

Chapter 5 FA Maintenance Window

Overview

Use the FA Maintenance window to add, duplicate, modify, and delete FAs and associated data. Access to this window is defined on the FA User Maintenance window; users can have **No Access**, **Update**, or **Display-Only** access to the FA Maintenance window. To add, duplicate, modify, and delete FAs, including all associated data, users must have the appropriate **Update** access and must have access to the selected FA.

The seven tabs on the FA Maintenance window provide users with quick access to data associated with the selected FA. Using these tabs, users can view sites, serial ranges, responsibility centers (RCs), OPTARs (operating targets), authorizations, job order numbers (JONs), and users for the selected FA. Because the FA Maintenance window tabs provide many options for adding and deleting data associated with FAs, this chapter is divided into several sections. The first section addresses FA data options, while the remaining sections address the options available from the seven FA Maintenance window tabs. For more information on a specific tab, refer to the appropriate section within this chapter.

Many of the options available from the FA Maintenance window, such as adding sites and viewing OPTAR details, also are available from the Site Maintenance window. In this chapter, and in Chapter 6, which discusses the Site Maintenance window, the manual lists the options available from both windows; rather than repeat the detailed steps in both chapters for each option available from more than one window, the User's Manual will refer you to the chapter in which you can find the detailed steps.

To open the FA Maintenance window, select **FA** from the **Process** menu or select the **FA** toolbar button.

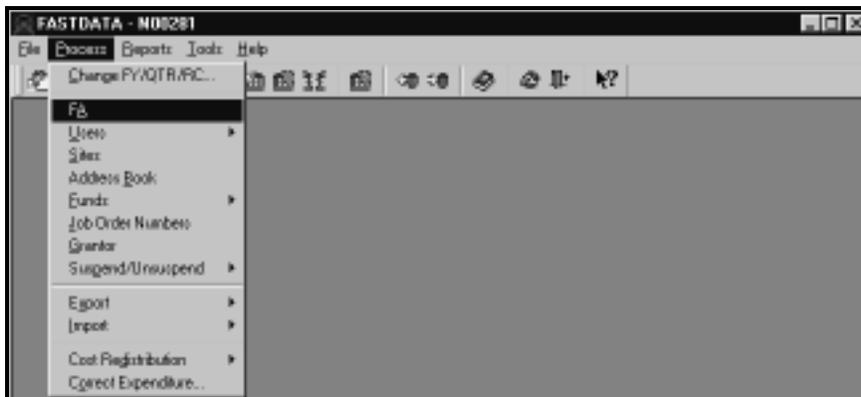


Figure 5.1
Opening the FA
Maintenance Window

The FA Maintenance window will open.

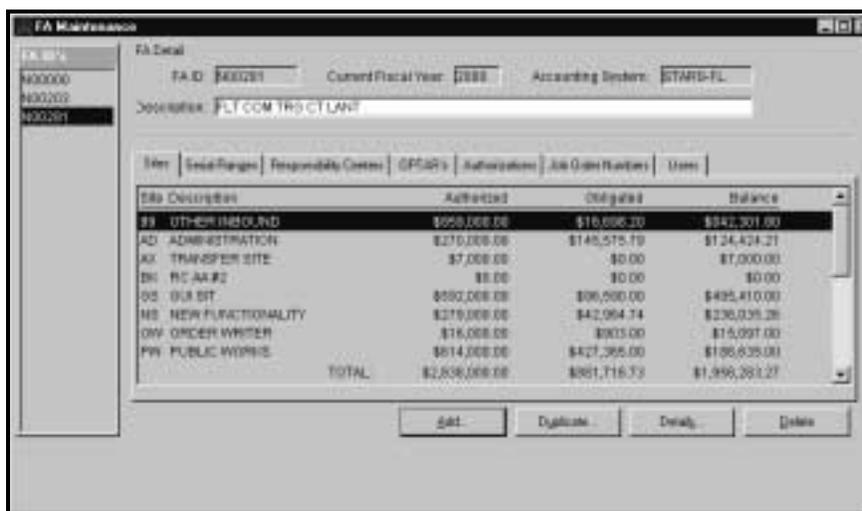


Figure 5.2
FA Maintenance
Window

Restrictions

- Only users with an FA User Maintenance window **FA Update** access level can add, update, and delete FA data on the FA Maintenance window.
- An FA User Maintenance window **FA** access level of **Display-Only** limits users to view-only access to the FA Maintenance window.
- An FA User Maintenance window **FA** access level of **No Access** prevents a user from accessing the FA Maintenance window.

• **FA Maintenance Window Objects**

FA ID's

Lists the established FA IDs.

FA Detail

Displays more detailed information about the selected FA.

FA ID

Contains the six-character FA identifier.

Current Fiscal Year

Displays the current, active fiscal year.

Description

Briefly describes the selected FA.

Accounting System

Displays the name of the external accounting system with which FASTDATA interfaces. The only current valid value is **STARS-FL**.

Sites Tab

Displays information about sites associated with the selected FA activity.

Serial Ranges Tab

Lists the serial ranges for the currently selected FA.

Responsibility Centers Tab

Displays information about RCs associated with the selected FA activity.

OPTAR's Tab

Displays information about OPTARs associated with the selected FA activity.

Authorizations Tab

Displays information about authorizations associated with the selected FA activity.

Job Order Numbers Tab

Displays information about job order numbers (JONs) associated with the selected FA activity.

Users Tab

Lists the user IDs and database user IDs of the users associated with the selected FA activity.

FA Maintenance Window Options

- **Add a new FA**
- **Duplicate an existing FA**
- **Modify an FA**
- **Delete an FA**

■ **Steps for Adding a New FA**

Adding new FAs allows Fund Administrators to share the same database area, but each with their own unique data.

1. With the FA Maintenance window open, select the **File** menu **New** item or select the toolbar **New** button. The New FA window will open.

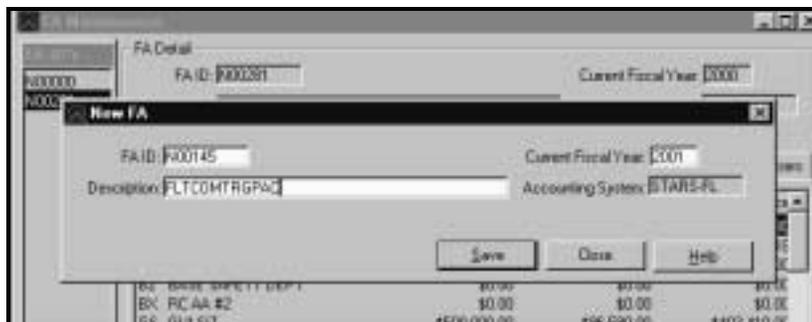


Figure 5.3
New FA
Window

2. Enter the six-character alphanumeric identifier for the new FA. You must enter an **FA ID** when adding a new FA.
3. Enter the four-digit fiscal year under which the new FA will be added, if you wish to change the default value, which is the current fiscal year. You can change the value to one of the previous 10 fiscal years or you can enter the next (future) fiscal year.
4. Enter a description of the new FA of up to 60 characters.
5. Select the **Save** button to save the newly entered FA information. FASTDATA will inform you that the new FA was successfully saved.
6. If you wish to add more than one FA ID, continue entering new FAs, making sure you select the **Save** button after entering each one.
7. When you've entered all desired FAs, select the **Close** button to close the New FA window.

■ **Steps for Duplicating an Existing FA**

To add a new FA that will contain much of the same information as an existing FA, use the **Duplicate** option.

