

# Appendix D

## DEAMS

### Table of Contents

---

Appendix D.....	1
DEAMS.....	1
Table of Contents.....	1
D-1 Existing Systems To Be Replaced By DEAMS .....	1
D-2 DEAMS Key Features/Modern Business Practices.....	2
D-3 Incremental Approach.....	2
D-4 Functional Areas Supported by DEAMS.....	3
STEP BY STEP INSTRUCTIONS .....	5

DEAMS is a financial management initiative designed to transform business and financial management processes and systems to provide accurate, reliable, and timely business information to support effective business decision making for U.S. Transportation Command, Defense Finance and Accounting Service (DFAS), the U.S. Air Force and eventually, other agencies within the Department of Defense.

DEAMS is being performed under the direction of Office of the OSD Business Transformation Agency (BTA), Finance Accounting Operations and Financial Management Domain. DEAMS is being executed jointly by USTRANSCOM, USAF and DFAS with periodic updates to OSD and in close coordination with the Army and the Navy.

The DEAMS mission is to support the warfighter with timely, accurate and reliable financial information enabling efficient and effective decision making by Department of Defense (DOD) managers in the execution of their duties as responsible stewards of the public trust.

## D-1 Existing Systems To Be Replaced By DEAMS

At a minimum, the systems listed below will be replaced by this solution for the target user community. Other systems may also be replaced based on the findings of the project team and the functional capability of the Oracle Federal Financials® commercial off-the-shelf (COTS) software.

- Automated Business Services System (ABSS)
- Airlift Services Industrial Fund Integrated Computer System (ASIFICS)
- Base Accounts Receivable System (BARS)
- Air Force General Accounting and Finance System (GAFS/R/BL)
- Integrated Accounts Payable System (IAPS)
- Surface Deployment and Distribution Command (SDDC) Cargo and Billing System (CAB)
- SDDC Oracle® Financial System: Transportation Financial Management System-Military Traffic Management Command (TFMS-M)

- Military Sealift Command Oracle® Financial Solution: Financial Management System (FMS)\*  
*\* affects Transportation Working Capital Fund operations only; FMS will continue for Navy funds.*

## **D-2 DEAMS Key Features/Modern Business Practices**

In addition to sharing a common system and software, the DEAMS environment will rely on modern and efficient business practices. These practices will be based on industry leading practices and will leverage the functionality included in the COTS package. Adopting consistent business rules will allow for more efficient financial operations and greatly enhance financial reporting. Business practice improvements and key features for DEAMS include:

- Elimination of paper forms. The user that initiates a business event will enter transactions directly into the system. The need for data entry based on paper forms will be eliminated. Electronic transactions will be routed by the system to the appropriate users for online approvals in:

- Data validation at the source, whenever possible. Budget availability will be checked and funds reserved automatically.
- Distribution of budget authority to the lowest level needed to control resources. Once distributed, management of budget will be the responsibility of the operational organization.
- Implementation of the new DOD Standard Financial Information Structure (SFIS) for consistent financial analysis and rep
- Uniform application of best practices when dealing with business events that involve foreign currency.
- Ability for authorized users to query the system directly rather than waiting for reports to be generated.
- Centralized control of accounting procedures and guidance.

## **D-3 Incremental Approach**

DEAMS will be implemented in two increments and seven spirals over a period of several years. This project is a significant undertaking that will dramatically change the way USTRANSCOM, USAF and DFAS perform financial management.

Increment 1, Spiral 1 -DEAMS technology demonstration replacing ABSS at USTRANSCOM, HQ Air Mobility Command (AMC) and selected tenant organizations located at Scott Air Force Base, IL.

Increment 1, Spiral 2 -In addition to ABSS, DEAMS will replace BARS, GAFS and IAPS at all affected Scott AFB organizations, and implement the DEAMS Consolidated Billing System (DCBS) to replace ASIFICS for USTRANSCOM.

Increment 1, Spiral 3 -The remainder of AMC, SDDC and MSC will be converted to DEAMS and begin utilizing the new business processes to replace ABSS, BARS, GAFS and IAPS and complete the implementation of DCBS, replacing CAB at SDDC.

Increment 2 -The remainder of the USAF will be converted to DEAMS in a series of two spirals implementing commitment accounting and general accounting, and then the Air Force Working Capital Fund.

Increment 1, Spiral 1 was deployed at Scott AFB beginning in July 2007. Under the current implementation schedule, Spiral 2 will follow in 2009 and Spiral 3 in 2010. The contract for Increment 2 is currently projected to be awarded in 2009 with deployment beginning in 2011. The transformation of USTRANSCOM, USAF and DFAS financial management will not end with the initial implementation of DEAMS but rather will be an ongoing process of positive change. Specific areas have already been identified that are out of the scope of this initial effort but have been retained as important future steps. As additional initiatives are identified they will be inventoried and prioritized for implementation.

## D-4 Functional Areas Supported by DEAMS

DEAMS will serve as the financial management system for TWCF and General Fund (GF) operations for the Air Force and USTRANSCOM. However, the MSC component of USTRANSCOM will continue to utilize their current Oracle®-based financial system for their non-Transportation Working Capital Fund operations. DFAS is a very important part of the affected user community due to their integral involvement in financial operations. DFAS users at each location that processes USTRANSCOM and USAF transactions will be impacted by this effort. The user community that will utilize DEAMS performs a wide range of business processes. Only a subset of these processes will be addressed by this initiative. They are:

- Collections
- Obligations
- Cost Accounting
- Purchase Request \*
- Receipt and Acceptance
- Analysis and Decision Support
- Accounts Payable and Disbursement
- Customer Order and Customer Billing
- General Ledger, Budget Distribution, Control and Execution
- Property, Plant and Equipment (PP&E) - (USTRANSCOM only)

\*DEAMS has been configured to support the interface files, both Form 9's and MIPRs, for the contracting systems, including PD2 and ConWrite.

### ***For more information:***

Website: <http://deams.ustranscom.mil>

E-Mail: [ustc-mail@ustranscom.mil](mailto:ustc-mail@ustranscom.mil)

Phone: 618-622-5700

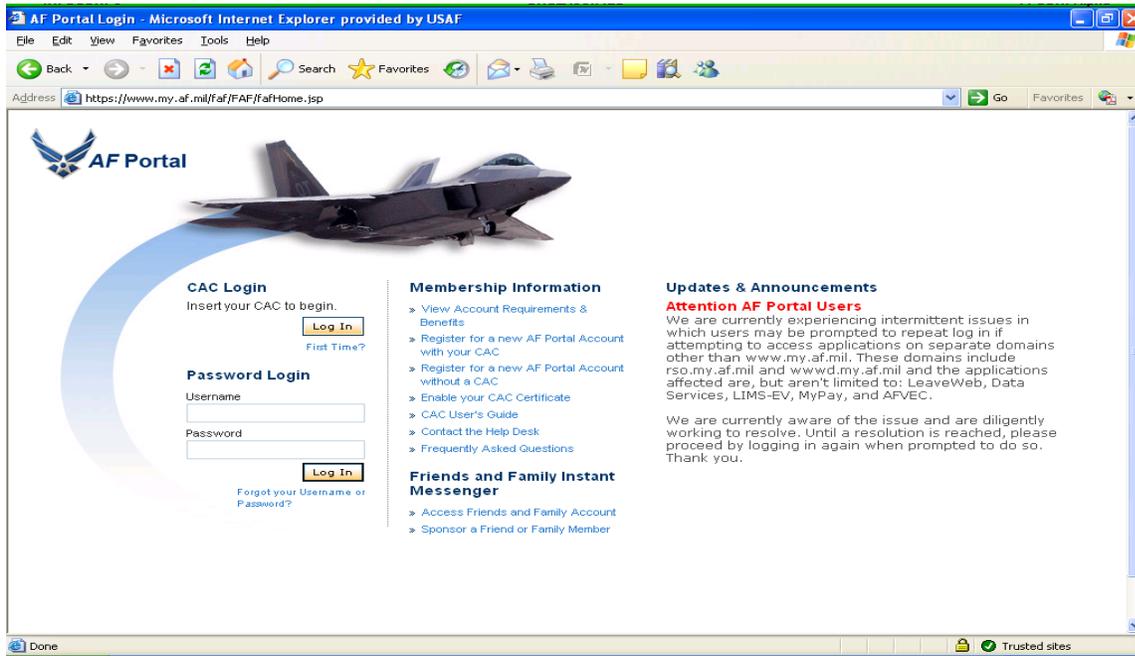
Fax: 618-622-5777

DEAMS Functional Management Office  
Strategic Communications

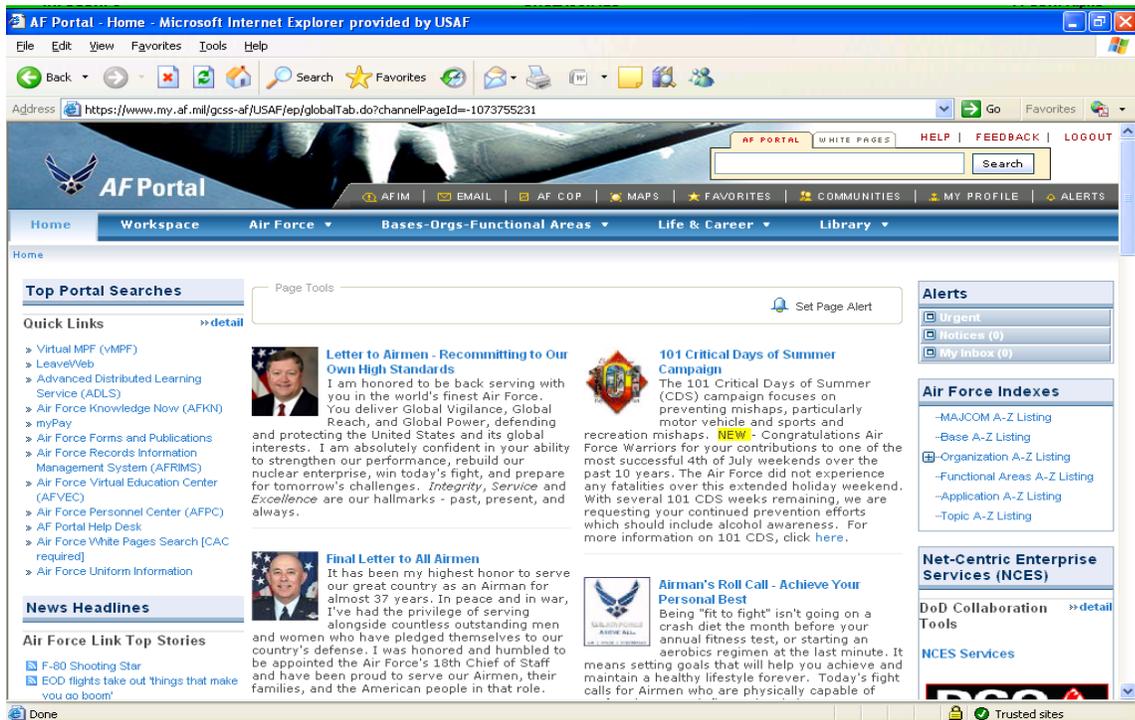
16 Executive Drive, Suite 200  
Fairview Heights, IL 62208-1131

## D-4.1 STEP BY STEP INSTRUCTIONS

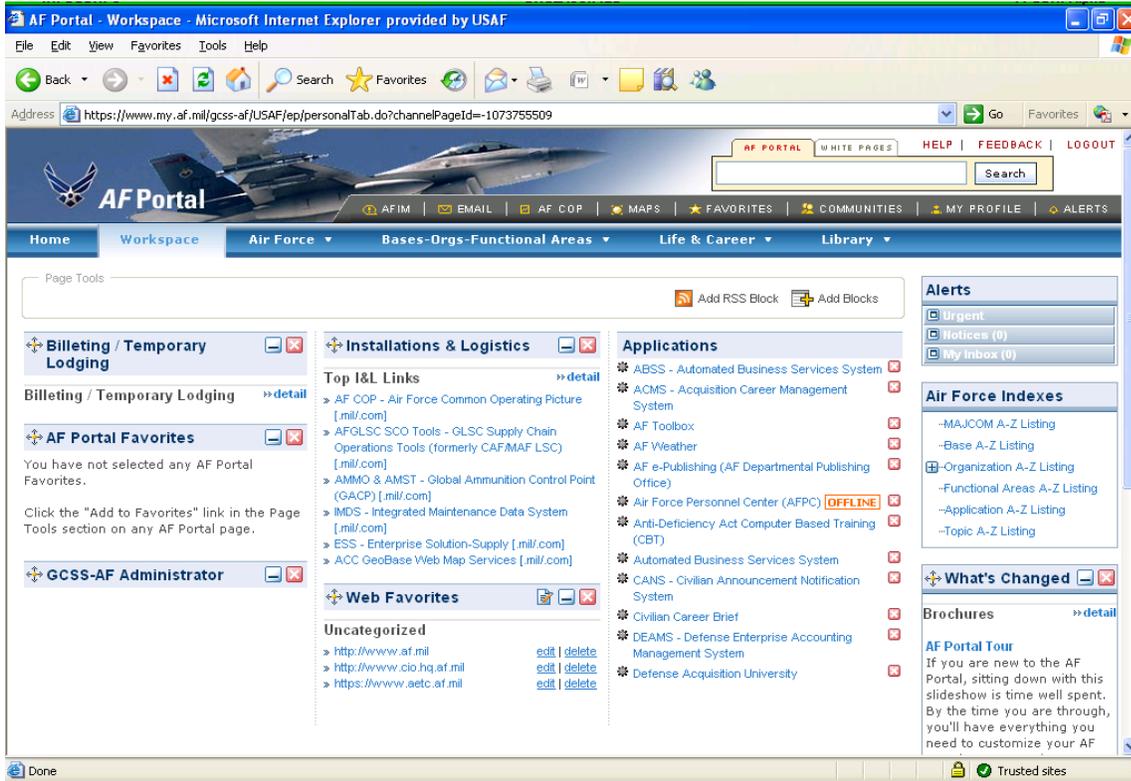
Notice comes through email that there is a document in DEAMS. You first have to log into the AF Portal. You log in with your CAC card and input your pin #.



