

CHAPTER 13

FASTDATA SYSTEM

13000 INTRODUCTION

The Defense Finance And Accounting Service (DFAS) provided the Navy with a system designed to enable its commands to have financial control, generate transactional data, and complete the link necessary for interfacing with the comptroller and various other systems. This system, the Funds Administration and Standardized Document Automation (FASTDATA) is the application utilized by COMOMAG and all of its units/detachment to maintain their financial framework. The FASTDATA software provides for two different levels of management, FASTDATA FA (Funds Administrator) and FASTDATA Site.

13001 DEFINITIONS

1. FASTDATA FA: The portion of the software, which is maintained by the COMOMAG Comptroller, where the funds get distributed to the different units/detachment. It is also the tool by which all the transactions get processed for further export into the supply system.
2. FASTDATA Site: The portion of the software that is installed at each unit/detachment that receives and accepts the financial control data from the comptroller. It is able to create and update printable documents, send generated transactional data, and financial status data to the comptroller.
3. DFAS/STARS: The accounting service that posts all payments for purchases of goods and/or services provided to the unit/detachment.
4. Weekly Transmittal Ledger (TL): Set of files created by FASTDATA Site on a weekly basis that are exported to the comptroller for processing. It is composed of four accounting files, one document status log, and a status of funds report. The weekly transmittal ledger is due to COMOMAG by 1200 hours each Wednesday.
5. Document Status Log (DSL): A detailed listing that is processed in site that lists all transactions, cost, and status of each. This report may be viewed, printed, and saved as an HTML file.
6. Status of Funds Report: A report which is broken down by OPTAR, authorizations, and job order numbers, and that is processed by each unit. This report may be viewed, printed, and saved as an HTML file.
7. Funding: Can be classified as administrative, mine maintenance, or reimbursable funds. They are provided to each of the units on a quarterly basis. The units/detachment should not exceed funding provided. It should, however, be wisely spent during the quarter that it was issued for.

8. Comptroller/Download File: An accounting file that is sent from FASTDATA FA to FASTDATA Site. It is to be imported immediately into Site, since it contains important changes to the financial framework.

9. Expenditure File: It contains information that was downloaded from STARS by FASTDATA FA. It is sent to the sites once a week to be imported into their systems before the next TL.

10. Military Purchase Card (MPC) File: This file contains the purchases made by the credit card-like account that have been posted by the vendors in order to get paid. This file has to be imported into Site in order to reserve funds for such transactions.

11. Reset File: File that is sent to each unit/detachment in order to fix a security violation, which is causing fatal errors in the software. It is to be imported into Site immediately upon receipt.

13002 TRAINING REQUIREMENTS

Although formal classroom training can be obtained through DFAS in Pensacola, Fl., because of the cost involved most of the site users are trained by one another. It is highly advisable that there are two people trained in the system to prevent gapping such an important position. The units/detachment receive an interactive training CD-Rom along with their installation software, which can also be downloaded from the FASTDATA website at <http://navweb.secnv.navy.mil/fastdata>.

13100 FINANCIAL FRAMEWORK

1. Each unit/detachment is responsible for reviewing on a regular basis the status of funds prior to making any new commitments to ensure proper funding is available. To do this, follow the next steps:

- a. Click on utilities on the menu bar.
- b. Click on site status.
- c. Click on the status of funds tab.

2. At this point you will see the different OPTARs being displayed. In order to pick one you must first highlight it. Once it has been selected, you may click on the authorizations button and further look at the job orders associated to the authorization. You may use the back button and navigate to other OPTARs/authorizations.

13200 MILSTRIP TYPE SOURCE DOCUMENT

1. DD Form 1348, DD Form 1348-6, and DD Form 1149 can all be used to create the MILSTRIP source documents. When created in FASTDATA, the OPTAR's status of funds is automatically updated as well as other FASTDATA files.

