

*Fund Administration and
Standardized Document Automation
System*

(F A S T D A T A)

***FUND ADMINISTRATOR
USERS GUIDE***

***WEB VERSION 10-1K
DECEMBER 2012***

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FASTDATA WEB INTRODUCTION

BENEFITS

FASTDATA WEB:

- Operates in a web-based environment as an alternative to the existing client/server application
- Provides the capability to manage funds at various levels to allow individual Command flexibility
- Offers processing of multi-year appropriations
- Processes O&M,N; Allotment; RPN; MPN; and RDT&E funding types
- Offers the opportunity to upload authorizations and RC funds to STARS-FL
- Assigns document numbers for source documents or memo records
- Captures transactions for submission to STARS-FL
- Provides a methodology for reconciling with STARS-FL
- Provides reports for funds management
 - Up-to-date status of available funds
 - Detailed document history reports

STRUCTURE

FASTDATA Web is accessed through a secure internet connection, eliminating the need for individual software applications being installed on each user's computer. Rather than accessing one software package for the Fund Administrator functions and another for Site, FASTDATA Web combines the two into one database and has streamlined the process with assigned roles.

Implementation of the Web begins with the Database Administrator (DBA) who will create a System Administrator (SA) Role for your Command's chosen representative and will provide him/her a User ID and password. This person is automatically associated with your Major Command and assumes implementation duties. Upon receiving required forms from the requesting command, the DBA is also responsible for creating FASTDATA Web users for each activity and assigning these users a default password.

The System Administrator will then proceed to establish Roles within FASTDATA Web and will assign users to these roles. Every FASTDATA user must be assigned to at least one Role.

ROLES USED WITHIN FASTDATA WEB

System Administrator (SA)	Major Command (MC)	Component Command (CC)
Resource Manager (RM)	Fund Administrator (FA)	Site

System Administrator (SA)

The System Administrator (SA) is an individual who has the capability to maintain user accounts that were established by the DBA; create user roles for all other application levels (Component Command (CC), Resource Manager (RM), Fund Administrator (FA), and Sites); assign users to these roles; create FA and Site workgroups which define the level of access for user roles; and assign users to those workgroups. The primary System Administrator (SA) may assign Alternate System Administrators and determine the level of authority at which they may function.

Major Command (MC)

A Major Command may be a bureau, office, command, or headquarters designated as an administering office under the Operation and Maintenance appropriations in NAVSO P-1000. Navy Major Commands receive operating budgets directly from the Chief of Naval Operations Fiscal Management Division (N-82).

In the previous client-server version of FASTDATA, those operating budgets were passed to Fund Administrators who entered their funds in the Responsibility Center record of FASTDATA. In FASTDATA Web, the Major Command may be part of what is known as an "Upper Level" funding chain so that in addition to initially entering your funds at the Fund Administrator (FA) level, the option now exists to enter funds at a Major Command, Component Command or Resource Manager level.

For example, the Major Command may establish a Resource Authorization in which he enters his funds. Subsequently, he would distribute some or all of those funds to the Fund Administrator, either directly or via a Component Command and/or Resource Manager. Various scenarios of how to use the Upper Level funding chain are discussed in Appendix A. This upper level configuration will allow a hierarchical system of user accesses that will allow drill-down and roll-up views of a command's accounting and financial framework.

Component Command (CC)

A Component Command may be a Bureau, office, or command designated as an administering office that receives an operating budget from a Major Command. In FASTDATA Web, the Component Command may also be part of the “Upper Level” funding chain discussed above under **Major Command**. The Major Command may pass funds through a Component Command to the FA. If this capability is used, the Component Command has enhanced visibility of the work being done at the FA and Site. Various scenarios of “Upper Level” funding are discussed in Appendix A.

Resource Manager (RM)

A Resource Manager is the head of a staff element responsible for the management of a specified appropriation or its subdivision, revolving fund, or for the management of the overall work force authorization. A Resource Manager may bear the title of comptroller, appropriation, budget program, or budget activity manager and may be responsible for numerous FAs.

In FASTDATA Web, the Resource Manager may be part of the “Upper Level” funding chain discussed above under **Major Command**. The Major Command may pass funds through a Resource Manager to the FA. If this capability is used, the Resource Manager has enhanced visibility of the work being done at the FA and Site. Various scenarios of “Upper Level” funding are discussed in Appendix A.

Fund Administrator (FA)

A Fund Administrator has control of the money designated for a particular Line of Accounting (LOA). The money for the fiscal year’s appropriation may be received by the FA from his Major Command, Component Command, or Resource Manager or may be entered at the FA into a Resource Authorization. The FA will still be responsible for establishing the Financial Framework of his Command, just as he did in the GUI FASTDATA system.*

The FA funds must be divided and made available to the FA's associated Sites. The money that the FA distributes to each Site can be Direct and/or (Funded) Reimbursable. Direct money is the FA’s obligation authority that will be used by Sites to obligate for their own needs, i.e., supplies, office equipment, utilities, etc. Reimbursable funding is money that the FA has received from another activity, citing the other activity's LOA, for the purpose of supplying goods or services to the requesting activity (i.e., developing software for them).

Once a Site has created its documents and generated transactions, the data is transmitted to the FA for review. The FA then sends this data to the official accounting system (STARS-FL). STARS-FL will, in turn, gather all the expenditures (payments) that are for a particular FA and will export them to the respective FA. The FA will import these expenditures from STARS-FL and then release them to the individual Sites that originally created the obligation transaction, thus completing the cycle of the document.

*There are references throughout the User Guide to the “**GUI System.**” GUI stands for Graphic User Interface. This is the Power Builder, Client-Server system that existed before FASTDATA Web. Because most users of this guide are familiar with the GUI system, comparisons are made sporadically between the two systems.

Site

A Site may be a department, division, directorate, or sub activity that receives its control data (funding) from the Fund Administrator.

Unlike the GUI, Sites are created by the System Administrator and associated with an FA at that time. When that FA creates his financial framework, each OPTAR must also be associated to a Site to indicate which entity (Site) will be creating documents against that OPTAR's budget. Once the financial framework is received from the FA, Site users can begin creating documents. These documents generate accounting transactions (commitments, obligations or accounts payable) that flow through the FA to STARS-FL.

FINANCIAL FRAMEWORK

The Financial Framework is created by the FA and contains levels of financial control data consisting of a Responsibility Center, Operating Target, Authorization, Job Order Number and Serial Range. Each is defined below:

Responsibility Center (RC)

The Responsibility Center record reflects all or a portion of the money allotted to a particular line of accounting by the Resource Authorization. It will be associated with an Appropriation, BCN, Subhead, BP/Allotment, SA/OB Suffix and AAA Code. Each RC may have one or many Operating Targets (OPTARs) attached to it.

Operating Target (OPTAR)

Within an RC, the OPTAR will identify certain types of money control such as whether the money source is Direct (from Major Command) or Reimbursable (from another activity). The OPTAR record contains a “check for funds” feature that allows for more control over the associated Site’s spending. An OPTAR can never be attached to more than one RC. Each OPTAR can have one or many Authorizations attached to it.

Authorization (AUTH)

Each Authorization is given only direct or reimbursable money as is dictated by the owning OPTAR. The Authorization will identify different types of money control within the OPTAR such as Ceiling or Fenced and Labor or Other (non-labor). An Authorization can never be attached to more than one OPTAR; however, multiple Authorizations can be attached to one OPTAR. Each Authorization can have one or many Job Order Numbers attached to it.

The FA will distribute dollars at this Authorization level, and the dollars roll up to the assigned OPTAR level.

Job Order Number (JON)

JONs are used to capture dollars spent when Sites input financial transactions. They are used as a means to identify a specific line of accounting by their attachment to an Authorization, OPTAR, and ultimately a Responsibility Center. JONs may be created in FASTDATA and uploaded to STARS-FL or may be created in STARS-FL and brought into FASTDATA.

Serial Ranges

Serial Ranges are provided to Sites for use in automatically assigning the last four positions of a Milstrip DCN and the last five positions of a standard document number (SDN). For example, a Milstrip DCN would begin with a service code and UIC, followed by the Julian date. The last four positions are derived from the serial range established by the FA.

N00188 3091 _ _ _ _ _

A standard document number also begins with the service code and UIC, but it is followed by the 2-position fiscal year and the document type. The last five positions are derived from the serial range established by the FA.

N00188 13 TO _ _ _ _ _

Serial ranges may be set up for one document type (such as the TO above for travel orders) or may be set up to accommodate all document types.

Serial Ranges can be established so that the Site can use the range when creating documents for any existing OPTAR - OR - the range can be established so that it is specific to only one OPTAR. To accomplish this, when creating the new serial range, the FA would have to “Set Site” and then choose the desired OPTAR from the RC/OPTAR dropdown.

The screenshot shows a web form titled "New Serial". It includes a "Site" dropdown menu with "OFF00" selected and a "Set Site" button. A red arrow points to the "Set Site" button. The "Description" field is empty. The "RC/OPTAR" dropdown menu is open, showing a list of options: AA / 01, AB / 07, BU / 03, BU / 08, BU / 09, MY / MY01, and TM / 1A. A red arrow points to the "RC/OPTAR" dropdown menu. The "Beginning Serial" and "Ending Serial" fields are empty. The "Last Serial" field is set to "00000". The "SDN UIC" field is empty. The "Deactivate" checkbox is unchecked. The "Service Code" dropdown menu is set to "N - Navy Activities (excluding Marine Corps)".

Serial Ranges cannot overlap the Beginning or Ending Serial Number of another Serial Range for the same document type within the same SDN UIC.

The Fund Administrator has the capability to deactivate/reactivate and/or delete a serial range that has been released to a Site. The steps required for these actions are provided in your Online Help.

REPORTING TROUBLE CALLS

To allow the FA to determine the type of trouble call that is being addressed, all FA issues requiring assistance should be filtered through the System Administrator Alternates at each FA.

FASTDATA Web has introduced new functionality that allows the Alternate System Administrator or the FA user assigned to Funds Management privileges to be able to move and rearrange Financial Framework; and this new functionality may allow the FA to resolve many of the issues that arise. Therefore, users should first contact their Supervisor at the Fund Administrator level; then contact the Alternate System Administrator for his FA; and if issues are still not resolved, contact the FASTDATA Help Desk.

The FASTDATA Helpdesk is now operated at NETPDTC in Pensacola, Florida. Contact number is: 1-850-452-1001, Option 1, then Option 5. Email address is: Fastdata.helpdesk@navy.mil.

If a call is placed to the 877-number, your issue will go directly to the customer representatives 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.

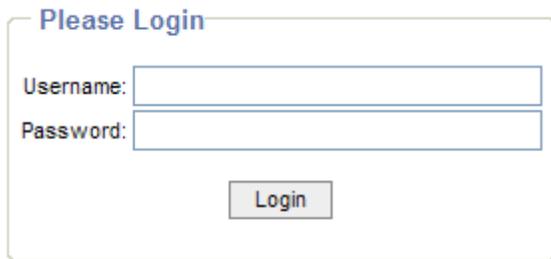
For after-hours support, you can email the nature of your problem to the above helpdesk email address; and it will be addressed first thing on the following business morning.

NOTE: If a user is having difficulty signing on to FASTADATA, a message will be displayed that includes the name and contact information for his System Administrator or Alternate.

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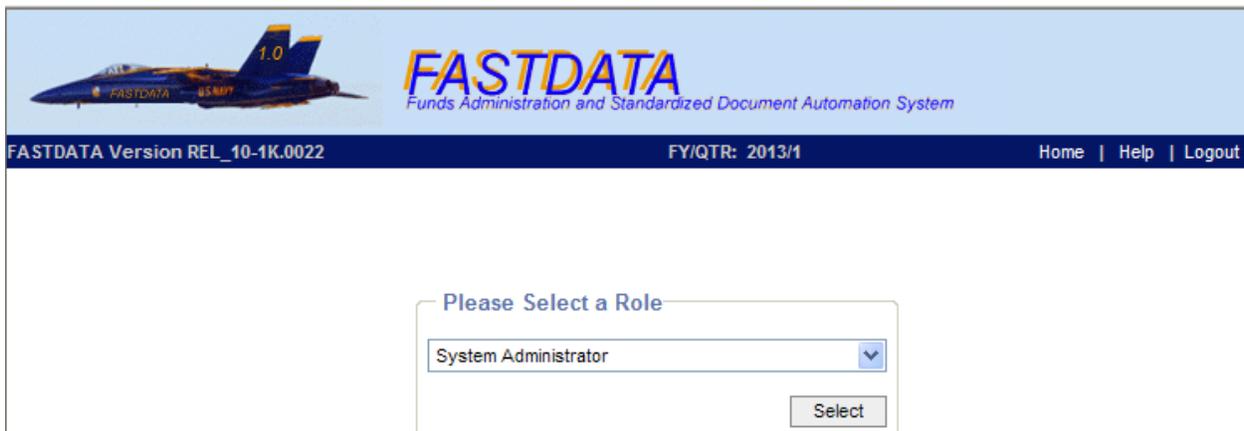
[FASTDATA WEB NAVIGATION](#)

When a new FA user types in the FASTDATA Web URL, a Legal Notice page will appear. After reading it and clicking OK, first time users will receive a screen containing the following:



A login form titled "Please Login" with two input fields: "Username:" and "Password:". Below the fields is a "Login" button.

The first time you use FASTDATA, enter the Username and Password that was provided to you. **Your CAC will be enabled for future logons.** Once you are connected to FASTDATA, the first screen you will see will be similar to:



The FASTDATA home screen features a header with a jet image and the text "FASTDATA Funds Administration and Standardized Document Automation System". Below the header is a navigation bar with "FASTDATA Version REL_10-1K.0022", "FY/QTR: 2013/1", and "Home | Help | Logout". The main content area contains a "Please Select a Role" section with a dropdown menu showing "System Administrator" and a "Select" button.

In the "Please Select a Role" area, the highest level to which you have been assigned will be the first role shown. All roles to which you have been assigned will be visible by using the dropdown arrow.

Select your applicable FA from the dropdown list to reach a screen similar to:



The FASTDATA user interface shows a header with a jet image and the text "FASTDATA Funds Administration and Standardized Document Automation System". Below the header is a navigation bar with "[TOGGLE MENU]", "FASTDATA Version REL_10-1K.0022", "Current Role: FA EDUC00, FY/QTR: 2011/4", and "Home | Help | Change FA/FY/QTR | Logout". The main content area contains a dropdown menu showing "EDUC00 - EDUCATION PROGRAMS" and a "Change Role" button. A red arrow points to the dropdown menu.

Notice that the current **Version** of the FASTDATA application is displayed on the top, left of the screen. At the top right, use the dropdown list to display all roles to which you have been assigned. To switch from the present role to another, highlight and click on the desired new role and select **Change Role**. Other header items are:

Current Role - The role the user has selected for this FASTDATA session, including the FA ID.

FY/QTR: The fiscal year and quarter in which the user is working. This may be changed, if desired. See “Change FA/FY/QTR” below.

Home – Selection of this header item returns the user to the Main Menu. (To get from one menu item to the next, selecting Home will close the screen you currently have open and take you back to the menu page to select another menu item.)

Help – Select Help to view online Help for the currently displayed page.

Change FA/FY/QTR – This option allows you to change the current FA, Fiscal Year, and Quarter. (To run Reports or perform any function in other than Current Year, select this option.)

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

The main functions available to the FA are listed on the left side of the screen as shown on the figure below. Each of these main levels contains sub-levels that are listed on the next page and described in detail throughout the User Guide.

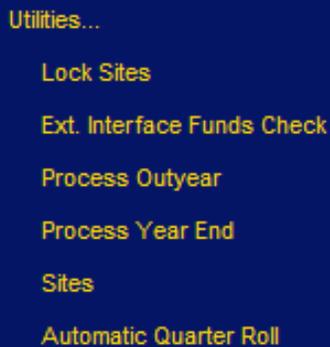


Funds Management Sub-levels:



Funds Management...
FA Summary
Resource Authorization
Build Financial Framework...
Invalid Authorizations...
Release To Site
Cost Redistribution...
Correct Expenditures
Expenditure Cost Transfer...
Reconciliation Document...
Suspend/Unsuspend...
Suspend Non-preceded Expenditures

Utilities Sub-levels:



Utilities...
Lock Sites
Ext. Interface Funds Check
Process Outyear
Process Year End
Sites
Automatic Quarter Roll

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

File Manager Sub-levels:



File Manager...
File Registration Display
Automated Jobs
File Inventory
Select RCs for JON Export
File Manual Export (BUD)
File Manual Upload...
Maintain Susp Ext Trans...

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FA FUNCTIONS

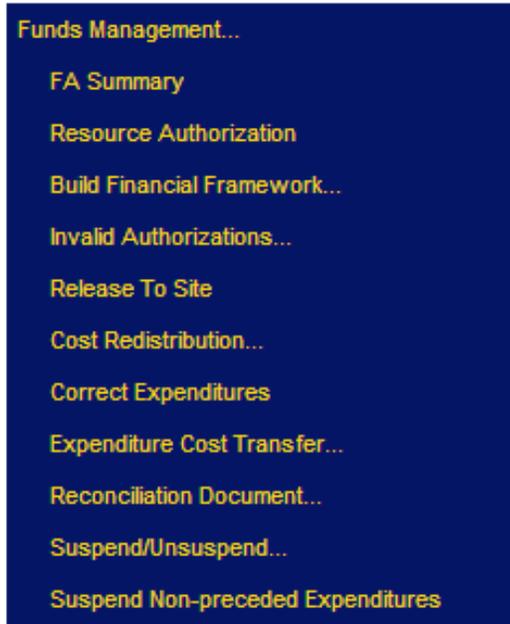
GENERAL INFORMATION – PLEASE READ!

- FASTDATA provides automatic generation of accounting transactions that travel from the Sites via the FA to STARS-FL. After transactions have been paid in STARS-FL, the expenditures are imported into FASTDATA by the FA, who then releases valid expenditures to the appropriate Sites for posting to their records.
- There are references throughout the User Guide to the “**GUI System.**” GUI stands for Graphic User Interface. This is the Power Builder, Client-Server system that existed before FASTDATA Web. Because many users of this guide are familiar with the GUI system, comparisons are made sporadically between the two systems.
- Keep in mind that any time **CLOSE** is performed prior to **SAVE**, all input or changes will be lost, and the user will be taken back to the prior screen.
- You are encouraged to **NOT** to use the **Browser Back Button**, as the selection of **CLOSE** or **HOME** on the FASTDATA menu bar will perform this function, depending on what screen the User is working.
- All FA User access is defined by the System Administrator.
- Throughout the Guide, you will see **links** to the various sections. Simply click on the link and you will be taken to the desired information.

All subsequent pages assume the FASTDATA user is signed onto the system, following the steps in the [FASTDATA Web Navigation](#) section of this document.

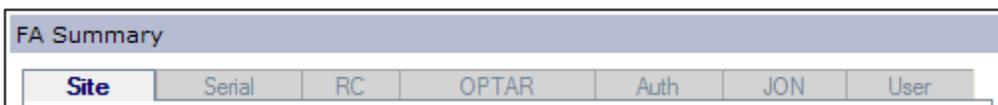
FUNDS MANAGEMENT

Each of the Funds Management features provides the FA the functionality to build and maintain its financial structure and to release this data to the Sites associated to the FA. The Funds Management functionality also allows for the cost redistribution and correction of suspended expenditures at the FA level, as well as the ability to suspend/un-suspend expenditures and accounting transactions. New features are the Resource Authorization and Expenditure Cost Transfer, as you will see described in the upcoming pages.



FA SUMMARY

The seven tabs on the view-only FA Summary page provide users quick access to data associated with the selected FA.



Site Tab

The first tab displays all Sites associated to the FA. For each, you will see the Site Description, Authorized amount, Obligated amount, and the available Balance. The Site totals will display at the bottom of the list. (See figure below.)

FA Summary																																																							
Site	Serial	RC	OPTAR	Auth	JON	User																																																	
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> Filter Direct/Reimbursable: <input type="text"/> <input type="button" value="Filter"/> </div> <table border="1"> <thead> <tr> <th>Site</th> <th>Description</th> <th>Authorized</th> <th>Obligated</th> <th>Balance</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>CMP</td> <td>EEE FUNDING</td> <td>0.00</td> <td>10,554.00</td> <td>(10,554.00)</td> <td colspan="2"></td> </tr> <tr> <td>CY</td> <td>CYBER</td> <td>2,335,900.00</td> <td>5,474,536.26</td> <td>(3,138,636.26)</td> <td colspan="2"></td> </tr> <tr> <td>IR</td> <td>PACOM HQ INTEL REQ & FM</td> <td>1,500.00</td> <td>249,621.21</td> <td>(248,121.21)</td> <td colspan="2"></td> </tr> <tr> <td>SC</td> <td>SCD/HTI</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td colspan="2"></td> </tr> <tr> <td>ZZ</td> <td>HDQTR UFRS</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Total</td> <td>2,337,400.00</td> <td>5,734,711.47</td> <td>(3,397,311.47)</td> <td colspan="2"></td> </tr> </tbody> </table>							Site	Description	Authorized	Obligated	Balance			CMP	EEE FUNDING	0.00	10,554.00	(10,554.00)			CY	CYBER	2,335,900.00	5,474,536.26	(3,138,636.26)			IR	PACOM HQ INTEL REQ & FM	1,500.00	249,621.21	(248,121.21)			SC	SCD/HTI	0.00	0.00	0.00			ZZ	HDQTR UFRS	0.00	0.00	0.00			Total		2,337,400.00	5,734,711.47	(3,397,311.47)		
Site	Description	Authorized	Obligated	Balance																																																			
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SC	SCD/HTI	0.00	0.00	0.00																																																			
ZZ	HDQTR UFRS	0.00	0.00	0.00																																																			
Total		2,337,400.00	5,734,711.47	(3,397,311.47)																																																			
<input type="button" value="Close"/>																																																							

To Exit the screen, select Close. To move to a different tab, click on the desired tab.

Serial Tab

The Serial Range tab of the FA Summary will display all ranges available in each Site associated to the FA. The information displayed will list the Site, Deactivated symbol (if checked), Beginning and Ending serial range, Last serial used in that group, Description, Service, SDN UIC, RC, and OPTAR. (RC and OPTAR will only be listed if the serial range was restricted to use by that particular combination.)

FA Summary									
Site	Serial	RC	OPTAR	Auth	JON	User			
Site	Deactivated	Beginning	Ending	Last	Desc	Service	SDN UIC	RC	OPTAR
CMP	<input type="checkbox"/>	EE200	EE400	EE201	EEE Funding (J2/USFJ)	N	65299	N/A	N/A
CY	<input type="checkbox"/>	C930	C960	C931	MILSTRIP	N	65299	N/A	N/A
CY	<input type="checkbox"/>	CL700	CL900	CL703	Cyber	N	65299	N/A	N/A
CY	<input type="checkbox"/>	CY700	CY900	CY718	Cyber	N	65299	N/A	N/A
CY	<input type="checkbox"/>	CY800	CY820	00000	SAT 302 #2	N	65299	N/A	N/A
CY	<input type="checkbox"/>	CY800	CY820	CY800	SAT 302 #1	N	65299	N/A	N/A
IR	<input type="checkbox"/>	05500	05599	05500	IR HQ GSA/FEDEX	N	65299	N/A	N/A
IR	<input type="checkbox"/>	R5000	R5100	00000	IR HQ TRAVEL	N	65299	N/A	N/A
IR	<input type="checkbox"/>	R5200	R5400	R5205	IR HQ FUNDING DOCS	N	65299	N/A	N/A
SC	<input type="checkbox"/>	SC100	SC300	00000	SCD HTI	N	65299	N/A	N/A
ZZ	<input type="checkbox"/>	ZZ100	ZZ399	00000	HDQTR UFRS	N	65299	N/A	N/A
<input type="button" value="Close"/>									

RC Tab

The RC tab will provide a summary of all RCs within the FA framework. Displayed on the screen will be each RC code, applicable FY, RC Funds amount from the RC record, Authorized amount from all Authorizations associated to the RC, Obligated amount from all Sites associated to the RC, and Available Balance at the RC. The bottom of the list will show the grand total for all RCs within the FA.

FA Summary						
Site	Serial	RC	OPTAR	Auth	JON	User
RC	FY	RC Funds	Authorized	Obligated	Balance	
AN	2010	0.00	100.00	0.00	100.00	
AV	2010	500.00	800.00	0.00	800.00	
LJ	2010	0.00	1,000.00	52.12	947.88	
MP	2010	0.00	2,334,700.00	2,412,695.97	(77,995.97)	
PM	2010	0.00	0.00	0.00	0.00	
PN	2010	0.00	600.00	20.00	580.00	
Total		500.00	2,337,200.00	2,412,768.09	(75,568.09)	

Close

Select Close to exit, or click on another tab.

OPTAR Tab

The OPTAR tab will display all OPTARS associated to the FA to which the user is signed on. The list will display, by RC, OPTAR and Title, Authorized amount, Obligated amount and Available Balance. Totals for the entire FA will be displayed at the bottom of the list.

FA Summary						
Site	Serial	RC	OPTAR	Auth	JON	User
RC	OPTAR/Title		Authorized	Obligated	Balance	
AN	AN01 ANNA ALV		100.00	0.00	100.00	
AV	AV01 ASH ALV		800.00	0.00	800.00	
LJ	LJ011 MPN OPTAR		1,000.00	52.12	947.88	
MP	CA J2/JIOC EEE Funds		0.00	5,053.00	(5,053.00)	
MP	CB USFJ EEE Funds		0.00	5,500.00	(5,500.00)	
PN	PN1 PNS NEWS		600.00	20.00	580.00	
Total			2,337,200.00	2,412,768.09	(75,568.09)	

Close

Auth Tab

The Auth tab will display by RC, OPTAR, Authorization, Total Authorizations, Total Obligations, & Available Balance. The grand total for the FA will be reflected on the bottom.

FA Summary						
Site	Serial	RC	OPTAR	Auth	JON	User
<input type="checkbox"/>						
RC	OPTAR	Authorization	Total Authorizations	Total Obligations	Available Balance	
AN	AN01	AN0001	100.00	0.00	100.00	
AV	AV01	AV0001	800.00	0.00	800.00	
LJ	LJ011	LJ0011	1,000.00	52.12	947.88	
MP	CA	CMP CA	0.00	5,053.00	(5,053.00)	
MP	CB	CMP CB	0.00	5,500.00	(5,500.00)	

MP	ZE	ZZ ZE	0.00	0.00	0.00	
MP	ZF	ZZ ZF	0.00	0.00	0.00	
PN	PN1	PN1001	600.00	20.00	580.00	
Total			2,337,200.00	2,412,768.09	(75,568.09)	
Close						

Select Close to exit or click on another tab.

JON Tab

The JON tab will display all of the JONs built into the FA's financial framework. The JONs will be listed by associated RC, OPTAR, Authorization, JON, JON Description, and Obligated amount. The bottom will show the total obligated for all JONs in the FA.

FA Summary						
Site	Serial	RC	OPTAR	Auth	JON	User
<input type="checkbox"/>						
RC	OPTAR	Authorization	JON	Description	Obligated	
MP	REIMB 1	REIMB1	65299098399	REIMB 1	15.00	
AN	AN01	AN0001	652990ANNA1	ANNA ALV	0.00	
AV	AV01	AV0001	652990ASHAV	ASH AVL	0.00	
MP	MB	BOTH01	652990BOTH1	CYBER Trng Tuition	4.00	

MP	ZD	ZZ ZD	652990ZZQ03	HDQTR UFRS TUITION	0.00	
MP	ZE	ZZ ZE	652990ZZT01	HDQTR UFRS SUPPLIES	0.00	
MP	ZF	ZZ ZF	652990ZZW01	HDQTR UFRS MINOR EQUIP	0.00	
Total					2,461,043.09	
Close						

Select Close to exit or click on another tab.

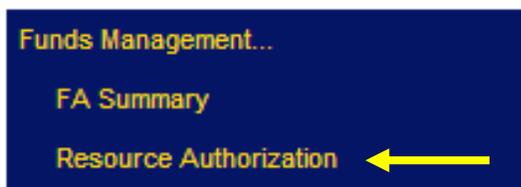
User Tab - The User tab will list all authorized Users by Name and User ID.

RESOURCE AUTHORIZATION (RA)

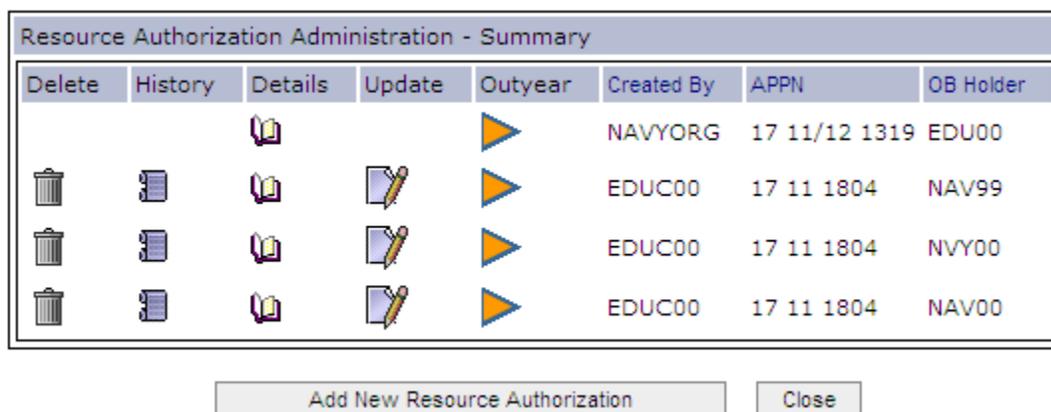
Funds received from Major Commands via a funding document such as the NC2168-1 must be entered in FASTDATA Web via the Resource Authorization menu item. As shown below, this entry point is located under the Funds Management option of the FA. Notice that the RA is located **above** Build Financial Framework. This is because in the Web, **before** the FA can be operational and build its financial framework, it **MUST** have a Resource Authorization established.

The Upper Level management of funds available in the Web now provides for levels at the Major Command (BSO), Component Command and Resource Manager **above** the FA level meaning that the Resource Authorization can be established by **any** of the upper levels and distributed or it may be established at the FA level. The illustration in this Guide sets up the Resource Authorization at the FA level only. Various scenarios of how to use the Upper Level funding chain are provided in [Appendix A](#) or you may see the “User Guide for Upper Funding Levels” for details. (This User Guide may be found at the same location on which this FA User Guide was found.)

When an activity is converted to FASTDATA Web, the RA will be converted into the FA. Once established, it can be modified as needed. A new RA can also be set up.



Selection of Resource Authorization from the menu above results in the RA Administration-Summary screen. This Summary screen will display any converted or established Resource Authorizations.



The screenshot shows a window titled "Resource Authorization Administration - Summary". It contains a table with columns: Delete, History, Details, Update, Outyear, Created By, APPN, and OB Holder. Below the table are two buttons: "Add New Resource Authorization" and "Close".

Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					EDUC00	17 11 1804	NAV99
					EDUC00	17 11 1804	NAVY00
					EDUC00	17 11 1804	NAV00

RA ADMINISTRATION-SUMMARY SCREEN ELEMENT DESCRIPTIONS

Delete	Select this icon to delete the associated Resource Authorization. However, you cannot delete an RA that has a distributed subhead.
History	Select the History icon to view the general information regarding the authorization and details of the subheads. See additional information below.
Details	Select the Detail icon to view subhead details including amendment information. See additional information below.
Update	Select the Update icon to modify the subhead information. You may add or decrease funds or add a new subhead. See additional information below.
Outyear	Select the Outyear icon to promote the authorization to the Outyear. See additional information below.

NOTE: In the Web the RA must be promoted to the Outyear before the RC can be promoted.

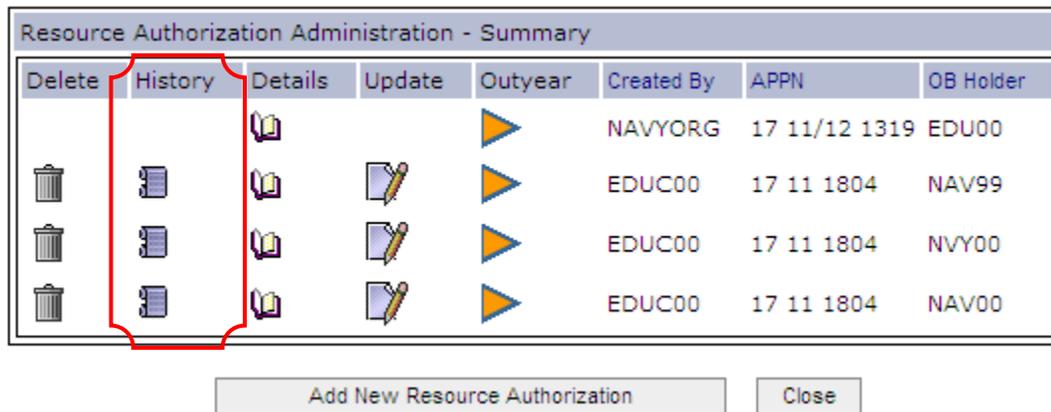
Created By	Identifies the Role that initiated the Resource Authorization.
APPN	Identifies the appropriation associated with the Resource Authorization.
OB Holder	Operating Budget Holder ID.

Add New Resource Authorization	Select this button to add a new Resource Authorization. See additional information below.
Close	Select this button to close the Resource Authorization Summary page.

You may sort the columns in either ascending or descending order by clicking on the column headings.

RA ADMINISTRATION-SUMMARY SCREEN OPTIONS

History Icon



The History tab is used to view the general information regarding the authorization and details of the subheads that make up the authorization. The page is divided into two sections; General and Subheads. If the screen displays another history button in the Subhead section, you may drill down to the lowest level of history of the RA. The History screen is shown in two parts below:

Left side of screen:

Resource Authorization History

General

Funding Type: O&MN OB Holder: NAVY00 Department: 17 Approval Date: 10/1/2009 Expired Date:

Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2009

Subheads

History	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Coc
	1200	0	2011	BASIC						

Elements displayed in the **General** section of the History figure above are defined below:

- **Funding Type** – Funding Type determines the structure of the Line of Accounting (LOA). Possible types are Operations & Maintenance, Navy (O&MN), Allotment (ALLOT), Reserve Personnel, Navy (RPN), Military Personnel, Navy (MPN), and Research and Development (RDT&E)
- **OB Holder** – Identifies a unique activity. This is usually a UIC.
- **Department** - A two-digit numeric identifier of the governmental department associated with the appropriation. For example, 17=Navy; 97=DOD.
- **Approval Date** - The date the appropriation was approved.
- **Expired Date** - This is an optional field used with multiyear appropriations. When entered, it must be equal to or greater than the Effective Date. The Expired Date indicates the extended period of performance beyond the ending date of the appropriation during which new obligations may be made for the ending fiscal year up to this date.

- **Begin Fiscal Year** - Identifies the first year of the appropriation.
- **End Fiscal Year** - Identifies the final year of the appropriation.
- **APPN (Appropriation)** - A 4-position code that identifies the Fund Account authorized by Congress to incur obligations for specified purposes and to make payments from the Treasury. Examples are: 1804 for O&MN and 1319 for RDT&E.
- **Effective Date** - The date when spending of appropriation money can begin.

Elements displayed in the **Subhead** section on the left side of the screen are defined below:

- **History** - If the screen displays another history button in the Subhead section, you may drill down to the lowest level of history of the RA.
- **Subhead** – A four-position code identifying the charges and credits of the first division level below the appropriation.
- **Sequence Nbr** – Identifies the number of consecutive changes that have been made to a subhead. There will be no entry in this field upon initial establishment of a subhead.
- **FY** – The beginning fiscal year of the appropriation.
- **Remarks** -Brief remarks describing the purpose of the subhead.
- **BCN, Sub Allot, AAA, OC, PAA** – Bureau Control Number, Sub Allotment, Authorizing Accounting Activity, Object Class and Property Accounting Activity taken from the funding document.

Right side of screen:

Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
		4,000.00	4,000.00	5,000.00	5,000.00	18,000.00
Total:		4,000.00	4,000.00	5,000.00	5,000.00	18,000.00

Elements displayed in the **Subhead** section on the right side of the screen are defined below:

- **Cost Code, TTC** – Cost Code and Transaction Type Code from the funding document.
- **Q1-Q4 Funds** – Quarterly amounts allotted for the listed Subhead.
- **Year** – Total of the quarterly amounts.

Detail Icon

Resource Authorization Administration - Summary							
Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					EDUC00	17 11 1804	NAV99
					EDUC00	17 11 1804	NAVY00
					EDUC00	17 11 1804	NAV00

Select the Details icon to view subhead details including amendment information. Upon selection, the Resource Authorization Detail screen will open. Due to the size of the screen, the Details screen is shown in two parts below:

Left side of screen:

Resource Authorization Details

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 10/1/2010 Expired Date:
 Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2010

Subheads

Details	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
	1300	0	2011	HAPPY NEW FY!	NAV00	0	068566	000	000001

Elements displayed in the **General** section of the Details screen above are defined below:

- **Funding Type** - Funding Type determines the structure of the Line of Accounting (LOA). Possible types are Operation & Maintenance, Navy (O&MN), Allotment (ALLOT), Reserve Personnel, Navy (RPN), Military Personnel, Navy (MPN), and Research and Development (RDT&E).
- **OB Holder** - Identifies a unique activity. This is usually a UIC.
- **Department** - A two-digit numeric identifier of the governmental department associated with the appropriation. For example, 17=Navy; 97=DOD.
- **Approval Date** - The date the appropriation was approved.
- **Expired Date** - This is an optional field used with multiyear appropriations. When entered, it must be equal to or greater than the Effective Date. The Expired Date indicates the extended period of performance beyond the ending date of the appropriation during which new obligations may be made for the ending fiscal year up to this date.
- **Begin Fiscal Year** - Identifies the first year of the appropriation.

- **End Fiscal Year** - Identifies the final year of the appropriation.
- **APPN (Appropriation)** - A 4-position code that identifies the Fund Account authorized by Congress to incur obligations for specified purposes and to make payments from the Treasury. Examples are: 1804 for O&M,N and 1319 for RDT&E.
- **Effective Date** - The date when spending of appropriation money can begin.

Elements displayed in the **Subhead** section on the left side of the screen are defined below:

- **Details** – Allows the user to drill down to lower level details of the selected subhead. The user may continue to drill down to lower levels as long as there is an icon in the Details column.
- **Subhead** – Subhead is a four-position code identifying the charges and credits of the first division level below the appropriation.
- **Sequence Nbr** – Identifies the number of consecutive changes that have been made to a subhead. There will be no entry in this field upon initial establishment of a subhead.
- **FY** – The beginning fiscal year of the appropriation.
- **Remarks** -Brief remarks describing the purpose of the subhead.
- **BCN, Sub Allot, AAA, OC, PAA** – Bureau Control Number, Sub Allotment, Authorizing Accounting Activity, Object Class and Property Accounting Activity from the funding document.

Right side of screen:

Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
NAV00112345N	2D	15,000.00	10,000.00	10,000.00	5,000.00	40,000.00
Total:		15,000.00	10,000.00	10,000.00	5,000.00	40,000.00

Elements displayed in the **Subhead** section on the right side of the screen are defined below:

- **Cost Code, TTC** – Cost Code and Transaction Type Code from the funding document.
- **Q1-Q4 Funds** – Quarterly amounts allotted for the listed Subhead.
- **Year** – Total of the quarterly amounts.
- **Total** -This line provides the grand total for quarters 1-4 for all subheads listed, and a grand total of funds for all subheads.

Details Drill down- On the left hand side of the Details screen, if there is an icon in the Details column, the user may drill down to lower level details of the selected subhead.

Resource Authorization Details

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 10/1/2010 Expired Date:

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

Subheads

Details	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
	1300	0	2011	HAPPY NEW FY!	NAV00	0	068566	000	000001

Subheads

An example of drilling down to the FA Funding screen is shown below, listing all RCs that have been established for the FA to which you are signed on, including their quarterly funding amounts:

FA Fund Details - Fund Detail

APPN: 17 10 1804

FA Funding							
Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	
LJ01	BASIC	0	65322	0	068988	000	
PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
000002	652990CYQ01	2D	0.00	0.00	1,000.00	500.00	1,500.00
RCs							
Details	RC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total	
	AN	0.00	0.00	0.00	0.00	0.00	
	AV	0.00	0.00	500.00	500.00	1,000.00	

Continuing to select the Details icon will provide information regarding the OPTARs that have been established for the selected RC:

Selecting the Details icon once more will provide information regarding the Authorizations that have been established for the selected OPTAR:

OPTAR								
OPTAR	Description	Direct Reimb Cd					Total Obligated	Total Authorized
AN01	ANNA ALV	D					0.00	100.00
Authorizations								
Details	Authorizat	Labor Cd						
	AN0001	N						
	Encumbered	Inventory Issue	Q1 Authorized	Q2 Authorized	Q3 Authorized	Q4 Authorized	Total Authorized	
	0.00	0.00	0.00	0.00	50.00	50.00	100.00	

Continuing to select the Details icon will provide information regarding the JONs that have been established:

FA Fund Details - Authorization Detail								
APPN: 17 10 1804								
FA Funding								
Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC		
LJ01	BASIC	0	65322	0	068988	000		
PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total	
000002	652990CYQ01	2D	0.00	0.00	1,000.00	500.00	1,500.00	
RC								
RC			Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total	
AN			0.00	0.00	0.00	0.00	0.00	
OPTAR								
OPTAR	Description	Direct Reimb Cd					Total Obligated	Total Authorized
AN01	ANNA ALV	D					12.00	100.00
Authorization								
Authorization	Labor Cd							
AN0001	N							
	Encumbered	Inventory Issue	Q1 Authorized	Q2 Authorized	Q3 Authorized	Q4 Authorized	Total Authorized	
	0.00	0.00	0.00	0.00	50.00	50.00	100.00	
Job Orders								
Details	Job Order	Description					Total Obligated	
	652990ANNA1	ANNA ALV					12.00	

And the final drill down would display any documents that have used each selected JON.

Documents			
DCN	Acrn	Last Sequence Nbr	Actual Cost
N6529910WRCY735	AA	00	10.00
N6529910WRCY739	AA	00	2.00
			Total
			12.00

Update Icon

Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					EDUC00	17 11 1804	NAV99
					EDUC00	17 11 1804	NAVY00
					EDUC00	17 11 1804	NAV00

This menu option may be used to make changes to existing Resource Authorization subheads or create new subheads. The page is divided into two sections: General and Subheads. Due to the size of the page, it is shown below in two parts.

Left side of screen:

Resource Authorization Update

General

Funding Type: MPN OB Holder: NAV00 Department: 17 Approval Date: 2/9/2010 Expired Date:

Begin Fiscal Year: 2010 End Fiscal Year: 2010 APPN: 1453 Effective Date: 2/9/2010

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		3219	0	2010	BASIC					

Elements displayed in **General** section of figure above:

- **Funding Type** - Funding Type determines the structure of the Line of Accounting (LOA). Possible types are Operation & Maintenance, Navy (O&MN), Allotment (ALLOT), Reserve Personnel, Navy (RPN), Military Personnel, Navy (MPN), and Research and Development (RDT&E).
- **OB Holder** - Identifies a unique activity. This is usually a UIC.
- **Department** - A two-digit numeric identifier of the governmental department associated with the appropriation. For example, 17=Navy; 97=DOD.
- **Approval Date** - The date the appropriation was approved.
- **Expired Date** - This is an optional field used with multiyear appropriations. When entered, it must be equal to or greater than the Effective Date. The Expired Date indicates the extended period of performance beyond the ending date of the appropriation during which new obligations may be made for the ending fiscal year up to this date.
- **Begin Fiscal Year** - Identifies the first year of the appropriation.
- **End Fiscal Year** - Identifies the final year of the appropriation.

- **APPN (Appropriation)** - A 4-position code that identifies the Fund Account authorized by Congress to incur obligations for specified purposes and to make payments from the Treasury. Examples are: 1804 for O&M,N and 1319 for RDT&E.
- **Effective Date** - The date when spending of appropriation money can begin.

Elements displayed in **Subheads Section** of figure above:

- **Delete** - Select the delete icon to delete the associated subhead. You may not delete a subhead with a distribution that has a funds balance or is cited in a Fund Administrator's financial framework.
- **Distribution** - Select the distribution icon if you wish to change subhead details, or make a distribution (according to your role) to a Component Command, Resource Manager, or Fund Administrator.)
- **Subhead** - Subhead is a four-position code identifying the charges and credits of the first division level below the appropriation. You may change the name of a subhead. The change will apply to all funding distributions and RCs that cite the subhead.
- **Sequence Nbr** - Identifies by number, the most recent change to the subhead.
- **Remarks** - A brief description of the purpose of the subhead. You may change the Remarks at this page.
- **BCN, Sub Allot, AAA, OC, PAA, Cost Code, TTC** - Line of Accounting (LOA) elements- You may modify and distribute changes to LOA data elements at this page. LOA changes must be applied to distributions at all levels. Funding distributed to the FA will be applied to all RCs that cite the funding line.
- **Add Subhead** - The RA Update screen will refresh and a blank line will allow a new subhead to be added as well as the funds authorized. Select this button if you wish to add a new subhead to the Authorization.
- **Save** - Saves the changes you have made to the page.

Right side of screen:

Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
		0.00	0.00	0.00	1,000.00	1,000.00
Total:		0.00	0.00	0.00	1,000.00	1,000.00

Close

- **Q1-Q4 Funds** – Quarterly amounts allotted for the listed Subhead.
- **Year** – Total of the quarterly amounts.
- **Total** -This line provides the grand total for quarters 1-4 for all subheads listed, and a grand total of funds for all subheads.
- **Close** - Closes the page and returns you to the Resource Authorization Administration Summary page.

Outyear Icon

Resource Authorization Administration - Summary							
Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					EDUC00	17 11 1804	NAV99
					EDUC00	17 11 1804	NAVY00
					EDUC00	17 11 1804	NAV00

FASTDATA provides the capability to promote the current year Resource Authorization to the next fiscal year, the Outyear. The ability to promote an RA is provided to the MC, CC, Resource Manager and FA roles. However, promoting an RA to the Outyear is limited to the role that created the RA. Roles that did not create the authorization have view-only privileges.

PROMOTING THE RA MUST BE COMPLETED BEFORE THE PROMOTE OUTYEAR FOR THE RCs CAN BE ACCOMPLISHED!

Resource Authorization Promote to Outyear						
General						
Funding Type: O&MN	OB Holder: 68389	Department: 97	Approval Date: 10/1/2009	Ex		
Begin Fiscal Year: 2010	End Fiscal Year: 2010	APPN: 0100	Effective Date: 10/1/2009			
Subheads						
Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	BCN
<input type="checkbox"/>	Not Promoted	4404	0	2010	4404	

The user would place a check in the Promote to Outyear column for those RAs he wishes to promote to the next fiscal year.

[Promoting Outyear for Multiyear Appropriations is covered in Appendix B.](#)

Adding a New Resource Authorization

When a new funding authorization has been provided to an FA for an appropriation, a new RA has to be established.

Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					EDUC00	17 11 1804	NAV99
					EDUC00	17 11 1804	NAV00
					EDUC00	17 11 1804	NAV00

Due to the size of the New Resource Authorization screen, it is shown below in two parts.

Left side of screen:

New Resource Authorization

General

Funding Type: OB Holder: Department: Approval Date: Expired Date:

Begin Fiscal Year: End Fiscal Year: APPN: Effective Date:

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds
No Funding Assigned															
Total:													0.00	0.00	0.

Elements displayed in the **General** section of figure above:

- **Funding Type** - Funding Type determines the structure of the Line of Accounting (LOA). Possible types are Operation & Maintenance, Navy (O&MN), Allotment (ALLOT), Reserve Personnel, Navy (RPN), Military Personnel, Navy (MPN), and Research and Development (RDT&E). The drop down arrow will provide a selection of the appropriation funding types.
- **OB Holder** - Identifies a unique activity. This is usually a UIC.
- **Department** - A two-digit numeric identifier of the governmental department associated with the appropriation. For example, 17=Navy; 97=DOD.

- **Approval Date** - The date the Resource Authorization was approved.
- **Expired Date** - This is an optional field used with multiyear appropriations. When entered, it must be equal to or greater than the Effective Date. The Expired Date indicates the extended period of performance beyond the ending date of the appropriation during which new obligations may be made for the ending fiscal year up to this date.
- **Begin Fiscal Year** - Identifies the first year of the appropriation.
- **End Fiscal Year** - Identifies the final year of the appropriation.
- **APPN (Appropriation)** - A 4-position code that identifies the Fund Account authorized by Congress to incur obligations for specified purposes and to make payments from the Treasury. Examples are: 1804 for O&M,N and 1319 for RDT&E.
- **Effective Date** - The date when spending of appropriation money can begin.

After entering the above information in the General section, select Add Subhead and continue as follows:

Left side of screen (continued):

New Resource Authori

General

Funding Type: OB Holder: Department: Approval Date: Expired Date:

Begin Fiscal Year: End Fiscal Year: APPN: Effective Date:

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
				2010						

Elements displayed in the **Subheads** section of the figure above:

- **Delete** – Allows for deletion of an eligible Subhead.
- **Distribution** – After Subhead establishment, an icon may appear in this column if you wish to change subhead details.
- **Subhead** -Subhead is a four-position code identifying the charges and credits of the first division level below the appropriation.
- **Sequence Nbr** - Identifies the number of consecutive changes that have been made to a subhead. There will be no entry in this field upon initial establishment of a subhead.
- **FY** – The beginning fiscal year of the appropriation. It is normally used to enter guidelines for the spending of funds.
- **Remarks** -Brief remarks describing the purpose of the subhead.
- **BCN, Sub Allot, AAA, OC, PAA** - Bureau Control Number, Sub Allotment, Authorizing Accounting Activity, Object Class and Property Accounting Activity from the funding document.

Right side of screen, Subhead section:

Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
		0.00	0.00	0.00	0.00	0.00
Total:		0.00	0.00	0.00	0.00	0.00

Elements displayed in the **Subheads** section of figure above:

- **Cost Code, TTC (Transaction Type Code)** - from Funding Document.
- **Q1 - Q4 Funds** –Enter the quarterly amounts allotted for the listed Subhead.
- **Year** –After Save, the system will generate a total of the quarterly amounts.
- **Total** –After Save, this line provides the grand total for quarters 1-4 for all subheads listed and a grand total of funds for all subheads.
- **Add Subhead** - Allows the user to add more subheads for the purpose of funds distribution. You may add multiple subheads.
- **Save** - Select this button to save your data when you have completed adding new subheads.
- **Close** - Closes the New Resource Authorization page.

Updating a Resource Authorization

To change Subhead information or funding, select the Update Icon from the RA Admin-Summary screen.

Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					974404	17 10/11 1319	LJ001
					974404	17 10 1453	NAV00
					JIOC-MC	17 10 1804	NAV33
					974404	17 10 1804	65299
					DIA-RM	97 10 0100	68389

The Resource Authorization Update screen will appear as shown below:

Resource Authorization Update

General

Funding Type: O&MN OB Holder: 65299 Department: 17 Approval Date: 4/21/2010 Expired Date:
Begin Fiscal Year: 2010 End Fiscal Year: 2010 APPN: 1804 Effective Date: 4/21/2010

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		LJ01	1	2010	BASIC	65322	0	068988	000	000002
		LJ02	0	2010	AMD 1	65322	0	068988	000	000002

Add Subhead

Save

Fields that may be changed will appear in white. After a successful Save of the modified data, there will be an increase in the Sequence Nbr field.

