



# Financial Accounting Support Tool

## COST ACCRUAL ADJUSTMENT MODULE

Oak Ridge Financial Service Center  
November 2014



# Financial Accounting Support Tool

System Notification

## \*Description

- The Cost Accrual adjustment module within the Financial Accounting Support Tool (FAST) system (formally known as VIAS), has been rewritten. Enhancements have been made cost accrual module based on user feedback and accountability needs. Although users will notice that the screens look and feel different, the functionality is basically the same. The largest impact is in the set proxy feature. Users will now be able to set proxies by contract and can set expiration dates allowing proxies to be removed automatically by the system.



# Financial Accounting Support Tool

System Notification

## \*Improvements

- Improvements to the cost accrual adjustment module include:
  - The ability to upload documents to support the accrual adjustment.
  - The ability to upload accrual adjustments from an Excel spreadsheet.
  - The ability to upload adjustments from a prior period.
  - The ability to export accrual totals to Excel to create baseline spreadsheets.
  - The ability to access the Accrual module outside of the accrual adjustment cycle in READ only mode.
  - The revised system has added a new column "Total Adjusted Accrual Amount" that will provide a total of system generated accrual and user accrual adjustments.
  - The ability to designate proxies for individual purchase orders.
  - New online "Help" feature.



# Financial Accounting Support Tool

DEVELOPMENT / TEST SITE (NOT PRODUCTION)

User: fitchbe@oro.doe.gov

Play User: fallonc@oro.doe.gov

Home Actions Contact Us Logoff Help Admin

## Contact Information

Tuesday, October 28, 2014

### ORFSC

200 Administration Road  
Oak Ridge, Tennessee 37830

### Customer Service

Phone: 1.888.251.3557  
Email: orfscmail@oro.doe.gov

### Technical Support

Email: FastSupport@oro.doe.gov

## General Links

[Contacts](#)  
[FAQ](#)

## News

### VIAS Name Change

Friday, April 25, 2014  
VIAS renamed to... [Read News](#)

### New Contacts and FAQ section

Tuesday, April 15, 2014  
Check out the n... [Read News](#)

### The ZEN of FAST

Friday, April 11, 2014  
Calm, Peaceful,... [Read News](#)

### Masters Tournament

Wednesday, April 9, 2014  
Yes that's righ... [Read News](#)

## System Modules



Accruals Module to process monthly adjustments

Accruals



Approve or route invoice payment spreads. Also setup proxy approvers.

(formerly VIAS approvals)

Invoice Approval



Cost / Pay Adjustment Module (formerly Zero Pay and Cost Management)

Zero Payments



Cost Management (move cost between funding lines)

Cost Management



DISCAS Data Warehouse

DDW



FAST Reporting Module

FRM



Lookup records in the SAM system (records pulled from STARS view)

SAM



Supplier Administrator. Process the changes submitted through Supplier Request.

SupplierAdm



Supplier Maintenance. Request additions, changes to vendor records

SupplierPortal



Videos on how to use system modules

Video Library



Name, phone number, email address for technical assistance.

Contacts



The latest news and information.

Latest News



## Cost Accruals - Period: September 2014

**Note:** Cost Accruals are only allowed on the following work days of each month (16,17). For an overview of the accrual process please go to [Help](#) and choose the Accruals topic. You may continue to use the system in a **READ ONLY** mode.

**Important Note:**

Missing a purchase order from your list then [click here](#).

Refresh								
View/Make Adjustment	Docs	PurchaseOrder	STARS Accrual Amount	User Adjusted Amount	Adjusted By	Entered Date	Adjustment Reason	Status
		<input type="text"/>						
		M15030002						
		M1WCCV13M2						
		M1WCOR1226	\$40,048.91		fallonc@oro.doe.gov	10/23/2014 2:58:02 PM	updated information	
		M1WCORWM14Y9						
		M1WETP11J4						
		M1WFED9937	\$145.48	\$1,600.00	fallonc@oro.doe.gov	10/7/2014 8:20:24 AM	updated	
		M1WGSA1456	\$79,653.89		fallonc@oro.doe.gov	10/14/2014 1:32:58 PM	Some of the goods and services have been received, but I have not received an invoice, performance report, or written estimate from the Contractor/Vendor.	
		M1WIGL0622	\$3,371.96		fallonc@oro.doe.gov	10/23/2014 10:09:28 AM	Written cost estimate from the Contractor/Vendor stating costs through month end.	
		M1WKUB1266						
		M1WORU1264	\$7,378.30	\$5,555.00	fallonc@oro.doe.gov	10/7/2014 8:28:03 AM	test again	
		M1WORUDTS0						
		M1WPAL1265						
		M1WTSD06K1						
		M1WVEH02W3	\$18,081.98					
		M1WWEX0951	\$84.49					
		SC0001646						
		SC0005170						Note: On STARS PO exclusion list.



