



***DAPS ONLINE  
STANDARD  
OPERATING  
PROCEDURES***

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# **Implementation of the DOL System**

## Implementing Daps Online at your Facility

### **Purpose**

The Document Automation & Production Service (DAPS) has developed an e-commerce ordering system identified as DAPS Online (DOL). The DOL system enables customers to request DAPS products and services via the web, and provides DAPS plant users a method to manage jobs.

DOL consists of four process modules: customer service, electronic ordering, production, and accounting interface.

The customer service module permits the customer to view products and services, place orders, view status, upload files, search existing orders, and establish and maintain funding. Customers can also generate user specific reports.

The electronic order module provides an estimating capability, online job tracking, and email notification. DAPS Users can also input orders for customers.

The production module provides system administration and plant workflow up to the point of preflight or pre-press associated with order processing.

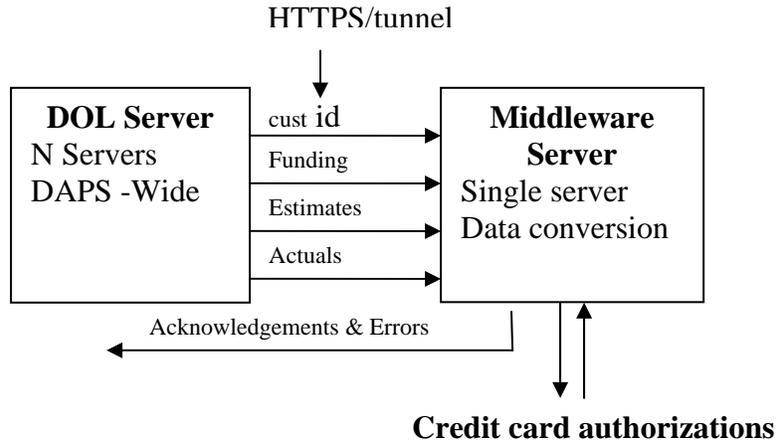
The accounting interface provides the utilities to prepare and transfer customer ID, funding, estimates, actual and credit transactions from the DOL Server to DWAS. The accounting interface also retrieves the acknowledgement, either successful or rejected, transactions back from the DWAS, Defense Working Capital Accounting System.

### **Configuration**

The configuration for DAPS Online is standard across DAPS. The DOL application runs on a Windows Server Environment, using the public domain web server Apache/Tomcat. The database used for this application is Microsoft's SQL server. DAPS Online is an in house developed application using Java server pages and Java . A standard web browser is primary method of user interface and access to the DOL application. There are certain situations, such as upgrading the application and running special SQL scripts, where a system administration will need access directly to the server and database.

Each DAPS Online Server runs a "provider" utility developed with the Sun Java Message Queue toolkit. The provider utility allows communication from the multiple DOL servers to a single Middleware Server located in Jacksonville FL. The communication is secure and performed though https tunneling. The communication sole purpose is for billing. The middleware server then sends the

billing transactions to the DAPS Accounting System ( DWAS). The diagram below depicts this data flow.



### Your Server

Each Office Group has a DOL Server to support all customers and plants regardless of location. The Office Group Information Technology Specialist is the primary administrator of the server. It may be helpful to identify the physical location of the DOL Server, and the name and phone number of the Office Group IT representative or the appointed DOL IT support.

DOL Location: \_\_\_\_\_

IT Representative name: \_\_\_\_\_

IT Representative phone number: \_\_\_\_\_

Customers can log into your DOL using the following URL: <https://www.<office group name>.daps.dla.mil>. Job specifications can be submitted alone or with a digital job.

The server stores all order and user information in a Microsoft SQL database, digital job files are uploaded and stored. There is no document management system in DOL. Job files are organized using windows directory structure. Plant users are notified via email that jobs are waiting on the DOL server for them to process. The Plant user logs into the DOL server, using the same URL as the customer: <https://www.<office group name>.daps.dla.mil>. And can view the jobs and attachments. Plant Users can estimate, update job status, download digital jobs, and bill jobs through the DOL interface. Updating job

status helps keep the customer informed of where their job is flows through the production process.

## **DAPS Plant Locations**

Each DOL Server will need to be configured with job queues. These job queues are used to represent DAPS locations. There should be a queue for each DAPS plant within the office group. Special queues may be set up for GPO and EMS jobs or for special situations. Each queue/ DAPS plant location must have a dodacc and plant user associated with it. Every DOL user (customer or daps user) will be tied to one DAPS plant location which is considered the users "home print plant". Although any job can be processed by any plant location on the server.

## **Users Types**

The DOL application has 5 user levels: Customer, Plant User, Customer Service Representative (CSR), Production Manager and Super User (administrator). Anyone who self registers will be automatically identified as a customer user type. A brief description of each user type is described below.

*Customer* – this user type is for DAPS customers only. These users have the least capability. They can establish and modify blanket or open requisitions, submit job specifications, upload files and check job status.

Some customers have additional privileges, such as a Funds Approval or an Approving Official.

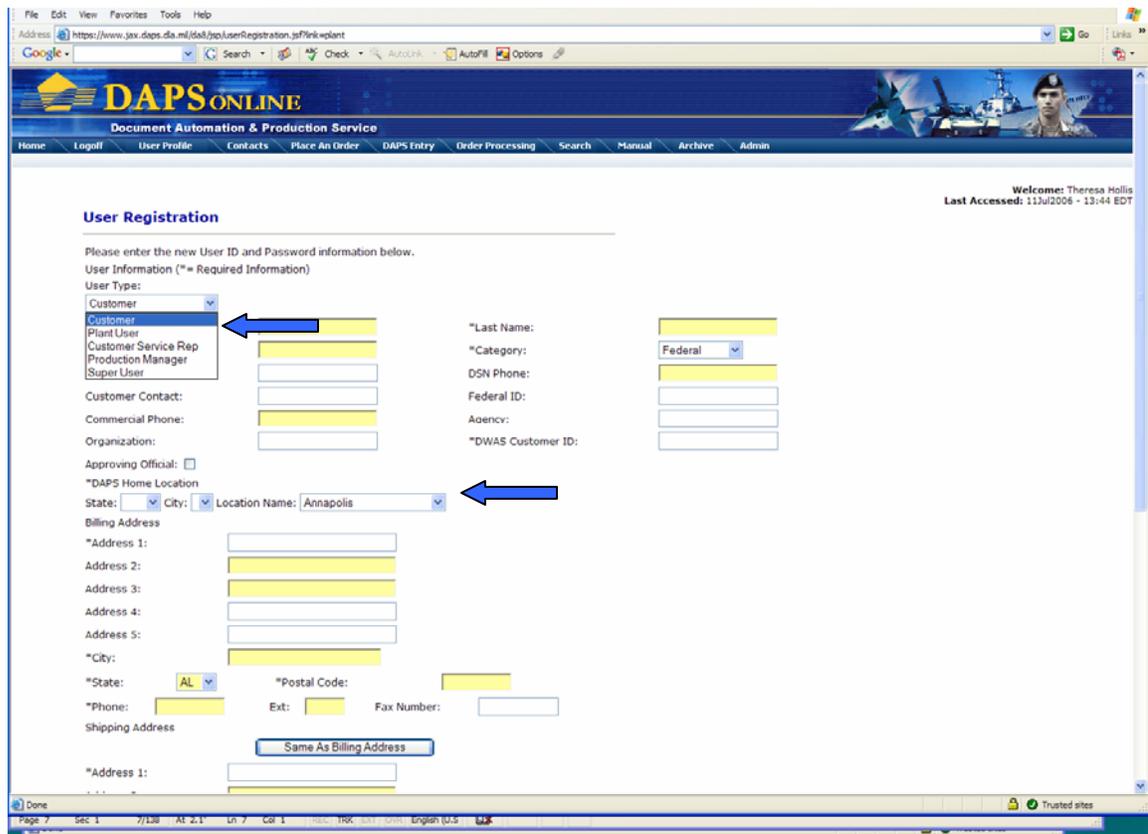
- a. The Funds Approval is identified when funding is established. This user is a customer user type. This user receives an email when jobs that reference the funds they have authorization to approval are estimated.
- b. The Approving Official is a customer user type, this option is set up within the customer's profile. An approving official can be selected during the job submission process. An approving official receives an email notifying them a job has been submitted to the DOL server that needs their approval. The approving official must log into the DOL server to approve the job.

The user types below, Plant User, CSR, PM and Super User, are all established by the Super User. The user type is identified when the Super User creates a user.

**Plant User** - A plant user is a DAPS employee. A plant user can perform the following functions for their plant only:

- a. submit and modify jobs for customers
- b. add and change user profiles,
- c. add and modify funding
- d. estimate, process, change status and bill jobs
- e. search for jobs, users and funding

A plant user is set up by the Super User. Using Admin/Create User. Within the users profile the home print plant of the plant user is identified.



**Customer Service Representative** – A CSR is a DAPS employee. There should only be a few users established as CSRs for the office group. This person is considered an expert in funding documents and DWAS customer user ids. This person was identified in the MEO as the Office Assistant. A CSR can perform the following functions for the entire office group:

- a. submit and modify jobs for customers
- b. add and change user profiles,
- c. add and modify funding
- d. estimate, process, change status and bill jobs
- e. search for jobs, users and funding

- f. view DWAS funding rejection messages
- g. stabilize all user types

*Production Manager* – A Production Manager is a DAPS employee. There should only be one user (and a backup) established as a Production Manager for an Office group. The Production Manager's responsibilities include managing all production aspects within the office group. A PM can perform the following functions for the entire office group:

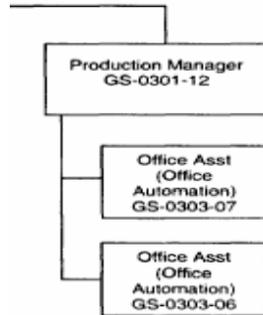
- a. submit and modify jobs for customers (not done frequently by PM user)
- b. add and change user profiles, (not done frequently by PM user)
- c. add and modify funding (not done frequently by PM user)
- d. estimate, process, change status and bill jobs (not done frequently by PM user)
- e. search for jobs, users and funding(not done frequently by PM user)
- f. view DWAS funding rejection messages (not done frequently by PM user)
- g. stabilize all user types (not done frequently by PM user)
- h. Distribute and redistribute jobs from order processing to a specific DAPS plant location queue. Jobs are distributed based on several factors: customer requirements, plant capabilities, turn around time requirement, equipment workload and customers home print plant.
- i. Create Reports

*Super User* – A Super User is a DAPS Employee. There should only be one user established as a super user, and one backup super user. The super user has full access to all functionality of the system. In addition to the functions performed by the PM, the Super user can:

- a. check and monitor connectivity of the DOL server to the middleware server.
- b. create Users
- c. change Server and DWAS Settings
- d. run statistics and reports
- e. import new DWAS funding tables
- f. import new stock tables

## DAPS Business Rules for optimum utilization of DAPS Online

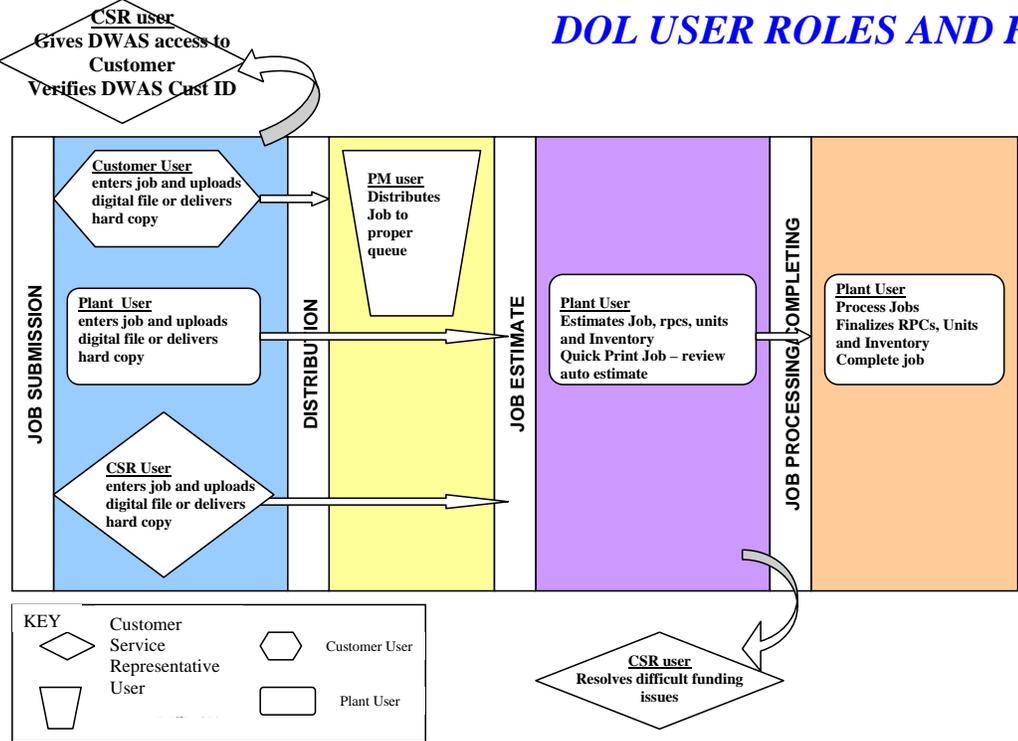
DOL was developed to optimize the economical advantages and time efficiencies of digital workflow. DOL uses the organizational models, standard hardware/software configuration, plant personnel and operations of the DAPS plants as described by the MEO.



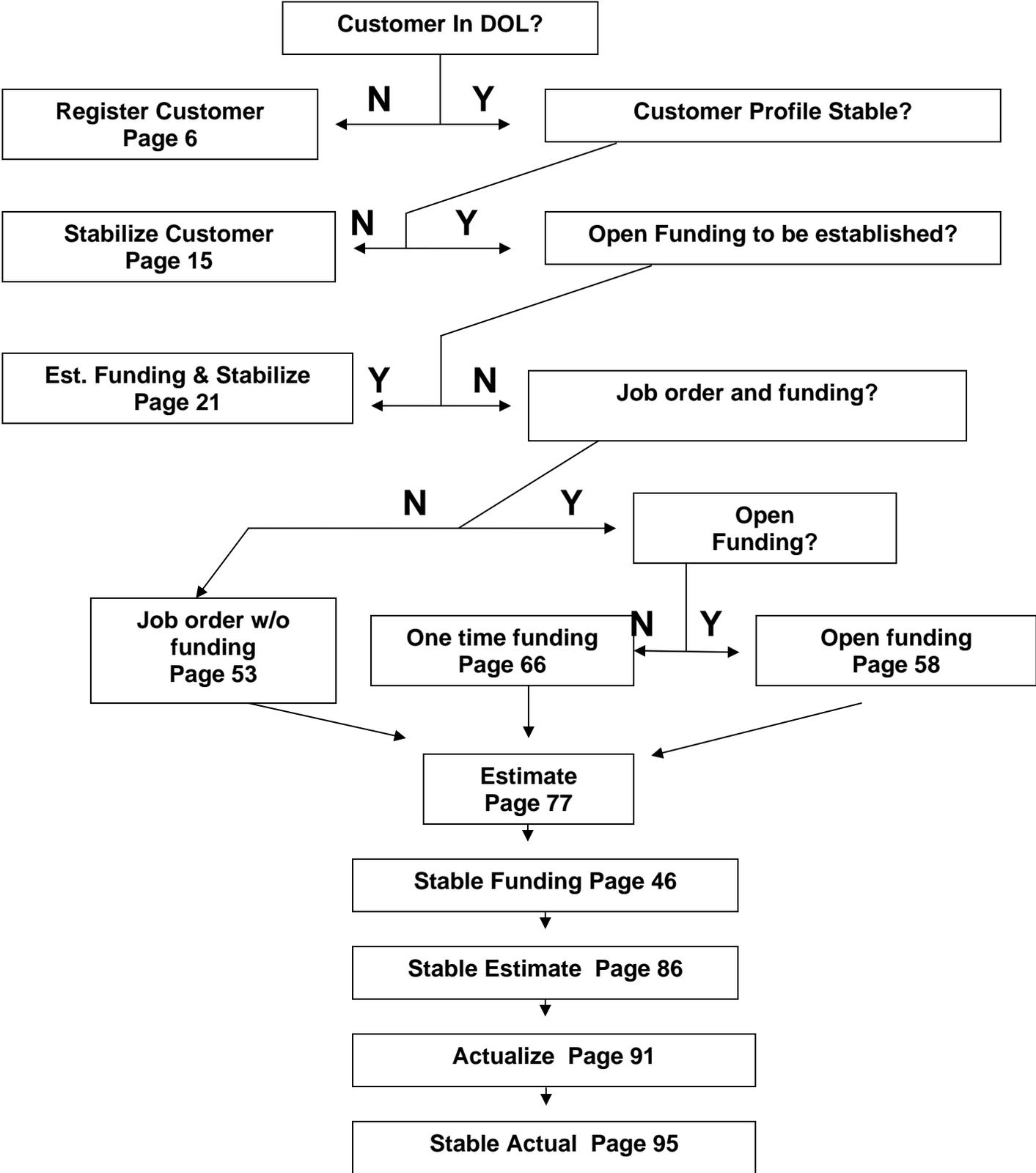
The job processing flowchart below assists in visualizing the business rules required for optimal use of the DOL application.

Sites should maintain the digital job throughout the production process. Updates to the job status, job estimate, or job notes should be done real time by the person who is accomplishing the task. Batch process billing through DOL does not provide accurate job statuses back to customer nor does it take advantage of the cycle time savings the DOL workflow provides.

# DOL USER ROLES AND PROCESS FLOW



### Workflow Chart



# **Customer Maintenance**

## Establishing Customers

Customers can be established one of two methods. Each method is described below.

### Method One: Self-registration

The screenshot shows a web browser window titled "User Registration - Microsoft Internet Explorer". The address bar shows the URL "https://www.jax.daps.dia.mil/da8/ps/UserRegistration.jsf". The page header includes the "DAPS ONLINE" logo and navigation tabs: Home, Logon, Register, Contacts, Products, Local News, Your Account, and Help. The main content area is titled "User Registration" and contains the following form fields:

- \*First Name: [text input]
- \*Last Name: [text input]
- \*Email Address: [text input]
- \*Category: [dropdown menu, currently set to "Federal"]
- \*User ID: [text input]
- Customer Contact: [text input]
- DSN Phone: [text input]
- Commercial Phone: [text input]
- Federal ID: [text input]
- Organization: [text input]
- Agency: [text input]
- DWAS Customer ID: [text input]
- Approving Official:
- \*DAPS Home Location: [dropdown menu]
- State: [dropdown menu]
- City: [dropdown menu]
- Location Name: [dropdown menu, currently set to "Annapolis"]
- Billing Address: [text input]
- \*Address 1: [text input]
- Address 2: [text input]

Customer can register themselves buy using the register tab. All fields that have an "\*" and highlighted in yellow are mandatory. Field definition can be found in the definition section.

Customer will NOT get immediate access to the system. The customer's status will remain in CSR Review Pending until such time the authorized DOL DAPS Users reviews and approves the registration. – see Stabilizing Customers

### Method Two: DAPS User Create User

STEP 1: DAPS Users can create a customer by using the ADMIN/CREATE USER tab.

**User Registration**

Welcome: Theresa Hollis  
Last Accessed: 11Jul2006 - 13:44 EDT

Please enter the new User ID and Password information below.  
User Information (\* = Required Information)

User Type:  
  
 Customer  
 Plant User  
 Customer Service Rep  
 Production Manager  
 Super User

\*Last Name:

\*Category:

DSN Phone:

Federal ID:

Agency:

\*DWAS Customer ID:

Customer Contact:

Commercial Phone:

Organization:

Approving Official:

\*DAPS Home Location  
 State:  City:  Location Name:

Billing Address  
 \*Address 1:   
 Address 2:   
 Address 3:   
 Address 4:   
 Address 5:   
 \*City:   
 \*State:  \*Postal Code:   
 \*Phone:  Ext:  Fax Number:

STEP 2: Use the drop down menu to select Customer as the user type

STEP 3: Fill out the remainder of the registration page. All fields that have an "\*" and highlighted in yellow are mandatory. Field definitions can be found in the definition section.

First Name, Last Name and Userid – should contain no spaces  
 NO PASSWORD Field is present. The system will generate a temporary password (good for 24 hours) and email the password to the email address provided. Passwords that are system generated will follow the DOD guidelines for strong password. See "Changing or Resetting a Users Password" Section for further details.

STEP 4. Determining Customer Profile settings. At the bottom of the Create user page. The following options can be selected:

State:  Postal Code:

Email Options

Submitted Email:

Estimated Email:

Job Ready Email:

Actualized Email:

Add this Customer to DWAS

Master Customer

DWAS Access

eTOPS Access

CSR Approved

**DAPS ONLINE TEST & TRAINING SERVER**  
This server is used for testing of new DOL releases as well as to support training for Customers or DAPS users in the following office groups: Bangor, Eugene, Great Lakes, Jacksonville, Norfolk, Oklahoma City, San Diego, Pacific, Pensacola, Philadelphia, Washington

[Contact Webmaster](#)

1. E-Mail Options – The toggle switch for email options turns sending of email to the user on or off. A checked box means that the user will receive an email for the function described. The submitted email box, if checked, will send an email to the user for any jobs submitted by their userid, regardless if the job was entered by a DAPS user or not.

2. Master Customer - This is the Master Customer for this DWAS Customer ID - select this if this profile contains the settings for the DWAS customer ID. When anything changes in this profile it will generate a transaction to DWAS for a modification to the DWAS customer id profile.

3. DWAS Access - Select this when you want to begin sending transactions to DWAS for this customer

4. CSR Approved – Select this once the customer’s DWAS Customer ID has been verified as accurate.

5. Add this customer to DWAS - If this is a new DWAS customer ID, select this when you want to generate a new customer id transaction to be sent to DWAS. (this must be selected with 1 and 2. above.)

STEP 4: Click Submit at the bottom of page to add the Customer.

## Stabilizing Customers

Customers must have a status of stable before any transactions will be generated for DWAS. A stable status should **only be established** for a customer when the customer's DWAS CUSTOMER ID has been verified by a DAPS User. The only way to get a customer to a status of stable is to have the CSR approved box checked in the customer's profile. If this was not done during the creation of the customer's profile described in the Establishing Customers' section earlier in this chapter Or the customer self registered then the following STEPs need to be followed:

STEP 1: View the Customer's Status. Select the Search Tab. Select the User Search

STEP 2: From the User Level drop down select "Customer". Hit the Submit Button.

By not typing anything in the **last name** field the search results will show all customers. If you are looking for a particular customer, type just the beginning or the entire last name of the customer and the search results will list customer's matching your search criteria.

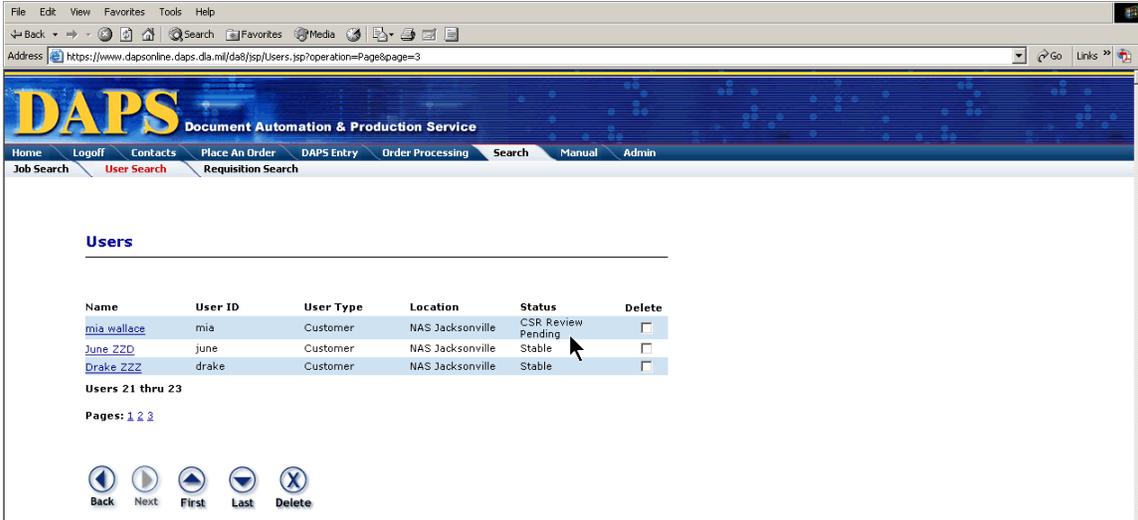
The "%" character can be used like the "\*" in DOS. If you are searching for the last name Richardson and you only remember that the last name has the characters "son" you can search for Richardson by typing in %son in the last name field.