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BUILD FINANCIAL FRAMEWORK

Once the Resource Authorization has been established, the FA may build the Financial Framework. Options are listed on the menu below and will be addressed on the following pages:

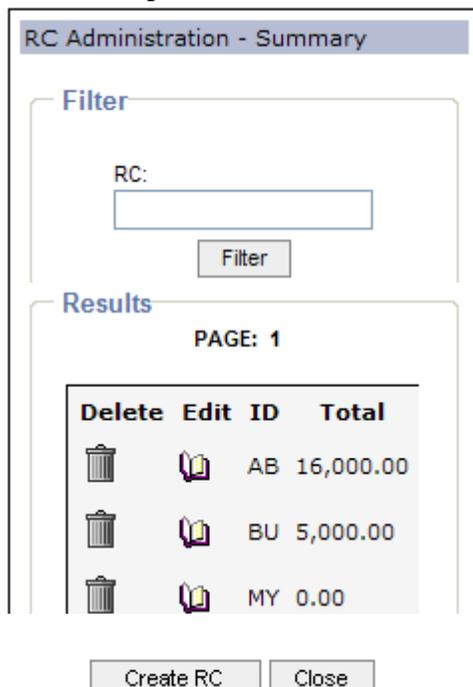


RC

Selection of RC from the sub-menu results in two options as shown below.



RC Admin provides the RC Administration-Summary screen as shown below:



Screen Elements:

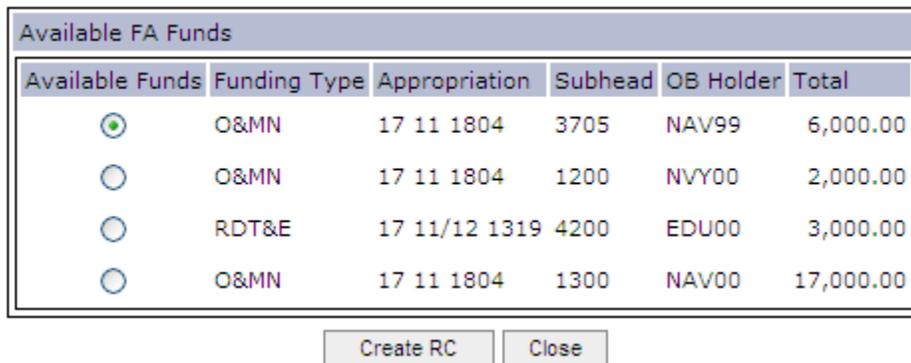
Filter Section - To use the Filter, enter an RC ID and select the Filter button. The system will initiate a search for the desired RC and display it in the Results section.

Results Section –

- **Delete** - Click on the Delete icon to delete the selected RC.
- **Edit** -Select the edit icon to navigate to the RC Administration-Detail page where modifications can be made.
- **ID** -The ID for the selected RC.
- **Total** -The total of available funds for the selected RC.
- **Create RC** -Select this button if you wish to create a new RC. This button is disabled when FA Funds are not available. If you attempt to create an RC before having received or created an RA for your FA, you will receive an error that you must first set up funds via the Resource Authorization screen prior to creating an RC. Additional information for creating an RC is provided below.
- **Close** -Closes the Responsibility Center Administration-Summary page.

[Adding a New RC](#)

Selecting the Create RC button will result in a screen similar to:



The screenshot shows a table titled "Available FA Funds" with the following data:

Available Funds	Funding Type	Appropriation	Subhead	OB Holder	Total
<input checked="" type="radio"/>	O&MN	17 11 1804	3705	NAV99	6,000.00
<input type="radio"/>	O&MN	17 11 1804	1200	NAV00	2,000.00
<input type="radio"/>	RDT&E	17 11/12 1319	4200	EDU00	3,000.00
<input type="radio"/>	O&MN	17 11 1804	1300	NAV00	17,000.00

Below the table are two buttons: "Create RC" and "Close".

This page identifies the Funding Type, Appropriation, Subhead, OB Holder and amount of funds available for each existing RA. Move the radio button in the Available Funds column to the Appropriation that will provide your funds. Select the Create RC button to continue with creation of a new Responsibility Center. You will receive a screen similar to:

Resource Authorization Available	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
FA Funds:	15,000.00	10,000.00	10,000.00	5,000.00	40,000.00
FA Funds Available:	5,000.00	5,000.00	5,000.00	2,000.00	17,000.00
FA Funds Available Year-To-Date:					17,000.00

New Responsibility Center

RC ID: TR Dept: 17
 Dept: 17 AAA: 068566
 BFY: 2011 EFY: 2011
 Basic Symbol: 1804 SubHd: 1300
 BCN/BP ALLOT: NAV00 SA/OB Sfx: 0
 Budget System: None PAA Type: 3 - NRFCWASH/NRFCGL/STARS
 System Code: 1 - RMS (O&MN and DBOF) Cost Code: 5 - STARS/FL
 Expenditure Variance %: 0 Expenditure Variance Amt: 0
 Transmit Acct Transactions: No Auth Funds Variance:
 Transmit 110 Authorizations: Transfer Authorization:
 Effective Date: 10/24/2011 Remarks:
 Release To Site:

Delete	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
	2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save Close

Screen Elements:

Resource Authorization Available Section –

- **FA Funds**-By quarter, the amount of funding in the Resource Authorization associated with the current FA.
- **FA Funds Available**-The amount of funding remaining in the RA associated with the current FA, available for other RCs or an increase to the displayed RC.
- **FA Funds Available-Year-to Date** -The RA funding available as of the current quarter.

New Responsibility Center Section –

New Responsibility Center

RC ID: TR Dept: 17
 Dept: 17 AAA: 068566
 BFY: 2011 EFY: 2011
 Basic Symbol: 1804 SubHd: 1300
 BCN/BP ALLOT: NAV00 SA/OB Sfx: 0
 Budget System: None PAA Type: 3 - NRFCWASH/NRFCGL/STARS
 System Code: 1 - RMS (O&MN and DBOF) Cost Code: 5 - STARS/FL
 Expenditure Variance %: 0 Expenditure Variance Amt: 0
 Transmit Acct Transactions: No Auth Funds Variance:
 Transmit 110 Authorizations: Transfer Authorization:
 Effective Date: 10/24/2011 Remarks:
 Release To Site:

Delete	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
	2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save Close

- **RC ID** - A user-defined ID that may be up to 10 alphanumeric characters.
- **TR Dept** – A two-digit code identifying the federal agency providing funds under a transfer appropriation.

- **Dept** - The two-digit designator identifying the governmental department to whom the funds being specified are appropriated or the department responsible for administering the funds. This is view only on the new RC screen, as it comes from the Department Code entered in the associated RA.
- **AAA** - The Authorization Accounting Activity UIC identifies the five-position unit identification code (UIC) of an activity designated to perform accounting services for another activity. This AAA UIC code is preceded by 0 (zero) in the AAA field.
- **BFY** - The beginning year of the appropriation. This is view only on the new RC screen, as it comes from the BFY of the associated RA.
- **EFY** -The ending year of the appropriation. This is view only on the new RC screen, as it comes from the EFY of the associated RA.
- **Basic Symbol** - The final four digits of the appropriation code which identifies the appropriation fund. This is view only on the new RC screen, as it comes from the Basic Symbol of the associated RA.
- **SubHd** – The Subhead is a four-position code identifying the charges and credits of the first division level below the appropriation. This is view only on the new RC screen, as it comes from the Sub Head of the associated RA.
- **BCN/BP ALLOT** - The Bureau Control Number can be the actual BCN, which is the five-position alphanumeric UIC code of the activity receiving the funds; it also can be the two-position budget project (BP) code plus the three-position allotment (ALLOT) code.

New Responsibility Center

RC ID:

TR Dept: 17

Dept: 17

AAA: 068566

BFY: 2011

EFY: 2011

Basic Symbol: 1804

SubHd: 1300

BCN/BP ALLOT: NAV00

SA/OB Sfx: 0

Budget System: None

PAA Type: 3 - NRFCWASH/NRFCGL/STARS

System Code: 1 - RMS (O&MN and DBOF)

Cost Code: 5 - STARS/FL

Expenditure Variance %: 0

Expenditure Variance Amt: 0

Transmit Acct Transactions:

No Auth Funds Variance:

Transmit 110 Authorizations:

Transfer Authorization:

Effective Date: 10/24/2011

Remarks:

Release To Site:

Delete	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
	2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save Close

- **SA/OB Sfx** - The one-character code identifying the subdivision of an allotment (SA) or a further breakdown of the Bureau Control Number for the operating budget suffix.
- **Budget System** - Indicates whether the FASTDATA installation interfaces with BUD.
- **PAA Type** – The display of a 3 in this field indicates that FASTDATA will be interfacing with STARS-FL and therefore, the configuration of the PAA field (in the line of accounting on printed documents) will be the last six positions of the DCN.
- **System Code** - Indicates the Funding Type from the Resource Authorization associated with the displayed RC, such as Operations & Maintenance, Navy (O&MN), Allotment, Reserve Personnel, Navy (RPN) Military Personnel, Navy (MPN) or Research and Development (RDT&E).

- **Cost Code** - The Cost Code from the initial RC record indicates the official accounting system to be used by the selected RC. By selecting 5-STARs/FL in this field, the Cost Code in the line of accounting on printed documents will contain the JON and Expense Element.
- **Expenditure Variance %** - The Expenditure Variance Percent indicates the acceptable percentage by which an expenditure can exceed the obligated or accounts payable amount. Expenditures meeting or exceeding the acceptable variance are documented in a report at the Site.
- **Expenditure Variance Amt** - The Expenditure Variance Amount indicates the acceptable amount by which an expenditure can exceed the obligated or accounts payable amount. Expenditures meeting or exceeding the acceptable amount are documented in a report at the site. This amount is used for reporting exceptions in the expenditure process.

New Responsibility Center

RC ID: TR Dept: 17
 Dept: 17 AAA: 068566
 BFY: 2011 EFY: 2011
 Basic Symbol: 1804 SubHd: 1300
 BCN/BP ALLOT: NAV00 SA/OB Sfx: 0
 Budget System: None PAA Type: 3 - NRFCWASH/NRFCGL/STARs
 System Code: 1 - RMS (O&MN and DBOF) Cost Code: 5 - STARs/FL
 Expenditure Variance %: 0 Expenditure Variance Amt: 0
 Transmit Acct Transactions: No Auth Funds Variance:
 Transmit 110 Authorizations: Transfer Authorization:
 Effective Date: 10/24/2011 Remarks:
 Release To Site:

Delete	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
	2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save Close

- **Transmit Acct Transactions** – A check in this box indicates that transactions received from the Site are to be included in the file created via the Send Accounting Batch to STARs-FL automated job. If unchecked, it indicates that it is to be a Direct Fund citation, which results when an OB holder officially requests another OB holder to create accounting transactions citing the first OB holder's LOA. The Direct Fund citation accounting transactions are not generated for export to STARs-FL but are printed on a report forwarded to the OB Holder making the request.
- **No Auth Funds Variance** – A check in this box indicates that the user desires immediate accountability of the direct Authorizations to the RC Funds. The sum of the year-to-date Authorizations shall not exceed the year-to-date RC Funds through the current quarter.
- **Transmit 110 Authorizations** - This feature, when checked, will allow the 110 funds entered on this screen to be sent to STARs-FL and will not require manual entry in both STARs-FL and FASTDATA. The Automated process to send the 110 to STARs-FL must be active. [See the Authorization Upload Section of this User Guide.](#)
- **Transfer Authorization** –This field will be disabled until an AUTH and JON have been established to transmit AUTH funds as execution codes 010 and 121 to STARs-FL. After the AUTH and JON have been set up, this field will be enabled and may be used to indicate that AUTH dollars for all AUTHs belonging to the displayed RC are to be forwarded to STARs-FL. This may be accomplished on each individual AUTH screen or marked here on the RC screen when mass action is desired. [See the Authorization Upload Section of this User Guide.](#)

- **Effective Date** – The date the transfer of RC funds to STARS-FL will go into effect.
- **Remarks** – Required user-designed information regarding the establishment of the RC. These remarks will appear in the RC history available from the RC edit screen.
- **Release to Site** - A checkbox indicating the Financial Framework has been released to the Site.
- **Funding Line** - The funding line provides details on the breakdown of RC funding by Quarter and category (Labor or Other). Specific elements of the funding line are:

Delete	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
	2010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- **Delete** - Select this Icon if you wish to delete the money values in the funding line.
- **FY** - The fiscal year in which the user is working.
- **Direct Labor Funds**
 - **Q1-Q4 Labor** -The total direct **labor** amount allotted to the displayed RC for the first quarter through the 4th quarter.
- **Direct Other Funds**
 - **Q1-Q4 Other** -The total direct **other** amount allotted to the displayed RC for the first quarter through the fourth quarter.
- **Save** – Saves your details and returns you to the RC Admin Summary page.
- **Close** – Closes the New Responsibility Center page.

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

Editing an RC

As required, modifications may be made to an RC record via Funds Management, Build Financial Framework, RC Admin. From the RC Administration-Summary screen, select the Edit icon:

RC Administration - Summary

Filter

RC:

Results

PAGE: 1

Delete	Edit	ID	Total
		AA	5,000.00
		AB	16,000.00
		BU	5,000.00
		MY	0.00
		TM	23,000.00

The RC Details screen will appear, similar to:

Resource Authorization Available	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
FA Funds:	15,000.00	10,000.00	10,000.00	5,000.00	40,000.00
FA Funds Available:	5,000.00	5,000.00	5,000.00	(3,000.00)	12,000.00
FA Funds Available Year-To-Date:					12,000.00

RC Details

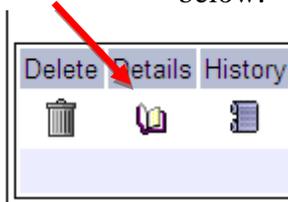
RC ID: AA	TR Dept: 17
Dept: 17	AAA: 068566
BFY: 2011	EFY: 2011
Basic Symbol: 1804	SubHd: 1300
BCN/BP ALLOT: EDU00	SA/OB Sfx: 0
Budget System: None	PAA Type: 3 - NRFCWASH/NRFCGL/STARS
System Code: 1 - RMS (O&MN and DBOF)	Cost Code: 5 - STARS/FL
Expenditure Variance %: 0	Expenditure Variance Amt: 0
Transmit Acct Transactions: <input checked="" type="checkbox"/>	No Auth Funds Variance: <input type="checkbox"/>
Transmit 110 Authorizations: <input type="checkbox"/>	Transfer Authorization: [Dropdown]
Effective Date: 12/8/2011	Remarks: [Text Box]
	Release To Site: <input checked="" type="checkbox"/>

Delete	Details	History	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
			2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Total:				0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00

This screen allows users to view, add, and modify Responsibility Center information. Remember that the amount of access a user has to this screen is controlled by the System Administrator. Choices are Update, Display or No Access.

[See the Adding a New RC section](#) above for a definition of the majority of screen elements. Elements new to the **Funding Line** are listed below:

Details –Select the Open Book icon to open the RC Fund Detail page that displays Labor/Other Direct Funds, Reimbursable Funds, and Year to Date (YTD) funds Authorized, Obligated and Available. Sample screen is shown below:



RC Fund Details - RC: TM		
Labor	Other	YTD Reimbursable
Q1: <input type="text" value="0.00"/>	Q1: <input type="text" value="10,000.00"/>	Other Auth: <input type="text" value="0.00"/>
Q2: <input type="text" value="0.00"/>	Q2: <input type="text" value="5,000.00"/>	Labor Auth: <input type="text" value="0.00"/>
Q3: <input type="text" value="0.00"/>	Q3: <input type="text" value="5,000.00"/>	Total Auth: <input type="text" value="0.00"/>
Q4: <input type="text" value="0.00"/>	Q4: <input type="text" value="3,000.00"/>	
Total: <input type="text" value="0.00"/>	Total: <input type="text" value="23,000.00"/>	Other Obl: <input type="text" value="0.00"/>
		Labor Obl: <input type="text" value="0.00"/>
		Total Obl: <input type="text" value="0.00"/>
YTD Auth: <input type="text" value="0.00"/>	YTD Auth: <input type="text" value="53,010.00"/>	Other Avail: <input type="text" value="0.00"/>
YTD Obl: <input type="text" value="0.00"/>	YTD Obl: <input type="text" value="8,727.81"/>	Labor Avail: <input type="text" value="0.00"/>
YTD Avail: <input type="text" value="0.00"/>	YTD Avail: <input type="text" value="44,282.19"/>	Total Avail: <input type="text" value="0.00"/>
	YTD Total Auth: <input type="text" value="53,010.00"/>	
	YTD Total Obl: <input type="text" value="8,727.81"/>	
	YTD Total Avail: <input type="text" value="44,282.19"/>	

Close

History – Select the History icon on the funding line to open the RC Funds History screen that displays a screen similar to the one below:



RC Funds History	
RC ID: TM	TR Dept:
Dept: 17	Budget System: None
BFY: 2009	EFY: 2009
SubHd: 1300	PAA Type: 3 - NRFCWASH/NRFCGL/STARS
System Code: 1 - RMS (O&MN and DBOF)	Cost Code: 5 - STARS/FL
Expenditure Variance %: 10	Expenditure Variance Amt: 100
Generate Transaction: Y	No Auth Funds Variance: N
FY: 2009	

Transfer RC Funds	Effective Date	Transferred	Basic Symbol	Remarks	AAA	BCN/BP ALLOT	SA/OB Sfx	Quarter	Labor	Other	Created By	Create Date
N			1804	Non-transf ...	068566	68045	0	1	\$0.00	\$0.00	INSTRUCTOR	10/18/2010 07:59:43 AM
N			1804	Non-transf ...	068566	68045	0	1	\$0.00	\$0.00	INSTRUCTOR	10/18/2010 07:59:43 AM
N	1/1/2011		1804	Non-transf ...	068566	68045	0	2	\$0.00	\$0.00	INSTRUCTOR	10/18/2010 07:59:43 AM
N	1/1/2011		1804	Non-transf ...	068566	68045	0	2	\$0.00	\$0.00	INSTRUCTOR	10/18/2010 07:59:43 AM
N	4/1/2011		1804	Non-transf ...	068566	68045	0	3	\$0.00	\$0.00	INSTRUCTOR	10/18/2010 07:59:43 AM
N	4/1/2011		1804	Non-transf ...	068566	68045	0	3	\$0.00	\$0.00	INSTRUCTOR	10/18/2010 07:59:43 AM
N	7/1/2011		1804	Non-transf ...	068566	68045	0	4	\$0.00	\$0.00	INSTRUCTOR	10/18/2010 07:59:43 AM

Funding Line elements continued:

Delete	Details	History	FY	Q1 Labor	Q2 Labor	Q3 Labor	Q4 Labor	Q1 Other	Q2 Other	Q3 Other	Q4 Other
			2009	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Total:				0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00

Duplicate Release Save Close

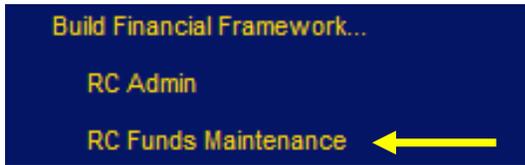
Duplicate – Creates a duplicate of the displayed RC, but leaves the RC ID field blank so that it may be filled in with the ID of the new RC. The remaining fields, including quarterly fund amounts may be edited.

Release - Select the Release button if you wish to release the displayed RC data to the Site. **Note:** The remaining elements of the Financial Framework are still required.

Save - Saves your details and returns you to the Responsibility Center Administration-Summary page.

Close - Closes the RC Details page.

RC FUNDS MAINTENANCE



Selection of RC Funds Maintenance allows the FA to view and/or update RC fund amounts for multiple RCs in a tabular format. This menu selection also allows filtered data to be extracted by the FA into an Excel spreadsheet. A screen is displayed similar to the one below:

RC Funds Maintenance

Filter

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

Filter Clear

Results

PAGE: 1

Remarks: Effective Date: 9/20/2012

* RC ID	Short LOA	Other Q1 Amount	Other Q2 Amount	Other Q3 Amount	Other Q4 Amount	Other YTD RC Amount	Other Total RC Amount	Other YTD Auth Amount	Other Total Auth Amount	Obligated Amount	Undistributed Amount
AA 17 17 11/11 1804 1300 EDU20 0 068566		0.00	0.00	0.00	5,000.00	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$0.00	\$1,000.00
AB 17 17 11/11 1804 1200 EDU20 0 068566		2,000.00	2,000.00	3,000.00	3,000.00	\$10,000.00	\$10,000.00	\$74,000.00	\$74,000.00	\$4,690.31	(\$64,000.00)
MY 17 17 11/12 1319 4200 EDU20 0 068566		0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TM 17 17 11/11 1804 1300 68045 0 068566		10,000.00	5,000.00	5,000.00	3,000.00	\$23,000.00	\$23,000.00	\$62,000.00	\$62,000.00	\$0.00	(\$39,000.00)

Save Export Close

You can filter your search by RC or Short LOA, entering one or a combination of these fields. You may use the "*" as a wildcard to assist in your search. You could further narrow your search by selecting a desired Fund Type, (Other or Labor) and a desired Sort Order (RC or Short LOA). The user would select Filter to apply the criteria or Clear to remove the choices.

The Results section of the screen will display all RCs and Short LOAs associated to your filtered search criteria.

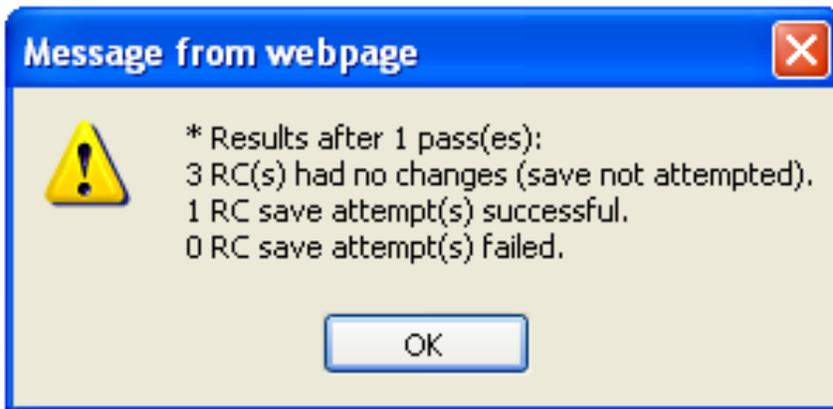
For each RC and quarter that requires update, you must enter remarks in the "Remarks" block; enter the desired "Effective Date" (default is current date); and the total RC Authorized amount (not the mod or the adjustment amount). As you move to the next line to update, FASTDATA refreshes the display of the calculated amounts for the updated row, and marks the row so you will know that it has been modified but not yet saved.

For each RC, results should be the same as if the funds update had been made in RC Admin. For increases, FASTDATA validates that the YTD RC Funds do not exceed Total RA Funds distributed to the FA for that Subhead.

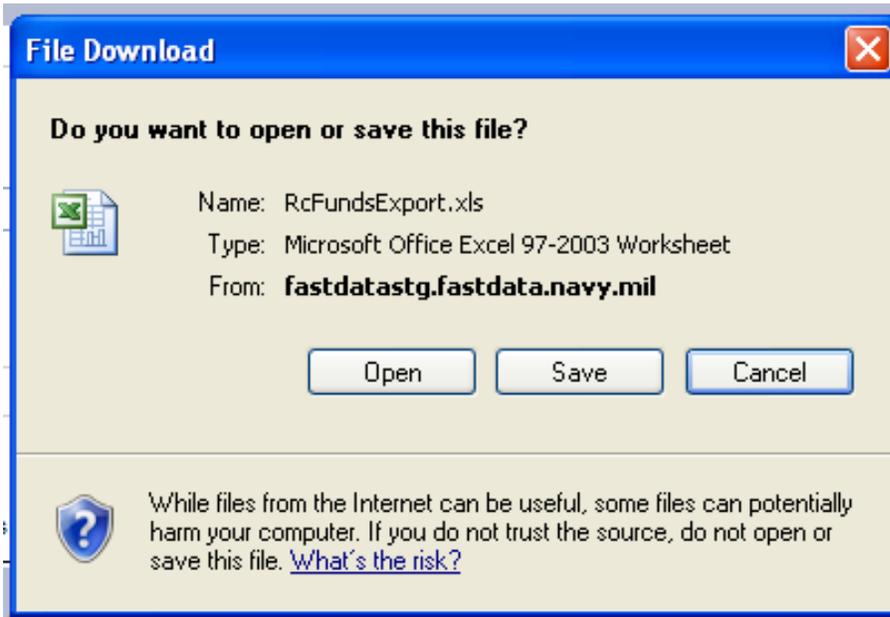
An Export button is available if you desire to save your data to an Excel spreadsheet; however, if you select Export before selecting Save, you will receive the following message:



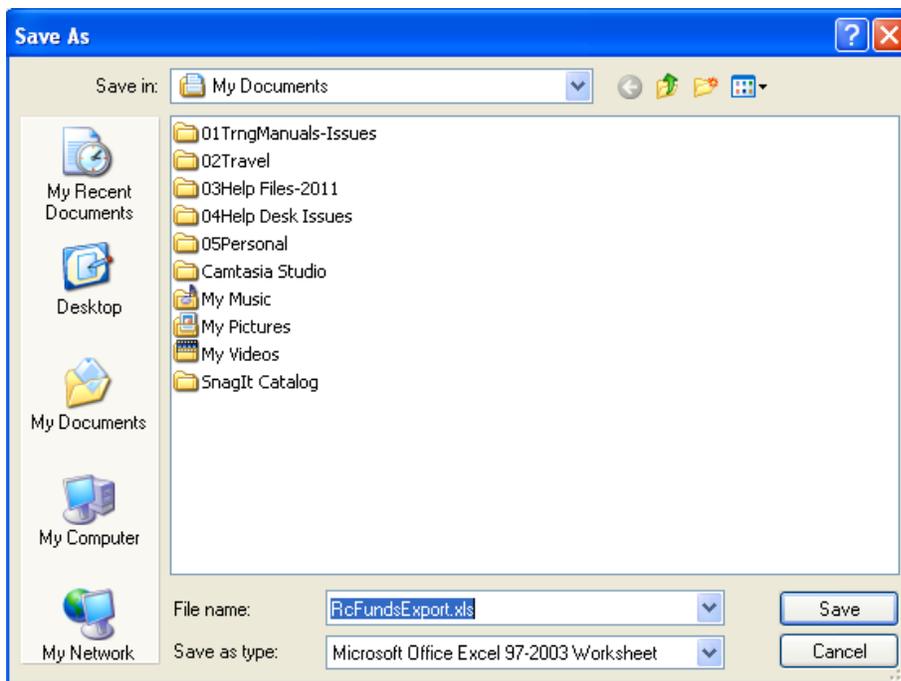
Click Save and receive:



Now click Export and receive:



Selecting Save takes you to a screen similar to the one below where you would designate your desired file name and location.



Clicking Open would result in a display of the information in Excel format, similar to:

FOR OFFICIAL USE ONLY													
RC ID	Short LOA						Other Q1 Amt	Other Q2 Amt	Other Q3 Amt	Other Q4 Amt	Other YTD RC Amt	Other Total RC Amt	
AB	17	17	11/11	1804	1200	EDU00 0 068566	\$2,000.00	\$2,000.00	\$3,000.00	\$4,000.00	\$2,000.00	\$11,000.00	
BU	17	17	11/11	1804	3705	68094 0 068666	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,000.00	\$5,000.00	
MY	17	17	11/12	1319	4200	EDU00 0 068566	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TMM	17	17	11/11	1804	1300	NAV00 0 068588	\$10,000.00	\$5,000.00	\$5,000.00	\$3,000.00	\$10,000.00	\$23,000.00	

OPTAR ADMIN

This selection will allow qualified users to add, duplicate, modify, and delete FASTDATA OPTARs.



Selecting OPTAR Admin will result in a screen similar to:

Optar Administration - Summary

Filter

RC: Optar: Optar Title:

Results

PAGE: 1

Delete	Edit	RC	OPTAR	Title	Authorized	Obligated	Balance
		AA	01	AUTH OPTAR	4,000.00	0.00	4,000.00
		AA	90	90 OPTAR	10.00	0.00	10.00
		AA	9D	9D OPTAR	2.00	0.00	2.00
		AB	07	TRNG PROGRAM 07	130,000.00	5,666.31	124,333.69
		MY	MY01	MULTIYEAR OPTAR 1	0.00	0.00	0.00
		TM	1A	TRAINING PROGRAM 1	62,000.00	8,722.81	53,277.19
		TM	RZ	RZ Test 1	100.00	5.00	95.00

Screen Elements:

Filter Section –

The Filter section provides the opportunity to enter specific search criteria; thereby reducing the number of pages displayed in the Results section. The user may search by RC, OPTAR, or OPTAR Title. You may enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard. For example, if the user enters MA* in the OPTAR field and clicks the Filter button, the system will return a list of all OPTARS that begin with MA.

Optar Administration - Summary

Filter

RC: Optar: Optar Title:

Filter

Results Section –

Results

PAGE: 1

Delete	Edit	RC	OPTAR	Title	Authorized	Obligated	Balance
		AA	01	AUTH OPTAR	4,000.00	0.00	4,000.00
		AA	90	90 OPTAR	10.00	0.00	10.00
		AA	9D	9D OPTAR	2.00	0.00	2.00
		AB	07	TRNG PROGRAM 07	130,000.00	5,666.31	124,333.69

- **Delete** – Select this Icon to delete the OPTAR. You cannot delete an OPTAR that has been exported or has existing authorizations.
- **Edit** – Select this Icon to view or make modifications to the existing OPTAR. See details in the Editing an OPTAR section of this Guide.
- **RC** – The RC to which the displayed, corresponding OPTAR is associated.
- **OPTAR** – The identifying code of the OPTAR to be viewed or modified.
- **Title** – The title of the OPTAR to be viewed or modified.
- **Authorized** – The total of all authorized fenced, unfenced, labor and other authorized funds for the corresponding OPTAR.
- **Obligated** – The total of all obligated fenced, unfenced, labor and other funds for the corresponding OPTAR.
- **Balance** – The OPTAR’s total authorized amount less the obligated amount.

[Adding a New OPTAR](#)

Selecting the Add OPTAR button will result in a screen similar to:

New OPTAR

Optar Detail

RC: AA ▾

ID:

Title:

Keeper:

Holder:

Address:

External System Indicator: NONE ▾

Direct/Reimbursable: D ▾

Check For Funds:

Site: ▾

Funds

Fenced Other Authorized:	<input type="text"/> 0.00	Fenced Other Obligated:	<input type="text"/> 0.00
Fenced Labor Authorized:	<input type="text"/> 0.00	Fenced Labor Obligated:	<input type="text"/> 0.00
Unfenced Other Authorized:	<input type="text"/> 0.00	Unfenced Other Obligated:	<input type="text"/> 0.00
Unfenced Labor Authorized:	<input type="text"/> 0.00	Unfenced Labor Obligated:	<input type="text"/> 0.00
Total Authorized:	<input type="text"/> 0.00	Total Obligated:	<input type="text"/> 0.00
Total Available:	<input type="text"/> 0.00		

Release to Site:

Save Close

Screen Elements:

Optar Detail Section –

- **RC** –Select the Responsibility Center (RC) to which your new OPTAR is to be associated.
- **ID** – Enter a user-defined 10-position alphanumeric code.
- **External System Indicator** – Select NONE, AT or XP to indicate whether the JONs assigned to this new OPTAR are to be used for all purposes or are restricted for use with the external systems of ATOS or Express Purchase (PARIS).
- **Title** –A brief description of the OPTAR.

- **Direct/Reimbursable** – Select a “D” if this OPTAR is to receive Direct funding from your Major Command or “R” if this OPTAR is to receive Reimbursable funding from another activity.
- **Keeper** – An optional field that may be used to enter the name of the primary “record keeper” of the OPTAR.
- **Check for Funds** – Place a check in this field if you wish to ensure that the Site associated to this OPTAR cannot create a document if it takes them over their authorized amount.
- **Holder** – An optional field intended to indicate the individual responsible for the financial status of the OPTAR.
- **Site** – The Site that will create documents for this OPTAR.
- **Address** – The address of the Holder.

Funds Section –

Funds			
Fenced Other Authorized:	0.00	Fenced Other Obligated:	0.00
Fenced Labor Authorized:	0.00	Fenced Labor Obligated:	0.00
Unfenced Other Authorized:	0.00	Unfenced Other Obligated:	0.00
Unfenced Labor Authorized:	0.00	Unfenced Labor Obligated:	0.00
Total Authorized:	0.00	Total Obligated:	0.00
Total Available:	0.00		
Release to Site:			

Save Close

- **Fenced Other Authorized** -Contains the total of all authorized funds that are fenced and non-labor for the 1st quarter through the active quarter.
- **Fenced Other Obligated** -Contains the total of all obligated funds that are fenced and non-labor for the 1st quarter through the active quarter.
- **Fenced Labor Authorized** – Contains the total of all authorized funds that are fenced and labor for the 1st quarter through the active quarter.
- **Fenced Labor Obligated** – Contains the total of all obligated funds that are fenced and labor for the 1st quarter through the active quarter.
- **UnFenced Other Authorized** - Contains the total of all authorized funds that are unfenced and non-labor for the 1st quarter through the active quarter.
- **UnFenced Other Obligated** - Contains the total of all obligated funds that are unfenced and non-labor for the 1st quarter through the active quarter.
- **UnFenced Labor Authorized** - Contains the total of all authorized funds that are unfenced and labor for the 1st quarter through the active quarter.
- **UnFenced Labor Obligated** - Contains the total of all obligated funds that are unfenced and labor for the 1st quarter through the active quarter.
- **Total Authorized** – Contains the total of all authorized fenced, unfenced, labor, and other authorized funds for the OPTAR.

- **Total Obligated** – Contains the total of all obligated fenced, unfenced, labor, and other obligated funds for the OPTAR.
- **Total Available** – Contains the OPTAR's total authorized amount less the total obligated amount.
- **Release To Site** – Indicates whether or not the OPTAR record has been released to the Site.
- **Save** – Saves the data entered on the New OPTAR screen.
- **Close** – Closes the New OPTAR screen.

NOTE: To add a new OPTAR that will contain much of the same information as an existing OPTAR, select the desired OPTAR from the OPTAR list and then select the Edit icon. This will take you to the OPTAR Detail page. At this page, select the Duplicate button, which will open the New OPTAR page showing the existing OPTAR information with an empty OPTAR ID field.

Editing an OPTAR

As required, modifications may be made to an OPTAR record via Funds Management, Build Financial Framework, OPTAR Admin. From the OPTAR Administration-Summary screen, select the Edit icon for the OPTAR you wish to view or modify.

The OPTAR Details screen will appear, similar to:

OPTAR Details

Optar Detail

RC: TM
ID: 1A
Title: TRAINING PROGRAM 1
Keeper: Susan Myer
Holder: Mike Plumber
Address: 30 Wisteria Lane
Pensacola, Fl. 32508

External System Indicator: NONE
Direct/Reimbursable: D
Check For Funds:
Site: OFF00

Funds

Fenced Other Authorized:	0.00	Fenced Other Obligated:	0.00
Fenced Labor Authorized:	0.00	Fenced Labor Obligated:	0.00
Unfenced Other Authorized:	53,000.00	Unfenced Other Obligated:	8,722.81
Unfenced Labor Authorized:	0.00	Unfenced Labor Obligated:	0.00
Total Authorized:	53,000.00	Total Obligated:	8,722.81
Total Available:	44,277.19		

Release to Site:

Duplicate Save Close

Fields that may be edited will appear in white.

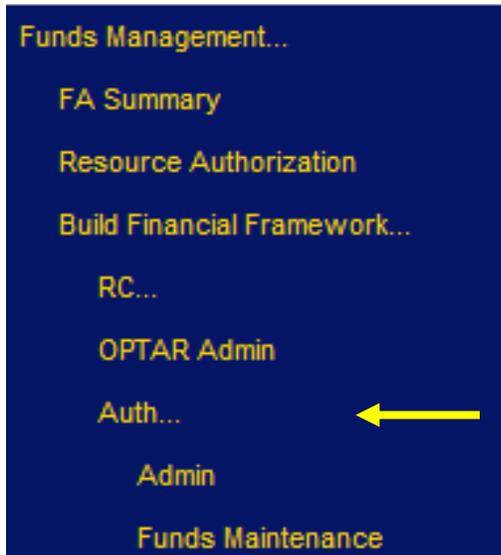
[See the Adding a New OPTAR](#) section above for a definition of all screen elements. Save your changes or Close to exit the screen.

If the Duplicate key is selected, the user will be taken to a New OPTAR screen that will carry forward most of the information from the OPTAR that was edited. The user may then enter a new OPTAR ID; change or add information as desired; and Save.

AUTHORIZATION

The next Financial Framework entry is an Authorization. Portions of the RC's allotted dollars may be entered here, authorizing use of the dollars for the purpose indicated in the Authorization description. Each Authorization is given only direct or reimbursable money as is dictated by the owning OPTAR. The Authorization will identify different types of money control within the OPTAR such as Ceiling or Fenced, and Labor or Other (non-labor).

To create an Authorization, go to the Funds Management menu; select Build Financial Framework from the sub-menu and Auth. Notice that there are two options.



Auth Admin

Selection of Auth, Admin results in the Authorization Administration – Summary screen. This selection will allow qualified users to add, duplicate, modify, and delete FASTDATA Authorizations. You must have at least one OPTAR in order to create an Authorization.

Authorization Administration - Summary

Filter

RC: OPTAR: Authorization:

Results

PAGE: 1 2 >>

Delete	Edit	RC	OPTAR	Authorization	Total Authorizations	Total Obligations	Available Balance
		AA 01		AUTH01	4,000.00	0.00	4,000.00
		AA 90		90009	10.00	0.00	10.00
		AA 9D		9D0001	2.00	0.00	2.00
		AB 07		7A0001	74,000.00	4,486.31	69,513.69
		AB 07		7A0LBR	56,000.00	1,180.00	54,820.00
		BU 03		BU003A	50,500.00	0.00	50,500.00
		BU 03		BU003B	50,500.00	0.00	50,500.00
		BU 08		BU008A	50,500.00	0.00	50,500.00
		BU 08		BU008B	50,500.00	0.00	50,500.00
		BU 09		BU009A	50,500.00	0.00	50,500.00

Screen Elements:

Filter Section –

The Filter section provides the opportunity to enter specific search criteria; thereby reducing the number of pages displayed in the Results section. The user may search by RC, OPTAR, or Authorization. You may enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard. For example, if the user enters MA* in the Authorization field and clicks the Filter button, the system will return a list of all Authorizations that begin with MA.

Results Section –

- **Delete** – Select this Icon to delete the Authorization. You cannot delete an Authorization that has been exported or has existing JONs.
- **Edit** – Select this Icon to view or make modifications to an existing Authorization.
- **RC** – The RC to which the displayed, corresponding Authorization is associated.
- **OPTAR** – The code of the OPTAR to which the Authorization is associated.
- **Authorization** – The 6-position alphanumeric assigned to the Authorization.
- **Total Authorizations** – The total amt authorized for all 4 quarters of the active FY.
- **Total Obligations** – The year-to-date sum of all obligated amounts for all JONs attached to the Authorization.
- **Available Balance** – The year-to-date authorized amount less the year-to-date obligated.

[Adding a New Authorization](#)

Selecting the Add Authorization button will result in a screen similar to:

QTR	Authorized Funds	Undistributed Authorizations
1st:	0.00	
2nd:	0.00	
3rd:	0.00	
4th:	0.00	

Screen Elements:

Authorization Section –

- **RC/OPTAR** –Select the Responsibility Center (RC) and OPTAR to which your new Authorization is to be associated.
- **Auth ID** – A six-position alphanumeric code to be assigned to the new Authorization.
- **Labor Cd** – Select Non-Labor, Labor or Both from the dropdown list.
- **Ceiling** –A check in this field indicates that the JONs attached to this Authorization cannot spend over the Authorized Funds for this Authorization.
- **SAG** -The Subactivity Group code identifies breakouts of financial data in accounting for expenses and gross adjusted obligations contained in operating budgets and financed by O&MN appropriations.
- **Local Code** –This user-established code of up to five characters identifies document types and groupings for reporting purposes.
- **Fenced** –A check in this field indicates that the JONs attached to this Authorization are guaranteed the amounts specified for the purpose of this Authorization and that other Authorizations assigned to the same OPTAR cannot borrow this money. This code can be changed even after the Auth has been released to a Site.
- **Function** -Identifies a code designed to collect expense and gross adjusted obligation information required by DOD and to fulfill the management requirements of the Navy and Marine Corps.
- **Project Cntr** -Contains the user-defined, six character DMLSS Project Center ID for BUMED users.

- **Customer** -Contains the user-defined, six character DMLSS Customer ID for BUMED users.
- **Subfunction** -Identifies a further breakdown of the Function Code. A value of Z denotes a reimbursable association.
- **Auth Desc** -A brief description of the purpose of the Authorization.
- **Transfer Authorization** - This field will be checked to allow all new entries of Authorized Funds to flow to STARS-FL as an 010 Execution Code. [See the Authorization Upload Section of this User Guide.](#)
- **Authorization JON**- Select the JON on which you wish to send your 010 Execution Code authorization to STARS-FL. The Auth JON must be selected when transfer is activated. [See the Authorization Upload Section of this User Guide.](#)
- **Remarks** – User comments that are required for a successful SAVE of the AUTH. These remarks will appear in the History of the Authorization to help determine when certain actions were taken against the Authorization.

Funds Section –

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

- **Authorized Funds** - 1st-4th QTR. Enter the amounts allotted to this Authorization, per quarter.
- **Undistributed Authorizations** – 1st-4th QTR. The amounts, per quarter, left in the RC Funds that have not been “authorized” for spending.

Editing an Authorization

As required, modifications may be made to an Authorization record via Funds Management, Build Financial Framework, AuthAdmin. From the Authorization Administration-Summary screen, select the Edit icon for the Authorization you wish to view or modify.

Authorization Administration - Summary

Filter

Results

Delete	Edit	RC	OPTAR	Authoriz
		AA	01	AUTH01
		AA	90	90009
		AA	9D	9D0001
		AB	07	7A0001

The Authorization Details screen will appear, similar to:

Authorization Detail

Authorization

RC / OPTAR: AA / 01 Auth ID: AUTH01 Labor Cd: Non-Labor

Ceiling: SAG: Local Code:

Fenced: Function: Project Cntr:

Customer: Subfunction: Auth Desc: 010 AUTH

Transfer Authorization: Authorization JON: EDU009AA010 Effective Date: 10/21/2010

Remarks: [View History](#)

Funds

QTR	Authorized Funds	Undistributed Authorizations
1st:	0.00	(12.00)
2nd:	0.00	0.00
3rd:	0.00	0.00
4th:	4,000.00	1,000.00
Total:	4,000.00	

YTD

YTD Authorizations: 0.00 YTD Obligations: 0.00

Encumbered: 0.00 Inventory Issued: 0.00

Available Balance: 0.00 Release to Site:

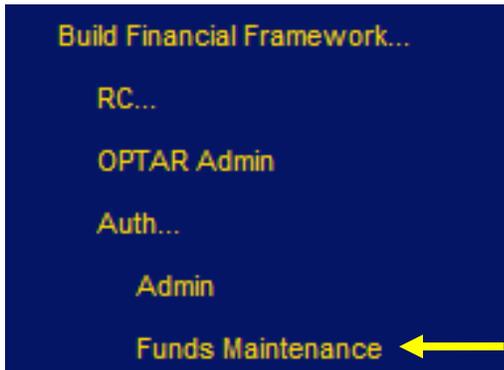
Duplicate Save Close

Fields that may be edited will appear in white.

See the [Adding a New Authorization](#) section above for a definition of all screen elements.

If the Duplicate key is selected, the user will be taken to a New Authorization screen that will carry forward most of the information from the Auth that was edited. The user may then enter a new AUTH ID; change or add information as desired; and Save.

Auth Funds Maintenance



This menu selection allows the FA to view and/or update Authorization fund amounts for multiple Authorizations in a tabular format. This menu selection also allows filtered data to be extracted by the FA into an Excel spreadsheet. The list of Authorizations may be filtered on Responsibility Center, Short Line of Accounting, OPTAR, Authorization ID and/or Funding Type.

Selection of Auth Funds Maintenance displays a screen similar to the one below that displays all Authorizations and Short LOAs associated to your filtered search criteria.

Authorization Funds Maintenance

Filter

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

Results

PAGE: 1

Remarks: Effective Date: 9/27/2012

* RC ID	Short LOA	OPTAR	Auth	Other Q1 Amount	Other Q2 Amount	Other Q3 Amount	Other Q4 Amount	Other YTD Auth Amount	Other Auth Total	Obligated Amount	Inventory Issued Amount	Auth Balance
AA	17 17 11/11 1804 1300 EDU20 0 068566	01	AUTH01	0.00	0.00	0.00	4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00
AB	17 17 11/11 1804 1200 EDU20 0 068566	07	7A0001	56,000.00	6,000.00	6,000.00	6,000.00	\$74,000.00	\$74,000.00	\$4,690.31	\$0.00	\$69,309.69
MY	17 17 11/12 1319 4200 EDU20 0 068566	MY01	MY0001	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TM	17 17 11/11 1804 1300 68045 0 068566	1A	1A0001	53,000.00	3,000.00	3,000.00	3,000.00	\$62,000.00	\$62,000.00	\$0.00	\$0.00	\$62,000.00

For each Auth and quarter that requires update, you must enter remarks in the "Remarks" block; enter the desired "Effective Date" (default is current date); and the total Authorized amount (not the mod or the adjustment amount). As you move to the next line to update, FASTDATA refreshes the display of the calculated amounts for the updated row, and marks the row so you will know that it has been modified but not yet saved.

Uploading an Authorization to STARS-FL

Authorizations may be uploaded to STARS-FL via use of the Automated Jobs process. The uploads will consist of the following Execution Codes:

<u>STARS-FL</u>		<u>FASTDATA Source</u>	
110	Direct Auth for the OB	RC Funds	
010	Direct Auth for the Fund Status	OPTAR Auth for Direct	
121	Reimb Orders Received	OPTAR Auth for Reimb	

The applicable automated jobs shown below must be turned on by the FA user to transfer the authorizations.

Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
N	Send OPTAR Authorizations (010,121) to STARS_FL.	-Never-	MIN	0:00	30.0
N	Send RC Funds Authorizations (110) to STARS-FL.	-Never-	MIN	0:00	30.0
Y	Send expenditures to the Site(s).	02/23/2009 13:31:30	MIN	0:00	5.0

Save Close

Amounts transferred are net changes to those entered on the RC screen (110s) and on the Authorization detail screen or those that were imported from Budget Builder (010s and 121s).

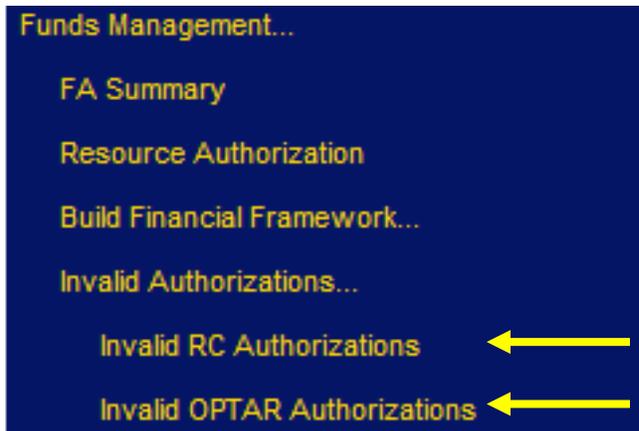
REQUIRED STEPS

1. In the Responsibility Center record, check the Transfer RC Funds box if you wish to send the RC Funds (Execution Code 110) to STARS.
2. Establish an OPTAR to be used for the Authorization upload.
3. Establish an Authorization to be used for the Authorization upload. **Initially set it up with zero dollars** until the Authorization JON is created and available to select as the Authorization JON.
4. Establish an Authorization JON for upload of the OPTAR authorization (Execution Code 010 or 121) and release the JON to STARS-FL.
5. Return to the Authorization. Select the Authorization JON, add Funds and put a check in the Transfer Authorization box. Remarks are also required.

Note: If Authorization is already set up, and converted when deployment to the Web is taking place, make sure the 010s match in STARS-FL and FASTDATA. Then go into the Authorization Edit and associate a JON to the Authorizations JON and check for transfers. From then on, any new increases or decreases to funds 010 will flow to STARS-FL and update both systems.

Invalid RC/Authorizations

When STARS-FL processes the incoming FASTDATA authorization data described in the previous sections, there may be errors resulting in rejected transactions. STARS-FL will provide feedback of any such errors and will allow users to purge or correct and resend the data via Invalid RC/OPTAR Authorizations as shown on the menu below:



JON ADMIN

Select Job Order Admin from the Funds Management, Build Financial Framework menu and select Add Job Order. Enter the following data on the General Information tab:
JON; JON Description (like **STARS AUTH JON**); RC/OPTAR and Other Authorization.

Before saving, highlight the Accounting tab and enter the required data to make the JON complete and ready to be transmitted to STARS-FL. (Cost Center; Sub Cost Center; Chargeable UIC; Function/SubFunction; Cost Account and SAG.)

Click Save and OK to the successful save message to receive a display of the JON just created. Notice that the Status has changed from New (Incomplete) to New (Complete) because the accounting data has been entered, making the JON eligible to be included in the next JON batch sent to STARS-FL.

NOTE: JONs set up to capture cost against an authorization should have the same accounting information.

Select Home to return to the FA main menu.

AUTH ADMIN

Return to Auth Admin and select the Edit icon for the Upload Authorization. Select the Authorization JON from the drop list and also type in Remarks such as “**AUTH JON selected for STARS-FL.**” Enter Current QTR Authorized Funds.

Click SAVE and receive a reminder message that you may want to check the Transfer Authorization box. Click OK to the warning and then OK to the successful save message.

At this point, there are two ways to mark the Transfer Authorization. You can heed the message while on the Authorization screen and go back and place the check in **Transfer Authorization**. Or, you could return to the RC screen and use the **Transfer Authorization** feature, selecting “Mark all authorizations for transfer.” This would automatically put the check in the Transfer Authorization box of all Authorizations belonging to the RC. (The “Mark all” and “Unmark all” on the RC screen is intended to help when mass action is required.)

If you choose, stay on the Authorization screen and **put a check in the Transfer Authorization box**. Click Save and OK to the successful save message. Request View History.

Return to the FA main menu.

SERIAL RANGE ADMIN

Serial ranges are established by the FA and provided to each Site for use in automatically assigning the last four positions of a Milstrip Document Control Number (DCN) or a DD1155 DCN or the last five positions of a Standard Document Number (SDN).

For example, a Milstrip DCN would begin with a service code and UIC, followed by the Julian date. The last four positions are derived from the serial range established by the FA.

