

Chapter 5 Add New Memorandum Documents



Overview

Authorized users can enter new memorandum documents from the FASTDATA Site window using the **File** menu **New Document** option. The FASTDATA Fund Administrator (FA) Module Site User Maintenance window Site Security Access options control the user's access to create new memorandum documents in the FASTDATA Site. For example, if a user has **Display-Only** access to the **Add Document** site security access option, that user can view but cannot modify or add memorandum documents. For the Site User Maintenance window Site Security Access options, available access levels depend on the specific option. Access levels include **Access**, **No Access**, **Display-Only**, and **Update**. Only users with **Add Document Update** can add new memorandum documents.

FASTDATA gives the user the option to enter transaction data on the much shorter memorandum documents, compared to the lengthy source documents. Unlike source documents, memo documents, other than Credit Card documents, are not printable. Memorandum documents also allow the user to post fuel received and material ordered through the General Services Administration (GSA) process. Memorandum documents affect the operating target's (OPTAR's) status of funds and create commitment, obligation, or receipt transactions for the official accounting system, STARS-FL. As you enter and save memorandum documents, FASTDATA files and the OPTAR's status of funds are automatically updated. After the user saves a new memorandum, it is handled in the same manner as if it had been entered as a source document, with the following exceptions:

- A DD448, NC2275, or NC2276 memorandum cannot be amended after it is created. Therefore, unless you're sure that changes will not occur at a later date, don't create memorandum documents of that type.
- The FA decides whether to have the site manually assign document control numbers (DCNs) for all memorandum records or have FASTDATA automatically assign them. This option is downloaded to the site at the time of a new installation or during a site update. If the DCN is manually entered by the site, it must be within the range of serial numbers assigned to the site for the selected type of document.

FASTDATA does not allow the user to create a memorandum that exceeds the site authorization if the **Check for Funds** check box on the associated OPTAR has been checked in the FASTDATA FA application. After the user enters the unit price or amount, FASTDATA checks the total amount against the site authorization for the assigned job order number (JON). If the total cost entered on the memorandum exceeds the site authorization, the user is informed of the total available amount. The user must then change the JON, the unit price, amount, or quantity. You cannot continue with creating a new memorandum until the transaction passes validation.

If the **Check for Funds** check box on the associated OPTAR has not been checked and the total cost entered on the new memorandum exceeds the site authorization, FASTDATA will issue a message indicating that funds have been exceeded; however, the user is allowed to continue to create the new memorandum.

Procedures to enter a new memorandum are similar for all documents. Therefore, composition of data fields is not discussed in detail for each new memorandum. Only those data fields that require an entry are specifically addressed. For details on all other data fields for a selected memorandum, refer to the FASTDATA Site Help file.

To create new memorandum documents, select **New Document** from the FASTDATA Site window **File** menu.

Tip You can also select the **New** toolbar button to create new memorandum documents.

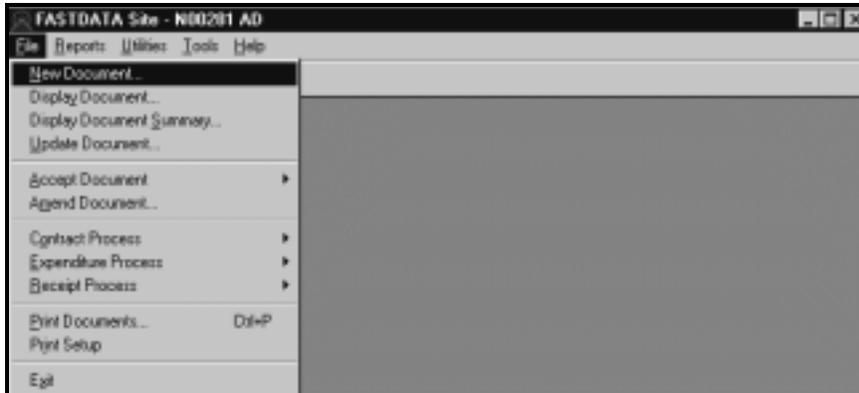


Figure 5.1
New Document
Option

The Select New Document Type window will open with the **Source** tab selected by default. Select the **Memo** tab. A list of memorandum documents that you can create will display. Use the vertical scrollbar to modify the view of the list.

NOTE The FA controls what specific types of documents a site is able to create by specifying desired types through the **Site Menu Update** or **Site Install** options when exporting data to a site.

Restrictions

- Only users with a FASTDATA FA Module Site User Maintenance window Site Security Access **Add Document** access level of **Update** can enter new memorandum documents.
- A FASTDATA FA Module Site User Maintenance window Site Security Access **Add Document** access level of **Display-Only** limits users to view-only access to site memorandum documents.
- A FASTDATA FA Module Site User Maintenance window FA Site Security Access **Add Document** access level of **No Access** prevents a user from accessing site memorandum documents.

- **Select New Document Type Window Objects**

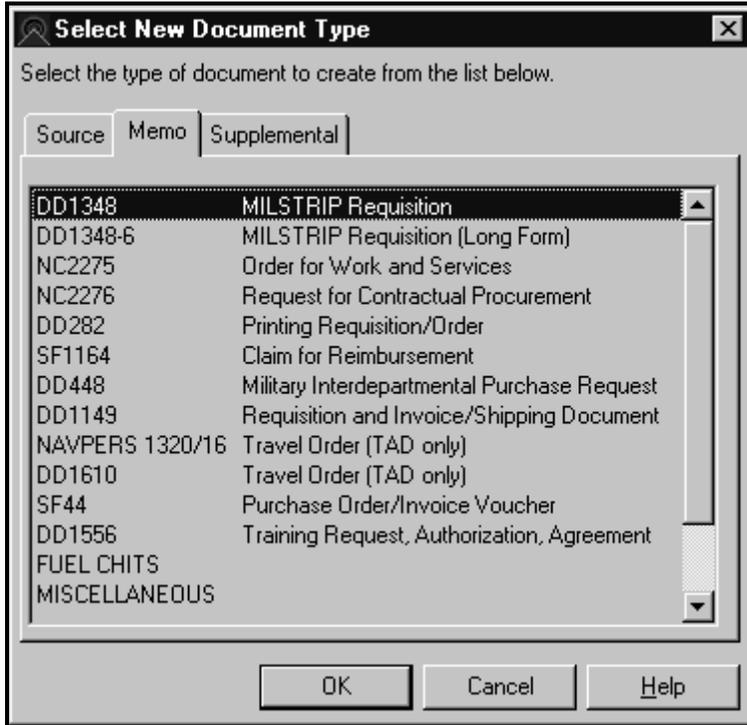


Figure 5.2
Select New
Document Type
Window Memo Tab

Source Tab

Displays the source documents that you can create, excluding supplemental source documents.

Memo Tab

Displays the memorandum documents that you can create.

Supplemental Tab

Displays the supplemental source documents that you can create.

OK

Allows you to proceed with creating the selected document.

Cancel

Closes the Select New Document Type window without creating a new document.

Help

Opens the reference help topic on the Select New Document Type window.

R **Add New Memorandum Options**

- **Enter a new DD1348**
- **Enter a new DD1348-6**

- Enter a new NC2275
- Enter a new NC2276
- Enter a new DD282
- Enter a new SF1164
- Enter a new DD448
- Enter a new DD1149
- Enter a new NAVPERS 1320/16
- Enter a new DD1610
- Enter a new SF44
- Enter a new DD1556
- Enter a new fuel chit
- Enter a new miscellaneous memorandum
- Enter a new GSA document memorandum
- Enter a new civilian labor memorandum
- Enter a new credit card memorandum

■ ***Steps for Entering a New DD1348***

Use the MILSTRIP Requisition Form DD1348 memorandum to order material through the supply system. If your FA has set up your site for station use, transactions generated on the DD1348 will not be included when you export data to the FA. The obligations that result from these requisitions are recorded in the official accounting system using the Station Use tape.

1. On the Select New Document Type window **Memo** tab, ensure that **DD1348 MILSTRIP Requisition** is selected from the list of memorandum documents and select the **OK** button.

The DD1348 is selected by default when the Select New Document Type window first opens.

The Select Serial Range window will open if there is more than one serial range assigned to the document type.

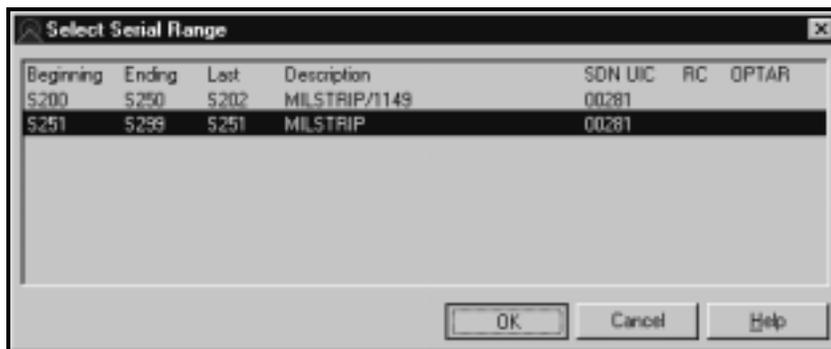


Figure 5.3
Select Serial
Range
Window

2. Select the serial range with which you wish to associate the new DD1348 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo DD1348 window will open. If you wish to abort creating a new DD1348, select the **Close** button to close the New Memo DD1348 window.

3. Select the required JON from the **JON** drop-down list.
4. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
5. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR Log** field.
6. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
7. Enter the required value in the **Quantity** field.
8. If you wish to enter data in the optional remaining data fields, select the desired field and enter the applicable data.

Tip Refer to Optional Elements on the New Memo DD1348 topic in FASTDATA Site Reference Help for details on each optional entry.

Tip If the unit price you enter is zero (0), the transaction is treated as a no-charge item and no obligation is created for the transaction.

