

*Fund Administration and
Standardized Document Automation
System*

(FASTDATA)

*UPPER LEVEL
FUNDING
USERS GUIDE*

(For Major Command, Component Command
and Resource Manager Roles)

WEB Version 10-1K

Dec 2012

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FASTDATA WEB INTRODUCTION

BENEFITS

FASTDATA WEB:

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

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. Various scenarios of how to use the Upper Level funding chain are discussed in Appendix A.

This upper level configuration will allow a hierarchical system of user accesses that will 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 in turn, will 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

Major Command, Component Command and Resource Manager Roles should contact the System Administrator or Alternate System Administrator assigned to their command.

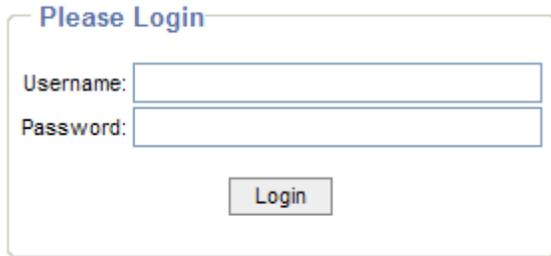
For issues dealing with database corrections, technical issues or connectivity problems, contact the FASTDATA Help Desk at 1-850-452-1001, Option 1, then Option 5 or via email at fastdata.helpdesk@navy.mil.

For after-hours support, you can send an email to the above address with the nature of your problem, and you will receive a response first thing the following business morning.

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FASTDATA WEB NAVIGATION

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



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

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



The main screen of the FASTDATA system. At the top left is an image of a blue and yellow fighter jet with "1.0" on the tail and "FASTDATA 058007" on the fuselage. To the right of the jet is the "FASTDATA" logo in large blue letters, with the tagline "Funds Administration and Standardized Document Automation System" below it. A dark blue navigation bar at the top contains the text "FASTDATA Version REL_10-1K.0022" on the left, "FY/QTR: 2013/1" in the center, and "Home | Help | Logout" on the right. Below the navigation bar is a form titled "Please Select a Role" with a dropdown menu showing "System Administrator" and a "Select" button.

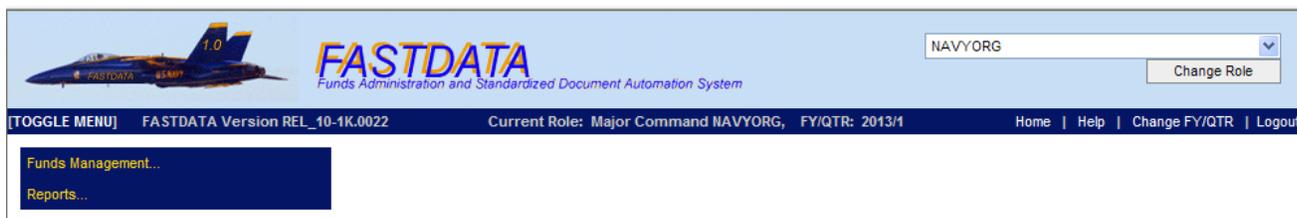
In the "Please Select a Role" dropdown list, the highest level you have been assigned will be the first role on the screen. All roles to which you are assigned will be visible by using the dropdown list arrow.

System Administrator
 System Administrator
Major Command ←
 NAVYORG
Component Command
 NWC00
Resource Manager
 ACADV00
FA
 EDUC00 - EDUCATION PROGRAMS
 TUIT00 - TUITION ASSISTANCE
(FA) Site
 (EDUC00) OFF00 - OFFICER PROGRAMS
 (EDUC00) ONBASE00 - ON-BASE PROGRAMS
 (TUIT00) LG00 - LOANS/GRANTS
 (TUIT00) NCF00 - NAVY COLLEGE FUND
 System Administrator

Select

The role selected will dictate what elements of the FASTDATA Web menu are available to the user. For instance, a Site user will not have the same access as that of an FA or Major Command. The menu options will be different depending on the role selected.

In this instance, choose Major Command as your role assignment and click Select to go to the Major Command Home page.



For ease in reading, the screen above is shown below in two parts, first the left hand side of the screen and then the right hand side.

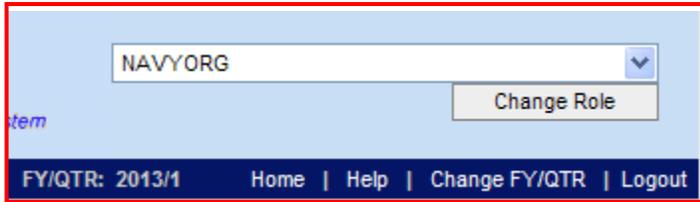
Left side of screen:



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.

Right side of screen:



- Use the dropdown list at the top right of the screen to display all roles to which you have been assigned. To switch from the present role to another, highlight and click on the desired new role and select **Change Role**.
- **FY/QTR:** Indicates the FY/QTR in which the user is signed on to work. This may be changed by using Change FY/QTR.
- **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 opened and take you to the Major Command’s main menu so that you may select another menu item.)
- **Help** - Select Help to view online help for the current page.
- **Change FY/QTR** – This menu item allows the user to change the active FY/QTR.
- **Logout** - Select Logout to return to the FASTDATA Login page.

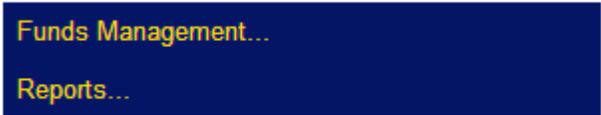
Under the header bar and on the left side of the screen, note the two main functions of the Major Command. Each of these functions has “sub-menu” functions that will be explored in the following pages of this Guide.



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MAJOR COMMAND ROLE

There are two main menu functions available for the Major Command user. Each has multiple “sub-menu” items from which to choose. These are discussed below.



Funds Management...

Reports...

FUNDS MANAGEMENT MENU

Highlighting Funds Management will reveal five “sub-menu” options available to the Major Command role:



Funds Management...

Resource Authorization

Distribution Framework

JON Export Override

CC/SCC Configuration Option

Recon Cost Difference Option

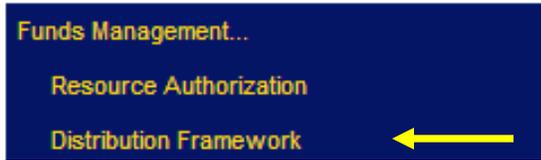
Resource Authorization

A **Resource Authorization (RA)** is the first entry point of the funding to be used in FASTDATA Web and will reflect the money your command has received on a funding document such as the 2168-1.

As discussed in the Introduction of this manual, a Resource Authorization may be established at any of the role levels above the Site and may be distributed in a number of ways. For instance, the Major Command may directly fund an FA or may distribute funds to the FA through a Component Command and/or Resource Manager. Therefore, in order to distinguish which funding method your Command is going to incorporate, it is necessary to set up the desired **Distribution Framework *before* establishing the RA.**

Distribution Framework

Selecting Funds Management and the Distribution Framework sub-menu option will open the Major Command – Distribution Framework screen. An example is shown on the next page.



Notice that the Component Command is already in the Assigned column on the right side of the page. A Component Command may only receive funding from a Major Command, so the Component Command is automatically associated with your selected Major Command.

If the Major Command wants to directly fund a Resource Manager (RM) or Fund Administrator (FA), the Distribution screen must be adjusted to reflect this by moving the RM and/or FA from the Unassigned column to the Assigned column. The user would select the name listed under the appropriate role and click Add or Add All (for all entries). Remove or Remove All works in the same manner. RMs and FAs may be funded by more than one upper-level source.

After making any changes, the user would click Save and then OK to the successful save message.

Once the desired distribution is set up, the Major Command may proceed to establish Resource Authorizations and distribute funding.

Major Command - Distribution Framework

Component Commands

Unassigned	Assigned
	NWVC01

Resource Managers

Unassigned	Assigned
ACADV01	

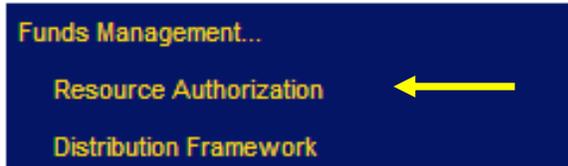
FAs

Unassigned	Assigned
TUIT01	EDUC01

Save Close

The Component Command is automatically associated with a Major Command.

Resource Authorization (RA)

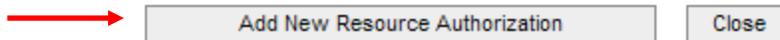


Selection of the Resource Authorization sub-menu option results in display of the Resource Authorization Administration - Summary screen as shown below. The screen shows existing Resource Authorizations and available options: Delete, History, Details, Update and Outyear. The Role that established the RA is shown in the Created By column. From this screen, you may also add New Resource Authorizations.

Resource Authorization – Add

The Add New Resource Authorization button is used to create a new RA. Selection of this option results in display of the New Resource Authorization screen as shown below.

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



New Resource Authorization

General ←

Funding Type: O&MN ▾ OB Holder: Department: Approval Date: Expired Date:
Begin Fiscal Year: End Fiscal Year: APPN: Effective Date:

Subheads

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

→ Add Subhead Save Close

Enter the General information from your funding document, and then select Add Subhead to enter the Subhead slated to receive the Resource Authorization dollars. (Subheads are the first level of subdivisions of an Appropriation.) You may add multiple Subheads.

Fields on the New Resource Authorization screen are described below:

General Section

Funding Type - Possible funding types are Operation & Maintenance, Navy (O&MN); Allotment (ALLOT); Reserve Personnel, Navy (RPN); Military Personnel, Navy (MPN) and Research and Development (RDT&E).

OB Holder - A unique UIC identifying the Operating Budget Holder associated with the new Resource Authorization.

Department - A two-digit numeric identifier of the governmental department to whom the funds are appropriated or the department responsible for administering the funds. Examples are: 17 for Navy and 97 for DOD.

Approval Date – The date on which the Resource Authorization was approved.

Expired Date - This is an optional field used with multiyear appropriations. When entered, it must be equal to or greater than the Effective Date. The Expired Date indicates the extended period of performance beyond the ending date of the appropriation during which new obligations may be made for the ending fiscal year up to this date.

Begin Fiscal Year – The beginning fiscal year of the appropriation being entered.

End Fiscal Year – The ending fiscal year of the appropriation being entered.

APPN - A 4-position code that identifies the Fund Account authorized by Congress to incur obligations for specified purposes. Examples are: 1804 for O&MN and 1319 for RDT&E.

Effective Date - The date on which the Resource Authorization becomes effective.

Subhead Section

Fields required for adding a Subhead are described on the next page.

Required:

Subhead – A four-position code identifying the first division level below the appropriation.

Remarks – User-defined information regarding the use of the funds.

Optional:

Delete – If the trashcan icon is available in this column, the Subhead may be deleted.

Distribution - Select the Distribution Icon to distribute funds to a lower-level Role. For instance, a Major Command could distribute to a Component Command, Resource Manager or an FA; but a Resource Manager could only distribute to an FA. (Remember that the Distribution Framework has to be set up to accommodate this at the originating Role.)

Sequence Nbr – Identifies the number of consecutive changes that have been made to a Subhead. There will be no entry in this field upon initial establishment of a Subhead.

FY – The Fiscal Year to which the entered funds are to be applied.

BCN – Bureau Control Number.

Sub Allot – A one-position alpha/numeric code representing the sub-allotment. A zero is used unless more than one operating budget is issued to a single UIC under the same subhead.

AAA – This optional field indicates the Authorization Accounting Activity for this subhead.

OC – The Object Class is an optional 3-position alphanumeric classification based on the nature of the services, articles or other items involved. Use zeros except for financial transactions affecting international balance of payments or 006 for Reimbursable Source Code 6.

PAA – The Property Accounting Activity code is used to configure the PAA field in the line of accounting on printed documents.

Cost Code –The JON and Expense Element to be associated with the new Subhead.

TTC – Transaction Type Code; usually 2D.

Q1 Funds thru **Q4 Funds** – Funding provided to this Subhead broken into Quarters 1-4.

Year – After Save, the total of the Q1 thru Q4 funds.

Complete the Subhead information and click Save to establish your new RA and Subhead.

Resource Authorization – Delete

Selecting the Delete Icon removes the associated Resource Authorization; however, you may not delete a Resource Authorization that has a distributed Subhead.

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

Resource Authorization – History

The Resource Authorization History screen provides a view-only page of general information regarding the Authorization and details about the established Subheads.

The user would click on the History Icon to open the Resource Authorization History screen.

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

Due to its size, the Resource Authorization History screen shown below is divided into two sections and shows a view of the Subheads that make up the Authorization.

General section- provides information about the Authorization
 Subheads section- provides details (applicable coding and funding) about the Subheads

Left hand side of the screen:

Resource Authorization History

General ←

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 9/28/2009 Expired Date:
 Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2009

Subheads ←

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

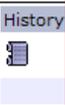
Right hand side:

Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
NAV00812345N	2D	35,000.00	25,000.00	25,000.00	15,000.00	100,000.00
Total:		35,000.00	25,000.00	25,000.00	15,000.00	100,000.00

Close

If there is an icon in the History column of the Subhead, as shown in the example below, the user can select it to drill down to lower level details of the Subhead.

Subheads

History	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code
	1300	1	2009	HAPPY NEW YEAR!	NAV33	0	068566	000	000001	NAV00812345N

This example shows the Sequence Nbr column contains both the initial entry (0) and change (1) where the BCN was changed:

APPN 17 09 1804 1300 History

Basic														
Date Created	Subhead	Sequence Nbr	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds
10/14/2008	1300	0	HAPPY NEW YEAR!	NAV00	0	068566	000	000001	NAV00812345N	2D	35,000.00	25,000.00	25,000.00	15,000.00
Amendments														
Date Created	Subhead	Sequence Nbr	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds
9/22/2010	1300	1	HAPPY NEW YEAR!	NAV33	0	068566	000	000001	NAV00812345N	2D	0.00	0.00	0.00	0.00
Total											Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds
											35,000.00	25,000.00	25,000.00	15,000.00

Resource Authorization – Details

To view Subhead details, including Authorization and Amendment information, click on the Details Icon.

Resource Authorization Administration - Summary

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

Below is a portion of the resulting Resource Authorization Details screen:

Resource Authorization Details

General

Funding Type: RDT&E OB Holder: Department: Approval Date: 10/6/2010 Expired Date:
Begin Fiscal Year: End Fiscal Year: APPN: Effective Date: 10/6/2010

Subheads

Details	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
	4200	0	2011	BASIC	EDU00	0	068566	000	

As long as there is an icon in the Details column, the user would be able to drill down to lower level details of the selected Subhead. A sample is provided below that drills down all the way to the Job Order record.

FA Fund Details - Authorization Detail

APPN: 17 09/10 1319

FA Funding							
Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	
4200	BASIC	0	EDU00	0	068566	000	
PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
			0.00	0.00	0.00	3,000.00	3,000.00
RC							
RC			Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
MY			0.00	0.00	0.00	0.00	0.00
OPTAR							
OPTAR	Description	Direct Reimb Cd				Total Obligated	Total Authorized
MY01	MULTIYEAR OPTAR 1	D				131.00	1,100.00
Authorization							
Authorization	Labor Cd						
MY0001	N						
	Encumbered	Inventory Issue	Q1 Authorized	Q2 Authorized	Q3 Authorized	Q4 Authorized	Total Authorized
	0.00	0.00	0.00	0.00	1,000.00	100.00	1,100.00
Job Orders							
Details	Job Order	Description					Total Obligated
	LESSN9TASK1	TEST JON					131.00

Selecting the Job Orders Details icon provides a list of all documents that used that JON:

Documents			
DCN	Acrn	Last Sequence Nbr	Actual Cost
NEDU0009RCA1004	AA	00	1.00
NEDU0009WRA5011	AA	00	130.00
			Total
			131.00

Resource Authorization – Update

Use the Update Icon to **modify** existing Subhead information or funds; to **create** new Subheads or to **distribute** funds to a lower echelon.

