

# Chapter 8 OPTAR Maintenance and Address Book Windows

## Overview

Chapter 8 addresses two FASTDATA windows that work hand-in-hand: the OPTAR Maintenance and Address Book windows. The first section of the chapter discusses the OPTAR Maintenance window while the second section explains the Address Book window.

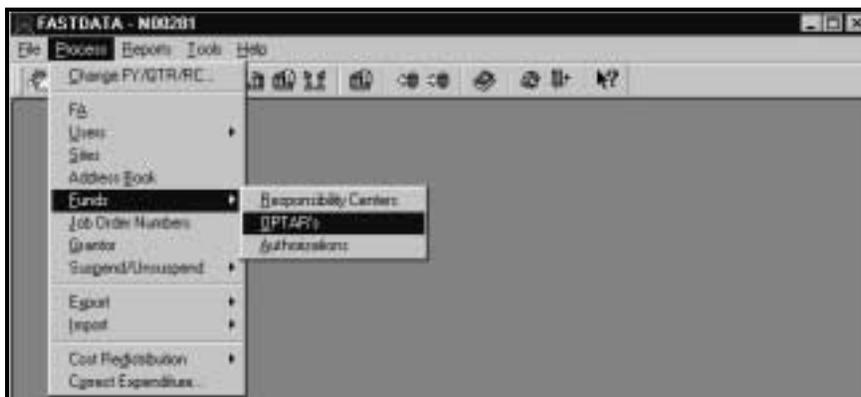
Use the OPTAR Maintenance window to add, duplicate, modify, and delete FASTDATA operating targets (OPTARs). Access to this window is defined on the FA User Maintenance window; users can have **No Access**, **Update**, or **Display-Only** access to the OPTAR Maintenance window. To add, duplicate, modify, and delete OPTARs, users must have **Funds Update** access.

You also can add, duplicate, and delete OPTARs from the FA Maintenance window **OPTAR's** tab. Refer to Chapter 5 for a discussion of the OPTAR options you can perform from the FA Maintenance window. The steps for adding, duplicating, and deleting OPTARs are similar from either window.

An OPTAR summarizes authorized and obligated amounts in FASTDATA. An OPTAR is an obligation authority granted by a responsibility center (RC) and has one or more authorization lines. Users do not enter the values in amount fields on the OPTAR window; rather, these amounts summarize the authorizations created under the OPTAR.

The second section of this chapter discusses the Address Book window, which you can use to add, duplicate, modify, and delete OPTAR holder names and addresses.

To open the OPTAR Maintenance window, select **OPTAR's** from the **Funds** submenu of the **Process** menu or select the **OPTAR's** toolbar button.



**Figure 8.1**  
Opening the OPTAR  
Maintenance Window

The OPTAR Maintenance window will open, displaying OPTAR data for the currently selected FA ID, Fiscal Year, and RC.

The screenshot shows the 'OPTAR Maintenance' window. On the left is a list of OPTARs: AT, P1 (selected), P2, RW, S1, SC, XP, and XX. The main area is titled 'OPTAR Detail' and contains the following information:

- OPTAR ID: P1
- Title: MFP
- Holder: MARY JONES
- Keeper: JIM BROWN
- Address: BLDG 801, NAS FASTDATA, PENSACOLA, FL 32502
- External System Indicator: NONE
- Direct/Reimbursable: [ ]
- Check for Funds: [x]
- Site Code: [ ]

Below this is a 'Funds' section with a table of values:

Fenced Other Authorized:	100,000.00	Fenced Other Obligated:	0.00
Fenced Labor Authorized:	0.00	Fenced Labor Obligated:	0.00
Unfenced Other Authorized:	200,000.00	Unfenced Other Obligated:	0.00
Unfenced Labor Authorized:	50,000.00	Unfenced Labor Obligated:	0.00
<b>Total Authorized:</b>	<b>\$350,000.00</b>	<b>Total Obligated:</b>	<b>\$0.00</b>
<b>Total Available:</b>	<b>\$350,000.00</b>		

**Figure 8.2**  
OPTAR Maintenance Window

### Restrictions

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

## • **OPTAR Maintenance Window Objects**

### OPTAR's

Lists the OPTARs for the currently selected FA ID, Fiscal Year, and RC.