9. When you have entered all required and optional data, select the **Save** button.

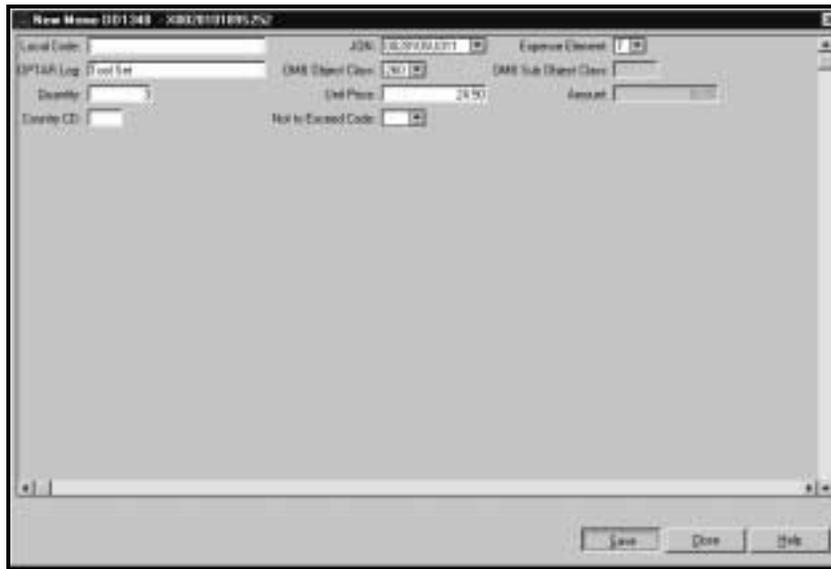


Figure 5.4
Saving a
New
DD1348

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD1348.

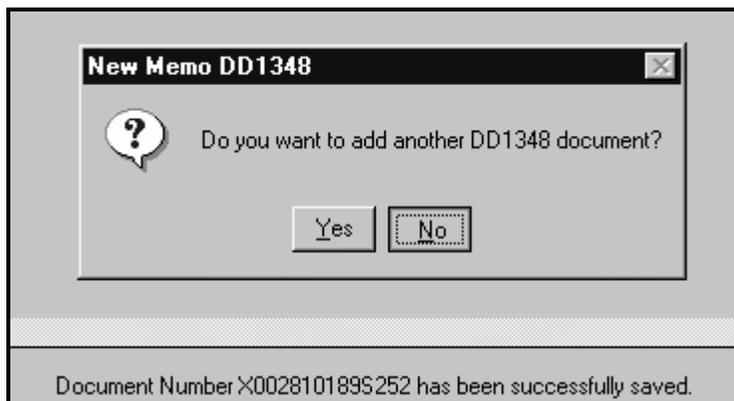


Figure 5.5
Adding
Additional
DD1348s

10. If you have another DD1348 to add, select the **Yes** button and continue entering new data and saving it.
11. If you have no other DD1348 to add, select the **No** button to close the New Source DD1348 window.

■ **Steps for Entering a New DD1348-6**

Use the MILSTRIP Requisition Form DD1348-6 memorandum to order National Stock Number (NSN) items, part number items, or items that require specific identifying data. Transactions generated from the DD1348-6 are included when you export data to the FA, and are recorded as commitments when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **DD1348-6 MILSTRIP Requisition (Long Form)** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new DD1348-6 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo DD1348-6 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new DD1348-6, select the **Close** button to close the New Memo DD1348-6 window.

3. Select the required JON from the **JON** drop-down list.
4. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
5. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR Log** field.
6. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
7. Enter the required value in the **Quantity** field.
8. If you wish to enter data in the optional remaining data fields, select the desired field and enter the applicable data.

Tip Refer to Optional Elements on the New Memo DD1348-6 topic in FASTDATA Site Reference Help for details on each optional entry.

9. When you have entered all required and optional data, select the **Save** button.

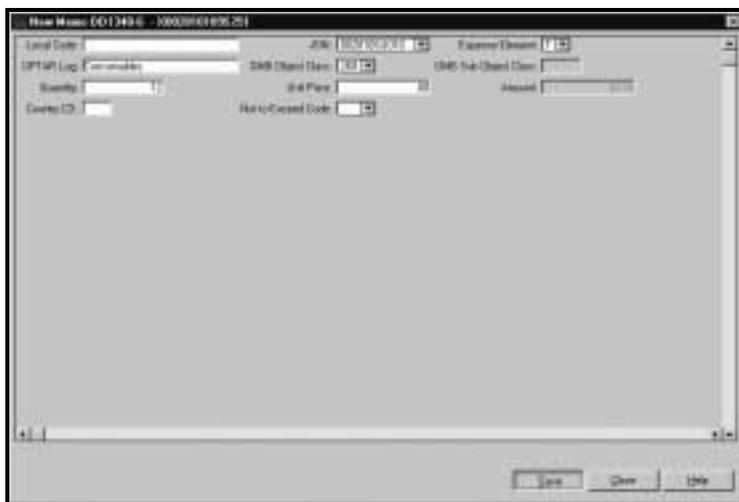


Figure 5.6
Saving a New
DD1348-6

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD1348-6.

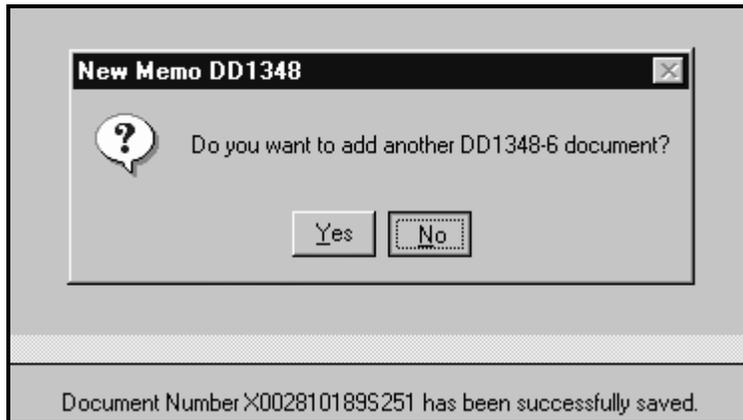


Figure 5.7
Adding
Additional
DD1348s

10. If you have another DD1348-6 to add, select the **Yes** button and continue entering new data and saving it.
11. If you have no other DD1348-6 to add, select the **No** button to close the New Source DD1348-6 window.

■ **Steps for Entering a New NC2275**

The NC2275 memorandum is a reimbursable order and is used when one component of the Navy requests work or services to be performed by another component of the Navy. The NC2275 establishes a commitment transaction that will be included in the export to the official accounting system. There are two formats for the NC2275: the Economy Act and the Project Order. Each format requires acceptance to generate an obligation transaction. The data you enter for both formats is the same, but the system-generated format of the document control number (DCN) is different for each. For an Economy Act NC2275, the ninth and tenth positions of the DCN are *WR* while the ninth and tenth positions of the DCN for a Project Order NC2275 are *PO*.

1. On the Select New Document Type window **Memo** tab, select **NC2275 Order for Work and Services** from the list of memorandum documents and select the **OK** button. The Select NC2275 Document Order Type window will open.

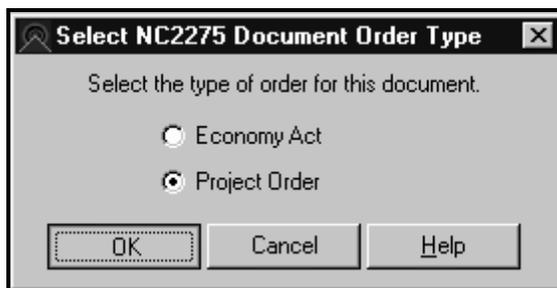


Figure 5.8
Select NC2275
Document Order
Type Window

2. Select the document type you wish to create and select the **OK** button. The default type is **Economy Act**.

Tip The detailed steps that follow are for creating a Project Order NC2275.

The Select NC2275 Document Order Type window will close and the Select Serial Range window will open if there is more than one serial range assigned to the document type.

3. Select the serial range with which you wish to associate the new NC2275 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo NC2275 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new NC2275, select the **Close** button to close the New Memo NC2275 window.

4. Enter the required purpose of the log entry in the **OPTAR Log** field.
5. Enter the required accounting classification reference number (ACRN) in the **ACCOUNTING CLASSIFICATION** fields.

To enter the ACRN, right-click on any **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the shortcut menu.



Figure 5.9
Opening the
New ACRN
Window

The New ACRN window will open.

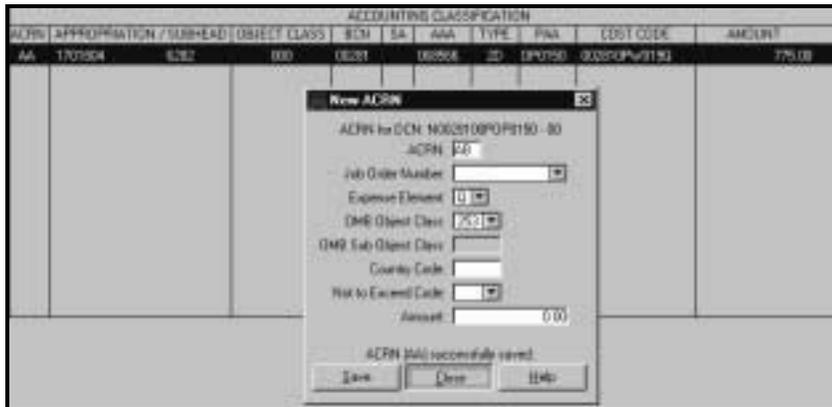


Figure 5.10
Entering an
ACRN for
the NC2275

6. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.

7. Select the required JON from the **Job Order Number** drop-down list.
8. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
9. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
10. If applicable, enter an amount in the **Amount** field.
11. If you wish to enter data on any remaining ACRN window data field, select the desired field and enter the applicable data.
12. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo NC2275 window.
13. Select the **Close** button to close the window if you have no other ACRNs to add.
14. If you wish to enter data in the optional remaining data field on the New Memo NC2275 window, select the field and enter the applicable data.

Tip Refer to Optional Elements on the New Memo NC2275 topic in FASTDATA Site Reference Help for details on each optional entry.

15. When you have entered all required and optional data, select the **Save** button.

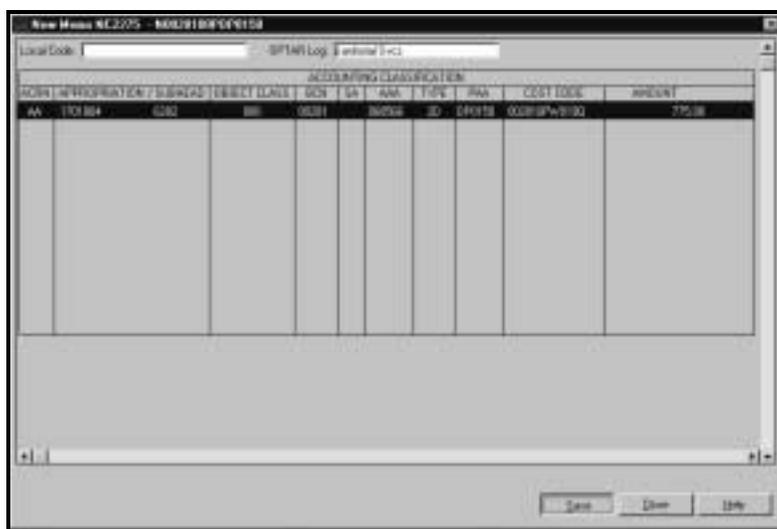


Figure 5.11
Saving a New
NC2275

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another NC2275.

