



Operating Target Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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 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) page

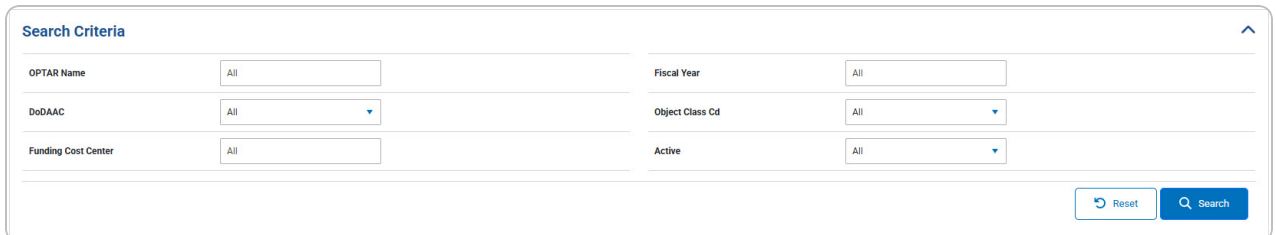
Procedures

Search for an Operating Target (OPTAR)

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

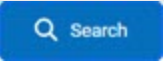
results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.





Help Reference Guide

2. Select . 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
☐	EQUIPMENT	2025	W24JCM	FREEDOM	\$15,000,000.00	\$15,000,000.00	\$0.00	\$0.00	JK	Yes
☐	MERICA	2024	W24JCM	FREEDOM	\$15.00	\$15.00	\$0.00	\$0.00	JK	Yes

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Add an Operating Target

Navigation

Master Data MGMT > Operating Target > Operating Target Search >  > Add Operating Target slide-out window

Procedures

Add an Operating Target

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





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

Add Operating Target

[Instructions / Help](#)

Operating Target Information

* OPTAR Name

* Fiscal Year

* DoDAAC

Select an Item

* Funding Cost Center

* Appropriation

* Object Class Cd

Select an Item

* Budget Amount

\$0.00

*

Active

Remarks

Remarks

History Remarks

Cancel

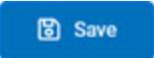
Save

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 DoDAAC.
 - D. Enter the Funding Cost Center, or use  to assist with the entry. *This is an 11 alphanumeric character field.*
 - E. *The Appropriation automatically populates and is not editable.*
 - F. Use  to select the Object Class Cd.
 - G. Use  to choose the Budget Amount.





Help Reference Guide

- H. Click  to select the Active. *When selected, indicates the Operating Target is currently active.*
3. Complete the Remarks panel.
4. Select . *The slide-out window closes and the*
 *toast appears on the lower right-hand corner.*





Update an Operating Target

Navigation

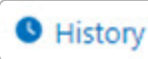
Master Data MGMT > Operating Target > Operating Target Search >  (desired record) >

 > Edit Operating Target slide-out window

Procedures

Update an Operating Target

Selecting  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  and  become available.
2. Select . The **Edit Operating Target** slide-out window appears on the right.





Help Reference Guide

Edit Operating Target
×

▶ Instructions / Help

Operating Target Information

OPTAR Name

Housing

Budget Amount

\$250,000.00

Fiscal Year

2024

Revised Budget Amount

DoDAAC

H92165

Remaining Balance

\$250,000.00

Funding Cost Center

DAITest10005

×

🔍

Allocated Amount

\$0.00

Appropriation

11

Obligated Amount

\$0.00

Object Class Cd

Select an Item

Active

☒

Remarks

Remarks

Test

History Remarks

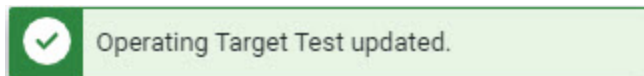
× Cancel

📁 Save

3. Update the Operating Target Information panel.

4. Update the Remarks panel.

5. Select . The slide-out window closes and the



toast appears on the lower right-hand corner.

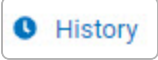




View the Operating Target History

Navigation

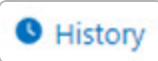
Master Data MGMT > Operating Target > Search >  (desired record) >

 > Operating Target History slide-out window

Procedures

View the Operating Target History

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

- Click  to select the entry. The **OPTAR Name** is highlighted, and  and  become available.
- Select . The **Operating Target History** slide-out window appears.

Operating Target History

Instructions / Help

Options

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
12/03/2024 03:07 PM	Housing	H92165	11	\$250,000.00	DAITest10005	Rent, Communications, and Utilities (O/C 23)	\$250,000.00	\$0.00	\$0.00	2024	--
12/03/2024 03:07 PM	Housing	H92180	17	\$250,000.00	Test101	Rent, Communications, and Utilities (O/C 23)	\$250,000.00	\$0.00	\$0.00	2024	--
09/13/2024 10:31 AM	Housing	H92180	17	\$1,000,000.00	Test101	Rent, Communications, and Utilities (O/C 23)	\$1,000,000.00	\$0.00	\$0.00	2024	--

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10

Items per page

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Cancel

