



***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.

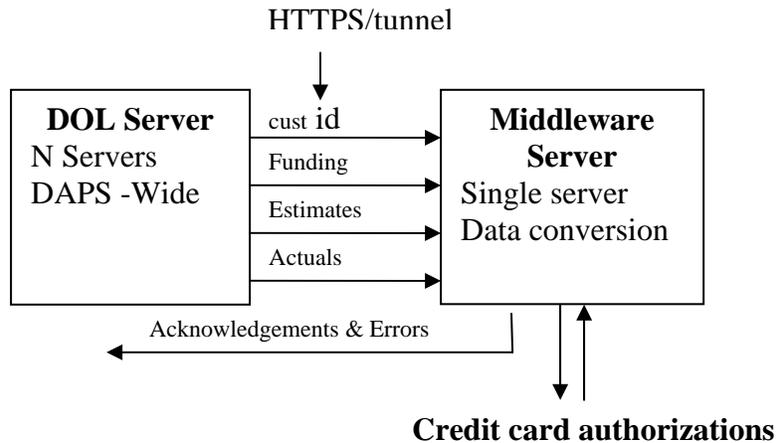
The accounting interface provides the utilities to prepare and transfer customer ID, funding, estimates, actual and credit transactions from the DOL Server to DWAS. The accounting interface also retrieves the acknowledgement, either successful or rejected, transactions back from the DWAS, Defense Working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

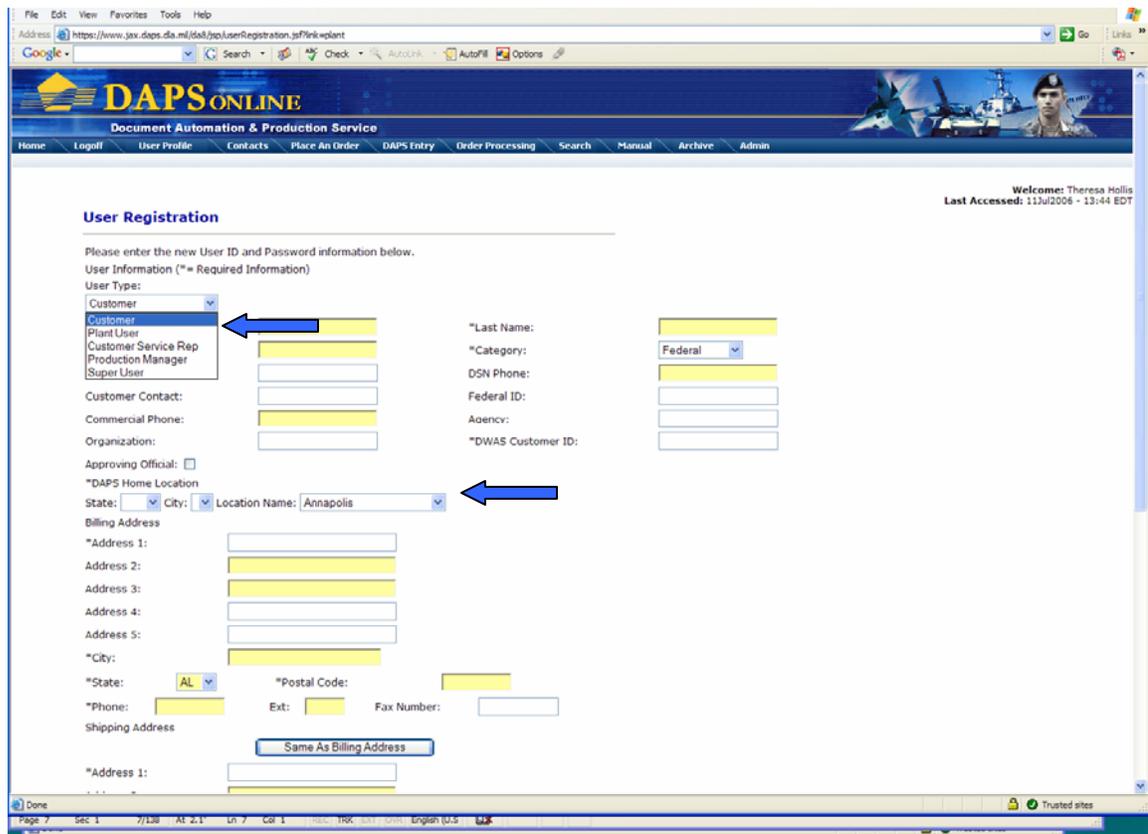
- a. The Funds Approval is identified when funding is established. This user is a customer user type. This user receives an email when jobs that reference the funds they have authorization to approval are estimated.
- b. The Approving Official is a customer user type, this option is set up within the 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:

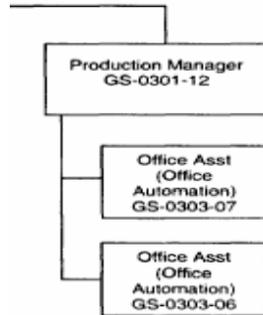
- a. submit and modify jobs for customers (not done frequently by PM user)
- b. add and change user profiles, (not done frequently by PM user)
- c. add and modify funding (not done frequently by PM user)
- d. estimate, process, change status and bill jobs (not done frequently by PM user)
- e. search 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

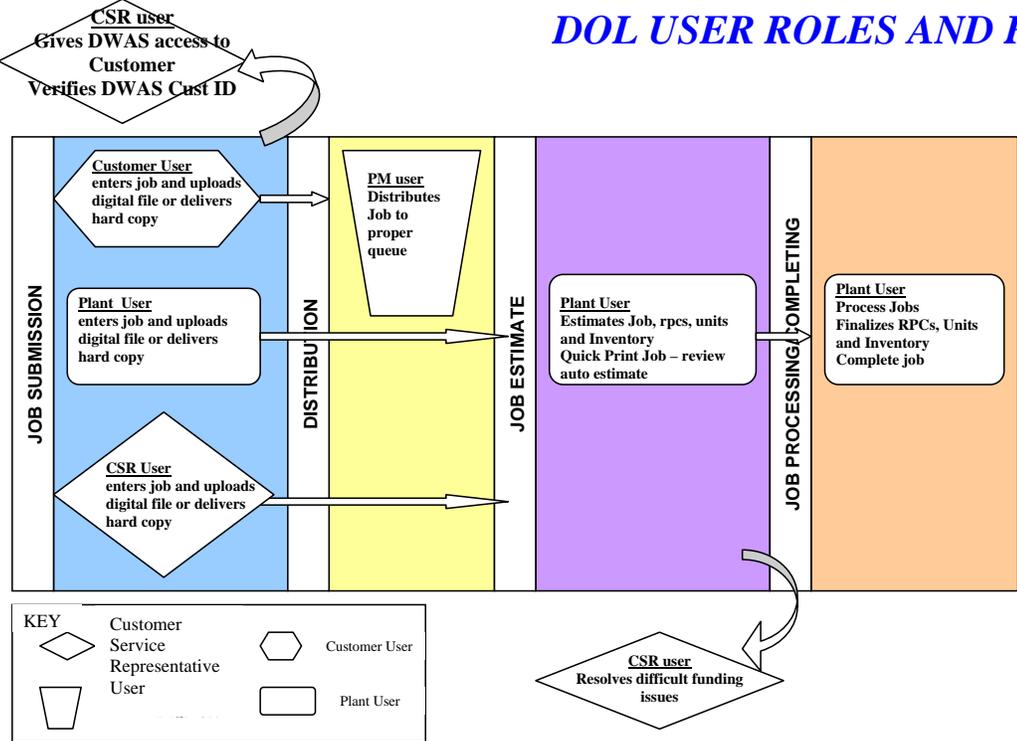
DOL was developed to optimize the economical advantages and time efficiencies of digital workflow. DOL uses the organizational models, standard hardware/software configuration, plant personnel and operations of the DAPS plants as described by the MEO.



