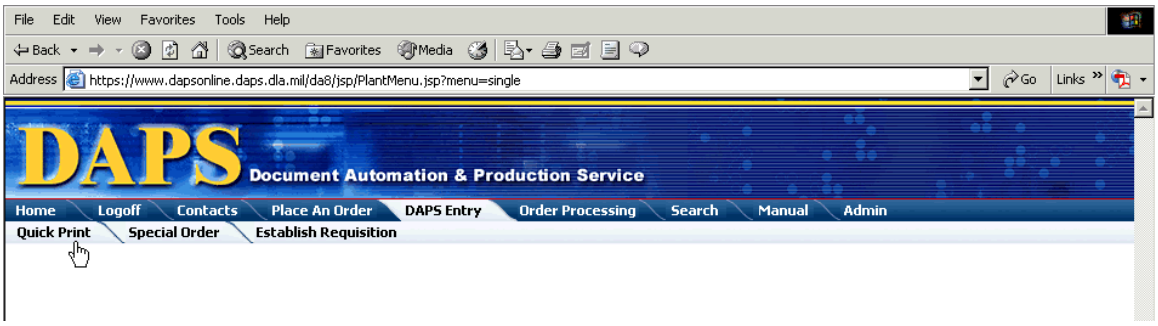
One Time Funding Orders

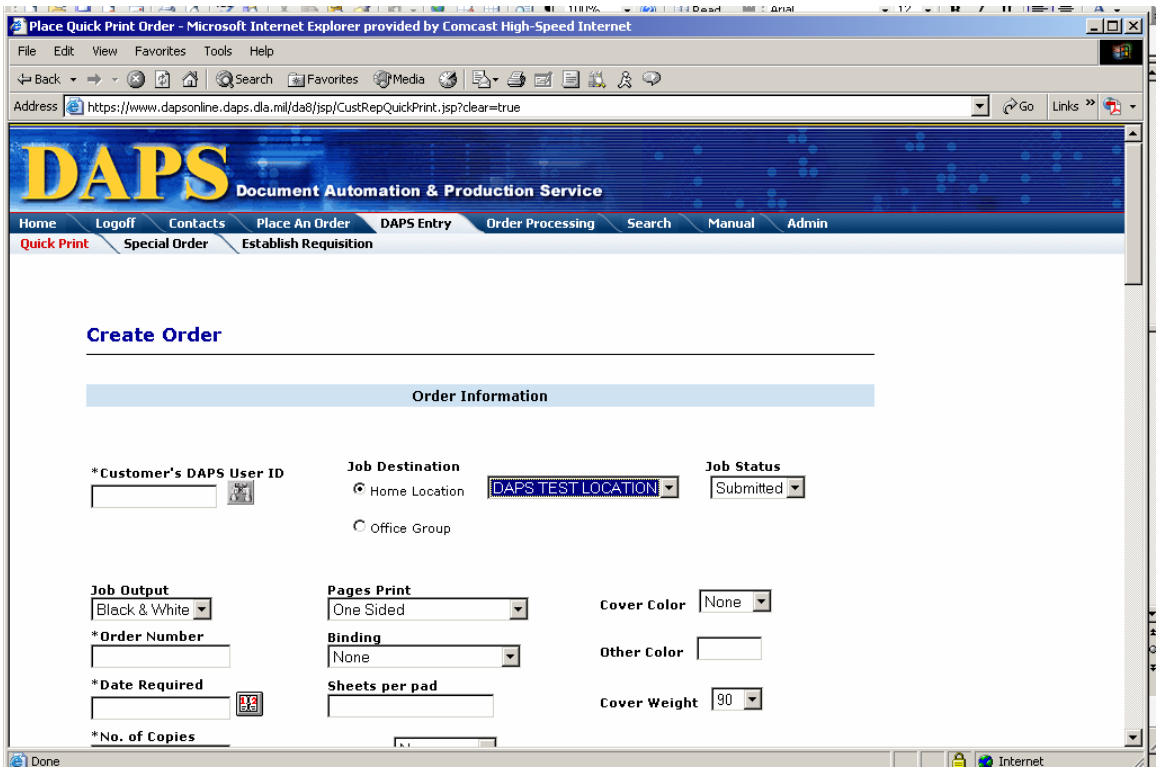
Submitting Orders funded with a one time requisition.

STEP 1 . From the DAPS Entry Screen. Select Quick print or Special Order, see definitions section for definitions on each type of order. The following provides the STEP for Quick Print Orders

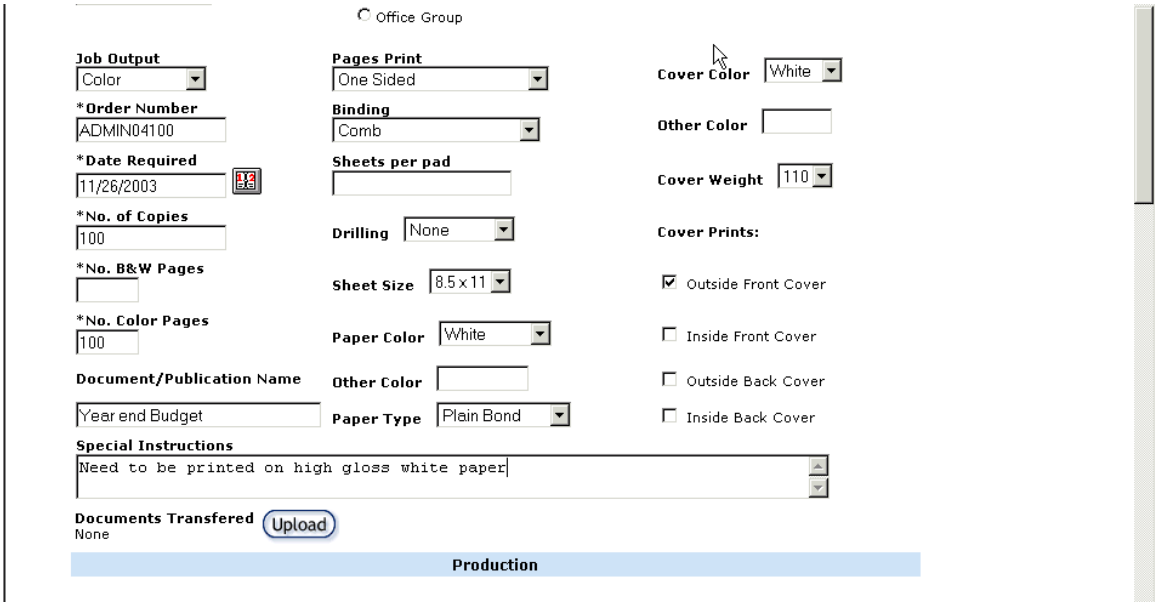


STEP 2 Identify the customer for which the job is being submitted. Type in the "**Customer's DAPS Online Userid**", if you don't know the DAPS Online User id, use the binoculars to search by customer's last name or DWAS Customer ID to find Customer's DAPS Online Userid, (see figure 2). Click on the customers DAPS Online Userid to autopopulate.

STEP 3 Determine where the job is to be produced. Uses the drop down from home location to select the plant where the work will be distributed. Job can be sent to the Production Managers queue for redistribution by selecting the “Office Group” button. Job status should remain at Submitted until funding is provided.



STEP 4 Populate the job specification section under the Ordering Section. The following fields are mandatory. Job order number, Date required, Number of copies, Number of black/white originals, and when appropriate number of color.



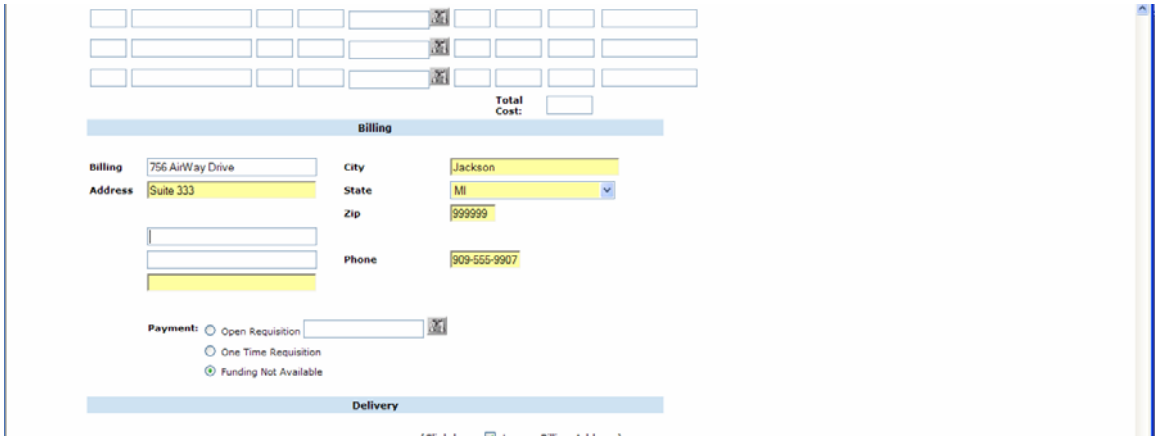
STEP 5 Attach approved digital files using the

button. This will be the only time you have the option to upload a file. See Appendix for approved list.

STEP 6 At this time you can estimate the job by populating the Production Section with rpc and units, or you can leave it blank to populate at a later time.

STEP 7 Populate the Billing Section with the name and address of the person who is to receive the hardcopy bill. This information may be autopopulated depending on the information provided in the customer's profile.

STEP 8 Select “One Time” as the method of payment.



STEP 9 Populate the Delivery Section with the name, address and method of delivery as specified by the customer. Fields in this area may also be populated based on the information provided in the customer’s profile. Use the drop down to select method of delivery and location. Special delivery instructions can be placed in the open text field titled the same.

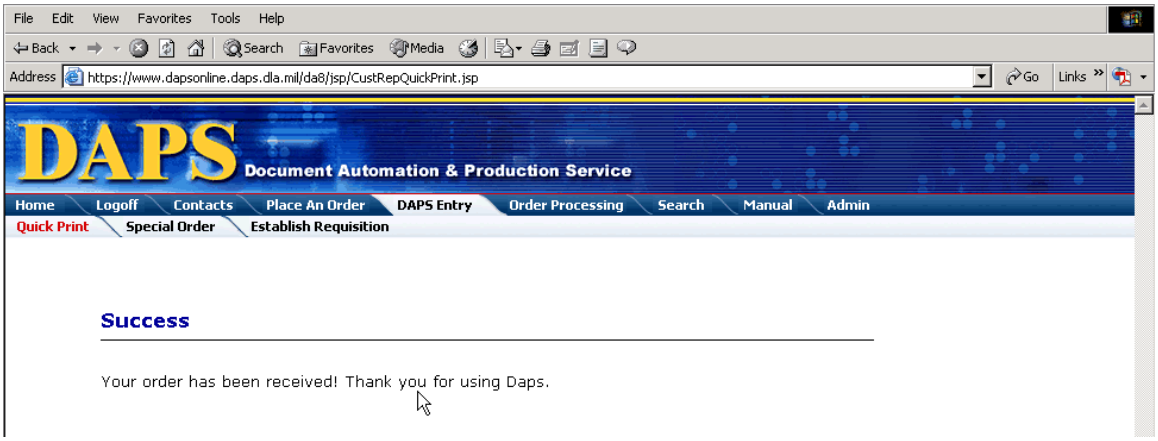
The cc Email Address field is used to identify additional people who need to be notified that the job has been submitted. Each additional address must be separated by a “;”.

STEP 10: click Next

STEP 11: You are prompted for the one time accounting information. ***Populate the LOA fields as described in STEPs 1 – STEP 13 of the Funding Establishing Open/Blanket Funding Section of the Funding Chapter.***

STEP 12 If this is accurate click on the submit button.

STEP 13. You know you are successful when the success message is displayed.

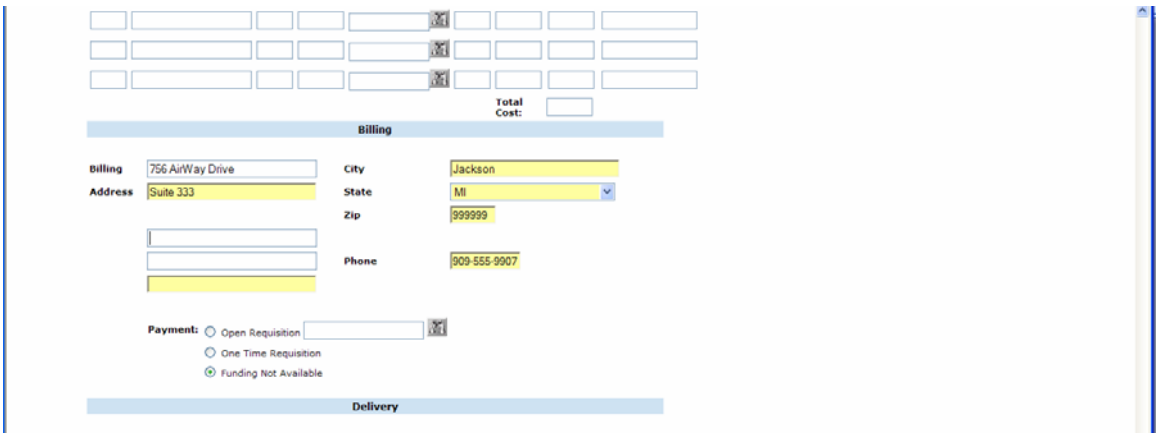

File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.dapsonline.daps.dla.mil/da8/jsp/CustRepQuickPrint.jsp
Go Links
DAPS Document Automation & Production Service
Home Logoff Contacts Place An Order DAPS Entry Order Processing Search Manual Admin
Quick Print Special Order Establish Requisition
Success
Your order has been received! Thank you for using Daps.

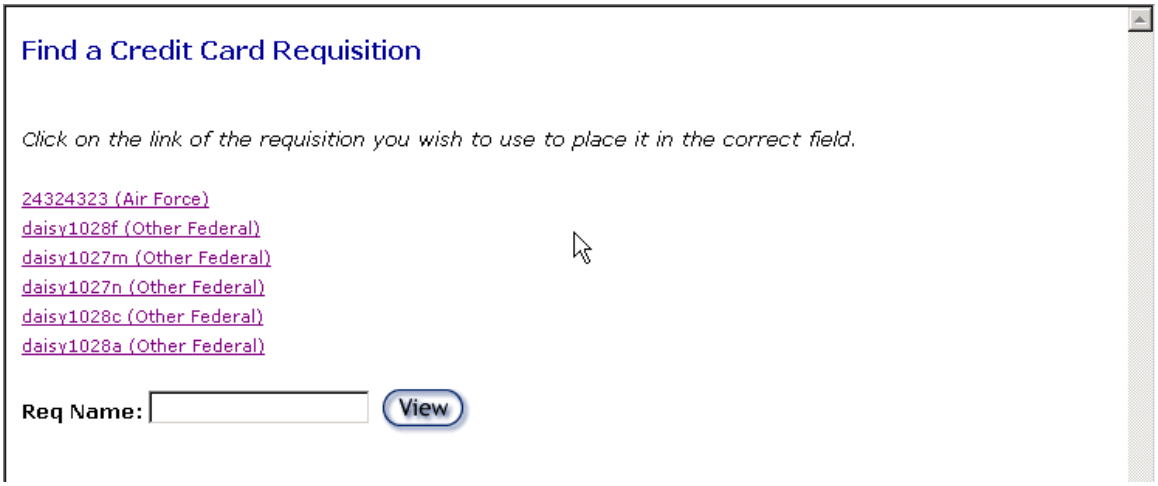
Credit Card Funding for Order Submission

Credit Cards that are used one time can be submitted following the One Time funding Orders procedures above.

Credit Cards that have been setup as templates use the Open/Blanket Funding Order procedures above. Use this section for procedures on Credit Cards already setup as a template and credit cards that are to be setup as an open template during the order submission process.

AT STEP 8 If a credit card template has been set up, Select "Credit Card Requisition" as the method of payment. And use the binoculars to Look up Available Templates. Select the credit card you wish to use by clicking on the requisition name.





OR

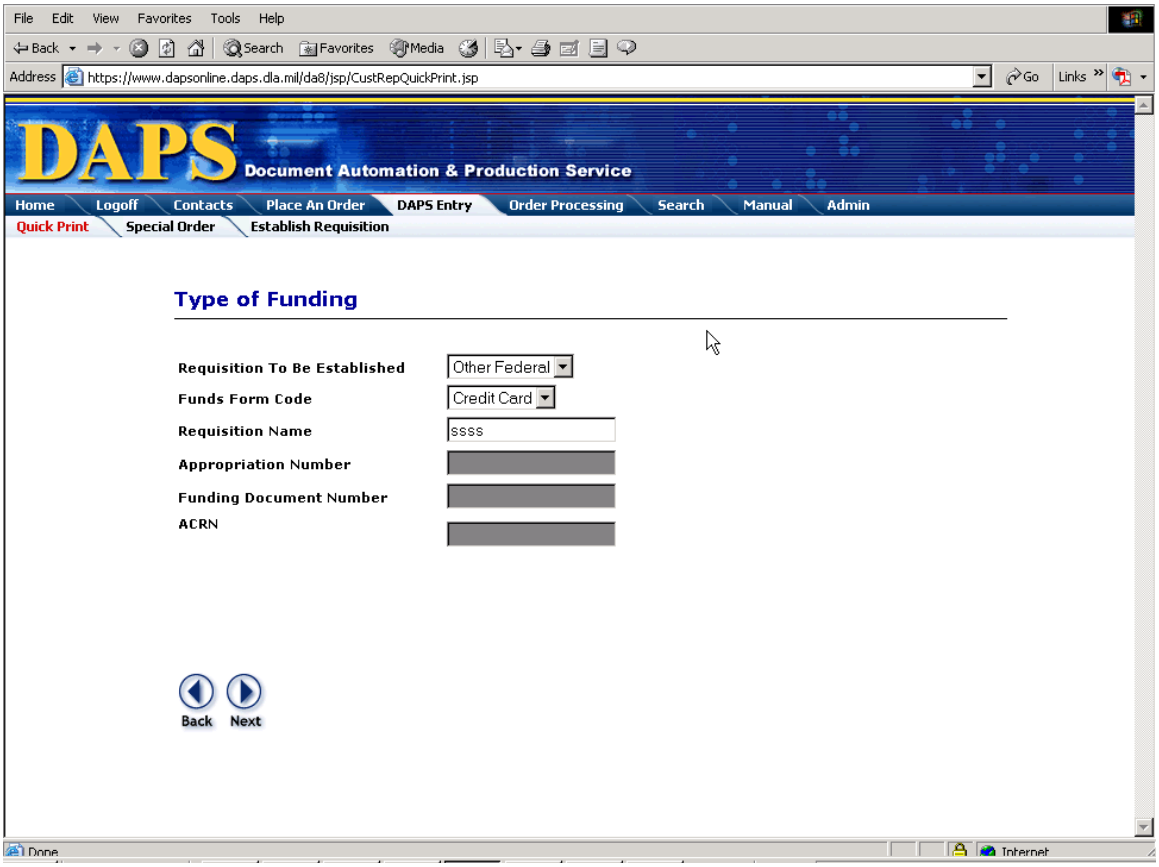
STEP 8 If a credit card template has not been set up. Select " Open Requisition and click 'Credit Card on File" link to create a new credit card template. Follow Steps 4 to STEP 9 found in the Establish Credit Card Template Section in the Funding Chapter

STEP 9 Populate the Delivery Section with the name, address and method of delivery as specified by the customer. Fields in this area may also be populated based on the information provided in the customer's profile. Use the drop down to select method of delivery and location. Special delivery instructions can be placed in the open text field titled the same.

The cc Email Address field is used to identify additional people who need to be notified that the job has been submitted. Each additional address must be separated by a ";".

STEP 10: click Next

STEP 11: Because every order funded by a credit card is treated as a one time, DAPS Online will require a new requisition name for the credit card order. The requisition name field will be auto populated with the order number, this ties the credit card funding to the order in DAPS Online. The requisition name can be changed.



STEP 12. click next

STEP 13. Review the funding information, then click submit.

