



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
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GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 7042.1D

N4

JUN 12 1998

NTC GREAT LAKES (COMPLEX) INSTRUCTION 7042.1D

From: Commander, Naval Training Center, Great Lakes

Subj: OPTAR RECORD KEEPING PROCEDURES

Ref: (a) ASN(FM&C) memo of 8 Apr 98
(b) FASTDATA Site User Manual

1. Purpose. To provide standard procedures for maintaining Cost Center/Sub-Cost Center (CC/SCC) OPTAR records and reconciling same to the official accounting records.

2. Cancellation. NTCGLAKESINST 7042.1C

3. Background.

a. There are severe penalties for spending more funds than have been authorized or for spending funds for unauthorized purposes. These penalties are assessed by applying the provisions of Public Law Section 1517 R.S. While this section is directed primarily to the holder of the operation budget, penalties may be assessed to all concerned if it is determined that carelessness or imprudent management caused the over or improper spending.

b. The prescribed method of controlling funds at the cost center level for all Naval Training Center component commands will be through the use of the Fund Administration & Standardized Document Automation System (FASTDATA). Reference (a) endorsed FASTDATA as the primary source data automation tool for use by ashore, field level, Navy activities along with the Standard Accounting and Reporting System (STARS-FL).

c. The OPTAR record keeper, normally the Cost Center Administrator, must utilize funds and keep records in such a way that the credibility of the records cannot be questioned. It is anticipated that standardization of OPTAR record keeping and reconciliation procedures will:

(1) Provide better overall control and promote maximum usage of available resources.

(2) Correct current deficiencies in both record keeping procedures and assist in identifying the official accounting procedures.

JUN 12 1998

(3) Provide operating guidelines for inexperienced personnel assigned Cost Center Administrators' duties and serve as a useful tool in providing needed training.

(4) Facilitate conducting internal review of cost center records on a periodic basis.

4. Procedures.

a. Funding for OPTAR keepers outside of Building 1 is received via E-mail from the Naval Training Center Accounting Division (Code T42), and is normally issued on a quarterly basis, although occasionally additional funding is authorized more frequently if needed. OPTAR keepers resident to Building 1 will have funding uploaded to their FASTDATA system files by the NTC Accounting Division. E-mail authorization files are listed as attachments and will be labeled AC20 through AC90. Files should be copied to a reformatted diskette and loaded into FASTDATA in accordance with procedures listed in Chapter 13 of reference (b), H: Comptroller Interface, C: Receive System Info from Comptroller.

b. The requisitioning of material/services is, in most cost centers, the responsibility of the OPTAR record keeper who may or may not also be the Cost Center Administrator. In some instances procedures are established where the actual documents are prepared elsewhere and copies are forwarded to the OPTAR record keeper. In either situation, controls must be established to ensure all documents affecting funding are received and expeditiously posted into FASTDATA. There are two ways documents are entered into the official accounting systems via FASTDATA.

(1) The source document used to requisition material/services can be prepared in FASTDATA using Chapter 6 of reference (b). The completed document can be printed and forwarded for signature to the Cost Center Administrator, Chapter 10 of reference (b) contains print procedures. Use of the source document preparation in FASTDATA is recommended.

(2) When the source document has already been prepared and signed copies of appropriate funding documents are forwarded to the OPTAR keeper, the document can be entered as a memorandum record. Chapter 7 of reference (b) applies. This method is not recommended for work requests, project orders, nor open purchases. Memorandum records cannot be amended in FASTDATA.

JUN 12 1998

c. In addition to initial input of documents, they must also be maintained. Maintenance includes receipt processing, cancellations, updates for corrections, acceptances, amendments, and entering of applicable contract numbers to clear documents from commitment to obligation. Chapter 8 of reference (b) contains FASTDATA applicable procedures. Maintenance of documents has a direct impact on available funding within an OPTAR and is required for accurate reconciliation. Included in this process are:

(1) Cancellations. Any source document that has been canceled or disapproved must be canceled in FASTDATA in order to deobligate the funds.

(2) Acceptance. Work requests (WR), Project orders (PO), and Military Interdepartmental Purchase Requests (MIPR) require an acceptance signature before funds are to be obligated. Initial entry in FASTDATA passes a commitment to STARS. When the acceptance copy is received, it is to be posted in FASTDATA and this will then create the obligation.

(3) Enter/Update Contract. Requests for Contractual Procurement (RC) Form NC2276 will submit only a commitment to STARS upon initial entry. When a contract is awarded, the contract number must be entered in FASTDATA to create the obligation. NC2276's for credit card purchases must be proofed by Naval Training Center Supply Department (Code N2). After approval is made, an entry must be made in FASTDATA to create the obligation. Credit card purchases will contain the Standard Document Number for the contract number.