Resource Authorization Administration - Summary

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

Add New Resource Authorization Close

Clicking on the Update Icon will open a Resource Authorization Update screen similar to:

Resource Authorization Update

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 9/28/2009 Expired Date:
Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2009

Subheads

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

Add Subhead Save

The General information is display only.

A Delete (trashcan) Icon will appear for all eligible Subheads. If a Subhead has already been distributed, it may not be deleted. If there is only one Subhead and you want to delete it, you will have to delete the RA, too, from the RA Summary screen.

Modifying Existing Subhead Information or Funds

In the example below, the user wishes to change the BCN associated with the 1300 Subhead from NAV00 to NAV33. Simply type over NAV00 with the desired information and Save.

Resource Authorization Update

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 9/28/2009 Expired Date:
Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2009

Subheads

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

Add Subhead Save

Resource Authorization Update

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 9/28/2009 Expired Date:
Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2009

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		1300	0	2011	HAPPY NEW YEAR!	NAV33	0	068566	000	000001

Add Subhead Save

When a successful save is completed, the new data will be displayed.

Creating a New Subhead

From the Resource Authorization Admin-Summary entry point, select Update and the Add Subhead button to receive a new blank Subhead field available for information to be added. (See below example.) When the desired Subhead data has been entered, click Save and receive the successful save message and a display of all Subheads.

Resource Authorization Update

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 9/28/2009 Expired Date:
Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2009

Subheads

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

Add Subhead Save

Distributing Funds

Use the Distribution Icon on the RA Update screen to make changes to Subhead funding or to make a distribution of funds (based on your role) to a Component Command, Resource Manager or Fund Administrator.

Resource Authorization Update

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 9/28/2009 Expired Date:
Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2009

Subheads

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

Add Subhead Save

The result of selecting the Distribution icon depends on the Distribution Framework you have set up. You could see options for distributing to the Component Command, Resource Manager or FA. In the example below, the Major Command has been set up to fund the Resource Manager and/or the FA.

In this scenario, Fund FA was selected and resulted in a screen similar to:

FA Funding									
FA	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC
EDUC00	HAPPY NEW YEAR	3	NAV00	0	068566	000	000001	NAV00812345N	2D
TUIT00	HAPPY NEW YEAR	3	NAV00	0	068566	000	000001	NAV00812345N	2D
EDUC00		0	NAV00	0	068566	000	000001	NAV00812345N	2D

From this point, the Major Command would distribute as much of the Subhead money as desired. In the scenario shown below, \$700 of the \$1000 is being passed to the FA.

OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
				1,000.00	1,000.00	1,000.00	1,000.00	4,000.00

OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
				700.00	700.00	700.00	700.00	0.00
FA Funding Total:				0.00	0.00	0.00	0.00	0.00

	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
Total Distributed:	0.00	0.00	0.00	0.00	0.00
Total Balance:	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00

Upon saving, the Total Distributed and the Total Balance left at the Major Command will be displayed.

OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
				1,000.00	1,000.00	1,000.00	1,000.00	4,000.00

OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
				700.00	700.00	700.00	700.00	2,800.00
FA Funding Total:				700.00	700.00	700.00	700.00	2,800.00

	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
Total Distributed:	700.00	700.00	700.00	700.00	2,800.00
Total Balance:	300.00	300.00	300.00	300.00	1,200.00

Resource Authorization – Promote to Outyear

Use the Outyear Icon to promote the Resource Authorization in the current fiscal year to the Outyear (next fiscal year).

Promoting an RA to the Outyear is limited to the role that created the RA. Any other roles will have view-only privileges. **Promoting the RA is required before promoting a Responsibility Center.**

Clicking on the 1804 Outyear Icon in the example below will open the Resource Authorization Promote to Outyear screen.

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

Buttons: Add New Resource Authorization, Close

Placing a check in a corresponding check box indicates that particular RA is to be promoted for use in the next fiscal year.

Resource Authorization Promote to Outyear

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 9/28/2009 Expired Date:
Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2009 Roll Funds Ind:

Subheads

Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
<input type="checkbox"/>	Not Promoted	1300	0	2011	HAPPY NEW YEAR!	NAV00	0	068566	000	000001

For multi-year appropriations, the steps below have to be accomplished. In our example, FY2010 is the current year and FY2011 is the Outyear.

- At the level at which the RA was created, change the Fiscal Year to the Outyear
- Go to Funds Management, Resource Authorization
- Choose the RM you need to promote and click the Update Icon. (In our example, the RA was created at the RM.)

Current Role: Resource Manager RMUSJFCOM, FY/QTR: 2011/1

Resource Authorization Administration - Summary									
Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder		
					RMUSJFCOM	17 10/11 1810	00066		
					RMUSJFCOM	17 10/12 1810	00066		
					RMUSJFCOM	97 10/12 0300	00066		
					RMUSJFCOM	97 10/11 0400	066KG		
					RMUSJFCOM	97 10/11 0400	066KF		
					Update Resource Authorization	COM	97 10/11 0400	066KS	

- Click Add Subhead:

FASTDATA Version REL_40-1.0023 Current Role: Resource Manager RMUSJFCOM, F

Resource Authorization Update

General

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

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC
		066KF	9	2010	ID RANGE / ID VISION	00066	0	068892				

Total:

Add Subhead Save Close

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

FASTDATA Version REL_40-1.0023 Current Role: Resource Manager RMUSJFCOM, F

Resource Authorization Update

General

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

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC
		066K2	0	2011	JFIT	00066	0	068892				
		066K2	6	2010	JFIT	00066	0	068892				

Total:

Add Subhead Save Close

- Distribute it to the FA
- Go to the FA level and stay in current year (FY 2010)
- Go to Utilities, Process Outyear

- Select RCs to carry forward

Current Role: FA I00066, FY/QTR: 2010/3

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

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

Select All Deselect All Process Close

- Click Process
- Check financial framework to confirm success

***Note: At the FA level under Funds Management, Resource Authorization, Promote to Outyear, it still has status of “not promoted”. There is also a checkbox to “Promote to Outyear” but there is no Save button. However, it still promoted but under multi-year this status doesn’t change. See below:

FASTDATA Version REL_10-1.0023 Current Role: FA M

Resource Authorization Promote to Outyear

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

Subheads

Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		66K2	0	2011		00066	0	068892		
<input type="checkbox"/>	Not Promoted	66K2	5	2010	JFIT	00066	0	068892		

Close

At the RM level, the status still shows “ineligible” even though it did promote to FY 2011. See below:

FASTDATA Version REL_10-1.0023 Current Role: Resource Manager RM

Resource Authorization Promote to Outyear

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

Subheads

Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost
		66K2	0	2011	JFIT	00066	0	068892			
	Ineligible	66K2	6	2010	JFIT	00066	0	068892			

Save Close

Multiyear Appropriations

FASTDATA can accommodate multiyear appropriations such as RDT&E, MPN and Procurement. You may establish a multiyear Resource Authorization in the beginning fiscal year or in the current fiscal year when the beginning fiscal year was in a prior fiscal year. You may create Site documents in each of the open years of the appropriation and will cite the JONs and serial ranges for the active fiscal year. You may promote Multiyear appropriations to the Outyear. (See Resource Authorization – Promote to Outyear section above.)

“X” no-year appropriations and “R” receipt appropriations may also be established in FASTDATA WEB. Both are applicable only for the fiscal year established. The user would enter an “X” or “R” followed by 3 spaces in the beginning and ending fiscal year fields. Beginning and ending fiscal years must match.

The “Expired Date” element shown on the Resource Authorization Details screen pertains to this multiyear processing. It is an optional field. When entered, the Expired Date must be equal to or greater than the Effective Date and indicates the extended period of performance beyond the ending date of the appropriation. New obligations may be made for the ending fiscal year up to this date.

JON Export Override



As shown below, selection of this menu item will take you to a screen that lists all of your RCs and their respective Appropriation data. From here, you have the option of setting your JON Export Mode to Manual or Automatic.

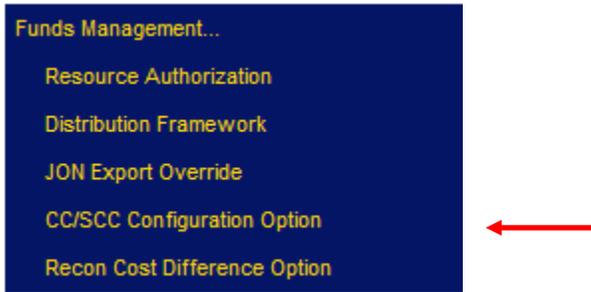
If you choose Manual by putting a checkmark in the Select box, eligible JONs from the selected RCs will be exported to STARS-FL via the automated job entitled "Send JONs to STARS-FL". However, prior to the job running, you must return to this screen each time you wish to export JONs and select the RCs with JONs ready for export.

If you select Automatic, the desired years must also be chosen from the drop list. Selecting Automatic will eliminate the need for you to return to this screen each time you wish to export JONs to STARS-FL. For the RCs you mark as Automatic, the eligible JONs will export each time the automated job "Send JONs to STARS-FL" is activated.

A screenshot of a table titled "RCs for JON Export". The table has columns for "Export Mode", "Select", "Select Year", "FA", "RC", "Appropriation", "Sub Head", "BCN", "SA OB", and "System Code". The "Export Mode" column contains dropdown menus with "Manual" or "Automatic" selected. The "Select" column contains checkboxes. The "Select Year" column contains dropdown menus. A red circle highlights the "Manual" dropdown in the second row, and a red arrow points to the "Automatic" dropdown in the third row. The "Select Year" dropdown in the third row is open, showing options: "Current Year Only", "Current year and prior years", "Current year and Outyear", "All fiscal years", and "Outyear only".

Export Mode	Select	Select Year	FA	RC	Appropriation	Sub Head	BCN	SA OB	System Code
Manual	<input type="checkbox"/>		EDUC00	AA	1711804	1300	EDU00	0	1 - RMS Operations (O&MN and DBOF funding) FASTDATA
Manual	<input type="checkbox"/>		EDUC00	AB	1711804	1200	EDU00	0	1 - RMS Operations (O&MN and DBOF funding) FASTDATA
Automatic	<input checked="" type="checkbox"/>	Current Year Only	EDUC00	BU	1711804	3705	68094	0	1 - RMS Operations (O&MN and DBOF funding) FASTDATA
Automatic	<input checked="" type="checkbox"/>		EDUC00	MY	1711319	4200	EDU00	0	5 - Research, Development, Test and Evaluation FASTDATA

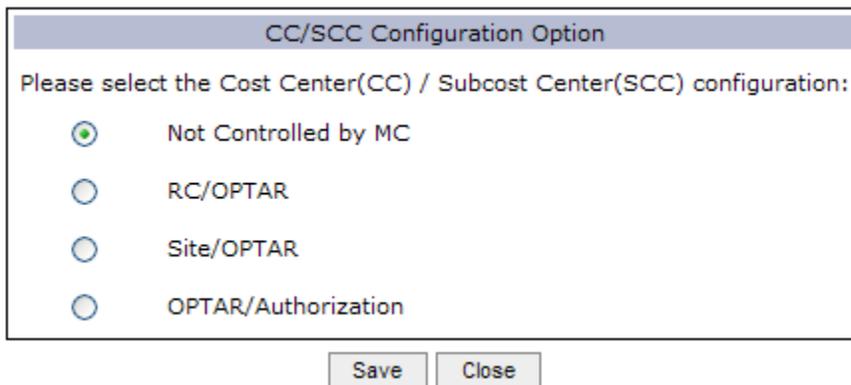
CC/scc configuration option



This menu item allows the Major Command (BSO) to enforce the cost center and sub-cost center (CC/SCC) values based on a preset selection of options. When reorganizing financial framework, FASTDATA will set the CC/SCC on JONs in accordance with the preset selection. Additionally, it will set the JON to export to STARS-FL. If the CC/SCC is controlled by this setting, user entry will not be allowed to override the set values.

In the BUMED financial framework, the CC is set to the Site code of the OPTAR associated to the JON and the SCC is set to the OPTAR. Reorganizing the financial framework (i.e. moving an OPTAR, Auth or JON) requires that these values be kept in synch and that the modification be sent to STARS. Changing an authorization on a JON within the same RC/OPTAR does not need to send the modification but does not cause any problems if sent.

Selection of this menu item results in the screen below:

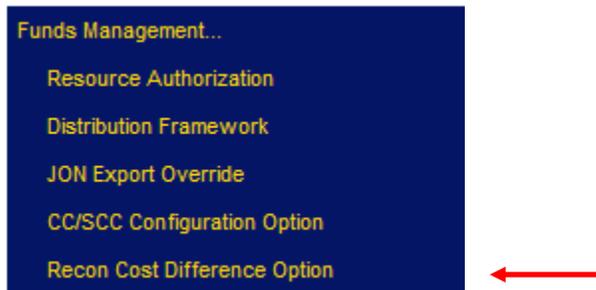
A screenshot of a dialog box titled "CC/SCC Configuration Option". The dialog box has a light blue header and a white body. The text inside reads: "Please select the Cost Center(CC) / Subcost Center(SCC) configuration:". Below this text are four radio button options: "Not Controlled by MC" (selected), "RC/OPTAR", "Site/OPTAR", and "OPTAR/Authorization". At the bottom of the dialog box are two buttons: "Save" and "Close".

If the Major Command chooses to use this feature, they would indicate which level equals the CC/SCC.

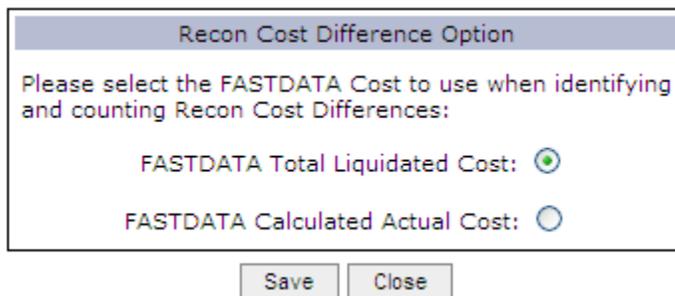
RECON COST DIFFERENCE OPTION

Background: To ensure the integrity of financial records in both systems, a process exists to reconcile FASTDATA and STARS-FL transactions. The process is initiated when the FA activates the automated job entitled “Perform Reconciliation.” A Summary Reconciliation Report displays the variances created upon comparison of the two systems.

The menu option shown below allows each Major Command to decide the methodology for cost comparison. All Fund Administrators (FAs) under a Major Command must abide by the same setting.



Selection of this menu item results in the following screen:

A screenshot of a dialog box titled "Recon Cost Difference Option". The dialog box has a white background and a grey title bar. It contains the text: "Please select the FASTDATA Cost to use when identifying and counting Recon Cost Differences:". Below this text are two radio button options: "FASTDATA Total Liquidated Cost:" with a selected radio button (indicated by a green dot), and "FASTDATA Calculated Actual Cost:" with an unselected radio button. At the bottom of the dialog box are two buttons: "Save" and "Close".

Default is a comparison of FASTDATA Total Liquidated Cost to STARS-FL, i.e. adding liquidated buckets together to determine overall FASTDATA costs. The other option is a comparison of FASTDATA Calculated Actual Cost to STARS-FL.

The Action Item List (AIL) Recon Section will use the Major Command’s selected option when determining which records are un-reconciled for the purpose of counting the number of DCN/ACRNs reconciled, the number of recon differences and for calculating reconciled percentages.

If a change is made during the year, FASTDATA will clear error messages, re-execute the reconciliation and record the results for the FAs within the Major Command.

