



VIAS Website

- Training:
 - <https://orfsc.oro.doe.gov/training/vias/viastraining.htm>
- Production:
 - <https://orfsc.oro.doe.gov/invoices/logon.asp>



VIAS Training Screen

- [Close Window](#)

Note: Items in red are either Shock Wave Training Movie clips or Power Point slides.

- When playing the clips notice that there is a Play/Pause button at the bottom of the screen. You may need to scroll down to see it.

Attention!!! These clips are designed to be viewed with a desktop setting of 1024 x 768 ([click here and see how to set.](#)) You can still view the clips at a lower setting however you may have to scroll the screen to see the entire presentation. Note: This web site <https://orfsc.oro.doe.gov> should be placed in your trusted sites list ([click here and see how to set.](#))

- [Overview](#)
- [Registration](#)
- [Logging In](#)
- Actions
 - Cost Accruals

- [Overview Demo](#)
 - Credit Card Entry
 - [Get Invoices](#) (invoice approval example)
 - [Set Proxy](#)
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Monthly STARS Accrual Process

- The following is a brief overview of the monthly accrual process.
- Following the overview an example will be given on how to make an adjustment to an accrual.



Monthly STARS Accrual Overview

- STARS (DOE's accounting system) generates a monthly accrual file on the 4th workday day of the month at which time, the data is made available in VIAS.
- The file is processed and notification emails are sent out to approving officials that have uncosted balances of \$1,000,000 or more.



Monthly STARS Accrual Overview

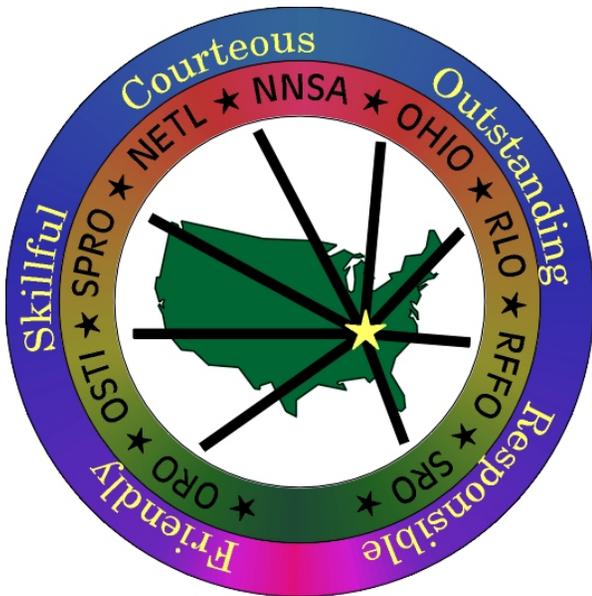
- Approving officials have 2 business days (fourth and fifth workdays) to review and make adjustments to accruals. Additional accruals can be made on POs that were not accrued in the STARS file.
- After 2 business days VIAS sends the accruals adjustment file to STARS for posting. The file reflects the adjustment amounts in VIAS as of COB on the 5th workday.
- For audit purposes, the official who has entered the final adjustment in VIAS should maintain the proper supporting documentation.



Monthly STARS Accrual Overview

- To view an example of an accrual adjustment, close this window by clicking on the “Click Here To Close Window” button at the top or bottom of your screen. Then click the Demo button under the Cost Accruals section.

Accrual Example



The following is an example of reviewing and adjusting a STARS cost accrual.

For best results, click on "Slide Show" or maximize this screen and click on the "Next Slide" arrow.



Click Actions/Cost Accruals

VIAS Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://orfsc.oro.doe.gov/invoices/vias.asp>

Links STARS Info STARS Query VIAS P VIAS T VIPERS Vipers Adm DDW SETS Google ISSAIC ORFSC Weather PGA

U.S. DEPARTMENT OF ENERGY
Vendor Invoice Approval System

Actions Logoff ORFSC Messages Print Support

Cost Accruals **Welcome To VIAS Production** SETTLER@ORO.DOE.GOV

Credit Card Entry

Get Invoices

Set Proxy

Reports

Administrator

Messages

ORFSC MESSAGES

CARD APPROVERS

New enhancements to the credit card entry system are now in production.

