

# Chapter 8 Run FASTDATA Site Utility Processes

## Overview

This chapter discusses the maintenance of the FASTDATA Site address book; the viewing of Site status data; the importing of Fund Administrator (FA) data and external system transactions to the site; the exporting of site data to the FA; and the processing of quarterly and year end transactions data. The FASTDATA FA Module Site Security Access options for **Import, Export Data** and **System Utilities** control the user's access to most **Utilities** menu options. 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** and **No Access**.

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

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

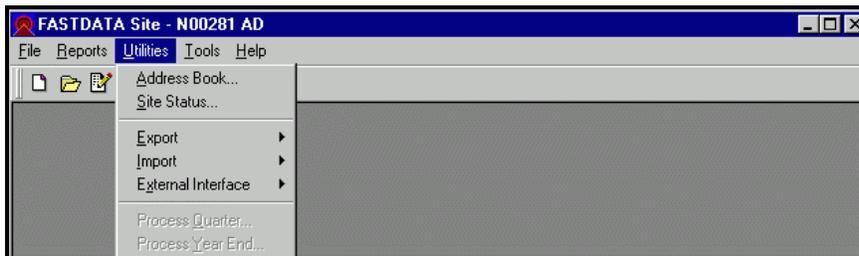
The Site Module import processes allow users to import expenditures and system information from the FA. Users also can import external transactions. After external transactions are imported, the user can correct, delete, and process any transactions that were suspended during the import process.

The Site Module export processes allow users to export selected FASTDATA Site Module data via the Build Financial Framework, Build Accounting Batch, Rebuild Accounting Batch, Build UADPS Batch, and Rebuild UADPS Batch processes.

Quarterly processing of transactions allows users 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 Module. 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.

To run any of the utility processes, select the desired item from the **Utilities** menu.



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

## **Utilities Options**

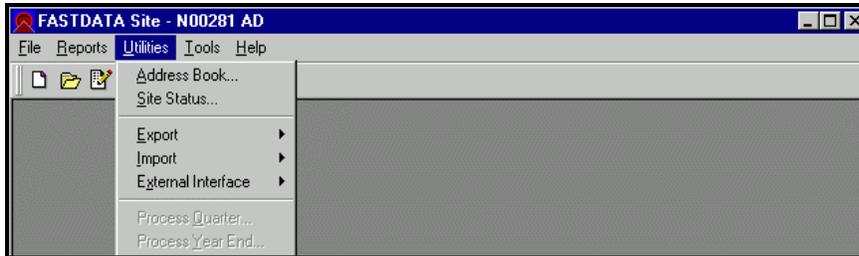
- **View and edit an address**
- **Add a new address**
- **Delete an address**
- **View system attributes**
- **View OPTAR's, authorizations, and JON's**
- **View serial ranges and assigned documents**
- **Import expenditures**
- **Import system information**
- **Import, correct, delete, and process 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**
- **Perform quarterly processing**
- **Perform year end processing**

## Address Book Window

### Overview

Use this window to view, add, edit, and delete addresses used on many of the source documents.

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

### Type in the address key you are looking for

Allows users to search for a specific address by address key.

### Key

Identifies the address key for the associated address.



The Edit Address window will open.

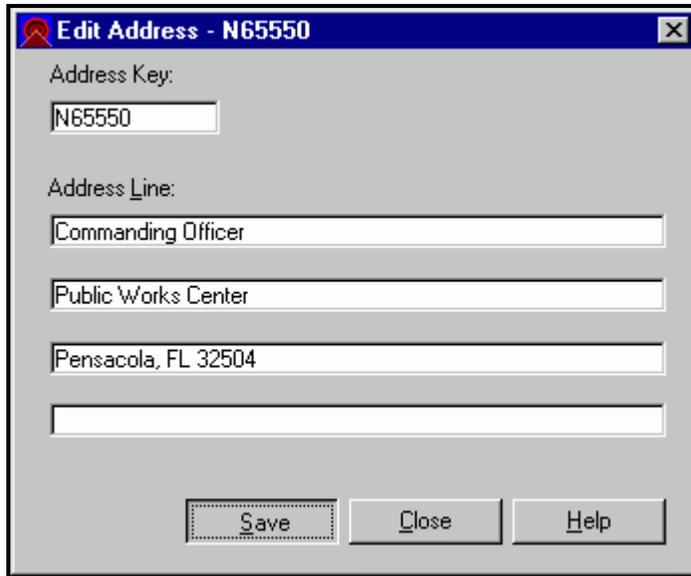
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**Tip** You can also open the Edit Address window for the desired address by selecting **Edit Address** from the **Edit** menu or by selecting the **Edit Address Properties** toolbar button.

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**Tip** Another way to open the Edit Address window is to right-click on an address line to access a pop-up menu. The pop-up menu lets you edit addresses, change the displayed order of the addresses, and delete addresses.

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**Figure 8.5**  
Editing an Address

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

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**Tip** The **Save** button will enable only after you make a change to the selected address.

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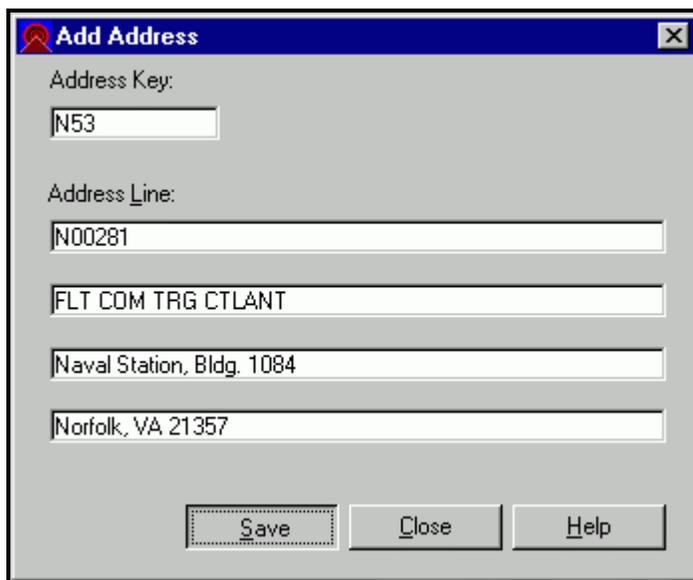
## ■ **Steps for Adding a New Address**

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 **New Address** from the **File** menu or select the **New Address** toolbar button.

The Add Address window will open.



**Figure 8.6**  
Adding a New  
Address

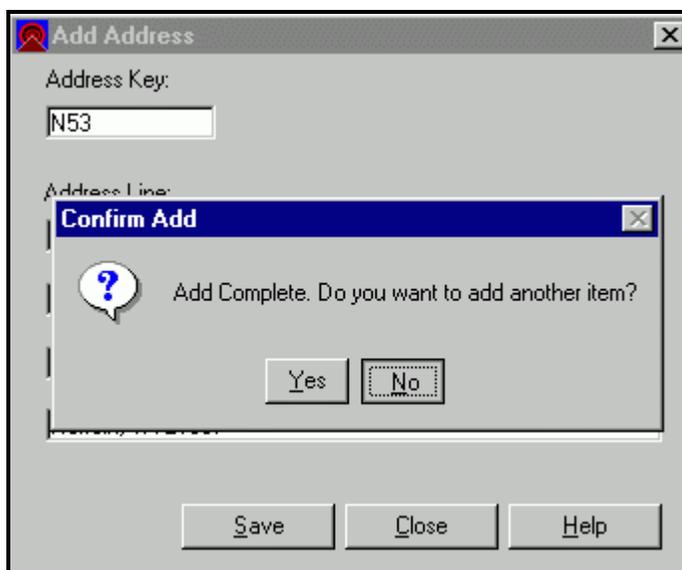
3. Enter the required address key in the **Address Key** field.
4. Enter the required first address line data.
5. Enter the optional data for the remaining address lines.

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**NOTE** Addresses used on MILSTRIP source documents are limited to a three-position **Address Key** code and two address lines. Enter the unit identification code (UIC) and name on the first line and the city, state, and ZIP code on the second line.

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6. Select the **Save** button. FASTDATA will display a message asking you if you would like to add additional items.



**Figure 8.7**  
Adding Additional  
Addresses

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

The new data will display on the Address Book window.

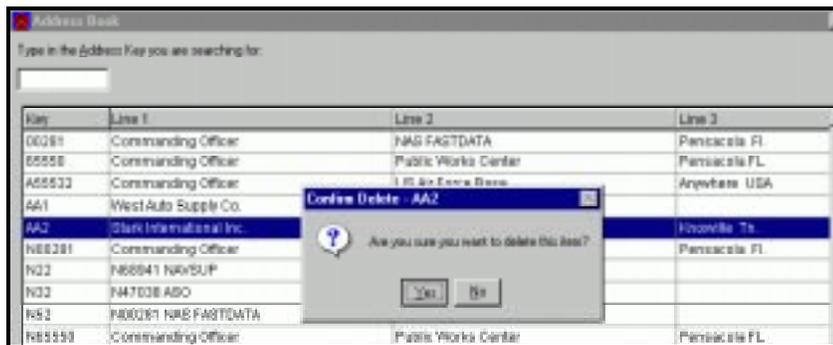
## ■ Steps for Deleting an Address

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 Address** from the **Edit** menu or select the **Delete Address** toolbar button. FASTDATA will ask you to confirm the deletion.

**Tip** Another way to delete an address is to select the desired address, right-click on it, and select **Delete Address** from the pop-up menu.



**Figure 8.8**  
Deleting an Address

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

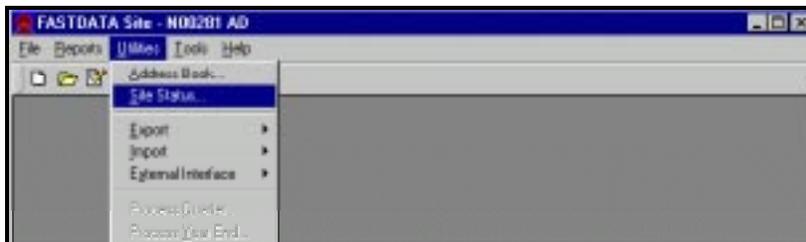
**NOTE** If you delete an address that is used within a document, the address will not be deleted from the document. Address book data is stored separately within the database.