REPORTS

Executive Summary

FASTDATA provides a two-part Executive Summary Report that shows Upper Level funding information in Part 1 of the report, and FA Level and below information in Part 2.

Select Reports, then the Executive Summary sub-menu to open the Executive Summary Report (MC) screen.

The user would select the desired criteria (see the example below) then Run Report at the bottom of the screen to produce the report. A sample report is on the following page.

The screenshot shows the 'Executive Summary Report (MC)' interface. It includes input fields for 'MC: NAVYORG', 'FY: 2009', and 'Qtr: 4'. A 'Subhead' dropdown menu is open, showing a list of subheads: 'All Subheads', '17 2009/2009 1804 NAV99 3705', '17 2009/2009 1804 NYY00 1200', and '17 2009/2009 1804 NAV00 1300'. The 'Direct/Reimbursable' dropdown is set to 'Direct'. At the bottom are 'Run Report' and 'Close' buttons. Red arrows point from a text box on the right to these elements.

Annotations from the right text box:

- Major Command ID
- Current Fiscal Year
- Select the desired Quarter from the drop-down list
- Select the desired Subhead from the drop-down list
- Select either Direct or Reimbursable to filter the report

Major Command Executive Summary Report Example
(Part I)

EXECUTIVE SUMMARY REPORT (MC)						
Major Command: NOLSC-MC Fiscal Year 2008						
Resource Authorization: 17 2008/2008 1804 3581A						
Resource Authorization						
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Resource Authorization	\$6,199,129.00	\$0.00	\$0.00	\$0.00	\$6,199,129.00	\$6,199,129.00
Total Distributed	\$6,199,129.00	\$0.00	\$0.00	\$0.00	\$6,199,129.00	\$6,199,129.00
Total Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Obligated						\$2,962,322.79
Funds Distribution						
Major Command: NOLSC-MC RA Funding (Subhead): 17 2008/2008 1804 3581A 9U3N						
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Resource Authorization	\$6,199,129.00	\$0.00	\$0.00	\$0.00	\$6,199,129.00	\$6,199,129.00
Total Distributed	\$6,199,129.00	\$0.00	\$0.00	\$0.00	\$6,199,129.00	\$6,199,129.00
Total Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Obligated						\$2,962,322.79
Component Command: - No Funding at this Level -						
RA Funding (Subhead): 17 2008/2008 1804 3581A 9U3N						
Resource Manager: - No Funding at this Level -						
RA Funding (Subhead): 17 2008/2008 1804 3581A 9U3N						
Fund Administrator: N3581A						
RA Funding (Subhead): 17 2008/2008 1804 3581A 9U3N						
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Distributed	\$6,199,129.00	\$0.00	\$0.00	\$0.00	\$6,199,129.00	\$6,199,129.00
Total Obligated						\$2,962,322.79

Major Command Executive Summary Report Example
(Part II)

Status of funds								
Fiscal Year 2008								
Resource Authorization: 17 2008/2008 1804 3581A								
Fund Administrator: N3581A								
RC Code: NO								
		Annual Planning Figure	Current Authorized	Cumulative Cost	Encumbered Amount	Inv Issued Amount	Available Balance	Current % Used
OPTAR Code: 41	AMMO N41 (ALL)	\$1,547,866.11	\$1,413,818.11	\$800,233.34	\$0.00	\$0.00	\$613,584.77	56.60%
OPTAR Code: AC	OPERATIONS DEPT N3	\$657,405.99	\$657,405.99	\$540,138.43	\$0.00	\$0.00	\$117,267.56	82.16%
OPTAR Code: AD	PLANS, CONCEPTS & DOC N5	\$325,209.43	\$325,209.43	\$64,998.07	\$0.00	\$0.00	\$260,211.36	19.99%
OPTAR Code: BS	BASE SUPPORT	\$895,076.37	\$746,286.37	\$571,434.69	\$0.00	\$0.00	\$174,851.68	76.57%
OPTAR Code: GW	GWOT	\$202,000.00	\$202,000.00	\$100,376.20	\$0.00	\$0.00	\$101,623.80	49.69%
OPTAR Code: KM	KNOWLEDGE MANAGEMENT N9	\$273,492.22	\$273,492.22	\$259,316.84	\$0.00	\$0.00	\$14,175.38	94.82%
OPTAR Code: L6	LEAN SIX SIGMA	\$5,000.00	\$5,000.00	\$2,515.44	\$0.00	\$0.00	\$2,484.56	50.31%
OPTAR Code: N1	ADMIN	\$44,487.00	\$44,487.00	\$8,298.88	\$0.00	\$0.00	\$36,188.12	18.65%
OPTAR Code: N8	COMPTROLLER N8	\$166,230.25	\$163,480.25	\$93,939.48	\$0.00	\$0.00	\$69,540.77	57.46%
OPTAR Code: PF	PETROLEUM (ALL DEPT)	\$766,465.00	\$532,451.00	\$168,706.72	\$0.00	\$0.00	\$363,744.28	31.68%
OPTAR Code: PS	NSPS	\$2,000.00	\$2,000.00	\$1,517.32	\$0.00	\$0.00	\$482.68	75.87%
OPTAR Code: T1	COMMAND SUPPORT	\$749,760.05	\$722,803.66	\$350,847.38	\$0.00	\$0.00	\$371,956.28	48.54%
Total for RC Code: NO		\$5,634,954.42	\$5,088,434.03	\$2,962,322.79	\$0.00	\$0.00	\$2,126,111.24	58.22%
RC Code: TM								
		Annual Planning Figure	Current Authorized	Cumulative Cost	Encumbered Amount	Inv Issued Amount	Available Balance	Current % Used
OPTAR Code: 1A	TRAINING PROGRAM 1	\$30.00	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	0.00%
Total for RC Code: TM		\$5,635,024.42	\$20.00	\$2,962,322.79	\$0.00	\$0.00	\$20.00	*****
Total for Fund Administrator: N3581A		\$5,635,024.42	\$5,088,454.03	\$2,962,322.79	\$0.00	\$0.00	\$2,126,131.24	58.22%
Total for Resource Authorization:		\$5,635,024.42	\$5,088,454.03	\$2,962,322.79	\$0.00	\$0.00	\$2,126,131.24	58.22%

Action Item List Report

FASTDATA provides an Action Item List Report at the Major Command, Component Command, Resource Manager and FA Levels. Select Reports, then the Action Item List Report sub-menu to receive:

The screenshot shows the 'Action Item Report' dialog box. It is divided into several sections:

- Action Items to Report on :** A list of 20 categories, with 'All Action Items' selected and highlighted in blue. A red arrow points to this selection.
- FA Selection:** A list of two FA codes: 'All FAs', 'EDUC00EDUCATION PROGRAM', and 'TUIT00TUITION ASSISTANCE'.
- RC Selection:** A list with 'TM' selected and highlighted in blue.
- Optar Selection:** A list with 'All Optars', '01', '07', and '1A' listed. 'All Optars' is selected and highlighted in blue.
- Check For Funds:** A dropdown menu set to 'All'.
- Exclude Selected Optars:** A dropdown menu set to 'No', with a red arrow pointing to it.
- Filter Options:** An empty text input field and a 'Filter Optars' button.

At the bottom of the dialog are two buttons: 'Run Report' and 'Close'.

Instructional Callouts:

- Select All Action Items and All FAs or choose specific ones.** (Points to the 'All Action Items' and 'All FAs' selections)
- Select all RCs and Optars or choose specific ones. Select only those with Check for Funds on or only those with it off. Highlight specific Optars and say "Yes" to exclude those highlighted from the report. Put the 1st letter of an Optar ID in the Filter** (Points to the 'Exclude Selected Optars' dropdown and the 'Filter Options' field)

The list Action Item List will be available as a real-time report within the application; it may be run at any time and as often as needed. You may save each report. The following guidelines will apply for each action item:

Green	Acceptable
Yellow	Requires action-non-critical
Red	Requires action-critical

Items that may appear on the report are:

Security - FA and Site Accounts with 90 Days of Inactivity includes users that have not accessed FASTDATA for 90 days or more. Within each FA ID, this action item is sorted by User ID.

Security - FA and Site Account users that have been issued a User ID and password, but who have never accessed FASTDATA to activate their Single Sign-on (CAC) capability. Within each FA ID, this action item is sorted by User ID.

Financial Framework - Undistributed Funds lists RCs that have either undistributed funds or have more than the targeted funding distributed. Within each FA ID, it is sorted by Fiscal Year, then RC, Appropriation (Basic Symbol), Subhead, BCN, and SA OB Suffix.

Financial Framework - Sites without Serial Ranges lists Sites that have no associated serial ranges. Within FA ID, it is sorted by Fiscal Year, Site, and then OPTAR ID.

Financial Framework - OPTARs without Site Codes lists OPTARs without associated Sites. Within FA ID, it is sorted by Fiscal Year, RC, and then OPTAR ID.

Financial Framework - OPTARs without Check for Funds lists OPTARs that do not have the funds validation enabled. Within FA ID, it is sorted by Fiscal Year, RC, and then OPTAR.

Financial Framework - OPTARs without Adequate Funding lists OPTARs that do not have the adequate funding to cover current costs. Within FA ID, it is sorted by Fiscal Year, RC, and then OPTAR.

Financial Framework - Authorizations without Adequate Funding lists authorizations that do not have the adequate funding to cover current costs. Within FA ID, it is sorted by Fiscal Year, RC, OPTAR, and then Authorization.

Financial Framework - Authorizations without associated Job Order Numbers lists authorizations that have no associated job orders. Within FA ID it is sorted by Fiscal Year, RC, OPTAR, and then Authorization.

Financial Framework - Unacknowledged Job Order Numbers lists job order numbers in the current fiscal year have not been synchronized properly with STARS-FL. Within FA ID, it is sorted by Fiscal Year, RC, and then Job Order. If all Job Orders are Acknowledged, the FA action item is Green. If there are one or more Job Orders with a status of New Incomplete, Modified Complete, Modified in Error, or Modified Unacknowledged, then the FA action item is Yellow. If one or more Job Orders have a status of New in Error, New Complete, New Unacknowledged, or New Unacknowledged but Modified, then the FA action item is Red. This is because these Job Orders are not in STARS-FL, and therefore may cause accounting transactions citing them to suspend in STARS-FL.

Accounting Transactions - Documents without Obligations lists documents that initially generate commitments, and require acceptance or a contract to generate an obligation, but for which the obligation has not yet been created. The list excludes documents with status of Finalized, Cancelled, Not Used, Initiation, and Cancelled Initiation. Within FA ID, it is sorted by Site, Fiscal Year, Document Control Number (DCN), and then Amendment ID.

Accounting Transactions - Expenditures Suspended at the Fund Administrator lists expenditures that have suspended at the FA. Within FA, it is sorted by DCN, ACRN, Job Order, and then processed date.

Accounting Transactions - Accounting Transactions Suspended at the Fund Administrator lists accounting transactions that the FA has suspended to prevent them from being transmitted to STARS-FL. If there is at least one transaction that is 30 days or older from the time it was received from the Site, then the condition is Red. If there is at least one suspended transaction that is less than 30 days old, then the condition is yellow. Within FA, this action item is sorted by DCN, Amendment, ACRN, and then Execution Code.

Accounting Transactions - Expenditures Suspended at the Site lists expenditures that have suspended at the Site. Within FA, it is sorted by Site, DCN, ACRN, Job Order, and then processed date.

Accounting Transactions – Suspended External Transactions lists transactions from external systems that have suspended at the FA or Site. A single transmission received from external systems via the automatic interface may contain data from more than one system (DTS, SPS) and/or data for more than one Site (DTS, SPS, MPC). For this reason, a single file instance (Date/time + File name) may appear on the list for the FA, as well as for one or more sites. This action item is sorted by Site, External System Type, date and time of file, then file name.

Accounting Transactions - Reconciliation shows the reconciliation results at the FA level. Within FA ID and date reconciled. This action item is sorted by Fiscal Year descending. The overall results are displayed for each FA. The criteria for green, yellow, or red is based on results for the current fiscal year.

Automatic Process - Scheduling of Events lists automated jobs for which the FA's setting does not follow the recommended guidelines. The guidelines are:

Perform reconciliation - Active, DLY, Red if not within guidelines.

Process MPC Transactions - Active 60-480 MIN, Red if not within guidelines.

Receive DTS transactions from STARS-FL - Active, 5 MIN, Red if not within guidelines.

Receive Expenditures from STARS-FL - Active, 5 MIN, Red if not within guidelines.

Receive JONs from STARS-FL - Must be Inactive, Red if Active.

Receive JONs that failed STARS-FL validation (INVALID) - Active, 5-90 MIN, Red if not within guidelines.

Receive JONs that passed STARS-FL validation (VALID) - Active, 5-90 MIN, Red if not within guidelines.

Receive accounting transactions from the Site(s) - Active, 15-60 MIN or DLY, Yellow if not within guidelines.

Receive cost corrections from the Site(s) - Inactive until functionality included in BUMED release; after that will be Active, 5-90 MIN, Red if not within guidelines

Receive cost redistributions from the Site(s) - Inactive until functionality included in BUMED release; after that will be Active, 5-90 MIN, Red if not within guidelines.

Release Financial Framework to Site(s) - Active, 5-60 MIN, Yellow if not within guidelines.

Release Outyear Financial Framework to Site(s) - Active, 5-60 MIN, Yellow if not within guidelines.

Send Accounting Batch to STARS-FL - Active, 5-90 MIN, Red if not within guidelines.

Send Cost Redistribution Batch to STARS-FL - Inactive until functionality included in BUMED release; after that will be Active, 5-90 MIN, Red if not within guidelines.

Send JONs to STARS-FL - Active, 5-90 MIN, Red if not within guidelines.

Send OPTAR Authorizations (010,121) to STARS_FL - Active, 5-90 MIN, Red if not within guidelines.

Send RC Funds Authorizations (110) to STARS-FL - Active, 5-90 MIN, Red if not within guidelines.

Send expenditures to the Site(s) - Active, 5-60 MIN, Yellow if not within guidelines.

Receive Subsistence-in-Kind (SIK) transactions (New in 09-1) (FA 41118 only) Active, 5-90 MIN, Red if not within guidelines.

Receive DANTEs - reimbursement support transactions (New in 09-1) (FA 35697 only) Active, 5-90 MIN, Red if not within guidelines.

Invalid Cost Redistribution – supplies a list of invalid cost redistributions.

Invalid Expenditure Cost Transfer- supplies a list of invalid expenditure cost transfers.

Inactive Fund Administrators – a listing of any FAs that have not been activated by the DBA and who, therefore, cannot enable their automated jobs.

STARS-FL Liquidated Cost does not Match FASTDATA Actual Cost – A list of documents showing a difference between the two listed costs.

Documents with Invalid EE/OOC Combinations – A list of documents with invalid Expense Element/OMB Object class combinations.

Shown below is a report example:

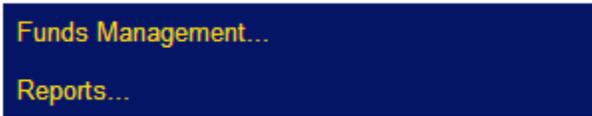
Financial Framework - OPTARs without Check for Funds (Yellow)

Funds control is primarily established at the OPTAR level by requiring FASTDATA to evaluate the available funding for each transaction impacting the OPTAR at the site(s). If the OPTAR does not designate that the funds must be checked, a warning message will be presented to the user when funds are exceeded but the application will allow the transaction to be created. If the OPTAR does designate that funds must be checked, an error message is presented and the transaction will not be created. Your current configuration currently shows **72** OPTARs that do not have the funds validation enabled. You should enable funds control for each OPTAR by accessing the OPTAR Maintenance Window (Process, Funds, OPTAR's) and place a checkmark in the Check for Funds Checkbox for each of the OPTARs listed below.