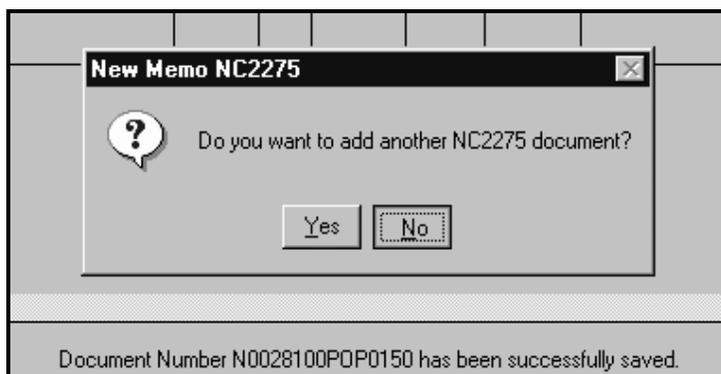


Figure 5.12
Adding Additional
NC2275s

16. If you have another NC2275 to add, select the **Yes** button and continue entering new data and saving it.
17. If you have no other NC2275 to add, select the **No** button to close the New Memo NC2275 window.

■ Steps for Entering a New NC2276

Use the NC2276 Request for Contractual Procurement to request material, equipment, work, or services when requirements can be satisfied through contracts placed with commercial sources. Transactions generated from the NC2276 are included when you export data to the FA, and are recorded as commitments when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **NC2276 Request for Contractual Procurement** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new NC2276 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo NC2276 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new NC2276, select the **Close** button to close the New Memo NC2276 window.

3. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR Log** field.
4. Enter the required ACRN in the **ACCOUNTING CLASSIFICATION** fields.

To enter the ACRN, right-click on any **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the shortcut menu. The New ACRN window will open.

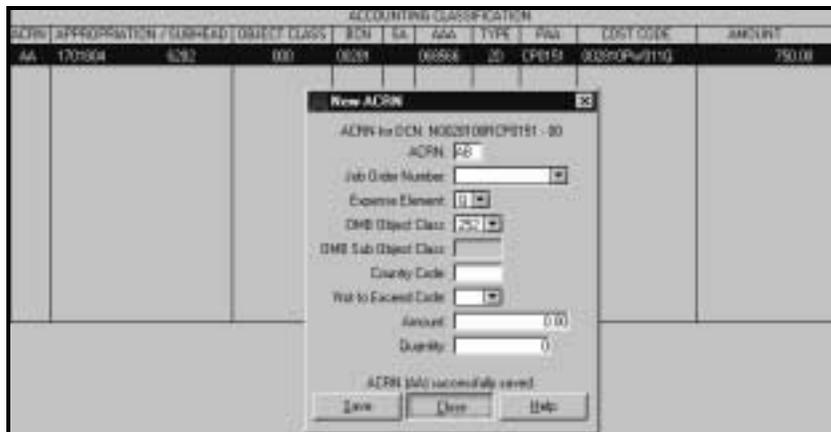


Figure 5.13
Entering an
ACRN for
the NC2276

5. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
6. Select the required JON from the **Job Order Number** drop-down list.
7. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
8. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
9. Enter the required value in the **Amount** field.
10. If you wish to enter data on any remaining ACRN window data field, select the desired field and enter the applicable data.
11. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo NC2276 window.
12. Select the **Close** button to close the window if you have no other ACRNs to add.
13. If you wish to enter data in the optional remaining data fields on the New Memo NC2276 window, select the desired field and enter the applicable data.

Tip Refer to Optional Elements on the New Memo NC2276 topic in FASTDATA Site Reference Help for details on each optional entry.

14. When you have entered all required and optional data, select the **Save** button.

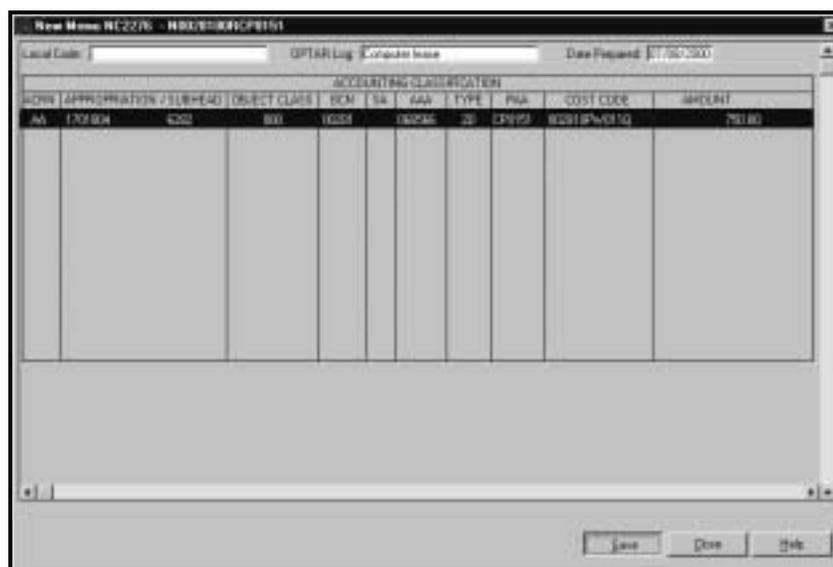


Figure 5.14
Saving a New
NC2276

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another NC2276.

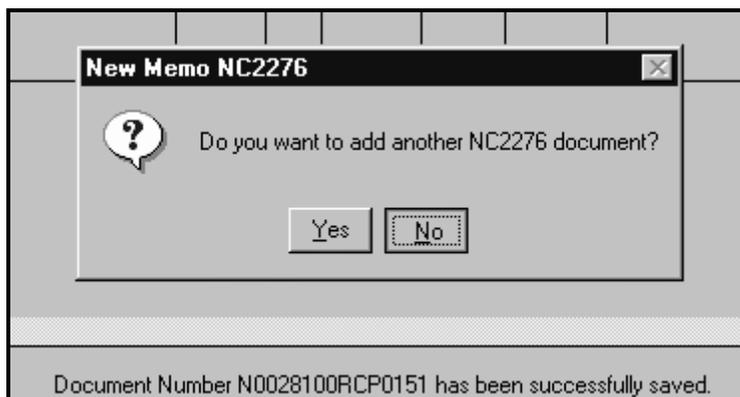


Figure 5.15
Adding Additional
NC2276s

15. If you have another NC2276 to add, select the **Yes** button and continue entering new data and saving it.
16. If you have no other NC2276 to add, select the **No** button to close the New Memo NC2276 window.

■ Steps for Entering a New DD282

Use the DD282 Printing Requisition/Order to order printing and duplication services. The document may also be used to lease copiers obtained under programs centrally managed by the Defense Publications and Printing Service Management Office (DPPSO). Transactions generated from the DD282 are included when you export data to the FA, and are recorded as commitments when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **DD282 Printing Requisition/Order** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new DD282 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo DD282 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new DD282, select the **Close** button to close the New Memo DD282 window.

3. Select the required JON from the **JON** drop-down list.
4. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
5. Enter the required purpose of the log entry or the service being ordered in the **OPTAR Log** field.

6. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
7. Enter the associated cost in the **Amount** field. The amount must be greater than zero.
8. If you wish to enter data in the optional remaining data fields, select the desired field and enter the applicable data.

Tip Refer to Optional Elements on the New Memo DD282 topic in FASTDATA Site Reference Help for details on each optional entry.

9. When you have entered all required and optional data, select the **Save** button.



Figure 5.16
Saving a New
DD282

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD282.

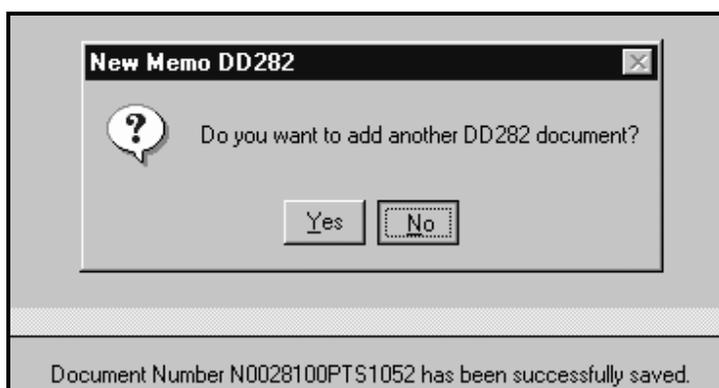


Figure 5.17
Adding Additional
DD282s

10. If you have another DD282 to add, select the **Yes** button and continue entering new data and saving it.
11. If you have no other DD282 to add, select the **No** button to close the New Memo DD282 window.

■ Steps for Entering a New SF1164

Use the SF1164 Claim for Reimbursement to claim any out of pocket expenses, such as for authorized mileage around the local area or for telephone calls, incurred by individuals conducting official business. The document establishes a receipt transaction when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **SF1164 Claim for Reimbursement** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new SF1164 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo SF1164 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new SF1164, select the **Close** button to close the New Memo SF1164 window.

3. Enter the required purpose of the log entry or the name of the item(s) that were received in the **OPTAR Log** field.
4. Enter the required ACRN in the **ACCOUNTING CLASSIFICATION** fields.

To enter the ACRN, right-click on any **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the shortcut menu. The New ACRN window will open.