N00188 0091 _ _ _ _ _

A standard document number also begins with the service code and UIC, but it is followed by the 2-position fiscal year and the document type. The last five positions are derived from the serial range established by the FA.

N00188 12 TO _ _ _ _ _

Serial ranges may be set up for one document type (such as the TO above for travel orders) or may be set up to accommodate all document types.

Serial Ranges may be established for use by the entire Site or may be established for use by one specific OPTAR within the Site. If a range is set up and associated to an OPTAR, only the JONs associated to that RC/OPTAR combination will be visible when documents are created at the Site. If there is no RC/OPTAR selection made on the serial range, then the JONs of other OPTARS in the Site will be visible when creating documents.

Serial Ranges cannot be established more than once for the same SDN UIC and document type. This ensures that duplicate DCNs cannot be created within one FA.

Rules for Serial Ranges - The rules below are provided for your use when adding a new serial range or modifying an existing serial range. Alpha characters used in serial ranges must be in upper case. FASTDATA will automatically convert them to upper case for you if you enter them in lower case.

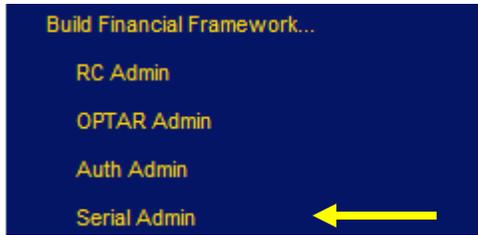
Rules for the Beginning Serial Number

- Can have four or five alphanumeric characters, depending on the document type for the serial range
- Beginning Serial and Ending Serial must be the same length
- You can enter letters in the first three positions but you cannot use the letters I and O
- For a new serial range, a beginning number is required
- When modifying serial range information, you cannot modify the beginning serial range number

Rules for the Ending Serial Number

- The Ending Serial must have the same number of characters as the Beginning Serial
- The Ending Serial value must be greater than the Beginning Serial
- For a new serial range, an ending number is required
- When modifying serial range information, you cannot modify the ending serial range number if the serial range has been exported or has been deactivated and not yet acknowledged

- When modifying the ending number, you can decrease but not increase the ending serial number value



Selecting Serial Admin from the menu displayed above will result in a screen similar to:

Serial Administration - Summary

Filter

Site: RC: OPTAR: Beginning Range:

Results

PAGE: 1

Delete	Edit	Site	RC	OPTAR	Beginning	Ending	Last	Description	SDN UIC
		OFF00	N/A	N/A	A1000	A1500	A1009	SDN Serial Range-Gen	EDU00
		OFF00	N/A	N/A	A5000	A5200	A5008	SDN SOFTWARE	EDU00
		OFF00	N/A	N/A	B500	B525	00000	MILSTRIP SOFTWARE	EDU00

Screen Elements:

Filter Section –

The Filter section provides the opportunity to enter specific search criteria; thereby reducing the number of pages displayed in the Results section. The user may search by Site, RC, OPTAR, or Beginning Range. You may enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard. For example, if the user enters NC* in the Beginning Range field and clicks the Filter button, the system will return a list of all Serial Ranges that begin with NC.

Results Section –

- **Delete** – Select this Icon to delete the Serial Range. You cannot delete a Serial Range that has been exported.
- **Edit** – Select this Icon to view or make modifications to an existing Serial Range.
- **Site** – The Site to which the displayed, corresponding Serial Range is associated.
- **RC** – The RC to which the displayed, corresponding Serial Range is associated.
- **OPTAR** – The OPTAR to which the Serial Range is associated.

- **Beginning** – The alphanumeric beginning number in the Serial Range.
- **Ending** – The alphanumeric ending number in the Serial Range
- **Last** – The last number used in the Serial Range.
- **Description** – A description of what the range should be used for.
- **SDN UIC** – The 5-position alphanumeric Standard Document Number UIC set up in the serial range. This SDN UIC, preceded by the Service Code, determines the first 6 positions of the DCN for documents created using this range.
- **Add Serial** – Select this button to add a new serial range. See detailed information below.
- **Close** – Closes the Serial Administration-Summary screen.

[Adding a New Serial Range](#)

Selection of the Add Serial button will result in a screen similar to:

Screen Elements:

Serial Section –

- **Site** – Identifies the Site to which the serial number range will be assigned. The default is blank. You must select the desired Site from the dropdown list.
- **Set Site** - Select the Set Site button if you wish to restrict use of the range to one specific OPTAR within the Site. When selected, a list of the Site’s OPTARs will appear in the RC/OPTAR field and the user creating the Serial Range may select the OPTAR to which he wishes to assign the new range.
- **Description** – A serial number range description of up to 25 characters.
- **RC/OPTAR**-If the Set Site button is selected, this field will display a list of OPTARs associated with the selected Site.
- **Beginning Serial** –Enter the alphanumeric characters of the beginning numbers for the serial range. This field may be four or five characters, depending on the document type for the serial range.

- **Ending Serial** -Enter the alphanumeric ending characters for the document number serial range. The ending serial number must be greater than the beginning Serial number and must be the same length as the beginning serial number range.
- **Last Serial** –This will be 00000 when adding a new serial range. It displays the serial range number last used.
- **SDN UIC** -The 5-position alphanumeric Standard Document Number UIC set up in the serial range. This SDN UIC, preceded by the Service Code, determines the first 6 positions of the DCN for documents created using this range. When modifying serial range information, you can modify the SDN UIC if the serial range has not been released.
- **Deactivate** -Controls whether the serial range number is active. When unchecked, the serial range number is active; when checked, the serial range number has been deactivated.
- **Service Code** -The code identifying the government department or Navy activity as a fleet or shore establishment. When adding or modifying serial range information, you can change the Service Code.

Document Types Section – This section identifies the document(s) that will use the serial range. At least one Document Type must be checked. Selecting the All SDN Documents will identify all documents less the MILSTRIP, DD1155 and Credit Card. Select Reset to clear all check boxes.

Document Types

<input type="checkbox"/> MILSTRIP	<input type="checkbox"/> DD1155	<input type="checkbox"/> CREDIT CARD	<input type="checkbox"/> All SDN Documents
<input type="checkbox"/> DD448	<input type="checkbox"/> NC2275	<input type="checkbox"/> NC2276	<input type="checkbox"/> NC2276A
<input type="checkbox"/> DD282	<input type="checkbox"/> NAVPERS 1320/16	<input type="checkbox"/> DD1610	<input type="checkbox"/> SF44
<input type="checkbox"/> SF182	<input type="checkbox"/> DD1556		
<input type="checkbox"/> SF1164	<input type="checkbox"/> MISCELLANEOUS	<input type="checkbox"/> DD1149	<input type="checkbox"/> Reset

- **MILSTRIP** Requires a four-character serial range. This selection assigns document types of DD1348 and DD1348-6. When selected, the only other selectable document type is DD1149.
- **DD1155** - Requires a four-character serial range. No other documents may be selected at the same time. (Unlike the four-character serial ranges for MILSTRIP documents, the four-character serial range for the DD1155, a contracting document, does not start over each day. FASTDATA does not allow Site users to select a MILSTRIP serial range for a DD1155 document to ensure each document control number is unique.)
- **CREDIT CARD** - Requires a five-character serial range. No other documents may be selected at the same time.
- **All SDN Documents** - Requires a five-character serial range. Serial ranges cannot overlap existing ranges for selected document types within the same UIC. When you select this option, you cannot select document type MILSTRIP, DD1155 or Credit Card. This selection automatically selects document types DD448, NC2275, NC2276, NC2276A, DD282, NAVPERS 1320/16, DD1610, SF44, Miscellaneous, DD1149, DD1556, SF182 and SF1164.
- **Reset** – Clears the previously selected checkmarks.

- **DD448 and other Doc Types** – If a serial range is being established for a particular document type(2), place a check by the desired one(s).
- **Save** -Saves the New Serial Range information.
- **Close** -Closes the New Serial page.

Editing a Serial Range

As required, modifications may be made to a Serial Range. From the Serial Administration-Summary screen, select the Edit icon for the range you wish to view or modify and receive a screen similar to:

Serial Details

Serial

Site: OFF00 Description: SDN SOFTWARE RC/OPTAR: [Dropdown]

Beginning Serial: A5000 Ending Serial: A5200 Last Serial: A5008

SDN UIC: EDU00 Deactivate:

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

Document Types

<input type="checkbox"/> MILSTRIP	<input type="checkbox"/> DD1155	<input type="checkbox"/> CREDIT CARD	All SDN Documents
<input checked="" type="checkbox"/> DD448	<input checked="" type="checkbox"/> NC2275	<input checked="" type="checkbox"/> NC2276	<input checked="" type="checkbox"/> NC2276A
<input checked="" type="checkbox"/> DD282	<input checked="" type="checkbox"/> NAVPERS 1320/16	<input checked="" type="checkbox"/> DD1610	<input checked="" type="checkbox"/> SF44
<input checked="" type="checkbox"/> SF182	<input checked="" type="checkbox"/> DD1556		
<input checked="" type="checkbox"/> SF1164	<input checked="" type="checkbox"/> MISCELLANEOUS	<input checked="" type="checkbox"/> DD1149	Reset

Release to Site:

Duplicate Save Close

Fields that may be edited will appear in white.

[See the Adding a New Serial Range](#) section above for a definition of all screen elements.

If the Duplicate key is selected, the user will be taken to a New Serial screen that will carry forward most of the information from the Serial Range that was edited. The user may then enter a new Serial Range; change or add information as desired; and Save.

FAs have the capability to reset the Last Serial number used via the Edit mode.

Deleting, Deactivating, and Reusing a Serial Range

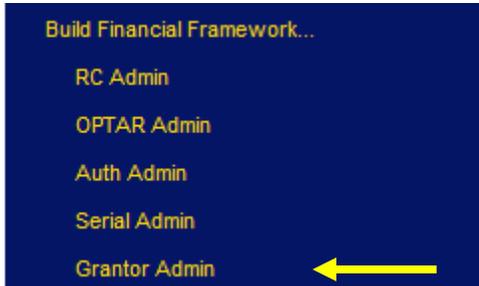
You can **delete** a serial range only if the Site did not use the serial range (the last number used is 0000). On the Serial Admin-Summary screen, click the Delete Icon by the range you wish to delete.

You can **deactivate** a serial range that **has** been used by the Site. On the Serial Admin-Summary screen, click the Edit Icon by the range you wish to deactivate. This will bring you to the Serial Details screen on which you may check the Deactivate box. After saving, the deactivated range will show on the Serial Admin-Summary screen as now ending in the last number used. It will no longer be available for selection at the Site.

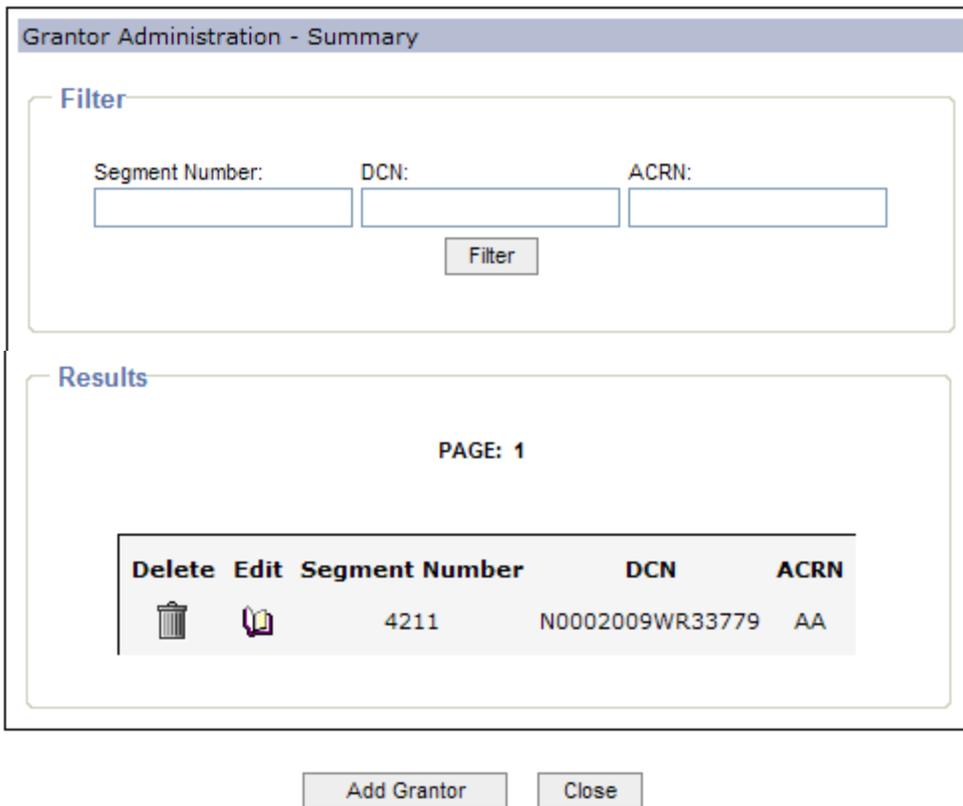
You can reassign the unused portion of a deactivated serial range by making a new range set up to begin with the last serial number used plus one as your beginning number. For example, if the serial range was **0001 - 0099**, and **0020** was the last number used, you would create a new serial range using **0021** as the beginning number. The ending number of the new serial range does not have to be the original ending number.

GRANTOR ADMIN

When a reimbursable document is received at your command, it contains the line of accounting (LOA) of the activity issuing (or *granting*) funds to your activity in exchange for services or material. The LOA of that grantor must be entered into FASTDATA and forwarded to STARS-FL.



Selection of Grantor Admin results in a screen similar to:



The screenshot shows a web application interface for 'Grantor Administration - Summary'. It features a 'Filter' section with three input fields for 'Segment Number', 'DCN', and 'ACRN', and a 'Filter' button. Below is a 'Results' section showing 'PAGE: 1' and a table with one row of data. At the bottom are 'Add Grantor' and 'Close' buttons.

Delete	Edit	Segment Number	DCN	ACRN
		4211	N0002009WR33779	AA

Screen Elements:

Filter Section –

The Filter section provides the opportunity to enter specific search criteria; thereby reducing the number of pages displayed in the Results section. The user may search by Segment Number, DCN or ACRN. You may enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard. For example, if the user enters N0003* in the DCN field and clicks the Filter button, the system will return a list of all DCNs that begin with N0003.

Results Section –

- **Delete** – Select this Icon to delete the Grantor.
- **Edit** – Select this Icon to view or make modifications to an existing Grantor.
- **Segment Number** – The Segment Number that was assigned upon creation of the Grantor.
- **DCN** – The DCN to which the displayed, corresponding Segment is associated.
- **ACRN** – The ACRN to which the displayed Segment is associated.
- **Add Grantor** – Select this button to create a new Grantor. See details below.
- **Close** – Closes the Grantor Administration-Summary screen.

Adding a New Grantor

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

Selection of the Add Grantor button on the Grantor Administration-Summary screen results in a New Grantor screen similar to:

The screenshot shows a web form titled "New Grantor". The form contains the following fields and controls:

- RC Fund:** AA 2009 (dropdown)
- Segment Number:** (text input)
- DCN:** (text input)
- ACRN:** (text input)
- Reimb Source:** # - Non-Federal Source Collected in Advance (dropdown)
- Funds Expire:** (text input) with a calendar icon
- Service Code:** (dropdown)
- APPN:** (text input)
- SubHead:** (text input)
- Object Class:** (text input)
- BCN:** (text input)
- SA/OB Suffix:** (text input)
- AAA UIC:** (text input)
- Transaction Type:** (text input)
- Treasury Index:** (dropdown)
- PAA Code:** (text input)
- Cost Code:** (text input)
- Grantor UIC:** (text input)
- Billing Frequency:** None (dropdown)
- UIC Mail Code:** (text input)
- Report Frequency:** None (dropdown)
- Performer Mail Code:** (text input)
- Hardcopy:**
- Carry Forward Reimbursable:**

At the bottom of the form are two buttons: "Save" and "Close".

Screen Elements

- **RC Fund** – From the dropdown list, select the desired RC to which this Grantor will be associated.
- **Segment Number** -A locally assigned, four-character alphanumeric code for direct and reimbursable cost accumulation under an OPTAR, Special Deposit number, or reimbursable work order. You may sort in either ascending or descending order by selecting the column heading.
- **DCN** -Identifies the grantor DCN. You may sort in either ascending or descending order by selecting the column heading.
- **ACRN** -Identifies the grantor ACRN. You may sort in either ascending or descending order by selecting the column heading.
- **Reimb Source** - The one character Reimbursable Source Code identifies the source of a funded reimbursement for appropriations. Funded reimbursables are receivables for services performed under a reimbursable work order. Unfunded reimbursables are receivables for services or materials not performed or furnished under a reimbursable work order, and may or may not be funded by an allotment. A value is required. Select the desired Reimbursable Source Code from the drop-down list.
- If the Reimbursable Source Code is 6 or #, the fields for Service Code, APPN, SubHead, BCN, AAA UIC, and Treasury Code must be blank. The following list identifies valid values.
- **Code Indicates 1:** Funded Intra-Appropriation. The debit and credit sides of reimbursable billings cite the same appropriation. 3 Funded Other Defense Accounts. Billings to other Defense appropriations (DD Code 17, 21, 59 and 97). Funded Non-Federal Sources. Cash advances from foreign governments and private parties. Funded Foreign Military Sales (FMS) Trust Fund. Reimbursement source from FMS. A Funded Off-Budget Federal Agencies. Reimbursements from agencies that are not appropriated, such as the U.S. Postal Service. D Funded Military Assistance, Executive. E Funded Other Non-Defense Accounts. Reimbursements from non-DOD agencies, such as the U.S. Coast Guard. # Non-Federal Source Collected in Advance.
- **Funds Expire** - Contains the date on which the associated funding will expire for obligating purposes. If you check the Carry Forward Reimbursable checkbox, a value is required and must be later than the current date.
- **Service Code** - Identifies the Grantor's service code. Select from the dropdown list of valid service codes. A value is required if the Reimbursable Source Code is other than 6 or #. If the Reimbursable Source Code is 6 or #, this field must be blank. The following list identifies valid values.
 - 1 Army
 - 2 Air Force
 - 3 Department of Defense
 - 4 Navy
 - 5 Coast Guard
 - 6 Civil Service
 - 7 Federal Emergency Management Agency
 - 8 National Oceanic and Atmospheric Administration

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

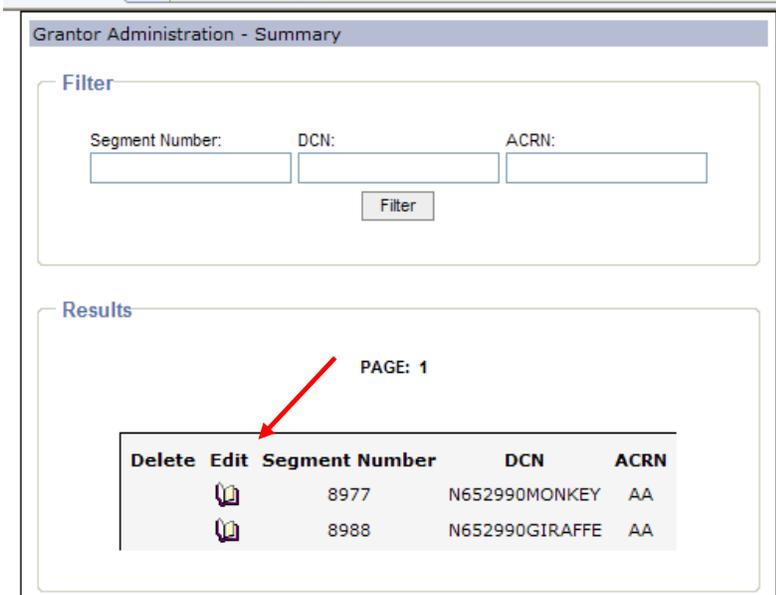
- **Cost Code** - Used as the source of any information needed for the preparation of reports that require detail beneath the level identified in the remainder of the accounting classification code data.
- **Grantor UIC** - The five character UIC of the Grantor. A value is required.
- **Billing Frequency** - A code stored with the Grantor UIC Mail Code record in STARS-FL that identifies how frequently the customer requests billing. Valid values are **None, Completion, Monthly, and Quarterly**. Select the desired value from the drop-down list.
- **UIC Mail Code** - A code stored with the Grantor UIC Mail Code record in STARS-FL that identifies the address for hard-copy billings and reports.
- **Report Frequency** - A code stored with the Grantor UIC Mail Code record in STARS-FL that identifies how frequently the customer requests billing. Valid values are **None, Completion, Monthly, and Quarterly**. Select the desired value from the drop-down list.
- **Performer Mail Code** - The mail code identifying the address of the person performing the work.
- **Hardcopy** - A setting stored with the Grantor UIC Mail Code record in STARS-FL that identifies whether the customer requires a hard-copy bill or report.
- **Carry Forward Reimbursable** - Indicates whether unused reimbursable authorizations from a current fiscal year JON will automatically transfer to a new fiscal year JON that is being rolled over.
- **Save** - Saves your entries on the Grantor Administration - New page.
- **Close** - Closes the Grantor Administration - New page.

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

STARS-FL interface does not accept the performer mail code if other than blank so make sure the BCN or CUIC used in the JON is set up with DFAS to have a blank performer mail code.

Editing a Grantor

To make changes to an existing Grantor, select the Edit icon from the Grantor Administration-Summary page.



The screenshot shows a web interface titled "Grantor Administration - Summary". It features a "Filter" section with three input fields labeled "Segment Number:", "DCN:", and "ACRN:", and a "Filter" button below them. Below the filter section is a "Results" section displaying "PAGE: 1" and a table with two rows of data. The table has columns for "Delete", "Edit", "Segment Number", "DCN", and "ACRN". A red arrow points to the "Edit" icon in the first row of the table.

Delete	Edit	Segment Number	DCN	ACRN
		8977	N652990MONKEY	AA
		8988	N652990GIRAFFE	AA

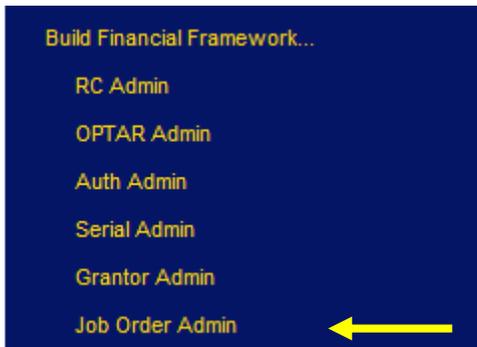
The Grantor Details screen will appear. Make the desired changes to fields in white and Save.

JOB ORDER ADMIN

Job order numbers may be set up in FASTDATA and exported to STARS-FL or may be established in STARS-FL and imported into FASTDATA.

Those established in STARS-FL will be brought into FASTDATA via the automated job entitled “Receive JONs from STARS-FL.” File content can be viewed in File Inventory. Should there be any errors with the incoming JONS, the Validation/Rejection Reason will be displayed on the FA JON Import screen. Once corrections are made, the user may re-import the invalid JONs.

The rest of this section is devoted to those JONs established in FASTDATA and exported to STARS-FL.



Use this menu option to add, modify, view, and delete JONs. When you add a new JON, it is associated with the currently active RC. The RC type, which is based on the RC System Code, identifies the type of accounting functions with the type of accounting being performed.

Job Orders will flow to STARS-FL every 5-30 minutes and will not be held until a batch process at night. Acknowledgement will come back from STARS-FL as well on the Valid/Invalid listings in a timelier manner.

The most current release in the Web now allows for RDT&E and MPN JONs to be set up, and the interface to send them to STARS-FL is now working. The Valid/Invalid report from STARS-FL will come back to FASTDATA. Both types of JONs can be direct or reimbursable.

Selection of Job Order Admin from the menu shown above will result in a screen similar to:

Job Order Administration - Summary

Filter

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

Results

PAGE: 1 2 >>

Delete	Edit	RC	OPTAR	Other Auth	Labor Auth	JON	Description	Other Cost	Labor Cost
		BU	09	BU009B	N/A	6809410911B	GENERAL OPS 2	0.00	0.00
		TM	01	AUTH01	N/A	EDU001AA101	STARS AUTH JON	0.00	0.00
		AB	07	7A0001	N/A	EDU001AB100	SOFTWARE BUYS	898.03	0.00
		AB	07	7A0001	N/A	EDU001AB250	MISC OPS	160.00	0.00

Screen Elements:

Filter Section –

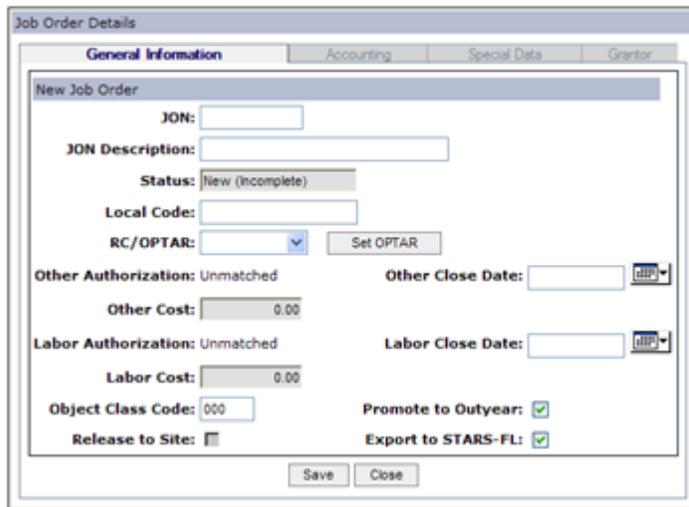
The Filter section provides the opportunity to enter specific search criteria; thereby reducing the number of pages displayed in the Results section. The user may search by RC, OPTAR, Other/Labor Authorization and Job Order Number. In the Job Order Number field, you may enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard

Results Section –

- **Delete** – Select this Icon to delete the JON.
- **Edit** – Select this Icon to view or make modifications to an existing JON.
- **RC** – The RC to which the displayed, corresponding JON is associated.
- **OPTAR** – The code of the OPTAR to which the JON is associated.
- **Other Auth** – The 6-position Other Authorization to which the JON is associated.
- **Labor Auth** – The 6-position Labor Authorization to which the JON is associated.
- **JON** – The 11-position job order number.
- **Description** – The description of each respective JON.
- **Other Cost** – The year-to-date Other cost incurred against the listed JON.
- **Labor Cost** – The year-to-date Labor cost incurred against the listed JON.

Adding a Job Order Number

To add a new JON, select Add Job Order from the Job Order Administration-Summary screen and receive a screen similar to:



The screenshot shows a window titled "Job Order Details" with four tabs: "General Information", "Accounting", "Special Data", and "Grantor". The "General Information" tab is active, displaying a "New Job Order" form. The form includes the following fields and options:

- JON: [Text Input]
- JON Description: [Text Input]
- Status: New (Incomplete)
- Local Code: [Text Input]
- RC/OPTAR: [Dropdown Menu] [Set OPTAR Button]
- Other Authorization: Unmatched
- Other Close Date: [Text Input] [Calendar Icon]
- Other Cost: 0.00
- Labor Authorization: Unmatched
- Labor Close Date: [Text Input] [Calendar Icon]
- Labor Cost: 0.00
- Object Class Code: 000
- Promote to Outyear:
- Release to Site:
- Export to STARS-FL:

At the bottom of the form are "Save" and "Close" buttons.

There are four tabs on the Job Order Details screen. Each will be discussed below:

General Information

Enter new JON

View or edit existing JON

Accounting

Funding type information is entered for new JONs

Screen format is based on funding type of the JON

Allotment

MPN (Military Personnel Navy)

O&MN (Operations and Maintenance, Navy)

RPN (Reserve Personnel Navy)

RDT&E (Research & Development)

Special Data

Provides special reporting data contingent on JON being for an O&MN RC and whether the Housing, Public Works, Flying Hours, Plant Property, or Ships Maintenance was selected on the Accounting tab.

Grantor

When the selected JON is for an O&M,N; MPN; or RPN RC with a reimbursable OPTAR, the Grantor tab is available.

The screenshot shows a software window titled "Job Order Details" with a "General Information" tab selected. The window contains several input fields and buttons. The fields include "JON" (text), "JON Description" (text), "Status" (dropdown menu showing "New (Incomplete)"), "Local Code" (text), "RC/OPTAR" (dropdown menu), "Other Authorization" (text showing "Unmatched"), "Other Close Date" (calendar icon), "Other Cost" (text showing "0.00"), "Labor Authorization" (text showing "Unmatched"), "Labor Close Date" (calendar icon), "Labor Cost" (text showing "0.00"), "Object Class Code" (text showing "000"), "Release to Site" (checkbox), "Promote to Outyear" (checkbox with checkmark), and "Export to STARS-FL" (checkbox with checkmark). There are "Save" and "Close" buttons at the bottom of the window.

Screen Elements on the General Information Tab

- **JON** - Contains the selected 11-character alphanumeric code identifying an accounting transaction. The first 5 characters are the UIC; next is the last position of the fiscal year for which the JON is active, and the last 5 digits identify the Serial Number.
- **JON Description** - Briefly describes the JON. When modifying a JON, you can change this value. For BUPERS activities, the first two characters MUST be the OLD SAG, a space and then the description can be entered.
- **Status** - Identifies the selected JONs status. These values are listed on the next page.
- **Local Code** - A user-established code that identifies document types and groupings for reporting purposes. When modifying a JON, you can change this value.
- **RC/OPTAR** - Identifies the RC and OPTAR associated with the JON.
- **Set OPTAR** - **Once the RC/OPTAR is filled in, select Set OPTAR. This process opens the dropdown box to select the Other Authorization or Labor Authorization depending on the OPTAR that is selected for the JON.**
- **Other Authorization** - Identifies the Other or both Labor and Other authorization associated with the JON. If the JON is not matched to an authorization, this value will be Unmatched. When modifying a JON, you can change the Other Authorization value if the JON has not been exported to the Site.
- **Other Close Date** - The date on which the associated Other Authorization is closed to transactions. When modifying a JON, you can change this date.
- **Other Cost** - Identifies the Other obligated amount.
- **Labor Authorization** - Identifies the Labor authorization associated with the selected JON. If the JON is not matched to an authorization, this value will be Unmatched. When modifying a JON, you can change this value if the JON has not been exported to the Site.
- **Labor Close Date** - The date on which the associated Labor Authorization is closed to labor transactions. When modifying a JON, you can change this date.
- **Labor Cost** - Identifies the obligated Labor amount.
- **Object Class Code** - An element in the Accounting Classification long line of accounting (LOA). Except for reimbursement collection documents or expenditure transactions that affect the International Balance of Payments (IBOP), this three-character code will be **000** (zeros). (Do not confuse the Object Class value with the OMB Object Class value; they are different.) When modifying a JON, you can change this value.

- **Promote to Outyear** - Controls whether the selected JON is included when you run the Outyear utility to promote RCs and their associated OPTARs, authorizations, JONs, Sites, serial ranges, and grantor data to the outyear. The default is yes (checked). Unchecking this box will exclude the JON in the outyear process.
- **Release to Site** - Controls whether the selected JON will be included the next time you release RCs, OPTARs, AUTHs, and JONs to the Site. This field is view only. This box will automatically be checked once the Release button has been selected on this page.
- **Export to STARS-FL** - If the JONs status is Complete and this check box is checked, the selected JON will be included in your next export to STARS-FL. If the selected JON has been exported to STARS-FL, you cannot uncheck this check box. The default when setting up new is a check mark to export.
- **Save** - Select this button to save the JON.
- **Close** - Select this button to close the JON Order Details screen.

Job Order Statuses

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

Screen Elements on the Accounting Tabs for Various Funding Types

O&MN JON Details- Accounting Tab

When the selected JON is for an O&MN RC, the Accounting tab contains O&MN accounting data. After this type JON has been exported to STARS-FL, you can only update the MIC, Cost Center, and Sub Cost Center fields.

The screenshot displays the 'Job Order Details' window with the 'Accounting' tab selected. The 'New Job Order' section contains the following fields:

- Funding Type:** RMS (O&MN and DBOF) (protected)
- Cost Center:** []
- Sub Cost Center:** []
- MIC:** []
- Contingency Code:** []
- PAA Code:** []
- Chargeable UIC:** []
- Function:** []
- Sub Function:** []
- Cost Account:** []
- SAG:** []
- MOBIS Program:** []
- MEPRS:** []
- Program Element:** []
- Signal:**
- Direct Program Group:** []
- Housing:**
- Public Works:**
- Flying Hours:**
- Plant Property:**
- Ships Maintenance:**
- Tab A/B:**
- Labor Class:** None (dropdown)
- Stores Limitation:** None (dropdown)

Buttons: Save, Close

- **Funding Type** - Identifies the type of the funding based on the RC's System Code value. For O&MN type RCs, this protected value is RMS (O&MN and DBOF).
- **Cost Center** - A required two-character code that identifies an organizational division, such as a department or squadron, for purposes of cost accumulation and distribution. Cost centers are subordinate to Responsibility Centers. After the JON has been exported to STARS-FL, you can edit this value if necessary.
- **Sub Cost Center** - An optional two-character code that further breaks down cost within a cost center for purposes of cost accumulation and distribution. After the JON has been exported to STARS-FL, you can edit this value if necessary. You must assign a Cost Center prior to entering a Sub Cost Center.
- **MIC** - A five-character STARS-FL management information code.
- **Contingency Code** - A 6-position field used to identify the budget execution records process for contingency events that occur in order to provide a basis for recouping funds expended.
- **PAA Code** - The Property Accounting Activity code is the six-character code that identifies the UIC of the activity acquiring plant property when funds being charged are an OPN allotment or a National Guard Reserve Investment appropriation. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Chargeable UIC** - The five character Chargeable UIC identifies a functional unit under an OPTAR, such as a detachment, that may or may not have authority to enter obligation data depending on the command structure of the fund administering activity. For an

O&MN JON, this value is the associated RC's BCN. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is **Modified** (In Error) or **New** (In Error).

- **Function** - Identifies a code designed to collect expense and gross adjusted obligation information required by DOD and to fulfill the management requirements of the Navy and Marine Corps. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is **Modified** (In error) or **New** (In Error).

- **Subfunction** - Identifies a further breakdown of the Function Code. A value of Z denotes a Reimbursable association. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is **Modified** (In Error) or **New** (In Error).
- **Cost Account** - A four-character code that identifies the purpose of the cost, such as a managerial expense classification. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is **Modified** (In Error) or **New** (In Error).
- **SAG** - A two-character Subactivity Group code identifies breakouts of financial data in accounting for expenses and gross adjusted obligations contained in operating budgets and financed by O&MN appropriations. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is **Modified** (In Error) or **New** (In Error).
- **MOBIS Program** –
- **MEPRS** –
- **Program Element** –
- **Signal**
- **Direct Program Group** – A four character locally assigned code for cost accumulation under an OPTAR or Special Deposit number. This element does not display for reimbursable JONs.
- **Housing** –
- **Public Works** –
- **Flying Hours** -
- **Plant Property** –
- **Ship Maintenance** –
- **Tab A/B** –
- **Labor Class** –
- **Stores Limitation** - Used with the Cost Account value in O&MN and Allotment JONs to limit the use of the JON to a specific purpose and Expense Element. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Save** - Select this button to save the JON.
- **Close** - Closes the JON Detail - Accounting Tab (O&MN) page.

MPN JON Details - Accounting Tab

When the selected JON is for an MPN Responsibility Center, the Accounting tab contains the following data:

The screenshot shows a software window titled "Job Order Details" with a tabbed interface. The "Accounting" tab is selected. The window contains a "New Job Order" section with the following fields:

- Funding Type:** A dropdown menu currently showing "MPN Accounting".
- Cost Center:** An empty text input field.
- Sub Cost Center:** An empty text input field.
- MIE:** An empty text input field.
- Chargeable UIC:** An empty text input field.
- Direct Program Group:** An empty text input field.

At the bottom of the form are two buttons: "Save" and "Close".

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

Allotment JON Details - Accounting Tab

When the selected JON is for an Allotment RC, the Accounting tab contains allotment accounting data. After an Allotment JON has been exported to STARS-FL, you can usually update the Cost Center and Sub Cost Center fields only, unless the JON status is New (In Error) or Modified (In Error).

- **Funding Type** - Identifies the type of the appropriation, based on the RC's System Code value. For Allotment type RC's, this protected value is Allotment Accounting Operations.
- **Cost Center** - A required two-character code that identifies an organizational division for purposes of cost accumulation and distribution. Cost Centers generally equate to departments, units, or squadrons and are subordinate to responsibility centers. After the JON has been exported to STARS-FL, you can edit this value if necessary.
- **Sub Cost Center** - A optional two-character code that further breaks down cost within a cost center for purposes of cost accumulation and distribution. After the JON has been exported to STARS-FL, you can edit this value if necessary. You must assign a Cost Center prior to entering a Sub Cost Center.
- **MIC** - A five-character STARS-FL management information code. After the JON has been exported to STARS-FL, you can modify this value.

- **PAA Code** - The Property Accounting Activity code is the six-character code that identifies the UIC of the activity acquiring plant property when funds being charged are an OPN allotment or a National Guard Reserve Investment appropriation. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Chargeable UIC** - The five-character Chargeable UIC identifies a functional unit under an OPTAR, such as a detachment, that may or may not have authority to enter obligation data depending on the command structure of the fund administering activity. For an Allotment JON, this value is the associated RC's BCN. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Task Assignment** - A STARS-FL code that identifies a task. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Allotment OPTAR** - Identifies the Allotment OPTAR. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Budget Fund** - A STARS-FL code that identifies a budget fund. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Functional Account Number** - A five-digit number used to classify an Allotment transaction's purpose. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Program Element** - A six-character code indicating a more detailed breakdown of major programs. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Direct Program Group** - A four-character locally assigned code for cost accumulation under an OPTAR or Special Deposit number. This element does not display for reimbursable JONs.
- **Stores Limitation** - Used with the Cost Account value in O&MN and Allotment JONs to limit the JONs use to a specific purpose and Expense Element. After the JON has been exported to STARS-FL, this value will be protected unless the JON status is Modified (In Error) or New (In Error).
- **Duplicate** - Select the Duplicate button if you wish to create a new JON using information from the displayed JON.
- **Save** - Select this button to save the document.
- **Release** - Select this button to release the displayed JON detail page only.
- **Close** - Select this button to close the JON Detail Accounting Tab (Allotment) page.

RDT&E JON Details - Accounting Tab

When the selected JON is for an RDT&E Responsibility Center, the Accounting tab contains the following data:

The screenshot shows the 'Accounting' tab of the 'Job Order Details' window. The 'Funding Type' is 'RDT&E Accounting'. Other fields include: Cost Center, MIC, PAA Code, Project Number, RDTE Job Order Type (None), Cost Account, Program Element, Direct Program Group, Housing, Plant Property, Labor Class (None), Stores Limitation (None), Sub Cost Center, Chargeable UIC, Task Area, Investment Code (None), Signal, Public Works, Flying Hours, Ships Maintenance, and Tab A/B. Red arrows point to the 'Funding Type' and 'Task Area' fields.

Note that the Funding Type is specified as RDT&E and that some of the elements are different from the previous OM&N screens. Those unique elements are addressed below.

This close-up shows the 'RDTE Job Order Type' dropdown menu with options: None, 1, 2, 3, 4, A, B, C, D. Red arrows point to the 'Project Number' and 'RDTE Job Order Type' fields.

Project Number: This 4-position field is required if the **Task Area** is entered. The default is blank; if completed, it cannot contain spaces.

RDTE Job Order Type: If positions 3-4 of Subhead are 91-95+98 or 99, this field must be 2, 4, B or D.

If positions 3-4 of Subhead are ZZ, this field must be A or C.

Job Order Details

General Information **Accounting** Special Data Grantor

New Job Order

Funding Type: RDT&E Accounting

Cost Center: Sub Cost Center:

MIC:

PAA Code:

Project Number: ←

Chargeable UIC:

RDTE Job Order Type: None ▾ Task Area:

Investment Code: None ▾

Cost Account:

Program Element: Signal:

Direct Program Group:

Housing:

Plant Property: ← Public Works: Flying Hours:

Ships Maintenance: Tab A/B:

Labor Class: None ▾

Stores Limitation: None ▾

Save Close

Special Data Grantor

Sub Cost Center:

Chargeable UIC: ←

Task Area:

Investment Code: None ▾

Signal:

Flying Hours:

Tab A/B:

Task Area: This 3-position field is required if the **Project Number** is entered. The default is blank; if completed, it cannot contain spaces.

Investment Code: If entered, the **Plant Property** check box on the JON Accounting tab should be checked. If 3 or 4 is chosen, the Class Code on the Plant Property section of the Special Data tab must be the same.

STARS edits: If investment Code is blank, Plant Property Class Code must be 1 (Land) or 2 (Buildings). In FASTDATA, the JON can become New (Complete) without the Plant Property special data.

Screen Elements on the Special Data Tab

This tab is used to supply additional information when the user has checked the Housing, Public Works, Flying Hours, Plant Property or Ships Maintenance check box located within the Accounting tab. After the JON has been exported to STARS-FL, the Special Data tab values will be protected unless the JON status is Modified (In Error) or New (In Error).

The screenshot shows a window titled "Job Order Details" with four tabs: "General Information", "Accounting", "Special Data" (selected), and "Grantor". The "Special Data" tab contains several sections, each with input fields:

- Housing:** Category: FG&ICQ:
- Public Works:** Customer Activity Code: Shop Control: UCAR Site:
Equipment Group Code: Equipment Code: UCAR Line:
BGT Line Number: Request Number:
- Flying Hours:** Cost Category: Equipment Code:
ORG Code: Program Element:
- Plant Property:** Accounting Activity: Class Code:
- Ships Maintenance:** Task Control Code: RA/TA Code:

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

Housing

- **Category** Identifies a housing type for the STARS-FL Housing Cost Report. Valid values are Government-Owned Military Dwelling Units, Government-Leased Dwelling Units and Non-category.
- **FG&ICQ** - A code on the STARS-FL Housing Cost Report designating Flag General Officer and Installation Command Quarters.

Public Works

- **Customer Activity Code** – A locally assigned code that identifies an activity, activity component, unit or organization applicable to Public Works financial reporting.
- **Shop Control** – A Public Works program code that can be used with the JON to identify individual jobs.
- **UCAR Site** – Indicates the column on which costs are reported on the Public Works NC2127 Utilities Cost Analysis Report.
- **Equipment Group Code** – A Public Works program code used to categorize costs at a summary level above the Cost Account Number for the Transportation Cost Report.
- **Equipment Code** – The Cost Account Number used by Public Works to categorize costs.
- **UCAR Line** – A code that represents the line on which costs are reported on the Public Works NC2127 Utilities Cost Analysis Report.

- **BGT Line Number** – The Budget Line Number on the Public Works NC2150 Maintenance Cost Analysis Report.
- **Request Number** – A code the Public Works program uses on the NC2127 Utilities Cost Analysis Report.

Flying Hours

- **Cost Category** – The FASTDATA Report Type for Plant Property values A, B, C, D, E, and F.
- **Equipment Code** – Indicates an aircraft code or an undistributed code for the Flying Hour Cost Report.
- **ORG Code** – A code used in the STARS-FL Flying Hour Cost Report.
- **Program Element** – A 6-character code indicating a more detailed breakdown of major programs used in the STARS-FL Flying Hour Cost Report.

Plant Property

- **Accounting Activity** – The UIC of the property owner.
- **Class Code** – The Cost Account Number the Public Works program uses to categorize costs.

Ships Maintenance

- **Task Control Code** – A code used in the Supships Manhour Usage Report.
- **RA/TA Code** – The 5-position Restricted/Technical Availability code is only used by SUPSHIPS for CINCLANTFLT technical operating budgets to further divide the task control code to provide the accumulation and reporting of unscheduled RA/TA costs.

Screen Elements on the Grantor Tab

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



Select the Grantor you wish to be associated to the JON and Save. (Be sure to release it to the appropriate Site.) Details about each grantor may be viewed by selecting the eyeglasses shown next to the Segment Number.



New in FASTDATA Web are the steps that must be taken after the JON has been established, i.e. Release and Export.

- Set up the JON and SAVE it. Status Code should be New Complete. If you are modifying an already established JON, the Status Code will be Acknowledged.
- Go to FUNDS MANAGEMENT, Release To Site to send the changes or new JON to the Site(s).



- Under FILE MANAGER, Select RCs for JON Export, mark the RC(s) with the JONs that have been edited or newly established.
- A list of JONs to be included in the next export to STARS-FL will appear. The automated job to send the JONs to STARS-FL is set up via File Manager, Automated Processes.

Deleting a Job Order Number

Even after a JON has been released to the Site, the FA may delete it by selecting the Delete Icon on the Job Order Administration-Summary screen if there are no associated costs.

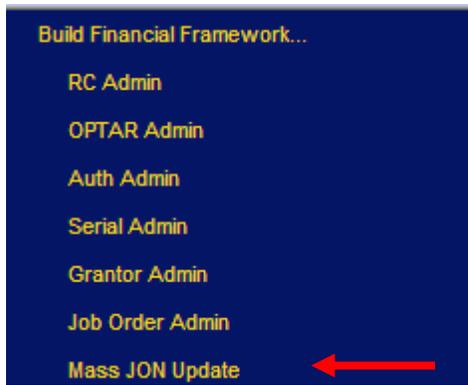
Deletion of a Job Order can be sent to STARS-FL. The user would include them in the JON export to STARS-FL as an action code of "D". The JONs will be deleted upon the processing of the valid JON file from STARS-FL.

Editing a Job Order Number

When changes are required, a JON can be modified by selecting the Edit Icon on the Job Order Administration-Summary screen. Those fields appearing in white may be modified.

Delete	Edit	RC	OPTAR	Other Auth	Labor Auth	JON	Description	Other Cost	Labor Cost
		BU	09	BU009B	N/A	6809410911B	GENERAL OPS 2	0.00	0.00
		TM	01	AUTH01	N/A	EDU001AA101	STARS AUTH JON	0.00	0.00

Mass JON Update



FASTDATA provides the capability to apply mass changes to the cost accounting elements on job order numbers. The JONs available for update will be presented in a tabular form and will allow rows to be deleted, moved, or specific attributes of each JON to be changed.

Selection of Mass JON Update from the above menu results in a screen similar to:

A screenshot of a web application interface titled 'Job Order - Mass Update'. It features a 'Filter' section with various input fields and dropdown menus. The fields include: JON Type (O&MN), RC, Short LOA, OPTAR, Cost Center, Sub Cost Center, Sub Activity Group, Function, Sub Function, Cost Account Code, MEPRS, Program Element, Site, Job Order Number, JON Status, Export to STARS, Local Code, Object Class Code (IBOP), Promote to Outyear, and Release to Site. At the bottom, there is a 'Sort Order' dropdown set to 'FA ID', radio buttons for 'Ascending' and 'Descending', and 'Filter' and 'Clear' buttons.

Filter Section - You may reduce the number of JONs displayed in the Results section by using one or more filter options, such as Site, RC and OPTAR.

Results Section - This section will show those JONs matching your selected Filter criteria and the attributes of each JON. A partial screen shot is provided below:

* Delete	Move	FA ID	FY	RC	Dept	Symbol	Subhead	BCN	SA/OB Suffix	AAA	JON	JON Description	JON Status	Export to STARS
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB672	TOGGLES	1 - New (Incomplete)	<input checked="" type="checkbox"/>
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB250	MISC OPS	2 - New (Complete)	<input checked="" type="checkbox"/>
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB350	PROVISIONS	2 - New (Complete)	<input checked="" type="checkbox"/>
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB450	EQUIPMENT	2 - New (Complete)	<input checked="" type="checkbox"/>
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB100	SOFTWARE BUYS	1 - New (Incomplete)	<input checked="" type="checkbox"/>
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB300	SOFTWARE OTHER	1 - New (Incomplete)	<input checked="" type="checkbox"/>

The user may delete eligible JONs, move JONs to another RC/OPTAR/AUTH/SITE or apply attribute changes to any/all displayed JONs. FASTDATA performs validations and processing for each individual JON row as if it was using the Job Order Admin online process. You may not delete a JON that has cost associated with it or one selected as the Authorization JON; however, even if you have released a JON to the Site, you may delete it if the Site has not used it on an ACRN.

If your System Administrator has assigned you to a group with Advanced Mass JON Update capabilities (see first screen shot below) you will be able to change a single updatable attribute for a set of filtered JONs rather than having to make individual changes to numerous JONs. With this capability, an additional “Advanced Mass Update” section will show above the Results area of the screen. This section is displayed on the 2nd figure below:

FA Group Access - New

FA: EDUC00

Utilities Access	Correct Expenditures Update
Job Order Maintenance Update	Advanced Mass JON Update Access
Reports Access	Cost Redistributions Update
Lock Sites Update	Resource Authorizations Update
Responsibility Centers Update	OPTARs Update
Authorizations Update	Serial Ranges Update
Grantors Update	Reorganize and Cleanup Fin Frwk Update
FA Summary Update	Release to Site Update
Suspend/Unsuspend Update	Expenditure Cost Transfer Access
File Manager Access	Suspend Non-preceded Expenditure No Access
Adjust Recon Documents No Access	Override Recon Documents No Access

Name:

Advanced Mass Update

Set: JON Description

Where: ...

To:

and JON Type = O&MN

Mass Update

Results

PAGE: 1

In the example below, notice that there is currently no Local Code showing for the JONs. In our scenario, we want to assign the same Local Code to all JONs by using this Advanced Mass Update feature.

Advanced Mass Update

Set: JON Description

Where: ...

To:

and JON Type = O&MN
and RC = AB

Mass Update

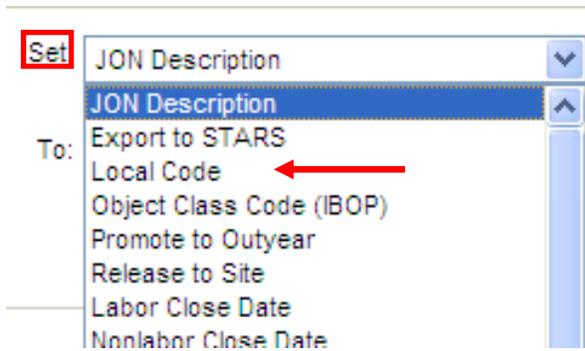
Results

PAGE: 1

* Delete	Move	FA ID	FY	RC	Dept	Symbol	Subhead	BCN	SA/OB Suffix	AAA	JON	JON Description	JON Status	Export to STARS	Local Code
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB672	TOGGLES	1 - New (Incomplete)	<input checked="" type="checkbox"/>	<input type="text"/>
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB250	MISC OPS	2 - New (Complete)	<input checked="" type="checkbox"/>	<input type="text"/>
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB350	PROVISIONS	2 - New (Complete)	<input checked="" type="checkbox"/>	<input type="text"/>
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB450	EQUIPMENT	2 - New (Complete)	<input checked="" type="checkbox"/>	<input type="text"/>
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB100	SOFTWARE BUYS	1 - New (Incomplete)	<input checked="" type="checkbox"/>	<input type="text"/>
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB300	SOFTWARE OTHER	1 - New (Incomplete)	<input checked="" type="checkbox"/>	<input type="text"/>



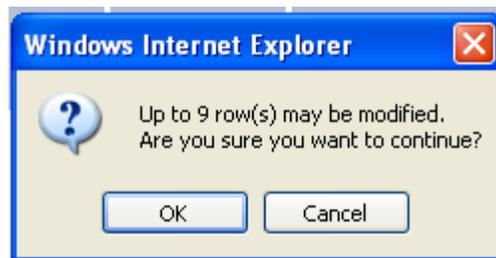
First, you would choose “Local Code” from the “Set” drop-down list.