1. Select the FA you wish to duplicate from the **FA ID's** list box.
2. Select the **File** menu **Duplicate** item or select the toolbar **Duplicate** button. The New FA window will open, displaying the existing FA information with an empty **FA ID**.
3. Enter the new **FA ID** and modify any other desired FA information.
4. Select the **Save** button to save the newly entered FA information. FASTDATA will inform you that the FA was successfully saved.
5. Select the **Close** button to close the New FA window.

■ **Steps for Modifying an FA**

The **Description** is the only field you can modify on an existing FA.

1. Select the FA you wish to modify from the **FA ID's** list box.
2. Enter a new description of up to 60 characters or modify the existing description for the selected FA ID.

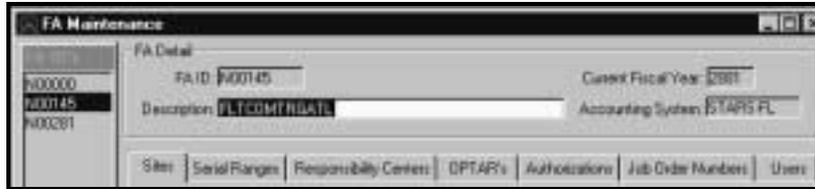


Figure 5.4
Modifying an FA

3. Select the **Save** toolbar button to save the modified description.

■ Steps for Deleting an FA

You cannot delete the FA under which you logged into the FASTDATA application. If that is the FA you wish to delete, you must change activities first. To change FAs, select **Change Activity** from the **Tools** menu, then select a different activity. You cannot delete an FA for which sites, OPTARs, authorizations, JONs, expenditures, suspension rules, or automated or FTP processes exist. To delete such an FA, you must first delete these associated records or values. Because you can only delete OPTARs, authorizations, and JONs for the currently active FA, you must first select the FA you wish to delete, delete any of these items, switch to a different FA, and then delete the desired FA.

1. Select the FA you wish to delete from the **FA ID's** list box.
2. From the FA Maintenance window, select the **File** menu **Delete** item or select the toolbar **Delete** button. FASTDATA will ask you to confirm the deletion.

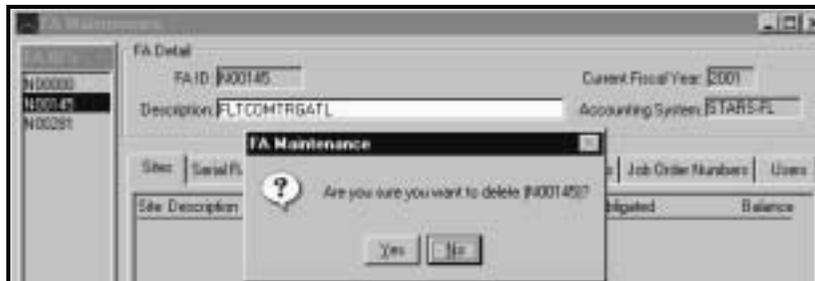


Figure 5.5
Deleting an FA

3. Select the **Yes** button to confirm the FA deletion.

• FA Maintenance Window Sites Tab Objects

The **Sites** tab displays information about sites associated with the selected FA activity. This tab is unavailable if the user's access on the FA User Maintenance window **Sites** setting is **No Access**.

To quickly locate a site, shift window focus to the **Sites** tab site list by using the TAB key or clicking on the **Sites** tab's window. Begin typing the desired site ID and focus will shift to the row of site data for the entered ID.

The **Sites** tab is selected by default when you open the FA Maintenance window. Add a new site by selecting the **Add** button. To duplicate an existing site, select the **Duplicate** button. To view site details, select the **Details** button. To delete a site, select the **Delete** button.

You can add, duplicate, and delete sites from both the FA Maintenance window **Sites** tab and the Site Maintenance window. From either window, the procedures are the same. This chapter addresses how to view and print site details, an option you can perform only from the FA Maintenance window **Sites** tab. Refer to Chapter 6 for detailed information on adding, modifying, and deleting sites.

Site Description	Authorized	Obligated	Balance
01 OTHER INBOUND	\$658,000.00	\$16,096.20	\$641,903.80
02 ADMINISTRATION	\$270,000.00	\$145,575.79	\$124,424.21
03 TRANSFER SITE	\$7,000.00	\$0.00	\$7,000.00
04 FC AA #2	\$0.00	\$0.00	\$0.00
05 GUA SIT	\$550,000.00	\$36,000.00	\$514,000.00
06 NEW FUNCTIONALITY	\$270,000.00	\$42,964.74	\$227,035.26
07 ORDER WRITER	\$16,000.00	\$303.00	\$15,697.00
08 PUBLIC WORKS	\$814,000.00	\$427,395.00	\$386,605.00
TOTAL	\$2,638,000.00	\$881,716.73	\$1,756,283.27

Figure 5.6
FA Maintenance
Sites Tab Objects

Site

Lists the site IDs of sites associated with the selected FA.

Description

Briefly describes the site.

Authorized

Contains the total authorized amount for the site.

Obligated

Contains the total obligated amount for the site.

Balance

Contains the site's total authorized amount less the total obligated amount.

Add

Opens the New Site window, allowing you to add a new site under the selected FA. This button is unavailable to users whose access on the FA User Maintenance window **Sites** setting is **Display-Only**.

Duplicate

Opens the New Site window, allowing you to add a new site under the selected FA that will contain much of the same information as an existing site. This button is unavailable to users whose access on the FA User Maintenance window **Sites** setting is **Display-Only**.

Details

Opens the Details for Site window, providing further information about the OPTARs associated with the selected site and FA. This button is unavailable if the user's access on the FA User Maintenance window **Sites** setting is **No Access**.

Delete

Deletes the selected site. This button is unavailable to users whose access on the FA User Maintenance window Funds setting is **Display-Only**.

FA **FA Maintenance Window Sites Tab Options**

- **Add a new site**
- **Duplicate a site**
- **View and print site details**
- **Delete a site**

Remember that you can add, duplicate, and delete sites from both the FA Maintenance window **Sites** tab and the Site Maintenance window. This section focuses on the view and print site details option, an option you can perform only from the FA Maintenance window **Sites** tab. Refer to Chapter 6 for detailed information on adding, duplicating, modifying, and deleting sites.

Restrictions

- Only users with an FA User Maintenance window **Sites Update** access level can add, duplicate, and delete site data on the FA Maintenance window **Sites** tab.
- An FA User Maintenance window **Sites** access level of **Display-Only** limits users to view-only access to site data on the FA Maintenance window **Sites** tab.
- An FA User Maintenance window **Sites** access level of **No Access** prevents a user from accessing the FA Maintenance window **Sites** tab.

■ **Steps for Viewing and Printing Site Details**

1. On the FA Maintenance window **FA ID's** list box, select the FA for which you wish to view and print site details.
2. On the FA Maintenance window **Sites** tab, select the site for which you wish to view details, then select the **Details** button.

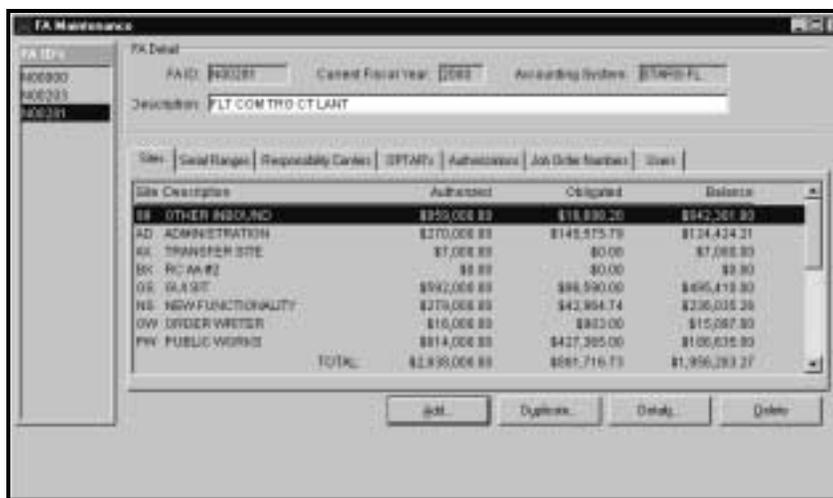


Figure 5.7
Viewing Site
Details

The Details for Site window will open, displaying information about the OPTARs associated with the selected site and FA.