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## System Notification

Cost Accruals - Period: September 2014

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Show all zero costs available?

Load Numbers?

Note: Excel file must be in a specific format. See online [Help](#) for details.

M1WCOR1226 --- OAK RIDGE, CITY OF (INC)  
\*\*\* READ ONLY \*\*\*

Legacy Lookup	Fund	Year	Allo-tee	Rptg Entity	Obj Class	Program	Project	Wfo	Local Use	Qty Ordered	Qty Received	Costs Available	STARS Accrual	User +/- Adjustment	Total Adjusted Accrual Amount	Status
	00546	2014	30	471610	23320	2924401	0000000	0000000	0472834	\$594,605.00	\$409,361.94	\$185,243.06	\$28,208.82	<input type="text"/>		
	01295	2014	30	471610	23320	1110459	0000712	0000000	0472834	\$218,611.00	\$157,867.81	\$60,743.19	\$11,840.09	<input type="text"/>		
	05391	2014	30	471610	23320	2720893	0000000	0000000	0472834	\$20,000.00	\$0.00	\$20,000.00	\$0.00	<input type="text"/>		
										\$833,216.00	\$567,229.75	\$265,986.25	\$40,048.91	\$0.00	\$0.00	Funding Lines: 3

### Accrual Contacts

**Bruce Fitch**

(865) 576-0657  
 [fitchbe@oro.doe.gov](mailto:fitchbe@oro.doe.gov)

Administrative

**Roy Settle**

(865) 576-2126  
 [settler@oro.doe.gov](mailto:settler@oro.doe.gov)

Technical

**Cost Accruals - Period: September 2014**

Show all zero costs available?

Load Numbers?

Note: Excel file must be in a specific format. See online [Help](#) for details.

**M1WCOR1226 --- FED UP MAIL**

Legacy Lookup	Fund	Year	Allo-tee	Rptg Entry	Obj Class	Program	Project	Wfo	Local Use	Qty Ordered	Qty Received	Costs Available	STARS Accrual	User +/- Adjustment	Total Adjusted Accrual Amount	
	00546	2014	30	471610	23320	2924401	0000000	0000000	0472834	\$594,605.00	\$409,361.94	\$185,243.06	\$28,208.82	\$1,791.18	\$30,000.00	
	01295	2014	30	471610	23320	1110459	0000712	0000000	0472834	\$218,611.00	\$157,867.81	\$60,743.19	\$11,840.09	(\$1,000.00)	\$10,840.09	
	05391	2014	30	471610	23320	2720893	0000000	0000000	0472834	\$20,000.00	\$0.00	\$20,000.00	\$0.00			
										\$833,216.00	\$567,229.75	\$265,986.25	\$40,048.91	\$791.18	\$40,840.09	Funding Lines: 3

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# Financial Accounting Support Tool

## System Notification

fund	appyear	allottee	rptgency	objclass	program	project	wfo	localuse	useradjustment		
00546	2014	30	471610	23100	2924401	0000000	0000000	0472817	15000.00		
01295	2014	30	471610	23100	1110458	0000712	0000000	0472817	-1111.00		
05350	2010	30	471610	23100	2720893	0000000	0000000	0472817	3333.00		

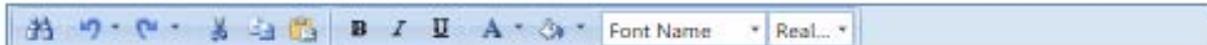


# Financial Accounting Support Tool

## System Notification

Enter comments and/or pick from the drop down to justify adjustment, then click Save.

It is a recurring monthly or quarterly bill. My calculations for the estimate for the accrual a ▾



because i want to

Save

Cancel



# Financial Accounting Support Tool

System Notification

Cost Accruals - Period: September 2014

Show all zero costs available?

Load Numbers?

From Excel?

Note: Excel file must be in a specific format. See online [Help](#) for details.

