

Chapter 14 Import Windows

Overview

Eight main windows allow users to import selected FASTDATA Fund Administrator (FA) module data and view and print imported data: the Import BUD OPTAR's and Expenditures windows, the View Expenditure Date Ranges window, the Import JON's window, the STARS-FL Valid and Invalid JON's Report windows, and the Import Site and Travel Site Data windows. Several additional windows used in import processes open automatically, depending on the import option(s) you have selected.

This chapter discusses each main Import window and any associated windows separately. User access to the Import windows is defined on the FA User Maintenance window **Import** access option. To access the Import windows, users must have **Import Access**. Users with a **No Access** Import setting cannot open the Import windows. This restriction does not apply to the View Expenditure Date Ranges window. All users have access to view data on this window.

To open an Import window, select the desired item from the **Import** submenu of the **Process** menu.

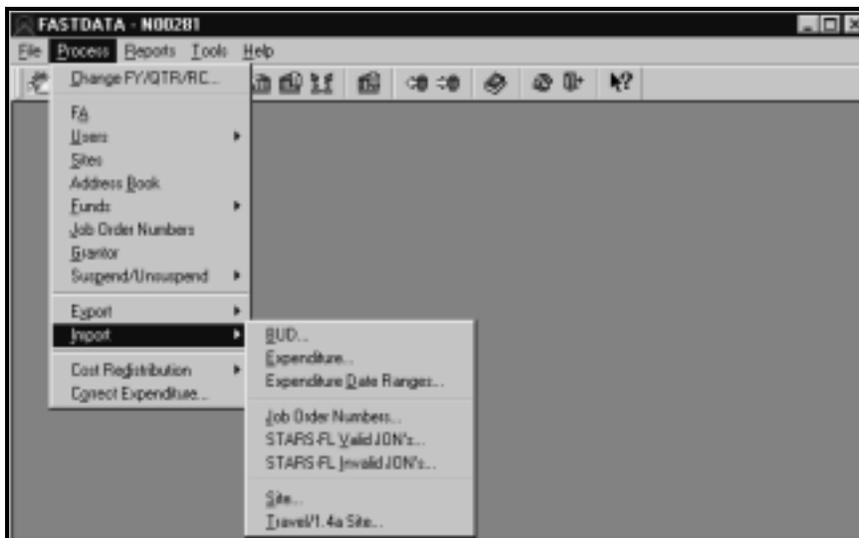


Figure 14.1
Process Menu Import
Submenu

Restrictions

- Only users with a FA User Maintenance window **Import Access** level can access Import windows.
- A FA User Maintenance window **Import** access level of **No Access** prevents a user from accessing the Import windows.

• **Import BUD OPTAR's Window Objects**

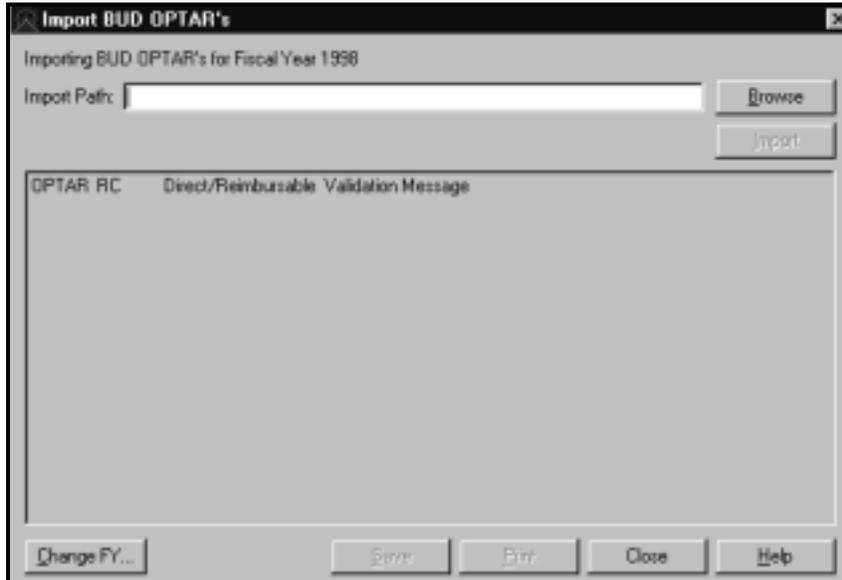


Figure 14.2
Import BUD OPTAR's
Window

Import Path

Indicates the location of the file you wish to import. BUD import data and corresponding file names are **FDDBOPT.DBF** for OPTARs, **FDDBAUTH.DBF** for authorizations, and **FDDMATCH.DBF** for labor indicator for authorizations.

Browse

Opens the Select Import File Location window, allowing you to locate the drive, folder, and file name for the import file.

Import

Initiates the import action. The **Import** button becomes available for selection after you specify the **Import Path**.

OPTAR

Lists the operating targets (OPTARs) that were imported.

RC

Lists the responsibility centers (RCs) associated with the imported OPTARs. For each imported OPTAR that did not already exist in the FA, the **RC** will feature a drop-down list of RCs that have a short LOA matching the OPTAR's short LOA. You must select the desired RC with which to associate the OPTAR before you can save the imported OPTARs.

Direct/Reimbursable

Identifies whether the OPTAR is direct or reimbursable. **Direct** indicates the captured costs are charged to the direct obligating authority. **Reimbursable** indicates the captured costs are charged to the reimbursable authority, then billed to a reimbursable customer. For each imported OPTAR that did not already exist in the FA, the **Direct/Reimbursable** will feature a drop-down list from which you must select the desired value for the OPTAR. You cannot save the imported file until you have designated the listed OPTAR as **Direct** or **Reimbursable**.

Validation Message

Indicates the reason the listed OPTAR is valid or was rejected.

Change FY

Opens the Change FY/QTR/RC window, allowing you to select a different active fiscal year for the import action.

Save

Saves the imported file. The **Save** button becomes available for selection after you import the selected data. After you select **Save**, the Import BUD Authorizations window will open automatically.

Print

Opens the Quick Print window, allowing you to view and print the Import OPTAR Report. The **Print** button becomes available for selection after you import the selected data.

Close

Closes the Import BUD OPTAR's window.

Help

Accesses the Import BUD OPTAR's help topic.

Import BUD OPTAR's Window Options

- **Import BUD OPTARs and authorizations and delete imported BUD OPTARs**
- **Print imported BUD OPTARs, authorizations, and deleted imported BUD OPTARs**

■ Steps for Importing BUD OPTARs and Authorizations, and Deleting Imported BUD OPTARs

1. Select **BUD** from the **Import** submenu of the **Process** menu.

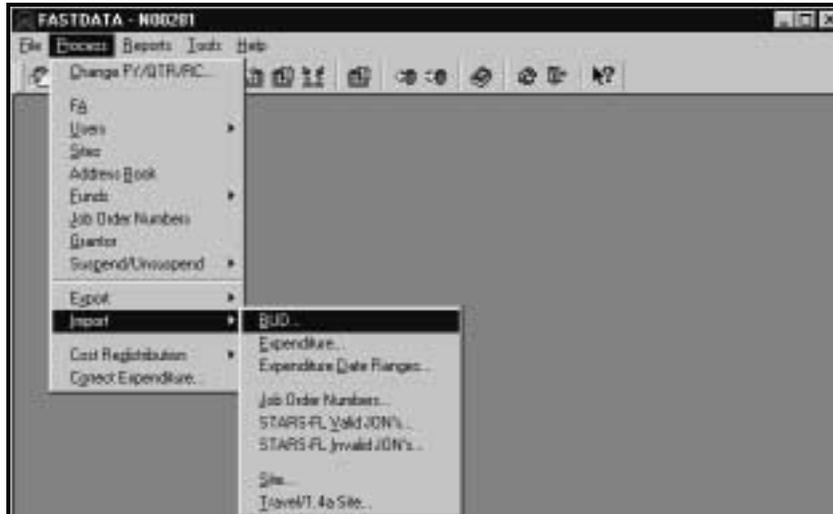


Figure 14.3
Opening the Import BUD OPTAR's Window

The Import BUD OPTAR's window will open and allow you to import BUD OPTARs into the current FA.

2. Specify the location of the OPTAR's file you wish to import by entering the path and file name in the **Import Path** field. You also can select the **Browse** button to open the Select Import File Location window.

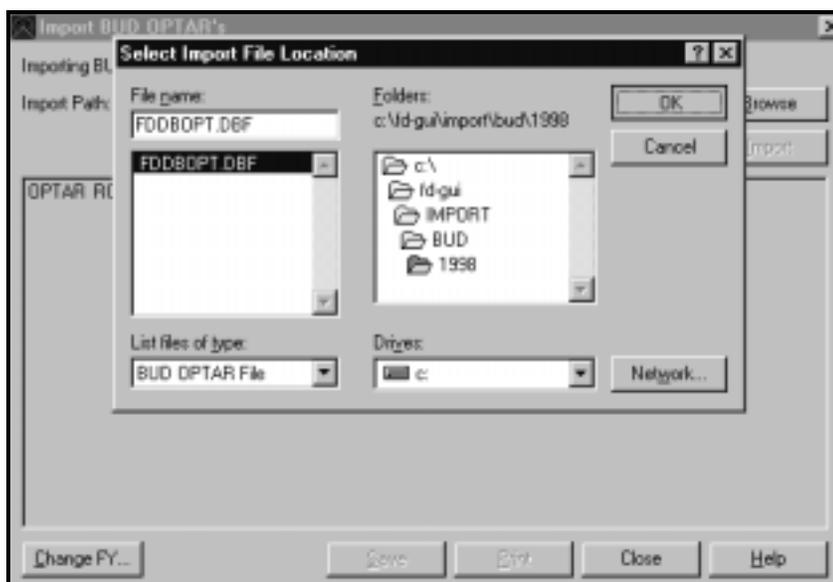


Figure 14.4
Select Import File Location Window

Use the Select Import File Location window to locate the folder containing the import file. The window displays the folders available for the selected drive. Select the

desired **Folder** and **File Name**. To change drive letters, select the desired drive from the **Drives** drop-down list. Select the **OK** button to close the window.

3. Select the **Change FY** button if you wish to select a different active fiscal year for the import. The default is the current fiscal year.
4. Select the **Import** button to import the file.

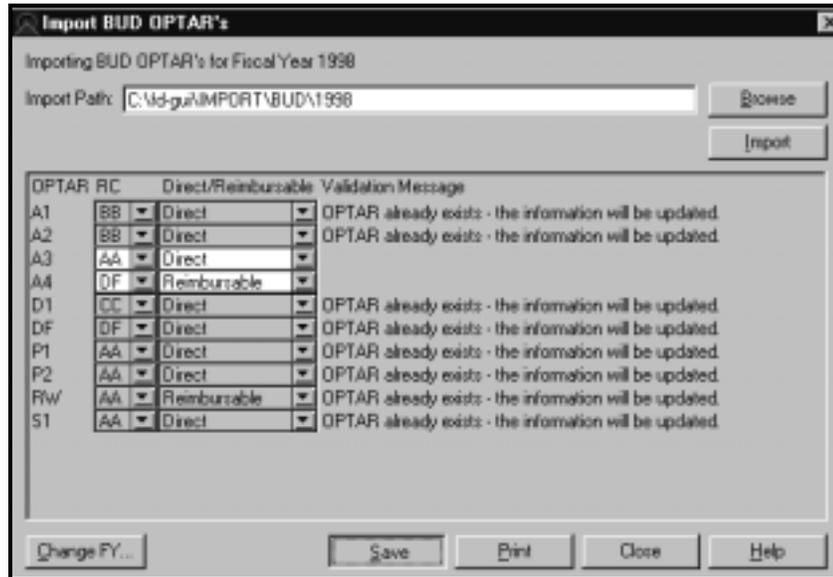


Figure 14.5
Importing BUD
OPTARs

After you select the **Import** button, the OPTARs contained in the import file will display.

5. For each imported OPTAR that did not already exist in the FA, select the desired RC from the associated **RC** drop-down list.
6. For each imported OPTAR that did not already exist in the FA, select the desired value from the **Direct/Reimbursable** drop-down list.

NOTE You cannot save the imported file until you designate an **RC** and select either a **Direct** or **Reimbursable** designation for each OPTAR that did not already exist in the FA.

7. Select the **Print** button if you wish to print the Import OPTAR Report.

For details on printing imported data, refer to the next section: Steps for Printing Imported BUD OPTARs, Authorizations, and Deleted BUD OPTARs.

8. Select the **Save** button.
9. Select **OK** on the message informing you of the successful OPTAR file import. The Import BUD Authorizations window will open automatically.

FASTDATA automatically attempts to import the authorizations associated with the imported OPTARs, using the same path that was used for the OPTAR import. The **Browse**, **Import**, and **Change FY** buttons are disabled on the Import BUD Authorizations window.