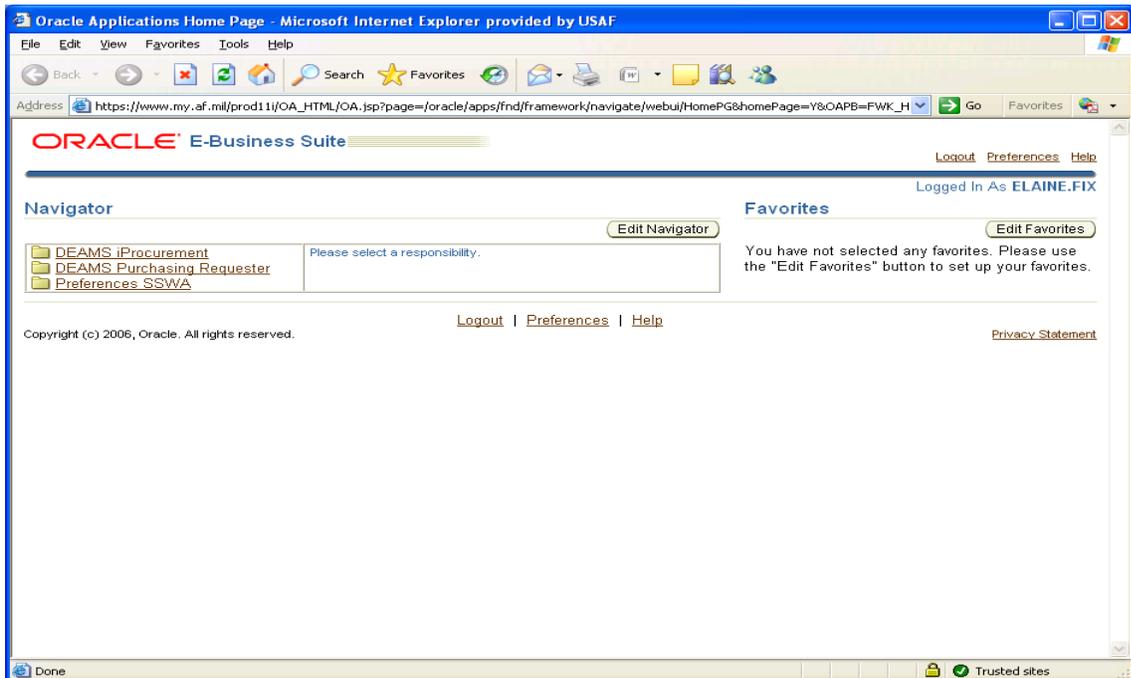
DEAMS application should be put under your workspace tab.



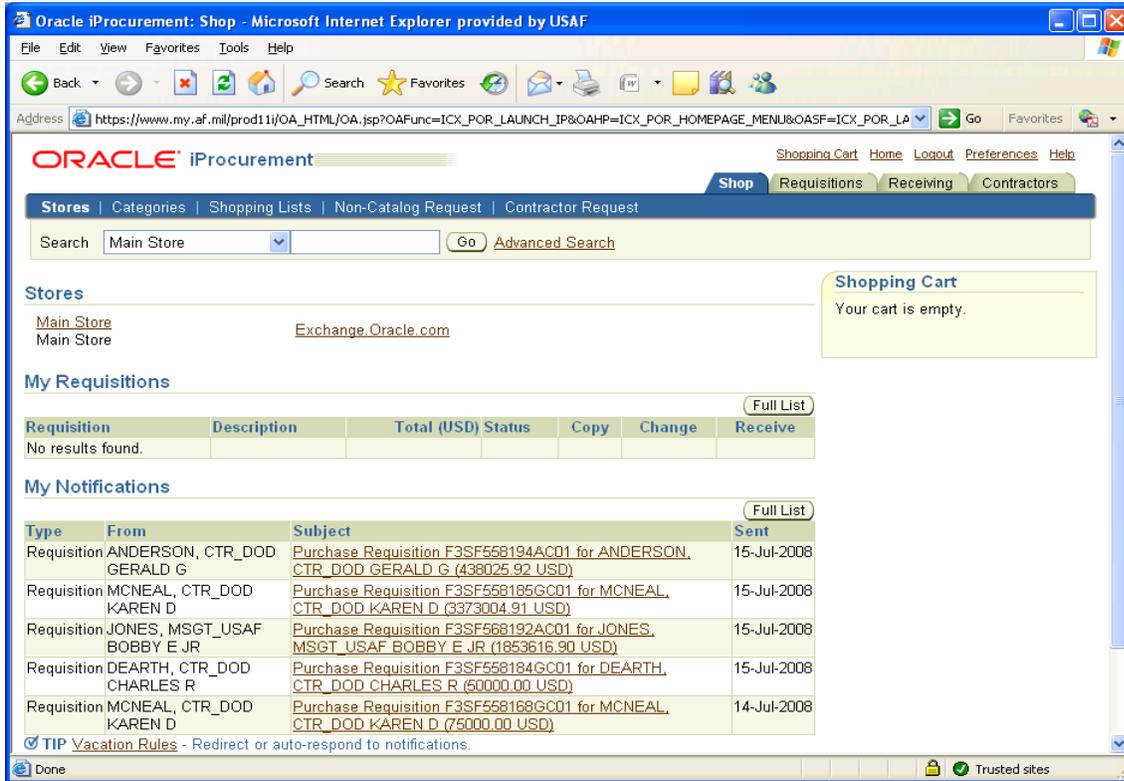
You will then click on DEAMS to open it.



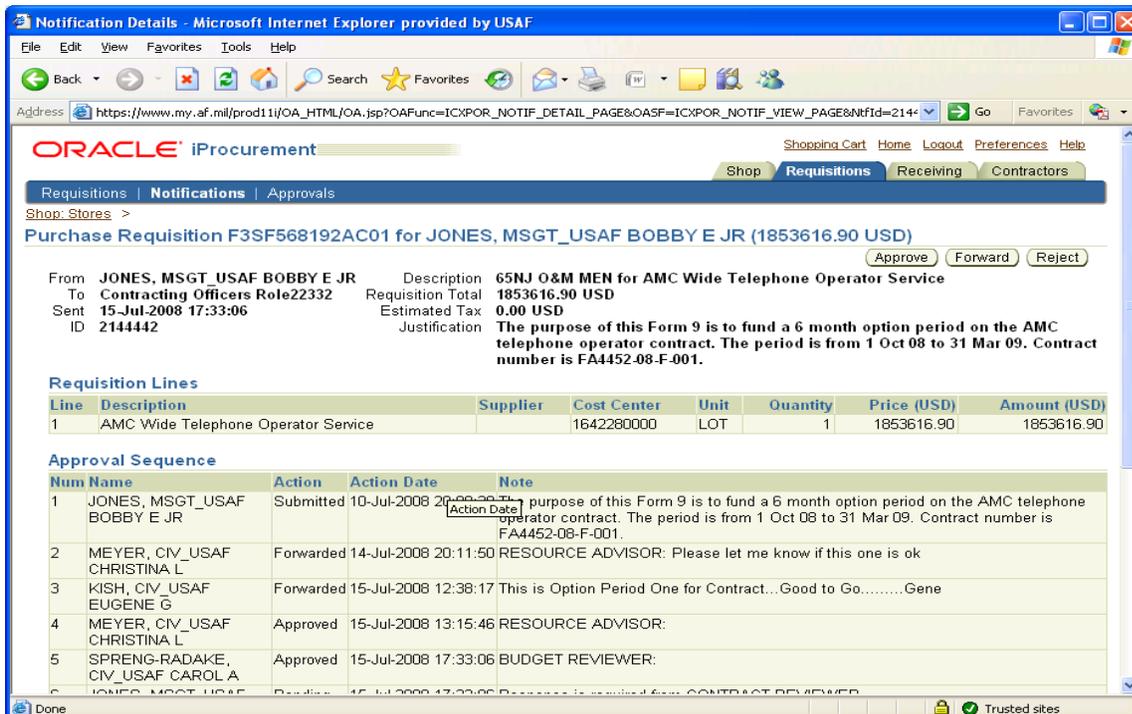
Click on iProcurement



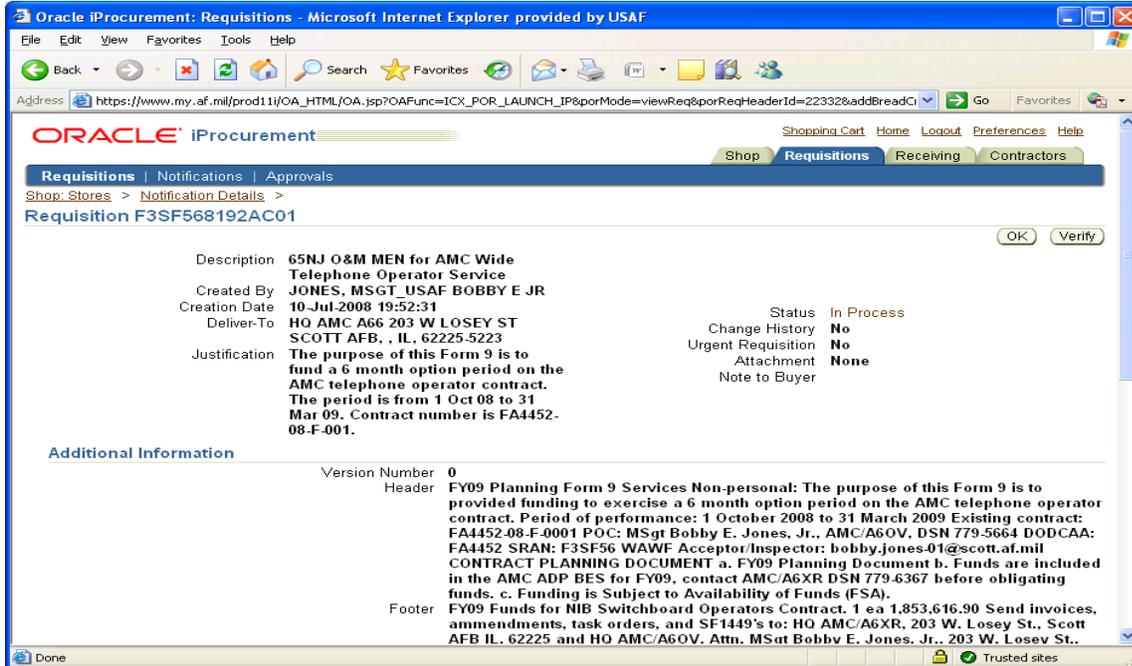
You will see all your notifications to start pulling from. Click on the Form 9 or MIPR you are pulling.



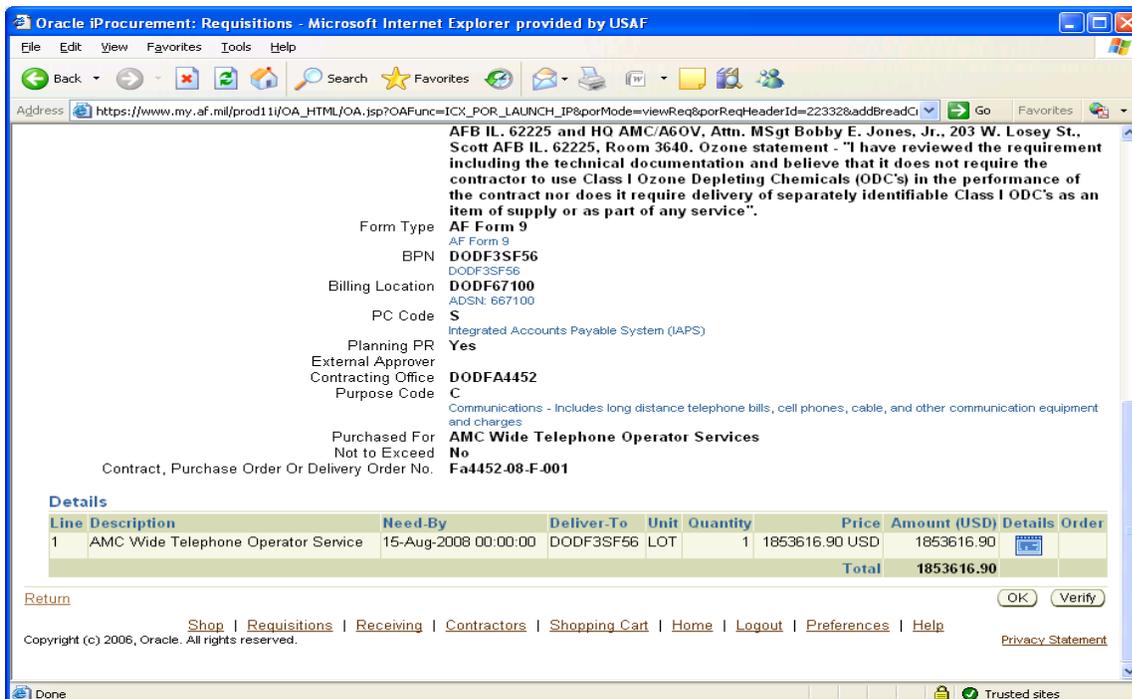
Scroll to the bottom and Click on View Details left side:



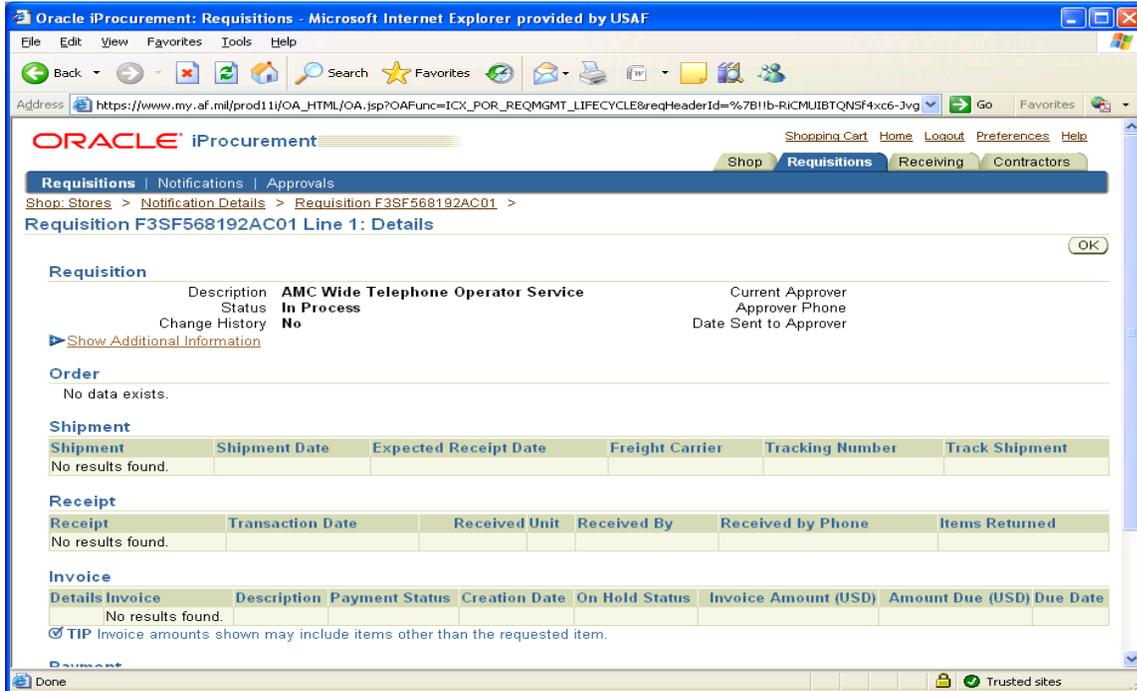
You are verifying that it belongs to your contracting office. Check to see if the BPN is correct, whether it is a planning Form 9, making sure it has Unit of Issue that will interface into PD2, and to make sure that all LI's have \$'s on it.



