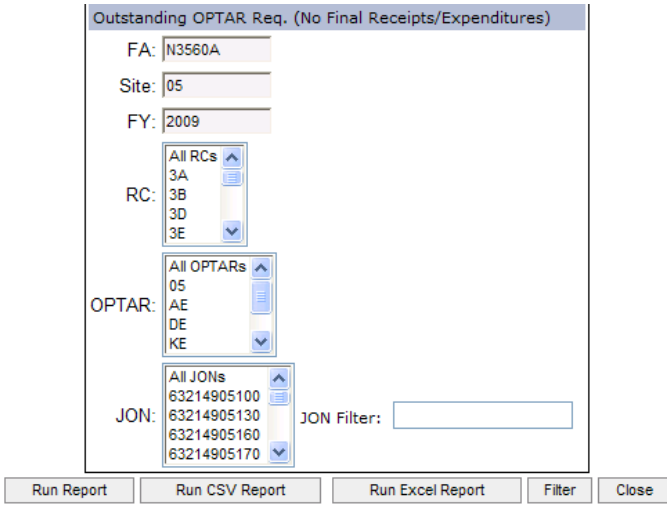
FA: N3560A FY: 2009 Site: 05

RC: 3A

OPTAR: 05

Date Entered	Document Num	ACRN	Local Code	JON	E E	Obj Clss	Stock Number/ Description	COG	PR	UI	Qty Order	Actual Cost	Date Received	Qty Rcvd	Date Expended	Qty Exp
07/27/2009	N3560A09MDNRGSA	AA	TEST MISC DC	63214905100	Q	253	TEST MISC DOC				0	$250.00		0		0
07/22/2009	N3560A09MDTESTD	AA	TEST MISC DC	63214905100	Q	253	TEST MISC DOC				0	$50.00		0		0
09/14/2009	N3569709MDF6790	AA		63214905100	Q	253	Training MISC DOC				0	$750.00		0		0
11/18/2008	N6321409MD05001	AA	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AB	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AC	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AD	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AE	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AF	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AG	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AH	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AI	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
12/03/2008	N6321409MD05002	AA	Sprint Dec 08	63214905130	Q	253	Sprint Dec 08				1	$42.70		0		0
12/15/2008	N6321409MD05003	AA	Pitney Bowes	63214905100	Q	253	Pitney Bowes Dec 08				1	$683.81		0		0
12/15/2008	N6321409MD05004	AA	Quest Phone Bi	63214905130	Q	253	Quest Phone Bill				1	$5.88		0		0
12/15/2008	N6321409MD05005	AA	Medical Supplie	63214905100	Q	253	Medical Supplies				1	$493.74		0		0

c. No Final Receipts/Expenditures



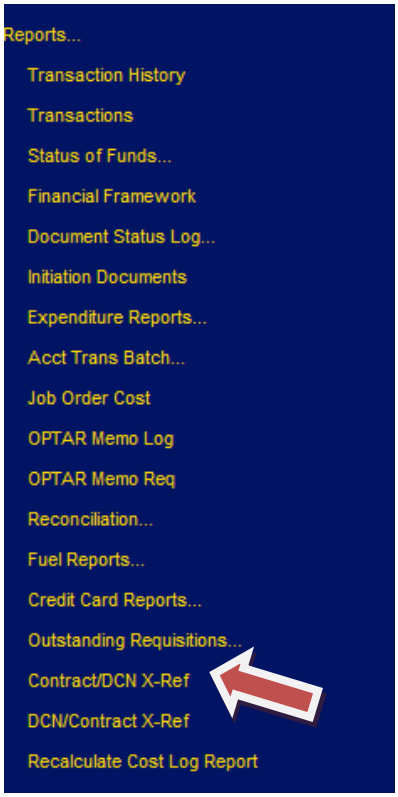
This report will display all DCN/ACRNs that have no Final receipt or Final Expenditure posted against it. This format is supply type information that has no material or services received or expended.

OUTSTANDING OPTAR REQUISITION REPORT
No Final Receipts/Expenditures

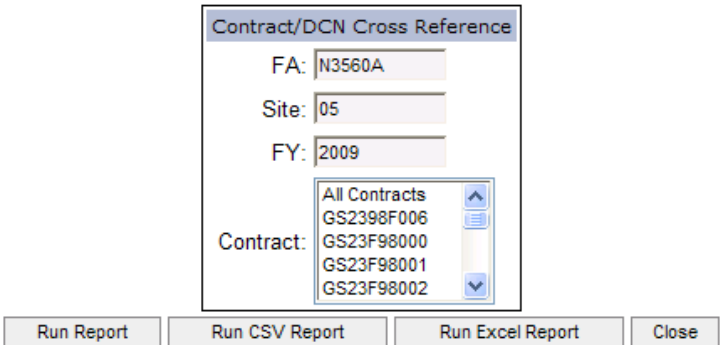
FA: N3560A AND FY: 2009 AND Site: 05
FA: N3560A FY: 2009 Site: 05
RC: 3A
OPTAR: 05

Date Entered	Document Num	ACRN	Local Code	JON	E E	Obj Clss	Stock Number/ Description	COG	PR	UI	Qty Order	Actual Cost	Date Received	Qty Rcvd	Date Expended	Qty Exp
07/27/2009	N3560A09MDNRGSA	AA	TEST MISC DC	63214905100	Q	253	TEST MISC DOC				0	$250.00		0		0
07/22/2009	N3560A09MDTESTD	AA	TEST MISC DC	63214905100	Q	253	TEST MISC DOC				0	$50.00		0		0
09/14/2009	N3569709MDF6790	AA		63214905100	Q	253	Training MISC DOC				0	$750.00		0		0
11/18/2008	N6321409MD05001	AA	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AB	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AC	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AD	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AE	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AF	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AG	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AH	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
11/18/2008	N6321409MD05001	AI	FED-EX	63214905100	Q	253	FED-EX				1	$0.00		0		0
12/03/2008	N6321409MD05002	AA	Sprint Dec 08	63214905130	Q	253	Sprint Dec 08				1	$42.70		0		0
12/15/2008	N6321409MD05003	AA	Pitney Bowes	63214905100	Q	253	Pitney Bowes Dec 08				1	$883.81		0		0
12/15/2008	N6321409MD05004	AA	Quest Phone Bi	63214905130	Q	253	Quest Phone Bill				1	$5.88		0		0
12/15/2008	N6321409MD05005	AA	Medical Supplie	63214905100	Q	253	Medical Supplies				1	$493.74		0		0
12/15/2008	N6321409MD05006	AA	Marine Gazette	63214905100	Q	253	Marine Gazette				1	$0.00		0		0
12/15/2008	N6321409MD05007	AA	Trophies	63214905100	Q	253	Trophies				1	$110.00		0		0
12/15/2008	N6321409MD05008	AA	Costco Member	63214905100	Q	253	Costco Membership				1	$50.00		0		0
12/15/2008	N6321409MD05009	AA	CU Phone Bill N	63214905100	Q	253	CU Phone Bill Nov				1	$892.61		0		0
12/15/2008	N6321409MD05010	AA	CU Phone Bill J	63214905100	Q	253	CU Phone Bill Jan				1	$900.00		0		0
12/15/2008	N6321409MD05011	AA	CU Phone Bill D	63214905100	Q	253	CU Phone Bill Dec				1	$811.91		0		0
12/15/2008	N6321409MD05012	AA	Sprint Phone Bi	63214905130	Q	253	Sprint Oct-Nov 08				1	$46.68		0		0
01/15/2009	N6321409MD05013	AA	Tailor Bill	63214905100	Q	253	SDB Tailoring				1	$509.00		0		0

16. Contract/DCN X-Ref



This report provides a list of Contract Number(PIIN) that was entered at the Site as a DD1155 or through Contract Process. With each listed Contract Number (PIIN) will be the associated requisition DCN/ACRN.



Contract/DCN Cross Reference Report

FA: N3560A **Site: 05** **FY: 2009**

Contract#/PIIN: GS2398F006

DO/BPA:

Requisition/DCN	Requisition/DCN ACRN	Requisition/DCN ACRN Amount	Contract ACRN	Contract ACRN Amount
N6321409RC05039	AA	$38.00	AA	$38.00
Subtotal for DO/BPA		$38.00		$38.00
Total for Contract Number GS2398F006		$38.00		$38.00

Contract#/PIIN: GS23F98000

DO/BPA: B001

Requisition/DCN	Requisition/DCN ACRN	Requisition/DCN ACRN Amount	Contract ACRN	Contract ACRN Amount
N6321409RC05058	AA	$15,000.00	AA	$15,000.00
Subtotal for DO/BPA B001		$15,000.00		$15,000.00
Total for Contract Number GS23F98000		$15,000.00		$15,000.00

Contract#/PIIN: GS23F98001

DO/BPA: B00

Requisition/DCN	Requisition/DCN ACRN	Requisition/DCN ACRN Amount	Contract ACRN	Contract ACRN Amount
N6321409RC05058	AA	$15,000.00	AA	$15,000.00
Subtotal for DO/BPA B00		$15,000.00		$15,000.00

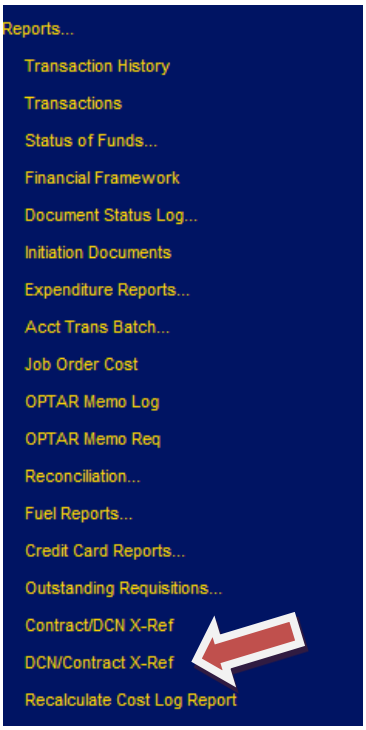
DO/BPA: B002

Requisition/DCN	Requisition/DCN ACRN	Requisition/DCN ACRN Amount	Contract ACRN	Contract ACRN Amount
N6321409RC05066	AA	$15,000.00	AA	$8,000.00
N6321409RC05067	AA	$15,000.00	AA	$8,000.00
Subtotal for DO/BPA B002		$30,000.00		$16,000.00

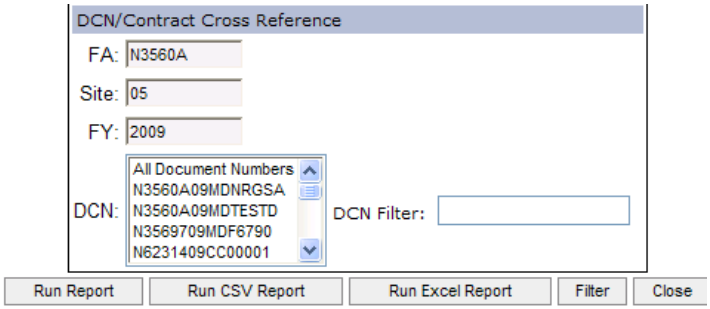
DO/BPA: B003

Requisition/DCN	Requisition/DCN ACRN	Requisition/DCN ACRN Amount	Contract ACRN	Contract ACRN Amount
N6321409RC05060	AA	$80,000.00	AA	$20,000.00
N6321409RC05062	AA	$12,568.00	AA	$8,000.00
Subtotal for DO/BPA B003		$92,568.00		$28,000.00

17. DCN/Contract X-Ref



DCN/Contract X-Ref provides information by cross referencing DCN and ACRNs to a Contract number. Use this report when doing a B1 INSERT to reverse a double 540C contracted by SPS and contract process. Reviewing the report to see exactly how it was entered as a contract number, DO/BPA, contract ACRN are all important and visible on this report.



DCN/Contract Cross Reference Report

FA: N3560A **Site: 05** **FY: 2009**

Requisition/DCN: N6321409MP05042

ACRN: AA

Contract#/PIIN	DO/BPA	Contract ACRN	Contract ACRN Amount	Requisition/DCN ACRN Amount
GS23F98006		AA	$140.70	
Subtotal for ACRN AA			$140.70	$150.00
Total for Requisition/DCN N6321409MP05042			$140.70	$150.00

Requisition/DCN: N6321409RC05036

ACRN: AA

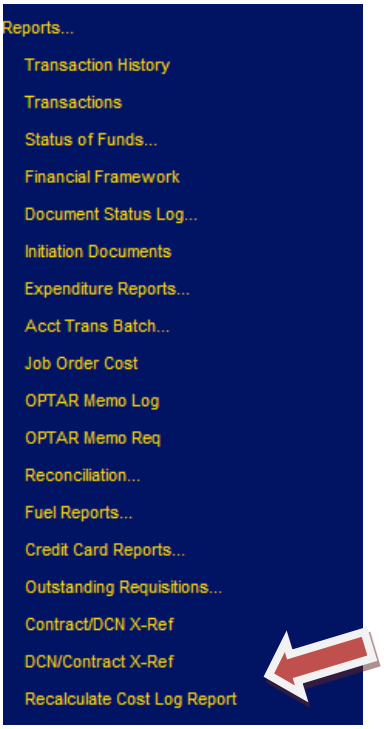
Contract#/PIIN	DO/BPA	Contract ACRN	Contract ACRN Amount	Requisition/DCN ACRN Amount
GS23F98006		AA	$52.00	
Subtotal for ACRN AA			$52.00	$143.50
Total for Requisition/DCN N6321409RC05036			$52.00	$143.50

Requisition/DCN: N6321409RC05039

ACRN: AA

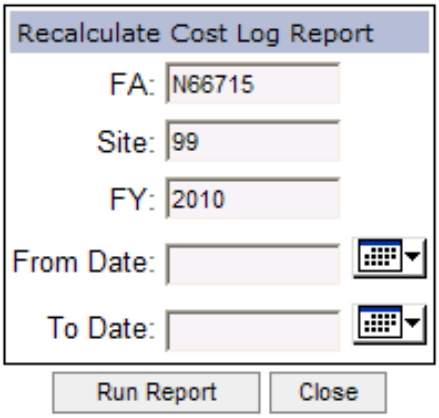
Contract#/PIIN	DO/BPA	Contract ACRN	Contract ACRN Amount	Requisition/DCN ACRN Amount
GS2398F006		AA	$38.00	
Subtotal for ACRN AA			$38.00	$38.00
Total for Requisition/DCN N6321409RC05039			$38.00	$38.00

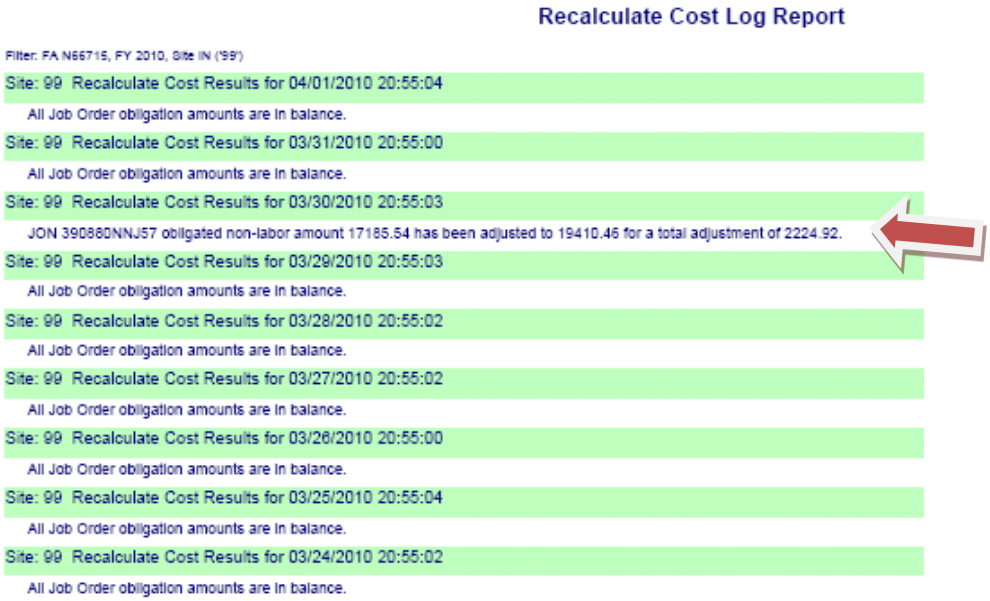
18. RECALCULATE Cost Log Report



This is a new report to reflect the new automated process at the FA to Recalculate Obligations at the Site during off peak hours so it will not drain resources during heavily

used hours and will keep the Sites Document Status log and Status of Funds in sync. The files are running in and out of the Site all day and in the non-peak hours the job will run and if it shows a JON that is not in balance the application will balance it. The results are reported on this report and will show which JONS were recalculated and the amount of the discrepancy if so.





Questions

What is the purpose of the REPORTS at the Site?

What are the steps involved in running Site REPORTS?

Practice

Locate the report that is similar to the FASTPATH: RDOC and determine what transactions have generated on a NC2276 document.

Locate a report that will identify if you have any expenditures suspended at your Site level.

Introduction

This lesson will describe the processes and steps involved in the various functions to be performed by the Site User. Illustrations will be provided for the Address Book, Site Status, Recalculate Obligations, and AUTOFILL feature.

Objectives

Learn the purpose of the Utilities processes in the Site.

Learn the steps involved in performing all of the processes under the Utilities Menu in the Site.

Introduction

This lesson will illustrate how to utilize the Site Address Book.

Objectives

Define the Address Book.

Define the functions can be performed in the Address Book.

Perform the steps are taken to add, edit or delete an address from the Address Book at the Site.

Lesson

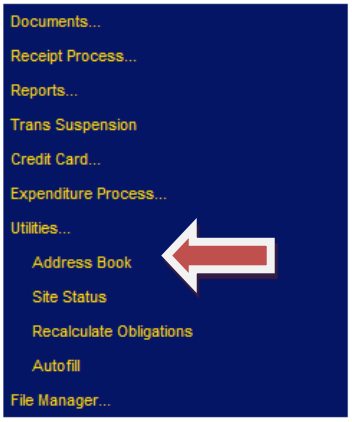
This page is used to add, delete, and update, names, activity ID's, and addresses for use on site documents and document process pages. The Address book at the Site was converted into FASTDATA Web upon conversion so all regularly used addresses should already exist.

To add new addresses select the Add Address button. To edit an existing address, select the Open Book icon adjacent to the address you wish to modify. To remove an obsolete address, select the Delete icon adjacent to the address.