### OPTAR Detail

Displays more detailed information about the selected OPTAR.

### OPTAR ID

Contains the two-character, alphanumeric OPTAR ID.

### Title

Contains a brief description of the selected OPTAR. When modifying an OPTAR, you can change the OPTAR **Title**.

### Holder

Contains the ID of the individual, title, or organization administratively responsible for the selected OPTAR. When modifying an OPTAR, you can change the value for **Holder**.

**Keeper**

Contains the name of the individual who is the OPTAR record keeper. When modifying an OPTAR, you can change the value for **Keeper**.

**Address**

Contains three lines of address information for the OPTAR Holder. When modifying an OPTAR, you can change the values for the three **Address** lines.

**External System Indicator**

Indicates whether the site will have access to any authorizations, JONs, and serial ranges belonging to the OPTAR. Valid values are **AT** (*ATOSPlus*), **XP** (Express Purchase, which is now known as Paris), and **NONE**. If you select either **AT** or **XP**, the site user will not have access to the associated authorizations and JONs. Furthermore, if you create a serial range and specify an OPTAR that has an External System Indicator, the site will not have access to that serial range. When modifying an OPTAR, you can select a different **External System Indicator** from the drop-down list.

**Direct/Reimbursable**

Indicates whether an OPTAR and its job order numbers (JONs) are direct (**D**) or reimbursable (**R**). **D** indicates the captured costs are charged to the direct obligating authority. **R** indicates the captured costs are charged to the reimbursable authority and ultimately billed to a reimbursable customer. When modifying an OPTAR, you can change the **Direct/Reimbursable** indicator if there are no authorizations for the OPTAR.

**Check for Funds**

Indicates whether a new transaction will be rejected or allowed to pass with a warning if funds are not available. When checked, this check box indicates FASTDATA will reject transactions if funds are not available. When unchecked, this check box indicates FASTDATA will issue a warning when funds are not available for a transaction. When modifying an OPTAR, you can change the **Check for Funds** indicator.

**Site Code**

Contains the two-character ID for the FASTDATA entry site associated with the OPTAR. When modifying an OPTAR, you can change the **Site Code** if the OPTAR has not been exported to a site.

**Funds****Fenced Other Authorized**

Contains the total of the OPTAR's fenced, non-labor authorized amounts for the first quarter through the active quarter.

**Fenced Labor Authorized**

Contains the total of the OPTAR's fenced, labor authorized amounts for the first quarter through the active quarter.

**Unfenced Other Authorized**

Contains the total of the OPTAR's unfenced, non-labor authorized amounts for the first quarter through the active quarter.

**Unfenced Labor Authorized**

Contains the total of the OPTAR's unfenced, labor authorized amounts for the first quarter through the active quarter.

**Total Authorized**

Contains the total of all authorized fenced, unfenced, labor, and other authorized funds for the OPTAR.

**Fenced Other Obligated**

Contains the total of the OPTAR's fenced, non-labor obligated amounts for the first quarter through the active quarter.

**Fenced Labor Obligated**

Contains the total of the OPTAR's fenced, labor obligated amounts for the first quarter through the active quarter.

**Unfenced Other Obligated**

Contains the total of the OPTAR's unfenced, non-labor obligated amounts for the first quarter through the active quarter.

**Unfenced Labor Obligated**

Contains the total of the OPTAR's unfenced, labor obligated amounts for the first quarter through the active quarter.

**Total Obligated**

Contains the total of all obligated fenced, unfenced, labor, and other obligated funds for the OPTAR.