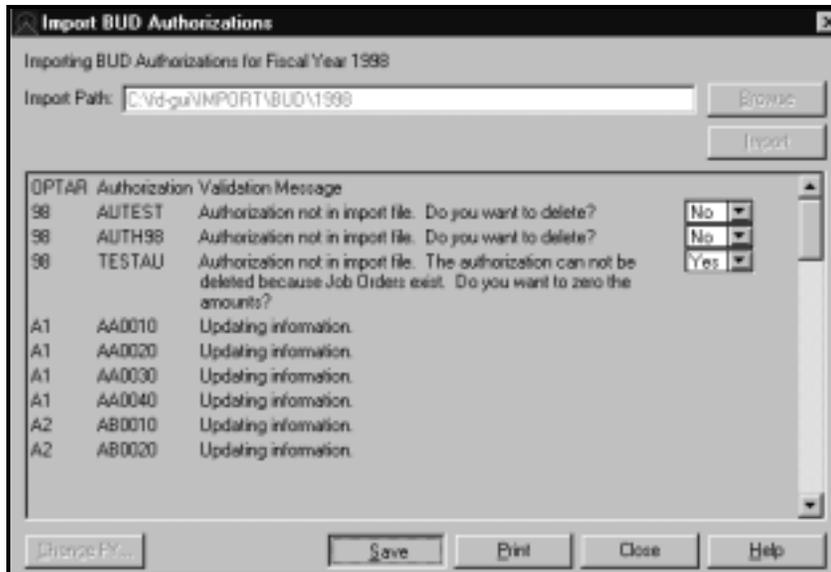


Figure 14.6
Importing BUD
Authorizations
Data

10. If there are authorizations listed that are not in the import file and they have associated JONs, you can change their authorized amounts to **0** (zero) by selecting **Yes** from the appropriate **Validation Message** drop-down list.
11. If there are authorizations that are not in the import file and they have no associated JONs, you can delete these authorizations by selecting **Yes** from the appropriate **Validation Message** drop-down list.
12. Select the **Print** button if you wish to print the Import Authorization Report.

For details on printing imported data, refer to the next section: Steps for Printing Imported BUD OPTARs, Authorizations, and Deleted BUD OPTARs.

13. Select the **Save** button.
14. Select **OK** on the message informing you of the successful authorization file import.

If there are OPTARs within the FASTDATA database that are not included in the import file and that have no authorizations, the Import BUD Deleted OPTAR's window will open automatically. The **Browse**, **Import**, and **Change FY** buttons are disabled on the Import BUD Deleted OPTAR's window.

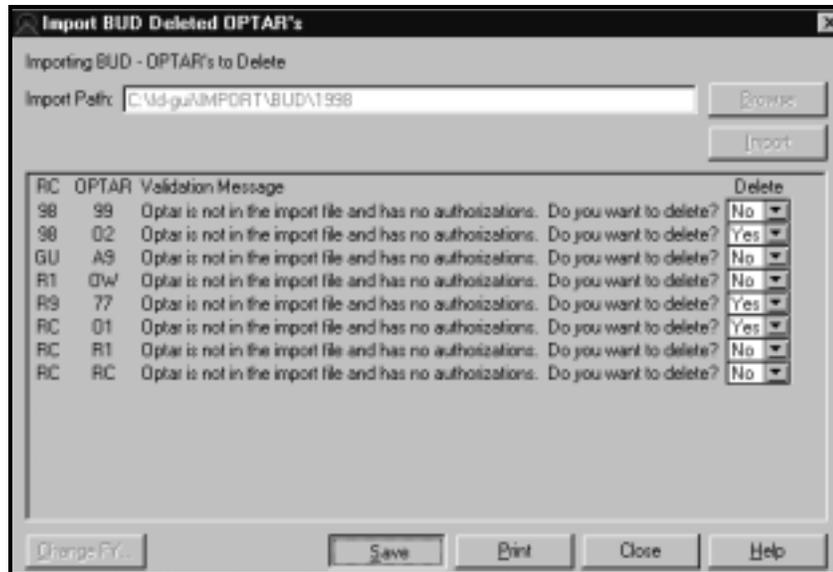


Figure 14.7
Deleting
Selected
Imported BUD
OPTAR's

15. For each OPTAR you wish to delete, select **Yes** from the **Delete** drop-down list.
16. Select the **Print** button if you wish to print the Import Deleted OPTARs Report.

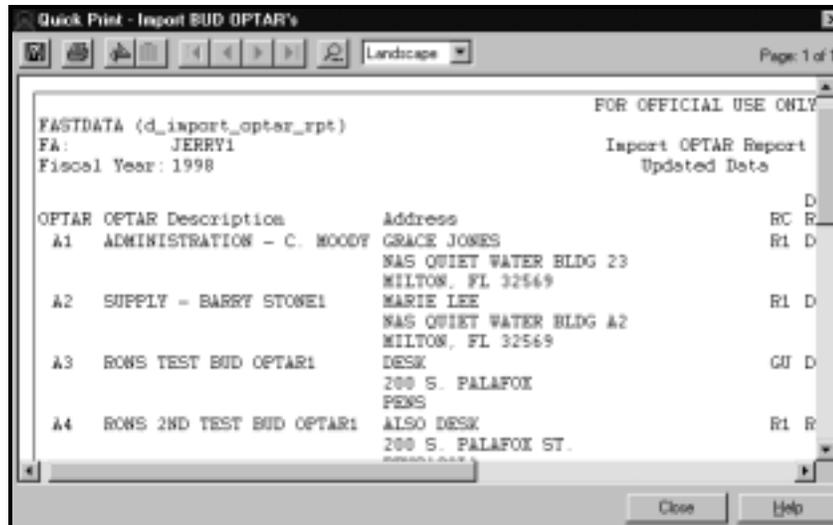
For details on printing imported data, refer to the next section: Steps for Printing Imported BUD OPTARs, Authorizations, and Deleted BUD OPTARs.

17. Select the **Save** button.
18. Select **OK** on the message informing you of the successful save. The Import BUD Deleted OPTAR's window will close.

■ **Steps for Printing Imported BUD OPTARs and Authorizations, and Imported BUD Deleted OPTARs**

The three reports associated with imported BUD OPTARs are the Import OPTARs Report, the Import Authorization Report, and the Import Deleted OPTARs Report. You can print the desired report from its associated Import window after the data is imported. The steps for printing are the same for all three reports.

1. Select the **Print** button on the desired Import window. The Quick Print window for the associated report will open. The Quick Print window allows you to preview the report data prior to actually printing it, save the contents of the report as a file, and print the report.



• **Import Expenditures Window Objects**

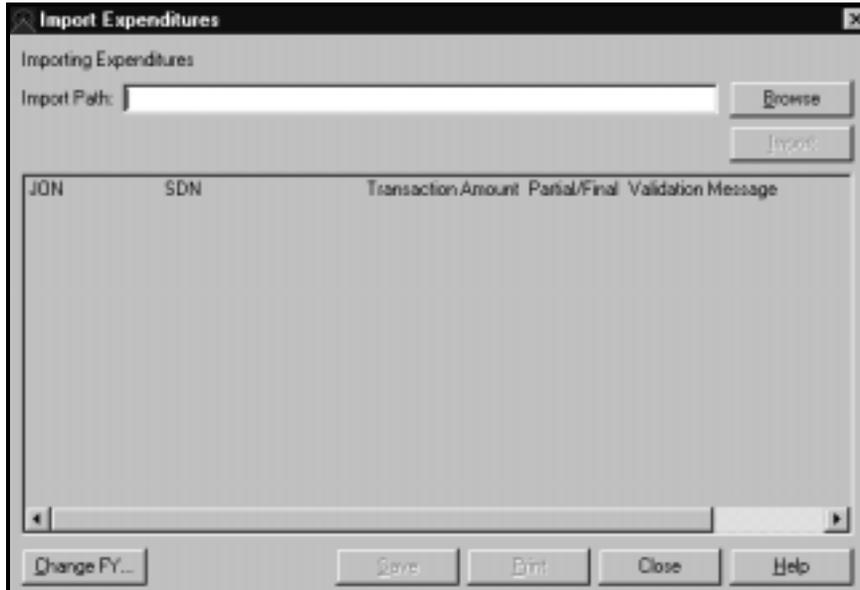


Figure 14.9
Import Expenditures
Window

Import Path

Identifies the drive and folder where the data to be imported resides. When importing expenditures, you must specify the **Import Path**. The import expenditures file name is **AH10**.

Browse

Opens the Select Import File Location window, allowing you to locate the desired drive, folder, and file name for the import file.

Import

Initiates the import action. The **Import** button becomes available for selection after you specify the **Import Path**.

JON

Indicates the 11-position job order number for the listed expenditure.

SDN

Identifies the Document Control Number for the listed expenditure.

Transaction Amount

Indicates the transaction amount for the listed expenditure.

Partial/Final

Indicates whether the obligation is to be fully or partially liquidated when processing the listed expenditure. Valid values are **C** (partial) and **F** (final).

Validation Message

Indicates the reason the listed expenditure is valid or was rejected.

Change FY

Opens the Change FY/QTR/RC window, allowing you to select a different active fiscal year for the import action.

Save

Saves the imported file. The **Save** button becomes available for selection after you import expenditures data.

Print

Opens the Quick Print window, allowing you to view and print the Import Expenditures Report. The **Print** button becomes available for selection after you import the expenditures data.

Close

Closes the Import Expenditures window.

Help

Accesses the Import Expenditures window help topic.

R **Import Expenditures Window Options**

- Import expenditures
- Print imported expenditures

■ **Steps for Importing Expenditures**

1. Select **Expenditure** from the **Import** submenu of the **Process** menu.

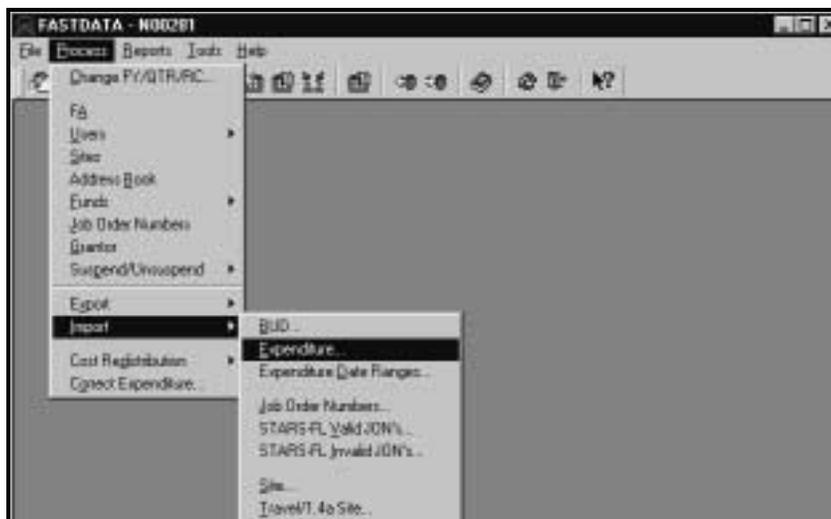


Figure 14.10
Opening the
Import
Expenditures
Window

The Import Expenditures window will open and allow you to import expenditure batch files from the official accounting system.

After you select the **Import** button, the expenditures contained in the import file will display.

Tip When you import expenditures, FASTDATA validates that none of the information in the file has been previously processed. It performs this validation by reading a date in the **AH10** file and comparing the earliest and latest dates in the file with values for the BCN (derived from the RC for the first JON in the file). If these dates overlap the information previously processed for the BCN, an error message will appear and the application will not allow the information to process. The date used to determine the beginning and ending dates of the date range starts in position 64 and is in the **YYMMDD** format.

If an expenditure in the **AH10** file contains **OMB Object Class** and **Expense Element** values, FASTDATA uses these values. If the file does not contain these values, FASTDATA provides defaults for the OMB Object Class and Expense Element.

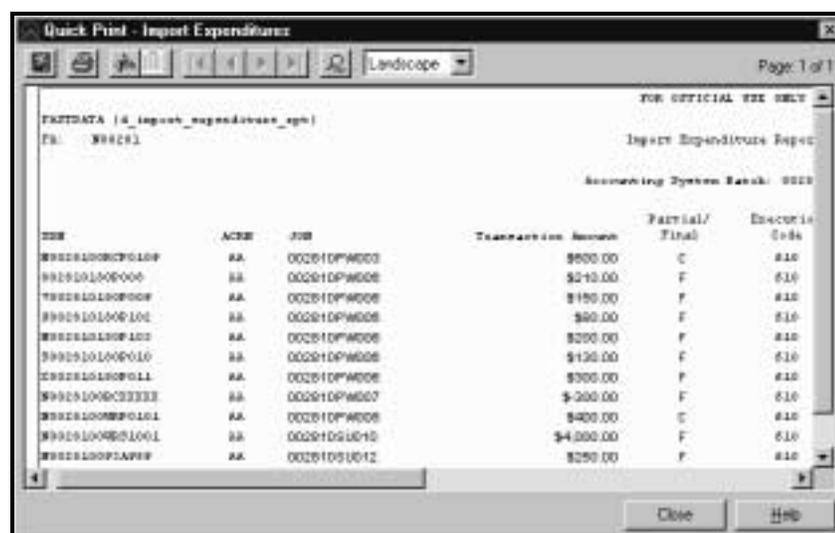
5. Select the **Print** button if you wish to print the imported data.

For details on printing the imported data, refer to the next section: Steps for Printing Imported Expenditures.