The screenshot shows the DAPS User Search interface. The browser address bar displays the URL: <https://www.dapsline.daps.da.mil/ds8/jsp/CustomerSearch.jsp>. The page header includes the DAPS logo and the text "Document Automation & Production Service". The navigation menu contains: Home, Logoff, Contacts, Place An Order, DAPS Entry, Order Processing, Search, Manual, and Admin. The "User Search" section is active, showing a form with the following fields and options:

- Last Name:
- Agency:
- DWAS Status:
- User Level:  (dropdown menu)
- Sort On:  (dropdown menu)
- Location:  (dropdown menu)

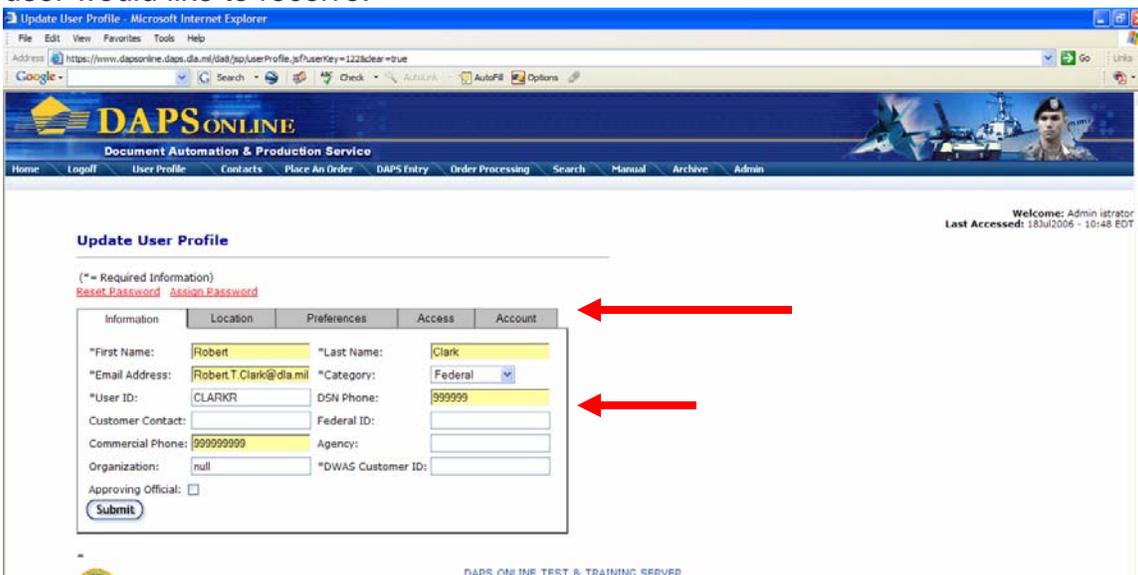
A "Search" button is located at the bottom left of the form. Below the form, there is a note: "Fill out the fields that suit your search needs. You may enter in some, all, or none of the fields. If nothing is entered all users will be shown."

STEP 3: From the "USERS" search results page. Select the name of the customer for which the status is presently "CSR REVIEW PENDING" and you want to change the status to "STABLE".

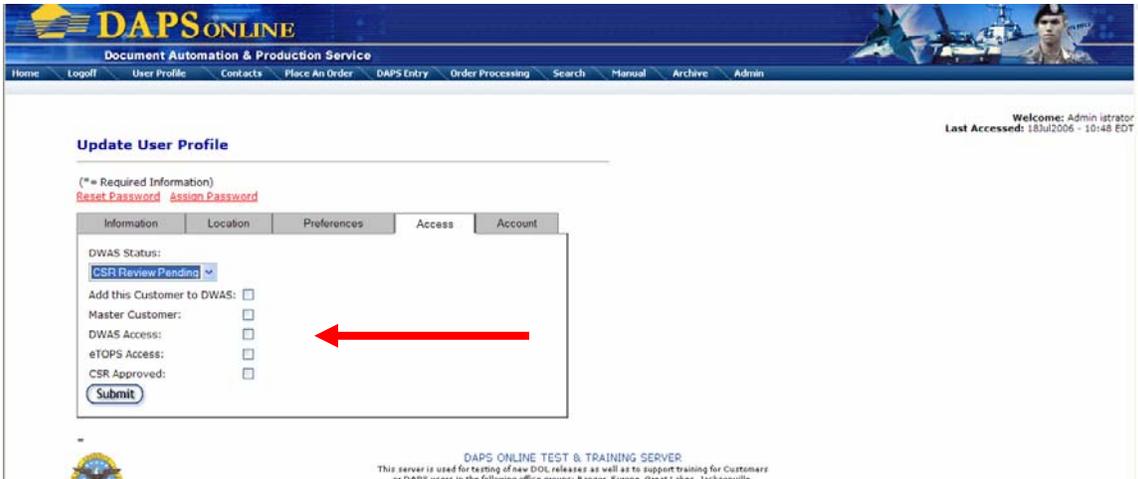


STEP 4: Click through each tab verifying that all data required data is present. Validate the DWAS Customer id and all the address information is populated for the location fields.

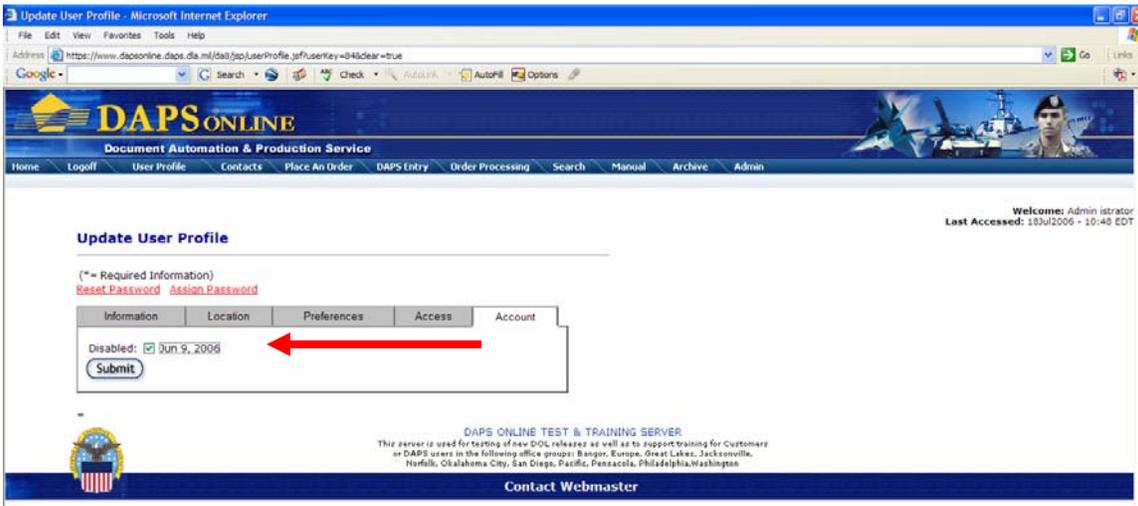
**Information tab** contains data specific to the user identification such as email, and phone number. The **Location tab** contains information on the users home plant, shipping and billing address information see on the diagram below. The **Preferences tab** contains user's preferences on which email status updates the user would like to receive.



STEP 5: Click on the **Access tab**. This provides the users status and DWAS access options. Make sure that the following boxes are checked: “ CSR Approved, DWAS Access” .



STEP 6: Click on **Account tab**. This tab will contain the activity permissions of the user, if the user is “locked” due to unsuccessful attempts of entering in password then the Locked option would be listed and the DOL user can unlock the user at the tab. If the customer self-registered or has not logon to the DOL system for over 90 days then this tab will show the user is disabled. Uncheck the box to enable or unlock the user as appropriate.



STEP 7: Status will change to stable by accepting the changes made and clicking on the SUBMIT button.

## Modifying Your Own Profile

Customers or DOL Users can change their profile at anytime. After logging into the application and selecting the user profile tab on the top far right, the user can page through the tabs and make changes to their profile.

Information tab contains data specific to the user identification such as email, and phone number. The Location tab contains information on the users home plant, shipping and billing address information see on the diagram below. The Preferences tab contains user's preferences on which email status updates the user would like to receive.

Change password by clicking the change password link.

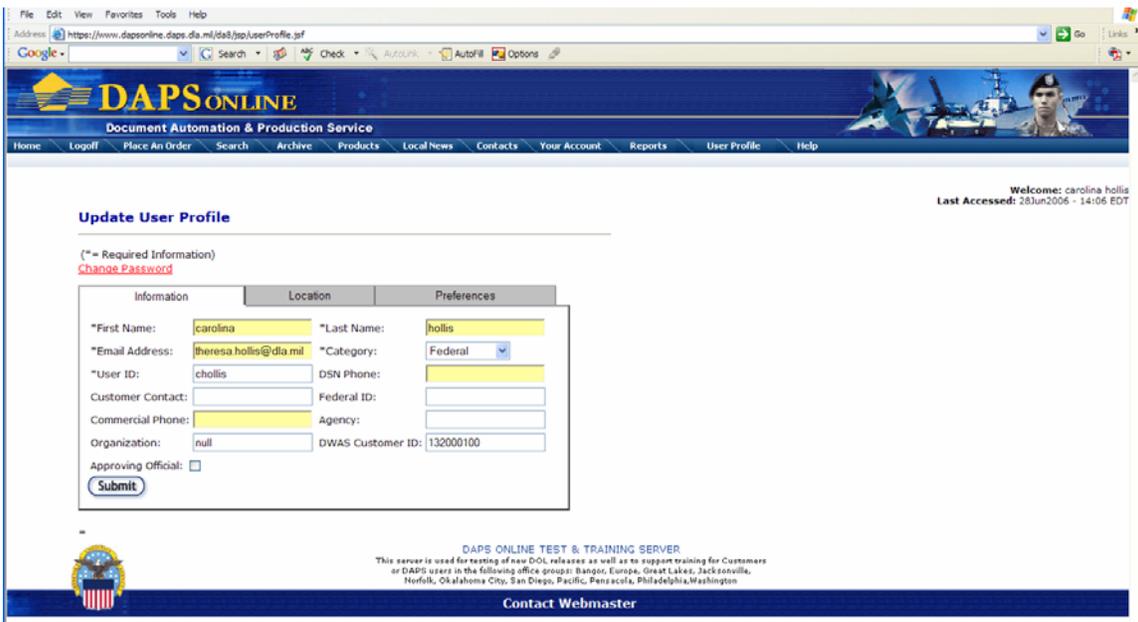


Figure 1 - USER PROFILE - INFORMATION

Home | Logout | Place An Order | Search | Archive | Products | Local News | Contacts | Your Account | Reports | User Profile | Help

Welcome: carolina hollis  
Last Accessed: 28Jun2006 - 14:06 EDT

### Update User Profile

(\* = Required Information)  
[Change Password](#)

Information	Location	Preferences
*DAPS Home Location		
State:	City:	Location Name: NAS Jacksonville
*Phone: 999999	Ext: 999	
Fax Number:		
*Address 1: 9999		
Address 2:		
Address 3:		
Address 4:		
Address 5:		
*City: Jacksonville		
*State: FL		
*Postal Code: 32212		
<input type="button" value="Same As Billing Address"/>		
*Address 1: 9999		
Address 2:		
Address 3:		
Address 4:		
Address 5:		
*City: Jacksonville		
*State: FL		
*Postal Code: 32212		

Figure 2 - LOCATION

Home | Logout | Place An Order | Search | Archive | Products | Local News | Contacts | Your Account | Reports | User Profile | Help

Welcome: carolina hollis  
Last Accessed: 28Jun2006 - 14:06 EDT

### Update User Profile

(\* = Required Information)  
[Change Password](#)

Information	Location	Preferences
Submitted Email: <input checked="" type="checkbox"/>		
Estimated Email: <input checked="" type="checkbox"/>		
Job Ready Email: <input type="checkbox"/>		
Actualized Email: <input checked="" type="checkbox"/>		

DAPS ONLINE TEST & TRAINING SERVER  
This server is used for testing of new DOL releases as well as to support training for Customers or DAPS users in the following office groups: Bangor, Europe, Great Lakes, Jacksonville, Norfolk, Oklahoma City, San Diego, Pacific, Pensacola, Philadelphia, Washington

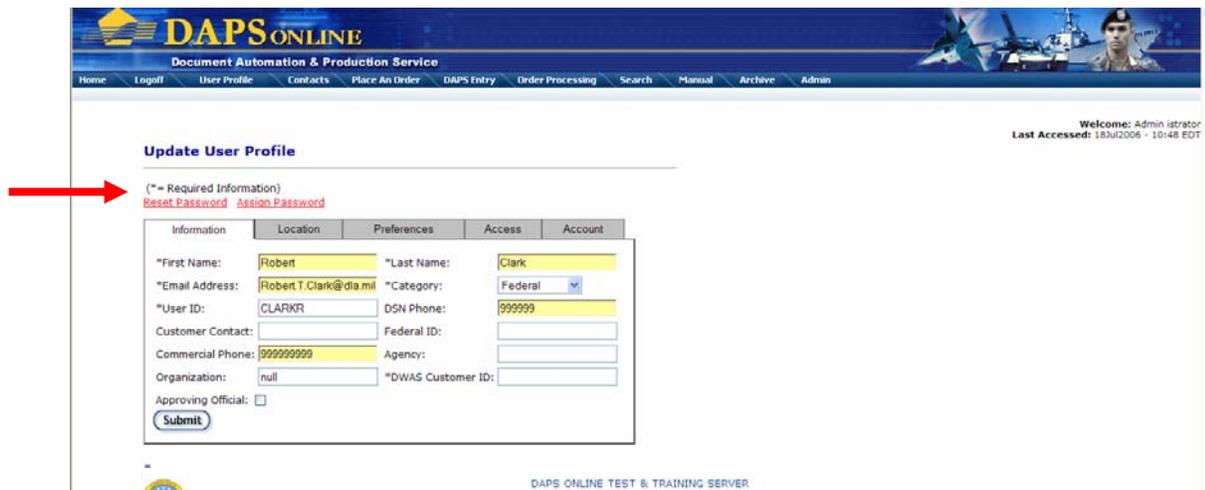
[Contact Webmaster](#)

Figure 3 - PREFERENCES

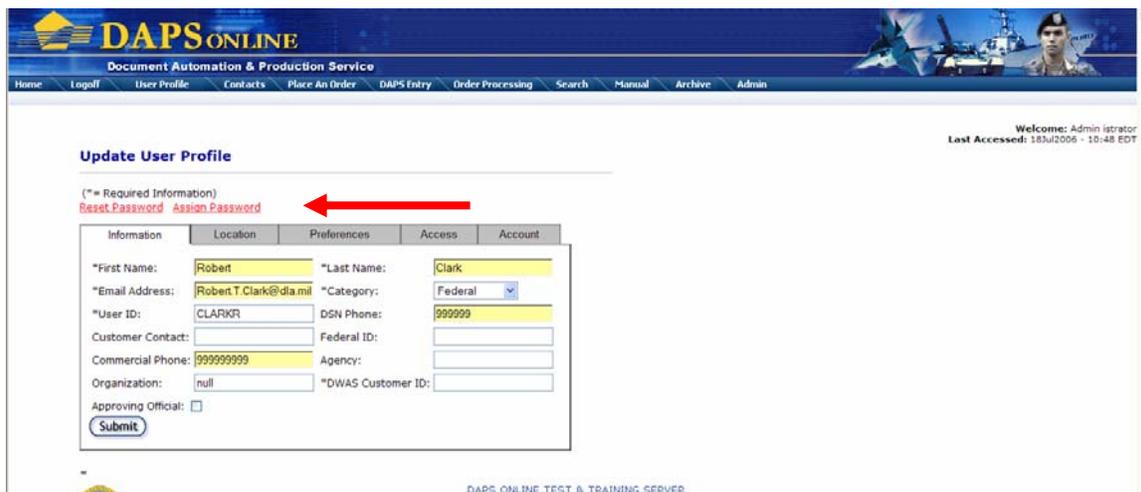
## Changing or Resetting Users Password

STEP 1: Using Search Tab, search and find user requiring password change or reset.

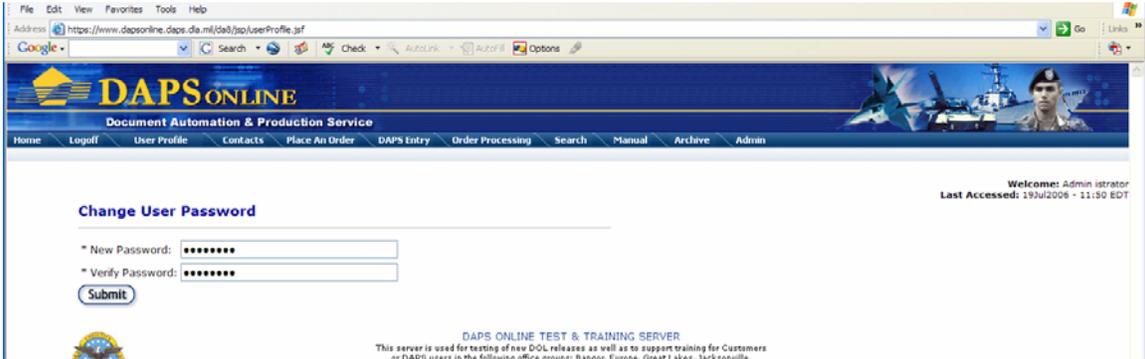
STEP 2A: If the user doesn't remember their password or the 24 hours grace period has passed:. Click on **Reset Password**. This will email a new temporary password to the user. If the user has exceeded the logon attempts and has locked their account, go to STEP 4.



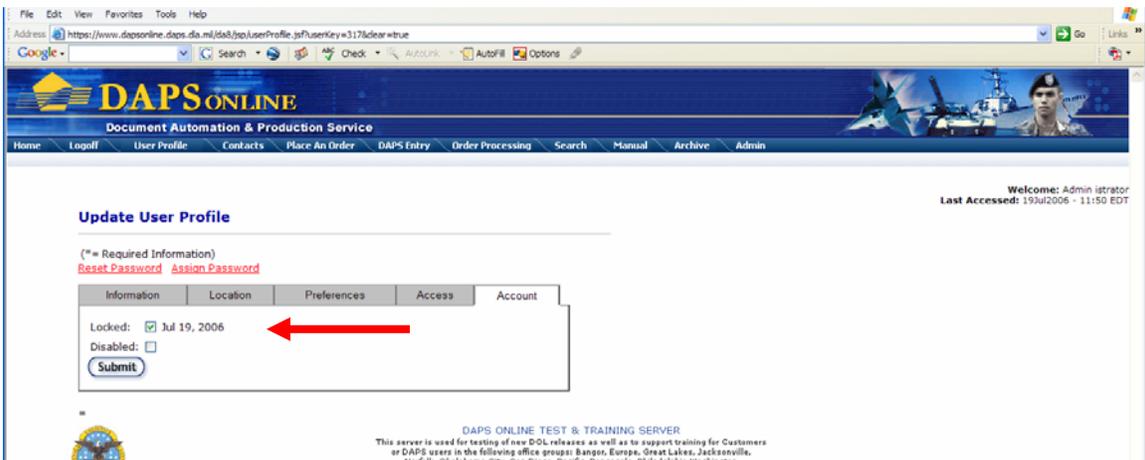
STEP 2B: If the user wants you to assign them a password rather than have the system generating a password then click on the **Assign Password** link. This could be used in situations where a user has difficulty getting email. If the user has exceeded the logon attempts and has locked their account, go to STEP 4.



STEP 3: Type in the new password and confirm then click submit.



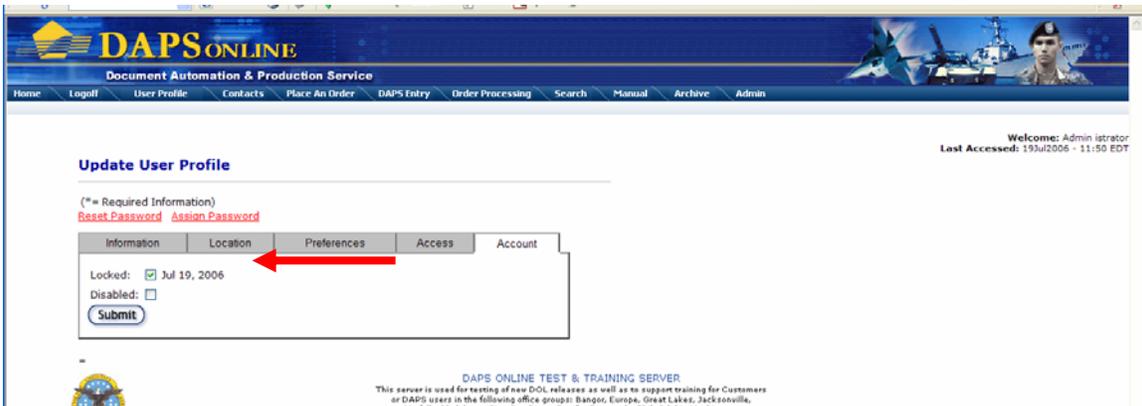
STEP 4: Only use this step if the user has locked their account. Click on Account tab and uncheck the lock box, click Submit.



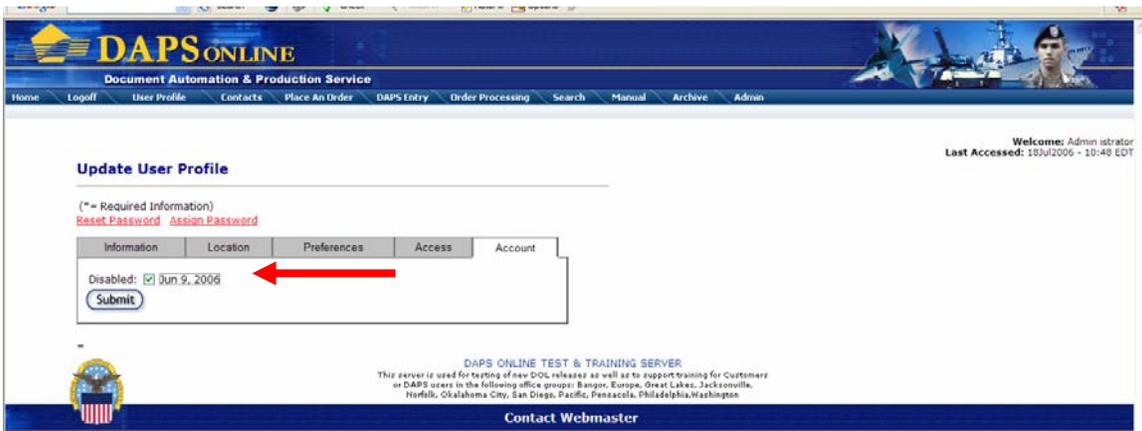
## Disabled or Locked User

The system will lock out users, who after 3 attempts to log on, are unsuccessful. The system will disable users who have not logged into the system in over 90 days. Step 1 explains how to unlock a user, Step 2 explains how to enable a disabled user.

STEP 1. Search for user, using the user search page. Select the user from the results page. Click on the Access Tab, and un check the locked box. Click submit button to accept.



STEP 2: Search for user using the user search page. Select the user from the results page. Click on the access tab, and un check the disabled box. Click the submit button to accept.



Super Users can manually lock or disable a user by checking the boxes found on the Account page of the User profile.

