

Chapter 6 Maintain Source and Memorandum Documents

Overview

The Site application provides users with various options to maintain source and memorandum documents. Authorized users can select the desired maintenance option from the **File** menu. In addition, the application toolbar contains an **Update** button for updating existing site documents.

The FASTDATA Fund Administrator (FA) application Site User Maintenance window Site Security Access options control the user's access to maintain source and memorandum documents in the Site application. For example, if a user has **Display-Only** access to the **Modify Document** site security access option, that user can view but cannot modify 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 **Modify Document Update** can access the source and memorandum documents maintenance options.

Processes discussed in this chapter include updating, accepting, amending, canceling, and reinstating documents as well as creating and maintaining contracts, expenditures, and receipts. Not every option is available for both source and memorandum documents. Document restrictions are specifically addressed under the applicable option.

To begin maintenance of a source or memorandum document, select the desired option from the **File** menu. The **File** menu **Cancel** and **Reinstate Document** items are available only if you first display the desired document, using the **Display Document** option.

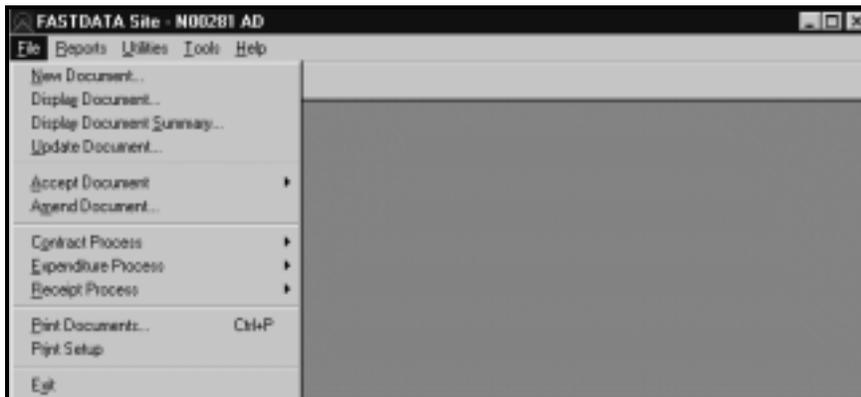


Figure 6.1
File Menu

Restrictions

- Site users with an **Update** setting on the FA Module Site User Maintenance window Site Security **Modify Documents** option can access document maintenance options.
- Site users with a **Display-Only** setting on the FA Module Site User Maintenance window Site Security **Modify Documents** option can view but not modify documents.
- Site users with a **No Access** setting on the FA Module Site User Maintenance window Site Security **Modify Documents** option cannot update or view documents.

R **Maintain Source and Memorandum Documents Options**

- **Update documents prior to export**
- **Update documents after export**
- **Accept documents**
- **Edit a document acceptance**
- **View a document acceptance**
- **Amend documents**
- **Cancel documents**
- **Reinstate documents**
- **Add a new contract**
- **Edit a contract**
- **View a contract**
- **Add an expenditure**
- **View an expenditure**
- **Add a new receipt**
- **Edit a receipt**
- **View a receipt**

• Select Document Window Objects

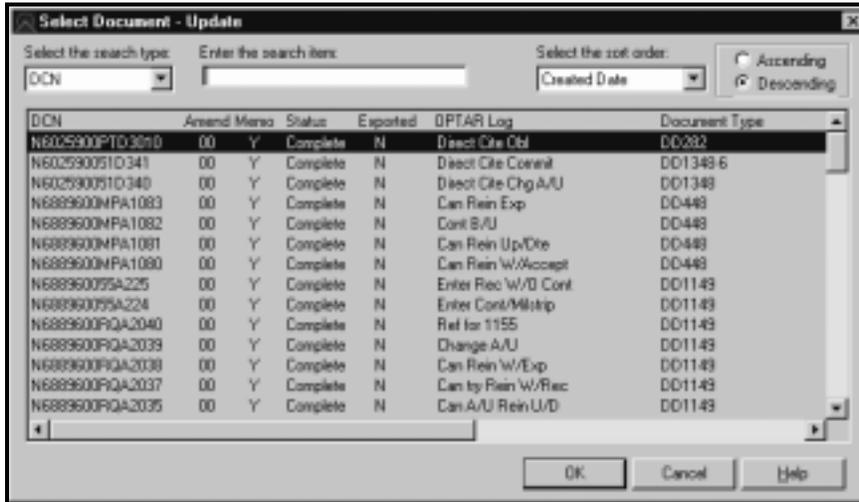


Figure 6.2
Select Document
Window

Select the search type

You can search by **DCN**, **Local Code**, **OPTAR Log**, or **Vendor**. Select the desired value from the drop-down list.

Enter the search item

Allows you to enter the desired value for the selected search type. For example, if you selected **DCN** for the search type, enter the desired **DCN** in this field.

Select the sort order

Allows you to change the sort order of the data displayed on the Select Document window. Select the desired value from the drop-down list. Valid values include **Created Date**, **DCN**, **Document Type**, **Local Code**, **Optar Log**, and **Serial Number**.

Ascending

Descending

Select the desired radio button for the sort order type: **Ascending** for smallest to greatest or **Descending** for greatest to smallest.

DCN

Identifies 15-character Standard Document Number (SDN), the 14-character Requisition Number (MILSTRIP/MILSTRAP), or the 13-character Procurement Instrument Identification Number (PIIN)/Contract Number.

Amend

Identifies a specific official amendment to a previously established financial document.

Memo

Indicates whether the document is a source (**N**) or memorandum (**Y**).

Status

Indicates a document or document number's current status.

Exported

Indicates whether the document has been exported to the FA; the system assigns this value when the record is exported to the FA.

OPTAR Log

Identifies the purposes of the OPTAR Log entry that will be printed on the OPTAR Log, or the name(s) of items being requisitioned.

Document Type

Identifies a specific document form number or name.

Local Code

A code of up to 20 characters that identifies document types and groupings for reporting purposes.

Vendor

Identifies the organization, person, or entity providing services or filing a claim for reimbursement. The actual value depends on the document type.

Created Date

Lists the date and time that a document was created.

OK

Accepts your document selection and closes the Select Document window.

Cancel

Aborts the action to select a document.

Help

Accesses the reference help topic on the Select Document window.

■ ***Steps for Updating Documents Prior to Export***

The update option allows you to modify existing source and memorandum documents prior to release and export to the FA.

If you wish, you can select a canceled document to update. Selecting a canceled document to update will reinstate the selected document.

1. Select **Update Document** from the **File** menu.

Tip You can also select the **Update** toolbar button to open the Select Document window.



Figure 6.3
Selecting
Update
Document

The Select Document - Update window will open. A list of documents that you can update will display.

2. Select the document you wish to update and select the **OK** button.

Tip To search for a specific document, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed documents, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

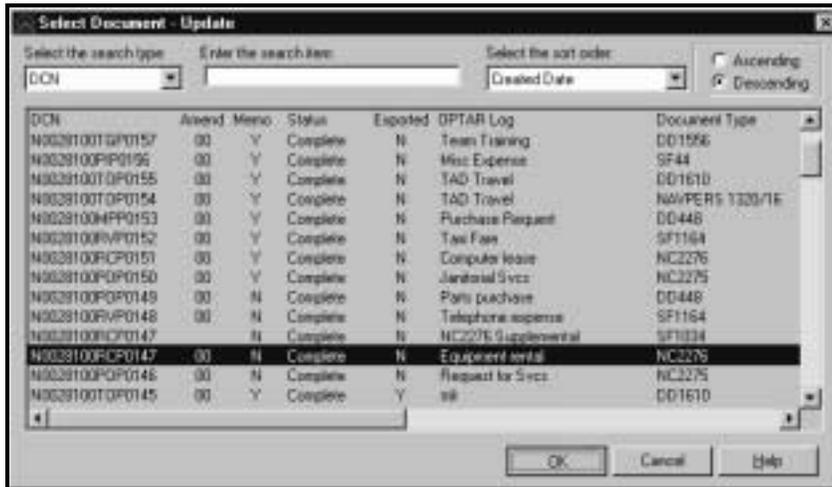


Figure 6.4
Selecting a
Document to
Update

In the example shown, the user has selected an NC2276 source document to update.

FASTDATA will inform you if supplemental documents exist for the document that you have selected to update.

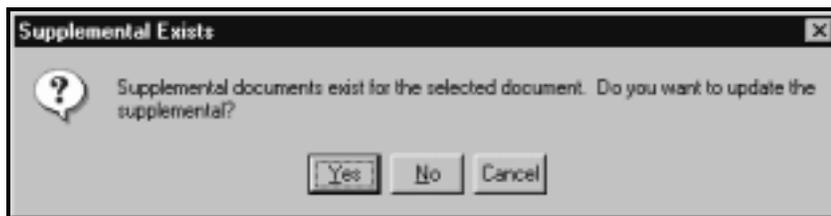


Figure 6.5
Supplemental
Documents
Message

Select **Yes** if you wish to update an associated supplemental document. The Select Supplemental Document window will open and allow you to select the supplemental document that you wish to update. Select **No** if you do not wish to update a supplemental document.

The Update window for the selected document will open.

3. Update the desired fields.

Consult the FASTDATA Site Reference Help for specifics on what fields can be updated for a particular source or memorandum document.

Tip You can add, delete, and modify accounting classification reference numbers (ACRNs) and line items for documents that contain line items or ACRNs. If you delete the only ACRN or line item for a document that requires a line item or ACRN, you must add another one to replace it.

4. If desired, update the ACRN.

To update the ACRN, right-click on the desired ACRN in the ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS columns. Select the **Delete** item on the shortcut menu if you wish to delete the ACRN or select **New** to add an ACRN. Select the **Update** item if you wish to modify the ACRN.



Figure 6.6
Opening the Update ACRN Window

The Update ACRN window will open.