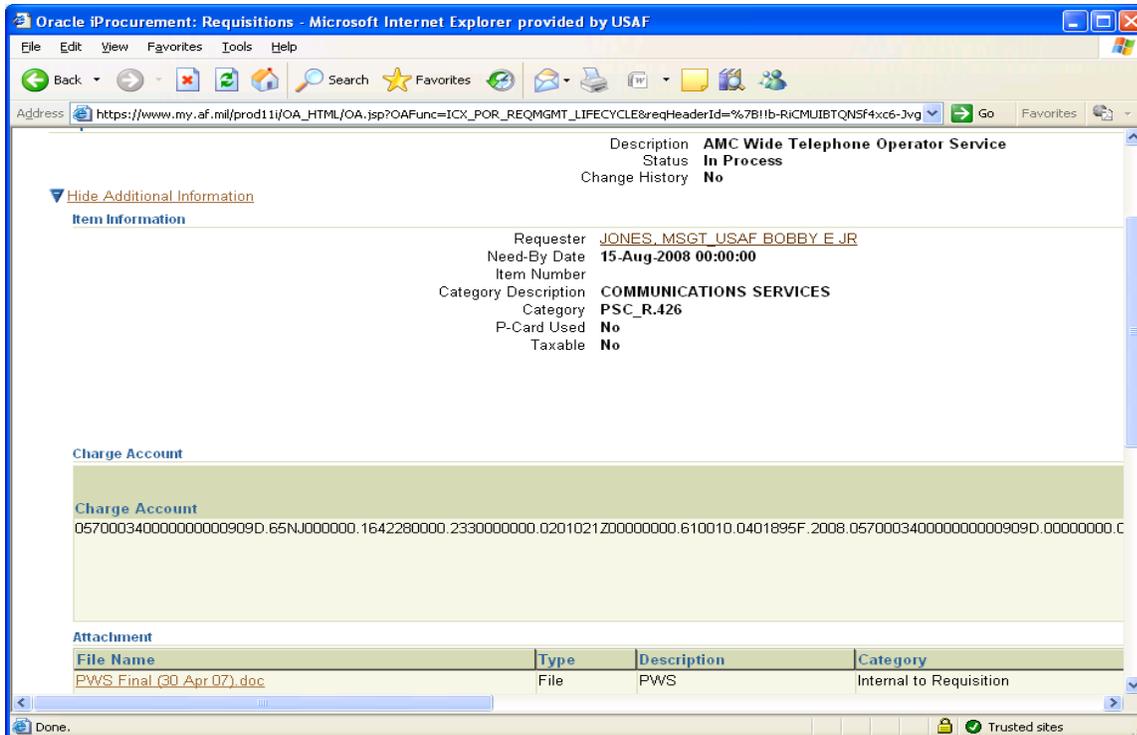
Click on Details under each Line Item to check for attachments (you need to check under each LI)



Then you will Click on Show Additional Information to check for attachments

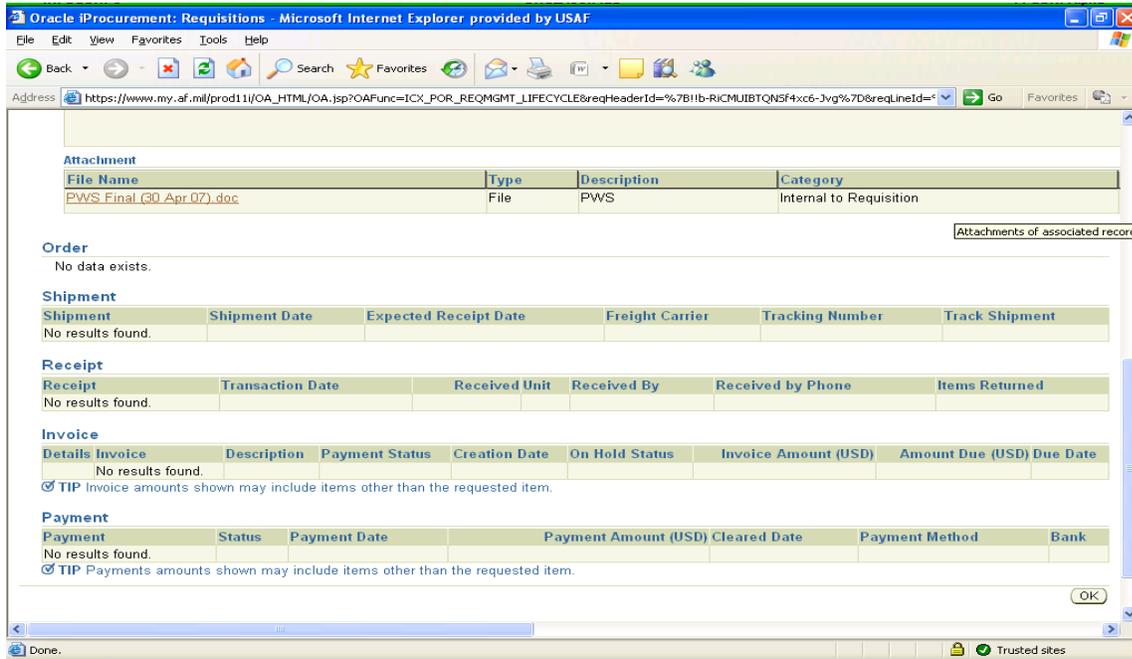


Then you will click on the Attachment to view it.

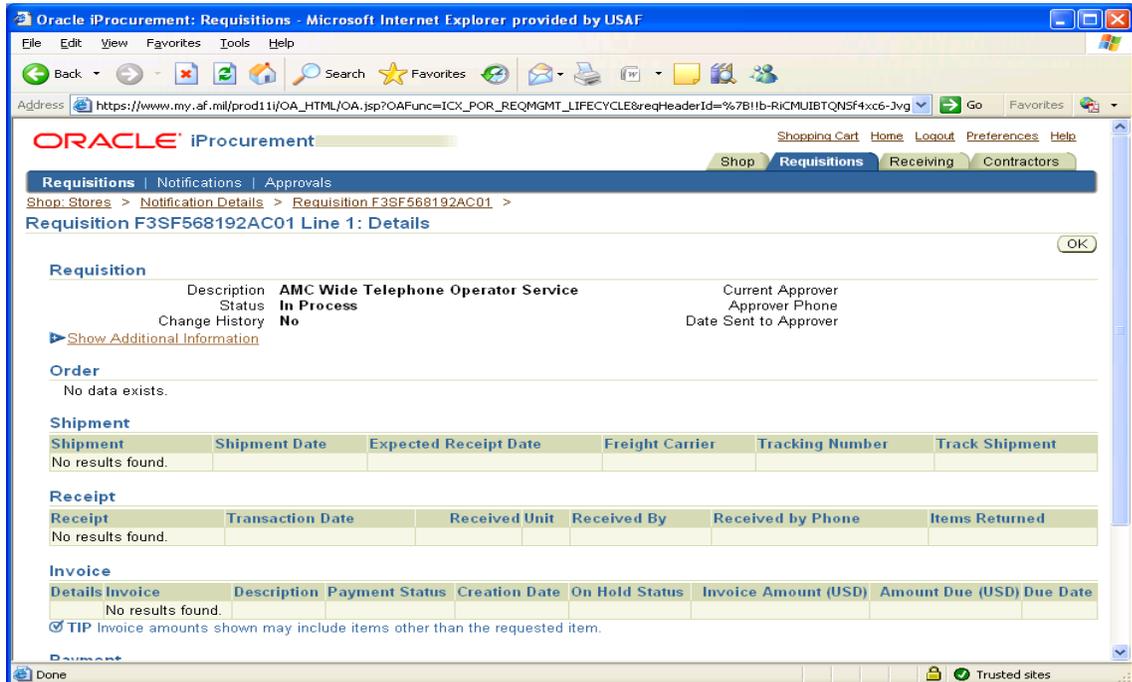


You would then print or save all attachments for the requisition. If there is more than one LI you have to open each one to see if there are attachments. There have been times where there were 3 LI's and the first 2 didn't have attachments but the third one had all the attachments listed.

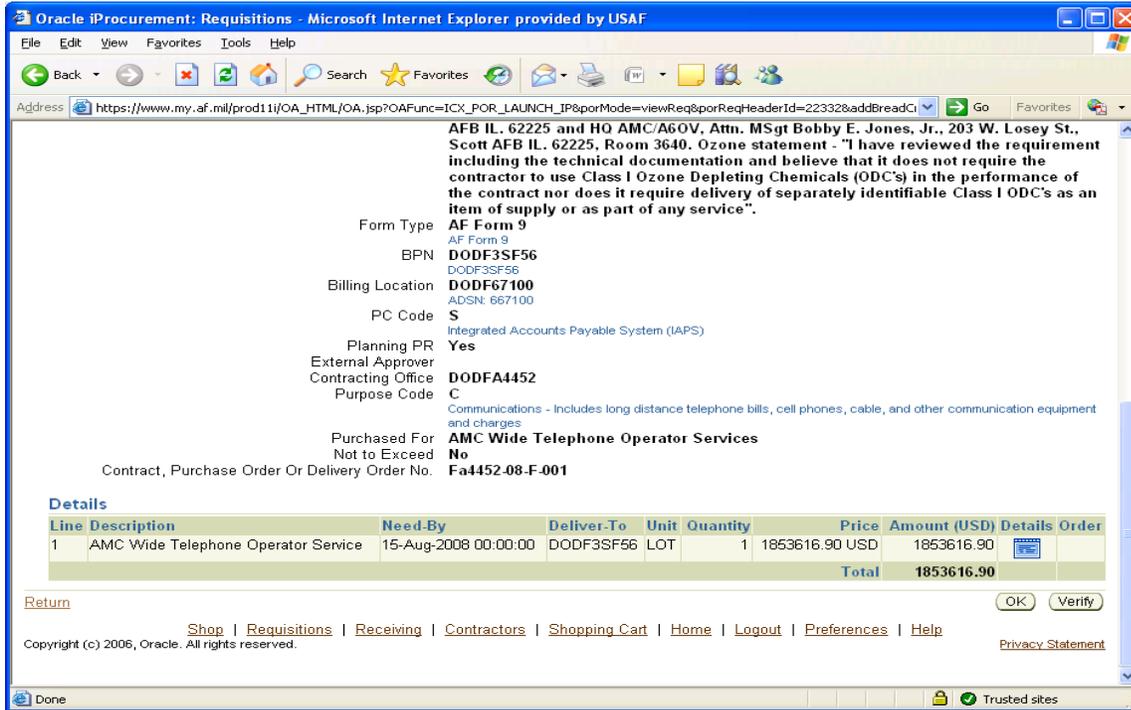
You will then have to click OK to take you back



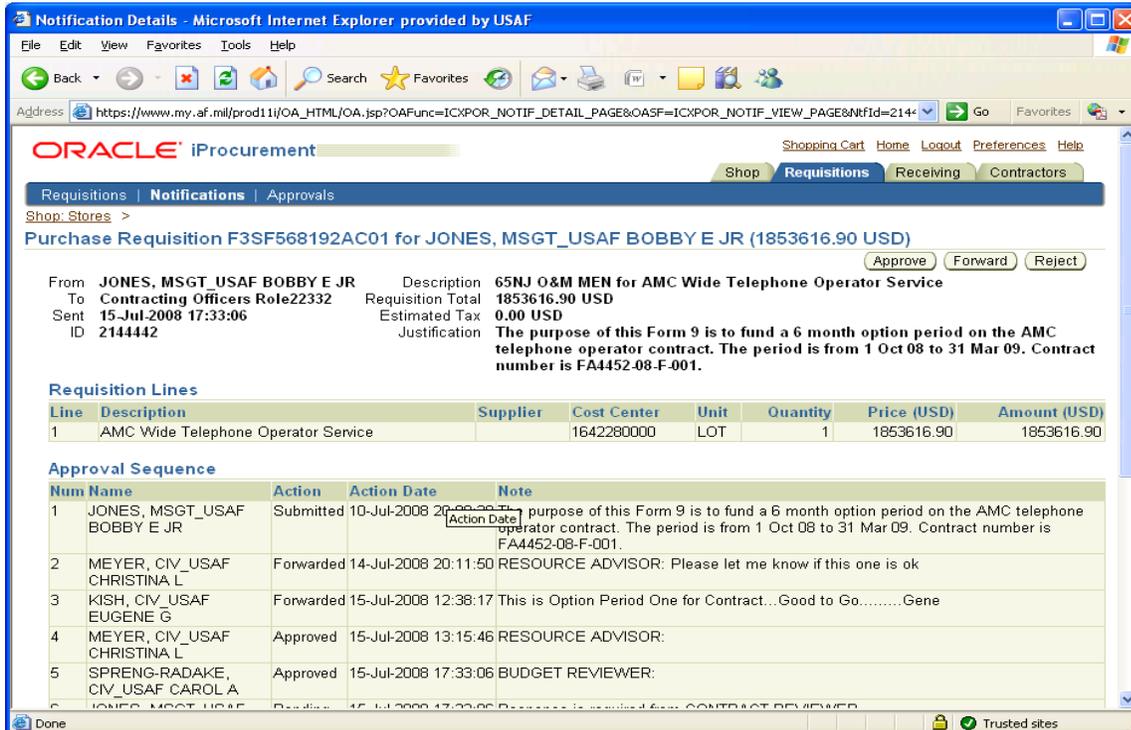
Again you will have to click OK to take you back



