



Transition to STARS begins!

Congratulations to everyone - the transition to STARS has begun! On March 28, 2005, the STARS Project leadership reviewed the critical success factors for STARS Go Live with Susan Grant, Director of the Office of Management, Budget, and Evaluation (OMBE)/Chief Financial Officer and Rosita Parkes, Chief Information Officer. The I-MANAGE Program Manager and Project Team Leaders recommended moving forward with the STARS Deployment. Ms. Grant and Ms. Parkes agreed with the recommendation and approved the plan to begin the transition to STARS.

The STARS Project would like to acknowledge the extraordinary teamwork and ongoing dedication of the many individuals who have contributed to the STARS development and deployment efforts. Your assistance and cooperation with the design, development, conversion, testing, data cleanup, user training and site readiness activities have been a critical factor to our success.

Preparing for STARS Live Day 1

There are several of resources at your disposal to assist with questions:

- **STARS Go Live Kit** – Your Go Live Kits will be mailed out the week of 4/11/05 and will contain several quick reference cards (QRC) and resource sheets with helpful information.
- **I-MANAGE Help Desk** – Starting April 25, 2005 the help desk will be available to answer end user questions on STARS.
- **STARS Online Desk Reference** – This website contains training materials, procedures and reference documentation to help you in your transition to STARS.
- **I-MANAGE Project Websites** – Key project documentation can be found on the I-MANAGE, STARS, and IDW websites:
<http://www.mbe.doe.gov/me2-5/i-manage/>
<http://www.mbe.doe.gov/ME2-5/i-manage/STARS.htm>
<http://www.mbe.doe.gov/ME2-5/i-manage/IDW.htm>



I-MANAGE Help Desk

Phone Numbers:
 Headquarters: 301-903-2500 Option 4
 Field: 866-834-6246 Option 4

Email Address:
I-MANAGE.HelpDesk@hq.doe.gov

Hours of Operation
 M-F 6:00 am – 9:00 pm EST

Key Dates for DISCAS to STARS Cut-over

The DISCAS to STARS Cut-Over document is designed to be a guide during the period of transition from DISCAS to STARS. Organized by time periods, the document contains the following key milestones.

- March Month-End March 2005 – April 6, 2005
- April Blackout period April 7, 2005
- April Dark period April 8 – 24, 2005
- April STARS Go-live April 25, 2005

Key STARS project documents, including the DISCAS to STARS Cut-Over document, which can be found at: <http://www.mbc.doe.gov/ME2-5/i-manage/DISCAStoSTARSCutOver.pdf>

Training Spotlight: Accounts Receivable Module

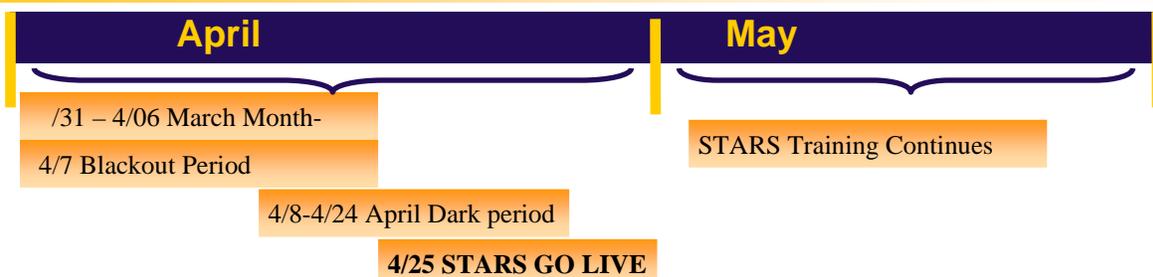
There are a total of nine STARS instructor-led courses that will help users learn the new system before going live. Each of the 9 STARS courses will be profiled in STARS Communiqué. In this issue, we spotlight the Accounts Receivable module, which consists of three courses: Accounts Receivable Customer Entry, Accounts Receivable Entry, Accounts Receivable Collections. The prerequisite for this module is Navigating Oracle 11i.

The STARS Accounts Receivable Module (AR) consists of three courses: Accounts Receivable Customer Entry, Accounts Receivable Entry and Accounts Receivable Collections. These courses explore the primary functions of accounts receivable staff while providing an introduction to and experience with the functionality of STARS prior to the Go Live date. Navigating Oracle 11i is the prerequisite for each course. The AR training courses are offered at the Germantown, Oak Ridge and Albuquerque training sites.

In STARS there are some notable changes from the current system. However, the type of information processed is essentially the same. STARS groups all AR functions together into a module, which then interacts with other STARS modules, such as Purchasing, Fixed Assets, Accounts Payable, and General Ledger, to ensure that all financial data is recorded accurately throughout STARS. The three AR module training courses will focus on specific aspects of AR and upon completion of each course you will be able to perform the following.

Accounts Receivable Training Module	
Accounts Receivable Customer Entry	Enter customer information, enter bank data, and establish Work for Other (WFO) and Accounting Flexfield (AFF) data.
Accounts Receivable Entry	Enter an accounts receivable transaction, perform customer invoice maintenance, process interest penalty and administrative (IPA) charges, AR transaction write-off and related printing inquiries.
Accounts Receivable Collections	Record miscellaneous receipts, record receipts against receivables, correct receipts, reverse receipts and enter advances as on-account receipts.

STARS Two-Month Timeline



If you have any comments or questions about the STARS Communiqué or would like more information on the STARS Project, please send an e-mail to STARS@hq.doe.gov.

STARS Project Information

I-MANAGE Program Site: <http://www.mbc.doe.gov/me2-5/i-manage/>

I-MANAGE Program Manager: Warren Huffer, warren.huffer@hq.doe.gov, 301-903-3761

STARS Design and Development Project Manager: Laura Kramer, laura.kramer@hq.doe.gov, 301-903-9932

STARS Deployment Project Manager: Sharon Marchant, marchant@netl.doe.gov, 412-386-6008

To be added to the STARS Distribution List, please send an email to STARS@hq.doe.gov