

# Chapter 8 Run FASTDATA Site Utility Processes

## Overview

This chapter discusses processes and windows available from the **Utilities** menu. These processes include maintaining addresses, maintaining credit cards and associated data, exporting and importing data, handling suspended transactions and expenditures, returning expenditures to the FA, redistributing costs, quarterly and year end processing, recalculating obligations, and maintaining credit card data. You also can open the Site Status window from the **Utilities** menu. The FASTDATA FA application Site User Maintenance window Site Security Access options control user access to site utilities. For example, if a user has been assigned **No Access** to the **Import, Export Data** site security access option, that user cannot import or export data. Access levels include **Access, No Access, Update, and Display Only**.

The Address Book window allows users to view and maintain addresses used with various FASTDATA Site documents and document related processes.

The Site Status window allows users to view general information on system attributes, the status of funds, and assigned serial ranges.

The Credit Card Maintenance window allows users to create, modify, view, and delete records on credit cards and related cardholders, banks, and vendors.

Export processes allow users to export site data, using the Build Financial Framework, Build Accounting Batch, Rebuild Accounting Batch, Build UADPS Batch, Rebuild UADPS Batch, Build Procurement Data, and Rebuild Procurement Data processes. The last two processes are available only to Standard Procurement System (SPS) sites.

The import comptroller data process allows users to import responsibility center, OPTAR, authorization, job order number (JON), DMLSS inventory issued and encumbered amounts (for DMLSS sites), security, serial range, site information, and expenditure transactions data from the FA. Users also can import external transactions. After importing external transactions the user can correct, delete, and process any imported transactions that were suspended.

The cost redistribution process allows users to transfer part or all of a valid expenditure amount to one or more different documents/ACRNs, as well as update and view an existing redistribution. You can only redistribute expenditures to document(s) that belong to your site.

The Expenditure Correction window allows a user to make changes to an expenditure to unsuspend it. The Mark Expenditures to Return to the FA window is used to identify and return expenditures to the FA.

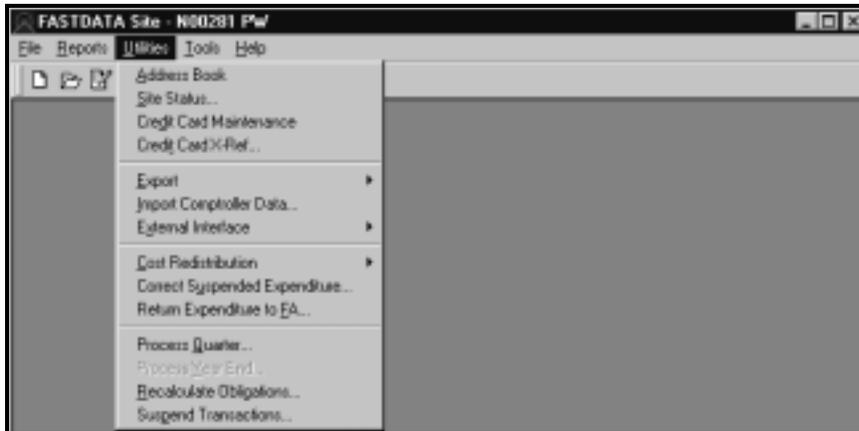
Quarterly processing of transactions allows users to bring authorization amounts into the new quarter. FASTDATA will notify you when you log into the Site application that it is time to perform quarterly processing. The **Utilities** menu **Process Quarter** item will be unavailable until you receive the notification.

End-of-year processing allows users to roll your site data into the new fiscal year. The process automatically removes the oldest fiscal year and its associated data.

If the site funds, as shown in the Status of Funds Report and the Document Status Log Report are out of balance, the recalculation process performed from the Job Order Recalculation window will verify the actual costs of each document and adjust the obligated amounts on each job order number (JON) to bring them back in balance.

The Suspend Transactions window allows you to mark transactions for suspension that have not been cross-referenced to a credit card document and that have been created or changed since the FA last received transactions from your site.

To run a utility process, select the desired item from the FASTDATA Site **Utilities** menu.



**Figure 8.1**  
**Utilities Menu**

It is important to note that as users convert from the DOS version of FASTDATA to the version for the Windows® operating system, the FASTDATA software must try to accommodate them. For import and export processes, the names of files and the number of files you import or export will depend on whether you are using release 00-2 or later and whether your FA is using the same release. If both you and your FA are running FASTDATA release 00-2 or later for Windows, you will import or export files with an **MPX** extension. Until both you and your FA have converted to the 00-2 Windows version of FASTDATA, you will continue to use multiple files for import and export processes.

## *R* **Utilities Options**

- **View an address**
- **Add a new address**
- **Update an address**
- **Delete an address**
- **View system attributes**
- **View OPTARs, authorizations, and JONs**
- **View serial ranges and assigned documents**

- **View bank data**
- **Add new bank**
- **Update bank**
- **Delete bank**
- **View credit card data**
- **Add new credit card**
- **Assign cardholder to credit card**
- **Unassign cardholder for credit card**
- **Update credit card**
- **Delete credit card**
- **View cardholder data**
- **Add new cardholder**
- **Update cardholder**
- **Delete cardholder**
- **Assign credit card to cardholder**
- **Unassign credit card for cardholder**
- **View vendor data**
- **Add new vendor**
- **Update vendor**
- **Delete vendor**
- **Cross-reference Credit Card document**
- **Import comptroller data**
- **Import, correct, delete, and process external transactions**
- **Export build financial framework files**

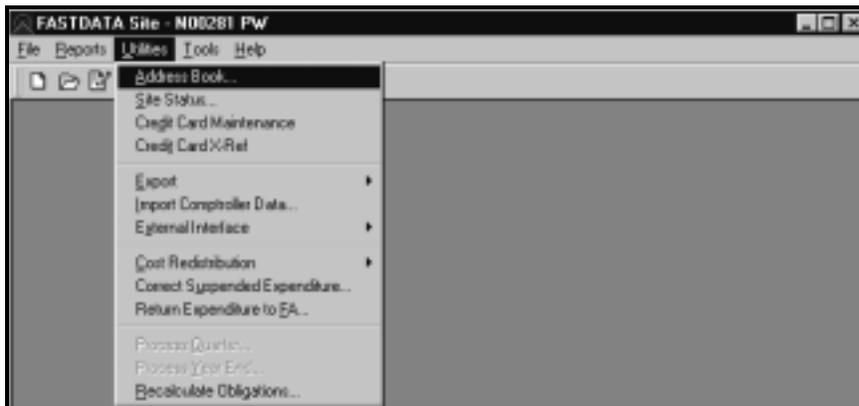
- **Export build accounting batch files**
- **Export rebuild accounting batch files**
- **Export build UADPS batch files**
- **Export rebuild UADPS batch files**
- **Export build procurement data**
- **Export rebuild procurement data**
- **Add a new redistribution**
- **Update/delete an existing redistribution**
- **View an existing redistribution**
- **Correct suspended expenditures**
- **Return expenditure to FA**
- **Perform quarterly processing**
- **Perform year end processing**
- **Recalculate obligations**
- **Suspend transactions**

## Address Book Window

### Overview

Use this window to add, update, and maintain names, activity IDs, and addresses for use on site documents and in other document related processes. When you open the Address Book window, FASTDATA accesses all entries associated with your site. Address Book entries are available for selection from drop-down lists on various Site document and document process windows.

The Address Book window opens from the FASTDATA Site **Utilities** menu.



**Figure 8.2**  
Opening the  
Address Book  
Window

### Restrictions

- Access to the Address Book window is unrestricted.

### • **Address Book Window Objects**



**Figure 8.3**  
Address Book  
Window

### **Select the search type**

You can search the listed addresses by **SDN Key**, **MILSTRIP Key**, or **Name/Activity**. Select the desired search type 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 **SDN Key** for the search type, enter the specific key number that you wish to search for.

### **Select the sort order**

Allows you to change the sort order of the data displayed on the Address Book window. Select the desired value from the drop-down list. Values include **SDN Key**, **MILSTRIP Key**, or **Name/Activity**.

### **Ascending**

Select the **Ascending** radio button if you wish to sort the displayed data from smallest to greatest.

### **Descending**

Select the **Descending** radio button if you wish to sort the displayed data from greatest to smallest.

### **SDN Key**

Identifies the five- or six-character Standard Document Number (SDN) address key associated with a specific address.

### **MILSTRIP Key**

Identifies the three-character Military Standard Requisitioning and Issue Procedures (MILSTRIP) key.

### **Name/Activity**

Identifies a person or activity that will be available for selection from drop-down lists used with new Site documents or other document related processes.

### **Address Line 2**

Displays the second line of an address.

### **Address Line 3**

Displays the third line of an address.

### **Address Line 4**

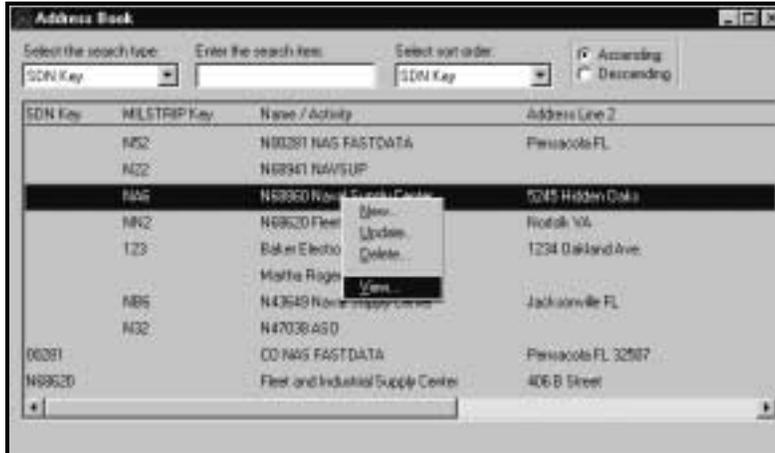
Displays the fourth line of an address.

## **■ Steps for Viewing an Address**

1. From the FASTDATA Site window, select **Address Book** from the **Utilities** menu.

The Address Book window will open and current addresses will display. Use the scrollbar to view data for all address lines.

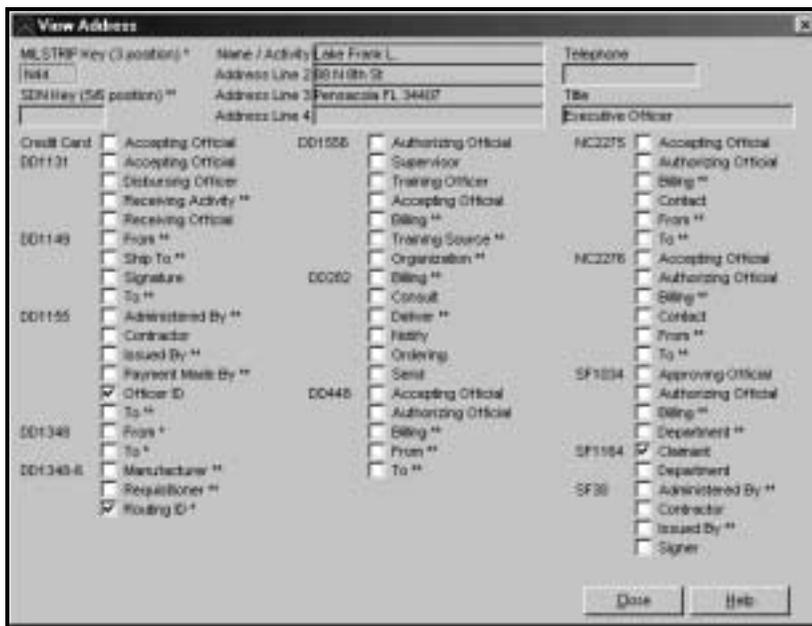
- From the address list, select the address you wish to view details on. If you know the SDN or MILSTRIP key for the desired address, you also can select the appropriate search type and enter the corresponding value for the search item. FASTDATA will automatically highlight the address for which you specified the criteria.
- Right-click on the selected address, then select **View** from the shortcut menu.



**Figure 8.4**  
Opening the View Address Window

**Tip** You can also open the View Address window by selecting **View** from the **Edit** menu **Address** item submenu.

The View Address window will open and data on the selected address will display. Checked check boxes, if any, indicate that address data is available for selection on the appropriate document drop-down list when creating or updating the associated document type.



**Figure 8.5**  
Viewing Selected Address Data

- Select the **Close** button to close the View Address window.

## ■ Steps for Adding a New Address

**Tip** You also can add an address to the Address Book when you manually enter a new address or name while creating a new document. As you save the document, a message will ask if you want to add the new address to the Address Book. Select **Yes** on the message to add the new address. If the new address contains a three-character MILSTRIP key, or a five- or six-character SDN key, FASTDATA will automatically make the value available on the appropriate drop-down lists for the applicable document types. Refer to the Adding a New Address Book Entry When Saving a New Document reference help topic for additional information.

1. From the FASTDATA Site window, select **Address Book** from the **Utilities** menu.

The Address Book window will open and current addresses will display.

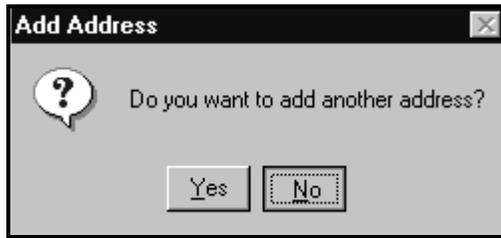
2. Select **New** from the **Edit** menu **Address** item submenu, or right-click anywhere within the data area of the Address Book window and select the **New** item on the shortcut menu.

The Add Address window will open.

**Figure 8.6**  
Adding a New Address

3. If applicable, enter the appropriate **MILSTRIP** or **SDN Key**.
4. Enter the required first address line data in the **Name/Activity** field.
5. Enter the optional data for the remaining address lines.
6. If applicable, check or uncheck the desired document associated check boxes. You also can accept the default selections based on whether you entered a MILSTRIP key, five-character SDN key, or a six-character SDN key. A single asterisk (\*) next to a check box indicates an item associated with a MILSTRIP key. A double asterisk (\*\*) indicates an item associated with an SDN key.

7. Select the **Save** button. FASTDATA will display a message asking you if you would like to add another address.



**Figure 8.7**  
Adding Additional  
Addresses

8. If you have more addresses to add, select the **Yes** button and continue entering new address data.
9. When you have entered all desired new addresses, select the **No** button to save the new data and close the Add Address window.

## ■ Steps for Updating an Address

1. From the FASTDATA Site window, select **Address Book** from the **Utilities** menu.

The Address Book window will open and current addresses will display. Use the scrollbar to view data for all address lines.



**Figure 8.8**  
Selecting an  
Address to  
Update

2. From the address list, select the address you wish to edit. If you know the SDN or MILSTRIP key for the desired address, you also can select the appropriate search type and enter the corresponding value for the search item. FASTDATA will automatically highlight the first address for which you specified the criteria. Double-click on the desired address.

The Edit Address window will open.

**Tip** You can also open the Edit Address window for the desired address by selecting **Update** from the **Edit** menu **Address** item submenu, or by right-clicking on the selected address and selecting **Update** on the shortcut menu.



**Figure 8.9**  
Editing an  
Address

3. Modify the desired data.
4. Select the **Save** button to save the change. The Edit Address window will close.

**Tip** The **Save** button becomes available for selection after you make a change to the selected address.

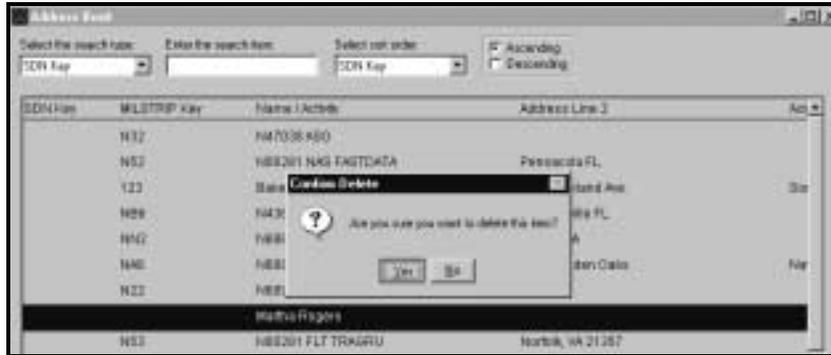
## ■ Steps for Deleting an Address

1. From the FASTDATA Site window, select **Address Book** from the **Utilities** menu.

The Address Book window will open and current addresses will display.

2. Select the address you wish to delete.

3. Select **Delete** from the **Edit** menu **Address** item submenu, or right-click on the selected address and select the **Delete** item on the shortcut menu. FASTDATA will ask you to confirm the deletion.



**Figure 8.10**  
Deleting an  
Address

4. Select the **Yes** button to confirm the address deletion. The selected address will be deleted from the database.

**NOTE** If you delete an address that is used within a document, the address will not be deleted from the document. Address book data is stored separately within the database.

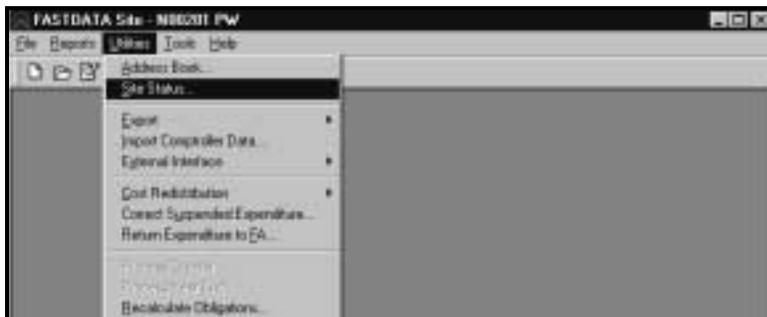
## Site Status Window



### Overview

Use this window to view information on your site. The Site Status window has three tabs: **General**, **Status of Funds**, and **Serial Ranges**. Select the desired tab for more information on your site.

The Site Status window opens from the FASTDATA Site **Utilities** menu.

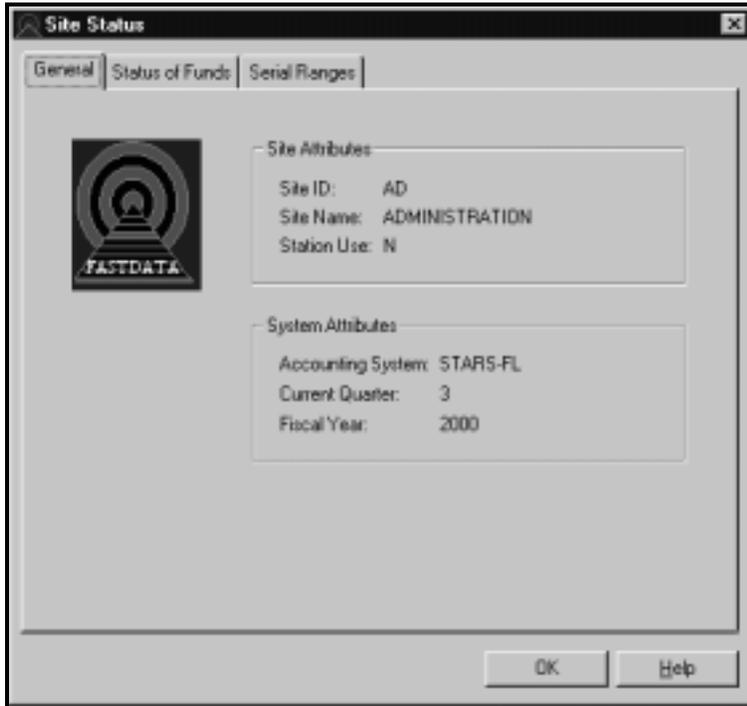


**Figure 8.11**  
Opening the Site  
Status Window

### Restrictions

- Access to the Site Status window is unrestricted.

- **Site Status Window Objects**



**Figure 8.12**  
**Site Status**  
**Window**

**General Tab**

Provides general information about your FASTDATA site, including site and system characteristics.

**Status of Funds Tab**

Displays data about your site's funds.

**Serial Ranges Tab**

Provides information on the serial number ranges associated with your site.

**OK**

Closes the Site Status window.

**Help**

Opens the reference help topic on the Site Status window.

## ■ Steps for Viewing System Attributes

1. From the FASTDATA Site window, select **Site Status** from the **Utilities** menu.

The Site Status window will open with the **General** tab selected by default. Site and system attributes will display.



**Figure 8.13**  
Viewing Site  
and System  
Attributes

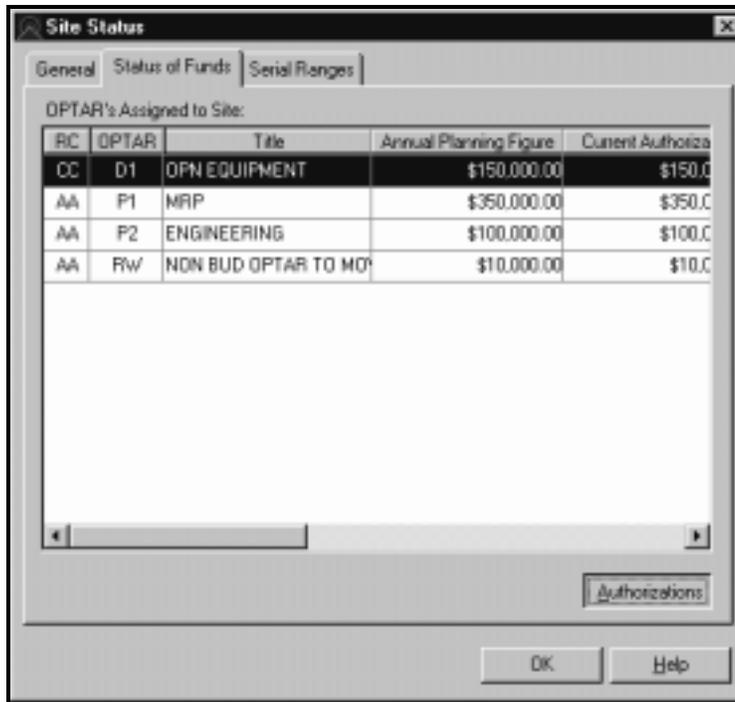
2. Select the **OK** button to close the Site status window.

## ■ Steps for Viewing OPTARs, Authorizations, and JONs

1. From the FASTDATA Site window, select **Site Status** from the **Utilities** menu.

The Site Status window will open with the **General** tab selected by default.

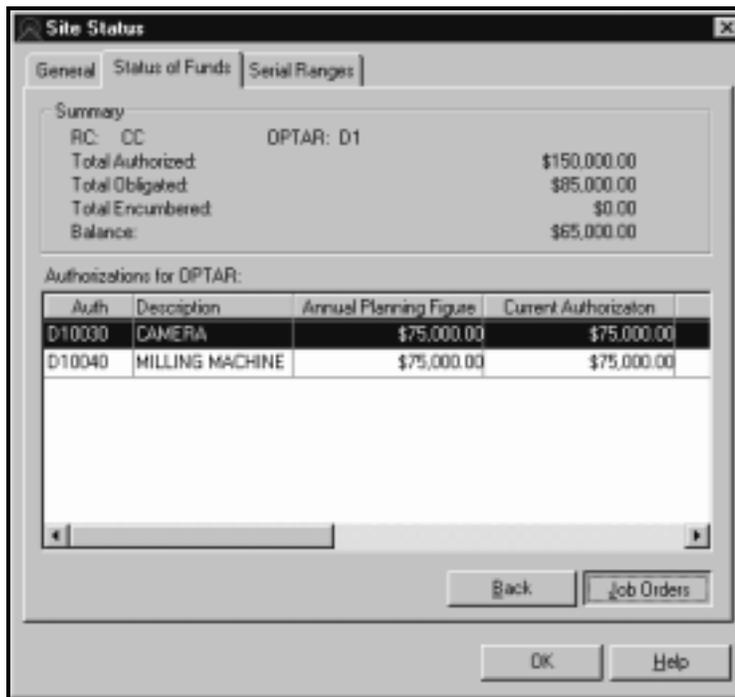
2. Select the **Status of Funds** tab on the Site Status window. OPTARs assigned to the site will display.



**Figure 8.14**  
Viewing  
OPTARs

3. If you wish to view authorizations, select the desired operating target (OPTAR) for which you wish to view authorizations from the **OPTAR's Assigned to Site** list box and select the **Authorizations** button.

Associated authorizations will display. Use the scrollbar to modify the view of the data.



**Figure 8.15**  
Viewing  
Authorizations

- If you wish to view job orders, select the desired authorization for which you wish to view job orders from the **Authorizations for OPTAR** list box and select the **Job Orders** button.

**Tip** To return to the OPTAR data, select the **Back** button.

Associated JONs will display. Use the scrollbar to modify the view of the data.



**Figure 8.16**  
Viewing Job Orders

- Select the **Back** button to return to authorizations or select the **OK** button on the Site Status window to close the window.

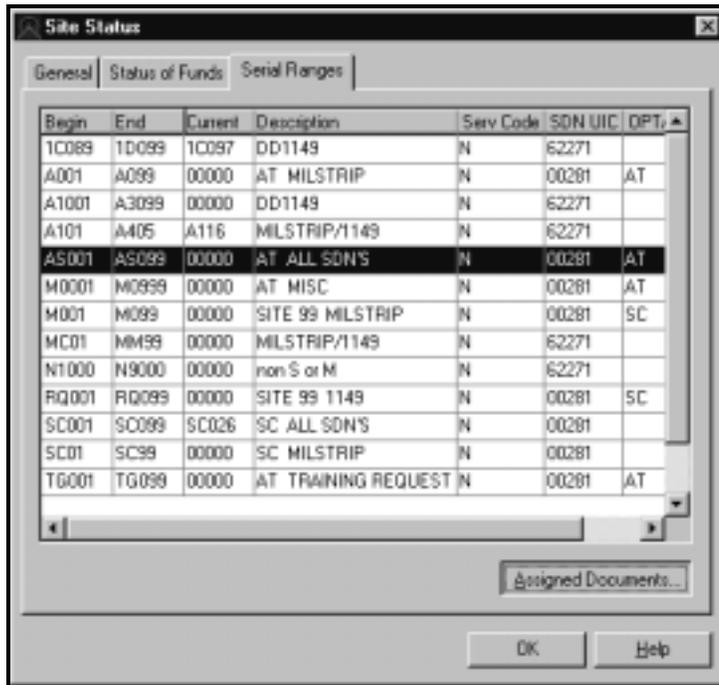
## ■ **Steps for Viewing Serial Ranges and Assigned Documents**

- From the FASTDATA Site window, select **Site Status** from the **Utilities** menu.

The Site Status window will open with the **General** tab selected by default.

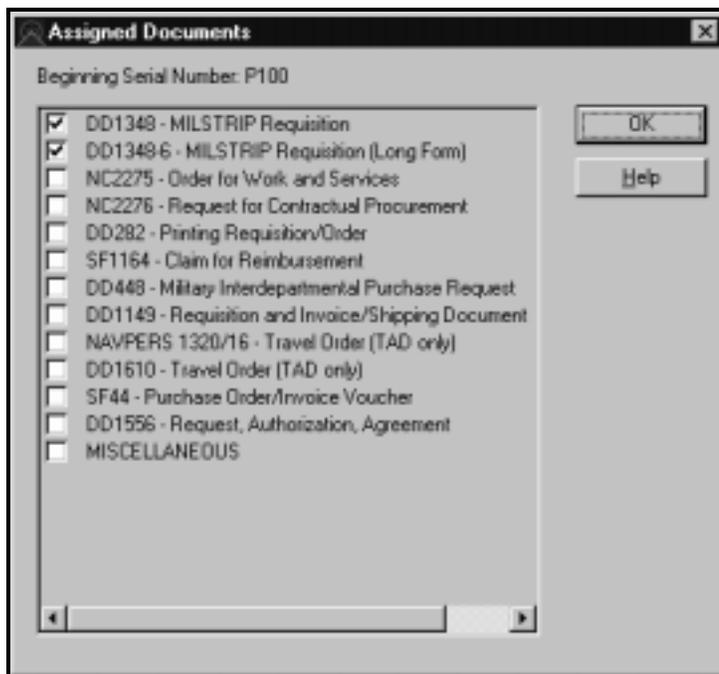
- Select the **Serial Ranges** tab on the Site Status window. Serial ranges assigned to the site will display.

3. Select the serial range for which you wish to view assigned documents and select the **Assigned Documents** button.



**Figure 8.17**  
Viewing  
Serial  
Ranges

The Assigned Documents window will open. Documents are assigned when the adjacent check box is checked.



**Figure 8.18**  
Viewing  
Assigned  
Documents

4. Select the **OK** button to close the Assigned Documents window.
5. On the Site Status window, select the **OK** button to close the window.

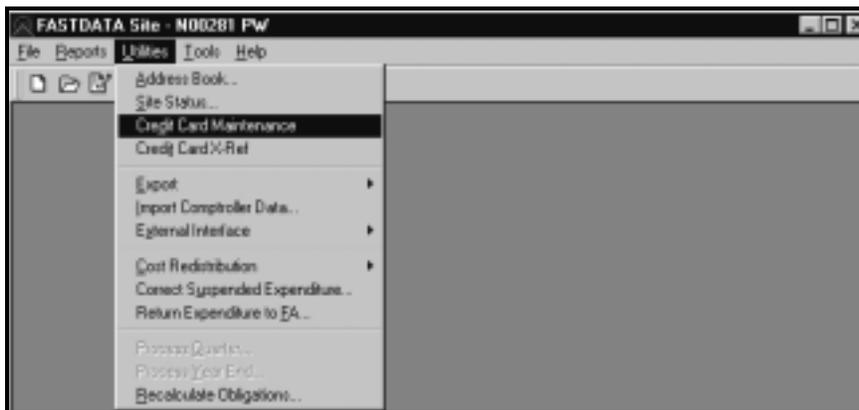
## Credit Card Maintenance Window

### Overview

Use this window to create, modify, view, and delete records on credit cards and related cardholders, banks, and vendors. The Credit Card Maintenance window has four tabs: **Bank**, **Credit Card**, **Cardholder**, and **Vendor**. Select the desired tab, then right-click in the upper window area to access a shortcut menu of options. You can also access a specific option by selecting the desired item from the **Edit** menu. Access to credit card maintenance processes is defined at the FA level. Users will have update, view-only, or no access to these processes.

After you add the desired banks, you can add the desired credit cards to associate with the banks. After you add the credit cards, you can assign cardholders to the credit card records. Because the banks, credit cards, cardholders, and vendors are related, you cannot delete one type of record if it has associations with other records. For example, if you want to delete a bank record, you cannot do so if the bank has a credit card associated with it. Similarly, if you want to delete a credit card, you cannot do so if there is a cardholder associated with the credit card in FASTDATA. Vendor data is for use on the memo Credit Card document. If a memo Credit Card document has a vendor specified, you cannot delete that vendor record.

The Credit Card Maintenance window opens from the FASTDATA Site **Utilities** menu.



**Figure 8.19**  
Opening the Credit  
Card Maintenance  
Window

### Restrictions

- Only users with a FASTDATA FA Module Site User Maintenance window Site Security Access option of **Update** under **Credit Card** can maintain data on the Credit Card Maintenance window.
- A FASTDATA FA Module Site User Maintenance window Site Security Access option of **View-Only** under **Credit Card** limits users to view-only access to credit card data.
- A FASTDATA FA Module Site User Maintenance window Site Security Access option of **No Access** under **Credit Card** prevents a user from accessing the Credit Card Maintenance window.

