

<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b>	<b>DV0566</b>

**Interface Processing Procedures for  
Non-Integrated Contractor Interface**

**Department of Energy I-MANAGE Program - STARS Project**

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## Document information

### Document source

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### Revision history

<b>Version number</b>	<b>Date</b>	<b>Summary of changes</b>	<b>Revised By</b>
<i>1.00</i>	<i>Jan 20 2005</i>	Initial version	M. Luster
<i>1.01</i>	<i>17 Mar 05</i>	Revised to include information on running in "Real" mode. Formatting changes.	Bryan Long
<i>1.02</i>	<i>01 Apr 05</i>	Revised to include step to move data file back for "Update Mode" processing, and to identify manual steps that are needed to complete posting the data to GL.	Bryan Long
<i>1.03</i>	<i>05 Apr 05</i>	Added Screen shots and expanded post interface instructions	M Sparks
<i>1.04</i>	<i>12 Apr 05</i>	Reviewed and made cosmetic changes.	Bryan Long
<i>1.05</i>	<i>13 Apr 05</i>	Revised based on comments from OR.	Bryan Long

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## Processing Procedures

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### 1. Overview

- 1.1 The interface file will be transferred from the Field Office/Non-Integrated Contractor to the STARS server using SFTP via or a standard Web Browser. Preprocessing edits will be performed on the file to validate the data received. If records pass validation, the DOE field office will initiate the concurrent program Non Integrated Contractor Interface (Custom) to create the transactions in STARS. Records with validation errors, or errors identified during processing will need to be re-submitted to STARS.
- 1.2 The Non-Integrated Contractor (NIC) process will be run monthly in addition to several ad-hoc runs that may occur during the month. This activity will mainly occur during the last week of each month. This interface processes Non-Integrated Contractor data as well as obligations from the BEARS and FCDS field budget systems. The data may generate Purchase Orders (POs), PO Receipts, PO Return Receipts, AP Invoices, AR Receipts, and direct GL Journal entries depending on the Transaction Type provided in the interface file.
- 1.3 The following table shows the STARS modules that the records interface based upon the Transaction Type value within the files.

<b>Transaction Type</b>	<b>Module</b>
C	Requisition
O	Purchase Orders
R, RP, R IN1 thru R IN8, RP IN1 thru RP 1N8, R PCE, RP PCE	Purchase Order Receipts & Returns
RP, RP IN1 thru RP 1N8, RP PCE	AP Invoices & Credit Memos
R, RP, R IN1 thru R IN8, RP IN1 thru RP 1N8, R PCE, RP PCE with Reimbursable fund codes ARMOD	AR Invoices
PO Receipts with cost overrun	GL

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1.4 The NIC Interface was originally designed to accommodate the Richland and Rocky Flat's Offices' requirement for the processing of their Non-Integrated Contractor data. Later, this interface was expanded to include the obligation feeds from the two Field budget systems, BEARS and FCDS. Since this single Interface will be used to process feeds from several different systems encompassing multiple and different functions, as well as several other factors relating to the functionality of Oracle, the processing order of the files has become critical. In addition, manual steps are required within the STARS application prior to and during the processing of the interface files.

## 2. Field Budget System processing requirements

2.1 The FCDS and BEARS Field Budget systems generally process budget allocations and de-allocations as part of the obligation adjustments they process thru the NON-IC interface each month. The Allocations and De-allocations are processed thru the FDS Allocation Interface, however the processing of these files is critical as related to the Obligation adjustments being done, and these files must be processed in a specific order.

2.2 All records received by the field budget systems should be broken out so that the debits and credit entries are within their own respective files. This applies to both the allocation files processed thru the FDS Allocation interface, and the obligation files processed thru the NON-IC interface. All decreases to a particular Purchase Order (PO) amount should be in one file and all increases to an amount should be in another file. The allocations and de-allocations should be split out into separate files in the same manner. The files are processed in the following order:

- The de-obligation file will be processed first thru the NON-IC interface to reduce obligations.
- Next, the de-allocation file will be processed thru the FDS Allocation interface to reduce funding allocations.
- The Allocation file will then be processed thru the FDS Allocation interface to reallocate the funding as needed for the obligation adjustments and new obligations to be processed.
- Finally the Obligation file is processed to create new obligations or increase existing obligation amounts on a PO.

2.3 In all, the budget systems could send up to four files to fully process obligation adjustments to a given PO in STARS. For more details on the Allocation interface, refer to the FDS Interface Processing Procedures document.

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- 2.4 Prior to launching the NIC Interface program, the PO should be reviewed to ensure that the PO Status is in an Approved/Reserved status. All distribution lines associated to the PO should be in the current GL Period, have the current GL Date associated to every distribution line within the PO. If this is not the case, then the PO will have to be “unreserved”, a concurrent request will have to be launched that will change the GL-DATE on all the distributions lines for that particular PO to date within the current open period, and the PO will have to be placed back into an “Approved” status. The basic steps to accomplish this procedure are detailed in Section 9 of this document.

### 3. Interface Processing

- 3.1 Currently, the Non-Integrated interface will not automatically execute the Journal Import and GL Posting processes for Obligations. This functionality has now been requested, and will be addressed after STARS is operational. The steps for running the Journal Import and GL Posting processes are detailed in section 10 of this document.

- 3.2 The Journal Import function for the Receipts and Return Receipts is performed automatically. If the user wishes to post these batches manually they will have to perform the following steps.

Find the concurrent request for the Receipts and Return Receipts  
Review the output to determine if the process was successful and to secure the Batch Name.  
Switch to the appropriate GL responsibility and Post the GL records using the Batch Name from the Concurrent Request output.

These steps may not be necessary depending on the timing of the AutoPost function within STARS. The GL Team will execute a concurrent request that will perform the GL Posting function automatically periodically during the course of the day.

- 3.3 After the de-obligation and de-allocation files are processed, and before the allocation files are processed through the interface, the users will manually execute the Oracle Journal Import and GL Posting applications. This particular step is detailed in the FDS Interface Processing document. All Allocation/De-allocation files are processed by the FDS Interface and not through the Non-Integrated Interface.

The Interface can execute in two different modes; a Validate Mode, and an Update Mode. In the Validate Mode, only pre-processing edits are performed and the errors are written to the errors log table and emailed to the POCs.

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The purpose of validate only mode is to identify as many errors as possible based on pre-processing edits, and to identify cost overrun situations so that they can be adjusted before the interface is executed in the Update Mode.

When the Interface is launched automatically, it will execute in Validate Mode by default. The Update Mode is launched manually after all reported exceptions and warnings are corrected from the initial running of the interface in Validate Mode.

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#### 4. Inputs

- 4.1 The users will transfer their files from their respective server to the STARS SFTP server using SFTP via or a standard Web Browser. The IT team has created a script that will scan the NIC SFTP directories for any files periodically. When a file is found the script will rename and transfer the file to the STARS Production Server and place it in the NIC STARS input directory 'NIC\_IN'.
- 4.2 The naming convention for the file(s) when copied to the NIC STARS input directory will be NIC\_ [field office | system id]\_YYYYMMDD\_HHMM. The YYYYMMDD\_HHMM value will be the system generated date/time stamp. For example, the file name should be NIC\_FC\_122804\_111121.txt for FCDS files. Similarly for BEARS, it should be NIC\_BE\_122804\_111121.txt
- 4.3 Several parameters are required by this process at run time
  - 4.3.1 Full path and File Name – Path and file name of the NIC data file  
i.e. /c02/stars/int/nic/datain/NIC\_OR\_20050112\_125515.dat
  - 4.3.2 Validate Mode:
    - 'YES' will perform all validations but will exit without creating any transactions in STARS system. (Default)
    - 'NO' will perform all validations but will allow the program to start creating the transactions in the STARS system.

#### 5. Outputs

- 5.1 An Execution Report will be generated at the end of the process that will list all Receipts created, Returns created, GL Journal Import details, AP Invoices Created, Invoices on HOLD and Credit Memos created.
- 5.2 An EMAIL will be automatically sent to the appropriate user listing all error messages (if any). Multiple errors can be displayed for a single record; the number of errors displayed does not correspond directly to number of records reported to have errors.
- 5.3 As with all Concurrent Requests, the user executing the process will have the additional ability to view any system and custom Log-Messages by selecting the View Log button from within the Request Window.
- 5.4 An example of the output appears on the next page.

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Department of Energy  
Non Integrated Contractor Interface Execution Report

Report Date: 11-FEB-05 10:25:26

```
*****
*
*           File Status Summary
*
*****
```

---

```
File Name       : /u01/appsw/uat2int/int/nic/datain/NIC_RF_20050211_101501.dat
Batch Id        : 1000107
Period Name     : FEB-05
```

```
Total Records in File      : 176
Total Successful Records: 174
Total Records that completed with Warning: 0
```

```
Total Purchase Orders in File : 0
Total Commitments in File : 0
Total Receipts in File      : 8
Total Returns in File       : 168
Total AP Invoices in File   : 7
Total AP Credit Memos in File : 86
Just AP transactions in file : 0
Records not Processed      : 0
Total AR Transactions in File : 2
Total GL Records in File    : 0
```

```
Total Records in File = Total Purchase Orders in File+ Total Commitments in File
Total Receipts in File+ Total Returns in File+Just AP transactions in file+
Total GL Records in File + Records not Processed
```

176should be equal to 0+8+168+0+0+0

```
*****
*
*           Successful Records
*
*****
```



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CID	Module Name	Quantity / Amount	AFF
RF01904	R	-5926.05	01250.0000.35.402100.61000000.25400.1610072.0001509.0000000.0000000.0000000
RF01904	R	-442490.23	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	R	-16146.94	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	R	-63.84	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	R	-46827.96	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	R	-116576.67	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	R	-0.02	01250.0000.35.402100.61000000.25400.1610076.0001509.0000000.0000000.0000000
RF01904	R	-12246629.95	01250.0000.35.402100.61000000.25400.1610077.0001509.0000000.0000000.0000000
RF01904	R	-352800.78	01250.0000.35.402100.61000000.25400.1610081.0001509.0000000.0000000.0000000
RF01904	R	-2293518.19	01250.0000.35.402100.61000000.25400.1610078.0001509.0000000.0000000.0000000
RF01904	R	-196527.64	01250.0000.35.402100.61000000.25400.1610078.0001509.0000000.0000000.0000000
RF01904	R	-3948.35	01250.0000.35.402100.61000000.25400.1610077.0001509.0000000.0000000.0000000
RF01904	R	-131873.24	01050.0000.35.402100.61000000.25400.1715283.0000000.0400138.0000000.0000000
RF01904	R	-10431.21	01250.0000.35.402100.61000000.25400.1110731.0001509.0000000.0000000.0000000
RF01904	R	-52119.01	01250.0000.35.402100.61000000.25400.1110729.0001509.0000000.0000000.0000000
RF01904	R	-8730.32	01250.0000.35.402100.61000000.25400.1110726.0001509.0000000.0000000.0000000
RF01904	R	-302595.00	01250.0000.35.402100.61000000.25400.1110725.0001509.0000000.0000000.0000000
RF01904	R	-2409.77	01250.0000.35.402100.61000000.25400.1610082.0001509.0000000.0000000.0000000
RF01904	R	-4750.61	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	R	-28174.65	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	R	-74072.59	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	R	-991341.16	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	R	-953.75	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	R	-222648.10	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	R	-28267538.34	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	R	-83551.53	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	R	-10361.84	01250.0000.35.402100.61000000.25400.1610072.0001509.0000000.0000000.0000000
RF01904	R	-37426.00	01250.0000.35.402100.61000000.25400.1610075.0001509.0000000.0000000.0000000
RF01904	R	-145684.87	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	R	-31347.38	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	R	-292355.57	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	R	-99804.64	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	R	-210810.85	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	R	-84084.67	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	R	-2896528.98	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	R	-708.84	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	R	-14643.29	01150.0000.35.402100.61000000.25400.1110462.0001509.0000000.0000000.0000000
RF01904	R	-89375.83	01150.0000.35.402100.61000000.25400.1110462.0001509.0000000.0000000.0000000
RF01904	R	-10921.39	01050.0000.35.402100.61000000.25400.1001154.0000000.0400138.0000000.0000000
RF01904	R	-2122660.17	01250.0000.35.402100.61000000.25400.1610080.0001509.0000000.0000000.0000000
RF01904	R	-34001.26	01250.0000.35.402100.61000000.25400.1610080.0001509.0000000.0000000.0000000

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RF01904	R	-2746.72	01250.0000.35.402100.61000000.25400.1610079.0001509.0000000.0000000.0000000
RF01904	R	-1466278.46	01250.0000.35.402100.61000000.25400.1610079.0001509.0000000.0000000.0000000
RF01904	R	-3449.00	01250.0000.35.402100.61000000.25400.1610078.0001509.0000000.0000000.0000000
RF01904	R	-79514.93	01250.0000.35.402100.61000000.25400.1610081.0001509.0000000.0000000.0000000
RF01904	R	-16732.78	01250.0000.35.402100.61000000.25400.1610081.0001509.0000000.0000000.0000000
RF01904	R	-66111.97	01250.0000.35.402100.61000000.25400.1610077.0001509.0000000.0000000.0000000
RF01904	R	-20197405.00	01250.0000.35.402100.61000000.25400.1610076.0001509.0000000.0000000.0000000
RF01904	R	-9968.62	01250.0000.35.402100.61000000.25400.1610076.0001509.0000000.0000000.0000000
RF01904	R	-3887136.37	01250.0000.35.402100.61000000.25400.1610076.0001509.0000000.0000000.0000000
RF01904	R	-193741.31	01250.0000.35.402100.61000000.25400.1610076.0001509.0000000.0000000.0000000
RF01904	R	-1786839.47	01250.0000.35.402100.61000000.25400.1610075.0001509.0000000.0000000.0000000
RF01904	R	-293407.00	01250.0000.35.402100.61000000.25400.1610075.0001509.0000000.0000000.0000000
RF01904	R	302595.00	01250.0000.35.402100.61000000.25400.1110725.0001509.0000000.0000000.0000000
RF01904	R	-302595.00	01250.0000.35.402100.61000000.25400.1110725.0001509.0000000.0000000.0000000
RF01904	R	-7570.80	01250.0000.35.402100.61000000.25400.1110725.0001509.0000000.0000000.0000000
RF01904	R	-84236.19	01250.0000.35.402100.61000000.25400.1110725.0001509.0000000.0000000.0000000
RF01904	R	-2965774.34	01250.0000.35.402100.61000000.25400.1110677.0001511.0000000.0000000.0000000
RF01904	R	-21723.83	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	R	-2972025.11	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	R	-2136156.67	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	R	-74.52	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	R	-608.78	01050.0000.35.402100.61000000.25400.1715283.0000000.0400138.0000000.0000000
RF01904	R	-42822.86	01050.0000.35.402100.61000000.25400.1104157.0000000.0400138.0000000.0000000
RF01904	R	-16853.92	01250.0000.35.402100.61000000.25400.1110733.0001509.0000000.0000000.0000000
RF01904	R	-35154.08	01250.0000.35.402100.61000000.25400.1110730.0001509.0000000.0000000.0000000
RF01904	R	-7741.39	01250.0000.35.402100.61000000.25400.1110729.0001509.0000000.0000000.0000000
RF01904	R	-15448.98	01250.0000.35.402100.61000000.25400.1110728.0001509.0000000.0000000.0000000
RF01904	R	-2717434.97	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	R	-663.30	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	R	-533368.90	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	R	-290864.89	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	R	-803536.28	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	R	-61235.67	01250.0000.35.402100.61000000.25400.1610082.0001509.0000000.0000000.0000000
RF01904	R	-275375.87	01250.0000.35.402100.61000000.25400.1610081.0001509.0000000.0000000.0000000
RF01904	R	-62.08	01250.0000.35.402100.61000000.25400.1610081.0001509.0000000.0000000.0000000
RF01904	R	-18193.13	01250.0000.35.402100.61000000.25400.1610081.0001509.0000000.0000000.0000000
RF01904	R	-7067.65	01250.0000.35.402100.61000000.25400.1610076.0001509.0000000.0000000.0000000
RF01904	R	-696478.82	01250.0000.35.402100.61000000.25400.1610075.0001509.0000000.0000000.0000000
RF01904	R	-26091.47	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	R	-955934.83	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	R	-1240749.77	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	R	-137.80	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	RP	-665893.16	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	RP	-26517.06	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	RP	-31832.61	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000