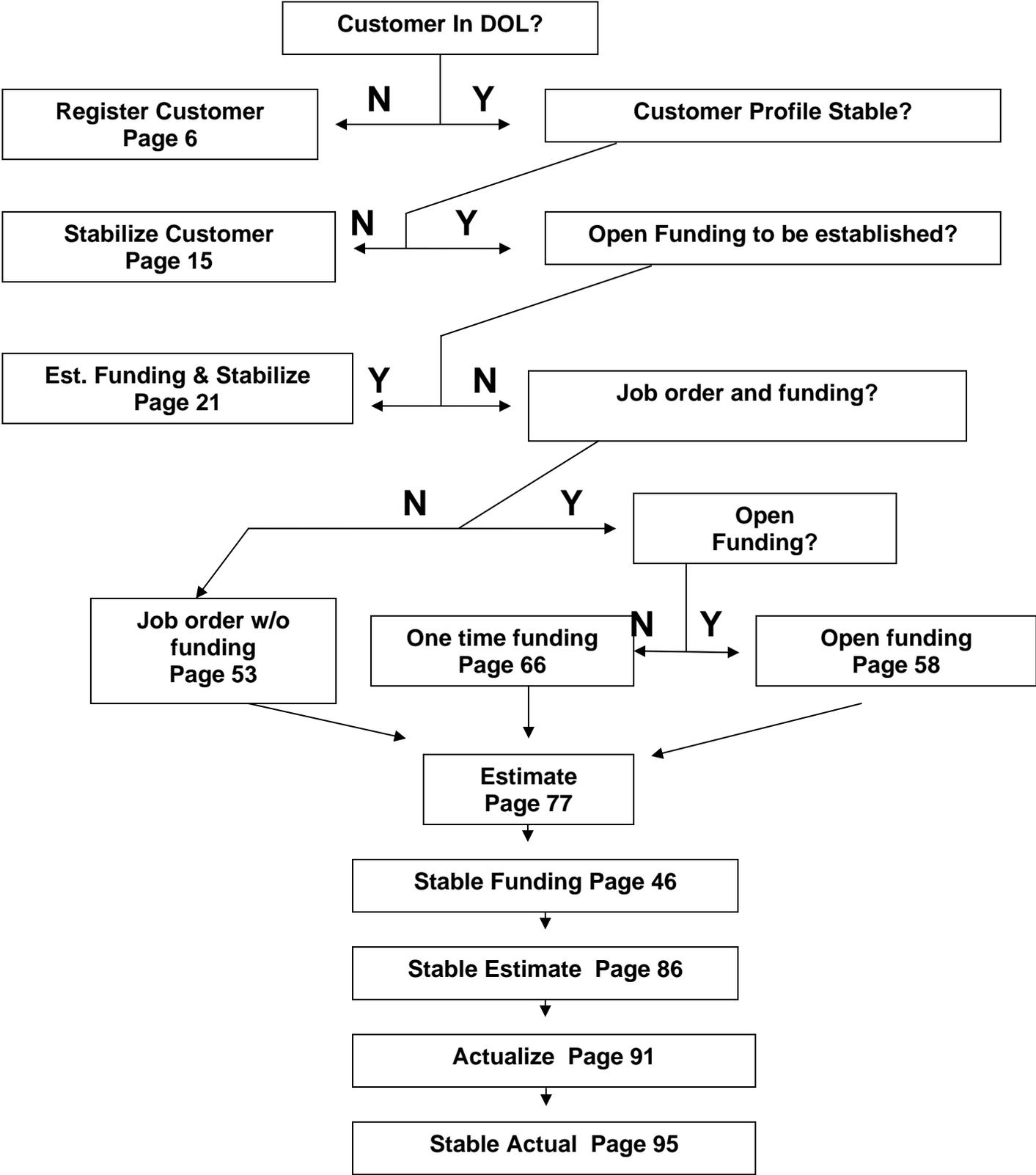
The job processing flowchart below assists in visualizing the business rules required for optimal use of the DOL application.

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

User Registration

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

*First Name:	<input type="text"/>	*Last Name:	<input type="text"/>
*Email Address:	<input type="text"/>	*Category:	<input type="text" value="Federal"/>
*User ID:	<input type="text"/>	DSN Phone:	<input type="text"/>
Customer Contact:	<input type="text"/>	Federal ID:	<input type="text"/>
Commercial Phone:	<input type="text"/>	Agency:	<input type="text"/>
Organization:	<input type="text"/>	DWAS Customer ID:	<input type="text"/>
Approving Official:	<input type="checkbox"/>		
*DAPS Home Location			
State:	<input type="text"/>	City:	<input type="text" value="Annapolis"/>
Billing Address			
*Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		

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:

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.

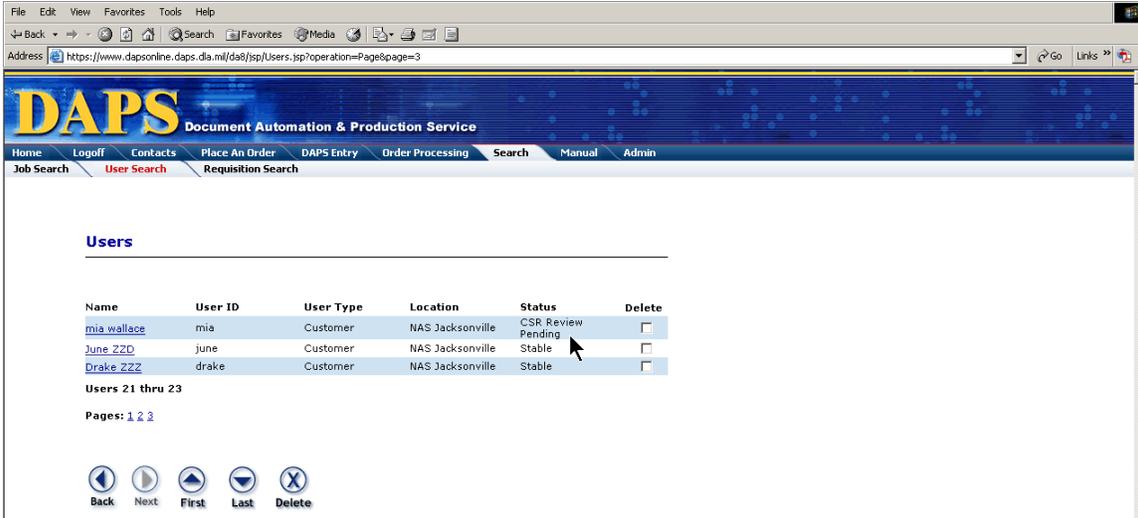
The "%" character can be used like the "*" in DOS. If you are searching for the last name Richardson and you only remember that the last name has the characters "son" you can search for Richardson by typing in %son in the last name field.

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: - Sort On: - Location:

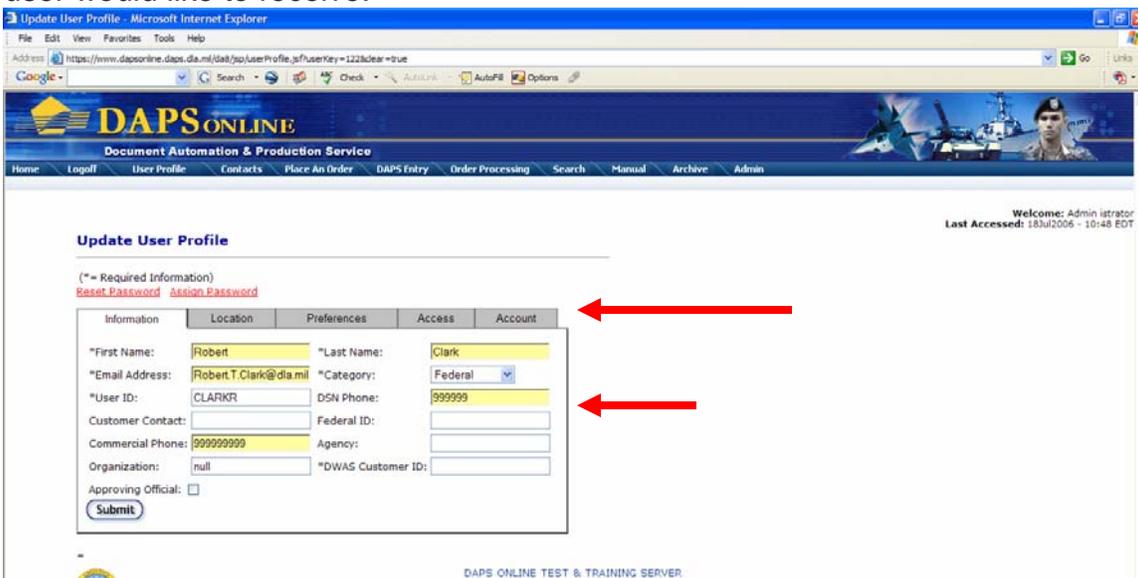
A "Search" button is located at the bottom left of the form. Below the form, there is a note: "Fill out the fields that suit your search needs. You may enter in some, all, or none of the fields. If nothing is entered all users will be shown."

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".

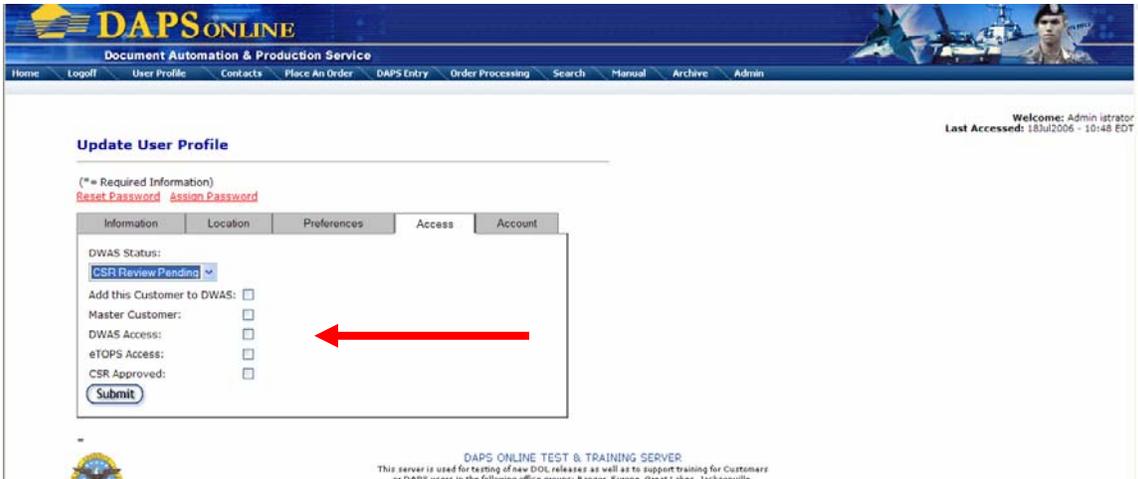


STEP 4: Click through each tab verifying that all data required data is present. Validate the DWAS Customer id and all the address information is populated for the location fields.