## 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.

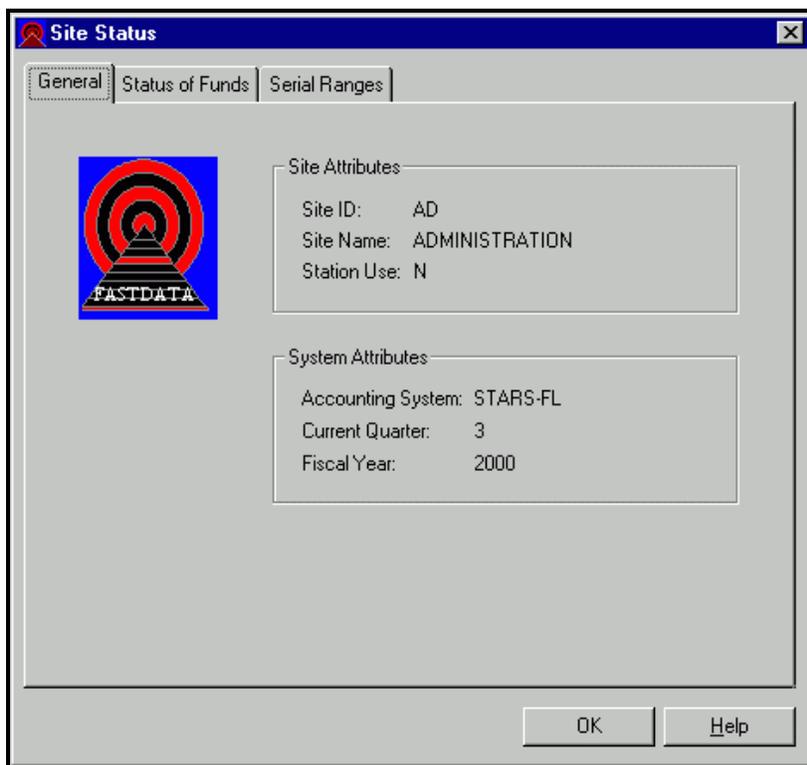


**Figure 8.9**  
Opening the Site Status Window

### Restrictions

- Access to the Site Status window is unrestricted.

### • Site Status Window Objects



**Figure 8.10**  
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.

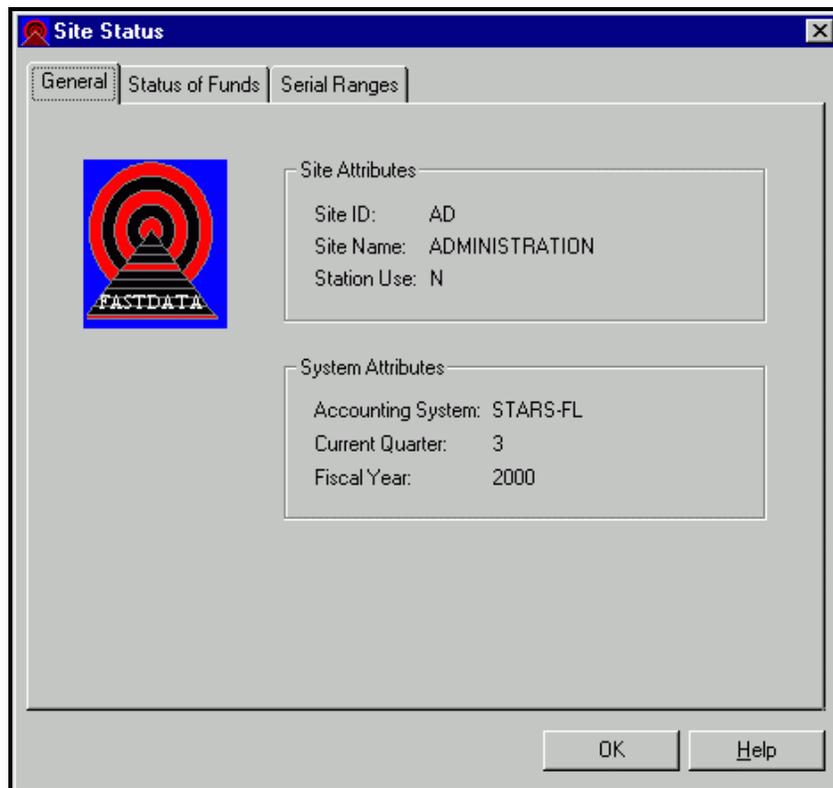
**Help**

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 8.11**  
Viewing Site  
and System  
Attributes

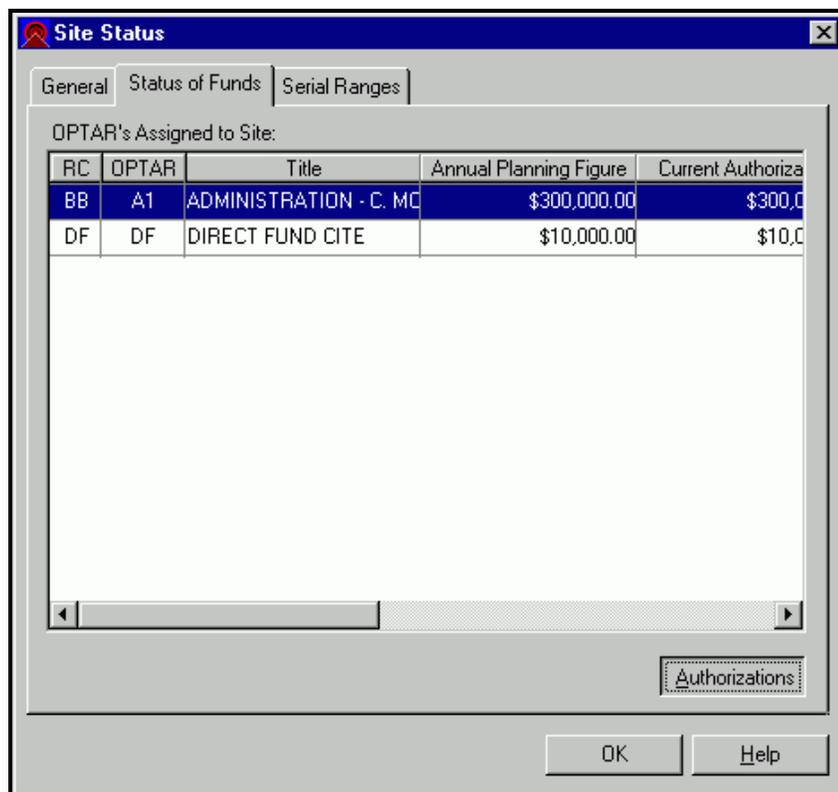
2. Select the **OK** button to close the Site status window.

## ■ Steps for Viewing OPTAR's, Authorizations, and JON's

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.

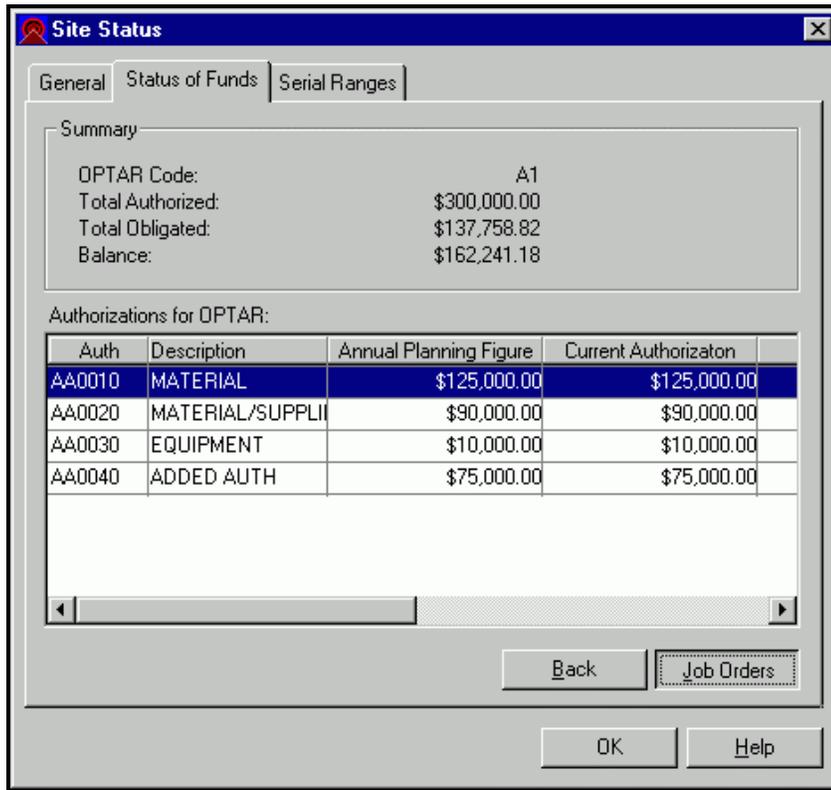
2. Select the **Status of Funds** tab on the Site Status window. OPTAR's assigned to the site will display.



**Figure 8.12**  
Viewing  
OPTAR's

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 8.13**  
Viewing  
Authorizations

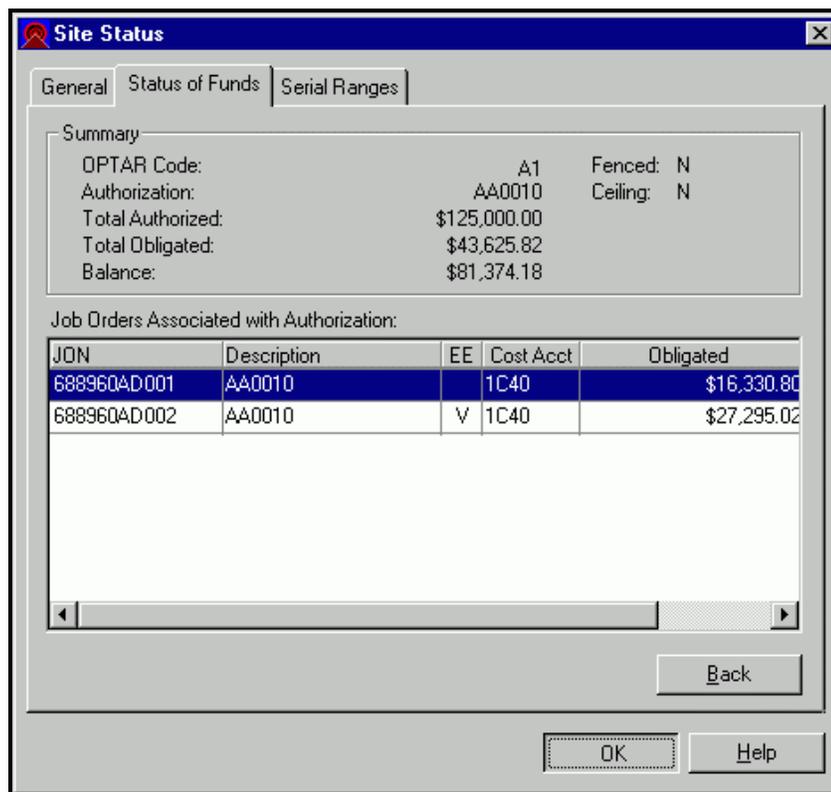
- If you wish to view job orders, select the desired authorization for which you wish to view job orders from the **Authorizations for OPTAR** list box and select the **Job Orders** button.