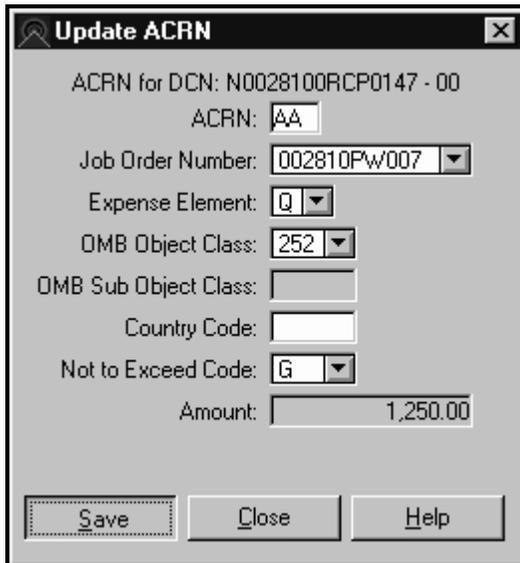


Figure 6.7
Updating an ACRN

5. After you have updated the desired ACRN fields, select the **Save** button to save your changes. The Update ACRN window will close.
6. If desired, update the line item.

To update the line item, right-click on the desired line item in the PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED columns. Select the **Delete** item on the shortcut menu if you wish to delete the line item or select **New** to add a line item. Select the **Update** item if you wish to modify the line item.

The Update Line Item window for the selected document type will open.

Figure 6.8
Updating a
Line Item

7. After you have updated the desired line item fields, select the **Save** button to save your changes. The Update Line Item window for the selected document type will close.
8. On the Update window for the selected document, select the **Save** button to save the new data. The Update window will close.

■ Steps for Updating Documents After Export

The update option for exported documents allows you to update certain document types, using the Correction After Export window. For credit card, training, or travel documents, the Correction After Export for Credit Card window, Correction After Export for Training Document window, or the Correction After Export for Travel Document window is used to update exported documents. The appropriate window opens when you select a document to update that has been exported to the FA. You can make limited changes to a document control number (DCN) or ACRN, and, in certain cases, transfer data from one DCN to another. Note that when you make changes to a DCN/ACRN for an MPC Credit Card document, your changes will apply to all transactions with that DCN, including amendments, if applicable.

The Correction After Export window elements you can change depend on many factors. If you wish to view details on the restrictions for updating specific window elements, refer to the appropriate Correction After Export topic in FASTDATA Site Reference Help.

NOTE Document types DD1155, SF30, Civilian Labor, DD1131, NC2061, and SF1034 are not available for correction after export.

1. Select **Update Document** from the **File** menu.

Tip You can also select the **Update** toolbar button to open the Select Document window.

The Select Document - Update window will open. A list of documents that you can update will display.

2. Select the exported document you wish to update and select the **OK** button.

Tip To search for a specific document, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed documents, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

FASTDATA will inform you that the selected document has been exported, or that an expenditure or receipt has been entered against the document, and that a correction screen will be provided. Select the **OK** button to proceed.

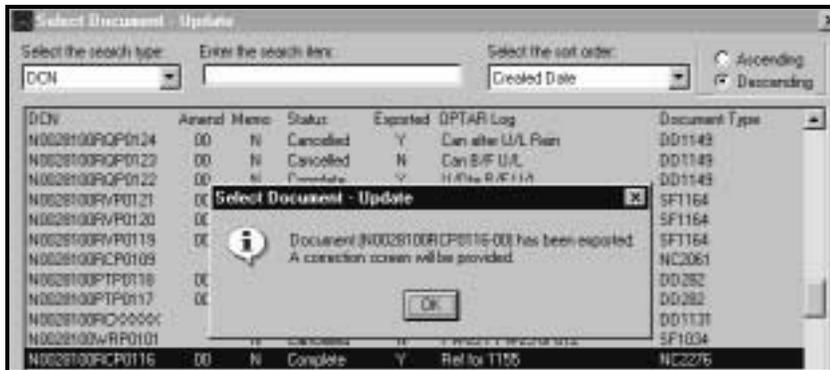


Figure 6.9
Selecting an
Exported
Document to
Correct

In this example, an NC2276 source document has been selected for correction after export.

3. If the selected document contains multiple ACRNs, the Select ACRN window will open. Select the ACRN you wish to correct and select the **OK** button.

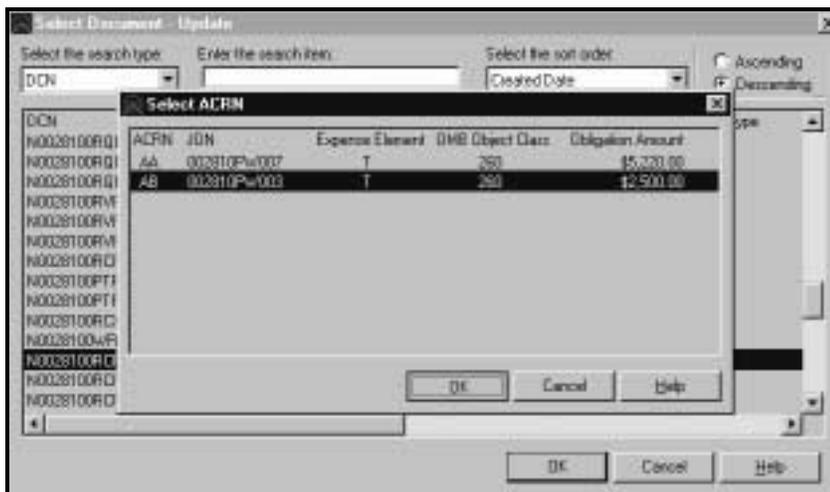


Figure 6.10
Selecting an
ACRN to
Correct

The Correction After Export, Correction After Export for Credit Card, Correction After Export for Training Document, or Correction After Export for Travel Document window will open, depending on the document you selected. Again, for this example, an NC2276 has been selected. The two columns displayed on the window mirror each other. The column on the left is display-only and contains existing document data, while the column on the right contains data elements that you can modify.

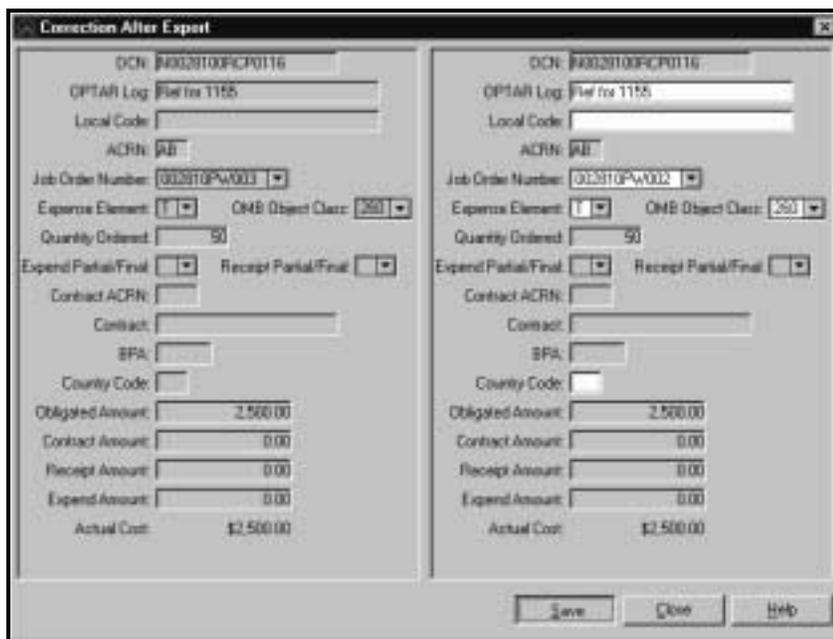


Figure 6.11
Correcting an
Exported
Document

4. Modify the desired data.

Tip If you change the DCN, assuming the field is editable, the change will apply to all ACRNs associated with the DCN. Changes to other values apply only to the ACRN you selected prior to opening the Correction After Export window (if you are correcting a multiple-ACRN document). You cannot change the DCN on source documents.

5. Select the **Save** button. FASTDATA will ask you if you want to correct another ACRN on the document.

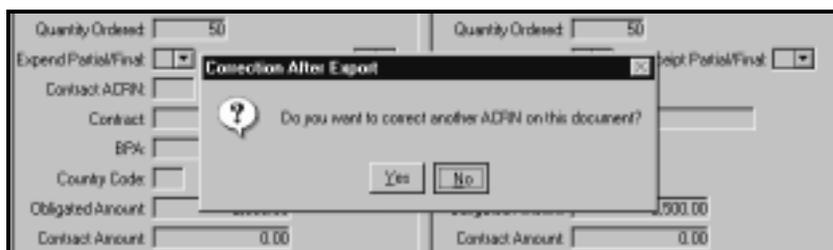


Figure 6.12
Correcting
Additional
ACRNs

6. If you have another ACRN to correct, select the **Yes** button and continue modifying the desired data.
7. If you have no other ACRN to correct, select the **No** button to close the Correction After Export window.

■ Steps for Accepting Documents

The accept document option allows you to accept an NC2275, NC2276, DD448, or DD1556 document, or any associated amendments. You also can accept credit card documents. When you accept an NC2275, or accept an amount as reimbursable on a DD448, FASTDATA will create an obligation transaction for export to STARS-FL. To create a contract, receipt, or DD1155 for an NC2276 document with an amount greater than \$25,000, you must first accept the NC2276.

NOTE When you accept a DD448 document that has amendments, any associated amendment will not automatically be accepted. The accept process for a DD448 will accept the selected document, the basic document, and any associated amendments with a lower amendment number. To accept the basic document and all associated amendments, accept the most recent amendment.

NOTE Accepting a Project Order DD448 will generate an obligation transaction for each document ACRN. Accepting an Economy Act DD448 ACRN as **Category 1** (reimbursable) will generate an obligation transaction. You must create a contract or enter contract information to generate an obligation when you accept an Economy Act ACRN as **Category 2** (direct funds citation).

NOTE When you accept an NC2276 or DD1556 document that has one or more amendments, you can accept only one document or amendment at a time. You must perform a separate accept action for each basic document or amendment.