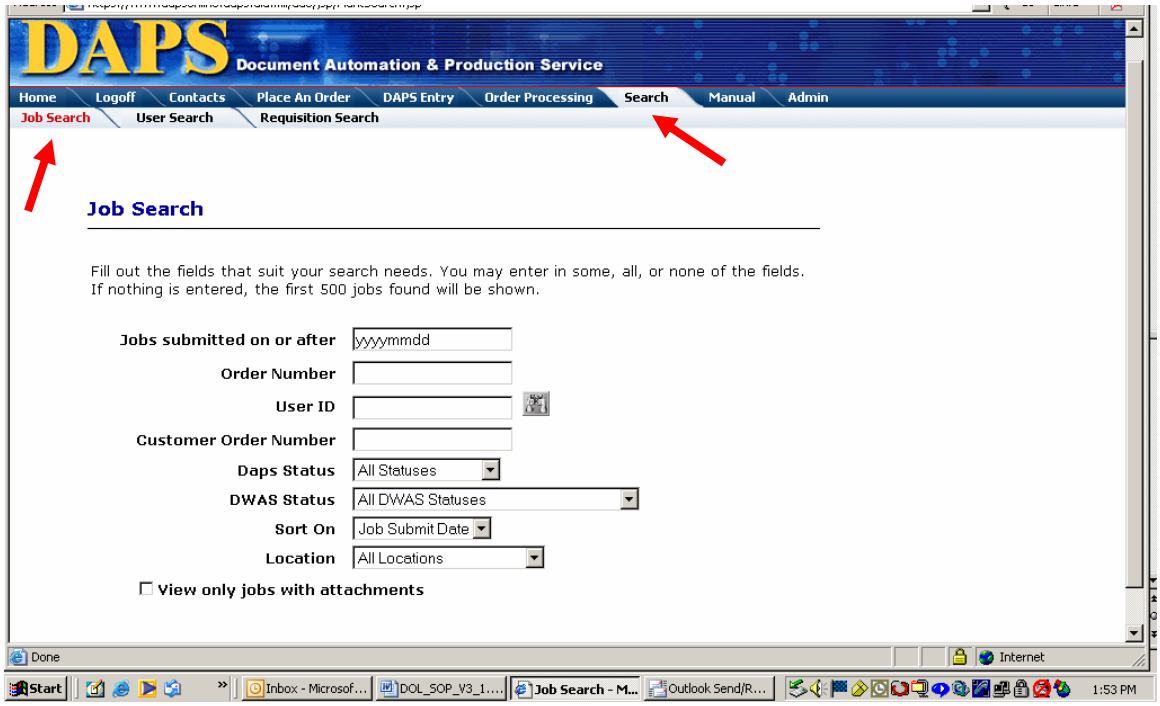
STEP 14. You know you are successful when the success message is displayed.

Modifying Orders

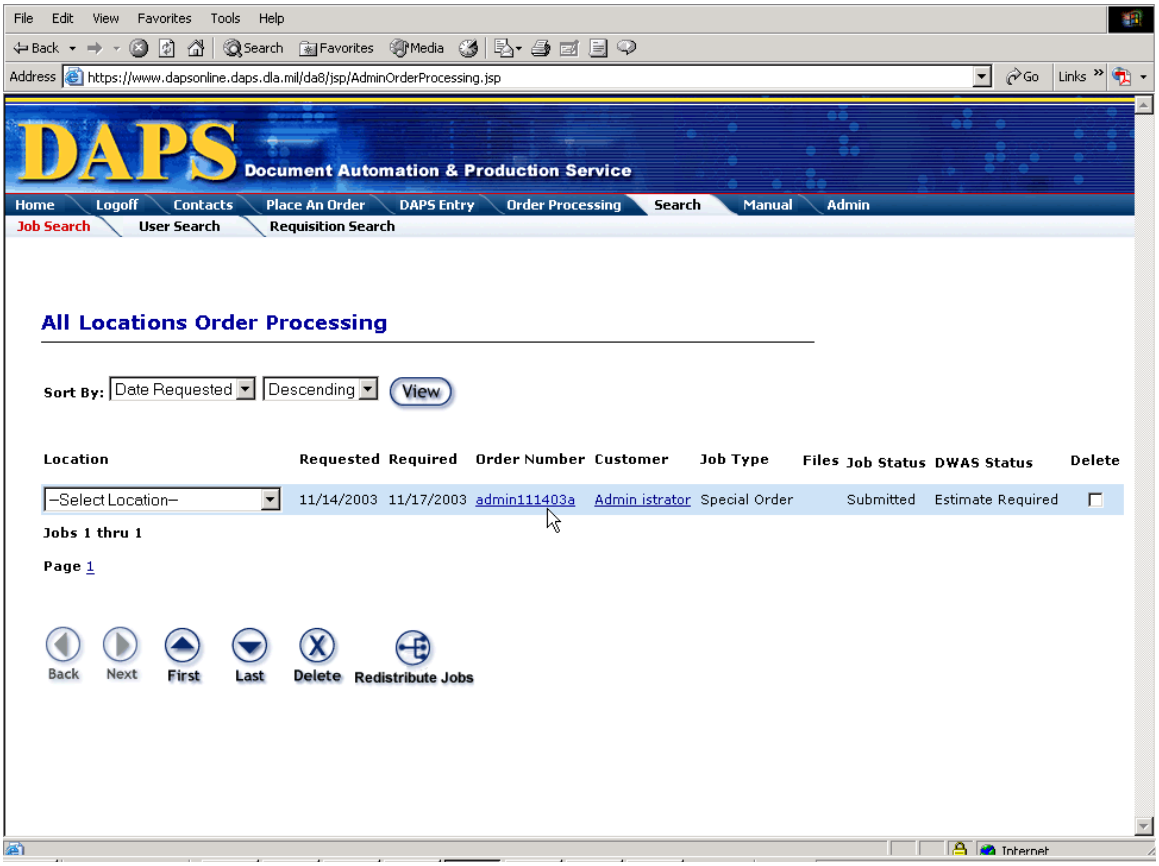
Job specifications can be modified up until the order has been estimated in DWAS – DWAS status is DWAS estimated. After an job order has been estimated in DWAS successfully only the rpcs, units and stock can be modified.

After a job is in daps online “complete” status no modification can be made.

STEP 1 Search for job to modify. Select Search tab. Use the search criteria to look for job. You can search by order number or if a DWAS Customer Order Number (CON) has been created for the job you can search by CON number.



STEP 2 Open job/order to be modified from search results list, by click on the job order number.



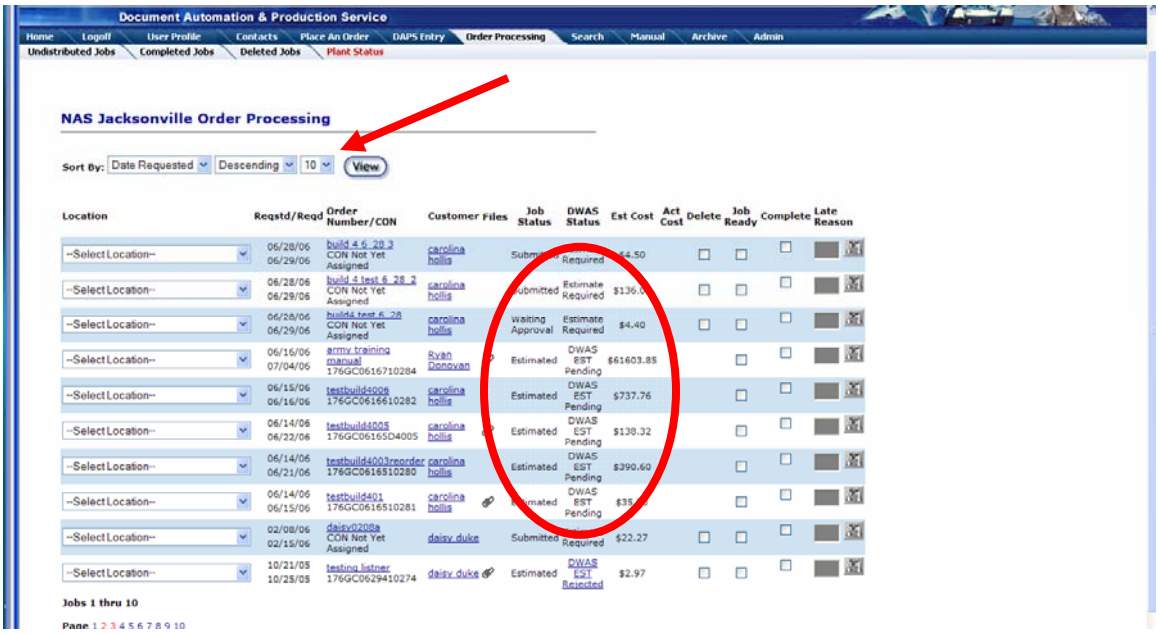
STEP 3. Make necessary changes to the job and click the submit button.

Estimating

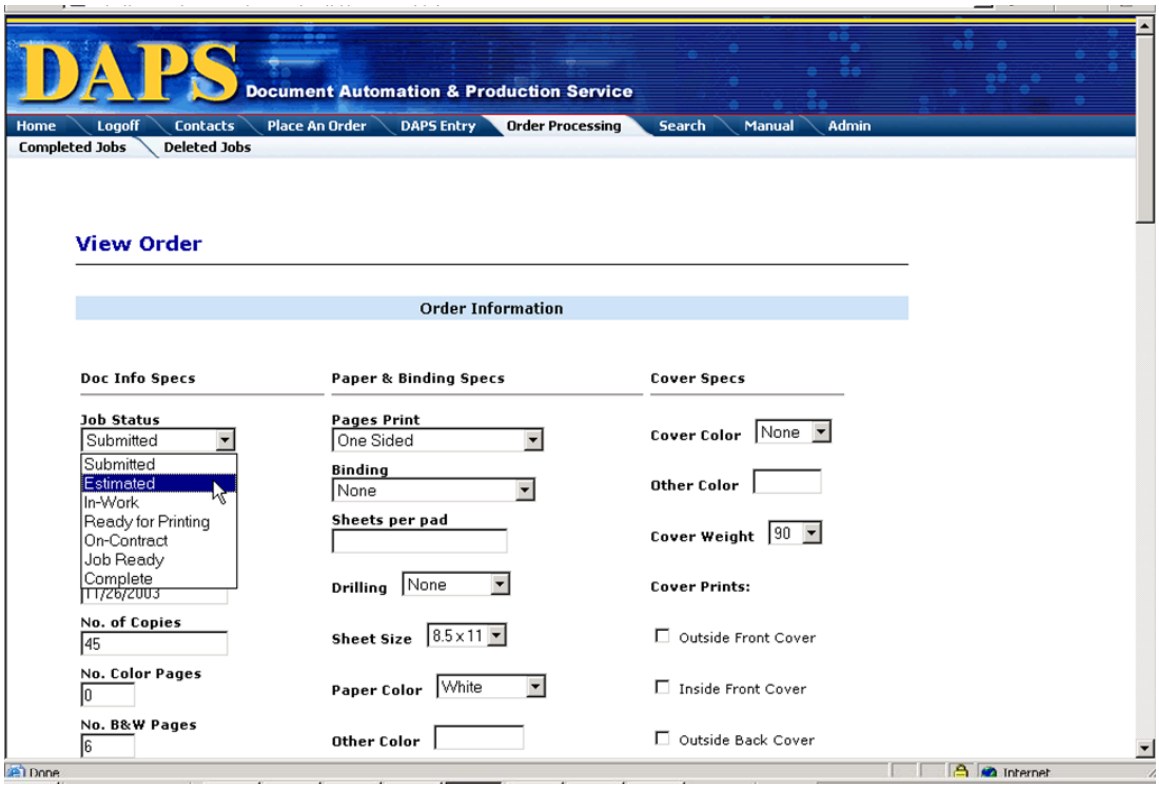
Estimating Orders

This section will provide the procedures for estimating an order submitting by a customer or a DAPS user.

STEP 1 From the order processing page. You can view all orders that have not been completed or deleted. If you need to view more than 10 jobs, click on the Sort By drop down, and select another number. All completed and deleted jobs are viewable from their appropriate tabs. Select the order to be estimated. You can also use the search/ job search tab to find a specific order number.



STEP 2 Orders should be changed from Submitted to Estimated at the job status drop down, under the order information section.



STEP 3 Populate the RPCs column , then hit tab, tab again, this will auto populate the RPC description and unit price and will place cursor in units column for input.

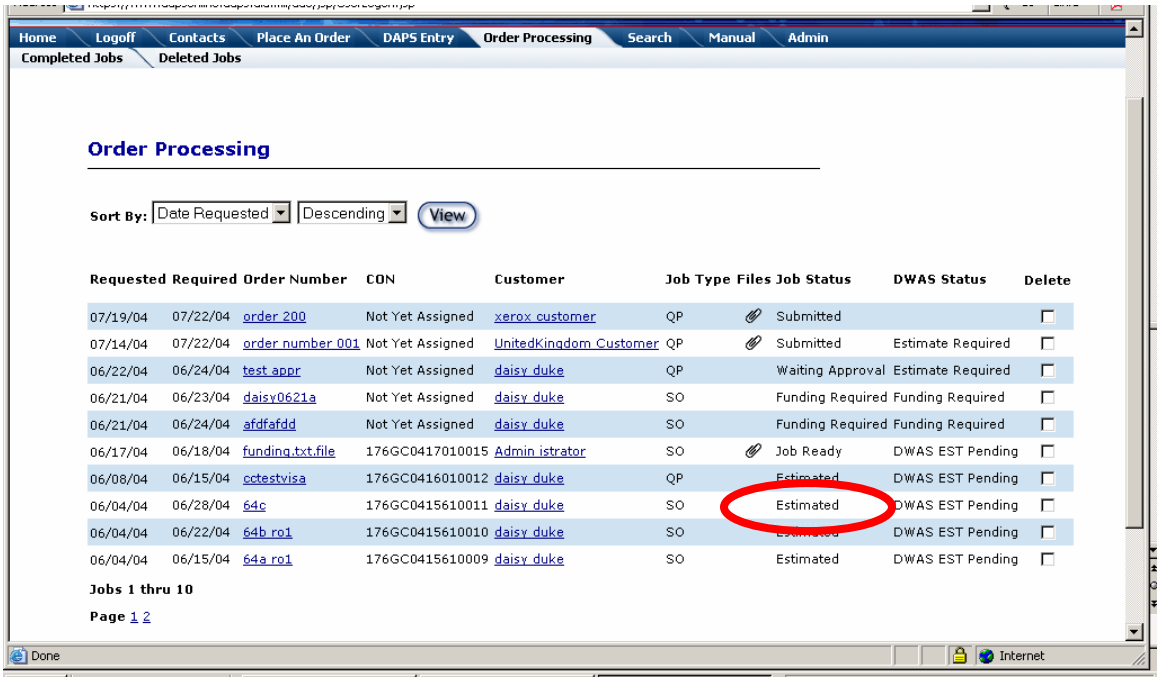
STEP 5 Populate the units column and hit the tab key. This will populate the extended price column.

STEP 6: If cost plus, populate the number of units and the per price cost, hit the tab key after each input and the extended price with burden rate will auto populate

STEP 7 If the RPC requires stock, select the binoculars in the RPC row where stock is required. The stock items that are can be selected for that RPC will be viewable from the binoculars.

STEP 8 If funding has not been identified, you must identify funding before submitting the estimate, The job status and DWAS status would be “Funding Required”. Use the appropriate funding type (open or blanket) to select how the order will be funded. See “Submitting Order” chapter for details on filling out the funding information for an order.

STEP 8 Click the submit button, the status of the order will automatically change to “estimated” if the status was not changed in STEP 2 above.



STEP 9 This should take you back to the order processing page, where you can view the job order status and the DWAS status. The job order status should now say “estimated” and the DWAS status should say “DWAS EST PENDING”. This let’s you know that estimate transaction is ready to be sent to DWAS.

NOTE: FUNDING and CUSTOMER must have a status of STABLE prior to any estimates being sent to DWAS.

If funding was a credit card then the status may change to “CC AUTH PENDING” . Upon credit card approval the DWAS status will change to “DWAS EST PENDING: automatically.

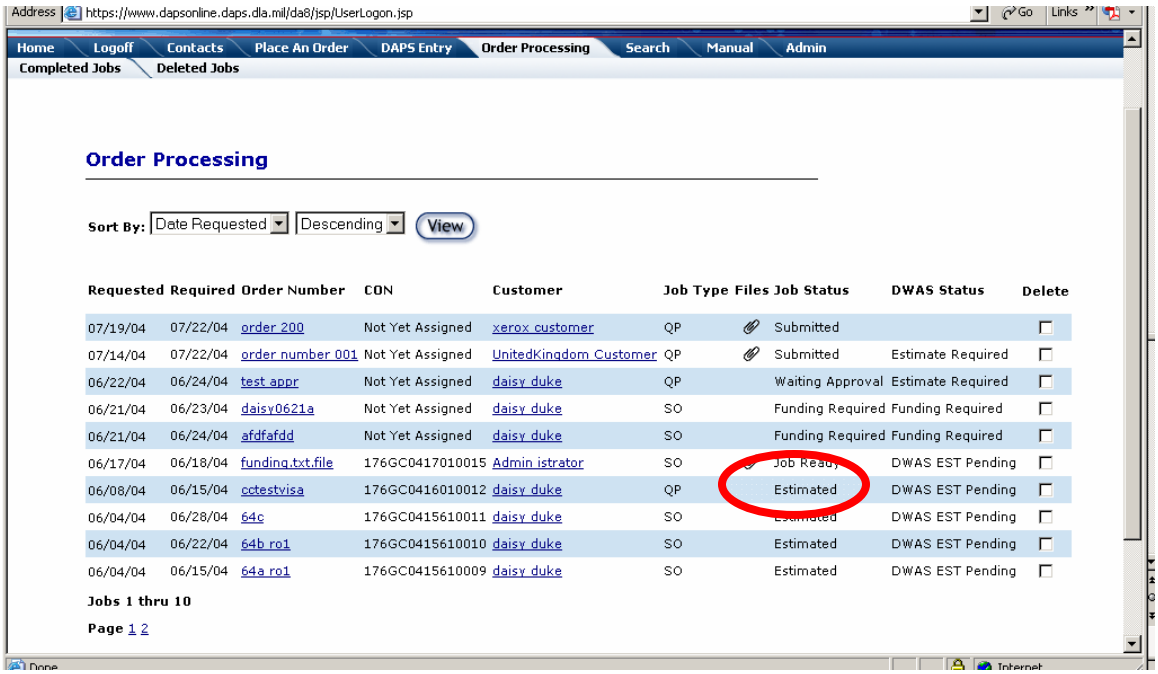
NOTE: After an order has a DAPS Online status of ESTIMATED, the system generates a Customer Order Number for that order. The customer order number or CON, follows the following format:

1	74	EA	03	279	00001
Region,	Plant Number,	Facility Number,	Fiscal year,	Julian Date,	5 digit sequential number

Modifying Estimates

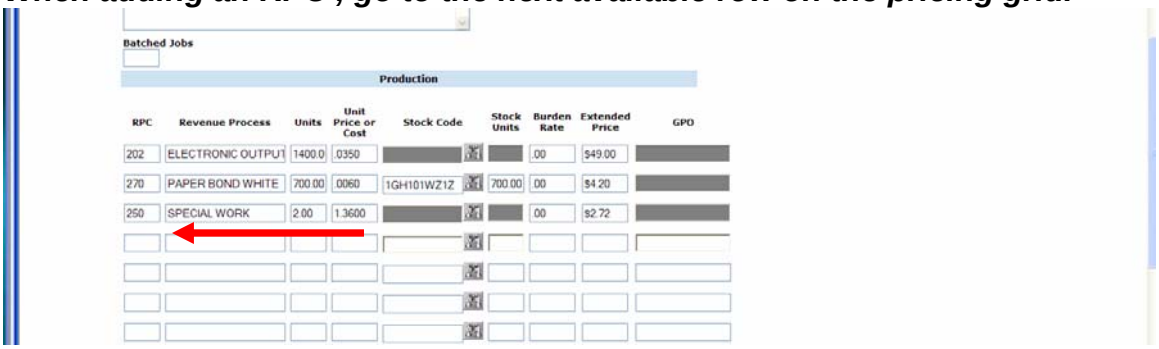
Estimates can only be modified when the status of the job is “DWAS Estimated”.

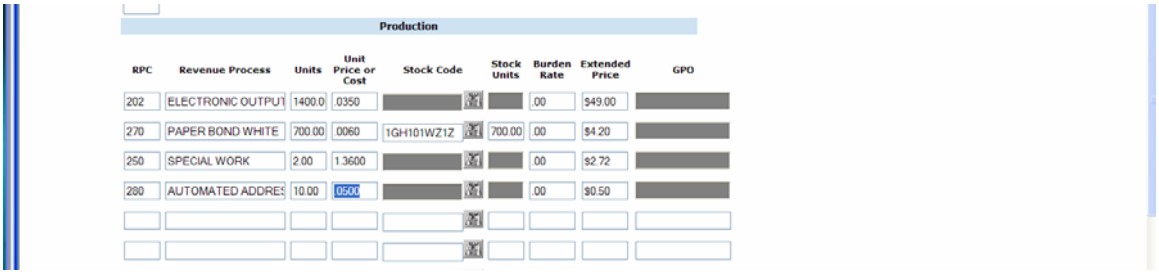
STEP 1 From the order processing page select the order to be modified. The DWAS status for this order must be “DWAS Estimated”. You can also use the search/ job search tab to find a specific order number.



STEP 2 Make the necessary corrections to the RPCs, units, and stock fields.

When adding an RPC , go to the next available row on the pricing grid.