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

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Associated JON's will display. Use the scrollbar to modify the view of the data.



**Figure 8.14**  
Viewing Job Orders

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

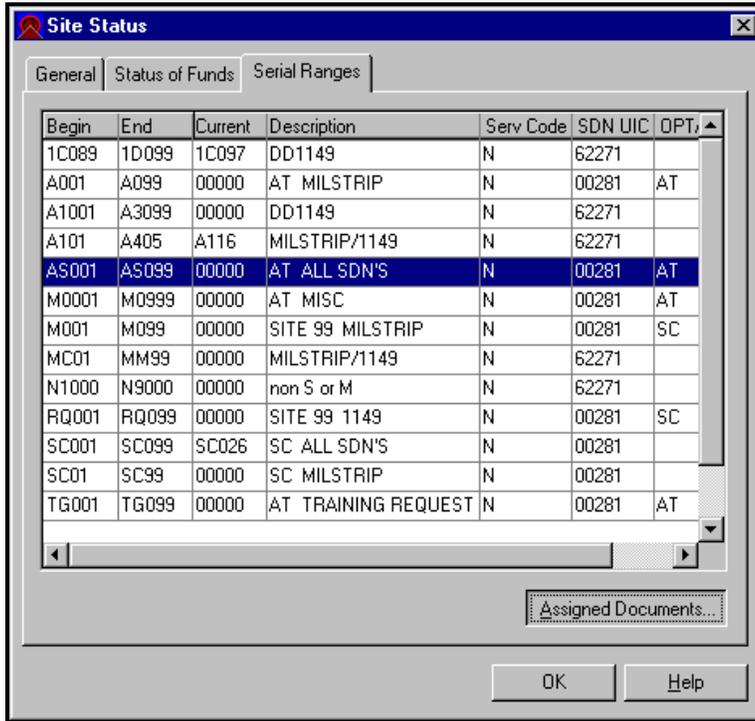
## ■ Steps for Viewing Serial Ranges and Assigned Documents

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.

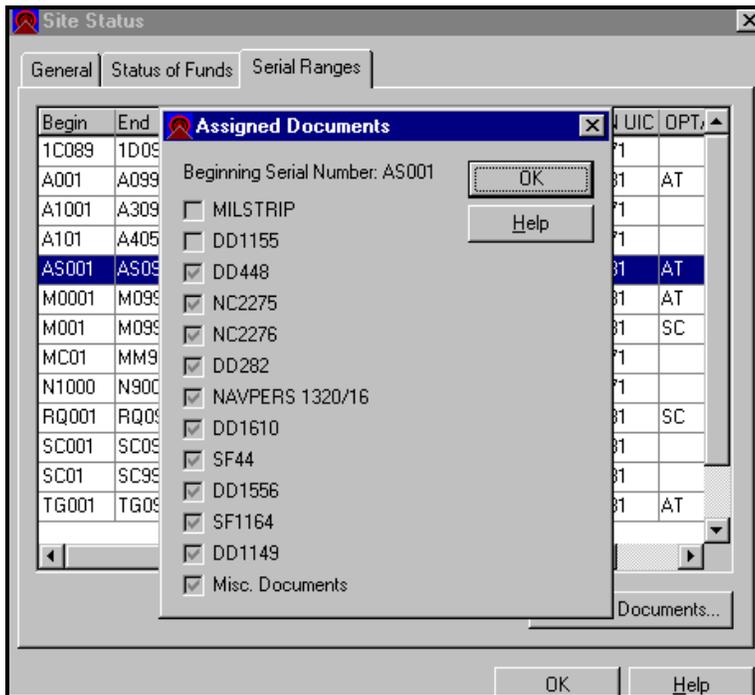
2. Select the **Serial Ranges** tab on the Site Status window. Serial ranges assigned to the site will display.

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



**Figure 8.15**  
Viewing  
Serial  
Ranges

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



**Figure 8.16**  
Viewing  
Assigned  
Documents

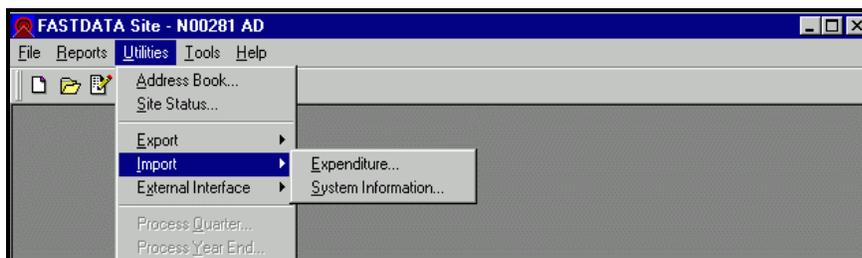
4. Select the **OK** button to close the Assigned Documents window.
5. On the Site Status window, select the **OK** button to close the window.

## Import and External Interface Data Windows

### Overview

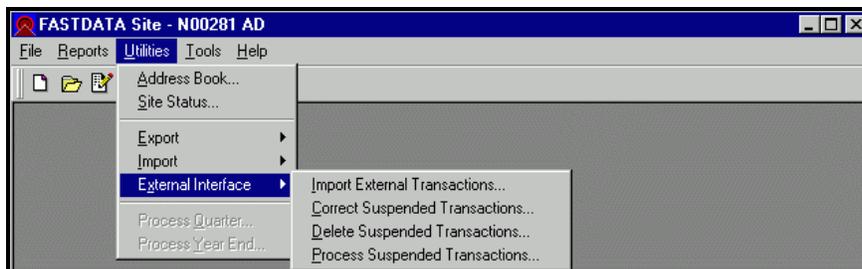
The Select a Folder window, as well as the Import External Transactions window, are used to specify the folder in which the various import data files are located. After you import external transactions data to your site, you can then correct, delete, and process suspended transactions. Window objects 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 data processes open from the **Import** submenu of the FASTDATA Site **Utilities** menu.



**Figure 8.17**  
Selecting the Import Processes

The external interface process opens from the **Import External Transactions** item on the **External Interface** submenu of the FASTDATA Site **Utilities** menu.

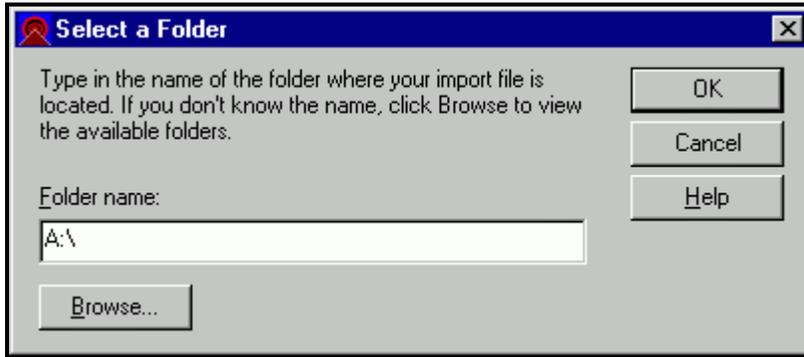


**Figure 8.18**  
Selecting the Import External Transactions Process

### Restrictions

- Only users with a FASTDATA FA Module Site Security Access option of **Access** under **Import/Export Data** can import data.
- A FASTDATA FA Module 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 8.19**  
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.

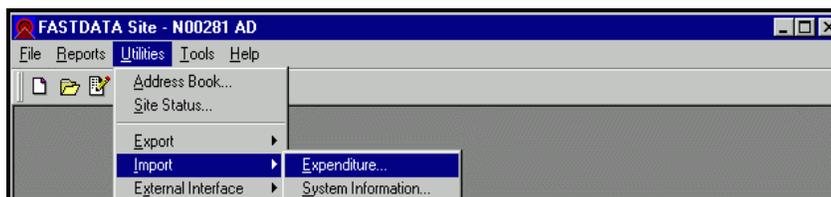
### **Help**

Opens the reference help topic on the Import Expenditures window.

## ■ **Steps for Importing Expenditures**

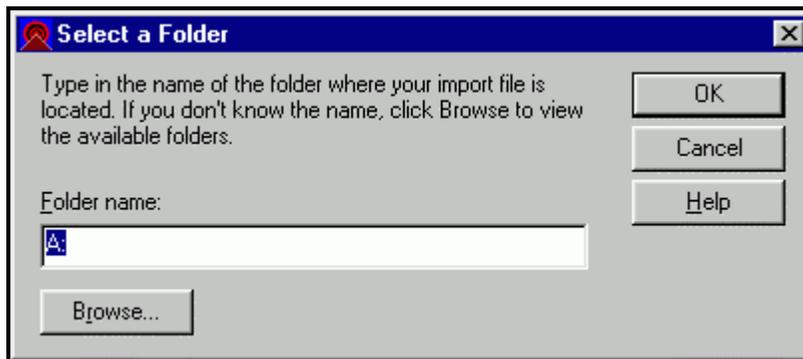
Use the import expenditure process to import expenditure transactions from the FA. When you import expenditure data from the FA, if the document control number (DCN) on a transaction is active at the site, FASTDATA will automatically update the appropriate files. If the DCN has been canceled, the document will be reinstated. If FASTDATA does not find a matching transaction, the transaction will be created as a non-preceded expenditure transaction. Funds balances are adjusted accordingly. After the import, FASTDATA generates a report of valid expenditures and a report of invalid expenditures.

1. Select **Import Expenditures** from the **Import** submenu of the **Utilities** menu.



**Figure 8.20**  
Selecting the  
Import  
Expenditures  
Process

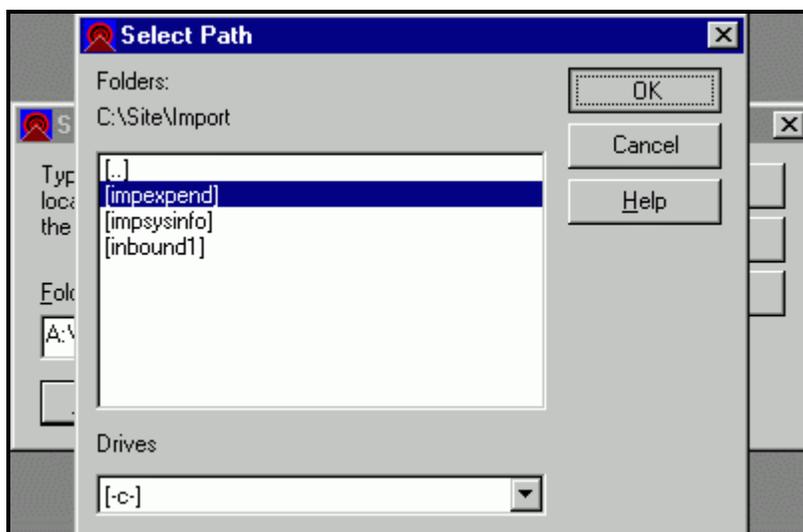
The Select a Folder window will open. The default drive displayed on the **Folder name** field is **A**.



