



OAK RIDGE OFFICE
Office of the Chief Financial Officer

Desk Reference Procedures

OAK RIDGE FINANCIAL SERVICE CENTER (FSC)

SCMS Management System: Budget & Financial Management

SCMS Subject Area: Accounting

Responsible Team: Payment Services Branch (PSB)

SCMS Procedure: 3. Processing Payments

Title: Entering Employee Fitness Reimbursement Vouchers through the Vendor Inquiry Payment Electronic Reporting System (VIPERS)

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1.0 Applicability

The purpose of this document is to provide an overview of the process to submit fitness reimbursements electronically to the ORFSC and interface them into STARS using the Vendor Inquiry Payment Electronic Reporting System (VIPERS). It is recommended that the plan outlined below be used by Department of Energy employees to submit electronic reimbursement requests and to check status of outstanding payments.

2.0 Roles and Responsibilities

Staff Accountant is responsible for ensuring that procedures are kept up to date with any changes to the Fitness Program. Also, if changes to the program occur, they are responsible for seeing that VIPERS is updated with the proper forms, etc. in accordance with program requirements.

3.0 Required Procedures

Step 1 If you already have a VIPERS logon, go to the VIPERS website <https://vipers.oro.doe.gov>, click on "Login". Click in the box to show agreement with the Terms of Use. Enter your e-mail address and password, then click on the "Login" button. Go to Step 7.

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U.S. DEPARTMENT OF ENERGY

VENDOR INVOICING PAYMENTS ELECTRONIC REPORTING SYSTEM

I agree to the [Terms Of Use](#)

Email Address:

Password:

Please enter your credentials.

- Step 2 If you do not have a VIPERS logon, Go to the VIPERS website <https://vipers.oro.doe.gov> and Click on the “Register” button.
- Step 3 Click the box to show you agree to the terms of use. Then enter your e-mail address and confirm the e-mail. Enter a password. Passwords must be at least 8 characters and contain at least one upper case and one lower case letter one special character and one number. Confirm your password. Enter your name, phone number, social security number and Fitness PO#. Each office has a different format for the fitness POs. If you do not know your PO#, please check with your finance office.



ENERGY

VENDOR INVOICING PAYMENTS ELECTRONIC REPORTING SYSTEM

HOME LOGIN REGISTER

I agree to the [Terms Of Use](#)

Email Address:

Confirm Email Address:

Password:

Confirm Password:

Name:

Phone (extra box is country code if needed):

Tax ID if company or SSN for individual (no dashes):

Don't have a Tax ID Number?

DOE Contract Number:

You must agree to the [Terms Of Use](#)

Password Policy...