Fiscal Year	Responsibility Center	OPTAR	OPTAR Title	YTD Authorized	Cumulative Costs	Inventory Issues	Available Balance
2008	CI	69	N9 TECH SUPPORT	3,273,000.00	2,802,533.67	.00	470,466.33
2008	CI	73	N3 CENTER 5VM	1,455,000.00	2,275,754.04	.00	-820,754.04
2008	CI	77	N7 TRNG DEPT	5,900,000.00	7,208,924.81	.00	-1,308,924.81
2008	CI	92	N6 KNOWLEDGE MGMT	7,000.00	7,106.65	.00	-106.65
2008	CI	95	N5 FUNCT INTEG	24,000.00	21,126.82	.00	2,873.18
2008	CI	A1	N1 MANPOWER	12,000.00	22,232.43	.00	-10,232.43

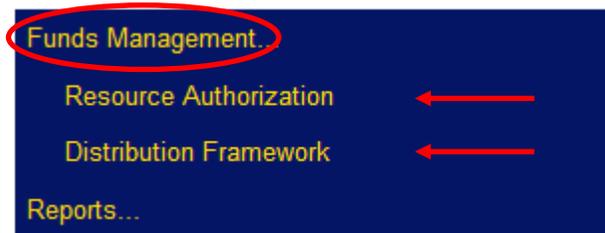
COMPONENT COMMAND ROLE

There are two main menu items available for the Component Command user. Each has multiple “sub-menu” items from which to choose. These are discussed below:



FUNDS MANAGEMENT MENU

Highlight Funds Management to reveal the two options available to the Component Command role:



A **Resource Authorization (RA)** is the first entry point of the funding to be used in FASTDATA Web and will reflect the money your command has received on a funding document such as the 2168-1.

As discussed in the Introduction of this manual, a Resource Authorization may be established at any of the role levels above the Site and may be distributed in a number of ways. For instance, the Major Command may directly fund an FA or may distribute funds to the FA through a Component Command and/or Resource Manager. Therefore, in order to distinguish which funding method your Command is going to incorporate, it is necessary to set up the desired **Distribution Framework *before* establishing the RA.**

Distribution Framework

The Component Command may directly fund an FA or may distribute funds to the FA through a Resource Manager. The Distribution Framework screen is used to set up relationships with Resource Managers and Fund Administrators for distributing these funds.

Select Funds Management, then the Distribution Framework sub-menu to open the Component Command – Distribution Framework screen. An example is shown on the next page.



If the Component Command wants to directly fund a Resource Manager or Fund Administrator, the Distribution screen must be adjusted to reflect this by moving the RM and/or FA from the Unassigned column to the Assigned column. Select the name listed under the appropriate role and click Add or Add All (for all entries). Remove or Remove All works in the same manner. RMs and FAs may be funded by more than one upper-level source.

Click Save following any changes.

Once the desired distribution is set up, the Component Command may proceed to establish Resource Authorizations (RAs) and/or distribute dollars.

Component Command - Distribution Framework

Resource Managers

Unassigned		Assigned
	<div style="border: 2px solid red; padding: 5px;"><p>Add ></p><p>Remove <</p><p>Add All >></p><p>Remove All <<</p></div>	ACADV00

FAs

Unassigned		Assigned
EDUC00 TUIT00	<div style="border: 2px solid red; padding: 5px;"><p>Add ></p><p>Remove <</p><p>Add All >></p><p>Remove All <<</p></div>	

Save

Close

Resource Authorization



Selection of the Resource Authorization sub-menu option results in display of the Resource Authorization Administration - Summary screen as shown below. The screen shows existing Resource Authorizations and available options: Delete, History, Details, Update and Outyear. The Role that established the RA is shown in the Created By column. From this screen, you may also add New Resource Authorizations.

Resource Authorization – Add

The Add New Resource Authorization button is used to create a new RA. When this button is selected, the New Resource Authorization screen opens as shown below.

The screenshot shows the 'New Resource Authorization' screen. At the top, there's a title bar 'Resource Authorization Administration - Summary' and a table with columns: Delete, History, Details, Update, Outyear, Created By, APPN, OB Holder. Below the table are icons for a book, a pencil, and a play button, followed by the text 'NAVYORG 17 09 1804 NAV00'. Below the table is a button 'Add New Resource Authorization' with a red arrow pointing to it, and a 'Close' button. The main section is titled 'New Resource Authorization' (circled in red). Under 'General', there are fields for: Funding Type (O&MN dropdown), OB Holder (text box), Department (text box), Approval Date (calendar icon), Expired Date (text box), Begin Fiscal Year (text box), End Fiscal Year (text box), APPN (text box), and Effective Date (calendar icon). Under 'Subheads', there's a table with columns: Delete, Distribution, Subhead, Sequence Nbr, FY, Remarks, BCN, Sub Allot, AAA, OC, PAA, Cost Code, TTC, Q1 Funds, Q2 Funds, Q3 Funds. The table contains one row with 'No Funding Assigned' and a 'Total' row with values 0.00, 0.00, 0.00. At the bottom, there are buttons 'Add Subhead' (with a red arrow), 'Save', and 'Close'.

Enter the General information from your funding document, and then select Add Subhead to enter the Subhead slated to receive the Resource Authorization dollars. (Subheads are the first level of subdivisions of an Appropriation.) You may add multiple Subheads.

Fields on the New Resource Authorization screen are described below:

General Section

Funding Type - Possible funding types are Operation & Maintenance, Navy (O&MN); Allotment (ALLOT); Reserve Personnel, Navy (RPN); Military Personnel, Navy (MPN) and Research and Development (RDT&E).

OB Holder - A unique UIC identifying the Operating Budget Holder associated with the new Resource Authorization.

Department - A two-digit numeric identifier of the governmental department to whom the funds are appropriated or the department responsible for administering the funds. Examples are: 17 for Navy and 97 for DOD.

Approval Date – The date on which the Resource Authorization was approved.

Expired Date - This is an optional field used with multiyear appropriations. When entered, it must be equal to or greater than the Effective Date. The Expired Date indicates the extended period of performance beyond the ending date of the appropriation during which new obligations may be made for the ending fiscal year up to this date.

Begin Fiscal Year – The beginning fiscal year of the appropriation being entered.

End Fiscal Year – The ending fiscal year of the appropriation being entered.

APPN - A 4-position code that identifies the Fund Account authorized by Congress to incur obligations for specified purposes. Examples are: 1804 for O&MN and 1319 for RDT&E.

Effective Date - The date on which the Resource Authorization becomes effective.

Subhead Section

Upon selection of “Add Subhead”, the screen below will appear. Fields are described on the next page.

New Resource Authorization																	
General																	
Funding Type:	O&MN	OB Holder:	NAVJJ	Department:	17	Approval Date:	9/30/2010	Expired Date:									
Begin Fiscal Year:	2009	End Fiscal Year:	2009	APPN:	1804	Effective Date:	10/1/2010										
Subheads																	
Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
				2009									0.00	0.00	0.00	0.00	0.00
												Total:	0.00	0.00	0.00	0.00	0.00
<input type="button" value="Add Subhead"/> <input type="button" value="Save"/> <input type="button" value="Close"/>																	

Subhead Section (cont)

Required:

Subhead – A four-position code identifying the first division level below the appropriation.

Remarks – User-defined information regarding the use of the funds.

Optional:

Delete – If the trashcan icon is available in this column, the Subhead may be deleted.

Distribution - Select the Distribution Icon to distribute funds to a lower-level Role. For instance, a Major Command could distribute to a Component Command, Resource Manager or an FA; but a Resource Manager could only distribute to an FA. (Remember that the Distribution Framework has to be set up to accommodate this at the originating Role.)

Sequence Nbr – Identifies the number of consecutive changes that have been made to a Subhead. There will be no entry in this field upon initial establishment of a Subhead.

FY – The Fiscal Year to which the entered funds are to be applied.

BCN – Bureau Control Number.

Sub Allot – A one-position alpha/numeric code representing the sub-allotment. A zero is used unless more than one operating budget is issued to a single UIC under the same subhead.

AAA – This optional field indicates the Authorization Accounting Activity for this subhead.

OC – The Object Class is an optional 3-position alphanumeric classification based on the nature of the services, articles or other items involved. Use zeros except for financial transactions affecting international balance of payments or 006 for Reimbursable Source Code 6.

PAA – The Property Accounting Activity code is used to configure the PAA field in the line of accounting on printed documents.

Cost Code –The JON and Expense Element to be associated with the new Subhead.

TTC – Transaction Type Code; usually 2D.

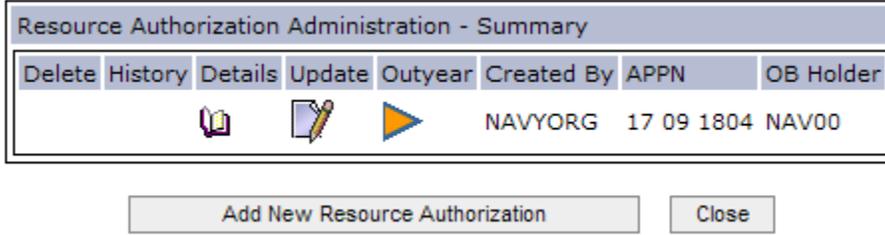
Q1 Funds thru **Q4 Funds** – Funding provided to this Subhead broken into Quarters 1-4.

Year – The total of the Q1 thru Q4 funds.

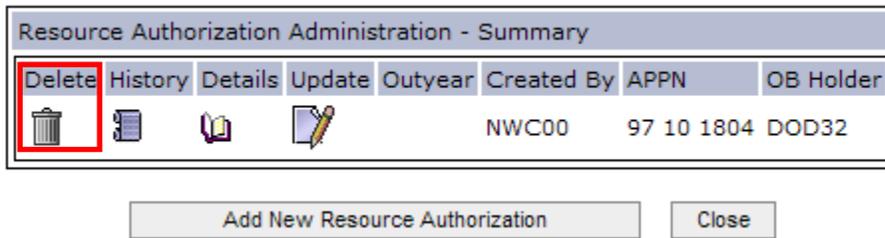
Complete the Subhead information and click Save to establish your new RA and Subhead.

Resource Authorization – Delete

The Delete Icon removes the associated Resource Authorization; however, a Resource Authorization that has a distributed Subhead may not be deleted. Additionally, we cannot delete an authorization created “above us” therefore, we do not see an icon in the Delete column by the authorization created at the Major Command and passed to us at the Component Command level.



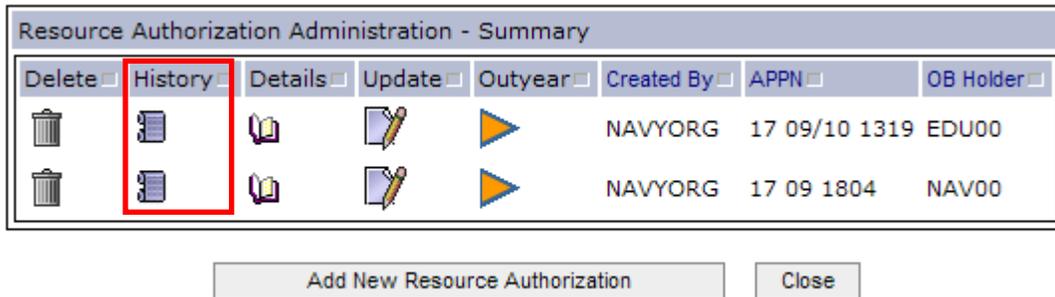
Shown below is an example of the Delete Icon on a Resource Authorization created by the Component Command:



Resource Authorization – History

The Resource Authorization History screen provides a view-only page of general information regarding the Authorization and details about the established Subheads.

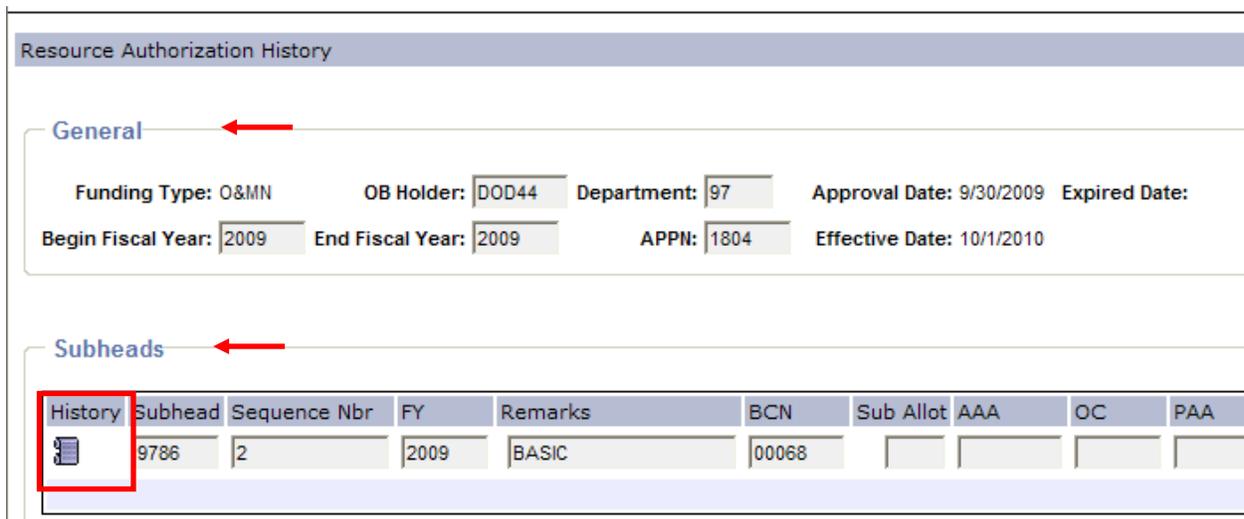
Select the History Icon to open the Resource Authorization History screen.



The Resource Authorization History screen shows a view of the Subheads that make up the Authorization. The screen is divided into two sections:

- General - provides information about the Authorization
- Subheads - provides details (applicable coding and funding) about the Subheads

Shown below is a portion of a sample screen:



Selection of the Subhead History Icon shown above allows the user to continue to drill down to lower level details about the selected Subhead.

APPN 97 09 1804 9786 History						
Basic						
Date Created	Subhead	Sequence Nbr	Remarks	BCN	Sub Allot	AAA
10/5/2010	9786	0	BASIC			
Amendments						
Date Created	Subhead	Sequence Nbr	Remarks	BCN	Sub Allot	AAA
10/5/2010	9786	2	BASIC	00068		
10/5/2010	9786	1	BASIC	00068		
Total						

As long as there is an icon in the History column, the user would be able to drill down to lower level details.

Resource Authorization – Details

Use the Details Icon to view Subhead details including Authorization and Amendment information.

Resource Authorization Administration - Summary							
Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 09 1804	NAV00

Below is a portion of the resulting Resource Authorization Details screen:

Resource Authorization Details										
General										
Funding Type:	O&MN	OB Holder:	NAV00	Department:	17	Approval Date:	10/1/2008	Expired Date:		
Begin Fiscal Year:	2009	End Fiscal Year:	2009	APPN:	1804	Effective Date:	10/1/2008			
Subheads										
Details	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Cod
	1300	0	2009	HAPPY NEW FY!	NAV00	0	068566	000	000001	NAV00912

The user may then click on the Details Icon in the Resource Authorization Details screen to drill down to lower level details of the selected Subhead.