2. To create a source document, click the file on the menu bar and then click new document, or click on the new icon on the tool bar. You will then receive a window with tab selection for source, memo, and supplemental. Click on the source tab and then double click on the document type to be processed. Next, you will be asked to make a serial range selection according to the document that you are about to process. Highlight the appropriate range and click the OK button. Once the form comes up on your screen, fill all the empty blocks in the same manner that you would if you were doing a manual form. Notice that some elements may be "grayed out" to indicate that data may not be entered in those spaces. A downward pointed arrowhead is displayed at the end of some other elements, which is to indicate that a list box is available to fill that entry. Make sure to save all changes made on the document.

3. Upon validation of your entries, FASTDATA will issue the fourteen-digit document control number (DCN), which will be used for tracking purposes. This number will be the next in consecutive order from the last one issued.

13201 ORDER FOR WORK AND SERVICES SOURCE DOCUMENT

1. An order for work and services is a reimbursable order and is used when one component of the Navy requests work or services is performed by another component of the Navy. A commitment is generated when a NAVCOMPT Form 2275 is processed in FASTDATA.

2. To create this type of document, click on file on the menu bar and then click on new document, or click on the new icon on the tool bar. Next, you will receive a window with tab selection for source, memo, and supplemental. Click the source tab and then highlight and click the desired document type.

3. In addition, you will be asked to make a serial range selection. Fill in the NAVCOMPT Form 2275 elements in the usual manner down to block 12.

4. At this point, the cursor arrowhead will become a hand. Click the right mouse button, click new, and a new ACRN window will appear. Fill in as appropriate. Double-check any default settings that might need changing.

5. Save and continue with the rest of the entries. Upon validation of your entries, FASTDATA will issue the 15 digit document control number, which will show "WR" in positions 9 and 10 and will be used for all tracking purposes.

13202 REQUEST FOR CONTRACTUAL PROCUREMENT

1. The NAVCOMPT Form 2276 is used for requesting material, equipment, work, or services when requirements can be satisfied through contracts placed with commercial sources.

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2. Similar to any of the other source documents, the order of steps in creating a document remains the same. Either click on the new icon of the tool bar or to use the menu bar and go through the file, new document option. Once on the source tab, select the NAVCOMPT Form 2276 and the adequate serial range.

3. Fill in the data down to block 13. Notice that the line of accounting is required before entering any line items. When the cursor becomes a hand, right click, click new, and fill in the data for ACRN AA. Notice that the amount is "grayed out". This will eventually reflect the total of the amounts entered in block 15 for the line items associated to this ACRN. Click save, click close, and click yes to saving changes. When entering the line items you may enter either quantity ordered and unit price, or the line item amount. If you enter quantity ordered and unit price, the line item amount will be calculated. Click save, click close. Scroll the NAVCOMPT Form 2276 document window down and fill in the rest of the form. Click save to all changes.

4. Upon validation of your entries, FASTDATA will issue the 15 digit document control number, which will show "RC" in the 9th and 10th positions, which will be used for all tracking purposes.

13203 PRINTING REQUISITION/ORDER

1. The DD Form 282 source document is used to request printing and related services from the Defense Printing Service. An obligation transaction is generated for export to the FA for future export to the official accounting system.

a. Select DD Form 282 from the source tab of the select new document type window

b. Highlight and click the appropriate serial range

c. Click OK

2. The DD Form 282 window form is pretty straightforward. Fill out each applicable entry element and click all applicable check boxes and radio buttons. Scroll the page and enter all elements; leave the rest of the elements with the default values. Click save.

13204 CLAIM FOR REIMBURSEMENT

1. The Standard Form 1164 source document is a Claim for Reimbursement and is used to request payment for local travel and miscellaneous expenses. Entry of a Standard Form 1164 will generate an Accounts Payable Public (partial), as this document is prepared "after the fact". There will be no commitment or obligation. Available FASTDATA funds will be decreased. The accounts payable will be exported to the FA for future export to the official accounting system.

a. Select Standard Form 1164 from the source tab of the select new document type window.

b. Enter all the relevant information.

c. Scroll to the bottom of the form.

d. Right click to enter ACRN/LOA data.

e. Click new.

f. Select Job Order Number.

g. Enter an amount.

h. Click save.

i. Click close.

j. Scroll back to the top of the form.

k. Enter the data down to block 6.

l. Enter the current mileage rate.