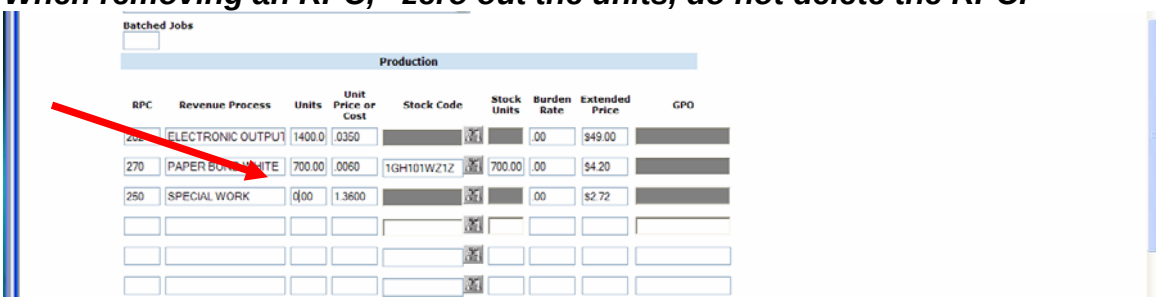




Production

RPC	Revenue Process	Units	Unit Price or Cost	Stock Code	Stock Units	Burden Rate	Extended Price	GPO
202	ELECTRONIC OUTPUT	1400.0	.0350			.00	$49.00	
270	PAPER BOND WHITE	700.00	.0060	1GH101WZ1Z	700.00	.00	$4.20	
250	SPECIAL WORK	2.00	1.3600			.00	$2.72	
280	AUTOMATED ADDRES	10.00	.0500			.00	$0.50	

When removing an RPC, zero out the units, do not delete the RPC.

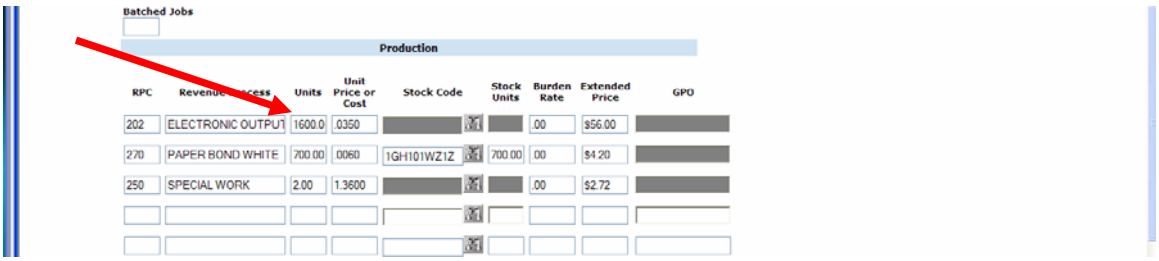


Batched Jobs

Production

RPC	Revenue Process	Units	Unit Price or Cost	Stock Code	Stock Units	Burden Rate	Extended Price	GPO
202	ELECTRONIC OUTPUT	1400.0	.0350			.00	$49.00	
270	PAPER BOND WHITE	700.00	.0060	1GH101WZ1Z	700.00	.00	$4.20	
250	SPECIAL WORK	0.00	1.3600			.00	$2.72	

When changing an RPC, make the modifications to the units field.



Batched Jobs

Production

RPC	Revenue Process	Units	Unit Price or Cost	Stock Code	Stock Units	Burden Rate	Extended Price	GPO
202	ELECTRONIC OUTPUT	1600.0	.0350			.00	$56.00	
270	PAPER BOND WHITE	700.00	.0060	1GH101WZ1Z	700.00	.00	$4.20	
250	SPECIAL WORK	2.00	1.3600			.00	$2.72	

STEP 3 Click the submit button, to apply changes.

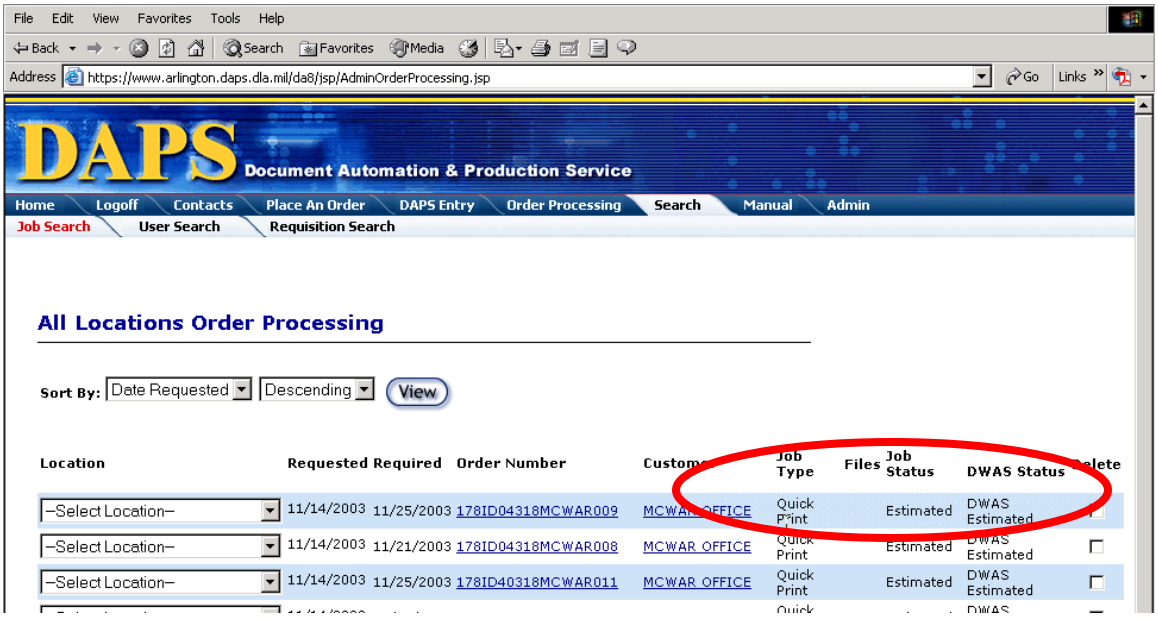
STEP 4 This should take you back to the order processing page, where you can view the job order status and the DWAS status. The job order status should still say “estimated” and the DWAS status should say “DWAS MOD PENDING”. This let’s you know that a modification to the original estimate transaction is ready to be sent to DWAS.

NOTE: To “delete” a Job with the status of DWAS Estimated, you must create a MOD estimate transaction. Changing all units to “0”, total dollars should be “0”. then Submit.

The DOL job status rwill be Estimated, the DWAS status will be DWAS MOD Pending. Once the DWAS status has changed back to DWAS Estimated, the Job can be deleted from DOL.

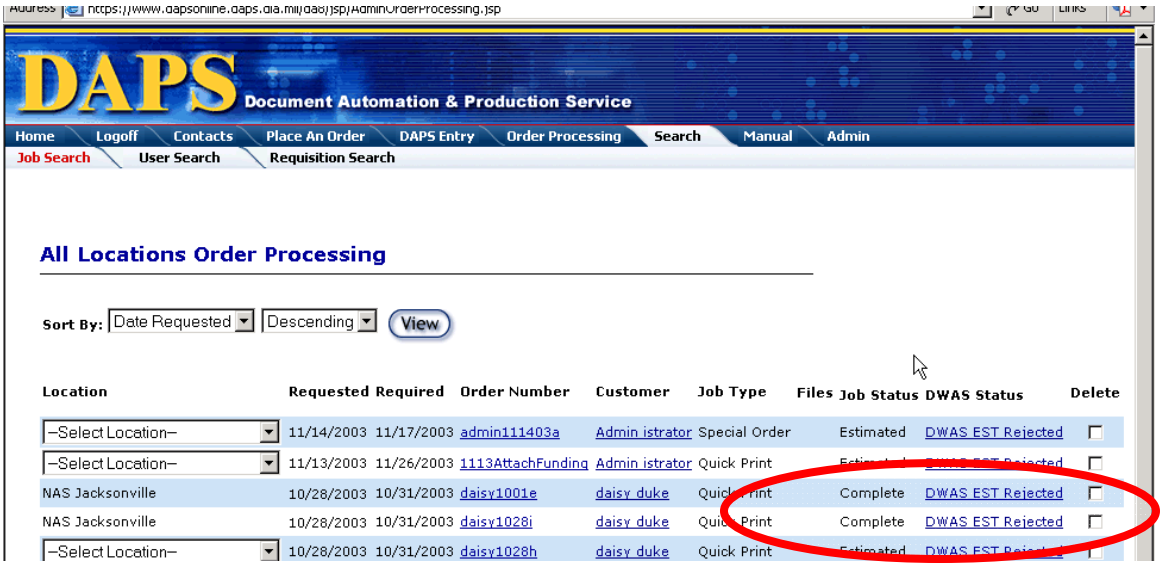
Stabilizing Estimates

Before an order can be actualized the estimate must have a DWAS status of "DWAS Estimated". This stable status is obtained when a successful estimate transactions is received and processed by DWAS.



STEP 1: View the order's status. Select the order processing tab and view the DWAS status. Or select the Search/ Job Search tab to look for a specific job order.

STEP 2: Any "……..Rejected" status requires an action by the DAPS users to correct the error. Open the error message by clicking on the link. Use the back button to close the error message.



STEP 3: Open the job order by clicking on job order number. Correct the error and click on submit. This process may continue until a stable status is received.

STEP 4: Any "…….snd error" status, means the transaction has timed out attempting to send the transaction or the transaction was lost in transit, this occurs after 3 hours of attempt to transmit. The DAPS User needs to resend the transaction by opening the job order click on the order number. Use the drop down to change the new DWAS status to "……pending". And click submit. This will restart the transmission process.

Distributing Orders

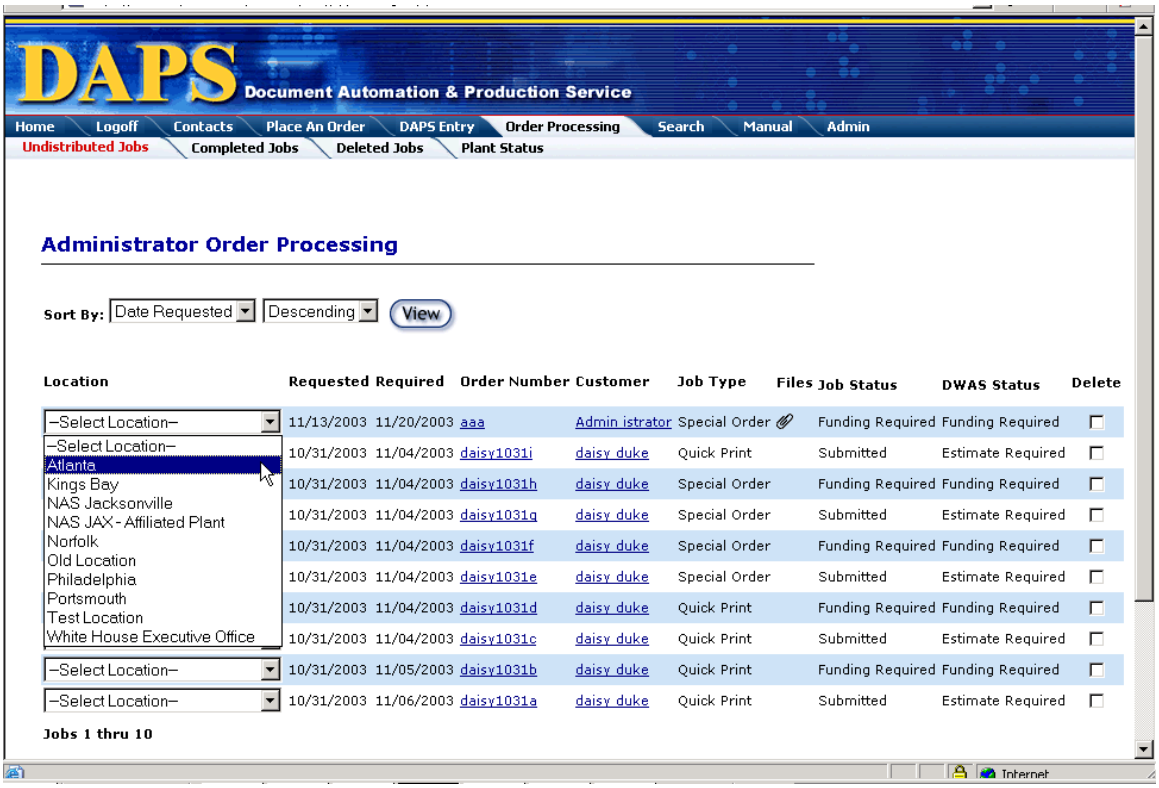
Distributing Orders

Order can be distributed to another location until the job is placed in “Estimated” status. At that time the DWAS job number has been tied to a specific plant number and re-distribution can not be performed.

To distribute a submitted Order

STEP 1 The DAPS user login must have **Production Manager** or Super User privileges to distribute orders.

STEP 2 From the order processing page, view the list of orders that need to be distributed. Use the drop down location menu to select a DAPS facility to the left of the order you wish to distributed. Do this for as many jobs as you want to distribute.



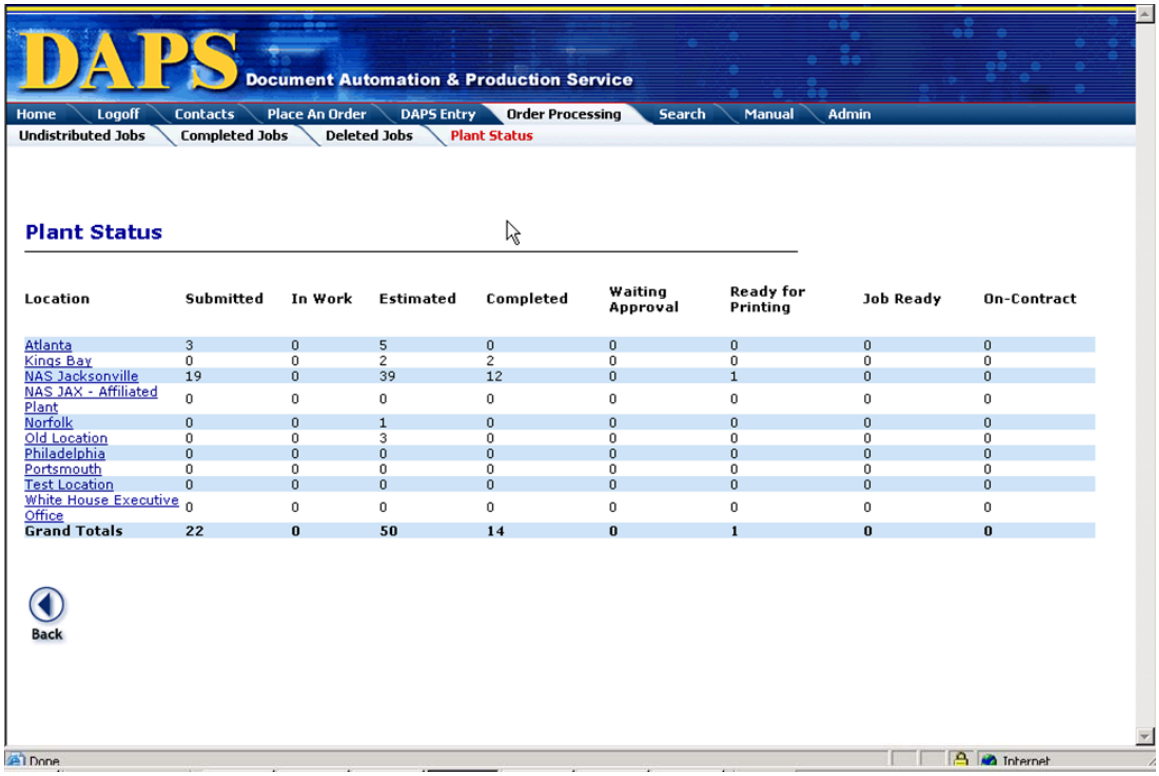
STEP 3 Click on the distribute button at the bottom of the page.

To redistribute a distributed Order

STEP 1 The DAPS user login must have Production Manager or Super User privileges to distribute orders

STEP 2 Select the order processing tab

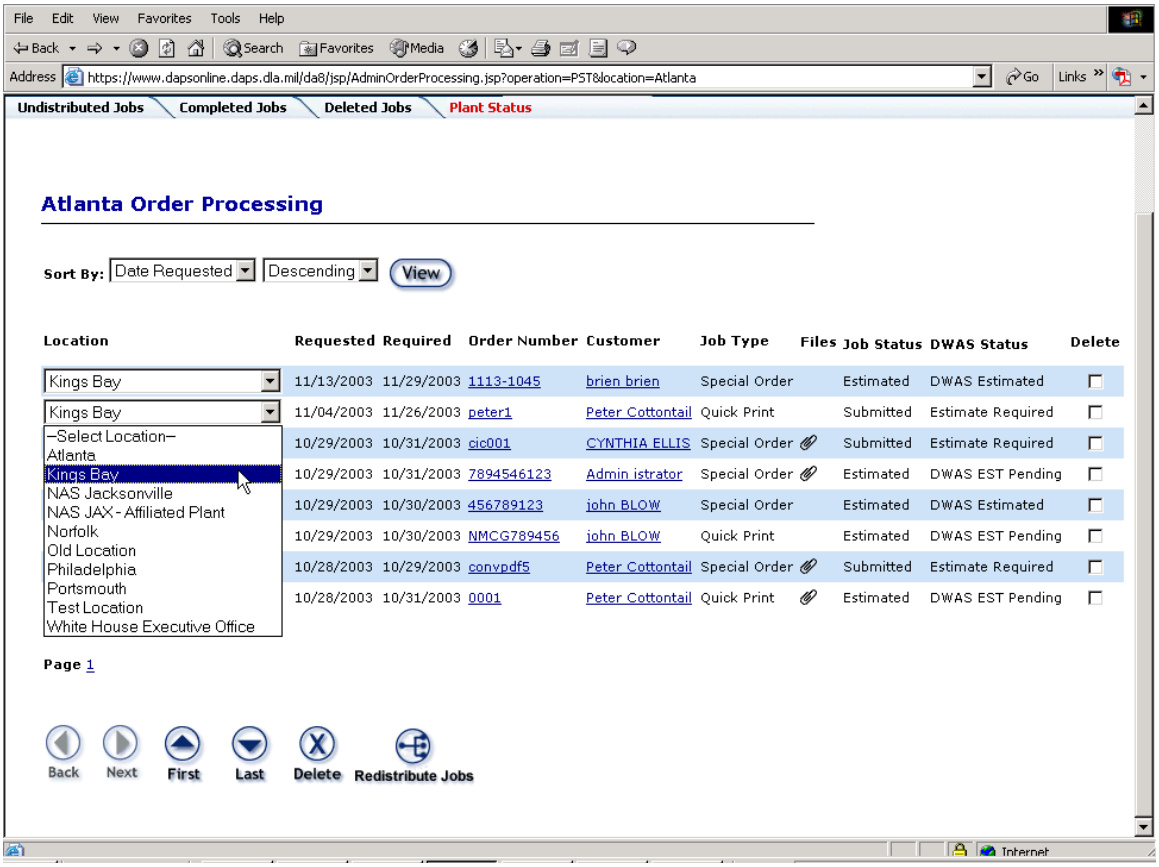
STEP 3 Select the plant status tab



Location	Submitted	In Work	Estimated	Completed	Waiting Approval	Ready for Printing	Job Ready	On-Contract
Atlanta	3	0	5	0	0	0	0	0
Kings Bay	0	0	2	2	0	0	0	0
NAS Jacksonville	19	0	39	12	0	1	0	0
NAS JAX - Affiliated Plant	0	0	0	0	0	0	0	0
Norfolk	0	0	1	0	0	0	0	0
Old Location	0	0	3	0	0	0	0	0
Philadelphia	0	0	0	0	0	0	0	0
Portsmouth	0	0	0	0	0	0	0	0
Test Location	0	0	0	0	0	0	0	0
White House Executive Office	0	0	0	0	0	0	0	0
Grand Totals	**22**	**0**	**50**	**14**	**0**	**1**	**0**	**0**

STEP 4 Click on the DAPS location that you want to distribute from

STEP 5 Locate the Order you wish to re-distribute, use the dropdown location menu to the left of the order to select a DAPS facility you wish to re-distribute to.



STEP 6 Click on the re-distribute button at the bottom of the page

Job Ready Status

Job Ready Status

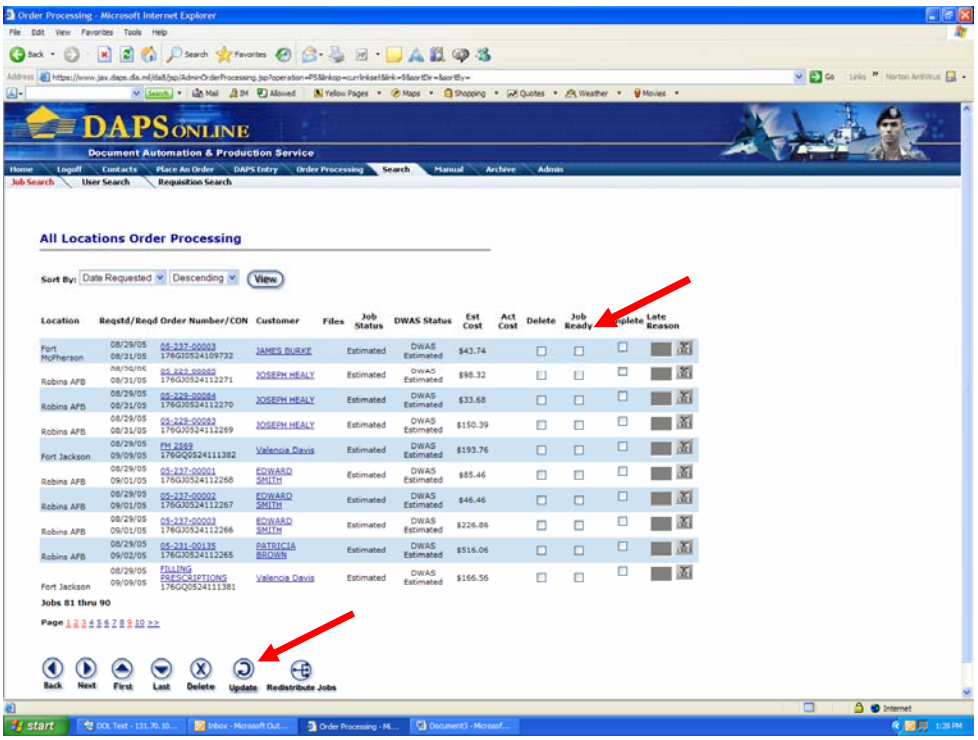
Once an order has been returned from DWAS with a DWAS Estimated status, and the job is ready for customer pick up, change the job status to JOB READY.

