



1 WEEKLY : Navigate to Manual DLS / SOF Log on the Share Drive.

2 Click "DSL Meals"

FISCAL YEAR 2023					Current Alterations Authorization Number				
FY	Qtr	Funding Limit Description	Auth	Annual Planning Figure	Current Authorized	Amount Obligated	Obligation Rate	Cumulative Cost	
2023	1st	MEALS		\$0.00	\$1,700.00	\$1,875.00	110.29%	\$285.00	
2023	1st	ALTERATIONS		\$0.00	\$125.00	\$0.00	0.00%	\$0.00	
<hr/>									
				\$0.00	\$1,825.00	\$1,875.00	102.74%	\$285.00	
Obligation Rate can't be Greater than 100% or you will have an UNAUTHORIZED COMMITMENT									
NRC OPTAR Manager			Signature			Date			
Commanding Officer or Senior Enlisted Leader			Signature			Date			
Reviewed by Commanding Officer upon return from leave or TAD:						Date			

SOF ▾ DSL Meals ▾ DSL Alterations ▾

3

Add A New Line to "Meals Purchase Number". This is MPC Number at the top of the RPN Funding Document

A18						
	A	B	C	D	E	
1						
2						
3						
4						
5	NRC NAME: Sioux Falls		Job Order Number:			Rev.
6	NRC UIC: N62068					
7	FISCAL YEAR: 2023		Document Number: N00072R-23-CC-G2068			
8	Meals Purchase Number (Call #)	Obligation Funding Document	Amount Received To Date	Amount Billed on the GCPC Statement (Expenditure Cost)	Document Description (Vender Name, Month or Day of Service, and Meals covered)	Mo ap (I
9	M1	\$200.00	\$0.00	\$0.00	CrackPot, October, Lunch	
10	M2	\$200.00	\$0.00	\$0.00	NorthStar, October, Lunch	
11	M3	\$225.00	\$0.00	\$0.00	NorthStar, October, Dinner	
12	M4	\$225.00	\$0.00	\$0.00	Cracker Barrel, November, Dinner	
13	M5	\$200.00	\$0.00	\$0.00	CrackPot, November, Lunch	
14	M6	\$200.00	\$0.00	\$0.00	The Keg, November, Lunch	
15	M7	\$225.00	\$45.00	\$0.00	Cracker Barrel, December, Dinner	
16	M8	\$200.00	\$0.00	\$0.00	CrackPot, December, Lunch	
17	M9	\$200.00	\$240.00	\$240.00	The Keg, December, Lunch	
18		\$0.00	\$0.00	\$0.00		
19		\$0.00	\$0.00	\$0.00		
20		\$0.00	\$0.00	\$0.00		

4

Add A New Line to "Obligation Funding Document". This is the Amount Obligated on the RPN Funding Document

A8						
	A	B	C	D	E	
1						
2						
3						
4						
5	NRC NAME: Sioux Falls		Job Order Number:			Rev.
6	NRC UIC: N62068					
7	FISCAL YEAR: 2023		Document Number: N00072R-23-CC-G2068			
8	Meals Purchase Number (Call #)	Obligation Funding Document	Amount Received To Date	Amount Billed on the GCPC Statement (Expenditure Cost)	Document Description (Vender Name, Month or Day of Service, and Meals covered)	Mo ap (I
9	M1	\$200.00	\$0.00	\$0.00	CrackPot, October, Lunch	
10	M2	\$200.00	\$0.00	\$0.00	NorthStar, October, Lunch	
11	M3	\$225.00	\$0.00	\$0.00	NorthStar, October, Dinner	
12	M4	\$225.00	\$0.00	\$0.00	Cracker Barrel, November, Dinner	
13	M5	\$200.00	\$0.00	\$0.00	CrackPot, November, Lunch	
14	M6	\$200.00	\$0.00	\$0.00	The Keg, November, Lunch	
15	M7	\$225.00	\$45.00	\$0.00	Cracker Barrel, December, Dinner	
16	M8	\$200.00	\$0.00	\$0.00	CrackPot, December, Lunch	
17	M9	\$200.00	\$240.00	\$240.00	The Keg, December, Lunch	
18		\$0.00	\$0.00	\$0.00		
19		\$0.00	\$0.00	\$0.00		

5

Add A New Line to "Amount Received To Date". This is the total amount that is ready to be charged to the your GCPC at the time of report run for that Document

B8	fx	Obligation Funding Document				
	A	B	C	D	E	
1						
2						
3						
4						
5	NRC NAME: Sioux Falls		Job Order Number:			Rev.
6	NRC UIC: N62068					
7	FISCAL YEAR: 2023		Document Number: N00072R-23-CC-G2068			
8	Meals Purchase Number (Call #)	Obligation Funding Document	Amount Received To Date	Amount Billed on the GCPC Statement (Expenditure Cost)	Document Description (Vender Name, Month or Day of Service, and Meals covered)	Mo ap (I
9	M1	\$200.00	\$0.00	\$0.00	CrackPot, October, Lunch	
10	M2	\$200.00	\$0.00	\$0.00	NorthStar, October, Lunch	
11	M3	\$225.00	\$0.00	\$0.00	NorthStar, October, Dinner	
12	M4	\$225.00	\$0.00	\$0.00	Cracker Barrel, November, Dinner	
13	M5	\$200.00	\$0.00	\$0.00	CrackPot, November, Lunch	
14	M6	\$200.00	\$0.00	\$0.00	The Keg, November, Lunch	
15	M7	\$225.00	\$45.00	\$0.00	Cracker Barrel, December, Dinner	
16	M8	\$200.00	\$0.00	\$0.00	CrackPot, December, Lunch	
17	M9	\$200.00	\$240.00	\$240.00	The Keg, December, Lunch	
18		\$0.00	\$0.00	\$0.00		
19		\$0.00	\$0.00	\$0.00		