# NOTES

# Funding

## Establishing Open/Blanket Funding (NEW)

STEP 1: From the DAOL DAPS Entry Screen, select the Establish Requisition Tab:

**DAPS**  
Document Automation & Production Service

Home | Logoff | Contacts | Place An Order | **DAPS Entry** | Order Processing | Search | Manual | Admin

Quick Print | Special Order | **Establish Requisition**

**Type of Requisition**

Defense Logistics Agency  
Can Do Right Now!

DAPS Online User ID:

Requisition To Be Established: Air Force

Funds Form Code: MIPR

Requisition Name:

Funding Document Number:

Appropriation Number:

ACRN: AA

Share funding with other users:  Yes  No

Funds Approving Official:

STEP 2 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. Once the lookup results are displayed click on the customers DAPS Online Userid to autopopulate the customer’s **DAPS Online Userid**.

**Look Up User ID**

Last Name:  DWAS Customer ID:

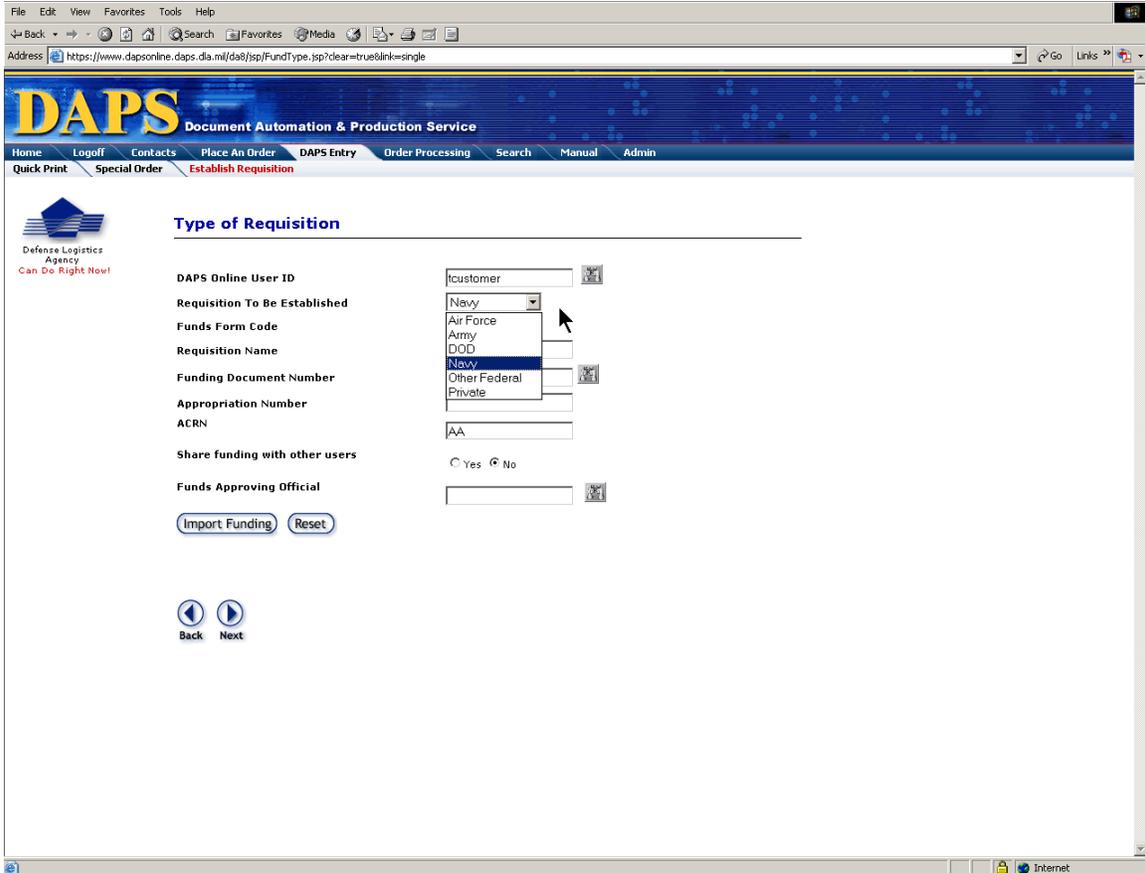
Click Here to add a new customer: [Enter New Customer](#)

DAPS Online ID	DWAS ID	Last Name	First Name
<a href="#">tcustomer</a>	joe43yu389	customer	test

STEP 3 Using the drop down menu at the “**Requisition to be Established**”:  
field, select the Agency for which the requisition is to be established:

AIR FORCE, ARMY, DOD, NAVY, OTHER FEDERAL, PRIVATE

Prior to selecting an agency look at the appropriation number as an indicator.



The selection of an incorrect Agency often results in the need for reversal and re-input of jobs. Select the Agency based on who the customer is, and, if DOD, what “Line of Accounting” (LOA) is cited on the funding document (the Service Indicator -the first 2 positions in the Appropriation Symbol- begins the LOA). Guidelines are as follows:

**AIR FORCE**-if appropriation begins with 57 (e.g. 5723740).

**ARMY**-if appropriation begins with 21 (e.g. 2122020)

**DOD**-if appropriation begins with 97, except as follows;

97X4930, Agency is Navy if the LOA is in the “Navy” format, that is, it contains an Appropriation, Subhead, BCN, and AAA (e.g. 97X4930.5G10 000 A7004 007003 2F 000000).

97 \_ 0100, Agency is Navy if the LOA is in the “Navy” format, that is, it contains an Appropriation, Subhead, BCN, and AAA (e.g. 9720100.11C0 000 68912 007003 2F 000000).

97X8242 or 9711X8242 is for Foreign Military Sales. The Agency is Other Federal.

**Navy**-if appropriation begins with 17 (e.g. 1721804) or 97 with a Navy format LOA (e.g. 97X4930 or 9720100).

**Other Federal**-if customer is a “NON-DOD” Federal Government Agency, such as Army Corps of Engineers, Dept of State, Dept. of Justice, Coast Guard, Veterans Administration, etc, or if the Foreign Military Sales Trust Fund (97X8242) is paying for the work. When “Other Federal” is used as the Agency, unless the PREPAID “Y” code is used (see 14 below), a manual bill (NC 2276) will be printed by DFAS at the end of the month in which an Actual is input, and the bill will be mailed by DFAS to the Name and Address of the activity recorded for the Customer ID of the funding document.

**Private**-if the customer is a Non-Federal government agency. When “Private ” is used as the Agency, unless the PREPAID “Y” code is used ( see 14 below), a manual bill (NC 2276) will be printed by DFAS at the end of the month in which an Actual is input, and the bill will be mailed to the Name and Address of the activity recorded for the Customer ID of the funding document.

STEP 4 Using the drop down menu of the “**Funds Form Code Field**” to identify the type of funding document. Selections that can be made are:

MIRP, 2279, 1149, 282, 843, 844, AF616 and Credit Card

The screenshot shows the DAPS (Document Automation & Production Service) web interface. The page title is "Type of Requisition". On the left, there is a logo for Defense Logistics Agency with the tagline "Can Do Right Now!". The main content area contains several form fields:

- DAPS Online User ID:** A text input field containing "tcustomer".
- Requisition To Be Established:** A dropdown menu currently set to "Navy".
- Funds Form Code:** A dropdown menu that is open, showing a list of options: "MIRP", "2275", "1149", "282", "843", "844", "AF616", and "Credit Card". The "282" option is currently selected and highlighted.
- Requisition Name:** A text input field.
- Funding Document Number:** A text input field.
- Appropriation Number:** A text input field.
- ACRN:** A text input field.
- Share funding with other users:** Radio buttons for "Yes" and "No".
- Funds Approving Official:** A text input field.

At the bottom of the form, there are two buttons: "Import Funding" and "Reset". Below the form are "Back" and "Next" navigation buttons.

STEP 5 Type in a “**Requisition Name**”, this can be different from the Requisition Number, This is a DAPS Online field and is used only to identify the funds in DAPS Online. This field can be up to 35 alpha/numeric characters and should assist DAPS users and Customers in identifying open requisitions.

STEP 6 Enter the “**Funding Document Number**”, see figure 3. This is the Requisition Number from the 282, MIRP DD Form 448, Form 50, credit card, 1149, 2275, 843, 844, AF616, OF347. Do not use COORDER or LOI. Funding forms are required to have a valid line of accounting. The information can be found in the following locations:

282 first block in the upper left-hand corner, titled “Requisition No.”

MIPR DD Form 448 block no. 5 titled "MIPR NUMBER".

Form 50, block no. 1, upper left hand corner "Req. No."

If you receive a funding document without a customer-assigned document number, you must contact the customer and request a number be assigned. If the customer will not provide a funding document number, the following format should be used when creating a DAPS assigned funding document number:

S, DODAAC, FY, "PT" Five Digit Serial Number. Sample:  
SA702103PT12345.

Enter the type of Funding Form -282, MIPR, FM 50, CREDIT CARD, Spoilage or Plant Print.

STEP 7 Enter the Appropriation Number. (ALL) Standard appropriation number as shown on a funding document. It is composed of the two-digit DOD code (17=Navy, 21=Army, 57= Air Force,97=DOD), one digit year of appropriation and four-digit type of appropriation.

Sample 97X4930

The screenshot shows a web browser window displaying the DAPS (Document Automation & Production Service) online interface. The page title is "Type of Requisition". The navigation menu includes Home, Logoff, Contacts, Place An Order, DAPS Entry, Order Processing, Search, Manual, and Admin. The main content area contains the following form fields:

- DAPS Online User ID: icustomer
- Requisition To Be Established: Navy
- Funds Form Code: 282
- Requisition Name: Admin Printing FY04
- Funding Document Number: SA70210RPT12652
- Appropriation Number: 97X4930
- ACRN: (empty)
- Share funding with other users:  Yes  No
- Funds Approving Official: (empty)

Buttons for "Import Funding" and "Reset" are located below the form fields. At the bottom of the page, there are "Back" and "Next" navigation buttons.

STEP 8 Enter the ACRN. (NAVY/DOD) The Accounting Classification Reference Number. The default is AA

The screenshot shows the 'Type of Requisition' form in a web browser. The browser address bar shows the URL: https://www.dapsonline.daps.dla.mil/das/jsp/FundType.jsp?clear=true&link=single. The page header includes the DAPS logo and navigation links: Home, Logoff, Contacts, Place An Order, DAPS Entry, Order Processing, Search, Manual, Admin. The main content area is titled 'Type of Requisition' and contains the following fields and controls:

- DAPS Online User ID:** Text input field containing 'fcustomer'.
- Requisition To Be Established:** Dropdown menu with 'Navy' selected.
- Funds Form Code:** Dropdown menu with '282' selected.
- Requisition Name:** Text input field containing 'Admin Printing FY04'.
- Funding Document Number:** Text input field containing 'SA70210RPT12652'.
- Appropriation Number:** Text input field containing '97X4930'.
- ACRN:** Text input field containing 'AA'.
- Share funding with other users:** Radio buttons for 'Yes' (selected) and 'No'.
- Funds Approving Official:** Text input field with a search icon (binoculars) to its right.

At the bottom of the form, there are two buttons: 'Import Funding' and 'Reset'. Below these are two circular navigation buttons labeled 'Back' and 'Next'.

STEP 9 Answer the question, “Will the funding be shared with others?” Toggle yes or no. If yes, users sharing a requisitions must be registered in DAPS Online. Up to 200 users can share a single requisition. See section on Sharing Funding for more information on how to set up a requisition for sharing.

STEP 10 Is there a Funding Approving Official? If yes, you need to type in the funding approving officials daps online user id. A funding approving official is the person in the customer’s chain of command who approves the use of this particular funding. The funding approving official must have the same dwas customer id as the user you are establishing the funding for and must also be registered in DAPS Online as a user. If you do not know the daps online userid for the funding official, then click on the binoculars, Type in the last name of the funds approving official or type in the first letter of their last name. Click view. After several seconds ( longer if the list is long) a list of names matching the search will be displayed, select the correct name of the list.

STEP 11 Import Funding Button. See Importing Open/Blanket Funding Section.. If funds have been estimated in DWAS, and the funding document number is known or found on the binocular search. Click Import Funding Button, to import the remainder of the accounting information. The data will be in read-only format. At this point you are done with Establishing Funding in DAPS Online.

STEP 12 Click Next

STEP 13 The next set of accounting fields will vary based on Requisition Type to be established (Navy, Army, Airforce, DOD, Private, Other Federal) .

For Navy the following fields are required. For an explanation of each field see Appendix A.

*Subhead	
Object Class	
*Bureau Control Number	
Sub-Allotment	
*Authorization	
*Trans Type	2D
*Property	
*Cost Code	
*Funds Total Amount (e.g. 100.00)	

Click Next to send accounting data.

For Army the following fields are required. For an explanation of each field see Appendix B

Operation Agency	
Allotment Serial Number	
Accounts Receivable Project	
Object Class	
*Fiscal Station Number	
Country	
*Limit	
*Funds Total Amount (e.g. 100.00)	

Click Next to send accounting data

For Airforce the following fields are required. For an explanation of each field see Appendix C.

*Fund Code	<input type="text"/>
*Fund Year	<input type="text"/>
*OAC/OBAN	<input type="text"/>
*Budget Activity	<input type="text"/>
*Project Subhead	<input type="text"/>
*RC/CC	<input type="text"/>
Budget Program Activity Code	<input type="text"/>
*Accounting Station	<input type="text"/>
*Funds Total Amount (e.g. 100.00)	<input type="text"/>

Click Next to send accounting data

For DOD the following fields are required. For an explanation of each field see Appendix D.

*Limit	<input type="text"/>
Allotment	<input type="text"/>
Program Number	<input type="text"/>
Object Class	<input type="text"/>
*Finance & Accounting Station Number	<input type="text"/>
Operating Budget Account Number	<input type="text"/>
*Funds Total Amount (e.g. 100.00)	<input type="text"/>

Click Next to send accounting data

For Other Federal the following fields are required. For an explanation of each field see Appendix E.

Description	<input type="text"/>
*Funds Total Amount (e.g. 100.00)	<input type="text"/>

Click Next to send accounting data

For Private the following fields are required. For an explanation of each field see Appendix F.

Description	<input type="text"/>
*Funds Total Amount (e.g. 100.00)	<input type="text"/>

Click Next to send accounting data.

STEP 14 The following screen is displayed. .

## Success

---

Requisition information has been stored in the Daps online system for user 'xxxx', and can now be used when placing orders.

[Printable Page](#)

**NOTE: Completing the Line of Accounting as accurately as possible will drastically reduce charge backs to DAPS.**

**NOTE: All funding documents with Lines of Accounting for Coast Guard and Customs Service must be faxed to DFAS Accounting (843-746-6836), Attn; DAPS Accounting Technician**

**NOTE: DAPS Users must be in position of the hardcopy signed funding document prior to submission of funding to DWAS.**

## Importing Open/Blanket Funding

ALTHOUGH THIS FUNCTIONALITY STILL IS OPERABLE. THE TABLE FROM WHICH THE FUNDING IS IMPORTANT FROM IS OUTDATED. IMPORTING FUNDING SHOULD NOT BE USED.

## Establishing Credit Card Template

Credit Cards that are to be set up as Open/Blanket Requisitions are established as Credit Card templates in DAPS Online. The template is used to maintain the Credit Card number, expiration date, Credit Card Owner, Address, email and share attributes. The Credit Card Template can then be selected as a method of payment without having to re enter the same data in every time.

Each job/order funded by a credit card template is set up as a one time requisition with a unique fund document number.

For credit cards that are to be used as one time follow the Submitting Order section for one time funding.

STEP 1: Select the DAPS Entry Tab

STEP 2: Select the Establish Requisition Tab

STEP 3: Identify the DAPS USER ID of the customer for whom you are setting up the Credit Card Template

The screenshot displays the 'Type of Requisition' form in a web browser. The browser's address bar shows the URL: `https://www.dapsonline.daps.dia.mil/ds6/jsp/FundType.jsp?clear=true&link=single`. The page header features the 'DAPS Document Automation & Production Service' logo and a navigation menu with items: Home, Logoff, Contacts, Place An Order, DAPS Entry, Order Processing, Search, Manual, and Admin. The 'Establish Requisition' tab is highlighted. The form itself contains the following fields and controls:

- DAPS Online User ID:** A text input field.
- Requisition To Be Established:** A dropdown menu with 'Air Force' selected.
- Funds Form Code:** A dropdown menu with 'MIPR' selected.
- Requisition Name:** A text input field.
- Funding Document Number:** A text input field.
- Appropriation Number:** A text input field.
- ACRN:** A text input field containing the value 'AA'.
- Share funding with other users:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Funds Approving Official:** A text input field.

At the bottom left of the form are two buttons: 'Import Funding' and 'Reset'. At the bottom center are two navigation buttons: 'Back' and 'Next'.

STEP 4: Select from the drop down menu the funds agency. In the case of funding by Credit Cards, select the Agency based on the activity for which the cardholder works. For funding other than via credit card, this selection is very important.

STEP 5: Select "Credit Card" from the drop down menu the Funds Form Code.

STEP 6: Type in a "**Requisition Name**", this is be different from the Requisition Number, This is a DAPS Online field and is used only to identify the funds. This field can be up to 35 alpha/numeric characters and should assist DAPS users and Customers in identifying credit card template.

For example: " FY04 cc for menu printing " – this identifies the funding as fiscal year 04, cc identifies the funding as credit card and menu printing identifies what type of orders will be charged to this template.

STEP 7: Answer the question, "Will the funding be shared with others?" Toggle yes or no. If yes, users sharing a requisitions must be registered in DAPS Online. Up to 200 users can share a single requisition. See section on Sharing Funding for more information on how to set up a requisition for sharing.

STEP 8 Is there a Funding Approving Official? If yes, you need to type in the funding approving officials daps online user id. A funding approving official is the person in the customer's chain of command who approves the use of this particular funding. The funding approving official must have the same dwas customer id as the user you are establishing the funding for and must also be registered in DAPS Online as a user. If you do not know the daps online userid for the funding official, then click on the binoculars, Type in the last name of the funds approving official or type in the first letter of their last name. Click view. After several seconds ( longer if the list is long) a list of names matching the search will be displayed, select the correct name of the list.

**DAPS Online User ID**

**Requisition To Be Established**

**Funds Form Code**

**Requisition Name**

**Funding Document Number**

**Appropriation Number**

**ACRN**

**Share funding with other users**  Yes  No

**Funds Approving Official**

STEP 9 Click Next

STEP 10 Populate the credit card information. It is important to provide the credit card holders name in both the credit card holders name field and the credit holder address in the funds holders address field. This information is used to validate the credit card.

STEP 11 Click Next

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Copy Paste

Address <https://www.dapsonline.daps.dla.mil/da8/jsp/FundType.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**

Defense Logistics Agency  
Can Do Right Now!

## Requisition Information

**Credit Card Information**

Credit Card Type: Visa  
Account Number: 4123123456789012  
Exp. Date: Month 1 Year 06  
Card Holder Name: Credit Cardholder

**Funding Holder Information**

Name: \_\_\_\_\_ Email Address: ccholder@comcast.net  
Address: 700 Lane Phone Number: 555-222-1212  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City: Credit Card State: CO Zip Code: 245677

Back Next

Done Internet

STEP 12. The following screen is displayed. .

## Success

Requisition information has been stored in the Daps online system for user 'xxxx' and can now be used when placing orders.

[Printable Page](#)

Click on the Printable Page button to print a copy of the funding information.

## Modifying Open/Blanket Funding

**NOTE: Funding Documents CANNOT be modified without a written amendment from the customers. Funding documents MUST NOT be increased to enable a job to be billed if there isn't enough money in the original funding document.**

NOTE: Only Funding Documents that have been established in DAPS Online can be modified via DAPS Online.

STEP 1 If you need to add or subtract funds from an existing funding document you must use the SEARCH, Requisition Search Tabs to search for the requisition that needs to be modified.

**DAPS ONLINE**  
Document Automation & Production Service

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

Job Search User Search **Requisition Search**

### Requisition Search

Fill out the fields that suit your search needs. You may enter in some, all, or none of the fields. If nothing is entered, only the first 500 requisitions found will be shown.

Requisition Name

Funding Document Number

DWAS Customer ID

User ID

Location

Funds Agency

Requisition Type

DWAS Status

Search In

Sort On

You can search by one field, or use all the fields to narrow down your search. A partial name can be given for **requisition name**, to view all the requisitions that begin with those characters. Or you can search by the DWAS Funding Document Number. For example, in the requisition name , “TE” was typed, See figure 6 for the results of this search.

**Open Requisitions**

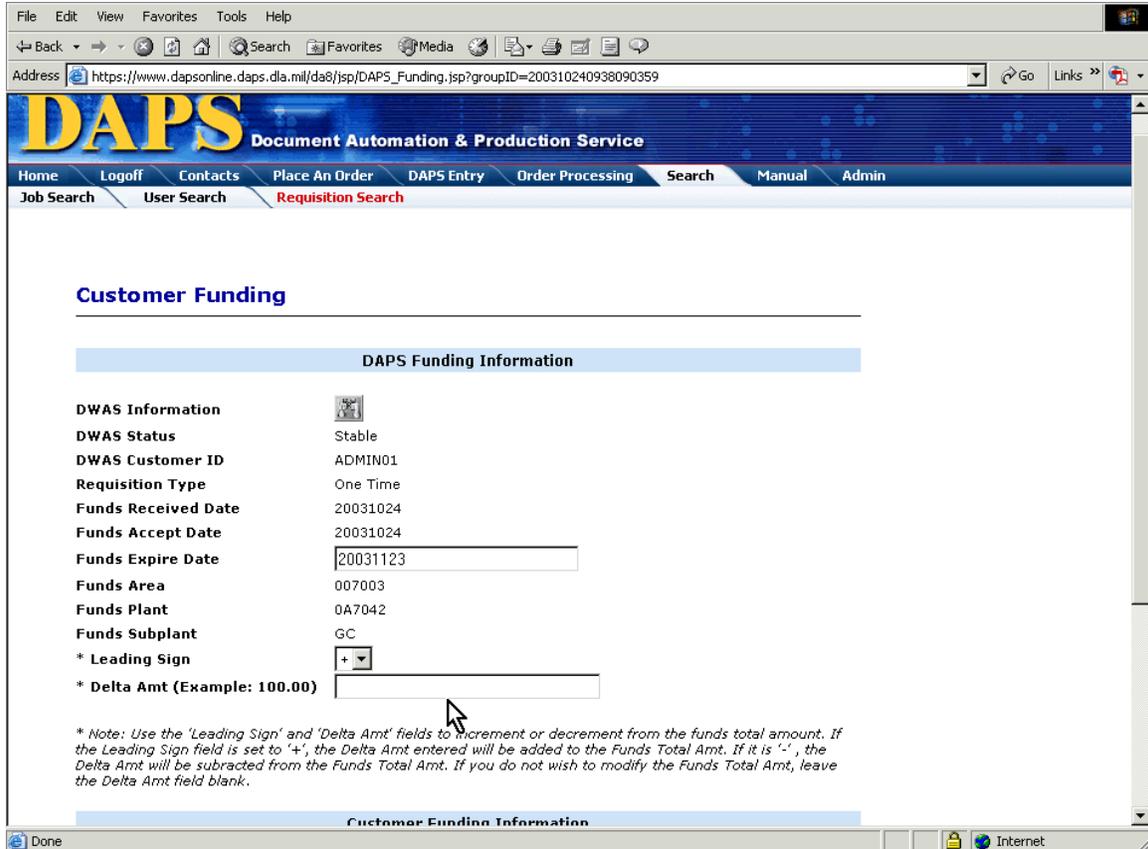
View requisitions for location:

Fund Name	Fund Doc Num	Fund Status	ACRN Status	Delete
<a href="#">test cc funding</a>	SA704204CCC1021	New Funding Document		<input type="checkbox"/>
<a href="#">test1</a>	SA704204CCB1000	New Funding Document		<input type="checkbox"/>
<a href="#">test12345</a>	SA704204CCC1018	DWAS MOD Pending Snd Err		<input type="checkbox"/>
<a href="#">testAttach</a>	643535423423423	Stable		<input type="checkbox"/>
<a href="#">testAttach2</a>	745634534535324	Stable		<input type="checkbox"/>
<a href="#">testcredit bill full</a>	N00104PT00001	DWAS MOD Pending Snd Err		<input type="checkbox"/>
<a href="#">testing</a>	SA704204PTH1011	DWAS ADD Pending Snd Err		<input type="checkbox"/>
<a href="#">testing partial credit</a>	OTHERFED1234	Stable		<input type="checkbox"/>
<a href="#">testvisamc</a>				<input type="checkbox"/>

Jobs 51 thru 59  
Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#)

STEP 2 Select the name of requisition you wish to modify, Requisition must have a DWAS status of “ stable “ to add or subtract funds. The funding must have been created in DAPS Online.