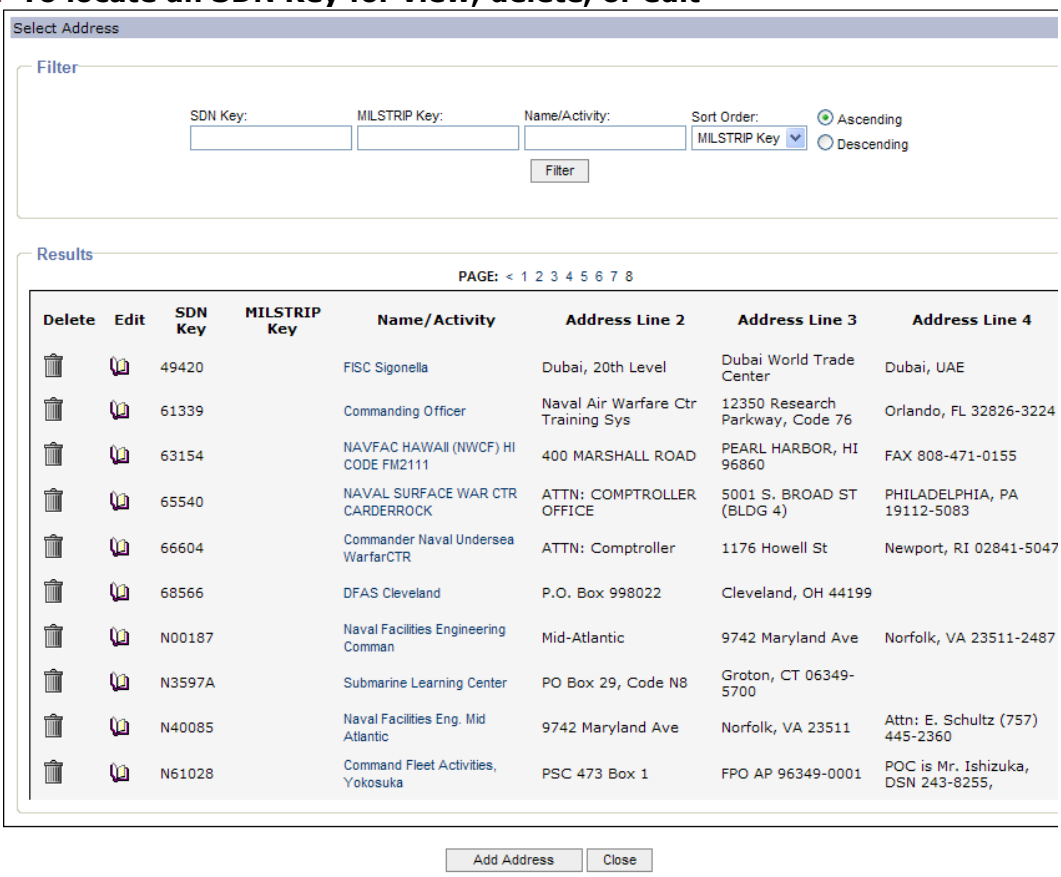
Your Address Book entries are available from the drop-down lists on various Site document and document process pages. For example, you can create an entry for the name of the person who usually accepts DD448 and DD1556 documents at your site. User access to the Address Book window is unrestricted by the System Administrator at your FA who set up your access to all the Site functions.

You will need to Add in new addresses for any new document types not previously used in the Site, example is the SF182 that replaced the DD1556 and the new NC2276A brought into FASTDATA Web. New addresses can be set up ahead of creating a document if not already in your address book or the Site user can add a new one while creating a document and then upon saving the document user will be prompted to save in the address book.

Step 1 Select Utilities/Address Book



Step 2 To locate an SDN Key for view, delete, or edit



Delete	Edit	SDN Key	MILSTRIP Key	Name/Activity	Address Line 2	Address Line 3	Address Line 4
		49420		FISC Sigonella	Dubai, 20th Level	Dubai World Trade Center	Dubai, UAE
		61339		Commanding Officer	Naval Air Warfare Ctr Training Sys	12350 Research Parkway, Code 76	Orlando, FL 32826-3224
		63154		NAVFAC HAWAII (NWCF) HI CODE FM2111	400 MARSHALL ROAD	PEARL HARBOR, HI 96860	FAX 808-471-0155
		65540		NAVAL SURFACE WAR CTR CARDERROCK	ATTN: COMPTROLLER OFFICE	5001 S. BROAD ST (BLDG 4)	PHILADELPHIA, PA 19112-5083
		66604		Commander Naval Undersea WarfarCTR	ATTN: Comptroller	1176 Howell St	Newport, RI 02841-5047
		68566		DFAS Cleveland	P.O. Box 998022	Cleveland, OH 44199	
		N00187		Naval Facilities Engineering Comman	Mid-Atlantic	9742 Maryland Ave	Norfolk, VA 23511-2487
		N3597A		Submarine Learning Center	PO Box 29, Code N8	Groton, CT 06349-5700	
		N40085		Naval Facilities Eng. Mid Atlantic	9742 Maryland Ave	Norfolk, VA 23511	Attn: E. Schultz (757) 445-2360
		N61028		Command Fleet Activities, Yokosuka	PSC 473 Box 1	FPO AP 96349-0001	POC is Mr. Ishizuka, DSN 243-8255,

The keys for the filter on an address already established in the Site address book include:

- **SDN Key**
- **MILSTRIP Key**
- **Name/Activity**

Filtered Item
Enter the desired value for the selected search filter desired. For example, if you selected SDN key for the Filter search type, enter the desired SDN key in this field.

Sort Order
If you wish to change the sort order of the list, select the desired value from the drop-down list. When you change the sort order, the entries will display by the selected sort order.
Ascending or Descending
Select the desired radio button for the sort type: Ascending for smallest to greatest or Descending for greatest to smallest.

Select Filter
Select the Filter button to initiate your address search.

Delete
Select the Delete icon to remove the address from the address book.

Edit
Use to update an existing Address Book entry for use on site document process pages. When you edit an address, any changes you make are for future use and do not affect existing values on documents.

SDN Key
Identifies the SDN ID for the activity or address. SDN address keys have five or six characters, depending on the document type that will use the SDN key. All addresses saved directly in the document creation screen require a "code" that the user must use the 5 or 6 digit code for the designated address.

MILSTRIP Key
Identifies the three-character MILSTRIP key.

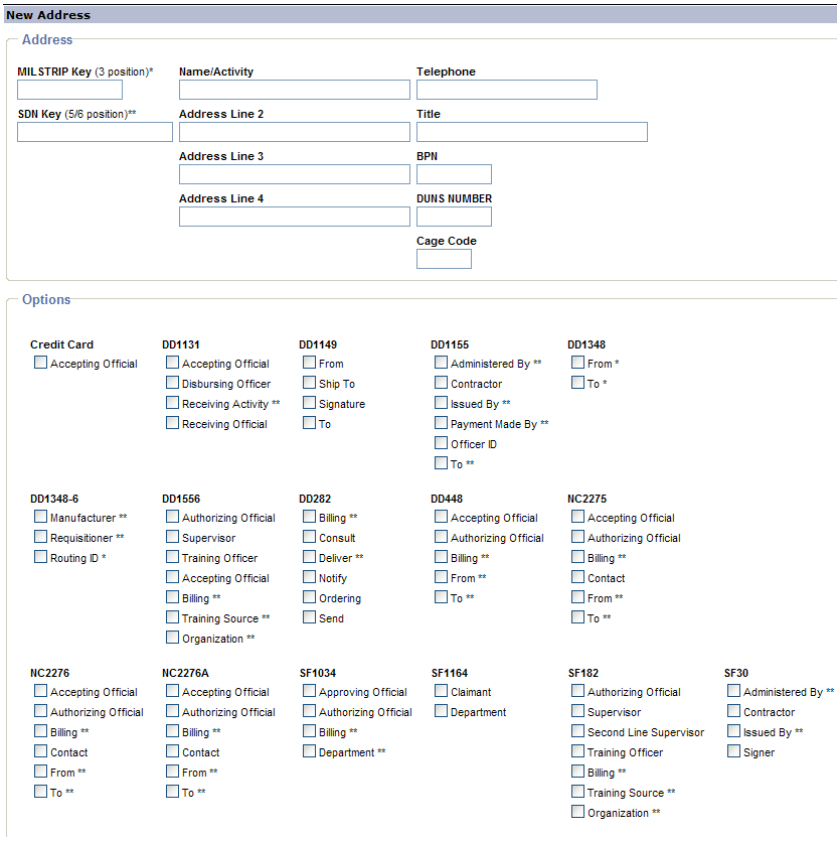
Name/Activity
Identifies a person or activity that will be available for use on Site documents or in document processes through dropdown list.

Address Line 2
Contains a line of addressing information.
Address Line 3
Contains a line of addressing information.
Address Line 4
Contains a line of addressing information.

Add Address
Select this button to navigate to the Address Book; Detail page where you may add new addresses.

Cancel
Closes the Address Book; Summary page and returns you to the home page.

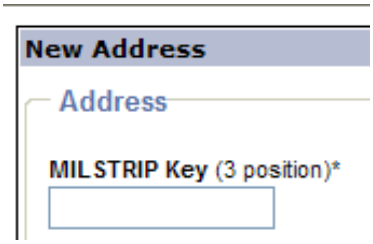
Step 3 Select ADD ADDRESS button



FASTDATA allows adding or updating of the Address Book contents while adding, updating, or accepting any source, memo, or supplemental document. Entries you add appear as values on drop-down lists for the checked items. When adding a new entry, if you enter a MILSTRIP key and continue to the next field, the check boxes marked with * automatically will be checked. When adding a new entry with an SDN key, the check boxes marked with ** will be checked automatically. You can check other boxes as desired. When creating new Address Book entry, you must enter a value for Name/Activity.

- MILSTRIP Key

Identifies the three-character MILSTRIP key.

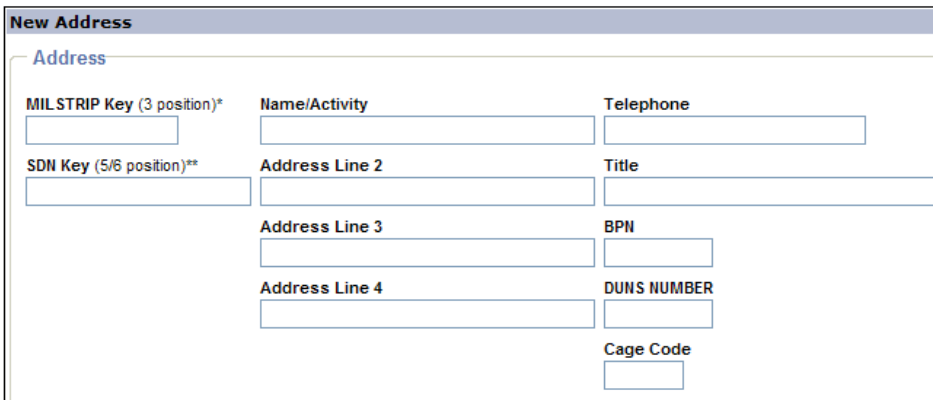


- SDN Key

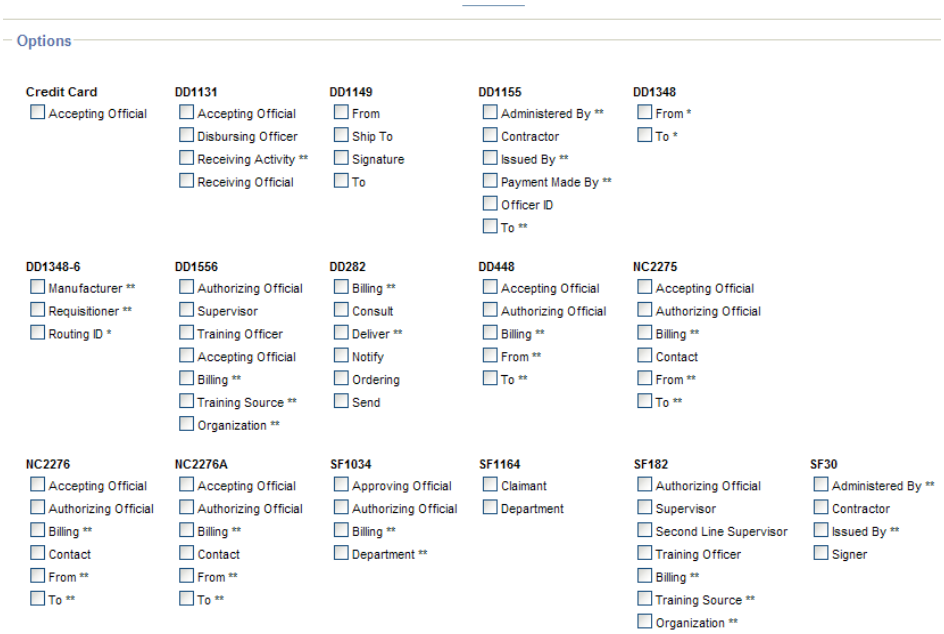
Identifies the SDN ID for the activity or address. Depending on the document types and processes where you want to use the SDN key, enter a five- or six-character value. The SDN key must be **five characters** when any of the following are checked.

Document	Field
DD1131	Receiving Activity
DD282	Deliver
DD1155	Administered By
DD1155	Issued By
DD1155	To
NC2276	To
NC2276A	To
SF1034	Billing
SF1034	Department
SF30	Administered By
SF30	Issued By

- Name/Activity, Address lines, Activity details



- Name/Activity - Identifies a person, activity, billing ID, paying ID, or other valuable information that will be available for use on Site documents or related document windows through drop-down lists. When adding a new address book entry, you must enter a Name/Activity value of up to 35 characters.
- Address Line 2 - Contains a line of addressing information of up to 35 characters.
- Address Line 3 - Contains a line of addressing information of up to 35 characters.
- Address Line 4 - Contains a line of addressing information of up to 35 characters.
- Telephone - Contains the phone number of the person or activity you're adding to the Address Book.
- Title - Contains the title of the person or activity you're adding to the Address Book. This value can contain up to 35 characters.
- BPN - Business Partner Registration Number.
- DUNS Number - The nine-digit Data Universal Numbering System (DUNS) number assigned by Dun & Bradstreet to a business location. The DUNS is used for identifying, organizing, and consolidating information about businesses. Use of the DUNS+4 number is limited to distinguishing a vendor with different Central Contractor Registration (CCR) records for the same vendor at the same physical location. For example, a vendor could have two records at the same physical location to identify two separate bank accounts.
- Cage Code- The five-character Commercial and Government Entity (CAGE) code that identifies a company doing, or wishing to do, business with the federal government. The Defense Logistics Information Service (DLIS) is the authorized source for CAGE code assignments.



- Options - The remaining elements on the Add Address page are check boxes for drop-down list values that are available on various Site application document forms and document process pages. Check or uncheck the desired settings.
- You can also accept the default selections based on whether you entered a MILSTRIP key, five-character SDN key, or a six-character SDN key. A single asterisk (*) next to a check box indicates an item associated with a MILSTRIP key. A double asterisk (**) indicates an item associated with an SDN key.

- When SDN key is selected and a six-character SDN key is entered the default is checked for you as below. Notice that it does not include Credit Card, DD1131, DD1348, SF1034, SF1164, SF182 in this default.

Options

Credit Card
- [ ] Accepting Official

DD1131
- [ ] Accepting Official
- [ ] Disbursing Officer
- [ ] Receiving Activity **
- [ ] Receiving Official

DD1149
- [x] From
- [x] Ship To
- [ ] Signature
- [x] To

DD1155
- [ ] Administered By **
- [x] Contractor
- [ ] Issued By **
- [x] Payment Made By **
- [ ] Officer ID
- [ ] To **

DD1348
- [ ] From *
- [ ] To *

DD1348-6
- [x] Manufacturer **
- [x] Requisitioner **
- [ ] Routing ID *

DD1556
- [ ] Authorizing Official
- [ ] Supervisor
- [ ] Training Officer
- [ ] Accepting Official
- [x] Billing **
- [x] Training Source **
- [x] Organization **

DD282
- [x] Billing **
- [ ] Consult
- [ ] Deliver **
- [ ] Notify
- [ ] Ordering
- [ ] Send

DD448
- [ ] Accepting Official
- [ ] Authorizing Official
- [x] Billing **
- [x] From **
- [x] To **

NC2275
- [ ] Accepting Official
- [ ] Authorizing Official
- [x] Billing **
- [ ] Contact
- [x] From **
- [x] To **

NC2276
- [ ] Accepting Official
- [ ] Authorizing Official
- [x] Billing **
- [ ] Contact
- [x] From **
- [ ] To **

NC2276A
- [ ] Accepting Official
- [ ] Authorizing Official
- [x] Billing **
- [ ] Contact
- [x] From **
- [ ] To **

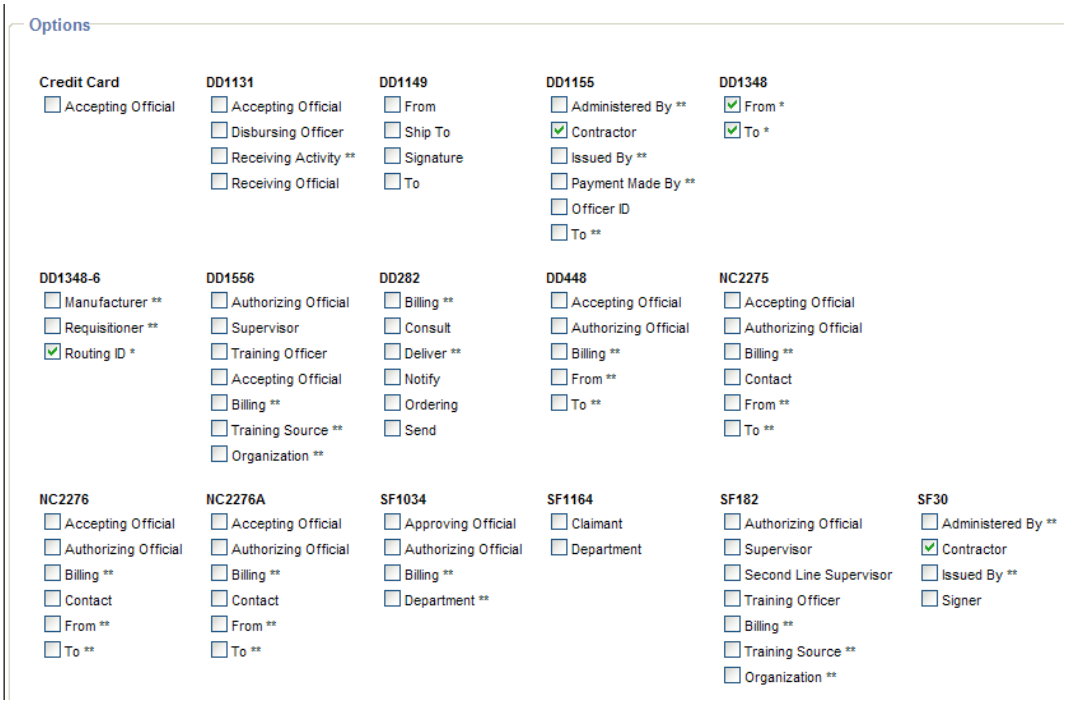
SF1034
- [ ] Approving Official
- [ ] Authorizing Official
- [ ] Billing **
- [ ] Department **

SF1164
- [ ] Claimant
- [ ] Department

SF182
- [ ] Authorizing Official
- [ ] Supervisor
- [ ] Second Line Supervisor
- [ ] Training Officer
- [ ] Billing **
- [ ] Training Source **
- [ ] Organization **

SF30
- [ ] Administered By
- [x] Contractor
- [ ] Issued By **
- [ ] Signer

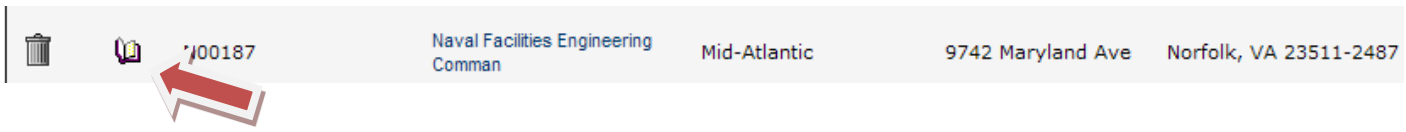
- When MILSTRIP key is entered with a 3 digit code the default is checked for you as below. In this default notice that only a select few document address fields are defaulted with check mark – including DD1155, DD1348, DD1348-6, and SF30.