6

Add A New Line to "Amount Billed on the GCPC Statement". This is the total amount that is charged to the your GCPC at the time of report run for that

C8	fx	Amount Received To Date				
	A	B	C	D	E	
1						
2						
3						
4						
5	NRC NAME: Sioux Falls		Job Order Number:			Rev.
6	NRC UIC: N62068					
7	FISCAL YEAR: 2023		Document Number: N00072R-23-CC-G2068			
8	Meals Purchase Number (Call #)	Obligation Funding Document	Amount Received To Date	Amount Billed on the GCPC Statement (Expenditure Cost)	Document Description (Vender Name, Month or Day of Service, and Meals covered)	Mo ap (I
9	M1	\$200.00	\$0.00	\$0.00	CrackPot, October, Lunch	
10	M2	\$200.00	\$0.00	\$0.00	NorthStar, October, Lunch	
11	M3	\$225.00	\$0.00	\$0.00	NorthStar, October, Dinner	
12	M4	\$225.00	\$0.00	\$0.00	Cracker Barrel, November, Dinner	
13	M5	\$200.00	\$0.00	\$0.00	CrackPot, November, Lunch	
14	M6	\$200.00	\$0.00	\$0.00	The Keg, November, Lunch	
15	M7	\$225.00	\$45.00	\$0.00	Cracker Barrel, December, Dinner	
16	M8	\$200.00	\$0.00	\$0.00	CrackPot, December, Lunch	
17	M9	\$200.00	\$240.00	\$240.00	The Keg, December, Lunch	
18		\$0.00	\$0.00	\$0.00		
19		\$0.00	\$0.00	\$0.00		

7

Add A New Line to "Document Description". This is the description of the document (Noted what is required.)

Amount Billed on the GCPC Statement (Expenditure Cost)					
B	C	D	E	F	
Sioux Falls		Job Order Number:		Rev. Sep 2016	
62068					
FISCAL YEAR: 2023		Document Number: N00072R-23-CC-G2068			
Obligation Funding Document	Amount Received To Date	Amount Billed on the GCPC Statement (Expenditure Cost)	Document Description (Vendor Name, Month or Day of Service, and Meals covered)	Month Invoice appeared on GCPC (MMM-YY)	
\$200.00	\$0.00	\$0.00	CrackPot, October, Lunch		
\$200.00	\$0.00	\$0.00	NorthStar, October, Lunch		
\$225.00	\$0.00	\$0.00	NorthStar, October, Dinner		
\$225.00	\$0.00	\$0.00	Cracker Barrel, November, Dinner		
\$200.00	\$0.00	\$0.00	CrackPot, November, Lunch		
\$200.00	\$0.00	\$0.00	The Keg, November, Lunch		
\$225.00	\$45.00	\$0.00	Cracker Barrel, December, Dinner		
\$200.00	\$0.00	\$0.00	CrackPot, December, Lunch		
\$200.00	\$240.00	\$240.00	The Keg, December, Lunch		
\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00			

8

Click "File"

FY19 NOSC Eleanor RPN SOF-DSL .XLSX					
File Edit View Insert Format Data Tools Help Last edit was 4 minutes ago					
100% \$ % .0 .00 123 Arial 10 B I S A					
E8	Document Description (Vender Name, Month or Day of Service, and Meals covered)				
	A	B	C	D	E
1					
2					
3					
4					
5	NRC NAME: Sioux Falls		Job Order Number:		Rev.
6	NRC UIC: N62068				
7	FISCAL YEAR: 2023		Document Number: N00072R-23-CC-G2068		
8	Meals Purchase Number (Call #)	Obligation Funding Document	Amount Received To Date	Amount Billed on the GCPC Statement (Expenditure Cost)	Document Description (Vender Name, Month or Day of Service, and Meals covered)
9	M1	\$200.00	\$0.00	\$0.00	CrackPot, October, Lunch
10	M2	\$200.00	\$0.00	\$0.00	NorthStar, October, Lunch
11	M3	\$225.00	\$0.00	\$0.00	NorthStar, October, Dinner
12	M4	\$225.00	\$0.00	\$0.00	Cracker Barrel, November, Dinner
13	M5	\$200.00	\$0.00	\$0.00	CrackPot, November, Lunch
14	M6	\$200.00	\$0.00	\$0.00	The Keg, November, Lunch

9 Click "Print"

	Amount on the Statement (Vendor Name, Month or Day of Service, and Meals covered)	Month Invoice appeared on GPC (MMM-YY)
	\$0.00	CrackPot, October, Lunch
	\$0.00	NorthStar, October, Lunch
	\$0.00	NorthStar, October, Dinner
	\$0.00	Cracker Barrel, November, Dinner
	\$0.00	CrackPot, November, Lunch
	\$0.00	The Keg, November, Lunch
	\$0.00	Cracker Barrel, December, Dinner
	\$0.00	CrackPot, December, Lunch
	\$240.00	The Keg, December, Lunch
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	

10 Set printing type

Print settings:

- Print: Current sheet
- Paper size: Letter (8.5" x 11")
- Page orientation: ☒ Portrait
- Scale: Fit to width
- Margins: Wide

11

Print the Whole Workbook

[illegible]