**Total Available**

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

*R* ***OPTAR Maintenance Window Options***

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

## ■ Steps for Adding a New OPTAR

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

- To add a new OPTAR from the FA Maintenance window, select the desired FA ID from the **FA ID's** list box, select the **OPTAR's** tab, then select the **Add** button.

**Figure 8.3**  
New OPTAR  
Window

2. Enter the required two-position alphanumeric **OPTAR ID**.
3. Enter the required OPTAR description in the **Title** field. The title can have up to 25 characters.
4. Enter the optional **Holder** name or select the **Address** button to open the Address Selection window. If you open the Address Selection window, select the desired name from the **Holder Name** list box and then select the **OK** button to close the Address Selection window.

**Figure 8.4**  
Address  
Selection  
Window

5. Enter the optional **Keeper** name.
6. Enter the optional OPTAR Holder's **Address**.

If you selected the **Holder Name** from the Address Selection window, the holder's address is displayed by default. If desired, you may modify any of the three address lines. After you enter the new OPTAR data and select **Save**, FASTDATA will ask you if you want to save the change to the address book. If you select **Yes**, the new address will be saved to the Address Book; if you select **No**, the change will not be saved to the Address Book but will remain on the new OPTAR record.

7. Select the optional **External System Indicator** from the drop-down list.

---

**NOTE** If you select either **AT** or **XP**, the site user will not have access to the associated authorizations and JONS; therefore, if you add authorizations and JONS to this OPTAR, they will not be available for the site to use. Additionally, if you create a serial range and specify an OPTAR that has an External System Indicator, the site will not have access to that serial range.

---

8. Modify the default value for the **Direct/Reimbursable** field, if appropriate for the new OPTAR. The default value is **D** (direct).
9. Modify the **Check for Funds** check box, if appropriate, for the new OPTAR. The check box defaults to checked, indicating FASTDATA will reject transactions for this OPTAR when funds are not available for a transaction. Uncheck the check box if you wish for FASTDATA to issue a warning when funds are not available for a transaction.
10. Enter the optional two-character **Site Code** for the site associated with the OPTAR.
11. If you wish to add the new OPTAR under a fiscal year or RC other than the current values, select the **Change FY/RC** button and modify the desired values. Select **OK** to close the Change FY/QTR/RC window.
12. Select the **Save** button to save the new OPTAR data. FASTDATA will inform you that the OPTAR was successfully saved.

**Figure 8.5**  
Adding a New  
OPTAR

If you have more OPTARs to add, continue entering new OPTAR information and saving it.

13. When you have entered all desired new OPTARs, select the **Close** button to close the New OPTAR window.

Funds			
Fenced Other Authorized	0.00	Fenced Other Obligated	0.00
Fenced Labor Authorized	0.00	Fenced Labor Obligated	0.00
Unfenced Other Authorized	0.00	Unfenced Other Obligated	0.00
Unfenced Labor Authorized	0.00	Unfenced Labor Obligated	0.00
<b>Total Authorized</b>	<b>\$0.00</b>	<b>Total Obligated</b>	<b>\$0.00</b>
<b>Total Available</b>	<b>\$0.00</b>		

**Figure 8.6**  
New OPTAR  
Data

The new OPTAR data will display on the OPTAR Maintenance window.

## ■ Steps for Duplicating an Existing OPTAR

Duplicating an OPTAR lets you add a new OPTAR that will contain much of the same information as an existing OPTAR.

1. On the OPTAR Maintenance window **OPTAR's** list box, select the OPTAR you wish to duplicate.
2. Select the **File** menu **Duplicate** item or select the toolbar **Duplicate** button. The New OPTAR window will open, displaying the existing OPTAR information with an empty **OPTAR ID** field.

---

To duplicate an existing OPTAR from the FA Maintenance window, select the desired FA ID from the **FA ID's** list box, select the **OPTAR's** tab, select the OPTAR you wish to duplicate, and then select the **Duplicate** button.