6. Select the **Save** button. The Import Expenditures window will close.

■ Steps for Printing Imported Expenditures

1. Select the **Print** button on the Import Expenditures window. The Quick Print - Import Expenditures window will open. The Quick Print window allows you to preview the Import Expenditure Report prior to actually printing it, save the contents of the report as a file, and print the report.



The screenshot shows a window titled "Quick Print - Import Expenditures" with a toolbar and a table of data. The table has columns for ID#, ACCT#, JOB#, Transaction Amount, Partial/Final, and Expenditure Code. The data is as follows:

ID#	ACCT#	JOB#	Transaction Amount	Partial/Final	Expenditure Code
00000000000000000000	AA	000010P000	\$800.00	C	010
00000000000000000000	AA	000010P000	\$210.00	F	010
00000000000000000000	AA	000010P000	\$190.00	F	010
00000000000000000000	AA	000010P000	\$80.00	F	010
00000000000000000000	AA	000010P000	\$200.00	F	010
00000000000000000000	AA	000010P000	\$120.00	F	010
00000000000000000000	AA	000010P000	\$300.00	F	010
00000000000000000000	AA	000010P000	\$-200.00	F	010
00000000000000000000	AA	000010P000	\$400.00	C	010
00000000000000000000	AA	000010S010	\$4,000.00	F	010
00000000000000000000	AA	000010S012	\$250.00	F	010

Figure 14.13
Quick Print -
Import
Expenditures
Window

2. 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** picture 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.

3. Select the **Save As** picture button if you wish to save the report data in a file.
4. Select the desired page orientation, **Landscape** or **Portrait**.
5. Select the **Margin Offset** picture 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.
6. Select the **Print** picture button if you wish to print the displayed report.
7. Select the **Close** button to close the Quick Print window.

• **View Expenditure Date Ranges Window Objects**

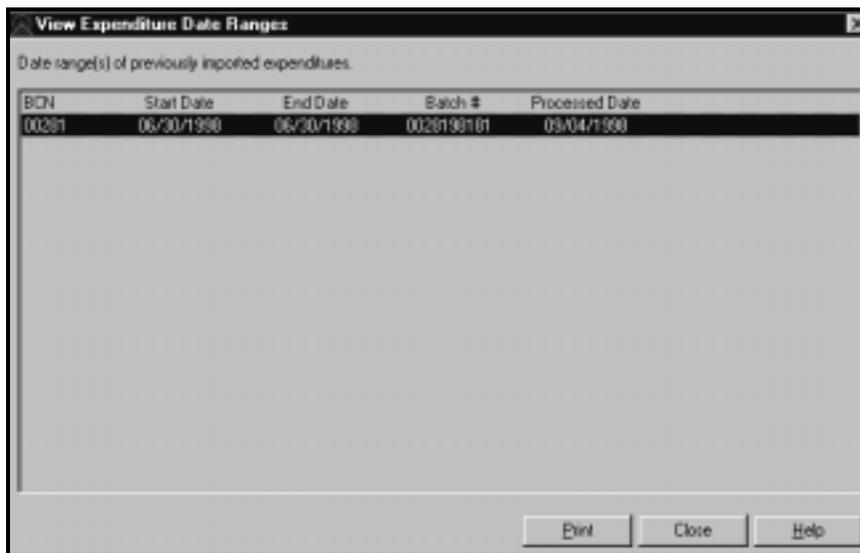


Figure 14.14
View Expenditure
Date Ranges Window

BCN

The Bureau Control Number, in combination with the Start Date and End Date, provides a unique identifier for the listed batch file that was imported from the official accounting system.

Start Date

The earliest date associated with a transaction in the listed batch file.

End Date

The latest date associated with a transaction in the listed batch file.

Batch #

Identifies the listed expenditure batch file that was imported from the official accounting system.

Processed Date

The date on which the listed batch file was imported into FASTDATA.

Print

Opens the Quick Print window, allowing you to print the displayed expenditure date ranges.

Close

Closes the View Expenditure Date Ranges window.

Help

Accesses the View Expenditure Date Ranges window help topic.

R **View Expenditure Date Ranges Window Options**

- **View and print expenditure date ranges**

■ **Steps for Viewing and Printing Expenditure Date Ranges**

1. Select **Expenditure Date Ranges** from the **Import** submenu of the **Process** menu.

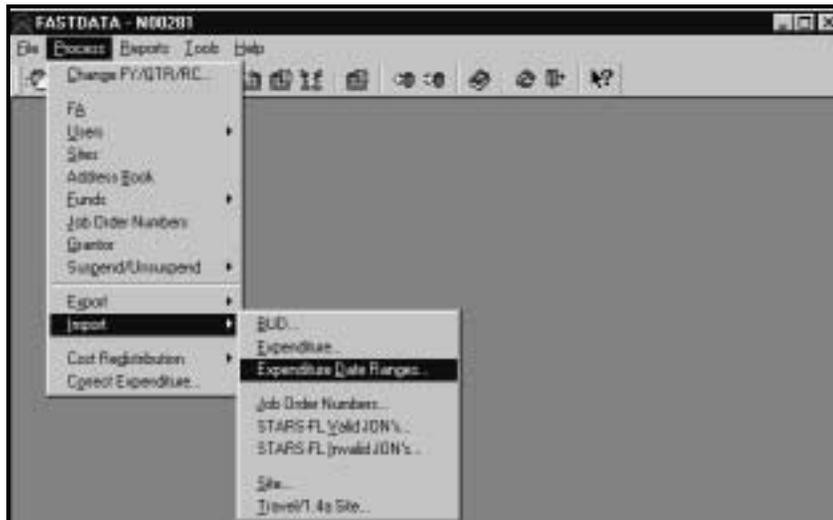


Figure 14.15
Opening the
View
Expenditure
Date Ranges
Window

The View Expenditure Date Ranges window will open and data on previously imported expenditure batch files will display.



Figure 14.16
Viewing
Expenditure
Date Ranges
Data

- If you wish to print the date ranges, select the **Print** button. The Quick Print - View Expenditure Date Ranges window will open. The Quick Print window allows you to preview the Expenditure Date Range Report prior to actually printing it, save the contents of the report as a file, and print the report.

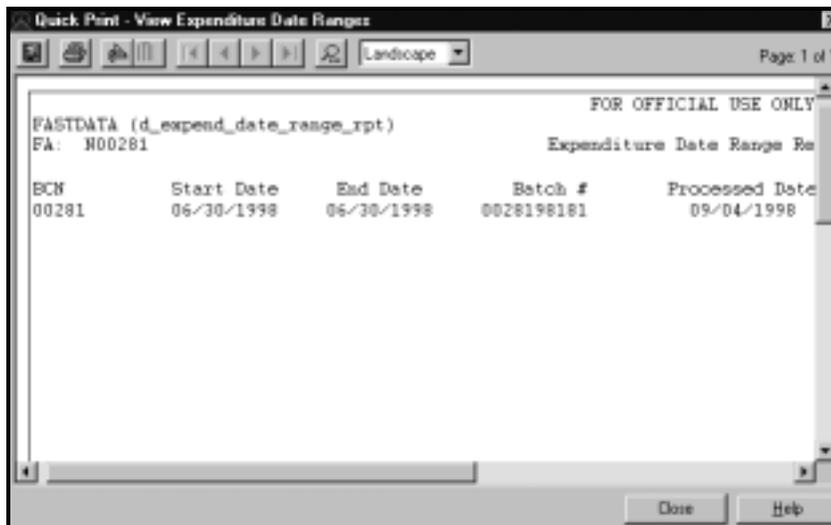


Figure 14.17
Quick Print -
View
Expenditure
Date Ranges
Window

- 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** picture 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** picture button if you wish to save the report data in a file.
- Select the desired page orientation, **Landscape** or **Portrait**.

6. Select the **Margin Offset** picture 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.
7. Select the **Print** picture button if you wish to print the displayed report.
8. Select the **Close** button to close the Quick Print window.
9. Select the **Close** button to close the View Expenditure Date Ranges window.

• **Import JON's Window Objects**

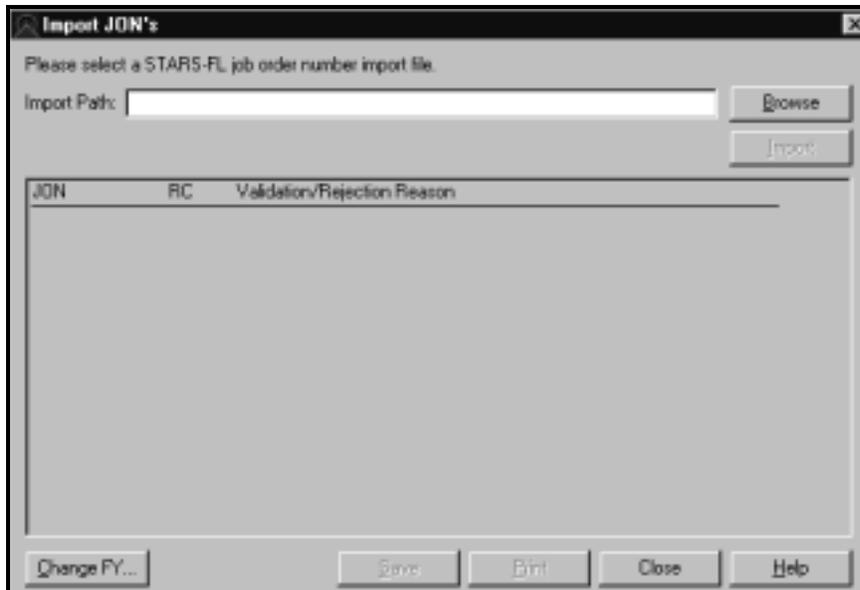


Figure 14.18
Import JON's Window

Import Path

Indicates the location of the file you wish to import. The import JON file name is **F110**.

Browse

Opens the Select Import File Location window, allowing you to locate the drive, folder, and file name for the import file.

Import

Initiates the import action. The **Import** button becomes available for selection after you specify the **Import Path**.

JON

Lists the JONs that were imported.

RC

If the listed JON's short line of accounting (LOA) matches more than one RC, you must select the RC with which to associate the JON from the corresponding **RC** drop-down list. If there is only one RC that matches the JON's short LOA, the RC value will be display-only.

Validation/Rejection Reason

Indicates the reason the listed JON is valid or was rejected.

Change FY

Opens the Change FY/QTR/RC window, allowing you to select a different active fiscal year for the import action.

Save

Saves the imported file. The **Save** button becomes available for selection after you print the imported JONs.

Print

Opens the Quick Print window, allowing you to view and print the Job Order Number Rejection/Validation Report. The **Print** button becomes available for selection after you import the JONs.

Close

Closes the Import JON's window.

Help

Accesses the Import JON's help topic.

R **Import JON's Window Options**

- **Import JONs**
- **Print imported JONs**

■ **Steps for Importing JONs**

1. Select **Job Order Numbers** from the **Import** submenu of the **Process** menu.



Figure 14.19
Opening the
Import JON's
Window

The Import JON's window will open. Use this window to import JONs into the current FA for the selected fiscal year.

- Specify the location of the JON's file you wish to import by entering the path and file name in the required **Import Path** field. You also can select the **Browse** button to open the Select Import File Location window.

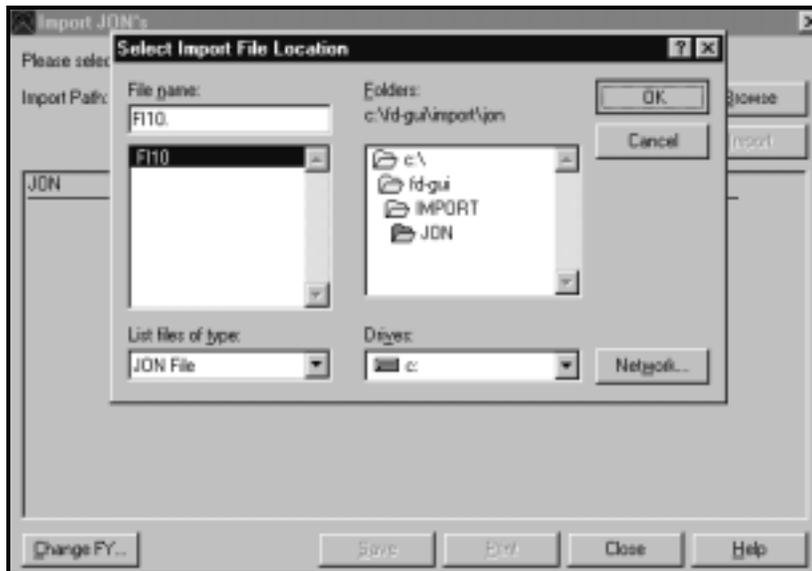


Figure 14.20
Select
Import File
Location
Window

Use the Select Import File Location window to locate the folder containing the import file. The window displays the folders available for the selected drive. Select the desired **Folder** and **File Name**. To change drive letters, select the desired drive from the **Drives** drop-down list. Select the **OK** button to close the window.

- Select the **Change FY** button if you wish to select a different active fiscal year for the import.
- Select the **Import** button to import the file.