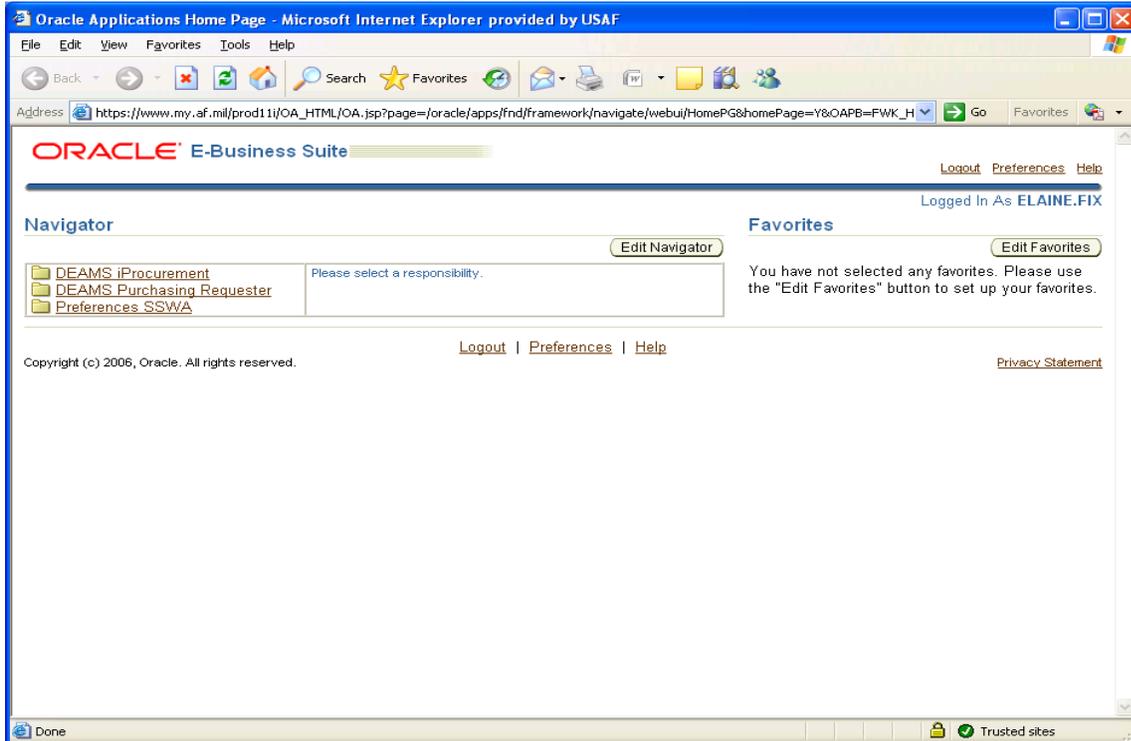
Another OK click to take you back



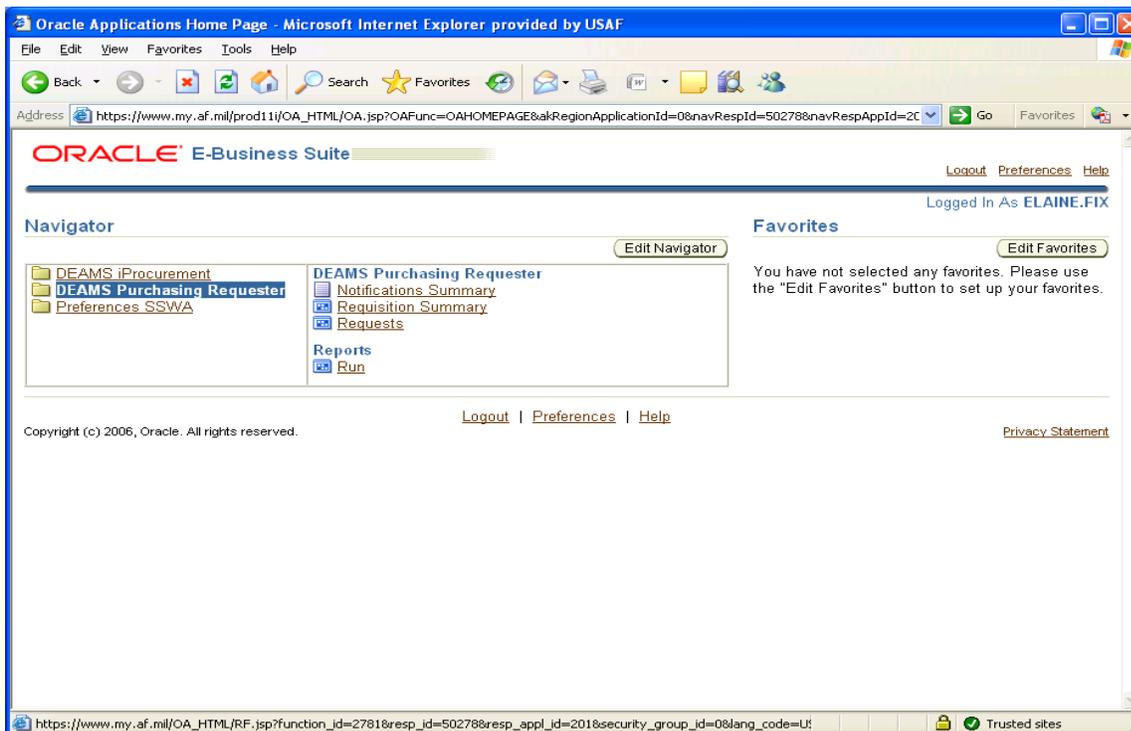
After you have verified that it belongs to the contracting office you will click on approve. But before you do that you will have to go back to the home tab then click on Purchasing Requester, then Run



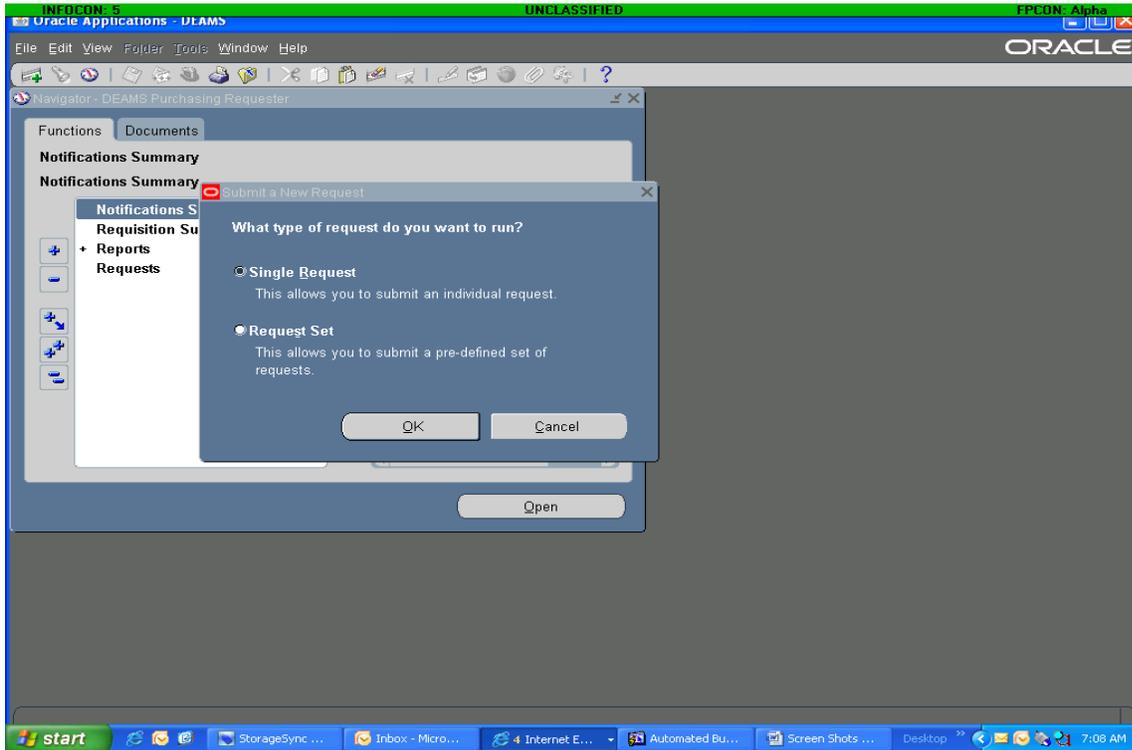
Click on Purchasing Requester



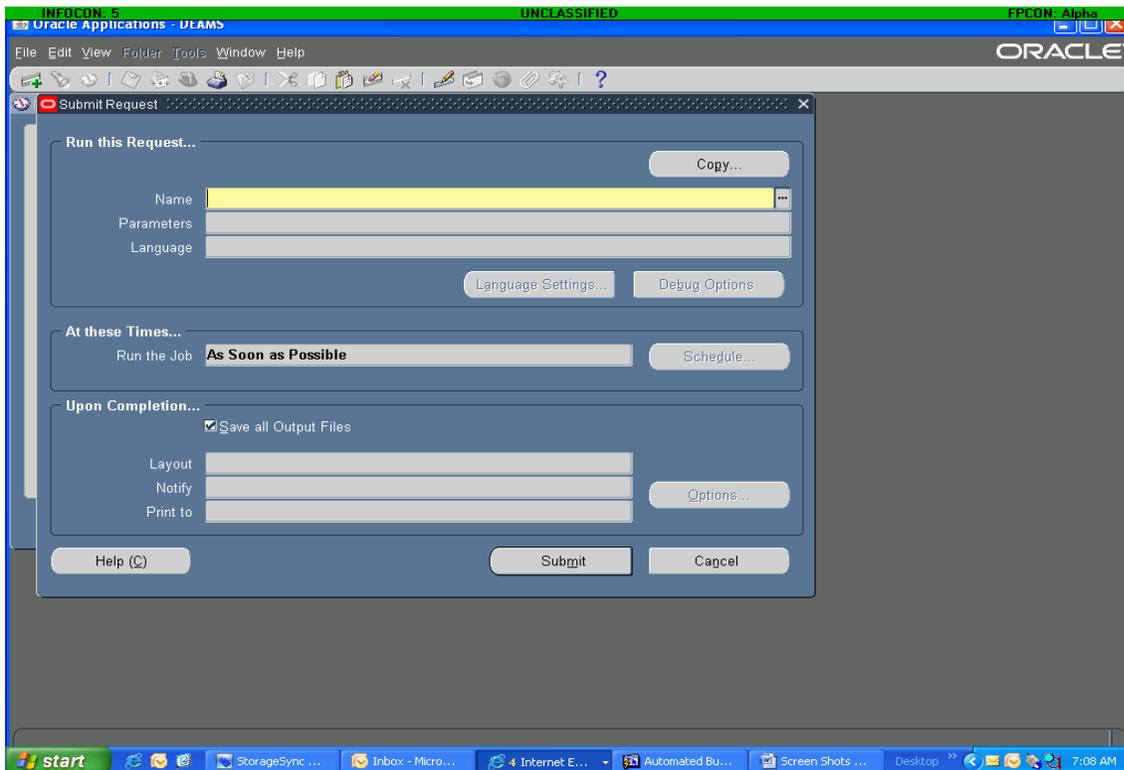
Click on Run



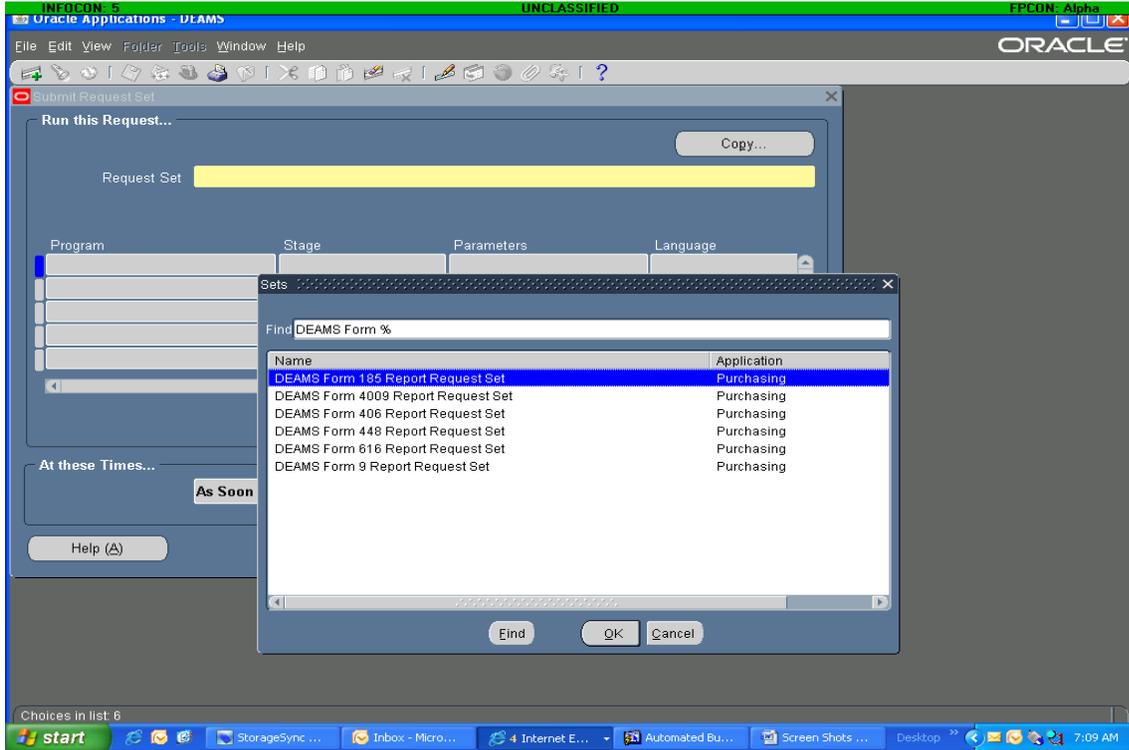
Click on Request Set then OK



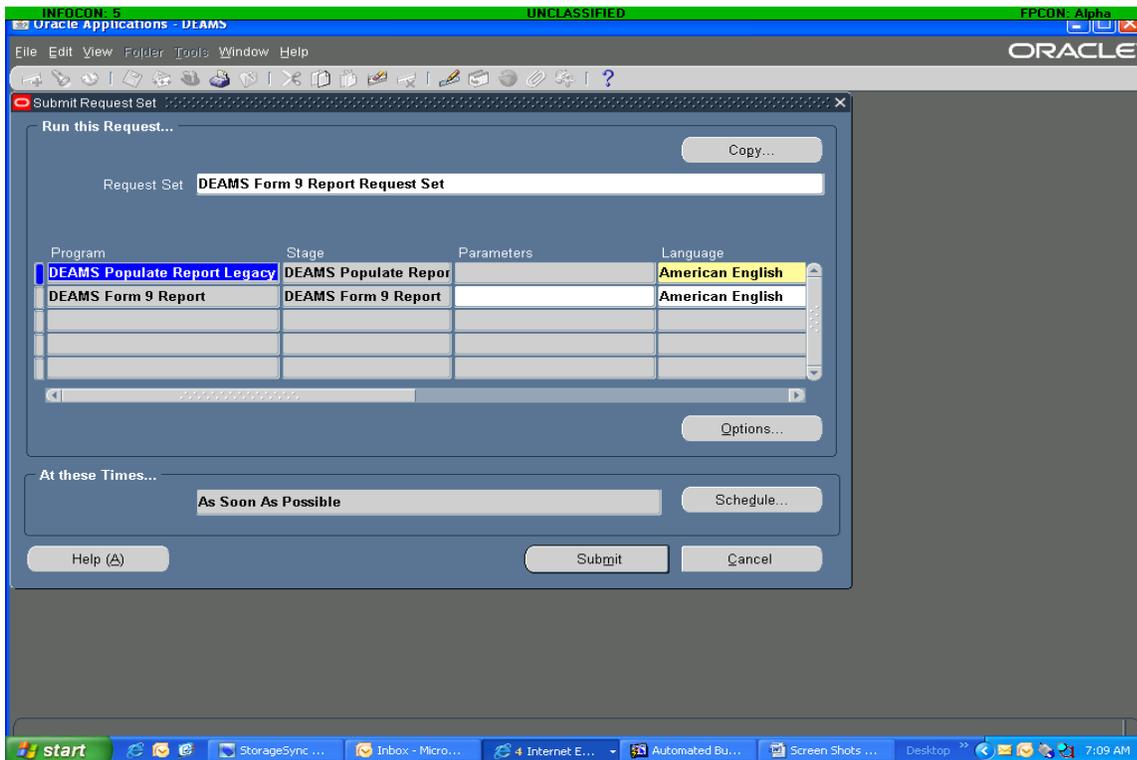
Then you are going to click on the ... (three dots next to the name box)