**Figure 8.21**  
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 is **AC10**.

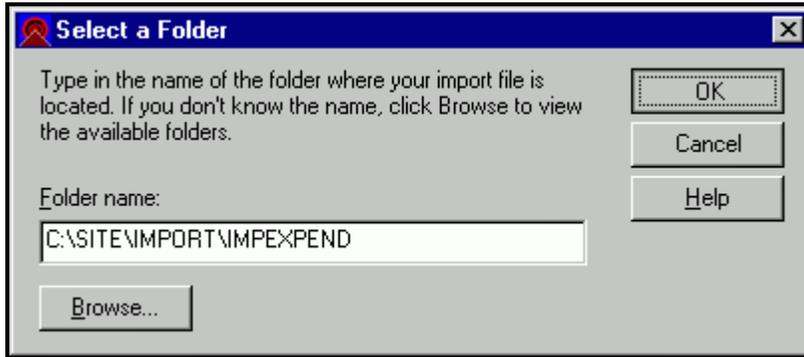
- Specify the drive letter and folder from which you wish to import the file by entering the required path in the **Folder name** field. You can also select the **Browse** button to open the Select Path window.



**Figure 8.22**  
Specifying Path  
for the Import  
Expenditures  
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 Figure 8.22, 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.

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



**Figure 8.23**  
Importing  
Expenditures

FASTDATA will display several messages on the import process. When the import is complete, a message will inform you that the file was successfully imported.



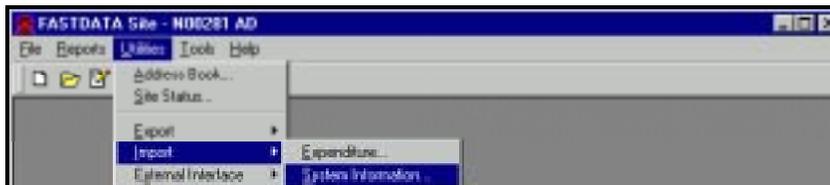
**Figure 8.24**  
Successful Import  
Message

4. Select the **OK** button to close the message window. Another message will ask if you wish to print a report of the imported expenditures.
5. Select the **Yes** button if you desire a printout of the Expenditure Import Report.

## ■ **Steps for Importing System Information**

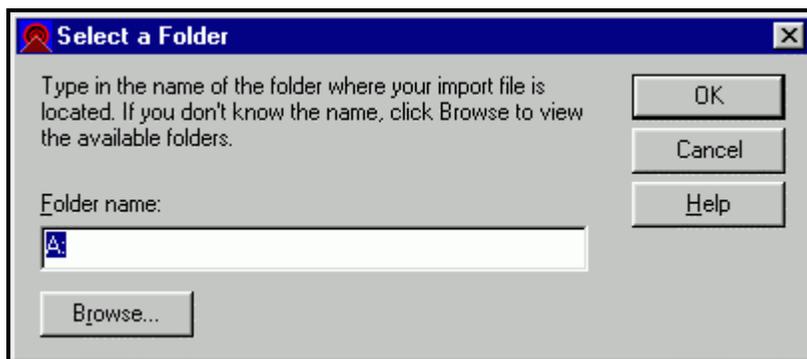
Use the import system information process to import responsibility center (RC), OPTAR, authorization job order number (JON), security, serial range, and site information from the FA.

1. Select **System Information** from the **Import** submenu of the **Utilities** menu.



**Figure 8.25**  
Selecting the  
Import System  
Information  
Process

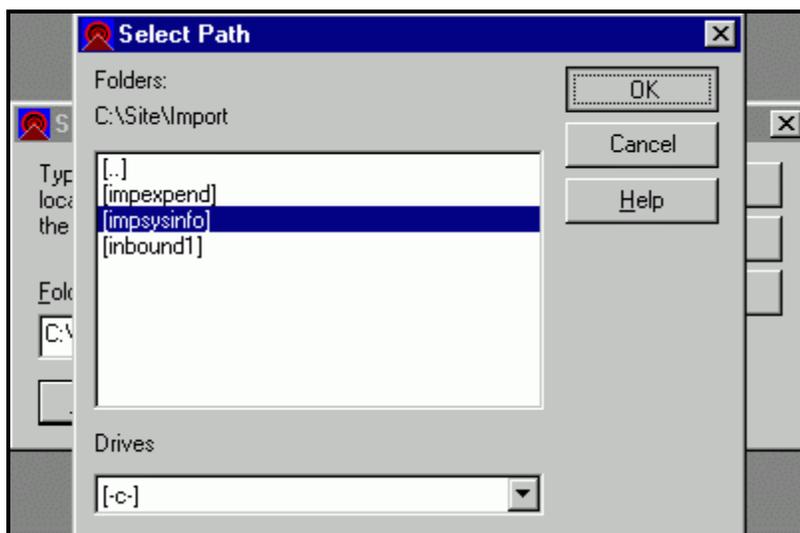
The Select a Folder window will open. The default drive displayed on the **Folder name** field is **A**.



**Figure 8.26**  
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 system information file names are **AC20, AC30, AC40, AC50, AC60, AC70, AC80, and AC90**.

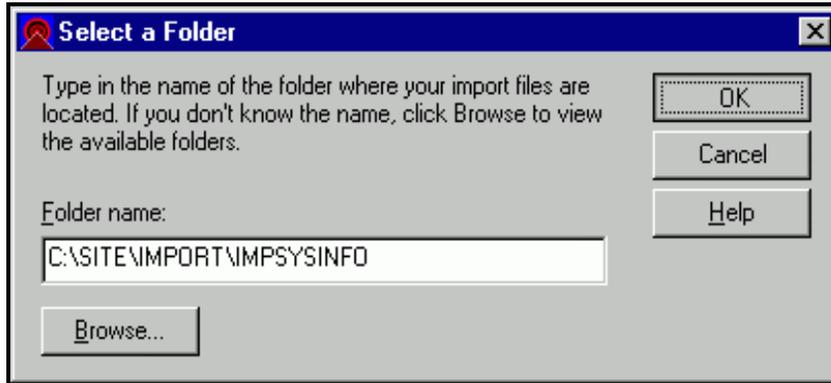
- Specify the drive letter and folder from which you wish to import the file by entering the required path in the **Folder name** field. You can also select the **Browse** button to open the Select Path window.



**Figure 8.27**  
Specifying Path  
for the System  
Information  
Files

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 Figure 8.27, 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.

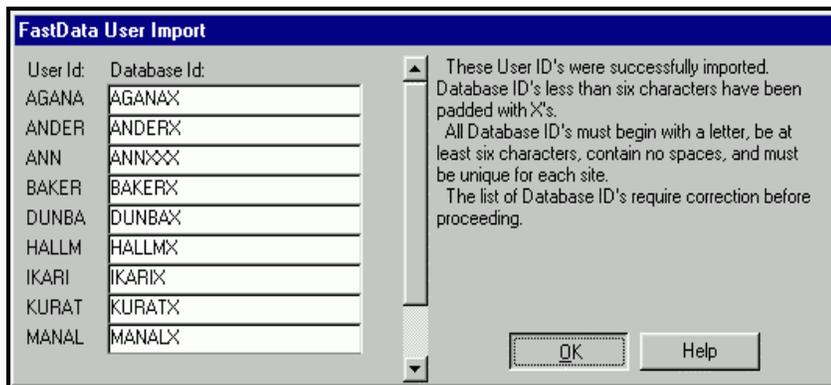
- On the Select a Folder window, select the **OK** button to begin the import system information process.



**Figure 8.28**  
Importing  
System  
Information

FASTDATA will display several messages on the import process and will inform you if the system will change the active fiscal year. If applicable, select the **OK** button to close the message box.

If, during the **Import System Information** process, the system detects new User ID's the FastData User Import window will open.



**Figure 8.29**  
FastData  
User Import  
Window

Authorized users are displayed in the **Database Id** fields. Verify the listed database ID's 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 ID's.

When the import is complete, a message will inform you that the files were successfully imported.



**Figure 8.30**  
Successful Import  
Message

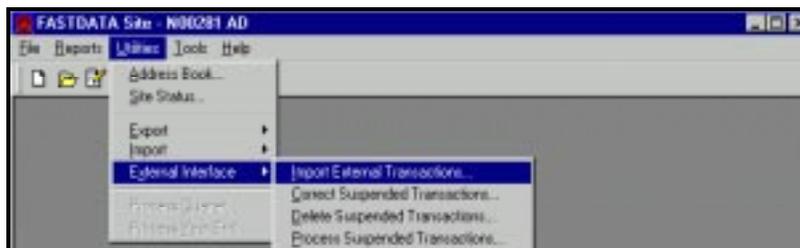
4. Select the **OK** button to close the message window.

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

### **Importing External Transactions**

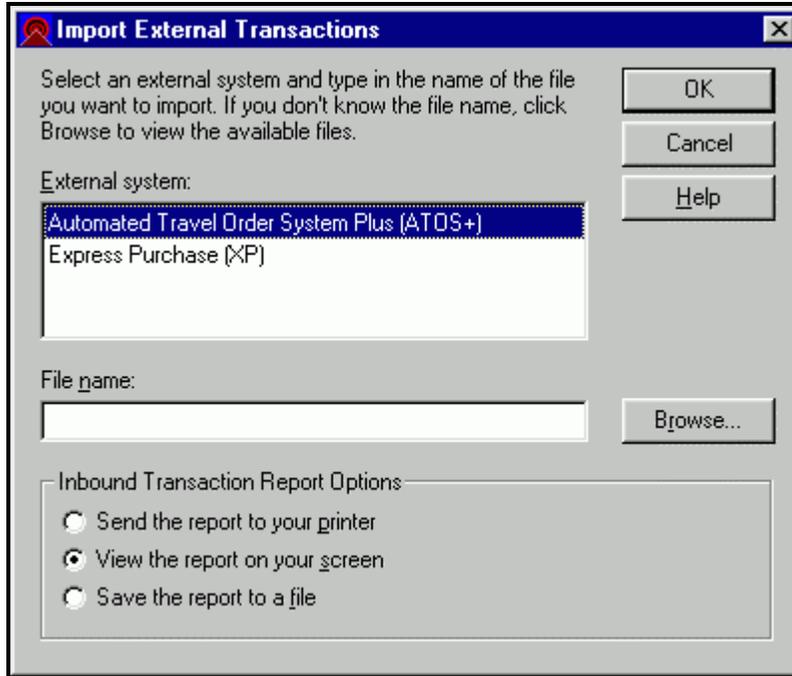
Use the import external transactions process to import commitment, obligation, cancellation, receipt, correction, and travel transactions from external systems outside of FASTDATA. The two external systems that currently send transactions to FASTDATA are Express Purchase (XP), an on-line bank card processing system, and Automated Travel Order System Plus (ATOS+), a travel and transportation system. Imported external transactions are validated against the FASTDATA financial framework (FF). 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.

