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 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

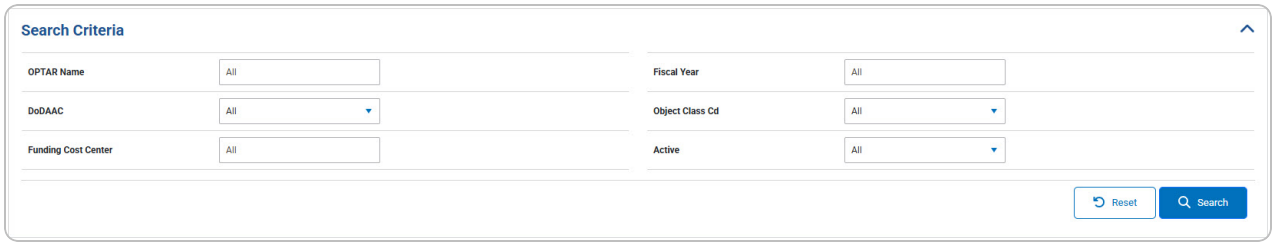
Master Data MGMT > Operating Target > Operating Target (OPTAR) page

Procedures

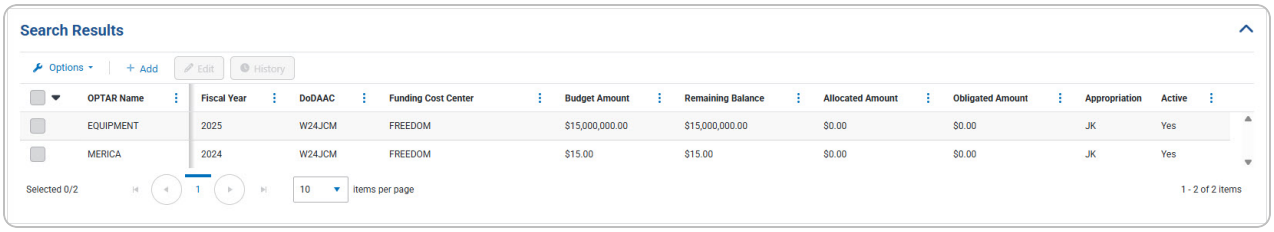
Search for an Operating Target (OPTAR)

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.



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



Add an Operating Target

Navigation

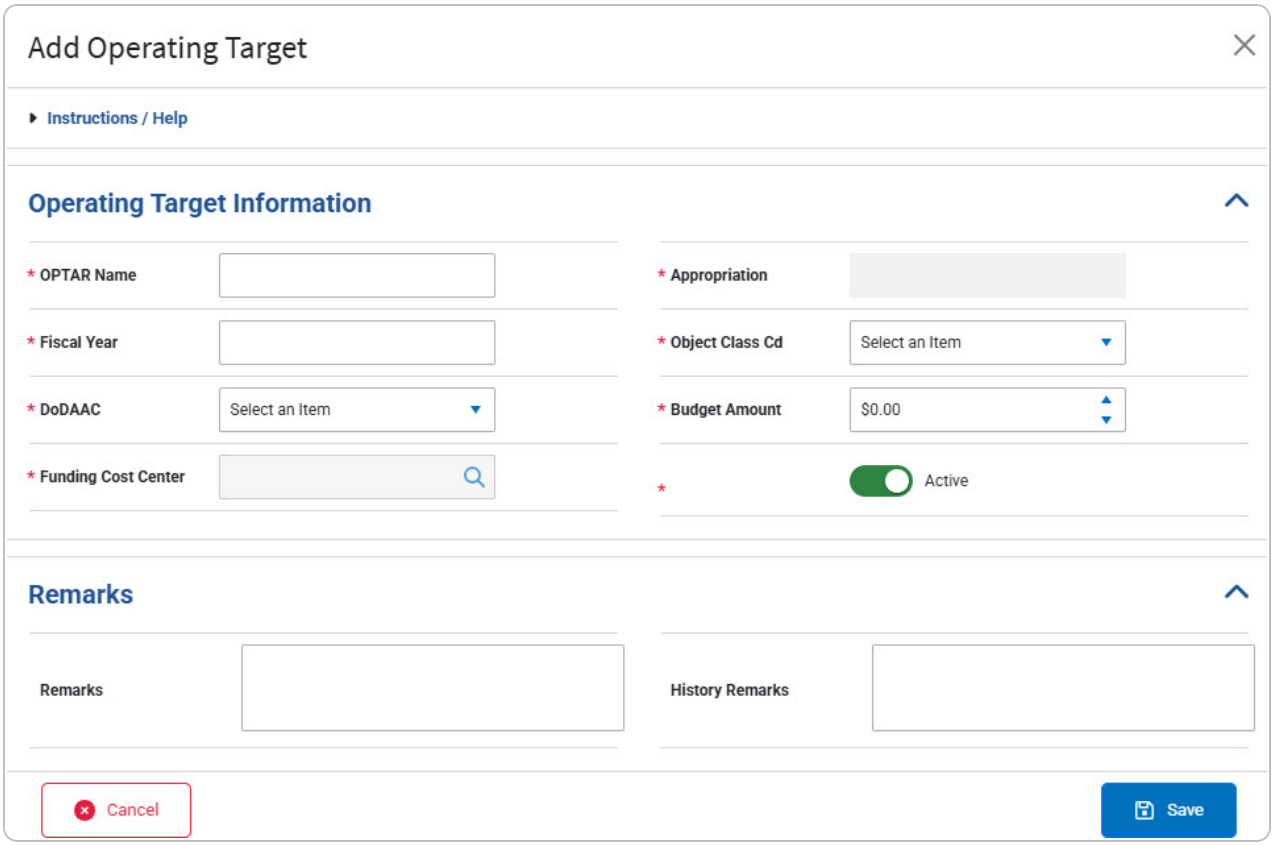
Master Data MGMT > Operating Target > Operating Target Search > + Add > Add Operating Target slide-out window

