NBS End User Training: Remote Cashiers

Student Guide

Table of Contents

Remote Cashier Training: Course Overview

Chapter 1


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Remote Cashier Training: Course Overview
Track 2 End User Training
September 2003

Course Objectives

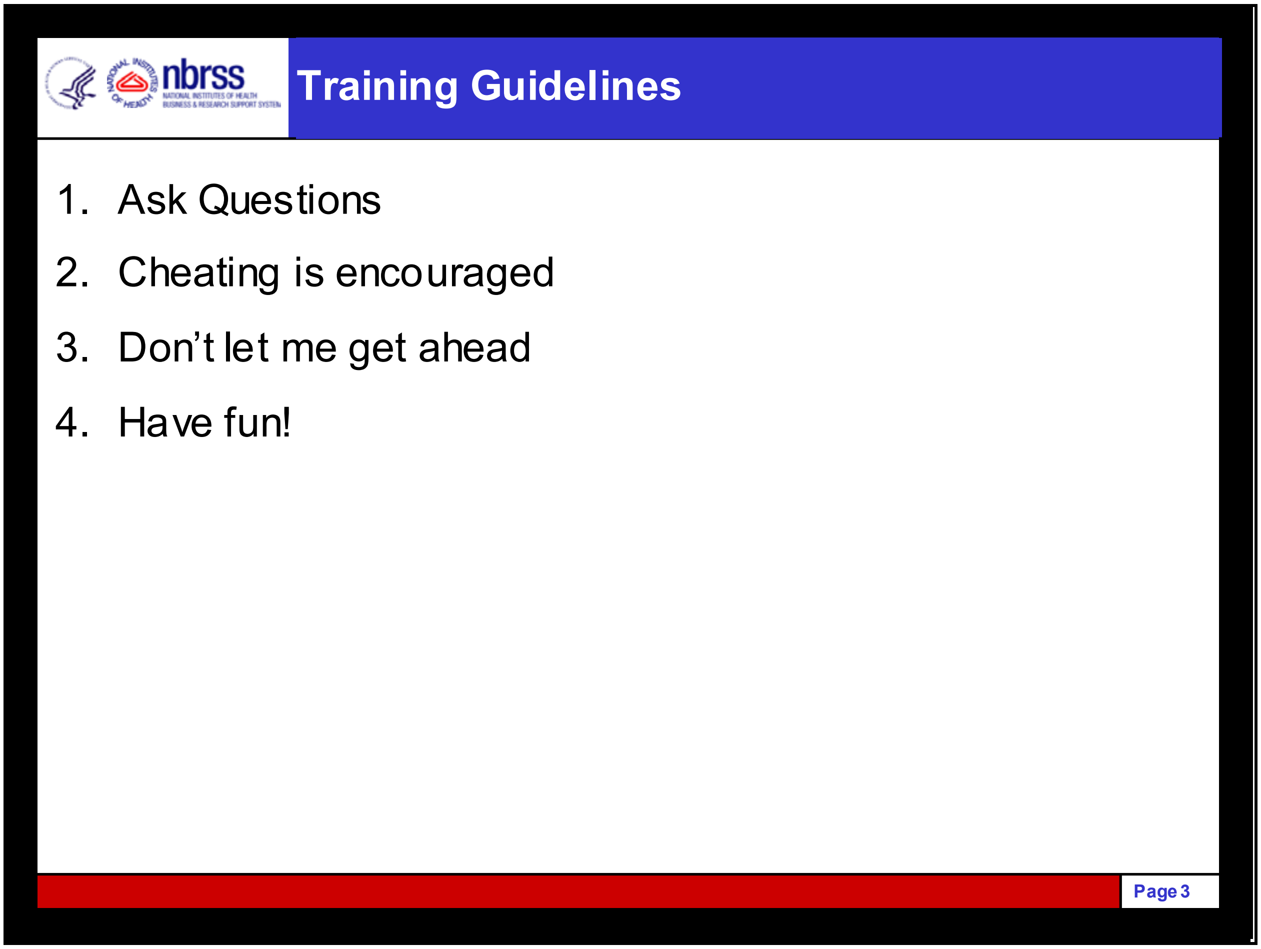
Agenda

Agenda

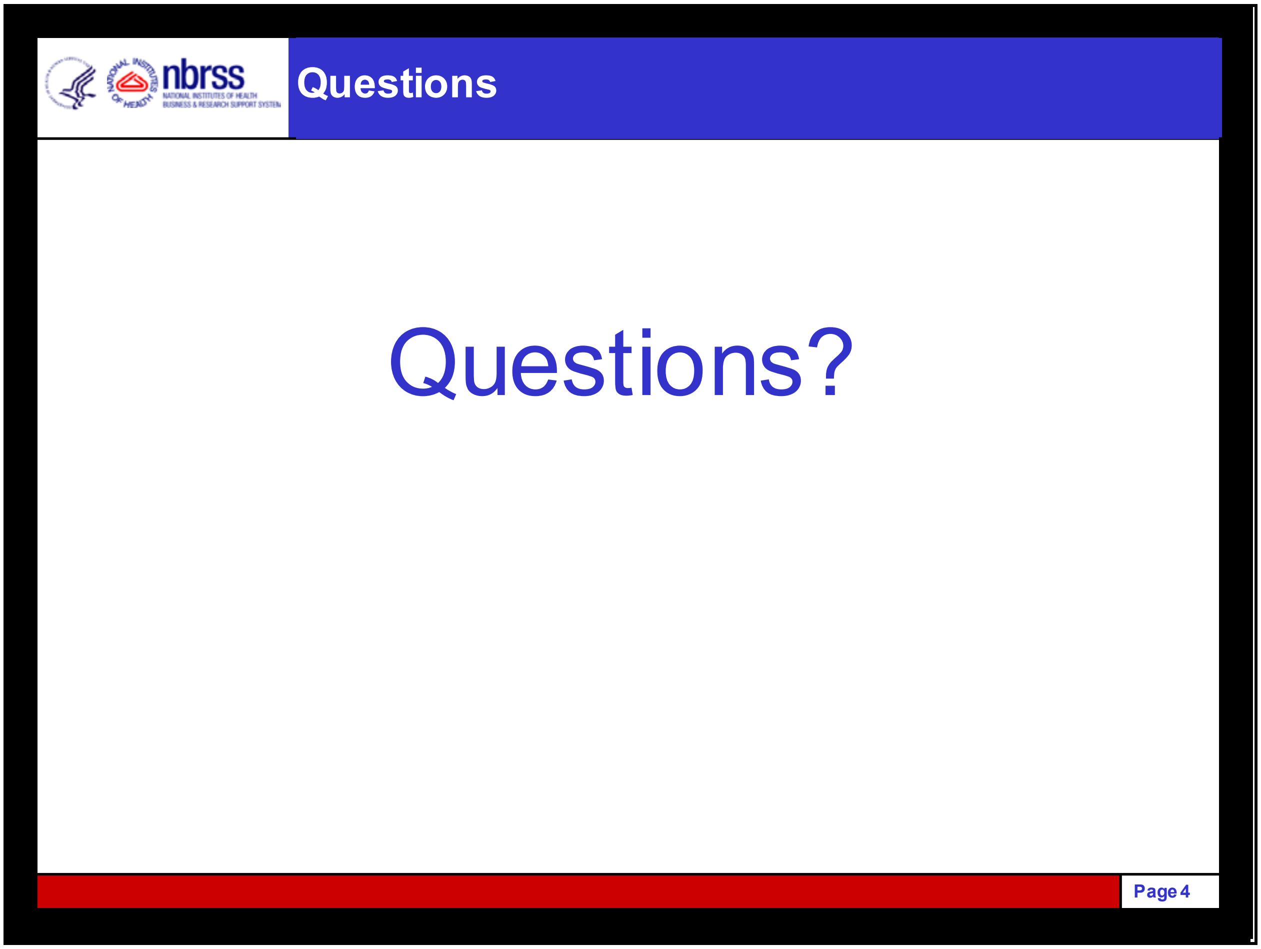
1. Discuss NBRSS and NBS Project
2. Short Introduction to Oracle
3. Travel Payment Process
4. Hands-on Exercises
5. Wrap Up

Page 2

Training Guidelines

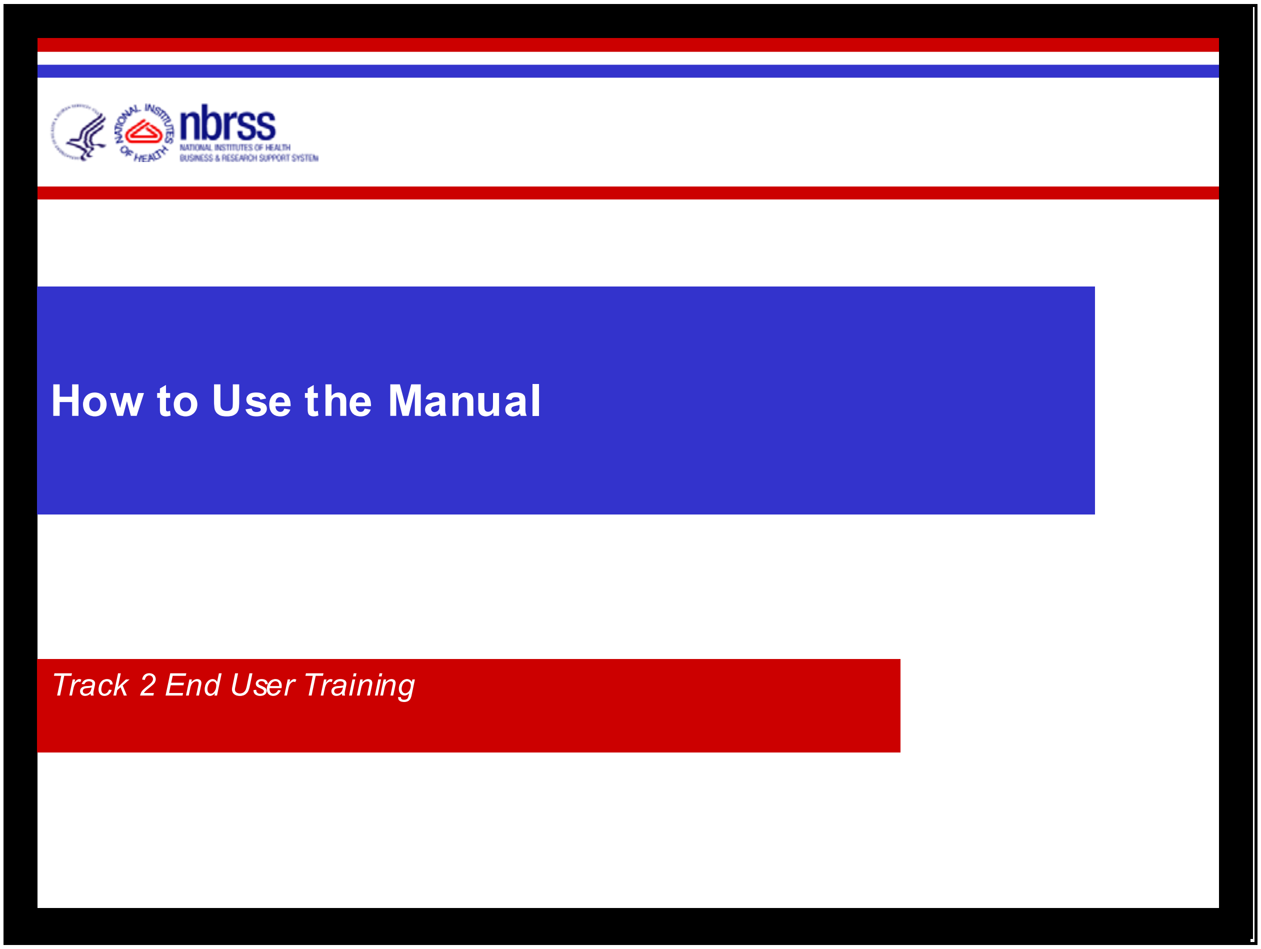


Questions



How to Use the Manual

Chapter 2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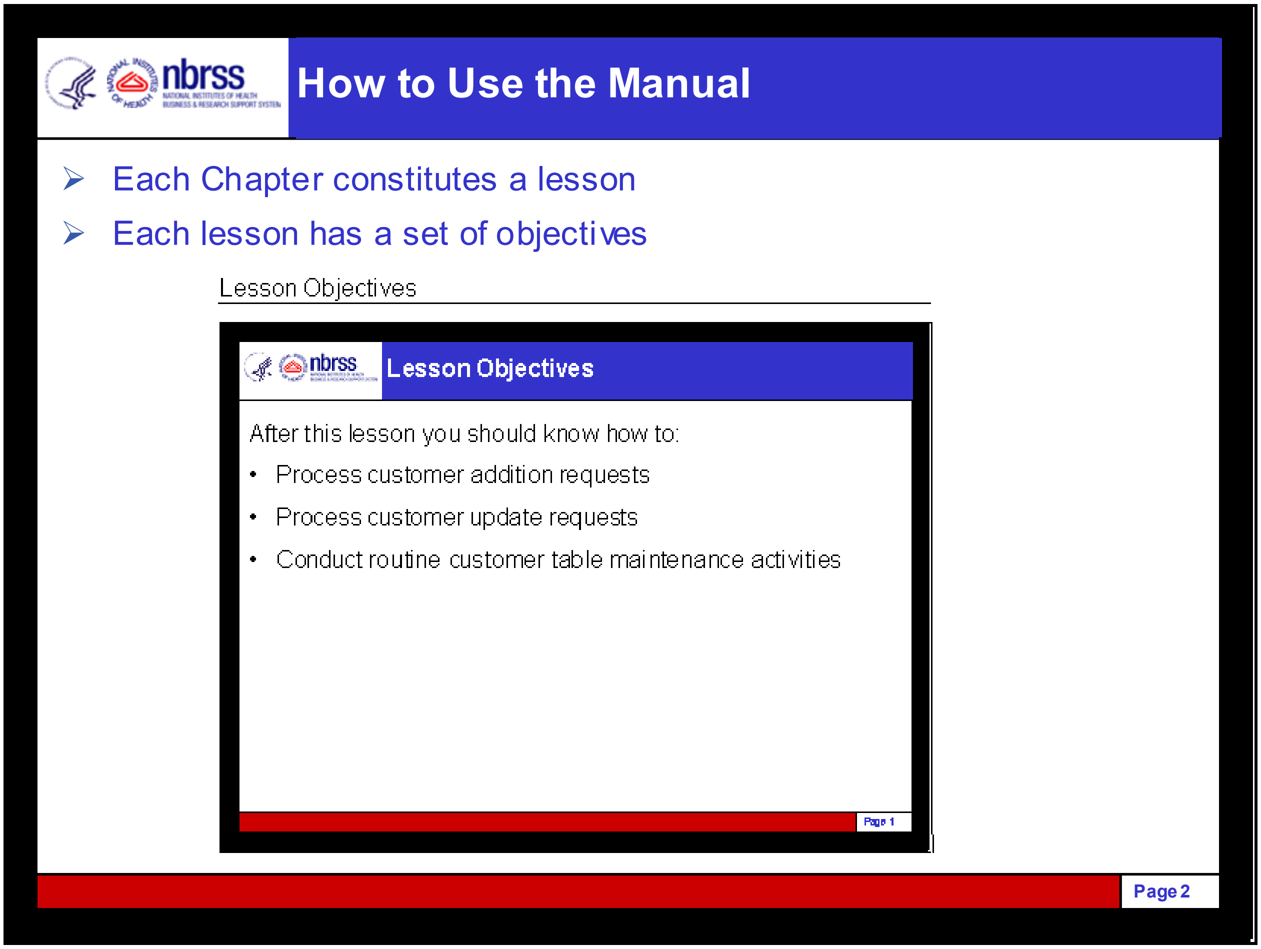
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
How to Use the Manual
Track 2 End User Training

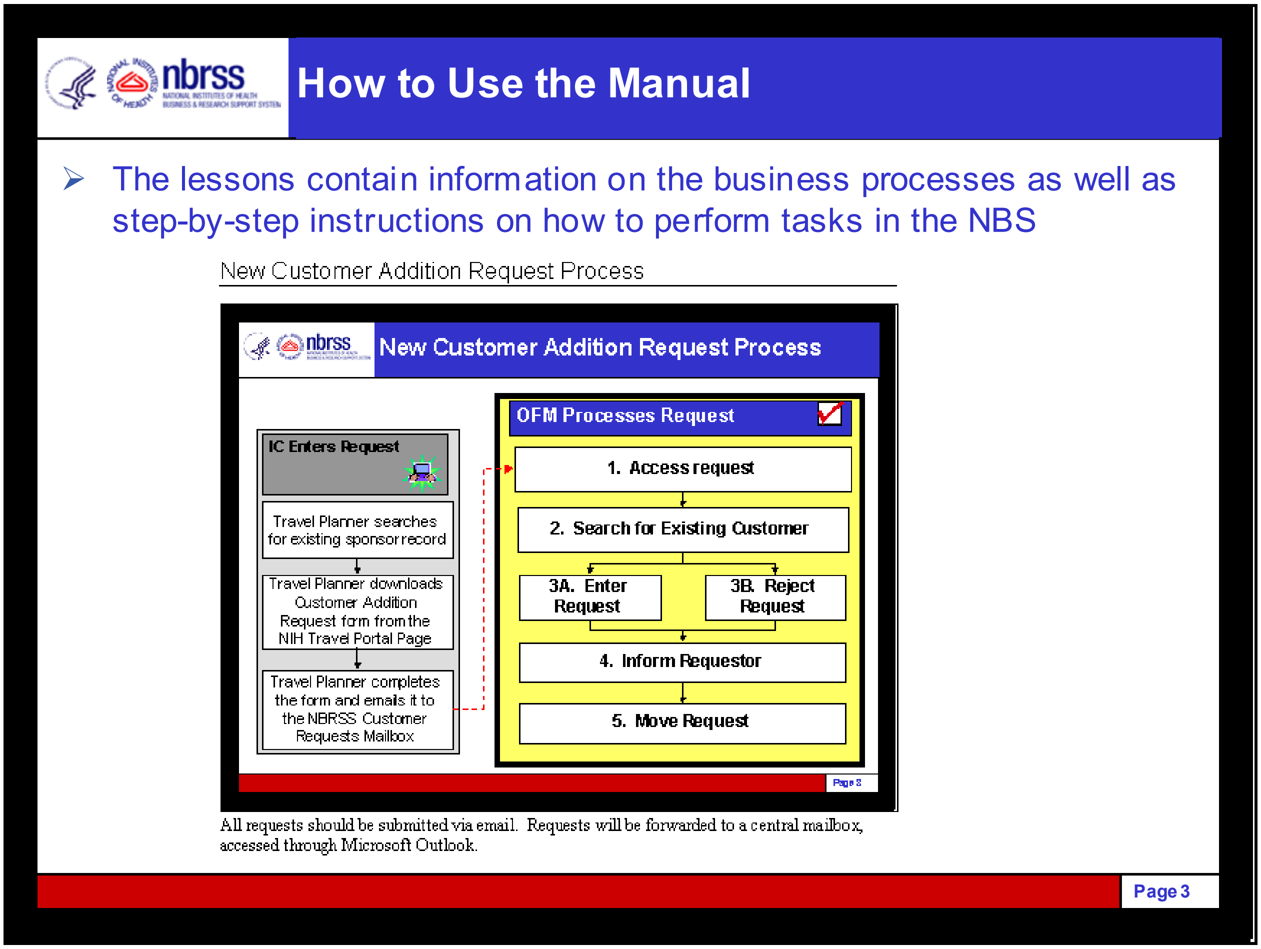
How to Use the Manual

- Each Student Guide contains a Table of Contents

Table of Contents

Page 1


How to Use the Manual
Each Chapter constitutes a lesson
Each lesson has a set of objectives
Lesson Objectives
Lesson Objectives
After this lesson you should know how to:
Process customer addition requests
Process customer update requests
Conduct routine customer table maintenance activities
Page 1
Page 2


How to Use the Manual
The lessons contain information on the business processes as well as step-by-step instructions on how to perform tasks in the NBS
New Customer Addition Request Process
New Customer Addition Request Process
IC Enters Request
Travel Planner searches for existing sponsor record
Travel Planner downloads Customer Addition Request form from the NIH Travel Portal Page
Travel Planner completes the form and emails it to the NBRSS Customer Requests Mailbox
OFM Processes Request
1. Access request
2. Search for Existing Customer
3A. Enter Request
3B. Reject Request
4. Inform Requestor
5. Move Request
All requests should be submitted via email. Requests will be forwarded to a central mailbox, accessed through Microsoft Outlook.
Page 3

How to Use the Manual

Step-by-step instructions on how to perform tasks in the NBS are contained in "Navigation" documents.

Navigations:

1. May contain a **Purpose** or **Prior Activity** section
2. Contain a Navigation Box on the first page
3. Contain a picture of the screen that you will use to enter the data

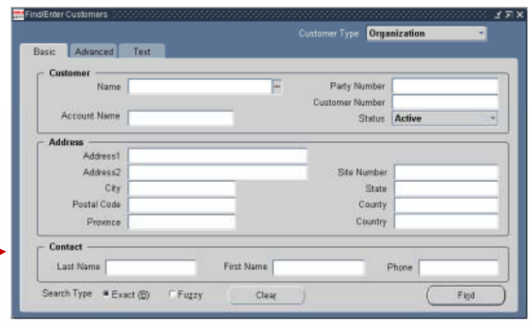
Entering a New Customer

Purpose

The purpose of this document is to describe how new customers are entered into NBS. If a customer already exists in NBS, but requires modification, then refer to one of the following documents:

- Entering a New Customer Contact
- Entering a New Customer Bill-To Address
- Modifying Customers

NIH Receivables Customer Entry
N > Customers > Standard
Find/Enter Customers



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How to Use the Manual

- Navigation Boxes describe how to get to the appropriate screen in Oracle to perform the task

NIH Receivables Customer Entry	***Oracle Responsibility***
N > Customers > Standard	***Navigation Path***
Find/Enter Customers	***Screen Name***

- Navigation Boxes are always followed by a screen shot of the window you will navigate to.

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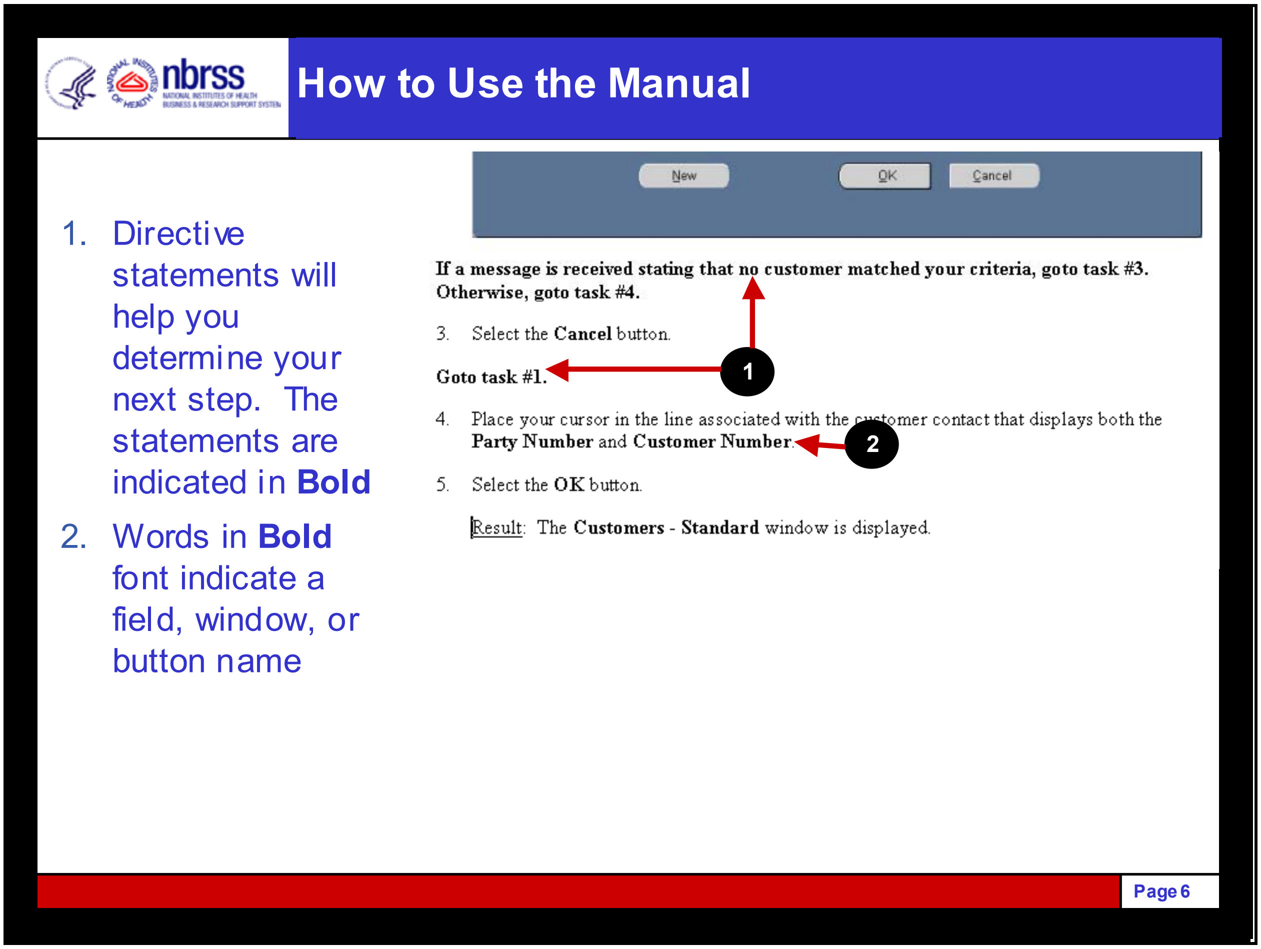
How to Use the Manual
nbrss
New
OK
Cancel
1. Directive statements will help you determine your next step. The statements are indicated in Bold
2. Words in Bold font indicate a field, window, or button name
If a message is received stating that no customer matched your criteria, goto task #3. Otherwise, goto task #4.
3. Select the Cancel button.
Goto task #1.
1
4. Place your cursor in the line associated with the customer contact that displays both the Party Number and Customer Number.
2
5. Select the OK button.
Result: The Customers - Standard window is displayed.
Page 6

How to Use the Manual

The shaded fields indicate that the entry is optional or that you should accept the default values

7. Enter the city name in the **Site Name** field.

8. Enter the following address information.

Field	**Description**
Country	Select the appropriate country from the **LOV**.
Address	Enter the address line information
City	Enter the city name
State	Enter the state
Postal Code	Enter the Postal Code
Province	Enter the province abbreviation
County	Enter the county name

Example: The following is a sample completed **Supplier Sites** window.

If a field is not referenced, you should not change the default value.

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How to Use the Manual

Notes provided after the task instruction provide useful information or helpful hints to complete the step.

13. In the **Payment Method** field, select the appropriate payment method for this supplier.

    Note: Once bank information is associated with a supplier, the **Payment Method** field is automatically updated to **Electronic**.