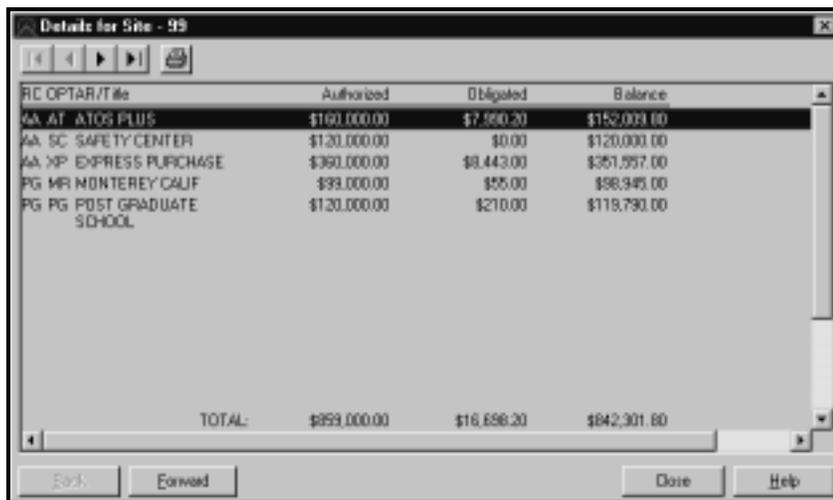


Figure 5.8
Details for
Site Window

Tip On the Details for Site window, if the **Forward** button is available for selection you can select it to view and print OPTAR and authorization details, respectively. Select the **Back** button to return to the previously displayed Details window.

3. Select the **Print** toolbar button to open the Quick Print - Details for Site window. This window allows you to preview the Site Assigned OPTAR Report before actually printing it, save the contents of the report as a file, and print the report.

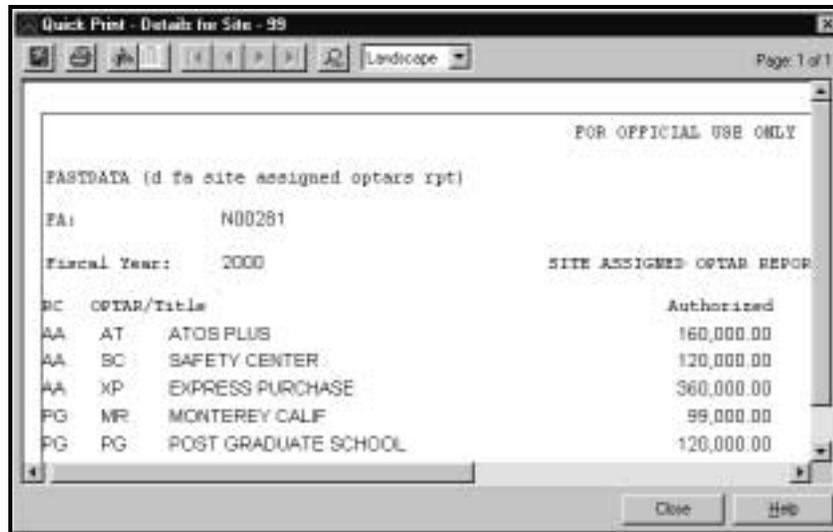


Figure 5.9
Quick Print -
Details for Site
Window

- Use the scrollbars and toolbar buttons to modify the view of the report.

Use the scrollbars to move through the report horizontally and vertically. Use the **VCR** buttons to access the first, previous, next and last pages of the report. Use the **Zoom** toolbar button to increase or decrease the magnification percentage of the displayed report to make it easier to read, or to reduce the display so that you can view an entire page. If you wish to see vertical and horizontal rulers on the report window, select the **Rulers** picture button.

- Select the **Save As** toolbar button if you wish to save the report data in a file.
- Select the desired page orientation, **Landscape** or **Portrait**.
- Select the **Margin Offset** toolbar button if you wish to increase the left or top margin, depending on the selected page orientation. The wider margin allows for the punching of holes on the printed report.
- Select the **Print** toolbar button if you wish to print the displayed Details report.
- Select the **Close** button to close the Quick Print window and return to the Details for Site window.
- Select the **Close** button to close the Details for Site window.

• FA Maintenance Window Serial Ranges Tab Objects

The **Serial Ranges** tab provides information about the serial ranges for the currently selected FA. Authorized users can duplicate, delete, and modify serial ranges from the **Serial Ranges** tab. You can duplicate but cannot add serial ranges from the FA Maintenance window. If you wish to add a new serial range for a specific site, open the Site Maintenance window, select the desired site, and select the **Add** button on the **Serial Ranges** tab.

To quickly locate a serial range, shift window focus to the **Serial Ranges** tab by using the TAB key or clicking on the **Serial Ranges** tab window. Begin typing the desired beginning serial number and focus will shift to the desired data row.

To duplicate an existing serial range, select the **Duplicate** button. To modify a serial range, select the desired serial range, then select the **Modify** button. To delete a serial range, select the **Delete** button. Refer to the FA Maintenance Serial Ranges Tab help topic for information on the criteria a serial range has to meet before it can be deleted.

You can duplicate, modify, and delete serial ranges both from the FA Maintenance window **Serial Ranges** tab and the Site Maintenance window. From either window, the procedures are the same. Refer to Chapter 6 for detailed information on adding, duplicating, modifying, and deleting serial ranges.

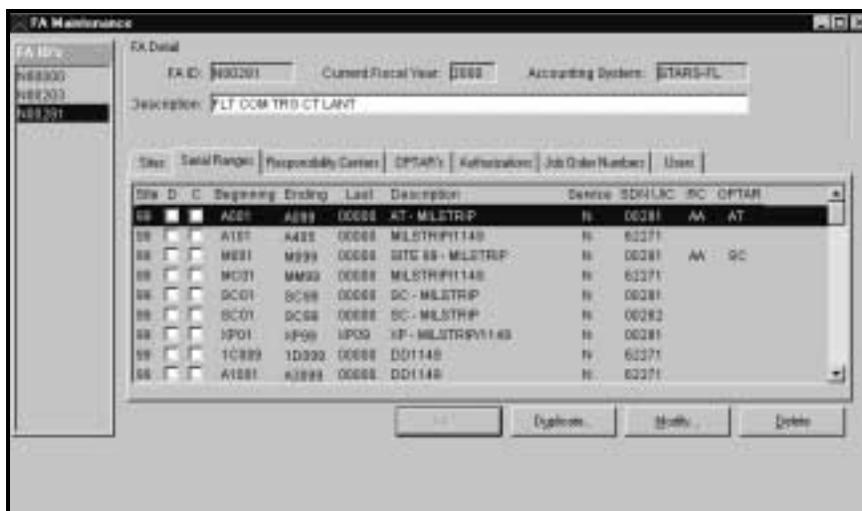


Figure 5.10
FA Maintenance
Serial Ranges Tab
Objects

Site

Lists the sites associated with the selected FA for which serial ranges have been established.

D

Indicates the serial range has been deactivated.

C

Indicates confirmation that the site has acknowledged the serial range's deactivation.