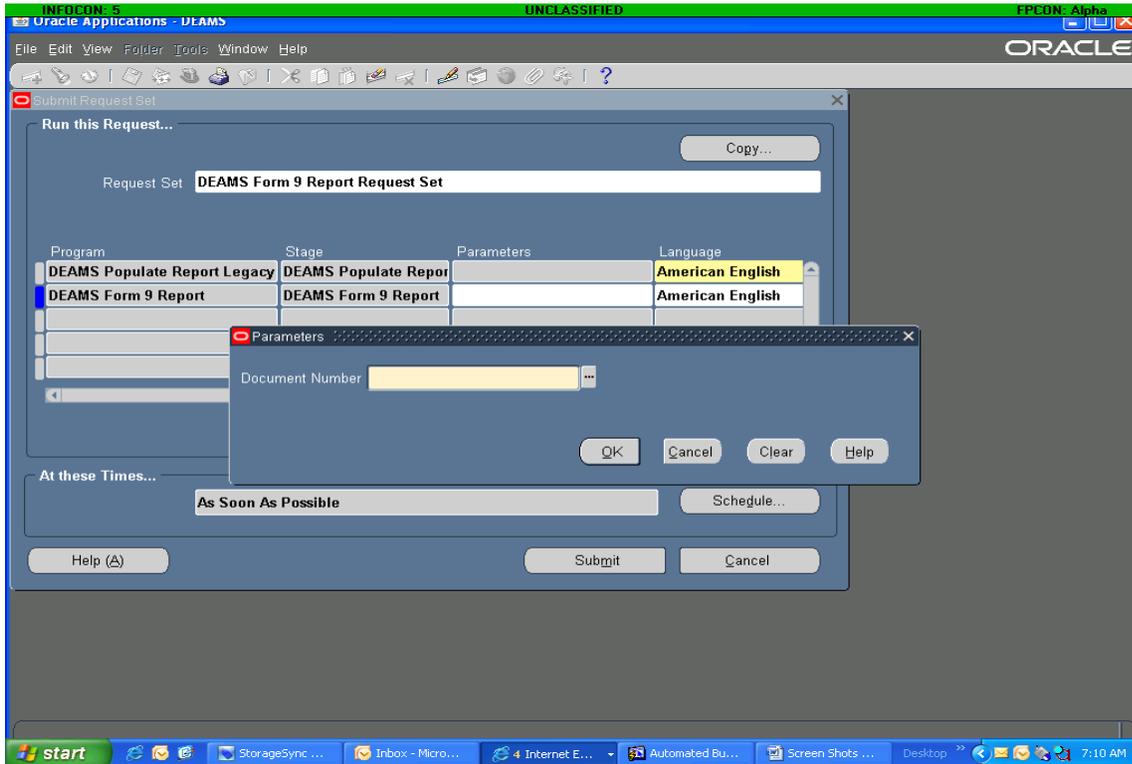
Click on Form 9 or Form 448 (Mipr) whatever one you are working. OK



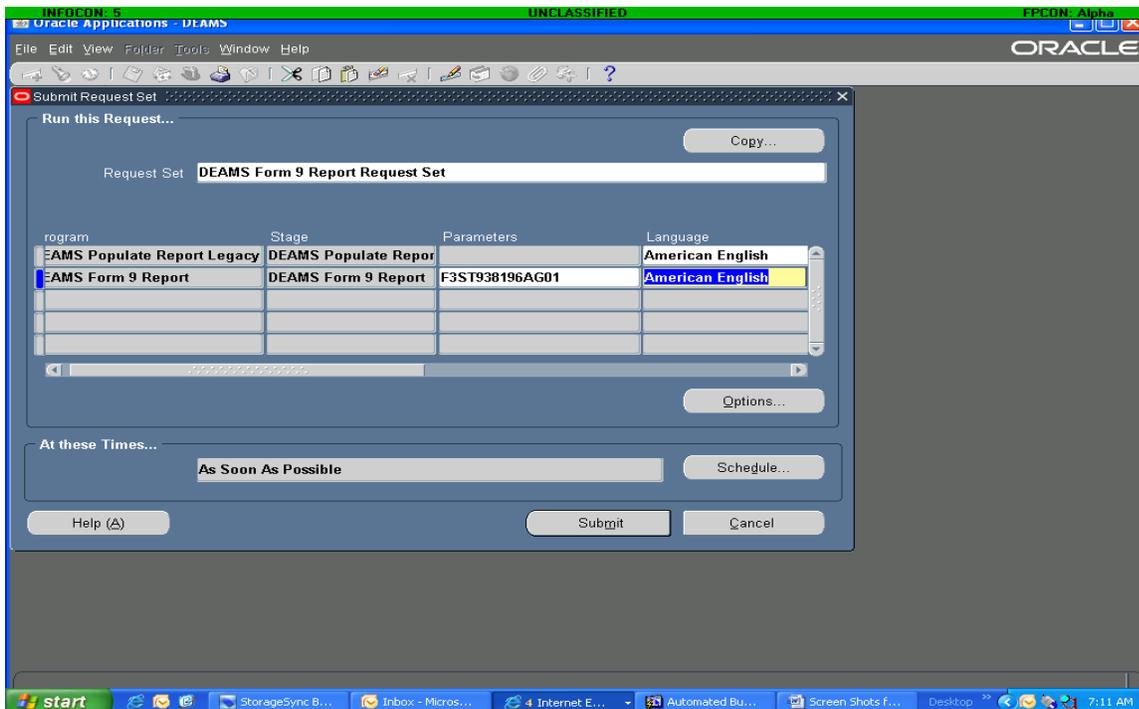
Click in the blank white box under parameters.



Type in the Form 9 or Mipr # for the document number. OK



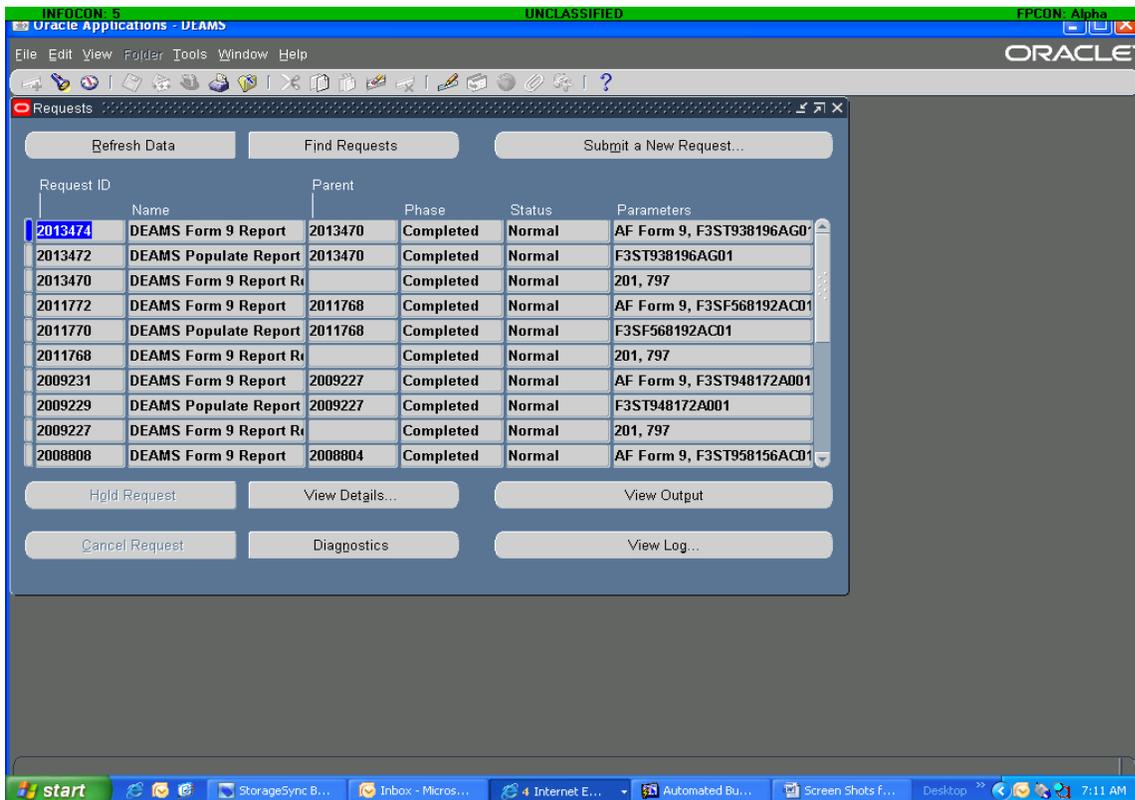
Click on Submit



Click on Refresh Data until you see all Completed (under the phase column) and Normal (under the status column) sometimes it takes 2 or 3 times clicking on Refresh Data.



Then you will click on View Output.



Finally you get to print the Form 9 or MIPR.

REQUEST FOR PURCHASE

NO. F3ST938196AG01 00000

INSTALLATION SCOTT

DATE 14-JUL-2008

TO: CONTRACTING OFFICER HQ AMC A7KQ

CLASS 9999

THROUGH

FROM: (insert RC/CC if applicable) USTC J3

CONTRACT, PURCHASE ORDER OR DELIVERY ORDER NO. FA4452-04-D-0004

IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE

ITEM	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST
	<p>FUNDS HAVE BEEN IDENTIFIED IN THE FY2008 USTRANSCOM J3-T EXERCISE BUDGET</p> <p>"The individual who has been designated by the recipient to administer the FCA must ensure each new commitment or obligation will not exceed the balance. Send copies of the obligation documents to the 126 ARW/PM as obligations are incurred or as directed, but no less than monthly to ensure obligations are recorded in the month incurred. When the purpose of the FCA is completed, the FCA is fully obligated, or when the FCA expires, whichever</p>			\$	\$

To get out you have to close everything before printing another document or going back to the Home page of DEAMS.

You will then need to go back to the Home Page and then iProcurement after printing/verifying that the Form 9 belongs to you.

ORACLE E-Business Suite

Logout Preferences Help

Logged In As ELAINE.FIX

Navigator

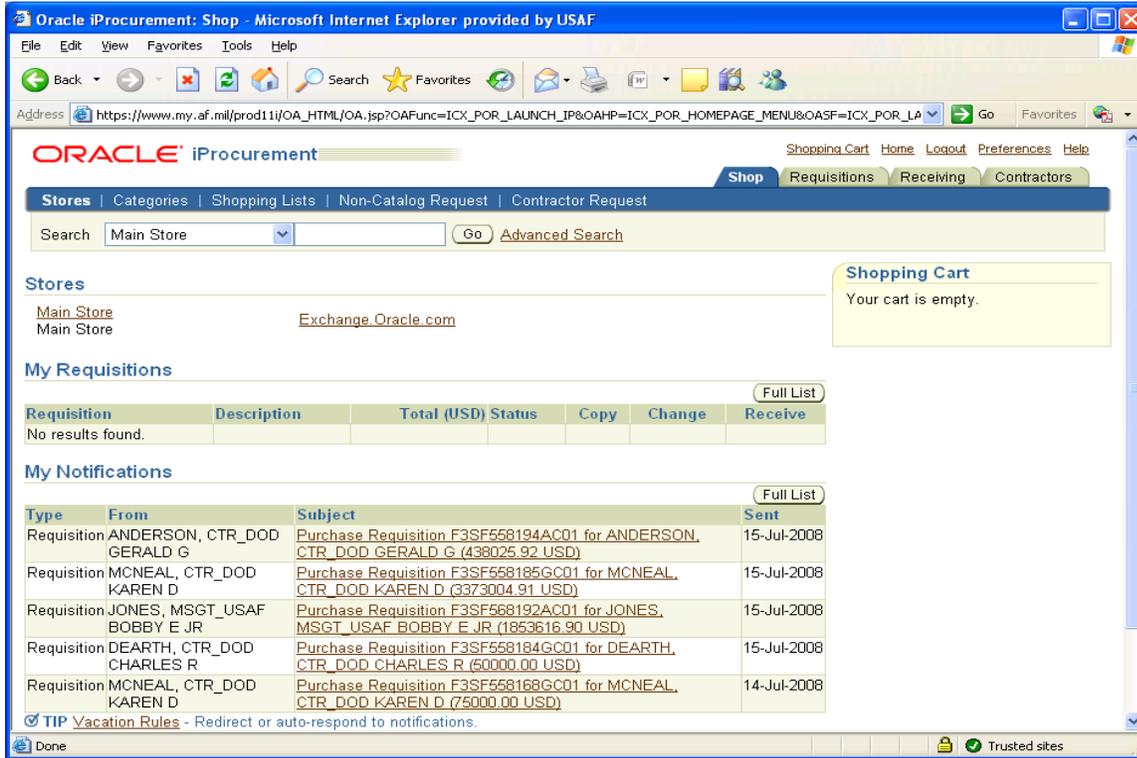
- DEAMS iProcurement
- DEAMS Purchasing Requester
- Preferences SSWA

Favorites

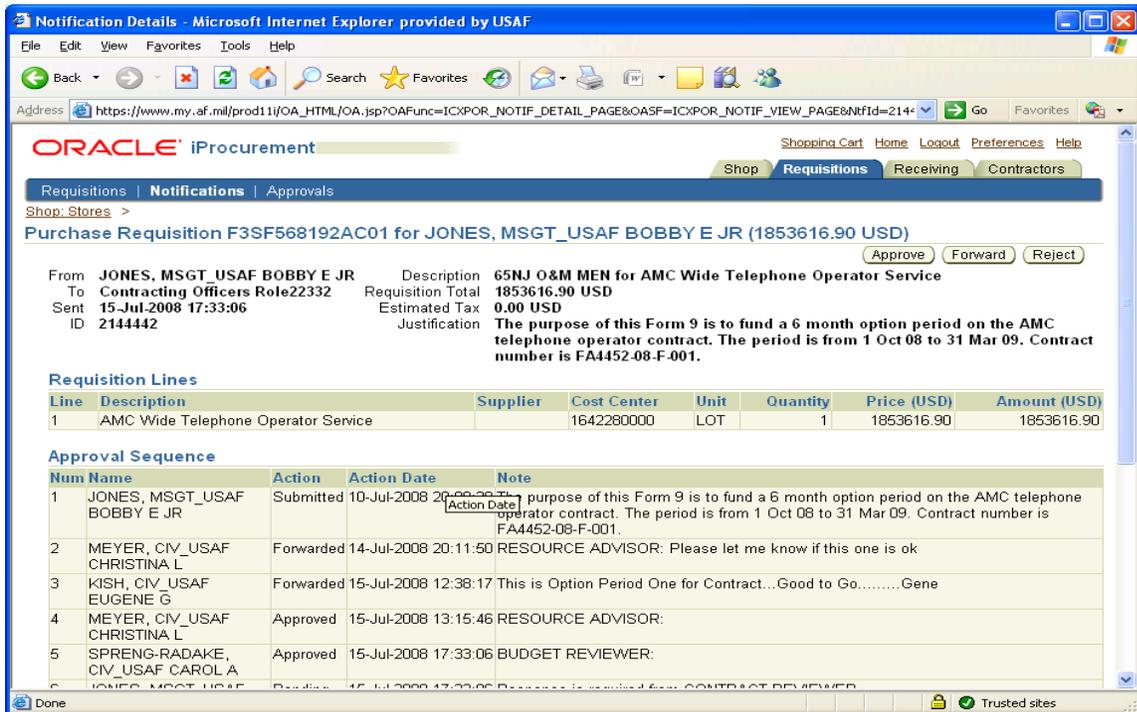
You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Copyright (c) 2006, Oracle. All rights reserved. Logout | Preferences | Help Privacy Statement

You will have to click on the Form to open it back up.



