INVOICE APPROVALS

- Enhancements
- Online Help Module
- Approval Demonstrations

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

(formerly VIAS approvals)

Invoice Approval
ENHANCEMENTS

• Invoices can be cancelled or rejected after approval but before interface
• Interface times shown at top of screen
• Ability for AOs to add documents and view documents uploaded by the ORFSC
• Time limited funds are highlighted
• Funding report available from approval screen
• Contacts are shown on approval screen
• Invoice Status Details are available
• Legacy data available for entire funding string
• Rejections zeros out payment amount
ENHANCEMENTS CONT

• Separate Approve and Reject buttons
• Real time tracking of available funding
• Vendor notified if invoice amount is adjusted
• Vendor notified when adjusted or rejected invoice is cancelled prior to interface
• Additional information required on foreign approvals
• Approval history will be kept in a database including approver comments
• More robust Online Help feature
You can access the online help module by clicking on help in the tool bar.
The online help module has a wide array of topics that can be expanded for more information.

The topics are displayed with screen shots that will help walk you through the process.
• Regular Approvals
• Multiple Invoices for Same PO
• Pulling Spread from Past Approvals
• Foreign Invoice Approvals
• File Import from Excel
• Rejections
Regular Approvals

Invoices that are past due for approval will be flagged. These are not necessarily past due for payment. Click on the invoice line to approve/review the invoice.

<table>
<thead>
<tr>
<th>XID</th>
<th>Past Due For Approval</th>
<th>On Hold?</th>
<th>Status</th>
<th>Authority</th>
<th>PO</th>
<th>Vendor</th>
<th>Invoice Number</th>
<th>Invoice Amount</th>
<th>Invoice Date</th>
<th>Date Due For Payment</th>
<th>Date Due For Approval</th>
<th>Date Today</th>
</tr>
</thead>
<tbody>
<tr>
<td>3547387</td>
<td>! Past Due for Approval</td>
<td>None</td>
<td>AO</td>
<td>AR0000341</td>
<td>Sub Zero Shop</td>
<td>AR0000341-885069</td>
<td>$10,498.71</td>
<td>10/07/2014</td>
<td>10/08/2014</td>
<td>10/08/2014</td>
<td>10/29/2014</td>
<td></td>
</tr>
<tr>
<td>3549269</td>
<td>! Past Due for Approval</td>
<td>None</td>
<td>AO</td>
<td>DT0006128</td>
<td>Handy Manny Building Supplies</td>
<td>DT0006128-NPC10031427</td>
<td>$10,782.84</td>
<td>10/08/2014</td>
<td>10/23/2014</td>
<td>10/18/2014</td>
<td>10/29/2014</td>
<td></td>
</tr>
<tr>
<td>3540027</td>
<td>! Past Due for Approval</td>
<td>None</td>
<td>AO</td>
<td>NA0000831</td>
<td>Handy Manny Building Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Regular Approvals

The “Spread Status” will update after all of the funding from the “Pay Amount” has been spread. To short pay an invoice, change the “Pay Amount” at the top right side.

All pertinent invoice information is still available on the new approval screen.
Regular Approvals

There are now two separate buttons for approvals and rejections.
### Approving Multiple Invoices for the same PO

#### Unapproved Invoices (Count = 16)

Please choose an invoice to approve or route by clicking a row.

Note regarding authority: AO (Approving Official), PO (Program Official), SO (Specialist Official), Value ends in P (Authority Granted by Proxy)

#### Counts:
- Records (16)
- Past Due For Approval (15)
- Past Due For Payment (13)
- On Hold (0)

<table>
<thead>
<tr>
<th>XID</th>
<th>Past Due For Approval?</th>
<th>On Hold?</th>
<th>Authority</th>
<th>PO</th>
<th>Vendor</th>
<th>Invoice Number</th>
<th>Invoice Amount</th>
<th>Invoice Date</th>
<th>Date Due For Payment</th>
<th>Date Due For Approval</th>
<th>Date Today</th>
</tr>
</thead>
</table>
Approving Multiple Invoices for the same PO

Vendor: JOHN WAYNE'S LAWN SERVICE

PO: DP00229
Invoice Number: DP00229-378
XID: 3532187
Docs: (Count = 2)
Terms: PROMPT NET 30
Prompt Pay Code: Y
Discount: N

Invoice Date: 09/17/2014
Received: 09/17/2014
Due: 10/17/2014
** Past Due for Approval **

Invoice Amount: $251,335.00
Pay Amount: $251,335.00

ORFSC Comments:
VIPERS ELECTRONIC INVOICE

Approver Comments: (Count = 0)

No comments exist.