Beginning

Contains the alphanumeric beginning number for the document number serial range.

Ending

Contains the alphanumeric ending number for the document number serial range.

Last

The last number used in the serial range.

Description

Briefly describes the serial range.

Service

Identifies the government department or activity within the Navy as a fleet or shore establishment.

SDN UIC

Lists the Standard Document Number UIC assigned to the document serial range for system generation of specific documents.

RC

Identifies the responsibility center with which the serial range is associated.

OPTAR

Identifies the OPTAR associated with the serial number range.

Add

This button is unavailable for selection on the **Serial Ranges** tab. Although you can duplicate a serial range using the **Duplicate** button, on the FA Maintenance window you cannot add a new serial range and associate it with a different site. If you wish to add a new serial range for a specific site, open the Site Maintenance window, select the desired site, and select the **Add** button on the **Serial Ranges** tab. The Serial Range window will open, allowing you to add a new serial range.

Duplicate

Opens the Serial Range window, allowing you to create a new serial range under the selected FA and site that will contain much of the same information as an existing serial range. This button is not available to users whose access on the FA User Maintenance window **Sites** setting is **Display-Only**.

NOTE Depending on your access rights defined on the FA User Maintenance window, the **Serial Ranges** tab will contain either a **Modify** or **Display** button.

Modify

Opens the Serial Range window, allowing you to modify the selected serial range.

Display

Opens the Serial Range window, allowing you to view information on the selected serial range. This button appears on the **Serial Ranges** tab for users whose access on the FA User Maintenance window **Sites** setting is **Display-Only**.

Delete

Removes the selected serial range. This button is unavailable to users whose access on the FA User Maintenance window **Sites** setting is **Display-Only**.

FA Maintenance Window Serial Ranges Tab Options

- **Duplicate an existing serial range**
- **Modify a serial range**
- **Delete a serial range**

Remember, you can duplicate, modify, and delete serial ranges both from the FA Maintenance window **Serial Ranges** tab and the Site Maintenance window. Refer to Chapter 6 for detailed information on adding, duplicating, modifying, and deleting serial ranges.

Restrictions

- Only users with an FA User Maintenance window **Sites Update** access level can duplicate, modify, and delete serial range data on the FA Maintenance window **Serial Ranges** tab.
- An FA User Maintenance window **Sites** access level of **Display-Only** limits users to view-only access to the data on the FA Maintenance window **Serial Ranges** tab.
- An FA User Maintenance window **Sites** access level of **No Access** prevents a user from accessing the FA Maintenance window **Serial Ranges** tab.

• FA Maintenance Window Responsibility Centers Tab Objects

The **Responsibility Centers** tab displays information on RCs associated with the selected FA activity. You can add, duplicate, and delete RCs and view RC details from this tab. Access to RC data is defined on the FA User Maintenance window. This tab is unavailable if the user's access on the FA User Maintenance window **Funds** setting is **No Access**.

To quickly locate an RC, shift window focus to the **Responsibility Centers** tab RCs list by using the TAB key or clicking on the **RC** tab window. Begin typing the desired RC ID and focus will shift to the row of RC data for the entered ID.

To maintain RC data on the FA Maintenance window, first select the **Responsibility Centers** tab. Add a new RC by selecting the **Add** button. To duplicate an existing RC, select the **Duplicate** button. To view RC details, select the **Details** button. To delete an RC, select the **Delete** button.

You can add, duplicate, and delete RCs both from the FA Maintenance window **Responsibility Centers** tab and the Responsibility Center Maintenance window. The procedures are the same from either window. This chapter addresses how to view and print RC details, an option you can perform only from the FA Maintenance window **Responsibility Centers** tab. Refer to Chapter 7 for detailed information on adding, duplicating, modifying, and deleting RCs.

RC	Authorized	Obligated	Balance
AA	\$1,288,900.00	\$587,288.33	\$701,701.66
BB	\$247,900.00	\$138,945.73	\$127,954.21
CC	\$193,900.00	\$85,883.89	\$85,000.00
DD	\$10,900.00	\$8,838.89	\$3,470.00
EE	\$887,900.00	\$142,874.74	\$746,325.26
FF	\$0.00	\$0.00	\$0.00
GG	\$278,900.00	\$285.89	\$278,735.00
TOTAL	\$2,838,900.00	\$661,718.73	\$1,896,285.27

Figure 5.11
FA Maintenance
Responsibility
Centers Tab Objects

RC

Lists the RC IDs associated with the selected FA.

Authorized

Contains the authorized amount for the listed RC.

Obligated

Contains the obligated amount for the listed RC.

Balance

Contains the listed RC's authorized amount less the obligated amount.

TOTAL Authorized

Indicates the sum of all authorized amounts for all listed RCs.

TOTAL Obligated

Indicates the sum of all obligated amounts for all listed RCs.

TOTAL

Indicates the difference between the total authorized and total obligated amounts for all listed RCs.

Add

Opens the New Responsibility Center window, allowing you to add a new RC for the selected FA. This button is unavailable to users whose FA User Maintenance window **Funds** access setting is **Display-Only**.

Duplicate

Opens the New Responsibility Center window, allowing you to add a new RC under the selected FA that will contain much of the same information as an existing RC. This button is unavailable to users whose FA User Maintenance window **Funds** access setting is **Display-Only**.

Details

Opens the Details for Responsibility Center window, providing further information on the OPTARs associated with the selected RC and FA. This button is unavailable if the user's access on the FA User Maintenance window **Funds** setting is **No Access**.

Delete

Deletes the selected RC. This button is unavailable to users whose FA User Maintenance window **Funds** access setting is **Display-Only**.

R **FA Maintenance Window Responsibility Centers Tab Options**

- **Add a new RC**
- **Duplicate an existing RC**
- **View and print RC details**
- **Delete an RC**

Remember, you can add, duplicate, and delete RCs both from the FA Maintenance window **Responsibility Centers** tab and the Responsibility Center Maintenance window. This section focuses on the view and print RC details option, an option you can perform only from the FA Maintenance window **Responsibility Centers** tab. Refer to Chapter 7 for detailed information on adding, duplicating, modifying, and deleting RCs.

Restrictions

- Only users with an FA User Maintenance window **Funds Update** access level can add, duplicate, and delete RC data on the FA Maintenance window **Responsibility Centers** tab.
- An FA User Maintenance window **Funds** access level of **Display-Only** limits users to view-only access to the RC data on the FA Maintenance window **Responsibility Centers** tab.
- An FA User Maintenance window **Funds** access level of **No Access** prevents a user from accessing the FA Maintenance window **Responsibility Centers** tab.

■ Steps for Viewing and Printing RC Details

1. On the FA Maintenance window **FA ID's** list box, select the FA for which you wish to view and print RC details.
2. On the FA Maintenance window **Responsibility Centers** tab, select the RC for which you wish to view details and select the **Details** button.

RC	Authorized	Disbursed	Balance
AA	\$1,208,908.80	\$967,284.38	\$791,701.80
GG	\$367,908.80	\$138,048.70	\$127,904.21
CC	\$146,908.80	\$85,904.00	\$65,904.00
JJ	\$18,908.80	\$8,518.00	\$3,878.00
TT	\$857,908.80	\$142,874.74	\$144,325.26
PP	\$8.80	\$8.00	\$8.00
DD	\$218,808.80	\$388.00	\$218,716.80
TOTAL	\$2,838,908.80	\$881,716.73	\$1,804,262.27

Figure 5.12
Viewing
Responsibility
Center Details

The Details for Responsibility Center window will open, displaying details for the selected RC.

