



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.

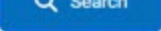
Search Criteria ^

OPTAR Name	All	Fiscal Year	All
DoDAAC	All	Object Class Cd	All
Funding Cost Center	All	Active	All





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 ^

<p>* OPTAR Name <input style="width: 100%;" type="text"/></p> <p>* Fiscal Year <input style="width: 100%;" type="text"/></p> <p>* DoDAAC <input style="width: 100%;" type="text" value="Select an Item"/></p> <p>* Funding Cost Center <input style="width: 100%;" type="text" value=""/></p>	<p>* Appropriation <input style="width: 100%;" type="text" value=""/></p> <p>* Object Class Cd <input style="width: 100%;" type="text" value="Select an Item"/></p> <p>* Budget Amount <input style="width: 100%;" type="text" value="\$0.00"/></p> <p>* <input checked="" type="checkbox"/> Active</p>
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Remarks ^

<p>Remarks <input style="width: 100%;" type="text"/></p>	<p>History Remarks <input style="width: 100%;" type="text"/></p>
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✕ 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.





Edit Operating Target
✕

▶ [Instructions / Help](#)

Operating Target Information ⤴

OPTAR Name <input style="width: 80%;" type="text" value="Housing"/>	Budget Amount <input style="width: 80%;" type="text" value="\$250,000.00"/>
Fiscal Year <input style="width: 80%;" type="text" value="2024"/>	Revised Budget Amount <input style="width: 80%;" type="text"/>
DoDAAC <input style="width: 80%;" type="text" value="H92165"/>	Remaining Balance <input style="width: 80%;" type="text" value="\$250,000.00"/>
Funding Cost Center <input style="width: 80%;" type="text" value="DAITest10005"/>	Allocated Amount <input style="width: 80%;" type="text" value="\$0.00"/>
Appropriation <input style="width: 80%;" type="text" value="11"/>	Obligated Amount <input style="width: 80%;" type="text" value="\$0.00"/>
Object Class Cd <input style="width: 80%;" type="text" value="Select an Item"/>	<input checked="" type="checkbox"/> Active

Remarks ⤴

Remarks <input style="width: 80%;" type="text" value="Test"/>	History Remarks <input style="width: 80%;" type="text"/>
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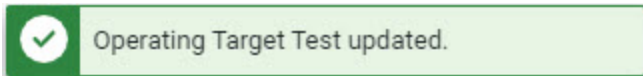
✕ Cancel

Save

3. Update the Operating Target Information panel.

4. Update the Remarks panel.

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



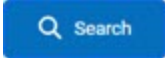

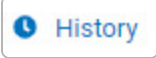
toast appears on the lower right-hand corner.






View the Operating Target History




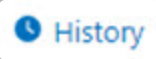
Navigation

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 (OVC 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 (OVC 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 (OVC 23)	\$1,000,000.00	\$0.00	\$0.00	2024	--

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