14. Save the record.

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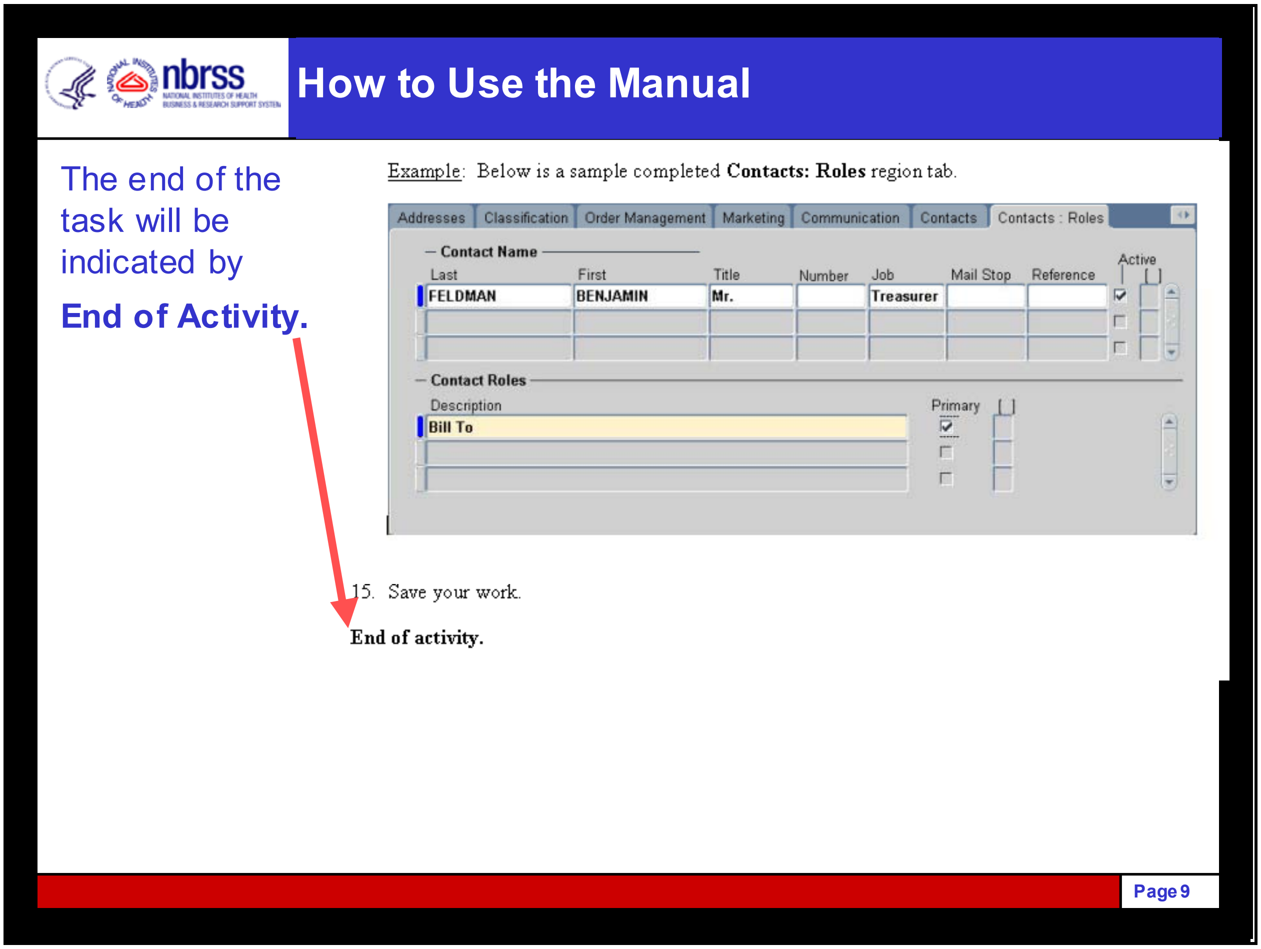
How to Use the Manual
The end of the task will be indicated by
End of Activity.
Example: Below is a sample completed Contacts: Roles region tab.
Addresses
Classification
Order Management
Marketing
Communication
Contacts
Contacts : Roles
Contact Name
Last
First
Title
Number
Job
Mail Stop
Reference
Active
FELDMAN
BENJAMIN
Mr.
Treasurer
Contact Roles
Description
Primary
Bill To
15. Save your work.
End of activity.
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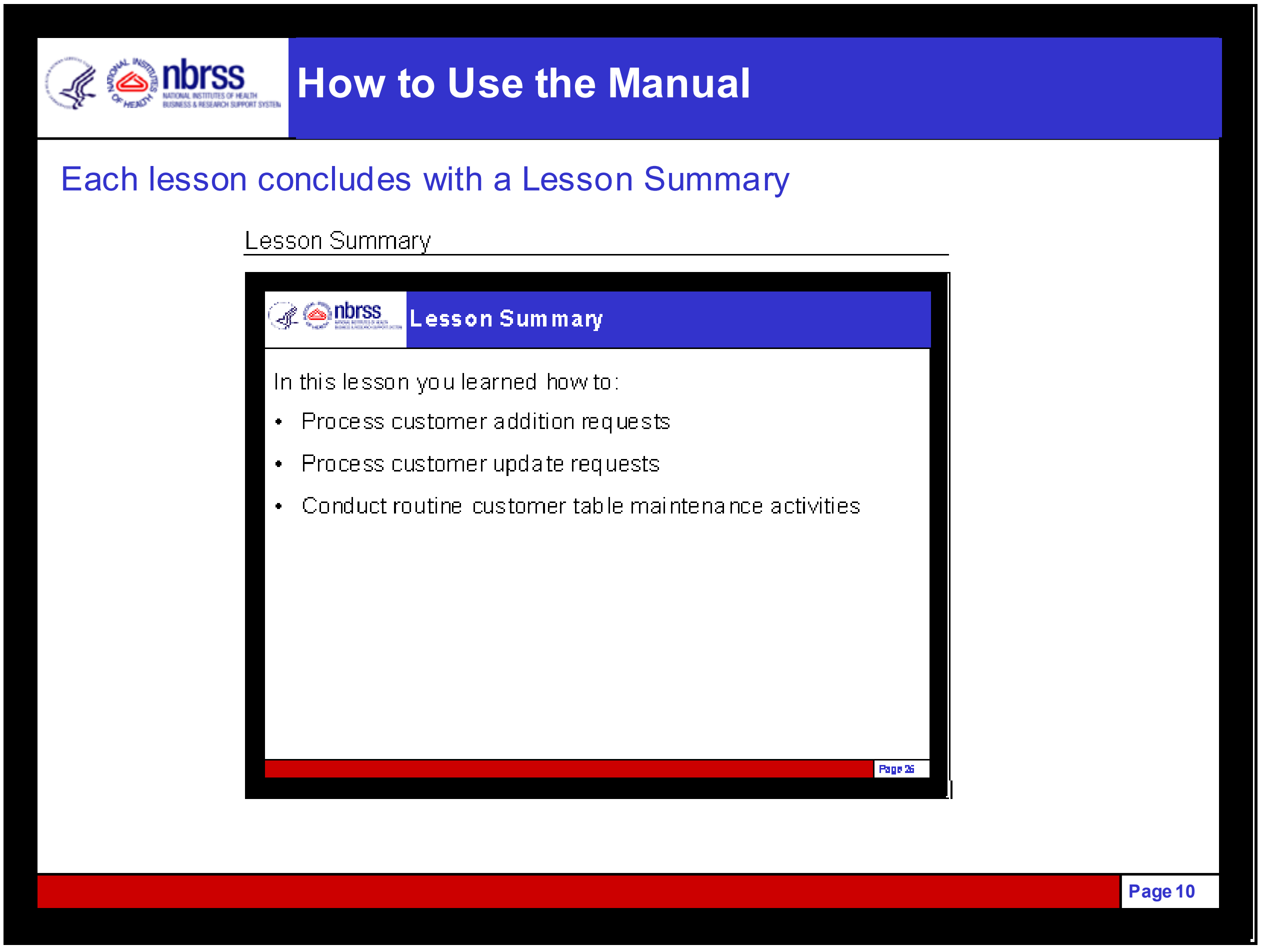

How to Use the Manual
Each lesson concludes with a Lesson Summary
Lesson Summary
Lesson Summary
In this lesson you learned how to:
• Process customer addition requests
• Process customer update requests
• Conduct routine customer table maintenance activities
Page 26
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NBRSS Overview

Chapter 3


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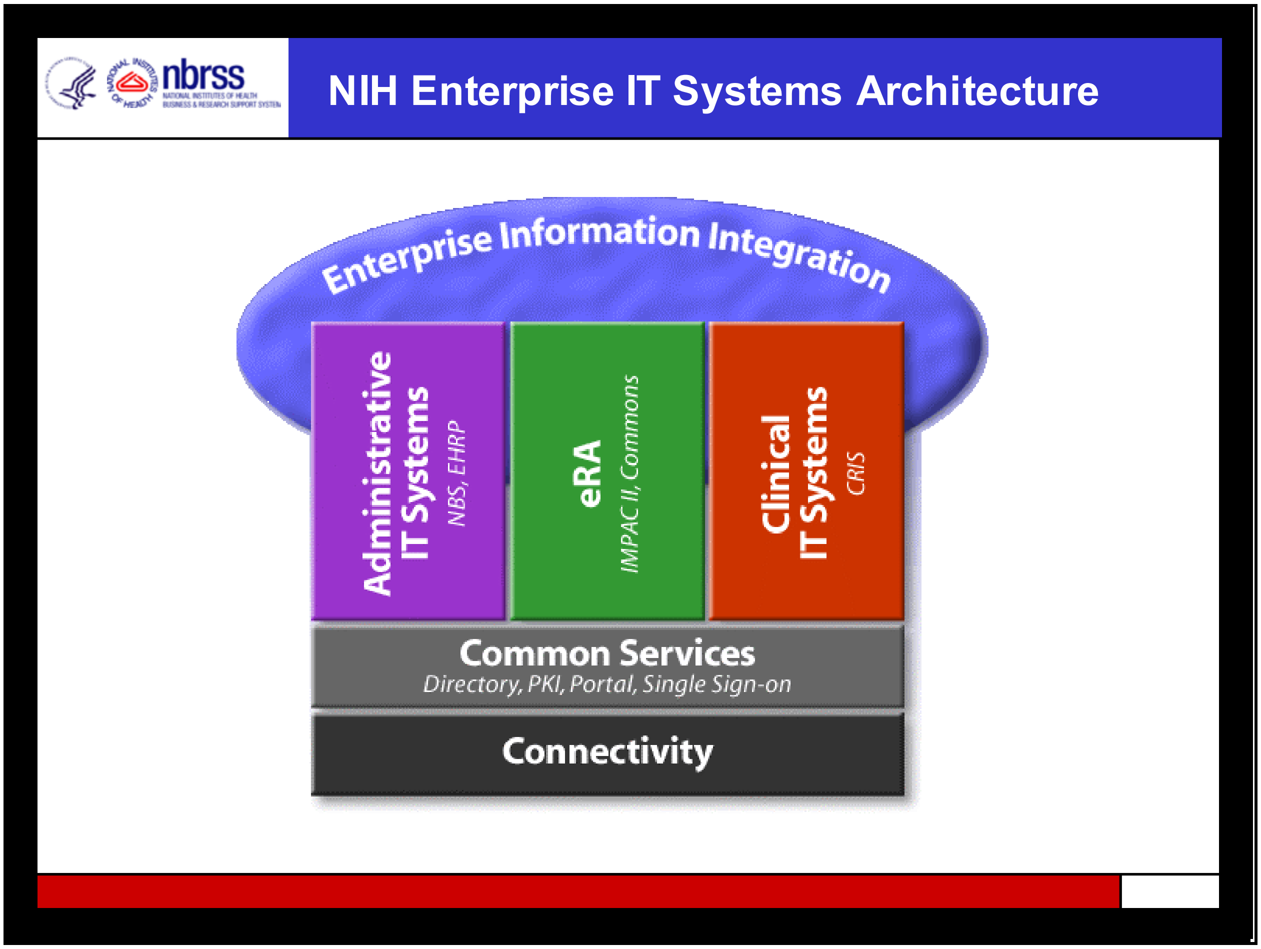
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
NIH Business and Research Support System (NBRSS) Overview
Track 2 End User Training

NIH Enterprise IT Systems Architecture



NIH Business System (NBS) – How it all started

- Project began in FY 1999 with the development of a comprehensive business case to replace NIH's Administrative Data Base (ADB).
- ADB -- An integrated data base that services most of NIH's administrative and support functions.
  - Central Accounting, Accounts Payable, Travel, Property, Acquisitions/Supply, Contracts, and Service and Supply Fund activities.
  - Transactions feed the accounting system from the point of origin, i.e., procurement requisition, travel order, etc.
  - Used by about 5,000 NIH employees, most of whom are in the Intramural Research Program.
  - Processes approximately 150,000 transactions each day.
- Work groups comprised of 200 NIH employees helped with the NIH decision to go with a commercial Enterprise Resource Planning (ERP) product.
- The challenge is not to design software but to adapt NIH business practices to the "best practices" embedded into the commercial ERP product.

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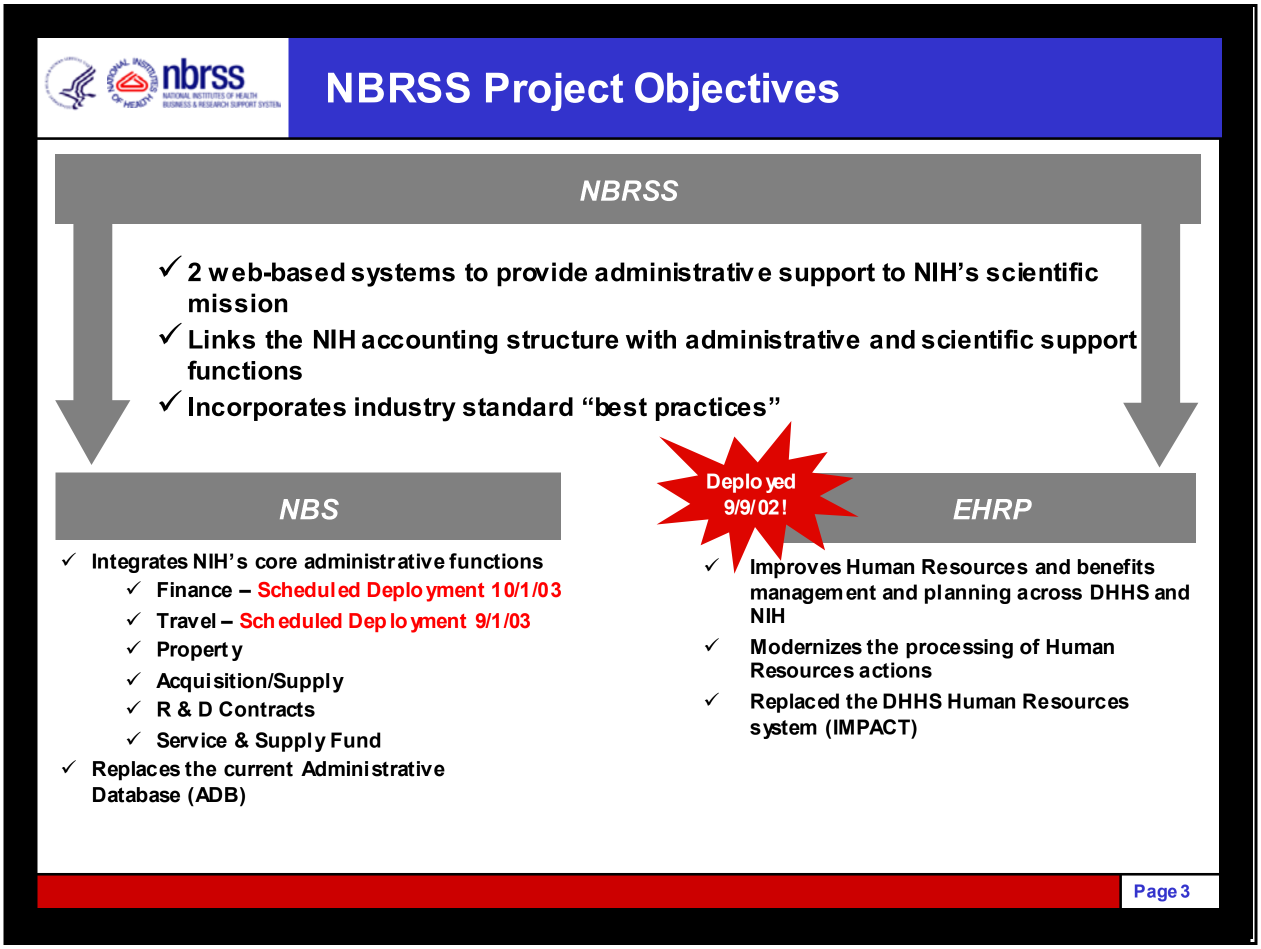
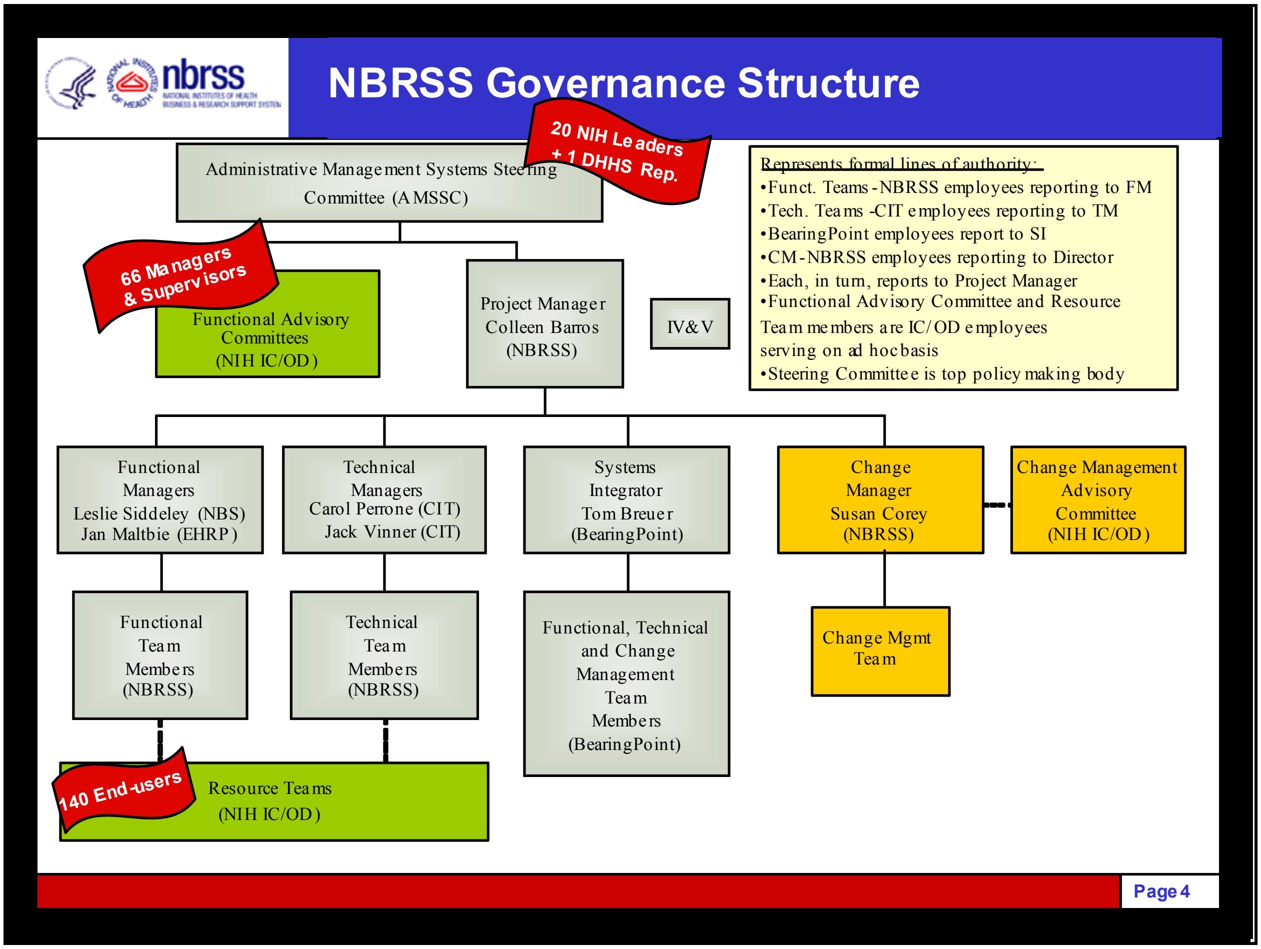
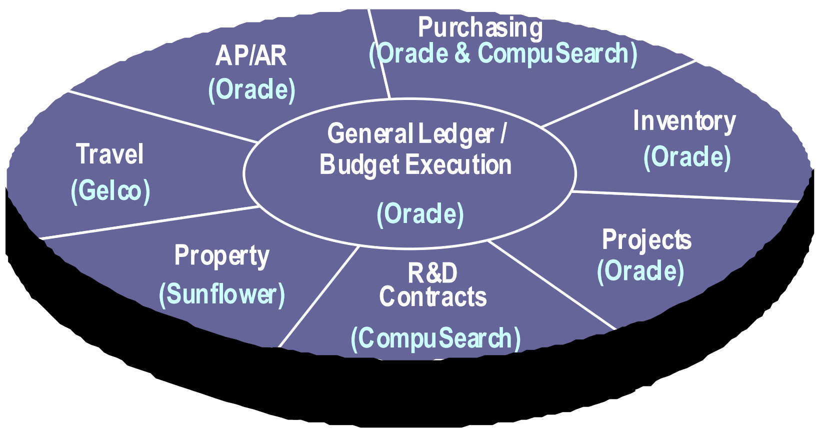
NBRSS Project Objectives



NBRSS Governance Structure



NBS - An Integrated System



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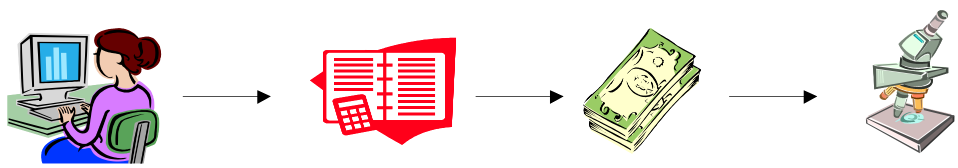
NBS – How it Works

- Typically, transactions proceed horizontally across several administrative functions.
  - Administration uses the NBS to purchase a piece of equipment for a scientist.
  - In *real time*, this information automatically transmits to finance to check funds availability; obligate funds; and once the equipment is received, pay the bill.
  - Upon receipt this information automatically flows to property to track the equipment.



- Why an integrated system?
  - Eliminates multiple entries;
  - Minimizes the potential of errors;
  - Provides accurate reports; and
  - Eliminates the expense and technical difficulty of linking together systems that are dedicated to individual functions.

Page 6

Expected Benefits of the NBS

- One integrated system, linking each of the major business functions, including human resources;
- Better integration and sharing of information within the organization;
- Improved managerial control and access to key data; and
- Improved financial statements and management reports across NIH, using the new Accounting Classification Structure (ACS).

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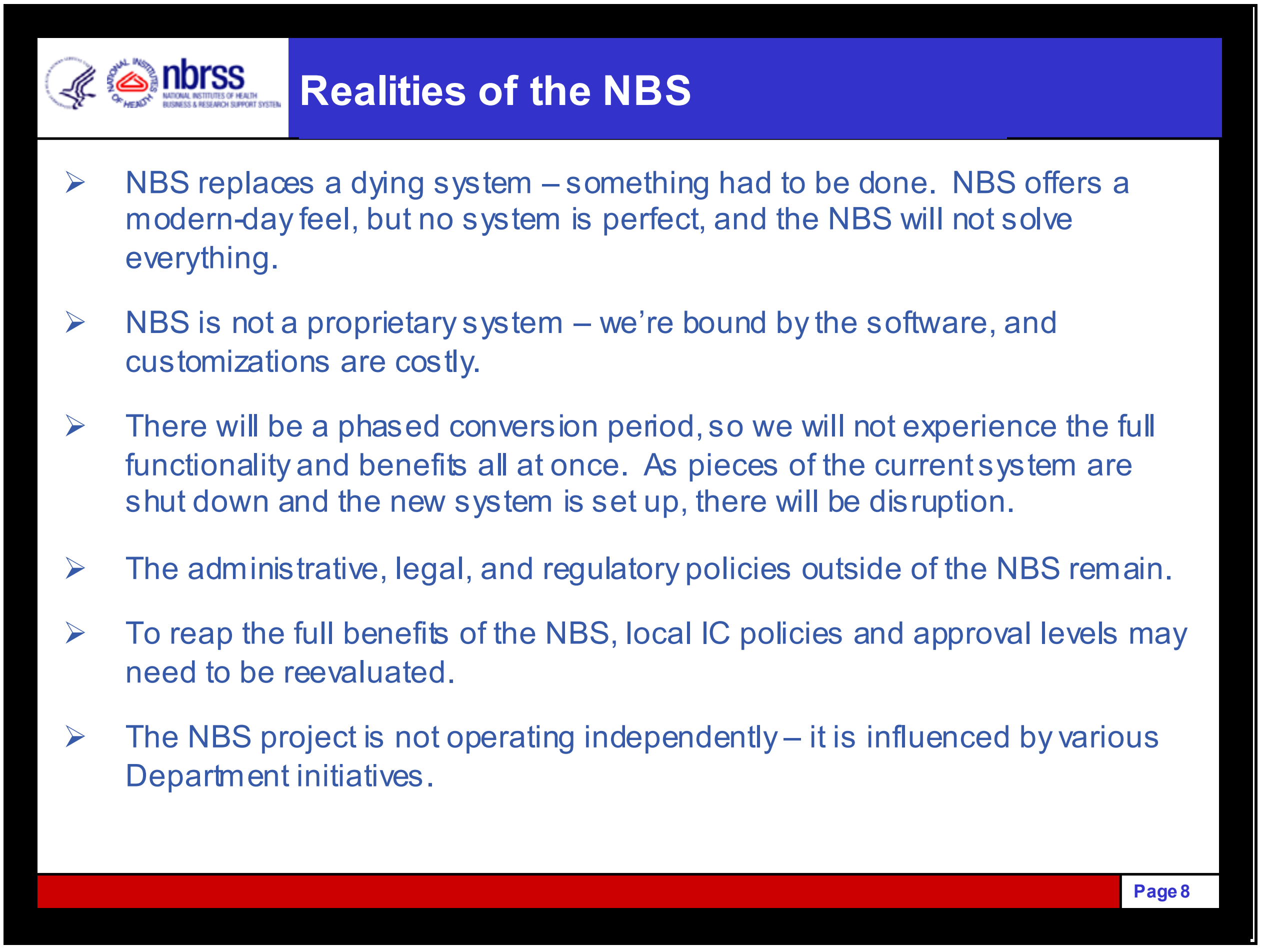
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NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM
Realities of the NBS
NBS replaces a dying system – something had to be done. NBS offers a modern-day feel, but no system is perfect, and the NBS will not solve everything.
NBS is not a proprietary system – we're bound by the software, and customizations are costly.
There will be a phased conversion period, so we will not experience the full functionality and benefits all at once. As pieces of the current system are shut down and the new system is set up, there will be disruption.
The administrative, legal, and regulatory policies outside of the NBS remain.
To reap the full benefits of the NBS, local IC policies and approval levels may need to be reevaluated.
The NBS project is not operating independently – it is influenced by various Department initiatives.
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Track 1 Activities: General Ledger/Budget

- NBS General Ledger replaces the CAS as the system of record
- New projects (former CANs) are created
- Budgets are entered based on the new accounting structure

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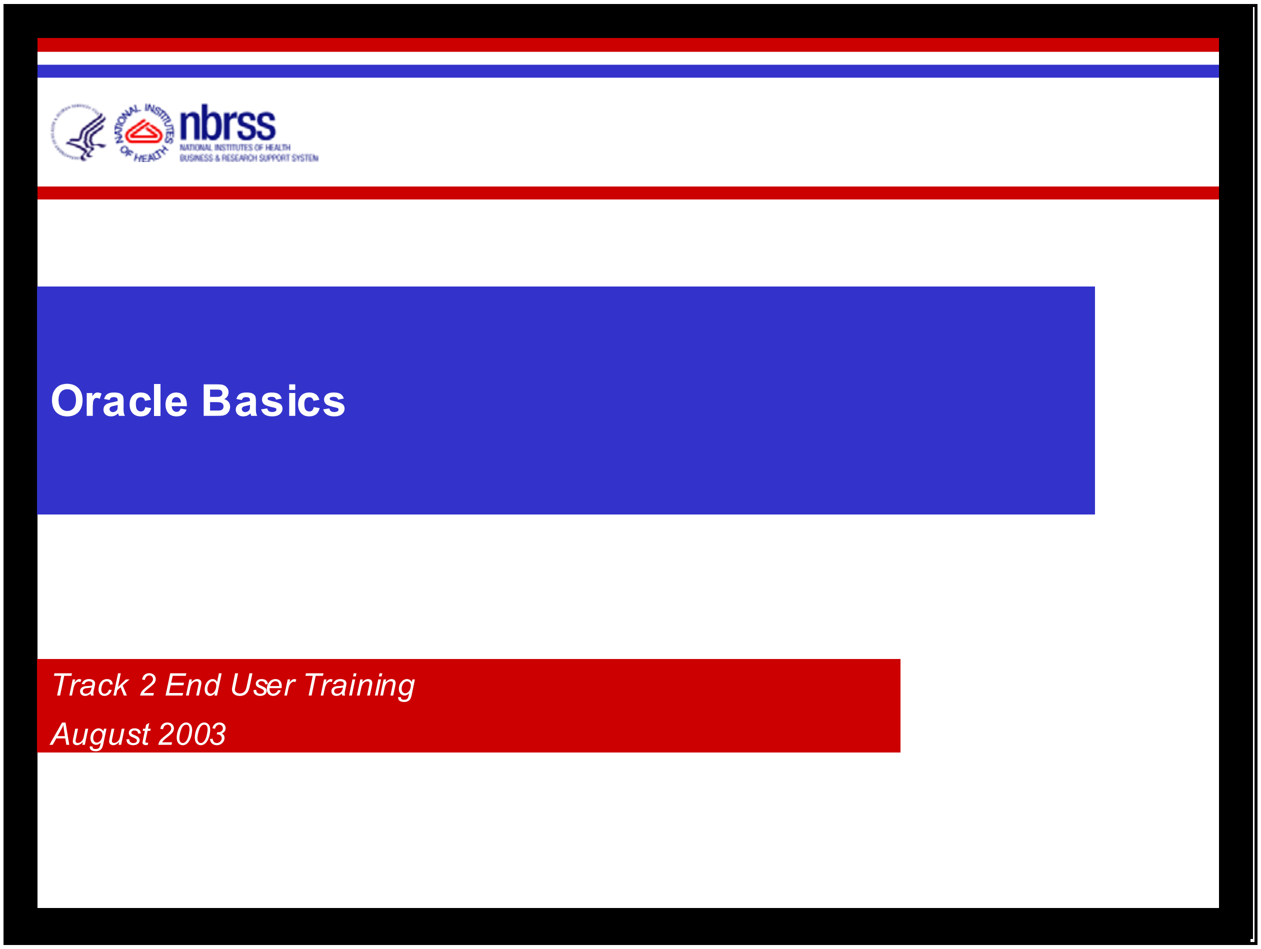
Sample Track 2 Activities: Travel