STEP 3. Use the leading sign drop down to indicate whether funds are being added “+” or subtracted “-” to the funding document. Type in the amount of the addition, or the amount to be subtracted, from funding document in the delta amount field.



After funding has been added the funding status will change from Funding MOD pending back to Stable. When opening up the funding document the added funds will be displayed at the bottom of the funding page. See example below. Original Funding Amount in the example of was 4450.80, the funding was then modified with an increase of 5000.00, amendment name: 0001-4 FY04-a.

**\* Delta Amt (Example: 100.00)**

*\* Note: Use the 'Leading Sign' and 'Delta Amt' fields to increment or decrement from the funds total amount. If the Leading Sign field is set to '+', the Delta Amt entered will be added to the Funds Total Amt. If it is '-', the Delta Amt will be subtracted from the Funds Total Amt. If you do not wish to modify the Funds Total Amt, leave the Delta Amt field blank.*

**Customer Funding Information**

Funding Document Number: 0001-4  
 Funding Type: Other Federal  
 Funding Appropriation Number: PRISONS  
 Funds Form Code: 282  
 Funding Name: 0001-4 FY04  
 Description: FP-03-1402-F2-2331-Y- DJBTAL4F230  
 \*Funds Total Amount (e.g. 100.00): 4450.80

**Previous Funding Amendments**

Amendment Name	Amount
0001-4 FY04-a	+5000.00

**ACRN History**

ACRN	ACRN Location	Amount
AA	007003/QA7042/GB	+4450.80

Buttons: Back, Submit, Share Funding, ACRN MOD

**Deletion of funds to a zero balance may not be done . Refer to DWAS SOP.**

### ACRN Modifications

To modifying funding to add another ACRN for use by another dodacc site, use the search tab to find the funding document. Open the funding document that requires an ACRN MOD (modification). All funding documents normally have an ACRN of AA, which normally has the entire balance of the funds available. When setting up a second ACRN (for example AB), the funds area, plant and subplant can be different than the original funds area, plant and subplant. A specified dollar amount is taken from the ACRN AA and moved to the ACRN AB. See example below:

Funding Document Number: 0015-4

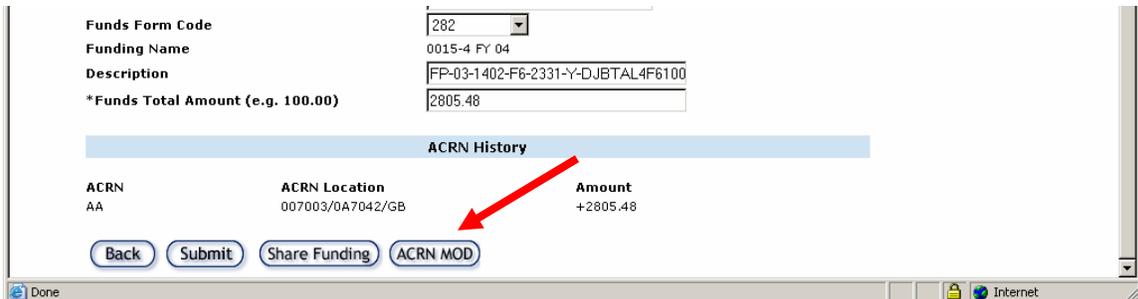
ACRN	ACRN Location	Amount
AA	007003/0A7042/GB	+2805.48

An ACRN Modification is done, for plant 0A7023 to use the same funding document number for a special job done for this customer. The job is estimated to cost \$500.00. The funds are subtracted from ACRN AA and added ACRN AB. After the transactions have been successful processed by DOL, the funding document will show the following:

Funding Document Number: 0015-4

ACRN	ACRN Location	Amount
AA	007003/0A7042/GB	+2805.48
AA	007003/0A7042/GB	-500.00
AB	007003/0A7023/FB	+500.00

STEP 1 To create a MOD ACRN transactions, open the funding document, select the ACRN MOD button at the bottom of the page.



STEP 2 On the next screen, type in the new ACRN. Use the drop down to identify the area, plant and subplant for this funding, and the dollar amount tied to this acrn. The amount can not be more than the balance available for the entire funding document. Click submit when complete. DOL will send two transactions to DWAS, one to reduce the original ACRN by the amount identified and one to add the amount to the new ACRN.

**Customer Funding**

---

**Customer Funding Information**

<b>Fund Doc Num</b>	643535423423423	<a href="#">Establish Customer Funding</a>
<b>Funding Type</b>	Other Federal	
<b>Funding Appropriation Number</b>	3645432	
<b>Funds Form Code</b>	MIPR	
<b>Funding Name</b>	testAttach	
<b>Description</b>		
<b>Funds Total Amount (e.g. 100.00)</b>	100.00	

---

**ACRN History**

ACRN	ACRN Location	Amount
AA	007003/0A7042/GC	+100.00

---

**New ACRN**

<b>New ACRN (Example: AB)</b>	<input type="text"/>
<b>New ACRN Area</b>	<input type="text" value="007003"/>
<b>New ACRN Plant</b>	<input type="text" value="0A7003"/>
<b>New ACRN Subplant</b>	<input type="text" value="AA"/>
<b>ACRN Amt (Example: 100.00)</b>	<input type="text"/>

## Deleting Funding

You can only delete an existing Funding Document if there were no customer orders (estimates) pending against the Funding Document. The Funding Document cannot be in DWAS Add/Mod pending status or DWAS Add/Mod Reject Status. This does not delete the funding from DWAS.

STEP 1 To delete an existing Funding Document, Select Search Tab, Requisition Tab, Type to the Requisition Name of the Funding Document you wish to delete

STEP 2 Toggle the delete box to mark the Funding Document to be deleted.



And click the delete **Delete** button at the bottom of the screen. Confirm the deletion.

The screenshot shows the 'Open Requisitions' page in the DAPS ONLINE system. The page has a navigation bar at the top with tabs for Home, Logoff, Contacts, Place An Order, DAPS Entry, Order Processing, Search, Manual, and Admin. Below the navigation bar, there are sub-tabs for Job Search, User Search, and Requisition Search. The main content area displays a table of requisitions for the location 'All Locations'. The table has the following columns: Fund Name, Fund Doc Num, Fund Status, ACRN Status, and Delete. The 'Delete' column contains checkboxes, with the first one checked. A red arrow points to this checkbox. Below the table, there are navigation buttons: Back, Next, First, Last, and Delete. A red arrow points to the 'Delete' button. The page also shows 'Jobs 1 thru 10' and 'Page: 1 2'.

Fund Name	Fund Doc Num	Fund Status	ACRN Status	Delete
<a href="#">admin 68a</a>	SA700304CCB1008	Stable		<input checked="" type="checkbox"/>
<a href="#">cc test</a>	SA700304CCB1002	Stable		<input checked="" type="checkbox"/>
<a href="#">daisy 527a</a>	SA704204PTB1001	Stable		<input checked="" type="checkbox"/>
<a href="#">daisy 68a</a>	SA704204CCC1013	Stable		<input checked="" type="checkbox"/>
<a href="#">daisy 68b</a>	SA704204CCC1015	Stable		<input checked="" type="checkbox"/>
<a href="#">daisy 68c</a>	SA704204CCC1016	Stable		<input type="checkbox"/>
<a href="#">daisy 68d</a>	SA704204CCC1017	Stable		<input type="checkbox"/>
<a href="#">daisy of 642004</a>	SA704204PTC1005	Stable		<input type="checkbox"/>
<a href="#">of051804a_admin</a>	of051804a_admin	Stable		<input type="checkbox"/>
<a href="#">of051804a_daisy</a>	of051804a_daisy	Stable		<input type="checkbox"/>

## Stabilizing Funding

Funding must have a DWAS status of Stable before any estimate or actual order transaction will be generated for DWAS. **Funding, initials and modifications, submitted by a customer will remain in a CSR reviewing pending status until a DOL users takes the action below.** Once funding is stable, order estimates and actuals charged against the funding will be sent from DOL to DWAS. Funding with a status anything other than stable, order estimates and actuals, will remain in a pending status.

STEP 1: View the Funding Status. Select the Search Tab.

STEP 2: Type in the full or partial Requisition Name or the Funding Document Number . Or use the search criteria to narrow down a search.

**DAPS ONLINE**  
Document Automation & Production Service

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

Job Search | User Search | **Requisition Search**

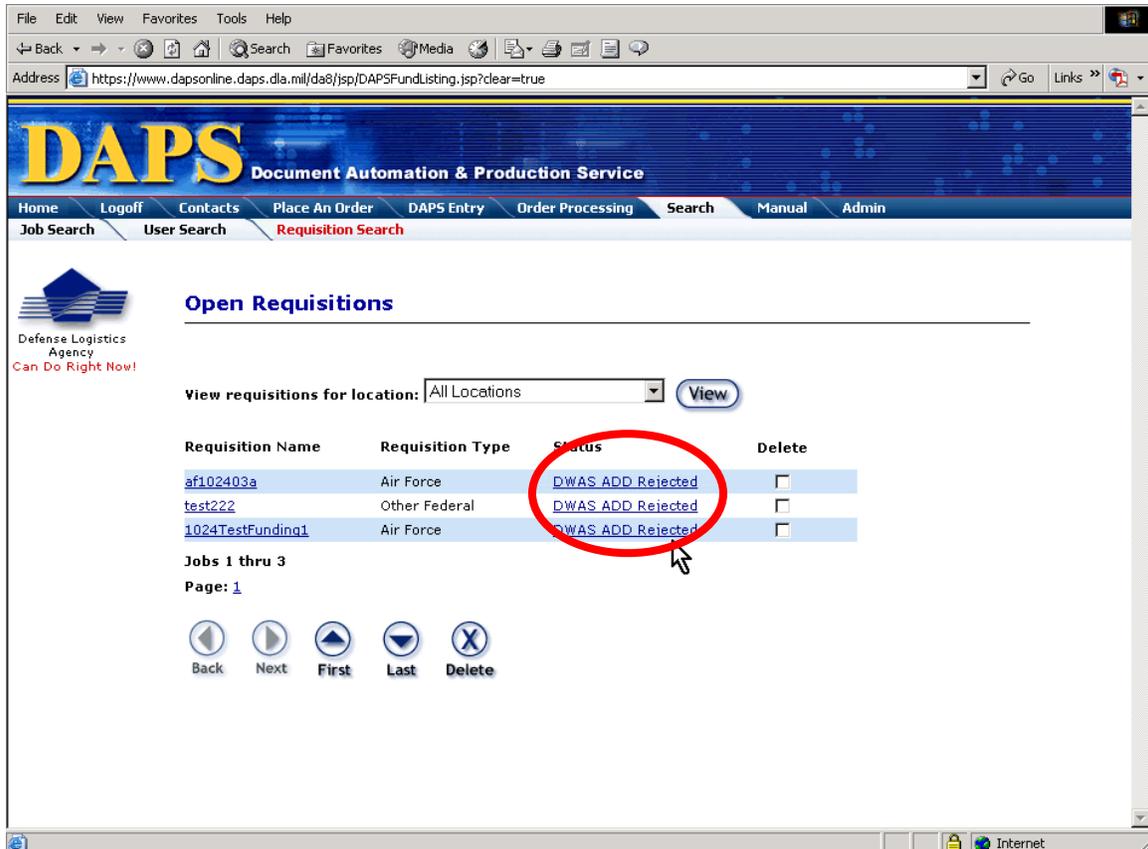
### Requisition Search

Fill out the fields that suit your search needs. You may enter in some, all, or none of the fields.  
If nothing is entered, only the first 500 requisitions found will be shown.

Requisition Name   
 Funding Document Number   
 DWAS Customer ID   
 User ID   
 Location   
 Funds Agency   
 Requisition Type   
 DWAS Status   
 Search In   
 Sort On

STEP 3: From the search results list, view the requisition status.

STEP 4: Any “.....Rejected” or “CSR review pending” statuses requires an action by the DAPS users to correct the error. Open the funding document by clicking on the requisition name to view error. Correct the error for rejected funding and click on submit. Or repond to the prompt for CSR review pending status and click submit. See appendix for common rejection errors. This process may continue until a stable status is received.



## Funding with DWAS Add Rejection Error below:

**Customer Funding**

---

**DAPS Funding Information**

<b>DWAS Information</b>	
<b>DWAS Status</b>	DWAS ADD Rejected
<b>DWAS Customer ID</b>	ADMIN01
<b>Requisition Type</b>	Blanket
<b>Funds Received Date</b>	<input type="text" value="20031024"/>
<b>Funds Accept Date</b>	<input type="text" value="20031024"/>
<b>Funds Expire Date</b>	<input type="text" value="20040930"/>
<b>Funds Area</b>	007003
<b>Funds Plant</b>	0A7042
<b>Funds Subplant</b>	GC

---

**DAPS Funding Errors**

- Appropriation DOD and symbol are invalid

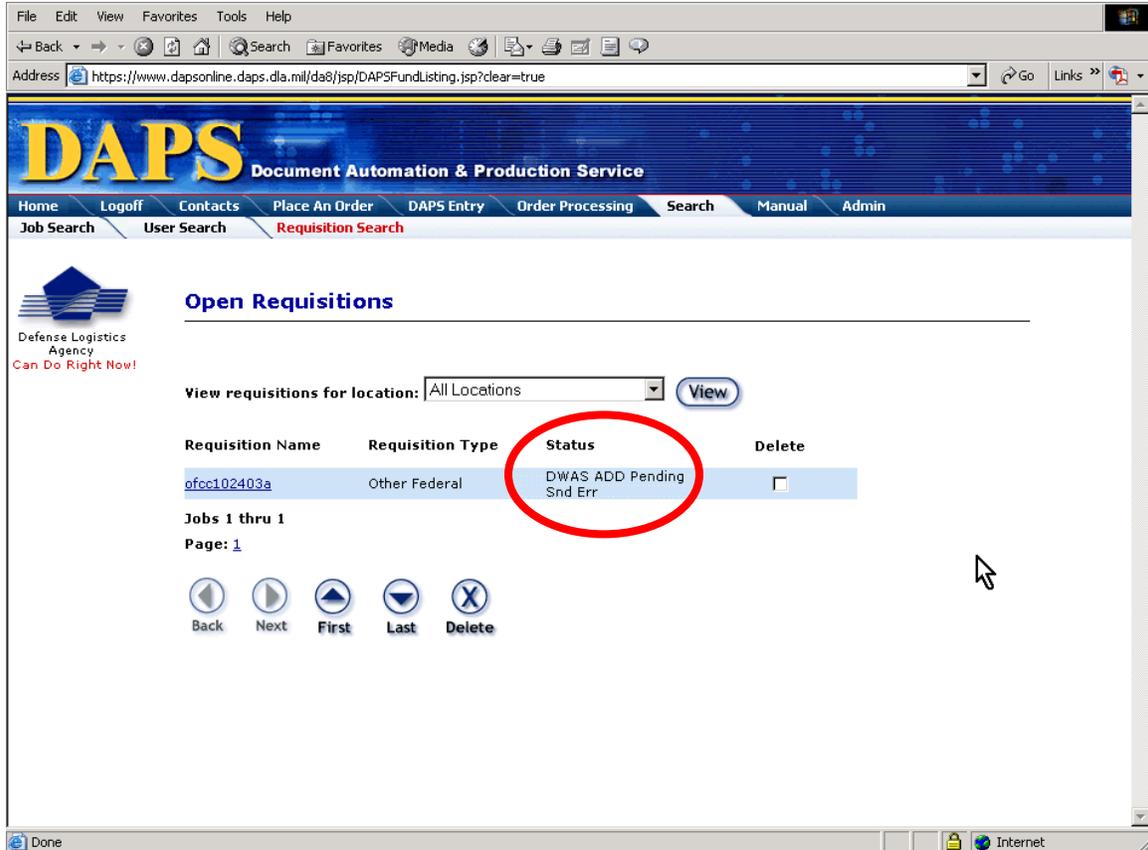
---

**Customer Funding Information**

<b>Funding Document Number</b>	af102403a
<b>Funding Type</b>	Air Force
<b>Funding Appropriation Number</b>	<input type="text" value="5710101"/>
<b>Funds Form Code</b>	<input type="text" value="MIPR"/>

EXCEPTION: Funding Document shared across office groups for the purpose of distribute and print may cause a “DWAS Add Rejected” status, The error should be “ **Funding Document Number already exists**”. This is a correct error. The DAPS User may manual change the status to stable upon receiving this error under these conditions only!. This is accomplished by opening the funding document, click on the requisition name. The funding document should now have a drop down available for the DWAS status. Select “STABLE” from this drop down and submit.

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 funding document, click on the requisition name. Use the drop down to change the new DWAS status to “.....pending”. This will restart the transmission process.



**DWAS Information**

New DWAS Status: **DWAS ADD Pending**

DWAS Customer ID: [ ]

Requisition Type: [ ]

Funds Received Date: 20031024

Funds Accept Date: 20031024

Funds Expire Date: 20031123

Funds Area: 007003

Funds Plant: 0A7042

Funds Subplant: GC

\* Leading Sign: [+]

\* Delta Amt (Example: 100.00): [ ]

*\* Note: Use the 'Leading Sign' and 'Delta Amt' fields to increment or decrement from the funds total amount. If the Leading Sign field is set to '+', the Delta Amt entered will be added to the Funds Total Amt. If it is '-', the Delta Amt will be subtracted from the Funds Total Amt. If you do not wish to modify the Funds Total Amt, leave the Delta Amt field blank.*

**Customer Funding Information**

Funding Document Number: SA703104CC00607

Funding Type: Other Federal

Funds Form Code: Credit Card

Funding Name: ofcc102403a

Card Holder Name: tst

Type of Credit Card: MasterCard

Account Number: \*\*\*\*\*0776

Expiration Date: 1/05

Authorization Number: 194035

Funds Total Amount (e.g. 100.00): 1.00

[ Back ] [ Submit ] [ Share Funding ]

Funding with CSR Review Pending Status below:

**Open Requisitions**

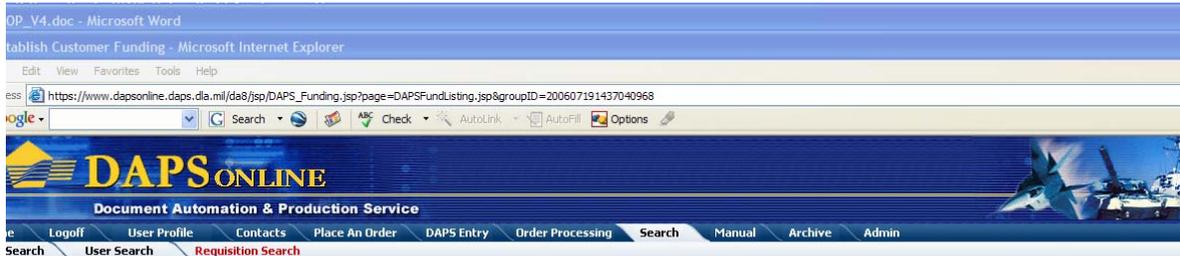
View requisitions for location: All Locations

Fund Name	Fund Doc Num	Fund Status	ACR Status	Delete
CWATE PRINT FUNDS	9999999	CSR Review Pending		<input type="checkbox"/>

Jobs 1 thru 1  
Page: 1

[ Back ] [ Next ] [ First ] [ Last ] [ Delete ]

Step 1: Open funding document and change status to DWAS Add Pending from the drop down. Respond OK if the answer is “yes”, you have the hardcopy of the funding. Respond Cancel if the answer is “no” – you will not be able to change the status to DWAS Add Pending until you answer OK to the prompt. After responding OK, Click Submit.



**Customer Funding**

**DAPS Funding Information**

- DWAS Information
- New DWAS Status
- DWAS Customer ID
- Requisition Type
- Funds Received Date
- Funds Accept Date
- Funds Expire Date
- Funds Area
- Funds Plant
- Funds Subplant

**Microsoft Internet Explorer**

ORIGINAL OR FAXED FUNDING DOCUMENT MUST BE IN YOUR POSSESSION PRIOR TO CHANGING STATUS TO DWAS ADD PENDING,  
DO YOU WANT TO CONTINUE?

**Customer Funding Information**

Funding Document Number	9999999
Funding Type	Other Federal
Funding Appropriation Number	9999999
Funds Form Code	282
Funding Name	CKATE PRINT FUNDS
Description	<input type="text" value="uweouweorujvnoauj"/> <input type="text" value="10000.00"/>

## Sharing Funding

STEP 1 Search for Funding Document – Click on Search then Requisition Search

Address | <https://www.dapsonline.daps.dla.mil/da8/jsp/ReqSearch.jsp>

**DAPS** Document Automation & Production Service

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

Job Search | User Search | **Requisition Search**

### Requisition Search

Fill out the fields that suit your search needs. You may enter in some, all, or none of the fields. If nothing is entered, only the first 500 requisitions found will be shown.

Requisition Name

Funding Document Number

Location

Funds Agency

Requisition Type

DWAS Status

Sort On

STEP 2 Type in the Requisition or Funding Document Number, Then select the funding document from the search results page.

**DAPS** Document Automation & Production Service

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

Job Search | User Search | **Requisition Search**

Defense Logistics Agency  
Can Do Right Now!