Then, enter your desired Local Code in the “To” section and select the Mass Update button. In our example, we typed “Class Demo” in the To field.



Upon requesting such a change, a message will appear to confirm that you want to change all JONs:



When you select “OK”, a successful Mass Update results in the “Local Code” being applied to all JONs at one time, rather than having to enter the change individually:

Results

PAGE: 1

* Delete	Move	FA ID	FY	RC	Dept	Symbol	Subhead	BCN	SA/OB Suffix	AAA	JON	JON Description	JON Status	Export to STARS	Local Code
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB672	TOGGLES	1 - New (Incomplete)	<input checked="" type="checkbox"/>	Class Demo
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB250	MISC OPS	2 - New (Complete)	<input checked="" type="checkbox"/>	Class Demo
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB350	PROVISIONS	2 - New (Complete)	<input checked="" type="checkbox"/>	Class Demo
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB450	EQUIPMENT	2 - New (Complete)	<input checked="" type="checkbox"/>	Class Demo
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB100	SOFTWARE BUYS	1 - New (Incomplete)	<input checked="" type="checkbox"/>	Class Demo
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB300	SOFTWARE OTHER	1 - New (Incomplete)	<input checked="" type="checkbox"/>	Class Demo

REORGANIZE FINANCIAL FRAMEWORK



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

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

Three (3) scenarios that may require a Reorganization of Financial Framework are:

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

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

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

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

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

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

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

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

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

The validations common to all of the scenarios:

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

Save

Validations are performed. If there are any errors, error messages will be displayed. Otherwise, the move will be performed and a summary list of the number of items changed will be displayed.

Cleanup Financial Framework

The user will be taken to the Cleanup Financial Framework window or it can be selected from the menu at a different time to perform the cleanup.

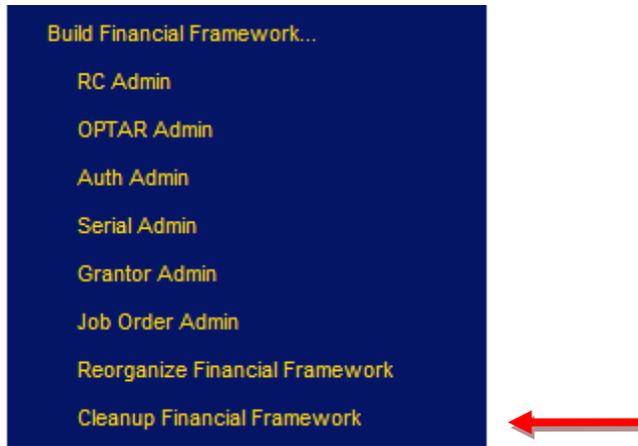
View History Log

Displays a History Log of all reorganizations performed.

Close

When the user clicks Close without first saving, the user is returned to the previous screen and no action/edits are performed to the framework.

CLEANUP FINANCIAL FRAMEWORK



After performing the reorganization process at the FA, now the capability to cleanup financial framework in the active fiscal year including the Outyear exists as well. The system will determine which records are available for the cleanup. Records that are eligible for deletion, will also display the parent records. If a parent record is selected for deletion and its child record(s) are also selected, and there are no other child records in the database, the parent record may be deleted.

The screenshot shows a software interface with a table of records. The table has columns for ID, JON, AUTH, OPTAR, SER, and SER. The records are listed as follows:

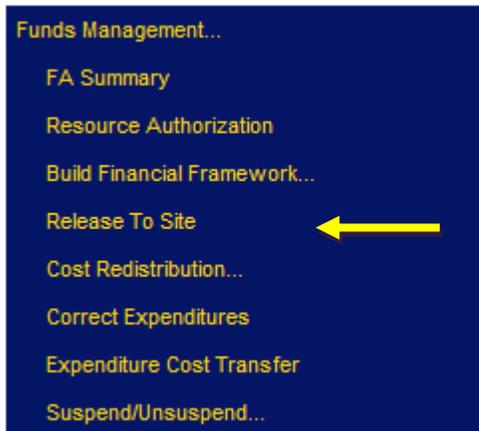
ID	JON	AUTH	OPTAR	SER	SER
175000	00	00	0	0	0
175001	00	00	0	0	0
175002	00	00	00-00	000	000
175003	00	00	0	0	0
175004	00	00	0	0	0
175005	00	00	0000	0000	0000
175006	00	00	0	0	0
175007	00	00	0	0	0

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

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

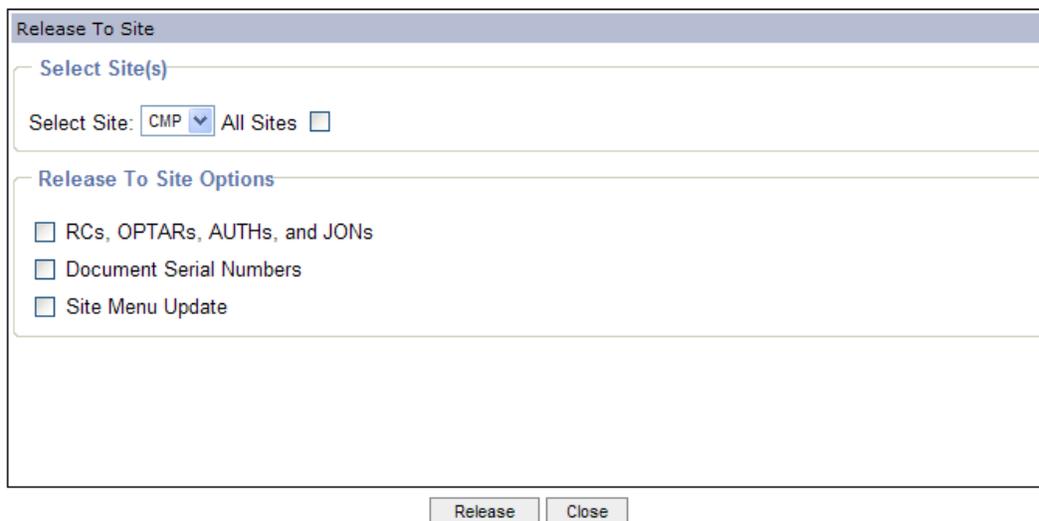
RELEASE TO SITE

Release To Site is the process used to send the Financial Framework to the Site(s). This function is under the Funds Management menu in the FA.



Access to this page is defined by the System Administrator. Users with **Update Funds** Access can release Site data while users with **No Funds Access** cannot open the Release To Site page.

Select Funds Management, Release To Site and receive a screen similar to:

A screenshot of a web form titled "Release To Site". The form has a light blue header bar. Below the header, there is a section titled "Select Site(s)" with a dropdown menu labeled "Select Site:" showing "CMP" and a checkbox labeled "All Sites". Below this is a section titled "Release To Site Options" with three checkboxes: "RCs, OPTARs, AUTHs, and JONs", "Document Serial Numbers", and "Site Menu Update". At the bottom of the form are two buttons: "Release" and "Close".

Select Site

Select a Site from the dropdown list to release information to a single Site or select All Sites if you wish to release the information you have selected to all Sites associated with the FA.

Release To Site Options

- **RCs, OPTARs, AUTHs, and JONs** - Selecting this checkbox will flag RCs, OPTARs, Authorizations and JONs for release to the selected Site(s).
- **Document Serial Numbers** - Selecting this checkbox will releases document serial range numbers for the selected Site ID(s).
- **Site Menu Update** - Selecting this checkbox will releases updates to the Site Menu.

When Site Menu Update is checked, the bottom of the screen will populate with the document types authorized for use by the Site. You can Select All, Unselect All or make choices regarding individual document types. In the example below, the SF44 and Fuel Chit were deselected and would not show as an option for creation at the respective Site(s).

Select/Unselect Document Types for Release

System Assigned Memo Documents

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

Select All Unselect All Reset

Release Close

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

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

When Release is selected, another screen will appear.

The results of what is being sent to the Site(s) will appear as well as a list of email addresses. You may select the personnel you wish to notify that the changes have been performed by selecting SEND.

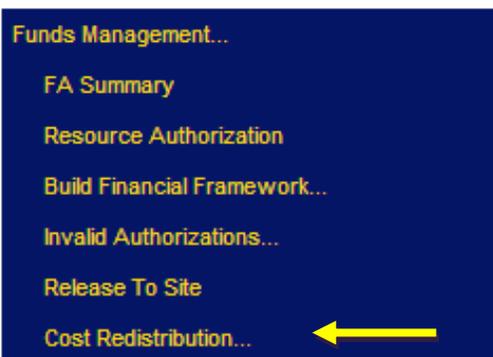
COST REDISTRIBUTION

Cost Redistribution provides users the ability 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. Cost Redistributions will be allowed to cross RCs. 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 transferred cannot exceed the original expended amount.

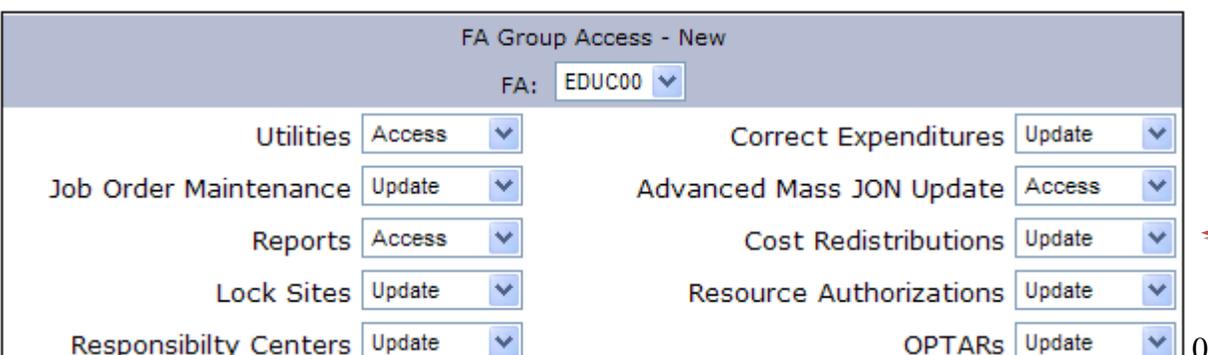
Transactions involved in a Cost Redistribution will now display on the Transaction Suspension screen prior to being exported to STARS-FL and will be available for suspension and un-suspension.

Users may redistribute from a credit expenditure to an existing positive valid expenditure or a document with a positive EV posted.

This function is under the Funds Management Menu in the FA. Access to this page is defined by the System Administrator.



Step 1 Have your SA ensure the FA user belongs to a group that has Update capability for Cost Redistributions.



Step 2 Select Funds Management, Cost Redistribution, New.



You will receive a screen similar to the one shown below:

A screenshot of a web application interface titled "Select Expenditure to Redistribute From". The interface is divided into two main sections: "Filter" and "Results".
The "Filter" section contains several input fields: "DCN:", "ACRN:", "JON:", "RC:", "OPTAR:", "Processed Date:" (with a calendar icon), and "Acct Batch ID:". There are also "Sort Order:" options for "Ascending" (selected) and "Descending". A "Filter" button is highlighted with a red box.
The "Results" section shows "PAGE: 1" and a table with the following data:

DCN	ACRN	JON	RC	OPTAR	Processed Date	Quantity	Transaction Amt	Acct Batch ID	Suspension Reason
NEDU0009MD33777	AA	EDU009AB500	TM	1A	10/8/2008	00001	\$30.00	STAR810081	
NEDU0009PTA5002	AA	EDU009AB300	AB	07	10/8/2008	00001	\$75.00	STAR810081	Automatic Suspension Rule

As stated above, eligible expenditures are within the active FA and FY. Additionally, they:

- May be Current or Suspended
- Are NOT cited as the “FROM” expenditure in an existing Cost Redistribution set
- Are NOT a reversal of a “FROM” expenditure in an existing Cost Redistribution set
- Are NOT labor expenditures (LB, OT, FG in positions 9-10 of the DCN)
- Are NOT expenditures generated as a result of a cost transfer in STARS or in FD
- Are NOT expenditures created manually by the user in FD
- MAY be expenditures generated by FD as a result of CR (TO side)

Step 3 Select the document you wish to redistribute. When your document is visible in the Results section, highlight and double click the DCN. If your document is not initially displayed, the Filter section at the top of the screen may be used to locate it.

The Filter section provides the opportunity to enter specific search criteria; thereby reducing the number of pages/documents displayed in the Results section. The user may search by DCN, ACRN, JON, RC, OPTAR, Processed Date and Acct Batch ID. You may enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard.

Additionally, you may dictate the way your list is displayed by using the Sort Order drop list and the Ascending/Descending options. Be sure to select the Filter button after entering your desired criteria.

Step 4 From the Expenditure Redistributed From screen, select New.

Expenditure Redistributed From								
Site	DCN	ACRN	JON	Type	Quantity	Dist Qty	Trans Amt	Dist Amt
OFF00	NEDU0009PTA5002	AA	EDU009AB300	Final	00001	0	\$75.00	\$75.00

Step 5 Select the document to which you wish to transfer cost. On this screen, the information about the “From DCN” is displayed at the top of the page and the documents available to share the cost are displayed at the bottom.

Eligible document/ACRNs are within the active FA and FY and have JONs within the same short LOA as the FROM expenditure. FA users may distribute to the same DCN as the FROM, but the ACRNs must be different. Eligible FA DCN/ACRN expenditures must meet the following conditions:

- Status of Current
- NOT generated as a result of a cost transfer in STARS or FD
- NOT labor expenditures
- NOT a supplemental document or a DD1155 or SF30
- NOT in a status of Cancelled, Not Used, Creating/Updating, Initiation

You may use the Filter section to reduce the number of pages/documents displayed in the Results section, and you may type in the DCN/ACRN/JON if the desired document does not display in the Results section. The DCN typed in does not have to exist in FASTDATA; however, the JON must be a valid FASTDATA JON. Save your selection.

Expenditure Redistributed From									
Site	DCN	ACRN	JON	Type	Quantity	Dist Qty	Trans Amt	Dist Amt	
OFF00	NEDU0009PTA5002	AA	EDU009AB300	Final		00001	1	\$75.00	\$75.00

Expenditures Redistributed To													
Delete	Site	DCN	ACRN	JON	Partial/Final	Quantity	Transaction Amt	Exists in STARS	540 Amt	510 Amt	610	540 Adjustment	Release
	OFF00	NEDU0009MDA7000	AA	EDU009TM111	Partial	1	75.00	<input type="checkbox"/>	100.0	0.0	<input type="checkbox"/>	\$0.00	<input type="checkbox"/>

Finished with this cost redistribution

Results

PAGE: 1 2 3 >

DCN	ACRN	JON	Site	Commitment Amt	Obligation Amt	Receipt Amt	Receipt Partial	Expend Amt	Expend Partial	Actual Cost
NEDU0009CCMMMNNT	AA	EDU009AB300	OFF00	\$0.00	\$60.94	\$60.94	Partial	\$0.00		\$60.94
NEDU0009CCMMMP1	AA	EDU009AB300	OFF00	\$0.00	\$293.93	\$293.93	Partial	\$0.00		\$293.93
NEDU0009CCMMMRJ	AA	EDU009AB300	OFF00	\$0.00	\$397.26	\$397.26	Partial	\$0.00		\$397.26
NEDU0009CCMMMT1	AA	EDU009AB100	OFF00	\$0.00	\$129.90	\$129.90	Partial	\$0.00		\$129.90
NEDU0009CCMMMWX	AA	EDU009AB100	OFF00	\$0.00	\$147.53	\$147.53	Partial	\$0.00		\$147.53
NEDU0009CCMMN0N	AA	EDU009AB100	OFF00	\$0.00	\$99.00	\$99.00	Partial	\$0.00		\$99.00
NEDU0009CCMMN0Q	AA	EDU009AB100	OFF00	\$0.00	\$0.00	\$0.00	Partial	\$0.00		\$0.00
NEDU0009CCMMPM0	AA	EDU009AB100	OFF00	\$0.00	\$198.00	\$198.00	Partial	\$0.00		\$198.00
NEDU0009MD33777	AA	EDU009AB300	OFF00	\$0.00	\$30.00	\$0.00		\$0.00		\$30.00
NEDU0009MD33777	AA	EDU009AB500	OFF00	\$0.00	\$0.00	\$0.00		\$30.00	Final	\$30.00

DCN: ACRN: JON:

Step 6 Complete the Cost Redistribution.

Expenditure Redistributed From									
Site	DCN	ACRN	JON	Type	Quantity	Dist Qty	Trans Amt	Dist Amt	
OFF00	NEDU0009PTA5002	AA	EDU009AB300	Final		00001	1	\$75.00	\$75.00

Expenditures Redistributed To													
Delete	Site	DCN	ACRN	JON	Partial/Final	Quantity	Transaction Amt	Exists in STARS	540 Amt	510 Amt	610	540 Adjustment	Release
	OFF00	NEDU0009MDA7000	AA	EDU009TM111	Partial	1	75.00	<input type="checkbox"/>	100.0	0.0	<input type="checkbox"/>	\$0.00	<input type="checkbox"/>

Finished with this cost redistribution

The “From” data will be displayed at the top of the screen. Under it, elements in the “To” area are available for review or input as follows:

Delete – Select the Delete icon to remove the displayed DCN from the current Cost Redistribution.

Site – The Site that created the “To” DCN.

DCN – The document control number selected to receive the transfer of costs.

ACRN – The Accounting Classification Reference Number associated with the “To” DCN.

JON – The job order number associated with the “To” DCN.

Partial/Final – The Partial/Final code of the “From” DCN is automatically displayed here. The user may change it as desired.

Quantity – The Quantity of the “From” DCN is automatically displayed here. The user may change it as desired.

Transaction Amt - The system will automatically fill in the Transaction Amount with the amount of the From expenditure. You may change it if desired.

Exists in STARS – The user should place a check in this box if the “To” DCN already exists in STARS-FL.

540 and 510 Amt - You must enter any 540 or 510 amounts that exist in STARS-FL so that the system can determine if a 540 adjustment is necessary. There must be sufficient amount in STARS-FL to accept a cost redistribution. Notice that there is a 540 amount in the illustration above indicating that there is a sufficient amount to accept this cost redistribution of \$75.00.

610 - Put a check in the 610 box if any expenditure exists in STARS-FL for the “To” DCN.

540 Adjustment – The amount the system will generate if the “To” DCN does not have enough 540 or 510 amount against it to accept the selected **Transaction Amt**.

Release - Put a check in the Release box when you are ready for the entries on the corresponding “To” line to be included in the next Cost Redistribution batch to STARS-FL.

Finished with this Cost Redistribution – Put a check in here when you have completed the screen and are ready for **ALL** your entries to be included in the next Cost Redistribution batch to STARS-FL.

New – Selecting this button will take you back to the Select Document for Redistribution To screen where you may select the next document to which you wish to transfer cost.

If you were to hit New in the example on the previous page, you would receive the message below, as you have already redistributed the \$75.00 available on the “From” DCN.



Save – Saves your Cost Redistribution entries. However, remember that they will not be transmitted to STARS-FL until you **Release** them individually or select the **Finished with this Cost Redistribution** button.

Close – Closes the Cost Redistribution screen.

Step 7 View the Expenditure Cost Redistribution Report.

Step 8 Review Valid/Invalid Files

STARS-FL will provide feedback indicating whether the cost redistributions received from FASTDATA passed validations. These files are received via the Automated Jobs shown below:

Automated Jobs Maintenance					
Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
 N	Receive CRCTs that failed STARS-FL validation (INVALID).	11/08/2011 16:42:01	MIN	0:00	30.0
 N	Receive CRCTs that passed STARS-FL validation (VALID).	-Never-	MIN	0:00	30.0

For those cost redistributions in the VALID file, a 610 (EV) is generated for the “TO” document and flows to the Site. If the “FROM” document was not suspended, a 610 (EV) is also generated for it and sent to the Site. However, if the “FROM” document was suspended, the reversal 610 (EV) will also be suspended at the FA.

Those received on the INVALID file may be deleted or updated and re-released via Cost Redistribution, Update. The update screen will indicate that there was an error, and the error will be defined on the Expenditure Cost Redistribution Report.

In our example below, the user selected Cost Redistribution, Update and clicked on the document ending in **PTA5002**. Scrolling to the far right will display a Status of “Error.” The Expenditure Cost Redistribution Report will define the error. The error FROM JOB ORDER NOT FOUND indicates that the FROM JON was never transmitted to STARS-FL. Once the user sets up the JON in STARS, he may once again Release the Cost Redistribution, and it will reprocess in STARS-FL.

Expenditure Redistributed From									
Site	DCN	ACRN	JON	Type	Quantity	Dist Qty	Trans Amt	Dist Amt	
OFF00	NEDU0011PTA5002	AA	EDU001AB300	Final	1	1	75.00	75.00	

Partial/Final	Quantity	Transaction Amt	Exists in STARS	540 Amt	510 Amt	610	540 Adjustment	Effective Date	Release	Status
Final	1	75.00	<input type="checkbox"/>	115.00	0.00	<input type="checkbox"/>	\$0.00	11/29/2011	<input type="checkbox"/>	Error

Release and save to receive a screen similar to the one below, once again changing the Status of the Cost Redistribution:

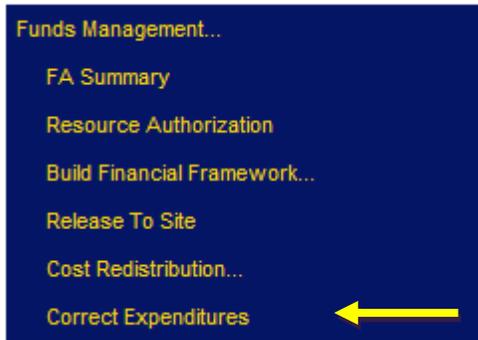
Expenditure Redistributed From									
Site	DCN	ACRN	JON	Type	Quantity	Dist Qty	Trans Amt	Dist Amt	
OFF00	NEDU0011PTA5002	AA	EDU001AB300	Final	1	1	75.00	75.00	

Partial/Final	Quantity	Transaction Amt	Exists in STARS	540 Amt	510 Amt	610	540 Adjustment	Effective Date	Release	Status
Final	1	75.00	<input type="checkbox"/>	115.00	0.00	<input type="checkbox"/>	\$0.00	11/29/2011	<input checked="" type="checkbox"/>	Released at FA

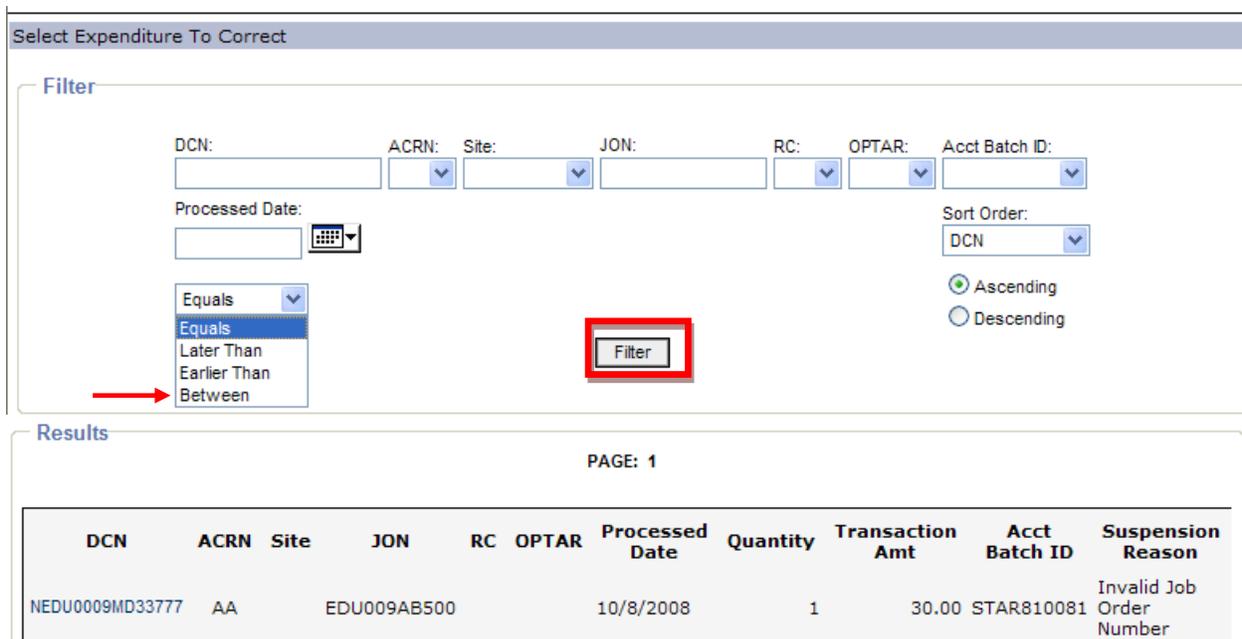
CORRECT EXPENDITURES

Expenditures imported from STARS-FL may contain errors that cause them to not process correctly into FASTDATA. These expenditures will appear in the Funds Management menu under Correct Expenditures.

User access to correct expenditures is defined at the System Administrator level.



Select Funds Management, Correct Expenditures to receive a screen similar to:



The screenshot shows a web application interface for "Select Expenditure To Correct". It features a "Filter" section with various input fields and a "Results" section with a table.

Filter Section:

- DCN: [Text Input]
- ACRN: [Dropdown]
- Site: [Dropdown]
- JON: [Text Input]
- RC: [Dropdown]
- OPTAR: [Dropdown]
- Acct Batch ID: [Dropdown]
- Processed Date: [Calendar Icon]
- Sort Order: [Dropdown] (DCN)
- Ascending:
- Descending:
- Equals: [Dropdown] (Expanded list: Equals, Later Than, Earlier Than, Between)
- Filter: [Button]

Results Section:

PAGE: 1

DCN	ACRN	Site	JON	RC	OPTAR	Processed Date	Quantity	Transaction Amt	Acct Batch ID	Suspension Reason
NEDU0009MD33777	AA		EDU009AB500			10/8/2008	1	30.00	STAR810081	Invalid Job Order Number

The Filter section provides the opportunity to enter specific search criteria; thereby reducing the number of pages/documents displayed in the Results section. The user may search by DCN, ACRN, Site, JON, RC, OPTAR, Acct Batch ID or Processed Date. You may enter the full value for a field or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard.

If you select a date from the Processed Date calendar and the "Between" choice in the Equals drop list; an additional Calendar will appear, allowing you to filter between two specific dates.

Additionally, you may dictate the way your list is displayed by using the Sort Order drop list and the Ascending/Descending options. Be sure to select the Filter button after entering your desired criteria.

Suspended expenditures will be displayed in the Results area, with the reason for suspension showing in the last column to the right. This field can include the following values: Invalid Job Order Number; Not Associated to Site; JON not released to Site by FA; Automatic Suspension; Invalid Execution Code; Manually Suspended; Fiscal Year Out of Range; Returned From Site; Involved in Cost Redistribution; Corrected.

Highlight the expenditure DCN that you wish to correct. The resultant screen may depend on the suspension reason. For example, if you select an expenditure that has an Invalid Job Order Number suspension reason and no matching JON exists in FASTDATA, a message will appear informing you that the expenditure has an invalid JON that cannot be corrected until you create a matching JON. After adding the new JON via the Job Order Maintenance window, re-access the Expenditure Correction window and select the new, matching JON to correct the expenditure.

For the error Returned from Site, the FA can select another JON from the drop down box to indicate that the transaction belongs in another Site and then **REPROCESS** it to the correct location. If it is determined that it should be at the Site it was returned from, the FA can **REPROCESS** it to send it back.

If you are correcting an expenditure with a No Associated Site suspension reason, you can unsuspend the expenditure by selecting a JON from the Job Order dropdown list that has an OPTAR/Authorization associated with a Site and that has a compatible short line of accounting. To complete this type of expenditure correction, you must select the Process button.

When you correct the expenditure, you will create a correction (R) transaction that will be included when you next export data to STARS-FL.

A transaction suspended with a Reason of JON not released to Site by FA may be due to a JON in a deleted status. If this is the case, then the transaction cannot be corrected until the JON file from STARS processes. This will re-instate the JON and allow the expenditure to reprocess.

EXPENDITURE COST TRANSFER

This process 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 FASTDATA Web, a DCN is required and will update both document and job order tables. The expense element and OMB Object Class must be a valid combination and the “From” and “To” Job orders must exist in the database. The Expenditure Cost Transfer is not allowed for LABOR (where the JON cites a Labor Auth); this can only be accomplished in STARS-FL where the labor hours can be updated.

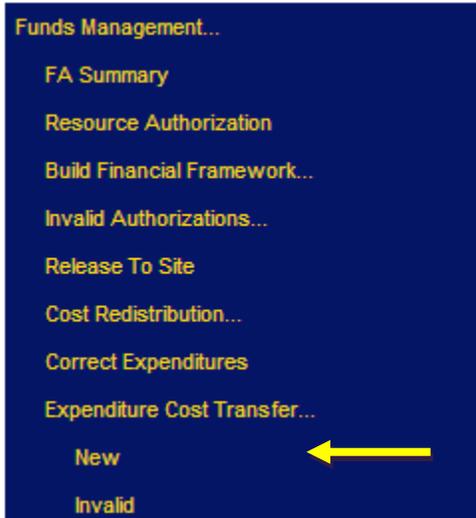
Both sides of the transfer are recorded as 610 expenditure transactions that are available for export to STARS-FL through the Cost Redistribution automated job. The resulting STARS-FL expenditure cost transfer will be received in FASTDATA Web in the reconciliation data to allow verification of the success or failure of the expenditure cost transfer in STARS-FL.

The Expenditure Cost Transfer will create the next available ACRN if the expenditure results from a cost transfer and the JON+EE+OOC do not exist on the document. This applies whether or not the combination is against a preceded or non-preceded DCN.

Step 1 Have your System Administrator ensure the FA user belongs to a group that has Access capability for the Expenditure Cost Transfer function.

FA Group Access - New	
FA: EDUC00	
Utilities	Access
Job Order Maintenance	Update
Reports	Access
Lock Sites	Update
Responsibility Centers	Update
Authorizations	Update
Grantors	Update
FA Summary	Update
Suspend/Unsuspend	Update
File Manager	Access
Adjust Recon Documents	No Access
Expenditure Cost Transfer	Access
Correct Expenditures	Update
Advanced Mass JON Update	Access
Cost Redistributions	Update
Resource Authorizations	Update
OPTARs	Update
Serial Ranges	Update
Reorganize and Cleanup Fin Frwk	Update
Release to Site	Update
Suspend Non-preceded Expenditure	No Access
Expenditure File Import	Access
Override Recon Documents	No Access

Step 2 Select Funds Management, Expenditure Cost Transfer, New.



The resultant screen is shown below:

A screenshot of the "Expenditure Cost Transfer" screen. The screen has a title bar "Expenditure Cost Transfer". Below the title bar, there are two main sections: "Transfer From/To" and "Transfer Data".
The "Transfer From/To" section contains:
- "From JON:" followed by a text input field.
- "To JON:" followed by a text input field.
- "From EE:" followed by a dropdown menu.
- "To EE:" followed by a dropdown menu.
- "From OOC:" followed by a dropdown menu.
- "To OOC:" followed by a dropdown menu.
The "Transfer Data" section contains:
- "DCN:" followed by a text input field.
- "Amount:" followed by a text input field containing "0.00".
- "SOS:" followed by a text input field.
- "Effective Date:" followed by a text input field containing "10/25/2011".
At the bottom of the screen, there are two buttons: "Save" and "Close".

Step 3 Enter the required elements on the expenditure Cost Transfer screen.

From and To JON - At the FA level, transfers require only that both these JONs exist in FASTDATA. The transfer cannot cross fiscal years and must be within the same short line of accounting. Transfers may be completed between direct and direct, direct and reimbursable and reimbursable to reimbursable. At the FA, the transfer may be made from one Site to another.

From and To EE – Select the desired expense elements from the dropdown lists.

From and To OOC – These fields will populate automatically, based on the selected EE.

DCN – The DCN entered may be 14 or 15 positions. If it is a 15-digit DCN, it does not have to conform to the standard document format. The DCN, however, cannot contain embedded spaces

or special characters. (This could be similar to the cost transfer document construction produced by STARS-FL to reflect cost transfer and date information, etc.) The DCN does NOT have to exist in FASTDATA. The DCN may NOT exist as an Initiation.

Amount – The amount must be greater than zero. If it exceeds the job order cost for the From JON, a warning shall be issued that the “Amount causes negative value on job order cost.” This can be overridden by selecting OK.

SOS – This Source of Supply code is optional, but if entered, it must be three alphanumeric characters and uppercase. See **NOTE** below.

Effective Date – Defaults to current system date.

Save – Click Save to complete the cost transfer.

Close – Click Close to close the Expenditure Cost Transfer screen.

Once the transfer is completed, the option to add another will be available.

NOTE: FOR BUPERS BRIGS in CHARLESTON (N45610) and MIRAMAR (N45611), this code is mandatory and must be completed to affect the Inventory issued fields on the various reports. This code drives the usage of inventory issues amounts on the authorizations. If the code is LOG (log fund) or CAI (customer area inventory) management, the cost transfer does a plus & minus on the inventory issue amt of the respective authorizations. If the JONs are in the same auth, the net is 0 to the inventory issues.

The inventory issues come into play on the available balances: $\text{Avail Bal} = \text{YTD Auth} - \text{Cumulative Costs} - \text{Encumbered} + \text{Inventory Issues}$

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.

Expenditure Cost Transfers may be viewed on the Transaction History report. Verbiage in the Transaction Description column will reflect that the entry is a result of a cost transfer and will indicate which User ID initiated it.

There is also an Expenditure Cost Transfer report that will show both the Transfer From information and the Transfer To information.

Step 4 Select Expenditure Cost Transfer, Invalid:



After expenditure cost transfers are submitted to STARS-FL, valid and invalid reports are imported to acknowledge processing via the jobs shown below:

Automated Jobs Maintenance					
Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
<input type="checkbox"/>	Perform reconciliation.	06/13/2011 10:52:46	MIN	0:00	5.0
<input type="checkbox"/>	Process MPC Transactions.	06/13/2011 10:52:46	MIN	0:00	5.0
<input type="checkbox"/>	Process external B1 transactions.	-Never-	MIN	0:00	30.0
<input type="checkbox"/>	Recalculate Obligations In Non-Peak Hours.	-Never-	NPH	0:00	0.0
<input type="checkbox"/>	Receive CRCTs that failed STARS-FL validation (INVALID).	-Never-	MIN	0:00	30.0
<input type="checkbox"/>	Receive CRCTs that passed STARS-FL validation (VALID).	-Never-	MIN	0:00	30.0



The reports will be visible in File Inventory, as well as on a screen that allows correction by the user.

Expenditure Cost Transfer - Invalid													
Reprocess	Reverse	DCN	Amount	SOS	Effective Date	From JON	From EE	From OOC	To JON	To EE	To OOC	Transaction Date	Creation Level
<input type="checkbox"/>	Reverse	NEDU0011TRNSF01	\$125.00		11/3/2011	EDU001AB100	Q	250	EDU001AB672	Q	250	11/3/2011	FA
Reason: TO JOB ORDER NOT FOUND													
<input type="button" value="Select All"/> <input type="button" value="Clear All"/> <input type="button" value="Reprocess"/> <input type="button" value="Close"/>													



In the example above, the user would enter the erroneous “To JON” into STARS-FL, put a check in the Reprocess box and select the Reprocess button at the bottom of the screen. (Putting the check in the box activates the Reprocess button, as shown below.)

Expenditure Cost Transfer - Invalid													
Reprocess	Reverse	DCN	Amount	SOS	Effective Date	From JON	From EE	From OOC	To JON	To EE	To OOC	Transaction Date	Creation Level
<input checked="" type="checkbox"/>	Reverse	NEDU0011TRNSF01	\$125.00		11/3/2011	EDU001AB100	Q	250	EDU001AB672	Q	250	11/3/2011	FA
Reason: TO JOB ORDER NOT FOUND													
<input type="button" value="Select All"/> <input type="button" value="Clear All"/> <input type="button" value="Reprocess"/> <input type="button" value="Close"/>													



This reprocessing action will cause the expenditure cost transfer to be resent to STARS-FL in the next transmitted “Send Cost Redistribution Batch to STARS-FL” automated job.

The user may also choose to “Reverse” the cost transfer by highlighting and clicking on the Reverse option.

Expenditure Cost Transfer - Invalid													
Reprocess	Reverse	DCN	Amount	SOS	Effective Date	From JON	From EE	From OOC	To JON	To EE	To OOC	Transaction Date	Creation Level
<input type="checkbox"/>	Reverse	NEDU0011TRNSF01	\$125.00		11/3/2011	EDU001AB100	Q	250	EDU001AB672	Q	250	11/3/2011	FA
Reason: TO JOB ORDER NOT FOUND													

This will result in a new screen as shown below:

Expenditure Cost Transfer - Reversal

Transfer From/To

From JON: To JON:

From EE: To EE:

From OOC: To OOC:

Transfer Data

DCN:

Amount:

SOS:

Effective Date:

When the user selects the “Save” button, FASTDATA will reverse the original data in the From and To sides of the expenditure cost transfer. The reversal will be validated and processed like a new cost transfer. It will be visible to both the FA and Site no matter who processed the transfer. The reversal will NOT be sent to STARS-FL.

Click Save to initiate a reversal, then select Home. The Expenditure Cost Transfer Report will reflect the reversal.

Expenditure Cost Transfers may also be created in STARS-FL. If this methodology is used, FASTDATA will receive two expenditures (610D/610C). The automated job “Receive expenditures from STARS-FL” will process the expenditures into FASTDATA. If the transfer is against an existing document, it will suspend at the FA with a message “STARS Cost Transfer against Existing FASTDATA Document.” They will be visible on the FA Suspended Expenditure Report and available for purging.

The Reconciliation records for expenditures resulting from cost transfers created in STARS are processed in the automated job “Perform Reconciliation.” This will allow verification of the success or failure of the expenditure cost transfers originating in STARS-FL and sent to FD. If the incoming transfer is on an existing FD document, it will be un-reconciled; and the user will have to go into STARS; back it out and reprocess it with a DCN not existing in FD.

RECONCILIATION DOCUMENTS

To ensure the integrity of financial records in both systems, a process was developed to reconcile FASTDATA and STARS-FL transactions. Appendix D of this manual provides in-depth information regarding the reasons differences may occur and lists detailed instructions to guide you in researching these differences.

Reconciliation is initiated by activating an automated job entitled “Perform Reconciliation.” It is controlled by the FA and may be run for current and five prior fiscal years.

The FA will initially run the automated process to pull down the baseline STARS-FL document file into FASTDATA (FD). Once this has been accomplished, they will set the process to run each day, extracting any new documents or document status changes. These nightly files will appear in File Inventory.

With the implementation of Release 10-1J in June, 2012, a more up-to-the-minute picture of reconciliation is possible. As FASTDATA users work within the FD document processes, additions and updates will be applied immediately. FD will automatically evaluate STARS-FL reconciliation data against the FD updated data to clear Reconciliation differences.

Three reports are used to support the Reconciliation process:

Summary Reconciliation Report - This report displays the results of reconciliation in a .pdf or comma separated value (.csv) format. Only **variances between FASTDATA and STARS-FL are reported**. The report is available to the FA and to the Sites.

Reconciliation Report - The Reconciliation Report displays the results of reconciliation in a **comma separated value (.csv) or Microsoft Excel format**. 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 the FA and Sites.

The Reconciliation report is available from the FA and Site Reports menu until the next Reconciliation is performed.) Old reports are replaced.

Reconciliation Adjust/Override Audit Report - New to Release 10-1J of June, 2012, actions performed in the Adjustment or Override processes will be documented on this report.

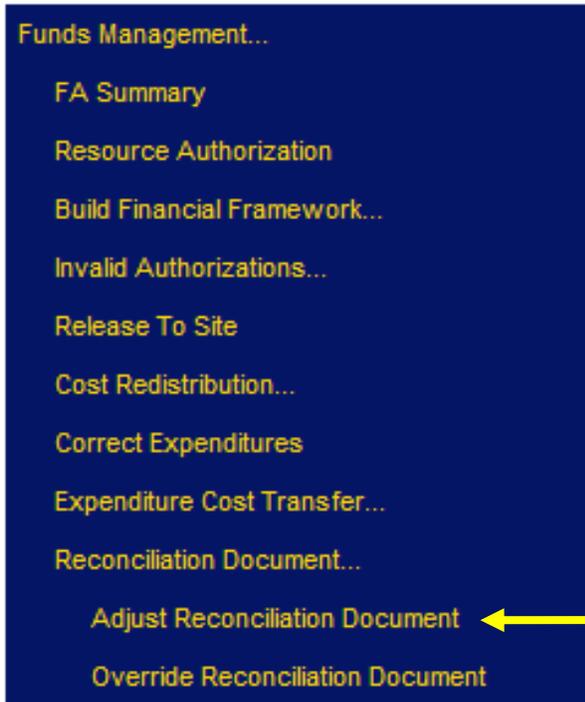
ADJUSTING

If your System Administrator has assigned you to an FA group with access to this feature (see figure below), you will be able to adjust transactions to clear differences identified in the Reconciliation process.

The screenshot displays the 'FA Group Access - New' configuration window. At the top, the title is 'FA Group Access - New' and the 'FA:' dropdown is set to 'EDUC00'. Below this, a grid of system functions is listed, each with a corresponding dropdown menu for access control. A red arrow points to the 'Adjust Recon Documents' option.

Function	Access Control
Utilities	Access
Job Order Maintenance	Update
Reports	Access
Lock Sites	Update
Responsibility Centers	Update
Authorizations	Update
Grantors	Update
FA Summary	Update
Suspend/Unsuspend	Update
File Manager	Access
Adjust Recon Documents	Access
Correct Expenditures	Update
Advanced Mass JON Update	Access
Cost Redistributions	Update
Resource Authorizations	Update
OPTARs	Update
Serial Ranges	Update
Reorganize and Cleanup Fin Frwk	Update
Release to Site	Update
Expenditure Cost Transfer	Access
Suspend Non-preceded Expenditure	Update
Override Recon Documents	Access

From the Funds Management menu, select Reconciliation Document, Adjust Reconciliation Document as shown below:



Adjustments may be made through this process to either FASTDATA or STARS-FL. A FASTDATA adjustment will not affect FASTDATA actual cost. An adjustment to STARS-FL will create an RT transaction type to correct STARS-FL. The user has the ability to indicate whether or not the RT adjusting transaction should be sent.

Selecting Adjust Reconciliation Document results in a screen similar to the one below containing un-reconciled documents from the Summary Reconciliation Report:

Results		PAGE: 1							Print (Alt+R)
Document		ACRN	JON	EE	OOO	RC	OPTAR	SITE	
NEDU001045B500	Error: FASTDATA obligation does not match STARS-FL. FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA expenditure does not match STARS-FL.	AA	EDU001AB100	T	260	AB	07	OFF00	
NEDU0011RCA5001	Error: JON/EE/OOC Mismatch.	AA	EDU001AB100	Q	252	AB	07	OFF00	
NEDU0011RCA5001	Error: FASTDATA document not found in STARS-FL.	AB	EDU001AB300	Q	252	AB	07	OFF00	
NEDU0011RCA5005	Error: FASTDATA commitment does not match STARS-FL. FASTDATA obligation does not match STARS-FL. JON/EE/OOC Mismatch. FASTDATA cost does not match STARS-FL.	AA	EDU001AB300	T	260	AB	07	OFF00	

As an example, we selected the document ending in PTA5002 and received a screen displaying the error message and difference between FASTDATA and STARS-FL:

Adjust Reconciliation Document

Reconciliation Document

System	Document	ACRN	JON	EE	DOC	RC	OPTAR
STARS-FL	NEDU0011PTA5002	AA	EDU001AB300	Y	240	AB	07
FASTDATA	NEDU0011PTA5002	AA	EDU001AB300	Y	240	AB	07

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	60.00	0.00	0.00	60.00	60.00
FASTDATA	0.00	80.00	0.00	0.00	80.00	80.00
Difference	0.00	-20.00	0.00	0.00	-20.00	-20.00

Projected RECON Adjustments

STARS-FL

FASTDATA

Difference

The lower half of the screen allows you to make adjustments to FASTDATA or STARS.

Reconciliation Adjustments

Adjustment	Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Insert FASTDATA									
	Y	AO	2010-10-01	40	80.00	00	I		Click to view Description
Insert FASTDATA									
Append STARS									

Verify Save Close

In our example, we selected Append STARS and entered a \$20.00 obligation (540T) and a Reason of “Obl failed to transmit to STARS.” Clicking Verify results in:

Adjust Reconciliation Document

Reconciliation Document

System	Document	ACRN	JON	EE	OOB	RC	OPTAR
STARS-FL	NEDU0011PTA5002	AA	EDU001AB300	Y	240	AB	07
FASTDATA	NEDU0011PTA5002	AA	EDU001AB300	Y	240	AB	07

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	60.00	0.00	0.00	60.00	60.00
FASTDATA	0.00	80.00	0.00	0.00	80.00	80.00
Difference	0.00	-20.00	0.00	0.00	-20.00	-20.00

Projected RECON Adjustments

System	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Liquidated Cost	Actual Cost
STARS-FL	0.00	80.00	0.00	0.00	80.00	80.00
FASTDATA	0.00	80.00	0.00	0.00	80.00	80.00
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	2010-10-01	40	80.00	00	I		Click to view Description
Insert FASTDATA									

STARS Reconciliation Adjustment

Adjust: Qty: Amount:

Reason:

Contract: DO/BPA: Contract ACRN:

Insert FASTDATA
Append STARS

The screen shows a Projected adjustment that will eliminate the difference between the two systems. After saving the adjustment, NEDU0011PTA5002 no longer appears on the list of DCNs needing adjustment.

OVERRIDING

If your System Administrator has assigned you to an FA group with access to this feature (see figure below), you will be able to override transactions to clear differences identified in the Reconciliation process.

FA Group Access - New	
FA: EDUC00	
Utilities	Access
Job Order Maintenance	Update
Reports	Access
Lock Sites	Update
Responsibility Centers	Update
Authorizations	Update
Grantors	Update
FA Summary	Update
Suspend/Unsuspend	Update
File Manager	Access
Adjust Recon Documents	Access
Correct Expenditures	Update
Advanced Mass JON Update	Access
Cost Redistributions	Update
Resource Authorizations	Update
OPTARs	Update
Serial Ranges	Update
Reorganize and Cleanup Fin Frwk	Update
Release to Site	Update
Expenditure Cost Transfer	Access
Suspend Non-preceded Expenditure	Update
Override Recon Documents	Access

From the Funds Management menu, select Reconciliation Document, Override Reconciliation Document as shown below:



Selecting Override Reconciliation Document results in a screen similar to the one below containing those documents with Reconciliation errors:

Select Document for Override

Filter

DCN: ACRN: JON: EE:

OOC: RC: OPTAR: SITE:

Sort Order: Ascending Descending

Error Message:

Results PAGE: 1

Document	ACRN	JON	EE	OOC	RC	OPTAR	SITE
NEDU001045B500 Error: FASTDATA obligation does not match STARS-FL. FASTDATA accounts payable/receipt does not match STARS-FL. FASTDATA expenditure does not match STARS-FL.	AA	EDU001AB100	T	260	AB	07	OFF00
NEDU0011MPA5003 Error: JON/EE/OOC Mismatch.	AA	EDU001AB300	Q	253	AB	07	OFF00
NEDU0011RCA5001 Error: JON/EE/OOC Mismatch.	AA	EDU001AB100	Q	252	AB	07	OFF00

In our example, we selected the document ending in MPA5003 to receive:

Override Reconciliation Document

Reconciliation Document

System	Document	ACRN	JON	EE	OOC	RC	OPTAR
STARS-FL	NEDU0011MPA5003	AA	EDU001AB300	Q	252	AB	07
FASTDATA	NEDU0011MPA5003	AA	EDU001AB300	Q	253	AB	07

System	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Liquidated Cost	Actual Cost
STARS-FL	0.00	0.00	0.00	100.00	100.00	100.00
FASTDATA	0.00	0.00	0.00	100.00	100.00	100.00
Difference	0.00	0.00	0.00	0.00	0.00	0.00

Override

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	2010-10-01	0	100.00	00	I		Click to view Description
Y	EV	2010-10-09	1	100.00	00	F		Click to view Description

Reason for Override:

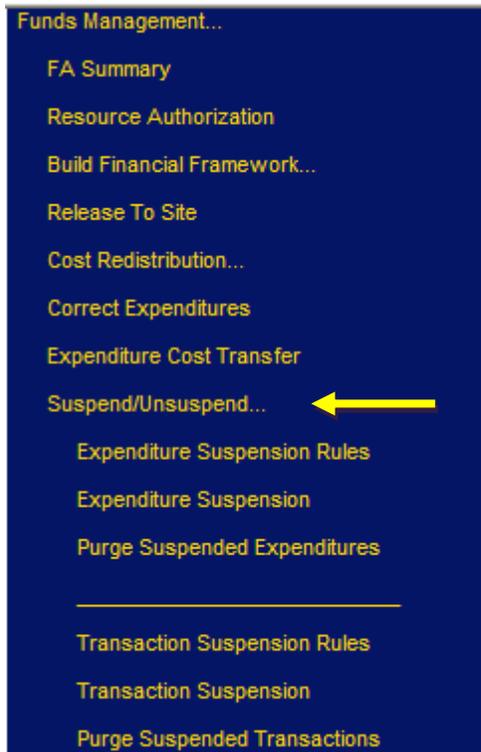
The top section shows the difference in the OOC causing the error message of JON/EE/OOC Mismatch (shown on the previous Select Document for Override screen).

The Override section allows you to create an override by entering your Reason for Override and Saving. An override will clear the document and error message from the report. An override transaction for \$0.00 and transaction type NE (non-exportable) will be generated. The override will remain in effect until further action is taken against the DCN/ACRN.

SUSPEND/UNSUSPEND

This selection will be used to add, delete, view, activate, and deactivate rules for automatically suspending expenditures and transactions. Active suspension rules will apply automatically to expenditures imported from STARS-FL or transactions imported from the Site(s). Purging of expenditure and transactions will also be discussed.

User access is defined at the System Administrator level.



EXPENDITURE SUSPENSION RULES

There may be specific recurring expenditures that you wish to control on an import-to-import basis. One way to control them (for review prior to releasing to a Site) is to place them into a suspended status during the import process. This is done by creating Expenditure Suspension rules as illustrated in this section.

Selection of Expenditure Suspension Rules, shown above as the first sub-menu item under Suspend/Unsuspend, results in a screen similar to the one below. Any rules currently defined will be displayed. Note that at this point, the user has the option of deleting the rule, marking it as active or inactive, modifying the rule or adding a new one.



Select the Add button to receive the Expenditure Suspension Rule – New screen.

Expenditure Suspension Rule - New

Available rule types:

Suspend all records with a Site ID of

Enter criteria:

Rule to be applied:

Add Save Close

Click on the dropdown arrow in the Available rule types section to view the choices available for rule types (shown below).