- **NBS Travel System**
  - Enter, approve, and electronically route travel documents, such as authorizations and vouchers.
- **Accounts Payable**
  - Process payments to travelers and travel management centers for expenses entered in the NBS Travel System
  - Maintain the database of travelers and banking information
- **Accounts Receivable**
  - Establish a list of sponsors that is referenced by the NBS Travel System
  - Track amounts due from and paid by non-federal organizations that sponsor travel
- **Cash Management**
  - Reconcile invoices from TMC files to expenses entered in the NBS Travel System and processed in Accounts Payable
- **General Ledger/Fed Admin**
  - Collect data from all financial subledgers
  - Record in-kind contributes from sponsors
  - Enter manual journal vouchers

Oracle Basics

Chapter 4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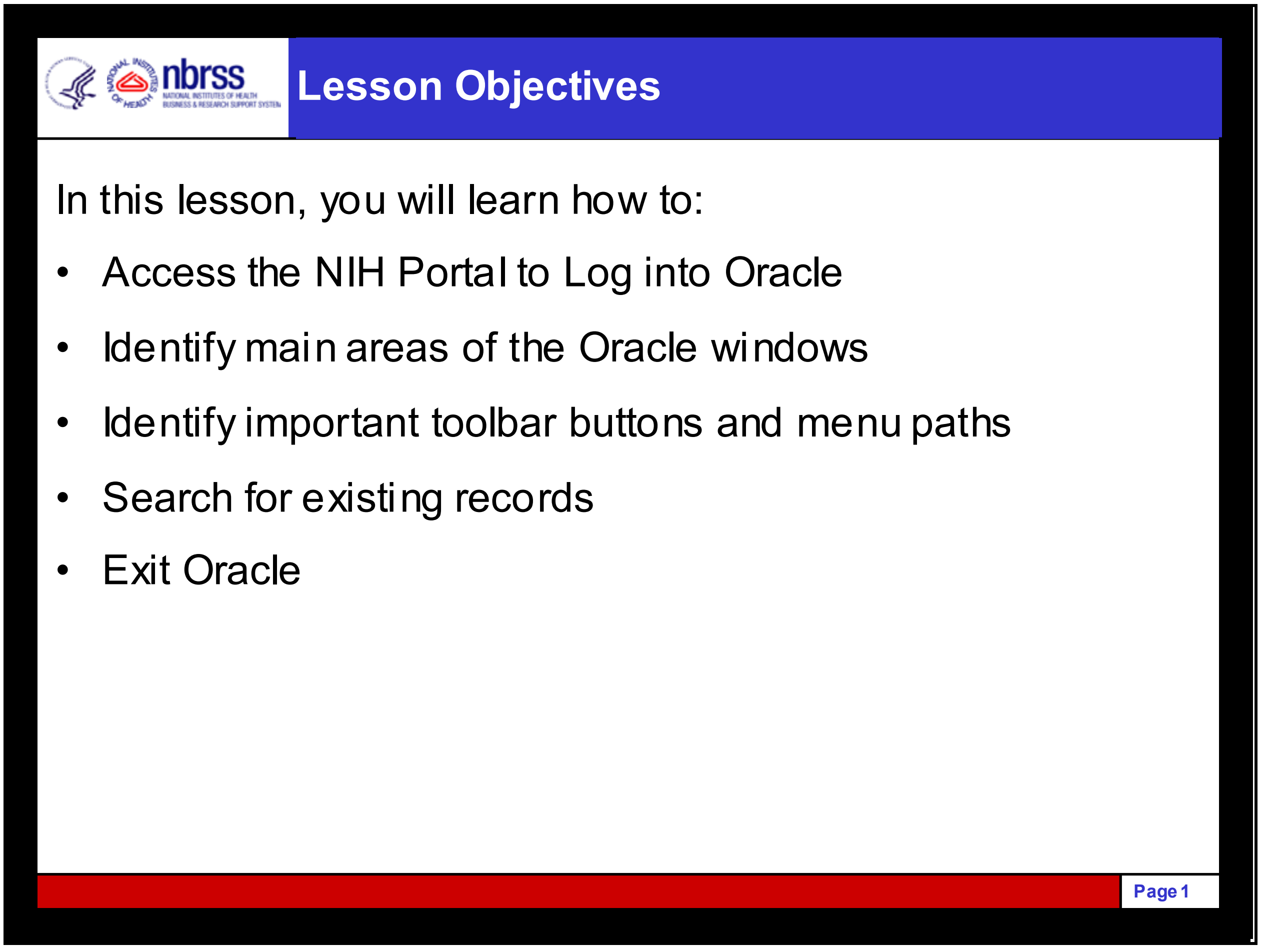
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Oracle Basics
Track 2 End User Training
August 2003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Lesson Objectives
In this lesson, you will learn how to:
• Access the NIH Portal to Log into Oracle
• Identify main areas of the Oracle windows
• Identify important toolbar buttons and menu paths
• Search for existing records
• Exit Oracle
Page 1

Accessing the NIH Portal

In this lesson, you will learn how to:

➔ **Access the NIH Portal to log into Oracle**

- Identify main areas of the Oracle windows
- Identify important toolbar buttons and menu paths
- Search for existing records
- Exit Oracle

Page 2

Accessing Oracle via the NIH Portal

Accessing Oracle via the NIH Portal

- Oracle is a web-based application available via the NIH Portal
- NIH Portal website: **http://my.nih.gov**
  - To Log on use your:
    - NIH Domain
    - User Name
    - Password
  - For assistance, contact NIH Help Desk at 6-HELP (301.496.4357)
- Add the Budget & Finance Community, which is the page where the Oracle application resides

- Select the **NBS Production** link to launch the application.

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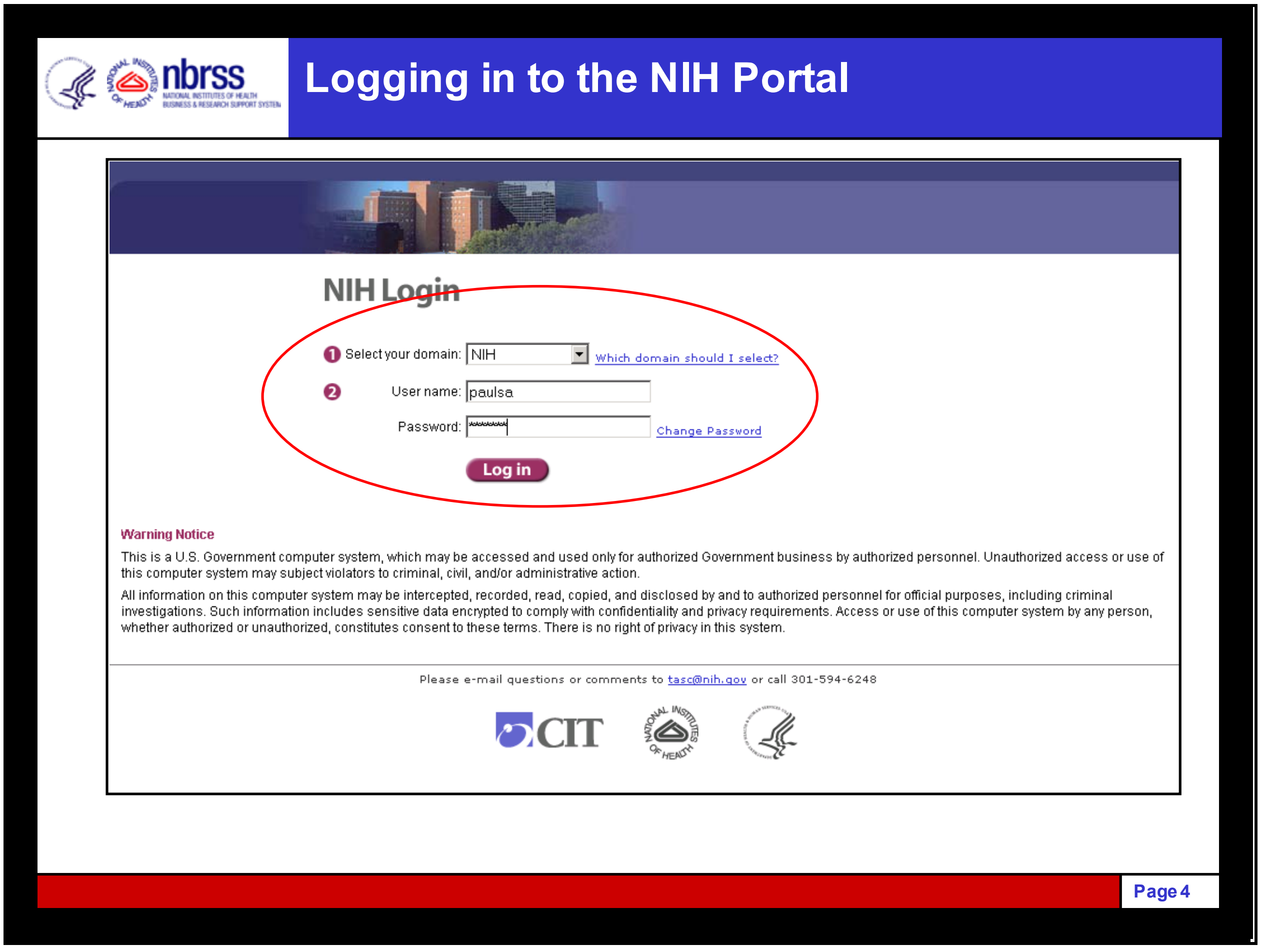
Logging in to the NIH Portal

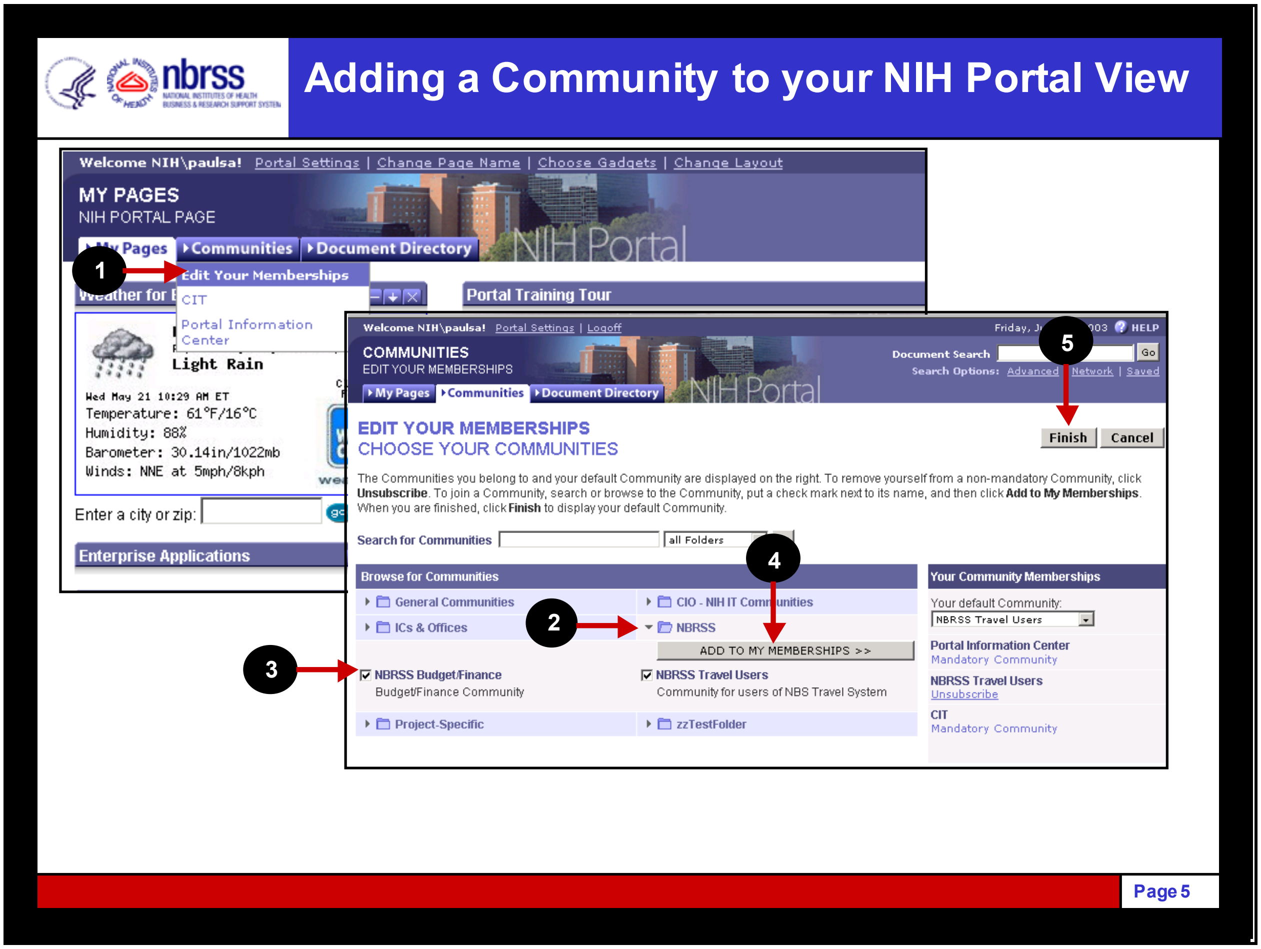


Follow the steps below to access the NBS Travel System application from the NIH Portal.

- Launch Internet Explorer. In the browser, navigate to the NIH Portal at http://my.nih.gov. (Note: If you need Internet Explorer installed on your computer, please contact the NIH Help Desk at 6-HELP (301-496-4357))
- Log onto the NIH Portal according to the steps listed below, using the account information you currently use to log on to Windows at your workstation.
    - Select your **domain** from the pull-down menu. (Hint: Use the "Which domain should I select? link for assistance.)
    - Enter your **User Name**.
    - Enter your **Password**.
    - Click the **Log in** button.

For Portal account and password assistance, contact the NIH Help Desk at 6-HELP (301-496-4357)

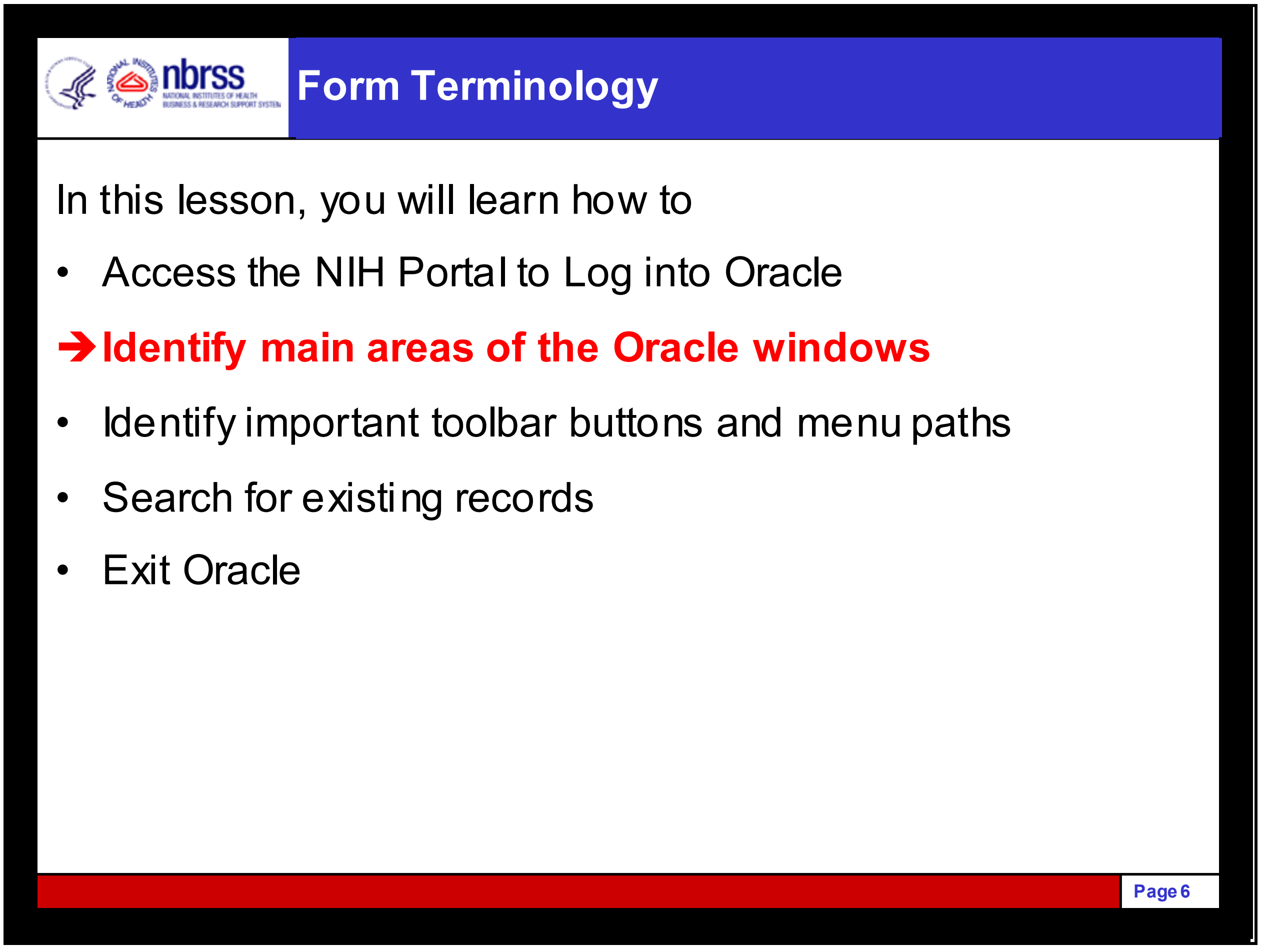
Adding a Community to your NIH Portal View



What is a Portal Community and how do I subscribe to a Portal Community?

Portal Communities provide content, documents and application access to users who have a common area of interest. Once you subscribe to a community, it will appear in the list on your Communities tab every time you visit the NIH portal. Follow the steps below to subscribe to a community.

1. Click on the "**Communities**" tab and select "**Edit Your Memberships**".
2. **Locate a community** of interest either by clicking a folder to browse for communities or by entering a key word in the Search field and clicking "Go" to look for a specific community.
3. Once you locate a community of interest, **select it** by clicking in the box next to the community name.
4. Click "**Add to my Memberships**". (You may need to select your default community.)
5. Click "**Finish**". The subscribed community will now appear in the list on your "Communities" Tab every time you access the portal.


nbrss
Form Terminology
In this lesson, you will learn how to
• Access the NIH Portal to Log into Oracle
➔Identify main areas of the Oracle windows
• Identify important toolbar buttons and menu paths
• Search for existing records
• Exit Oracle
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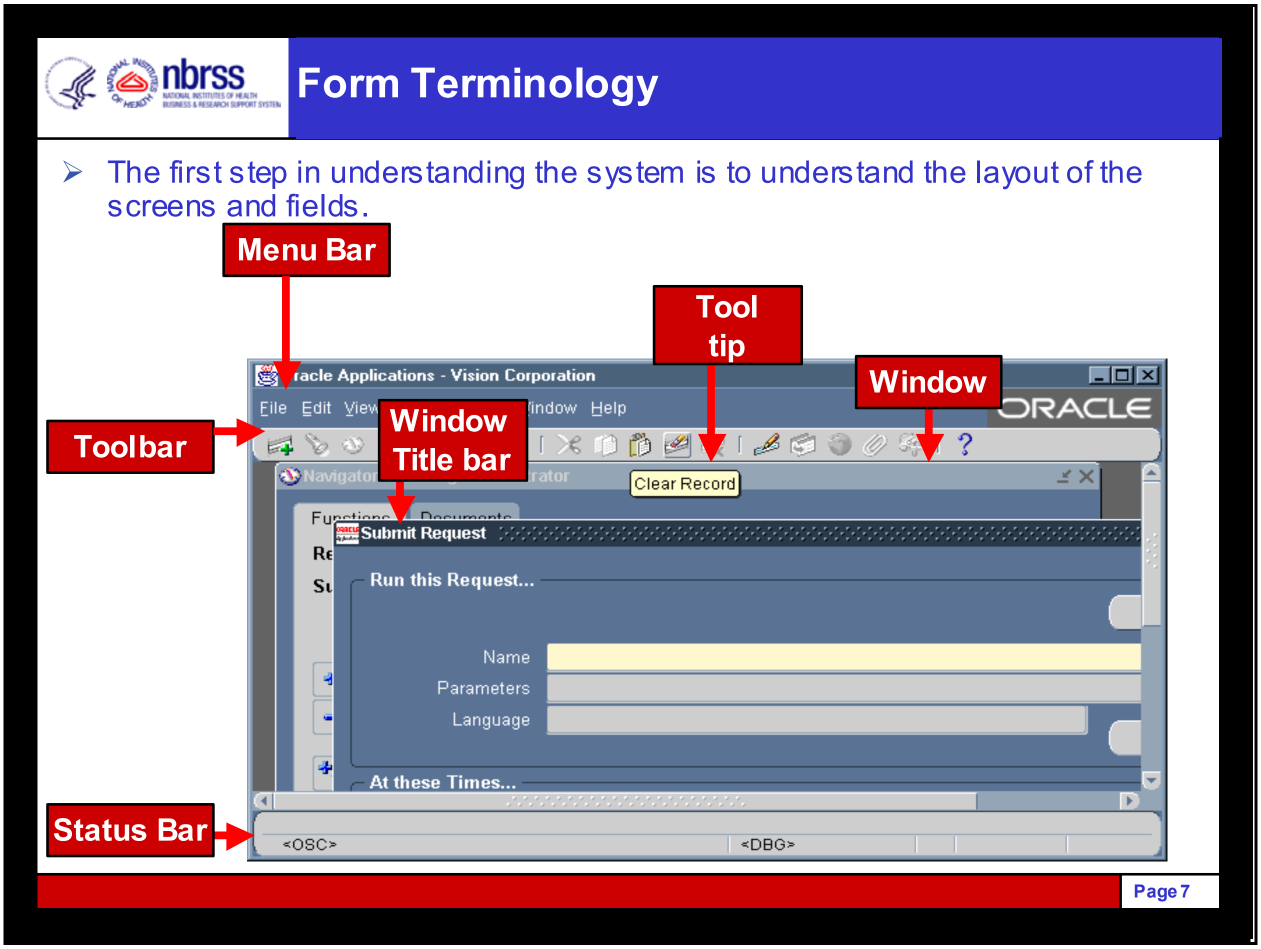


Form Terminology

Oracle Applications Release 11*i* works specifically in a Web-enabled environment. It is important to understand the terminology of the components within an Oracle Applications form. Common terms used in Oracle Applications forms are listed below.

Menu bar—Use pull-down menus from this menu bar to navigate or perform actions within a form

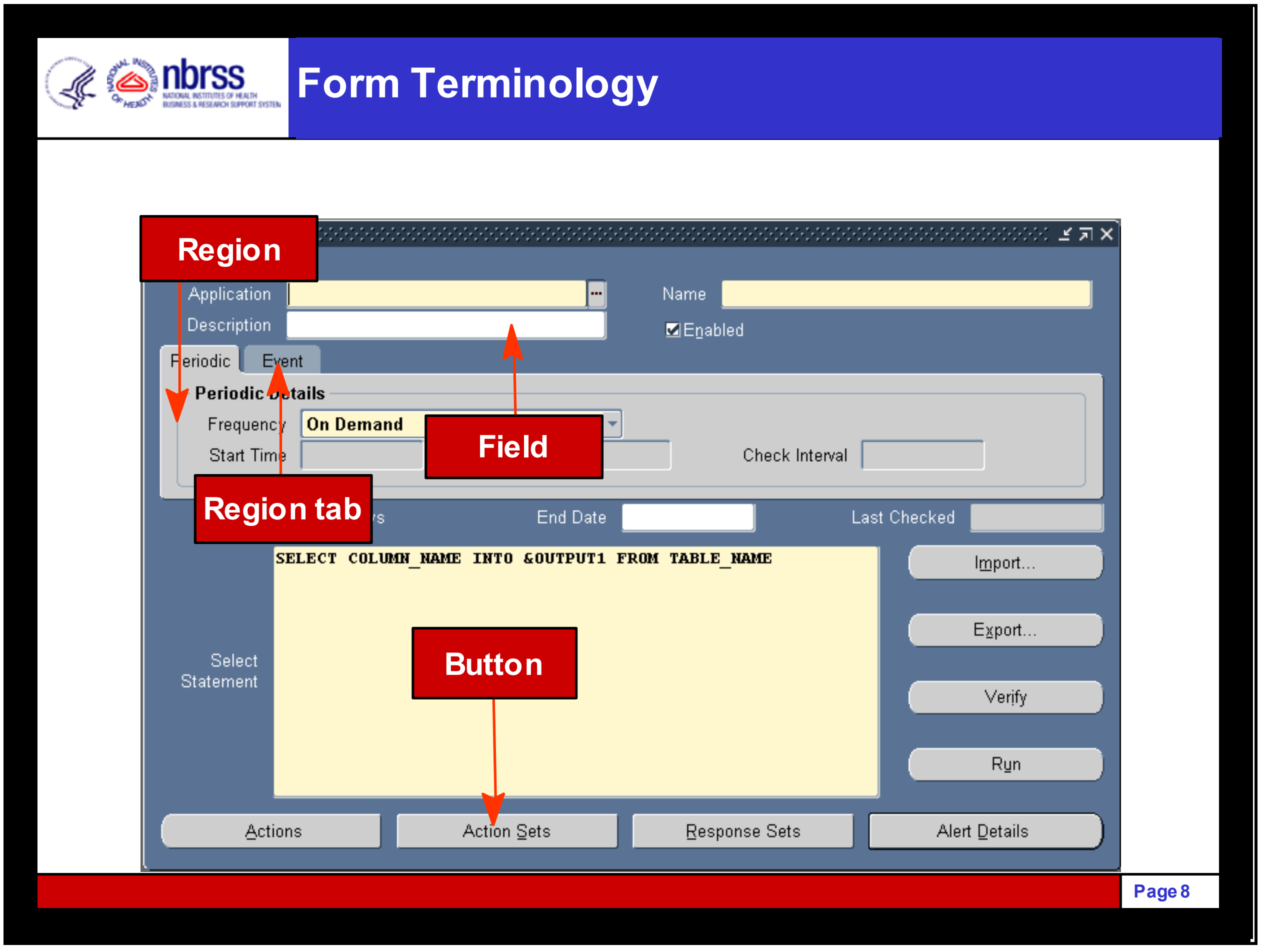
Toolbar – Use icons from the bar to navigate or perform actions within a form

Window—An area where the user interacts with an application (Many windows can be open at one time and you can access these "overlapping" windows to perform data entry or data search activities.)