This page provides a view of the Component Command funding distribution and current fund balances. Clicking on the Details Icon in each new screen allows the user to drill down to lower level details of the selected Subhead. A sample is provided below that drills down all the way to the Job Order record:

Component Command Funding Details for Fiscal Year 2009										
APPN: 17 09 1804										
Fiscal Year 2009 Funding										
Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	PAA	Cost Code		
1300	HAPPY NEW FY!	0	NAV00	0	068566	000	000001	NAV009123		
Resource Manager Funding										
	History	Resource Manager	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	PAA	Cost Code
		ACADV00	HAPPY NEW FY!	0	NAV00	0	068566	000	000001	NAV009123
Resource Manager Fur										

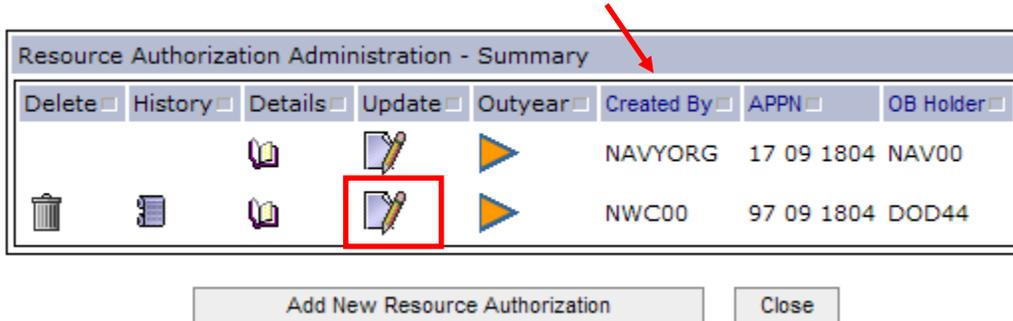
FA Fund Details - Authorization Detail									
APPN: 17 09/10 1319									
FA Funding									
Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC			
4200	BASIC	0	EDU00	0	068566	000			
PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total		
			0.00	0.00	0.00	3,000.00	3,000.00		
RC									
RC			Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total		
MY			0.00	0.00	0.00	0.00	0.00		
OPTAR									
OPTAR	Description	Direct Reimb Cd				Total Obligated	Total Authorized		
MY01	MULTIYEAR OPTAR 1	D				131.00	1,100.00		
Authorization									
Authorization	Labor Cd								
MY0001	N								
	Encumbered	Inventory Issue	Q1 Authorized	Q2 Authorized	Q3 Authorized	Q4 Authorized	Total Authorized		
	0.00	0.00	0.00	0.00	1,000.00	100.00	1,100.00		
Job Orders									
Details	Job Order	Description					Total Obligated		
	LESSN9TASK1	TEST JON					131.00		

Selecting the Job Orders Details icon provides a list of all documents that used that JON:

Documents				
DCN	Acrn	Last Sequence Nbr	Actual Cost	
NEDU0009RCA1004	AA	00	1.00	
NEDU0009WRA5011	AA	00	130.00	
			Total	131.00

Resource Authorization – Update

Under the Component Command role, use the Resource Authorization Update Icon to **modify** existing Subhead information or funds; to **create** new Subheads or to **distribute** funds to a lower echelon. Notice on the screen below that one of the RAs was created by the Major Command (NAVYORG) and passed to the Component Command and the other was created by the Component Command (NWC00).



Clicking on the Update Icon for the RA that was created by the Component Command will result in a screen similar to:

Resource Authorization Update

General

Funding Type: O&MN OB Holder: DOD44 Department: 97 Approval Date: 9/30/2009 Expired Date:
Begin Fiscal Year: 2009 End Fiscal Year: 2009 APPN: 1804 Effective Date: 10/1/2010

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		9786	0	2009	BASIC					

Buttons: Add Subhead, Save

The General information is display only.

In the Subhead section, the Delete Icon, if available, may be used to delete a Subhead. If a Subhead has already been distributed, however, it may not be deleted.

Modifying Existing Subhead Information or Funds

In the example below, the user wishes to change the BCN associated with the 9786 Subhead from 00068 to 00168. Simply type over 00068 with the desired information and Save.

Resource Authorization Update

General

Funding Type: O&MN OB Holder: DOD44 Department: 97 Approval Date: 9/30/2009 Expired Date:
Begin Fiscal Year: 2009 End Fiscal Year: 2009 APPN: 1804 Effective Date: 10/1/2010

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		9786	1	2009	BASIC	00068				

Resource Authorization Update

General

Funding Type: O&MN OB Holder: DOD44 Department: 97 Approval Date: 9/30/2009 Expired Date:
Begin Fiscal Year: 2009 End Fiscal Year: 2009 APPN: 1804 Effective Date: 10/1/2010

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		9786	1	2009	BASIC	00168				

When a successful save is completed, the new data will be displayed.

Creating a New Subhead

After the user selects the Add Subhead button, a new blank Subhead field will be available for information to be added. (See below example.) When the desired Subhead data has been entered, click Save and receive the successful save message and a display of all Subheads.

Resource Authorization Update

General

Funding Type: O&MN OB Holder: DOD39 Department: 97 Approval Date: 10/5/2010 Expired Date:
Begin Fiscal Year: 2010 End Fiscal Year: 2010 APPN: 1804 Effective Date: 10/12/2010

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds
		4477	0	2010	BASIC								0.
				2010									0.
Total:													0.0

Distributing Funds

Use the Distribution Icon on the RA Update screen to make changes to Subhead funding or to make a distribution of funds (based on your role) to a Resource Manager or Fund Administrator.

Resource Authorization Update

General

Funding Type: O&MN OB Holder: DOD44 Department: 97 Approval Date: 9/30/2009 Expired Date:
Begin Fiscal Year: 2009 End Fiscal Year: 2009 APPN: 1804 Effective Date: 10/1/2010

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		9786	1	2009	BASIC	00068				

The result of selecting the Distribution icon depends on the Distribution Framework you have set up. You could see options for distributing to the Resource Manager or FA. In the example below, the Component Command has been set up to fund only the Resource Manager.

Component Command Funding Details for Fiscal Year 2009										
APPN: 97 09 1804										
Fiscal Year 2009 Funding										
Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 F
9786	BASIC	1	00068							
Funding Totals and Balances										Q1 F
Total Distributed:										
Total Balance:										

Note: In order to distribute LOA changes, you must select Save.



Remember this is based on the Distribution Framework. Notice that there are no FAs under the Assigned column, therefore they are not showing above as options for fund distribution.

Component Command - Distribution Framework	
Resource Managers	
Unassigned	Assigned
	ACADV00
<input type="button" value="Add >"/> <input type="button" value="Remove <"/> <input type="button" value="Add All >>"/> <input type="button" value="Remove All <<"/>	
FAs	
Unassigned	Assigned
EDUC00 TUIT00	

Component Command Funding Details for Fiscal Year 2009										
APPN: 97 09 1804										
Fiscal Year 2009 Funding										
Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 F
9786	BASIC	1	00068							
Funding Totals and Balances										Q1 F
										Total Distributed:
										Total Balance:

Note: In order to distribute LOA changes, you must select Save.



Selecting Fund Resource Manager from the screen above results in:

Component Command Funding Details for Fiscal Year 2009										
APPN: 97 09 1804										
Fiscal Year 2009 Funding										
Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	
9786	BASIC	1	00068							
Resource Manager Funding										
Resource Manager	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	
ACADV00		0	00068							
										Resource Manager Funding Tot
Funding Totals and Balances										
										Total Distribute
										Total Balanc

From this point, the Component Command would distribute as much of the Subhead money as desired. In the scenario shown below, \$75 of the \$100 is being passed to the Resource Manager:

OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
				100.00	100.00	100.00	100.00	400.00
				75	75	75	75	0.00
Resource Manager Funding Total:				0.00	0.00	0.00	0.00	0.00
				Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
Total Distributed:				0.00	0.00	0.00	0.00	0.00
Total Balance:				100.00	100.00	100.00	100.00	400.00

Note: In order to distribute LOA changes, you must select Save.

Fund Resource Manager Save Close

Upon saving, the Total Distributed and the Total Balance left at the Component Command will be displayed:

PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
			100.00	100.00	100.00	100.00	400.00
			75.00	75.00	75.00	75.00	300.00
Resource Manager Funding Total:			75.00	75.00	75.00	75.00	300.00
			Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
Total Distributed:			75.00	75.00	75.00	75.00	300.00
Total Balance:			25.00	25.00	25.00	25.00	100.00

Resource Authorization – Promote to Outyear

Use the Outyear Icon to promote the Resource Authorization in the current fiscal year to the next fiscal year, i.e., the Outyear. **Promoting an RA to the Outyear is limited to the role that created the RA. Any other roles will have view-only privileges.**

Following the Funds Management, Resource Authorization menu items, click on the desired Outyear Icon to open the Resource Authorization Promote to Outyear screen.

Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 09 1804	NAV00
					NWC00	97 09 1804	DOD44

Add New Resource Authorization Close

Resource Authorization Promote to Outyear

General

Funding Type: O&MN OB Holder: DOD44 Department: 97 Approval Date: 9/30/2009 Expired Date:
Begin Fiscal Year: 2009 End Fiscal Year: 2009 APPN: 1804 Effective Date: 10/1/2010 Roll Funds Ind:

Subheads

Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
<input type="checkbox"/>	Not Promoted	9786	2	2009	BASIC	00068				

Placing a check in a corresponding box on the Resource Authorization Promote to Outyear screen indicates the RA is to be promoted to the Outyear. Once promoted, the screen will appear as below:

Resource Authorization Promote to Outyear

General

Funding Type: O&MN OB Holder: DOD44 Department: 97 Approval Date: 9/30/2009 Expired Date:
Begin Fiscal Year: 2009 End Fiscal Year: 2009 APPN: 1804 Effective Date: 10/1/2010 Roll Funds Ind:

Subheads

Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
<input checked="" type="checkbox"/>	Promoted	9786	2	2009	BASIC	00068				

For multi-year appropriations, the steps are more detailed. See the directions in the Major Command section of this Guide.

REPORTS

Executive Summary

FASTDATA provides a two-part Executive Summary Report that shows Upper Level funding information in Part 1 of the report, and FA Level and below information in Part 2.

Select Reports, then the Executive Summary sub-menu to open the Executive Summary Report (CC) screen.



The user would select the desired criteria (see the example below) then Run Report at the bottom of the screen to produce the report. A sample report is on the following page.

A screenshot of the "Executive Summary Report (CC)" form. The form has a title bar and several input fields. Red arrows point from text labels on the right to the corresponding fields in the form. The "Subhead" field is circled in red. At the bottom of the form are two buttons: "Run Report" and "Close".

CC:	NWCO1	Component Command ID
FY:	2009	The current Fiscal Year
Qtr:	2	Select the desired Quarter from the drop-down list
Subhead:	All Subheads 17 2009/2009 1804 NAV01 1300	Select the desired Subhead from the drop-down list
Direct/Reimbursable:	Direct	Select either Direct or Reimbursable

Run Report Close

Component Command Executive Summary Report Example
(Part I)

EXECUTIVE SUMMARY REPORT (CC)						
Component Command: NWC01						
Fiscal Year: 2009						
Direct/Reimbursable: D						
Resource Authorization: 17 2009/2009 1804 NAV01						
	Resource Authorization				Ann. Planning Figure	YTD
Total Resource Authorization	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	\$100,000.00	\$60,000.00
Total Distributed	\$30,000.00	\$20,000.00	\$20,000.00	\$10,000.00	\$80,000.00	\$50,000.00
Total Balance	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$20,000.00	\$10,000.00
Cummulative Cost						\$0.00
Major Command: MC01						
RA Funding (Subhead): 17 2009/2009 1804 NAV01 1300						
Total Resource Authorization	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Distributed	\$35,000.00	\$25,000.00	\$25,000.00	\$15,000.00	\$100,000.00	\$60,000.00
Total Balance	\$30,000.00	\$20,000.00	\$20,000.00	\$10,000.00	\$80,000.00	\$50,000.00
Total Balance	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$20,000.00	\$10,000.00
Cummulative Cost						\$0.00
Component Command: NWC01						
RA Funding (Subhead): 17 2009/2009 1804 NAV01 1300						
Total Resource Authorization	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Distributed	\$35,000.00	\$25,000.00	\$25,000.00	\$15,000.00	\$100,000.00	\$60,000.00
Total Balance	\$30,000.00	\$20,000.00	\$20,000.00	\$10,000.00	\$80,000.00	\$50,000.00
Total Balance	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$20,000.00	\$10,000.00
Cummulative Cost						\$0.00
Resource Manager: ACADV01						
RA Funding (Subhead): 17 2009/2009 1804 NAV01 1300						
Total Resource Authorization	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Distributed	\$35,000.00	\$25,000.00	\$25,000.00	\$15,000.00	\$100,000.00	\$60,000.00
Total Balance	\$30,000.00	\$20,000.00	\$20,000.00	\$10,000.00	\$80,000.00	\$50,000.00
Total Balance	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$20,000.00	\$10,000.00
Cummulative Cost						\$0.00
RA Funding (Subhead): 17 2009/2009 1804 NAV01 1300						
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Fund Administrator: TUITD1						
Total Distributed	\$15,000.00	\$10,000.00	\$10,000.00	\$5,000.00	\$40,000.00	\$25,000.00
Cummulative Cost						\$0.00
Fund Administrator: EDUC01						
Total Distributed	\$15,000.00	\$10,000.00	\$10,000.00	\$5,000.00	\$40,000.00	\$25,000.00
Cummulative Cost						\$0.00

Component Command Executive Summary Report Example
(Part II)

Status of funds							
Subhead: 17 2009/2009 1804 NAV01 1300							
Fiscal Year 2009							
Fund Administrator: EDUC01							
Direct/Reimbursable: D							
RC Code: TM							
	Annual Planning Figure	Current Authorized	Cummulative Cost	Encumbered Amount	Inv Issued Amount	Available Balance	Current % Used
OPTAR Code: 1A TRAINING PROGRAM 1	\$12,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
Total for RC Code: TM	\$12,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
Total for Fund Administrator: EDUC01	\$12,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
Total for Subhead:	\$12,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%

Action Item List Report

FASTDATA provides an Action Item List Report at the Major Command, Component Command, Resource Manager and FA Levels. See the Major Command section of this manual for details regarding this report.



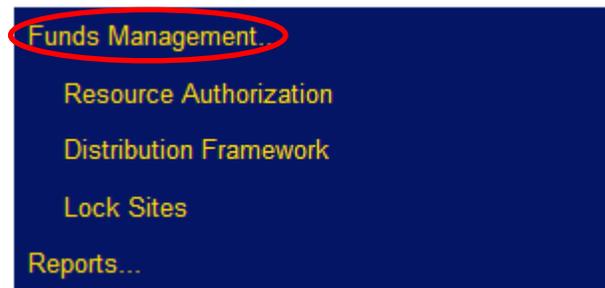
RESOURCE MANAGER ROLE

There are two main menu items available for the Resource Manager role. Each has multiple “sub-menu” items from which to choose. These are discussed below.



FUNDS MANAGEMENT MENU

Highlight Funds Management to reveal the three “sub-menu” options available to the Resource Manager:



A **Resource Authorization (RA)** is the first entry point of the funding to be used in FASTDATA Web and will reflect the money your command has received on a funding document such as the 2168-1.

As discussed in the Introduction of this manual, a Resource Authorization may be established at any of the role levels above the Site and may be distributed in a number of ways. For instance, the Major Command may directly fund an FA or may distribute funds to the FA through a Component Command and/or Resource Manager. Therefore, in order to distinguish which funding method your Command is going to incorporate, it is necessary to set up the desired **Distribution Framework before establishing the RA.**

Distribution Framework

The Resource Manager may directly fund an FA. The Distribution Framework screen is used to set up relationships with Fund Administrators for distributing these funds.