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



**Figure 8.31**  
Selecting the  
Import  
External  
Transactions  
Process

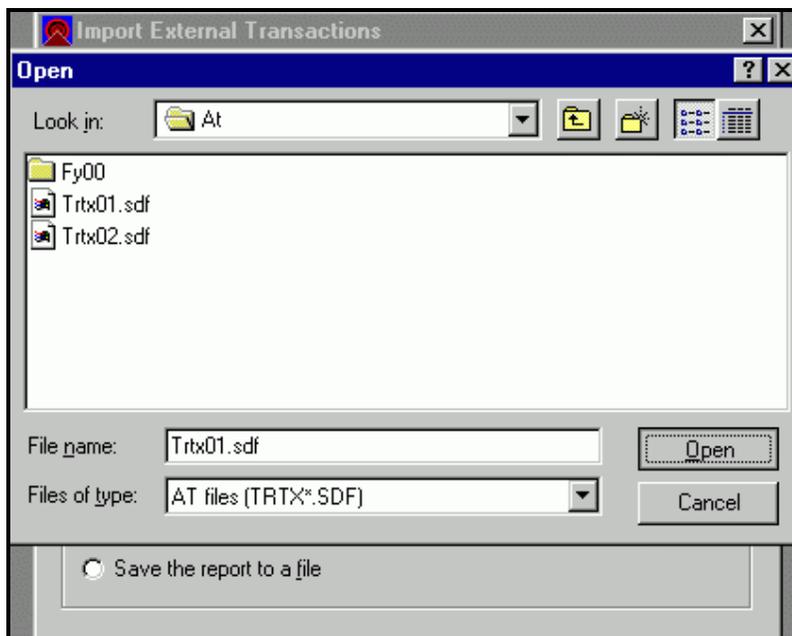
The Import External Transactions window will open and allow you to begin the import process.



**Figure 8.32**  
**Import**  
**External**  
**Transactions**  
**Window**

2. On the **External system** list box, select the system from which you wish to import external transactions.
3. 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.



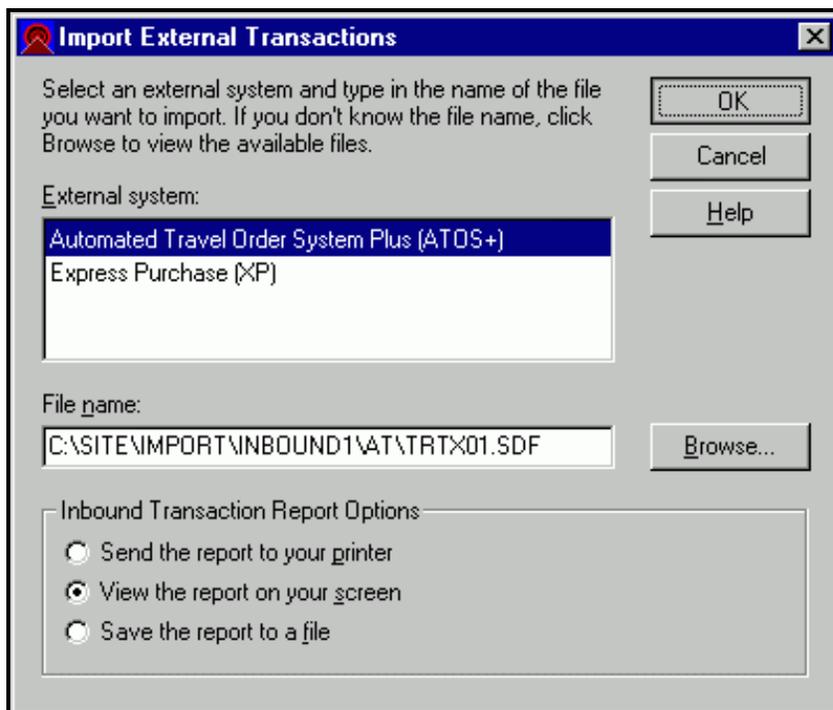
**Figure 8.33**  
**Specifying**  
**Path for Import**  
**External**  
**Transactions**  
**File**

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 Import External Transactions window **Folder name** field.

4. On the Import External Transactions window, select the desired radio button from the **Inbound Transaction Report Options** list box. You can view, print, or save the import file.

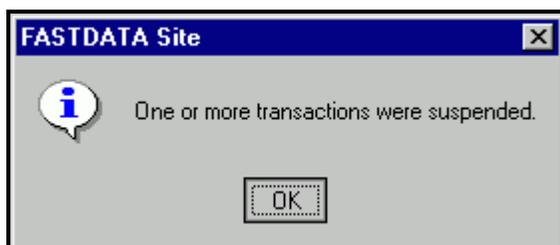
**Tip** Depending on the radio button selected, when the import process is complete, the **Send the report to your printer** option will print the Rejected Inbound Transaction report. The **View the report on your screen** option will open the Quick Print - Inbound Transaction Report window. The **Save the report to a file** will open the Print to file window, allowing you to name and save the report file.

5. Select the **OK** button to begin the import process.



**Figure 8.34**  
Importing  
External  
Transactions

FASTDATA will inform you if any of the imported transactions were suspended.



**Figure 8.35**  
Suspended  
Transactions Message

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

If you previously selected **View the report on your screen** from the **Inbound Transaction Report Options**, the Quick Print - Inbound Transaction Report window will open and the Rejected Inbound Transactions report will display.

T NUMBER	AGRN	JOB ORDER	QUANTITY	TRANSACTION AMOUNT	REASON REJECTED
MDAS003	AA	002810AT772	0	\$45.00	Invalid Job Order Number
MDAS003	AB	002810AT880	0	\$75.00	Invalid Job Order Number
MDAS003	AC	002810AT990	0	\$25.00	Invalid Job Order Number
MEM0001	AA	002810AT991	0	\$35.78	Invalid Execution Code Invalid Job Order Number

**Figure 8.36**  
Quick Print –  
Inbound  
Transaction  
Report Window

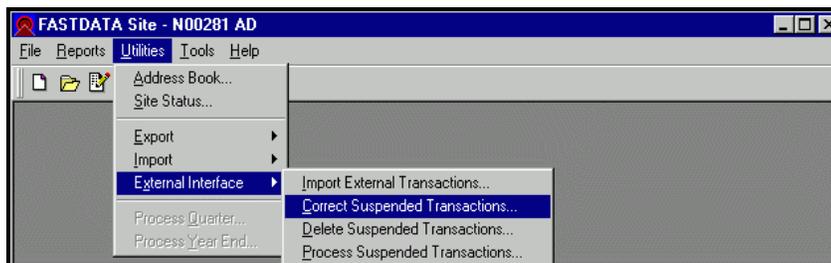
Use the horizontal and vertical scrollbars to scroll through the report. If you wish to print the report, select the **Print** picture button.

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

## Correcting Suspended Transactions

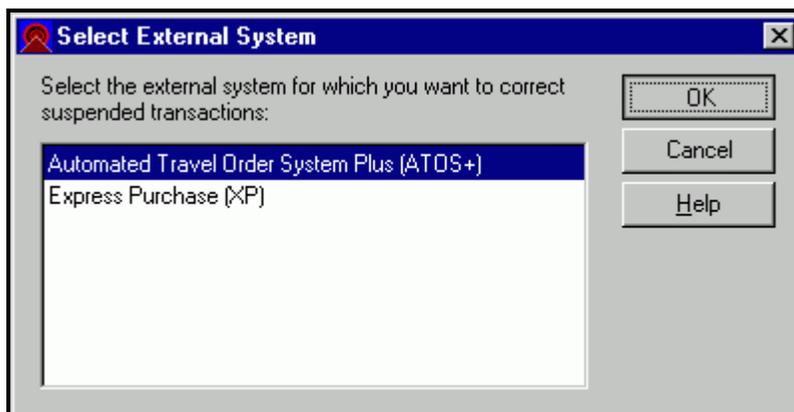
Use the correct suspended transactions process to correct transactions that were suspended during the import external transactions process. Refer to the Rejected Inbound Transactions report, obtained during the import of external transactions process, for data elements that you need to correct.

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



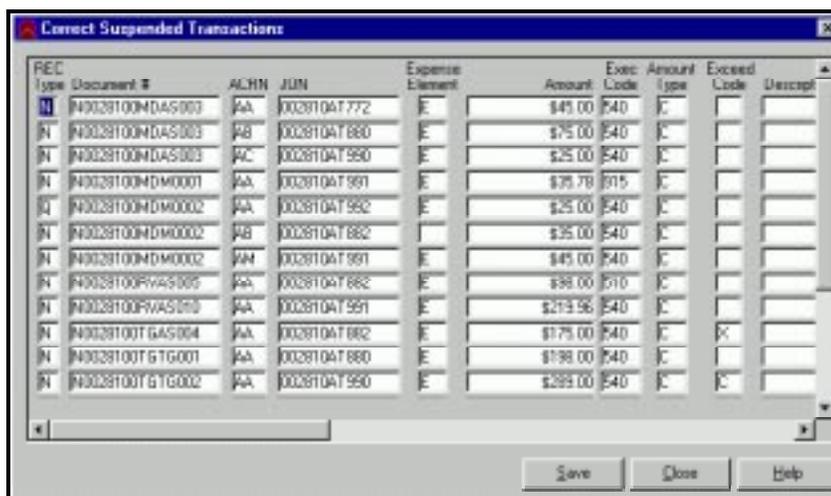
**Figure 8.37**  
Selecting the  
Correct  
Suspended  
Transactions  
Process

The Select External System window will open.