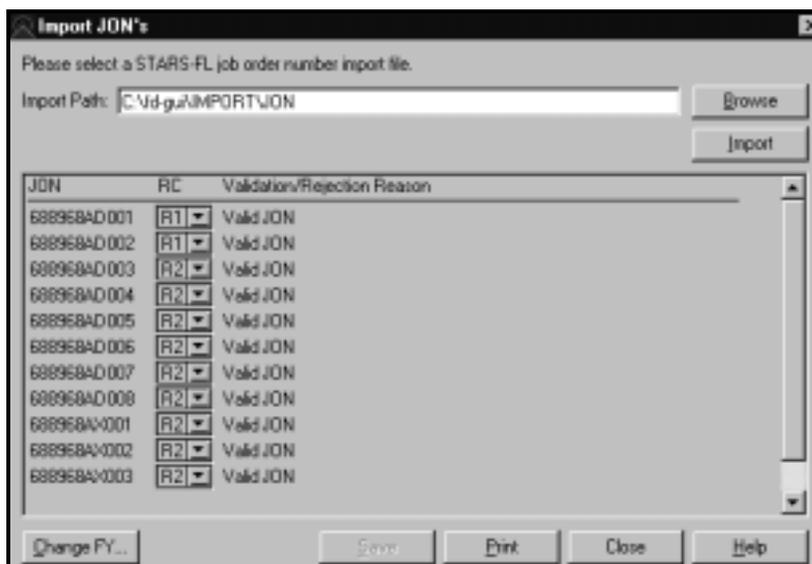


Figure 14.21
Importing
JON's Data

After you select the **Import** button, the JONs contained in the import file will display. The **Validation/Rejection Reason** will inform you if the short LOA associated with the JON does not match an existing RC. If the listed JON matches more than one RC, you must select the RC with which to associate the JON from the corresponding **RC** drop-down list.

NOTE If the RC with which you wish to associate the JON does not exist, close the Import JON's window without saving the imported JON file. Add the desired RC, using the RC Maintenance window, and then again import the JONs.

5. Select the **Print** button to print the imported data. You must print the list of imported JONs before you can save them.

For details on printing the imported data, refer to the next section: Steps for Printing Imported JONs.

6. Select the **Save** button.

NOTE The **Save** button is disabled if the **Validation/Rejection Reason** for any imported JON is other than **Valid JON**. All imported JONs must be valid before you can save the file.

7. Select **OK** on the message informing you that the imported file has been successfully saved.
8. Select the **Close** button to close the Import JON's window.

■ Steps for Printing Imported JONs

1. Select the **Print** button on the Import JON's window. The Quick Print - Import JON's window will open. The Quick Print window allows you to preview the Job Order Number Rejection/Validation Report prior to actually printing it, save the contents of the report as a file, and print the report.

FOR OFFICIAL USE ONLY		
FA: NEVID1		
Fiscal Year: 1998		
JON	RC	Validation/Rejection Reason
688968A0001	R1	Valid JON
688968A0002	R1	Valid JON
688968A0003	R2	Valid JON
688968A0004	R2	Valid JON
688968A0005	R2	Valid JON
688968A0006	R2	Valid JON
688968A0007	R2	Valid JON
688968A0008	R2	Valid JON

Figure 14.22
Quick Print -
Import JON's
Window

2. 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** picture 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.

3. Select the **Save As** picture button if you wish to save the report data in a file.
4. Select the desired page orientation, **Landscape** or **Portrait**.
5. Select the **Margin Offset** picture 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.
6. Select the **Print** picture button if you wish to print the displayed report.
7. Select the **Close** button to close the Quick Print window.

- **Import STARS-FL Valid Job Order Report File Window Objects**

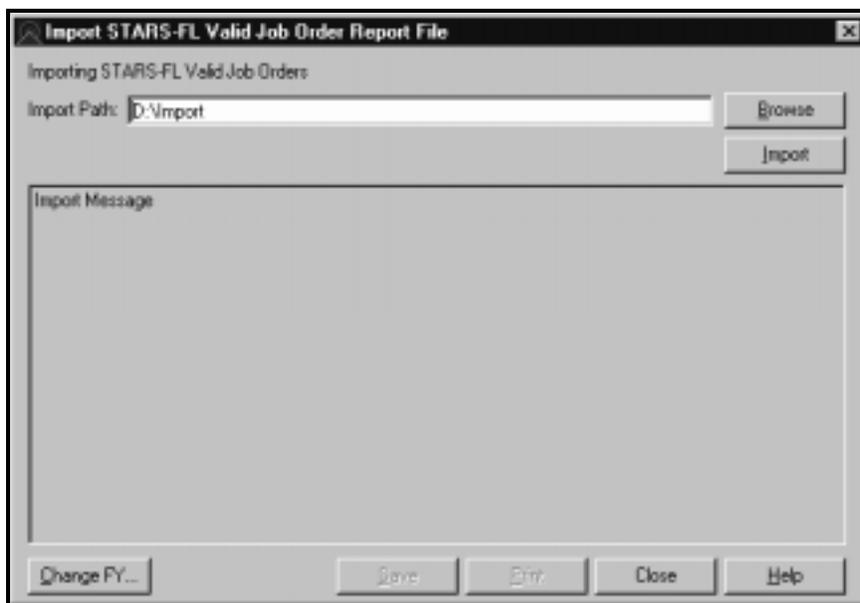


Figure 14.23
Import STARS-FL
Valid Job Order
Report File Window

Import Path

Indicates the location of the file you wish to import.

Browse

Opens the Select Import File Location window, allowing you to locate the drive, folder, and file name for the import file.

Import

Initiates the import action.

Import Message

After you start the import, this window area provides information on the valid JONs returned from STARS-FL.

Change FY

Opens the Change FY/QTR/RC window, allowing you to select a different active fiscal year for the import action.

Save

Saves the imported file. The **Save** button becomes available for selection after you import the JONs.

Print

Opens the Quick Print window, allowing you to view and print the Import STARS-FL Valid Job Order Report. The **Print** button becomes available for selection after you import the JONs.

Close

Closes the Import STARS-FL Valid Job Order Report File window.

Help

Accesses the Import STARS-FL Valid Job Order Report File help topic.

R **Import STARS-FL Valid Job Order Report File Window Options**

- Import STARS-FL valid JONs
- Print Import STARS-FL Valid Job Order Report

■ **Steps for Importing STARS-FL Valid JONs**

1. Select **STARS-FL Valid JON's** from the **Import** submenu of the **Process** menu.

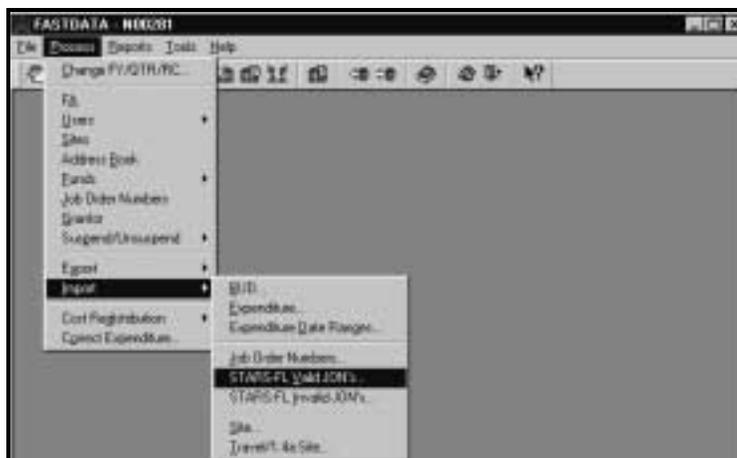


Figure 14.24
Opening the
Import STARS-FL
Valid Job Order
Report File
Window

The Import STARS-FL Valid Job Order Report File window will open. Use this window to import valid STARS-FL JONs into the current FA for the selected fiscal year.

2. Specify the **Import Path** by selecting the **Browse** button to open the Select Import File Location window.

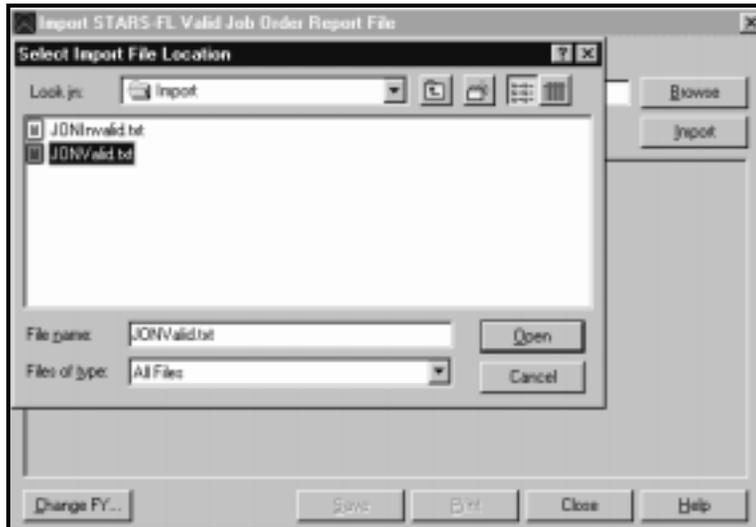


Figure 14.25
Selecting the Valid JON's File to Import

Use the Select Import File Location window to locate the folder containing the desired import file. On the **Files of type** drop-down list, select the file type you wish to import, then select the desired drive and folder from the **Look in** drop-down list. Select the file you wish to import from the list box. The selected file name will display on the **File name** field. Select the **Open** button to close the window.

3. Select the **Change FY** button if you wish to select a different active fiscal year for the import.
4. Select the **Import** button to import the file.

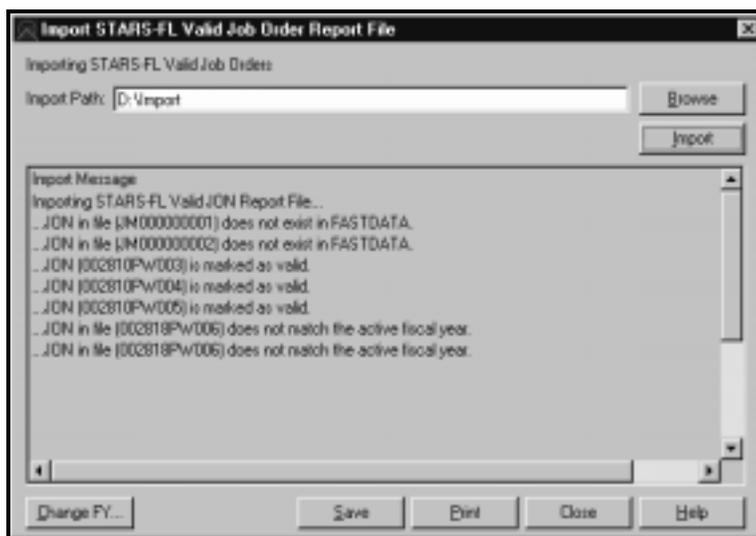


Figure 14.26
Importing STARS-FL Valid JON's Data

After you select the **Import** button, data on the valid JONs contained in the import file will display.

5. Select the **Print** button to print the imported data.

For details on printing the imported data, refer to the next section: Steps for Printing the Import STARS-FL Valid Job Order Report.

6. Select the **Save** button. The Import STARS-FL Valid Job Order Report File window will close.

■ Steps for Printing the Import STARS-FL Valid Job Order Report

1. Select the **Print** button on the Import STARS-FL Valid Job Order Report File window. The Quick Print - Import STARS-FL Valid Job Order Report File window will open. The Quick Print window allows you to preview the Import STARS-FL Valid Job Order Report prior to actually printing it, save the contents of the report as a file, and print the report.

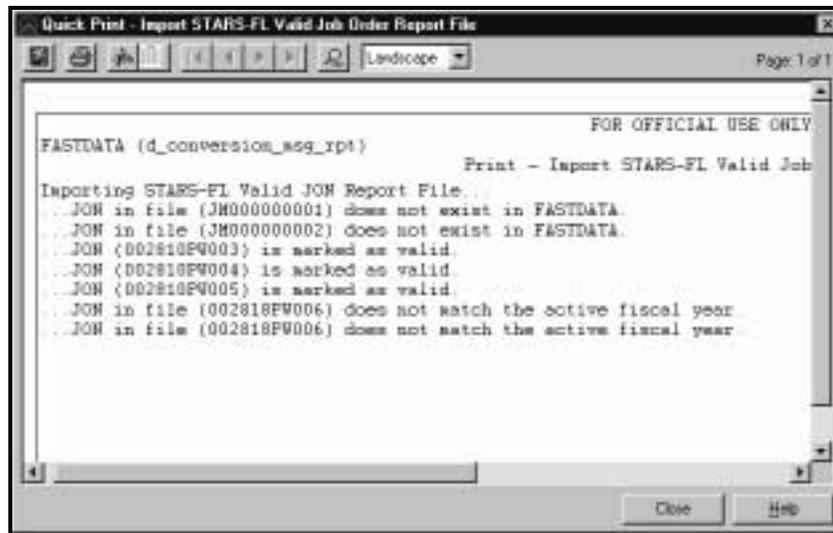


Figure 14.27
Quick Print -
Import
STARS-FL
Valid Job
Order Report
File Window

2. 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** picture 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.