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RF01904	RP	-75742.79	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	RP	211.37	01250.0000.35.402100.61000000.25400.1610077.0001509.0000000.0000000.0000000
RF01904	RP	-455474.25	01250.0000.35.402100.61000000.25400.1610078.0001509.0000000.0000000.0000000
RF01904	RP	-689682.60	01250.0000.35.402100.61000000.25400.1610079.0001509.0000000.0000000.0000000
RF01904	RP	-315007.43	01250.0000.35.402100.61000000.25400.1610080.0001509.0000000.0000000.0000000
RF01904	RP	-30982.74	01250.0000.35.402100.61000000.25400.1610081.0001509.0000000.0000000.0000000
RF01904	RP	-2239.92	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	RP	-309953.55	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	RP	-4240749.39	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	RP	-37651.58	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	RP	-165076.92	01250.0000.35.402100.61000000.25400.1610072.0001509.0000000.0000000.0000000
RF01904	RP	-92920.69	01250.0000.35.402100.61000000.25400.1610072.0001509.0000000.0000000.0000000
RF01904	RP	-5099.03	01150.0000.35.402100.61000000.25400.1110462.0001509.0000000.0000000.0000000
RF01904	RP	-10208.35	01050.0000.35.402100.61000000.25400.1001154.0000000.0400138.0000000.0000000
RF01904	RP	-551950.57	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	RP	-86025.52	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	RP	-130504.76	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	RP	-4978.29	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	RP	-49163.18	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	RP	-592.00	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	RP	-1012.32	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	RP	-35798.31	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	RP	-92011.73	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	RP	470715.67	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	RP	-813.67	01250.0000.35.402100.61000000.25400.1610077.0001509.0000000.0000000.0000000
RF01904	RP	-93582.05	01250.0000.35.402100.61000000.25400.1610077.0001509.0000000.0000000.0000000
RF01904	RP	-257007.68	01250.0000.35.402100.61000000.25400.1610077.0001509.0000000.0000000.0000000
RF01904	RP	675320.41	01250.0000.35.402100.61000000.25400.1610077.0001509.0000000.0000000.0000000
RF01904	RP	-4612167.32	01250.0000.35.402100.61000000.25400.1610077.0001509.0000000.0000000.0000000
RF01904	RP	-5085.25	01250.0000.35.402100.61000000.25400.1610076.0001509.0000000.0000000.0000000
RF01904	RP	-3785.55	01250.0000.35.402100.61000000.25400.1610076.0001509.0000000.0000000.0000000
RF01904	RP	-453355.98	01250.0000.35.402100.61000000.25400.1610076.0001509.0000000.0000000.0000000
RF01904	RP	-299220.50	01250.0000.35.402100.61000000.25400.1610076.0001509.0000000.0000000.0000000
RF01904	RP	-49.03	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	RP	-636979.94	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	RP	1092.72	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	RP	-4348.30	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	RP	-259606.05	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	RP	51017.96	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	RP	-1843.69	01250.0000.35.402100.61000000.25400.1610082.0001509.0000000.0000000.0000000
RF01904	RP	-345430.26	01250.0000.35.402100.61000000.25400.1610082.0001509.0000000.0000000.0000000
RF01904	RP	-5356.04	01250.0000.35.402100.61000000.25400.1610081.0001509.0000000.0000000.0000000
RF01904	RP	-20363.18	01250.0000.35.402100.61000000.25400.1110733.0001509.0000000.0000000.0000000
RF01904	RP	-74782.43	01250.0000.35.402100.61000000.25400.1110731.0001509.0000000.0000000.0000000
RF01904	RP	-191.50	01250.0000.35.402100.61000000.25400.1110729.0001509.0000000.0000000.0000000

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<b>Project Manager:</b>	Laura Kramer		
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b>	<b>DV0566</b>

RF01904	RP	-15638.80	01250.0000.35.402100.61000000.25400.1110729.0001509.0000000.0000000.0000000
RF01904	RP	-19076.88	01250.0000.35.402100.61000000.25400.1110728.0001509.0000000.0000000.0000000
RF01904	RP	-12116.25	01250.0000.35.402100.61000000.25400.1110726.0001509.0000000.0000000.0000000
RF01904	RP	-214452.41	01250.0000.35.402100.61000000.25400.1110725.0001509.0000000.0000000.0000000
RF01904	RP	-11.42	01250.0000.35.402100.61000000.25400.1110677.0001511.0000000.0000000.0000000
RF01904	RP	-1225.57	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	RP	52507.76	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	RP	-430702.17	01250.0000.35.402100.61000000.25400.1610081.0001509.0000000.0000000.0000000
RF01904	RP	-2588.42	01250.0000.35.402100.61000000.25400.1610081.0001509.0000000.0000000.0000000
RF01904	RP	-3314.60	01250.0000.35.402100.61000000.25400.1610080.0001509.0000000.0000000.0000000
RF01904	RP	-563180.91	01250.0000.35.402100.61000000.25400.1610080.0001509.0000000.0000000.0000000
RF01904	RP	-370.50	01250.0000.35.402100.61000000.25400.1610079.0001509.0000000.0000000.0000000
RF01904	RP	586.09	01250.0000.35.402100.61000000.25400.1610079.0001509.0000000.0000000.0000000
RF01904	RP	-3644.77	01250.0000.35.402100.61000000.25400.1610078.0001509.0000000.0000000.0000000
RF01904	RP	-875723.52	01250.0000.35.402100.61000000.25400.1610078.0001509.0000000.0000000.0000000
RF01904	RP	-377.52	01250.0000.35.402100.61000000.25400.1610075.0001509.0000000.0000000.0000000
RF01904	RP	-675082.74	01250.0000.35.402100.61000000.25400.1610075.0001509.0000000.0000000.0000000
RF01904	RP	-281252.20	01250.0000.35.402100.61000000.25400.1610075.0001509.0000000.0000000.0000000
RF01904	RP	-244162.47	01250.0000.35.402100.61000000.25400.1610075.0001509.0000000.0000000.0000000
RF01904	RP	-720.72	01250.0000.35.402100.61000000.25400.1610075.0001509.0000000.0000000.0000000
RF01904	RP	-113353.13	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	RP	-42757.15	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	RP	-287064.44	01250.0000.35.402100.61000000.25400.1610074.0001509.0000000.0000000.0000000
RF01904	RP	-46109.19	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	RP	-151545.45	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	RP	-36802.70	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	RP	-132895.13	01050.0000.35.402100.61000000.25400.1715283.0000000.0400138.0000000.0000000
RF01904	RP	-508433.52	01250.0000.35.402100.61000000.25400.1610073.0001509.0000000.0000000.0000000
RF01904	RP	-1680.50	01250.0000.35.402100.61000000.25400.1610072.0001509.0000000.0000000.0000000
RF01904	RP	-531.13	01150.0000.35.402100.61000000.25400.1110462.0001509.0000000.0000000.0000000
RF01904	RP	-15342.66	01150.0000.35.402100.61000000.25400.1110462.0001509.0000000.0000000.0000000
RF01904	RP	-100218.77	01250.0000.35.402100.61000000.25400.1610081.0001509.0000000.0000000.0000000
RF01904	RP	-265287.94	01250.0000.35.402100.61000000.25400.1610081.0001509.0000000.0000000.0000000
RF01904	RP	-13024.44	01250.0000.35.402100.61000000.25400.1610082.0001509.0000000.0000000.0000000
RF01904	RP	-163876.39	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	RP	-833650.86	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	RP	-674365.76	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	RP	-3102.33	01250.0000.35.402100.61000000.25400.1610083.0001509.0000000.0000000.0000000
RF01904	RP	-32709.62	01250.0000.35.402100.61000000.25400.1110677.0001511.0000000.0000000.0000000
RF01904	RP	-123386.56	01250.0000.35.402100.61000000.25400.1110725.0001509.0000000.0000000.0000000
RF01904	RP	-1884.15	01250.0000.35.402100.61000000.25400.1110728.0001509.0000000.0000000.0000000
RF01904	RP	-34381.71	01250.0000.35.402100.61000000.25400.1110730.0001509.0000000.0000000.0000000
RF01904	RP	-32796.39	01050.0000.35.402100.61000000.25400.1104157.0000000.0400138.0000000.0000000

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<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b>	<b>DV0566</b>

```

*
*      Records Created with Warnings      *
*
*****

```

CID	Module Name	AFF	Error
*****			
*      Records Errored      *			
*****			

CID	Module Name	AFF	Error
RF01904	AP-CM	00911.35.402100.61000000.25400.1721310.0000000.0400181.0000000.000000	
CID- RF01904:Flat File Amount: \$ 2928.43 is greater than Invoice amount available for returning which is \$0.00			
RF01904	AR	00911.35.402100.61000000.25400.1721310.0000000.0400181.0000000.000000	
CID- RF01904:Customer not found in stars for customer number			
RF01904	AR	00911.35.402100.61000000.25400.1721311.0000000.0400181.0000000.000000	
CID- RF01904:Tcode not found for fund code 00911, transaction code RP, object class 25400			
RF01904	AR	00911.35.402100.61000000.25400.1721310.0000000.0400181.0000000.000000	
CID- RF01904:Customer not found or too many customers for WFO NUMBER 0400181			
RF01904	AR	00911.35.402100.61000000.25400.1721311.0000000.0400181.0000000.000000	
CID- RF01904:REC Code combination ID not found for REC SGL Values have not been entered for one or more required segments.			
RF01904	PO-RETD	00911.35.402100.61000000.25400.1721310.0000000.0400181.0000000.000000	
CID- RF01904:No eligible Receipts found to create a Return Receipt as the amount available for receiving is \$0.00. Flat file amount is -2928.43			

<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
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## 6. Error Handling:

- 6.1 If the file transfer from the Non-Integrated Contractor to STARS fails then the IT support personnel will be responsible for initiating troubleshooting procedures, and notifying the STARS IT Team or STARS Helpdesk as appropriate. The STARS Helpdesk, in turn, should notify the appropriate point of contact within the user community.
- 6.2 Whenever issues are encountered with the processing of the data file, the user executing the process and selected STARS point of contacts will be notified through the concurrent output generated by the process and/or by email, and will initiate the necessary corrective action to fully process the data.
- 6.3 If the file was executed in an Update Mode, value of "N"; only those records that had errors should be re-submitted for processing. The entire file should not be re-submitted for processing otherwise duplication of the accounting transactions will occur.

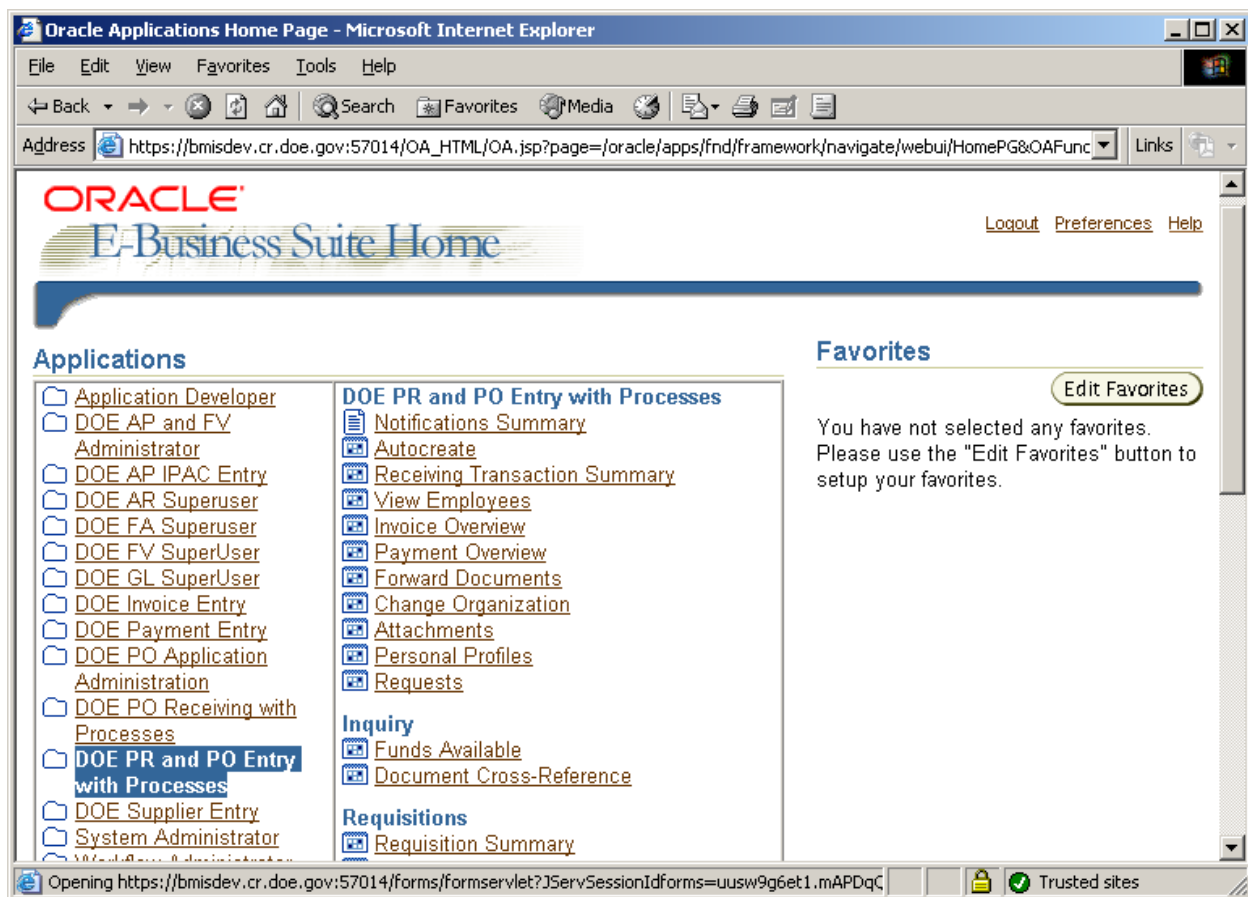
## 7. Additional References:

- 7.1 Refer to the Non-Integrated Contractor APP030 Interface Specification/Infrastructure document (DV0342) for an overall description and flow of the Non-Integrated Contractor Interface process.
- 7.2 Refer to the Non-Integrated Contractor Interface APP114 Technical Specification document (DV0194) for detailed technical specifications such as data file layout, custom tables, and the interface processing specifications.
- 7.3 Refer to the Non-Integrated Contractor APP139 Test Results document (DV0196) for specific error conditions and causes.
- 7.4 Refer to the Non-Integrated Contractor APP140 Test Specifications for the Non-Integrated Contractor Interface document (DV0195) for specific test scenarios, error conditions, and the expected results.

<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
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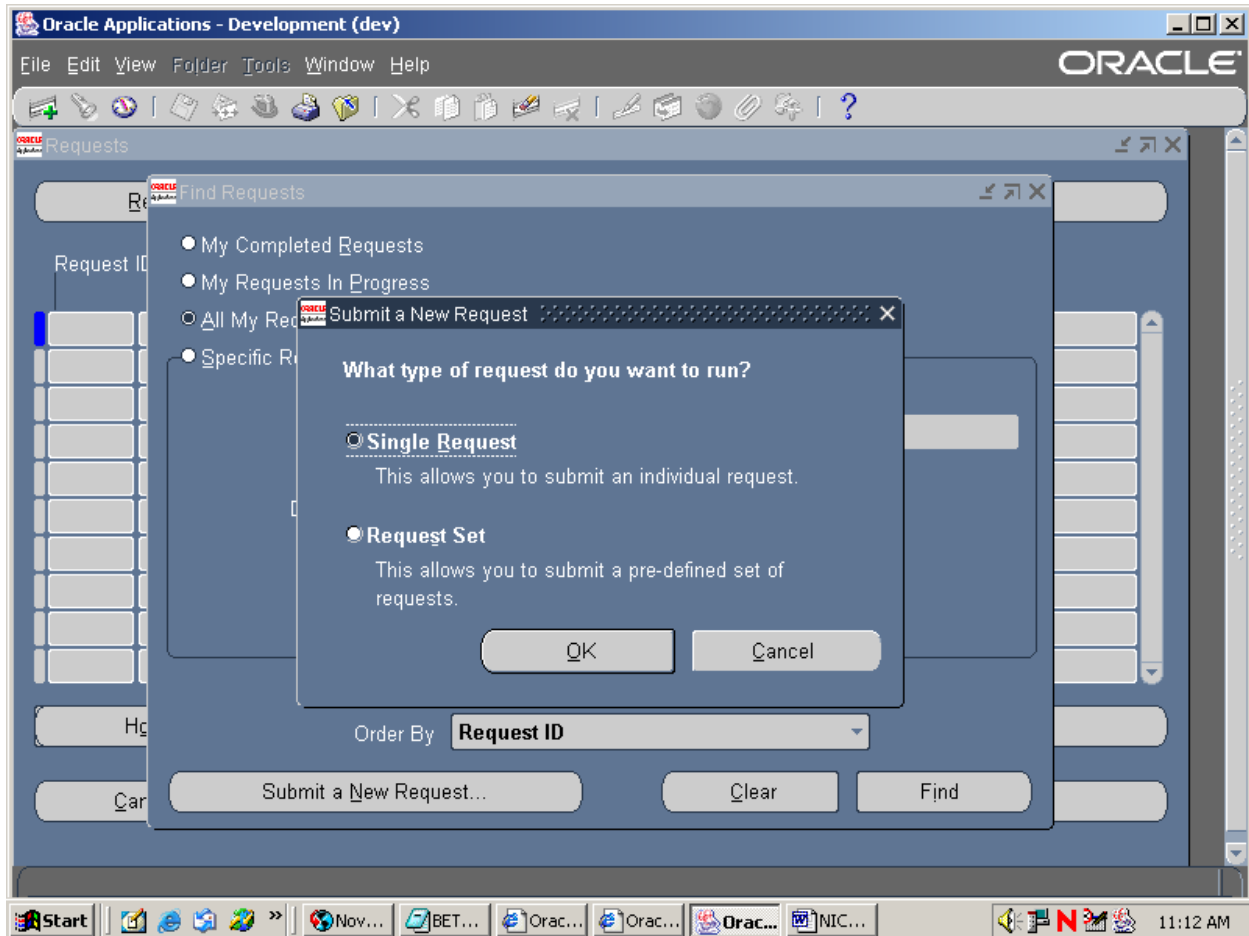
## 8. Launching the Process