NOTE When you accept an NC2275 amendment, the accept process will accept the selected amendment, the basic document, and any associated amendments with a lower amendment number. To accept the basic document and all associated amendments, accept the most recent amendment.

Refer to the appropriate Accept Document topic in FASTDATA Site Reference Help for additional information on accepting documents.

1. Select **New** from the **File** menu **Accept Document** submenu.

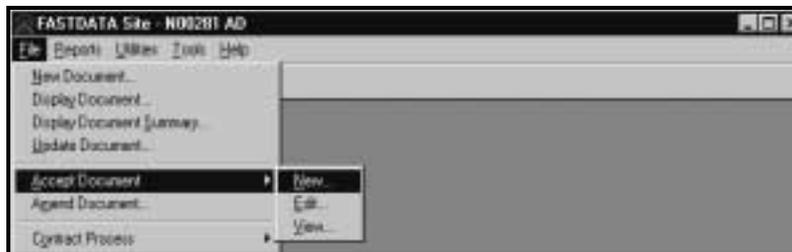


Figure 6.13
Selecting the
New Accept
Document
Process

The Select Document - Accept window will open. A list of documents that you can accept will display.

2. Select the document you wish to accept and select the **OK** button.

Tip To search for a specific document, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed documents, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

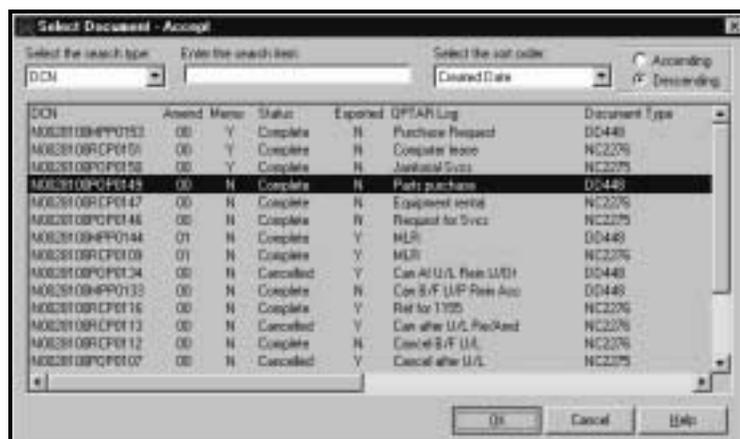


Figure 6.14
Selecting
Document to
Accept

The Accept DD448, Accept NC2275/NC2276/DD1556, or Accept Credit Card window will open, depending on the document you selected. In the example shown, a DD448 has been selected.

3. Select the desired name from the **Accepting Official** drop-down list, if applicable, or enter the name manually.
4. If you wish, you can change the required date in the **Accepting Date** field. The default date is the current date. You cannot enter a future date.
5. If applicable, you must indicate the acceptance category by selecting the desired value from the **Category** drop-down list. Valid values are **1** for *Accepted as reimbursement* and **2** for *Accepted as direct funds citation*.

Tip For DD448 documents with **MP** in the ninth and tenth positions of the DCN, you must indicate the acceptance category. For DD448 documents with **PO** in the ninth and tenth positions of the DCN, the **Category** field is display-only.

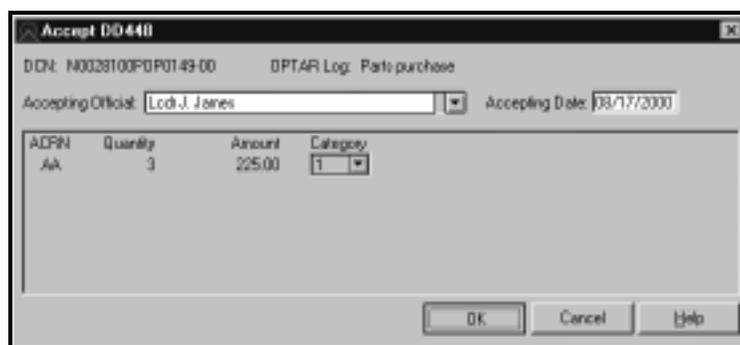


Figure 6.15
Accepting a
Document

6. Select the **OK** button to save the data and close the Accept DD448 or Accept NC2275/NC2276/DD1556 window.

■ Steps for Editing a Document Acceptance

You can modify existing acceptance data for DD1556, NC2275, NC2276, and Credit Card documents, as well as select DD448 documents. You cannot modify acceptance data if all DD448 ACRNs have been accepted as **Category 2**.

1. Select **Edit** from the **File** menu **Accept Document** submenu.

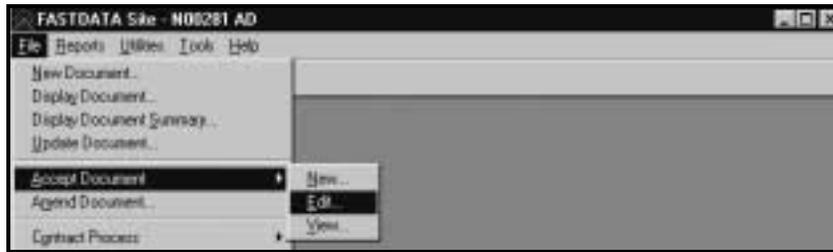


Figure 6.16
Selecting the
Edit Accept
Document
Process

The Select Document – Edit Acceptance window will open. A list of accepted documents will display.

2. Select the document acceptance you wish to edit and select the **OK** button.

Tip To search for a specific document, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed acceptances, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

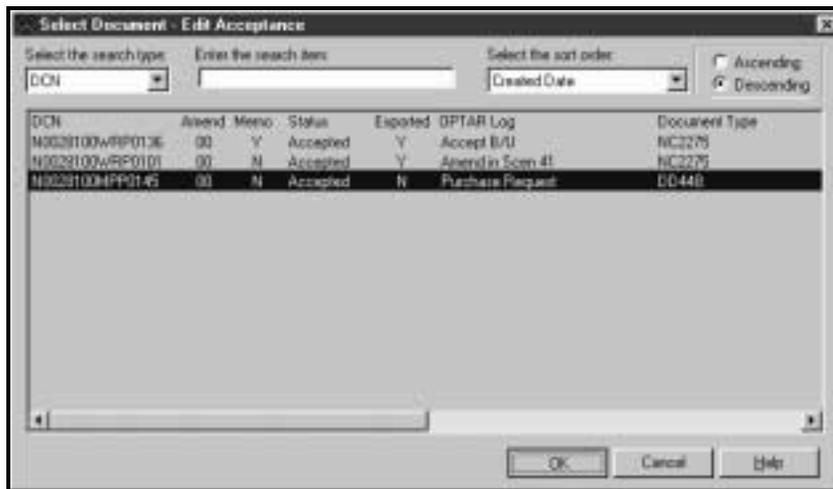


Figure 6.17
Selecting an
Acceptance
to Edit

The Edit DD448, Edit NC2275/NC2276/DD1556, or Edit Credit Card Acceptance window will open, depending on which document type acceptance you selected. For the example shown, a DD448 has been selected.

3. Edit the desired fields.

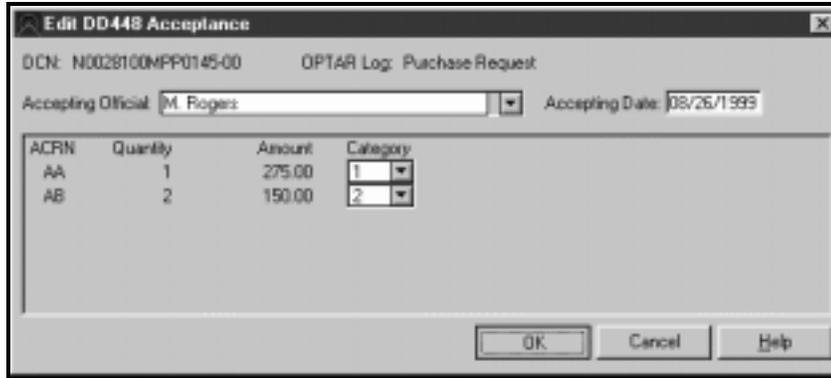


Figure 6.18
Editing an
Acceptance

Consult the FASTDATA Site Reference Help for specifics on what document acceptance data you can update.

- After you have edited the desired fields, select the **OK** button to save your changes and close the Edit DD448, Edit NC2275/NC2276/DD1556, or Edit Credit Card Acceptance window.

■ Steps for Viewing a Document Acceptance

You can view existing acceptance data for DD448, DD1556, NC2275, NC2276, and Credit Card documents.

- Select **View** from the **File** menu **Accept Document** submenu.



Figure 6.19
Selecting the
View Process
for a
Document
Acceptance

The Select Document – View Acceptance window will open. A list of acceptances that you can view will display.

- Select the acceptance you wish to view and select the **OK** button.

Tip To search for a specific acceptance, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed acceptances, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

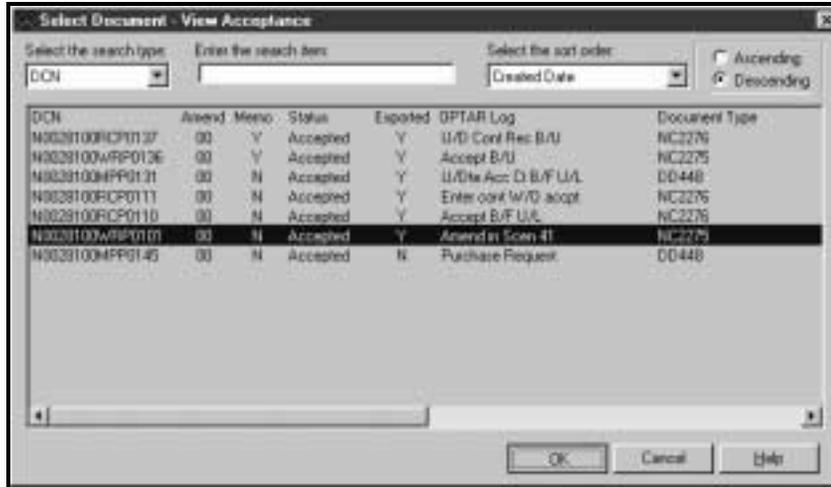


Figure 6.20
Selecting an Acceptance to View

The View DD448, View NC2275/NC2276/DD1556, or View Credit Card Acceptance window will open, depending on which document acceptance you selected to view. For the example shown, an NC2275 acceptance has been selected.