### Open Requisitions

View requisitions for location:

Fund Name	Fund Doc Num	Fund Status	ACRN Status	Delete
<a href="#">test cc funding</a>	SA704204CCC1021	New Funding Document		<input type="checkbox"/>
<a href="#">test1</a>	SA704204CCB1000	New Funding Document		<input type="checkbox"/>
<a href="#">test12345</a>	SA704204CCC1018	DWAS MOD Pending Snd Err		<input type="checkbox"/>
<a href="#">testAttach</a>	643535423423423	Stable		<input type="checkbox"/>
<a href="#">testAttach2</a>	745634534535324	Stable		<input type="checkbox"/>
<a href="#">testcredit bill full</a>	N00104PT00001	DWAS MOD Pending Snd Err		<input type="checkbox"/>
<a href="#">testing</a>	SA704204PTH1011	DWAS ADD Pending Snd Err		<input type="checkbox"/>
<a href="#">testing partial credit</a>	OTHERFED1234	Stable		<input type="checkbox"/>
<a href="#">testvisamc</a>				<input type="checkbox"/>

Jobs 51 thru 59  
Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#)

STEP 3 At the bottom of the funding document page click on SHARE FUNDING button

Funding document Number	0001-4
Funding Type	Other Federal
Funding Appropriation Number	PRISONS
Funds Form Code	282
Funding Name	0001-4 FY04
Description	FP-03-1402-F2-2331-Y- DJBTAL4F230
*Funds Total Amount (e.g. 100.00)	4450.80

**Previous Funding Amendments**

Amendment Name	Amount
0001-4 FY04-a	+5000.00

**ACRN History**

ACRN	ACRN Location	Amount
AA	007003/0A7042/GB	+4450.80

Buttons: Back, Submit, Share Funding, ACRN MOD

STEP 4 Click on user id look up ( binoculars button)

**DAPS ONLINE**  
Document Automation & Production Service

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

Quick Print | Special Order | eTOPS | Establish Requisition | Modify Requisition

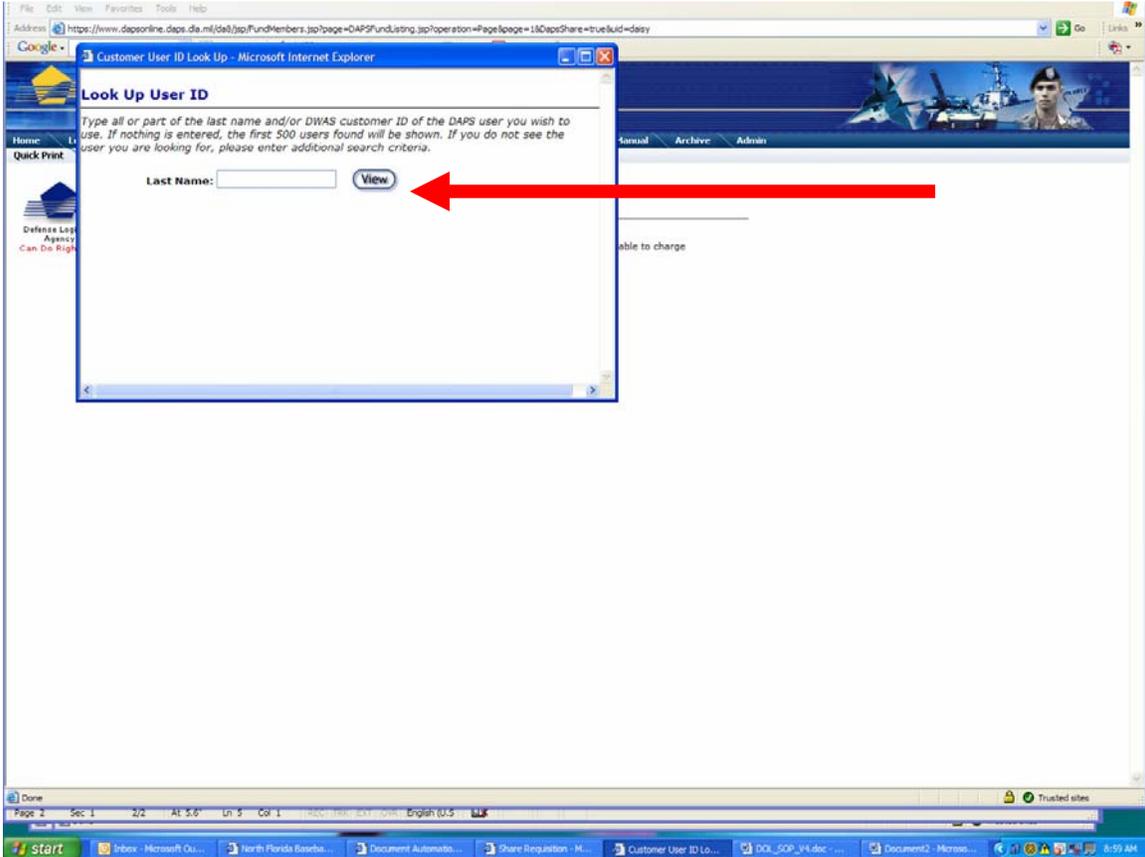
### Share Requisition

Please enter the Daps on-line users you wish to share this requisition with. These users will be able to charge Daps jobs to this requisition, but they will not be able to make changes to the requisition.

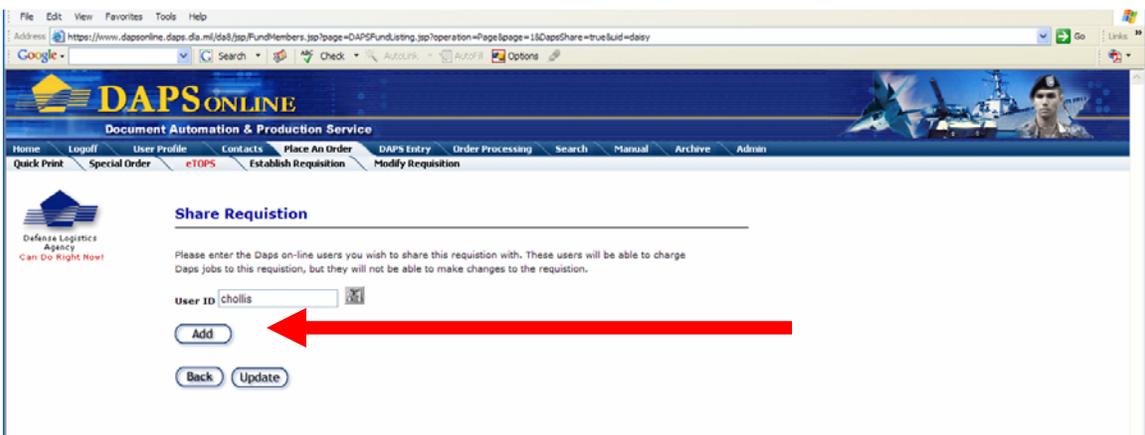
User ID

Buttons: Add, Back, Update

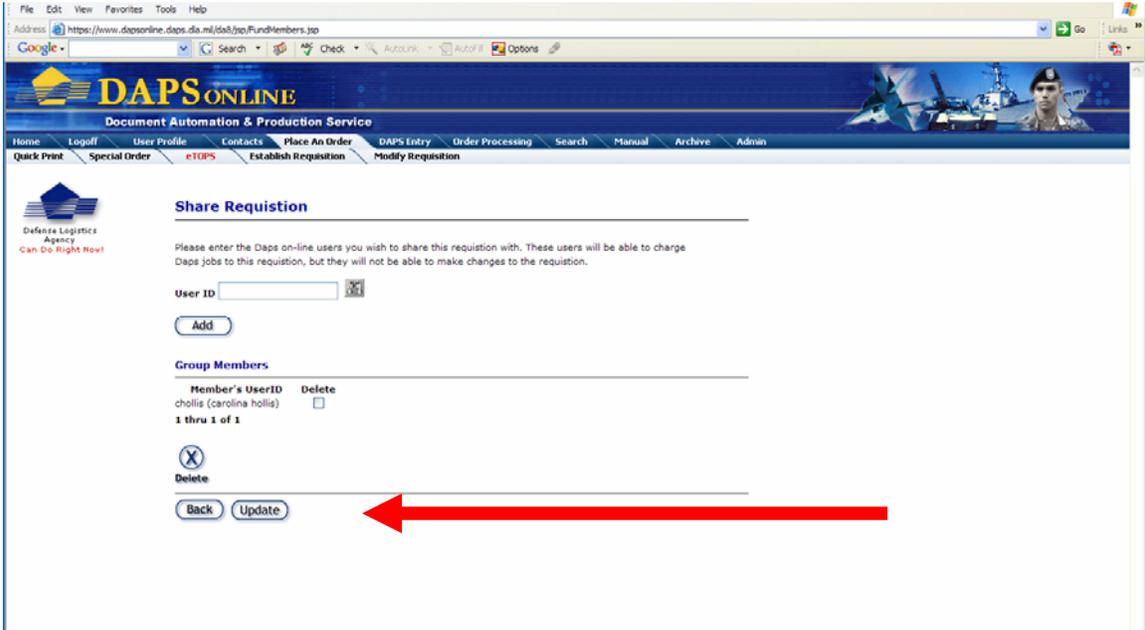
STEP 5 Type in the Users last name that you want to share this funding with.



STEP 6 Click on the name on the list results this should autopopulate the userid field. Then click ADD



STEP 7 Continue through steps 4, 5 and 6 to add another name, when finished click update.



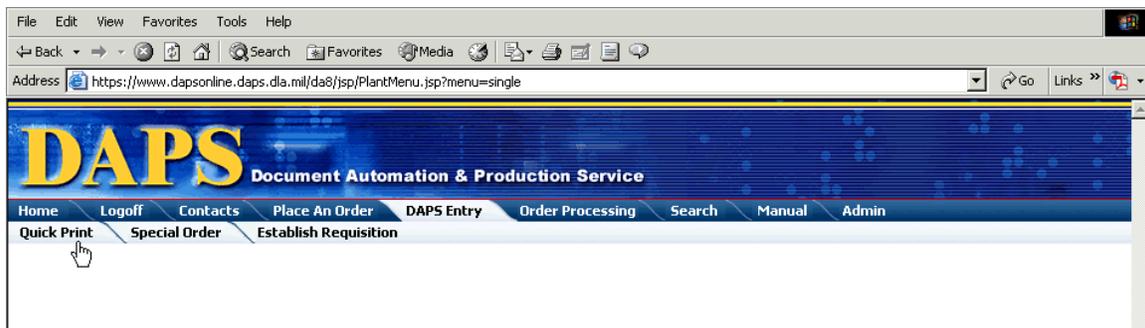
## **Submitting Orders**

## Funding Not Available

Note: Funding Not Available (FNAs) was provided as a method for performing the DWAS Pre-Estimates functions. Just like the pre-estimate function in DWAS, Funding Not Available does not require funding and does not reserve inventory.

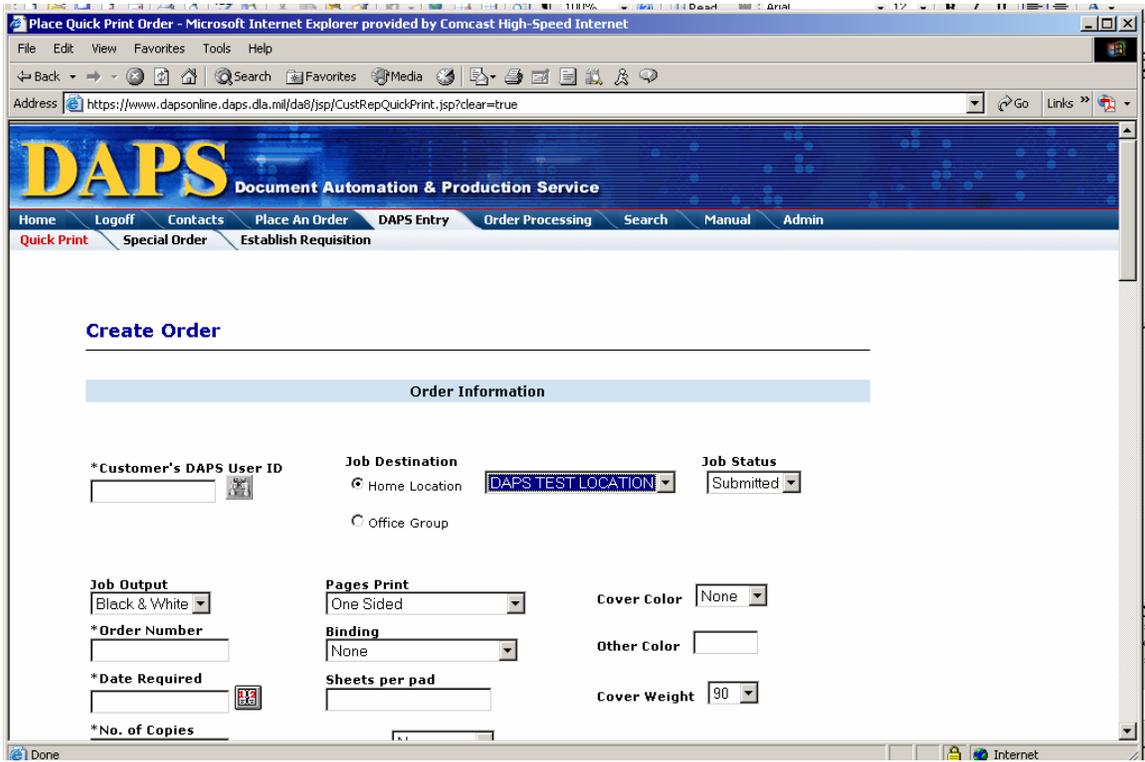
FNAs are done to quickly generate an estimated price for a customer order so that the dollar amount to authorize can be determined.

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 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, Click on the customers DAPS Online Userid to auto populate.

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 Fill out the job specifications using the fields provided; see definitions for an explanation of each field. The minimum mandatory fields are annotated with an “\*”. Attach approved digital files using the **Upload** button. This will be the only time you have the option to upload a file. See Appendix for approved list.

**Order Information**

\*Customer's DAPS User ID:

Job Destination:  Home Location  Office Group

Job Output:

Pages Print:

Cover Color:

\*Order Number:

Binding:

Other Color:

\*Date Required:

Sheets per pad:

Cover Weight:

\*No. of Copies:

Drilling:

Cover Prints:

\*No. B&W Pages:

Sheet Size:

Outside Front Cover

\*No. Color Pages:

Paper Color:

Inside Front Cover

Document/Publication Name:

Other Color:

Outside Back Cover

Paper Type:

Inside Back Cover

Special Instructions:

Documents Transferred:  **Upload**

STEP 5 Use the pricing spreadsheet to calculate the pre-estimate.

Special Instructions:

Documents Transferred:  **Upload**

**Production**

RPC	Revenue Process	Units	Unit Price or Cost	Stock Code	Stock Units	Burden Rate	Extended Price	GPO
270	PAPER,BOND,WHITE	100.00	.0057	1GH101WZ1Z	100.00	.00	\$0.57	
202	ELECTRONIC OUTPUT	100.00	.0360			.00	\$3.60	

STEP 6 Billing and Shipping should auto-populate based on the customer selected in STEP one.

STEP 7 Select "Funding not available" as the method of payment.

The screenshot shows a web form with two main sections: Billing and Delivery. The Billing section includes fields for Billing Address (756 AirWay Drive, Suite 333), City (Jackson), State (MI), Zip (999999), and Phone (909-555-9907). The Delivery section includes fields for Person to Notify (Email: mcrognelly@mil), Address (756 AirWay Drive, Suite 333), City (Jackson), State (MI), and Zip (999999). A yellow circle highlights the Payment section, which contains three radio buttons: Open Requisition, One Time Requisition, and Funding Not Available. The 'Funding Not Available' option is selected.

STEP 8 Complete or modify the delivery information as appropriate

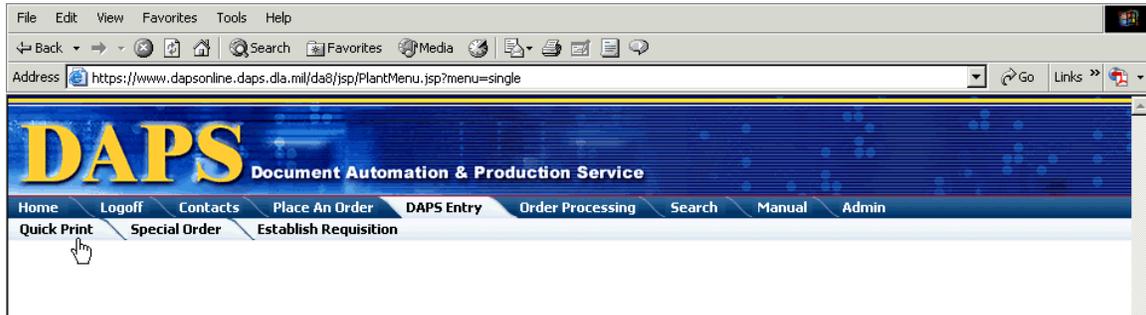
STEP 9 Click on the next button. You know you are successful when the success message is displayed.

The screenshot shows the DAPS website header with the logo and navigation menu. The navigation menu includes: Home, Logoff, Contacts, Place An Order, DAPS Entry, Order Processing, Search, Manual, Admin, Quick Print, Special Order, and Establish Requisition. Below the navigation menu, a success message is displayed: "Success Your order has been received! Thank you for using Daps." A mouse cursor is pointing at the end of the message.

## Open/Blanket Funding Orders

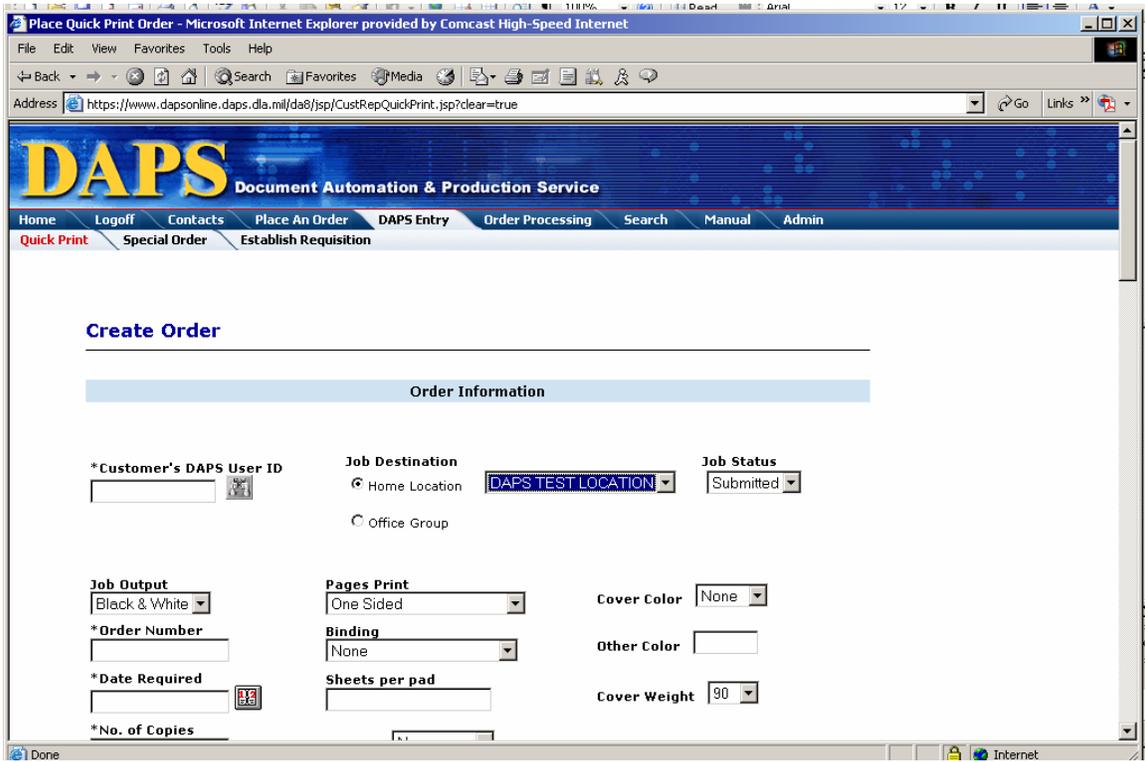
Submitting Orders funded with an open/blanket requisition.

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, 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 Fill out the job specifications using the fields provided; see definitions for an explanation of each field. The minimum mandatory fields are annotated with an “\*”.

STEP 5 This will be the only time you have the option to upload a file. Attach approved digital files using the **Upload** 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

Special Instructions

Documents Transferred: None

Production									
RPC	Revenue Process	Units	Unit Price or Cost	Stock Code	Stock Units	Burden Rate	Extended Price	GPO	
270	PAPER,BOND,WHITE	100.00	.0057	1GH101WZ1Z	100.00	.00	\$0.57		
202	ELECTRONIC OUTPUT	100.00	.0360			.00	\$3.60		

STEP 7 Billing and Shipping should auto-populate based on the customer selected in STEP one. Note: if you just created this customer there is no billing or shipping information in the customer’s profile.

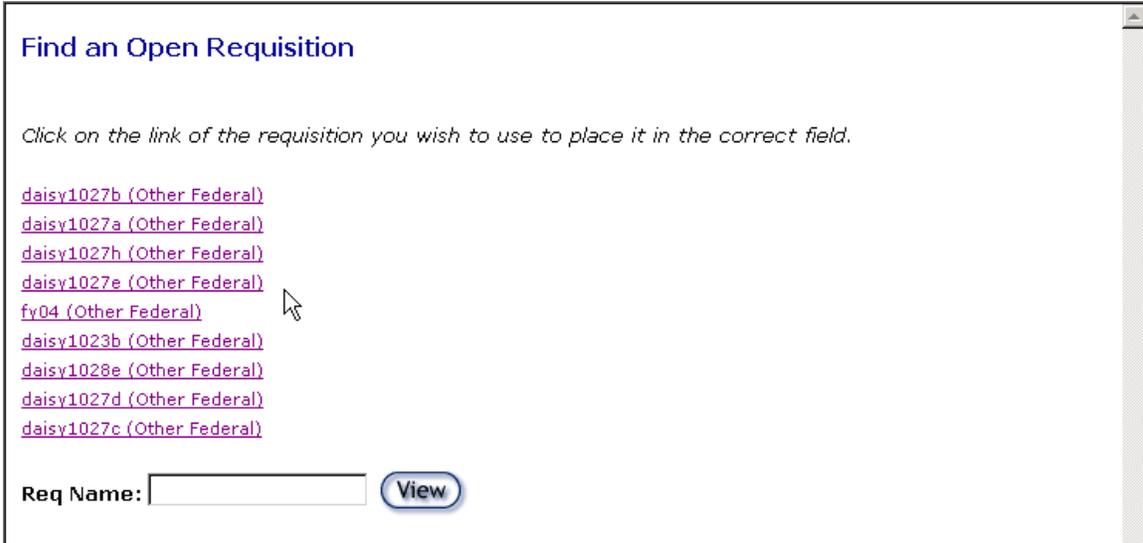
STEP 8 Populate the Delivery Section with the name, address and method of delivery as specified by the customer. Fields in this area may also be populated based on the information provided in the customer’s profile. Use the drop down to select method of delivery and location. Special delivery instructions 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 “;”.

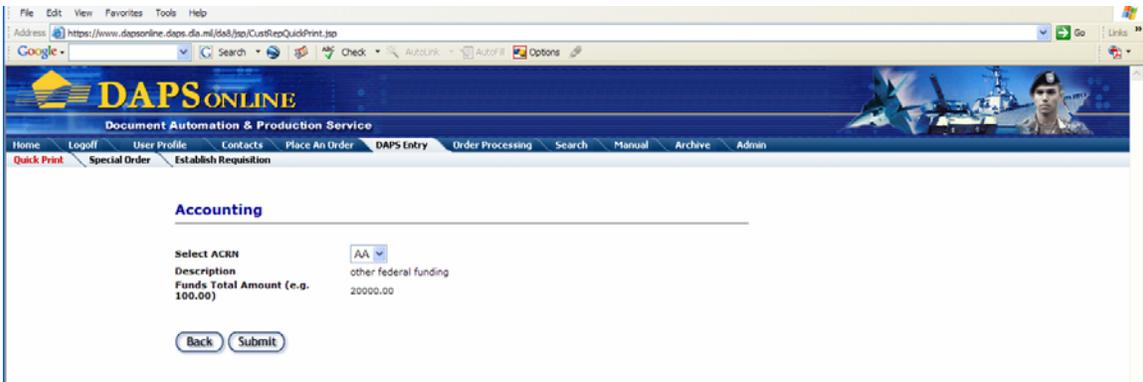
STEP 9 Select “Open Requisition” as the method of payment. And use the binoculars to Look up Available Requisitions or create an Open Requisition for this customer.

									Total Cost: <input type="text"/>
<b>Billing</b>									
<b>Billing</b>	<input type="text" value="756 AirWay Drive"/>	<b>City</b>	<input type="text" value="Jackson"/>						
<b>Address</b>	<input type="text" value="Suite 333"/>	<b>State</b>	<input type="text" value="MI"/>						
		<b>Zip</b>	<input type="text" value="999999"/>						
	<input type="text"/>	<b>Phone</b>	<input type="text" value="909-555-9907"/>						
	<input type="text"/>								
<b>Payment:</b>	<input type="radio"/> Open Requisition	<input type="text" value=""/>							
	<input type="radio"/> One Time Requisition								
	<input checked="" type="radio"/> Funding Not Available								
<b>Delivery</b>									

To Look up Available Requisitions click the view button at the Find an Open Requisition Popup Window. All pre-established open requisitions are listed and can be selected by clicking on the requisition name.



STEP 10 Select the correct ACRN and click Submit



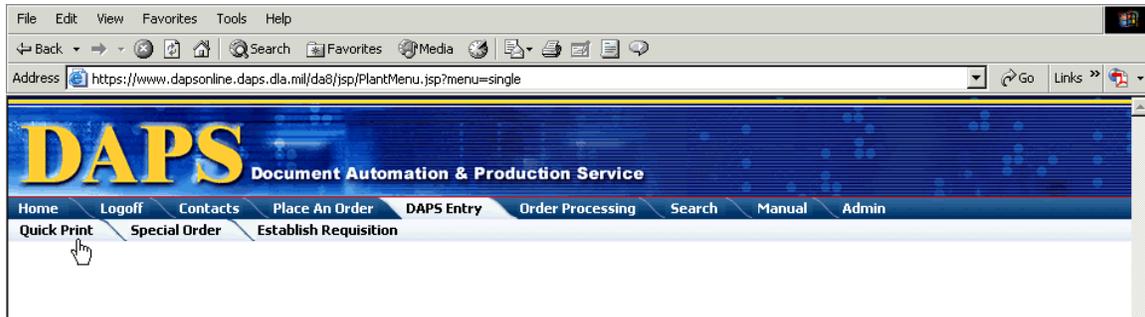
STEP 11: Print the order or click cancel.