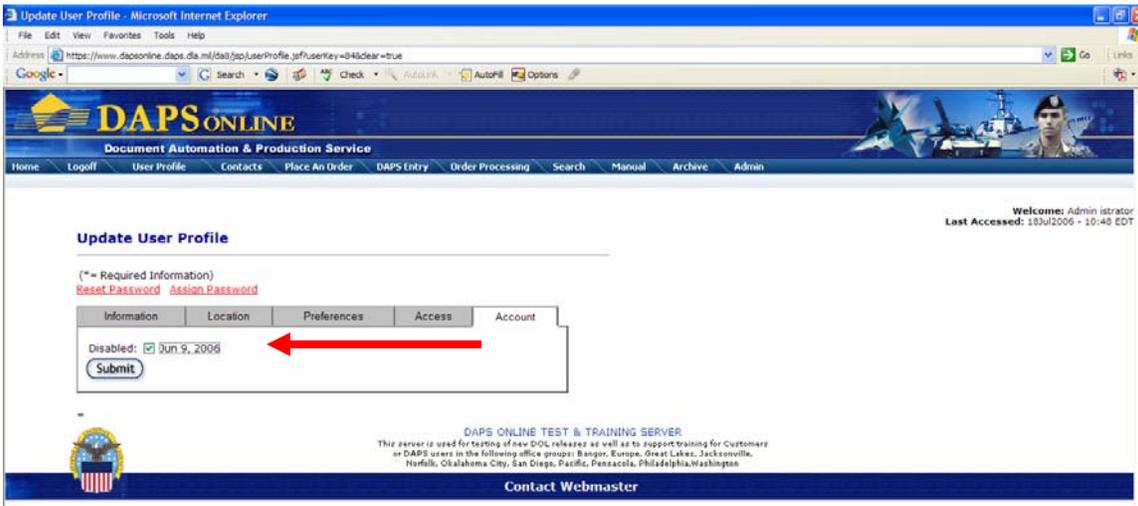
Information tab contains data specific to the user identification such as email, and phone number. The **Location tab** contains information on the users home plant, shipping and billing address information see on the diagram below. The **Preferences tab** contains user's preferences on which email status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

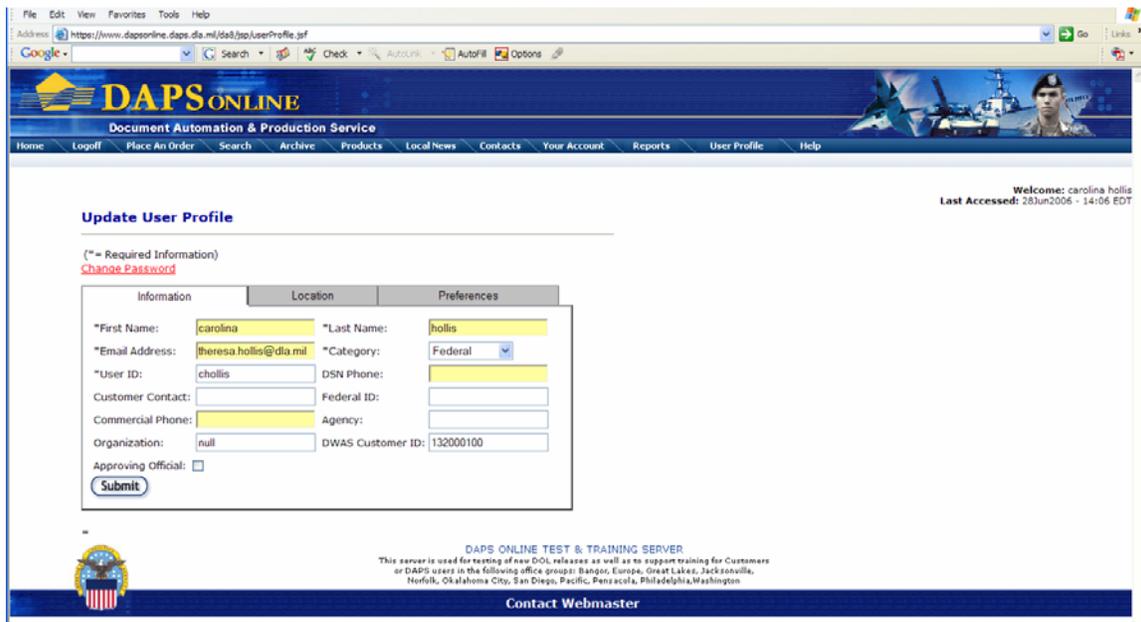


Figure 1 - USER PROFILE - INFORMATION

Home Logoff 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:		
Billing Address		
*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"/>		
Shipping Address		
*Address 1:	9999	
Address 2:		
Address 3:		
Address 4:		
Address 5:		
*City:	Jacksonville	
*State:	FL	
*Postal Code:	32212	

Trusted sites

Figure 2 - LOCATION

Home Logoff 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

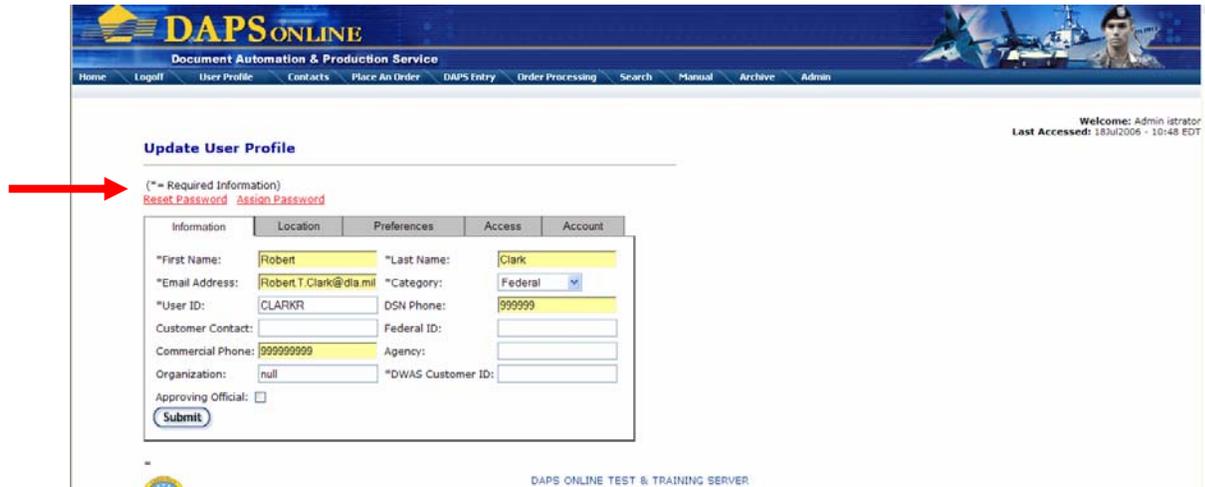
[Contact Webmaster](#)

Figure 3 - PREFERENCES

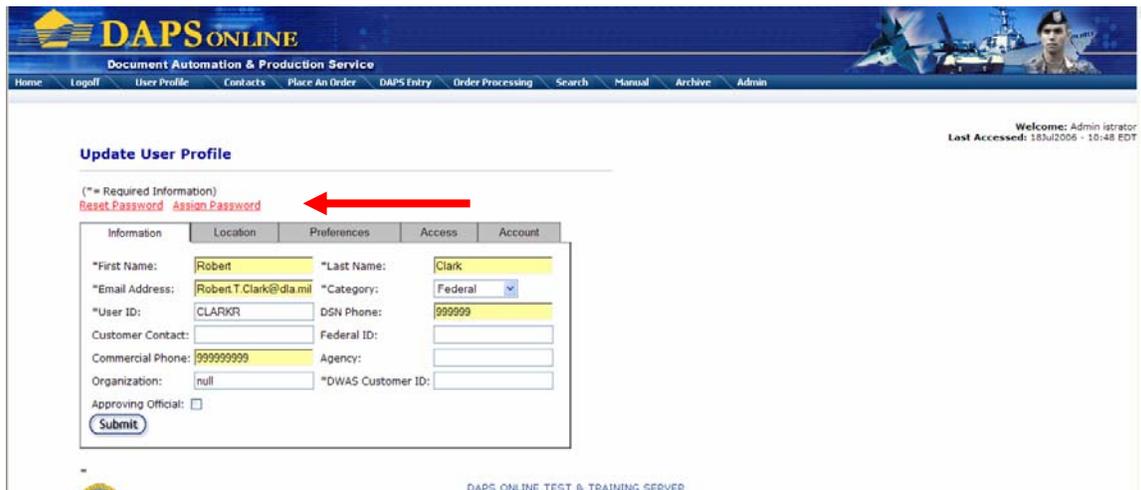
Changing or Resetting Users Password

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

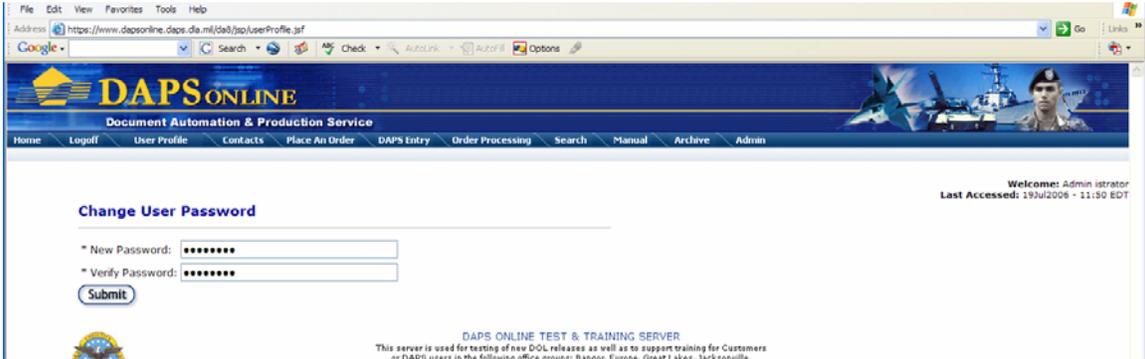
STEP 2A: If the user doesn't remember their password or the 24 hours grace period has passed:. Click on **Reset Password**. This will email a new temporary password to the user. If the user has exceeded the logon attempts and has locked their account, go to STEP 4.