**Figure 8.38**  
Selecting the External System 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.

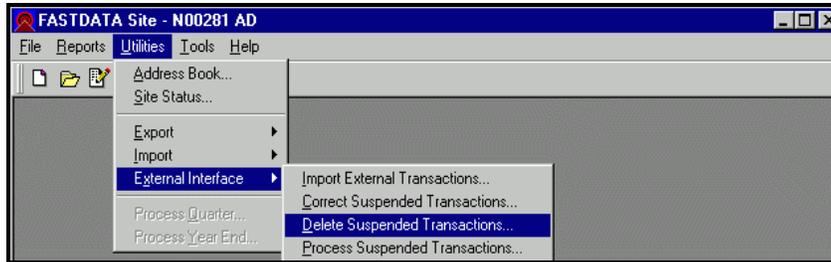


**Figure 8.39**  
Correcting Suspended Transactions

3. Modify the desired value for any editable column to unsuspend the desired transaction(s).
4. Select the **Save** button to save your changes. The Correct Suspended Transactions window will close.

## Deleting Suspended Transactions

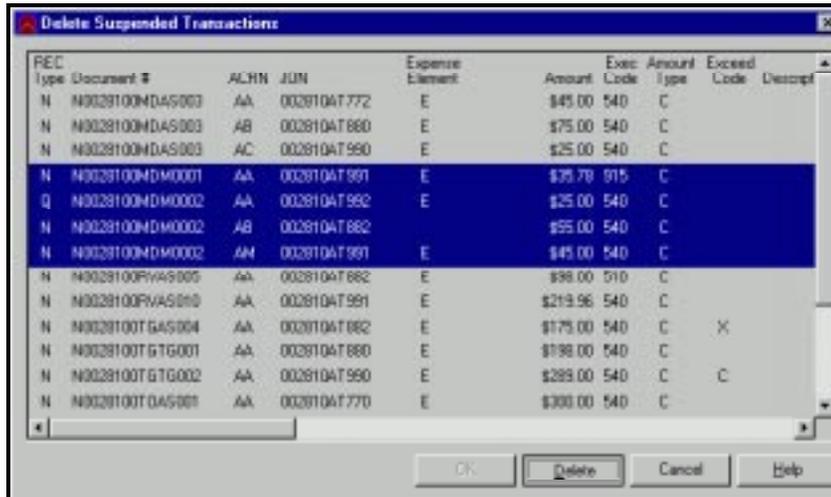
1. Select **Delete Suspended Transactions** from the **External Interface** submenu of the **Utilities** menu.



**Figure 8.40**  
Selecting the Delete Suspended Transactions Process

The Select External System window will open.

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



**Figure 8.41**  
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. The selected transactions will disappear from the suspended transactions list and the **OK** button will enable.
5. Select the **OK** button to remove the deleted transactions from the database and close the Delete Suspended Transactions window.

## Processing Suspended Transactions

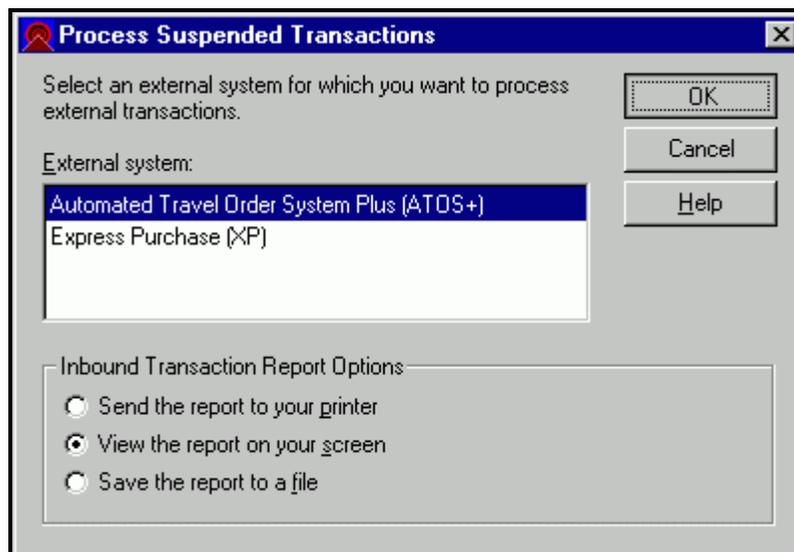
**NOTE** You must correct or delete suspended transactions, as applicable, before you can successfully process previously suspended transactions.

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



**Figure 8.42**  
Selecting the  
Process  
Suspended  
Transactions  
Process

The Process Suspended Transactions window will open.



**Figure 8.43**  
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 desired radio button from the **Inbound Transaction Report Options** list box. You can view, print, or save the import file.

**Tip** Depending on the radio button selected, when the process is complete, the **Send the report to your printer** option will print the Inbound Transaction Report. The **View the report on your screen** option will open the Quick Print-Inbound Transaction Report window. The **Save the report to a file** will open the Print to file window, allowing you to name and save the file.

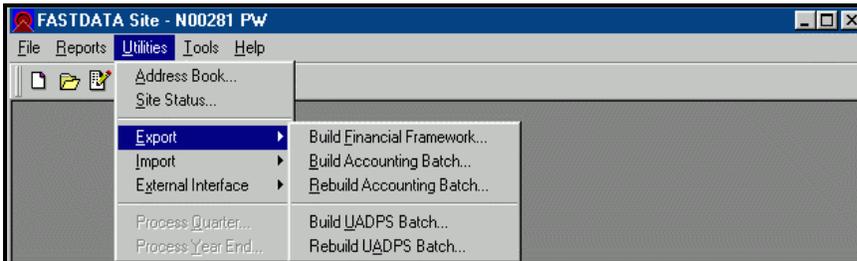
4. Select the **OK** button to begin the processing of suspended transactions. If you successfully corrected all suspended transactions, FASTDATA will inform you that all transactions were successfully processed.

## Export Data Windows

### Overview

Use the various export associated windows to export the build financial framework and to export build or rebuilt accounting and UADPS batch 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.

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

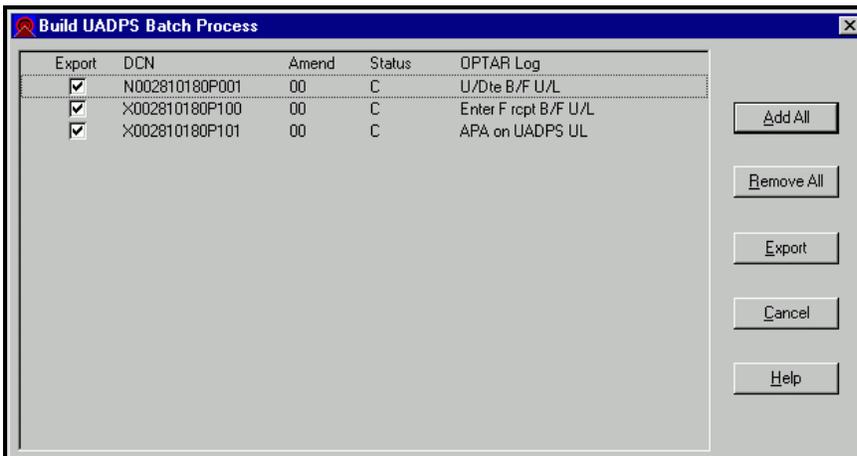


**Figure 8.44**  
Selecting the Export Processes

### Restrictions

- Only users with a FASTDATA FA Module Site Security Access option of **Access** under **Import/Export Data** can export data.
- A FASTDATA FA Module 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 8.45**  
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.

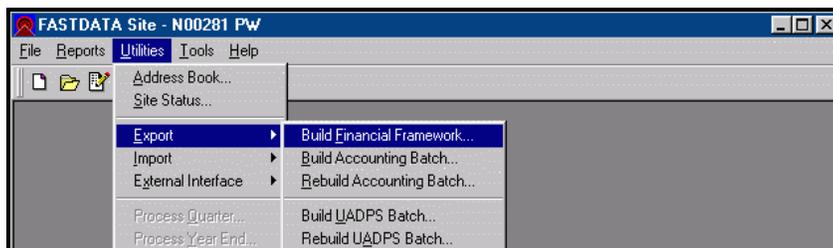
**Help**

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

■ **Steps for Exporting Build Financial Framework**

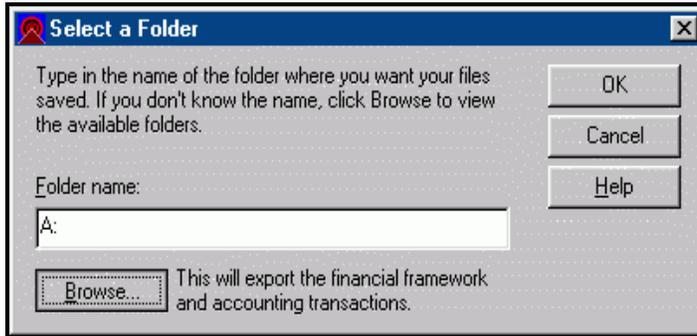
Use the financial framework build process to create a file of your site's financial framework to send to the FA. The financial framework file includes authorization, JON, and serial range information.

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



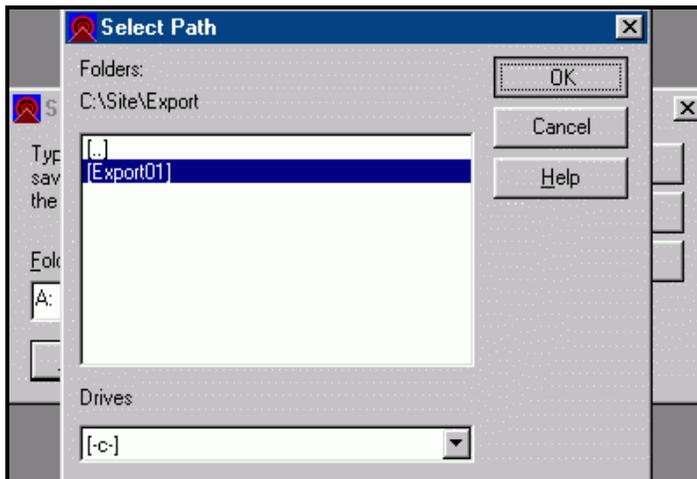
**Figure 8.46**  
Selecting the  
Export Build  
Financial  
Framework  
Process

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



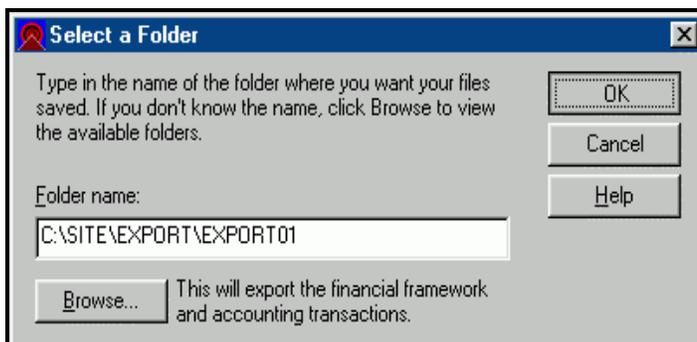
**Figure 8.47**  
Select a Folder  
Window

- 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 8.48**  
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 Figure 8.48, 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 8.49**  
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.