- 8.1 The interface will automatically execute in “Validate” mode when the file is transferred to STARS. To process a file in “UPDATE” mode, follow the steps below.
- 8.2 From the Custom Responsibility, select the custom ‘DOE PR and PO Entry with Processes’ from the Application list.
- 8.3 Navigate to Request and select Run



<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b>	<b>DV0566</b>

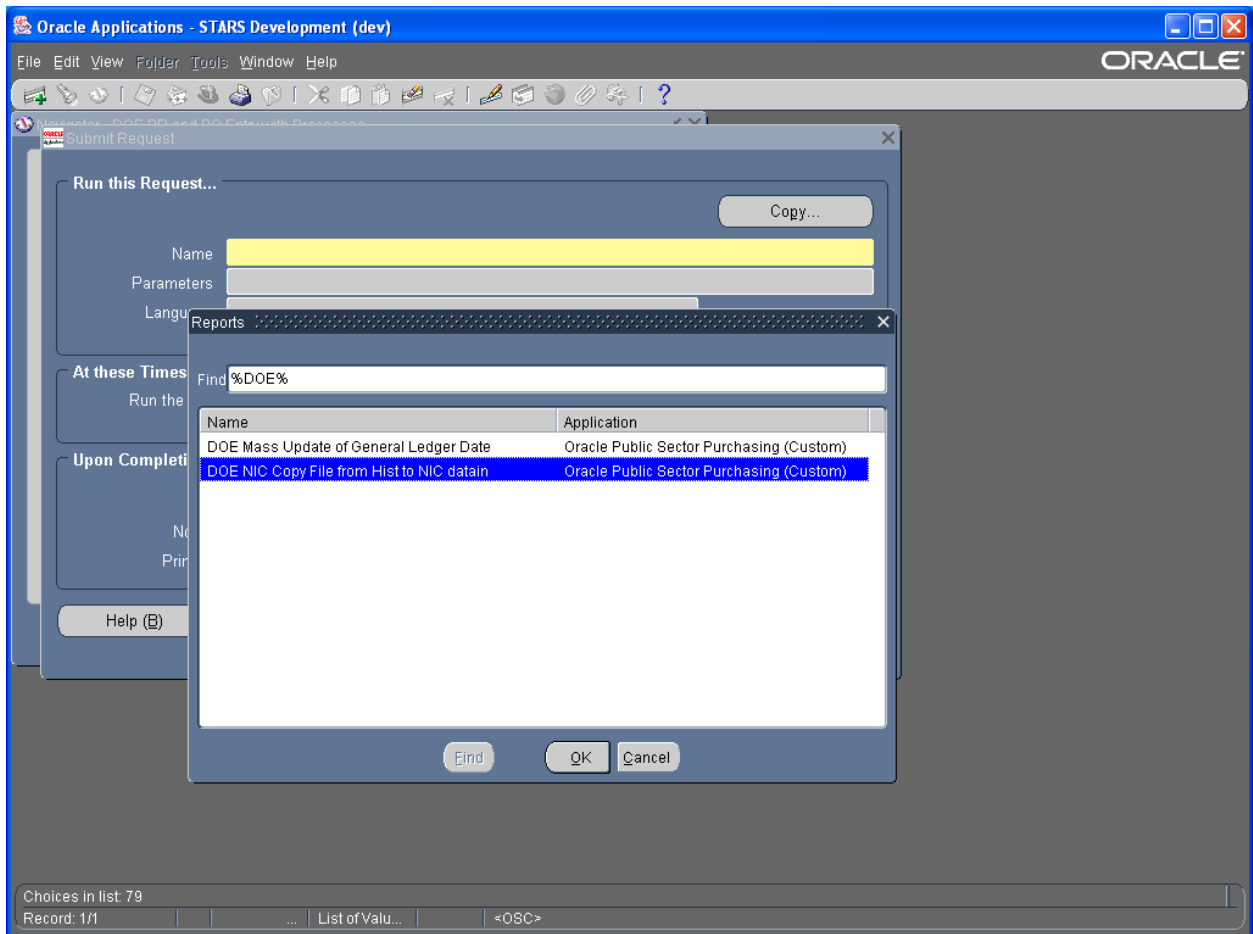
8.4 The Find Request Window will appear. Click on the Submit New Request button to activate the 'Submit a New Request' window. By default the radio button Single Request is selected. Click the OK button to activate the Submit Request window.





<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b>	<b>DV0566</b>

8.5 After running in “Validate” mode, the interface automatically copies the data file to an Archive directory. When ready to process the file in “UPDATE” mode, the file must be moved back to the “Datain” directory. Under the Submit Request Window, click on the List of Values (LOV) symbol within the Name field and select “DOE NIC Copy File from Hist to NIC datain”. This can be accomplished by highlighting the selection and clicking on the OK button, or by simply double clicking the selection.



<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
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<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b>	<b>DV0566</b>

8.6 This will result in 'DOE NIC Copy File from Hist to NIC datain' to appear in the Name field and the Parameters Window to appear. The Source directory and the Destination Directory parameters will default to the proper values and be displayed for informational purposes only. Enter the Source File Name in the specific area. This information can be obtained by referencing the output from the NIC Report previously executed in Validate Mode. The file name will appear just under the "File Status Summary" heading in the "File Name" detail line. Enter only the filename not the directory path. In addition, the file name is case sensitive, enter the name exactly as it appears on the output from the report.

Department of Energy Report Date: 11-FEB-05 10:25:26  
 Non Integrated Contractor Interface Execution Report

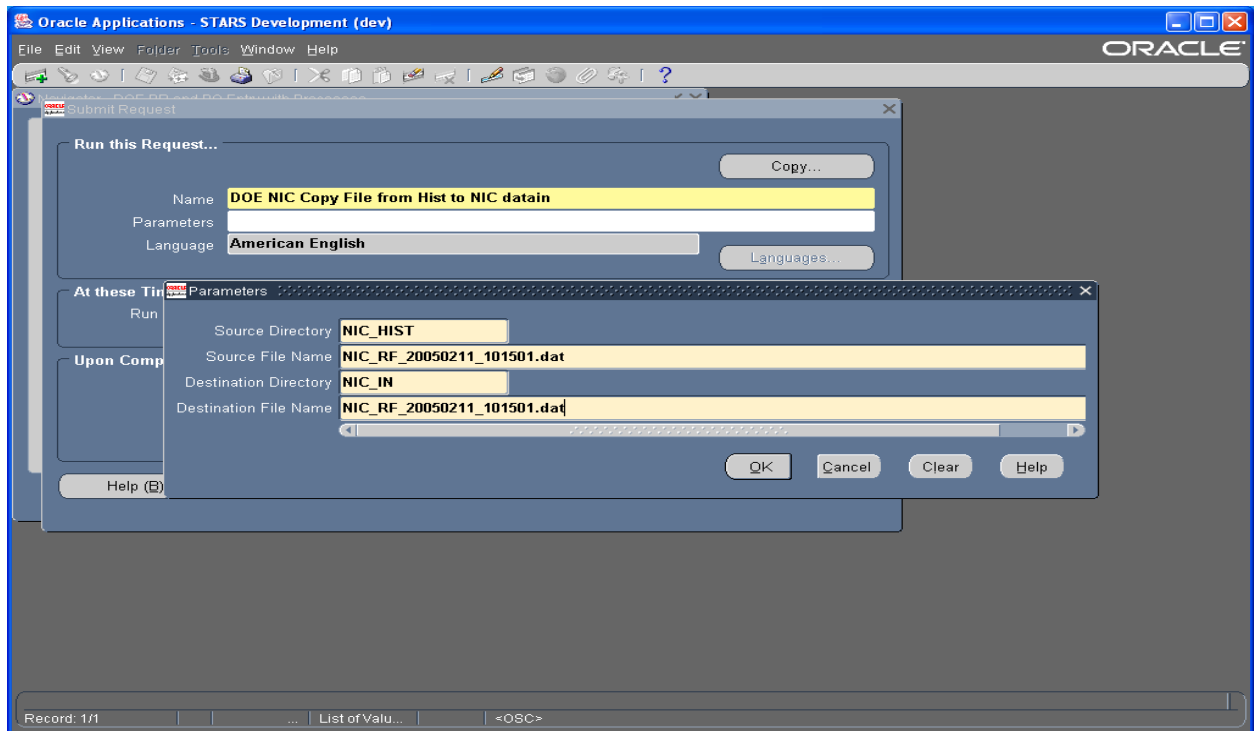
```

*****
*
*           File Status Summary
*
*****

```

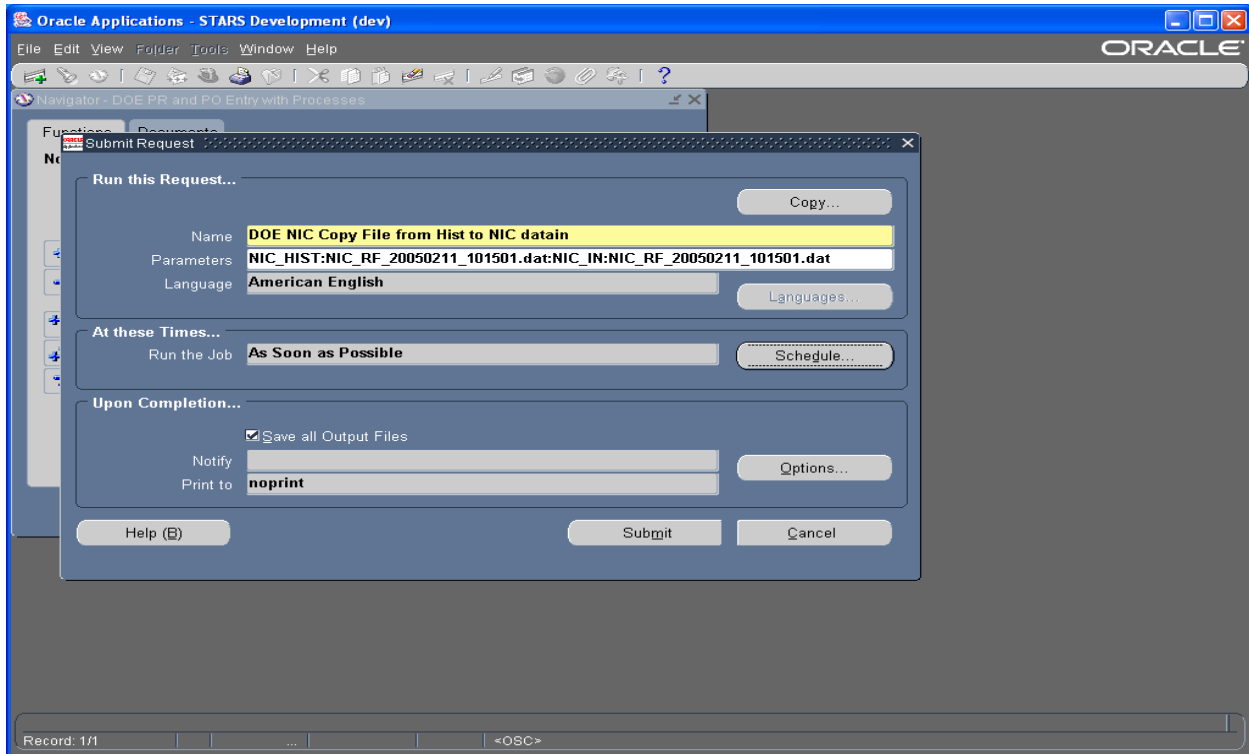
---

File Name : /u01/appsw/uat2int/int/nic/datain/NIC\_RF\_20050211\_101501.dat  
 Batch Id : 1000107  
 Period Name : FEB-05



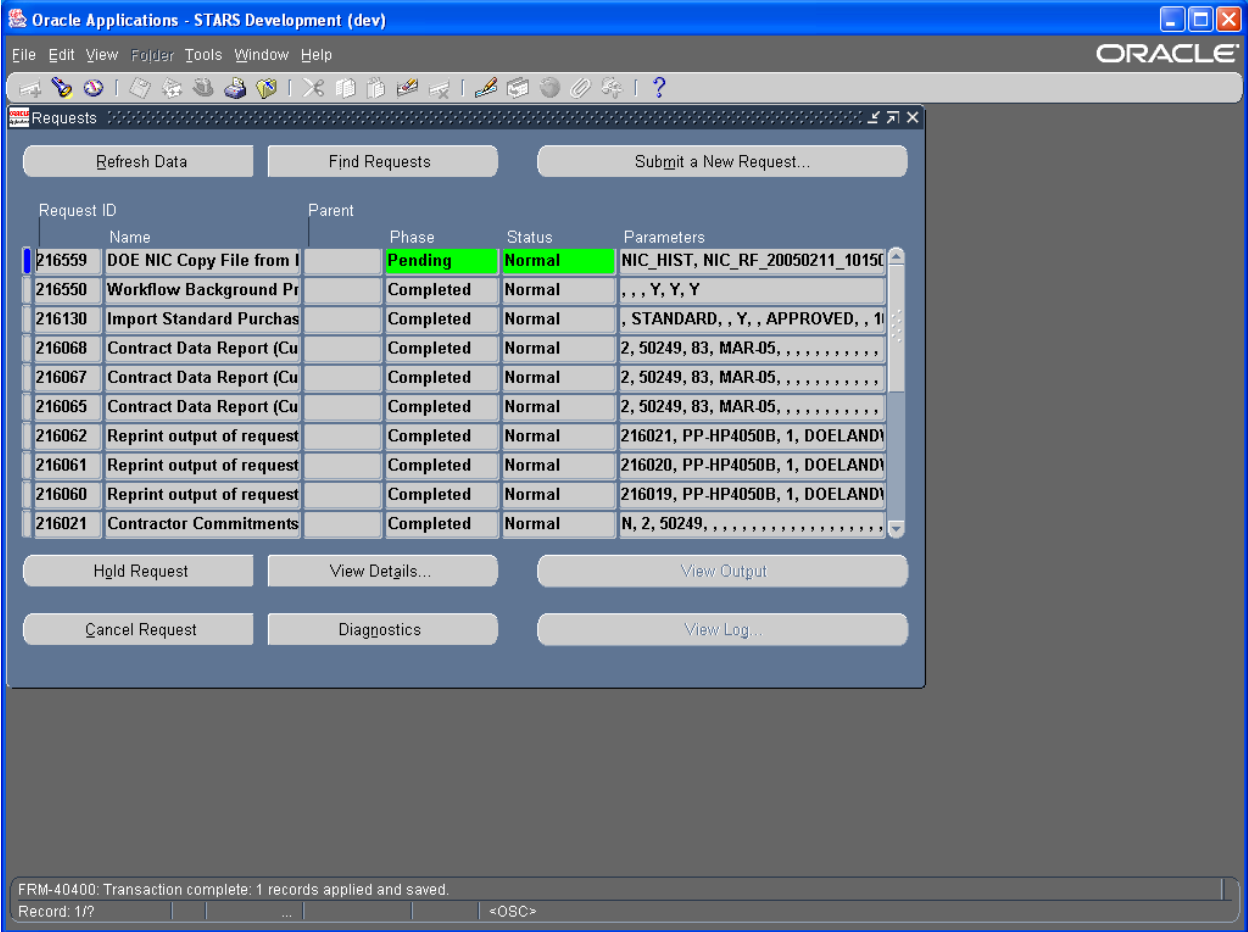
<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b>	<b>DV0566</b>

8.7 Verify that the parameters displayed are correct. Once all parameters have been entered click on the OK button. The data that was entered into the Parameters Window is now being displayed in the Parameters field within the Submit Request Window. If the parameters are correct click the Submit button to launch the Concurrent Request program. If the parameters are not correct, double click on the Parameter line and correct the parameters in error.



