

*Fund Administration and  
Standardized Document Automation  
System*

*(FASTDATA)*

*SITE*

*USERS GUIDE*

++

*WEB Version 10-1K*

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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

## **SYSTEM 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 functions, FASTDATA Web combines the two into one database and has streamlined the process through the use of 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 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. This upper level configuration will allow a hierarchical system of user accesses that will also 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 their 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.

## **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 manpower 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.

## **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 previous 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 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.

## **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. 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 AUTHs, OPTARs, and ultimately an RC. 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 4 positions of a Milstrip DCN and the last 5 positions of an 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 2091 \_ \_ \_ \_ \_

A standard document number (SDN) 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 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, the FA would have to “Set Site” and then choose the desired OPTAR from the RC/OPTAR dropdown.

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 On-Line Help.

## HOW TO REPORT TROUBLE CALLS

FASTDATA Web has introduced new functionality that allows the FA assigned to Funds Management privileges to be able to move and rearrange Financial Framework in certain cases, and this new functionality may allow the FA to resolve many of the issues that arise at your Site. Therefore, to allow the FA to determine the type of trouble call that is being addressed, all issues requiring assistance should be filtered through your FA as follows:

- Tier 1: Site users should contact their Funds Administrator.
- Tier 2: Site users should contact the Alternate System Administrator for his FA
- Tier 3: Site users should contact the FASTDATA Help Desk for issues dealing with database corrections, technical issues or connectivity problems.

FASTDATA Help Desk Contact number: 1-850-452-1001, Option 1, then Option 5

FASTDATA Email address: [Fastdata.helpdesk@navy.mil](mailto:Fastdata.helpdesk@navy.mil)

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

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# FASTDATA WEB NAVIGATION

When the FASTDATA Site user types in the WEB URL for FASTDATA, a Legal Notice page will appear. After reading it and clicking OK, you will see a screen similar to:

**Please Login**

Username:

Password:

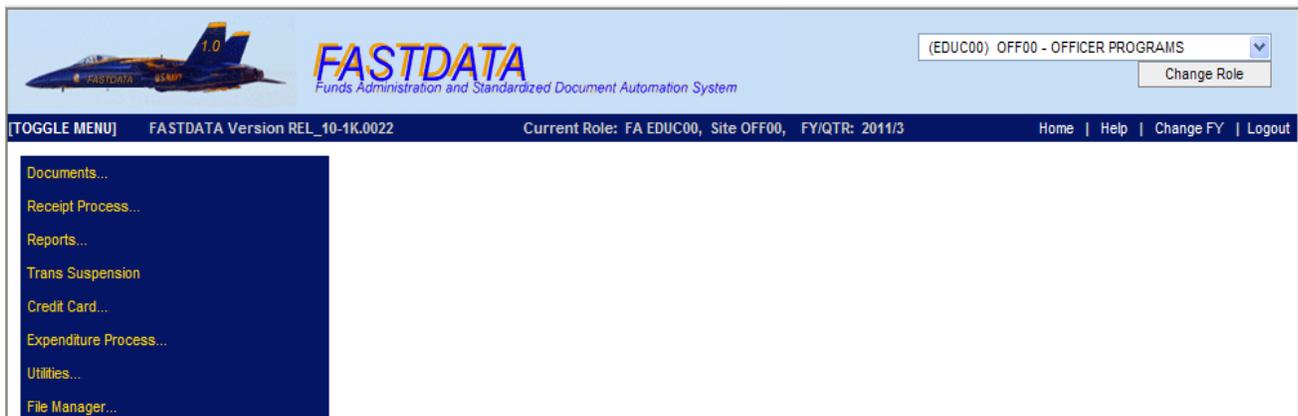
The first time you use FASTDATA, enter the Username and Password that was provided to you. Your CAC will be enabled for future logons. Once you are connected to FASTDATA, the first screen you see will be similar to:



**Please Select a Role**

(EDUC00) OFF00 - OFFICER PROGRAMS

In the “Please Select a Role” dropdown list, the highest level you have been assigned will be the first role on the screen. All roles to which you are assigned will be visible by using the dropdown list arrow. Select your applicable Site to reach a screen similar to:

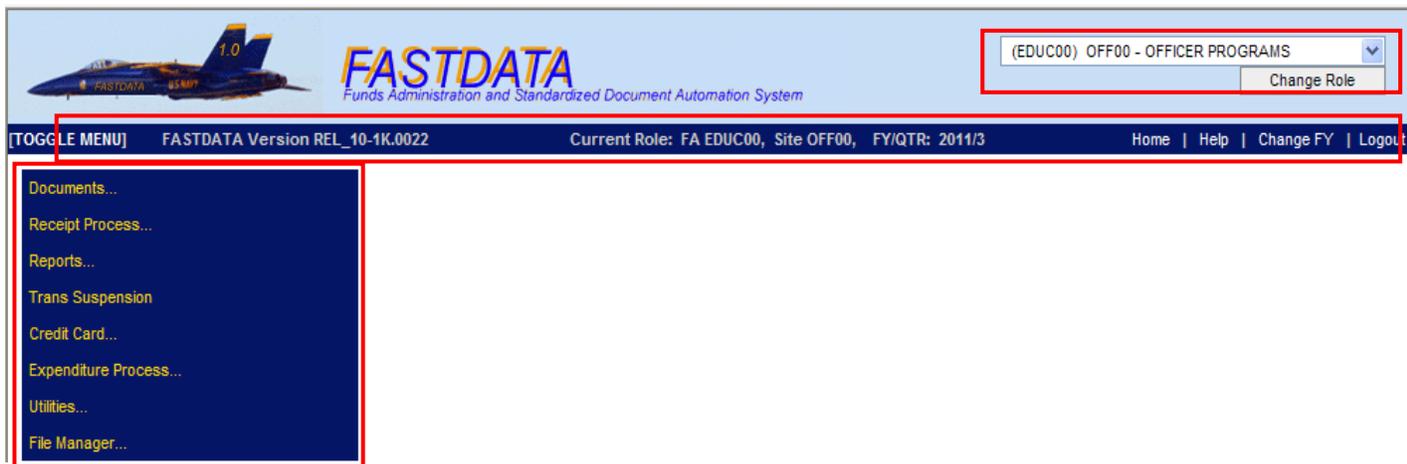


If you have been assigned to more than one role, use the dropdown list at the top right of the screen to switch from the present role to another by highlighting and clicking on the desired new role and select **Change Role**.

Note that the **FASTDATA Version** is shown on the top left of the screen, reflecting the version of the FASTDATA application currently being used. Other header items are:

- **Current Role** - The role the user has selected for this FASTDATA session. This display will include the **FA ID** of the FA associated with the Site and the **Site ID**.
- **FY/QTR:** Indicates the FY/QTR in which the user is signed on to work. This may be changed, if desired. See “Change FY” 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 always close what you currently have open and take you to the Site’s main menu so that you may select another menu item.)
- **Help** - Select Help to view online help for the current page.
- **Change FY** - Allows you to change the Fiscal Year in which you are working. (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.

Under the header bar and on the left side of the screen note the Site functions that are displayed.



Each of the menu items is associated with additional “sub-menu items.” These are discussed on the subsequent pages.

# SITE FUNCTIONS

## GENERAL INFORMATION...PLEASE READ!!

The FASTDATA Site application allows Sites to manage their funds based on the funding thresholds established by the FA. The Site application allows users to create requisition documents and release accounting transactions to the FA. The Site software provides source, memo, initiation, and supplemental document generation.

FASTDATA provides automatic generation of accounting transactions that travel via the FA to STARS-FL. After transactions have been expended in STARS-FL, the expenditures are transferred to the FA and the FA releases valid expenditures to the appropriate Sites for posting to the FASTDATA records.

The FASTDATA Site application allows you to change your password, change Sites without exiting the application, and switch to a different fiscal year.

The Fund Administrator or Resource Manager can lock your Site for month-end reconciliation with STARS-FL. If your Site is locked, your access depends on the assignment made by the System Administrator. You may have been given full, view-only, or no access to the locked Site.

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.

Keep in mind that any time you select **CLOSE prior to selecting SAVE**, all Input or Changes will be lost and you will be taken back to the prior screen.

In addition, FASTDATA users should not use the **Browser Back Button**, as the selection of HOME or CLOSE will perform this function, depending on what screen the User is working on.

When creating documents, you will see **links** to the following:

- HOW TO CREATE A FASTDATA DOCUMENT
- HOW TO PRINT A FASTDATA DOCUMENT
- HOW TO CANCEL A FASTDATA DOCUMENT
- HOW TO REINSTATE A FASTDATA DOCUMENT

Simply select your Control key and then click on the link. This will take you to the desired information.

**All Site user access rights are defined at the System Administrator level.**

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## HOW TO CREATE A FASTDATA DOCUMENT

All FASTDATA documents are created by taking the same initial steps outlined below. Throughout the manual, for each individual type document being discussed, it is assumed that you, the user, are signed on to FASTDATA and have taken these steps:

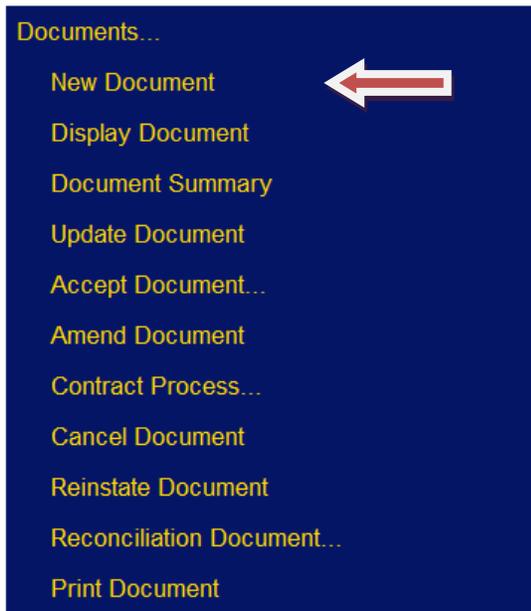
**Step 1** Log into the FASTDATA WEB URL provided by your System Administrator. Enter your assigned Username and Password the first time you sign on to FASTDATA.(Username and Password are also provided by your System Administrator.) Subsequently, your CAC will be enabled for future logons

**Step 2** Select your Site from the dropdown list in the “Please Select a Role” area.



The image shows a web form titled "Please Select a Role". It features a dropdown menu with the text "(974405) 75 - 7500 FUNDING" selected. Below the dropdown is a button labeled "Select".

**Step 3** From the menu on the left side of your screen, select Documents, New Document.



**Step 4** Highlight and click on the document type of your choice from the New Document Select screen. Select the Memo or Supplemental tab when appropriate.

New Document Select	
Source	Memo Supplemental
DD1149	Requisition and Invoice/Shipping Document
DD1155	Purchase or Delivery Order
DD1348	MILSTRIP Requisition
DD1348-6	MILSTRIP Requisition (Long Form)
DD282	Printing Requisition/Order
DD448	Military Interdepartmental Purchase Request
NC2275	Order for Work and Services
NC2276	Request for Contractual Procurement
NC2276A	Order for Work and Services/Direct Citation
SF1164	Claim for Reimbursement
SF182	Authorization, Agreement and Certification of Training
SF30	Modification of Contract
CREDIT CARD	Credit Card Document

Close

**Step 5** Select a serial range. This type screen will only appear if the FA has provided more than one serial range for you to use on the chosen document type. Otherwise, the system will take you directly to the document form you selected.

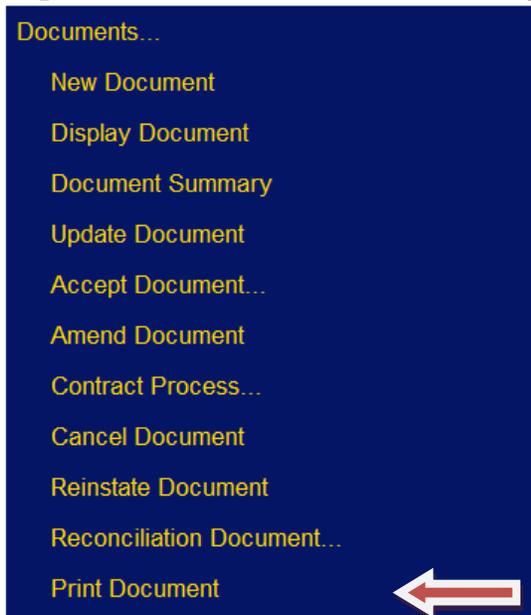
Select Serial Range					
Description	Beginning	Ending	Last	SDN UIC	RC/OPTAR
Cyber-General	CY700	CY900	CY734	65299	N/A
SAT 302 #2	CY800	CY820	00000	65299	N/A

**Step 6** The selected document form will appear on your screen. See each individual document listed in this Guide for further instructions pertinent to that particular document.

## HOW TO PRINT A FASTDATA DOCUMENT

All FASTDATA documents are printed by taking the same basic steps as outlined below:

**Step 1** From the menu on the left side of your screen, select Documents, Print Document.



**Step 2** Select the document you wish to print. When your document is visible in the Results section (see screen on next page) put a check mark in the box to the left of the DCN column and click Print. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not readily visible, use the Filter section at the top of the screen to help find your document. See the next page for further details about using the Filter section.

Select Document For Print

**Filter**

DCN:  OPTAR Log:  Document Type:  Local Code:  Status:

Created Date:

Printed  Not Printed  All Documents  My Documents

Sort Order:  Created Date

Ascending  Descending

Equals

Filter

**Results**

PAGE: 1 2 3 4 5 >>

DCN	Printed	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
<input type="checkbox"/> N6529910WXY742	N	00	N	Complete	Y	LJJ AUG 25 TEST 2	NC2276A		8/25/2010
<input type="checkbox"/> N6529910WXY741	N	00	N	Complete	Y	AUG 25 TEST 1	NC2276A		8/25/2010
<input type="checkbox"/> N6529910RCCY740	N	01	N	Complete	Y	AMD 1	NC2276		8/23/2010
<input type="checkbox"/> N6529910RCCY740	N	00	N	Complete	Y	Aug 23 Test 1	NC2276		8/23/2010
<input type="checkbox"/> N6529910MPCY725	N	02	N	Complete	Y	AMD LJJ	DD448		6/14/2010
<input type="checkbox"/> N6529910WRCY738	N	03	N	Accepted	Y	Jun14Test3	NC2275		6/14/2010
<input type="checkbox"/> N6529910WRCY738	N	02	N	Accepted	Y	Jun14Test2	NC2275		6/14/2010
<input type="checkbox"/> N6529910WRCY738	N	01	N	Accepted	Y	Jun14Test1	NC2275		6/14/2010
<input type="checkbox"/> N6529910WRCY738	N	00	N	Accepted	Y	ACID	NC2275		6/10/2010
<input type="checkbox"/> N6529910WRCY737	N	02	N	Complete	Y	AMD 2	NC2275		6/10/2010

Print Close

The Filter section of the Select Document For Print screen, as shown above, provides the opportunity to enter specific search criteria; thereby reducing the number of pages in the Results section. The user may search by DCN, OPTAR Log, Document Type, Local Code or Status. If you select a date from the Created Date calendar and the “Between” choice in the Equals drop list; an additional Calendar will appear, allowing you to filter between two specific dates.

You may enter the full value or a portion of the value with a leading and/or trailing asterisk (\*) that serves as a wildcard. You may also dictate the way your list is displayed by using the Sort Order drop list and the Ascending/Descending options. You may request documents that have been printed previously or those that have not been printed, and you may request All Documents or just the ones you created by selecting My Documents.

**Step 3** After clicking Print, for the DD1348 only, you will receive a screen similar to the one below on which you would select the number of copies you wish to have printed per page and then select Submit Query. **NOTE: Special instructions are also required for the NC2275, NC2276, NC2276A and SF182 as discussed below.**

---

---

DD1348 Document Print

Select number of documents to print per page:

For some documents, such as the NC2275, NC2276 and NC2276A, you will receive a screen similar to the one below on which you may choose whether or not you wish to have the instruction sheet printed. After making your choice of N or Y, you would click Submit Query.

---

---

NC2276 Document

Print the instruction sheet that corresponds to the 2276 Document?

A special screen appears for the SF182 as shown below. Answer the question on the print query screen and then click on submit query.

Submit Query

Reset

---

Document 182 Print

How many digits of the SSN should be printed? (0/4/9)

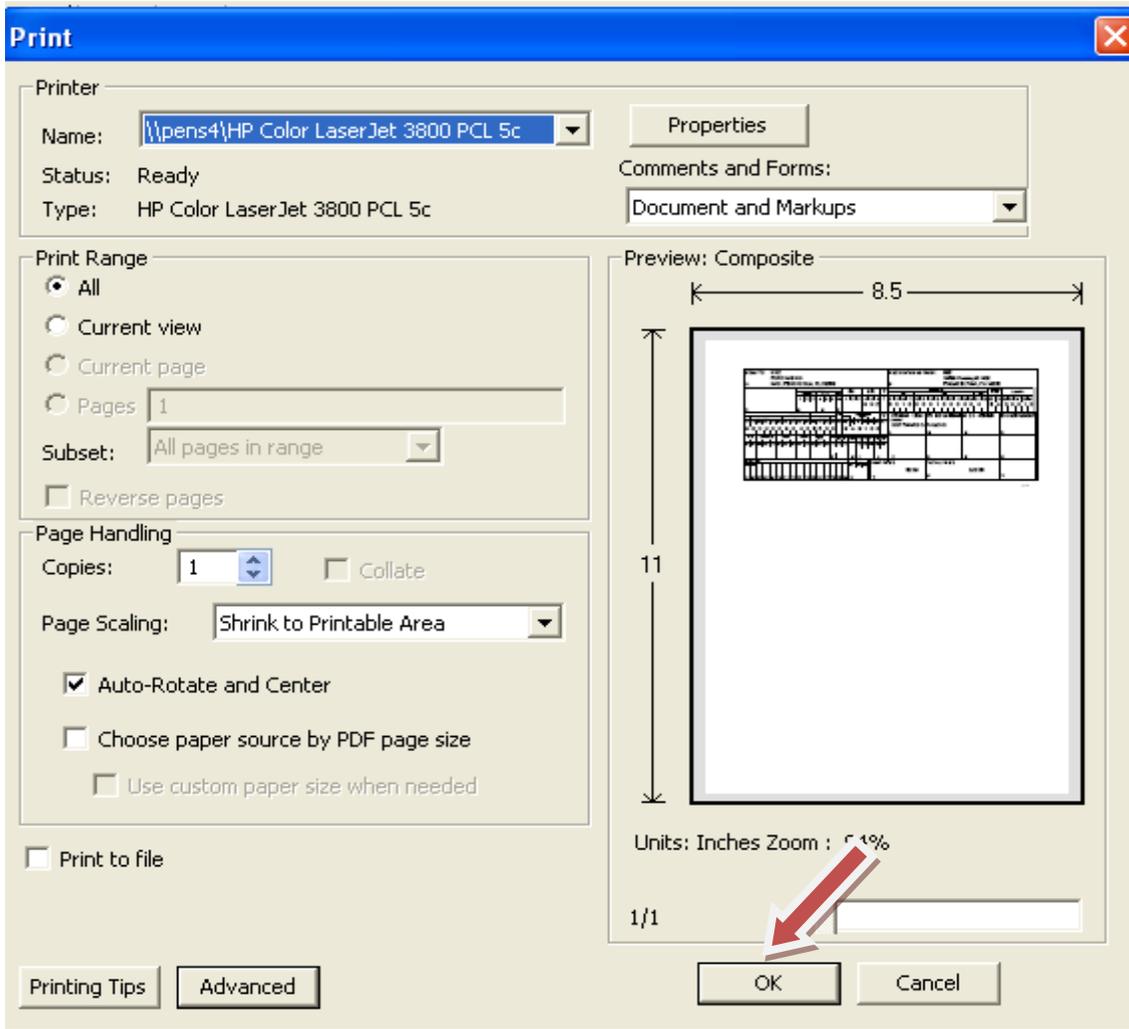
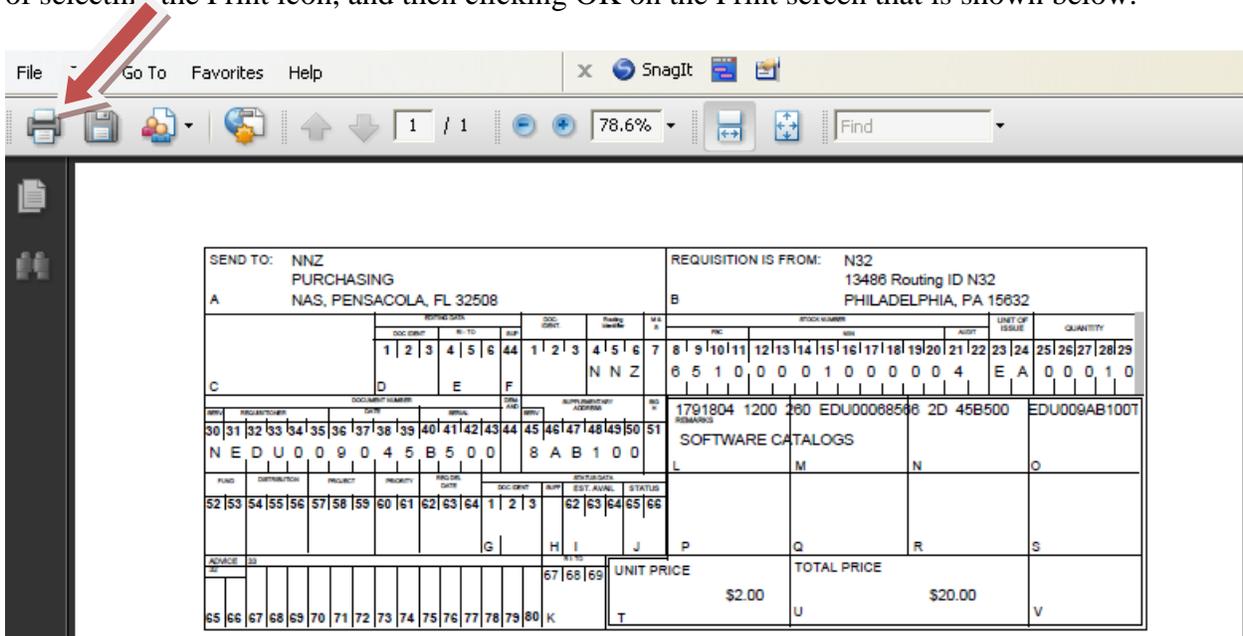
Print Date of Birth? (Y/N)

Print Home Address and Phone? (Y/N)

Print Privacy Act? (Y/N)

Print Continued Service Agreement? (Y/N)

**Step 4** All documents will be displayed on your screen before you make the final print choices of selecting the Print icon, and then clicking OK on the Print screen that is shown below.



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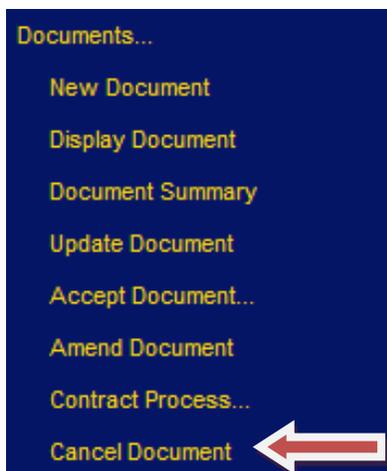
## **HOW TO CANCEL A FASTDATA DOCUMENT**

The cancellation process allows you to cancel most source and memo documents. When a document is cancelled, the funds associated with the cancelled document become available for use by the Site. When you cancel a document that has been sent to STARS-FL, the application will generate a reversal transaction. FASTDATA does not allow cancellation when the following applies:

- Contract, receipt or expenditure has been posted to a document
- A NC2275, DD448, or SF182 document has been accepted
- The document is one imported from MPC or DTS
- The document is a Civilian Labor Memo
- For NC2275, NC2276 and DD448, only the most recent amendment (or Initiation amendment) may be cancelled

Most FASTDATA documents are cancelled by taking the same basic steps as outlined below. Any uniqueness will be addressed under the verbiage for the individual document.

**Step 1** From the menu on the left side of your screen, select Documents, Cancel Document.



**Step 2** When the document you wish to cancel is visible in the Results section of the Select Document for Cancel screen, highlight and click on the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not initially displayed, the Filter section at the top of the screen may be used to locate it. Details regarding use of the Filter options are provided below.

Select Document for Cancel

Filter

DCN:  OPTAR Log:  Document Type:  Local Code:

Created Date:

Sort Order:

Between

Filter

Ascending  Descending

Results

PAGE: 1 2 3 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6529910MPCY725	02	N	Complete	Y	AMD LJJ	DD448		6/14/2010
N6529910WRCY739	00	Y	Complete	Y	June14	NC2275		6/14/2010
N6529910WRCY737	02	N	Complete	Y	AMD 2	NC2275		6/10/2010
N6529910RCCY736	00	Y	Complete	Y	Flags	NC2275		6/10/2010

If your document is not readily visible, 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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created 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.

**Step 3** The document selected for cancellation will be displayed on your screen with a Cancel Document option appearing at the bottom of the form. If you click this option, you will receive a message asking if you are sure you want to cancel.

<input checked="" type="radio"/> Source	OPTAR Log: <input type="text" value="FD SOFTWARE HDBKS"/>	Local Code: <input type="text"/>
<input type="radio"/> Initiation		
Country CD: <input type="text"/>	Expense Element: Y	OMB Object Class: 240 OM

Cancel Document Close

Message from webpage

Are you sure you want to cancel document?

OK Cancel

**Step 4** Select OK or Cancel to the message. If you select OK, the document will once again appear on your screen and you will click Close. You will be returned to the Select Document for Cancel screen, and your document will no longer appear on the displayed list.

**Step 5** If you were to then go to Documents, Display Document, you would see your document listed with a status of Cancelled.

Results

PAGE: 1

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009PTA5002	00	N	Cancelled	Y	FD SOFTWARE HDBKS	DD282		1/21/2009

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## HOW TO REINSTATE A FASTDATA DOCUMENT

When you reinstate a document, the FASTDATA process reinstates the original obligation amount and changes the document status from Cancelled back to Complete. Most FASTDATA documents are reinstated by taking the same basic steps as outlined below. Any uniqueness will be addressed under the verbiage for the individual document.

**Step 1** From the menu on the left side of your screen, select Documents, Reinstare Document.



**Step 2** On the Select Document for Reinstare screen, the only documents that will appear are those that have been previously cancelled. When the document you wish to reinstate is visible in the Results section, highlight and click on the DCN. If your document is not displayed, the Filter section at the top of the screen will aid in locating it. Details regarding use of the Filter options are provided below.

Select Document for Reinstare

Filter

DCN:  OPTAR Log:  Document Type:  Local Code:

Created Date:  Sort Order:

Equals   Ascending  Descending

Filter

Results

PAGE: 1

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6529910MPCY730	00	N	Cancelled	Y	ACRN Total Test	DD448		5/27/2010

If your document is not readily visible, 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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created 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.

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6529910MPCY730	00	N	Cancelled	Y	ACRN Total Test	DD448		5/27/2010

**Step 3** The document selected for reinstatement will be displayed on your screen with a Reinstatement box appearing at the bottom of the form. Click on this option to reinstate the document.

**Step 4** The document will once again appear on your screen and you will click Close. You will be returned to the Select Document for Reinstatement screen, and your document will no longer appear on the displayed list.

**Step 5** If you were to then go to Documents, Display Document, you would see your document has been restored to a Complete status.

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009WRA5000	00	N	Complete	Y	PWC WO93	NC2275		1/21/2009

# FASTDATA SOURCE DOCUMENTS

## DD1348, MILSTRIP REQUISITION

### Purpose

The primary purpose of the DD1348 is to order material through the supply system. For the DD1348, the document number is a Military Standard Requisitioning and Issue Procedures (MILSTRIP) document number that is 14 digits long.

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

### Generated Transaction

Creation of the DD1348 in FASTDATA generates an obligation (AO) transaction that is transmitted to STARS-FL as an execution code 540. A funding validation check is performed at the time the DD1348 is created to ensure that there are sufficient funds in the OPTAR to support the requirement.

### How to CREATE a New DD1348

Site users with the necessary access can add, update, and view source and memo DD1348 documents. Access rights are defined by the System Administrator.

The DD1348 is a single ACRN, single line item format.

Complete **Steps 1-6** provided in the [HOW TO CREATE A FASTDATA DOCUMENT](#) section of this Guide.

**Step 7** Complete the DD1348 document.

### REQUIRED FIELDS:

#### SEND TO

Enter the supply source to which the document is being sent. Select the dropdown arrow to view a list of three-digit address codes that have been established to identify the supply source. If the one you desire has not already been established, type in the new code and address information. Upon saving the document, you will be prompted to ADD the new code and address to the address book, thereby making it available on future documents.



A. SEND TO:

BBR  
NNZ

**REQUISITION IS FROM**

Enter the name and address of who the requisition is from. Select from the drop-down list or enter a new code and address information as described above.

B. REQUISITION IS FROM:

**QUANTITY** - Enter the number of units ordered.

QUANTITY				
25	26	27	28	29
<input type="text" value="0"/>				

**Source/Initiation** - Select the applicable radio button (default is Source). Create an Initiation document when a requirement is known but funding is not available at the time of creation. An Initiation does not affect available funding and is not exported to STARS-FL. Because it is not exported; it can be updated at any time. Once approval is obtained, it can be changed from Initiation to Source via the Update Process. At that time, the document will affect available funding and will be exported to STARS-FL.

Source

Initiation

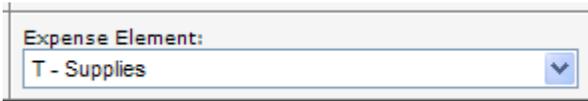
**OPTAR Log** - Enter the names of items being requisitioned or the log entry that will be printed on reports.

OPTAR Log:

**JON** - Select the required job order number (JON) from the dropdown list.

A screenshot of a web form field labeled "JON:". The field is a dropdown menu with a blue arrow on the right side, currently showing an empty selection.

**Expense Element** - Enter a value for the type of obligation or expense element charge below the Function/Sub-function level. The default value on a DD1348 is T, for Supplies. Select the dropdown arrow if you wish to change the default value.

A screenshot of a web form field labeled "Expense Element:". The field is a dropdown menu with a blue arrow on the right side, currently showing "T - Supplies".

**OMB Object Class** - Enter an Office of Management and Budget object class designation. With an Expense Element value of T (as shown above), the only valid value for OMB Object Class is 260.

A screenshot of a web form field labeled "OMB Object Class:". The field is a dropdown menu with a blue arrow on the right side, currently showing "260".

#### **OPTIONAL FIELDS:**

**Description** - Block C provides space to enter a description of the item being ordered.

**DOC IDENT** - A 3-character code that identifies the purpose and use of a document (i.e., requisition passing action, status card, receipt, or adjustment) in the system to which it pertains.

**Routing Identifier** - This code represents the address of the intended recipient of the document; denotes the actual consignor of the material; or identifies the supply activity originating the action.

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

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

**UNIT OF ISSUE** - Identifies the standard of measurement to determine quantity, such as EA for each or BX for box.

**DOCUMENT NUMBER (System Generated)** - The Document Control Number will be generated with service code, UIC of Requisitioner, Julian date of creation and four-digit serial range once the document is SAVED successfully. This is controlled by the serial range set up passed to the Site Framework.

DOCUMENT NUMBER													
SERV	REQUISITIONER					DATE				SERIAL			
30	31	32	33	34	35	36	37	38	39	40	41	42	43

**DEMAND** - One-character code that indicates future demands on an inventory item. Select the desired value from the dropdown list.

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

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

**REMARKS** - May contain a description or comment of up to 200 characters.

**FUND** - A 2-character abbreviation for a line of accounting. Along with the Signal Code and Service Designator Code, the FUND code identifies funds chargeable to a contractual procurement, Navy Stock Fund, and MILSTRIP/MILSTRAP requisitions. This code denotes the funding accounting data applicable to the item being ordered. The 1<sup>st</sup> position indicates the Type commander or Bureau Control Number (BCN) to which the item is to be charged; the second position indicates the purpose of the expenditure or obligation.

**DISTRIBUTION** - A 3-character code that identifies (first position) a monitoring activity, when additional status must be furnished, and (last two positions) an Accounting Code/Cognizance Symbol. If you do not have a Distribution code to enter but have a value to enter for Cog, you can enter a space for the first position, followed by the two-character value for Cog. You can also leave the entire field empty.

**PROJECT** - A 3-character code identifying a specific project.

**PRIORITY** - Identifies the combination of the Force Activity Designator and the Urgency of Need Designator.

**REQ DEL DATE** - Contains the date on which the requested work or services must be completed or requested goods must be delivered.

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

**Purpose** - A 1-character code identifying the name of the authorizing individual or the significance of a document.

**Activity** - A 1-character code identifying the SNDL, (Standard Navy Distribution List). code for the employing activity.

**Condition** - A 1-character code that identifies materials in terms of readiness for issue and use, or identifies action underway to change the status of the material.

**Mgmt Cd** - A 1-character code providing supplemental data not indicated through the transaction coding structure. Management codes A through L are intra-Navy codes. The MILSTRIP system provides a standardized language of codes and coding techniques and a standard set of forms for requisitioning and issue transactions/procedures. Remaining codes are DOD-assigned.

**Mat Cntrl** - A 1-character code that groups procured items by type, such as fast-, medium-, or slow-moving items. This code can also be used locally for reporting or control purposes.

**Labor Class** - A two-character code that identifies categories of overhead and productive work on which labor is used.

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

**UNIT PRICE** - The cost of the item per unit. When the document is saved, the Total price will populate by multiplying the quantity times Unit Price.

Routing Identifier			M & S				STOCK NUMBER																UNIT OF ISSUE		QUANTITY			
			FSC				NIIN										ADDIT											
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
																									0			
ELEMENTARY DRESS			SIG H				000																\$0.00					
			REMARKS																									
48 49 50 51			L.				M.																N.		O.			
ST. AIL			J. STATUS				Q.																R.		S.			
63 64 65 66			P.				U. TOTAL PRICE																V.					
T. UNIT PRICE			U. TOTAL PRICE																									
0.00			\$0.00																									

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

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

**Country Code** - Identifies the country for purposes of processing the transaction.

**OMB Sub Object Class** - A one-digit code that, when combined with the OMB Object Class code, provides a finer division of the OMB Obj Class. The first three digits are the OMB Obj Class; the last digit will be a numeric character (0-9).

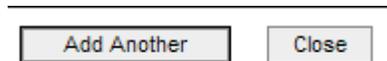
**Not to Exceed Code** - Indicates directions for paying the obligation; this code is checked by bill-paying personnel when paying the obligation.

**Step 8** Select **Save** to save your document.

If you wish to create another document of the same type, you can select the "**Add Another**" button that appears at the bottom of the document in the view after Save mode. This will initiate a new document process for the same document type.

If there is only one serial range for that document type, the system will automatically use that serial range when creating the new document. If there is more than one serial range, FASTDATA will prompt the user to pick a serial range.

If you do not wish to create another document select **Close**.



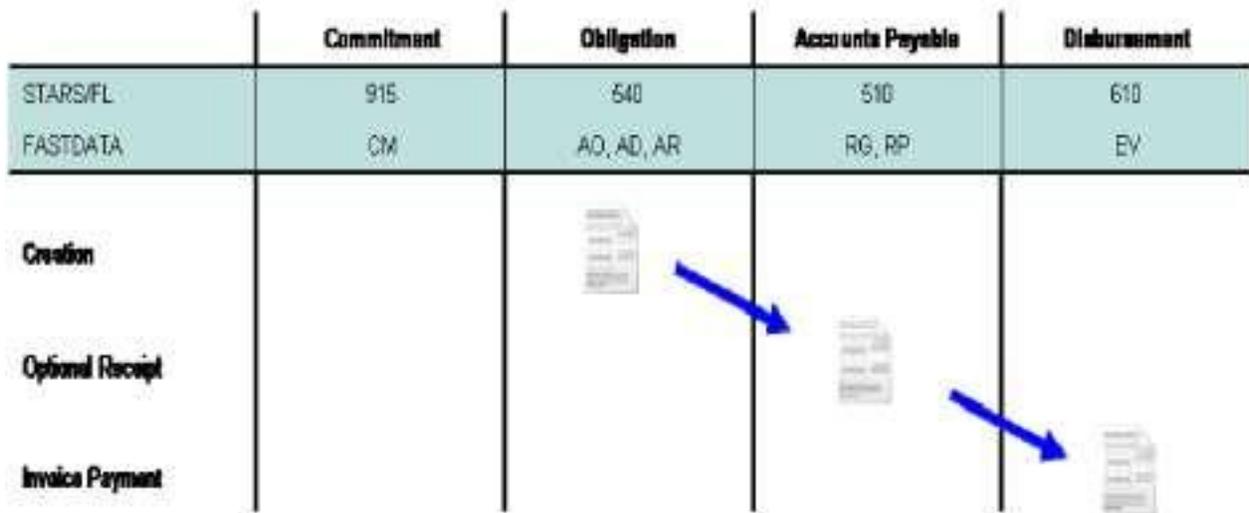
How to PRINT a DD1348

Complete the steps provided in the [HOW TO PRINT A FASTDATA DOCUMENT](#) section of this Guide.

Life Cycle of a DD1348

The following chart illustrates the transaction flow as the document progresses through its life cycle. An obligation is established when the document is created. A receipt can be posted but is optional. Recording the expenditure occurs when the bill is paid in STARS-FL and will close out the document in FASTDATA.

**DD1348, DOD Single Line Item Requisition System Document**



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

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

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 below that the report may contain information for All RCs, OPTARs, ACRNs, Document Numbers and Document Types or that the user may choose specific ones, depending on his needs.

In our scenario, you could highlight DD1348-MILSTRIP Requisition in the Document Type section and then click Run Report. The only documents appearing on the Transaction History report you receive would then be DD1348s.

You may also highlight the desired Document number in the DCN area or enter part or all of the desired DCN in the DCN Filter field. If you choose to use the DCN Filter field, a wild card indicator (\*) may be used at the beginning or end of your entry. For example, entering N652990089\* in the DCN Filter text box, and then selecting the Filter button will refresh the DCN list with only those 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.

**Transaction History**

FA:

Site:

FY:

RC:

OPTAR:

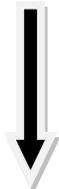
ACRN:

DCN:  DCN Filter:

Document Type:  

From Date:

To Date:



A sample report is shown below.

Transaction History Report													
Filter: AND SITE IN (CY) AND DOC TYPE IN (D)													
FA: 974404			Site: CY			RC: MP			OPTAR: CF			FY: 2010	
DCN: N652990089CY89													
ACRN	Contract ID	Contract ACRN	DOI Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	City Cd	Document Status	Cost
AA				652990CY01	T	260			DD1348	00		Complete	\$0.00
EXP Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description						
Y	AO 03/30/2010 13:14:41	3	\$0.00	00	I		Created By Database User ID=BFPE45253A,						
FA: 974404			Site: CY			RC: MP			OPTAR: CI			FY: 2010	
DCN: N652990049CY88													
ACRN	Contract ID	Contract ACRN	DOI Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	City Cd	Document Status	Cost
AA				652990CY02	T	260			DD1348	00		Complete	\$0.00
EXP Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description						
Y	AO 02/18/2010 10:28:38	3	\$0.00	00	I		Created By Database User ID=BFPE45253A,						

### Follow-on Processes

Other File menu document processes available for the DD1348 include Receipt, Expenditure, Cancellation and Reinstatement. A receipt can be posted but is optional. The manual expenditure process will only be used upon guidance from your FA and will indicate that the expenditure did not flow to the Site from STARS-FL.

#### How to CANCEL a DD1348

The cancellation process allows you to cancel most source and memo documents. When a document is cancelled, the funds associated with the cancelled document become available for use by the Site. When you cancel a document that has been sent to STARS-FL, the application will generate a reversal transaction. FASTDATA will not allow cancellation of a DD1348 that has a receipt or expenditure posted against it.

Complete the steps provided in the [HOW TO CANCEL A FASTDATA DOCUMENT](#) section of this Guide.

#### How to REINSTATE a DD1348

Complete the steps provided in the [HOW TO REINSTATE A FASTDATA DOCUMENT](#) section of this Guide.

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## **DD1348-6, MILSTRIP REQUISITION (LONG FORM)**

### Purpose

The primary purpose of the DD1348-6 is to requisition non-NSN items, part number items, or items that require specific identifying data. The document number is a Military Standard Requisitioning and Issue Procedures (MILSTRIP) document number that is 14 digits long.

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

### Generated Transaction

Creation of the DD1348-6 in FASTDATA generates a commitment (CM) transaction that is transmitted to STARS-FL as an execution code 915. A funding validation check is performed at the time the DD1348-6 is created to ensure that there are sufficient funds in the OPTAR to support the requirement.

### How to CREATE a New DD1348-6

Site users with the necessary access can add, update, and view source and memo DD1348-6 documents. Access rights are defined by the System Administrator.

The DD1348-6 is a single ACRN, single line item format.

Complete **Steps 1-6** provided in the [HOW TO CREATE A FASTDATA DOCUMENT](#) section of this Guide.

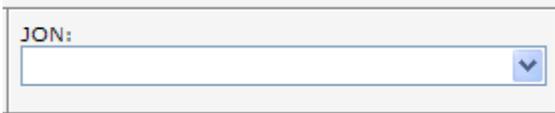
**Step 7** Complete the DD1348-6 document.

### **REQUIRED FIELDS:**

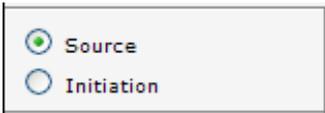
**UNIT OF ISSUE and QUANTITY** - Enter the unit of issue such as BX for box or EA for each and the number of units ordered. (Quantity times the unit price will automatically populate the Total Price field upon SAVE of the document).

UNIT OF ISSUE		QUANTITY				
23	24	25	26	27	28	29
<input type="text"/>	<input type="text" value="0"/>					

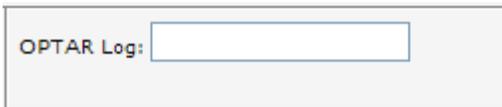
**JON** - Select the desired job order number (JON) from the dropdown list.

A screenshot of a web form field labeled "JON:". It is a dropdown menu with a blue arrow pointing downwards on the right side. The menu is currently empty.

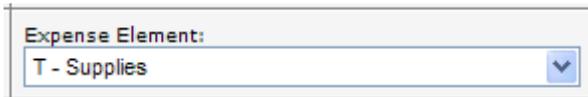
**Source/Initiation** - Select the applicable radio button. The default is Source. An Initiation document is created when a requirement is known but funding is not available at the time of creation. This document does not affect available funding (such as the Source document does) and is not exported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

A screenshot of a web form field containing two radio buttons. The first radio button is selected and is labeled "Source". The second radio button is unselected and is labeled "Initiation".

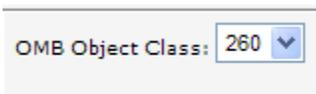
**OPTAR Log** - Enter the names of items being requisitioned or the log entry that will be printed on reports.

A screenshot of a web form field labeled "OPTAR Log:". It is a text input field with a light gray background and a thin border.

**Expense Element** - Enter a value for the type of obligation or expense element charge below the Function/Sub-function level. The default value on a DD1348-6 is T for Supplies. Select the dropdown arrow if you wish to change the default value.

A screenshot of a web form field labeled "Expense Element:". It is a dropdown menu with a blue arrow pointing downwards on the right side. The selected value is "T - Supplies".

**OMB Object Class** - Enter an Office of Management and Budget object class designation. With an Expense Element value of T (as shown above), the only valid value for OMB Object Class is 260.

A screenshot of a web form field labeled "OMB Object Class:". It is a dropdown menu with a blue arrow pointing downwards on the right side. The selected value is "260".

#### **OPTIONAL FIELDS:**

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

**ROUTING IDENTIFIER**- A code that represents the address of the intended recipient of the document; denotes the actual consignor of the material; or identifies the supply activity originating the action.

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

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

**SERV, DOCUMENT NO., REQUISITIONER** - FASTDATA fills in these values on the document. The Service code is from the first position of the DCN while the Document Number Requisitioner is DCN positions 2 - 6.

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

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

**DEMAND** - A one-character code that indicates future demands on an inventory item.

**SUPPLEMENTARY ADDRESS** - A 6-character code that identifies a UIC as supplementary address information. If it is left blank on the document, FASTDATA will use the last five positions of the JON for this value.

## Codes

- **FUND CODE** - A **two-character** abbreviation for a line of accounting. Along with the Signal Code and Service Designator Code, the FUND code identifies funds chargeable to a contractual procurement, Navy Stock Fund, and MILSTRIP/MILSTRAP requisitions. This code denotes the funding accounting data applicable to the item being ordered. The first position of Fund Code indicates the Type commander or Bureau Control Number (BCN) to which the item is to be charged. The second position indicates the purpose of the expenditure or obligation.
- **DISTRIBUTION CODE** - A **three-character** code that identifies (first position) a monitoring activity, when additional status must be furnished, and (last two positions) an Accounting Code/Cognizance Symbol.
- **PROJECT CODE** - A **three-character** code identifying a specific project.

**PRIORITY** - Identifies the combination of the Force Activity Designator and the Urgency of Need Designator.

**REQUIRED DELIVERY DATE** - Contains the Julian date on which the requested work or services must be completed or requested goods must be delivered.

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

**MANUFACTURER'S CODE AND PART NO** - A code of up to 40 characters that identifies the manufacturer's part number.

**MANUFACTURER'S NAME** - A three-character code identifying the manufacturer.

**MANUFACTURER'S CATALOG IDENTIFICATION** - A code (up to 40 characters) that identifies the title, edition, and page number of the catalog for the item ordered.

**DATE**- Identifies the date of the manufacturer's catalog.

**TECHNICAL INFORMATION -TECHNICAL ORDER NUMBER**  
Identifies the Technical Order Number to which the item can be defined.

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

**NAME OF ITEM REQUESTED** - Identifies the item being ordered.

**DESCRIPTION OF ITEM REQUESTED** - Describes the item being ordered.

**COLOR** - Identifies the color of the item being ordered.

**SIZE** - A code of up to 24 characters identifying the size of the requested item.

**END ITEM APPLICATION** - Identifies the equipment in which the ordered item will be used.

**SOURCE OF SUPPLY** - Identifies the source from which the ordered item is to be obtained.

## **SPECIFICATIONS**

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

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

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

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

### **Requisitioner**

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

**REMARKS** - A description or comment of up to 200 characters.

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

**Country Cd** - Identifies the country for purposes of processing the transaction.

**Unit Price** - Identifies the cost of the item per unit.

**Total Price** - Identifies the total cost.

**OMB Sub Object Class** - A one-digit code that, when combined with the OMB Object Class code, provides a finer division of the OMB Obj Class. The first three digits are the OMB Obj Class; the last digit will be a numeric character (0-9).

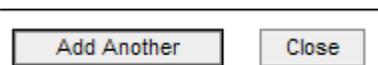
**Not to Exceed Code** - Indicates directions for paying the obligation; this code is checked by bill-paying personnel when paying the obligation.

**Step 8** Select **Save** to save your document.

If you wish to create another document of the same type, you can select the "**Add Another**" button located at the bottom of the page. This button only appears when the document is in the view after Save mode. This will initiate a new document process for the same document type.

If there is only one serial range for that document type, the system will automatically use that serial range when creating the new document. If there is more than one serial range, FASTDATA will prompt the user to pick a serial range.

If you do not wish to create another document select **Close**.



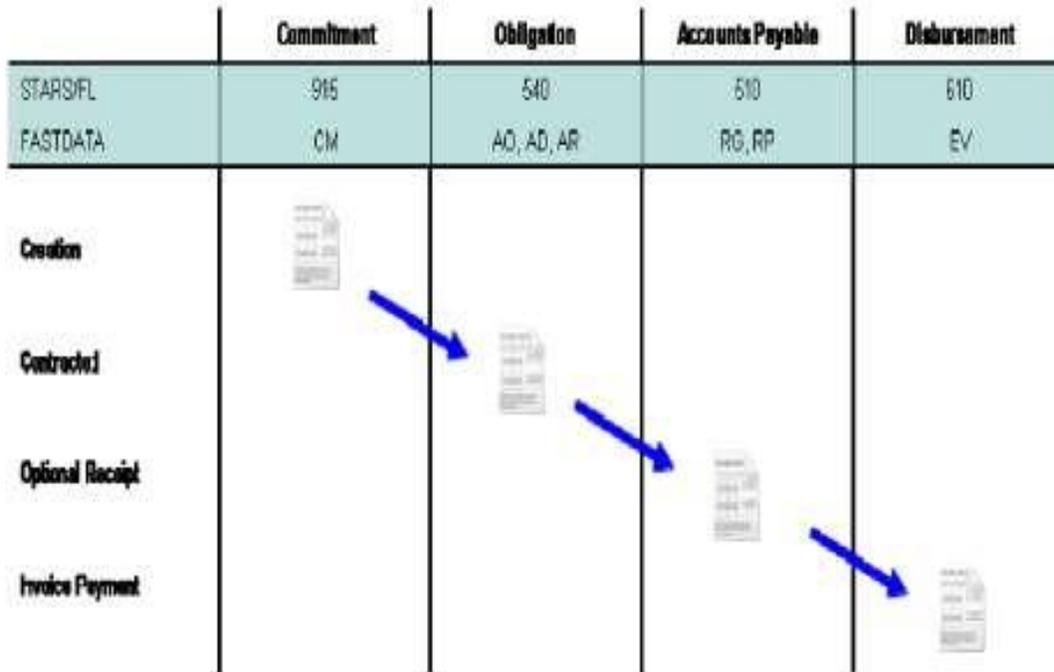
How to PRINT a DD1348-6

Complete the steps provided in the [HOW TO PRINT A FASTDATA DOCUMENT](#) section of this Guide.

## Life Cycle of a DD1348-6

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

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



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

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

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 below that the report may contain information for All RCs, OPTARs, ACRNs, Document Numbers and Document Types or that the user may choose specific ones, depending on his needs.

In our scenario, you could highlight DD1348-6 MILSTRIP Requisition Long Form in the Document Type section and then click Run Report. The only documents appearing on the Transaction History report you receive would then be DD1348-6s.

You may highlight the desired Document number in the DCN area or enter part or all of the desired DCN in the DCN Filter field. If you choose to use the DCN Filter field, 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 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.

Transaction History

FA: 974404

Site: CY

FY: 2010

RC: AN  
AV  
LJ  
MP  
PN

OPTAR: All OPTARs  
AN01  
AN02  
AV01  
CC

ACRN: All ACRNs  
AA  
AB  
AC  
AD

DCN: All Document Numbers  
N652990117C930  
N652990123C931  
N6529910MC11100  
N6529910MD22222

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

A sample report is shown below:

Transaction History Report														
Filter: AND SITE IN ('CY') AND DOC TYPE IN ('DZ')														
FA: 974404			Site: CY			RC: MP			OPTAR: CF			FY: 2010		
<b>DCN: N652990117C930</b>														
ACRN	Contract ID		Contract ACRN	DO/Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Clry Cd	Document Status	Cost
AA	GS		AA		652990CYT01	T	280			DD1348-6	00		Finalized	\$32.00
Exp	Trans Type	Trans Date		Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	CM	04/27/2010 13:50:05		4	\$32.00	00	I		Created By Database User ID=BFPE45253A;					
Y	AO	04/27/2010 14:00:11		0	\$22.00	00	L		Contract Number: GS; Contract ACRN: AA; Created By Database User ID=BFPE45253A;					
Y	AO	04/27/2010 14:08:18		0	\$6.00	00	L		Contract Number: GS; Contract ACRN: AA; Created By Database User ID=BFPE45253A;					
Y	EV	04/27/2010 14:09:48		4	\$32.00	00	F		Created By Database User ID=BFPE45253A;					
Y	AO	04/27/2010 14:29:39		0	\$2.00	00	L		Contract Number: GS; Contract ACRN: AA; Created By Database User ID=BFPE45253A;					
FA: 974404			Site: CY			RC: PN			OPTAR: PN1			FY: 2010		
<b>DCN: N652990123C931</b>														
ACRN	Contract ID		Contract ACRN	DO/Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Clry Cd	Document Status	Cost
AA	GSA		AA		652990PNS01	T	280			DD1348-6	00		Complete	\$20.00
Exp	Trans Type	Trans Date		Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	CM	05/03/2010 14:44:13		20	\$20.00	00	I		Created By Database User ID=BFPE45253A;					
Y	AO	05/03/2010 15:11:22		0	\$12.00	00	L		Contract Number: GSA; Contract ACRN: AA; Updated By Database User ID=BFPE45253A;					

### Follow-on Processes

Other File menu document processes available for the DD1348-6 include Contract, Receipt, Cancellation, Reinstatement and Expenditure. The obligation is generated when the Contract Process is performed except when a receipt is entered and it is to be crossed to a supply system, then the contract process is not required to obligate because the receipt will generate the accounts payable to flow to STARS-FL.

The contract process must be recorded in FASTDATA to move the DD1348-6 commitment (915) to an obligation (540). The contract process will generate an obligation equal to the amount of the commitment if the contracted amount matches the commitment amount. The contract process affects the OPTAR's status of funds if the contract amount differs from the commitment amount.

Appendix B provides information regarding Credit Card cross reference and Multi-PIIN scenarios for contractible documents.

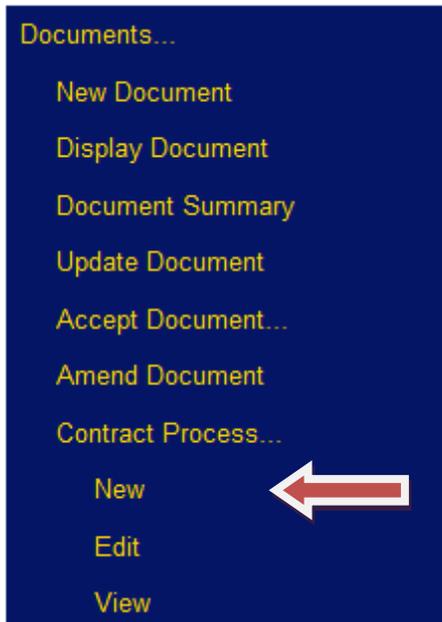
The DD1348-6 is not an amendable document. A receipt may be posted against the document, but caution must be observed, as the invoice may have already paid and an expenditure may have been recorded. The manual expenditure process will only be used upon guidance from your FA and will indicate that the expenditure did not flow to the Site from STARS-FL.

### How to CONTRACT a DD1348-6

Entry of a contract against a DD1348-6 will generate the obligation transaction that will flow to STARS-FL and liquidate part or the entire total commitment field in STARS-FL. The contract process affects the OPTAR's status of funds if the contract amount differs from the commitment amount. The Contract Process should be completed prior to receipts or expenditures posting to the document.

SPS Sites cannot create or edit a new contract for a document until all amendments to the document have been exported to SPS.

**Step 1** Select Documents, Contract Process and note the three options of New, Edit, and View. Select NEW to create a new contract for an existing source or memo DD1348-6.



**Step 2** Select the document to be contracted.

When the desired DD1348-6 appears in the Results section, highlight and click on the DCN. If your document is not readily visible, use the Filter section at the top of your screen to help find your document.

The Filter section provides the opportunity to enter specific search criteria; thereby reducing the number of pages displayed in the Results section. You may search by DCN, OPTAR Log, Document Type, or Local Code. You may enter the full value 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 Created 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.

Select Document for Contract

Filter

DCN:  OPTAR Log:  Document Type:  Local Code:

Created Date:  

Sort Order:  Created Date

Ascending  
 Descending

Equals

**Filter**

Results

PAGE: 1 2 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N8529910RCCY738	00	Y	Complete	Y	Flags	NC2276		6/10/2010
N8529910RCCY734	00	N	Complete	Y	COMPUTER LOGS	NC2276		6/7/2010
N8529910WXY731	00	N	Accepted	Y	AD Test	NC2276A		6/2/2010
N8529910MPCY726	00	N	Accepted	Y	WIDGETS	DD448		5/18/2010
N8529910MPCY723	00	N	Accepted	Y	May18Test1	DD448		5/18/2010
N8529910RCCY722	00	N	Complete	Y	BASIC	NC2276		5/12/2010
N8529910RQCY801	00	Y	Complete	Y	Magazines	DD1149		5/10/2010
N8529910RCCY721	00	N	Complete	Y	MHmay5TEst3	NC2276		5/5/2010
N8529910RCCY719	00	N	Complete	Y	MHmay5	NC2276		5/5/2010
<b>N852990123C931</b>	00	N	Complete	Y	Widgets	DD13486		5/3/2010

Close

**Step 3** Enter the applicable fields on the New Contract screen. All fields are described below.

**New Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition					Contract-DO/BPA			
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	652990PNS01	20.00	12.00	0.00	8.00	<input type="text" value="AA"/>	<input type="text" value="Partial"/>	<input type="text" value="0.00"/>

**DCN** - Identifies the document control number (DCN).

**Total Contract Amount** - Identifies the sum of all Contract ACRN amounts of the listed Requisition ACRNs for this Requisition and Contract-DO/BPA.

**Contract** - Identifies the contract. A value is required.

**DO/BPA** - Identifies a call to a Delivery Order or Blanket Purchase Agreement for an indefinite delivery type contract. A value is required if the contract number contains A, G, or H in the ninth position. If entered, it must be 4 positions and cannot contain spaces.

**ACRN** - The Accounting Classification Reference Number (ACRN) identifies each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing.

**JON** - Identifies the 11-position job order number against which the order was placed.

**Total Commitment** - Identifies the total commitment amount for the basic and all amendments for this Requisition ACRN.

**Contract to Date** - Identifies the total amount previously contracted for this Requisition ACRN to include other Contract-DO/BPAs.

**CC XREF Amt** - If the contracted Requisition ACRN has been cited as the Requisition in a Credit Card Cross Reference, this identifies the amount of the cross reference. The Requisition ACRN Contract Amount would have been reduced by this amount.

**Outstanding Amount** - When the Contract Partial value is **Partial**, this amount is the Total Commitment minus the Contract-to-date amount, minus the CC XREF amount. When you enter a value of **Final**, the outstanding amount changes to zero (0).

**Contract ACRN** - Identifies the contract ACRN.

**Contract Partial** - Indicates whether the obligation is to be fully or partially liquidated. You must select either Partial or Final when entering a contract.

**Contract ACRN Amt** - Identifies the contracted amount-to-date of the Contract ACRN for this Requisition and Contract-DO/BPA. If the Contract Partial value is Partial, then a value greater than zero (0) is required, but it cannot be equal to or greater than the sum of the Outstanding Amount and any previous Contract ACRN Amount.

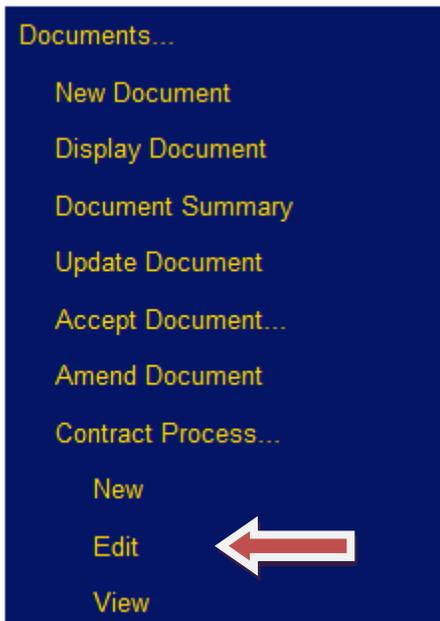
Normally, this will be the total contract amount for this Requisition ACRN and Contract-DO/BPA Contract ACRN. However, if the contracted Requisition ACRN has been cited as the Requisition in a Credit Card Cross-Reference, the Requisition ACRN Contract Amount was reduced by the cross-reference amount. Therefore, the previously contracted, then cross-referenced amount is no longer included in the Requisition ACRN Contract Amount.

**Save** - Accepts your entries and creates the contract.

**Close** - Closes the New Contract page.

For additional contracting rules, see the Contract Process in the MAINTENANCE of DOCUMENT section.

**Step 4** If the need arises, you may modify a contract that was previously entered against your requisitioning document by selecting Documents, Contract Process, Edit.



When your document is visible in the Results section, highlight and click on the DCN. If your document is not readily visible, use the filter options to locate the document you wish to edit.

Once the document is located, the Edit contract screen will open; and those fields that are available for editing will appear in white. Available fields are determined by whether the transaction has been exported and if it was final or partial.

All field descriptions are provided above in Step 3.

Once changes are made, select Save and then Close to exit.



**Edit Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	652990LJ001	50,000.00	20,000.00	0.00	30,000.00	<input type="text" value="AA"/>	<input type="text" value="Partial"/>	<input type="text" value="20000.00"/>

**Step 5** If you wish to view contracts that have been entered against a requisition, select Documents, Contract Process, and View.

If your document is not readily available in the Results section, you can locate the desired document using the various filter options. Click on the DCN once you have identified the one you wish to view and receive a screen similar to:

**View Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	652990PNS01	20.00	12.00	0.00	8.00	<input type="text" value="AA"/>	<input type="text" value="Partial"/>	<input type="text" value="12.00"/>

All field descriptions are provided above in Step 3.

Click Close to exit.

#### How to CANCEL a DD1348-6

The cancellation process allows you to cancel most source and memo documents. When a document is cancelled, the funds associated with the cancelled document become available for use by the Site. When you cancel a document that has been sent to STARS-FL, the application will generate a reversal transaction. FASTDATA will not allow cancellation of a DD1348-6 that has a receipt, contract or expenditure posted against it.

Complete the steps provided in the [HOW TO CANCEL A FASTDATA DOCUMENT](#) section of this Guide.

#### How to REINSTATE a DD1348-6

Complete the steps provided in the [HOW TO REINSTATE A FASTDATA DOCUMENT](#) section of this Guide.

## **DD1149, REQUISITION AND INVOICE/SHIPPING DOCUMENT**

### Purpose

The primary purpose of the DD1149 is to request procurement. DOD 4161.2-M, Appendix 5 governs the usage, completion and distribution of this document. For a 15-position DD1149, the ninth and tenth positions of the DCN will always be “RQ.” The DD1149 may also be created as a 14-position **MILSTRIP** document.

Per release 10-1E of FASTDATA Web, DD1149 Initiations will be allowed in the outyear.

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

### Generated Transaction

Creation of the DD1149 in FASTDATA generates a commitment (CM) that is transmitted to STARS-FL as an execution code 915. A funding validation check is performed at the time the DD Form 1149 is created to ensure that there are sufficient funds in the OPTAR to support the requirement.

### How to CREATE a New DD1149

Site users with the necessary access can add, update, and view source and memo DD1149 documents. Access rights are defined by the System Administrator.

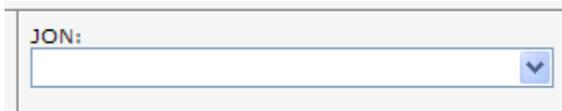
The DD1149 is a single ACRN, multiple line item document.

Complete **Steps 1-6** provided in the [\*\*HOW TO CREATE A FASTDATA DOCUMENT\*\*](#) section of this Guide.

**Step 7** Complete the DD1149 document.

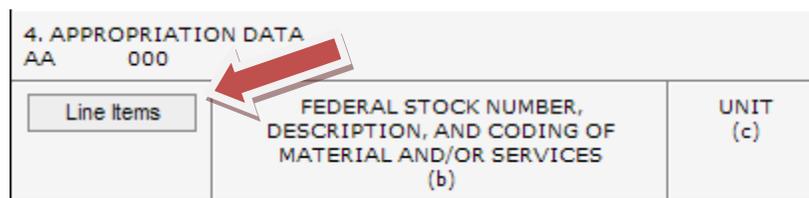
### **REQUIRED FIELDS:**

**JON** - Select the desired Job Order Number (JON) from the dropdown list. **A JON must be selected before Line Items can be entered.**



A screenshot of a web form field labeled "JON:". It is a dropdown menu with a blue arrow pointing down on the right side. The field is currently empty.

**Line Items** - Select the Line Item button located in the Appropriation section of the source document (Block 4) to receive the DD1149 Line Items detail screen.



A screenshot of a web form section titled "4. APPROPRIATION DATA". Below the title, it shows "AA 000". There are three columns: "Line Items", "FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)", and "UNIT (c)". A red arrow points to the "Line Items" button.

Line Items	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT (c)
------------	---	----------

DD1149 Line Items

**Item 1**

Service Item   
  Part No   
  FSC

Unit of Issue   
  Quantity   
  Unit Price   
  Amount

Description

Enter the necessary data and select the Save button. All fields are described below.

**NOTES:** You must enter values greater than zero for Quantity and Unit Price or you must enter a value greater than zero (0) for Amount.

**New in the web - when you enter the quantity and the Unit price, then tab out of that field, it will not reflect the total Amount until you SAVE the line item. Upon Saving, the system will compute the total and it will be visible in the line item Amount field.**

If you desire additional Line Items, select New. A new Line Item template will appear with the next sequential number assigned. If no additional line items are desired, click Close to return to the main document.

When adding a new DD1149 line item for an SPS site, some values are required that are optional for non-SPS sites.

Line Item fields:

**Item #** - A system-generated sequential number for a particular document line item.

**Delete Icon** - Select this icon to delete a previously entered line item. DD1149s require a minimum of one line item.

**Service Item** - A checkmark in this box indicates the DD1149 is for the procurement of a service.

**Part No** - Identifies the part number of the item being ordered. When adding a DD1149 line item for an SPS site, a value is required if the Service Item checkbox is not checked. **(Required for SPS site)**

**FSC (Federal Supply Class)** - Identifies the first four positions of a National Stock Number (NSN). When adding a DD1149 line item for an SPS site, a value is required if the Service Item checkbox is not checked.

**Unit of Issue** - Identifies the standard of measurement to determine quantity. A value is required for SPS Sites. Examples are BX for box or EA for each.

**Quantity** - Identifies the number of items ordered.

**Unit Price** - Identifies the cost of the item per unit. You must enter a value for Unit Price if you enter a value for Quantity.

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

**Description** - Describes the document line item.

**New** - Displays the template for a new line item.

**Save** - Saves your line item entries.

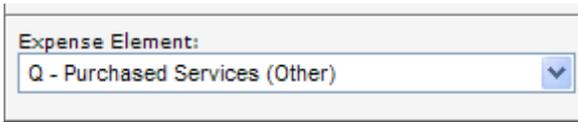
**Close** - Closes the new line item page and returns you to the document.

#### REQUIRED FIELDS (continued):

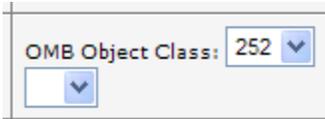
**Source/Initiation** - Select the applicable radio button. The default is Source. An Initiation document is created when a requirement is known but funding is not available at the time of creation. This document does not affect available funding (such as the Source document does) and is not exported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

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

**Expense Element** - Enter a value for the type of obligation or expense element charge below the Function/Sub-function level. The default value on a DD1149 is Q. Select the dropdown arrow if you wish to change the default value.

A screenshot of a web form field labeled "Expense Element:". Below the label is a dropdown menu with a blue border and a small downward-pointing arrow on the right side. The text inside the dropdown is "Q - Purchased Services (Other)".

**OMB Object Class** - Enter an Office of Management and Budget object class designation. The default value on a DD1149 is 252. Select the dropdown arrow if you wish to change the default value.

A screenshot of a web form field labeled "OMB Object Class:". To the right of the label is a text box containing the number "252" and a small downward-pointing arrow. Below the text box is another dropdown menu with a blue border and a small downward-pointing arrow.

### OPTIONAL FIELDS:

**FROM (Block 1)** - Use the drop down arrow to select the appropriate FROM address. If it is not visible in the list, create a 5 digit (alpha/numeric) code to identify the address and type it in. When the document is saved, the system will prompt you to save the address so that it is available for selection on future documents.

**TO (Block 2)** - Use the drop down arrow to select the appropriate TO address. If it is not visible in the list, create a 5 digit (alpha/numeric) code to identify the address and type it in. When the document is saved, the system will prompt you to save the address so that it is available for selection on future documents.

**SHIP TO-MARK FOR (Block 3)** - Use the drop down arrow to select the appropriate address. If it is not visible in the list, create a 5 digit (alpha/numeric) code to identify the address and type it in. When the document is saved, the system will prompt you to save the address so that it is available for selection on future documents.

**REQUISITION NUMBER (Block 6)** - The requisition DCN will automatically be populated into this field once the document is successfully saved.

**PRIORITY (Block 8)** - Fill in the proper Supply code. Contact your FA if you do not have a list of these priority codes.

**AUTHORITY OR PURPOSE (Block 9)** - The authority or purpose of the request is optional but can be included here.

**SIGNATURE (Block 10)** - Select or enter the signature of the person authorizing the purchase.

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

**Country Code** - Identifies the country for purposes of processing the transaction.

**OMB Sub Object Class** - OMB Sub Object Class is a one-digit code that, when combined with the OMB Object Class code, provides a finer division of the OMB Obj Class. The first three digits are the OMB Obj Class; the last digit will be a numeric character (0-9).

**Not to Exceed Code** - Indicates directions for paying the obligation; this code is checked by bill-paying personnel when paying the obligation.

**Step 8** Select **Save** to save your document.

If you wish to create another DD1149, you can select the "**Add Another**" button that appears when the document is in the view after Save mode. This will initiate a new document process for the same document type and subtype.

If there is only one serial range for that document type, the system will automatically use that serial range when creating the new document. If there is more than one serial range, FASTDATA will prompt the user to pick a serial range.

If you do not wish to create another document select **Close**.

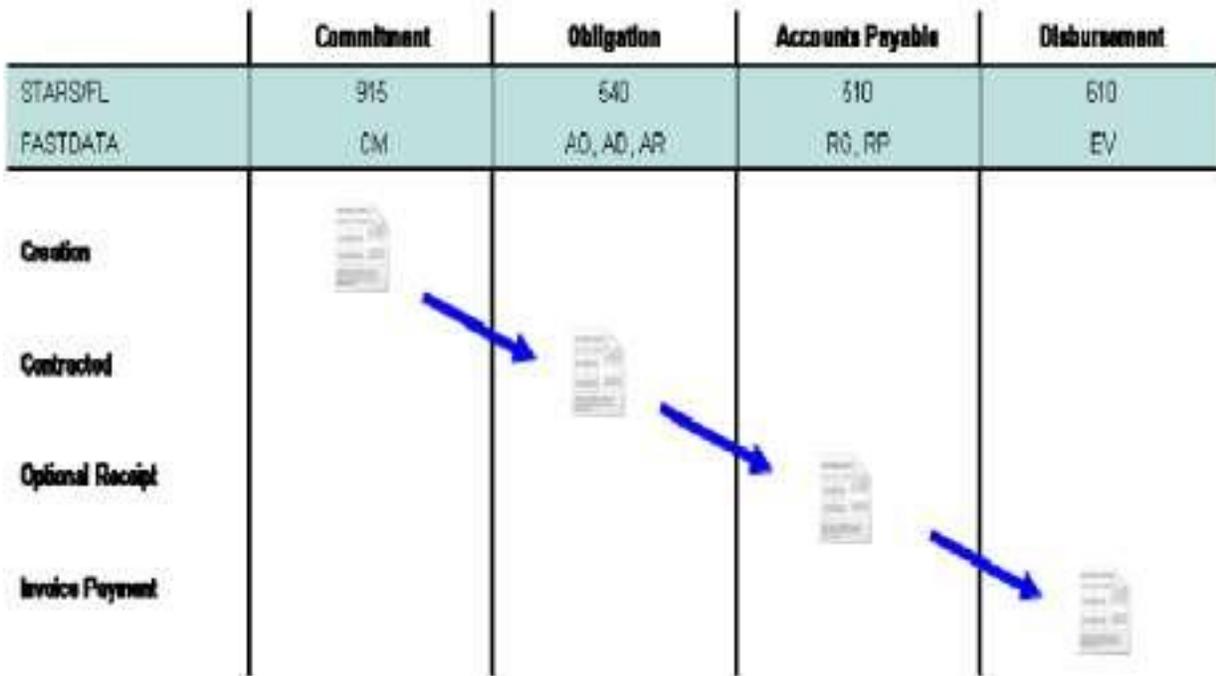
How to PRINT a DD1149

Complete the steps provided in the [HOW TO PRINT A FASTDATA DOCUMENT](#) section of this Guide.

Life Cycle of a DD1149

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

**DD1149 Requisition and Invoice/Shipping**



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

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

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 below that the report may contain information for All RCs, OPTARs, ACRNs, Document Numbers and Document Types or that the user may choose specific ones, depending on his needs.

In our scenario, you could highlight DD1149-Requisition and Invoice/Shipping Document in the Document Type section and then click Run Report. The only documents appearing on the Transaction History report you receive would then be DD1149s.

You may also highlight the desired Document number in the DCN area or enter part or all of the desired DCN in the DCN Filter field. If you choose to use the DCN Filter field, 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 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.

**Transaction History**

FA:

Site:

FY:

RC:

OPTAR:

ACRN:

DCN:  DCN Filter:

Document Type:  

From Date:

To Date:

A sample report is shown below:

Transaction History Report													
Filter: AND SITE IN ('CY') AND DOC TYPE IN ('D8')													
FA: 974404		Site: CY			RC: LJ			OPTAR: LJ011			FY: 2010		
<b>DCN: N6529910RQCY801</b>													
ACRN	Contract ID	Contract ACRN	DO/Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				652990LJ001	Q	252			DD1149	00		Complete	\$20.00
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	CM	05/10/2010 07:37:27	4	\$20.00	00	I		Created By Database User ID=BFPE45253A;					
FA: 974404		Site: CY			RC: MP			OPTAR: CC			FY: 2010		
<b>DCN: N6529910RQCY800</b>													
ACRN	Contract ID	Contract ACRN	DO/Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA	GS1	AA		652990BOTH2	Q	252			DD1149	00		Finalized	\$10.00
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	CM	04/27/2010 13:48:55	2	\$10.00	00	I		Created By Database User ID=BFPE45253A;					
Y	AO	04/27/2010 14:00:29	0	\$10.00	00	L		Contract Number: GS1; Contract ACRN: AA;Created By Database User ID=BFPE45253A;					
Y	AO	04/27/2010 14:08:02	0	\$2.00	00	L		Contract Number: GS1; Contract ACRN: AA;Created By Database User ID=BFPE45253A;					
Y	EV	04/27/2010 14:09:16	2	\$10.00	00	F		Created By Database User ID=BFPE45253A;					
Y	AO	04/27/2010 14:29:28	0	\$2.00	00	L		Contract Number: GS1; Contract ACRN: AA;Created By Database User ID=BFPE45253A;					

### Follow-On Processes

Other File menu document processes available for the DD1149 include Contract, Receipt, Cancellation, Reinstatement and Expenditure. A receipt may be posted against the document but caution must be taken, as the invoice may have already paid and an expenditure recorded. The manual expenditure process will only be used upon guidance from your FA and will indicate that the expenditure did not flow to the Site from STARS-FL.

The Contract process must be recorded in FASTDATA to move the DD1149 commitment (915) to an obligation (540). The contract process will generate an obligation equal to the amount of the commitment if the contracted amount matches the commitment amount. The contract process affects the OPTAR's status of funds if the contract amount differs from the commitment amount.

Appendix B provides information regarding Credit Card cross reference and Multi-PIIN scenarios for contractible documents.

The DD Form1149 is not an amendable document.

### How to CONTRACT a DD1149

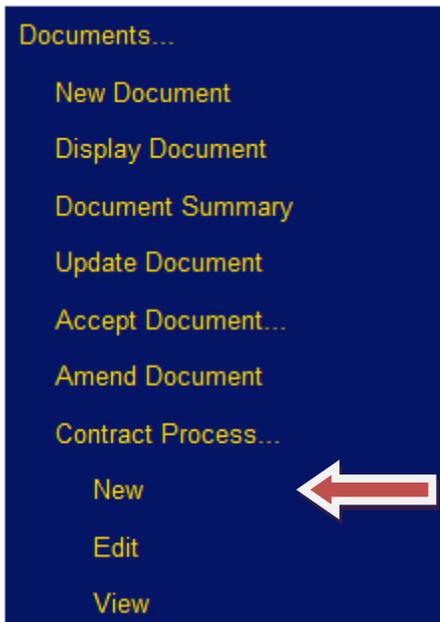
Entry of a contract against a DD1149 will generate the obligation transaction that will flow to STARS-FL and liquidate part or the entire total commitment field in STARS-FL. The contract process affects the OPTAR's status of funds if the contract amount differs from the commitment amount. The Contract Process should be completed prior to receipts or expenditures posting to the document.

Since the DD1149 can't be amended, if the contract amount is less than or greater than the basic amount, the Contract set to FINAL will compute the difference and create the adjusting entries for FASTDATA and also for STARS-FL.

SPS sites cannot create a new contract for a document until all amendments to the document have been exported to SPS.

For additional contracting rules, see the Contract Process in the MAINTENANCE of DOCUMENT section.

**Step 1** Select Documents, Contract Process and note the three options of New, Edit, and View. Select NEW to create a new contract for an existing source or memo DD1149.



**Step 2** Select the document to be contracted.

When the desired DD1149 appears in the Results section, highlight and click on the DCN. If your document is not readily visible, use the Filter section at the top of the screen to help find your document.

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 DCN, OPTAR Log, Document Type, or Local Code. You may enter the full value 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 Created 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.

Select Document for Contract

Filter

DCN: [ ] OPTAR Log: [ ] Document Type: [v] Local Code: [ ]

Created Date: [ ] [calendar icon]

Sort Order: [v]  
Created Date [v]

Ascending  
 Descending

[Between v]

[Filter]

Results

PAGE: 1 2 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6529910RCCY736	00	Y	Complete	Y	Flags	NC2276		6/10/2010
N6529910RCCY734	00	N	Complete	Y	COMPUTER LOGS	NC2276		6/7/2010
N6529910WXCY731	00	N	Accepted	Y	AD Test	NC2276A		6/2/2010
N6529910MPCY726	00	N	Accepted	Y	WIDGETS	DD448		5/18/2010

**Step 3** Enter the applicable fields on the New Contract screen. All fields are described below.

**New Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	652990LJ001	20.00	0.00	0.00	20.00	<input type="text" value="AA"/>	<input type="text" value="v"/>	<input type="text" value="0.00"/>

**DCN** - Identifies the document control number (DCN).

**Total Contract Amount** - Identifies the sum of all Contract ACRN amounts of the listed Requisition ACRNs for this Requisition and Contract-DO/BPA.

**Contract** - Identifies the contract. A value is required.

**DO/BPA** - Identifies a call to a Delivery Order or Blanket Purchase Agreement for an indefinite delivery type contract. A value is required if the contract number contains A, G, or H in the ninth position. If entered, it must be 4 positions and cannot contain spaces.

**ACRN** - The Accounting Classification Reference Number (ACRN) identifies each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing.

**JON** - Identifies the 11-position job order number against which the order was placed.

**Total Commitment** - Identifies the total commitment amount for the basic and all amendments for this Requisition ACRN.

**Contract to Date** - Identifies the total amount previously contracted for this Requisition ACRN to include other Contract-DO/BPAs.

**New Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	652990LJ001	20.00	0.00	0.00	20.00	<input type="text" value="AA"/>	<input type="text" value="P"/>	<input type="text" value="0.00"/>

**CC XREF Amt** - If the contracted Requisition ACRN has been cited as the Requisition in a Credit Card Cross Reference, this identifies the amount of the cross reference. The Requisition ACRN Contract Amount would have been reduced by this amount.

**Outstanding Amount** - When the Contract Partial value is **Partial**, this amount is the Total Commitment minus the Contract-to-date amount, minus the CC XREF amount. When you enter a value of **Final**, the outstanding amount changes to zero (0).

**Contract ACRN** - Identifies the contract ACRN.

**Contract Partial** - Indicates whether the obligation is to be partially or fully liquidated when processing the contract. You must select either P or F when entering a contract.

**Contract ACRN Amt** - Identifies the contracted amount-to-date of the Contract ACRN for this Requisition and Contract-DO/BPA. If the Contract Partial value is Partial, then a value greater than zero (0) is required, but it cannot be equal to or greater than the sum of the Outstanding Amount and any previous Contract ACRN Amount.

Normally, this will be the total contract amount for this Requisition ACRN and Contract-DO/BPA Contract ACRN. However, if the contracted Requisition ACRN has been cited as the Requisition in a Credit Card Cross-Reference, the Requisition ACRN Contract Amount was reduced by the cross-reference amount. Therefore, the previously contracted, then cross-referenced amount is no longer included in the Requisition ACRN Contract Amount.

**Save** - Accepts your entries and creates the contract.

**Close** - Closes the New Contract page.

**Step 4** If the need arises, you may modify a contract that was previously entered against your requisitioning document by selecting Documents, Contract Process, Edit.



If your document is visible in the Results section, highlight and click on the DCN.

If your document is not visible on the screen, use the filter options to locate the document you wish to edit. Once the document is located, the Edit contract screen will open, and those fields that are open for edit will appear in white. Available fields are determined by whether the transaction has been exported, and if it was final or partial.

**The Contract Edit amount that you enter should be the TOTAL, new amount desired, not the difference.**

All field descriptions are provided above in Step 3.

Once changes are made, select Save and then Close to exit.

**Edit Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	652990PNS01	8.00	1.00	0.00	7.00	<input type="text" value="AA"/>	<input type="text" value="Partial"/>	<input type="text" value="1.00"/>

**Step 5** If you wish to view contracts that have been entered against a requisition, select Documents, Contract Process, and View.

If your document is not readily available in the Results section, you can locate the desired document using the various filter options. Click on the DCN once you have identified the one you wish to view and receive a screen similar to:

View Contract

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

DCN: 
Total Contract Amount:

Contract: 
DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	652990PNS01	1.00	0.75	0.00	0.25	<input type="text" value="AA"/>	Partial	<input type="text" value="0.75"/>

All field descriptions are provided above in Step 3.

Click Close to exit.

#### How to CANCEL a DD1149

The cancellation process allows you to cancel most source and memo documents. When a document is cancelled, the funds associated with the cancelled document become available for use by the Site. When you cancel a document that has been sent to STARS-FL, the application will generate a reversal transaction. FASTDATA will not allow cancellation of a document that has a receipt, contract or expenditure posted against it.

Complete the steps provided in the [HOW TO CANCEL A FASTDATA DOCUMENT](#) section of this Guide.

#### How to REINSTATE a DD1149

Complete the steps provided in the [HOW TO REINSTATE A FASTDATA DOCUMENT](#) section of this Guide.

## **DD282, PRINTING/REQUISITION ORDER**

### Purpose

The primary purpose of the DOD Printing/Requisition/Order Form 282 is to request printing and related services from the Defense Printing Service. The DD282 will create a 15-digit standard document number (SDN) and will reflect PT in the ninth and tenth positions of the document number.

### Generated Transaction

Creation of the DD282 in FASTDATA generates an obligation (AO) transaction that is transmitted to STARS-FL as an execution code 540. A funding validation check is performed at the time the DD282 is created to make sure that there are sufficient funds in the OPTAR to support the requirement.

### How to CREATE a New DD282

Site users with the necessary access can add, update, and view source and memo DD282 documents. Access to add, update, view, and perform other document processes on a DD282 is defined at the System Administrator level.

The DD282 is a single ACRN, single line item format.

Complete **Steps 1-6** provided in the [HOW TO CREATE A FASTDATA DOCUMENT](#) section of this Guide.

**Step 7** Complete the DD282 document.

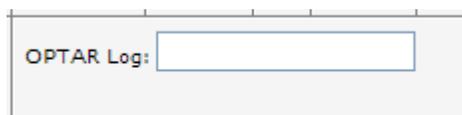
### **REQUIRED FIELDS**

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



A screenshot of a form field containing two radio buttons. The top radio button is selected and is labeled "Source". The bottom radio button is unselected and is labeled "Initiation".

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

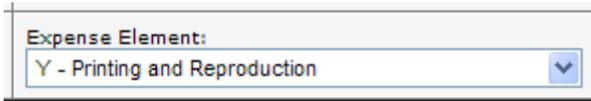


A screenshot of a form field labeled "OPTAR Log:" followed by an empty rectangular input box.

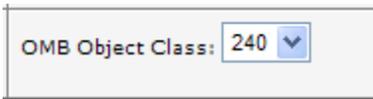
**JON** - Select the required job order number (JON) from the dropdown list.

A screenshot of a web form field labeled "JON:". It is a dropdown menu with a blue arrow on the right side, currently showing no text.

**Expense Element** - Enter a value for the type of obligation or expense element charge below the Function/Sub-function level. The default value on a DD282 is Y. Select the dropdown arrow if you wish to change the default value.

A screenshot of a web form field labeled "Expense Element:". It is a dropdown menu with a blue arrow on the right side, currently showing "Y - Printing and Reproduction".

**OMB Object Class** - Enter an Office of Management and Budget object class designation. With an Expense Element value of Y, the only valid value for OMB Object Class is 240.

A screenshot of a web form field labeled "OMB Object Class:". It is a dropdown menu with a blue arrow on the right side, currently showing "240".