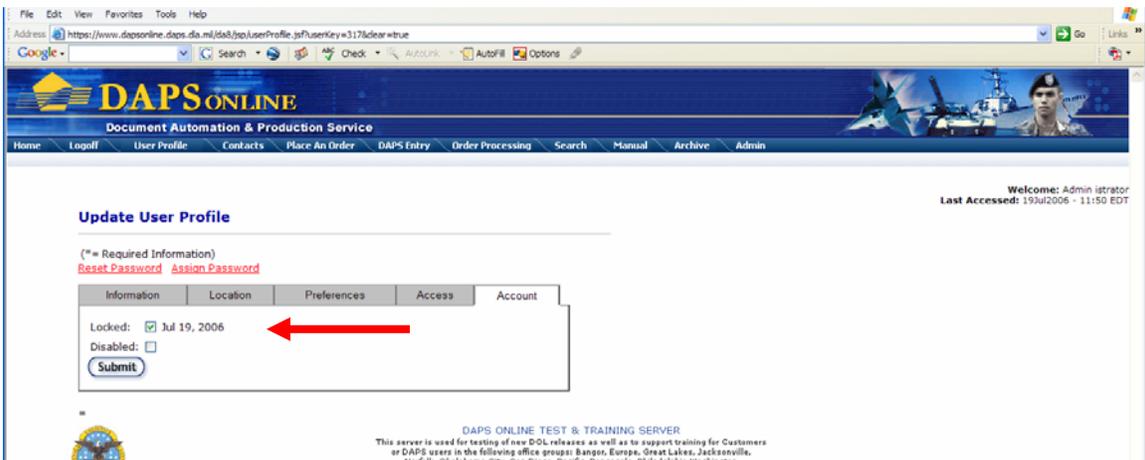
STEP 2B: If the user wants you to assign them a password rather than have the system generating a password then click on the **Assign Password** link. This could be used in situations where a user has difficulty getting email. If the user has exceeded the logon attempts and has locked their account,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



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



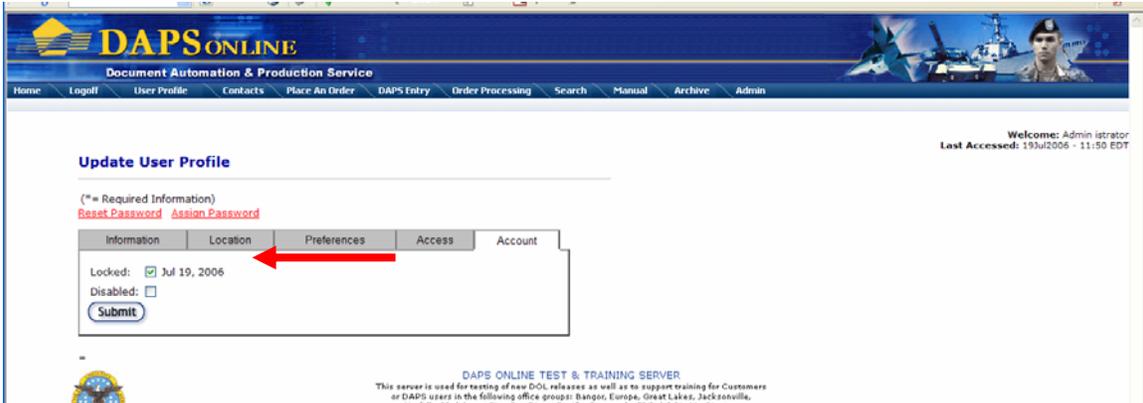
STEP 4: Only use this step if the user has locked their account. Click on Account tab and uncheck the lock box, click Submit.



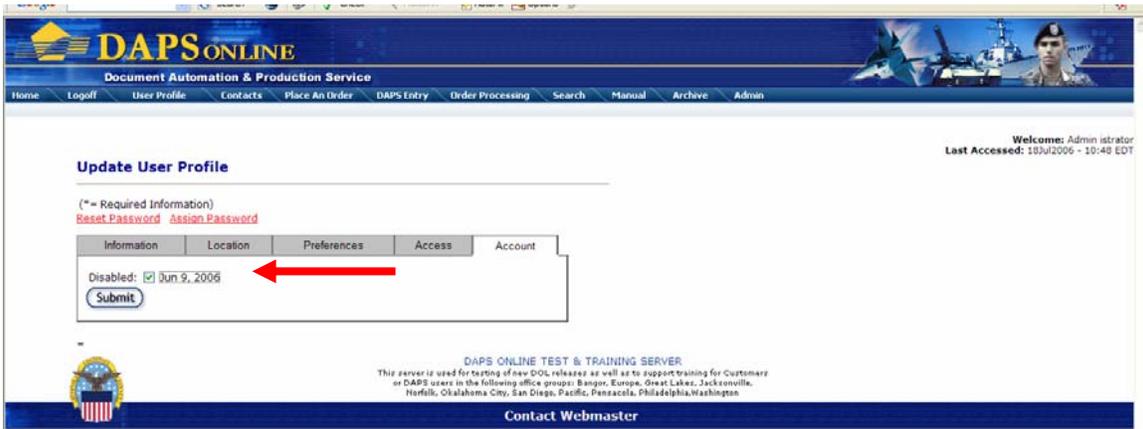
Disabled or Locked User

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 | Logout | 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:

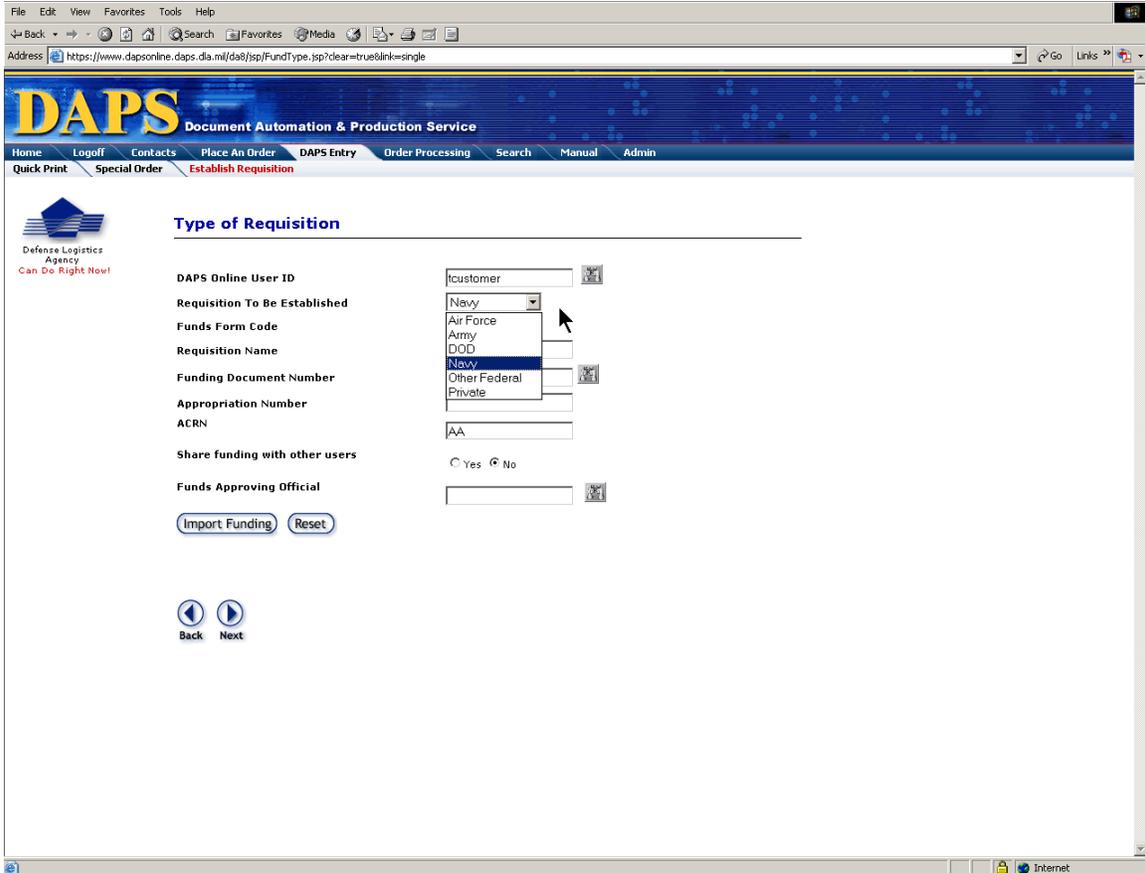
Click Here to add a new customer: [Enter New Customer](#)

DAPS Online ID	DWAS ID	Last Name	First Name
tcustomer	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.