2. At block 6, the cursor will again become a hand. Right click the mouse and select new.

a. Enter the current month and day.

b. Select the expense code of A.

c. Enter the from location, and to location.

d. Enter the number of miles and tab.

e. Enter any additional expenses.

f. Click save.

g. Click OK.

13205 REQUEST, AUTHORIZATION AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT

1. The DD Form 1556 source document is normally filled out as a request for training of a group of attendees or a single attendee. There can be cost or no-cost associated with this document. The cost can be divided between direct and indirect. Only those costs entered as direct will be used to adjust funding and appear on a transaction.

a. Select the DD Form 1556 from the source tab of the select new document type window

- b. Select the appropriate serial range
2. Block 1 is not available for data entry. In FASTDATA, the person or persons attending the training will be entered in a special box area at the end of this form. If only one person is entered, when this document is printed the person will be printed in block 1. If more than one person is entered, then when printed, Block 1 will state, "see attached".

- a. Enter data in blocks A, B, C, and D
- b. In the item number area, right click the mouse and click on new
- c. Fill in the data for the first item
- d. Save the new trainee and enter a second item if necessary, otherwise close the window
- e. Put a check in the checkbox for acceptance
- f. Enter the accepting official's name
- g. Use today's date for the accepting date
- h. Enter in OPTAR log
- i. Click save
- j. Click no to creating another

13300 MILITARY PURCHASE CARD (MPC) IMPORTS

1. Import of the Military Purchase Card (MPC) is the process whereby the actual transactions from CitiDirect are recorded at a FASTDATA site. As often as available, the units/detachment will receive an MPC file from COMOMAG. This file contains detailed data on the most recent transactions generated by the government purchase card. In order to import this file the following steps must be followed:

- a. Upon receipt of the file, save it to a disk
- b. Log on to the FASTDATA site and choose utilities from the menu bar
- c. Click on external interface
- d. Click on import external transaction
- e. Click on Military Purchase Card (MPC)
- f. Choose the "A" drive where the disk is inserted

- g. Click on import
2. Once the process is completed, print out the report on the screen and file it away.
3. If problems arise, the report is the tool to determine where the discrepancy lies. Contact COMOMAG to obtain assistance in case there are any suspended (invalid) transactions.

13301 CREDIT CARD X-REFERENCE PROCESS

1. Any other source or memo entries that have been made in advance for reservation of funds of the actual credit card purchase would in essence make the site double-obligated. To correct this, a user must process a credit card X-reference as follows:
 - a. Click on utilities from the menu bar
 - b. Click on credit card X-reference and receive a window
2. A list of all memorandum credit cards and MPCs that have not been involved in a prior cross reference action, released and exported will be provided.
 - a. Click on the drop list for requisition/ACRN
 - b. Select the desired document
 - c. Check the release check box and save

13400 ACCEPTANCE PROCESS

1. An acceptance must be done before any receipt (partial or final) or expenditure (partial or final) can be posted against a document.
 - a. Highlight accept document from the file drop list
 - b. Slide cursor to highlight and click New
 - c. Select the document
 - d. Enter the accepting official's name
 - e. Click OK

13401 RECEIPT PROCESS

1. The receipt process allows entry of receipts against any source document. The exception documents are initially recorded as accounts payable transactions. Receipts generate transactions that are exported to the FA and recorded as accounts payable in the official accounting system.

2. The following logic applies when recording receipts:

a. NAVCOMPT Form 2276, DD Form 1348-6, and DD Form 1149 documents must have contract information recorded prior to entering receipts.

b. NAVCOMPT Form 2275 and DD Form 1556 documents must be accepted before receipts can be recorded.

c. DD Form 448 documents must be accepted and contract information recorded before receipts can be entered.

d. Receipts cannot be updated after the receipt has been exported to the FA.

e. A receipt cannot be entered unless there is an obligation or commitment already recorded.

f. FASTDATA will decrease available funds if the cumulative cost of receipt is greater than the ordered amount.