## • Credit Card Maintenance Window Objects



**Figure 8.20**  
Credit Card  
Maintenance  
Window

### Bank Tab

Lists the banks for your site. From this tab you can add, update, and remove banks for your site, as well as view existing bank data. Select the desired bank in the upper list to view associated credit cards in the lower window area.

### Credit Card Tab

Lists the credit cards for your site's banks. From this tab you can add, update, and remove credit cards for a selected bank, as well as view existing credit card data. Select the desired bank in the upper list to view associated cardholders in the lower window area.

### Card Holder Tab

Lists the personnel at your site who have been issued credit cards. From this tab you can add, update, and remove cardholders for your site; as well as view existing cardholder data. Select the desired cardholder in the upper list to view assigned credit cards in the lower window area.

### Vendor Tab

Lists your site's vendors available for credit card purchases. From this tab you can add, update, and remove vendors for your site.

## ■ Steps for Viewing Bank Data

1. From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

The Credit Card Maintenance window will open with the **Bank** tab selected by default. Available banks for your site and associated credit cards, if any, are displayed on the tab.

2. Select the bank you wish to view data on.



**Figure 8.21**  
Opening the  
View Bank  
Window

3. Right-click in the upper window area of the tab and select **View** from the shortcut menu. The View Bank window will open and data on the selected bank will display.

**Tip** You can also open the View Bank window by selecting the **Edit** menu **Bank** submenu, then selecting **View**.



**Figure 8.22**  
Viewing Bank  
Data

4. Select the **Close** button to close the View Bank window.

## ■ Steps for Adding New Bank

1. From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

The Credit Card Maintenance window will open with the **Bank** tab selected by default. Available banks for your site and associated credit cards, if any, are displayed on the tab.

2. Right-click in the upper window area of the tab and select **New** from the shortcut menu. The New Bank window will open.

**Tip** You can also open the New Bank window by selecting the **Edit** menu **Bank** submenu, then selecting **New**.

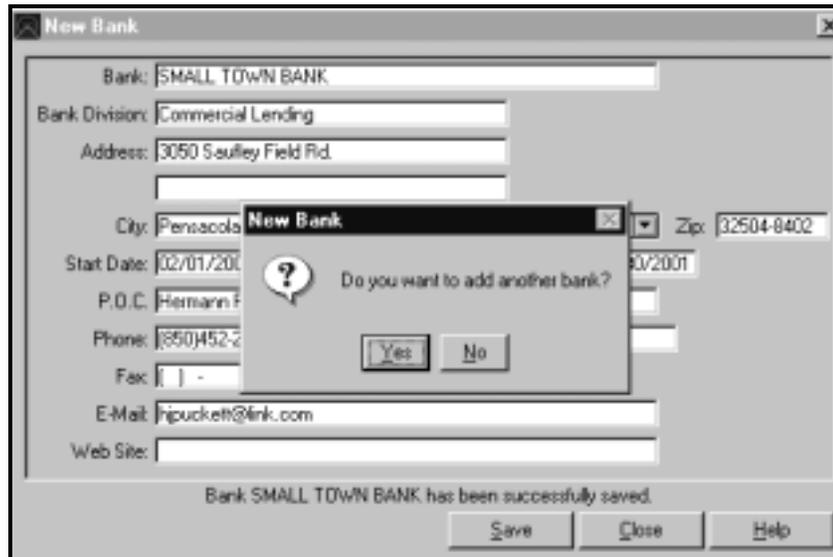
The screenshot shows a 'New Bank' dialog box with the following data entered:

- Bank: SMALL TOWN BANK
- Bank Division: Commercial Lending
- Address: 3050 Saufley Field Rd.
- City: Pensacola
- State: FL
- Zip: 32504-8402
- Start Date: 02/01/2001
- End Date: 09/30/2001
- P.O.C.: Hermann Puckett
- Phone: (850)452-2990
- Extension: 228
- E-Mail: hpuckett@lnk.com

**Figure 8.23**  
Adding a New Bank

3. Enter the required name of the financial institution that has, or will have, a military purchase card account for your site in the **Bank** field. You can enter up to 60 characters.
4. Enter the required first address line data and city data.
5. Select the required state from the **State** drop-down list.
6. Enter the required **Zip** code.
7. If you wish, enter any optional data in the remaining fields.
8. Select the **Save** button.

FASTDATA will inform you that the new bank has been successfully saved and display a message asking you if you would like to add another bank.



**Figure 8.24**  
Adding  
Additional  
Banks

9. If you have more banks to add, select the **Yes** button and continue entering new data.
10. When you have entered all desired new banks, select the **No** button to save the new data and close the New Bank window.

The new data will display on the Credit Card Maintenance window **Bank** tab.

## ■ Steps for Updating Bank

1. From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

The Credit Card Maintenance window will open with the **Bank** tab selected by default. Available banks for your site and associated credit cards, if any, are displayed on the tab.

2. Select the bank that you wish to update.
3. Right-click in the upper window area of the tab and select **Update** from the shortcut menu. The Update Bank window will open.

---

**Tip** You can also open the Update Bank window by selecting the **Edit** menu **Bank** submenu, then selecting **Update**.

---

4. Modify the desired data.

The screenshot shows a window titled "Update Bank" with a close button in the top right corner. The window contains a form with the following fields and values:

- Bank: NATIONAL BANK
- Bank Division: Southwest Territories
- Address: 321 Saguaro St.
- City: Tucson
- State: AZ
- Zip: 81111
- Start Date: 00/00/0000
- End Date: 00/00/0000
- P.O.C.: Jane Doe
- Phone: 555222-5555
- Extension:
- Fac: -
- E-Mail: doe@nationalbank.com
- Web Site: www.nationalbank.com

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

**Figure 8.25**  
Updating Bank  
Data

5. Select the **Save** button to save the change. The Update Bank window will close and the modified data will display on the Credit Card Maintenance window **Bank** tab.

## ■ **Steps for Deleting Bank**

1. From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

The Credit Card Maintenance window will open with the **Bank** tab selected by default. Available banks for your site and associated credit cards, if any, are displayed on the tab.

2. Select the bank that you wish to delete.
3. Right-click in the upper window area of the tab and select **Delete** from the shortcut menu.

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**Tip** You can also delete a bank by selecting the **Edit** menu **Bank** submenu, then selecting **Delete**.

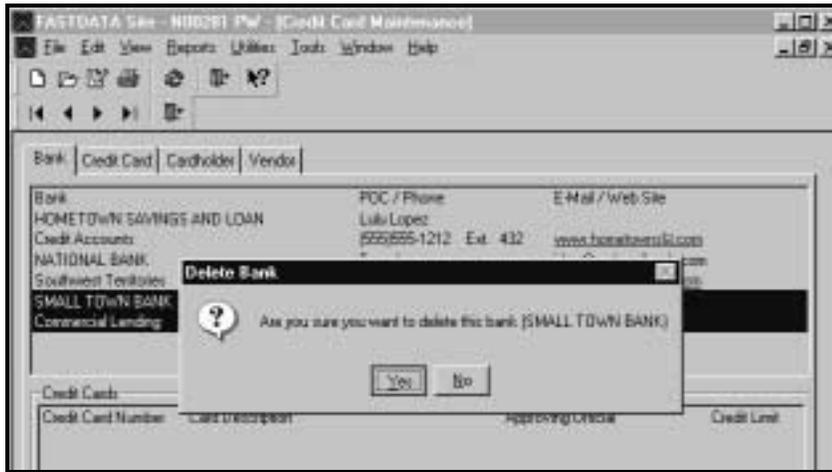
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**NOTE** You cannot delete a bank if it has any associated credit cards.

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FASTDATA will ask you to confirm the deletion.



**Figure 8.26**  
Deleting a Bank

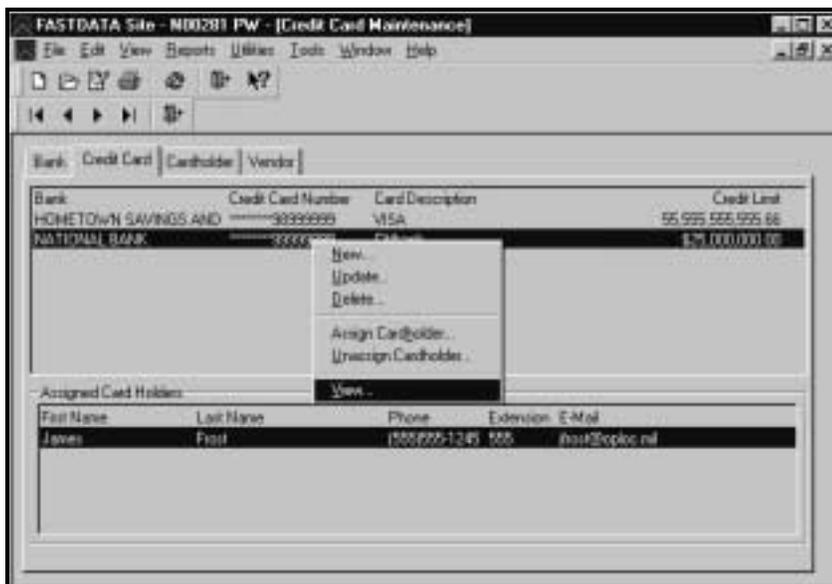
4. Select the **Yes** button to confirm the bank deletion. The selected bank will be deleted from the database.

## ■ Steps for Viewing Credit Card Data

1. From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

The Credit Card Maintenance window will open with the **Bank** tab selected by default. Select the **Credit Card** tab. Available credit cards and associated cardholders, if any, are displayed on the tab.

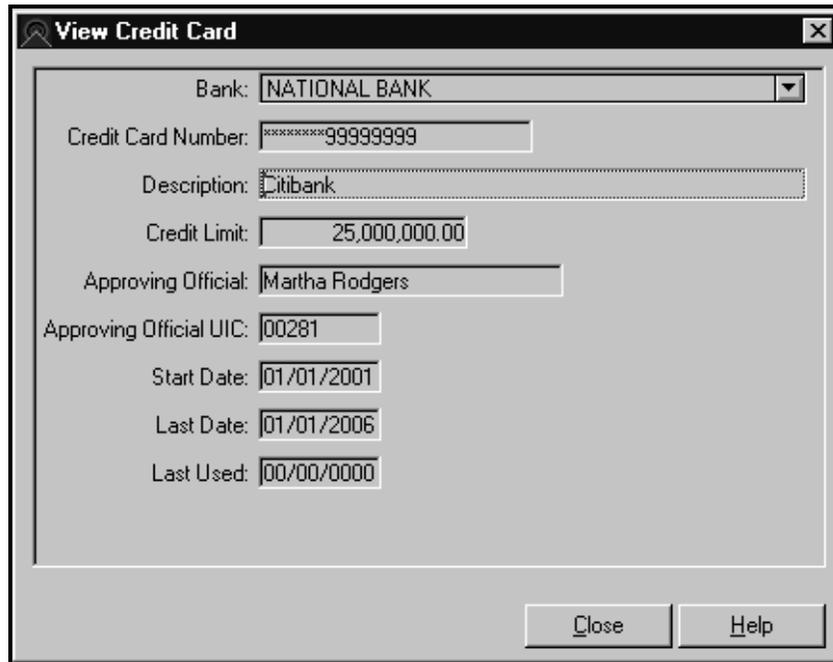
2. Select the credit card for which you wish to view data.



**Figure 8.27**  
Opening the View Credit Card Window

3. Right-click in the upper window area of the tab and select **View** from the shortcut menu. The View Credit Card window will open and data on the selected card will display.

**Tip** You can also open the View Credit Card window by selecting the **Edit** menu **Credit Card** submenu, then selecting **View**.



**Figure 8.28**  
Viewing Credit  
Card Data

4. Select the **Close** button to close the View Credit Card window.

## ■ Steps for Adding New Credit Card

1. From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

The Credit Card Maintenance window will open with the **Bank** tab selected by default. Select the **Credit Card** tab. Available credit cards and associated cardholders, if any, are displayed on the tab.

2. Right-click in the upper window area of the tab and select **New** from the shortcut menu. The New Credit Card window will open.

**Tip** You can also open the New Credit Card window by selecting the **Edit** menu **Credit Card** submenu, then selecting **New**.

**New Credit Card**

Bank: SMALL TOWN BANK

Credit Card Number: 1234567890123456

Description: American Express

Credit Limit: 10,000.00

Approving Official: A. Clark

Approving Official UIC: 56053

Start Date: 00/00/0000

Last Date: 00/00/0000

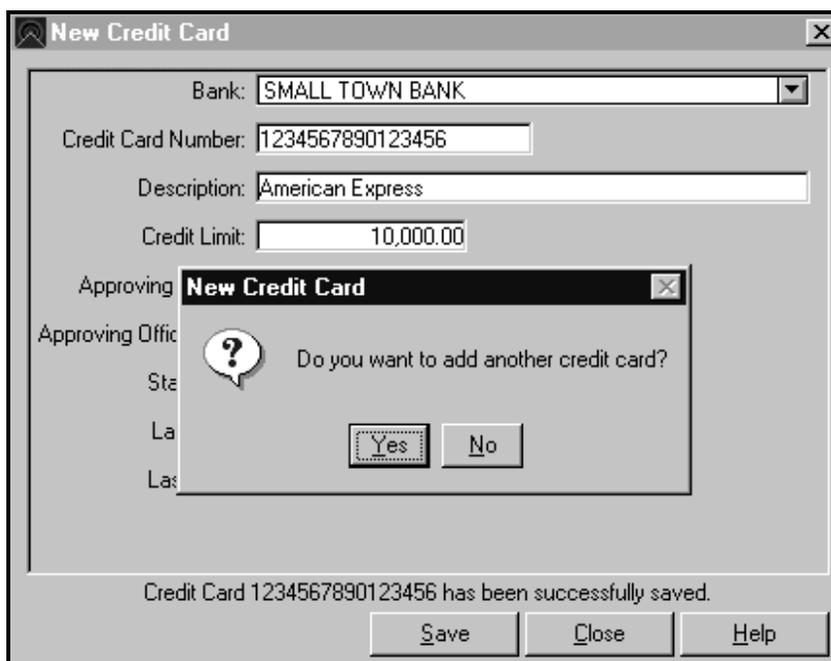
Last Used: 00/00/0000

Save Close Help

**Figure 8.29**  
Adding a New  
Credit Card

3. Select the desired value that identifies the financial institution associated with the credit card that you are adding. You must select a value from the **Bank** drop-down field.
4. Enter the required 16-digit number of the card in the **Credit Card Number** field.
5. Briefly describe the credit card you're adding in the **Description** field. You must enter a description.
6. Enter the required maximum outstanding amount the credit card account can have at any time in the **Credit Limit** field.
7. Enter the required name of the person responsible for reviewing and verifying monthly purchase card statements of cardholders in a given locale or group in the **Approving Official** field.
8. Enter the required five-character code in the **Approving Official UIC** (Unit Identification Code) field.
9. If you wish, enter any optional data in the remaining fields.
10. Select the **Save** button.

FASTDATA will inform you that the new credit card has been successfully saved and display a message asking you if you would like to add another card.



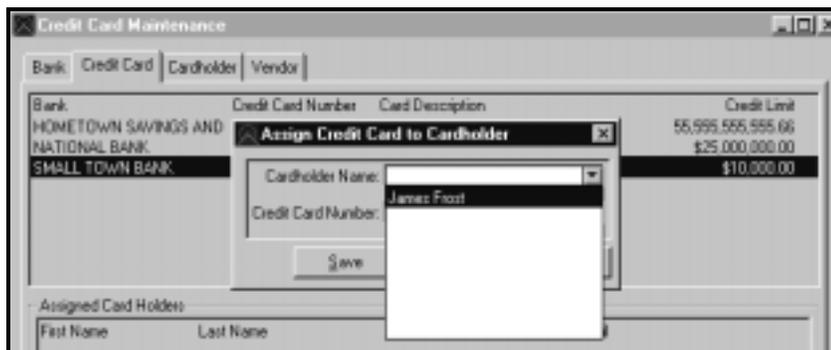
**Figure 8.30**  
Adding  
Additional  
Credit Cards

11. If you have more credit cards to add, select the **Yes** button and continue entering new data.
12. When you have entered all desired new credit cards, select the **No** button to save the new data and close the New Credit Card window.

The new data will display on the Credit Card Maintenance window **Credit Card** tab.

## ■ Steps for Assigning Cardholder to a Credit Card

1. On the Credit Card Maintenance window **Credit Card** tab, select the credit card that you wish to assign a cardholder to.
2. Right-click in the upper window area of the tab and select **Assign Cardholder** from the shortcut menu. The Assign Credit Card to Cardholder window will open.



**Figure 8.31**  
Assigning  
Credit Card to  
Cardholder

3. Select the required name from the **Cardholder Name** drop-down field.

---

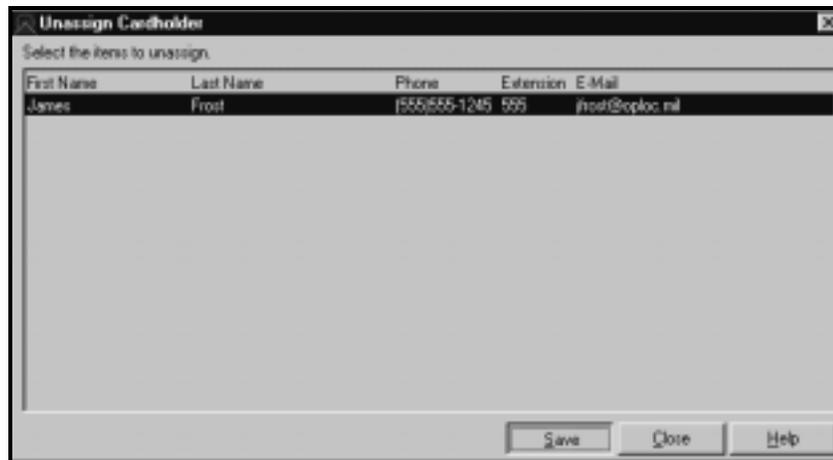
**Tip** The individual that you wish to assign as a cardholder for a credit card must exist in the database as a valid cardholder. To add a new cardholder to the database, refer to the section on Steps for Adding a New Cardholder.

---

4. Select the **Save** button to save the new cardholder assignment. The Assign Credit Card to Cardholder window will close and the assignment will display on the Credit Card Maintenance window **Credit Card** tab **Assigned Cardholder** list box.

## ■ Steps for Unassigning Cardholder for a Credit Card

1. On the Credit Card Maintenance window **Credit Card** tab, select the credit card for which you wish to remove a cardholder assignment.
2. Right-click in the upper window area of the tab and select **Unassign Cardholder** from the shortcut menu. The Unassign Cardholder window will open.



**Figure 8.32**  
Removing  
Credit Card  
Assignment  
from  
Cardholder

3. If applicable, select the person for whom you wish to delete the credit card assignment.

---

**NOTE** You cannot delete a cardholder association if the individual is referenced on credit card documents.

---

4. Select the **Save** button. The Unassign Cardholder window will close and the applicable assignment is removed from the Credit Card Maintenance window **Credit Card** tab **Assigned Cardholder** list box.

## ■ Steps for Updating Credit Card

1. From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

The Credit Card Maintenance window will open with the **Bank** tab selected by default. Select the **Credit Card** tab. Available credit cards and associated cardholders, if any, are displayed on the tab.

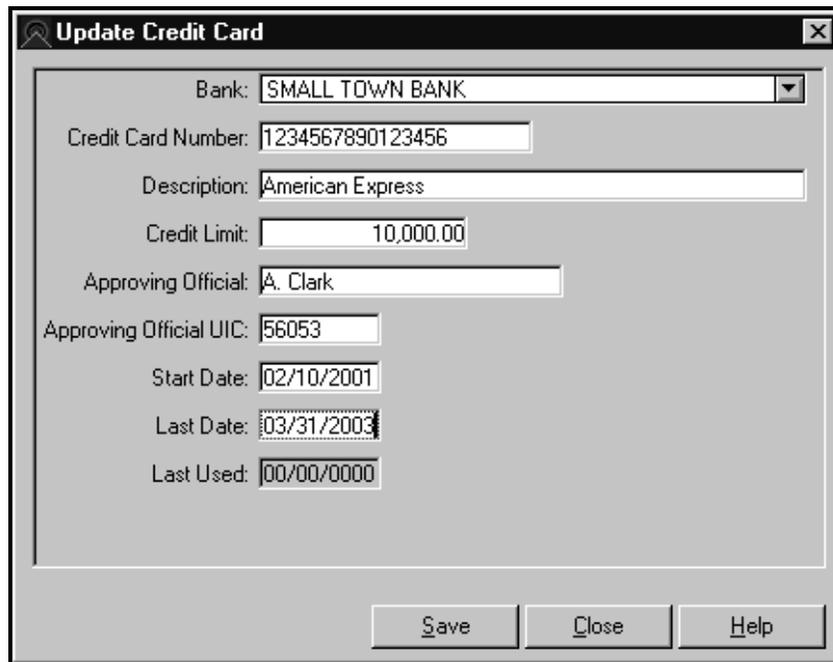
2. Select the credit card that you wish to update.
3. Right-click in the upper window area of the tab and select **Update** from the shortcut menu. The Update Credit Card window will open.

---

**Tip** You can also open the Update Credit Card window by selecting the **Edit** menu **Credit Card** submenu, then selecting **Update**.

---

4. Modify the desired data.



The screenshot shows a dialog box titled "Update Credit Card". It contains the following fields and values:

- Bank: SMALL TOWN BANK
- Credit Card Number: 1234567890123456
- Description: American Express
- Credit Limit: 10,000.00
- Approving Official: A. Clark
- Approving Official UIC: 56053
- Start Date: 02/10/2001
- Last Date: 03/31/2003
- Last Used: 00/00/0000

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

**Figure 8.33**  
Updating  
Credit Card

5. Select the **Save** button to save the change. The Update Credit Card window will close and the modified data will display on the Credit Card Maintenance window **Credit Card** tab.

## ■ Steps for Deleting Credit Card

1. From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

The Credit Card Maintenance window will open with the **Bank** tab selected by default. Select the **Credit Card** tab. Available credit cards and associated cardholders, if any, are displayed on the tab.

2. Select the credit card that you wish to delete.
3. Right-click in the upper window area of the tab and select **Delete** from the shortcut menu.

---

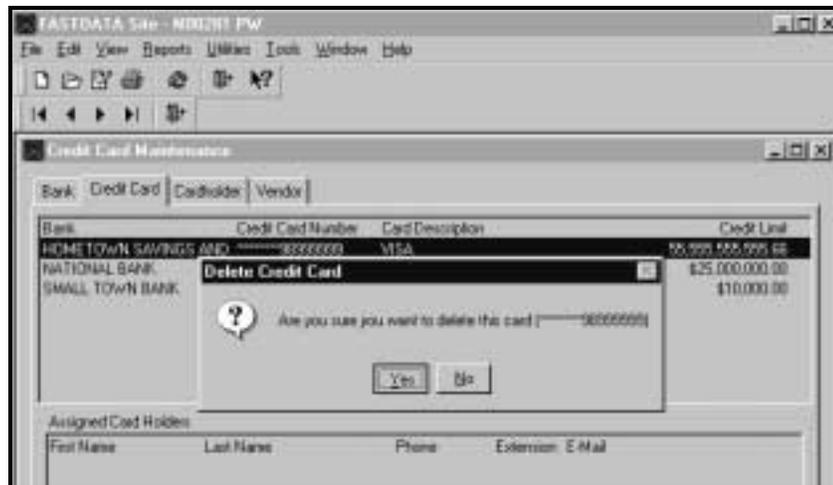
**Tip** You can also delete a credit card by selecting the **Edit** menu **Credit Card** submenu, then selecting **Delete**.

---

**NOTE** You cannot delete a credit card if it has any assigned cardholders.

---

FASTDATA will ask you to confirm the deletion.



**Figure 8.34**  
Deleting a  
Credit Card

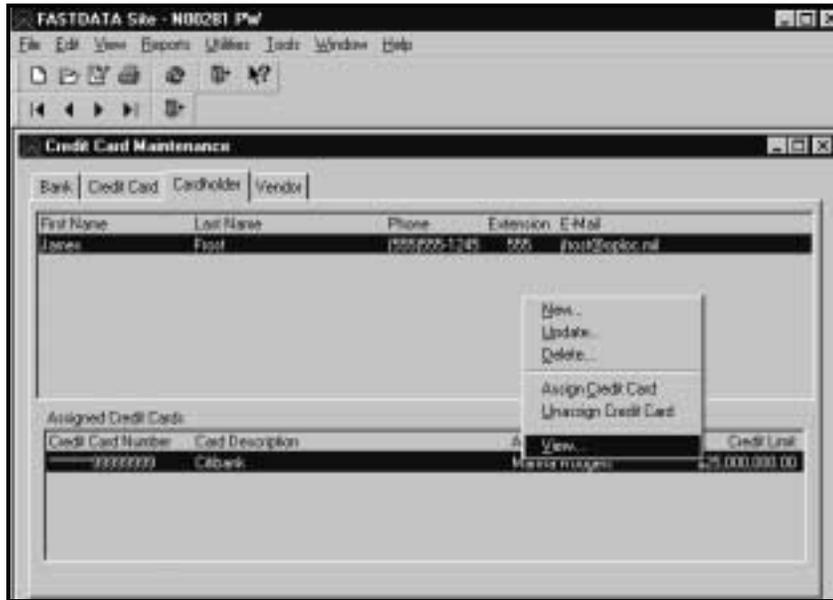
4. Select the **Yes** button to confirm the credit card deletion. The selected card will be deleted from the database.

## ■ Steps for Viewing Cardholder Data

1. From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

The Credit Card Maintenance window will open with the **Bank** tab selected by default. Select the **Cardholder** tab. Cardholders currently in the system are displayed.

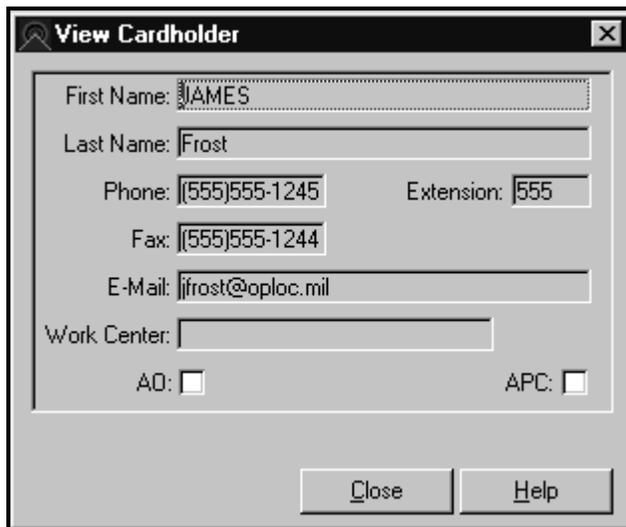
- If applicable, select the cardholder for whom you wish to view data.



**Figure 8.35**  
Opening the View Cardholder Window

- Right-click in the upper window area of the tab and select **View** from the shortcut menu. The View Cardholder window will open and data on the selected individual will display.

**Tip** You can also open the View Cardholder window by selecting the **Edit** menu **Cardholder** submenu, then selecting **View**.



**Figure 8.36**  
Viewing Cardholder Data

- Select the **Close** button to close the View Cardholder window.

## ■ Steps for Adding New Cardholder

1. From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

The Credit Card Maintenance window will open with the **Bank** tab selected by default. Select the **Cardholder** tab. Cardholders currently in the system are displayed.

2. Right-click in the upper window area of the tab and select **New** from the shortcut menu. The New Cardholder window will open.

---

**Tip** You can also open the New Cardholder window by selecting the **Edit** menu **Cardholder** submenu, then selecting **New**.

---

**Figure 8.37**  
Adding a New  
Cardholder

3. Enter the required first and last names in the **First Name** and **Last Name** fields.
4. If the new cardholder is an approving official (AO) or agency program coordinator (APC), check the applicable check box.
5. If you wish, enter any optional data in the remaining fields.
6. Select the **Save** button.

FASTDATA will inform you that the new cardholder has been successfully saved and display a message asking you if you would like to add another cardholder.



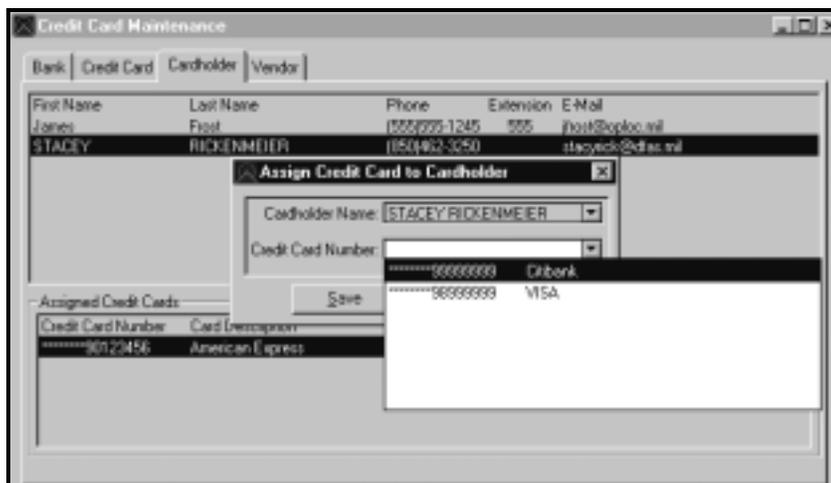
**Figure 8.38**  
Adding  
Additional  
Cardholders

7. If you have more cardholders to add, select the **Yes** button and continue entering new data.
8. When you have entered all desired new cardholders, select the **No** button to save the new data and close the New Cardholder window.

The new data will display on the Credit Card Maintenance window **Cardholder** tab.

## ■ Steps for Assigning Credit Card to a Cardholder

1. On the Credit Card Maintenance window **Cardholder** tab, select the cardholder you wish to assign a credit card.
2. Right-click in the upper window area of the tab and select **Assign Credit Card** from the shortcut menu. The Assign Credit Card to Cardholder window will open.



**Figure 8.39**  
Assigning  
Credit Card to  
Cardholder

3. Select the required value from the **Credit Card Number** drop-down field.

---

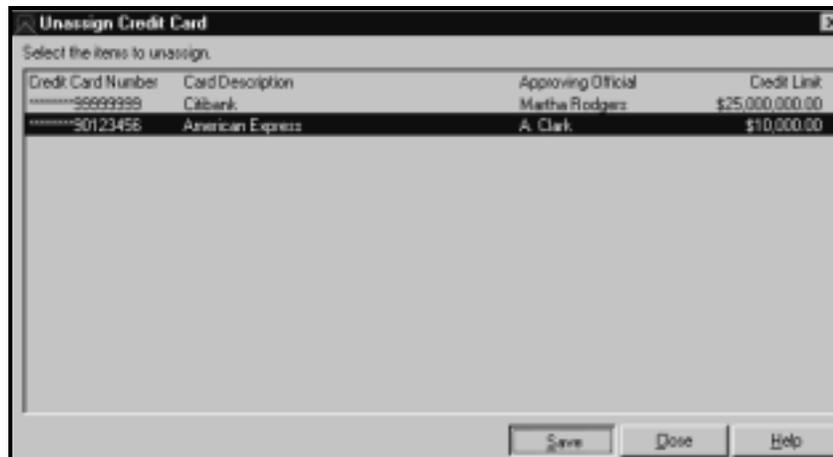
**Tip** The credit card that you wish to assign to a cardholder must exist in the database as a valid card. To add a new credit card to the database, refer to the section on Steps for Adding a New Credit Card.

