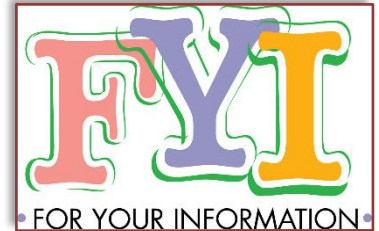


1) **AFAOC Monthly Users Forum.** The AFAOC team and our Accounting Partners will hold the February AFAOC Monthly Users Forum Q&A sessions on **17 February 2022**. The topics are loaded to the [DEAMS Users Group](#) in milBook and the links are included below. These are the topics to be discussed:

- DATA ANALYTICS – [Introduction to CONTRACTS/MIPRs/MORDs Application](#)
- AFAOC MCSMEs – [Target Loads and Initial Distribution](#)
- FIELD SUPPORT – [GPC Reallocation and the Accounting System](#)
- DEAMS HELP DESK – [What is a PTEO?](#)
- LEGACY HELP DESK – [ServiceNow Self-Service Portal](#)
- DFAS – [Contract PTEO Request Process](#)



Have a topic you would like to see on an AFAOC Monthly Users Forum agenda? We would like to hear from you! Submit your topics to us via the [DEAMS Users Group](#) by asking a question. The question box is reviewed by SMEs daily and is used to provide future training topics.

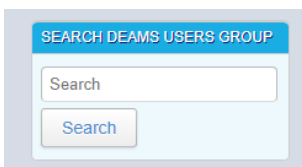
2) **AFAOC Data Analytics on milBook.** Did you know the AFAOC Data Analytics Team has their own group in milBook? It's called the [AFAOC Data Analytics](#) group and provides a comprehensive library of all their videos, past to present. Start by checking out their short welcome video, then vote on the latest poll for new content you would like to see before diving into the amazing videos that will make your program analysis easier than ever. This site is a great compliment to the detailed reports and information found on the [AFAOC ANALYTICS](#) app on PowerBI.

3) **ServiceNow Self-Service Portal (SSP).** DEAMS customers (DFAS excluded) are now empowered to open, monitor, and update Incident Management tickets for themselves. Get started by accessing the SSP at <https://c1snow.cce.af.mil/saffm>. To help you take advantage of this new service, the DEAMS Help Desk posted an instructional video in the DEAMS Users Group on milBook which you can find here: [ServiceNow Self Service Portal](#).

4) **DEAMS FM MORNING PAPER.** The [FM MORNING PAPER](#) is a compilation of reports intended to give everyone a daily snapshot into their program. It allows you to consistently review data, analyze trends, and identify errors for correction. To make your analysis as easy as possible, our Data Analytics Team posted a how-to video with some quick tricks and tips to using the FM MORNING PAPER titled, [Introduction to the FM Morning Paper](#), found on the [DEAMS Users Group](#) in milBook.



5) **Quickly Find Answers to Your Questions.** If you have DEAMS questions, there's a good chance they have already been asked, and answered, by one of our SMEs. You can quickly tap into these answers by entering a keyword or two into the "SEARCH DEAMS USERS GROUP" widget. This widget is located on the right-hand side of the [DEAMS Users Group Overview page](#) and will help you find the topic you are looking for. Give it a try and see for yourself how quickly you'll find what you need!



6) **Lost Questions for the DEAMS Users Group.** Speaking of Q&A, have you ever asked a DEAMS question in milBook and not had it answered? Chances are that the question may not be in the [DEAMS Users Group](#). Fortunately, that is an easy fix. Take a look at the video "[Moving Questions to the DEAMS Users Group](#)" which illustrates how to move questions from other places in milBook into the DEAMS Users Group.

7) **Announcements on the DEAMS Outreach Portal.** If “flexibility” is the key to Air (and Space) Power, then “information” is the key to flexibility. Stay in the know with real-time DEAMS notifications on information such as system outages, updates, and issues, through the DEAMS Outreach Portal Announcements. You can find all the latest announcements on the lower right-hand corner of the [DEAMS Outreach Portal](#) homepage. Better yet, let the announcements come to you. Refer to the instructions outlined in the "[How to Set DEAMS Portal Alerts](#)" presentation and receive an automated email when announcements are posted.



8) **Miscellaneous Payments – Training Webinars.** The DEAMS Deployment and Training Team continues to offer Miscellaneous Payments training webinars. The courses for February include:

- DEAMS Misc Payments Basic Course; 2 day class (16 – 17 Feb)
- DEAMS Misc Payments Train-It Course; 4 days, 2-hours each class (22 – 25 Feb)
 - Day 1: Supplier Builds/Reviews
 - Day 2: Requisition and POs
 - Day 3: Receiving Reports and Invoices
 - Day 4: DAO Review

Mix and match the courses you would like to attend and get signed up by visiting the [AFAOC FM Systems Users Training SharePoint](#) site today.

9) **Updated DEAMS DD Form 2875.** On 1 February 2022, the [DEAMS DD Form 2875 \(v1.9.0\)](#) was posted to the DEAMS Outreach Portal. With this latest version, begins a 90-day grace period extending from 1 February 2022 through 30 April 2022, where the DEAMS Help Desk will accept any of the following versions: 1.8.0, 1.8.1, 1.8.2, 1.8.3 and 1.9.0. Effective 1 May 2022, the DEAMS Help Desk will only accept v1.9.0 of the DEAMS 2875. Older or incomplete versions of the DD2875 will be rejected back to the submitter for corrections.

10) **Legacy Microsoft Office Files.** Effective 1 February 2022, AFNet users will be blocked from opening or editing legacy Microsoft Office (MSO) file types (e.g., .doc, .xls, .ppt, .vsd) using desktop MSO applications (e.g., Word, Excel, PowerPoint, Visio). This change complies with DISA Security Technical Implementation Guides and is detailed in [NOTAM 2021-302-003B](#). This change will have a huge impact on users who rely on DV reports exported to Excel format. If you are using the legacy MSO file type (.xls) issue for Discoverer Viewer, going forward, you will be required to export to the .csv format. If you need help converting a large number of legacy MSO files, including exported DV reports in .xls format, contact your DEAMS MCSME for assistance.



For more details, please refer to the [Workaround for Blocked Discoverer Viewer Reports Exported to XLS Format](#) on the DEAMS Users Group in milBook.