<b>Program Name:</b>	Department of Energy I-MANAGE Program		<b>Doc ID:</b>	<b>DV0566</b>
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project			
<b>Project Manager:</b>	Laura Kramer			
<b>Program Mgr:</b>	Warren Huffer			

8.8 The Concurrent Request Window will be displayed.

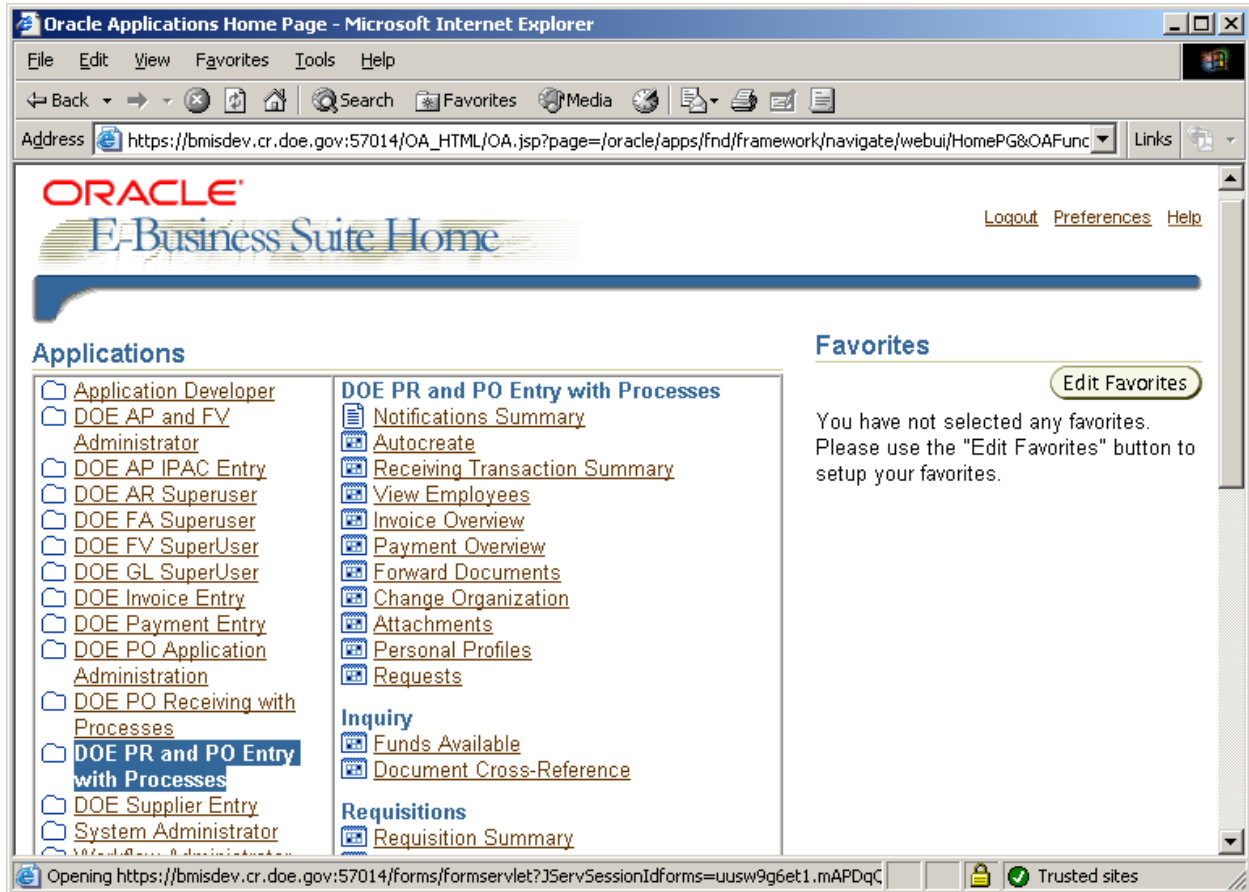


8.9 A Request-ID will be generated under the Request Name of “DOE NIC Copy File from Hist to NIC datain” which contains the execution output from the process.

8.10 Analyze the output from this request and take any corrective actions that may be required.

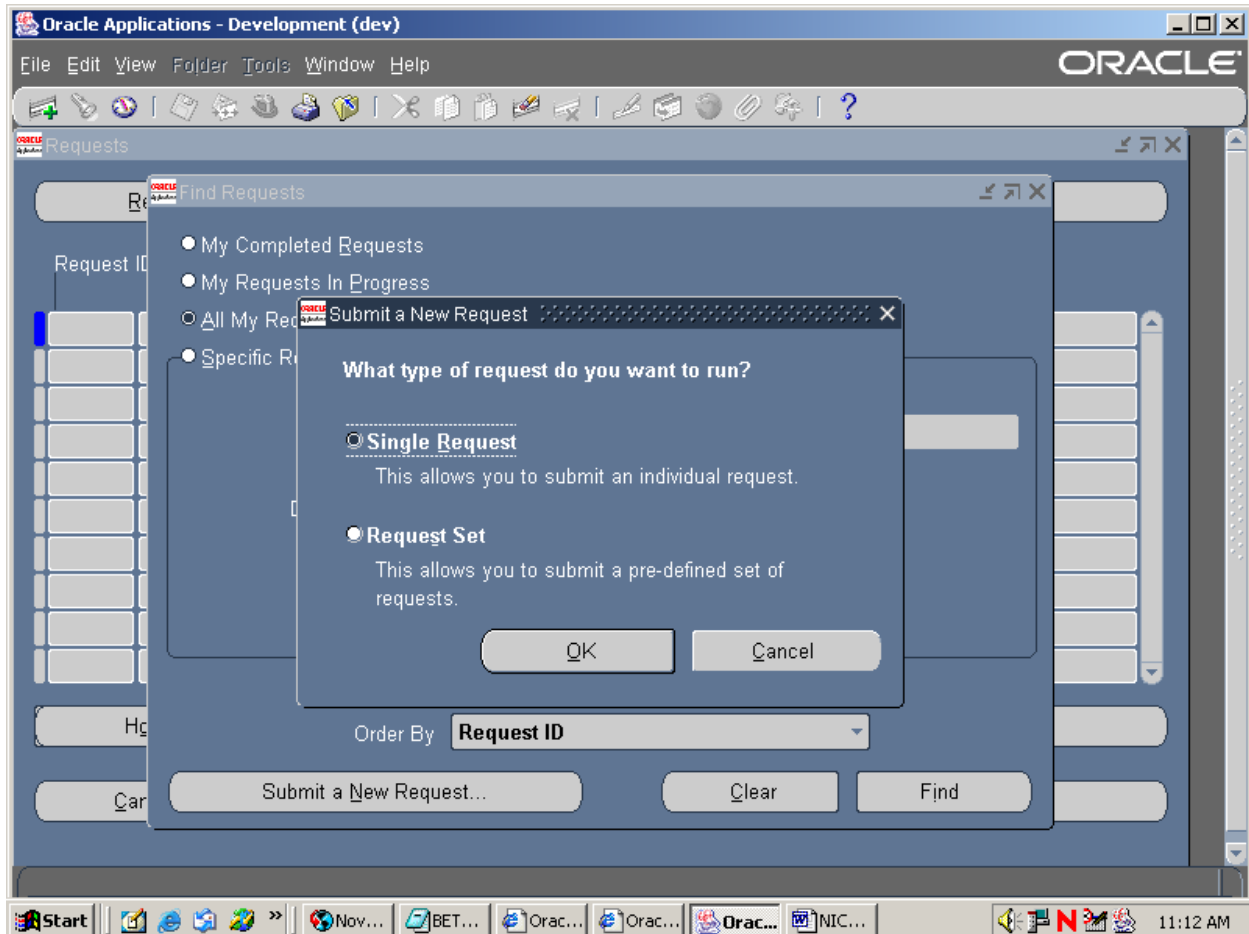
<b>Program Name:</b>	Department of Energy I-MANAGE Program	
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project	
<b>Project Manager:</b>	Laura Kramer	
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b> DV0566

8.11 To process this file with updates, execute the Non-IC Interface to process the file. Navigate to Request and select Run



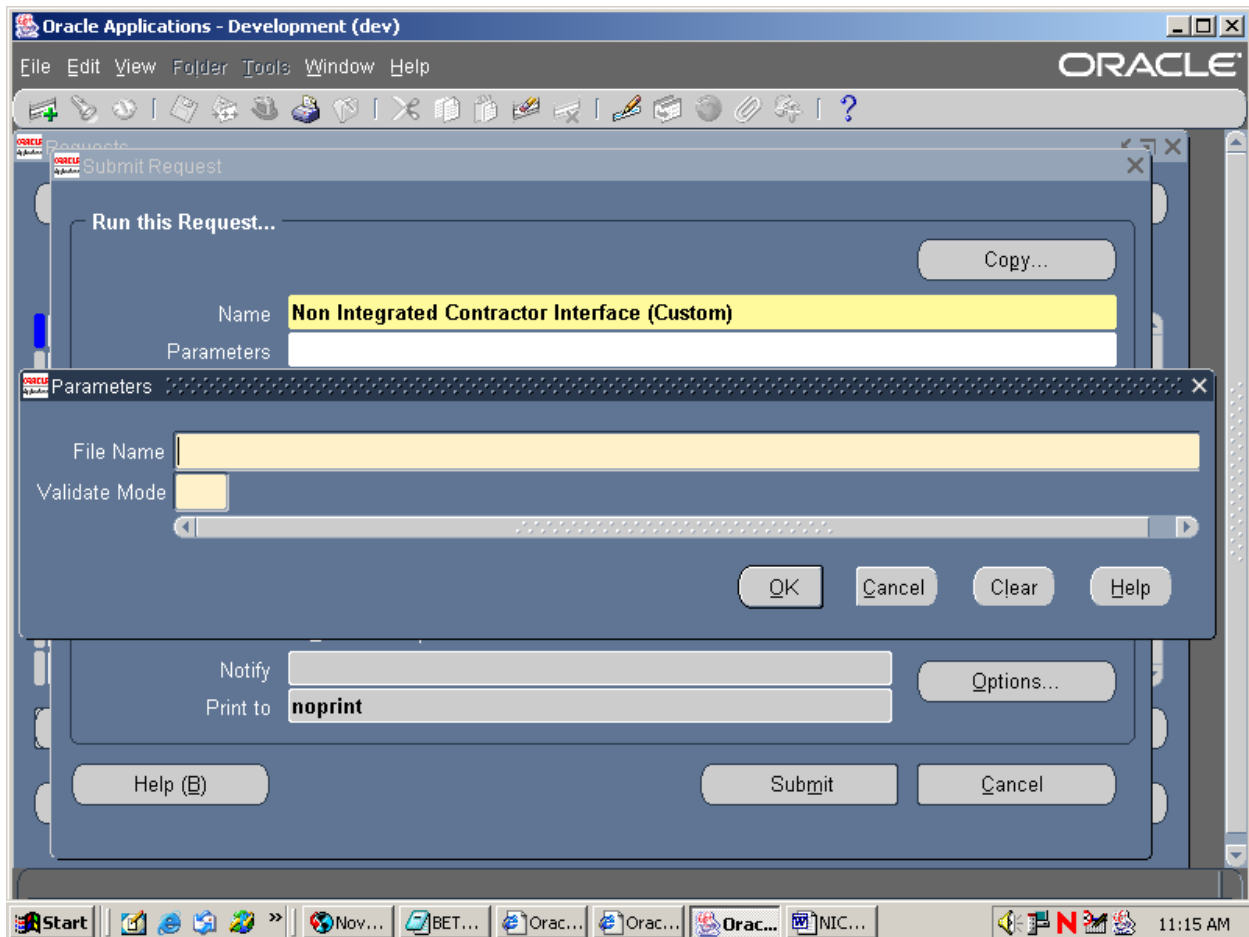
<b>Program Name:</b>	Department of Energy I-MANAGE Program	
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project	
<b>Project Manager:</b>	Laura Kramer	
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b> DV0566

8.12 The Find Request Window will appear. Click on the Submit New Request button to activate the 'Submit a New Request' window. By default the radio button Single Request is selected. Click the OK button to activate the Submit Request window.



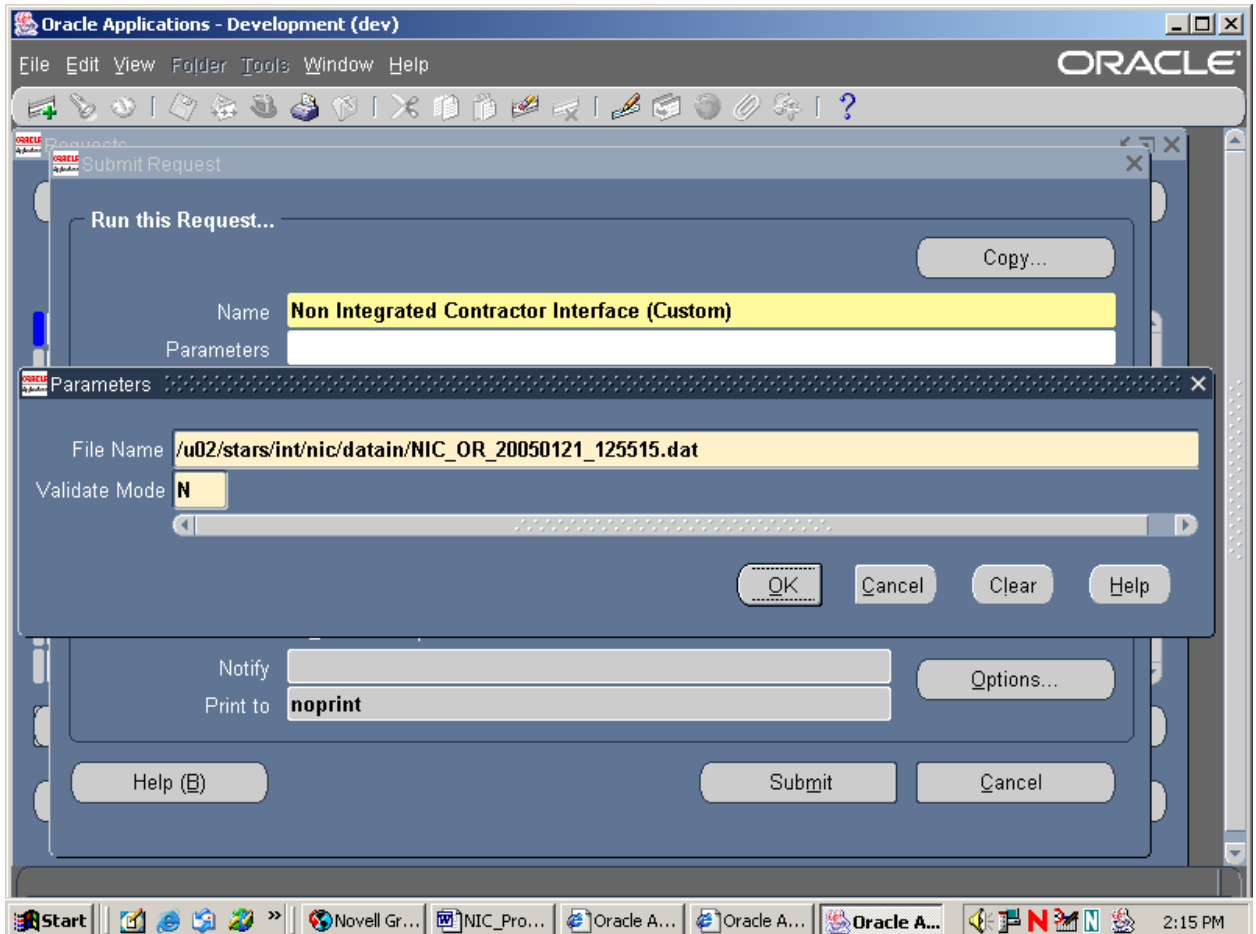
<b>Program Name:</b>	Department of Energy I-MANAGE Program	
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project	
<b>Project Manager:</b>	Laura Kramer	
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b> DV0566

8.13 Under the Submit Request Window, click on the List of Values (LOV) symbol within the Name field and select the “NON Integrated Contractor Interface (Custom)”. This can be accomplished by highlighting the selection and clicking on the OK button, or by simply double clicking the selection. This will result in ‘Non Integrated Contractor Interface (Custom)’ to appear in the Name field and the Non Integrated Contractor Parameters Window to appear.



<b>Program Name:</b>	Department of Energy I-MANAGE Program	
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project	
<b>Project Manager:</b>	Laura Kramer	
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b> DV0566

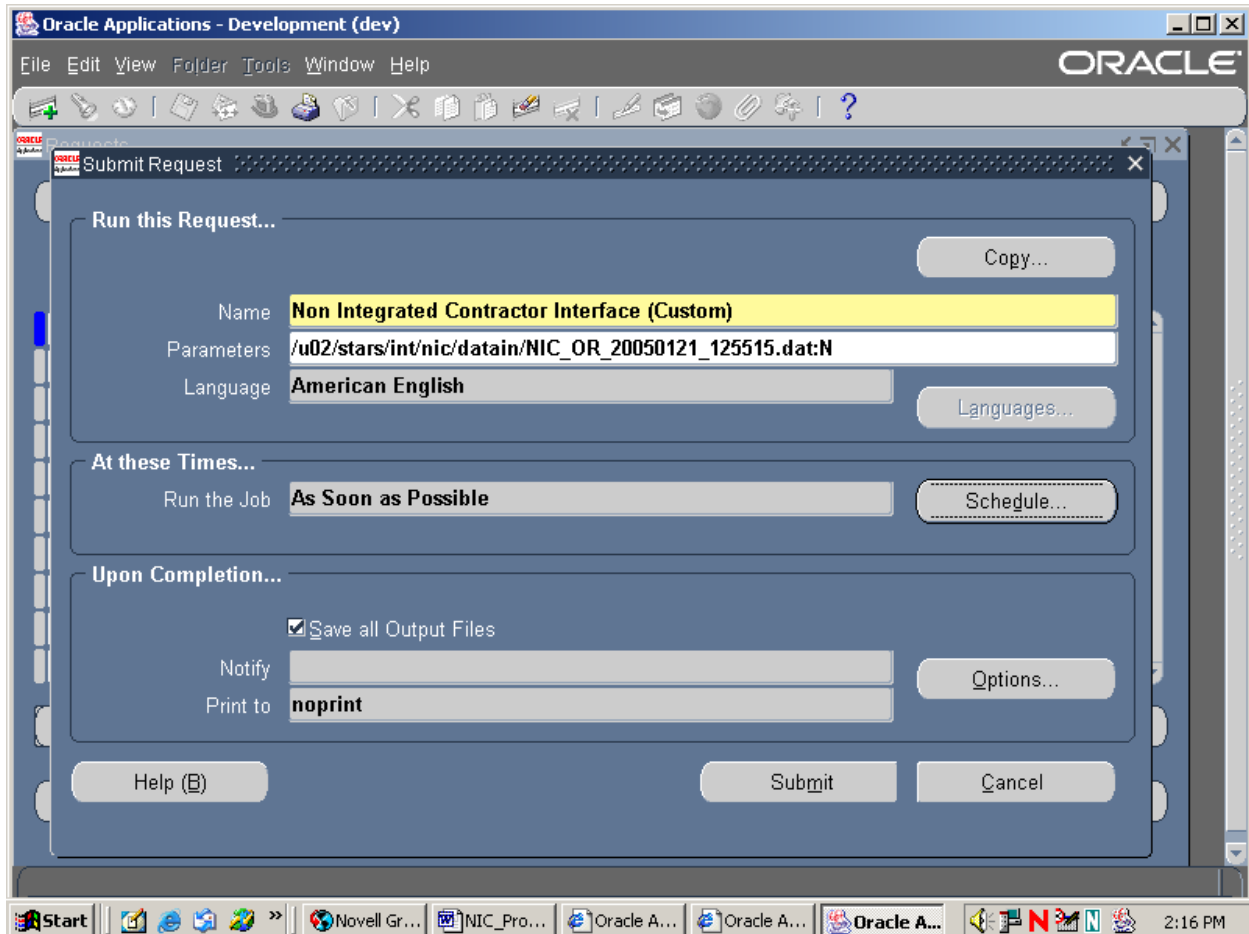
8.14 Enter the filename and enter “N” in the fields provided within the Parameters Window. Once all parameters have been entered click on the OK button.