---

4. Select the **Save** button to save the new credit card assignment. The Assign Credit Card to Cardholder window will close and the assignment will display on the Credit Card Maintenance window **Cardholder** tab **Assigned Credit Cards** list box.

## ■ Steps for Unassigning Credit Card for a Cardholder

1. On the Credit Card Maintenance window **Cardholder** tab, select the cardholder from whom you wish to remove a credit card assignment.
2. Right-click in the upper window area of the tab and select **Unassign Credit Card** from the shortcut menu. The Unassign Credit Card window will open.



**Figure 8.40**  
Removing  
Credit Card  
Assignment  
from  
Cardholder

3. If applicable, select the credit card you wish to delete from the selected cardholder.
4. Select the **Save** button. The Unassign Credit Card window will close and the applicable assignment is removed from the Credit Card Maintenance window **Cardholder** tab **Assigned Credit Cards** list box.

## ■ Steps for Updating Cardholder

1. From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

The Credit Card Maintenance window will open with the **Bank** tab selected by default. Select the **Cardholder** tab. Cardholders currently in the system are displayed.

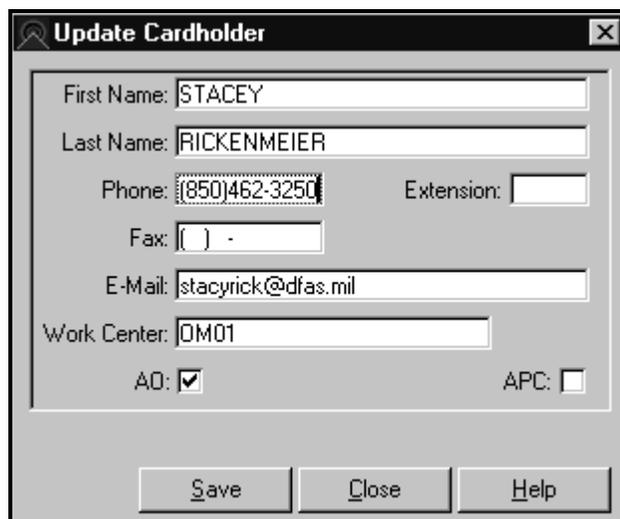
2. Select the cardholder that you wish to update.
3. Right-click in the upper window area of the tab and select **Update** from the shortcut menu. The Update Cardholder window will open.

---

**Tip** You can also open the Update Cardholder window by selecting the **Edit** menu **Cardholder** submenu, then selecting **Update**.

---

4. Modify the desired data.



**Figure 8.41**  
Updating  
Cardholder

5. Select the **Save** button to save the change. The Update Cardholder window will close and the modified data will display on the Credit Card Maintenance window **Cardholder** tab.

## ■ Steps for Deleting Cardholder

1. From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

The Credit Card Maintenance window will open with the **Bank** tab selected by default. Select the **Cardholder** tab. Cardholders currently in the system are displayed.

2. Select the cardholder that you wish to delete.
3. Right-click in the upper window area of the tab and select **Delete** from the shortcut menu.

---

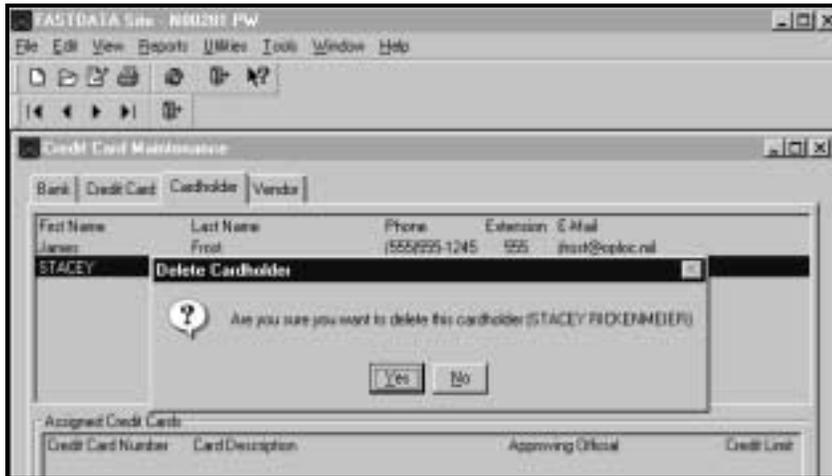
**Tip** You can also delete a cardholder by selecting the **Edit** menu **Cardholder** submenu, then selecting **Delete**.

---

**NOTE** You cannot delete a cardholder who is referenced on a Credit Card document.

---

FASTDATA will ask you to confirm the deletion.



**Figure 8.42**  
Deleting a  
Cardholder

4. Select the **Yes** button to confirm the cardholder deletion. The selected cardholder will be deleted from the database.

## ■ Steps for Viewing Vendor Data

1. From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

The Credit Card Maintenance window will open with the **Bank** tab selected by default. Select the **Vendor** tab. Vendors currently available for your site are displayed.

2. If applicable, select the vendor for whom you wish to view data.



**Figure 8.43**  
Opening the  
View Vendor  
Window

- Right-click on the tab and select **View** from the shortcut menu. The View Vendor window will open and data on the selected individual will display.

---

**Tip** You can also open the View Vendor window by selecting the **Edit** menu **Cardholder** submenu, then selecting **View**.

---

The screenshot shows a 'View Vendor' window with the following data:

- Vendor: INKJET CARTRIDGES INK
- Address: 1 Inkjet Way, Suite 2B
- City: Indianapolis, State: IN, Zip: 30045
- Start Date: 00/00/0000, End Date: 00/00/0000
- POC: Inky Jay
- Phone: 555/555-5232, Extension: 545
- Fax: 555/555-3235
- E-Mail: jay@inkjet.net
- Web Site: www.inky.com
- Cage Code: 99999, DUNS: 999888999
- Tax Payer ID: 321-21-2222, Times Used: 0
- Max Award: 0.00
- Non-Profit:  Small Business:  Disadvantaged:  Women Owned:  Inactive:

**Figure 8.44**  
Viewing  
Vendor Data

- Select the **Close** button to close the View Vendor window.

## ■ Steps for Adding New Vendor

- From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

The Credit Card Maintenance window will open with the **Bank** tab selected by default. Select the **Vendor** tab. Vendors currently available for your site are displayed.

- Right-click on the tab and select **New** from the shortcut menu. The New Vendor window will open.

---

**Tip** You can also open the New Vendor window by selecting the **Edit** menu **Vendor** submenu, then selecting **New**.

---

**Figure 8.45**  
Adding a New Vendor

3. Enter the required name of the business in the **Vendor** field. You can enter up to 30 characters.
4. Enter the required street or mailing address data in the **Address, City, State, and Zip** fields.
5. If desired, check the applicable check boxes to indicate if the new vendor is currently, or was previously, a small, small disadvantaged, and/or women-owned business.
6. If you wish, enter any optional data in the remaining fields.
7. Select the **Save** button. FASTDATA will inform you that the new vendor has been successfully saved and display a message asking you if you would like to add another vendor.

**Figure 8.46**  
Adding Additional Vendors

8. If you have more vendors to add, select the **Yes** button and continue entering new data.
9. When you have entered all desired new vendors, select the **No** button to save the new data and close the New Vendor window.

## ■ Steps for Updating Vendor

1. From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

The Credit Card Maintenance window will open with the **Bank** tab selected by default. Select the **Vendor** tab. Vendors currently available for your site are displayed.

2. Select the vendor that you wish to update.
3. Right-click on the tab and select **Update** from the shortcut menu. The Update Vendor window will open.

**Tip** You can also open the Update Vendor window by selecting the **Edit Vendor** submenu, then selecting **Update**.

4. Modify the desired data.

The screenshot shows a window titled "Update Vendor" with a close button (X) in the top right corner. The window contains a form with the following fields and values:

- Vendor: XYZ CORP
- Address: 11100 Airport Blvd
- City: Pensacola
- State: FL
- Zip: 32506
- Start Date: 10/01/2000
- End Date: 09/30/2001
- POC: Tracy Bosnick
- Phone: (850)476-9010
- Extension:
- Fax: -
- E-Mail: xyz@gulfnet.com
- Web Site: www.xyzwidgets.com
- Cage Code: TAB1
- DUNS:
- Tax Payer ID: 70-1032567
- Times Used: 0
- Max Award: 75,000.00
- Non-Profit:
- Small Business:
- Disadvantaged:
- Women Owned:
- Inactive:

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

**Figure 8.47**  
Updating Vendor

5. Select the **Save** button to save the change. The Update Vendor window will close and the modified data will display on the Credit Card Maintenance window **Vendor** tab.

## ■ Steps for Deleting Vendor

1. From the FASTDATA Site window, select **Credit Card Maintenance** from the **Utilities** menu.

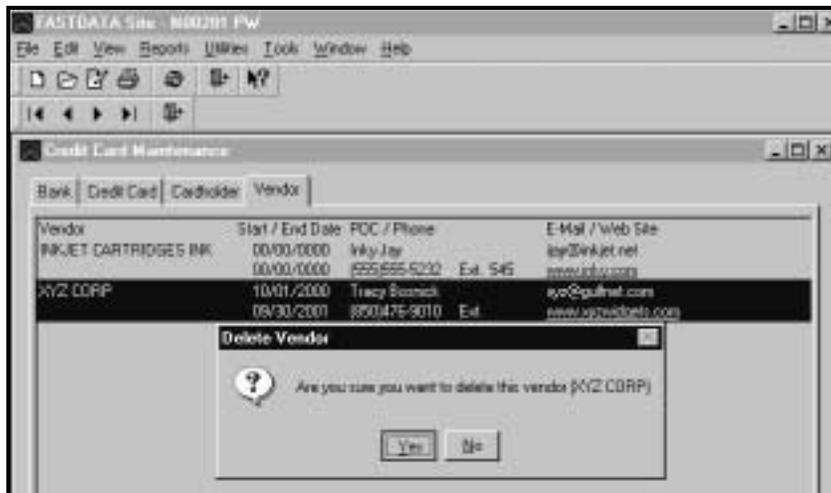
The Credit Card Maintenance window will open with the **Bank** tab selected by default. Select the **Vendor** tab. Vendors currently available for your site are displayed.

2. Select the vendor that you wish to delete.
3. Right-click on the tab and select **Delete** from the shortcut menu.

**Tip** You can also delete a vendor by selecting the **Edit** menu **Vendor** submenu, then selecting **Delete**.

**NOTE** You cannot delete a vendor record that is referenced on a Credit Card document.

FASTDATA will ask you to confirm the deletion.



**Figure 8.48**  
Deleting a  
Vendor

4. Select the **Yes** button to confirm the vendor deletion. The selected record will be deleted from the database.

## Credit Card X-Ref Window



### Overview

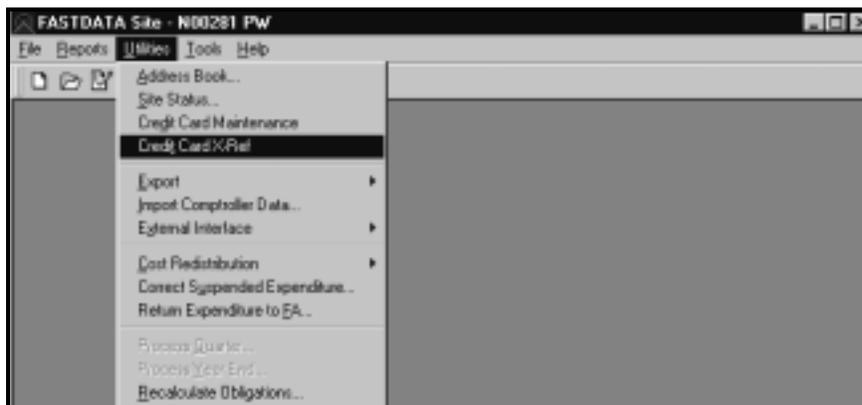
Use this window to cross-reference a Credit Card document (either created manually with the Site software or imported through an MPC import) to a requisition DCN/ACRN. The Credit Card X-Ref window lists credit card transactions available for cross-referencing.

If you created a requisition document to reserve funds for an MPC purchase transaction, you can cross-reference a Credit Card document to the desired requisition document to generate a reversal transaction for the requisition. When you cross-reference a Credit Card document by selecting a value for Requisition/ACRN, the document will automatically be marked for release to the FA.

You also can cross-reference an imported MPC transaction to a manually created Credit Card document. Doing so will cite the CitiDirect-generated DCN of the MPC transaction as the Bank DCN for the manually created Credit Card document. You can cross-reference multiple MPC transactions to the same Credit Card document.

Additionally, you can cross-reference a manually created Credit Card document to another manually created Credit Card document. This is a one-to-one cross-reference; no other MPC or manual Credit Card document can reference either of the two cross-referenced manually entered Credit Card documents.

The Credit Card X-Ref window opens from the FASTDATA Site **Utilities** menu.

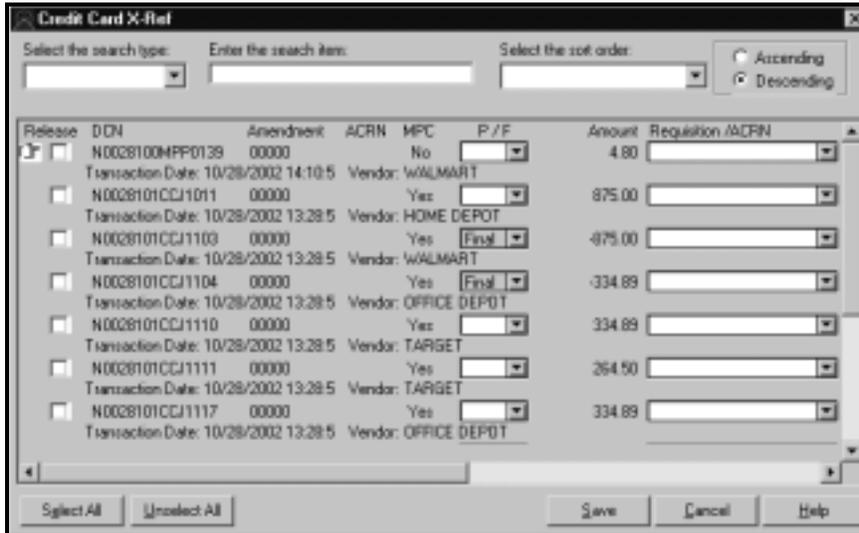


**Figure 8.49**  
Opening the Credit  
Card X-Ref Window

## Restrictions

- Only users with a FASTDATA FA Module Site User Maintenance window Site Security Access option of **Access** under **Import, Export Data** can cross-reference credit card documents on the Credit Card X-Ref window.
- A FASTDATA FA Module Site User Maintenance window Site Security Access option of **No Access** under **Import, Export Data** prevents a user from accessing the Credit Card X-Ref window.

## • Credit Card X-Ref Window Objects



**Figure 8.50**  
Credit Card  
X-Ref Window

### Select the search type

You can search by **DCN** 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 **Amount**, **DCN**, and **Vendor**.

### Ascending

Select the **Ascending** radio button if you wish to sort the selected sort order data in ascending order.

### Descending

Select the **Descending** radio button if you wish to sort the selected sort order data in descending order.

### Release

Indicates whether the reversal transaction for the cited requisition document will be included in the site export to the FA.

### DCN

Identifies the credit card transaction DCN.

### Amendment

Identifies the five-digit amendment number.

### ACRN

Identifies the credit card transaction ACRN.

**MPC**

Indicates whether the credit card transaction was imported through the MPC import process. **Yes** indicates the transaction was imported; **No** indicates the transaction was created manually on the New Memo Credit Card window.

**P/F**

Indicates whether the obligation is to be partially (Partial) or fully (Final) liquidated when processing the transaction. Select the desired value from the drop-down list.

**Amount**

Identifies the ACRN-obligated amount on the document. This amount will be the total from all line items for the Credit Card memo.

**Requisition/ACRN**

Identifies the requisition DCN and ACRN that has been cross-referenced with the listed credit card transaction. Select the desired value from the drop-down list.

**Transaction Date**

Identifies the date and time the transaction occurred or the date the document was created.

**Vendor**

Identifies the business providing a service or product.

**Select All**

Selects for release all reversal transactions associated with the cited requisition documents for export to the FA.

**Unselect All**

Deselects for release all reversal transactions associated with the cited requisition documents for export to the FA.

**Save**

Saves your changes on the Credit Card X-Ref window and closes the window.

**Cancel**

Closes the Credit Card X-Ref window.

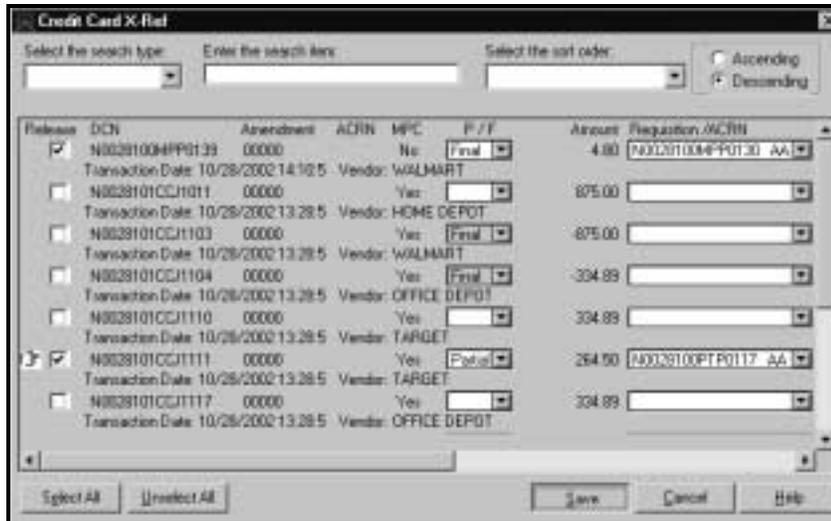
**Help**

Opens the reference help topic on the Credit Card X-Ref window.

## ■ Steps for Cross-Referencing Credit Card Document

1. From the FASTDATA Site window, select **Credit Card X-Ref** from the **Utilities** menu.

The Credit Card X-Ref window will open and display credit card transactions available for cross-referencing. If desired, use the search type, item, or sort order criteria to locate a specific document or documents.



**Figure 8.51**  
Cross-Referencing Credit Card Document

2. Select the desired value from the **Requisition/ACRN** drop-down list for each document you want to cross-reference to a requisition document.

**NOTE** You cannot release a document for export without an associated requisition/ACRN.

**Tip** You also can remove a cross-reference by selecting the first listed value, a blank line, from the **Requisition/ACRN** drop-down list. When you select a Requisition/ACRN value, the **Release** check box will automatically be checked. If you remove a cross-reference by selecting the blank line for **Requisition/ACRN**, the **Release** check box will automatically uncheck.

**NOTE** When you select a Requisition/ACRN value, you must also indicate a value for the Partial/Final indicator. Select **Final** only when you wish to fully liquidate the transaction that reserved funds for the Credit Card purchase. If you erroneously liquidate the associated requisition/ACRN, the only way to restore the remaining balance on the document is to create a new document to reserve the funds.

3. To change the **Partial/Final** value for a listed transaction, select the desired value from the drop-down list.
4. If you do not wish to include any updated transaction in the next export to the FA, uncheck the **Release** check box.

**Tip** You can also use the **Select All** or **Unselect All** buttons to select or deselect all reversal transactions associated with the cited requisition documents for release to the FA.

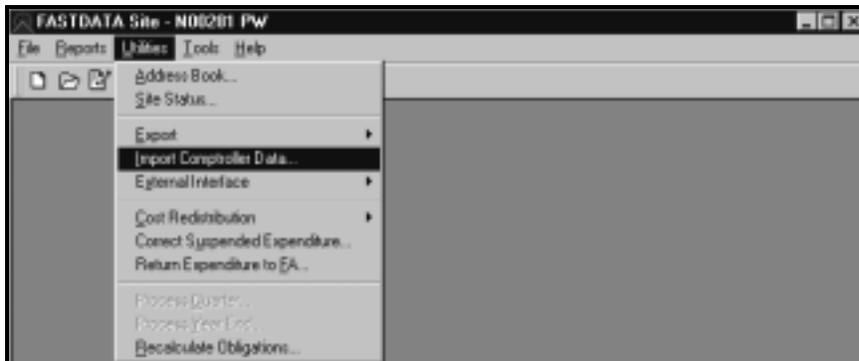
- When you have made all desired changes, select the **Save** button. The Credit Card X-Ref window will close if FASTDATA was able to successfully cross-reference the selected document(s).

## Import Comptroller Data and External Interface Data Windows

### Overview

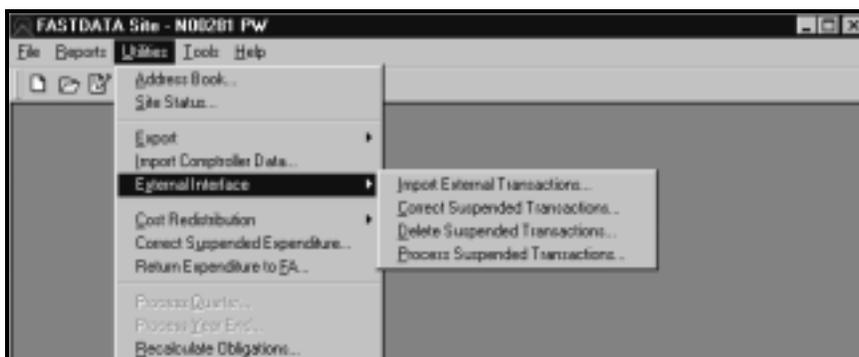
The Select a Folder window, as well as the Import External Transactions window, are used to specify the folder in which the various import data files are located. After you import external transactions to your site, you can then correct, delete, and process suspended transactions. Window objects are shown only for the Select a Folder window. If you wish to know object details on other associated windows, refer to the applicable topic in FASTDATA Site Reference Help.

The import comptroller data process opens from the FASTDATA Site **Utilities** menu.



**Figure 8.52**  
Selecting the Import Comptroller Data Process

The external interface processes open from the FASTDATA Site **Utilities** menu **External Interface** submenu.

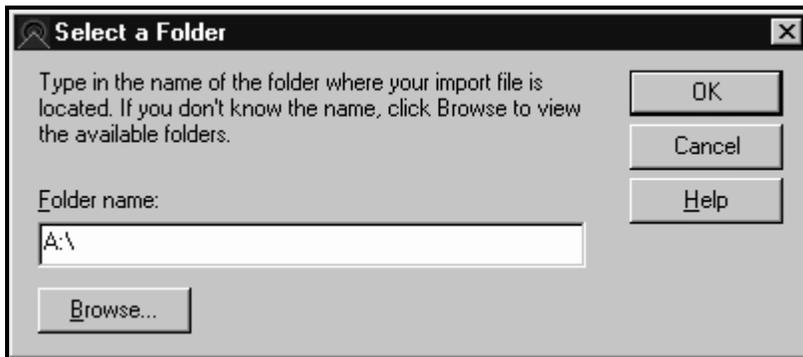


**Figure 8.53**  
Selecting the Import External Transactions Process

## Restrictions

- Only users with a FASTDATA FA Module Site User Maintenance window Site Security Access option of **Access** under **Import/Export Data** can import data.
- A FASTDATA FA Module Site User Maintenance window Site Security Access option of **No Access** under **Import/Export Data** prevents a user from accessing the import windows.

## • *Select a Folder Window Objects*



**Figure 8.54**  
**Select a Folder**  
**Window**

### Folder name

Identifies the drive letter and folder where the file will be saved.

### Browse

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

### OK

Initiates the import expenditures process.

### Cancel

Aborts the action to import expenditures.

### Help

Opens the reference help topic on the Import Expenditures window.

## ■ *Steps for Importing Comptroller Data*

Use this process to import responsibility center, OPTAR, authorization, JON, DMLSS inventory issued and encumbered amounts (for DMLSS sites), security, serial range, site information, and expenditure transactions data from the FA.

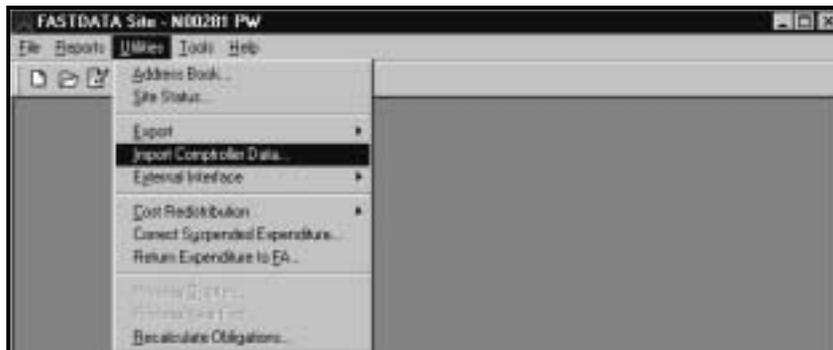
---

**Tip** If you and your FA share an Oracle database and your FA exports data to you automatically, you do not need to import comptroller data manually.

---

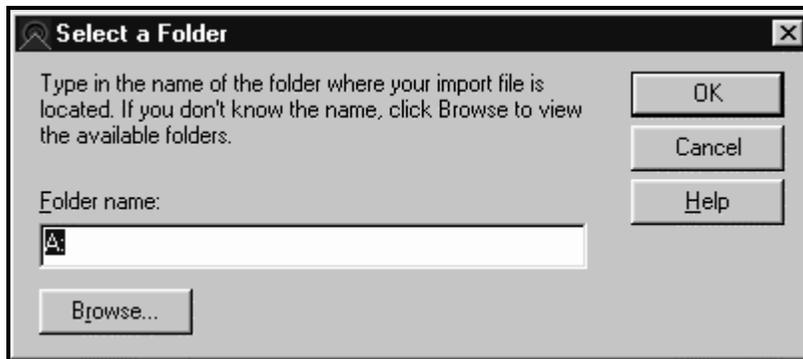
For users running FASTDATA release 00-2 or later for the Windows® operating system, the application will import one file with an **MPX** extension; otherwise, the system information file names needed for the import process are **AC20, AC30, AC40, AC50, AC60, AC70, AC80, and AC90**. When you import expenditure data from the FA, if the DCN on a transaction is active at the site, FASTDATA automatically will update the appropriate files. If the DCN has been canceled, the document will be reinstated. If the DCN is active but FASTDATA does not find a matching transaction, the transaction will be created as a non-preceded expenditure transaction. Funds balances are adjusted accordingly.

1. Select **Import Comptroller Data** from the **Utilities** menu.



**Figure 8.55**  
Selecting the  
Import  
Comptroller  
Data Process

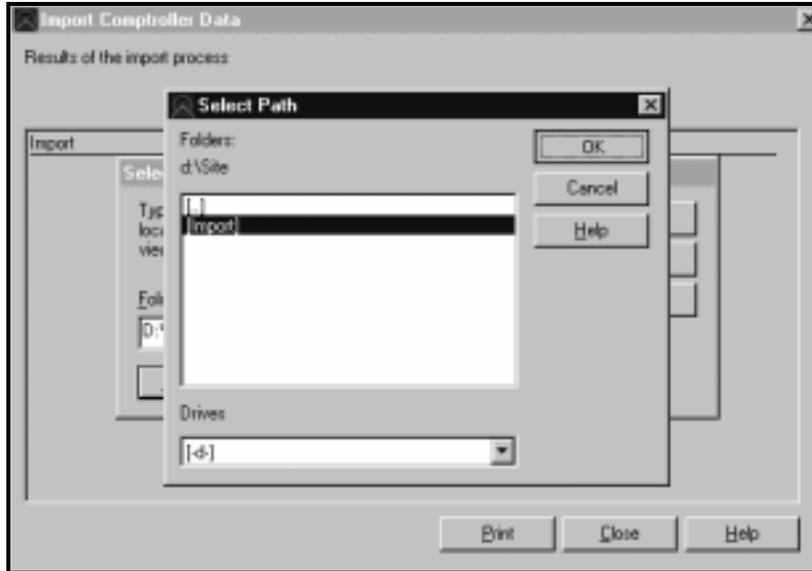
The Select a Folder window will open. The default drive displayed on the **Folder name** field is **A**.



**Figure 8.56**  
Select a Folder  
Window

**NOTE** Before you can import the desired files, you must know the location of the files you are going to import. The expenditures file name(s) depend on the FASTDATA version you and your FA are running.

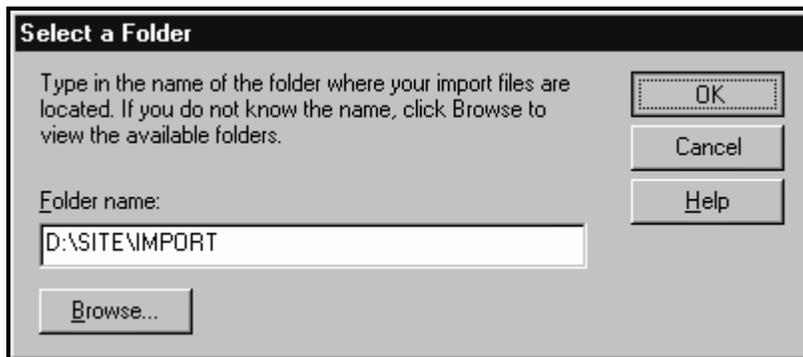
2. Specify the drive letter and folder from which you wish to import the file by entering the required path in the **Folder name** field. You can also select the **Browse** button to open the Select Path window.



**Figure 8.57**  
Specifying Path  
for the Import  
Comptroller  
Data File

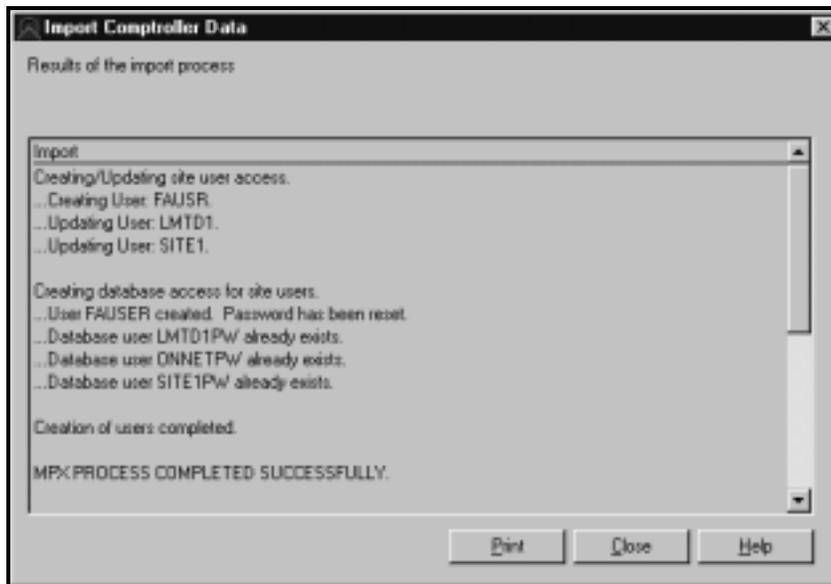
Use the Select Path window to locate the folder in which the import file resides. The window displays the folders available for the selected drive. The default drive is **A**. In the example shown, drive **D** has been selected. To change drive letters, select the desired drive from the **Drives** drop-down list. Double-click on the desired **Folder**. Select the **OK** button to close the Select Path window. The chosen path displays on the Select a Folder window **Folder name** field.