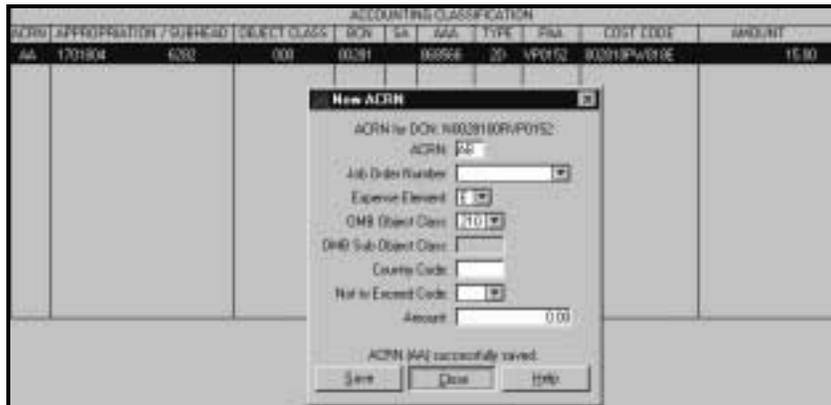


Figure 5.18
Entering an
ACRN for
the SF1164

5. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
6. Select the required JON from the **Job Order Number** drop-down list.
7. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
8. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.

9. If applicable, enter an amount in the **Amount** field.
10. If you wish to enter data on any remaining ACRN window data field, select the desired field and enter the applicable data.
11. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo SF1164 window.
12. Select the **Close** button to close the window if you have no other ACRNs to add.
13. If you wish to enter data in the optional remaining data field on the New Memo SF1164 window, select the field and enter the applicable data.

Tip Refer to Optional Elements on the New Memo SF1164 topic in FASTDATA Site Reference Help for details on each optional entry.

14. When you have entered all required and optional data, select the **Save** button.

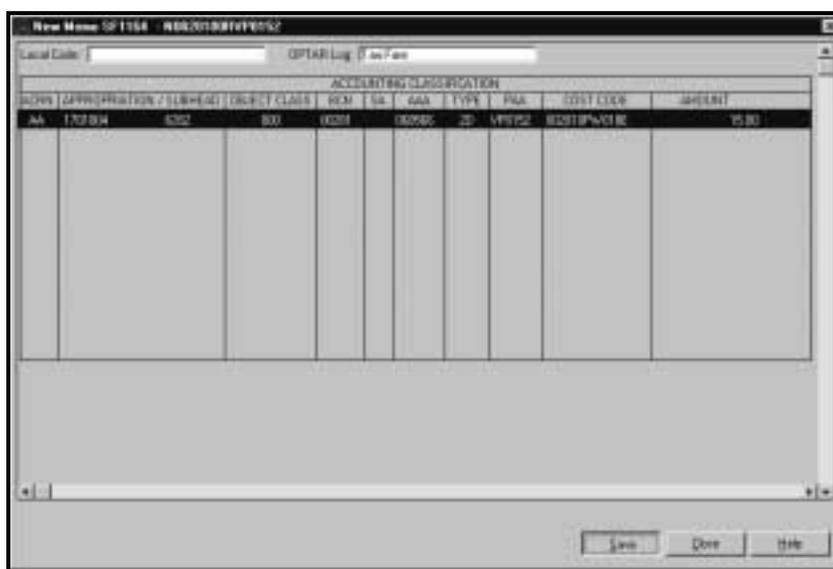


Figure 5.19
Saving a New SF1164

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another SF1164.

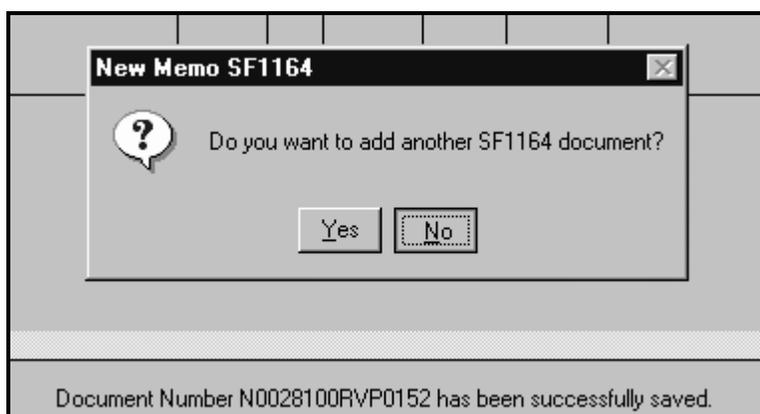


Figure 5.20
Adding Additional SF1164s

15. If you have another SF1164 to add, select the **Yes** button and continue entering new data and saving it.

16. If you have no other SF1164 to add, select the **No** button to close the New Memo SF1164 window.

■ Steps for Entering a New DD448

Use the DD Form 448 Military Interdepartmental Purchase Request memorandum to request performance of work or services (reimbursable – category 1) or to request contractual procurement action (category 2). On Project Order DD448s, the ACRNs are always Category 1. Economy Act DD448 ACRNs can be designated as Category 1 or Category 2. The acceptance of the DD448 ACRN(s) determines how the document is used. Regardless of the acceptance, the basic DD448 transactions are included when you export data to the FA and record a commitment when exported to STARS-FL. The DD448 Economy Act and DD448 Project Order are similar except that positions nine and ten of the DCN are *MP* for Economy Act and *PO* for Project Order.

1. On the Select New Document Type window **Memo** tab, select **DD448 Military Interdepartmental Purchase Request** from the list of memorandum documents and select the **OK** button. The Select DD448 Document Order Type window will open.

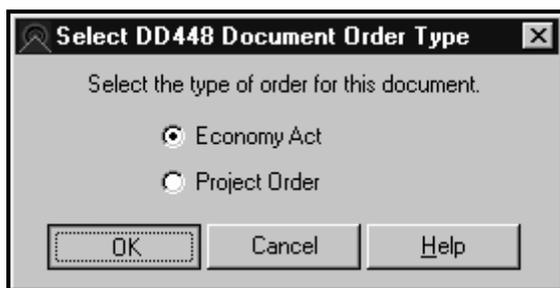


Figure 5.21
Select DD448
Document Order
Type Window

2. Select the document type you wish to create and select the **OK** button. The default type is **Economy Act**.

The Select DD448 Document Order Type window will close and the Select Serial Range window will open if there is more than one serial range assigned to the document type.

3. Select the serial range with which you wish to associate the new DD448 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo DD448 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new DD448, select the **Close** button to close the New Memo DD448 window.

4. Enter the required purpose of the log entry or the work or service being ordered in the **OPTAR Log** field.
5. Enter the required ACRN in the associated accounting data fields.

To enter the ACRN, right-click on any of the accounting data columns. Select the **New** item on the shortcut menu. The New ACRN window will open.

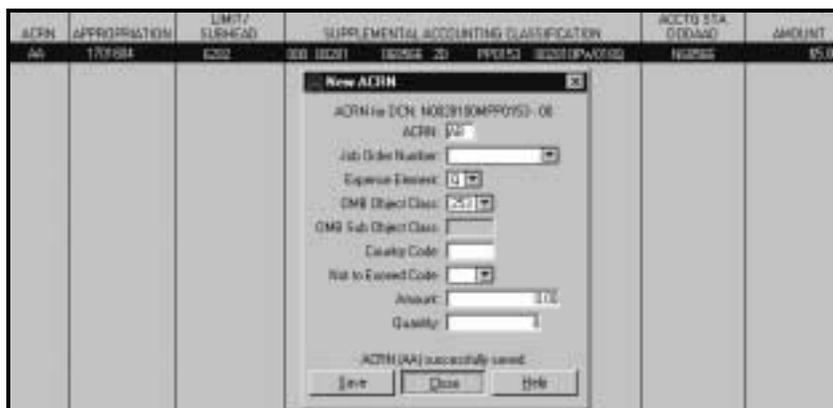


Figure 5.22
Entering an
ACRN for
the DD448

6. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
7. Select the required JON from the **Job Order Number** drop-down list.
8. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
9. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
10. Enter the required value in the **Amount** field.
11. If you wish to enter data on any remaining ACRN window data field, select the desired field and enter the applicable data.
12. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo DD448 window.
13. Select the **Close** button to close the window if you have no other ACRNs to add.
14. If you wish to enter data in the optional remaining data field on the New Memo DD448 window, select the field and enter the applicable data.

Tip Refer to Optional Elements on the New Memo DD448 topic in FASTDATA Site Reference Help for details on each optional entry.

15. When you have entered all required and optional data, select the **Save** button.

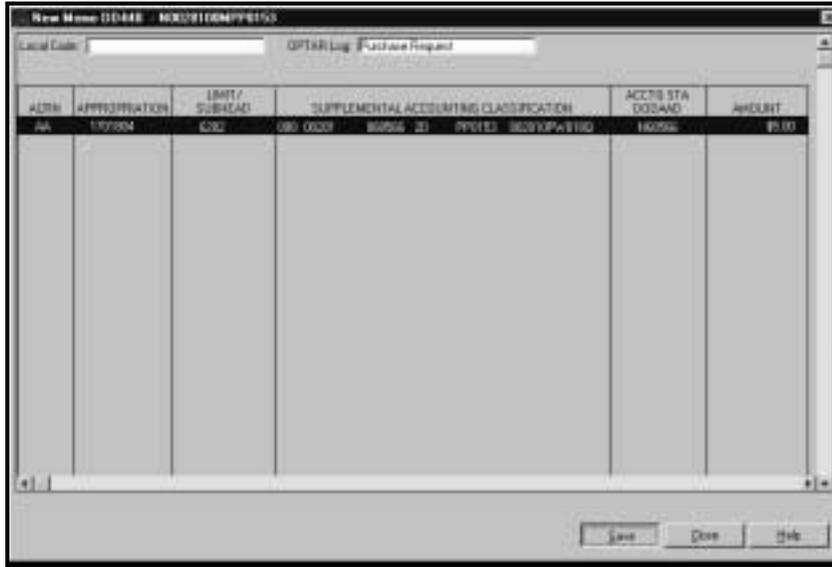


Figure 5.23
Saving a New
DD448

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD448.

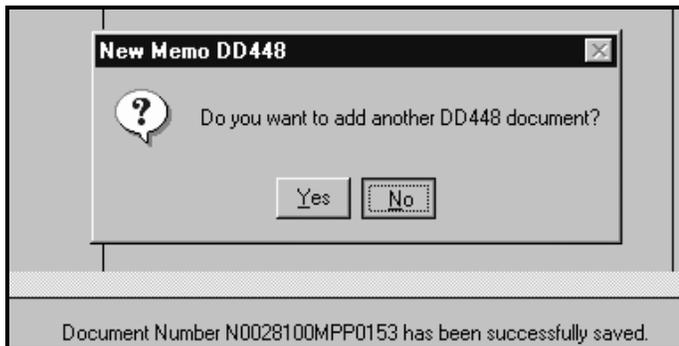


Figure 5.24
Adding Additional
DD448s

16. If you have another DD448 to add, select the **Yes** button and continue entering new data and saving it.

17. If you have no other DD448 to add, select the **No** button to close the New Memo DD448 window.

■ Steps for Entering a New DD1149

Use the DD1149 Requisition and Invoice/Shipping Document as a request for procurement. DD1149 transactions are included when you export to the FA and record as commitments when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **DD1149 Requisition and Invoice/Shipping Document** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.