Window title bar—Text in the title bar that indicates the name of the window, and usually, context information pertinent to the information in that window

Tool tip—Iconic bubble help that you can use to determine the function of a button on the toolbar. Appears when cursor is held over the icon.

Status Bar - The status line displays status information and pertinent information for processing your form.



Form Terminology (continued)

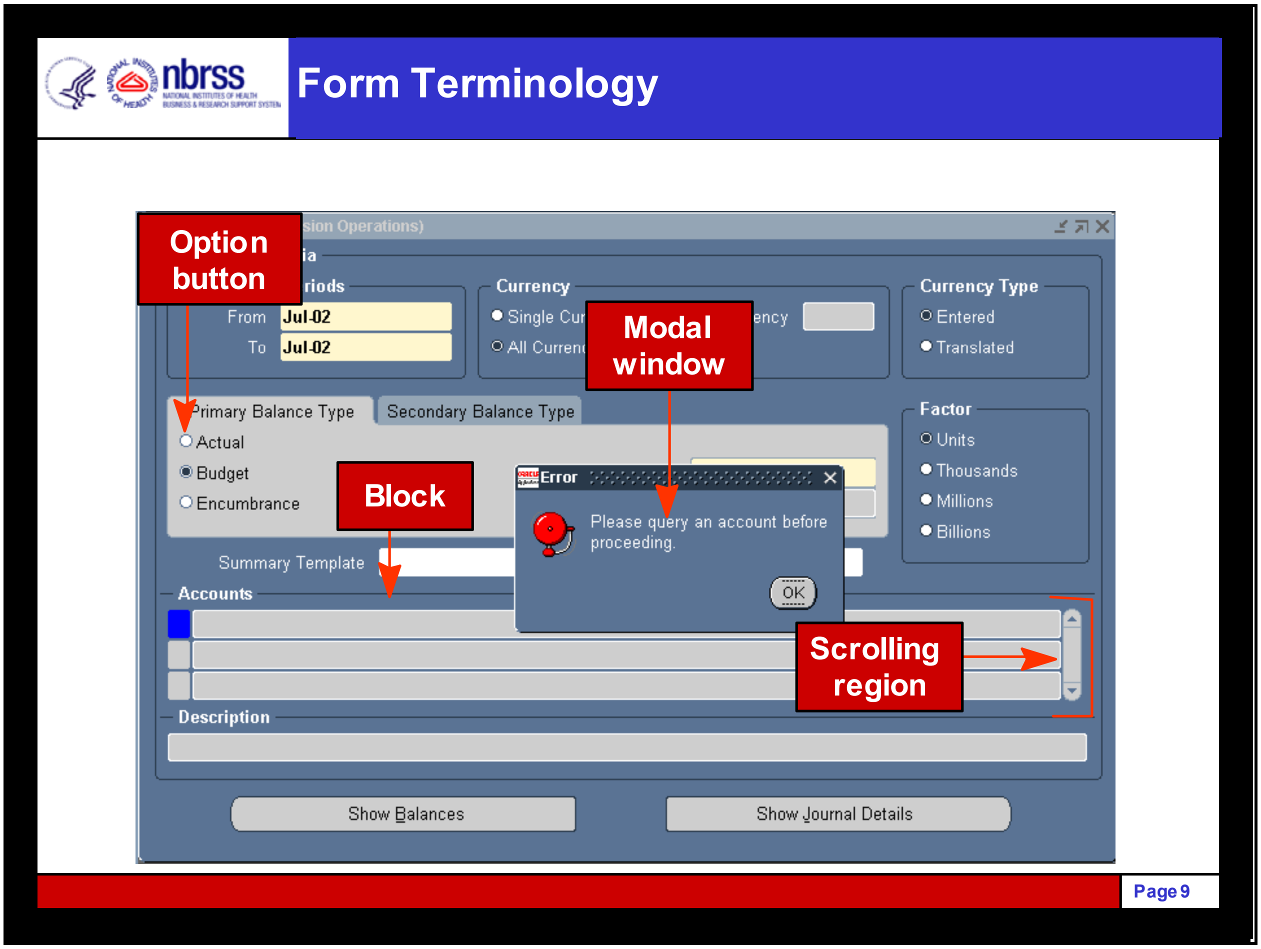
Region—A logical grouping of fields set apart from other fields by a box outline

Region tab—A collection of regions that occupy the same space in a window where only one region can be displayed at a time

Field—An area in a window that displays data or enables you to enter data

Button—A graphic element that initiates a predefined action when you click it

Form Terminology



Form Terminology (continued)

Option button—A button that indicates an individual selection is available within an option group

Modal window—A window that requires you to act on its content *before continuing*

Scrolling region—A region, containing a scroll bar, in which to view other fields

Block—An area of information relative to a specific business function or entity

Field Colors

Field Colors

➢ Field colors indicate the attributes of the field.

Field Color	Description
White	Allow data entry
White with Green Text	Indicate drill-down capability
Yellow	Require data entry
Gray with black text	Are display only
Blue	Indicate fields to use in Query-Enter mode

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What Field Colors Indicate

Each block contains fields you use to enter, view, update, or delete information. A field prompt describes each field by telling you what kind of information appears in the field or what kind of information you should enter in the field. Fields are color coded to indicate their type as follows:

White Fields—allow data entry

White Fields with Green Text—indicate drill-down capability

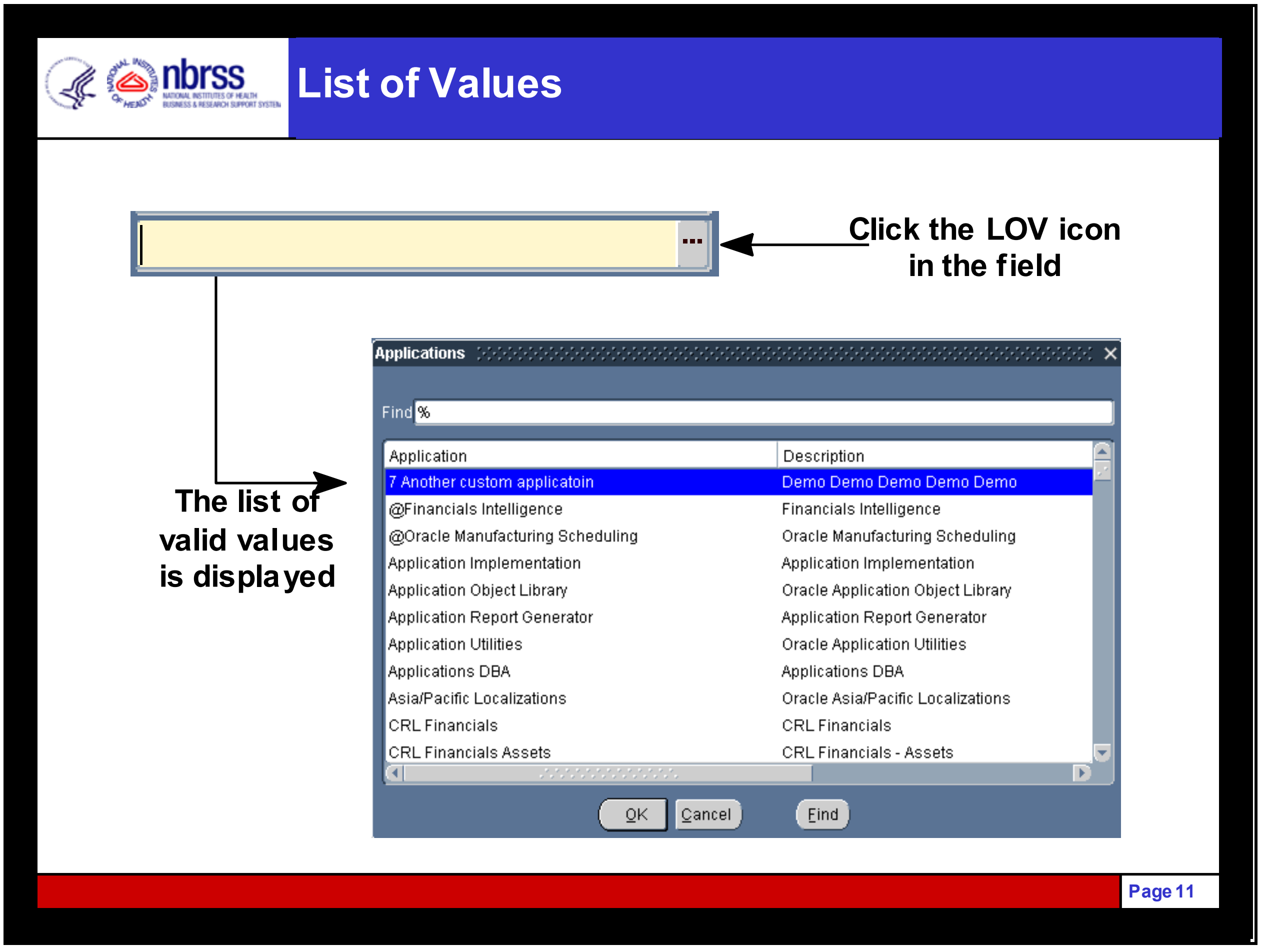
Yellow Fields—require data entry

Gray Fields with Black Text—are display-only

Blue Fields—indicate fields to use in Query-Enter mode

The term field generally refers to a text field, an area in a window that either displays data or allows you to enter data. However, a field can also include a button, check box, option group, or poplist.

List of Values



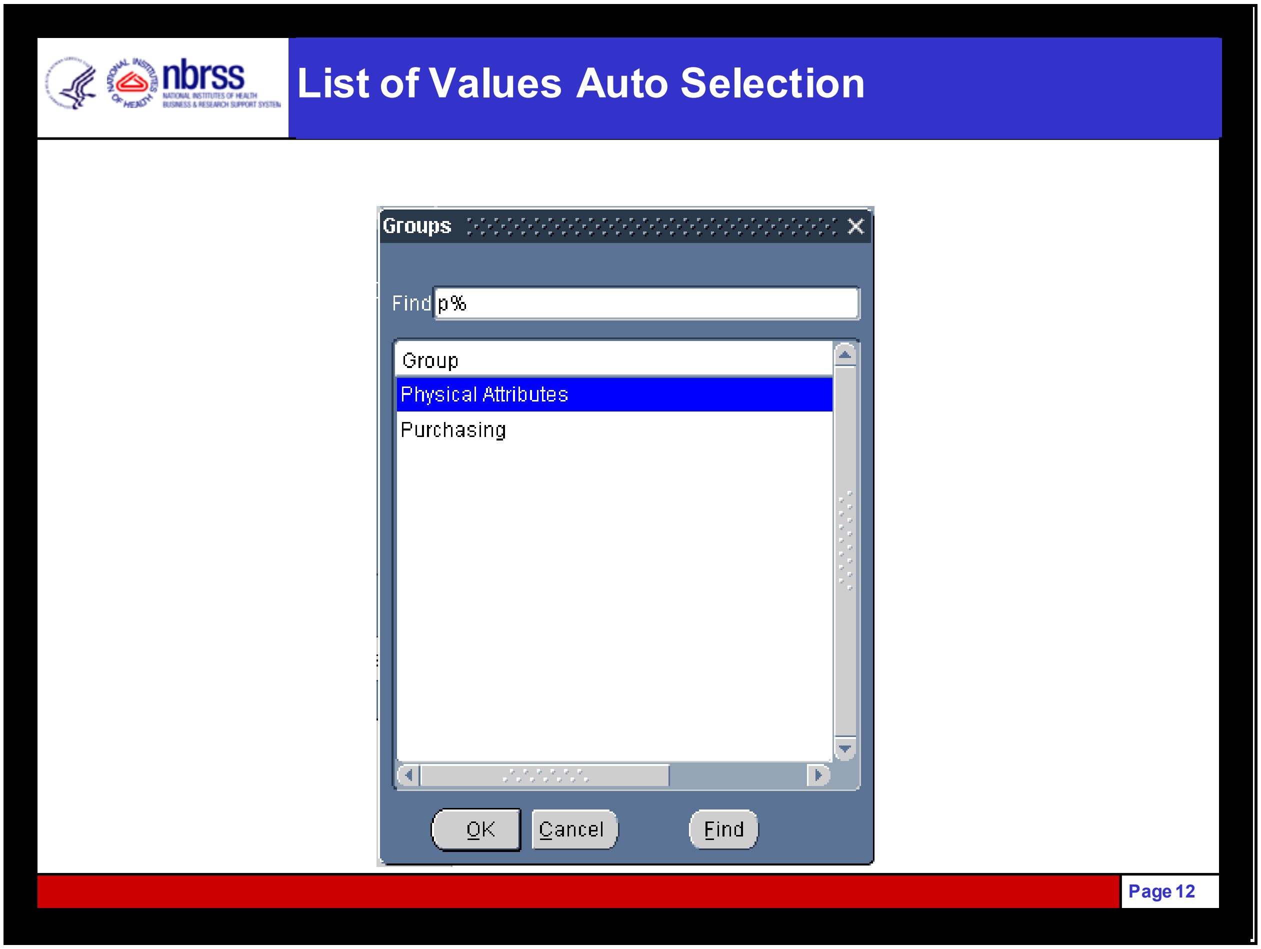
Using the LOV

The List of Values (LOV) feature is very useful while entering data in Oracle Applications. It provides you with a powerful, easy-to-use data entry method that increases your accuracy and productivity. Using the LOV makes data entry an easy task for novice users, and experienced users can enter correct data with a minimum number of keystrokes.

Oracle Applications notifies you when a list of acceptable input values is available for a field by displaying the LOV icon in the field. When you display a list, the values appear in a window with a title that describes the contents.

By using the LOV feature, you can save time and enter data quickly without having to memorize or look up valid data for each field. You can choose data from an online list of valid input choices whenever you want. Additionally, you are relying on Oracle Applications to validate your input since you will know right away if your entry does not match an option from the LOV.

List of Values Auto Selection



AutoSelection

Using the **LOV** feature called AutoSelection you can select a valid name from the list with a single keystroke. When you display the list window, you can type the first character of the name you want in the **Find** field. If only one choice begins with the character you enter, AutoSelection selects the choice, closes the list window, and enters the value in the appropriate field.

List Search

You can use the AutoReduction feature to reduce a list when you know the first few characters of your name selection. If you do not know the initial characters of your choice, but do know that your choice contains a certain word or set of characters, you can perform a list search to reduce a list.

In the list window, enter any group of characters as search criterion in the Find field and click the Find button. You can use wildcard characters such as the percent sign (%) which represents any number of characters, or an underline (_), which represents a single character in your search criterion.

For example, to reduce a list to only those choices that contain the phrase “schedule,” you would type %schedule% in the Find field and click Find. In any of these list search queries, it does not matter whether you use uppercase or lowercase letters as the search is not case sensitive. Oracle searches all of the columns in the list.

Long-List Fields

Long-List Fields

If a field has a "long-list"—that is, a list of more than 100 values—when you try to display the LOV, Oracle Applications will display a window where you can enter list reduction criteria.

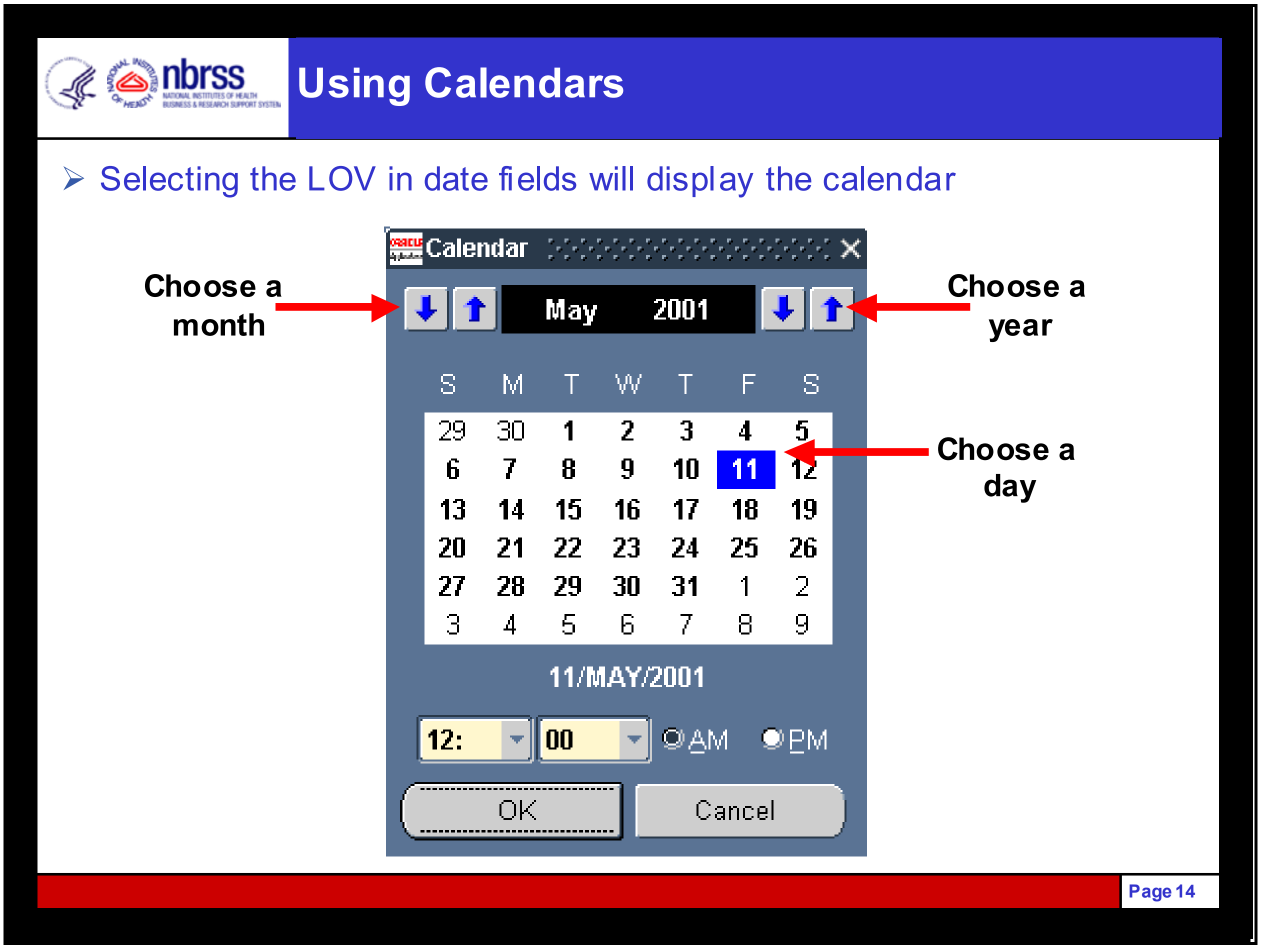
Because it takes less time to display a reduced list than a complete long-list, Oracle Applications prompts you to enter the first few characters that occur in your value of interest to reduce the complete list. However, to view the entire long-list, enter the percent sign (%) at the prompt and all of the values will be displayed.

Note: To avoid excessive network traffic and reduced performance, try to enter specific criteria, other than just a percent sign (%), whenever possible.

Power List

The Power List feature provides an even faster method of data entry. If a field displays a List icon and you know the value you want, simply enter the first few characters of the value in the field and press [Tab]. Power List will complete the entry for you. You can also include wildcard characters with your entry. You do not need to display the list window. If more than one value matches the characters you specify, a list window containing those values is displayed. If no values match the characters you enter, a list window containing all the values appears.

Using Calendars



Choosing a Date in the Calendar Window

Values in a date field can be typed directly or you can use a calendar to enter a valid value in a date field if the field displays the **LOV** icon. If your date field supports time, you can also use the Calendar window to choose a valid time with the date.

1. Put your cursor in a date field.

2. Click the List icon to display the Calendar window. The date value that appears below the calendar is called the *selected date*, which is either the value already in the field, the default value of the field, or the current system date.

3. Click on a date.

> Note: Disabled buttons that show dimmed text represent invalid days, which cannot be chosen. Similarly, if a date field is display only, you can display the Calendar window for the field, but you cannot change the date shown on the calendar.

4. Click OK to accept the selected date and close the window.

5. Click Cancel if you want to close the window without choosing a date.

Application Toolbar

Application Toolbar

In this lesson, you will learn how to

- Access the NIH Portal to Log into Oracle
- Identify main areas of the Oracle windows

➔ **Identify important toolbar buttons and menu paths**

- Search for existing records
- Exit Oracle

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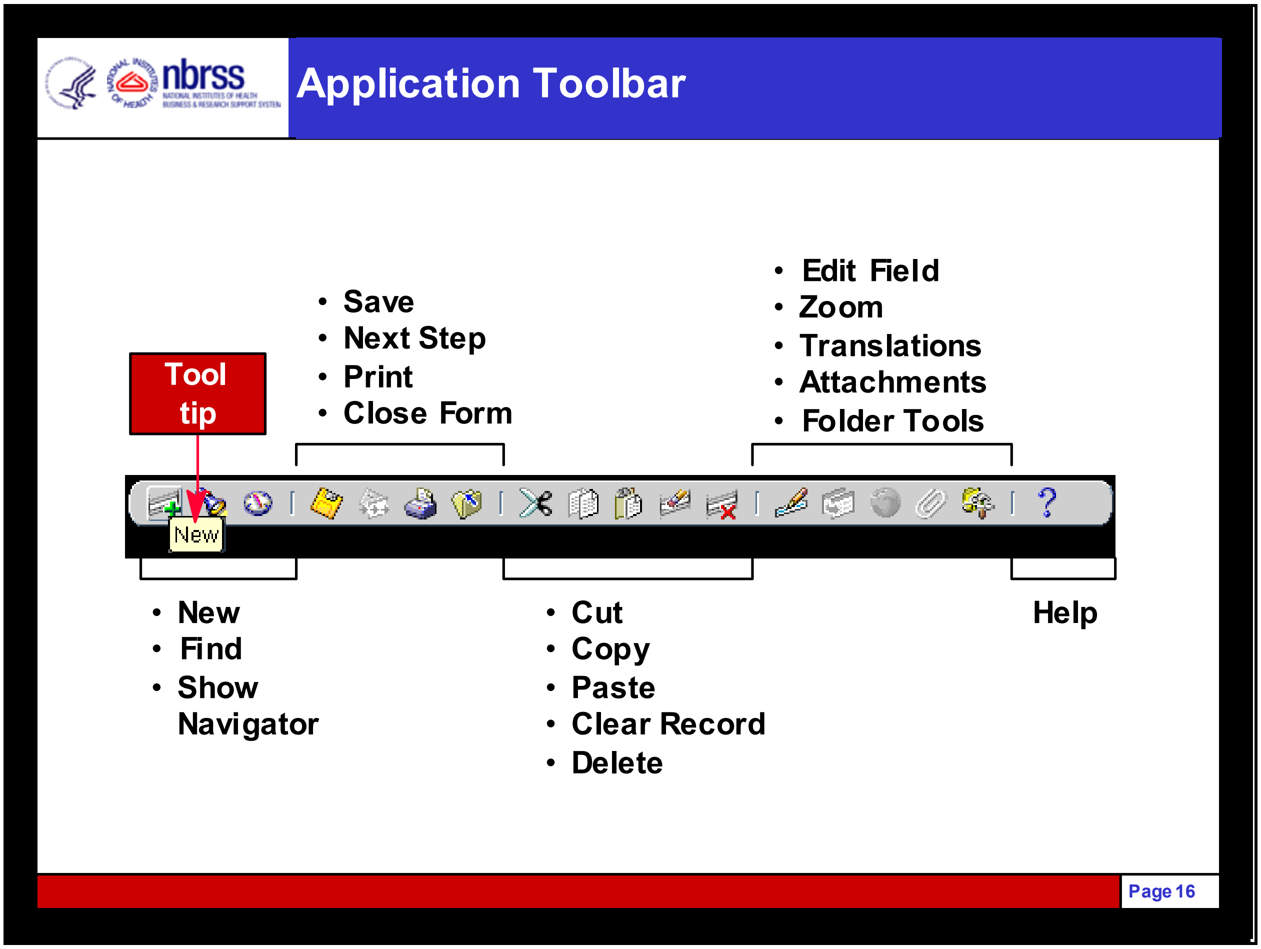
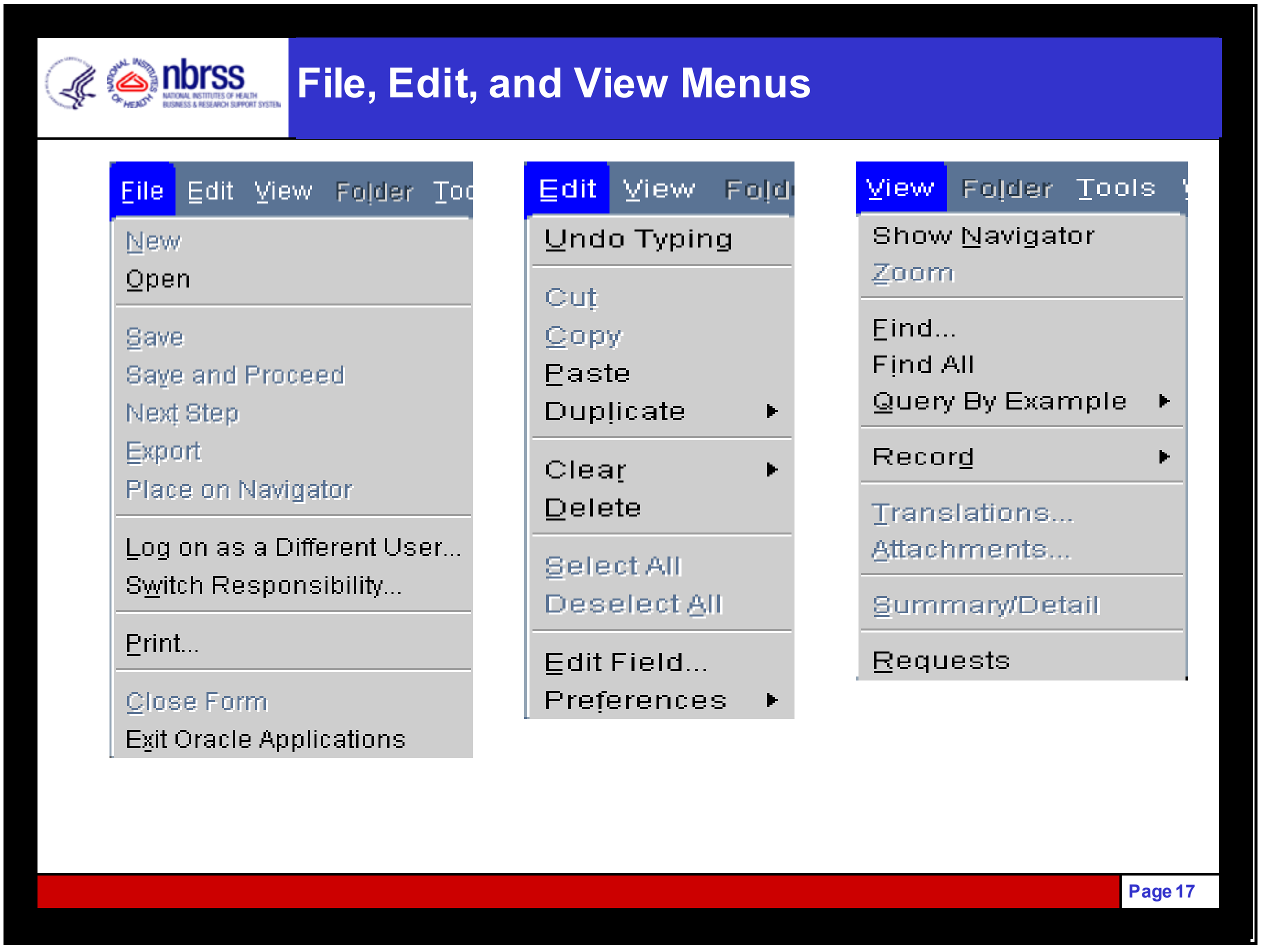
Application Toolbar



Using the Toolbar

The toolbar is a collection of iconic buttons, where each button performs a specific action when you choose it. Each toolbar button replicates a commonly-used menu bar item. Depending on the context of the current field or window, a toolbar button can be enabled or disabled. You can display help or a tool tip for an enabled toolbar button by holding your mouse over the button.



M > File

Save—Saves any pending changes in the active form.