3. On the Select a Folder window, select the **OK** button to begin the import expenditures process.



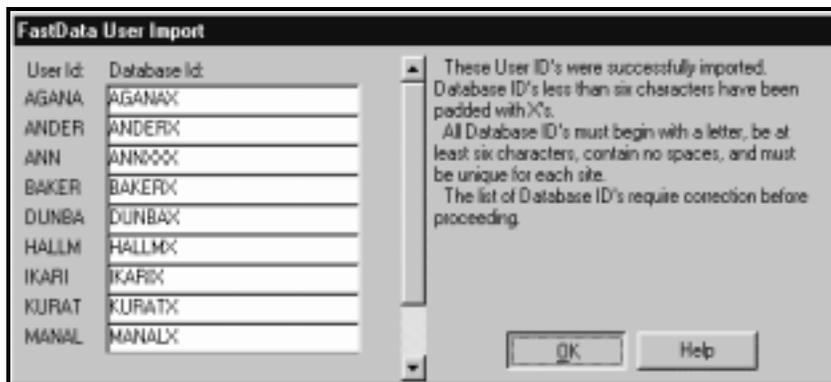
**Figure 8.58**  
Importing  
Comptroller  
Data

A series of messages on the Import Comptroller Data window will display and inform you on the import process. If the import contains a locked or unlocked status for the site, FASTDATA will display a stand-alone message informing you so.



**Figure 8.59**  
Import  
Comptroller  
Data Status  
Messages

If, during the **Import Comptroller Data** process, the system detects new User IDs the FastData User Import window will open.

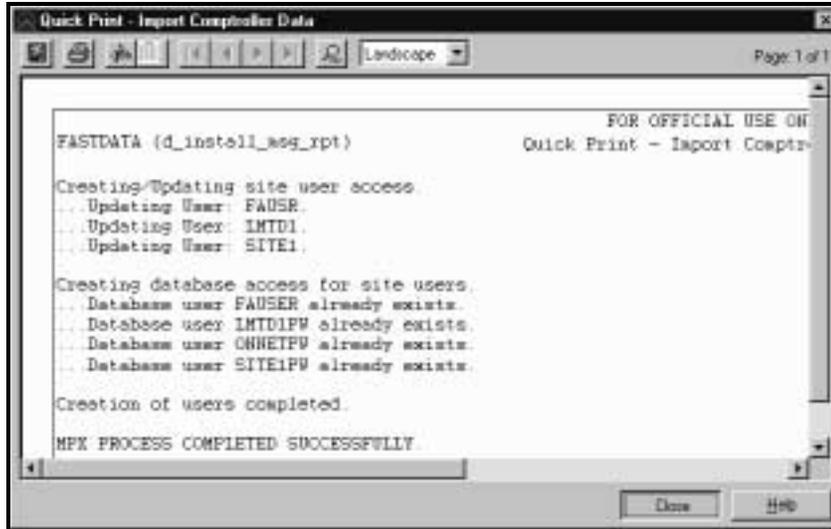


**Figure 8.60**  
FastData  
User Import  
Window

Authorized users are displayed in the **Database Id** fields. Verify the listed database IDs and make corrections, if necessary. When you are done, select the **OK** button.

**NOTE** The FastData User Input window will display only if the system detects new database user IDs during the **Import Comptroller Data** process and a FASTDATA version older than release 00-2 is still in use by you or your FA.

4. On the Import Comptroller Data window, if you wish to print the report, select the **Print** button to open the Quick Print – Import Comptroller Data window.



**Figure 8.61**  
Quick Print –  
Import  
Comptroller  
Data Window

Use the horizontal and vertical scrollbars to scroll through the report. If you wish to print the report, select the **Print** picture button.

5. Select the **Close** button to close the Quick Print – Import Comptroller Data window.
6. On the Import Comptroller Data window, select the **Close** button to close the window.

## ■ **Steps for Importing, Correcting, Deleting, and Processing External Transactions**

Use the import external transactions process to import transactions from systems outside of FASTDATA. The external systems that currently send transactions to FASTDATA are the Automated Travel Order System Plus (*ATOSPlus*), a travel and transportation system, the Inbound Interface for B1 file formats, the Defense Travel System (DTS) Transactions from STARS-FL, and the Military Purchase Card (MPC) system. You also can import acceptance of DD448, DD1556, NC2275, and NC2276 documents from the Acceptance Interface external system.

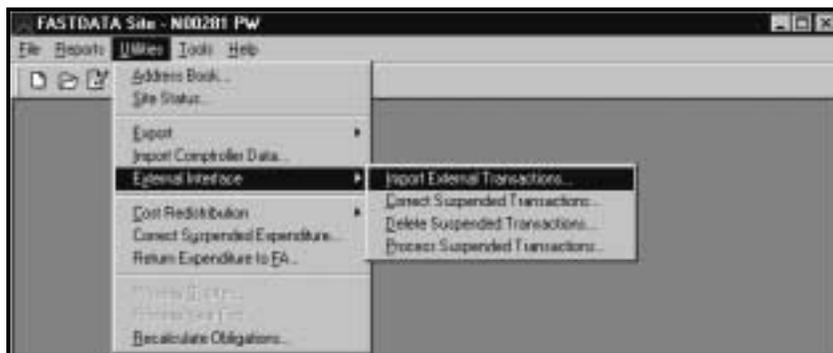
When you successfully import a file from an external system, FASTDATA creates an accounting transaction for each external transaction and stores any suspended transactions for future correction, deletion, or reprocessing. If you imported an MPC file, the application will create a Memo Credit Card document or document amendment for each imported MPC transaction that is not suspended. An MPC transaction will suspend if it does not have a valid DCN, JON, or Expense Element.

If the external *ATOSPlus* or Inbound Interface file contains a transaction for an NC2276 document with a commitment amount of \$25,000 or greater, FASTDATA will not import the transaction unless the NC2276 has been accepted.

The Acceptance Interface file you import can include DD448, DD1556, NC2275, and NC2276 documents. For this import type, FASTDATA creates acceptance data for each transaction that is not suspended. For rejected documents, you must manually create or update the document acceptance using the New or Update Acceptance process. For imported NC2275, NC2276, and DD1556 documents, FASTDATA will create a new **AO** obligation. For imported Category 1 DD448 documents, an **AR** obligation is created.

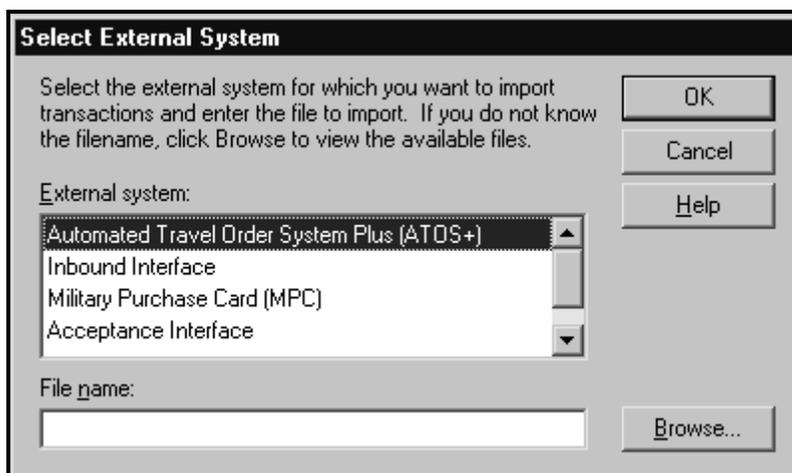
The DTS file you import will contain new or adjustment travel transactions only. For each DTS transaction that is new and does not suspend, FASTDATA will create the supporting DD1610 memo document; the document will be marked as exported so if you select a DTS DD1610 memo to update, the Correction After Export for Travel Document window will open. You can view these transactions via the Display DD1610 window.

1. Select **Import External Transactions** from the **External Interface** submenu of the **Utilities** menu.



**Figure 8.62**  
Selecting the Import External Transactions Process

The Import External Transactions window will open and allow you to begin the import process.



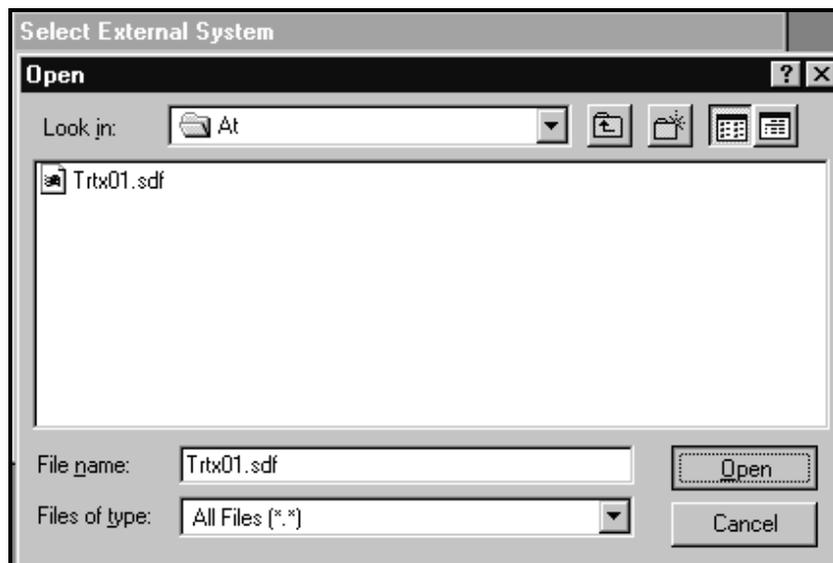
**Figure 8.63**  
Select External System Window

2. On the **External system** list box, select the system from which you wish to import external transactions.

In the previous example, *ATOSPlus* has been selected as the system from which files are going to be imported. For a discussion of other external systems, refer to the Select External System topic in FASTDATA Site Reference Help.

- Specify the drive letter and folder where you wish to save the import file by entering the required path and file name in the **File name** field. You can also select the **Browse** button to select the desired path.

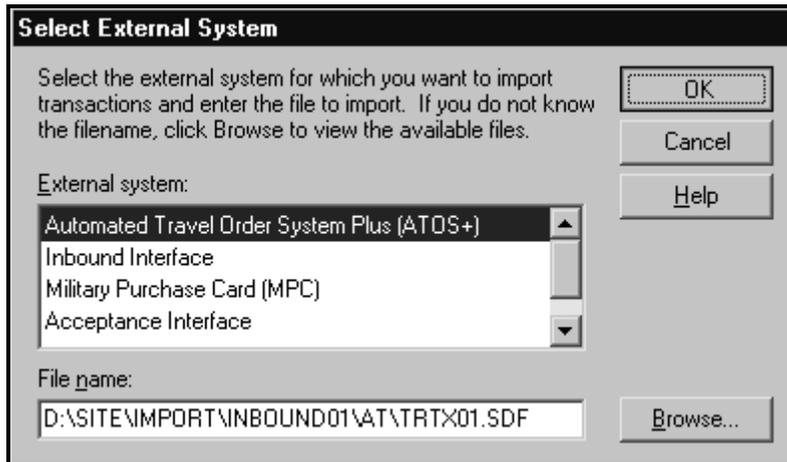
**NOTE** Before you can import the external transactions, you must know their file location. For *ATOSPlus* files, the file extension usually is **\*.SDF** or **\*.TXT**. The file extension for an MPC file is **\*.MPC**. Acceptance Interface file names always begin with **821**. DTS files from STARS-FL are ASCII (American Standard Code for Information Interchange) files and normally do not have an extension.



**Figure 8.64**  
Specifying  
Path for Import  
External  
Transactions  
File

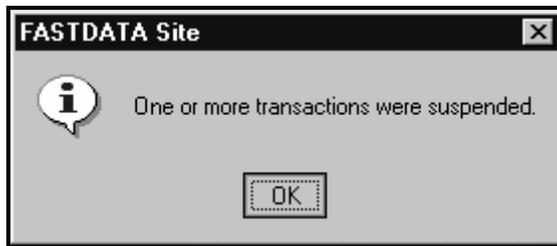
Use the Open window to locate the folder from which you wish to import the external transactions. The window displays the folders available for the selected drive. To change drive letters, select the desired drive from the **Look in** drop-down list. Double-click on the desired **Folder** to display the files. Select the desired file and then select the **Open** button to close the window. The chosen path displays on the Select External Systems window **Folder name** field.

4. On the Select External System window, select the **OK** button to begin the import process.



**Figure 8.65**  
Importing  
External  
Transactions

FASTDATA will display two bars showing you the progress of the import process and then inform you if any of the imported transactions were suspended, or rejected in the case of a POWR import.



**Figure 8.66**  
Suspended  
Transactions Message

5. Select the **OK** button to acknowledge the message and complete the import process.

Imported transactions can suspend for many reasons. A transaction will suspend if it doesn't contain a valid DCN, Expense Element, OMB Object Class, Service Code, or Not to Exceed values, or if it has a JON that matches an existing JON in FASTDATA. Additionally, the LOA must be valid. Travel transactions must have a Traveler's Name and valid Estimated Return Date. Depending on the transaction type, there are other conditions the transaction must meet or it will suspend.

The Quick Print - Inbound Transaction Report window will open and the valid inbound transactions and/or rejected inbound transactions will display, as applicable.

---

**Tip** If you're importing external MPC files, the Quick Print - External Transaction Report (MPC) window will open instead and display any suspended external MPC transactions. For imported Acceptance Interface files, the Quick Print - Acceptance Interface Report will open and display any rejected external transactions.

---

T NUMBER	ACRN	JOB ORDER	QUANTITY	TRANSACTION AMOUNT	REASON REJECTED
MD4S003	AA	002810AT772	0	\$45.00	Invalid Job Order Number
MD4S003	AB	002810AT880	0	\$75.00	Invalid Job Order Number
MD4S003	AC	002810AT990	0	\$25.00	Invalid Job Order Number
MD4S001	AA	002810AT991	0	\$35.78	Invalid Execution Code Invalid Job Order Number

**Figure 8.67**  
Quick Print –  
Inbound  
Transaction  
Report Window

Use the horizontal and vertical scrollbars to scroll through the report. If you wish to print the report, select the **Print** picture button.

---

**Tip** It's a good idea to print the report or save it as a file if you wish to refer to it later. Once you close the Quick Print window, the displayed report is no longer available to you.

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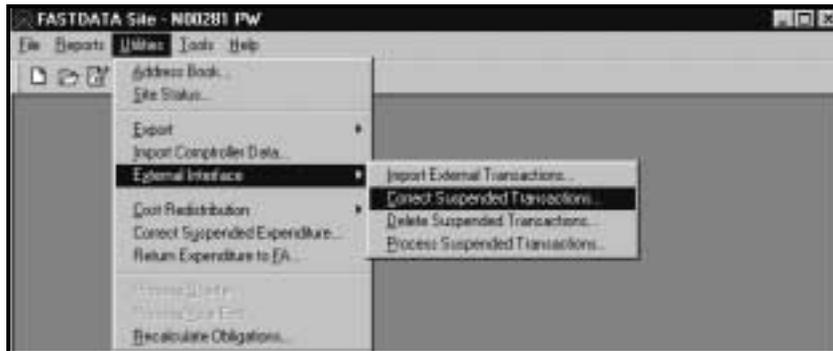
6. Select the **Close** button to close the Quick Print - Inbound Transaction Report window.

### Correcting Suspended Transactions

Use the correct suspended transactions process to correct *ATOSPlus* or B1 transactions that were suspended during the import external transactions process. Refer to the Rejected Inbound Transactions report, obtained during the external transactions import process, for data elements that you need to correct. You also can create a new transaction by selecting the **Insert** button.

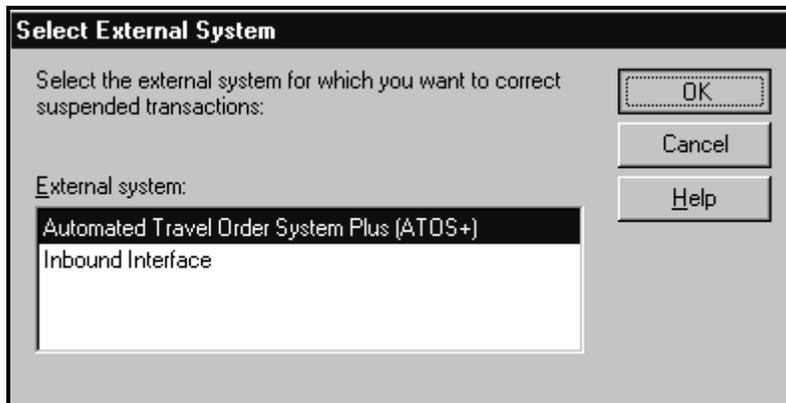
You cannot correct any suspended imported DTS, MPC, or Acceptance Interface transactions using the Correct Suspended Transactions process. For MPC transactions with an Invalid Job Order suspension reason, you can ask your FA to create the matching JON for the transaction, import the JON into your site, and then run the **Process Suspended Transactions** process to unsuspend the MPC transaction; if the newly created JON meets the necessary criteria, the transaction will reprocess as valid. The **Process Suspended Transactions** process revalidates the imported external transactions and changes suspended transactions to valid transactions if you have made the necessary corrections or changes.

1. Select **Correct Suspended Transactions** from the **External Interface** submenu of the **Utilities** menu.



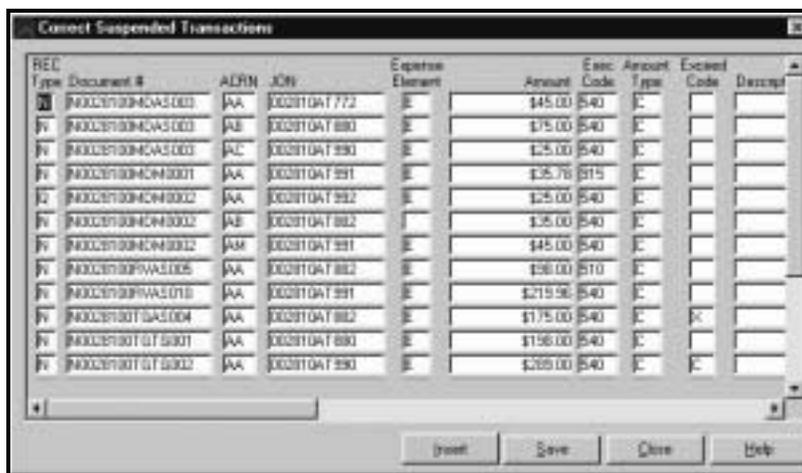
**Figure 8.68**  
Selecting the Correct Suspended Transactions Process

The Select External System window will open and display the two available systems.



**Figure 8.69**  
Selecting the External System Transactions to Correct

2. Select the system for which you wish to correct transactions and select the **OK** button. The Correct Suspended Transactions window will open.



**Figure 8.70**  
Correcting Suspended Transactions

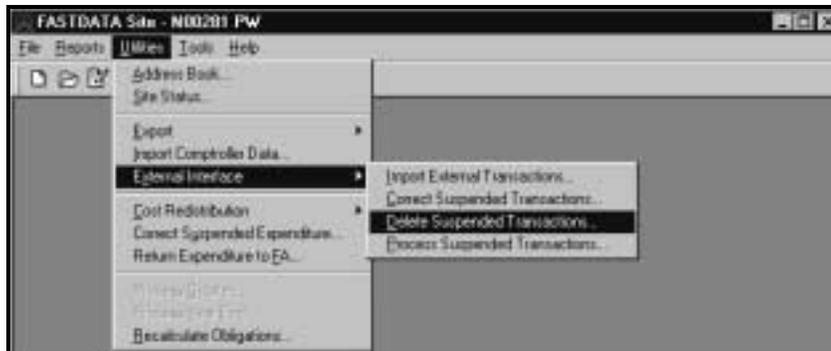
3. Modify the desired value for any editable column to unsuspend the desired transaction(s).

**Tip** If you want to create a new transaction, select the **Insert** button. This will insert a blank row on the Correct Suspended Transactions window, allowing you to create a new transaction.

4. Select the **Save** button to save your changes. The Correct Suspended Transactions window will close. You should now process the corrections by selecting the **Process Suspended Transactions** item from the **Utilities** menu **External Transactions** submenu.

## Deleting Suspended Transactions

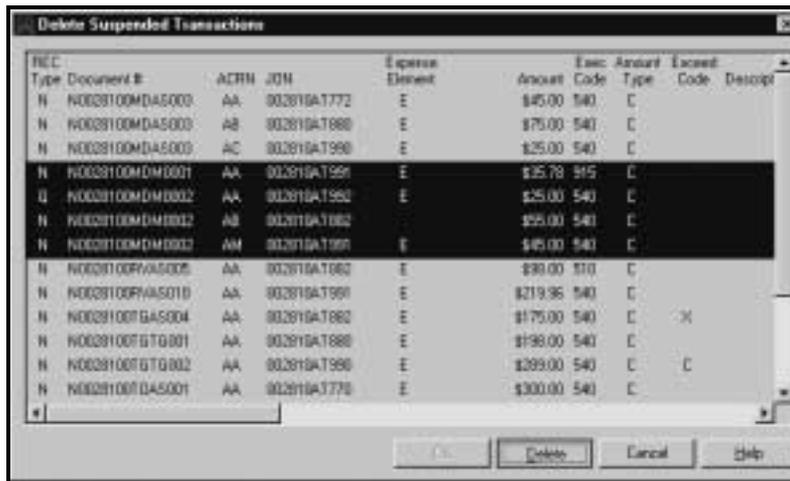
1. Select **Delete Suspended Transactions** from the **External Interface** submenu of the **Utilities** menu.



**Figure 8.71**  
Selecting the  
Delete  
Suspended  
Transactions  
Process

The Select External System window will open.

2. Select the system for which you wish to delete transactions and select the **OK** button. The Delete Suspended Transactions or Delete Suspended MPC Transactions window will open, as applicable, and display available suspended transactions.



**Figure 8.72**  
Selecting  
Suspended  
Transactions  
to Delete

3. Select the suspended transactions you wish to delete.

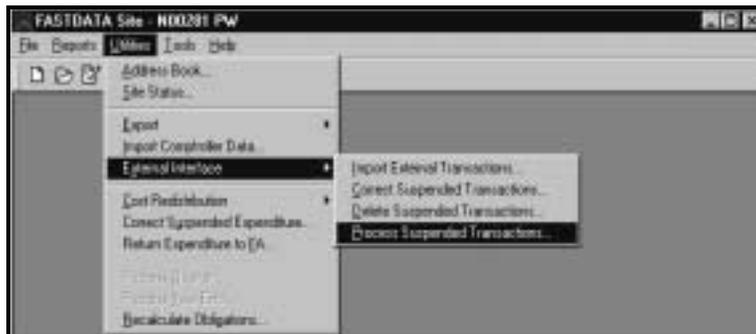
**Tip** To select more than one transaction in the list, click on each transaction you want to select while holding down the CTRL key. To select multiple transactions that are listed next to each other, click on the first desired item, then hold down the SHIFT key and click on the last desired item.

4. Select the **Delete** button. Selected transactions are deleted from the suspended transactions list and the **OK** button will become available for selection.
5. Select the **OK** button to remove the deleted transactions from the database and close the Delete Suspended Transactions or Delete Suspended MPC Transactions window, as applicable.

### Processing Suspended Transactions

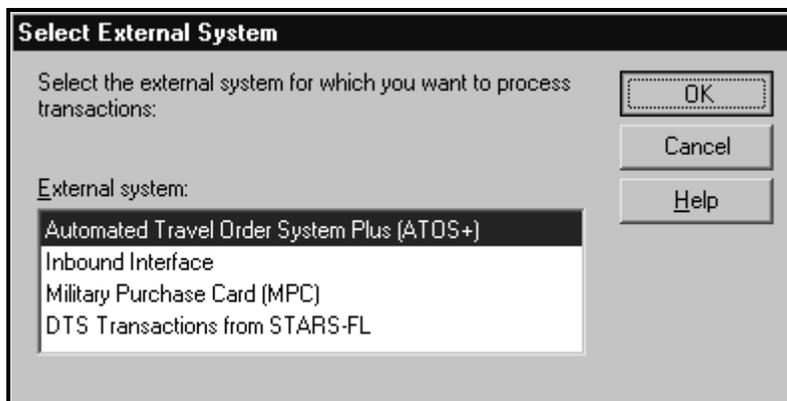
The **Process Suspended Transactions** process revalidates the imported external transactions and changes suspended transactions to valid transactions if you have made the necessary corrections or changes. You must correct or delete suspended transactions, as applicable, before you can successfully process previously suspended transactions.

1. Select **Process Suspended Transactions** from the **External Interface** submenu of the **Utilities** menu.



**Figure 8.73**  
Selecting the **Process Suspended Transactions** Process

The Select External System window will open.



**Figure 8.74**  
Selecting **External System to Process**

2. On the **External system** list box, select the system that you wish to process suspended transactions from.
3. Select the **OK** button to begin the processing of suspended transactions. If you successfully corrected all suspended transactions, FASTDATA will inform you that all transactions were successfully processed. If not, FASTDATA will again inform you that some transactions were suspended and display the Quick Print window after you acknowledge the message.

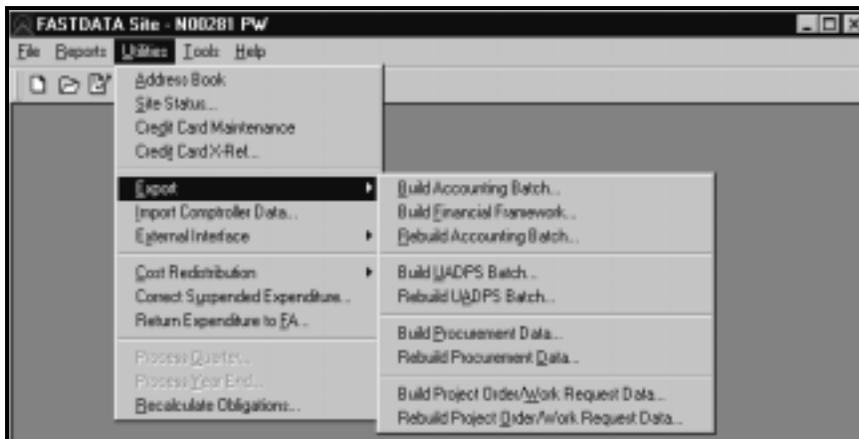
## Export Data Windows

### Overview

Use the various export windows to export the build financial framework and to export build or rebuilt accounting batch, UADPS batch, procurement data files, and project order/work request transaction files. Window objects are shown only for the Build UADPS Batch Process window. If you wish to know object details on other associated windows, refer to the applicable topic in FASTDATA Site Reference Help.

Remember, the names of files and the number of files you export will depend on whether you are using FASTDATA Site release 00-2 or later and whether your FA is using the same FASTDATA release version. If both you and your FA are running FASTDATA release 00-2 or later for Windows, you will export files with an **MPX** extension. Until both you and your FA have converted to the 00-2 Windows version of FASTDATA, or a later version, you will continue to use multiple files for the export processes.

The export data processes open from the **Export** submenu of the FASTDATA Site **Utilities** menu.

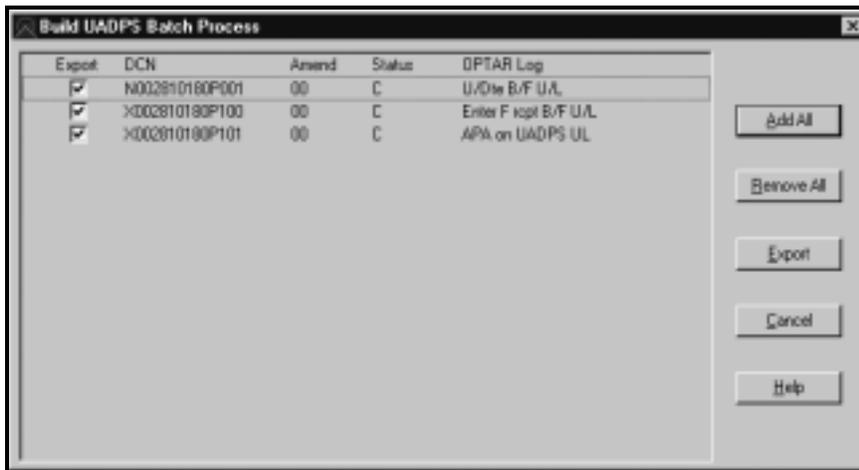


**Figure 8.75**  
Selecting the Export Processes

## Restrictions

- Only users with a FASTDATA FA Module Site User Maintenance window Site Security Access option of **Access** under **Import/Export Data** can export data.
- A FASTDATA FA Module Site User Maintenance window Site Security Access option of **No Access** under **Import/Export Data** prevents a user from accessing the export windows.

## • **Build UADPS Batch Process Window Objects**



**Figure 8.76**  
Build UADPS Batch  
Process Window

### Export

Indicates whether the listed transaction will be included in the UADPS build.

### DCN

Lists the DCN for the document.

### Amend

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

### Status

Indicates the document or DCN's current status.

### OPTAR Log

Identifies the purpose of the entry that will be printed on the OPTAR Log.

### Add All

Includes all listed transactions in the UADPS build.

### Remove All

Unselects all listed transactions.

### Export

Opens a window that allows you to indicate the location of the UADPS file.

**Cancel**

Aborts the action to build the UADPS batch file and closes the window.

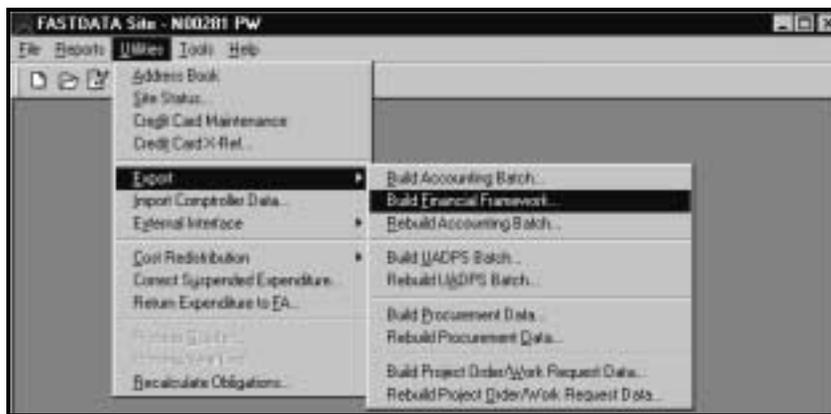
**Help**

Opens the reference help topic on the Build UADPS Batch Process window.

## ■ **Steps for Exporting Build Financial Framework**

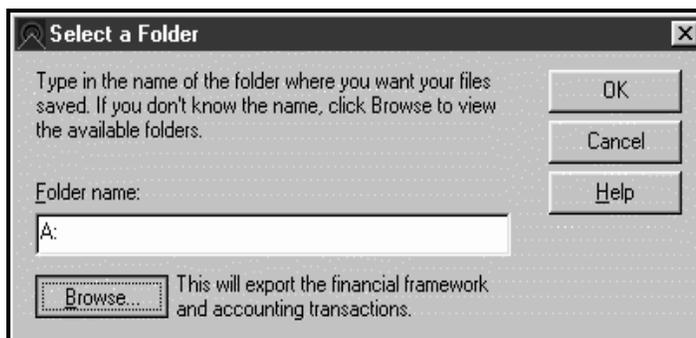
Use the financial framework build process to create a file of your site's financial framework to send to the FA. The financial framework file includes authorization, JON, and serial range information.