RC OPTAR/Title	Direct/Reimbursable	Authorized	Disbursed	Balance
CC DT CPU EQUIPMENT	Direct	\$150,000.00	\$95,000.00	\$95,000.00
Subtotal Direct		\$150,000.00	\$95,000.00	\$95,000.00
Subtotal P reimbursable		\$0.00	\$0.00	\$0.00
TOTAL		\$150,000.00	\$95,000.00	\$95,000.00

Figure 5.13
Details for
Responsibility
Center
Window

Tip On the Details for Responsibility Center window, if the **Forward** button is available for selection you can select it to view and print OPTAR and authorization details, respectively. Select the **Back** button to return to the previously displayed Details window.

3. Select the **Print** toolbar button to open the Quick Print - Details for Responsibility Center window. The window allows you to preview the RC Assigned OPTAR Report before actually printing it, save the contents of the report as a file, and print the report.

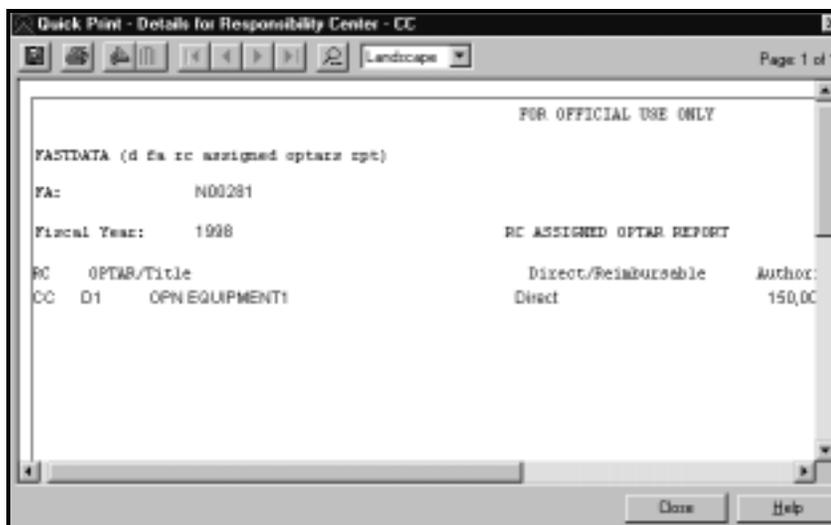


Figure 5.14
Quick Print -
Details for
Responsibility
Center
Window

4. Use the scrollbars and toolbar buttons to modify the view of the report.

Use the scrollbars to move through the report horizontally and vertically. Use the **VCR** buttons to access the first, previous, next and last pages of the report. Use the **Zoom** toolbar button to increase or decrease the magnification percentage of the displayed report to make it easier to read, or to reduce the display so that you can view an entire page. If you wish to see vertical and horizontal rulers on the report window, select the **Rulers** picture button.

5. Select the **Save As** toolbar button if you wish to save the report data in a file.
6. Select the desired page orientation, **Landscape** or **Portrait**.
7. Select the **Margin Offset** toolbar button if you wish to increase the left or top margin, depending on the selected page orientation. The wider margin allows for the punching of holes on the printed report.
8. Select the **Print** toolbar button if you wish to print the displayed Details report.
9. Select the **Close** button to close the Quick Print window and return to the Details for Responsibility Center window.
10. Select the **Close** button to close the Details for Responsibility Center window.

• FA Maintenance Window OPTAR's Tab Objects

The **OPTAR's** tab displays information about OPTARs associated with the selected FA activity. You can add, duplicate, and delete OPTARs and view OPTAR details from this tab. Access to OPTAR data is defined on the FA User Maintenance window. This tab is unavailable if the user's access on the FA User Maintenance window **Funds** setting is **No Access**.

To quickly locate an OPTAR, shift window focus to the **OPTAR's** tab's listed OPTARs by using the TAB key or clicking on the **OPTAR** tab window. Begin typing the desired OPTAR ID and focus will shift to the row of OPTAR data for the entered ID.

To maintain OPTAR data on the FA Maintenance window, you must first select the **OPTAR's** tab. Add a new OPTAR by selecting the **Add** button. To duplicate an existing OPTAR, select the **Duplicate** button. You cannot duplicate an OPTAR if the OPTAR you select for duplication is

not associated with the currently active RC. To view OPTAR details, select the **Details** button. To delete an OPTAR, select the **Delete** button.

You can add, duplicate, and delete OPTARs from either the FA Maintenance window **OPTAR's** tab or the OPTAR Maintenance window. The procedures are the same from either window. This chapter addresses only how to view and print OPTAR details. You can view OPTAR details from either the FA Maintenance window **OPTAR's** tab or the Site Maintenance window **Assigned OPTAR's** tab. Refer to Chapter 8 for detailed information on adding, duplicating, modifying, and deleting OPTARs.

RC	OPTAR Title	Authorized	Obligated	Balance
AA AD	RW MAINTENANCE	\$0.00	\$0.00	\$0.00
AA A7	ATDG PLUS	\$183,800.00	\$1,900.00	\$182,000.00
AA D1	SPECIAL FUNDS	\$4,800.00	\$132.68	\$3,068.00
AA P1	MPP	\$258,800.00	\$275,538.00	\$14,282.00
AA P2	ENGINEERING	\$188,800.00	\$50,000.00	\$43,000.00
AA RW	NONRUD OPTAR TO MOVE	\$18,800.00	\$10,500.00	(\$500.00)
AA S1	TRANSPORTATION	\$185,800.00	\$140,500.00	\$36,588.00
AA SC	SAFETY CENTER	\$128,800.00	\$0.00	\$120,000.00
	TOTAL:	\$2,638,800.00	\$881,714.72	\$1,956,285.27

Figure 5.15
FA Maintenance
OPTAR's Tab
Objects

RC

Displays the RC IDs associated with the OPTAR.

OPTAR/Title

Displays OPTAR IDs and titles.

Authorized

The OPTAR's total authorized amount.

Obligated

The OPTAR's total obligated amount.

Balance

The OPTAR's total authorized amount less the obligated amount.

Add

Opens the New OPTAR window, allowing you to add a new OPTAR. This button is unavailable to users whose FA User Maintenance window **Funds** access setting is **Display-Only**.

Duplicate

Opens the New OPTAR window, allowing you to add a new OPTAR under the selected FA that will contain much of the same information as an existing OPTAR. You cannot duplicate an OPTAR if the current RC does not match the RC of the OPTAR you wish to duplicate. This button is unavailable to users whose FA User Maintenance window **Funds** access setting is **Display-Only**.

Details

Opens the Details for OPTAR window, providing further information for the selected OPTAR. This button is unavailable if the user's access on the FA User Maintenance window **Funds** setting is **No Access**.

Delete

Deletes the selected OPTAR. This button is unavailable to users whose FA User Maintenance window **Funds** access setting is **Display-Only**.

FA Maintenance Window OPTAR's Tab Options

- **Add a new OPTAR**
- **Duplicate an existing OPTAR**
- **View and print OPTAR details**
- **Delete an OPTAR**

Remember, you can add, duplicate, and delete OPTARs from either the FA Maintenance window **OPTAR's** tab or the OPTAR Maintenance window. This section focuses on the view and print OPTAR details option from the FA Maintenance window **OPTAR's** tab, although this option is also available from the Site Maintenance window **Assigned OPTAR's** tab. Refer to Chapter 8 for detailed information on adding, duplicating, modifying, and deleting OPTARs.

Restrictions

- Only users with an FA User Maintenance window **Funds Update** access level can add, duplicate, and delete OPTAR data on the FA Maintenance window **OPTAR's** tab.
- An FA User Maintenance window **Funds** access level of **Display-Only** limits users to view-only access to the OPTAR data on the FA Maintenance window **OPTAR's** tab.
- An FA User Maintenance window **Funds** access level of **No Access** prevents a user from accessing the FA Maintenance window **OPTAR's** tab.