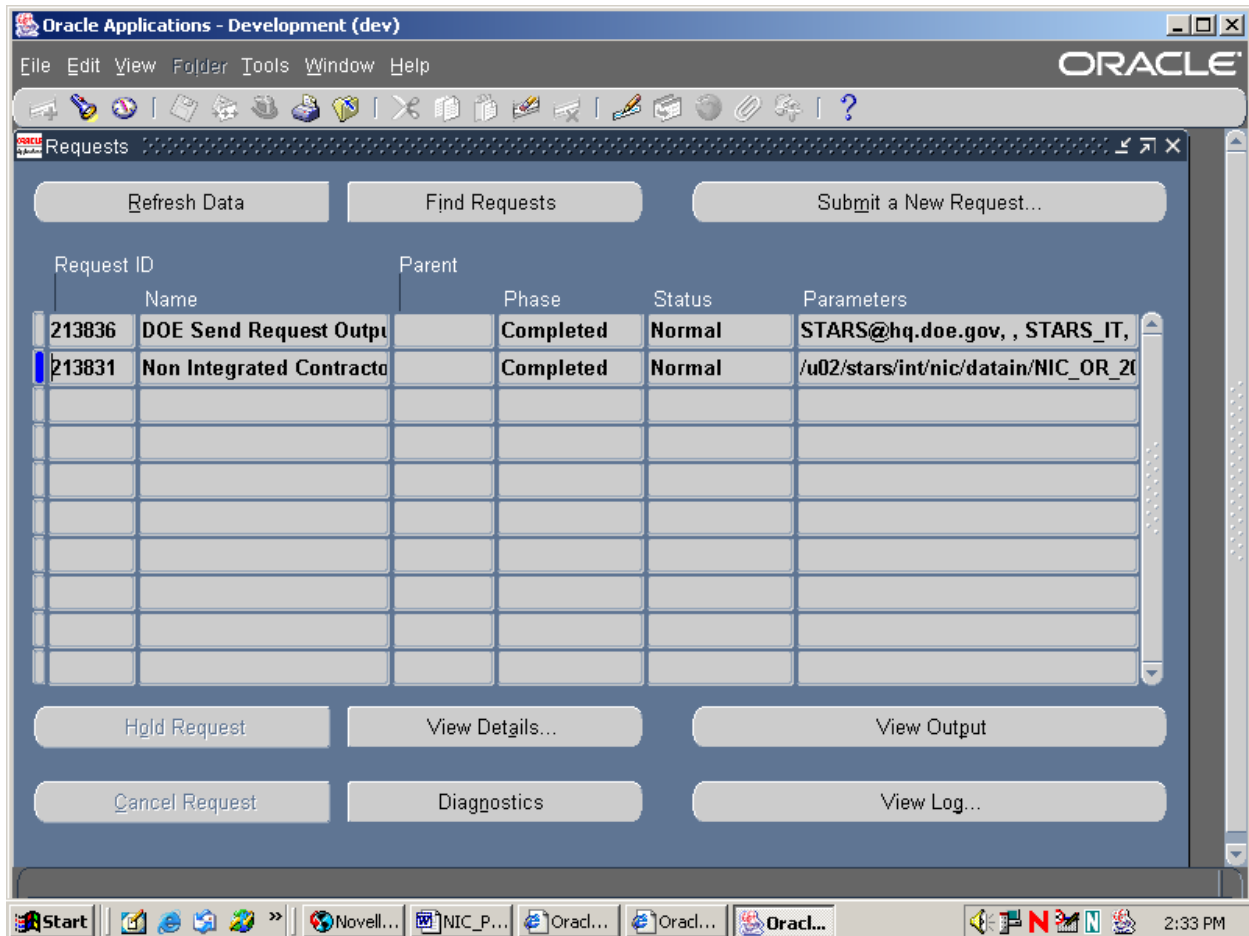
<b>Program Name:</b>	Department of Energy I-MANAGE Program	<b>Doc ID:</b>	<b>DV0566</b>
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
<b>Program Mgr:</b>	Warren Huffer		

8.15 The data that was entered into the Parameters Window is now being displayed in the Parameters field within the Submit Request Window. Verify that the parameters displayed are correct. If the parameters are correct click the Submit button to launch the Concurrent Request program. If the parameters are not correct, double click on the Parameter line and correct the parameters in error.



<b>Program Name:</b>	Department of Energy I-MANAGE Program	
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project	
<b>Project Manager:</b>	Laura Kramer	
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b> DV0566

8.16 The Concurrent Request Window will be displayed.



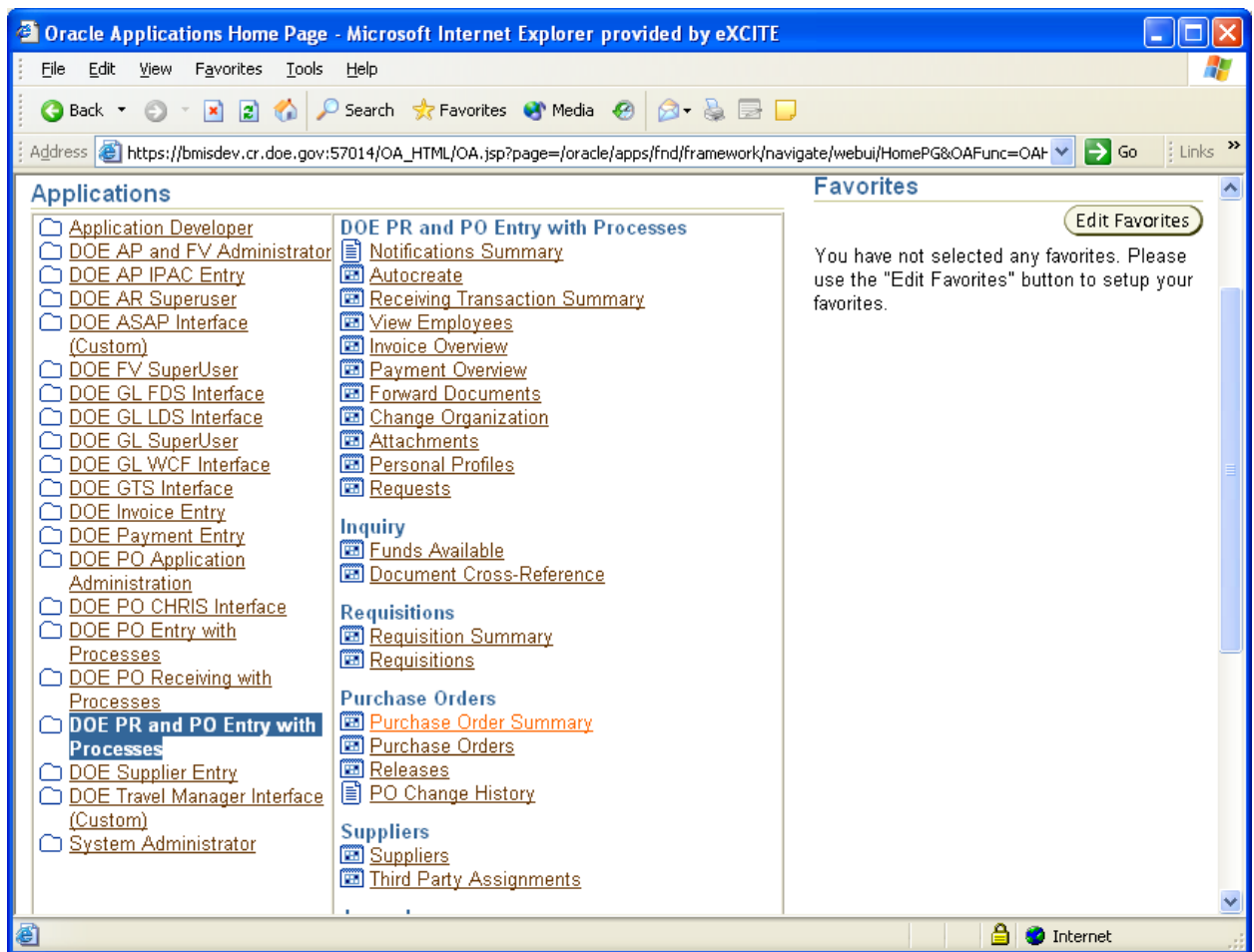
<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b>	<b>DV0566</b>

- 8.17 Two separate Request-IDs will be generated. One under the Request Name of “Non Integrated Contractor Interface (Custom)” which contains the execution output from the process. And another under the Request Name of “DOE Send Request Output as Email Attachment (to Multiple Recipients)” which contains within the Log file, a list of all the email recipients for this process.
- 8.18 Analyze the output from the Non Integrated Contractor Interface and take any corrective actions that may be required.

<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b>	<b>DV0566</b>

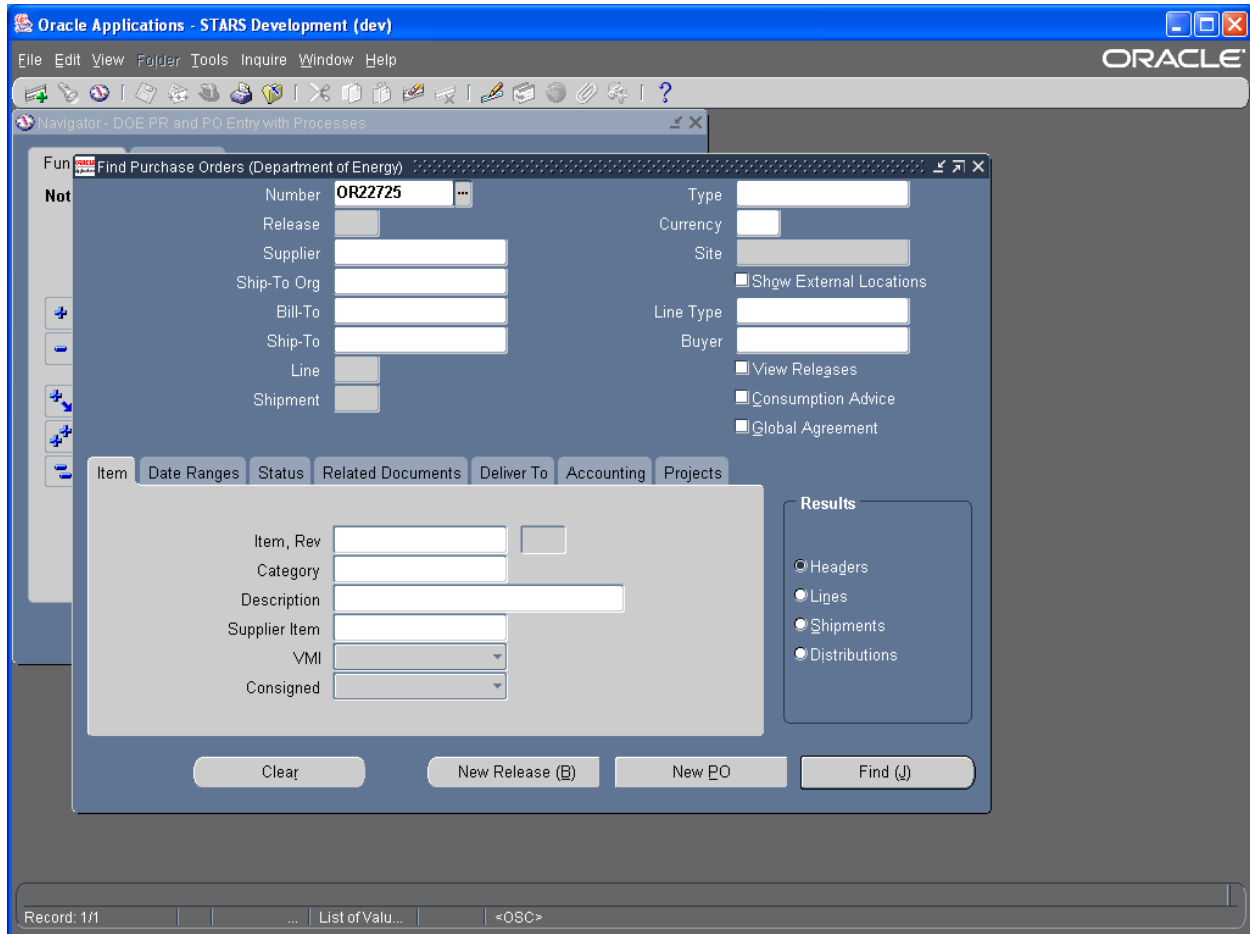
## 9. Manual Steps to Process to Purchase Order

This step only needs to be performed if all the Distribution Lines for a particular Purchase Order are not in the open GL Period. These examples are for illustrative purposes only and assume that all Funding issues have been previously resolved. From the Custom Responsibilities, select DOE PR and PO entry with Processes; or the Responsibility the will allow you to get to the Purchase Order Summary or the Purchase Order option within the Application list. Navigate to the Purchase Order Summary and select it by clicking on the listing.



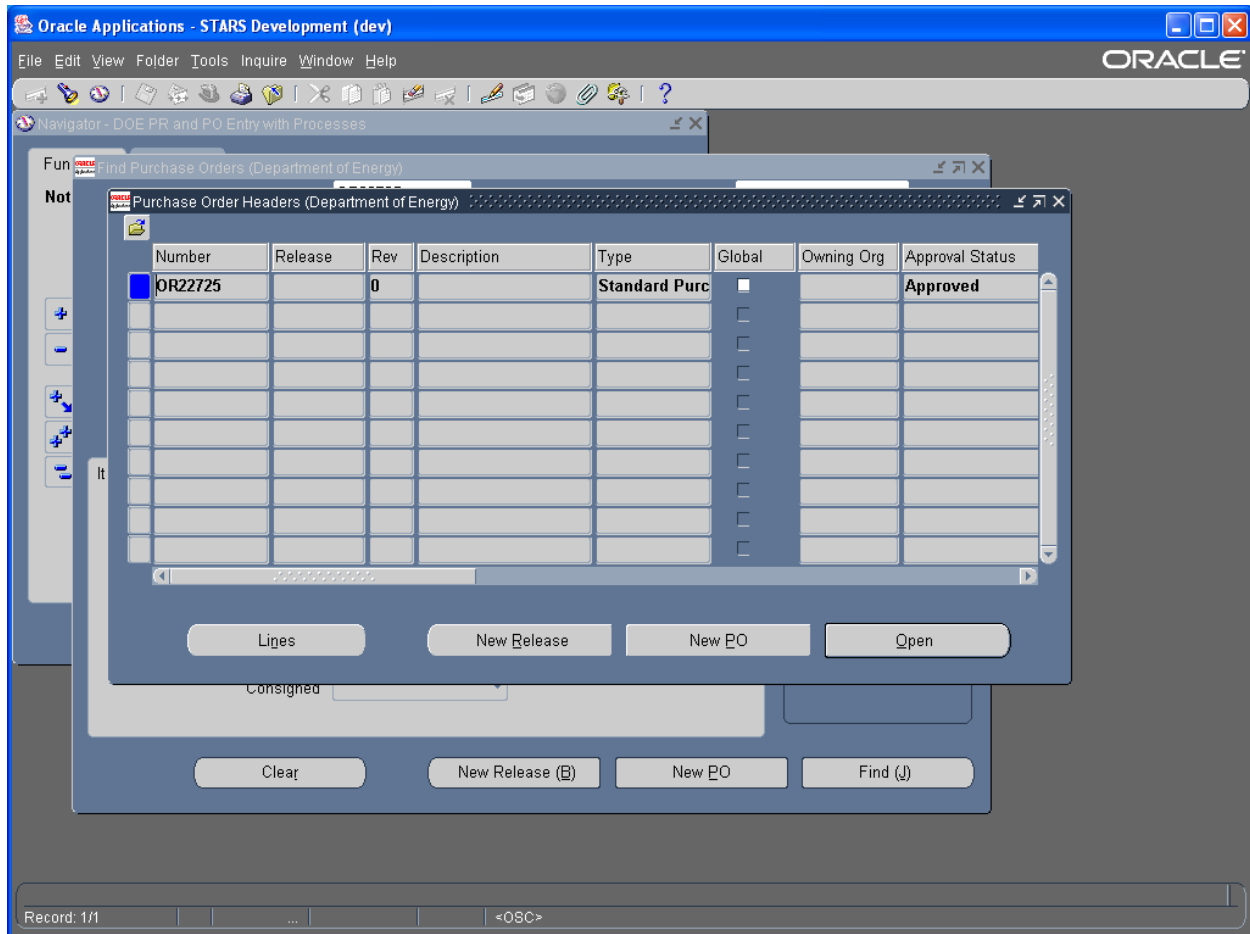
<b>Program Name:</b>	Department of Energy I-MANAGE Program	
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project	
<b>Project Manager:</b>	Laura Kramer	
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b> DV0566

This will bring up the Find Purchase Orders (Department of Energy) Window. Enter the PO Number and click on the Find button.