1. Save Work for later button.
2. Time out feature that automatically saves work

The ORFSC has updated to a new version of VIAS. This is an enhanced version that offers the same functionality as before with a newer user friendly look. After logging in, move your cursor over the "Actions" button and go to "Get Invoices". This will pull up the list of invoices you need to approve or review. If you move your cursor over the "Support" button, you will see our customer service number and will have the option to e-mail us or send a screen shot of any error you may have. You can also get a list of the payment contacts and technical support personnel. If you have any questions, please call our helpdesk at 1-888-251-3557.

[VIAS Tutorial Demo](#)

Document Links

Shortcut to [accrualscid.asp](#) (secure Web site)

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Accrual Example

- After selecting Cost Accruals, a screen will appear listing all of the POs for which you are an approving official, program official, contract specialist, or proxy.
- Notice that POs with a \$1,000,000 uncosted threshold are listed as well as those under the threshold. The STARS Accrual Amount reflects the amount of the automated accrual. The User Adjusted Amount reflects the manual adjustments that have been requested in VIAS.



Accrual Example

VIAS Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Internet Options

Address <https://orfsc.oro.doe.gov/invoices/vias.asp> Go

Links STARS Info STARS Query VIAS P VIAS T VIPERS Vipers Adm DDW SETS Google ISSAIC ORFSC Weather PGA



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Actions Logoff ORFSC Messages Print Support

Friday, August 11, 2006 A.SISTRUNK-MORTON@SRS.GOV *** Production Administrator ***

Cost Accruals

Accrual POs
Click on a PO to enter accrual.
Zero Out All User Adjusted Amounts?

PO	STARS Accrual Amount	User Adjusted Amount
SR22389	\$109,567.83	\$0.00
SR22284	\$98,796.68	\$0.00
SR22390	\$81,871.10	\$0.00
CH11109	\$65,188.23	\$0.00
SR22183	\$40,999.24	\$0.00
SR22508	\$25,634.45	\$0.00
SR22241	\$14,211.59	\$0.00
SR22242	\$10,882.08	\$0.00
** The following POs were not accrued by STARS **		
NT41187	\$0.00	\$0.00
NT41305	\$0.00	\$0.00
NT41307	\$0.00	\$0.00
NT41309	\$0.00	\$0.00
NT41310	\$0.00	\$0.00

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Accrual Example

- If you are satisfied with the accrual amounts, no action is necessary.
- To make an adjustment, select a PO by clicking it. This will display the accounting flex field, Qty Ordered, Qty Paid, Qty Received, Payment Available, Receipts Available, STARS Accrual, and Cost Available.



Accrual Example

- Notice the Cost Available. Adjustments cannot exceed this value.
- Notice the User +/- Adjustment. This field is used to make the actual adjustment to the accrual. This field is an adjustment value to the accrual -- not a replacement value.
- The next few screens will show a \$100 adjustment.



Accrual Example

Enter the adjustment amount in the User +/- Adjustment column and then click on "Update Accrual Entries"

Microsoft PowerPoint - [Presentation1]

File Edit View Insert Format Tools Slide Show Window Help

https://orfsc.oro.doe.gov - MONTHLY ACCRUAL SCREEN - Microsoft Internet Explorer

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Mouse over headings to see legacy headings.
Click on values to see legacy values.