Expenditure Suspension Rule - New

Available rule types:

Suspend all records with a Site ID of

Suspend all records with a Site ID of

Suspend all records with a Document Type of

Suspend all records with a Document Number of

Suspend all records with an ACRN of

Suspend all records with a JON of

Suspend all records with an Expense Element of

Suspend all records with an OMB Object Class of

Suspend all records with the sixth position of the JON containing

Suspend all records with the seventh position of the JON containing

Suspend all records with the eighth position of the JON containing

Suspend all records with the ninth position of the JON containing

Suspend all records with the tenth position of the JON containing

Suspend all records with the eleventh position of the JON containing

Suspend all records with Serial Range having a first character of

Suspend all records with Serial Range having a second character of

Suspend all records with Serial Range having a third character of

Suspend all records with Serial Range having a fourth character of

Add Save Close

In the example below, the user selected the rule type “Suspend all records with an Expense Element of” and received:

Expenditure Suspension Rule - New

Available rule types:

Suspend all records with an Expense Element of

Enter criteria:

Rule to be applied:

Add Save Close

In the center “Enter criteria” strip, the user entered an “M” and clicked Add. The rule was displayed in the “Rule to be applied” section as shown below:

Expenditure Suspension Rule - New

Available rule types:

Suspend all records with an Expense Element of

Enter criteria:

M

Rule to be applied:

Suspend all records with an Expense Element of M

Add Save Close

If you have completed your rule, click Save. If, however, you would like to make a compound rule, select another rule type; enter your desired criteria; and once again click Add. In the example below, the user added the rule type “Suspend all records with a Site ID of”; entered Site ID of “04” and selected Add to receive:

Expenditure Suspension Rule - New

Available rule types:

Suspend all records with a Site ID of ▼

Enter criteria:

04

Rule to be applied:

Suspend all records with an Expense Element of M AND with a Site ID of 04

Notice that the two rules have combined into one to make a “compound rule.” The incoming expenditure must meet both criteria to be suspended at the FA. Click Save and receive:

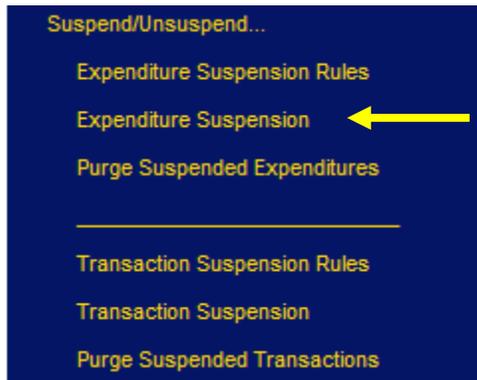
Expenditure Rules			
Delete	Active	Modify	Suspension Rule
	<input checked="" type="checkbox"/>		Suspend all records with a Document Type of PT
	<input checked="" type="checkbox"/>		Suspend all records with an Expense Element of M AND with a Site ID of 04

Click Close.

EXPENDITURE SUSPENSION

Expenditures imported from STARS-FL may be reviewed by the FA before being transmitted to the corresponding Sites. The Expenditure Suspension option will display these current expenditures, as well as any suspended expenditures. Site expenditures returned to the FA are also automatically placed into a suspended status and displayed here. From this location, expenditures may be suspended or unsuspended.

Select Funds Management, Suspend/Unsuspend, Expenditure Suspension.



The Select Expenditure(s) to be Suspended/Unuspended screen opens.

Select Expenditure(s) to be Suspended/Unuspended

Filter

JON: [] DCN: [] ACRN: [v] Site: [v] Expense Element: [v] OMB Object Class: [v] Sort Order: [v] DCN [v] Ascending [x] Descending []

Suspended/Unuspended: [v] Amount: [] STARS Batch ID: []

Filter

Results

PAGE: 1

Suspended	JON	DCN	ACRN	Site	Partial/Final	Expense Element	OMB Object Class	Amount	QTY	Batch #	Susper Type
<input type="checkbox"/>	EDU009AB500	NEDU0009MD33777	AA	OFF00	F	Q	253	30.00	00001	STAR810081	
<input checked="" type="checkbox"/>	EDU009AB300	NEDU0009PTA5002	AA	OFF00	F	Q	252	75.00	00001	STAR810081	Autom Susper Rul

Add All Remove All Save Close

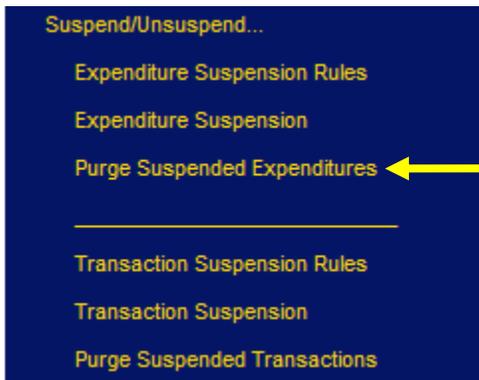
The Filter section provides multiple options to aid in locating data.

The Results section allows selection of expenditures to be suspended or unsuspended by checking or unchecking the Suspended checkbox. Be sure to click Save following any changes to the Suspended check boxes.

Notice that there is an expenditure with a check due to the suspension rule for the document type of “PT.” The expenditure for the DCN ending in MD33777 is showing because it has not been released to a Site yet.
 Click Close to exit the screen.

PURGE SUSPENDED EXPENDITURES

This option is used to purge expenditures in a suspended status. Select Funds Management, Suspend/Unsuspend, Purge Suspended Expenditures.



You may view a full list of Expenditures or use the Filter options to narrow the results shown. For example, in the DCN field, you may enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard. After you select the Filter button, the Results section will display a list of only those Expenditures meeting the selected criteria.

Suspended Expenditures may be marked or unmarked for purging by checking or unchecking the Purge checkbox or by using the Add All or Remove All buttons. Once the choices have been made, the user would click Save to confirm. **Once a change has been made, the Save button will become inactive until the Purged Suspended Expenditures Report is printed.**

 A screenshot of the "Purge Suspended Expenditures" application window. The "Filter" section includes input fields for JON, DCN, ACRN, Site, Expense Element, OMB Object Class, and Sort Order (with Ascending selected). Below the filter is a "Filter" button. The "Results" section shows "PAGE: 1" and a table with columns: Purge, JON, DCN, ACRN, Site, Partial/Final, Expense Element, OMB Object Class, Amount, QTY, Batch #, and Suspension Type. Two rows of data are visible. Below the table are buttons for "Add All", "Remove All", "Save", and "Close". A red circle highlights the "Add All" and "Remove All" buttons, and a red arrow points to the "Save" button.

Purge	JON	DCN	ACRN	Site	Partial/Final	Expense Element	OMB Object Class	Amount	QTY	Batch #	Suspension Type
<input type="checkbox"/>	EDU009AB300	NEDU0009PTA5002	AA	OFF00	F	Q	252	75.00	00001	STAR810081	Automatic Suspension Rule
<input type="checkbox"/>	EDU009AB100	NEDU0009WRA5000	AA	OFF00	F	Q	252	300.00	00001	STAR810081	JON Mismatch for DCN/ACRN

Click Close to exit the screen.

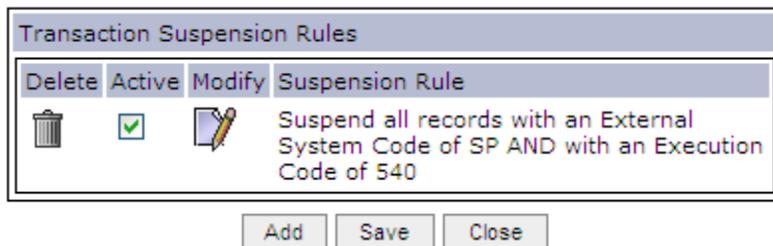
TRANSACTION SUSPENSION RULES

Transaction Suspension Rules are used to ensure specific transactions or specific types of transactions are not exported to STARS-FL before the FA has a chance to review them. These rules are applied when the “Receive accounting transactions from the Site(s)” automated job is run. Transactions matching active rules are suspended at the FA. The FA can then Unsuspend or purge the suspended transactions.

Select Funds Management, Suspend/Unsuspend , Transaction Suspension Rules.



The Transaction Suspension Rules screen opens. On this screen, any existing rules will be listed.



(Note: At every FA, a transaction suspension rule has been set up and activated that reads as the one shown above. If an FA DOES want SPS obligations to flow to STARS-FL, it must deactivate or delete this rule.)

Click Add to create a new Transaction Suspension Rule.

The Transaction Suspension Rule – New screen opens. **Notice the similarity to the Expenditure Suspension Rules – New screen.**

Transaction Suspension Rule - New

Available rule types:

Suspend all records with a Document Type of ▼

Enter criteria:

Rule to be applied:

Leave the rule type as “Suspend all records with a Document Type of” and type “RC” in the “Enter criteria” strip. Click Add to see the rule in the “Rule to be applied” section.

Transaction Suspension Rule - New

Available rule types:

Suspend all records with a Document Type of ▼

Enter criteria:

RC

Rule to be applied:

Suspend all records with a Document Type of RC

If you have completed your rule, click Save. If, however, you would like to make a compound rule, select another rule type; enter your desired criteria; and once again click Add. In the example below, the user added the rule type “Suspend all records with an Execution Code of”; entered “540”; and selected Add to receive:

Transaction Suspension Rule - New

Available rule types:

Suspend all records with an Execution Code of

Enter criteria:

540

Rule to be applied:

Suspend all records with a Document Type of RC AND with an Execution Code of 540

Notice that the two rules have combined into one to make a “compound rule.” The incoming transaction must meet both criteria to be suspended at the FA. Click Save and receive:

Transaction Suspension Rules			
Delete	Active	Modify	Suspension Rule
	<input checked="" type="checkbox"/>		Suspend all records with an External System Code of SP AND with an Execution Code of 540
	<input checked="" type="checkbox"/>		Suspend all records with a Document Type of RC AND with an Execution Code of 540

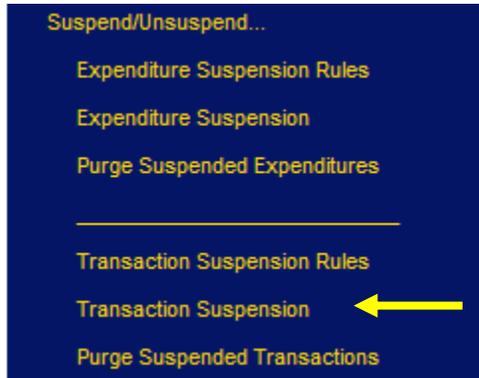
Note that at this point, the user has the option of deleting the rule, marking it as active or inactive, or modifying the rule. Active suspension rules will apply automatically to valid transactions when you import data from a Site. If marked as inactive by removing the check, the rule will still be available for use at a later date, but will not affect any imports until it is reactivated.

Click Close to exit the screen.

TRANSACTION SUSPENSION

The Transaction Suspension option is used to review and suspend or unsuspend transactions received from a Site. **This is the online view that allows an FA to examine all documents before allowing them to flow to the official accounting system, STARS-FL.**

Select Funds Management, Suspend/Unsuspend, Transaction Suspension.



The Select Accounting Transactions to be Suspended/Unuspended screen opens.

The screenshot shows a web interface titled "Select Accounting Transactions to be Suspended/Unuspended". It features a "Filter" section with various input fields: "Site:" (dropdown), "Execution Code:" (text), "DCN:" (text), "JON:" (text), "ACRN:" (dropdown), "Record Type:" (dropdown), "Sort Order:" (dropdown with "Ascending" selected), "Suspended/Unuspended:" (dropdown), "Amount:" (text), and "Suspended By/Suspended Reason" (text). A "Filter" button is located below these fields. The "Results" section shows "PAGE: 1" and a table with the following data:

Suspended	Site	Execution Code	DCN	JON	ACRN	Qty	Amount	Record Type	Suspended By/Suspension Reason
<input type="checkbox"/>	OFF00	915	NEDU0009RCA5005	EDU009AB300	AA	4	\$40.00	N	
<input type="checkbox"/>	OFF00	915	NEDU0009RCA5006	EDU009AB300	AA	0	\$100.00	N	

At the bottom of the results section, there are buttons for "Add All", "Remove All", "Save", and "Close". The "Add All" and "Remove All" buttons are circled in red.

You may view a full list of transactions or use the filter options to narrow the results shown. For example, in the DCN field, you may enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard. After you select the Filter button, the Results section will display a list of only those transactions meeting the selected criteria.

Unless filtered, the Results section lists all current transactions. Those that are suspended have a check in the checkbox under the Suspended column. Checking or unchecking this option will change the suspension status of the specified transaction. The option to Add All will mark all transactions as suspended. Remove All will unsuspend all transactions.

Suspended transactions will not be included in any accounting batch files. The reason they are suspended will show in the “Suspended By/Suspension Reason” column, along with the user who suspended it, if applicable. Remember that the execution codes suspended will not be committed, obligated, or show the receipt in STARS-FL until the transaction is un-suspended to flow in the accounting batch.

PURGE SUSPENDED TRANSACTIONS

If it is decided that a transaction should never be forwarded to the official accounting system, this process may be used.

Select Funds Management, Suspend/Unsuspend, Purge Suspended Transactions.



The Purge Suspended Transactions screen will open.

Purge Suspended Transactions

Filter

Site ID: [dropdown] Execution: DCN: [text] ACRN: [dropdown] JON: [text] Sort Order: Ascending Descending
 STARS Batch ID: [text] Amount: [text] Suspended By/Suspended Reason: [text]

Results PAGE: 1

Purge	Site ID	Batch ID	Execution	DCN	ACRN	JON	Amount	QTY	Partial/Final
<input type="checkbox"/>	OFF00	20090980	915	NEDU0009RCA5005	AA	EDU009AB300	\$40.00	4	

The user would select the checkbox next to the suspended transaction to purge it. The accounting transactions marked for purging will be removed from the database. The Add All and Remove All buttons can also be used to check or uncheck all of the accounting transactions listed for purging. (They are grayed out above because there is only one transaction displaying.)

When the FA sets up Transaction Suspension Rules these transactions will show on the Action Item List (AIL) to remind the FA to take action. The review of these suspended accounting transactions by the FA should either generate the un-suspension of the transactions so they can flow to STARS-FL in the Accounting Batch or they should Purge the suspended transactions from the database. Either action will remove them from the AIL report as well.

Click Close to exit the screen.

SUSPEND NON-PRECEDED EXPENDITURES

If your System Administrator has given you Update access to this feature (see figure 1 below), you may elect to suspend all Labor and/or Non-Labor Non-preceded expenditures received at your FA, with the intent of either un-suspending them after the Site has created the corresponding document or purging them at a future date.

FA Group Access - New	
FA: EDUC00	
Utilities	Access
Job Order Maintenance	Update
Reports	Access
Lock Sites	Update
Responsibility Centers	Update
Authorizations	Update
Grantors	Update
FA Summary	Update
Suspend/Unsuspend	Update
File Manager	Access
Adjust Recon Documents	No Access
Expenditure Cost Transfer	Access
Correct Expenditures	Update
Advanced Mass JON Update	Access
Cost Redistributions	Update
Resource Authorizations	Update
OPTARs	Update
Serial Ranges	Update
Reorganize and Cleanup Fin Frwk	Update
Release to Site	Update
Suspend Non-preceded Expenditure	Update
Expenditure File Import	Access
Override Recon Documents	No Access

From the FA menu, you would select Suspend Non-preceded Expenditures as shown below:

- Funds Management...
- FA Summary
- Resource Authorization
- Build Financial Framework...
- Invalid Authorizations...
- Release To Site
- Cost Redistribution...
- Correct Expenditures
- Expenditure Cost Transfer...
- Reconciliation Document...
- Suspend/Unsuspend...
- Suspend Non-preceded Expenditures

The resulting screen looks as follows:

Suspend Non-preceded Expenditures

Suspend Labor Non-preceded Expenditures: On Off

Suspend Non-Labor Non-preceded Expenditures: On Off

Default is not to suspend (Off).

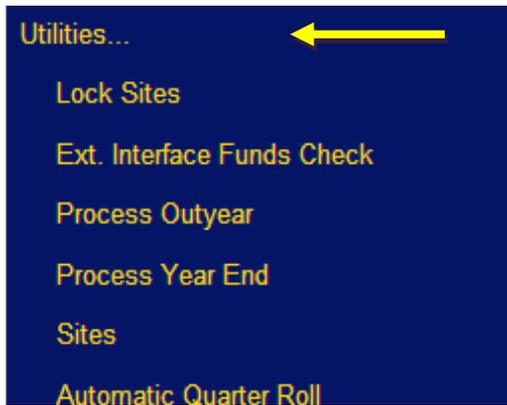
This feature may also be turned on at the System Administrator level when your FA is created.

Suspension caused by this feature will not apply to STARS-FL Cost Transfers.

T

UTILITIES

Various FA functions are covered under the Utilities menu option; each is described below.



LOCK SITES



Locking one or more of the Sites is useful to the FA when conducting end-of-month, end-of-quarter or end-of-year reconciliations between FASTDATA and STARS-FL. Selecting the padlock of each Site you wish to lock or unlock will affect the Site(s) as designated. There is also a Lock All button so that you don't have to apply to each one individually. This action alone locks or unlocks the Site(s) and there is no need save changes you have made.

Lock Sites				
Status	Lock Site	FA	Site ID	Site Description
UNLOCKED		EDUC00	OFF00	OFFICER PROGRAMS
UNLOCKED		EDUC00	ONBASE00	ON-BASE PROGRAMS

 = Click to lock Site
 = Click to unlock Site

When the Site is locked, users will have **No Access, Display-only Access, or Full Access** to the Site, as set by the System Administrator.

EXTERNAL INTERFACE FUNDS CHECK



Selection of this menu item results in the following screen:

A screenshot of a dialog box titled 'External Interface Funds Check'. It contains two rows of radio button options. The first row is 'MPC Check For Funds' with 'ON' selected (indicated by a green dot) and 'OFF' unselected. The second row is 'DTS/SPS/EDI/ERP Check For Funds' with 'ON' selected (indicated by a green dot) and 'OFF' unselected. Below the dialog box are two buttons: 'Save' and 'Close'.

The user will indicate on this screen whether or not transactions from the listed external systems are to be allowed to import into FASTDATA with no regard to the Funds Check indicator in the OPTAR record and/or the Ceiling and Fence indicators in the Authorization record. Systems listed are: Military Purchase Card (MPC); Defense Travel System (DTS); Standard Procurement System (SPS); Electronic Data Interchange (EDI) and Enterprise Resource Planning Systems (ERP).

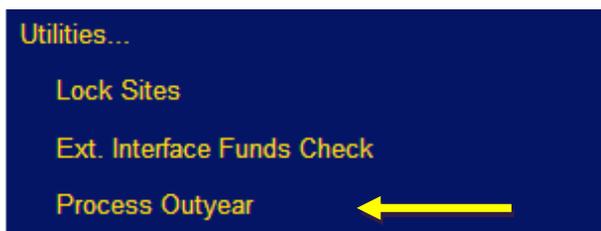
If the indicator is OFF, the records will bypass funds checking validations and

The default is ON. If the user changes the indicator to OFF, the records from that system will bypass funds checking validations and ceiling and fence indicators and process into FASTDATA even if it causes available funds to go into the negative. This will apply to transactions entering the system through the listed external interfaces, either automatically or reprocessing from suspense.

PROCESS OUTYEAR

When the time comes after mid-year that the FISC or contracting offices start to request documents to be forwarded to them for the new Fiscal Year, it is time for the FA to begin preparing their database for the OUTYEAR process. This process should not be done until any structural change requirements are provided by your Major Command for the upcoming Fiscal Year. Structural changes would include LOA changes, Cost Center/Sub Cost Center changes, JON changes, Cost Account Codes, etc. Once the FA performs the Outyear process, they will be able to make all changes needed to the framework, but it needs to occur prior to sending the Outyear Financial Framework to the Site level.

New features in the Web will allow the FA's designated users to reorganize their Financial Framework. See [Reorganize Financial Framework](#) for further details.



The Process Outyear will allow the FA to promote Responsibility Centers and their associated OPTARs, authorizations, job order numbers, Sites, and serial ranges to the Outyear. When selected, it will provide the ability to promote one RC at a time or all as desired.

You will receive a screen similar to:

A screenshot of a web form titled "Select RC(s) to be promoted to the outyear." The form contains a table with columns: Select, JON Status, RC, Appropriation, Subhead, BCN/BP ALLOT, and SA/OB Suffix. A dropdown menu is open over the JON Status column, showing "Carry forward to Outyear" and "Reset status". Below the table are radio buttons for "Direct OPTAR(s)", "Reimbursable OPTAR(s)", and "Direct and Reimbursable OPTAR(s)". At the bottom are buttons for "Select All", "Deselect All", "Process", and "Close".

Select	JON Status	RC	Appropriation	Subhead	BCN/BP ALLOT	SA/OB Suffix
<input type="checkbox"/>	Carry forward to Outyear	BU	17 09 1804	3705	68094	0

Place a check in the box next to the RC(s) that you wish to promote to the Outyear. Indicate the desired JON Status, and then select the Process button.

If you select "Carry forward to Outyear" the current year JON status will carry forward to the Outyear JON.

If you select "Reset status" any New (Incomplete) statuses will be carried forward and all other statuses will be set to New (Complete) in the Outyear.

When the process is complete, a "Results" box will appear at the bottom of the page. The Results section will inform you of a successful move and will list the associated data included. Select the desired radio button in the lower portion of the page to indicate if you wish to promote only direct OPTARs, only reimbursable OPTARs, or both direct and reimbursable OPTARs.

Promoting RCs to the Outyear automatically performs the following processes:

- Copies the financial framework for the current year to the Outyear with \$0.00 authorized and \$0.00 obligated.
- Adjusts any occurrences of the current fiscal year, such as JONs, to the next fiscal year.
- Resets the current sequence number for document serial ranges to zeros.

If you try to promote RCs that have already been promoted, a message will inform you that zero (0) item(s) were promoted.

NEW in the Web: before an RC can be promoted to the Outyear the Resource Authorization to which it is associated has to have been promoted to the Outyear.

- If there are grantor data records flagged for carrying forward with a funds expiration date after the beginning of the Outyear's fiscal year, the grantor data also will be promoted to the Outyear.
- If the Outyear Process detects a reimbursable JON with associated grantor data, FASTDATA will promote the JON to the Outyear but will clear the grantor data from the JON record if the grantor data is not flagged for carrying forward.

Promoting multi-year appropriations requires additional steps as outlined below:

After the Process Outyear is performed by the FA and review has taken place, the next step is to send the Outyear Financial Framework to the Site. This must occur so the Site can create the documents required for the future Fiscal Year and send them to the appropriate contracting office. All documents created in the Outyear at the Site level will remain at the Site level and there is no check for funds when creating in the Outyear. The transactions will transmit to the FA and to STARS-FL once the second part of the process is completed in October. The Process Year End allows the documents that have been suppressed at the Site level to transmit.

Ensure that you are signed in as the Role that created the RA. The Outyear status will be “ineligible” until the steps below are taken:

- 1 In the Role (such as the RM) where the RA was created, change the Fiscal Year to the Outyear.
- 2 Go to Funds Management, Resource Authorization.
- 3 Choose the RM you need to promote and click the Update Icon:
- 4 Click Add Subhead.

5 Enter the subhead data again with new fiscal year and Save it.

FASTDATA Version REL_10-1-0023 Current Role: Resource Manager RMUSJFCOM

Resource Authorization Update

General

Funding Type: RDT&E OB Holder: 066K2 Department: 97 Approval Date: 10/1/2009 Expired Date: 9/30/2011
 Begin Fiscal Year: 2010 End Fiscal Year: 2011 APPN: 0400 Effective Date: 10/22/2009

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TR
		66K2	0	2011	JFIT	00066	0	068892				
		66K2	6	2010	JFIT	00066	0	068892				
Total												

Add Subhead Save Close

6 Distribute it to the FA.

7 Go to FA level and stay in current year.

8 Go to Utilities, Process Outyear:

9 Select RCs to carry forward.

FASTDATA
 Funds Administration and Standardized Document Automation System

Current Role: FA 00066, FY/QTR: 2010/3

Select RC(s) to be promoted to the outyear.

Select	ION Status	RC	Appropriation	Subhead	BCN/BP ALLOT	SA/OB Suffix
<input type="checkbox"/>	Carry forward to Outyear	SF	97 10 0400	66K2	00066	0
<input checked="" type="checkbox"/>	Carry forward to Outyear	FY10JFITRD	97 10/11 0400	66K2	00066	0

Promote
 Direct OPTAR(s) Reimbursable OPTAR(s) Direct and Reimbursable OPTAR(s)

Select All Deselect All Process Close

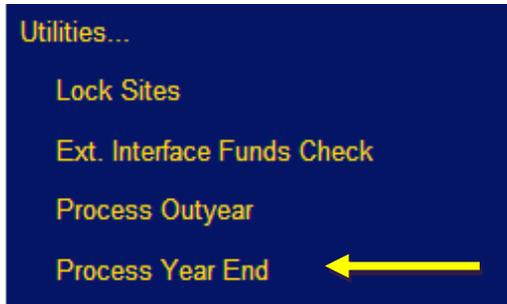
10 Click Process.

11 Check your financial framework to confirm success.

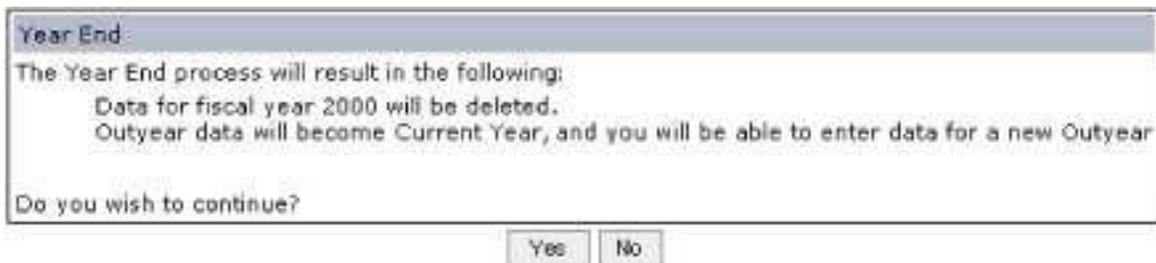
PROCESS YEAR END

The FA must perform Process Outyear before performing Process Year End, and the system Date MUST be greater than October 1 of the current Calendar year. Once Year End is performed, the FA will reflect the new Fiscal Year as the Current Year of the database. Access to this End-of-Year Process window is defined at the System Administrator level.

Funds should be in place at the RC and Authorization levels, as once Year End is performed on the Site, the documents created in the Outyear will begin to transmit to the FA and to STARS-FL to generate obligations and commitments.



Successful processing of year-end will result in:



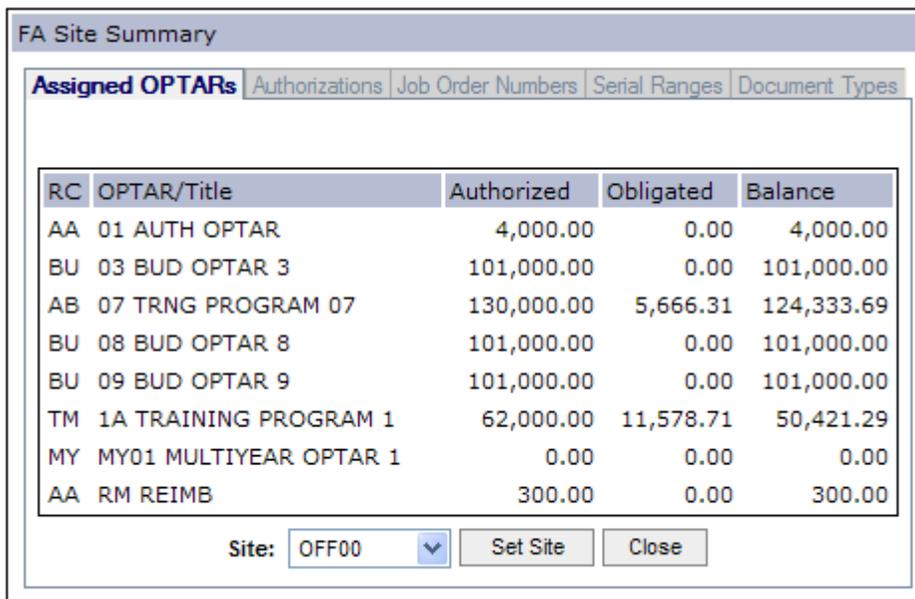
To begin the end-of-year process, select the Yes button. When processing is complete, the End-of-Year Utility window will close automatically. Select No to close the Year End window.

SITES

The Sites menu option provides **view-only information** about the Sites associated with the selected FA activity. This is unlike the Site maintenance window in the GUI where you could add, modify, and delete in several of the associated tabs.



Selection of the Sites option results in a screen similar to the one below. Towards the bottom of the screen, note that by using the drop list, you may select the Site whose information you wish to view. After selecting the desired Site, click on the Set Site button to retrieve information pertinent to the selected Site.



FA Site Summary

Assigned OPTARs | Authorizations | Job Order Numbers | Serial Ranges | Document Types

RC	OPTAR/Title	Authorized	Obligated	Balance
AA	01 AUTH OPTAR	4,000.00	0.00	4,000.00
BU	03 BUD OPTAR 3	101,000.00	0.00	101,000.00
AB	07 TRNG PROGRAM 07	130,000.00	5,666.31	124,333.69
BU	08 BUD OPTAR 8	101,000.00	0.00	101,000.00
BU	09 BUD OPTAR 9	101,000.00	0.00	101,000.00
TM	1A TRAINING PROGRAM 1	62,000.00	11,578.71	50,421.29
MY	MY01 MULTIYEAR OPTAR 1	0.00	0.00	0.00
AA	RM REIMB	300.00	0.00	300.00

Site: OFF00

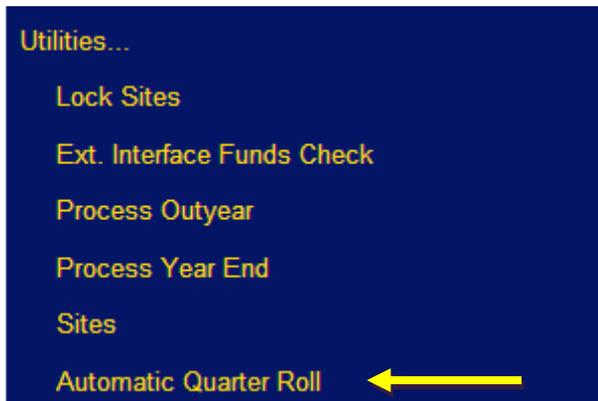
There are **five** tabs from which the user may glean information:

1. **Assigned OPTARs** - This tab provides general information regarding OPTARs assigned to the selected Site, including associated RC, OPTAR ID and Title, along with dollars Authorized, dollars Obligated and available Balance.
2. **Authorizations** - The Authorization tab provides information related to Authorizations assigned to the selected Site, including associated RC, OPTAR, and Authorization ID, along with Total Dollars Authorized, Total Dollars Obligated and Available Balance.

- 3. Job Order Numbers** - The Job Order Numbers tab provides general information regarding JONs assigned to the selected Site, including associated RCs, OPTARs, Authorizations JON Descriptions and Obligated amounts.
- 4. Serial Ranges** - This tab lists serial ranges for the selected Site and other information such as the beginning and ending numbers of each range; the last number used, the serial range description; Service Code and SDN UIC and the associated OPTAR/RCs if the range has been set up to be used only by a specific OPTAR/RC.
- 5. Document Types** - The Document Types tab shows the documents to which the Site has access for creation purposes.

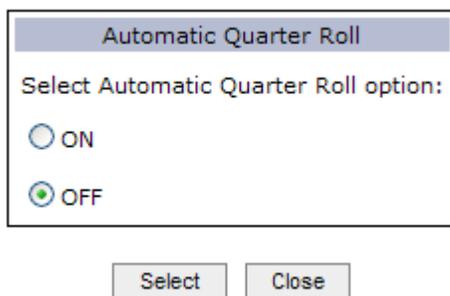
AUTOMATIC QUARTER ROLL

In FASTDATA Web, the FA now has the option to control the Quarter Roll for all their Sites automatically. The option to not check the automated quarterly roll is still there for the FA to determine whether or not they want to use it.



The system has always automatically rolled the FA to the new quarter on the first day of the new quarter. This did not happen in the Site. The Site user would log in to the Site on the first day after the quarter began and would receive a pop up box prompting a quarter roll. If the Site user performed the quarter roll, it would roll in any funds that may be available for that quarter and the Site could use the funds to process documents.

Now the FA has the option to set up the process to be performed automatically at the Site, without requiring human intervention. The FA must apply this automatic process to all Sites or no Sites.



Keep in mind, if the function is turned ON, it will silently roll to the new quarter for all Sites within the FA. If OFF is selected, it will remain a manual process for each Site to perform each quarter.

REPORTS

Each of the reports available at the FA will provide information or status you can use in review of your document costs. Some will provide different selections such as summary or detail; by DCN, JON, OPTAR code, EE, etc. Each report is described below.



The majority of these reports offer the following Run Report options to the user upon entering the desired report criteria:

- Run Report – Applies the selected criteria and produces the report on screen in PDF format.
- Run CSV Report – Runs the report criteria as a text file that may be exported in an Excel spreadsheet.
- Run Excel Report – Runs the report criteria directly into Excel.



REPORT CRITERIA SCREENS

Transaction History

FA: EDUC00

Site: OFF00

FY: 2009

RC: All RCs
AA
AB
BU
TM

OPTAR: All OPTARs
01
03
07
08

ACRN: All ACRNs
AA
AB

DCN: All Document Numbers
NEDU0009CCMMMNT
NEDU0009CCMMMMP1
NEDU0009CCMMMRJ
NEDU0009CCMMMNT1

DCN Filter:

Document Type: All Doc Types
CIVILIAN LABOR
CREDIT CARD
DD1348 - MILSTRIP Requisition
DD1348-6 - MILSTRIP Requisition Long Form

From Date:

To Date:

Run Report Run CSV Report Run Excel Report Filter Close

Select All RCs, a single RC or multiple RCs.

Select All OPTARs, a single OPTAR or multiple OPTARs.

Upon making a choice from the Reports menu, the user will receive a criteria screen that will allow him to “customize” the requested report information.

For instance, notice above that the report may contain information for All RCs and OPTARs or that the user may choose specific ones, depending on his needs.

In the DCN area, in addition to the options named above, the user may also use the DCN Filter box to type in part or all of the DCN that is desired. If this option is chosen, the user would then select the Filter button at the bottom of the screen to initiate the search. After retrieving the desired information in the DCN area, you must highlight the filtered data before selecting one of the Run Report options.

WILD CARD OPTIONS ON CRITERIA SCREENS

Document Status Log by Auth	
FA:	EDUC00
Site:	OFF00
FY:	2009
RC:	All RCs AA AB BU TM
OPTAR:	All OPTARs 01 03 07 08
JON:	All JONs 68045911100 68045922200 6809490311A 6809490311B
DCN:	All Document Numbers NEDU0009CCMMNT NEDU0009CCMMMP1 NEDU0009CCMMR1 NEDU0009CCMMMT1
JON Filter:	<input type="text"/>
DCN Filter:	<input type="text"/>
Direct/Reimbursable:	Direct
From Date:	<input type="text"/> <input type="button" value="Calendar"/>
To Date:	<input type="text"/> <input type="button" value="Calendar"/>
Run Report Run CSV Report Run Excel Report Filter Close	

The JON and DCN Filters are optional parameters allowing refinement of the JON and DCN searches. The process is the same for both filter options. A wild card indicator (*) may be used at the beginning or end of your entry. For example, entering NEDU0009CC* in the DCN Filter text box, and then selecting the Filter button will refresh the DCN list with only those DCNs meeting that criteria. The user must then be sure to highlight the filtered data that appears in the DCN section BEFORE selecting one of the Run Report options.

STATUS OF FUNDS

As shown below, there are four selections available under the Status of Funds. If a report is selected with the “Detail” option, it provides authorization and obligation totals and remaining available balance for each individual authorization within the OPTAR. If selected by “Summary,” the totals are summarized at the OPTAR level.

In an attempt to balance to actual funding, this report has been modified to include RC/OPTARs without associated Sites. A row has been added to the report to account for RC/OPTARs meeting this condition.

The user can also choose to run these reports with or without the Initiations included.



STATUS OF FUNDS DETAIL

This report provides the status of direct or reimbursable funds by Responsibility Center (RC), OPTARs, and Authorizations. It provides APFs, current amounts authorized, cumulative costs, available balance and a percentage figure of authorization amounts used. For non-DMLSS Sites, the Inventory Issued and Encumbered amounts will always be zero.

The Status of Funds Detail Report does not include dollar amounts of initiation documents.

Each OPTAR balances will display on a new page. When the last page is selected, it will show the last OPTAR and have the grand totals for all. If the report is filtered by one RC for all Sites, the report will display with totals for each Site on a separate page and the final page will show the FA the RC total for all Sites.

STATUS OF FUNDS REPORT - DIRECT

FA: N3560A Fourth Quarter of FY: 2009
 Site: 01
 RC: 3A Transfer RC Funds: Y
 OPTAR: 01 Description: EMBRY RIDGLE UNIVERSITY

Funding Location Description	Auth	Other	Appl	Lab	Collg	Ferried	Annual Planning Figure	Current Authorized	Cumulative Cost	% Invest Available	Encumbered Amount	Available Balance	Current % Used
DPC UNF OPS	410100						\$46,200.00	\$46,200.00	\$477.11	\$0.00	\$0.00	\$45,722.89	0.50%
DPC UNF OPS	419000						\$0.00	\$0.00	\$21,000.00	\$0.00	\$0.00	\$21,000.00	0.00%
FISCAL YEAR 2009 OPTAR CODE 01							OTHER	\$46,200.00	\$21,000.00	\$0.00	\$0.00	\$25,200.00	43.67%
							LAGOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
							TOTAL	\$46,200.00	\$67,200.00	\$21,000.00	\$0.00	\$45,200.00	43.67%
FISCAL YEAR 2009 RC CODE 3A							OTHER	\$46,200.00	\$21,000.00	\$21,000.00	\$0.00	\$25,200.00	43.67%
							LAGOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
							TOTAL	\$46,200.00	\$21,000.00	\$21,000.00	\$0.00	\$25,200.00	43.67%
Report Totals:							\$7,200,000.00	\$7,200,000.00	\$2,000,000.00	\$0.00	\$0.00	\$5,200,000.00	43.33%

TIP: If your report is showing many pages and you want to move to a different page number, type the page number in the page field at the top of the report page and ENTER. This will forward you to that page without going one by one using the forward or back.



STATUS OF FUNDS W/INITS DETAIL

The Status of Funds Detail with Initiations report replicates the above report but also INCLUDES any outstanding Initiations. It will not have a separate column for initiation documents created; it will only show a difference in the cumulative cost field. The difference should be reflected on the Initiation report in the FA under Reports, Document Status Log. This report DOES include Labor costs.

STATUS OF FUNDS WITH INITIATIONS REPORT - DIRECT

PRG: FA = N00015 AND PY = 2008 AND QUARTER = 3 AND DIRECT/REIMBURSABLE = 0' AND DRG IN (N) AND RC IN (S)

FA: N00015 Third Quarter of FY: 2008
 Site: NI
 RC: CJ
 OPTAR: 10 Description: 10

Funding Limitation Description	Auth	Labor	Calling	Period	Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Available Balance
10 NONPAY COUNTERDRUG 3388	CSNP	N	N	Y	\$0.00	\$0.00	\$11,148.11	\$0.00	\$0.00	-\$11,148.11
10 PAY COUNTERDRUG 3388	CSPAY	L	N	Y	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 TRAVEL COUNTERDRUG 3388	CSTRAV	N	N	Y	\$0.00	\$0.00	\$3.00	\$0.00	\$0.00	-\$3.00
10 TRDENT NONPAY	TRNP	N	N	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FISCAL YEAR 2008 OPTAR CODE 10					OTHER	\$0.00	\$0.00	\$0.00	\$0.00	-\$11,151.11
					LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	-\$11,151.11

STATUS OF FUNDS SUMMARY

This report provides information on the status of direct or reimbursable funds by RC and OPTAR. It provides APFs, current amounts authorized, cumulative costs, available balance and a percentage figure of authorization amounts used. The last page of the report has the REPORT TOTAL for each column. FA and Site reports differ only in that at the FA all Sites are visible, and at the Site only that Sites data will appear in the report.

STATUS OF FUNDS REPORT - DIRECT

PRG: FA = N00015 AND PY = 2008 AND QUARTER = 4 AND DIRECT/REIMBURSABLE = 0' AND DRG IN (S)

FA: N00015 Fourth Quarter of FY: 2008
 Site: 05
 RC: 13L Transfer RC Funds: N

OPTAR	Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Available Balance	Current % Used
05 COLORADO SUB OR COLL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FISCAL YEAR 2008 RC CODE 05							
RC: 11 Transfer RC Funds: N							
05 LABOR FOR 05	\$0.00	\$0.00	\$800.00	\$0.00	\$0.00	-\$800.00	0.00%
FISCAL YEAR 2008 RC CODE 11							
RC: 05A Transfer RC Funds: N							
05 STATE PROMISING COLORADO	\$188,000.00	\$188,000.00	\$88,000.00	\$0.00	\$0.00	\$100,000.00	46.8%
FISCAL YEAR 2008 RC CODE 05A							
Report Totals:	\$0,000,000.00	\$0,000,000.00	\$0,000,000.00	\$0.00	\$0.00	\$0,000,000.00	0.00%

STATUS OF FUNDS W/INITS SUMMARY

This report replicates the above report but also INCLUDES any outstanding Initiations. The report will not have a separate column for initiation documents created. It will only show a difference in the cumulative cost field. The difference should also be reflected on the Initiation report that exists in the FA under Reports, Document Status Log. This report DOES include Labor costs.

STATUS OF FUNDS WITH INITIATIONS REPORT - DIRECT

File: FA - N00015 AND FY - 2008 AND QUARTER - 3 AND DIRECT REVERSIBLE - 0' AND 000 N (16) AND RC IN (CJ)

FA: N00015
Site: MI
CJ

Third Quarter of FY: 2008

OPTAR		Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Avails Data
10	10	\$0.00	\$0.00	\$11,151.11	\$0.00	\$0.00	-\$11,151
30	30	\$0.00	\$0.00	\$404,525.00	\$0.00	\$0.00	-\$404,525
40	40	\$0.00	\$0.00	\$19,487,007.38	\$0.00	\$0.00	-\$19,487,007
0P	COOP	\$0.00	\$0.00	\$360,406.00	\$0.00	\$0.00	-\$360,406
0R	COMBAND RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
0B	FWS TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
0R	FISCAL RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
0C	NE	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	-\$10,000
0T	PROFIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
FISCAL YEAR 2008 RC CODE CJ		\$0.00	\$0.00	\$20,308,289.49	\$0.00	\$0.00	-\$20,308,289
Report Totals		\$0.00	\$0.00	\$20,308,289.49	\$0.00	\$0.00	-\$20,308,289

ACCOUNTING TRANSACTION REPORT

Depending on the selections made on the criteria screen, the Accounting Transaction Report may contain information on current accounting transactions; previously exported transactions or suspended transactions.

Accounting Transaction

FA: EDUC00

Site: All Sites
OFF00
ONBASE00

FY: 2009

RC: All RCs
AA
AB
BU
TM

OPTAR: All OPTARs
01
03
07
08

Status: All Status Codes
A - Current
B - Suspended
D - Cycle 1
E - Cycle 2

If the Status Code **Current** is selected, the report will display all transactions that are waiting to export in the next batch to STARS-FL. Selecting one of the **Cycles** will display transactions that were previously exported in the selected Cycle, and selecting **Suspended** will display all transactions that suspended between the Site and FA.

A sample report is shown below:

Accounting Transactions Report

File: 18.010000 - 07.2009 - 0000 - 0000 - 0000
 FA: K55600
 Site: 01 - NROTCU AUBURN UNIVERSITY
 RC: 3A OPTAR: 01 - NROTCU AUBURN OPS
 Execution Code: 510

SDN	Create Date	Amount Num	Description	Control Batch #	Cycle	PRT CG	ACRN	JUN	Quantity	Transaction Amount
18100000001234	08/11/09	00	LD OPS	20002238	A - Current	AA	0200001	00	1	\$0.00
18100000001235	08/11/09	00	LD OPS	20002239	A - Current	AA	0200001	00	1	\$0.00
18100000001236	08/11/09	00	LD OPS	20002238	A - Current	AA	0200001	00	1	\$0.00
18100000001237	08/11/09	00	LD OPS	20002239	A - Current	AA	0200001	00	1	\$0.00
18100000001238	08/11/09	00	LD OPS	20002240	A - Current	AA	0200001	00	1	\$0.00
18100000001239	08/11/09	00	LD OPS	20002241	A - Current	AA	0200001	00	1	\$0.00
18100000001240	08/11/09	00	LD OPS	20002242	A - Current	AA	0200001	00	1	\$0.00
Selected for Execution Code:										
SDN	Create Date	Amount Num	Description	Control Batch #	Cycle	PRT CG	ACRN	JUN	Quantity	Transaction Amount
18100000001250	08/11/09	00	LD OPS	20002243	A - Current	L	AA	0200001	00	\$1.00
18100000001251	08/11/09	00	LD OPS	20002238	A - Current	L	AA	0200001	00	\$0.00
18100000001252	08/11/09	00	LD OPS	20002239	A - Current	L	AA	0200001	00	\$0.00
18100000001253	08/11/09	00	LD OPS	20002240	A - Current	L	AA	0200001	00	\$0.00
18100000001254	08/11/09	00	LD OPS	20002241	A - Current	L	AA	0200001	00	\$0.00
18100000001255	08/11/09	00	LD OPS	20002242	A - Current	L	AA	0200001	00	\$0.00
18100000001256	08/11/09	00	LD OPS	20002237	A - Current	L	AA	0200001	00	\$0.00
18100000001257	08/11/09	00	LD OPS	20002238	A - Current	L	AA	0200001	00	\$0.00
18100000001258	08/11/09	00	LD OPS	20002239	A - Current	L	AA	0200001	00	\$0.00
18100000001259	08/11/09	00	LD OPS	20002240	A - Current	L	AA	0200001	00	\$0.00
18100000001260	08/11/09	00	LD OPS	20002241	A - Current	L	AA	0200001	00	\$0.00
18100000001261	08/11/09	00	LD OPS	20002242	A - Current	L	AA	0200001	00	\$0.00

TRANSACTION HISTORY REPORT

The FA Transaction History report provides a history of all transactions for each specific DCN/ACRN and identifies the source in the description column.

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. See the pages entitled “[Report Criteria Screens](#)” and “[Wild Card Options on Criteria Screens](#)” for a discussion of ways to use the DCN Filter box, etc. on the criteria screen for this report.

The Transaction History report is 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.

The transactions will be listed and will display the history of what has occurred on the document. The COST field on this report is the amount that has affected your OPTAR. A sample is shown below.

Transaction History Report													
File: AND SITE IN (OFF00) AND RC IN (TM)													
FA: EDUC00			Site: OFF00			RC: TM			OPTAR: 1A			FY: 2009	
DCN: NEDU0009MPA1004													
ACRN	Contract ID	Contract ACRN	DO/Call	Job Order	Exp Dte	Obj Class	Travler	Return Date	Doc Type	Last Amend	City Cd	Document Status	Cost
AA				68045011100	Q	253			DD448	00		Accepted	\$1.00
Exp	Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	CM	11/03/2010 13:30:53	0	\$1.00	00	I		Created By Database User ID=INSTRUCTOR;					
Y	AR	11/03/2010 13:42:47	0	\$1.00	00	I		Created By Database User ID=INSTRUCTOR;					
DCN: NEDU0009POA1002													
ACRN	Contract ID	Contract ACRN	DO/Call	Job Order	Exp Dte	Obj Class	Travler	Return Date	Doc Type	Last Amend	City Cd	Document Status	Cost
AA				68045011100	Q	253			DD448	00		Complete	\$1,383.70
Exp	Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	CM	11/03/2010 11:07:47	0	\$1,383.70	00	I		Created By Database User ID=INSTRUCTOR;					
Y	EV	11/03/2010 11:09:05	0	\$691.84	00	P		Created By Database User ID=INSTRUCTOR;					

Column Definitions:

Exported - Y or N - Tells the user if this document/ACRN 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.) For MIPRs, you will see AD (direct) and AR (reimbursable) instead of AOs.

Transaction Date - will reflect the manual entry date or the imported date from an external system, such as B1 files, CITIDIRECT MPC, STARS-FL DTS/SPS/Expenditures.

Transaction Qty – the quantity imported or entered.

Transaction Amount – the amount of the transaction.

Amendment number – indicates initial entry (00) or the appropriate amendment number (01, 02, etc.)

Partial Code –one of the following codes will appear:

- I - initial entry of a document/memo (STARS-FL "N")
- T/Space - An adjustment entry to a dollar value (STARS-FL "T")
- P - A partial 510 or 610
- F - A final 510 (Q) or 610 (C)
- L - A partial liquidation of a commitment
- R - Generates RT - A "R" type transaction for STARS-FL
- U - Generates UT -A "U" type transaction for STARS-FL
- C - Cancellation

NTE - Not to exceed code if it is part of the entry.

Transaction Description - provides the history of the transactions in the life cycle of the document and includes the user id affecting the document. The file name and date will appear if it is coming in from an external system.

EXPENDITURE COST REDISTRIBUTION

This report provides a listing of “From” and “To” information pertaining to each Cost Redistribution action by the unique batch/control number.

Expenditures are selected from the “From” listings on the left side of the Expenditure Cost Redistribution screen. Redistribution targets are selected from the “To” listings on the right side of the screen.

Expenditure Cost Redistribution

FA: Batch ID:

FY:

From DCN:

All DCNs
 N6529910MC11100
 N6804509MDB1100
 NEDU0009PTA5002

From JON:

All JONs
 68045911100
 68045922200
 EDU009AB300

From RC:

All RCs
 AB
 TM

From OPTAR:

All OPTARs
 07
 1A

To DCN:

All DCNs
 N6529910MC11100
 N6804509MDB1100
 NEDU0009CCMMMNT

To JON:

All JONs
 68045911100
 68045922200
 EDU009AB300

To RC:

All RCs
 AB
 TM

To OPTAR:

All OPTARs
 07
 1A

Expenditure Cost Redistribution Audit Report

Filter: FA=EDUC00

From DCN: N6529910MC11100

ACRN	JON	Qty	Amount	FY	RC	OPTAR	Site	DCN	ACRN/JON	Qty	Amount	FY	RC	OPTAR	Site	Batch	Site	Distribution
AA	3814NDV12	5	\$495.00	F	NO	NO	GA	N6529910MC11100	AA 3814NDV12	5	\$495.00	F	NO	T1	GA	12483	Site Cost Redistr	Site Cost Redistr
DCN Subtotal:																		
From DCN: N6804509MDB1100																		
AA	3814NDV12	5	\$93.86	F	NO	NO	GA	N6804509MDB1100	AA 3814NDV12	5	\$93.86	F	NO	T1	GA	12483	Site Cost Redistr	Site Cost Redistr
DCN Subtotal:																		
From DCN: NEDU0009PTA5002																		
AA	3814NDV12	5	\$381.00	F	NO	NO	GA	NEDU0009PTA5002	AA 3814NDV12	5	\$381.00	F	NO	T1	GA	12483	Site Cost Redistr	Site Cost Redistr
DCN Subtotal:																		

EXPENDITURE COST TRANSFER

A listing of cost transfers performed by the FA is available on the Expenditure Cost Transfer report. The criteria screen looks similar to the one below, on which the user may choose to run the report for a specific cost transfer or for all transfers completed by the FA.

