

Chapter 4 Add New Source and Supplemental Source Documents



Overview

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

Excluding the SF1034, DD1131, and NC2061 supplemental documents, standard source documents affect the operating target's (OPTAR's) status of funds and create commitment, obligation, or receipt transactions for the official accounting system, STARS-FL. As you enter and save source documents, other FASTDATA files and the OPTAR's status of funds are automatically updated.

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

If the **Check for Funds** check box on the associated OPTAR has been checked and the total cost entered on the new document exceeds the site authorization, FASTDATA will issue a message indicating that funds have been exceeded; however, the user is allowed to continue to create the new document.

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

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

Tip You can also select the **New** toolbar button to create new source and supplemental source documents.

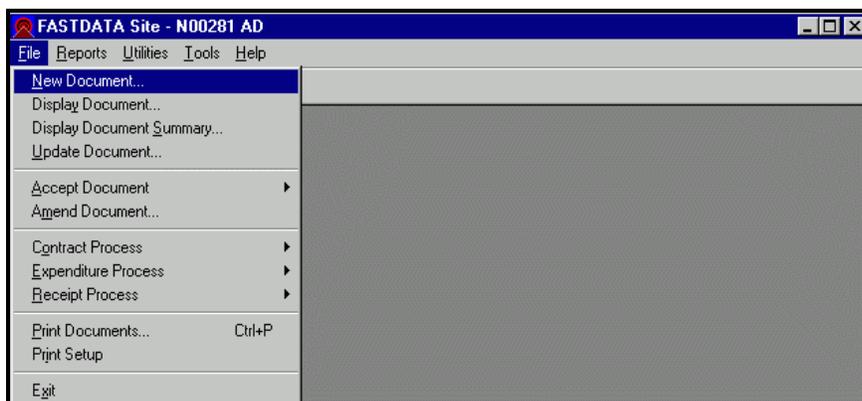


Figure 4.1
New Document
Option

The Select New Document Type window will open with the **Source** tab selected by default. A list of source documents, excluding supplemental documents, that you can create will display.

NOTE You must select the **Supplemental** tab on the Select New Document Type window to see a list of supplemental source documents that you can create.

Restrictions

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

- **Select New Document Type Window Objects**

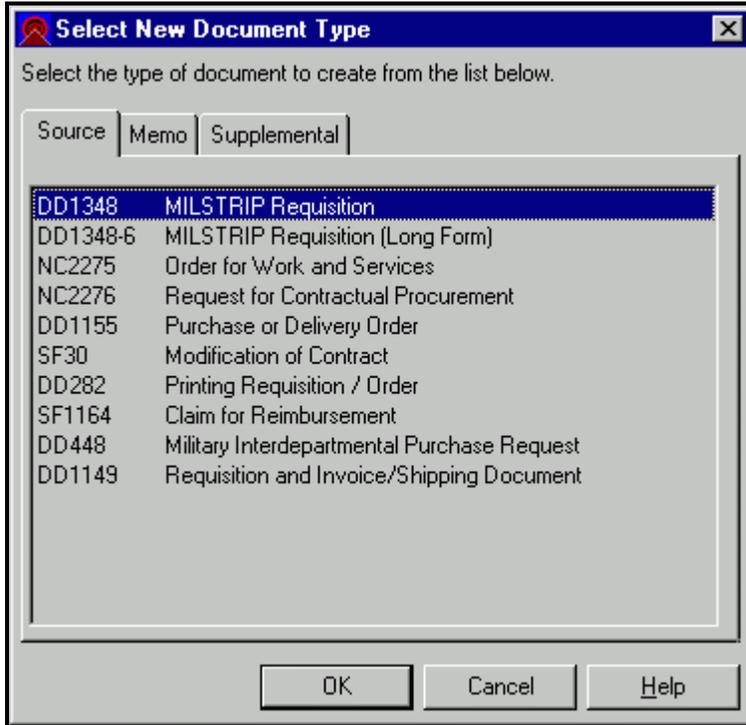


Figure 4.2
Select New Document Type
Window Source Tab

Source Tab

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

Memo Tab

Displays the memorandum documents that you can create.

Supplemental Tab

Displays the supplemental documents that you can create.

OK

Allows you to proceed with creating the selected document.

Cancel

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

Help

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

R **Add New Source and Supplemental Source Document Options**

- Enter a new DD1348
- Enter a new DD1348-6
- Enter a new NC2275
- Enter a new NC2276
- Enter a new SF1034
- Enter a new DD1131
- Enter a new NC2061
- Enter a new DD1155
- Enter a new SF30
- Enter a new DD282
- Enter a new SF1164
- Enter a new DD448
- Enter a new DD1149

■ **Steps for Entering a New DD1348**

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

NOTE Before you create a DD1348 document, ensure that the address book contains the necessary addresses required for the document. You also can, if you wish, create a new address for the address book from the New Source DD1348 window. Refer to Chapter 8 for detailed information on adding, editing, and deleting an address.

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

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

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

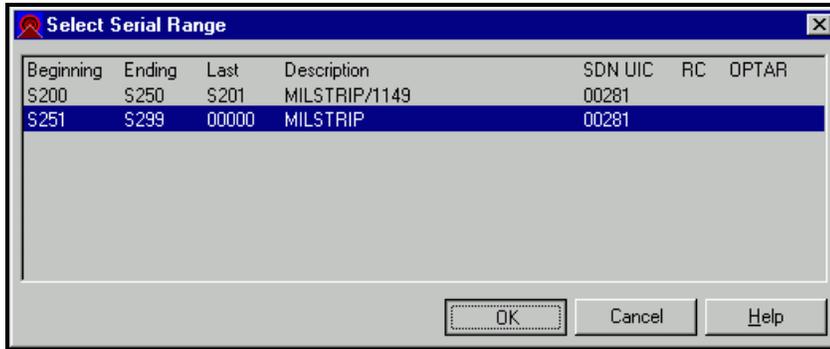


Figure 4.3
Select Serial
Range
Window

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

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

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

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- Figure 4.4 is a snapshot of the New Source DD1348 window and does not show the entire document.
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3. Select the required address from the **SEND TO** drop-down list or manually enter a new address.
4. Select the required address from the **REQUISITION IS FROM** drop-down list.
5. Enter the required number of items that you're ordering in the **QUANTITY** field.
6. Select the required JON from the **JON** drop-down list.
7. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
8. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR Log** field.
9. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
10. If you wish to enter data in the optional remaining data elements, select each desired field and enter the applicable data.

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

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

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

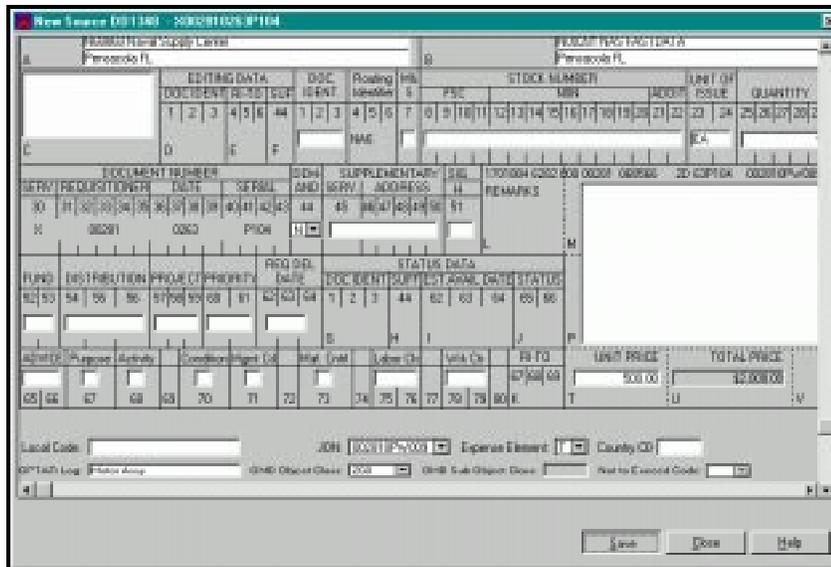


Figure 4.4
Saving a
New
DD1348

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

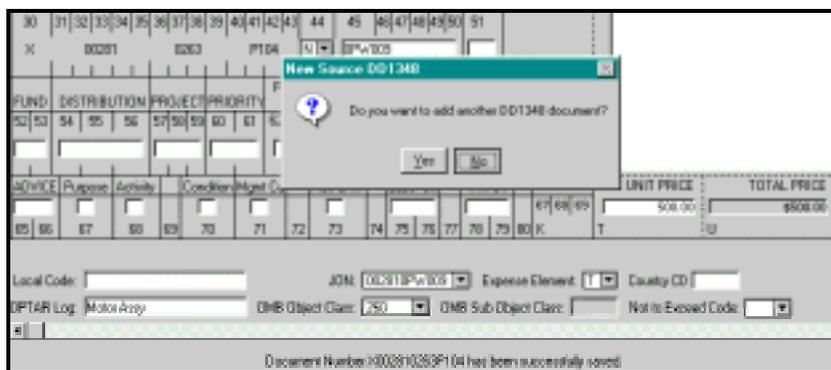


Figure 4.5
Adding
Additional
DD1348's

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

■ Steps for Entering a New DD1348-6

Use the MILSTRIP Requisition Form DD1348-6 to order National Stock Number (NSN) items, part number items, or items that require specific identifying data. Transactions generated from the DD1348-6 are included when you export data to the

FA, and are recorded as commitments when exported to the official accounting system.

