Operating Target Search

Overview

The Materiel Management/Inventory Control Point module Operating Target (OPTAR) process provides the ability to read, add, or update an Operating Target.

The Operating Target is used for financial obligations and is selected for non-free Requisitions to the track the funds utilized for a specific budget.

Materiel Management/Inventory Control Point users must have the *Financial Manager* role for Read/Add/Update access.
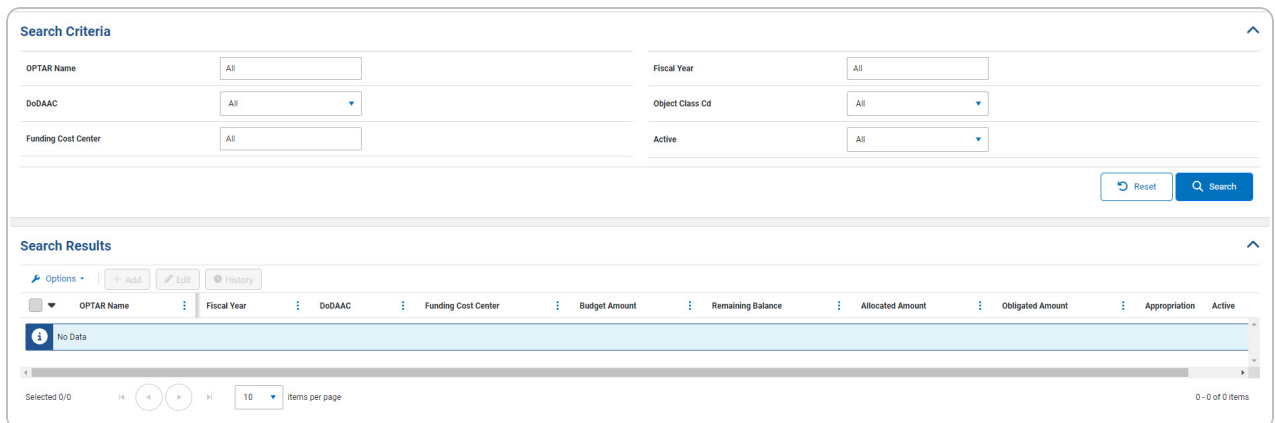
Navigation

Master Data MGMT > Operating Target > Operating Target (OPTAR) Search page

Procedures

Search for an Operating Target (OPTAR)

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟲ Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.
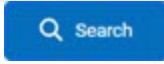
Search Criteria					
OPTAR Name	All		Fiscal Year	All	
DoDAAC	All ▼		Object Class Cd	All ▼	
Funding Cost Center	All		Active	All ▼	

⟲ Reset   🔍 Search

Search Results

🔧 Options ▾ | ✚ Add | ✎ Edit | 🕐 History

☐ ▾	OPTAR Name	Fiscal Year	DoDAAC	Funding Cost Center	Budget Amount	Remaining Balance	Allocated Amount	Obligated Amount	Appropriation	Active
ℹ No Data										

Selected 0/0 |◄ ◄ ► ►| 10 ▼   Items per page   0 - 0 of 0 items

2. Select [Search]. *The results display in the Search Results grid.*

Search Results

Options ▾ | + Add | ✎ Edit | ⟳ History

	OPTAR Name	Fiscal Year	DoDAAC	Funding Cost Center	Budget Amount	Remaining Balance	Allocated Amount	Obligated Amount	Appropriation	Active
☐	Housing	2024	H92180	Test101	$1,000,000.00	$1,000,000.00	$0.00	$0.00	17	Yes
☐	Housing	2024	H92180	cc911	$500,000.00	$500,000.00	$0.00	$0.00	17	Yes
☐	Specwar Optar	2023	H92180	cc911	$250,000.00	$250,000.00	$0.00	$0.00	17	Yes
☐	testgail	2024	H92180	cc911	$1,000.00	$1,000.00	$0.00	$0.00	17	Yes

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Add an Operating Target

Navigation

Master Data MGMT > Operating Target > Operating Target Search > [+ Add] > Add Operating Target page

Procedures

Add an Operating Target

Selecting [⊗ Cancel] at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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1-844-843-3727

1.   Select [✏ Edit]. *The **Add Operating Target** slide-out window appears on the right.*

2.   *Complete the Operating Target Information panel.*

   A.   Enter the OPTAR Name in the field provided. *This is a 60 alphanumeric character field.*

   B.   Enter the Fiscal Year in the field provided. *This is a 4 numeric character field.*

   C.   Use ▾ to select the Appropriation.

   > **Helpful Tip**
   >
   > 🔆   The Funding Cost Center field becomes available after the Appropriation is selected.

   D.   Enter the Funding Cost Center, or use 🔍 to assist with the entry. *This is an 11 alpha-numeric character field.*

E.   Use ▾ to select the Object Class Cd.

F.   Use ▴▾ to choose the Budget Amount.

G.   Click 🔘 to select the Active. *When selected, indicates the Operating Target is currently active.*

3.   *Complete the Remarks panel.*

4.   Select [💾 Save]. *The slide-out windows closes and*

   ✅ Operating Target Test 3 added.

   appears on the lower right-hand corner.

Update an Operating Target

Navigation

Master Data MGMT > Operating Target > Operating Target Search > ☐ (desired record) > ✏ Edit > Edit Operating Target slide-out window

Procedures

Update an Operating Target

Selecting [❌ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select [Edit]. *The Edit Operating Target slide-out window appears on the right.*
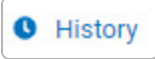

2. *Update the Operating Target Information panel.*

3. *Update the Remarks panel.*

4. Select [Save]. *The slide-out windows closes and*

appears on the lower right-hand corner.

View the Operating Target History

Navigation

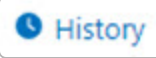Master Data MGMT > Operating Target > Search > [Q Search] > [ ] (desired record) > [🕐 History] > Operating Target History slide-out window

Procedures

View the Operating Target History

Selecting [❌ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click [ ] to select the entry. *The OPTAR Name is highlighted, and* [✏ Edit] *and* [🕐 History] *become available.*

2. Select [🕐 History]. *The **Operating Target History** slide-out window appears.*

Operating Target History   ✕

▶ Instructions / Help

🔧 Options ▾

Last Updated Dt/Tm ↓		OPTAR Name		DoDAAC		Appropriation	Budget Amount		Fun
10/04/2024 05:19 PM		Test		BR00KS		12	$1,200.00		ABC

Selected 0/1 |◀ ◀ 1 ▶ ▶| 10 ▼ items per page   1 - 1 of 1 items

[❌ Cancel]

Last Updated Dt/Tm ↓		OPTAR Name		DoDAAC		Appropriation	Budget Amount	Funding Cost Center		Object Class Cd		Remaining Balance		Allocated Amount		Obligated Amount		Fiscal Year		History Remarks	
10/04/2024 08:48 PM		Test		BR00KS		12	$300.00	ABCDE		Rent, Communications, and Utilities (O/C 23)		$300.00		$0.00		$0.00		2024		--	
10/04/2024 05:19 PM		Test		BR00KS		12	$1,200.00	ABCDE		Rent, Communications, and Utilities (O/C 23)		$1,200.00		$0.00		$0.00		2024		--	

Selected 0/2 |◀ ◀ 1 ▶ ▶| 10 ▼ items per page   1 - 2 of 2 items