Expenditure Cost Transfer

FA: FY:

From RC: To RC:

From OPTAR: To OPTAR:

From JON: To JON:

From Site: To Site:

DCN: SOS:

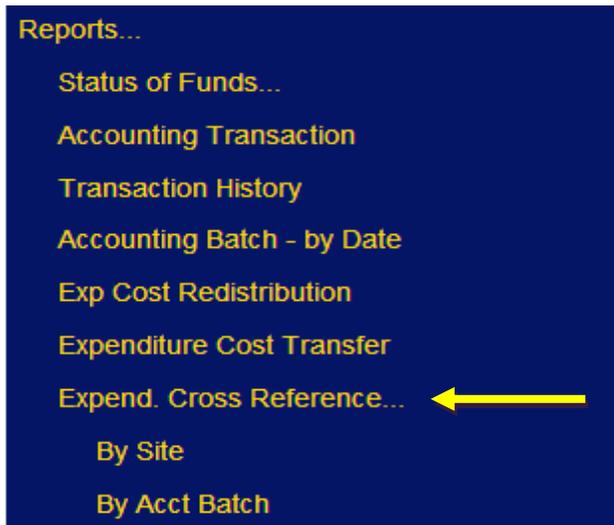
From Date: To Date:

A sample report is shown below. Notice the break separating the left side (Transfer From) from the right side (Transfer To).

Expenditure Cost Transfer Report																				
File: FA EDUC00, FY 2009 AND DCN IN (N6804509MDB1100)																				
Transfer From										Transfer To										
DCN	Amount	SOS	ACRN	JON	EE	OC	RC	OPTAR	Auth	Site	ACRN	JON	EE	OC	RC	OPTAR	Auth	Site	Transaction Date	Transfer Status
N6804509MDB1100	50.00	AA	68045922200	T	200	TM	1A	1A3001		OFF00	AB	68045911100	W	311	TM	1A	1A0001	OFF00	11/09/10 1407	FA

EXPENDITURE CROSS REFERENCE

This report can be requested by Site or by Accounting Batch.



BY SITE

This report provides, by Site, a list of all imported STARS-FL expenditure batch files and cross-references these expenditures to the receiving Site.

Expenditure Cross Reference Report - By Site

FA: N3560A FY: 2009
 Filter FA: N3560A, FY: 2009
 Site: 03

Batch ID	Acct Expense Count	Amount Paid/Collected	Date Received By FA	Date Created	Site Report Count	Site Amount Paid/Collected	Date Sent to Site
4218	1	387.91	00/07/2009	00/07/2009	1	387.91	
STAR900278	4	\$2,293.11	01/27/2009	01/27/2009	4	\$2,293.11	01/27/2009
Subtotal for Site:						\$2,681.02	
Total for Report:						\$21,857.83	

Site: 20

Batch ID	Acct Expense Count	Amount Paid/Collected	Date Received By FA	Date Created	Site Report Count	Site Amount Paid/Collected	Date Sent to Site
STAR900271	28	\$4,203.89	01/27/2009	01/19/2009	4	\$374.00	01/27/2009
STAR900272	21	\$5,381.40	01/27/2009	01/19/2009	4	\$623.00	01/27/2009
STAR900273	26	\$8,143.89	01/27/2009	01/19/2009	4	\$749.00	01/27/2009
STAR900274	28	\$8,143.89	01/27/2009	01/19/2009	4	\$749.00	01/27/2009
Subtotal for Site:						\$2,799.99	
Total for Report:						\$21,857.83	

BY ACCOUNTING BATCH

This report provides, by Batch Number, a list of all imported STARS-FL expenditure files and cross-references these expenditures to the receiving Site.

Expenditure Cross Reference Report By Batch ID

FA: 020000 FY: 2009
 Filter FA: H0000, FY: 2009
 Accounting Batch Number: 0219

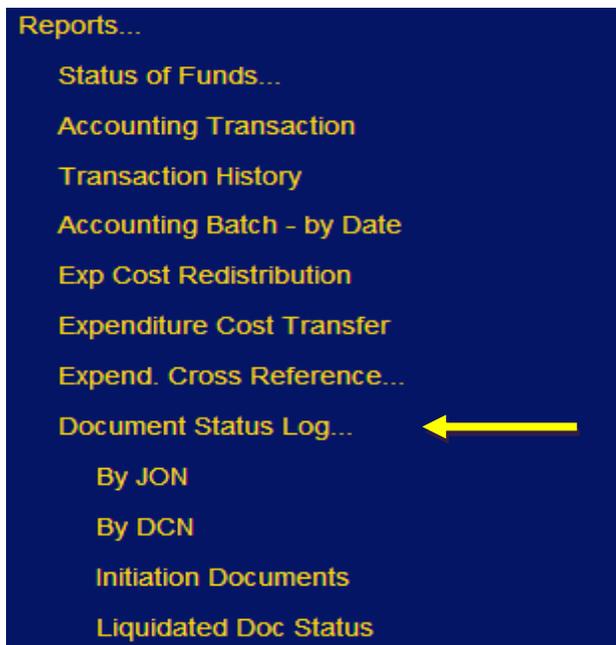
Acct Export Count	Accounting Amount Paid/Collected	Date Received By FA	Site ID	Date Created	Site Import Export Count	Site Amount Paid/Collected	Date Sent to Site
1	\$16,127.44	07/23/2008	00	08/12/2008	1	\$16,127.44	
Accounting Batch Number: STAR067251							
Acct Export Count	Accounting Amount Paid/Collected	Date Received By FA	Site ID	Date Created	Site Import Export Count	Site Amount Paid/Collected	Date Sent to Site
101	\$16,127.44	07/23/2008	HC	08/12/2008	01	\$1,538.94	07/23/2008
102	\$16,127.44	07/23/2008	HO	08/12/2008	02	\$396.44	07/23/2008
110	\$16,127.44	07/23/2008	BU	08/12/2008	03	\$2,581.00	07/23/2008
110	\$16,127.44	07/23/2008	BL	08/12/2008	04	\$1,514.00	07/23/2008
110	\$16,127.44	07/23/2008	BR	08/12/2008	05	\$2,287.00	07/23/2008
110	\$16,127.44	07/23/2008	BP	08/12/2008	06	\$1,243.40	07/23/2008
110	\$16,127.44	07/23/2008	BR	08/12/2008	07	\$105.76	07/23/2008
110	\$16,127.44	07/23/2008	BS	08/12/2008	08	\$1,481.20	07/23/2008
110	\$16,127.44	07/23/2008	BT	08/12/2008	09	\$1,831.40	07/23/2008
110	\$16,127.44	07/23/2008	BU	08/12/2008	10	\$1,121.40	07/23/2008
110	\$16,127.44	07/23/2008	BT	08/12/2008	11	\$1,527.30	07/23/2008

DOCUMENT STATUS LOG

Choices under this report include: By JON, By DCN, Initiation Documents, or Liquidated Document Status. It provides the status of each DCN/ACRN at the FA, a description of the transaction and detailed totals at selected levels.

The ACTUAL COSTS on the Document Status Log and the CUMULATIVE COST on the Status of Funds report should balance at the Sites. If they do not, the Site should run the Recalculate Obligations process to put them back into balance. This process is found under Utilities on the Site menu. An automated job exists that can be scheduled in non-peak hours to prevent users from having to exit the system.

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.



BY JON AND DCN

One of the selections this report can be run by is DCN. An example is below.

FASTDATA DOCUMENT STATUS LOG BY DCN

Filter: FA NS080A, FY 2009, Direct/Reimb + D AND SITE IN (95)
Site ID
RD: 34 / OPTAR: 35: NROTCU UNIV OF COLORADO



Document Number	ACRN	Adv Order Number	Q	E	C	Qty	Qty	Qty	Final	Final	Commitment	Obligation	Amount	Amount	Actual	Document
			E	C		Ordered	Revised	Dist	Rpt	Exp	Amount	Account	Executed	Disbursed	Cost	Description
			E	C					Ort	Dot			To Date	To Date	To Date	
N386ASRMONR00A	AA	50214005100	Q	253	0	0	0	0	0	0	\$0.00	\$00.00	\$0.00	\$0.00	\$00.00	TEST MISC DOC
N386ASRMONR00D	AA	50214005100	Q	253	0	0	0	0	0	0	\$0.00	\$00.00	\$0.00	\$0.00	\$00.00	TEST MISC DOC
N386ASRMONR00E	AA	50214005100	Q	253	0	0	0	0	0	0	\$0.00	\$00.00	\$0.00	\$0.00	\$00.00	Training MISC DOC
N5021400000001	AA	50214005100	T	200	1	0	0	0	0	0	\$0.00	\$00.00	\$0.00	\$0.00	\$00.00	Training Staff/Off
N5021400000001	AA	50214005100	T	200	0	0	0	0	0	0	\$0.00	\$190.00	\$0.00	\$0.00	\$190.00	Training Staff/Off
N5021400000002	AA	50214005100	T	200	0	0	0	1	0	0	\$0.00	\$3,578.10	\$0.00	\$3,578.10	\$3,578.10	MPC
N5021400000003	AA	50214005100	T	200	0	0	0	1	0	0	\$0.00	\$038.40	\$0.00	\$038.40	\$038.40	MPC 200002
N5021400000004	AA	50214005100	Q	200	0	0	0	1	0	0	\$0.00	\$4.45	\$0.00	\$4.45	\$4.45	MPC 200002
N5021400000005	AA	50214005100	T	200	0	0	0	1	0	0	\$0.00	\$188.10	\$0.00	\$188.10	\$188.10	MPC 200002
N5021400000006	AA	50214005100	T	200	0	0	0	1	0	0	\$0.00	\$243.78	\$0.00	\$243.78	\$243.78	MPC
N5021400000007	AA	50214005100	T	200	0	0	0	1	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NON-PROFIT/STAFF
N5021400000008	AA	50214005100	T	200	0	0	0	1	0	0	\$0.00	\$20,152.04	\$0.00	\$1,647.40	\$1,647.40	MPC
N5021400000009	AA	50214005100	Q	200	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	MPC
N5021400000010	AA	50214005100	T	200	0	0	0	0	0	0	\$0.00	\$42,074.93	\$0.00	\$0.00	\$42,074.93	MPC
N5021400000011	AA	50214005100	T	200	0	0	0	0	0	0	\$0.00	\$78.68	\$0.00	\$0.00	\$78.68	MPC 3/10
N5021400000012	AA	50214005100	Q	200	0	0	0	0	0	0	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	MPC
N5021400000013	AA	50214005100	T	200	0	0	0	0	0	0	\$0.00	\$0,000.00	\$0.00	\$0.00	\$0,000.00	MPC
N5021400000014	AA	50214005100	T	200	0	0	0	0	0	0	\$0.00	\$4.30	\$0.00	\$0.00	\$4.30	MPC 48873000

The report shown above is in the PDF format obtained by selecting RUN REPORT.

The ACTUAL COST to DATE field for each document is the amount of funds that have affected your OPTAR. If this total is not correct; you will need to research and take corrective action.

Important to note when working this report is that if the Amount Disbursed To Date and the Actual Cost To Date are not the same, and you know that the final expenditure has posted to the document, you should review the 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 by going to Documents, Update Document and putting an "F" in the Expend Partial/Final field. This will create a de-obligation transaction that will flow to STARS-FL and update it as well as in FASTDATA. This also will assist in cleaning up obligations for the Tri-Annual Review requirements and add funds back into your OPTAR for use 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 it to the obligation stage. In FASTDATA, if you 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.

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.

The option under Document Status Log entitled Initiation Documents provides a list of these Initiation documents. A sample report is shown below:

FASTDATA INITIATION DOCUMENTS

Filter: FA N3550A, FY 2008, Direct/Retire = D

Site: E1
RC: SA / OPTAR: 91 WROTCU AUBURN OPS

Document Number	AMND	ACRN	JCN	ONS E Class	ONS Sub-Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
NR020009C01208	00	AA	9322000100	G	252	1	\$1.00	\$0.00	\$1.00	08/15/2008	init
Subtotal for OPTAR: 91							\$1.00	\$0.00	\$1.00		
Subtotal for Site: 01							\$1.00	\$0.00	\$1.00		

Site: E3
RC: SA / OPTAR: 93 SAT BUD DIRECT

Document Number	AMND	ACRN	JCN	ONS E Class	ONS Sub-Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
NR020009C03078	00	AA	9322000100	G	255	1	\$5,000.00	\$0.00	\$5,000.00	07/15/2008	init
NR020009C03080	00	AA	9322000100	G	252	0	\$450.00	\$0.00	\$450.00	07/15/2008	init
NR020009C03079	00	AA	9322000100	Y	260	0	\$0.00	\$0.00	\$0.00	07/15/2008	init
NR020009C03081	00	AA	9322000100	G	252	0	\$500.00	\$0.00	\$500.00	07/15/2008	init
NR020009C03077	00	AA	9322000100	G	252	1	\$200.00	\$0.00	\$200.00	07/15/2008	init x2f
NR020009C03076	00	AA	9322000100	G	252	0	\$300.00	\$0.00	\$300.00	07/15/2008	init x2f
NR02000120497	00	AA	9322000100	T	260	1	\$0.00	\$0.00	\$0.00	07/15/2008	init x2f
NR02000120498	00	AA	9322000100	T	260	1	\$300.00	\$0.00	\$300.00	07/15/2008	init
Subtotal for OPTAR: 93							\$6,050.00	\$0.00	\$6,050.00		
Subtotal for Site: 03							\$6,050.00	\$0.00	\$6,050.00		

Site: 04
RC: SA / OPTAR: 84 WROTCU THE CITADEL

Document Number	AMND	ACRN	JCN	ONS E Class	ONS Sub-Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
NR062009C04206	01	AA	9991200400	G	252	0	\$500.00	\$500.00	\$1,200.00	06/15/2009	initiate amendment
NR062009C04207	00	AA	9991200400	G	252	1	\$200.00	\$0.00	\$200.00	06/15/2009	initiate to state
Subtotal for OPTAR: 84							\$700.00	\$500.00	\$1,200.00		
Subtotal for Site: 04							\$700.00	\$500.00	\$1,200.00		

Notice the field Projected Actual Cost. This is so labeled because the Initiation has not affected the OPTAR.

LIQUIDATED DOCUMENT STATUS

The Liquidated Document Status Log (LDSL) is a status report of FASTDATA documents that is used to identify possible variances between FASTDATA and the core accounting system, STARS-FL. The report calculates for each Document ACRN (DCN/ACRN) the liquidated balances in commitment, obligation, receipts and disbursements, and the liquidated document cost.

It computes the actual cost for the DCN/ACRN also found on the Document Status Log (DSL). Research is possible by comparing the liquidated document cost to actual cost, and the liquidated balances to balances found on the STARS-FL document.

A sample report is shown below:

FASTDATA LIQUIDATED DOCUMENT STATUS LOG BY DCN

Filter: FA 03268A, FY 2005, Direct/Grants = D AND DCN IN (113831009MEX000)

Document Number	ACRN	JOB Order Number	ORSI Objct C Class	Commitment Amount	Obligation Amount	Amount Received To Date	Amount Disbursed To Date	Official Acct Syst. Projected Cost	FASTDATA Actual Cost To Date	Document Description
SITE: NJ		RC: NJ								
OPTAR: GA		NARCOTC OTHER								
N1821809MEX000	AC	1000000ANST	R 113	\$0.00	\$0.00	\$0.00	\$98.00	\$98.00	\$98.00	INBOUND TRN
N1821809MEX000	AE	1000000CAT90	T 200	\$0.00	\$0.00	\$0.00	\$123.00	\$123.00	\$123.00	INBOUND TRN
Subtotal for OPTAR: GA				\$0.00	\$0.00	\$0.00	\$123.00	\$123.00	\$123.00	
Subtotal for Site: NJ				\$0.00	\$0.00	\$0.00	\$123.00	\$123.00	\$123.00	
Report Total:				\$0.00	\$0.00	\$0.00	\$123.00	\$123.00	\$123.00	

This report is available at the FA and Site.

GRANTOR

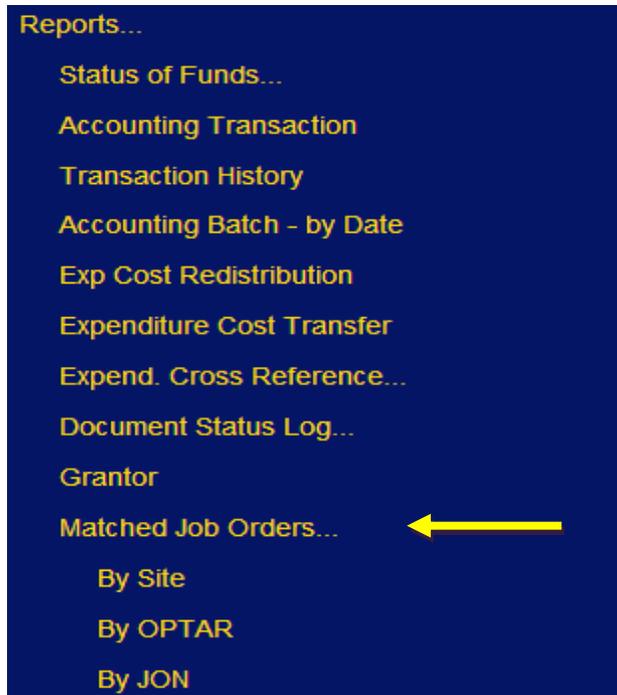
The Grantor Report lists all Grantors established by the FA for the current year and shows any costs incurred by the reimbursable JON to which the Grantor is attached.

A sample report is shown below:

Grantor Report																					
File: FA EDU00, FY 2009																					
Seg	Grantor DCN	ACRN	Rmb	Srv	Funds	Approp	Sub	Obj	BCN	SA/ OB Suff	AAA	Trmx	Trs	PAA	Cost Code	Grantor	Bill	UIC Mail Cd	Perf Mail Code	Carry Fwd Reimb	
7777	N0003009MD33333	AA	3	3	12/31/2010	000810	8800	000	00032	0	06877	2D	17	00032	000329REIMB	00032					N
Job Orders	JON Description		RC	OPTAR	Site	Labor	Other	Total													
EDU009BIMRE	REIMB JON		AA	RM	OFF00	\$0.00	\$0.00	\$0.00													
EDU009REIMB	REIMB JON		AA	RM	OFF00	\$0.00	\$0.00	\$0.00													
Total:						\$0.00	\$0.00	\$0.00													
FA Totals:						\$0.00	\$0.00	\$0.00													
Report Totals:						\$0.00	\$0.00	\$0.00													

MATCHED JOB ORDERS

The Matched Job Order Report provides information on job order numbers that have an associated OPTAR and authorization ID for the active fiscal year and FA. The report includes labor and other cumulative and total costs. The report may be sorted by Site, OPTAR, or JON.



Examples are shown below:

By Site

MATCHED JOB ORDER NUMBER BY SITE REPORT

Filter: FA: N3581A AND FY: 2008
 FA: N3581A FY: 2008
 Site: 1A

RC: NE

OPTAR: RO

Job Order Number	JON Description	JON Status	Appropriation Type	Charge UIC	Cost Code	F/ SF	S A G	Out Year	Local Code	Xprt	Labor		Both/Other		Total Costs		
											Author-ization	Close Date	Cumulative Cost	Author-ization		Close Date	Cumulative Cost
3581ASJND1	New Reimb JON	New (Complete)	O&MN and DBOF	3581A	1RU0	A/1	A1	Yes		Yes							
Subtotals for OPTAR: RO												\$0.00	ROAUD		\$0.00		\$0.00
Subtotals for RC: NE												\$0.00			\$0.00		\$0.00

RC: NEWRC

OPTAR: NEWOP

Job Order Number	JON Description	JON Status	Appropriation Type	Charge UIC	Cost Code	F/ SF	S A G	Out Year	Local Code	Xprt	Labor		Both/Other		Total Costs		
											Author-ization	Close Date	Cumulative Cost	Author-ization		Close Date	Cumulative Cost
0018889988	LJUNO/TEST	New (Unacknowledged)	O&MN and DBOF	00188	1A40	D/1	FF	Yes		Yes					\$14.00		
3581ASNEW01	NEW JON FOR NEWOP	New (Unacknowledged)	O&MN and DBOF	3581A	1RU0	A/1	1A	Yes		Yes					\$0.00		
3581ASTEST2	whats going on?	New (Unacknowledged)	O&MN and DBOF	00188	1A40	D/1	FF	Yes		Yes					\$0.00		
Subtotals for OPTAR: NEWOP												\$0.00			\$14.00		\$14.00
Subtotals for RC: NEWRC												\$0.00			\$14.00		\$14.00

By OPTAR

MATCHED JOB ORDER NUMBER BY OPTAR REPORT

Filter: FA: N3581A AND FY: 2008
 FA: N3581A FY: 2008

OPTAR: 41

Job Order Number	JON Description	JON Status	Appropriation Type	Chrg UIC	Cost Code	F/ SF	S A G	Out Year	Local Code	Xprt	Labor		Both/Other		Total Costs
											Author-ization	Close Date	Cumulative Cost	Author-ization	
3581ASD4101	CONTRACTOR SUPPOR	New (Unacknowledged)	O&MN and DBOF	3581A	1J60	D/1	3N	Yes		Yes					\$85,889.57
RC: NO	Site: 1A														
3581ASD4102	SUPPLIES N41	New (Unacknowledged)	O&MN and DBOF	3581A	1J2A	D/1	3N	Yes		Yes					\$35,012.54
RC: NO	Site: 1A														
3581ASD4103	TRAINING N41	New (Unacknowledged)	O&MN and DBOF	3581A	1A1J	D/1	3N	Yes		Yes					\$1,565.18
RC: NO	Site: 1A														
3581ASD4104	TRAVEL N41	New (Unacknowledged)	O&MN and DBOF	3581A	1A1J	D/0	3N	Yes		Yes					\$65,771.27
RC: NO	Site: 1A														
3581ASD4105	OTHER SERVICES N41	New (Unacknowledged)	O&MN and DBOF	3581A	1J60	D/1	3N	Yes		Yes					\$35,861.05
RC: NO	Site: 1A														
3581ASD4106	PRINTING	New (Unacknowledged)	O&MN and DBOF	3581A	1J10	D/1	3N	Yes		Yes					\$0.06
RC: NO	Site: 1A														
3581ASD4107	VEHICLE RENTAL N41	New (Unacknowledged)	O&MN and DBOF	3581A	1J60	D/1	3N	Yes		Yes					\$3.12
RC: NO	Site: 1A														
3581ASD4108	COMMUNICATIONS N	New	O&MN and DBOF	3581A	BS00	D/1	3N	Yes		Yes					\$0.08

By JON

MATCHED JOB ORDER NUMBER BY JON REPORT

Filter: FA: N3581A AND FY: 2008
 FA: N3581A FY: 2008

Job Order Number	JON Description	JON Status	Appropriation Type	Chrg UIC	Cost Code	F/ SF	S A G	Out Year	Local Code	Xprt	Labor		Both/Other		Total Cost
											Author-ization	Close Date	Cumulative Cost	Author-ization	
0018889988	LJUNO/TEST	New (Unacknowledged)	O&MN and DBOF	00188	1A40	D/1	FF	Yes		Yes					\$14.00
Site: 1A	RC: NEWRC	OPTAR: NEWOP													
3581AS4107T	RELEASED	New (Unacknowledged)	O&MN and DBOF	3581A	BS00	D/1	3N	Yes		Yes					\$18.25
Site: 1A	RC: NO	OPTAR: BS													
3581ASD4101	CONTRACTOR SUPPORT	New (Unacknowledged)	O&MN and DBOF	3581A	1J60	D/1	3N	Yes		Yes					\$85,889.57
Site: 1A	RC: NO	OPTAR: 41													
3581ASD4102	SUPPLIES N41	New (Unacknowledged)	O&MN and DBOF	3581A	1J2A	D/1	3N	Yes		Yes					\$35,012.54
Site: 1A	RC: NO	OPTAR: 41													
3581ASD4103	TRAINING N41	New (Unacknowledged)	O&MN and DBOF	3581A	1A1J	D/1	3N	Yes		Yes					\$1,565.18
Site: 1A	RC: NO	OPTAR: 41													
3581ASD4104	TRAVEL N41	New (Unacknowledged)	O&MN and DBOF	3581A	1A1J	D/0	3N	Yes		Yes					\$65,771.27
Site: 1A	RC: NO	OPTAR: 41													
3581ASD4105	OTHER SERVICES N41	New (Unacknowledged)	O&MN and DBOF	3581A	1J60	D/1	3N	Yes		Yes					\$35,861.05
Site: 1A	RC: NO	OPTAR: 41													

JOB ORDER COST

The Job Order Cost by Expense Element Report provides information on JON costs by Expense Element. It lists (by Site) all JONs that have been used and shows a total for each expense element that has processed against each JON.

Select Reports, then the Job Order Cost sub-menu to open the Job Order Cost by Expense Element (FA) screen to enter the report criteria. Select any of the three run options to produce the report.

Job Order Cost by Expense Element (FA)

FA: N3581A ← Identifies the FA

Site: All Sites
1A ← Select All Sites, a single Site, or multiple Sites

FY: 2008 ← Identifies the current Fiscal Year

JON: All JONs
3581A8D4101
3581A8D4102
3581A8D4103
3581A8D4104 ← Select All JONs, a single JON, multiple JONs or filter the results by using the JON Filter

JON Filter:

Expense Element: All Expense Elements
1 - Readiness Labor
2 - Aviation Depot Level Repairables (ADVLR)
4 - Pharmaceutical Supplies
8 - Travel of Personnel Incident to PCS ← Select All Expense Elements, a single Expense Element or multiple Expense Elements

Run Report Run CSV Report Run Excel Report **Filter** Close

At the beginning of this Guide, see the pages entitled “[Report Criteria Screens](#)” and “[Wild Card Options on Criteria Screens](#)” for a discussion of ways to use the JON Filter box. A sample report is shown below:

JOB ORDER COST BY EXPENSE ELEMENT (FA)

Filter: FA N3581A, FY 2008

Job Order	Description	Expense Element	OMB Object Class	Actual Cost
00188899989	FA: N3581A	Q	252	\$14.00
3581A84107T	FA: N3581A	E	210	\$9.00
3581A84107T	FA: N3581A	Q	252	\$6.25
3581A84107T	FA: N3581A	T	260	\$3.00
3581A8D4101	FA: N3581A	E	210	\$3.11
3581A8D4101	FA: N3581A	Q	252	\$80,385.64
3581A8D4101	FA: N3581A	Q	253	\$5.00
3581A8D4101	FA: N3581A	T	260	\$5,495.82
3581A8D4102	FA: N3581A	E	210	\$3.57
3581A8D4102	FA: N3581A	Q	252	\$35,002.02

UNMATCHED JOB ORDERS

The Unmatched Job Order Report provides information on job order numbers that do not have an associated OPTAR and Authorization ID for the current fiscal year and FA. Typically, unmatched JONs have been imported from STARS-FL.

Select Reports, then the Unmatched Job Orders sub-menu item to open the Unmatched Job Orders screen to enter the report criteria. Select any of the three run options to produce the report.

Identifies the FA

Identifies the current Fiscal Year

Select All RCs, a single RC, or multiple RCs

Select All Local Codes, a single Local Code, or multiple Local Codes

A sample report is shown below:

UNMATCHED JOB ORDER NUMBER REPORT

Filter: FA N3581A, FY 2008

Job Order Number	JON Description	JON Status	Appropriation Type	Charge UIC	Cost Acct Cd	F/SF	SAG	Out Year	Local Code
3581A6ZZ201	TEST UNMATCHED	New (Incomplete)	O&MN DBOF	3581A		/		Yes	TEST FOR BOB
3581A6ZZ202	TEST UNMATCHED	New (Complete)	O&MN DBOF	3581A		/		Yes	TEST FOR BOB
3581A6ZZ203	TEST UNMATCHED	New (Unacknowledged)	O&MN DBOF	3581A	1A1J	D/		Yes	TEST FOR BOB
3581A6ZZ204	TEST UNMATCHED	New (In Error)	O&MN DBOF	3581A	1A1J	D/		Yes	TEST FOR BOB
3581A6ZZ205	TEST UNMATCHED	New (Unacknowledged) but modife	O&MN DBOF	3581A	1A1J	A/1	3N	Yes	TEST FOR BOB
3581A6ZZ206	TEST UNMATCHED	Acknowledged	O&MN DBOF	3581A	1A1J	A/1	3N	Yes	TEST FOR BOB

The FA would have to edit the JON to match it to an OPTAR and AUTH and then retransmit it to STARS-FL to get an acknowledgement. They could then rerun the report to verify it has cleared.

SUSPENDED EXPENDITURES

The Suspended Expenditures Report lists expenditures that were suspended either during the expenditure import from the official accounting system or suspended manually. It may be sorted by DCN or by JON as shown below:



The FA can select All Sites or narrow its search to one, and can filter by RC, OPTAR and Error Code/Suspension Reason. Sample reports are shown below:

Suspended Expenditures Report By DCN

Filter: FA N3581A AND FY 2007

Site	RC	OPTAR	Exe Cd	DCN	ACRN	JON	E	EOC	Voucher	Part	Qty Reovd	Expend Amount	Create Date	Extract Date	Procecc Date	Suspension Reason	
			610	N3581A07CCMDL05	AA	3581A7INVAL	T	260	Z071105	C	00001	\$18.00	11/06/2007	11/07/2007	11/17/2007	Invalid Job Order Number	
			610	N3581A07CCMMMXD	AA	3581A7INVAL	T	260	Z071105	C	00001	\$2.00	11/06/2007	11/07/2007	11/17/2007	Invalid Job Order Number	
			610	N3581A07CCMMMXD	AA	3581A7INVAL	T	260	Z071105	C	00001	\$2.00	11/06/2007	11/07/2007	11/29/2007	Invalid Job Order Number	
	NO	ME	610	N3581A07TOR463L	AA	3581A7DME01	E	210	D071003	C	00000	\$10.00	11/05/2007	11/06/2007	11/17/2007	Invalid Job Order Number	
			610	N3581A07WRMDL05	AA	3581A7INVAL	Q	252	D071102	C	00000	\$17.00	11/07/2007	11/07/2007	11/17/2007	Invalid Job Order Number	
			610	N3581A07WRMH141	AA	3581A7INVAL	Q	252	D071102	C	00000	\$1.00	11/07/2007	11/07/2007	11/17/2007	Invalid Job Order Number	
	NO	SA	610	N3581A07WRMH147	AA	3581A7D8A01	Q	253	D071031	C	00000	\$12.00	11/05/2007	11/06/2007	11/17/2007	Z - Corrected (FA)	
Grand Total:												\$82.00					

Suspended Expenditures Report By JON

Filter: FA N3581A AND FY 2007

JON: 3581A7DME01

Site	RC	OPTAR	Exe Cd	DCN	ACRN	JON	E	EOC	Voucher	Part	Qty Reovd	Expend Amt	Create Date	Extract Date	Procecc Date	Suspension Reason	
	NO	ME	610	N3581A07TOR463L	AA	E	210	D071003	C	00000	\$10.00	11/05/2007	11/06/2007	11/17/2007	Invalid Job Order Number		
Subtotal for JON 3581A7DME01:												\$10.00					

JON: 3581A7D8A01

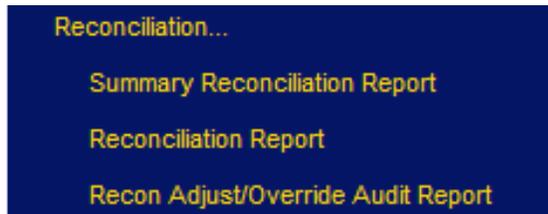
Site	RC	OPTAR	Exe Cd	DCN	ACRN	JON	E	EOC	Voucher	Part	Qty Reovd	Expend Amt	Create Date	Extract Date	Procecc Date	Suspension Reason	
	NO	SA	610	N3581A07WRMH147	AA	Q	253	D071031	C	00000	\$12.00	11/05/2007	11/06/2007	11/17/2007	Z - Corrected (FA)		
Subtotal for JON 3581A7D8A01:												\$12.00					

JON: 3581A7INVAL

Site	RC	OPTAR	Exe Cd	DCN	ACRN	JON	E	EOC	Voucher	Part	Qty Reovd	Expend Amt	Create Date	Extract Date	Procecc Date	Suspension Reason	
			610	N3581A07WRMH141	AA	Q	252	D071102	C	00000	\$1.00	11/07/2007	11/07/2007	11/17/2007	Invalid Job Order Number		
			610	N3581A07CCMMMXD	AA	T	260	Z071105	C	00001	\$2.00	11/06/2007	11/07/2007	11/29/2007	Invalid Job Order Number		
			610	N3581A07WRMDL05	AA	Q	252	D071102	C	00000	\$17.00	11/07/2007	11/07/2007	11/17/2007	Invalid Job Order Number		
			610	N3581A07CCMDL05	AA	T	260	Z071105	C	00001	\$18.00	11/06/2007	11/07/2007	11/17/2007	Invalid Job Order Number		
			610	N3581A07CCMMMXD	AA	T	260	Z071105	C	00001	\$2.00	11/06/2007	11/07/2007	11/17/2007	Invalid Job Order Number		
Subtotal for JON 3581A7INVAL:												\$40.00					
Report Total:												\$82.00					

RECONCILIATION

Reconciliation is desired to ensure FASTDATA and STARS-FL are in agreement and to preserve the integrity of financial records. [Appendix D](#) provides details regarding this process and the reports listed below.

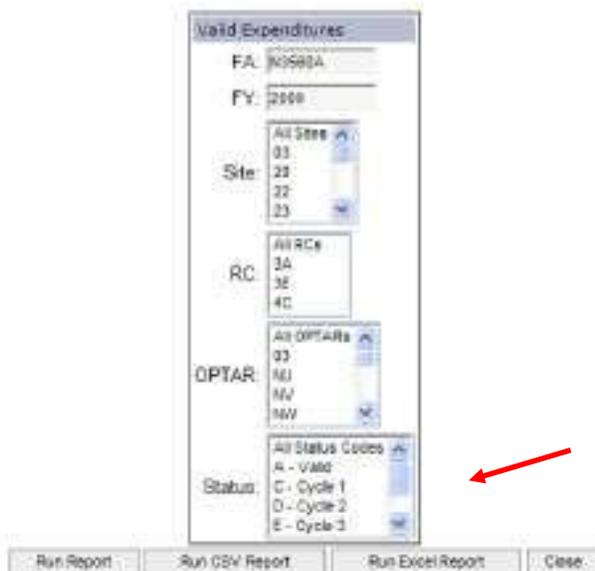


PROCUREMENT DATA (SPS) REPORT

This report is available at both the FA and Site and will include a list of documents sent to the Standard Procurement System (SPS) and documents ready to be sent. Initiations will not be reported. See Appendix E for more details.

VALID EXPENDITURE

The FA Valid Expenditure Report contains a list of valid expenditures awaiting export to the Sites and those expenditures that were exported during the last 5 cycles.



A sample report is shown below for Site 03:

Current Valid Expenditure Report

File: FAN550A, FY 2009 AND SITE W (03) AND STATUS CODE R (A, C, D, E, F, G)

Site: 03
RC: 3A
OPTAR: 03

Line Cd	Contract Number	ACRN	JOB	Exp Elem	Status	OMB Object Class	Exp. Fund Code	Qty Received	Expended Amount	Accounting Book Num	Date Processed
010	N6322009R03001	AA	83225903100	Q	C - Cycle 1	250	F	00000	\$47.00	STAR907275	07/27/2009 14:31:38
010	N6322009R03005	AA	83225903100	Q	C - Cycle 1	290	F	00000	\$120.00	STAR907275	07/27/2009 14:31:38
010	N6322009T0301US	EA	83225903100	E	C - Cycle 1	210	F	00000	\$847.00	STAR907275	07/27/2009 14:31:39
010	N6322009T03089MY	EA	83225903100	E	C - Cycle 1	210	F	00000	\$1,790.11	STAR907275	07/27/2009 14:31:39
010	N6322009430417	EA	83225903100	T	C - Cycle 1	280	F	00000	\$85.00	STAR907275	07/27/2009 14:31:39
010	N6322009440407	EA	83225903100	T	C - Cycle 1	280	F	00000	\$37.00	STAR907275	07/27/2009 14:31:39
Subtotal for OPTAR: 03									\$2,833.11		
Subtotal for RC: 3A									\$2,833.11		
Subtotal for Site: 03									\$2,833.11		
Subtotal for N6350A									\$2,833.11		

OMB SUMMARY

The OMB Object/Sub Object Summary Report provides Document Status Log costs summarized for all Sites by OMB Object Class, OMB Sub Object Class, and OMB Object Class (first two positions)

When Object Class 210 is requested as shown in the example below, the report will display as follows:

FASTDATA OMB OBJECT/SUBOBJECT CLASS SUMMARY

Filter: FA N35604, FY 2009, Direct/Reimb = D AND OMB CLASS IN (210)

	Commitment Amount	Obligation Amount	Amount Received To Date	Amount Disbursed To Date	Actual Cost To Date
Major Class: 21					
OMB Object Class: 210					
OMB Subobject Class	\$13,625.00	\$1,000,349.03	\$877,832.30	\$831,183.11	\$1,100,344.04
Subtotal for OMB Object Class: 210	\$13,625.00	\$1,000,349.03	\$877,832.30	\$831,183.11	\$1,100,344.04
Subtotal for Major Class: 21	\$13,625.00	\$1,000,349.03	\$877,832.30	\$831,183.11	\$1,100,344.04
Report Total:	\$13,625.00	\$1,000,349.03	\$877,832.30	\$831,183.11	\$1,100,344.04

USER SECURITY

The User Security report provides security access information for the Site and FA users associated with the FA for the current FASTDATA session. From this report, the FA can determine to which capabilities each user has access and the group(s) to which the user is assigned.

A sample of the report is shown below:

USER SECURITY REPORT

FA: 974404

➔ User ID: BFPE45253A

Group Description	Utilities	Job Order Maintenance	Reports	Correct Expenditures	File Manager	Cost Redict	Look Sites	Reconciliation	FA Admin
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	RC Admin	OPTAR Admin	Auth Admin	Serial Admin	Grantor Admin	Reorg FF	FA Summary	Release to Site	Susp/Uncusp
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
FA (Fund Adm-access)	Access	Update	Access	Update	Access	Update	No Access	No Access	Update
	RC Admin	OPTAR Admin	Auth Admin	Serial Admin	Grantor Admin	Reorg FF	FA Summary	Release to Site	Susp/Uncusp
	Update	Update	Update	Update	Update	Update	Update	Update	Update

Site	Group Description	Create Documents	Print Documents	File Manager	Reports	Expend	Credit Card	Modify Documents	Utilities	Trans Susp	Cost Redict	Receipt	Locked Access
CMF	Site Users (MIP HQ)	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Update
CY	Site Users (MIP HQ)	Update	Access	Access	Access	Update	Update	Update	Access	Access	Update	Update	Update

EXECUTIVE SUMMARY

This report is new in the FASTDATA Web; it displays the following:

- Part One (1), the Resource Authorization Funding, Distributions, Total Balance, and Total Obligated at the Major Command, Component Command, Resource Manager, and Fund Administrator level.
- Part Two (2) the Status of Funds Report at the Fund Administrator level and below.

Use the Executive Summary Report (FA) Report Criteria to limit the information contained in the report. Reports can be generated with one subhead or with all subheads, and for Direct or Reimbursable. Not selecting anything will default to All.

Executive Summary Report (FA)

FA: N3560A

FY: 2009

Qtr: 4

Subhead:

All Subheads
17 2009/2009 1804 3560A 22LW
17 2009/2009 8716 64085 1201
17 2009/2009 1804 3560A 22NW
17 2009/2009 1453 3560A 226M

Direct/Reimbursable: Direct

Run Report Close

Part 1 of the report reflects the Total Resource Authorization by Subhead. The funds management in BUPERS for this year will not utilize the Major Command for loading the RA, nor the Component Command, or Resource Manager. The RA and the funds will be loaded at the FA level for FY2010. It is possible that the upper level will be utilized in the future. As noted on the example report, the levels not being utilized on the Executive Summary Part 1 will show "No funding at this level".

EXECUTIVE SUMMARY REPORT (FA)

Fund Administrator: M3988A
 Director/Debitable: D
 Fiscal Year: 2000

Resource Authorization: 17 20002000 1453 3000A

Total Resource Authorization
 Cumulative Cost

Resource Authorization				Ann. Planning Figure	YTD
Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds		
\$28,277,815.00	\$870,360.00	\$0.00	\$0.00	\$29,947,895.00	\$29,947,895.00
					\$12,882,940.12

Major Command: BUPERS-MC

RA Funding (Subhead): 17 20002000 1453 3000A 228M

Total Resource Authorization
 Total Distributed
 Total Balance
 Cumulative Cost

Funds Distribution				Ann. Planning Figure	YTD
Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds		
\$28,277,815.00	\$870,360.00	\$0.00	\$0.00	\$29,947,895.00	\$29,947,895.00
\$28,277,815.00	\$870,360.00	\$0.00	\$0.00	\$29,947,895.00	\$29,947,895.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$12,882,940.12

Commandment Command: -No Funding at this level-

RA Funding (Subhead): 17 20002000 1453 3000A 228M

Resource Manager: -No Funding at this level-

RA Funding (Subhead): 17 20002000 1453 3000A 228M

Fund Administrator: N056A

RA Funding (Subhead): 17 20002000 1453 3000A 228M

Total Distributed
 Cumulative Cost

Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
\$28,277,815.00	\$870,360.00	\$0.00	\$0.00	\$29,947,895.00	\$29,947,895.00
					\$12,882,940.12

Part 2 of the Status of funds will break out by RC listing each OPTAR and a bottom line total for that RC.

Status of Funds

Fiscal Year: 2000
 Director/Debitable: D

Subhead: 17 20002000 1453 3000A 228M

Fund Administrator: M398A

OPTAR Code	OPTAR Description	Annual Planning Figure	Current Authorized	Cumulative Cost	Encumbered Amount	Unissued Amount	Available Balance	Current % Used
OPTAR Code: 01	999999 999999 UNIVERSITY	\$40,200.00	\$0.00	\$21,050.49	\$0.00	\$0.00	\$27,189.00	49.87%
OPTAR Code: 06	STAS1 PROGRAM LIC& CONGR	\$0.00	\$0.00	\$980.00	\$0.00	\$0.00	-\$980.00	0.00%
OPTAR Code: 15	TEXAS MARITIME COLLEGE	\$0.00	\$0.00	\$173.00	\$0.00	\$0.00	-\$173.00	0.00%
OPTAR Code: 17	NAVY/USN/USMC/USCGA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
OPTAR Code: 22	GALF VETERANS ACADEMY	\$0.00	\$0.00	\$1,724.12	\$0.00	\$0.00	-\$1,724.12	0.00%
Total for RC Code: 04		\$7,692,917.00	\$7,692,917.00	\$2,852,562.63	\$0.00	\$0.00	\$4,298,664.07	40.30%
RC Code: 04								

Within the RC the funds are reflected by OPTAR in the category of Annual planning figure, current authorized, cumulative cost, available balance and current % used. The bottom line for each RC is listed.

EXECUTIVE STATUS DETAIL

The Executive Status Report by Expense Element Detail provides the capability to view resource authorizations and spending at the funding levels. This provides comparable performance figures across the activity. Status of Funds information provides the details supporting the spending (Total Obligated) and funds distributions at the FA level and below.

The Status of Funds section of the report provides a detailed breakdown by Expense Element within the OPTAR, a subtotal by OPTAR and total by RC, within the Subhead funding line. A display of the impact of initiations on available balances and current percent used is also provided.

Executive Status Report (FA) - Detail

FA: N3560A

FY: 2009

Qtr: 4

Subhead: All Subheads
17 2009/2009 1804 3560A 22LW
17 2009/2009 8716 64965 1201
17 2009/2009 1804 3560A 22MW
17 2009/2009 1453 3560A 228M

Direct/Reimbursable: Direct

Run Report Close

All Subheads can be selected or can be limited to one subhead when generating the report. An example is shown below:

EXECUTIVE STATUS REPORT BY EXPENSE ELEMENT - DETAIL

Fund Administrator: 10001A

Fiscal Year: 2008

Resource Authorization

Resource Authorization: 17 20082008 1004 3001A

	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Resource Authorization	\$3,125,489.00	\$0.00	\$0.00	\$0.00	\$3,125,489.00	\$3,125,489.00
Total Distributed	\$3,125,489.00	\$700,000.00	\$700,000.00	\$0.00	\$4,125,489.00	\$4,125,489.00
Total Balance	\$0.00	-\$575,000.00	-\$700,000.00	\$0.00	-\$1,000,000.00	-\$1,000,000.00
Total Obligated						\$1,617,500.75

Funds Distribution

Major Command: re-WOLBC

RA Funding (Subhead): 17 20082008 1004 3001A 9U3N

	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Resource Authorization	\$3,125,489.00	\$0.00	\$0.00	\$0.00	\$3,125,489.00	\$3,125,489.00
Total Distributed	\$3,125,489.00	\$700,000.00	\$700,000.00	\$0.00	\$4,125,489.00	\$4,125,489.00
Total Balance	\$0.00	-\$575,000.00	-\$700,000.00	\$0.00	-\$1,000,000.00	-\$1,000,000.00
Total Obligated						\$1,617,500.75

Component Command

- No Funding at this Level -

RA Funding (Subhead): 17 20082008 1004 3001A 9U3N

Resource Manager

- No Funding at this Level -

RA Funding (Subhead): 17 20082008 1004 3001A 9U3N

Fund Administrator: 10001A

RA Funding (Subhead): 17 20082008 1004 3001A 9U3N

	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Distributed	\$3,125,489.00	\$700,000.00	\$700,000.00	\$0.00	\$4,125,489.00	\$4,125,489.00
Total Obligated						\$1,617,500.75

EXECUTIVE STATUS REPORT BY EXPENSE ELEMENT - DETAIL

Status of Funds

Fiscal Year: 2008

Direct Fund Balance: 0

Account: 17 20082008 1004 3001A 9U3N

Fund Administrator: 10001A

	Annual Planning Figure	Current Authorized	Available	Committed	Obligated	Cumulative Obl	Available Balance With Inflation	Current % Available With Inflation	Available Balance	Current % Available
OPTWR Code: 00 RETROACTIVE (ALL OPT)	\$417,000.00	\$417,000.00	\$0.00	\$07.00	\$440.00	\$10,000.00	\$406,993.00	0.1%	\$406,993.00	0.1%
Expense Element 0			\$0.00	\$0.00	\$90.71	\$1,719.00				
Expense Element 0			\$0.00	\$4,500.00	\$0.00	\$4,500.00				
OPTWR Code: 11 COMBINED SUPPORT	\$20,000.00	\$20,000.00	\$0.00	\$4,500.00	\$10.71	\$2,870.00	\$17,129.00	0.0%	\$17,129.00	0.0%
Total for PU Code: 00	\$437,000.00	\$437,000.00	\$0.00	\$1,001,500.00	\$440.00	\$18,870.00	\$419,892.00	0.0%	\$419,892.00	0.0%
Total for Fund Administrator: 10001A	\$437,000.00	\$437,000.00	\$0.00	\$1,001,500.00	\$440.00	\$18,870.00	\$419,892.00	0.0%	\$419,892.00	0.0%
Total for Account:	\$437,000.00	\$437,000.00	\$0.00	\$1,001,500.00	\$440.00	\$18,870.00	\$419,892.00	0.0%	\$419,892.00	0.0%

EXECUTIVE STATUS – SUMMARY

This report may be run for an individual Subhead or for All Subheads.

The Executive Status Report by Expense Element Summary provides the capability to view resource authorizations (RAs) and spending at the FA level, which provide comparable performance figures across the activity.

Status of Funds information provides details supporting the spending (Total Obligated) and funds distributions at the FA level and below. The Status of Funds section of the report provides totals by Expense Element within the Subhead funding line, the impact of initiations on available balances, and current percent of available funding used.

EXECUTIVE STATUS REPORT BY EXPENSE ELEMENT - SUMMARY

Funds Administrator: R0581A Fiscal Year 2008						
Resource Authorization: 17 2008/2008 1808 OBHOL 8898						
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Resource Authorization	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Total Distributed	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00
Total Balance	\$45.00	\$0.00	\$0.00	\$0.00	\$45.00	\$45.00
Total Obligated						\$0.00
Funds Distribution						
Major Command: no-NOL SIC RA Funding (Subhead): 17 2008/2008 1808 OBHOL 8898						
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Resource Authorization	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Total Distributed	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00
Total Balance	\$45.00	\$0.00	\$0.00	\$0.00	\$45.00	\$45.00
Total Obligated						\$0.00
Component Command: MEMCC2 RA Funding (Subhead): 17 2008/2008 1808 OBHOL 8898						
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Resource Authorization	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Total Distributed	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00
Total Balance	\$45.00	\$0.00	\$0.00	\$0.00	\$45.00	\$45.00
Total Obligated						\$0.00
Resource Manager: - No Funding at this Level -						
RA Funding (Subhead): 17 2008/2008 1808 OBHOL 8898						

Funds Administrator: R3381A						
RA Funding (Subhead): 17 2008/2008 1808 OBHOL 8898						
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Distributed	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00
Total Obligated						\$0.00

Status of Funds

Fiscal Year 2008
Grand Reportable: 0

Subhead: 17 2008/2008 1808 OBHOL 8898 Funds Administrator: R0581A										
	Annual Planning figure	Current Authorized	Initiations	Committed	Obligated	Committed Over	Available Balance with Initiations	Current % Used with Initiations	Available Balance	Current % Used
Expense Element B			\$0.00	\$0.00	\$8,324.20	\$102,330.70				
Expense Element C			\$45.00	\$1,227,271.07	\$47,946.47	\$1,271,236.07				
Expense Element R			\$0.00	\$0.00	\$0.00	\$4,453.80				
Expense Element T			\$0.00	\$73.11	\$400,094.30	\$400,367.39				
Expense Element U			\$0.00	\$0.00	\$0.00	\$0.00				
Expense Element V			\$0.00	\$0.00	\$18,000.00	\$18,000.00				
Total for Funds Administrator: R0581A	\$143.00	\$143.00	\$45.00	\$1,297,544.28	\$504,264.20	\$1,317,441.86	\$13,026,683.20	9.38%	\$13,026,683.20	9.88%
Total for Subhead:	\$143.00	\$143.00	\$45.00	\$1,297,544.28	\$504,264.20	\$1,317,441.86	\$13,026,683.20	9.38%	\$13,026,683.20	9.88%

ADJUSTED OBLIGATIONS

This report is created for BUPERS activities only. It provides a listing of obligation reversals created by the Adjust Obligations procedure and is for a particular FA on a particular date.