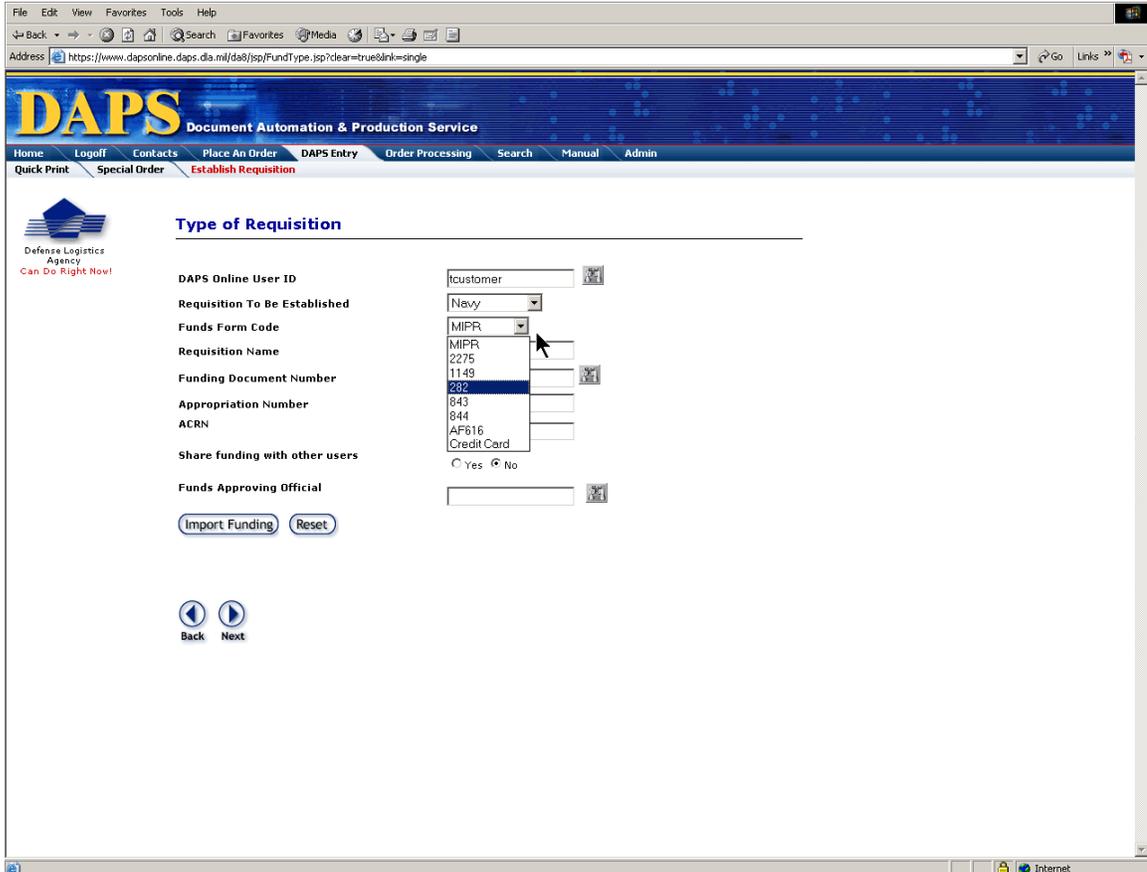
Navy-if appropriation begins with 17 (e.g. 1721804) or 97 with a Navy format LOA (e.g. 97X4930 or 9720100).

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



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 "DAPS Document Automation & Production Service". The navigation menu includes: Home, Logoff, Contacts, Place An Order, DAPS Entry, Order Processing, Search, Manual, Admin, Quick Print, Special Order, and Establish Requisition. The main content area is titled "Type of Requisition" and contains the following form fields:

- DAPS Online User ID:
- Requisition To Be Established:
- Funds Form Code:
- Requisition Name:
- Funding Document Number:
- Appropriation Number: (highlighted with a mouse cursor)
- ACRN:
- Share funding with other users: Yes No
- Funds Approving Official:

At the bottom of the form are buttons for "Import Funding" and "Reset". Below the form are "Back" and "Next" navigation buttons. The browser address bar shows the URL: https://www.dapsonline.daps.dla.mil/ds8/jsp/FundType.jsp?clear=true&link=single.

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/da8/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/ds8/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 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 'AA'.
- Share funding with other users:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Funds Approving Official:** A text input field.
- Buttons:** 'Import Funding' and 'Reset' buttons.
- Navigation:** 'Back' and 'Next' buttons.

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

The screenshot shows a web browser window displaying the 'Requisition Information' form in the DAPS online system. The browser's address bar shows the URL: https://www.dapsonline.daps.dla.mil/da8/jsp/FundType.jsp. The page header includes the DAPS logo and navigation links: Home, Logoff, Contacts, Place An Order, DAPS Entry, Order Processing, Search, Manual, Admin. Below the header, there are links for Quick Print, Special Order, and Establish Requisition. The form itself is titled 'Requisition Information' and contains the following fields:

- Credit Card Type:** A dropdown menu with 'Visa' selected.
- Account Number:** A text input field containing '4123123456789012'.
- Exp. Date:** Two dropdown menus for 'Month' (set to '1') and 'Year' (set to '06').
- Card Holder Name:** A text input field containing 'Credit Cardholder'.
- Funding Holder Information:**
 - Name:** An empty text input field.
 - Address:** A text input field containing '700 Lane', with three empty lines below it.
 - City:** A text input field containing 'Credit Card'.
 - State:** A dropdown menu with 'CO' selected.
 - Zip Code:** A text input field containing '245677'.
- Email Address:** A text input field containing 'ccholder@comcast.net'.
- Phone Number:** A text input field containing '555-222-1212'.

At the bottom of the form, there are two circular navigation buttons: 'Back' (with a left-pointing arrow) and 'Next' (with a right-pointing arrow). The browser's status bar at the bottom shows 'Done' and '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.

DAPS Document Automation & Production Service

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

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

Open Requisitions

Defense Logistics Agency
Can Do Right Now!

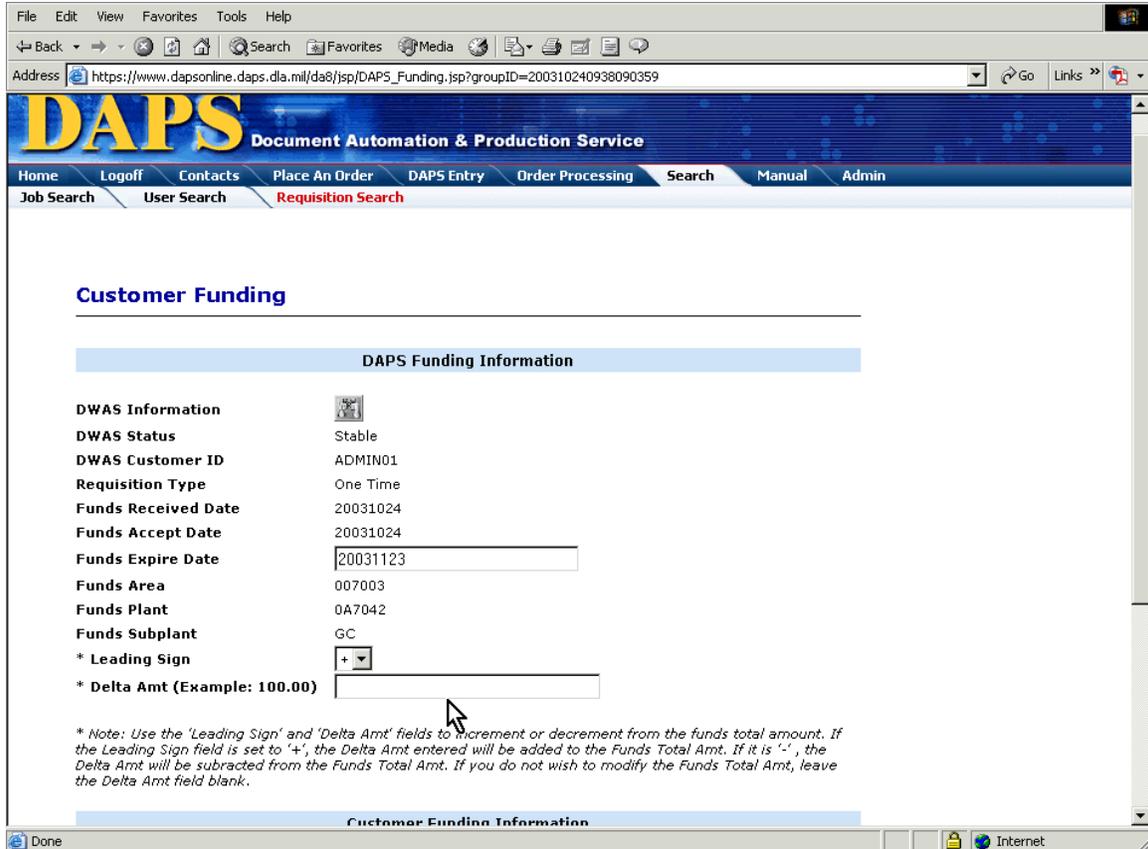
View requisitions for location: All Locations

Fund Name	Fund Doc Num	Fund Status	ACRN Status	Delete
test cc funding	SA704204CCC1021	New Funding Document		<input type="checkbox"/>
test1	SA704204CCB1000	New Funding Document		<input type="checkbox"/>
test12345	SA704204CCC1018	DWAS MOD Pending Snd Err		<input type="checkbox"/>
testAttach	643535423423423	Stable		<input type="checkbox"/>
testAttach2	745634534535324	Stable		<input type="checkbox"/>
testcredit bill full	N00104PT00001	DWAS MOD Pending Snd Err		<input type="checkbox"/>
testing	SA704204PTH1011	DWAS ADD Pending Snd Err		<input type="checkbox"/>
testing partical credit	OTHERFED1234	Stable		<input type="checkbox"/>
testvisamc				<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- DJBTAL4F230I
 *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