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

DOD PRINTING REQUISITION/ORDER	CLASSIFICATION (Requisition automatically becomes 'UNCL' when detached from classified material.)		
REQUISITION NO. 00	DATE OF REQUEST 5/24/2010	REQUESTED DEL'Y	EST. COST 0.00

**REQUISITION NO.**

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

## OPTIONAL FIELDS:

The DD282 contains several sections. Each section addresses a different aspect of the print order. When updating the DD282, you can change the values for the following page elements:

- **REQUESTED DEL'Y** - Contains the date the on which the requested work or services must be completed or when requested goods must be delivered.
- **FOR REFERENCE CONSULT** - Identifies a point-of-contact (POC) at the requesting site.
- **PHONE** - Identifies the telephone number of the POC at the requesting Site.
- **- Basic Reqn. No.** – Identifies the funding authorization requisition number.
- **FORM/PUBLICATION NO. AND TITLE** – Identifies the number and title of the form or publication to be printed.
- **QTY.** - Identifies the number of items ordered and the unit quantity of the item to be printed.
  - Sheets-single-sheet forms
  - Sets-multiple part forms
  - Each or Books for publications, etc.
- **PAGES** - Identifies the number of pages submitted for production. A document printed on two sides is considered to have two pages.
- **QTY. WILL LAST \_\_ MOS.** -  
Indicates the number of months the order is expected to last.
- **JOB TO BE REPRINTED: YES/NO**  
Indicates whether the job is to be reprinted in the future.
- **JOB IS**
  - New
  - Revisited
  - ReprintIndicates whether the print job is a new, changed, or reprinted order.
- **LAST JOB NO.** -  
Identifies the job number of the previous printing order.
- **ENCLOSURES--**
  - Pages Copy-Identifies the number of pages (plates, photos, foldouts, etc.) submitted with the DD282.
  - Negatives-Identifies the number of negatives submitted as an enclosure.
  - Plates-Identifies the number of plates submitted as an enclosure.
  - (If other, specify)-Identifies any other items submitted as an enclosure.
- **PROOFS** -  
Not req'd-Indicates whether proofs are required.
- **SEND TO**  
Indicates the address where proofs are to be mailed or delivered. Leave blank if proofs are not required.

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

- **Prong Fasteners -**  
Yes or No-Indicates whether prong fasteners should be attached.
- **COMPOSING/PROCESSING**  
Prepare/alter copy; fotolist; offset; etc.
- **Wrap (# per pkg)**  
Identifies the number of publications that each package should contain.
- **DISPOSITION OF**  
Negs.-Indicates the disposition of any negatives provided.  
Orig.-Indicates the disposition of the original publication.
- **Special Instructions/Remarks, Serial Numbering, Registration, ETC.**  
Contains a description or additional comments about the publication.
- **Deliver To (complete address)**  
Identifies the UIC of the activity that is to receive the order. Select the drop-down arrow to view a list of valid values or type in a new entry.
- **Distribution Required**  
List-Indicates whether a distribution list is required.  
Labels-Indicates whether distribution labels are required.  
Attached-Indicates the number of attached lists or labels for distribution.
- **WILL PICK UP PLEASE NOTIFY (Ext) HOLD**  
Indicates whether the printing office is to hold the order and identifies the person to contact if the order is to be held for pick up.

**Step 8** Select **Save** to save your document.

Saving the document will populate the document number (REQUISITION NO.) and LOA.

<b>DOD PRINTING REQUISITION/ORDER</b>		CLASSIFICATION (Requisition automatically becomes 'UNCL' when detached from classified material.)					
REQUISITION NO. N6529910PTCY729 00	DATE OF REQUEST 5/24/2010	REQUESTED DEL'Y	EST. COST 50.00				
FOR REFERENCE CONSULT				PHONE		Scheduled Completion Date	
Appropriation & Subhead 1701453 3219	Object Class 000	Bureau Control No. 99887	Sub-allot 0	Authorization Acct'g Act'y 068566	Trans. Type 2D	Property Acct'g Act'y TCY729	Cost Code 652990LJ001Y

If you wish to create another document of the same type, you can select the **"Add Another"** button that appears at the bottom of the document in the view after Save mode. This will initiate a new document process for the same document type.

If there is only one serial range for that document type, FASTDATA shall automatically use that serial range when creating the new document. If there is more than one serial range, FASTDATA shall prompt the user to pick a serial range.

If you do not wish to create another document select **Close**.

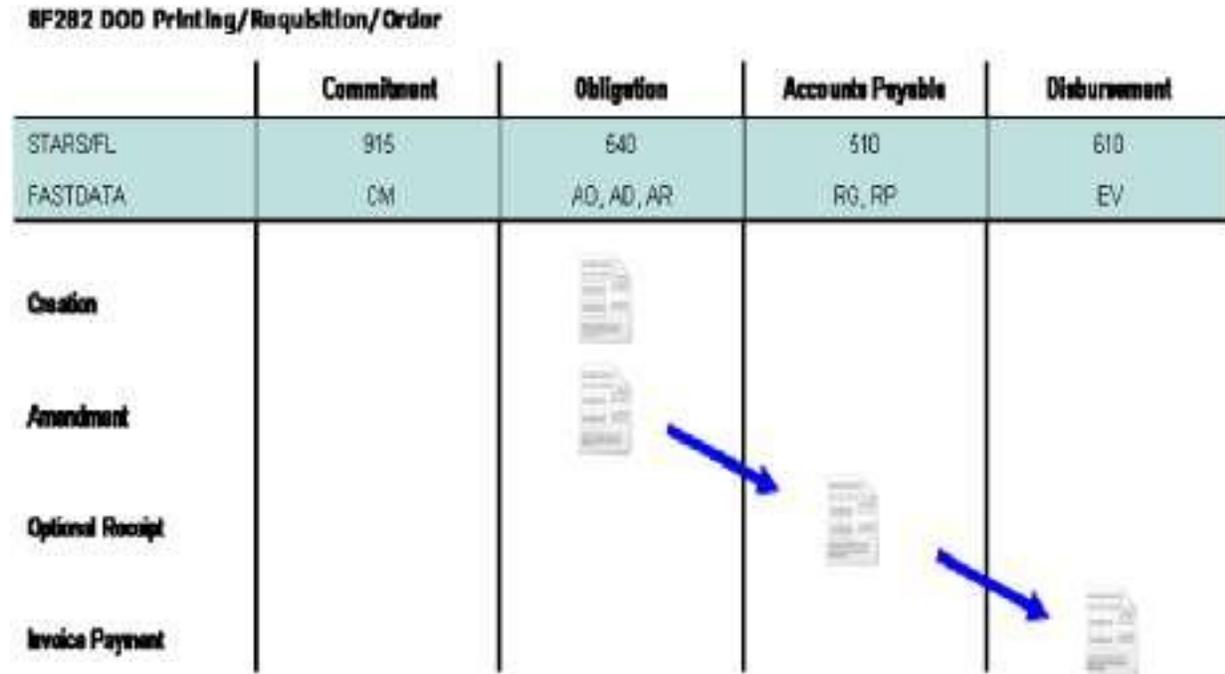
<b>Add Another</b>	<b>Close</b>
--------------------	--------------

How to PRINT a DD282

Complete the steps provided in the [HOW TO PRINT A FASTDATA DOCUMENT](#) section of this Guide.

Life Cycle of a DD282

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



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

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

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 below that the report may contain information for All RCs, OPTARs, ACRNs, Document Numbers and Document Types or that the user may choose specific ones, depending on his needs.

In our scenario, you could highlight DD282-Printing/Requisition Order the Document Type section and then click Run Report. The only documents appearing on the Transaction History report you receive would then be DD282s.

You may also highlight the desired Document number in the DCN area or enter part or all of the desired DCN in the DCN Filter field. If you choose to use the DCN Filter field, 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 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.

Transaction History

FA: 974404

Site: CY

FY: 2010

RC: All RCs  
AN  
AV  
LJ  
MP

OPTAR: All OPTARs  
AN01  
AN02  
AV01  
CC

ACRN: All ACRNs  
AA  
AB  
AC  
AD

DCN: All Document Numbers  
N652990117C930  
N652990123C931  
N6529910MC11100  
N6529910MD2222

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

A sample report is shown below:

Transaction History Report													
File: IND-012 IN (01) AND DOC TYPE IN (04)		Site: 00		RC: 3A		OPTAR: 05		FY: 2009					
DCN: N632E409PT05033													
APR#	Subsid ID	Cont#	ED#	AM DRDP	Site	Del	Transfer	Return	Proc Type	Unit	Qty	Document	Cost
AA		ACR#	FW	632E409033	7	24		0000	0000	00	00	Complete	500.00
Exp	Type	Trans	Trans	Trans	Trans	Trans	Partial	MTD	Transaction Description				
Y		Date	Qty	Amount	Amount	Code			Created by Database User ID=BPV045100				
Y	AC	27/02/2009 08:20:15	10	500.00	00								

### Follow-on Processes

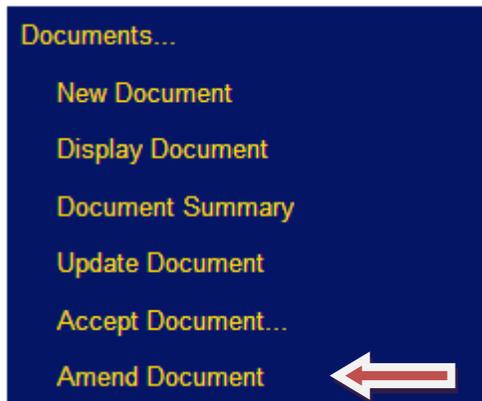
Other File menu document processes available for the DD282 include Amendment, Receipt, Expenditure, Cancellation, and Reinstatement. The manual expenditure process will only be used upon guidance from your FA and will indicate that the expenditure did not flow to the Site from STARS-FL.

#### How to AMEND a DD282

An amendment is created when the requirements provided in the basic document need to be modified and the basic document has already been exported to STARS-FL. Amendments can only be created against Source documents and may not be created against a document that has been cancelled.

The amendment will generate an increase or decrease to the basic obligation and will be transmitted to the FA and to STARS-FL.

#### Step 1 Highlight Documents, Amend Document.



#### Step 2 Select the document you wish to amend.

When your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not initially displayed, use the Filter section at the top of the screen to help locate it. Details regarding use of the Filter options are provided below.

Select Document for Amend

**Filter**

DCN:  OPTAR Log:  Document Type:  Local Code:

Created Date:  

Sort Order:  Created Date

Ascending  Descending

Equals

**Results**

PAGE: 1 2 3 4 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6529910RCCY740	00	N	Complete	Y	Aug 23 Test 1	NC2276		8/23/2010
N6529910WRCY738	00	N	Accepted	Y	ACID	NC2275		6/10/2010

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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created 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.

Select Document for Amend

**Filter**

DCN:  OPTAR Log:  Document Type:  Local Code:

Created Date:  

Sort Order:  Created Date

Ascending  Descending

Between

**Results**

PAGE: 1 2 3 4 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6529910RCCY740	00	N	Complete	Y	Aug 23 Test 1	NC2276		8/23/2010
N6529910WRCY738	00	N	Accepted	Y	ACID	NC2275		6/10/2010

When your document appears on the screen, highlight and double click the DCN.

Notice that the **Status** is **not** cancelled, and the document has been **Exported**.

**Step 3** Complete the DD282 amendment form.

Notice that when you call up the document, the amendment number follows the REQUISITION NO. in the first box. The DD282 amendment form will contain much of the information from the original document. Enter or change the desired values.

<b>DOD PRINTING REQUISITION/ORDER</b>		CLASSIFICATION (Requisition automatically becomes 'UNCL' when detached from classified material.)		
REQUISITION NO. N6529910PTCY729 01	DATE OF REQUEST 5/24/2010	REQUESTED DEL'Y	EST. COST 0.00	(P)
FOR REFERENCE CONSULT			PHONE	Scheduled Completion Date

Use the Estimated Cost field to enter the cost of the DD282 amendment. When you print the amended DD282, the cumulative cost of the original DD282 and its amendments will appear in the Special Instructions/Remarks sections of the printed document.

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

DD282 Administrative Amendment Initiations may be converted to Source.

If you try to amend the DD282 prior to all transactions being transmitted to the FA, you will receive an error message that stops you from creating the next amendment until the transactions have all exported.

**Step 4** Save the changes to the DD282 amendment.

#### How to CANCEL a DD282

The cancellation process allows you to cancel most source and memo documents. When a document is cancelled, the funds associated with the cancelled document become available for use by the Site. When you cancel a document that has been sent to STARS-FL, the application will generate a reversal transaction. FASTDATA will not allow cancellation of a document that has a receipt, contract or expenditure posted against it.

Complete the steps provided in the [HOW TO CANCEL A FASTDATA DOCUMENT](#) section of this Guide.

#### How to REINSTATE a DD282

Complete the steps provided in the [HOW TO REINSTATE A FASTDATA DOCUMENT](#) section of this Guide.

## **DD448, MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (MIPR)**

### Purpose

The primary purpose and use of the DD448 Military Interdepartmental Purchase Request is to request performance of work or services (reimbursable; Category 1) or to request contractual procurement action (direct funds citation; Category 2).

If the requested performing activity can perform the work or supply the service in house, the DD448 line item will be marked as a Category 1. If, however, the performing activity has to go outside the government and get a contract in order to satisfy your request, the line item will be marked as a Category 2. The category that is on the acceptance of the MIPR determines the status of the document and may override the category that was on the original document.

When you create a DD448, you will have the option of creating it as an Economy Act within DOD (MP); an Economy Act outside DOD (IP) or as a Project Order within DOD which will also carry the MP in the 9<sup>th</sup> and 10<sup>th</sup> positions. On a Project Order, the Line Items are always Category 1. Economy Act DD448 Line Items can be designated as Category 1 or Category 2 as described above.

Select Document Order Type

Select the type of order(s) for this document:

Economy Act issued within DOD(MP)

Economy Act issued outside DOD(IP)

Project Order issued within DOD(MP)

Select Close

### Generated Transaction

Creation of the DD448 in FASTDATA generates a commitment transaction (CM) that is transmitted to STARS-FL as an execution code 915. A funding validation check is performed at the time the DD448 is created to make sure that there are sufficient funds in the OPTAR to support the requirement.

The acceptance by the performing activity must be recorded in FASTDATA to move the commitment into an obligation stage for the Project Order or Economy Act reimbursable portion of the document (Category 1). The acceptance will generate an obligation equal to the amount of the commitment for the reimbursable portion of the DD448. If there are any differences, the document must be amended until the two are equal.

The Contract process must be performed on the Category 2 contractual procurement action request when received back from the FISC or Contracting Office to move the commitment into an obligation (540) for this portion of the DD448. ACRNs requiring a contract must be accepted first.

## How to CREATE a DD448

In the FASTDATA Site application users with the necessary access can add, update, and view source and memo DD448 documents. Access is defined at the System Administrator level.

The DD448 is a multiple ACRN, multiple Line Item document.

Complete **Steps 1-6** provided in the [HOW TO CREATE A FASTDATA DOCUMENT](#) section of this Guide.

**Step 7** Select the Document Order Type.

The use of the DD448 determines the document type that will be created in the ninth and tenth position of the DCN.

- Economy Act within DOD - generates document type = **MP (Category 1 and 2)**
- Economy Act outside DOD- generates document type = **IP (Category 1 and 2)**
- Project Order within DOD- generates document type = **MP (Category 1 only)**

Select Document Order Type

Select the type of order(s) for this document:

Economy Act issued within DOD(MP)

Economy Act issued outside DOD(IP)

Project Order issued within DOD(MP)

**Step 8** Complete the DD448 document.

### REQUIRED FIELDS:

**NOTE: Block 9 Radio buttons** indicating that the Line Items are/are not included in the Interservice Supply Support Program and Interservice Screening has/has not been accomplished will appear with the default values shown below. You may change them if appropriate.

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

### ACRN (Block 14)

An ACRN is a two-character code identifying each LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of process.

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

ACRNs	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
-------	---------------	-------------------	---	---------------------	--------

Clicking on the ACRN box will bring up the following screen:

The screenshot shows a web form titled "ACRNs" with a sub-header "ACRN AA". The form contains the following fields and controls:

- ACRN: Text input field containing "AA".
- JON: Dropdown menu.
- Expense Element: Dropdown menu containing "Q - Purchased Services (Other)".
- OMB Obj Class: Dropdown menu containing "253".
- OMB Sub Object Class: Dropdown menu.
- Country Code: Text input field.
- Not to Exceed Code: Dropdown menu.
- Amount: Text input field containing "\$0.00".

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

#### ACRN **required** fields:

- **ACRN** - The default value for the first ACRN is "AA". ACRN codes automatically increment by one character for each subsequent ACRN (example, AA, AB, AC, AD, etc.). However, you may use any two alphanumeric characters as an ACRN identifier if the need arises.
- **JON** - Identifies the job order number (JON) on which the cost for this ACRN will be captured. Select a valid JON from the dropdown list.
- **Expense Element** - Identifies the type of obligation below the Function/Sub-Function level. Any or all expense elements can be incurred under a given functional category or cost account. FASTDATA provides a default value, but you can change it by selecting the desired value from the dropdown list.
- **OMB Object Class** - Identifies the Office of Management and Budget object class designation. Valid values depend on the selected Expense Element. FASTDATA provides a default value associated to the expense element selected, but you can change it by selecting the desired value from the drop-down list.
- **AMOUNT** - This field contains the ACRN obligation amount. The amount is not entered when the ACRN is created but is entered on the line items and all line items associated with a particular ACRN will roll up and display on the ACRN total.

This screenshot is identical to the one above, showing the "ACRNs" form with the same fields and values: ACRN "AA", JON dropdown, Expense Element "Q - Purchased Services (Other)", OMB Obj Class "253", OMB Sub Object Class dropdown, Country Code input, Not to Exceed Code dropdown, and Amount "\$0.00". Buttons for "New", "Save", and "Close" are also present.

#### ACRN **Optional** fields:

- **OMB Sub Object Class** - The OMB object class is a 3-digit field. The Sub Object Class provides a fourth digit for activities desiring an even lower level break out.
- **Country Code** - Identifies the country for purposes of processing the transaction.
- **Not to exceed code** - This is optional and will indicate directions for paying the obligation. Valid values for this field are shown in the drop down box.
- **New** - Select the New button to add additional ACRNs. Add the new ACRN information same as in the steps above.

- **Save**  
Select the Save button to save your ACRN data. If the amount you entered exceeds the available funds you will receive an error message and will not be able to save the ACRN.
- **Close**  
Closes the ACRN page and returns to the document. Once your ACRN(s) are saved you will want to close from the ACRN box and return to the document itself.

### Line Items (Block 9)

Click on the Line Item box to enter the required and optional fields on the DD448 Line Item screen shown below.

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

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

DD448 Line Items

**Item 1**

ACRN

Category

Unit of Issue

Quantity

Unit Price

Amount

Description

**Item 2**

ACRN

Category

Unit of Issue

Quantity

Unit Price

Amount

Description

- **Item # - System-generated** sequential number for a particular document line item. The value automatically increments by one character for each subsequent line item added to the document.
- **Delete Icon - Select the trash can icon** to delete the associated line item. The DD448 document requires at least one line item.
- **ACRN - Select one of the ACRNs** from the dropdown list. When adding a new line item for the DD448, you must indicate a value for the ACRN.

- **Category** - Identifies an acceptance category for a line item. Valid values are 1 (reimbursement) and 2 (direct funds citation). Project Order DD448 documents are always Category 1. For Economy Act documents, you may modify the Category 1 default. An ACRN must have the same Category ID for each Line Item.
- **Unit of Issue** - Identifies the standard of measurement to determine quantity (example - EA for each or BX for box).  
**Quantity** – Identifies the number of items ordered. If you enter a value for Quantity, you must enter a value for Unit Price.
- **Unit Price** -Identifies the cost of an item per unit. You must enter a value for Unit Price if you entered a value for Quantity.

- **Amount** - Identifies the total cost of the line item. You may enter an amount or, upon Save, the system will calculate the cost by multiplying the Quantity x Unit Price.
- **Description** - Describes the document line item.
  - **New** - Select the New button to add additional line items.
  - **Save** - Saves your Line Item entries.
  - **Close** - Closes the DD448 Line Items page.

### Source/Initiation

Select the applicable radio button. The default is Source.

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

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

## OPTIONAL FIELDS:

**FSC (Block 2)** - The Federal Supply Class identifies the first four positions of a National Stock Number (NSN).

**CONTROL SYMBOL NO. (Block 3)** - Indicates the document number authorizing the preparing activity for the funds cited.

**DATE PREPARED (Block 4)** - The date the document was created in FASTDATA.

**MIPR NUMBER (Block 5)** - The document number of the MIPR. **NEW in the Web - this field generates when the document is successfully SAVED.**

**AMEND NO. (Block 6)** - The system assigned number of the most recent amendment. New DD448 Source documents will always have "00" in this block.

**TO (Block 7)** - Identifies the activity and address that is to receive the document. Select the dropdown arrow to view a list of valid values or type in a new one.

**FROM (Block 8)** - Identifies the name and address of the activity that is to receive the document. Select the dropdown arrow to view a list of valid values from which to choose, or type in a new one.

**GRAND TOTAL (Block 11)** - The system-generated total of the Line Item amounts.

**TRANSPORTATION ALLOTMENT (Block 12)** - Identifies the allotment or accounting data used for transportation charges.

**MAIL INVOICES TO (Block 13)** - Identifies the name and address of the activity that is to receive the document. Select the dropdown arrow to view a list of available values from which to choose, or type in a new one.

**AUTHORIZING OFFICER (Block 15)** - Identifies the person who approves the voucher. Enter the desired value or select the dropdown arrow to view a list of available values from which to choose.

**SIGNATURE (Block 16)** - Space provided on the document for the signature of the authorizing official.

**DATE (Block 17)** - The date the document was signed.

**ITEM DESCRIPTIONS** – Fields in which the user may provide additional Line Item information. Verbiage entered in the first box will print above all line items; verbiage entered in the second box will print at the end of the line item section.

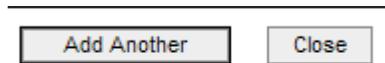
**Local Code** - Optional code of up to 20 characters that identifies document types and groupings for reporting purposes.

**Step 9** Select the **Save** button to save your DD448 Source Document.

If you wish to create another document you can select the "**Add Another**" button located at the bottom of the page. This button only appears when the document is in the view after Save mode. This will initiate a new document process for the same document type and subtype.

If there is only one serial range for that document type, the system will automatically use that serial range when creating the new document. If there is more than one serial range, FASTDATA will prompt the user to pick a serial range.

If you do not wish to create another document select **Close**.



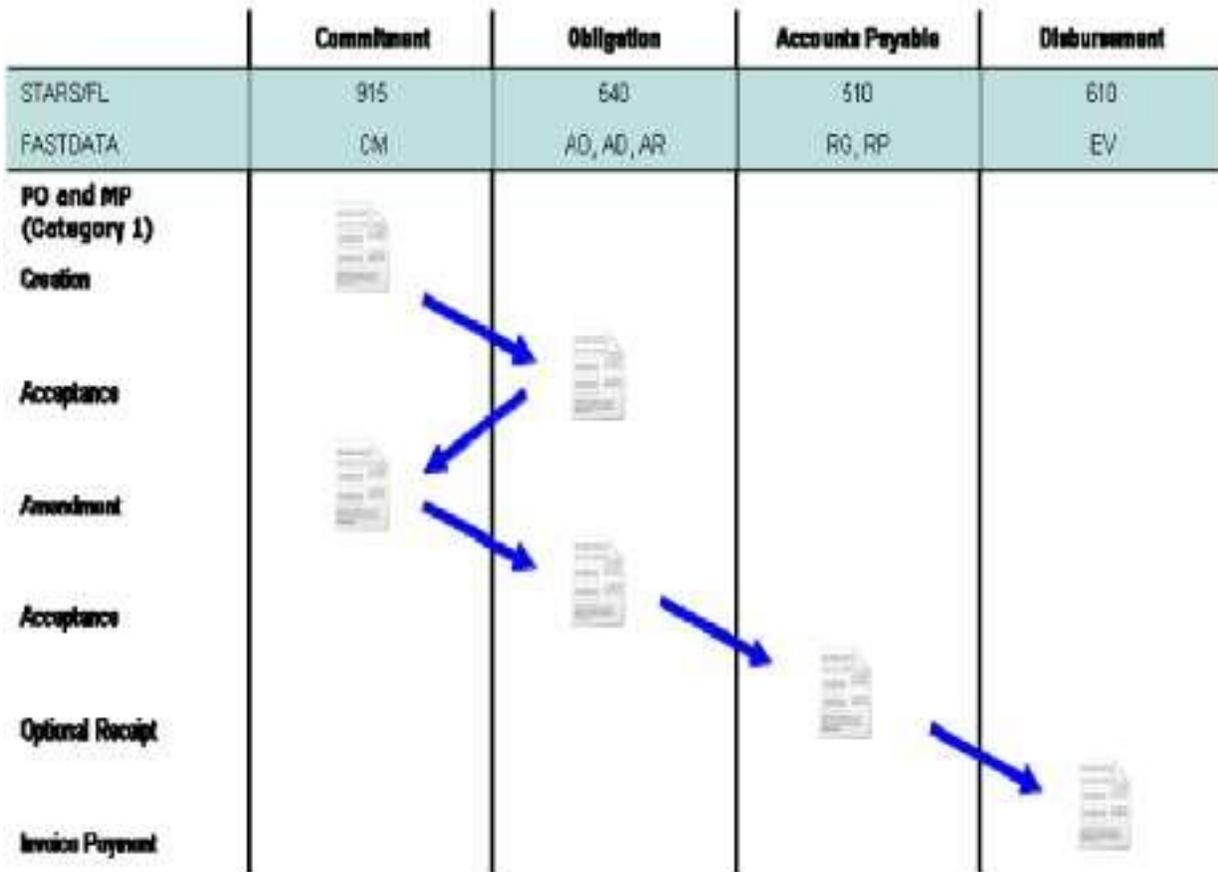
#### How to PRINT a DD448

Complete the steps provided in the [HOW TO PRINT A FASTDATA DOCUMENT](#) section of this Guide.

#### Life Cycle of a DD448

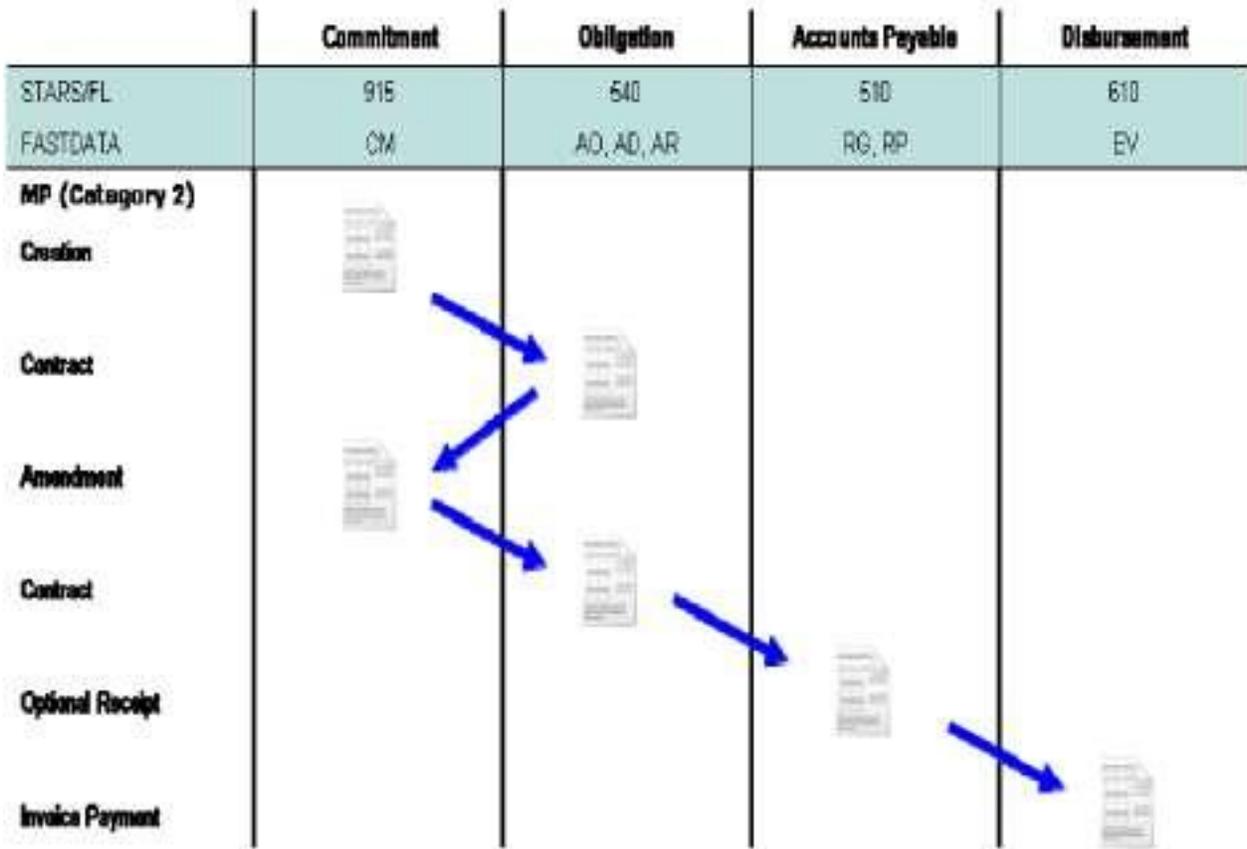
The following charts illustrate the transaction flow as the document progresses through the life cycle. For the **PO** and **MP (Category 1 and Category 2 MIPR)**, the commitment transaction is established when the document is created. Recording the acceptance by the performing activity for the **PO**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

**DD448 Military Interdepartmental Purchase Request**



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

**DD448 Military Interdepartmental Purchase Request**



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

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

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 below that the report may contain information for All RCs, OPTARs, ACRNs, Document Numbers and Document Types or that the user may choose specific ones, depending on his needs.

In our scenario, you could highlight DD448 Military Interdepartmental Purchase Request in the Document Type section and then click Run Report. The only documents appearing on the Transaction History report you receive would then be DD448s.

You may also highlight the desired Document number in the DCN area or enter part or all of the desired DCN in the DCN Filter field. If you choose to use the DCN Filter field, 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 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.

**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
- NEDU0009CCMMMP1
- NEDU0009CCMMMRJ
- NEDU0009CCMMMT1

 DCN Filter:

Document Type:
 

- DD1610 - Travel Order TAD Only
- DD1556 - Training Request, Authorization, Agreement
- DD448 - Military Interdepartmental Purchase Request
- DD1149 - Requisition and Invoice/Shipping Document
- DD1131 - Cash Collection Voucher

From Date:

To Date:

A sample report is provided below:

Transaction History Report													
Filter: AND SITE IN ('CY') AND DOC TYPE IN ('D7')													
FA: 974404		Site: CY		RC: AN				OPTAR: AN02		FY: 2010			
<b>DCN: N6529910MPCY725</b>													
ACRN	Contract ID	Contract ACRN	DO/Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				65299033770	Q	253			DD448	01		Complete	\$50,000.00
Exp Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description						
Y	CM	05/18/2010 13:49:20	0	\$51,750.00	00	I	Created By Database User ID=BFPE45253A;						
Y	EV	05/18/2010 13:54:11	0	\$16,666.68	00	P	Created By Database User ID=BFPE45253A;						
Y	CM	05/18/2010 13:54:57	0	-\$1,750.00	01		Created By Database User ID=BFPE45253A;						
FA: 974404		Site: CY		RC: LJ				OPTAR: LJ011		FY: 2010			
<b>DCN: N6529910MPCY724</b>													
ACRN	Contract ID	Contract ACRN	DO/Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				652990LJ001	Q	253			DD448	00		Accepted	\$1.00
Exp Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description						
Y	CM	05/18/2010 10:38:40	0	\$1.00	00	I	Created By Database User ID=BFPE45253A;						
Y	AR	05/18/2010 10:55:41	0	\$1.00	00	I	Created By Database User ID=BFPE45253A;						

## Follow-on Processes

Other File menu document processes available for the DD448 include Amendment, Acceptance, Contracting (for Economy Act DD448 ACRNs that have been accepted as Category 2), Receipt, Expenditure, Cancellation, and Reinstatement.

Receipts can be entered but are optional. The manual expenditure process will only be used upon guidance from your FA and will indicate that the expenditure did not flow to the Site from STARS-FL.

### How to AMEND a DD448

An amendment is created when the requirements provided in the basic document need to be modified and the basic document has already been exported to STARS-FL. Amendments can only be created against Source documents and may not be created against a document that has been cancelled.

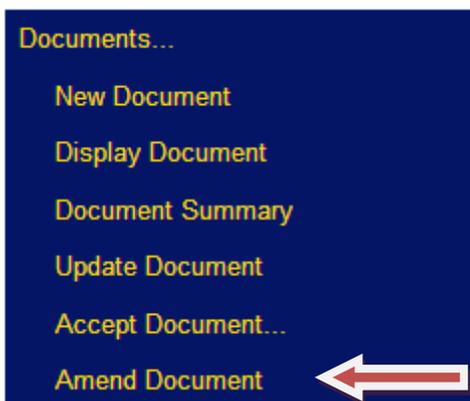
When transmitted via the FA to STARS-FL, the amendment will generate an increase or decrease to the basic document amounts.

When amending the DD448 the following applies:

- You can add, update and view line items.
- You can only delete line items that you added to the amendment; you cannot delete line items that were on the original document or a previous amendment.
- You can also add new ACRNs.
- You can only update and delete ACRNs that you added to the amendment; you cannot update or delete ACRNs that were on the original document or a previous amendment.
- You cannot amend documents that have been cancelled or that have an obligated amount of \$0. If the obligated amount is \$0, update rather than amend the document.

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

**Step 1** Highlight Documents, Amend Document.



**Step 2** Select the document you wish to amend. When your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not readily visible, use the Filter section at the top of the screen to help find your document.

The Filter options provide the opportunity to enter specific search criteria; thereby reducing the number of pages displayed in the Results section. You may search by DCN, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created 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.

Select Document for Amend

**Filter**

DCN:     OPTAR Log:     Document Type:     Local Code:

Created Date:

Sort Order:

Ascending  
 Descending

- Equals
- Equals
- Later Than
- Earlier Than
- Between

**Results**

PAGE: 1

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009RCA5006	00	N	Complete	Y	ORACLE MAINTENANCE	NC2276		2/27/2009
NEDU0009RCA5005	00	N	Complete	Y	ORACLE SOFTWARE	NC2276		2/27/2009
NEDU0009PTA5002	00	N	Complete	Y	FD SOFTWARE HDBKS	DD282		1/21/2009
NEDU0009RCA5001	00	N	Finalized	Y	SOFTWARE-LDWIN	NC2276		1/21/2009
NEDU0009WRA5000	00	N	Complete	Y	PWC WO93	NC2275		1/21/2009
NEDU0009MPA5003	00	N	Finalized	Y	SOFTWARE INSTALL	DD448		11/11/2008

When your document appears on the screen, highlight and double click the DCN. Notice that the **Status** is **not** cancelled, and there is a “Y” in the **Exported** column.

**Step 3** Complete the DD448 amendment form.

The form will contain much of the information from the original document and the amendment number will appear in Box 6. To add or decrease funds to the existing ACRN(s), access Block 9 Line Items and make the necessary increase or decrease. The changes to the Line Items will roll up to the appropriate ACRN.

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST				1. Page 1 of 1	
2. FSC <input type="text"/>	3. CONTROL SYMBOL NO. <input type="text"/>	4. DATE PREPARED 6/14/2010	5. MIPR NUMBER N6529910MPCY724		6. AMEND NO. 02

Adding a New ACRN

To add a new ACRN to the amendment, Select Block 14, ACRNs and receive a display of all existing ACRNs.

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

ACRNs	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
AA	1701453	3219	000 99887 0 068566 2D PCY726 652990LJ001Q	N68566	\$0.00

ACRNs

ACRN AA

ACRN  JON  Expense Element  OMB Obj. Class  OMB SubObj Class

Country Code  Not to Exceed Code  Obligated Am

Click on the New button. FASTDATA will generate the next ACRN in sequence.

ACRNs

ACRN AA

ACRN  JON  Expense Element  OMB Obj. Class  OMB SubObj Class

Country Code  Not to Exceed Code  Obligated Amount

---

ACRN AB

ACRN  JON  Expense Element  OMB Obj. Class  OMB Sub Object Class

Country Code  Not to Exceed Code  Obligated Amount

Fill in the JON, Expense Element, and OMB Obj Class, as well as any of the optional fields you desire. After adding the new ACRN, select the **Save** button. When you have added all desired new ACRNs and Saved, select the **Close** button to return to the main amendment document.

## Adding a New Line Item

To add a new Line Item, Select Block 9, Line Items and receive a display of all existing Line Items.

9. ITEMS <input type="radio"/> ARE <del>ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING</del> <input checked="" type="radio"/> HAS <input type="radio"/> HAS NOT BEEN ACCOMPLISHED					
Line Items	Description (Federal stock number, nomenclature, specifications and/or drawing no. etc.) b	QTY c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f
1		0		\$0.00	\$0.00
2		0		\$0.00	\$0.00

DD448 Line Items

**Item 1**

ACRN       Category       Unit of Issue

Quantity To Date       Amount To Date

Quantity       Unit Price       Amount

Description

**Item 2**

ACRN       Category       Unit of Issue

Quantity To Date       Amount To Date

Quantity       Unit Price       Amount

Description

**Item 3**

ACRN       Category       Unit of Issue

Quantity To Date       Amount To Date

Quantity       Unit Price       Amount

Description

The Amount To Date field will reflect the current Line Item amount for each displayed ACRN on the document. The increase or decrease amount for the ACRN goes in the AMOUNT field. The Description field can be used to add any additional instructions concerning the amendment. Once the changes are complete, click **Save**, and then **Close** to go back to the main document.

Block 9, column f. will reflect the line item increase or decrease for this amendment document. **NEW in the web: AFTER SAVE, Block 11 reflects the NEW GRAND TOTAL, including the Basic plus amendment(s).**

9. ITEMS <input type="radio"/> ARE <input checked="" type="radio"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="radio"/> HAS <input checked="" type="radio"/> HAS NOT BEEN ACCOMPLISHED					
B. ITEM NO.	Description (Federal stock number, nomenclature, specifications and/or drawing no. etc.) b	QTY c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f
1		0		\$0.00	\$10.00
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS				11. GRAND TOTAL \$50,010.00	

**Step 4** Select Source or Initiation. Even if the basic DD448 is a source document, you can create the amendment as an initiation document until you have the final ok. Then you would go to Documents, Update Document to make it a Source. If you create it as Source, the Commitment will be generated upon saving the document. If you create it as Initiation, there will be no Commitment, and it will not affect your OPTAR funds until you UPDATE the document and change it to Source.

**Step 5** Enter the mandatory OPTAR Log field. This field describes the purpose of the log entry that will be printed on the OPTAR Log, or the name of the items being requisitioned or amendment number, etc.

**Step 6** Click Save to save the document. (**Remember** that if you click Close before saving, you will lose all the information you have entered in the amendment. If you have already clicked Save, the Close button will take you out of the document.)

**Note:** If you try to amend the DD448 prior to all transactions being exported to the FA you will receive an error stopping you from creating the next amendment until the transactions have all exported.

## How to ACCEPT a DD448

Accepting a Project Order DD448 will generate an obligation transaction for each document ACRN. Accepting an Economy Act DD448 ACRN as Category 1 (reimbursable) will generate an obligation transaction. However, you must enter contract information to generate an obligation when you accept an Economy Act ACRN as Category 2 (direct funds citation).

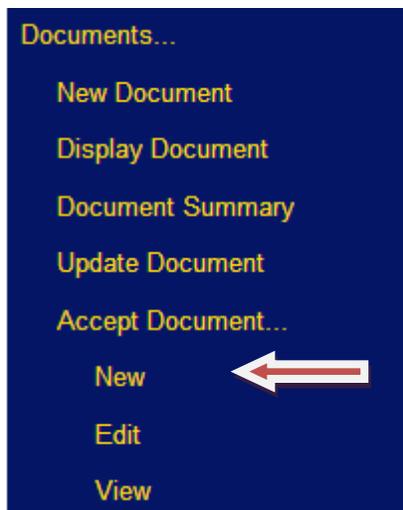
When you accept a DD448 ACRN, the category is protected after export to the FA. An ACRN must have the same Category ID for each Line Item.

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

You can accept ACRNs on the basic document or on an amendment. When you accept a basic DD448 document that has been amended, the amendments are not accepted automatically. When you accept a DD448 amendment, the process will accept the selected amendment and the basic document. To accept the basic document and all associated amendments, accept the most recent amendment.

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

**Step 1** Create a new Acceptance by selecting Documents, Accept Document, and New.



**Step 2** Select the document you wish to accept. The only document types available for acceptance are **Credit Card, DD448, NC2275, NC2276** and **NC2276A**.

When your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not readily visible, use the Filter section at the top of the screen to help find your document. See below for further details about using the Filter section.

The screenshot shows a web interface titled "Select Document for Accept". Below the title is a "Filter" section. It contains several input fields and dropdown menus:
 

- DCN:** An empty text input field.
- OPTAR Log:** An empty text input field.
- Document Type:** A dropdown menu with a downward arrow.
- Local Code:** An empty text input field.
- Created Date:** A date input field with a calendar icon to its right.
- Sort Order:** A dropdown menu currently showing "Created Date".
- Below the "Created Date" field is another dropdown menu with options: "Equals", "Later Than", "Earlier Than", and "Between". The "Between" option is currently selected.
- At the bottom center of the filter section is a "Filter" button.
- Radio buttons for "Ascending" and "Descending" are located to the right of the "Sort Order" dropdown.

The Filter options provide the opportunity to enter specific search criteria; thereby reducing the number of pages displayed in the Results section. The user may search by DCN, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created 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.

**Results**

PAGE: 1 2 3 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6529910MPCY730	01	N	Complete	Y	Amd 1	DD448		6/1/2010
N6529910RCCY714	01	N	Complete	Y	.01 Test	NC2276		5/27/2010
N6529910MPCY730	00	N	Complete	Y	ACRN Total Test	DD448		5/27/2010
N6529910MDCL704	00000	N	Complete	Y	TEST MAY 27	Credit Card		5/27/2010
N6529910RCCY728	02	N	Complete	Y	May20 Amd 2	NC2276		5/20/2010
N6529910RCCY728	01	N	Complete	Y	May20 Amd	NC2276		5/20/2010
N6529910RCCY727	01	N	Complete	Y	May19 Amd 1	NC2276		5/19/2010
N6529910MPCY726	01	N	Complete	Y	AMD 1000	DD448		5/18/2010
N6529910MPCY726	00	N	Complete	Y	WIDGETS	DD448		5/18/2010

**Step 3** Complete the acceptance screen.

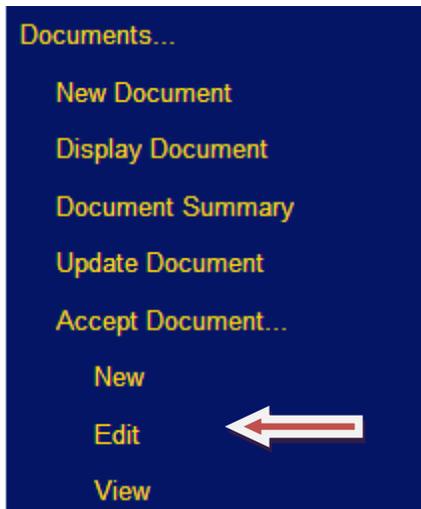
ACRN	Quantity	Amount	Category
AA	60	55.00	1
AB	0	31.00	1

The following fields appear on the Accept DD448 Document screen:

- **DCN** - Displays the document control number (DCN) for the selected DD448 document.
- **OPTAR Log** - Displays the OPTAR log entry from the selected document.
- **Accepting Official** - Enter the name of the Accepting Official or select the desired value from the dropdown list. A value is required.
- **Accepting Date** - From the calendar that appears when you use the dropdown arrow, select the date the document is being accepted. A date is required; you cannot enter a future date.
- **ACRN, Quantity, and Amount** from the selected document are displayed.
- **Category**  
The Category that was entered when the document was created will be displayed. For Economy Act DD448 documents, you can change the acceptance category by selecting the desired value from the dropdown list. Valid values are 1 (Accepted as reimbursement) and 2 (Accepted as direct funds citation). Project Order DD448 ACRNs are always Category 1. The category will be protected after the export to the FA.
- **Accept**  
Accepts your entries on the Accept DD448 page and accepts the selected document.
- **Close**  
Ends the action to accept a DD448.

Upon completing the acceptance, the MP Category 1 and the PO Category 1 portion of the document will move from the CM (915) commitment status to the AO (540) obligation status. Transactions will flow from the Site to the FA and on to STARS-FL to create the obligation for the DD448 document. **Direct Citation acceptance will NOT produce the obligation (contract process creates the obligation for the MP Category 2 contractual procurement portion you accepted).**

**Step 4** Edit a DD448 Acceptance by selecting Documents, Accept Document, Edit.



Only previously accepted documents will appear on the Screen. Select the document you wish to edit by highlighting and clicking on the DCN.

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

The screenshot shows a window titled "Edit DD448 Document Acceptance". The fields are as follows:

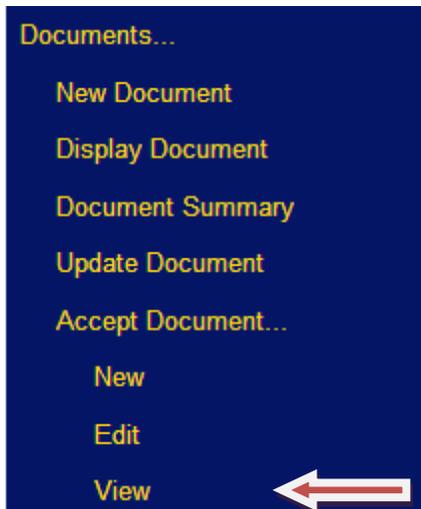
- DCN: N6529910MPCY726 - 00
- OPTAR Log: WIDGETS
- Accepting Official: Jackson Hewitt (dropdown menu)
- Accepting Date: 6/2/2010 (calendar icon)

ACRN	Quantity	Amount	Category
AA	0	51750.00	2 (dropdown menu)

At the bottom of the window are two buttons: "Accept" and "Close".

See Step 3 for a definition of the fields on the screen.

**Step 5** View an Acceptance by selecting Documents, Accept Document, and View.



Only previously accepted documents will appear on the Screen. Select the document you wish to view by highlighting and clicking on the DCN.

View DD448 Document Acceptance

DCN: N6529910MPCY726 - 00

OPTAR Log: WIDGETS

Accepting Official: Jackson Hewitt

Accepting Date: 6/2/2010

ACRN	Quantity	Amount	Category
AA	0	51750.00	2

All fields are display only in the View mode. See Step 4 for a definition of the fields.

## How to CONTRACT a DD448

You can only enter a contract for the portion of a DD448 document that was accepted as direct.

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

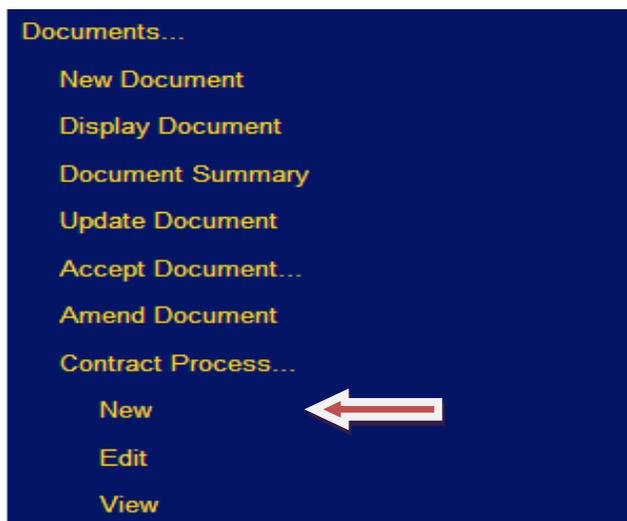
When you create a new contract, FASTDATA establishes an obligation transaction with the amount (s) from the contract. An obligation transaction and its associated contract number are included in the FA's export to STARS-FL.

Appendix B provides information regarding Credit Card cross reference and Multi-PIIN scenarios for contractible documents.

SPS sites cannot create a new contract for a document until all amendments to the document have been exported to SPS.

For additional contracting rules, see the Contract Process in the MAINTENANCE of DOCUMENT section.

**Step 1** Select Documents, Contract Process and note the three options of New, Edit and View. Select New to create a new contract for an existing source or memo DD448.



**Step 2** Select the document to be contracted. When your document is visible in the Results section, highlight and click on the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not readily visible, use the Filter section at the top of the screen to help find your document.



**DCN** - Identifies the document control number of the selected document.

**Total Contract Amount** - Identifies the sum of all Contract ACRN amounts of the listed Requisition ACRNs for this Requisition and Contract-DO/BPA.

**Contract** - Identifies the contract number to be applied to the selected document. A value is required.

**DO/BPA** - Identifies a call to a Delivery Order or Blanket Purchase Agreement for an indefinite delivery type contract. A value is required if the contract number contains A, G, or H in the ninth position. If entered, it must be 4 positions and cannot contain spaces.

**ACRN** - The Accounting Classification Reference Number (ACRN) identifies each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing.

**JON** - Identifies the 11-position job order number associated with the selected DCN/ACRN.

**Total Commitment** - Identifies the total Commitment amount for the basic and all Amendments for this Requisition ACRN.

**Contract To Date** - Identifies the total amount previously contracted for this Requisition ACRN to include other Contract-DO/BPAs.

New Contract

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	652990LJ001	50,000.00	0.00	0.00	50,000.00	<input type="text" value="AA"/>	<input type="text" value="▼"/>	<input type="text" value="0.00"/>

**CC XREF Amt** - If the contracted Requisition ACRN has been cited as the Requisition in a Credit Card Cross Reference, this identifies the amount of the cross reference. The Requisition ACRN Contract Amount would have been reduced by this amount.

**Outstanding Amount** - When the Contract Partial value is **Partial**, this amount is the Total Commitment minus the Contract-to-Date Amount, minus the CC XREF Amt. When the value is **Final**, the Outstanding Amount changes to zero (0).

**Contract ACRN** - Identifies the contract ACRN.

**Contract Partial** - Indicates whether the obligation is to be fully or partially liquidated when processing the contract. You must select either Partial or Final when entering a contract.

**Contract ACRN Amt** - Identifies the Contracted amount-to-date of the Contract ACRN for this Requisition and Contract-DO/BPA. If the Contract Partial value is Partial, then a value greater than zero (0) is required, but it cannot be equal to or greater than the sum of the Outstanding Amount and any previous Contract ACRN Amount. Normally, this will be the **total** contract amount for this Requisition ACRN and Contract-DO/BPA Contract ACRN.

However, if the contracted Requisition ACRN has been cited as the Requisition in a Credit Card Cross-Reference, the Requisition ACRN Contract Amount was reduced by the cross-reference amount. Therefore, the previously contracted, then cross-reference amount is no longer included in the Requisition ACRN Contract amount.

**Save** - Accepts your entries and creates the contract.

**Close** - Closes the New Contract page.

**Step 4** If the need arises, you may modify a contract that was previously entered against your requisitioning document by selecting Documents, Contract Process, Edit.



Use the Edit Contract page to modify an existing contract for a **DD448** (category 2) source or memo document. You cannot edit a final contract that has been exported to STARS-FL and is for a source DD448 (category 2). SPS sites cannot create or edit a contract unless all amendments to the document have been exported to SPS.

Only previously contracted documents will appear on the Screen. Select the document you wish to edit by highlighting and clicking on the DCN.

When editing a DD448 Contract document, you can modify the Contract number and DO/BPA as well as the Contract ACRN, Contract Partial code and the Contract ACRN Amt. **The Contract Edit amount that you enter should be the TOTAL, new amount desired, not the difference.**

**Edit Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	652990LJ001	50,000.00	20,000.00	0.00	30,000.00	<input type="text" value="AA"/>	<input type="text" value="Partial"/>	<input type="text" value="20000.00"/>

**See Step 3** for a definition of all the fields on the screen.

Once changes are made, select Save and then Close to exit.

**Step 5** View a Contract by selecting Documents, Contract process, View.



Only previously contracted documents will appear on the Screen. Select the document you wish to view by highlighting and clicking on the DCN to receive a screen similar to:

**View Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	652990LJ001	50,000.00	20,000.00	0.00	30,000.00	<input type="text" value="AA"/>	Partial	<input type="text" value="20000.00"/>

All fields are display only in the View mode.

See Step 3 for a definition of all fields on the screen.

Click Close to exit.

#### How to CANCEL a DD448

The cancellation process allows you to cancel most source and memo documents. When a document is cancelled, the funds associated with the cancelled document become available for use by the Site. When you cancel a document that has been sent to STARS-FL, the application will generate a reversal transaction.

FASTDATA will not allow cancellation of a DD448 that has been accepted nor one that has a receipt, contract or expenditure posted against it.

FASTDATA will allow only the most recent amendment (or Initiation amendment) to be cancelled.

**The document may, however, be zeroed out via the amendment process.** Select the document to amend, as described earlier in the Amendment section and go to Block 9 to select the line item tab. When the detail window opens, you will need to decrease each line item by the amount showing in the Amount To Date field.

**Save** the decrease, then select **Close** to return to the amendment document. The new GRAND TOTAL amount in Block 11 will show \$0.00 and will cancel your document.

DD448 Line Items			
<b>Item 1</b>			
ACRN	<input type="text" value="AA"/>	Category	<input type="text" value="1"/>
		Unit of Issue	<input type="text"/>
Quantity To Date	<input type="text" value="50"/>	Amount To Date	<input type="text" value="50.00"/>
Quantity	<input type="text" value="0"/>	Unit Price	<input type="text" value="0.00"/>
		Amount	<input type="text" value="0.00"/>
Description	<input type="text" value="No. 1 tacks"/>		

If your document is still eligible for cancellation, proceed as follows:

Complete the steps provided in the [HOW TO CANCEL A FASTDATA DOCUMENT](#) section of this Guide.

How to REINSTATE a DD448

Complete the steps provided in the [HOW TO REINSTATE A FASTDATA DOCUMENT](#) section of this Guide.

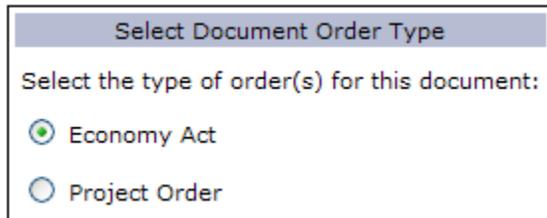
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## **NC2275, ORDER FOR WORK AND SERVICES**

### Purpose

The NC2275 Economy Act is a reimbursable order used when one component of the Navy requests work or services from another component of the Navy.

The NC2275 may also be created as a Project Order provided that the items being ordered are "specific, definite and certain" (41 U.S.C. 23). For an Economy Act NC2275, the ninth and tenth positions of the document control number (DCN) are **WR** for Work Requests while the ninth and tenth positions of the DCN for a Project Order NC2275 are **PO** for Project Orders.



Select Document Order Type

Select the type of order(s) for this document:

Economy Act

Project Order

### Generated Transaction

Creation of the NC2275 in FASTDATA generates a commitment transaction (CM) that is transmitted to STARS-FL as an execution code 915. A funding validation check is performed at the time the NC2275 is created to make sure that there are sufficient funds in the OPTAR to support the requirement.

The acceptance by the performing activity must be recorded in FASTDATA to move the commitment into an obligation stage for the Project Order or Economy Act. The acceptance will generate an obligation equal to the amount of the commitment. If there are any differences, the document must be amended until the two are equal. Each subsequent amendment must also be accepted. A receipt may be posted against the document but take caution, as the invoice may have already paid and an expenditure recorded.

### How to CREATE a New NC2275

Site users with the necessary access can add, update, and view source and memo NC2275 documents. Access to these functions is defined by the System Administrator.

The NC2275 is a multi-ACRN document with no Line Items.

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

Complete **Steps 1-6** provided in the [HOW TO CREATE A FASTDATA DOCUMENT](#) section of this Guide.

**Step 7** Select Economy Act or Project Order (PO).

Select Document Order Type

Select the type of order(s) for this document:

Economy Act

Project Order

Select Close

**Step 8** Complete the NC2275 form.

Fields on the NC2275 are described as follows:

**REFERENCE NO.** (Block 3) - Optional field that contains the document number authorizing the preparing activity the funds cited.

**FUNDS EXPIRE ON** (Block 4) - The date on which the associated funding will expire for obligating purposes.

**WORK COMPLETION DATE** (Block 5) - This field contains the date by which the requested work or services must be completed or requested goods must be delivered.

**DATE PREPARED** (Block 6) - The date on which the document was created.

**AMENDMENT NO.** (Block 7) - This block appears on the Basic document as 00 by default. When amendments are prepared against the basic document after it has been exported, the official amendment numbers will be reflected in this field.

**FROM** (Block 8) - The activity and address requesting goods or services. Select the dropdown arrow to view a list of activities by name and address already in the address book.

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

**FOR DETAILS CONTACT** (Block 9) - This field is optional but will identify the person to contact at the requesting activity if there are any questions about the order. Select the dropdown arrow to view a list of valid values or type in a new one on the document.

**TO** (Block 10) - This is a mandatory field that identifies the activity to receive the document. Select from the dropdown box if available.

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

**MAIL BILLINGS TO** (Block 11) - This is a mandatory field. Select the value from the dropdown list.

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

**ACCOUNTING DATA** (Block 12) - This field will add the ACRN. (The Accounting Classification Reference number) An ACRN is a two- character code identifying each LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of process. Click on ACRN box to receive the ACRN detail screen shown below.

12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS				
ACRNs	B. APPROPRIATION	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL

ACRNs

ACRN AA JON Expense Element Q - Purchased Services (Other) OMB Obj Class 252 OMB Sub Object Class

Country Code Not to Exceed Code Amount 0.00

New Save Close

**ACRN required fields:**

- **ACRN** - The default value for the first ACRN is "AA". ACRN codes automatically increment by one character for each subsequent ACRN (example, AA, AB, AC, AD, etc.). However, you may use any two alphanumeric characters as an ACRN identifier if the need arises.
- **JON** - Identifies the job order number (JON) on which the cost for this ACRN will be captured. Select a valid JON from the dropdown list.  
Expense Element – Identifies the type of obligation below the Function/Sub-Function level. Any or all expense elements can be incurred under a given functional category or cost account. FASTDATA provides a default value, but you can change it by selecting the desired value from the dropdown list.
- **OMB Object Class** - Identifies the Office of Management and Budget object class designation. Valid values depend on the selected Expense Element. FASTDATA provides a default value associated to the expense element selected, but you can change it by selecting the desired value from the drop-down list.
- **AMOUNT** - This field contains the ACRN obligation amount. The amount is not entered when the ACRN is created but when you create the line items. All line items associated with a particular ACRN will roll up and display on the ACRN total.

ACRNs

---

ACRN AA

ACRN   
  JON   
  Expense Element   
  OMB Obj Class   
  OMB Sub Object Class

Country Code   
  Not to Exceed Code   
 Amount \$0.00

**ACRN Optional fields:**

- **OMB Sub Object Class** - The OMB object class is a 3-digit field. The Sub Object Class provides a fourth digit for activities desiring an even lower level break out.
- **Country Code** - Identifies the country for purposes of processing the transaction.
- **Not to exceed code** - This is optional and will indicate directions for paying the obligation. Valid values for this field are shown in the dropdown box.\*\*\*
- **New** - Select the New button to add additional ACRNs. Add the new ACRN information same as in the steps above.
- **Save** - Select the Save button to save your ACRN data. If the amount you entered exceeds the available funds you will receive an error message and will not be able to save the ACRN.
- **Close** - Closes the ACRN page and returns to the document. Once your ACRN(s) are saved you will want to close from the ACRN box and return to the document itself.

\*\*\*Not to exceed code valid values:

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

**THIS ORDER IS ISSUED AS A ( ) PROJECT ORDER ( )ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A ( ) FIXED PRICE ( ) COST REIMBURSEMENT BASIS. WHEN THE FIRST BLOCK IS CHECKED, THE**

**FOLLOWING ITEMS APPLY.** (Block 13) - Select a desired value to provide additional information and/or restrictions to the accepting activity.

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

**AUTHORIZING OFFICIAL** (Block 15) - Identifies the name and title of the authorizing official who approved the document. Select the dropdown arrow to view a list of valid values. Field will hold 38 characters.

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

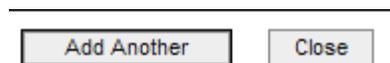
**Source or Initiation** - Select the applicable radio button.

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

**LOCAL CODE**- Code of up to 20 characters identifying document types and groupings for reporting purposes.

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

**Save** - Upon selecting Save, your document number will appear in Block 2 of the NC2275. Once the document is successfully saved, the user may create another document by selecting the "Add Another" that appears when the document is in the view after Save mode.



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

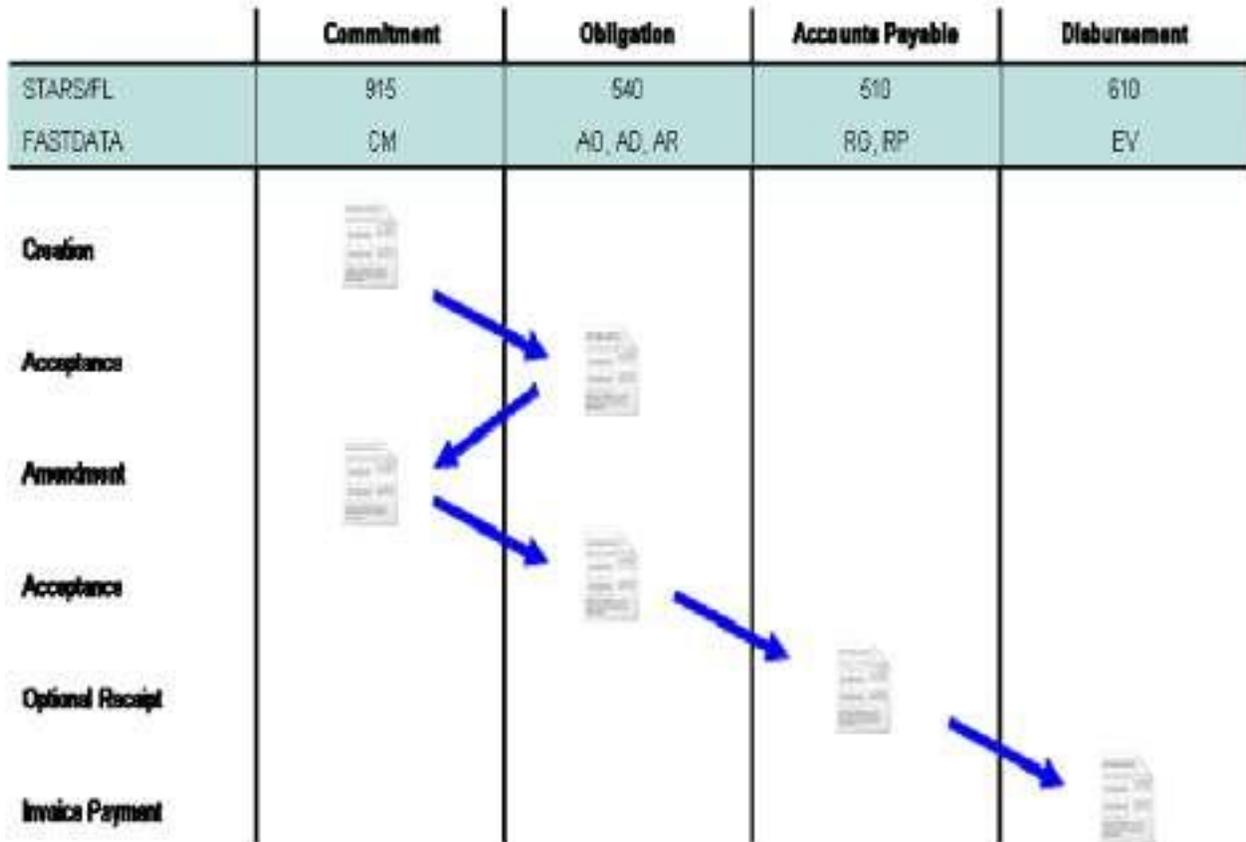
How to PRINT a NC2275

Complete the steps provided in the [HOW TO PRINT A FASTDATA DOCUMENT](#) section of this Guide.

### Life Cycle of NC2275

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

#### NC2275 Order for Work and Services



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

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

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 below that the report may contain information for All RCs, OPTARs, ACRNs, Document Numbers and Document Types or that the user may choose specific ones, depending on his needs.

In our scenario, you could highlight NC2275 Order for Work and Services in the Document Type section and then click Run Report. The only documents appearing on the Transaction History report you receive would then be NC2275s.

You may also highlight the desired Document number in the DCN area or enter part or all of the desired DCN in the DCN Filter field. If you choose to use the DCN Filter field, 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 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.

Transaction History

FA: 974404

Site: CY

FY: 2010

RC: All RCs  
AN  
AV  
LJ  
MP

OPTAR: All OPTARs  
AN01  
AN02  
AV01  
CC

ACRN: All ACRNs  
AA  
AB  
AC  
AD

DCN: All Document Numbers  
N652990117C930  
N652990123C931  
N6529910MC11100  
N6529910MD22222

DCN Filter:

Document Type: EXPENDITURE NON-PRECEDED  
FUEL CHIT  
MISCELLANEOUS  
NC2275 - Order for Work and Services  
NC2276 - Request for Contractual Procurement

From Date:

To Date:

Run Report Run CSV Report Run Excel Report Filter Close

A sample report is shown below.

Transaction History Report													
Filter: AND SITE IN (CY) AND DOC TYPE IN (N1)													
FA: 974404			Site: CY			RC: MP			OPTAR: CD			FY: 2010	
<b>DCN: N6529910WRCY713</b>													
ACRN	Contract ID	Contract ACRN	DOI/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				652990CYQ01	Q	252			NC2275	00		Complete	\$20.00
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	CM	04/22/2010 11:07:12	0	\$20.00	00	I		Created By Database User ID=BFPE45253A;					
FA: 974404			Site: CY			RC: MP			OPTAR: CE			FY: 2010	
<b>DCN: N6529910WRCY702</b>													
ACRN	Contract ID	Contract ACRN	DOI/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Ctry Cd	Document Status	Cost
AA				652990CYQ20	Q	252			NC2275	01		Accepted	\$420,000.00
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	CM	10/29/2009 20:13:22	0	\$70,000.00	00	I	C	Created By Database User ID=JIOMANALOU;					
Y	AO	11/16/2009 20:05:31	0	\$70,000.00	00	I		Created By Database User ID=JIOMANALOU;					
Y	CM	12/22/2009 16:18:51	0	\$350,000.00	01		C	Created By Database User ID=JIOMANALOU;					
Y	AO	01/08/2010 17:00:23	0	\$350,000.00	01	L		Created By Database User ID=JIOIKARIS;					

### Follow-on Processes

Other File menu document processes available for the NC2275 include Amendment, Acceptance, Receipt, Expenditure, Cancellation and Reinstatement. Receipts can be entered but are optional. The manual expenditure process will only be used upon guidance from your FA and will indicate that the expenditure did not flow to the Site from STARS-FL.

### How to AMEND a NC2275

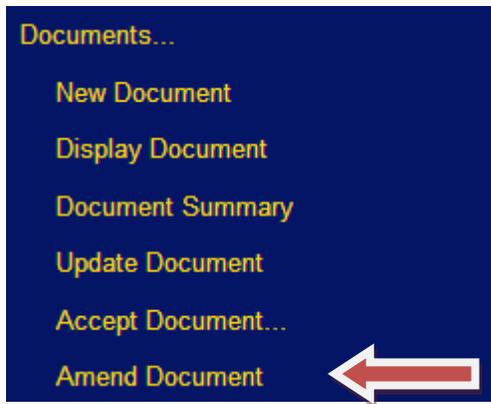
An amendment is created when any of the requirements provided in the BASIC NC2275 need to be modified and the basic document has already been exported to STARS-FL.

When amending a NC2275, the following applies:

- You can add new ACRNs, view ACRNs, and update the Modification Amount with an increase in funds or a decrease in funds on existing ACRNs.
- You cannot delete ACRNs that were on the original document or a previous amendment to the document; you can only delete ACRNs that you have added to the NC2275 amendment.
- You cannot amend documents that have been cancelled or that have an obligated amount of \$0. If the obligated amount is \$0, Update rather than Amend the document.
- On NC2275 document amendments, the LOA(s) from the basic document and any previous amendments will not print. Enter or change the desired data, then select the Save button to save the source NC2275 amendment.

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

**Step 1** Highlight Documents, Amend Document.



**Step 2** Select the document you wish to amend. If your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not readily visible, use the Filter section at the top of the screen to help locate your document.

Select Document for Amend

Filter

DCN:  OPTAR Log:  Document Type:  Local Code:

Created Date:   Sort Order:

Created Date

Ascending  
 Descending

Equals   
Equals  
Later Than  
Earlier Than  
Between

Filter

Results

PAGE: << 1 2 3 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6529910RCCY721	00	N	Complete	Y	MHmay5TEst3	NC2276		5/5/2010
N6529910RCCY720	00	N	Complete	Y	MHmay5Test2	NC2276		5/5/2010
N6529910RCCY719	00	N	Complete	Y	MHmay5	NC2276		5/5/2010
N6529910RCCY718	00	N	Complete	Y	May5Test1	NC2276		5/5/2010
N6529910WRCY717	00	N	Complete	Y	Services	NC2275		4/28/2010

The Filter options provide 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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created Date calendar and the “Between” choice in the Equals drop list; an additional Calendar will appear, allowing you to filter between two specific dates.

You may also dictate the way your list is displayed by using the Sort Order drop list and the Ascending/Descending options.

Select Document for Amend

**Filter**

DCN:     OPTAR Log:     Document Type:      Local Code:

Created Date:      Sort Order:

Equals   
 Later Than   
 Earlier Than   
 Between

Ascending   
 Descending

**Results**

PAGE: << 1 2 3 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6529910RCCY721	00	N	Complete	Y	MHmay5TEst3	NC2276		5/5/2010
N6529910RCCY720	00	N	Complete	Y	MHmay5Test2	NC2276		5/5/2010
N6529910RCCY719	00	N	Complete	Y	MHmay5	NC2276		5/5/2010
N6529910RCCY718	00	N	Complete	Y	May5Test1	NC2276		5/5/2010
N6529910WRCY717	00	N	Complete	Y	Services	NC2275		4/28/2010

When your document appears on the screen, highlight and double click the DCN. Notice that the **Status** is **not** cancelled, and the document has been **Exported**.

**Step 3** Notice that when you call up the document, the amendment number appears in Block 7 and that the amendment form contains much of the information from the original document. Enter or change desired values as described below.

New NC2275 Amendment Document

ORDER FOR WORK AND SERVICES - NAVCOMPT FORM 2275				PAGE 1 OF 1	
1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE					DOCUMENT NO. 529910WRCY717
3. REFERENCE NO. <input type="text"/>	4. FUNDS EXPIRE ON 9/30/2010 <input type="button" value="calendar"/>	5. WORK COMPLETION DATE <input type="text"/> <input type="button" value="calendar"/>	6. DATE PREPARED 6/7/2010 <input type="button" value="calendar"/>	7. AMENDMENT NO. 01	

When adding a new amendment to an existing NC2275, the elements that can be changed are listed below. Definitions of each can be found above in the section entitled “How to Create a New NC2275, Step 3.

- **REFERENCE NUMBER**
- **FUNDS EXPIRE ON**
- **WORK COMPLETION DATE**
- **DATE PREPARED**
- **FROM**
- **FOR DETAILS CONTACT**
- **TO**
- **MAIL BILLINGS TO**
- **ACCOUNTING DATA - ACRN**

When amending the NC2275, you cannot delete ACRNs that were on the original document or a previous amendment to the document; you can only delete ACRNs that you have added to the NC2275 amendment. On NC2275 document amendments, the LOA(s) from the basic document and any previous amendments will not print.

#### Adjusting Funds of an Existing ACRN

To add or decrease funds to the existing ACRN(s), click on ACRNS in Block 12 and receive the ACRN details.

12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS								
ACRNs	B. APPROPRIATION	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA
AA	1791804	1200	000	EDU00	0	068566	2D	RA5000

ACRNs

**ACRN AA**

ACRN  JON  Expense Element  OMB Obj Class  OMB Sub Object Class

Country Code  Not to Exceed Code  Obligated Amount  Modification Amount

**ACRN AB**

ACRN  JON  Expense Element  OMB Obj Class  OMB Sub Object Class

Country Code  Not to Exceed Code  Obligated Amount  Modification Amount



In ACRN AA the **obligated amount** is 600.00. To increase the ACRN by +600.00, put the desired amount of the increase in the **modification amount** field.

In ACRN AB the **obligated amount** is 400.00. To decrease the ACRN by -100.00, put the desired amount of the decrease in the **modification amount** field.

## Adding a New ACRN

To add a New ACRN to the document, click on NEW. FASTDATA will generate the next ACRN in sequence. Fill in the JON from the dropdown list, Expense Element, OMB Obj Class, Not to Exceed Code if used, and Modification amount. In our scenario, assume the user enters \$200. for the new ACRN.

The screenshot shows a form titled 'ACRNs' with three sections for adding new ACRNs. Each section includes fields for ACRN, JON, Expense Element, OMB Obj Class, OMB Sub Object Class, Country Code, Not to Exceed Code, Obligated Amount, and Modification Amount.

- ACRN AA:** ACRN AA, JON 652990LJ001, Expense Element T, OMB Obj Class 260, Obligated Amount 600.00, Modification Amount 0.00.
- ACRN AB:** ACRN AB, JON 652990PNS01, Expense Element Q, OMB Obj Class 252, Obligated Amount 400.00, Modification Amount 0.00.
- ACRN AC:** ACRN AC, JON (dropdown), Expense Element Q - Purchased Services (Other), OMB Obj Class 252, Obligated Amount 0.00, Modification Amount 0.00. A green arrow points to the 'NEW' button for this entry.

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

12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS										
ACRNs	B. APPROPRIATION	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1701453	3219	000	99887	0	068566	2D	RCY733	652990LJ001T	\$600.00
AB	1701453	3219	000	99887	0	068566	2D	RCY733	652990PNS01Q	(\$100.00)
AC	9700100	4404	000	65299		045924	2D	RCY733	652990CYQ20Q	\$200.00
L. TOTAL THIS DOCUMENT										\$700.00
M. CUMULATIVE TOTAL										\$1,700.00

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

Continuing with elements that can be changed on a NC2275 amendment:

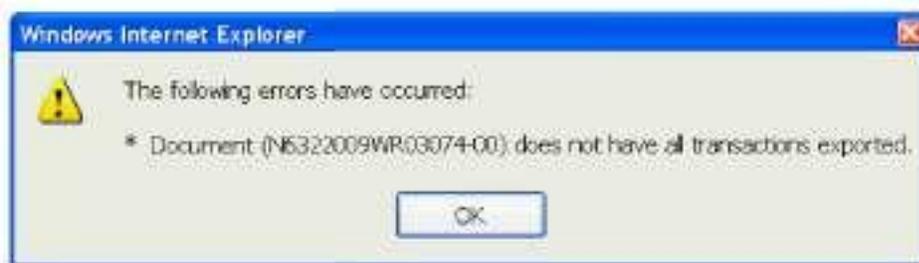
- **Supplementary Items** - Check the desired values.
- **Description Of Work To Be Performed And Other Instructions** - Contains a description or comments on the work or goods requested.
- **Authorizing Official** - Code of up to 38 characters identifying the name and title of the authorizing official who approved the document. Select the dropdown arrow to view a list of valid values or type in a new one.
- **Authorized Date** – Contains the date the authorizing official actually signed the document.

- **Source or Initiation**

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

- **Local Code** - Code of up to 20 characters identifying document types and groupings for reporting purposes.
- **OPTAR Log** - Describes the purpose of the log entry that will be printed on the OPTAR Log, or the name of the items being requisitioned. An entry is required.
- **Save** - Saves the NC2275 document.
- **Close** - Closes the New NC2275 Amendment Document page and returns you to the Select Document for Amend page. **If Close is selected before Save, you will lose all the information you have entered in the amendment. If Save has already been accomplished, then Close will take you out of the document.**

If you try to amend the NC2275 prior to all transactions being exported to the FA, you will receive an error indicating you will not be able to create the next amendment until the transactions have all exported.



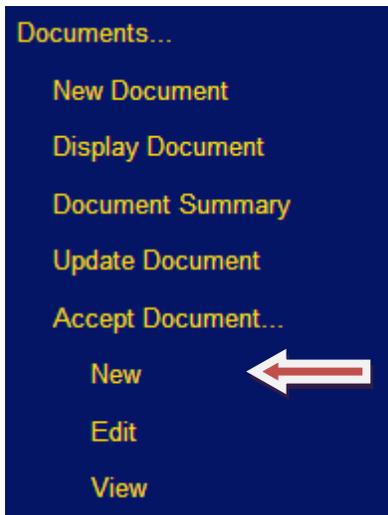
#### How to ACCEPT a NC2275

You may perform an acceptance on a NC2275 document and amendment, whether it is a work request (WR) or project order (PO) document. The Acceptance process allows three options to choose from New, Edit, and View.

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

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

**Step 1** Create a new Acceptance by selecting Documents, Accept Document, and New.



**Step 2** Select the document you wish to accept. The only document types available for acceptance are Credit Card, DD448, NC2275, NC2276 and NC2276A.

When your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not readily visible, use the Filter section at the top of the screen to help find your document. See details below regarding usage of the Filter options.

The screenshot shows the 'Select Document for Accept' interface. It features a 'Filter' section with input fields for DCN, OPTAR Log, Document Type, and Local Code. There is also a 'Created Date' field with a calendar icon and a 'Sort Order' dropdown set to 'Created Date'. Below these are radio buttons for 'Ascending' and 'Descending' (selected), and a dropdown for 'Equals' with options: 'Equals', 'Later Than', 'Earlier Than', and 'Between'. A 'Filter' button is present. Below the filter section is a 'Results' section with a table. The table has columns: DCN, Amend, Memo, Status, Exported, OPTAR Log, Document Type, Local Code, and Created Date. The first row is highlighted with a red box.

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6529910WRCY733	00	N	Complete	Y	PWC WO #38	NC2275		6/7/2010
N6529910RCCY714	01	N	Complete	Y	.01 Test	NC2276		5/27/2010
N6529910MPCY730	00	N	Complete	Y	ACRN Total Test	DD448		5/27/2010

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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created Date calendar and the “Between” choice in the Equals drop list; an additional Calendar will appear, allowing you to filter between two specific dates.

You may also dictate the way your list is displayed by using the Sort Order drop list and the Ascending/Descending options.

Select Document for Accept

**Filter**

DCN:  OPTAR Log:  Document Type:  Local Code:

Created Date:

Sort Order:

Ascending  Descending

Equals

Equals  
Later Than  
Earlier Than  
Between

**Results**

PAGE: 1 2 3 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6529910WRCY733	00	N	Complete	Y	PWC WO #38	NC2275		6/7/2010
N6529910RCCY714	01	N	Complete	Y	.01 Test	NC2276		5/27/2010
N6529910MPCY730	00	N	Complete	Y	ACRN Total Test	DD448		5/27/2010
N6529910MDCL704	00000	N	Complete	Y	TEST MAY 27	Credit Card		5/27/2010
N6529910RCCY728	02	N	Complete	Y	May20 Amd 2	NC2276		5/20/2010
N6529910RCCY728	01	N	Complete	Y	May20 Amd	NC2276		5/20/2010
N6529910RCCY727	01	N	Complete	Y	May19 Amd 1	NC2276		5/19/2010

When your document appears on the screen, highlight and click on the DCN.

**Step 3** Complete the acceptance screen.

Accept NC2275 Document

DCN: N6529910WRCY733 - 00

OPTAR Log: PWC WO 38

Accepting Official:

Accepting Date:

The following fields appear on the Accept NC2275 Document screen:

**DCN** - Displays the document control number (DCN) of the selected NC2275.

**OPTAR Log** - Displays the OPTAR Log entry from the selected document.

**Accepting Official** - Enter the name of the Accepting Official or select the desired value from the dropdown list. A value is required.

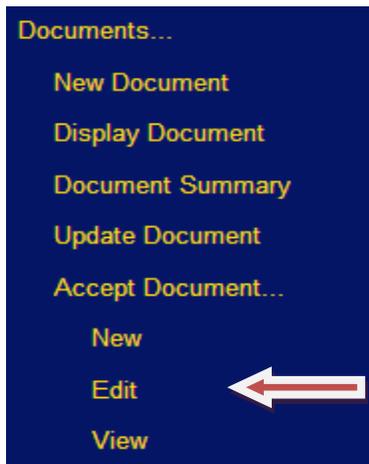
**Accepting Date** - From the calendar that appears when you use the dropdown arrow, select the date the document is being accepted. A date is required; you cannot enter a future date.

**Accept** - Accepts your entries on the Accept NC2275 page and accepts the selected document.

**Close** - Closes the Accept NC2275 page and returns you to the document select page.

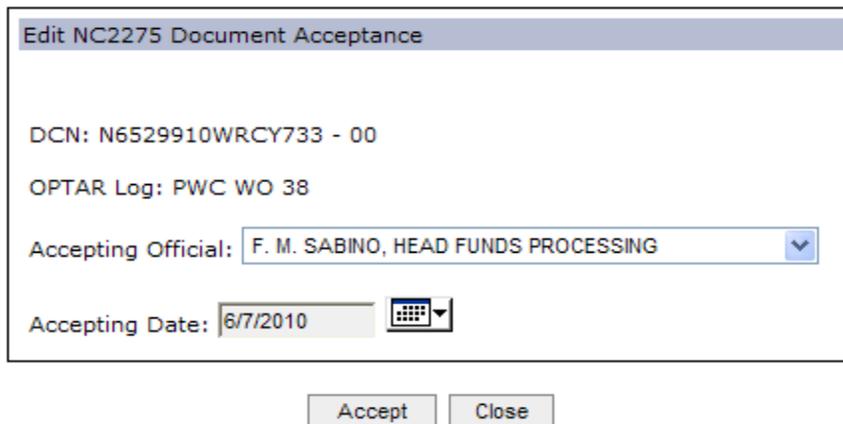
**Upon the acceptance being completed, the WR or PO document will move from the CM (915) commitment status to the AO (540) obligation status. Transactions will flow from the Site to the FA and on to STARS-FL to create the obligation for the NC2275 document.**

**Step 4** Edit a NC2275 Acceptance by selecting Documents, Accept Document, Edit.



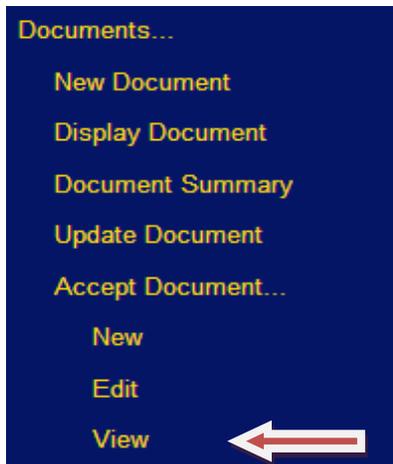
Only previously accepted documents will appear on the Screen. Select the document you wish to edit by highlighting and clicking on the DCN.

When updating a NC2275 Acceptance document, you can modify the Accepting Official and Acceptance Date.

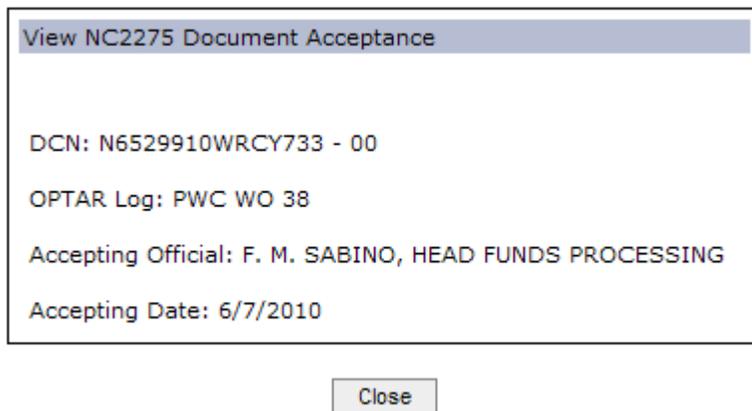


See Step 4 for a definition of the fields on the screen.

**Step 5** View an Acceptance by selecting Documents, Accept Document, and View.



Only previously accepted documents will appear on the Screen. Select the document you wish to view by highlighting and clicking on the DCN.



All fields are display only in the View mode. See Step 4 for a definition of the fields.

#### How to CANCEL a NC2275

The cancellation process allows you to cancel most source and memo documents. When a document is cancelled, the funds associated with the cancelled document become available for use by the Site. When you cancel a document that has been sent to STARS-FL, the application will generate a reversal transaction.

FASTDATA will not allow cancellation of a NC2275 that has been accepted nor one that has a receipt, contract or expenditure posted against it.

FASTDATA will allow only the most recent amendment (or Initiation amendment) to be cancelled.

**The document may, however, be zeroed out via the amendment process.** Select the document to amend, as described earlier in the Amendment section and go to Block 12 to select the ACRN tab. When the detail window opens, you will need to decrease each ACRN by the amount showing in the Obligated Amount field.

**Save** the decrease, then select **Close** to return to the amendment document. The new CUMULATIVE TOTAL amount in Block 12 M will show \$0.00 and will cancel your document.

If your document is still eligible for cancellation, proceed as follows:

Complete the steps provided in the [HOW TO CANCEL A FASTDATA DOCUMENT](#) section of this Guide.

How to REINSTATE a NC2275

Complete the steps provided in the [HOW TO REINSTATE A FASTDATA DOCUMENT](#) section of this Guide.

## **NC2276, REQUEST FOR CONTRACTUAL PROCUREMENT**

### Purpose

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

### Generated Transaction

Creation of the NC2276 in FASTDATA generates a commitment transaction (915) that is transmitted to STARS-FL. A funding validation check is performed at the time the NC2276 is created to make sure that there are sufficient funds in the OPTAR to support the requirement.