M1WGS1456 --- GSA, HEARTLAND FINANCE CENTER 6BC

Legacy Lookup	Fund	Year	Allo-tee	Rptg Entity	Obj Class	Program	Project	Wfo	Local Use	Qty Ordered	Qty Received	Costs Available	STARS Accrual	User +/- Adjustment	Total Adjusted Accrual Amount	Status
	00511	2014	30	471999	23100	1720608	0000000	0495722	0472817	\$5,973.24	\$5,964.60	\$8.64	\$0.00			No adjustments allowed for this Fund Type. Reason: Inter-entity, Recovery Act, etc.
	00511	2014	30	471999	23100	3164771	0000000	0495724	0472817	\$17,919.71	\$12,003.77	\$5,915.94	\$0.00			No adjustments allowed for this Fund Type. Reason: Inter-entity, Recovery Act, etc.
	00546	2014	30	471610	23100	2924401	0000000	0000000	0472817	\$707,520.00	\$523,291.76	\$184,228.24	\$55,495.32	<input type="text"/>		
	00922	2014	30	471999	23100	1721310	0000000	0507788	0471981	\$40,009.32	\$0.00	\$40,009.32	\$0.00			No adjustments allowed for this Fund Type. Reason: Inter-entity, Recovery Act, etc.
	01295	2014	30	471610	23100	1110458	0000712	0000000	0472817	\$415,985.44	\$193,292.79	\$222,692.65	\$21,655.21	<input type="text"/>		
	02800	2007	30	471610	23100	2823442	0000000	0000000	0472817	\$94,035.41	\$0.00	\$94,035.41	\$0.00	<input type="text"/>		
	05350	2010	30	471610	23100	2720893	0000000	0000000	0472817	\$23,080.72	\$14,092.97	\$8,987.75	\$2,503.36	<input type="text"/>		
	05350	2011	30	471610	23100	2720893	0000000	0000000	0472817	\$12,717.11	\$0.00	\$12,717.11	\$0.00	<input type="text"/>		
	05391	2014	30	471610	23100	2720893	0000000	0000000	0472817	\$7,681.20	\$0.00	\$7,681.20	\$0.00	<input type="text"/>		
										\$1,324,922.15	\$748,645.89	\$576,276.26	\$79,653.89	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	Funding Lines: 9

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# Financial Accounting Support Tool

## System Notification

Cost Accruals - Period: September 2014

Show all zero costs available?

Load Numbers?

Show any failed records after upload?

Use the Select button to find and upload your file.

•

**Note:** Excel file must be in a specific format. See online [Help](#) for details.

### M1WGSA1456 --- GSA, HEARTLAND FINANCE CENTER 6BC

|

Legacy Lookup	Fund	Year	Allo-tee	Rptg Entity	Obj Class	Program	Project	Wfo	Local Use	Qty Ordered	Qty Received	Costs Available	STARS Accrual	User +/- Adjustment	Total Adjusted Accrual Amount	Status
	00511	2014	30	471999	23100	1720608	0000000	0495722	0472817	\$5,973.24	\$5,964.60	\$8.64	\$0.00			No adjustments allowed for this Fund Type. Reason: Inter-entity, Recovery Act, etc.
	00511	2014	30	471999	23100	3164771	0000000	0495724	0472817	\$17,919.71	\$12,003.77	\$5,915.94	\$0.00			No adjustments allowed for this Fund Type. Reason: Inter-entity, Recovery Act, etc.
	00546	2014	30	471610	23100	2924401	0000000	0000000	0472817	\$707,520.00	\$523,291.76	\$184,228.24	\$55,495.32	<input type="text"/>		
	00922	2014	30	471999	23100	1721310	0000000	0507788	0471981	\$40,009.32	\$0.00	\$40,009.32	\$0.00			No adjustments allowed for this Fund Type. Reason: Inter-entity, Recovery Act, etc.
	01295	2014	30	471610	23100	1110458	0000712	0000000	0472817	\$415,985.44	\$193,292.79	\$222,692.65	\$21,655.21	<input type="text"/>		
	02800	2007	30	471610	23100	2823442	0000000	0000000	0472817	\$94,035.41	\$0.00	\$94,035.41	\$0.00	<input type="text"/>		
	05350	2010	30	471610	23100	2720893	0000000	0000000	0472817	\$23,080.72	\$14,092.97	\$8,987.75	\$2,503.36	<input type="text"/>		
	05350	2011	30	471610	23100	2720893	0000000	0000000	0472817	\$12,717.11	\$0.00	\$12,717.11	\$0.00	<input type="text"/>		
	05391	2014	30	471610	23100	2720893	0000000	0000000	0472817	\$7,681.20	\$0.00	\$7,681.20	\$0.00	<input type="text"/>		
										\$1,324,922.15	\$748,645.89	\$576,276.26	\$79,653.89	\$0.00	\$0.00	Funding Lines: 9

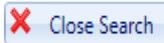
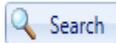
## Cost Accruals - Period: September 2014

### Important Note:

Missing a purchase order from your list then [click here](#).