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

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

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

Figure 4.6 is a snapshot of the New Source DD1348-6 window and does not show the entire document.

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

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

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

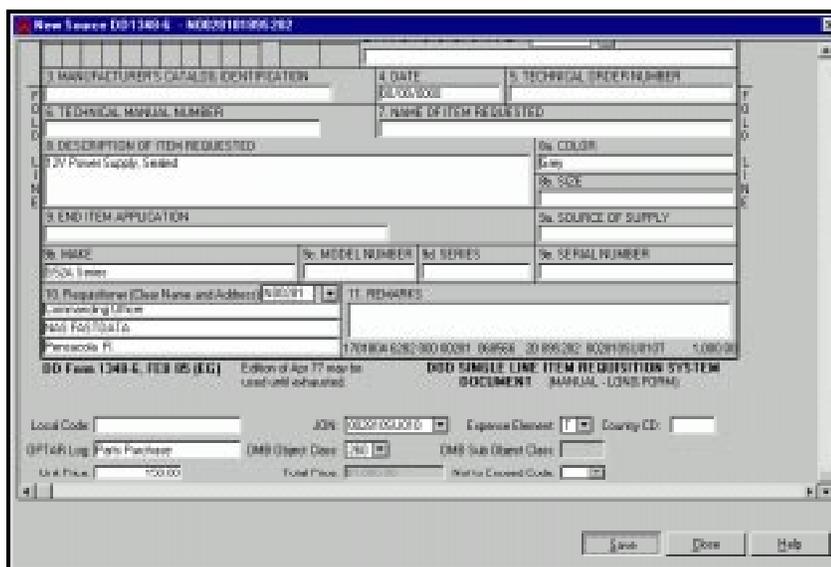


Figure 4.6
Saving a
New
DD1348-6

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

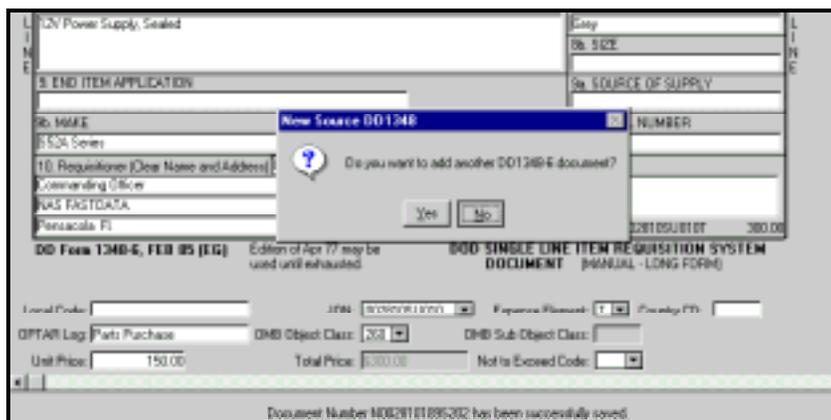


Figure 4.7
Adding
Additional
DD1348-6's

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

■ Steps for Entering a New NC2275

The NC2275 source document is a reimbursable order and is used when one component of the Navy requests work or services to be performed by another component of the Navy. The NC2275 establishes a commitment transaction that will be included in the export to the official accounting system. There are two formats for the NC2275: the Economy Act and the Project Order. Each format requires

acceptance to generate an obligation transaction. The data you enter for both formats is the same, but the system-generated format of the document control number (DCN) is different for each. For an Economy Act NC2275, the ninth and tenth positions of the DCN are *WR* while the ninth and tenth positions of the DCN for a Project Order NC2275 are *PO*.

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

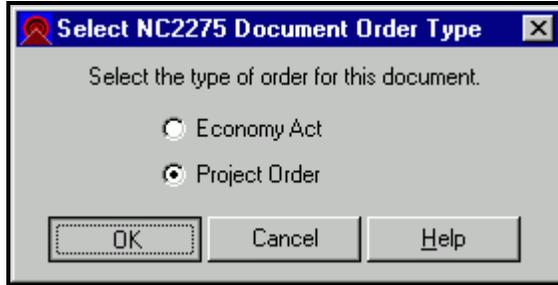


Figure 4.8
Select NC2275
Document Order
Type Window

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

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

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

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

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

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

Figure 4.11 is a snapshot of the New Source NC2275 window and does not show the entire document.

4. Enter the required accounting classification reference number (ACRN) in the **ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS** fields.

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

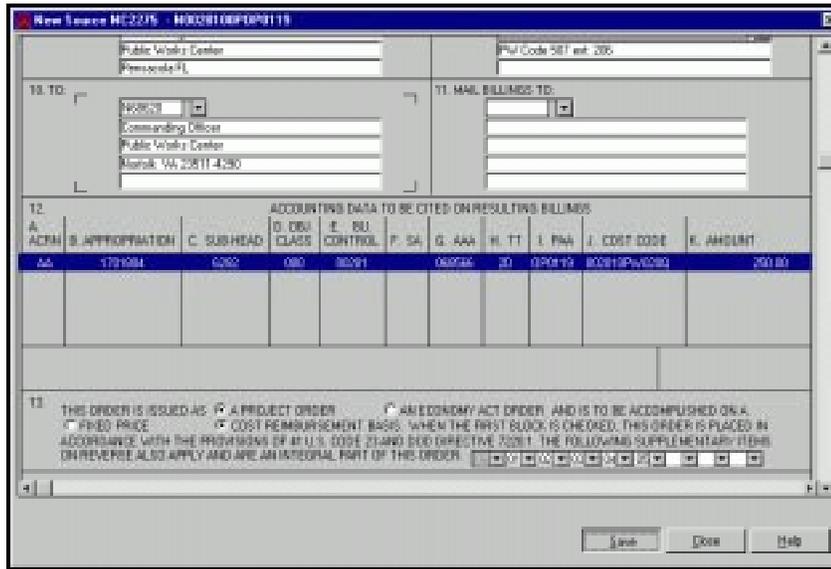


Figure 4.11
Saving a
New
NC2275

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

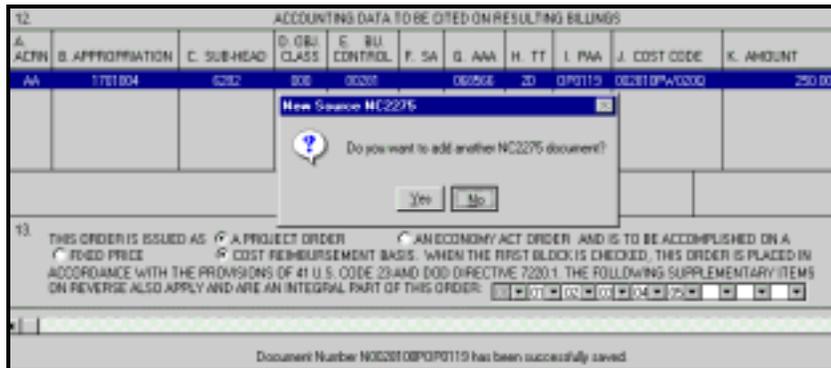


Figure 4.12
Adding
Additional
NC2275's

16. If you have another NC2275 to add, select the **Yes** button and continue entering new data and saving it.

17. If you have no other NC2275 to add, select the **No** button to close the New Source NC2275 window.

■ Steps for Entering a New NC2276

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

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

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

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



Figure 4.16 is a snapshot of the New Source NC2276 window and does not show the entire document.

3. Enter the required ACRN in the **ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS** fields.

To enter the ACRN, right-click on any **ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS** column. Select the **New** item on the pop-up menu. The New ACRN window will open.

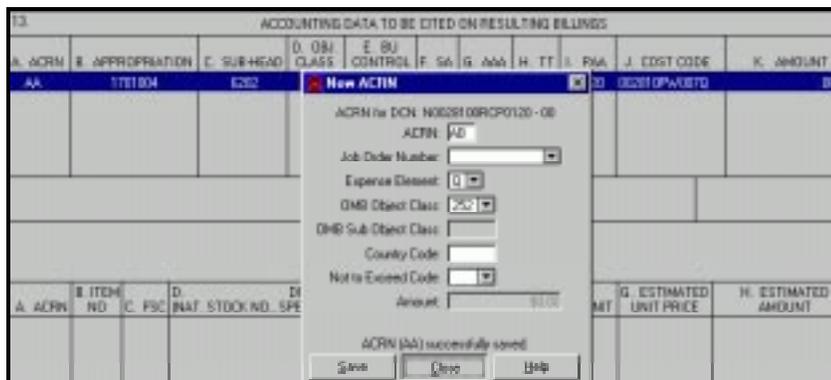


Figure 4.13
Entering an
ACRN for the
NC2276

4. If you wish, you can change the required value in the **ACRN** field. The default value for the first ACRN is AA. The value will automatically increment by one character for each subsequent ACRN.
5. Select the required JON from the **Job Order Number** drop-down list.
6. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
7. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
8. If you wish to enter data on any remaining ACRN window data field, select the desired field and enter the applicable data.
9. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Source NC2276 window.