- Save - Saves your address entries.

- Close – If closed before SAVE the entries will be lost. If Closed after SAVE it will close this add address page and go back one screen.

Step 4 Select address key you need to EDIT



Use this page to update an existing Address Book entry for use on site document process pages. When you edit an address, any changes you make are for future use and do not affect existing values on documents.

Address

MILSTRIP Key (3 position)*

Name/Activity: Naval Facilities Engineering Comman

Telephone

SDN Key (5/6 position)**: N00187

Address Line 2: Mid-Atlantic

Title

Address Line 3: 9742 Maryland Ave

BPN

Address Line 4: Norfolk, VA 23511-2487

DUNS NUMBER

Cage Code

Options

Credit Card
- [ ] Accepting Official

DD1131
- [ ] Accepting Official
- [ ] Disbursing Officer
- [ ] Receiving Activity **
- [ ] Receiving Official

DD1149
- [x] From
- [x] Ship To
- [ ] Signature
- [x] To

DD1155
- [ ] Administered By **
- [ ] Contractor
- [ ] Issued By **
- [x] Payment Made By **
- [ ] Officer ID
- [ ] To **

DD1348
- [ ] From *
- [ ] To *

DD1348-6
- [x] Manufacturer **
- [x] Requisitioner **
- [ ] Routing ID *

DD1556
- [ ] Authorizing Official
- [ ] Supervisor
- [ ] Training Officer
- [ ] Accepting Official
- [x] Billing **
- [x] Training Source **
- [x] Organization **

DD282
- [x] Billing **
- [ ] Consult
- [ ] Deliver **
- [ ] Notify
- [ ] Ordering
- [ ] Send

DD448
- [ ] Accepting Official
- [ ] Authorizing Official
- [x] Billing **
- [x] From **
- [x] To **

NC2275
- [ ] Accepting Official
- [ ] Authorizing Official
- [x] Billing **
- [ ] Contact
- [x] From **
- [x] To **

NC2276
- [ ] Accepting Official
- [ ] Authorizing Official
- [x] Billing **
- [ ] Contact
- [x] From **
- [ ] To **

NC2276A
- [ ] Accepting Official
- [ ] Authorizing Official
- [ ] Billing **
- [ ] Contact
- [ ] From **
- [ ] To **

SF1034
- [ ] Approving Official
- [ ] Authorizing Official
- [ ] Billing **
- [ ] Department **

SF1164
- [ ] Claimant
- [ ] Department

SF182
- [ ] Authorizing Official
- [ ] Supervisor
- [ ] Second Line Supervisor
- [ ] Training Officer
- [ ] Billing **
- [ ] Training Source **
- [ ] Organization **

SF30
- [ ] Administered By **
- [ ] Contractor
- [ ] Issued By **
- [ ] Signer

Fields available to edit are:

- MILSTRIP Key - Identifies the three-character MILSTRIP key.

- SDN Key - Identifies the SDN ID for the activity or address. Depending on the document types and processes where you want to use the SDN key, enter a five- or six-character value. The SDN key must be five characters when any of the following are checked.

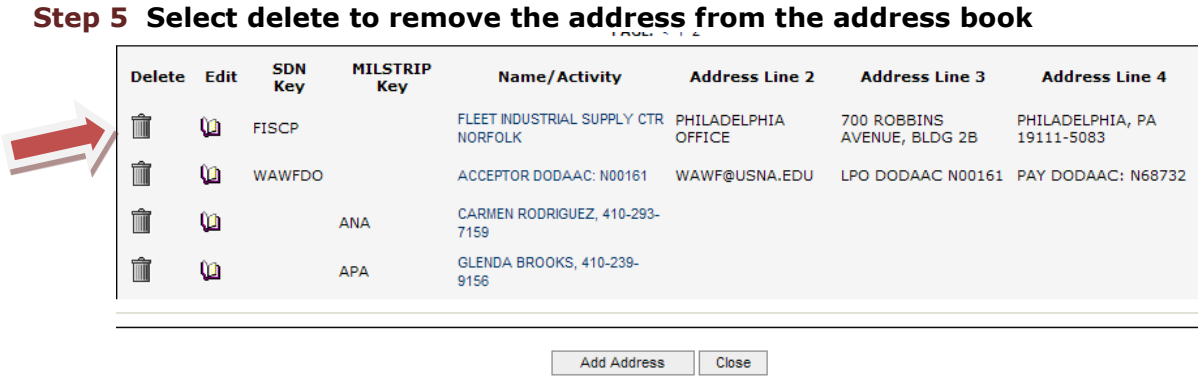
Document	Field
DD1131	Receiving Activity
DD282	Deliver
DD1155	Administered By
DD1155	Issued By
DD1155	To
NC2276	To
NC2276A	To
SF1034	Billing
SF1034	Department
SF30	Administered By
SF30	Issued By

- Name/Activity -Identifies a person, activity, billing ID, paying ID, or other value that will be available for use on Site documents or related document windows through drop-down lists.
- Address Line 2 - Contains a line of addressing information of up to 35 characters.
- Address Line 3 - Contains a line of addressing information of up to 35 characters.
- Address Line 4 - Contains a line of addressing information of up to 35 characters.
- Telephone - Contains the phone number of the person or activity you're adding to the Address Book.
- Title - Contains the title of the person or activity you're adding to the Address Book. This value can contain up to 35 characters.
- BPN - Business Partner Registration Number.
- DUNS Number - The nine-digit Data Universal Numbering System (DUNS) number assigned by Dun & Bradstreet to a business location. The DUNS is used for identifying, organizing, and consolidating information about businesses. Use of the DUNS+4 number is limited to distinguishing a vendor with different Central Contractor Registration (CCR) records for the same vendor at the

same physical location. For example, a vendor could have two records at the same physical location to identify two separate bank accounts.

- Cage Code - The five-character Commercial and Government Entity (CAGE) code that identifies a company doing, or wishing to do, business with the federal government. The Defense Logistics Information Service (DLIS) is the authorized source for CAGE code assignments.
- Options - The remaining elements on the Edit Address page are check boxes for drop-down list values that are available on various Site application document forms and document process pages. Check or uncheck the desired settings. You can also accept the default selections based on whether you entered a MILSTRIP key, five-character SDN key, or a six-character SDN key. A single asterisk (*) next to a check box indicates an item associated with a MILSTRIP key. A double asterisk (**) indicates an item associated with an SDN key.
- Save -Saves your address entries once all the edits are completed for this address key(SDN key or MILSTRIP key).
- Close - Closes the Edit Address page. Make sure SAVE is done before CLOSE or changes will be lost.

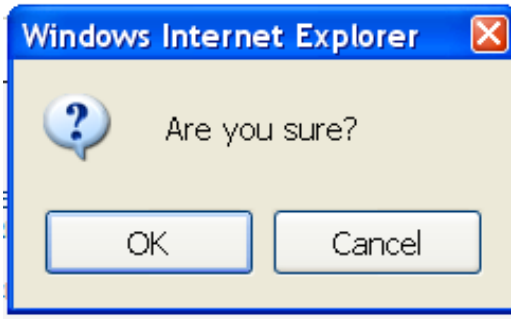
Step 5 Select delete to remove the address from the address book



Delete	Edit	SDN Key	MILSTRIP Key	Name/Activity	Address Line 2	Address Line 3	Address Line 4
		FISCP		FLEET INDUSTRIAL SUPPLY CTR NORFOLK	PHILADELPHIA OFFICE	700 ROBBINS AVENUE, BLDG 2B	PHILADELPHIA, PA 19111-5083
		WAWFDO		ACCEPTOR DODAAC: N00161	WAWF@USNA.EDU	LPO DODAAC N00161	PAY DODAAC: N68732
			ANA	CARMEN RODRIGUEZ, 410-293-7159			
			APA	GLENDA BROOKS, 410-239-9156			

Add Address Close

Once the delete is selected on the main address book screen you will receive a confirmation giving you a chance to cancel and back out at this point or select OK to continue.



- When OK is selected the screen will refresh to the main address book page, and the address deleted will no longer be in the list.

Questions

What is the Address Book?

What functions can be performed in the Address Book?

What steps are taken to add, edit or delete an address from the Address Book at the Site?

Practice

Create a new address to accommodate a NAVFAC that will be utilized when creating a work request.

Introduction

This lesson will illustrate the use of the Site Status function located in Site Utilities.

Objectives

Define the Site Status.

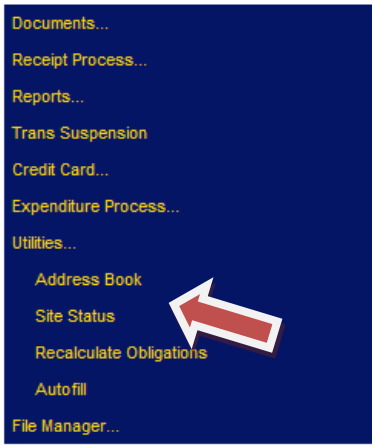
Describe the elements contained in the Site Status at the Site Utilities.

Outline the benefits of using Site Status.

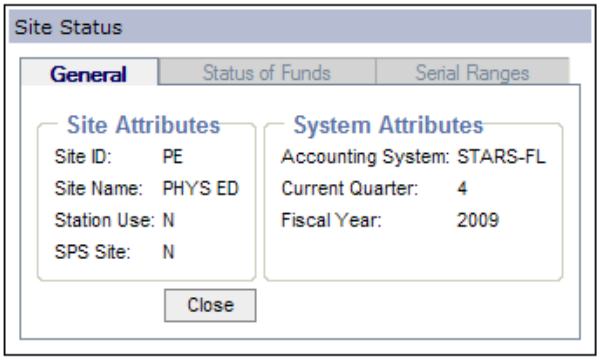
Lesson

Use of the Site Status located in the Site Utilities is a quick and easy way to determine several key pieces of information for the Site Manager to review in their database. It include three tabs: General that displays the Site attributes and System attributes in a quick glance, Status of Funds that displays a list of the status of each RC/OPTAR and can be drawn down further to Authorization level, and the third tab is Serial Ranges that the Serial Ranges assigned to the Site being able to draw down to document level as well. Use of the Site Status is a quick view of your available balance prior to creating a document and then finding out there is not enough funds available to create it. This will alert Site user to this information prior to creating the document.

Step 1 Select Utilities/Site Status



The Site status will open with the first of the three tabs showing and the other two tabs will be in the top tabs available for selection.



- The General tab provides general information about your FASTDATA site.
- Site Attributes

a. Site ID - An identifier which can be up to eight characters

Site Name - The descriptive site name.

Station Use - Indicates whether the site's MILSTRIP transactions are recorded in STARS-FL through an interface with UADPS station use tape. Y indicates an interface through station use tape while N indicates no interface through station use tape.

SPS Site - Indicates whether the site interfaces with SPS.

b. System Attributes

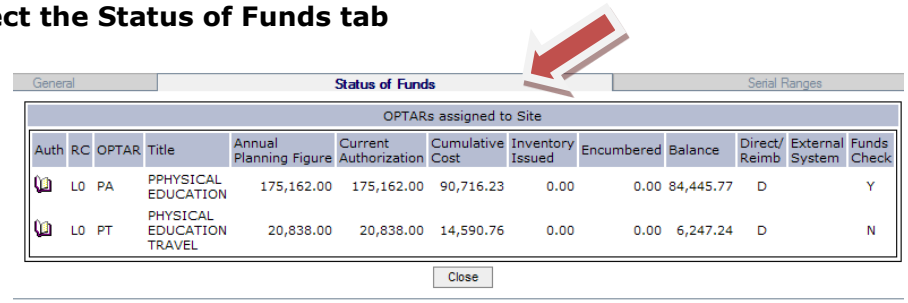
Accounting System - Identifies the name of the accounting system with which the site interfaces. Currently, the only official accounting system is STARS-FL.

Current Quarter - Identifies the current quarter of the fiscal year.

Fiscal Year - Identifies the current fiscal year.

- Close - Closes the Site Status General Tab and returns you to Site Main Menu

Step 2 Select the Status of Funds tab

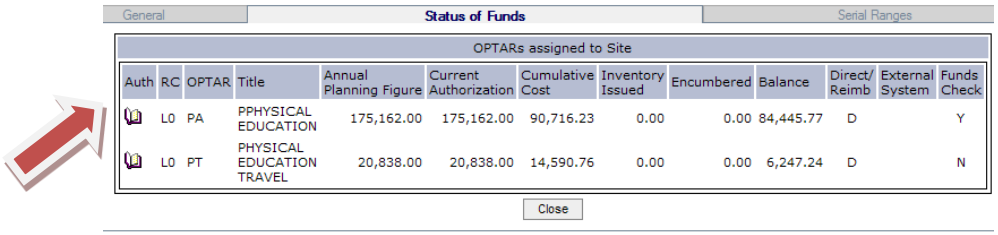


Auth	RC	OPTAR	Title	Annual Planning Figure	Current Authorization	Cumulative Cost	Inventory Issued	Encumbered	Balance	Direct/ Reimb	External System	Funds Check
	L0	PA	PPHYSICAL EDUCATION	175,162.00	175,162.00	90,716.23	0.00	0.00	84,445.77	D		Y
	L0	PT	PHYSICAL EDUCATION TRAVEL	20,838.00	20,838.00	14,590.76	0.00	0.00	6,247.24	D		N

Site Status of Funds tab provides information on your site's funds quick and easily. Initially, the information is at the OPTAR level. To see information at the authorizations level, select the desired row and then select the authorizations icon. . Select Close to return to the OPTAR view of funds. Or, at the authorizations level, select the JON icon to view JON level information. At the JON view, select the Cancel button to return to the Authorization view. The Site Status - Status of Funds Tab default view is the OPTAR's assigned to the Site.

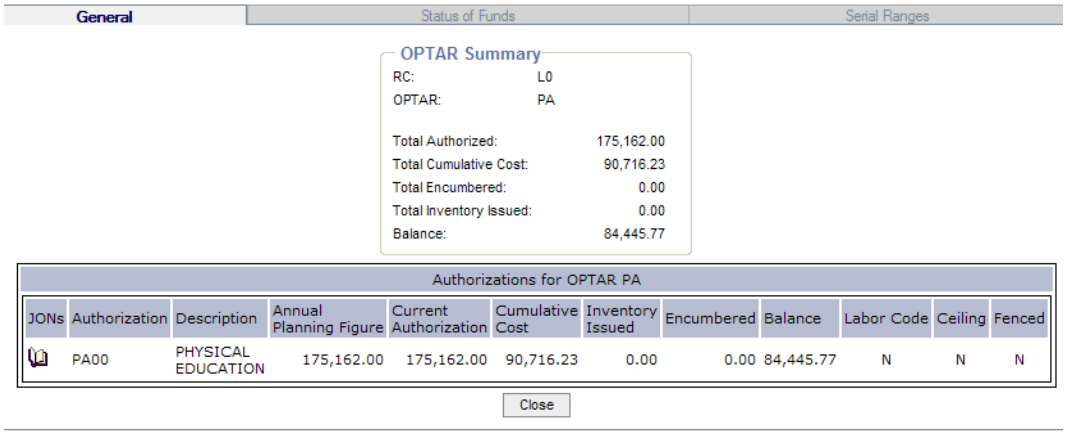
- Auth - Select this icon to see information at the authorization level.
- RC - Lists the RC ID's for which there are OPTAR's associated with your site.
- OPTAR - Lists the OPTAR ID's associated with your site.
- Title - Briefly describes the listed OPTAR.
- Annual Planning Figure - Identifies the sum of the authorized amounts for all four fiscal quarters for the authorizations in the listed OPTAR.
- Current Authorization - Identifies the sum of the authorized amounts through the current fiscal quarter for the authorizations in the listed OPTAR.
- Cumulative Cost - Identifies the costs accumulated to date against the listed OPTAR.
- Inventory Issued - For the listed OPTAR, this amount is the sum of cost transfers imported by the site from the DMLSS FA for Source of Supply (SOS) codes CAI and LOG in the cost transfer process. (For non-DMLSS sites, this value will be zero. BUPERS does not use this field.)
- Encumbered - Identifies the amount DMLSS has spent against the LOG fund for eventual posting against the authorization's JON's within the listed OPTAR. (For non-DMLSS sites, this value will be zero. BUPERS does not use this.)
- Balance - Identifies the OPTAR's available balance. This amount is the Current Authorization amount minus the Cumulative Cost amount. For DMLSS sites, this amount is the Current Authorization amount minus the Cumulative Cost minus the Encumbered amount plus the Inventory Issued amount.

- Direct/Reimbursable - Identifies whether the OPTAR and its associated job order number are direct or reimbursable. If direct, the captured costs are charged to direct obligating authority. If reimbursable, the captured costs are charged to the reimbursable authority and ultimately billed to a reimbursable customer.
- External System - Identifies the external systems for which accounting transactions will be exported.
- Funds Check - Specifies whether a new transaction will be rejected if funds are unavailable or if the transaction will be allowed to pass with a warning that funds are not available.
- Close - Closes the Status of Funds Tab and returns you to Site Main Menu



Auth	RC	OPTAR	Title	Annual Planning Figure	Current Authorization	Cumulative Cost	Inventory Issued	Encumbered	Balance	Direct/ Reimb	External System	Funds Check
	L0	PA	PPHYSICAL EDUCATION	175,162.00	175,162.00	90,716.23	0.00	0.00	84,445.77	D		Y
	L0	PT	PHYSICAL EDUCATION TRAVEL	20,838.00	20,838.00	14,590.76	0.00	0.00	6,247.24	D		N

On the Status of Funds tab there is a selection under Auth to draw the status down even further than the RC/OPTAR level. Site User selects the Auth "book" reflected next to the RC/OPTAR that needs to be drawn down to Auth.



JONs	Authorization	Description	Annual Planning Figure	Current Authorization	Cumulative Cost	Inventory Issued	Encumbered	Balance	Labor Code	Ceiling	Fenced
	PA00	PHYSICAL EDUCATION	175,162.00	175,162.00	90,716.23	0.00	0.00	84,445.77	N	N	N

OPTAR Summary

- RC - Identifies the RC the authorizations are associated with.
- OPTAR - Identifies the OPTAR the authorizations are associated with.