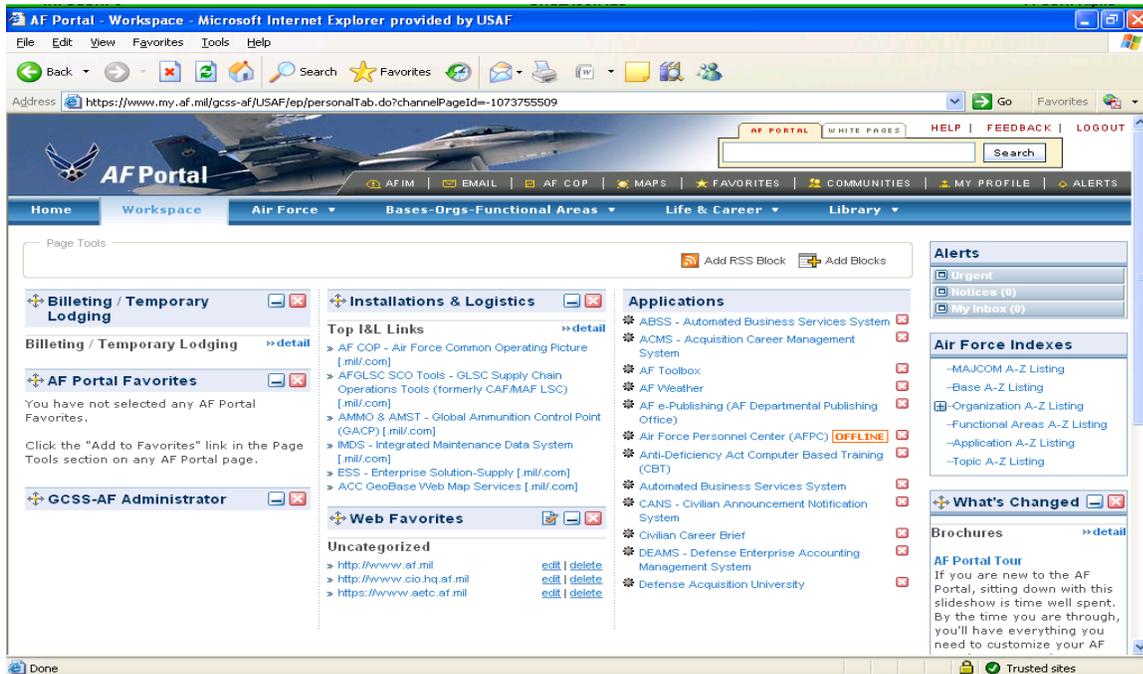
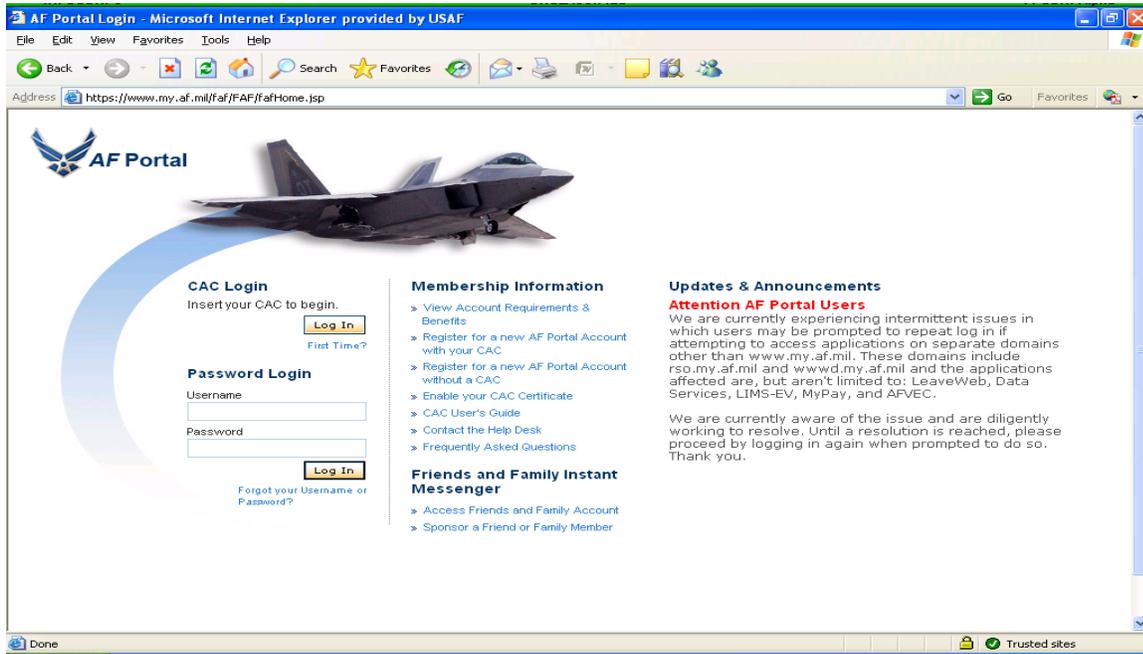
After you have printed it and checked the Line of Accounting to make sure it has the right kind of money on it you can now Approve it.



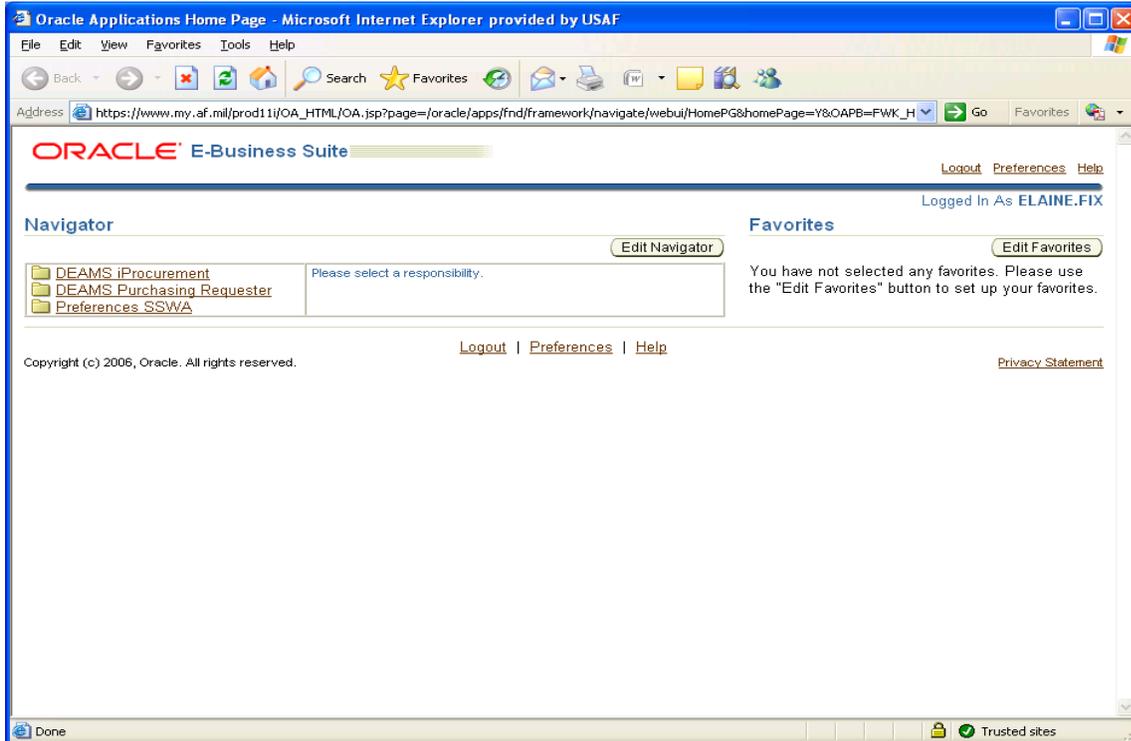
Now you will have to wait (time is dependant on how long it takes for finance to certify the document) for an email to come from Workflow Mailer stating:

FYI: SPSOutboundInterface Interface completed successfully for Requisition:  
F3SF568192AC01

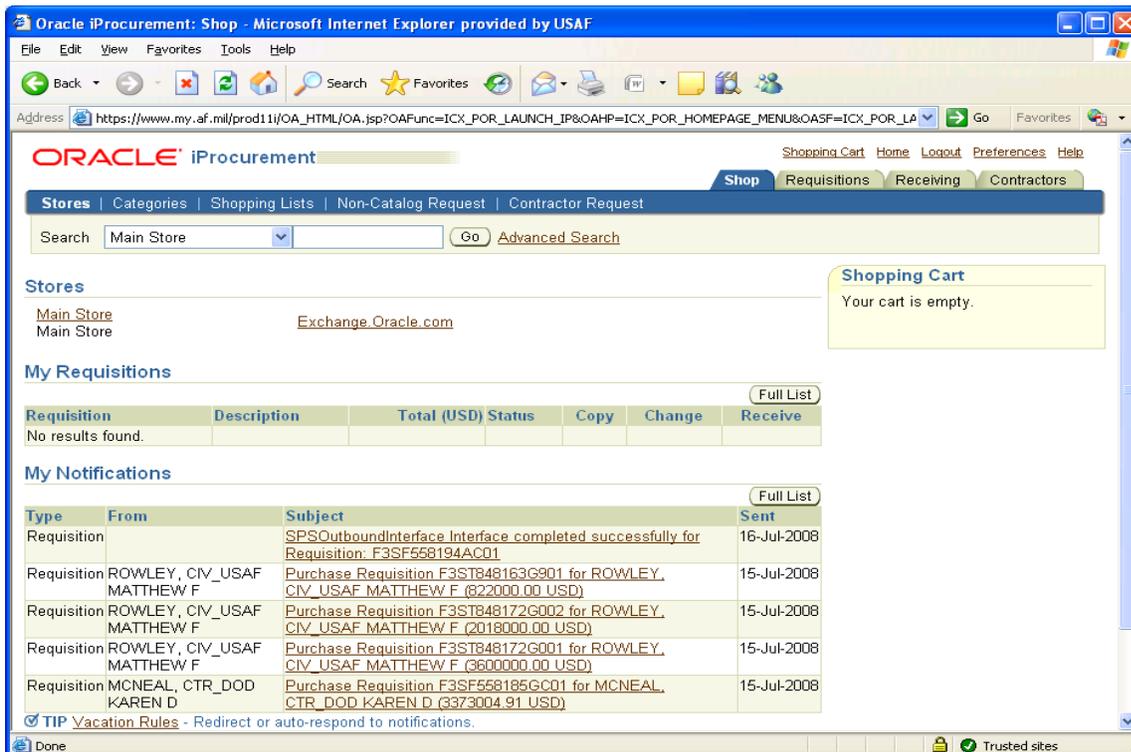
When you receive the above message that tells you that Finance has certified your requisition and you will then need to log back into the AF Portal (you are timed out if not working in it)



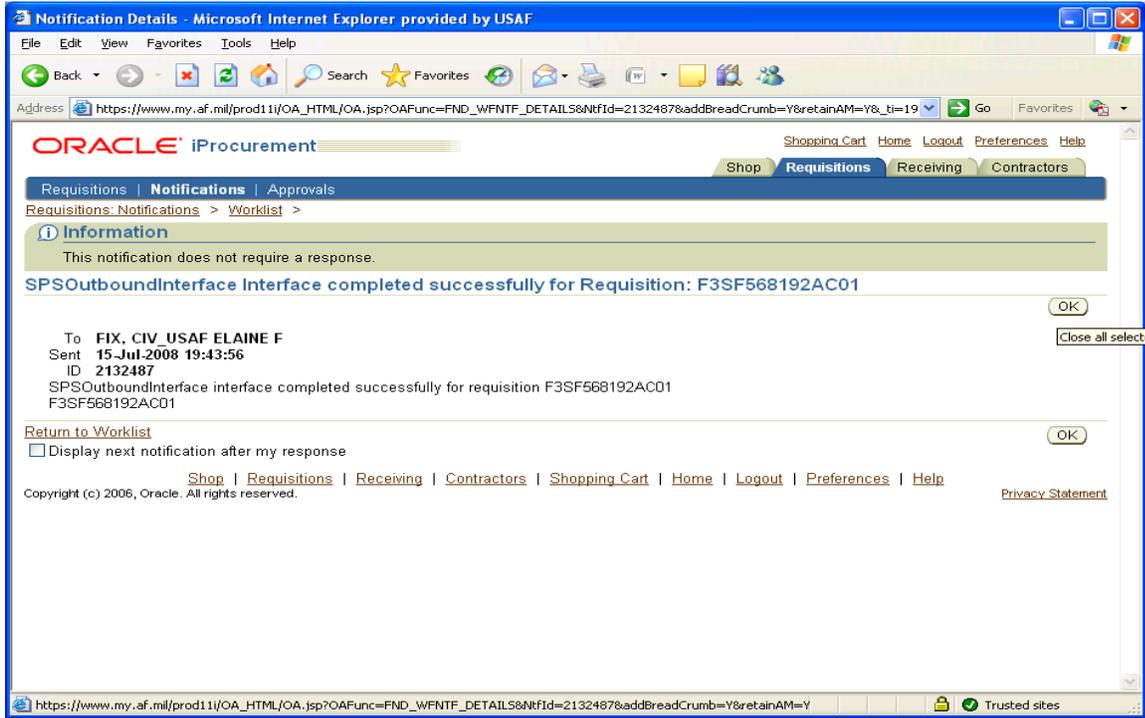
Click on iProcurement



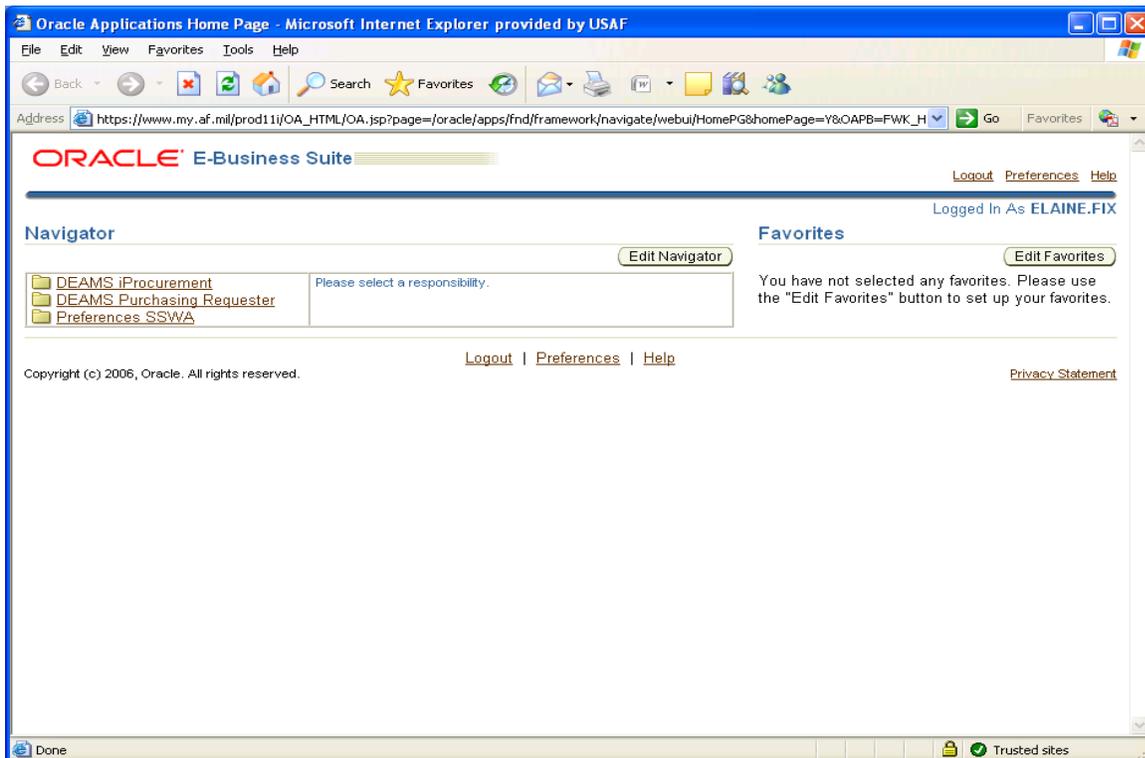
After you click on iProcurement you will have all the open notifications screen you will then click on the SPSOutboundInterface Interface applicable to open it.