3. Select the **Save As** picture button if you wish to save the report data in a file.
4. Select the desired page orientation, **Landscape** or **Portrait**.

5. Select the **Margin Offset** picture 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.
6. Select the **Print** picture button if you wish to print the displayed report.
7. Select the **Close** button to close the Quick Print window.

- **Import STARS-FL Invalid Job Order Report File Window Objects**

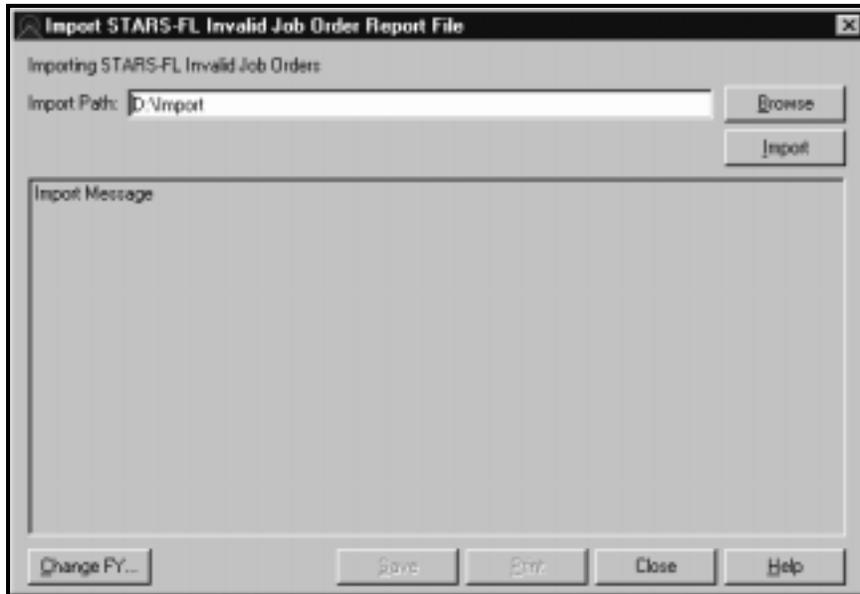


Figure 14.28
Import STARS-FL
Invalid Job Order
Report File Window

Import Path

Indicates the location of the file you wish to import.

Browse

Opens the Select Import File Location window, allowing you to locate the drive, folder, and file name for the import file.

Import

Initiates the import action.

Import Message

After you start the import, this window area provides information on the invalid JONs returned from STARS-FL.

Change FY

Opens the Change FY/QTR/RC window, allowing you to select a different active fiscal year for the import action.

Save

Saves the imported file. The **Save** button becomes available for selection after you import the JONs.

Print

Opens the Quick Print window, allowing you to view and print the Import STARS-FL Invalid Job Order Report. The **Print** button becomes available for selection after you import the JONs.

Close

Closes the Import STARS-FL Invalid Job Order Report File window.

Help

Accesses the Import STARS-FL Invalid Job Order Report File help topic.

R **Import STARS-FL Invalid Job Order Report File Window Options**

- Import STARS-FL invalid JONs
- Print Import STARS-FL Invalid Job Order Report

■ **Steps for Importing STARS-FL Invalid JONs**

1. Select **STARS-FL Invalid JON's** from the **Import** submenu of the **Process** menu.

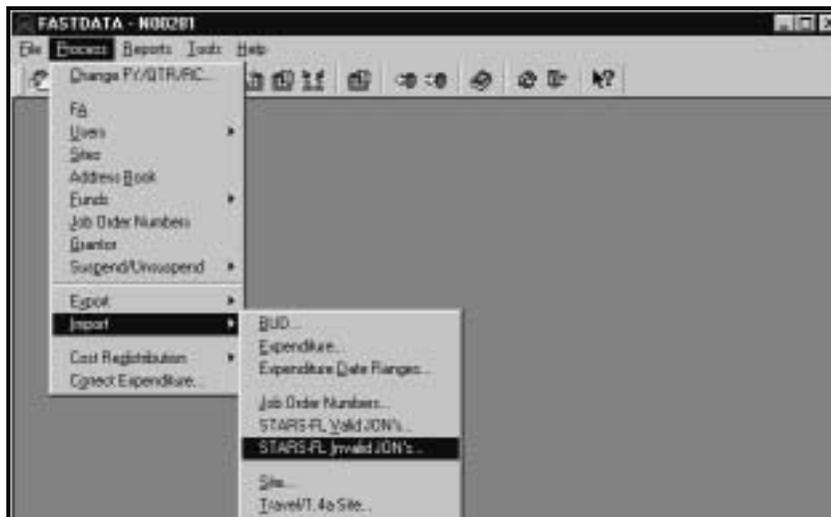


Figure 14.29
Opening the Import STARS-FL Invalid Job Order Report File Window

The Import STARS-FL Invalid Job Order Report File window will open. Use this window to import invalid STARS-FL JONs into the current FA for the selected fiscal year.

- Specify the **Import Path** by selecting the **Browse** button to open the Select Import File Location window.

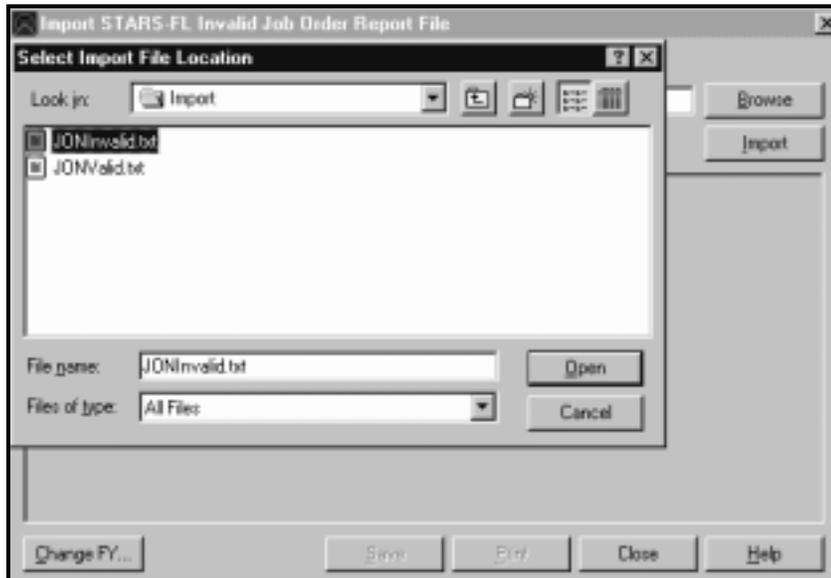


Figure 14.30
Selecting the Invalid JON's File to Import

Use the Select Import File Location window to locate the folder containing the desired import file. On the **Files of type** drop-down list, select the file type you wish to import, then select the desired drive and folder from the **Look in** drop-down list. Select the file you wish to import from the list box. The selected file name will display on the **File name** field. Select the **Open** button to close the window.

- Select the **Change FY** button if you wish to select a different active fiscal year for the import.
- Select the **Import** button to import the file.

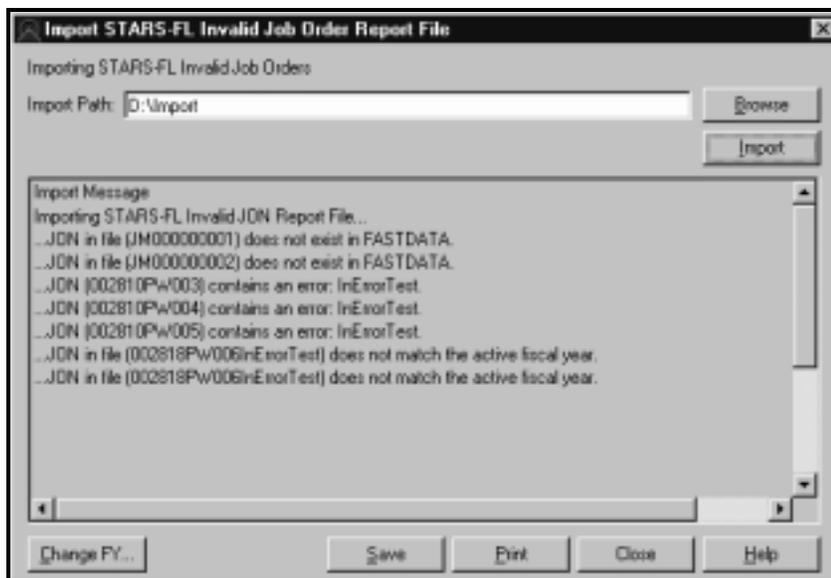


Figure 14.31
Importing STARS-FL Invalid JON's Data

After you select the **Import** button, data on the invalid JONs contained in the import file will display.

5. Select the **Print** button to print the imported data.
For details on printing the imported data, refer to the next section: Steps for Printing the Import STARS-FL Invalid Job Order Report.
6. Select the **Save** button. The Import STARS-FL Invalid Job Order Report File window will close.

■ Steps for Printing the Import STARS-FL Invalid Job Order Report

1. Select the **Print** button on the Import STARS-FL Invalid Job Order Report File window. The Quick Print - Import STARS-FL Invalid Job Order Report File window will open. The Quick Print window allows you to preview the Import STARS-FL Invalid Job Order Report prior to actually printing it, save the contents of the report as a file, and print the report.

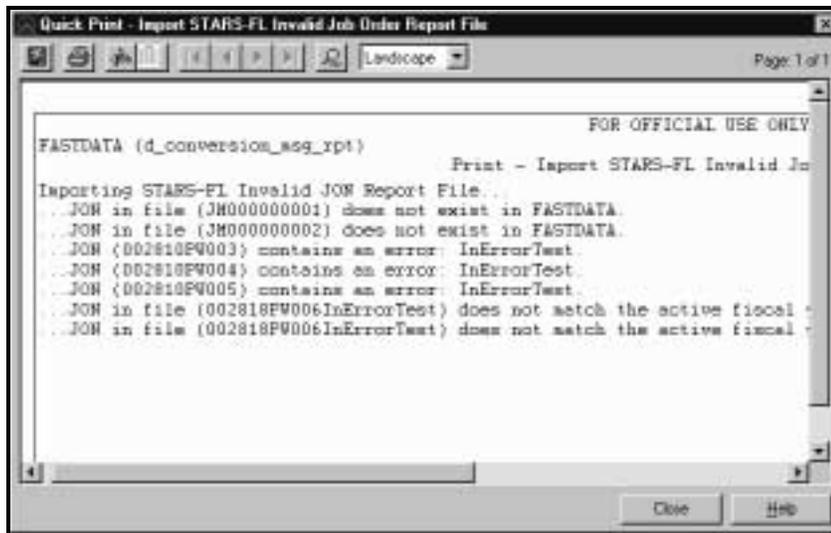


Figure 14.32
Quick Print -
Import
STARS-FL
Invalid Job
Order Report
File Window

2. 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** picture 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.

3. Select the **Save As** picture button if you wish to save the report data in a file.
4. Select the desired page orientation, **Landscape** or **Portrait**.

5. Select the **Margin Offset** picture 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.
6. Select the **Print** picture button if you wish to print the displayed report.
7. Select the **Close** button to close the Quick Print window.

• **Import Site Data Window Objects**

NOTE The Import Site Data window displays any import validation errors, such as OPTAR and authorization IDs imported from the site that do not exist in the FA. If an error occurs at any point, the import process ends. The **Print** button becomes available for selection, allowing you to print the import data and associated validation errors.

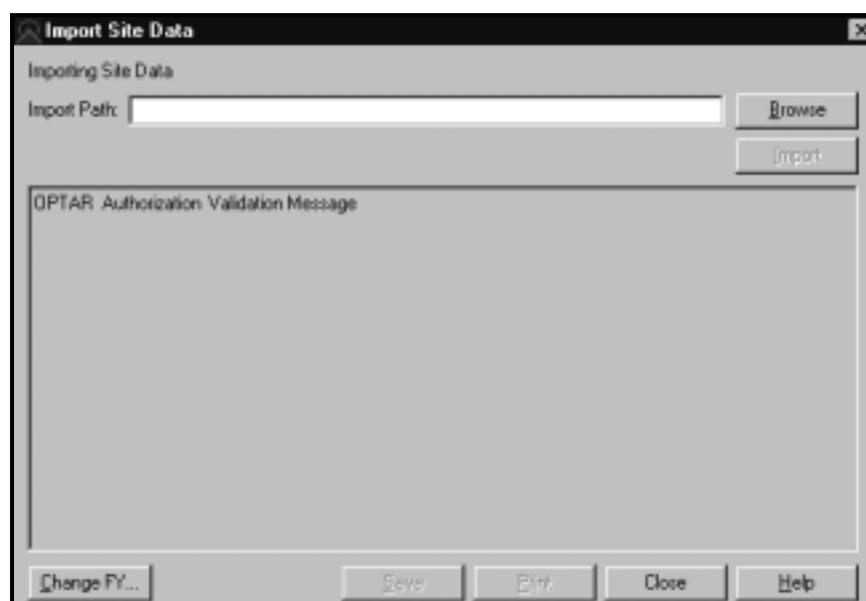


Figure 14.33
Import Site Data
Window

Import Path

Indicates the location of the file you wish to import. The following table identifies site import data and corresponding file names for FASTDATA releases earlier than 00-2 for the Windows® operating system:

Site Import Data	File Name(s)
Authorizations (validation only)	AG10
Job order numbers	AG20
Serial ranges	AG30
Accounting transactions	AG40

The import file name for FASTDATA release 00-2 or later for Windows combines the FA ID and the site ID and has an *.MPX extension. For example, for FA N00281 and site PW, the file name is **N00281PW.MPX**.