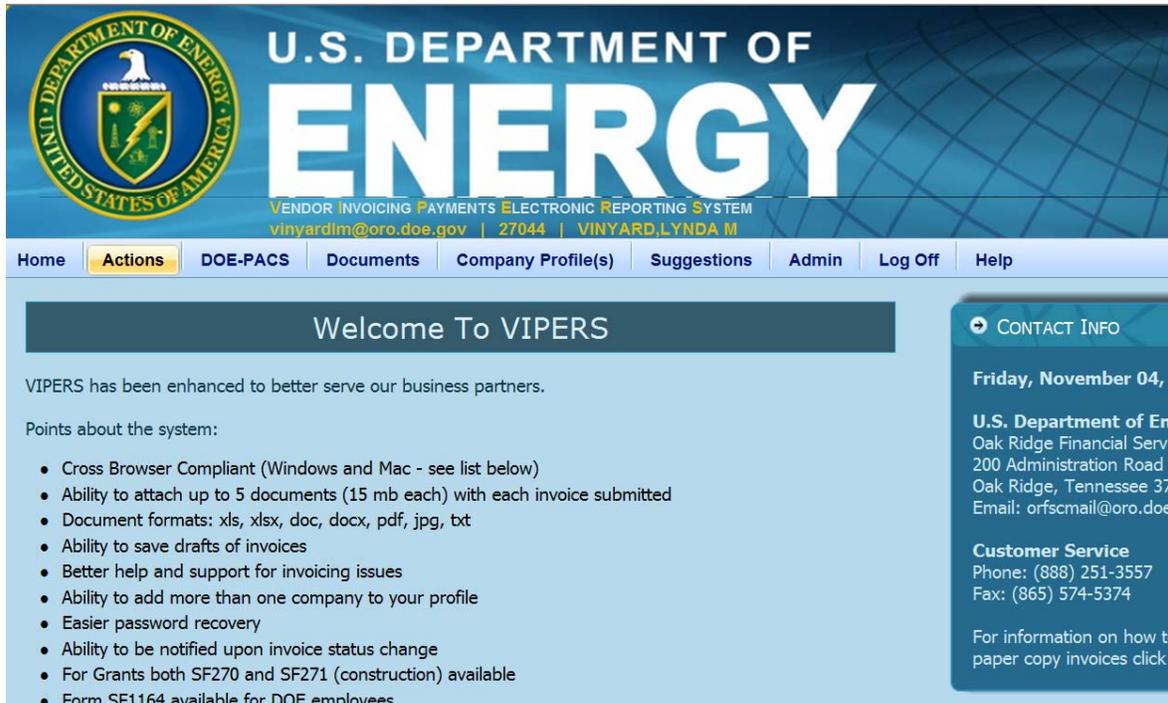
- ✗ Length 8 - 16 characters
- ✗ Upper case
- ✗ Lower case
- ✗ A number
- ✗ Listed special character
! @ # \$ % ^ * ()
- ✗ Passwords match

Passwords must not contain the following:

- The user identification (userid).
- Common English dictionary words, spelled forward (except words of three or fewer characters).
- Common names or numbers (e.g., the employee Social Security number, birth date, phone number).
- Any simple pattern of letters or numbers, such as 'xyz123xx'.

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- Step 4 Click on “Register”.
- Step 5 You will receive an e-mail to the address entered at registration. You must confirm the registration by clicking the link in this e-mail.
- Step 6 Click in the box to show agreement with security and privacy notices.
- Step 7 Log into VIPERS using your e-mail address and password.
- Step 8 The VIPERS home page will be displayed.



Fitness Reimbursement

- Step 9 Click on the Actions button.
- Step 10 Click on the Electronic Invoicing option.
- Step 11 Click on your fitness PO number.
- Step 12 Verify the DOE Vendor Information.
- Step 13 To make changes to banking, contact name, contact phone number, address, or remittance e-mail, click in the box next to the information that needs to be updated and type in the corrected information. Click the Verify button.
- Step 14 An e-mail will be sent to the Oak Ridge Financial Service Center (ORFSC) and someone will make the changes manually in our accounting system. This is not an automatic update.
- Step 15 If everything is ok, Click the Verify button.
- Step 16 The Standard Form 1034 will be displayed.

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Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO. _____	
* Denotes Required Fields							
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION Choose a Sponsoring Agency *			DATE VOUCHER PREPARED 11/4/2011 2:05:56 PM		TAX ID ██████████		
PAYEE'S NAME AND ADDRESS ██████████			CONTRACT NUMBER M1FP270314		BANK ABA ██████████		
			DISCOUNT TERMS STD IMMEDIATE		BANK ACCOUNT ██████████		
					DUNS ██████████		
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QTY	COST	PER	AMOUNT	

- Step 17 Enter voucher number and click Tab. Voucher number can be the period number, date or a sequential number such as 001, 002, etc. This will be used as the invoice number in STARS.
- Step 18 Employee Name, Mailing Address, City/State/Zip, TAX Id, Bank information, date, contract number and terms will be filled in with data obtained from STARS.
- Step 19 Click the dropdown arrow for Sponsoring Agency and choose your DOE office location.
- Step 20 Tab to Number and Date of Order and enter the fitness period.
- Step 21 Enter the last day of the period as the Date of Delivery or Service.
- Step 22 Enter FITNESS PROGRAM REIMBURSEMENT in the Articles or Services section.
- Step 23 You do not need to enter a Qty, Cost, or Per. Tab to the Amount field and enter the amount you are requesting for reimbursement.
- Step 24 Click on Certify and Submit.
- Step 25 You will get an Invoice Certification box. Verify that both items are correct, check the boxes and click Certify and Submit.