10. Select the **Close** button to close the window if you have no other ACRN's to add.
11. On the New Source NC2276 window, ensure that the desired Block 15 radio buttons are selected.
12. Enter the required new line item associated with the JON/ACRN requisition.

To enter the line item, right-click on any **PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED** column. Select the **New** item on the pop-up menu.

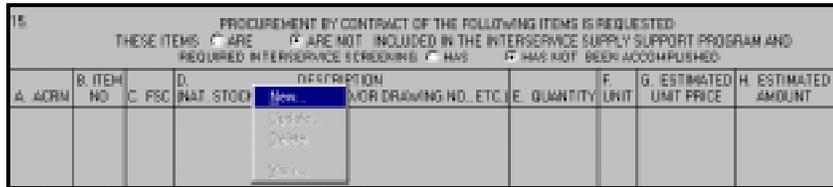


Figure 4.14
Opening the New Line Item Window for the NC2276

The New Line Item for NC2276 window will open and a system-generated sequential number will display on the **Line Item** field.

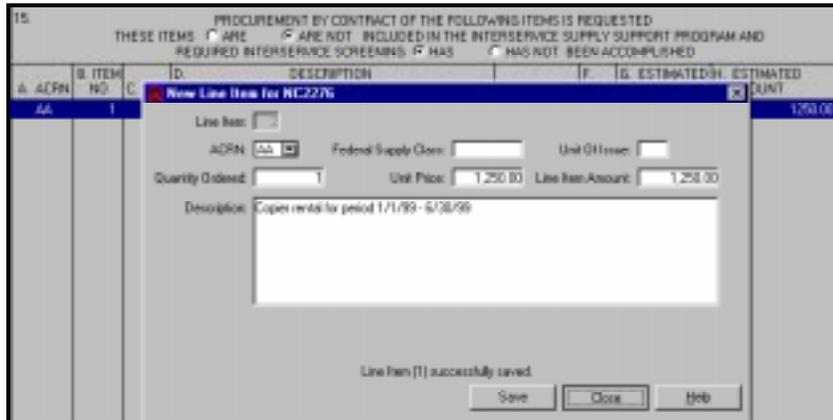


Figure 4.15
Entering a New Line Item for the NC2276

13. Select the required ACRN classification from the **ACRN** drop-down list.
14. If you wish to enter data in the optional remaining data fields on the New Line Item for NC2276 window, select each desired field and enter the applicable data.

NOTE You must have at least one line item with a **Line Item Amount** greater than zero (0).

Tip If you enter a value in the **QTY** field, you must enter a value in the **Unit Price** field.

Tip If you enter a unit price or line item amount on the New Line Item for NC2276 window, the ACRN amount will automatically update after you save the data.

15. Select the **Save** button. FASTDATA will inform you that the line item was successfully saved and display the data on the New Source NC2276 window.
16. Select the **Close** button to close the window if you have no other line items to add.

17. On the New Source NC2276 window, enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR Log** field.
18. If you wish to enter data in the optional remaining data fields, select each desired field and enter the applicable data.

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

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

The screenshot shows the 'New Source NC2276' window with the following fields and data:

- 1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT ORDER BASIS. ORDERING IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE:**
 - 1. REFERENCE NUMBER: []
 - 2. FUND'S EXPENDITURE ELEMENT: []
 - 3. PRIORITY: []
 - 4. DATE REQUESTED: []
 - 5. AMENDMENT NO.: []
- 2. FROM:**
 - FROM: []
 - NO FOR DETAILS CONTACT: []
- 3. TO:**
 - TO: []
 - MAIL INVOICES TO: []
- 4. UIC:**
 - UIC: []
- 5. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS:**

A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AWH	H. TT	I. PWA	J. COST CODE	K. AMOUNT
AA	170104	0200	000	0020	00000	20	CP120	0001PW000		1,250.00

Figure 4.16
Saving a New NC2276

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

The screenshot shows the 'New Source NC2276' window with a dialog box overlaid. The dialog box contains the text: "Do you want to add another NC2276 document?" with "Yes" and "No" buttons. The background window shows the same data as Figure 4.16. At the bottom of the window, a status bar reads: "Document Number N002100PC0020 has been successfully saved."

Figure 4.17
Adding Additional NC2276's

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

■ Steps for Entering a New SF1034

Use the SF1034 Public Voucher for Purchases and Service to request a payment of funds against the DCN and long line of accounting (LOA) cited on the SF1034. The document is not included when you export to the FA since it does not affect the status of funds. FASTDATA provides the form simply to automate creation and printing of source documents. The SF1034 is considered a supplemental document.

1. On the Select New Document Type window **Supplemental** tab, select **SF1034 Public Voucher for Purchases and Service** from the list of source documents and select the **OK** button. The Select Document window will open. Source and memorandum documents associated with your site will display.
2. Select the desired document with which you wish to associate the SF1034 and select the **OK** button.

The Select Document window will close and the New Source SF1034 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new SF1034, select the **Close** button to close the New Source SF1034 window.



Figure 4.19 is a snapshot of the New Source SF1034 window and does not show the entire document.

3. If you wish, you can change the required date in the **DATE VOUCHER PREPARED** field. The default date is the current date.
4. Enter the required new line item associated with the JON/ACRN requisition.

To enter the line item, right-click on any line item associated column. Select the **New** item on the pop-up menu. The New Line Item for SF1034 window will open.

Figure 4.18
Entering a
New Line Item
for the SF1034

5. Enter the required number of items being ordered in the **Quantity** field.
6. Enter the required price per unit in the **Cost** field.
7. If you did not enter a value in the **Quantity** and **Cost** fields, you must enter a value in the **Total** field.

8. If you wish to enter data in the optional remaining data fields on the New Line Item for SF1034 window, select each desired field and enter the applicable data.
9. Select the **Save** button. FASTDATA will inform you that the line item was successfully saved and display the data on the New Source SF1034 window.
10. Select the **Close** button to close the New Line Item for SF1034 window if you have no other line items to add.

Tip ACRN data are carried over automatically from the FASTDATA document with which you are associating the SF1034. You cannot add a new ACRN.

NOTE The amount shown in the **ACCOUNTING CLASSIFICATION** column of the ACRN data must equal the amount entered in the **Cost** or **Total** field of the line item data.

11. Enter the required purpose of the log entry in the **OPTAR Log** field.
12. If you wish to enter data in the optional remaining data fields, select each desired field and enter the applicable data.

Tip Refer to Optional Elements on the New Source SF1034 topic in FASTDATA Site Module Reference Help for details on each optional entry.

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

Figure 4.19
Saving a New SF1034

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another SF1034.

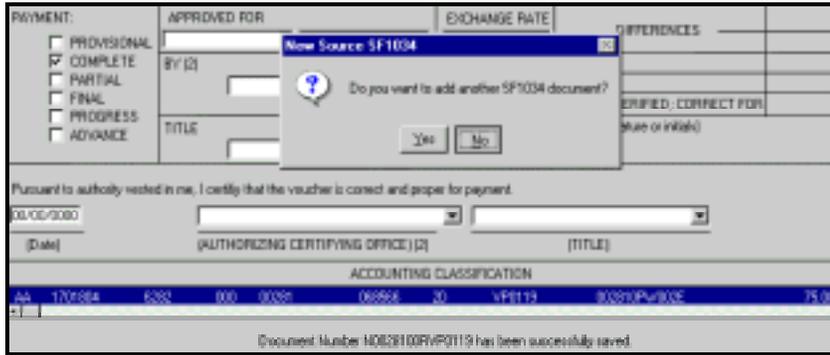


Figure 4.20
Adding
Additional
SF1034's

14. If you have another SF1034 to add, select the **Yes** button and continue entering new data and saving it.
15. If you have no other SF1034 to add, select the **No** button to close the New Source SF1034 window.

■ Steps for Entering a New DD1131

Use the DD1131 Cash Collection Voucher to collect funds and to cite the DCN and LOA of the associated document to ensure proper recording. The document is not included when you export to the FA since it does not affect the status of funds. FASTDATA provides these forms simply to automate creation and printing of source documents. The DD1131 is considered a supplemental document and can reference documents that are not part of FASTDATA.

1. On the Select New Document Type window **Supplemental** tab, select **DD1131 Cash Collection Voucher** from the list of source documents and select the **OK** button. The Enter DCN window will open.