---

3. Enter the **OPTAR ID** and modify any other desired information.
4. Select the **Save** button.
5. Select the **Close** button to close the New OPTAR window.

## ■ Steps for Modifying an OPTAR

1. On the OPTAR Maintenance window **OPTAR's** list box, select the OPTAR you wish to modify.

The screenshot shows the 'OPTAR Maintenance' window. On the left is a list of OPTARs: AT, P1, P2, P3, P4, S1 (selected), SC, XP, and XX. The main area is titled 'OPTAR Detail' and contains the following fields:

- OPTAR ID: [ ]
- Title: TRANSPORTATION
- Holder: HARRY WHITE
- Keeper: SFC GREEN
- Address: BLDG 23
- Address: NAS FASTDATA
- Address: PENSACOLA FL 32502
- External System Indicator: NONE
- Direct/Reimbursable: [ ]
- Check for Funds:
- Site Code: [ ]

Below the form is a 'Funds' section with a table of values:

Fenced Other Authorized:	75,000.00	Fenced Other Obligated:	0.00
Fenced Labor Authorized:	0.00	Fenced Labor Obligated:	0.00
Unfenced Other Authorized:	110,000.00	Unfenced Other Obligated:	0.00
Unfenced Labor Authorized:	0.00	Unfenced Labor Obligated:	0.00
<b>Total Authorized:</b>	<b>\$195,000.00</b>	<b>Total Obligated:</b>	<b>\$0.00</b>
<b>Total Available:</b>	<b>\$195,000.00</b>		

**Figure 8.7**  
Modifying an  
OPTAR

2. You can modify the **Title** field. The title can have up to 25 characters.
3. You can modify the **Holder**.
4. You can modify the **Keeper**.
5. You can modify the three **Address** lines.
6. You can modify the **External System** Indicator.

**NOTE** If you select either **AT** or **XP**, the site user will not have access to the associated authorizations and JONs; therefore, if you add authorizations and JONs to this OPTAR, they will not be available for the site to use. Additionally, if you create a serial range and specify an OPTAR that has an External System Indicator, the site will not have access to that serial range.

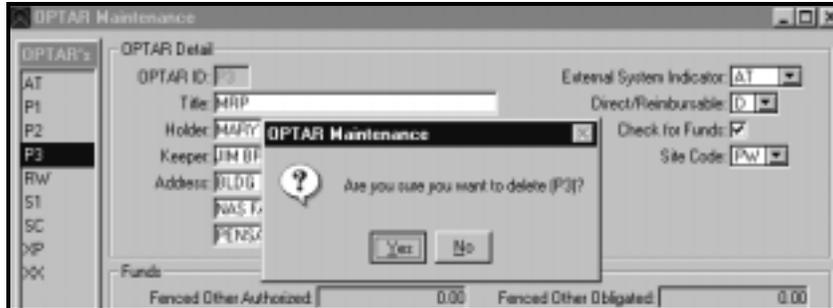
7. You can modify the **Direct/Reimbursable** indicator if there are no authorizations for the OPTAR.
8. You can modify the **Check for Funds** indicator.
9. You can modify the **Site Code** if the OPTAR has not been exported to a site.
10. Select the toolbar **Save** button or the **File** menu **Save** item to save your changes.

## ■ Steps for Deleting an OPTAR

You cannot delete OPTARs that have been exported or that have existing authorizations.

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

- To delete an OPTAR from the FA Maintenance window, select the desired FA ID from the **FA ID's** list box, select the **OPTAR's** tab, select the OPTAR you wish to delete, and then select the **Delete** button.