■ Steps for Viewing and Printing OPTAR Details

1. On the FA Maintenance window **FA ID's** list box, select the FA for which you wish to view and print OPTAR details.
2. On the FA Maintenance window **OPTAR's** tab, select the OPTAR for which you wish to view details, then select the **Details** button.

The Details for OPTAR window also opens from the Site Maintenance window when you select the **Details** button on the **Assigned OPTAR's** tab. Refer to Chapter 6.

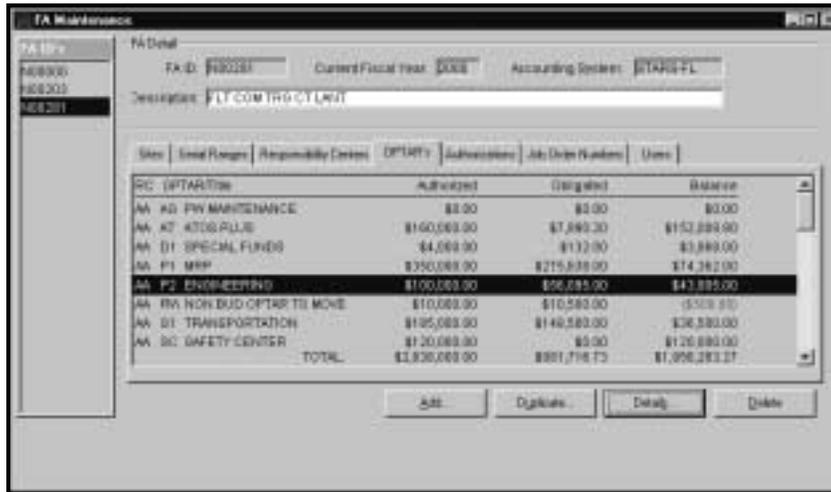


Figure 5.16
Viewing
OPTAR
Details

The Details for OPTAR window will open, displaying details for the selected OPTAR.

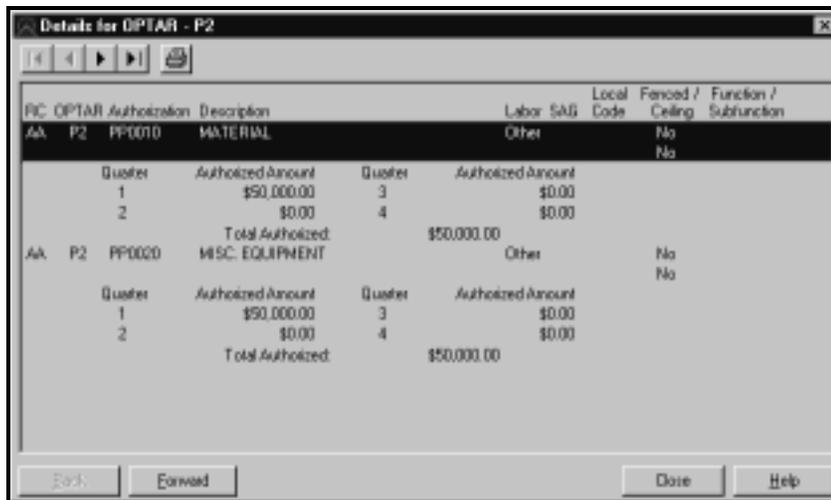


Figure 5.17
Details for
OPTAR
Window

Tip On the Details for OPTAR window, if the **Forward** button is available for selection you can select it to view and print authorization details. Select the **Back** button to return to the previously displayed Details window.

3. Select the **Print** toolbar button to open the Quick Print - Details for OPTAR window. This window allows you to preview the Authorization Detail Report before actually printing it, save the contents of the report as a file, and print the report.

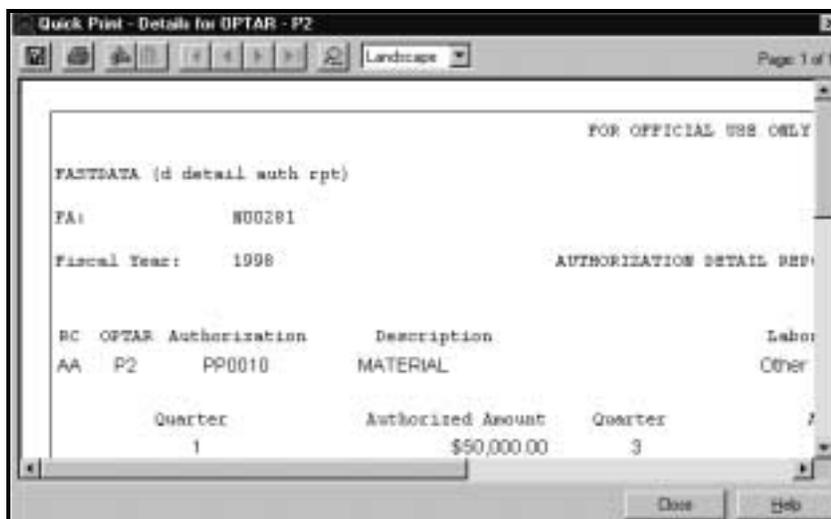


Figure 5.18
Quick Print -
Details for
OPTAR
Window

4. Use the scrollbars and toolbar buttons if you wish to modify the view of the report.

Use the scrollbars to move through the report horizontally and vertically. Use the **VCR** buttons to access the first, previous, next and last pages of the report. Use the **Zoom** toolbar button to increase or decrease the magnification percentage of the displayed report to make it easier to read, or to reduce the display so that you can view an entire page. If you wish to see vertical and horizontal rulers on the report window, select the **Rulers** picture button.

5. Select the **Save As** toolbar button if you wish to save the report data in a file.
6. Select the desired page orientation, **Landscape** or **Portrait**.
7. Select the **Margin Offset** toolbar button if you wish to increase the left or top margin, depending on the selected page orientation. The wider margin allows for the punching of holes on the printed report.
8. Select the **Print** toolbar button if you wish to print the displayed Details report.
9. Select the **Close** button to close the Quick Print window and return to the Details for OPTAR window.
10. Select the **Close** button to close the Details for OPTAR window.

• FA Maintenance Window Authorizations Tab Objects

The **Authorizations** tab displays information about authorizations associated with the selected FA activity. You can add, duplicate, and delete authorizations and view authorization details from this tab. Access to data on authorizations is defined on the FA User Maintenance window. This tab is unavailable if the user's access on the FA User Maintenance window **Funds** setting is **No Access**.

To quickly locate an authorization, shift window focus to the **Authorizations** tab authorizations list by using the TAB key or clicking on the **Authorizations** tab's window. Begin typing the desired authorization ID and focus will shift to the row of authorization data for the entered ID.

To maintain authorization data on the FA Maintenance window, first select the **Authorizations** tab. Add a new authorization by selecting the **Add** button. To duplicate an existing authorization, select the **Duplicate** button. You cannot duplicate an authorization if it is not associated with the currently active RC. To view authorization details, select the **Details** button. To delete an authorization, select the **Delete** button.

You can add, duplicate, and delete authorizations from the FA Maintenance window **Authorizations** tab, the Site Maintenance window **Authorizations** tab, and the Authorizations Maintenance window. The procedures for adding, duplicating, and deleting authorizations are the same on all three of these windows. This chapter addresses how to view and print authorization details. You can view and print authorization details from either the FA Maintenance window or the Site Maintenance window. For detailed information on adding, duplicating, modifying, and deleting authorizations, refer to Chapter 9.