Refresh Form

SR22389 - - - CANBERRA 649

Fund	Year	All-ottee	Rptg Entity	SGL	Obj Class	Program	Project	WFO	Local Use	Qty Ordered	Qty Paid	Qty Received	Payment Available	Receipts Available	STARS Accrual	Cost Available	User +/- Adjustment
01250	2005	36	410205	61000000	25200	1110676	0000450	0000000	0000000	\$2,244,421.00	\$2,162,940.99	\$2,162,940.99	\$81,480.01	\$81,480.01	\$43,095.83	\$38,384.18	100.00
01250	2005	36	410225	61000000	25200	1110676	0000450	0000000	0000000	\$1,859,887.00	\$1,793,415.00	\$1,793,415.00	\$66,472.00	\$66,472.00	\$66,472.00	\$0.00	\$0.00
										\$4,104,308.00	\$3,956,355.99	\$3,956,355.99	\$147,952.01	\$147,952.01	\$109,567.83	\$38,384.18	

Update Accrual Entries GoTo PO List?



Accrual Example

The Adjustment Amount column reflects the amount of the requested adjustment. Click on "Go To PO cost accrual list" to return to the main PO display.

SR22389									
Fund Year	Allottee Rptg Entity	SGL	Obj Class	Program	Project	WFO	Local Use	Accrual Amount	
01250 2005	36 410205	61000000	25200	1110676	0000450	0000000	0000000	\$100.00	

This information has been saved in the accrual database.



Accrual Example

Notice the \$100 adjustment just made. This amount will be posted to STARS on the 5th workday to adjust the accrual. (If the amount is modified by another official, the final adjustment amount as of COB on the 5th workday will be posted to STARS.)

VIAS Home Page - Microsoft Internet Explorer

Address: https://orfsc.oro.doe.gov/invoices/vias.asp

Links: STARS Info, STARS Query, VIAS P, VIAS T, VIPERS, Vipers Adm, DDW, SETS, Google, ISSAIC, ORFSC, Weather, PGA

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Vendor Invoice Approval System

Actions | Logoff | ORFSC Messages | Print | Support

Friday, August 11, 2006 | A.SISTRUNK-MORTON@SRS.GOV | *** Production Administrator ***

Cost Accruals

Accrual PDs
Click on a PD to enter accrual.
Zero Out All User Adjusted Amounts?

PO	STARS Accrual Amount	User Adjusted Amount
SR22389	\$109,567.83	\$100.00
SR22284	\$98,796.68	\$0.00
SR22390	\$81,871.10	\$0.00
CH11109	\$65,188.23	\$0.00
SR22183	\$40,999.24	\$0.00
SR22508	\$25,634.45	\$0.00
SR22241	\$14,211.59	\$0.00
SR22242	\$10,882.08	\$0.00
** The following PDs were not accrued by STARS **		
NT41187	\$0.00	\$0.00
NT41305	\$0.00	\$0.00
NT41307	\$0.00	\$0.00



Accrual Example

A quick way to zero out ALL adjustments and start over would be to click the corresponding button. Note that this will zero out ALL user adjustments whether they were made by you or another approving official.

VIAS Home Page - Microsoft Internet Explorer

Address: https://orfsc.oro.doe.gov/invoices/vias.asp

U.S. DEPARTMENT OF ENERGY
Vendor Invoice Approval System

Actions Log Support

Friday, August 11, 2006

Production Administrator ***

Microsoft Internet Explorer

WARNING!!!

This will zero out ALL adjustments that have been made to every PO listed!

OK to proceed?

OK Cancel

Click on a PO to enter accrual.

Zero Out All User Adjusted Amounts?

PO	STARS Accrual Amount	User Adjusted Amount
SR22389	\$109,567.83	\$100.00
SR22284	\$98,796.68	\$0.00
SR22390	\$81,871.10	\$0.00
CH11109	\$65,188.23	\$0.00
SR22183	\$40,999.24	\$0.00
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NT41309	\$0.00	\$0.00
NT41310	\$0.00	\$0.00

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Accrual Example

- For additional guidance regarding the accrual process or to change approving official designations, please contact your local Chief Financial Officer organization.



Summary

- COs/CORs must assure up to date cost information is recorded in STARS.
- VIAS tool provides the mechanism for more accurate recording of accruals.
- Accruals must be supportable and will be subject to audit scrutiny.