1. Select **Build Financial Framework** from the **Export** submenu of the **Utilities** menu.



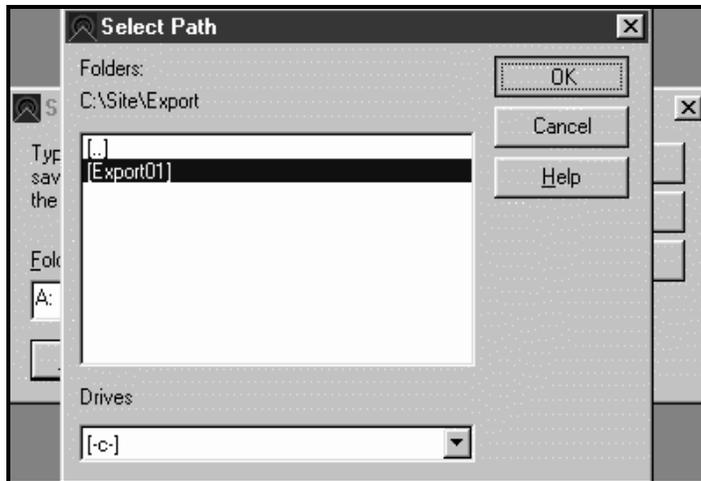
**Figure 8.77**  
Selecting the  
Export Build  
Financial  
Framework  
Process

The Select a Folder window will open. The default drive displayed on the **Folder name** field is **A**.



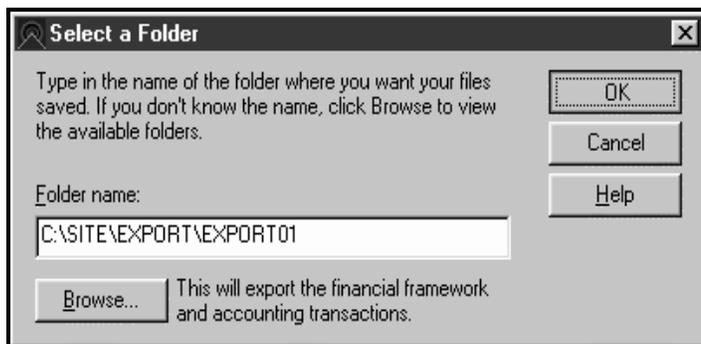
**Figure 8.78**  
Select a Folder  
Window

2. Specify the drive letter and folder in which you wish to save the file by entering the required path in the **Folder name** field. You can also select the **Browse** button to open the Select Path window.



**Figure 8.79**  
Specifying Export Path

Use the Select Path window to locate the folder into which the export file will be saved. The window displays the folders available for the selected drive. The default drive is **A**. In the example shown, drive **C** has been selected. To change drive letters, select the desired drive from the **Drives** drop-down list. Double-click on the desired **Folder**. Select the **OK** button to close the Select Path window. The chosen path displays on the Select a Folder window **Folder name** field.



**Figure 8.80**  
Exporting Build Accounting Batch File

3. Select the **OK** button to begin the export financial framework process.

At the end of the conversion process, FASTDATA will inform you that the files were successfully exported.



**Figure 8.81**  
Successful Export Message

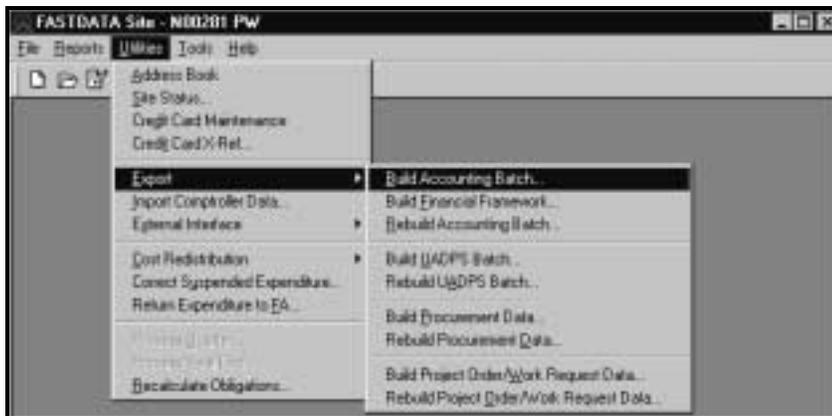
4. Select **OK** on the message. The message window will close.

## ■ Steps for Exporting Build Accounting Batch Files

Use the build accounting batch process to create a file of your site's financial framework and current fiscal year's unexported accounting transactions, cost redistributions, and expenditures you have corrected or are returning to the FA. If there are no current unexported accounting transactions, cost redistributions, or expenditures to build, you can build a financial framework file only.

For SPS sites, FASTDATA does not include obligation (AO) transactions that have been exported to SPS in the accounting batch file. FASTDATA also will not include DTS transactions imported from STARS-FL in the accounting batch file.

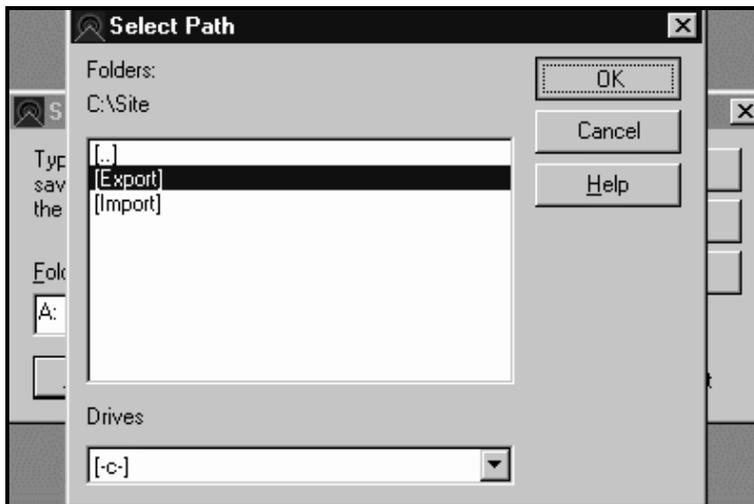
1. Select **Build Accounting Batch** from the **Export** submenu of the **Utilities** menu.



**Figure 8.82**  
Selecting the  
Export Build  
Accounting  
Batch Process

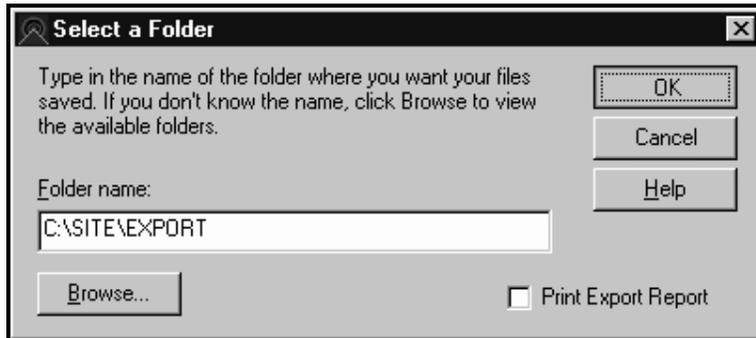
The Select a Folder window will open. The default drive displayed on the **Folder name** field is **A**.

2. Specify the drive letter and folder in which you wish to save the file by entering the required path in the **Folder name** field. You can also select the **Browse** button to open the Select Path window.



**Figure 8.83**  
Specifying  
Export Path

Use the Select Path window to locate the folder into which the export file will be saved. The window displays the folders available for the selected drive. The default drive is **A**. In the example shown, drive **C** has been selected. To change drive letters, select the desired drive from the **Drives** drop-down list. Double-click on the desired **Folder**. Select the **OK** button to close the Select Path window. The chosen path displays on the Select a Folder window **Folder name** field.



**Figure 8.84**  
Exporting Build  
Accounting  
Batch File

3. If you wish to see a printout of the exported file, check the **Print Export Report** check box.
4. Select the **OK** button to begin the export build accounting batch process.

At the end of the conversion process, FASTDATA will inform you that the files were successfully exported.

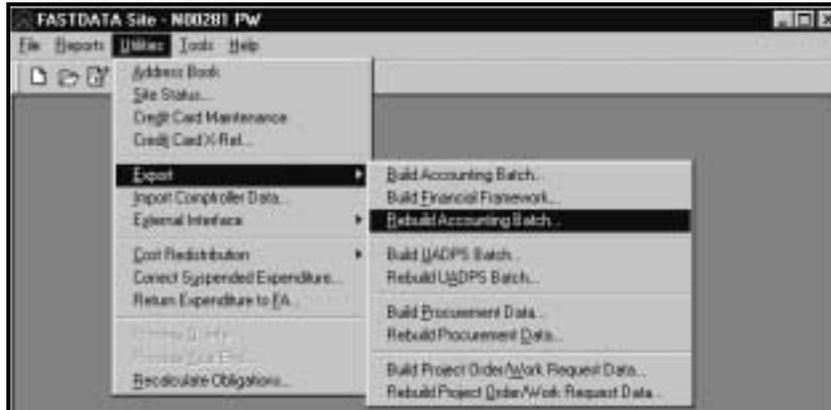
5. Select **OK** on the message. The message window will close.

## ■ **Steps for Exporting Rebuild Accounting Batch Files**

Use the rebuild accounting batch process after you have built the accounting batch file, using the associated build process, and need to build the file again. The last 20 accounting transaction batch files are available for rebuilding.

For SPS sites, FASTDATA does not include obligation (AO) transactions that have been exported to SPS in the accounting batch file.

1. Select **Rebuild Accounting Batch** from the **Export** submenu of the **Utilities** menu.



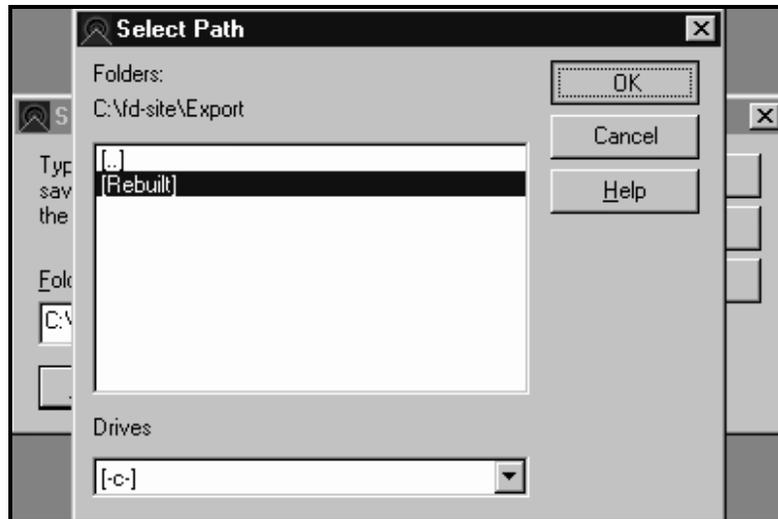
**Figure 8.85**  
Selecting the  
Export Rebuild  
Accounting  
Batch Process

The Select a Batch window will open.



**Figure 8.86**  
Select a Batch  
Window

2. If applicable, select the batch you wish to rebuild and select the **OK** button. The Select a Folder window will open.
3. Specify the drive letter and folder in which you wish to save the file by entering the drive letter and path in the required **Folder name** field. You can also select the **Browse** button to open the Select Path window.



**Figure 8.87**  
Specifying  
Export Path

Use the Select Path window to locate the folder into which the export file will be copied. The window displays the folders available for the selected drive. The default drive is **A**. In the example shown, drive **C** has been selected. To change drive letters, select the desired drive from the **Drives** drop-down list. Double-click on the desired **Folder**. Select the **OK** button to close the Select Path window. The chosen path displays on the Select a Folder window **Folder name** field.

4. Select the **OK** button to begin the rebuild accounting batch process.

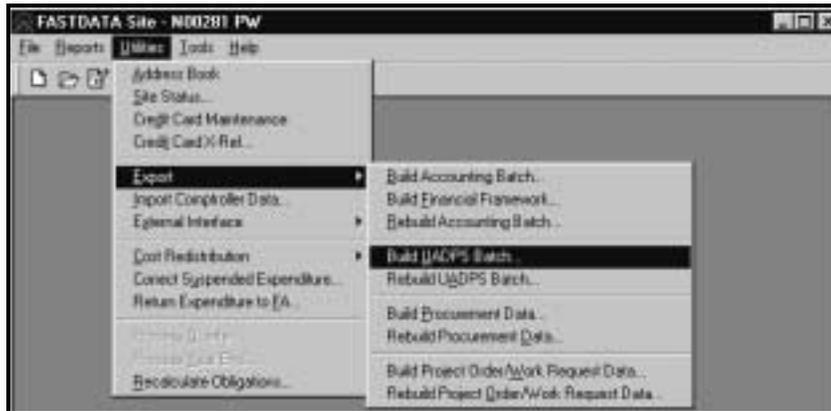
At the end of the conversion process, FASTDATA will inform you that the file was successfully exported.

5. Select **OK** on the message. The message window will close.

## ■ **Steps for Exporting Build UADPS Batch Files**

Use the build UADPS batch process to create a file of MILSTRIP/MILSTRAP transactions to be exported. The UADPS (Uniform Automated Data Processing System) supply system orders materials based on standard DD1348 (MILSTRIP) input. Because the FASTDATA Site application is the entry point for DD1348s, building the UADPS batch allows you to order materials without duplicating data entry. The UADPS build can include all source DD1348 requisitions that were not included in a previous UADPS batch.

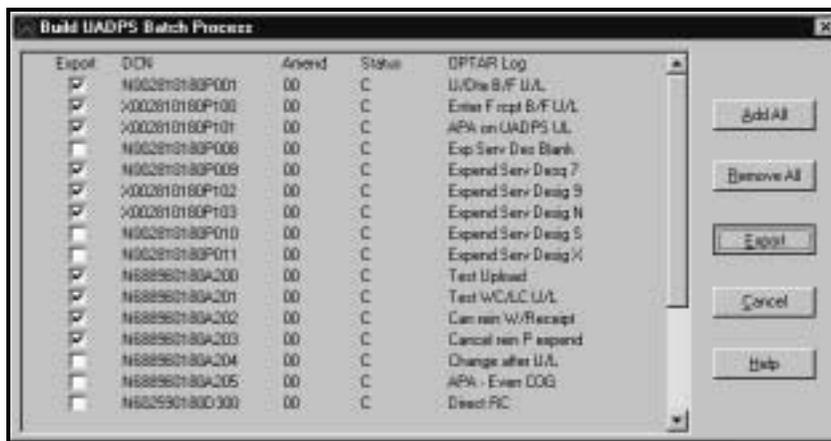
1. Select **Build UADPS Batch** from the **Export** submenu of the **Utilities** menu.



**Figure 8.88**  
Selecting the  
Export Build  
UADPS Batch  
Process

The Build UADPS Batch Process window will open. Documents available for export are displayed.

2. If you wish to exclude any of the displayed documents from the export file, uncheck the associated **Export** check box. All **Export** check boxes, with the exception of those cleared for a previous build, are checked by default.

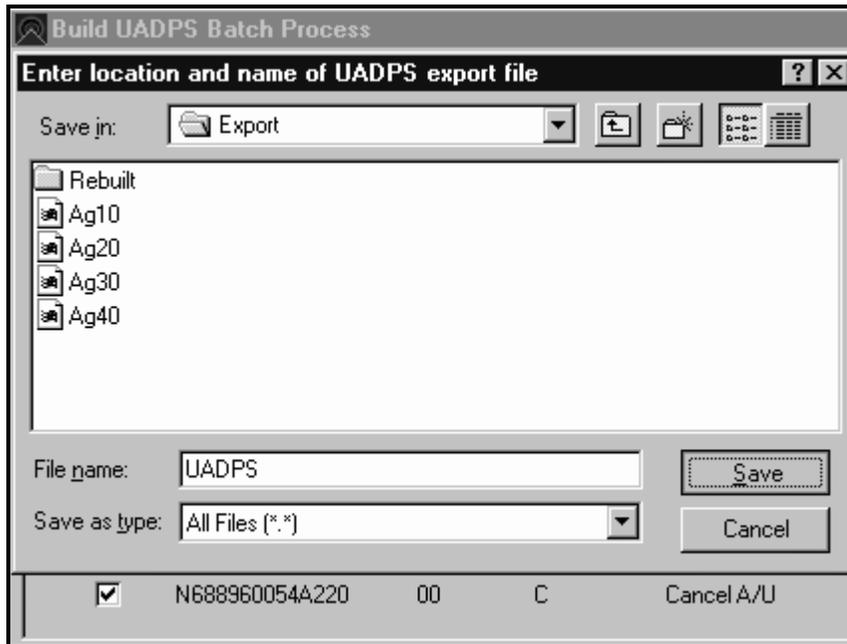


**Figure 8.89**  
Exporting  
UADPS Build  
Batch Files

To unselect all listed documents, select the **Remove All** button. To select all listed documents, select the **Add All** button.

3. Select the **Export** button to begin the export process.

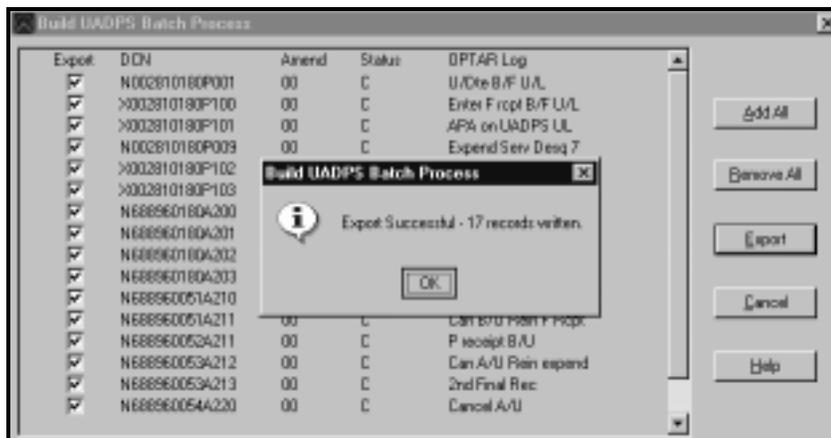
The Enter Location and Name of UADPS Export File window will open.



**Figure 8.90**  
Specifying  
Export Path

4. Select the desired folder from the **Save in** drop-down list and enter the name of the export file in the **File name** field. If you wish to change the default file type, select the desired value from the **Save as type** drop-down list.
5. Select the **Save** button to close the Enter Location and Name of UADPS Export File window.

FASTDATA will inform you that the export has been successfully completed.



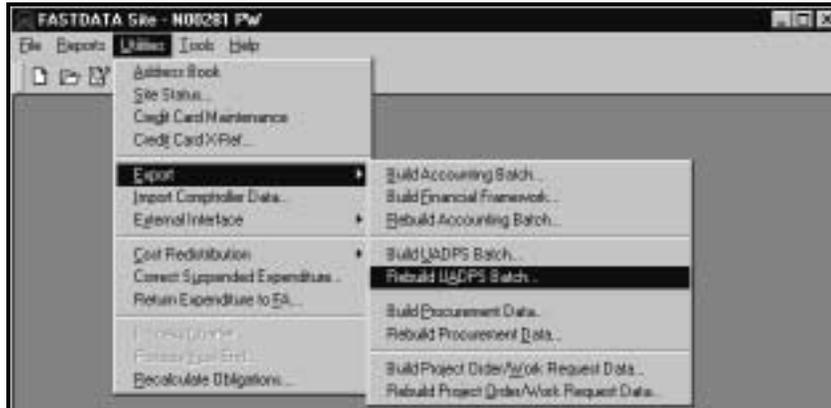
**Figure 8.91**  
Build UADPS  
Batch Process  
Message

6. Select the **OK** button to acknowledge the message and close the Build UADPS Batch Process window.

## ■ Steps for Exporting Rebuild UADPS Batch Files

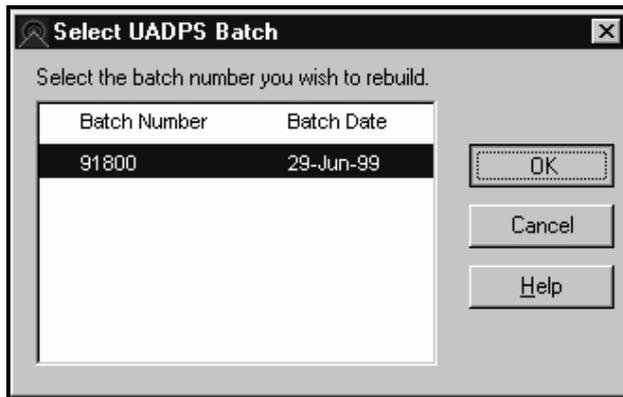
Use the rebuild UADPS batch process after you have built the UADPS batch file, using the associated build process, and need to build the file again.

1. Select **Rebuild UADPS Batch** from the **Export** submenu of the **Utilities** menu.



**Figure 8.92**  
Selecting the  
Export Rebuild  
UADPS Batch  
Process

The Select UADPS Batch window will open. Batch numbers available to be rebuilt are displayed.

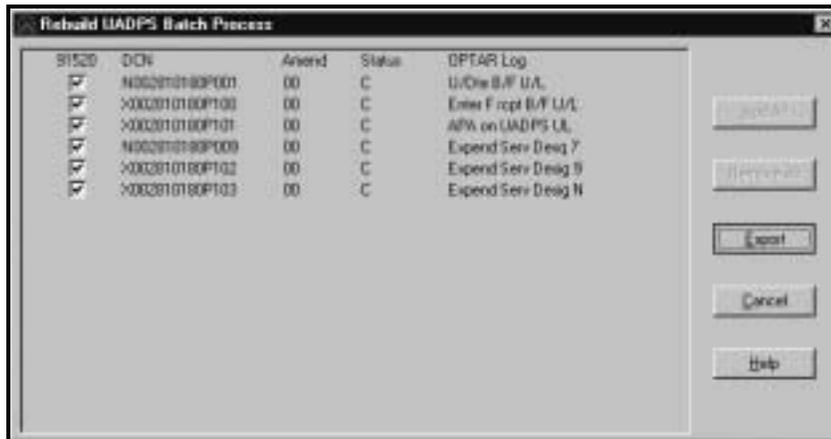


**Figure 8.93**  
Select UADPS  
Batch Window

2. Select the batch number you wish to rebuild and select the **OK** button.

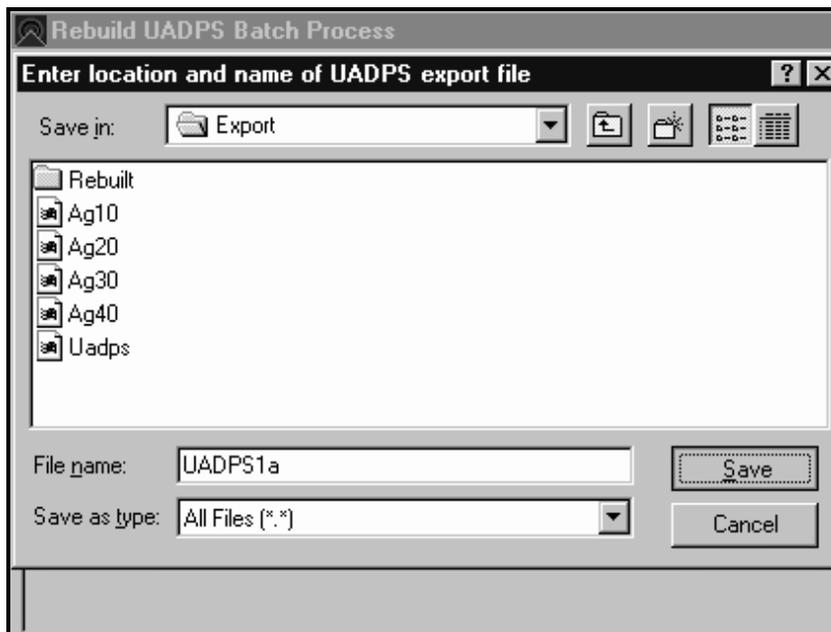
The Rebuild UADPS Batch Process window will open. Documents included in the file to be rebuild are displayed.

**Tip** The **Add All** and **Remove All** buttons on the Rebuild UADPS Batch Process window are unavailable for selection. Since this is a batch file that has already been built, you cannot change the documents to be included.



**Figure 8.94**  
Exporting  
Rebuild  
UADPS Batch  
Files

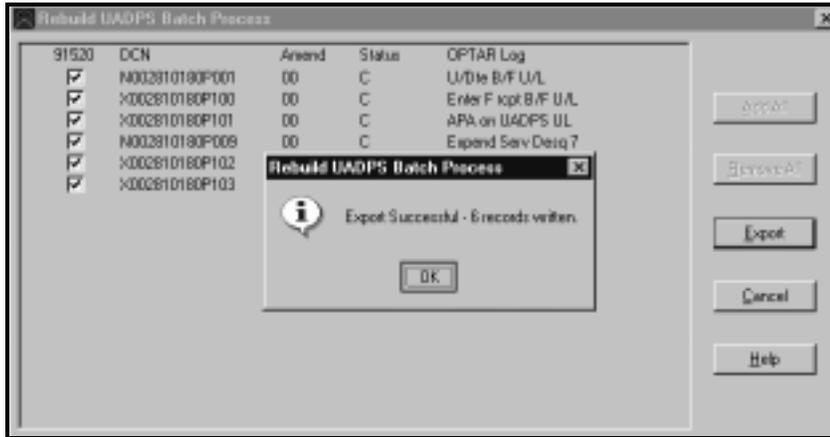
3. Select the **Export** button to begin the rebuild process. The Enter Location and Name of UADPS Export File window will open.



**Figure 8.95**  
Specifying  
Export Path

4. Select the desired folder from the **Save in** drop-down list and enter the name of the export file in the **File name** field. If you wish to change the default file type, select the desired value from the **Save as type** drop-down list.
5. Select the **Save** button to close the Enter Location and Name of UADPS Export File window.

FASTDATA will inform you that the export has been successfully completed.



**Figure 8.96**  
Rebuild UADPS Batch Process Message

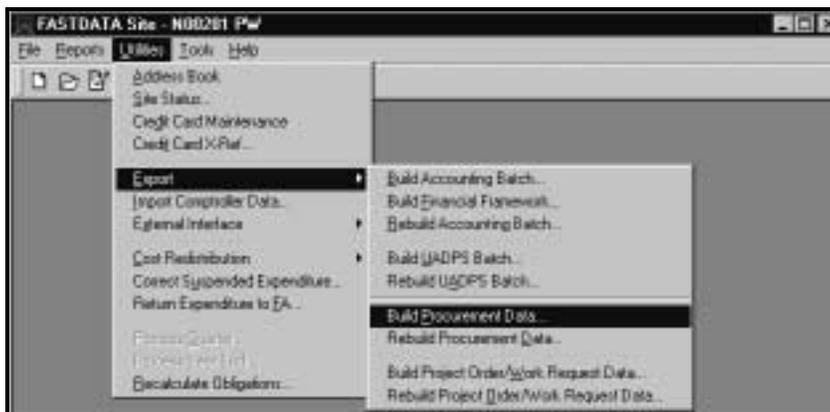
6. Select the **OK** button to acknowledge the message and close the Rebuild UADPS Batch Process window.

## ■ Steps for Exporting Build Procurement Data Files

Use the build procurement data process to create a file of requisitions for export to the SPS in electronic data interchange (EDI) format. The build procurement data process is available only to SPS sites. The build will create a file named **511.txt**.

Only procurements from basic source documents are available for export. For NC2276 procurements, you can select unexported amendments as well as the basic NC2276. If you select an NC2276 amendment, any earlier unexported amendments plus the basic document are selected automatically. You cannot export amendments to other types of source documents.

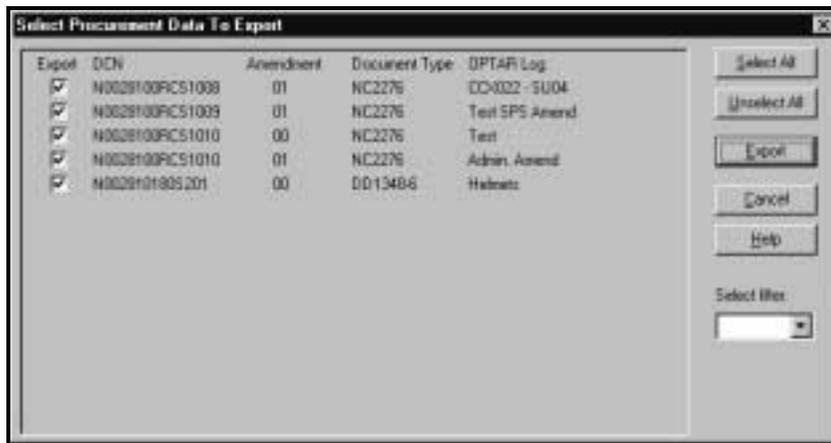
1. Select **Build Procurement Data** from the **Export** submenu of the **Utilities** menu.



**Figure 8.97**  
Selecting the Export Build Procurement Data Process

The Select Procurement Data to Export window will open. Documents available for export are displayed.

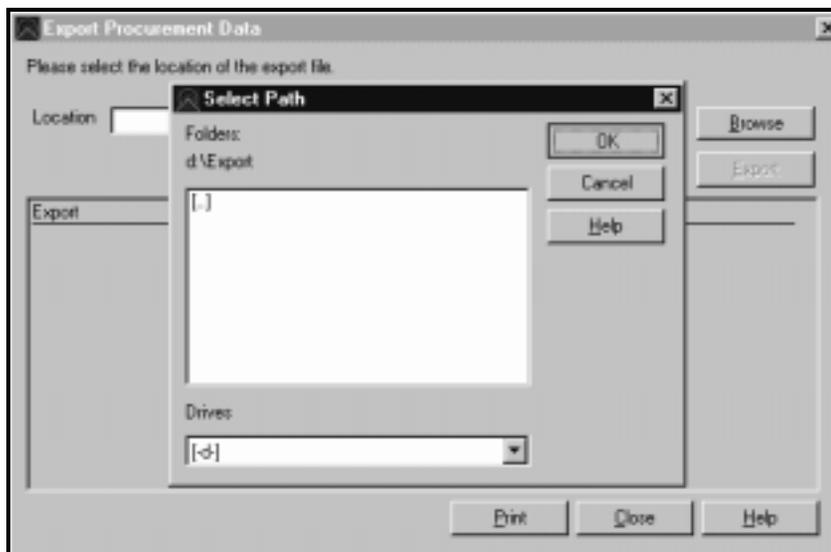
2. If you wish to filter the displayed documents, select the desired value from the **Select Filter** drop-down list. Available filter values are **New**, **DD1348-6**, **NC2276**, **DD1149**, and **All**. No matter what filter value you select, the procurements list will not include memo documents; the export procurement data process is for source documents only.
3. If you wish to exclude any of the displayed documents from the export file, uncheck the associated **Export** check box. All **Export** check boxes, with the exception of those cleared for a previous build, are checked by default.



**Figure 8.98**  
Selecting Documents to Export

To unselect all listed documents, select the **Unselect All** button. To select all listed documents, select the **Select All** button.

4. Select the **Export** button to begin the export process. The Export Procurement Data window will open.
5. Specify the drive letter and folder to which you wish to export the file to by entering the required path in the **Location** field. You can also select the **Browse** button to open the Select Path window.