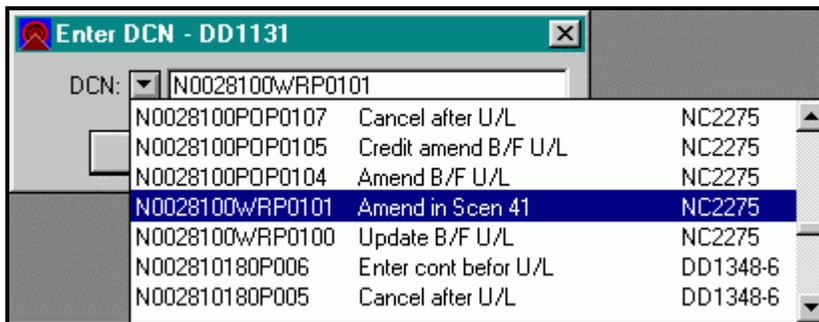


Figure 4.21
Selecting a
DCN for the
DD1131

2. Select the desired DCN with which you wish to associate the DD1131 from the **DCN** drop-down list and select the **OK** button. You also can enter a DCN manually for a non-FASTDATA document.

The Enter DCN window will close and the New Source DD1131 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you

wish to abort creating a new DD1131, select the **Close** button to close the New Source DD1131 window.

Figure 4.23 is a snapshot of the New Source DD1131 window and does not show the entire document.

3. Enter the required new line item associated with the JON/ACRN requisition.

To enter the line item, right-click on any line item associated column. Select the **New** item on the pop-up menu. The New Line Item for DD1131 window will open.

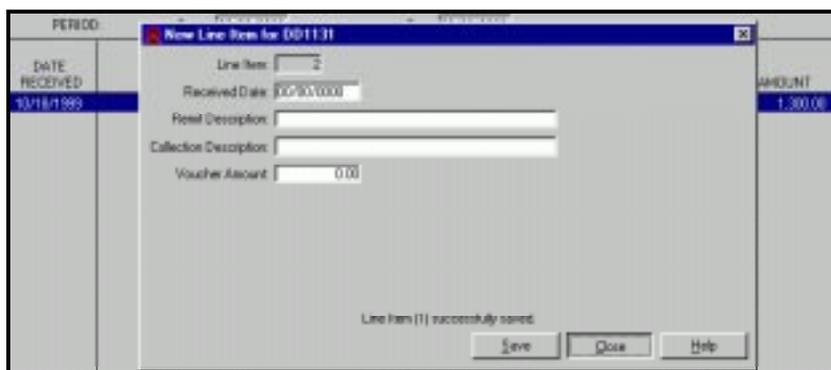


Figure 4.22
Entering a
New Line
Item for the
DD1131

4. Enter the required date in the **Received Date** field.
5. Enter the required amount in the **Voucher Amount** field. A value greater than zero (0) is required.
6. If you wish to enter data in the optional remaining data fields on the New Line Item for DD1131 window, select each desired field and enter the applicable data.
7. Select the **Save** button. FASTDATA will inform you that the line item was successfully saved and display the data on the New Source DD1131 window.
8. Select the **Close** button to close the New Line Item for DD1131 window if you have no other line items to add.
9. Verify that the **ACCOUNTING CLASSIFICATION** field contains data. At least one ACRN must be displayed. If you previously entered a non-FASTDATA DCN, you must enter an ACRN.

Tip Normally, ACRN data are carried over automatically from the FASTDATA document with which you are associating the DD1131.

Tip To enter an ACRN, if required, right-click on the **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the pop-up menu. The New ACRN window will open and allow you to enter the desired data. Save the data and select the **Close** button to close the New ACRN window.

NOTE The amount shown in the **ACCOUNTING CLASSIFICATION** column of the ACRN data must equal the amount entered in the **Cost** field of the line item data.

10. Enter the required purpose of the log entry in the **OPTAR Log** field.

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

Tip Refer to Optional Elements on the New Source DD1131 topic in FASTDATA Site Module Reference Help for details on each optional entry.

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

Figure 4.23
Saving a New DD1131

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD1131.

Figure 4.24
Adding Additional DD1131's

- If you have another DD1131 to add, select the **Yes** button and continue entering new data and saving it.
- If you have no other DD1131 to add, select the **No** button to close the New Source DD1131 window.

■ Steps for Entering a New NC2061

Use the NC2061 Utility Invoice/Certification document to certify utility invoices for payment. The document is not included when you export to the FA since it does not affect the status of funds. It only provides information to the disbursing officer that services have been received. The NC2061 can reference documents that are not part of FASTDATA.

1. On the Select New Document Type window **Supplemental** tab, select **NC2061 Utility Invoice/Certification** from the list of source documents and select the **OK** button. The Enter DCN window will open.

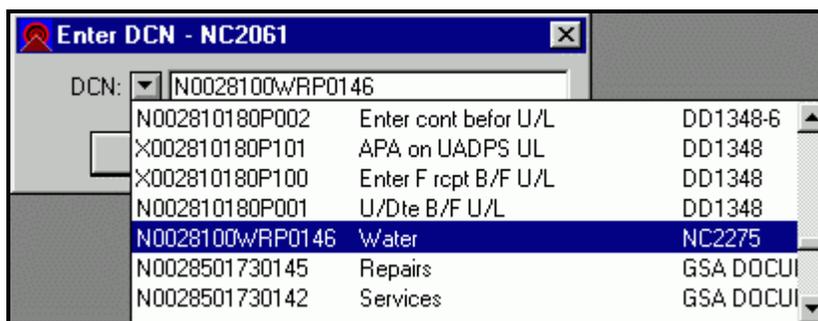


Figure 4.25
Selecting a
DCN for the
NC2061

2. Select the desired DCN with which you wish to associate the NC2061 from the **DCN** drop-down list and select the **OK** button. You also can enter a DCN manually for a non-FASTDATA document. The Enter DCN window will close.

Tip If you select a DCN for a FASTDATA document with multiple ACRN's, at least one of which is associated with a contract, the Select Contract for NC2061 window will open and allow you to select the desired contract. If you select the blank value on the Select Contract for NC2061 window, the New Source NC2061 window will open with the non-contract ACRN data; if you select a specific contract, ACRN data for the contract will display.

The New Source NC2061 window will open. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new NC2061, select the **Close** button to close the New Source NC2061 window.



Figure 4.26 is a snapshot of the New Source NC2061 window and does not show the entire document.

3. Enter the required value in the **CONTRACT NO** field.
4. Enter the required dates in the **PERIOD FROM** and **TO** fields.
5. Enter the required data in the **ACTIVITY RECEIVING SERVICE** field.
6. Enter the required data in the **TYPE OF SERVICE** field.
7. Verify that the **ACCOUNTING CLASSIFICATION** field contains data. At least one ACRN must be displayed. If you previously entered a non-FASTDATA DCN, you must enter an ACRN.

Tip Normally, ACRN data are carried over automatically from the FASTDATA document with which you are associating the NC2061.

Tip To enter an ACRN, if required, right-click on the **ACCOUNTING CLASSIFICATION** column. Select the **New** item on the pop-up menu. The New ACRN window will open and allow you to enter the desired data. Save the data and select the **Close** button to close the New ACRN window.

8. Enter the name of the certifying individual for the document in the **SIGNATURE, RANK, AND TITLE** field.
9. Enter the required purpose of the log entry in the **OPTAR Log** field.
10. If you wish to enter data in the optional remaining data fields, select each desired field and enter the applicable data.

Tip Refer to Optional Elements on the New Source NC2061 topic in FASTDATA Site Module Reference Help for details on each optional entry.

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

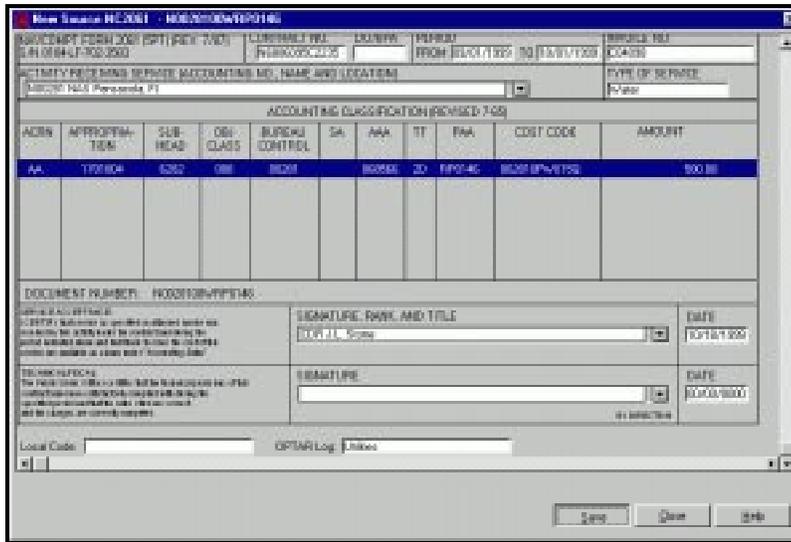


Figure 4.26
Saving a New NC2061

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another NC2061.