RC	OPTAR	Authorizations	Total Authorizations	Total Obligations	Available Balance
AA	AT	AT0007	\$82,900.00	\$2,232.00	\$57,678.89
AA	AT	AT0008	\$43,900.00	\$3,785.20	\$36,289.80
AA	AT	AT0009	\$20,900.00	\$2,954.00	\$17,448.89
AA	DI	CS0030	\$4,900.00	\$122.00	\$2,888.89
AA	P1	P18810	\$189,900.00	\$49,738.00	\$94,282.89
AA	P1	P18820	\$289,900.00	\$188,899.00	\$10,188.89
AA	P1	P18830	\$69,900.00	\$48,899.00	\$10,588.89
			\$2,788,900.00	\$881,716.73	\$1,916,283.27

Figure 5.19
FA Maintenance
Authorizations Tab
Objects

RC

Displays the RC IDs associated with the selected authorization.

OPTAR

Displays the OPTAR IDs associated with the authorization.

Authorization

Displays the authorization IDs for the listed OPTAR and RC.

Total Authorizations

The authorized amount through the active quarter.

Total Obligations

The obligated amount through the active quarter.

Available Balance

The year-to-date (YTD) Authorizations less the YTD Obligations.

Add

Opens the New Authorization window, allowing you to add a new authorization. This button is unavailable to users whose FA User Maintenance window **Funds** access setting is **Display-Only**.

Duplicate

Opens the New Authorization window, allowing you to add a new authorization under the selected FA that will contain much of the same information as an existing authorization. You cannot duplicate an authorization if the current RC does not match the RC of the authorization you wish to duplicate. This button is unavailable to users whose FA User Maintenance window **Funds** access setting is **Display-Only**.

Details

Opens the Details for Authorization window, providing further information on the selected authorization. This button is unavailable if the user's access on the FA User Maintenance window **Funds** setting is **No Access**.

Delete

Deletes the selected authorization. This button is unavailable if the user's access on the FA User Maintenance window **Funds** setting is **Display-Only**.

FA Maintenance Window Authorizations Tab Options

- **Add a new authorization**
- **Duplicate an existing authorization**
- **View and print authorization details**
- **Delete an authorization**

Remember, you can add, duplicate, and delete authorizations from the FA Maintenance window **Authorizations** tab, the Site Maintenance window **Authorizations** tab, and the Authorizations Maintenance window. This section focuses on the view and print authorization details option from the FA Maintenance window **Authorizations** tab, although this option is also available from the Site Maintenance window **Authorizations** tab. For detailed information on adding, duplicating, modifying, and deleting authorizations, refer to Chapter 9.

Restrictions

- Only users with an FA User Maintenance window **Funds Update** access level can add, duplicate, and delete authorization data on the FA Maintenance window **Authorizations** tab.
- An FA User Maintenance window **Funds** access level of **Display-Only** limits users to view-only access to the authorization data on the FA Maintenance window **Authorizations** tab.

- An FA User Maintenance window **Funds** access level of **No Access** prevents a user from accessing the FA Maintenance window **Authorizations** tab.

■ Steps for Viewing and Printing Authorization Details

1. On the FA Maintenance window **FA ID's** list box, select the FA for which you wish to view and print authorization details.
2. On the FA Maintenance window **Authorizations** tab, select the authorization for which you wish to view details and select the **Details** button.

The Details for Authorization window also opens from the Site Maintenance window when you select the **Details** button on the **Authorizations** tab. Refer to Chapter 6.

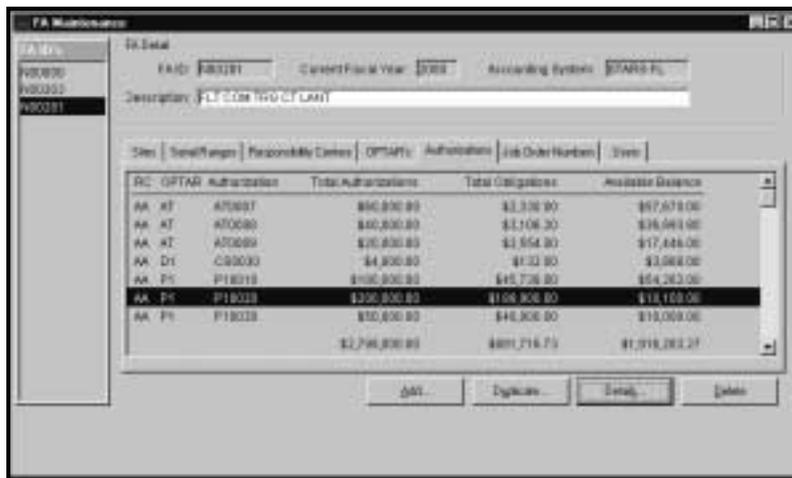


Figure 5.20
Viewing
Authorization
Details

The Details for Authorizations window will open, displaying details for the selected authorization. The **Back** and **Forward** buttons are unavailable for selection on this window since there are no other details to view.



Figure 5.21
Details for
Authorization
Window

3. Select the **Print** toolbar button to open the Quick Print - Details for Authorization window. This window allows you to preview the Job Order Number Report before actually printing it, save the contents of the report as a file, and print the report.



Figure 5.22
Quick Print -
Details for
Authorization
Window

4. Use the scrollbars and toolbar buttons to modify the view of the report.

Use the scrollbars to move through the report horizontally and vertically. Use the **VCR** buttons to access the first, previous, next and last pages of the report. Use the **Zoom** toolbar button to increase or decrease the magnification percentage of the displayed report to make it easier to read, or to reduce the display so that you can view an entire page. If you wish to see vertical and horizontal rulers on the report window, select the **Rulers** picture button.

5. Select the **Save As** toolbar button if you wish to save the report data in a file.
6. Select the desired page orientation, **Landscape** or **Portrait**.
7. Select the **Margin Offset** toolbar button if you wish to increase the left or top margin, depending on the selected page orientation. The wider margin allows for the punching of holes on the printed report.
8. Select the **Print** toolbar button if you wish to print the displayed Details report.
9. Select the **Close** button to close the Quick Print window and return to the Details for Authorizations window.
10. Select the **Close** button to close the Details for Authorizations window.

• FA Maintenance Window Job Order Numbers Tab Objects

The **Job Order Numbers** tab displays information about JONs associated with the selected FA activity. You can add, duplicate, and delete JONs from this tab. Access to JON data is defined on the FA User Maintenance window. Users with **No Access** to **Job Orders** cannot access this tab.

To quickly locate a JON, shift window focus to the **Job Order Numbers** tab JONs list by using the **TAB** key or clicking on the **Job Order Numbers** tab window. Begin typing the desired JON and focus will shift to the row of JON data for the entered JON.

To maintain job order numbers data on the FA Maintenance window, you must first select the **Job Order Numbers** tab. Add a new JON by selecting the **Add** button. To duplicate an existing JON, select the **Duplicate** button. You cannot duplicate a JON if it is not associated with the currently active RC. To delete a JON, select the **Delete** button. You cannot delete a JON if it has been exported to the site.

You can add, duplicate, and delete JONs from either the FA Maintenance window or Site Maintenance window **Job Order Numbers** tabs, or from the Job Order Number Maintenance window. The procedures are the same from any of the windows. Refer to Chapter 10 for detailed information on adding, duplicating, modifying, and deleting JONs.