The acceptance of the NC2276 is required on documents \$25K or over but this does not generate an accounting transaction. This acceptance indicates that the FISC or contract office has agreed to perform the contract for this item.

When the contract is received from the FISC or Contracting Office the user must complete the Contract process to move the commitment into an obligation (540) transaction that will be released to the FA and flow to STARS-FL. This Contract process is not done if your Contracting office sends SPS obligation transactions to STARS-FL, as this interface will begin importing to FASTDATA and performing the Contract process to the document.

### How to CREATE a New NC2276

In the FASTDATA Site application, users with the necessary access can add, update, and view source and memo NC2276 documents. Access is defined by the System Administrator.

The NC2276 is a multi-ACRN, multi-Line Item document.

Complete **Steps 1-6** provided in the [\*\*HOW TO CREATE A FASTDATA DOCUMENT\*\*](#) section of this Guide.

**Step 7** Complete the NC2276 document.

### **REQUIRED FIELDS:**

#### **ACRN (Block 13)**

**This element has to be completed prior to adding line items to the NC2276.** The NC2276 must have at least one ACRN and one Line Item. Select the ACRN button to add a new ACRN to the document.

13. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS				
ACRNs	B. APPRO.	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL

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

The screenshot shows a web-based form for entering ACRN data. The form is titled "ACRNs" and includes the following fields and controls:

- ACRN:** A text input field containing "AA".
- JON:** A dropdown menu.
- Expense Element:** A dropdown menu containing "Q - Purchased Services (Other)".
- OMB Obj Class:** A dropdown menu containing "252".
- OMB Sub Object Class:** A dropdown menu.
- Country Code:** A text input field.
- Not to Exceed Code:** A dropdown menu.
- Amount:** A text input field containing "\$0.00".
- Buttons:** "New", "Save", and "Close" buttons are located at the bottom of the form.

#### ACRN **Required** fields:

- **ACRN** - The default value for the first ACRN is "AA". ACRN codes automatically increment by one character for each subsequent ACRN (example, AA, AB, AC, AD, etc.). However, you may use any two alphanumeric characters as an ACRN identifier if the need arises.
- **JON** - Identifies the job order number (JON) on which the cost for this ACRN will be captured. Select a valid JON from the dropdown list.
- **Expense Element** - Identifies the type of obligation below the Function/Sub-Function level. Any or all expense elements can be incurred under a given functional category or cost account. FASTDATA provides a default value, but you can change it by selecting the desired value from the dropdown list.
- **OMB Object Class** - Identifies the Office of Management and Budget object class designation. Valid values depend on the selected Expense Element. FASTDATA provides a default value associated to the expense element selected, but you can change it by selecting the desired value from the drop-down list.
- **AMOUNT** - This field contains the ACRN obligation amount. The amount is not entered when the ACRN is created but is entered when you create the line items. All line items associated with a particular ACRN will roll up and display on the ACRN total.

#### ACRN **Optional** fields:

- **Trash Can Icon** - Select this icon to delete a previously entered ACRN.
- **OMB Sub Object Class** - The OMB object class is a 3-digit field. The Sub Object Class provides a fourth digit for activities desiring an even lower level break out.
- **Country Code** - Identifies the country for purposes of processing the transaction.
- **Not to exceed code** - This code will indicate directions for paying the obligation. Valid values for this field are shown in the dropdown box.
- **New** - Select the New button to add additional ACRNs. Add the new ACRN information same as in the steps above.
- **Save** - Select the Save button to save your ACRN data. If the amount you entered exceeds the available funds you will receive an error message and will not be able to save the ACRN.

- **Close** - Closes the ACRN page and returns to the document. Once your ACRN(s) are saved you will want to close from the ACRN box and return to the document itself.

**REQUIRED FIELDS (Continued):**

**PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED (Block 15)**

Radio buttons indicating that the Line Items are/are not included in the Interservice Supply Support Program ("are not included" is the default) and Interservice Screening has/has not been accomplished ("has been accomplished" is the default). You may change the radio buttons to meet your requirements.

**Line Item (Block 15)** - A NC2276 must have at least one Line Item. Select the Line Item button in Block 15 and receive the Line Item detail screen below:

Add the necessary data and select Save which will save your Line Item data and return you to the document, or select New which will open another Line Item template assigned the next sequential number.

Line Item fields:

- **Item #** - System-generated sequential number for a particular document line item. The value automatically increments by one character for each subsequent line item added to the document.
- **Delete Icon** - Select the trash can icon to delete the associated line item.
- **ACRN** - Select one of the ACRNs from the dropdown list. When adding a new line item, you must indicate a value for the ACRN.
- **FSC (Federal Supply Class)** - Identifies the first four positions of a National Stock Number (NSN).
- **Unit of Issue** - Identifies the standard of measurement to determine quantity (example - EA for each or BX for box).
- **Quantity** - Identifies the number of items ordered. If you enter a value for Quantity, you must enter a value for Unit Price.
- **Unit Price** - Identifies the cost of an item per unit. You must enter a value for Unit Price if you entered a value for Quantity.

The screenshot shows a web form titled "NC2276 Line Items" with a sub-header "Item 1". The form contains the following fields and controls:

- A trash can icon for deleting the item.
- ACRN: A dropdown menu with "AA" selected.
- FSC: An empty text input field.
- Unit of Issue: An empty text input field.
- Quantity: A text input field with "0" entered.
- Unit Price: A text input field with "0.00" entered.
- Amount: A text input field with "0.00" entered.
- Service Item: A checkbox that is currently unchecked.
- Part No: An empty text input field.
- Description: A large text area with a scroll bar.

Below the form are three buttons: "New", "Save", and "Close".

- **Amount** - Identifies the total cost of the line item. You may enter an amount or, upon Save, the system will calculate it by multiplying the Quantity x Unit Price.
- **Service Item** - Identifies whether the NC2276 is for the procurement of a service.
- **Part Number** - Identifies the part number of the item being ordered.
- **Description** - Describes the document line item.
- **New** - Select the New button to add additional line items.
- **Save** - Saves your Line Item entries.
- **Close** - Closes the DD448 Line Items page.

**When you have completed adding Line Items**, select the Save button. You can save the new line item without a value for the Line Item Amount but you will not be able to save the new NC2276 until at least one of its Line Items contains an amount other than 0 (zero). If you enter values for Quantity and Unit Price, FASTDATA will calculate the Amount automatically upon Save of the Line Item.

## Source/Initiation

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

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

## OPTAR Log

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

## OPTIONAL FIELDS:

**DOCUMENT NUMBER (Block 2) - \*NEW in the FASTDATA Web\*** - Document number will not generate until you have filled out the complete form and saved the document. Then you will see the document number populate in block 2.

**REFERENCE NUMBER** - Fifteen character field identifying the document number authorizing the preparing activity the funds cited.

**FUNDS EXPIRE ON** - Identifies the date on which the associated funding will expire for obligating purposes. The default value is the last day of the active fiscal year.

**DMS RATING** - A code up to 8 characters identifying appropriate Defense Priorities and Allocations system DO or DX rating.

**PRIORITY** - Two-character code combining the Force Activity Designator and the Urgency of Need Designator.

**DATE REQUIRED** - Contains the date on which the requested work or services must be completed and /or requested goods delivered.

**AMENDMENT NO.** - Source documents will always have "00" in this block.

**FROM** - A 5 or 6 character code (UIC) identifying the activity or organization funding the procurement. Select a code from the dropdown list. FASTDATA will retrieve the associated address from the system address book and complete the block. Or, you may key in the address information.

**FOR DETAILS CONTACT** - The name, code and telephone number of the individual to be contacted in the event the contracting (performing) activity has any questions concerning the item(s) or services to be procured. Individuals named in this block may be from an activity or organization other than the funding activity cited in Block 9. Either choose a name from the dropdown list or key in the desired information.

**TO** - The Unit Identification Code (UIC), name and address of the activity or organization that will actually be awarding the contract/order. Choose a name from the dropdown list and FASTDATA will retrieve the address from the system address book. Or, you may key in address information.

**MAIL INVOICES TO** - The name and address of the organization or activity to which the vendor's invoices are to be mailed. Choose a name from the dropdown list and FASTDATA will retrieve the address from the system address book. Or, you may key in address information.

**TOTAL OF THIS DOCUMENT** - Total amount of funds authorized for the document or amendment.

**CUMULATIVE TOTAL** - Total amount of funds authorized including all previous amendments as of the date of that particular document/amendment. For the basic document, the amounts appearing in 14L and 14M will be identical

**TRANSPORATION ALLOTMENT** - Enter allotment or other accounting data to be charged for transportation charges when applicable

**AUTHORIZING OFFICIAL** - The name title and signature of the individual in the requesting activity authorized to issue the document. The date the authorizing official actually signed the document must also be included. Select a date from the calendar dropdown.

**ITEM DESCRIPTION (BEFORE THE LINE ITEM LIST)**

A text field where you can enter non-line item information related to the purchase as a whole. This information will appear in Block 15 before the Line Item list.)

**ITEM DESCRIPTION (AFTER THE LINE ITEM LIST)**

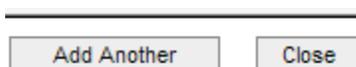
A text field where you can enter additional information pertinent to the line items. Information entered here will appear in Block 15 of the document after the Line Item list.

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

**DATE PREPARED** - The date the document was prepared in FASTDATA. Use the calendar dropdown to select a date.

**Step 8** Select **Save** to save your document. Upon Saving, your **document number will appear in Block 2** of the NC2276. Once the document is successfully saved, the user may create another document by selecting the "Add Another" that appears when the document is in the View after Save mode.

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



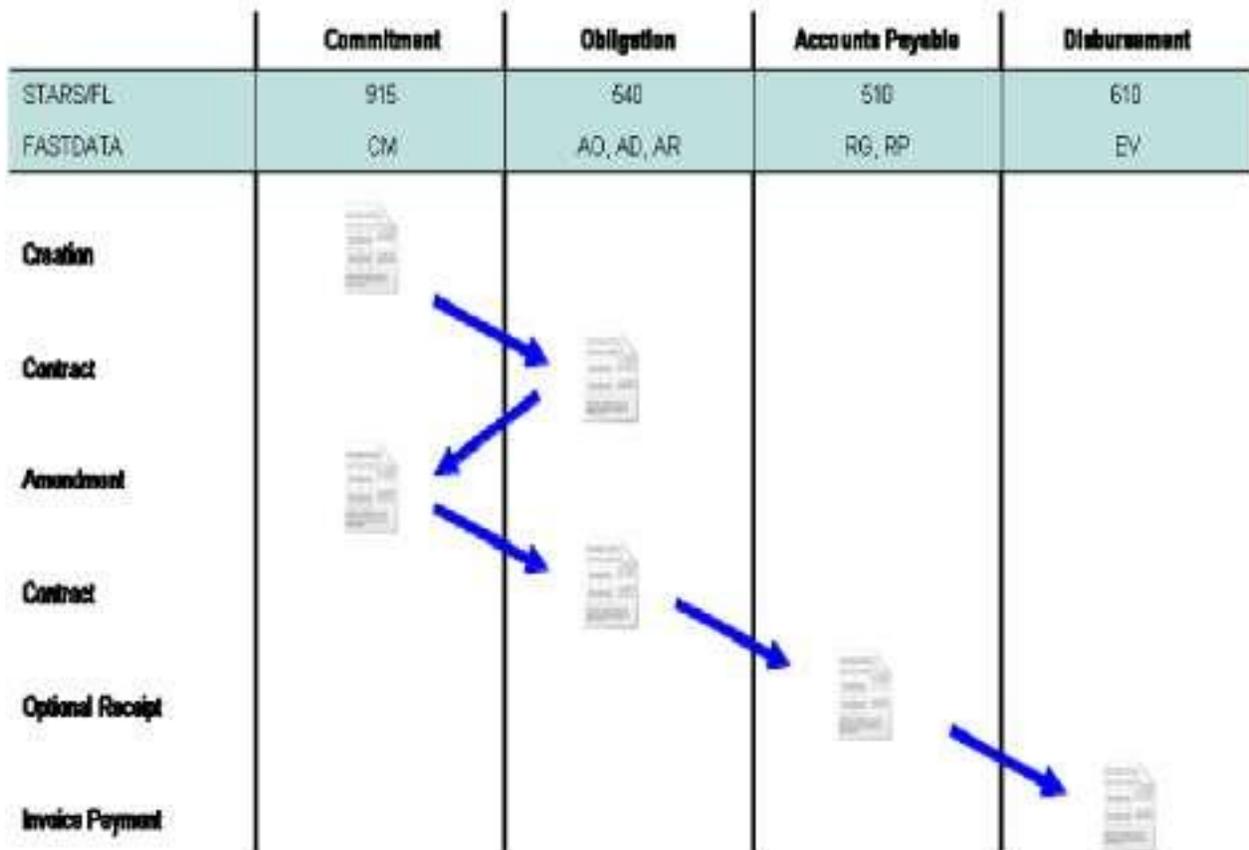
## How to PRINT a NC2276

Complete the steps provided in the [HOW TO PRINT A FASTDATA DOCUMENT](#) section of this Guide.

### Life Cycle of NC2276

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

#### NC2276 Request for Contractual Procurement



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

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

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 below that the report may contain information for All RCs, OPTARs, ACRNs, Document Numbers and Document Types or that the user may choose specific ones, depending on his needs.

In our scenario, you could highlight NC2276 Request for Contractual Procurement in the Document Type section and then click Run Report. The only documents appearing on the Transaction History report you receive would then be NC2276s.

You may highlight the desired Document number in the DCN area or enter part or all of the desired DCN in the DCN Filter field. If you choose to use the DCN Filter field, 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 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.

Transaction History

FA: 974404

Site: CY

FY: 2010

RC: All RCs  
AN  
AV  
LJ  
MP

OPTAR: All OPTARs  
AN01  
AN02  
AV01  
CC

ACRN: All ACRNs  
AA  
AB  
AC  
AD

DCN: All Document Numbers  
N652990117C930  
N652990123C931  
N6529910MC11100  
N6529910MD22222

DCN Filter:

Document Type: FUEL CHIT  
MISCELLANEOUS  
NC2275 - Order for Work and Services  
NC2276 - Request for Contractual Procurement  
NC2061 - Utility Invoice/Certification

From Date:

To Date:

Run Report Run CSV Report Run Excel Report Filter Close

A sample report is provided below:

Transaction History Report													
Filter: AND SITE IN ('CY') AND DOC TYPE IN ('N2')													
FA: 974404			Site: CY			RC: LJ			OPTAR: LJ011			FY: 2010	
<b>DCN: N6529910RCCY718</b>													
ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Crty Cd	Document Status	Cost
AA	GS	AA		652990LJ001	Q	252			NC2276	00		Complete	\$52.12
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	CM	05/05/2010 07:01:47	0	\$52.12	00	I		Created By Database User ID=BFPE45253A;					
Y	AO	05/05/2010 07:02:32	0	\$52.12	00	L		Contract Number: GS; Contract ACRN: AA; Created By Database User ID=BFPE45253A;					
Y	RP	05/05/2010 07:03:02	0	\$52.12	00	F		Created By Database User ID=BFPE45253A;					
Y	RP	05/05/2010 07:03:51	0	\$52.12	00	F		Created By Database User ID=BFPE45253A;					
Y	RP	05/05/2010 08:01:56	0	-\$52.12	00	F		Created By Database User ID=BFPE45253A;					
<b>DCN: N6529910RCCY719</b>													
ACRN	Contract ID	Cntrct ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Crty Cd	Document Status	Cost
AB	GS1	AB		652990LJ001	Q	252			NC2276	00		Complete	\$75.00
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	CM	05/05/2010 10:16:11	0	\$75.00	00	I		Created By Database User ID=BFPE45253A;					
Y	AO	05/05/2010 10:17:42	0	\$25.00	00	L		Contract Number: GS1; Contract ACRN: AB; Created By Database User ID=BFPE45253A;					

### Follow-on Processes

Other document processes available for the NC2276 include Amendment, Acceptance, Receipt, Expenditure, Contract, Cancellation, and Reinstatement. Receipts can be entered but are optional. The manual expenditure process will only be used upon guidance from your FA and will indicate that the expenditure did not flow to the Site from STARS-FL.

### How to AMEND a NC2276

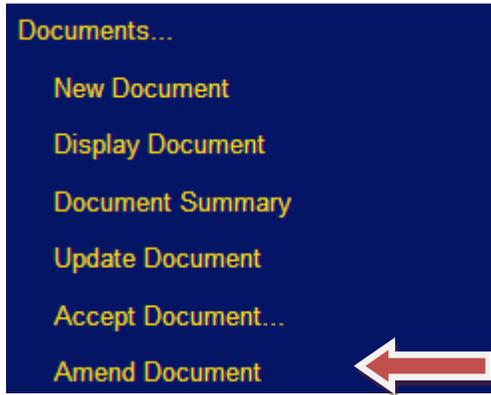
When any of the requirements provided in the BASIC NC2276 need to be modified, the NC2276 will require that an amendment be created. The NC2276 amendment form contains much of the information from the original document.

To add amendments to a NC2276 source document that has been exported to STARS-FL, the following rules apply:

- You cannot amend documents that have been cancelled or that have an obligated amount of \$0. (If the obligated amount is \$0, Update rather than Amend the document.)
- You can amend a document that has not been exported to STARS-FL if the active fiscal year is the outyear.
- When amending the NC2276, you can add, update and view line items. You can add new ACRNs
- You cannot update or delete ACRNs that were on the original document or a previous amendment to the document; you can only delete line items that you added to the amendment.
- Each time you create an amendment for the NC2276, another CM (915) is generated. You will need to Accept each amendment when the document is \$25K or more and the Contract process will need to be done to increase or decrease to the new total contract amount so that the new amount will move from CM to AO (540) obligation.

- If the active fiscal year is not the outyear fiscal year following the current fiscal year, all obligation or commitment transactions must have been included in the export to STARS-FL before you can amend the document.
- You can only update and delete the ACRNs that you have added to the NC2276 amendment. When adding or updating an amendment for a source NC2276, you also can change the values for the following page elements:

**Step 1** Highlight Document, Amend Document.



**Step 2** Select the document you wish to amend. When your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not initially displayed, the Filter section at the top of the screen may be used to locate it. Details regarding use of the Filter options are provided below.

Select Document for Amend

---

**Filter**

DCN:  OPTAR Log:  Document Type:  Local Code:

Created Date:   Sort Order:

Ascending  
 Descending

---

**Results**

PAGE: << 1 2 3 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6529910RCCY721	00	N	Complete	Y	MHmay5TEst3	NC2276		5/5/2010
N6529910RCCY720	00	N	Complete	Y	MHmay5Test2	NC2276		5/5/2010
N6529910RCCY719	00	N	Complete	Y	MHmay5	NC2276		5/5/2010
N6529910RCCY718	00	N	Complete	Y	May5Test1	NC2276		5/5/2010
N6529910WRCY717	00	N	Complete	Y	Services	NC2275		4/28/2010

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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created 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.

Select Document for Amend

**Filter**

DCN:  OPTAR Log:  Document Type:  Local Code:

Created Date:   Sort Order:

Ascending  
 Descending

Equals   
 Equals  
 Later Than  
 Earlier Than  
 Between

**Filter**

**Results**

PAGE: << 1 2 3 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6529910RCCY721	00	N	Complete	Y	MHmay5TEst3	NC2276		5/5/2010
N6529910RCCY720	00	N	Complete	Y	MHmay5Test2	NC2276		5/5/2010
N6529910RCCY719	00	N	Complete	Y	MHmay5	NC2276		5/5/2010
N6529910RCCY718	00	N	Complete	Y	May5Test1	NC2276		5/5/2010
N6529910WRCY717	00	N	Complete	Y	Services	NC2275		4/28/2010

When your document appears on the screen, highlight and double click the DCN. Notice that the **Status** is **not** cancelled, and the document has been **Exported**.

**Step 3** Notice that when you call up the document, the amendment number appears in Block 8. Enter or change desired values. Each value is described above in How to Create a New NC2276, Steps 2 and 3.

76 (8PT) (REB. 8-81) S/N 0104 LF-102-2761		Page 1 of 1
0 THE CONDITIONS LISTED ON THE ATTACHED PAGE.		2. DOCUMENT NUMBER N6529910RCCY734
6. PRIORITY <input type="text"/>	7. DATE REQUIRED <input type="text"/> 	8. AMENDMENT NO. <input type="text" value="01"/>

## Adding a New ACRN

To add a new ACRN to the amendment, access Block 13, **ACRNs** and receive a display of all existing ACRNs.

13. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS				
ACRNs	B. APPRO.	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL
AA	1791804	1200	000	EDU00
AB	1791804	1200	000	EDU00

**ACRNs**

**ACRN AA**

ACRN  JON  Expense Element  OMB Obj. Class  OMB SubObj Class

Country Code  Not to Exceed Code  Obligated Amount

**ACRN AB**

ACRN  JON  Expense Element  OMB Obj. Class  OMB SubObj Class

Country Code  Not to Exceed Code  Obligated Amount

Click on the New button and FASTDATA will generate the next ACRN in sequence.

**ACRN AC**

ACRN  JON  Expense Element  OMB Obj. Class  OMB Sub Object Class

Country Code  Not to Exceed Code  Obligated Amount

Fill in the JON, Expense Element, and OMB Obj Class, as well as any of the optional fields you desire. After adding the new ACRN, select the **Save** button. When you have added all desired new ACRNs and Saved, select the **Close** button to return to the main amendment document.

## Adding a New Line Item

To add a new Line Item, Select Block 15, Line Items and receive a display of all existing Line Items.

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

A. ACRN	C. FSC	D. DESCRIPTION (NAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)
NC2276 Line Items		
<b>Item 1</b>		
ACRN <input type="text" value="AA"/>	FSC <input type="text"/>	Unit of Issue <input type="text" value="BX"/>
Quantity To Date <input type="text" value="5"/>	Amount To Date <input type="text" value="125.00"/>	
Quantity <input type="text" value="0"/>	Unit Price <input type="text" value="0.00"/>	Amount <input type="text" value="0.00"/>
Service Item <input type="checkbox"/>	Part No <input type="text"/>	
Description	<input type="text" value="SOFTWARE PKG 3"/>	
<b>Item 2</b>		
ACRN <input type="text" value="AB"/>	FSC <input type="text"/>	Unit of Issue <input type="text" value="BX"/>
Quantity To Date <input type="text" value="2"/>	Amount To Date <input type="text" value="20.00"/>	
Quantity <input type="text" value="0"/>	Unit Price <input type="text" value="0.00"/>	Amount <input type="text" value="0.00"/>
Service Item <input type="checkbox"/>	Part No <input type="text"/>	
Description	<input type="text" value="BLANK CDs"/>	

Click on the New button and FASTDATA will generate the next Line Item in sequence.

Item 3

ACRN  FSC  Unit of Issue

Quantity To Date  Amount To Date

Quantity  Unit Price  Amount

Service Item  Part No

Description

The default ACRN for the new Line Item is AA, but you may change it. Line Item field descriptions can be found above in Step 2c. Click SAVE to add the new Line Item and then CLOSE to return to the main document.

### Changing an Existing Line Item

**To change an existing Line Item,** Select Block 15, Line Items and receive a display of all existing Line Items.

15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED

THESE ITEMS  ARE  ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSCREENING  HAS  HAS NOT BEEN ACCOMPLISHED

A. ACRN	Line Items	C. FSC	D. DESCRIPTION (NAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)
NC2276 Line Items			
Item 1			
ACRN	<input type="text" value="AA"/>	FSC	<input type="text"/>
Quantity To Date	<input type="text" value="5"/>	Amount To Date	<input type="text" value="125.00"/>
Quantity	<input type="text" value="0"/>	Unit Price	<input type="text" value="0.00"/>
Service Item	<input type="checkbox"/>	Part No	<input type="text"/>
Description	<input type="text" value="SOFTWARE PKG 3"/>		
Item 2			
ACRN	<input type="text" value="AB"/>	FSC	<input type="text"/>
Quantity To Date	<input type="text" value="2"/>	Amount To Date	<input type="text" value="20.00"/>
Quantity	<input type="text" value="0"/>	Unit Price	<input type="text" value="0.00"/>
Service Item	<input type="checkbox"/>	Part No	<input type="text"/>
Description	<input type="text" value="BLANK CDs"/>		

Line Item field descriptions can be found above in Step 2c. The Amount To Date field reflects the current amount on the ACRN/Line Item. The adjustment amount to be applied to the line item should be entered in the Amount field. After Saving the Line Item, the new Amount to Date will change to include the amended amount. On the screen below, a Quantity of 2 and Unit Price of \$5.00 resulted in a change to the Amount to Date field of \$10.00.

**Item 2**

ACRN  FSC  Unit of Issue

Quantity To Date  Amount To Date

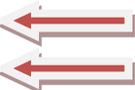
Quantity  Unit Price  Amount

Service Item  Part No

Description

After the Line items are amended, the ACRN amounts in Block 13 will reflect the increase or decrease. Block 13. L shows the total changes for the amendment. Block 13M reflects the cumulative total of the Basic plus amendment(s).

H. TT	I. PAA	J. COST CODE	K. AMOUNT
2D	CA5001	EDU009AB100	\$0.00
2D	CA5001	EDU009AB300	\$10.00
L. TOTAL THIS DOCUMENT			\$10.00
M. CUMULATIVE TOTAL			\$155.00



**Step 5** Click **Save** to save the amendment.

**NOTES:** If you hit the Close button before Saving, you will lose all the information you have entered in the amendment. If Save has already been accomplished, the Close button will take you out of the document.

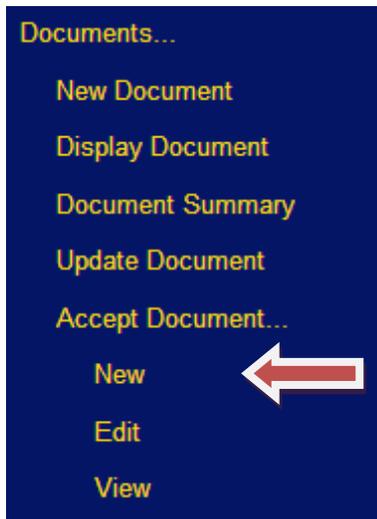
If you try to amend the NC2276 prior to all transactions being exported to the FA you will receive an error stopping you from creating the next amendment until the transactions have all exported.

## How to ACCEPT a NC2276

When accepting a NC2276 source document, the following rules apply:

- The acceptance of a NC2276 does not generate the obligation or any other exportable transaction.
- The acceptance process identifies the POC of the FISC or Contract office that agrees to perform the Contract for this requisition.
- You can accept only one document or amendment at a time. For each basic document or amendment you want to accept, you must perform a separate acceptance action.

**Step 1** Create a new Acceptance by selecting Documents, Accept Document, and New.



**Step 2** Select the document you wish to accept. The only document types available for acceptance are Credit Card, DD448, NC2275, NC2276 and NC2276A. When your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not readily visible, use the Filter section at the top of the screen to help find your document. See details below regarding usage of the Filter options.

Select Document for Accept

Filter

DCN:  OPTAR Log:  Document Type:  Local Code:

Created Date:   Sort Order:  Created Date

Ascending  Descending

Equals  Filter

Equals  
Later Than  
Earlier Than  
Between

Results

PAGE: 1 2 3 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6529910WRCY733	00	N	Complete	Y	PWC WO #38	NC2275		6/7/2010
N6529910RCCY714	01	N	Complete	Y	.01 Test	NC2276		5/27/2010
N6529910MPCY730	00	N	Complete	Y	ACRN Total Test	DD448		5/27/2010

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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created Date calendar and the “Between” choice in the Equals drop list; an additional Calendar will appear, allowing you to filter between two specific dates.

You may also 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 3** Complete the acceptance screen.

Accept NC2276 Document

DCN: NEDU0009RCA5001 - 00

OPTAR Log: SOFTWARE-LDWIN

Accepting Official:

Accepting Date:

Accept Close

The following fields appear on the Accept NC2276 Document screen:

**DCN** - Displays the document control number (DCN) of the selected NC2276.

**OPTAR Log** - Displays the OPTAR Log entry from the selected document.

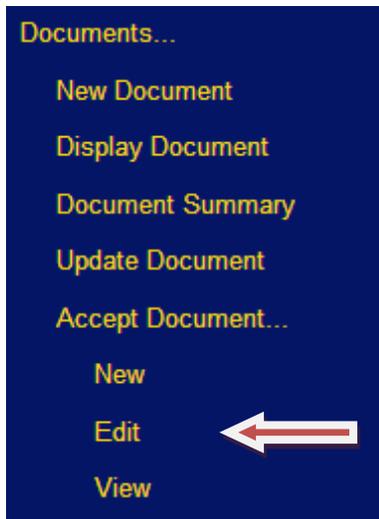
**Accepting Official** - Enter the name of the Accepting Official or select the desired value from the dropdown list. A value is required.

**Accepting Date** - From the calendar that appears when you use the dropdown arrow, select the date the document is being accepted. A date is required; you cannot enter a future date.

**Accept** - Accepts your entries on the Accept NC2276 page and accepts the selected document.

**Close** - Closes the Accept NC2276 page and returns you to the document select page.

**Step 4** Edit a NC2276 Acceptance by selecting Documents, Accept Document, Edit.



Only previously accepted documents will appear on the Screen. Select the document you wish to edit by highlighting and clicking on the DCN.

When updating a NC2276 Acceptance document, you can modify the Accepting Official and Accepting Date.

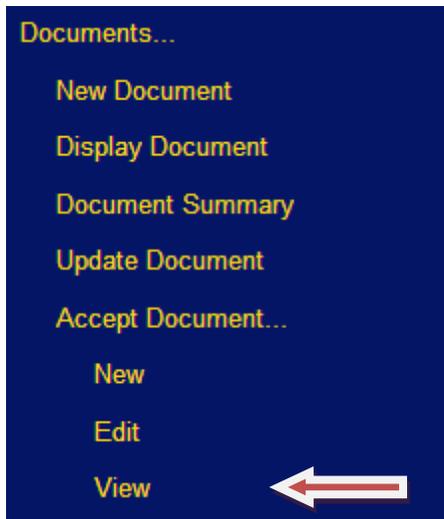
A screenshot of a dialog box titled 'Edit NC2276 Document Acceptance'. The dialog contains the following fields:

- DCN: NEDU0009RCA5001 - 00
- OPTAR Log: SOFTWARE-LDWIN
- Accepting Official: Admiral Harrison (dropdown menu)
- Accepting Date: 6/17/2010 (text field with a calendar icon)

At the bottom of the dialog are two buttons: 'Accept' and 'Close'.

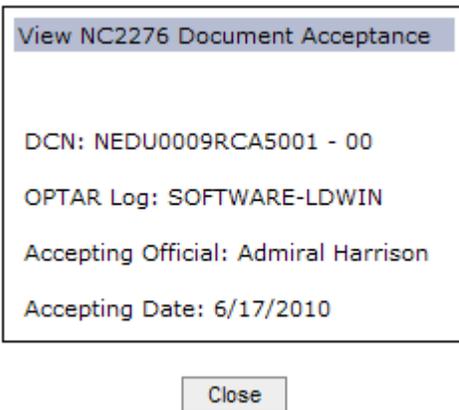
See Step 3 for a definition of the fields on the screen.

**Step 5** View an Acceptance by selecting Documents, Accept Document, and View.



Only previously accepted documents will appear on the Screen. Select the document you wish to view by highlighting and clicking on the DCN.

All fields are display only in the View mode. See Step 3 for a definition of the fields.



#### How to CONTRACT a N2276

The contract process will create the obligation transaction that will flow to STARS-FL and liquidate part or the entire total commitment field in STARS-FL. The contract process affects the OPTAR's status of funds if the contract amount differs from the commitment amount. When entering a contract number with A, G, or H in the ninth position, you must enter a value for DO/BPA. You must enter a value for Contract Amount if the Contract Partial value is Partial.

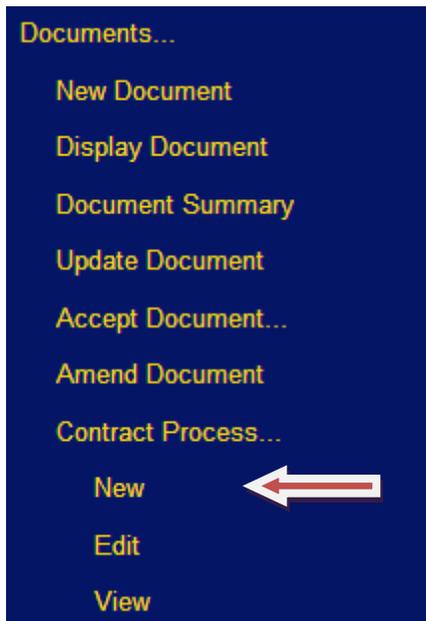
When the Contract is received from FISC with the amount contracted, if the amount is greater than or less than the basic document created, an amendment should be created to increase or decrease the cumulative total of the document. This will keep the cumulative total of the document in sync with the contract amount.

Appendix B provides information regarding Credit Card cross reference and Multi-PIIN scenarios for contractible documents. The MAINTENANCE of DOCUMENT section provides additional contracting rules under Contract Process.

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

**IMPORTANT NOTE:** If your command has the SPS interface from STARS-FL turned on to flow to FASTDATA in the DTS imported file, the following applies: If your requisition has been sent to a FISC or contracting office that uses SPS to record obligations in STARS-FL, they will now be imported into FASTDATA. For those transactions, DO NOT Perform Contract process, as the SPS imported file will do this automatically for you.

**Step 1** Enter a new contract against an existing document by selecting Documents, Contract Process, and New.



**Step 2** Select the document against which you wish to place a contract. When your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not readily visible, use the Filter section at the top of the screen to help find your document.

Select Document for Contract

**Filter**

DCN:     OPTAR Log:     Document Type:     Local Code:

Created Date:     Sort Order:

    Ascending  
 Descending

**Results**

PAGE: 1

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009RCA5001	00	N	Accepted	Y	SOFTWARE-LDWIN	NC2276		1/21/2009

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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created 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.

**Step 3** Complete the New Contract screen. A definition of each field is provided below.

New Contract

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	EDU009AB100	125.00	0.00	0.00	0.00	<input style="width: 30px;" type="text" value="AA"/>	Final	<input style="width: 60px;" type="text" value="0.00"/>
AB	EDU009AB300	20.00	0.00	0.00	0.00	<input style="width: 30px;" type="text" value="AB"/>	Final	<input style="width: 60px;" type="text" value="0.00"/>

The contract process will create the obligation transaction that will flow to STARS-FL and liquidate part or the entire total commitment field in STARS-FL. If the total committed and the contract amount entered match, the Contract Partial indicator should be set to FINAL.

**DCN** - Identifies the document control number of the selected document.

**Total Contract Amount** - Identifies the sum of all Contract ACRN amounts of the listed Requisition ACRNs for this Requisition and Contract-DO/BPA.

**Contract** - Identifies the contract number to be applied to the selected document. A value is required.

**DO/BPA** - Identifies a call to a Delivery Order or Blanket Purchase Agreement for an indefinite delivery type contract. A value is required if the contract number contains A, G, or H in the ninth position. If entered, it must be 4 positions and cannot contain spaces.

**ACRN** - The Accounting Classification Reference Number (ACRN) identifies each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing.

**JON** - Identifies the 11-position job order number associated with the selected DCN/ACRN.

**Total Commitment** - Identifies the total Commitment amount for the basic and all Amendments for this Requisition ACRN.

**Contract To Date** - Identifies the total amount previously contracted for this Requisition ACRN to include other Contract-DO/BPAs.

**New Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	EDU009AB100	125.00	0.00	0.00	0.00	<input type="text" value="AA"/>	Final	<input type="text" value="0.00"/>
AB	EDU009AB300	20.00	0.00	0.00	0.00	<input type="text" value="AB"/>	Final	<input type="text" value="0.00"/>

**CC XREF Amt** - If the contracted Requisition ACRN has been cited as the Requisition in a Credit Card Cross Reference, this identifies the amount of the cross reference. The Requisition ACRN Contract Amount would have been reduced by this amount.

**Outstanding Amount** - When the Contract Partial value is **Partial**, this amount is the Total Commitment minus the Contract-to-Date Amount, minus the CC XREF Amt. When the value is **Final**, the Outstanding Amount changes to zero (0).

**Contract ACRN**-Identifies the contract ACRN.

**Contract Partial** - Indicates whether the obligation is to be fully or partially liquidated when processing the contract. You must select either Partial or Final when entering a contract.

**Contract ACRN Amt** - Identifies the Contracted amount-to-date of the Contract ACRN for this Requisition and Contract-DO/BPA. If the Contract Partial value is Partial, then a value greater than zero (0) is required, but it cannot be equal to or greater than the sum of the Outstanding Amount and any previous Contract ACRN Amount. Normally, this will be the **total** contract amount for this Requisition ACRN and Contract-DO/BPA Contract ACRN.

However, if the contracted Requisition ACRN has been cited as the Requisition in a Credit Card Cross-Reference, the Requisition ACRN Contract Amount was reduced by the cross-reference amount. Therefore, the previously contracted, then cross-reference amount is no longer included in the Requisition ACRN Contract amount.

**Save** - Accepts your entries and creates the contract.

**Close** - Closes the New Contract page.

**Step 4** Edit a NC2276 Contract by selecting Documents, Contract Document, Edit.

Use the Edit Contract page to modify an existing contract for a NC2276 source or memo document. You cannot edit a final contract that has been exported to STARS-FL. SPS sites cannot create or edit a contract unless all amendments to the document have been exported to SPS.



Only previously contracted documents will appear on the Screen. Select the document you wish to edit by highlighting and clicking on the DCN.

When editing a NC2276 Contract document, you can modify the Contract number and DO/BPA as well as the Contract ACRN, Contract Partial code and the Contract ACRN Amt. **The Contract Edit amount that you enter should be the TOTAL, new amount desired, not the difference.**

**Edit Contract**

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

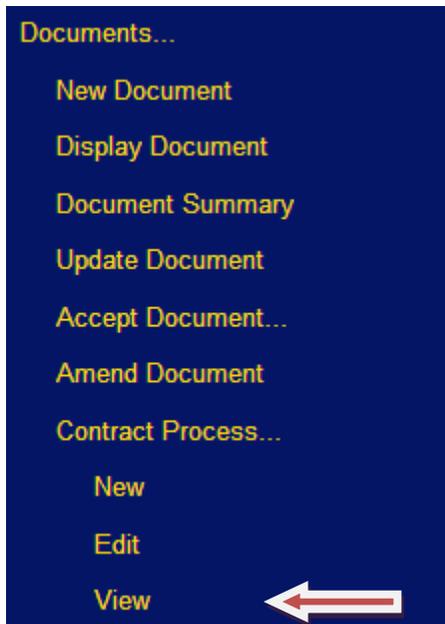
DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	EDU009AB100	125.00	122.00	0.00	0.00	<input type="text" value="AA"/>	Final	<input type="text" value="122.00"/>
AB	EDU009AB300	20.00	20.00	0.00	0.00	<input type="text" value="AB"/>	Final	<input type="text" value="20.00"/>

See Step 3 for a definition of all the fields on the screen.

**Step 5** View a Contract by selecting Documents, Contract process, View.



Only previously contracted documents will appear on the Screen. Select the document you wish to view by highlighting and clicking on the DCN.

View Contract

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	EDU009AB100	125.00	122.00	0.00	0.00	<input type="text" value="AA"/>	Final	<input type="text" value="122.00"/>
AB	EDU009AB300	20.00	20.00	0.00	0.00	<input type="text" value="AB"/>	Final	<input type="text" value="20.00"/>

All fields are display only in the View mode. See Step 3 for a definition of all fields on the screen.

## How to CANCEL a NC2276

The cancellation process allows you to cancel most source and memo documents. When a document is cancelled, the funds associated with the cancelled document become available for use by the Site. When you cancel a document that has been sent to STARS-FL, the application will generate a reversal transaction.

FASTDATA will not allow cancellation of a document that has a receipt, contract or expenditure posted against it.

FASTDATA will allow only the most recent amendment (or Initiation amendment) to be cancelled.

Steps to cancel a NC2276 are the same as the amendment process above. Select the document to amend, go to Block 15 and select line item tab. When the window opens you will need to decrease each ACRN by the amount showing in the Amount to Date field.

**NC2276 Line Items**

**Item 1**

ACRN	<input type="text" value="AA"/>	FSC	<input type="text"/>	Unit of Issue	<input type="text" value="BX"/>
Quantity To Date	<input type="text" value="5"/>	Amount To Date	<input type="text" value="125.00"/>		
Quantity	<input type="text" value="0"/>	Unit Price	<input type="text" value="0.00"/>	Amount	<input type="text" value="-125.00"/>
Service Item	<input type="checkbox"/>	Part No	<input type="text"/>		
Description	<input type="text" value="SOFTWARE PKG 3"/>				

**Item 2**

ACRN	<input type="text" value="AB"/>	FSC	<input type="text"/>	Unit of Issue	<input type="text" value="BX"/>
Quantity To Date	<input type="text" value="2"/>	Amount To Date	<input type="text" value="20.00"/>		
Quantity	<input type="text" value="0"/>	Unit Price	<input type="text" value="0.00"/>	Amount	<input type="text" value="-20.00"/>
Service Item	<input type="checkbox"/>	Part No	<input type="text"/>		
Description	<input type="text" value="BLANK CDs"/>				

**SAVE** the decrease. Then **Close** to return to the amendment document. The new cumulative amount reflected in block 13M is \$0.00 and will cancel your document.

H. TT	I. PAA	J. COST CODE	K. AMOUNT
2D	CA5001	EDU009AB100	(\$125.00)
2D	CA5001	EDU009AB300	(\$20.00)
L. TOTAL THIS DOCUMENT			(\$145.00)
M. CUMULATIVE TOTAL			\$0.00

If your document is eligible, complete the steps provided in the [HOW TO CANCEL A FASTDATA DOCUMENT](#) section of this Guide.

How to REINSTATE a NC2276

Complete the steps provided in the [HOW TO REINSTATE A FASTDATA DOCUMENT](#) section of this Guide.

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## **NC2276A, ORDER FOR WORK AND SERVICES/DIRECT CITATION**

### Purpose

The NC2276A is to be used between activities and organizations whenever their primary requirement is for work and/or services and such work or services will be performed by the recipient. The NC2276A is designed to be an optional alternative to the Order for Work and Services (NAVCOMPT Form NC2275) and the Request for Contractual Procurement (RCP) (NAVCOMPT NC2276). The NC2276A allows the performing activity the flexibility to allocate the funds provided on the order between reimbursable, direct citation or both.

Neither the requiring nor the performing activity will be required to issue or receive the NAVCOMPT Form NC2276A and will be allowed to use the NAVCOMPT Form NC2275 and or NC2276, as appropriate.

NAVCOMPINSTR 7600.30A governs the use of the NC2276A.

The use of the NC2276A determines the document type that will be created in the ninth and tenth position of the DCN.

- Direct Citation - a specific and definite requirement for the procurement of material, equipment, or services by contracts placed with commercial enterprises generates document type = **RX**
- Economy Act - generates document type = **WX**
- Project Order - generates document type = **PX**
- Combination of Direct Citation and Economy Act - document type = **WX**
- Combination of Direct Citation and Project Order - document type = **PX**

### Generated Transaction

Creation of the NC2276A in FASTDATA generates commitment transactions (915) that are transmitted to STARS/FL. A funding validation check is performed at the time the NC2276A is created to make sure that there are sufficient funds in the OPTAR to support the requirement.

The acceptance by the performing activity must be recorded in FASTDATA to move the commitment into an obligation (540) transaction for the Project Order or Economy Act portion of the document. The acceptance will generate an obligation equal to the amount of the commitment for the reimbursable portion of the 2276A. If there are any differences, the document must be amended until the two are equal.

The Contract process must be performed on the direct citation when received back from the FISC or Contracting Office to move the commitment into an obligation (540) for this portion of the NC2276A. ACRNs requiring a contract must be accepted first.

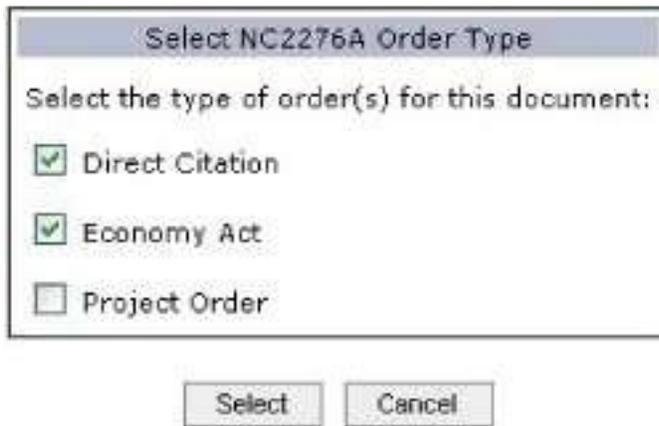
## How to CREATE a New NC2276A

In the FASTDATA Site application, users with the necessary access can add, update, and view source and memo NC2276A documents. Access rights are defined at the System Administrator level.

The NC2276A is a multi-ACRN, multi-Line Item document.

Complete **Steps 1-6** provided in the [HOW TO CREATE A FASTDATA DOCUMENT](#) section of this Guide.

**Step 7** Select the Order Type. The use of the NC2276A determines the document type that will be created in the ninth and tenth position of the DCN.



Select NC2276A Order Type

Select the type of order(s) for this document:

Direct Citation

Economy Act

Project Order

Select Cancel

**Step 8** Complete the NC2276A Form.

**Block 2 – DOCUMENT NO.-\*NEW** in the FASTDATA web, the document number will not generate until you have filled out the complete form and hit Save. Upon saving, you will see the document number populate in Block 2.

**Block 3 – REFERENCE NO.-**This is an optional field that contains the document number authorizing the preparing activity the funds cited.

**Block 4 - FUNDS EXPIRE ON.-**This field contains the date on which the associated funding will expire for obligating purposes. Default date is the last date of the active fiscal year.

**Block 5 - WORK COMPLETION DATE-**This field contains the date by which the requested work or services must be completed or requested goods must be delivered.

**Block 6 - DATE PREPARED-**This field contains the date on which the document was created. Default date is the current date.

**Block 7 - AMENDMENT NO.** This will identify the Basic document as 00 by default, and any official amendments will reflect in this field when created.

**Block 8 – FROM-**This field identifies the activity and address requesting goods or services. Select the dropdown arrow to view a list of activities by name and address already in the address book.

**Block 9 - FOR DETAILS CONTACT-**This item identifies the person to contact at the requesting Site if there are questions about the order. Select the dropdown arrow to view a list of valid values, or type in the desired POC.

**Block 10 – TO-**This is a mandatory field that identifies the activity to receive the document. Select from the dropdown box if available or type in the desired data.

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

**Block 11 - MAIL BILLINGS TO-**This is a mandatory field. Select from the drop down list or enter the desired data.

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

**Block 12 - ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS.** This field contains the 2-position Accounting Classification Reference number (ACRN); that identifies each LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing.

**This element has to be completed prior to adding line items to the NC2276A.** The NC2276A must have at least one ACRN and one Line Item. Select the ACRN button to add a new ACRN to the document.



12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS										
ACRNs	B. APPROPRIATION	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT

The ACRN page opens, as shown below; displaying a template assigned the ACRN “AA”. Add the necessary data (JON is required) and either select New to open a new template with the next sequential ACRN identifier (AB) or select Save to retain your ACRN data and return to your document.

You may continue to add ACRNs as necessary. Users may change the default ACRNs assigned by the system to a two character identifier of their choice. You must enter an ACRN before you can add a Line Item.

The screenshot shows a web-based form titled "ACRNs". At the top left, there is a tab labeled "ACRN AA" with a red arrow pointing to it. The form contains several input fields and dropdown menus: "ACRN" with the value "AA", "JON" with a dropdown arrow, "Expense Element" with the value "Q - Purchased Services (Other)", "OMB Obj Class" with the value "252", and "OMB Sub Object Class" with a dropdown arrow. Below these are "Country Code" (input field), "Not to Exceed Code" (dropdown arrow), and "Amount" with the value "\$0.00". At the bottom of the form are three buttons: "New", "Save", and "Close".

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

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

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

**OMB Sub Object Class** - The OMB object class is a 3-digit field. The Sub Object Class provides a fourth digit for activities requiring a four-digit object class.

**Country Code** - Identifies the country for purposes of processing the transaction.

**Not to exceed code** - This is optional and will indicate directions for paying the obligation. Valid values for this field are shown in the drop down box.

**Amount**-This field contains the ACRN obligation amount. The amount is not entered when the ACRN is created but is entered when you create the line items.

## Block 13 - ORDER SELECTION

<p>13. ORDER SELECTION</p> <p>13A. THIS ORDER IS ISSUED AS A <input type="checkbox"/> PROJECT ORDER <input checked="" type="checkbox"/> ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A <input type="checkbox"/> FIXED PRICE <input checked="" type="checkbox"/> COST REIMBURSEMENT BASIS. WHEN THE FIRST BLOCK IS CHECKED, THE FOLLOWING ITEMS ON THE REVERSE SIDE APPLY:  <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input checked="" type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10</p> <p>13B. <input type="checkbox"/> DIRECT CITATION PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED; THESE ITEMS <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREEN <input type="checkbox"/> HAS <input checked="" type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.</p> <p>13C. USE OF THE REVISED ACCEPTANCE PROCEDURE <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT AUTHORIZED</p>
---

13A. This block identifies the order as a project order or economy act and whether it is to be accomplished on a fixed price or cost reimbursement basis. Default is shown above.

13B. **(REQUIRED For Direct Citation Orders)**-Verifies that a screening of the item has taken place to determine if it is included in the inter-service supply support program. Default is shown above.

13C. Default shows that use of the revised acceptance procedure IS NOT authorized.

**Block 14 - DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS.** The Line Items in this box contain a description in detail or comments on the work or goods requested. When adding a new source NC2276A, you must enter **at least one line item and one ACRN**. The total amount of the line items on the NC2276A must be greater than 0 (zero). To enter a line item, select the Line Item button.

14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS				
A. ACRN		Line Items	C. QUANTITY	D. ESTIMATED AMOUNT
Attach Separate Sheet If More Space Required.				

The NC2276A Line Item detail screen opens, defaulting to Line Item 1. Line Item fields are described below.

- **Item #**  
A system-generated sequential number for a particular document line item. It automatically increments by one for each subsequent line item added to the document.
- **Delete Icon** - Select the trash can icon to delete the associated line item.
- **ACRN** - Select one of the ACRNs from the dropdown list.
- **Unit of Issue** - Identifies the standard of measurement to determine quantity (example - EA for each or BX for box).
- **Quantity** - Identifies the number of items ordered. If you enter a value for Quantity, you must enter a value for Unit Price
- **Unit Price** - Identifies the cost of an item per unit. You must enter a value for Unit Price if you entered a value for Quantity.
- **Amount** - Identifies the total cost of the line item. You may enter an amount or, upon Save, the system will calculate the cost by multiplying the Quantity x Unit Price.
- **Service Item** – Identifies whether the NC2276 is for the procurement of a service.
- **Order Type** - Select either Direct or Reimbursable to indicate the method by which the items will be obtained.
- **FSC (Federal Supply Class)** - Identifies the first four positions of a National Stock Number (NSN).
- **Part Number** - Identifies the part number of the item being ordered.
- **Description** - Describes the document line item.
- **New**-Select the New button to add additional line items.
- **Save**-Saves the Line Items entries.
- **Close** – Closes the DD448 Line Item page.

**Block 15** - Provided Thru Reimbursement

**Block 16** - Procured by Direct Citation

At the time a Line Item is created, the user has the option of selecting Blank, Direct Citation or Reimbursement as the Order Type. If they select Reimbursement, the Line Item amount will appear in Block 15; if they select Direct Citation, the Line Item amount will appear in Block 16

**NC2276A Line Items**

**Item 1**


 ACRN  Unit of Issue  Quantity

Unit Price  Amount  Service Item

Order Type  FSC  Part No


 Description

14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS							
A. ACRN		B. ITEM NO.	C. QUANTITY	Attach Separate Sheet If More Space Required.			D. ESTIMATED AMOUNT
AA		1	3	cartons			\$9.00
AB		2	0				\$35.00
15. PROVIDED THRU REIMBURSEMENT			16. PROCURED BY DIRECT CITATION			17. SUMMARY	
A. ACRN	B. ITEM NO.	C. ESTIMATED AMOUNT	A. ACRN	B. ITEM NO.	C. ESTIMATED AMOUNT	ESTIMATED AMOUNT	
AB	2	35.00	AA	1	9.00	A. TOTAL - BLOCK 14D \$44.00	
						B. TOTAL - BLOCK 15C \$35.00	
						C. TOTAL - BLOCK 16C \$9.00	
						D. BLOCK 15C + 16C \$44.00	
						CUM TOTAL	E. REIMBURSABLE \$35.00
						TO DATE	F. DIRECT CITATION \$9.00

**Block 17 - SUMMARY**

- 17A = Total block 14D
- 17B = Total block 15C
- 17C = Total block 16C
- 17D = Total block 15C + 16C
- 17E = Cumulative Reimbursable
- 17F = To Date Direct Citation

Blocks 17E and 17F will include Initiation amounts.

**Block 18 - AUTHORIZING OFFICIAL and DATE**-Identifies the name and title of the authorizing official who approved the document. Select the dropdown arrow to view a list of valid values or type in the desired data; the field will hold 38 characters The date contains the date the authorizing official actually signed the document. The system provides a default date of the current date.

**Source/Initiation** - A radio button selection that identifies the document as either Source or Initiation. An Initiation document is created when a requirement is known but funding is not available at the time of creation. This document does not affect available funding (such as the Source document does) and is not exported to STARS-FL. The Initiation document is not exported, and can be updated at any time. Once approval is attained, it can be changed from Initiation to Source via the Update process. At this time the document will affect available funding and is exported to STARS-FL.

**Local Code** - A optional code of up to 20 characters identifying document types and groupings for reporting purposes.

**OPTAR Log** - A mandatory field that describes the purpose of the log entry that will be printed on the *OPTAR* Log, or the name of the items being requisitioned.

**Save** – Upon selecting Save, your **document number will appear in Block 2** of the NC2276A. Once the document is successfully saved, the user may create another document by selecting the "Add Another" that appears when the document is in the view after save mode. If you do not wish to create another document at this time select **Close**.

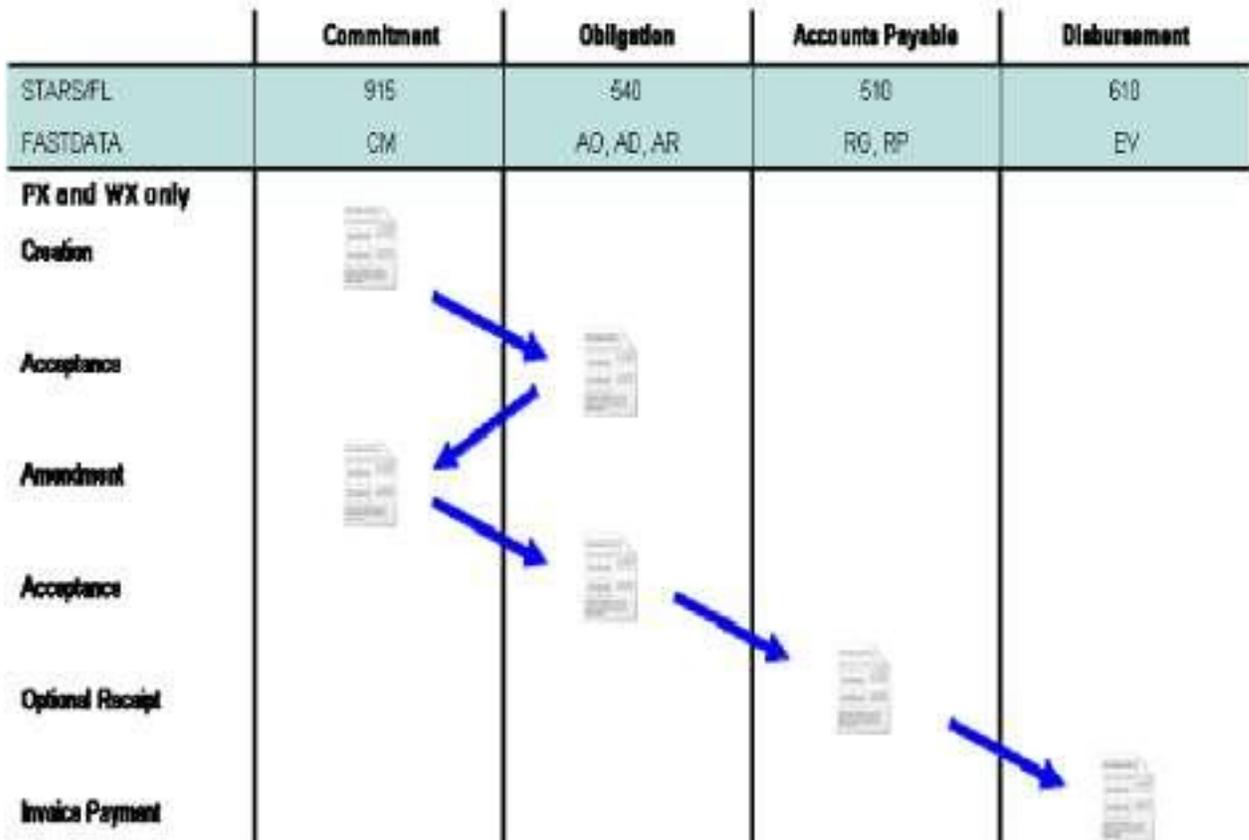
How to PRINT a NC2276A

Complete the steps provided in the [HOW TO PRINT A FASTDATA DOCUMENT](#) section of this Guide.

Life Cycle of NC2276A

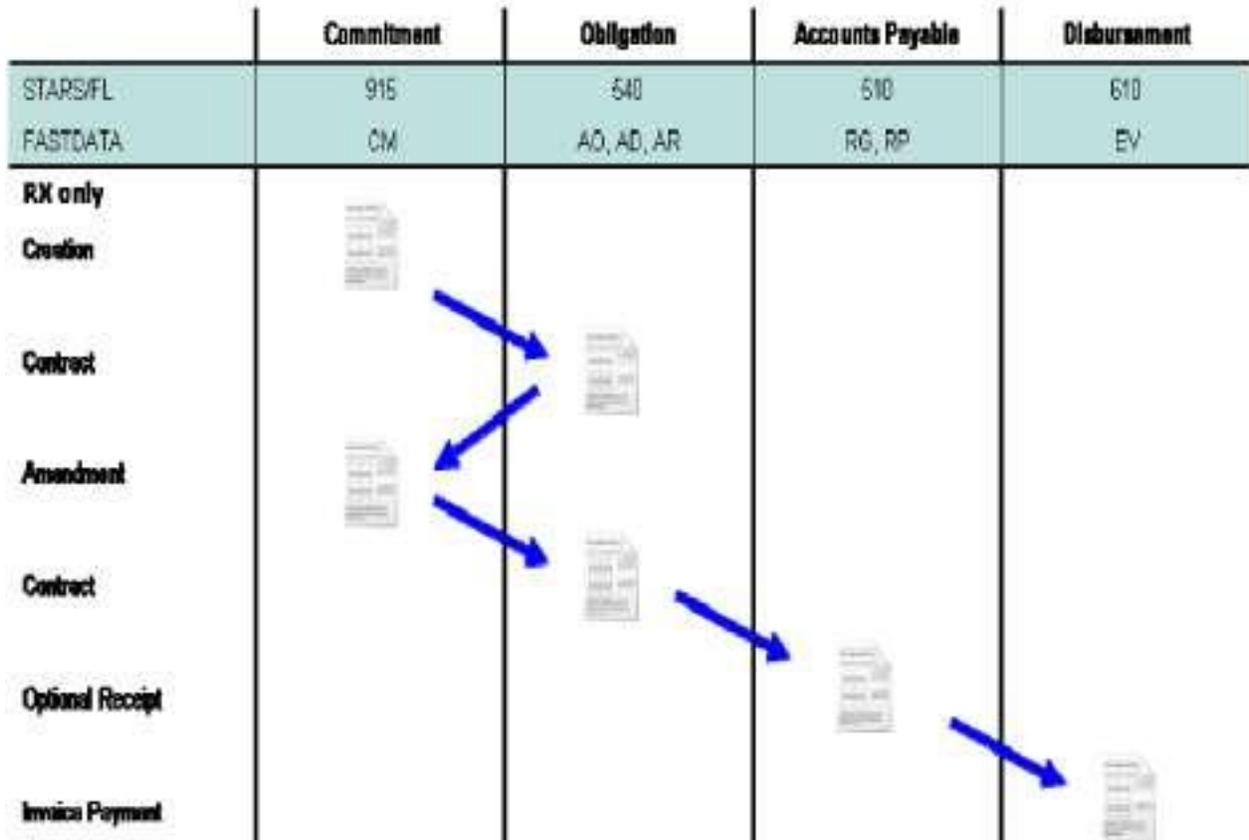
The following charts illustrate the transaction flow as the document progresses through the life cycle. For the PX and WX, the commitment transaction is established when the document is created. Recording the acceptance by the performing activity for the PX and WX portion of the NC2276A converts the commitment into an obligation. If the document is amended, the cost of the document reverts to the commitment and requires acceptance of the amendment by the performing activity of the PX and WX portion of the NC2276A to move the document back into an obligation status. Receipts can be entered but are optional. Once the reimbursable bills are processed, an expenditure will post for the PX and WX reimbursable part of the document, which will close out the document.

**NC2276A Order for Work and Services/Direct Citation**



For the RX documents, the commitment transaction is established when the document is created. Acceptance must be performed on documents \$25K or greater. Recording the contract process for the RX portion of the document converts the commitment to an obligation. If the document is amended, the cost of the document reverts to the commitment and requires updates to the contract to move the document back into an obligation status. Receipts can be entered but are optional. Once the invoice is paid, an expenditure is recorded for the RX direct citation, which will close out the document.

**NC2276A Order for Work and Services/Direct Citation**



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

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

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 below that the report may contain information for All RCs, OPTARs, ACRNs, Document Numbers and Document Types or that the user may choose specific ones, depending on his needs.

In our scenario, you could highlight NC2276A Order for Work and Services in the Document Type section and then click Run Report. The only documents appearing on the Transaction History report you receive would then be NC2276As.

You may also highlight the desired Document number in the DCN area or enter part or all of the desired DCN in the DCN Filter field. If you choose to use the DCN Filter field, 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 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.

The screenshot shows a 'Transaction History' criteria screen with the following fields and options:

- FA: 974404
- Site: CY
- FY: 2010
- RC: All RCs (dropdown menu with options AN, AV, LJ, MP)
- OPTAR: All OPTARs (dropdown menu with options AN01, AN02, AV01, CC)
- ACRN: All ACRNs (dropdown menu with options AA, AB, AC, AD)
- DCN: All Document Numbers (dropdown menu with options N652990117C930, N652990123C931, N6529910MC11100, N6529910MD22222) and a DCN Filter text box.
- Document Type: NC2275 - Order for Work and Services, NC2276 - Request for Contractual Procurement, NC2061 - Utility Invoice/Certification, NC2276A - Order for Work and Services (highlighted with a red arrow), GSA DOCUMENT.
- From Date: [ ] [calendar icon]
- To Date: [ ] [calendar icon]

Buttons at the bottom: Run Report, Run CSV Report, Run Excel Report, Filter, Close.

## Follow-on Processes

Other document processes available for the NC2276A include Accept, Receipt, Expenditure, Contract, Amend, Cancel, and Reinstate. Receipts can be entered but are optional. The manual expenditure process will only be used upon guidance from your FA and will indicate that the expenditure did not flow to the Site from STARS-FL.

### How to AMEND a NC2276A

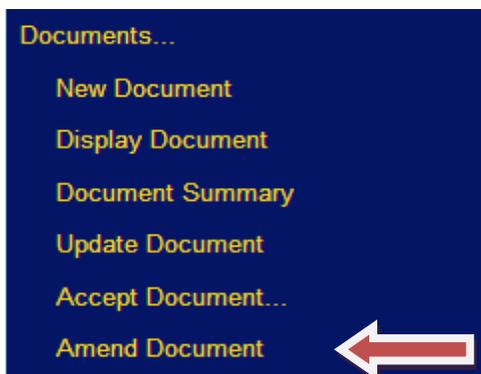
When any of the requirements provided in the BASIC NC2276A need to be modified, the NC2276A will require that an amendment be done. The NC2276A amendment form contains much of the information from the original document.

When adding amendments to a NC2276A source document that has been exported to STARS-FL, the following rules apply:

- You cannot amend documents that have been cancelled or that have an obligated amount of \$0. (If the obligated amount is \$0, Update rather than Amend the document.)
- You can add, update and view line items.
- You can add new ACRNs and update the Modification Amount on existing ACRNs
- You cannot delete ACRNs that were on the original document or a previous amendment to the document; you can only delete line items that you added to the amendment.
- Each time you create an amendment for the NC2276, another CM (915) is generated. You will need to Accept each amendment when the document is \$25K or more and the Contract process will need to be done to increase or decrease to the new total contract amount so that the new amount will move from CM to AO (540) obligation.
- The LOA(s) from the basic document and any previous amendments will not print.

**Important note to remember:** Each time you create an amendment for the NC2276A, another CM (915) commitment is generated. You will need to ACCEPT each amendment when the acceptance document is received so that the new amount will move from CM to AO (540) obligation for the WX and PX portion of the NC2276A; and contract process will need to be done to the RX or the direct citation portion of the NC2276A.

**Step 1** Highlight Document, Amend Document.



**Step 2** Select the document you wish to amend.

When your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not initially displayed, the Filter section at the top of the screen may be used to locate it. Details regarding use of the Filter options are provided below.

Select Document for Amend

**Filter**

DCN:  OPTAR Log:  Document Type:  Local Code:

Created Date:

Sort Order:  Created Date

Ascending  
 Descending

Equals   
Equals  
Later Than  
Earlier Than  
Between

**Results**

PAGE: 1

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009WXA1002	00	N	Complete	N	TEST 2 USERS GUIDE	NC2276A		6/21/2010
NEDU0009WXA1001	00	N	Complete	N	TEST 1 USER GUIDE	NC2276A		6/21/2010
NEDU0009RCA5006	00	N	Complete	Y	ORACLE MAINTENANCE	NC2276		2/27/2009

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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created 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.

Notice that the **Status** is **not** cancelled, and the document has been **Exported**.

**Step 3** Complete the Amendment form.

Notice that the Amendment number appears in Block 7 and that the amendment form contains much of the information from the original document.

TATION - NAVCOMPT FORM 2276A		PAGE 1 OF 1
CITATION AND IS SUBJECT TO THE CONDITIONS LISTED ON		2. DOCUMENT NO. NEDU0009WXA1002
COMPLETION DATE	6. DATE PREPARED 6/21/2010	7. AMENDMENT NO. 01



Adding a New ACRN

To add a NEW ACRN to the amendment, Select Block 12 ACRNs.

12. ACCOUNTING DATA TO BE CARRIED ON RESULTING BILLINGS								
ACRNs	B. APPROPRIATION	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA
AA	1791804	1300	000	68045	0	068566	2D	XA1002
AB	1791804	1300	000	68045	0	068566	2D	XA1002



When the existing ACRNs display, click the New button and FASTDATA will generate the next ACRN in sequence. Complete the ACRN detail screen as described in Step 3, Block 12 of the How to Create an NC2276A section of the Guide.

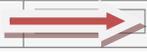


New Save Close

Adjusting Funds of an Existing ACRN

To add or decrease funds to the existing ACRNs, access Block 14 Line Items and make the necessary changes to each Line Item ACRN, entering an increased or decreased amount.

14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS			
A. ACRN	C. QUANTITY	Attach Separate Sheet If More Space Required.	D. ESTIMATED AMOUNT
NC2276A Line Items			
<b>Item 1</b>			
ACRN AA	FSC	Unit of Issue	
Order Type	Quantity To Date 3	Amount To Date 9.00	
Quantity 0	Unit Price 0.00	Amount 0.00	
Service Item	Part No		
Description	Cartons		
New Save Close			



The **Amount To Date** field will reflect the current ACRN amount on the Line Item. The increase or decrease amount goes in the **Amount** field. The Description field can be used to add any additional instructions concerning the amendment. Once the changes are complete, click Save and then Close to go back to the main document.

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

Even if the basic NC2276A is a source document you can create the amendment as an initiation document until you have the final ok. Then you would go to Documents, Update Document to make it a Source. If you generate it as Source, the commitment (CM) will be generated upon saving the document. If you generate it as Initiation, there will be no CM and it will not affect your OPTAR funds until you Update the document and change it to Source.

**NOTES:** If you hit the Close button before Saving, you will lose all the information you have entered in the amendment. If Save has already been accomplished, the Close button will take you out of the document.

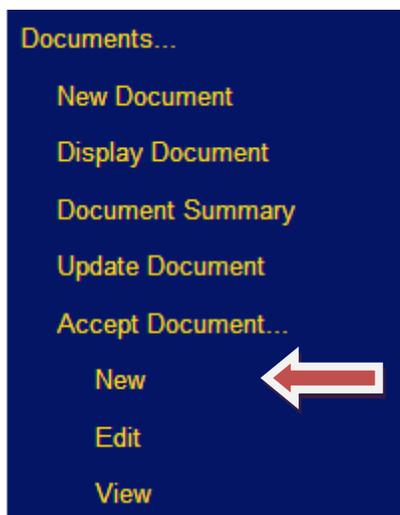
If you try to amend the NC2276 prior to all transactions being exported to the FA you will receive an error stopping you from creating the next amendment until the transactions have all exported.

#### How to ACCEPT a NC2276A

This section will show how to perform the acceptance of the NC2276A documents and amendments, whether they are work request (WX) or project order (PX) documents or direct citation (RX).

The Accept NC2276A document allows the performing activity the flexibility to allocate the funds provided on the order between reimbursable and direct citation. The NC2276A may be issued as an Economy Act Order or as a combination of an Economy Act Order and Direct Citation. It may also be issued as a Project Order or a combination of Project Order and Direct Citation or may be issued as Direct Citation only.

**Step 1** Create a new Acceptance by selecting Documents, Accept Document, and New.



**Step 2** Select the document you wish to accept. The only document types available for acceptance are Credit Card, DD448, NC2275, NC2276 and NC2276A. When your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not readily visible, use the Filter section at the top of the screen to help find your document. See details below regarding usage of the Filter options.

Select Document for Accept

**Filter**

DCN:     OPTAR Log:     Document Type:     Local Code:

Created Date:

Sort Order:

Ascending  
 Descending

---

**Results**

PAGE: 1

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009WXA1002	00	N	Complete	Y	TEST 2 USERS GUIDE	NC2276A		6/21/2010
NEDU0009WXA1001	00	N	Complete	Y	TEST 1 USER GUIDE	NC2276A		6/21/2010
NEDU0009WRA5000	00	N	Complete	Y	PWC WO93	NC2275		1/21/2009

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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created Date calendar and the “Between” choice in the Equals drop list an additional Calendar will appear, allowing you to filter between two specific dates.

You may also 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.

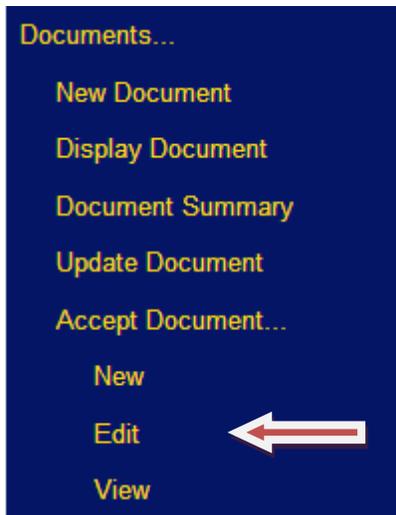
**Step 3** Complete the acceptance screen.

ACRN	Item No.	Quantity	Amount	Order Type
AA	1	3	9.00	Direct Citation
AB	2	0	35.00	Reimbursement

- **Order Type** - At the time a Line Item is created, the user has the option of selecting Blank, Direct Citation or Reimbursement as the Order Type. The option selected at the time of creation will be displayed but may be changed in this Acceptance Process.
- **Accept** - Accepts your entries on the Accept NC2276A page and accepts the selected document.
- **Close** - Ends the action to accept a NC2276A and returns you to the document select page.

Upon the acceptance being completed, the WX or PX portion of the document will move from the CM (915) commitment status to the AO (540) obligation status. Transactions will flow from the Site to the FA and on to STARS-FL to create the obligation for the NC2276A document. **Direct Citation acceptance will NOT produce the obligation (contract process creates the obligation for the RX or the direct portion you accepted).**

**Step 4** Edit a NC2276A acceptance by selecting Documents, Accept Document, Edit.



Only previously accepted documents will appear on the Screen. Select the document you wish to edit by highlighting and clicking on the DCN.

When editing a NC2276A Acceptance document, you can modify the Accepting Official and Accepting Date but the Order Type of the line item category is protected after it has been accepted and exported (reimbursable) or contracted (direct).

Edit NC2276A Document Acceptance

DCN: NEDU0009WXA1002 - 00  
OPTAR Log: TEST 2 USERS GUIDE

Accepting Official: Dr. Herman Gusher

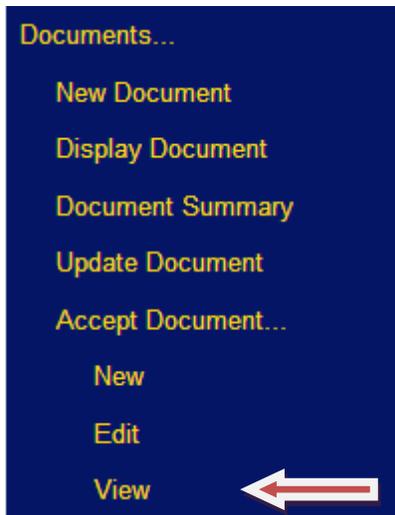
Accepting Date: 6/21/2010

ACRN	Item No.	Quantity	Amount	Order Type
AA	1	3	9.00	Direct Citation
AB	2	0	35.00	Reimbursement

Accept Close

See Step 3 for a definition of the fields on the screen.

**Step 5** View an Acceptance by selecting Documents, Accept Document, and View.



Only previously accepted documents will appear on the Screen. Select the document you wish to view by highlighting and clicking on the DCN.

All fields are display only in the View mode. See Step 3 for a definition of the fields.

View NC2276A Document Acceptance

DCN: NEDU0009WXA1002 - 00

OPTAR Log: TEST 2 USERS GUIDE

Accepting Official: Dr. Herman Gusher

Accepting Date: 6/21/2010

ACRN	Item No.	Quantity	Amount	Order Type
AA	1	3	9.00	Direct Citation
AB	2	0	35.00	Reimbursement

Close

## How to CONTRACT a NC2276A

When you create a new contract, FASTDATA establishes an obligation transaction with the amount (s) from the contract. This obligation transaction and its associated contract number are included in the FA export to STARS-FL where it will liquidate part or the entire commitment field. . The contract process affects the OPTAR's status of funds if the contract amount differs from the commitment amount. If the total committed and the contract amount entered match, the contract partial/final indicator must be set to FINAL.

When entering a contract number with A, G, or H in the ninth position, you must enter a value for DO/BPA.

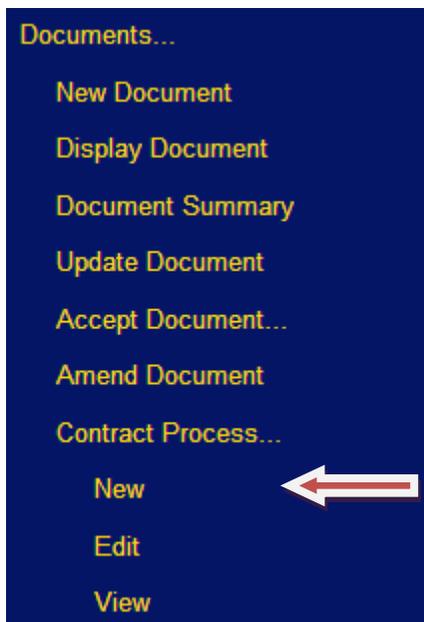
You must enter a value for Contract Amount if the Contract Partial value is Partial.

Before you can post a contract for an NC2276A document with a value greater than \$25,000, you must first accept the NC2276A.

Appendix B provides information regarding Credit Card cross reference and Multi-PIIN scenarios for contractible documents. For additional contracting rules, see the Contract Process in the MAINTENANCE of DOCUMENT section.

SPS sites cannot create a new contract for a document until all amendments to the document have been exported to SPS.

**Step 1** Enter a new contract against an existing document by selecting Documents, Contract Process, and New.



**Step 2** Select the document you wish to place a contract against. When your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not readily visible, use the Filter section at the top of the screen to help find your document.

Select Document for Contract

**Filter**

DCN:  OPTAR Log:  Document Type:  Local Code:

Created Date:

Sort Order:  Created Date

Ascending  Descending

Equals

Equals  
Later Than  
Earlier Than  
Between

**Results**

PAGE: 1

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009WXA1002	00	N	Accepted	Y	TEST 2 USERS GUIDE	NC2276A		6/21/2010

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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created 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.

**Step 3** Complete the New Contract screen. A definition of each field is provided below.

New Contract

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	68045922200	9.00	0.00	0.00	9.00	<input style="width: 40px;" type="text" value="AA"/>	<input style="width: 40px;" type="text" value="▼"/>	<input style="width: 60px;" type="text" value="0.00"/>

The contract process will create the obligation transaction that will flow to STARS-FL and liquidate part or the entire total commitment field in STARS-FL. If the total committed and the contract amount entered match, the Contract Partial indicator should be set to FINAL.

**DCN** - Identifies the document control number of the selected document.

**Total Contract Amount** - Identifies the sum of all Contract ACRN amounts of the listed Requisition ACRNs for this Requisition and Contract-DO/BPA.

**Contract** - Identifies the contract number to be applied to the selected document. A value is required.

**DO/BPA** - Identifies a call to a Delivery Order or Blanket Purchase Agreement for an indefinite delivery type contract. A value is required if the contract number contains A, G, or H in the ninth position. If entered, it must be 4 positions and cannot contain spaces.

**ACRN** - The Accounting Classification Reference Number (ACRN) identifies each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing.

**JON** - Identifies the 11-position job order number associated with the selected DCN/ACRN.

**Total Commitment** - Identifies the total Commitment amount for the basic and all Amendments for this Requisition ACRN.

**Contract To Date** - Identifies the total amount previously contracted for this Requisition ACRN to include other Contract-DO/BPAs.

**CC XREF Amt** - If the contracted Requisition ACRN has been cited as the Requisition in a Credit Card Cross Reference, this identifies the amount of the cross reference. The Requisition ACRN Contract Amount would have been reduced by this amount.

**Outstanding Amount** - When the Contract Partial value is **Partial**, this amount is the Total Commitment minus the Contract-to-Date Amount, minus the CC XREF Amt. When the value is **Final**, the Outstanding Amount changes to zero (0).

New Contract

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition					Contract-DO/BPA			
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	68045922200	9.00	0.00	0.00	9.00	<input type="text" value="AA"/>	<input type="text" value="▼"/>	<input type="text" value="0.00"/>

**Contract ACRN**-Identifies the contract ACRN.

**Contract Partial** - Indicates whether the obligation is to be fully or partially liquidated when processing the contract. You must select either Partial or Final when entering a contract. A Partial will not be allowed for the full outstanding CM amount.

**Contract ACRN Amt** - Identifies the Contracted amount-to-date of the Contract ACRN for this Requisition and Contract-DO/BPA. If the Contract Partial value is Partial, then a value greater than zero (0) is required, but it cannot be equal to or greater than the sum of the Outstanding Amount and any previous Contract ACRN Amount. Normally, this will be the **total** contract amount for this Requisition ACRN and Contract-DO/BPA Contract ACRN.

However, if the contracted Requisition ACRN has been cited as the Requisition in a Credit Card Cross-Reference, the Requisition ACRN Contract Amount was reduced by the cross-reference amount. Therefore, the previously contracted, then cross-reference amount is no longer included in the Requisition ACRN Contract amount.

**Save** - Accepts your entries and creates the contract.

**Close** - Closes the New Contract page.

**Step 4** Edit a NC2276A Contract by selecting Documents, Contract Document, Edit.

You cannot edit a final contract that has been exported to STARS-FL and is for a source NC2276, NC2276A (Direct Cite) or DD448 (category 2). SPS sites cannot create or edit a contract unless all amendments to the document have been exported to SPS.

At the Document menu select Contract Process and then Edit.



Only previously contracted documents will appear on the Screen. Select the document you wish to edit by highlighting and clicking on the DCN.

When editing a NC2276A Contract document, you can modify the Contract number and DO/BPA as well as the Contract ACRN, Contract Partial code and the Contract ACRN Amt. **The Contract Edit amount that you enter should be the TOTAL, new amount desired, not the difference.**

Edit Contract

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

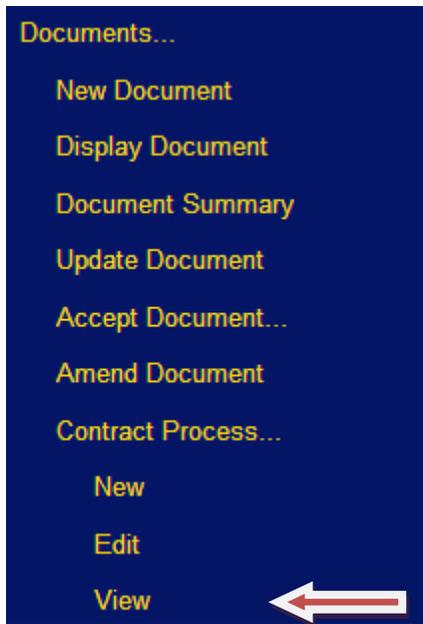
DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	68045922200	9.00	8.00	0.00	1.00	<input type="text" value="AA"/>	<input type="text" value="Partial"/>	<input type="text" value="8.00"/>

See Step 3 for a definition of all the fields on the screen.

**Step 5** View a Contract by selecting Documents, Contract process, View.



Only previously contracted documents will appear on the Screen. Select the document you wish to view by highlighting and clicking on the DCN.

**View Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	68045922200	9.00	8.00	0.00	1.00	<input type="text" value="AA"/>	Partial	<input type="text" value="8.00"/>

All fields are display only in the View mode. See Step 3 for a definition of all fields on the screen.

## How to CANCEL a NC2276A

The cancellation process allows you to cancel most source and memo documents. When a document is cancelled, the funds associated with the cancelled document become available for use by the Site. When you cancel a document that has been sent to STARS-FL, the application will generate a reversal transaction. FASTDATA will not allow cancellation of a NC2276A that has been accepted nor one that has a receipt, contract or expenditure posted against it.

Steps to cancelling a NC2276A are the same as the amendment process above. Select the document to amend, go to Block 14 and select the line item tab. When the detail window opens, decrease each ACRN by the amount showing in the obligated field.

NC2276A Line Items

**Item 1**

ACRN  FSC  Unit of Issue

Order Type  Quantity To Date  Amount To Date

Quantity  Unit Price  Amount

**Item 2**

ACRN  FSC  Unit of Issue

Order Type  Quantity To Date  Amount To Date

Quantity  Unit Price  Amount

Service Item  Part No

Description

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

F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
0	068566	2D	XA1002	68045922200	(\$9.00)
0	068566	2D	XA1002	68045911100	(\$35.00)
L. TOTAL THIS DOCUMENT					(\$44.00)
M. CUMULATIVE TOTAL					\$0.00

If your document is eligible, you can also complete the steps provided in the [\*\*HOW TO CANCEL A FASTDATA DOCUMENT\*\*](#) section of this Guide.

How to REINSTATE a NC2276A

Complete the steps provided in the [\*\*HOW TO REINSTATE A FASTDATA DOCUMENT\*\*](#) section of this Guide.

## **SF182, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING**

### Purpose

The primary purpose of the information collected on the SF182 is for use in the administration of the Federal Training Program (FTP) to document the nomination of trainees and completion of training. Information collected may also be provided to other agencies and to Congress upon request. This information becomes a part of the permanent employment record of participants in training programs, and should be included in the Government-wide electronic system, (the Enterprise Human Resource Integration system (EHRI)) and is subject to all of the published routine uses of that system of records.

Providing personal information on the form is voluntary but withholding information may hinder participation in future training events or errors in reporting training events in your human resources file. Executive Order 9397 authorizes the collection of your social security number on the form.

**This document replaces the DD1556.** Existing DD1556s can be viewed, updated, amended, receipted, or expended; but you will not be able to create new DD1556 documents.

### Generated Transaction

Creation of the SF182 in FASTDATA generates an obligation transaction (540) that is transmitted to STARS-FL. A funding validation check is performed at the time the SF182 is created to ensure that there are sufficient funds in the OPTAR to support the requirement. A receipt may be posted against the document but caution must be paid as the invoice may have already paid and an expenditure recorded. The SF182 can be amended and also can be used in the credit card cross reference process.

### How to CREATE a new SF182

Site users with the necessary access can add, update, and view source and memo SF182 documents. Access to these functions is defined by the System Administrator.

The SF182 is a single ACRN document with multiple Line Items.

Complete **Steps 1-6** provided in the [\*\*HOW TO CREATE A FASTDATA DOCUMENT\*\*](#) section of this Guide.

**Step 7** Complete the SF182 Form.

**\*NEW in the FASTDATA web, the document number will not generate until you have filled out the complete form and hit Save. Upon saving, you will see the document number populate.**

**Block A.-Agency, code, agency sub-element, and submitting office number.** This is a mandatory field that identifies the agency making the training request. If necessary, refer to items 33 and 35 of the trainee's SF50, Notification of Personnel Action for the Agency code, sub-element, and submitting office number.