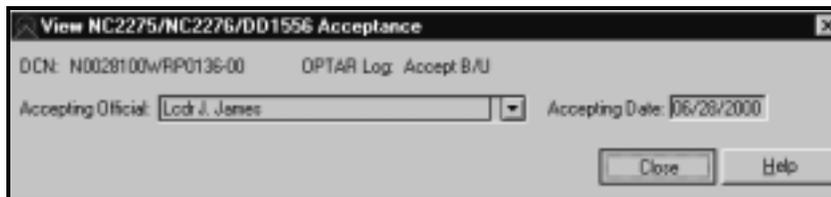


Figure 6.21
Viewing an Acceptance

3. Select the **Close** button to close the View DD448, View NC2275/NC2276/DD1556, or View Credit Card Acceptance window.

■ Steps for Amending Documents

The amend document process is available for exported source, including all associated transactions, NC2275, NC2276, DD282, DD448, and accepted DD1556 documents only. You cannot amend documents that have been canceled. You cannot amend NC2275 and NC2276 documents that have an obligated amount of **\$0**, nor any external documents, such as *ATOS Plus* documents.

For the NC2276, if the active fiscal year is not the outyear, all obligation or commitment transactions must be exported to the FA before you can amend the document. You can amend the NC2276 prior to export if the active fiscal year is the outyear.

When amending the DD1556, you can add, update, delete, and view trainees. If you delete a trainee that was on the original DD1556 document, the deleted trainee information will have a strikeout on the displayed or printed amendment. If you change your mind and want to reinsert the trainee, right-click on the deleted trainee and select **Undelete** from the shortcut menu. Once deleted, a trainee will no longer appear on subsequent amendments.

1. Select **Amend Document** from the **File** menu.



Figure 6.22
Selecting
Amend
Document

The Select Document - Amend window will open. A list of documents that you can amend will display.

2. Select the document you wish to amend and select the **OK** button.

Tip To search for a specific document, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed documents, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

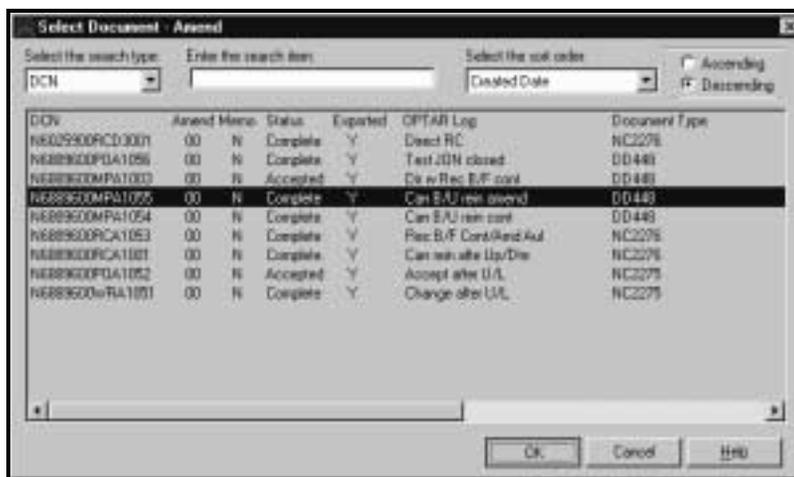


Figure 6.23
Selecting a
Document to
Amend

In the example shown, an Economy Act DD448 not meant to be available for the Export Purchase Order/Work Request process has been selected to amend. The steps that follow are specific to that document-type amendment. Amendment procedures for the other amendable document types are similar. Consult the FASTDATA Site Reference Help for specifics on amending NC2275, NC2276, DD282, and DD1556 document types.

For a source DD448 amendment that you want to be available for the Export Project Order/Work Request process, you must enter all values required; otherwise, after the amendment is exported to the FA, it will not be available on the Export Project Order/Work Request Data window. Again, refer to the appropriate FASTDATA Site Reference Help for specifics on amending DD448s that are to be available for that type of export.

The Amend DD448 window will open.

3. Ensure that the desired Block 9 radio buttons are selected.
4. If you wish, add a new ACRN.

To add a new ACRN, right-click on any column in Block 14. Select the **New** item on the shortcut menu. The New ACRN for Amendment window will open.

Tip For a DD448 or NC2276 amendment, the Update ACRN window is unavailable unless you're updating an ACRN you added to the amendment.

Figure 6.24
Entering a
New ACRN for
a DD448
Amendment

5. If you wish, you can change the default value in the required **ACRN** field. The default value for the first ACRN is **AA**.
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. You can enter additional data in the remaining ACRN window fields if you wish.
10. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the Amend DD448 window.
11. Select the **Close** button to close the window if you have no other ACRNs to add.
12. On the Amend DD448 window, enter or update the line item.

To enter the line item, right-click in the line item area of the Amend DD448 window. Select the **New** item on the shortcut menu. The New Line Item for DD448 Amendment window will open. Select **Update** if you wish to change the existing line item.

The Update Line Item for DD448 Amendment window will open.

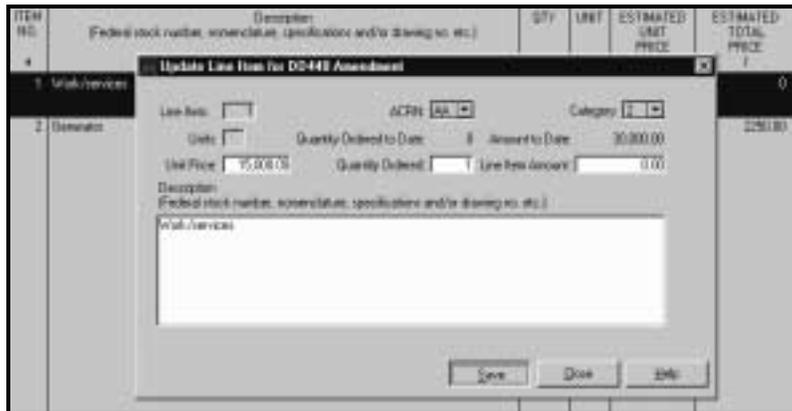


Figure 6.25
Updating a
Line Item for
a DD448
Amendment

13. Update the desired fields.

Tip If you change the value in either the **Unit Price** field or the **Line Item Amount** field, the ACRN amount will automatically update to the new value.

14. Select the **Save** button. The Update Line Item for DD448 Amendment window will close.

15. On the Amend DD448 window, enter the required purpose of the log entry in the **OPTAR Log** field.

16. 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 a DD448 Amendment topic in FASTDATA Site Reference Help for details on each optional entry.

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

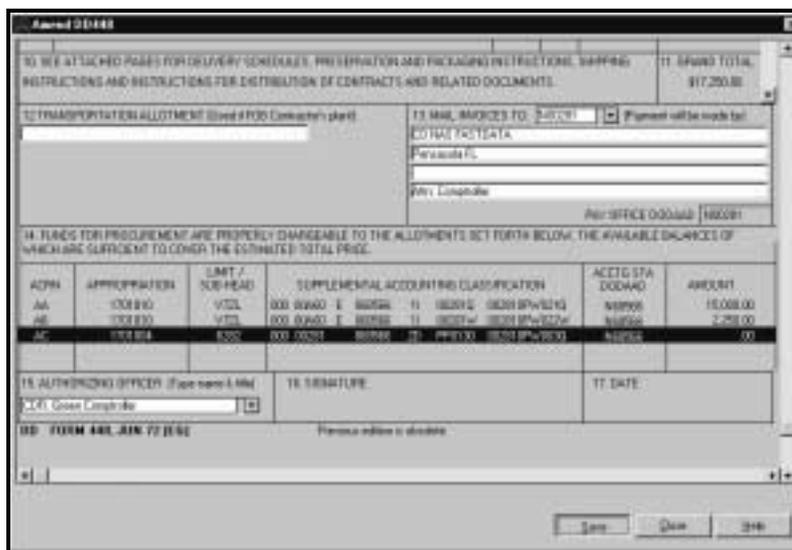


Figure 6.26
Saving a
DD448
Amendment

The Amend DD448 window will close.

■ Steps for Canceling Documents

The cancel document process allows you to cancel most source and memo documents. You cannot cancel a document, document amendment, or supplemental document that has a receipt, expenditure, or contract entered against it. You cannot cancel Civilian Labor documents. You also cannot cancel memo Credit Card documents that have been cross-referenced to another document or on which the **Release Transaction** check box is checked.

You cannot cancel a DD1155 or SF30 document amendment that has been exported; if you cancel a DD1155 or SF30 document that has not been exported, it will be deleted and you will be unable to reinstate it.

If the document you wish to cancel is an NC2275, NC2276, DD448, or DD1556, you can cancel the basic document or the most recent amendment to the document. If you cancel the document itself, the document and all its amendments will be canceled. If you select a document to cancel that has supplemental documents, you can cancel the basic document or the supplemental document. If you cancel the basic document, all associated supplemental documents will be canceled as well.

You cannot cancel a document that has been accepted.

When you cancel a document, the funds associated with the canceled document become available for use by the site.

NOTE You must first display a document before you can cancel it. The **Cancel Document** option on the **File** menu will not be available for selection until you do so.

1. Select **Display Document** from the **File** menu.

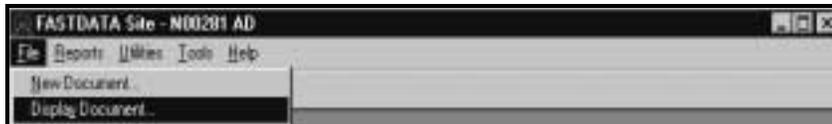


Figure 6.27
Starting the
Cancel
Process

The Select Document window will open. A list of available documents select will display.