Save and Proceed—Saves any pending changes in the active form and advances to the next record.

Export—Exports information in your current form to a browser.

Switch Responsibility—Allows you to change the responsibility in effect for your current log on.

Print…—Prints your current window.

Close Form—Closes all windows of the current form.

Exit Oracle Applications—Quits Oracle Applications.

M > Edit

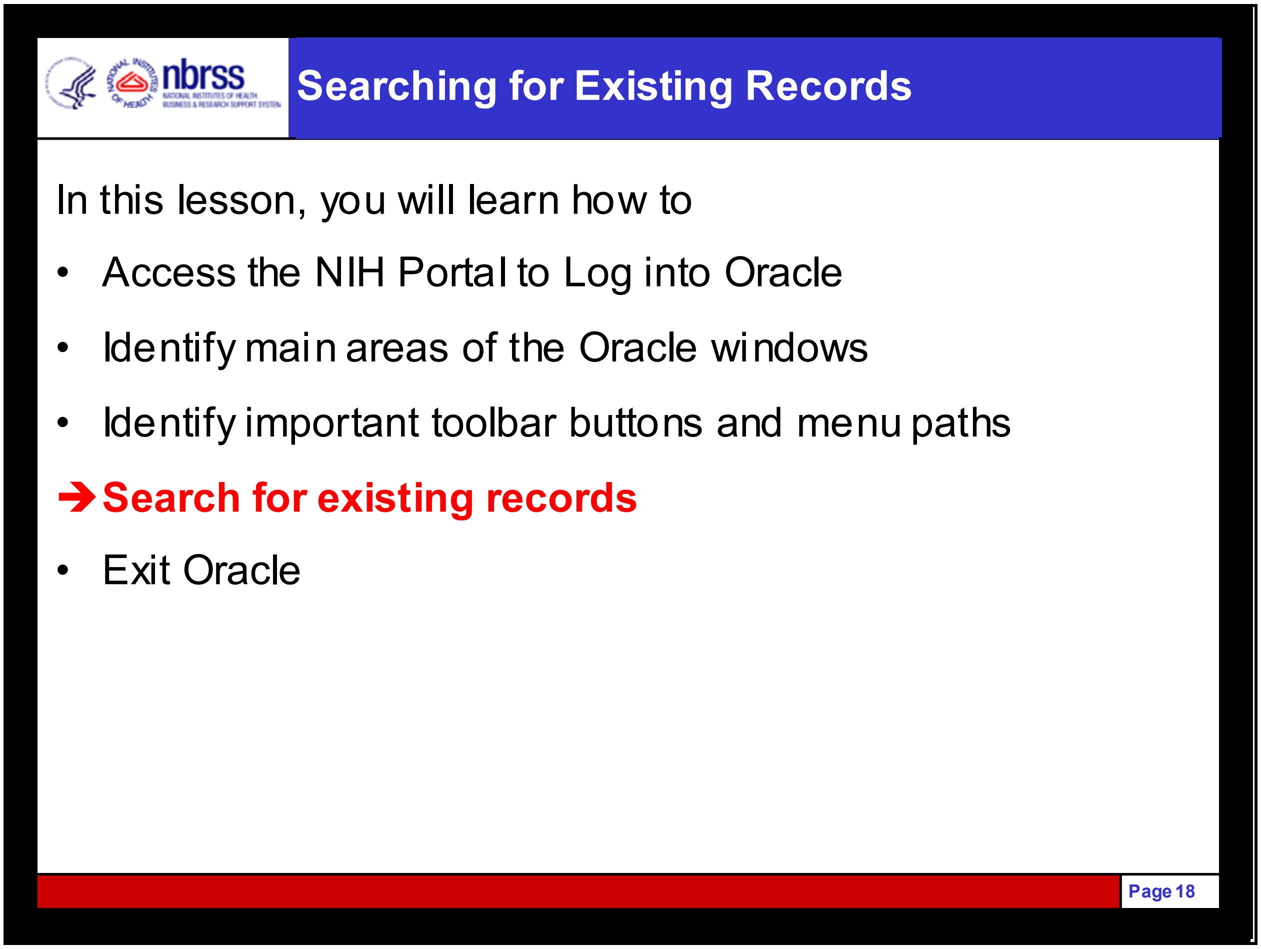
Undo Typing—Undoes any typing done in a field before the field is exited and returns the field to the most recent value.

Clear Record—Erases the current record from the window.

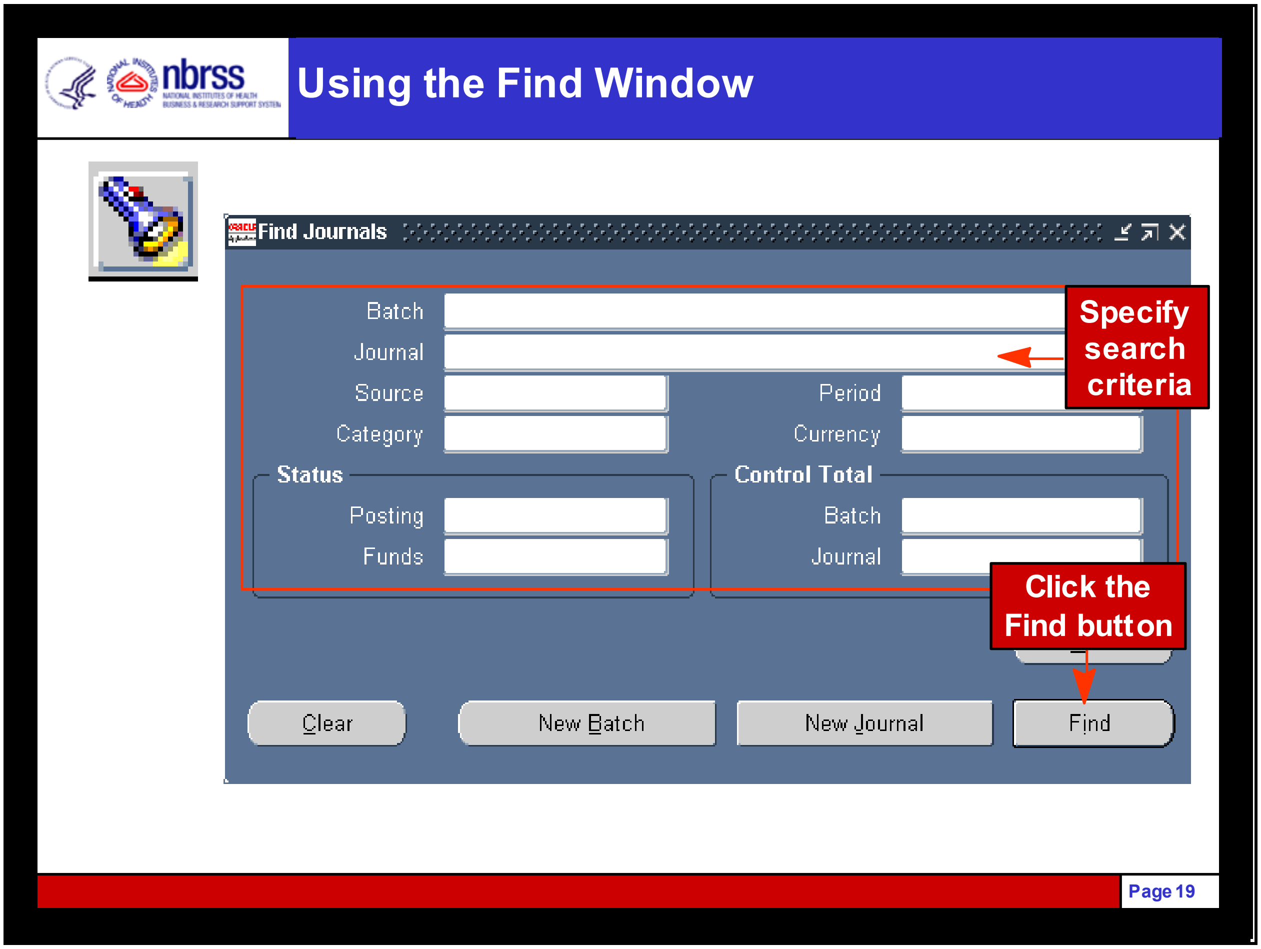
Clear

Field—Clears the data from the current field.
Block—Erases all records from the current block.
Form—Erases any pending changes from the current form.
Select All—Selects all records (for blocks with multi-select).

M > View
Show Navigator—Displays the Navigator window.
Find All—Retrieves all records.
Requests—Displays the Request window.


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Searching for Existing Records
In this lesson, you will learn how to
• Access the NIH Portal to Log into Oracle
• Identify main areas of the Oracle windows
• Identify important toolbar buttons and menu paths
➔ Search for existing records
• Exit Oracle
Page 18

Using the Find Window



Using the Find Window

1. (M) View > Find or click the Find icon on the toolbar.

2. Enter your available search criteria in the appropriate fields of the Find window.

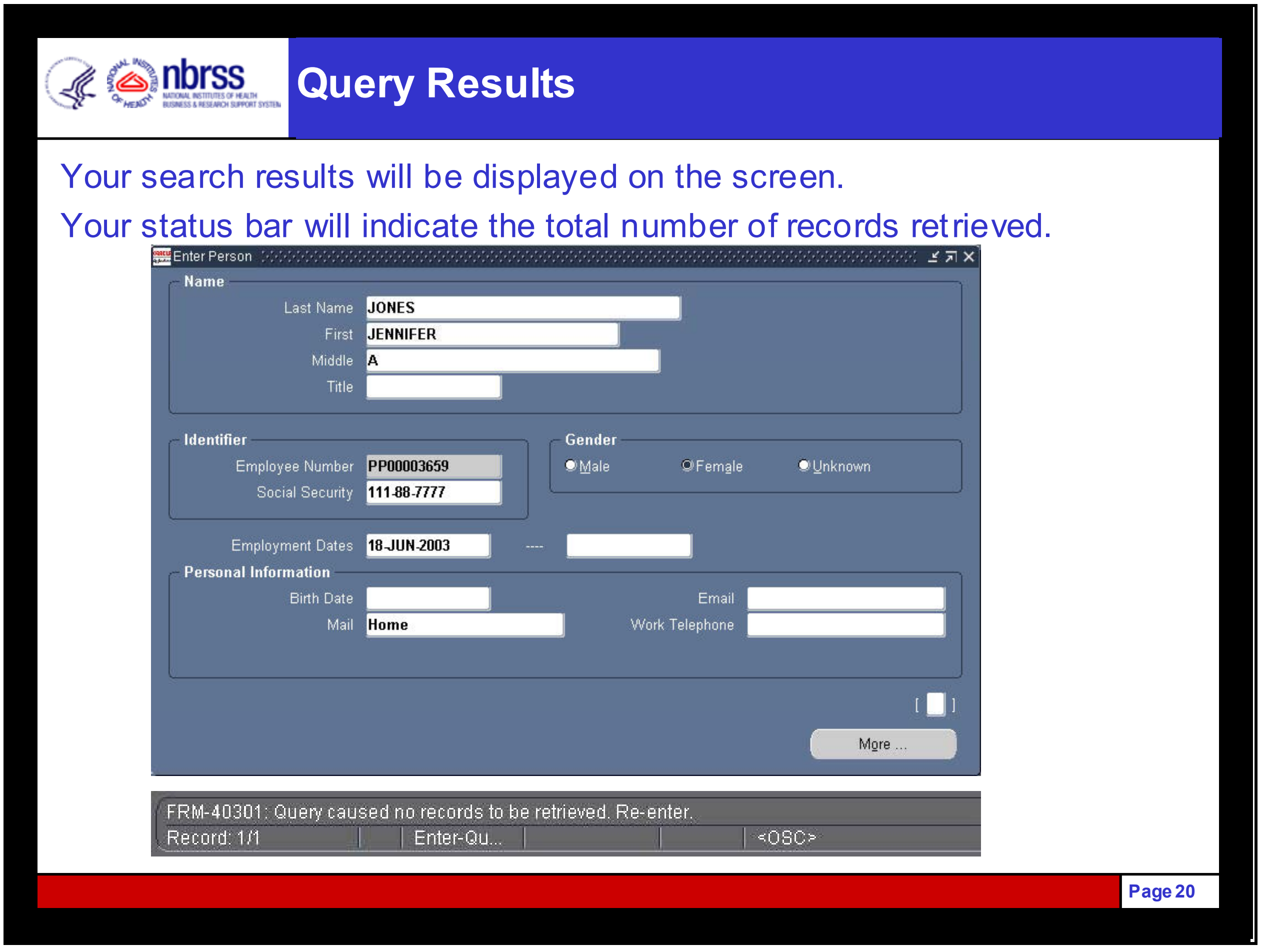
   If a field does not provide a list of values for you to choose from, you can enter wildcard characters (% and _) in the search phrase. You cannot, however, use query operators (such as >, <, and so on) in a Find window.

3. Click the Find button to find any matching records.

4. Click the Clear button to clear the current search criteria from the Find window so you can enter new search criteria.

5. Click the New button to enter a new record in your current block if your search finds no matching records. Not all windows support this.

Query Results



Reviewing Your Data

After a search, Oracle Applications retrieves any records that matched your search criteria. Always enter the most selective search criteria that you can.

How to Review Retrieved Records

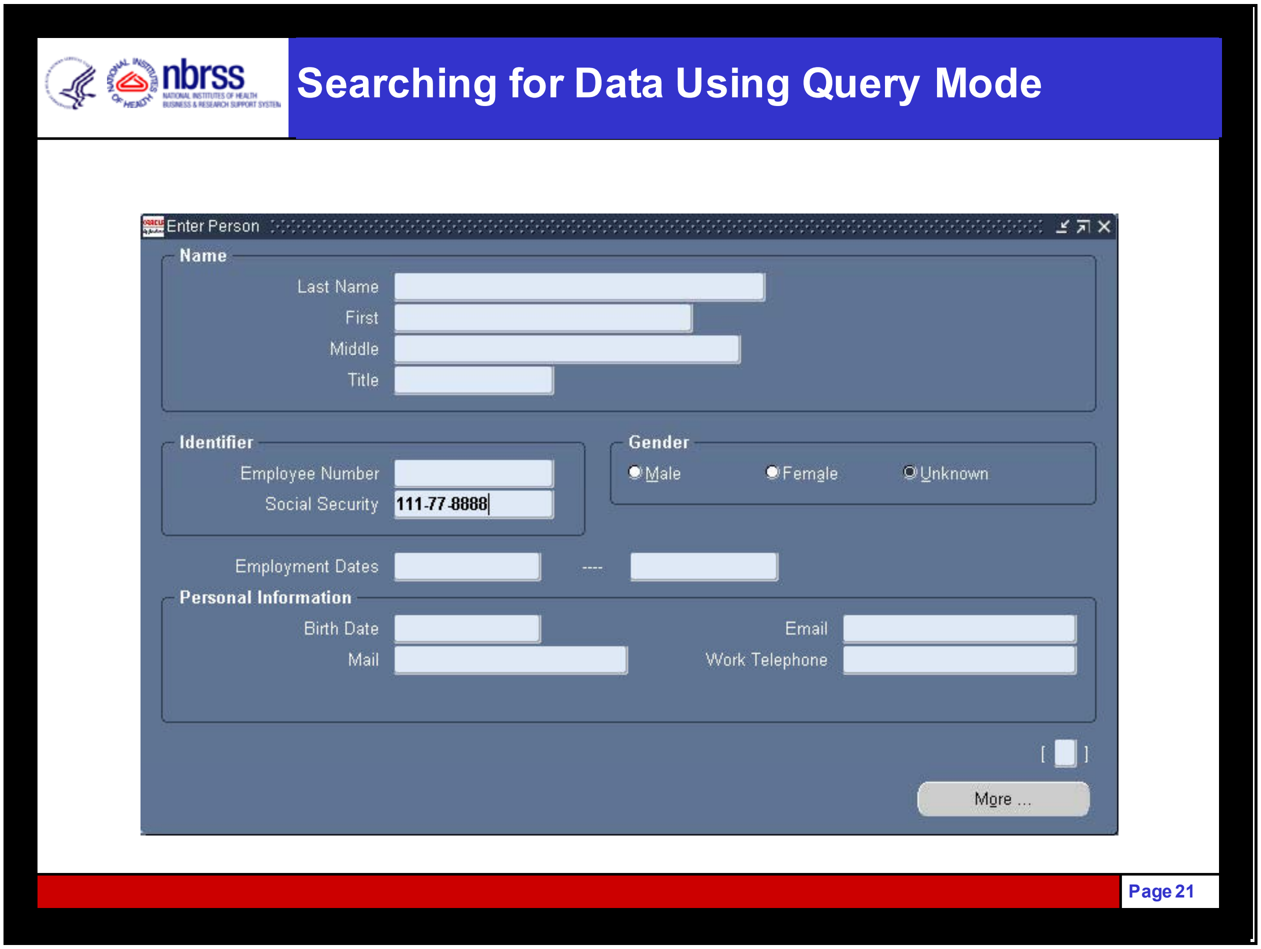
Use the scroll bar or the down arrow on your keyboard to view additional records currently not visible on the screen in a multirecord block.

(M) View > Record First to see the first record.

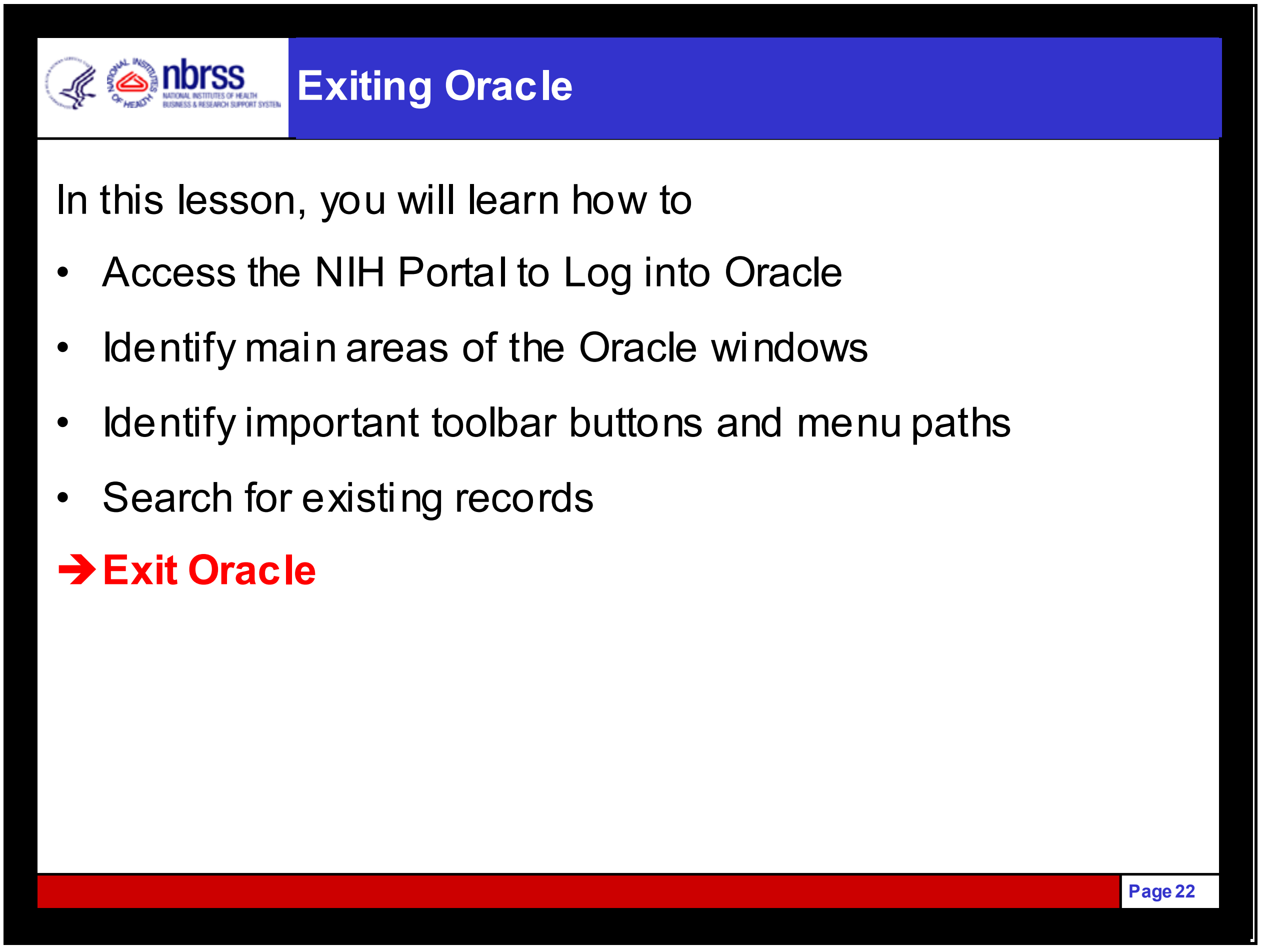
(M) View > Record Last to see the last record.

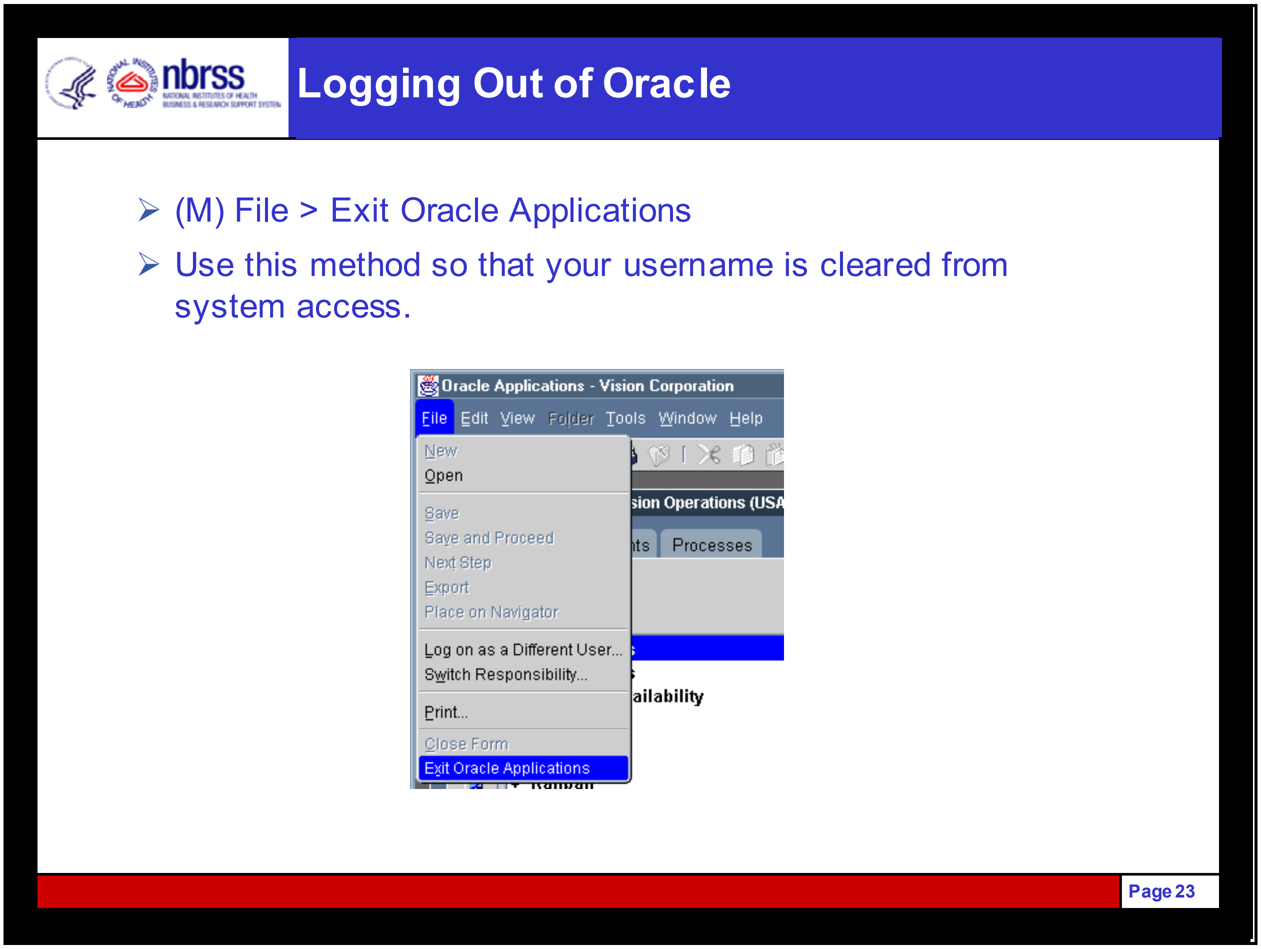
Note: Scrolling through records and using the Record Last command uses significant system resources. Avoid this by entering selective search criteria.

Searching for Data Using Query Mode



1. Select the **F11** key (Fields turn blue)
2. Enter your search criteria, using % wildcard
3. Select the **Ctrl** + **F11** keys
4. Review the retrieved records

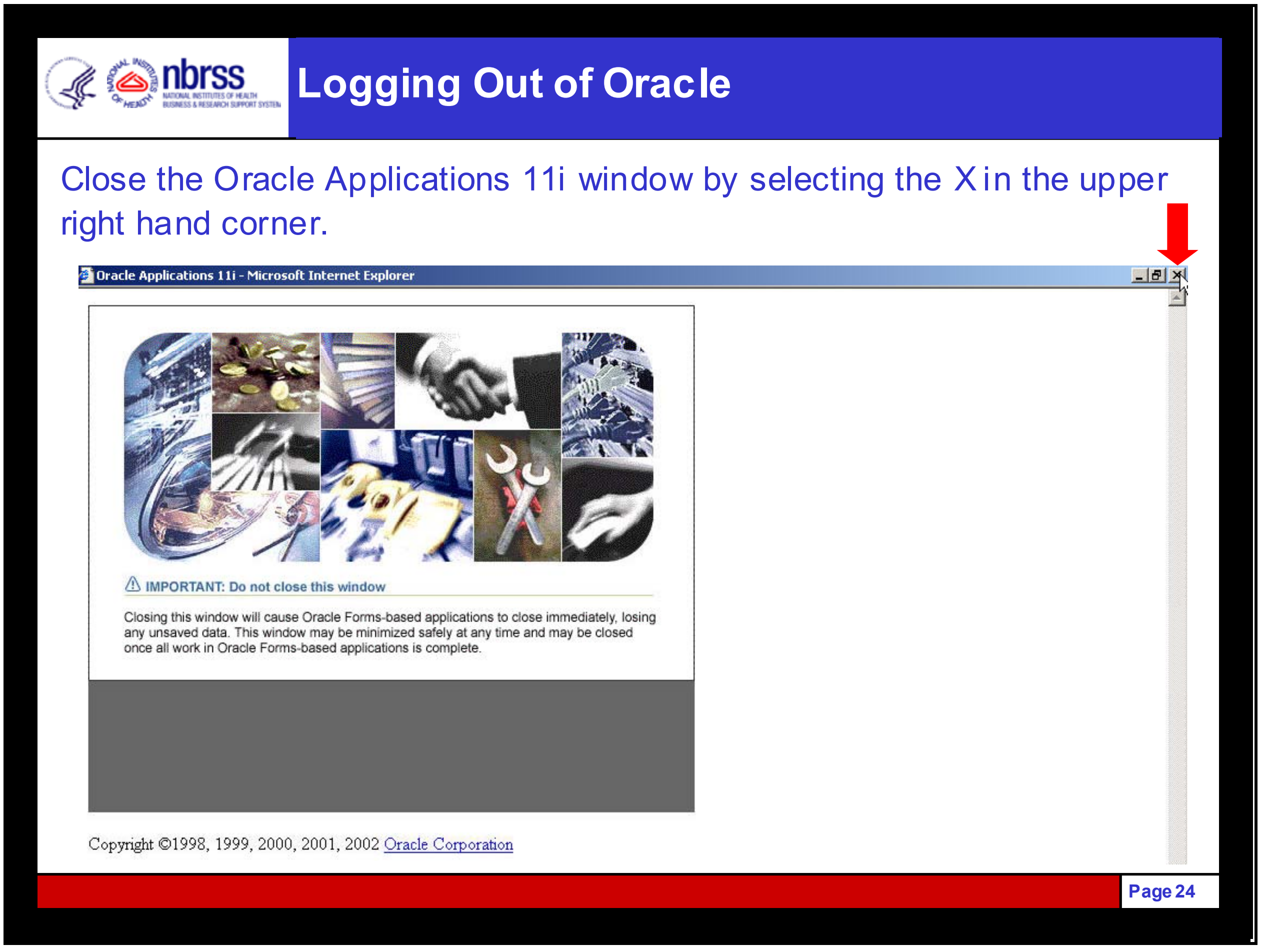

nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Exiting Oracle
In this lesson, you will learn how to
• Access the NIH Portal to Log into Oracle
• Identify main areas of the Oracle windows
• Identify important toolbar buttons and menu paths
• Search for existing records
➔ Exit Oracle
Page 22



Exiting Oracle Applications

(M) File > Exit Oracle Applications, to log off the system. It is important to exit the system in this manner, rather than any other, as this is the only way to ensure that your user name is cleared from system access.

