



# Operating Target Search

## Overview

The Maintenance and Utilization 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.

M&U users must have the *Maintenance Director* or *M&U Officer* role for Read/Add/Update access.


## Navigation

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

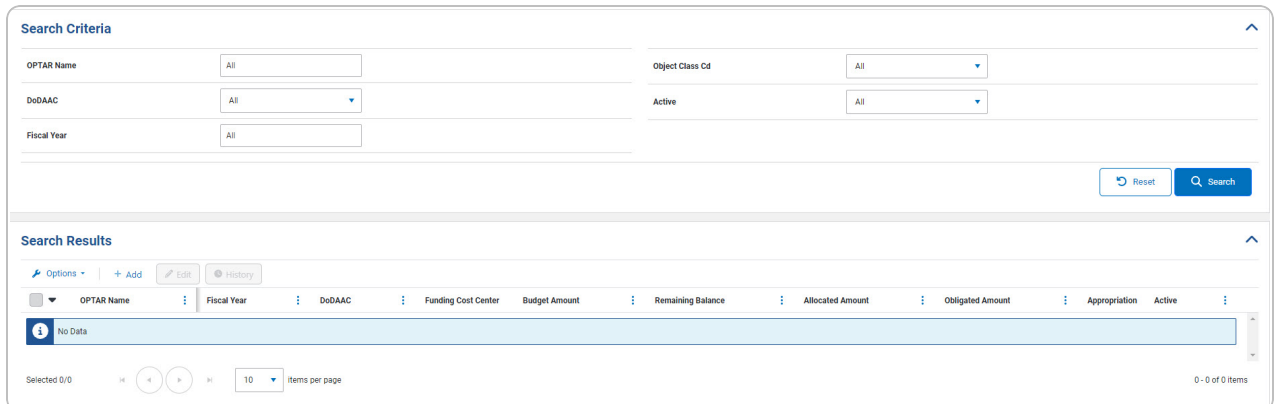
## Procedures

### 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  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.



The screenshot shows the 'Search Criteria' panel with the following fields:

- OPTAR Name: All
- Object Class Cd: All
- DODAAC: All
- Active: All
- Fiscal Year: All

Buttons: 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
No Data									

Selected 0/0 | 10 items per page | 0 - 0 of 0 items





## Help Reference Guide

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

Search Results

Options + Add Edit History

<input type="checkbox"/>	OPTAR Name	Fiscal Year	DoDAAC	Funding Cost Center	Budget Amount	Remaining Balance	Allocated Amount	Obligated Amount	Appropriation	Active
<input type="checkbox"/>	Test 1	2024	BROOKS	ABCDE	\$3,000.00	\$3,000.00	\$0.00	\$0.00	12	Yes

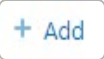
Selected 0/0    10 items per page    0 - 0 of 0 items






# Add an Operating Target

## Navigation

Master Data > Operating Target > Operating Target Search >  > Add Operating Target page

## 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  **Edit**. The **Add Operating Target** slide-out window appears on the right.

Add Operating Target
✕

[▶ Instructions / Help](#)

### Operating Target Information ^

<div style="margin-bottom: 10px;">* OPTAR Name <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 10px;">* Fiscal Year <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 10px;">DoDAAC <span style="background-color: #f0f0f0; padding: 2px 5px;">BROOKS</span></div> <div style="margin-bottom: 10px;">* Appropriation <span style="border: 1px solid #ccc; padding: 2px 5px;">Select an Item ▼</span></div>	<div style="margin-bottom: 10px;">* Funding Cost Center <input style="width: 100%;" type="text"/> </div> <div style="margin-bottom: 10px;">* Object Class Cd <span style="border: 1px solid #ccc; padding: 2px 5px;">Select an Item ▼</span></div> <div style="margin-bottom: 10px;">* Budget Amount <span style="border: 1px solid #ccc; padding: 2px 5px;">\$0.00 ▲ ▼</span></div> <div style="margin-bottom: 10px;">* <span style="display: inline-block; width: 20px; height: 10px; background-color: #28a745; border-radius: 5px; margin-right: 5px;"></span> Active</div>
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### Remarks ^

<div style="margin-bottom: 10px;">Remarks <input style="width: 100%;" type="text"/></div>	<div style="margin-bottom: 10px;">History Remarks <input style="width: 100%;" type="text"/></div>
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✕ Cancel
Save

2. Complete the Operating Target Information panel.
  - Enter the OPTAR Name in the field provided. *This is a 60 alphanumeric character field.*
  - Enter the Fiscal Year in the field provided. *This is a 4 numeric character field.*
  - Use ▼ to select the Appropriation.

**Helpful Tip**







The Funding Cost Center field becomes available after the Appropriation is selected.

  - Enter the Funding Cost Center, or use  to assist with the entry. *This is an 11 alphanumeric character field.*
  - Use ▼ to select the Object Class Cd.





## Help Reference Guide

- 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 . *The slide-out windows closes and*  
 *appears on the lower right-hand corner.*





# Update an Operating Target

## Navigation


Master Data > 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.





## Help Reference Guide

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

×

Edit Operating Target

▶ Instructions / Help

Operating Target Information

OPTAR Name

Test 1

Budget Amount

\$3,000.00

Fiscal Year

2024

Revised Budget Amount

DoDAAC

BR00KS

Remaining Balance

\$3,000.00

Appropriation

12

Allocated Amount

\$0.00

Funding Cost Center

ABCDE

Obligated Amount

\$0.00

Object Class Cd

Other contractual services (...)

Active

Active

Remarks

Remarks

Test

History Remarks

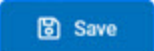
×

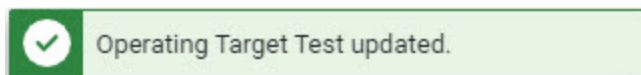
Cancel

Save

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



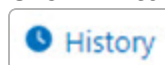
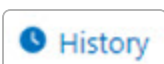
Master Data > Operating Target > Search >  >  (desired record) >

 > 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	Fund
10/04/2024 05:19 PM	Test	BR00KS	12	\$1,200.00	ABC

Selected 0/1

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	ABCD	Rent, Communications, and Utilities (01/C 23)	\$300.00	\$0.00	\$0.00	2024	--
10/04/2024 05:19 PM	Test	BR00KS	12	\$1,200.00	ABCD	Rent, Communications, and Utilities (01/C 23)	\$1,200.00	\$0.00	\$0.00	2024	--

Selected 0/2

10

items per page

1 - 2 of 2 items