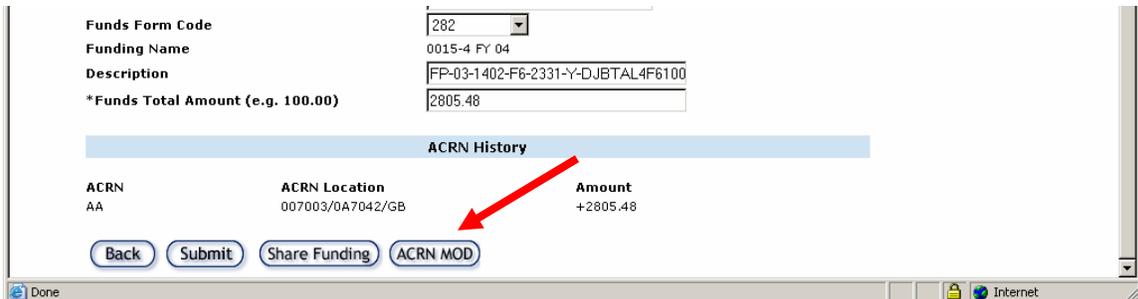
ACRN	ACRN Location	Amount
AA	007003/0A7042/GB	+2805.48

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

Fund Doc Num 643535423423423 Establish Customer Funding
Funding Type Other Federal
Funding Appropriation Number 3645432
Funds Form Code MIPR
Funding Name testAttach
Description
Funds Total Amount (e.g. 100.00) 100.00

ACRN History

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

New ACRN

New ACRN (Example: AB)
New ACRN Area
New ACRN Plant
New ACRN Subplant
ACRN Amt (Example: 100.00)

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 first row is highlighted in blue and has a red arrow pointing to its 'Delete' checkbox, which is checked. 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
admin 68a	SA700304CCB1008	Stable		<input checked="" type="checkbox"/>
cc test	SA700304CCB1002	Stable		<input checked="" type="checkbox"/>
daisy 527a	SA704204PTB1001	Stable		<input checked="" type="checkbox"/>
daisy 68a	SA704204CCC1013	Stable		<input checked="" type="checkbox"/>
daisy 68b	SA704204CCC1015	Stable		<input checked="" type="checkbox"/>
daisy 68c	SA704204CCC1016	Stable		<input type="checkbox"/>
daisy 68d	SA704204CCC1017	Stable		<input type="checkbox"/>
daisy of 642004	SA704204PTC1005	Stable		<input type="checkbox"/>
of051804a_admin	of051804a_admin	Stable		<input type="checkbox"/>
of051804a_daisy	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 | Logout | User Profile | Contacts | Place An Order | DAPS Entry | Order Processing | Search | Manual | Archive | Admin

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

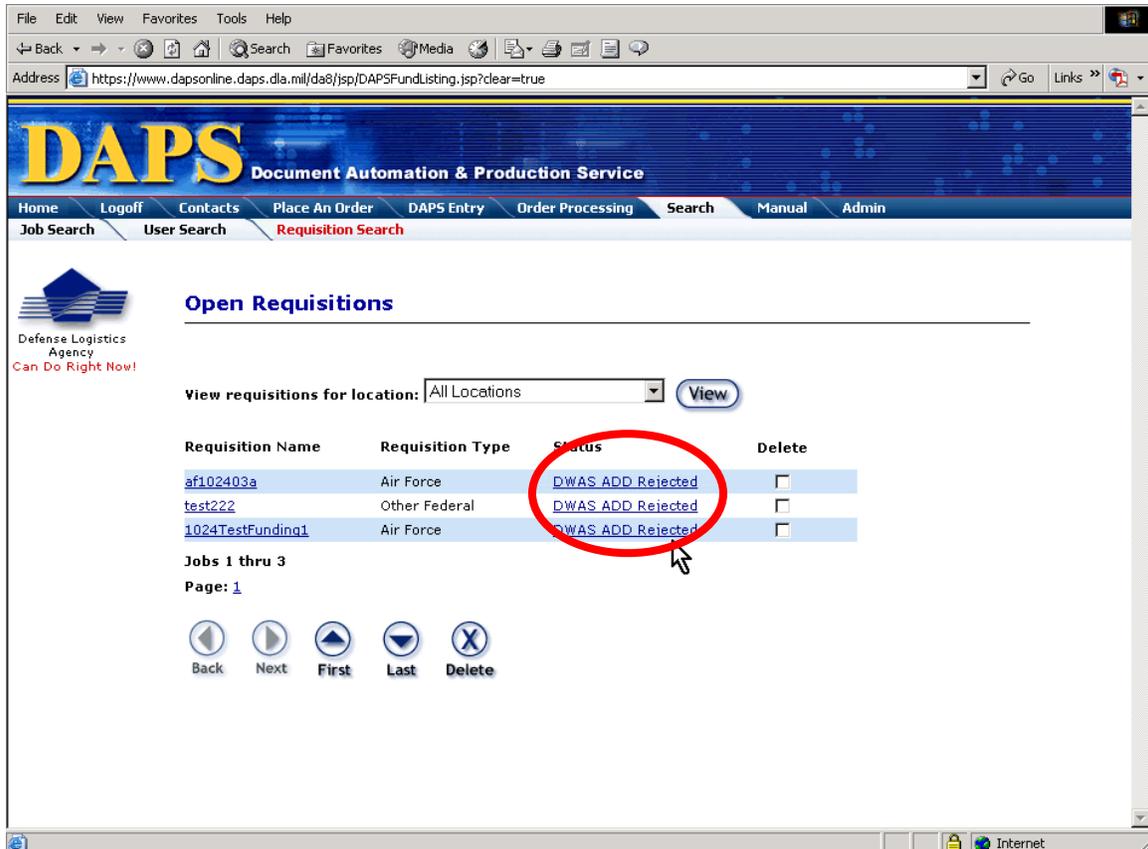
Requisition Search

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

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

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

DAPS Funding Errors

- Appropriation DOD and symbol are invalid

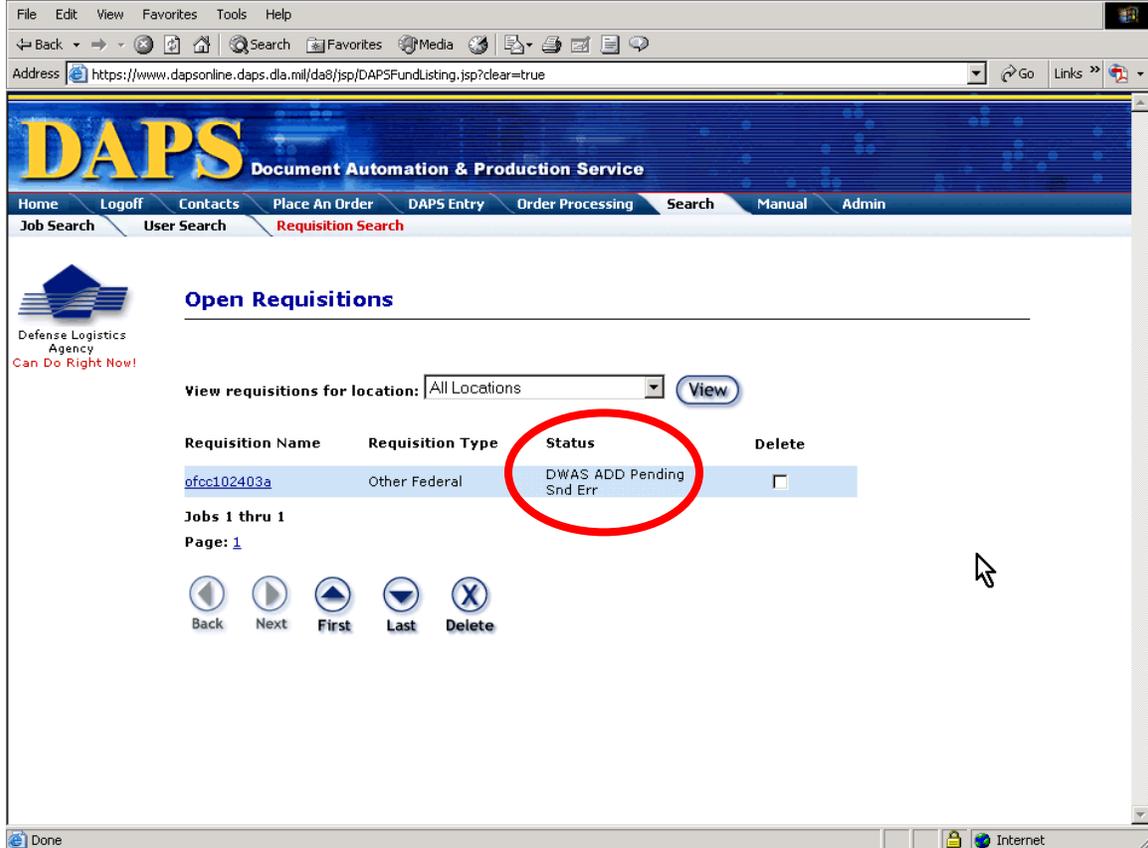


Customer Funding Information

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

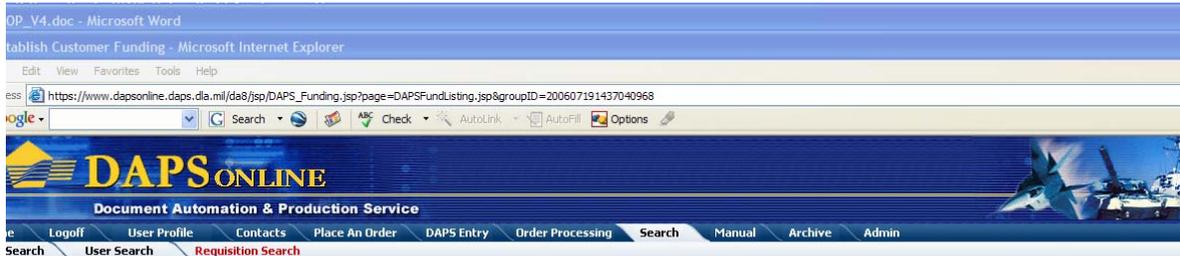
View requisitions for location: All Locations