2. Select the serial range with which you wish to associate the new DD1149 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo DD1149 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new DD1149, select the **Close** button to close the New Memo DD1149 window.

3. Select the required JON from the **JON** drop-down list.
4. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
5. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR Log** field.
6. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
7. Enter the required amount in the **Cost** field.
8. If you wish to enter data in the optional remaining data fields, select the desired field and enter the applicable data.

Tip Refer to Optional Elements on the New Memo DD1149 topic in FASTDATA Site Reference Help for details on each optional entry.

9. When you have entered all required and optional data, select the **Save** button.

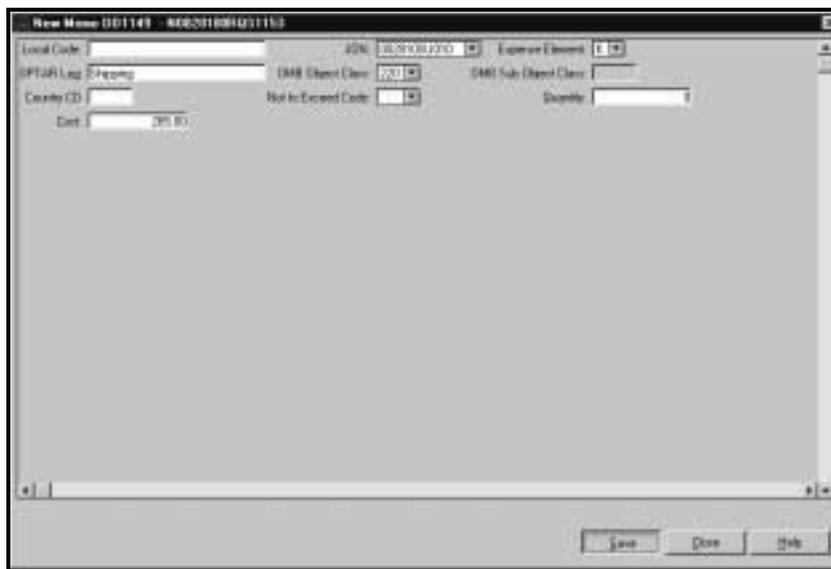


Figure 5.25
Saving a New
DD1149

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD1149.

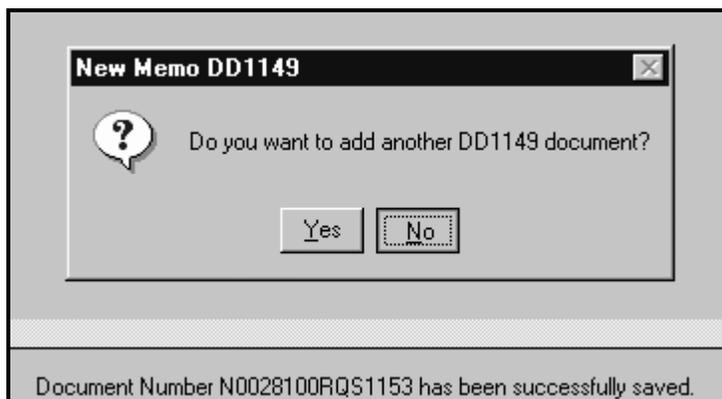


Figure 5.26
Adding Additional
DD1149s

10. If you have another DD1149 to add, select the **Yes** button and continue entering new data and saving it.
11. If you have no other DD1149 to add, select the **No** button to close the New Memo DD1149 window.

■ **Steps for Entering a New NAVPERS 1320/16**

Use the NAVPERS 1320/16 Travel Order (TAD only) memorandum to record temporary additional duty (TAD) travel for military personnel. The NAVPERS 1320/16 is a multiple ACRN memo travel format. It is included when you export to the FA and records as an obligation when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **NAVPERS 1320/16 Travel Order (TAD only)** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new NAVPERS 1320/16 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo NAVPERS 1320/16 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new NAVPERS 1320/16, select the **Close** button to close the New Memo NAVPERS 1320/16 window.

3. Enter the required purpose of the log entry in the **OPTAR Log** field.
4. Enter the required name of the person traveling in the **TRAVELER NAME** field.
5. Enter the required expected return date in the **EST RETURN DATE** field.
6. Enter the required ACRN in the **ACCOUNTING CLASSIFICATION** fields.

To enter the ACRN, right-click on any **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the shortcut menu. The New ACRN window will open.



Figure 5.27
Entering an
ACRN for the
NAVPERS
1320/16

7. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
8. Select the required JON from the **Job Order Number** drop-down list.
9. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
10. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
11. Enter the required value in the **Amount** field.
12. If you wish to enter data on any remaining ACRN window data field, select the desired field and enter the applicable data.
13. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo NAVPERS 1320/16 window.
14. Select the **Close** button to close the window if you have no other ACRNs to add.
15. If you wish to enter data in the optional remaining data field on the New Memo NAVPERS 1320/16 window, select the field and enter the applicable data.

Tip Refer to Optional Elements on the New Memo NAVPERS 1320/16 topic in FASTDATA Site Reference Help for details on each optional entry.

16. When you have entered all required and optional data, select the **Save** button.

The screenshot shows a window titled "New Memo NAVPERS 1320/16 - N0028100TOP0154". It contains a form with the following fields: LOCAL CODE, OFFICE CODE (with a dropdown menu), TRAVELER NAME (with a dropdown menu), and EST RETURN DATE. Below the form is a table with columns for ACCOUNTING CLASSIFICATION and ACCOUNT. The table has a header row and several data rows. At the bottom right of the window, there are three buttons: "Save", "Done", and "Title".

Figure 5.28
Saving a New
NAVPERS
1320/16

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another NAVPERS 1320/16.

The screenshot shows a dialog box titled "New Memo NAVPERS 1320/16". It contains a question mark icon and the text "Do you want to add another NAVPERS 1320/16 document?". Below the question are two buttons: "Yes" and "No". At the bottom of the dialog box, there is a status bar that reads "Document Number N0028100TOP0154 has been successfully saved."

Figure 5.29
Adding Additional
NAVPERS 1320/16s

17. If you have another NAVPERS 1320/16 to add, select the **Yes** button and continue entering new data and saving it.

18. If you have no other NAVPERS 1320/16 to add, select the **No** button to close the New Memo NAVPERS 1320/16 window.

■ **Steps for Entering a New DD1610**

Use the DD1610 Travel Order (TAD only) memorandum to record TAD travel for Department of Defense (DOD) non-military personnel. The DD1610 is a multiple ACRN memo travel format. It is included when you export to the FA and records as an obligation when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **DD1610 Travel Order (TAD only)** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new DD1610 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo DD1610 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new DD1610, select the **Close** button to close the New Memo DD1610 window.

3. Enter the required purpose of the log entry in the **OPTAR LOG** field.
4. Enter the required name of the person traveling in the **TRAVELER NAME** field.
5. Enter the required expected return date in the **EST RETURN DATE** field.
6. Enter the required ACRN in the **ACCOUNTING CLASSIFICATION** fields.

To enter the ACRN, right-click on any **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the shortcut menu. The New ACRN window will open.

Figure 5.30
Entering an
ACRN for the
DD1610

7. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
8. Select the required JON from the **Job Order Number** drop-down list.
9. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
10. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
11. Enter the required value in the **Amount** field.
12. If you wish to enter data on any remaining ACRN window data field, select the desired field and enter the applicable data.
13. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo DD1610 window.
14. Select the **Close** button to close the window if you have no other ACRNs to add.
15. If you wish to enter data in the optional remaining data field on the New Memo DD1610 window, select the field and enter the applicable data.

Tip Refer to Optional Elements on the New Memo DD1610 topic in FASTDATA Site Reference Help for details on each optional entry.

16. When you have entered all required and optional data, select the **Save** button.

CLASS	DEPARTMENT	DATE	SUBHEAD	DATE OF CLASS	DCM	SA	AAA	TYPE	PGA	DDST/EXE	AMOUNT
AA	170804	0202	800	0001	0056	22	DP155	0001PW01E			150.00

Figure 5.31
Saving a New
DD1610

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD1610.

Figure 5.32
Adding Additional
DD1610s

17. If you have another DD1610 to add, select the **Yes** button and continue entering new data and saving it.
18. If you have no other DD1610 to add, select the **No** button to close the New Memo DD1610 window.

■ Steps for Entering a New SF44

Use the SF44 Purchase Order/Invoice Voucher memorandum as a valid document for any type of purchase. This form is usually found in cross-country flight packets and is commonly referred to as a *Cadillac chit*. Recording of the purchase is done

after material has been received. FASTDATA records the transaction as a receipt. The SF44 is included when you export to the FA and records as **Accounts Payable-Public** when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **SF44 Purchase Order/Invoice Voucher** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new SF44 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo SF44 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new SF44, select the **Close** button to close the New Memo SF44 window.

3. Enter the required purpose of the log entry or the name of the item(s) that were received in the **OPTAR LOG** field.
4. Select the required JON from the **Job Order Number** drop-down list.
5. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
6. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
7. Enter the associated cost in the **Obligation Amount** field. The amount must be greater than zero.
8. If you wish to enter data in the optional remaining data fields, select the desired field and enter the applicable data.

Tip Refer to Optional Elements on the New Memo SF44 topic in FASTDATA Site Reference Help for details on each optional entry.

9. When you have entered all required and optional data, select the **Save** button.

Figure 5.33
Saving a New
SF44

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another SF44.