#### Search Approving Officials

- If you are missing a Purchase Order you might need to be setup as a proxy.
- Use the search feature for Approving Official contact information.
- Enter a Purchase Order then click Search. Contact information is displayed.
- Request official set you as proxy then come back to accrual screen.



Enter a purchase order first!

Refresh								
View/Make Adjustment	Docs	PurchaseOrder	STARS Accrual Amount	User Adjusted Amount	Adjusted By	Entered Date	Adjustment Reason	Status
		<input type="text"/>						
		M15030002						
		M1WCCV13M2						

## Cost Accruals - Period: September 2014

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Missing a purchase order from your list then [click here](#).

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- Enter a Purchase Order then click Search. Contact information is displayed.
- Request official set you as proxy then come back to accrual screen.




Role	Name	Phone	Email Address
Approver	Gonzalez, Emil J	865-576-0643	No Email
Program	Fallon, Catherine A	865-576-0586	No Email
Specialist	Hinton, Connie Denise	865-576-1111	No Email

Refresh								
View/Make Adjustment	Docs	PurchaseOrder	STARS Accrual Amount	User Adjusted Amount	Adjusted By	Entered Date	Adjustment Reason	Status
		<input type="text" value=""/>						
		M15030002						
		M1WCCV13M2						



# Financial Accounting Support Tool

## System Notification

Cost Accruals - Period: September 2014

Show all zero costs available?

Load Numbers?

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M1WGSA1456 --- GSA, HEARTLAND FINANCE CENTER 6BC

Refresh | [Print Icon]

Legacy Lookup	Fund	Year	Allo-tee	Rptg Entity	Obj Class	Program	Project	Wfo	Local Use	Qty Ordered	Qty Received	Costs Available	STARS Accrual	User +/- Adjustment	Total Adjusted Accrual Amount	Status
[i]	00511	2014	30	471999	23100	1720608	0000000	0495722	0472817	\$5,973.24	\$5,964.60	\$8.64	\$0.00			No adjustments allowed for this Fund Type. Reason: Inter-entity, Recovery Act, etc.
[i]	00511	2014	30	471999	23100	3164771	0000000	0495724	0472817			915.94	\$0.00			No adjustments allowed for this Fund Type. Reason: Inter-entity, Recovery Act, etc.
[i]	00546	2014	30	471610	23100	2924401	0000000	0000000	0472817			228.24	\$55,495.32	\$15,000.00		Loaded from Excel
[i]	00922	2014	30	471999	23100	1721310	0000000	0507788	0471981			009.32	\$0.00			No adjustments allowed for this Fund Type. Reason: Inter-entity, Recovery Act, etc.
[i]	01295	2014	30	471610	23100	1110458	0000712	0000000	0472817			692.65	\$21,655.21	(\$1,111.00)		Loaded from Excel
[i]	02800	2007	30	471610	23100	2823442	0000000	0000000	0472817	\$94,035.41	\$0.00	\$94,035.41	\$0.00			Failed to load from Excel. No matching record.
[i]	05350	2010	30	471610	23100	2720893	0000000	0000000	0472817	\$23,080.72	\$14,092.97	\$8,987.75	\$2,503.36	\$3,333.00		Loaded from Excel
[i]	05350	2011	30	471610	23100	2720893	0000000	0000000	0472817	\$12,717.11	\$0.00	\$12,717.11	\$0.00			Failed to load from Excel. No matching record.
[i]	05391	2014	30	471610	23100	2720893	0000000	0000000	0472817	\$7,681.20	\$0.00	\$7,681.20	\$0.00			Failed to load from Excel. No matching record.
										\$1,324,922.15	\$748,645.89	\$576,276.26	\$79,653.89	\$0.00	\$0.00	Funding Lines: 9

**Info...**

Excel file verified!

Number of successful records loaded: 3  
Number of records in Excel file: 3

# Questions?