Browse

Opens the Select Import File Location window, allowing you to locate the drive, folder, and file name for the import file.

Import

Initiates the import action. The **Import** button becomes available for selection after you specify the **Import Path**.

OPTAR

Lists the site OPTARs that will be included in the import.

Authorization

Lists the authorization ID associated with the OPTAR for which a validation error exists.

Validation Message

Indicates the reason the listed authorization is invalid.

Change FY

Opens the Change FY/QTR/RC window, allowing you to select a different active fiscal year for the import action.

Save

Saves the imported file. The **Save** button will become available for selection only if the imported site data file contains no errors.

Print

Opens the Quick Print window, allowing you to view and print the Import Site Report. If there were no authorization validation errors, the **Print** button will not be available on the Import Site Data window.

Close

Closes the Import Site Data window.

Help

Accesses the Import Site Data help topic.

Import Site Data Window Options

- **Import site data and updated site JONs, serial ranges, and accounting transactions**
- **Print imported site data and updated site JONs, serial ranges, and accounting transactions**

■ Steps for Importing Site Data and Updated Site JONs, Serial Ranges, and Accounting Transactions

1. Select **Site** from the **Import** submenu of the **Process** menu.

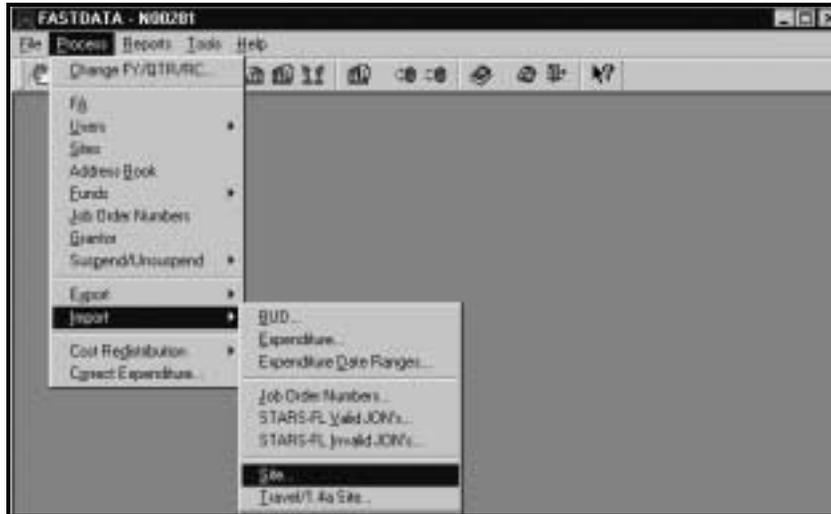


Figure 14.34
Opening the
Import Site
Data Window

The Import Site Data window will open and allow you to import data into the current FA for the selected fiscal year.

Tip The Site data Import process depicted here is for a FASTDATA Windows release prior to 00-2. Refer to Import Site Data for FASTDATA 00-2 for Windows® in Cue Cards Help for the applicable steps for a later release.

2. Specify the location of the file you wish to import by entering the path and file name in the required **Import Path** field. You also can select the **Browse** button to open the Select Import File Location window.

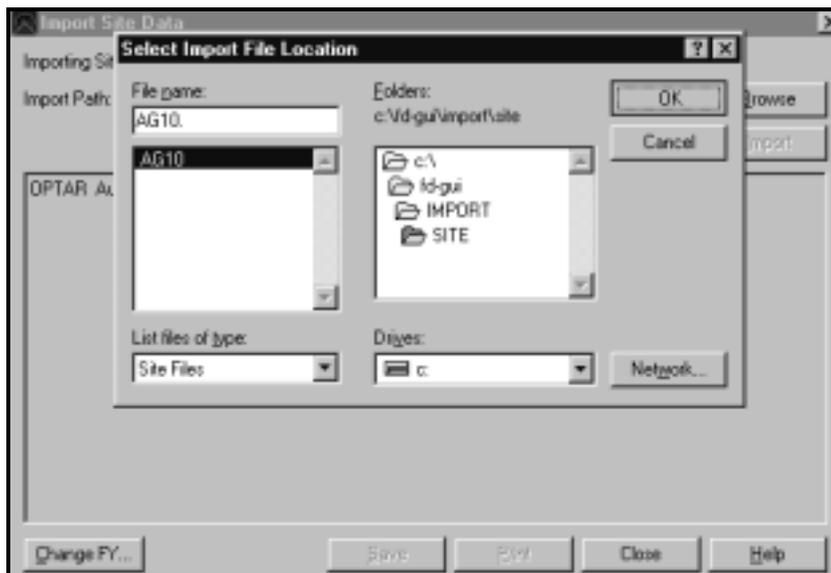


Figure 14.35
Select
Import File
Location
Window

Use the Select Import File Location window to locate the folder containing the import file. The window displays the folders available for the selected drive. Select the desired **Folder** and **File Name**. To change drive letters, select the desired drive from the **Drives** drop-down list. Select the **OK** button to close the window.

Tip As users convert from the DOS version of FASTDATA to the version for the Windows® operating system, the FASTDATA software will try to accommodate them. For import processes between FAs and sites, the files you import or export will depend on whether both you and your site(s) are using FASTDATA releases 00-2 or later for the Windows® operating system and whether your site(s) are travel- or non-travel sites. If you and your site(s) are using release 00-2 or later and your sites are non-travel sites, you will import a single file with an **MPX** extension. Until both you and your sites have converted to the 00-2 version of FASTDATA for Windows, you will continue to use multiple files for import processes.

3. Select the **Change FY** button if you wish to select a different active fiscal year for the import.
4. Select the **Import** button to import the file.

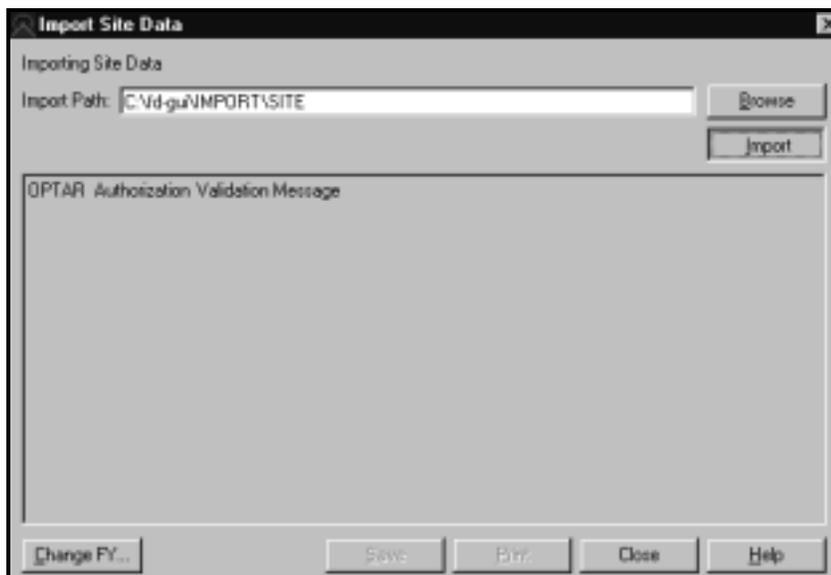


Figure 14.36
Importing
Site Data

After you select the **Import** button, FASTDATA will import the site authorizations. If FASTDATA finds validation errors, they will display in the list box and the import process will halt.

NOTE You cannot continue with the **Import Site Data** process if there are authorizations for which validation errors exist. You also cannot save the data.

If there were no validation errors, FASTDATA automatically updates the imported JONs if the site has associated JONs. JONs data will display on the Import Site Data window. The **Save** and **Print** buttons will become available for selection.

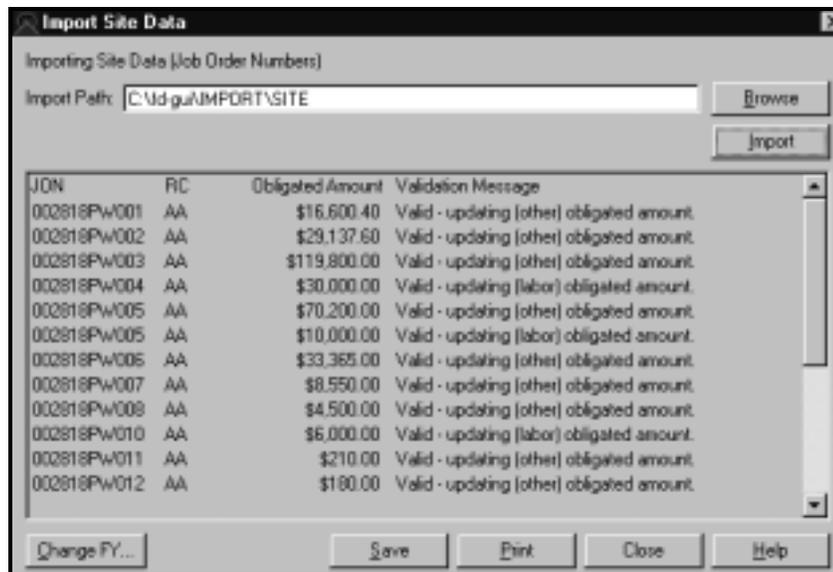


Figure 14.37
Importing Site
Job Order
Numbers Data

5. Select the **Print** button if you wish to print the Import Site Job Order Numbers Report.

For details on printing the imported data, refer to the next section: Steps for Printing the Import Site Data Report, the Import Site Job Order Numbers Report, the Import Site Serial Ranges Report, and the Import Site Accounting Transactions Batch Report.

6. Select the **Save** button on the Import Site Data window.
7. Select **OK** on the message informing you of the successful site JONs import.

The Update Imported Site Serial Ranges window opens automatically after you successfully save the imported site JONs file if a serial range import file exists for the associated site. The **Browse**, **Import**, and **Change FY** buttons are disabled on the Update Imported Site Serial Ranges window.

NOTE If both you and your site(s) are using FASTDATA release 00-2 or later for the Windows® operating system, the import site processes will continue on the Import Site Data window. You will not see the next two windows.

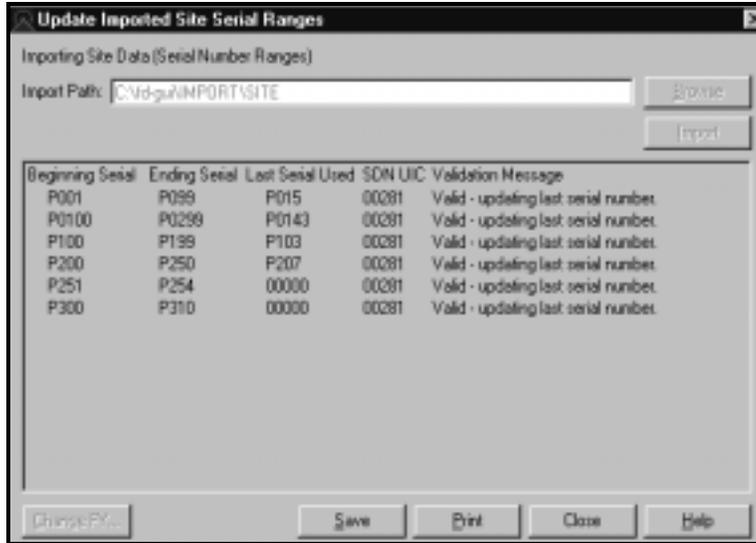


Figure 14.38
Importing
Updated Site
Serial Ranges
Data

8. Select the **Print** button if you wish to print the Import Site Serial Ranges Report.

For details on printing the imported data, refer to the next section: Steps for Printing the Import Site Data Report, the Import Site Job Order Numbers Report, the Import Site Serial Ranges Report, and the Import Site Accounting Transactions Batch Report.

9. Select the **Save** button on the Update Imported Site Serial Ranges window.
10. Select **OK** on the message informing you of the successful site serial ranges import.

The Update Imported Site Accounting Transactions window opens automatically after you successfully save the import site serial ranges if an accounting transactions import file exists for the associated site. The **Browse**, **Import**, and **Change FY** buttons are disabled on the Update Imported Site Accounting Transactions window.

Tip When importing accounting transactions with an Expense Element of **W**, FASTDATA will default the OMB Object Class to **311** if the JON is a non-OPN. If the transaction has Expense Element **W** and the JON is an OPN JON, FASTDATA will default the OMB Object Class value to **312**. The defaults apply only to FASTDATA Windows releases prior to 00-2.