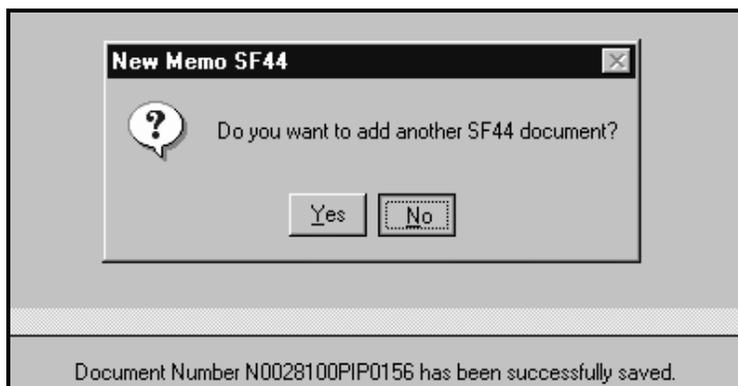


Figure 5.34
Adding Additional
SF44s

10. If you have another SF44 to add, select the **Yes** button and continue entering new data and saving it.
11. If you have no other SF44 to add, select the **No** button to close the New Memo SF44 window.

■ **Steps for Entering a New DD1556**

Use the DD1556 Request, Authorization, Agreement memorandum as a single ACRN form to request, authorize, fund, certify, reimburse, and evaluate training for Department of Defense personnel. The training can be from a government or non-government source. Initially, the new DD1556 memo records as a commitment; you create the obligation when you accept the document. The DD1556 memo is included

when you export to the FA and records as an obligation when exported to STARS-FL. The DD1556 memo amount cannot exceed \$25,000.

1. On the Select New Document Type window **Memo** tab, select **DD1556 Request, Authorization, Agreement** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new DD1556 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo DD1556 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new DD1556, select the **Close** button to close the New Memo DD1556 window.

3. Enter the required purpose of the log entry in the **OPTAR LOG** field.
4. Enter the required name of the person attending the training in the **Trainee's Name** field.
5. Enter the training start date in the **Start Date** field.
6. Select the required JON from the **Job Order Number** drop-down list.
7. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
8. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
9. If you want to accept the document, check the **Accept document and generate obligation** check box. If you check this box, you must enter values for **Accepting Official** and **Accepting Date**. The default date is the current system date.

Tip When creating a new DD1556 memorandum, if you manually enter a new name for **Accepting Official** and then save the document, the value is automatically added to the Address Book. The new value will then be available for selection on any other DD1556 memorandums.

Tip You also can use the **File** menu **Accept Document** process to accept DD1556 documents.

10. If you wish to enter data in the optional remaining data fields, select the desired field and enter the applicable data.

Tip Refer to Optional Elements on the New Memo DD1556 topic in FASTDATA Site Reference Help for details on each optional entry.

11. When you have entered all required and optional data, select the **Save** button.

Figure 5.35
Saving a New
DD1556

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD1556.

Figure 5.36
Adding Additional
DD1556s

12. If you have another DD1556 to add, select the **Yes** button and continue entering new data and saving it.

13. If you have no other DD1556 to add, select the **No** button to close the New Memo DD1556 window.

■ Steps for Entering a New Fuel Chit

Use the fuel chit to document the purchase of aviation fuel or oil and costs associated with fueling and servicing of aircraft and, in the case of the defueling of an aircraft, to document a credit. FASTDATA records a fuel chit transaction as a receipt. The transactions are included when you export to the FA and record as **Accounts Payable-Public** in the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **Fuel Chits** from the list of memorandum documents and select the **OK** button. The Enter DCN - Fuel Chit window will open.



Figure 5.37
Enter DCN - Fuel
Chit Window

2. Enter the required number in the **DCN** field and select the **OK** button. The DCN must be a 14-position MILSTRIP number or a 15-position DCN with *PI* in position nine and ten.

The New Memo Fuel Chit window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new fuel chit, select the **Close** button to close the window.

3. Check the **On Station Flag** check box if the fuel or service that the aircraft received was provided at its home base.
4. If you wish, you can change the required date in the **Date Issued** field. The default value is the current date. Date entered must be within the active fiscal year.

Tip The Date Issued field is protected if you're creating a fuel chit for a 14-position DCN. The default date displayed is derived from the Julian date of the DCN.

5. Select the required value from the **Service Performed** drop-down list. The default value is **Fuel**.
6. Select the required value from the **Fuel / Oil Type** drop-down list. The default value is **JP5**.
7. Enter the required amount in the **Quantity** field.
8. Enter the required amount in the **Cost** field. You can enter a negative amount if you selected **Defuel** from the **Service Performed** drop-down list.
9. Select the required JON from the **Job Order Number** drop-down list.
10. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.

NOTE The value for the associated OMB object class for either the **R** or **V** expense element is **260** and cannot be changed.

11. Enter the required purpose of the log entry or the name of the item(s) having been received in the **OPTAR Log** field.
12. If you wish to enter data in the optional remaining data fields, select each desired field and enter the applicable data.

Tip Refer to Optional Elements on the New Memo Fuel Chit topic in FASTDATA Site Reference Help for details on each optional entry.

13. When you have entered all required and optional data, select the **Save** button.

The screenshot shows a window titled "New Memo Fuel Chit - N0028100PISC042". The window contains several input fields and dropdown menus:

- On Station Flag:** A checkbox that is checked.
- Date Issued:** A date field containing "07/17/05".
- Account Type:** A dropdown menu with "G4" selected.
- Account Number:** A text field containing "0028".
- Service Performed:** A dropdown menu with "Fuel" selected.
- Fuel / Oil Type:** A dropdown menu with "J5" selected.
- Quantity:** A text field containing "100 Gallons".
- Cost:** A text field containing "22.00".
- Local Code:** An empty text field.
- AGN:** A dropdown menu with "0000PISC" selected.
- Expense Element:** A dropdown menu.
- OPTAR Log:** A text field containing "Fuel Commercial".
- DMR Object Class:** A dropdown menu with "00" selected.
- DMR Sub Object Class:** An empty text field.

 At the bottom right of the window, there are three buttons: "Save", "Close", and "Help".

Figure 5.38
Saving a New
Fuel Chit

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another fuel chit.

The screenshot shows a dialog box titled "New Memo Fuel Chit" with a question mark icon. The text inside the dialog box reads: "Do you want to add another Fuel Chit document?". Below the text are two buttons: "Yes" and "No". At the bottom of the dialog box, there is a status bar that reads: "Document Number N0028100PISC042 has been successfully saved."

Figure 5.39
Adding Additional
Fuel Chits

14. If you have another fuel chit to add, select the **Yes** button and continue entering new data and saving it.
15. If you have no other fuel chit to add, select the **No** button to close the New Memo Fuel Chit window.

■ Steps for Entering a New Miscellaneous Memorandum

Use the miscellaneous memorandum when a specific financial memo type is not available. The record is included when you export to the FA and is recorded as an obligation when exported to the official accounting system.

1. On the Select New Document Type window **Memo** tab, select **Miscellaneous** from the list of memorandum documents and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new miscellaneous memo and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated.

The New Memo Miscellaneous window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new miscellaneous memo, select the **Close** button to close the window.

3. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR LOG** field.
4. Enter the required ACRN in the **ACCOUNTING CLASSIFICATION** fields.

To enter the ACRN, right-click on any **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the shortcut menu. The New ACRN window will open.

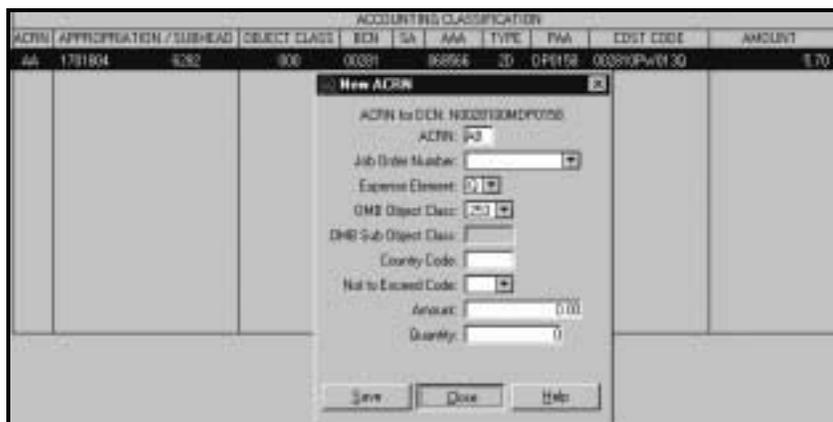


Figure 5.40
Entering an
ACRN for the
Miscellaneous
Memo

5. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
6. Select the required JON from the **Job Order Number** drop-down list.
7. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.

8. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
9. Enter the required value in the **Amount** field.
10. If you wish to enter data on any remaining ACRN window data fields, select the desired field and enter the applicable data.
11. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo Miscellaneous window.
12. Select the **Close** button to close the window if you have no other ACRNs to add.
13. If you wish to enter data in the optional remaining data field on the New Memo Miscellaneous window, select the field and enter the applicable data.

Tip Refer to Optional Elements on the New Memo Miscellaneous topic in FASTDATA Site Reference Help for details on the optional entry.

14. When you have entered all required and optional data, select the **Save** button.

ACCOUNTING CLASSIFICATION									
FUND	APPROPRIATION / SUB-HEAD	OBJECT CLASS	BCM	SA	AAA	TYPE	BSA	COST CODE	AMOUNT
AA	F00004	A002	000	0000	000000	00	000000	0000000000	0.00

Figure 5.41
Saving a New
Miscellaneous
Memo

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another miscellaneous document.

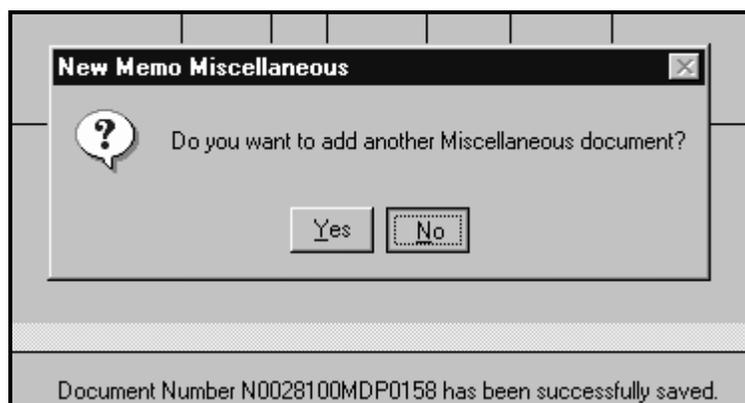


Figure 5.42
Adding Additional
Miscellaneous
Memos

15. If you have another miscellaneous memo to add, select the **Yes** button and continue entering new data and saving it.
16. If you have no other miscellaneous memo to add, select the **No** button to close the New Memo Miscellaneous window.