**Block B.-Request Status.** Select the status or code that applies: **Resubmission, Initial, Correction, or Cancellation.** The default value is **2) Initial.**

**Section A - TRAINEE INFORMATION**

Trainee information is included as a line item entry in the Trainee/Applicant Information section at the bottom of the form. Section A is not used by BUPERS at the present time with the exception of the item listed below:

Section A - TRAINEE INFORMATION						
Please read instructions on page 6 before completing this form						
1. Applicant's Name (Last, First, Middle Initial)		2. Social Security Number/Federal Employee Number			3. Date Of Birth (yyyy-mm-dd)	
4. Home Address (Number, Street, City, State, ZIP Code) (Optional)		5. Home Telephone (Optional) (Include Area Code)		6. Position Level (Mark (X) one)		
				a. Non-Supervisory		b. Manager
				c. Supervisory		d. Executive
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency) <input type="text"/>		8. Office Telephone (Include Area Code and Extension)		9. Work Email Address		
10. Position Title		11. Does applicant need special accommodation?		If yes, please describe below		
		Yes <input type="checkbox"/> No <input type="checkbox"/>				
12. Type of Appointment		13. Education Level		14. Pay Plan		15. Series
						16. Grade
						17. Step

**Organization Mailing Address** - Contains the mailing address of the requesting organization. If an address is already established, it will be in the dropdown box. If not available, a new address code and address will need to be set up. Upon SAVE of the document, you will be prompted to SAVE the new address.

**Section B - TRAINING COURSE DATA**

Section B - TRAINING COURSE DATA									
1a. Name and Mailing address of Training Vendor (No., Street, City, State, ZIP Code) <input type="text"/>				1b. Location of Training Site (if same, mark box) <input type="checkbox"/>					
				1c. Vendor Telephone Number <input type="text"/>			1d. Vendor Email Address <input type="text"/>		
2a. Course Title <input type="text"/>				2b. Course Number Code <input type="text"/>		3. Training Start Date <input type="text"/>		4. Training End Date <input type="text"/>	
5. Training Duty Hours <input type="text"/>		6. Training Non-Duty Hours <input type="text"/>		7. Training Purpose Type <input type="text"/>			8. Training Type Code <input type="text"/>		
9. Training Sub Type Code <input type="text"/>				10. Training Delivery Type Code <input type="text"/>		11. Training Designation Type Code <input type="text"/>		12. Training Credit <input type="text"/>	
13. Training Credit Type Code <input type="text"/>									
14. Training Accreditation Indicator (Check below)		15. Continued Service Agreement Required Indicator (Check below)				16. Continued Service Agreement Expiration Date <input type="text"/>		17. Training Source Type Code <input type="text"/>	
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No							
18. Training Objective <input type="text"/>						19. AGENCY USE ONLY			

- 1a. Name and Mailing Address of Training Vendor** - Contains the name and mailing address of the training source.
- 1b. Location of the Training Site** - Provide mailing address of the training site if different from 1a. (if same, mark box)
- 1c. Vendor Telephone Number** - self-explanatory.
- 1d. Vendor E-mail Address** - self-explanatory.
- 2a. Course Title** Insert the title of the course or the program that the employee is scheduled to complete.
- 2b. Course Number Code** - Insert the Course Number Code
- 3. Training Start Date** - Select the start date of the training completed by the employee.
- 4. Training End Date** - Select the end date of the training completed by the employee.
- 5. Training Duty Hours** - Insert the number of duty hours for training.
- 6. Training Non-Duty Hours** - Insert the number of non-duty hours for training.

7. **Training Purpose Type** - Select the purpose for taking this course or program using the appropriate training purpose type code from the dropdown list.
8. **Training Type Code** - Select one of the Training Type Codes from the dropdown list.
9. **Training Sub-Type Code** - From the dropdown list, select one (1) Sub-Type Category code that applies to the training type code selected.
10. **Training Delivery Type Code** - Indicates the training delivery method, such as whether the delivery method is via correspondence or a seminar. Select the desired value from the dropdown list.
11. **Traditional Classroom** (no technology)
12. Individual or multiple person led, face-to-face training.
13. **On the Job** - Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.
14. **Technology** - Based Methods mainly using technology, which may include tutorials embedded in software, CD ROM products, Web-based courses, and interactive media.  
**Conference/workshop** An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance.  
**Blended Training** - Requires two or more methods of delivery that must be completed in order to satisfy the educational requirements.  
**Correspondence** - Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, regulation, or manual.
15. **Training Designation Type Code** - Select the appropriate training credit designation type code from the drop-down list.
16. **Training Credit**- Amount of academic credit hours of continued education units (1, 1.5, or .75) earned by the employee for the completed training. (This should be completed by the agency).
17. **Training Credit Type Code** - Select the appropriate training credit designation type code from the drop-down list.
18. **Training Accreditation Indicator** - Select Yes, No, or N/A
19. **Continued Service Agreement Required Indicator** - Select Yes, No, or N/A
20. **Continued Service Agreement Expiration Date** - Insert the date the service agreement date is satisfied by the employee.
21. **Training Source Code** - Select the appropriate training source code from the dropdown list.
22. **Training Objective** - It is important that the objectives for the employee(s) enrolling in this course or program are related to the strategic objectives of the organization for which the employee works. Provide text to explain how the training event meets agency objective(s) and purpose type.
23. **Agency Use Only** - For use by an agency as needed.

## Section C - COSTS AND BILLING INFORMATION

Section C - COSTS AND BILLING INFORMATION					
1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable		
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund
a. Tuition and Fees	0.00		a. Travel	0.00	\$0.00
b. Books & Material Costs	0.00		b. Per Diem	0.00	
c. TOTAL	\$0.00		c. TOTAL	\$0.00	
3. Total Training Non-Government Contribution Cost		6. Billing Instructions (Identify discount terms 0 % 0 days.) Furnish original invoice and 3 copies to:			
0.00		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
4. Document / Purchasing Order / Requisition Number		Remarks:			
5. 8 - Digit Station Symbol (Example - 12-34-5678)		<input type="text"/>			

### 1. Direct Costs and Appropriation/Fund Chargeable

#### a. Tuition and Fees -

Insert the actual/final cost of training tuition and fees for training completed by the employee that was paid for by the Federal Government. If the SF182 is for more than one trainee, this value should be the tuition for all trainees.

#### b. Books and Material Costs

Insert the materials cost for training completed by the employee that was paid for by the Federal Government. If the SF182 is for more than one trainee, this value should be the cost of materials for all trainees.

#### c. TOTAL - Costs calculated from 1a and 1b.

### 2. Indirect Costs and Appropriation/Fund Chargeable

#### a. Travel

Insert the actual/final travel cost excluding per diem for training completed by the employee that was paid for by the Federal Government.

#### b. Per Diem

Insert the actual/final per diem cost (e.g., meals, lodging, miscellaneous expenses) for training completed by the employee that was paid for by the Federal Government.

#### c. TOTAL - Costs calculated from 2a and 2b.

### 3. Total Training Non-Government Contribution Cost

Insert the cost contributed by the employee or other non-Government organizations for the training completed by the employee.

### 4. Document/Purchase Order/Requisition Number

To be completed by the Agency. Document/Purchase Order/Requisition Number for reimbursement of training costs to responsible Training Vendor. This number is to be referenced in the billing process.

### 5. 8-Digit Station Symbol

Insert 8-digit station symbol of the nominating Agency Finance Office.

### 6. Billing Instructions -

Discount terms - Enter the terms of any discount for early payment. Enter name and mailing address of nominating Agency Finance Office for billing purposes. Enter Remarks.

## Section D – APPROVALS

Section D - APPROVALS	
1a. Immediate Supervisor - Name and title <input type="text"/>	
1b. Area Code / Telephone Number <input type="text"/>	1c. Email Address <input type="text"/>
1d. Signature	1e. Date
2a. Second-line Supervisor - Name and title <input type="text"/>	
2b. Area Code / Telephone Number <input type="text"/>	2c. Email Address <input type="text"/>
2d. Signature	2e. Date
3a. Training Officer - Name and title <input type="text"/>	
3b. Area Code / Telephone Number <input type="text"/>	3c. Email Address <input type="text"/>
3d. Signature	3e. Date

**1a - 3e Approvals** Employee's Immediate Supervisor, Second-line supervisor, Training Officer Name, work phone numbers & Email addresses must be entered before submission of application.

## Section E - APPROVALS/CONCURRENCE

Section E - APPROVALS / CONCURRENCE	
1a. Authorizing Official - Name and title <input type="text"/>	
1b. Area Code / Telephone Number <input type="text"/>	1c. Email Address <input type="text"/>
1d. Signature	<input type="radio"/> Approved <input type="radio"/> Disapproved
	1e. Date

**1a. Authorizing Official** - Select the name of the authorizing official approving/concurring with the training request.

**1b. Area Code / Telephone Number** - Enter the work area code and phone number of the authorizing official.

**1c. Email Address** - Enter the email address of the authorizing official.

## Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION

Completed upon submission of form.

Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION	
1a. Authorizing Official - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
TRAINING FACILITY ~ Bills should be sent to office indicated in item C6   Please refer to number given in item C4 to assure prompt payment.	
Job Order No. <input type="text"/>	
Expense Element: <input type="text"/>	OMB Object Class: <input type="text"/> 252 <input type="text"/> OMB Sub Object Class: <input type="text"/>
<input type="checkbox"/> Payment with Government Credit Card	Credit Card POC <input type="text"/>
<input checked="" type="radio"/> Source <input type="radio"/> Initiation	Not to Exceed Code: <input type="text"/> Country Cd: <input type="text"/>
OPTAR Log: <input type="text"/>	Local Cd: <input type="text"/>

**Training Facility** - Bills should be sent to the office indicated in item C6 to assure prompt payment. Please refer to number given in item C4.

**Job Order No.** - Select a Job Order Number from the dropdown list.

**Expense Element** - Identifies the type of obligation or expense charge below the Function/Sub-function level. Any or all expense elements can be incurred under a given functional category or cost account. The default value is Q Purchased Services (Other). Select the dropdown arrow if you wish to change this default.

**OMB Object Class** - Identifies the Office of Management and Budget object class designation. Default value is 252.

**OMB Sub Object Class** The OMB Sub Object Class is a finer division of the OMB Obj Class code identified by a single character. Select the Sub Object Class code from the dropdown list.

**Not to Exceed Code** - Indicates directions for paying the obligation; this code is checked by bill-paying personnel when paying the obligation.

**Country CD** - Identifies the country for purposes of processing the transaction.

**Payment with Government Credit Card** - Check this box if the training course will be paid for using a government-issued credit card.

**Credit Card POC** - Identifies the credit card point-of-contact name.

**Source or Initiation** A radio button selection identifying the document as either Source or Initiation.

**OPTAR Log Mandatory** - Describes the purpose of the log entry that will be printed on the OPTAR Log.

**Local Code** - Identifies document types and groupings for reporting purposes.

## TRAINEES/APPLICANTS INFORMATION

TRAINEES/APPLICANTS INFORMATION			
Line Items	NAME	SSN	PAY PLAN/SERIES/GRADE/ST
No Line Items			
		Save	Close

Select **Line Items** to add a trainee/applicant to the SF182. When adding a new SF182, at least one trainee is required. When Line Item is selected, the information listed below is required for the SF182 Trainees:

SF182 Trainees

Trainee 1

1. Applicant's Name (Last, First, Middle Initial) <input type="text"/>	2. Social Security Number/Federal Employee Number <input type="text"/>	3. Date of Birth (yyyy-mm-dd) <input type="text"/>
4. Home Address (Number, Street, City, State, ZIP Code) (Optional) <input type="text"/>	5. Home Telephone (Optional) (Include Area Code) <input type="text"/>	6. Position Level <input checked="" type="radio"/> Non-Supervisory <input type="radio"/> Manager <input type="radio"/> Supervisory <input type="radio"/> Executive
8. Office Telephone (Include Area Code and Extension) <input type="text"/>	9. Work Email Address <input type="text"/>	
10. Position Title <input type="text"/>	11. Does applicant need special accommodation? <input type="radio"/> Yes <input checked="" type="radio"/> No	If yes, please describe below <input style="width: 100%;" type="text"/>
12. Type of Appointment <input type="text"/>	13. Education Level <input type="text"/>	14. Pay Plan <input type="text"/>
15. Series <input type="text"/>	16. Grade <input type="text"/>	17. Step <input type="text"/>

1. **Applicants Name (Last, First, Middle Initial)** - Self-explanatory.

**Office Telephone** - Insert the employee's area code, office phone number and extension.

**Work Email Address** - Employee's agency e-mail address.

**Position Title** - Employee's current position within the agency.

**Position Level** - Non-Supervisory, Supervisory, Manager, and Executive. Default is Non-Supervisory.

**Does applicant need special accommodation?** - Indicate "Yes" or "No". If the applicant is in need of special arrangements (brailing, taping, interpreters, facility accessibility, etc), describe the requirements in the space provided. If Yes is selected, an entry is required in the associated space provided.

**Type of Appointment-** The employee type of appointment (e.g., Career Conditional (CC), Career (C), Temporary (Temp.), Schedule A, etc.) from the dropdown list.

**Education Level** Use the employee educational level codes listed below.

**Pay Plan** - The employee's pay plan. (e.g., GS, WG, ES...Pay Band)

**Series** The position classification four-digit series. (e.g., 0201)

**Grade/Step** - The employee's grade level/pay band level. (1-15/01-03)  
Step (1-15/01-03)

### **OPTIONAL**

Current policy requires that Personally Identifiable Information (PII) be protected. The following information is optional when completing the SF182. In addition, should the information be entered, it will be encrypted. The user will also be given the option of excluding it when printing the document.

#### **Social Security Number/Federal Employee Number- -**

Use employee's nine (9) digit SSN. (123456789) or the Federal Employee Number, the unique number that Enterprise Human Resources Integration (EHRI) will assign to an employee to identify employee records within the EHRI system. The user may enter nothing, the last 4 digits of the SSN or the full SSN. If the user enters the last 4, the SSN will be displayed and printed as \*\*\*-\*\*-1234.

**Date of Birth (format yyyy-mm-dd)** - Employee's date of birth (e.g. if employee's birth date is March 25, 1951, it would appear as (1951-03-25).

**Home Address** - Employee's home address, include the street number, city, state, and zip code.

**Home Telephone Number** - Employee's area code, home telephone number.

**SAVE the line item and return to the document.**

**Step 8 Save** – Upon selecting Save, your document number will appear in Section C Block 4 of the SF182. Once the document is successfully saved, the user may create another document by selecting the "Add Another" option that appears when the document is in the view after save mode. If you do not wish to create another document at this time, select Close.



**Close** will take you out of the document.

### How to PRINT a SF182

Complete the steps provided in the [HOW TO PRINT A FASTDATA DOCUMENT](#) section of this Guide.

### Life Cycle of a SF182

The following chart illustrates the transaction flow as the document progresses through its life cycle. An obligation transaction is established when the document is created. If the document is amended, the cost of the document increases/decreases the obligation. Receipts can be entered but are optional. Once the invoice is paid, an expenditure is recorded to close out the document. If the document is to be paid with a credit card and used in the cross reference process, a receipt should not be recorded.



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

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

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 below that the report may contain information for All RCs, OPTARs, ACRNs, Document Numbers and Document Types or that the user may choose specific ones, depending on his needs.

In our scenario, you could highlight SF182-Authorization, Agreement, Certification of Training in the Document Type section and then click Run Report. The only documents appearing on the Transaction History report you receive would then be SF182s.

You may also highlight the desired Document number in the DCN area or enter part or all of the desired DCN in the DCN Filter field. If you choose to use the DCN Filter field, 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 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.

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  
NEDU0009CCMMMP1  
NEDU0009CCMMMRJ  
NEDU0009CCMMMT1

DCN Filter:

Document Type: SF1164 - Claim for Reimbursement  
SF44 - Purchase Order/Invoice Voucher  
SF30 - Modification of Contract  
SF1034 - Public Voucher for Purchases and Service  
SF182 - Authorization, Agreement, Certification of Training

From Date:

To Date:

Run Report Run CSV Report Run Excel Report Filter Close

A sample report is provided below:

**Transaction History Report**

File: AMO DOC TYPE IS (SE):	Site: 05	RC: 3A	OPTAR: 05	FY: 2005								
DCN: N6321409TG9F008												
ACRN Contract ID	Contract ACRN	Contract CMT	Job Order	Exp Site	City Code	Transfer	Relate Date	Site Type	Last Amend	City CE	Document Status	Cost
AA			8321409T00	0	262	SPERS_JENNERFL	07/27/2006	SF182	00		Complete	\$0.00
File Type	Trans Date	Trans City	Trans Amount	Trans Amend	Partial Code	NTE	Transaction Description					
T	AD	07/20/2006 10:55:29	0	\$0.00	00	1	Created By Database User ID=681961005					

### Follow-On Processes

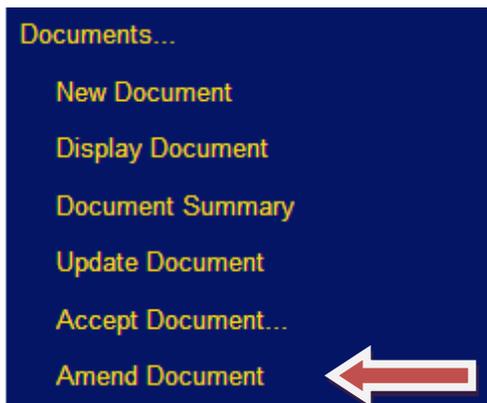
Other File menu document processes available for the SF182 include Amendment, Receipt, Expenditure, Cancellation, and Reinstatement. Receipts can be entered but are optional. The manual expenditure process will only be used upon guidance from your FA and will indicate that the expenditure did not flow to the Site from STARS-FL.

### How to AMEND a SF182

Initially, the new SF182 records an obligation. The amended SF182 will allow the increase or decrease of funds obligated to flow to STARS-FL to update the obligation.

Keep in mind that you cannot amend a SF182 that has not been exported or that has been cancelled. When adding or updating an amendment for a source SF182, you can change the values for only some of the elements. These will be described below.

### Step 1 Highlight Document, Amend Document.



**Step 2** Select the document you wish to amend. When your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not initially displayed, the Filter section at the top of the screen may be used to locate it. Details regarding use of the Filter options are provided below.

Select Document for Amend

**Filter**

DCN:     OPTAR Log:     Document Type:     Local Code:

Created Date:

Sort Order:

Ascending  
 Descending

Equals

Equals  
Later Than  
Earlier Than  
Between

**Results**

PAGE: 1

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009TGA5007	00	N	Complete	Y	ADV Oracle/Smith	SF182		6/22/2010
NEDU0009WXA1002	00	N	Accepted	Y	TEST 2 USERS GUIDE	NC2276A		6/21/2010
NEDU0009WXA1001	00	N	Complete	Y	TEST 1 USER GUIDE	NC2276A		6/21/2010
NEDU0009RCA5006	00	N	Complete	Y	ORACLE MAINTFNANCF	NC2276		2/27/2009

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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created 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.

Notice that the **Status** is **not** cancelled, and the document has been **Exported**.

**Step 3** Enter or change desired values. All fields are defined above in How to Create a SF182, Step 2. For amount changes, enter the amount of the change, not the new amount.

**Step 4** Save your amendment.

How to CANCEL a SF182

Complete the steps provided in the [HOW TO CANCEL A FASTDATA DOCUMENT](#) section of this Guide.

How to REINSTATE a SF182

Complete the steps provided in the [HOW TO REINSTATE A FASTDATA DOCUMENT](#) section of this Guide.

## **SF 1164, CLAIM FOR REIMBURSEMENT**

### Purpose

The primary purpose of the information collected on the Claim for Reimbursement for Expenditures on Official Business, Standard Form (SF) 1164 is to request payment for approved local travel and miscellaneous expenses to qualified individuals. For the SF1164, the ninth and tenth positions of the DCN are "RV".

### Generated Transaction

Creation of the SF1164 in FASTDATA generates a receipt/accounts payable transaction (RG or RP) that is transmitted to STARS-FL as a 510 execution code. A funding validation check is performed at the time the SF1164 is created to make sure that there are sufficient funds in the OPTAR to support the requirement. An expenditure will post against the document when the reimbursement has been paid through DFAS.

### How to CREATE a New SF1164

Use this form to request payment for local travel and miscellaneous expenses. FASTDATA records the SF1164 as a receipt. When SF1164 transactions are included in the FA's file transfer to STARS-FL, they are recorded as accounts payable in STARS as New (N) documents vice T (updates) or any other transaction type. The document number can't already exist in STARS.

SF1164 documents are also generated in the Defense Travel System (DTS) as an "RV" document. These are imported to STARS-FL and then transmitted to FASTDATA. **However, PLEASE NOTE that the SF1164s being discussed below are the ones that are generated in FASTDATA, not through DTS.**

Site users with necessary access can add, update, and view source and memo SF1164 documents. Access rights are defined at the System Administrator level.

Complete **Steps 1-6** provided in the [\*\*HOW TO CREATE A FASTDATA DOCUMENT\*\*](#) section of this Guide.

**Step 7** Complete the SF1164 document.

**REQUIRED FIELDS:**

**Department Or Establishment, Bureau, Division Or Office**

Identifies the department, establishment, bureau, division, or office to which the expenditures are to be charged, and identifies the mailing address for the charging organization. Select the desired value from the dropdown list.

**Claimant Name** - Identifies the name of the person submitting the claim. Select the desired value from the dropdown list or manually enter a value.

**Social Security No.** - Identifies the Social Security number (SSN) of the claimant; the SSN is stored encrypted although it appears on-line unencrypted.

**CLAIMANT MAILING ADDRESS (Include ZIP Code)** - Identifies the address of the person submitting the claim.

**Office Telephone Number** - Contains the office phone number of the claimant.

**ACRN**

**The ACRN block must be completed before you create the Line Items.**

Select the ACRN button to add an Accounting Classification Reference Number associated with the document.

Select the correct JON from the drop down box, Expense Element, OMN Object Class, Not to Exceed Code (if you use it), and the amount to be reimbursed. Click on SAVE.

If more than one ACRN is to be added, click on NEW to add another ACRN. Once all ACRNs complete click on SAVE and CLOSE. This will return you to the main SF1164 document.

**Line Items**

Select the Line Items button to add new line item(s) associated with the document.

DATE (a)	CODE (b)	(Explain expenditures in specific detail.)		MILEAGE RATE	AMOUNT	
		FROM (c)	TO (d)	NO. OF MILES (e)	MILEAGE (f)	FARE OR TOLL (g)
				0.0		
No Line Items						

SF1164 Line Items			
Mileage Rate:	<input type="text" value="0.0"/>		
<b>Item 1</b>			
	Month: <input type="text" value="JUL"/> <input type="button" value="v"/>	No. Miles: <input type="text" value="0"/>	
	Day: <input type="text" value="06"/>	Mileage: \$0.00	
Expense Code: <input type="text" value="C - Other Expenses"/> <input type="button" value="v"/>	Fare or Toll: <input type="text" value="0.00"/>		
From Location: <input type="text" value="Reimbursement for"/>	Additional Persons: <input type="text" value="0"/>		
To Location: <input type="text" value="parking fees"/>	Tips and Miscellaneous: <input type="text" value="26.00"/>		

If mileage is being claimed, fill in the Mileage Rate.

Use the drop down to select the appropriate month and fill in the Day of the month.

Use the drop down to select the type of expenses.

Use the From and To location fields to describe the reimbursement.

If mileage is being claimed, fill in the No. Miles field. The system will multiply the Mileage Rate times the No. Miles to compute the Mileage amount.

Complete other optional fields as applicable.

**CLOSE** the Line Item to go back to the document.

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

**OPTAR Log** - Describes the purpose of the log entry that will be printed on the OPTAR Log or the name of the items being requisitioned. When adding a new source SF1164, you must enter a value for OPTAR Log.

#### OPTIONAL FIELDS:

**Voucher Number** (System Generated) - Equates to the Document Control Number.

**Schedule Number** - Code of up to 15 characters identifying a schedule number.

**Funds Expire On** - Identifies the date on which the associated funding will expire for obligating purposes.

**Date** - Identifies the calendar year in which the claim occurred.

**Mileage Rate** - Identifies the rate per mile for travel.

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

**Step 8** Select **Save** to save your document. If you wish to create another document, you can select the "**Add Another**" that appears when the document is in the view after save mode. This will initiate a new document process for the same document type and subtype. Select **Close** to return to the select Document menu.

How to PRINT a SF1164

Complete the steps provided in the [HOW TO PRINT A FASTDATA DOCUMENT](#) section of this Guide.

Life Cycle of a SF1164

The following chart illustrates the transaction flow as the document progresses through its life cycle. A receipt transaction is established when the document is created. Recording the expenditure occurs when DFAS has paid the reimbursement invoice to close out the document.



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

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

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 below that the report may contain information for All RCs, OPTARs, ACRNs, Document Numbers and Document Types or that the user may choose specific ones, depending on his needs.

In our scenario, you could highlight SF1164 Claim for Reimbursement in the Document Type section and then click Run Report. The only documents appearing on the Transaction History report you receive would then be SF1164s.

You may highlight the desired Document number in the DCN area or enter part or all of the desired DCN in the DCN Filter field. If you choose to use the DCN Filter field, 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 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.

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  
NEDU0009CCMMMP1  
NEDU0009CCMMMRJ  
NEDU0009CCMMMT1

DCN Filter:

Document Type: SF1164 - Claim for Reimbursement  
SF44 - Purchase Order/Invoice Voucher  
SF30 - Modification of Contract  
SF1034 - Public Voucher for Purchases and Service  
SF182 - Authorization, Agreement, Certification of Training

From Date:

To Date:

Run Report Run CSV Report Run Excel Report Filter Close

A sample report is provided below:

**Transaction History Report**

Transaction History Report														
From: N6321409RV05015 (NO DOC TYPE) (SF)														
FA: N6360A		Site: 85		RC: 3A		OPTAR: 85		FY: 2005						
<b>DCN: N6321409RV05015</b>														
ACRN	Contract ID	Cont. ACRN	OO/ Cal	Job Order	Exp. Est.	Obj. Class	Transfer	Run's Date	Doc Type	Last Amend.	Doc. Ct.	Document Status	Cost	
AA				621430010	0	200			SF1164	00		Complete	\$187.28	
Exp. Type	Trans. Date	Trans. Qty	Trans. Amount	Amend.	Partial Code	NOTE: Transaction Description								
Y	RP	01022000 18-0642	3	\$187.28	00	I	Created By Database User ID=COLDRF Updated By Database User ID=COLDRF Updated By Database User ID=FASTDATA							
Y	DF	03102000 10-1728	1	\$187.28	00	R	Expenditure Batch: 35804961 (Banner#102934-A-13-2000013-10411) (Banner#01102000) (B: 18) (Size#08) (4) (Banner#AUTOMATIC) (Banner#02)							
<b>DCN: N6321409RV05016</b>														
ACRN	Contract ID	Cont. ACRN	OO/ Cal	Job Order	Exp. Est.	Obj. Class	Transfer	Run's Date	Doc Type	Last Amend.	Doc. Ct.	Document Status	Cost	
AA				621430010	0	200			SF1164	00		Complete	\$17.89	
Exp. Type	Trans. Date	Trans. Qty	Trans. Amount	Amend.	Partial Code	NOTE: Transaction Description								
Y	RP	01022000 12-0188	3	\$17.89	00	I	Created By Database User ID=COLDRF Updated By Database User ID=FASTDATA							
Y	DF	03102000 10-1728	1	\$17.89	00	R	Expenditure Batch: 35804961 (Banner#102934-A-13-2000013-10411) (Banner#01102000) (B: 18) (Size#08) (4) (Banner#AUTOMATIC) (Banner#02)							

### Follow-on Processes

Other File menu document processes available for the SF1164 include Expenditure, Cancellation, and Reinstatement. The manual Expenditure process would only be used upon guidance from your FA and will indicate that the expenditure did not flow to the Site from STARS-FL.

#### How to CANCEL a DD1164

The cancellation process allows you to cancel most source and memo documents. When a document is cancelled, the funds associated with the cancelled document become available for use by the Site. When you cancel a document that has been sent to STARS-FL, the application will generate a reversal transaction. FASTDATA will not allow cancellation of a document that has a receipt, contract or expenditure posted against it.

Complete the steps provided in the [HOW TO CANCEL A FASTDATA DOCUMENT](#) section of this Guide.

#### How to REINSTATE a DD1164

Complete the steps provided in the [HOW TO REINSTATE A FASTDATA DOCUMENT](#) section of this Guide.

## **CREDIT CARD SOURCE DOCUMENT**

### Purpose

This process was specifically designed to be used in conjunction with an activity's credit card purchases. It can be used to help keep FASTDATA and STARS-FL in sync and for reconciliation and tracking of credit card business.

**NEW TO THE WEB – This document was previously a Memorandum document; but with the 10-1 release of FASTDATA Web, it is now a Source document. A serial range must be created by the FA specifically for this type document and cannot be combined with any other serial range. An “MD” will appear in the 9<sup>th</sup> and 10<sup>th</sup> positions of the Credit Card document.**

### Generated Transaction

Creation of both the SDN and the MILSTRIP Credit Card source document generates an obligation (AO) that is transmitted to STARS-FL as an execution code 540. A funding validation check is performed at the time the Credit Card is created to ensure that there are sufficient funds in the OPTAR to support the requirement.

Credit Card source documents may be created as Initiations, in which case, funds are not adjusted and no transaction is created for export to STARS-FL.

### How to CREATE a New Credit Card Document

Site users with the necessary access can add, update, and view Credit Card documents. Access rights are defined by the System Administrator.

The Credit Card is a multiple ACRN, multiple line item document.

Complete **Steps 1-6** provided in the [\*\*HOW TO CREATE A FASTDATA DOCUMENT\*\*](#) section of this Guide.

**Step 7** Complete the Credit Card document.

### **REQUIRED FIELDS:**

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

**OPTAR Log** - Describes the purpose of the log entry that will be printed on the OPTAR Log or the name of the items being requisitioned.

**ACRN (Accounting Classification Reference Number)** - An ACRN identifies each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing. **The ACRN block must be completed before you create the Line Items.**

**Line Item** - A Credit Card must have at least one Line Item. Select the Line Item button and receive the Line Item detail screen. Elements on the screen are described below.

The screenshot shows a web form titled "Credit Card Line Items". At the top left, it says "Item 1". Below this, there is a trash can icon followed by the label "ACRN" and a dropdown menu showing "AA". To the right is the label "Unit of Issue" followed by an empty text box. Further right is the label "Quantity" followed by a text box containing "0". To the right of that is the label "Unit Price" followed by a text box containing "0.00". To the right of that is the label "Amount" followed by a text box containing "0.00". Below these fields is a large text area labeled "Description" with a vertical scrollbar on the right. At the bottom of the form are three buttons: "New", "Save", and "Close".

- **Item #** - System-generated sequential number for a particular document line item. The value automatically increments by one character for each subsequent line item added to the document.
- **Delete Icon** - Select the trash can icon to delete the associated line item.
- **ACRN** - Select one of the ACRNs from the dropdown list. When adding a new line item, you must indicate a value for the ACRN.
- **Unit of Issue** - Identifies the standard of measurement to determine quantity (example - EA for each or BX for box).
- **Quantity** - Identifies the number of items ordered. If you enter a value for Quantity, you must enter a value for Unit Price.
- **Unit Price** - Identifies the cost of an item per unit. You must enter a value for Unit Price if you entered a value for Quantity.
- **Amount** - Identifies the total cost of the line item. You may enter an amount or, upon Save, the system will calculate the cost by multiplying the Quantity x Unit Price. **Until a future release, you cannot create a new Credit Card Source document with a negative amount, such as for an item purchased with an MPC credit card that has been returned.**
- **Description** - Describes the document line item.
- **New** - Select the New button to enter additional line items.
- **Save** -  
Saves your Line Item entries.
- **Close** -  
Closes the Credit Card Line Items page.

## OPTIONAL FIELDS:

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

**Approval Number** - A 6-position field in which the user may enter an approval number.

**Cardholder/Card** - The Cardholder making the purchase and a partial display of that cardholder's credit card number. User must select from the dropdown list.

**Vendor** - The vendor to be used in this particular purchase. User must select from the dropdown list.

**Step 8** Select Save to save your document.

If you wish to create another document of the same type, you can select the "**Add Another**" button that appears at the bottom of the document in the view after Save mode. This will initiate a new document process for the same document type.

If there is only one serial range for that document type, the system will automatically use that serial range when creating the new document. If there is more than one serial range, FASTDATA will prompt the user to pick a serial range.

If you do not wish to create another document select **Close**.

---

How to PRINT a Credit Card Document

Complete the steps provided in the [HOW TO PRINT A FASTDATA DOCUMENT](#) section of this Guide.

Upon successful print of the document, notice that the line of accounting prints in the ACRN area and that there are three signature blocks at the bottom of the form. **The Authorizing Official signature is for your credit card folders used in the audits done on your credit card purchases.**

Document Number: NEDU0009MDC403 - 00000 MPC: NO <input type="checkbox"/> Transaction Released Partial/Final:		Page 1 of 1	
Optar Log: Experiment		Local Code:	
Transaction Date: 07/12/2010		Approval Number:	
Card Holder: KALVIN L, JOHNSON0002		Vendor: DIVINE IMAGING, INC.	
Credit Card: *****350736		Bank DCN:	
		Requisition/ACRN: /	

ACRN	Job Order Number	Country Code	Not to Exceed	Expense Element	OMB Object Class	OMB Sub Object Class	Amount
AA	EDU009TM111		C	Q	250		\$12.00
AB	EDU009TM222			T	260		\$48.00
ACRN Page Total:							\$60.00

ACRN	Item Number	Line Item Description	Quantity Ordered	Unit Of Issue	Unit Price	Line Item Total
AA	1		4	EA	\$3.00	\$12.00
AB	2		0		\$0.00	\$48.00
Line Item Page Total:						\$60.00

Department Head	_____	_____	Grand Total:	\$60.00		
IT Approving Official	_____	_____			Cumulative Total:	\$60.00
Authorizing Official	_____	_____				

Also note that the Grand Total for the document is displayed, as well as a Cumulative Total that would include basic and amendment amounts as in the example below:

Department Head	_____	_____	Grand Total:	\$1.00		
IT Approving Official	_____	_____			Cumulative Total:	\$91.00
Authorizing Official	_____	_____				

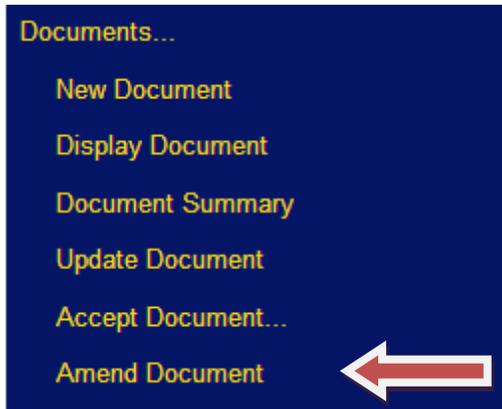
## Follow-on Processes

Other File menu document processes available for the Credit Card include Amendment, Acceptance, Receipt, Expenditure, Cancellation and Reinstatement. The manual expenditure process will only be used upon guidance from your FA and will indicate that the expenditure did not flow to the Site from STARS-FL.

### How to AMEND a Credit Card Document

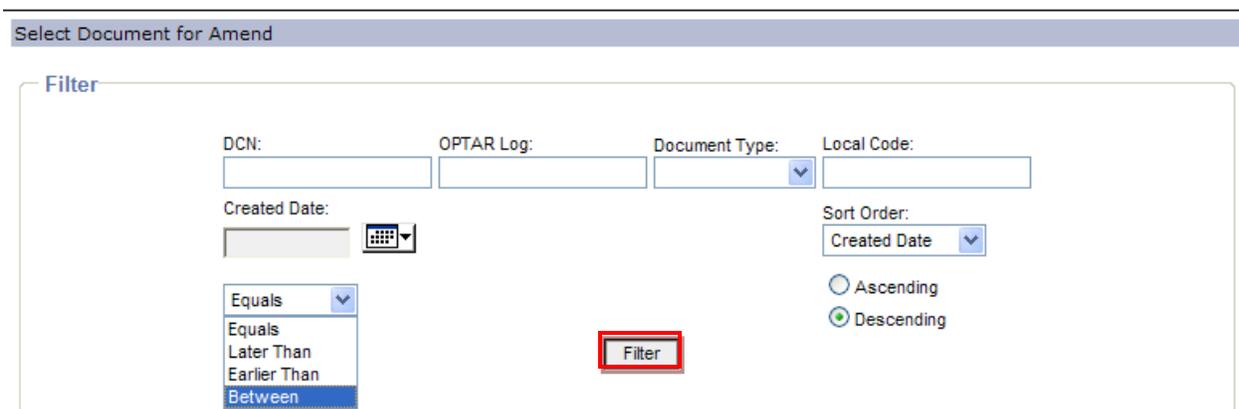
**An amendment may not be created if the previous basic or amendment is in an initiation status.**

**Step 1** Highlight Document, Amend Document.



**Step 2** Select the document you wish to amend.

When your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not initially displayed, the Filter section at the top of the screen may be used to locate it. Details regarding use of the Filter options are provided below.

A screenshot of a web application window titled "Select Document for Amend". The window contains a "Filter" section with the following fields and options:

- DCN: [text input]
- OPTAR Log: [text input]
- Document Type: [dropdown menu]
- Local Code: [text input]
- Created Date: [calendar icon]
- Sort Order: [dropdown menu with "Created Date" selected]
- Radio buttons for "Ascending" and "Descending" (with "Descending" selected).
- A dropdown menu for comparison operators: "Equals", "Later Than", "Earlier Than", and "Between".
- A "Filter" button highlighted with a red box.

Results

PAGE: 1 2 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009MDC402	00000	N	Complete	Y	Megaphones	Credit Card		7/12/2010
NEDU0009MDC401	00000	N	Complete	Y	Tubes	Credit Card		7/8/2010
NEDU0009MDC400	00000	N	Complete	Y	Mine Lanterns	Credit Card		7/8/2010
NEDU0009WXA1002	00	N	Complete	Y	Jul08Test1	NC2276A		7/8/2010
NEDU0009RCA5007	00	N	Finalized	Y	Jul06RC	NC2276		7/6/2010

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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created 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.

Notice that the **Status** is **not** cancelled, and the document has been **Exported**.

**Step 3** Enter or change desired values. All fields are defined above in How to Create a Credit Card. Notice that the amendment number (00001) appears after the Document Number.

Credit Card Document

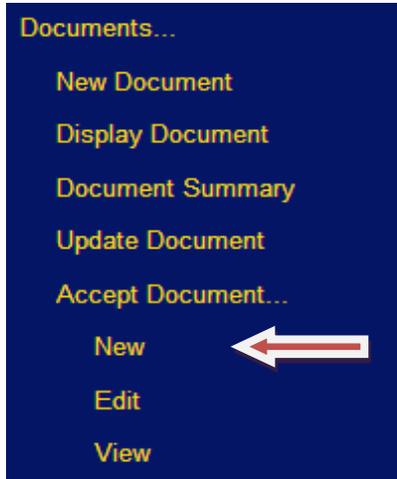
Document Number NEDU0009MDC402 - 00001

Status

**Step 4** Save your amendment.

## How to ACCEPT a Credit Card Document

**Step 1** Create a new Acceptance by selecting Documents, Accept Document, New.



**Step 2** Select the document you wish to accept. The only document types available for acceptance are **Credit Card, DD448, NC2275, NC2276** and **NC2276A**. When your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not readily visible, use the Filter section at the top of the screen to help find your document. See below for further details about using the Filter section.

Select Document for Accept

Filter

DCN:  OPTAR Log:  Document Type:  Local Code:

Created Date:   Sort Order:  Created Date

Ascending  Descending

Equals  Filter

Equals  
Later Than  
Earlier Than  
Between

Results

PAGE: 1 2 >>

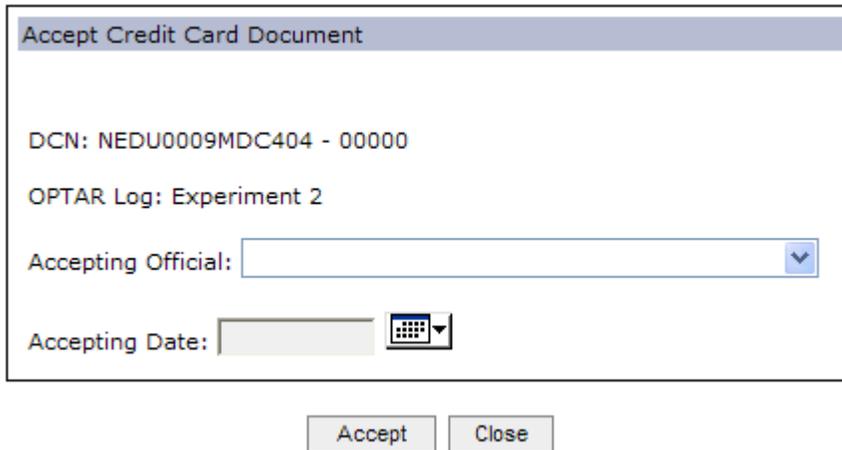
DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009MDC403	00000	N	Complete	Y	Experiment	Credit Card		7/12/2010
NEDU0009MDC402	00001	N	Complete	Y	Megaphones	Credit Card		7/12/2010
NEDU0009MDC402	00000	N	Complete	Y	Megaphones	Credit Card		7/12/2010
NEDU0009MDC401	00000	N	Complete	Y	Tubes	Credit Card		7/8/2010
NEDU0009MDC400	00000	N	Complete	Y	Mine Lanterns	Credit Card		7/8/2010
NEDU0009WXA1002	02	N	Complete	Y	AMD 2 Test	NC2276A		7/8/2010
NEDU0009WXA1002	00	N	Complete	Y	Jul08Test1	NC2276A		7/8/2010

The Filter options provide the opportunity to enter specific search criteria; thereby reducing the number of pages displayed in the Results section. The user may search by DCN, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created 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.

**Step 3** Complete the acceptance screen.



Accept Credit Card Document

DCN: NEDU0009MDC404 - 00000

OPTAR Log: Experiment 2

Accepting Official: [dropdown menu]

Accepting Date: [calendar icon]

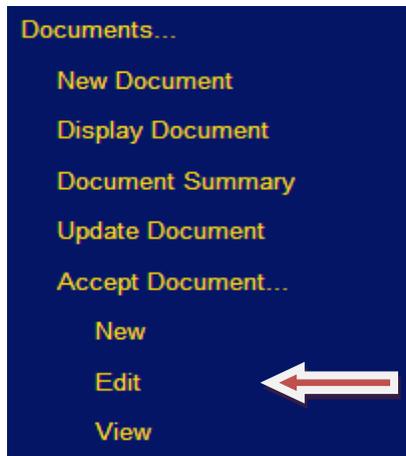
Accept Close

The following fields appear on the Accept Credit Card Document screen:

- **DCN**  
Displays the document control number (DCN) for the selected document.
- **OPTAR Log**  
Displays the OPTAR log entry from the selected document.
- **Accepting Official**  
Enter the name of the Accepting Official or select the desired value from the dropdown list. A value is required.
- **Accepting Date**  
From the calendar that appears when you use the dropdown arrow, select the date the document is being accepted. A date is required; you cannot enter a future date.
- **Accept**  
Accepts your entries and marks the document as accepted.
- **Close**  
Ends the action to accept a Credit Card Document.

Upon completing the acceptance, no transaction is generated in FASTDATA.

**Step 4** Edit a Credit Card Acceptance by selecting Documents, Accept Document, Edit.



Only previously accepted documents will appear on the Screen. Select the document you wish to edit by highlighting and clicking on the DCN.

When updating a Credit Card Acceptance document, you can modify the Accepting Official and Acceptance Date.

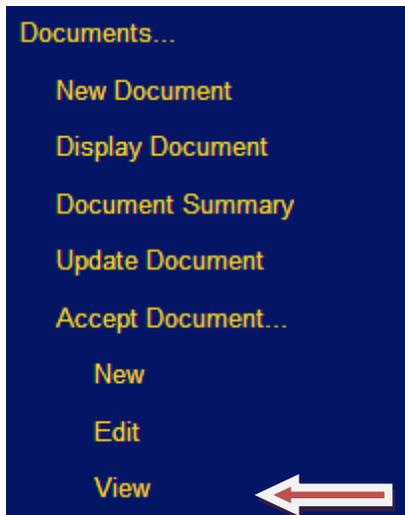
A screenshot of a dialog box titled 'Edit Credit Card Document Acceptance'. The dialog contains the following fields:

- DCN: NEDU0009MDC404 - 00000
- OPTAR Log: Experiment 2
- Accepting Official: Michael Johnson (dropdown menu)
- Accepting Date: 7/12/2010 (text input with a calendar icon)

At the bottom of the dialog are two buttons: 'Accept' and 'Close'.

See Step 3 for a definition of the fields on the screen.

**Step 5** View an Acceptance by selecting Documents, Accept Document, View.



Only previously accepted documents will appear on the Screen. Select the document you wish to view by highlighting and clicking on the DCN.

All fields are display only in the View mode. See Step 3 for a definition of the fields.



#### How to CANCEL a Credit Card Document

The cancellation process allows you to cancel most source and memo documents. When a document is cancelled, the funds associated with the cancelled document become available for use by the Site. When you cancel a document that has been sent to STARS-FL, the application will generate a reversal transaction. FASTDATA will allow cancellation of a Credit Card document until it is accepted or a receipt or expenditure has been posted against it. Records for cancelled documents are retained and made available for Reinstatement.

Complete the steps provided in the [HOW TO CANCEL A FASTDATA DOCUMENT](#) section of this Guide.

#### How to REINSTATE a Credit Card Document

Complete the steps provided in the [HOW TO REINSTATE A FASTDATA DOCUMENT](#) section of this Guide.

## **DD1155, ORDER FOR SUPPLIES OR SERVICES**

### Purpose

When you initiate the action to create a new DD1155, you must specify the type of document you wish to create on the Select DD1155 Order Type page. (See figure below.) You can create an On-Site or Off-Site purchase order.



Select DD1155 Order Type

Select the type of order(s) for this document:

- On-Site Purchase Order
- On-Site Delivery Order (F Contract)
- On-Site Delivery Order (DO/BPA)
- Off-Site Purchase Order
- Off-Site Delivery Order

Creating a new On-Site DD1155 requires a valid FASTDATA requisition/purchase request document, i.e. a **DD1149, DD1348-6, NC2276, or NC2276A**. (If you select a NC2276 as the requisition/purchase request and the value of the NC2276 exceeds \$25,000, the NC2276 must be accepted.)

Off-Site DD1155 documents can be created by an organization that has limited purchasing authority for an organization that has no purchasing authority. Therefore, the requisition/purchase request document is outside FASTDATA; and the DD1155 requires entry of all information, including the line of accounting.

According to DoD Financial Management Regulation (FMR) Volume 1, Chapter 1, references to the DD1155 contracting authority and policies in the DoD FMR are only for guidance to disbursing offices. The contracting manuals govern contracting actions which include, but are not limited to, the Federal Acquisition Regulation (FAR), DoD Federal Acquisition Regulation Supplement (DFARS), and the Prompt Payment Act (PPA) of 1982, Public Law 97-177, and the PPA Amendments of 1988, Public Law 100-496.

### Generated Transaction

Creation of the DD1155, using a requisition/purchase request document in FASTDATA, generates an obligation (540) transaction to the requisition/purchase request document. In other words, the DD1155 obligation will be posted against the **DD1149, DD1348-6, NC2276, or NC2276A**. The DD1155 will generate an obligation equal to the amount of the commitment of the requisition/purchase request document if the DD1155 amount matches the commitment amount.

The DD1155 will show as its own line on DISPLAY document and print document screens. However, it won't show up as a filter choice in the transaction history and document status log; only the requisition/purchase request document will show the history of transactions.

For an Off-Site DD1155 or SF30, or for an administrative On-Site DD1155 (zero dollars or no transactions) the document status will be marked as exported when the process runs to export transactions to the FA. This will allow further SF30s to be created. This rule also applies to On-Site DO/BPA 'H' contracts.

A DD1155 or SF30 **CANNOT** be an Initiation document. Funds adjustments and transactions go against the requisition document, not the DD1155 or SF30.

Each combination of allowable contractible requisitions (DD1348-6, DD1149, NC2276, or NC2276A) and On-Site DD1155 (Purchase Order, Delivery Order F-Contract, Delivery Order DO/BPA) should pull the data forward from the requisition to the DD1155.

How to CREATE a DD1155

Users with the necessary access can add, update, and view DD1155 documents. Access is defined at the System Administrator level.

**Step 1** Complete the **FIRST FOUR (4)** logon steps provided in the [HOW TO CREATE A FASTDATA DOCUMENT](#) section of this Guide.

**Step 2** Select the Order Type you wish to create.

Select DD1155 Order Type

Select the type of order(s) for this document:

- On-Site Purchase Order
- On-Site Delivery Order (F Contract)
- On-Site Delivery Order (DO/BPA)
- Off-Site Purchase Order
- Off-Site Delivery Order

Select Close

The top 3 selections are to be used when creating a DD1155 citing your line of accounting. The first 2 selections will take you to a screen similar to the one below from which you will choose the existing FASTDATA document against which you wish to enter the contract:

Select Document for New DD1155

**Filter**

DCN:  OPTAR Log:  Document Type:  Local Code:

Created Date:   Sort Order:  Created Date

Equals

Ascending  
 Descending

**Results**

PAGE: 1

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009RCA5007	00	N	Finalized	Y	Jul06RC	NC2276		7/6/2010
NEDU0009RCA5001	00	N	Finalized	Y	SOFTWARE-LDWIN	NC2276		1/21/2009

When your document is visible in the Results section, highlight and double click the DCN. If your document is not readily visible, use the Filter section at the top of the screen to help find your document.

An On-Site Purchase Order (sub type = 'M') will prompt you for a serial range (if more than one has been set up for DD1155s) and uses the number generated from the serial range to build Block 1 (Contract/Purchase Order #).

An On-Site Delivery Order (sub type = 'F') (F-contract) will prompt you for a serial range (if more than one has been set up for DD1155s) and uses the number generated from the serial range to build Block 2 (DO/Call #).

Selection of the 3<sup>rd</sup> choice, **On-Site Delivery Order (DO/BPA)** as shown below, will result in the screen entitled Create a Contract or Select an Existing Contract for New DD1155. This type (sub type = 'A') does NOT prompt for a serial range. The user must enter the Contract number and a 4-digit DO/BPA or select from a list of existing DD1155 Contract numbers and DO/BPAs.

Select DD1155 Order Type

Select the type of order(s) for this document:

On-Site Purchase Order

On-Site Delivery Order (F Contract)

On-Site Delivery Order (DO/BPA)

Off-Site Purchase Order

Off-Site Delivery Order

**Create a Contract or Select An Existing Contract for New DD1155**

**Create a DCN**

**Enter Contract Number - DD1155**

Contract Number:  Do/BPA:

Save

**Select Document**

PAGE:

**Contract**

Filter Has No Results

- a. Choose a contract number that already exists.  
Or
- b. Enter a new one.
- c. Enter DO/BPA four digit number.
- d. Select SAVE and receive a screen similar to:

The contracts in the list have to be DD1155 contracts – not ones created through the Contract process.

For Off-Site DD1155s, the user must key enter the Requisition number in Block 4 of the form. This key-entered number must not exist in FASTDATA for that FY and Site ID. The required fields for a DD1155 will differ slightly, depending on which document type you select.

An Off-site Purchase Order (sub type = 'MO') prompts the user for a serial range (if more than one has been created for DD1155s) and uses the number generated by the serial range to build Block 1 (Contract/Purchase Order #).

An Off-site Delivery Order (sub type = 'FO') prompts the user for a serial range (if more than one has been created for DD1155s) and uses the number generated by the serial range to build Block 2 (DO/Call #).

**Step 3** Complete the DD1155 by entering data in the fields defined below.

**Contract No. (Block 1)** - Identifies the document number requesting/authorizing contractual procurement; this number will be a 13-position document number. The On-Site F contract and Off-Site delivery orders require an entry. For other types of DD1155 documents, this field is display-only.

**Date Of Order (Block 3)** - Identifies the date the document was created in the system.

**Requisition No. (Block 4)** - Identifies the document number requesting/authorizing contractual procurement; this number can be a 14- or 15-position document number. An entry is required for the DD1155 Off-Site orders. For On-Site DD1155 orders, this field is display-only.

**Priority (Block 5)** - Identifies the claimant program number as defined in Volume I, Section III of the DOD Procurement Coding Manual.

**Issued By (Block 6)** - Identifies the name, address, and code of the activity requesting the goods or services. Select the drop-down arrow to view a list of valid values.

**Administered By (Block 7)** - Identifies the UIC and address of the administrating office. Select the dropdown arrow to view a list of valid values.

**X IF BUSINESS IS (Block 11)** - If the contractor providing the supplies or services is a small, small disadvantaged, or women owned business, you must indicate so by enabling all applicable check boxes: **SMALL**, **SMALL DISADVANTAGED**, and/or **WOMEN-OWNED**.

**Contractor (Block 9)** - Identifies the contractor. Enter the desired three-, five- or six-character value or select the dropdown arrow to view a list of valid values. If you enter a new Contractor Code, you must also enter the contractor's Name and Address. If it is new, you will be prompted to Save it to your address file when the document is Saved.

**Name And Address** - Identifies the name and address of the contractor.

**Facility** - Identifies the UIC of the issuing office. Select the dropdown arrow to view a list of valid values.

**Delivery To FOB Point By (Date) (Block 10)** - Contains the date by which requested items or work/services must be delivered or completed.

**Discount Terms (Block 12)** - Identifies the discount terms associated with the document.

**Mail Invoices To The Address In Block (Block 13)** - Identifies the DD1155 block containing the name and address of the activity to receive the invoice.

**Ship To (Block 14)** - Identifies the name, address, and code of the activity to receive the document. Select the dropdown arrow to view a list of valid values.

**Payment Will Be Made By (Block 15)** - Identifies the UIC and address of the organization paying the invoice. Select the dropdown arrow to view a list of valid values.

**Reference your (Block 16)** - Contains the document number authorizing the preparing activity for the funds cited. An entry is required for DD1155 purchase orders and for the off-site delivery order.

**If this box is marked, supplier must sign Acceptance and return the following number of copies: (Block 16)** - Indicates whether a vendor must sign for acceptance and the number of copies that must be returned to the contracting office.

**United States Of America By (Block 24)** - Identifies the name and type of contracting or purchasing/ordering officer. Select the dropdown arrow to view a list of Contracting Officers or Purchasing/Ordering Officers or add a new name.

**Local Code (optional)** - Code of up to 20 characters identifying document types and groupings for reporting purposes.

**OPTAR Log (required)** - Describes the purpose of the log entry that will be printed on the OPTAR Log, or the name of the items being requisitioned.

#### Adding/Adjusting an ACRN

**(Block 17) Data elements that will be pulled forward from the requisition document into the DD1155 on the On-Site DO/BPA type. All On-Site DD1155s should default the amounts for each ACRN to the cumulative commitment values of its requisition ACRN. You will be able to change the amounts on the DD1155 ACRNS. If an ACRN exists on the DD1155, it must have an amount greater than zero. You may delete an ACRN from the DD1155. Upon updating the DD1155 or creating an SF30 Mod, you can Add back an ACRN that existed on the requisition document.**

#### Accounting And Appropriation Data - ACRN

Identifies the Accounting Classification Reference Number. The ACRN in the DD1155 will reflect what was in the referenced document. To add a new ACRN to the document, select NEW and fill in the JON, EE, OMB Obj Class and the optional fields as desired. SAVE and Close to return to the main document.

ACRN

ACRN AA JON ZDU609AB010 Expense Element 7 OMB Obj Class 200 OMB Sub Object Class

Country Code Not to Exceed Code C Amount \$40.00

New Save Close

## Line Item

Contains information about the line item(s) associated with the document. This will reflect the information detailed in the referenced document. To edit a line item, select the open fields and make the changes. To add a new line item, select NEW. Once the information is entered, select Save and Close to return to the main document.

Item 1	ACRI	AA	Unit of Issue	EA	Quantity	4	Unit Price	10.00	Amount	40.00
			Description	ORACLE SOFTWARE						

Buttons: New, Save, Close

**Step 5** Upon completion of the DD1155 document, select SAVE. Then select Close to exit the DD1155 document. You will not be prompted to add another document.

## Life Cycle

The other File menu document process available for the DD1155 is Cancel. When you cancel a DD1155 document, its records will be preserved and marked as cancelled so that it can be reinstated. You can reinstate a cancelled DD1155. A DD1155 or SF30 can be cancelled or updated only until it is exported.

There is no transaction flow to the DD1155 or SF30, as the transactions post on the requisition document as it progresses through its life cycle. The DD1155 and SF30 will generate obligations to the requisition document.

Receipts and expenditures can be entered only to the requisition document to close out the requisition document. These transactions do not post to the DD1155 or SF30.

The DD1155 can be amended using the SF30 document.

How to PRINT a DD1155

Complete the steps provided in the [HOW TO PRINT A FASTDATA DOCUMENT](#) section of this Guide.

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## **SF30, CONTRACT MODIFICATION**

### Purpose

The Standard Form (SF) 30 is used to create a contract modification to a DD1155 purchase or delivery order. An SF30 cannot be created against a DD1155 that has been cancelled.

### Generated Transactions

When you initiate creation of a new SF30, the Select Document page will open, allowing you to designate the DD1155 for which you will be creating a contract modification. After you select the desired DD1155, the New Source SF30 document page will open, displaying requisition data from the selected DD1155. Note that when you create a new SF30, the actual contents of the DD1155 for which you create the SF30 do not physically change.

You cannot create an SF30 for an On-Site DD1155 that has not been exported unless the active fiscal year is also the outyear.

An SF30 **CANNOT** be an initiation document, as funds adjustments and transactions go against the parent requisition document.

### How to CREATE an SF30

Site users with the necessary access can add, update, and view source SF30 documents. Access to add, update, view, and perform other document processes on SF30 document is defined at the System Administrator level.

When adding a new source SF30 for an Off-Site contract, you can add new ACRNs and delete and view ACRNs. When adding an SF30 for an On-Site contract, the document will contain the ACRNs from the associated DD1155. For On-Site contracts, you can add existing ACRNs to the document, and update and delete ACRNs.

The SF30 requires at least one ACRN, so if you delete the only ACRN for the document, you must add another one to replace it. To add, view, or delete an ACRN, select the ACRN button located in the Appropriation Data area of the SF30.

**Step 1** Complete the FIRST FOUR logon steps provided in the [\*\*HOW TO CREATE A FASTDATA DOCUMENT\*\*](#) section of this Guide.



Off Site ACRNs  
ACRNs

ACRNs AA

ACRN: AA      Appropriation: 1791804      Subhead: 2245

Obj Code: 000      BCH: 06789      SA: 0

AAA: 060565      TT: 20      PAA: 000000

Cost Code: 23423065824      Amount: 15080.00      Modification Amount: 0.00

New    Save    Close

### Adding a New ACRN

If a new ACRN is to be added, select New; enter the information desired; and click Save.

### Adjusting Funds of an Existing ACRN

The amount for each ACRN is the modification amount for that SF30 ACRN and not a cumulative amount.

Close exits to the main SF30 document and reflects the changes made.

### OPTAR Log

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

### OPTIONAL Fields:

**Project NO. (If applicable)** - Identifies a specific project.

**Issued By Code** - Identifies the activity requesting goods and/or services and that activity's address. Select the dropdown arrow and choose the desired value.

**Administered By Code** - Identifies the UIC of the administrating office and that office's address. Select the dropdown arrow and choose the desired value.

**Name And Address Of Contractor (No., street, county, State and ZIP Code)**  
Identifies the contractor and the contractor's address. Select the dropdown arrow to choose the desired value or enter the desired three-, five- or six-character value.

**Facility Code** - Identifies the UIC of the issuing office.

**THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

**A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGE SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.** - Identifies the reason for entering a change on a change order.

**B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).** - This check box indicates that a modification reflects an administrative order or a change order.

**C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF:** - Identifies the authority for entering a change on a supplemental agreement.

**D. OTHER (Specify type of modification and authority)** - Identifies the reason a change is entered on a change order if other than being issued, reflective, or entered.

**IMPORTANT: Contractor is not/is required to sign this document and return <number> copies to the issuing office.** - Indicates whether a vendor must sign for acceptance and if so, the number of signed copies the vendor must return to the contracting office.

**Description Of Amendment/Modification** - Identifies the purpose or intent of the modification to the contract.

**Name And Title Of Signer (Type Or Print)** - Identifies the name of the contracting or order-purchasing officer. Select the desired value from the dropdown list.

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

When modifications are completed select **Save**.

You may view the Transaction History report, **selecting the requisition document** (if modification was done to the dollar value) to see the effects from the SF30 being done to the DD1155 document. An Administrative modification will not show on the requisition document history.

## Follow-on Processes

The other File menu document process available for the SF30 is Cancel.

### How to CANCEL an SF30

When you cancel an SF30, you actually delete the document. **When you cancel an SF30, you cannot reinstate it.**

Only the SF30 Documents not exported will display for cancellation.

Filter

DCN: [ ] OPTAR Log: [ ] Document Type: [v] Local Code: [ ]

Created Date: [ ] [ ]

Sort Order: [v] Created Date

Ascending

Descending

Equals [v]

Filter

Results

PAGE 1

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
W01409G405E	A001	N	Complete	N	Training document	DD1155		8/27/2009
MEDU3009H00777	00	Y	Complete	Y	SOFTWARE H05C	Miscellaneous		9/11/2008
MEDU3009PTA5002	00	N	Complete	Y	FD SOFTWARE H0BK5	DD282		9/11/2008
MEDU3009WR45000	00	N	Complete	Y	PWC W093	NC2275		9/11/2008

If the document you wish to cancel is not listed, you can filter by document type. Once it is exported, it will not be available to cancel.

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# FASTDATA MEMORANDUM RECORDS

## INTRODUCTION

Creating a memorandum record allows you to enter a transaction into the FASTDATA application, updating your records and STARS-FL, without generating a printable source document. Memo documents affect the OPTAR's status of funds and create commitment, obligation, or receipt transactions for STARS-FL.

After you enter a memo document, it will be as if you entered a source document, with these exceptions:

- **NC2275, NC2276, NC2276A, SF182, and DD448** memo records cannot be amended. If you anticipate amending one of these records in the future, do not create them as memo records.
- Receipts cannot be entered against a memo **SF44, Fuel Chit, or SF1164**, as the initial entry of these types establishes a receipt transaction.
- Minimal data is required for entry of a memorandum record in FASTDATA. **Therefore, insufficient data is available to produce a printed document via the FASTDATA Print function.**

For both source and memo documents, FASTDATA does not allow you to create a transaction that exceeds the Site's authorization if the FA has enabled "Check for Funds" in the OPTAR record. After you enter the price on a document, the system will check the total amount against the authorization to which the associated JON belongs.

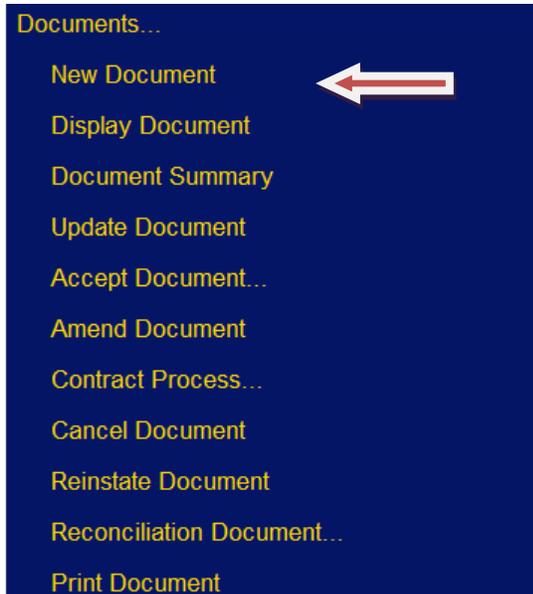
As with the Source documents, the Memo document transactions that occur throughout the life cycle of the documents can be viewed in the Transaction History report. For Memo documents, the transaction flow will follow the same logic as the Source version of the same document.

**The Purpose and Generated Transaction for each memo document will correspond with the Purpose and Generated Transaction for the comparable source document.**

All valid data that is imported from external systems (travel, MPC credit card, etc) is stored in FASTDATA as viewable and maintainable Memo Records. Imported external transactions at the Site do not require that the FA provide a supporting Serial Range.

Site users with the necessary access can add, update, and view Memorandum documents. Access rights are defined at the System Administrator level.

Memorandum Records are initiated in the same manner as the Source Documents, i.e. by selecting Documents, New Document.



Select the Memo tab of the New Document Select screen to view a list of the documents that are available to be created in the Memo format.

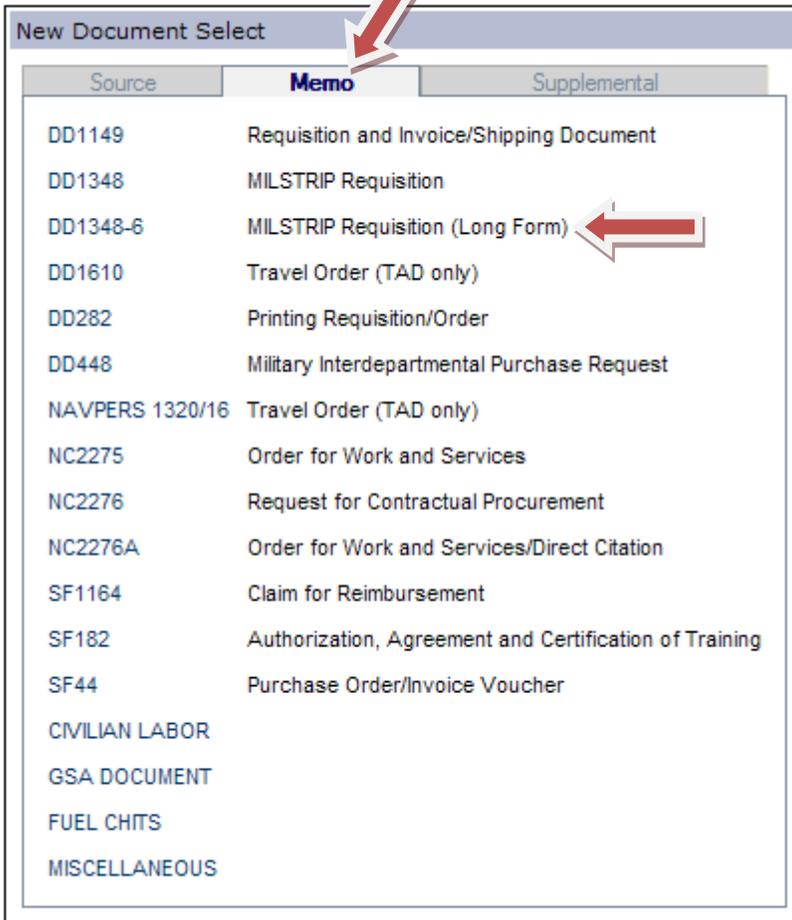
New Document Select	
Source	Memo
DD1149	Requisition and Invoice/Shipping Document
DD1348	MILSTRIP Requisition
DD1348-6	MILSTRIP Requisition (Long Form)
DD1610	Travel Order (TAD only)
DD282	Printing Requisition/Order
DD448	Military Interdepartmental Purchase Request
NAVPERS 1320/16	Travel Order (TAD only)
NC2275	Order for Work and Services
NC2276	Request for Contractual Procurement
NC2276A	Order for Work and Services/Direct Citation
SF1164	Claim for Reimbursement
SF182	Authorization, Agreement and Certification of Training
SF44	Purchase Order/Invoice Voucher
CIVILIAN LABOR	
GSA DOCUMENT	
FUEL CHITS	
MISCELLANEOUS	

Some will have comparable Source document entries in FASTDATA and some will not.

## **DD1348-6 MEMORANDUM**

How to CREATE a Memorandum DD1348-6

Complete **Steps 1-6** provided in the [HOW TO CREATE A FASTDATA DOCUMENT](#) section of this Guide. Your selection in **Step 4** will look like the following:



New Document Select		
Source	Memo	Supplemental
DD1149	Requisition and Invoice/Shipping Document	
DD1348	MILSTRIP Requisition	
DD1348-6	MILSTRIP Requisition (Long Form)	
DD1610	Travel Order (TAD only)	
DD282	Printing Requisition/Order	
DD448	Military Interdepartmental Purchase Request	
NAVPERS 1320/16	Travel Order (TAD only)	
NC2275	Order for Work and Services	
NC2276	Request for Contractual Procurement	
NC2276A	Order for Work and Services/Direct Citation	
SF1164	Claim for Reimbursement	
SF182	Authorization, Agreement and Certification of Training	
SF44	Purchase Order/Invoice Voucher	
CIVILIAN LABOR		
GSA DOCUMENT		
FUEL CHITS		
MISCELLANEOUS		

**Step 7** Complete the Memo DD1348-6.

DD13486 Memo	
Local Code: <input type="text"/>	OPTAR Log: <input type="text" value="WIDGETS"/>
JON: <input type="text" value="EDU009TM222 - SUPPLIES"/>	Country Cd: <input type="text"/>
Expense Element: <input type="text" value="T - Supplies"/>	OMB Object Class: <input type="text" value="260"/>
Quantity: <input type="text" value="4"/>	OMB Sub Object Class: <input type="text"/>
Unit Price: <input type="text" value="4.00"/>	Amount: <input type="text" value="0.00"/>
Not To Exceed Code: <input type="text"/>	

Fill in the required fields of OPTAR Log, JON, Expense Element, OMB Object Class, Quantity and Unit price. Select Save.

Once the document is successfully saved, the user may create another document of the same type by selecting the "Add Another" that appears when the document is in the view after save mode. If you do not wish to create another document, select Close.

The DD1348-6 will produce a commitment transaction and may need to have the Contract process performed to move the commitment to an obligation just like the source DD1348-6 document unless when a receipt is entered it is to be crossed to a supply system, then the contract process is not required to obligate.

**NOTE: As a reminder for document creation during the Outyear, MILSTRIP documents that normally have a serial range assigned by the FA will not show for document creation because they are creation date driven. If you are creating a document that could or does have a MILSTRIP number, you will be prompted to enter the document number yourself. Select a julian date greater than the julian date of 1 October when creating your document numbers. This includes DD1348-6, DD1348 and DD1149 documents.**

## DD282/DD1348/DD1149 AND SF44 MEMORANDUMS

All these memorandums use the same memo format but are illustrated as the DD282 Memo.

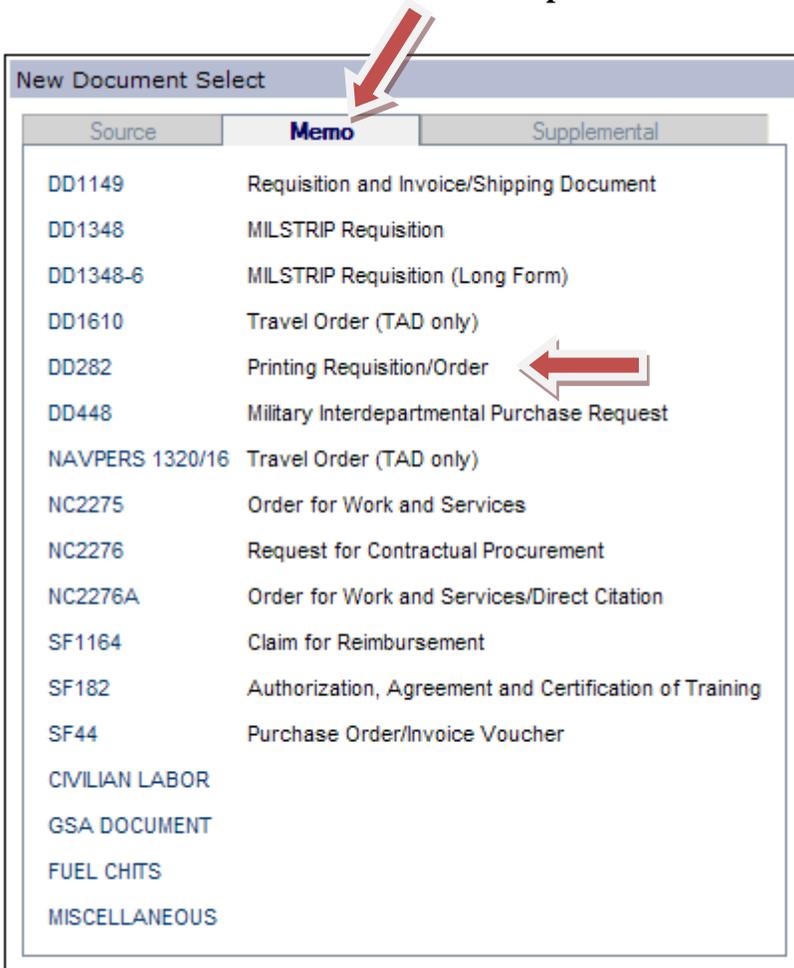
Creation of the **DD1348** and **DD282** record an obligation on the accounting records the same as for the comparable Source documents.

The **DD1149** records a commitment and will require completion of the contract process to move the commitment to an obligation.

The **SF44** is recorded after the fact; thus, it generates an accounts payable transaction.

How to CREATE a Memorandum DD282

Complete **Steps 1-6** provided in the [HOW TO CREATE A FASTDATA DOCUMENT](#) section of this Guide. Your selection in **Step 4** will look like the following:



New Document Select		
Source	Memo	Supplemental
DD1149	Requisition and Invoice/Shipping Document	
DD1348	MILSTRIP Requisition	
DD1348-6	MILSTRIP Requisition (Long Form)	
DD1610	Travel Order (TAD only)	
DD282	Printing Requisition/Order	
DD448	Military Interdepartmental Purchase Request	
NAVPERS 1320/16	Travel Order (TAD only)	
NC2275	Order for Work and Services	
NC2276	Request for Contractual Procurement	
NC2276A	Order for Work and Services/Direct Citation	
SF1164	Claim for Reimbursement	
SF182	Authorization, Agreement and Certification of Training	
SF44	Purchase Order/Invoice Voucher	
CIVILIAN LABOR		
GSA DOCUMENT		
FUEL CHITS		
MISCELLANEOUS		

**Step 7** Complete the Memo DD282.

Required fields are the OPTAR Log, JON, Expense Element, OMB Object Class, Quantity and Obligation Amount.

DD282	
Local Code: <input type="text"/>	OPTAR Log: <input type="text" value="WIRE"/>
JON: <input type="text" value="652990CYT01 - CYBER SUPPLIES"/>	Country Cd: <input type="text"/>
Expense Element: <input type="text" value="T - Supplies"/>	OMB Object Class: <input type="text" value="260"/>
Quantity: <input type="text" value="5"/>	OMB Sub Object Class: <input type="text"/>
Obligation Amount: <input type="text" value="5.00"/>	Not To Exceed Code: <input type="text"/>

**Step 8** Save the Memorandum Record.

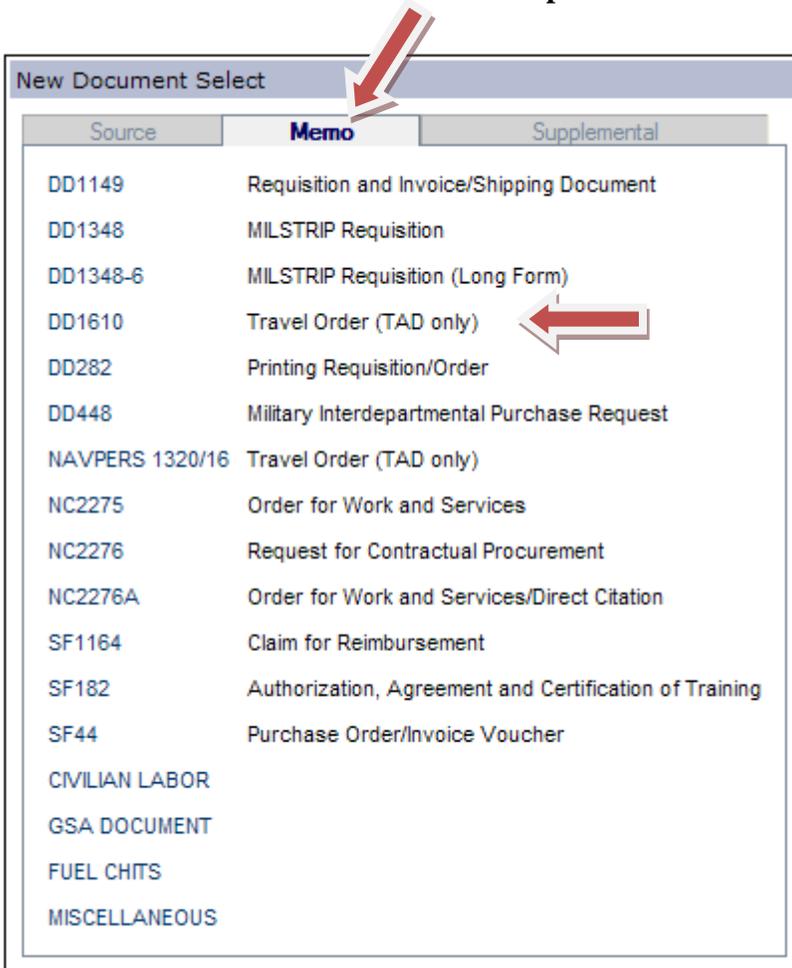
## DD1610 AND NAVPERS 1320/16 MEMORANDUMS

Both these travel documents use the same basic format but are illustrated as the DD1610. The DD1610 is used for Civilian travel and the NAVPERS 1320 is used for Military.

How to CREATE a Memo DD1610

Use the DD1610 memo to record TDY travel of non-military DOD personnel for transactions not being generated in the Defense Travel System (DTS). The transaction generates an obligation and the document type of the standard document number will contain "TO" in the 9<sup>th</sup> and 10<sup>th</sup> positions.

Complete **Steps 1-6** provided in the [HOW TO CREATE A FASTDATA DOCUMENT](#) section of this Guide. Your selection in **Step 4** will look like the following:



The screenshot shows a window titled "New Document Select" with three tabs: "Source", "Memo", and "Supplemental". The "Memo" tab is active. Below the tabs is a list of document types with their corresponding document numbers. A red arrow points to the "DD1610 Travel Order (TAD only)" entry.

Source	Memo	Supplemental
DD1149	Requisition and Invoice/Shipping Document	
DD1348	MILSTRIP Requisition	
DD1348-6	MILSTRIP Requisition (Long Form)	
DD1610	Travel Order (TAD only)	
DD282	Printing Requisition/Order	
DD448	Military Interdepartmental Purchase Request	
NAVPERS 1320/16	Travel Order (TAD only)	
NC2275	Order for Work and Services	
NC2276	Request for Contractual Procurement	
NC2276A	Order for Work and Services/Direct Citation	
SF1164	Claim for Reimbursement	
SF182	Authorization, Agreement and Certification of Training	
SF44	Purchase Order/Invoice Voucher	
CIVILIAN LABOR		
GSA DOCUMENT		
FUEL CHITS		
MISCELLANEOUS		

**Step 7** Complete the Multi-ACRN formatted travel record.

DD1610

Local Code:  OPTAR Log:

Traveler Name:  Est. Return Date:

**Accounting Classification**

ACRN	Appropriation/Subhead	Object Class	BCN	SA	AAA	PAA	Type	Cost Code	Amount
No ACRNs									

Once the required elements of OPTAR Log, Traveler Name, and Estimated Return Date are completed, select the ACRN block.

Select the JON from the dropdown list. The Expense Element will default to E and the OMB Obj Class will default to 210. If a second ACRN is desired, select NEW and the next ACRN will appear. Complete the elements of that ACRN and select Save.

ACRNs

**ACRN AA**

ACRN  AA JON  EDU009TM111 - GENERAL OPS Expense Element  E - Temporary Duty Travel OMB Obj Class  210 OMB Sub Object Class

Country Code  Not to Exceed Code  Amount  400.00

**ACRN AB**

ACRN  AB JON  Expense Element  E - Temporary Duty Travel OMB Obj Class  210 OMB Sub Object Class

Country Code  Not to Exceed Code  Amount  0.00

New  Save  Close

When all ACRNs are completed and saved, click Close to return to the main document.

**Step 8** Save the Memorandum Record.

Other File menu document processes available for the DD1610 include Receipt, Expenditure, Cancellation, and Reinstatement.

## **NC2275/NC2276/NC2276A/DD448 AND SF1164 MEMORANDUMS**

**All these memorandums use basically the same memo format but are illustrated as the NC2275 Memo. On the DD2275 and SF1164, the Quantity field is not present.**

The transaction resulting from the entry of a memo **NC2275**, **NC2276**, and **DD448** is a commitment.

The transaction for a memo **SF1164** is an Accounts Payable (Receipt).

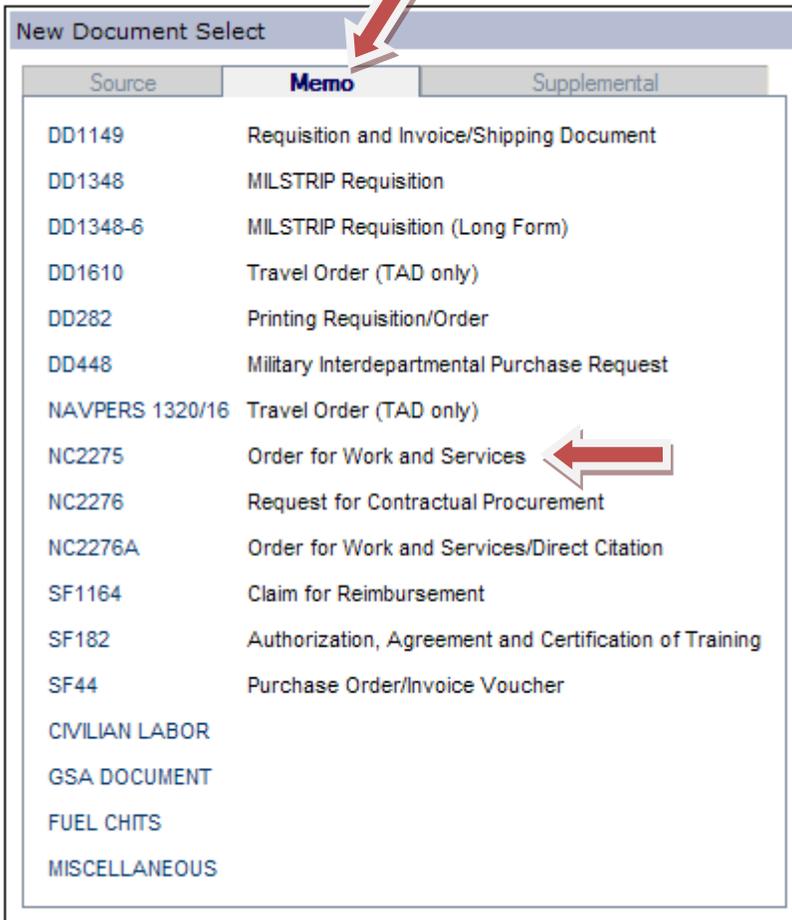
The transaction for a memo **Miscellaneous** is an obligation.

The Memo **NC2275** will still require the acceptance to move the commitment to obligation. The **NC2276**, if over \$25K, will require acceptance and the contract process will need to be completed to move the commitment to obligation. The **DD448** and **NC2276A** will require an acceptance and possibly the contract process for the category 2 purchases (direct citation) in order to create the obligation. These transactions are the same as the source documents and covered in each Source document section.

**NOTE: Keep in mind that Memo documents of this nature will not be able to be amended or printed.**

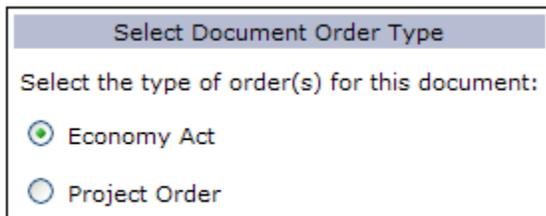
## How to CREATE a Memo NC2275

Complete **Steps 1-6** provided in the [HOW TO CREATE A FASTDATA DOCUMENT](#) section of this Guide. Your selection in **Step 4** will look like the following:



Source	Memo	Supplemental
DD1149	Requisition and Invoice/Shipping Document	
DD1348	MILSTRIP Requisition	
DD1348-6	MILSTRIP Requisition (Long Form)	
DD1610	Travel Order (TAD only)	
DD282	Printing Requisition/Order	
DD448	Military Interdepartmental Purchase Request	
NAVPERS 1320/16	Travel Order (TAD only)	
NC2275	Order for Work and Services	
NC2276	Request for Contractual Procurement	
NC2276A	Order for Work and Services/Direct Citation	
SF1164	Claim for Reimbursement	
SF182	Authorization, Agreement and Certification of Training	
SF44	Purchase Order/Invoice Voucher	
CIVILIAN LABOR		
GSA DOCUMENT		
FUEL CHITS		
MISCELLANEOUS		

**Step 7** Select the desired document order type.



Select Document Order Type

Select the type of order(s) for this document:

Economy Act

Project Order

Select Close

**Step 8** Complete the Multi-ACRN formatted record.

Enter the required fields of OPTAR LOG and Date Prepared, then select the ACRN box. (The Date Prepared will default to the current date.)

NC2275 Memo

Local Code:  OPTAR LOG:

Date Prepared: 7/12/2010

**Accounting Classification**

ACRN	Appropriation/Subhead	Object Class	BCN	SA	AAA	PAA	Type	Cost Code	Amount
No ACRNs									

Save Close

Complete the ACRN details by selecting a JON from the dropdown list. The Expense Element will default to Q and the OMB Obj Class will default to 252. If a 2nd ACRN is desired, select NEW and the next ACRN will appear. Complete the elements of that ACRN and select Save.