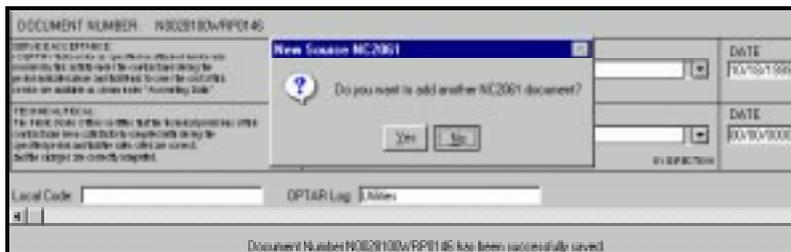


Figure 4.27
Adding Additional NC2061's

12. If you have another NC2061 to add, select the **Yes** button and continue entering new data and saving it.

- If you have no other NC2061 to add, select the **No** button to close the New Source NC2061 window.

■ Steps for Entering a New DD1155

Use the DD Form 1155 Order for Supplies or Services to create on-site and off-site purchase or delivery orders. When you initiate the action to create a new DD1155, you must specify the type of document you wish to create on the Select DD1155 Document Order Type window. You can create an on- or off-site purchase order. You also can create on-site F Contract and DO/BPA delivery orders, as well as off-site delivery orders.

NOTE Creating a new on-site DD1155 requires a valid FASTDATA requisition/purchase request document: a DD1149, NC2276, or DD1348-6. If you select an NC2276 as the requisition/purchase request for an on-site DD1155 and the value of the NC2276 exceeds \$25,000, the NC2276 must be accepted.

- On the Select New Document Type window **Source** tab, select **DD1155 Purchase or Delivery Order** from the list of source documents and select the **OK** button. The Select DD1155 Document Order Type window will open.

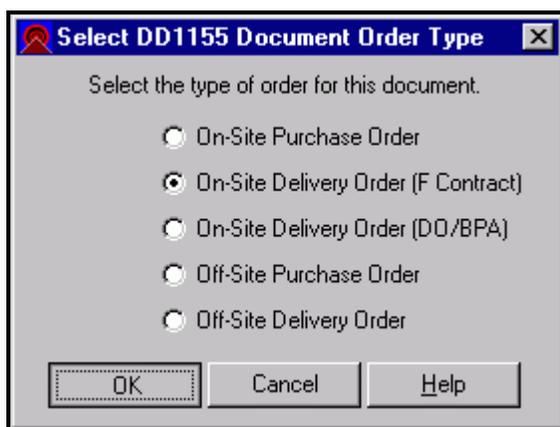


Figure 4.28
Select DD1155
Document Order
Type Window

- Select the document order type you wish to create and select the **OK** button. The default type is **On-Site Purchase Order**. The Select Serial Range window will open if there is more than one serial range assigned to the associated document type. Figure 4.28 shows that an On-Site Delivery Order (F Contract) has been selected. If you select an On-Site Delivery Order (DO/BPA) source document to create, the Enter Contract Number window will open and require you to enter a contract number.
- Select the serial range with which you wish to associate the new DD1155 and select the **OK** button.

When you select a serial range, the next serial number for the selected range is automatically assigned to the new document and the serial range file is updated. The Select Document window will open.

4. Select the document with which you wish to associate the new DD1155 and select the **OK** button. The New Source DD1155 window will open.

Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new DD1155, select the **Close** button to close the New Source DD1155 window.

Figure 4.30 is a snapshot of the New Source DD1155 window for an on-site delivery order and does not show the entire document.

5. Enter the required document number requesting/authorizing contractual procurement in the **CONTRACT/PURCH ORDER/AGREEMENT NO** field.
6. Select the desired **DELIVERY FOB** radio button. The default is **Destination**.
7. If the contractor providing the supplies or services is a small, small disadvantaged, or women-owned business, you must indicate so by checking the appropriate check box(es): **SMALL**, **SMALL DISADVANTAGED**, and/or **WOMEN-OWNED** in the **X IF BUSINESS IS** block.
8. Enter the required ACRN in the **ACCOUNTING AND APPROPRIATION DATA/LOCAL USE** field, if applicable.

Tip You cannot add new ACRN's for On-Site Purchase Order and On-Site Delivery Order (F Contract) and (DO/BPA) DD1155 source documents since ACRN data is automatically carried over from the associated document.

To enter the ACRN for off-site DD1155's, right-click on the **ACCOUNTING AND APPROPRIATION DATA/LOCAL USE** field. Select the **New** item on the pop-up menu. The New ACRN for Off-Site Contract window will open. Enter the required data and, after you save the data, select the **Close** button to close the window.

Tip Refer to the New ACRN for Off-Site Contract topic in FASTDATA Site Module Reference Help for details on each required entry.

9. On the New Source DD1155 window, enter the required new line item associated with the JON/ACRN requisition.

To enter the line item, right-click on any of the line item associated data columns (columns 18 through 23). Select the **New** item on the pop-up menu. The New Line Item for DD1155 window will open and a system-generated sequential number will display on the **Line Item** field.

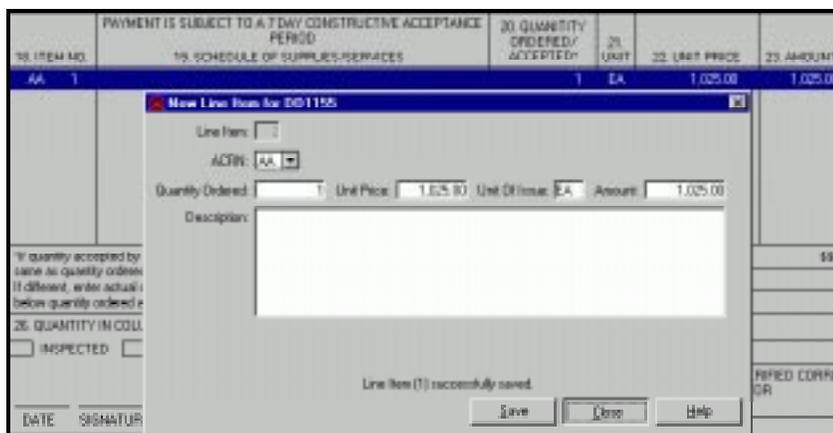


Figure 4.29
Entering a
New Line
Item for the
DD1155

10. Select the required ACRN from the **ACRN** drop-down list.
11. Enter the required value in the **Amount** field. The entry is not required if, instead, you've entered a value in the **Quantity Ordered** and **Unit Price** field.
12. If you wish to enter data in the optional remaining data fields on the New Line Item for DD1155 window, select each desired field and enter the applicable data.
13. Select the **Save** button. FASTDATA will inform you that the line item was successfully saved and display the data on the New Source DD1155 window.
14. Select the **Close** button to close the New Line Item for DD1155 window if you have no other line items to add.
15. On the New Source DD1155 window, enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR Log** field.
16. If you wish to enter data in the optional remaining data fields, select each desired field and enter the applicable data.

Tip Refer to Optional Elements on the New Source DD1155 topic in FASTDATA Site Module Reference Help for details on each optional entry.

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

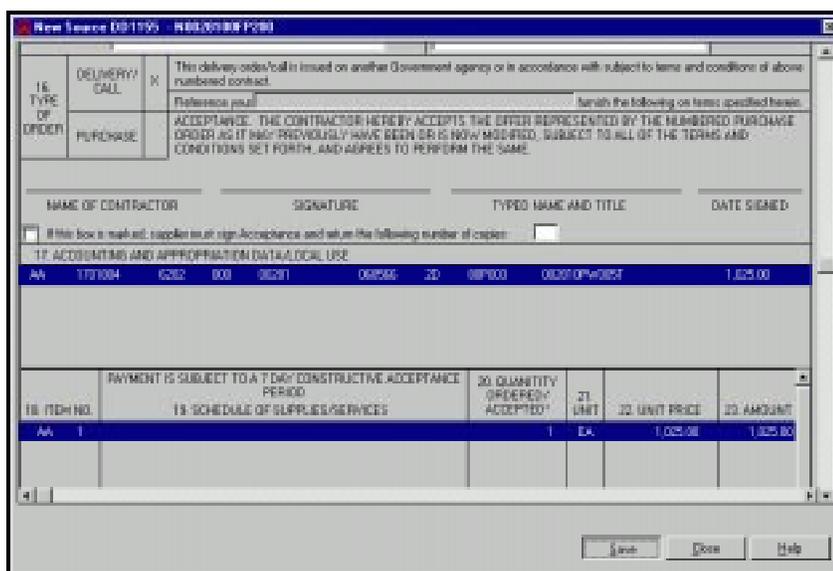


Figure 4.30
Saving a New
DD1155

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another DD1155.

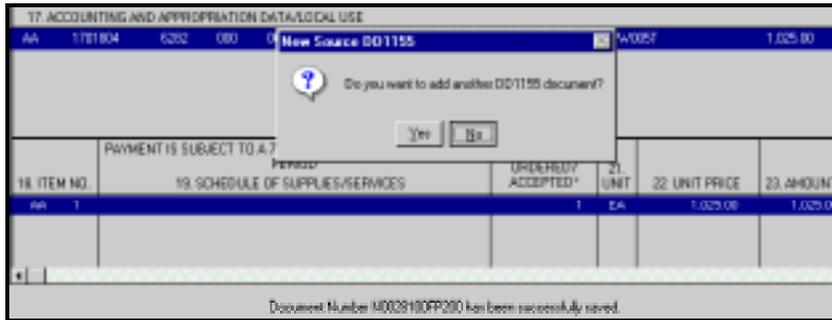


Figure 4.31
Adding
Additional
DD1155's

18. If you have another DD1155 to add, select the **Yes** button and continue entering new data and saving it.
19. If you have no other DD1155 to add, select the **No** button to close the New Source DD1155 window.