The Job ready date, determined when a DAPS User changes the status of a job to job ready, is used to calculate on time delivery. When the status is changed to job ready the system records the date and user id in the job system notes. This recording process is the same procedure for all job statuses.

STEP 1 To change the job status to “Job Ready”, the job must first be in an estimated status.

STEP 2 At that time a DAPS User (Plant User, Production Manager, CSR or Super User) can select the job ready button on the order processing page.

STEP 3 A popup calendar will appear, select today’s date , always in red. Then click the Update button at the bottom of the screen to change status.



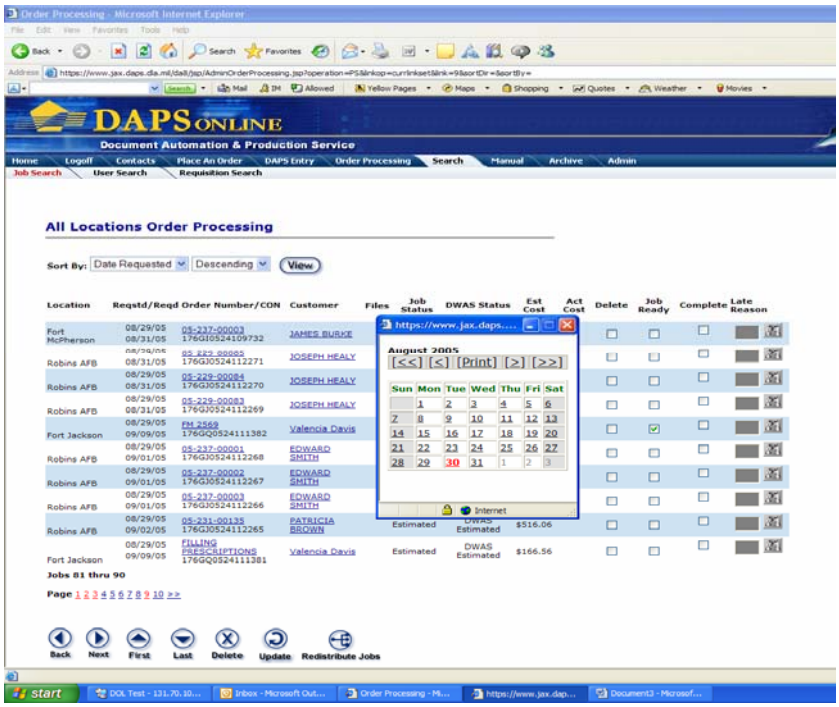
There are times when, for valid reasons, the day the job was considered complete and ready for customer pick up is NOT the date you changed the job status in DOL. Since the on time delivery report is dependent on the DOL system date it should be as accurate as possible. It is for this reason we permit the

DAPS Users to “backdate” the job ready date of the job. The DOL system also requests a reason the job ready date is being backdated. This reason is stored in the database and at this time is not used for any reporting purposes. To backdate a job ready date follow the following steps:

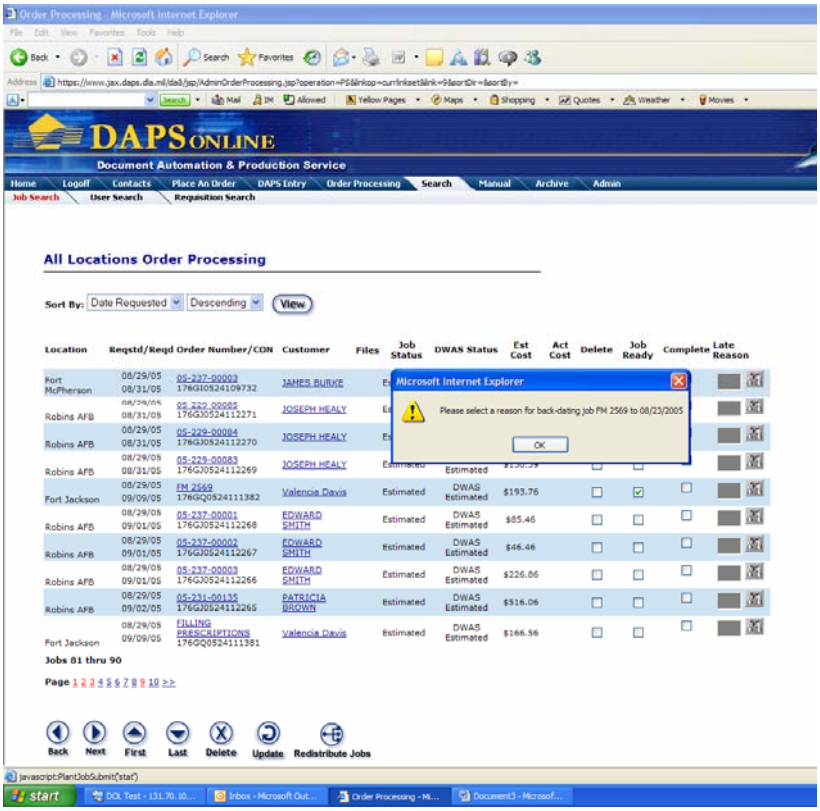
STEP 4 To change the job status to “Job Ready”, the job must first be in an estimated status.

STEP 5 At that time a DAPS User (Plant User, Production Manager, CSR or Super User) can select the job ready button on the order processing page.

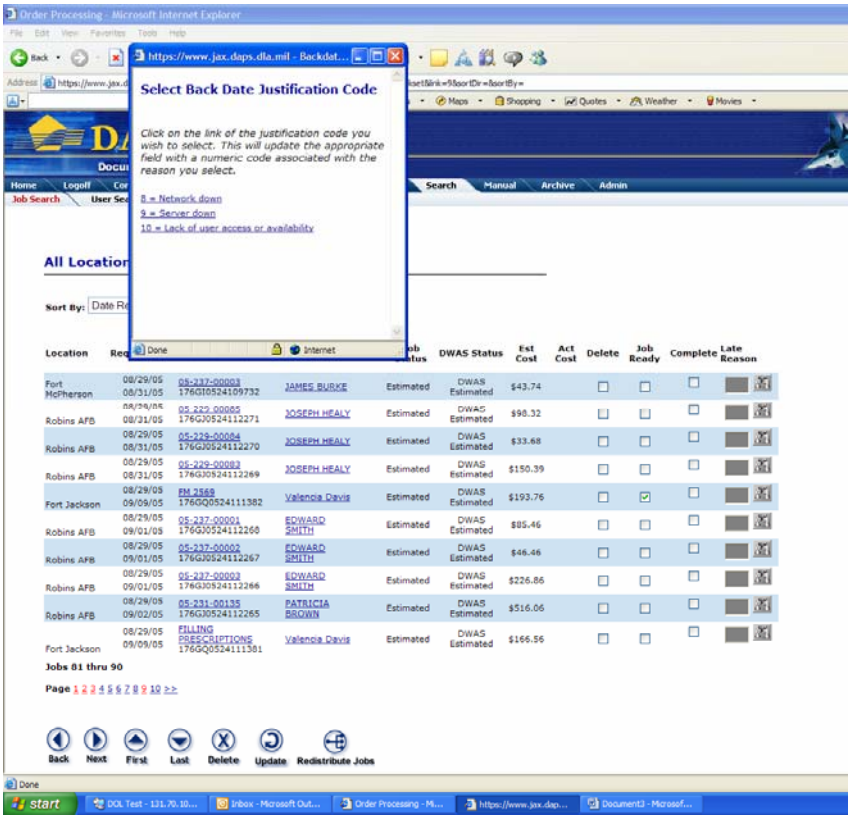
STEP 6 A popup calendar will appear, select the date the job was actually ready for customer pick up, even though it may be prior to the present date. The present date is always in red.



STPE 7 A message will appear letting you know you must justify backdating the job ready date, see example below. Click OK on the message popup



STEP 8 Select one of the reasons from the Backdate justification code window, see example below
STEP \9 Then click the Update button at the bottom of the screen to change status



NOTE: If you use the short cut, by selecting the complete button to change the status to job ready and complete at the same time, you are not able to backdate the job ready date.

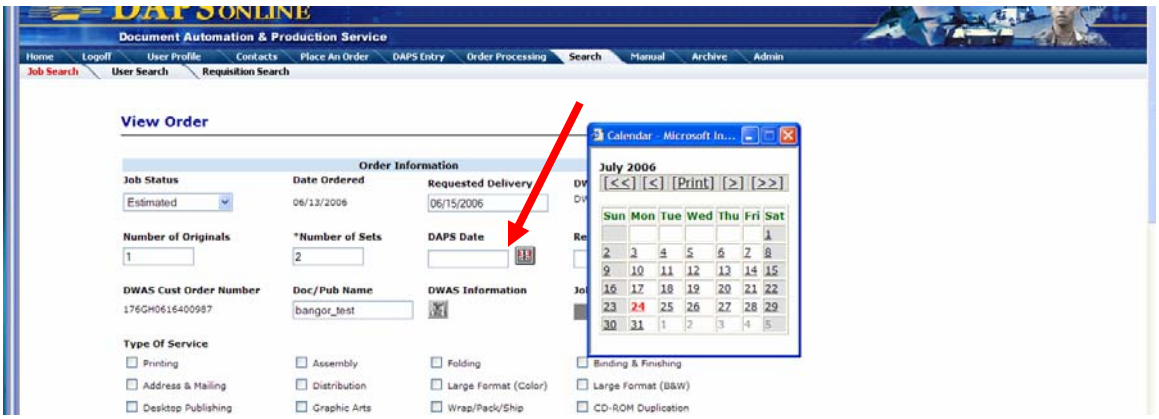
DAPS Revised Date

The preferred method for correcting the due date of an order is to use the DAPS Revised date found on the order.

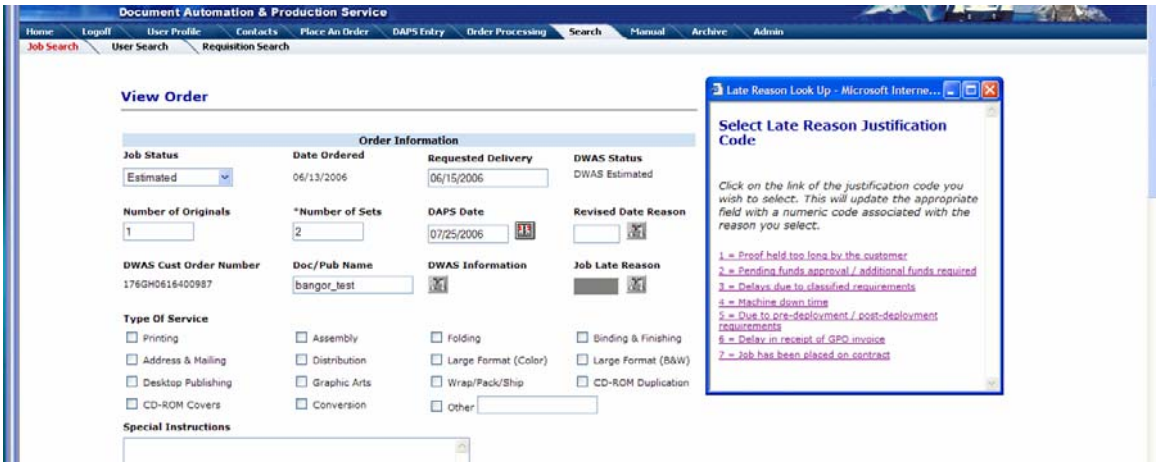
STEP 1. Open the order

STEP 2 Change the job status to JOB READY from the drop down.

STEP 3 Select a date from the popup calendar or type in a date at the DAPS Date field.



STEP 4 Provide a reason for revising the Due Date. In the Revise Date Reason field.



STEP 5 Click submit to complete the change.

Actualizing/Completing Orders

Actualizing Orders

An order can be billed or actualized from the following status:

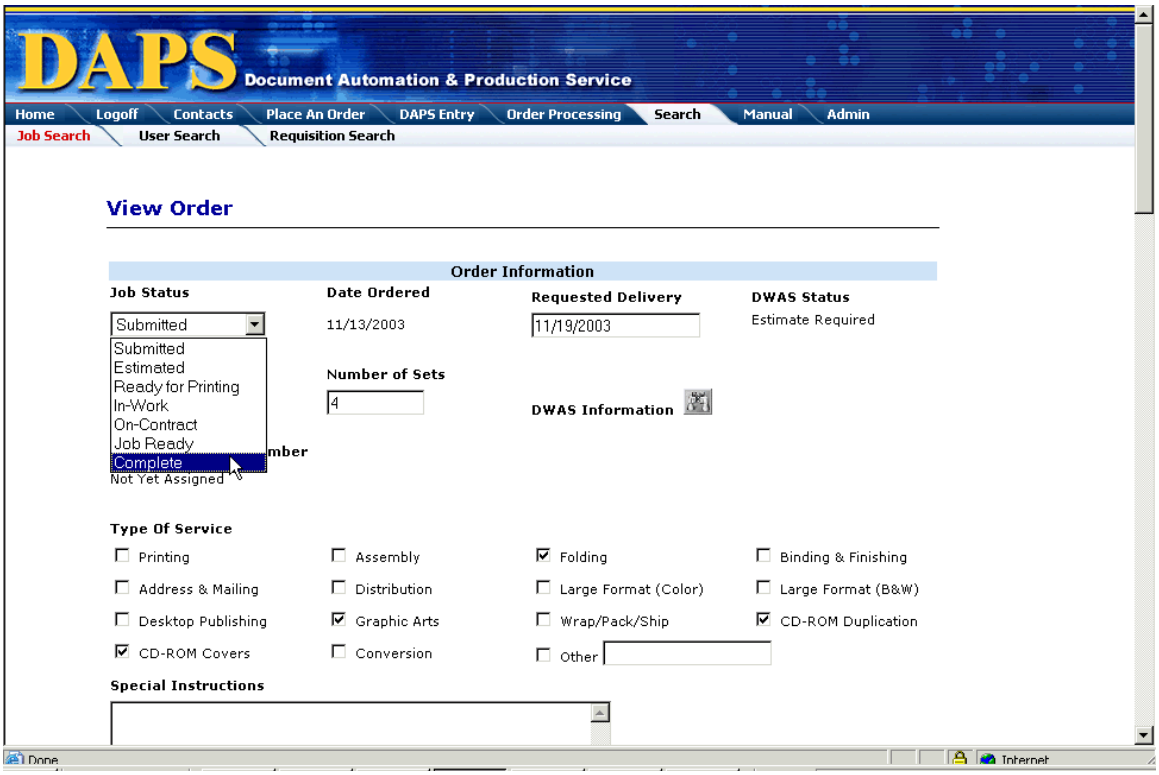
1) An order can be in a DAPS Online job status of “Submitted” ; DWAS status “Estimated Required” and then be actualized.
2) Or, an order can have a DAPS Online job status of “Estimated” and a DWAS status of “DWAS Estimated” and then be actualized.

NOTE: Estimate must have been established in present fiscal year. Prior fiscal year estimates (unless GPO) will not be permitted to be actualized.

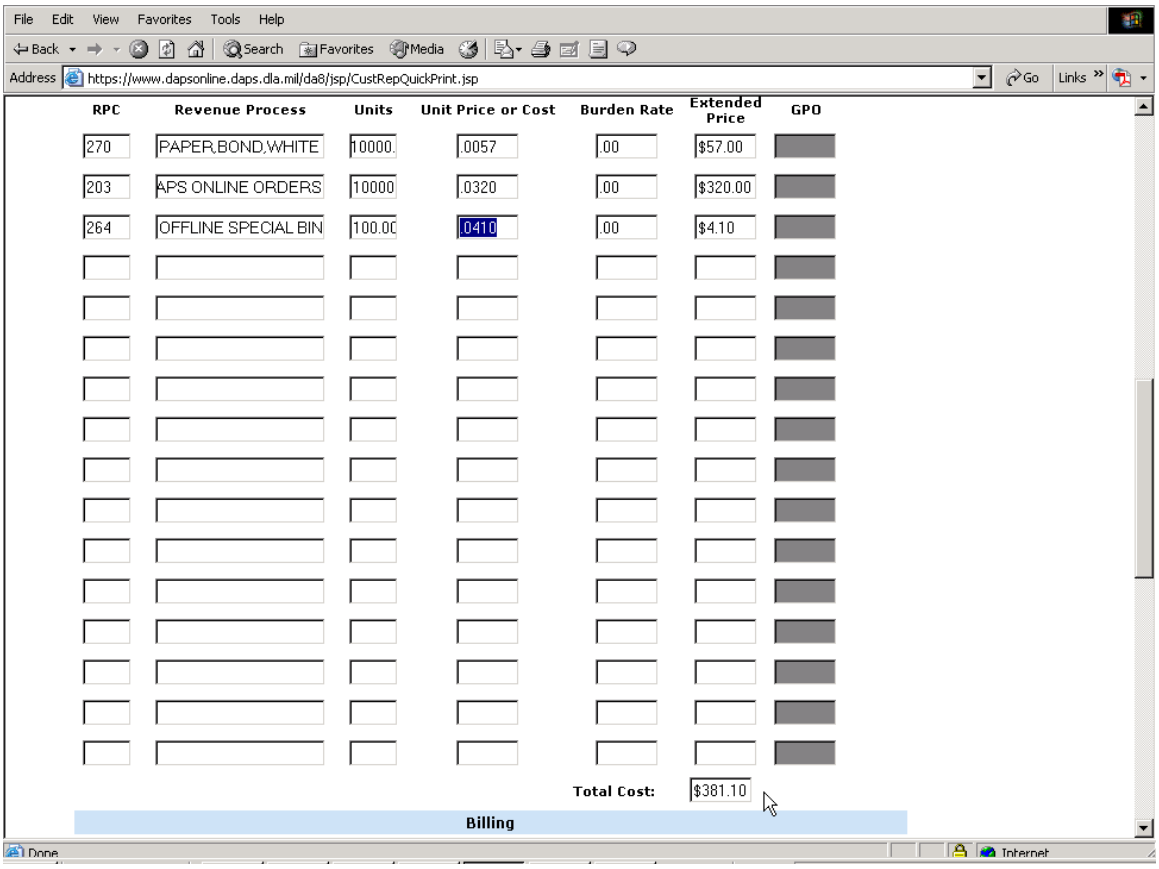
From “Submitted”/”Estimate Required” to “Actualized”

STEP 1: As a DAPS User under the order processing tab, click on the order to be actualized.

STEP 2: Change the job status from “Submitted” to “Complete”, using the drop down menu, under the Order Information Section



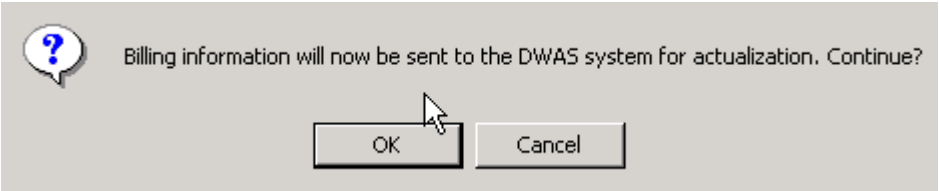
STEP 3: Fill out the RPC's, units, stock as appropriate. Use the tab key to move across the table in the Production Section.



STEP 4: If funding has not been identified, you must identify funding before submitting the estimate, The job status and DWAS status would be "Funding Required". Use the appropriate funding type (open or blanket) to select how the order will be funded. See "Submitting Order" chapter for details on filling out the funding information for an order.

STEP 5: Verify Billing and Shipping Information

STEP 6: Click the submit button to "actualize". The system will prompt you to confirm that you will be actualizing the order.