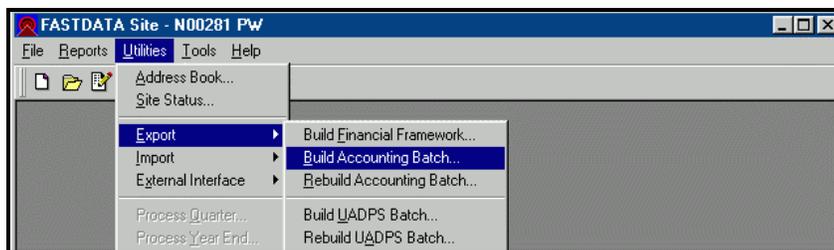
**Figure 8.50**  
Successful Export  
Message

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 to send to the FA. If there are no current unexported accounting transactions to build, you can build a financial framework file only.

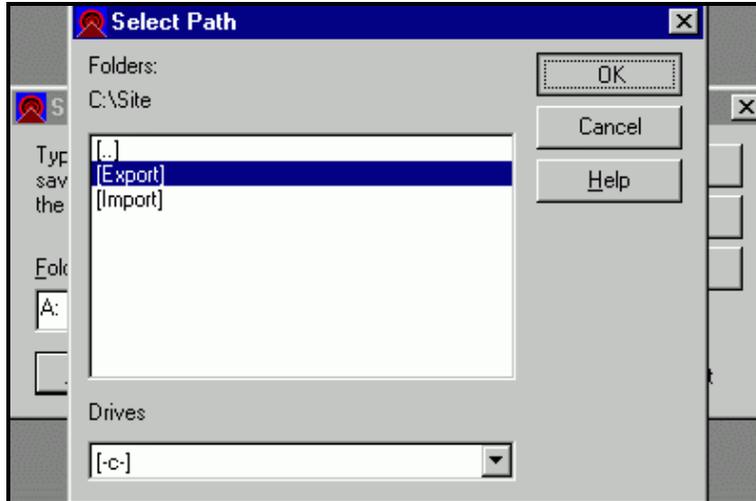
1. Select **Build Accounting Batch** from the **Export** submenu of the **Utilities** menu.



**Figure 8.51**  
Selecting the  
Export Build  
Accounting  
Batch Process

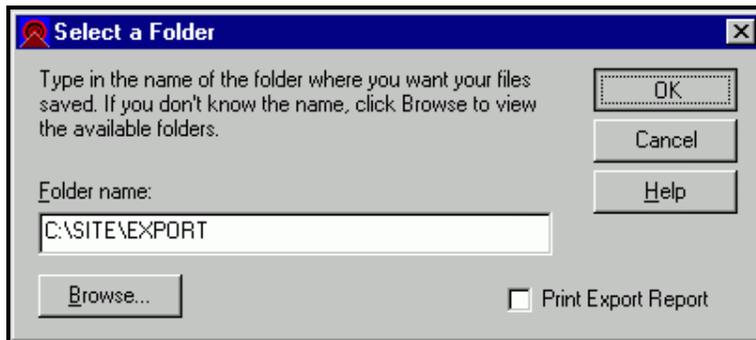
The Select a Folder window will open. The default drive displayed on the **Folder name** field is **A**.

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 8.52**  
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 Figure 8.52, 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 8.53**  
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.

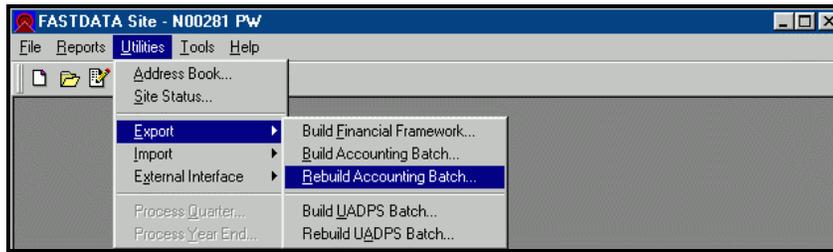
At the end of the conversion process, FASTDATA will inform you that the files were successfully exported.

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 via the associated build process and need to build the file again. The last 20 accounting transaction batch files are available for rebuilding.

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



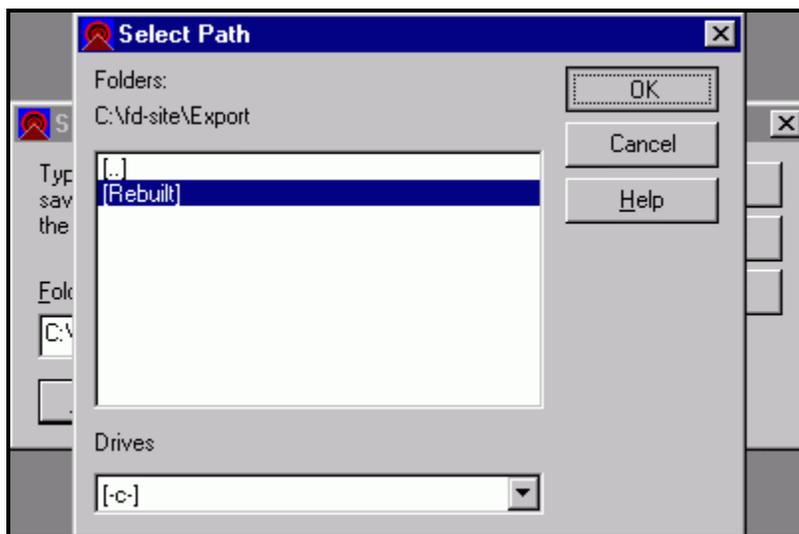
**Figure 8.54**  
Selecting the  
Export Rebuild  
Accounting  
Batch Process

The Select a Batch window will open.



**Figure 8.55**  
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 8.56**  
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 Figure 8.56, 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.

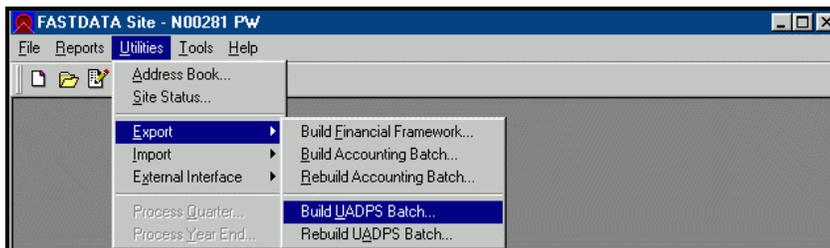
At the end of the conversion process, FASTDATA will inform you that the file was successfully exported.

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 Module is the entry point for DD1348's, 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.

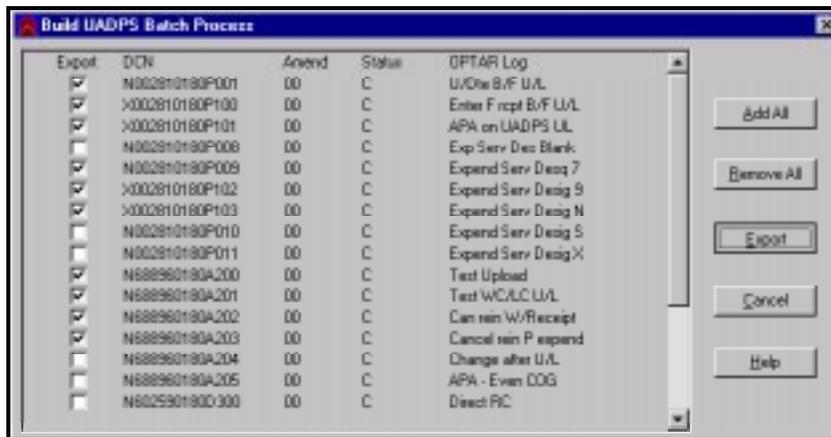
1. Select **Build UADPS Batch** from the **Export** submenu of the **Utilities** menu.



**Figure 8.57**  
Selecting the  
Export Build  
UADPS Batch  
Process

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

- 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.

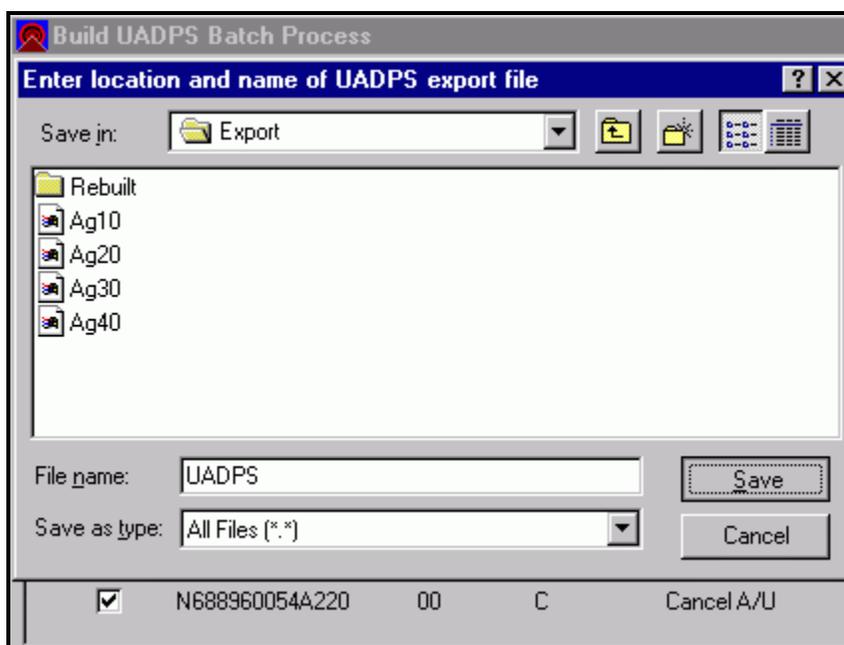


**Figure 8.58**  
Exporting  
UADPS Build  
Batch Files

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

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

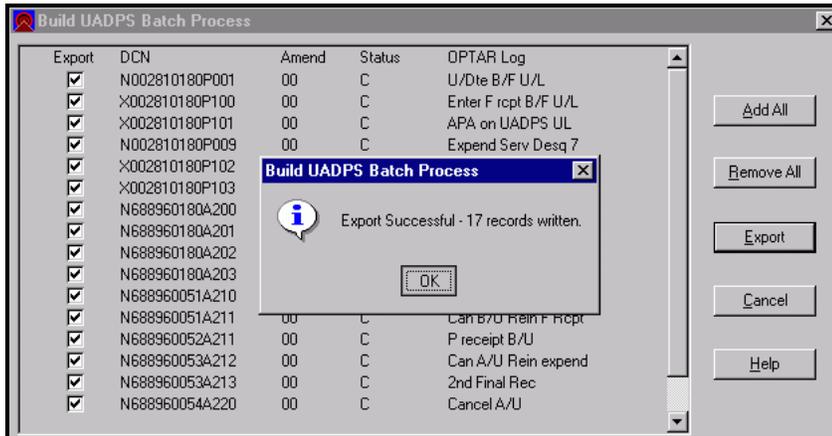
The Enter Location and Name of UADPS Export File window will open.