## One Time Funding Orders

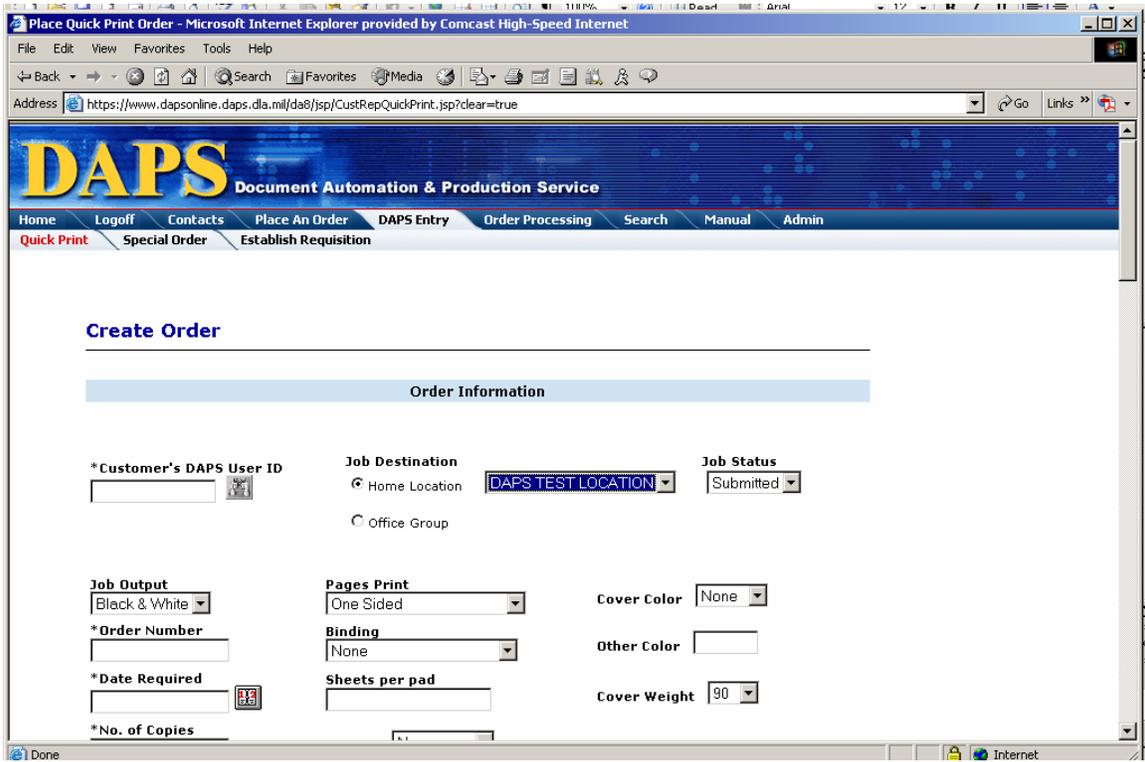
Submitting Orders funded with a one time requisition.

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 **Upload** 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.

The screenshot shows a web form with the following fields and values:

- Billing Section:**
  - Billing Address: 756 AirWay Drive
  - City: Jackson
  - Address: Suite 333
  - State: MI
  - Zip: 999999
  - Phone: 909-555-9907
- Payment Section:**
  - Payment:  Open Requisition
  - One Time Requisition
  - Funding Not Available
- Delivery Section:** (Partially visible)

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.

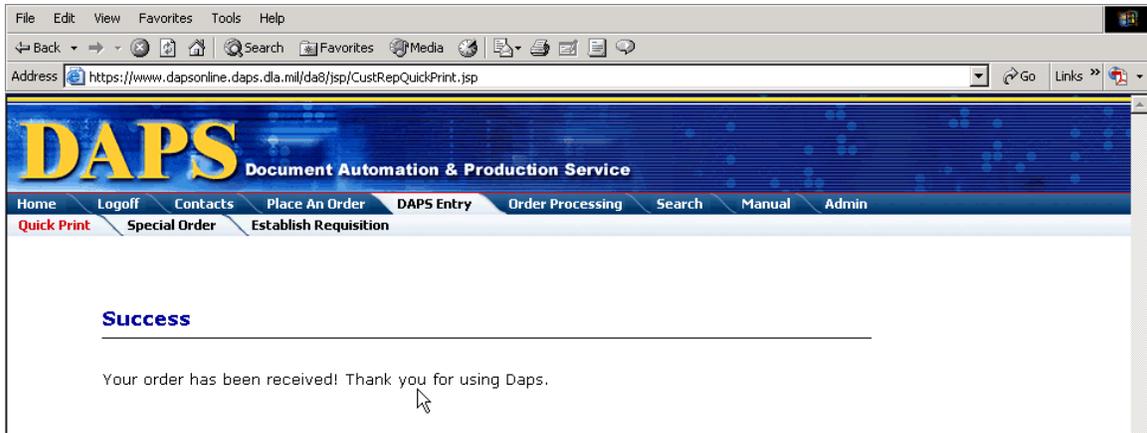
The cc Email Address field is used to identify additional people who need to be notified that the job has been submitted. Each additional address must be separated by a “;”.

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.



## 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.

The screenshot shows a web form with the following fields and values:

- Billing:** 756 AirWay Drive
- Address:** Suite 333
- City:** Jackson
- State:** MI
- Zip:** 999999
- Phone:** 909-555-9907
- Payment:**  Open Requisition,  One Time Requisition,  Funding Not Available
- Total Cost:** [Empty field]

The screenshot shows a page titled "Find a Credit Card Requisition" with the following content:

Click on the link of the requisition you wish to use to place it in the correct field.

- [24324323 \(Air Force\)](#)
- [daisy1028f \(Other Federal\)](#)
- [daisy1027m \(Other Federal\)](#)
- [daisy1027n \(Other Federal\)](#)
- [daisy1028c \(Other Federal\)](#)
- [daisy1028a \(Other Federal\)](#)

Req Name:

OR

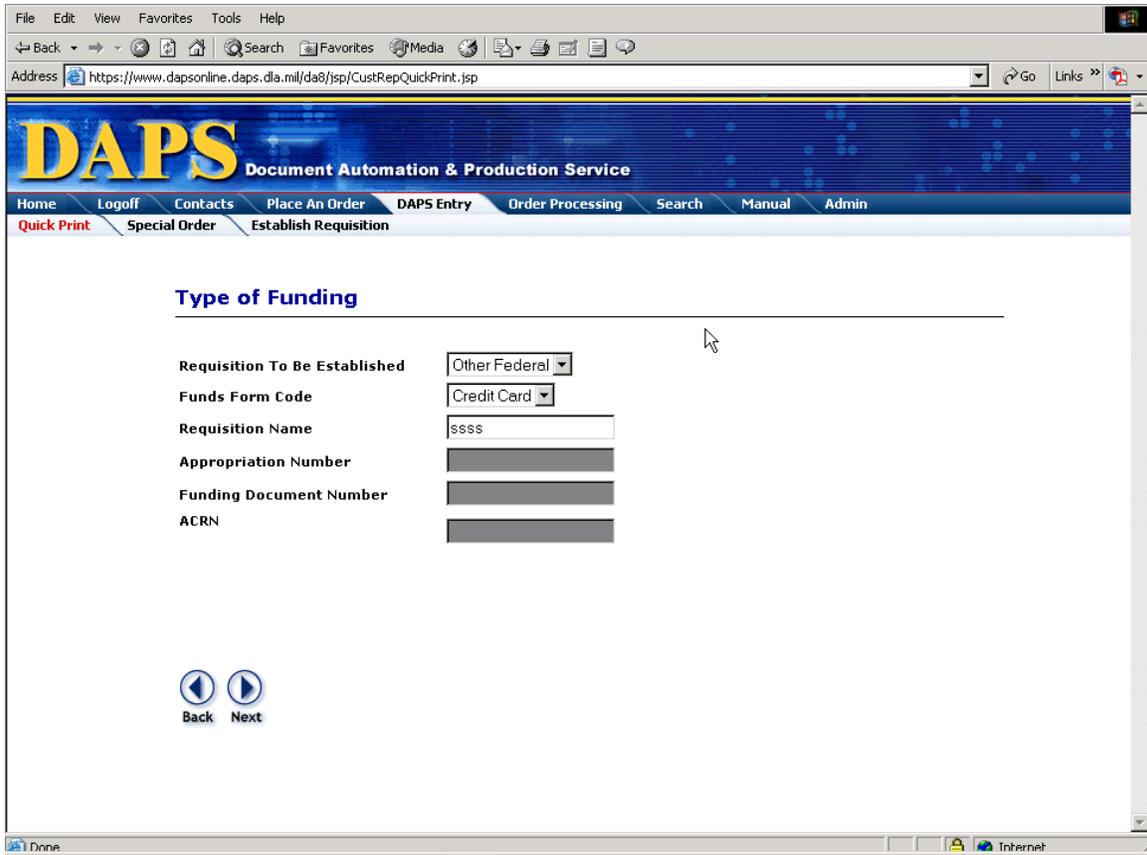
STEP 8 If a credit card template has not been set up. Select “ Open Requisition and click ‘Credit Card on File” link to create a new credit card template. Follow Steps 4 to STEP 9 found in the Establish Credit Card Template Section in the Funding Chapter

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.

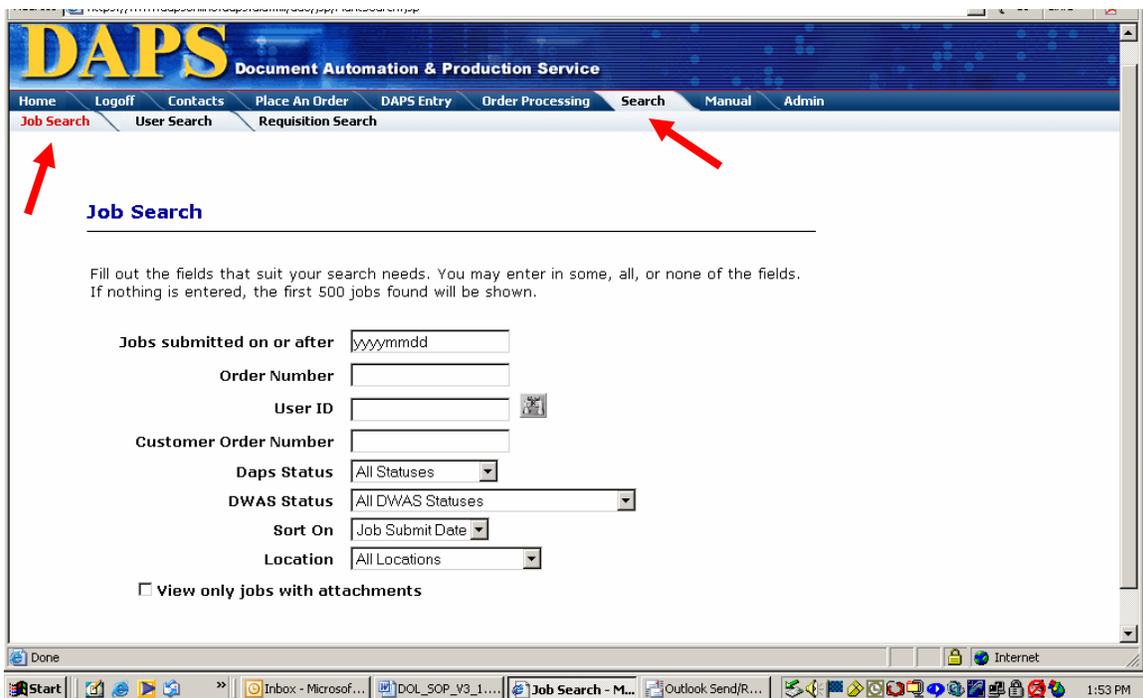
STEP 14. You know you are successful when the success message is displayed.

## Modifying Orders

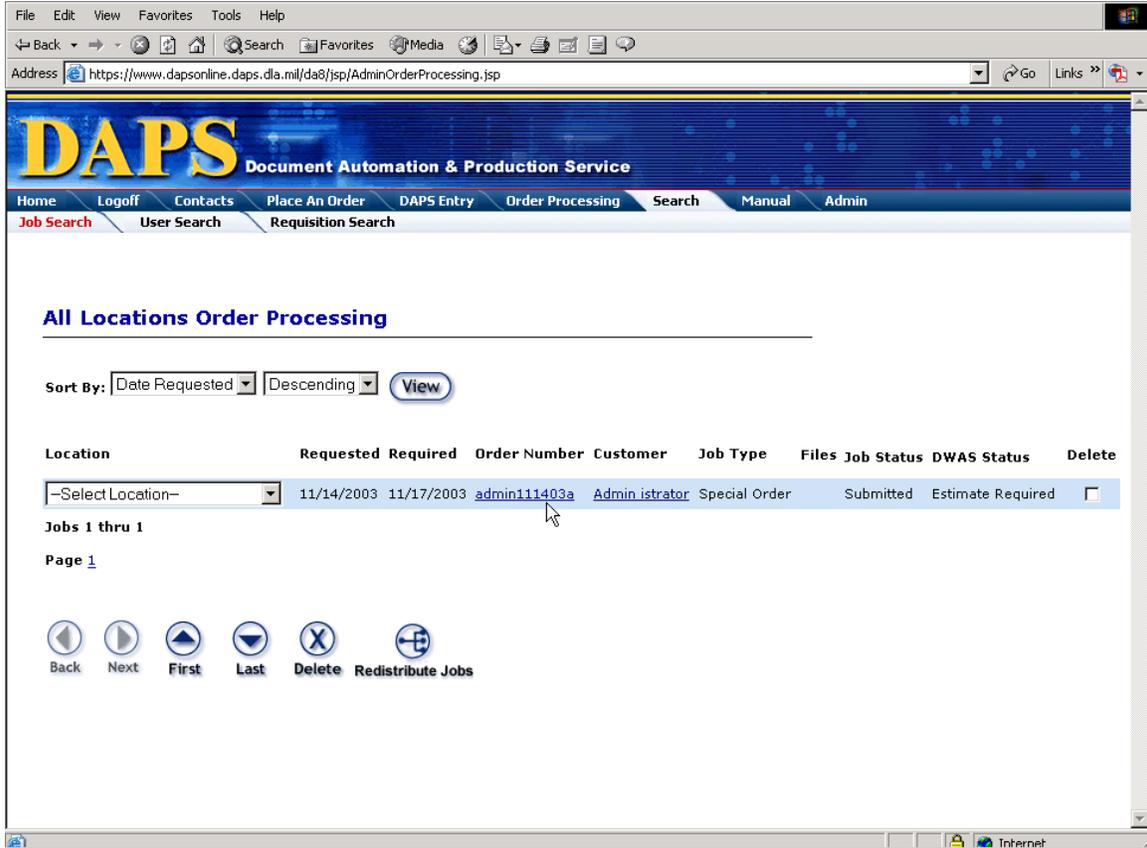
Job specifications can be modified up until the order has been estimated in DWAS – DWAS status is DWAS estimated. After an job order has been estimated in DWAS successfully only the rpcs, units and stock can be modified.

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.

**NAS Jacksonville Order Processing**

Sort By: Date Requested | Descending | 10 | **View**

Location	Reqstd/Read	Order Number/CON	Customer Files	Job Status	DWAS Status	Est Cost	Act Cost	Delete	Job Ready	Complete	Late Reason
--Select Location--	06/28/06	build 4 6 28 3	carolina	Submitted	Required	\$4.50		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	06/29/06	CON Not Yet Assigned	hollis					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	06/28/06	build 5 test 6 28 2	carolina	Submitted	Estimate Required	\$136.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	06/29/06	CON Not Yet Assigned	hollis					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	06/28/06	build4 test 6 28	carolina	Waiting Approval	Estimate Required	\$4.40		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	06/29/06	CON Not Yet Assigned	hollis					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	06/16/06	army training manual	Ryan Donovan	Estimated	DWAS EST Pending	\$61603.85		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	07/04/06	176GCC0616710284						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	06/15/06	testbuild4008	carolina	Estimated	DWAS EST Pending	\$737.76		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	06/16/06	176GCC0616610282	hollis					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	06/14/06	testbuild4005	carolina	Estimated	DWAS EST Pending	\$138.32		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	06/22/06	176GCC06165D4005	hollis					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	06/14/06	testbuild4003reorder	carolina	Estimated	DWAS EST Pending	\$390.60		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	06/21/06	176GCC0616510280	hollis					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	06/14/06	testbuild401	carolina	Estimated	DWAS EST Pending	\$35.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	06/15/06	176GCC0616510281	hollis					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	02/08/06	daisy2008	daisy duke	Submitted	Required	\$22.27		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	02/15/06	CON Not Yet Assigned						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	10/21/05	testina listner	daisy duke	Estimated	DWAS EST Required	\$2.97		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--Select Location--	10/25/05	176GCC0629410274						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Jobs 1 thru 10  
Page: 1 2 3 4 5 6 7 8 9 10

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.

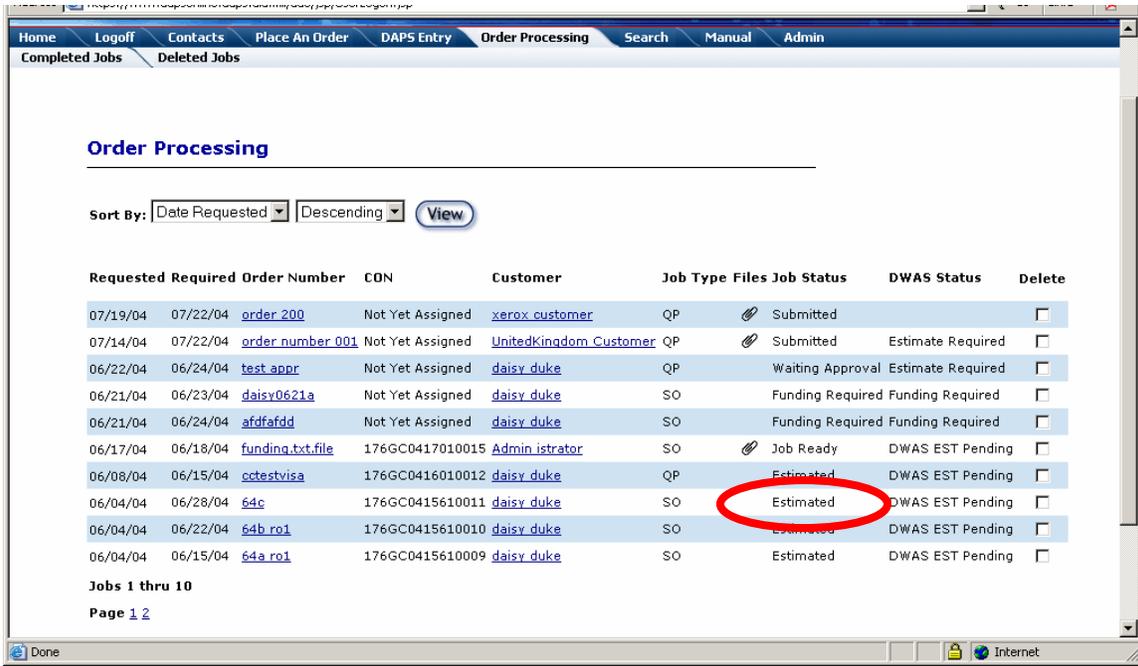
STEP 5 Populate the units column and hit the tab key. This will populate the extended price column.

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.

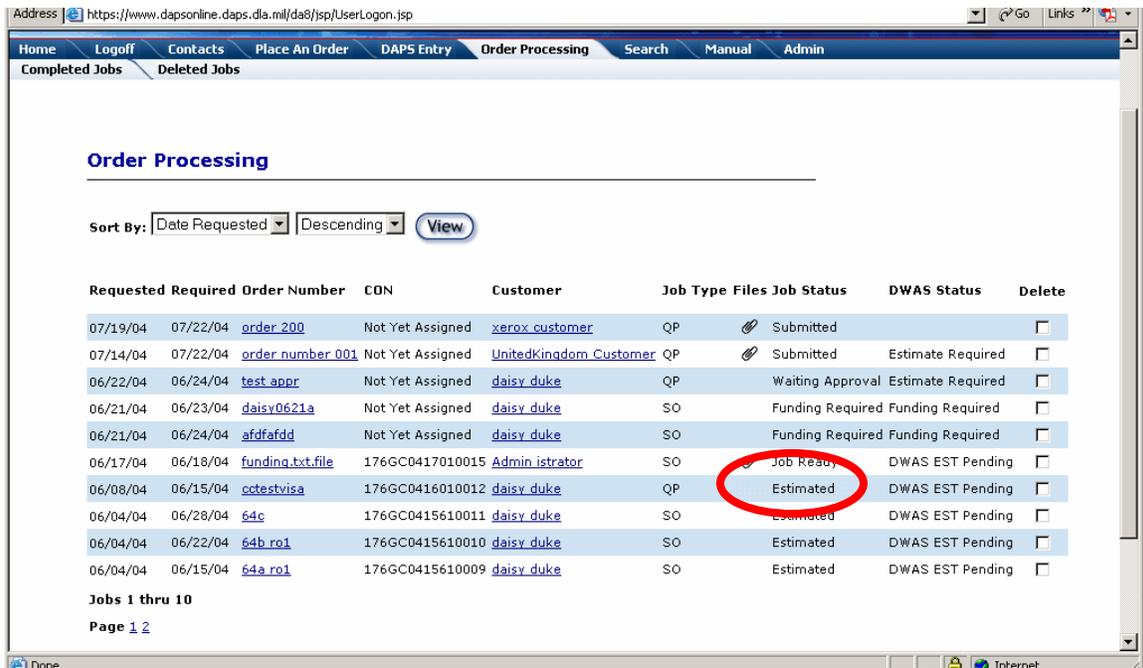
NOTE: After an order has a DAPS Online status of ESTIMATED, the system generates a Customer Order Number for that order. The customer order number or CON, follows the following format:

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

## Modifying Estimates

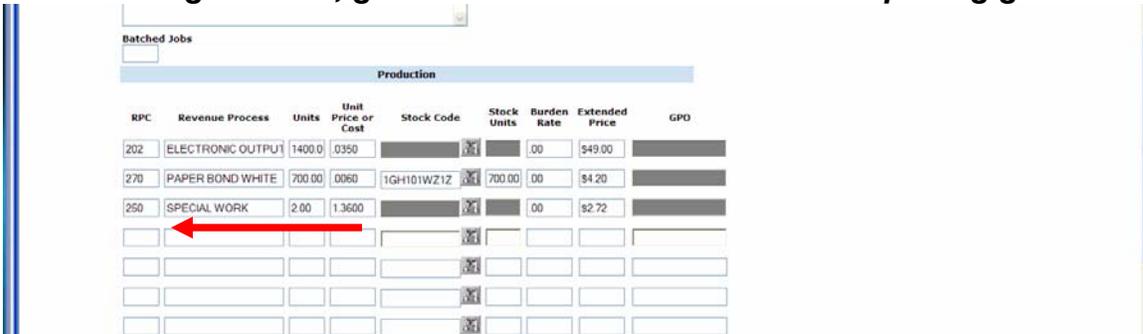
Estimates can only be modified when the status of the job is “DWAS Estimated”.

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	0.350			.00	\$49.00		
270	PAPER BOND WHITE	700.00	0.060	1GH101WZ1Z	700.00	.00	\$4.20		
250	SPECIAL WORK	2.00	1.3600			.00	\$2.72		
280	AUTOMATED ADDRESS	10.00	0.500			.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	0.350			.00	\$49.00		
270	PAPER BOND WHITE	700.00	0.060	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	0.350			.00	\$56.00		
270	PAPER BOND WHITE	700.00	0.060	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.