2. Select the document you wish to cancel and select the **OK** button.

Tip To search for a specific document, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed documents, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

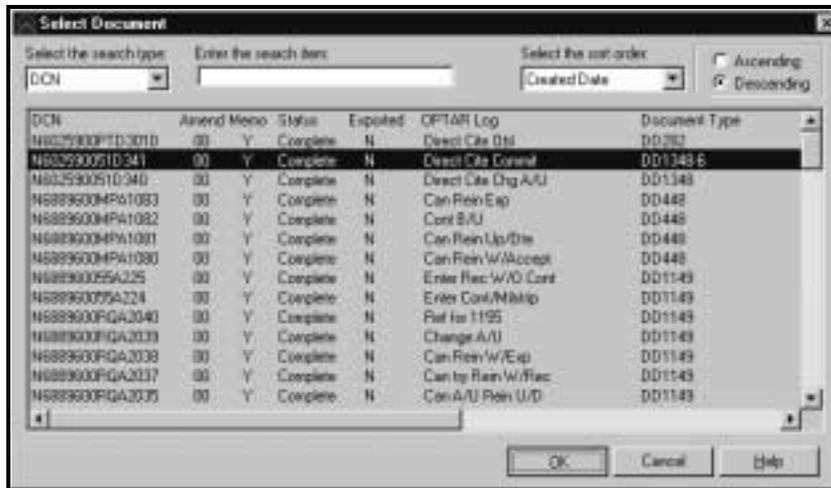


Figure 6.28
Opening a Document to Cancel

The Display window for the selected document will open and data for the document will display.

3. With the document you wish to cancel displayed, select **Cancel Document** from the **File** menu.

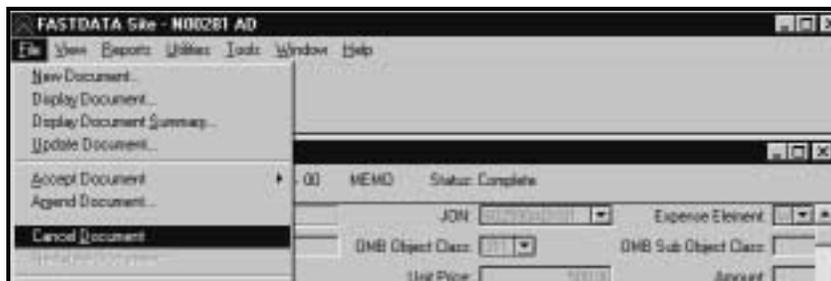


Figure 6.29
Selecting Cancel Document

FASTDATA will ask you to confirm the cancellation.

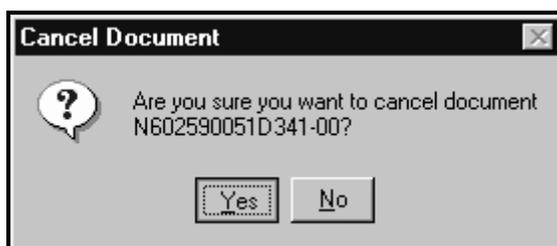


Figure 6.30
Confirming the Cancellation

4. Select the **Yes** button to confirm that you wish to cancel the selected document. FASTDATA will inform you that the document was successfully canceled.



Figure 6.31
Displaying Cancel
Result

5. Select the **OK** button to close the message window.

■ Steps for Reinstating Documents

You can reinstate a canceled document. When you select a document to reinstate that has one or more supplemental documents, the reinstatement process will reinstate the basic document and all its supplemental documents. Reinstating a document will restore the original obligation amount of the document. FASTDATA will verify there are sufficient funds for each ACRN attached to the document. If there are insufficient funds, FASTDATA will not reinstate the document.

Tip In addition to the process discussed here, there are other ways of reinstating a document. You also can process a receipt for the document or enter or update a contract for the document. For the NC2275, NC2276, DD448, and DD1556, you can accept the canceled document. You also can select an exported, canceled document to update, using the Correction After Export process. Lastly, you can perform expenditure processing to reinstate a canceled document.

NOTE You must first display a canceled document before you can reinstate it. The **Reinstate Document** option on the **File** menu will not be available for selection until you do so.

1. Select **Display Document** from the **File** menu.



Figure 6.32
Starting the
Reinstate
Process

The Select Document window will open. A list of documents that you can select will display. Documents that you can reinstate have a **Status** value of **Cancelled**.

2. Select the canceled document you wish to reinstate and select the **OK** button.

Tip To search for a specific document, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed documents, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

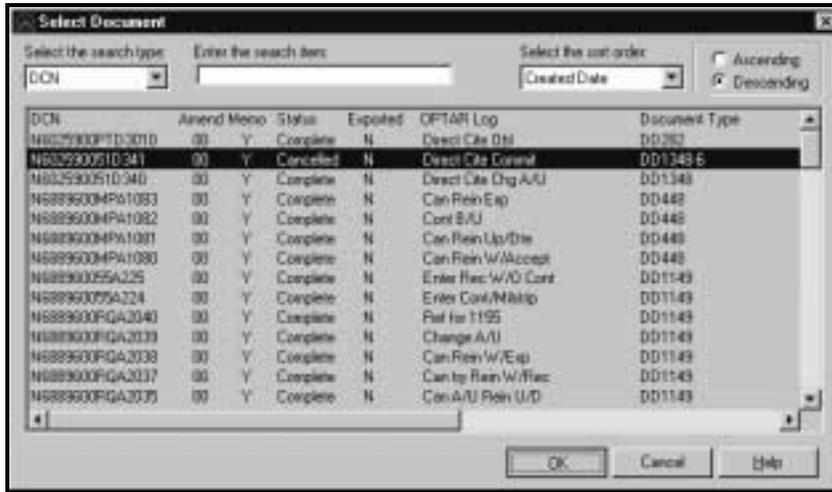


Figure 6.33
Opening a Document to Reinstate

In the example shown, the only document available to reinstate is a DD1348-6.

3. With the document you wish to reinstate displayed, select **Reinstate Document** from the **File** menu.

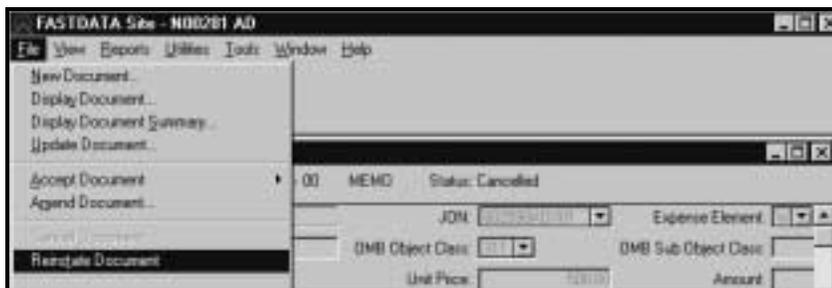


Figure 6.34
Selecting Reinstate Document

FASTDATA will ask you if you wish to reinstate the original obligation amount for the selected document.

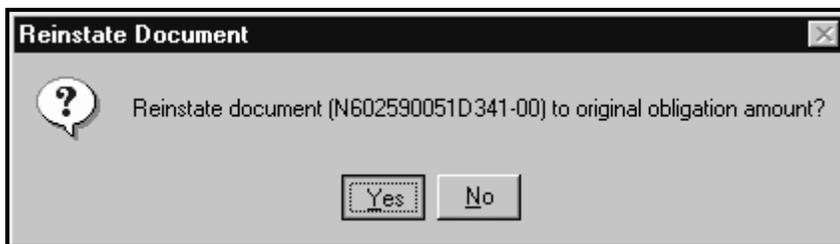


Figure 6.35
Confirming the Reinstatement

4. Select the **Yes** button to reinstate the original document obligation amount. FASTDATA will inform you that the document was successfully reinstated. If you select the **No** button, the reinstate process will abort.



Figure 6.36
Displaying Reinstatement
Result

5. Select the **OK** button to close the message window

■ Steps for Adding a New Contract

Use the new contract process to post contract information against NC2276, DD1149, and DD448 (category 2) source and memo documents. You also can post contract information against DD1348-6 source and memo documents that have not been crossed to a supply system. You cannot enter a contract for a document that has been used in a Credit Card cross-reference.

When you create a contract record, FASTDATA establishes an obligation transaction with the amount(s) from the contract you are entering. The obligation transaction and its associated contract number are exported to STARS-FL. Contract information entered against a DD448 pertains only to the portion of the DD448 that was accepted as direct.

The contract process may affect the OPTAR's status of funds if the contract amount differs from the commitment amount. For additional information on what happens when you enter a contract for a document that has an expenditure or receipt, refer to Contracts, Expenditures, and Receipts in FASTDATA Site Reference Help.

Standard Procurement System (SPS) sites cannot create a new contract for a document until all amendments to the document have been exported to SPS.

1. Select **New** from the **File** menu **Contract Process** submenu.



Figure 6.37
Selecting
New Contract

The Select Document – Contract window will open. A list of documents available for you to enter a contract against will display.

NOTE A DD448 will not be available for selection to enter a contract against until you have accepted the document as a Category 2 DD448.

2. Select the desired document and select the **OK** button.

Tip To search for a specific document, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed documents, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

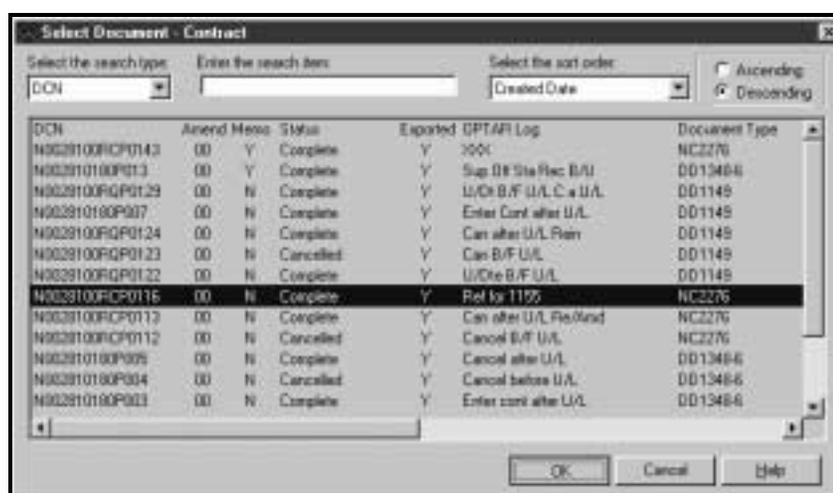


Figure 6.38
Selecting Document for which to Add a New Contract

The Enter Contract window will open.