**Figure 8.59**  
Specifying  
Export Path

- 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.
- 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.



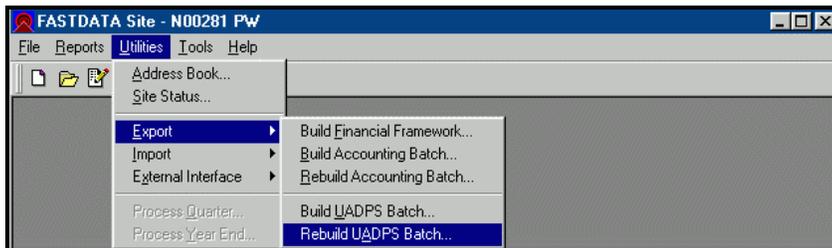
**Figure 8.60**  
Build UADPS Batch Process Message

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

## Steps for Exporting Rebuild UADPS Batch Files

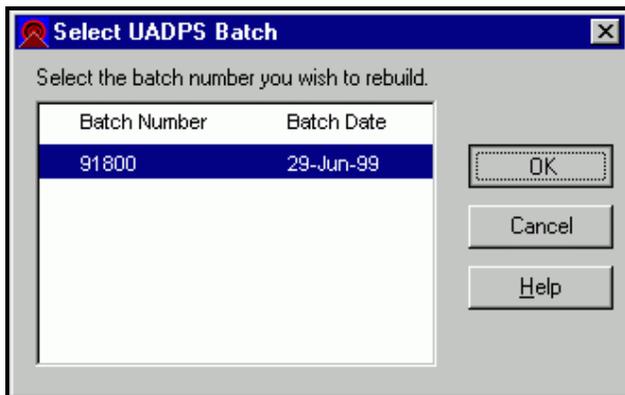
Use the rebuild UADPS batch process after you have built the UADPS batch file via the associated build process and need to build the file again.

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



**Figure 8.61**  
Selecting the Export Rebuild UADPS Batch Process

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

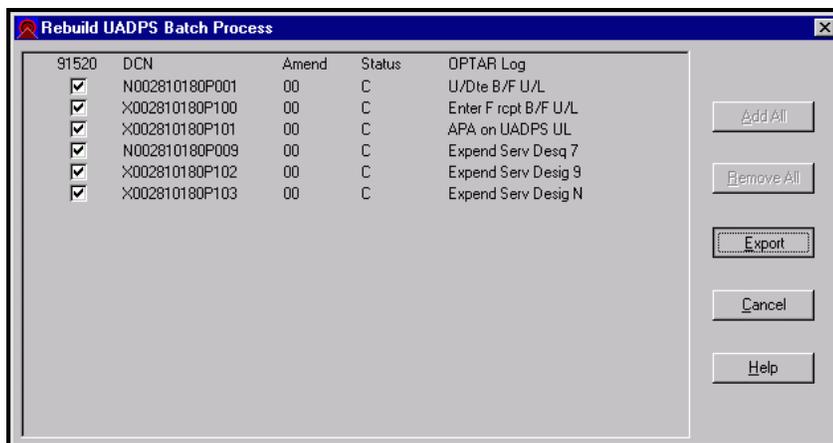


**Figure 8.62**  
Rebuild UADPS Window

- If applicable, select the batch number you wish to rebuild and select the **OK** button.

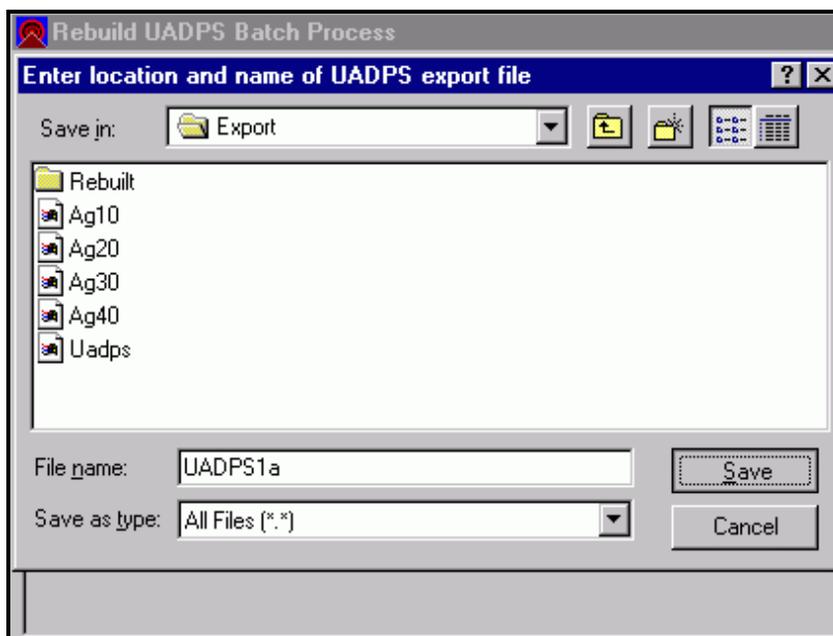
The Rebuild UADPS Batch Process window will open. Documents included in the file to be rebuild are displayed.

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



**Figure 8.63**  
Exporting  
Rebuild  
UADPS Batch  
Files

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

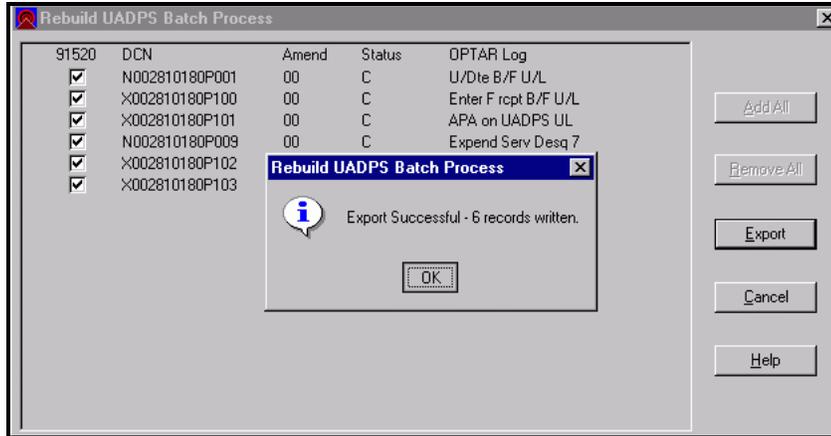


**Figure 8.64**  
Specifying  
Export Path

- 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 8.65**  
Rebuild UADPS  
Batch Process  
Message

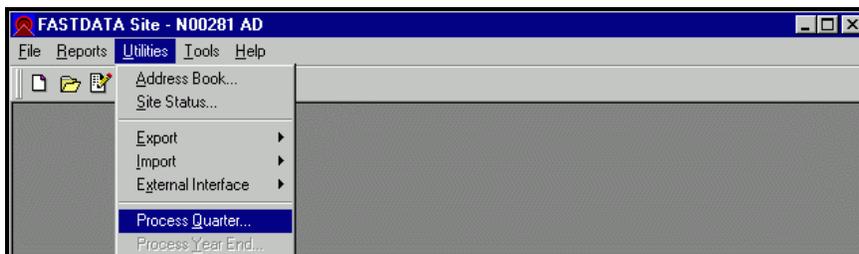
6. Select the **OK** button to acknowledge the message and close the Rebuild UADPS Batch Process window.

## 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 8.66**  
Selecting the Process  
Quarter Option

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



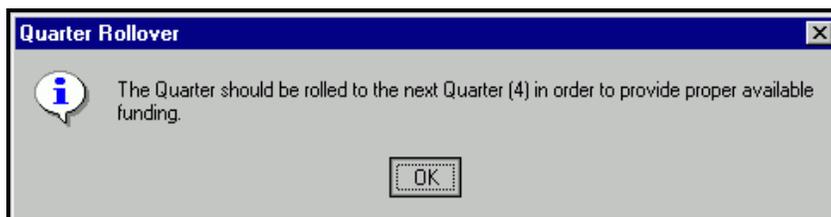
**Figure 8.67**  
Selecting the Process Year End Option

### Restrictions

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

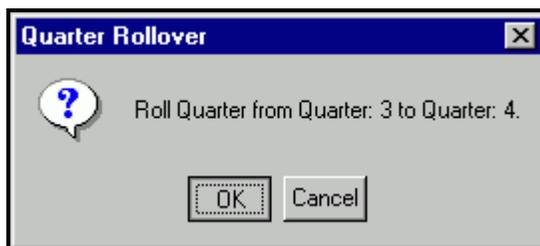
## ■ Steps for Performing Quarterly Processing

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 Module. Select the **OK** button to proceed. The **Utilities** menu **Process Quarter** item is not selectable unless it is time for quarterly processing.



**Figure 8.68**  
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 8.69**  
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.

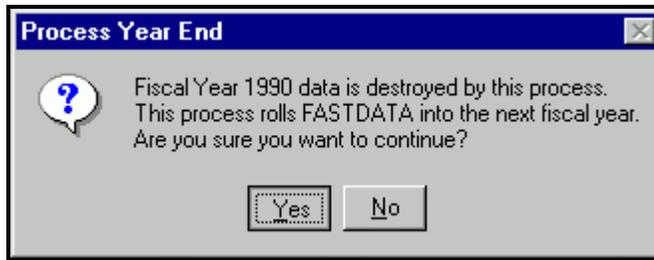
## ■ Steps for Performing Year End Processing

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. 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.

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

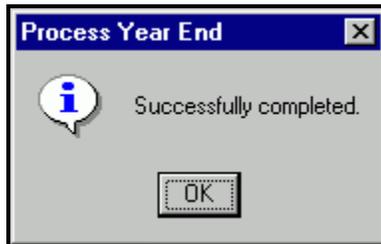
**NOTE** To perform year end processing, you must be in the current fiscal year.

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 8.70**  
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 8.71**  
Process Year End  
Completion  
Message

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