3. The steps to process a receipt are as follows:

a. Under file, highlight the receipt process and click new

b. Select the desired document and click OK

c. Select partial/final entry as appropriate

d. Enter the quantity received

e. Enter the amount received

f. Click save and click no to creating another.

13402 EXPENDITURE PROCESS

1. The expenditure process allows entry and viewing of expenditures. Manual entry of expenditures is not necessary when expenditure transactions are recorded in the official accounting system and will be made available for import to FASTDATA, as in COMOMAG's case, unless directed to do so by the Comptroller. An expenditure against a DCN that is not within FASTDATA is recorded as a "non-preceded" expenditure and will impact the status of funds. Available funds will be decreased by the total amount of the non-preceded expenditure.

a. From the menu bar file, highlight expenditure process, slide, and click new. A DCN entry/selection window will appear.

b. From the drop down list, select the document number

c. Click OK

d. Select the expenditure partial or final

- e. Enter the quantity
- f. Enter the amount expended
- g. Click save

2. Most units/detachment will not be asked to process manual expenditures except on specific cases. Instead they are expected to import the expenditure file that is sent to them once a week. Expenditures are provided by the FA through the site export process. The file of expenditures will be matched on DCN, ACRN, and JON during the import process. This can result in transactions that are referred to as valid-matched, valid non-preceded, and suspended. The steps to properly import this file are:

- a. From the menu bar, click on utilities
- b. Click on import comptroller data
- c. Import the file that you have saved on to your disk.
- d. Click OK
- e. After the import has been completed, print out the on the screen and file the report away
- f. Click on close

13403 CANCELLATION PROCESS

1. The cancel document option allows cancellation of most source documents. FASTDATA does not allow cancellation when the following applies:

- a. Contract information has been entered on a document
- b. Receipts or expenditures have been posted to a document
- c. A NAVCOMPT Form 2275, DD Form 1556, or DD Form 448 has been accepted
- d. An imported MPC may not have been cancelled

2. In order to cancel a document, the document must first be displayed.

- a. Click file from the menu bar
- b. Click display document
- c. Select the document number

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- d. Click OK and the document will be displayed
 - e. Again click file from the menu bar
3. This time there will be a listed option of cancel document.
- a. Click cancel document
 - b. Click yes
 - c. Click OK to the successful message
 - d. Close the display window

13404 CONTRACT DATA ENTRY

1. Use the contract process file list selection to enter contract data against previously entered requisitions. This can produce OPTAR funds adjustments and create transactions for export to the FA. The contract process from the menu bar file selection list allows entry of contract information (from contracts issued elsewhere) at the requisition/purchase request ACRN level. Modification of previously entered contract information is also available through this selection.

- a. Under file, click new from the contract process
- b. Highlight the document number from the DCN selection window
- c. Click OK
- d. Enter the contract number
- e. Select the contract partial indicator
- f. Enter the ACRN contract amount
- g. Click save

13405 AMENDMENT PROCESS

1. The amend document process allows creating amendments to NAVCOMPT Form 2275, NAVCOMPT Form 2276, DD Form 1556, and DD Form 448 source documents. Amendments are used to communicate changes to the basic document, such as changes in quantities and amounts, adding new ACRNs, etc. Amendments that affect an OPTAR's fund status will also create accounting transactions. Entering an amendment is basically the same as entering a new document, as the full key for a document in FASTDATA is DCN and amendment number. For the original, the amendment number is "00". Each amendment falls under the same rules as the original for acceptance, enter contract, etc.

- a. Click file, amend document. In the DCN selection window, highlight the document to be amended
- b. A window will appear with the basic data being displayed
- c. Enter any new data
- d. Click save
- e. Click close
- f. Display the document

13500 PROCESSING THE WEEKLY TRANSMITTAL LETTER

1. The transactions that have been created by units/detachment users, the transactions that have been imported from various external systems, erroneous expenditures, cost redistribution actions, and financial status all need to be exported to the FA for review and applicable forwarding to official accounting system. Exporting of the accounting transactions that have not previously been submitted to the FA should take place every Wednesday. This is accomplished by using the "build accounting batch selection." This will create a file of all previously unsent transactions, including what came in on any external interfaces, and the new obligation amounts and last used serial range number (financial framework) for transmitting to the FA.