ACRNs

**ACRN AA**

ACRN: AA JON: 68045911100 - MASONRY Expense Element: Q - Purchased Services (Other) OMB Obj Class: 252 OMB Sub Object Class:

Country Code:  Not to Exceed Code:  Amount: 40.00 Quantity: 0

**ACRN AB**

ACRN: AB JON:  Expense Element: Q - Purchased Services (Other) OMB Obj Class: 252 OMB Sub Object Class:

Country Code:  Not to Exceed Code:  Amount: 0.00 Quantity: 0

New Save Close

When all ACRNs are completed and saved, click Close to return to the main document.

**Step 9** Save the Memorandum Record.

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# MISCELLANEOUS MEMO

How to CREATE a Memo Miscellaneous Document

Complete **Steps 1-6** provided in the [HOW TO CREATE A FASTDATA DOCUMENT](#) section of this Guide. Your selection in **Step 4** will look like the following:

Source	Memo	Supplemental
DD1149	Requisition and Invoice/Shipping Document	
DD1348	MILSTRIP Requisition	
DD1348-6	MILSTRIP Requisition (Long Form)	
DD1610	Travel Order (TAD only)	
DD282	Printing Requisition/Order	
DD448	Military Interdepartmental Purchase Request	
NAVPERS 1320/16	Travel Order (TAD only)	
NC2275	Order for Work and Services	
NC2276	Request for Contractual Procurement	
NC2276A	Order for Work and Services/Direct Citation	
SF1164	Claim for Reimbursement	
SF182	Authorization, Agreement and Certification of Training	
SF44	Purchase Order/Invoice Voucher	
CIVILIAN LABOR		
GSA DOCUMENT		
FUEL CHITS		
MISCELLANEOUS		

**Step 7** Complete the Miscellaneous Memo. The OPTAR Log and ACRN fields are mandatory. Select ACRN to open.

Miscellaneous Memo

Local Code:  OPTAR LOG:

**Accounting Classification**

ACRN	Appropriation/Subhead	Object Class	BCN	SA	AAA	PAA	Type	Cost Code	Amount
No ACRNs									

Complete the ACRN block with the information, and if another ACRN is needed, select NEW.

ACRNs

ACRN AA

ACRN  JON  Expense Element  OMB Obj Class  OMB Sub Object Class

Country Code  Not to Exceed Code  Amount  Quantity

ACRN AB

ACRN  JON  Expense Element  OMB Obj Class  OMB Sub Object Class

Country Code  Not to Exceed Code  Amount  Quantity

When the desired ACRNs are completed, select Save and then Close to return to the main document.

**Miscellaneous Memo**

Local Code:       OPTAR LOG:

**Accounting Classification**

ACRN	Appropriation/Subhead	Object Class	BCN	SA	AAA	PAA	Type	Cost Code	Amount
AA	1791804 1300	000	68045	0	068566		2D	EDU009TM111Q	\$30.00

**Step 8** Save the Miscellaneous Memo.

You will be prompted with the Add Another button to select if another Miscellaneous Memo is desired. If not, select Close to exit the document.

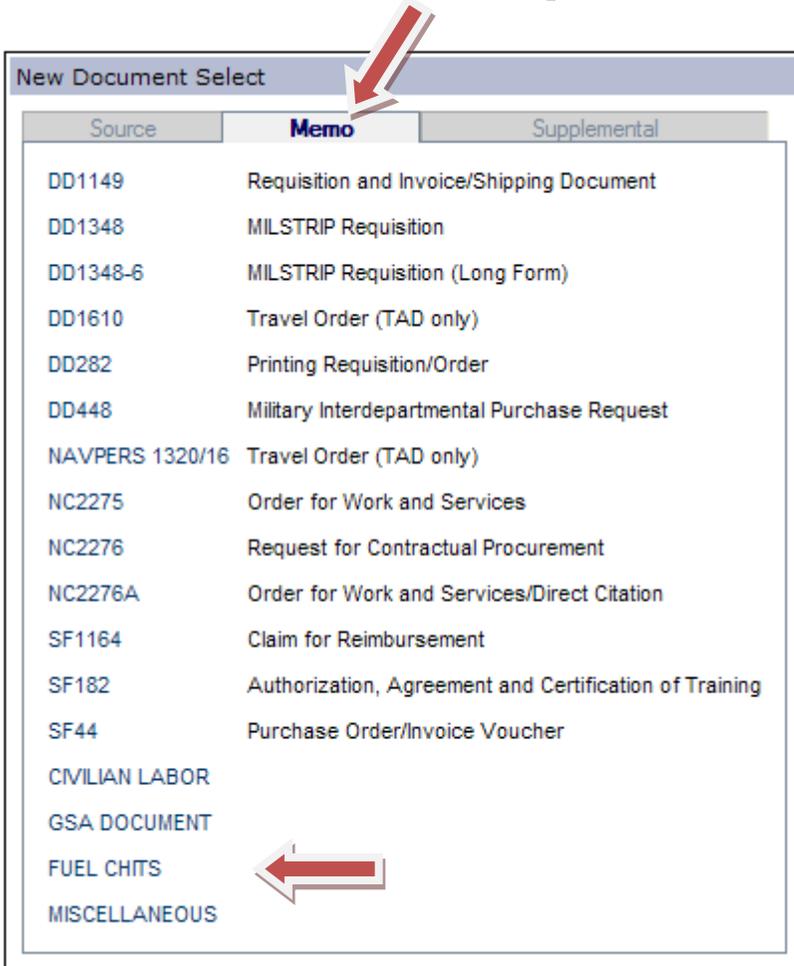
Other File menu document processes available for the Miscellaneous Memo include Receipt, Expenditure, Cancellation and Reinstatement.

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## FUEL CHIT MEMO

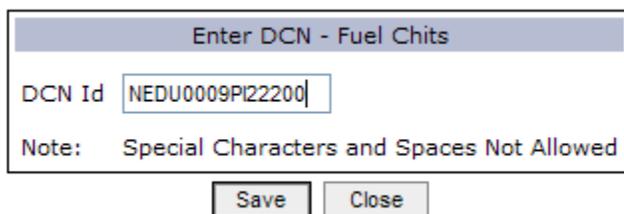
How to CREATE a Memo Fuel Chit

Complete **Steps 1-6** provided in the [HOW TO CREATE A FASTDATA DOCUMENT](#) section of this Guide. Your selection in **Step 4** will look like the following:



Source	Memo	Supplemental
DD1149	Requisition and Invoice/Shipping Document	
DD1348	MILSTRIP Requisition	
DD1348-6	MILSTRIP Requisition (Long Form)	
DD1610	Travel Order (TAD only)	
DD282	Printing Requisition/Order	
DD448	Military Interdepartmental Purchase Request	
NAVPERS 1320/16	Travel Order (TAD only)	
NC2275	Order for Work and Services	
NC2276	Request for Contractual Procurement	
NC2276A	Order for Work and Services/Direct Citation	
SF1164	Claim for Reimbursement	
SF182	Authorization, Agreement and Certification of Training	
SF44	Purchase Order/Invoice Voucher	
CIVILIAN LABOR		
GSA DOCUMENT		
FUEL CHITS		
MISCELLANEOUS		

**Step 7** Type in the DCN Id. Because no serial range selection is available for this type memo entry, the user must enter the DCN Id. It may be either a MILSTRIP DCN or an SDN with “PI” in the 9<sup>TH</sup> and 10<sup>TH</sup> positions.



Enter DCN - Fuel Chits	
DCN Id	<input type="text" value="NEDU0009PI22200"/>
Note:	Special Characters and Spaces Not Allowed
<input type="button" value="Save"/> <input type="button" value="Close"/>	

A Fuel Chit screen similar to the following will appear:

Fuel Chits	
Document Number: NEDU0009PI22200 - 00	
On Station Flag: <input type="checkbox"/>	Date Issued: 7/12/2010
Aircraft Type: <input type="text"/>	Aircraft Number: <input type="text"/>
Service Performed: DeFuel	Fuel/Oil Type:
Quantity: <input type="text"/>	Cost: 0.00
JON:	Expense Element: R - Aircraft POL
OMB Obj Class: 260	OMB Sub Object Class:
Local Code: <input type="text"/>	OPTAR Log: <input type="text"/>
<input checked="" type="radio"/> Memo <input type="radio"/> Initiation	

**Step 8** Complete the Fuel Chit by entering the following elements.

**REQUIRED ELEMENTS:**

**On Station Flag** - Indicates whether fuel was purchased on or off the home station of an aircraft.

**Date Issued** - Identifies the date a fuel service was performed. If you are adding a Fuel Chit using a MILSTRIP number, the Date Issued value is derived from the Julian date of the DCN (positions 8 through 10) and is display-only. For a 15-position Fuel Chit DCN, the default value is the current date but you can change this value. If you change this value, the date you enter must fall within the active fiscal year and cannot be a future date.

**Service Performed** - Identifies the type of service performed. The default value is DeFuel. Select the dropdown arrow to view different values. (Shown on screen above.)

**Fuel/Oil Type** - Identifies the type of fuel or oil used to service the aircraft. Select the dropdown arrow to view available values or enter the desired value if it does not appear on the list.

**Quantity** - Identifies the quantity of fuel or oil that was used to service the aircraft.

**Cost** - Identifies the ACRN-obligated amount on the Fuel Chit. When adding a new Fuel Chit, you must enter a value greater than 0 (zero) unless the Service Performed value is Defuel. When the Service Performed is Defuel, you can enter a negative value.

**JON** - The 11-character job order number classifying the accounting transaction.

**Expense Element** - Identifies the type of obligation or expense charge below the Function/Sub-function level. The default value is R, for Aircraft POL (petroleum, oil, lubricant). The only other available value is V, for Other POL. Select the dropdown arrow if you wish to change the default value.

**OMB Object Class** - Identifies the Office of Management and Budget object class designation. The only available Expense Element values for a Fuel Chit are R and V so the value for OMB Object Class defaults to the only valid value: **260**.

**OPTAR Log** - Describes the purpose of the log entry that will be printed on the OPTAR Log or the name of the items being requisitioned. Notice that for a Fuel Chit, the OPTAR Log is grayed out; it will be populated with the Fuel/Oil Type.

**Memo/Initiation** - A Fuel Chit memo with "PI" in the ninth and tenth positions of the DCN may be designated as a memo or an initiation document. The default is "memo".

#### **OPTIONAL ELEMENTS:**

**Aircraft Type** - Identifies the type of aircraft being fueled or serviced.

**Aircraft Number** - Identifies the tail number of the aircraft for which fuel or service was purchased.

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

**Step 9** Save the Fuel Chit Memo. If you wish to create another Fuel Chit memo document, select the **Add Another** button that appears on the view of your memo document once it is saved.

FASTDATA records a Fuel Chit transaction as a receipt that is exported to STARS-FL as an Accounts Payable-Public (510).

You can create a new memo Fuel Chit with a negative amount when the Service Performed value is Defuel. The FA cannot release negative transaction amounts to STARS-FL, so the Site application will not calculate the cost as a negative; rather, it will display the negative amount as \$.01 on reports and summary information. When the expenditure with the credit amount is received, the credit transaction will be reconciled.

Other File menu document processes available for Fuel Chits include Cancellation and Reinstatement.

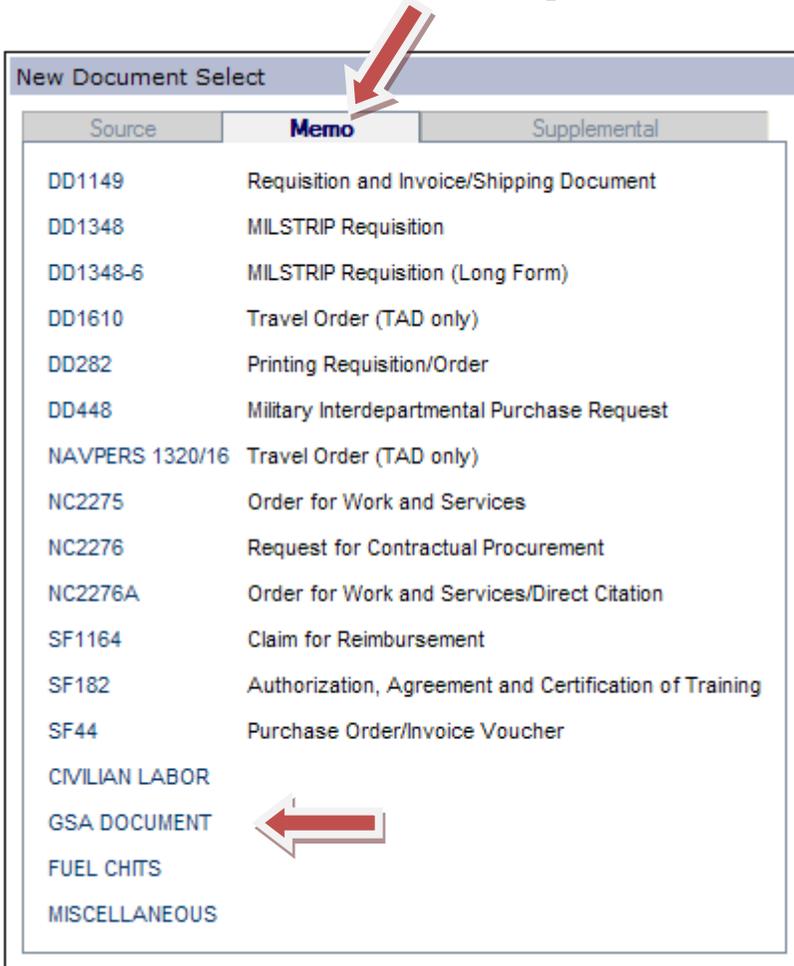
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## GSA MEMO

Use the Memo GSA record when you wish to create a document outside the serial range established for your Site or when you wish to create a document type that FASTDATA does not produce. Additionally, you can use the GSA memo to enter documents that FASTDATA does produce but that were created off-line or by another activity.

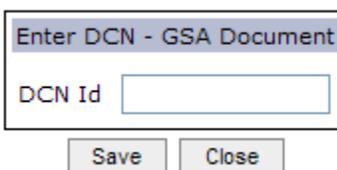
How to CREATE a GSA Document Memo

Complete **Steps 1-6** provided in the [HOW TO CREATE A FASTDATA DOCUMENT](#) section of this Guide. Your selection in **Step 4** will look like the following:



Source	Memo	Supplemental
DD1149	Requisition and Invoice/Shipping Document	
DD1348	MILSTRIP Requisition	
DD1348-6	MILSTRIP Requisition (Long Form)	
DD1610	Travel Order (TAD only)	
DD282	Printing Requisition/Order	
DD448	Military Interdepartmental Purchase Request	
NAVPERS 1320/16	Travel Order (TAD only)	
NC2275	Order for Work and Services	
NC2276	Request for Contractual Procurement	
NC2276A	Order for Work and Services/Direct Citation	
SF1164	Claim for Reimbursement	
SF182	Authorization, Agreement and Certification of Training	
SF44	Purchase Order/Invoice Voucher	
CIVILIAN LABOR		
GSA DOCUMENT		
FUEL CHITS		
MISCELLANEOUS		

**Step 7** Enter the DCN.



Enter DCN - GSA Document

DCN Id

Save Close

The resulting screen that you receive after entering the DCN will depend on the 9th and 10th positions of the number you enter. For instance, if you enter a DCN for a travel document in which the ninth and tenth positions are **TO**, the New Memo GSA DD1610 page will open, displaying the memo DD1610 page elements as shown below.

**DD1610**

Document Number: NEDU0009TO99753 - 00

Local Code:       OPTAR Log:

Traveler Name:       Est. Return Date:  

**Accounting Classification**

   Appropriation/Subhead    Object Class    BCN    SA    AAA    PAA    Type    Cost Code    Amount

If, however, you had entered a DCN with a **WR** in the 9<sup>th</sup> and 10<sup>th</sup> positions, you would have received a NC2275 Memo format such as:

**NC2275 Memo**

Document Number: NEDU0009WR32111 - 00

Local Code:       OPTAR LOG:

Date Prepared:  

**Accounting Classification**

   Appropriation/Subhead    Object Class    BCN    SA    AAA    PAA    Type    Cost Code    Amount

If you enter a DCN with **PO** in the ninth and tenth positions, the Select Purchase Order Document Type page will open, allowing you to designate the new GSA memo as a NC2275, DD448, or GSA Memo.

If you enter a MILSTRIP number, the Select MILSTRIP Document Type page will open, allowing you to designate the new GSA memo as a DD1348, DD1348-6, DD1149, or GSA Memo.

**Select MILSTRIP Document Type**

Select the type of Memo MILSTRIP  
for Document

you wish to create.

DD1348

DD1348-6

DD1149

GSA

For a new GSA, DD282, DD1149, Miscellaneous, NC2276, NC2276A, SF44, or SF1164, enter the appropriate 15-character DCN and the New GSA Memo page of the designated type will open. Unless you are creating a memo GSA for a document outside FASTDATA, when you save the new memo GSA document, you will create a memo document of the type indicated by the entered DCN.

If the user is creating a GSA document and types in “CC” as the document type, he will be transferred to the new Source Credit Card screen.

**Step 8** Complete the GSA Memo.

The required elements for completing the memo will vary, depending on the type DCN you enter. Likewise, the generated transactions will vary. For instance, the **DD1348** and **GSA** will generate an obligation to flow to the accounting system; the **DD1348-6** and **DD1149** will generate a commitment transaction. Consult the comparable Source document to verify which type transaction will be generated.

**Step 9** Save the GSA Memo.

**NOTE 1: When a GSA document is created with a 14-position MILSTRIP document number and a choice of “GSA” the system cannot ascertain whether it is going to be satisfied by the government or a public vendor. The user is, therefore, asked to indicate the source by way of the “government indicator” (see screen below). Leaving it blank results in an RP; filling in the box with a check results in an RG.**

[New GSA Document Memo Document](#)

The screenshot shows a web form titled "GSA Document Memo". The form includes the following fields and controls:

- Document Number: N6689990778899 - 00
- Local Code: [Text Input]
- JON: [Dropdown Menu]
- Expense Element: Q - Purchased Services (Other) [Dropdown Menu]
- Quantity: 0 [Text Input]
- Cost: 0.00 [Text Input]
- Gov't Ind:
- OPTAR LOG: [Text Input]
- Country Cd: [Text Input]
- OMB Object Class: 253 [Dropdown Menu]
- OMB Sub Object Class: [Dropdown Menu]
- Not To Exceed Code: [Dropdown Menu]

A red arrow points to the "Gov't Ind" checkbox.

**NOTE 2: As a reminder for document creation during the Outyear, MILSTRIP documents that normally have a serial range assigned by the FA will not show for document creation because they are creation date driven. If you are creating a document that could or does have a MILSTRIP number you will be prompted to enter the document number yourself. Select a Julian date greater than the Julian date of 1 October when creating your document numbers. This includes DD1348-6/DD1348/DD1149 documents.**

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## CIVILIAN LABOR MEMO

A Civilian Labor memo will create an expenditure that does NOT flow to STARS-FL. It does, however, affect the OPTAR's status of funds.

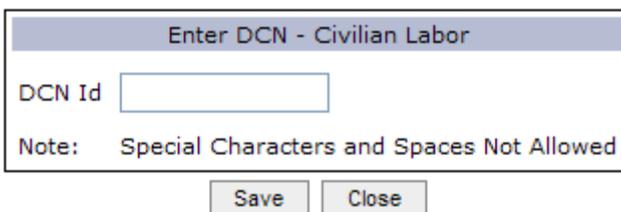
How to CREATE a Civilian Labor Memo

Complete **Steps 1-6** provided in the [HOW TO CREATE A FASTDATA DOCUMENT](#) section of this Guide. Your selection in **Step 4** will look like the following:



Source	Memo	Supplemental
DD1149	Requisition and Invoice/Shipping Document	
DD1348	MILSTRIP Requisition	
DD1348-6	MILSTRIP Requisition (Long Form)	
DD1610	Travel Order (TAD only)	
DD282	Printing Requisition/Order	
DD448	Military Interdepartmental Purchase Request	
NAVPERS 1320/16	Travel Order (TAD only)	
NC2275	Order for Work and Services	
NC2276	Request for Contractual Procurement	
NC2276A	Order for Work and Services/Direct Citation	
SF1164	Claim for Reimbursement	
SF182	Authorization, Agreement and Certification of Training	
SF44	Purchase Order/Invoice Voucher	
CIVILIAN LABOR		
GSA DOCUMENT		
FUEL CHITS		
MISCELLANEOUS		

**Step 7** Enter the DCN Id. You will be presented with a screen on which you will create the DCN. In structuring the document control number, use care to enter LB, OT, FG (labor, overtime, and fringe) in the 9th and 10th positions so that the recon bypasses those documents.



Enter DCN - Civilian Labor

DCN Id

Note: Special Characters and Spaces Not Allowed

Save Close

After entering the DCN, you will receive a screen similar to:

**Civilian Labor**

Document Number: NEDU0009LBAUG31 - 00

Local Code:

OPTAR Log:

Labor Date:  

---

**ACRN Data**

JON Labor Amount to Date

**No ACRNs**

**Step 8** Complete the Civilian Labor form. Enter the required OPTAR Log and select the ACRN button.

**ACRNs**

**ACRN AA**

 ACRN  JON  Expense Element  OMB Obj Class  OMB Sub Object Class

Labor Amount  Labor Amount to Date

---

**ACRN AB**

 ACRN  JON  Expense Element  OMB Obj Class  OMB Sub Object Class

Labor Amount  Labor Amount to Date

Complete the ACRN information and select New if you desire another ACRN. Click Close to return to the main document.

**Step 9** Save the Memo.

# FASTDATA INITIATION DOCUMENTS

## INTRODUCTION

An Initiation document is a means of documenting an unfunded requirement. This type document does not affect the Site's available funds and does not create financial transactions. It is created exactly the same as a standard source document but is designated as an Initiation by selecting the appropriate radio button in the Source/Initiation Block of the document.



You may designate the following source documents as Initiations: **D1149, DD1348, DD1348-6, DD282, DD448, NC2275, NC2276, NC2276A, Credit Card** and **SF1164**. A Fuel Chit memo document with "PI" in positions nine and ten of the DCN may also be designated as an Initiation document.

With an Initiation, you may use the FASTDATA menu items of Display Document, Document Summary, Update, Amend, Cancel, Reinstate and Print document.

When an Initiation is printed, "\*\*\*INITIATION\*\*" will appear at the bottom of the document so that it will not be mistaken as the original source document. Care must be taken that the Initiation document is not sent out of the activity by mistake because funds will not be committed or obligated until it is converted to a source via the Update Process.

Other facts about Initiation documents:

- Initiation documents are assigned valid serial numbers, and those numbers will not be available to reuse even if the Initiation is cancelled or never becomes a Source document.
- You may create an amendment as a Source or Initiation. The amendment Initiation will follow the same general business rules as the Initiation for a basic document. However, users may not create a Source or Initiation Amendment if there is a prior document/amendment in an Initiation status or a prior source document/amendment with transactions that have not yet been exported.
- You may not process an Acceptance on any Amendment that is in an Initiation status.
- FASTDATA will not allow a Receipt, Expenditure or Contract action (New or Edit) on an ACRN that does not already exist on a prior Source document/amendment.
- Correction after Export will ignore any outstanding Initiation Amendment amounts.
- The Initiation report will include the current actual cost and projected actual cost to show the cost effect of the Initiation or Initiation amendment.
- The Document Status Log report will exclude Initiation amounts.
- Initiation documents (basic) will not appear on the Transaction History report, nor will ACRNs that were added on Initiation Amendments. However, documents with Initiation amendments will display any pre-existing source ACRN transactions.

## UPDATING AN INITIATION TO A SOURCE

When funds have become available to support the requirements originally cited on the Initiation, the Site user may access the Update Document process to make the conversion. Since the document (as an Initiation) is not exported, any elements on the document may be updated at any time and the document may be changed from Initiation to Source.



Select Document for Update

Filter

DCN:  OPTAR Log:  Document Type: NC2276 Local Code:

Created Date:    All Documents  My Documents Sort Order: Created Date

Ascending  Descending

Results

PAGE: 1

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009RCA5007	00	N	Finalized	Y	Jul06RC	NC2276		7/6/2010
NEDU0009RCA5006	00	N	Complete	Y	ORACLE MAINTENANCE	NC2276		2/27/2009
NEDU0009RCA5005	00	N	Complete	Y	ORACLE SOFTWARE	NC2276		2/27/2009
NEDU0009RCA5004	00	N	Initiation	N	WIDGETS	NC2276		2/25/2009
NEDU0009RCA5001	00	N	Finalized	Y	SOFTWARE-LDWIN	NC2276		1/21/2009

Notice that the Exported field of the Initiation will always be "N", as it will not export until it has been updated to a Source document.

When the document appears on the screen for update, you can edit any field in the document - ACRN, Line Items, addresses, etc. The last thing you update is the Source/Initiation radio buttons. Change Initiation to **Source** and **Save** the document.

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

Source  Initiation

Local Code:

OPTAR Log: WIDGETS

Date Prepared: 2/25/2009

Funds have now been affected; the transaction will transmit to the FA in the next batch; and the transaction will flow to STARS-FL. The document is now a SOURCE document and no longer an Initiation. This begins the life cycle accounting transactions of the document.

## AMENDMENTS AS INITIATIONS

If applicable, you will now be able to amend your document since it has flowed to STARS-FL.

An amendment to a Source document can be created as an Initiation and will not affect funds until the amendment has been updated to Source in the same process as described above for the basic document.

**Note: The Initiation amendment does not reflect in the Transaction History report until it is converted under Update document to a Source document. No accounting transaction is generated using the Initiation amendment.**

## REPORTS CONTAINING INITIATIONS

Initiation Document Report

The Initiation Documents report lists all documents that were created as Initiations. They will appear on this report until they have been converted to Source documents.

Select Reports/Initiation Documents.



Report Criteria Screens

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 on the figure below that the Initiation report may contain information for All RCs, OPTARs and JONs or that the user may choose specific ones, depending on his needs.

**Initiation Documents**

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

 JON Filter:

DCN:
 

- All Document Numbers
- NEDU0009RCA5004

 DCN Filter:

Direct/Reimbursable: Direct

From Date:

To Date:

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 68045\* in the JON Filter text box, and then selecting the Filter button will refresh the JON list with only those JONs meeting that criteria. The user must then be sure to highlight the filtered data that appears in the JON section BEFORE selecting one of the Run Report options. A sample report is shown below:

FASTDATA INITIATION DOCUMENTS

F100: FA H3881A, PY 2008, 030 1A, Dns00W4800 = 0  
 RD: NO OPTAR 41 AMMO 041 JALL

Document Number	AMND	ACRS	JON	E	ORIG	ORIG	ORIG	INITIAL	CURRENT	PROJECTED	DATE	OPTAR
					CLASS	CLASS	CLASS	AMOUNT	AMOUNT	AMOUNT	CREATED	LINE
N3881ADGRH41700	CANCELLED	00	AA	0	253			\$0.00	\$0.00	\$0.00	01/29/2008	Init Init
N3881ADGRH41800		00	AA	0	253			\$0.00	\$0.00	\$0.00	01/30/2008	Init Init Init
N3881ADGRH41810		00	AA	0	253			\$48.00	\$0.00	\$48.00	08/27/2008	Test for report
N3881ADGRH42000		00	AA	0	253			\$1.00	\$0.00	\$1.00	08/27/2008	Init
Subtotal for OPTAR 41												
								\$49.00	\$0.00	\$49.00		
N3881ADGRH41440		00	AA	0	253			\$250.00	\$0.00	\$250.00	03/06/2007	Q 488, R 48
Subtotal for OPTAR 40												
								\$250.00	\$0.00	\$250.00		
N3881ADGRH42010		00	AA	0	260			\$1.78	\$0.00	\$1.78	08/18/2008	EXP
N3881ADGRH42020		00	AB	0	260			\$0.00	\$0.00	\$0.00	08/22/2008	EXP
N3881ADGRH42030		00	AC	0	260			\$4.00	\$0.00	\$4.00	08/22/2008	EXP
N3881ADGRH42040		00	AD	0	260			\$0.00	\$0.00	\$0.00	08/22/2008	EXP
N3881ADGRH42050		00	AE	0	260			\$8.00	\$0.00	\$8.00	08/22/2008	EXP
N3881ADGRH42060		00	AF	0	260			\$18.00	\$0.00	\$18.00	08/22/2008	EXP
Subtotal for OPTAR 40A												
								\$41.78	\$0.00	\$41.78		
N3881ADGRH41800		00	AA	0	240			\$0.00	\$0.00	\$0.00	01/28/2008	Init Init
Subtotal for OPTAR 40B												
								\$0.00	\$0.00	\$0.00		
<b>Report Total:</b>								<b>\$49.00</b>	<b>\$0.00</b>	<b>\$49.00</b>		

Status of Funds W/Initiations, Detail and Summary

The Status of Funds Detail Report with Initiations provides details on the status of direct or reimbursable funds by Responsibility Center and OPTAR. Authorization and obligation totals, as well as remaining available balances are shown for individual authorization lines within the OPTAR.

The Status of Funds Summary Report with Initiations also provides the status of direct or reimbursable funds by Responsibility Center and OPTAR. Authorization and obligation totals, as well as remaining available balances are shown at the OPTAR level.

Select REPORTS, Status of Funds, Stat Funds W/Init Detail or Summary.

Reports...

- Transaction History
- Transactions
- Status of Funds...
  - Status of Funds Detail 
  - Stat Funds W/ Init Detail
  - Status of Funds Summary
  - Status of Funds W/ Inits Summary 

Sample reports are shown below:

**STATUS OF FUNDS WITH INITIATIONS REPORT - DIRECT**

Filter: FA = N00015 AND FY = 2008 AND QUARTER = 3 AND DIRECT REBURSABLE = 0 AND ISM IN (N1) AND RC IN (CJ)

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

Funding Limitation Description	Auth	Labor	Ceiling	Fenced	Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Availab Balance
10 MONRAY COUNTERDRUG 3388	OSNP	N	N	Y	\$0.00	\$0.00	\$11,148.11	\$0.00	\$0.00	-\$11,148.11
10 PAY COUNTERDRUG 3388	OSPAY	L	N	Y	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 TRAVEL COUNTERDRUG 3388	OSTRAV	N	N	Y	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$0.00
10 TRIDENT MONRAY	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	\$11,151.11	\$0.00	\$0.00	-\$11,151.11
					LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					TOTAL	\$0.00	\$11,151.11	\$0.00	\$0.00	-\$11,151.11

**STATUS OF FUNDS WITH INITIATIONS REPORT - DIRECT**

Filter: FA = N00015 AND FY = 2008 AND QUARTER = 3 AND DIRECT REBURSABLE = 0 AND ISM IN (N1) AND RC IN (CJ)

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

OPTAR	Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Availab Balance
00	\$0.00	\$0.00	\$11,151.11	\$0.00	\$0.00	-\$11,151.11
30	\$0.00	\$0.00	\$404,625.00	\$0.00	\$0.00	-\$404,625.00
40	\$0.00	\$0.00	\$19,487,007.38	\$0.00	\$0.00	-\$19,487,007.38
0F	\$0.00	\$0.00	\$790,000.00	\$0.00	\$0.00	-\$790,000.00
0R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NZ	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	-\$30,000.00
PT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FISCAL YEAR 2008 RC CODE CJ						
<b>Report Totals</b>						
	\$0.00	\$0.00	\$20,308,589.49	\$0.00	\$0.00	-\$20,308,589.49

## CANCELLING AN INITIATION

Initiation documents may be cancelled. The Initiation report will reflect the CANCELLED Status as shown below.

**FASTDATA INITIATION DOCUMENTS**

Filter: FA N0003A, FY 2008, DirectReimb = 0 AND MTE IN (104) AND DCM IN (N0001208RC04007)

Site: 04  
 RC: 3A 1 OF 04 NROTCU THE CITADEL

Document Number	AMND	ACRN	KW	OMB E E	OMB (Obj Class)	OMB Sub Obj CMY	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR/Log
N0001208RC04007	CANCELLED	00	AA	00012004000	Q	282	0	\$0.00	\$0.00	\$0.00	09/15/2008	Initiation to cam
Subtotal for OPTAR 04								\$0.00	\$0.00	\$0.00		
Subtotal for Site 04								\$0.00	\$0.00	\$0.00		
<b>Report Total:</b>								\$0.00	\$0.00	\$0.00		

## REINSTATING AN INITIATION

Initiation documents may be reinstated. To reinstate a cancelled document, select the Reinstatement document option from the Documents menu. Only those documents which may be reinstated will appear. Select the document you wish to reinstate.

When the document appears on the screen, select the REINSTATE button.

The screenshot shows a web-based interface for document management. At the top, there is a text area for 'Item Description' with a note: '(This description field will print after the line item list.)'. Below this are several input fields: 'Source' (radio button), 'Local Code' (text box), 'OPTAR Log' (text box containing 'initiation to canx'), and 'Date Prepared' (text box containing '9/15/2009'). The 'Initiation' radio button is selected. At the bottom right, there are two buttons: 'Reinstatement' and 'Close'. A red arrow points to the 'Reinstatement' button.

View the Initiation Report to verify that the document has been reinstated. (CANCELLED no longer appears.)

**FASTDATA INITIATION DOCUMENTS**

Filter: FA N3560A, FY 2009, Direct/Reimb = D AND SITE IN ('04') AND DCN IN (N6661209RC04007)

Site: 04  
RC: 3A / RC: 04 NROTCU THE CITADEL

Document Number	AMND	ACRN	JON	OMB Object Class	OMB Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
N6661209RC04007	00	AA	66612004100	Q	252	1	\$200.00	\$0.00	\$200.00	09/15/2009	initiation to canx
Subtotal for OPTAR: 04							\$200.00	\$0.00	\$200.00		
Subtotal for Site: 04							\$200.00	\$0.00	\$200.00		
<b>Report Total:</b>							<b>\$200.00</b>	<b>\$0.00</b>	<b>\$200.00</b>		

# SAMPLE PRINTED INITIATION

REQUEST FOR CONTRACTUAL PROCUREMENT - NAVCOMPT FORM 225 (RPT) (REV. 6-91) (N00015-95-019)										Page 1		
1. THIS REQUEST MUST BE ACCEPTED ON A LIMITED QUANTITY BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE ATTACHED PAGE.							2. DOCUMENT NUMBER: N000120P00006					
3. REFERENCE NUMBER	4. FUNDS OFFICE OR OFFICER	5. DOWNGRADING	6. PRIORITY	7. DATE REQUESTED	8. AMENDMENT NO.: 00							
9. FROM: N00012 COMMANDING OFFICER, NAVCOMPT UNIT THE OFFICE, 171 MILA YRD ST JENNINGS HALL, JACKSONVILLE, FLA 32202				10. FOR DETAILS CONTACT: SPOC: ST NELSON, SUPPLY OFFICER, 34302-0306								
11. TO: CAPES EXPENSE LOGISTICS AGENCY, 852 701 JACKSONVILLE, FLA 32202, 904-453-1888				12. MAIL INVOICES TO: COMMANDING OFFICER, NAVCOMPT UNIT THE OFFICE, 171 MILA YRD ST JENNINGS HALL, CHARLESTON, SC 29405-0376								
13. ACCOUNTING DATA TO BE CITED ON RESULTING BILLING:												
13. A. SCHEM	13. B. APPROPRIATION	13. C. SUBBUDGET	13. D. ORG. (LADS)	13. E. BU. CONTROL	13. F. SA	13. G. AAA	13. H. FY	13. I. P&A	13. J. COST CODE	13. K. AMOUNT		
AA	1791004	221W	000	300A	0	004500	01	00400	600/28041000	\$800.00		
14. AMOUNTS WILL NOT BE EXCEEDED IN THE CALCULATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER.								14. TOTAL THIS DOCUMENT		\$800.00		
								14. COMBINED TOTAL:		\$800.00		
15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEM(S) IS REQUESTED: THESE ITEMS <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT DELIVERED IN THE INTERSERVICES SUPPLY SUPPORT PROGRAM AND RECEIVED INTERSERVICE SCREENING <input checked="" type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED												
16. DESCRIPTION												
16. A. ACEN	16. B. ITEM	16. C. FSC	16. D. UNIT STOCK NO., SPEC. AND/OR DRAWING NO., ETC.			16. E. QUANTITY UNIT	16. F. ESTIMATED UNIT PRICE	16. G. ESTIMATED AMOUNT				
AA	1		Packaging for Initiation document.			1 EA	\$800.00	\$800.00				
17. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.										17. GRAND TOTAL		\$800.00
17. TRANSPORTATION ALLIANCE (See FOR Contract's File)												
18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED.			AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)						DATE			
									08/16/2009			
19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH.			ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)						DATE			

\*\*\*\* Initiation Document \*\*\*\* Initiation Document \*\*\*\* Initiation Document \*\*\*\*

**NOTE: See bottom of the document \*\*\*\*Initiation Document\*\*\*\*Initiation Document\*\*\*\*Initiation Document. If this document is printed to have Financial Managers initial off on the wording, funds, etc., Financial Managers should be made aware that they should not officially sign these documents with this Disclaimer on the bottom of the document. This document has not affected funds and will not export to STARS-FL until the document has been updated and changed to Source.**

## MAINTENANCE OF DOCUMENTS

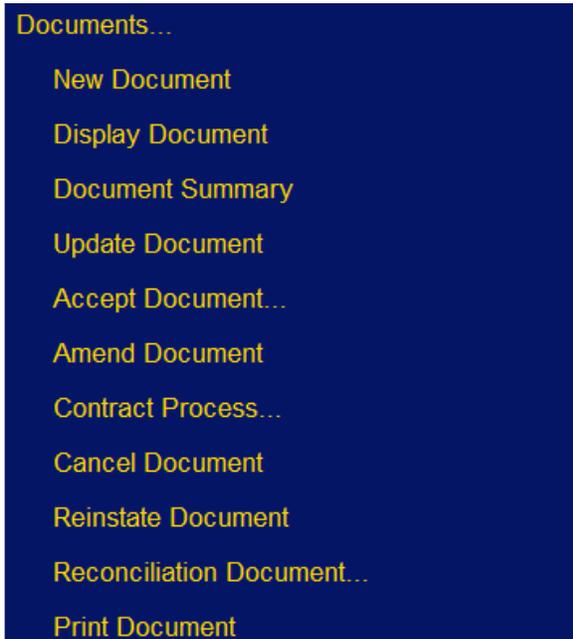
### WHAT ARE THE MAINTENANCE PROCESSES?

Maintenance processes are used in controlling the costs of the documents and life cycle transactions generated within the application. Many functions are used more frequently than others are, but all are available to perform the needed adjustments. Your access to these maintenance processes is defined at the System Administrator level.

Maintenance processes include the following functions:

- Display Document
- Document Summary
- Update Document and Correction After Export
- Accept Document
- Contract Process
- Cancel Document
- Reinstate Document
- Receipt Process
- Transaction Process

The first seven maintenance processes are found under the **Documents menu**.



The last two processes are located on the **main menu**.



Each of these document maintenance functions will be covered separately identifying its purpose and affect on the life cycle of the documents, if applicable. Two of the functions to be discussed will not generate any type of life cycle transactions but are used to review changes and assist in the research of documents in reconciling the costs of the document. Those two are Display Document and Document Summary. The rest of the functions we will discuss can create life cycle transactions of the documents in the Site.

## **HOW TO PERFORM THE MAINTENANCE PROCESSES**

When created in FASTDATA some documents generate commitments (CM in FASTDATA, 915 in STARS-FL) and others generate obligations (AO in FASTDATA, 540 in STARS-FL). For those that generate a CM, a maintenance process is required to move the document to AO status; such as Contract Process and Acceptance, depending on the document type. The Cancellation maintenance feature generates a reversal of the CM or AO transaction. When a Reinstatement is allowed to a cancelled document, the CM or AO transaction would once again affect the life cycle of the document.

Updating a document prior to its being exported will affect the transaction that will flow to STARS-FL. This is a document maintenance feature that can be used prior to the export or it can be used after export via the Correction After Export screen. These can and will both affect the document cost in FASTDATA or generate changes of the JON, OMB OOC, Expense Element, and other items.

At times, it is necessary to perform the Expenditure or Receipt process. Entering a receipt does generate a transaction that will flow to STARS-FL when the next batch is processed, but entering an expenditure in FASTDATA does not generate a transaction outside of FASTDATA.

The last maintenance process to be covered will be the Transaction Suspension that will prevent a document transaction from flowing to STARS-FL if it already exists there and needs to be suppressed in FASTDATA.

## Display Document

Two of the items grouped in the maintenance functionality are Display Document and Document Summary. Use these tools to view the document and its status to aid in reconciling document costs or determining the status of documents on which you are performing maintenance.

Once you have successfully logged into your Site, continue with the steps below: (If you are unsure how to log in, see Steps 1 & 2 of [HOW TO CREATE A FASTDATA DOCUMENT.](#))

**Step 1** From the menu on the left side of your screen, select Documents, Display Document.



**Step 2** Select the document you wish to display.

When the desired document appears in the Results section of the Select Document for Display screen, highlight and click on the DCN. If your document is not readily visible, use the Filter section at the top of the screen to help find your document.

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 DCN, OPTAR Log, Document Type, or Local Code. You may enter the full value 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 Created 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.

Select Document for Display

**Filter**

DCN:     OPTAR Log:     Document Type:     Local Code:

Created Date:      Sort Order:

- Equals
- Later Than
- Earlier Than
- Between

Ascending  
 Descending

**Results**

PAGE: 1 2 3 4 5 6 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009POA1006	00	N	Accepted	Y	ljj	DD448		7/14/2010
NEDU009194B500	00	Y	Complete	Y	TEST 3	DD1348		7/13/2010
NEDU0009PTA1005	00	Y	Complete	Y	LJJ TEST	DD282		7/13/2010
NEDU0009RCA5009	00	N	Complete	Y	Jul13TEst1	NC2276		7/13/2010
NEDU0009LB10011	00	Y	Complete	N	LABORFORPPE0630	Civilian Labor		7/12/2010
NEDU0092228887	00	Y	Complete	Y	JA1	Fuel Chits		7/12/2010
NEDU0092000009	00	Y	Complete	Y	JAA	Fuel Chits		7/12/2010
NEDU0009TOA1004	00	Y	Complete	Y	Jones Travel to JAX	DD1610		7/12/2010
NEDU0009PTA1003	00	Y	Complete	Y	Manuals	DD282		7/12/2010
NEDU0009MDC404	00000	N	Accepted	Y	Experiment #2	Credit Card		7/12/2010

**Fields in the RESULTS section:**

- **DCN** - Identifies the document control number.
- **Amend** - Identifies a specific official amendment to a previously established financial document. The basic will reflect as 00 and the amendments will show as 01, 02, etc.
- **Memo** - Indicates whether the document was created as a Memorandum or Source. (Y=Yes, it is a Memo; N=No, it is not a Memo) This is important information on some types of adjustments.
- **Status** - Indicates the current status of the listed DCN. Displayed values can include **Complete, Accepted, Finalized, Cancelled, Initiation, and Initiation Cancelled.**
- **Exported** - Indicates whether the document has been included in a file transfer to STARS-FL. (Y=Yes, it has been exported; N=No, it has not been exported.) This will determine if the document can be updated or if other maintenance functions will be required to adjust the document status.
- **OPTAR Log** - Identifies the purposes of the entry that will be printed on the OPTAR Log, or the name(s) of items being requisitioned.
- **Document Type** - Identifies a specific document form number.

- **Local Code** - Code of up to 20 characters identifying document types and groupings for reporting purposes.
- **Created Date** - Indicates the date and time the document was created in FASTDATA.
- **Close** - Ends the action to select a document for display.

**Step 3** View the selected document. As an example, the document displayed below is a Miscellaneous Memo:

**Display Miscellaneous Memo Document**

|< First   < Previous   > Next   >| Last

**Miscellaneous Memo**

Document Number: NEDU0009MDA5010 - 00

Local Code:       OPTAR LOG:

**Accounting Classification**

ACRN	Appropriation/Subhead	Object Class	BCN	SA	AAA	PAA	Type	Cost Code	Amount
AA	1791804 1300	000	68045	0	068566	DA5010	2D	EDU009TM222T	\$20.00

Close

Note the following elements on the screen:

- **Navigation Buttons (First, Previous, Next, Last)**  
 These buttons allow the user to go directly to the First, Previous, Next, or Last Document + Amendments of the same document type, without having to return to the document list. For Display Summary, the amendment is always 00 or 00000.
  - **First** - retrieves and displays the document with the minimum DCN + amendment for that document type
  - **Previous** - retrieves and displays the document with the DCN + amendment that immediately precedes the currently displayed DCN.
  - **Next** - retrieves and displays the document with the DCN + amendment that immediately succeeds the currently displayed DCN.
  - **Last** - retrieves and displays the document with the maximum DCN + amendment.
- **Document Number** - Identifies the document control number (DCN).
- **Local Code** - Code of up to 20 characters identifying document types and groupings for reporting purposes.
- **OPTAR Log** - Describes the purpose of the log entry that will be printed on the OPTAR Log, or the name of the items being requisitioned.
- **Accounting Classification** Displays the Accounting Classification Reference Number (ACRN) and the associated LOA and amount.

## Document Summary

Two of the items grouped in the maintenance functionality are Display Document and Document Summary. Use these tools to view the document and its status to aid in reconciling document costs or determining the status of documents on which you are performing maintenance.

Once you have successfully logged into your Site, continue with the steps below: (If you are unsure how to log in, see Steps 1 & 2 of [HOW TO CREATE A FASTDATA DOCUMENT.](#))

**Step 1** From the menu on the left side of your screen, select Documents, Document Summary.

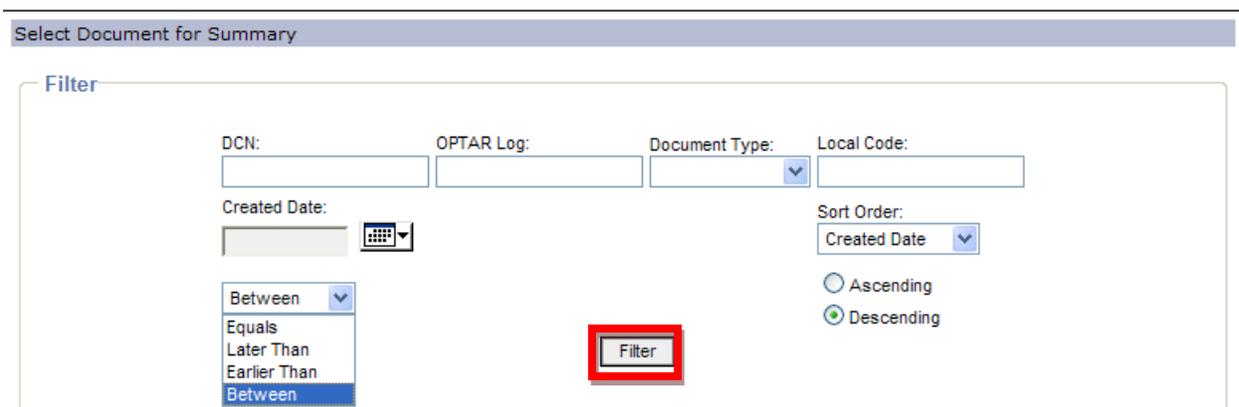


When the desired document appears in the Results section of the Select Document for Summary screen, highlight and click on the DCN. If your document is not readily visible, use the Filter section at the top of the screen to help find your document.

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 DCN, OPTAR Log, Document Type, or Local Code. You may enter the full value 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 Created 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.

The screenshot shows the 'Select Document for Summary' interface. At the top is a header bar with the text 'Select Document for Summary'. Below it is a 'Filter' section with several input fields: 'DCN:', 'OPTAR Log:', 'Document Type:' (with a dropdown arrow), and 'Local Code:'. There are also 'Created Date:' fields with a calendar icon, a 'Sort Order:' dropdown menu set to 'Created Date', and radio buttons for 'Ascending' and 'Descending'. A 'Filter' button is highlighted with a red box. A dropdown menu is open under 'Created Date', showing options: 'Between', 'Equals', 'Later Than', 'Earlier Than', and 'Between'.

## Results

PAGE: 1 2 3 4 5 &gt;&gt;

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009MDA5010	00	Y	Complete	Y	Misc Memo Example	Miscellaneous	Project Name	7/15/2010
NEDU0009POA1006	00	N	Accepted	Y	ljj	DD448		7/14/2010
NEDU009194B500	00	Y	Complete	Y	TEST 3	DD1348		7/13/2010
NEDU0009PTA1005	00	Y	Complete	Y	LJJ TEST	DD282		7/13/2010
NEDU0009RCA5009	00	N	Complete	Y	Jul13TEst1	NC2276		7/13/2010
NEDU0009LB10011	00	Y	Complete	N	LABORFORPPE0630	Civilian Labor		7/12/2010
NEDU0092228887	00	Y	Complete	Y	JA1	Fuel Chits		7/12/2010
NEDU0092000009	00	Y	Complete	Y	JAA	Fuel Chits		7/12/2010
NEDU0009TOA1004	00	Y	Complete	Y	Jones Travel to JAX	DD1610		7/12/2010
NEDU0009PTA1003	00	Y	Complete	Y	Manuals	DD282		7/12/2010

DD1155, SF30, NC2061, DD1131, and SF1034 document types are **not** available for summary display.

### Fields in the RESULTS section:

- **DCN** – Identifies the document control number.
- **Amend** – Identifies a specific official amendment to a previously established financial document. The basic will show as 00 & the amendments will show as 01, 02, etc.
- **Memo** - Indicates whether the document was created as a Memorandum or Source. (Y=Yes, it is a Memo; N=No, it is not a Memo) This is important information on some types of adjustments.
- **Status** - Indicates the current status of the listed DCN. Displayed values can include **Complete, Accepted, Finalized, Cancelled, Initiation, and Initiation Cancelled.**
- **Exported** - Indicates whether the document has been included in a file transfer to STARS-FL. (Y=Yes, it has been exported; N=No, it has not been exported.) This will determine if the document can be updated or if other maintenance functions will be required to adjust the document status.
- **OPTAR Log** - Identifies the purposes of the entry that will be printed on the OPTAR Log, or the name(s) of items being requisitioned.
- **Document Type** – Identifies a specific document form number.
- **Local Code** - Code of up to 20 characters identifying document types and groupings for reporting purposes.
- **Created Date** – Indicates the date and time the document was created in FASTDATA.
- **Close** – Ends the action to select a document for summary display.

As an example, the document summary displayed below is for a NC2275:

**Document Summary**

Document Number: NEDU0009WRA5000 - 00 Source Status: Complete

Document Type: NC2275 OPTAR Log: PWC WO93

Number Amendments: 00 Local Code:

**Accounting Classification**

ACRN	JON	EE/ OOC	Contract/ ACRN/BPA	Commitment Amt	Initiation Amt	Obligated Amt/Qty	Received Amt/Qty	Expended Amt/Qty	Number Final Rcpts/Exps	Actual Cost
AA	EDU009AB300	Q 252		\$300.00	\$0.00	\$0.00 0	\$0.00 0	\$0.00 0	0 0	\$300.00

The Document Summary page is used to view a summary of the selected document. When you view all the transactions of a document in the Transaction History report, it can sometimes be 2 or more pages of CM, AO, RP, EV transactions and the summarized cost of the document is reflected in the header of the report. In this document summary screen, it summarizes by type of transaction for you so the total CM, AO, RP, EV transactions will show on this screen. It also alerts the Site user if any FINAL RP or EV transactions have been recorded on the document (which will affect the COST of the document) and how many of each. When working the RECON report, the Site user should use Document Summary with the Transaction History report and Liquidated Document Status Log to maintain the reconciliation of the document.

**Document Summary**

Document Number: NEDU0009WRA5000 - 00 Source Status: Complete

Document Type: NC2275 OPTAR Log: PWC WO93

Number Amendments: 00 Local Code:

**Accounting Classification**

ACRN	JON	EE/ OOC	Contract/ ACRN/BPA	Commitment Amt	Initiation Amt	Obligated Amt/Qty	Received Amt/Qty	Expended Amt/Qty	Number Final Rcpts/Exps	Actual Cost
AA	EDU009AB300	Q 252		\$300.00	\$0.00	\$0.00 0	\$0.00 0	\$0.00 0	0 0	\$300.00

Note the following elements on the screen:

- Navigation Buttons (First, Previous, Next, Last)**  
 These buttons allow the user to go directly to the First, Previous, Next, or Last Document + Amendments of the same document type, without having to return to the document list. For Display Summary, the amendment is always 00 or 00000.
  - First** - retrieves and displays the document with the minimum DCN + amendment for that document type

- **Previous** - retrieves and displays the document with the DCN + amendment that immediately precedes the currently displayed DCN.
- **Next** - retrieves and displays the document with the DCN + amendment that immediately succeeds the currently displayed DCN.
- **Last** - retrieves and displays the document with the maximum DCN + amendment
- **Document Number** – Identifies the document control number. (DCN)
- **Status**  
Indicates the current status of the listed DCN. Displayed values can include **Complete, Accepted, Finalized, Cancelled, Initiation, and Initiation Cancelled.**  
**Exported** – Indicates whether the document has been included in a file transfer to STARS-FL. (Y=Yes, it has been exported; N=No, it has not been exported.) This will determine if the document can be updated or if other maintenance functions will be required to adjust the document status.
- **Document Type** – Identifies a specific document form number.
- **OPTAR Log** - Identifies the purposes of the log entry that will be printed on the OPTAR Log, or the name of items being requisitioned.
- **Number Amendments** - Indicates the total number of amendments to the listed document. This page element only displays data for an amendable document, such as the DD282, DD448, DD1556, NC2275, NC2276, or NC2276A.
- **Local Code** - A code of up to 20 characters that identifies document types and groupings for reporting purposes.
- **ACRN** - Displays the Accounting Classification Reference Number.
- **JON** - The 11-character job order number (JON) classifying the accounting transaction.
- **EE/OOC** - Identifies the Expense Element and OMB Object Class. The EE identifies the type of obligation or expense charge below the Function/Sub-function level. On the row below the Expense Element value, the OOC identifies the Office of Management and Budget object class designation.
- **Contract/ACRN/BPA** - Identifies the contract or a call to a Blanket Purchase Agreement for an indefinite delivery type contract and the contract ACRN.
- **Commitment Amt** - Contains the commitment amount for the document.
- **Initiation Amt** - Indicates the amount of the document or amendment that is in an initiation status, and therefore has not yet affected funds. This amount is excluded from the Actual Cost amount.
- **Obligated Amt/Qty** - Contains the ACRN obligated amount of the document and the number of items ordered. On the SF1164, this value is the receipt amount.
- **Received Amt/Qty** - Identifies the total amount received against one ACRN of an obligating document or the number of items received.
- **Expended Amt/Qty** - Identifies the total amount expended against one ACRN or the number of items expended.
- **Number Final Rcpts/Exps** - Indicates the number of receipts or expenditures with a status of Final.
- **Actual Cost** - Identifies the total expenditure amount, total receipt amount, total obligated amount, or total commitment amount, depending on the number of expenditures, receipts, obligations, and commitments associated with the ACRN.
- **Close** - Closes the Document Summary page and returns you to the Select Document for Summary page.

## Update Document

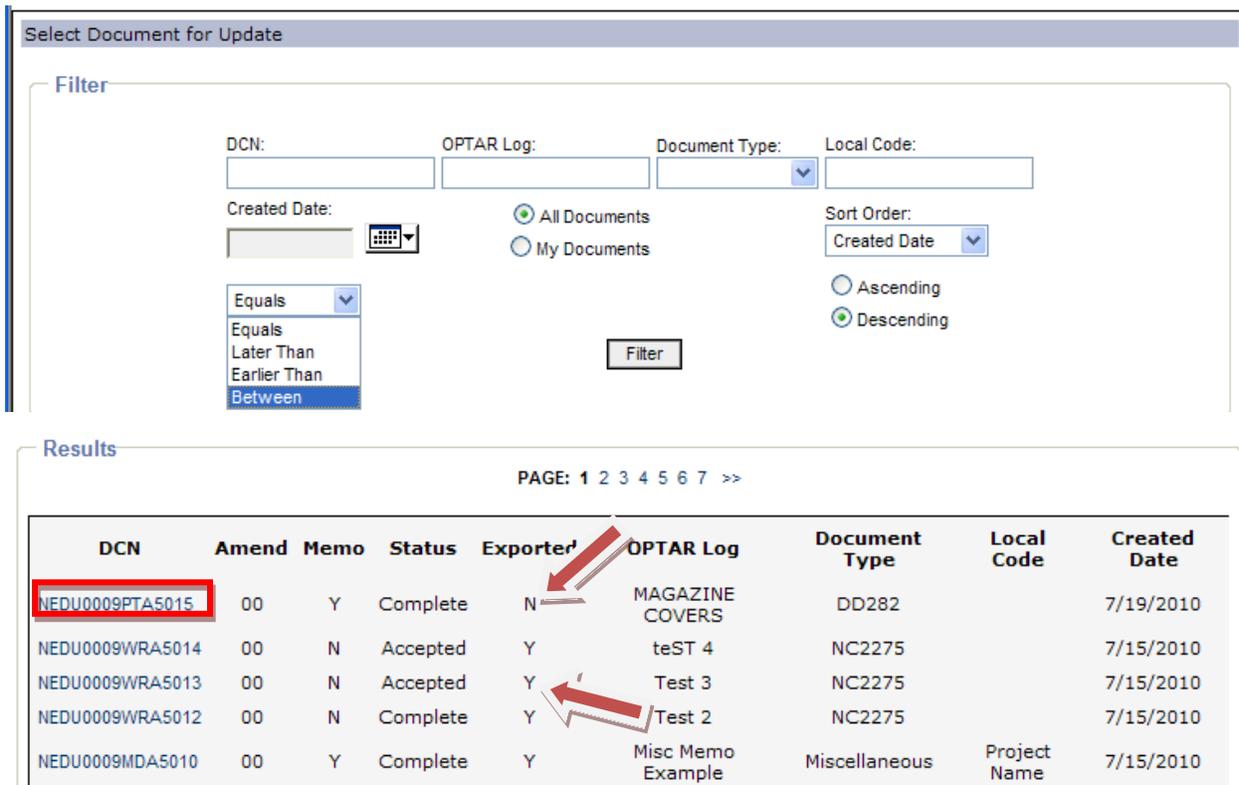
Once you have successfully logged into your Site, continue with the steps below: (If you are unsure how to log in, see Steps 1 & 2 of [HOW TO CREATE A FASTDATA DOCUMENT.](#))

**Step 1** To modify an existing document that has not been exported or accepted, select Documents, Update Document.



**Step 2** Select the document you wish to update.

You can filter for your document or if visible from the screen, just highlight and click the DCN.



The screenshot shows the "Select Document for Update" interface. It includes a "Filter" section with input fields for DCN, OPTAR Log, Document Type, and Local Code. There are also radio buttons for "All Documents" and "My Documents", a "Created Date" calendar, and a "Sort Order" dropdown. Below the filter is a "Filter" button. The "Results" section shows a table of documents with columns: DCN, Amend Memo, Status, Exporter, OPTAR Log, Document Type, Local Code, and Created Date. The first row, with DCN "NEDU0009PTA5015", is highlighted in red. Red arrows point to the "N" in the "Exporter" column and the "Test 2" in the "OPTAR Log" column of the fourth row.

DCN	Amend Memo	Status	Exporter	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009PTA5015	00	Y	Complete	N	MAGAZINE COVERS	DD282	7/19/2010
NEDU0009WRA5014	00	N	Accepted	Y	teST 4	NC2275	7/15/2010
NEDU0009WRA5013	00	N	Accepted	Y	Test 3	NC2275	7/15/2010
NEDU0009WRA5012	00	N	Complete	Y	Test 2	NC2275	7/15/2010
NEDU0009MDA5010	00	Y	Complete	Y	Misc Memo Example	Miscellaneous	Project Name 7/15/2010

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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created 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.

Selection of a Document that shows "N" in the Exported field will provide the opportunity to update the document before it flows to the FA. This type of update allows for the original document to open and fields to be edited.

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Form Approved  
OMB No. 0704-0146  
Expires April 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Service, Directorate for Information Operations and Reports (0704-0146), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failure to comply with a collection of information if it does not display a current valid OMB control number.

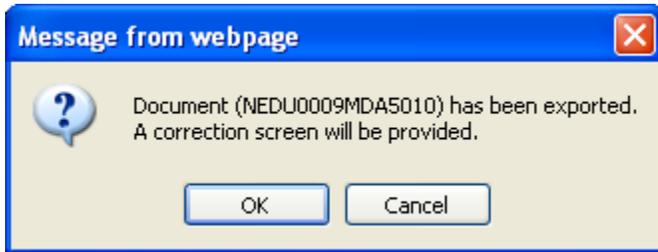
PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 5.

1. FROM: (Use full ZIP Code) 63214		SHEET NO. 1	NO. OF SHEETS 1	3. REQUISITION DATE 8/18/2009	5. REQUISITION NUMBER M32714098055099						
COMMANDING OFFICER NAVAL ROTC UNIT, UNIVERSITY OF CO 374UCB BOULDER, CO 80509-8374		7. DATE MATERIAL REQUIRED 8/17/2009		8. PRIORITY NS							
2. TO: (Use full ZIP Code) BURSAR UNIVERSITY OF COLORADO SPIRIT ADMINISTRATIVE CENTER ONE CAMPUS BOX 41, BURSAR'S OFFICE BOULDER, CO 80509-8343		9. AUTHORITY OR PURPOSE SPRING 2009 TUITION AND FEES		10. SIGNATURE S. L. DAVIDSON, CDR							
3. SHIP TO - MARK FOR 63214 COMMANDING OFFICER NAVAL ROTC UNIT, UNIVERSITY OF CO 374UCB BOULDER, CO 80509-8374		12. DATE SHIPPED		11. VOUCHER NUMBER & EXTENSION (M32714098055099)							
		13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER							
		15. AIR MOVEMENT ORIGINATOR OR PORT REFERENCE NO.									
4. APPROVAL DATA AA 1711804 221A 000 2850A 5 068884 00 00009 832140981000											
Amount: \$200.00											
Line Item	FEDERAL STOCK NUMBER, DESCRIPTION AND CODING OF MATERIAL AND/OR SERVICES (a)	UNIT (c)	QUANTITY (e)	SUPPLY ACTION (k)	TYPE CONTAINER (j)	CONTAINER NOS. (g)	UNIT PRICE (h)	AMOUNT (i)			
1	Printing web update document	EA	1				\$200.00	\$200.00			
16. TRANSPORTATION VIA AND OR VDC CHARGEABLE TO			17. SPECIAL HANDLING								
18. TRANSPORTATION VIA AWC OR VDC CHARGEABLE TO			17. SPECIAL HANDLING								
S E C R E T I O N	ISSU-ED BY	TOTAL CDR-TAJN-SRS	TYPE CDR-TAJN-SRS	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	A B C D E F	CONTAINERS SHIPPED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL
	CHC-ED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL
	PACK-ED BY							POSTED	DATE	BY	20. RECEIVERS VOUCHER NO.
<input checked="" type="checkbox"/> Deceased <input type="checkbox"/> Inactive	OPFAR Log: Printing web update	Local Code: TEST DD149		SON: 83214098100-LS 195							
Classify Code:	Expense Method: O - Purchased Services (Other)	DME Object Class: 202		DME Sub-Object Class:		Net to Expense Code:					

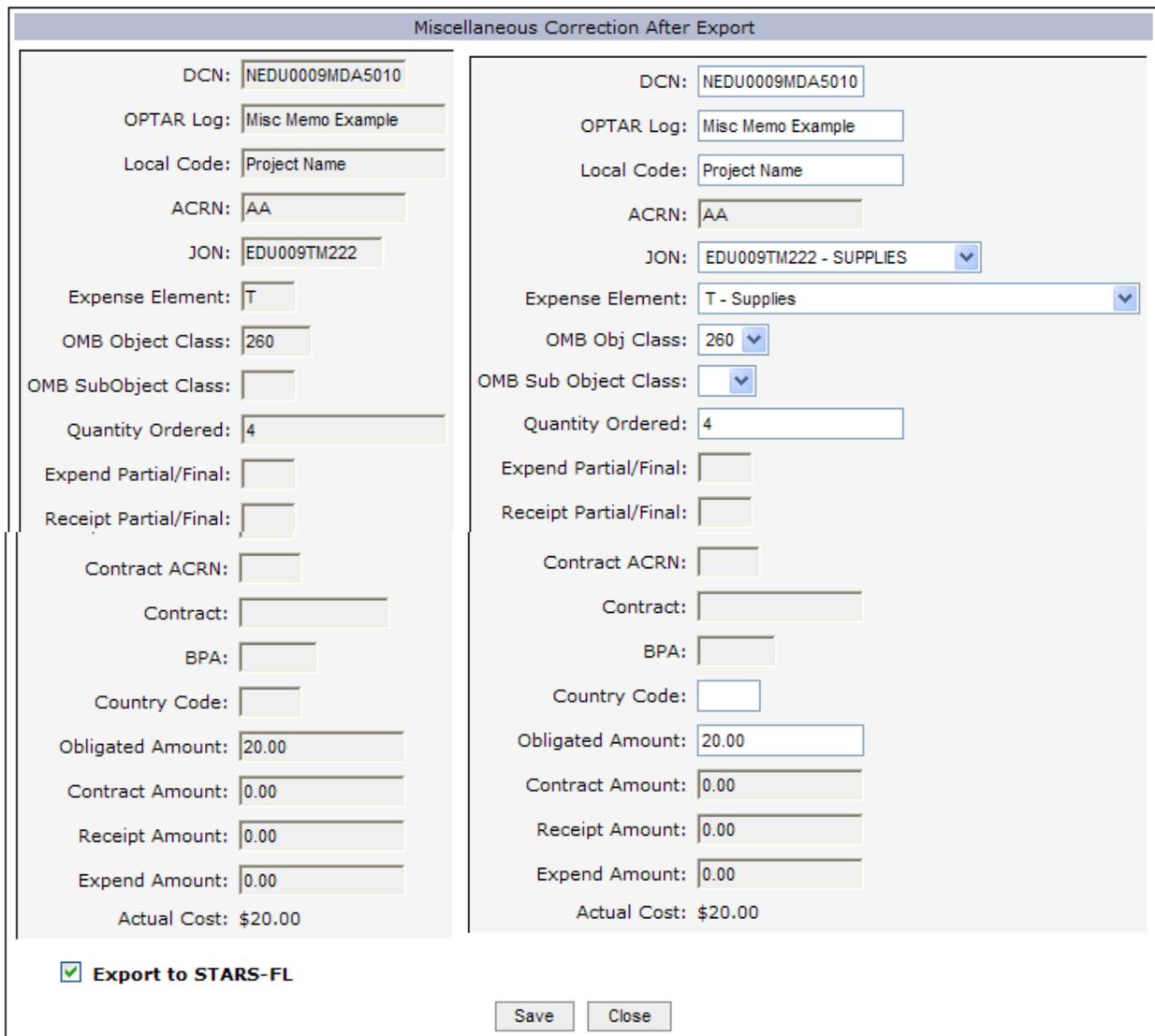
Save    Close

On the example above, you could select the Line Items button and edit the amount and description as well as all other fields in the document. When update is completed, select Save. Then select Close to exit the document.

Selecting a document in the list of documents to update that has a "Y" in the Exported field will result in a CORRECTION AFTER EXPORT screen instead of the document itself to update. Only the fields that are not grayed out are available for update.



Select OK for the screen to appear.

A screenshot of a web application window titled "Miscellaneous Correction After Export". The window is split into two side-by-side panels. The left panel shows a form with various fields: DCN (NEDU0009MDA5010), OPTAR Log (Misc Memo Example), Local Code (Project Name), ACRN (AA), JON (EDU009TM222), Expense Element (T), OMB Object Class (260), OMB SubObject Class (empty), Quantity Ordered (4), Expend Partial/Final (empty), Receipt Partial/Final (empty), Contract ACRN (empty), Contract (empty), BPA (empty), Country Code (empty), Obligated Amount (20.00), Contract Amount (0.00), Receipt Amount (0.00), Expend Amount (0.00), and Actual Cost (\$20.00). The right panel shows the same form but with some fields updated: JON is set to "EDU009TM222 - SUPPLIES" (dropdown), Expense Element is "T - Supplies" (dropdown), OMB Obj Class is "260" (dropdown), and OMB Sub Object Class is a dropdown menu. At the bottom of the window, there is a checked checkbox labeled "Export to STARS-FL" and two buttons: "Save" and "Close".

The Correction After Export window opens when you select a document to update and the document and its transactions have been exported to the FA, or a receipt or expenditure has been entered for the document.

- Document types **DD1155, SF30, Civilian Labor, DD1131, NC2061, and SF1034** are not available for Correction After Export.
- Use the Correction After Export window to correct erroneous data by making limited changes to a document control number (DCN) or ACRN, and, in certain cases, transfer data from one DCN to another.

The Correction After Export window columns mirror each other. The data elements on the left contain existing document values while the right side contains data elements you can modify. The values you can change depend on many conditions.

Change the desired values, and then select the Save button to save your changes. If you change the DCN, the change will apply to all ACRNs associated with the DCN. You cannot change the DCN on source documents.

Changes to other values apply only to the ACRN you selected before opening the Correction After Export window (if you are correcting a multiple-ACRN document).

If a change is made to the Expend Partial/Final indicator, it will update the cost of the document. If document processed with a partial expenditure, and the user updates the Expend Partial/Final indicator to a Final, it will generate an exportable de-obligation amount. If STARS-FL needs to be reduced as well as FASTDATA, then allow the transaction to export. If expenditure had posted as a Final and the user updates the Expend Partial/Final indicator to Partial, it will generate an increase to the obligation.

Examples of changes that can be made are:

- a. Document number correction of a memo record if the FROM DCN has no receipts or expenditures, or is an initial receipt (GSA, Fuel Chit, SF1164) and the TO DCN does not exist. Memo Credit Card and MPC transactions are excluded from this type of correction.
- b. Connection of the DCN of a Non-Preceded Expenditure to another Non-Preceded DCN or to an existing DCN.
- c. Job order correction, providing that it does not result in a change to the original line of accounting. The OPTAR/Authorization for the new job order number must have funds available. Use the drop down arrow to select the appropriate job order to change to:

ACRN:	AA
JON:	63214905100
Expense Element:	Q
OMB Object Class:	253
OMB SubObject Class:	
Quantity Ordered:	0
Expend Partial/Final:	

ACRN:	AA
JON:	63214905100 - LQ OPS
Expense Element:	63214905100 - LQ OPS
OMB Obj Class:	63214905130 - LQ CELL PHONES
OMB Sub Object Class:	63214905160 - LQ URINALYSIS
Quantity Ordered:	0
Expend Partial/Final:	

- d. Expense Element and/or OMB Object class correction. Select the drop down arrow to find the EE and/or OMB Object Class you wish to correct.
- e. Quantity correction. If quantity is the only correction, no transactions will result. Memo credit cards are included but MPCs are excluded from this type of correction.
- f. Obligated Amount changes. When the obligation amount of a memo document needs to be increased or decreased and this field is open for edit, the Correction After Export process will increase or decrease the document. This can only be done on a memo entered document or a non-amendable, non-contractible source document.

If your document shows 750.00 in the obligation field and it needs to be decreased to reflect a 250.00 decrease, overlay the 750.00 with 500.00 to accomplish this. DO NOT enter 250.00 in the field as this field reflects the cumulative document obligation. The new amount entered will be calculated in the system and determine the difference as an accounting transaction.

The overall document amount (obligation, contract or receipt) cannot go below zero.

**\*\*NEW FEATURE in the WEB:** at the bottom left corner of the Correction After Export screen, there is a box that defaults with a check to “Export to STARS-FL”. If you are making an adjustment to any of the fields on this screen and they are already updated in STARS-FL, then uncheck the box so that it DOES NOT export.

The screenshot shows a web interface with two identical panels side-by-side. Each panel contains an input field for 'Expend Amount' with the value '0.00' and a label 'Actual Cost: \$750.00' below it. Below the panels is a checkbox labeled 'Export to STARS-FL' which is checked. At the bottom right of the interface are two buttons: 'Save' and 'Close'.

Corrections after export on travel documents will reflect the open fields where changes can be made. Traveler's name and return date are editable fields. Example is a memo entry of a non DTS travel order. The obligation amount field is also available for edits if needed to change the cost of the travel order. (These are off-site travel orders that the Site user has to manually input to export an obligation to STARS-FL.)

DC1810 Correction After Export	
DCN: 8021407000904	DCN: 8021407000904
OPTAR Leg: Bas Wage	OPTAR Leg: Bas Wage
Local Code: 07	Local Code: 07
ACRN: AA	ACRN: AA
JON: 0321400590	JON: 0321400590 - LD
Expense Element: E	Expense Element: E - Temporary Day Travel
OMS Object Class: 210	OMS Obj Class: 210
OMS Sub Object Class:	OMS Sub Object Class:
Quantity Ordered: 0	Quantity Ordered: 0
Expand Partial/Final:	Expand Partial/Final:
Receipt Partial/Final:	Receipt Partial/Final:
Contract ACRN:	Contract ACRN:
Contract:	Contract:
BPA:	BPA:
Country Code:	Country Code:
Traveler: Bas Wage	Traveler: Bas Wage
Return Date: 8/29/2009	Return Date: 8/29/2009
Obligated Amount: 20.00	Obligated Amount: 20.00
Contract Amount: 0.00	Contract Amount: 0.00
Receipt Amount: 0.00	Receipt Amount: 0.00
Expand Amount: 0.00	Expand Amount: 0.00
Actual Cost: \$20.00	Actual Cost: \$20.00

Export to STARS-FL

Save Close

- g. A Source NC2276 document that has not been contracted, has limited fields available to edit. In order to contract the document and obligate, CONTRACT PROCESS would need to be done. In order to change fields not open for edit on this document an amendment should be created.

NC2276 Correction After Export	
DCN: 8021418001087	DCN: 8021418001087
OPTAR Leg: contract process	OPTAR Leg: contract process
Local Code:	Local Code:
ACRN: AA	ACRN: AA
JON: 03214005100	JON: 03214005100 - LD OPE
Expense Element: 0	Expense Element: 0 - Reclassified Service (Other)
OMS Object Class: 252	OMS Obj Class: 252
OMS Sub Object Class:	OMS Sub Object Class:
Quantity Ordered: 1	Quantity Ordered: 1
Expand Partial/Final:	Expand Partial/Final:
Receipt Partial/Final:	Receipt Partial/Final:
Contract ACRN:	Contract ACRN:
Contract:	Contract:
BPA:	BPA:
Country Code:	Country Code:
Obligated Amount: 25,000.00	Obligated Amount: 25,000.00
Contract Amount: 0.00	Contract Amount: 0.00
Receipt Amount: 0.00	Receipt Amount: 0.00
Expand Amount: 0.00	Expand Amount: 0.00
Actual Cost: \$25,000.00	Actual Cost: \$25,000.00

Export to STARS-FL

Save Close

On a NC2276 that has Contract Process already performed, there are other fields available to edit. These edits will flow to STARS-FL unless the Export to STARS-FL tab is unchecked. The CONTRACT and CONTRACT ACRN and BPA fields are now available for edit in this screen. In this example there has been an SPS imported file to perform the contract process for the Site User. Notice that there is a new button under the Correction After Export that, when checked, tells the system to Override the FASTDATA adjustment amount. (See figure below.)

- In the GUI FASTDATA, the user was allowed to do contract process for one requisition/ACRN only. In the Web version, the system has been modified to allow ACRNS to have multiple Contract/DO-BPA/Contract ACRNs. The Correction After Export screen requires that the user specify the Contract/DO-BPA/Contract ACRN to be corrected. If there is only one Contract/DO-BPA/Contract ACRN to the requisition ACRN, it will populate the contract information when displayed.
- New in FASTDATA Web for CAE is the transaction that will flow to STARS-FL. Changing the contract number, DO/BPA, Contract ACRN in CAE, FASTDATA will generate a 540T "D" with the old contract information and reversal obligation amount and a 540T "C" with the new contract information and correction amount.
- When a contractible document with multiple contracts and contract ACRNS is displayed, a new field will show at the bottom left side of the screen. The FASTDATA user can indicate whether or not they want the 540T "D" and 540T "C" transactions to go to STARS-FL and if so, what adjusting obligation amount to include. The 540D will contain the opposite of the specified obligation amount, and the 540C will contain the specified obligation amount.
- If user annotated they do not wish the transaction to flow to STAR-FL by unchecking the box "Export to STARS-FL", the annotation in the transaction history report will reflect "User-defined non-exportable" for tracking purposes.

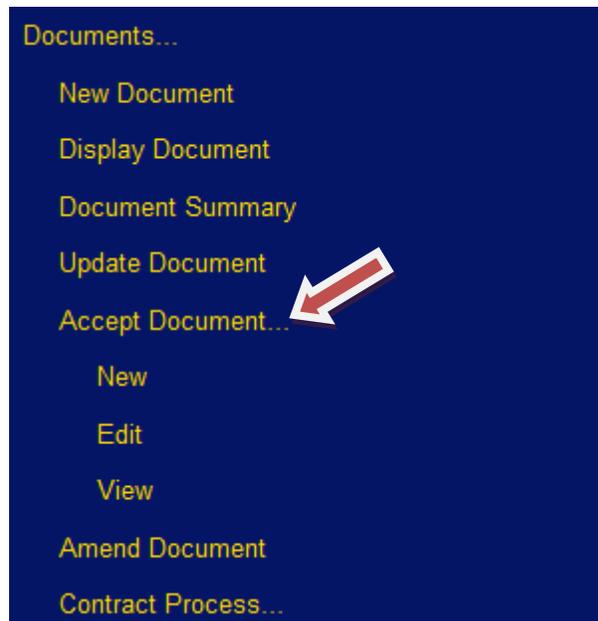
## Accept Document

The only documents you can accept are the **DD448, NC2275, NC2276, NC2276A** and **Credit Card**. The following rules apply:

- The acceptance on a NC2275, DD448 category 1, NC2276A Economy Act or Project Order will generate an accounting transaction. When first created, these document types generate a CM and send a 915 transaction to STARS-FL. Completion of the acceptance moves the CM to AO, and the 540 transaction will flow to STARS-FL.
- The acceptance of the NC2276, DD448 Cat 2, NC2276A Direct Citation is required on all orders \$25,000.00 or greater. This action does not generate an accounting transaction. The Contract Process will generate the accounting transaction for these documents.
- When you accept an NC2275 amendment, the acceptance process will accept the selected amendment, the basic document, and any associated amendments with a lower amendment number.
- To accept the basic document and all associated amendments, accept the most recent amendment.
- If you accept a requisition document that has been cross-referenced in the commitment stage, FASTDATA will create a non-exportable obligation transaction. If the cross-reference is partial, the transaction will be split based on any remaining commitment. As an example, if the commitment amount is \$1,000 and the partial cross-reference is for \$750 (leaving a commitment amount of \$250), and the document is accepted, FASTDATA will create a non-exportable transaction for \$750 and an exportable transaction for \$250. Each transaction will have remarks to indicate the acceptance occurred after a Credit Card cross-reference.

Once you have successfully logged into your Site, continue with the steps below: (If you are unsure how to log in, see Steps 1 & 2 of [HOW TO CREATE A FASTDATA DOCUMENT.](#))

**Step 1** From the menu on the left side of your screen, select Documents, Accept Document. Note the three options of New, Edit and View. Select New.



**Step 2** Select the document to be accepted.

Only those documents eligible for acceptance will appear on the Select Document for Accept screen. When your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not readily visible, use the Filter section at the top of the screen to help find your document. See details below regarding usage of the Filter options.

Select Document for Accept

Filter

DCN: [ ] OPTAR Log: [ ] Document Type: [v] Local Code: [ ]

Created Date: [ ] [Calendar Icon]

Sort Order: [v] Created Date

Ascending  
 Descending

Equals [v]  
Equals  
Later Than  
Earlier Than  
Between

**Filter**

Results

PAGE: 1 2 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009WRA5013	00	N	Complete	Y	Test 3	NC2275		7/15/2010
NEDU0009RCA5009	00	N	Complete	Y	Jul13TEst1	NC2276		7/13/2010

Close

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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created Date calendar and the “Between” choice in the Equals drop list; an additional Calendar will appear, allowing you to filter between two specific dates.

You may also 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.

**Fields in the RESULTS section:**

- **DCN** - Identifies the document control number.
- **Amend** - Identifies a specific official amendment to a previously established financial document.
- **Memo** - Indicates whether the document was created as a Memorandum or Source. (Y=Yes, it is a Memo; N=No, it is not a Memo Record) This is important information on some types of adjustments as to whether the document is source or memo.

- **Status** - Indicates the current status of the listed DCN. Displayed values can include **Complete, Accepted, Finalized, Cancelled, Initiation, and Initiation Cancelled.**
- **Exported** - Indicates whether the document has been included in a file transfer to STARS-FL. (Y= Yes, it has been exported; N=No, it has not been exported.) This will determine if the document can be updated or if other maintenance functions will be required to adjust the document status.
- **OPTAR Log** - Identifies the purposes of the entry that will be printed on the OPTAR Log, or the name(s) of items being requisitioned.
- **Document Type** - Identifies a specific document form number.
- **Local Code** - Code of up to 20 characters identifying document types and groupings for reporting purposes.
- **Created Date** - Indicates the date and time the document was created in FASTDATA.
- **Close** - Ends the action to select a document.

**Step 3** Complete the acceptance screen.

Accept NC2275 Document

DCN: NEDU0009WRA5013 - 00

OPTAR Log: Test 3

Accepting Official:

Accepting Date:

Accept Close

The following fields appear on the Accept NC2275 Document screen:

**DCN**

Displays the document control number (DCN) of the selected NC2275.

**OPTAR Log**

Displays the OPTAR Log entry from the selected document.

**Accepting Official**

Enter the name of the Accepting Official or select the desired value from the dropdown list. A value is required.

**Accepting Date**

From the calendar that appears when you use the dropdown arrow, select the date the document is being accepted. A date is required; you cannot enter a future date.

**Accept**

Accepts your entries on the Accept NC2275 page and accepts the selected document.

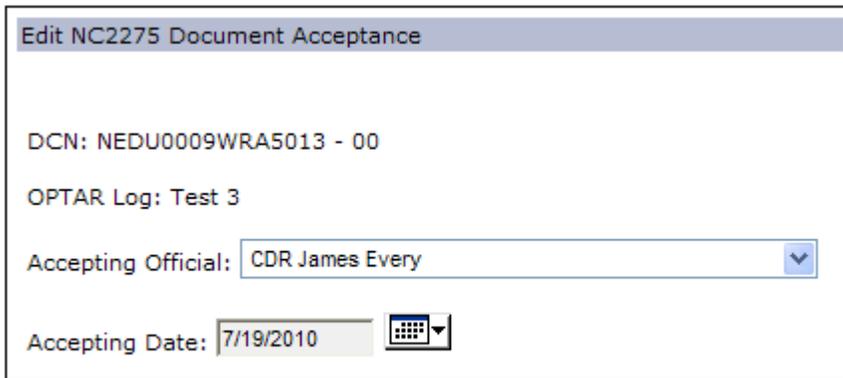
**Close**

Closes the Accept NC2275 page and returns you to the document select page.

**Step 4** Edit a NC2275 Acceptance by selecting Documents, Accept Document, Edit.

Only previously accepted documents will appear on the Screen. Select the document you wish to edit by highlighting and clicking on the DCN.

When updating a NC2275 Acceptance document, you can modify the Accepting Official and Accepting Date.



Edit NC2275 Document Acceptance

DCN: NEDU0009WRA5013 - 00

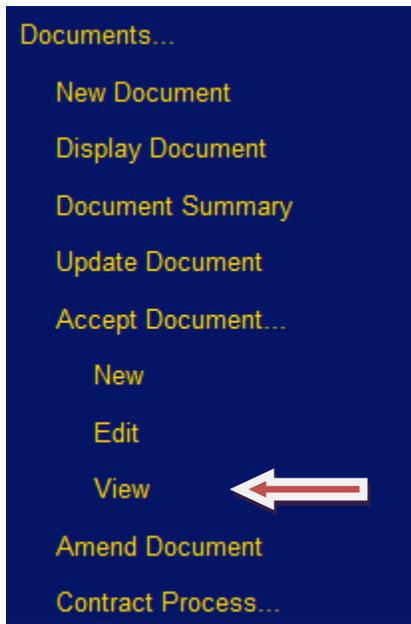
OPTAR Log: Test 3

Accepting Official: CDR James Every

Accepting Date: 7/19/2010

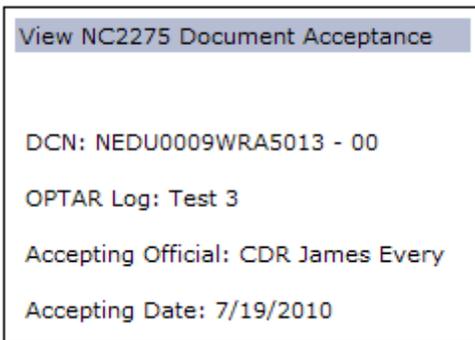
See Step 3 for a definition of the fields on the screen.

**Step 5** View an Acceptance by selecting Documents, Accept Document, View.



Only previously accepted documents will appear on the Screen. Select the document you wish to view by highlighting and clicking on the DCN.

All fields are display only in the View mode. See Step 3 for a definition of the fields.



