

CNI

COMMANDER, NAVY INSTALLATIONS

Commander, Navy Installations
Base Operating Support

ACTIVITY-BASED COSTING

DATA COLLECTION TOOL (DCT)

Part I

USERS GUIDE OVERVIEW

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OVERVIEW

INTRODUCTION

- 1.1 The Region's Activity-Based Cost Management (ABC/M) Program involves the use of a cost model that is sustained through regular inputs of labor and non-labor data by Region personnel.
- 1.2 A web-enabled Data Collection Tool (DCT) has been developed to enable multiple concurrent users to enter in the data required to update the cost model each period.
- 1.3 The guide for using the DCT is in the following 7 parts:
 - a. Part 1 provides the Overview for the DCT (i.e., Introduction, Users, Login, Help Functionality, and Glossary)
 - b. Part 2 explains how to perform the Labor Assignment;
 - c. Part 3 explains how to perform the Group Assignment;
 - d. Part 4 explains how to perform the Non-Labor Assignment;
 - e. Part 5 explains how to enter in Activity Driver Quantities;
 - f. Part 6 explains how to perform the Activity – Customer Assignment;
 - g. Part 7 explains how to view various DCT status Reports.
- 1.4 This document provides detailed instructions on how to use the DCT. It does not explain the concepts behind ABC, or how the model works. If further details are required on ABC and the implementation of the program within the Region, a number of ABC/M Project presentations are available upon request.

USERS

- 2.1 The DCT supports different levels of users:
 - a. All Region personnel will have access to the DCT and are responsible for entering in their assignment of time against activities each period. They are able to amend, change, or add to their activity profiles.
 - b. Region managers, funds administrators, CORs (Contracting Officer Representative), contract managers, and designated individuals will be able to perform non-labor assignments, input activity driver quantities, and assign activities to customers, as well as review certain reports regarding the completion of the DCT



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input for that period.

- c. A Database Administrator who maintains the overall integrity of the data and DCT application has the normal administration rights to amend, change, delete, and add to the data set and the DCT application.

LOGIN

- 3.1 The DCT is accessible to authorized users via a web browser. To access the DCT, type in the following URL: **https://dct.cpfabc.com/**.
- 3.2 Authorized users can then enter their username (first name + "." + last name, with no commas or spaces, e.g., "bill.johnson") and then enter in their initial [assigned] password ("ABCM" + the last four digits of their social security number, e.g., "ABCM1234"). Please note that the passwords are case-sensitive and the initial password should be typed with all capital letters. Click the **Login** button.
- 3.3 If the DCT does not recognize the username / password combination, the message "**The combination of Username and Password is incorrect; please retry. Please contact the help desk at (###) ###-####.**" will appear.
- 3.4 Users will be required to change their password when they log on the first time. When changing your password, please adhere to the following DITSCAP password requirements:
 - a. **Password will have a minimum length = 8 alphanumeric.** The password will not be accepted by the system unless this requirement is fulfilled.
 - b. **Password will have a lifetime = 90 days.** As soon as this limit is reached the next login will prompt the user to change their password. Unless the password is changed, the user will not be able to regain access to their account.
 - c. **Password will have grace time = 30 days.** The user must change password at next login, which must be within 30 days of the password expiration. Otherwise the account will be inactivated and the user will be required to contact the Help Desk to regain access to their account.
 - d. **Password can be reused max from list = 20.** The user will not be able to reuse any from the last 20 passwords logged by the system.
- 3.5 To create an ABC icon on your desktop for future use, follow these steps:
 - a. Go to your desktop;
 - b. Click your right-mouse button (assuming you have a right-handed mouse) and select **New** and then **Shortcut**;
 - c. Under Command Line, type in the URL **https://dct.cpfabc.com/**
 - d. Click on **Next**, and type in "ABC DCT";
 - e. Click on **Finish**.
- 3.6 Users should now be able to double-click this icon to bring up the homepage for the DCT from their desktop. If users attempt to use the DCT after it has been idle for over **20 minutes**, they will get an error message informing them that their session has expired. Users will be asked to restart their session by logging in again.
- 3.7 Once users have logged onto the DCT they will automatically be directed to the **Labor Assignment**.

HELP FUNCTIONALITY

HELP FILES

4.1 Users have the following Help files available to them:

- a. DCT Training Presentation;
- b. The DCT FAQ;
- c. The DCT Troubleshooting Guide;
- d. The ABC User Guide (Overview);
- e. The ABC User Guide (Labor);
- f. The ABC User Guide (Group);
- g. The ABC User Guide (Non-Labor);
- h. The ABC User Guide (Driver Quantity);
- i. The ABC User Guide (Activity – Customer);
- j. The ABC User Guide (Reports);
- k. Contact ABC Help Desk



4.2 If users want to view the help options, they do not need to log out. Instead they may click on **Help** on the DCT menu located on the left-hand side of the screen.

USER GUIDES

5.1 If the user clicks on the link for any of the User Guides, he/she will be able to download the User Guide in PDF format. If you do not have Adobe Acrobat on your PC, please contact the ABC Help Desk for assistance.

WHAT'S NEW

6.1 If the user clicks on the link for **ABC News**, he/she will find any updated information that may be useful in completing assignments in the DCT. In addition, Business Rules will be posted in this module.



TRAINING PACKAGE

- 7.1 The DCT Training Package that was used during the ABC DCT training is a MS PowerPoint presentation and can be downloaded from the **Help** Module.

CONTACT US

- 8.1 If the user clicks on this link, he/she will be able to send an email to the ABC team.
- 8.2 For problems with ABC organization codes, please contact your supervisor.
- 8.3 For DCT login issues, please contact the ABC Helpdesk.

GLOSSARY

Activity	An activity is a task, or collection of tasks, performed by an organization. Activities are the fundamental building blocks of an organization and are used to generate an organization's outputs. Activities normally remain stable over time. Activities consume resources to produce outputs and describe the way an enterprise employs time and resources to achieve business objectives.
Activity-Based Costing	Commonly referred to as ABC, activity-based costing is the identification of what resources are consumed by what activities, at what rate (and therefore cost) and what the activities contribute to by way of products and/or services.
Activity Dictionary	An activity dictionary is a list of all the activities performed by an organization with corresponding descriptions.
Allocation Path	An allocation path is the link used to describe the flow of costs between either a resource and an activity, or an activity and a customer (cost object). The drivers used to send costs between resources and activities are percentages or FTE, while there are numerous drivers that can be used to allocate activities to customers.
Cost Object	A cost object, also referred to as a customer or product, is any output of an organization.
DCT	An acronym meaning Data Collection Tool. This is the tool used to access and amend the activity-based costing model by collecting user inputs for labor and non-labor data.
Driver	There are two types of drivers. A resource driver is the method used to determine how much of a resource is consumed by an activity. An activity driver is the method used to determine how much of an activity is consumed by a customer.
Resource	Any cost incurred by an organization in the process of creating an output. For example, salary costs of employees, cash (non labor) expenditure, contractor/consultants fees, lease costs, etc.
External Resource	Any "unfunded" cost incurred by an organization in the process of creating an output. For example, salary costs of reservists or borrowed military manpower.
User	A person designated to update the ABC model for a particular area of their organization as well as themselves. Users are given logins and passwords to enable access to the DCT.