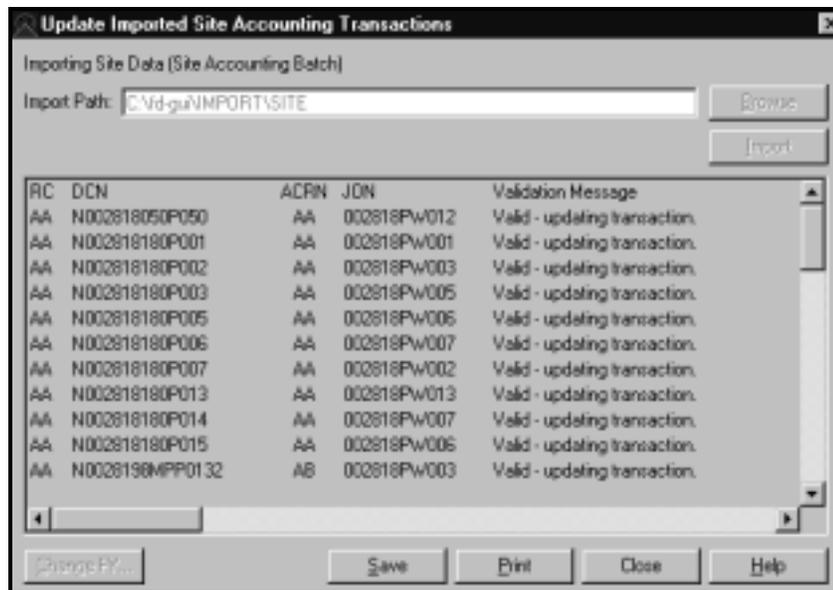


Figure 14.39
Importing
Updated Site
Accounting
Transactions
Data

11. Select the **Print** button if you wish to print the Import Site Accounting Transactions Batch Report.

For details on printing the imported data, refer to the next section: Steps for Printing the Import Site Data Report, the Import Site Job Order Numbers Report, the Import Site Serial Ranges Report, and the Import Site Accounting Transactions Batch Report.

12. Select the **Save** button on the Update Imported Site Accounting Transactions window.
13. Select **OK** on the message informing you of the successful site accounting batch import.
14. After you select **OK**, you will complete the import site data process and the Update Imported Site Accounting Transactions window will close automatically.

■ **Steps for Printing Imported Site Data and Updated Site JONs, Serial Ranges, and Accounting Transactions**

The four reports associated with imported site data are the Import Site Data Report, the Import Site Job Order Numbers Report, the Import Site Serial Ranges Report, and the Import Site Accounting Transactions Batch Report. You can print the desired report from its associated Import window after the data is imported. The steps for printing are the same for all four reports. The sample report on the Quick Print window shown is the Import Site Serial Ranges Report.

1. Select the **Print** button on the desired Import window. The Quick Print window for the associated report will open. The Quick Print window allows you to preview

the data prior to actually printing it, save the contents of the report as a file, and print the report.

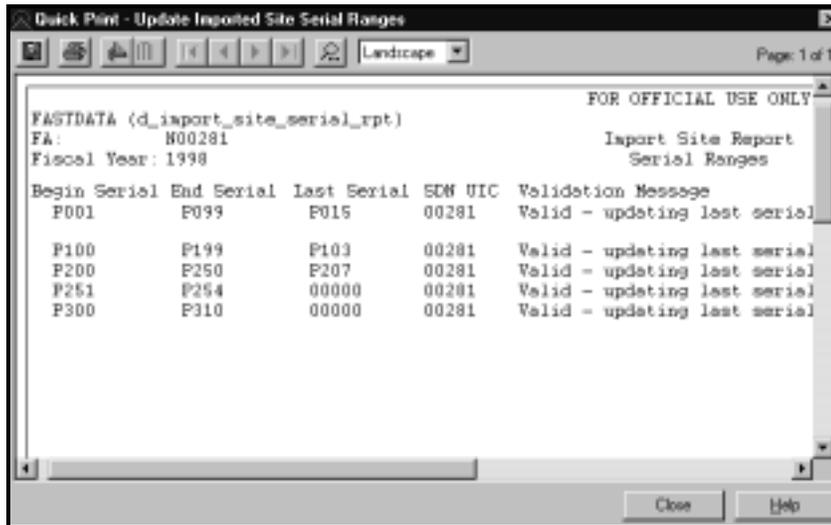


Figure 14.40
Quick Print -
Update
Imported Site
Serial Ranges
Window

2. 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** picture 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.

3. Select the **Save As** picture button if you wish to save the report data in a file.
4. Select the desired page orientation, **Landscape** or **Portrait**.
5. Select the **Margin Offset** picture 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.
6. Select the **Print** picture button if you wish to print the displayed report.
7. Select the **Close** button to close the Quick Print window.

• Import Travel Site Data Window Objects

NOTE The Import Travel Site Data window displays any import validation errors, such as OPTAR and authorization IDs imported from the travel site that do not exist in the FA. If an error occurs at any point, the import process ends. The **Print** button will become available for selection, allowing you to print the import data and associated validation errors.

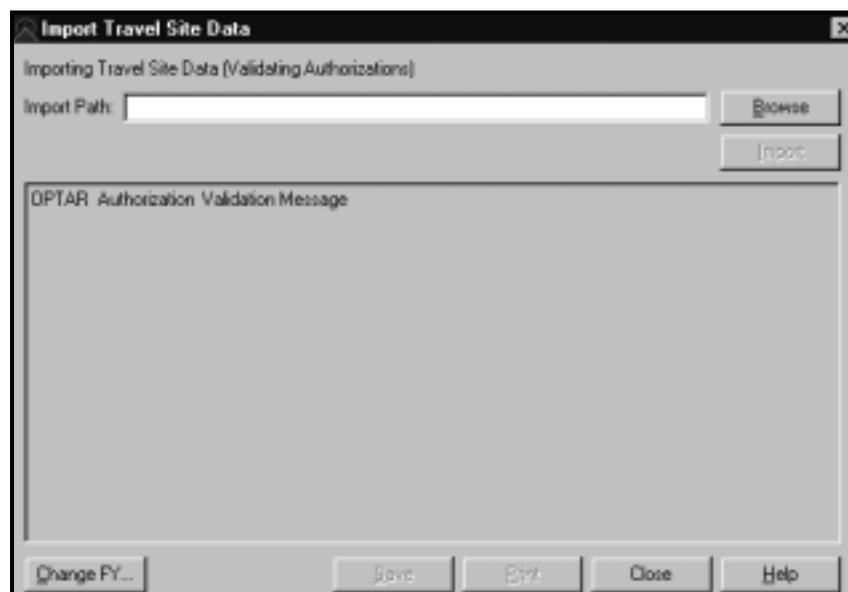


Figure 14.41
Import Travel Site Data
Window

Import Path

Indicates the location of the travel site file you wish to import. Identify the file location of the file with an *.LAB extension. There are six different files with this extension. Refer to the following list when identifying the import travel site file:

Fiscal Year	File Name(s)
Current fiscal year	CURRENT.LAB
First prior year	FIRST.LAB
Second prior year	SECOND.LAB
Third prior year	THIRD.LAB
Fourth prior year	FOURTH.LAB
Fifth prior year	FIFTH.LAB

After you specify the *.LAB file, the application will look for the following travel site data files:

Travel Site Import Data	File Name(s)
Authorizations (validation only)	FDDAUTH.DBF
Job order numbers	FDDJOBOR.DBF
Serial ranges	FDDOCSQ.DBF
FMS accounting transactions	FDDFMSUP.DBF
IDA accounting transactions	FDDIDAUP.DBF

Browse

Opens the Select Import File Location window, allowing you to locate the drive, folder, and file name for the import file.

Import

Initiates the import action. The **Import** button becomes available for selection after you specify the **Import Path**.

OPTAR

Lists the site OPTARs that were imported.

Authorization

Lists the authorization ID associated with the OPTAR for which a validation error exists.

Validation Message

Indicates the reason the listed OPTAR was rejected.

Change FY

Opens the Change FY/QTR/RC window, allowing you to select a different active fiscal year for the import action.

Save

Saves the imported file. The **Save** button becomes available for selection only if the imported travel site data file contains no errors.

Print

Opens the Quick Print window, allowing you to view and print the Import Travel Site Report. If there were no validation errors, the **Print** button will not be available on the Import Travel Site Data window.

Close

Closes the Import Travel Site Data window.

Help

Accesses the Import Travel Site Data help topic.

Import Travel Site Data Window Options

- **Import travel site data and updated travel site JONs, serial ranges, FMS transactions, and IDA transactions**
- **Print imported travel site data and updated travel site JONs, serial ranges, FMS transactions, and IDA transactions**

■ Steps for Importing Travel Site Data and Updated Travel Site JONs, Serial Ranges, FMS Transactions, and IDA Transactions

1. Select **Travel/1.4a Site** from the **Import** submenu of the **Process** menu.

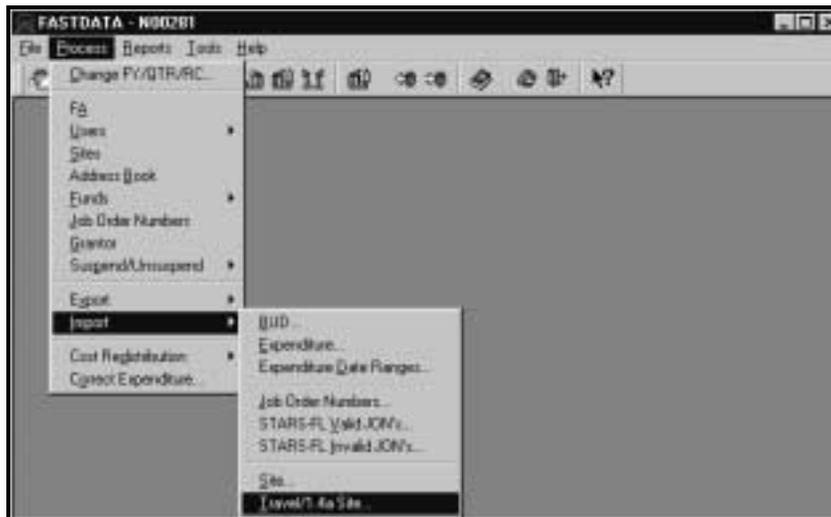


Figure 14.42
Opening the
Import Travel
Site Data
Window

The Import Travel Site Data window will open and allow you to import data into the current FA for the selected fiscal year.

2. Specify the location of the file you wish to import by entering the path and file name in the required **Import Path** field. You also can select the **Browse** button to open the Select Import File Location window.

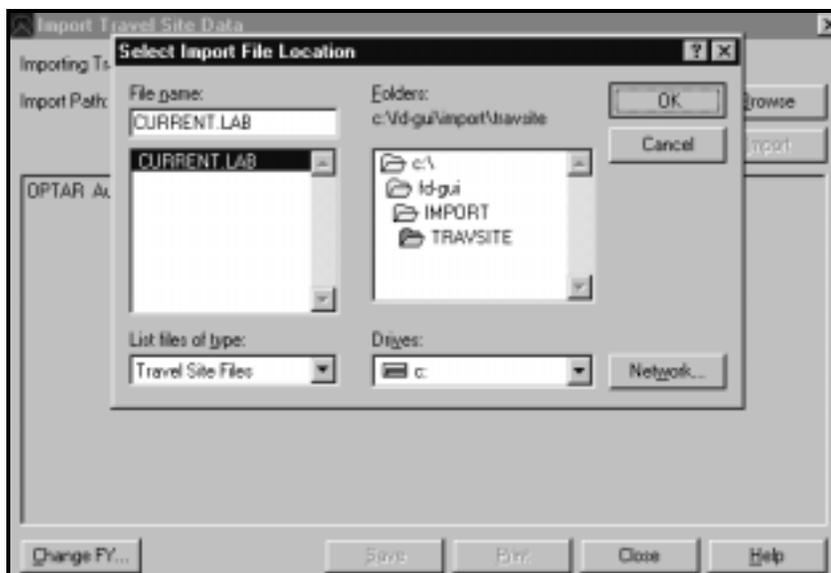


Figure 14.43
Select Import
File Location
Window

Use the Select Import File Location window to locate the folder containing the import file. The window displays the folders available for the selected drive. Select the desired **Folder** and **File Name**. To change drive letters, select the desired drive from the **Drives** drop-down list. Select the **OK** button to close the window.

3. Select the **Change FY** button if you wish to select a different active fiscal year for the import.
4. Select the **Import** button to import the file.