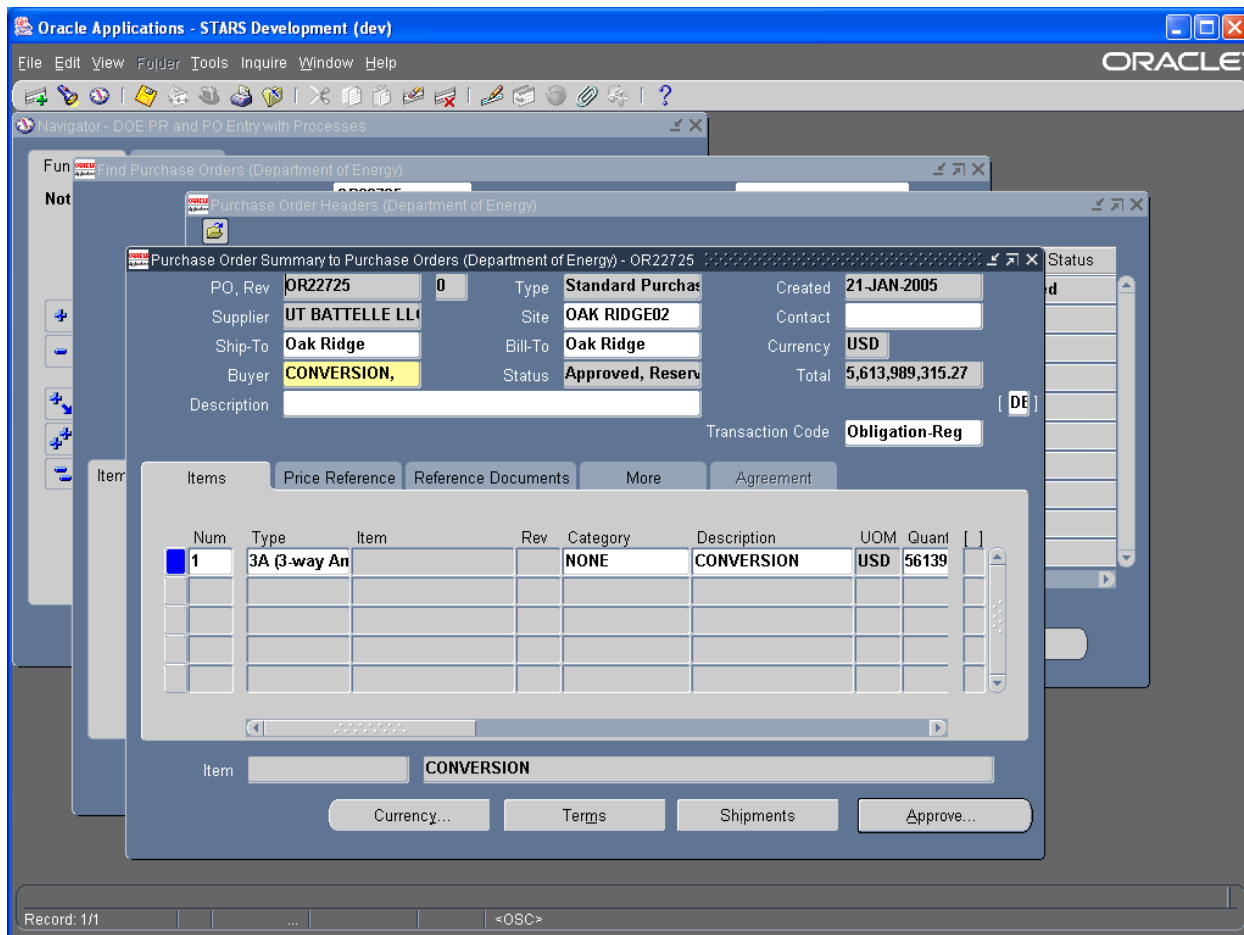
<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b>	<b>DV0566</b>

The Purchase Order Headers Window is displayed. Take note of the Status. Click on the Open button.



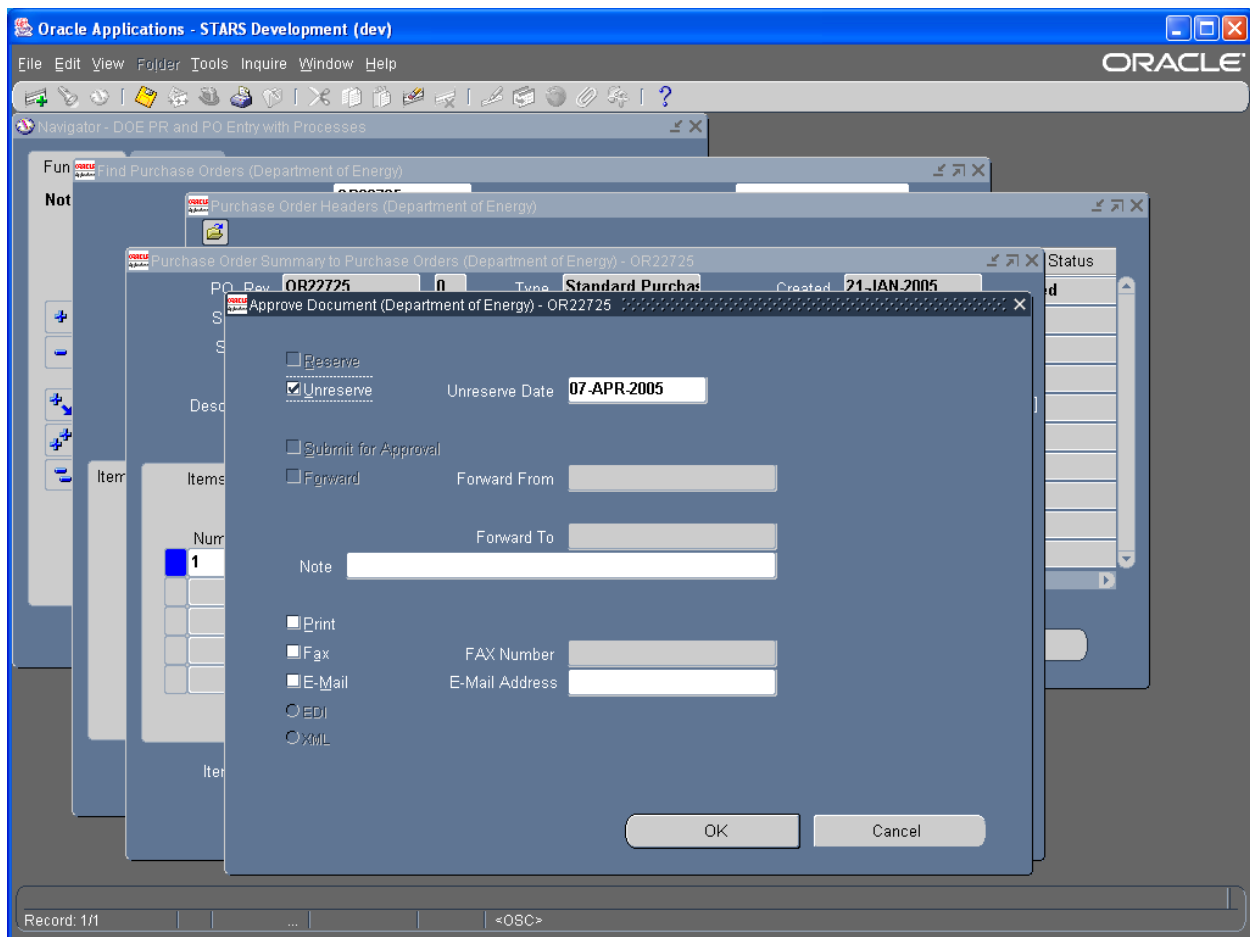
<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
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The Purchase Order summary to Purchase Orders Window is displayed. Click on the Approve Button.



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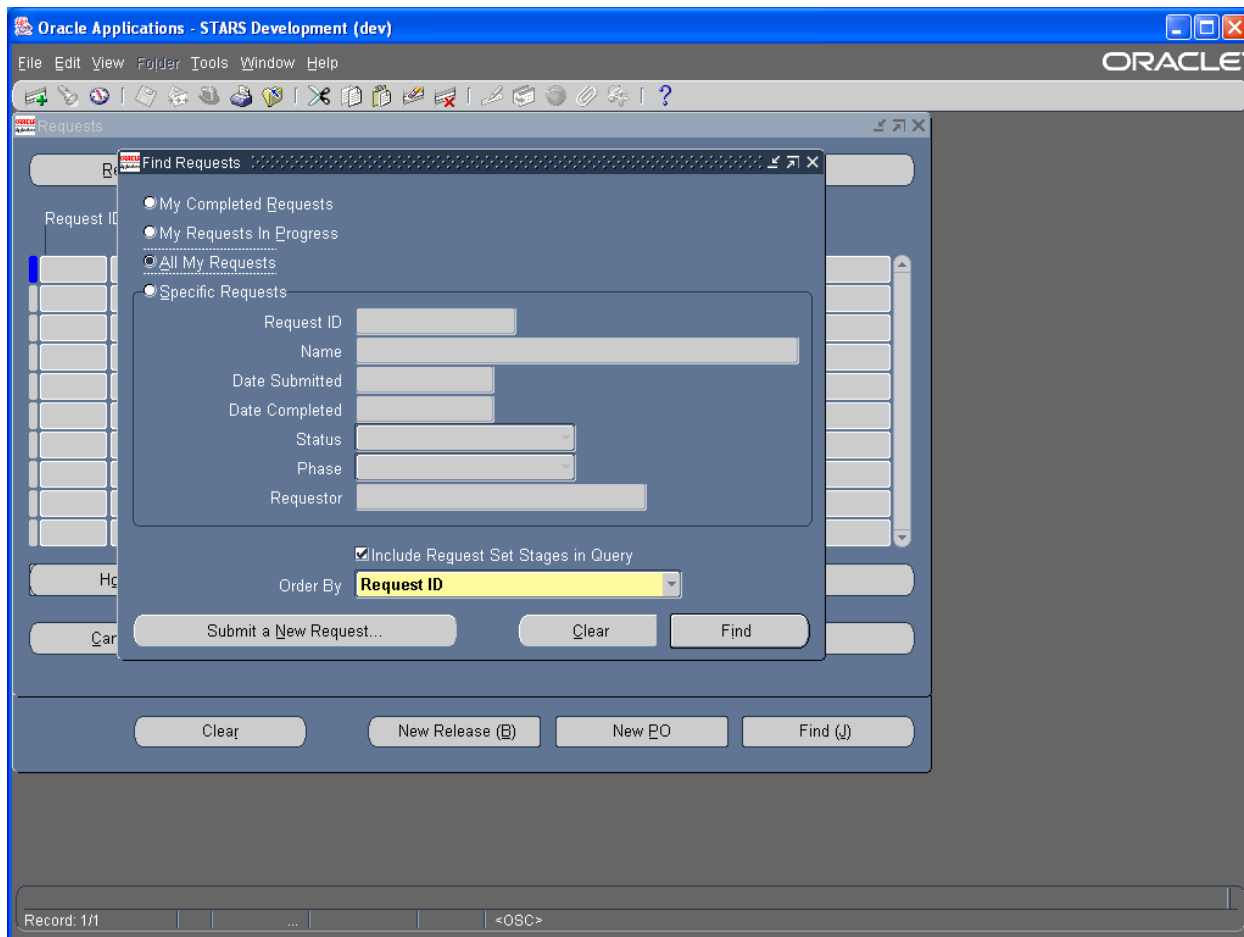
The Approve Document – PO# Window is displayed with the “Unreserve Box” already checked and the “Unreserve Date Box” populated with the current opened GL Date. Click on the OK button if all the parameters met your approval. This procedure will un-reserve all distributions lines associated to the Purchase Order that you have selected. A Note Box will be displayed stating that “Your actions passed funds check”; click the OK button to close this box. Another Note Box will be displayed stating the ‘Action completed successfully’; click the OK button to close this box. The Purchase Order Summary to Purchase Orders – PO# is displayed; take note the Status now reads “Requires Reapproval, Closed”.





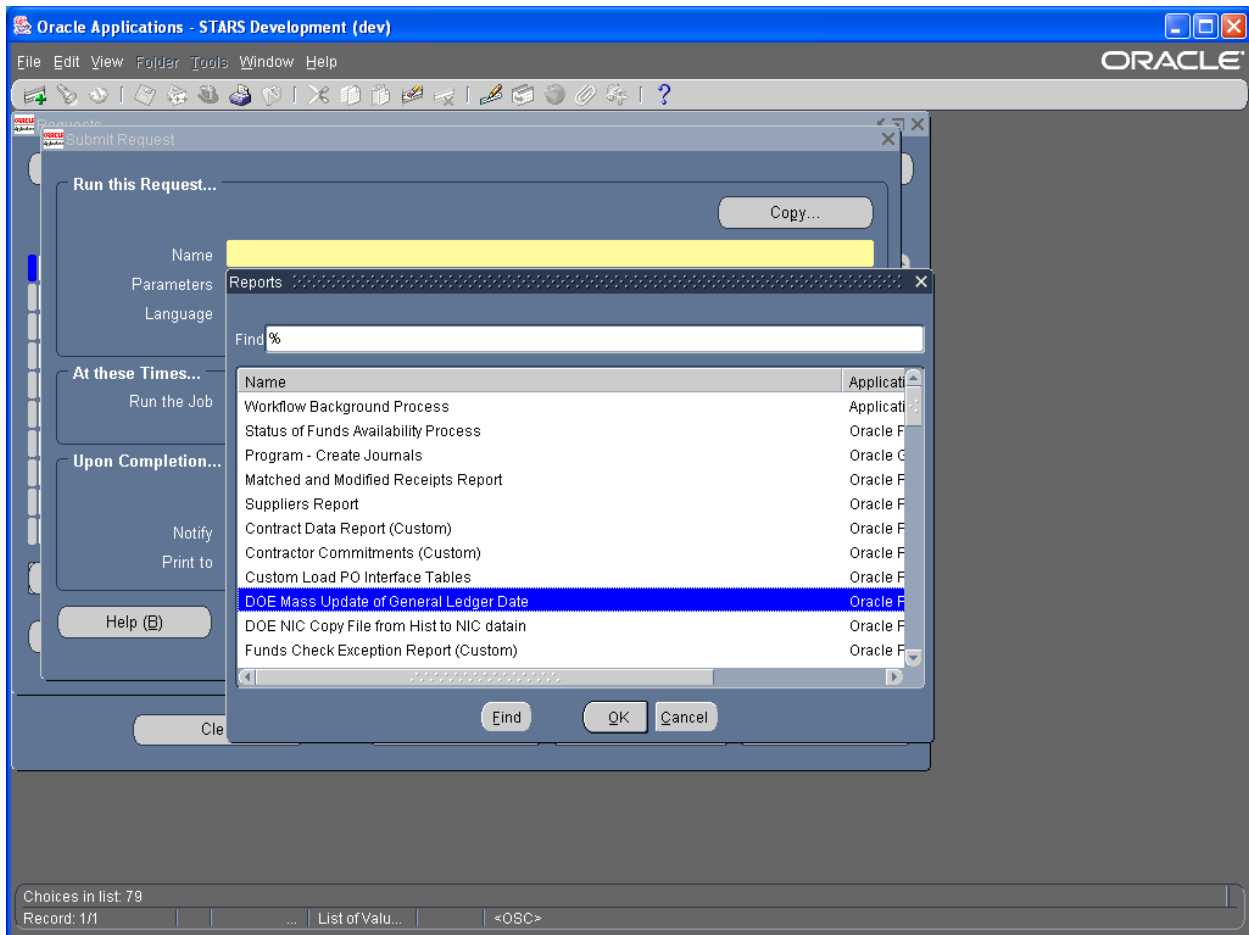
<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b>	<b>DV0566</b>

The next step is to change all of the GL-Dates on all of the Distribution Lines associated to the PO. Select View from the Menu Bar and then Request. The Find Request Window will appear. Click on the Submit New Request button to activate the 'Submit a New Request' window. By default the radio button Single Request is selected. Click the OK button to activate the Submit Request window.