**Figure 8.8**  
Deleting an  
OPTAR

3. Select the **Yes** button to confirm the OPTAR deletion. The selected OPTAR is deleted from the database.

## • Address Book Window Objects

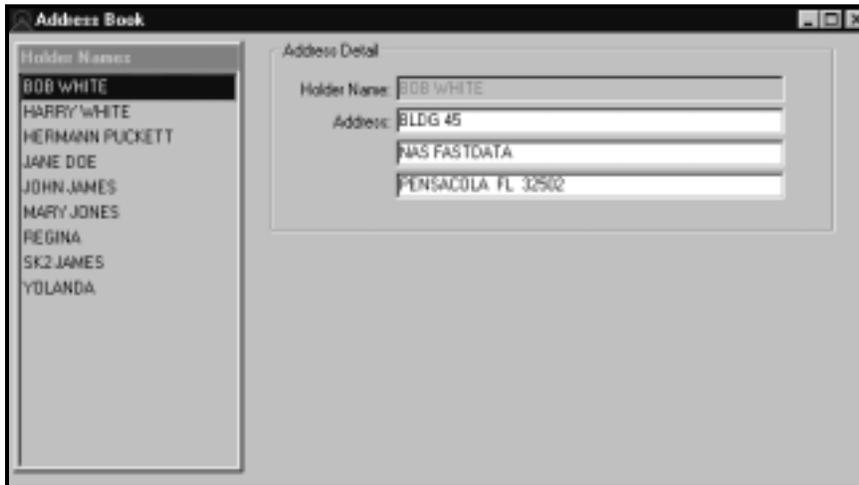
Use this window to add, duplicate, modify, and delete OPTAR holder names and addresses. Access to this window is defined on the FA User Maintenance window; users can have **No Access**, **Update**, or **Display-Only** access to the Address Book window. To add, duplicate, modify, and delete addresses and holder names, users must have **Funds Update** access.

To open the Address Book window, select **Address Book** from the **Process** menu or select the **Address Book** toolbar button.



**Figure 8.9**  
Opening the Address  
Book Window

The Address Book window will open, displaying current FASTDATA OPTAR holder names and address data.



**Figure 8.10**  
**Address Book Window**

### **Holder Names**

Lists the holders for whom there are addresses in the FASTDATA FA module.

### **Address Detail**

Displays address information about the selected holder name.

### **Holder Name**

Identifies the holder associated with the address.

### **Address**

Contains up to three lines of addressing information for the displayed Holder Name.

## *R* **Address Book Window Options**

- **Add a new address**
- **Duplicate an address**
- **Modify an address**
- **Delete an address**

## Restrictions

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

## ■ Steps for Adding a New Address

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

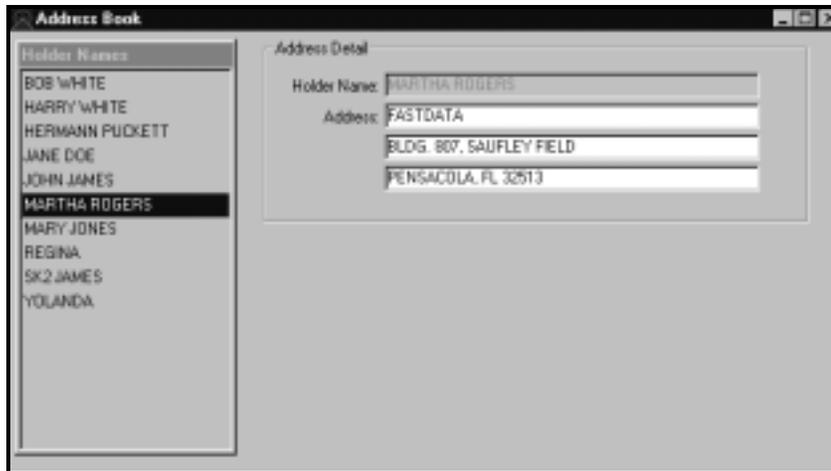
**Figure 8.11**  
New Address  
Window

2. Enter the holder's name in the **Holder Name** field.
3. Enter the first line of the new address in the first address line field.
4. Enter the second line of the new address in the second address line field.
5. Enter the third line of the new address in the third address line field.
6. Select the **Save** button. FASTDATA will inform you that the data was successfully saved.