3. Enter the required contract number in the **Contract** field.
4. If applicable, enter the delivery order (DO)/blanket purchase agreement (BPA) number in the **DO/BPA** field. You must enter a DO/BPA number if the ninth position of the contract number is **A**, **G**, or **H**.
5. If multiple ACRNs are listed and you wish to exclude a specific ACRN from the contract, clear the associated **Contract ACRN** field. The contract requires at least one ACRN.
6. Indicate whether the obligation is to be fully or partially liquidated by selecting the required value from the **Contract Partial** drop-down list. For a DD448 the default value is **Final** and you cannot change it.
7. Enter the desired amount in the **Contract Amount** field. The contract amount cannot be zero (0) if the contract is for a partial liquidation.

ACRN	JDN	Total Commitment	Outstanding Amount	Contract ACRN	Contract Partial	Contract Amount
AA	0028105U011	750.00	450.00	AA	Partial	\$300.00

Figure 6.39
Entering a
New Contract

8. Select the **Save** button to save the contract data and close the Enter Contract window.

■ Steps for Editing a Contract

Use the Update Contract window to modify an existing contract for an NC2276, DD1348-6, DD1149, and DD448 (category 2) source or memo transaction. If the contract is final and has been exported and is for a source document other than a DD1348-6 or DD1149, you cannot update the contract. If the contract has been exported and is for a memo document or source DD1348-6 or DD1149, you can make limited changes to the contract using the Update Contract window elements. If the contract has been exported but is available for update, the only window elements you can modify on the Update Contract window are the **Contract Partial**, except for a DD448 which defaults to **Final**, and the **Contract Amount**. If the document has been exported and the ninth position of the contract number is *A*, *D*, *G*, or *H*, you also can modify the **DO/BPA** value.

SPS sites cannot update contract information until all amendments to the document have been exported to SPS.

1. Select **Edit** from the **File** menu **Contract Process** submenu.



Figure 6.40
Selecting Edit
Contract

The Select Contract – Edit window will open. A list of contracts available for you to edit will display.

2. Select the desired contract and select the **OK** button.

Tip To search for a specific contract, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed contracts, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

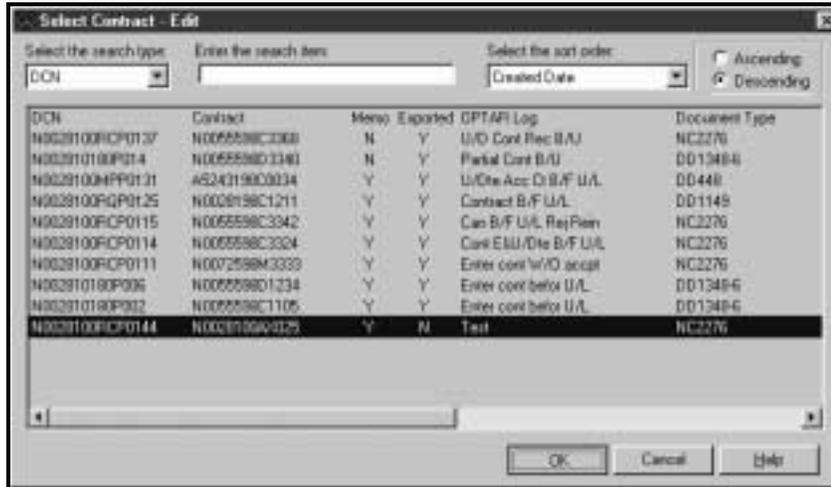


Figure 6.41
Selecting Contract to Edit

The Update Contract window will open and contract data for the selected document will display.

3. Edit the desired data.



Figure 6.42
Editing a Contract

4. Select the **Save** button to save the updated contract data and close the Update Contract window.

■ Steps for Viewing a Contract

The view contract option allows you to view existing contract data for NC2276, DD1348-6, DD1149, and DD448 (category 2) source or memo documents.

1. Select **View** from the **File** menu **Contract Process** submenu.

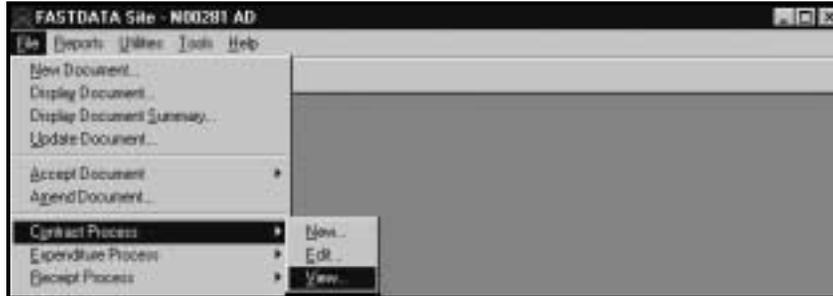


Figure 6.43
Selecting the
View Process
for a
Contract

The Select Contract – View window will open. A list of contracts that you can view will display.

2. Select the contract you wish to view and select the **OK** button.

Tip To search for a specific contract, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed contracts, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

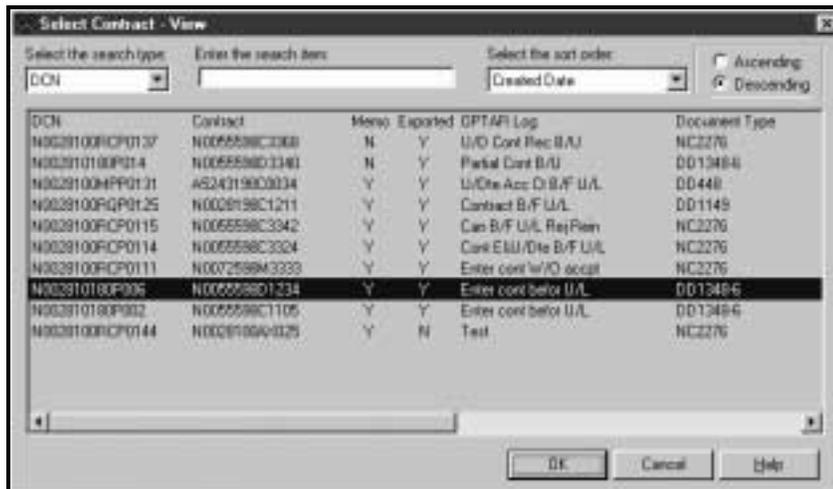


Figure 6.44
Selecting a
Contract to
View

The View Contract window will open.

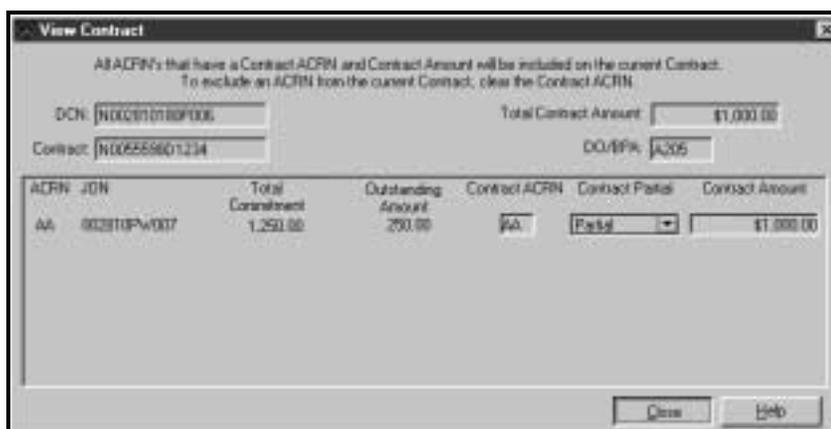


Figure 6.45
Viewing a Contract

3. Select the **Close** button to close the View Contract window.

■ Steps for Adding an Expenditure

Use the expenditure process to enter expenditures. Manual entry of expenditures is necessary when expenditure transactions are recorded in the official accounting system and will NOT be exported to FASTDATA. An expenditure recorded against a document that is not within FASTDATA is referred to as a Non-Preceded expenditure and will impact the status of funds. Available funds will be decreased by the total amount of the non-preceded expenditure.

Manually entered expenditure transactions are not exported to the FA or the official accounting system.

Tip You can perform expenditure processing on documents which have previously been canceled. When you select a canceled document for expenditure processing, FASTDATA will ask you if you wish to reinstate the document. Select **Yes** to continue with the expenditure process. Select **No** if you wish to abort the expenditure process.

1. Select **New** from the **File** menu **Expenditure Process** submenu.

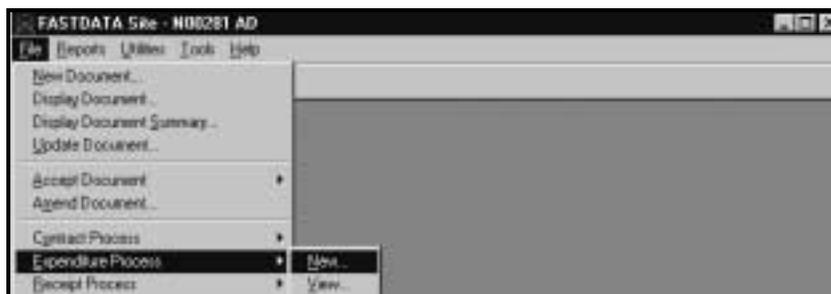


Figure 6.46
Selecting New Expenditure Process

The Enter Expenditure DCN window will open.