If an invoice is different from the estimated commitment or obligation, DFAS pays as a partial expenditure, which leaves outstanding obligations in FASTDATA if the payment was less than the estimate. This also occurs when a discount was taken at the time of payment.

The process (an automated job that is only visible to BUPERS FA N3560A) reduces the amount of the obligation to that of the expenditure if a partial expenditure is received for a DD1348 or DD1348-6 and the obligation is \$100 or less over the amount of the expenditure. The report is generated with a listing of the adjusting transactions created when the job ran. Users will be able to run the report at any time and specify report criteria.

In summary, the process:

- Sets the obligation amount to the expenditure amount;
- Sets the expenditure to final;
- Reduces the JON cost by the amount of the difference;
- Generates a reversal obligation in the amount of the difference and
- Produces the Adjusted Obligations report. A sample report is shown below:

Adjusted Obligations Report

File: FA N3560A, FY 2000

RC	SE	DPTAR	Site	Document Number	Job Order	Obligation Amount	Expend Amount	Adjustment Amount
		NJ	07	N022068115P004	80206672720	\$31.00	\$21.40	-\$9.60
		NJ	08	N021388322P003	80130872720	\$58.00	\$54.40	-\$3.60
		NJ	08	N021388322P004	80130872720	\$54.60	\$55.40	-\$0.80
		NL	11	N023038321P001	80003672720	\$40.80	\$27.20	-\$13.60
		NV	13	N022158328P013	80215672720	\$18.80	\$8.84	-\$9.96
		ND	14	N022348328P018	80234672720	\$215.00	\$210.00	-\$5.00

ACTION ITEM LIST REPORT (AIL)

The Action Item List provides the Funds Administrator (FA), Resource Manager (RM), Component Command (CC), and/or Major Command (MC) users the ability to view a report containing 22 distinct areas of interest regarding security and funds administration. The MC, CC, and RM users have the ability to choose one or more FAs when running the report. If a FA runs the report, it will display only that FA's data.

This is the report that gives the FA the **quality check** on the status of their FA. It can be run by a selected RC and OPTAR. RUN REPORT will pull the report in the PDF format. It will depend on the size and amount of the FA data whether ALL items can be run at one time. If it is too large, you can run it highlighting several selected items as defined below.

Action Item Report	
Action Items to Report on :	FA Selection
<ul style="list-style-type: none">All Action ItemsFund Administrator and Site Accounts with 90 days of inactivityFund Administrator and Site Accounts that have never AccessedRCs with Undistributed FundsSites without Serial RangesOPTARs without Site CodesOPTARs without Check for FundsOPTARs without Adequate FundingAuthorizations without Adequate FundingAuthorizations without associated Job Order NumbersUnacknowledged Job Order NumbersDocuments without obligationsExpenditures Suspended at the Fund AdministratorAccounting Transactions Suspended at the Fund AdministratorExpenditures Suspended at the SiteSuspended External TransactionsReconciliation ResultsScheduling of Events not within Recommended GuidelinesInvalid Cost RedistributionInvalid Expenditure Cost TransferInactive Fund Administrators	EDUC00EDUCATION PROGRAMS
RC Selection	Optar Selection
<ul style="list-style-type: none">All RCsAAABBUMYTM	<ul style="list-style-type: none">All Optars01030708091AMY01SPS02
Check For Funds: All	
Exclude Selected Optars: No	
<input type="text"/> <input type="button" value="Filter Optars"/>	

Action Items to Report on

Select the Action Items by which you wish to filter the report. You may accept the default All Action Items, select a single Action Item, or select multiple Action Items.

- **Critical Reports have status of Green, Yellow or Red.**
- **Non-Critical Reports have status of either Green or Yellow.**

FA Selection

Select the FA by which you wish to filter the report. You may accept the default All FAs, select a single FA, or select multiple FAs. The list of FAs available is determined by the role and access of the user account.

RC Selection

Select the RC by which you wish to filter the report. You may accept the default All RCs, select a single RC, or select multiple RCs. The list of RCs available is determined by the role and access of the user account.

OPTAR Selection

Select the OPTAR by which you wish to filter the report. You may accept the default All OPTARS, select a single OPTAR, or select multiple OPTARS. The list of OPTARS available is determined by the role and access of the user account.

OPTAR filters do not apply to the following reports: Fund Administrator and Site Accounts with 90 days of Inactivity; Fund Administrator and Site Accounts that have never been Accessed; Undistributed Funds; Sites without Serial Ranges.

OPTAR filters apply to: OPTARs without Site Codes; OPTARs without Check for Funds; OPTARs without Adequate Funding; Authorizations without Adequate Funding; Authorizations without associated Job Order Numbers.

Check for Funds

Accept the default All to include funds or select Yes or No as applicable.

Exclude Selected OPTARS

Accept the default No to allow all OPTAR information be displayed in the report. Select Yes to exclude the OPTAR information from the report for the item selected in the OPTAR Selection list.

OPTAR filters do not apply to the following reports: Fund Administrator and Site Accounts with 90 days of Inactivity; Fund Administrator and Site Accounts that have never been Accessed; Undistributed Funds; Sites without Serial Ranges.

OPTAR filters apply to: OPTARs without Site Codes; OPTARs without Check for Funds; OPTARs without Adequate Funding; Authorizations without Adequate Funding; Authorizations without associated Job Order Numbers.

Filter OPTARS

Used to filter the OPTAR Selection list, however it does not filter OPTARS on the report. The OPTARS included or excluded on the report are determined by the selections made in the OPTAR Selection list.

Run Report

Initiates the Action Item List Report in accordance with the parameters you have selected.

Close

Select this button to cancel your report request and close the page.

When all is selected, the report will open in a PDF format.



Each section will display the link that will take the FA to the item to review. Two examples are shown below and the other items are defined.

Security

Security - Fund Administrator and Site Accounts with 90

Action Item Count : 1

The following Fund Administrator and/or Site users have access to the Fund Administrator and/or Site roles but have not accessed the FASTDATA software for 90 days or longer.

Contact the System Administrator to either reactivate the account or have the account removed.

FA ID: N3560A (Yellow) FA Count :1

Current Status is Yellow as this is considered to be critical because one or more accounts have been inactive for more than 90 days.

User ID	Last Login Date	Days Elapsed
BFPE45253F	2009-APR-29	149

Fund Administrator and Site Accounts that have never been Accessed

Action Item Count : 0

The following Fund Administrator and/or Site users have access to the Fund Administrator and/or Site roles but have never accessed their account to activate their Single Sign-on (CAC) capability.

If it has been less than 30 days since the account was established, you may have each of the following users access the Fund Administrator application and activate their Single Sign-on (CAC). If it has been 30 days or more, you must contact your System Administrator to reactivate the account or have the account removed.

FA ID:N3560A (Green) FA Count :0

Current status is Green as this is considered to be within guidance because all accounts have been accessed.

User ID	Day Account Established	Days Elapsed
---------	-------------------------	--------------

Financial Framework – RCs with Undistributed Funds lists RCs that have either undistributed funds or have more than the targeted funding distributed. Within each FA ID, It is sorted by Fiscal Year, then RC, Appropriation (Basic Symbol), Subhead, BCN, SA OB Suffix.

Financial Framework - Sites without Serial Ranges lists Sites that have no associated serial ranges. Within FA ID, it is sorted by Fiscal Year, Site, then OPTAR ID.

Financial Framework - OPTARS without Site Codes will display any OPTARS without associated Sites.

Financial Framework - OPTARS without Check for FUNDS- will list all OPTARS that do not have the check for funds enabled. This is a BUPERS requirement to have the FUNDS CHECK turned on.

Financial Framework - OPTARS without Adequate Funding lists OPTARS that do not have the adequate funding to cover costs already incurred.

Financial Framework - Authorizations without Adequate Funding lists authorizations that do not have adequate funding to cover costs already incurred.

Financial Framework - Authorizations without associated Job Order Numbers lists authorizations that have no associated job order numbers.

Financial Framework Unacknowledged Job Order Numbers - will display job order numbers in the current fiscal year that have not been synchronized properly with STARS-FL.

- If all Job Orders are acknowledged the FA action item is Green.
- If one or more Job orders with a status of New Incomplete, Modified Complete, Modified in Error, or Modified Unacknowledged, then the FA action item is Yellow.
- If one or more Job Orders have a status of New in Error, New Complete, New Unacknowledged, or New Unacknowledged by Modified, then the FA action item is Red. This is due to these Job orders not being in STARS-FL and can cause accounting transactions to suspend in STARS-FL.

Accounting Transactions - Documents without Obligations lists documents that generate commitments and require acceptance or contract process to generate an obligation. This has not occurred for these documents listed. This list will exclude documents with status of Finalized, Cancelled Not Used, Initiation, and Cancelled Initiation.

Accounting Transactions - Expenditures Suspended at the Fund Administrator provides expenditures that have suspended at the FA.

Accounting Transactions - Accounting Transactions Suspended at the Fund Administrator lists all accounting transactions that the FA has suspended to prevent them from being transmitted to STARS-FL. If at least one is older than 30 days then the condition is Red. If there is at least one suspended that is less than 30 days the condition is Yellow.

Accounting Transactions - Expenditures Suspended at the Site show expenditures that have suspended at the Site level.

Accounting Transactions - Suspended External Transactions will display transactions from all external systems suspended at the FA or Site level. This involves DTS, SPS, MPC, or B1 records that are at the FA or one or more Sites.

Accounting Transactions - Reconciliation shows the results at the FA level for the current FY and prior years.

Automatic Process - Scheduling of Events lists the automated jobs for which the FAs settings do not follow recommended guidelines. Guidelines provided for BUPERS BSO are:

- Perform reconciliation. Active DLY, Red if not within guidelines.
- Process MPC transactions. Active 60-80 MIN, Red if not within guidelines.
- Receive DTS transactions from STARS-FL. Active, 5 MIN, Red if not within guidelines.
- Receive Expenditures from STARS-FL. Active, 5 MIN, Red if not within guidelines.
- Receive JONs from STARSOF. Must be Inactive, Red if Active.
- Receive JONs that failed STARS-FL validation (INVALID). Active, 5-90 MIN, Red if not within guidelines.
- Receive JONs that passed STARS-FL, validation (VALID). Active, 5-90 MIN, Red if not within guidelines.
- Receive accounting transactions from the Sites(s). Active, 15-60 MIN or DLY, Yellow if not within guidelines.
- Receive cost corrections from the Sites(s). Inactive until functionality included in BUMED release; after that will be Active, 5-90 MIN, Red if not within guidelines.
- Release Financial Framework to Sites(s). Inactive until functionality included in BUMED release; after that will be Active, 5-90 MIN, Red if not within guidelines.
- Release Financial Framework to Sites(s). Active, 5-60 MIN, Yellow if not within guidelines.
- Release Outyear Financial Framework to Site(s). Active, 5-60 MIN, Yellow if not within guidelines.
- Send Cost Redistribution Batch to STARS-FL. Inactive until functionality included in BUMED release; after that will be Active, 5-90 MIN, Red if not within guidelines.
- Send JONs to STARS-FL. Active, 5-90 MIN, Red if not within guidelines.
- Send OPTAR Authorizations (010,121) to STARS-FL. Active, 5-90 Red if not within guidelines.
- Send RC Funds Authorizations (110) to STARS-FL. Active, 5-90 MIN, Red if not within guidelines.
- Send expenditures to the Site(s). Active, 5-60 MIN, Yellow if not within guidelines.
- Receive Subsistence-in-Kind (SIK) transactions NEW- FA N41118 ONLY). Active, 5-90 MIN, Red if not within guidelines.
- Receive DANTES - reimbursement support transactions NEW FA N35697 ONLY). Active 5-90 MIN, Red if not within guidelines.

Automatic Process - Scheduling of Events not within Recommended Guidelines

Action Item Count : 10

FASTDATA provides the ability to control when the automatic processes execute and the major command has provided guidance for configuring this schedule.

The following events do not follow the recommended guidelines.

You should access the Automated Processes Window (File Manager, Automated Jobs) and activate the event or change the schedule to match the guidelines.

FA ID: N3560A (Red) FA Count: 10

Current status is Red as this is considered to be critical because one of the schedule settings do not match the guidance which impedes the natural flow with the official accounting system.

Process	Recommended Interval	Active	Current Setting	Last Executed
Send expenditures to the Site(s).	Every 15-60 minutes OR Daily	NOT ACTIVATED	Every 5 minutes	07/27/2009 14:31:40
Receive accruing transactions from the Site(s).	Every 15-60 minutes OR Daily	Active	Every 5 minutes	09/22/2009 12:53:36
Receive cost redistributions from the Site(s).	Every 15-60 minutes	NOT ACTIVATED	Every 5 minutes	
Receive cost corrections from the Site(s).	Every 15-60 minutes	NOT ACTIVATED	Every 5 minutes	
Receive Expenditures	Every 15-60 minutes	NOT ACTIVATED	Every 5 minutes	07/27/2009 14:31:38

NEW in the Web is the Reconciliation of all FYs. Example of how it will be reflected for the FA on the AIL is below:

Accounting Transactions - Reconciliation Results

FASTDATA can be scheduled to reconcile document costs with STARS-FL.

Your system currently has the following information recorded as reconciliation results. Note that the "Number of Document/ACRNs Reconciled" includes those in FASTDATA, as well as those that are in STARS-FL, but not in FASTDATA.

FA ID: N3560A (Red) Current status is Red as this is considered to be critical because the current year reconciliation is reporting less than 85 percent reconciled.

Fiscal Year	Date Reconciled	Number of Document ACRNs Reconciled	Number of Differences	Percent Reconciled
2000	7/29/03 12:00 AM	71430	47573	66.60 %
2000	7/29/03 12:00 AM	170508	6034	5.42 %
2001	7/29/03 12:00 AM	367313	134660	60.50 %
2000	7/29/03 12:00 AM	990	0	0.00 %
2005	7/29/03 12:00 AM	75	0	0.00 %
2004	7/29/03 12:00 AM	90	0	0.00 %
	FA Totals	410174	191469	46.68 %

Invalid Cost Redistribution provides a list of those Cost Redistributions that were returned from STARS-FL as invalid

Invalid Expenditure Cost Transfer provides a list of those Expenditure Cost Transfers that were returned from STARS-FL as invalid

Inactive Fund Administrators – A list of inactive FAs.

STARS-FL Liquidated Cost does not Match FASTDATA Actual Cost – A list of documents showing a difference between the two listed costs.

Documents with Invalid EE/OOC Combinations – A list of documents with invalid Expense Element/OMB Object class combinations.

RECALCULATE COST LOG REPORT

This report provides the results of each nightly run originated by turning on the Automated job entitled "Recalculate Obligations in Non-Peak Hours." This report is available at both the FA and Site.

Select Reports, Recalculate Cost Log Report from the menu. After entering your desired criteria, select Run Report

A sample is provided below:

Filter: FA = N00621AND FY = 2010 AND SITE IN ('07')

Site Site ID Recalculate Obligations Results for Last Datetime Executed

All Job Order obligation amounts are in balance.

Site 07 Recalculate Obligations Results for 4/22/2009 7:54:20

JON 08988960A1T obligated non-labor amount 88,587.51 has been adjusted to 88,412.51 for a total adjustment of -175.

FILE MANAGER

File Manager on the FA Menu bar is new in FASTDATA Web and is used to:

- Manage the files being imported and exported from the database
- Maintain the suspended travel, B1 files, DTS, and MPC credit card files.

The file types and descriptions that can be managed in this file manager include:

File Name	Description
AH10	STARS-FL Expenditure Import
AJ10	STARS-FL Job Order Import
AJ10_INVALIDJO	Invalid JONs Feedback Report from STARS-FL
AJ10_VALJO	Valid JONs Feedback Report from STARS-FL
ASCII	ASCII Text
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

The menu options for File Manager are shown below and are discussed on the following pages.



FILE REGISTRATION DISPLAY

File Registration Display lists all file types that have been approved for processing in or out of the FASTDATA database. Standard file types that are commonly used will be registered for the FA at the time of conversion. If the user needs to import a file type that is unique to his activity, he may call the DBA and request registration.



Selection of this menu option reveals a screen similar to:

File Registration Summary - Search Criteria

FA: 974404 Site: ALL SITES

Search

File Registration Summary - Inbound Files

Details	Site	File Type Name	File Type Description
	IR	B1_TRAVEL	Manual File Import
	IR	B1_STANDARD	Manual File Import
	IR	B1_FUELCHIT	Manual File Import
		BUD_IN	BUD Import Authorizations
		BUD_IN	BUD Import Optars
		B1_DTS	DTS Inbound B1
		AH10	Receive Expenditures from STARS-FL.
		B1_STANDARD	External B1 Inbound
		CRCT_INVALID	Invalid CRCTs Report
		AJ10_INVALIDJO	Invalid JONs Report
		FI10	JON Import
		B1_MPC	MPC Inbound B1
		B1_TRAVEL	Manual File Import
		B1_STANDARD	Manual File Import
		B1_FUELCHIT	Manual File Import
		ASCI	PLACEHOLDER FOR WHEN OTHERS EXCEPTION
		STARS_RECON	Perform Reconciliation
		AJ10_VALJO	Valid JONs Report

File Registration Summary - Outbound Files

Details	Site	File Type Name	File Type Description
	CY	UADPS	UADPS Export from Site
		B1_STA00	Send accounting batch to STARS-FL
		BUD_OUT	BUD Export Authorizations
		BUD_OUT	BUD Export Job Orders
		COST_REDIST	Send Cost Redistribution Batch to STARS-FL.
		AJ10	JON Export
		OPTAR_AUTH	Send OPTAR Authorizations (010, 121) to STARS-FL.
		RC_FUNDS	Send RC Funds Authorizations (110) to STARS-FL.

Close

The top section of the screen, Search Criteria, allows a search based on a particular Site. The Sites associated with the FA are listed in the dropdown menu. The default selection is All Sites. Click Search to produce the desired criteria. Note that the FA role performing the search is also identified here.

The two File Registration Summary sections provide a summary of Inbound Files and Outbound Files. The summary includes the Site associated with the file, the File Type Name and a description of the file. The FA has the option to view/modify file information by clicking the Details icon.

Selecting the Detail button of a file will open the File Registration – Inbound or Outbound File Details screen providing specific information about the selected file type, including additional information such as the Effective Date when FASTDATA will start processing the new files, an Ineffective Date that may contain a date for terminating processing of a file and Point of Contact information for a particular file.

File Registration - Inbound File Details

FA: 974404 Site: ALL SITES ▼

File Type Name: B1_FUELCHIT

Physical File Name: Manual_B1

File Type Description: Manual File Import

Effective Date: ▼ Ineffective Date: ▼

Point of Contact

	Name	Org	E-mail	Telephone
Primary:				
Secondary:				

Close

AUTOMATED JOBS

At the FA level, scheduling is used to import and export interfacing system files, as well as transmission of files between the FA and Site. This process is controlled through Automated Jobs found under File Manager.



The FA will find that the Automated processes are set up differently in FASTDATA WEB. There are only Four Jobs that can be set up to run daily. The rest are at minutes intervals. Since this is a more real time database and the FA and Site reside in the same database now, the minute intervals for MOST jobs are set to 5-minutes.

A partial, sample screen is shown below:

Automated Jobs Maintenance					
Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
N	Perform reconciliation.	10/01/2010 11:11:11	MIN	0:00	5.0
N	Process MPC Transactions.	10/01/2010 11:11:11	MIN	0:00	5.0
N	Process external B1 transactions.	-Never-	MIN	0:00	30.0
N	Recalculate Obligations In Non-Peak Hours.	-Never-	NPH	0:00	0.0
N	Receive CRCTs that failed STARS-FL validation (INVALID).	12/06/2011 08:28:00	MIN	0:00	30.0
N	Receive CRCTs that passed STARS-FL validation (VALID).	-Never-	MIN	0:00	30.0
N	Receive DTS transactions from STARS-FL.	10/01/2010 11:11:11	MIN	0:00	5.0
N	Receive Expenditure Returns from the Site(s).	-Never-	MIN	0:00	30.0
N	Receive Expenditures from STARS-FL.	-Never-	MIN	0:00	5.0
N	Receive JONs from STARS-FL.	-Never-	MIN	0:00	5.0
N	Receive JONs that failed STARS-FL validation (INVALID).	-Never-	MIN	0:00	5.0
N	Receive JONs that passed STARS-FL validation (VALID).	-Never-	MIN	0:00	5.0
N	Receive accounting transactions from the Site(s).	12/05/2011 11:26:02	MIN	0:00	5.0
N	Receive cost corrections from the Site(s).	-Never-	MIN	0:00	5.0
N	Receive cost redistributions from the Site(s).	-Never-	MIN	0:00	5.0

Columns on the screen above are used as follows:

Active - Allows selection of Y or N (Yes or No) to activate the automatic process.

Description – A description of the automated process available for selection.

Latest Date/Time Executed – Displays the last time the database performed the process.

Interval Type - MN (Minutes) – If selected, this must be at least 5 minutes and less than 1441 minutes. DLY (Daily) is available for the four processes listed below.

- a. **Adjust Obligations** - allows for MN or DLY to be run. Keep in mind that all users have to be out of the Sites when this is run.
- b. **Receive accounting transactions from the Site (s)** - allows FA to set up for MN or DLY.
- c. **Release Financial Framework to the Site (s)** - allows FA to set up for MN or DLY.
- d. **Send Expenditures to the Site (s)** - allows FA to set up for MN or DLY processing.

Scheduled Run Time – A particular time the FA wishes the process to run.

Minute Intervals – The amount of minutes the FA wishes to set the process to run.

NOTE: The Receive Expenditures from STARS-FL may now include labor expenditures.

[See Appendix C for a description of each Automated Job.](#)

FILE INVENTORY

All incoming/outgoing files processed by the Interface File Management (IFM) system can be viewed in the FASTDATA application via File Inventory.



Selection of File Inventory results in a screen similar to:

Search for Files

Filter

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

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

Equals

Ascending Descending

Filter

Results

PAGE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 >

Incoming/Outgoing File Inventory Results

File Type Name (click to view)	Physical File Name	File Type Description	Datetime Received into Raw Data	Status	Datetime Processed into FASTDATA	Source External System	Inbound/Outbound	Site	FY	Archived	Transaction Amount	Record Count
AJ10_INVALID	proc_JONERROR-068389-20100421-135206.2010-04-21-13-52-06	Invalid JOINS Feedback Report from STARS-FL	04/21/2010 13:52:06	PRCSD	04/21/2010 13:53:03		Inbound				\$0.00	1
B1_DTS	proc_DTS_O68389-20100106-020208.2010-01-06-02-02-08	DTS Import from STARS-FL	01/06/2010 02:02:17	UNPRC			Inbound				\$0.00	2
B1_DTS	proc_DTS_O68389-20091209-012046.2009-12-09-01-20-46	DTS Import from STARS-FL	12/09/2009 01:20:47	UNPRC			Inbound				\$0.00	2
B1_DTS	proc_DTS_O68389-20091204-012650.2009-12-04-01-26-50	DTS Import from STARS-FL	12/04/2009 01:26:54	UNPRC			Inbound				\$0.00	4
B1_DTS	proc_DTS_O68389-20091203-012640.2009-12-03-01-26-40	DTS Import from STARS-FL	12/03/2009 01:26:43	UNPRC			Inbound				\$0.00	2
B1_DTS	proc_DTS_O68389-20091113-012111.2009-11-13-01-21-11	DTS Import from STARS-FL	11/13/2009 01:21:12	UNPRC			Inbound				\$0.00	1
B1_DTS	proc_DTS_O68389-20091111-013430.2009-11-11-01-34-30	DTS Import from STARS-FL	11/11/2009 01:34:34	UNPRC			Inbound				\$0.00	1
B1_DTS	proc_DTS_O68389-20091107-012710.2009-11-07-01-27-10	DTS Import from STARS-FL	11/07/2009 01:27:14	UNPRC			Inbound				\$0.00	1
B1_DTS	proc_DTS_O68389-20091104-202308.2009-11-04-20-23-08	DTS Import from STARS-FL	11/04/2009 20:23:12	UNPRC			Inbound				\$0.00	1
B1_DTS	proc_DTS_O68389-20091031-022226.2009-10-31-02-22-26	DTS Import from STARS-FL	10/31/2009 02:22:30	UNPRC			Inbound				\$0.00	3

Close

The Filter section at the top offers many options for searching for files. The user can filter by choices such as File Type name; File Type Description; Date Received, etc. Clicking Filter will result in a list of the files in the Results section meeting the stated criteria. For example, selecting a File Type Name of B1_DTS and clicking Filter would result in a list of all B1_DTS files, exclusively.

Below 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_INVALIDJO	Invalid JONs Feedback Report from STARS-FL
AJ10_VALJO	Valid JONs Feedback Report from STARS-FL
ASCII	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
DELED	Marked for Deletion
CMPLT	Complete
PRCSD	Processed
ERBFV	Error in Processing
INEFF	Ineffective date detected

Other options available in the Filter section include:

- **Site** - Select a Site from the dropdown list.
- **FY** - Select the desired Fiscal Year from the dropdown 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. Purging of archived files will be accomplished in the year-end process with an archive date equal to or less than the 2nd prior year. For example, when year end is processed in October 2011, all archived records with archive dates of September 30, 2009 or before will be purged. (There will still be a permanent record of each transaction in FASTDATA tables that are maintained for 10 years.)
- **Source External System** - If you wish to view files from a specific external system, select the system from the dropdown list. This field is populated when files are brought in or sent out.
- **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.

Select the **Filter** button to initiate your search.

The files that will show up when filtered can be Incoming or Outgoing Files.

Results

PAGE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 >

Incoming/Outgoing File Inventory Results

File Type Name (click to view)	Physical File Name	File Type Description	Datetime Received into Raw Data	Status	Datetime Processed into FASTDATA	Source External System	Inbound/Outbound	Site	FY	Archived	Transaction Amount	Record Count
AJ10_INVALID	proc_JONERROR-068389-20100421-135206.2010-04-21-13-52-06	Invalid JONs Feedback Report from STARS-FL	04/21/2010 13:52:06	PRCSD	04/21/2010 13:53:03		Inbound				\$0.00	1
B1_DTS	proc_DTS_O68389-20100106-020208.2010-01-06-02-02-08	DTS Import from STARS-FL	01/06/2010 02:02:17	UNPRC			Inbound				\$0.00	2
B1_DTS	proc_DTS_O68389-20091209-012046.2009-12-09-01-20-46	DTS Import from STARS-FL	12/09/2009 01:20:47	UNPRC			Inbound				\$0.00	2
B1_DTS	proc_DTS_O68389-20091204-012650.2009-12-04-01-26-50	DTS Import from STARS-FL	12/04/2009 01:26:54	UNPRC			Inbound				\$0.00	4
B1_DTS	proc_DTS_O68389-20091203-012640.2009-12-03-01-26-40	DTS Import from STARS-FL	12/03/2009 01:26:43	UNPRC			Inbound				\$0.00	2
B1_DTS	proc_DTS_O68389-20091113-012111.2009-11-13-01-21-11	DTS Import from STARS-FL	11/13/2009 01:21:12	UNPRC			Inbound				\$0.00	1
B1_DTS	proc_DTS_O68389-20091111-013430.2009-11-11-01-34-30	DTS Import from STARS-FL	11/11/2009 01:34:34	UNPRC			Inbound				\$0.00	1
B1_DTS	proc_DTS_O68389-20091107-012710.2009-11-07-01-27-10	DTS Import from STARS-FL	11/07/2009 01:27:14	UNPRC			Inbound				\$0.00	1
B1_DTS	proc_DTS_O68389-20091104-022308.2009-11-04-20-23-08	DTS Import from STARS-FL	11/04/2009 20:23:12	UNPRC			Inbound				\$0.00	1
B1_DTS	proc_DTS_O68389-20091031-022226.2009-10-31-02-22-26	DTS Import from STARS-FL	10/31/2009 02:22:30	UNPRC			Inbound				\$0.00	3

Close

Columns in the Inventory Results Section:

- **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** – An indication as to whether the file was Inbound or Outbound.
- **Site** - The Site associated with the file.
- **FY** - The Fiscal Year in which the file was created.
- **Archived** - If the 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.

To view the contents of a file, click on the **File Type Name**. The raw data will display.

Raw Data

File Name: proc_DTS_O68389-20100106-020208.2010-01-06-02-02-08
 Date/Time: 2010-01-06 02:02:17.0
 Status: UNPRC
 Type: B1_DTS
 FA: 974404

Search Criteria

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

Results

Rec	1	B1	DTS	TN6838909	TOWB0VHAA	6	52999	RE2	6	E00000120	5	25540	DC
2	B1	DTS	QN6838909	TOWB0VHAA	6	52999	RE2	6	E00000154	2	35510	CC	

Search Close

NEW in the Web - In the raw data of the **DTS file**, you may now see SPS in positions 4-6. This is the contract data from the Standard Procurement System (SPS). SPS obligation transactions are typically against NC2726s, but obligations for any contractible document will be considered.

This would take the place of using the 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 following rules will apply to the incoming obligations:

Incoming 540N	Finds existing 915	Produces final contract
Incoming 540N	No existing document	Generates 540
Incoming 540L	Finds existing 915	Produces partial contract
Incoming 540T	Finds existing document	Processes as 540L
Incoming 540N	Finds existing 540	DOUBLE OBLIGATES!

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.

When a DTS 510 is imported against a final non-preceded expenditure, the expenditure partial code will be set to "P" and the expenditure final count to "0". Remarks will appear in the Transaction Description column of the Transaction History report as "The Final Expenditure was changed to Partial."

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.

NOTE: The FA and Site now have access to the incoming files and will be able to see the files that have errors on them. The STATUS code will show UNPRC or possibly ERBFV as seen above. The reason for the invalid transactions will be displayed and the FA or Site can fix the problem and REPROCESS.

Both the FA and the Site have visibility of all its suspended transactions for DTS/SPS under the **Maintain External Suspended Transactions** process; and both can reprocess after the correction is made (FA adds/releases JON, etc.) This section will be covered in the next group below.

For **MPC**, currently only the FA has visibility for Invalid JON errors; therefore, 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 the Site has visibility of all files and errors). Ultimately, only the FA can set up the missing JONs.

SELECT RCS FOR JON EXPORT

This function allows the FA to select specific RCs in which new or edited JONs have been processed. These would be JONs eligible for export to STARS-FL.



Selection of this menu item will take you to a screen that lists all of your RCs and their respective Appropriation data. From here, you have the option of setting your JON Export Mode to Manual or Automatic.

The screenshot shows the "Select RCs for JON Export" screen. At the top, it says "PAGE < 1 >". Below that is a table titled "RCs for JON Export". The table has the following columns: "Export Mode", "Select", "Select Year", "RC", "Appropriation", "Sub Head", "BCN", "SA OB", and "System Code". There are four rows of data. The first row has "Manual" selected in the "Export Mode" dropdown, a checkmark in the "Select" box, and "AN" in the "RC" column. The second row has "Manual" selected, a checkmark, and "AV". The third row has "Manual" selected, a checkmark, and "KK". The fourth row has "Manual" selected, a checkmark, and "LJ". A red arrow points to the "Manual" dropdown in the first row.

Export Mode	Select	Select Year	RC	Appropriation	Sub Head	BCN	SA OB	System Code
Manual	<input checked="" type="checkbox"/>		AN	1701804	LJ01	65322	0	1 - RMS Operations (O/8MN and DBOF funding) FASTDATA
Manual	<input checked="" type="checkbox"/>		AV	1701804	LJ01	65322	0	1 - RMS Operations (O/8MN and DBOF funding) FASTDATA
Manual	<input checked="" type="checkbox"/>		KK	1701319	3454	80433	0	5 - Research, Development, Test and Evaluation FASTDATA
Manual	<input checked="" type="checkbox"/>		LJ	1701453	3219	99887	0	4 - MPN Accounting FASTDATA

If you choose Manual by putting a checkmark in the Select box, eligible JONs from the selected RCs will be exported to STARS-FL the next time the FA runs the automated job entitled "Send JONs to STARS-FL." You will return to this screen each time you wish to export JONs and select the RCs with JONs ready for export.

If you select Automatic, the desired years must also be chosen from the drop list. Selecting Automatic will eliminate the need for you to return to this screen each time you wish to export JONs to STARS. For the RCs you mark as Automatic, the eligible JONs will export each time the automated job "Send JONs to STARS-FL" is activated.

If all RCs have JONs, then SELECT ALL. Select OK and close to exit. These JONs will export to STARS-FL if the Automated Process is set to Y and should go every 5 minutes. This is new in the Web as it is no longer a nightly batch process to get the new JONs to STARS-FL.

When selected, a box will appear advising the FA what JONs will be exported.

JON	JON Description	Appn. Type	Status
632209MPNXX	test jon error	MPN	New (In Error)
632209TDR7A	UCLA ISS REPLACE	MPN	New (In Error)

Close Back

Select Close. If you selected the wrong RC, you will receive a box saying no JONs are available to export. Select Back to return to the Selection screen and Select the correct RC.

Note: As of the 10-1E release,, when JON Invalid files are processed, in addition to changing the error status, FASTDATA will also set the “Export to STARS” indicator to “No” to prevent JONs in error status from exporting over and over if the Automatic JON Export is being used. The JON will export when the user corrects the error and sets the “Export to STARS” back to “Y.”

FILE MANUAL EXPORT (BUD)

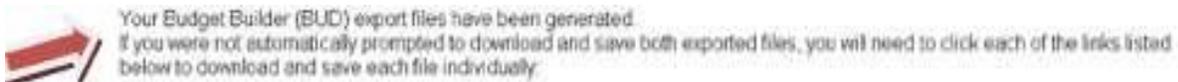


For those RCs that chose a Budget System identifier of “BUD”, the FA uses File Manual Export (BUD) to build two files to be sent to the Budget Builder System. The first file will send the authorization obligation dollars and the second sends JON data and job costs.



Select the EXPORT button. If there are no BUD records available, the system will return:

HOW to USE THE FILE MANAGER at the FA
If BUD files are available, the system will return:



- 1 BUD Export Authorization File (DDBBALSUF)
- 2 BUD Export Job Order File (DDBBKFABF)

Export BUD				
RC	Fiscal Year	OPTAR	Authorization	Obligated Amount
NO	2007	01	0101	\$1,250.00
NO	2007	01	0102	0.00
NO	2007	01	0103	0.00
NO	2007	01	0104	\$9,570.50
NO	2007	01	0105	0.00
NO	2007	01	0108	0.00
NO	2007	01	01RA	0.00
NO	2007	01	01RR	0.00
NO	2007	YK	YKLR	0.00
NO	2007	YK	YKRL	0.00
NO	2007	RD	RD01	0.00
Total:				10,342,793.58

Print Close

Notice the message at the top of the screen. The two BUD files created are shown at the top of the screen also. The bottom of the screen will display a button to PRINT and Close.

- a. Select the BUD Export Authorization File (FDDDBDAU.DBF). You will be asked if you wish to save the file.



- b. Identify the drive/folder where the data file will be stored. If a previous file of that name exist, (i.e. from a previous BUD export download) you will be asked if you wish to replace it.



- c. Select the BUD Export Job Order File (FDDDBJOFA.DBF). You will be asked if you wish to save the file.



FILE MANUAL UPLOAD

File Manual Upload – B1

B1 formatted records are uploaded from the user's local drive to the raw data table and the appropriate stored procedures validate and process the raw data.



When the FA selects File Manual Upload-B1 to manually load a file; the following screen appears:



Select the desired File Type for import and type in or select Browse to locate the appropriate file. Once the file name appears in the Select File to Import block, select IMPORT.

The data file is checked against the database to see if the current logged on-user has previously imported a file of the same type, name, size (#records), that contains exact matches of the first and last records in the file. If a potential duplicate condition is detected, a warning will appear.

Valid transactions are processed into FASTDATA; invalid transactions are corrected at the FA or Site using the Correct Suspended Transaction menu options. Transactions rejected for an invalid Job Order can only be corrected at the FA.

Note: FASTDATA will accept a Purple Hub B1 file with a record length of 278.

File Manual Upload - B1-Fuel Chit

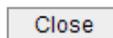
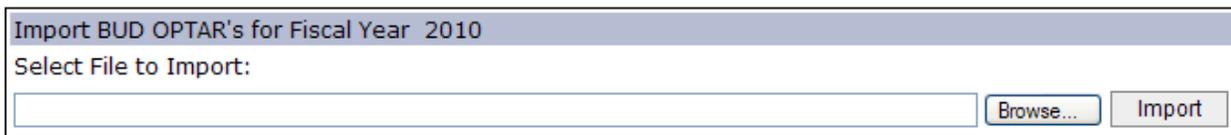


Type in or select Browse to locate the appropriate file; then select IMPORT. Fuel Chit records are uploaded from the FA user's local drive to the Raw Data table where the raw data is then validated and processed.

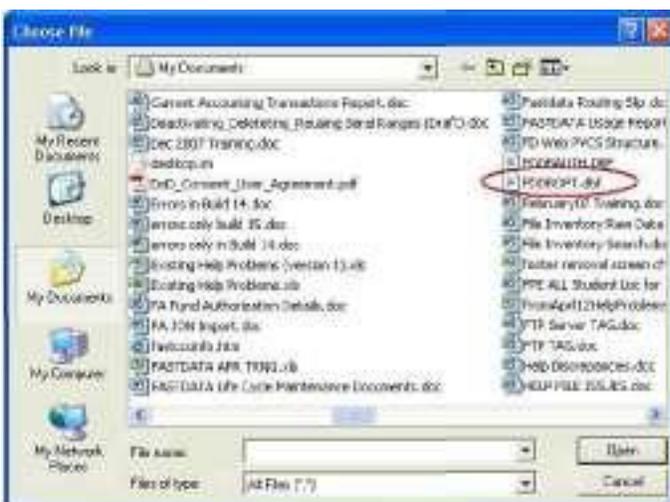
Valid transactions are processed into FASTDATA; invalid transactions are corrected at the FA or Site using the Correct Suspended Transaction menu options. Transactions rejected for an invalid Job Order can only be corrected at the FA.

File Manual Upload – BUD

This import process will be used to import BUD OPTARS and Authorizations. Users with File Manager Access can import BUD OPTARs, while users with No Access cannot open the Import BUD OPTARs window.



Select the Browse button to view the available files on your hard drive. Select the file you wish to import and click the **Open** button.



The file you selected will appear in the Select File to Import field. Select Import.

Import BUD OPTAR's for Fiscal Year 2010

Select File to Import:

C:\Documents and Settings\terri.l.phillips\Desktop\Screen Shots Linda.docx Browse... Import

Close

FASTDATA generates an Import OPTAR Report that provides each OPTAR record contained in the file, and allows you to select an RC and designate the OPTAR as Direct or Reimbursable. For each imported OPTAR that did not already exist in FASTDATA, you must select an RC with which to associate the OPTAR before you can save Imported OPTARs.

FASTDATA Importing File: F00SOPT.dbf DATE: 7/23/2008 TIME: 7:55 AM
 FA: N3581A Import OPTAR Report Fiscal Year: 2008
 New Data

OPTAR	OPTAR DESCRIPTION	ADDRESS	RC	Direct / Reimbursable	Validation Message
31	App Created Optar 31	250 Raby Ave Pensacola FL 32509	<input type="text" value=""/>	<input type="text" value=""/>	
32	App Created Optar 32	250 Raby Ave Pensacola FL 32509	<input type="text" value=""/>	<input type="text" value=""/>	

Next Print Close

From the drop-down list select an RC and choose Direct or Reimbursable for each OPTAR. Select **Next** or **Print**. If you choose to print, you will see a preview of the printed report.

FASTDATA Version: REL_05-10-03 10 Current Print: FA N3581A, FISCAL: 2008A Home | Change Password | Help | [Select File] | [Change FAY INTR control]

FASTDATA Importing File: F00SOPT.dbf DATE: 7/28/2008 TIME: 14:11:08
 FA: N3581A Import OPTAR Report Fiscal Year: 2008
 New Data

OPTAR	OPTAR DESCRIPTION	ADDRESS	RC	Direct / Reimbursable	Validation Message
31	App Created Optar 31	250 Raby Ave Pensacola FL 32509	BUD	Direct	OPTAR already exists - the information will be updated.
32	App Created Optar 32	250 Raby Ave Pensacola FL 32509	BUD	Direct	OPTAR already exists - the information will be updated.

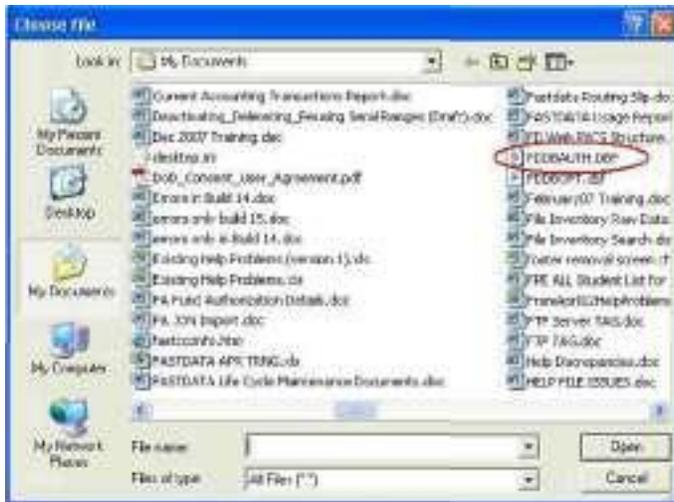
Next Print Close

If you choose Next, the import process continues. A successful import will result in this message.



Select the OK button. You will automatically be taken to the Import Authorization page.

Select the Browse button to view the available files on your hard drive. Select the file you wish to import and click the **Open** button.



Select the **Import** button.



At the Import Authorization Report page, select the **Print** button if you wish to print the report before saving. Select the **Save** button to save without printing the report.

IC	DPTAR	Authorization	Description	Label	Period	Coding	Validation Message	
NO	43	4303	CONTRACTOR SUPPORT N43	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	43	4302	SUPPLIES N43	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	43	4303	TRAINING N43	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	43	4304	TRAVEL N43	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	43	4305	OTHER SERVICES N43	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	43	4343	BAR	N	N	N	Authorization not in import file. Do you want to delete?	No
ABC	ABC	ABC	ABC A43	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	4C	4C01	CONTRACTOR SUPPORT N3	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	4C	4C02	SUPPLIES/OTHER N3	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	T3	T304	TRAVEL CHD SUPPORT	N	N	N	Authorization not in import file. The authorization can not be deleted because Job Orders exist. Do you want to zero the amounts?	No
NO	T3	T309	OTHER PURCHASED SERVICES	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	T3	T306	PRINTING	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	T3	T307	VEHICLE RENTAL	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	T3	T308	COMMUNICATIONS	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	T3	T34W	COMMAND SUPPORT AWARDS	L	N	N	Authorization not in import file. Do you want to delete?	No
NO	T3	T35L	ELDP PROGRAM TRAINING	N	N	N	Authorization not in import file. Do you want to delete?	No
NO	T3	T37L	COMMAND SUPPORT RS LABOR	L	N	N	Authorization not in import file. Do you want to delete?	No

Save Print Close

FASTDATA will advise that the Authorization file has successfully been imported.



MAINTAIN SUSPENDED EXTERNAL TRANSACTIONS

Selection of Maintain Suspended External Transactions allows the FA the visibility of the suspended external transactions being imported. Corrections can be performed and then REPROCESS can be selected at either the FA or Site level. This is also where the FA or Site user can select the Correct Suspended screen to INSERT a missing obligation or transaction that can't be accomplished the normal way such as via the update, amendment or contract process.



STANDARD B1

Use this page to correct Standard B1 transactions suspended during import from an external system. You can modify the value for any editable column to un-suspend the desired transaction(s). This is now available at the FA and also at the Site for review and for reprocessing.



Correct Suspended Standard B1 Transactions																		
Filter																		
			Site ID:	Document #:	ACRN:	JON:	Exec Code:	File Name:	Sort Order:									
			<input type="text"/>	Document #														
<input type="button" value="Filter"/>																		
Results																		
PAGE:																		
Delete	REC Type	Site ID	Document #	ACRN	JON	Expense Element	Amount	Exec Code	Amount Type	Exceed Code	Description	Contract	BPA	Quantity	Work Center	Created	Gov't Ind	Contract ACRN
No Transactions to be corrected																		
<input type="button" value="Reprocess"/> <input type="button" value="Save"/> <input type="button" value="Close"/> <input type="button" value="Add All"/> <input type="button" value="Remove All"/> <input type="button" value="Insert"/>																		

When you have made the desired changes, you can process in two ways.

- 1) Select the Save button to initiate the correction process; then select the Reprocess button.
- 2) Select Reprocess and you will receive a message telling you that 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.



If the error you receive is “Document Already Exists,” review the transaction history to see if the transaction amount matches an existing document. If so, put a check mark in the Delete column and Reprocess.

When a transaction needs to be INSERTED, select the INSERT button on the bottom of the screen. This basically allows you to INSERT a B1 record. If it is a NEW document, it would be a Record Type of "N" and if it is an adjustment it would be a "T".



The screen will appear with the blank lines to fill in. In the example below, an adjustment to decrease a DD1149 document is displayed. If you are increasing, use a 540C; if you are decreasing, use a 540D.

MILSTRIP FUEL CHIT B1



Use this page to correct MILSTRIP Fuel Chit B1 transactions suspended during import from an external system. You can modify the value for any editable column to un-suspend the desired transaction(s). This is available at both the FA and the Site for review and reprocessing.

When you have made the desired changes, select the Save button to initiate the correction process. After the changes have been saved, select the Reprocess button. Reprocessing suspended transactions removes any corrected transactions from the suspense file. When you process suspended transactions, FASTDATA updates the transactions as memo records in the Site database. FASTDATA also suspends any external transactions that it cannot validate



The resulting screen is the same as for the standard B1 discussed above.

DTS/SPS/EDI/ERP FROM STARS-FL



Use this page to maintain DTS/SPS/EDI/ERP transactions suspended during import from STARS-FL. You are limited to deleting the suspended DTS transaction or Reprocessing the transaction. You can't correct DTS transactions at this screen. You may, however, correct the **cause** of the suspension elsewhere in the system and Reprocess the transaction from this screen. This is available at both the FA and the Site for review and reprocessing.

Reprocessing suspended transactions removes any corrected transactions from the suspense file. When you process suspended transactions, FASTDATA updates the transactions as memo records in the Site database. FASTDATA also suspends any external transactions that it cannot validate.

Note: One of the main causes for BUPERS suspension of DTS and MPC files is No funds available. The FA is now 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.) Use of this function is described in the previous section entitled [EXTERNAL INTERFACE FUNDS CHECK](#). Using it should eliminate many of the suspensions for DTS, SPS and MPC files.

MPC FROM DAASC



Use this page at the FA or the Site to maintain MPC transactions suspended during import. You are limited to deleting the suspended MPC transactions or Reprocessing the transactions. You can't correct MPC transactions at this screen. You may, however, correct the **cause** of the suspension elsewhere in the system and Reprocess the transaction from this screen.

Reprocessing suspended transactions removes any corrected transactions from the suspense file. When you process suspended transactions, FASTDATA updates the transactions as memo records in the Site database and also suspends any external transactions that it cannot validate.

See Note above regarding availability of the EXTERNAL INTERFACE FUNDS CHECK to eliminate many of the suspensions for DTS, SPS and MPC files.

Correct Suspended NPC Transactions																		
Filter																		
Doc ID		Document #		ACOM		JOB		Exec Code		File Name		Sort Order						
▼		▼		▼		▼		▼		▼		Default						
Filter																		
Results																		
PAGE 1																		
Details	NCC Type	Site ID	Document #	ACOM	JOB	Expense Element	Amount	Exec Code	Amount Type	Expense Code	Description	Contract	SFA	Quantity	Work Order	Created	Govt Inv.	Contract ACAN
<input type="checkbox"/>	R	88	NS66809COMMHW	AA	421661008	T	50.00	510	+		HONARON TROPHY	00000000021190	8000			06/17/03		
Suspension Reason: No Funds Available																		
<input type="checkbox"/>	T	88	NS66809COMMHW	AA	421661008	T	75.00	510	+		HONARON TROPHY	00000000021190	8000			06/17/03		
Suspension Reason: No Funds Available																		
<input type="checkbox"/>	R	34	NS66120COMMHTF	AA	6661207028	T	130.00	510	+		UMF BUFF CNTE	00000000018968	8000			06/04/03		
Suspension Reason: No Funds Available																		
<input type="checkbox"/>	R	34	NS66120COMMHTQ	AA	66612072604	Q	304.00	510	+		THE CITADEL	00000000018968	8000			06/04/03		
Suspension Reason: No Funds Available																		

APPENDIX A – GUIDE FOR CREATING UPPER LEVEL DISTRIBUTION FRAMEWORK

Guide for Creating Upper Level Distribution Framework

Upper Level Distribution Framework Summary

There are four levels at which the Resource Authorization (RA) may be managed: Major Command (MC), Component Command (CC), Resource Manager (RM), and Fund Administrator (FA). When funding is managed above the FA, Subhead funding lines are distributed to a lower level and ultimately to the FA. The FA creates the financial framework (Responsibility Center, OPTAR, Authorization, and JON) and releases to the Sites for spending. Each Responsibility Center is associated to a RA. For example, funding received on a 2168-1 can be entered at the Resource Manager level and distributed to one or more FA's. Funding can be held by the RM by not distributing to the FA. A user may be assigned to one or more roles at each level. The Resource Authorization may be established at the FA level, however access rights to establish the RA is granted to all FA users as part of the Funds Management functions, which includes the maintenance of financial framework.

Upper level roles of MC, CC, RM and FA and Resource Authorizations make up the distribution framework. The RAs your activity administers and your organizational structure should be considered. Within the entity each RA may be established at separate levels (MC, CC, RM or FA) and distributed to different roles. For example, OMN type funding may be established at the MC and distributed to the CC. The CC may then distribute the OMN funds to the FA. Procurement type funding may be established by the RM and distributed to the FA, while MPN funding is established at the FA level. There are eight possible 'paths' RA funding may take:

MC – CC – RM – FA
MC – CC – FA
MC – RM – FA
MC – FA
CC – RM – FA
CC – FA
RM – FA
FA

Each entity will be established with one Major Command role. The System Administrator is automatically assigned the MC role and can assign other users to the MC role. If the MC creates the RA, the MC will have online visibility of funds distributed to one or more CC, RM or FA. The MC will always have access to executive summary reports for the activity.

The Component Command role is optional. If a CC role is not needed for the entity a 'ghost' role is established for possible future use. If the CC creates the RA, the CC will have visibility of distributed funds on queries and reports. If the CC receives funds from the MC, the CC will have visibility of the funds received and distributed to a lower level (RM or FA). The CC will not have visibility of funds managed at the MC level.

The Resource Manager role is optional. If a RM roles is not needed for the entity a 'ghost' roles is established for possible future use. If the RM creates the RA, the RM will have visibility of distributed funds on queries and reports. If the RM receives funds from the MC or CC, the RM will have visibility of the funds received and distributed to the FA(s). The RM will not have visibility of funds managed at the MC or CC level.