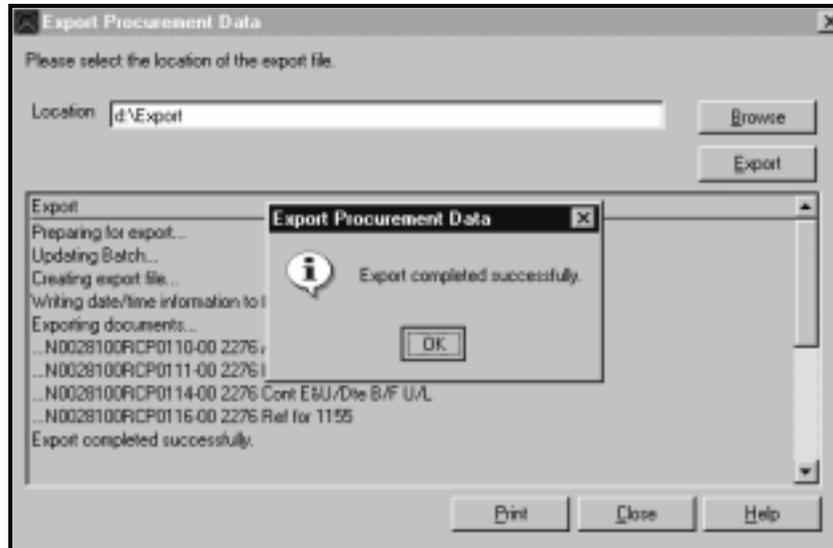


**Figure 8.99**  
Specifying Export Path

Use the Select Path window to locate the folder in which the export file will be saved. The window displays the folders available for the selected drive. In the example shown, drive **D** has been selected. To change drive letters, select the desired drive from the **Drives** drop-down list. Double-click on the desired **Folder**. Select the **OK** button to close the Select Path window. The chosen path displays on the Export Procurement Data window **Location** field.

6. Select the **Export** button.

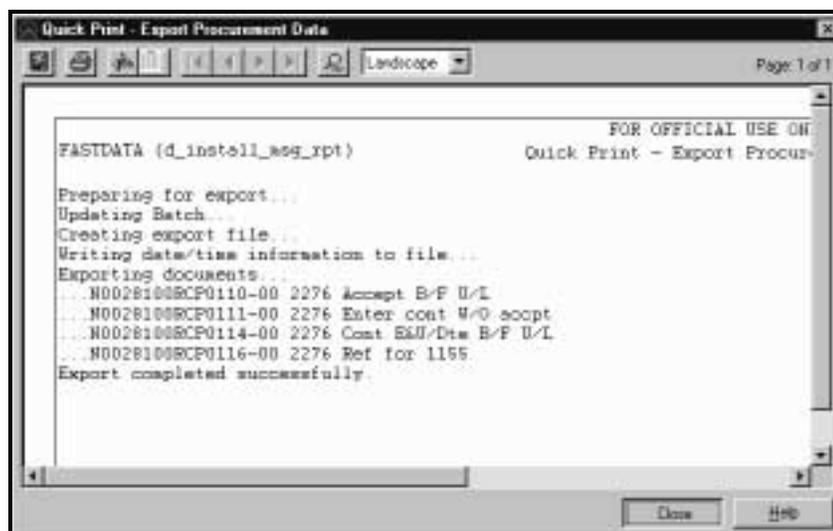
FASTDATA will inform you that the export has been successfully completed.



**Figure 8.100**  
Export  
Procurement  
Data Message

7. Select the **OK** button to acknowledge the message.

8. If you wish to print the exported procurement data, select the **Print** button. The Quick Print – Export Procurement Data window will open.



**Figure 8.101**  
Quick Print –  
Export  
Procurement  
Data Window

- Use the horizontal and vertical scrollbars on the Quick Print window to change the view of the displayed data.

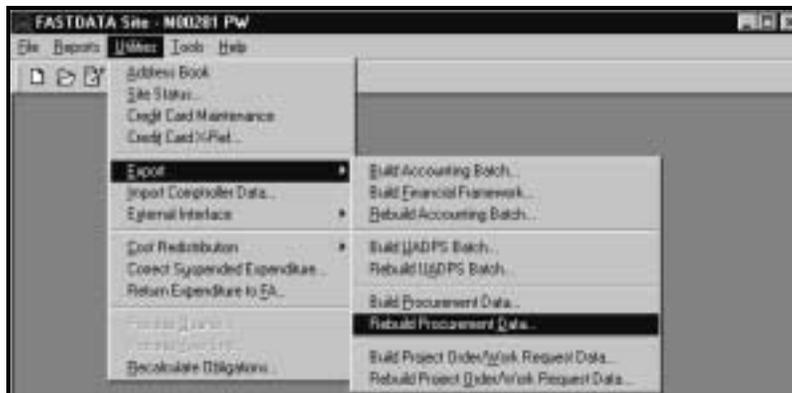
**Tip** The scrollbars only allow you to scroll the displayed page. Use the VCR buttons, if applicable, to select a different page to view.

- Select the window-specific **Print** toolbar button to print the data.
- Select the **Close** button to close the Quick Print window.
- Select the **Close** button to close the Export Procurement Data window.

## ■ Steps for Exporting Rebuild Procurement Data Files

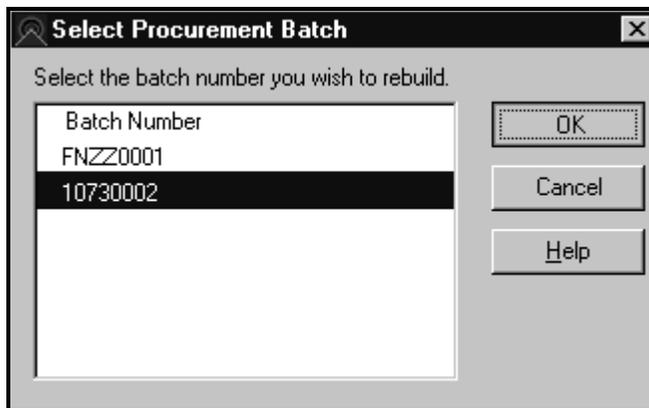
Use the rebuild procurement data process after you have built a procurement data file, using the associated build process, and need to build the file again. The process is available only to SPS sites. The rebuild will create a file named **511.txt**.

- Select **Rebuild Procurement Data** from the **Export** submenu of the **Utilities** menu.



**Figure 8.102**  
Selecting the  
Export Rebuild  
Procurement  
Data Process

The Select Procurement Batch window will open. Batch numbers available to be rebuilt are displayed.



**Figure 8.103**  
Select Procurement  
Batch Window

- Select the batch number you wish to rebuild and select the **OK** button.

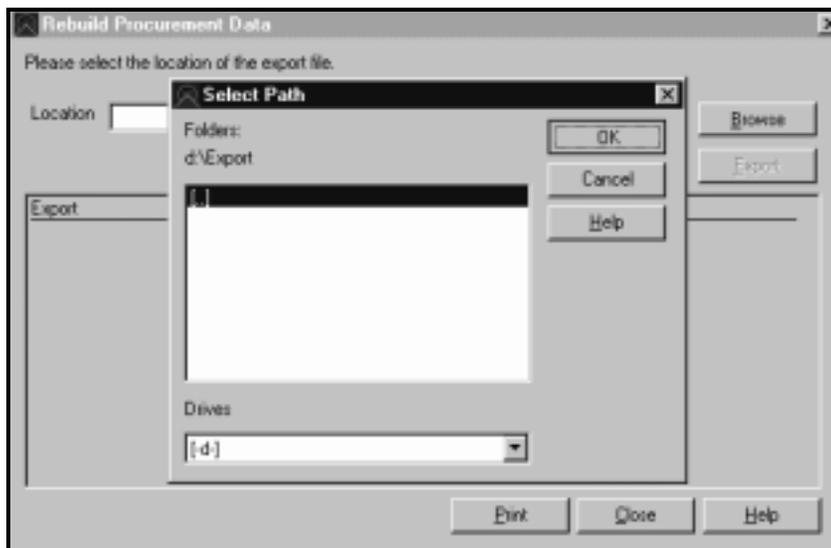
The Procurement Data to Rebuild window will open. Documents included in the file to be rebuild are displayed.

**Tip** The **Select All** and **Unselect All** buttons on the Procurement Data to Rebuild window are unavailable for selection. Since this is a file that has already been built, you cannot change the documents to be included.



**Figure 8.104**  
Exporting  
Rebuild  
Procurement  
Data Files

3. Select the **Export** button to begin the rebuild process. The Rebuild Procurement Data window will open.
4. Specify the drive letter and folder to which you wish to export the rebuilt file to by entering the required path in the **Location** field. You can also select the **Browse** button to open the Select Path window.

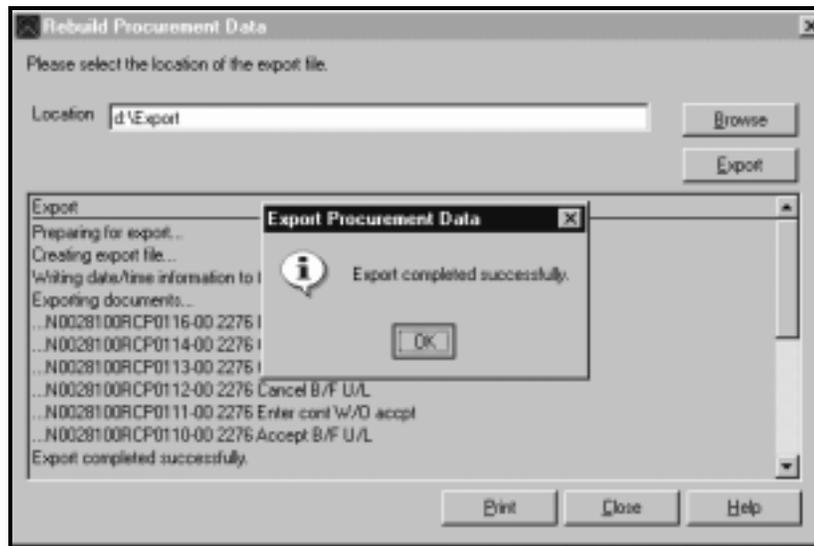


**Figure 8.105**  
Specifying  
Export Path

Use the Select Path window to locate the folder in which the rebuilt file will be saved. The window displays the folders available for the selected drive. In the example shown, drive **D** has been selected. To change drive letters, select the desired drive from the **Drives** drop-down list. Double-click on the desired **Folder**. Select the **OK** button to close the Select Path window. The chosen path displays on the Rebuild Procurement Data window **Location** field.

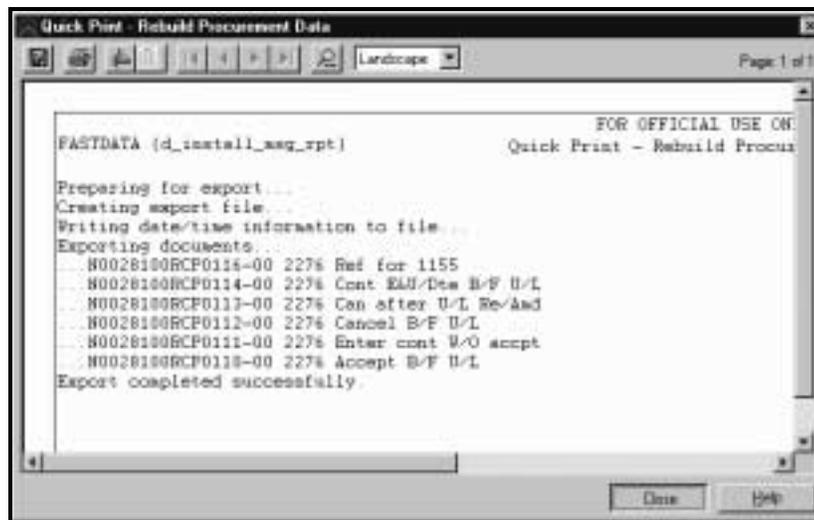
5. Select the **Export** button.

FASTDATA will inform you that the export has been successfully completed.



**Figure 8.106**  
Export  
Procurement  
Data Message

6. Select the **OK** button to acknowledge the message.
7. If you wish to print the exported rebuilt procurement data, select the **Print** button. The Quick Print – Rebuild Procurement Data window will open.



**Figure 8.107**  
Quick Print –  
Rebuild  
Procurement  
Data Window

8. Use the horizontal and vertical scrollbars on the Quick Print window to change the view of the displayed data.

---

**Tip** The scrollbars only allow you to scroll the displayed page. Use the VCR buttons, if applicable, to select a different page to view.

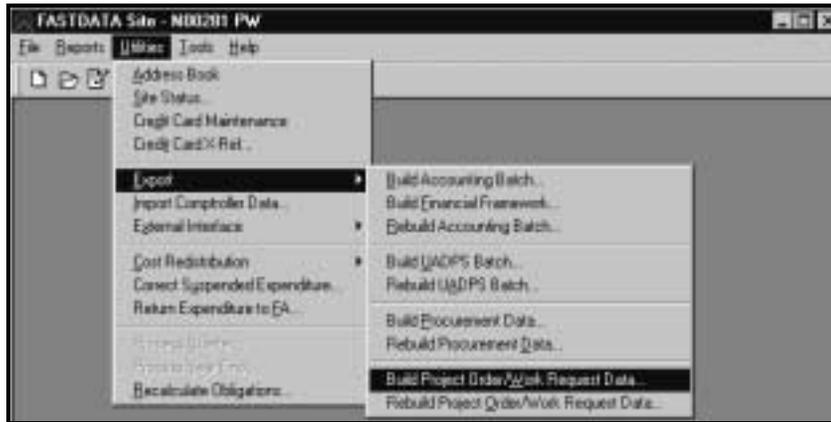
---

9. Select the window-specific **Print** toolbar button to print the data.
10. Select the **Close** button to close the Quick Print window.
11. Select the **Close** button to close the Rebuild Procurement Data window.

## ■ Steps for Exporting Build Project Order/Work Request Data Files

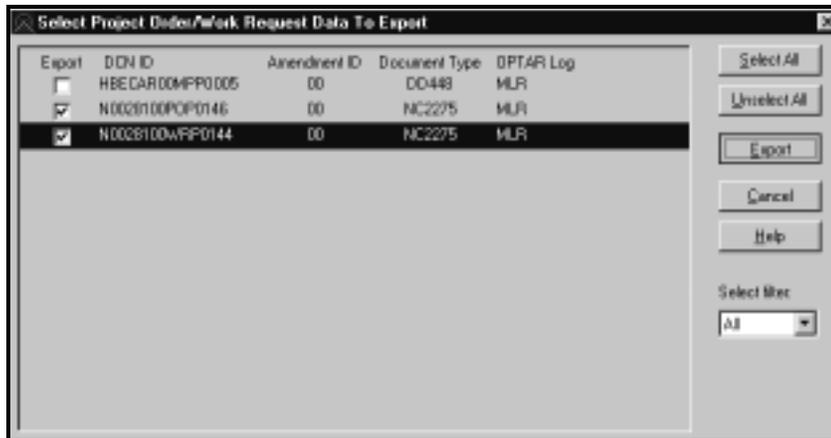
Use the build project order/work request data process to create a file of work request/project order documents for export to an external system in EDI format. The Export Project Order/Work Request Data window opens after you select the desired documents on the Select Project Order/Work Request Data to Export window.

1. To begin the build project order/work request data process, select **Build Project Order/Work Request Data** from the **Export** submenu of the **Utilities** menu.



**Figure 8.108**  
Selecting the  
Build Project  
Order/Work  
Request Data  
Process

The Select Project Order/Work Request Data to Export window will open and display documents available for export. The list includes only source DD448 and NC2275 documents that have been exported to the FA but have not been accepted nor canceled, have not been included in a previous Project Order/Work Request export, and contain all values required for the Project Order/Work Request export process.

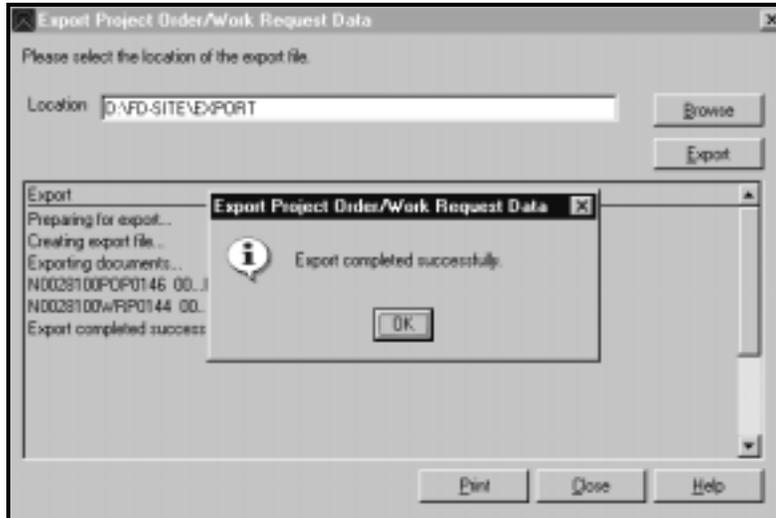


**Figure 8.109**  
Selecting  
Project  
Order/Work  
Request Data  
for Export

2. If you wish to filter the displayed documents, select the desired value from the **Select filter** drop-down list. Available filter values are **New**, **DD448**, **NC2275**, and **All**.
3. Check the **Export** check box for each document you wish to include in the export.

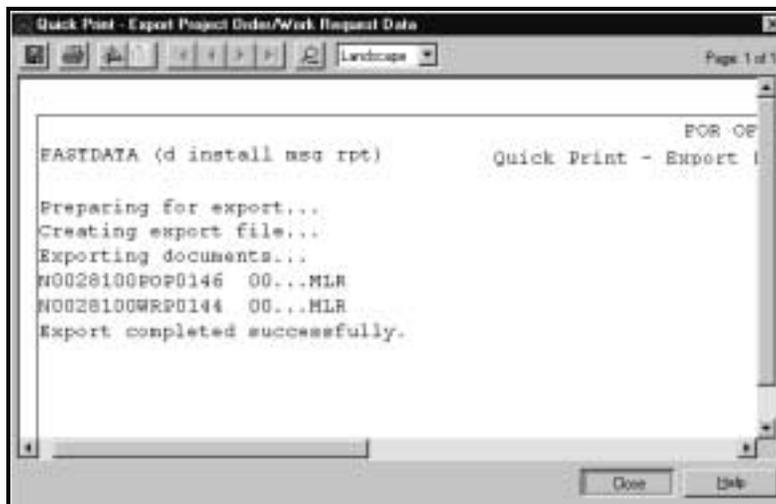
**Tip** You can use the **Select All** or **Unselect All** buttons to select or deselect all displayed documents.

4. Select the **Export** button. The Export Project Order/Work Request Data window will open.



**Figure 8.110**  
Export Project  
Order/Work  
Request Data  
Message

5. Specify where FASTDATA will save the export file by entering the drive letter and folder in the required **Location** field. You also can select the **Browse** button to open the Select Path window to locate the path.
6. Select the **Export** button.
7. Select the **OK** button on the message informing you the export was successful.
8. If you wish to print the Export Project Order/Work Request Data report, select the **Print** button. The Quick Print - Export Project Order/Work Request Data window will open.



**Figure 8.111**  
Quick Print –  
Export  
Project  
Order/Work  
Request Data  
Window

9. Use the horizontal and vertical scrollbars on the Quick Print window to change the view of the displayed data.

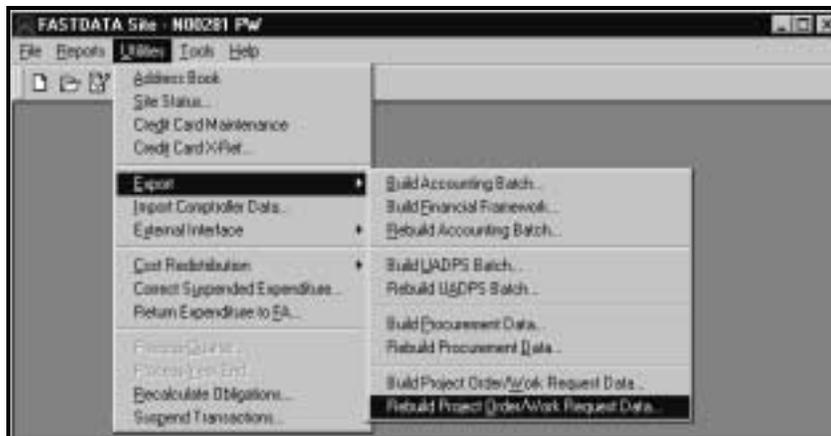
**Tip** The scrollbars only allow you to scroll the displayed page. Use the VCR buttons, if applicable, to select a different page to view.

10. Select the window-specific **Print** toolbar button to print the data.
11. Select the **Close** button to close the Quick Print window.
12. Select the **Close** button to close the Export Project Order/Work Request Data window.

## ■ **Steps for Exporting Rebuild Project Order/Work Request Data Files**

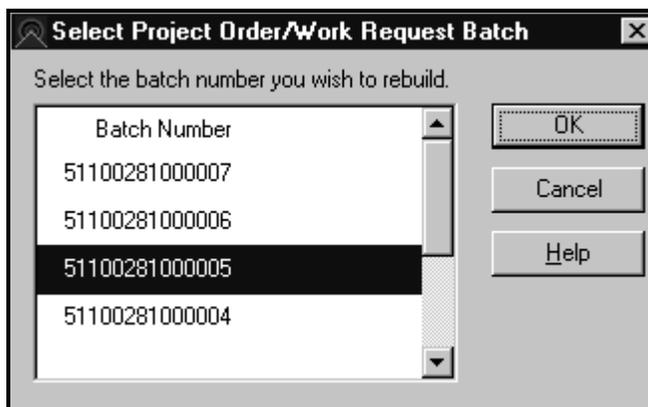
Use the rebuild project order/work request data process after you have built a project order/work request data file, using the associated build process, and need to build the file again.

1. Select **Rebuild Project Order/Work Request Data** from the **Export** submenu of the **Utilities** menu.



**Figure 8.112**  
Selecting the  
Export Rebuild  
Project  
Order/Work  
Request Data  
Process

The Select Project Order/Work Request Batch window will open. Batch numbers available to be rebuilt are displayed.

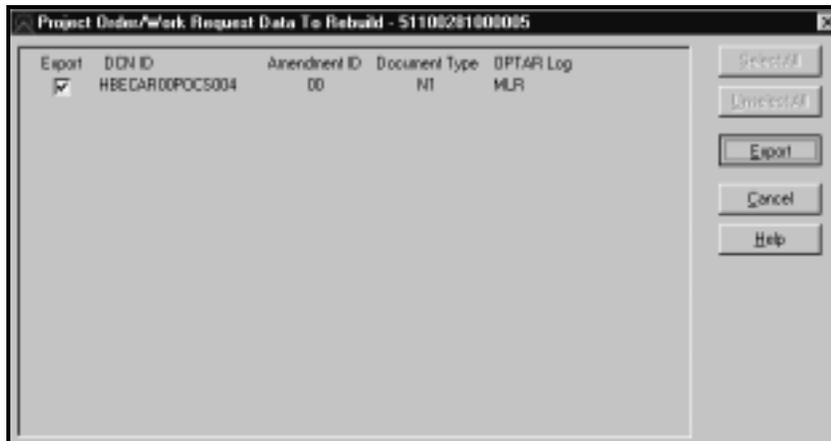


**Figure 8.113**  
Select Project  
Order/Work Request  
Batch Window

2. Select the batch number you wish to rebuild and select the **OK** button.

The Project Order/Work Request Data to Rebuild window will open. Documents included in the file to be rebuilt are displayed.

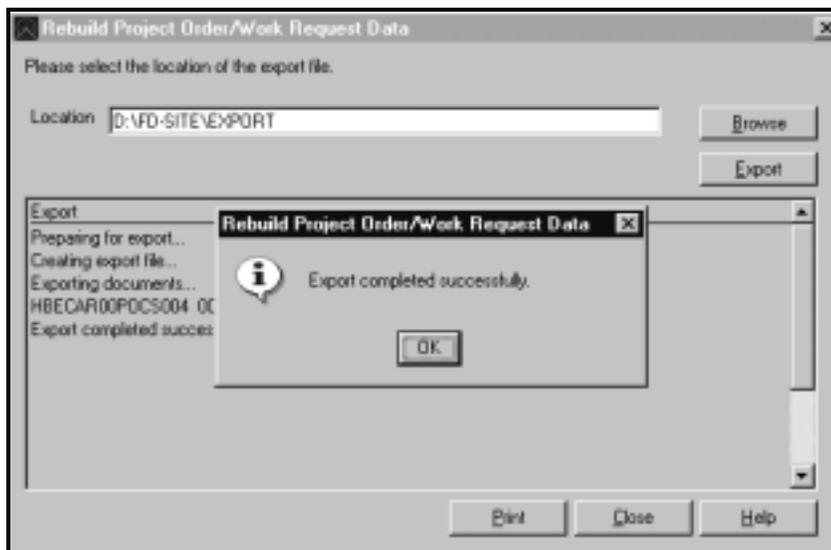
**Tip** The **Select All** and **Unselect All** buttons on the Project Order/Work Request Data to Rebuild window are unavailable for selection. Since this is a file that has already been built, you cannot change the documents to be included.



**Figure 8.114**  
Exporting  
Rebuild  
Project  
Order/Work  
Request Data  
Files

3. Select the **Export** button to begin the rebuild process.

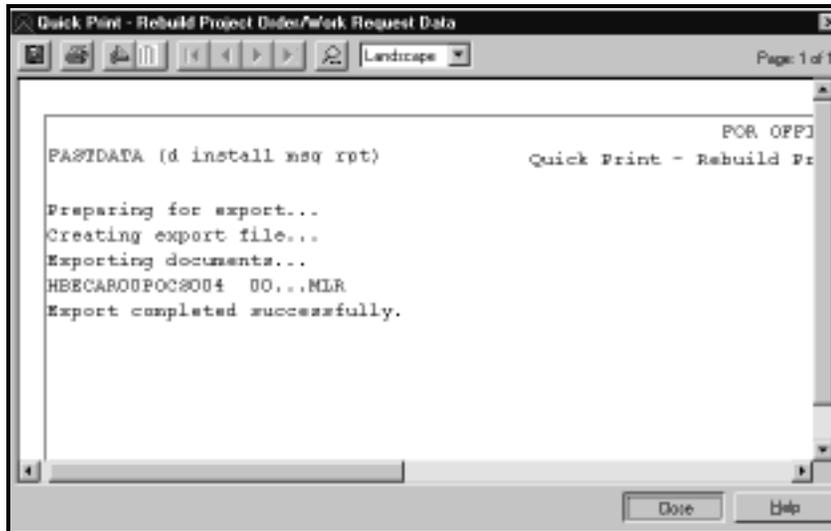
The Rebuild Project Order/Work Request Data window will open.



**Figure 8.115**  
Export  
Rebuild  
Project  
Order/Work  
Request Data  
Message

4. Specify the drive letter and folder to which you wish to export the rebuilt file to by entering the required path in the **Location** field. You can also select the **Browse** button to open the Select Path window to locate the path.
5. Select the **Export** button. FASTDATA will inform you that the export has been successfully completed.

6. Select the **OK** button to acknowledge the message.
7. If you wish to print the exported rebuilt procurement data, select the **Print** button. The Quick Print – Rebuild Project Order/Work Request Data window will open.



**Figure 8.116**  
Quick Print –  
Rebuild  
Project  
Order/Work  
Request Data  
Window

8. Use the horizontal and vertical scrollbars on the Quick Print window to change the view of the displayed data.

---

**Tip** The scrollbars only allow you to scroll the displayed page. Use the VCR buttons, if applicable, to select a different page to view.

---

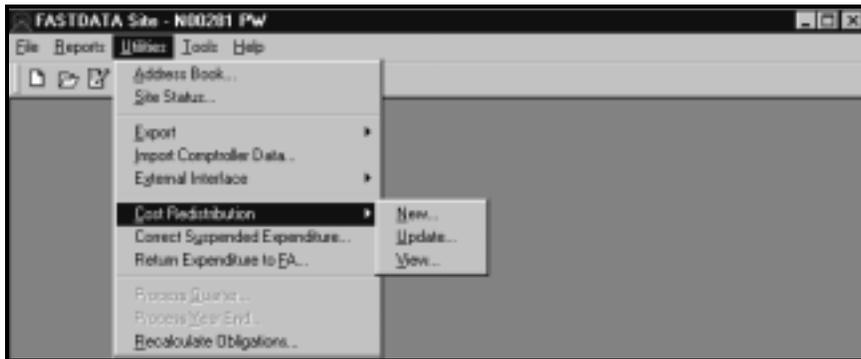
9. Select the window-specific **Print** toolbar button to print the data.
10. Select the **Close** button to close the Quick Print window.
11. Select the **Close** button to close the Rebuild Project Order/Work Request Data window.

## Cost Redistribution Windows

### Overview

Use the Cost Redistribution windows to create a new redistribution of valid expenditure amounts to one or more different documents/ACRNs, as well as update and view existing redistributions. You can only redistribute expenditures to document(s) that belong to your site. DMLSS transactions are not available for the Cost redistribution process. When selecting a document/ACRN for cost redistribution you cannot cross short lines of accounting. The amount you transfer cannot exceed the expended amount.

The cost redistribution processes open from the FASTDATA Site **Utilities** menu.

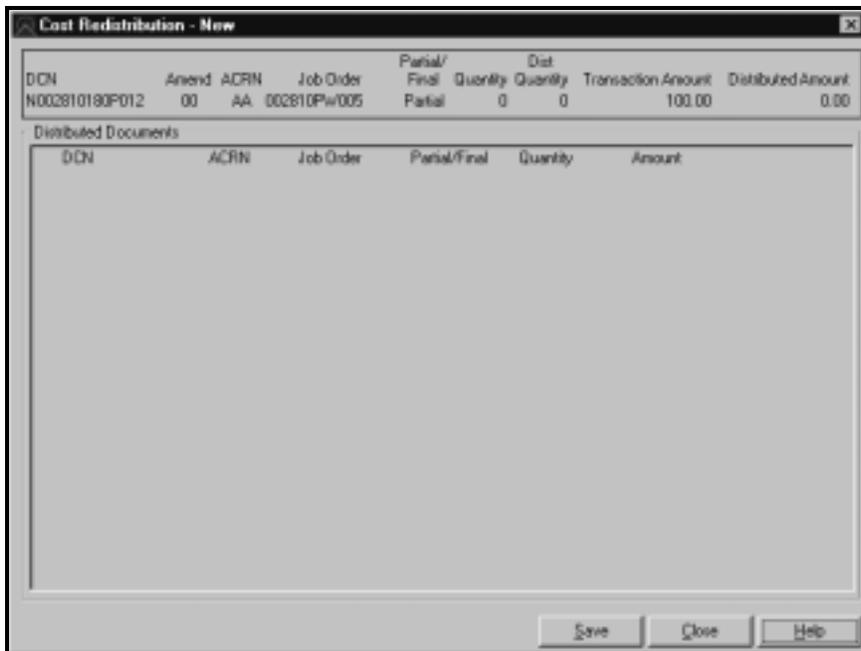


**Figure 8.117**  
Selecting the  
Cost  
Redistribution  
Processes

### Restrictions

- Only users with a FASTDATA FA Module Site User Maintenance window Site Security Access **Cost Redistribution** access level of **Update** can enter new redistributions.
- A FASTDATA FA Module Site User Maintenance window Site Security Access **Cost Redistribution** access level of **Display-Only** limits users to view-only access to existing redistributions.
- A FASTDATA FA Module Site User Maintenance window Site Security Access **Cost Redistribution** access level of **No Access** prevents a user from accessing the cost redistribution processes.