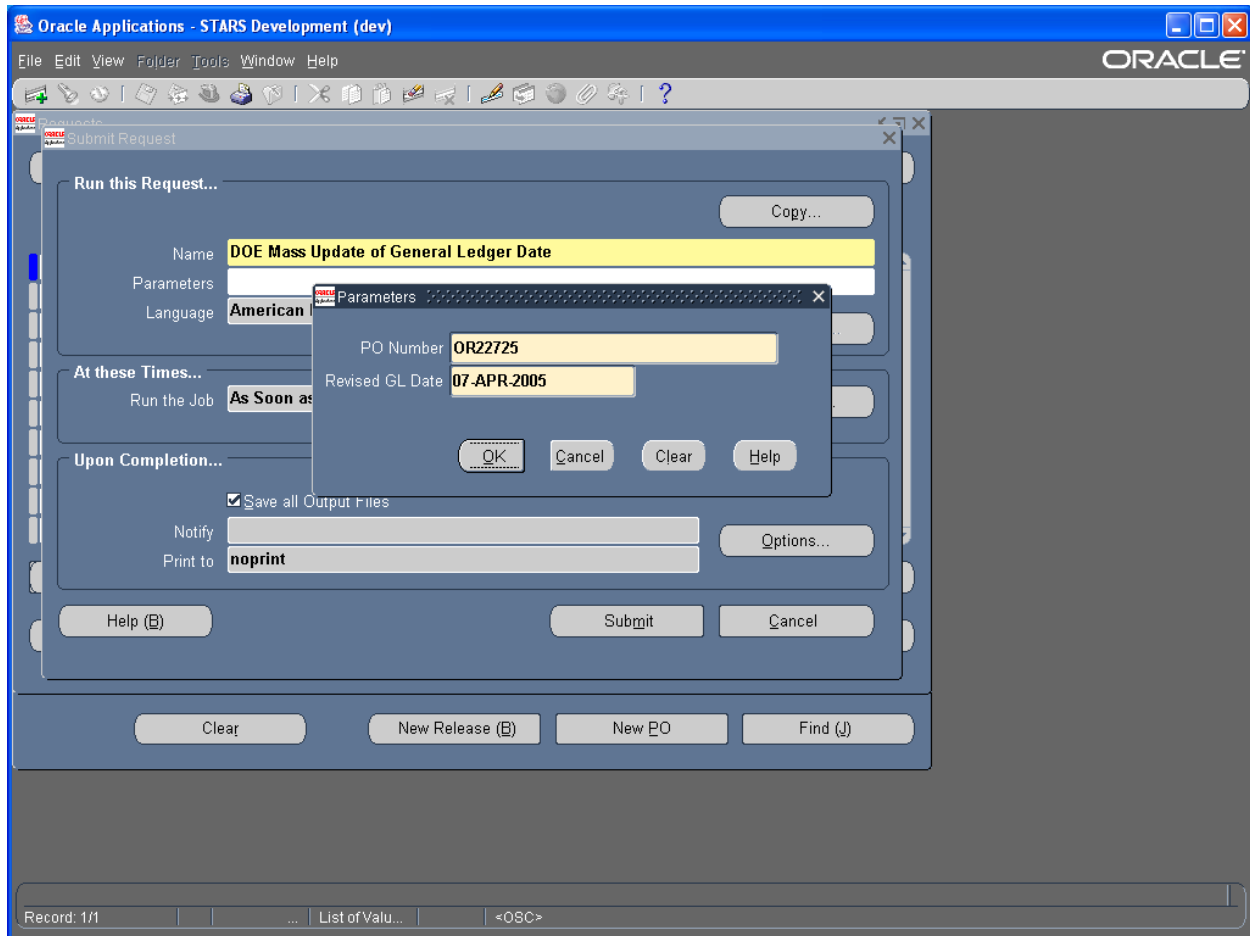
<b>Program Name:</b>	Department of Energy I-MANAGE Program	
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project	
<b>Project Manager:</b>	Laura Kramer	
<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b> DV0566

Under the Submit Request Window, click on the List of Values (LOV) symbol within the Name field and select the “DOE Mass Update for General Ledger Date”. This can be accomplished by highlighting the selection and clicking on the OK button, or by simply double clicking the selection.



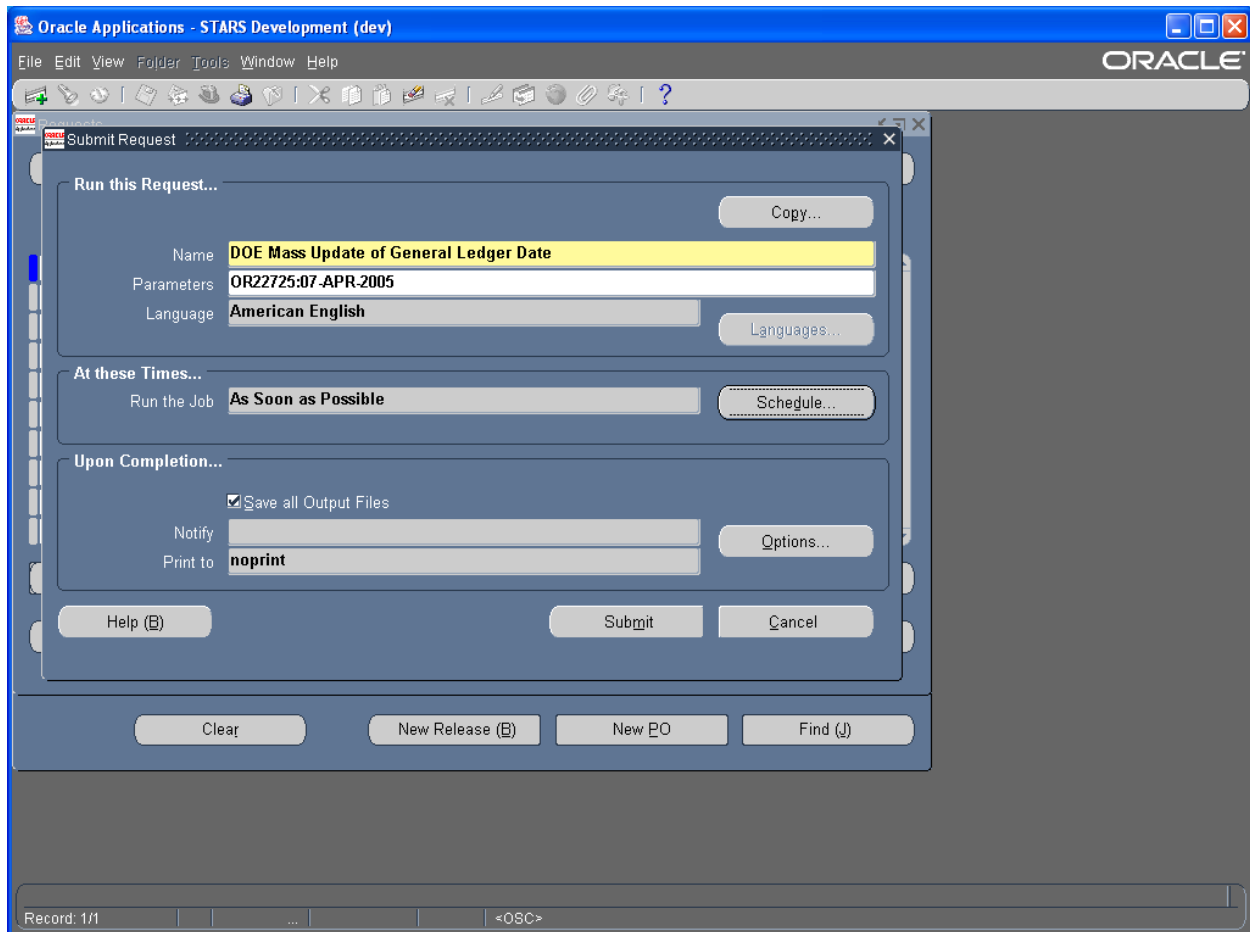
<b>Program Name:</b>	Department of Energy I-MANAGE Program	<b>Doc ID:</b>	<b>DV0566</b>
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
<b>Program Mgr:</b>	Warren Huffer		

This will result in 'DOE Mass Update for General Ledger Date' to appear in the Name field and the Parameters Window to appear. Enter the PO Number and the Revised GL-DATE and click the OK button.



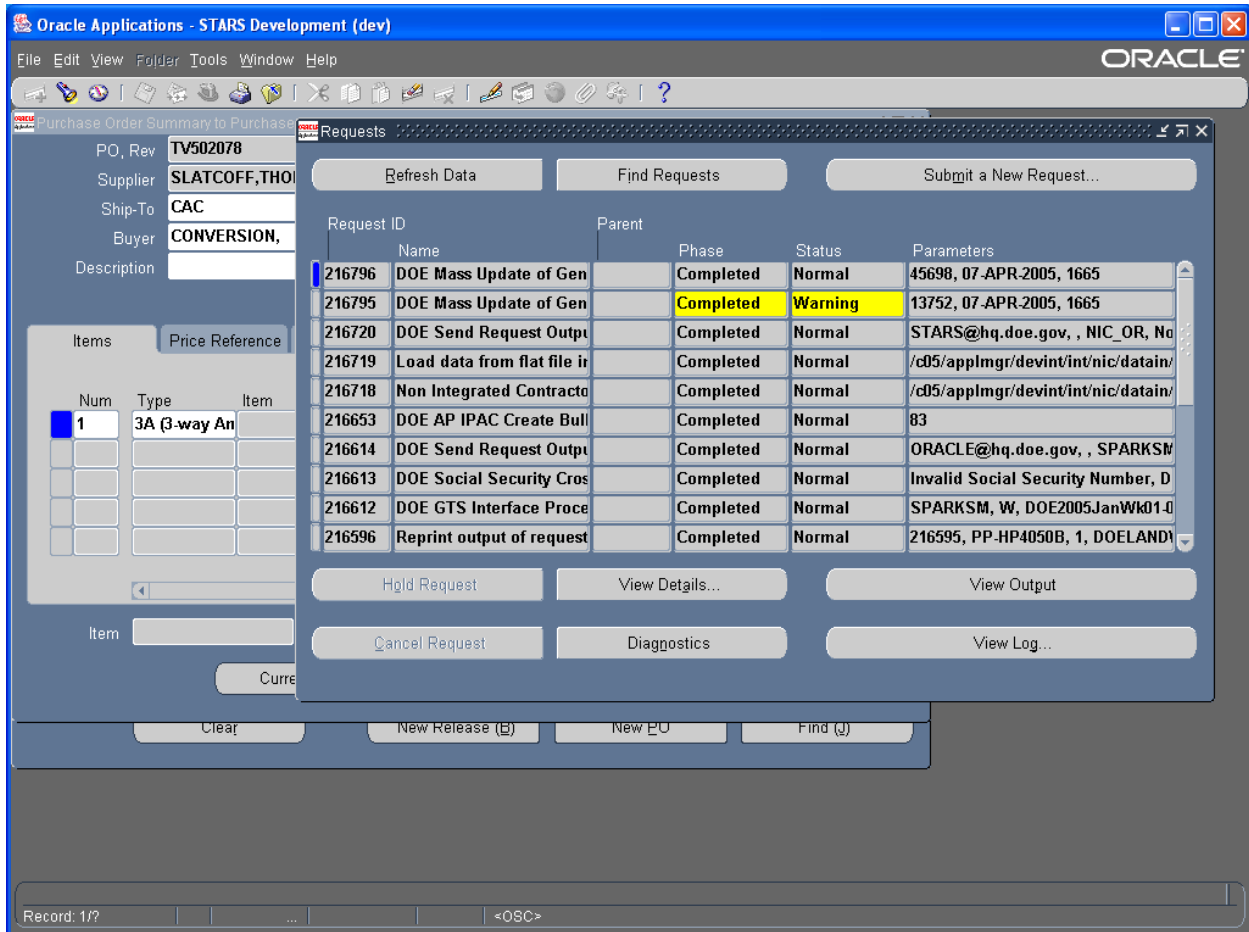
<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
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The data that was entered into the Parameters Window is now being displayed in the Parameters field within the Submit Request Window. Verify that the parameters displayed are correct. If the parameters are correct click the Submit button to launch the Concurrent Request program. If the parameters are not correct, double click on the Parameter line and correct the parameters in error. A concurrent request will be launched which will update the Distribution Lines for the PO Number Entered with the value in the GL-DATE Parameter.



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The Concurrent Request Window will be displayed. Click on the View Output button once the Request has completed. The output will indicate which PO was updated, and every Line, Shipment, and Distribution Line that was changed; including the values of the original GL-DATE and the new GL-DATE values.



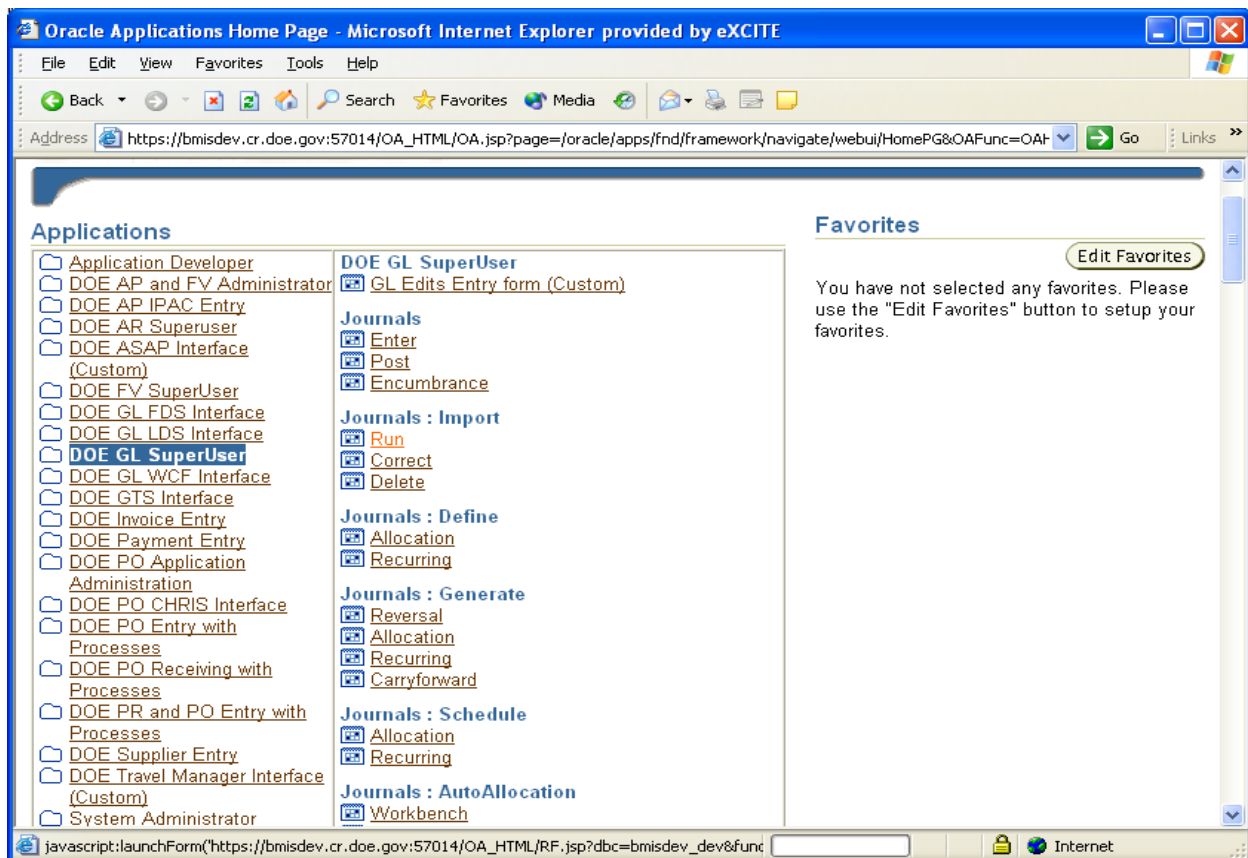
To “Re-Approve” the PO, follow the procedures describe above to “Unreserve” the PO. The only difference is when the Approve Document – PO# Window is displayed the Approved Box will be checked by default instead of the “Unreserved Box”. Once the OK button is clicked a Note Box will display the following message; “Document has been submitted for Approval. To determine the next approver or the action taken please navigate to the Action History Window from the Summary Form”. Follow your normal procedures for approving a PO upon completion of the approval process the Allocation and the Obligation files can be processed.