Figure 6.47
Entering DCN for an
Expenditure

2. Select the desired DCN from the **DCN** drop-down list or enter the number manually for a document outside of FASTDATA.

The Expenditure Process window will open if you selected a FASTDATA DCN. If you entered a non-FASTDATA DCN, the Non-Preceded Expenditure Process window will open. Except for ACRN data, which are already displayed for FASTDATA DCNs, the window contents are similar. The detailed steps that follow are for the Non-Preceded Expenditure Process window. Refer to the Expenditure Process topic in FASTDATA Site Reference Help for details on the Expenditure Process window.

When you create a document using the Non-Preceded Expenditure Process, any new transactions created against that document's ACRN will not be exportable. If a new ACRN is created against that document through the External Interface, the resulting transactions (obligations or commitments) will be available for export to the FA (Build or Rebuild Accounting Batch).

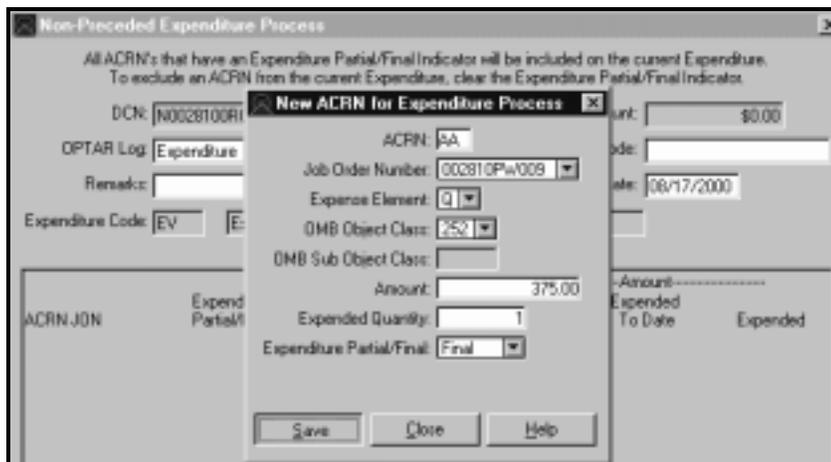


Figure 6.48
Entering
ACRN for an
Expenditure

3. Enter the required purpose of the log entry in the **OPTAR Log** field. The field is display-only on the Expenditure Process window.
4. If you wish, you can change the required date in the **Expenditure Date** field. The default date is the current system date.
5. Enter the required ACRN.

To enter the ACRN, right-click anywhere on the lower half of the Non-Preceded Expenditure Process window. Select the **New** item on the shortcut menu. The New ACRN for Expenditure Process window will open.

6. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is **AA**.
7. Select the required **JON** from the **Job Order Number** drop-down list.
8. If you wish, change the default value for the required 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 an amount in the **Amount** field, if applicable.
11. Enter the appropriate value in the **Expended Quantity** field, if applicable.
12. If applicable, select the desired value from the **Expenditure Partial/Final** drop-down list.
13. Select the **Save** button to save the ACRN data. FASTDATA will inform you that the ACRN was successfully saved and display the data on the Non-Preceded Expenditure Process 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 fields on the Non-Preceded Expenditure Process window, select each desired field and enter the applicable data.

Tip Refer to the Non-Preceded Expenditure Process 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.

ACRN	JON	Expenditure Partial/Final	Quantity			Amount		
			Ordered	Expended To Date	Expended	Obligated	Expended To Date	Expended
AA	002810Pw003	Final	0	0	1	0	0	375.00
Total:							\$0.00	\$375.00

Figure 6.49
Saving a New Expenditure

The Non-Preceded Expenditure Process window will close. FASTDATA will ask you if you wish to create another expenditure. Select the **Yes** button if you wish to create another expenditure. Select the **No** button to exit the expenditure process.

■ Steps for Viewing an Expenditure

The view expenditure option allows you to view existing expenditures.

1. Select **View** from the **File** menu **Expenditure Process** submenu.



Figure 6.50
Selecting the
View
Expenditure
Process

The Select Document to View Expenditures window will open. A list of expenditures that you can view will display.

2. Select the expenditure you wish to view and select the **OK** button.

Tip To search for a specific expenditure, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed expenditures, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

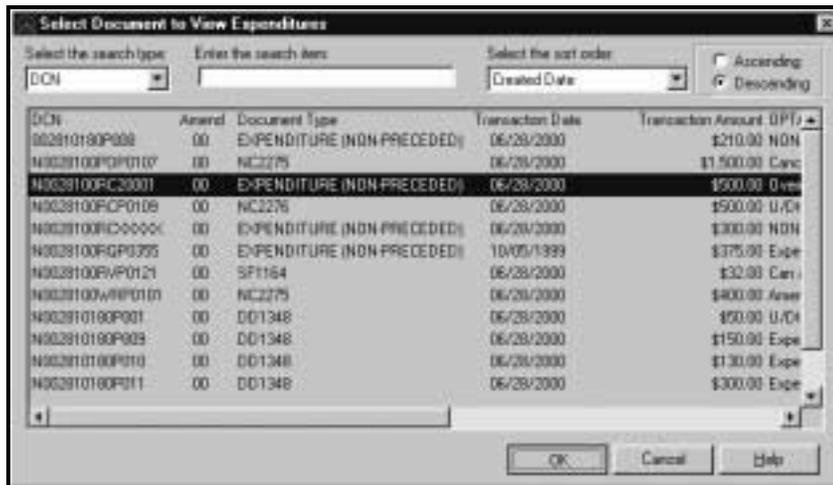


Figure 6.51
Selecting an
Expenditure to
View

The View Expenditure window will open.

The screenshot shows a window titled "View Expenditure" with the following fields and values:

- DCN: JN0028103RC20001
- Total Document Amount: \$500.00
- DPTAR Log: Overseas P/W
- Local Code: (empty)
- Remark: (empty)
- Expenditure Date: 10/05/1999
- Expenditure Code: EV

Below the fields is a table with the following data:

ACRN	JON	Expenditure Partial/Final	Ordered	Quantity		Amount		
				Expanded To Date	Expended	Obligated To Date	Expended	
AA	002810Pw008	Final	0	0	0	0	500.00	500.00
Total:							\$500.00	\$500.00

Figure 6.52
Viewing an
Expenditure

If you wish to view ACRN details for an expenditure, right-click on the desired ACRN and select **View** from the shortcut menu to open the View ACRN for Expenditure window.

3. Select the **Close** button to close the View Expenditure window.

■ Steps for Adding a New Receipt

Use the new receipt process to enter MILSTRIP or non-MILSTRIP receipts against source or memorandum documents that are used to request material and/or services. Receipts generate transactions that are exported to the FA and record as accounts payable in the official accounting system.

NOTE You cannot enter receipts against fuel chits, SF44s, and SF1164s. The documents are initially recorded as accounts payable transactions in the official accounting system.

NOTE You cannot create a receipt for a Credit Card, NC2276 document, or MPC transaction with an amount greater than \$25,000 until the document has been accepted or has a final expenditure. You also cannot enter a receipt against a document that has been used in a Credit Card cross-reference.

Additionally, the following restrictions apply when entering receipts:

- NC2276, DD1348-6, and DD1149 documents with a MILSTRIP DCN must have contract information recorded, or must be crossed to the supply system, prior to entering receipts.

- DD448 documents must be accepted and contract information must be recorded to the direct portion of a Category 2 DD448 before receipts can be recorded.
1. Select **New** from the **File** menu **Receipt Process** submenu.



Figure 6.53
Selecting
New Receipt
Process

The Select Document – Receipt window will open. A list of documents available for you to enter a receipt against will display.

2. Select the desired document and select the **OK** button.

Tip To search for a specific document, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed documents, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

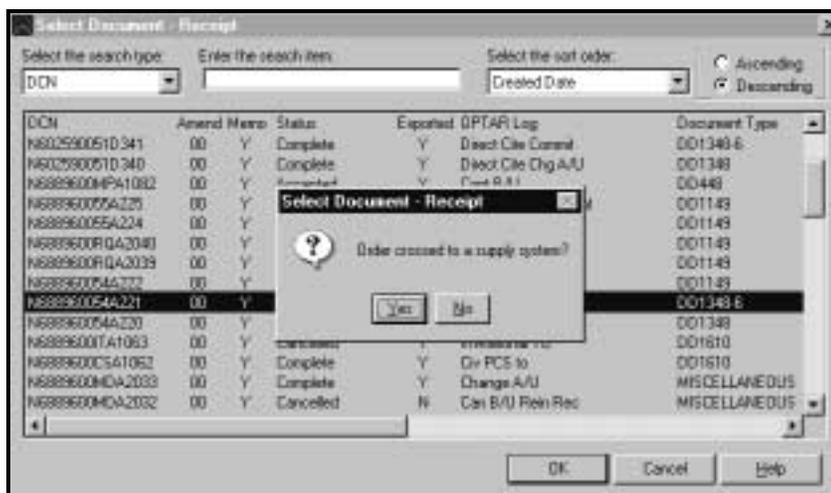


Figure 6.54
Selecting
Document to
Add Receipt
Against

Tip If you select a DD1149 or DD1348-6 with a MILSTRIP DCN and the document does not have a contract entered against it, FASTDATA will display a message asking you if you wish to cross the document to the supply system. You must select the **Yes** button to proceed. If you select the **No** button, the receipt process will abort.

The Enter Receipt for MILSTRIP window will open if you're entering a receipt against a DD1348 or DD1348-6. For all non-MILSTRIP documents, the Enter Receipt window will open.

3. If you wish, you can change the required date on which the material was received in the **Received Date** field. The default date is the current date.
4. If desired, enter a description or comment concerning the receipt in the **Remarks** field.
5. If applicable, check the **On Station Issue** check box. The check box is used only on the Enter Receipt for MILSTRIP window.
6. Select the required value from the **Receipt Partial/Final** drop-down list.