Logging Out of Oracle



Lesson Summary

In this lesson, you learned how to

- Access the NIH Portal to Log into Oracle
- Identify main areas of the Oracle windows
- Identify important toolbar buttons and menu paths
- Search for existing records
- Exit Oracle

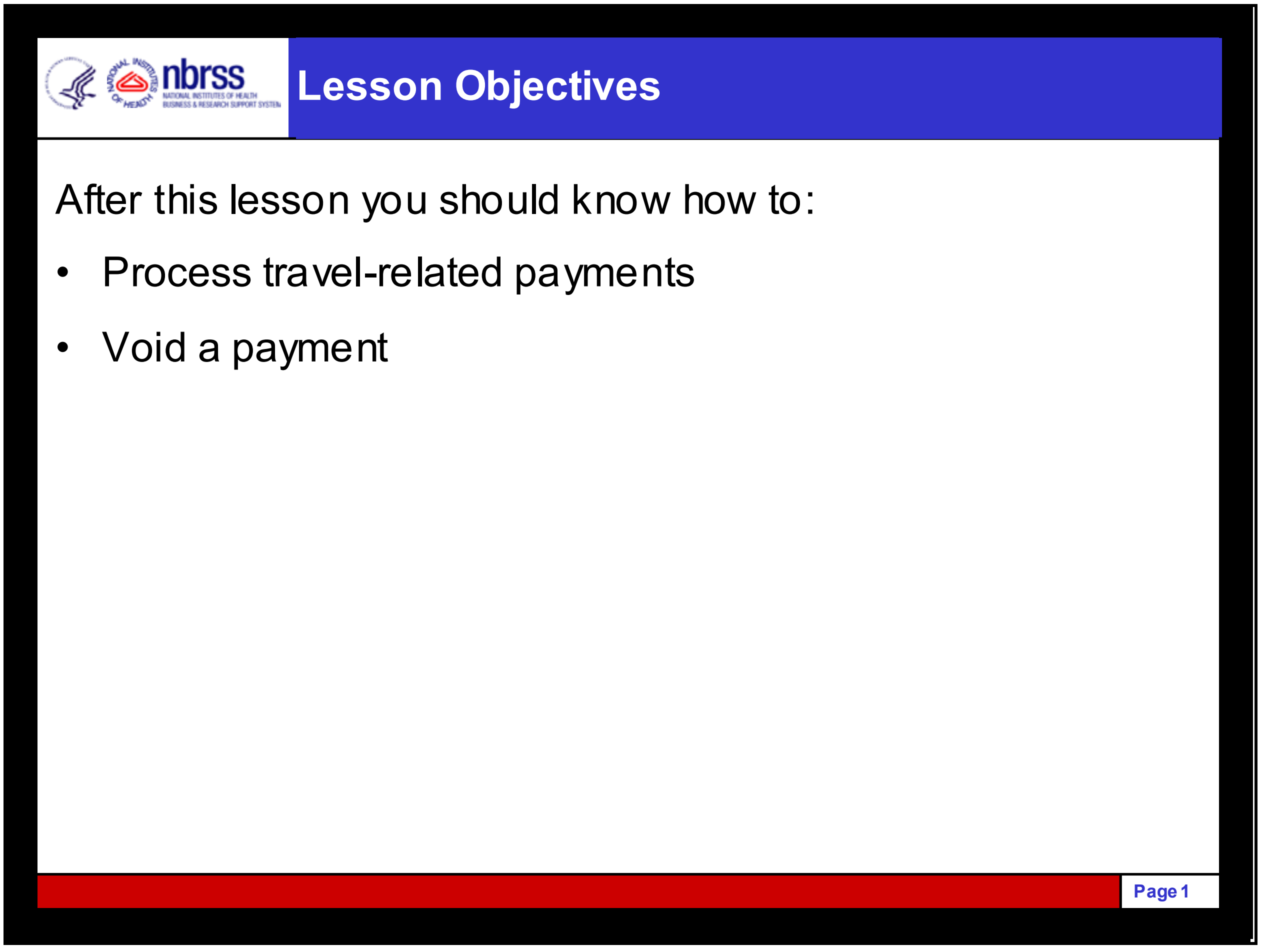
Page 25

Processing Travel-Related Payments

Chapter 5


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Processing Travel-Related Payments
Track 2 End User Training
September 2003

Lesson Objectives



Process travel-related payments

After this lesson you should know how to:

➔ **Process travel-related payments**

- Void a payment

Page 2

Cashier Payments Reference

Cashier Payments Reference

All payments for Travel Documents beginning with <u>TR</u> will be made from the NBS

- The Cashier's Office will continue to process other payments in the Cashier Tracking system
- As of 9/1/03, travelers use the NBS Travel System to process travel documents for FY04.

Description	Current Cashier Tracking System Code	System
Travel Payments – starting with TR	*03, 04, 05*	**NBS**
Travel Payments – starting with W	*03, 04, 05*	**ADB**
SF44 - Miscellaneous Vendor	*06 & 07*	**ADB**
All other payments	*09*	**ADB**

Page 3

Travel-related payments made by the NIH Remote Cashiers are generally limited. Before a travel payment is issued from the remote cashier's office, the traveler or travel planner must get prior approval from OFM's Travel Office.

Foreign Travelers: Payments to foreign travelers may be generated by the cashier's office and then express mailed to the traveler. This alternative is available for those individuals that do not have an active U.S. bank account.

In extraordinary circumstances, payments to employees and other NIH-affiliated individuals for travel expenses may be processed from the Cashier's desk. Such payments must first be approved by the OFM travel office.

All other payments will continue to be processed through the Cashier's Tracking System within the ADB.

Travel Payments Paid through Cashier's Office

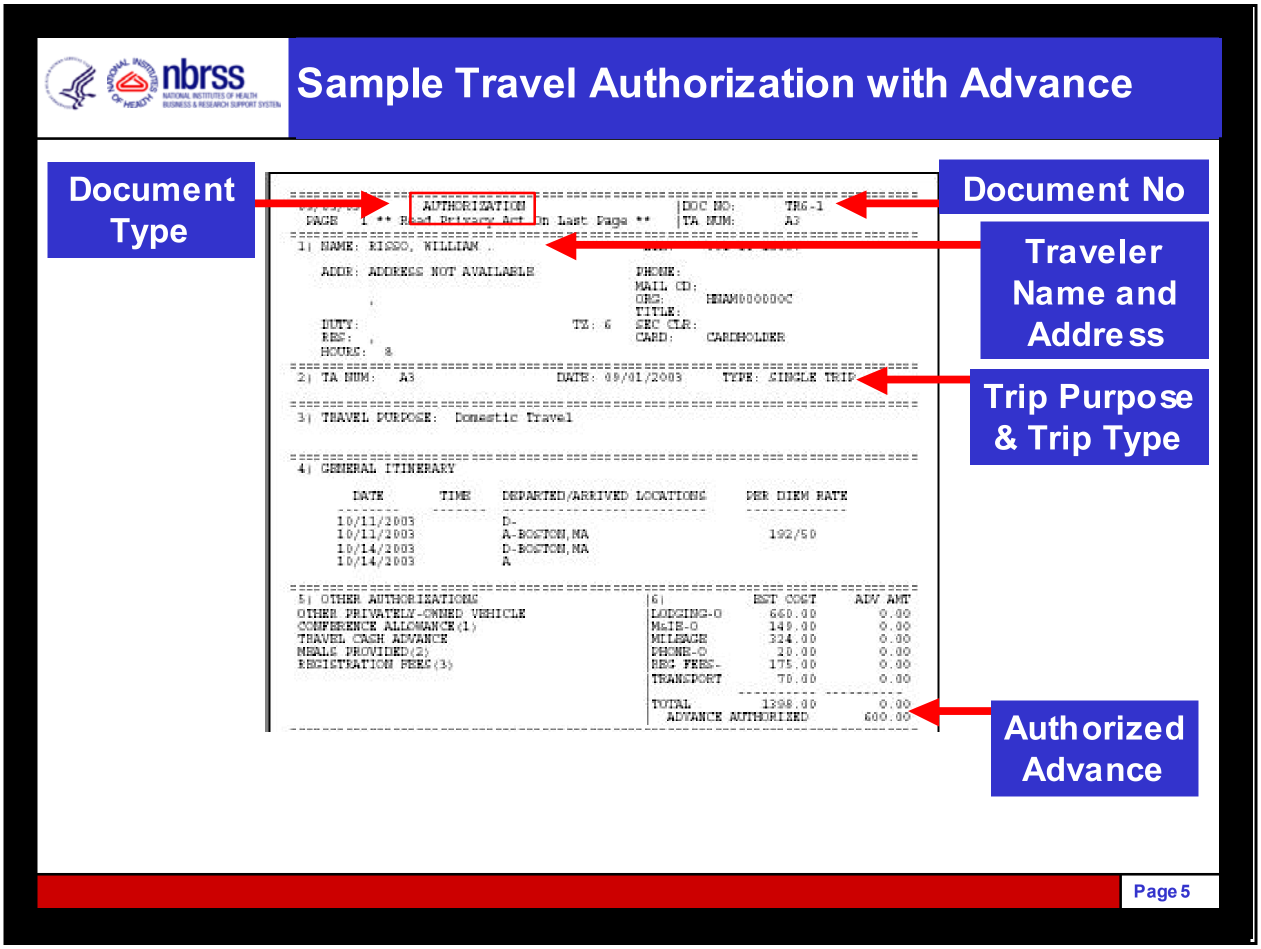
Travel Payments Paid through Cashier's Office

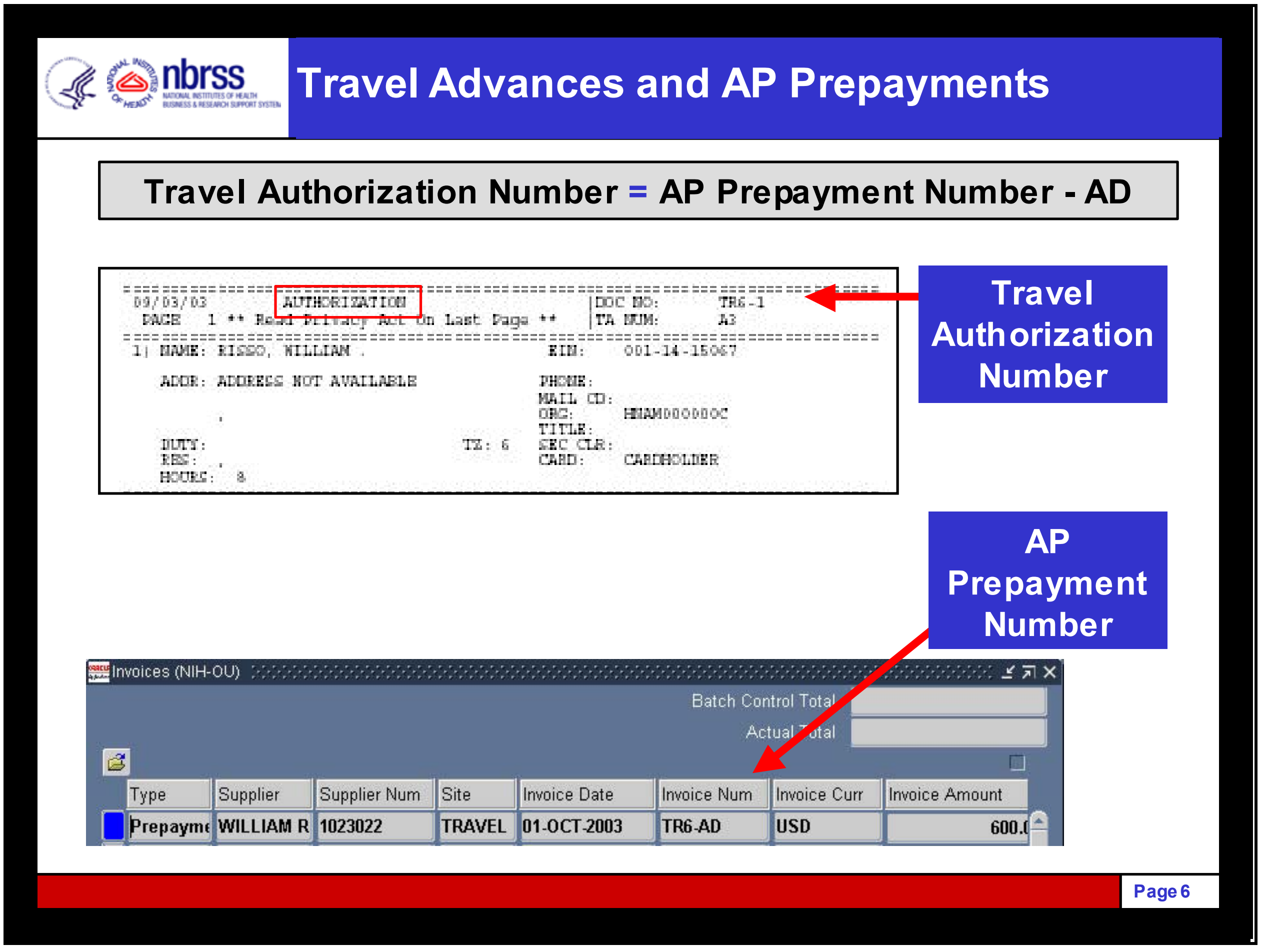
Travel payments that may be paid through the Cashier's Office include:

- Payments to foreign travelers
  - Travel planner submits a certified *travel voucher* to the cashier
  - Cashier's Office generates a third-party draft and records it in the NBS
  - Travel planner express mails the payment to the foreign traveler
- Emergency travel advances to NIH employees
  - Traveler requests emergency advance from OFM Travel Office
  - OFM Travel Office ensures the payment hasn't already been processed and places it on Cashier Payment hold
  - Traveler presents approved *travel authorization* to the cashier
  - Cashier's Office validates that the payment has been authorized for cashier pick up, generates a third-party draft, and records the payment in the NBS

Page 4

Sample Travel Authorization with Advance

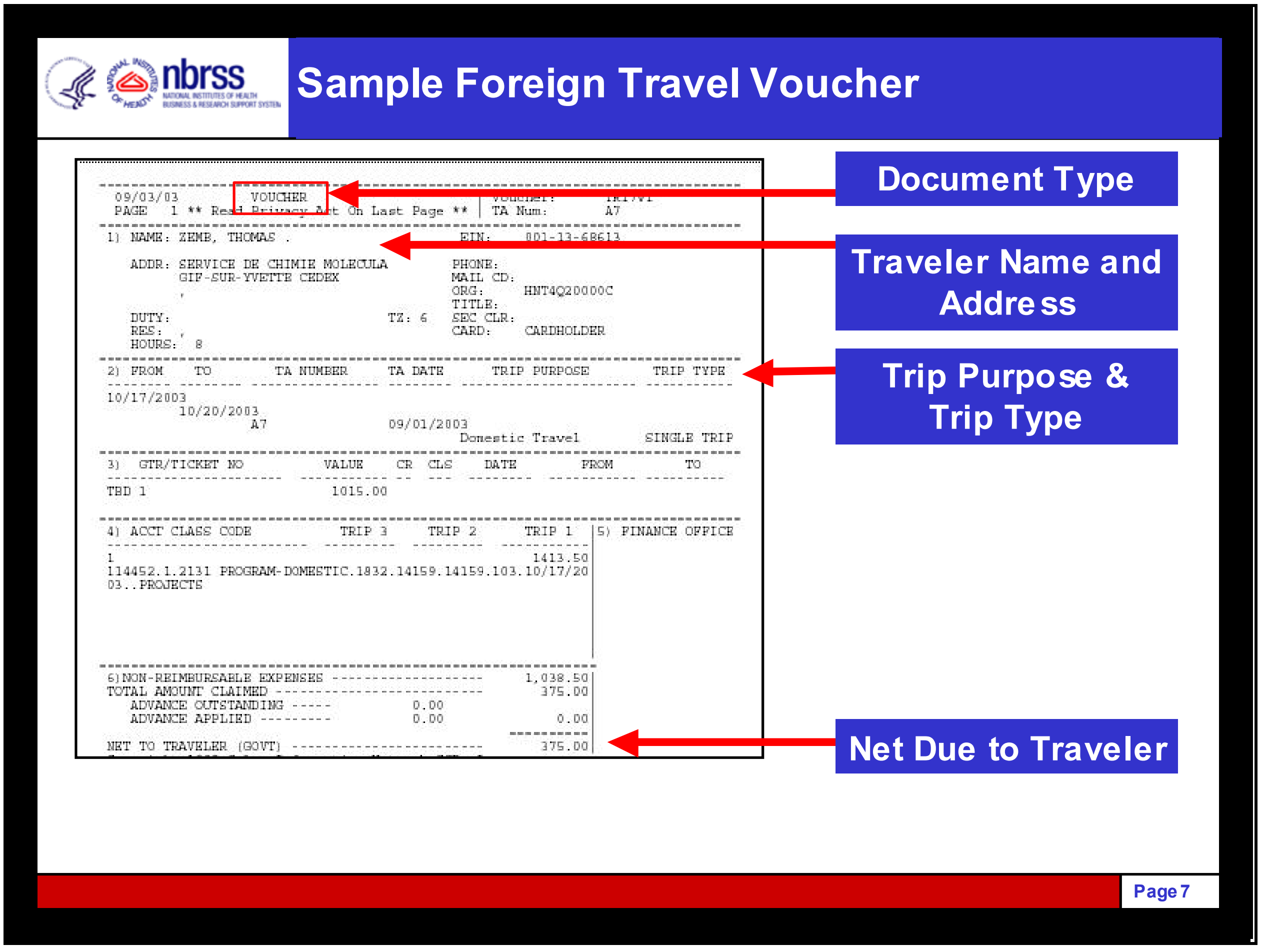




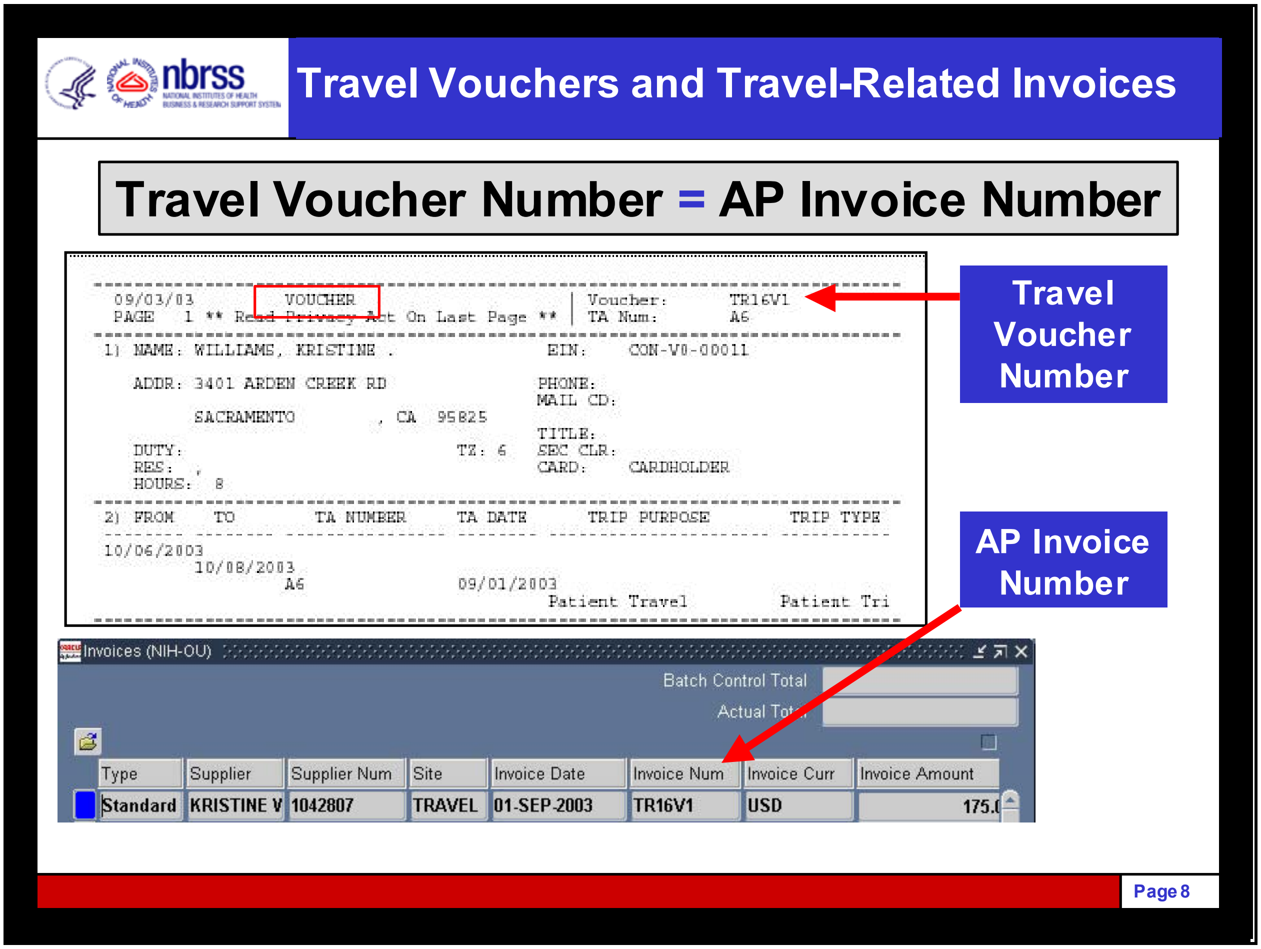
The Invoice Number in Accounts Payable will be associated with the travel document number listed on the travel document

Cashiers should use the travel document number to locate the invoice in Accounts Payable most effectively

Sample Foreign Travel Voucher



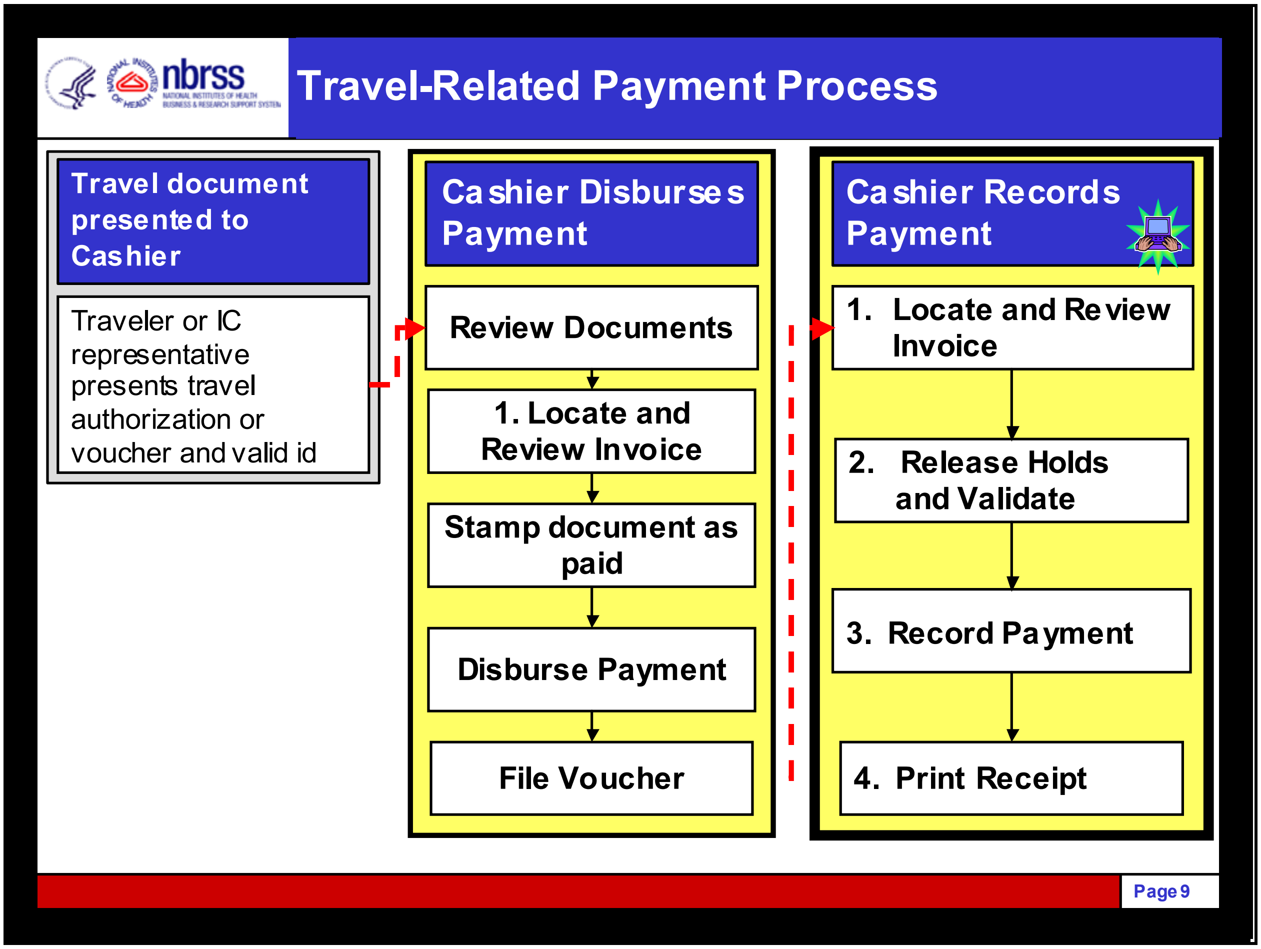
Travel Vouchers and Travel-Related Invoices



The Invoice Number in Accounts Payable will be the Travel Voucher Number listed on the travel document.

Cashiers should use the Travel Voucher number to locate the invoice in Accounts Payable most effectively.

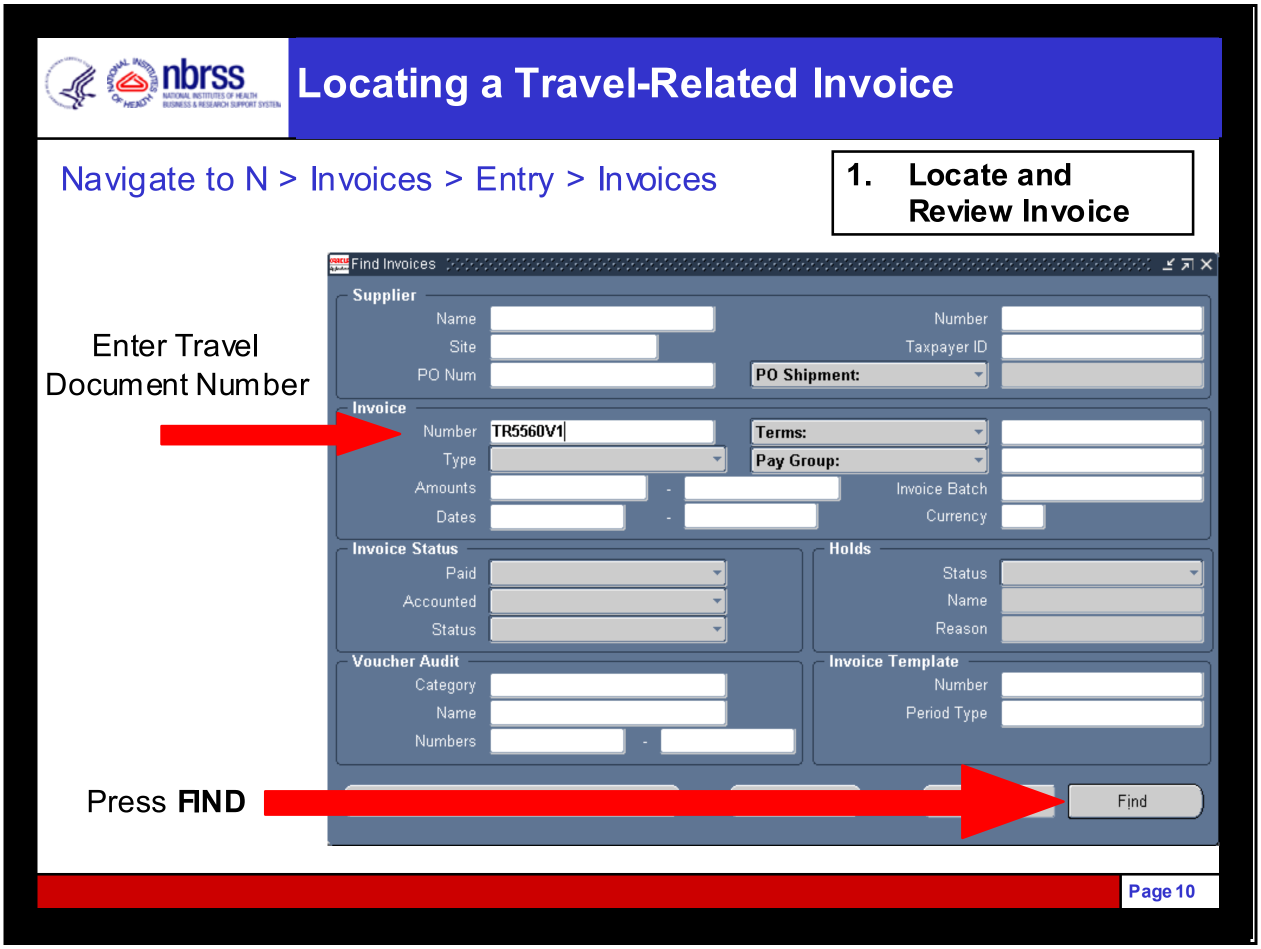
Travel-Related Payment Process



The numbered steps are activities conducted within the NBS System.