- a. Click on utilities from the menu bar
- b. Highlight export and click on build accounting batch to receive a location window
- c. Enter the location, usually the "A" drive
- d. Uncheck the "print export report"
- e. Click OK

2. A series of information windows will display before the process finishes. When the successful message appears, click OK.

3. This file should be sent to COMOMAG either via e-mail or WinSalts so the FA can import them, review them, and forward them to the official accounting system.

13501 DOCUMENT STATUS LOG

1. This report provides status of each DCN/ACRN at the unit/detachment and detailed totals at selected levels. It is an important part of the weekly transmittal letter that is submitted by all the units/detachment to the FA every Wednesday. To process this report:

- a. Click reports from the menu bar
- b. Select the document status log report and receive a criteria window
- c. Leave all criteria unselected
- d. Click OK
- e. Browse the report
- f. Click the "save as" icon and receive another window
- g. Name the file as "DSL"
- h. Change the save type to "HTML table"
- i. Save to a disk ("A" drive)

13502 STATUS OF FUNDS REPORT

1. This report provides a selectable summary or detailed status of funds corresponding to OPTAR IDs and OPTAR names. If no criteria are selected, both reimbursable and direct OPTARs will be reported. The detailed reports provide authorization and obligation totals and remaining available balance for each individual authorization line within the OPTAR. To process this report:

- a. Click reports from the menu bar
- b. Select the status of funds report and receive a criteria window
- c. Leave all criteria unselected
- d. Click OK
- e. Browse the report
- f. Click the save as icon and receive another window
- g. Name the file as "SOF"
- h. Change the save as type to "HTML table"
- i. Save to a disk ("A" drive)

13503 CORRECTION AFTER EXPORT

1. The correction after export process will allow the following:

a. Document number correction of a memo record if the "from" DCN has no receipts or expenditures, or is an initial receipt, and the "to" does not exist.

b. Correction of the DCN of non-preceded expenditure to another non-preceded DCN or to an existing DCN.

c. Job order number correction provided that it does not result in a change to the original line of accounting.

d. Expense element correction. This is also applicable to the OMB object class.

e. Quantity correction. If quantity is the only correction, no transaction will result.

f. Correction of the receipt amount.

g. Correction of partial or final code for receipts or expenditures.

h. Correction of contract number and/or DO/BPA call if the contract is not a DD Form 1155 entered by a unit/detachment.

2. To get to the correction after export process, click update document from the file selection on the menu bar. A selection window will be provided.

a. Select the document to be corrected

b. Click OK and receive another window.

c. On the left side of the window is "display only" data of the existing selected DCN. On the right side of the window is the DCN data and eligible elements for change.

d. Change the data as needed

e. Click the save button

13504 COST REDISTRIBUTION

1. This process will probably be directed to be done by the FA. Cost redistribution works with expenditures that have been imported from the FA. Basically, the cost redistribution process provides a way to select an expenditure and give all or part of the amount to other DCN/ACRN/JONs. Unit/detachment funding will be adjusted at the time of the cost redistribution save action. When the FA receives the transaction, the FA will forward the redistribution to the official accounting system. To get to the redistribution process:

a. Click on utilities

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- b. Click on cost redistribution
- c. Click on new and receive a DCN selection window
- d. Highlight the document and click OK

2. Notice that the selected "from" expenditure data appears at the top of the window. The distributed documents area is similar to ACRN and line item areas on document creation. When the cursor is positioned there it will change into a hand.

a. Right click the mouse, click new and receive another DCN/ACRN selection window. This window provides selection of a "to" DCN.

- b. Scroll and highlight the DCN to receive the expenditure
- c. Click OK
- d. Fill in the necessary data, and click save