Tip When you enter a receipt, all ACRNs with a Partial/Final Indicator will be included on the receipt you are entering. If you wish to exclude an ACRN from the receipt you are entering, disable the Partial/Final Indicator for the desired ACRN by selecting the blank value from the **Receipt Partial/Final** drop-down list.

7. Enter the number of items received in the **Quantity Received** field.
8. Enter the cost of the items received in the **Amount Received** field.

ACRN JCN	Receipt Partial/Final	Ordered	Received To Date	Received	Obligated	Received To Date	Received
AA 888960A000	Partial	4	0	1	440.00	0.00	110.00
Total						0.00	0.00

Figure 6.55
Adding a
New Receipt

9. Select the **Save** button to save the receipt data and close the Enter Receipt for MILSTRIP window or Enter Receipt window, as applicable.

FASTDATA will ask you if you wish to create another receipt. Select the **Yes** button if you wish to create another receipt. Select the **No** button to exit the receipt process.

■ Steps for Editing a Receipt

Use the edit receipt process to update existing receipts to FASTDATA documents. You cannot edit a receipt that has been exported to the FA; instead, you must create a new receipt that reflects the corrected values. Credit quantities and/or amounts can be entered but you cannot reverse more than the quantity and/or amount entered to date.

1. Select **Edit** from the **File** menu **Receipt Process** submenu.

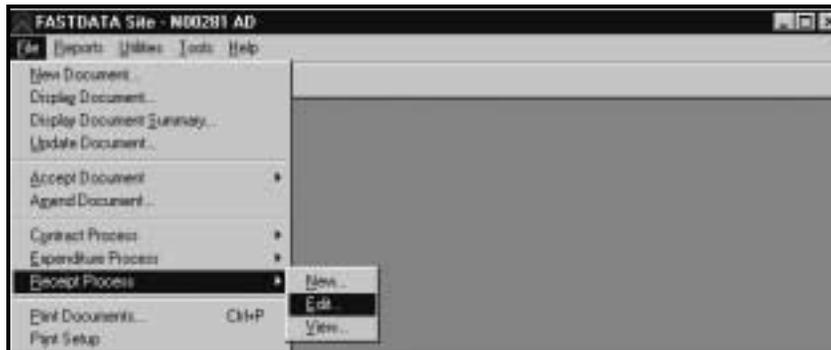


Figure 6.56
Selecting
Edit Receipt
Process

The Select Edit – Receipt window will open. A list of documents available for you to edit will display.

2. Select the desired document and select the **OK** button.

Tip To search for a specific receipt, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed receipts, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

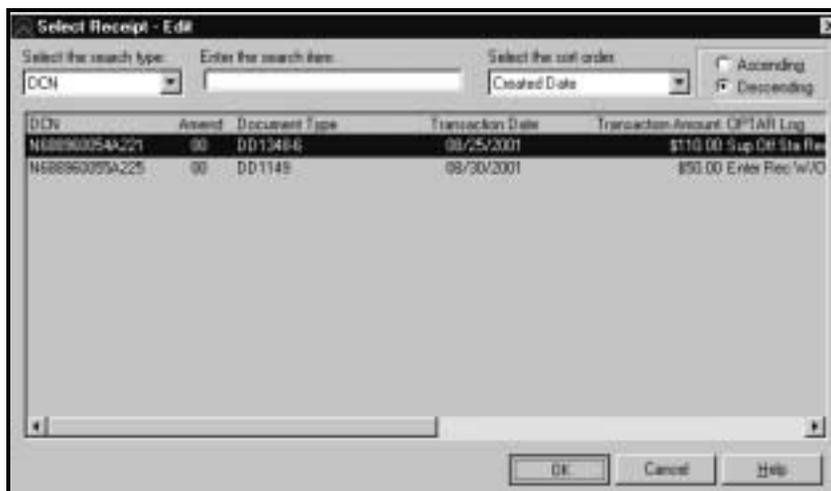


Figure 6.57
Selecting a
Receipt to Edit

The Edit Receipt for MILSTRIP window or Edit Receipt window will open, depending on whether the receipt is associated with a MILSTRIP or non-MILSTRIP document. Receipt data for the selected document will display.

3. Edit the desired data.

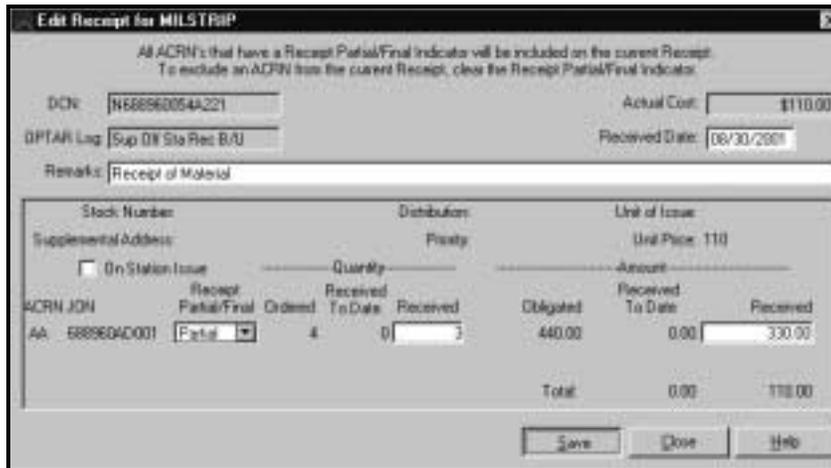


Figure 6.58
Editing a Receipt

4. Select the **Save** button to save the updated receipt data and close the Edit Receipt for MILSTRIP window or Edit Receipt window, as applicable.

■ Steps for Viewing a Receipt

The view receipt option allows you to view existing receipts for MILSTRIP and non-MILSTRIP documents.

1. Select **View** from the **File** menu **Receipt Process** submenu.

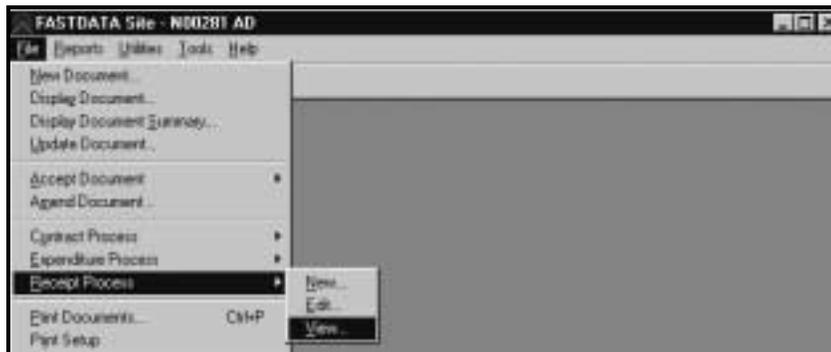


Figure 6.59
Selecting the View Receipt Process

The Select Receipt – View window will open. A list of receipts that you can view will display.

2. Select the receipt you wish to view and select the **OK** button.

Tip To search for a specific receipt, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed receipts, select the desired value from the **Select the sort order** drop-down list and choose the desired sort order type radio button: **Ascending** or **Descending**.

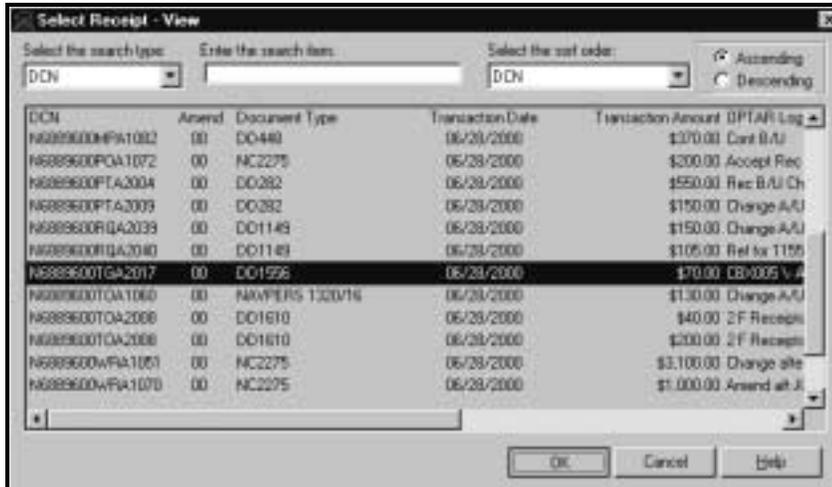


Figure 6.60
Selecting a
Receipt to
View

The View Receipt or View Receipt for MILSTRIP window will open, depending on whether you wish to view a receipt associated with a MILSTRIP or non-MILSTRIP document.

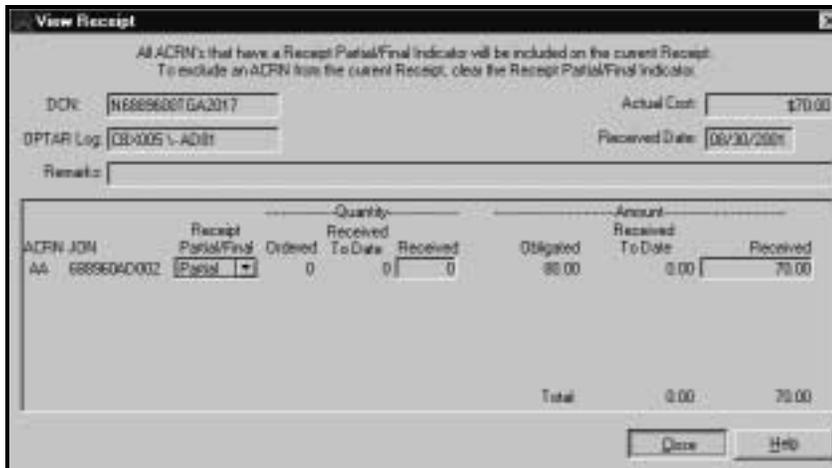


Figure 6.61
Viewing a
Receipt

3. Select the **Close** button to close the View Receipt or View Receipt for MILSTRIP window.