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

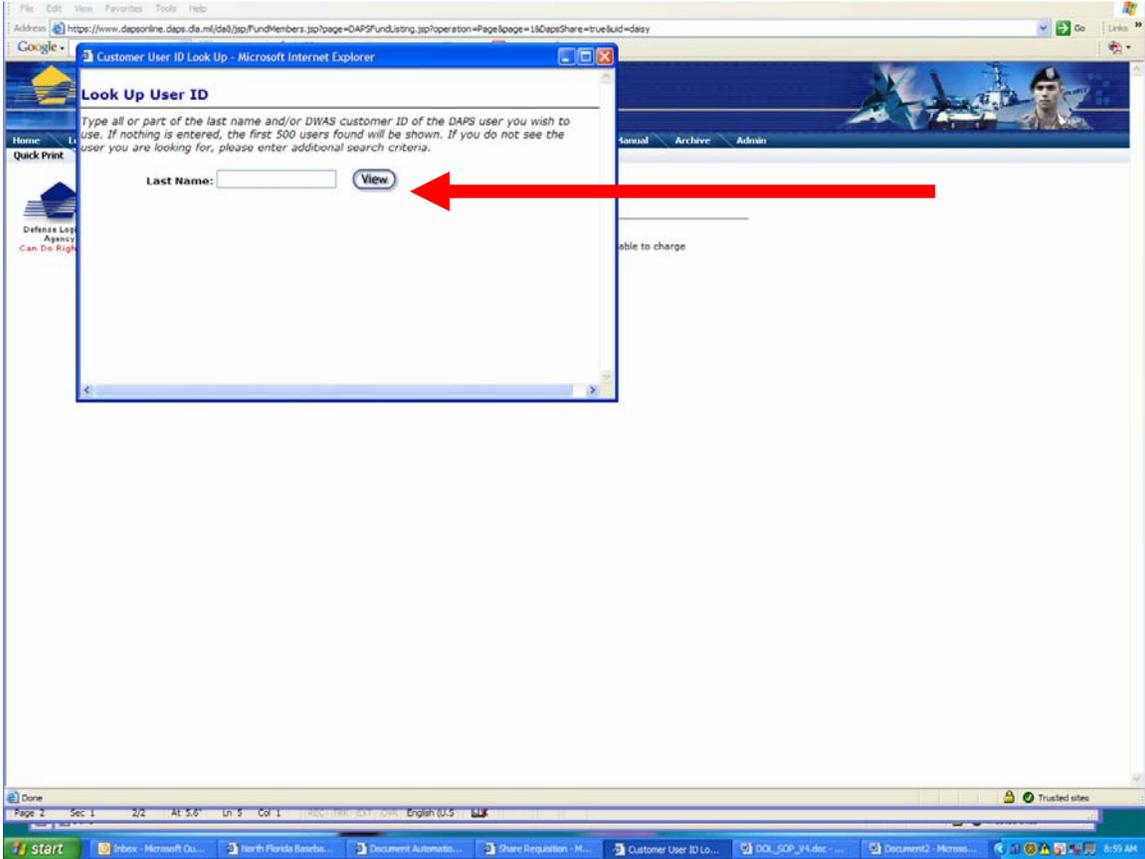
Share Requisition

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

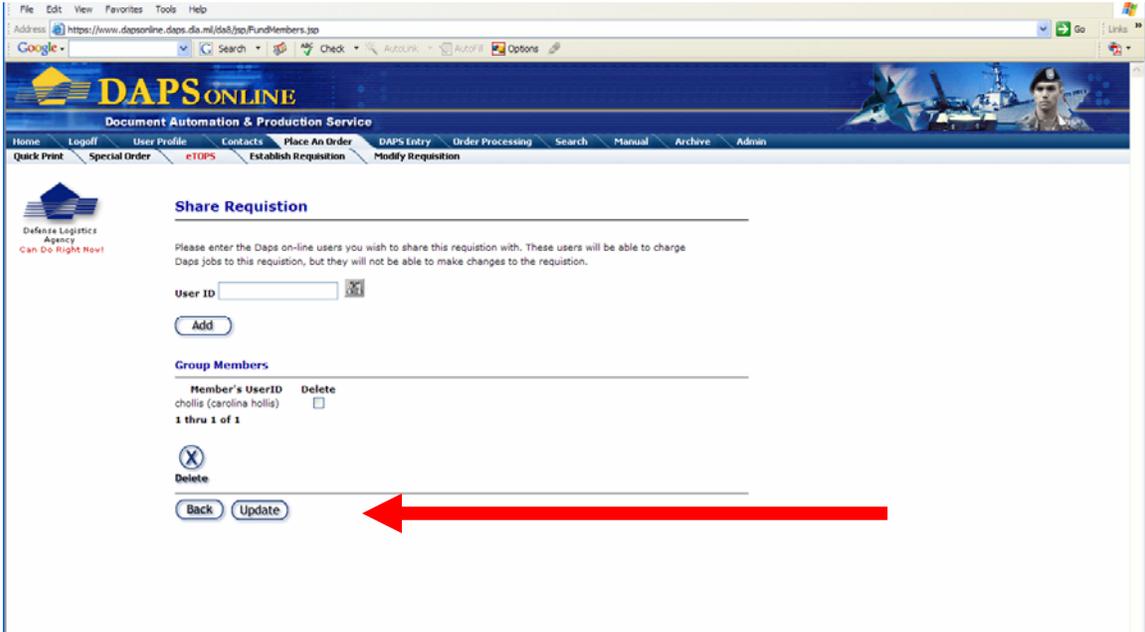
STEP 5 Type in the Users last name that you want to share this funding with.



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.



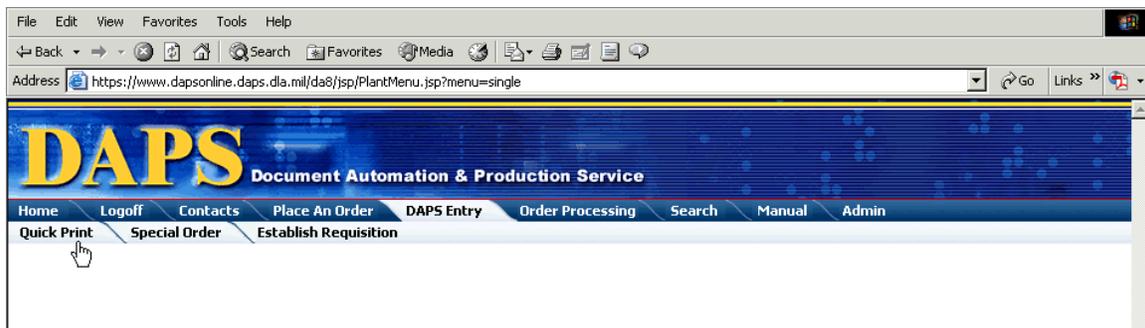
Submitting Orders

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.

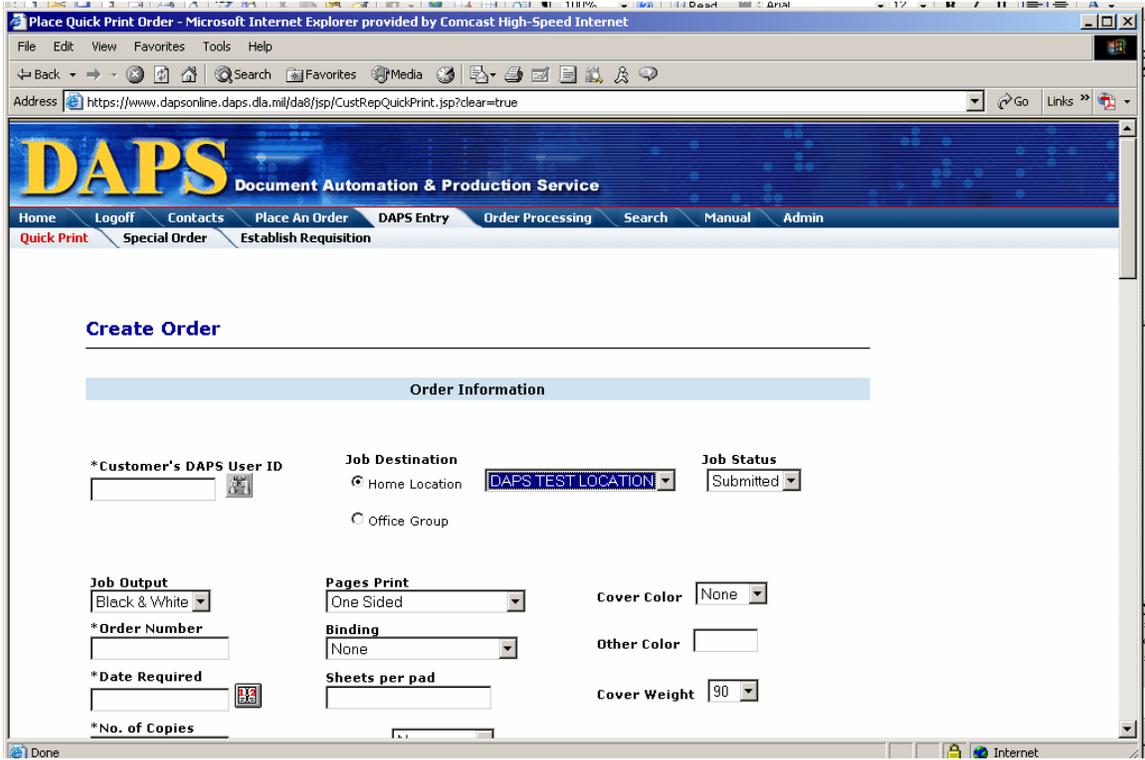
FNAs are done to quickly generate an estimated price for a customer order so that the dollar amount to authorize can be determined.