Non-numbered steps are actions taken outside the NBS System.

Locating a Travel-Related Invoice



When you navigate to the invoices form, the **Find Invoices** window automatically is displayed.

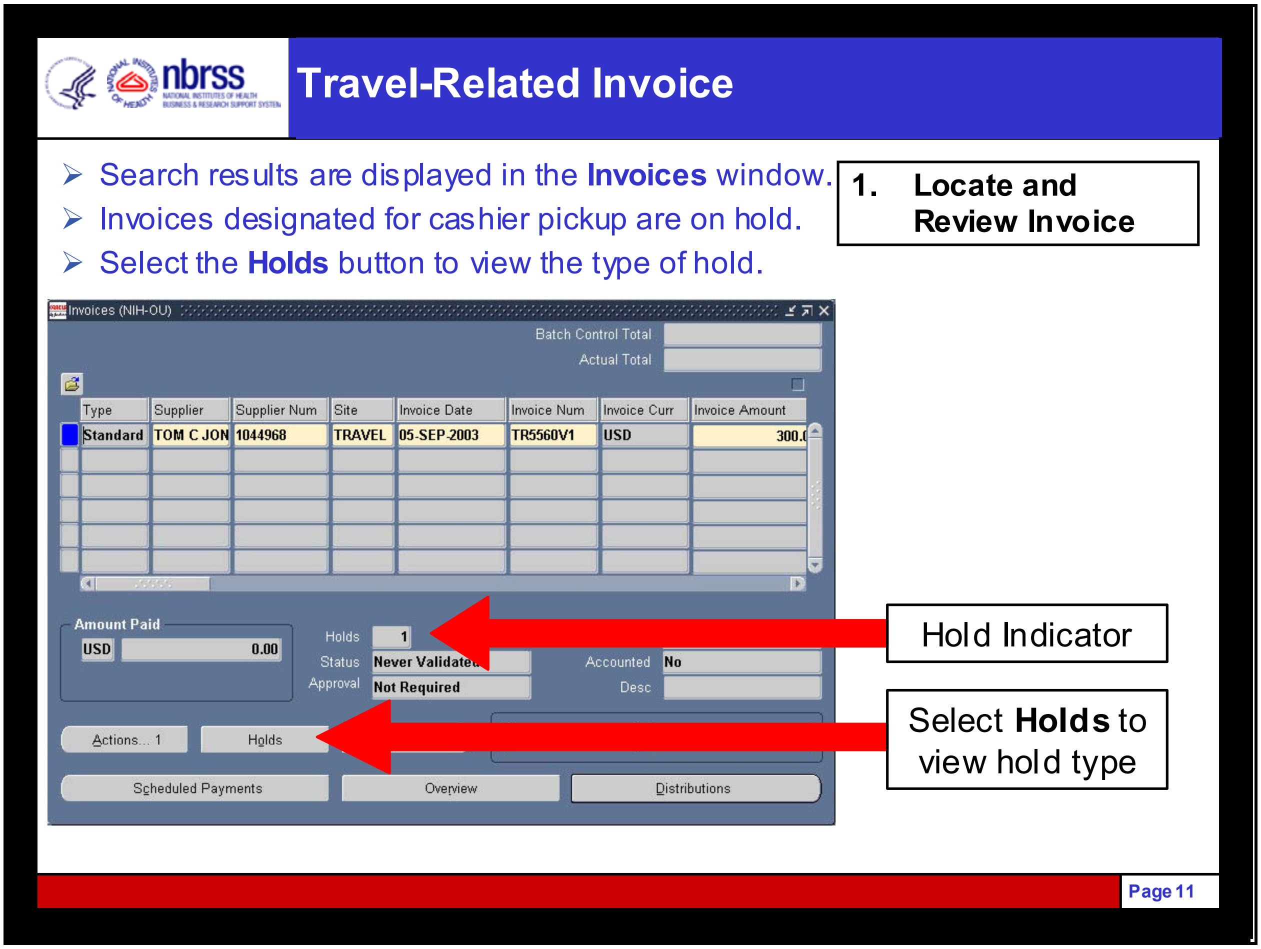
Enter the travel document number in the **Invoice Number** field.

When you select the **Find** button, your search results are display

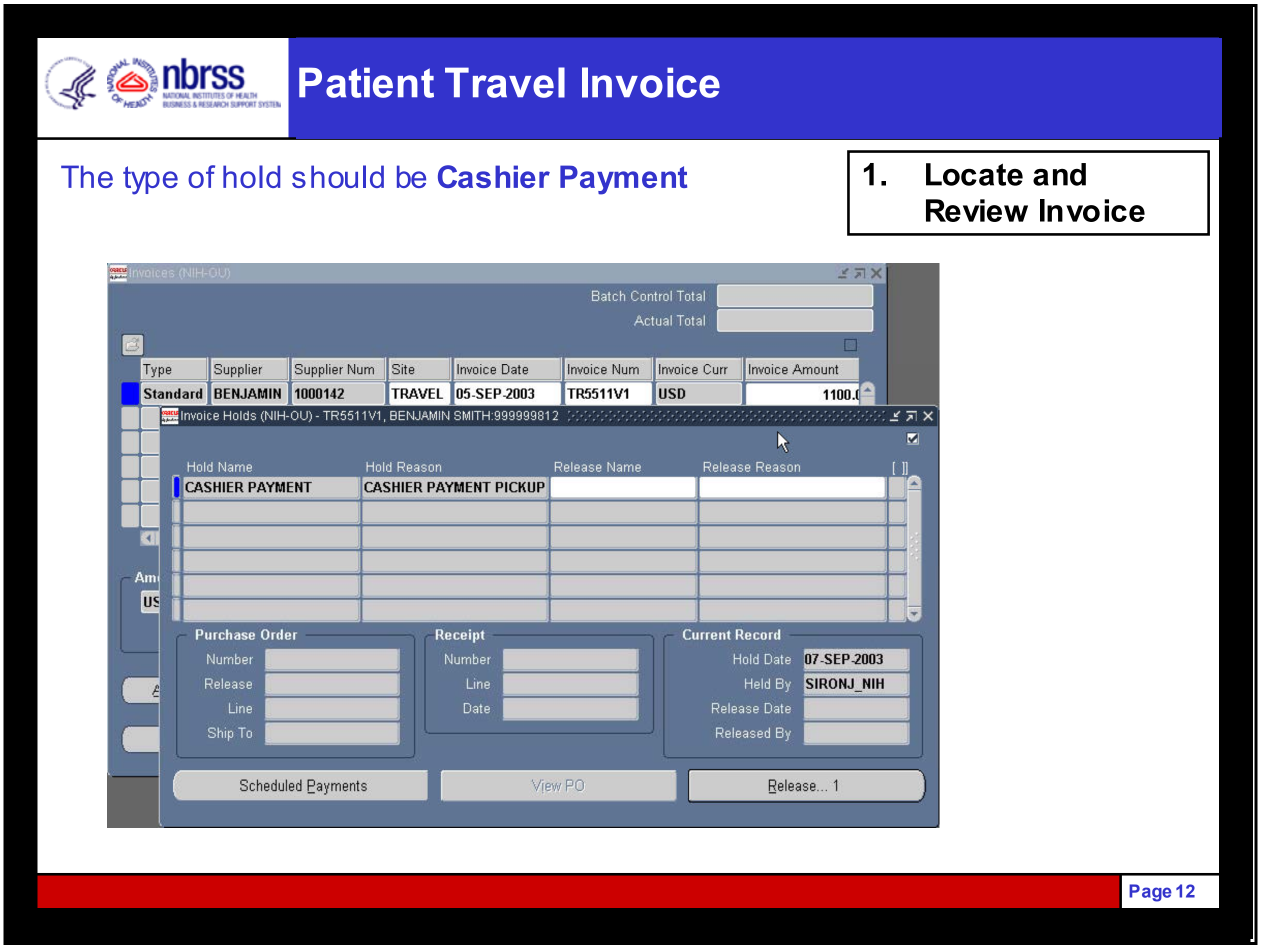
Select the **Find** button.

<u>Result</u>: The **Invoices** window will display the invoice.

Travel-Related Invoice



Invoices to be paid by the Cashier's Office will always be on-hold.

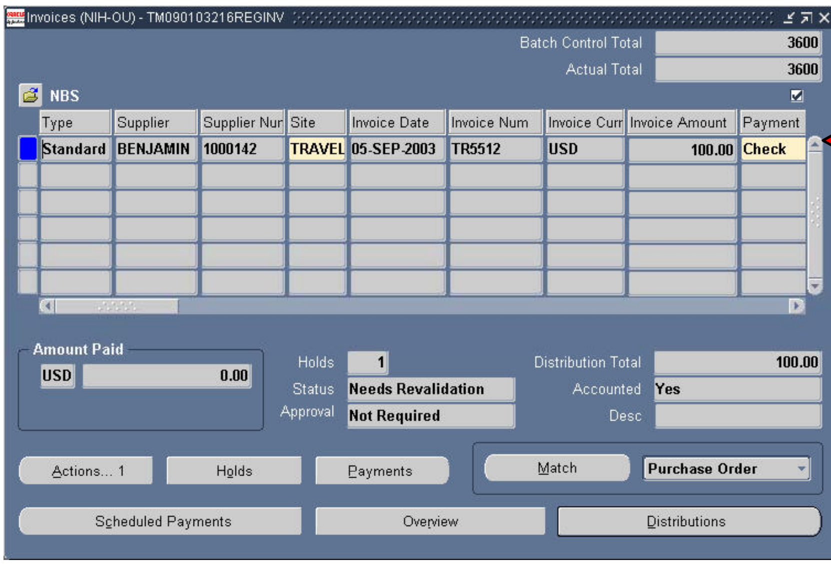


If the hold is anything other than **Cashier Payment**, you should not process the payment.

Patient Travel Invoice

Payment Method should be **Check.**

1. **Locate and Review Invoice**



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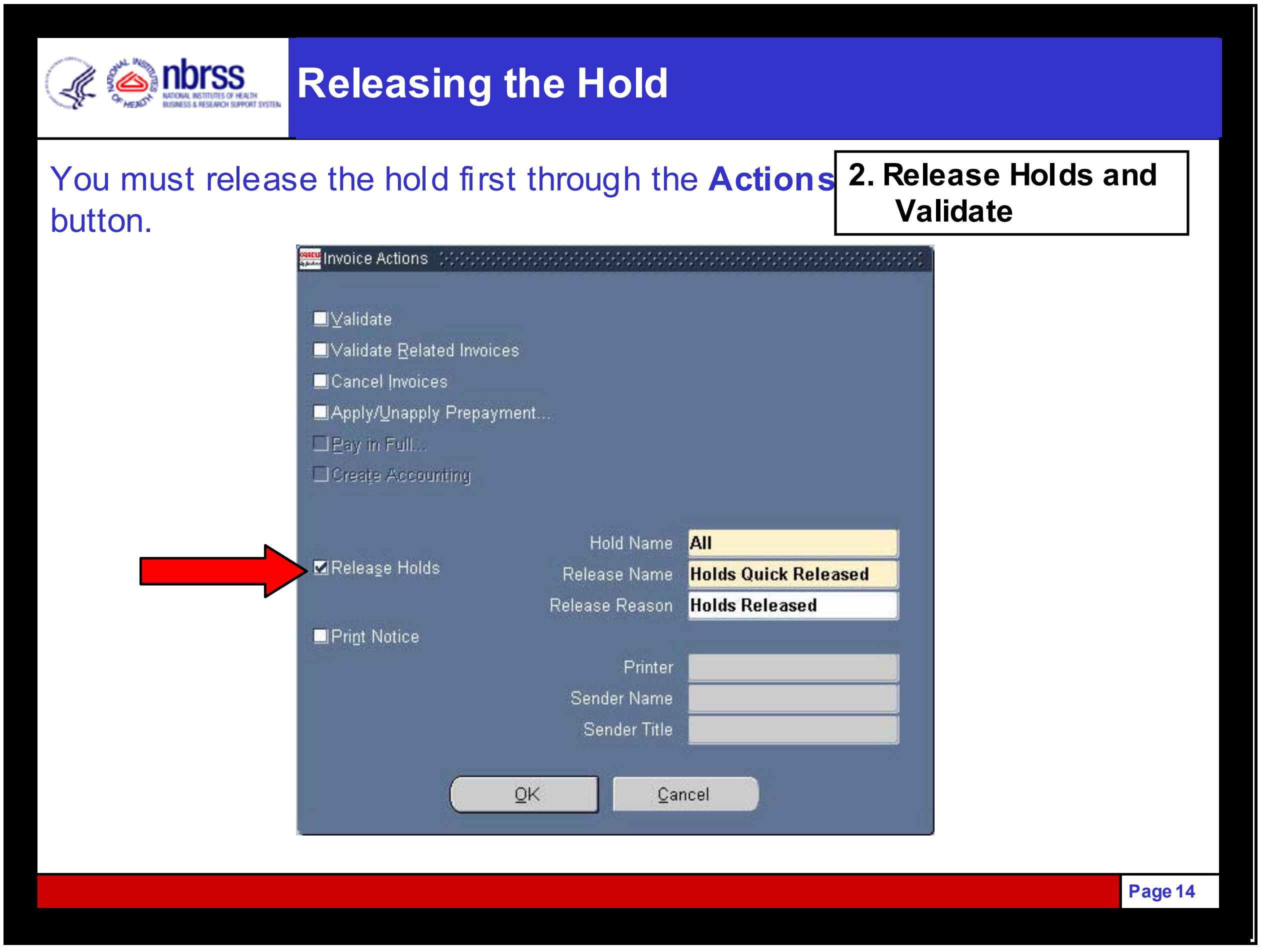
Releasing the Hold



When you select the **OK** button in the **Invoice Actions** window, the hold will be released and you are returned to the **Invoices** window.

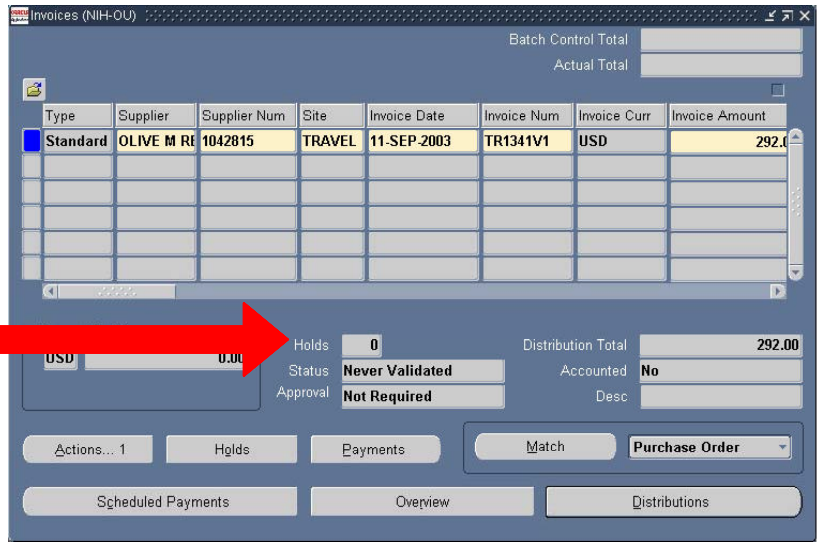
Releasing the Hold

Releasing the Hold

Once the invoice is released from its hold, the invoice will be ready for validating.

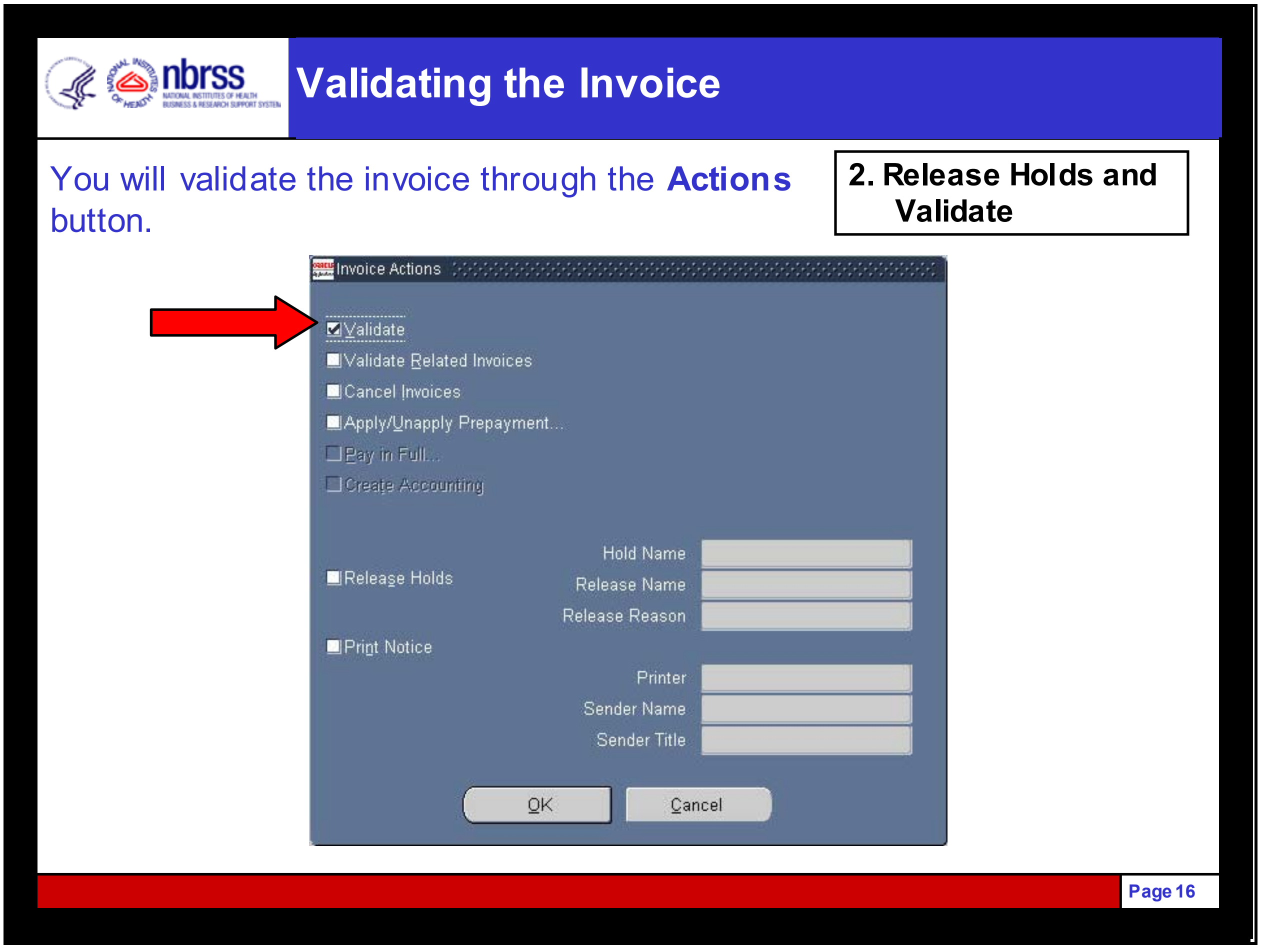
2. Release Holds and Validate

Hold Released



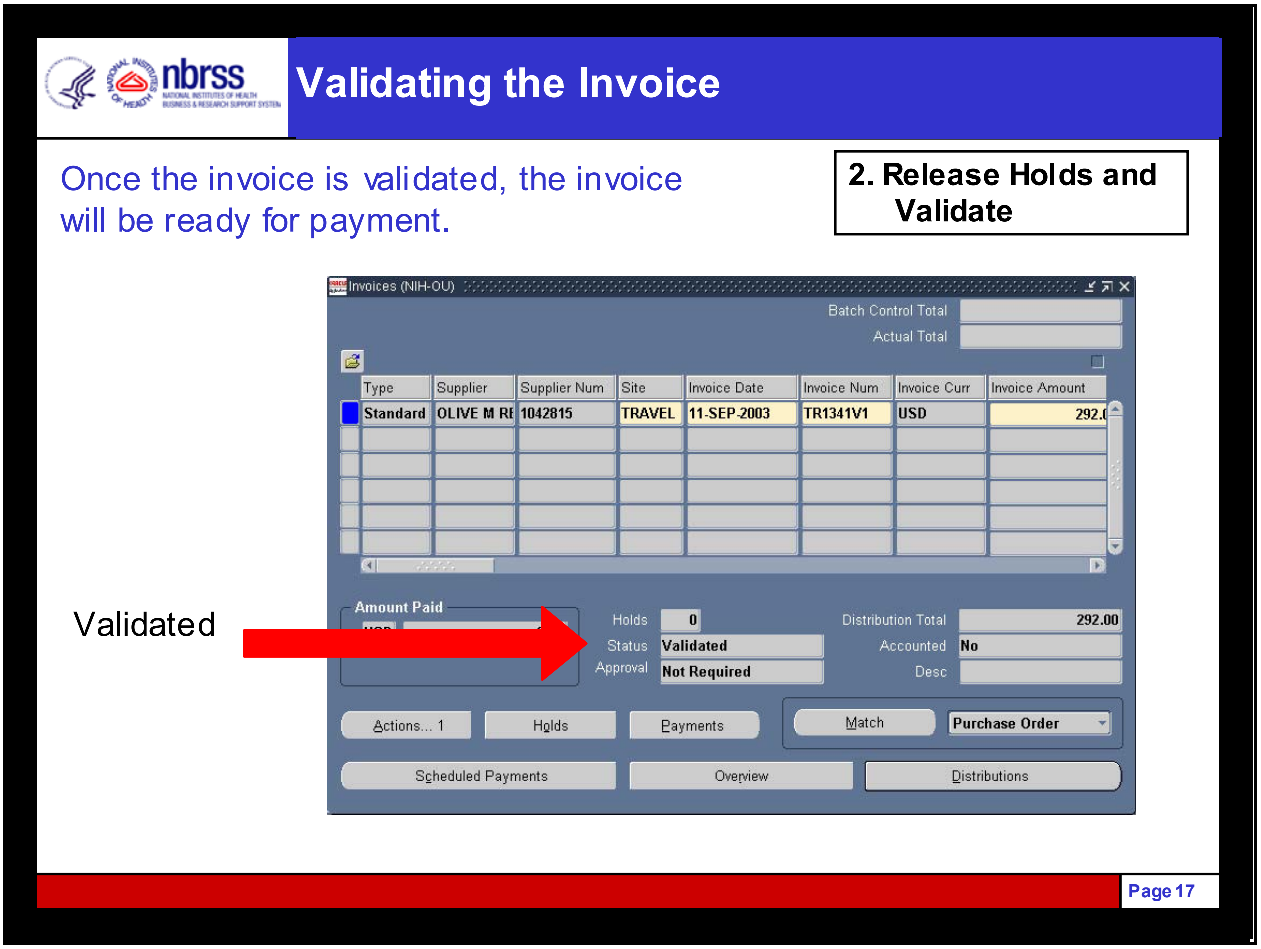
Page 15

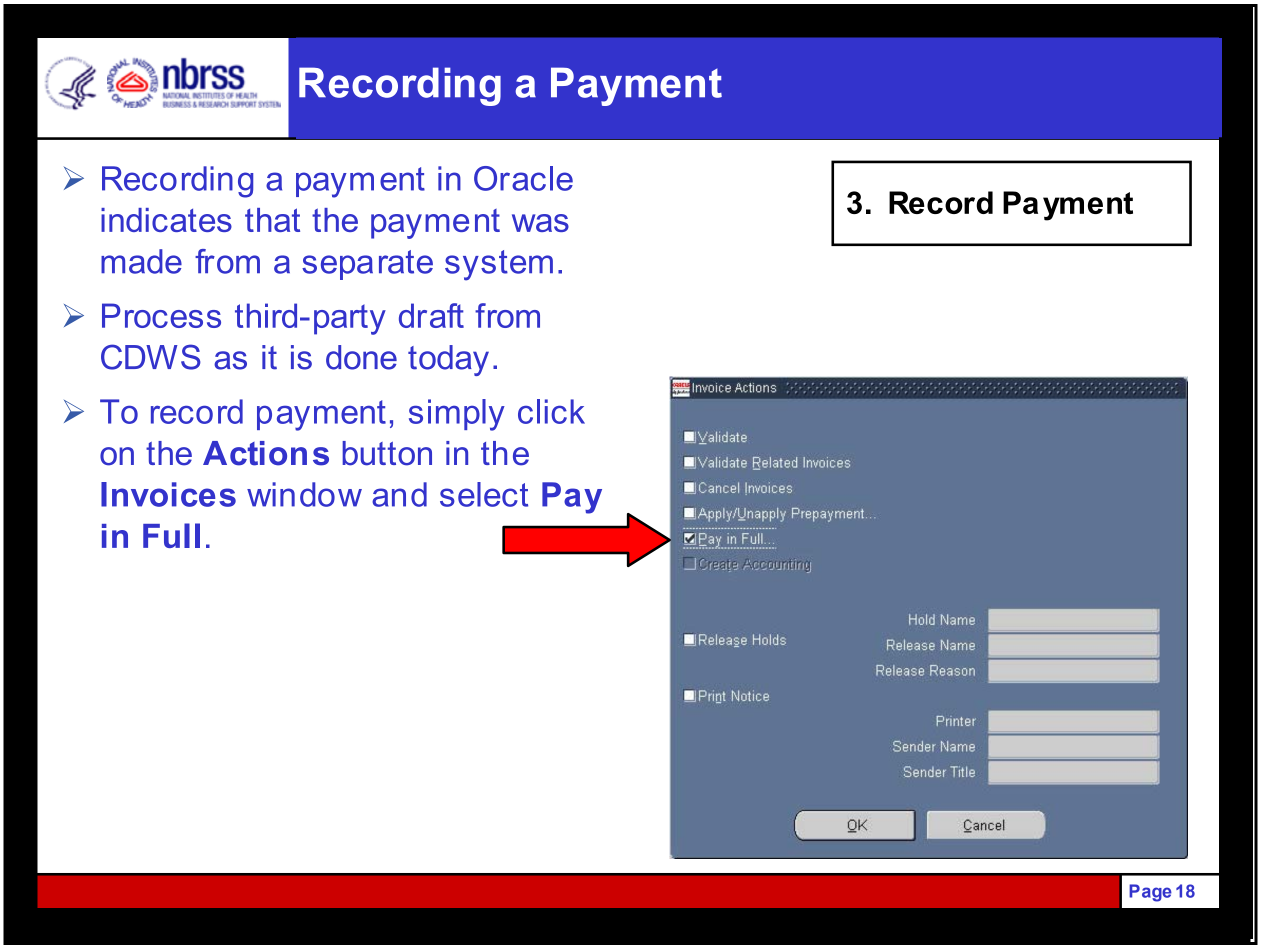
Validating the Invoice



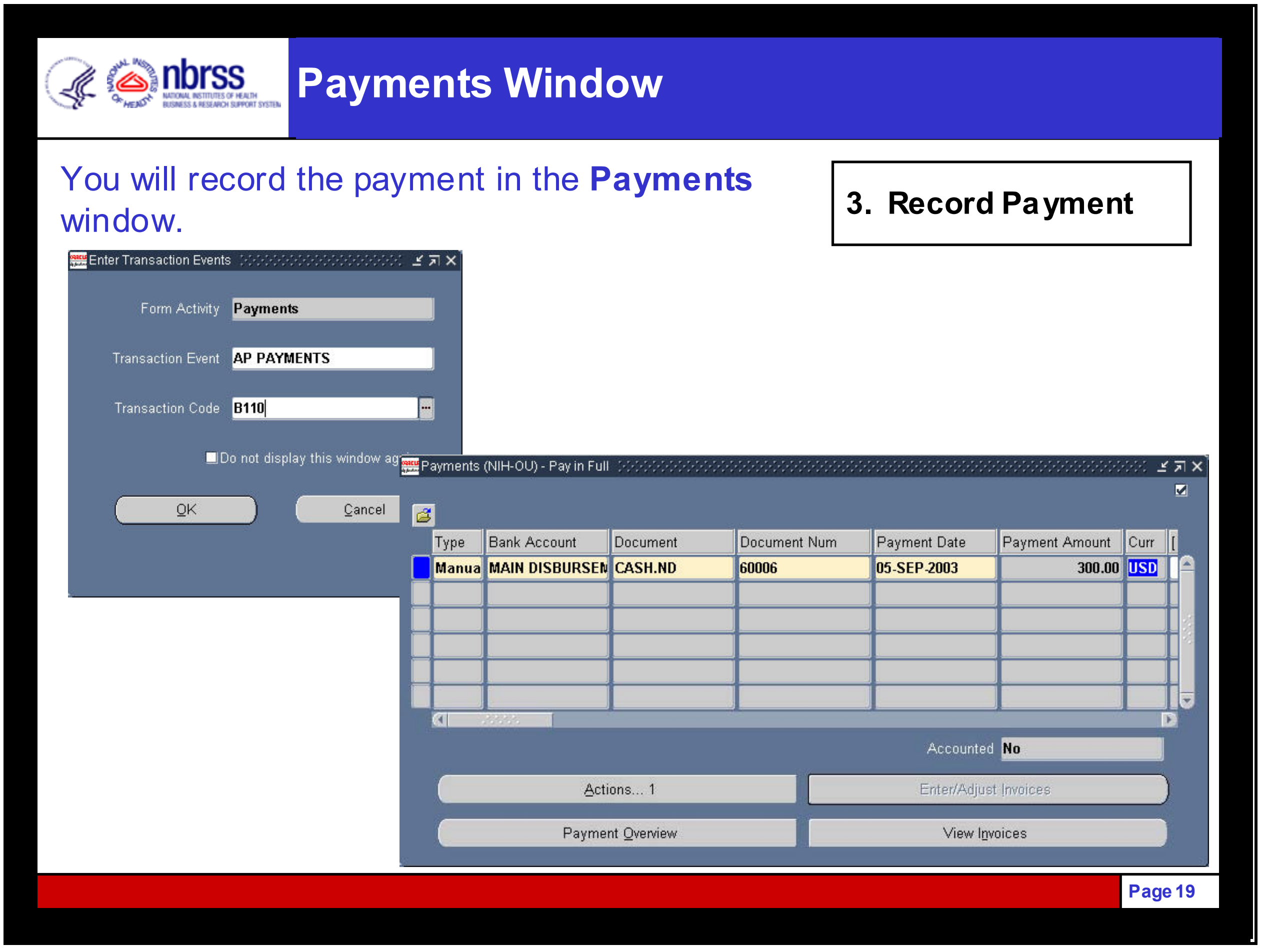
When you select the **OK** button in the **Invoice Actions** window, the invoice will be validated.