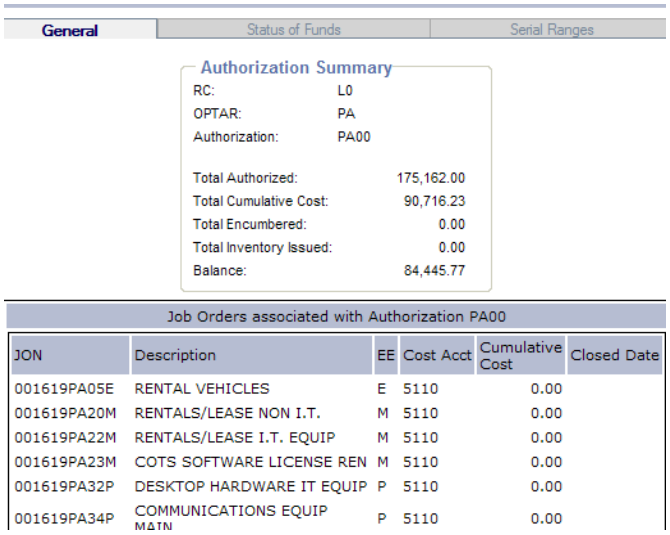
- Total Authorized - Identifies the sum of the authorized amounts through the current fiscal quarter for the authorizations in the listed OPTAR.
- Total Cumulative Cost - Identifies the costs accumulated to date against the listed OPTAR.
- Total Encumbered - Identifies the total amount DMLSS has spent against the LOG fund for eventual posting against the authorization's JON's within the listed OPTAR. (For non-DMLSS sites, this value will be zero.)
- Total Inventory Issued - For the listed OPTAR, this amount is the sum of cost transfers imported by the site from the DMLSS FA for Source of Supply (SOS) codes CAI and LOG in the cost transfer process. (For non-DMLSS sites, this value will be zero.)
- Balance - Identifies the OPTAR's available balance. This amount is the OPTAR's Total Authorized amount minus the Cumulative Cost amount. For DMLSS sites, this amount is the OPTAR's Total Authorized amount minus the Cumulative Cost minus the Encumbered amount plus the Inventory Issued amount.

Authorizations for OPTAR

- Job Orders - Changes the view to JON's associated with your site.
- Authorization - Lists the authorization ID's associated with your site.
- Description - Briefly describes the listed authorization.
- Annual Planning Figure - Lists the sum of the authorization amounts for all four quarters.
- Current Authorization - Lists the sum of the authorizations through the current quarter.
- Cumulative Cost - Identifies the costs accumulated to date against the listed authorization.
- Inventory Issued - For the listed authorization, this amount is the sum of cost transfers imported by the site from the DMLSS FA for Source of Supply (SOS) codes CAI and LOG in the cost transfer process. (For non-DMLSS sites, this value will be zero.)
- Encumbered - Identifies the amount DMLSS has spent against the LOG fund for eventual posting against this authorization's JON's.
- Balance - Identifies the authorization's available balance. This amount is the authorization's Total Authorized amount minus the Cumulative Cost amount. For DMLSS sites, this amount is the OPTAR's Total Authorized amount minus the Cumulative Cost minus the Encumbered amount plus the Inventory Issued amount.
- Labor Code - Indicates whether the listed authorization is for labor, non-labor, or both labor and non-labor costs.

- Ceiling - Indicates whether the listed authorization has a ceiling.
- Fenced - Indicates whether the listed authorization is fenced.
- Close - Restores the OPTAR view of funds.
- Locked - The Site ID, Current Fiscal Year, Current Fiscal Quarter, and a Yes/No indicator regarding the Site being locked or unlocked.

The Status of Funds tab can be drawn down further on the Authorization to the JON level. When selected the following information by JON is reflected.



General | Status of Funds | Serial Ranges

Authorization Summary

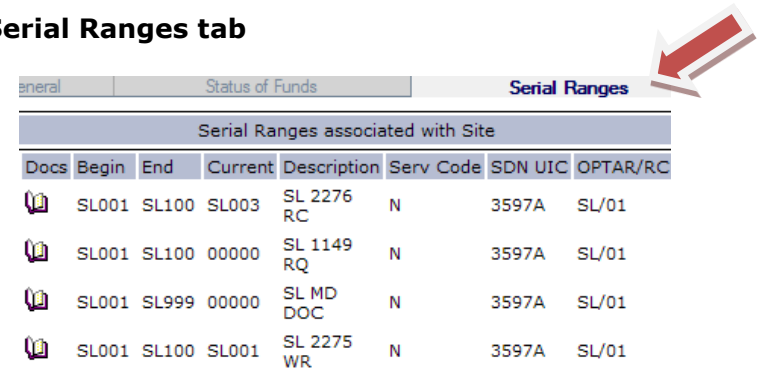
RC:	L0
OPTAR:	PA
Authorization:	PA00
Total Authorized:	175,162.00
Total Cumulative Cost:	90,716.23
Total Encumbered:	0.00
Total Inventory Issued:	0.00
Balance:	84,445.77

Job Orders associated with Authorization PA00

JON	Description	EE	Cost Acct	Cumulative Cost	Closed Date
001619PA05E	RENTAL VEHICLES	E	5110	0.00	
001619PA20M	RENTALS/LEASE NON I.T.	M	5110	0.00	
001619PA22M	RENTALS/LEASE I.T. EQUIP	M	5110	0.00	
001619PA23M	COTS SOFTWARE LICENSE REN	M	5110	0.00	
001619PA32P	DESKTOP HARDWARE IT EQUIP	P	5110	0.00	
001619PA34P	COMMUNICATIONS EQUIP MAIN	P	5110	0.00	

For a given RC/OPTAR/Authorization – the JONS associated will display the description, expense element, Cost Account, Cumulative Cost, Closed Date.

Step 3 Select the Serial Ranges tab

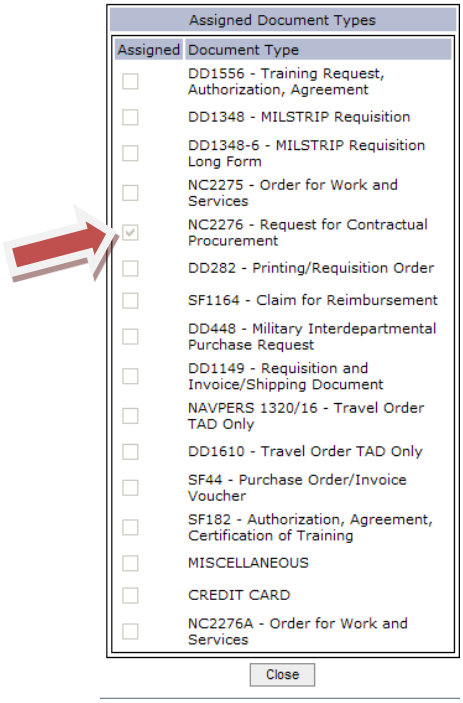


eneral | Status of Funds | Serial Ranges

Serial Ranges associated with Site

Docs	Begin	End	Current	Description	Serv Code	SDN UIC	OPTAR/RC
	SL001	SL100	SL003	SL 2276 RC	N	3597A	SL/01
	SL001	SL100	00000	SL 1149 RQ	N	3597A	SL/01
	SL001	SL999	00000	SL MD DOC	N	3597A	SL/01
	SL001	SL100	SL001	SL 2275 WR	N	3597A	SL/01

- The serial range tab will reflect the beginning, ending and current range used, the description, Service code, SDN UIC, and OPTAR/RC the range is restricted to if it is restricted.
- Selecting the Docs "book" will draw down to the Document types the FA has tied to the serial range and that will appear on the Site Menu.



Questions

What is the Site Status?

What are the elements contained in the Site Status at the Site Utilities?

What are the benefits of using Site Status?

Practice

Find the Document Types assigned by the FA in Site Status.

Introduction

This lesson will illustrate the steps required to Recalculate Obligations at the Site.

Objectives

Define the Recalculate Obligations.

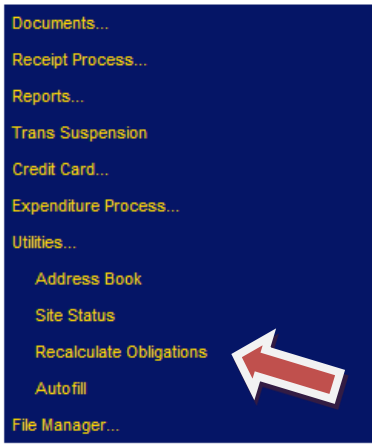
Describe the elements that must exist prior to Recalculate Obligations can be performed.

Outline the steps required to perform Recalculate Obligation.

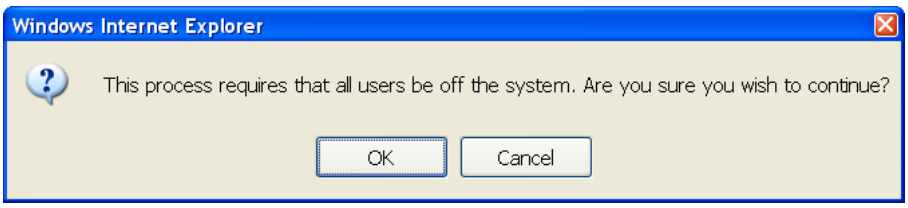
Lesson

Use the Recalculate Obligations window if the site funds as shown in the Status of Funds Report and the Document Status Report are out of balance or if database maintenance and reorganization has occurred. The recalculation process will verify the actual costs of each document and adjust the obligated amounts on each job order number (JON) to bring them back in balance. The main portion of the Job Order Recalculation window displays the results of the recalculation process.

Step 1 Select Utilities/Recalculate Obligations



When selected for recalculate Obligations the system will prompt as a reminder that all Site Users must be out of the Site for this to be performed. If Site Users need to be advised to exit the application, then choose Cancel. If all Site Users are out of the System then select OK to perform.



If there is an out of balance condition between job orders in the Site the report that will return will identify each JON and the amount of the correction done in the Recalculation process.

Job Order Recalculation
JON 001610AAA31 obligated labor amount 0 has been adjusted to 4000 for a total adjustment of 4000.
JON 001610AAA31 obligated non-labor amount -9915208.91 has been adjusted to -9919208.91 for a total adjustment of -4000.
JON 001610AAA60 obligated labor amount 0 has been adjusted to 50 for a total adjustment of 50.
JON 001610AAA60 obligated non-labor amount 33075.01 has been adjusted to -4.99 for a total adjustment of -33080.
JON 001610ABA70 obligated non-labor amount 10363.27 has been adjusted to 10369.12 for a total adjustment of 5.85.
JON 001610APA70 obligated non-labor amount 189243.49 has been adjusted to 189321.49 for a total adjustment of 78.
JON 001610LABOR obligated labor amount 0 has been adjusted to 100 for a total adjustment of 100.
JON 001610LABOR obligated non-labor amount 100 has been adjusted to 0 for a total adjustment of -100.

Print Close

The option to Print or close will display.

If there is no out of balance the screen will return stating that fact.

Job Order Recalculation
All Job Order obligation amounts are in balance.

Print Close

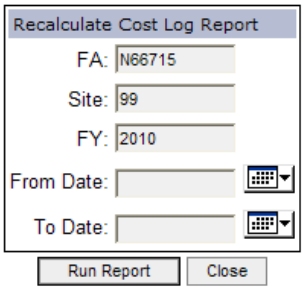
The option to Print or close will display.

Step 2 Recalculation set to Automated Job Processing for Site.

The Recalculate Obligations run at the Site can be draining on resources and requires coordination with all Site Users that all must be out of the System to run. Sometimes getting all Site Users out of the System is not feasible. The Automated Jobs in the FA has a process your FA can set up to run this process daily in the non-peak hours so the resources do not get degraded when there is a lot of data to go through in the recalculation process or many Site Users that would all need to be out of System to Recalculate at the Site. If this job is set to run in Non –Peak Hours by the FA, then when the jobs runs, it will produce the same type of reports as above.

- Go to Reports/Recalculate Cost Log Report

- The criteria box will allow user to select the FROM and TO date to narrow down the period of time the report was run. If left blank it will reflect all reports run for the Site.



- Select RUN REPORT

Recalculate Cost Log Report

Filter: FA N66715, FY 2010, Site IN ('99')

Site: 99 Recalculate Cost Results for 04/01/2010 20:55:04

All Job Order obligation amounts are in balance.

Site: 99 Recalculate Cost Results for 03/31/2010 20:55:00

All Job Order obligation amounts are in balance.

Site: 99 Recalculate Cost Results for 03/30/2010 20:55:03

JON 390880NNJ57 obligated non-labor amount 17185.54 has been adjusted to 19410.46 for a total adjustment of 2224.92.

Site: 99 Recalculate Cost Results for 03/29/2010 20:55:03

All Job Order obligation amounts are in balance.

Site: 99 Recalculate Cost Results for 03/28/2010 20:55:02

All Job Order obligation amounts are in balance.

Site: 99 Recalculate Cost Results for 03/27/2010 20:55:02

All Job Order obligation amounts are in balance.

Site: 99 Recalculate Cost Results for 03/26/2010 20:55:00

All Job Order obligation amounts are in balance.

Site: 99 Recalculate Cost Results for 03/25/2010 20:55:04

All Job Order obligation amounts are in balance.

Site: 99 Recalculate Cost Results for 03/24/2010 20:55:02

All Job Order obligation amounts are in balance.

The reports with no out of balance will state "All Job Order obligation amounts in balance.

Reports with out of balance reflected and date run will state " JON " " obligated non-labor amount 17185.54 has been adjusted to 19410.46 for a total adjustment of 2224.92." It will identify the JON(s) and amounts adjusted when the non –peak hours recalculate obligations are done. The adjustments will put the Document Status Log and Status of Funds report back into balance.

Questions

What is the Recalculate Obligations?

What are the elements that must exist prior to Recalculate Obligations being performed?

List the steps required to perform Recalculate Obligations.

Practice

View the Recalculate Obligation tab but verify that all Site Users are not in the Site prior to performing.

Introduction

This lesson will discuss the AUTOFILL feature in the Site.

Objectives

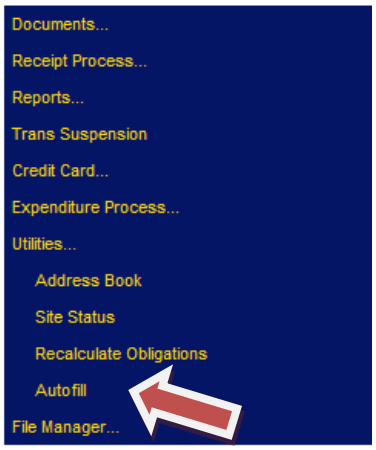
Define the Site AUTOFILL feature in the SITE.

Outline the steps to use the Site AUTOFILL.

Lesson

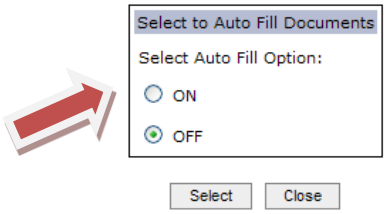
FASTDATA can automatically fill specific attributes on New documents from the last new document of the same type. Auto Fill can be toggled on/off at the Auto Fill page. The default will be set to OFF unless manually changed.

Step 1 Select Utilities/AUTOFILL



If Auto Fill is enabled, FASTDATA shall populate the following attributes for the document types specified below:

Step 2 Select to AUTOFILL box will appear.



Select AUTOFILL Documents will default to OFF. Options include ON which will populate the New document with certain fields depending on the document type. Option set to OFF does not AUTOFILL any of the fields in the documents being created.

Document	Attributes
DD1149 Source	From, To, Ship To; Mark For, Date Material Required, Priority, Authority or Purpose, Signature, Transportation via MATS or MSTS Chargeable To, Special Handling, Local Code, Country Code
DD1348 Source	Everything on the form itself except Unit of Issue, Quantity, and Unit Price; plus Local Code and Country Code
DD1348-6 Source	Everything on the form itself except Supplementary Address, Unit of Issue, Quantity; plus Local Code and Country Code
DD1556 Source	Agency code, Request Status, Organization Name & Address, Organization UIC, Supervisor Name & Phone Number, Training Officer Name & Phone Number, Authorizing Official Name & Phone Number, Local code, Country code
DD1610 Memo	Local Code, OPTAR Log, Traveler Name, Estimated Return Date
DD282 Source	Everything on the form itself except Estimated Cost; plus Local Code and Country Code
DD448 Source (Project Order and Economy Act)	FSC, Control Symbol No, To, From, Transportation Allotment, Mail Invoices To, Authorizing Officer, Local Code
NAVPERS 1320/16 Memo	Local Code, OPTAR Log, Traveler Name, Estimated Return Date
NC2275 Source (Project Order & Economy Act)	Reference Number, Funds Expire On, Work Completion Date, From, For Details Contact, To, Mail Billings To, Section 13 Items, Description of Work to be Performed, Authorizing Official, Local Code
NC2276 Source	Reference Number, Funds Expire On, DMS Rating, Priority, Date Required, From, For Details Contact, To, Mail Invoices To, Section 15 items, Transportation Allotment, Authorizing Official, Item Description (before and after line item list), Local Code
NC2276A Source	Reference Number, Funds Expire On, Work Completion Date, From, For Details Contact, To, Mail Billings To, Block 13(A,B,C), Authorizing Official, and Local Code
SF1164 Source	Department, Name, Mailing Address, Office Telephone Number, Date, Local Code
SF44 Memo	Local Code, OPTAR Log, Country Code
Civilian Labor Memo	Local Code, OPTAR Log, Labor Date
Fuel Chits Memo	On Station Flag, Aircraft Type, Aircraft Number, Service Performed, Fuel/Oil Type, Local Code, OPTAR Log
Miscellaneous Memo	OPTAR Log, Local Code

On-Site DD1155 and SF30 pull information from the document being contracted/modified. The Off-Site DD1155s do not pre-populate any information.

The following documents are not auto filled. Instead, the attributes are set to the default values for its document type.

Credit Card Memo
GSA Document Memo
DD1149 Memo
DD1348 Memo
DD1348-6 Memo
DD1556 Memo
DD282 Memo
DD448 Memo Project Order
DD448 Memo Economy Act
NC2275 Memo Project Order
NC2275 Memo Economy Act
NC2276 Memo
NC2276A Memo
SF1164 Memo

Questions

What is the Site AUTOFILL feature?

What are the steps to use the Site AUTOFILL?

Practice

Find the Site AUTOFILL and set it to NO

Introduction

This lesson will describe the purpose and use of the NEW File Manager at the Site.

Objectives

Learn the purpose of the new File Manager at the Site.

Learn how to use the new File Manager at the Site.

Introduction

This lesson will describe the purpose of the New File Manager at the Site.

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 Site Menu bar is new in the web FASTDATA to manage the files being imported and exported from the database as well as maintaining the suspended travel, B1 files, DTS, and MPC credit card files. The menu options for File Manager are File Manual Upload, File Manual Export, File Inventory, Maintain Suspended External Transactions.