■ Steps for Entering a New SF30

Use the SF30 Modification of Contract document to create a contract modification to a purchase or delivery order document.

1. On the Select New Document Type window **Source** tab, select **SF30 Modification of Contract** from the list of source documents and select the **OK** button. The Select Document window will open and DD1155's associated with your site are displayed.
2. Select the DD1155 that you wish to modify and select the **OK** button.

NOTE You cannot create an SF30 for an on-site DD1155 that has not been exported, except when the active fiscal year is also the out year.

The New Source SF30 window will open and preloaded requisition data from the associated DD1155 will display. Use the horizontal and vertical scrollbars to modify the view of the document. If you wish to abort creating a new SF30, select the **Close** button to close the New Source SF30 window.

Tip When you create a new SF30, the actual contents of the DD1155 for which you create the SF30 do not physically change.



Figure 4.32 is a snapshot of the New Source SF30 window and does not show the entire document.

3. If you wish, you can change the required date in the **EFFECTIVE DATE** field. The default date is the current date.
4. Verify that the **Accounting and Appropriation** field contains data.

Tip You cannot add new ACRN's for an on-site SF30 source document since ACRN data is automatically carried over from the associated document. If you wish, you can add new ACRN's for Off-Site SF30 source documents.

To enter the ACRN for an Off-Site SF30 source document, if desired, right-click anywhere on the **Accounting and Appropriation** field. Select the **New** item on the pop-up menu. The New ACRN for Off-Site Contract window will open. Enter the required data and select the **Save** button. Select the **Close** button to close the window.

5. Enter the required purpose of the log entry in the **OPTAR Log** field.
6. Ensure that the desired radio button is selected in Block 13E.
7. If you wish to enter data in the optional remaining data fields, select each desired field and enter the applicable data.

Tip Refer to Optional Elements on the New Source SF30 topic in FASTDATA Site Module Reference Help for details on each optional entry.

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

The screenshot shows a software window titled "New Source SF30 - NEW SOURCE SF30". The window contains several sections for data entry:

- Contractor Information:** Includes a checkbox for "Contractor" and a radio button for "is not" (selected) and "is" (unselected). A note states "required to sign this document and retain" and "copies to the issuing office".
- Description of Amendment/Modification:** A large text area for describing changes to the contract.
- Signer Information:** Fields for "79A. NAME AND TITLE OF SIGNER (Type or print)" and "79B. CONTRACTOR/OFFEROR".
- Date and Location:** Fields for "79C. DATE SIGNED" and "79D. UNITED STATES OF AMERICA".
- Signatures:** Lines for "(Signature of person authorized to sign)" and "(Signature of Contracting Office)".
- Form Identification:** "HSH 7940-01 (52-0070) PREVIOUS EDITION UNAVAILABLE" and "STANDARD FORM 70 (REV. 12-00) Prescribed by GSA FAR (48 CFR) 53.203".
- Footer:** "Local Code:" and "OPTAR Log:" fields, and "Print", "Close", and "Help" buttons.

Figure 4.32
Saving a New SF30

FASTDATA will inform you that the document has been successfully saved and ask you if you want to add another SF30.

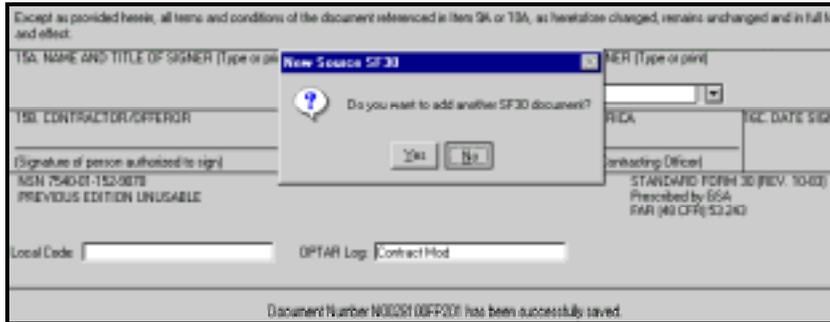


Figure 4.33
Adding
Additional
SF30's

9. If you have another SF30 to add, select the **Yes** button and continue entering new data and saving it.
10. If you have no other SF30 to add, select the **No** button to close the New Source SF30 window.

■ Steps for Entering a New DD282

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

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

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

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



Figure 4.34 is a snapshot of the New Source DD282 window and does not show the entire document.

3. Enter the required value in the **EST COST** field. The amount must be greater than zero.
4. Select the required JON from the **JON** drop-down list.

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

Tip Applicable optional entries are determined by the type of printing or reproductive service that a user is requesting. Refer to Optional Elements on the New Source DD282 topic in FASTDATA Site Module Reference Help for details on optional entries.

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

The screenshot shows the 'New Source DD282' form. The title bar reads 'New Source DD282 - ADDRESS SHEET'S FORM'. The form is divided into several sections:

- Form Information:** Includes 'Form Sheet Size', 'Form Size', 'Printed By', and 'Ordering Office (if other than delivery address)'.
- Approval:** Fields for 'Lesson Office Approval (Signature and Date)' and 'Approving Office (Signature and Date)'.
- Addressing:** 'Send Confirmation/Billing Copy To' (with a dropdown menu), 'Billing Copy To' (with a note to 'Insert complete mailing address'), and 'Address' (with 'Panama City' entered).
- Document Details:** 'DD FORM 282 (NAVY) 1 APR 71', 'REPLACES EDITION OF 1 JUN 66 WHICH MAY BE USED STOCK NO. - DTIC-LF-002-0001', 'Local Code', 'JOB' (with '0000000001' selected), 'Expense Element' (with a dropdown), and 'Not to Exceed Code'.
- Optional Fields:** 'OPTAR Log' (with 'From Source'), 'OMB Object Class' (with a dropdown), 'OMB Sub Object Class', and 'Country CD'.
- Delivery Options:** 'Deliver To (complete address)', 'Distribution Request' (with 'List' and 'Labels' checkboxes), 'WILL PICK UP - PLEASE NOTIFY (Star)', and 'Mail' (with a dropdown).
- Footer:** 'Save', 'Done', and 'Help' buttons.

Figure 4.34 Saving a New DD282

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

The screenshot shows the same 'New Source DD282' form as in Figure 4.34, but with a modal dialog box overlaid. The dialog box has a question mark icon and the text 'Do you want to add another DD282 document?'. It has 'Yes' and 'No' buttons. At the bottom of the dialog box, it says 'Document Number M0009180F01061 has been successfully saved.' The background form is dimmed.

Figure 4.35 Adding Additional DD282's

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

■ Steps for Entering a New SF1164

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

1. On the Select New Document Type window **Source** tab, select **SF1164 Claim for Reimbursement** from the list of source documents and select the **OK** button.

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

2. Select the serial range with which you wish to associate the new SF1164 and select the **OK** button.

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

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



Figure 4.39 is a snapshot of the New Source SF1164 window and does not show the entire document.

The screenshot shows a window titled "New Source SF1164 - NEWSD1000V0122". The form contains the following fields:

- 1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE:** A drop-down menu with "Lawsonburg Office" selected.
- 2. VOUCHER NUMBER:** "NEWSD1000V0122"
- 3. SCHEDULE NUMBER:** Empty field.
- 4. NAME (Last, first, middle initial):** "Robert Henderson"
- b. SOCIAL SECURITY NO.:** "999-99-9999"
- 5. PAID BY:** Empty field.
- c. MAILING ADDRESS (include ZIP Code):** "6030 Cobble Ave", "Panacea FL 32507"
- d. OFFICE TELEPHONE NUMBER:** "850 557 5301"

At the bottom, there is a section for "EXPENDITURES" with instructions: "(l) item claimed in col. (g) excess charge for one person, show in col. (n) the number of additional persons which accompanied the claimant."

Figure 4.36
SF1164
Required
Entries

3. Select the required originator identification data from the **DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE** drop-down list, or enter the address data manually.
4. Select the required claimant name from the **NAME** drop-down list, or enter the name manually in the format indicated.
5. Enter the required SSN in the **SOCIAL SECURITY NO** field.

6. Enter the required address data in the **MAILING ADDRESS** fields.
7. Enter the required phone number in the **OFFICE TELEPHONE NUMBER** field.
8. Enter the required new line item associated with the JON/ACRN requisition.

To enter the line item, right-click on any of the **EXPENDITURES** columns. Select the **New** item on the pop-up menu. The New Line Item for SF1164 window will open.