■ Steps for Entering a New GSA Memorandum

Use the General Services Administration (GSA) memorandum when you wish to create a document outside the serial range established for your site. The memo allows you to enter documents that FASTDATA does not produce and to enter documents that FASTDATA produces but that were produced off-line or by another activity. The GSA memo transaction is included when you export to the FA and is recorded as an obligation when exported to the official accounting system.

When you select **GSA Document** from the Select New Document Type window **Memo** tab, the Enter DCN - GSA window will open automatically. If you enter a DCN for a travel document (*TO* in the ninth and tenth positions), the New Memo GSA DD1610 window will open, displaying the memo DD1610 window elements. If you enter a MILSTRIP number, the Select Document Type window will open, allowing you to designate the new GSA memo as a DD1348, DD1348-6, DD1149, or GSA Memo document. If you enter a DCN with *PO* in the ninth and tenth positions, the Select Purchase Order Document Type window will open, allowing you to designate the new GSA memo as an NC2275, DD448, or GSA Memo. For a new GSA memo DD282, DD1149, DD1556, Miscellaneous, NC2276, SF44, or SF1164, enter the appropriate 15-character DCN and the New GSA Memo window of the designated type will open. Unless you are creating a memo GSA for a document outside FASTDATA, when you save the new memo GSA document, you will create a memo document of the type indicated by the entered DCN.

For more detail on the make-up of the DCN, refer to the DCN Composition topic in FASTDATA Site Reference Help.

1. On the Select New Document Type window **Memo** tab, select **GSA DOCUMENT** from the list of memorandum documents and select the **OK** button. The Enter DCN - GSA window will open.
2. Enter the required number in the **DCN** field and select the **OK** button.

The detailed steps that follow apply to true GSA memorandums only. Data entry requirements for all other GSA memos are identical to the associated memorandum type. For example, data entry requirements are the same whether you're creating a new DD1610 memo or a new Memo GSA DD1610.

The Enter DCN - GSA window will close and the New Memo GSA window will open if you entered a non-MILSTRIP DCN. If you entered a MILSTRIP DCN, the Select Document Type window will open. Select the **GSA** radio button. The New Memo GSA for MILSTRIP window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a GSA memo, select the **Close** button to close the window.

New Non-MILSTRIP GSA Memo

3. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR LOG** field.
4. If applicable, check the **GOV'T IND** check box. The default is unchecked.
5. Enter the required ACRN in the **ACCOUNTING CLASSIFICATION** fields.

To enter the ACRN, right-click on any **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the shortcut menu. The New ACRN window will open.

The screenshot shows a table with columns: ACRN, APPROPRIATION / SUBHEAD, OBJECT CLASS, DCN, SA, AAA, TYPE, PNA, COST CODE, and AMOUNT. The first row contains: AA, 1731804, 5282, 000, 00001, 50994, 20, 0P0158, 00000Pw0130, 1.70. A 'New ACRN' dialog box is open, showing the following fields: ACRN (AA), Job Order Number (dropdown), Expense Element (dropdown), OMB Object Class (dropdown), OMB Sub Object Class (text), Country Code (text), Not to Exceed Code (dropdown), Amount (0.00), and Quantity (1). Buttons for Save, Close, and Help are at the bottom.

Figure 5.43
Entering an
ACRN for a
Non-MILSTRIP
GSA Memo
Document

6. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
7. Select the required JON from the **Job Order Number** drop-down list.
8. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
9. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
10. Enter the required value in the **Amount** field.

11. If you wish to enter data on any remaining ACRN window data field, select the desired field and enter the applicable data.
12. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo GSA window.
13. Select the **Close** button to close the window if you have no other ACRNs to add.
14. If you wish to enter data in the optional remaining data field on the New Memo GSA window, select the field and enter the applicable data.

Tip Refer to the New Memo GSA topic in FASTDATA Site Reference Help for details on the optional entry.

15. When you have entered all required and optional data, select the **Save** button.

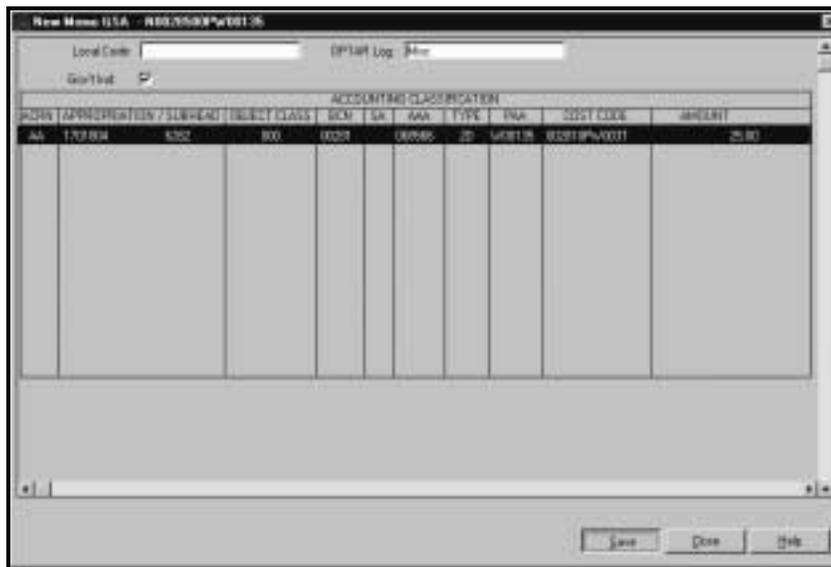


Figure 5.44
Saving a New
Non-MILSTRIP
GSA Memo
Document

NOTE The document will be saved as a GSA Document.

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another GSA Memo document.

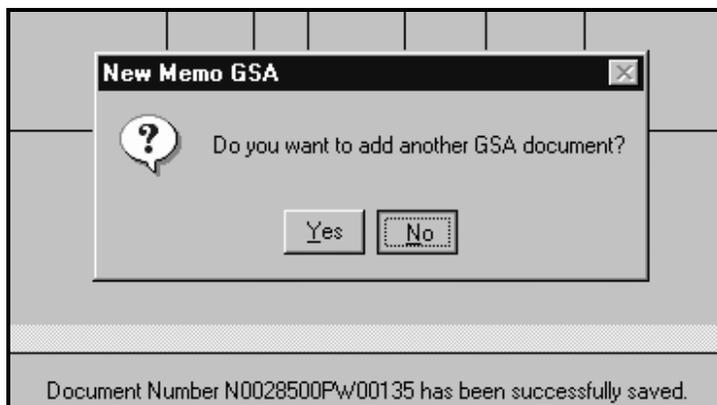


Figure 5.45
Adding Additional
Non-MILSTRIP GSA
Memo Documents

16. If you have another GSA Non-MILSTRIP memo to add, select the **Yes** button and continue entering new data and saving it.
17. If you have no other GSA Non-MILSTRIP memos to add, select the **No** button to close the New Memo GSA window.

New MILSTRIP GSA Memo

You must first perform steps 1 and 2 as described under **Steps for Entering a GSA Memorandum Document** and then select the **GSA** radio button on the Select Document Type window to open the New Memo GSA for MILSTRIP window.

3. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR Log** field.
4. Select the required JON from the **JON** drop-down list.
5. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
6. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
7. Enter the desired value in the **Quantity** field. The value can be equal to zero (0).
8. Enter the required value in the **Amount** field. The value must be greater than zero (0).
9. If you wish to enter data in the optional remaining data fields, select the desired field and enter the applicable data.

Tip Refer to the New Memo GSA for MILSTRIP topic in FASTDATA Site Reference Help for details on the optional entries.

10. When you have entered all required and optional data, select the **Save** button.

Figure 5.46
Saving a New
MILSTRIP
GSA Memo
Document

NOTE The document will be saved as a GSA Document.

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another GSA document.

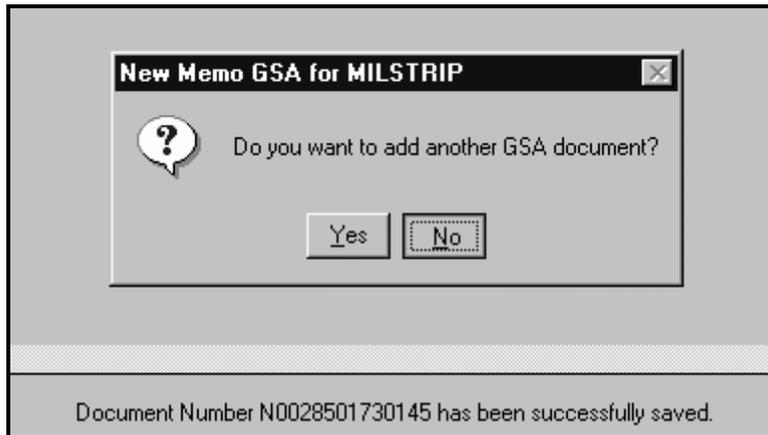


Figure 5.47
Adding Additional
MILSTRIP GSA
Memo Documents

11. If you have another MILSTRIP GSA memo to add, select the **Yes** button and continue entering new data and saving it.
12. If you have no other MILSTRIP GSA memos to add, select the **No** button to close the New Memo GSA for MILSTRIP window.

■ **Steps for Entering a New Civilian Labor Memorandum**

The Civilian Labor memo record is used to record memorandum labor costs when labor funds have been established at the FA level and the site wants to track labor expenditures. The transactions affect the OPTAR's status of funds. The JON used for the Civilian Labor memo must be valid and have a Labor authorization code. Civilian labor transactions are not exported to the FA/official accounting system.

1. On the Select New Document Type window **Memo** tab, select **Civilian Labor** from the list of memorandum documents and select the **OK** button. The Enter DCN - Civilian Labor window will open.
2. Enter the required number in the **DCN** field and select the **OK** button.

The Enter DCN - Civilian Labor window will close and the New Memo Civilian Labor window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a civilian labor memo, select the **Close** button to close the window.

3. If you wish, you can change the required date in the **LABOR DATE** field. The default date is the current date.
4. Enter the required purpose of the log entry in the **OPTAR LOG** field.
5. Enter the required ACRN in the accounting associated data fields.

To enter the ACRN, right-click on any of the accounting associated data columns. Select the **New** item on the shortcut menu. The New ACRN window will open.