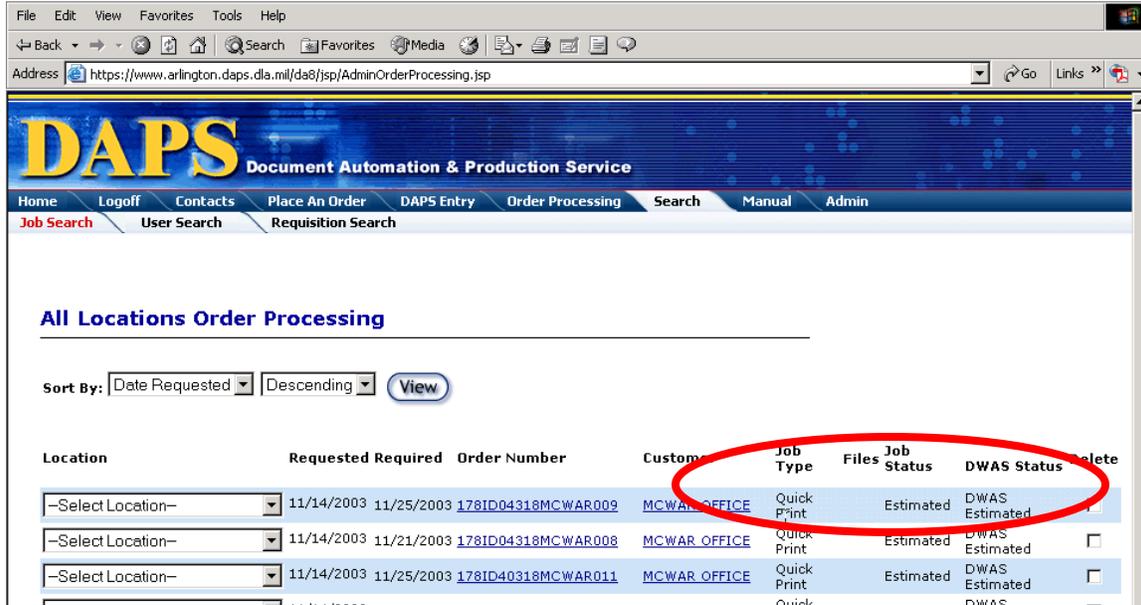


**NOTE:** To “delete” a Job with the status of DWAS Estimated, you must create a MOD estimate transaction. Changing all units to “0”, total dollars should be “0”. then Submit.

The DOL job status will 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.

The screenshot shows the 'All Locations Order Processing' page. At the top, there is a navigation menu with links for Home, Logoff, Contacts, Place An Order, DAPS Entry, Order Processing, Search, Manual, and Admin. Below the menu, there are search options for Job Search, User Search, and Requisition Search. The main content area is titled 'All Locations Order Processing' and includes a 'Sort By:' section with 'Date Requested' and 'Descending' selected, and a 'View' button. The table below lists order processing records with the following columns: Location, Requested, Required, Order Number, Customer, Job Type, Files, Job Status, DWAS Status, and Delete. The 'DWAS Status' column for several rows is circled in red.

Location	Requested	Required	Order Number	Customer	Job Type	Files	Job Status	DWAS Status	Delete
-Select Location-	11/14/2003	11/17/2003	<a href="#">admin111403a</a>	Admin istrator	Special Order		Estimated	<a href="#">DWAS EST Rejected</a>	<input type="checkbox"/>
-Select Location-	11/13/2003	11/26/2003	<a href="#">1113AttachFunding</a>	Admin istrator	Quick Print		Estimated	<a href="#">DWAS EST Rejected</a>	<input type="checkbox"/>
NAS Jacksonville	10/28/2003	10/31/2003	<a href="#">daisy1001e</a>	<a href="#">daisy duke</a>	Quick Print		Complete	<a href="#">DWAS EST Rejected</a>	<input type="checkbox"/>
NAS Jacksonville	10/28/2003	10/31/2003	<a href="#">daisy1026i</a>	<a href="#">daisy duke</a>	Quick Print		Complete	<a href="#">DWAS EST Rejected</a>	<input type="checkbox"/>
-Select Location-	10/28/2003	10/31/2003	<a href="#">daisy1028h</a>	<a href="#">daisy duke</a>	Quick Print		Estimated	<a href="#">DWAS EST Rejected</a>	<input type="checkbox"/>

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.

**DAPS** Document Automation & Production Service

Home Logoff Contacts Place An Order DAPS Entry Order Processing Search Manual Admin

Undistributed Jobs Completed Jobs Deleted Jobs Plant Status

**Administrator Order Processing**

Sort By: [Date Requested] [Descending] [View]

Location	Requested	Required	Order Number	Customer	Job Type	Files	Job Status	DWAS Status	Delete
[--Select Location--]	11/13/2003	11/20/2003	aaa	Admin istrator	Special Order		Funding Required	Funding Required	<input type="checkbox"/>
[--Select Location--]	10/31/2003	11/04/2003	daisy1031i	daisy duke	Quick Print		Submitted	Estimate Required	<input type="checkbox"/>
Atlanta	10/31/2003	11/04/2003	daisy1031h	daisy duke	Special Order		Funding Required	Funding Required	<input type="checkbox"/>
Kings Bay	10/31/2003	11/04/2003	daisy1031g	daisy duke	Special Order		Submitted	Estimate Required	<input type="checkbox"/>
NAS Jacksonville	10/31/2003	11/04/2003	daisy1031f	daisy duke	Special Order		Funding Required	Funding Required	<input type="checkbox"/>
NAS JAX - Affiliated Plant	10/31/2003	11/04/2003	daisy1031e	daisy duke	Special Order		Submitted	Estimate Required	<input type="checkbox"/>
Norfolk	10/31/2003	11/04/2003	daisy1031d	daisy duke	Quick Print		Funding Required	Funding Required	<input type="checkbox"/>
Old Location	10/31/2003	11/04/2003	daisy1031c	daisy duke	Quick Print		Submitted	Estimate Required	<input type="checkbox"/>
Philadelphia	10/31/2003	11/04/2003	daisy1031b	daisy duke	Quick Print		Funding Required	Funding Required	<input type="checkbox"/>
Portsmouth	10/31/2003	11/04/2003	daisy1031a	daisy duke	Quick Print		Submitted	Estimate Required	<input type="checkbox"/>
Test Location	10/31/2003	11/04/2003							
White House Executive Office	10/31/2003	11/04/2003							
[--Select Location--]	10/31/2003	11/05/2003	daisy1031b	daisy duke	Quick Print		Funding Required	Funding Required	<input type="checkbox"/>
[--Select Location--]	10/31/2003	11/06/2003	daisy1031a	daisy duke	Quick Print		Submitted	Estimate Required	<input type="checkbox"/>

Jobs 1 thru 10

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

**DAPS** Document Automation & Production Service

Home Logoff Contacts Place An Order DAPS Entry Order Processing Search Manual Admin

Undistributed Jobs Completed Jobs Deleted Jobs **Plant Status**

**Plant Status**

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

Back

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.

**Atlanta Order Processing**

Sort By:

Location	Requested	Required	Order Number	Customer	Job Type	Files	Job Status	DWAS Status	Delete
Kings Bay	11/13/2003	11/29/2003	<a href="#">1113-1045</a>	<a href="#">brien brien</a>	Special Order		Estimated	DWAS Estimated	<input type="checkbox"/>
Kings Bay	11/04/2003	11/26/2003	<a href="#">peter1</a>	<a href="#">Peter Cottontail</a>	Quick Print		Submitted	Estimate Required	<input type="checkbox"/>
-Select Location-	10/29/2003	10/31/2003	<a href="#">cic001</a>	<a href="#">CYNTHIA ELLIS</a>	Special Order		Submitted	Estimate Required	<input type="checkbox"/>
Kings Bay	10/29/2003	10/31/2003	<a href="#">7894546123</a>	<a href="#">Admin istrator</a>	Special Order		Estimated	DWAS EST Pending	<input type="checkbox"/>
NAS Jacksonville	10/29/2003	10/30/2003	<a href="#">456789123</a>	<a href="#">john BLOW</a>	Special Order		Estimated	DWAS Estimated	<input type="checkbox"/>
NAS JAX - Affiliated Plant	10/29/2003	10/30/2003	<a href="#">NMC789456</a>	<a href="#">john BLOW</a>	Quick Print		Estimated	DWAS EST Pending	<input type="checkbox"/>
Norfolk	10/28/2003	10/29/2003	<a href="#">convpdf5</a>	<a href="#">Peter Cottontail</a>	Special Order		Submitted	Estimate Required	<input type="checkbox"/>
Old Location	10/28/2003	10/31/2003	<a href="#">0001</a>	<a href="#">Peter Cottontail</a>	Quick Print		Estimated	DWAS EST Pending	<input type="checkbox"/>
Philadelphia									
Portsmouth									
Test Location									
White House Executive Office									

Page 1

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

## **Job Ready Status**

## Job Ready Status

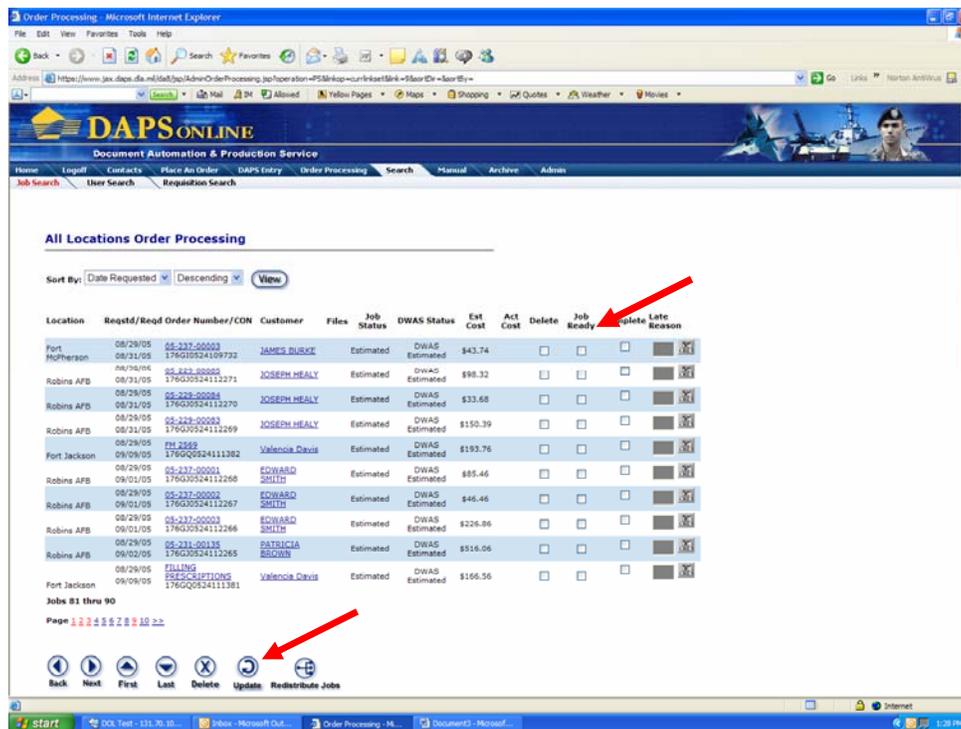
Once an order has been returned from DWAS with a DWAS Estimated status, and the job is ready for customer pick up, change the job status to JOB READY.

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.



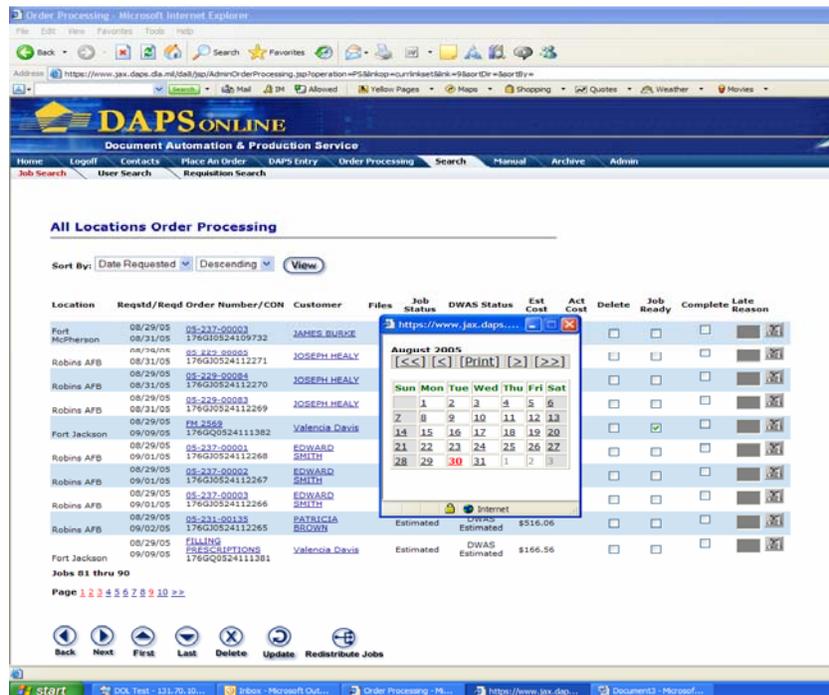
There are times when, for valid reasons, the day the job was considered complete and ready for customer pick up is NOT the date you changed the job status in DOL. Since the on time delivery report is dependent on the DOL system date it should be as accurate as possible. It is for this reason we permit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



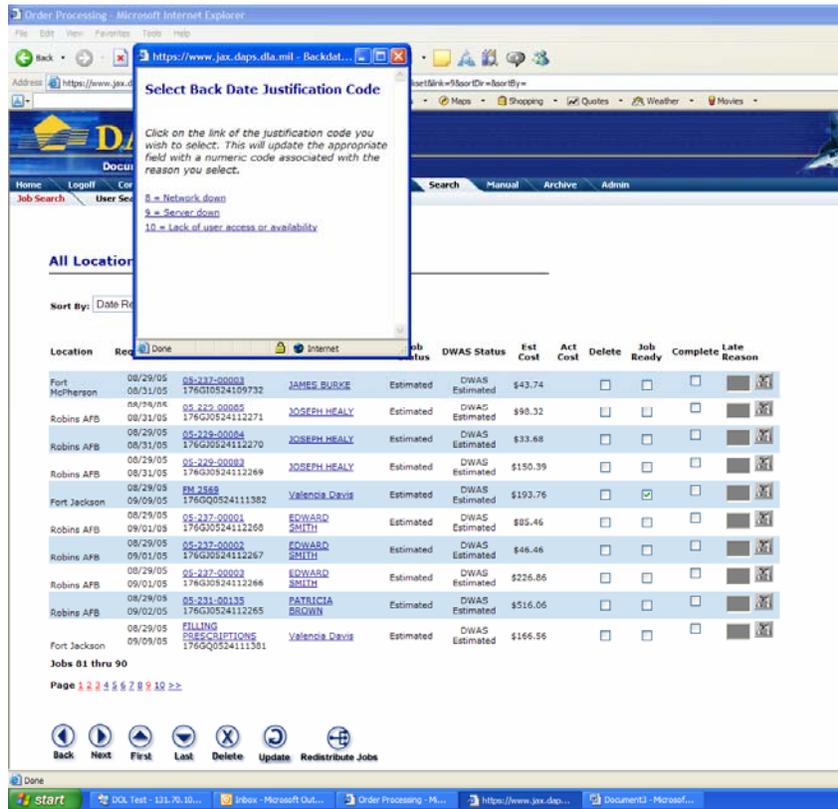
STPE 7 A message will appear letting you know you must justify backdating the job ready date, see example below. Click OK on the message popup

The screenshot shows the DAPS ONLINE web application interface. At the top, there is a navigation menu with options like Home, Logout, Contacts, Place An Order, DAPS Entry, Order Processing, Search, Manual, Archive, and Admin. Below the navigation is a section titled "All Locations Order Processing". A dropdown menu is set to "Date Requested" and "Descending". A "View" button is visible. The main content is a table with the following columns: Location, Reqstd/Reqd Order Number/CON, Customer, Files, Job Status, DWAS Status, Est Cost, Act Cost, Delete, Job Ready, Complete, and Late Reason. A modal dialog box is overlaid on the table, containing a warning icon and the text: "Please select a reason for back-dating job PM 2569 to 08/23/2005". The dialog box has an "OK" button. At the bottom of the page, there are navigation buttons: Back, Next, First, Last, Delete, Update, and Redistribute Jobs. The browser's taskbar at the bottom shows several open applications, including "Start", "DocTest - 131.70.10...", "Inbox - Microsoft Out...", "Order Processing - M...", and "Document3 - Microsof...".

Location	Reqstd/Reqd Order Number/CON	Customer	Files	Job Status	DWAS Status	Est Cost	Act Cost	Delete	Job Ready	Complete	Late Reason
Port	08/29/05 05-237-00003	JAMES BURKE									
Murpherson	08/31/05 176G0524112271	JOSEPH HEALY									
Robins AFB	08/31/05 05-222-00085	JOSEPH HEALY									
Robins AFB	08/29/05 05-229-00084	JOSEPH HEALY									
Robins AFB	08/31/05 176G0524112270	JOSEPH HEALY									
Robins AFB	08/29/05 05-229-00083	JOSEPH HEALY									
Robins AFB	08/31/05 176G0524112269	JOSEPH HEALY									
Fort Jackson	09/09/05 05-237-00001	Valencia Davis		Estimated	Estimated	\$193.76		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Robins AFB	08/29/05 05-237-00001	EDWARD SMITH		Estimated	DWAS Estimated	\$85.46		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Robins AFB	09/01/05 176G0524112268	EDWARD SMITH		Estimated	DWAS Estimated	\$48.46		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Robins AFB	08/29/05 05-237-00001	EDWARD SMITH		Estimated	DWAS Estimated	\$226.06		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Robins AFB	09/01/05 176G0524112266	EDWARD SMITH		Estimated	DWAS Estimated	\$516.08		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Robins AFB	08/29/05 05-231-00135	PATRICIA BROWN		Estimated	DWAS Estimated	\$164.56		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Robins AFB	09/02/05 176G0524112265	PATRICIA BROWN		Estimated	DWAS Estimated	\$164.56		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fort Jackson	08/29/05 FILLING PRE-REQUISITION	Valencia Davis		Estimated	DWAS Estimated	\$164.56		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fort Jackson	09/09/05 176G0524111381	Valencia Davis		Estimated	DWAS Estimated	\$164.56		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.

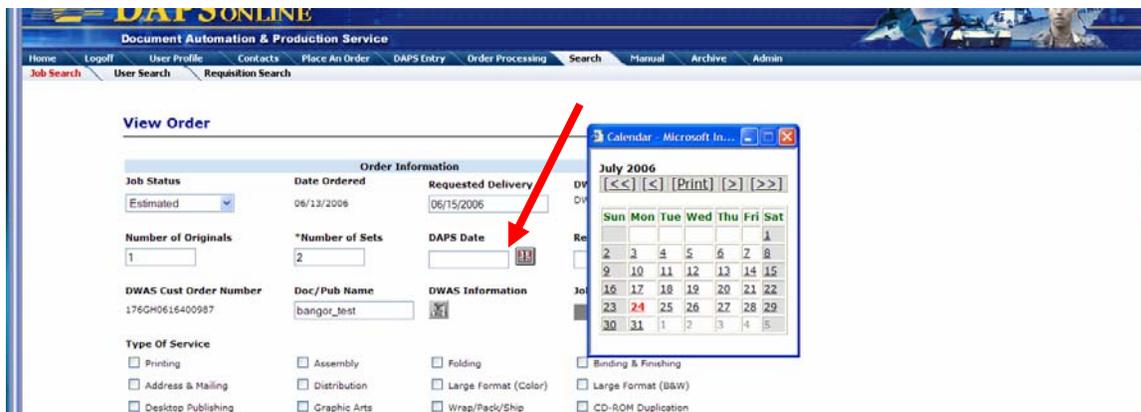
## DAPS Revised Date

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

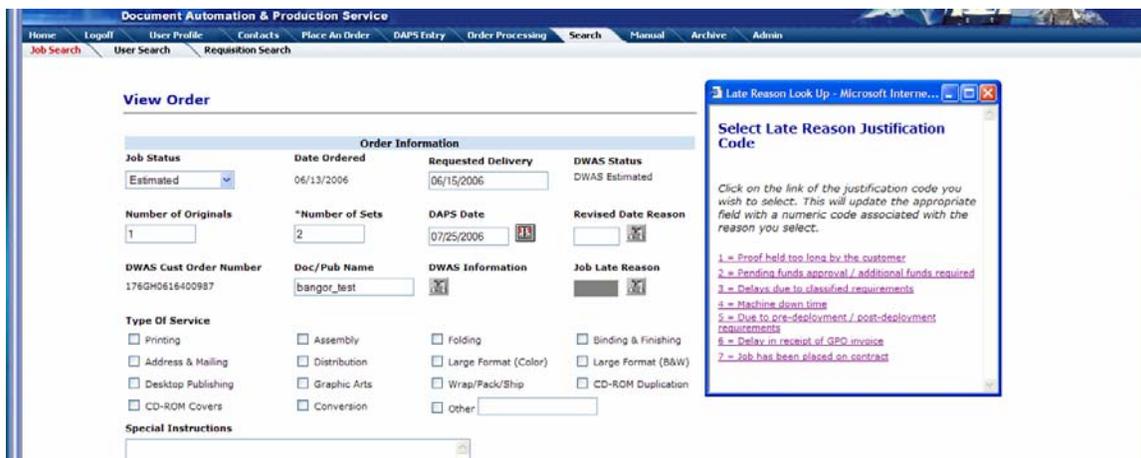
STEP 1. Open the order

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

**DAPS** Document Automation & Production Service

Home Logoff Contacts Place An Order DAPS Entry Order Processing Search Manual Admin

Job Search User Search Requisition Search

### View Order

Order Information			
<b>Job Status</b> Submitted	<b>Date Ordered</b> 11/13/2003	<b>Requested Delivery</b> 11/19/2003	<b>DWAS Status</b> Estimate Required
<b>Number of Sets</b> 4	<b>DWAS Information</b>		
<b>Type Of Service</b>			
<input type="checkbox"/> Printing	<input type="checkbox"/> Assembly	<input checked="" type="checkbox"/> Folding	<input type="checkbox"/> Binding & Finishing
<input type="checkbox"/> Address & Mailing	<input type="checkbox"/> Distribution	<input type="checkbox"/> Large Format (Color)	<input type="checkbox"/> Large Format (B&W)
<input type="checkbox"/> Desktop Publishing	<input checked="" type="checkbox"/> Graphic Arts	<input type="checkbox"/> Wrap/Pack/Ship	<input checked="" type="checkbox"/> CD-ROM Duplication
<input checked="" type="checkbox"/> CD-ROM Covers	<input type="checkbox"/> Conversion	<input type="checkbox"/> Other <input type="text"/>	
<b>Special Instructions</b>			



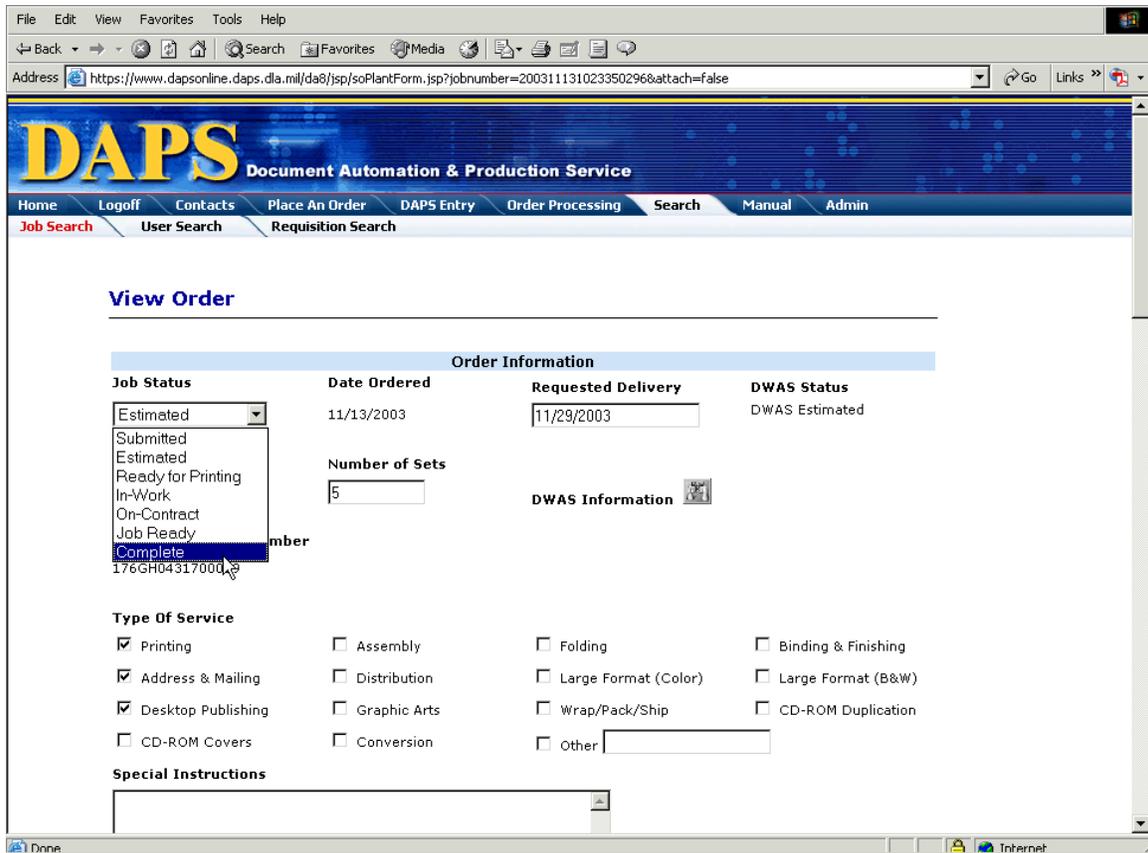
The order has moved from the order processing tab to the Completed Jobs sub tab.