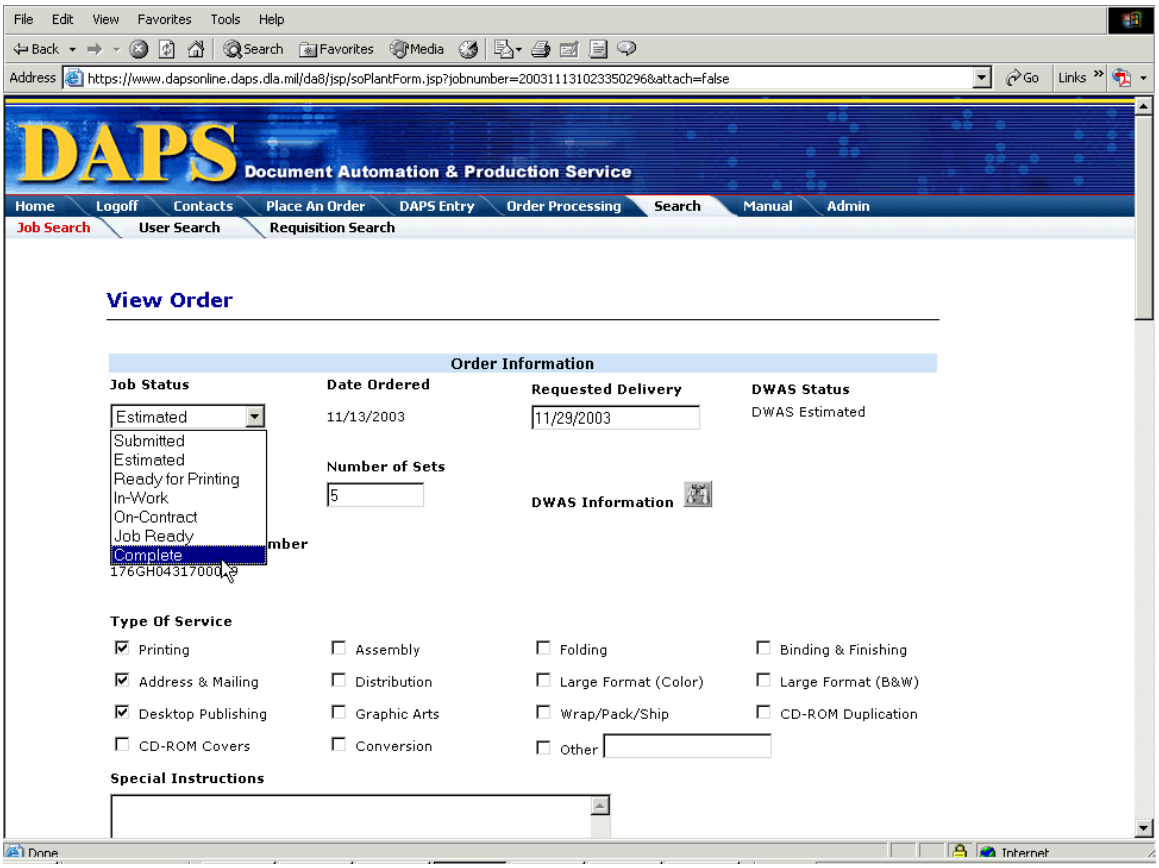
The order has moved from the order processing tab to the Completed Jobs sub tab.

System will generate an funding transaction, estimate transaction then actual transaction as necessary. Continue to check status of funding and order until all DWAS status are stable. You know you are successful when the DAPS Online job status is “Completed” and the DWAS status is “Actualized”.

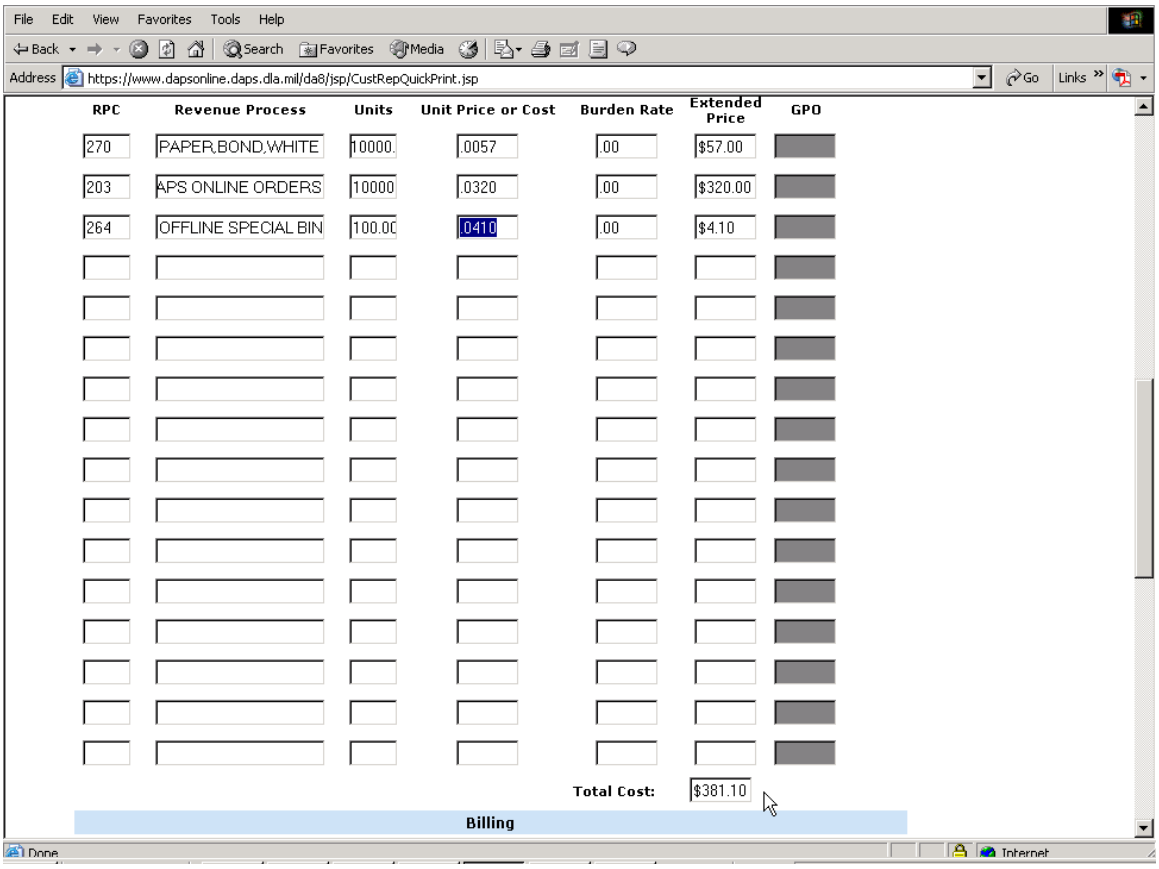
From “DWAS Estimated” to “ Actualized”

STEP 1: As a DAPS User under the order processing tab, click on the order to be actualized.

STEP 2: Change the job status from “Estimated” to “Complete”, using the drop down menu, under the Order Information Section

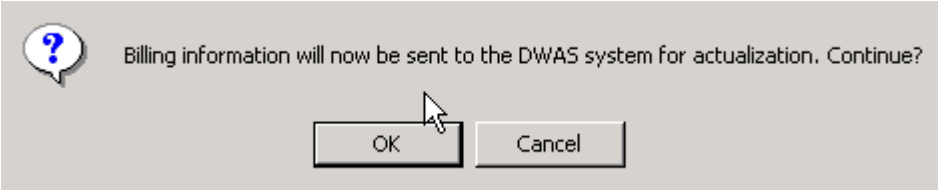


STEP 3: Modify the RPC's, units, stock as appropriate. Use the tab key to move across the table in the Production Section.



STEP 5: Verify Billing and Shipping Information

STEP 6: Click the submit button to "actualize". The system will prompt you to confirm the customer billing.

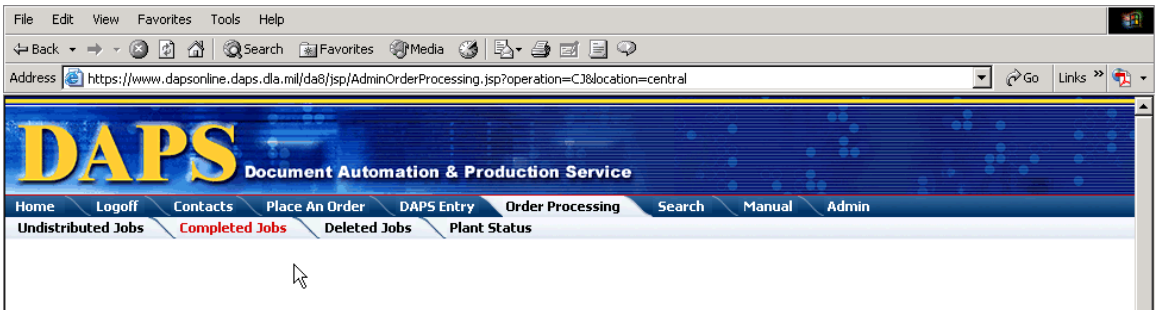


The order has moved from the order processing tab to the Completed Jobs sub tab. You know you are successful when the DAPS Online job status is "Completed" and the DWAS status is "Actualized".

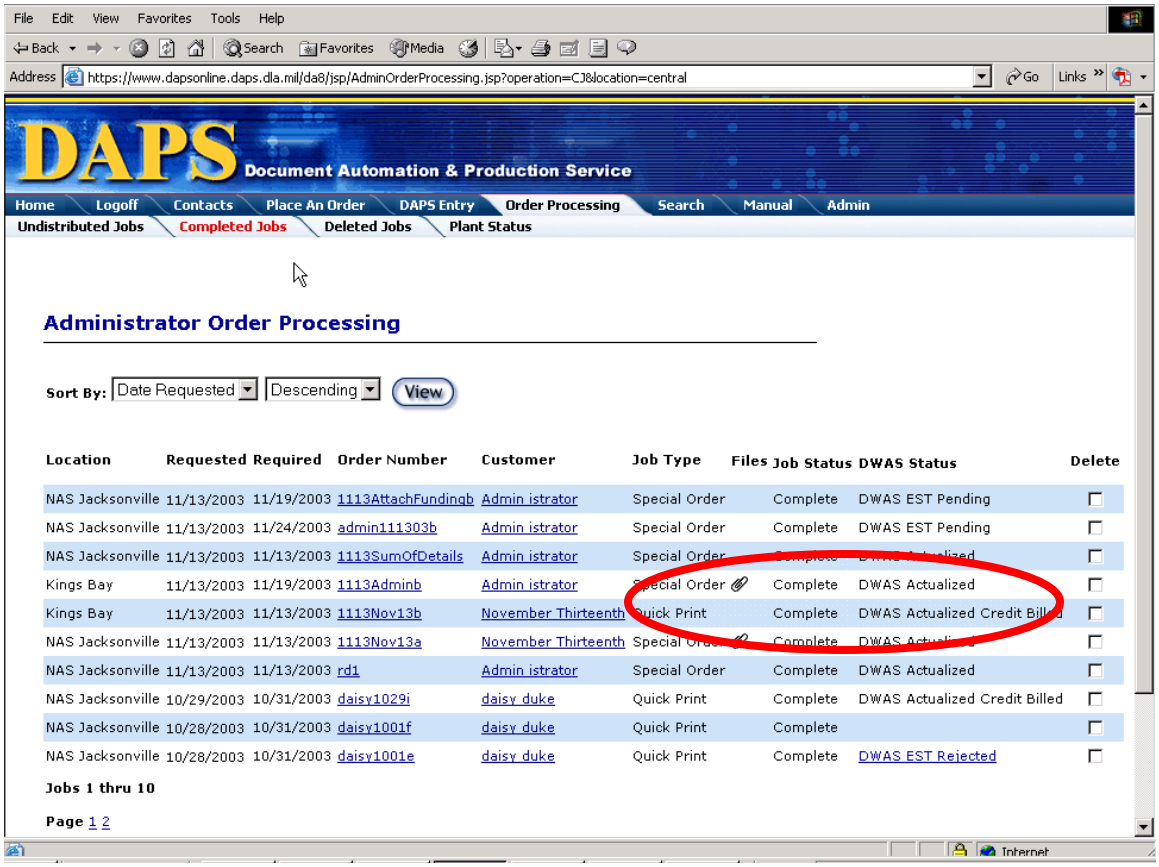
Stabilizing Acutals

An order has been billed properly when the DWAS status for that order is “DWAS Actualized”. The stable status is obtained when a successful actual transactions is received and processed by DWAS.

STEP 1 View the order’s status. Select the order processing tab



STEP 2 Select the completed orders sub tab and view the DWAS status of the order. Or select the Search/ Job Search tab to look for a specific job order.



STEP 3: Any "……..Rejected" status requires an action by the DAPS users to correct the error. Open the error message link to view the error. Use the back button to go back to completed orders list.

STEP 4 Open the job order by clicking on job order number. Correct the error and click on submit. This process may continue until a stable status is received.

STEP 5: Any "…….snd error" status, means the transaction has timed out attempting to send the transaction or the transaction was lost in transit, this occurs after 3 hours of attempt to transmit. The DAPS User needs to resend the transaction by opening the job order click on the order number. Use the drop down to change the new DWAS status to "……pending". And click submit. This will restart the transmission process.

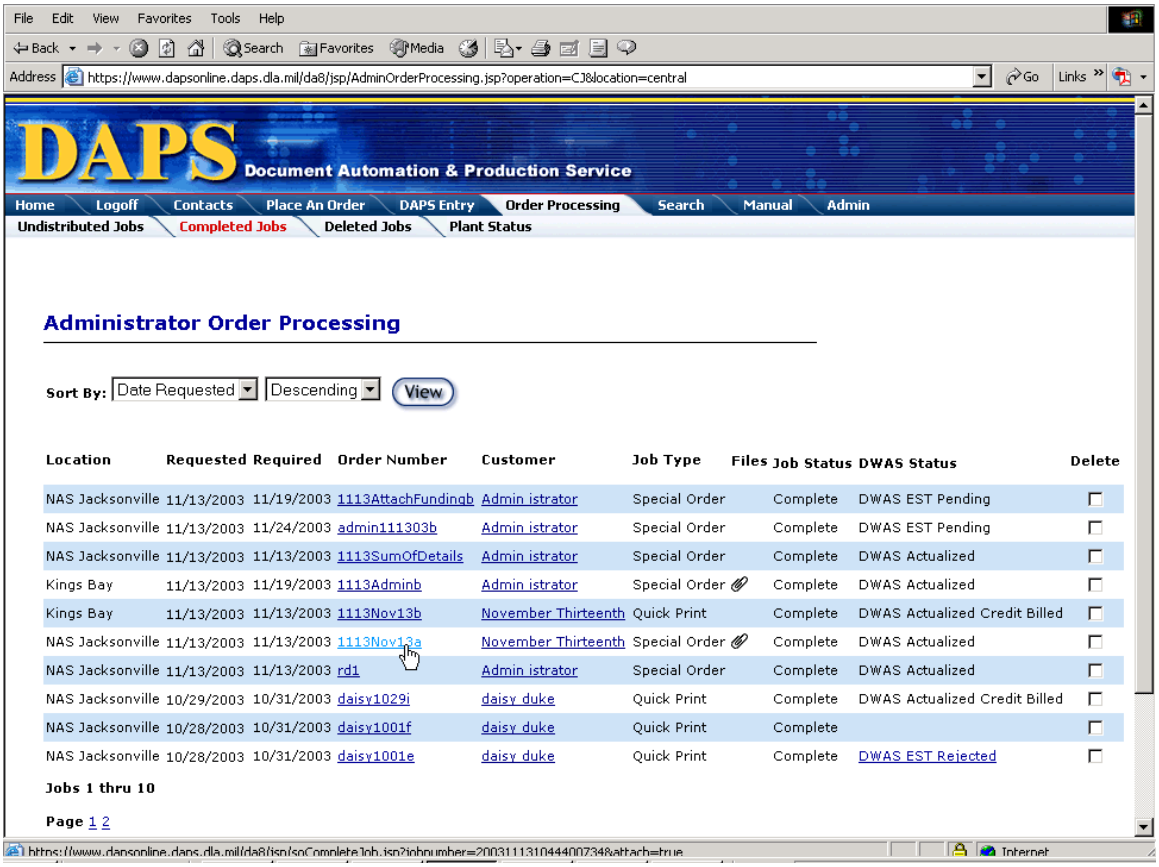
Crediting Orders

Crediting Orders

Only orders that have a DWAS status of “Actualized” can be credited. **DOL can only perform full credits**. For a parital credit, job must be fully credited then a new job created for the correct amount.

STEP 1: Find the order to be credited. Select the Order Processing Tab

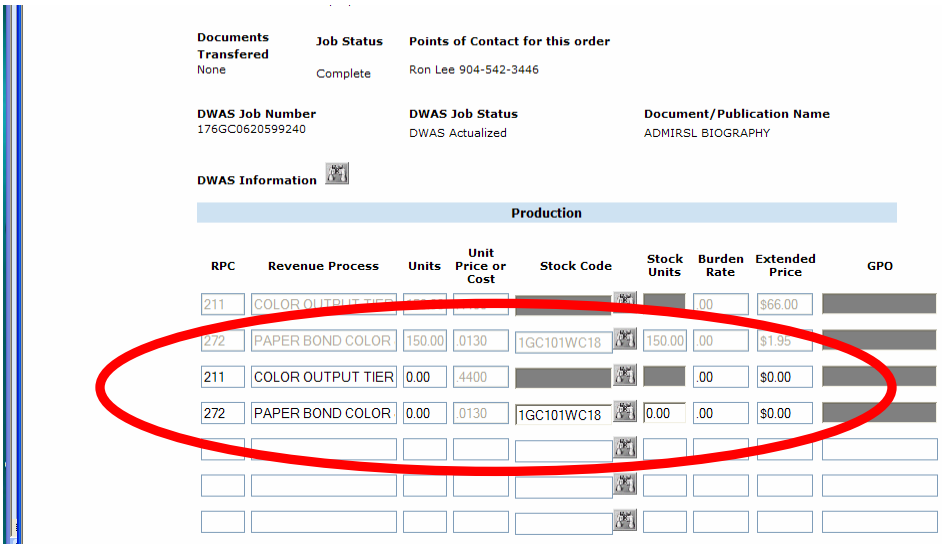
STEP 2: Select the Completed Jobs Tab



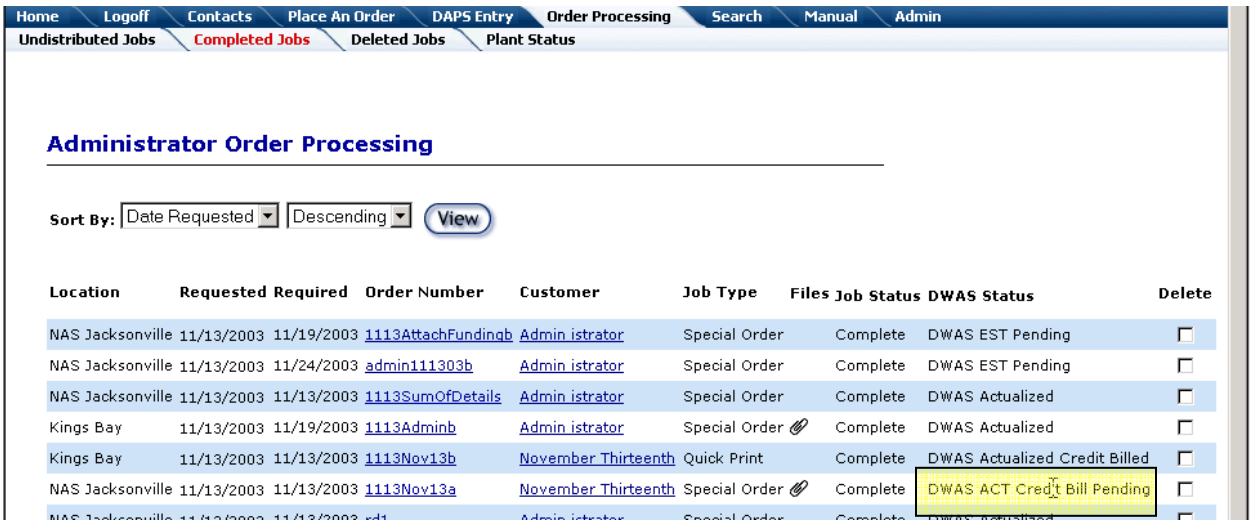
STEP 3: Select the order to be credit.

You can also use the search / job search tabs to search for specific order.

STEP 4: Type in rpcs in exactly the same sequence as the actual. Put 0 in all the units fields. If stock was used, but 0 units in the stock unit field, if stock was not used but the not used stock in the stock field. Do not forget the issue spoilage and damage transaction to make sure the stock gets issues properly.