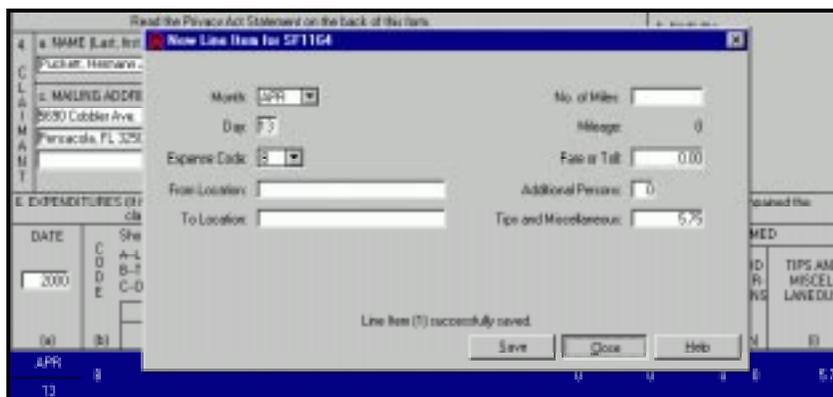


Figure 4.37
Entering a
New Line
Item for the
SF1164

9. If you wish to enter data on any line item data field, select the desired field and enter the applicable data.

Refer to the New Line Item for SF1164 topic in FASTDATA Site Module Reference Help for details on each data entry field.

10. Select the **Save** button. FASTDATA will inform you that the line item was successfully saved and display the data on the New Source SF1164 window.
11. Select the **Close** button to close the New Line Item for SF1164 window if you have no other line items to add.
12. On the New Source SF1164 window, enter the required ACRN in the **ACCOUNTING CLASSIFICATION** fields.

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

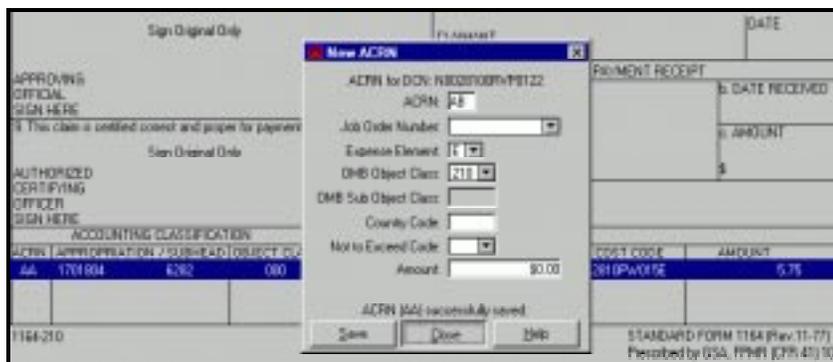


Figure 4.38
Entering a
New ACRN for
the SF1164

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

14. Select the required JON from the **Job Order Number** drop-down list.
15. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
16. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.

NOTE If you enter an amount in the **Amount** field, the value must equal the total of the amounts entered in the **Fare or Toll** field, the **Tips and Miscellaneous** field, and the computed **Mileage** field of the line item data.

17. If you wish to enter data on any other ACRN window data field, select the desired field and enter the applicable data.
18. Select the **Save** button. FASTDATA will inform you that the ACRN was successfully saved and display the data on the New Source SF1164 window.
19. Select the **Close** button to close the window if you have no other ACRN's to add.
20. On the New Source SF1164 window, enter the required purpose of the log entry in the **OPTAR Log** field.
21. If you wish to enter data in the optional remaining data fields, select each desired field and enter the applicable data.

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

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

Figure 4.39
Saving a New
SF1164

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

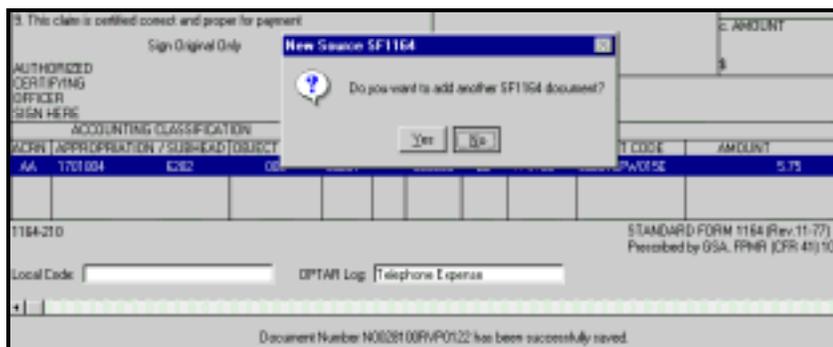


Figure 4.40
Adding
Additional
SF1164's

23. If you have another SF1164 to add, select the **Yes** button and continue entering new data and saving it.
24. If you have no other SF1164 to add, select the **No** button to close the New Source SF1164 window.

■ Steps for Entering a New DD448

Use the DD Form 448 Military Interdepartmental Purchase Request to request performance of work or services (reimbursement – category 1) or to request contractual procurement action (direct funds citation – category 2). The acceptance will determine how the document is used. Regardless of the acceptance, the basic DD448 transactions are included when you export data to the FA and record a commitment when exported to the official accounting system. The DD448 Economy Act and DD448 Project Order are similar except that positions nine and ten of the Standard Document Number are *MP* for Economy Act and *PO* for Project Order.

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

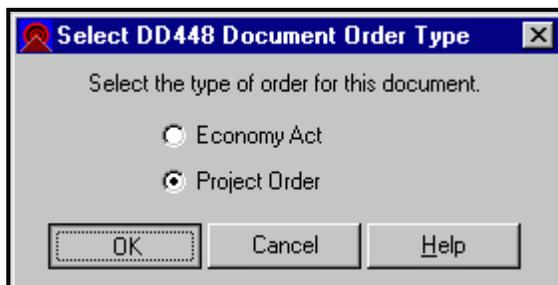


Figure 4.41
Select DD448
Document Order
Type Window

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

Tip The detailed steps that follow are for creating a Project Order DD448.

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

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

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

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

Figure 4.44 is a snapshot of the New Source DD448 window and does not show the entire document.

4. Ensure that the desired Block 9 radio buttons are selected.
5. Enter the required ACRN in the associated accounting data fields.

To enter the ACRN, right-click on any column in Block 14. Select the **New** item on the pop-up menu. The New ACRN window will open.

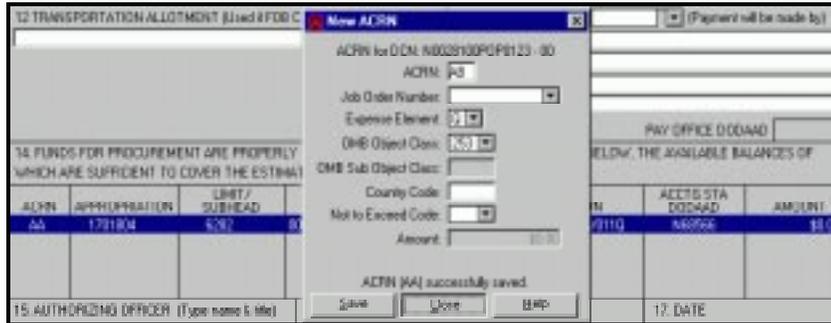


Figure 4.42
Entering a
New ACRN for
the DD448

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

To enter the line item, right-click on any column in Block 9a through 9f. Select the **New** item on the pop-up menu. The New Line Item for DD448 window will open.

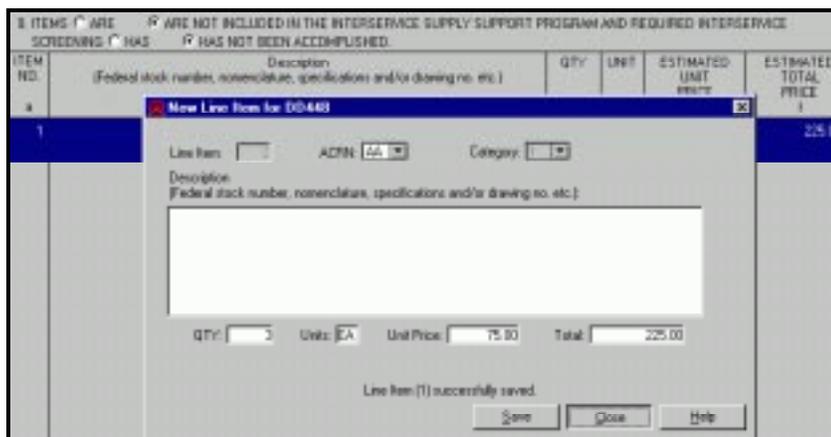


Figure 4.43
Entering a
New Line
Item for the
DD448

14. Select the required ACRN from the **ACRN** drop-down list.
15. If you wish, change the default value for the acceptance category by selecting a different value from the **Category** drop-down list, if applicable. You cannot change the category for a DD448 Purchase Order type document.
16. If you wish to enter data in the optional remaining data fields on the New Line Item for DD448 window, select each desired field and enter the applicable data.

NOTE You must have at least one line item with a **Total** greater than zero (0).

Tip If you enter a value in the **QTY** field, you must enter a value in the **Unit Price** field.

17. Select the **Save** button. FASTDATA will inform you that the line item was successfully saved and display the data on the New Source DD448 window.

