



# STARS Training Information



## STARS Training Reference Information

The Standard Accounting and Reporting System (STARS) Online Desk Reference has been developed for all training modules. Please review your training materials for information on how to access this resource.

STARS online tutorials can be accessed through iLearning.

Detailed information on how to use iLearning can be found in the STARS Training Communiqué. The STARS Training Communiqué was sent to all end users and can be accessed at: <http://www.mbe.doe.gov/ME2-5/i-manage/STARSTrainingSiteLogistics.pdf>

Additional Training Logistics information can be found at: <http://www.mbe.doe.gov/ME2-5/i-manage/STARSTrainingSiteLogistics.pdf>

All end users should have received their iLearning user ID and passwords by March 2, 2005. If you need assistance with your iLearning password, please send an email to [STARS@hq.doe.gov](mailto:STARS@hq.doe.gov).

STARS Online Training Registration for end users is now closed. Requests for training registration should be sent by your Field CFO to [STARS@hq.doe.gov](mailto:STARS@hq.doe.gov). The request should include the name of the end-user, the course name, date and location.

## STARS Modules and Training Courses

Course Name	Prerequisite	Type	Duration	Outcome/Result
<b>STARS Navigation Tutorial, "Navigating Oracle 11i Applications"</b>	None	<i>Self-paced, On-line</i>	1 day	Ability to: <ul style="list-style-type: none"> <li>• Log on to STARS</li> <li>• Use STARS menus to navigate through the system</li> <li>• Enter basic transactions in STARS</li> <li>• Search for information</li> </ul>
<b>STARS Accounting Flexfield Tutorial</b>	None	<i>Self-paced, On-line</i>	30 minutes	Ability to: <ul style="list-style-type: none"> <li>• Describe the purpose of the AFF string.</li> <li>• Define each of the segments in the AFF string</li> <li>• Describe the hierarchy of accounts</li> <li>• Identify the key parent accounts</li> <li>• Locate the 11 segments in the AFF string</li> <li>• Describe the purpose of the Descriptive Flexfield (DFF)</li> </ul>

<b>STARS Accounts Payable Module (AP)</b> – Two courses - Accounts Payable Invoicing and Accounts Payable Payment Processing - explore the primary functions of accounts payable staff, including entering matched and unmatched invoices, invoice returns, cancellations and holds, payment processing, and returned payments.				
<b>AP Invoicing</b>	Navigating Oracle 11i Applications	Instructor Led	1 day	Ability to: <ul style="list-style-type: none"> <li>• Enter and adjust matched and unmatched invoices</li> <li>• Place and release holds</li> </ul>
<b>AP Payment Processing</b>	Navigating Oracle 11i Applications	Instructor Led	½ day	Ability to: <ul style="list-style-type: none"> <li>• Enter and modify standard payment processing, including: non-SF224 reportable payments; foreign payments, SOCs; third-party payment drafts; remittance advice notices; and supplier prepayments</li> <li>• Process interest penalties</li> <li>• Refund overpayments</li> <li>• Correct accounting errors after payment</li> </ul>
<b>STARS Account Receivable Module (AR)</b> – Three courses - Accounts Receivable Customer Entry, Accounts Receivable Entry and Accounts Receivable Collections - guide participants through the full-life cycle of accounts receivable entry, beginning with customers and banking information entry and continuing through collections and past-due procedures. These courses will use hands-on exercises to explore the processes for entering customer bills, adjusting bills, entering receipts, reversing receipts, writing-off receivables, and creating dunning profiles. These courses will also highlight procedural differences in billing Federal and non-Federal customers, as well as key STARS accounts receivable reports.				
<b>AR Collections</b>	Navigating Oracle 11i Applications	Instructor Led	1 day	Ability to: <ul style="list-style-type: none"> <li>• Process collections</li> </ul> Enter and reverse receipts
<b>AR Customer Entry</b>	Navigating Oracle 11i Applications	Instructor Led	½ day	Ability to: <ul style="list-style-type: none"> <li>• Enter customer, customer banks, and payment methods</li> </ul> Define dunning profiles for customers
<b>AR Entry</b>	Navigating Oracle 11i Applications	Instructor Led	1 day	Ability to: <ul style="list-style-type: none"> <li>• Enter AR invoices and credit memos</li> <li>• Process write-offs</li> <li>• Create Adjustments</li> </ul> View and print dunning memos
<b>STARS General Ledger Module (GL)</b> – The full-day General Ledger course focuses on creating manual and recurring journals and journal batches, entering allotments, and using the Application Desktop Integrator (ADI) to upload journals directly into the General Ledger. Participants will get hands-on practice entering accruals as well as reversing and posting journal entries. The final portion of the course provides an overview of GL period and year-end closing procedures.				
<b>General Ledger</b>	Navigating Oracle 11i Applications	Instructor Led	1 day	Ability to: <ul style="list-style-type: none"> <li>• Enter, post, and reverse journals in the General Ledger</li> </ul> Use the Application Desktop Integrator (ADI) to upload batch journal entries from spreadsheets
<b>STARS IPAC Module</b> – This full-day course explores intra-governmental payments and collections from the perspective of both AP and AR. Participants will enter both inbound and outbound IPAC transactions to become more familiar with IPAC processing in STARS.				
<b>IPAC Processing</b>	Navigating Oracle 11i Applications	Instructor Led	1 day	Ability to: <ul style="list-style-type: none"> <li>• Enter IPAC transactions including both positive and negative (credit) transactions</li> </ul>



# STARS Training Information (Continued)



**STARS Processing Obligations Module (PO)**– Two courses - Purchasing and Purchasing Receipts - take users through the purchasing process beginning with entering banking and supplier data through receipt of the purchase. Emphasis is placed on entering commitments, obligations and costs, using the STARS inventory organization structure to make purchases for specific allottees, and entering releases against blanket purchase agreements. The online STARS Purchasing Tutorial is a pre-requisite for these courses.

<b>Introducing STARS Purchasing</b>	Navigating Oracle 11i Applications	<i>Self-paced, On-line</i>	½ day	Ability to: Enter reservations, obligations and costs
<b>Purchasing</b>	Introducing STARS Purchasing	Instructor Led	1 day	Ability to: <ul style="list-style-type: none"> <li>• Enter and maintain supplier information</li> <li>• Enter and maintain bank data</li> <li>• Enter purchase requisitions</li> </ul> Enter purchase orders (obligations)
<b>Purchasing Receipts</b>	Introducing STARS Purchasing	Instructor Led	1 day	Ability to: <ul style="list-style-type: none"> <li>• Enter costs and match costs to POs</li> <li>• Process returns</li> </ul> Modify inventory organizations

# STARS Training Calendar

April														
18			19			20			21			22		
HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR
AP Invoice		PO	AP Pymt*	IPAC	PO Receipts	GL	AR Cust*	AP Invoice	PO	AR Entry	AP Pymt*	PO Receipts	AR Collect	
May														
9			10			11			12			13		
HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR
								AR Cust			AR Entry			AR Collect
16			17			18			19			20		
HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR
IPAC			GL			AR Cust			AR Entry			AR Collect		
June														
13			14			15			16			17		
HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR	HQ (Gtn)	ABQ	OR
PO			PO Receipts			IPAC			AP Invoice			PO		

**KEY:**

HQ – Germantown  
 ABQ – Albuquerque  
 OR – Oak Ridge

AP – Accounts Payable  
 PO – Purchasing Obligations  
 AR – Accounts Receivable

GL – General Ledger