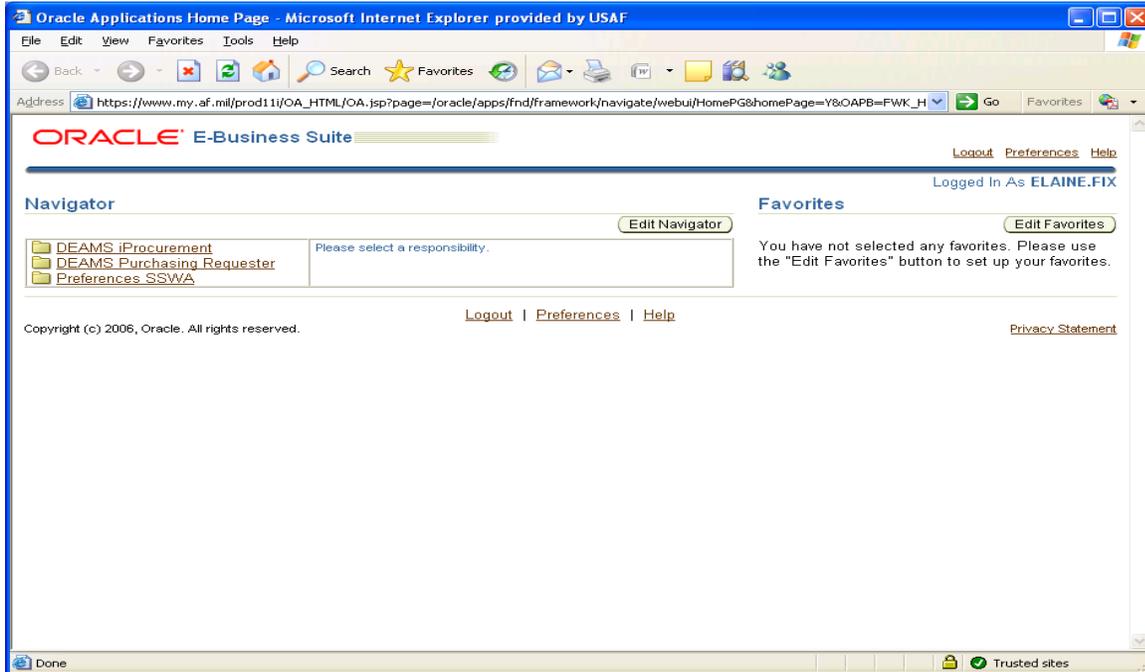
Then you will have to click on OK for it to be complete



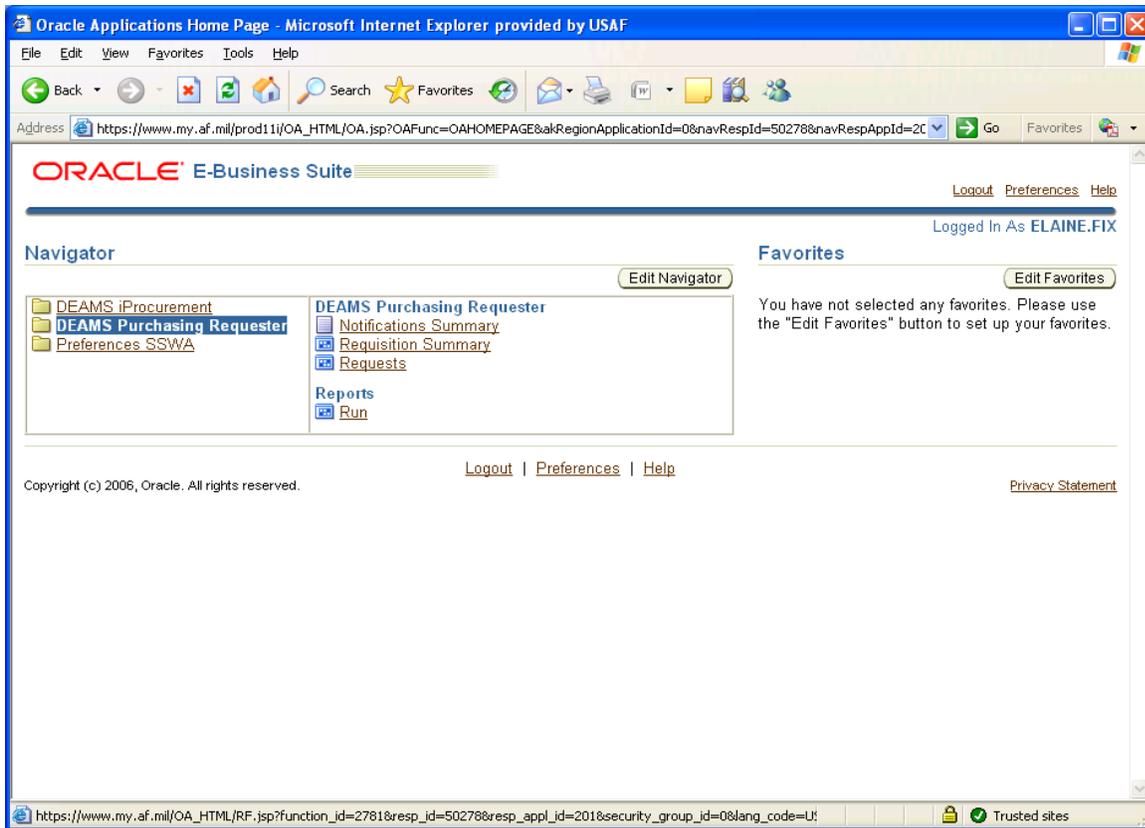
And then you get to Print the Certified Requisition, so you will have to go back to the Home Page.