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.

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

Special Instructions

Documents Transferred **Upload**
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		

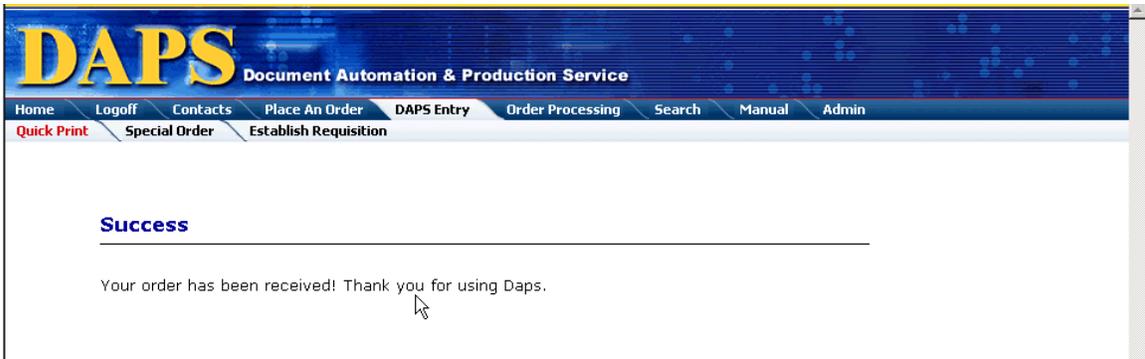
STEP 6 Billing and Shipping should auto-populate based on the customer selected in STEP one.

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 has 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

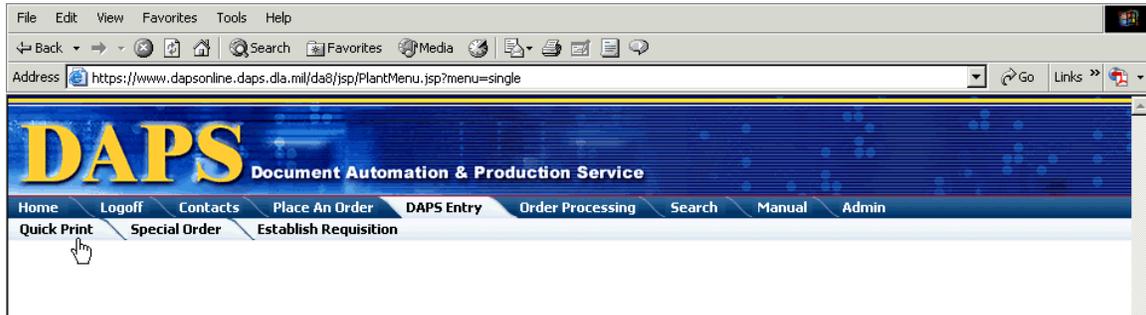
STEP 9 Click on the next button. You know you are successful when the success message is displayed.



Open/Blanket Funding Orders

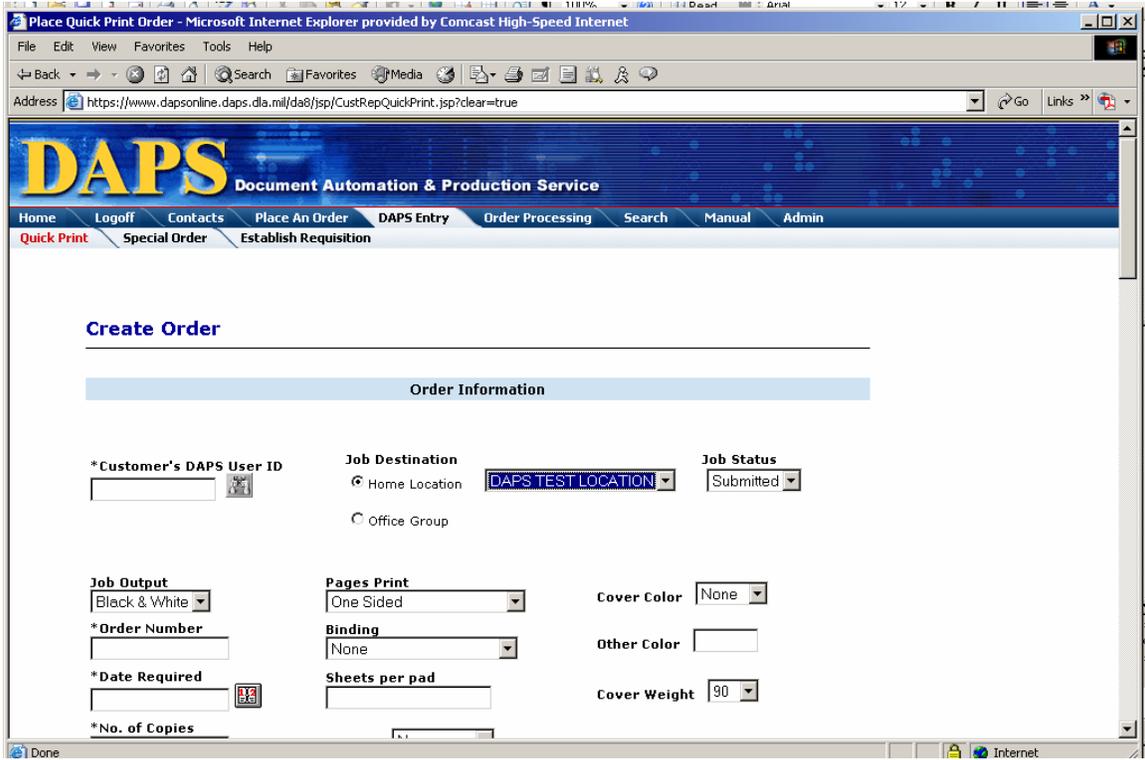
Submitting Orders funded with an open/blanket requisition.

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		

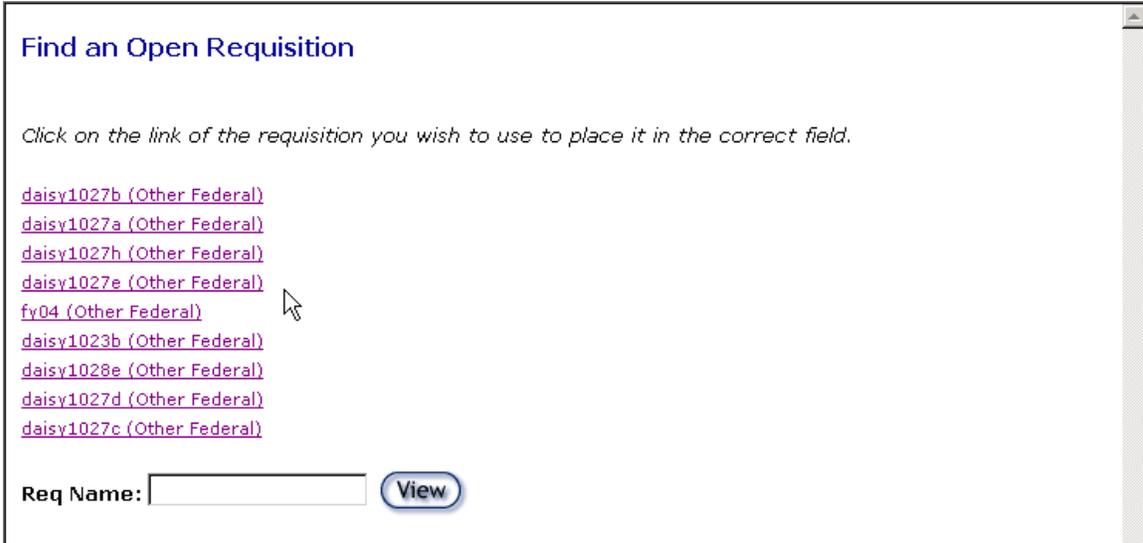
STEP 7 Billing and Shipping should auto-populate based on the customer selected in STEP one. Note: if you just created this customer there is no billing or shipping information in the customer’s profile.

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.

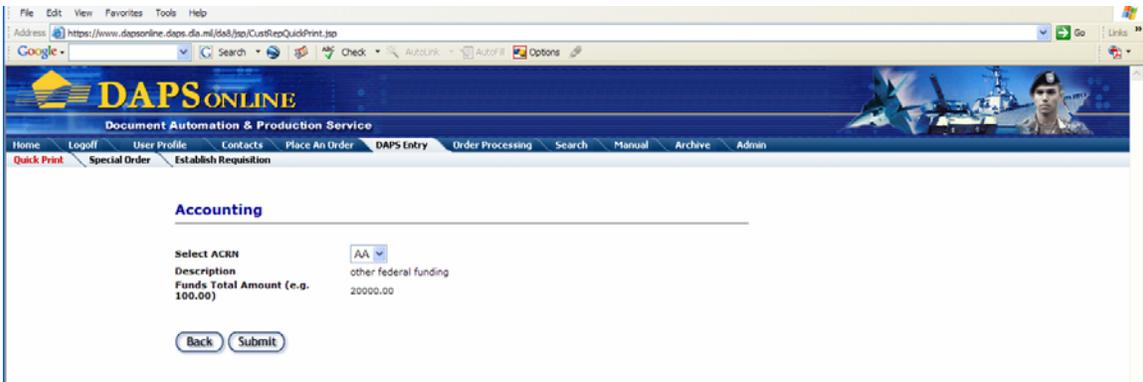
The cc Email Address field is used to identify additional people who need to be notified that the job has been submitted. Each additional address must be separated by a “;”.

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.

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.

