



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

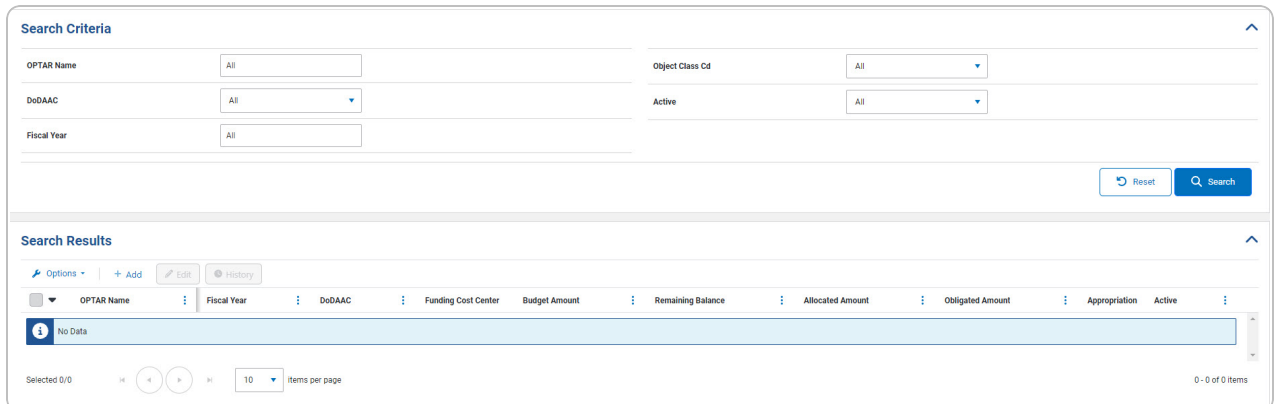
Procedures

Search for an Operating Target (OPTAR)

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

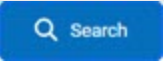
results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

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





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
☐	Test 1	2024	BROOKS	ABCDE	\$3,000.00	\$3,000.00	\$0.00	\$0.00	12	Yes

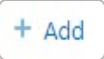
Selected 0/0 10 Items per page 0 - 0 of 0 Items





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.

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Add Operating Target

▶ Instructions / Help

Operating Target Information

* OPTAR Name

* Fiscal Year

DoDAAC

BROOKS

* Appropriation

Select an Item ▼

* Funding Cost Center

🔍

* 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 Appropriation.

Helpful Tip

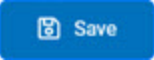


The Funding Cost Center field becomes available after the Appropriation is selected.

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

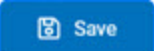
×

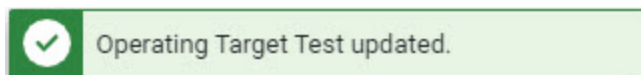
Cancel

Save

2. Update the Operating Target Information panel.

3. Update the Remarks panel.

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



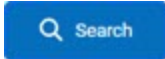
appears on the lower right-hand corner.





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	--