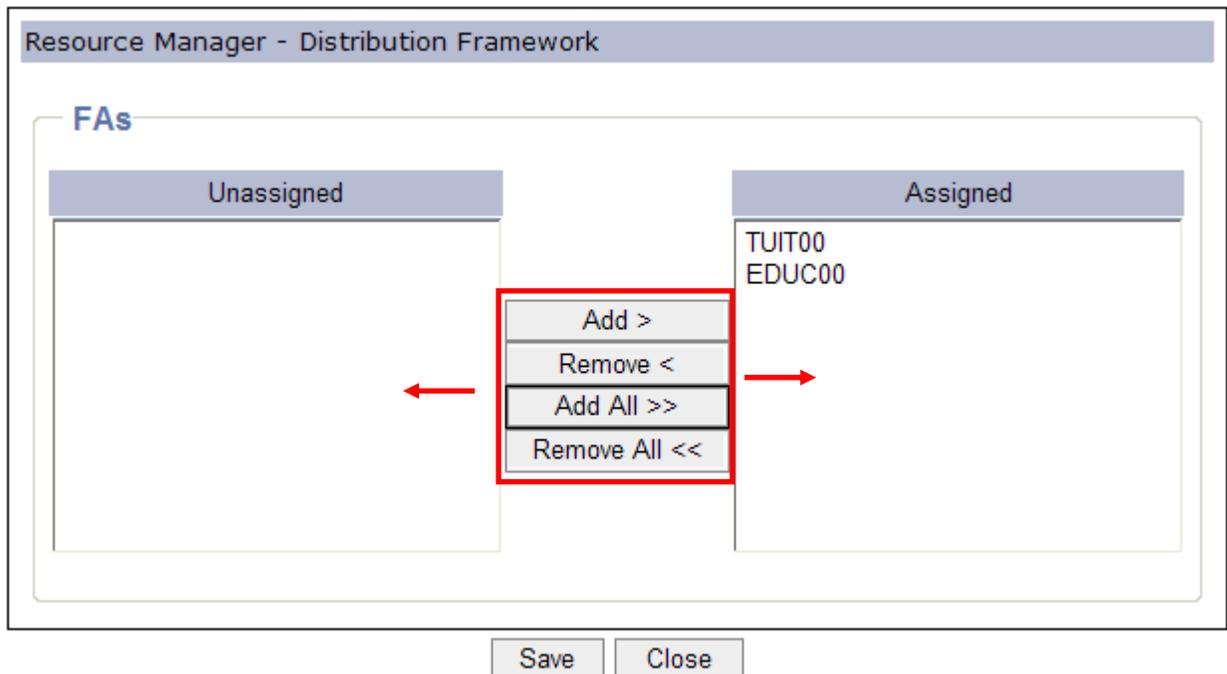
Select Funds Management, then the Distribution Framework sub-menu to open the Resource Manager – Distribution Framework screen. An example is shown below.



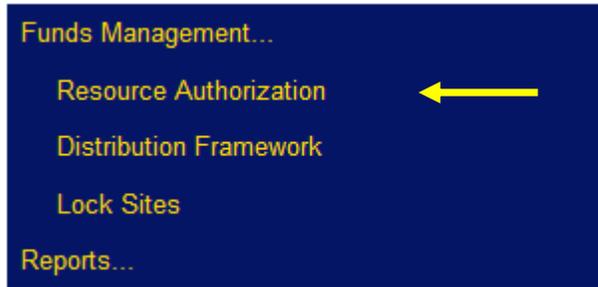
The Distribution screen must be adjusted to reflect the FA or FAs to which the Resource Manager may pass funding. The desired FA(s) must be moved from the Unassigned column to the Assigned column. The user would select the name listed under the appropriate role and click Add or Add All (for all entries). Remove or Remove All works in the same manner.

Any changes should be followed by clicking Save.

Once the desired distribution is set up, the Resource Manager may proceed to establish Resource Authorizations (RAs) and/or distribute dollars.



Resource Authorization (RA)



Select Funds Management, then the Resource Authorization sub-menu to open the Resource Authorization Administration - Summary screen. The screen shows existing Resource Authorizations, and available options: Delete, History, Details, Update, and Outyear. The Role that established the RA is shown in the Created By column. New Resource Authorizations may also be added from this screen.

Resource Authorization – Add

The Add New Resource Authorization button is used to create a new RA. When this button is selected, the New Resource Authorization screen opens as shown below.

A screenshot of the "New Resource Authorization" screen. At the top, there is a title bar "Resource Authorization Administration - Summary" and a toolbar with buttons for "Delete", "History", "Details", "Update", "Outyear", "Created By", "APPN", and "OB Holder". Below the toolbar, there are icons for a book, a pencil, and a play button, followed by the text "NAVYORG 17 09 1804 NAV00". Below this is a button labeled "Add New Resource Authorization" with a red arrow pointing to it, and a "Close" button. The main area has a header "New Resource Authorization" circled in red. Below the header is a "General" tab with a red arrow pointing to it. The "General" tab contains several input fields: "Funding Type:" with a dropdown menu showing "O&MN", "OB Holder:", "Department:", "Approval Date:", "Expired Date:", "Begin Fiscal Year:", "End Fiscal Year:", "APPN:", and "Effective Date:". Below the "General" tab is a "Subheads" section with a table. The table has columns: "Delete", "Distribution", "Subhead", "Sequence Nbr", "FY", "Remarks", "BCN", "Sub Allot", "AAA", "OC", "PAA", "Cost Code", "TTC", "Q1 Funds", "Q2 Funds", "Q3 Funds". The table content shows "No Funding Assigned" and a "Total:" row with values "0.00", "0.00", and "0.00". At the bottom, there are buttons for "Add Subhead", "Save", and "Close", with a red arrow pointing to "Add Subhead".

Enter the General information from your funding document, and then select Add Subhead to enter the Subhead slated to receive the Resource Authorization dollars. (Subheads are the first level of subdivisions of an Appropriation.) You may add multiple Subheads.

Fields on the New Resource Authorization screen are described below:

General Section

Funding Type - Possible funding types are Operation & Maintenance, Navy (O&MN); Allotment (ALLOT); Reserve Personnel, Navy (RPN); Military Personnel, Navy (MPN) and Research and Development (RDT&E).

OB Holder - A unique UIC identifying the Operating Budget Holder associated with the new Resource Authorization.

Department - A two-digit numeric identifier of the governmental department to whom the funds are appropriated or the department responsible for administering the funds. Examples are: 17 for Navy and 97 for DOD.

Approval Date – The date on which the Resource Authorization was approved.

Expired Date - This is an optional field used with multiyear appropriations. When entered, it must be equal to or greater than the Effective Date. The Expired Date indicates the extended period of performance beyond the ending date of the appropriation during which new obligations may be made for the ending fiscal year up to this date.

Begin Fiscal Year – The beginning fiscal year of the appropriation being entered.

End Fiscal Year – The ending fiscal year of the appropriation being entered.

APPN - A 4-position code that identifies the Fund Account authorized by Congress to incur obligations for specified purposes. Examples are: 1804 for O&MN and 1319 for RDT&E.

Effective Date - The date on which the Resource Authorization becomes effective.

Subhead Section

Upon selection of “Add Subhead”, the screen below will appear. Fields are described on the next page.

New Resource Authorization																	
General																	
Funding Type:	O&MN	OB Holder:	NAVJJ	Department:	17	Approval Date:	9/30/2010	Expired Date:									
Begin Fiscal Year:	2009	End Fiscal Year:	2009	APPN:	1804	Effective Date:	10/1/2010										
Subheads																	
Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
				2009									0.00	0.00	0.00	0.00	0.00
Total:													0.00	0.00	0.00	0.00	0.00
<input type="button" value="Add Subhead"/> <input type="button" value="Save"/> <input type="button" value="Close"/>																	

Subhead section (cont)

Required:

Subhead – A four-position code identifying the first division level below the appropriation.

Remarks – User-defined information regarding the use of the funds.

Optional:

Delete – If the trashcan icon is available in this column, the Subhead may be deleted.

Distribution - Select the Distribution Icon to distribute funds to a lower-level Role. For instance, a Major Command could distribute to a Component Command, Resource Manager or an FA; but a Resource Manager could only distribute to an FA. (Remember that the Distribution Framework has to be set up to accommodate this at the originating Role.)

Sequence Nbr – Identifies the number of consecutive changes that have been made to a Subhead. There will be no entry in this field upon initial establishment of a Subhead.

FY – The Fiscal Year to which the entered funds are to be applied.

BCN – Bureau Control Number.

Sub Allot – A one-position alpha/numeric code representing the sub-allotment. A zero is used unless more than one operating budget is issued to a single UIC under the same subhead.

AAA – This optional field indicates the Authorization Accounting Activity for this subhead.

OC – The Object Class is an optional 3-position alphanumeric classification based on the nature of the services, articles or other items involved. Use zeros except for financial transactions affecting international balance of payments or 006 for Reimbursable Source Code 6.

PAA – The Property Accounting Activity code is used to configure the PAA field in the line of accounting on printed documents.

Cost Code –The JON and Expense Element to be associated with the new Subhead.

TTC – Transaction Type Code; usually 2D.

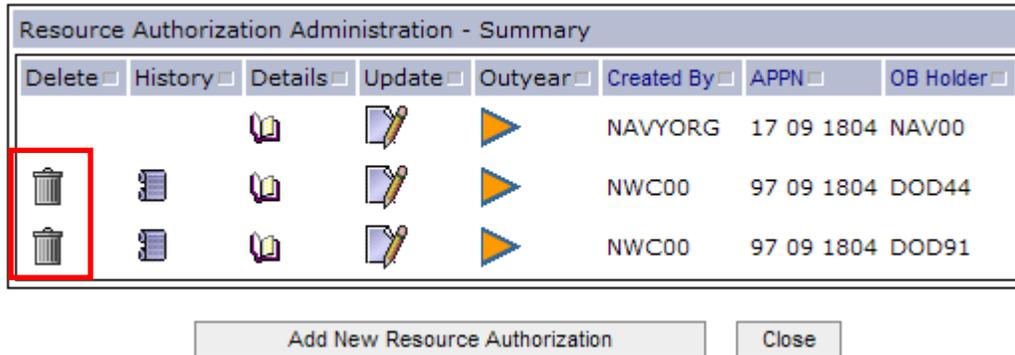
Q1 Funds thru **Q4 Funds** – Funding provided to this Subhead broken into Quarters 1-4.

Year – The total of the Q1 thru Q4 funds.

Complete the Subhead information and click Save to establish your new RA and Subhead.

Resource Authorization – Delete

The Delete Icon removes the associated Resource Authorization; however, a Resource Authorization that has a distributed Subhead may not be deleted. Additionally, we cannot delete an authorization created “above us” therefore, we do not see an icon in the Delete column by the authorization created at the Major Command and passed to us.

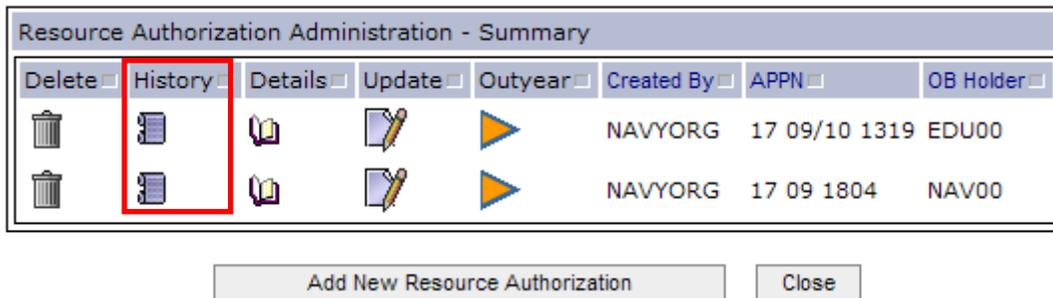


The screenshot shows the 'Resource Authorization Administration - Summary' interface. It features a table with columns: Delete, History, Details, Update, Outyear, Created By, APPN, and OB Holder. The 'Delete' column contains trash can icons for three rows. The first row is highlighted with a red box. Below the table are two buttons: 'Add New Resource Authorization' and 'Close'.

Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 09 1804	NAV00
					NWC00	97 09 1804	DOD44
					NWC00	97 09 1804	DOD91

Resource Authorization – History

The Resource Authorization History screen provides a view-only page of general information regarding the Authorization and details about the established Subheads. The user would select the History Icon to open the Resource Authorization History screen.



The screenshot shows the 'Resource Authorization Administration - Summary' interface. It features a table with columns: Delete, History, Details, Update, Outyear, Created By, APPN, and OB Holder. The 'History' column contains document icons for two rows. The 'History' column is highlighted with a red box. Below the table are two buttons: 'Add New Resource Authorization' and 'Close'.

Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 09/10 1319	EDU00
					NAVYORG	17 09 1804	NAV00

The Resource Authorization History screen shows a view of the Subheads that make up the Authorization. The screen is divided into two sections:

- General - provides information about the Authorization
- Subheads - provides details (applicable coding and funding) about the Subheads

A portion of a sample screen is shown below:

Resource Authorization History

General ←

Funding Type: O&MN OB Holder: 3581A Department: 17 Approval Date: 10/1/2007
 Begin Fiscal Year: 2008 End Fiscal Year: 2008 APPH: 1804 Effective Date: 10/1/2007

Subheads ←

History	Subhead	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost C
	9U3N	9U3N						

Clicking on the History Icon showing in the Subhead section above allows the user to continue to drill down to lower level details of the selected Subhead.

Resource Authorization History

General ←

Funding Type: O&MN OB Holder: 3581A Department: 17 Approval Date: 10/1/2007
 Begin Fiscal Year: 2008 End Fiscal Year: 2008 APPH: 1804 Effective Date: 10/1/2007

Subheads ←

History	Subhead	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
	9U3N	9U3N								6,199,129.00	6,957,351.00	0.00	0.00	13,156,480.00
Total:										6,199,129.00	6,957,351.00	0.00	0.00	13,156,480.00

As long as there is an icon in the History column, the user would be able to drill down to lower level details.

Resource Authorization – Details

The Details Icon is used to view Subhead details including Authorization and Amendment information.

Resource Authorization Administration - Summary

Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 09 1804	NAV00

Below is a portion of the resulting Resource Authorization Details screen:

Resource Authorization Details

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 10/1/2008 Expired Date:

Begin Fiscal Year: 2009 End Fiscal Year: 2009 APPN: 1804 Effective Date: 10/1/2008

Subheads

Details	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Cod
	1300	0	2009	HAPPY NEW FY!	NAV00	0	068566	000	000001	NAV00912

This page provides a view of the Resource Manager funding distribution and current fund balances. Clicking on the Details Icon in each new screen allows the user to drill down to lower level details of the selected Subhead.

Resource Manager Funding Details for Fiscal Year 2009

APPN: 17 09 1804

Fiscal Year 2009 Funding

Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	PAA	Cost Code
1300	BASIC	0	NAV00	0	068566	000	000001	NAV00812345N

FA Funding

Details	History	FA	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	PAA	Cost Code
		EDUC00	HAPPY NEW YEAR	2	NAV00	0	068566	000	000001	NAV00812345N
		TUIT00	HAPPY NEW YEAR	2	NAV00	0	068566	000	000001	NAV00812345N

FA Fundin

Funding Totals and Balances

	Total Dist
	Total F

A sample is provided below that drills down all the way to the Job Order record:

FA Fund Details - Authorization Detail								
APPN: 17 09/10 1319								
FA Funding								
Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC		
4200	BASIC	0	EDU00	0	068566	000		
PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total	
			0.00	0.00	0.00	3,000.00	3,000.00	
RC								
RC			Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total	
MY			0.00	0.00	0.00	0.00	0.00	
OPTAR								
OPTAR	Description	Direct Reimb Cd				Total Obligated	Total Authorized	
MY01	MULTIYEAR OPTAR 1	D				131.00	1,100.00	
Authorization								
Authorization	Labor Cd							
MY0001	N							
	Encumbered	Inventory Issue	Q1 Authorized	Q2 Authorized	Q3 Authorized	Q4 Authorized	Total Authorized	
	0.00	0.00	0.00	0.00	1,000.00	100.00	1,100.00	
Job Orders								
Details	Job Order	Description					Total Obligated	
	LESSN9TASK1	TEST JON					131.00	

Selecting the Job Orders Details icon provides a list of all documents that used that JON:

Documents			
DCN	Acrn	Last Sequence Nbr	Actual Cost
NEDU0009RCA1004	AA	00	1.00
NEDU0009WRA5011	AA	00	130.00
			Total
			131.00

Resource Authorization – Update

Use the Update Icon to **modify** existing Subhead information or funds; to **create** new Subheads or to **distribute** funds to a lower echelon.