### • **Cost Redistribution - New Window Objects**



**Figure 8.118**  
Cost Redistribution  
– New Window

**DCN**

Identifies the document control number for the expenditure.

**Amend**

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

**ACRN**

Two-character code identifying each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA during subsequent stages of processing.

**Job Order**

Identifies the 11-character job order number (JON) used to classify the accounting transaction.

**Partial/Final**

Indicates whether the obligation is to be fully (F) or partially (C) liquidated when the expenditure is processed.

**Quantity**

Indicates the number of items being paid for by the expenditure.

**Dist Quantity**

Indicates the number of items affected by the redistributed expenditure.

**Transaction Amount**

Indicates the amount of the transaction.

**Distributed Amount**

Indicates the amount that will be redistributed.

**--Distributed Documents--**

This window area provides details of documents selected for redistribution. Unless you change the default values, FASTDATA will fully liquidate the remaining expenditure amount. Right-click in this window area to access a shortcut menu that will allow you to add a new redistribution or delete an existing one.

**DCN**

Identifies the document control number for the distributed document.

**ACRN**

Identifies the accounting classification reference number for the distributed document.

**Job Order**

Identifies the JON for the distributed document.

**Partial/Final**

Indicates whether the obligation is to be fully (F) or partially (C) liquidated when the expenditure for the distributed document is processed.

**Quantity**

Indicates the number of items being paid for by the distributed document expenditure.

### Amount

Identifies the amount of the expenditure that will be redistributed to the listed distributed document/ACRN. Keep in mind that you cannot change the amount to a value greater than what is available for redistribution.

### Save

Accepts your entries and redistributes the selected expenditure for the distributed document.

### Close

Closes the Cost Redistribution - New window.

### Help

Accesses the Cost Redistribution – New topic in the reference help file.

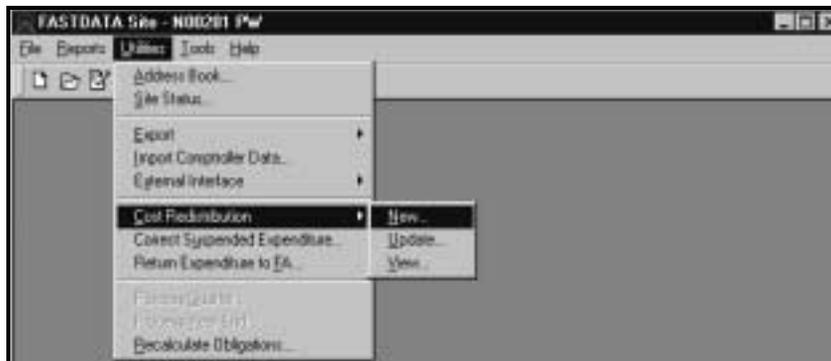
## ■ Steps for Adding a New Redistribution

Use the new redistribution process to transfer part or all of a valid expenditure amount to one or more different documents/ACRNs. DMLSS transactions are not available for the Cost Redistribution process.

When you create a new cost redistribution, the process also may generate a 540 (AO) obligation if any of the following circumstances exist:

- A final expenditure exists.
- A final receipt exists with no final expenditure and the transaction amount is greater than the receipt amount less the expenditure amount.
- There are no final receipts or expenditures and the transaction amount is greater than the obligation (or the contract amount if a final contract exists) less the expenditure amount.
- There is no receipt amount and no expenditure amount and the transaction amount is greater than the obligation (or the contract amount if a final contract exists).

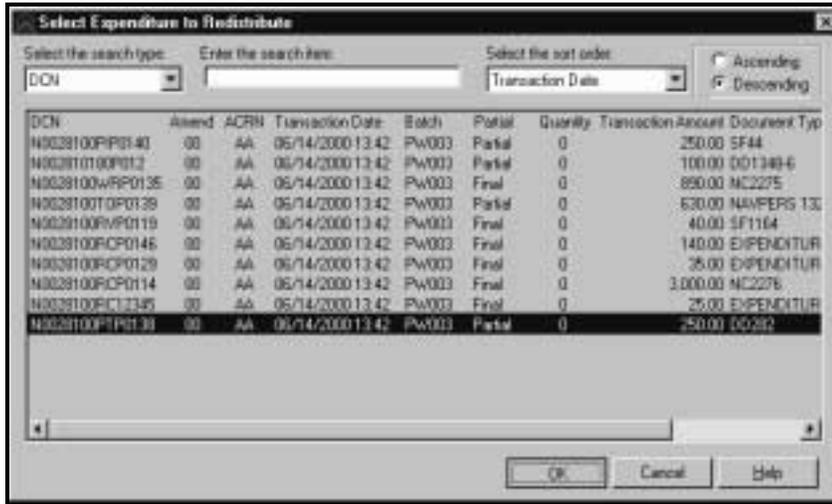
1. Select **New** from the **Cost Redistribution** submenu of the **Utilities** menu.



**Figure 8.119**  
Selecting the  
New Cost  
Redistribution  
Process

The Select Expenditure to Redistribute window will open. A list of documents that you can redistribute will display.

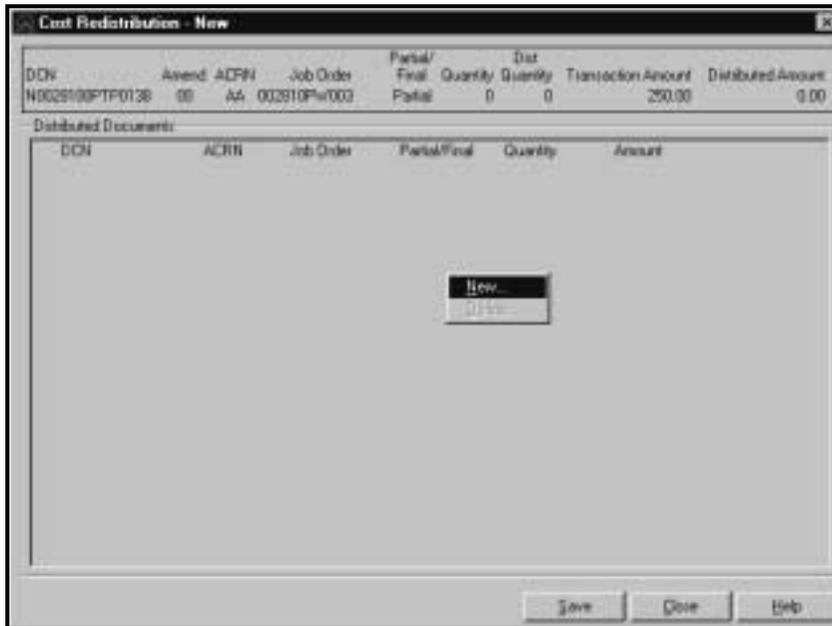
**Tip** To search for a specific document, select the desired search type from the **Select the search type** drop-down list. Enter the desired value for the selected search type in the **Enter the search item** field. If you wish to change the sort order of the listed documents, select the desired value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



**Figure 8.120**  
Selecting an Expenditure to Redistribute

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

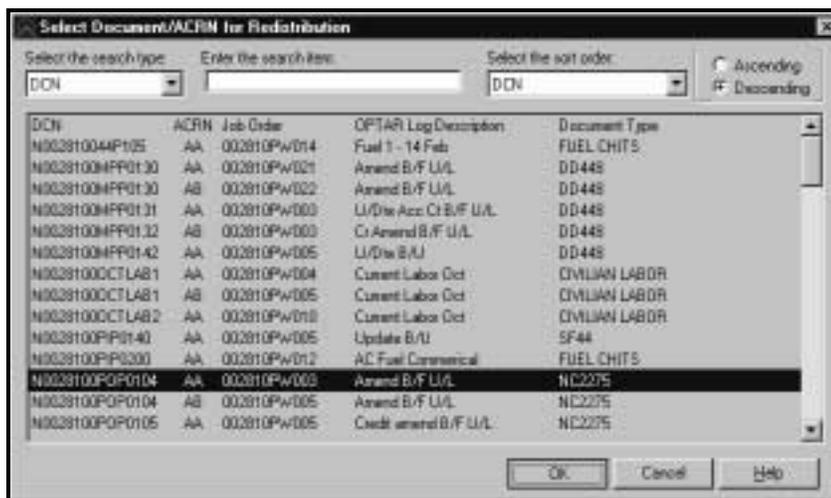
The Cost Redistribution window will open. The upper window area displays information on the expenditure you are redistributing. The lower area displays information on documents you select for the redistribution.



**Figure 8.121**  
Selecting New on the Shortcut Menu

3. To begin the redistribution process for the selected document/ACRN, right-click in the lower window area and select **New** from the shortcut menu.

The Select Document/ACRN for Redistribution window will open, letting you select the desired document.



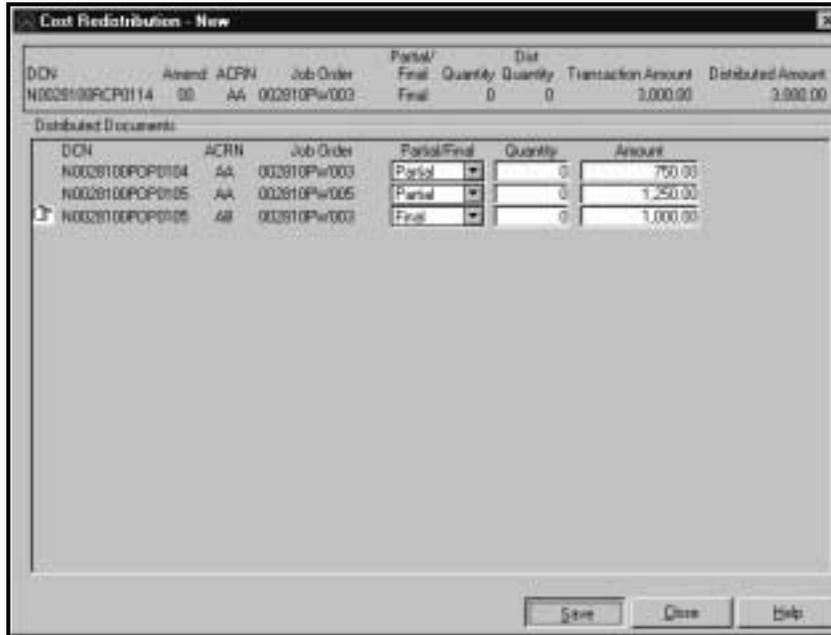
**Figure 8.122**  
Selecting  
Document/  
ACRN for  
Redistribution

**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**.

4. Select the document/ACRN you wish to redistribute and select the **OK** button.

**Tip** If you want to redistribute the expenditure to more than one document/ACRN, continue right-clicking and selecting **New** from the shortcut menu to reopen the Select Document/ACRN for Redistribution window so that you can select each desired document.

The Cost Redistribution – New window will display a row of data for each selected document/ACRN.



**Figure 8.123**  
Displaying  
Redistributed  
Documents

- Update the desired data for the selected document/ACRN.

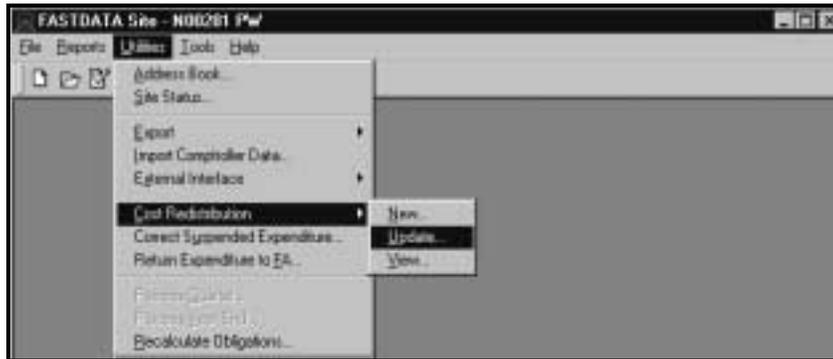
**Tip** The default for a new redistribution is to liquidate fully whatever remaining expenditure amount exists, but you can change the **Amount** value. You also can change default values for **Partial/Final** and **Quantity** to control whether the remaining expenditure amount is fully or partially liquidated.

- Select the **Save** button to save the new data. The Cost Redistribution – New window will close.

## ■ **Steps for Updating/Deleting an Existing Redistribution**

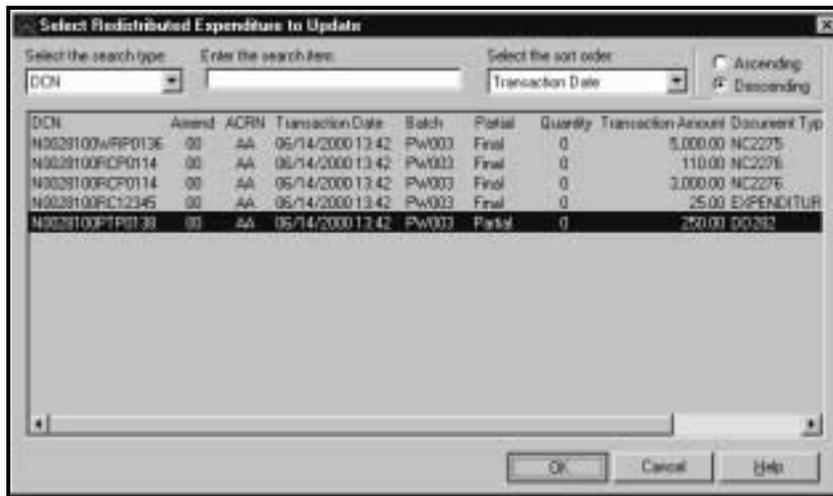
Use the update redistribution process to update an expenditure redistribution. You can update any redistribution that has not been exported. You also can update exported redistributions if the expenditure has not been fully liquidated. When updating an exported partial redistribution, you can add additional documents/ACRNs for the undistributed amount but cannot delete or modify existing document/ACRN data.

1. Select **Update** from the **Cost Redistribution** submenu of the **Utilities** menu.



**Figure 8.124**  
Selecting the Update Cost Redistribution Process

The Select Redistributed Expenditure to Update window will open, letting you select the desired expenditure.

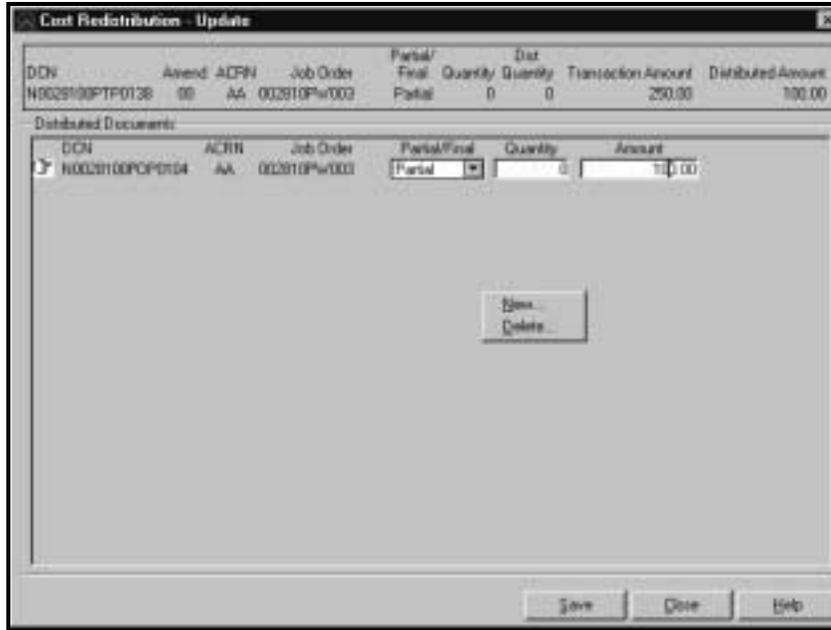


**Figure 8.125**  
Selecting a Redistributed Expenditure to Update

**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**.

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

The Cost Redistribution – Update window will open. The uppermost window area displays information on the redistributed expenditure. The lower window area displays information on the document(s) to which the expenditure costs have been redistributed.



**Figure 8.126**  
Updating  
Redistributed  
Expenditures

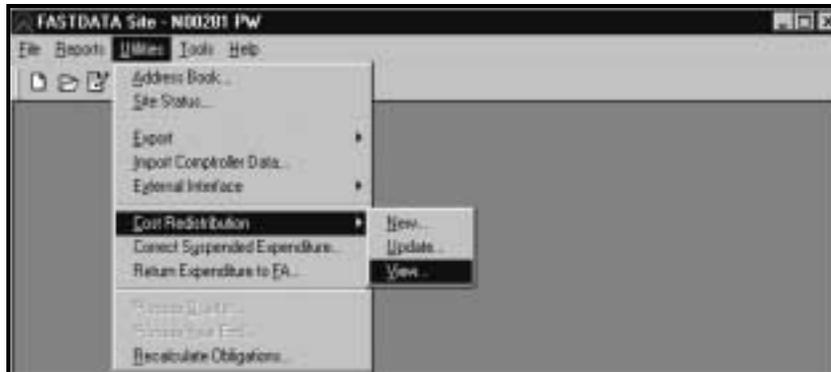
3. Update the desired data. You can change the **Partial/Final**, **Quantity**, and/or **Amount** values.

**Tip** You also can add a new redistribution to the selected expenditure or delete the existing redistribution by right-clicking in the lower area of the Cost Redistribution – Update window and selecting **New** or **Delete**, as appropriate, from the shortcut menu.

4. Select the **Save** button to save your changes. The Cost Redistribution – Update window will close.

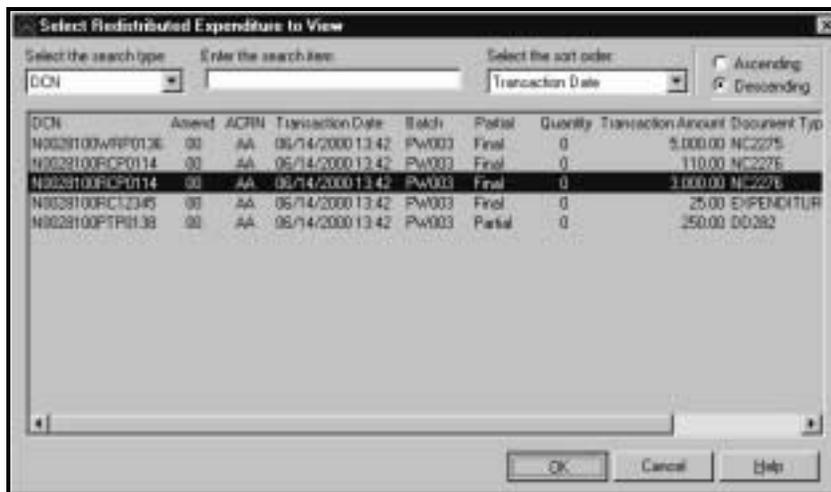
## ■ Steps for Viewing an Existing Redistribution

1. Select **View** from the **Cost Redistribution** submenu of the **Utilities** menu.



**Figure 8.127**  
Selecting the View Cost Redistribution Process

The Select Redistributed Expenditure to Update window will open, letting you select the desired expenditure.

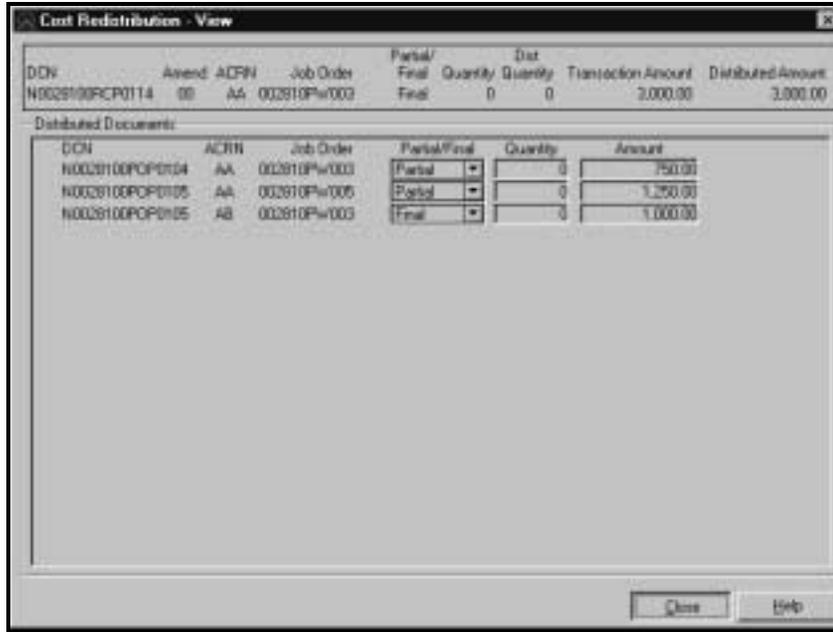


**Figure 8.128**  
Selecting a Redistributed Expenditure to View

**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**.

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

The Cost Redistribution – View window will open. The uppermost window area displays information on the redistributed expenditure. The lower window area displays information on the document(s) to which the expenditure costs have been redistributed.



**Figure 8.129**  
Viewing  
Redistributed  
Expenditures

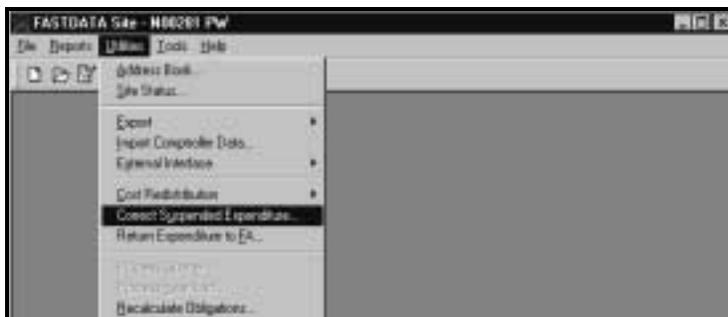
3. Select the **Close** button to close the Cost Redistribution – View window.

## Correct Suspended Expenditure Process

### Overview

Use the correct suspended expenditure option to make changes to a suspended expenditure to unsuspend it. Depending on the reason the expenditure is suspended and how you correct it, you may create an **R** type correction transaction that will update the STARS-FL record for the expenditure or for the requisition. For detailed correction options, refer to the Expenditure Correction help topic.

The correct suspended expenditure option opens from the FASTDATA Site **Utilities** menu.

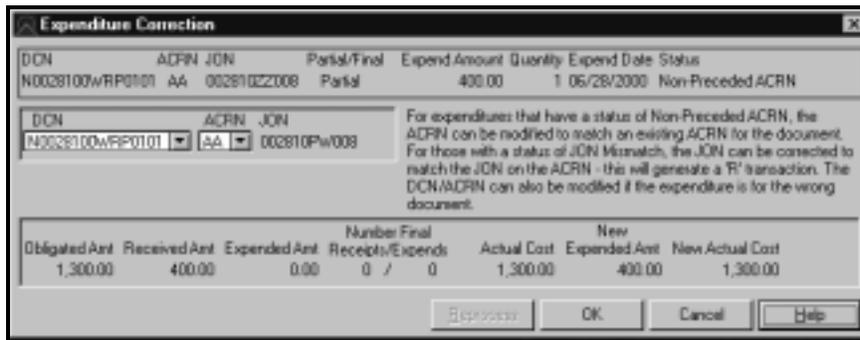


**Figure 8.130**  
Selecting the Correct  
Suspended Expenditure  
Option

## Restrictions

- Only users with a FASTDATA FA Module Site User Maintenance window Site Security Access option of **Access** under **Expenditure Correction** can correct suspended expenditures.
- A FASTDATA FA Module Site User Maintenance window Site Security Access option of **No Access** under **Expenditure Correction** prevents a user from correcting suspended expenditures.

## • **Expenditure Correction Window Objects**



**Figure 8.131**  
**Expenditure**  
**Correction Window**

### Top Window Data Area

#### DCN

Identifies the document control number.

#### ACRN

Two-character code identifying each long LOA classification cited on an allotment or fund usage document for the purpose of identifying each LOA data during subsequent stages of processing.

#### JON

The 11-character job order number classifies the accounting transaction.

#### Partial/Final

Indicates whether the obligation is to be fully or partially liquidated when the expenditure is processed.

#### Expend Amount

Indicates the amount of the expenditure.

#### Quantity

Indicates the number of items being paid for by the expenditure.

#### Expend Date

Identifies the date the expenditure was created.

#### Status

Indicates the status of the expenditure when it was imported.

**Middle Window Data Area**

**DCN**

If the expenditure is suspended because of a non-preceded ACRN, you can select a DCN that will correct the expenditure.

**ACRN**

If the expenditure is suspended because of a non-preceded ACRN, you can select an ACRN that will correct the expenditure.

**JON**

If the expenditure is suspended because of a JON mismatch, you can select a different JON to correct the expenditure.

**Lower Window Data Area**

**Obligated Amt**

Identifies the ACRN-obligated amount of the document.

**Received Amt**

Identifies the total amount received against one ACRN of an obligating document.

**Expended Amt**

Identifies the total amount expended against one ACRN of an obligating document recorded for all expenditures transactions.

**Number Final Receipts**

Indicates the number of final receipts posted to the existing transaction.

**Number Final Expend**

Indicates the number of final expenditures posted to the existing transaction.

**Actual Cost**

This cost value depends on several conditions. For a detailed explanation of this cost, refer to the Expenditure Correction help topic.

**New Expended Amt**

Indicates the expended amount after correction.

**New Actual Cost**

Indicates the newly calculated actual cost for the corrected expenditure.

**Reprocess**

Reprocesses the expenditure as if it imported without an error. No change is actually made to the expenditure but whatever mismatch caused the suspension has been corrected to allow the expenditure to process correctly.

**OK**

Corrects the expenditure to either move it to the desired DCN/ACRN or correct the DCN/ACRN to the correct JON. If you changed the JON only (no change to the expenditure DCN/ACRN), an R type transaction will be created to change the JON in STARS-FL.

**Cancel**

Aborts the action to correct the suspended expenditure and closes the window.

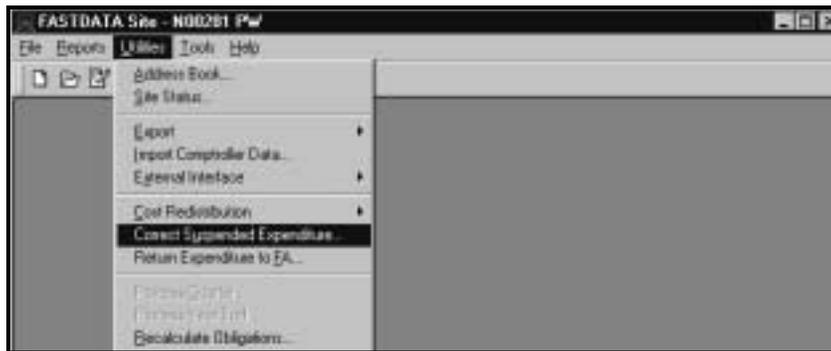
**Help**

Accesses the help topic on the Expenditure Correction window.

■ **Steps for Correcting Suspended Expenditures**

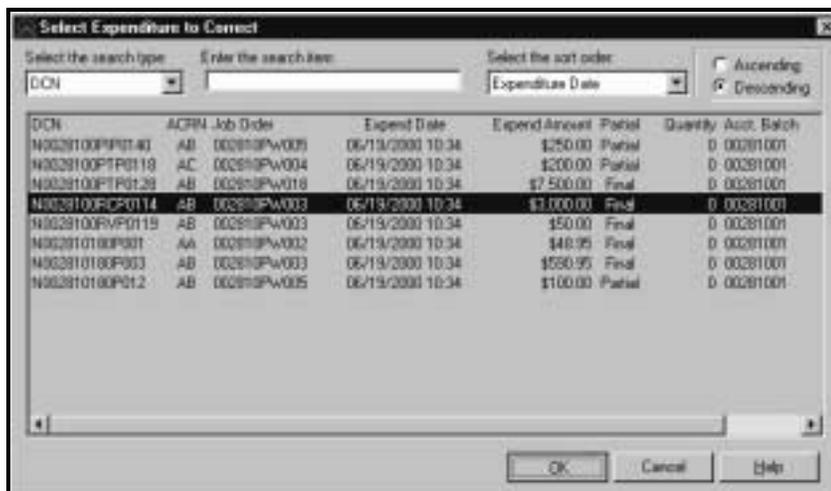
Use the Expenditure Correction window to make changes to a suspended expenditure to unsuspend it. The process lets you correct a suspended expenditure by changing the DCN/ACRN, or, in the case of a JON mismatch, the job order number (JON). For detailed correction options, refer to the Expenditure Correction help topic.

1. Select the **Correct Suspended Expenditure** item on the **Utilities** menu.



**Figure 8.132**  
Selecting the Correct Suspended Expenditure Process

The Select Expenditure to Correct window will open, letting you select the desired expenditure.



**Figure 8.133**  
Selecting an Expenditure to Correct

**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**.

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

The Expenditure Correction window will open. Data that you change for the selected expenditure displays on the drop-down fields. For this example, you can change the **DCN** and/or **ACRN**.

DCN	ACRN	JON	Partial/Final	Expend Amount	Quantity	Expend Date	Status
N0028100RCP0114	AB	002810PW003	Final	3,000.00	0	06/19/2000	JON Mismatch (to DCN/ACRN)

DCN: N0028100RCP0114 ACRN: AB JON: 002810PW003

For expenditures that have a status of Non-Preceded ACRN, the ACRN can be modified to match an existing ACRN for the document. For those with a status of JON Mismatch, the JON can be corrected to match the JON on the ACRN - this will generate a 'R' transaction. The DCN/ACRN can also be modified if the expenditure is for the wrong document.

Delegated Amt	Received Amt	Expended Amt	Number Final	Actual Cost	Expended Amt	New Actual Cost
2,240.00	0.00	0.00	0 / 0	2,240.00	3,000.00	3,000.00

**Figure 8.134**  
Selecting an  
Expenditure  
to Correct

**Tip** To correct an expenditure for your site, the values displayed in the drop-down fields must match the corresponding values displayed on the top portion of the window. You should write the correct values down since you need to refer to them when searching for the proper document and desired values(s), using a different process in the Site application to correct the JON.