Approval Instructions: Please Read!
Approval required. Approval to pay the invoice must be received no later than 10/07/2014. Failure to provide an approval by this date may result in interest penalties being charged to your program if the Prompt Pay Code above is Y.

Available Funds Information:

☐ Show Payments Available = $0.00?
Note: Time-limited funding is shaded in this color.

Count = 2

<table>
<thead>
<tr>
<th>Legacy</th>
<th>Line</th>
<th>Ship</th>
<th>Fund</th>
<th>App Year</th>
<th>Allottee</th>
<th>Rpg Entity</th>
<th>Sgl</th>
<th>Obj Class</th>
<th>Program</th>
<th>Project</th>
<th>Wfo</th>
<th>Local Use</th>
<th>Payments Available</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>4</td>
<td>00900</td>
<td>2013</td>
<td>01</td>
<td>000344</td>
<td>61000000</td>
<td>029</td>
<td>00020814</td>
<td>0000000</td>
<td>0000000</td>
<td>0000000</td>
<td>$1,325,021.16</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>1</td>
<td>00900</td>
<td>2014</td>
<td>01</td>
<td>000344</td>
<td>61000000</td>
<td>029</td>
<td>00022298</td>
<td>0000000</td>
<td>0000000</td>
<td>0000000</td>
<td>$3,202,000.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Payments Available: $4,527,021.16
Payment Amount: $0.00

Pay Amount: $251,335.00
Spread: $0.00
Remaining: $251,335.00
Approving Multiple Invoices for the same PO

When the second invoice for the same PO is reviewed, the amount available to be paid now updates automatically. Before the enhancement, the amount available would not update until after the interface ran; requiring the user to manually keep track of funds allocated for each invoice when approving multiple invoices on the same PO.
Approving Multiple Invoices for the same PO

Please choose an invoice to approve or route by clicking a row.

Note regarding authority: AO (Approving Official), PO (Program Official), SO (Specialist Official). Value ends in P (Authority Granted by Proxy).

<table>
<thead>
<tr>
<th>XID</th>
<th>Past Due For Approval?</th>
<th>On Hold?</th>
<th>Status</th>
<th>Authority</th>
<th>PO</th>
<th>Invoice Number</th>
<th>Invoice Amount</th>
<th>Date Due For Approval</th>
<th>Date Due For Payment</th>
<th>Date Due For Approval</th>
<th>Date Due For Approval</th>
<th>Date Due For Approval</th>
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</thead>
<tbody>
<tr>
<td>3532176</td>
<td></td>
<td>None</td>
<td></td>
<td>AO</td>
<td>DP00229</td>
<td>John Wayne's Lawn Service</td>
<td>$12,035.00</td>
<td>09/17/2014</td>
<td>10/17/2014</td>
<td>10/07/2014</td>
<td>10/29/2014</td>
<td></td>
</tr>
<tr>
<td>3532187</td>
<td>(Past Due for Approval)</td>
<td></td>
<td>APPROVED</td>
<td>AO</td>
<td>DP00229</td>
<td>John Wayne's Lawn Service</td>
<td>$251,335.00</td>
<td>09/17/2014</td>
<td>10/17/2014</td>
<td>10/29/2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3532190</td>
<td>(Past Due for Approval)</td>
<td></td>
<td></td>
<td>AO</td>
<td>DP00229</td>
<td>John Wayne's Lawn Service</td>
<td>$200,595.00</td>
<td>09/17/2014</td>
<td>10/17/2014</td>
<td>10/29/2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vendor: JOHN WAYNE'S LAWN SERVICE

Invoice Details

Vendor Number: DP00229
Invoice Number: 3532187
Date: 09/17/2014
Due: 10/17/2014
Prompt Pay Code: Y
Discount: N

Approval Instructions: Please Read!
Approval required. Approval to pay the invoice must be received no later than 10/07/2014. Failure to provide an approval by this date may result in interest penalties being charged to your program if the Prompt Pay Code above is Y.