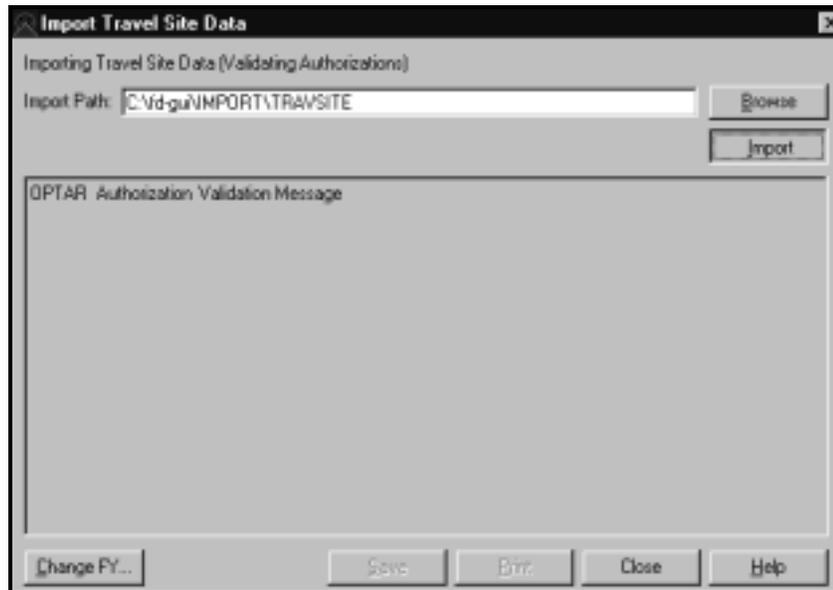


Figure 14.44
Importing
Travel Site
Data

After you select the **Import** button, FASTDATA will automatically validate authorizations and, if there are any OPTARs associated authorizations for which validation errors exist, display the data on the Import Travel Site Data window. The **Import Travel Site** process will halt.

NOTE You cannot continue with the **Import Travel Site Data** process if there are authorizations for which validation errors exist. The **Save** button will be disabled and you cannot proceed until all imported travel site authorizations are valid.

If the import travel site data file does not contain any errors, FASTDATA automatically updates the imported JONs if the site has associated JONs. The **Save** and **Print** buttons will become available for selection.

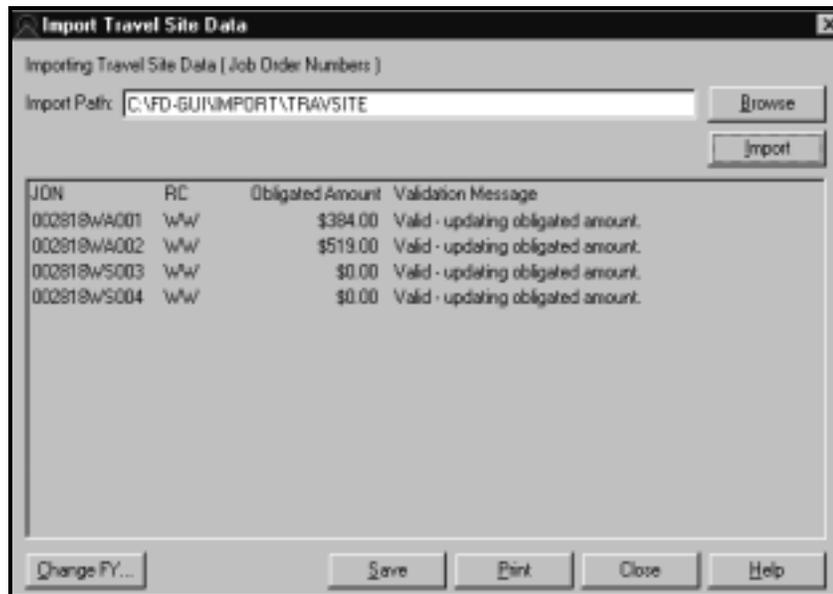


Figure 14.45
Importing
Travel Site
Job Order
Numbers Data

5. Select the **Print** button if you wish to print the Import Site Job Order Numbers Report.

For details on printing the imported data, refer to the next section: Steps for Printing the Import Site Data Report, the Import Site Job Order Numbers Report, the Import Site Serial Ranges Report, and the Import Site Accounting Transactions Batch Report.

6. Select the **Save** button on the Import Travel Site Data window.
7. Select **OK** on the message informing you of the successful site JONs import.

The Update Imported Travel Site Serial Ranges window opens automatically after you successfully save the imported travel site JONs file if a serial range import file exists for the associated site. The **Browse**, **Import**, and **Change FY** buttons are disabled on the Update Imported Travel Site Serial Ranges window.

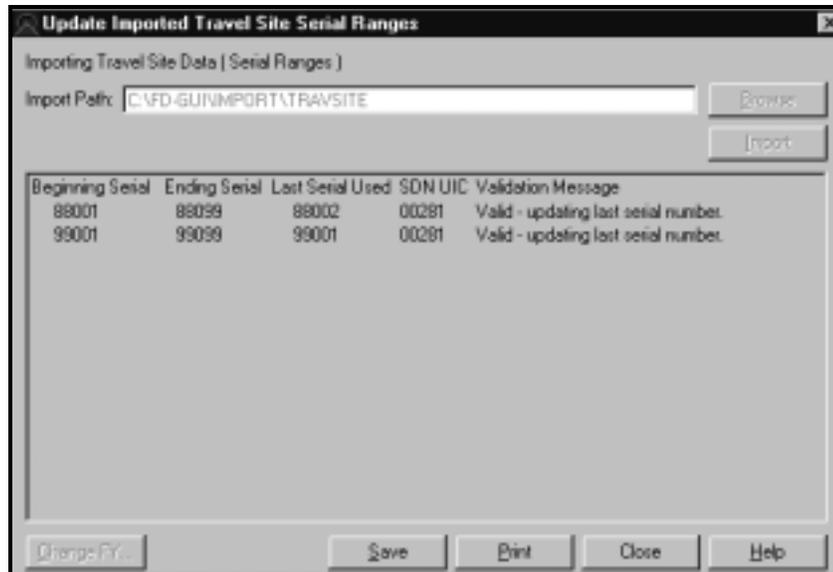


Figure 14.46
Importing
Updated
Travel Site
Serial Ranges
Data

8. Select the **Print** button if you wish to print the Import Site Serial Ranges Report.

For details on printing the imported data, refer to the next section: Steps for Printing the Import Site Data Report, the Import Site Job Order Numbers Report, the Import Site Serial Ranges Report, and the Import Site Accounting Transactions Batch Report.

9. Select the **Save** button on the Update Imported Travel Site Serial Ranges window.
10. Select **OK** on the message informing you of the successful site serial ranges import.

The Update Imported Travel Site FMS Transactions window opens automatically after you successfully save the import travel site serial ranges if an FMS transactions import file exists for the associated site. The **Browse**, **Import**, and **Change FY** buttons are disabled on the Update Imported Travel Site FMS Transactions window.

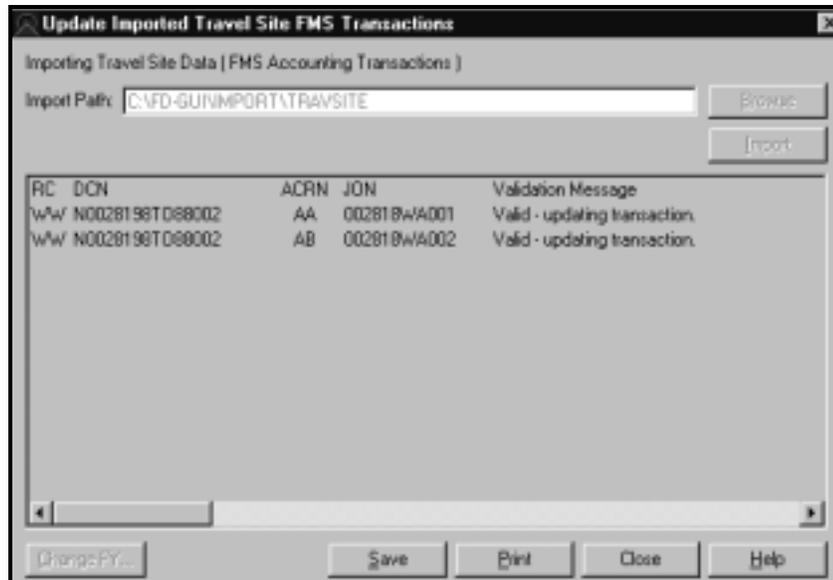


Figure 14.47
Importing
Updated
Travel Site
FMS
Transactions
Data

11. Select the **Print** button if you wish to print the Import Site Accounting Transactions Batch Report.

For details on printing the imported data, refer to the next section: Steps for Printing the Import Site Data Report, the Import Site Job Order Numbers Report, the Import Site Serial Ranges Report, and the Import Site Accounting Transactions Batch Report.

12. Select the **Save** button on the Update Imported Travel Site FMS Transactions window.
13. Select **OK** on the message informing you of the successful site accounting batch file import.

The Update Imported Travel Site IDA Transactions window opens automatically after you successfully save the import travel site FMS transactions if an IDA transactions import file exists for the associated site. The **Browse**, **Import**, and **Change FY** buttons are disabled on the Update Imported Travel Site IDA Transactions window.

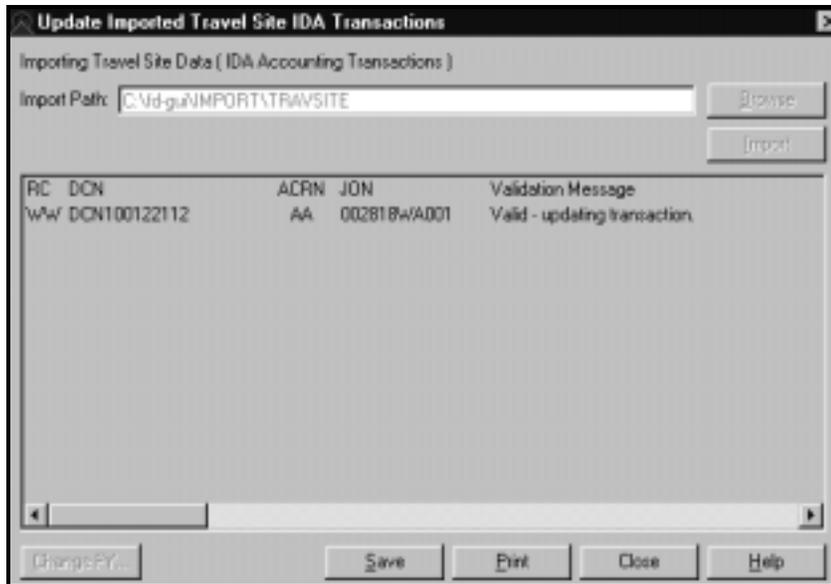


Figure 14.48
Importing
Updated
Travel Site
IDA
Transactions
Data

14. Select the **Print** button if you wish to print the Import Site Accounting Transactions Batch Report.

For details on printing the imported data, refer to the next section: Steps for Printing the Import Site Data Report, the Import Site Job Order Numbers Report, the Import Site Serial Ranges Report, and the Import Site Accounting Transactions Batch Report.

15. Select the **Save** button on the Update Imported Travel Site FMS Transactions window.
16. Select **OK** on the message informing you of the successful site accounting batch file import.
17. After you select **OK**, you will complete the import travel site data process and the Update Imported Travel Site IDA Transactions window will close automatically.

■ Steps for Printing Imported Travel Site Data, Updated Travel Site JONs, Serial Ranges, and Imported Site Accounting Transactions Batch Data

The four reports associated with imported travel site data are the Import Site Data Report, the Import Site Job Order Numbers Report, the Import Site Serial Ranges Report, and the Import Site Accounting Transactions Batch Report from the Import Travel Site FMS Transactions window and the Import Travel Site IDA Transactions window. You can print the desired report from its associated Import window after the data is imported. The steps for printing are the same for all four reports. The sample report on the Quick Print window shown is the Import Site Accounting Transactions Batch Report.

1. Select the **Print** button on the desired Import window. The Quick Print window for the associated report will open. The Quick Print window allows you to preview the data prior to actually printing it, save the contents of the report as a file, and print the report.

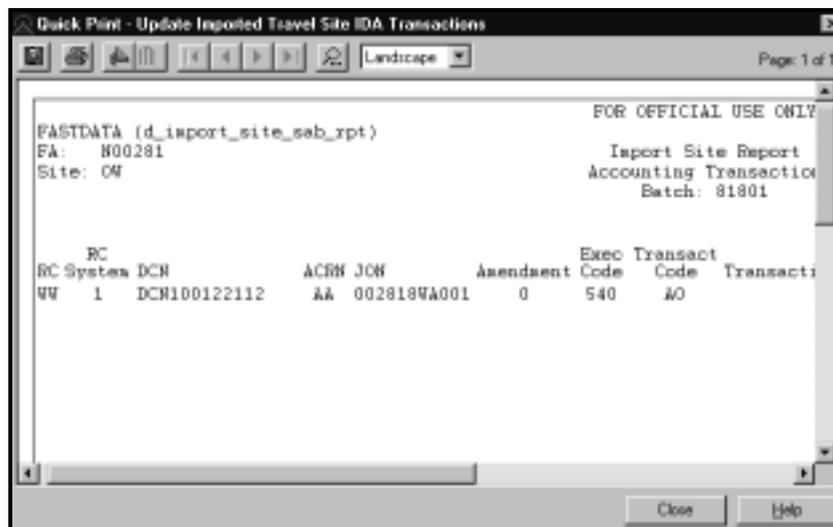


Figure 14.49
Quick Print -
Update
Imported
Travel Site
IDA
Transactions
Window

2. 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** picture 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.

3. Select the **Save As** picture button if you wish to save the report data in a file.
4. Select the desired page orientation, **Landscape** or **Portrait**.
5. Select the **Margin Offset** picture 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.

6. Select the **Print** picture button if you wish to print the displayed report.
7. Select the **Close** button to close the Quick Print window.