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_INVALJO	Invalid JONs Feedback Report from STARS-FL
AJ10_VALJO	Valid JONs Feedback Report from STARS-FL
ASCI	ASCII Text
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
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 Site 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 Site?

What types of File are managed in the New File Manager?

Introduction

This lesson will illustrate the steps on how to use the File Manager located at the SITE.

Objectives

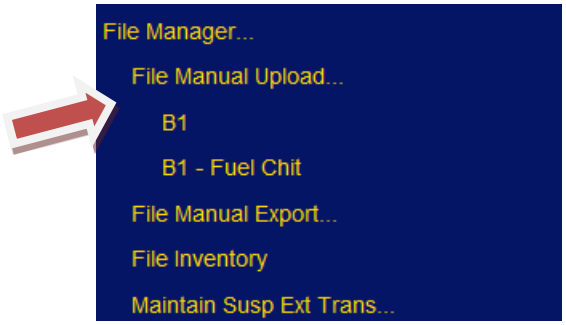
Define the files managed in the File Manager at the Site.

Describe the four file management options included in the File Manager.

Lesson

Each of the four sections of the File Manager has a different purpose for use in the FA and Site. At the Site level there are not many manual uploads to do as the FA is scheduling the external files to import into the database and will control this through the Automated Processes.

1. File Manager/File Manual UPLOAD

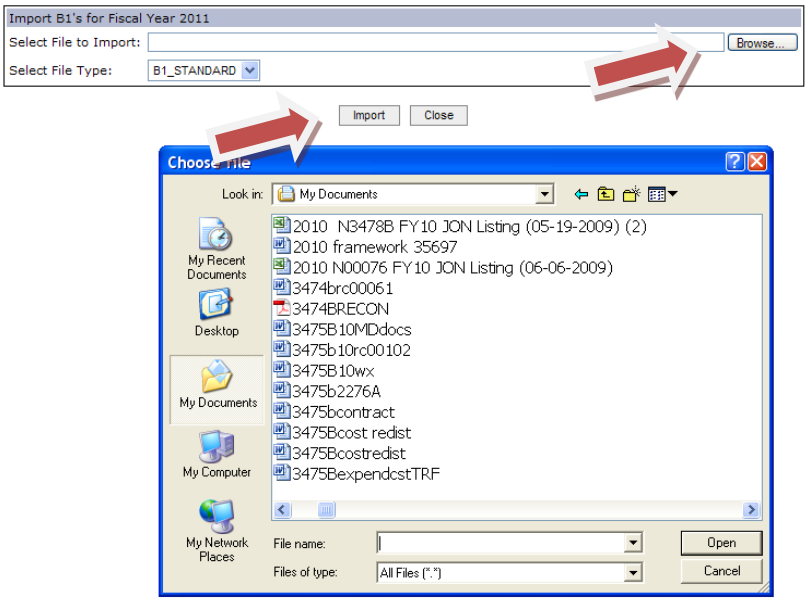


The first option to choose is File Manual Upload. If the Site currently is loading a B1 file or B1-Fuel Chit files into the Site directly this is where it would be done. This will not be used by most of the BUPERS FAs as the files will be imported by the FA unless directed otherwise.

Step 1 Select File Manual Upload/B1

Select Browse

Scroll or type the FILE NAME to locate the B1 file you are loading into the FA or Site.

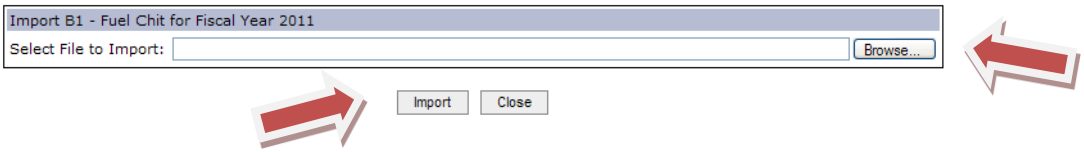


Once the file name appears in the Select File to Import block – **Select IMPORT** to pull the file in.

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, a warning will appear.

Valid Transactions are processed by FASTDATA into documents. Invalid transactions are corrected at the FA or Site's File Manager/Maintain Suspended External *Transactions: Standard B1, Travel B1, MILSTRIP Fuel Chit B1, DTS/SPS from STARS-FL, or MPC from DAASC suspended transactions.* The exception is transactions rejected for an invalid Job Order can only be corrected at the FA.

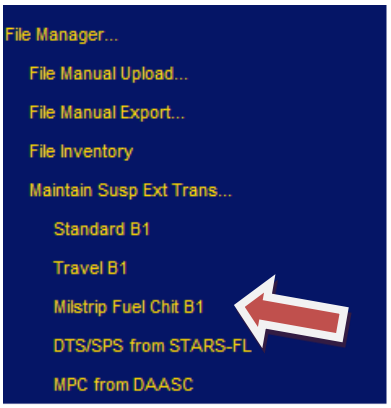
Step 2 File Manager/File Manual Upload/B1-Fuel Chit



Select Browse to locate the file you wish to upload. Then **Select IMPORT**.

Fuel Chit records are uploaded from the Site 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 File Manager/Maintain Suspended External *Transactions: Standard B1, Travel B1, MILSTRIP Fuel Chit B1, DTS/SPS from STARS-FL, or MPC from DAASC suspended transactions.* The exception is transactions rejected for an invalid Job Order can only be corrected at the FA.

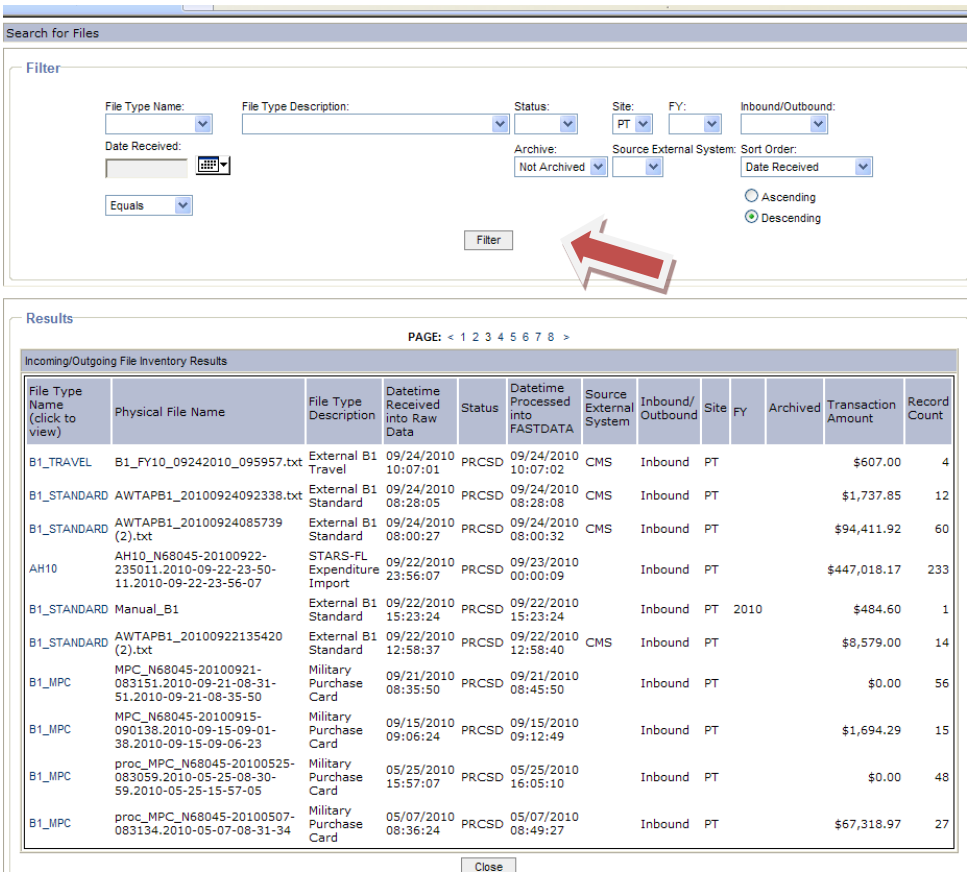


2. File Manager/File Manual Export

UADPS Export is not utilized by BUPERS.

3. File Manager/File Inventory

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_TRAVEL	B1_FY10_09242010_095957.txt	External B1 Travel	09/24/2010 10:07:01	PRCSD	09/24/2010 10:07:02	CMS	Inbound	PT			$607.00	4
B1_STANDARD	AWTAPB1_20100924092338.txt	External B1 Standard	09/24/2010 08:28:05	PRCSD	09/24/2010 08:28:08	CMS	Inbound	PT			$1,737.85	12
B1_STANDARD	AWTAPB1_20100924085739 (2).txt	External B1 Standard	09/24/2010 08:00:27	PRCSD	09/24/2010 08:00:32	CMS	Inbound	PT			$94,411.92	60
AH10	AH10_N68045-20100922-235011.2010-09-22-23-50-11.2010-09-22-23-56-07	STARS-FL Expenditure Import	09/22/2010 23:56:07	PRCSD	09/23/2010 00:00:09		Inbound	PT			$447,018.17	233
B1_STANDARD	Manual_B1	External B1 Standard	09/22/2010 15:23:24	PRCSD	09/22/2010 15:23:24		Inbound	PT	2010		$484.60	1
B1_STANDARD	AWTAPB1_20100922135420 (2).txt	External B1 Standard	09/22/2010 12:58:37	PRCSD	09/22/2010 12:58:40	CMS	Inbound	PT			$8,579.00	14
B1_MPC	MPC_N68045-20100921-083151.2010-09-21-08-31-51.2010-09-21-08-35-50	Military Purchase Card	09/21/2010 08:35:50	PRCSD	09/21/2010 08:45:50		Inbound	PT			$0.00	56
B1_MPC	MPC_N68045-20100915-090138.2010-09-15-09-01-38.2010-09-15-09-06-23	Military Purchase Card	09/15/2010 09:06:24	PRCSD	09/15/2010 09:12:49		Inbound	PT			$1,694.29	15
B1_MPC	proc_MPC_N68045-20100525-083059.2010-05-25-08-30-59.2010-05-25-15-57-05	Military Purchase Card	05/25/2010 15:57:07	PRCSD	05/25/2010 16:05:10		Inbound	PT			$0.00	48
B1_MPC	proc_MPC_N68045-20100507-083134.2010-05-07-08-31-34	Military Purchase Card	05/07/2010 08:36:24	PRCSD	05/07/2010 08:49:27		Inbound	PT			$67,318.97	27

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.

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 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.
Transaction Amount -The cumulative dollar amount of all the records in the file
Record Count -The number of records in the file

The files that appear in the Site file inventory vary from those at the FA file inventory.

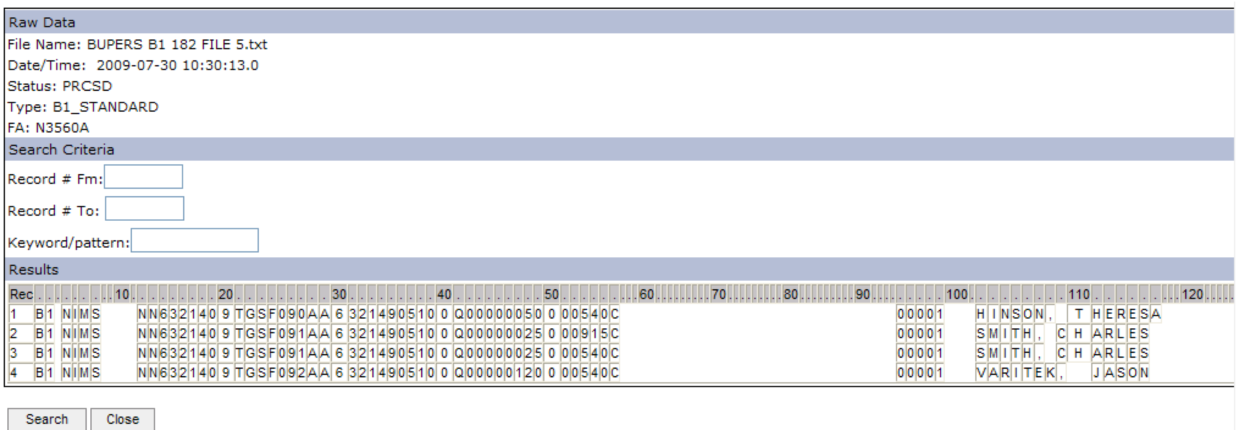
In the site you will find:

- **AH10 – expenditure file from STARS-FL**

- **B1_MPC – MPC credit card file imported from DAASC**
- **B1_Travel – External B1 travel files imported into the Site**
- **B1_Standard – External B1 standard files imported into the Site**

*****In a future release it has been determined that the B1_DTS/SPS external file now visible at the FA will be parsed by Site and show the daily raw data file being imported into the Site. It has also been requested that a daily report or file be created in a future release to show the Site manager all files imported into the Site on a daily basis.**

When the file is opened the raw data will display.



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. The DTS/SPS imported file currently is only in the FA File Inventory and not at the Site level for review.

The following rules will apply to the incoming SPS 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**

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.

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_INVALJO	Invalid JONs Feedback Report from STARS-FL
AJ10_VALJO	Valid JONs Feedback Report from STARS-FL
ASCI	ASCII Text
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
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

File Statuses:
INIT Initial
UNPRC Unprocessed
VALID Valid
DEL Marked for Deletion
CMPLT Complete
PRCSD Processed
ERBFV Error in Processing

NOTE: The Site now has 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 Site or FA 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. SPS obligations that suspend with reason code: Acceptance has not been accomplished – require the Site user to do document/Accept before you can reprocess the suspended SPS obligations.

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).

4. File Manager/Maintain Suspended External Transactions

Selection of Maintain Suspended External Transactions allows for the visibility of the suspended external transactions being imported into the Site. Corrections can be performed and then REPROCESS can be done. This is also where the 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.

It is a two step process in this screen so the user need to be aware that if they make a correction or deletion on the screen and hit SAVE, they must also select REPROCESS to correct the transaction into the system.

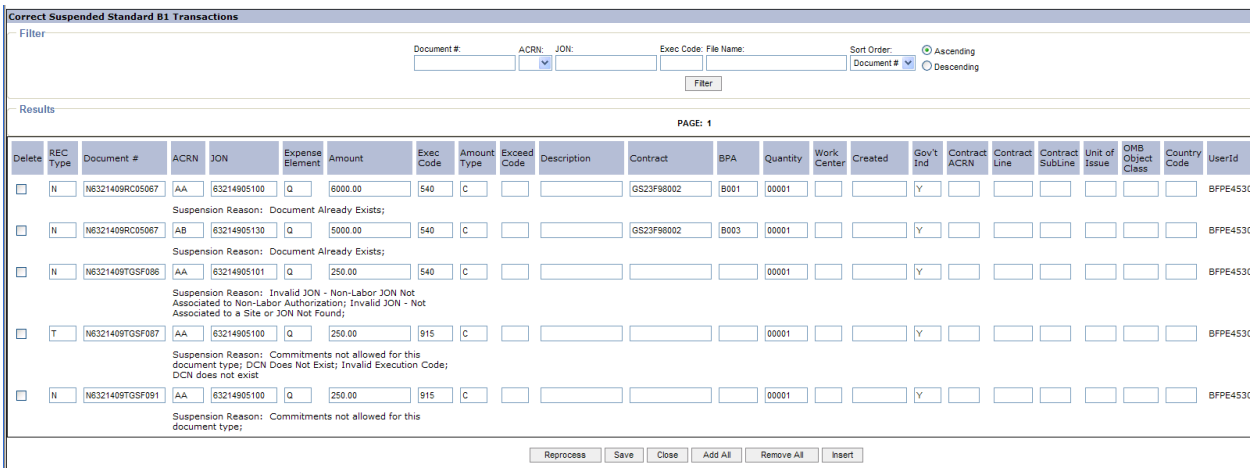
a. Standard B1

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).

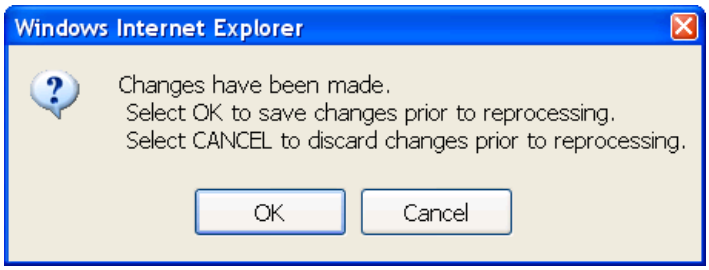
When you have made the desired changes, you can process in two ways.

1) Select the Save button to initiate the correction process, the 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. FA or Site User will need to review the Suspension Reason to determine what action needs to be taken in the application to Reprocess or possibly the determination will be that it has to be deleted.

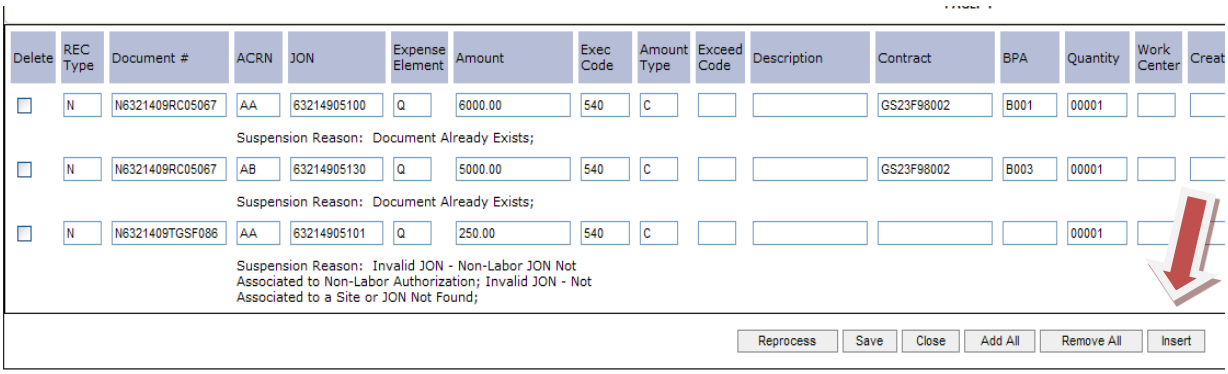


If the error is Document already Exists, you would most likely want to delete that transaction. Review in Transaction History to see if the transaction amounts are the same and then put a check mark on the Delete column by that document and Reprocess.