Available Funds Information:
- Pay Amount: $200,595.00
- Spread: $0.00
- Remaining: $200,595.00

Import From File, Import From Last Saved Approval, Reset Spread, Run Funding Report, Save for Later

Spread Status

<table>
<thead>
<tr>
<th>Line</th>
<th>Legacy</th>
<th>Line</th>
<th>Shift</th>
<th>Fund</th>
<th>App Year</th>
<th>Allottee</th>
<th>Rtg Entity</th>
<th>Sgi</th>
<th>Obj Class</th>
<th>Program</th>
<th>Project</th>
<th>Wfo</th>
<th>Local Use</th>
<th>Payments Available</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>4</td>
<td>0960</td>
<td>2013</td>
<td>01</td>
<td>100344</td>
<td>61000000</td>
<td>25299</td>
<td>220834</td>
<td>6000000</td>
<td>000000</td>
<td>000000</td>
<td>0000000000000000000000</td>
<td>$1,073,868.16</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>1</td>
<td>0900</td>
<td>2014</td>
<td>01</td>
<td>100344</td>
<td>61000000</td>
<td>25299</td>
<td>2222898</td>
<td>6000000</td>
<td>000000</td>
<td>000000</td>
<td>0000000000000000000000</td>
<td>$2,202,000.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line</th>
<th>Legacy</th>
<th>Line</th>
<th>Shift</th>
<th>Fund</th>
<th>App Year</th>
<th>Allottee</th>
<th>Rtg Entity</th>
<th>Sgi</th>
<th>Obj Class</th>
<th>Program</th>
<th>Project</th>
<th>Wfo</th>
<th>Local Use</th>
<th>Payments Available</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>4</td>
<td>0960</td>
<td>2013</td>
<td>01</td>
<td>100344</td>
<td>61000000</td>
<td>25299</td>
<td>220834</td>
<td>6000000</td>
<td>000000</td>
<td>000000</td>
<td>0000000000000000000000</td>
<td>$1,073,868.16</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>1</td>
<td>0900</td>
<td>2014</td>
<td>01</td>
<td>100344</td>
<td>61000000</td>
<td>25299</td>
<td>2222898</td>
<td>6000000</td>
<td>000000</td>
<td>000000</td>
<td>0000000000000000000000</td>
<td>$4,275,086.16</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>
This option will be helpful for POs with several funding lines. FAST will remember what lines were spread to and choose the same. Amounts will need to be adjusted.
Foreign Vendors

Additional Tax-Reporting Detail Required for Foreign Invoices:

Please check all that apply.

- [] Goods (i.e., merchandise, wares, or tangible products purchased for use)
  
  Description of Goods:
  
  Enter description of goods

- [] Services (i.e., work done for others as an occupation or business)

  - [ ] Services were performed IN the United States
  - [ ] Services were performed OUTSIDE the United States

  Services Amount: [ ] * Required if Goods and Services are both checked

  Description of Services:
  
  Enter description of services

- [] Includes Travel Reimbursements

  Travel Amount: [ ]

- [] Other (i.e., royalties, fellowships/scholarships)

  Please explain:
  
  Enter explanation

[Approve and Route]  [Reject and Route]
Click the Excel icon to export funding and create the spreadsheet for future use.
Once the file is created, users can save and will only have to change the payment amounts for subsequent approvals.
## Import Spread from Excel File

### Approval Instructions: Please Read!

Approval required. Approval to pay the invoice must be received no later than 10/12/2014. Failure to provide an approval by this date may result in interest penalties being charged to your program if the Prompt Pay Code above is Y.

### Available Funds Information:

- **Import From File**
- **Import From Last Saved Approval**
- **Reset Spread**
- **Run Funding Report**

- **Show Payments Available = $0.00?**  
  **Note:** Time-limited funding is shaded in this color.