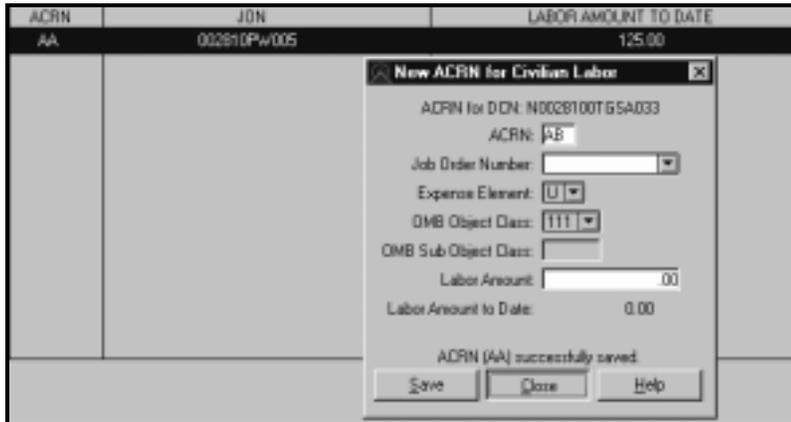


Figure 5.48
Entering an
ACRN for the
Civilian Labor
Memo

6. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
7. Select the required JON from the **Job Order Number** drop-down list.
8. If applicable, enter an amount in the **Labor Amount** field.
9. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Memo Civilian Labor window.
10. Select the **Close** button to close the window if you have no other ACRNs to add.
11. If you wish to enter data in the optional remaining data field, select the field and enter the applicable data.

Tip Refer to Optional Elements on the New Memo Civilian Labor topic in FASTDATA Site Reference Help for details on each optional entry.

12. When you have entered all required and optional data, select the **Save** button.

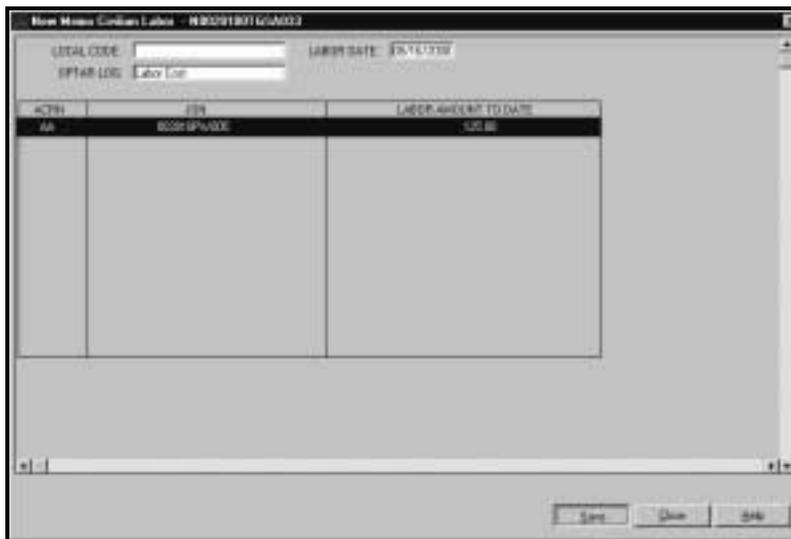


Figure 5.49
Saving a New
Civilian Labor
Memo

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another civilian labor memo.

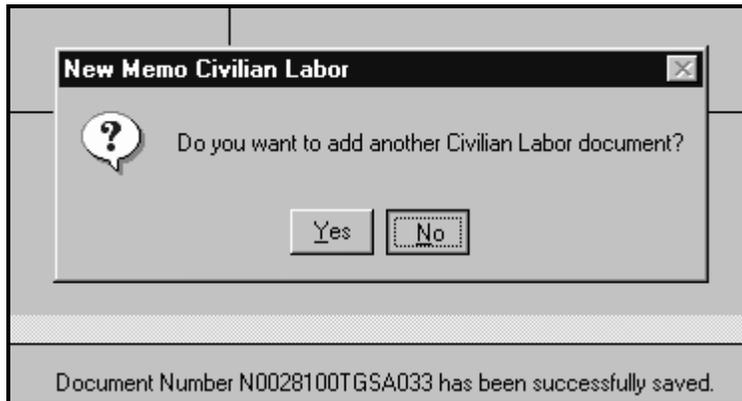


Figure 5.50
Adding
Additional
Civilian Labor
Memos

13. If you have another civilian labor memo to add, select the **Yes** button and continue entering new data and saving it.
14. If you have no other civilian labor memo to add, select the **No** button to close the New Memo Civilian Labor window.

■ **Steps for Entering a New Credit Card Memorandum**

Use the New Memo Credit Card window to document military purchase card (MPC) transactions. You also can create a new memo Credit Card for an item purchased with an MPC credit card that has been returned. Enter the negative amount on the Credit Card line item. The FA cannot export negative transaction amounts to STARS-FL so the Site application will not calculate the cost as a negative; rather, it will display the negative amount as **\$.01** on reports and summary information. You will also see that the negative amount displays as the value for the OPTAR Log. When the CitiDirect expenditure with the credit amount is imported, the credit MPC transaction will be reconciled.

For reversal transactions, after you create the new memo Credit Card document, you can cross-reference the Credit Card document to the desired requisition document via the Credit Card X-Ref window. For cross-referencing an imported MPC transaction, after you create the memo Credit Card document, use the Credit Card X-Ref window to locate the desired imported MPC transaction, then cross-reference the manually created Credit Card document with the MPC transaction. The Site application also creates Credit Card memo documents automatically when you import MPC transactions.

1. On the Select New Document Type window **Memo** tab, select **Credit Card** from the list of memorandum documents and select the **OK** button. The Enter DCN – Credit Card window will open.
2. Enter the required number in the **DCN** field and select the **OK** button.

The Enter DCN – Credit card window will close and the New Memo Credit Card window will open. Use the horizontal and vertical scrollbars to modify the view of the

document. If you wish to abort creating a credit card memo, select the **Close** button to close the window.

3. Enter a value in the required **OPTAR Log** field.
4. Select the required value from the **Job Order Number** drop-down list.
5. If you wish, you can change the required values for the **Expense Element** and **OMB Object Class**.
6. Enter the required line item data.

To enter the line item, right-click on any of the line item associated data columns. Select the **New** item on the shortcut menu. The New Line Item for Credit Card window will open and a system-generated sequential number will display on the **Item Number** field.

The screenshot shows a software window titled "New Line Item for Credit Card". The window has a header area with fields for "Reservation/ACRN", "Cardholder/Card", "Country CD", and "Job Order Number" (with a dropdown menu showing "0000000000"). Below this is a table with columns "Item Number" and "Line Item Desc". The main area contains a large text box for "Line Item Description" with the text "Computer chair". Below the text box are four input fields: "Quantity" (1), "Unit of Issue" (EA), "Unit Price" (75.00), and "Line Item Total" (00). At the bottom of the window are three buttons: "Save", "Close", and "Help".

Figure 5.51
Adding Line
Item for Credit
Card
Document

7. Enter the required value in the **Line Item Total** field. The entry is not required if, instead, you've entered a value in the **Quantity** and **Unit Price** field.
8. If you wish to enter data in the optional remaining data fields on the New Line Item for Credit Card window, select each desired field and enter the applicable data.
9. Select the **Save** button. FASTDATA will inform you that the line item was successfully saved and display the data on the New Memo Credit Card window.
10. Select the **Close** button to close the New Line Item for Credit Card window if you have no other line items to add.
11. If applicable, select the desired value from the **Vendor** drop-down list, or manually enter the data.

Tip After manually entering vendor data and selecting **Save**, depending on the entered data, FASTDATA displays different messages that, depending on how you acknowledge a given message, will automatically update your data entry, allow you to select the correct vendor, or enter a new vendor into the database.

12. If you wish, you can enter data in the optional remaining data fields. Refer to Optional Elements on the New Memo Credit Card topic in FASTDATA Site Module Reference Help for details.

13. When you have entered all desired data, select the **Save** button.

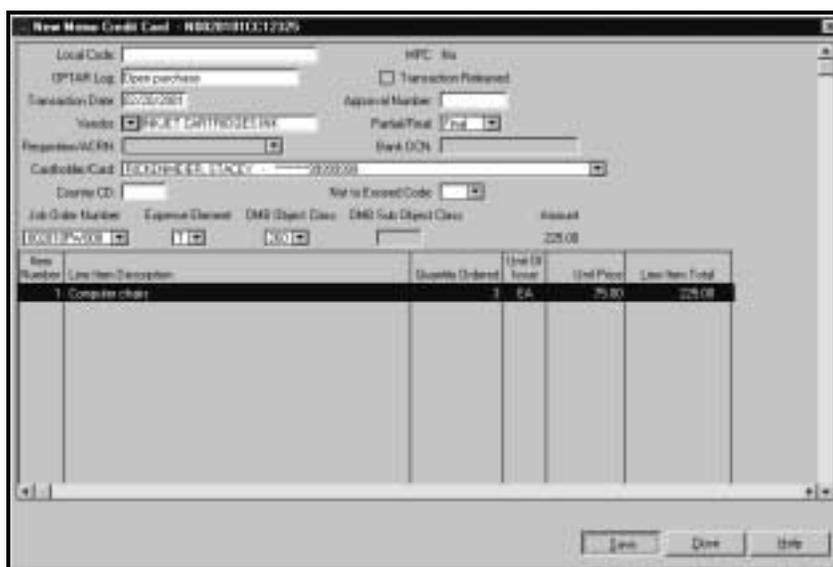


Figure 5.52
Saving a New Credit Card Memo

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another credit card memo.

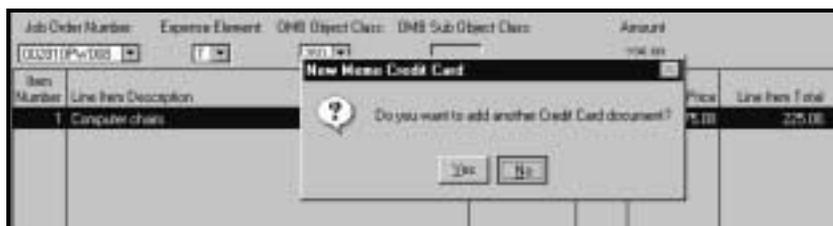


Figure 5.53
Adding Additional Credit Card Memos

14. If you have another credit card memo to add, select the **Yes** button and continue entering new data and saving it.

15. If you have no other credit card memo to add, select the **No** button to close the New Memo Credit Card window.