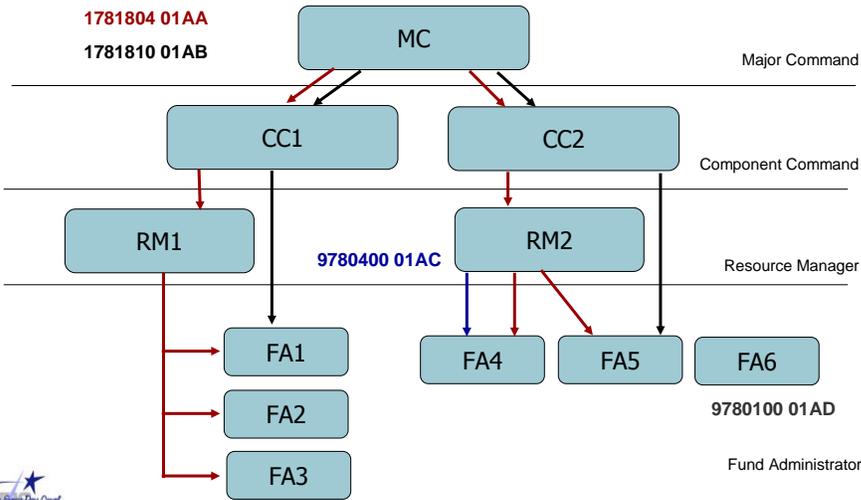
The Fund Administrator may create the RA or receive the RA in distribution from an upper level role (MC, CC or RM). The FA will have visibility of funds received or created on queries and reports. For each RA, the FA establishes the financial framework and releases the financial data to the Site(s) where the funds are spent.

Scenario

The Funds Distribution chart below depicts several possible distribution paths the RA may follow through the distribution framework. The roles of Major Command (MC), Component Command (CC), Resource Manager (RM) and Fund Administrator (FA) are on the right. The MC creates RA 1781804 01AA and distributes to CC1 and CC2. CC1 distributes to RM1 and CC2 distributes to RM2. RM1 distributes to FA1, FA2 and FA3. RM2 distributes to FA4 and FA5. MC creates RA 1781810 01AB and distributes to CC1 and CC2. CC1 distributes to FA1. CC2 distributes to FA5. RM2 creates RA 9780400 01AC and distributes to FA4. FA6 creates RA 9780100 01AD. The FAs are then ready to create the financial framework against the RA funds.

Funds Distribution

Major Command Name

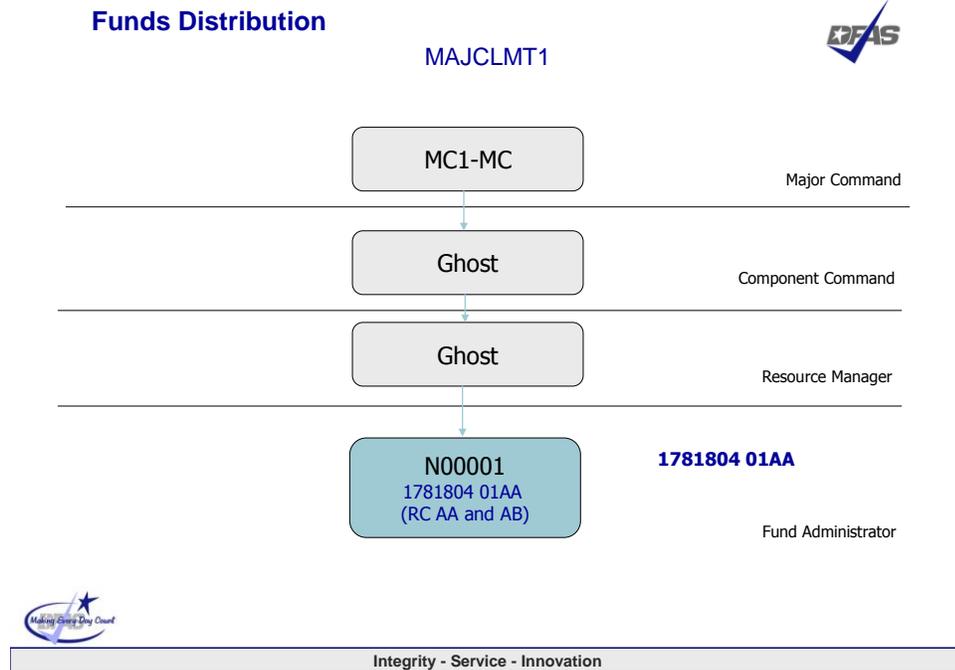


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Distribution Framework Examples

The following are examples of implementations of the upper level distribution framework.

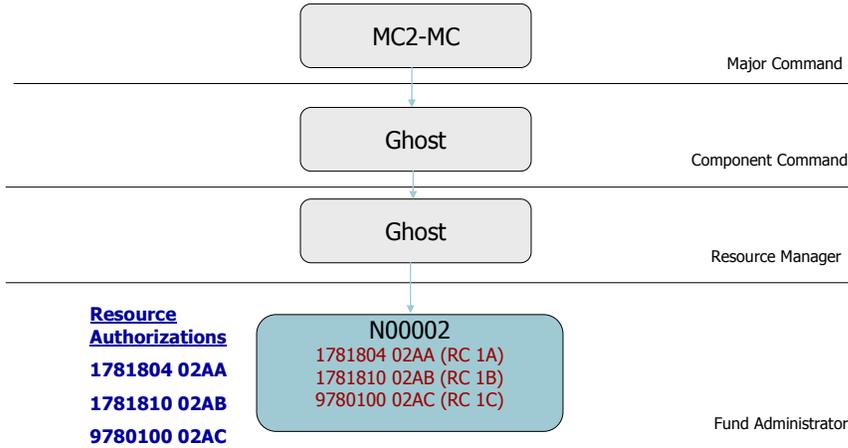
MAJCLMT1 distribution framework has a Major Command (MC1-MC) and one FA (N00001). The FA creates and administers the RA (1781804 03AC). Responsibility Centers MP and HQ reference the RA in the FA's financial framework. There are no Component Commands or Resource Managers and the Major Command is not used.



MAJCLMT2 distribution framework has a Major Command (MC2-MC) and one FA (N00002). The FA creates and administers the RAs 1781804 02AA, 1781810 02AB, and 9780100 02AC. Responsibility Centers 1A, 1B and 1C reference the respective RAs in the FA's financial framework. There are no Component Commands or Resource Managers and the Major Command is not used.

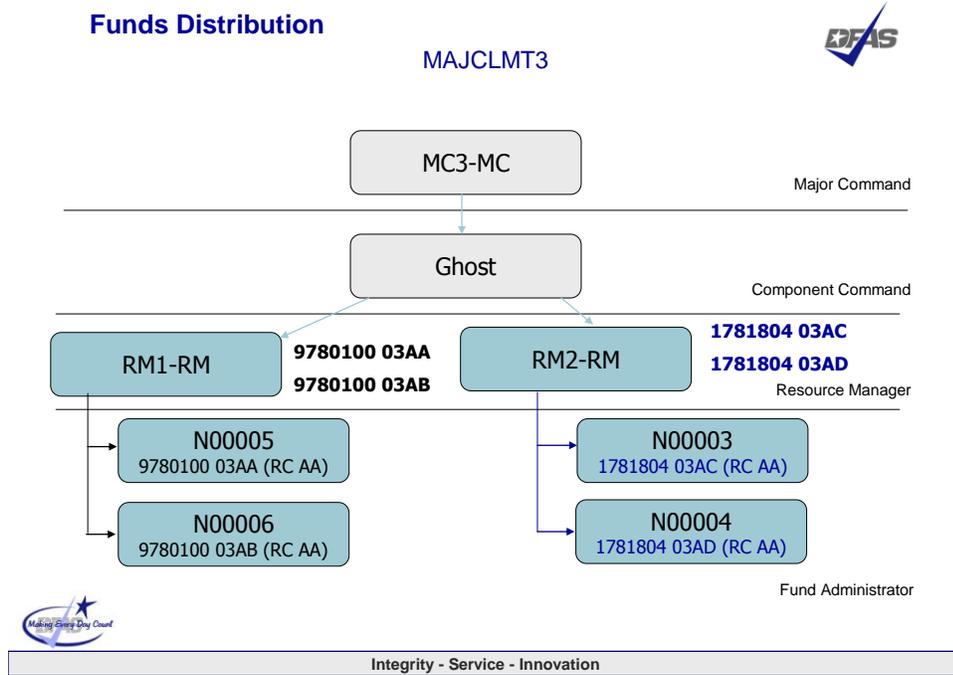
Funds Distribution

MAJCLMT2

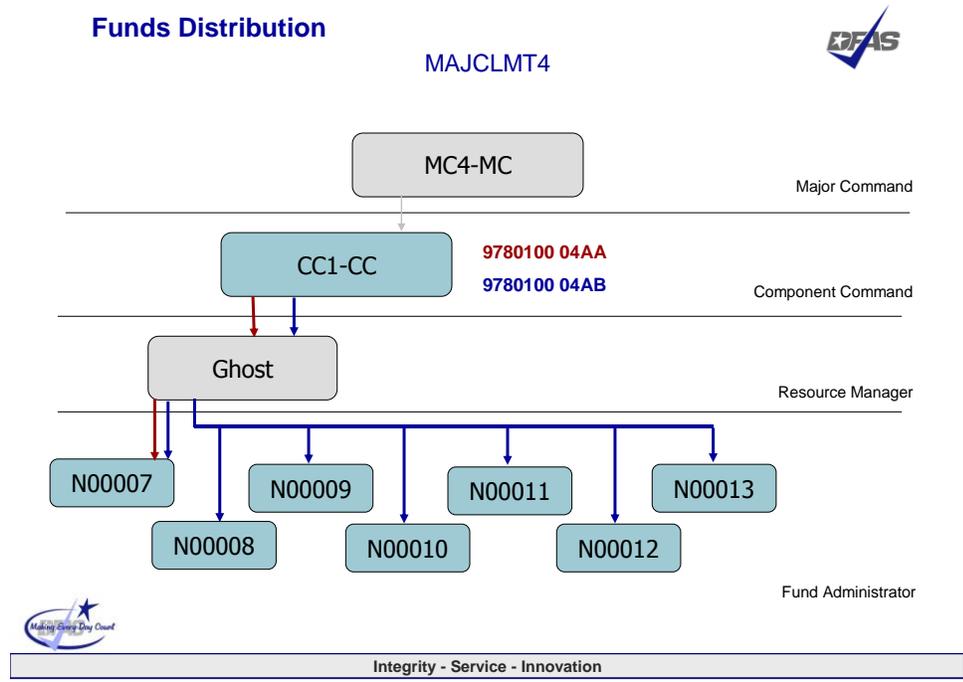


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MAJCLMT3 distribution framework has a Major Command (MC3-MC) and two Resource Managers (RM1-RM and RM2-RM). RM1-RM has two FAs (N00005 and N00006). RM2-RM has two FAs (N00003 and N00004). RM1-RM creates RA 9780100 with two Subheads (03AA and 03AB) and distributes to N00005 and N00006 respectively. RM2-RM creates RA 1781804 with two Subheads (03AC and 03AD) and distributes to N00003 and N00004 respectively. Each FA creates a Responsibility Center and references the respective RAs in the FA's financial framework. There are no Component Command roles and the Major Command is not used.



MAJCLMT4 distribution framework has a Major Command (MC4-MC), one Component Command (CC1-CC), and seven FAs (N00007, N00008, N00009, N00010, N00011, N00012, and N00013). CC1-CC creates RA 9780100 with two Subheads (04AA and 04AB) and distributes 04AA to N00007 and 04AB to all FAs. Each FA creates the financial framework referencing their respective RAs. There are no Resource Manager roles and Major Command MC4-MC is not used.



Distribution Framework Inquiries and Reports

Resource Authorization Administration Details View

The Resource Authorization Administration provides a drilldown view of funds management and distribution, from creation of the Resource Authorization at the Major Command, Component Command, Resource Manager or FA level to processing of source documents at the Sites.

Executive Summary Report

The Executive Summary Report provides the capability to view resource authorizations and spending at the funding levels, which provides comparable performance figures across the activity. Status of Funds information provides the details supporting the spending (Total Obligated) and funds distributions at the FA level and below. The report is composed of two sections, which displays on part 1 the Resource Authorization Funding, Distributions, Total Balance, and Total Obligated at the Major Command, Component Command, Resource Manager, and Fund Administrator levels, and on part 2 the Status of Funds Report at the Fund Administrator level and below.

Executive Status Report

This report provides the capability to view resource authorizations and spending at the funding levels, which provides comparable performance figures across the activity. Status of Funds information provides the details supporting the spending (Total Obligated) and funds distributions at the FA level and below. The report provides a breakdown by Expense Element within the OPTAR and summarizes to the RC. The impact of initiations on available balances and current % used is also provided on this report.

APPENDIX B – MULTIYEAR APPROPRIATIONS

FASTDATA can accommodate multiyear appropriations such as RDT&E, MPN and Procurement. You may establish a multiyear Resource Authorization in the beginning fiscal year or in the current fiscal year when the beginning fiscal year was in a prior fiscal year. You may create Site documents in each of the open years of the appropriation and will cite the JONs and serial ranges for the active fiscal year. You may promote Multiyear appropriations to the Outyear. (See Resource Authorization – Promote to Outyear section above.)

“X” no-year appropriations and “R” receipt appropriations may also be established in FASTDATA WEB. Both are applicable only for the fiscal year established. The user would enter an “X” or “R” followed by 3 spaces in the beginning and ending fiscal year fields. Beginning and ending fiscal years must match.

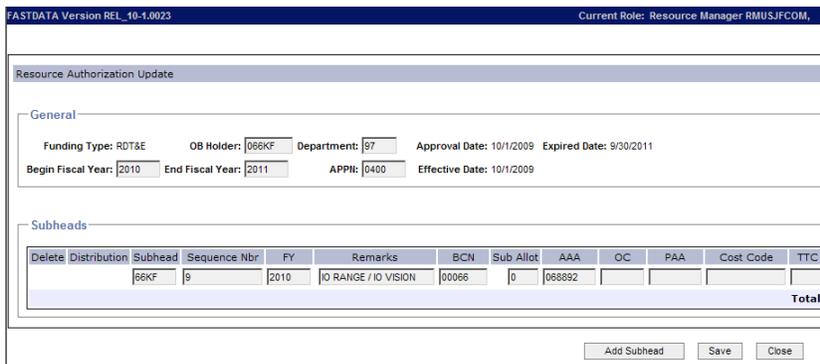
The “Expired Date” element shown on the Resource Authorization Details screen pertains to this multiyear processing. It is an optional field. When entered, the Expired Date must be equal to or greater than the Effective Date and indicates the extended period of performance beyond the ending date of the appropriation. New obligations may be made for the ending fiscal year up to this date.

To promote multi-year appropriations to the outyear, the steps below have to be accomplished. In our example, FY2010 is the current year and FY2011 is the Outyear.

- At the level at which the RA was created, change the Fiscal Year to the Outyear
- Go to Funds Management, Resource Authorization
- Choose the RM you need to promote and click the Update Icon. (In our example, the RA was created at the RM.)



- Click Add Subhead:



Enter the subhead data again with the new fiscal year and Save it.

FASTDATA Version REL_10-1-0023 Current Role: Resource Manager RMUSJFCOM

Resource Authorization Update

General

Funding Type: RDT&E OB Holder: 066K2 Department: 97 Approval Date: 10/1/2009 Expired Date: 9/30/2011
 Begin Fiscal Year: 2010 End Fiscal Year: 2011 APPH: 0400 Effective Date: 10/22/2009

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TT
		66K2	0	2011	JFIT	00066	0	068892				
		66K2	6	2010	JFIT	00066	0	068892				

Total

Add Subhead Save Close

- Distribute it to the FA
- Go to the FA level and stay in current year (FY 2010)
- Go to Utilities, Process Outyear
- Select RCs to carry forward

Current Role: FA 00066, FY/QTR: 2010/3

Select RC(s) to be promoted to the outyear.

Select	JON Status	RC	Appropriation	Subhead	BCN/BP ALLOT	SA/OB Suffix
<input type="checkbox"/>	Carry forward to Outyear	SF	97 10 0400	66K2	00066	0
<input checked="" type="checkbox"/>	Carry forward to Outyear	FY10JFITRD	97 10/11 0400	66K2	00066	0

Promote

Direct OPTAR(s) Reimbursable OPTAR(s) Direct and Reimbursable OPTAR(s)

Select All Deselect All Process Close

- Click Process
- Check financial framework to confirm success

***Note: At the FA level under Funds Management, Resource Authorization, Promote to Outyear, it still has status of “not promoted”. There is also a checkbox to “Promote to Outyear” but there is no Save button. However, it still promoted but under multi-year this status doesn’t change. See below:

FASTDATA Version REL_10-1-0023 Current Role: FA M

Resource Authorization Promote to Outyear

General

Funding Type: RDT&E OB Holder: 066K2 Department: 97 Approval Date: 10/1/2009 Expired Date: 9/30/2011
 Begin Fiscal Year: 2010 End Fiscal Year: 2011 APPH: 0400 Effective Date: 10/22/2009

Subheads

Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
<input type="checkbox"/>	Not Promoted	66K2	0	2011		00066	0	068892		
		66K2	5	2010	JFIT	00066	0	068892		

Close

At the RM level, the status still shows “ineligible” even though it did promote to FY 2011. See below:

FASTDATA Version REL_10-1.0023 Current Role: Resource Manager RM

Resource Authorization Promote to Outyear

General

Funding Type: RDT&E OB Holder: 066K2 Department: 97 Approval Date: 10/1/2009 Expired Date: 9/30/2011
 Begin Fiscal Year: 2010 End Fiscal Year: 2011 APPN: 0400 Effective Date: 10/22/2009

Subheads

Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost
		66K2	0	2011	JFIT	00066	0	068892			
	Ineligible	66K2	6	2010	JFIT	00066	0	068892			

Save Close

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APPENDIX C – AUTOMATED JOBS

This option provides the means to schedule routing jobs to run at a specified interval. The FA user must have “Access” level rights provided in the “Utilities” section of “FA Group Access” found under the Security Administrator Role.

As an FA, select Automated Jobs from the File Manager menu. The Automated Jobs Maintenance screen opens:

Automated Jobs Maintenance					
Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
N	Perform reconciliation.	06/13/2011 10:52:46	DLY	0:00	0.0
N	Process MPC Transactions.	06/13/2011 10:52:46	MIN	0:00	5.0
N	Process external B1 transactions.	-Never-	MIN	0:00	30.0
N	Recalculate Obligations In Non-Peak Hours.	-Never-	MIN	0:00	0.0
N	Receive CRCTs that failed STARS-FL validation (INVALID).	-Never-	DLY	0:00	30.0
N	Receive CRCTs that passed STARS-FL validation (VALID).	-Never-	SAT	0:00	30.0
N	Receive DTS transactions from STARS-FL.	06/13/2011 10:52:46	SUN	0:00	30.0
N			MIN	0:00	30.0
N			MIN	0:00	5.0

The Active column is used to select each job. Jobs with a “Y” for “Yes” are active, meaning the process will take place at the next scheduled interval. Jobs with an “N” for “No” will not be processed.

The Description column provides the title of the job.

The Latest Date/Time Executed column provides the FA with information on when the job last ran.

The Interval Type is used to set the frequency of the job. The interval is defined in minutes. The range is 0.00 to 1440.00 (24 hours). The default value is 6 minutes. The user may also select DLY for Daily if the option appears in the dropdown list. An indication of “NPH” stands for Non-Peak Hours.

The Scheduled Run Time shows when the job is expected to run next. The format follows a 24-hour clock and must be entered using the following format: HH:MM.

The Minute Interval column is used to determine the minutes between jobs. The interval should be greater than 4 minutes, but less than 1441 minutes.

A full Automated Jobs Maintenance screen is shown on the next page.

Automated Jobs Maintenance					
Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
<input type="checkbox"/>	Perform reconciliation.	06/13/2011 10:52:46	MIN	0:00	5.0
<input type="checkbox"/>	Process MPC Transactions.	06/13/2011 10:52:46	MIN	0:00	5.0
<input type="checkbox"/>	Process external B1 transactions.	-Never-	MIN	0:00	30.0
<input type="checkbox"/>	Recalculate Obligations In Non-Peak Hours.	-Never-	NPH	0:00	0.0
<input type="checkbox"/>	Receive CRCTs that failed STARS-FL validation (INVALID).	-Never-	MIN	0:00	30.0
<input type="checkbox"/>	Receive CRCTs that passed STARS-FL validation (VALID).	-Never-	MIN	0:00	30.0
<input type="checkbox"/>	Receive DTS transactions from STARS-FL.	06/13/2011 10:52:46	MIN	0:00	5.0
<input checked="" type="checkbox"/>	Receive Expenditure Returns from the Site(s).	-Never-	MIN	0:00	30.0
<input type="checkbox"/>	Receive Expenditures from STARS-FL.	06/13/2011 10:52:46	MIN	0:00	5.0
<input type="checkbox"/>	Receive JONs from STARS-FL.	-Never-	MIN	0:00	5.0
<input type="checkbox"/>	Receive JONs that failed STARS-FL validation (INVALID).	-Never-	MIN	0:00	5.0
<input type="checkbox"/>	Receive JONs that passed STARS-FL validation (VALID).	-Never-	MIN	0:00	5.0
<input checked="" type="checkbox"/>	Receive accounting transactions from the Site(s).	10/24/2011 13:09:03	MIN	0:00	5.0
<input type="checkbox"/>	Receive cost corrections from the Site(s).	-Never-	MIN	0:00	5.0
<input type="checkbox"/>	Receive cost redistributions from the Site(s).	-Never-	MIN	0:00	5.0
<input type="checkbox"/>	Release Financial Framework to the Site(s).	06/13/2011 10:52:46	MIN	0:00	5.0
<input type="checkbox"/>	Release Outyear Financial Framework to the Site(s).	-Never-	MIN	0:00	5.0
<input checked="" type="checkbox"/>	Send Accounting Batch to STARS-FL.	10/24/2011 13:14:05	MIN	0:00	5.0
<input type="checkbox"/>	Send Cost Redistribution Batch to STARS-FL.	-Never-	MIN	0:00	5.0
<input type="checkbox"/>	Send JONs to STARS-FL.	-Never-	MIN	0:00	5.0
<input type="checkbox"/>	Send OPTAR Authorizations (010,121) to STARS_FL.	-Never-	MIN	0:00	30.0
<input type="checkbox"/>	Send RC Funds Authorizations (110) to STARS-FL.	-Never-	MIN	0:00	30.0
<input type="checkbox"/>	Send expenditures to the Site(s).	06/13/2011 10:52:46	MIN	0:00	5.0

Scheduling Jobs

All jobs must be set to run on such a schedule as to ensure they do not conflict. It is recommended that all jobs be at least 30 minutes apart.

Due to the change required in processing data to and from STARS-FL, during the first phases of FASTDATA Web, most Interval Types are only available in minutes (MIN). The daily (DLY) interval type is available for some of the communications between the FA and Site.

Users should set automated jobs to 5-minute intervals instead of once or twice a day because FASTDATA Web sorts the outgoing accounting transactions and places them in a queue in the proper order. It is possible for transactions to get into STARS in a different order from how FASTDATA sent them. Since STARS processes Web transactions in real time, they are processed as they are received, which causes transactions to suspend if they are out of order. Sending accounting transactions to STARS more frequently reduces the likelihood of different types of transactions for the same document being transmitted in the same group.

Likewise, we need to set our inbound Expenditure and DTS/SPS to process every 5 minutes. In the Web, STARS-FL sends a group of expenditures as individual messages, which FASTDATA collects and reassembles into physical files for loading into the file inventory. FASTDATA may receive several different bursts for a single group of expenditures. Therefore, we may end up with multiple physical files for a single group of expenditures.

In the previous FASTDATA system, the original GUI logic for importing data from external sources was based on having a single batch files for a single FA to process at any given time. Some processes in the Web, however, cycle through each automatic job for all FAs and pick up one file per FA if it is time to process. If the expenditure job is set to run daily, it would only process one of the several files waiting to process, and then wait until the next day to look for another file. By setting the intervals to 5 minutes, the Web will continue to cycle through the jobs until all the files are processed.

Selections on the Automated Jobs Maintenance Screen

Perform reconciliation

This feature is used to reconcile document balances and cost transfer balances between FASTDATA and STARS-FL as well as between FASTDATA and the DMLSS external system. The process will not run if there are pending unprocessed expenditures or DTS/SPS records. It excludes all Civilian Labor document types and documents that are cancelled before exporting to STARS-FL.

Reconciliation is based on a file created in STARS-FL Query Management Facility (QMF), data representing the Liquidated Document Status Log (LDSL) created in FASTDATA and a file created in DMLSS. All files used in the automated reconciliation process must have been generated within a day of each other; otherwise, the process will not run successfully and no report will be generated.

Two reports are produced as a result of the reconciliation. The Summary Reconciliation Report summarizes the account balances of FASTDATA, STARS-FL and DMLSS; provides a comparison of these account balances and displays variances. The report of reconciliation errors provides discrepancies found in the reconciliation process at the document level. This process also generates a separate summary for each Site.

Process MPC Transactions

Military Purchase Card (MPC) transactions are created by CITIDIRECT Bank credit card actions. Import of the MPC is the process whereby the actual transactions from CITIDIRECT are recorded at a FASTDATA Site. This import allows creation of a transaction at the Site and adjustment of existing funds. Any other source or memo entries that have been made in advance for reservation of funds of the actual Credit Card purchase would then make the Site double obligated.

To correct this situation, a user could cancel the “in advance” DCN/ACRN which would adjust the Site funds and create an adjustment/credit/reversal/cancellation transaction for export to STARS-FL.

The records will be divided according to Site ownership of the Job Order Number on the individual records, and these records will be delivered to the respective Sites. They will be available at each Site for correction and reprocessing.

Process external B1 transactions

This process prevents the user from having to manually import B1 transactions by providing this automated job.

Recalculate Obligations In Non-Peak Hours

This option allows users to recalculate obligations when all users are off the system. Results are available the morning after the run on a report entitled "Recalculate Cost Log Report." This job will always include all Sites for an FA.

Receive CRCTS that failed STARS-FL validation (INVALID)

This automated job is used to import cost redistribution and cost transfer records that were sent to STARS-FL but that failed validation.

Receive CRCTS that passed STARS-FL validation (VALID)

This automated job is used to import cost redistribution and cost transfer records that were sent to STARS-FL and confirmed to be valid.

Receive DTS transactions from STARS-FL

This automated job is used to import Defense Travel System obligations and receipts from STARS-FL.

Receive Expenditure Returns from the Site(s)

Expenditures that the Site has opted to return to the FA will be imported by use of this job.

Receive Expenditures from STARS-FL

Use this option to import expenditures (payments) from STARS-FL. The FA will then release the Expenditures to the individual Sites that originally created the obligation transaction.

Receive JONs from STARS-FL

To eliminate the need for duplicate entry into both systems, job order numbers created in STARS-FL may be imported into FASTDATA via this automated process. File content can be viewed in File Inventory. Should there be any errors with the incoming JONs, the Validation/Rejection Reason will be displayed on the FA JON Import screen. Once corrections are made, the user may re-import the invalid JONs.

Receive JONs that failed STARS-FL validation (INVALID)

After STARS-FL receives the JONs created in FASTDATA, one or two data files will be created for return to the FA. One file will consist of all JONs accepted by STARS-FL, and a second file will also be created consisting of any JONs rejected for processing by STARS-FL. This process will import the rejected JONs and will include the rejection reason.

Receive JONs that passed STARS-FL validation (VALID)

After STARS-FL receives the JONs created in FASTDATA, one or two data files will be created for return to the FA. One such file will consist of all JONs accepted by STARS-FL, and the other will contain information on JONs that have been rejected. This process will import the valid JONs.

Receive accounting transactions from the Site(s)

This function allows receipt of accounting transactions from the Sites. Current fiscal year transactions, and any prior year transactions created since the last transmission to the FA, are included. Outyear transactions at the Site are excluded. Expenditure returns, expenditure corrections and Cost Redistribution transactions are also not part of these transactions.

Receive cost corrections from the Site(s)

This automated job allows receipt of any cost corrections on expenditures at the Site that have not previously been sent to the FA.

Receive cost redistributions from the Site(s)

This automated job imports cost redistribution transactions from the Site that have not previously been sent to the FA.

Release Financial Framework to the Site(s)

This job signals the system to periodically send information from the FA to the Site(s) in accordance with the time set. The information sent may contain Site User IDs, Site data, RC, OPTAR, Authorization and JON data as well as Serial Ranges.

Release Outyear Financial Framework to the Site(s)

This job signals the release of Outyear financial framework from the FA to the Site.

Send Accounting Batch to STARS-FL

This job is scheduled to send current transactions to STARS-FL.

Send Cost Redistribution Batch to STARS-FL

This is used to send transactions created and marked for Release in the Cost Redistribution process.

Send JONs to STARS-FL

To eliminate the need for duplicate entry into both systems, job order numbers created in FASTDATA may be transmitted to STARS-FL via this automated process. File content can be viewed in File Inventory. JON modifications may also be sent via this process.

When STARS-FL receives the JON data, one or two data files will be created for return to the FA. One file will consist of all JONs accepted by STARS-FL, and the other will contain information on JONs that have been rejected.

Send OPTAR Authorizations (010, 121) to STARS-FL

Amounts transferred are those entered on the Authorization detail screen or those that were imported from Budget Builder (010s and 121s). On the Authorization screen, the "Transfer Authorization" field must be checked and an Authorization JON must be entered.

Send RC Funds Authorizations (110) to STARS-FL

Amounts transferred are those entered on the RC screen. The field "Transfer RC Funds" must be checked on the Responsibility Center screen.

Send expenditures to the Site(s)

This automated process sends all valid, unsuspending, current expenditures from STARS-FL to the Sites. (For BUMED, this will include those generated as a result of DMLSS cost transfers.)

APPENDIX D –RECONCILIATION PROCESS

BACKGROUND

To ensure the integrity of financial records in both systems, reconciliation between FASTDATA (FD) and STARS-FL is desired. Because the two systems liquidate documents using different methodologies; it is helpful for users to understand why some imbalances 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.

The Reconciliation process verifies that both systems are in sync not only with each other, but also with regard to transactions from external interfaces such as Military Purchase Card (MPC), Defense Travel System (DTS) and Standard Procurement System (SPS).

INITIATION

Reconciliation is initiated by activation of an automated job entitled “Perform Reconciliation.” It is controlled by the FA and may be run for current and five prior fiscal years. It is recommended that the job be run after close of business.



Automated Jobs Maintenance					
Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
<input type="checkbox" value="Y"/>	Perform reconciliation.	10/01/2010 11:11:11	MIN	0:00	5.0
<input type="checkbox" value="N"/>	Process MPC Transactions.	10/01/2010 11:11:11	MIN	0:00	5.0

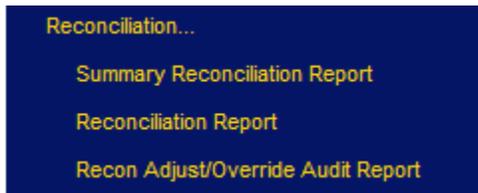
The FA will initially run the automated process to pull down the baseline STARS-FL document file into FASTDATA (FD). Once this has been accomplished, they will set the process to run each day, extracting any new documents or document status changes. These nightly files will appear in File Inventory.

With the implementation of Release 10-1J in June, 2012, a more up-to-the-minute picture of reconciliation is possible. As FASTDATA users work within the FD document processes, additions and updates will be applied immediately. FD will automatically evaluate STARS-FL reconciliation data against the FD updated data to clear Reconciliation differences.

Documents are compared on:

ACRN	JON
Expense Element	OMB Object Class
Commitments	Obligations
Receipts	Disbursements (Expenditures)

REPORTS



Three reports are used to support the Reconciliation process: Summary Reconciliation Report; Reconciliation Report and the Recon Adjust/Override Audit Report.

Summary Reconciliation Report

This report displays the results of reconciliation in a .pdf or comma separated value (.csv) format. Only **variances between FASTDATA and STARS-FL are reported.** Report parameters include FY, RC, OPTAR, Authorization, JON and DCN. The report is available to the FA and to the Sites. At the FA, the final page contains the deltas from all of the Sites. At the Site, only the requesting Site's data is displayed.

Working from the Summary Reconciliation Site report, Site users will be able to make changes and fixes to correct reconciliation issues. These changes can be viewed immediately on the Liquidated Document Status Log (available on the Document Status Log reports sub-menu) and will now also be viewable on the Reconciliation report run any time after the transaction has processed during the day.

Reconciliation Report

The Reconciliation Report displays the results of reconciliation in a **comma separated value (.csv) or Microsoft Excel format**. 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. Report parameters include FY, Site, RC, OPTAR, Authorization, JON and DCN. The report is available to the FA and Sites. At the Site, only the requesting Site's data is displayed.

The Reconciliation report is available from the FA and Site Reports menu until the next Reconciliation is performed.) Old reports are replaced.

Reconciliation Adjust/Override Audit Report

New to Release 10-1J of June, 2012, actions performed in the Adjustment or Override processes will be documented on this report. (On the criteria screen, be careful to note the Unreconciled/Reconciled/All selections. To see all adjustment or override actions, select All. Those that you completed adjustments for will be on the Reconciled report; any partial adjustments will appear on the Unreconciled report.)

Possible Reconciliation Errors and Recommended Steps for Resolution

NOTE: Always be aware of and consider the effect of the dates in the two systems, as some items that seem to be errors are simply a matter of timing of the flow of data.

Errors:

- FASTDATA document not found in STARS-FL (1)
- STARS-FL document not found in FASTDATA (2)
- STARS-FL JON not found in FASTDATA (3)
- FASTDATA JON does not match STARS-FL (4)
- FASTDATA EE does not match STARS-FL (5)
- FASTDATA OOC does not match STARS-FL (6)
- FASTDATA commitment does not match STARS-FL (7)
- FASTDATA obligation does not match STARS-FL (8)
- FASTDATA accounts payable/receipt does not match STARS-FL (9)
- FASTDATA expenditure does not match STARS-FL (10)
- FASTDATA cost does not match STARS-FL (11)

Questions to consider with each error message:

1. FASTDATA (FD) document not found in STARS-FL.

- a. Have the transactions been sent from FD Site to the Fund Administrator?
Research the Transaction History Report. If the transactions do not include a Y in the EXP (Export) field, they have not been sent from the Site to the FA for transmission to STARS-FL.
- b. Have the transactions been sent from the Fund Administrator to STARS-FL?
Research the Accounting Batch by Date Report. If the document is found, it will be sent to STARS-FL in the next scheduled export.
- c. Are transactions suspended at the Fund Administrator?
Research the Suspended Accounting Transactions. If the transaction is displayed, unsuspend it so it will flow to STARS-FL.
- d. Did the document batch fail to process in STARS-FL?
Search File Inventory to validate that the batch that contained the transactions was sent to STARS-FL successfully. (Processed or Unprocessed). Seek out other documents from this file that may not have been recorded.
- e. Is the document in STARS-FL under FASTPATH "TEXV" exception?
If so, it has not processed to the document cost tables yet. This needs to be reviewed and reprocessed for it to show in the STARS-FL FASTPATH "RDOC" showing the document transaction history and affecting the cost of the document.

2. STARS-FL document not found in FASTDATA.

- a. Did the document batch fail to process in FASTDATA?
Search File Manager/File Inventory. The markings of Processed or Unprocessed will show if the files successfully processed.
- b. Was the document manually input into STARS-FL?
Use FASTPATH "RDOC" in STARS to view the document. If the initial transaction has a USERID, the document was manually input. Have a Site user enter the document, but then suspend it so that it will not flow to STARS and create a double obligation. At the FA, purge the transaction from the Suspended Accounting Transactions.
- c. If the document has other than an AA ACRN, was it input in FD as ACRN AA and possibly moved to another ACRN in STARS-FL?
If so, document/ACRN must be input at the Site. One method is to use the File Manager/Maintain Susp Ext Trans/Standard B1/Correct External transactions path and use the INSERT feature to enter the transaction with the document/ACRN as shown in STARS.
- d. Is the Job Order Number in FASTDATA?
If not, add the JON and release it to the Site. Have the Site user then enter the document and suspend it so that it doesn't flow to STARS-FL. At the FA, purge the transaction from the Suspended Accounting Transactions. Verify that the document is not in an error file that did not process into the Site due to the JON not being available in FASTDATA. If so, reprocess the file to load the document into the Site.
- e. Is it a travel or MPC document?
Travel and MPC documents that fail FD validation are suspended at the Site level. Access the File manager/Maintain Susp Ext Trans and then select the appropriate file type to correct the suspended transaction. Review the reason for suspension, correct the issue, and Reprocess the transactions to clear them from the suspense file. These suspended transactions will affect your RECON between STARS-FL and FD for those documents.
- f. Is it a travel or MPC document that posted to STARS-FL in less than four business days prior to the date of the Reconciliation report?
There may be a time lag of approximately three to four business days for travel and MPC documents to post into FASTDATA. It is recommended that you wait four business days before any manual input. View the transaction date in STARS-FL to determine if it falls within this time lag and may be causing the RECON problem.
- g. Is the document the result of a cost transfer?
JON level cost transfers (not recommended because of difficulty to trace) performed in STARS-FL do not flow to FASTDATA. If done, they will cause mismatches on the RECON with different JONs in both systems and other possible errors.

3. STARS-FL JON not found in FASTDATA.

- a. Is the Job Order Number in FASTDATA?

If not, add the Job Order and release it to the Site. Have a Site user enter the document and then go to Transaction Suspension. At the FA, purge the transaction from the Suspended Accounting Transactions.

If the Job Order Number is in FASTDATA, verify all elements with STARS-FL for a mismatch and correct the Job Order in the appropriate system. Release the JON to the Site. Have a Site user enter the document, and then go to Transaction Suspension. Purge the transaction from Suspend Accounting Transactions.

4. FASTDATA JON does not match STARS-FL.

- a. Is the JON listed on the Action Item Listing under Unacknowledged Job Order Numbers? Identify the error message and correct as necessary.

5. FASTDATA EE does not match STARS-FL.

- a. Is the EE in STARS-FL correct?

On the FASTDATA Correction after Export Screen at the Site, use the dropdown arrow to select the correct expense element to match STARS-FL. Remove the check mark at the bottom of the page so the change will not flow to STARS-FL since you are making the element match STARS-FL.

- b. Is the EE in FASTDATA correct?

Update the EE in STARS-FL to reflect the correct value (FASTPATH: TAR).

6. FASTDATA OOC does not match STARS-FL.

- a. Is the OMB Object Class in STARS-FL correct?

At the Site, go to documents/Update Document. When the correction after export screen appears, update the OMB Object Class on the ACRN. Remove the check mark at the bottom of the page so the change will not flow to STARS-FL since you are making it match STARS-FL.

- b. Is the OMB Object Class in FASTDATA correct?

Update the OOC in STARS-FL to reflect the correct value (FASTPATH: TAR).

7. FASTDATA commitment does not match STARS-FL.

- a. Are all commitments listed in both FASTDATA and STARS-FL?

Compare the Trans History Rpt in FD with FASTPATH: RDOC in STARS. Perhaps the SPS file obligated the document in STARS and the commitment remains in FD. To correct this situation have the Site user select Document/Contract Process - New and enter the Contract number to move the commitment to obligation.

Since the obligation is already posted in STARS, also have them go to Trans Suspension to annotate the transaction that is already posted in STARS-FL. Upon saving, it will flow to the FA and Suspend. The FA will purge so it does not flow to STARS-FL.

The same situation can exist with a NC2275 "WR" document where the RECON reflects the STARS-FL obligation that matches the FASTDATA Commitment. If this occurs, have the Site user go to Documents/Accept document and accept the work request to move the CM to AO. Then go to Transaction Suspension and suspend the transaction from flowing to STARS-FL since it is already there.

b. Is there a missing commitment in FASTDATA?

At the Site, update the document and use the correction after export screen to mark it to NOT export to STARS-FL, or create an amendment to record the transaction in FASTDATA. Go to Trans Suspension and include the suspension reason with check mark and SAVE. At the FA, purge from the Suspended Accounting Transactions.

c. Is there a missing commitment in STARS-FL?

Go to FASTPATH: TEXV to see if the 915 transaction is in the transaction exceptions. If so, process the transaction. Also verify that there is not a missing batch from FASTDATA to STARS-FL. If nothing is found, enter a new commitment in STARS-FL.

d. Is only the commitment amount mismatched?

For FASTDATA, have the Site user perform either a correction after export or an amendment to adjust the commitment amount if necessary. Then, have him go to Transaction Suspension to suspend. At the FA, purge the transaction from the Suspended Accounting Transactions. For STARS-FL, manually enter a new commitment to adjust the commitment amount. If STARS-FL has an SPS commitment plus a FASTDATA commitment, manually adjust the commitment in STARS-FL to clear the duplication.

8. FASTDATA obligation does not match STARS-FL.

a. Has a final receipt or expenditure been posted in FASTDATA?

If not, at the Site, either accept the document or enter the contract to record the obligation in FASTDATA. Go to Transaction Suspension and annotate the reason to suspend; at the FA, purge the transaction. If your correction is made on the UPDATE Documents Correction after Export screen, you can take the check mark off the export to STARS-FL feature so it will not flow to STAR-FL.

b. Does STARS-FL have an SPS obligation plus a FASTDATA obligation recorded?
If so, manually adjust the STARS-FL obligation so that the two systems match.

9. FASTDATA accounts payable/receipt does not match STARS-FL.

a. Has a final expenditure been posted in FASTDATA?

If not, at the Site, enter the receipt to record the transaction in FASTDATA and then, go to Utilities/Suspend transaction to request that the transaction not flow to STARS-FL. At the FA, purge the transaction from the Suspended Accounting Transactions.

MPC CREDIT CARD documents will no longer flow into FASTDATA as a 540 obligation (AO) record and into STARS-FL as a 510 Accounts payable. If the dollar amounts match but they are in two different categories on the recon report, then this situation will correct itself once the 610 expenditures post in both systems. This should only affect the MPC documents prior to converting to FASTDATA Web.

Receipts posted in FASTDATA after the expenditure posts will cause an out of balance on the RECON report.

b. Is the Cost in FASTDATA and STARS-FL the same showing the difference as zero; but the FASTDATA obligation amount is equal to the STARS-FL Accounts Payable/Receipt amount?

When STARS One Pay processes an invoice, it generates a 510 Accounts Payable/Receipt in STARS and clears the obligation. This will remain in this condition until the 610 expenditure posts in STARS-FL and the EV posts in FASTDATA. Then the RECON will clear this transaction.

10. FASTDATA expenditure does not match STARS-FL.

a. Is the expenditure suspended at the Fund Administrator?

Review the Suspended Expenditure Report to see if the transaction is suspended in the FA. If so, reprocess the suspended transaction, and it will flow to the Site to clear the RECON. Review the active expenditure suspension rules that may be preventing expenditures from being posted at the respective Site(s).

b. Is the expenditure suspended at the Site?

At the Site, access Utilities/Correct Expenditure to correct the expenditure. Or, return the expenditure to the FA to be assigned a correct JON.

c. Is the 610 that posted in STARS-FL older than a couple days?

Review the FASTPATH: RDOC in STARS-FL to see what the posting date of the 610 is. If less than a couple days, it could be a timing issue in the expenditure flow from STARS-FL to FASTDATA. If it is an older transaction and not in the FA or Site suspended expenditures, input a manual Expenditure to match with the 610 in STARS.

11. FASTDATA cost does not match STARS-FL.

- a. Have the transactions been sent from FASTDATA Site to the Fund Administrator?

Research the Transaction History Report. If the transactions do not include a batch number, the transactions have not been sent from FASTDATA Site to the Fund Administrator for transmission to STARS-FL.

- b. Are the transactions suspended at the Fund Administrator?

Research the Suspended Accounting Transactions to see if there is a rule set up to suspend the transactions. If they need to go to STARS-FL to put the document in sync, take the suspension off and allow it to flow in the next batch.

- c. Did the document batch fail to process in STARS-FL?

Search the File Manager/File Inventory to verify the transactions show as processed. In STARS-FL, seek out other documents from this file that may not have been recorded. Check STARS-FL in the FASTPATH.TEXV exception report to see if the transaction is suspended there. If so, correct and reprocess so it will reflect in FASTPATH: RDOC and affect the document cost tables.

- d. Does the Expenditure and Cost in STARS-FL match, and the Expenditure in FASTDATA match STARS-FL also?

If the STARS-FL final expenditure and final cost both match the expenditure, review the Transaction History Report to see if the COST showing at the document status matches the STARS-FL COST. If the liquidation in FASTDATA shows it is different than the Transaction History report and the Document Status Summary, then do a \$1.00 FINAL expenditure and a \$-1.00 FINAL expenditure to put the two back into sync. Then go to the REPORTS/Liquidated Document Report and pull up the document number. If the STARS-FL projected Cost now shows a match to the FASTDATA Cost, then the document will clear off the next RECON report. This type of error occurs most frequently with Travel Orders (TO) and Credit Card (CC) documents.

Note: As a general rule what STARS-FL pays/expends is correct. The exceptions are rare and are usually very noticeable.

Research Tools

1. In FASTDATA the research tools to reconcile the documents include:

- Transaction History Report
- Document Status Summary
- Liquidated Document Status Log

2. In STARS-FL the research tools would include:

- FASTPATH TEXV (exception report)
- FASTPATH RDOC, document cost log in STARS-FL

APPENDIX E - STANDARD PROCUREMENT SYSTEM (SPS) INTERFACE FOR DODEA ACTIVITIES ONLY

When a System Administrator establishes a Site, an option exists to designate the Site as an “SPS Site” indicating that the Command desires an interface with the Standard Procurement System (see screen below). SPS creates contracts against FASTDATA requisition documents and forwards that information to an official accounting system (STARS-FL or WAAS).

FA ID: EDUC00
Site ID: SPSLJJ
Description: SPS TEST SITE
SPS Site: ←
Station Use:
Military Time Zone Code: Sierra - Central Standard Time
QTR: 3

System Administrators must also ensure that users who will be expected to create documents associated with the interface are associated with an SPS Site and a Site Group. This is accomplished using “Role Assignment” and “Site Group Assignment.”

Fund Administrators who wish to use the SPS interface will set up an OPTAR with an External System Indicator of SP and an association with an SPS Site.

New OPTAR

Optar Detail

RC: AB
ID: SPS02
Title: SPS SITE 2
Keeper:
Holder:
Address:
External System Indicator: SP
Direct/Reimbursable: D
Check For Funds:
Site: SPSLJJ

Fund Administrators must also set up a Serial Range with an RC/OPTAR/Ext System field associated with the SPS OPTAR, resulting in a section of the Serial Details screen entitled **DoDAAC**. Fields in this section are described below the figure.

The Requisitioner UIC and Procurement Office UIC are required and the Mail Invoices To UIC and Ship To UIC are optional. All fields are 6-position alphanumeric characters.

In the Document Types area of the screen, the contractual documents types are enabled. The applicable document is checked (NC2276 below) and the Serial Range is saved and released to the Site.

Serial Details

Serial

Site: SPSLJJ Description: SPS RANGE **RC/OPTAR/Ext System** AB / SPS02 / SP

Beginning Serial: SP001 Ending Serial: SP050 Last Serial: 00000

SDN UIC: EDU00 Deactivate:

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

DoDAAC

Requisitioner UIC : SP0034 Procurement Office UIC : SP0035

Mail Invoices To UIC: Ship To UIC:

Document Types

MILSTRIP DD1155 CREDIT CARD All SDN Documents

DD448 NC2275 NC2276 NC2276A

DD282 NAVPERS 1320/16 DD1610 SF44

SF182 DD1556

SF1164 MISCELLANEOUS DD1149 Reset

Requisitioner UIC – A mandatory 6-position alphanumeric field that **must** exist at the SPS Site as a valid Site Address key, with the applicable address box checked for the document the Site user wishes to create. See the example below for the NC2276:

New Address

Address

MILSTRIP Key (3 position)*

SDN Key (5/6 position)** 

Name/Activity

Telephone

Address Line 2

Title

Address Line 3

BPN

Address Line 4

DUNS NUMBER

Cage Code

Options

Credit Card

Accepting Official

DD1131

Accepting Official

Disbursing Officer

Receiving Activity **

Receiving Official

DD1149

From

Ship To

Signature

To

DD1155

Administered By **

Contractor

Issued By **

Payment Made By **

Officer ID

To **

DD1348-6

Manufacturer **

Requisitioner **

Routing ID *

DD1556

Authorizing Official

Supervisor

Training Officer

Accepting Official

Billing **

Training Source **

Organization **

DD282

Billing **

Consult

Deliver **

Notify

Ordering

Send

DD448

Accepting Official

Authorizing Official

Billing **

From **

To **

NC2276

Accepting Official

Authorizing Official

Billing **

Contact

From **

To **

NC2276A

Accepting Official

Authorizing Official

Billing **

Contact

From **

To **

SF1034

Approving Official

Authorizing Official

Billing **

Department **

SF1164

Claimant

Department

Procurement Office UIC - A mandatory 6-position alphanumeric field that is used for routing.

Mail Invoices to UIC – An optional 6-position alphanumeric field that, if entered, will populate the MAIL INVOICES TO (Block 12) of the NC2276 when it is created and it must be a valid Site Address key.

Ship to UIC - An optional 6-position alphanumeric field that, when entered, is sent to SPS in the outbound file. **Note** (not for manuals or Help Files): Outbound format is EDI511R; inbound format is B1.

When a Site user assigned to an SPS Site creates an NC2276, using a serial range citing an SPS OPTAR, an automated transaction (CM, 915) will be sent to SPS. That transaction will result in an obligation being sent from SPS to WAAS. WAAS will then provide the resulting SPS contract obligation to FASTDATA in the DTS/SPS interface.

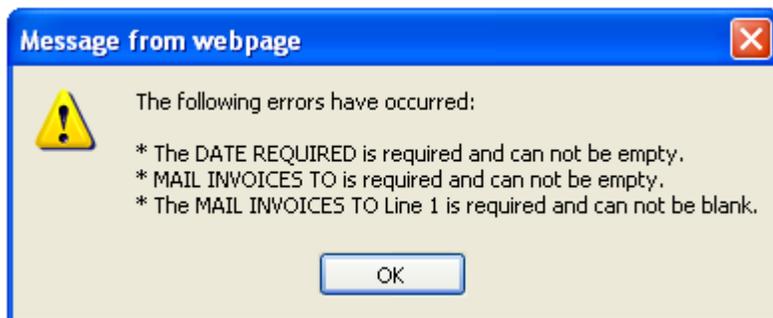
There is a new automated job, as shown below, that will forward the purchase requests to SPS:

N	Send Purchase Request to SPS.	-Never-	MIN	0:00	5.0
N	Send RC Funds Authorizations (110) to STARS-FL.	-Never-	MIN	0:00	30.0
N	Send expenditures to the Site(s).	10/01/2010 11:11:11	MIN	0:00	5.0

When the Site user creates an SPS NC2276, there are some special requirements that must be met. The following items are required on a Line Item:



When saving the NC2276 document, the following are required:



A new report entitled “Procurement Data (SPS) Report” is available at both the FA and Site and will include a list of documents sent to SPS and documents ready to be sent. Initiations will not be reported.