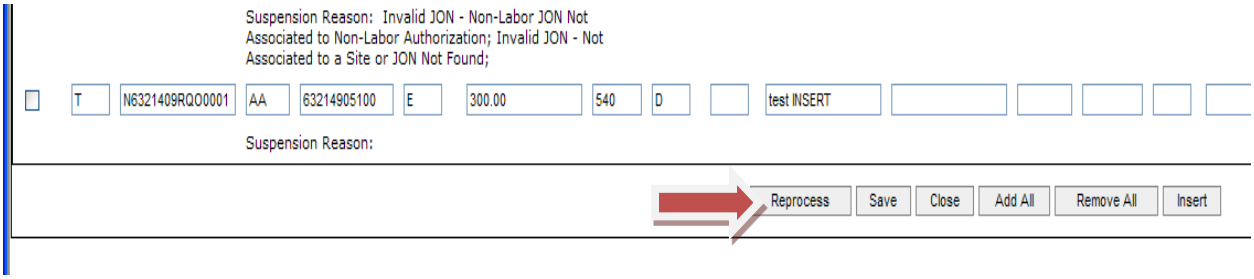


When a transaction needs to be INSERTED, **Select the INSERT** button on the bottom of the screen. This basically allows you to you to INSERT a B1 record. This action should only be used when Contract Process edit, Amend, Update document or any of the normal methods of adjusting or adding a transactions will not work.

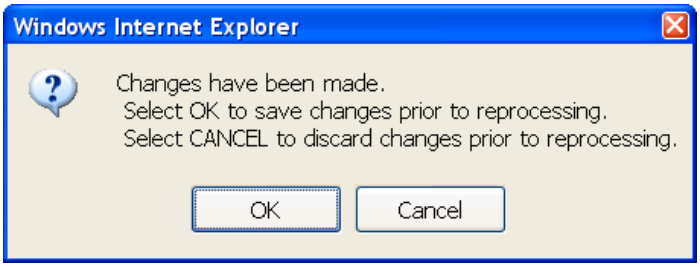
- If it is a NEW document it would be a Record Type of "N"
- If it is an adjustment it would be a Record Type of "T".



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. If decreasing a commitment use a 915D.



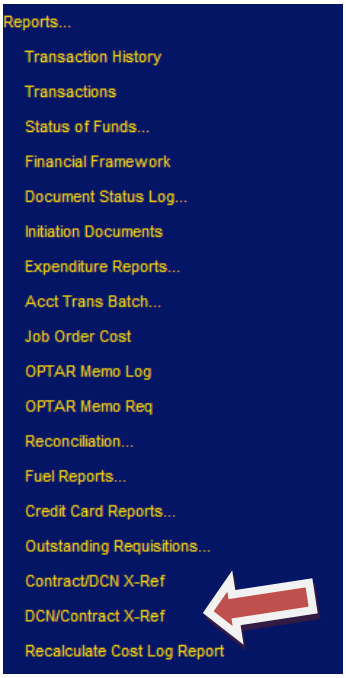
Select REPROCESS – (If you select SAVE, you have to then select REPROCESS).



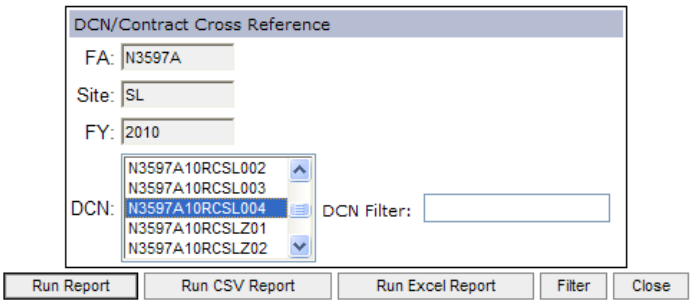
If there is an error you will see immediate results, edit and REPROCESS to load your transaction.

The most common use for this INSERT feature currently is due to the SPS double obligation if the Site User has done Contract Process and SPS interface file has obligated the document also. Care must be taken when performing this function so that another contract process line is not generated. It must be taken out exactly how it flowed into the system.

Go to REPORTS/DCN/Contract X-Ref:



Select the DCN that is doubled due to SPS and Contract Process:



Select DCN and RUN REPORT

DCN/Contract Cross Reference Report

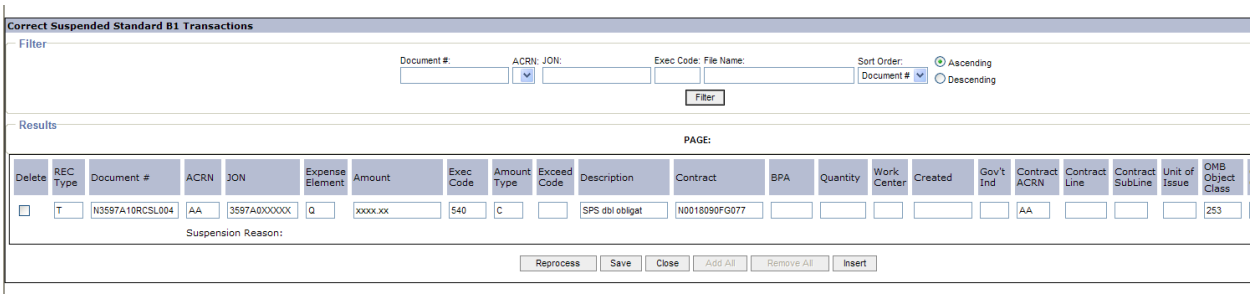
FA: N3597A **Site: SL** **FY: 2010**

Requisition/DCN: N3597A10RCSL004

ACRN: AA

Contract#/PIIN	DO/BPA	Contract ACRN	Contract ACRN Amount	Requisition/DCN ACRN Amount
N0018909FG077		AA	$0.00	
Subtotal for ACRN AA			$0.00	$3,675.00
Total for Requisition/DCN N3597A10RCSL004			$0.00	$3,675.00

When doing the INSERT to remove the double contracted obligation use the **Contract/PIIN listed on the report, Use the DO/BPA (if blank leave blank), Contract ACRN.**

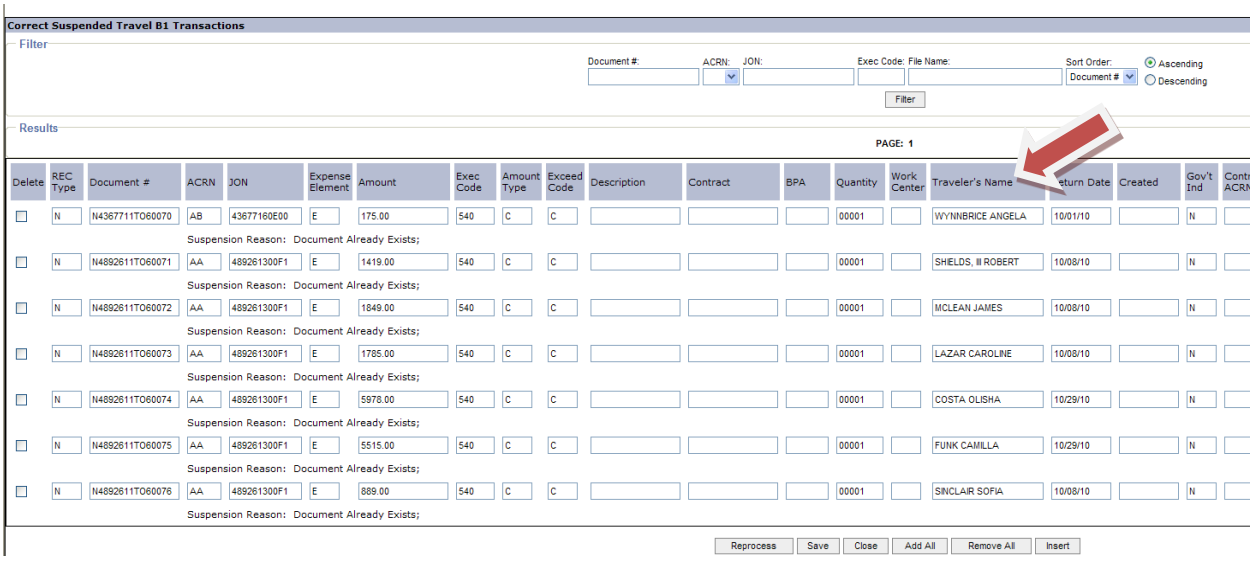


In this example Rec Type "T", Document #, ACRN, JON (check the transaction history report for correct JON, EE, and OOC on the obligation), amount, Execution Code, Amount Type (C or D), Description, Contract, BPA(if recorded with one), Contract ACRN, OOC.

Then select Reprocess. The transaction history report will reflect the AO credit amount and will reduce the COST of your document. You will need to create a helpdesk ticket to request that the 540D be forced to export to STARS and also reduce the double obligation in STARS as SPS documents do not allow for 540 transactions to export. **(This will be relaxed in a future release so that certain instances will allow for corrections to SPS document will be allowed to export without a helpdesk ticket.)**

b. 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).



If the suspension reason is : Document already exists and it is a "N" record type (New), then go to the Transaction history report, verify that the transaction is already in the database for this document, and then mark the Delete column and Reprocess to clear the item.

When you have made the desired changes on any of the editable fields, 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.

c. MILSTRIP Fuel Chit B1

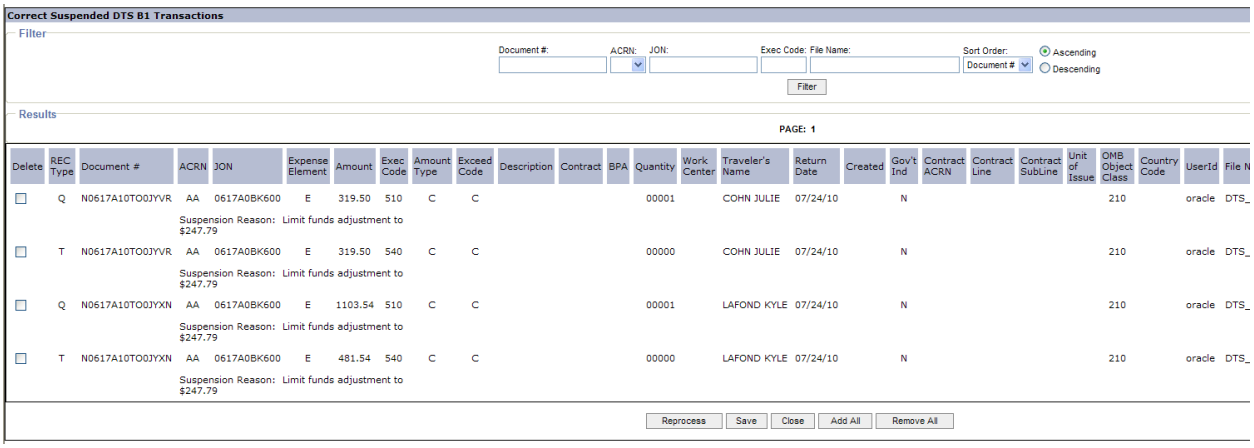
Use this page to correct Suspended MILSTRIP Fuel Chit B1 transactions suspended during import from an external system. You can modify the value for any editable column to un-suspend the desired transaction(s).

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.

Same screen as standard B1 above.

d. 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.



Correct Suspended DTS B1 Transactions

Filter

Document #: ACRN: JON: Exec Code: File Name: Sort Order: Document # Ascending Descending

Filter

Results

PAGE: 1

Delete	REC Type	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	Contract SubLine	Unit of Issue	OMB Object Class	Country Code	UserId	File N
☐	Q	N0617A10TO0JYVR	AA	0617A0BK600	E	319.50	510	C	C				00001		COHN JULIE	07/24/10		N					210		oracle	DTS_
			Suspension Reason: Limit funds adjustment to $247.79																							
☐	T	N0617A10TO0JYVR	AA	0617A0BK600	E	319.50	540	C	C				00000		COHN JULIE	07/24/10		N					210		oracle	DTS_
			Suspension Reason: Limit funds adjustment to $247.79																							
☐	Q	N0617A10TO0JYXN	AA	0617A0BK600	E	1103.54	510	C	C				00001		LAFOND KYLE	07/24/10		N					210		oracle	DTS_
			Suspension Reason: Limit funds adjustment to $247.79																							
☐	T	N0617A10TO0JYXN	AA	0617A0BK600	E	481.54	540	C	C				00000		LAFOND KYLE	07/24/10		N					210		oracle	DTS_
			Suspension Reason: Limit funds adjustment to $247.79																							

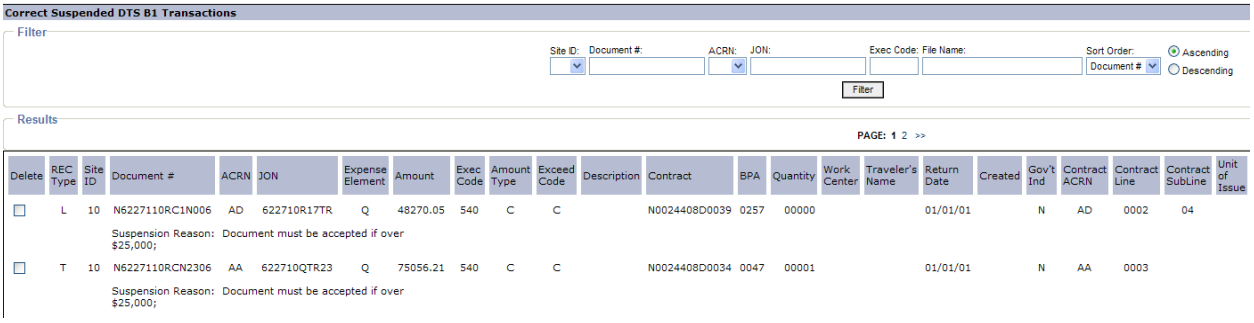
Reprocess Save Close Add All Remove All

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.

The Suspension reason will determine what actions to take. If the funds are not available to process the transactions – the Site Manager will need to contact the FA to request more funding to that function. If the FA uses the new functionality in utilities of turning off the check for funds for external files incoming from STARS and DAASC for MPC then the transactions will NOT suspend due to funds not available. It will still create the OPTAR to be in the RED but will allow the Site manager to review and determine if there are duplicates, improperly recorded transactions, etc. Once the situation is fixed the Site user can go back to the DTS/SPS suspension and REPROCESS and those fixed will clear the suspension.

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 is now available in the FA. It should eliminate many of the BUPERS suspensions for DTS and MPC files.

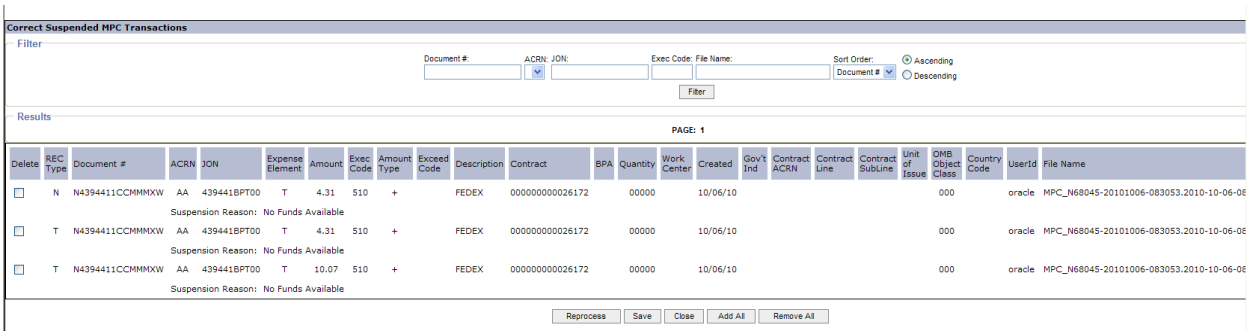
The other transactions that may be reflected in the DTS/SPS suspension is the SPS transactions. Once of the most common suspension reasons is because the acceptance of the contracted document has not been done for those documents over $25K. Once the Site user performs Acceptance, then the REPROCESS will clear the suspended transaction and the contract process will move the committed document to obligation to match what is in STARS-FL. This keeps the RECON in sync with FASTDATA and STARS-FL as well.



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	Contract SubLine	Unit of Issue
☐	L	10	N6227110RC1N006	AD	622710R17TR	Q	48270.05	540	C	C		N0024408D0039	0257	00000			01/01/01		N	AD	0002	04	
			Suspension Reason: Document must be accepted if over $25,000;																				
☐	T	10	N6227110RCN2306	AA	622710QTR23	Q	75056.21	540	C	C		N0024408D0034	0047	00001			01/01/01		N	AA	0003		
			Suspension Reason: Document must be accepted if over $25,000;																				

e. MPC from DAASC

Use this page 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.



Correct Suspended MPC Transactions

Filter

Document #: ACRN: JON: Exec Code: File Name: Sort Order: Document # Ascending Descending

Filter

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	UserId	File Name
☐	N	N4394411CCMMMXW	AA	439441BPT00	T	4.31	510	+		FEDEX	000000000026172		00000		10/06/10						000		oracle	MPC_N68045-20101006-083053.2010-10-06-08
			Suspension Reason: No Funds Available																					
☐	T	N4394411CCMMMXW	AA	439441BPT00	T	4.31	510	+		FEDEX	000000000026172		00000		10/06/10						000		oracle	MPC_N68045-20101006-083053.2010-10-06-08
			Suspension Reason: No Funds Available																					
☐	T	N4394411CCMMMXW	AA	439441BPT00	T	10.07	510	+		FEDEX	000000000026172		00000		10/06/10						000		oracle	MPC_N68045-20101006-083053.2010-10-06-08
			Suspension Reason: No Funds Available																					

Reprocess Save Close Add All Remove All

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/SPS 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 now available in the FA and can be used to eliminate many of the BUPERS suspensions for DTS/SPS and MPC external files.

Questions

What are the files managed in the File Manager at the Site?

What are the four file management options included in the File Manager?

Practice

Locate the most current AH10 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.

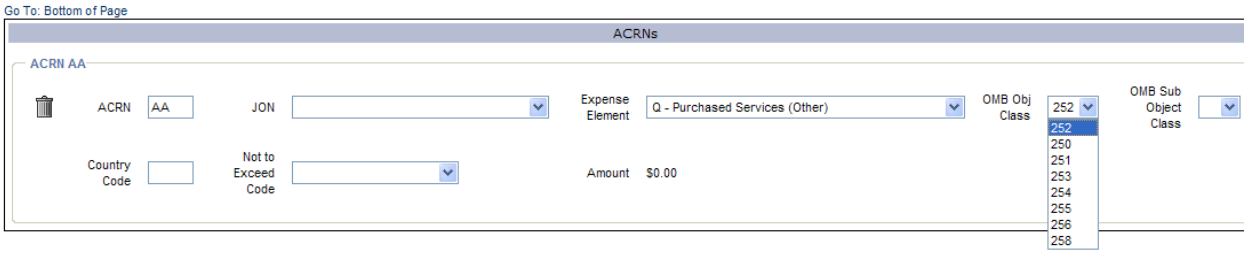
Insert a travel order that was prepared by another command with your LOA and not in DTS. The traveler was Mark Smith and his return date is April 15, 2010. The transactions are not in STARS-FL so they will need to export to obligate.

APPENDIX I - OMB Object Class Codes in Document Creation

The OMB Object Class Codes (OOC) codes in the ACRN block when creating a new document will be visible and determined by the Expense Element (E/E) selected in the block. Once the E/E is selected it will display all associated OOC codes in the OOC field that relate to the specific E/E. Below is a list of those available for creating OOC Codes in the ACRN block and two of those listed will no longer be used by Navy in FY2011. **OOCs 250 and 311** will eventually be removed from both STARS-FL and FASTDATA.