STEP 5 Click on the submit button to complete the credit process. Order will be placed in a DWAS status of "DWAS ACT Credit Pending"

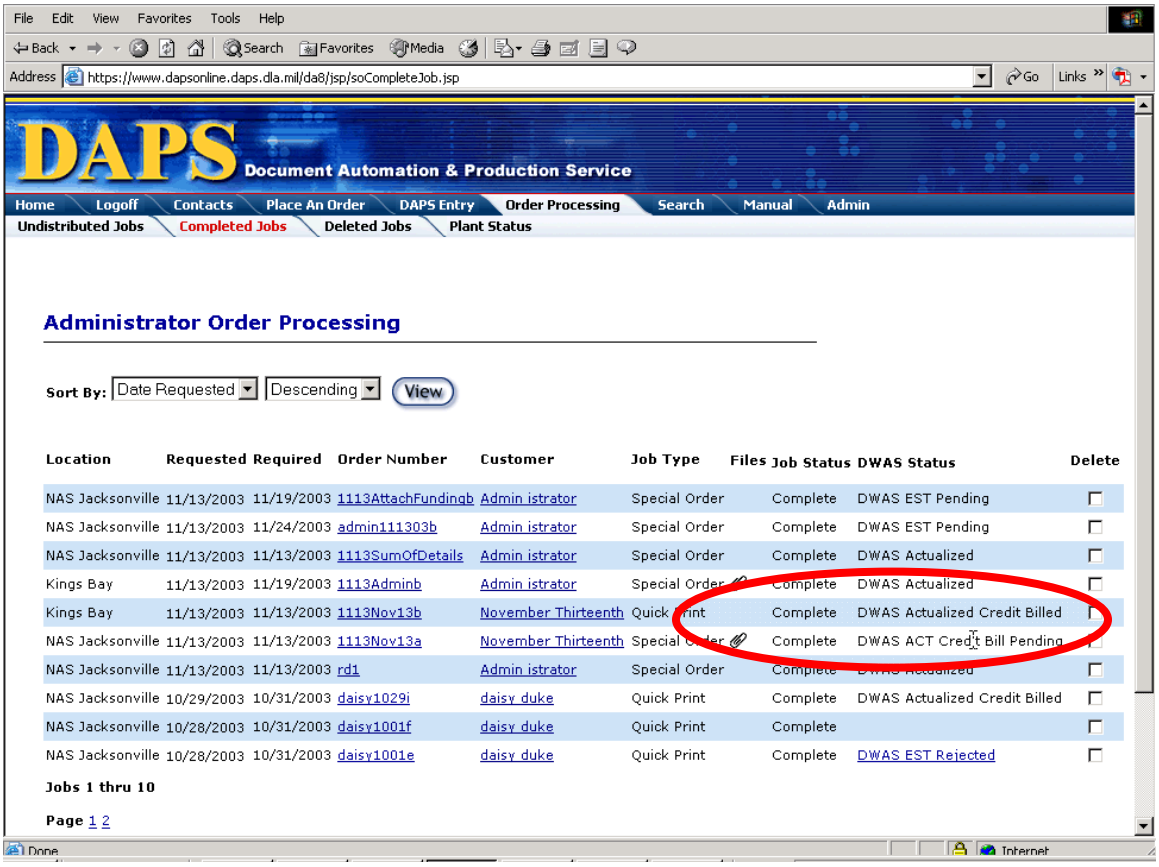


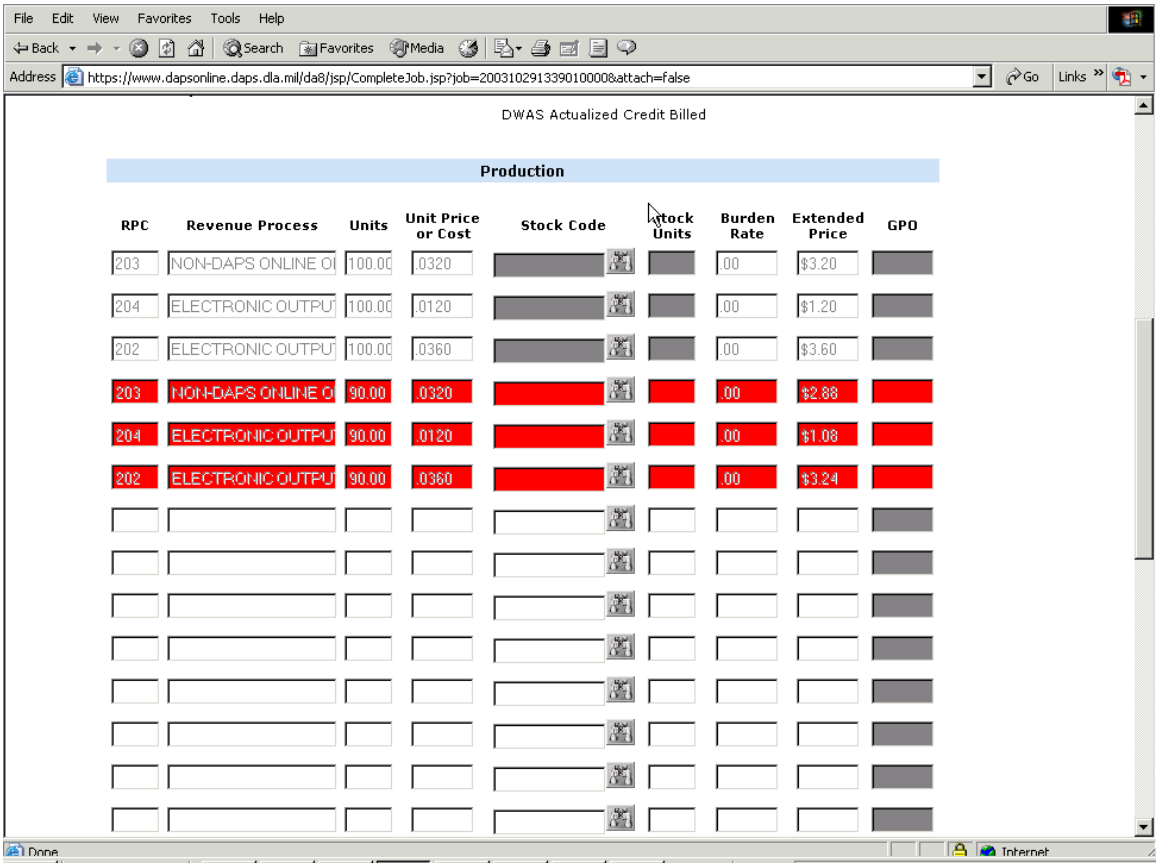
Stabilizing Credits

An order has been credited properly when the DWAS status for that order is "DWAS Actualized Credited Billing". The stable status is obtained when a successful credit transactions is received and processed by DWAS.

STEP 1 View the order's status. Select the order processing tab

STEP 2 Select the completed orders sub tab and view the DWAS status of the order. Or select the Search/ Job Search tab to look for a specific job order. Successful credits have a DWAS status of "DWAS Actualized Credit Billing"





RPC's and units that have been credited are annotated in red.

STEP 3: Any "……..Rejected" status requires an action by the DAPS users to correct the error. Open the error message link to view the error. Use the back button to go back to completed orders list.

STEP 4 Open the job order by clicking on job order number. Correct the error and click on submit. This process may continue until a stable status is received.

STEP 5: Any "…….snd error" status, means the transaction has timed out attempting to send the transaction or the transaction was lost in transit, this occurs after 3 hours of attempt to transmit. The DAPS User needs to resend the transaction by opening the job order click on the order number. Use the drop down to change the new DWAS status to "……pending". And click the submit tab. This will restart the transmission process.

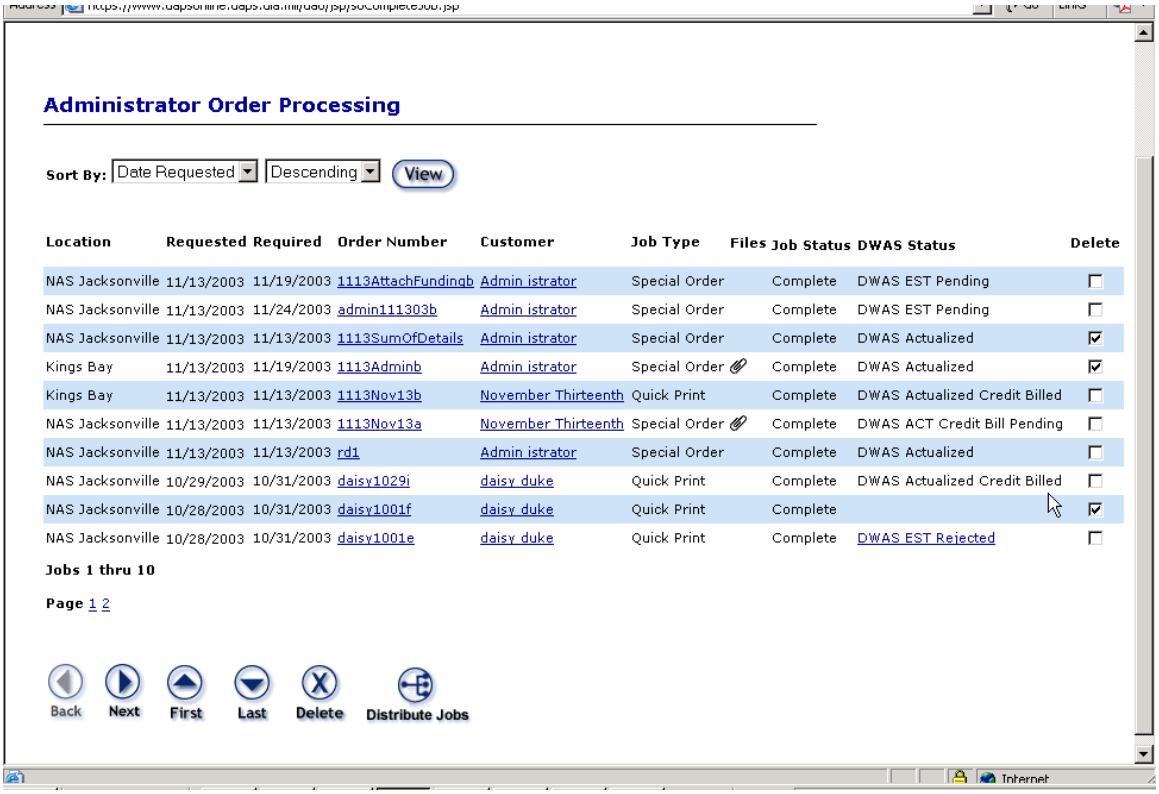
Deleting Orders

Deleting Orders

Order can only be deleted if they are not in a DWAS " pending" or "send err". Orders should only be deleted if they are in DWAS Actualized or DWAS Actualized Credit Bill. Deleting Orders only removes them from DOL not from DWAS.

STEP 1: Find the order to be deleted. An order can be deleted from the order processing page and the order processing / completed jobs page. Or you can use the Search/Job Search to look for a particular order.

STEP 2: Check the delete box on the far right of the order to be deleted.



STEP 3: Click on the delete button at the bottom.

STEP 4: Confirm the deletion process

The order will move from the present queue to the order processing / deleted jobs tab.

NOTES

GPO & EMS Processing

GPO & EMS Processing

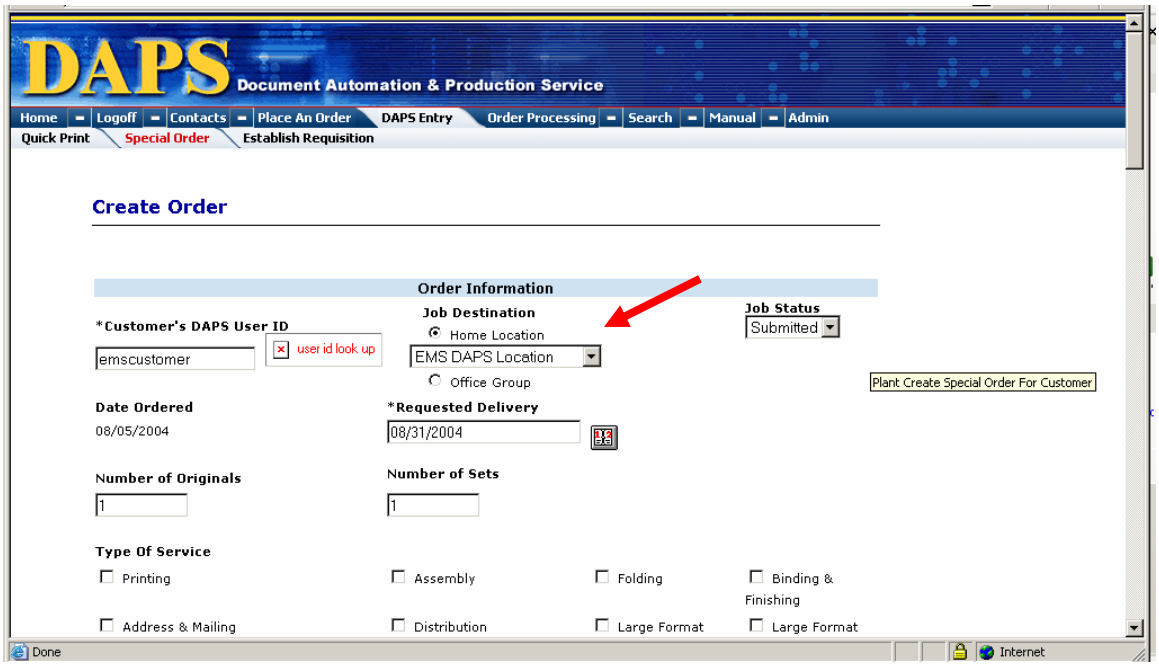
Orders for GPO and EMS can be received and billed through DOL. Advantages of using DOL to receive and bill GPO and EMS orders is the order tracking capabilities for the GPO customer and the ability to manage the order through DOL. The standard process for GPO and EMS orders is described below.

STEP 1: The Administrator /Super User set up separate queues or locations for the GPO and EMS locations within the Office group.

STEP 2: DAPS employees will be setup as plant users with their home print plant in their profile being tied to either the GPO or EMS location as appropriate.

EMS Orders

STEP 3: EMS Plant users will submit orders for the EMS customer, using data entry, special order tab. Select the EMS Customer by typing in the customer's DOL User id. Select the EMS DAPS Location set up by the Super User for your Office Group.

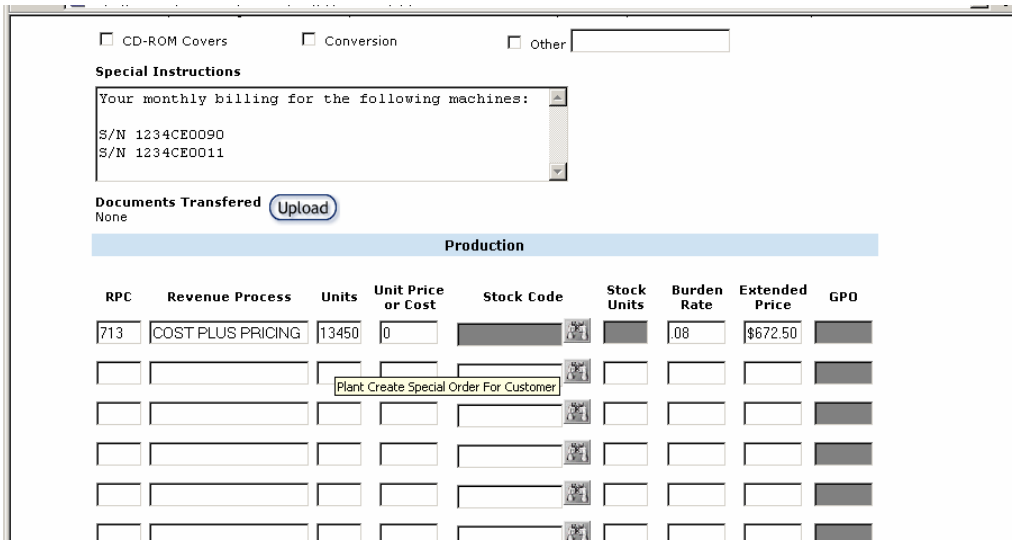


STEP 4 Requested delivery date should be set for the end of the month, since billing is done monthly. Number of originals "1" and Number of sets "1".

STEP 5 Special Instructions can be used to provide notes to customer.

STEP 6 Any spreadsheets or files that assist with information about billing can be uploaded, through the Documents Transferred Process. This may be a file you normally email the customer.

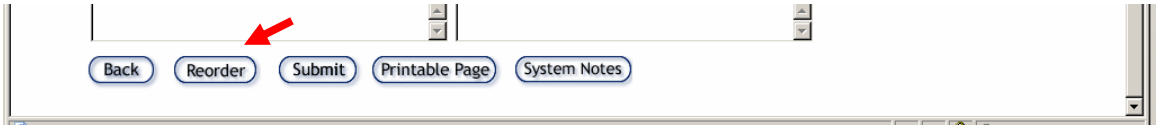
STEP 7 Using the pricing grid , enter RPC 713 and the appropriate units.



STEP 8 Select payment method (see the Submitting Order Section for each type of payment method).

STEP 9 Submit order.

STEP 10 Next month, use the re-order button at the bottom of the page, to duplicate the order. The following fields will need to be entered:

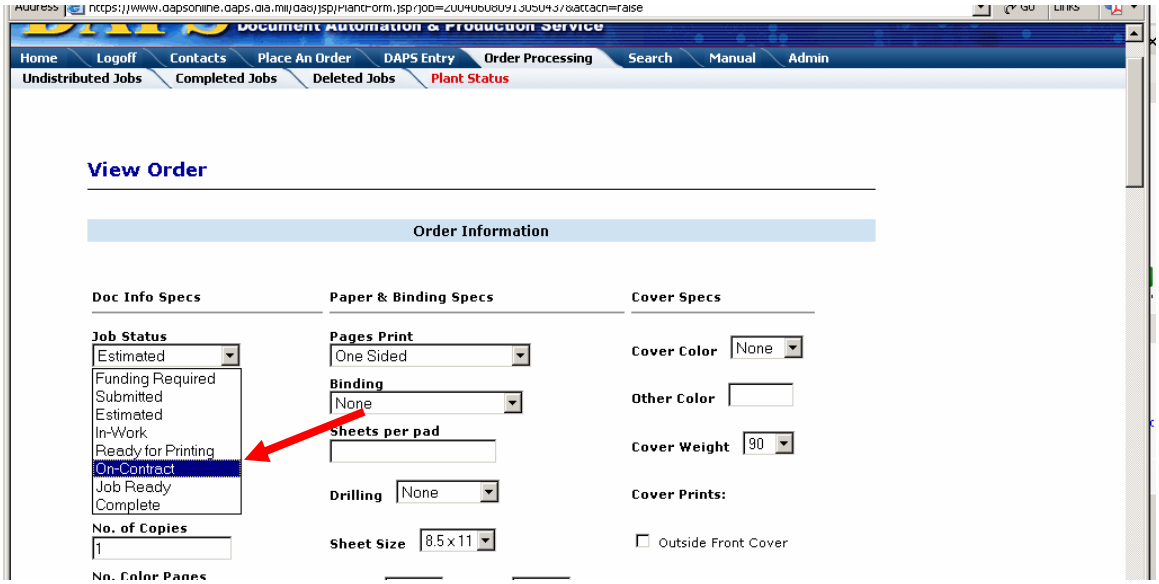


Requested Date
Order Number
Number of Copies
Number of Pages

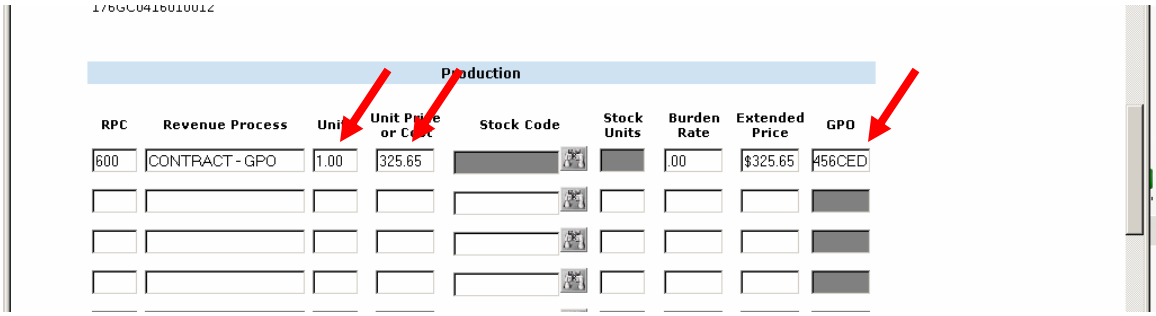
<u>GPO Orders</u>

STEP 3 Orders can be entered by customer or by DAPS employees (GPO plant user). These orders could be quick print or special order. Once order has been determined to require contracting out the DOL job status should be set to “On

Contract". This determination and status change can be made by any DAPS user: Plant User, CSR, Production Manager or Super User.



STEP 4: GPO orders are processed like any other in-house order. Job status is changed to estimated, when an estimate can be determined. The GPO cost centers 60 & 61 should be used when estimating the order. Units, Unit Price and Jacket number must be filled in.



Note: The normal GPO forms must still be prepared, ie SF1. The STEPs above eliminates the need to bill the GPO job to the customer through the DWAS ICE interface, while providing a tracking method for the customer.

Reports

Reports

Reports can be generated by anyone with **Production Manager** or Super User privileges.

STEP 1: Click on Admin tab.

STEP 2: Click on Reports Tab, There are a list of 10 reports. Each report is discussed below.

STEP 3: Select from one of the ten types of reports, by clicking on the report name. Definition of each report follows.

Management Reports

There are 3 types of management reports.

Jobs before a date: Based on customer due date, this report lists the number of jobs due before the given date that are not complete. Jobs past due.

Jobs on a date : Based on customer due date this report lists all jobs due on that given date.

Jobs after a date – Based on customer due date this report lists all jobs due after the given date.