**Figure 8.12**  
Adding a New  
Address

If you have more addresses to add, continue entering new data and saving it.

7. When you have entered all desired new holder names and addresses, select the **Close** button to close the New Address window.



**Figure 8.13**  
**New**  
**Address**  
**Data**

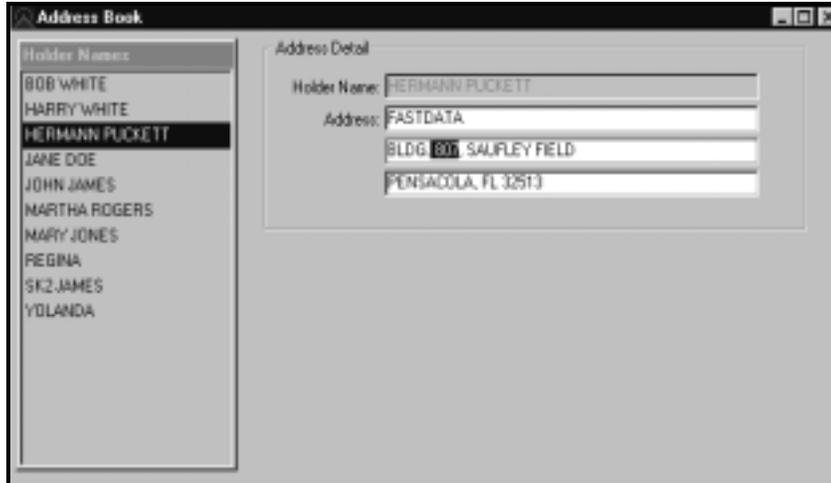
## ■ **Steps for Duplicating an Address**

Duplicating an address lets you add a new address that will be similar to an existing address.

1. On the Address Book window **Holder Names** list box, select the holder whose address you wish to duplicate.
2. Select **Duplicate** from the **File** menu or select the **Duplicate** button from the toolbar. The New Address window will open, displaying the existing address information with an empty holder name.
3. Enter the **Holder Name** and modify any desired address lines.
4. Select the **Save** button.
5. Select the **Close** button to close the New Address window.

## ■ Steps for Modifying an Address

1. On the Address Book window **Holder Names** list box, select the holder for whom you wish to modify the address.



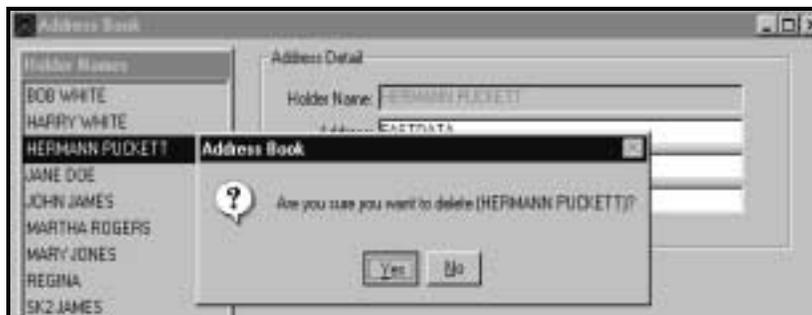
**Figure 8.14**  
Modifying a  
Holder's  
Address

2. Select the data you wish to change. You can change any data on the three address lines.
3. Select the toolbar **Save** button or the **File** menu **Save** item to save your changes.

## ■ Steps for Deleting an Address

Deleting an address on the Address Book window does not remove the association between the OPTAR and the holder in the existing OPTAR records.

1. On the Address Book window **Holder Names** list box, select the holder whose address you wish to delete.
2. Select the **File** menu **Delete** item or select the toolbar **Delete** button. FASTDATA will ask you to confirm the deletion.



**Figure 8.15**  
Deleting a  
Holder

3. Select the **Yes** button to confirm the OPTAR deletion. The selected holder is deleted from the address book.