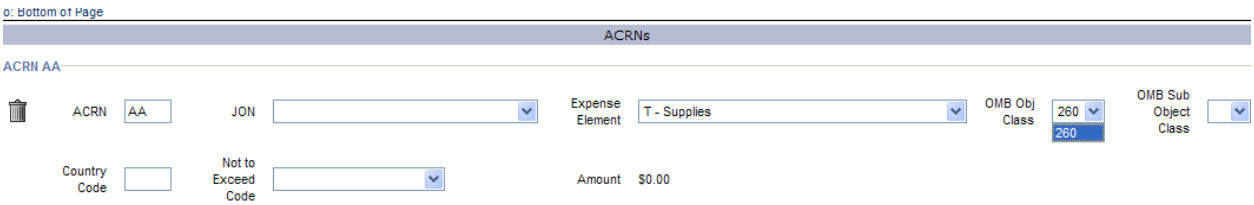
OMB Object Class	Description
111	Full time permanent
113	Other than full time
115	Other personnel compensation
117	Military personnel
118	Special personal services payments
121	Civilian personnel benefits
122	Military personnel benefits
130	Benefits for former personnel
210	Travel and transportation of persons
220	Transportation of things
231	Rental payments to GSA
232	Rental payments to others
233	Communications, utilities and miscellaneous charges
240	Printing and reproduction
251	Advisory and assistance services
252	Other services
253	Goods & services purchases from government accounts
254	Operation and maintenance of facilities
255	Research and development contracts
256	Medical care
257	Operation and maintenance of equipment
258	Subsistence and support of persons
260	Supplies and materials
310	Equipment
312	Capitalized equipment
314	Telecommunications equipment
320	Land and structures
321	Non-capitalized land and structures
322	Capitalized land
323	Capitalized buildings
324	Capitalized other structures and facilities
325	Federal mission and stewardship assets
330	Investments and loans
410	Grants, subsidies, and contributions
420	Insurance claims and indemnities
430	Interest and dividends
431	Prompt payment interest expense
440	Refunds

Example NC2276: Default E/E is Q and the available OOC codes for "Q" are below: (Keep in Mind 250 is in the drop down but is no longer valid for use) The box for OMB Obj Class will show 250, 251, 252, 253, 254, 255, 256, 258.



The description for each of those OOC codes is reflected in the table above.

If E/E "T" for supplies is selected there will be no other OOC codes to select from in the drop down OOC code field as this is the only OOC related to E/E "T".



In the FASTDATA WEB ACRN block – if HELP is selected, one of the links available is Valid Expense Element and OMB Object Class Values as reflected below:

Valid Expense Element and OMB Object Class Values

Compatible Expense Element and OMB Object Class values include the following combinations:

OMB Object Class	Expense Element
111, 113, 115, 118, 121, 130	U, Z *
117, 122	A, B, C, O, 1
210	E, 8
220	F, G, H, J, K, L
230, 231, 232	M
233	N
240	Y
250, 252, 253, 254, 255, 256	Q
257, 258	D, P
260	R, S, T, V, 2, 4
311, 312, 310, 314	W
321, 322, 323, 324, 325, 330, 410, 420, 430, 431, 440	X

* For all documents and processes, FASTDATA validates Expense Element Z used with OMB Object Class 111 as follows:
- If the associated JON has a labor authorization, then it is labor.
- If the associated JON does not have a labor authorization then it is non-labor and funds are posted as non-labor.

See Also
OMB Object Class Codes
Valid Expense Element Values

When the link to OMB Object Class Codes is selected the follow will appear on the HELP menu:

OMB Object Class Codes

OMB Object Class	Description
111	Full time permanent
113	Other than full time
115	Other personnel compensation
117	Military personnel
118	Special personal services payments
121	Civilian personnel benefits
122	Military personnel benefits
130	Benefits for former personnel
210	Travel and transportation of persons
220	Transportation of things
231	Rental payments to GSA
232	Rental payments to others
233	Communications, utilities and miscellaneous charges
240	Printing and reproduction
251	Advisory and assistance services
252	Other services
253	Goods & services purchases from government accounts
254	Operation and maintenance of facilities
255	Research and development contracts
256	Medical care
257	Operation and maintenance of equipment
258	Subsistence and support of persons
260	Supplies and materials
310	Equipment
311	Non-capitalized equipment
312	Capitalized equipment
314	Telecommunications equipment
320	Land and structures
321	Non-capitalized land and structures
322	Capitalized land
323	Capitalized buildings
324	Capitalized other structures and facilities
325	Federal mission and stewardship assets
330	Investments and loans
410	Grants, subsidies, and contributions
420	Insurance claims and indemnities
430	Interest and dividends
431	Prompt payment interest expense
440	Refunds

If the HELP link to Valid Expense Elements is selected the following help table will appear:

Valid Expense Element Values

Expense Element	Description
A	Military personnel
B	Military trainees
C	Military personnel, unassigned
D	Purchased equipment maintenance (Intra-DOD)
E	Temporary duty travel
F	Transportation of things (MAC)
G	Transportation of things (commercial air)
H	Transportation of things (MSC)
J	Transportation of things (inland transportation)
K	Transportation of things (QUICKTRANS)
L	Transportation of things (other)
M	Utilities and rents
N	Communications
O	Service transfers, unfunded
P	Purchased equipment maintenance (commercial)
Q	Purchased services (other)
R	Aircraft petroleum/oil/lubricant (POL)
S	Ship POL
T	Supplies
U	Civilian personnel (labor)
V	Other POL
W	Equipment
X	Other expense
Y	Printing and reproduction
Z	Service transfers, funded
1	Readiness labor
2	Aviation depot level repairables (ADVLR)
4	Pharmaceutical supplies
8	Travel of personnel incidental to PCS

Note: Expense Element "W" will have a title change from Equipment to Capitalization due to STARS-FL requirements.

APPENDIX II - Crosswalk FASTDATA to STARS-FL

FASTDATA TRANSACTION CODES	DESCRIPTION	STARS-FL TRANSACTION CODES
CM	COMMITMENT	915
AO, AR	OBLIGATION	540
RP, RG	RECEIPT/ACCOUNTS PAYABLE	510
EV	EXPENDITURE	610

FASTDATA DOCUMENT	CREATION GENERATES	ACCEPTANCE GENERATES
NC2275 (WR, PO)	COMMITMENT – 915	OBLIGATION – 540
DD448 (CAT 1) MIPR	COMMITMENT – 915	OBLIGATION – 540
NC2276A (WX, PX)Reimbursement	COMMITMENT – 915	OBLIGATION – 540

FASTDATA DOCUMENT	CREATION GENERATES	CONTRACT PROCESS GENERATES
NC2276 -RC	COMMITMENT – 915	OBLIGATION – 540
DD448 (CAT 2)	COMMITMENT – 915	OBLIGATION – 540
NC2276A (RX)(WX/PX DIRECT CITATION)	COMMITMENT – 915	OBLIGATION – 540
DD1348-6	COMMITMENT - 915	OBLIGATION - 540
DD1149	COMMITMENT – 915	OBLIGATION - 540

FASTDATA DOCUMENT	CREATION GENERATES	
DD1348	OBLIGATION -540	
SF1164	RECEIPT – 510	
NC2276A (WX, PX)	COMMITMENT – 915	
DD1348-6 CR0SS TO SUPPLY	COMMITMENT - 915	RECEIPT – 510
DD282	OBLIGATION - 540	
SF182	OBLIGATION - 540	
CREDIT CARD MEMO	OBLIGATION – 540	

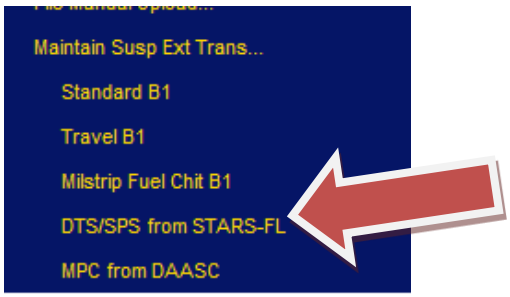
USER ID IN STARS RDOC SCREEN	OBLIGATIONS GENERATED BY
QB1OBLFD	FASTDATA
QB1OBLWA	WAWF (WIDE AREA WORKFLOW)
PCUSER	CITIDIRECT CC
RWOFREEZ	PERFORMER WITHIN STARS REGION
KX------	STARS-FL USER ID – MANUAL ENTRY
SPS	STANDARD PROCUREMENT SYSTEM (FISC)
DTS	DEFENSE TRAVEL SYSTEM
PEND1PAY	ONE PAY CREATES 510 PRIOR TO 610 PAYMENT
PTUSER	POWERTRACK – for TAC (Transportation) CHARGES
EDI850	EMARKET OBLIGATION
QFAUTHW	010 FD to STARS-FL

Standard Procurement System (SPS) provides an interface from various FISCs to perform the contract process for your funded documents.

1. The funded document is created in FASTDATA and the CM (915) commitment exports to STARS-FL.
2. FISC receives your basic or amendments and creates the DD1155/or SF30 and the resulting obligation of the contracting process is the SPS interface file which exports to STARS-FL.
3. For contracting purposes in FASTDATA the rule of thumb is that you do not do contract process on your documents if you are sending the request to a FISC that utilizes SPS interface.
4. The SPS 540 obligation will export from STARS-FL and import into FASTDATA via the DTS/SPS external file.
5. The amount of the contract cut by FISC can vary from your internal document you provided the funding on so it will obligate only the amount that FISC cut the contract for leaving the residual CM (915) outstanding until you do an amendment to pull back the unneeded funding.

ACCEPTANCE/SPS

If you were doing contract process in FASTDATA and your document is over $25K, the system would force you to do the acceptance first, then do the contract process. This is the same theory with the SPS interface doing the contract process for you – if the document is over $25K and you have not already done accept document to it, the SPS obligation will suspend in the DTS/SPS External Suspended file.
Go to Maintain Susp Ext Transactions/DTS/SPS from STARS-FL



The error message will tell you that it must be accepted first.

Correct Suspended DTS B1 Transactions

Filter

Site ID: Document #: ACRN: JON: Exec Code: File Name: Sort Order: Document #

Filter

Results

PAGE: << 1 2 3 4

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
☐	L	09	N6227110RCRWE03	AA	622710QCMWE	Q	28982.20	540	C	C		N0024408D0039	0237	00001			01/01/01		N	AA	0002
			Suspension Reason: Document must be accepted if over $25,000;																		
☐	L	09	N6227110RCY0008	AA	622710DRSEP	Q	26449.20	540	C	C		N0024408D0039	0199	00001			01/01/01		N	AA	0002
			Suspension Reason: Document must be accepted if over $25,000;																		
☐	L	09	N6227110RCY0018	AA	622710DRSEP	Q	9876.30	540	C	C		N0024408D0039	0256	00001			01/01/01		N	AA	0005
			Suspension Reason: Document must be accepted if over $25,000;																		

Reprocess Save Close Add All Remove All

Go to Document /Accept and accept the document.
Once the acceptance is done, go back to file manager/maintain suspended external transactions/DTS-SPS and pull the suspended back up. Just click on REPROCESS and the SPS documents you accepted will then process to the Site to obligate the documents.
Be careful that if they have been suspended for any length of time, that the Site user has not already gone in and done contract process. You can determine this in transaction history report. If you see the AO was generated by contract process, then go back to the suspended external SPS transactions and put a check mark to the left of the document and click on REPROCESS to delete the ones that have already been contracted. This will eliminate a double obligation.

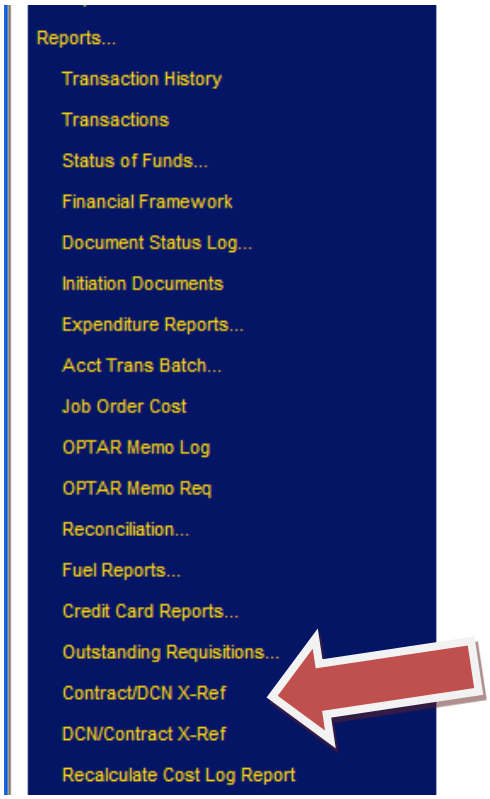
Contract Process/SPS

The following logic rules apply to the incoming SPS obligations:

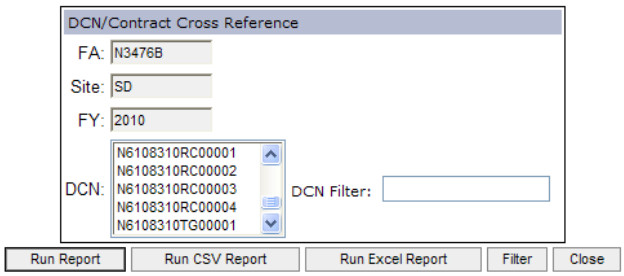
Incoming 540N	Finds existing 915 (CM)	Produces final contract
Incoming 540N	No existing document	Generates 540 (AO)
Incoming 540L	Finds existing 915 (CM)	Produces partial contract
Incoming 540T	Finds existing document	Processes as 540L
Incoming 540N	Finds existing 540 (AO)	DOUBLE OBLIGATES

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.

How to fix the DOUBLE OBLIGATION if Site user contracts the document and then SPS also does contract process:
Page 732 in the manual shows the file layout for the B1 INSERT used to add in a transaction for this purpose. Use a "T" as an adjustment to the document, the DCN, ACRN, E/E, OOC, AMOUNT, 540 "D" and the contract number, contract ACRN.
*Care must be taken to not create a new contract line in the record so you need to look at the report DCN/Contract Cross reference and see how the document was contracted from the SPS file and your manual transaction.



Select the document /Run Report



This will display the doc/doc ACRN and associated contracting information.

DCN/Contract Cross Reference Report

FA: N3476B **Site: SD** **FY: 2010**

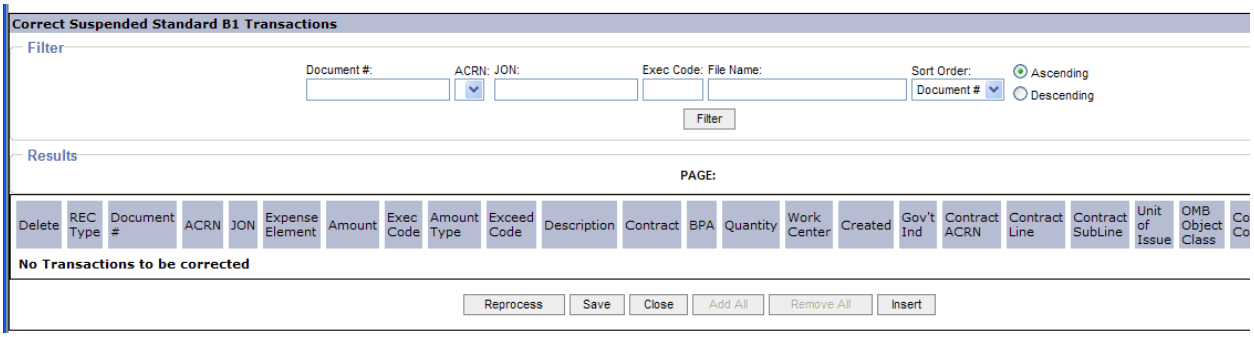
Requisition/DCN: N6108310RC00002

ACRN: AA

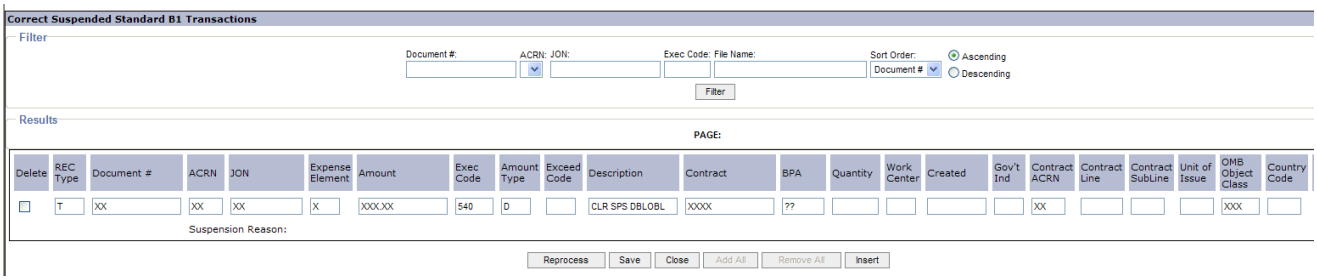
Contract#/PIIN	DO/BPA	Contract ACRN	Contract ACRN Amount	Requisition/DCN ACRN Amount
N0018910PG196	00	AA	$46,488.00	
Subtotal for ACRN AA			$46,488.00	$46,488.00
Total for Requisition/DCN N6108310RC00002			$46,488.00	$46,488.00

You need to back out the 540D the way the 540 (AO) posted so you don't create a duplicate contracted amount. Annotate the CONTRACT/PIIN, the DO/BPA (if any some are blank), Contract ACRN.

Select Standard B1



Select INSERT



Use the DCN/Contract Xref report to determine the contract, BPA(if any), and contract ACRN field.

Select Reprocess when completed. You will immediately see the AO with the negative amount in your transaction history report.

Edit/View Contract Screen Definitions

Total Contract Amount
Identifies the sum of all Contract ACRN amounts of the listed Requisition ACRN's for this Requisition and Contract-DO/BPA.

Total Commitment
Identifies the total Commitment amount for the basic and all Amendments for this Requisition ACRN.

Contract To Date
Identifies the total amount previously contracted for this Requisition ACRN to include other Contract-DO/BPA's.

CC XREF Amount
If the contracted Requisition ACRN has been cited as the Requisition in a Credit Card Cross Reference, this identifies the amount of the cross reference. The Requisition ACRN Contract Amount would have been reduced by this amount.

Outstanding Amount
When the Contract Partial value is **Partial**, Outstanding Amount is the Total Commitment minus the Contract-to-date Amount minus the CC XREF amount. When you enter a value of **Final** in the Contract Partial field, Outstanding Amount changes to zero (**0**).

Contract ACRN Amt
Identifies the Contracted amount-to-date of the Contract ACRN for this Requisition and Contract-DO/BPA. If the Contract Partial value is **Partial**, then a value greater than zero (0) is required, but cannot be equal to or greater than the sum of Outstanding Amount and any previous Contract ACRN Amount.

Normally, this will be the **total** contract amount for this Requisition ACRN and Contract-DO/BPA-Contract ACRN.