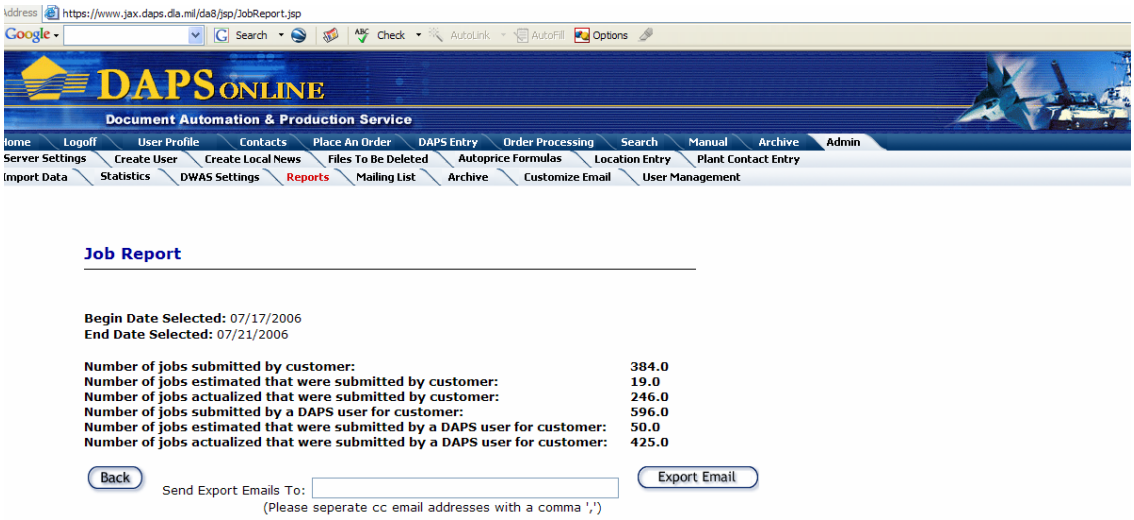
RPC 203 Usage- obsolete

RPC 412 Usage- obsolete

Job Report

Based on a set time span. The job report provides a report on the following:

1. Number of jobs submitted by customers during the given time period.
2. Number of jobs estimated that were submitted by customers during the given time period.
3. Number of jobs actualized that were submitted by customers during the given time period
4. Number of jobs submitted by a DAPS user for a customer during the given time period.
5. Number of jobs estimated that were submitted by a DAPS user for customer during the given time period.
6. Number of jobs actualized that were submitted by a DAPS users for a customer during the given time period



On Time Report

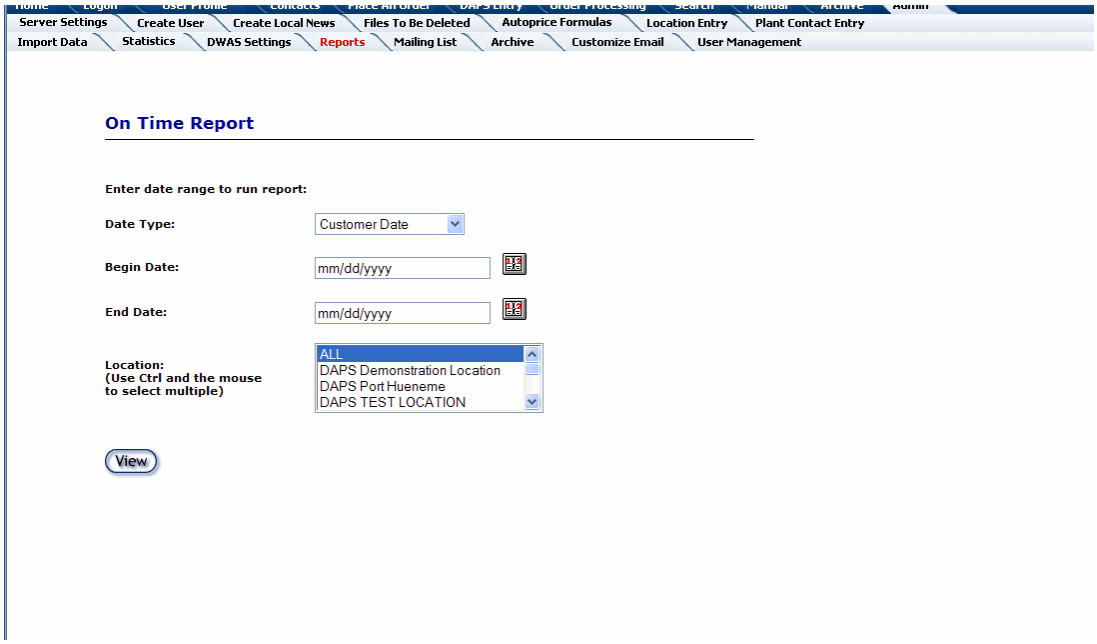
Given a set period of time, this report generates the number of jobs that met the DAPS revised or Customers Due date, which ever is later, for the selected plant. The report will also list the jobs considered complete for the given time period. A job is considered complete if the status is job ready or complete. This report will also generate a percentage. The percentage is the number of jobs on time over the total number of jobs for the month. This percentage should be 98% or higher.

STEP 1. Select the date type you wish to run the report against.

STEP 2 Select the beginning date and ending date for identify the time span you want to extract the report from. The dates will include any jobs submitted during those dates. For a YTD (year to date) report, use October 1, 20XX as the begin date and the present date as the end date.

STEP 3 Select the plant or plants for which the report is being ran. To select multiple locations hold down the ctrl key and select the plant names with your mouse.

STEP 4 Click View button to view report



DAPS ONLINE

Document Automation & Production Service

Home | Logoff | User Profile | Contacts | Place An Order | DAPS Entry | Order Processing | Search | Manual | Archive | Admin

Server Settings | Create User | Create Local News | Files To Be Deleted | Autoprice Formulas | Location Entry | Plant Contact Entry

Import Data | Statistics | DWAS Settings | Reports | Mailing List | Archive | Customize Email | User Management

On Time Report

Note: Only the first 200 records will be displayed. The export file will still contain all records found.

Date Type Selected: DAPS Revised Date
Begin Date Selected: 03/01/2006
End Date Selected: 07/25/2006
Location(s) Selected: ALL

9 Jobs Meet On Time Delivery
12 Jobs Ready
75.0% On Time Delivery

Order Number	Batched	CON	Cust Date	DAPS Date	DAPS Justification	Job Ready Date	Date Difference	Cust Justification
on_time_A1		573DB0603950007	02/10/2006	03/02/2006	1	03/02/2006	0	
On_time_A2		573DB0604050009	02/08/2006			03/02/2006	22	
sponsor code test		573DB0606850016	03/10/2006			03/09/2006	-1	
sponsor code test 4		573DB0606850019	03/16/2006			06/05/2006	81	
1test		176GH0611810149	05/02/2006			05/17/2006	15	
testjob		176GH06138STJOB	05/23/2006			05/18/2006	-5	
sandiego_test_case		176GH06151TCASE	05/01/2007			05/31/2006	-335	
spoilageestimate		176GC0616510277	06/15/2006			06/14/2006	-1	
testbuild4002		176GC0616510279	06/23/2006			06/16/2006	-7	
btest		176GH06193BTEST	07/20/2006			07/20/2006	0	
testPacific009		176GH06199IC009	07/20/2006			07/20/2006	0	
mod123		176GH06201OD123	07/24/2006			07/20/2006	-4	

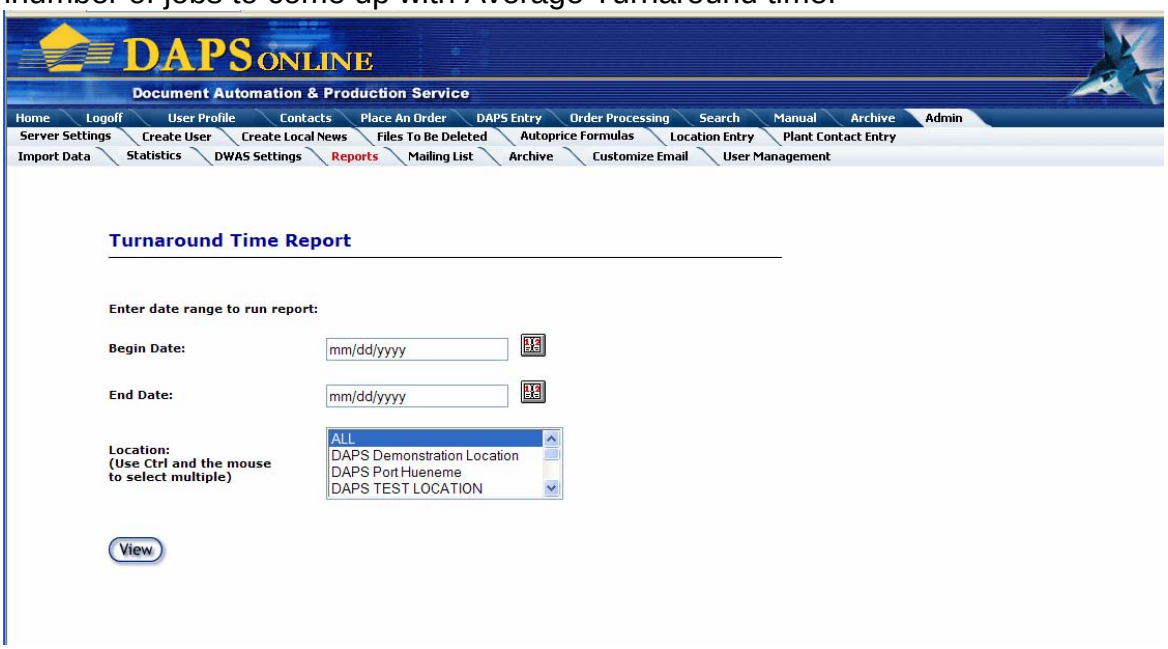
Back

Send Export Emails To:
(Please seperate cc email addresses with a comma ',')

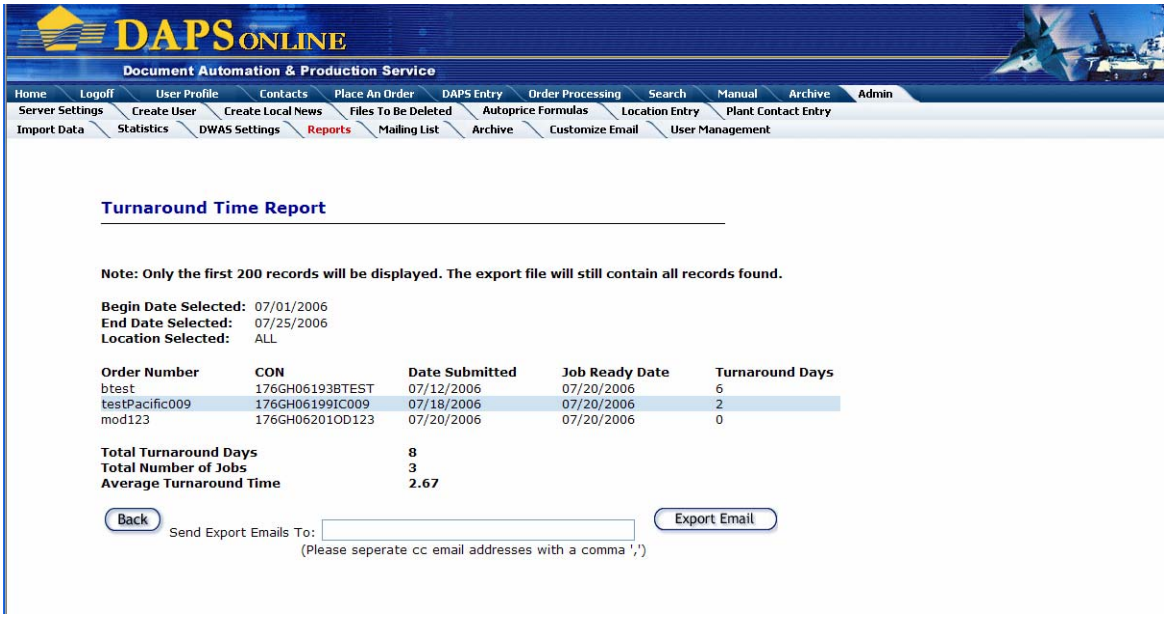
Export Email

Turnaround Report

Turnaround Report provides the average turnaround time for jobs processed during a given time period for a given plant or group of plants. By selecting the beginning, ending dates and highlighting the plants to be selected, the report will display the job, CON, Date submitted, job ready date and calculate the number of days required to complete the job. The number of jobs completed during the time period specified is summed. The total number of days required to complete th job (turnaround) is summed. The total turnaround days is divided by total lnumber of jobs to come up with Average Turnaround time.



The number of jobs completed during the time period specified is summed. The total number of days required to complete the job (turnaround) is summed. The total turnaround days is divided by total number of jobs to come up with Average Turnaround time. When determining total number of days to complete the job, weekends and government holidays are removed from the count. If a job is submitted on a Friday and completed on a Monday the turnaround days is 1.


DAPS ONLINE
Document Automation & Production Service
Home
Logoff
User Profile
Contacts
Place An Order
DAPS Entry
Order Processing
Search
Manual
Archive
Admin
Server Settings
Create User
Create Local News
Files To Be Deleted
Autoprice Formulas
Location Entry
Plant Contact Entry
Import Data
Statistics
DWAS Settings
Reports
Mailing List
Archive
Customize Email
User Management
Turnaround Time Report
Note: Only the first 200 records will be displayed. The export file will still contain all records found.
Begin Date Selected: 07/01/2006
End Date Selected: 07/25/2006
Location Selected: ALL
Order Number | CON | Date Submitted | Job Ready Date | Turnaround Days
btest | 176GH06193BTEST | 07/12/2006 | 07/20/2006 | 6
testPacific009 | 176GH06199IC009 | 07/18/2006 | 07/20/2006 | 2
mod123 | 176GH06201OD123 | 07/20/2006 | 07/20/2006 | 0
Total Turnaround Days 8
Total Number of Jobs 3
Average Turnaround Time 2.67
Back
Send Export Emails To:
Export Email
(Please seperate cc email addresses with a comma ',')

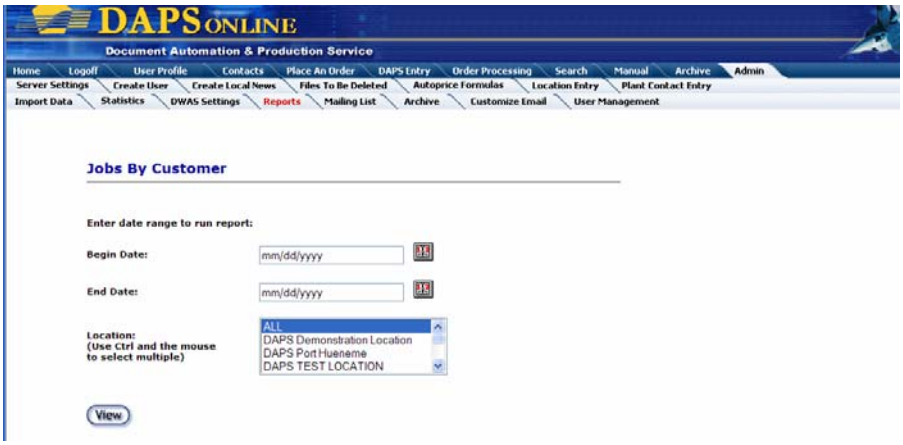
Jobs by Customer

The Jobs by Customer link generates a report that provides the percentage of jobs submitted by customers for a given time period for a specified plant. The report will also provides a list of the jobs that were submitted by customers and the dwas and dol userid.

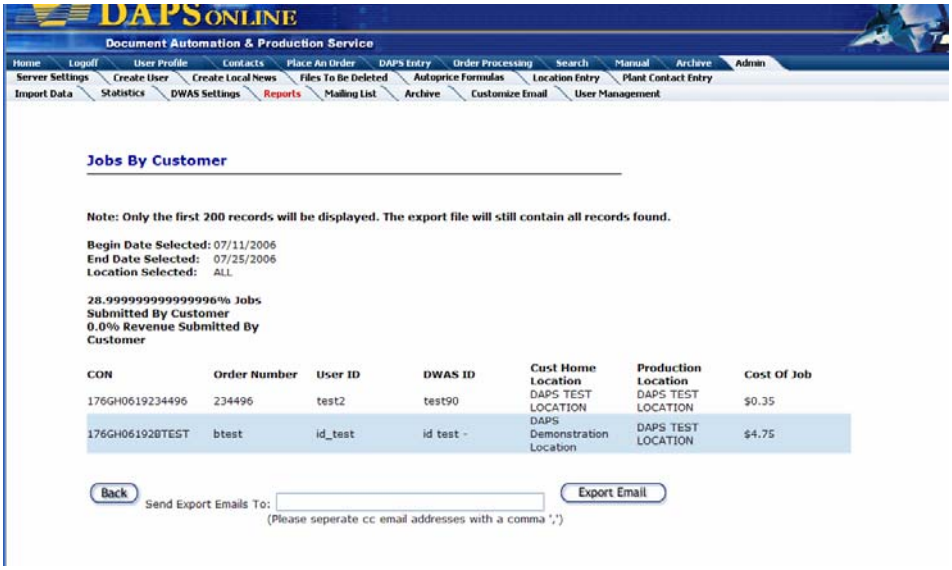
STEP 1 Select the beginning and ending dates to specify the time period desired

STEP 2 Highlight the plant or plants for which the report will be generated.

STEP 3 . Click View to view the report.



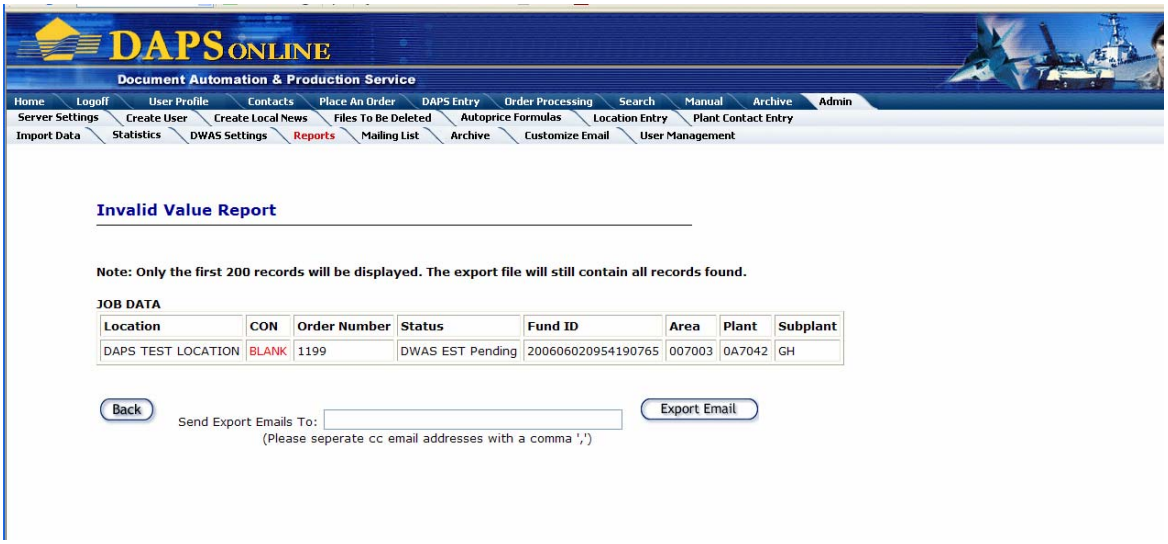
STEP 4: If you want to receive a comma delimitated text file, type in your email address in the send export emails to field, and click the export email button.



Invalid Value Report

The Invalid Value Report should be ran, by the DOL system administrator, when the following condition exist: When a group of transactions appear to remain in pending status and all normal checks have been made to verify the user and funding are stable.

This report will provide a list of jobs that have mandatory data fields which are blank or contain in invalid values, such as a fields. After running the report the Administrator will need to use MS SQL Enterprise Manager to correct the invalid value field.

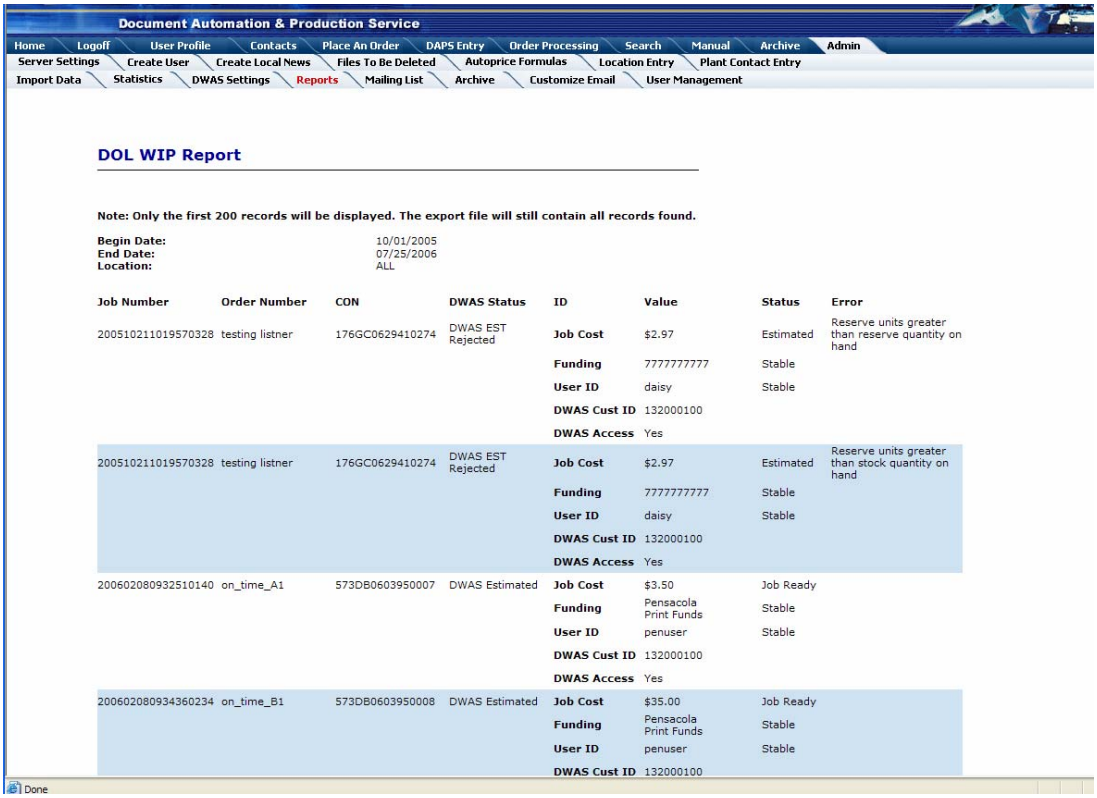


In the example above the CON number for order number 1199 is missing.