Invoice Certification - Verify each item

I certify that I am an official of the company named above and I am authorized to submit invoices on behalf of said company.

Pursuant to the authority vested in me, I certify that this invoice in the amount of **\$100.00** is correct and proper.

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- Step 26 The next screen allows you to upload documents and/or print your invoice. To print, click the Print Invoice/Upload Attachments(s) button. Then click the printer icon. A pdf document will open. Click on the print button then close the document.
- Step 27 You must upload at least two documents: one showing proof of payment and one showing your attendance. Click on the Browse button, select your first file and click Add. Repeat this for up to 5 attachments.
- Step 28 Click Close. You can then log off of VIPERS.

- To add documents use the Browse (some browsers might display Choose File) button below
- Up to 5 documents can be added (15 mb each)

***** Printing Information *****

- When clicking the print icon, a new window will appear
- The document should display in the new window but it might not depending on your browser type and settings
- If your browser is setup to send to a download folder then after the document is downloaded close the spinning graphic window. You will then need to locate the document, open it, then print.
- All printing is handled by an application on your PC and not this system

Note: The FileName InvoiceImage.pdf is the actual invoice that the system created during invoice submittal. You can print this for your records.

Delete	Download/ Print	File Name	File Size (Bytes)	Submitted By	Submitted On (U.S. Eastern Time)
		InvoiceImage.pdf	200	vinyardlm@oro.doe.gov	11/4/2011 2:20:21 PM

User documents: 0 You can add: 5

(15 MB limit per file. Valid file types: xls,xlsx,doc,docx,pdf,txt,jpg)

Close 

Reports

Employees can check the status of their fitness payments by running the Invoice Status Report from VIPERS.

- Step 29 Log onto VIPERS following Steps 1-8.
- Step 30 Click on Actions then Invoice Status
- Step 31 Click on the plus sign next to your fitness PO to expand the view.
- Step 32 This will bring up a summary of all vouchers paid or in process.
- Step 33 Click on Docs icon (paperclip) to see copies of voucher and supporting documentation.

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Contacts		Funding Report	Purchase Orders	Site	Terms	Contract Dates					
			<input type="text" value="M1FP270314"/>								
			M1FP270314	HEISKELL01	STD IMMEDIATE	-					
Docs	Track?	Want to Cancel?	Who?	Invoice Number	Amount	Paid Amount	Recd. Date	Due Date	Paid Date	Treasury#	Status
				<input type="text" value=""/>							
				SHELL20100428115917	\$90.00	\$90.00	04/28/2010	04/29/2010	05/03/2010	1572242	Paid
				SHELL20100428115917	\$90.00	\$90.00	04/28/2010	04/29/2010	05/01/2010	2	Paid
				SHELL20100428115917	\$90.00	(\$90.00)	04/28/2010	04/29/2010	05/01/2010	2	Paid
				SHELL20091103104612	\$100.00	\$100.00	11/03/2009	11/04/2009	11/05/2009	1513791	Paid
				SHELL20090423085527	\$150.00	\$150.00	04/23/2009	04/24/2009	04/29/2009	5032841	Paid
					\$520.00	\$340.00					

- Step 34 To look at funding information, click on the Funding Report icon (bag of money) next to your fitness PO.
- Step 35 This will show the total amount that has been obligated, costed and paid under this PO number.
- Step 36 Click on the Contacts icon to see contact information for your approving official and ORFSC customer liaison(s).

4.0 References

- DOE 3790.1B, Federal Employee Occupational Medical Program, Chapter VIII, dated January 7, 1993
- Comptroller General – Decision B-240371, January 18, 1991, “Defense Medical System Support Center – Health and Fitness Program”
- 5 U.S.C., Section 7901

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