However, if the contracted Requisition ACRN has been cited as the Requisition in a Credit Card Cross-Reference, the Requisition ACRN Contract Amount was reduced by the cross-reference amount. Therefore, the previously contracted then cross-referenced amount is no longer included in the Requisition ACRN Contract amount.

Contract Partial
Indicates whether the obligation is to be fully or partially liquidated when processing the contract. You must select either Partial or Final when entering a contract.

CCXREF and Multi-PIIN Scenarios

NOTE: Requisition ACRNs may not be involved in both CCXREF and Multi-PIIN. FASTDATA will prevent you from entering a New Contract if there is already a CCXREF against a Requisition ACRN, and Requisition ACRNs that have more than one contract are excluded from CCXREF.

CCXREF Scenario 1 (Partial CCXREF)

1) NC2276 AA was created for $100. Total Commitment is $100.
2) NEW contract (Final) for $100. BEFORE SAVE:

New Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00015 Total Contract Amount: $0.00

Contract: GSACCXREF15 DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	0.00	0.00	100.00	AA	Final	100.00

3) AFTER SAVE Contract-to-Date is $100; Outstanding Amt is $0.

New Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00015 Total Contract Amount: $100.00

Contract: GSACCXREF15 DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	100.00	0.00	0.00	AA	Final	100.00

4) Partial CCXREF for $39 – reduces Contract-to-Date amount to $61.
CONTRACT VIEW AFTER PARTIAL CCXREF

View Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00015 Total Contract Amount: $61.00

Contract: GSACCXREF15 DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	61.00	39.00	0.00	AA	Final	61.00

5) Amendment 01 for $50 makes the contract partial, and therefore contract can now be edited. Total Commitment is $150.
6) User EDITs Contract and enters $111 ($61 previously contracted and $50 Outstanding Amount) in the Contract ACRN Amt, and makes the Contract Final. FD generates $50 AO L.

BEFORE EDIT

Edit Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00015 Total Contract Amount: $61.00

Contract: GSACCXREF15 DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	150.00	61.00	39.00	50.00	AA	Partial	61.00

7) AFTER SAVE Contract-to-Date is $111; Outstanding Amt is $0.

Edit Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00015 Total Contract Amount: $111.00

Contract: GSACCXREF15 DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	150.00	111.00	39.00	0.00	AA	Final	111.00

8) RC Document now has $111 available for CCXREF.

Transaction History

DCN: N0898810RC00015

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA	GSACCXREF15	AA		08988060A1T	Q	252			NC2276	01		Complete	$111.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	12/16/2009 09:09:56	0	$100.00	00	I		Created By Database User ID=bfpe45411a;
Y	AO	12/16/2009 09:12:26	0	$100.00	00	L		Contract Number: GSACCXREF15; Contract ACRN: AA;Created By Database User ID=bfpe45411a;
Y	AO	12/16/2009 09:17:46	0	-$39.00	00	T		Credit Card Reversal - Partial (39): N0898810CCML002 - 00007;Created By Database User ID=bfpe45411a;
N	CM	12/16/2009 09:42:20	0	$50.00	01			Created By Database User ID=bfpe45411a;
N	AO	12/16/2009 09:43:52	0	$50.00	00	L		Contract Number: GSACCXREF15; Contract ACRN: AA;Created By Database User ID=bfpe45411a;

CCXREF Scenario 2 (Final CCXREF)

1) NC2276 AA was created for $100. Total Commitment is $100.
2) NEW contract (Final) for $100. BEFORE SAVE:

New Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00016 Total Contract Amount: $0.00

Contract: GSACCXREF16 DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	0.00	0.00	100.00	AA	Final	100.00

3) AFTER SAVE Contract-to-Date is $100. Outstanding Amt is $0.

New Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00016 Total Contract Amount: $100.00

Contract: GSACCXREF16 DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	100.00	0.00	0.00	AA	Final	100.00

4) Final CCXREF fully liquidates RC contract amount. Contract-to-Date is $0.
CONTRACT VIEW AFTER FINAL CCXREF

View Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00016 Total Contract Amount: $0.00

Contract: GSACCXREF16 DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	0.00	100.00	0.00	AA	Final	0.00

5) Amendment 01 for $50 makes the contract partial, and therefore can now be edited. Total Commitment is $150.
6) User EDITs Contract and enters $50 in the Contract ACRN Amt, and makes the Contract Final. FD generates $50 AO L. BEFORE EDIT:

Edit Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00016 Total Contract Amount: $0.00

Contract: GSACCXREF16 DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	150.00	0.00	100.00	50.00	AA	Partial	0.00

7) AFTER SAVE – Contract to Date is $50; Outstanding Amt is $0.

Edit Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00016 Total Contract Amount: $50.00

Contract: GSACCXREF16 DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	150.00	50.00	100.00	0.00	AA	Final	50.00

8) Requisition now has $50 available for CCXREF.

Transaction History

DCN: N0898810RC00016

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA	GSACCXREF16	AA		08988060A1T	Q	252			NC2276	01		Complete	$50.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	12/16/2009 09:49:49	0	$100.00	00	I		Created By Database User ID=bfpe45411a;
Y	AO	12/16/2009 09:52:06	0	$100.00	00	L		Contract Number: GSACCXREF16; Contract ACRN: AA;Created By Database User ID=bfpe45411a;
Y	AO	12/16/2009 09:54:15	0	-$100.00	00	T		Credit Card Reversal - Final (52): N0898810CCML002 - 00022;Created By Database User ID=bfpe45411a;
N	CM	12/16/2009 10:08:23	0	$50.00	01			Created By Database User ID=bfpe45411a;
N	AO	12/16/2009 10:11:08	0	$50.00	00	L		Contract Number: GSACCXREF16; Contract ACRN: AA;Created By Database User ID=bfpe45411a;

Multi-PIIN Scenario 1

NOTE: Each Contract+DO/BPA is processed separately in FD. Therefore, adding a modification or new order (DO/BPA) to an existing contract is treated as another new contract against the Requisition ACRN(s).

1) NC2276 AA was created for $100. Total Commitment is $100.
2) NEW Partial contract for $50 GSAMULT17 DO/BPA 1001. BEFORE SAVE:

New Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00017 Total Contract Amount: $0.00

Contract: GSAMULT17 DO/BPA: 1001

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	0.00	0.00	100.00	AA	Partial	50.00

3) AFTER SAVE Contract-to-Date is $50; Outstanding Amt is $50.

New Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00017 Total Contract Amount: $50.00

Contract: GSAMULT17 DO/BPA: 1001

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	50.00	0.00	50.00	AA	Partial	50.00

4) NEW Partial contract against N0898810RC00017/AA + GSAMULT17 DO/BPA 2002 for $40.
BEFORE SAVE: Contract to Date is $50 (from DO/BPA 1001); Outstanding Amt is $50.

New Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00017 Total Contract Amount: $0.00

Contract: GSAMULT17 DO/BPA: 2002

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	50.00	0.00	50.00	AA	Partial	40.00

5) AFTER SAVE Contract-to-Date is $90 ($50 DO/BPA 1001 + $40 DO/BPA 2002).

New Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00017 Total Contract Amount: $40.00

Contract: GSAMULT17 DO/BPA: 2002

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	90.00	0.00	10.00	AA	Partial	40.00

6) Amendment 01 /ACRN AA for $50. Total Commitment is $150.
7) EDIT Contract GSAMULT17 DO/BPA 2002 – if the user wants to contract the entire Outstanding Commitment Amount on DO/BPA 2002 (Final), enter $100 in Contract ACRN Amt ($40 previously contracted on THIS contract (DO/BPA 2002) plus the $60 Outstanding Amt).
BEFORE EDIT:

Edit Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00017 Total Contract Amount: $40.00

Contract: GSAMULT17 DO/BPA: 2002

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	150.00	90.00	0.00	60.00	AA	Partial	40.00

8) AFTER SAVE Contract to Date is $150 ($50 DO/BPA 1001 + $100 DO/BPA 2002); Outstanding Amt is $0; Contract ACRN Amt is $100 on THIS Contract DO/BPA.

Edit Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00017 Total Contract Amount: $100.00

Contract: GSAMULT17 DO/BPA: 2002

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	150.00	150.00	0.00	0.00	AA	Final	100.00

Transaction History

DCN: N0898810RC00017

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA	GSAMULT17	AA	2002	08988060A1T	Q	252			NC2276	01		Complete	$150.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	12/16/2009 10:19:00	0	$100.00	00	I		Created By Database User ID=bfpe45411a;
Y	AO	12/16/2009 10:22:04	0	$50.00	00	L		Contract Number: GSAMULT17; BPA Number: 1001; Contract ACRN: AA;Created By Database User ID=bfpe45411a;
Y	AO	12/16/2009 10:31:38	0	$40.00	00	L		Contract Number: GSAMULT17; BPA Number: 2002; Contract ACRN: AA;Created By Database User ID=bfpe45411a;
N	CM	12/16/2009 10:38:07	0	$50.00	01			Created By Database User ID=bfpe45411a;
N	AO	12/16/2009 10:40:36	0	$60.00	00	L		Contract Number: GSAMULT17; BPA Number: 2002; Contract ACRN: AA;Created By Database User ID=bfpe45411a;

Multi-PIIN Scenario 2

1) NC2276 AA was created for $100. Total Commitment is $100.
2) NEW Final contract for $100 GSAMULT18AA. BEFORE SAVE:

New Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00018 Total Contract Amount: $0.00

Contract: GSAMULT18AA DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	0.00	0.00	100.00	AA	Final	100.00

3) AFTER SAVE Contract to Date is $100; Outstanding Amt is $0.

New Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00018 Total Contract Amount: $100.00

Contract: GSAMULT18AA DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	100.00	0.00	0.00	AA	Final	100.00

4) Amendment 01/Add ACRN AB for $50 and add $10 to AA.
5) NEW Contract against Req N0898810RC00018. AA now has $10 Outstanding Amt and can be added to another new contract, or added in to its original contract (GSAMULT18AA). BEFORE EDIT:

New Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00018 Total Contract Amount: $0.00

Contract: DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	110.00	100.00	0.00	10.00	AA	Partial	0.00
AB	08988060A1T	50.00	0.00	0.00	50.00	AB		0.00

6) Add Final Contract GSA GSAMULT18AB for $50 to AB only (clear AA). BEFORE SAVE:

New Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00018 Total Contract Amount: $0.00

Contract: GSAMULT18AB DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	110.00	100.00	0.00	10.00			0.00
AB	08988060A1T	50.00	0.00	0.00	50.00	AB	Final	50.00

7) AFTER SAVE of GSAMULT18AB

New Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00018 Total Contract Amount: $50.00

Contract: GSAMULT18AB DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AB	08988060A1T	50.00	50.00	0.00	0.00	AB	Final	50.00

8) EDIT GSAMULT18AA BEFORE EDIT:

Edit Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00018 Total Contract Amount: $100.00

Contract: GSAMULT18AA DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	110.00	100.00	0.00	10.00	AA	Partial	100.00

9) User enters $110 in Contract ACRN Amt ($100 previously contract + $10 Outstanding Amt)
AFTER SAVE:

Edit Contract

All ACRNs that have a Contract ACRN and Contract Amount will be included on the current Contract.
To exclude an ACRN from the current Contract, clear the Contract ACRN.

DCN: N0898810RC00018 Total Contract Amount: $110.00

Contract: GSAMULT18AA DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	110.00	110.00	0.00	0.00	AA	Final	110.00

DCN: N0898810RC00018

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA	GSAMULT18AA	AA		08988060A1T	Q	252			NC2276	01		Complete	$110.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	12/16/2009 10:48:55	0	$100.00	00	I		Created By Database User ID=bfpe45411a;
Y	AO	12/16/2009 10:53:55	0	$100.00	00	L		Contract Number: GSAMULT18AA; Contract ACRN: AA;Created By Database User ID=bfpe45411a;
N	CM	12/16/2009 11:13:17	0	$10.00	01			Created By Database User ID=bfpe45411a;
N	AO	12/16/2009 11:48:14	0	$10.00	00	L		Contract Number: GSAMULT18AA; Contract ACRN: AA;Created By Database User ID=bfpe45411a;

ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AB	GSAMULT18AB	AB		08988060A1T	Q	252			NC2276	01		Complete	$50.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
N	CM	12/16/2009 11:13:17	0	$50.00	01	I		Created By Database User ID=bfpe45411a;
N	AO	12/16/2009 11:18:23	0	$50.00	01	L		Contract Number: GSAMULT18AB; Contract ACRN: AB;Created By Database User ID=bfpe45411a;

BUPERS PREFERRED CC Method – CC Source DOCUMENT

- **Requires that Reallocations of costs are done in CitiDirect to the final JONS**
- **Requires that all final JONs reside in CitiDirect, FASTDATA, and STARS/FL**
- **Requires that the MPC 510 transactions be imported to FASTDATA and STARS-FL**
- **Requires CC Source Document to be prepared to provide funds availability check and reservation of funds**
- **Requires the CC Cross Reference performed between the CC Source document and CC MPC document to remove double obligation in FASTDATA and STARS/FL as soon as the CC obligation posts in FASTDATA**
- **Initial CC transactions posts to the default JON in CitiDirect**
- **Requires CC transactions to be reallocated to final JON in CitiDirect**
- **Reallocation generates a transaction from CitiDirect that reverses original charge from the default JON and SDN to a new SDN and final JON**

BUPERS PREFERRED CC Method – CC Source DOCUMENT

- **CC XRef will reduce the CC Source document and leave the charge on the CC Document and eliminate the double obligation in FASTDATA and STARS/FL**

- **New features in FASTDATA Web allow for undo of XRef done to wrong document or using a final code vice a partial**

- **New feature in FASTDATA Web allows for XRef default plus and minus (from the reallocation process) to be reconciled off the XRef screen with a new report of these reconciled transactions**

- **New feature in FASTDATA Web allows for contracted documents to be XRef'd as long as they are not Multi-PIIN documents (this was not working in GUI)**

- **New Features in FASTDATA Web for the CC Source document:**
  - **Allows FA to set up a serial range so manual entry is no longer required**
  - **Creates a 540 obligation vice a 915 commitment**
  - **CC Source is a amendable and printable document to keep for audit purposes**
  - **CC Source has three signature fields for any authorization signatures the command requires**
  - **No longer appears in the XRef MPC section as it did in the GUI**

BUPERS Cost Redistribution Option

- **Does NOT require that reallocations of costs in CitiDirect to the final JONS**
- **Requires that all final JONs reside in FASTDATA and STARS/FL only**
- **Requires that the MPC be imported to FASTDATA**
- **Requires only one default LOA/JON in CitiDirect for each account**
- **All transactions posts only to the default SDN and JON in CitiDirect**
- **Requires internal document to be prepared in FASTDATA to provide funds availability check and reservation of funds**
- **Requires that the internal document be obligated in STARS/FL and FASTDATA to accommodate the cost redistribution with the CC expenditures**
- **Requires cost redistribution of CC transactions to final JON and Internal Document in STARS/FL or in FASTDATA FA or Site**
- **Redistribution generates Expenditures in STARS/FL or FASTDATA that reverse original charge from**

BUPERS Cost Redistribution Option

- **Cost redistribution in STARS/FL is by using fast path TFCR at SDN/ACRN level**
- **Cost Redistribution functionality in FASTDATA Web is at the FA level and also at the Site level**
- **Do not confuse with job order cost transfers in FASTDATA as these will flow to STARS but are not at the document level, JON level only. If done in STARS they will not flow back to FASTDATA**
- **Cost redistribution must be completed before monthly closeout to prevent the double obligations from being reflected in the monthly closing statements**
- **The effective date of the cost redistribution must be no later than the last day of the closing month**
- **MPC transactions and default JON can be established in a Credit Card Site that will zero out as the cost redistribution credits to the CC documents flow from STARS/FL to FASTDATA**

BUPERS Method of Payment CC Process

- **New feature in FASTDATA Web allows for contracted documents to be XRef'd as long as they are not Multi-PIIN documents. Two options exist to manage.**

1. **<u>CROSS REFERENCE OPTION:</u>**
   Method of Payment process for CC in FASTDATA Web can now be done using the CC Cross Reference Process

   Requires that all final JONs reside in CitiDirect, FASTDATA, and STARS/FL

   Requires that the MPC 510 transactions be imported to FASTDATA and STARS/FL

   Requires 2276/1348-6/1149 contracted document to be prepared to provide funds availability check and reservation of funds

   Requires the CC Cross Reference performed between the 2276/1348-6/1149 contracted document and CC document to remove double obligation in FASTDATA and STARS/FL

   Initial transactions posts to the default JON in CitiDirect

   Requires CC transactions reallocated to final JON in CitiDirect

   Reallocation generates a transaction from CitiDirect that reverses original charge from the default JON and SDN to a new SDN and final JON

BUPERS Method of Payment

CC XRef will reduce the CC Memo document and leave the charge on the CC Document and eliminate the double obligation in FASTDATA and STARS/FL

New features in FASTDATA Web allow for undo of XRef done to wrong document or using a final code vice a partial

New feature in FASTDATA Web allows for XRef default plus and minus (from the reallocation process) to be reconciled off the XRef screen with a new report of these reconciled transactions

When using CC as a method of payment on a contracted document that is an SPS obligated document, the XREF will be performed but the transaction does not export without submitting a helpdesk ticket to request the DBA push the export. (This condition exists until a future release eliminates this SPS Xref issue).

BUPERS Method of Payment CC Process

2. <u>COST REDISTRIBUTION OPTION:</u>

The other CC process for the Method of Payment documents is the Cost Redistribution

Does NOT require that reallocations of costs in CitiDirect to the final JONS

Requires that all final JONs reside in FASTDATA and STARS/FL only

Requires that the MPC be imported to FASTDATA and STARS/FL

Requires only one default LOA/JON in CitiDirect for each account

Requires 2276/1348-6/1149 contractual documents to be prepared in FASTDATA to provide funds availability check and reservation of funds

Requires that the 2276/1348-6/1149 contractual documents be obligated in STARS/FL and FASTDATA to accommodate the cost redistribution with the CC expenditures

BUPERS Method of Payment CC Process

Requires cost redistribution of CC transactions to final JON and 2276/1348-6/1149 contractual Documents in STARS/FL

Redistribution generates Expenditures in STARS/FL that reverse original charge from the default JON and CC SDN to the Contractual document and final JON

Cost redistribution in STARS/FL is by using fast path TFCR at SDN/ACRN level

Cost Redistribution functionality in FASTDATA Web can be done in the FA or at the Site level

Job order cost transfers can be done in FASTDATA and will flow to STARS but they do not show at the document level, only at the JON level. If done in STARS they will not flow back to FASTDATA at this time

BUPERS Method of Payment CC Process

All transactions posts only to the default SDN and JON in CitiDirect

Cost redistribution must be completed before monthly closeout to prevent the double obligations from being reflected in the monthly closing statements

The effective date of the cost redistribution must be no later than the last day of the closing month

MPC transactions and default JON can be established in a Credit Card Site that will zero out as the cost redistribution credits to the CC documents flow from STARS/FL to FASTDATA

Contractual documents associated to Multi – PIINS will not be able to use Cross Reference option and will have to use Cost Redistribution Option