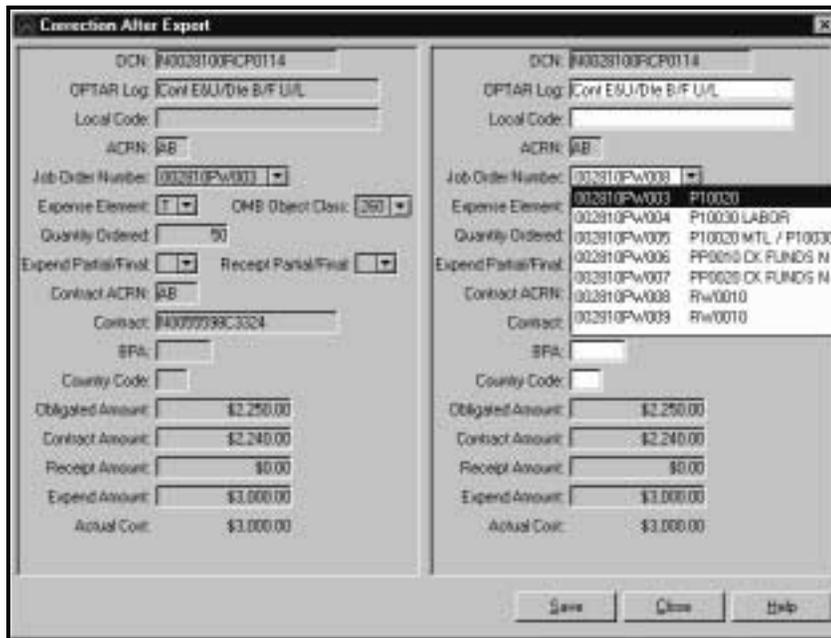
For the example shown, you will correct the JON to match the values indicated on the top portion of the window. The correction of the JON is made on the Correction After Export window.

To correct the DCN/ACRN, if applicable, select the desired value from the appropriate drop-down list.

3. Select the **OK** button to close the Expenditure Correction window.
4. Select **Update Document** from the **File** menu or select the **Update** toolbar button. The Select Document – Update window will open.
5. Search for the DCN that you wish to correct and select the **OK** button.

**Tip** Refer to the Update Documents After Export topic in Chapter 6 if you wish to view detailed information on the update documents process.

The Correction After Export window will open.

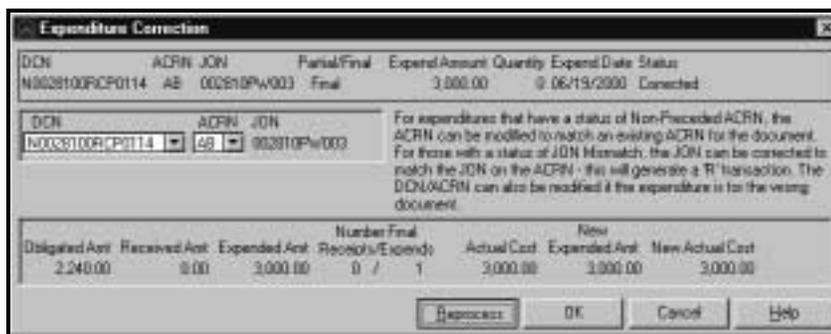


**Figure 8.135**  
Correcting a  
Job Order  
Number

6. Select the desired JON from the **Job Order Number** drop-down list.

If the correct value is not available for selection then the expenditure cannot be corrected and you should return it to the FA, or wait until the JON is a valid job order for your site, as applicable.

7. Select the **Save** button to save your change and close the Correction After Export window.
8. Reopen the Expenditure Correction window for the applicable expenditure. Refer to Steps 1 and 2.



**Figure 8.136**  
Correcting an  
Expenditure

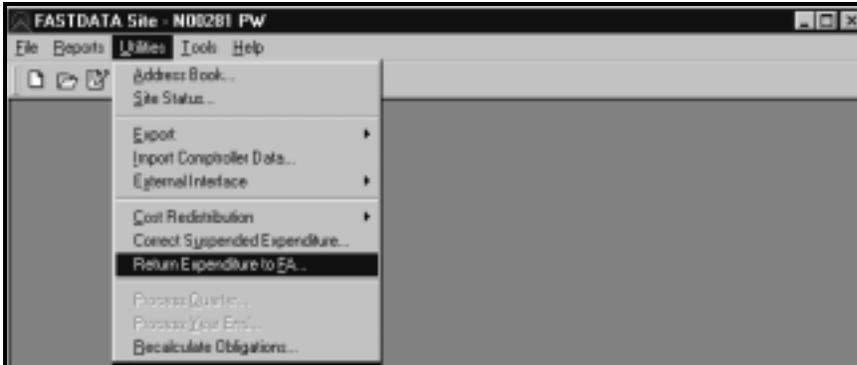
9. Note that the **Reprocess** button is now available for selection. Select the button to process the expenditure correction.

## Return Expenditure to the FA Process

### Overview

Use the return expenditure to FA option to mark expenditures that will be returned to the FA in the next accounting batch build or rebuild for export.

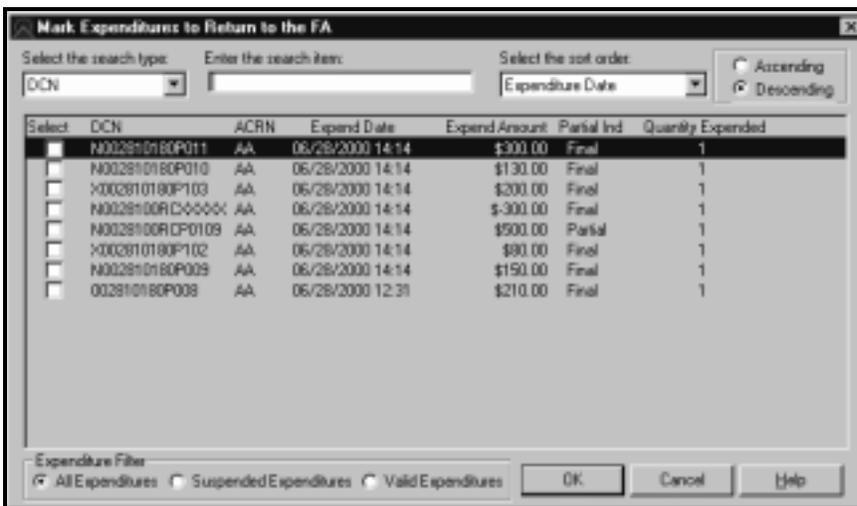
The return expenditure to FA option opens from the FASTDATA Site **Utilities** menu.



**Figure 8.137**  
Selecting the Return Expenditure to FA Option

### Restrictions

- Only users with a FASTDATA FA Module Site User Maintenance window Site Security Access option of **Access** under **Expenditure Return** can return expenditures to the FA.
- A FASTDATA FA Module Site User Maintenance window Site Security Access option of **No Access** under **Expenditure Return** prevents a user from returning expenditures to the FA.
- **Mark Expenditures to Return to the FA Window Objects**



**Figure 8.138**  
Mark Expenditures to Return to the FA Window

### **Select the search type**

You can search the listed expenditures by **ACRN**, **DCN**, **Expenditure Amount**, **Expenditure Date**, or **Expenditure Quantity**. Select the desired search type 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 Mark Expenditures to Return to the FA window. Select the desired value from the drop-down list. Values include **ACRN**, **DCN**, **Expenditure Amount**, **Expenditure Date**, or **Expenditure Quantity**.

### **Ascending**

Select the **Ascending** radio button if you wish to sort the displayed data from smallest to greatest.

### **Descending**

Select the **Descending** radio button if you wish to sort the displayed data from greatest to smallest.

### **Select**

Indicates whether the expenditure will be returned to the FA when you build the accounting batch and export data to the FA.

### **DCN**

Identifies the document control number.

### **ACRN**

Identifies the ACRN associated with the expenditure.

### **Expend Date**

Identifies the date the expenditure was created.

### **Expend Amount**

Identifies the cumulative amount expended to date against one ACRN of an obligating document recorded for all receipt transactions.

### **Partial**

Indicates whether the obligation is to be fully or partially liquidated when the expenditure is processed.

### **Quantity Expended**

Indicates the number of items being paid for by the expenditure.

### **--Expenditure Filter--**

#### **All Expenditures**

Select this radio button to include all expenditures in the list.

#### **Suspended Expenditures**

Select this radio button to include only suspended expenditures in the list.

**Valid Expenditures**

Select this radio button to include only valid expenditures in the list.

**OK**

Saves your changes and closes the Mark Expenditures to Return to the FA window.

**Cancel**

Closes the window without saving any changes you may have made.

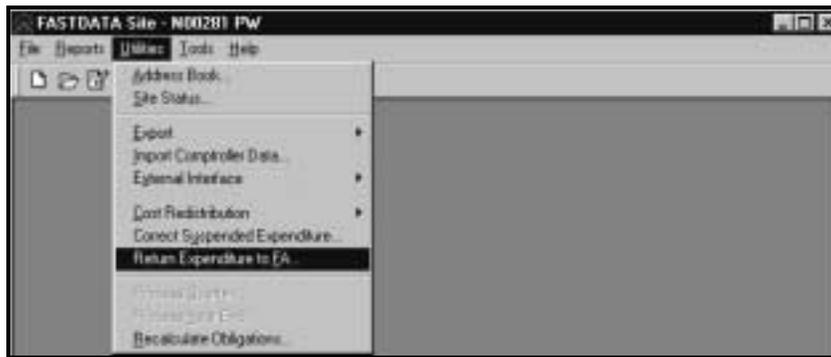
**Help**

Accesses the reference help topic on the Mark Expenditures to Return to the FA window.

## ■ **Steps for Returning Expenditures to the FA**

Use the Mark Expenditures to Return to the FA window to identify expenditures to return to the FA. Expenditures that you can return include suspended expenditures that the FA has not corrected as well as valid expenditures that are not part of a cost redistribution.

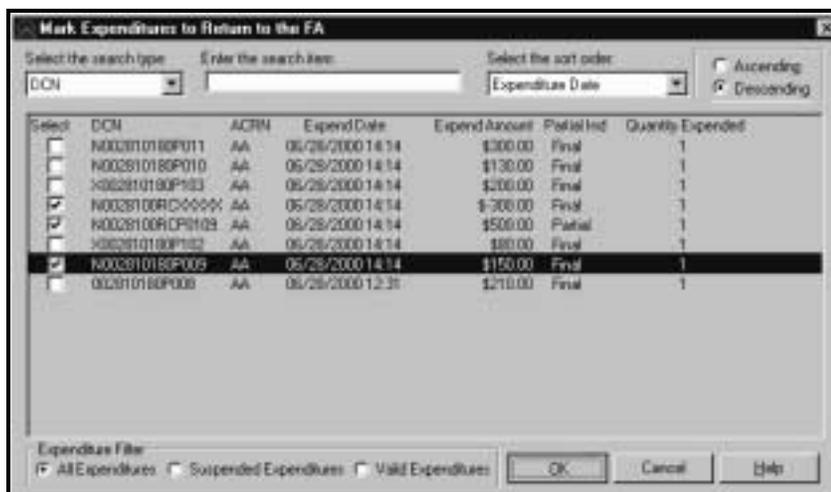
1. Select the **Return Expenditure to FA** item on the **Utilities** menu.



**Figure 8.139**  
**Selecting the**  
**Return**  
**Expenditure to**  
**the FA**  
**Process**

The Mark Expenditures to Return to the FA window will open, letting you select the expenditures that you wish to return. If you wish to apply a filter, select the desired **Expenditure Filter** radio button.

**Tip** DMLSS expenditures are not made available for return to the FA.



**Figure 8.140**  
Marking  
Expenditures  
to Return to  
the FA

**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 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**.

2. Check the expenditure(s) you wish to return and select the **OK** button. The Mark Expenditures to Return to the FA window will close.

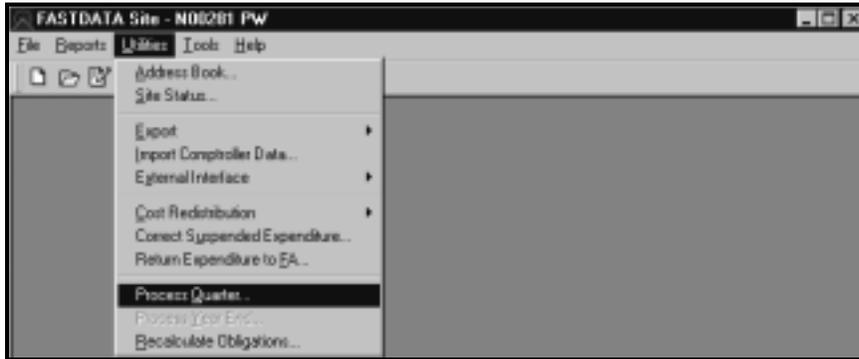
## Quarterly and Year End Data Processing



### Overview

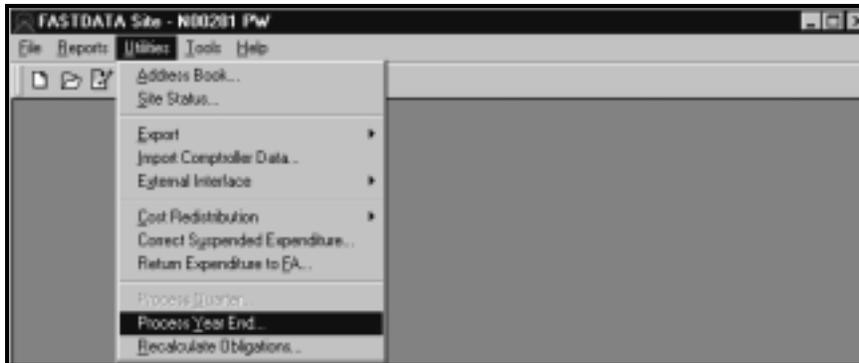
Use the process quarter and process year end options to carry Site data into the next quarter or fiscal year, as applicable. There are no specific windows associated with the processes. Rather, FASTDATA displays a series of messages during the processing to which the user must respond.

The process quarter option opens from the FASTDATA Site **Utilities** menu.



**Figure 8.141**  
Selecting the Process  
Quarter Option

The process year end option opens from the FASTDATA Site **Utilities** menu.



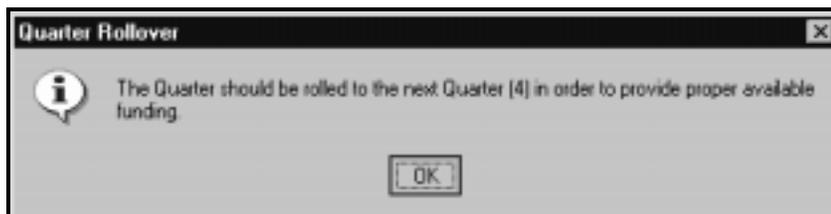
**Figure 8.142**  
Selecting the Process  
Year End Option

## Restrictions

- Only users with a FASTDATA FA Module Site User Maintenance window Site Security Access option of **Access** under **System Utilities** can perform quarterly and year end processing.
- A FASTDATA FA Module Site User Maintenance window Site Security Access option of **No Access** under **System Utilities** prevents a user from performing quarterly and year end processing.

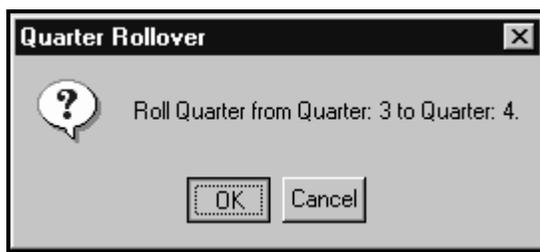
## ■ Steps for Performing Quarterly Processing

Use the process quarter option to bring authorization amounts into the new quarter. When it is time to perform quarterly processing, FASTDATA will notify you when you log into the Site. Select the **OK** button to proceed. The **Utilities** menu **Process Quarter** item is not selectable unless it is time for quarterly processing.



**Figure 8.143**  
FASTDATA  
Notification  
Message

1. Select **Process Quarter** from the **Utilities** menu. FASTDATA will ask you to confirm that you want to roll over the quarter.



**Figure 8.144**  
Quarter Rollover  
Confirmation  
Message

2. Select **Cancel** if you wish to abort the rollover process. Select **OK** to continue.
3. Select **OK** on the message informing you that the current quarter has been changed.

## ■ Steps for Performing Year End Processing

Use year end processing to roll your site data into the new fiscal year. Doing so will remove the oldest fiscal year and its associated data. For sites with a DMLSS FA, the Total Inventory Issued amounts also will reset to zero for the new fiscal year. When year end processing is complete, FASTDATA will change the new active fiscal year to the new current fiscal year and will create a new outyear.

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**NOTE** You must first import the FA's end-of-year data, using the Import System Information option, before you can perform year end processing.

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**NOTE** To perform year end processing, you must be in the current fiscal year.

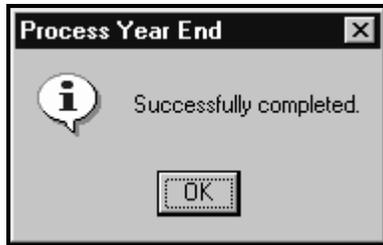
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1. Select **Process Year End** from the **Utilities** menu. FASTDATA will ask you to confirm that you want to roll over data to the next fiscal year.



**Figure 8.145**  
Year End Rollover Confirmation Message

2. Select **No** if you wish to abort the rollover process. Select **Yes** to complete the rollover process. FASTDATA will inform you that the process has successfully been completed.



**Figure 8.146**  
Process Year End Completion Message

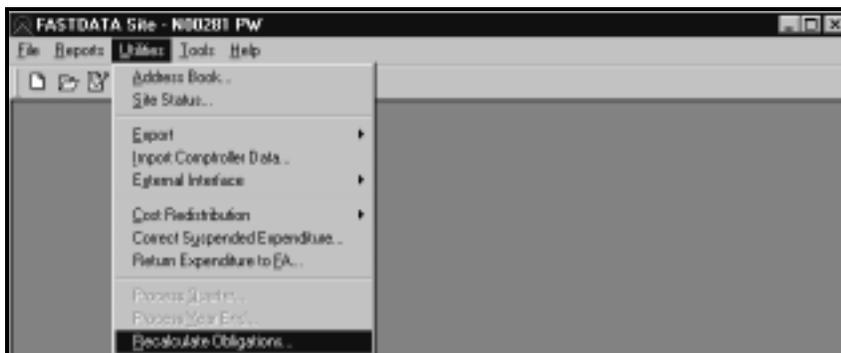
3. Select the **OK** button to close the message window.

## Recalculate Obligations

### Overview

Use the Job Order Recalculation window if the site funds as shown in the Status of Funds Report and the Document Status Report are out of balance. The recalculation process will verify the actual costs of each document and adjust the obligated amounts on each job order number (JON) to bring them back in balance. The main portion of the Job Order Recalculation window displays the results of the recalculation process.

The Job Order Recalculation window opens from the FASTDATA Site **Utilities** menu.

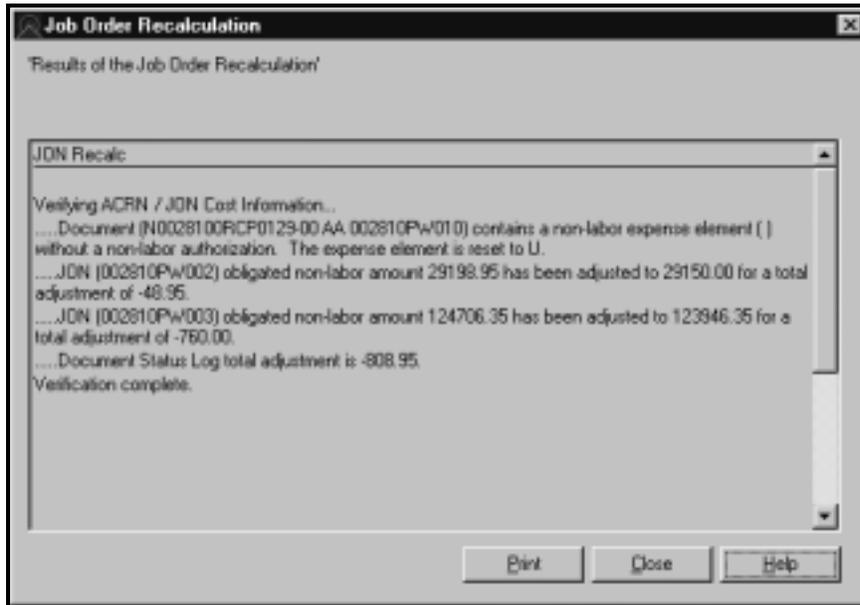


**Figure 8.147**  
Opening the Job Order Recalculation Window

## Restrictions

- Access to the Job Order Recalculation window is unrestricted.

## • **Job Order Recalculation Window Objects**



**Figure 8.148**  
**Job Order**  
**Recalculation**  
**Window**

### Print

Opens the Quick Print window, allowing you to print the results of the recalculation process.

### Close

Closes the Job Order Recalculation window.

### Help

Accesses this topic in reference help.

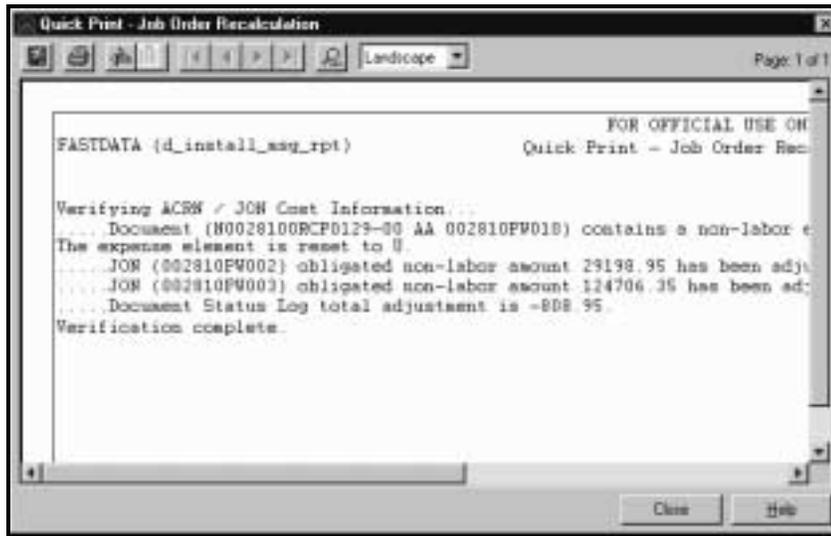
## ■ **Steps for Recalculating Obligations**

Use the Job Order Recalculation window when your funds are out of balance and you wish to bring them back into balance. When you open the Job Order Recalculation window, the recalculation process runs automatically. The window provides messages during the process and also lets you know when the process is complete. If you wish, you can view or print a report of the recalculation process results by selecting the **Print** button.

1. From the FASTDATA Site window, select **Recalculate Obligations** from the **Utilities** menu.

The Job Order Recalculation window will open and the recalculation process will launch automatically.

2. Select the **Print** button if you wish to open the Quick Print – Job Order Recalculation window.



**Figure 8.149**  
Quick Print -  
Job Order  
Recalculation  
Window

3. Use the horizontal and vertical scrollbars on the Quick Print window to change the view of the displayed data.

---

**Tip** The scrollbars only allow you to scroll the displayed page. Use the VCR buttons, if applicable, to select a different page to view.

---

4. Select the window-specific **Print** toolbar button to print the data.
5. Select the **Save As** picture button if you wish to save the report as a file.
6. Select the **Close** button to close the Quick Print - Job Order Recalculation window.
7. Select the **Close** button to close the Job Order Recalculation window.

## Suspend Transactions

### Overview

Use the Suspend Transactions window to mark transactions for suspension. The list of available transactions that displays on the window includes all transactions that have not been cross-referenced to a credit card document and that have been created or changed since the FA last received transactions from your site.

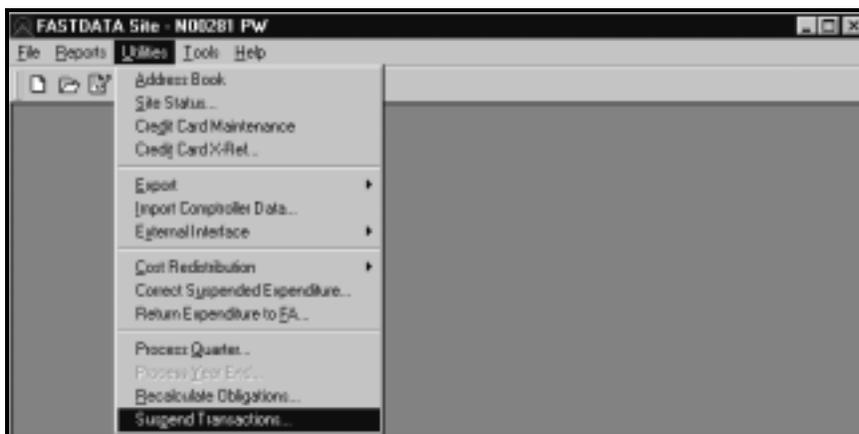
For Oracle® users sharing an integrated database with their FA, your FA may have set up an automated process to retrieve new or changed transactions from your site automatically. If your FA has set up such a process to run more frequently than daily, when you create or update a transaction you know you wish to suspend, immediately suspend the transaction so it will be marked for suspension when the automatic process runs. For the automated process that runs every **X** minutes, when you add or update a transaction, the new or changed transaction will be included not in the next automatic export but rather the export after that. Skipping one cycle of

the automatic process should give you enough time to suspend the desired transactions before they go to the FA automatically. If an automated process runs automatically while you have the Suspend Transactions window open, any transactions eligible for suspension is not included in the automated export to the FA.

For sites where transactions are not automatically retrieved by the FA, the transactions marked for suspension are included the next time you export comptroller data.

Until the transactions marked for suspension have been received by the FA, you can access the Suspend Transactions window anytime and unmark transactions previously marked for suspension. If you unmark a suspension, you must also delete the suspension reason.

The Suspend Transactions window opens from the FASTDATA Site **Utilities** menu.

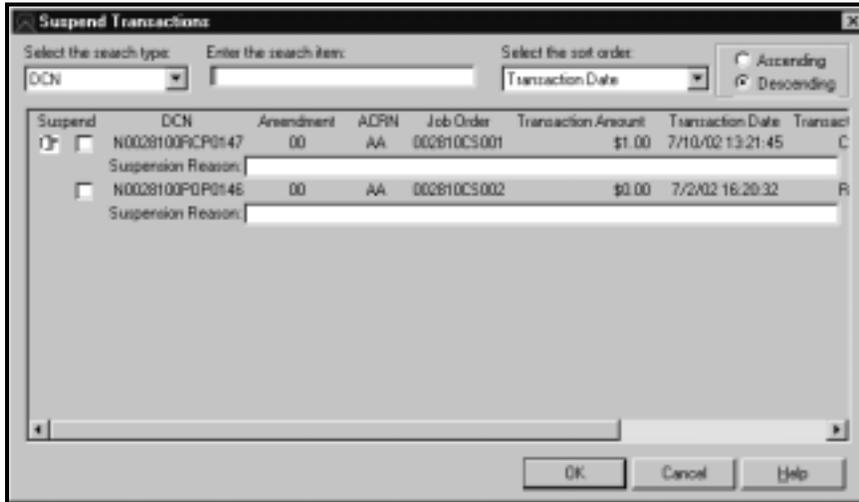


**Figure 8.150**  
**Opening the**  
**Suspend**  
**Transactions**  
**Window**

## Restrictions

- Only users with a FASTDATA FA Module Site User Maintenance window Site Security Access option of **Access** under **Suspend Transactions** can suspend transactions.
- A FASTDATA FA Module Site User Maintenance window Site Security Access option of **No Access** under **Suspend Transactions** prevents a user from accessing the Suspend Transactions window.

## • Suspend Transactions Window Objects



**Figure 8.151**  
Suspend  
Transactions  
Window

### Select the search type

You can search by **DCN**, **Job Order**, **Transaction Amount**, **Transaction Code**, or **Transaction Date**. Select the desired search type 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 you wish to search for.

### Select the sort order

Allows you to change the sort order of the data displayed on the Suspend Transactions window. Select the desired value from the drop-down list. Values include **DCN**, **Document Type**, **Job Order**, **Transaction Amount**, **Transaction Code**, or **Transaction Date**.

### Ascending

Select the **Ascending** radio button if you wish to sort the displayed data from smallest to greatest.

### Descending

Select the **Descending** radio button if you wish to sort the displayed data from greatest to smallest.

### Suspend

Controls and indicates whether the listed transaction will be suspended when the FA imports the accounting batch file from your site. If checked, the transaction will be suspended.

### DCN

Identifies the document control number.

### Suspension Reason

Identifies why the transaction is being suspended. You can enter up to 200 characters. Most special characters except the semicolon (;) are allowed in the Suspension Reason text.

**Amendment**

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

**ACRN**

Identifies the transaction ACRN.

**Job Order**

Identifies the listed transaction's JON.

**Transaction Amount**

Identifies the amount of the transaction.

**Transaction Date**

Identifies the date the transaction was generated.

**Transaction Code**

A two-character code that identifies the nature of the transaction. Valid values include **AD** (Obligation created with a Category 2 DD448), **AO** (Obligation), **AR** (Obligation created with a Category 1 acceptance), **CM** (Commitment), **EC** (Civilian Labor Expenditure), **EV** (Expenditure), **RG** (Government Receipt), **RP** (Public Receipt), **RT** (Modification to JON, Expense Element, or OMB Object Class), and **UT** (Modification to contract or BPA).

**Document Type**

Identifies a specific document form number.

**Partial/Final**

Identifies the type of transaction. Valid values include **C** (Cancel), **F** (Final), **I** (Initial), **L** (Liquidation), **P** (Partial), **R** (Modification to JON, Expense Element, or OMB Object Class), **T** (Adjustment to existing commitment or obligation), and **U** (Modification to contract or BPA).

**OK**

Saves your changes and closes the Suspend Transactions window.

**Close**

Closes the Suspend Transactions window.

**Help**

Accesses this topic in reference help.

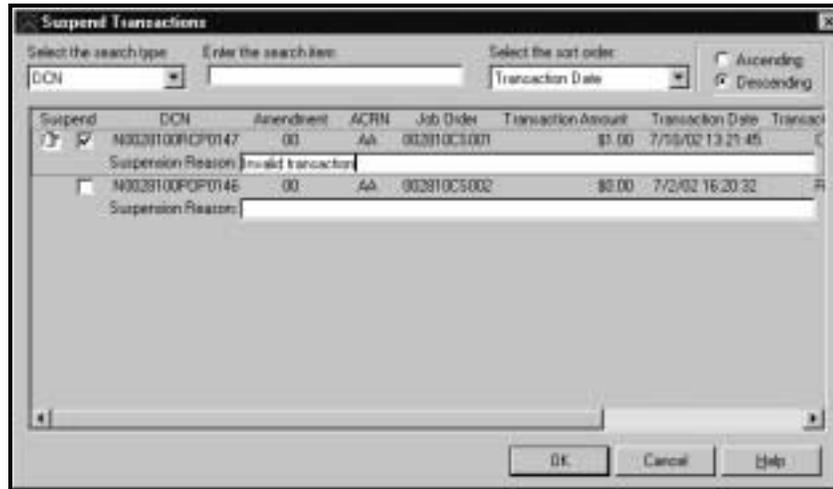
## ■ **Steps for Suspending Transactions**

Use the Suspend Transactions window to mark transactions as suspended. When you export the accounting batch file to the FA, marked transactions will be suspended. You also can use the window to unsuspend previously suspended transactions that have not yet been received by the FA.

1. From the FASTDATA Site window, select **Suspend Transactions** from the **Utilities** menu.

The Suspend Transactions window will open and allow you to mark one or more transactions for suspension.

2. Check the **Suspend** check box for each listed transaction you wish to suspend.
3. Enter a required reason for the transaction suspension in the **Suspension Reason** text box. You can enter up to 200 characters.



**Figure 8.152**  
Suspending  
Transactions

To unmark a previously suspended transaction, uncheck the desired **Suspend** check box and delete the **Suspension Reason**.

4. Select the **OK** button to save your changes and close the Suspend Transactions window.