### Count = 4 | Save for Later

<table>
<thead>
<tr>
<th>Line</th>
<th>Ship</th>
<th>Legacy</th>
<th>Fund</th>
<th>App Year</th>
<th>Allottee</th>
<th>Rptg Entity</th>
<th>Sgl</th>
<th>Obj Class</th>
<th>Program</th>
<th>Project</th>
<th>Wfo</th>
<th>Local Use</th>
<th>Payments Available</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>00500</td>
<td>2012</td>
<td>60</td>
<td>300833</td>
<td>61000000</td>
<td>2520</td>
<td>2923624</td>
<td>0000000</td>
<td>0000000</td>
<td>000000</td>
<td>$788.76</td>
<td>$0.00</td>
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</tr>
<tr>
<td>1</td>
<td>2</td>
<td>00500</td>
<td>2014</td>
<td>60</td>
<td>300833</td>
<td>61000000</td>
<td>2520</td>
<td>2923624</td>
<td>0000000</td>
<td>0000000</td>
<td>000000</td>
<td>$28,627.75</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>00900</td>
<td>2013</td>
<td>60</td>
<td>300602</td>
<td>61000000</td>
<td>2520</td>
<td>2221618</td>
<td>0000000</td>
<td>0000000</td>
<td>000000</td>
<td>$5,893.89</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>00900</td>
<td>2014</td>
<td>60</td>
<td>300602</td>
<td>61000000</td>
<td>2520</td>
<td>2221618</td>
<td>0000000</td>
<td>0000000</td>
<td>000000</td>
<td>$30,000.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $65,310.40 | $0.00

### Pay Amount: $13,763.94

### Spread: $0.00

### Remaining: $13,763.94

### Routing Contacts:

- **Approving Official:** Vinyard, Lynda M | Email: vinyardlm@oro.doe.gov | Phone: 865-576-1697
- **Program Official:** Smith, Mitchell F | Email: smithm1@oro.doe.gov | Phone: 865-574-4554
- **Specialist Official:** Bivins, Jeremy D | Email: bivinsjd@oro.doe.gov | Phone: 865-241-9658

### Liaison/Oversight Contacts:

- **WA - Headquarters (includes Grand Junction, RMOTC, NPOS, [Casper], and NPO [Elk Hills] in California):**
  - **Primary:** Carolyn Shell | Email: shellcd@oro.doe.gov | Phone: (865) 576-0779
  - **Backup:** Joy Goodwin | Email: goodwin@oro.doe.gov | Phone: (865) 576-8088

### Status:

- No status to report.

- **Approve and Route**
- **Reject and Route**
This import feature is for Excel 2007 or later. Your file must have an .xlsx extension. In order for this import feature to work properly, your spreadsheet data must contain the same columns as shown in the grid below and be in the same order. If this is the first time you have tried this feature, it is suggested you click the Export to Excel icon ( ) on the grid below to establish your baseline spreadsheet.

Use the Select button to find and upload your file.

Show Payments Available = $0.00?

Note: Time-limited funding is shaded in this color.

Click on the Select button to find the upload file. Once the file is uploaded, you will see the number of records found, and will see the spreads in the approval screen. If the amount entered exceeds the invoice amount, you will see a credit amount remaining in the spread status box and will get an error if you click approve.

The upload was successful!

Upload Statistics:
- Number of records found = 4.
- Number of funding lines uploaded = 4.
- Number of funding lines exceeding Payments Available = 0.

Click Here to Show File Import Details
Select the invoice you want to reject.

Click Reject and Route

Using the drop down tab select a rejection code, and provide a reason why.
SET PROXY

• Show my proxy list
• Show who has me set up as a proxy
• Show my authority on all awards
• Proxy History Report
• Proxy notified when set and/or removed
• Can set proxy by role, by PO or for accruals only
• Proxy notified if AO retires or leaves DOE
Proxy Setup

Note: for help using this screen click here and then go to Invoice Approval / Proxy Setup topic.

- Show my proxy list (add, modify, remove)
- Show who has me setup as a proxy
- Show my authority on all awards
- Proxy History Report

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Email Address</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson, Erika Lindsey</td>
<td><a href="mailto:johnsonel@oro.doe.gov">johnsonel@oro.doe.gov</a></td>
<td>865-574-0009</td>
<td>Y</td>
</tr>
</tbody>
</table>
**Purchase Order / Award List**

**Proxy Settings For: ERIKA JOHNSON**
Approval Flag = Y, Program Flag = Y, Specialist Flag = N

Note: Review/Change settings for this proxy and then click Save.