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## 10. Manual Steps to Import Journal and GL Posting

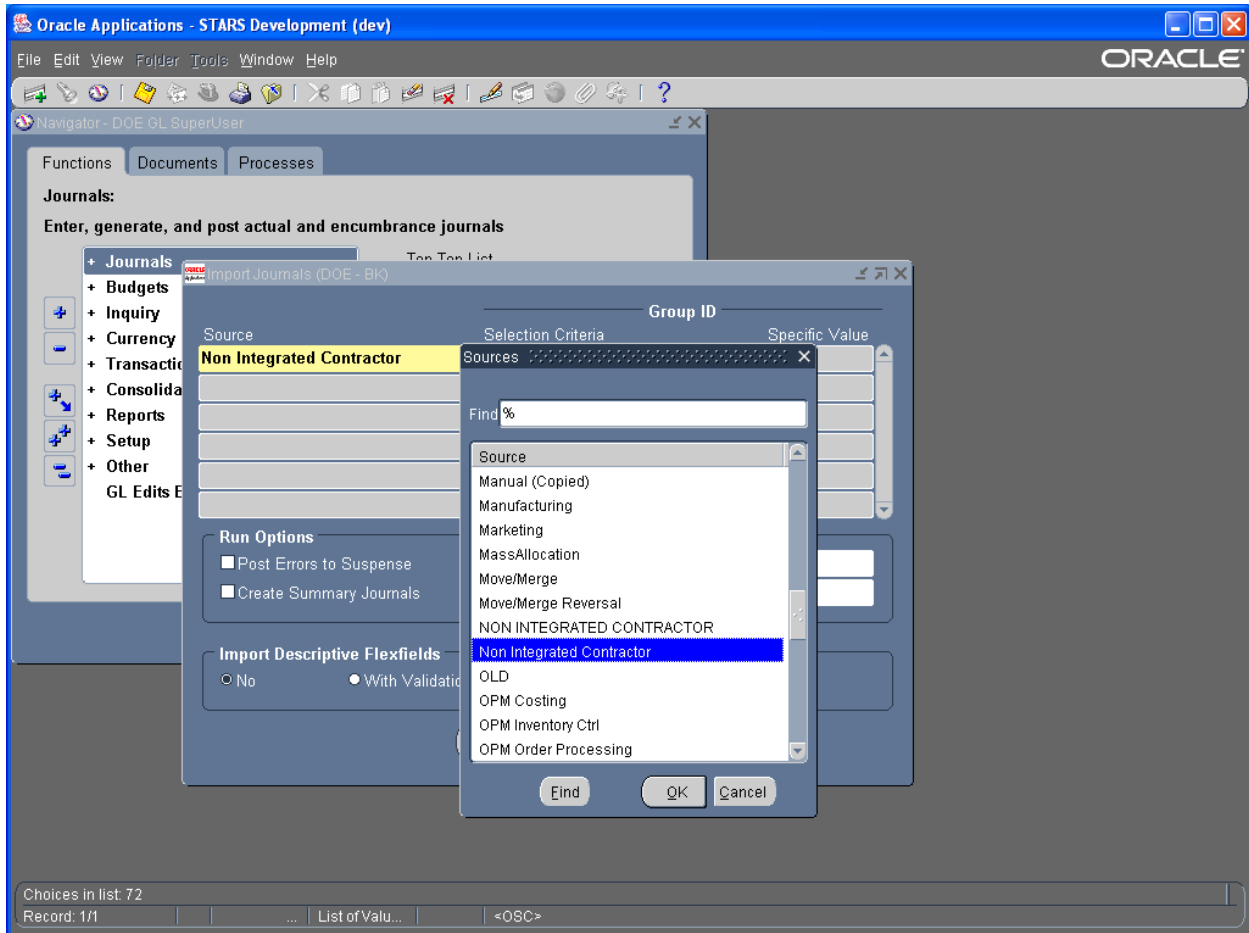
These examples all for illustrative purposes only, and assume that the proper responsibility to execute these applications have been granted. In addition, it is assume that the user has the proper knowledge base to perform these operations. The Non Integrated Interface will be the Source Batch Name used in these examples.

From the Custom Responsibility, select the appropriate GL responsibility from the Application list.



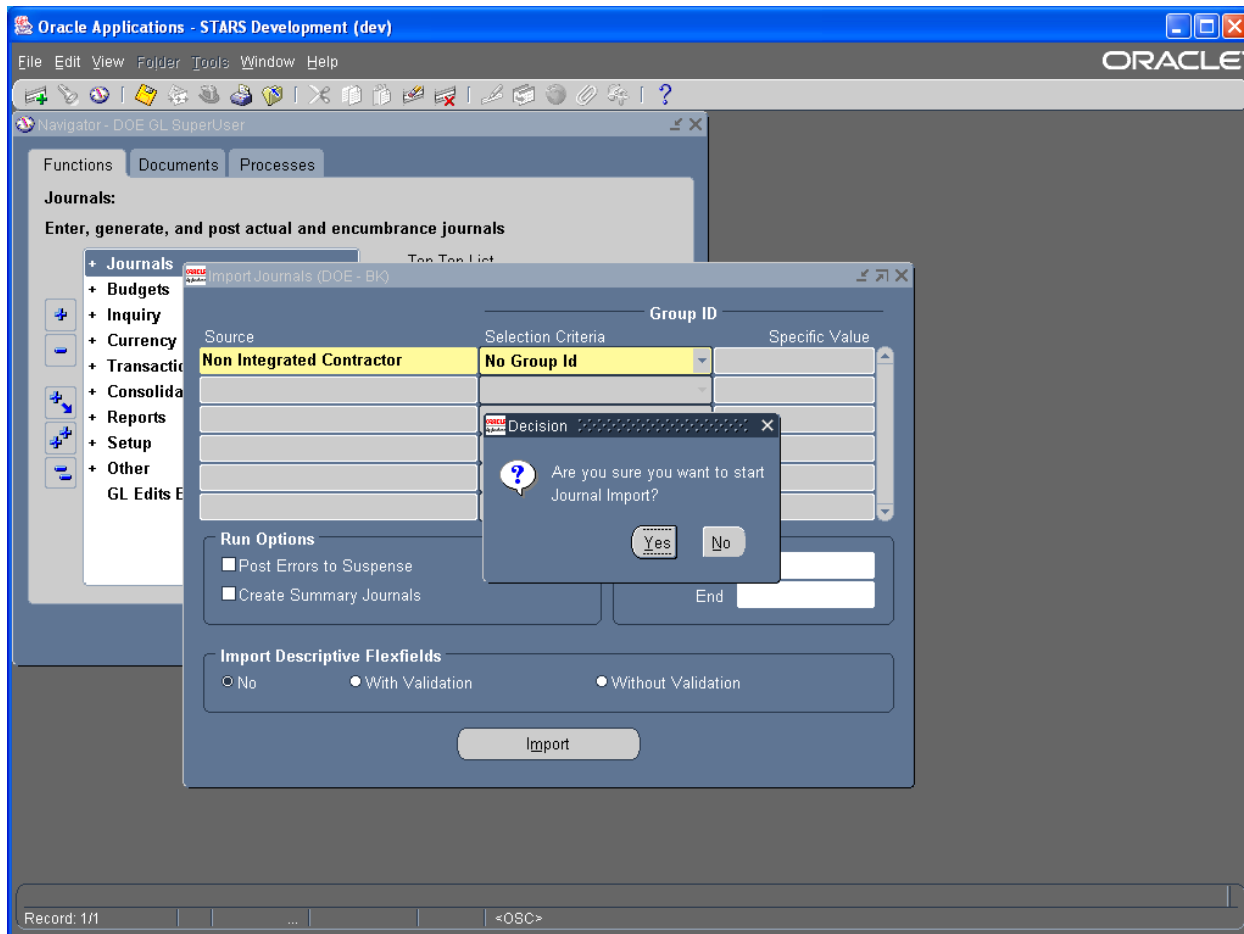
<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
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Navigate to Journals: Import -> Run, the Import Journals Window will be displayed. From the list of values select the Non Integrated Contractor option and click on the OK button. The LOV Window will close and your selection will appear in the Source field within the Import Journals Window.



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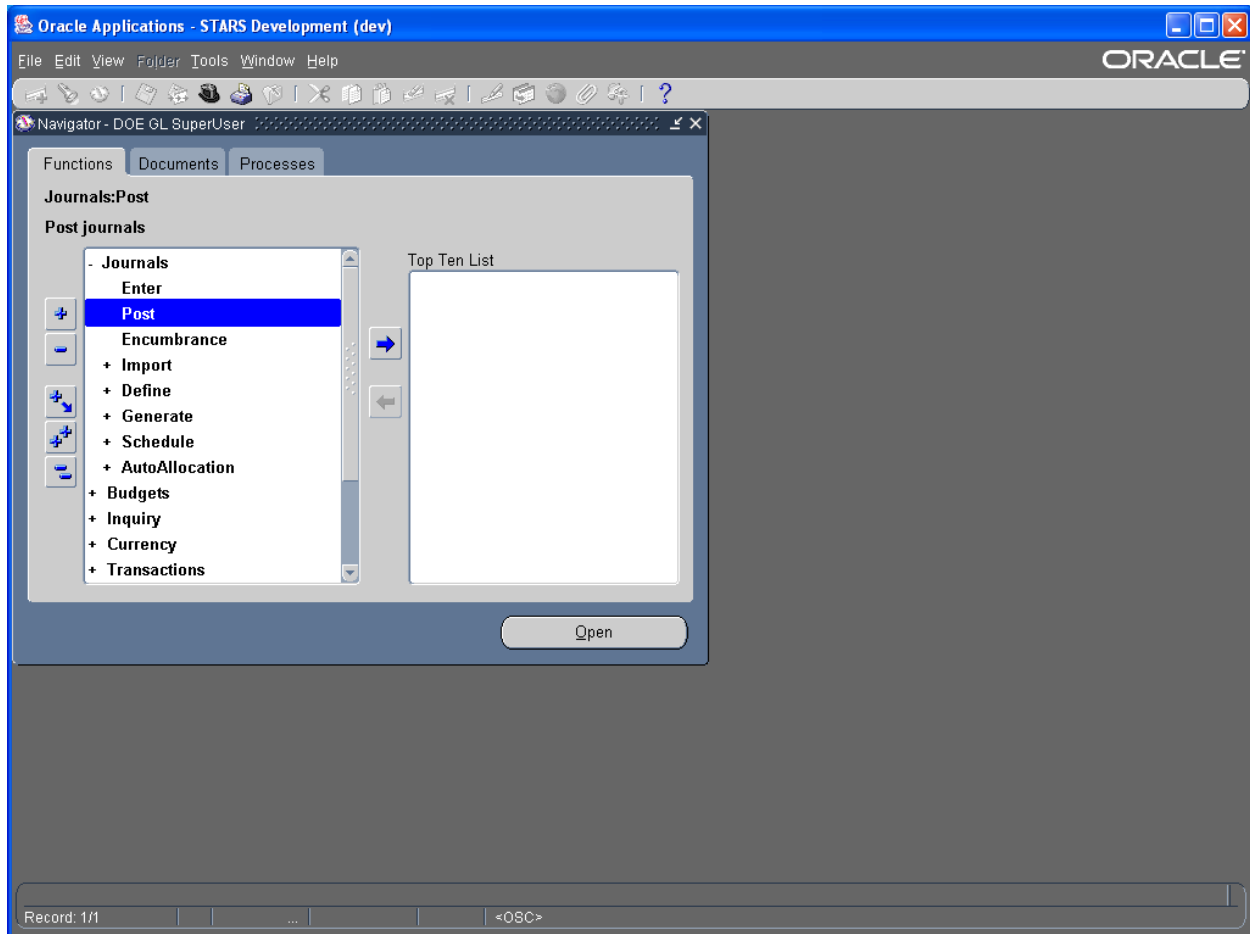
Next, click on the Import Button. A decision Box will be displayed containing “Are you sure you want to start Journal Import?”. Click the Yes button. A Note Box will appear containing “Your concurrent Request ID is #####”. Close the Journal Import Form. Navigate to the Request form to view the results from the Journal Import Concurrent Request.





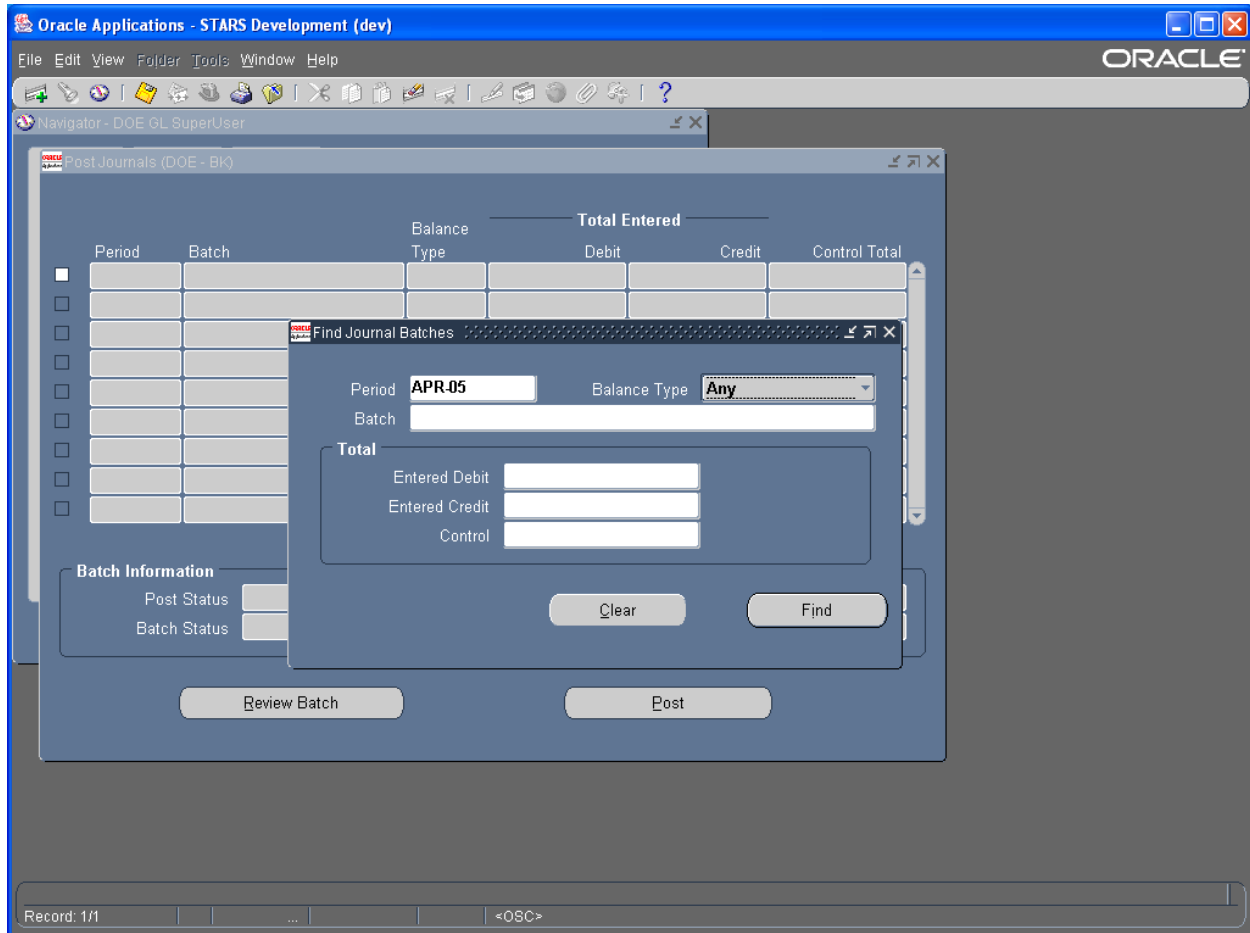
<b>Program Name:</b>	Department of Energy I-MANAGE Program		
<b>Project ID:</b>	I-MANAGE Program 1.1 STARS Project		
<b>Project Manager:</b>	Laura Kramer		
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From the GL Super User responsibility or equivalent, navigate to Journals and Post.



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The Find Journal Batches Window will appear. Enter the values required to Post the data for processing. In the example below, the Period field is the only field populated. Click on the Find button.



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The Post Journals Window is displayed containing all the Batches awaiting Posting for the period entered. Click on the Check Box for all the data that applies for your process. In the example below the batch 216460 is selected.

Oracle Applications - STARS Development (dev)

File Edit View Folder Tools Window Help

Navigator - DOE GL SuperUser

Post Journals (DOE - BK)

	Period	Batch	Balance Type	Total Entered		Control Total
				Debit	Credit	
<input checked="" type="checkbox"/>	APR-05	CAC Purchasing 216460: A 11	Actual	143,503.60	143,503.60	
<input type="checkbox"/>	APR-05	CAC Purchasing 216468: A 11	Actual	2,182.68	2,182.68	
<input type="checkbox"/>	APR-05	CAC Purchasing 216555: A 11	Actual	9.84	9.84	
<input type="checkbox"/>	APR-05	CAC Purchasing 216562: A 11	Actual	24.00	24.00	
<input type="checkbox"/>	APR-05	CAC Purchasing 216635: A 11	Actual	13.80	13.80	
<input type="checkbox"/>	APR-05	CAC Purchasing 216636: A 11	Actual	50.00	50.00	
<input type="checkbox"/>	APR-05	CAC Purchasing 216637: A 11	Actual	110.00	110.00	
<input type="checkbox"/>	APR-05	CHO Purchasing 216310: A 11	Actual	10,073.28	10,073.28	
<input type="checkbox"/>	APR-05	CHO Purchasing 216316: A 11	Actual	16,315.36	16,315.36	

**Batch Information**

Post Status:       Period Status:

Batch Status:

Record: 1/?      ...      <OSC>

<b>Program Name:</b>	Department of Energy I-MANAGE Program		
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<b>Program Mgr:</b>	Warren Huffer	<b>Doc ID:</b>	<b>DV0566</b>

Next, click on the Post Button. A Note Button will appear stating that “Your Posting Concurrent Request Id is #####; click on the OK button to continue. The Find Journal Batches Window will appear again; enter additional batches or close the form. Navigate to the Request form to view the results from the Journal Import Concurrent Request.