(4) Receipt Processing. Receipts need to be posted in FASTDATA when materials/services are received. Entry of a Final receipt will liquidate all remaining funds on that document number. It is important to enter recurring contract receipts as partial until completed in order for the funds for future payments to remain available. Corrections to final/partial code entered for receipts and payments can be made in FASTDATA under C: Maintain, A: Update Document. Job order numbers, expense elements and quantities can also be corrected in this manner.

d. Each OPTAR keeper outside of Building 1 needs to E-mail a weekly batch to the NTC Accounting Division by noon on Thursdays unless otherwise directed by the Comptroller. A batch also needs to be sent on the 15th and the last work day of each month. Procedures for building batches for uploading to the official

JUN 12 1998

accounting system are contained in Chapter 13 of reference (b), H: Comptroller Interface, A: Build Accounting Batch. Files to be attached to the E-mail should be AG10 through AG40 and FYSiteCC file. A copy of all signed funding documents except 1348's should be forwarded to the NTC Accounting Division. There are no exceptions to this requirement.

e. Expenditures/disbursements are payments processed through the Defense Finance and Accounting Service (DFAS). Disbursement files are retrieved by the NTC Accounting Division on a weekly basis from STARS. Cost centers will not necessarily have expenditures every week. Expenditure batches will be sent to each OPTAR keeper via E-mail. Batches are sequential and each OPTAR keeper needs to be certain they are all loaded into FASTDATA in the proper order. Chapter 13 of reference (b) applies, H: Comptroller Interface, D: Post Expenditure Info from Accounting.

f. The Status of Funds Report, FASTDATA Document Status Log, and the Non-Preceded Expenditures Report should be produced and reviewed at each cost center on a weekly basis. Chapter 15 of reference (b) contains instructions for producing these reports and Appendix (E) contains copies of all the available reports in FASTDATA. Additional requirements:

(1) Status of Funds Report should be reviewed by the Cost Center Administrator.

(2) FASTDATA Document Status Log. A complete copy needs to be forwarded to the NTC Accounting Division upon close of business the last workday of each month. All expenditures need to be downloaded prior to producing the report.

(3) Non-Preceded Expenditures Report. This report needs to be printed after each expenditure disk is entered into FASTDATA. It contains payments that did not have an obligation in FASTDATA. Research needs to be conducted to identify the discrepancy. OPTAR keepers need to contact NTC Accounting Division for coordination of corrective action. This report also needs to be forwarded to the NTC Accounting Division upon close of business the last workday of each month.

5. Reconciliation of OPTAR Records to Official Accounting Records.

a. Reconciliation will be completed by the NTC Accounting Division. It is imperative the reports listed in 4f above be forwarded within the time frames stated.

JUN 12 1998

6. Active Document Listing.

a. Each quarter the NTC Accounting Division will send an original of the Active Document Listing to each Cost Center Administrator for FY97 and prior years only. This report identifies the documents still outstanding in the accounting system. It should be annotated and returned by the 15th of the month following receipt.

7. Action.

a. Cost Center Administrators shall ensure the procedures in this instruction are followed unless specific written approval to deviate has been received from the Naval Training Center Comptroller.

b. Cost Center Administrators shall ensure all OPTAR keepers are thoroughly briefed and understand the phasing plan for the site they are responsible for.

c. As cited on the NAVCOMPT 2168 Resource Authorization, the quarterly obligation rate for each component will end at 99 percent or more unless Naval Training Center Comptroller permits a deviation.

d. Cost Center Administrators shall ensure all obligations for the close out of a fiscal year are entered into FASTDATA by the time frames established by the NTC Comptroller. Transactions that become an unmatched disbursement due to not being entered into FASTDATA at the close of the fiscal year will be required to be obligated under the new fiscal year's operating budget.



C. B. MARTIN
Chief of Staff, Operations

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NAVAL TRAINING CENTER
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JUN 03 1990

NTC GREAT LAKES (COMPLEX) INSTRUCTION 7042.1D CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: OPTAR RECORD KEEPING PROCEDURES

1. Purpose. To issue changes 1 to basic instruction.
2. Action. Make the following changes to the basic instruction.
 - a. Paragraph 6.a Delete "for FY97 and prior years only."

A handwritten signature in black ink, appearing to read "G. L. Gerard".

G. L. GERARD
Chief of Staff, Operations

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