## Contract Process

The New Contract function is used to create a new contract for an existing source or memo **NC2276, NC2276A, DD1348-6** (if not crossed to a supply system), **DD1149**, or **DD448** (category 2) transaction. The following rules apply:

- **NEW in the WEB** - FASTDATA now allows multiple contracts/DO-BPA/Contract ACNRs to be associated to one requisition/ACRN. The user will get a warning when they are in New Contract process if they attempt to add a new contract against a requisition that already has a contract. It will remind them that there is already a contract to be sure their intent isn't really to EDIT the existing contract vs creating a new one.
- You cannot enter a contract for a document that is used in a Credit Card cross reference.
- The contract process affects the OPTAR's status of funds if the contract amount differs from the commitment amount.
- When entering a contract number with A, G, or H in the ninth position, you must enter a value for DO/BPA.
- You must enter a value for Contract Amount if the Contract Partial value is Partial.
- SPS sites cannot create a new contract for a document until all amendments to the document have been exported to SPS. When you create a new contract, FASTDATA establishes an obligation transaction with the amount(s) from the contract.
- An obligation transaction and its associated contract number are included in FA export to STARS-FL.
- You can only enter a contract for the portion of a DD448 document that was accepted as direct. That would be the category 2 portion.
- The New Contract process will exclude Requisition/ACRNs whose outstanding CM amount is less than or equal to zero.
- The Edit contract process allows users to change the contract amount, even for a final contract.
- A partial contract may be edited even if there is no outstanding CM amount. A document may only have one final "F" contract against it.
- Neither a Credit Card document nor an imported MPC transaction may have a contract entered against it using FASTDATA's Contract Process.

**Note:** If your FA is included in the SPS interface file to flow from STARS-FL to FASTDATA you will not do the Contract Process, as the SPS interface file will do the Contract Process for you. For those not using the SPS interface file, but SPS is sending 540 transactions to STARS-FL for your contracted documents, you will perform contract process and then suspend the transaction so it does not flow to STARS-FL and double obligate your contracted document. (Transaction Suspension is discussed in another section of this Guide.)

**Note:** Each time you create an amendment to the Basic you will need to do Contract Process for the NEW TOTAL CUMULATIVE contracted amount.

Once you have successfully logged into your Site, continue with the steps below: (If you are unsure how to log in, see Steps 1 & 2 of [HOW TO CREATE A FASTDATA DOCUMENT.](#))

**Step 1** From the menu on the left side of your screen, select Documents, Contract Process. Note the three options of New, Edit and View. Select New.



**Step 2** Select the document against which you wish to place a contract.

Only those documents eligible for a contract will appear on the Select Document for Contract screen. When your document is visible in the Results section, highlight and double click the DCN. (The newest documents will appear on the top of the list due to the default sort order of Created Date.) If your document is not readily visible, use the Filter section at the top of the screen to help find your document. See details below regarding usage of the Filter options.

Select Document for Contract

**Filter**

DCN:     OPTAR Log:     Document Type:     Local Code:

Created Date:

Sort Order:

Ascending     Descending

Equals

**Results**

PAGE: 1

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009RCA5001	00	N	Accepted	Y	SOFTWARE-LDWIN	NC2276		1/21/2009

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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created 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.

**Step 3** Complete the New Contract screen. A definition of each field is provided below.

**New Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	EDU009AB100	125.00	0.00	0.00	0.00	<input type="text" value="AA"/>	Final	<input type="text" value="0.00"/>
AB	EDU009AB300	20.00	0.00	0.00	0.00	<input type="text" value="AB"/>	Final	<input type="text" value="0.00"/>

The contract process will create the obligation transaction that will flow to STARS-FL and liquidate part or the entire total commitment field in STARS-FL. If the total committed and the contract amount entered match, the Contract Partial indicator should be set to FINAL.

- **DCN** - Identifies the document control number of the selected document.
- **Total Contract Amount** - Identifies the sum of all Contract ACRN amounts of the listed Requisition ACRNs for this Requisition and Contract-DO/BPA.
- **Contract** - Identifies the contract number to be applied to the selected document. A value is required.
- **DO/BPA** - Identifies a call to a Delivery Order or Blanket Purchase Agreement for an indefinite delivery type contract. A value is required if the contract number contains A, G, or H in the ninth position. If entered, it must be 4 positions and cannot contain spaces.
- **ACRN** - The Accounting Classification Reference Number (ACRN) identifies each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing.
- **JON** - Identifies the 11-position job order number associated with the selected DCN/ACRN.
- **Total Commitment** - Identifies the total Commitment amount for the basic and all Amendments for this Requisition ACRN.
- **Contract To Date** - Identifies the total amount previously contracted for this Requisition ACRN to include other Contract-DO/BPAs.
- **CC XREF Amt** - If the contracted Requisition ACRN has been cited as the Requisition in a Credit Card Cross Reference, this identifies the amount of the cross reference. The Requisition ACRN Contract Amount would have been reduced by this amount.
- **Outstanding Amount** - When the Contract Partial value is **Partial**, this amount is the Total Commitment minus the Contract-to-Date Amount, minus the CC XREF Amt. When the value is **Final**, the Outstanding Amount changes to zero (0).
- **Contract ACRN**-Identifies the contract ACRN.
- **Contract Partial** - Indicates whether the obligation is to be fully or partially liquidated when processing the contract. You must select either Partial or Final when entering a contract.

- **Contract ACRN Amt** - Identifies the Contracted amount-to-date of the Contract ACRN for this Requisition and Contract-DO/BPA. If the Contract Partial value is Partial, then a value greater than zero (0) is required, but it cannot be equal to or greater than the sum of the Outstanding Amount and any previous Contract ACRN Amount. Normally, this will be the **total** contract amount for this Requisition ACRN and Contract-DO/BPA Contract ACRN.

However, if the contracted Requisition ACRN has been cited as the Requisition in a Credit Card Cross-Reference, the Requisition ACRN Contract Amount was reduced by the cross-reference amount. Therefore, the previously contracted, then cross-reference amount is no longer included in the Requisition ACRN Contract amount.

- **Save** - Accepts your entries and creates the contract.
- **Close** - Closes the New Contract page.

**Step 4** Edit a Contract entry by selecting Documents, Contract Process, Edit.

Only the documents available for contract editing will show in the select screen. You can filter for the one you are seeking if it is not visible in the window that appears. Fields eligible for edit will be open for changes to be made; if not open for edit, changes can't be made through this maintenance function and may require an amendment in order to accomplish the needed changes.

Edit Contract

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

DCN: 
Total Contract Amount:

Contract: 
DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	EDU009AB300	40.00	38.00	0.00	0.00	<input type="text" value="AA"/>	Final	<input type="text" value="38.00"/>

## Cancel Document

The Cancel Document process allows you to cancel most source and memo documents. When you cancel a document, the funds associated with the cancelled document become available for use by the Site.

User access to the cancel document process is defined at the System Administrator level. A user with access to update documents can cancel documents.

- Whether you can cancel a document depends on the status of the document, the type of document, and several other conditions.
- If the document does not meet all cancellation criteria, it will not appear on the Select Document for Cancel page.
- You cannot cancel a document, amendment, or supplemental document that has a receipt, contract, or expenditure posted against it.
- You cannot cancel a document that has been accepted.

Complete the steps provided in the [HOW TO CANCEL A FASTDATA DOCUMENT](#) section of this Guide.

If the document you wish to cancel is a NC2275, NC2276, NC2276A, DD1556, or DD448, you can cancel the basic document or the most recent amendment to the document. If you select the document itself, the document and all its amendments will be cancelled.

- To cancel a basic document that has any supplemental document(s), you can cancel either the basic document or a supplementary document. If you cancel the basic document, all its supplemental documents also will be cancelled.
- You cannot cancel Civilian Labor documents.
- You cannot cancel a memo Credit Card document that has been cross-referenced to another document.
- You cannot cancel a DD1155 or SF30 document amendment that has been included in a file transfer to STARS-FL. If you cancel a DD1155 or SF30 document that has not been included in a transfer to STARS-FL, it actually will be deleted and you will be unable to reinstate it.
- When you cancel a document that has been included in a file transfer to STARS-FL, the application will generate a reversal transaction for each ACRN on the original transaction.

**Note: View Transaction History Report to see the accounting transaction generated. The 540 decrease will export in the FA batch to STARS-FL. Notice that the COST field now shows 0.00 and funds have been restored in the OPTAR.**

Transaction History Report														
FA: AND SITE IN (001) AND DCN IN (ADD0010NEFT00)														
FA: N3596A		Site: 05		RC: 3A		OPTAR: 05		FY: 2009						
DCN: N3569709MDF5790														
ACRN	Contract ID	Doc#	DO	Job Order	Exp	Ch	Thru	Item	Doc Type	Last	Ch	Docment	Doc	
AA		ACRN	Off	00214028100	Q	250		00	MISCELLANEOUS	00	00	Cancelled	SCDE	
Exp	Type	Trans	Date	Trans	Amount	Partial	MTD	Transaction Description						
Y	AG	0014	0000	2008	10	0	0	0	0	0	0	0	0	Created By Database User ID=BPFD5001
H	AG	0017	0000	10	22	0	0	0	0	0	0	0	0	Cancelled Created By Database User ID=BPFD5001

## Reinstate Document

Complete the steps provided in the [HOW TO REINSTATE A FASTDATA DOCUMENT](#) section of this Guide.

When the Select document for Reinstate screen appears, notice that the documents available all show cancelled in the Status column.

There are additional ways of reinstating a cancelled document:

- You can process a receipt for the document or enter or update a contract for the document.
- For the **NC2275**, **NC2276**, **DD1556**, and **DD448**, you can accept the cancelled document.
- You also can select a cancelled document that has been included in a file transfer to STARS-FL and subsequently selected for Correction After Export process.
- Lastly, you can perform expenditure processing to reinstate a cancelled document.

Reinstating a document that has one or more supplemental documents will reinstate the basic document and any associated supplemental documents. Reinstating a document will reinstate the original obligation amount of the document. FASTDATA will verify there are sufficient funds for each ACRN attached to the document. If there are insufficient funds, FASTDATA will not reinstate the document. Your access to the reinstate document process is defined at the System Administrator level.

Once reinstated, the status of the document will change back to Complete.

**Note:** View Transaction History Report to determine the accounting transactions generated. Cost of the document has pulled from the OPTAR funds and the 540 transaction will flow to STARS-FL to obligate in the next batch exported.

Transaction History Report													
File: AND SITE IN (DC) AND DCN IN (1055709MDF6790)													
FA: N3560A		Site: 65		RC: 3A		OPTAR: 65		FY: 2019					
DCN: N3568709MDF6790													
ACRN	Contract ID	Orig ACRN	DCI Cat	Job Order	Exp Etc	Obj Class	Transfer	Return Date	Doc Type	Last Amend	Qty Cg	Document Status	Cost
AA				00214800100	0	263			MISCELLANEOUS	00		Complete	0706.00
Exp	Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	AD	06/14/2019 10:01:16	0	3750.00	00	I		Created By Database User ID=BPPFA4531;					
Y	AD	06/17/2019 16:33:31	0	-3750.00	00	C		Cancelled/Created By Database User ID=BPPFA4531;					
N	AD	06/17/2019 16:43:56	0	3750.00	00	T		Exportable Reinstatement/Created By Database User ID=BPPFA4531;					

## Receipt Process

Receipts entered in FASTDATA generate transactions that are exported via the FA to STARS-FL where they are recorded as Accounts Payable.

The following rules apply:

- To change a receipt that has not been transmitted to the FA, select Receipt, Edit from the File menu.
- You cannot edit a receipt that has been exported to the FA; rather, you must create a new receipt that corrects your entries in the prior receipt.
- When you enter a MILSTRIP receipt, all ACRNs with a Receipt Partial/Final indicator will be included on the receipt you are entering.
- If you wish to exclude an ACRN from the receipt you are entering, disable the Receipt Partial/Final indicator for the desired ACRN by selecting the blank line from the dropdown list.
- You must enter a value for either the Quantity Received or the Amount Received.
- When entering a receipt for a DD1149 with a MILSTRIP DCN or a DD1348-6, the document must be crossed to a supply system or have a contract.
- Before the receipt page opens, a message will ask you whether the order is crossed to a supply system. If you indicate the order is not crossed to a supply system, you will not be able to process the receipt until you enter a contract for the document.
- You cannot create a receipt for a **Credit Card, NC2276** document, or **MPC** transaction with an amount greater than \$25,000 until the document has been accepted or has a final expenditure.
- You cannot enter a receipt against a document that has been used in a Credit Card X Ref.
- You cannot create a receipt for a **DD448, NC2275, NC2276A** or **DD1556** until the document has been accepted.
- For a Category 2 **DD448** and **NC2276A**, you must create a contract before you can create a receipt.

Once you have successfully logged into your Site, continue with the steps below: (If you are unsure how to log in, see Steps 1 & 2 of [HOW TO CREATE A FASTDATA DOCUMENT.](#))

**Step 1** From the menu on the left side of your screen, select Receipt Process. Notice the three functions of New, Edit and View. Select New.



**Step 2** Select the document against which you want to process a receipt.  
 You can filter for your document or if it is visible from the screen, just highlight and click the DCN.

Select Document for Receipt

**Filter**

DCN:  OPTAR Log:  Document Type:  Local Code:

Created Date:  

Sort Order:  Created Date

Ascending  Descending

Equals

Equals  
 Later Than  
 Earlier Than  
 Between

**Results**

PAGE: 1 2 3 >>

DCN	Amend	Memo	Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
NEDU0009PTA5015	00	Y	Complete	Y	MAGAZINE COVERS	DD282		7/19/2010
NEDU0009WRA5014	00	N	Accepted	Y	teST 4	NC2275		7/15/2010
NEDU0009WRA5013	00	N	Accepted	Y	Test 3	NC2275		7/15/2010
NEDU0009MDA5010	00	Y	Complete	Y	Misc Memo Example	Miscellaneous	Project Name	7/15/2010
NEDU0009POA1006	00	N	Accepted	Y	ljj	DD448		7/14/2010

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, OPTAR Log, Document Type or Local Code. You may enter the full value 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 Created 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.

**Step 3** When applicable; respond to the message regarding the order being crossed to a supply system. (When entering a receipt for a DD1149 with a MILSTRIP DCN or a DD1348-6, the document must be crossed to a supply system or have a contract.)



**Step 4** Complete the New Receipt screen.

When you enter a receipt, all ACRNs for which you select a Receipt Partial/Final indicator will be included. You must enter a value for either the Quantity Received or the Amount Received.

New Receipt

All ACRNs that have a Receipt Partial/Final Indicator will be included on the current Receipt.  
To exclude an ACRN from the current Receipt, clear the Receipt Partial/Final Indicator.

DCN: NEDU0009TGA1012 Actual Cost: \$60.00

OPTAR Log: AVE ORACLE/SMITH Received Date: 2/16/2011

Remarks:

ACRN	JON	Receipt Partial/Final	-----Quantity-----			-----Amount-----		
			Ordered	Received To Date	Received	Obligated	Received To Date	Received
AA	EDU009TM111	<input type="button" value="v"/>	0	0	0	60.00	0.00	0.00
Total:						\$0.00	\$0.00	\$0.00

Export to STARS-FL:

Save Close

Remarks may be used for audit purposes and will reflect in the Transaction History description field. Select the Receipt Partial/Final code, Quantity Received and Amount Received.

**New in the web is EXPORT to STARS-FL** at the bottom of the screen. The default is yes indicated by a check mark in the box. If you wish to exclude this receipt from flowing to STARS-FL, take the check mark off before Saving.

**Step 5** Save the receipt.

## Step 6 Edit a receipt.

To change a receipt that has not been transmitted to the FA, select Receipt, Edit from the File menu. Remember that you cannot edit a receipt that has been exported to the FA; rather, you would have to create a new receipt that corrects your entries in the prior receipt. If you are editing the amount, enter the desired amount, not the difference.

After selecting the DCN you wish to edit, you will receive a screen similar to:

**Edit Receipt**

All ACRNs that have a Receipt Partial/Final Indicator will be included on the current Receipt.  
To exclude an ACRN from the current Receipt, clear the Receipt Partial/Final Indicator.

DCN:  Actual Cost:

OPTAR Log:  Received Date:

Remarks:

ACRN	JON	Receipt Partial/Final	-----Quantity-----			-----Amount-----		
			Ordered	Received To Date	Received	Obligated	Received To Date	Received
AA	68045911100	<input type="text" value="Partial"/>	0	0	<input type="text" value="0"/>	25.00	0.00	<input type="text" value="15.00"/>
AB	68045922200	<input type="text" value="Partial"/>	0	0	<input type="text" value="0"/>	10.00	0.00	<input type="text" value="5.00"/>
						Total:	\$0.00	\$20.00

You may change any of the fields in white. If you wish to exclude an ACRN from the receipt you are editing, disable the Receipt Partial/Final indicator for the desired ACRN by selecting the blank line from the dropdown list.

## Transaction Suspension

As part of maintenance throughout the life cycle of your documents, you may be performing adjustments such as amendments, receipts, insertion of an accounting transaction to a document that is not amendable, or other examples. If the transaction is not needed in STARS-FL but only needed in FASTDATA to reconcile the document, then Transaction Suspension is a method of stopping the flow to STARS-FL.

Using Transaction Suspension will still transmit the document to the FA so the document history files will remain in sync, but it can stop the flow from the FA to STARS-FL. The FA has the ultimate decision to determine if they want to release the suspended transaction to flow to STARS-FL. They can purge the transaction from their suspension list if they agree with the Site that the document transaction should not flow.

Once you have successfully logged into your Site, continue with the steps below: (If you are unsure how to log in, see Steps 1 & 2 of [HOW TO CREATE A FASTDATA DOCUMENT.](#))

**Step 1** From the menu on the left side of your screen, select Trans Suspension.



**Step 2** Select the document you wish to suspend.

The list of available transactions will include all transactions that have not been cross-referenced to a credit card document and that have been created or changed since the FA last received transactions from the Site. Transactions generated as a result of cancelling a document will also appear on the list.

**Step 3** Complete the transaction Suspension screen. Place a check by the transaction you wish to suspend and enter a suspension reason.

Your FA will have set up an automated process to retrieve transactions from your Site. If your FA has set up such a process to run more frequently than daily, when you create or update a transaction you know you wish to suspend, immediately suspend the transaction so it will be marked for suspension when the automatic process runs.

For the automated process that runs every X minutes, when you add or update a transaction, the transaction will be included not in the next automatic export but rather the export after that. Skipping one cycle of the automatic process should give you enough time to suspend the desired transactions before they go to the FA automatically.

If an automated process runs automatically while you have the Accounting Transaction Suspension page open, any transactions eligible for suspension will not be included in the automated transmission to the FA. Until the transactions marked for suspension have been received by the FA, you can access the Accounting Transaction Suspension page and unmark transactions previously marked for suspension. If you unmark a suspension, you must also delete the suspension reason.

## EXPENDITURE PROCESSES AT THE SITE

### MANUAL EXPENDITURE PROCESS

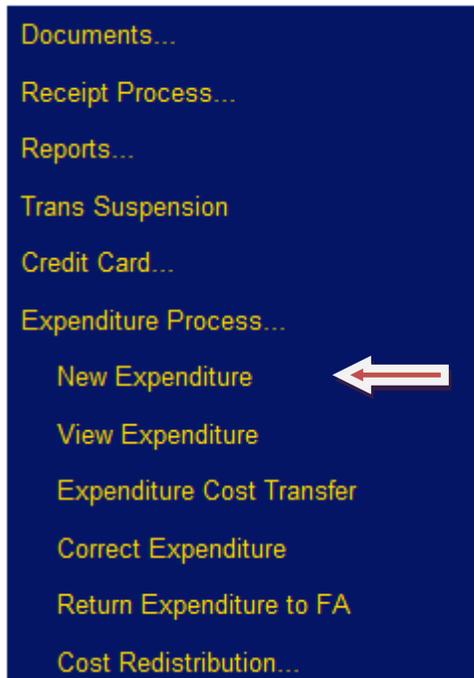
As a normal procedure, expenditure files are downloaded from STARS-FL. Manually entering expenditures should be accomplished as an exception when a transaction that appears in STARS-FL (610) did not process into the Site. Prior to inputting a manual expenditure, make sure there are no suspended expenditures at the Site or the FA that may need to be corrected or reprocessed.

A manual expenditure will post regardless of funds availability. A negative manual expenditure may be entered. Expenditures completed at the Site will NOT export to STARS-FL.

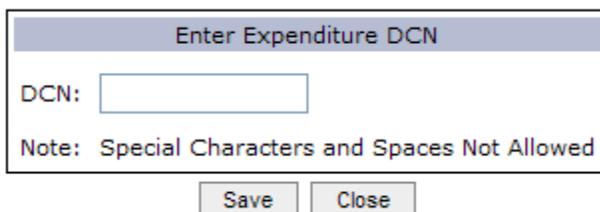
If posting of a manual expenditure is performed and then the STARS-FL file downloads the same expenditure, it will post twice in the Site and affect the document cost. You would have to enter another manual expenditure to reverse the duplicate and correct the document cost.

User access rights to the expenditure process are defined at the System Administrator Level.

**Step 1** From the menu on the left side of your screen, select Expenditure Process, New Expenditure.



**Step 2** Enter the document number against which you wish to create a new expenditure. Click the Save button and receive a screen similar to the one shown below.

A screenshot of a dialog box titled "Enter Expenditure DCN". It features a text input field labeled "DCN:" and a note below it that reads "Note: Special Characters and Spaces Not Allowed". At the bottom of the dialog are two buttons: "Save" and "Close".

**New Expenditure**

All ACRNs that have a Expenditure ACRN and Expenditure Amount will be included on the current Expenditure. To exclude an ACRN from the current Expenditure, clear the Expenditure Partial/Final Indicator.

DCN:  Total Document Amount:

OPTAR Log:  Local Cd:

Remarks:  more Expenditure Date:

Expenditure Code:

ACRN	JON	Expenditure Partial/Final	-----Quantity-----			-----Amount-----		
			Ordered	Expended To Date	Expended	Obligated	Expended To Date	Expended
AA	68045911100	<input type="text" value=""/>	0	0	<input type="text" value="0"/>	25.00	0.00	<input type="text" value="0.00"/>
AB	68045922200	<input type="text" value=""/>	0	0	<input type="text" value="0"/>	10.00	0.00	<input type="text" value="0.00"/>
						Total:	\$0.00	\$0.00

**Step 3** Complete the New Expenditure screen if the document number you entered exists in FASTDATA. The lower area will provide ACRN information from the existing document.

The upper area provides information about the expenditure. For audit purposes, the Remarks field is available to annotate the reason it is being entered manually.

When adding a new expenditure, at least one ACRN for the expenditure must have a value in the Expenditure Partial/Final field. Also, you must enter a value other than zero (0) for either the Quantity Expended or the Amount Expended.

**Step 4** Complete the New Non-Preceded Expenditure screen if the document number you entered does not exist in FASTDATA. The ACRN information would have to be entered here by selecting the ACRN button.

New Non-Preceded Expenditure

All ACRNs that have a Expenditure ACRN and Expenditure Amount will be included on the current Expenditure. To exclude an ACRN from the current Expenditure, clear the Expenditure Partial/Final Indicator.

DCN:

OPTAR Log:

Remarks:  [more](#)

Expenditure Code:

Total Document Amount:

Local Cd:

Expenditure Date:

ACRNs	JON	Expenditure Partial/Final	Ordered	Expended To Date	Expended	Obligated	Expended To Date	Expended	
							Total:	\$0.00	\$0.00

After adding a new ACRN for the non-preceded expenditure, you will have access to update and delete that ACRN until you save the new data and close the Non-Preceded Expenditure Process page.

When adding a non-preceded expenditure, at least one ACRN for the expenditure must have a value of Partial or Final for the Expenditure Partial/Final field. Also, you must enter a value greater than zero (0) for either the Quantity Expended or the Amount Expended.

Any new transaction created against the ACRN of a non-preceded expenditure will not be exportable.

Any subsequent adjustment transaction created against that ACRN will adjust the actual cost of the transaction and will be available for release to the FA. If a new ACRN is created against that same DCN, the resulting transactions (commitments and/or obligations) will be available for release to the FA.

## EXPENDITURE COST TRANSFER

FASTDATA expenditure cost transfers allow the transfer of costs between Direct and Direct, Direct and Reimbursable, or Reimbursable and Reimbursable JONs, as long as both reside in the same short LOA, same FY and same Site. In STARS-FL, these transactions update at the job order level. In FASTDATA, a DCN and ACRN are required and will update both document and job order tables and are recorded as Execution Code 610 expenditure transactions.

Export to STARS-FL is accomplished through the Cost Redistribution automated job at the FA. The resulting STARS-FL expenditure cost transfers will be received in FASTDATA in the reconciliation data (STARS-RECON) 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.

Expenditure cost transfers are not allowed for Labor; these can only be performed in STARS-FL where the labor hours can be updated.

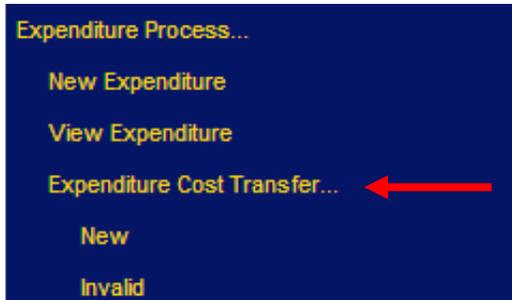
A valid Expenditure Cost Transfer must follow these rules:  
The From and To JON or the From and To EE/OOC must be different  
The short LOAs on the From and To JON must match  
The From and To EE/OOC must contain a valid combination  
The From and To side of the transfer must net to zero

To begin, have your System Administrator ensure the appropriate Site users belong to a group that has Access capability for the Expenditure Cost Transfer function.

The screenshot shows a web form titled "Site Group Access - New" for FA: 974404. It contains a grid of permissions with dropdown menus for each. A red arrow points to the "Expenditure Cost Transfer" row, which is currently set to "Access".

Site Group Access - New	
FA: 974404	
Create Documents	Update
Print Documents	Access
File Manager	Access
Reports	Access
Expenditures	Update
Credit Card	Update
Expenditure Cost Transfer	Access
Modify Documents	Update
Utilities	Access
Transaction Suspension	Access
Cost Redistributions	Update
Receipts	Update
Site Locked Access	Update

Once signed in as a Site user, go to Expenditure Process, Expenditure Cost Transfer. Two options will appear.



Select New to receive a screen similar to:

A screenshot of a web form titled 'Expenditure Cost Transfer'. The form is divided into two main sections: 'Transfer From/To' and 'Transfer Data'.  
The 'Transfer From/To' section contains six dropdown menus: 'From JON' (selected: 68045111100 - MASONRY), 'To JON' (selected: 68045111100 - MASONRY), 'From EE', 'To EE', 'From OOC', and 'To OOC'.  
The 'Transfer Data' section contains four input fields: 'DCN' (empty), 'Amount' (0.00), 'SOS' (empty), and 'Effective Date' (12/19/2011).  
At the bottom of the form are two buttons: 'Save' and 'Close'.

From the drop list, the user would select the JONs they wish to use in the Cost Transfer and would likewise; select the appropriate Expense Elements (EE). The From and To OOC will populate dependent on the Expense Element chosen.

In the lower section of the screen you must enter a 14 or 15 position DCN. It does not have to exist on the database or conform to standard document format; however, it cannot contain embedded spaces or special characters. (This could be similar to the cost transfer document construction STARS-FL produces reflecting cost transfer and date info, etc.) The DCN cannot exist as an Initiation document.

The amount must be greater than zero. If the amount exceeds the job order cost (for the From JON) a warning message will appear indicating that the amount entered causes a negative value on the job orders cost. You can override the message by selecting OK.

The Source of Supply (SOS) Code is optional. If entered, it must be three alphanumeric characters and uppercase. If not entered it must be 3 spaces. **\*\*See note below for Brig Charleston and Brig Miramar on use of the SOS code –which is mandatory to them**

Once the transfer is completed, the option to add another will appear, or select Close.

To see the results of your transfer, review the Expenditure Cost Transfer Report. There will also be an annotation in the transaction description field of the Transaction History Report that will reflect the Cost Transfer information and the database USER ID of the person who created the cost transfer.

**\*\*For Brig Charleston(N45610) and Brig Miramar(N45611)** the SOS field must be completed in order to effect the Inventory issued fields on the various reports. Use the SOS to update the Inventory Issue Amount. This is used to not only indicate a source of supply but also drives the usage of inventory issues amount on the authorizations.

If SOS is LOG (log fund) or CAI (customer area inventory management), then the cost transfer does a plus and minus on the inventory issue amount of the respective authorizations.

If the JONs are in the same authorization, the net is \$0.00 to the inventory issues.

The inventory issues come into play on the available balances:

Avail = YTD Auth – Cumulative Costs – Encumbered + Inventory Issues

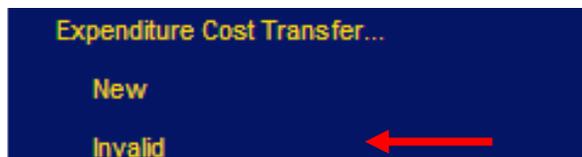
Therefore, the inventory issues offset costs. This is a “pre-paid” item. Budgeting would have moved authorization dollars from the various departments into a central purchasing authorization in order to fund the inventory purchases.

After transmission to STARS-FL, your FA imports a file of valid and invalid expenditure cost transfers from STARS-FL to acknowledge processing. This is done via the jobs shown below:

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	MIN	0:00	5.0
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-	NPH	0:00	0.0
N	Receive CRCTs that failed STARS-FL validation (INVALID).	-Never-	MIN	0:00	30.0
N	Receive CRCTs that passed STARS-FL validation (VALID).	-Never-	MIN	0:00	30.0

The incoming files will be visible in the FA’s File Inventory. The next section discusses action required for those that failed validation in STARS-FL.

Expenditure cost transfers appearing on the INVALID file imported from STARS-FL will be available for user correction via:



If there were invalid transactions, selecting Invalid would result in a screen similar to the one 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 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													

In this example, because of the invalid reason listed, the user would enter the erroneous “TO JOB ORDER” 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													

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, and because the user has set up the JON in STARS-FL, it should now process as Valid.

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	
<b>Transfer From/To</b>	
From JON: <input type="text" value="EDU001AB672"/>	To JON: <input type="text" value="EDU001AB100"/>
From EE: <input type="text" value="Q"/>	To EE: <input type="text" value="Q"/>
From OOC: <input type="text" value="250"/>	To OOC: <input type="text" value="250"/>
<b>Transfer Data</b>	
DCN: <input type="text" value="NEDU0011TRNSF01"/>	
Amount: <input type="text" value="125.00"/>	
SOS: <input type="text"/>	
Effective Date: <input type="text" value="11/3/2011"/>	
<input type="button" value="Save"/> <input type="button" value="Close"/>	

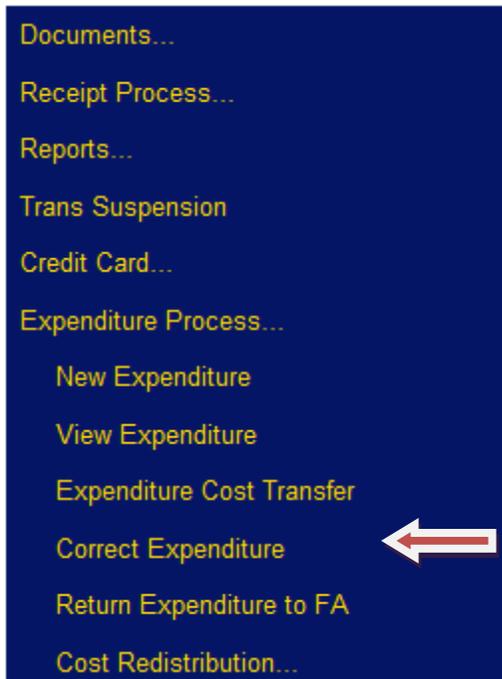
When the user selects the “Save” button, FASTDATA will reverse the original data in the From and To sides of the expenditure cost transfer. The reversal will be validated and processed like a new cost transfer. It will be visible to both the FA and Site no matter who processed the transfer. The reversal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

## **CORRECT SUSPENDED EXPENDITURES**

When the expenditure file is processed into FASTDATA from STARS-FL per the FA's automated process scheduling, one or more of the expenditures imported may be suspended. If this suspension occurs at your Site, follow the steps below to make the required changes to un-suspend it.

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

**Step 1** Select Expenditure Process, Correct Expenditure.



Depending on the reason the expenditure is suspended and how you correct it, you may create an "R" type correction transaction that will update the STARS-FL record for the expenditure or for the requisition. When an expenditure is marked as suspended, it does not adjust Site funding. Suspended expenditures may be viewed on the Suspended Expenditure report.

**Step 2** Select the expenditure to be corrected. If your DCN is not readily visible in the Results area, you may use the Filter options to aid in locating your document. Highlight and click on the DCN.

Select Expenditure for Correction

**Filter**

DCN:  ACRN:  Job Order:  Expend Amount:  Quantity:  Acct Batch:

Processed Date:   Sort Order:

Ascending  Descending

**Results**

PAGE: 1

DCN	ACRN	Job Order	Processed Date	Expend Amount	Partial	Quantity	Acct. Batch
NEDU0009WRA5000	AA	EDU009AB100	10/8/2008	300.00	Final	1	STAR810081

**Step 3** Make the desired changes on the Expenditure Correction screen.

Various conditions may exist and would require different ways of correction.

- For expenditures that have a status of Non-Preceded ACRN, the ACRN can be modified to match an existing ACRN for the document. Use the ACRN dropdown box to change the ACRN and process the correction.
- For those with a status of JON Mismatch, the JON can be corrected to match the JON on the ACRN - this will generate an "R" transaction to go to STARS-FL.
- The DOC/ACRN can also be modified if the expenditure is for the wrong document.

Expenditure Correction

DCN	ACRN	JON	Partial/Final	Expend Amount	Quantity	Processed Date	Status
NEDU0009WRA5000	AA	EDU009AB100	Final	300.00	1	10/8/2008	JON Mismatch

DCN:  ACRN:  JON:

For expenditures that have a status of Non-Preceded ACRN, the ACRN can be modified to match an existing ACRN for the document. For those with a status of JON Mismatch, the JON can be corrected to match the JON on the ACRN - this will generate a 'R' transaction. The DCN/ACRN can also be modified if the expenditure is for the wrong document.

Obligated Amt	Received Amt	Expended Amt	Number Final Receipts/Expends	Actual Cost	New Expended Amt	New Actual Cost
300.00	0.00	0.00	0 / 1	300.00	300.00	300.00

The **upper** window area displays information from **STARS-FL** about the expenditure you're correcting. The Status indicates the status of the expenditure. Possible values include Corrected, JON Mismatch for DCN/ACRN, Non-Preceded ACRN, and JON Mismatch for DCN.

The **middle and bottom** section show how the document is recorded in the **Site**.

The middle area contains the data you can use to correct the expenditure. It contains dropdown lists or display-only values, depending on the nature of the expenditure suspension. You can select a value from any available dropdown list to correct the expenditure.

If the expenditure is suspended because of a non-preceded ACRN, you can select a DCN or ACRN that will correct the expenditure. If the expenditure is suspended because of a JON mismatch, make a note of the JON; close the Expenditure Correction window; and correct the JON mismatch by opening the Correction After Export window.

The lower window area provides information about the correction and the impact of the correction on the expenditure's cost and amount. Fields on the bottom of the Expenditure Correction Screen are as follows:

- **Obligated Amt** - Identifies the ACRN-obligated amount of the document.
- **Received Amt** - Identifies the total amount received against one ACRN of an obligating document.
- **Expended Amt** - Identifies the total amount expended against one ACRN of an obligating document recorded for all expenditures transactions.
- **Number Final Receipts/Expends** - Indicates the number of final receipts and expenditures posted to the existing transaction.
- **Actual Cost** - This value depends on several conditions. If there are final expenditures and no final receipts or there are more final expenditures than final receipts, this value is the expended amt-to-date. If there are final receipts and no final expenditures, the Actual Cost is the receipt amt-to-date. If there are no final expenditures or receipts and the Expend Amount is greater than the Obligated Amount or the Expend Amount is less than zero (0), the Actual Cost is the expenditure amt-to-date. If there are no final expenditures or receipts and the Expend Amount is less than the Obligated Amount and the Expend Amount is greater than zero (0) and the receipt amount is greater than the Obligated Amount, the Actual Cost is the receipt amt-to-date. If none of the above conditions are true and a final contract has been issued, the Actual Cost is the contract amount-to-date.
- **New Expended Amt** - The Expend Amount after correction.
- **New Actual Cost** - The newly calculated Actual Cost including the corrected expenditure.
- **Process** - Processes the expenditure as if it imported without an error. No change is actually made to the expenditure but whatever mismatch caused the suspension has been corrected to allow the expenditure to process correctly.
- **CLOSE** - Ends the action to correct an expenditure and closes the window.

### **The basic "rules of thumb" on suspended expenditures are:**

- If the DCN is the same for original and target but the ACRNs are different, there will be no "R" type transaction generated; there will be a cost redistribution generated. The expenditure will be posted against the target DCN/ACRN/JON and Site funds will be adjusted, if applicable.
- If the DCN for the original and target are different, there will be no "R", there will be a cost redistribution generated, the expenditure will be posted against the target DCN/ACRN/JON and Site funds will be adjusted, if applicable.
- If the DCN and ACRN remain the same for the original and target - AND - the target JON is correct, then an "R" transaction is generated to change the JON of the original to the JON of the target. Also the original is posted against the target DCN/ACRN/JON and Site funds will be adjusted, if applicable.

### **DCN/ACRN/JON on suspended transaction are correct**

If the target DCN/ACRN/JON has a JON that is wrong and should actually be the JON of the suspended (from) expenditure, then the following must be done:

- a. This process must be exited and the Correction After Export (CAE) must be used.
- b. Use the CAE to change the JON on the existing DCN/ACRN. This will produce an "R" transaction (correction transaction) reporting the JON change.
- c. Once this is completed, then the Correct Suspended Expenditure process may be entered again.

This time, the REPROCESS button on the Expenditure Correction screen will become active when the correct target is indicated (because the target now has the same JON as the "from"). Clicking REPROCESS will cause the expenditure to unsuspend and post to the target DCN/ACRN/JON (which now has the same JON as the expenditure). This action will allow the "R" transaction to be transmitted to the FA. The reprocessed suspended expenditure will simply be unsuspending and posted to the target DCN/ACRN/JON. This will cause funding adjustment.

**Step 4** Note the status of the suspended expenditure after correction of the expenditure is performed.

The expenditure will still show in the Correct Suspended Expenditures screen until it is acknowledged by the FA.

Select Expenditure for Correction

Filter:

DCN: [ ] ACRN: [v] Job Order: [ ] Expend Amount: [ ] Quantity: [ ] Acct Batch: [v]  
 Processed Date: [ ] Sort Order: [v]  
 [ ] Ascending  
 [x] Descending

[Filter]

Results

PAGE 1

DCN	ACRN	Job Order	Processed Date	Expend Amount	Partial	Quantity	Acct. Batch
N351850205006	AA	30269972698	7/24/2009	299.00	Partial	1	STAR907342
N351850205007	AA	30269972699	7/24/2009	200.00	Partial	1	GT2R907343
N351850205008	AA	30269972698	7/24/2009	150.00	Partial	1	STAR907342
N351850205009	AA	30269972698	7/24/2009	150.00	Partial	1	STAR907342
N302690200017	AA	30269972698	7/23/2009	125.90	Partial	1	STAR907331

[Close]

**Step 5** Note the status of the suspended expenditure when the document has been corrected. Status shows as “Corrected” and the DCN will fall off the expenditure correction listing once the acknowledgement is received from the FA.

Expenditure Correction

DCN	ACRN	JON	Partial/Final	Expend Amount	Quantity	Processed Date	Status
N351850205006	AA	30269972698	Partial	299.00	1	7/24/2009	Corrected

DCN: [N351850205006] ACRN: [AA] JON: [30269972698]

For expenditures that have a status of Non-Preceded ACRN, the ACRN can be modified to match an existing ACRN for the document. For those with a status of JON Mismatch, the JON can be corrected to match the JON on the ACRN - this will generate a 'R' transaction. The DCN/ACRN can also be modified if the expenditure is for the wrong document.

Obligated Amt	Received Amt	Expended Amt	Number Final Receipts/Expend	Actual Cost	New Expended Amt	New Actual Cost
400.00	0.00	0.00	0 / 0	400.00	0.00	400.00

[Process] [Close]

**Step 6** View the Transaction History Report.

The document that was corrected posted to the transaction history report upon correction. In the example below, the expenditure (EV) has posted and the transaction description shows the USER ID who made the correction and verbiage in the Transaction Description column indicating that a Cost Correction was created.

An RT transaction posted showing the Old JON and the New JON to which the expenditure was processed.

**Transaction History Report**

File: AND SITE 35 (BJ) AND DCN IN (N3510592050008)  
 FA: N3560A      Site: BJ      RC: 4C      OPTAR: UJ      FY: 2019

DCN: N3510592050008

ACRN Comment ID	Cont ACRN	DC Cat	Job Order	Exp Els	Qty Class	Transfer	Return Date	Doc Type	Last Amend	Qty Ct	Document Status	Cost
AA			3029972698	T	200			001348-8	00		Complete	\$400.00

EXP	Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	07/04/2008 10:23:31	1	\$400.00	00	I		Created By Database User ID=BFPE45305
Y	EV	06/09/2008 11:10:00	1	\$298.00	00	G		Cost Correction:Created By Database User ID=BFPE45301
N	RT	06/06/2008 11:15:50	0	30.00	00	R		Old JON: 3029972698 Expenditure Correction 394754 Created By Database User ID=BFPE45301

## RETURN EXPENDITURES TO THE FA

The need to return an invalid expenditure from the Site to the FA may occur. By returning the expenditure to the FA, the resolution to fix the expenditure will be allowed to be performed at the FA level. The expenditure may belong to another Site or the FA may want to delete the expenditure, which can't be done at the Site level.

Eligible expenditures are only those that have been imported from the FA, not those that were manually created in the Site. The list of expenditures can include suspended expenditures that the FA has not corrected as well as valid expenditures that are not part of a cost redistribution.

If a suspended expenditure is returned to the FA, no funds adjustment will occur as it did not originally affect funding. If a valid expenditure is returned, funds will be appropriately adjusted at the Site. The adjustment will not take place until the returned expenditure is actually exported and it will appear in the Transaction History report as a credit expenditure. Your access to return expenditures to the FA is defined at the System Administrator level.

**Step 1** Select Expenditure Process, Return Expenditure to FA.



**Step 2** Select the Expenditure you wish to return. If your expenditure is not readily visible in the Results section, use the Filter options to aid in locating your DCN. Place a check in the box shown in the Select column to mark the expenditure for return.

**Mark Expenditures to Return to the FA**

**Filter**

Expenditure Type:	DCN:	ACRN:	Expend Amount:	Quantity:
<input type="text" value="All"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Processed Date:				Sort Order:
<input type="text"/>				<input type="text" value="DCN"/>
<input type="text" value="Equals"/>				<input type="radio"/> Ascending <input checked="" type="radio"/> Descending

**Results**

PAGE: 1

Select	Expenditure Type	DCN	ACRN	Processed Date	Expend Amount	Partial Ind	Quantity
<input type="checkbox"/>	Valid	NEDU009045B500	AA	10/9/2008	10.00	P	1
<input type="checkbox"/>	Suspended	NEDU0009WRA5000	AA	10/8/2008	300.00	F	1
<input type="checkbox"/>	Valid	NEDU0009RCA5001	AB	10/9/2008	20.00	F	1
<input type="checkbox"/>	Valid	NEDU0009MPA5003	AA	10/9/2008	100.00	F	1

The expenditure will flow to the FA with the next scheduled automated job entitled “Receive accounting transactions from the Site.”

Expenditure Types listed on the screen may be either Valid or Suspended. The Processed Date identifies the date the expenditure was created. The Expend Amount identifies the cumulative amount expended to date against one ACRN of an obligating document recorded for all receipt transactions.

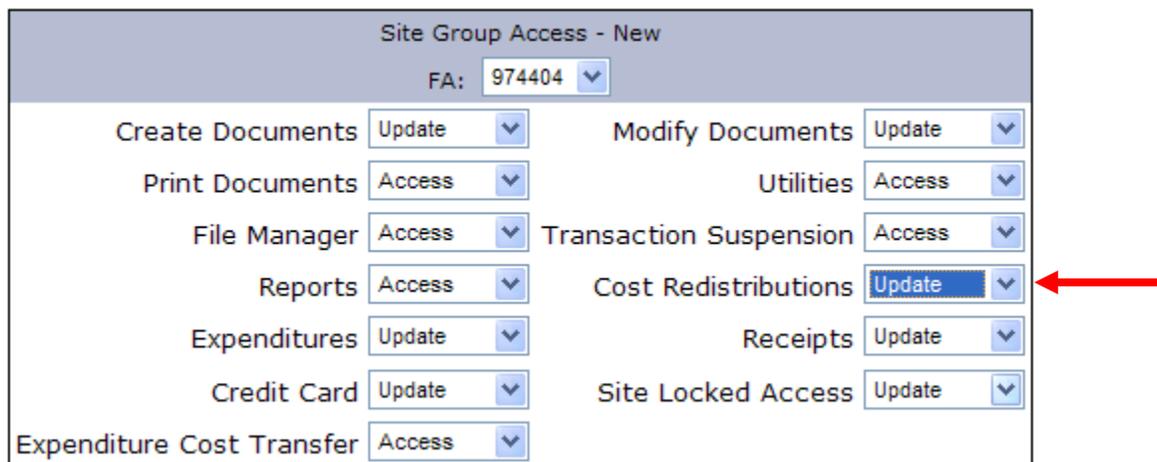
## COST REDISTRIBUTION

Cost Redistribution provides users the ability to transfer part or all of a valid expenditure amount to one or more documents(s)/ACRN(s). The “to” ACRN and/or JON may be different than the “from” ACRN and/or JON.

Site users may only redistribute expenditures to documents within the same active fiscal year for their own particular Site. The amount transferred cannot exceed the original expended amount. Cost Redistribution works with imported expenditures only; you cannot redistribute manually created ones.

Site funding **WILL BE ADJUSTED** at the time of the Cost Redistribution Save action. When the FA receives the transaction, they will forward the redistribution to STARS-FL who will create credit and debit expenditures. The resultant expenditures will be returned to the FA and the FA will allow them to flow to the appropriate Site. These returned expenditures will be matched on DCN/ACRN/JON and amount. When the match is found, the returned expenditures are then simply discarded.

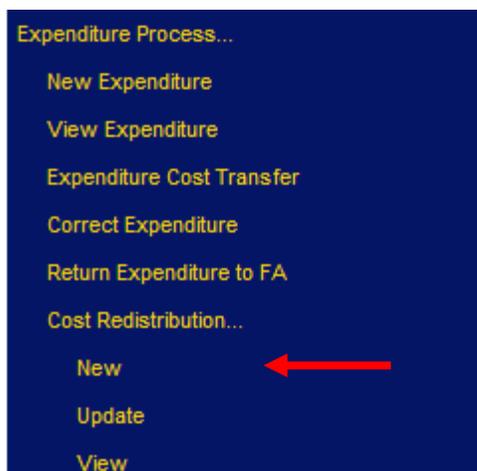
To begin, have your System Administrator ensure the appropriate Site user belongs to a group that has Update capability for the Cost Redistributions function.



Site Group Access - New  
FA: 974404

Create Documents	Update	Modify Documents	Update
Print Documents	Access	Utilities	Access
File Manager	Access	Transaction Suspension	Access
Reports	Access	Cost Redistributions	Update
Expenditures	Update	Receipts	Update
Credit Card	Update	Site Locked Access	Update
Expenditure Cost Transfer	Access		

Once signed in as a Site user, go to Expenditure Process, Cost Redistribution, New.



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

You will receive a screen similar to the one shown below. No manually created or suspended expenditures will show on this window.

**Select Expenditure to Redistribute From**

**Filter**

DCN:       ACRN:       Transaction Amt:       Document Type:

Transaction Date:        Batch:       Sort Order:  Ascending  Descending

**Results**

PAGE: 1

DCN	Amend	ACRN	Transaction Date	Batch	Partial	Quantity	Transaction Amt	Document Type
NEDU0009MPA5003	00	AA	10/9/2008	STAR81008	Final	1	\$100.00	DD448
NEDU0009RCA5001	00	AA	10/9/2008	STAR81008	Final	1	\$125.00	NC2276

You may use the Filter section to aid in finding your document if it is not readily visible. Highlight and click on the DCN from which you wish to transfer cost and receive a screen similar to:

Expenditure Redistributed From									
DCN	Amend	ACRN	JON	Partial/Final	Quantity	Dist Qty	Trans Amt	Dist Amt	
NEDU0009RCA5001	00	AA	EDU009AB100	Final	1	0	\$125.00	\$0.00	

Click New and receive:

**Select Document For Redistribution To**

**Expenditure Redistributed From**

DCN	Amend	ACRN	JON	Partial/Final	Quantity	Dist Qty	Trans Amt	Dist Amt
NEDU0009RCA5001	00	AA	EDU009AB100	Final	1	0	\$125.00	\$0.00

**Filter**

DCN:       ACRN:       JON:       OPTAR Log:       Document Type:       Sort Order:  Ascending  Descending

**Results**

PAGE: < 1 2 3 4 >

DCN	ACRN	JON	OPTAR Log	Document Type	Commitment Amt	Obligation Amt	Receipt Amt	Receipt Partial	Expend Amt	Expend Partial	Actual Cost
NEDU0009MDA5450	AA	EDU009TM222	AUG 24 TEST1	CREDIT CARD	\$0.00	\$26.00	\$0.00		\$0.00		\$26.00
NEDU0009MPA5003	AA	EDU009AB300	SOFTWARE INSTALL	DD448	\$100.00	\$0.00	\$0.00		\$100.00	Final	\$100.00
NEDU0009PTA1001	AA	EDU009TM111	Study Material	DD282	\$0.00	\$10.00	\$0.00		\$0.00		\$10.00

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. This list may include suspended and manually created expenditures. You may use the Filter section to reduce the number of pages/documents displayed.

Once you have selected your document, a screen displaying both the From and To documents will appear, similar to:

Expenditure Redistributed From								
DCN	Amend	ACRN	JON	Partial/Final	Quantity	Dist Qty	Trans Amt	Dist Amt
NEDU0009RCA5001	00	AA	EDU009AB100	Final	1	1	\$125.00	125.00

Expenditures Redistributed To						
Delete	DCN	ACRN	JON	Partial/Final	Quantity	Transaction Amt
	NEDU0009PTA1001	AA	EDU009TM111	Final	1	125.00

The system will automatically fill in the Transaction Amt with the amount of the From expenditure. You may change it if desired. Click Save to complete your distribution, or select New if you wish to redistribute to more than one document. If you leave the “To” amount the same as the “From” amount and then hit the New button, you would receive the message below, as you have already redistributed the \$125.00 available on the “From” DCN.

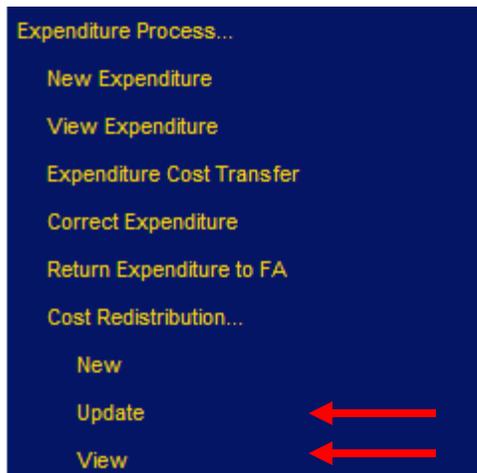


Each target expenditure should have sufficient commitment/obligation to cover the amount distributed to it. If that amount does not exist, there will be an amount adjustment (“T” transaction) generated to be transmitted with the redistribution for the correct amount required. This will ensure that the official accounting system has commitment/obligation sufficient for the resultant expenditure.

After completing your Cost Redistribution, you may view the Expenditure Cost Redistribution Report. You may also view the Transaction History report for each of the documents to see the results of your actions. The description column of the Transaction History report will indicate that a Cost Redistribution action has taken place.

**New to the Web:** Users may redistribute from a credit expenditure to an existing positive valid expenditure or a document with a positive “EV” posted.

The user may update a Cost Redistribution until the FROM document has been liquidated and all TO documents reach acknowledged status indicating they have been validated in STARS-FL. Cost Redistributions may be viewed at anytime.



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
<input type="checkbox"/> N	Receive CRCTs that failed STARS-FL validation (INVALID).	11/08/2011 16:42:01	MIN	0:00	30.0
<input type="checkbox"/> 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. (Keep in mind, that no further processing takes place at the Site at this time since the FROM reversal and the TO expenditure were generated at the time the set was saved.)

Cost redistributions 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 Expenditure Cost Redistribution Report defines the error.

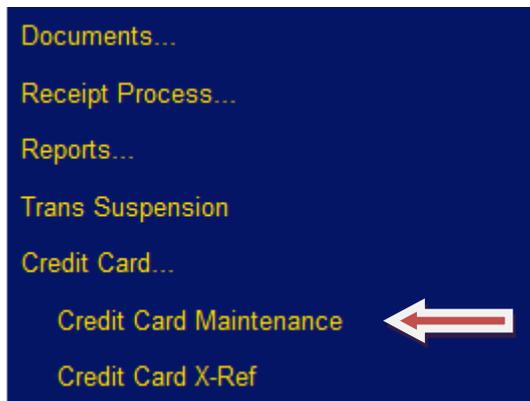
## CREDIT CARD PROCESSES

### CREDIT CARD MAINTENANCE

Much of the credit card related information that is in CITIDIRECT may be housed in FASTDATA, such as the bank name, credit card numbers, credit card holders and vendors. This information is maintained in the Site module and can be manually entered or may be populated by data imported in a Military Purchase Card (MPC) file. (MPCs are discussed in detail later in this section.)

Access to credit card processes is defined at the System Administrator level.

Select Credit Card, Credit Card Maintenance and receive a screen similar to the one on the next page.



Credit Card Maintenance

**Credit Card** | Bank | Vendor | Card Holder

**Filter**

Bank:  Credit Card Number:  Card Description:

Sort Order:   Ascending  Descending

**Results**

**PAGE: 1**

Delete <input type="checkbox"/>	Details <input type="checkbox"/>	Bank <input type="checkbox"/>	Credit Card Number <input type="checkbox"/>	Card Description <input type="checkbox"/>	Credit Limit <input type="checkbox"/>
		CITIDIRECT	*****350736	MPC Generated	0.00
		CITIDIRECT	*****350777	MPC Generated	0.00
		CITIDIRECT	*****351023	MPC Generated	0.00
		CITIDIRECT	*****351346	MPC Generated	0.00

The Filter options provide the opportunity to enter specific search criteria; thereby reducing the number of pages displayed in the Results section. In this instance, the user may search by Bank, Credit Card Number and Card Description. 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.

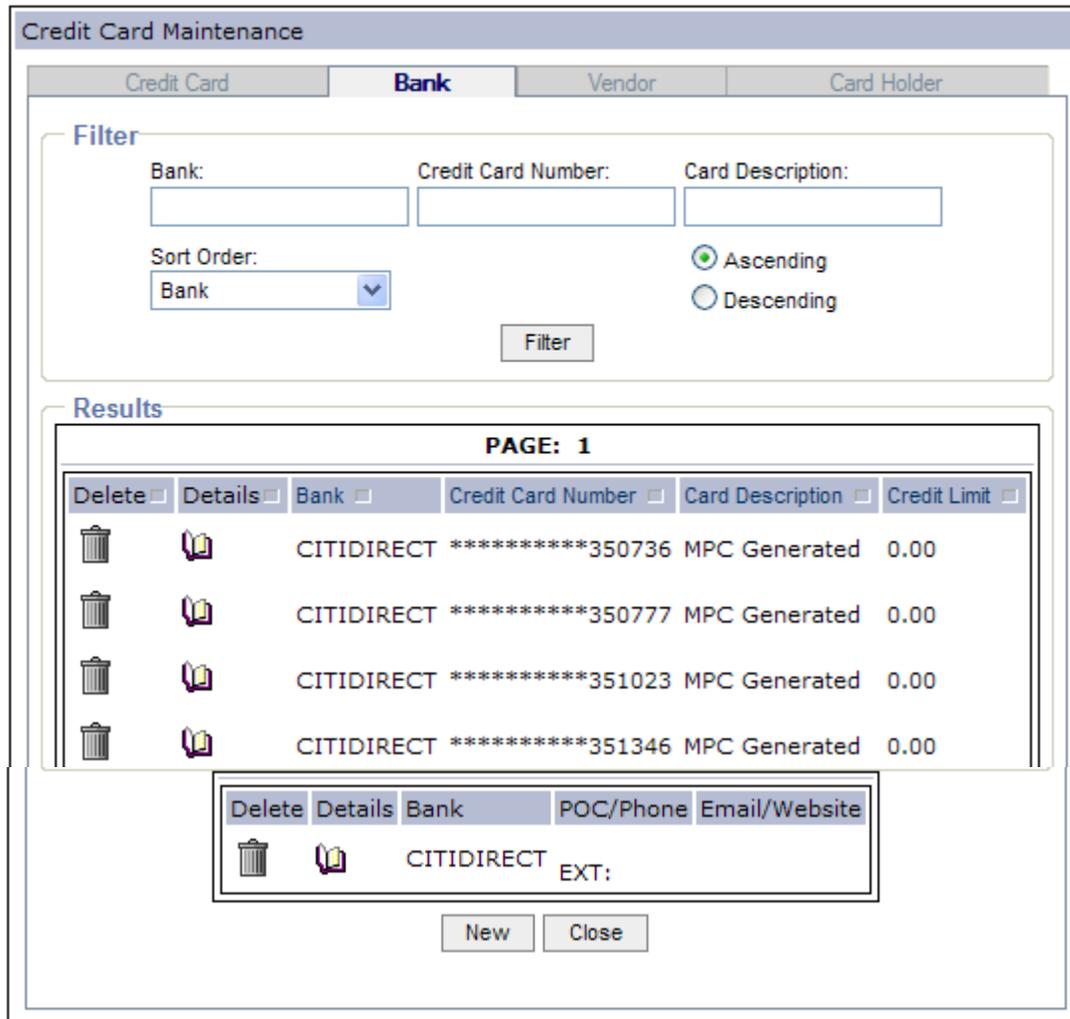
This page organizes your Site's credit card data into four tabs: Credit Card, Bank, Vendor and Cardholder. With the **Credit Card** tab highlighted, you will see a list of the credit cards for your Site's banks. From this tab, you can delete, view, update and add credit cards for your Site. You cannot delete a Credit Card if it has any associated cardholders.

Select the desired tab. You can add new Banks, Vendors, Cardholders at each of the tabs. You may also select the Detail Icon for additional options. After you add the desired banks, you can add the desired credit cards to associate with the banks.

After you add the credit cards, you can assign cardholders to the credit card records. Because the banks, credit cards, cardholders, and vendors are related, you cannot delete one type of record if it has associations with other records. For example, if you want to delete a bank record, you cannot do so if the bank has a credit card associated with it. Similarly, if you want to delete a credit card, you cannot do so if there is a cardholder associated with the credit card in FASTDATA.

The vendor data is for use on the Credit Card document. If a Credit Card document has a vendor specified, you cannot delete that vendor record. If a Credit Card document has a cardholder specified, you cannot delete that cardholder.

**The Bank tab** lists the banks for your Site. By selecting the Details icon, you can navigate to the Bank Detail page where you can view or update Bank information. You may also navigate to the New Bank page by selecting the New button.



**The Vendor tab** lists the vendors for your Site. By clicking on the Details icon, you can navigate to the Vendor Detail page where you can view or update Vendor information. You may also navigate to the New Vendor page by selecting the New button.

Credit Card Maintenance						
Credit Card		Bank	<b>Vendor</b>	Card Holder		
Delete	Details	Vendor	Start/End Date	POC/Phone	Email/Website	
		DIVINE IMAGING, INC.		Ext.		
		ENVISIONXPRESS.COM		Ext.		
		GSA/FAS		Ext.		
		JTSI		Ext.		
		LABSAFE		Ext.		

The Start/End Date column contains the start and end dates for the vendor contract.

The Card Holder tab lists the first and last name of current cardholders. You may use this page to delete, view, modify or add information for a person at your Site.

Credit Card Maintenance						
Credit Card		Bank	Vendor	<b>Card Holder</b>		
Delete	Details	First Name	Last name	Phone	Extension	Email
		CHENDRICE	PIRANNA			
		CRYSTAL L	SHEPHERD			
		CRYSTAL L	SHEPHERD0016			
		FLAP JACK	PANCAKE			
		JOSE G	FLORESNAVARRET0007			

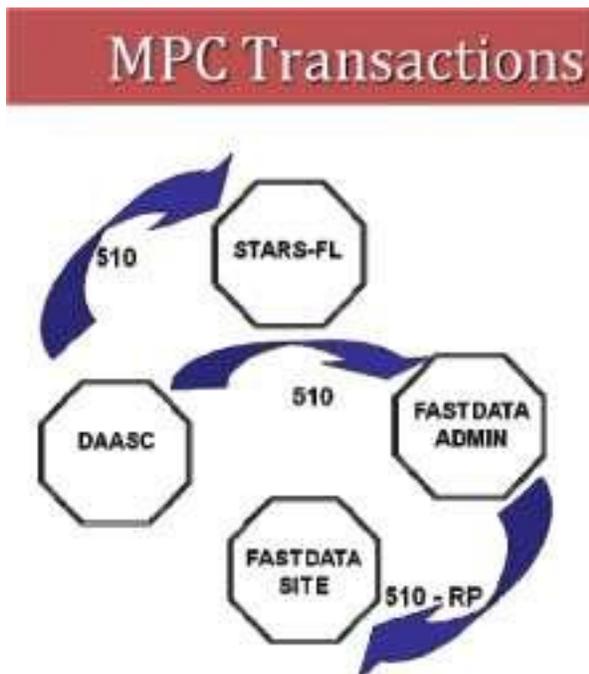
## MILITARY PURCHASE CARD (MPC) FILES

When the credit card is used to pay for authorized purchases, the vendor processes the charges to CITIDIRECT. CITIDIRECT generates the credit card SDN for these transactions, using the default JON that was provided to them for the cardholder whose card is being charged.

CITIDIRECT then sends the file to the Defense Automatic Addressing System Command (DAASC). Each day, DAASC forwards the file to STARS-FL, where an accounts payable (510) transaction is placed on the accounting records.

A copy of the DAASC file may be imported into FASTDATA where it is known as the Military Purchase Card (MPC) file. Upon import, FASTDATA will generate a 540 and post the 510 accounts payable.

The FASTDATA website contains instructions for setting up the MPC interface with DAASC. The FA will set up the interface and receive a USERID and password from DAASC. Receipt of the file will be controlled via the Automated Process feature of the FA where it will be set up to import every "X" minutes.



In the GUI version of FASTDATA, the MPC file imported 540 (AO) transactions into the Site; in the Web version, we will now import the same type transaction flowing into STARS-FL, i.e. an accounts payable 510 (RP). As stated earlier in the Credit Card Maintenance section, this file will also populate the Credit Card, Bank, Cardholder and Vendor tabs with data that the activity has not loaded manually.

As mentioned above, when the credit card is charged at CITIDIRECT, the MPC file will import an RP (510) transaction to obligate the credit card charge to the default LOA Job Order at the Site. If, however, the charge is reallocated by the Cardholder in CITIDIRECT to the final LOA Job Order, the MPC file will then import a credit RP (510) transaction to clear the charge to the default and make a charge to the final LOA Job Order.

These transactions should appear within a day of posting in STARS-FL, depending on the timing of the Automated Process and when the MPC file is set to import. If the transactions do not appear within a day or two in the credit card cross reference (X Ref) utility or on the Transaction History report, there are some troubleshooting areas to review to identify if there is a problem:

1. First, go to STARS-FL and use FASTPATH RDOC to view the document details. Determine if the missing transaction is in STARS-FL and if so what date it posted.
2. If the transaction is not in STARS-FL yet, it will not be in FASTDATA either.
  - a. Check the FASTPATH TEXV to see if it is on the exception report for some reason.
  - b. The issue may be due to timing of when the CITIDIRECT file was sent to STARS-FL and your transaction may be in the next file.
  - c. The credit card used for the purchase may be a bulk-funded credit card. If so, the reallocated transactions will not post in STARS-FL or FASTDATA until the Authorizing Official (AO) releases the monthly bill.
3. If the transaction is located in STARS-FL and the date is within a day or two, wait a day and check FASTDATA again to see if it has posted.
4. Check in the Site to see if the transaction suspended via the menu items File Manager, Maintain Susp Ext Trans, MPC from DAASC.



## Correct Suspended MPC Transactions

MPC transactions that suspended during import will be listed on this page. You are limited to Deleting the suspended MPC transactions or Reprocessing the transactions. You can't correct MPC transactions on this screen. You may, however, correct the **cause** of the suspension elsewhere in the system and Reprocess the transaction from this screen.

Reprocessing suspended transactions removes any corrected transactions from the suspense file. When you process suspended transactions, FASTDATA updates the transactions as memo records in the Site database. FASTDATA also suspends any external transactions that it cannot validate.

The correction screen is illustrated below and the screen elements are defined on the next page.

Debit	REC Type	Document #	ACB	JON	Expense Center	Amount	Doc Code	Amount Date	Docst Code	Description	Contract	BPA	Quantity	Wbs Center	Charter	Govt Id	Contract ACB	Contract Line	Contract Subline	Unit of Measure	QTY	Object Code	Entry Code	UICB	File Name
		00000000000000000000	AA	0000000000	0	100.00	100			IMP-BUY EXP	0000000000000000		1000								100		000	000	imp_000000
										Suspension Reason: No Funds Available															
		00000000000000000000	AA	0000000000	0	100.00	100			THE CTACOL	0000000000000000		1000								100		000	000	imp_000000
										Suspension Reason: No Funds Available															

If the error message displayed on the screen is “No Funds Available,” the FA would need to add more funds and release them to the Site, or update another document to decrease the value so the transactions can be allowed to flow into the Site and cross referenced where applicable.

Sometimes with the increases and decreases flowing into the Site daily, the obligations on the JONs will get out of balance. You may wish to Recalculate Obligations to see if that adjusts any of the JON costs enough to allow transactions to post. This menu item is located under Utilities, Recalculate Obligations. Since all users should be out of the system for this process to be performed, it is now available as an automated job that the FA can run in non-peak hours. If the automated process is used to run this job, the Site user may request the Recalculate Cost Log Report to see the results. If it is run manually, a notification will display on your screen with the results.

**NOTE: In the current FASTDATA version, the MPC imported files validate on a funds check and suspend when there are not enough funds to import the transaction. Each activity will now have the capability to allow MPC and DTS imported files that have already posted in STARS-FL to by-pass the funds validation. (See FA function Utilities, Ext Interface Funds Check.)**

**If the Site is low on funds and the transaction posts, it will allow a cross reference to be done. It will reflect a negative balance until this is accomplished and will prevent the Site from creating any new documents until the cross reference is performed and the double obligation is resolved.**

On the Correct Suspended MPC Transactions screen, you may filter by Site, Document #, ACRN, JON, Exec Code, or File Name to locate your document.

Delete	REC Type	Site ID	Document #	ACRN	JON	Expense Element	Amount	Exec Code	Amount Type	Exceed Code	Description	Contract	BPA	Quantity	Work Center	Created	Gov't Ind	Contract ACRN	Contract Line	Contract SubLine	Unit of Issue	OMB Object Class	Co Co
<input type="checkbox"/>	N		N0007209CC0004	AA	0007204200n	n	350.00	510	-		CORP EXPR 800-5	000000000038817		00000		04/25/09						000	
			Suspension Reason: Site Data Could Not Be Found																				
<input type="checkbox"/>	N		N0007209CC0004	AA	0007204200n	n	350.00	510	-		CORP EXPR 800-5	000000000038817		00000		04/25/09						000	
			Suspension Reason: Site Data Could Not Be Found																				
<input type="checkbox"/>	N		N0007209CC0004	AA	0007204200n	n	75.00	510	-		DOD EMALL	000000000038817		00000		04/25/09						000	
			Suspension Reason: Site Data Could Not Be Found																				
<input type="checkbox"/>	N		N0007209CC0005	AA	0007204200n	n	200.00	510	+		CORP EXPR 800-5	000000000038817		00000		04/25/09						000	
			Suspension Reason: Site Data Could Not Be Found																				

Columns on the screen are as follows:

**Delete**-To delete transactions, put a check mark in the delete box and Select Reprocess.

**REC Type**-Indicates whether the record type is new (N), an adjustment (T), a partial receipt (P), or a final receipt (Q).

**Document#**-Identifies the transaction's document control number (DCN).

**ACRN**-Identifies the ACRN associated with the transaction.

**JON**-Identifies the job order number associated with the transaction.

**Expense Element**-Identifies types of obligations and expense charges below the Function/Subfunction level.

**Amount**-Identifies the transaction amount.

**Exec Code**-Indicates the type of transaction processing and posting in the general ledger at STARS-FL. Examples are: 915; 540; 510; and 610.

**Amount Type**-Identifies the amount as a credit (positive) or debit (negative).

**Exceed Code**-Indicates directions for paying the obligation. This code is checked by bill-paying personnel when paying the obligation. Valid values include C (Always Partial), D (Not to exceed Partial if F makes Partial), F (Always Final), G (Not to exceed Final if the transaction is an expenditure), P (Makes Final), X (Not to exceed), and blank.

**Description**-Contains a description or comment.

**Contract**-Identifies the contract associated with the transaction.

**BPA**-Identifies a call against a Blanket Purchase Agreement or a Delivery Order against an Indefinite Delivery Type Contract.

**Quantity**-Identifies the line item level cumulative number of items received.

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

**Created**-Indicates the date the document was created in FASTDATA.

**Gov't Ind**-Indicates government or non-government.

**Contract ACRN**-Identifies the contract ACRN.

**Contract Line**-Identifies a supply or service item on a contractual document.

**Contract SubLine**-Provides a further subdivision of the Contract Line Item for a contract performance or administration of subordinate requirements.

**Unit of Issue**-Identifies the standard of measurement to determine quantity.

**OMB Object Class**-Identifies the Office of Management and Budget object class designation.

**Country Code**-Identifies the country for purposes of processing the transaction.

**User/ID**-System generated User/Id of the user who created the transaction.

**File Name**-The name of the file that contained the suspended transaction.

**Reprocess**- To Reprocess transactions once an error has been resolved, select Reprocess.

**Save**-Saves your changes to the suspended transactions.

**Close**-Stops the action to correct suspended transactions and closes the Correct Suspended Transactions window.

**Add all**-Identifies all transactions for deletion.

**Remove all**-Removes the deletion checkmark from all files marked for deletion.

## Research Missing MPC Transactions via File Inventory

If there are no suspended MPC records and all other trouble shooting suggestions have been reviewed as noted above, it is possible that your MPC file has imported and is in an “UNPROCESSED” status due to an error in the JON. These files can be viewed in the Site and at the FA level under the File Inventory.



Incoming and Outgoing files that have processed via the Interface File Management system will be displayed for your review. Filters at the top of the screen may be used to help locate your file and are described on the next page. Columns on the Search for Files screen are also defined on the next page.

Search for Files

Filters:

File Type Name: [Dropdown] File Type Description: [Dropdown] Status: [Dropdown] Site: [Dropdown] FY: [Dropdown] Inbound/Outbound: [Dropdown]

Date Received: [Dropdown] [Clear] [Apply] [Cancel]

Source External System: [Dropdown] [Clear] [Apply] [Cancel]

Sort Order: [Ascending] [Descending]

Results:

Page: 1

File Type Name (click to view)	File Type Description	Date Rec'd (click to view)	Status	Date Rec'd (click to view)	Source External System	Inbound/Outbound	Site	FY	Archived	Transaction Amount	Record Count
BL_STANDBY	External BL Standby	11/05/2008 11:07:59	PROCD	11/05/2008 11:07:59		Inbound	LA		Archived	\$0.00	1
BL_FULCHP	External BL MUSTRP Fuel Chk	11/05/2008 11:09:03	PROCD	11/05/2008 11:09:03		Inbound	LA		Archived	\$45.00	1
BL_STANDBY	External BL Standby	11/05/2008 11:09:03	PROCD	11/05/2008 11:09:03		Inbound	LA	2008		\$0.00	1
EXPSE	EXPSE Expend	11/05/2008 11:14:08	UNPRC	11/05/2008 11:14:08		Outbound	LA	2008		\$0.00	1
EXPSE	EXPSE Expend	11/05/2008 11:14:08	UNPRC	11/05/2008 11:14:08		Outbound	LA	2008		\$0.00	1
BL_FULCHP	External BL MUSTRP Fuel Chk	11/05/2008 11:09:07	PROCD	11/05/2008 11:09:07	TEST	Inbound	LA		Archived	\$1.00	1
BL_FULCHP	External BL MUSTRP Fuel Chk	11/05/2008 11:09:08	PROCD	11/05/2008 11:09:08	TEST	Inbound	LA		Archived	\$1.00	1
BL_FULCHP	External BL MUSTRP Fuel Chk	11/05/2008 11:09:08	PROCD	11/05/2008 11:09:08	TEST	Inbound	LA		Archived	\$1.00	1
BL_FULCHP	External BL MUSTRP Fuel Chk	11/05/2008 11:11:11	PROCD	11/05/2008 11:11:11		Inbound	LA	2008	Archived	\$0.00	1

[Clear]

## **Filter Section**

**File Type Name**-The type of file that was created.

**File Type Description**-A brief description of the file type.

**Note:** Select File Type Name “B1 MPC” or File Type Description “Military Purchase Card” and select “Filter” to limit the file display to only MPC files.

**Status**-Possible Status indicators are:

<b>INIT</b>	Initial
<b>UNPRC</b>	Unprocessed
<b>VALID</b>	Valid
<b>DELED</b>	Marked for Deletion
<b>COMPLT</b>	Complete
<b>PRCSD</b>	Processed
<b>ERBFV</b>	File Processing Error
<b>INEFF</b>	Ineffective date detected

**Site**- Your Site ID.

**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. Files are automatically archived after 14 days.

**Source External System**-If you wish to view files from a specific external system, select the system from the dropdown list. (This list 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, or FY.

**Ascending/Descending**-Sets your sort order in either Ascending or Descending order.

**Filter**-Select this button to initiate your search.

## **Incoming File/Outgoing File 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 into FASTDATA.

**Source External System**-The external system that generated the file.

**Inbound/Outbound**-Indicates whether the file is Inbound or Outbound.

**Site**-The Site associated with the file.

**FY**-The Fiscal Year in which the file was created.

**Archived**-If file is Archived, the column will display ARCHIVED.

**Transaction Amount**-The cumulative dollar amount of all the records in the file.

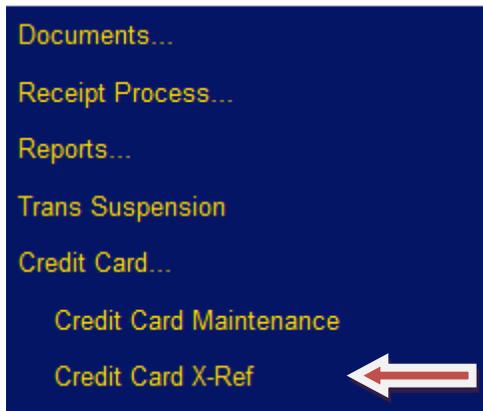
**Record Count**-The number of records in the file.

**Close**-Closes the File Inventory Search page.

## CREDIT CARD CROSS REFERENCE

The Credit Card Cross Reference process may be used when a document is created in FASTDATA to validate the availability of funds prior to using the credit card (such as an NC2276) and then the MPC file is imported with a transaction from CITIDIRECT for that same purchase. The user would perform this process to liquidate the internal document used to reserve the funds so that there is no double obligation in FASTDATA and STARS-FL.

To use the Credit Card Cross Reference process in FASTDATA, select Credit Card, Credit Card X Ref as shown below:



You will see a list of the imported MPC DCNs.

Credit Card Cross Reference

Filter

MPC DCN:  Amendment:  MPC Amount:  Vendor:  Absolute Value of MPC Amount:

Reconciled     Exported    Sort Order:    
 Not Reconciled     Not Exported     Ascending     Descending

Results

PAGE: 1 2 >

Release	MPC DCN	Amend	P/F	MPC Amount	Reconciled	Requisition DCN	ACRN	Req Amt	Optar Log Description	Transaction Date	Vendor
<input type="checkbox"/>	NEDU0009CCMMMT	00000	<input type="text" value="v"/>	\$60.94	<input type="checkbox"/>					03/15/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMP1	00000	<input type="text" value="v"/>	\$79.84	<input type="checkbox"/>					03/22/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMP1	00001	<input type="text" value="v"/>	\$88.36	<input type="checkbox"/>					02/22/09 12:02:00	
<input type="checkbox"/>	NEDU0009CCMMMP1	00002	<input type="text" value="v"/>	\$125.73	<input type="checkbox"/>					03/22/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMRJ	00000	<input type="text" value="v"/>	\$150.12	<input type="checkbox"/>					03/23/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMRJ	00001	<input type="text" value="v"/>	\$130.14	<input type="checkbox"/>					03/24/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMRJ	00002	<input type="text" value="v"/>	\$117.00	<input type="checkbox"/>					03/22/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMT1	00000	<input type="text" value="v"/>	\$54.01	<input type="checkbox"/>					03/22/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMT1	00001	<input type="text" value="v"/>	\$25.24	<input type="checkbox"/>					03/22/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMT1	00002	<input type="text" value="v"/>	\$22.82	<input type="checkbox"/>					03/22/09 12:03:00	

The MPC DCN will be the same document number but a different amendment number for each credit card swipe during a business cycle. The user would select the Requisition DCN/ACRN from the dropdown list to indicate which DCN they wish to cross reference to the MPC DCN. “To” documents cannot be one of the following: Civilian Labor; DD1155; DD1131; Fuel Chit; NC2061; Non-preceded expenditure; SF1034; SF1164; SF30 or SF44. Other rules that apply to the CCXREF “To” document are listed below:

- It cannot have a status of in use, cancelled or be an initiation
- It can have NO contract OR if it has a contract, it must be final
- It cannot have a receipt or expenditure posted to it
- It cannot be previously cited as a requisition/acrn on a saved, but not released cross reference
- It cannot have an amendment in an Initiation status
- If the “To” document is an NC2276 that is  $\geq$ \$25,000; it must be accepted
- If the “To” document is a DD448, Category 2, it must be accepted

The MPC Amount displayed is the receipt amount of the listed MPC record. This amount, coupled with the setting of the P/F code will determine the amount that will be on the generated reversal for the selected Requisition/DCN/ACRN.

Credit Card Cross Reference

Filter

MPC DCN:  Amendment:  MPC Amount:  Vendor:  Absolute Value of MPC Amount:

Reconciled  Exported  Not Reconciled  Not Exported

Sort Order: MPC DCN

Results

PAGE: 1 2 >

Release	MPC DCN	Amend	P/F	MPC Amount	Reconciled	Requisition DCN	ACRN	Req Amt	Optar Log Description	Transaction Date	Vendor
<input type="checkbox"/>	NEDU0009CCMMMNT	00000	<input type="button" value="v"/>	\$60.94	<input type="checkbox"/>					03/15/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMP1	00000	<input type="button" value="v"/>	\$79.84	<input type="checkbox"/>					03/22/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMP1	00001	<input type="button" value="v"/>	\$88.36	<input type="checkbox"/>					02/22/09 12:02:00	
<input type="checkbox"/>	NEDU0009CCMMMP1	00002	<input type="button" value="v"/>	\$125.73	<input type="checkbox"/>					03/22/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMRJ	00000	<input type="button" value="v"/>	\$150.12	<input type="checkbox"/>					03/23/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMRJ	00001	<input type="button" value="v"/>	\$130.14	<input type="checkbox"/>					03/24/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMRJ	00002	<input type="button" value="v"/>	\$117.00	<input type="checkbox"/>					03/22/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMT1	00000	<input type="button" value="v"/>	\$54.01	<input type="checkbox"/>					03/22/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMT1	00001	<input type="button" value="v"/>	\$25.24	<input type="checkbox"/>					03/22/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMT1	00002	<input type="button" value="v"/>	\$22.82	<input type="checkbox"/>					03/22/09 12:03:00	

When a document is selected, the Release check mark will populate automatically. You would select the partial/final indicator for the document; select Save XRef. and Close. The Internal document that was used to reserve funds will be de-obligated and the resulting decrease will flow to the FA and to STARS-FL to eliminate the double obligation. The Charge remains on the MPC DCN awaiting the expenditure to post after the credit card bill has been paid by DFAS.

Results

PAGE: 1

Release	MPC DCN	Amend	P/F	MPC Amount	Reconciled	Requisition DCN	ACRN	Req Amt	Optar Log Description	Transaction Date	Vendor
<input checked="" type="checkbox"/>	N6651249CCMMNTR	00002	<input type="button" value="v"/>	\$150.00	<input type="checkbox"/>	W6661299FL0002	AA	4137.00	821000-000-0000	06/12/09 12:06:00	USPS PCS

**Note:** The Credit Card X Ref is often confused with Cost Redistribution. Both eliminate the double obligation but the timing is different. The **X Ref process** allows the internal Credit Card document to be liquidated as the CITIDIRECT MPC file brings in the **obligations (accounts payables)** that cause the double obligation status. This moves the cost from the internal document and leaves it on the "CC" document. The **Cost Redistribution** is performed using TFCR FASTPATH in STARS-FL and is done after the **expenditure** posts in STARS-FL. It moves the cost from the "CC" document to the internal document.

The filters at the top of the Credit Card Cross Reference screen are designed to help the user customize the information retrieved and displayed. PAGE: will show the user how many pages of MPC DCNs are available for the X Ref process.

A combination of the MPC Amount and Absolute Value of MPC Amount filter selections allows the user to view DCNs having matching negative and positive amounts. By marking these matches with a check in the "Reconciled" column, they are removed from the list; thereby keeping the volume of transactions displayed at a minimum. Another filter exists that allows users to select documents by "Reconciled" or Not Reconciled" so that they do not lose sight of the reconciled transactions. The system will validate that the "reconciled" transactions net to zero. **An MPC can be reconciled or cross-referenced, but not both.**

Credit Card Cross Reference

Filter

MPC DCN:  Amendment:  MPC Amount:  Vendor:  Absolute Value of MPC Amount:

Reconciled     Exported  
 Not Reconciled     Not Exported

Sort Order: MPC DCN

Results

PAGE: 1 2 >

Release	MPC DCN	Amend	P/F	MPC Amount	Reconciled	Requisition DCN	ACRN	Req Amt	Optar Log Description	Transaction Date	Vendor
<input type="checkbox"/>	NEDU0009CCMMMNT	00000	<input type="text"/>	\$60.94	<input type="checkbox"/>					03/15/09 12:03:00	
<input type="checkbox"/>	NEDU0009CCMMMP1	00000	<input type="text"/>	\$79.84	<input type="checkbox"/>					03/22/09 12:03:00	

### Undo Cross Reference

The user has the ability to "undo" a cross reference that has been released and exported. A filter is available to specify "Exported" or "Not-Exported." When the user selects an exported document; clears the Requisition/DCN/ACRN, releases and saves, FASTDATA will generate a transaction to reinstate the commitment or obligation that was previously reversed. An exception would be if an expenditure or receipt was received from STARS-FL and posted after the cross reference had posted. If this happens, FASTDATA will undo the cross reference, but will not send an adjusting transaction to STARS-FL nor update the funds.

Credit Card Cross Reference

Filter

MPC DCN:  Amendment:  MPC Amount:  Vendor:  Absolute Value of MPC Amount:

Reconciled     Exported  
 Not Reconciled     Not Exported

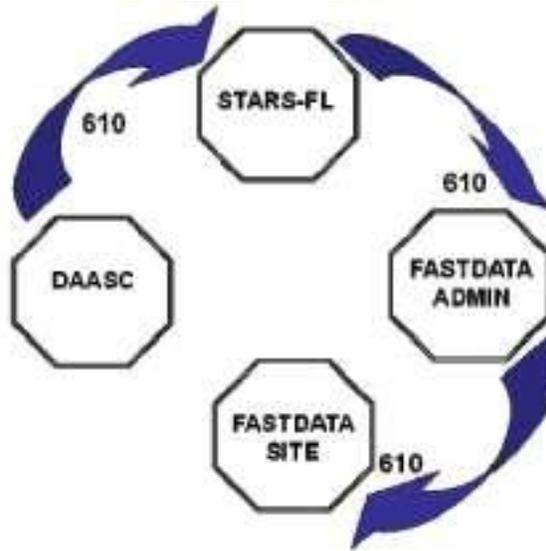
Sort Order: MPC DCN

The Transaction History report would display the restoration of the obligation.

The Document Cycle using Cross Reference process is displayed below:

## Expenditures

- Once the cardholder statement is approved at the end of the month, Citidirect gets paid by DFAS
- Payment creates a 610 expenditure that gets sent to STARS-FL
- The FA Automated Processes pulls the expenditure file from STARS-FL
- The expenditures are posted in FASTDATA Site for the "CC" document
- This ends the life cycle and all document charges remain on the "CC" document.



## **BUPERS CREDIT CARD PROCESS OPTIONS**

This section will describe the processes and steps involved in the BUPERS Preferred Credit Card Options. Illustrations are provided for the creation of the internal document, credit card cross reference, cost redistribution, and discussions of the CITIDIRECT piece in the life cycle of the credit card process. **These processes, as described, pertain to the BUPERS community and may need to be adapted to fit the established procedures for your user community. Please also see the Military Purchase Card and Credit Card Cross Reference sections of this Guide.**

When the credit card is used to pay for authorized purchases, the vendor processes the charges to CITIDIRECT. CITIDIRECT generates the credit card SDN for these transactions, using the default JON that was provided to them for the cardholder whose card is being charged.