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

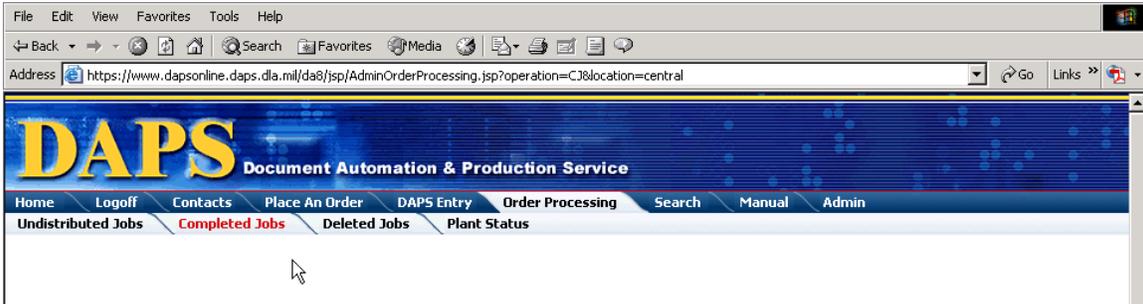




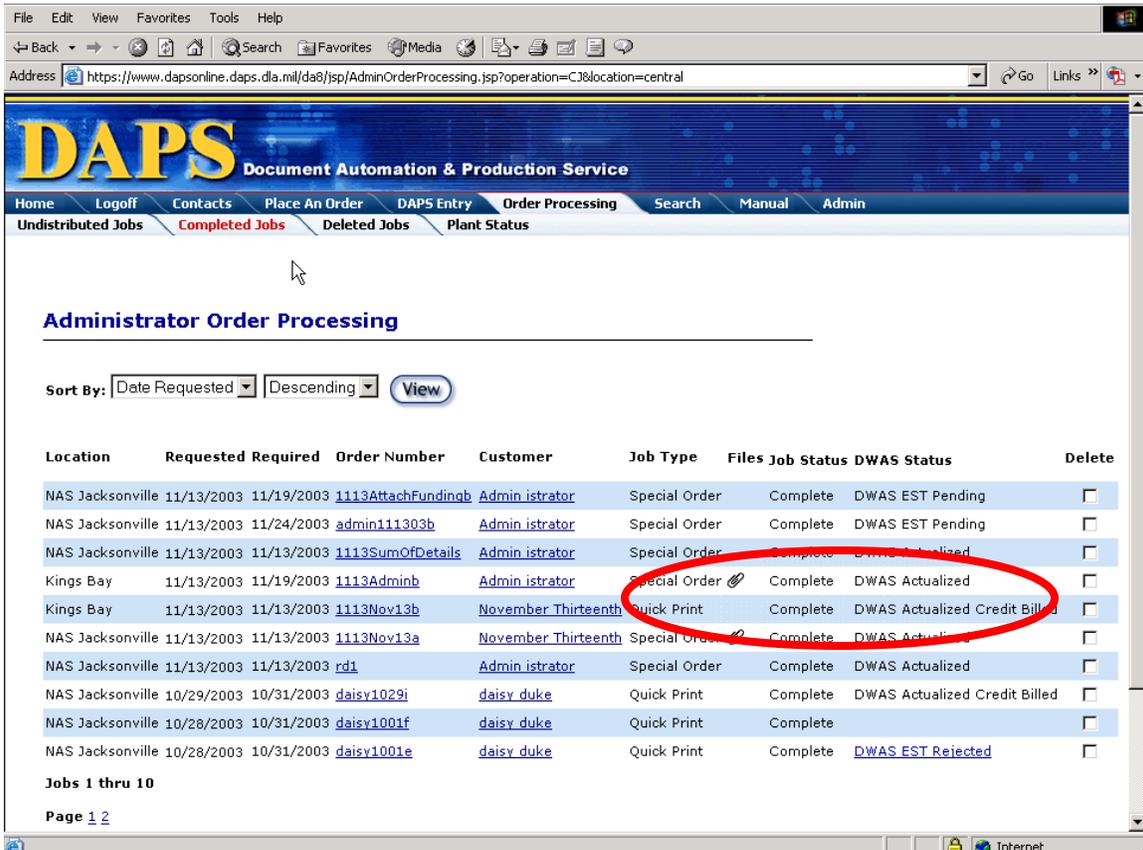
## Stabilizing Acutals

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

The screenshot shows the DAPS (Document Automation & Production Service) web interface. The navigation menu includes Home, Logoff, Contacts, Place An Order, DAPS Entry, Order Processing, Search, Manual, and Admin. Under 'Order Processing', there are sub-tabs for Undistributed Jobs, Completed Jobs (which is selected), Deleted Jobs, and Plant Status. The main content area is titled 'Administrator Order Processing' and features a 'Sort By:' dropdown set to 'Date Requested' and 'Descending', with a 'View' button. Below this is a table of orders:

Location	Requested	Required	Order Number	Customer	Job Type	Files	Job Status	DWAS Status	Delete
NAS Jacksonville	11/13/2003	11/19/2003	<a href="#">1113AttachFundingb</a>	<a href="#">Admin istrator</a>	Special Order		Complete	DWAS EST Pending	<input type="checkbox"/>
NAS Jacksonville	11/13/2003	11/24/2003	<a href="#">admin111303b</a>	<a href="#">Admin istrator</a>	Special Order		Complete	DWAS EST Pending	<input type="checkbox"/>
NAS Jacksonville	11/13/2003	11/13/2003	<a href="#">1113SumOfDetails</a>	<a href="#">Admin istrator</a>	Special Order		Complete	DWAS Actualized	<input type="checkbox"/>
NAS Jacksonville	11/13/2003	11/19/2003	<a href="#">1113Adminb</a>	<a href="#">Admin istrator</a>	Special Order		Complete	DWAS Actualized	<input type="checkbox"/>
Kings Bay	11/13/2003	11/13/2003	<a href="#">1113Nov13b</a>	<a href="#">November Thirteenth</a>	Quick Print		Complete	DWAS Actualized Credit Billed	<input type="checkbox"/>
NAS Jacksonville	11/13/2003	11/13/2003	<a href="#">1113Nov13a</a>	<a href="#">November Thirteenth</a>	Special Order		Complete	DWAS Actualized	<input type="checkbox"/>
NAS Jacksonville	11/13/2003	11/13/2003	<a href="#">rd1</a>	<a href="#">Admin istrator</a>	Special Order		Complete	DWAS Actualized	<input type="checkbox"/>
NAS Jacksonville	10/29/2003	10/31/2003	<a href="#">daisy1029i</a>	<a href="#">daisy duke</a>	Quick Print		Complete	DWAS Actualized Credit Billed	<input type="checkbox"/>
NAS Jacksonville	10/28/2003	10/31/2003	<a href="#">daisy1001f</a>	<a href="#">daisy duke</a>	Quick Print		Complete		<input type="checkbox"/>
NAS Jacksonville	10/28/2003	10/31/2003	<a href="#">daisy1001e</a>	<a href="#">daisy duke</a>	Quick Print		Complete	DWAS EST Rejected	<input type="checkbox"/>

Jobs 1 thru 10  
Page 1 2

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.

Documents Transferred: None  
 Job Status: Complete  
 Points of Contact for this order: Ron Lee 904-542-3446

DWAS Job Number: 176GC0620599240  
 DWAS Job Status: DWAS Actualized  
 Document/Publication Name: ADMIRSL BIOGRAPHY

DWAS Information

Production								
RPC	Revenue Process	Units	Unit Price or Cost	Stock Code	Stock Units	Burden Rate	Extended Price	GPO
211	COLOR OUTPUT TIER					.00	\$66.00	
272	PAPER BOND COLOR	150.00	0130	1GC101WC18	150.00	.00	\$1.95	
211	COLOR OUTPUT TIER	0.00	4400			.00	\$0.00	
272	PAPER BOND COLOR	0.00	0130	1GC101WC18	0.00	.00	\$0.00	

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"

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

Undistributed Jobs | **Completed Jobs** | Deleted Jobs | Plant Status

### Administrator Order Processing

Sort By:

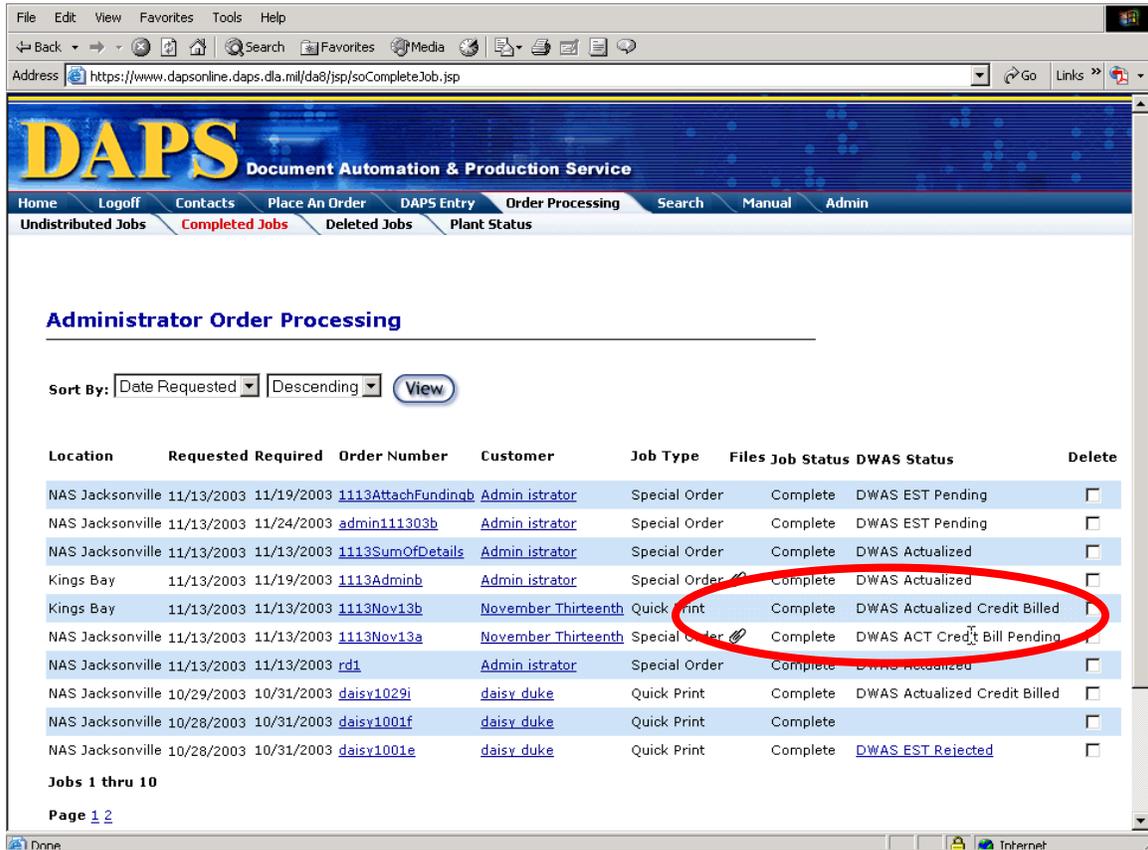
Location	Requested	Required	Order Number	Customer	Job Type	Files	Job Status	DWAS Status	Delete
NAS Jacksonville	11/13/2003	11/19/2003	<a href="#">1113AttachFundingb</a>	Admin istrator	Special Order		Complete	DWAS EST Pending	<input type="checkbox"/>
NAS Jacksonville	11/13/2003	11/24/2003	<a href="#">admin111303b</a>	Admin istrator	Special Order		Complete	DWAS EST Pending	<input type="checkbox"/>
NAS Jacksonville	11/13/2003	11/13/2003	<a href="#">1113SumOfDetails</a>	Admin istrator	Special Order		Complete	DWAS Actualized	<input type="checkbox"/>
Kings Bay	11/13/2003	11/19/2003	<a href="#">1113Adminb</a>	Admin istrator	Special Order		Complete	DWAS Actualized	<input type="checkbox"/>
Kings Bay	11/13/2003	11/13/2003	<a href="#">1113Nov13b</a>	November Thirteenth	Quick Print		Complete	DWAS Actualized Credit Billed	<input type="checkbox"/>
NAS Jacksonville	11/13/2003	11/13/2003	<a href="#">1113Nov13a</a>	November Thirteenth	Special Order		Complete	DWAS ACT Credit Bill Pending	<input type="checkbox"/>

## 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”



DWAS Actualized Credit Billed

RPC	Revenue Process	Units	Unit Price or Cost	Stock Code	Stock Units	Burden Rate	Extended Price	GPO
203	NON-DAPS ONLINE OI	100.00	.0320			.00	\$3.20	
204	ELECTRONIC OUTPUT	100.00	.0120			.00	\$1.20	
202	ELECTRONIC OUTPUT	100.00	.0360			.00	\$3.60	
203	NON-DAPS ONLINE OI	90.00	.0320			.00	\$2.88	
204	ELECTRONIC OUTPUT	90.00	.0120			.00	\$1.08	
202	ELECTRONIC OUTPUT	90.00	.0360			.00	\$3.24	

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.

**Administrator Order Processing**

sort By:

Location	Requested	Required	Order Number	Customer	Job Type	Files	Job Status	DWAS Status	Delete
NAS Jacksonville	11/13/2003	11/19/2003	<a href="#">1113AttachFundingb</a>	<a href="#">Admin istrator</a>	Special Order		Complete	DWAS EST Pending	<input type="checkbox"/>
NAS Jacksonville	11/13/2003	11/24/2003	<a href="#">admin111303b</a>	<a href="#">Admin istrator</a>	Special Order		Complete	DWAS EST Pending	<input type="checkbox"/>
NAS Jacksonville	11/13/2003	11/13/2003	<a href="#">1113SumOfDetails</a>	<a href="#">Admin istrator</a>	Special Order		Complete	DWAS Actualized	<input checked="" type="checkbox"/>
Kings Bay	11/13/2003	11/19/2003	<a href="#">1113Adminb</a>	<a href="#">Admin istrator</a>	Special Order		Complete	DWAS Actualized	<input checked="" type="checkbox"/>
Kings Bay	11/13/2003	11/13/2003	<a href="#">1113Nov13b</a>	<a href="#">November Thirteenth</a>	Quick Print		Complete	DWAS Actualized Credit Billed	<input type="checkbox"/>
NAS Jacksonville	11/13/2003	11/13/2003	<a href="#">1113Nov13a</a>	<a href="#">November Thirteenth</a>	Special Order		Complete	DWAS ACT Credit Bill Pending	<input type="checkbox"/>
NAS Jacksonville	11/13/2003	11/13/2003	<a href="#">rd1</a>	<a href="#">Admin istrator</a>	Special Order		Complete	DWAS Actualized	<input type="checkbox"/>
NAS Jacksonville	10/29/2003	10/31/2003	<a href="#">daisy1029i</a>	<a href="#">daisy duke</a>	Quick Print		Complete	DWAS Actualized Credit Billed	<input type="checkbox"/>
NAS Jacksonville	10/28/2003	10/31/2003	<a href="#">daisy1001f</a>	<a href="#">daisy duke</a>	Quick Print		Complete		<input checked="" type="checkbox"/>
NAS Jacksonville	10/28/2003	10/31/2003	<a href="#">daisy1001e</a>	<a href="#">daisy duke</a>	Quick Print		Complete	DWAS EST Rejected	<input type="checkbox"/>

Jobs 1 thru 10  
Page 1 2

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.

CD-ROM Covers     Conversion     Other:

**Special Instructions**

Your monthly billing for the following machines:

S/N 1234CE0090  
S/N 1234CE0011

Documents Transferred  None

RPC	Revenue Process	Units	Unit Price or Cost	Stock Code	Stock Units	Burden Rate	Extended Price	GPO
713	COST PLUS PRICING	13450	0			.08	\$672.50	

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

GPO Orders

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.

17650416010012

Production									
RPC	Revenue Process	Unit	Unit Price or Cost	Stock Code	Stock Units	Burden Rate	Extended Price	GPO	
600	CONTRACT-GPO	1.00	325.65			.00	\$325.65	456CED	

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.



The screenshot shows the DAPS ONLINE web application interface. At the top, there is a navigation menu with the following items: 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, and User Management. The main content area is titled "Management Reports" and contains the following form elements:

- Type of report:** Three radio buttons are present: "Jobs before a date" (selected), "Jobs on a date", and "Jobs after a date".
- Report Date:** A text input field with the placeholder "mm/dd/yyyy" and a calendar icon to its right.
- Plant Location:** A dropdown menu currently set to "All".
- Sort On:** A dropdown menu currently set to "Days Past Schedule".
- View:** A button labeled "View" in a rounded rectangle.

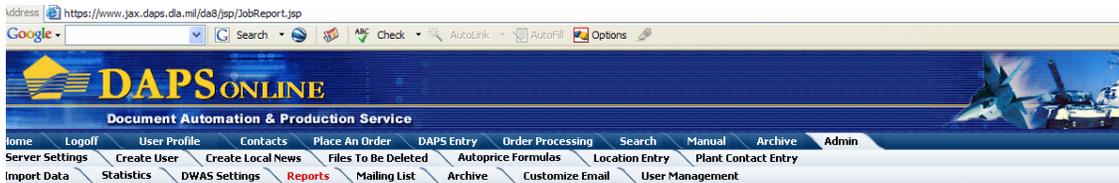
RPC 203 Usage- obsolete

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



### Job Report

Begin Date Selected: 07/17/2006  
End Date Selected: 07/21/2006

Number of jobs submitted by customer:	384.0
Number of jobs estimated that were submitted by customer:	19.0
Number of jobs actualized that were submitted by customer:	246.0
Number of jobs submitted by a DAPS user for customer:	596.0
Number of jobs estimated that were submitted by a DAPS user for customer:	50.0
Number of jobs actualized that were submitted by a DAPS user for customer:	425.0

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

## 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 | Logout | 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 separate 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 Number of jobs to come up with Average Turnaround time.

**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**

Enter date range to run report:

Begin Date:

End Date:

Location:  
(Use Ctrl and the mouse to select multiple)

- ALL
- DAPS Demonstration Location
- DAPS Port Hueneme
- DAPS TEST LOCATION

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 | Logout | 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:   
(Please separate cc email addresses with a comma ',')

[Export Email](#)

## 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 user id.

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.

**DAPS ONLINE**  
Document Automation & Production Service

Home | Logout | 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

**Jobs By Customer**

Enter date range to run report:

Begin Date:

End Date:

Location:  
(Use Ctrl and the mouse to select multiple)

ALL  
 DAPS Demonstration Location  
 DAPS Port Huename  
 DAPS TEST LOCATION

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

**DAPS ONLINE**  
Document Automation & Production Service

Home | Logout | 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

**Jobs By Customer**

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

Begin Date Selected: 07/11/2006  
 End Date Selected: 07/25/2006  
 Location Selected: ALL

28.999999999999996% Jobs Submitted By Customer  
 0.0% Revenue Submitted By Customer

CON	Order Number	User ID	DWAS ID	Cust Home Location	Production Location	Cost Of Job
176GH0619234496	234496	test2	test90	DAPS TEST LOCATION	DAPS TEST LOCATION	\$0.35
176GH061928TEST	bttest	id_test	id test -	DAPS Demonstration Location	DAPS TEST LOCATION	\$4.75

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

## 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.

**DAPS ONLINE**  
Document Automation & Production Service

Home | Logout | 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

### Invalid Value Report

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

**JOB DATA**

Location	CON	Order Number	Status	Fund ID	Area	Plant	Subplant
DAPS TEST LOCATION	BLANK	1199	DWAS EST Pending	200606020954190765	007003	0A7042	GH

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

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 WIP Report**

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

Begin Date: 10/01/2005  
 End Date: 07/25/2006  
 Location: ALL

Job Number	Order Number	CON	DWAS Status	ID	Value	Status	Error
200510211019570328	testing listnr	176GC0629410274	DWAS EST Rejected	Job Cost	\$2.97	Estimated	Reserve units greater than reserve quantity on hand
				Funding	7777777777	Stable	
				User ID	daisy	Stable	
				DWAS Cust ID	132000100		
				DWAS Access	Yes		
200510211019570328	testing listnr	176GC0629410274	DWAS EST Rejected	Job Cost	\$2.97	Estimated	Reserve units greater than stock quantity on hand
				Funding	7777777777	Stable	
				User ID	daisy	Stable	
				DWAS Cust ID	132000100		
				DWAS Access	Yes		
200602080932510140	on_time_A1	573DB0603950007	DWAS Estimated	Job Cost	\$3.50	Job Ready	
				Funding	Pensacola Print Funds	Stable	
				User ID	penuser	Stable	
				DWAS Cust ID	132000100		
				DWAS Access	Yes		
200602080934360234	on_time_B1	573DB0603950008	DWAS Estimated	Job Cost	\$35.00	Job Ready	
				Funding	Pensacola Print Funds	Stable	
				User ID	penuser	Stable	
				DWAS Cust ID	132000100		

# 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.

**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

**DOL Usage**

Selected Date Range: 07/01/2006 - 07/25/2006

**DAPS Demonstration Location**

	Submitted	Estimated	Job Ready	Complete
puserdemo	0	0	0	0

**DAPS Port Hueneme**

	Submitted	Estimated	Job Ready	Complete
aps2446su	0	0	0	0

**DAPS TEST LOCATION**

	Submitted	Estimated	Job Ready	Complete
ThoresonD	0	0	0	0
xcust	0	0	0	0
dthoreson	0	0	0	0
EMSPLANTUSER	0	0	0	0
puser2	0	0	0	0
admin_jax	8	9	3	3
nlantruser	0	0	0	0

## **DAPS Online Job Status Summary**

<b><u>DAPS Online Status</u></b>	<b><u>Description</u></b>	<b><u>Effects on DWAS</u></b>
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
<b>JOB STATUS</b>		
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 returned 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	Modification to estimate transaction has been sent to DWAS	no action needed
DWAS EST MOD Pending SND ERR	Modification 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
<b>Funding Status</b>		
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 modify 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 be 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 user 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 than 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

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\* 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.