Tip If you have entered an amount in the **Unit Price** or **Total** field on the New Line Item for DD448 window, the ACRN amount will automatically update when you save the line item data.

18. Select the **Close** button to close the New Line Item for DD448 window if you have no other line items to add.
19. On the New Source DD448 window, enter the required purpose of the log entry in the **OPTAR Log** field.
20. If you wish to enter data in the optional remaining data fields, select each desired field and enter the applicable data.

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

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

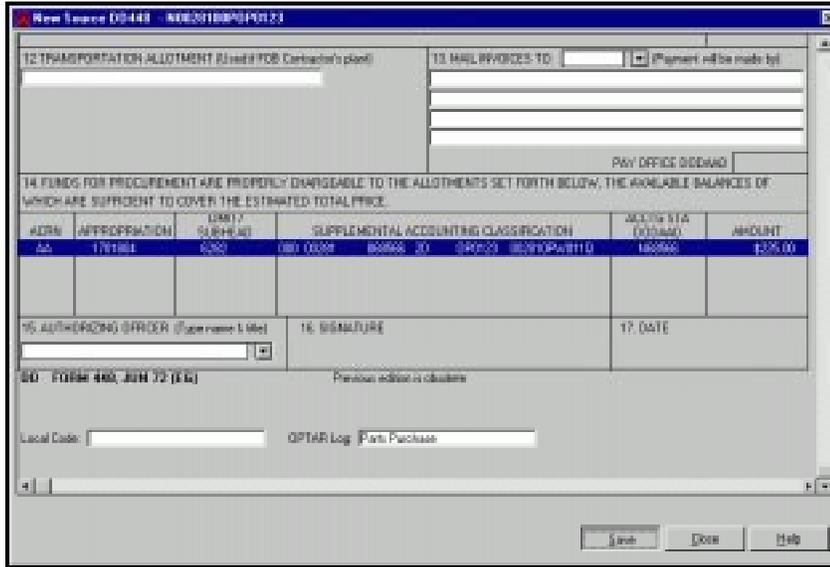


Figure 4.44
Saving a
New DD448

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

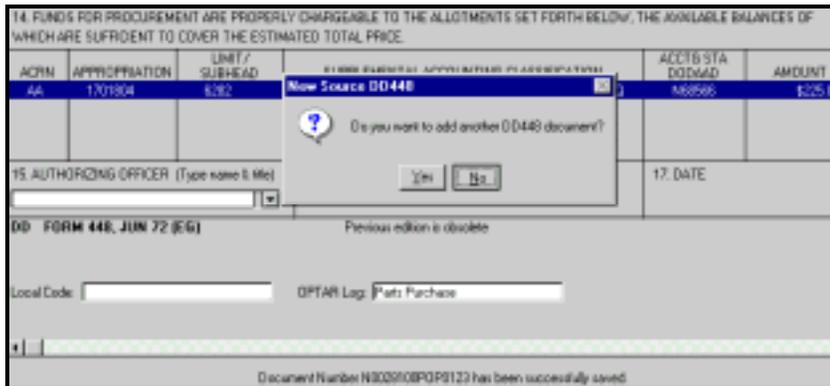


Figure 4.45
Adding
Additional
DD448's

22. If you have another DD448 to add, select the **Yes** button and continue entering new data and saving it.
23. If you have no other DD448 to add, select the **No** button to close the New Source DD448 window.

■ Steps for Entering a New DD1149

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

1. On the Select New Document Type window **Source** tab, select **DD1149 Requisition and Invoice/Shipping Document** from the list of source documents

- and select the **OK** button. The Select Serial Range window will open if there is more than one serial range assigned to the document type.
2. Select the serial range with which you wish to associate the new DD1149 and select the **OK** button.

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

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

Figure 4.47 is a snapshot of the New Source DD1149 window and does not show the entire document.

3. Select the required JON from the **JON** drop-down list.
4. If you wish, change the default value for the required obligation or expense charge by selecting a different value from the **Expense Element** drop-down list.
5. Enter the required purpose of the log entry or the name of the item(s) being ordered in the **OPTAR Log** field.
6. If you wish, change the default value for the required OMB object class designation by selecting a different value from the **OMB Object Class** drop-down list.
7. Enter the required new line item associated with the JON/ACRN requisition.

To enter the line item, right-click on any of the line item associated columns. Select the **New** item on the pop-up menu. The New Line Item for DD1149 window will open.

NOTE You must select a JON before the **New** item on the pop-up menu will enable.

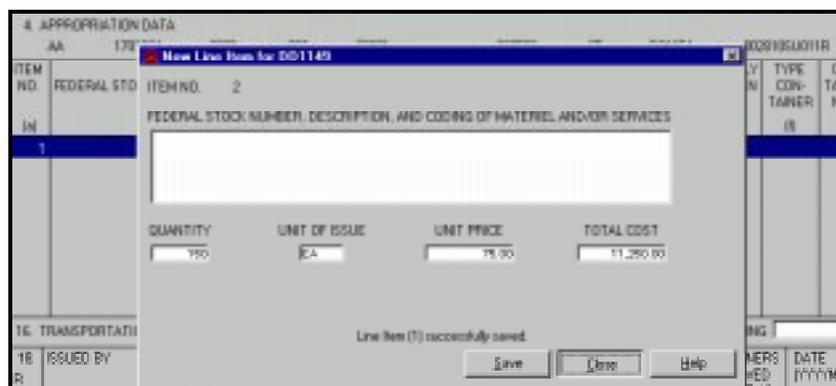


Figure 4.46
Entering a
New Line
Item for the
DD1149

8. Enter the required number of items ordered in the **QUANTITY** field.
9. Enter the required cost per unit of issue in the **UNIT PRICE** field.
10. If you did not enter a value in the **QUANTITY** and **UNIT PRICE** fields, you must enter a value in the **TOTAL COST** field.
11. If you wish to enter data in the optional remaining data fields on the New Line Item for DD 1149 window, select each desired field and enter the applicable data.

12. Select the **Save** button. FASTDATA will inform you that the line item was successfully saved and display the data on the New Source DD1149 window.
13. Select the **Close** button to close the New Line Item for DD1149 window if you have no other line items to add.
14. If you wish to enter data in the optional remaining data fields on the New Source DD1149 window, select each desired field and enter the applicable data.

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

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

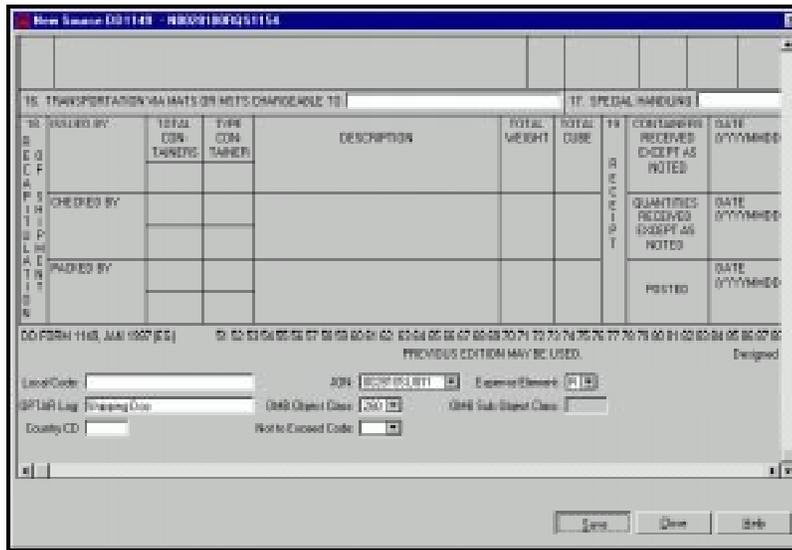


Figure 4.47
Saving a New DD1149

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

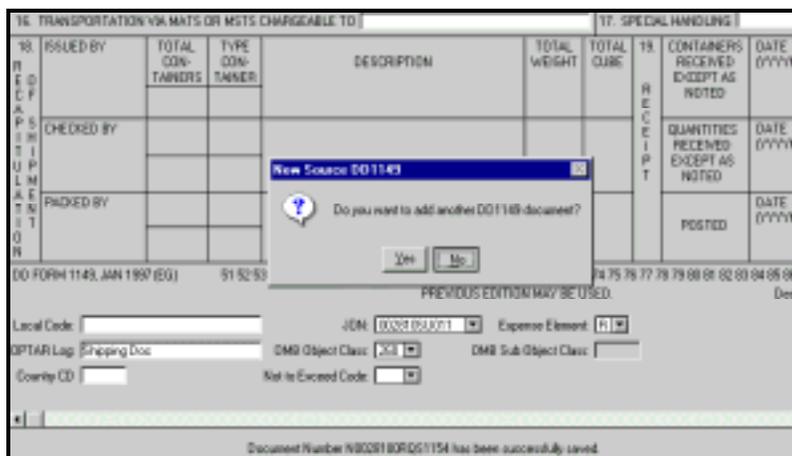


Figure 4.48
Adding Additional DD1149's

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