CITIDIRECT then sends the file to the Defense Automatic Addressing System Command (DAASC). Each day, DAASC forwards the file to STARS-FL, where an accounts payable (510) transaction is placed on the accounting records.

A copy of the DAASC file may be imported into FASTDATA where it is known as the Military Purchase Card (MPC) file. Upon import, FASTDATA will generate a 540 and post the 510 accounts payable.

There are two processes approved by BUPERS in the management of the credit card process. Each approved option is discussed and the elements involved in each process outlined. Regardless of which option you use, BUPERS requires that prior to using a credit card for a purchase, an internal document be prepared in FASTDATA to provide a funds availability check and reservation of funds. The user then makes the purchase with a credit card and generates accounts payable(s) that are transmitted directly by CITIDIRECT to STARS-FL on a "CC" document number generated by CITIDIRECT. The same file that posts in STARS-FL is imported from DAASC into FASTDATA and is called the Military Purchase Card (MPC) file. The "CC" DCN generated by CITIDIRECT will be available in FASTDATA and STARS-FL.

**Option A** will use the cross reference feature in FASTDATA to liquidate the internal document obligation, leaving the accounts payable and expenditure on the credit card documents. **Option B** will leave the obligation on the internal document and perform a Cost Redistribution of the expenditure from the credit card document to the internal document.

Both methods will eliminate the double obligation but the timing of the reduction of the double obligation is different. **Option A** reduces the double obligation status on a daily basis and is based on the accounts payables generating from CITIDIRECT and **Option B** leaves the double obligation on the accounting records until the credit card bill has been paid and a 610 expenditure posts in STARS-FL.

## Option A-CC Cross Reference

### **The elements required to manage the credit card process using Option A:**

- Requires that the credit card internal document be prepared prior to use of the credit card to provide funds availability check and reservation of funds.
- Requires that all final JONs reside in CITIDIRECT, FASTDATA, and STARS-FL.
- Requires that the MPC file is imported into FASTDATA.
- Initial transactions post to the default JON in CITIDIRECT.
- At the same time the MPC is obligating in FASTSITE with a 510 (RP) transaction, it is also sending a 510 to STARS-FL for the "CC" documents.
- Requires that Reallocations of costs are done in CITIDIRECT, reversing the original charge from the default JON and SDN to the new SDN and final JONs, unless the default JON is the final JON.
- Once the final JON has posted in FASTDATA, the credit card cross reference is performed. The cross reference manages the double obligation status in FASTDATA and sends a de-obligation to STARS-FL so it should be done in a timely manner.
- Once the cardholder statement is approved at the end of the month, CITIDIRECT gets paid by DFAS creating the 610 expenditure in STARS-FL.
- The FA Automated Processes imports the expenditure file from STARS-FL.
- The expenditures are posted in FASTDATA Site for the "CC" document.
- This ends the life cycle and all document charges/payments remain on the "CC" document.

## Option B-Cost Redistribution

### **The elements required to manage the credit card process using Option B:**

- Requires that the credit card internal document is prepared to provide funds availability check and reservation of funds.
- Requires that all final JONs reside in FASTDATA and STARS-FL only.
- Requires that the MPC is imported into FASTDATA.
- At the same time the MPC is obligating in FASTSITE with a 510 (RP) transaction, it is also sending a 510 to STARS-FL for the "CC" documents.
- Requires only one default LOA/JON in CITIDIRECT for each account. All transactions post to the default SDN and JON in CITIDIRECT.
- Does NOT require reallocations of costs in CITIDIRECT to the final JONs.
- Once the cardholder statement is approved at the end of the month, CITIDIRECT gets paid by DFAS creating the 610 expenditure in STARS-FL.
- Requires cost redistribution of CC transactions to final JON on the credit card document be accomplished in STARS-FL, generating expenditures in STARS-FL that reverse the original charge from the default JON and CC SDN and move it to the credit card memo document with the final JON.
- Cost redistribution in STARS-FL is done by using fast path TFCR at SDN/ACRN level.
- Do not use job order cost transfers, as they do not flow from STARS-FL to FASTDATA and will put your documents out of sync.
- Cost redistribution must be completed as soon as the 610 posts from the payment to the CC document in STARS-FL before month-end closeout to prevent the double obligations from being reflected in the month-end closing statements.
- The effective date of the cost redistribution must be no later than the last day of the closing month.
- The debit and credit expenditures from the Cost redistributions will export to FASTDATA and reconcile the documents.
- This will end the life cycle of the document.

Setting up FASTDATA for the MPC file using the Cost Redistribution can be done in two different methods. It depends whether your default JON used in FASTDATA for the Cardholders is also used in the Sites OPTARS or if it is a separate JON.

- Default LOA/JON set up in each Site where the internal document is being generated to reserve funds will double obligate in FASTDATA and STARS-FL until Cost Redistribution is performed (the same as the X Ref process).
- Default LOA/JON set up as a separate Site in the FA to hold all the MPC obligations until the Cost Redistribution occurs in STARS-FL and is imported to FASTDATA leaving the costs on the internal documents. The Credit Card Site should zero out costs as the Cost Redistributions post the credit expenditures to the CITIDIRECT DCNs.

If your default LOAs/JONs used for credit card purchases are set up in a separate Site for Credit Card purchases with default OPTAR(s) and Authorization(s) set up, you would not use the check for funds on your credit card OPTAR(s) as your funds will be authorized in the Site where the final JONs and internal documents reside. When you create the Credit Card document to validate the availability of funds, you will be using OPTAR/Authorization funds available. These OPTARS/Authorizations will have a check for funds set up as required by BUPERS.

- Perform that function in STARS-FL using FASTPATH TFCR
- Take the credit card document with the expenditure (610) posted and redistribute the costs to the internal document/ACRN

To perform the Cost Redistribution - Logon to STARS-FL using your CAC logon, or USERID/Password.

Select CICS9XP production.

```
— CICS9HP      CICS Pacific, Hawaii Production  Multi
s _CICS9XP     CICS Pensacola Production        Multi
— CMS15       VM/VSCS Office Vision System     Multi
— FCPHDC6     HPCAS South Atlanta             Multi
```

In the FASTPATH type TFCR, Enter.

```

FP: T10z          REG: PENP          STARS/FL          09/03/2009          LX00151
USER: M          CB4 TERMID: 3167    MAIN MENU        PRINTER:          R9CIC5XP

1  JOB ORDER INPUT PROCESSING
2  TRANSACTION PROCESSING
3  LABOR PROCESSING
4  REPORT/INQUIRY PROCESSING
5  SUSPENSE PROCESSING
6  BWR MAINTENANCE PROCESSING
7  TRANSACTION HISTORY
8  FAA SYSTEM TABLE MAINTENANCE
9  AAA SYSTEM TABLE MAINTENANCE
10 SECURITY TABLE MAINTENANCE
11 DFAS TABLE MAINTENANCE
12 DIRECT CITE ACCOUNTING
13 BORS PROCESSING MENU
14 STARS PROPERTY ACCOUNTING
15 JON/DOC/LOA REGION INQUIRY

ENTER SELECTION: _

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

```

Document Cost Redistribution allows a cost transfer at the document level within a given line of accounting and is used on expenditures only.

The transfer screen will appear:

```

FP:          REG: PENP          STARS/FL          09/03/2009          LX12
DOCUMENT COST REDISTRIBUTION

EFF DTE: 09/03/09

TRANSFERRING FROM:
DOC NR      ACRN      PITH      ACRN      CALL NR      CLIN      SLIN

EE:      DOC:      JON:      CUR AMT:      WPI AMT:

TRANSFERRING TO:
DOC NR      ACRN      PITH      ACRN      CALL NR      CLIN      SLIN      AMOUNT

```

- The effective date is automatically filled with today's date.
- The Transferring From information would be the "CC" CITIDIRECT document number and ACRN. Type in the DCN and ACRN.
- Hit enter and the amount of 610 available to redistribute will be filled automatically.

```

FP:          REG: FRR1      STARS/FL      09/03/2009      LXT2651
                DOCUMENT COST REDISTRIBUTION

EFF DTE: 09/03/09

TRANSFERRING FROM:
  DOC NR      ACRN      P1IN      P1IN      CALL NR      CLIN      SLIN
06322009CCMM00      AA

EE: T  DOC: 260 JOB: 63220003100 CUR AMT:      400.00 NPI AMT:      400.00

```

- The Transferring To information will be the internal document number and ACRN that the 610 costs are being moved to.
- Fill in Doc NR, ACRN, and AMOUNT.

```

FP:          REG: FRR1      STARS/FL      09/03/2009      LXT2651
                DOCUMENT COST REDISTRIBUTION

EFF DTE: 09/03/09

TRANSFERRING FROM:
  DOC NR      ACRN      P1IN      P1IN      CALL NR      CLIN      SLIN
06322009CCMM00      AA

EE: T  DOC: 260 JOB: 63220003100 CUR AMT:      400.00 NPI AMT:      400.00

TRANSFERRING TO:
  DOC NR      ACRN      P1IN      P1IN      CALL NR      CLIN      SLIN      AMOUNT
06322009CC0001      AA                                100.00
06322009CC0002      AA                                50.00
06322009CC0003      AA                                100.00

1-FPNHELP 2-REFRESH 3-EXIT 4-REPEAT          12-CANCEL          PF:
09/03/09

```

- You can add one DOC NR/ACRN and amount on the transferring to section or you can continue and add several before saving.
- When one doc/ACRN is done at a time, the Transfer From document will reflect each separate transaction as a 610D and will reflect the "TO" doc number in the memorandum field in the STARS-FL FASTPATH RDOC.
- Doing one at a time, use the PF4 function to REPEAT and the FROM information will remain on the screen with the new amount still available to use in a cost redistribution.
- When multiple documents are done on the same screen, the Transfer From Document will reflect the first document number and one 610D in the RDOC screen.
- The "CC" credit card document costs will decrease and eventually zero out as it is transferred to the internal documents.

```

FP:                REG: FNRT          STARS/FL          09/03/2009 18:09:14 LIR2053
                   DOC/ACRN INQUIRY DISPLAY          PAGE: 1
DOC NR: N6322009CCMMNR ACRN: AA      DTS TRIP REC NR:      WTR+1:
PIIN:              ACRN:              SPIIN/CALL NR:        CLIN:        SLIN:
GA: 17 TA: 00 APPN: 091004 SBHD: 22LR 00/DCH: 3560A SX: 0
JOB ORDER NR CTR EE 00C SPIIN CLIN SLIN DTE EST DTE COMP WTE ST CC GOVT
632200903100      T 260                09/03/09 09/03/09      C      0

      OBL AMT      540 AMT      530 AMT      510 AMT      610 AMT
      .00          .00          .00          .00          150.00
PPMT AMT      915 AMT      QTY  R QTY      FROZEN AMT
      .00          .00          0      0          .00

USERID  DESCRIPTION  TT      AMOUNT  EXEC C/D FY DT  QUANTITY  PROC DTE
KL91565 00500209CC1224 20      400.00  610 C 09 C      0 09/03/09
KL91565 N6322009CCMMNR      250.00  610 D 09 C      0 09/03/09

"FOR OFFICIAL USE ONLY" PRIVACY ACT OF 1974, AS AMENDED.
1-FPHLP 3-EXIT 5-TEP 6-BOTTOM 7-BACKFARD 8-FORWARD 9-PRINT 12-CANCEL PF:

```

- The internal documents will reflect the costs. The CITIDIRECT DCN the expenditure was transferred from will show in the description field of the internal document.

```

FP:                REG: FNRT          STARS/FL          09/03/2009 18:07:05 LIR2053
                   DOC/ACRN INQUIRY DISPLAY          PAGE: 1
DOC NR: N6322009CC00001 ACRN: AA      DTS TRIP REC NR:      WTR+1:
PIIN:              ACRN:              SPIIN/CALL NR:        CLIN:        SLIN:
GA: 17 TA: 00 APPN: 091004 SBHD: 22LR 00/DCH: 3560A SX: 0
JOB ORDER NR CTR EE 00C SPIIN CLIN SLIN DTE EST DTE COMP WTE ST CC GOVT
632200903100      T 260                09/03/09 09/03/09      C      0

      OBL AMT      540 AMT      530 AMT      510 AMT      610 AMT
      .00          .00          .00          .00          100.00
PPMT AMT      915 AMT      QTY  R QTY      FROZEN AMT
      .00          .00          0      0          .00

USERID  DESCRIPTION  TT      AMOUNT  EXEC C/D FY DT  QUANTITY  PROC DTE
KL91565 FASTDATA      100.00  540 C 09 0      0 09/03/09
KL91565 N6322009CCMMNR      100.00  610 C 09 C      0 09/03/09

```

- If you tab back to overlay the effective date to the month end date during month plus one and then enter, you will receive an error that the date is invalid.

```

FP:                REG: FNRT          STARS/FL          09/03/2009    LX1265
                   DOCUMENT COST REDISTRIBUTION

EFF DTE: 08/30/09

TRANSFERRING FROM:
  DOC NR          ACRN          PIIN          PIIN          CALL NR          CLIN          SLIN
N6322009CCMWNR    AA

EE:   DOC:        JON:                CUR AMT:                MPI AMT:

TRANSFERRING TO:
  DOC NR          ACRN          PIIN          PIIN          CALL NR          CLIN          SLIN          AMOUNT

```

INVALID EFFECTIVE DATE ENTERED  
1-FPHelp 2-REFRESH 3-EXIT 4-REPEAT 12-CANCEL PF:

- In the example below, the internal (TO) document was obligated for less than the TFCR cost redistribution.

```

FP:                REG: FNRT          STARS/FL          09/03/2009    LX1265
                   DOCUMENT COST REDISTRIBUTION

EFF DTE: 09/03/09

TRANSFERRING FROM:
  DOC NR          ACRN          PIIN          PIIN          CALL NR          CLIN          SLIN
N6322009CCMWNR    AA

EE:   T   DOC: 260 JON: 63220983100 CUR AMT:                150.00 MPI AMT:                150.00

TRANSFERRING TO:
  DOC NR          ACRN          PIIN          PIIN          CALL NR          CLIN          SLIN          AMOUNT
06322009CC0004    aa                                50.00

```

- The document inquiry screen (RDOC) shows that even though the transfer was more than the obligation, it allowed the expenditure to post and is the new cost of the document.

```

FP:                REG: FNRT                STARS/FL                09/03/2009 18:39:33 LXR2053
                                DDC/ACRN INQUIRY DISPLAY                PAGE: 1
DOC NR: N63220090CC00004 ACRN: AA                DT5 TRIP REC NR:                MTH-1:
PIIN:                ACRN:                SPIN/CALL NR:                CLIN:                SLIN:
GA: 17 TA: 00 APPH: 091004 SBHD: 221A DB/RCM: 3560A SX: B
JOB ORDER NR CTR EE DOC SPIN CLIN SLIN DTE EST DTE COMP MIE ST CC GOVT
63220903100                T 260                09/03/09 09/03/09                C                N

      OBL AMT          540 AMT          530 AMT          510 AMT          610 AMT
      .00                .00                .00                .00                50.00
      PPVT AMT          915 AMT          QTY R QTY                FROZEN AMT
      .00                .00                0                0                .00

USERID  DESCRIPTION  TT          AMOUNT  EXEC C/D FY DT  QUANTITY  PRDC DTE
KL91565 FASTDATA                25.00  540  C 09  M                0 09/03/09
KL91565 N63220090CC00004                50.00  610  C 09  C                0 09/03/09

```

- This type of Cost Redistributing to a document/ACRN will then flow down in the expenditure files to update FASTDATA's OPTARs.

In FASTDATA, the expenditures will flow in the expenditure file. The 610D will post to the CITIDIRECT DCN as a credit EV and the 610C will post to the internal documents as a debit EV.

If the transactions do not appear in the transaction history of the documents involved in the Cost Redistribution there are two places that they could be.

- If there are any errors there is a problem with the JON not being in FASTDATA the expenditure will be in the Suspended expenditures at the FA.
- If the JON on the expenditure is different than the one recorded in FASTDATA it will be suspended at the Site.

## Credit Card Used As A Method Of Payment

When a NC2276, DD1348-6, or DD1149 is created in FASTDATA and sent to FISC for contracting, the creation of the document generates a CM - Commitment in FASTDATA and transmits a 915C to STARS-FL in the batch process.

Contracting creates the DD1155 and returns a copy back to the activity. Depending on the document type and amount, the activity will go into the Site to do the acceptance, if over 25K and then perform Contract Process to create the AO obligation transaction that will flow to STARS-FL with the contract information. This will obligate the document and reduce the commitment at the same time.

Contracting may determine that the method of payment for this document will be by credit card. This will require the activity to determine which Option of managing the Credit Card will be used.

In FASTDATA GUI version there were known problems identified with CC X Ref process using a contractual document including:

- If CC X Ref was performed on a contractual type document prior to the CONTRACT PROCESS taking place, the document did not show in the documents available for CONTRACT Process screen. Users were not be able to move from Commitment to Obligation status and perform Contract Process.
- If Contract process was done prior to CC X Ref, the obligation was created as expected. Once the CC X Ref was done on the document and an amendment was required, the document was not available for CONTRACT Process. It was not available in the CC X Ref screen for future payments either.

In FASTDATA Web these problems were corrected. A contracted document now follows these guidelines:

- Contracted document can have X Ref performed
- An amendment can be created
- Contract process can be performed
- X Ref can be performed

Since the problems have been corrected, that allows the activity to choose either of the BUPERS Credit Card Management Options to manage the Credit Card used as a method of payment.

- **Option A** can be chosen utilizing the Credit Card X Ref process. This will draw down the double obligation on the contractual document and leave the cost on the CITIDIRECT DCN.
- **Option B** is the other option that can be selected utilizing the Cost Redistribution process in STARS-FL. This moves the expenditure posted on the CITIDIRECT DCN to the contractual document.

The capability now exists to amend and/or edit an existing Contract after a requisition/ACRN has been cross-referenced. Due to that functionality, both processes will work and the steps involved in each of the Options are described in the preceding sections on Cross Reference and Cost Redistribution. One method should be selected, not a combination of both methods.

## **CREDIT CARD REPORTS**

The Transaction History Report, plus other valuable reports for credit card management are available in the Site. Under the Reports menu, Credit Card Reports, you will find FIVE reports:

Credit Card/Requisition ACRN X Ref  
Requisition ACRN/Credit Card X Ref  
Credit Card/Credit Card Doc X Ref  
Credit Card Reconciled (NEW)  
Vendor



Credit Card/Requisition ACRN Cross Reference

This report is a listing of all the Requisition/ACRN transactions for each existing Credit Card Number that was cross referenced to another Requisition/ACRN.

After selecting the desired report criteria, select any of the three Run options at the bottom to produce the report.

Credit Card/Requisition ACRN Cross Reference Report Example

Credit Card/Requisition ACRN Cross Reference Report

FA: N38303      FY: 2008      Site: CC

Credit Card: \*\*\*\*\*354035      Description: MPC Generated

First Name		Last Name		Vendor	Created	Partial	DCN	Requisition		Credit Card			
DCN	ACRN	Amount	DCN	Amend	ACRN	Amount							
JESSE	EPTING	AL CC INPUT	800-	11/14/2007	F	N3830308MD20018	AA	N3830308CCMMMMQ	00033	AA	\$54.95		
JESSE	EPTING	AL CC INPUT	800-	11/14/2007	F	N3830308MD20018	AA	N3830308CCMMMMQ	00034	AA	\$14.97		
JESSE	EPTING	AL CC INPUT	800-	11/14/2007	F	N3830308MD20018	AA	N3830308CCMMMMQ	00035	AA	\$54.95		
JESSE	EPTING	AL CC INPUT	800-	11/21/2007	F	N3830308MD20018	AA	N3830308CCMMMMQ	00044	AA	\$51.83		
JESSE	EPTING	AL CC INPUT	800-	11/21/2007	F	N3830308MD20018	AA	N3830308CCMMMMQ	00045	AA	\$11.83		
JESSE	EPTING	AL CC INPUT	800-	11/21/2007	F	N3830308MD20018	AA	N3830308CCMMMMQ	00046	AA	\$56.83		
JESSE	EPTINGMAWC CCI	800-9999999 TX78		01/01/1900	F	N3830308MD20018	AA	N3830308CCMMMMQ	00047	AA	-\$11.83		
JESSE	EPTINGMAWC CCI	800-9999999 TX78		01/01/1900	F	N3830308MD20018	AA	N3830308CCMMMMQ	00048	AA	-\$56.83		
JESSE	EPTINGMAWC CCI	800-9999999 TX78		01/01/1900	F	N3830308MD20018	AA	N3830308CCMMMMQ	00049	AA	-\$51.83		
JESSE	EPTINGMAWC CCI	800-9999999 TX78		01/01/1900	F	N3830308MD20018	AA	N3830308CCMMMMQ	00050	AA	-\$54.95		
JESSE	EPTINGMAWC CCI	800-9999999 TX78		01/01/1900	F	N3830308MD20018	AA	N3830308CCMMMMQ	00051	AA	-\$14.97		
JESSE	EPTINGMAWC CCI	800-9999999 TX78		01/01/1900	F	N3830308MD20018	AA	N3830308CCMMMMQ	00052	AA	-\$54.95		
JESSE	EPTINGMAWC CCI	800-9999999 TX78		01/01/1900	F	N3830308MD20023	AA	N3830308CCMMMMQ	00053	AA	\$14.97		
JESSE	EPTING	AL CC INPUT	800-	11/26/2007	F	N3830308MD20031	AA	N3830308CCMMMMQ	00000	AA	\$2,167.31		
JESSE	EPTINGMAWC CCI	800-9999999 TX78		01/01/1900	F	N3830308MD20020	AA	N3830308CCMMMMQ	00004	AA	\$541.89		
JESSE	EPTING	NUAL CC INPUT	80	01/01/1900	F	N3830308MD20018	AA	N3830308CCMMMMQ	00005	AA	\$541.89		
JESSE	EPTING	NUAL CC INPUT	80	03/20/0712	F	N3830308MD20020	AA	N3830308CCMMMMQ	00008	AA	\$1,398.90		
JESSE	EPTING	NUAL CC INPUT	80	01/01/1900	F	N3830308MD20018	AA	N3830308CCMMMMQ	00020	AA	-\$541.89		
JESSE	EPTING	NUAL CC INPUT	80	12/20/0712	F	N3830308MD20018	AA	N3830308CCMMMMQ	00021	AA	\$37.47		
JESSE	EPTING	NUAL CC INPUT	80	12/20/0712	F	N3830308MD20018	AA	N3830308CCMMMMQ	00022	AA	\$187.71		
JESSE	EPTING	NUAL CC INPUT	80	12/20/0712	F	N3830308MD20018	AA	N3830308CCMMMMQ	00026	AA	\$56.95		
JESSE	EPTING	NUAL CC INPUT	80	12/20/0712	F	N3830308MD20018	AA	N3830308CCMMMMQ	00026	AA	\$96.95		
JESSE	EPTING	NUAL CC INPUT	80	12/20/0712	F	N3830308MD20029	AA	N3830308CCMMMMQ	00027	AA	\$489.95		

Requisition ACRN/Credit Card Cross Reference

This is a listing of each “from” Requisition/ACRN transaction showing the target Requisition/ACRN and Credit Card Number to which it was crossed.

## Credit Card/Credit Card Document Cross Reference

This is a listing of all Requisition/ACRN transactions that reference each existing Credit Card with an amount and indicate which Requisition/ACRN they were crossed to, if any.

After selecting the desired criteria, select any of the three Run options at the bottom to produce the report.

## Credit Card/Credit Card Document Cross Reference Report Example

**Credit Card/Credit Card Document Cross Reference Report**

FA: N38303    Site: CC    FY: 2008  
 Credit Card: \*\*\*\*\*35403    Description: MPC Generated

First Name	Last Name	Vendor	DCN	ACRN	Amend	Amount	Part ial	Created Date	REQ DCN	REQ ACRN	
JESSE	EPTING	AL CC INPUT	800-	N3830308CCMMMQ	AA	00033	\$54.95	P	11/14/2007	N3830308MDZ0018	AA
JESSE	EPTING	AL CC INPUT	800-	N3830308CCMMMQ	AA	00034	\$14.97	P	11/14/2007	N3830308MDZ0018	AA
JESSE	EPTING	AL CC INPUT	800-	N3830308CCMMMQ	AA	00035	\$94.95	P	11/14/2007	N3830308MDZ0018	AA
JESSE	EPTING	AL CC INPUT	800-	N3830308CCMMMQ	AA	00044	\$61.83	P	11/21/2007	N3830308MDZ0018	AA
JESSE	EPTING	AL CC INPUT	800-	N3830308CCMMMQ	AA	00045	\$11.83	P	11/21/2007	N3830308MDZ0018	AA
JESSE	EPTING	AL CC INPUT	800-	N3830308CCMMMQ	AA	00046	\$56.83	P	11/21/2007	N3830308MDZ0018	AA
JESSE	EPTINGMAWC CC	800-9999999 TX78		N3830308CCMMMQ	AA	00047	-\$11.83	F	01/01/1900	N3830308MDZ0018	AA
JESSE	EPTINGMAWC CC	800-9999999 TX78		N3830308CCMMMQ	AA	00048	-\$56.83	F	01/01/1900	N3830308MDZ0018	AA
JESSE	EPTINGMAWC CC	800-9999999 TX78		N3830308CCMMMQ	AA	00049	-\$61.83	F	01/01/1900	N3830308MDZ0018	AA
JESSE	EPTINGMAWC CC	800-9999999 TX78		N3830308CCMMMQ	AA	00050	-\$54.95	F	01/01/1900	N3830308MDZ0018	AA
JESSE	EPTINGMAWC CC	800-9999999 TX78		N3830308CCMMMQ	AA	00051	-\$14.97	F	01/01/1900	N3830308MDZ0018	AA
JESSE	EPTINGMAWC CC	800-9999999 TX78		N3830308CCMMMQ	AA	00052	-\$94.95	F	01/01/1900	N3830308MDZ0018	AA
JESSE	EPTINGMAWC CC	800-9999999 TX78		N3830308CCMMMQ	AA	00053	\$14.97	F	01/01/1900	N3830308MDZ0023	AA
JESSE	EPTING	AL CC INPUT	800-	N3830308CCMMMV	AA	00000	\$2,167.31	F	11/26/2007	N3830308MDZ0031	AA
JESSE	EPTINGMAWC CC	800-9999999 TX78		N3830308CCMMMV	AA	00004	\$541.89	P	01/01/1900	N3830308MDZ0020	AA
JESSE	EPTING	NUAL CC INPUT	80	N3830308CCMMMV	AA	00005	\$541.89	P	01/01/1900	N3830308MDZ0018	AA

## Credit Card Reconciled

In the Credit Card Cross Reference process, users have the ability to mark MPC transactions as “reconciled” to exclude them from the list of available MPC transactions. MPC transactions with a positive amount and a negative amount that net to zero may be ‘reconciled.’

This report shows the pairs of MPC reallocated transactions. The report will include only MPC transactions that have been marked as reconciled. The report is sorted on Credit Card number, then by the absolute value of the transaction amount so that the reconciled pairs show up together. The total report should always net to zero.

An example of the report is provided below:

**Credit Card Reconciled Report**

FA: N00015    Site: NI    FY: 2009    Filter:  
 Credit Card: \*\*\*\*\*38817    Description: MPC Generated

First Name	Last Name	Vendor	CC DCN	Amend	Amount	Created Date
SONYA L	GOLETTE	CORP EXPR 800-582-	N0001509CCML003	00018	-\$23.00	07/16/2009
SONYA L	GOLETTE	CORP EXPR 800-582-	N0001509CCML003	00006	\$23.00	07/16/2009
<b>Grand Total:</b>					<b>\$0.00</b>	

Vendor

The Vendor Report provides information on the Site's Vendors as entered on the Credit Card Maintenance Vendor tab or populated by an incoming MPC file. The report includes pertinent information for each Vendor.

Vendor Report Example

VENDOR REPORT				
FA: N3581A				
SITE: 1A				
Vendor: J.C. PENNEY Address: 5000 Davis Hwy City: Pensacola Phone: --	CAGE: DUNS: Tax Payer ID: State: FL EXT:	Start Date: End Date: Max Award: ***** ZIP Code: 32509 Fax: --	Non-Profit: N Disadvantaged: N Inactive: N Times Used: 0	Small Business: N Woman Owned: N POC: E-Mail: Website:
Vendor: NOTEPAD IS A BASIC TEXT EDITOR Address: 250 Raby Avenue Road Street Bl Notepad is a basic text editor City: Notepad is a basic text editor Phone: 650-453-4141	CAGE: 98765 DUNS: DUNS654654654 Tax Payer ID: 01234567890 State: DC EXT: 12831	Start Date: 11/19/2007 End Date: 11/29/2007 Max Award: \$12.12 ZIP Code: 123456789 Fax: 650-452-1280	Non-Profit: Y Disadvantaged: Y Inactive: N Times Used: 0	Small Business: Y Woman Owned: Y POC: Libby Day E-Mail: libby.day@dfas.mil Website: www.defenselink.mil
Vendor: TESTING CENTER Address: 500 Analyze Dr. City: Mobile Phone: --	CAGE: DUNS: Tax Payer ID: State: AL EXT:	Start Date: End Date: Max Award: ***** ZIP Code: 873224 Fax: --	Non-Profit: N Disadvantaged: N Inactive: N Times Used: 0	Small Business: N Woman Owned: N POC: E-Mail: Website:

# 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"/>	Perform reconciliation.	10/01/2010 11:11:11	MIN	0:00	5.0
<input type="checkbox"/>	Process MPC Transactions.	10/01/2010 11:11:11	MIN	0:00	5.0

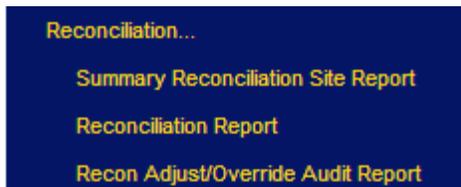
The FA will initially run the automated process to pull down the baseline STARS-FL document file into FASTDATA (FD). Once this has been accomplished, they will set the process to run each day, extracting any new documents or document status changes. These nightly files will appear in File Inventory.

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 Site Report; Reconciliation Report and the Recon Adjust/Override Audit Report.

### Summary Reconciliation Site 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

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.)

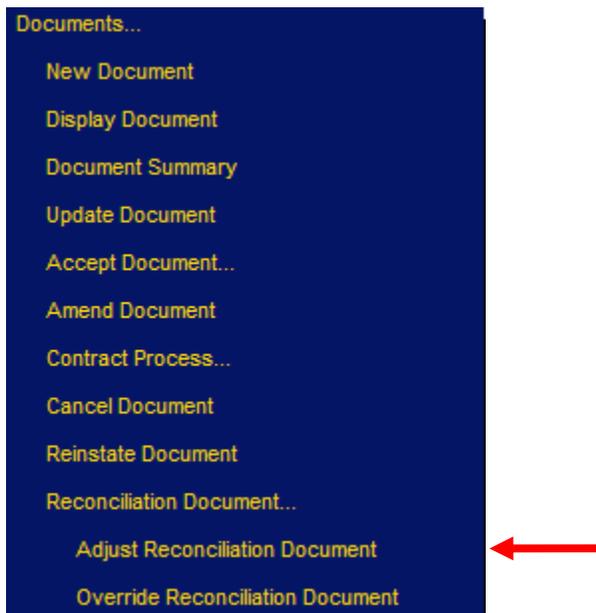
Descriptions of the new Adjustment/Override processes are provided below.

## **ADJUST RECONCILIATION DOCUMENT**

If your System Administrator has assigned you to a Site group with access to this feature, you will be able to adjust transactions to clear differences identified in the Reconciliation process.

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:



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

Document	ACRN	JON	EE	OOO	RC	OPTAF
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
NEDU0011MD33777 Error: FASTDATA obligation does not match STARS-FL. FASTDATA accounts payable/receipt does not match STARS-FL.	AA	EDU001AB300	T	260	AB	07
NEDU0011MPA5003 Error: JON/EE/OOC Mismatch.	AA	EDU001AB300	Q	253	AB	07
NEDU0011PTA5002 Error: FASTDATA obligation does not match STARS-FL. FASTDATA cost does not match STARS-FL.	AA	EDU001AB300	Y	240	AB	07
NEDU0011RCA5001 Error: JON/EE/OOC Mismatch.	AA	EDU001AB100	Q	252	AB	07
NEDU0011RCA5001 Error: FASTDATA document not found in STARS-FL.	AB	EDU001AB300	Q	252	AB	07

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

Adjust Reconciliation Document

Reconciliation Document

System	Document	ACRN	JON	EE	OOO	RC	OPTAF
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 either FD or STARS.

Reconciliation Adjustments

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

Verify Save Close

In our first example, we have selected Append STARS and entered a \$20.00 obligation (540T); enter a Reason of "Obl failed to transmit to STARS" and clicked Verify to receive:

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: AO-T Adjust Obligation - 540 T Qty:  Amount:

Reason:

Contract:  DO/BPA:  Contract ACRN:

Insert FASTDATA  
Append STARS

Verify Save Close

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

In our second example, we selected the document ending in RCA5006 and received a screen displaying the error message and differences between FD and STARS-FL:

Adjust Reconciliation Document

Reconciliation Document

System	Document	ACRN	JON	EE	OOB	RC	OPTAR
STARS-FL	NEDU0011RCA5006	AA	EDU001AB300 Q	252	AB	07	
FASTDATA	NEDU0011RCA5006	AA	EDU001AB300 Q	252	AB	07	

FASTDATA obligation does not match STARS-FL. FASTDATA accounts payable/receipt does not match STARS-FL.

System	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Liquidated Cost	Actual Cost
STARS-FL	0.00	0.00	95.00	0.00	95.00	95.00
FASTDATA	0.00	95.00	0.00	0.00	95.00	95.00
Difference	0.00	-95.00	95.00	0.00	0.00	0.00

Projected RECON Adjustments

System	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Liquidated Cost	Actual Cost
STARS-FL	0.00	0.00	95.00	0.00	95.00	95.00
FASTDATA	0.00	0.00	95.00	0.00	95.00	95.00
Difference	0.00	0.00	0.00	0.00	0.00	0.00

Reconciliation Adjustments

Adjustment	Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Insert FASTDATA									
	Y	CM	2011-02-27	0	100.00	00	I		<a href="#">Click to view Description</a>
	Y	AO	2011-08-28	1	95.00	00	I	C	<a href="#">Click to view Description</a>
Insert FASTDATA									
Append STARS									

Verify Save Close

This time, we need to add a receipt into FD in order to match the receipt showing in STARS-FL. Notice that there are “Insert FASTDATA” choices in the Adjustment column both before and after the existing FASTDATA “CM” and “AO.” We selected the one after the obligation (AO) and entered the receipt amount of \$95.00 as shown below:

Reconciliation Adjustments

Adjustment	Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Insert FASTDATA									
	Y	CM	2011-02-27	0	100.00	00	I		<a href="#">Click to view Description</a>
	Y	AO	2011-08-28	1	95.00	00	I	C	<a href="#">Click to view Description</a>
Insert FASTDATA									
<p><b>FASTDATA Reconciliation Adjustment</b></p> <p>Adjust: <input type="text" value="RP- Partial Receipt Public - 510 P"/> Amount: <input type="text" value="95.00"/></p> <p>Reason: <input type="text" value="Receipt not in FASTDATA"/></p>									
Insert FASTDATA									
Append STARS									

Verify Save Close

Then we select the “Verify” button to ensure our entry would correct the problem. The figure below indicates that there are no longer differences in the Projected RECON Adjustment section:

System	Commitment Amount	Obligation Amount	Receipt Amount	Expend Amount	Liquidated Cost	Actual Cost
STARS-FL	0.00	0.00	95.00	0.00	95.00	95.00
FASTDATA	0.00	95.00	0.00	0.00	95.00	95.00
Difference	0.00	-95.00	95.00	0.00	0.00	0.00
<b>Projected RECON Adjustments</b>						
STARS-FL	0.00	0.00	95.00	0.00	95.00	95.00
FASTDATA	0.00	0.00	95.00	0.00	95.00	95.00
Difference	0.00	0.00	0.00	0.00	0.00	0.00

Reconciliation Adjustments

Adjustment	Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Insert FASTDATA									
	Y	CM	2011-02-27	0	100.00	00	I		<a href="#">Click to view Description</a>
	Y	AO	2011-08-28	1	95.00	00	I	C	<a href="#">Click to view Description</a>
Insert FASTDATA									
<p><b>FASTDATA Reconciliation Adjustment</b></p> <p>Adjust: <input type="text" value="RP- Partial Receipt Public - 510 P"/> Amount: <input type="text" value="95.00"/></p> <p>Reason: <input type="text" value="Receipt not in FASTDATA"/></p>									
Insert FASTDATA									
Append STARS									

Verify Save Close

Click Save.

NOTE: Documents with both a JON/EE/OOC Mismatch error and Cost errors cannot be fixed on the Adjustment screen. An error message as demonstrated below would be shown:

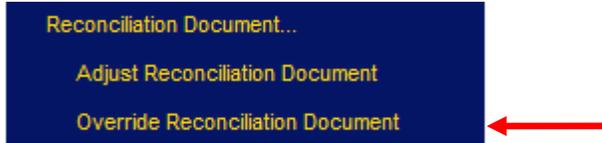
The screenshot displays the 'Adjust Reconciliation Document' window, which is divided into three main sections:

- Reconciliation Document:** Contains a table with columns: System, Document, ACRN, JON, EE, OOC, RC, OPTAR. It lists STARS-FL and FASTDATA with their respective document numbers and codes. Below this is a summary table with columns: System, Commitment Amount, Obligation Amount, Receipt Amount, Expend Amount, Liquidated Cost, and Actual Cost. A red arrow points to the error message: "FASTDATA commitment does not match STARS-FL JON/EE/OOC Mismatch FASTDATA cost does not match STARS-FL." Another red arrow points to the 'Difference' row in the summary table, which shows a value of -1.00.
- Reconciliation Adjustments:** A table with columns: Adjustment, Exp, Trans Type, Trans Date, Trans Qty, Trans Amount, Amend, Partial Code, NTE, and Transaction Description. It lists an adjustment for FASTDATA with a transaction date of 2010-10-01 and an amount of 300.00. A red arrow points to the 'Click to view Description' link.
- FASTDATA Reconciliation Adjustment:** A detailed view of the adjustment. It shows the 'Adjust' dropdown set to 'CM- Adjust Commitment - 915 T' and the 'Amount' set to '-1.00'. The 'Reason' field contains 'To match to STARS-FL'. A red error message is displayed: "FASTDATA adjustment not allowed for a JON/EE/OOC Mismatch error." A red arrow points to this error message.

The user must first correct the JON/EE/OOC Mismatch error. The next time the Reconciliation report runs, just the cost portion will be reflected and may be corrected on this screen. Or....you could Override the transaction (see next section of this handout) to eliminate it from the list entirely; however, if the JON/EE/OOC difference is not corrected, the next time there is action against the DCN/ACRN, the document would show up again on the Reconciliation variance report.

# VERRIDE RECONCILIATION DOCUMENT

FASTDATA now provides a means of clearing the Reconciliation error message and removing the document from the Summary Reconciliation report. The user must enter his reason for the override and will see that reason displayed on the Transaction History report in the Description column of the zero-dollar non-exportable (NE) transaction that will be generated as a result of the override.



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:   
OOO:  RC:  OPTAR:  SITE:   
Sort Order:    
DCN   
Error Message :

**Results**

PAGE: 1

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
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 and received:

Override Reconciliation Document

Reconciliation Document

System	Document	ACRN	JON	EE	OOO	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		<a href="#">Click to view Description</a>
Y	EV	2010-10-09	1	100.00	00	F		<a href="#">Click to view Description</a>

Reason for Override :

Save Close

The top section shows the difference in the OOC causing the error message of JON/EE/OOC Mismatch and the Override section allows you to enter the Reason for Override. The override will remain in effect until further action is taken against the DCN/ACRN.

In our “pretend” scenario, we are under pressure to clear the Recon Report but are uncomfortable making the decision to change the OOC. We could enter a Reason such as: **“Need to consult with FA”** and click Save. This would clear the report and allow us the time to confirm that the change is correct.

On the **Transaction History Report** there will be a **non-exportable transaction** on this document.

Another example for overriding a document may be that that you have had to refer an issue to the Help Desk. You could indicate in the “Reason” that you are awaiting proper corrective action and, in the meantime, clear it from the 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 document not found in STARS-FL.

- a. Have the transactions been sent from FASTDATA Site to the Fund Administrator?  
Research the Transaction History Rpt. If the transactions do not show 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-FL to view the document. If the initial transaction has an analyst's 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-FL and create a double obligation. At the FA, purge the transaction from the Suspended Acctg Transactions.
- c. If the document has other than an AA ACRN, was it input in FASTDATA as ACRN AA and possibly moved to another ACRN in STARS-FL?  
If so, DCN/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 DCN/ACRN as shown in STARS-FL.
- 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. Access the File Manager/Maintain Susp Ext Trans and 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 Transaction History Report in FASTDATA with FASTPATH: RDOC in STARS-FL. An example may be that the SPS file obligated the document in STARS-FL and the commitment remains in FASTDATA. 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 Rpt to see if the COST showing at the document status matches the STARS-FL cost. If the liquidation in FD shows it is different than the Transaction History Rpt and the Document Status Summary, 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

## SITE REPORTS

Each of the reports available at the Site will provide information or status you can use in review of your document costs. Some will provide different selection such as summary or detail; by DCN, JON, OPTAR code, EE, etc. Before looking at each individual report, please review the Run Report Options, Report Criteria Screens and Wild Card Options on Criteria Screens sections below.

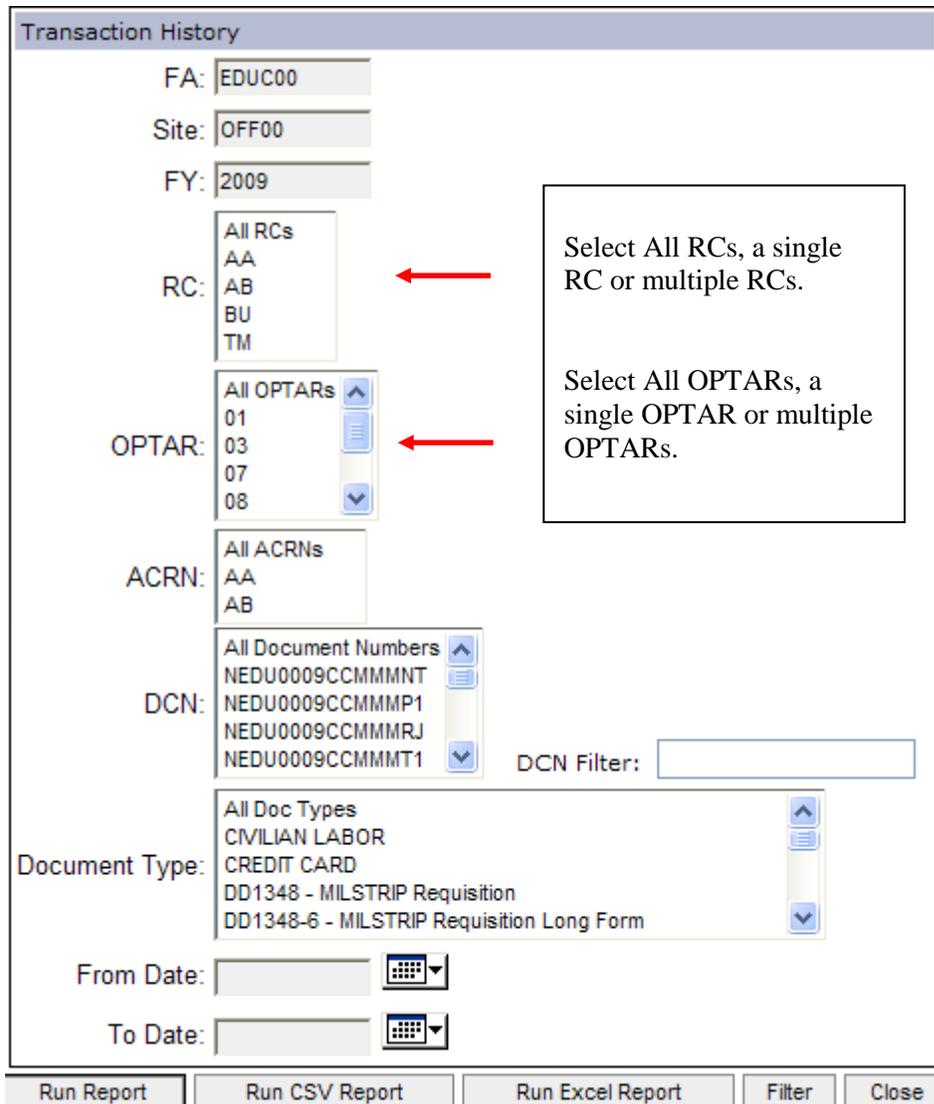
### RUN REPORT OPTIONS

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.
- 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  
NEDU0009CCMMMP1  
NEDU0009CCMMMRJ  
NEDU0009CCMMMT1

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 make an entry in the DCN Filter box and 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. The use of wildcards is discussed on the next page.

## 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

JON Filter:

DCN: All Document Numbers  
NEDU0009CCMMNT  
NEDU0009CCMMMP1  
NEDU0009CCMMMRJ  
NEDU0009CCMMMT1

DCN Filter: NEDU0009CC\*

Direct/Reimbursable: Direct

From Date:

To Date:

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.

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# TRANSACTION HISTORY



The Transaction History report provides the complete history of all transactions for each specific DCN/ACRN. This report is a key tool in viewing and reconciling documents with STARS-FL for RECON purposes and is very much like the FASTPATH: RDOC report that can be obtained with all the transactions and cost of the document in STARS-FL.

If RUN Report is selected, the PDF view will appear, providing a history of transactions successfully saved as either a Source or Memo document.

**Transaction History Report**

Filter: AND SITE IN (CY)  
**FA: 974404      Site: CY      RC: AN      OPTAR: AN01      FY: 2010**

**DCN: N6529910WRCY735**

ACRN	Contract ID	Contract ACRN	DO/Call	Job Order	Exp Dte	Obj Class	Traveler	Return Date	Doc Type	Last Amend	City Cd	Document Status	Cost
AA				652990ANNA1	Q	252			NC2275	00		Accepted	\$10.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	06/08/2010 08:36:08	0	\$10.00	00	I		Created By Database User ID=BFPE45253A;
Y	AO	06/10/2010 13:22:53	0	\$10.00	00	I		Created By Database User ID=BFPE45253A;
Y	EV	06/10/2010 13:24:11	0	-\$5.00	00	P		Created By Database User ID=BFPE45253A;
Y	EV	06/10/2010 13:25:30	0	\$5.00	00	P		Created By Database User ID=BFPE45253A;

**DCN: N6529910WRCY739**

ACRN	Contract ID	Contract ACRN	DO/Call	Job Order	Exp Dte	Obj Class	Traveler	Return Date	Doc Type	Last Amend	City Cd	Document Status	Cost
AA				652990ANNA1	Q	252			NC2275	00		Complete	\$2.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	06/14/2010 08:24:38	0	\$2.00	00	I		Created By Database User ID=BFPE45253A;

The Header of this report will show the FA, Site, RC, OPTAR, FY, DCN, ACRN, CONTRACT, CONTRACT ACRN, DO/Call, JON, EE, OBJ Class, Traveler name if applicable, Return Date if applicable, DOC Type, Last Amend #, Country Code, Document STATUS, and COST. The COST field is the amount that has affected your OPTAR for this document.

Column definitions are as follows:

**Exp-** A Y or N indicates whether the transaction has already exported to the FA or is still at the Site level.

**Trans Type** – The FASTDATA Transaction Type code will appear in this column: CM; AO/AD/AR; RP/RG; or EV (These equate to the STARS-FL transaction codes of 915, 540, 510, 610.)

**Trans Date** - Reflects the manual entry date or the imported date from an external system.

### Transaction History Report

File: AND SITE IN (CY)  
**FA: 974404      Site: CY      RC: AN      OPTAR: AN01      FY: 2010**

**DCN: N6529910WRCY735**

ACRN	Contract ID	Contract ACRN	DOI Call	Job Order	Exp Dte	Obj Class	Traveler	Return Date	Doc Type	Last Amend	City Cd	Document Status	Cost
AA				652990ANNA1	Q	252			NC2275	00		Accepted	\$10.00

EXP	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	06/08/2010 08:36:08	0	\$10.00	00	I		Created By Database User ID=BFPE45253A;
Y	AO	06/10/2010 13:22:53	0	\$10.00	00	I		Created By Database User ID=BFPE45253A;
Y	EV	06/10/2010 13:24:11	0	-\$5.00	00	P		Created By Database User ID=BFPE45253A;
Y	EV	06/10/2010 13:25:30	0	\$5.00	00	P		Created By Database User ID=BFPE45253A;

**DCN: N6529910WRCY739**

ACRN	Contract ID	Contract ACRN	DOI Call	Job Order	Exp Dte	Obj Class	Traveler	Return Date	Doc Type	Last Amend	City Cd	Document Status	Cost
AA				652990ANNA1	Q	252			NC2275	00		Complete	\$2.00

EXP	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	06/14/2010 08:24:38	0	\$2.00	00	I		Created By Database User ID=BFPE45253A;

**Trans Qty** - Reflect a quantity if one was imported or entered.

**Trans Amount** – The transaction amount of each history line.

**Amend** - Amendment number, where applicable.

**Partial Code** -

- I - Initial entry of a document/memo (STARS-FL "N")
- T/Space - An adjustment entry to a dollar value (STARS-FL "T")
- P - A partial 510 or 610
- F - A final 510 (Q) or 610 (C)
- L - A partial liquidation of a commitment
- R – A replacement of a JON, EE, OMB OBJ CLASS, Travelers Name, Estimated Return Date or Country Code. Generates RT - An "R" type transaction for STARS-FL.
- U – A change to a Contract Number, Contract ACRN or Call. Generates UT - A "U" type transaction for STARS-FL.
- C – Cancellation

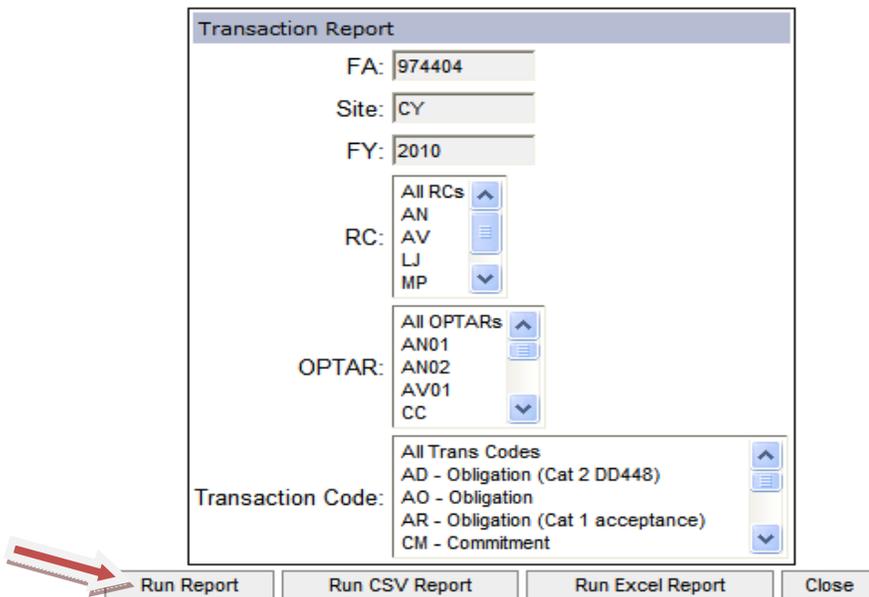
**NTE** - Not to exceed code if it is part of the entry

**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.

# TRANSACTIONS



The Transaction Report provides a report of all transactions for all DCN/ACRNs at the Site without regard to batch number. This includes transactions that are not exportable. For transactions marked for suspension, the report identifies the user who marked the transaction and the suspension reason.



The report can be narrowed down by RC, OPTAR, and transaction code. When Run Report is selected, the PDF format of the report will display.

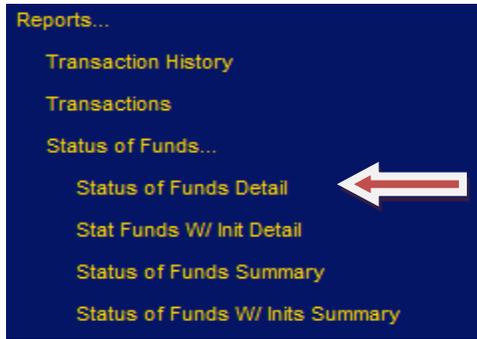
Transaction Report

File: FA 974404 FY 2010 Site 05 AMD TRANSACTION CODE IN (CM)

Document Number	ACRNY	Job Order	RC	DOC	Part	Amount	Qty	Trans Code	Trans Date	Local Code	Description
18321400MP02007	AA	9321400E130	Q	251	1	89.00	10	CM	07/20/2009	TEST 448	TEST 448
18321400MP02007	AB	9321400E130	Q	251	1	325.00	1	CM	07/20/2009	TEST 448	TEST 448
18321400MP02008	AA	9321400E130	Q	251	1	82.89	1	CM	07/20/2009	TEST 448	TEST 448
18321400MP02042	AA	9321400E130	Q	251	1	120.80	8	CM	07/20/2009	TEST 448	TEST 448
18321400MP02042	AA	9321400E130	Q	251	1	320.50	1	CM	07/20/2009	TEST 448	AMEND
18321400MP02064	AA	9321400E130	Q	251	1	85,000.00	2	CM	06/24/2009	TEST 448	Training document
18321400MP02064	AR	9321400E130	Q	251	1	8600.00	1	CM	06/24/2009	TEST 448	Training document
18321400RC02026	AA	9321400E130	Q	252	1	551.00	21	CM	07/20/2009	TEST 2378 CC&REF	TEST 2378 CC&REF
18321400RC02026	AA	9321400E130	Q	252	1	536.00	0	CM	07/20/2009	TEST 2378 CC&REF	ADD MONEY
18321400RC02028	AA	9321400E130	Q	252	1	882.00	0	CM	07/20/2009	TEST 2378 CC&REF	ADD MONEY
18321400RC02028	AA	9321400E130	Q	252	1	626.00	2	CM	07/20/2009	TEST 2378 CC&REF	TEST 2378 CC&REF
18321400RC02040	AA	9321400E130	Q	252	1	982.00	0	CM	07/20/2009	TEST 2378 CC&REF	TEST INITIATION
18321400RC02040	AA	9321400E130	Q	252	1	85.00	0	CM	07/20/2009	TEST 2378 CC&REF	AMEND
18321400RC02040	AA	9321400E130	Q	252	1	849.00	0	CM	07/20/2009	TEST 2378 CC&REF	ADD AMEND
18321400RC02044	AA	9321400E130	Q	252	1	\$174.80	0	CM	07/20/2009	TEST MULTIPRN	TEST MULTIPRN
18321400RC02044	AA	9321400E130	Q	252	1	552.00	2	CM	07/20/2009	TEST MULTIPRN	TEST MULTIPRN
18321400RC02048	AB	9321400E130	H	330	1	300.00	0	CM	07/20/2009	TEST MULTIPRN	TEST MULTIPRN
18321400RC02048	AC	9321400E130	Q	330	1	390.00	0	CM	07/20/2009	TEST MULTIPRN	TEST MULTIPRN
18321400RC02048	AA	9321400E130	Q	251	1	302,000.00	0	CM	07/20/2009	TEST MULTIPRN	TEST MULTIPRN

If CM is used for the filter, then the report will be limited to records that match that criteria. It will list the DCN/ACRN, JON, EE, OOC, partial Code, Amount, Qty, Transaction Code, Transaction Date, Local Code and Description.

## STATUS OF FUNDS



There are several selections available under the Status of Funds from which to select: Status of Funds Detail, Status of Funds with Initiation Detail, Status of Funds Summary, and Status of Funds with Initiation Summary.

If selected with detail, the reports provide authorization and obligation totals and remaining available balance for each individual authorization within the OPTAR.

If selected by summary, the totals are by OPTARS and will summarize the remaining available balances.

**Detail** - the criteria box opens for user to filter by RC, OPTAR, Direct/Reimbursable or to select all RUN REPORT.

A screenshot of a "Status of Funds Detail" criteria box. It contains the following fields:

- FA: 974404
- Site: CY
- FY: 2010
- Qtr: 4 (dropdown)
- RC: All RCs (dropdown menu with options AN, AV, LJ, MP)
- OPTAR: All OPTARs (dropdown menu with options AN01, AN02, AV01, CC)
- Direct/Reimbursable: Direct (dropdown)

At the bottom, there are four buttons: "Run Report", "Run CSV Report", "Run Excel Report", and "Close".

Each OPTAR balances will display on a new page. When the last page is selected it will show the last OPTAR and have the grand totals for all.

**STATUS OF FUNDS REPORT - DIRECT**

FA: N3580A Fourth Quarter of FY: 2009  
 Site: 05  
 RC: 3A Transfer RC Funds Y  
 OPTAR: 05 Description: NROTCJ UNIV OF COLORADO

Funding Limitation Description	Fy/Pr	Site	Auth	Labr	Ceiling	Fenced	Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Available Balance	Current % Used	
UNIT OPS COLORADO	000100	N	N	N	N		\$1,775.00	\$1,775.00	\$1,391,051.04	\$0.00	\$0.00	\$1,391,051.04	2,006.52%	
FISCAL YEAR 2009 OPTAR CODE 05							OTHER	\$1,775.00	\$1,775.00	\$1,391,051.04	\$0.00	\$0.00	\$1,391,051.04	2,006.52%
							LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
							TOTAL	\$1,775.00	\$1,775.00	\$1,391,051.04	\$0.00	\$0.00	\$1,391,051.04	2,006.52%
FISCAL YEAR 2009 RC CODE 3A							OTHER	\$1,775.00	\$1,775.00	\$1,391,051.04	\$0.00	\$0.00	\$1,391,051.04	2,006.52%
							LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
							TOTAL	\$1,775.00	\$1,775.00	\$1,391,051.04	\$0.00	\$0.00	\$1,391,051.04	2,006.52%
Report Totals:							\$1,660,317.00	\$1,660,317.00	\$1,671,817.88	\$0.00	\$0.00	\$29,500.88	94.62%	

**Detail with Initiation**

The Status of Funds Detail with Initiations Report will not have a separate column for Initiation documents created. It will only show a difference in the cumulative cost field from the status of funds without initiations and the report run with initiations. The difference should be reflected on the Initiation report also.

**Summary**

**STATUS OF FUNDS WITH INITIATIONS REPORT - DIRECT**

FY: FA = N00015 AND FY = 2008 AND QUARTER = 3 AND DIRECT REBURSABLE = 'Y' AND SITE N (N) AND RC IN (C)

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

Funding Limitation Description	Auth	Labr	Ceiling	Fenced	Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Availab Balance
10 NOPAY COUNTERDRUG 3388	CBNP	N	N	Y	\$0.00	\$0.00	\$11,148.11	\$0.00	\$0.00	-\$11,148.11
10 PAY COUNTERDRUG 3388	CBPAY	L	N	Y	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 TRAVEL COUNTERDRUG 3388	CBTRAV	N	N	Y	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$0.00
10 TRIDENT NOPAY	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	\$11,151.11	\$0.00	-\$11,151.11
					LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					TOTAL	\$0.00	\$0.00	\$11,151.11	\$0.00	-\$11,151.11

**STATUS OF FUNDS REPORT - DIRECT**

FY: FA = N3566A AND FY = 2009 AND QUARTER = 4 AND DIRECT REBURSABLE = 'Y' AND SITE N (N)

FA: N3566A Fourth Quarter of FY: 2009  
 Site: 05  
 RC: 3L Transfer RC Funds N

OPTAR	Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Available Balance	Current % Used
05 COLORADO SUM DR COLL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FISCAL YEAR 2009 RC CODE 3L	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

RC: 3L Transfer RC Funds N

OPTAR	Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Available Balance	Current % Used
05 LABOR FOR 30	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	-\$50.00	0.00%
FISCAL YEAR 2009 RC CODE 3L	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	-\$50.00	0.00%

RC: 3A Transfer RC Funds N

OPTAR	Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Issued Amount	Encumbered Amount	Available Balance	Current % Used
05 STAFF PROGRAM COLORADO	\$190,000.00	\$190,000.00	\$80,291.07	\$0.00	\$0.00	\$109,708.93	42.27%
FISCAL YEAR 2009 RC CODE 3A	\$190,000.00	\$190,000.00	\$80,291.07	\$0.00	\$0.00	\$109,708.93	42.27%

Report Totals:	\$1,660,317.00	\$1,660,317.00	\$1,671,817.88	\$0.00	\$0.00	\$29,500.88	94.62%
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The summary of the balances available by OPTAR shows and the last page of the report has the REPORT TOTAL for each column.

**Summary with Initiation**

The Status of Funds Summary with Initiations Report will not have a separate column for initiation documents created. It will only show a difference in the cumulative cost

field from the Status of Funds without Initiations and the report run with initiations. The difference should be reflected on the Initiation report also.

## **FINANCIAL FRAMEWORK**

**STATUS OF FUNDS WITH INITIATIONS REPORT - DIRECT**

Fiscal Year = 102018 AND FY = 1020 AND QUARTER = 3 AND DIRECT RESPONSIBLE = 01 AND Site N (76) AND RC N (02)

FA: N00015      Third Quarter of FY: 2000  
 Site: NI  
 C.J

OPTAR		Annual Planning Figure	Current Authorized	Cumulative Cost	Inv Inured Amount	Encumbered Amount	Avails
10	10	\$0.00	\$0.00	\$11,131.11	\$0.00	\$0.00	-\$11,131
30	30	\$0.00	\$0.00	\$404,625.00	\$0.00	\$0.00	-\$404,625
40	40	\$0.00	\$0.00	\$19,467,007.38	\$0.00	\$0.00	-\$19,467,007
0P	COOP	\$0.00	\$0.00	\$360,806.00	\$0.00	\$0.00	-\$360,806
0R	COMMAND RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
0B	FMS 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
02	02	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	-\$30,000
0T	PROFIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
FISCAL YEAR 2000 RC CODE C.J		\$0.00	\$0.00	\$20,308,589.49	\$0.00	\$0.00	-\$20,308,589
Report Totals		\$0.00	\$0.00	\$20,308,589.49	\$0.00	\$0.00	-\$20,308,589



This is similar to the Site Status Report at the FA. This prints what can be viewed online with the Utility, Site Status Display.

The Financial Framework Report provides information on your sites status of funds. The report shows your sites OPTARs, the authorizations for each OPTAR, the JONs for each authorization, and all serial ranges for your site. The report also includes quarterly authorized amounts, and cumulative costs.

The Report Criteria page opens automatically when you select Financial Framework from the Reports menu on the Site User main page. Use this page to enter criteria that will limit the data contained in the selected report. Enter the desired criteria and select Run Report. The following screen elements make up the Report Criteria page.

**Financial Framework**

FA: 974404  
 Site: CY  
 FY: 2010  
 Qtr: 4

RC: All RCs  
 AN  
 AV  
 LJ  
 MP

OPTAR: All OPTARs  
 AN01  
 AN02  
 AV01  
 CC

Auth: All Authorizations  
 AN0001  
 AV0001  
 BOTH01  
 CY CC

JON: All JONs  
 65299033770  
 65299098399  
 652990ANNA1  
 652990ASHAV

JON Filter:

Run Report Run CSV Report Run Excel Report Filter Close

**Financial Framework Report**

FA: 974404 AND FY: 2010 AND Site: CY

FA: 974404 Fourth Quarter of 2010 Site: CY CYBER Station Use: No SPS: No  
 RC: AN OPTAR: AN01 Title: ANNA ALV Direct/Reimbursable: D Check Funds: Yes

Auth Id:	Auth Title:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Auth
AN0001	ANNA ALV	\$0.00	\$0.00	\$60.00	\$60.00	\$100.00
Fenoed: N Ceiling: N Subactivity Group:						
Labor: N Function: Subfunction:						
Exp Labor Close Nonlabor						
Ele Date Close Date						
JON ID JON Description		Obligated Amt		Nonlabor Obligated Amt		Cumulative Cost
652990ANNA1	ANNA ALV	\$0.00	\$12.00			\$12.00
Total:		\$0.00	\$12.00			\$12.00

OPTAR: AN01 Cumulative Cost: \$12.00  
 Encumbered: \$0.00  
 Inventory Issued: \$0.00  
 Available Balance: \$88.00

RC: AN OPTAR: AN02 Title: GOLFER Direct/Reimbursable: D Check Funds: No

Auth Id:	Auth Title:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Auth
MAY11	TEST 1	\$0.00	\$0.00	\$100.00	\$100.00	\$200.00
Fenoed: N Ceiling: N Subactivity Group:						
Labor: N Function: Subfunction:						
Exp Labor Close Nonlabor						
Ele Date Close Date						
JON ID JON Description		Obligated Amt		Nonlabor Obligated Amt		Cumulative Cost
65299033770	MAY11 TEST 1	\$0.00	\$50,010.00			\$50,010.00
Total:		\$0.00	\$58.00			\$58.00

Auth Id:	Auth Title:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Auth
CY CC	CYBER OP TRVL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fenoed: N Ceiling: N Subactivity Group:						
Labor: N Function: Subfunction:						
Exp Labor Close Nonlabor						
Ele Date Close Date						
JON ID JON Description		Obligated Amt		Nonlabor Obligated Amt		Cumulative Cost
652990CYED1	CYBER Travel	\$0.00	\$70.00			\$70.00
652990LBR01	CYBER LABOR#1	\$0.00	\$4.00			\$4.00
652990LBR02	CYBER LABOR#2	\$0.00	\$0.00			\$0.00
Total:		\$0.00	\$66.00			\$66.00

Auth Id:	Auth Title:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Auth
LAB01	LABOR AUTH	\$0.00	\$0.00	\$700.00	\$700.00	\$1,400.00
Fenoed: N Ceiling: N Subactivity Group:						
Labor: L Function: Subfunction:						
Exp Labor Close Nonlabor						
Ele Date Close Date						
JON ID JON Description		Obligated Amt		Nonlabor Obligated Amt		Cumulative Cost
652990LBR1J	LABOR JON	\$0.00	\$0.00			\$0.00
652990LBR1J	LABOR JON2	\$0.00	\$0.00			\$0.00
Total:		\$0.00	\$0.00			\$0.00

OPTAR: CC Cumulative Cost: \$74.00  
 Encumbered: \$0.00  
 Inventory Issued: \$0.00  
 Available Balance: \$1,526.00



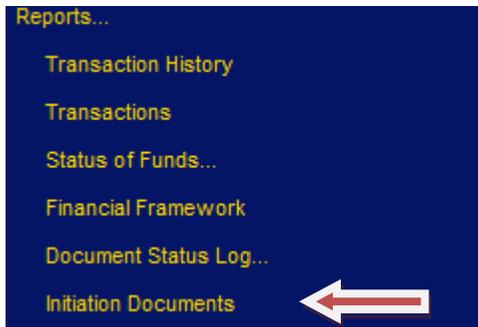
**The ACTUAL COST to DATE field is the amount of funds for the document that have affected your OPTAR. If this total is not correct for the document then research and take corrective actions as needed.**

Important to note when working this report that if the Amount Disbursed to DATE and the Actual Cost to DATE are not the same, and you know that the final expenditure posted to the document, then review document in STARS-FL. If there is a residual obligation remaining in STARS-FL and in FASTDATA and the FINAL expenditure has posted you can clear this up by doing Documents/UPDATE Document and putting a "F" final code in the expenditure field. This will create a de-obligation transaction that will flow to STARS-FL and update FASTDATA. This also will assist in cleaning up obligation for the Tri-Annual Review requirements and add funds back into your OPTAR for using during the current Fiscal year.

Keep in mind that FASTDATA does not liquidate the same as STARS-FL. In STARS-FL, if you obligate (540) a document that has a commitment (915), it will liquidate the commitment and move to obligation. In FASTDATA, if you have contract a document you will see the funds in the Commitment Amount field and in the Obligation Amount field. You should only see the amount once in the ACTUAL COST TO DATE field.

The Liquidated Document Status Log (LDSL) will exclude negative expenditures when calculating Obligation amounts.

# 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.

## FASTDATA INITIATION DOCUMENTS

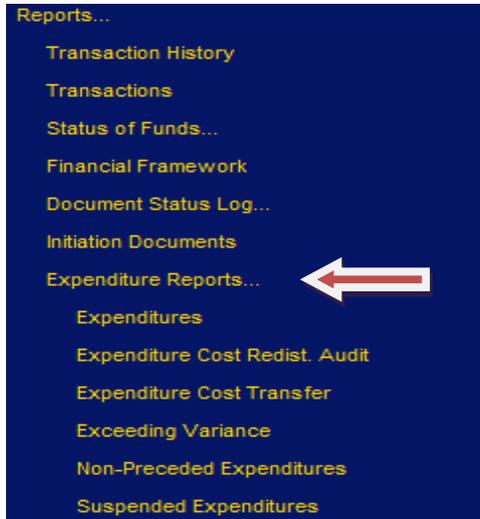
Filter: FA 874404, FY 2010, DirectReimb = D AND SITE IN (CY)

Site: CY

RC: MP / OPTAR: CC CYBER Travel

Document Number	AMND	ACRN	JON	OMB Object Class	OMB Sub Obj Class	Qty Initiated	Initiated Amount	Current Actual Cost	Projected Actual Cost	Date Created	OPTAR Log
N8529910WRCY732	00	AA	852990BOTH2	Q	252	0	\$1.00	\$0.00	\$1.00	08/03/2010	test
Subtotal for OPTAR: CC							\$1.00	\$0.00	\$1.00		
Subtotal for Site: CY							\$1.00	\$0.00	\$1.00		
<b>Report Total:</b>							<b>\$1.00</b>	<b>\$0.00</b>	<b>\$1.00</b>		

# EXPENDITURE REPORTS



Various Expenditures Reports are available at the Site and are described below.

**Expenditures** – If this report is run and no criteria or filter is requested, all the valid expenditures for that Site will appear in the report.

EXPENDITURE REPORT

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

Tms Cd	Document Number	ACRN	Date Posted	Amend Num	Contract	DLV ORD	Job Order	Form	E E	OMB Object Class	Qty	Amount
EV	N8321406CCMMN28	AA	04/22/2009	00000			63214905100	CREDIT CARD	T	200	1	\$3,578.10
EV	N8321406CCMMN29	AA	04/22/2009	00000			63214905100	CREDIT CARD	T	200	1	\$838.40
EV	N8321406CCMMN2B	AA	04/22/2009	00000			63214905100	CREDIT CARD	Q	250	1	\$4.45
EV	N8321406CCMMN2H	AA	04/22/2009	00000			63214905100	CREDIT CARD	T	200	1	\$168.10
EV	N8321406CCMMN2J	AA	04/22/2009	00000			63214905100	CREDIT CARD	T	200	1	\$343.78
EV	N8321406CCMMN2M	AA	04/22/2009	00			63214905100	EXPENDITURE NON-PRECEDED CREDIT CARD	T	200	1	\$528.78
EV	N8321406CCMMN2P	AA	04/22/2009	00000			63214905100		T	200	1	\$1,847.46
EV	N8321406RC05039	AA	07/22/2009	00	GS23F98008		63214905100	NC2276	Q	252	2	\$38.00
EV	N8321406RC05065	AA	07/28/2009	00	GS23F98008		63214905100	NC2276	Q	252	1	\$16,000.00
EV	N8321406RC05065	AB	07/28/2009	00	GS23F98007		63214905100	NC2276	Q	252	1	\$38,000.00
EV	N8321406RC05071	AA	07/30/2009	00	GS23F98001		63214905100	NC2276	Q	252	1	\$12,000.00
EV	N8321406RV05015	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	\$157.20
EV	N8321406RV05016	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	\$67.50
EV	N8321406RV05017	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	\$68.50
EV	N8321406RV05018	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	\$88.75
EV	N8321406RV05019	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	\$68.50
EV	N8321406RV05020	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	\$68.50
EV	N8321406RV05021	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	\$88.75
EV	N8321406RV05023	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	\$68.50
EV	N8321406RV05024	AA	04/22/2009	00			63214905100	SF1164	Q	250	1	\$50.00
EV	N8321406TOUJLHA	AA	04/22/2009	00			63214905100	NAVPER8 1320/18	E	210	0	\$344.59
EV	N8321406TOUJ2RFA	AA	04/22/2009	00			63214905100	NAVPER8 1320/18	E	210	0	\$1,342.76
EV	N8321406TOUJELIP	AA	04/22/2009	00			63214905100	NAVPER8 1320/18	E	210	1	\$337.20
EV	N8321406TOUJELIP	AB	04/22/2009	00			63214905100	NAVPER8 1320/18	E	210	0	\$764.50
EV	N8321406TOUJQJTW	AA	04/22/2009	00			63214905100	NAVPER8 1320/18	E	210	0	\$1,113.98
EV	N8321406TOUJQJTW	AA	04/22/2009	00			63214905100	NAVPER8 1320/18	E	210	0	-\$292.00
EV	N8321406TOUJQJTW	AA	04/22/2009	00			63214905100	NAVPER8 1320/18	E	210	0	\$292.00
EV	N8321406TOUJQJTW	AA	04/22/2009	00			63214905100	NAVPER8 1320/18	E	210	0	-\$292.00
EV	N8321406TOUP8JUV	AB	04/22/2009	00			63214905100	NAVPER8 1320/18	E	210	0	\$212.00
EV	N8321406TOUP8KF	AB	04/22/2009	00			63214905100	NAVPER8 1320/18	E	210	0	\$304.20
EV	N8321406TOUQXMS	AA	04/22/2009	00			63214905100	NAVPER8 1320/18	E	210	0	\$1,695.07
EV	N8321406TOU7PH6	AA	04/22/2009	00			63214905100	NAVPER8 1320/18	E	210	0	\$1,828.00
Subtotal for OPTAR: 05												\$80,655.77
Subtotal for RC: 3A												\$80,655.77

**Expenditure Cost Redistribution Audit** - This report provides information on expenditure costs that have been transferred to other DCNs/ACRNs.

Expenditure Cost Redistribution Audit			
FA:	974404	Site:	CY
FY:	2010		
From DCN:	All DCNs	To DCN:	All DCNs
From JON:	All JONs	To JON:	All JONs
From RC:	All RCs	To RC:	All RCs
From OPTAR:	All OPTARs	To OPTAR:	All OPTARs

Use this page to enter criteria that will limit the data contained in the selected report. If you select the Cancel button when the Report Criteria page opens, the Expenditure Cost Redistribution Audit Report will not open. After you designate the desired report criteria, select the Run Report button. The Report Criteria page will close and the desired report will display with the data you designated on the Report Criteria page. Currently in the web this Cost Redistribution has not been built. It will be available in the next release and upgrade to the FASTDATA web.

**EXPENDITURE COST REDISTRIBUTION AUDIT REPORT**

Filter: FA 974404, FY 2010, Site CY

- No Records Returned From Query

As Sample report once Cost Redistribution is working looks like this:

**EXPENDITURE COST REDISTRIBUTION AUDIT REPORT**

Filter: FA N3581A, FY 2006, Site GA

FROM								TO							
DCN	ACRN	JON	Qty	Amount	Part	RC	OPTAR	DCN	ACRN	JON	Qty	Amount	Part	RC	OPTAR
N3581A06TGN1222	AA	3581A6DN103	0	\$498.00	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	\$498.00	F	NO	T1
N3581A06TGN1223	AA	3581A6DN103	0	\$93.86	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	\$93.86	F	NO	T1
N3581A06TGN1224	AA	3581A6DN103	0	\$393.00	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	\$393.00	F	NO	T1
N3581A06TGN1225	AA	3581A6DN103	0	\$78.15	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	\$78.15	F	NO	T1
N3581A06TGN1228	AA	3581A6DN103	0	\$101.83	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	\$101.83	P	NO	T1
N3581A06TGN1228	AA	3581A6DN103	0	\$498.00	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	\$498.00	F	NO	T1
N3581A06TGN1230	AA	3581A6DN103	0	\$50.00	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	\$50.00	P	NO	T1
N3581A06TGN1231	AA	3581A6DN103	0	\$393.00	P	NO	N1	N3581A06TG000PJ	AA	3581A6DT103	0	\$393.00	F	NO	T1
											Site Subtotal:	\$2,105.84			
											Total:	\$2,105.84			

**Expenditure Cost Transfers** - This report provides the From and To data for all transactions involved in an expenditure cost transfer.

A sample report is provided below:

Expenditure Cost Transfer Report																							
Filter: FA 974404, FY 2010 AND FROM or TO-SITE = CY																							
DCN	Amount	SOS	Transfer From						Transfer To						Transaction Date	Transfer Status							
			ACRN	JON	EE	OO	RC	OPTAR	Auth	Site	ACRN	JON	EE	OO			RC	OPTAR	Auth	Site			
N529910MC11100	1.00		AE	652990CY001	Z	111	MP	CD	CY	CD	CY	AF	652990C0712	Z	111	MP	CC	BOTH01	CY	04/21/10	0620	Site	
N529910MC11100	3.00		AC	652990C0712	U	111	MP	CC	BOTH01	CY	AD	652990CY001	U	111	MP	CC	CY	CD	CY	04/21/10	0615	Site	
N529910MC11100	4.00		AA	652990L8521	U	111	MP	CC	CY	CC	CY	AB	652990CY001	T	260	MP	CC	CY	CD	CY	04/21/10	0752	Site
N529910MD32222	1.00		AA	652990CY020	T	260	MP	CF	CY	CE	CY	AA	652990C0711	U	111	MP	MB	BOTH01	IR	04/20/10	1412	FA	
N529910MD32222	4.00		AA	652990CY020	Z	111	MP	CF	CY	CE	CY	AA	652990C0711	Z	111	MP	MB	BOTH01	IR	04/20/10	1430	FA	
N529910MD57511	50.00		AA	652990CY020	M	230	MP	CF	CY	CE	CY	AA	652990EQ001	N	233	MP	CA	CMP	CA	CMP	04/20/10	1528	FA
N529910MD33444	2.00		AA	652990CY020	T	260	MP	CI	CY	CI	CY	AA	652990C0711	T	260	MP	MB	BOTH01	IR	04/20/10	1410	FA	

**Exceeding Variance** - This report provides information on expenditures, imported from the FA or manually entered, that meet or exceed the acceptable level of variance. Variance percent and /or amount are established for each RC by the FA and exported to the Site.

After you designate the desired report criteria, select the Run Report button. A sample report is provided below:

Expenditures Exceeding the Level of Acceptable Variance												
Filter: FA 938313, FY 2008, Site SA												
RC: NO OPTAR: 25												
TRF	Document	AC	EN	Job Order	EXP	OMS	Part	Date	Original	Amount	Difference	
CD	Number	EN	EN		ELE	OW	CD	Posted	Obligation	Disbursed	Amount	
								To Site	Amount	To Date	Percent	
											Description	
EX	N381ABTCRTRSLP	AA	381A434781		E	215	F	03/24/2008	\$0.00	\$111.12	100.00%	HALL JAMES
RC: NO OPTAR: 5A												
TRF	Document	AC	EN	Job Order	EXP	OMS	Part	Date	Original	Amount	Difference	
CD	Number	EN	EN		ELE	OW	CD	Posted	Obligation	Disbursed	Amount	
								To Site	Amount	To Date	Percent	
											Description	
EX	N381ABTCRPRREA	AA	381A43481T		E	215	F	03/18/2008	\$0.00	\$23.50	100.00%	SITS TRAVEL
EX	N381ABTCRPGLYM	AA	381A43481T		E	215	F	03/16/2008	\$0.00	\$273.60	100.00%	MOULINSKY PHILIP

**Non-Preceded Expenditures** - This report provides information on non-preceded expenditures that were imported from the FA or manually entered. Non-preceded expenditures do not have a matching obligation.

The Report Criteria page opens automatically; use this page to limit data contained in the report. After you enter the desired criteria, select the Run Report button. The Report Criteria page will close and the report containing the data as specified in the Report Criteria will open. A sample report is provided below:

**NON-PRECEDED EXPENDITURES**

FA: N2584 AND FY: 2009 AND Max: 05  
 FA: N2584A      FY: 2009      Site: 05

RC: 3A  
 OPTAR: 05      Description: NROTC@ UNIV OF COLORADO  
 Direct

Trans Cd	Document Number	ACRN	Job Order	EXP ELE	OMB Object Class	Partial Code	Date Posted to Site	Actual Cost
EV	N6321409C0MMN0M	AA	03214905100	T	200	P	0005/2009	\$629.79

RC: 3E  
 OPTAR: NE      Description: COLORADO UNIFORMS  
 Direct

Trans Cd	Document Number	ACRN	Job Order	EXP ELE	OMB Object Class	Partial Code	Date Posted to Site	Actual Cost
EV	N6321400330001	AA	03214072720	T	200	P	03/03/2009	-\$12.38
EV	N6321402570001	AA	03214072720	T	200	P	02/02/2009	-\$17.33

RC: 5A  
 OPTAR: 05      Description: STAZI PROGRAM COLORADO  
 Direct

Trans Cd	Document Number	ACRN	Job Order	EXP ELE	OMB Object Class	Partial Code	Date Posted to Site	Actual Cost
EV	N6321408M05A301	AA	0321495A332	Q	250	P	02/09/2009	\$62,876.10

**Suspended Expenditures** - This report provides information on expenditures that have a suspended status.

The Report Criteria page opens automatically; use this page to limit data contained in the report. After you enter the desired criteria, select the Run Report button. The Report Criteria page will close and the report containing the data as specified in the Report Criteria will open. A sample is shown below:

**Suspended Expenditures Report**

File #: 100014 AND 000 1A  
Site: 1A

FY	DCN	ACRN	Job Order	E	OMB	Est	Amount	Fact	Created	From	Created	Seal	Quantity	RD	SPYAR	Reason
				E	OC	CO			In Blank	In PD	To file					
2008	N0001AC07DRKINDS	AA	0001AC07A	0	210	010	\$0.00	0	11/07/2007	11/07/2007	11/17/2007	12/04/2007	0000	N0	47	JCN Memon For DCN/ACRN (Site 0)
2008	N0001AC07ARUW121	AA	0001AC07M54	0	263	010	\$0.00	0	11/07/2007	11/07/2007	11/17/2007	12/04/2007	0000	N0	60	JCN Memon For DCN/ACRN (Site 0)
2008	N0001AC07ORKSUS	AA	0001AC070-D1	0	210	010	\$7.00	0	11/07/2007	11/07/2007	11/17/2007	11/08/2007	0000	N0	50	JCN Memon For DCN/ACRN (Site 0)
<b>Total: 3</b>																

# ACCOUNTING TRANSACTION BATCH

Reports...

- Transaction History
- Transactions
- Status of Funds...
- Financial Framework
- Document Status Log...
- Initiation Documents
- Expenditure Reports...
- Acct Trans Batch... 
- By Batch Date/Time
- By Batch DCN

The Accounting Transaction Batch Report provides a summary of exported and/or ready-for-export (current) transactions by selected Batch Date/Time or by DCN. Samples are provided below:

## ACCOUNTING TRANSACTION BATCH REPORT - BY BATCH DATE

FA: N3560A AND Site: 05 AND FY: 2009 AND Transfer Indicator = "Y"

FA: N3560A Site: 05 FY: 2009

Date/Time Batch Exported To FA: 07/20/2009 03:19: PM

RC: 3A OPTAR: 05

TXN Cd	Document Number	ACRN Amend	Create Date	Description	Form	Job Order	E E	OOO	DLV ORD	Quantity	Amount
AO	N8321409TGSF004	AA 00	07/20/2009	TEST SF182	SF182	63214905100	Q	252		0	\$138.00
AO	N8321409TGSF005	AA 00	07/20/2009	TEST SF182	SF182	63214905100	Q	252		0	\$183.00
AO	N8321409TGSF008	AA 00	07/20/2009	TEST 608-3	SF182	63214905100	Q	252		0	\$90.00
AO	N8321409TGSF009	AA 00	07/20/2009	TEST X33-101	SF182	63214905100	Q	252		0	\$138.00
AO	N8321409TGSF010	AA 00	07/20/2009	TEST X33-101	SF182	63214905100	Q	252		0	\$200.00
AO	N8321409TGSF011	AA 00	07/20/2009	TEST X33-104	SF182	63214905100	Q	252		0	\$2,600.00
AO	N8321409TGSF012	AA 00	07/20/2009	TEST X33-104	SF182	63214905100	Q	252		0	\$28,000.00
AO	N8321409TGSF013	AA 00	07/20/2009	TEST X33-104	SF182	63214905100	Q	252		0	\$15,000.00
Subtotal for OPTAR: 05											\$44,249.00
Subtotal for Batch 07/20/2009 03:19: PM											\$44,249.00

Date/Time Batch Exported To FA: 07/20/2009 03:43: PM

## ACCOUNTING TRANSACTION BATCH REPORT - BY DCN

FA: 974404 AND Site: CY AND FY: 2010 AND RC IN (MP) AND Transfer Indicator = "Y"

FA: 974404 Site: CY FY: 2010

DCN: N852990117C930 Form: DD1348

Export Date/Time	TXN Cd	ACRN Amend	RC	OPTAR	Create Date	Description	Job Order	E E	OOO	DLV ORD	Quantity	Amount
04/27/2010 01:54:01 PM	CM	AA 00	MP	CF	04/27/2010	TOO 45#2	652990CYT01	T	250		4	\$32.00
04/27/2010 02:04:03 PM	AO	AA 00	MP	CF	04/27/2010	TOO 45#2	652990CYT01	T	250		0	\$32.00
04/27/2010 02:09:04 PM	AO	AA 00	MP	CF	04/27/2010	TOO 45#2	652990CYT01	T	250		0	\$6.00
04/27/2010 02:34:03 PM	AO	AA 00	MP	CF	04/27/2010	TOO 45#2	652990CYT01	T	250		0	\$2.00
Subtotal for DCN: N852990117C930												\$62.00

DCN: N8529910MDCL700 Form:

Export Date/Time	TXN Cd	ACRN Amend	RC	OPTAR	Create Date	Description	Job Order	E E	OOO	DLV ORD	Quantity	Amount
02/04/2010 12:05:29 PM	AO	AA 00000	MP	CC	02/04/2010	IJ	652990CYE01	T	250		2	\$2.00
05/20/2010 11:53:05 AM	AO	AA 00000	MP	CC	05/20/2010	IJ	652990CYE01	T	250		-2	-\$2.00
Subtotal for DCN: N8529910MDCL700												\$0.00

DCN: N8529910MDCL701 Form:

Export Date/Time	TXN Cd	ACRN Amend	RC	OPTAR	Create Date	Description	Job Order	E E	OOO	DLV ORD	Quantity	Amount
04/20/2010 11:18:45 AM	AO	AA 00000	MP	CE	04/20/2010	SAT 350#1	652990CYQ20	Q	250		2	\$10.00
04/20/2010 11:22:54 AM	AO	AB 00000	MP	CF	04/20/2010	SAT 350#1	652990CYT01	T	250		5	\$15.00
04/20/2010 01:18:03 PM	AO	AB 00001	MP	CF	04/20/2010	SAT 350#1	652990CYT01	T	250		0	-\$2.00
Subtotal for DCN: N8529910MDCL701												\$23.00

# JOB ORDER COST

Reports...