<table>
<thead>
<tr>
<th>Purchase Order Award</th>
<th>My Authority On Contract</th>
<th>☑ Approval Authority?</th>
<th>☑ Program Authority?</th>
<th>☑ Specialist Authority?</th>
<th>☑ Accrual Authority?</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR0000341</td>
<td>Specialist Official</td>
<td>☑</td>
<td></td>
<td></td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>DT0002575</td>
<td>Program Official</td>
<td></td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DT0003548</td>
<td>Approving Official</td>
<td>☑</td>
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<tr>
<td>DT0005123</td>
<td>Approving Official</td>
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<td></td>
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<td></td>
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<tr>
<td>DT0007283</td>
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<td>☑</td>
<td></td>
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</tr>
<tr>
<td>EM0000323</td>
<td>Program Official</td>
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</tr>
<tr>
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<td></td>
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<tr>
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<td></td>
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<tr>
<td>SC0007692</td>
<td>Approving Official</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
Review the settings above and make changes if necessary. If no Expiration Date is set the proxy is active until manually removed. Click the Save button when finished or Cancel to go back to the search bar. The person you are setting up will receive email notification of this action.

**Expiration Date (mm/dd/yyyy)**

☐ Checking this box gives proxy access to all awards assigned to me present/future (uncheck this box to grant access by PurchaseOrder).

Save  Cancel
Review proxy setup then click Save to activate.
## Proxy Setup

**Note:** for help using this screen click here and then go to Invoice Approval / Proxy Setup topic.

- Show my proxy list (add, modify, remove)
- Show who has me setup as a proxy
- Show my authority on all awards
- Proxy History Report

### Has You As Proxy

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Phone</th>
<th>Activation Date</th>
<th>Expiration Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fallon, Catherine A</td>
<td><a href="mailto:fallonc@oro.doe.gov">fallonc@oro.doe.gov</a></td>
<td>865-576-0586</td>
<td>10/28/2014</td>
<td></td>
<td>Note: You have access to all awards for this approver</td>
</tr>
<tr>
<td>Vinyard, Lynda M</td>
<td><a href="mailto:vinyardlm@oro.doe.gov">vinyardlm@oro.doe.gov</a></td>
<td>865-576-1697</td>
<td>10/29/2014</td>
<td></td>
<td>Note: You have access to all awards for this approver</td>
</tr>
</tbody>
</table>
Show my proxy list (add, modify, remove)
Show who has me setup as a proxy
Show my authority on all awards
Proxy History Report

**Note regarding authority:** AO (Approving Official), PO (Program Official), SO (Specialist Official), Value ends in P (Authority Granted by Proxy)

<table>
<thead>
<tr>
<th>PurchaseOrder</th>
<th>Authority</th>
<th>Expires</th>
<th>Proxy For</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR0000341</td>
<td>SOP</td>
<td></td>
<td><a href="mailto:vinyardlm@oro.doe.gov">vinyardlm@oro.doe.gov</a></td>
</tr>
<tr>
<td>DT0002575</td>
<td>POP</td>
<td></td>
<td><a href="mailto:vinyardlm@oro.doe.gov">vinyardlm@oro.doe.gov</a></td>
</tr>
<tr>
<td>DT003548</td>
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The proxy history report will show all proxies set or removed and if they are active or inactive. If the proxy was set by an administrator in Payment Services, there will be a comment required.
The Cost Accrual adjustment module within the Financial Accounting Support Tool (FAST) system (formally known as VIAS), has been rewritten. Enhancements have been made to the 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.
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.
- Monthly emails will go out to all approvers and are no longer restricted to uncosted balances of >$1M.
- New online “Help” feature.
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.

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Note: On STARS PO exclusion list.
Manual Accrual Adjustment

**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.

Show all zero costs available?

Load Numbers?  Local Previous Period Adjustments?

Note: Excel file must be in a specific format. See online Help for details.