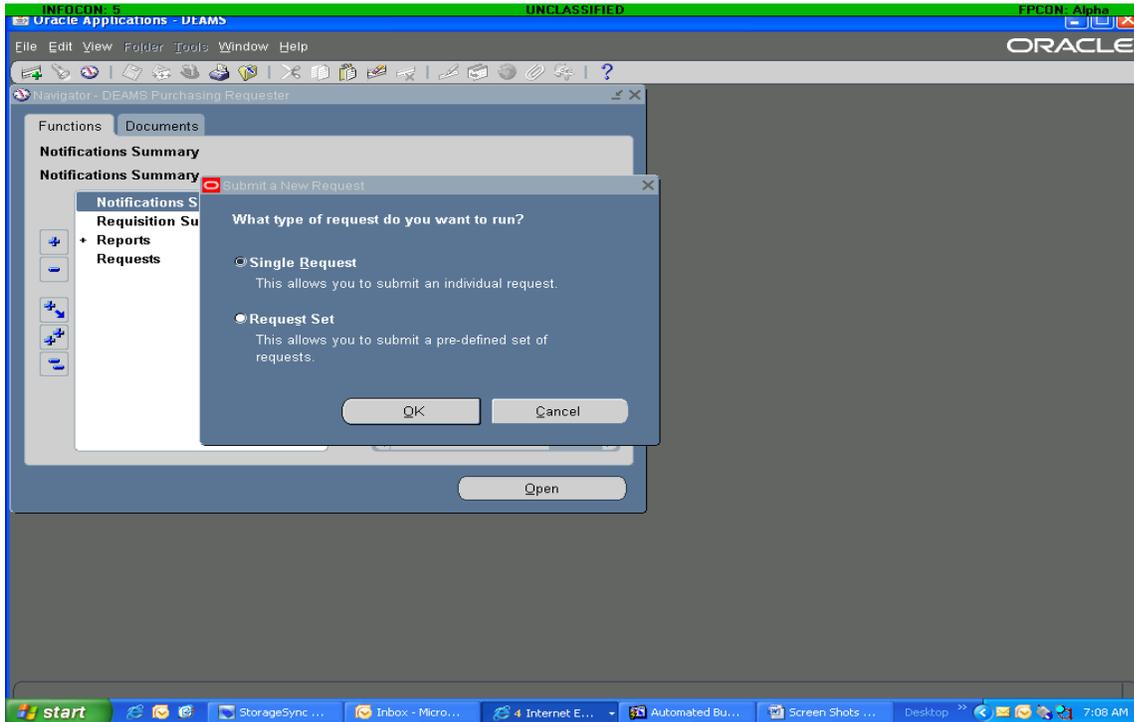
### Click on Purchasing Requester



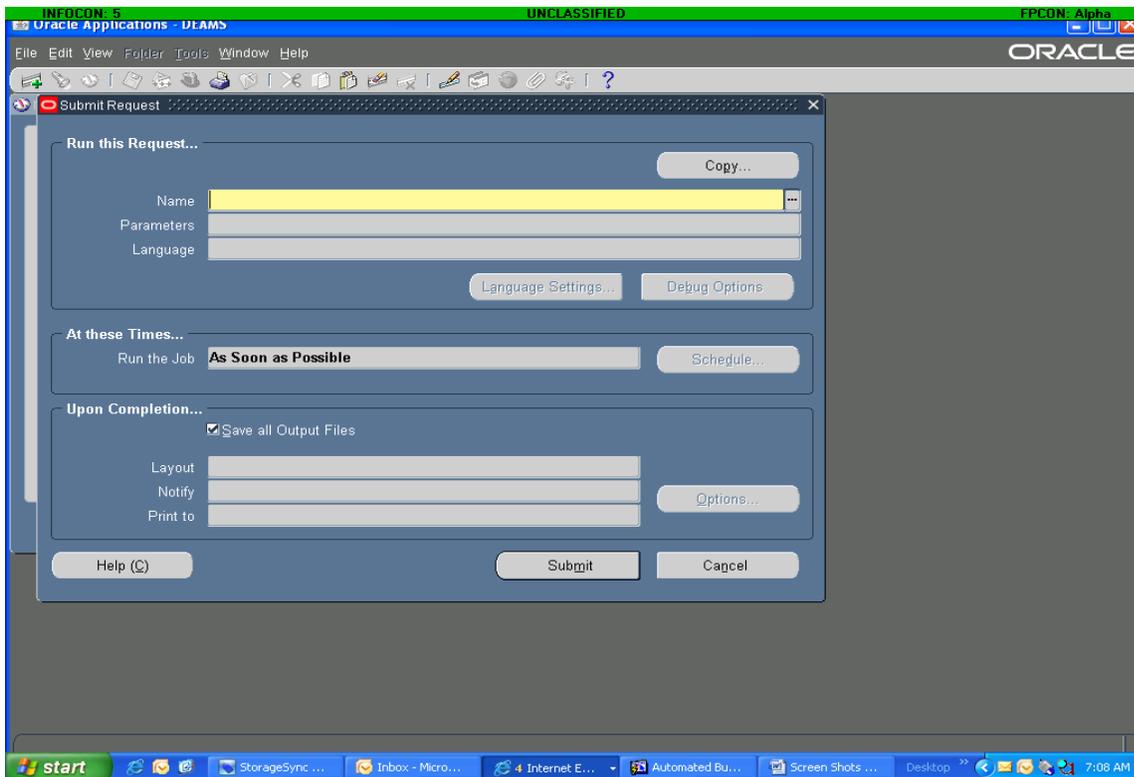
### Click on Run



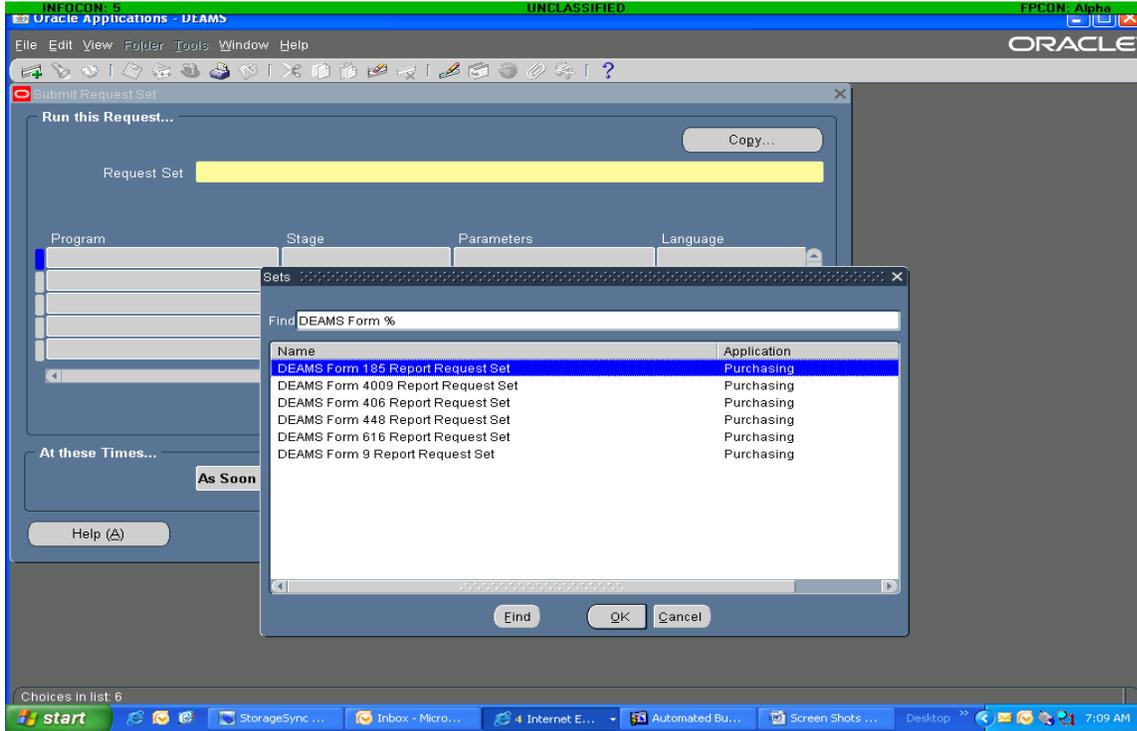
Click on Request Set then OK



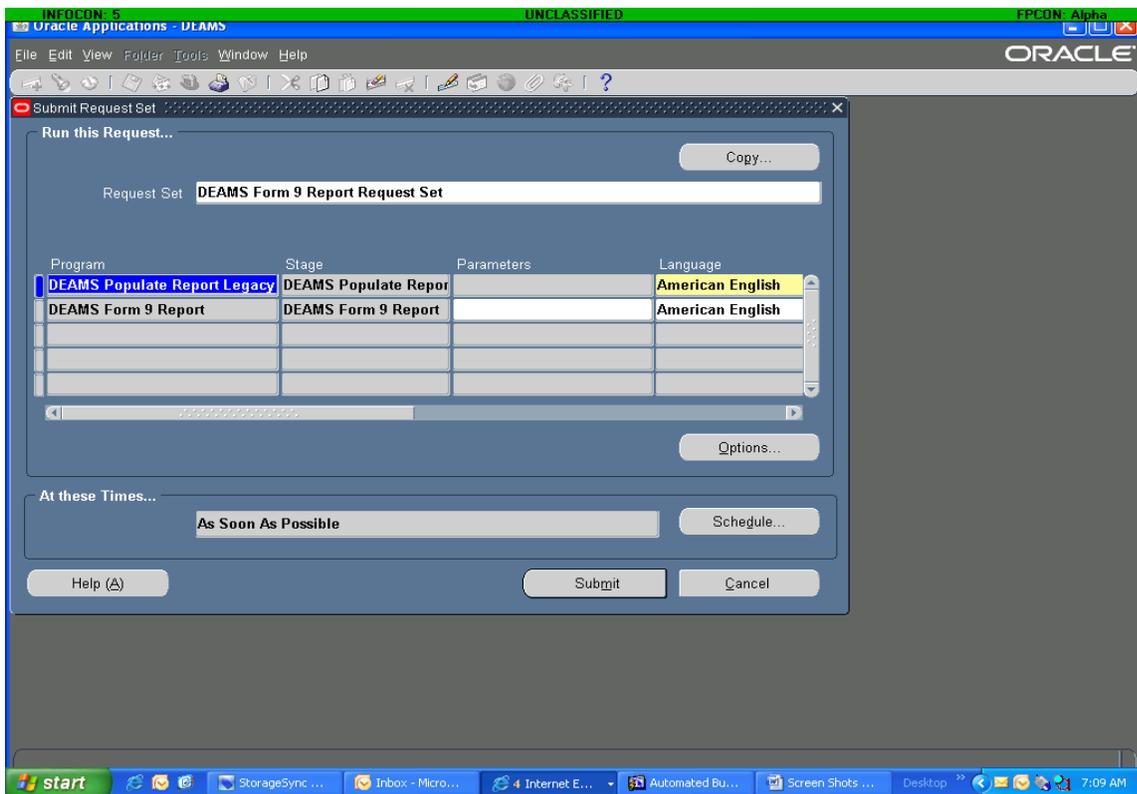
Then you are going to click on the ... (three dots next to the name box)



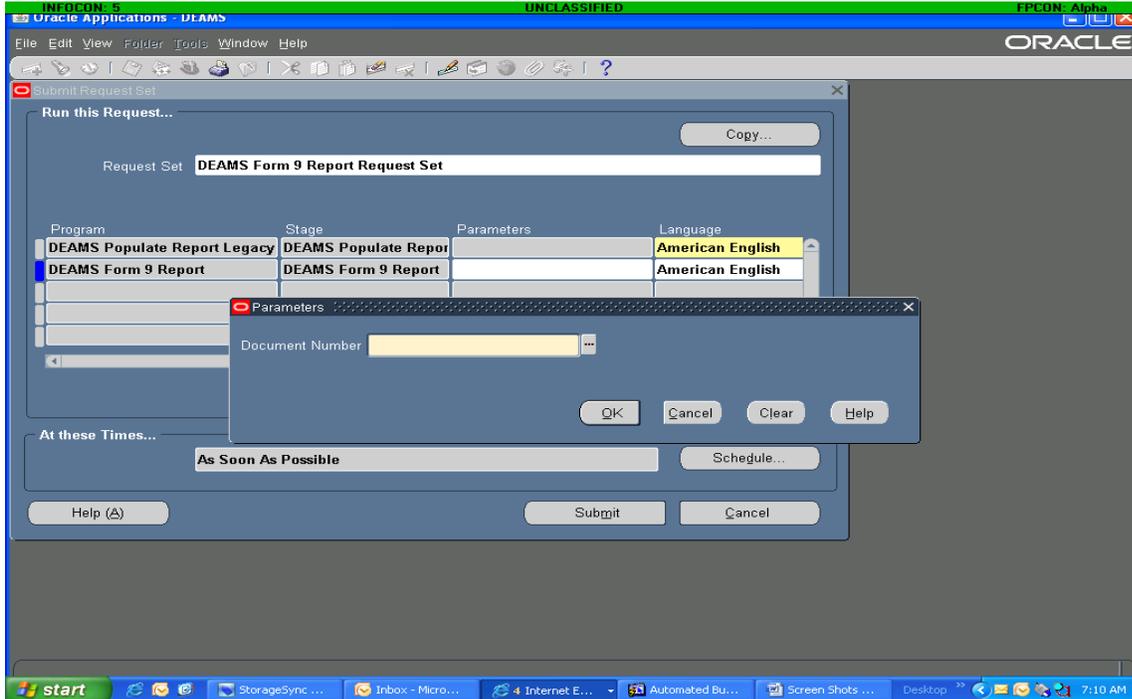
Click on Form 9 or Form 448 (Mipr) whatever one you are working. OK



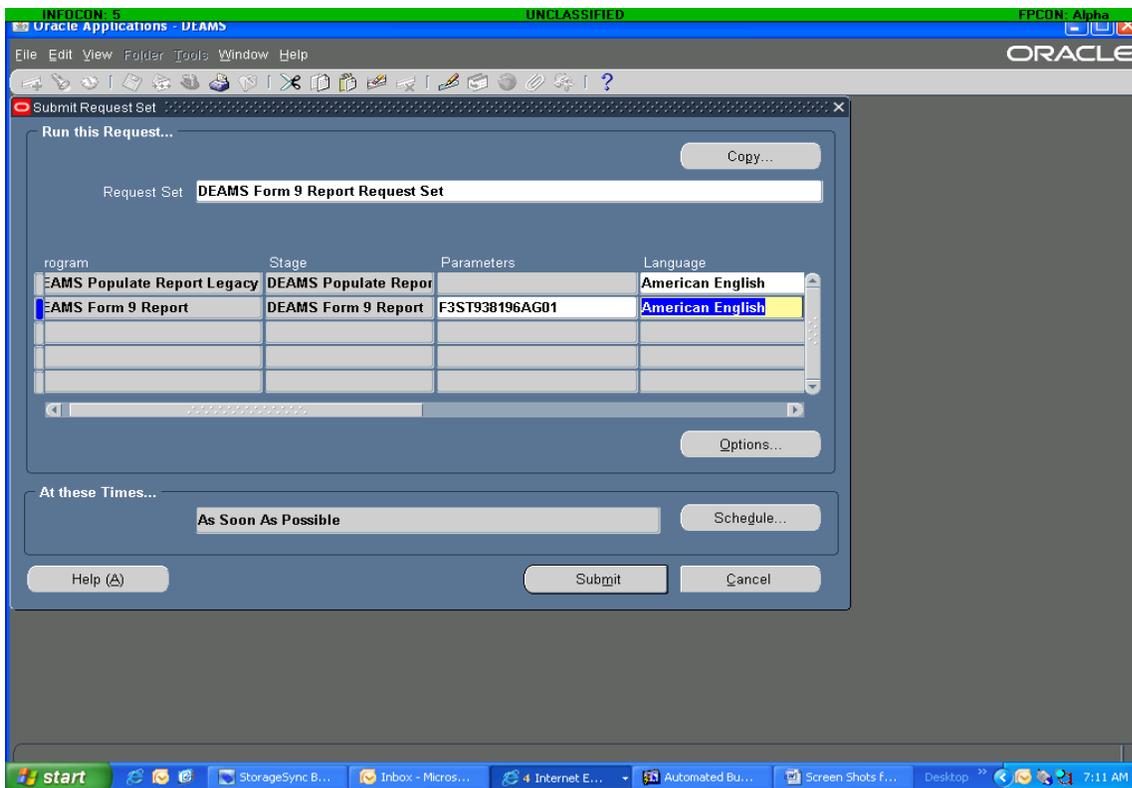
Click in the blank white box under parameters.



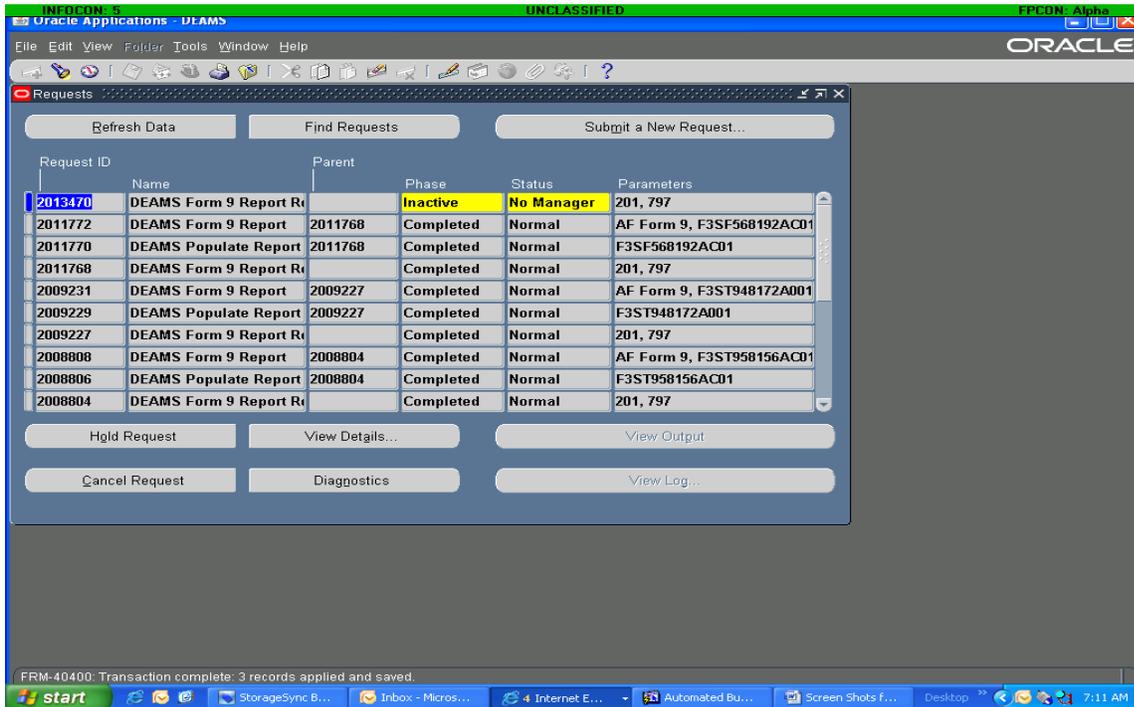
Type in the Form 9 or Mipr # for the document number. OK



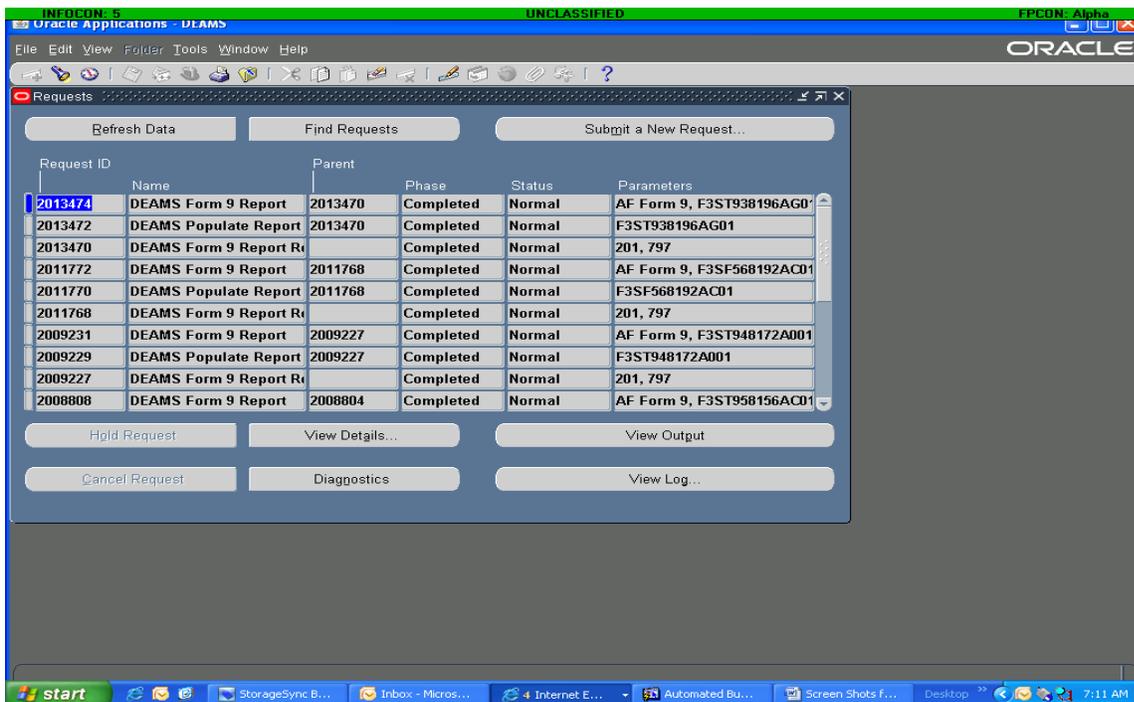
Click on Submit



Click on Refresh Data until you see all Completed (under the phase column) and Normal (under the status column) sometimes it takes 2 or 3 times clicking on Refresh Data.



Then you will click on View Output.



Finally you get to print the Form 9 that has been certified.

PAGE 1 of 2

<b>REQUEST FOR PURCHASE</b>		NO.		F3ST938196AG01 00000	
INSTALLATION SCOTT		DATE		14-JUL-2008	
TO: CONTRACTING OFFICER HQ AMC A7KQ		CLASS		9999	
THROUGH		CONTRACT, PURCHASE ORDER OR DELIVERY ORDER No.		FA4452-04-D-0004	
FROM: (insert RC/CC if applicable) USTC J3					
IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE					
PURCHASED FOR TCJ3-T		FOR DELIVERY TO USTC J3		NOT LATER THAN 22-JUL-2008	
ITEM	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST
	<p>FUNDS HAVE BEEN IDENTIFIED IN THE FY2008 USTRANSCOM J3-T EXERCISE BUDGET</p> <p>"The individual who has been designated by the recipient to administer the PCA must ensure each new commitment or obligation will not exceed the balance. Send copies of the obligation documents to the 126 ARW/PM as obligations are incurred or as directed, but no less than monthly to ensure obligations are recorded in the month incurred.</p> <p>When the purpose of the PCA is completed, the PCA is fully obligated, or when the PCA expires, whichever</p>			\$	\$

Varel, Mary Jo J Civ USAF AMC AMC/...  
Read: CPARS, ACASS/CCASS Notification - ...

To get out you have to close everything before printing another document or going back to the Home page of DEAMS.