Click on the Update Icon for the RA you previously established as a Major Command.

Resource Authorization Administration - Summary							
Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 09 1804	NAV00
				<input type="button" value="Add New Resource Authorization"/> <input type="button" value="Close"/>			

Clicking on the Update Icon will open the Resource Authorization Update screen similar to:

Resource Authorization Update										
General										
Funding Type:	O&MN	OB Holder:	NAV00	Department:	17	Approval Date:	10/1/2008	Expired Date:		
Begin Fiscal Year:	2009	End Fiscal Year:	2009	APPN:	1804	Effective Date:	10/1/2008			
Subheads										
Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		1300	0	2009	HAPPY NEW FY!	NAV00	0	068566	000	000001

The General information is display only.

In the Subhead section, the Delete Icon, where available, may be used to delete an associated Subhead. If a Subhead has already been distributed, it may not be deleted.

Modifying Existing Subhead Information or Funds

In the example below, the user wishes to change the BCN associated with the 1300 Subhead from NAV00 to NAV33. Simply type over NAV00 with the desired information and Save.

Resource Authorization Update

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 10/1/2008 Expired Date:
Begin Fiscal Year: 2009 End Fiscal Year: 2009 APPN: 1804 Effective Date: 10/1/2008

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		1300	0	2009	HAPPY NEW FY!	NAV00	0	068566	000	000001

Resource Authorization Update

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 9/28/2007 Expired Date:
Begin Fiscal Year: 2009 End Fiscal Year: 2009 APPN: 1804 Effective Date: 10/1/2007

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		1300	1	2009	HAPPY NEW YEAR!	NAV33	0	068566	000	000001

When a successful save is completed, the new data will be displayed.

Creating a New Subhead

After the user selects the Add Subhead button, a new blank Subhead field will be available for information to be added. (See below example.) When the desired Subhead data has been entered, click Save and receive the successful save message and a display of all Subheads.

Resource Authorization Update

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 9/28/2007 Expired Date:
Begin Fiscal Year: 2009 End Fiscal Year: 2009 APPN: 1804 Effective Date: 10/1/2007

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		1300	0	2009	HAPPY NEW YEAR!	NAV00	0	068566	000	000001
				2009						

Distributing Funds

Use the Distribution Icon on the RA Update screen to make changes to Subhead funding or to make a distribution of funds (based on your role) to a Component Command, Resource Manager or Fund Administrator. As a Resource Manager you are only eligible to distribute funds to one or more FAs.

Resource Authorization Update

General

Funding Type: O&MN OB Holder: NAV33 Department: 17 Approval Date: 9/30/2010 Expired Date:
Begin Fiscal Year: 2010 End Fiscal Year: 2010 APPN: 1804 Effective Date: 10/4/2010

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		4449	0	2010	NEW FY!					

Resource Manager Funding Details for Fiscal Year 2009

APPN: 97 09 1804

Fiscal Year 2009 Funding										
Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Fu
9786		0	00068							
Funding Totals and Balances										Q1 Fu
Total Distributed:										
Total Balance:										

In this scenario, Fund FA was selected and resulted in:

Resource Manager Funding Details for Fiscal Year 2009

APPN: 97 09 1804

Fiscal Year 2009 Funding											
Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds
9786		0	00068							75.00	75.00
FA Funding											
FA	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds
EDUC00		0	00068							0.00	0.00
FA Funding Total:										0.00	0.00
Funding Totals and Balances										Q1 Funds	Q2 Funds
Total Distributed:										0.00	0.00
Total Balance:										75.00	75.00

From this point, the Resource Manager would distribute as much of the Subhead money as desired. In the scenario shown below, \$70 of the \$75 is being passed to the FA.

PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
			75.00	75.00	75.00	75.00	300.00

PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
			70.00	70	70	70	0.00
FA Funding Total:			0.00	0.00	0.00	0.00	0.00

	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
Total Distributed:	0.00	0.00	0.00	0.00	0.00
Total Balance:	75.00	75.00	75.00	75.00	300.00

Upon saving, the Total Distributed and the Total Balance left at the Resource Manager will be displayed.

Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
		75.00	75.00	75.00	75.00	300.00

Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
		70.00	70.00	70.00	70.00	280.00
FA Funding Total:		70.00	70.00	70.00	70.00	280.00

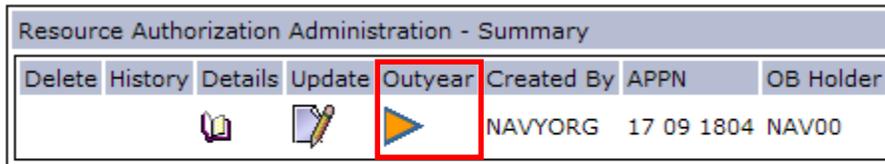
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
Total Distributed:	70.00	70.00	70.00	70.00	280.00
Total Balance:	5.00	5.00	5.00	5.00	20.00

Resource Authorization – Promote to Outyear

Use the Outyear Icon to promote the Resource Authorization in the current fiscal year to the next fiscal year, i.e., the Outyear.

Promoting an RA to the Outyear is limited to the role that created the RA. Any other roles will have view-only privileges.

Using the Funds Management, Resource Authorization menu items, return to the RA Administration-Summary screen and click on the desired Outyear Icon to open the Resource Authorization Promote to Outyear screen.



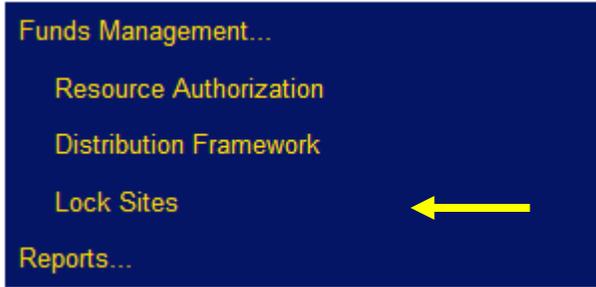
Placing a check in a corresponding check box on the Resource Authorization Promote to Outyear screen indicates the RA is to be promoted to the Outyear.

The screenshot shows the 'Resource Authorization Promote to Outyear' screen. Under the 'General' section, the following information is displayed: Funding Type: O&MN, OB Holder: NAV00, Department: 17, Approval Date: 9/28/2007, Expired Date: , Begin Fiscal Year: 2009, End Fiscal Year: 2009, APPN: 1804, Effective Date: 10/1/2007, Roll Funds Ind: . Under the 'Subheads' section, there is a table with the following columns: Promote To Outyear, Outyear Status, Subhead, Sequence Nbr, FY, Remarks, BCN, Sub Allot, AAA, OC, PAA, Cost Code, TTC, and Q1 Func. The first row of data has the following values: (checked), Not Promoted, 1300, 0, 2009, BASIC, NAV00, 0, 068566, 000, 000001, NAV00812345N, 2D, 35,1. A red arrow points to the 'Promote To Outyear' checkbox. At the bottom right of the table, there is a 'Total:' label with the value '35,00'.

Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Func
<input checked="" type="checkbox"/>	Not Promoted	1300	0	2009	BASIC	NAV00	0	068566	000	000001	NAV00812345N	2D	35,1
Total:													35,00

For multi-year appropriations, the steps are more detailed. See the directions in the Major Command section of this Guide.

LOCK SITES



Resource Managers (as well as FAs) have the capability to lock or unlock Sites to accommodate end-of-month reconciliation between STARS-FL and FASTDATA Web. Sites may be locked individually or all at one time.

Locking a Site does not actually stop the flow of data between a Site and FA. Any users who belong to a group with Update status for the "Site Locked Access" capability would still be able to create and transmit transactions.

Select Funds Management, then the Lock Sites sub-menu to open the Lock Sites screen.

The "Lock Sites" screen features a filter section at the top with a dropdown menu set to "Filter by FA: EDUC00". Below this is a table with columns for Status, Lock Site, FA, Site ID, and Site Description. The table lists three sites, all with an "UNLOCKED" status and a lock icon. A legend below the table explains the icons: a closed lock icon for "Click to lock Site" and an open lock icon for "Click to unlock Site". At the bottom of the screen are three buttons: "Lock All", "Unlock All", and "Close".

Status	Lock Site	FA	Site ID	Site Description
UNLOCKED		EDUC00	ENL00	ENLISTED PROGRAMS
UNLOCKED		EDUC00	OFF00	OFFICER PROGRAMS
UNLOCKED		EDUC00	ONBASE00	ON-BASE PROGRAMS

= Click to lock Site
 = Click to unlock Site

Lock All Unlock All Close

Each Site and its current status (locked or unlocked) are shown along with the FA, Site ID and Site Description.

Clicking on the open Lock Site icon will cause the Site to become locked.

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

 = Click to lock Site
 = Click to unlock Site

Lock All Unlock All Close

Notice how the icon has changed to a locked icon and the Status now reads as Locked.

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

 = Click to lock Site
 = Click to unlock Site

Lock All Unlock All Close

Upon locking the Site, a message will appear confirming that Lock Site was successful.

Clicking on the closed Lock Site icon will cause the Site to become unlocked.

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

 = Click to lock Site
 = Click to unlock Site

Lock All Unlock All Close

Upon unlocking the Site, a message will appear confirming successful unlocking of the Site. Click OK to close the message.



Locking the Site will limit the Main Menu Options available to Site role users. When a Site is locked, Site users will have one of three types of access:

- Full or normal access - Access is not restricted when the Site is locked
- Display-only access – Allows viewing of reports and documents only
- No access - Denies access to the Site when it is locked

The Site role with full or “normal access” to a locked Site will see this message prior to entry to the Site. It will alert them that the Site has been locked, but their access will be unchanged.



The Site role with “display only” access to a locked Site will see this message:



The Site role with “no access” to a locked Site will see the following message and will not have access to the Site:



REPORTS

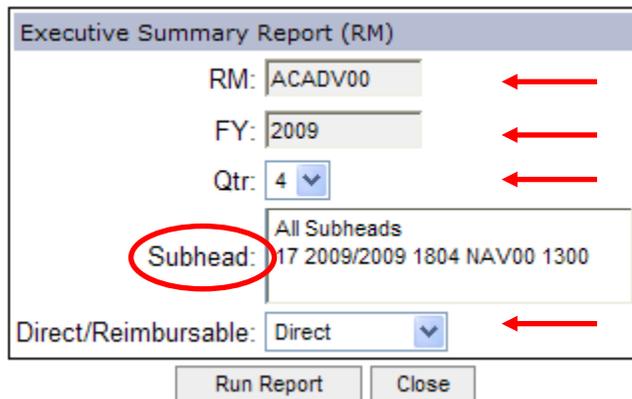
Executive Summary

FASTDATA provides a two-part Executive Summary Report that shows Upper Level funding information in Part 1 of the report and FA Level and below information in Part 2.

Select Reports, then the Executive Summary sub-menu to open the Executive Summary Report (RM) screen.



The user would select the desired criteria (see the example below) then Run Report at the bottom of the screen to produce the report. In class, we will wait to view the report after the funding distribution has been made through the funding chain. A sample report is on the following page.

A screenshot of the 'Executive Summary Report (RM)' screen. It features several input fields: 'RM:' with the value 'ACADV00', 'FY:' with the value '2009', 'Qtr:' with a dropdown menu showing '4', 'Subhead:' with a dropdown menu showing 'All Subheads' and '17 2009/2009 1804 NAV00 1300', and 'Direct/Reimbursable:' with a dropdown menu showing 'Direct'. Red arrows point to each of these fields. The 'Subhead:' field is circled in red. At the bottom, there are two buttons: 'Run Report' and 'Close'.

Resource Manager ID

Active Fiscal Year

Select the desired Quarter

Select the desired Subhead from the dropdown list.

Select Direct or Reimbursable.

Resource Manager Executive Summary Report Example
(Part I)

EXECUTIVE SUMMARY REPORT (RM)
Resource Manager: ACADV00
Direct/Reimbursable: D
Fiscal Year: 2009

Resource Authorization: 17 2009/2009 1804 NAV00	Resource Authorization				Ann. Planning Figure	YTD
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds		
Total Resource Authorization	\$35,000.00	\$25,000.00	\$25,000.00	\$15,000.00	\$100,000.00	\$85,000.00
Cumulative Cost						\$37,236.81

Major Command: NAVYORG RA Funding (Subhead): 17 2009/2009 1804 NAV00 1300	Funds Distribution				Ann. Planning Figure	YTD
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds		
Total Resource Authorization	\$35,000.00	\$25,000.00	\$25,000.00	\$15,000.00	\$100,000.00	\$85,000.00
Total Distributed	\$35,000.00	\$25,000.00	\$25,000.00	\$15,000.00	\$100,000.00	\$85,000.00
Total Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cumulative Cost						\$37,236.81

Component Command: NWC00 RA Funding (Subhead): 17 2009/2009 1804 NAV00 1300	Funds Distribution				Ann. Planning Figure	YTD
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds		
Total Resource Authorization	\$35,000.00	\$25,000.00	\$25,000.00	\$15,000.00	\$100,000.00	\$85,000.00
Total Distributed	\$35,000.00	\$25,000.00	\$25,000.00	\$15,000.00	\$100,000.00	\$85,000.00
Total Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cumulative Cost						\$37,236.81

Resource Manager: ACADV00 RA Funding (Subhead): 17 2009/2009 1804 NAV00 1300	Funds Distribution				Ann. Planning Figure	YTD
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds		
Total Resource Authorization	\$35,000.00	\$25,000.00	\$25,000.00	\$15,000.00	\$100,000.00	\$85,000.00
Total Distributed	\$30,000.00	\$20,000.00	\$20,000.00	\$10,000.00	\$80,000.00	\$70,000.00
Total Balance	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$20,000.00	\$15,000.00
Cumulative Cost						\$37,236.81

RA Funding (Subhead): 17 2009/2009 1804 NAV00 1300 Fund Administrator: TUIT00	Funds Distribution				Ann. Planning Figure	YTD
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds		
Total Distributed	\$15,000.00	\$10,000.00	\$10,000.00	\$5,000.00	\$40,000.00	\$35,000.00
Cumulative Cost						\$0.00

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Resource Manager Executive Summary Report Example
(Part II)

Status of Funds
Fiscal Year: 2009
Direct/Reimbursable: D

Subhead: 17 2009/2009 1804 NAV00 1300 Fund Administrator: EDUC00 RC Code: AA	Status of Funds						
	Annual Planning Figure	Current Authorized	Cumulative Cost	Encumbered Amount	Inv Issued Amount	Available Balance	Current % Used
OPTAR Code: 01 AUTH OPTAR	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%
Total for RC Code: AA RC Code: TM	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%
OPTAR Code: 1A TRAINING PROGRAM 1	\$62,000.00	\$62,000.00	\$37,336.81	\$0.00	\$0.00	\$24,663.19	60.22%
Total for RC Code: TM Total for Fund Administrator: EDUC00	\$66,000.00	\$66,000.00	\$37,336.81	\$0.00	\$0.00	\$28,663.19	68.67%
Total for Subhead:	\$66,000.00	\$66,000.00	\$37,336.81	\$0.00	\$0.00	\$28,663.19	68.67%

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Action Item List Report

FASTDATA provides an Action Item List Report at the Major Command, Component Command, Resource Manager and FA Levels. See the Major Command section of this manual for details regarding this report.