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$831,216.00    $567,239.75  $265,986.25  $40,048.91  $0.00     $0.00  Funding Lines: 3
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Accrual Contacts

- Bruce Fitch
  - (865) 576-0657
  - fitchbe@oro.doe.gov
  - Administrative

- Roy Settle
  - (865) 576-2126
  - settler@oro.doe.gov
  - Technical
Manual Accrual Adjustment Cont.

**Cost Accruals - Period: September 2014**

- **Show all zero costs available?**
- **Load Numbers?**
  - From Excel?
  - Load Previous Period Adjustments?

**Note:** Excel file must be in a specific format. See online Help for details.

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Total:

- $833,216.00
- $567,229.75
- $265,986.25
- $40,048.91
- $791.18
- $40,040.09

**Accrual Contacts**

- **Bruce Fitch**
  - (865) 576-0657
  - fitchbr@oro.doe.gov
  - Administrative

- **Roy Settle**
  - (865) 576-2126
  - settler@oro.doe.gov
  - Technical
### File Upload Adjustment

#### Cost Accruals - Period: September 2014

- **Show all zero costs available?**
- **Load Numbers?**
  - [File Upload Adjustment](#)

*Note: Excel file must be in a specific format. See online Help for details.*

#### MIWSAL1456 --- GSA, Heartland Finance Center 68C

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**Total:**
- $1,324,322.15
- $748,045.89
- $570,276.26
- $73,053.89
- $103

**Funding Line:**
- $4.00

---

### Accrual Contacts

- **Bruce Fitch**
  - (855) 375-0657
  - fitchb@oro.doe.gov

- **Roy Settle**
  - (855) 375-3126
  - settler@oro.doe.gov

**Technical**
File Upload Adjustment Cont.

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<td>471610</td>
<td>23100</td>
<td>2720893</td>
<td>0000000</td>
<td>000000</td>
<td>0472817</td>
<td>3333.00</td>
</tr>
</tbody>
</table>
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
File Upload Adjustment Cont.

Cost Accruals - Period: September 2014

Note: Excel file must be in a specific format. See online Help for details.

### Table: Cost Accruals - September 2014

<table>
<thead>
<tr>
<th>Legacy Lookup</th>
<th>Fund</th>
<th>Year</th>
<th>Allot.</th>
<th>Entity</th>
<th>Obj. Class</th>
<th>Program</th>
<th>Project</th>
<th>Wfs</th>
<th>Local</th>
<th>Qty Ordered</th>
<th>Qty Received</th>
<th>Costs Available</th>
<th>STARS Accrual</th>
<th>User +/− Adjustment</th>
<th>Total Adjusted Accrual Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
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<td>5.964.60</td>
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<td>0497788</td>
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</tbody>
</table>

**Total Adjusted Accrual Amount:**

$1,524,522.15 | $748,645.89 | $576,276.25 | $78,653.89 | 0.00 | 0.00 | Fencing Lines: 9
# Missing Purchase Order Search

**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!

<table>
<thead>
<tr>
<th>View/Make Adjustment</th>
<th>Dots</th>
<th>Purchase Order</th>
<th>STARS Accrual Amount</th>
<th>User Adjusted Amount</th>
<th>Adjusted By</th>
<th>Entered Date</th>
<th>Adjustment Reason</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
Missing Purchase Order Search Cont.

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 as displayed.
- Request official set you as proxy then come back to accrual screen.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Approver</td>
<td>Gonzalez, Emil J</td>
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<td>Program</td>
<td>Fallon, Catherine A</td>
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<td>Specialist</td>
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</table>

<table>
<thead>
<tr>
<th>View/Make Adjustment</th>
<th>Docs</th>
<th>Purchase Order</th>
<th>STARS Accrual Amount</th>
<th>User Adjusted Amount</th>
<th>Adjusted By</th>
<th>Entered Date</th>
<th>Adjustment Reason</th>
<th>Status</th>
</tr>
</thead>
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<td></td>
</tr>
</tbody>
</table>
• New Features:
  • Ability to sort by column header
  • Export to Excel
New Features:

- Ability to sort by column header
- Export to Excel
- Choose date range for invoices
- Ability to attach documents
- Ability to view ORFSC attached documents
CONTACTS

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FASTsupport@oro.doe.gov
1-888-251-3557
Questions?