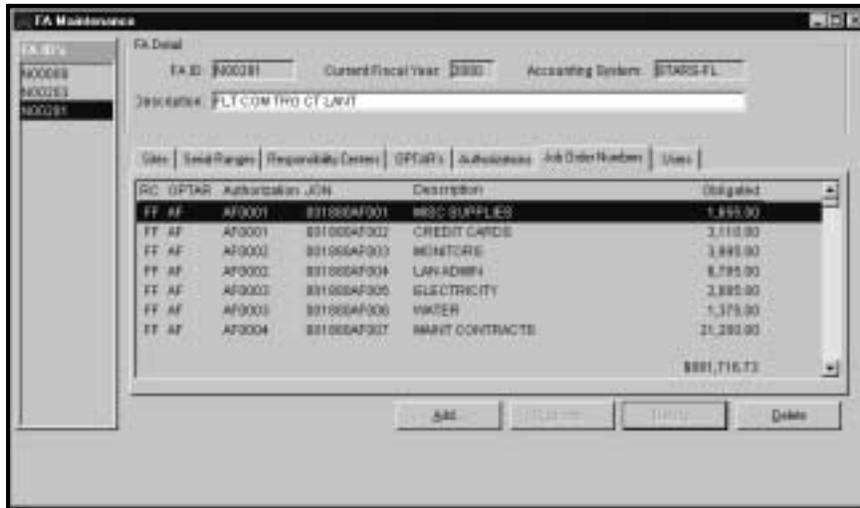


Figure 5.23
FA Maintenance
Job Order
Numbers Tab
Objects

RC

Displays the RC IDs associated with the selected JON.

OPTAR

Displays the OPTAR IDs associated with the JON.

Authorization

Displays the authorization ID for the listed RC and OPTAR.

JON

Displays the JON for the listed RC, OPTAR, and authorization.

Description

Briefly describes the JON.

Obligated

The obligated amount for the JON.

Add

Opens the New Job Order Number window, allowing you to add a new JON. This button is unavailable if the user's access on the FA User Maintenance window **Job Orders** setting is **Display-Only**.

Duplicate

Opens the New Job Order Number window, allowing you to add a new JON under the selected FA that will contain much of the same information as an existing JON. You cannot duplicate a JON if the current RC does not match the RC of the JON you wish to duplicate. This button is unavailable if the user's access on the FA User Maintenance window **Job Orders** setting is **Display-Only**.

Details

This button is unavailable on the **Job Order Numbers** tab.

Delete

Deletes the selected JON. This button is unavailable if the user's access on the FA User Maintenance window **Job Orders** setting is **Display-Only**.

R **FA Maintenance Window Job Order Numbers Tab Options**

- **Add a new JON**
- **Duplicate an existing JON**
- **Delete JON**

Remember, you can add, duplicate, and delete JONs from either the FA Maintenance window or Site Maintenance window **Job Order Numbers** tabs, or from the Job Order Number Maintenance window. Details for the FA Maintenance Job Order Numbers tab options are not discussed in this chapter. Refer to Chapter 10 for detailed information on adding, duplicating, modifying, and deleting JONs.

Restrictions

- Only users with an FA User Maintenance window **Job Orders Update** access level can add, duplicate, and delete job order number data on the FA Maintenance window **Job Order Numbers** tab.
- An FA User Maintenance window **Job Orders** access level of **Display-Only** permits users view-only access to the data on the FA Maintenance window **Job Order Numbers** tab.
- An FA User Maintenance window **Job Orders** access level of **No Access** prevents a user from accessing the FA Maintenance window.

• FA Maintenance Window Users Tab Objects

The **Users** tab displays information about users associated with the selected FA activity. User data on this tab is display-only. If you wish to add, update, or delete user data, do so from the FA User Maintenance window.

To quickly locate a user, shift window focus to the **Users** tab users list by using the TAB key or clicking on the **Users** tab window. Begin typing the desired user ID and focus will shift to the user data row for the entered ID.

User data on the FA Maintenance window is display-only. You cannot add, update, or delete user data on this window.

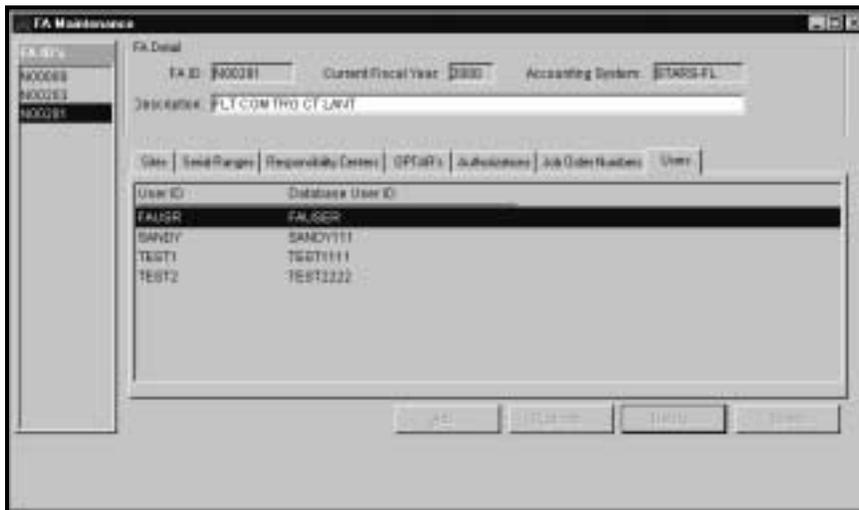


Figure 5.24
FA Maintenance
Users Tab
Objects

User ID

Identifies an user assigned to the selected FA by user ID.

Database User

Identifies a user assigned to the selected FA by database user ID.

Add

This button is unavailable from the **Users** tab.

Duplicate

This button is unavailable from the **Users** tab.

Details

This button is unavailable from the **Users** tab.

Delete

This button is unavailable from the **Users** tab.

FA FA Maintenance Window Users Tab Options

- **View FA users**

Restrictions

- An FA User Maintenance window **FA** access level of **No Access** prevents a user from accessing the FA Maintenance window.

■ Steps for viewing FA users

The **Users** tab allows FA users to view users assigned to an FA without having to open the FA User Maintenance window. The **Users** tab information is for display only.

- Select the desired FA from the **FA ID's** list.

The **Users** tab will display the users assigned to the selected FA. You cannot modify the displayed data; if you wish to add, update, or delete site user data, you must do so using the FA User Maintenance window.

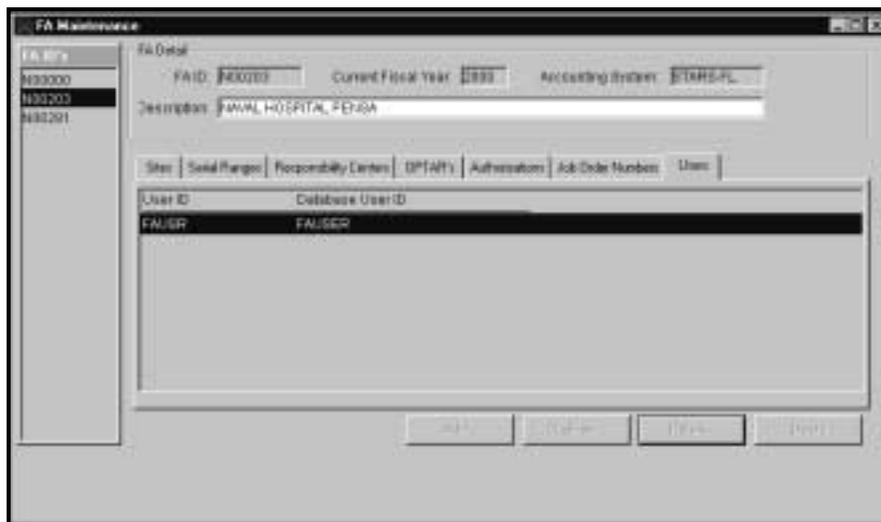


Figure 5.25
Viewing FA
Users