APPENDIX A – GUIDE FOR CREATING UPPER LEVEL DISTRIBUTION FRAMEWORK

Guide for Creating Upper Level Distribution Framework

Upper Level Distribution Framework Summary

There are four levels at which the Resource Authorization (RA) may be managed: Major Command (MC), Component Command (CC), Resource Manager (RM), and Fund Administrator (FA). When funding is managed above the FA, Subhead funding lines are distributed to a lower level and ultimately to the FA. The FA creates the financial framework (Responsibility Center, OPTAR, Authorization, and JON) and releases to the Sites for spending. Each Responsibility Center is associated to a RA. For example, funding received on a 2168-1 can be entered at the Resource Manager level and distributed to one or more FA's. Funding can be held by the RM by not distributing to the FA. A user may be assigned to one or more roles at each level. The Resource Authorization may be established at the FA level, however access rights to establish the RA is granted to all FA users as part of the Funds Management functions, which includes the maintenance of financial framework.

Upper level roles of MC, CC, RM and FA and Resource Authorizations make up the distribution framework. The RAs your activity administers and your organizational structure should be considered. Within the entity each RA may be established at separate levels (MC, CC, RM or FA) and distributed to different roles. For example, OMN type funding may be established at the MC and distributed to the CC. The CC may then distribute the OMN funds to the FA. Procurement type funding may be established by the RM and distributed to the FA, while MPN funding is established at the FA level. There are eight possible 'paths' RA funding may take:

- MC – CC – RM – FA
- MC – CC – FA
- MC – RM – FA
- MC – FA
- CC – RM – FA
- CC – FA
- RM – FA
- FA

Each entity will be established with one Major Command role. The System Administrator is automatically assigned the MC role and can assign other users to the MC role. If the MC creates the RA, the MC will have online visibility of funds distributed to one or more CC, RM or FA. The MC will always have access to executive summary reports for the activity.

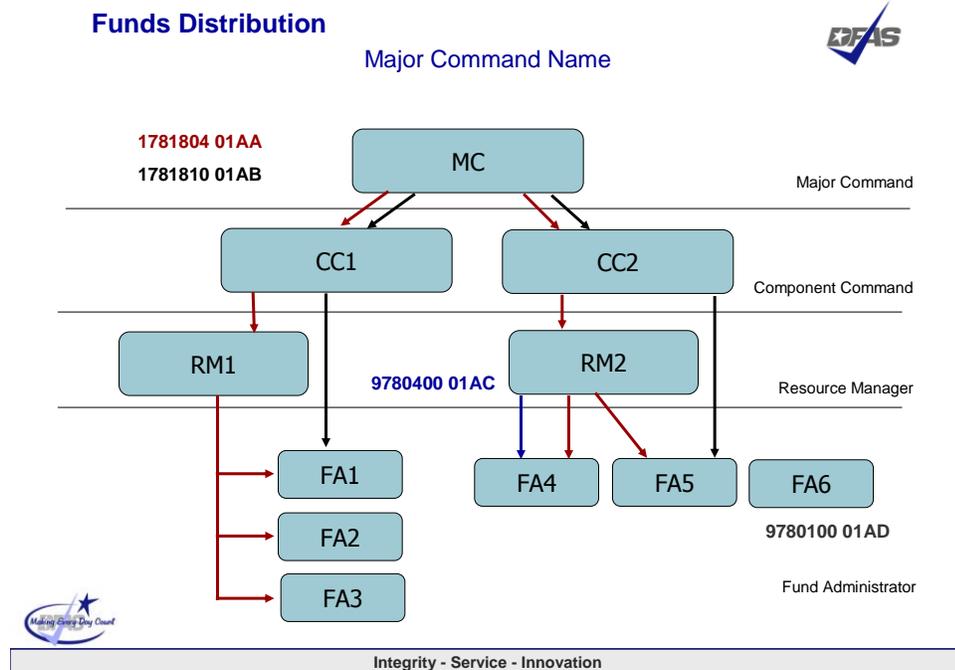
The Component Command role is optional. If a CC role is not needed for the entity a 'ghost' role is established for possible future use. If the CC creates the RA, the CC will have visibility of distributed funds on queries and reports. If the CC receives funds from the MC, the CC will have visibility of the funds received and distributed to a lower level (RM or FA). The CC will not have visibility of funds managed at the MC level.

The Resource Manager role is optional. If a RM roles is not needed for the entity a ‘ghost’ roles is established for possible future use. If the RM creates the RA, the RM will have visibility of distributed funds on queries and reports. If the RM receives funds from the MC or CC, the RM will have visibility of the funds received and distributed to the FA(s). The RM will not have visibility of funds managed at the MC or CC level.

The Fund Administrator may create the RA or receive the RA in distribution from an upper level role (MC, CC or RM). The FA will have visibility of funds received or created on queries and reports. For each RA, the FA establishes the financial framework and releases the financial data to the Site(s) where the funds are spent.

Scenario

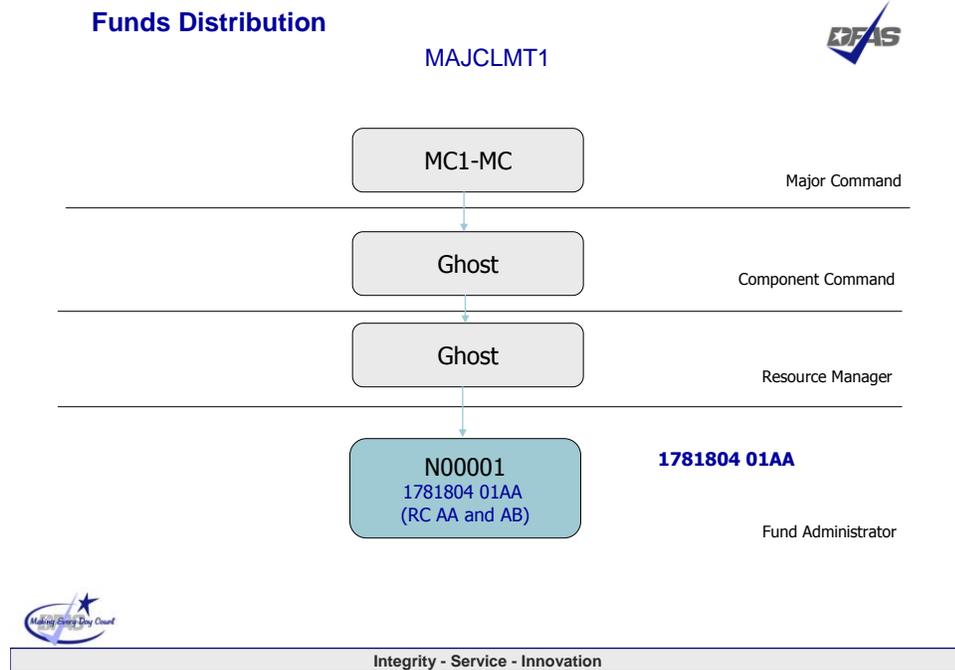
The Funds Distribution chart below depicts several possible distribution paths the RA may follow through the distribution framework. The roles of Major Command (MC), Component Command (CC), Resource Manager (RM) and Fund Administrator (FA) are on the right. The MC creates RA 1781804 01AA and distributes to CC1 and CC2. CC1 distributes to RM1 and CC2 distributes to RM2. RM1 distributes to FA1, FA2 and FA3. RM2 distributes to FA4 and FA5. MC creates RA 1781810 01AB and distributes to CC1 and CC2. CC1 distributes to FA1. CC2 distributes to FA5. RM2 creates RA 9780400 01AC and distributes to FA4. FA6 creates RA 9780100 01AD. The FAs are then ready to create the financial framework against the RA funds.



Distribution Framework Examples

The following are examples of implementations of the upper level distribution framework.

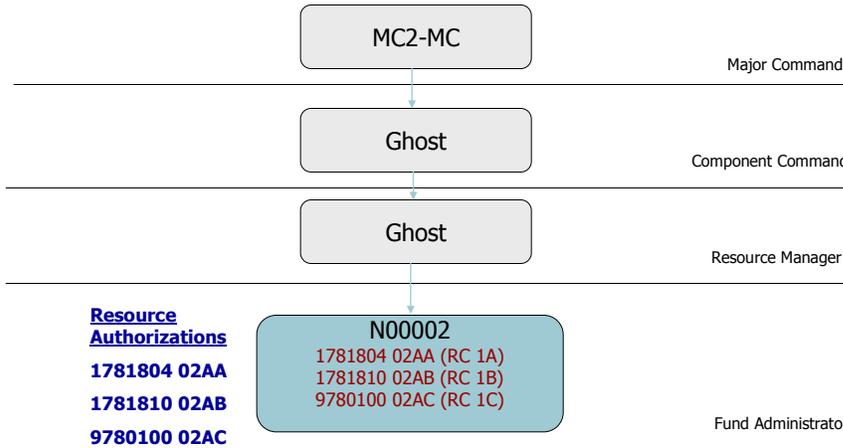
MAJCLMT1 distribution framework has a Major Command (MC1-MC) and one FA (N00001). The FA creates and administers the RA (1781804 03AC). Responsibility Centers MP and HQ reference the RA in the FA's financial framework. There are no Component Commands or Resource Managers and the Major Command is not used.



MAJCLMT2 distribution framework has a Major Command (MC2-MC) and one FA (N00002). The FA creates and administers the RAs 1781804 02AA, 1781810 02AB, and 9780100 02AC. Responsibility Centers 1A, 1B and 1C reference the respective RAs in the FA's financial framework. There are no Component Commands or Resource Managers and the Major Command is not used.

Funds Distribution

MAJCLMT2

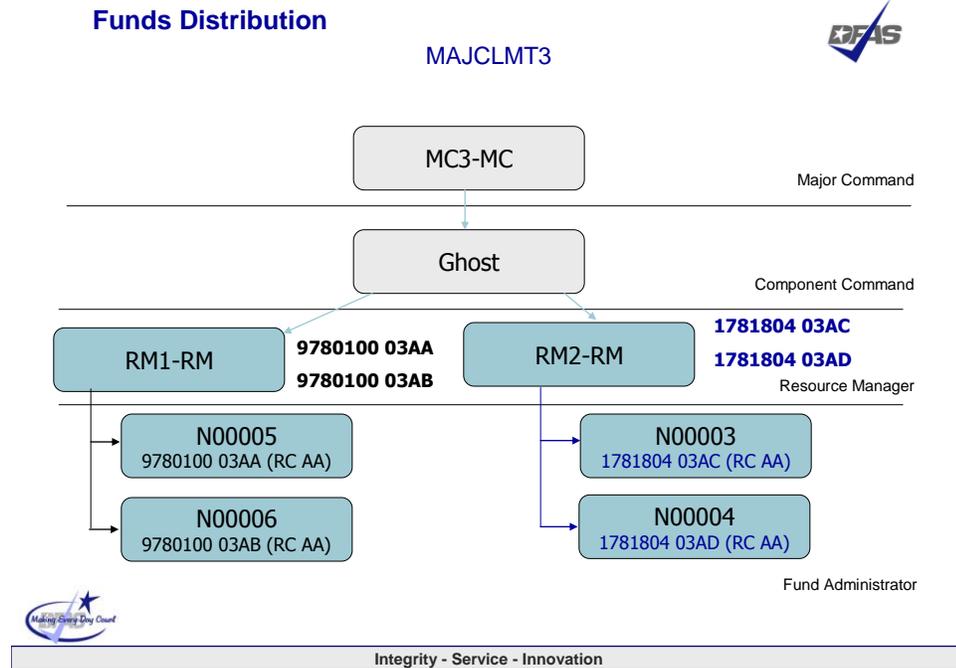


Resource Authorizations
1781804 02AA
1781810 02AB
9780100 02AC

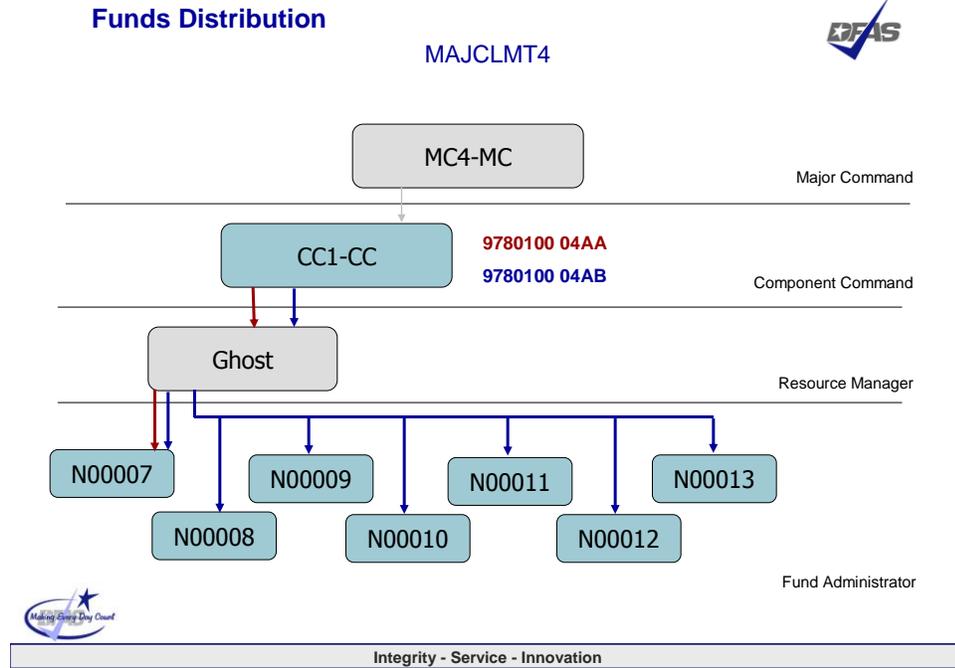


Integrity - Service - Innovation

MAJCLMT3 distribution framework has a Major Command (MC3-MC) and two Resource Managers (RM1-RM and RM2-RM). RM1-RM has two FAs (N00005 and N00006). RM2-RM has two FAs (N00003 and N00004). RM1-RM creates RA 9780100 with two Subheads (03AA and 03AB) and distributes to N00005 and N00006 respectively. RM2-RM creates RA 1781804 with two Subheads (03AC and 03AD) and distributes to N00003 and N00004 respectively. Each FA creates a Responsibility Center and references the respective RAs in the FA's financial framework. There are no Component Command roles and the Major Command is not used.



MAJCLMT4 distribution framework has a Major Command (MC4-MC), one Component Command (CC1-CC), and seven FAs (N00007, N00008, N00009, N00010, N00011, N00012, and N00013). CC1-CC creates RA 9780100 with two Subheads (04AA and 04AB) and distributes 04AA to N00007 and 04AB to all FAs. Each FA creates the financial framework referencing their respective RAs. There are no Resource Manager roles and Major Command MC4-MC is not used.



Distribution Framework Inquiries and Reports

Resource Authorization Administration Details View

The Resource Authorization Administration provides a drilldown view of funds management and distribution, from creation of the Resource Authorization at the Major Command, Component Command, Resource Manager or FA level to processing of source documents at the Sites.

Executive Summary Report

The Executive Summary Report provides the capability to view resource authorizations and spending at the funding levels, which provides comparable performance figures across the activity. Status of Funds information provides the details supporting the spending (Total Obligated) and funds distributions at the FA level and below. The report is composed of two sections, which displays on part 1 the Resource Authorization Funding, Distributions, Total Balance, and Total Obligated at the Major Command, Component Command, Resource Manager, and Fund Administrator levels, and on part 2 the Status of Funds Report at the Fund Administrator level and below.

Executive Status Report

This report provides the capability to view resource authorizations and spending at the funding levels, which provides comparable performance figures across the activity. Status of Funds information provides the details supporting the spending (Total Obligated) and funds distributions at the FA level and below. The report provides a breakdown by Expense Element within the OPTAR and summarizes to the RC. The impact of initiations on available balances and current % used is also provided on this report.

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