- Transaction History
- Transactions
- Status of Funds...
- Financial Framework
- Document Status Log...
- Initiation Documents
- Expenditure Reports...
- Acct Trans Batch...
- Job Order Cost** 

**Job Order Cost by Expense Element**

FA:

Site:

FY:

JON:

JON Filter:

Expense Element Code:

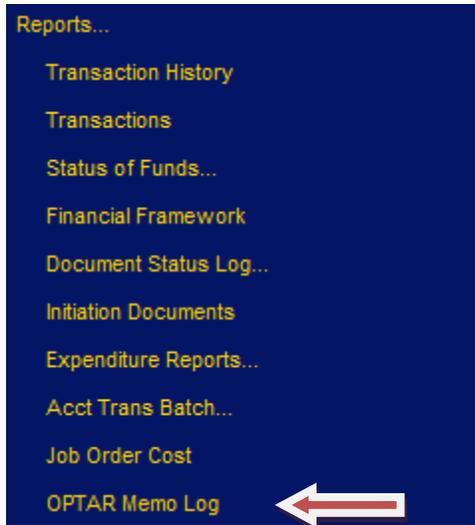
The Job Order Cost by Expense Element Report provides information on JON costs by Expense Element. Select the criteria desired for report or to get all Select RUN REPORT.

## JOB ORDER COST BY EXPENSE ELEMENT (SITE)

Filter: FA N3560A, FY 2009

Site: 05	Job Order	Description	Expense Element	OMB Object Class	Actual Cost
	63214905100	LQ OPS	E	210	\$14,811.18
	63214905100	LQ OPS	M	230	\$43.70
	63214905100	LQ OPS	N	233	\$2,557.92
	63214905100	LQ OPS	Q	250	\$14,093.34
	63214905100	LQ OPS	Q	252	\$894,199.00
	63214905100	LQ OPS	Q	253	\$11,232.56
	63214905100	LQ OPS	R	260	\$52.00
	63214905100	LQ OPS	T	260	-\$27,642.40
	63214905100	LQ OPS	Y	240	\$456.00
	63214905130	LQ CELL PHONES	N	233	\$146,974.01
	63214905130	LQ CELL PHONES	Q	252	\$166,350.00
	63214905130	LQ CELL PHONES	Q	253	\$620.26
	63214905130	LQ CELL PHONES	T	260	\$50.00
	63214905160	LQ URINALYSIS	Q	250	\$4.45
	63214905160	LQ URINALYSIS	Q	252	\$113,679.44
	63214905170	LQ SAIL TRAINING	Q	252	\$89,010.00
	63214905190	LQ NCLEX EXAMS	Q	252	\$53,000.00
	63214905190	LQ NCLEX EXAMS	T	260	\$190.00
	63214905310	LQ	Q	250	\$3,188.10
	63214905310	LQ	Q	252	\$1,274,163.79
	63214905320	LQ	Q	250	\$7,500.50
	63214905320	LQ	Q	252	\$913,146.21
	63214905320	LQ	Q	253	\$0.00
	63214905NP0	LQ	E	210	\$468.00
	63214905NP0	LQ	N	233	\$54.37
	63214905NP0	LQ	Q	253	\$20.00
	63214905NP0	LQ	T	260	\$50.00
	63214972720	COLORADO ISS REP	T	260	\$14,551.87
	63214973710	MRE	T	260	\$36.00
	63214974730	LQ ACDUTRA SCH	E	210	\$455.20
	632149LAB01	LABOR	U	111	\$500.00

# OPTAR MEMO LOG



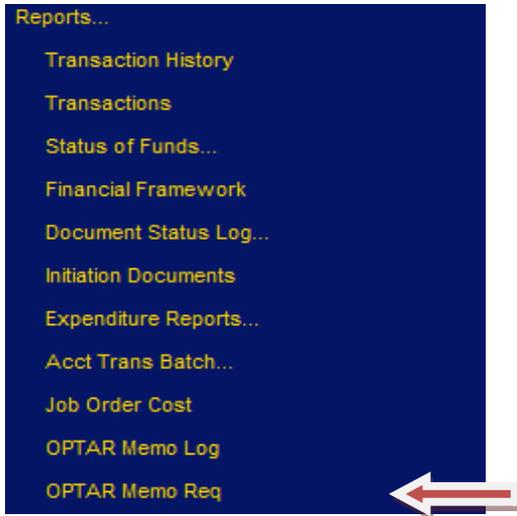
The OPTAR Memo Log provides detailed accounting information for each transaction by date entered and provides a running OPTAR balance.

**OPTAR Log / Memorandum Record**

FA: N3581A AND FY: 2007 AND Site: B8 AND Quarter: 4  
 FA: N3581A Fourth Quarter of 2007 Site: B8  
 RC: NO Direct / Reimbursable: Direct  
 OPTAR: B8 OPTAR Description: BASE SUPPORT

Date Entered	Document Num	ACRN	Local Code	OPTAR Log	Job Order	E E	OMB Obj Class	Qty Ord'd	Date Revs'd	Cost	Balance
10/19/2006	N3581A07RCMN100	AA		Basic	3581A7DMN01	Q	252	1		\$3,088.08	\$1,292,111.65
10/20/2006	N3581A07RCMN101	AA		BASIC	3581A7DMN01	Q	252	2		\$4,995.00	\$1,287,116.65
10/20/2006	N3581A07RCMN102	AA		BASIC	3581A7DMN01	Q	252	3		\$468.38	\$1,286,648.27
10/20/2006	N3581A07RCMN103	AA		BASIC	3581A7DMN01	Q	252	3		\$48,840.00	\$1,237,808.27
10/20/2006	N3581A07RCMN104	AA		BASIC	3581A7DMN01	Q	252	2		\$39,645.66	\$1,198,161.41
10/23/2006	N3581A07WRMN140	AA	NOLSO POSTAL SERVICE	BASIC	3581A7DMN02	Q	253	0		\$784.24	\$1,197,377.17
10/23/2006	N3581A07WRMN141	AA	PRI LINE	BASIC	3581A7DMN02	Q	253	0		\$8,070.24	\$1,189,306.93
10/23/2006	N3581A07WRMN142	AA	PWC UTILITIES	BASIC	3581A7DMN02	Q	253	0		\$29,362.54	\$1,159,944.39
10/23/2006	N3581A07WRMN143	AA	PWC VEHICLE RENTALS	BASIC	3581A7DMN02	Q	253	0		\$29,431.70	\$1,130,512.69
10/23/2006	N3581A07WRMN144	AA	PWC EMERGENCY SERVIC	BASIC	3581A7DMN02	Q	253	0		\$3,785.50	\$1,126,727.19
10/23/2006	N3581A07WRMN145	AA	HRO COMMAND SUPPORT	BASIC	3581A7DMN02	Q	253	0		\$163,776.00	\$962,951.19
10/23/2006	N3581A07WRMN146	AA	PWC TO INSTALL HEAT	BASIC	3581A7DMN02	Q	252	0		\$11,822.08	\$951,129.11
10/24/2006	N3581A07WRMH140	AA	PWC TO INSTALL HEAT	Not Used	3581A7DMH01	Q	253	0		\$0.00	\$951,129.11
10/24/2006	N3581A07WRMH141	AA		PWC MECH	3581A7DMH01	Q	252	0		\$185,000.00	\$766,129.11
10/24/2006	N3581A07WRMH142	AA		BOO MECH	3581A7DMH01	Q	252	0		\$64,000.00	\$702,129.11

# OPTAR MEMO REQUISITION



This report provides supply-type information for each applicable transaction within the specified reporting period.

**OPTAR Requisition**

FA: 974404

Site: CY

FY: 2010

RC: All RCs, AN, AV, LJ, MP

OPTAR: All OPTARs, AN01, AN02, AV01, CC

JON: All JONS, 65299033770, 65299098399, 652990ANNA1, 652990ASHAV

JON Filter:

Run Report   Run CSV Report   Run Excel Report   Filter   Close

## OPTAR Requisition Report

Filter: FA N3560A, FY 2009, Site 05

RC: 3A

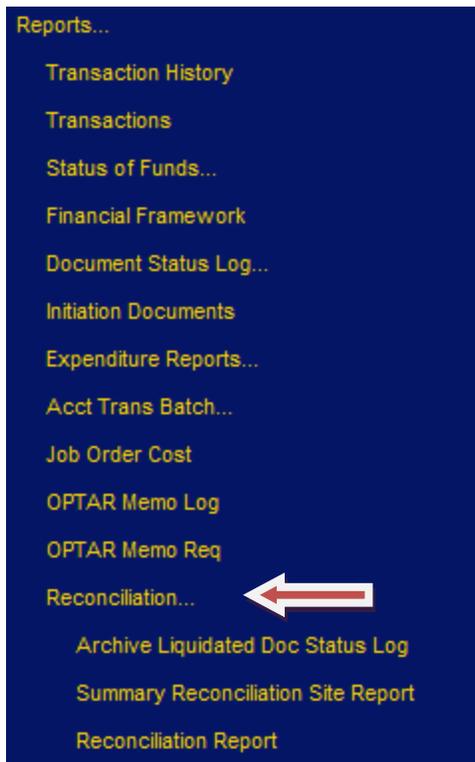
OPTAR: 05

Description: NROTCU UNIV OF COLORADO

Date Entered	Document Number	Amend	ACRN	Local Code	Job Order	E	OC	Stock Num	Description	COB	PR	UI	Qty Ordered	Actual Cost	Date Received	Quantity Received	Date Expended	Quantity Expended
07/27/2009	N3560A00MDNRGSA	00	AA		TEST MISC DOC			63214905100	Q 253				0	\$250.00		0		0
07/22/2009	N3560A00MDTESTD	00	AA		TEST MISC DOC			63214905100	Q 253				0	\$50.00		0		0
08/14/2009	N3569709MDFR790	00	AA					63214905100	Q 253				0	\$750.00		0		0
08/01/2009	N8321409CC00001	0000	AA					63214905130	T 260				1	\$50.00		0		0
08/01/2009	N8321409CC00001	0000	AA					63214905130	T 260				5	\$190.00		0		0
08/28/2008	N8321409CCMMN28	0028	AA					63214905100	T 260				0	\$3,578.10		0		1
10/17/2008	N8321409CCMMN29	0025	AA					63214905100	T 260				0	\$938.40		0		1
10/17/2008	N8321409CCMMN28	0000	AA					63214905160	Q 250				0	\$4.45		0		1
11/20/2008	N8321409CCMMN2H	0006	AA					63214905100	T 260				0	\$156.10		0		1
11/25/2008	N8321409CCMMN2J	0009	AA					63214905100	T 260				0	\$343.78		0		1
02/05/2009	N8321409CCMMN2M	00	AA					63214905100	T 260				0	\$528.78		0		1
02/25/2009	N8321409CCMMN2P	0000	AA					63214905100	T 260				0	\$1,847.46		0		1
02/22/2009	N8321409CCMMN2W	0001	AA					63214905100	Q 250				0	\$0.00		0		0
03/21/2009	N8321409CCMMN2X	0000	AA					63214905100	T 260				0	-\$42,074.93		0		0
03/13/2009	N8321409CCMMN31	0001	AA					63214905100	T 260				0	\$70.89		0		0
03/22/2009	N8321409CCMMN32	0000	AA					63214905100	Q 250				0	\$3,000.00		0		0
03/22/2009	N8321409CCMMN33	0000	AA					63214905100	T 260				0	\$6,000.00		0		0
03/19/2009	N8321409CCMMN34	0000	AA					63214905100	T 260				0	\$4.15		0		0
05/22/2009	N8321409CCMMN3C	0000	AA					63214905100	T 260				0	-\$2,885.99	05/22/2009	0		0
05/22/2009	N8321409CCMMN3M	0000	AA					63214905100	N 233				0	\$2,557.92	05/22/2009	0		0
05/22/2009	N8321409CCMMN3N	0000	AA					63214905100	Q 250				0	\$117.25	05/22/2009	0		0
05/22/2009	N8321409CCMMN3P	0000	AA					63214905100	M 230				0	\$43.70	05/22/2009	0		0
05/22/2009	N8321409CCMMN3R	0000	AA					63214905100	T 260				0	\$3,001.00	05/22/2009	0		0
06/05/2009	N8321409CCMMN3W	0050	AA					63214905100	T 260				0	\$16.83	05/28/2009	0		0
05/26/2009	N8321409CCMMN3X	0023	AA					63214905100	Q 250				0	\$2,954.14	05/31/2009	0		0
05/24/2009	N8321409CCMMN3Y	0000	AA					63214905130	N 233				0	\$24.01	05/24/2009	0		0
07/22/2009	N8321409CCTESTD	0000	AA		TEST MEMO CC DOC			63214905100	T 260				3	\$29.51		0		0
11/18/2008	N8321409MD05001	00	AA		FED-EX			63214905100	Q 253				1	\$0.00		0		0
11/18/2008	N8321409MD05001	00	AB		FED-EX			63214905100	Q 253				1	\$0.00		0		0
11/18/2008	N8321409MD05001	00	AC		FED-EX			63214905100	Q 253				1	\$0.00		0		0

## RECONCILIATION

The Reconciliation section of this Guide provides coverage of the Reconciliation reports.



## FUEL REPORTS



There are three Fuel Reports. Aviation Fuel by Aircraft, Aviation Fuel by JON-Detail, and Aviation Fuel by JON-Summary.

**Aviation Fuel by Aircraft** - The Aviation Fuel Consumption by Aircraft Type Report provides a summary of types of fuel used as well as total costs. A sample report is shown below.

AVIATION FUEL CONSUMPTION DETAIL BY AIRCRAFT

Filter: FA N3560A, FY 2009, Site 05

Aircraft Type: N/A							
Fuel Type: IA1							
Document Number	Local Code	Issue Date	Quantity (Gallons)	Actual Cost to Date	Unit Cost (Actual Cost/Qty)	Optar Log Description	
N632149189R002	FUEL CC	07/08/2009	5	\$52.00	\$10.400	IA1	
<b>Total For IA1</b>			<b>5</b>	<b>\$52.00</b>			
<b>Total for Aircraft: N/A</b>			<b>5</b>	<b>\$52.00</b>			
<b>ReportTotal:</b>			<b>5</b>	<b>\$52.00</b>			

**Aviation Fuel by JON-Detail** – This report provides a detailed report of types of fuel and total costs. The report is broken down by the Job Order(s) you can select on the Report Criteria page. See sample Criteria screen and report below.

Aviation Fuel Consumption By Job Order (Detail)

FA:

Site:

FY:

JON: 

- All JONS
- 63214905100
- 63214905130
- 63214905160
- 63214905170

JON Filter:

DCN: 

- All Document Numbers
- N632149189R002

DCN Filter:

From Date:

To Date:

Fuel Type: 

- All Fuel Types
- IA1
- IAA
- IP8
- JA1

AVIATION FUEL CONSUMPTION DETAIL BY JOB ORDER

Filter: FA N3560A, FY 2009, Site 05

JON: 63214905100							
Fuel Type: IA1							
Document Number	Local Code	Issue Date	Quantity (Gallons)	Actual Cost to Date	Unit Cost (Actual Cost/Qty)	Optar Log Description	
N632149189R002	FUEL CC TF	07/08/2009	5	\$52.00	\$10.400	IA1	
<b>Total For IA1</b>			<b>5</b>	<b>\$52.00</b>			
<b>Total for JON 63214905100</b>			<b>5</b>	<b>\$52.00</b>			
<b>ReportTotal:</b>			<b>5</b>	<b>\$52.00</b>			

**Aviation Fuel by JON-Summary** – This report provides a report of fuel oil consumption summarized by selected JONs. The Report Criteria page opens automatically when you select the Aviation Fuel Consumption Report by Job Order Summary from the Reports menu on the Site User main page. See sample Criteria screen and report below.

Aviation Fuel Consumption By Job Order (Summary)

FA: N3560A

Site: 05

FY: 2009

JON:
 

- All JONs
- 63214905100
- 63214905130
- 63214905160
- 63214905170

JON Filter:

From Date:

To Date:

Fuel/Oil Type:
 

- All Fuel Types
- IA1
- IAA
- IP8
- JA1

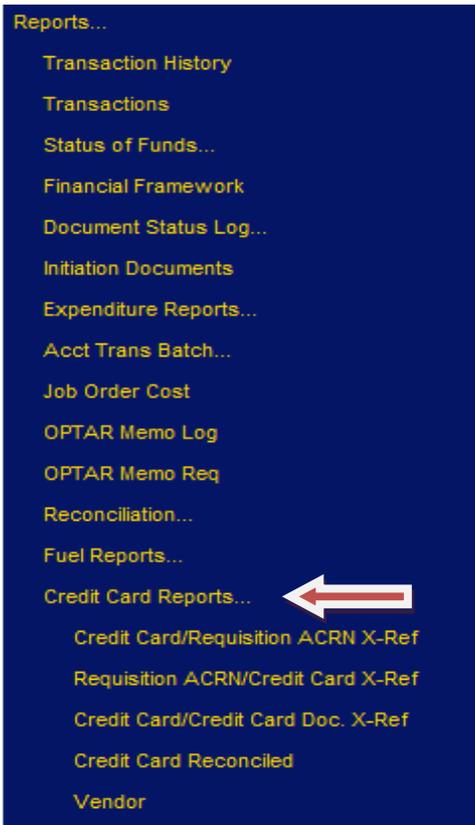
AVIATION FUEL CONSUMPTION SUMMARY BY JOB ORDER

Filter: FA N3560A, FY 2009, Site 05

JON: 63214905100				
	Fuel Type	Quantity (Gallons)	Total Amount	Barrel Consumption (Tot Qty/42)
	IA1	5	\$52.00	0.1
<b>Total for JON 63214905100</b>		<b>5</b>	<b>\$52.00</b>	<b>0.1</b>
<b>ReportTotal:</b>		<b>5</b>	<b>\$52.00</b>	<b>0.1</b>

## CREDIT CARD REPORTS

The Credit Card section of this Guide provides coverage of the Credit Card reports.



# OUTSTANDING REQUISITIONS

Reports...

- Transaction History
- Transactions
- Status of Funds...
- Financial Framework
- Document Status Log...
- Initiation Documents
- Expenditure Reports...
- Acct Trans Batch...
- Job Order Cost
- OPTAR Memo Log
- OPTAR Memo Req
- Reconciliation...
- Fuel Reports...
- Credit Card Reports...
- Outstanding Requisitions... 
- No Final Receipts
- No Final Expenditures
- No Final Receipts/Expenditures

**No Final Receipts** - If there is no Final Receipt posted against a DCN/ACRN, it will be listed on this report

## OUTSTANDING OPTAR REQUISITION REPORT No Final Receipts

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

Date Entered	Document Num	ACRN	Local Code	JON	E	Obj Class	Stock Number/Description	COG PR UI	Qty Order	Actual Cost	Date Received	Qty Rcvd	Date Expended	Qty Exp
07/27/2009	N3560A08MNDNRGSA	AA	TEST MISC DC	63214905100	Q	253	TEST MISC DOC		0	\$250.00		0		0
07/22/2009	N3560A08MNDTESTD	AA	TEST MISC DC	63214905100	Q	253	TEST MISC DOC		0	\$50.00		0		0
08/14/2009	N3560709MNDP8790	AA		63214905100	Q	253	Training MISC DOC		0	\$750.00		0		0
11/18/2008	N8321409MD05001	AA	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AB	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AC	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AD	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AE	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AF	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AG	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AH	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AI	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
12/03/2008	N8321409MD05002	AA	Sprint Dec 08	63214905130	Q	253	Sprint Dec 08		1	\$42.70		0		0
12/15/2008	N8321409MD05003	AA	Pitney Bowes	63214905100	Q	253	Pitney Bowes Dec 08		1	\$683.81		0		0
12/15/2008	N8321409MD05004	AA	Quest Phone Bi	63214905130	Q	253	Quest Phone Bill		1	\$5.88		0		0
12/15/2008	N8321409MD05005	AA	Medical Supplie	63214905100	Q	253	Medical Supplies		1	\$493.74		0		0
12/15/2008	N8321409MD05006	AA	Marine Gazette	63214905100	Q	253	Marine Gazette		1	\$0.00		0		0
12/15/2008	N8321409MD05007	AA	Trophies	63214905100	Q	253	Trophies		1	\$110.00		0		0
12/15/2008	N8321409MD05008	AA	Costco Member	63214905100	Q	253	Costco Membership		1	\$50.00		0		0
12/15/2008	N8321409MD05009	AA	CU Phone Bill I	63214905100	Q	253	CU Phone Bill Nov		1	\$602.61		0		0
12/15/2008	N8321409MD05010	AA	CU Phone Bill J	63214905100	Q	253	CU Phone Bill Jan		1	\$900.00		0		0
12/15/2008	N8321409MD05011	AA	CU Phone Bill I	63214905100	Q	253	CU Phone Bill Dec		1	\$611.91		0		0
12/15/2008	N8321409MD05012	AA	Sprint Phone Bi	63214905130	Q	253	Sprint Oct-Nov 08		1	\$46.68		0		0

**No Final Expenditures** If there is no Final Expenditure posted against a DCN/ACRN, it will be listed on this report

**OUTSTANDING OPTAR REQUISITION REPORT**  
No Final Expenditures

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

Date Entered	Document Num	ACRN	Local Code	JON	E	Obj Class	Stock Number/Description	COG PR UI	Qty Order	Actual Cost	Date Received	Qty Rcvd	Date Expended	Qty Exp
07/27/2009	N3560A09MDNRGSA	AA	TEST MISC DC	63214905100	Q	253	TEST MISC DOC		0	\$250.00		0		0
07/22/2009	N3560A09MDTESTD	AA	TEST MISC DC	63214905100	Q	253	TEST MISC DOC		0	\$50.00		0		0
09/14/2009	N3569709MDF8790	AA		63214905100	Q	253	Training MISC DOC		0	\$750.00		0		0
11/18/2008	N8321409MD05001	AA	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AB	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AC	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AD	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AE	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AF	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AG	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AH	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N8321409MD05001	AI	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
12/03/2008	N8321409MD05002	AA	Sprint Dec 08	63214905130	Q	253	Sprint Dec 08		1	\$42.70		0		0
12/16/2008	N8321409MD05003	AA	Pitney Bowes	63214905100	Q	253	Pitney Bowes Dec 08		1	\$683.81		0		0
12/16/2008	N8321409MD05004	AA	Quest Phone Bi	63214905130	Q	253	Quest Phone Bill		1	\$5.88		0		0
12/16/2008	N8321409MD05005	AA	Medical Supplis	63214905100	Q	253	Medical Supplier		1	\$403.74		0		0

**No Final Receipts/Expenditures** - This report will display all DCN/ACRN's that have no Final receipt or Final Expenditure posted against it. This format is supply type information that has no material or services received or expended.

Outstanding OPTAR Req. (No Final Receipts/Expenditures)

FA:

Site:

FY:

RC: 

- 3A
- 3B
- 3D
- 3E

OPTAR: 

- 05
- AE
- DE
- KE

JON: 

- 63214905100
- 63214905130
- 63214905160
- 63214905170

JON Filter:

Run Report    Run CSV Report    Run Excel Report    Filter    Close

**OUTSTANDING OPTAR REQUISITION REPORT**  
 No Final Receipts/Expenditures

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

Date Entered	Document Num	ACRN	Local Code	JON	E	Obj	Stock Number/ Description	COG PR UI	Qty Order	Actual Cost	Date Received	Qty Rcvd	Date Expended	Qty Exp
07/27/2009	N3560A06MDNRGSA	AA	TEST MISC DC	63214905100	Q	253	TEST MISC DOC		0	\$250.00		0		0
07/22/2009	N3560A06MDTESTD	AA	TEST MISC DC	63214905100	Q	253	TEST MISC DOC		0	\$50.00		0		0
09/14/2009	N3569709MDF9790	AA		63214905100	Q	253	Training MISC DOC		0	\$750.00		0		0
11/18/2008	N6321409MD05001	AA	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N6321409MD05001	AB	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N6321409MD05001	AC	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N6321409MD05001	AD	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N6321409MD05001	AE	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N6321409MD05001	AF	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N6321409MD05001	AG	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N6321409MD05001	AH	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
11/18/2008	N6321409MD05001	AI	FED-EX	63214905100	Q	253	FED-EX		1	\$0.00		0		0
12/03/2008	N6321409MD05002	AA	Sprint Dec 08	63214905130	Q	253	Sprint Dec 08		1	\$42.70		0		0
12/15/2008	N6321409MD05003	AA	Pitney Bowes	63214905130	Q	253	Pitney Bowes Dec 08		1	\$683.81		0		0
12/15/2008	N6321409MD05004	AA	Quest Phone Bi	63214905130	Q	253	Quest Phone Bill		1	\$5.88		0		0
12/15/2008	N6321409MD05005	AA	Medical Supplie	63214905100	Q	253	Medical Supplies		1	\$493.74		0		0
12/15/2008	N6321409MD05006	AA	Marine Gazette	63214905100	Q	253	Marine Gazette		1	\$0.00		0		0
12/15/2008	N6321409MD05007	AA	Trophies	63214905100	Q	253	Trophies		1	\$110.00		0		0
12/15/2008	N6321409MD05008	AA	Costco Member	63214905100	Q	253	Costco Membership		1	\$50.00		0		0
12/15/2008	N6321409MD05009	AA	CU Phone Bill N	63214905100	Q	253	CU Phone Bill Nov		1	\$892.61		0		0
12/15/2008	N6321409MD05010	AA	CU Phone Bill J	63214905100	Q	253	CU Phone Bill Jan		1	\$900.00		0		0
12/15/2008	N6321409MD05011	AA	CU Phone Bill I	63214905100	Q	253	CU Phone Bill Dec		1	\$811.91		0		0
12/15/2008	N6321409MD05012	AA	Sprint Phone Bi	63214905130	Q	253	Sprint Oct-Nov 08		1	\$46.68		0		0
01/15/2009	N6321409MD05013	AA	Tailor Bill	63214905100	Q	253	SDB Tailoring		1	\$509.00		0		0

## CONTRACT/DCN X-REF



This report provides a list of Contract Number(PIIN) that was entered at the Site as a DD1155 or through Contract Process. With each listed Contract Number (PIIN) will be the associated requisition DCN/ACRN.

A screenshot of a dialog box titled "Contract/DCN Cross Reference". It contains several input fields: "FA:" with the value "N3560A", "Site:" with the value "05", and "FY:" with the value "2009". Below these is a "Contract:" label followed by a list box containing the following items: "All Contracts", "GS2398F006", "GS23F98000", "GS23F98001", and "GS23F98002". At the bottom of the dialog are four buttons: "Run Report", "Run CSV Report", "Run Excel Report", and "Close".

**Contract/DCN Cross Reference Report**

FA: N3560A

Site: 05

FY: 2009

Contract#/PIIN: GS2398F006

DO/BPA:

Requisition/DCN	Requisition/DCN ACRN	Requisition/DCN ACRN Amount	Contract ACRN	Contract ACRN Amount
N6321409RC05039	AA	\$38.00	AA	\$38.00
Subtotal for DO/BPA		\$38.00		\$38.00
Total for Contract Number GS2398F006		\$38.00		\$38.00

Contract#/PIIN: GS23F98000

DO/BPA: B001

Requisition/DCN	Requisition/DCN ACRN	Requisition/DCN ACRN Amount	Contract ACRN	Contract ACRN Amount
N6321409RC05058	AA	\$15,000.00	AA	\$15,000.00
Subtotal for DO/BPA B001		\$15,000.00		\$15,000.00
Total for Contract Number GS23F98000		\$15,000.00		\$15,000.00

Contract#/PIIN: GS23F98001

DO/BPA: B00

Requisition/DCN	Requisition/DCN ACRN	Requisition/DCN ACRN Amount	Contract ACRN	Contract ACRN Amount
N6321409RC05058	AA	\$15,000.00	AA	\$15,000.00
Subtotal for DO/BPA B00		\$15,000.00		\$15,000.00

DO/BPA: B002

Requisition/DCN	Requisition/DCN ACRN	Requisition/DCN ACRN Amount	Contract ACRN	Contract ACRN Amount
N6321409RC05066	AA	\$15,000.00	AA	\$8,000.00
N6321409RC05067	AA	\$15,000.00	AA	\$8,000.00
Subtotal for DO/BPA B002		\$30,000.00		\$16,000.00

DO/BPA: B003

Requisition/DCN	Requisition/DCN ACRN	Requisition/DCN ACRN Amount	Contract ACRN	Contract ACRN Amount
N6321409RC05060	AA	\$80,000.00	AA	\$20,000.00
N6321409RC05062	AA	\$12,568.00	AA	\$8,000.00
Subtotal for DO/BPA B003		\$92,568.00		\$28,000.00

## DCN/CONTRACT X-REF



DCN/Contract X-Ref provides information by cross referencing DCN and ACRNs to a Contract number.

A screenshot of a dialog box titled "DCN/Contract Cross Reference". It contains several input fields: "FA:" with the value "N3560A", "Site:" with the value "05", and "FY:" with the value "2009". Below these is a "DCN:" label next to a list box containing "All Document Numbers", "N3560A09MDNRGSA", "N3560A09MDTESTD", "N3569709MDF6790", and "N6231409CC00001". To the right of the list box is a "DCN Filter:" label and an empty text input field. At the bottom of the dialog are five buttons: "Run Report", "Run CSV Report", "Run Excel Report", "Filter", and "Close".

**DCN/Contract Cross Reference Report**

FA: N3560A

Site: 05

FY: 2009

Requisition/DCN: N6321409MP05042

ACRN: AA

Contract#/PIIN	DO/BPA	Contract ACRN	Contract ACRN Amount	Requisition/DCN ACRN Amount
GS23F98006		AA	\$140.70	
Subtotal for ACRN AA			\$140.70	\$150.00
Total for Requisition/DCN N6321409MP05042			\$140.70	\$150.00

Requisition/DCN: N6321409RC05036

ACRN: AA

Contract#/PIIN	DO/BPA	Contract ACRN	Contract ACRN Amount	Requisition/DCN ACRN Amount
GS23F98006		AA	\$52.00	
Subtotal for ACRN AA			\$52.00	\$143.50
Total for Requisition/DCN N6321409RC05036			\$52.00	\$143.50

Requisition/DCN: N6321409RC05039

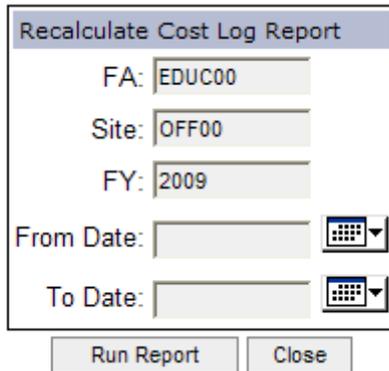
ACRN: AA

Contract#/PIIN	DO/BPA	Contract ACRN	Contract ACRN Amount	Requisition/DCN ACRN Amount
GS2398F006		AA	\$38.00	
Subtotal for ACRN AA			\$38.00	\$38.00
Total for Requisition/DCN N6321409RC05039			\$38.00	\$38.00

## **RECALCULATE COST LOG REPORT**

This report, which is available at both the FA and Site, provides the results of each nightly run of the Automated Job entitled “Recalculate Obligations in Non-Peak Hours.”

Select Reports, Recalculate Cost Log Report from the menu and receive a screen similar to:



The screenshot shows a dialog box titled "Recalculate Cost Log Report". It contains several input fields: "FA:" with the value "EDUC00", "Site:" with "OFF00", and "FY:" with "2009". Below these are "From Date:" and "To Date:" fields, each with a calendar icon. At the bottom are two buttons: "Run Report" and "Close".

The user would enter his desired criteria and select Run Report. An example is provided below:

### Recalculate Obligations Results

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.

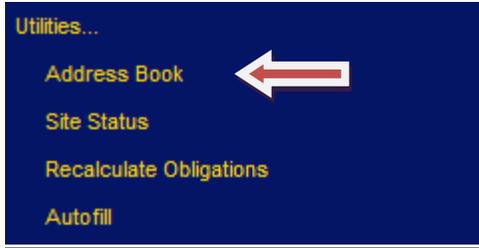
Site 07 Recalculate Obligations Results for 4/22/2009 7:54:20

JON 08988960A1T obligated non-labor amount 88,587.51 has been adjusted to 88,412.51 for a total adjustment of -175.

# UTILITIES

There are four miscellaneous “utilities” under this menu item. Each is addressed below.

## ADDRESS BOOK



When a Site user creates a document, any addresses existing in the Address Book are available for selection from drop down lists, thereby saving the user from having to type in the address. Highlighting and clicking on the Address Book menu item will take you to the Select Address screen.

The Filter section at the top of the page provides the user with several options designed to narrow the selection of addresses shown in the Results section. You may enter the full value or a portion of the value with a leading and/or trailing asterisk (\*) that serves as a wildcard.

The Results section shows all existing addresses meeting the criteria entered in the Filter section. A sample is shown on the next page.

Select Address

---

**Filter**

SDN Key:	MILSTRIP Key:	Name/Activity:	Sort Order:	<input checked="" type="radio"/> Ascending
<input type="text"/>	<input type="text"/>	<input type="text"/>	MILSTRIP Key <input type="button" value="v"/>	<input type="radio"/> Descending
<input type="button" value="Filter"/>				

Results

PAGE: 1

Delete	Edit	SDN Key	MILSTRIP Key	Name/Activity	Address Line 2	Address Line 3	Address Line 4
				LT L SMITH			
		68044		COMMANDING OFFICER	PUBLIC WORKS	NAS, PENSACOLA, FL 32508	
		A56213		OIC	US ARMY DEPOT	FT CAMPBELL, KY 65789	
		BILLS		BILLING DEPT	25 GARDEN STREET	PENSACOLA, FL 32501	
		LDWIN		L D WELK	37 PAPER LANE	DESTIN, FL 32600	
		N65550		PWC	BLDG 1, NAS	PENSACOLA, FL 32508	
			N32	13486 Routing ID N32	PHILADELPHIA, PA 15632		
			NNZ	PURCHASING	NAS, PENSACOLA, FL 32508		

From this location, users may Delete, Edit or View an existing address or Add a new address.

Click Add Address to create a new listing.

There are two sections to this New Address screen, the Address section and the Options section.

The Address section is for entry of the new address information.

The Options section contains all available FASTDATA documents. You will notice checkmarks appearing in this section when you enter new address information.

Both sections are illustrated on the next page.

**New Address**

**Address**

MILSTRIP Key (3 position)\*

SDN Key (5/6 position)\*\*

Name/Activity

Telephone

Address Line 2

Address Line 3

Address Line 4

Title

BPH

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**

From \*

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 \*\*

**HC2275**

Accepting Official

Authorizing Official

Billing \*\*

Contact

From \*\*

To \*\*

**HC2276**

Accepting Official

Authorizing Official

Billing \*\*

Contact

From \*\*

To \*\*

**HC2276A**

Accepting Official

Authorizing Official

Billing \*\*

Contact

From \*\*

To \*\*

**SF1034**

Approving Official

Authorizing Official

Billing \*\*

Department \*\*

**SF1164**

Claimant

Department

**SF30**

Administered By \*\*

Contractor

Issued By \*\*

Signer

Save Close

Notice the single and double asterisks throughout the Options section which correspond to MILSTRIP and SDN entries in the Address section.

As you enter the MILSTRIP or SDN key in the Address section and tab, checkmarks populate certain areas of the Options section. These are default values that are applied by the system based on the length of the key you entered. If a MILSTRIP key is entered and the user proceeds to the next field, the check boxes marked with a single asterisk (\*) will be automatically checked. If an SDN key is entered, those check boxes marked with a double asterisk (\*\*) will be automatically checked.

If you are creating a new document and type in an address not in the Address Book, upon saving the document, the system will prompt you to ask if you would like the address added to the Address Book.

Use of the Edit icon for a particular address will open the Edit Address screen which shows the information currently in the system for the selected address. (You can certainly see the value of the Filter section on the screen below, where the user may have to search through 235 pages!)

Select Address

Filter

SDN Key:  MILSTRIP Key:  Name/Activity:  Sort Order:  Ascending  Descending

Results

PAGE: < 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235

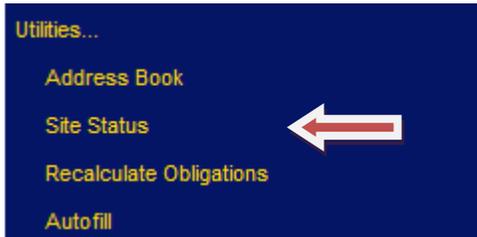
Delete	Edit	SDN Key	MILSTRIP Key	Name/Activity	Address Line 2	Address Line 3
		WRALC		WR-ALC	750 ROAD STREET	ROBINS AFB, GA 31098-2122
		00000		US ARMY COMM ELEC RD&E CENTER	INTELL AND INFORMANTION WARFARE	DIRECTORATE ATTN: AMSRD-CER-IW-ET
		00001		GSA-FTS	10 CAUSEWAY STREET SUITE 1085	BOSTON MA 02222

**NOTE:** When you edit an address, any changes you make are for future use and do not affect existing values on documents.

Deletion of existing addresses is available via use of the trashcan icon. Use of this option will prevent your Address Book from being “bogged down” by addresses of personnel no long at your command.

## SITE STATUS

Selection of Site Status from the Utilities menu provides financial and serial range information for the selected Site.

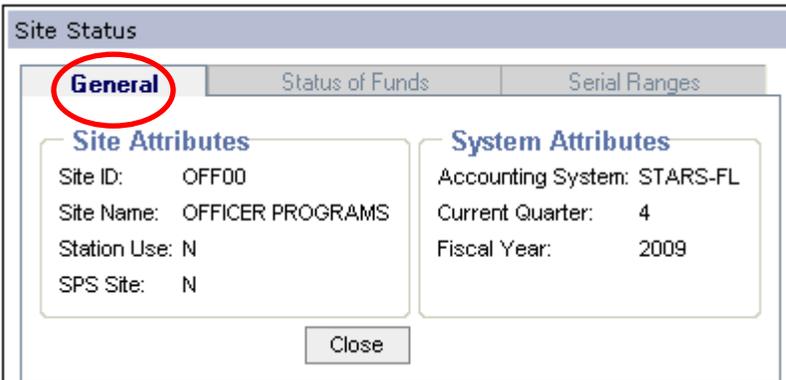


The Site Status screen is broken down into three tabs of information:

- General
- Status of Funds
- Serial Ranges

### General Tab

The General tab provides information about Site Attributes and System Attributes.

A screenshot of the "Site Status" application window. The window has three tabs: "General" (circled in red), "Status of Funds", and "Serial Ranges". The "General" tab is active and displays two columns of information: "Site Attributes" and "System Attributes".

Site Attributes		System Attributes	
Site ID:	OFF00	Accounting System:	STARS-FL
Site Name:	OFFICER PROGRAMS	Current Quarter:	4
Station Use:	N	Fiscal Year:	2009
SPS Site:	N		

A "Close" button is located at the bottom center of the window.

## Status of Funds Tab

The Status of Funds tab provides information on the Site's funds at the OPTAR level, the Authorization level, and the JON level.

Select the Status of Funds tab to open the OPTARs assigned to Site screen, which is the default view. The information shown here is at the OPTAR level. From this screen you have the option to drill down to the Authorizations level and then from the Authorizations level to the JON level.

### Status of Funds – OPTAR View

This screen provides information on all OPTARs associated with the Site. Definitions of each column are provided below.

General		Status of Funds				Serial Ranges						
OPTARs assigned to Site												
Auth	RC	OPTAR	Title	Annual Planning Figure	Current Authorization	Cumulative Cost	Inventory Issued	Encumbered	Balance	Direct/ Reimb	External System	Funds Check
	BU 03		BUD OPTAR 3	101,000.00	100,600.00	0.00	0.00	0.00	100,600.00	D		N
	AB 07		TRNG PROGRAM 07	130,000.00	122,500.00	5,666.31	0.00	0.00	116,833.69	D		Y
	BU 08		BUD OPTAR 8	101,000.00	100,600.00	0.00	0.00	0.00	100,600.00	D		N
	BU 09		BUD OPTAR 9	101,000.00	100,600.00	0.00	0.00	0.00	100,600.00	D		N
	TM 1A		TRAINING PROGRAM 1	62,000.00	59,000.00	8,625.81	0.00	0.00	50,374.19	D		Y

Auth - Click on the ICON in this column to view data at the next lower level, the Authorization level.

RC – This column will list all the Responsibility Centers (RCs) associated with the Site in which you are working.

OPTAR – This column will list all OPTARs associated with the Site in which you are working.

Title – The title of each displayed OPTAR.

Annual Planning Figure – For all Authorizations associated with the displayed OPTAR, this is the total that the FA has authorized the OPTAR to use **for all 4 quarters**.

Current Authorization – For all Authorizations associated with the displayed OPTAR, this is a total that the FA has authorized **through the current quarter**.

Cumulative Cost – This figure is the amount of all documents that have been created at the Site for the respective OPTAR.

Inventory Issued – BUMED only.

Encumbered – BUMED only.

Balance – Current Authorization minus Cumulative Cost. (For BUMED, the Inventory Issued amount is also considered in the formula.)

Direct/Reimb – Indicates whether the OPTAR funds came from the Major Command (Direct) or from another activity requesting that you provide goods or services (Reimbursable).

External System – Indicates whether JONs belonging to the listed OPTAR are for use by the Site when creating documents or whether they are only to be used for transactions from an external system.

Funds Check – This field will have a “Y” if the FA has turned on the Funds Check or an “N” if they have not. If “Y”, Site users will not be permitted to create documents over the amount authorized. If “N”, the user will be provided a message indicating they are going over the funds authorized; however, they will be permitted to create the document.

### Status of Funds – Authorizations View

To see information at the Authorization level, select the desired row while in the OPTAR view, and then select the corresponding Auth icon.

General		Status of Funds								Serial Ranges		
OPTARs assigned to Site												
Auth	RC	OPTAR	Title	Annual Planning Figure	Current Authorization	Cumulative Cost	Inventory Issued	Encumbered	Balance	Direct/Reimb	External System	Funds Check
	CJ	10	10	1,155,000.00	1,155,000.00	1,018,646.62	0.00	0.00	136,353.38	D		N
	VR	10	10	0.00	0.00	183,739.67	0.00	0.00	(183,739.67)	D		N
	VT	10	10	0.00	0.00	1,408,400.00	0.00	0.00	(1,408,400.00)	D		N
	VR	20	20	4,000,400.00	4,000,200.00	3,111,438.51	0.00	0.00	888,761.49	D		N
	VR	21	something	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	R		N
	CJ	30	30	0.00	0.00	404,626.00	0.00	0.00	(404,626.00)	D		N
	VR	30	30	0.00	0.00	15,473,312.00	0.00	0.00	(15,473,312.00)	D		N

The Authorizations for OPTAR screen opens. This view provides information on the authorizations associated with the selected OPTAR.

General		Status of Funds								Serial Ranges		
<p><b>OPTAR Summary</b></p> <p>RC: CJ OPTAR: 10</p> <p>Total Authorized: 1,155,000.00 Total Cumulative Cost: 1,018,646.62 Total Encumbered: 0.00 Total Inventory Issued: 0.00 Balance: 136,353.38</p>												
Authorizations for OPTAR 10												
JONs	Authorization	Description	Annual Planning Figure	Current Authorization	Cumulative Cost	Inventory Issued	Encumbered	Balance	Labor Code	Ceiling	Fenced	
	C8NP	10 NONPAY COUNTERDRUG 3358	0.00	0.00	1,018,645.62	0.00	0.00	(1,018,645.62)	N	N	Y	
	C8PAY	10 PAY COUNTERDRUG 3358	1,155,000.00	1,155,000.00	0.00	0.00	0.00	1,155,000.00	L	N	Y	
	C8TRAV	10 TRAVEL COUNTERDRUG 3358	0.00	0.00	1.00	0.00	0.00	(1.00)	N	N	Y	
	CJTEST	New Auth	0.00	0.00	0.00	0.00	0.00	0.00	N	N	N	
	TRNP	15 TRIDENT NONPAY	0.00	0.00	0.00	0.00	0.00	0.00	N	N	N	

Notice the OPTAR Summary calculations at the top of the screen.

## Status of Funds – JON View

To see information at the JON level, select the desired row while in the Authorization view, and then select the corresponding JONs icon.

Site Status

General Status of Funds Serial Ranges

**OPTAR Summary**

RC: CJ  
OPTAR: 10

Total Authorized: 1,155,000.00  
Total Cumulative Cost: 1,018,646.62  
Total Encumbered: 0.00  
Total Inventory Issued: 0.00  
Balance: 136,353.38

Authorizations for OPTAR 10

JONs	Authorization	Description	Annual Planning Figure	Current Authorization	Cumulative Cost	Inventory Issued	Encumbered	Balance	Labor Code	Ceiling	Fenced
	C8NP	10 NONPAY COUNTERDRUG 3358	0.00	0.00	1,018,645.62	0.00	0.00	(1,018,645.62)	N	N	Y
	C8PAY	10 PAY COUNTERDRUG 3358	1,155,000.00	1,155,000.00	0.00	0.00	0.00	1,155,000.00	L	N	Y

The Job Orders associated with Authorization screen will open. This view provides information on the JONs associated with the selected authorization.

Site Status

General Status of Funds Serial Ranges

**Authorization Summary**

RC: CJ  
OPTAR: 10  
Authorization: C8NP

Total Authorized: 0.00  
Total Cumulative Cost: 1,018,645.62  
Total Encumbered: 0.00  
Total Inventory Issued: 0.00  
Balance: (1,018,645.62)

Job Orders associated with Authorization C8NP

JON	Description	EE	Cost Acct	Cumulative Cost	Closed Date
00015811B2E	COUNTERDRUG 3358 EX ASST	Q	1111	1,005,933.12	
00015811B2S	COUNTERDRUG 3358 SUPP	T	1111	1,577.00	
00015811B2T	COUNTERDRUG 3358 TRAIN	Q	1111	11,135.50	
000158JON03	Direct Program Group Test		1RU0	0.00	

Notice the AUTH Summary calculations at the top of the screen. Click on the Close button twice to return to the OPTAR view.

## Serial Ranges Tab

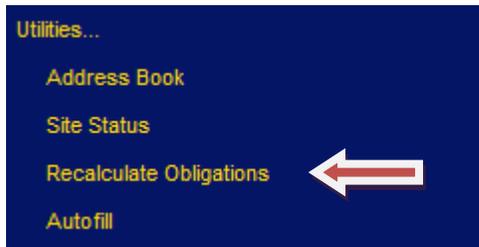
The Serial Ranges tab shows the serial ranges that have been established by the FA for use at your Site. Clicking on the Docs icon will open the Assigned Document Types window. This provides a view of the document types assigned to the selected serial number range.

Serial Ranges associated with Site							
Docs	Begin	End	Current	Description	Serv Code	SDN UIC	OPTAR/RC
	11000	11999	11090	NC2276 SAP N		00015	N/A
	12000	12999	12347	DD448	H	00015	N/A

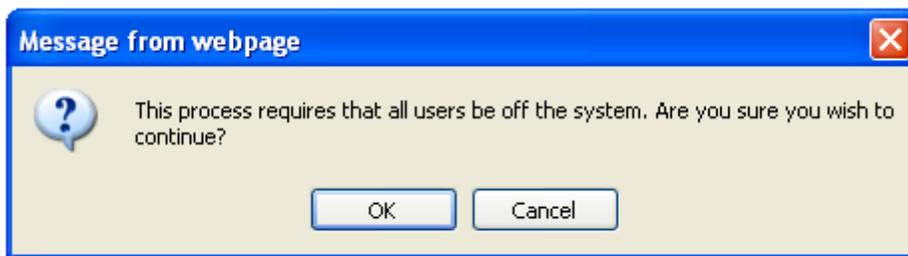
Click Close to close the Serial Ranges Tab and Home to return to the Site main menu.

## RECALCULATE OBLIGATIONS

The Recalculate Obligations tool is used to verify the actual costs of each document and to adjust the obligated amounts on any JON to bring them back into balance. Any adjustments that are required will be displayed on the screen after the recalculation.



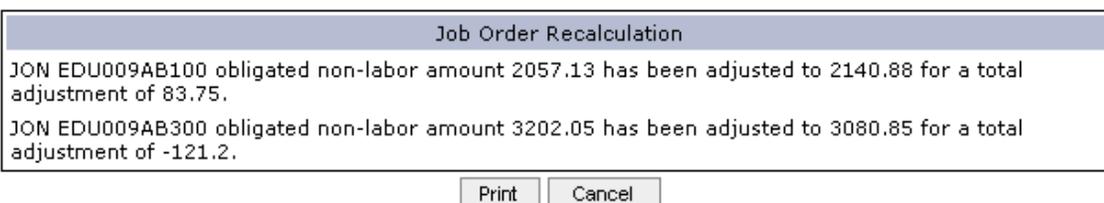
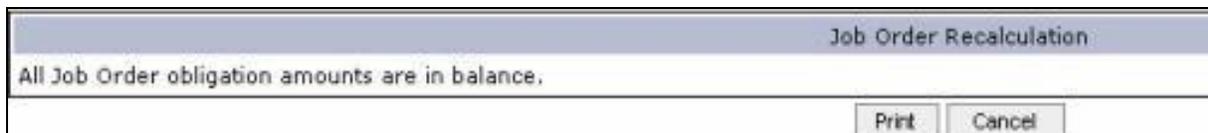
Users will receive the following message upon selection of the menu item:



In order to prevent activities from having to experience any work stoppages, an automated job is available to run this recalculation process in the evenings when all users are off the system. The FA would control this function via the Automated Jobs Maintenance window:

Automated Jobs Maintenance					
Active	Description	Latest Date/Time Executed	Interval Type	Scheduled Run Time	Minute Interval
N	Perform reconciliation.	11/02/2009 15:17:24	MIN	0:00	5.0
N	Process MPC Transactions.	10/29/2009 11:52:51	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

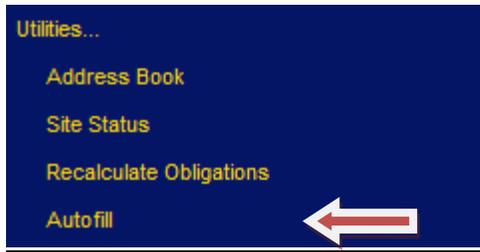
Job Order Recalculation results will look similar to one of the two examples shown below:



Selecting Print opens the Print Preview window and allows the results of the Recalculate Obligations process to be printed.

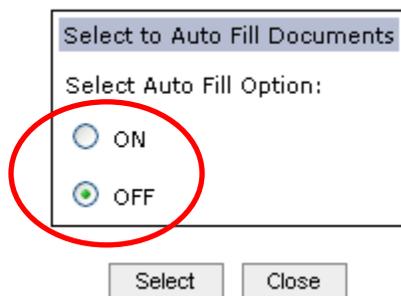
If the automated job is run in non-peak hours, the Recalculate Cost Log Report will be available the morning after to provide the results.

## AUTOFILL



The Autofill utility provides the option to automatically fill specified attributes on new Source documents and some Memo documents, based on the last new document of the same type. Documents that have a status of Cancelled or Initiation will be excluded.

The Select to Auto Fill Documents screen is shown below. To turn on the Auto Fill option, click ON. To turn off the feature, click OFF. Click Select to commit a change to the Auto Fill utility.



## SITE FILE MANAGER

File Manager is used to manage the incoming and outgoing files for the FASTDATA database as well as to maintain the suspended Travel, B1, DTS, and MPC files. The menu options under File Manager are shown below:



### FILE MANUAL UPLOAD

At the Site level, there may not be many manual uploads to perform; as the FA usually schedules the external files imports through the Automated Processes. (This will not be used by most of the BUPERS Sites, as the files will be imported by the FA unless directed otherwise.)

However, the options are shown below for those Sites who may need to import files manually.



B1

If the Site needs to manually import a B1 file, highlight “B1” from the menu above and receive:

A screenshot of a dialog box titled 'Import B1's for Fiscal Year 2010'. It has a text input field for 'Select File to Import:' with a 'Browse...' button to its right. Below that is a 'Select File Type:' dropdown menu with 'B1\_STANDARD' selected. The dropdown menu is open, showing 'B1\_STANDARD' and 'B1\_TRAVEL' as options. At the bottom of the dialog are 'Import' and 'Close' buttons.

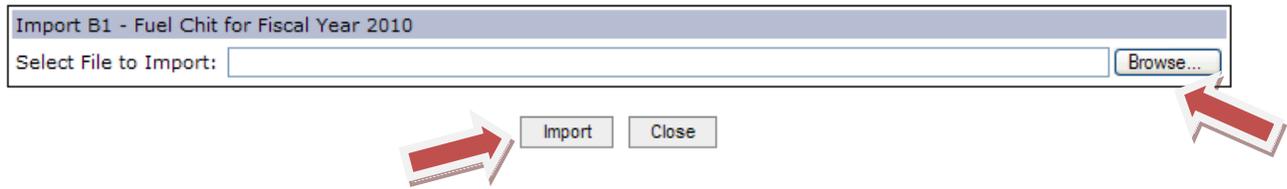
Select File Type of B1 STANDARD or B1 TRAVEL. (Most travel documents are brought in via DTS, so this is for exceptions only.)

Type the file name you wish to import or click Browse to locate the B1 file. Once the file name appears in the Select File to Import block, select IMPORT. The file is checked against the database to see if the currently logged on user has previously imported a file of the same type, name, size (#records), and containing exact matches of the first and last records in the file. If a potential duplicate condition is detected, a warning will appear on your screen.

Invalid transactions are corrected at the FA or Site under the File Manager menu option “Maintain Susp Ext Transactions.” Transactions rejected for an invalid Job Order can only be corrected at the FA.

## B1-Fuel Chit

To manually import a B1 Fuel Chit file, highlight “B1 – Fuel Chit” from the menu above and receive:



The screenshot shows a dialog box titled "Import B1 - Fuel Chit for Fiscal Year 2010". Inside the dialog, there is a label "Select File to Import:" followed by an empty text input field and a "Browse..." button. Below the dialog box, there are two buttons: "Import" and "Close". A red arrow points from the "Browse..." button to the "Import" button, and another red arrow points from the "Import" button to the "Close" button.

Type the file name you wish to import or click Browse to locate the file you wish to upload. Once the file name appears in the Select File to Import block, select IMPORT. Fuel Chit records are uploaded from the Site user's local drive to the Raw Data table where the raw data is then validated and processed.

Invalid transactions are corrected at the FA or Site under the File Manager menu option “Maintain Susp Ext Transactions.” Transactions rejected for an invalid Job Order can only be corrected at the FA.

## FILE MANUAL EXPORT

From the File Manager menu, select File Manual Export. The options available are Uniform Automated Data Processing System (UADPS) Build and Rebuild.



### UADPS Build

The UADPS Build option is used to create an exportable file of source DD1348 requisitions for transmission to Supply, thus allowing activities to order material without duplicate entry into a supply system.

Selection of this menu item results in a screen similar to the one below on which a list of eligible Source DD1348s will appear:



To include transactions in the build, click on the corresponding Export check box. To include all listed documents, select the Add All button. To unselect all documents, select the Remove All button.

After selecting the desired transactions, select the Export button. A window will open to designate a location and name of the UADPS export file.

### UADPS Rebuild

This screen affords the user the opportunity to rebuild a file that for some reason did not transmit successfully. The screen provides a list of previously built UADPS batch files as shown in the example below.

The user would select the Re-Build radio button for the batch file to be included in the re-build. Only one batch file may be selected at a time.

Re-Build UADPS Batch		
Re-Build	Batch Number	Batch Date
<input type="radio"/> ←	90820	23-Mar-2009



Click Close to explore the next File Manager process.

**UADPS Export is not used by BUPERS.**

# FILE INVENTORY

Files imported into or exported out of FASTDATA may be viewed using File Inventory.



Upon selection, a screen similar to the one below will appear. In the top half of the screen, the user can filter by choices such as File Type Name; File Type Description; Status; Date Received, etc. to narrow the resulting display of files in the bottom half of the screen. (File Type Names and Statuses are defined at the end of this section.)

Notice the Filter option named “Archive.” In an effort to reduce the number of files the system must search through and, thereby, improve performance, archiving of processed files is completed automatically after 14 days from the date the file processed into FASTDATA. This filter allows you to include these archived files in your search, or not.

Search for Files

**Filter**

File Type Name: [dropdown] File Type Description: [text box] Status: [dropdown] Site: [CY dropdown] FY: [dropdown] Inbound/Outbound: [dropdown]

Date Received: [text box] [calendar icon] Archive: [Not Archived dropdown] Source External System: [dropdown] Sort Order: [Date Received dropdown]

[Equals dropdown] [Filter button]

**Results**

PAGE: 1

Incoming/Outgoing File Inventory Results

File Type Name (click to view)	Physical File Name	File Type Description	Datetime Received into Raw Data	Status	Datetime Processed into FASTDATA	Source External System	Inbound/Outbound	Site	FY	Archived	Transaction Amount	Record Count
UADPS	CY_UADPS_20100909-093141	UADPS Export	09/09/2010 09:31:41	PRCSD	09/09/2010 09:31:52		Outbound	CY	2010		\$4.00	1
UADPS	CY_UADPS_20100909-093023	UADPS Export	09/09/2010 09:30:23	PRCSD	09/09/2010 09:30:33		Outbound	CY	2010		\$4.00	1

Once you have entered your search criteria and selected the Filter button, the results of your search will display in the Incoming/Outgoing File Inventory Results section of the page.

The files that will show up when filtered can be Incoming Files/Outgoing Files.

**Column definitions in the Results section are as follows:**

**File Type Name**-The file name identified in the search criteria. The user would highlight and click on the File Name to view the raw data in the file.

**Physical File Name** -The name of the file as it exists on the FASTDATA server.

**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 (see definitions below).

**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**-Indicates whether the file was Inbound or Outbound.

**Site**-The Site associated with the file.

**FY**-The Fiscal Year in which the file was created.

**Archive**-Indicates whether or not the file has been Archived.

**Transaction Amount**-The cumulative dollar amount of all the records in the file.

**Record Count**-The number of records in the file.

Highlighting and clicking on the File Name displays the raw data in the file. A sample is provided below:

Raw Data

File Name: BUPERS B1 182 FILE 5.txt  
Date/Time: 2009-07-30 10:30:13.0  
Status: PRCSO  
Type: B1\_STANDARD  
FA: N3560A

Search Criteria

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

Results

Rec		10	20	30	40	50	60	70	80	90	100	110	120
1	B1	NIMS	NN632140	9	TGSF090AA	6	321490510	0	Q00000050	0	00540C	00001	HINSON, THERESA
2	B1	NIMS	NN632140	9	TGSF091AA	6	321490510	0	Q00000025	0	00915C	00001	SMITH, CHARLES
3	B1	NIMS	NN632140	9	TGSF091AA	6	321490510	0	Q00000025	0	00540C	00001	SMITH, CHARLES
4	B1	NIMS	NN632140	9	TGSF092AA	6	321490510	0	Q00000120	0	00540C	00001	VARITEK, JASON

Search Close

**NEW in the Web:** In the raw data file of a DTS file, you may now see SPS in positions 4-6. This is the contract data from the Standard Procurement System (SPS) that will come into FASTDATA via the DTS interface. SPS obligation transactions are typically against NC2726s, but obligations for any contractible document will be allowed.

This would take the place of using the FASTDATA 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 is showing on the original 540, FASTDATA shall overwrite the existing contract information on the ACRN record.

If your activity has opted to bring in labor expenditures, they will be reflected in the STARS-FL Expenditure Import file raw data. 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.

Below are descriptions of the File Type Names and Statuses a user may encounter when using File Inventory:

**File Type Names**

<b>File Name</b>	<b>Description</b>
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

**NOTE:** The Site now has access to the incoming files and will be able to see the files that have errors on them. The STATUS code will show UNPRC or possibly ERBFV as seen above. The reason for the invalid will show up and the Site or FA can fix the problem and REPROCESS.

Both the FA and the Site have visibility of all its suspended transactions for DTS/SPS under the Maintain External Suspended Transactions process, and both can reprocess after the correction is made (FA adds/releases JON, etc.) This section will be covered in the next group below.

For MPC, currently only the FA has visibility for Invalid JON errors. So the FA would have to add the missing JON, release to the Site, and then REPROCESS. (This is being addressed in a future release to make it consistent with how the DTS/SPS work now in the Web so that visibility of all files and errors will be visible at the Site level).

## MAINTAIN SUSPENDED EXTERNAL TRANSACTIONS

Selection of this menu item allows for the visibility of any transactions that were suspended upon import from an external system. Corrections can be performed and then the transactions may be reprocessed into the database.

Also available from this location, is the option to INSERT a missing obligation or transaction that can't be entered with update document, amend, or contract process i.e. the normal way adjustments are completed. The screen for the insert is shown on one of the following pages.

Items processed on these screens require a two-step process, so the user needs to be aware that if he makes a correction or deletion on the screen and hits SAVE, he must also select REPROCESS to correct the transaction into the system.

User access to maintain suspended transactions is defined at the System Administrator level.



## Standard B1

Use this page to correct Suspended Standard B1 transactions suspended during import from an external system. You can modify the value for any editable column to un-suspend the desired transaction(s).

**Correct Suspended Standard B1 Transactions**

Filter

Document #  ACRN: JON:  Exec Code: File Name:  Sort Order:  Ascending  Descending  
 Document #   Ascending  Descending

Filter

Results

PAGE: 1

Delete	REC Type	Document #	ACRN	JON	Expense Element	Amount	Exec Code	Amount Type	Exceed Code	Description	Contract	BPA	Quantity	Work Center	Created	Gov't Ind	Contract ACRN	Contract Line	Contract SubLine	Unit of Issue	OMB Object Class	Country Code	User1d
<input type="checkbox"/>	N	IN6321409RC05067	AA	63214905100	Q	6000.00	540	C			GS23F98002	B001	00001			Y							BFFE453I
Suspension Reason: Document Already Exists;																							
<input type="checkbox"/>	N	IN6321409RC05067	AB	63214905130	Q	5000.00	540	C			GS23F98002	B003	00001			Y							BFFE453I
Suspension Reason: Document Already Exists;																							
<input type="checkbox"/>	N	IN6321409TGSF086	AA	63214905101	Q	250.00	540	C					00001			Y							BFFE453I
Suspension Reason: Invalid JON - Non-Labor JON Not Associated to Non-Labor Authorization; Invalid JON - Not Associated to a Site or JON Not Found;																							
<input type="checkbox"/>	T	IN6321409TGSF087	AA	63214905100	Q	250.00	915	C					00001			Y							BFFE453I
Suspension Reason: Commitments not allowed for this document type; DCN Does Not Exist; Invalid Execution Code; DCN does not exist																							
<input type="checkbox"/>	N	IN6321409TGSF091	AA	63214905100	Q	250.00	915	C					00001			Y							BFFE453I
Suspension Reason: Commitments not allowed for this document type;																							

Reprocess Save Close Add All Remove All 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 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 is “Document Already Exists,” you would most likely want to delete that transaction. Review in Transaction History to see if the transaction amounts are the same and then put a check mark in the Delete column and Reprocess.

## Inserting a B1 Record

When you need to insert a transaction, 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"; if it is an adjustment, it would be a "T".

Delete	REC Type	Document #	ACRN	JON	Expense Element	Amount	Exec Code	Amount Type	Exceed Code	Description	Contract	BPA	Quantity	Work Center	Created
<input type="checkbox"/>	N	N6321409RC05067	AA	63214905100	Q	6000.00	540	C			GS23F98002	B001	00001		
Suspension Reason: Document Already Exists;															
<input type="checkbox"/>	N	N6321409RC05067	AB	63214905130	Q	5000.00	540	C			GS23F98002	B003	00001		
Suspension Reason: Document Already Exists;															
<input type="checkbox"/>	N	N6321409TGSF086	AA	63214905101	Q	250.00	540	C					00001		
Suspension Reason: Invalid JON - Non-Labor JON Not Associated to Non-Labor Authorization; Invalid JON - Not Associated to a Site or JON Not Found;															

The screen will appear with the blank lines to fill in. In the example below, an adjustment to decrease an 1149 document is displayed. If you are increasing; use a 540C and if decreasing a 540D.

Suspension Reason: Invalid JON - Non-Labor JON Not Associated to Non-Labor Authorization; Invalid JON - Not Associated to a Site or JON Not Found;															
<input type="checkbox"/>	T	N6321409RQ00001	AA	63214905100	E	300.00	540	D		test INSERT					
Suspension Reason:															

Select REPROCESS – (If you select SAVE, you have to then select REPROCESS).

If there is an error you will see immediate results. Edit your entry and REPROCESS to load your transaction.

## Travel B1

Use this menu item to correct Suspended Travel B1 transactions suspended during import from an external system. You can modify the value for any editable column to un-suspend the desired transaction(s).

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 screen that appears is just like the B1 screen discussed above except the travelers name and return date appear on the screen.

## MILSTRIP Fuel Chit B1

Use this page to correct MILSTRIP Fuel Chit B1 transactions that were suspended during import from an external system. You can modify the value for any editable column to un-suspend the desired transaction(s).

When you have made the desired changes, select the Save button to initiate the correction process. After the changes have been saved, select the Reprocess button. Reprocessing suspended transactions removes any corrected transactions from the suspense file. When you process suspended transactions, FASTDATA updates the transactions as memo records in the Site database. FASTDATA also suspends any external transactions that it cannot validate. The screen is the same as the Standard B1 above.

## DTS/SPS/EDI/ERP from STARS-FL

Use this page to maintain Suspended transactions suspended during import from STARS-FL. You are limited to deleting the suspended DTS transaction or Reprocessing the transaction. You cannot correct DTS transactions on this screen. You may, however, correct the **cause** of the suspension elsewhere in the system and Reprocess the transaction from this screen.

Reprocessing suspended transactions removes any corrected transactions from the suspense file. When you process suspended transactions, FASTDATA updates the transactions as memo records in the Site database. FASTDATA also suspends any external transactions that it cannot validate.

**Note: One of the main causes for suspension of DTS and MPC files are No funds available. Users have requested that the FA be allowed to set the imported external MPC, DTS, SPS transactions to be exempt from funds check (without having to take the check off to process and put it back on once processed.) This is now available at the FA under Utilities, External Interface Funds Check. It should eliminate many of the suspensions for DTS and MPC files.**

## MPC from DAASC

Use this page to maintain Suspended MPC transactions suspended during import. You are limited to deleting the suspended MPC transactions or Reprocessing the transactions. You cannot correct MPC transactions on this screen. You may, however, correct the **cause** of the suspension elsewhere in the system and Reprocess the transaction from this screen.

Reprocessing suspended transactions removes any corrected transactions from the suspense file. When you process suspended transactions, FASTDATA updates the transactions as memo records in the Site database. FASTDATA also suspends any external transactions that it cannot validate.

## APPENDIX A –TRANSACTION IDENTIFICATION

Identification of commitments, obligations, receipts and expenditures are as follows:

STARS/FL Execution Code	FASTDATA Transaction Code in reports	Type Transaction
915	CM	Commitment
540	AO	Obligation (not on DD448 docs)
	AD	Obligation when Contract entered on Cat 2 DD448
	AR	Obligation on Cat 1 DD448 on Acceptance
510	RP	Accounts Payable, Public
	RG	Accounts Payable, Government
610	EV	Expenditure from the FA or manual entry
	EC	Expenditure from a Memo Labor entry
N/A	RT	An “R” type transaction for STARS/FL (indicating a JON, EE, OMB OBJ CLASS, Traveler’s Name, Estimated Return Date or Country Code change)
N/A	UT	A “U” type transaction for STARS/FL (indicating a Contract Number, Contract ACRN or Call change)
N/A	NE	Non-Exportable Transaction

Values and meanings for element “**Partial Code**” in some reports are:

Partial Code	Meaning
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 (indicating a JON, EE, OMB OBJ CLASS, Travelers Name, Estimated Return Date or Country Code change)
U	Generates UT - a “U” type transaction for STARS/FL (indicating a Contract Number, Contract ACRN or Call change)
C	Cancellation

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## APPENDIX B - CREDIT CARD XREF AND MULTI-PIIN SCENARIOS

NOTE: Requisition ACRNs may not be involved in both CCXREF and Multi-PIIN. FASTDATA will prevent you from entering a New Contract if there is already a CCXREF against a Requisition ACRN. Requisition ACRNs that have more than one contract are excluded from CCXREF.

### CCXREF Scenario 1 (Partial CCXREF)

- 1) NC2276 AA was created for \$100. Total Commitment is \$100.
- 2) NEW contract (Final) for \$100. BEFORE SAVE:

New Contract

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

DCN: 
Total Contract Amount:

Contract: 
DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	0.00	0.00	100.00	<input type="text" value="AA"/>	<input type="text" value="Final"/>	<input type="text" value="100.00"/>

- 3) AFTER SAVE Contract-to-Date is \$100; Outstanding Amt is \$0.

New Contract

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

DCN: 
Total Contract Amount:

Contract: 
DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	100.00	0.00	0.00	<input type="text" value="AA"/>	<input type="text" value="Final"/>	<input type="text" value="100.00"/>

- 4) Partial CCXREF for \$39 – reduces Contract-to-Date amount to \$61.

## CONTRACT VIEW AFTER PARTIAL CCXREF

View Contract

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	61.00	39.00	0.00	<input type="text" value="AA"/>	Final	<input type="text" value="61.00"/>

- 5) Amendment 01 for \$50 makes the contract partial, and therefore contract can now be edited. Total Commitment is \$150.
- 6) User EDITS Contract and enters \$111 (\$61 previously contracted and \$50 Outstanding Amount) in the Contract ACRN Amt, and makes the Contract Final. FD generates \$50 AO L.

## BEFORE EDIT

Edit Contract

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	150.00	61.00	39.00	50.00	<input type="text" value="AA"/>	<input type="text" value="Partial"/>	<input type="text" value="61.00"/>

- 7) AFTER SAVE Contract-to-Date is \$111; Outstanding Amt is \$0.

Edit Contract

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	150.00	111.00	39.00	0.00	<input type="text" value="AA"/>	Final	<input type="text" value="111.00"/>

8) RC Document now has \$111 available for CCXREF.

Transaction History

DCN: N0898810RC00015

ACRN	Contract ID	Contract ACRN	Doc Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	City Cd	Document Status	Cost
AA	GSACXREF15	AA		08988060A1T	Q	252			NC2276	01		Complete	\$111.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	12/16/2009 09:09:56	0	\$100.00	00		I	Created By Database User ID=btpe45411a;
Y	AO	12/16/2009 09:12:26	0	\$100.00	00		L	Contract Number: GSACXREF15; Contract ACRN: AA;Created By Database User ID=btpe45411a;
Y	AO	12/16/2009 09:17:46	0	-\$39.00	00		T	Credit Card Reversal - Partial (39); N0898810CCML002 - 00007;Created By Database User ID=btpe45411a;
N	CM	12/16/2009 09:42:20	0	\$50.00	01			Created By Database User ID=btpe45411a;
N	AO	12/16/2009 09:43:52	0	\$50.00	00		L	Contract Number: GSACXREF15; Contract ACRN: AA;Created By Database User ID=btpe45411a;

## CCXREF Scenario 2 (Final CCXREF)

- 1) NC2276 AA was created for \$100. Total Commitment is \$100.
- 2) NEW contract (Final) for \$100. BEFORE SAVE:

**New Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	0.00	0.00	100.00	<input type="text" value="AA"/>	<input type="text" value="Final"/>	<input type="text" value="100.00"/>

- 3) AFTER SAVE Contract-to-Date is \$100. Outstanding Amt is \$0.

**New Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	100.00	0.00	0.00	<input type="text" value="AA"/>	<input type="text" value="Final"/>	<input type="text" value="100.00"/>

- 4) Final CCXREF fully liquidates RC contract amount. Contract-to-Date is \$0.

### CONTRACT VIEW AFTER FINAL CCXREF

**View Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	0.00	100.00	0.00	<input type="text" value="AA"/>	<input type="text" value="Final"/>	<input type="text" value="0.00"/>

- 5) Amendment 01 for \$50 makes the contract partial, and therefore can now be edited. Total Commitment is \$150.
- 6) User EDITS Contract and enters \$50 in the Contract ACRN Amt, and makes the Contract Final. FD generates \$50 AO L. BEFORE EDIT:

**Edit Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	150.00	0.00	100.00	50.00	<input type="text" value="AA"/>	<input type="text" value="Partial"/>	<input type="text" value="0.00"/>

- 7) AFTER SAVE – Contract to Date is \$50; Outstanding Amt is \$0.

**Edit Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	150.00	50.00	100.00	0.00	<input type="text" value="AA"/>	<input type="text" value="Final"/>	<input type="text" value="50.00"/>

- 8) Requisition now has \$50 available for CCXREF.

# Transaction History

DCN: N0898810RC00016

ACRN	Contract ID	Contract ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	Qty Cd	Document Status	Cost
AA	GSACCXREF16	AA		08988060A1T	Q	252			NC2276	01		Complete	\$50.00
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	CM	12/16/2009 09:49:49	0	\$100.00	00	I		Created By Database User ID=bfpe45411a;					
Y	AO	12/16/2009 09:52:06	0	\$100.00	00	L		Contract Number: GSACCXREF16; Contract ACRN: AA;Created By Database User ID=bfpe45411a;					
Y	AO	12/16/2009 09:54:15	0	-\$100.00	00	T		Credit Card Reversal - Final (52): N0898810CCML002 - 00022;Created By Database User ID=bfpe45411a;					
N	CM	12/16/2009 10:08:23	0	\$50.00	01			Created By Database User ID=bfpe45411a;					
N	AO	12/16/2009 10:11:08	0	\$50.00	00	L		Contract Number: GSACCXREF16; Contract ACRN: AA;Created By Database User ID=bfpe45411a;					

## Multi-PIIN Scenario 1

NOTE: Each Contract+DO/BPA is processed separately in FD. Therefore, adding a modification or new order (DO/BPA) to an existing contract is treated as another new contract against the Requisition ACRN(s).

- 1) NC2276 AA was created for \$100. Total Commitment is \$100.
- 2) NEW Partial contract for \$50 GSAMULT17 DO/BPA 1001. BEFORE SAVE:

**New Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	0.00	0.00	100.00	<input type="text" value="AA"/>	<input type="text" value="Partial"/>	<input type="text" value="50.00"/>

- 3) AFTER SAVE Contract-to-Date is \$50; Outstanding Amt is \$50.

**New Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	50.00	0.00	50.00	<input type="text" value="AA"/>	<input type="text" value="Partial"/>	<input type="text" value="50.00"/>

- 4) NEW Partial contract against N0898810RC00017/AA + GSAMULT17 DO/BPA 2002 for \$40.

BEFORE SAVE: Contract to Date is \$50 (from DO/BPA 1001); Outstanding Amt is \$50.

**New Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition					Contract-DO/BPA			
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	50.00	0.00	50.00	<input type="text" value="AA"/>	<input type="text" value="Partial"/>	<input type="text" value="40.00"/>

5) AFTER SAVE Contract-to-Date is \$90 (\$50 DO/BPA 1001 + \$40 DO/BPA 2002).

**New Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition					Contract-DO/BPA			
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	90.00	0.00	10.00	<input type="text" value="AA"/>	<input type="text" value="Partial"/>	<input type="text" value="40.00"/>

- 6) Amendment 01 /ACRN AA for \$50. Total Commitment is \$150.
- 7) EDIT Contract GSAMULT17 DO/BPA 2002 – if the user wants to contract the entire Outstanding Commitment Amount on DO/BPA 2002 (Final), enter \$100 in Contract ACRN Amt (\$40 previously contracted on THIS contract (DO/BPA 2002) plus the \$60 Outstanding Amt).

BEFORE EDIT:

**Edit Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	150.00	90.00	0.00	60.00	<input type="text" value="AA"/>	<input type="text" value="Partial"/>	<input type="text" value="40.00"/>

- 8) AFTER SAVE Contract to Date is \$150 (\$50 DO/BPA 1001 + \$100 DO/BPA 2002);  
Outstanding Amt is \$0; Contract ACRN Amt is \$100 on THIS Contract DO/BPA.

**Edit Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	150.00	150.00	0.00	0.00	<input type="text" value="AA"/>	<input type="text" value="Final"/>	<input type="text" value="100.00"/>

Transaction History

DCN: N0898810RC00017

ACRN	Contract ID	Contract ACRN	DO/ Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	City Cd	Document Status	Cost
AA	GSAMULT17	AA	2002	08988060A1T	Q	252			NC2276	01		Complete	\$150.00

Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description
Y	CM	12/16/2009 10:19:00	0	\$100.00	00	I		Created By Database User ID=btp45411a;
Y	AO	12/16/2009 10:22:04	0	\$50.00	00	L		Contract Number: GSAMULT17; BPA Number: 1001; Contract ACRN: AA; Created By Database User ID=btp45411a;
Y	AO	12/16/2009 10:31:38	0	\$40.00	00	L		Contract Number: GSAMULT17; BPA Number: 2002; Contract ACRN: AA; Created By Database User ID=btp45411a;
N	CM	12/16/2009 10:38:07	0	\$50.00	01			Created By Database User ID=btp45411a;
N	AO	12/16/2009 10:40:36	0	\$60.00	00	L		Contract Number: GSAMULT17; BPA Number: 2002; Contract ACRN: AA; Created By Database User ID=btp45411a;

## Multi-PIIN Scenario 2

- 1) NC2276 AA was created for \$100. Total Commitment is \$100.
- 2) NEW Final contract for \$100 GSAMULT18AA. BEFORE SAVE:

New Contract

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	0.00	0.00	100.00	<input type="text" value="AA"/>	Final <input type="button" value="v"/>	<input type="text" value="100.00"/>

- 3) AFTER SAVE Contract to Date is \$100, Outstanding Amt is \$0.

New Contract

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	100.00	100.00	0.00	0.00	<input type="text" value="AA"/>	Final	<input type="text" value="100.00"/>

- 4) Amendment 01/Add ACRN AB for \$50 and add \$10 to AA.
- 5) NEW Contract against Req N0898810RC00018. AA now has \$10 Outstanding Amt and can be added to another new contract, or added in to its original contract (GSAMULT18AA).

**BEFORE EDIT:**

**New Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	110.00	100.00	0.00	10.00	<input type="text" value="AA"/>	<input type="text" value="Partial"/> ▼	<input type="text" value="0.00"/>
AB	08988060A1T	50.00	0.00	0.00	50.00	<input type="text" value="AB"/>	<input type="text"/> ▼	<input type="text" value="0.00"/>

- 4) Add Final Contract GSA GSAMULT18AB for \$50 to AB only (clear AA).

**BEFORE SAVE:**

**New Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	110.00	100.00	0.00	10.00	<input type="text"/>	<input type="text"/> ▼	<input type="text" value="0.00"/>
AB	08988060A1T	50.00	0.00	0.00	50.00	<input type="text" value="AB"/>	<input type="text" value="Final"/> ▼	<input type="text" value="50.00"/>

5) AFTER SAVE of GSAMULT18AB

**New Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AB	08988060A1T	50.00	50.00	0.00	0.00	<input type="text" value="AB"/>	Final	<input type="text" value="50.00"/>

6) EDIT GSAMULT18AA BEFORE EDIT:

**Edit Contract**

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	110.00	100.00	0.00	10.00	<input type="text" value="AA"/>	<input type="text" value="Partial"/>	<input type="text" value="100.00"/>

7) User enters \$110 in Contract ACRN Amt (\$100 previously contract + \$10 Outstanding Amt)

AFTER SAVE:

Edit Contract

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

DCN:  Total Contract Amount:

Contract:  DO/BPA:

Requisition						Contract-DO/BPA		
ACRN	JON	Total Commitment	Contract To Date	CC XREF Amt	Outstanding Amt	Contract ACRN	Contract Partial	Contract ACRN Amt
AA	08988060A1T	110.00	110.00	0.00	0.00	<input type="text" value="AA"/>	Final	<input type="text" value="110.00"/>

DCN: N0898810RC00018

ACRN	Contract ID	Contract ACRN	DO/Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	City Cd	Document Status	Cost
AA	GSAMULT18AA	AA		08988060A1T	Q	252			NC2276	01		Complete	\$110.00
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
Y	CM	12/16/2009 10:48:55	0	\$100.00	00	I		Created By Database User ID=bfpe45411a;					
Y	AO	12/16/2009 10:53:55	0	\$100.00	00	L		Contract Number: GSAMULT18AA; Contract ACRN: AA;Created By Database User ID=bfpe45411a;					
N	CM	12/16/2009 11:13:17	0	\$10.00	01			Created By Database User ID=bfpe45411a;					
N	AO	12/16/2009 11:48:14	0	\$10.00	00	L		Contract Number: GSAMULT18AA; Contract ACRN: AA;Created By Database User ID=bfpe45411a;					
ACRN	Contract ID	Contract ACRN	DO/Call	Job Order	Exp Ele	Obj Class	Traveler	Return Date	Doc Type	Last Amend	City Cd	Document Status	Cost
AB	GSAMULT18AB	AB		08988060A1T	Q	252			NC2276	01		Complete	\$50.00
Exp	Trans Type	Trans Date	Trans Qty	Trans Amount	Amend	Partial Code	NTE	Transaction Description					
N	CM	12/16/2009 11:13:17	0	\$50.00	01	I		Created By Database User ID=bfpe45411a;					
N	AO	12/16/2009 11:16:23	0	\$50.00	01	L		Contract Number: GSAMULT18AB; Contract ACRN: AB;Created By Database User ID=bfpe45411a;					

## APPENDIX C - 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.

The screenshot shows the 'Serial Details' interface. The 'Serial' section includes fields for Site (SPSLJJ), Description (SPS RANGE), RC/OPTAR/Ext System (highlighted with a red box), and a dropdown menu (AB / SPS02 / SP, with a red arrow pointing to it). Other fields include Beginning Serial (SP001), Ending Serial (SP050), Last Serial (00000), SDN UIC (EDU00), Deactivate (checkbox), and Service Code (N - Navy Activities (excluding Marine Corps)). The 'DoDAAC' section contains Requisitioner UIC (SP0034), Procurement Office UIC (SP0035), Mail Invoices To UIC, and Ship To UIC. The 'Document Types' section lists various document codes with checkboxes: MILSTRIP, DD1155, CREDIT CARD, All SDN Documents, DD448, NC2275, NC2276 (checked), NC2276A, DD282, NAVPERS 1320/16, DD1610, SF44, SF182, DD1556, SF1164, MISCELLANEOUS, DD1149, and a Reset button.

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)\*

Name/Activity

Telephone

SDN Key (5/6 position)\*\*

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

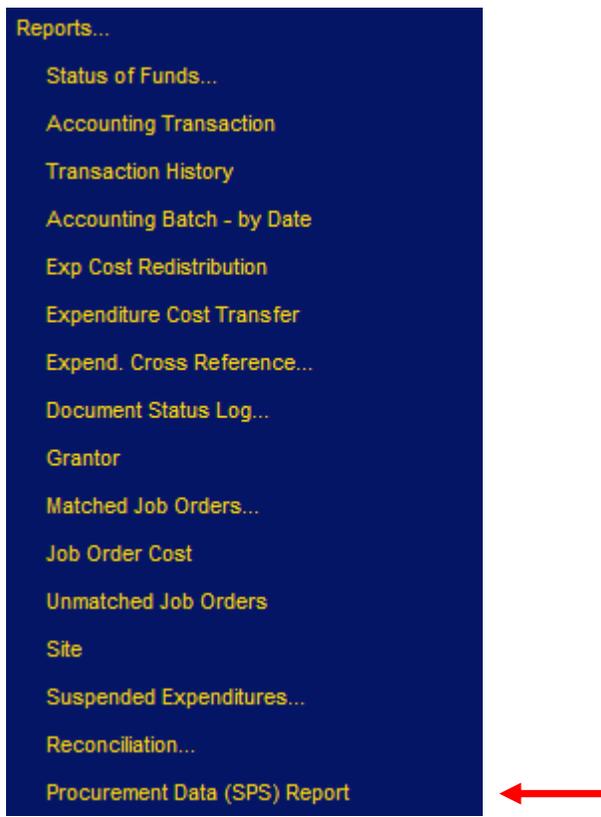
When the Site user creates an SPS NC2276, there are some special requirements that must be met. The following items are required on a Line Item:



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.



NOTE: Requisition ACRNs may not be involved in both CCXREF and Multi-PIIN.

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