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.*

1. Select + Add. *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 DoDAAC.

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

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

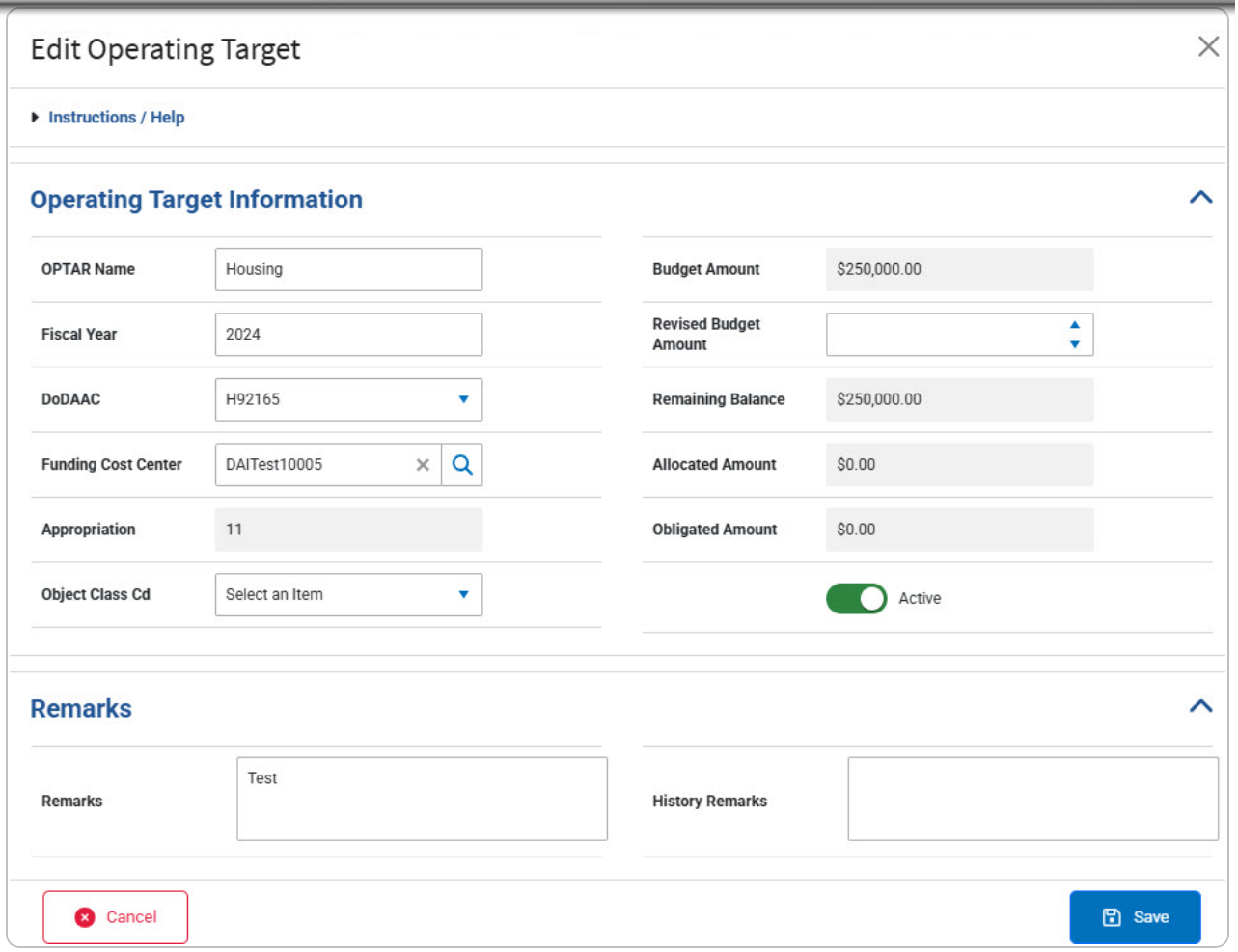
Master Data MGMT > Operating Target > Operating Target Search > (desired record) > Edit > Edit Operating Target slide-out window

Procedures

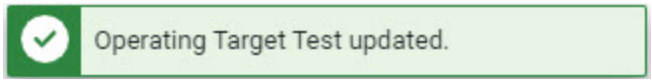
Update an Operating Target

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

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



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 > 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.*