DOL WIP Report

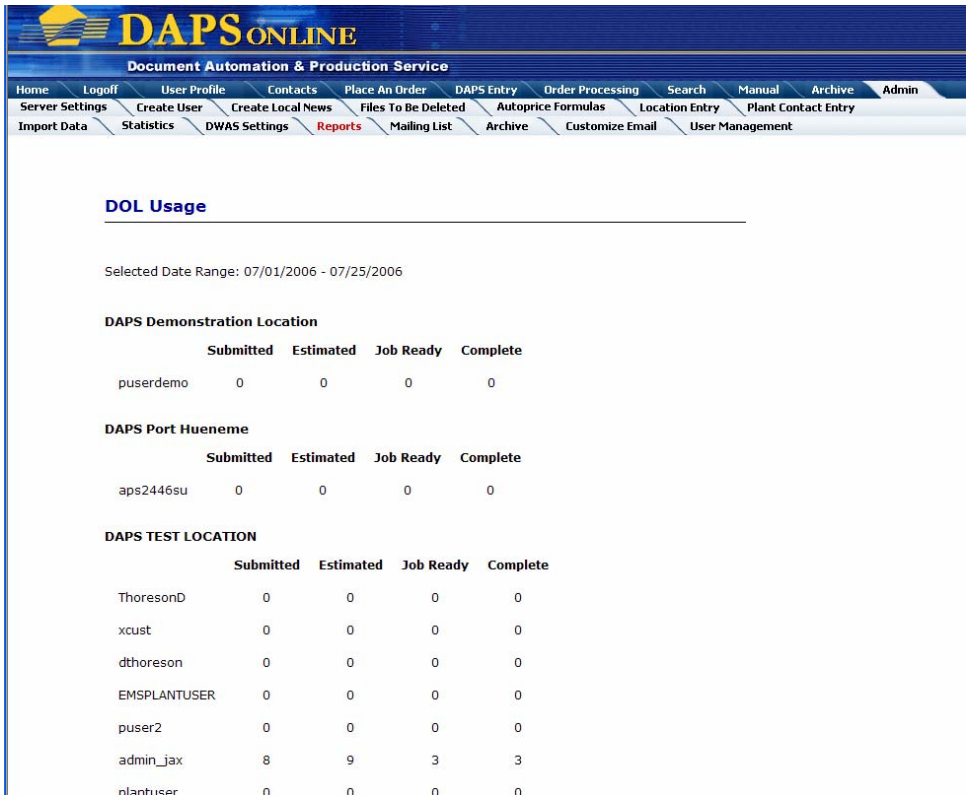
The WIP or work in progress report, provides a listing of jobs that have been submitted during a specified period of time that have not been complete. To calculate YTD WIP, select the begin date as October 1, 20XX and the end date as the present date, select all plants and view. The report lists the Job Number, Order Number, CON, DWAS Status, Job Cost, Job Status, Funding ID and Funding Status, Job Error (if there is one) and Funding error (if there is one). This report can provide a quick overview of jobs in the system.

Exporting this report and importing it into Excel can provide a management tool for controlling and managing work that remains in error code or have not been processed for other reasons. All sites should work toward minimizing WIP that is older than 90 days. That would be orders that were submitted 90 days ago or earlier that do not have a job status of complete.



DOL Usage Report

The DOL Usage report provides a listing for a given span of time for a set number of plants as selected, of DAPS users id and the number of jobs they have submitted, estimated, made job ready and complete.



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DAPS Online Job Status Summary

DAPS Online Status	Description	Effects on DWAS
Submitted	First status of a job received by DAPS Online	No effect
In- Work	Gives notice back to customer that job has been recognized by the plant	No effect
Estimated	Job has been reviewed by a DAPS User and rpcs and units have been tied to the job	Sends an estimate transaction to DWAS
Ready for Print	Some attachments may Need to be prepped for output. This status informs the output station the file is ready for printing	No effect
On- contract	Jobs that have been identified not to be done inhouse	No effect
Job Ready	Job has been processed and customer may pick up	No effect
Complete	Job is ready to be billed	Generates an actual transaction
Funding required	No funding has been identified	No effect
Awaiting Approval	An approving official has been identified for this job and has yet to approve it.	No effect

DWAS Job Status Summary

DWAS Status	Description	Action Needed
JOB STATUS		
No Status	Customer does not have DWAS Access	Prior to estimating order, open customer profile and check DWAS Access box. This may need to be done by CSR.
Estimate Required	Job has not been estimated	No action needed
Funding Required	Job does not have any funding identified	Open job and select funding
DWAS ACT Credit Bill Pending	Credit transaction has been sent to DWAS	No action needed
DWAS ACT Credit Bill Pending SND ERR	Credit transaction has been sent 3 times without a response from DWAS	Check with Administrator to verify DOL server is receiving transactions from Middleware Server. No action needed status will update automatically
DWAS ACT Pending	Actual transactions being sent to DWAS	No action needed
DWAS ACT Pending SND ERR	Actual transaction has been sent 3 times without a response from DWAS	Check with Administrator to verify DOL server is receiving transactions from Middleware Server. No action needed status will update automatically
DWAS ACT Rejected	An error has been returned from DWAS for the Actual transactions	Open error, make corrections to actual and submit
DWAS Actualized	Job had been billed successfully	no action
DWAS Actualized Credit Bill	Job has been credited successfully	no action
DWAS Credit Bill Rejected	An error has been returnd from DWAS for the credit bill transaction	Open error, make corrections to credit and submit
DWAS EST Credit Bill Pending	An Estimate credit transaction has been sent to DWAS	No action needed
DWAS EST Credit Bill Pending SND ERR	Estimate Credit transaction has been sent 3 times without a response from DWAS	Check with Administrator to verify DOL server is receiving transactions from Middleware Server. No action needed status will update automatically
DWAS EST MOD Pending	Modifcation to estimate transaction has been sent to DWAS	no action needed
DWAS EST MOD Pending SND ERR	Modifcation to estimate transaction has been sent 3 times without a response from DWAS	Check with Administrator to verify DOL server is receiving transactions from Middleware Server. No action needed status will update automatically
DWAS EST Pending	Estimate transaction is being sent to DWAS, if this status doesn't change to DWAS Estimated after 30 minutes check to make sure funding and customer are stable.	If this status doesn't change to DWAS Estimated after 30 minutes check to make sure funding and customer are stable. Otherwise no action is required
DWAS EST Pending SND ERR	Estimate transaction has been sent 3 times without a response from DWAS	Check with Administrator to verify DOL server is receiving transactions from Middleware Server. No action needed status will update automatically
DWAS EST Rejected	an error has been returned from DWAS for the Estimate transactions	Open error to view, open and correct order then resubmit
DWAS Estimated	Job has been estimated in DWAS	no action required
Funding Status		
Stable	funding has been verified and is ready for use	No action
New Funding Document	credit card template	No action
DWAS ADD Pending	Funding transaction to add new funding to DWAS has been sent	If this status doesn't change to Stable after 30 minutes check to make customer is stable. Otherwise no action is required

DWAS ADD Pending SND ERR	Funding transaction to add new funding has been sent 3 times without a response from DWAS	Check with Administrator to verify DOL server is receiving transactions from Middleware Server. No action needed status will update automatically
DWAS ADD Rejected	error has been returned from DWAS	open error to view, open and correct funding then submit
DWAS MOD Pending	Funding mod transactions is being sent to DWAS	no action
DWAS MOD Pending SND ERR	Funding transaction to modifiy funding has been sent 3 times without a response from DWAS	Check with Administrator to verify DOL server is receiving transactions from Middleware Server. No action needed status will update automatically
DWAS MOD Rejected	an error has been returned from DWAS	open error to view, open and correct funding then submit
DWAS DEL Pending	Delete funding transactions has been sent to DWAS	no action
DWAS DEL Pending SND ERR	Funding transaction to delete funding has been sent 3 times without a response from DWAS	Check with Administrator to verify DOL server is receiving transactions from Middleware Server. No action needed status will update automatically
DWAS DEL Rejected	an error has been returned from DWAS when trying to delete funding	open error to view, open and correct funding then submit
DWAS ACRN MOD 1 Pending	Funding transaction to reduce ACRN Mod 1 by XXX amount has been sent to DWAS	no action
DWAS ACRN MOD 1 Pending SND ERR	Funding transaction to reduce acrn funding has been sent 3 times without a response from DWAS	Check with Administrator to verify DOL server is receiving transactions from Middleware Server. No action needed status will update automatically
DWAS ACRN MOD 1 Rejected	error has been returned from DWAS	open error, make corrections to funding and submit
DWAS ACRN MOD 2 Pending	Funding transaction to create acrn funding has been sent to DWAS	no action
DWAS ACRN MOD 2 Pending SND ERR	Funding transaction to create acrn funding has been sent 3 times without a response from DWAS	Check with Administrator to verify DOL server is receiving transactions from Middleware Server. No action needed status will update automatically
DWAS ACRN MOD 2 Rejected	error has been returned from DWAS	open error, make corrections to funding and submit
CC Auth Pending	credit card authorization file has been sent to Bank	no action
CC Auth Pending SND ERR	Credit card authorization request has been sent 3 times without a response from Middleware Server	Check with Administrator to verify DOL server is receiving transactions from Middleware Server. No action needed status will update automatically
CC Auth Rejected	error has been returned from Bank	open error, make corrections to funding and submit, this may require changes to the credit card template.

Common DWAS Error Messages

DWAS Errors List

STEP 1: For any error always verify the data that was entered is correct. Before following the recommended error correction STEPs below.

CUSTOMER ID

Customer does not exist – self explanatory. Resolution: As CSR user open customer profile, check "ADD to DWAS" box and resubmit

FUNDING

"ADD" FUNDING ERRORS

AAA number is invalid – Authorization field is invalid – Authorization Accounting Activity, this is normally the customers UIC or DODACC number.

Invalid DOD code for Army; must be 21 – funding type has been identified as Army, but the appropriation number provided does not begin with 21 (see SOP Funding Chapter)

Invalid DOD code for Air Force; must be 57 – funding type has been identified as Air Force, but the appropriation number provided does not begin with 57 (see SOP Funding Chapter)

Invalid cost code; only alphanumeric characters allowed- Verify Cost Code Accuracy. The cost code must be a 12 position alphanumeric, if there are less than 12 characters then DWAS considers the missing as spaces, therefore make sure the Cost Code field is 12 positions by adding the number zero '0' to the front of any cost code that is not 12 alphanumerics.

Customer ID invalid - self explanatory – customer id is not in DWAS, Two reason – customer id has been mistyped. Or The DWAS Customer ID has not been added to DWAS. This problem must be corrected with the customer profile. Login as a CSR, search for customer, open profile, check the "add this customer to DWAS" box and the customer status will be Add Pending, once customer is Stable again, resubmit funding.

Document Number Already Exist – CAUTION with this error. This error means:

1. you are trying to submit funding that is already in DWAS. This funding can manually be changed to stable, but, first you must verify all funding fields are accurate including the funds area/plant/subplant owners and expiration date. After this has been verified for accuracy, open requisition, using drop down menu change DWAS status to Stable and submit.

2. If the funding is not in DWAS, this error means that only the Funding Document Number has been replicated, so a new Funding Document number needs to be generated for this Line of Accounting.

Appropriation DOD and symbol are invalid - The Appropriation number doesn't match the Funding Type for DOD. Appropriation numbers begin with 97 for DOD Funding types.

Funding must be processed under Navy screen - the Appropriation number for this funding has been determined to by Navy, it must begin with a 17 or 97, but the Funding Type has been identified as something other than Navy. Either the appropriation is incorrect or the Funding Type should be set to Navy.

Invalid suballotment entry – this is tricky and is tied to the AAA. Most of the time this can be left blank.

Customer category invalid for agency – customer Id number for this funding document is not a vendor. Check the customer id field on the requisition. This sometimes happens when a DAPS users submits funding/job for a customer using their own userid, which then ties DAPS Plant user's Customer id to

Invalid fiscal station – Army funding - fiscal station number is invalid, see attached sample Army funding for assistance. -

Prepaid amount can not exceed reimbursable amount – This is a DWAS error, try and resubmit the funding, if the error occurs again contact the DAPS Online PM. Please provide the FDN and the Funding Name.

"MOD" FUNDING ERRORS

ACRN amount less than customer order total – A mod to funding transactions was generated more than likely because the job was estimated under a different subplant number than where the funding was established. So to match funding and estimates a modification transactions is created. This error occurs when there is a rounding difference between what DAPS Online has calculated the job estimate to be and what DWAS has calculated. This has been fixed and you should not see the error to often.

Document Number Does Not Exist – the original funding document is not in DWAS.

CCAUHTORIZATION ERRORS

INVALID MAG STRIPE FIELD # 0003 – Credit card number is invalid -

INVALID MAG STRIPE FIELD # 0002 – no total dollars to be authorized, check job total cost field

INVALID MAG STRIPE FIELD # 0004 - expiration date is invalid

COMMUNICATIONS ERROR - problem connecting to modem or from modem to bank - resubmit

MODEM BUSY – modem is not available, resubmit request

DECLINE – amount is not authorized – exceeds monthly limit, exceeds one-time limit – call customer

BAD DEVICE – connection to the bank has been dropped. Re submit.

ESTIMATES

Pricing Row "N" - Reserve units greater than reserve quantity on hand - found on RPC's with Stock, Out of stock, Stock has to be added through DWAS, before the estimate can be processed.

Pricing Row 1"N" - Sum of details - exceed authorized amount - The total cost of the estimate exceeds the funding available. If credit card, this may occur when modifying an estimate that produces a higher total job cost then original estimate.

Pricing Row "N" - No new estimate on prior year funds – Job is reference old funding.

Stock Unit Cost < 0.0 this is NOT DOL related, this has to do with stock being reissued to another plant in DWAS, causing the unit price to be negative in DWAS, thereby causing an error on any job trying to use that stock. A supply person must go in to DWAS and adjust the unit price for the stock,

Reserve units greater than reserve quantity on hand is a stock problem in DWAS where there is not enough stock available, solution is to increase stock on hand..

Sum of details exceed authorized amount , this error occurs for open funding jobs, and there is not enough funds available to cover the cost of the job, funding needs to be added

Definitions

Definitions

TERM	DEFINITION
Agency	Service : Army, Airforce, Navy, OSD, DLA,
Approval Official	establishes this users as an approving official
Billing Address	address where hardcopy billing if needed will be mailed to
Binding	finishing options
Category	keep as default of Federal unless a Commerical entity
Cover color	are covers needed, if so what is the color of the cover stock
Cover Prints	is there any printing on the cover, if so where
Cover Weight	select which weight of cover stock is to be used
Customer contacts	Person to contact if customer cannot be contacted
DAPS Home Location	DAPS location that supports customer requirements
Date Required	the date the job is due to the customer
Document Transferred	any digital documents to be transferred? Attach using the upload button
Document/Publication Name	the name of the document being reproduced/converted/processed
Drilling	drilling options
DWAS	Defense Working Capital Accounting System
Dwas Customer ID	the customer identification number associated with this DAPS user in DWAS
Federal ID	Federal Identification Number needed only if Category is Commercial
Job Output	Black & White, Color or Combo job (both black & white and color)
No of B&W pages	number of black and white images originals - double sided jobs have 2 images
No of color pages	number of color image originals - double sided originals have 2 images
No. of copies	number of copies/sets requested
Order Number	a number that identifies the job, can be selected by the customer
Organization	Secondary level department: Navy Hospital, OSD Admin

Other color	identify a paper color not available from drop down
Other color	identify a stock color not available from drop down
Pages Printed	how the final output is to be printed - single sided, double sided (head to head) or head to foot
Paper color	paper color of finish product
Paper Type	paper type final product should be produced on
Quick Print	jobs that can be processed on an epps system
Sheet Size	paper size of finish product
Sheets per pad	number of pages that are to padded together
Shipping Address	address where final product will be shipped to
Special Instructions	any additional information that will assist in processing the order
Special Order	jobs that cannot be processed on epps systems, such as conversion, CDROM, large format printing

Appendices

APPENDIX A - NAVY

***Subhead** (NAVY) - 4 alpha/numeric characters - Suffix of the appropriation number. Sample 5G10

Object Class (NAVY) - 3 alpha/numeric characters - Unique value representing the nature of services

***Bureau Control Number** (NAVY)-6 alpha/numeric characters – authorization number representing both the budget project and the basic allotment number**.**

Sub-Allotment – (NAVY) 3 alpha/numeric characters – used to identify and subdivide the original allotment

***Authorization** (NAVY) – 6 alpha/numeric characters - used to identify the UIC responsible for the funding documents accounting functions

***Transaction Type** (NAVY) – 2 alpha/numeric characters - value with the accounting classification code used to designate various transaction types

***Property Accounting Code** (NAVY) – 6 alpha/numeric characters - value used to identify the activity responsible for handling the accounting for assets shown on the funding document

***Cost Code** (NAVY) – 12 alpha/numeric characters - value needed to process financial transactions or reports below the level shown by the ACRN

***Funds Total Amount** (NAVY) - 14 numeric characters - Total dollar value of all funds allocated to a sponsor order. 12N.2N

* required fields

APPENDIX B – ARMY

Operation Agency (ARMY) 2 alpha numeric characters – Operating Agency

Accounts Receivable Project (ARMY) 8 alpha numeric characters - Accounts Receivable

Object Class (ARMY) 6 alpha numeric characters - Object Class

***Fiscal Station Number** (ARMY) 2 alpha numeric characters – Fiscal Station Number

Country (ARMY) 4 alpha numeric characters – Country

***Limit** (ARMY) 4 alpha numeric characters - Limit

* required fields

APPENDIX C - AIRFORCE

***Fund Code** (AIRFORCE) 2 alpha/numeric characters - Air Force Fund Code

***Fund Year** (AIRFORCE) 1 alpha/numeric characters - Air Force Fund Year

***OAC/OBAN** (AIRFORCE) 2 alpha/numeric characters - Air Force Operating Agency Code and Budget Account Number

***Budget Activity** (AIRFORCE) 4 alpha/numeric characters - Air Force Budget Activity

***Project Subhead** (AIRFORCE) 6 alpha/numeric characters - Air Force Project Subhead

***RC/CC** (AIRFORCE) 6 alpha/numeric characters – Air Force Responsibility Cost Code Center

Budget Program Activity Code (AIRFORCE) 6 alpha/numeric characters - Air Force Budget Program Activity Code

***Accounting Station** (AIRFORCE) 6 alpha/numeric characters Air Force Accounting Station

*required fields

APPENDIX D - DOD

***Limit** (DOD) 4 alpha numeric characters – DOD Limit example: 5NRO

Allotment (DOD) 3 alpha numeric characters – DOD Allotment example: 001

Program Number (DOD) 6 alpha numeric characters – DOD Program example: P95101

Object Class (DOD) – 5 alpha/numeric characters - DoD Object Class example: 2410B

***Finance & Accounting Station Number** (DOD) – 6 alpha/numeric characters - DoD Finance and Accounting Station Number example: 033181

Operating Budget Account Number (DOD) 4 alpha/number characters - DoD Operating Budget Account Number

***Funds Total Amount (e.g. 100.00)** (DOD) - 14 numeric characters - Total dollar value of all funds allocated to a sponsor order. 12N.2N

* required fields

APPENDIX E- OTHER FEDERAL

Description (OTHER FEDERAL) 60 alpha/number characters - Other Federal Description, example: Printing costs

***Funds Total Amount (e.g. 100.00)** (OTHER FEDERAL) - 14 numeric characters - Total dollar value of all funds allocated to a sponsor order. 12N.2N

* required fields

APPENDIX F – PRIVATE

Description (PRIVATE) – 60 alpha/characters - Private Party Description

* required fields

APPENDIX G – ACCEPTED FILE TYPES

Only the following file types will be permitted to be uploaded into DOL:

TXT	BMP
DOC	GIF
ZIP	XFD
PPT	XSN
XLS	XML
PDF	CSV
PUB	XSF
CDR	XML
PMD	MDB
JPG	ADP

If customers wish to upload any other file types whose extension is not listed please contact the DAPS Online Program Manager to get it added to the acceptance list.