Validating the Invoice




Recording a Payment
Recording a payment in Oracle indicates that the payment was made from a separate system.
Process third-party draft from CDWS as it is done today.
To record payment, simply click on the Actions button in the Invoices window and select Pay in Full.
3. Record Payment
Invoice Actions
Validate
Validate Related Invoices
Cancel Invoices
Apply/Unapply Prepayment...
Pay in Full...
Create Accounting
Release Holds
Hold Name
Release Name
Release Reason
Print Notice
Printer
Sender Name
Sender Title
OK
Cancel
Page 18

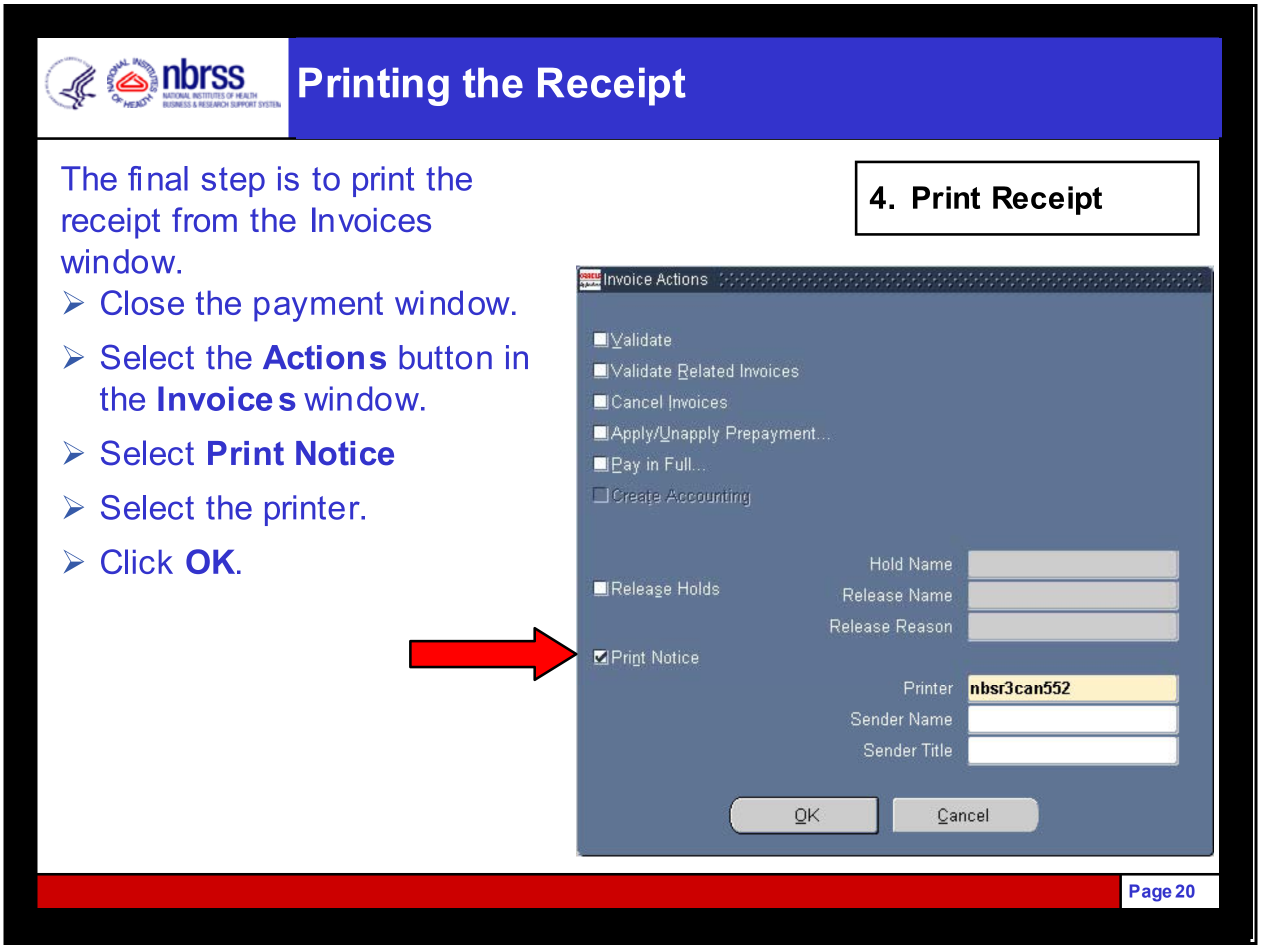
Payments Window



The first window that will appear is the **Enhanced Transaction Events** window.

- For travel vouchers, the correct transaction event is **B110**.
- For travel advances, the correct transaction event is **B206**.

After select the transaction event, you will enter the payment information and save the record.

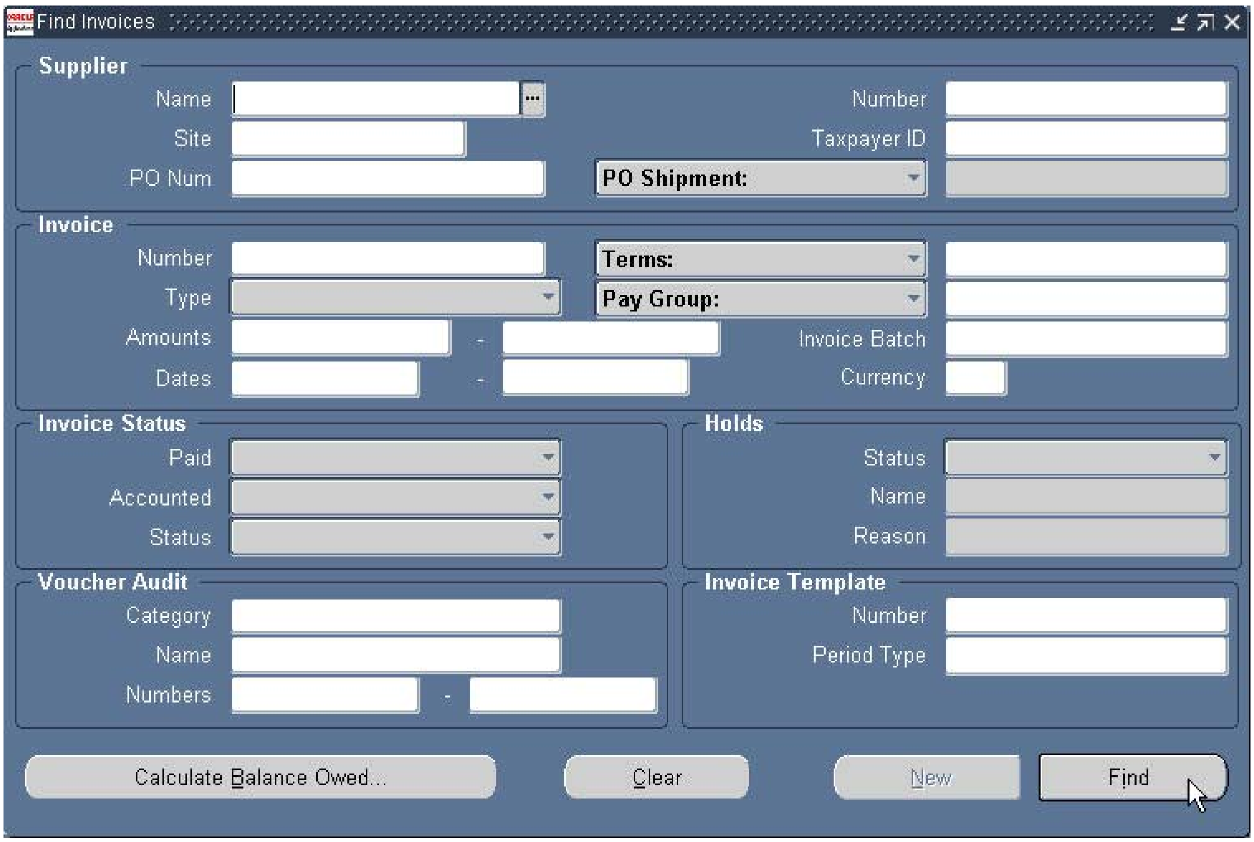

Printing the Receipt
The final step is to print the receipt from the Invoices window.
➢ Close the payment window.
➢ Select the Actions button in the Invoices window.
➢ Select Print Notice
➢ Select the printer.
➢ Click OK.
4. Print Receipt
Invoice Actions
Validate
Validate Related Invoices
Cancel Invoices
Apply/Unapply Prepayment...
Pay in Full...
Create Accounting
Hold Name
Release Holds
Release Name
Release Reason
Print Notice
Printer
nbsr3can552
Sender Name
Sender Title
OK
Cancel
Page 20

Recording Non-Patient Travel Payments

Purpose

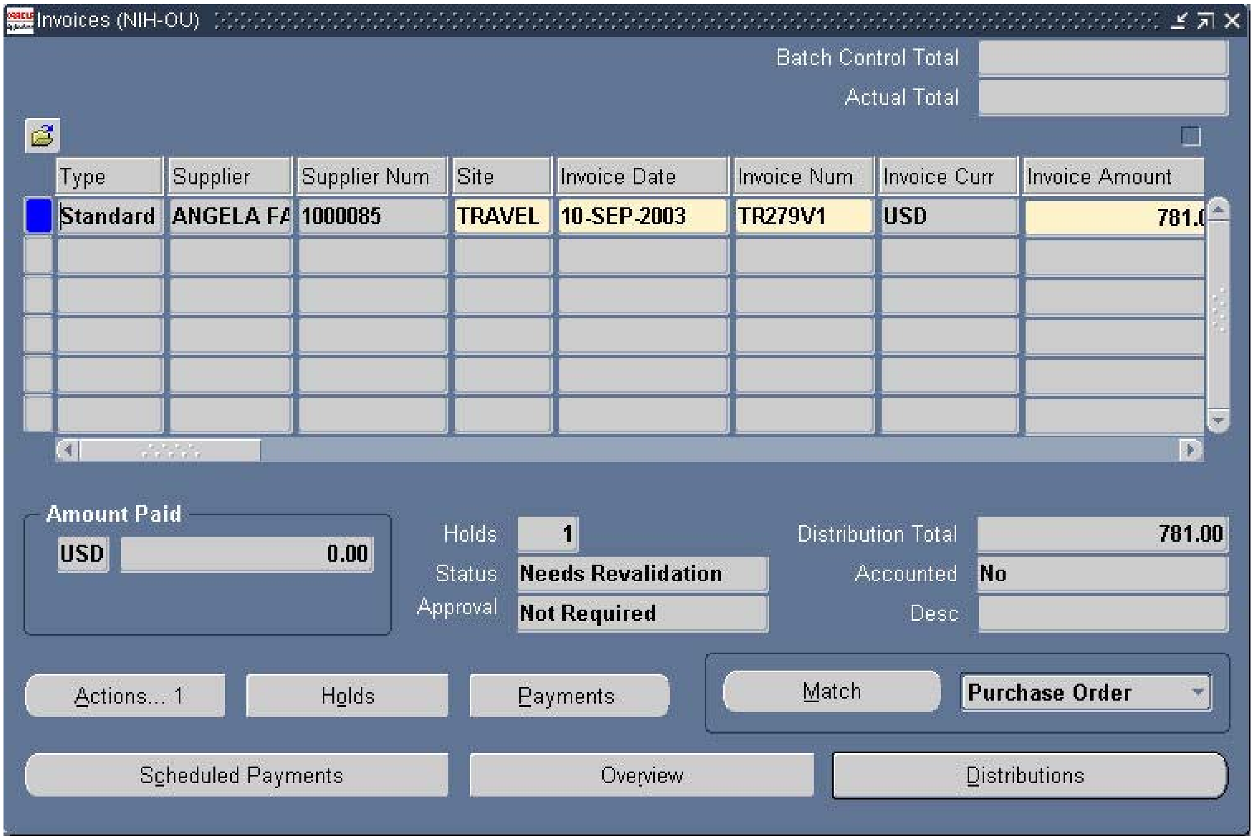
The purpose of this document is to describe how to process non-patient travel payments from the cashier's office.

NIH Payables Cashier Office User
N > Invoices > Entry > Invoices
Find Invoices



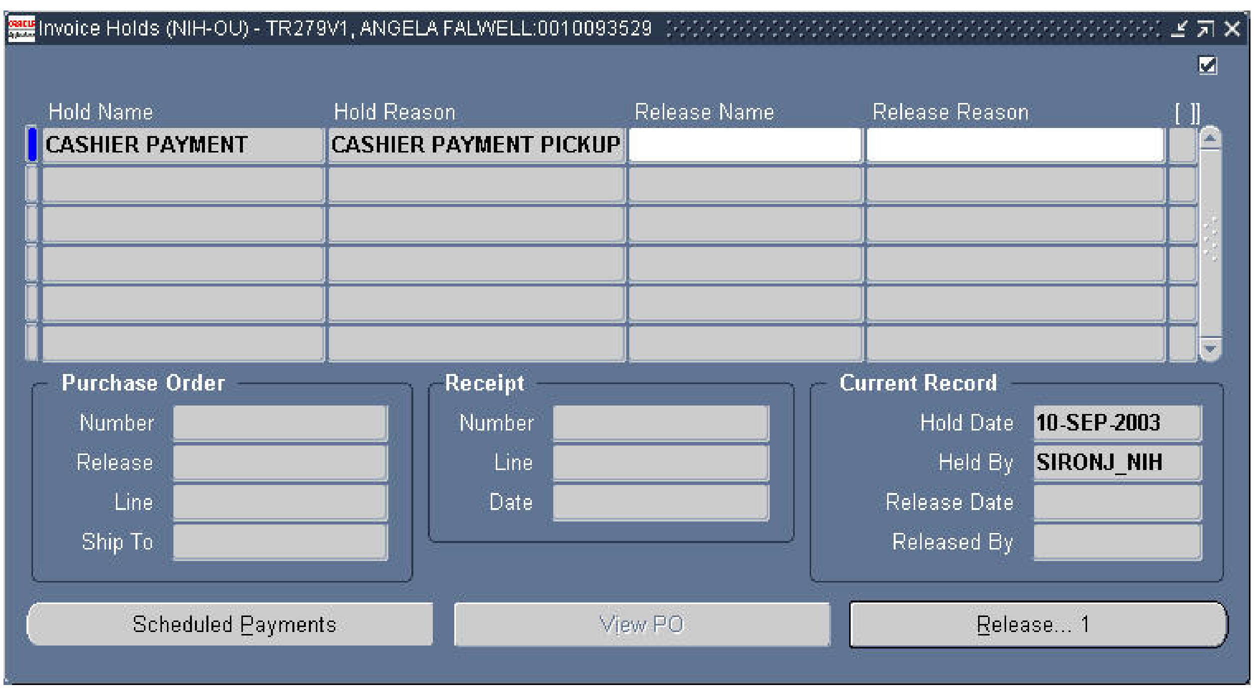
1. Enter the AP invoice number corresponding to the document number in the **Invoice: Number** field and select the **Find** button.

   Result: The invoices matching your search criteria are displayed in the **Invoices** window.



2. Select the **Holds** button to review the status of the payment.

Result: The **Invoice Holds** window is displayed.



If a "Cashier Payment" or "Patient Recorded Pay" hold has been placed on the invoice, goto task #3. Otherwise, end of activity.

3. Close the **Invoice Holds** window.

   Result: You are returned to the **Invoices** window.

4. Using the horizontal scroll bar, scroll to the right to view the **Payment Method** field.

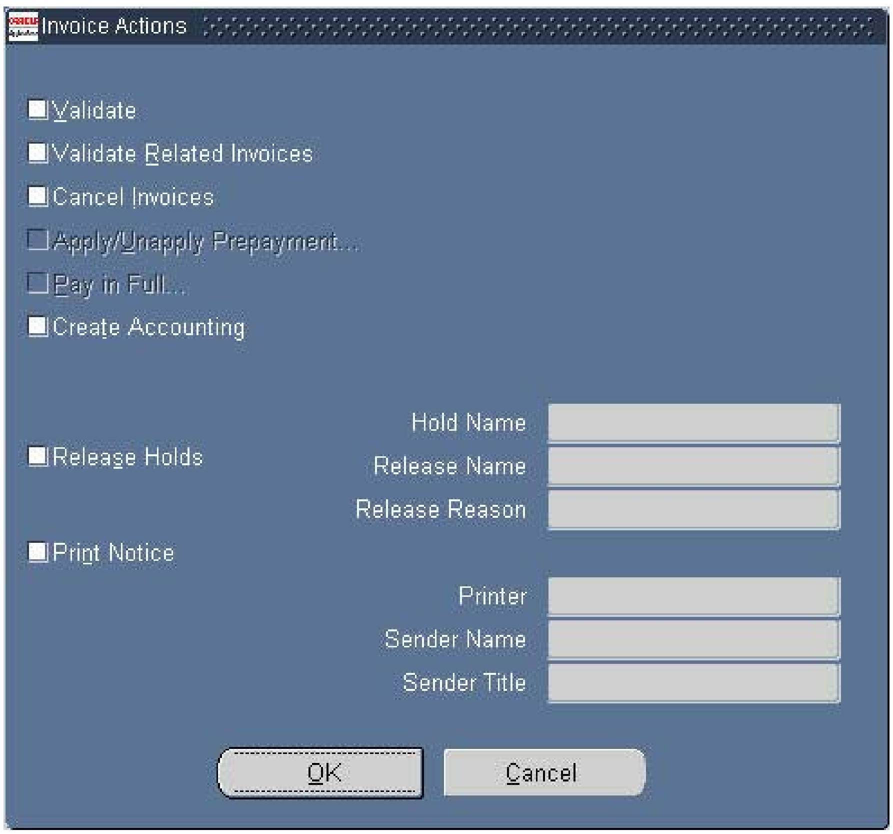
If the payment method is check, goto task #7. Otherwise, goto task #5.

5. In the **Payment Method** field, use the **LOV** to select **Check**.

6. Save the changes

7. Select the **Actions...** button.

   Result: The **Invoice Actions** window is displayed.



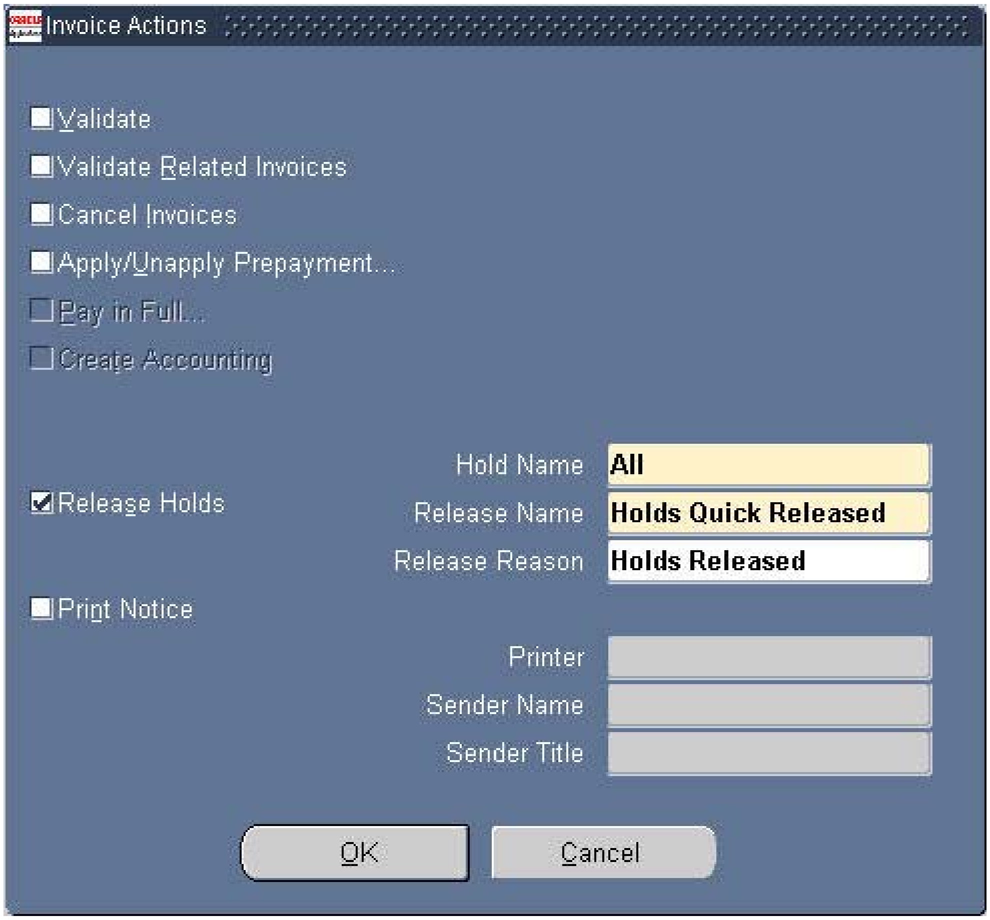
8. Select the **Release Holds** checkbox.

   Result: All is displayed in the **Hold Name** field.

9. In the **Release Name** field, use the **LOV** to populate this field.

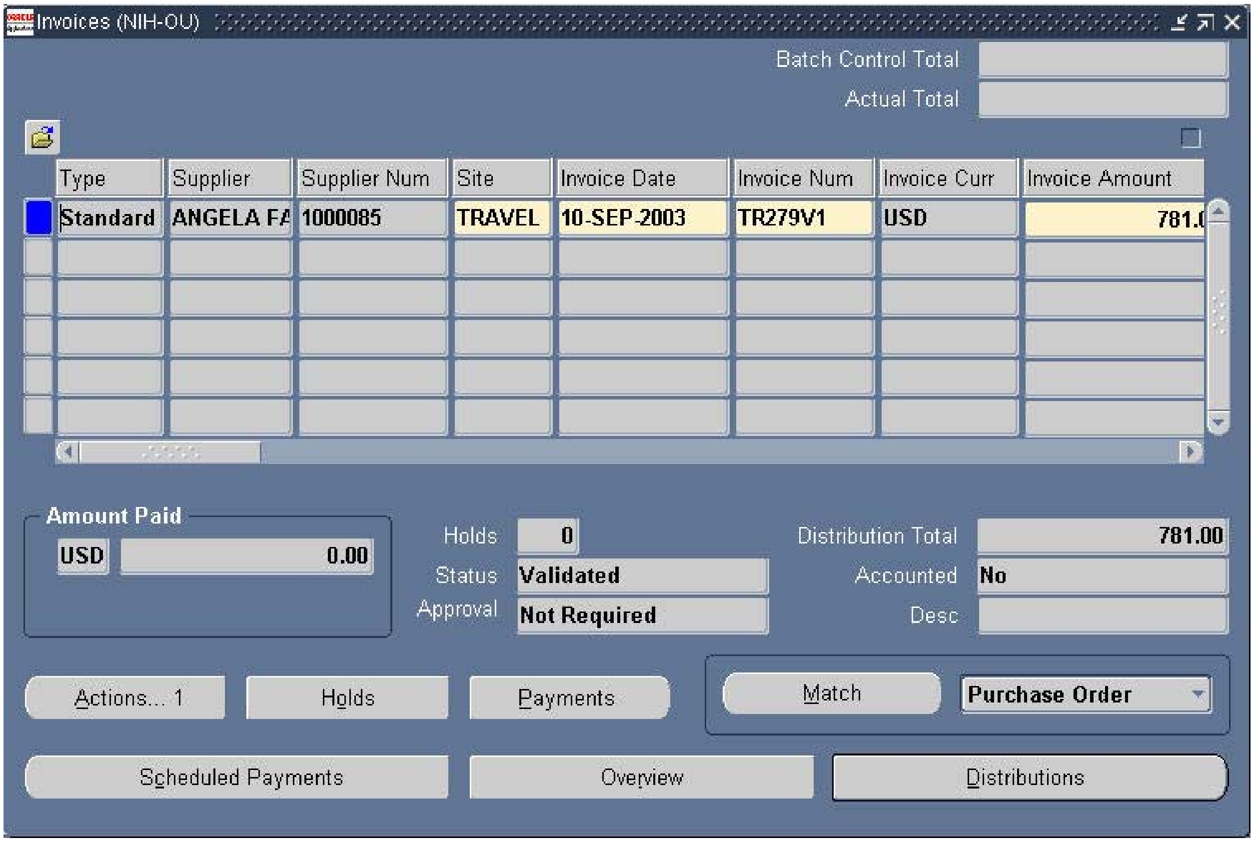
   Result: The **Release Reason** defaults.

Example: Below is a sample completed **Invoice Actions** window.



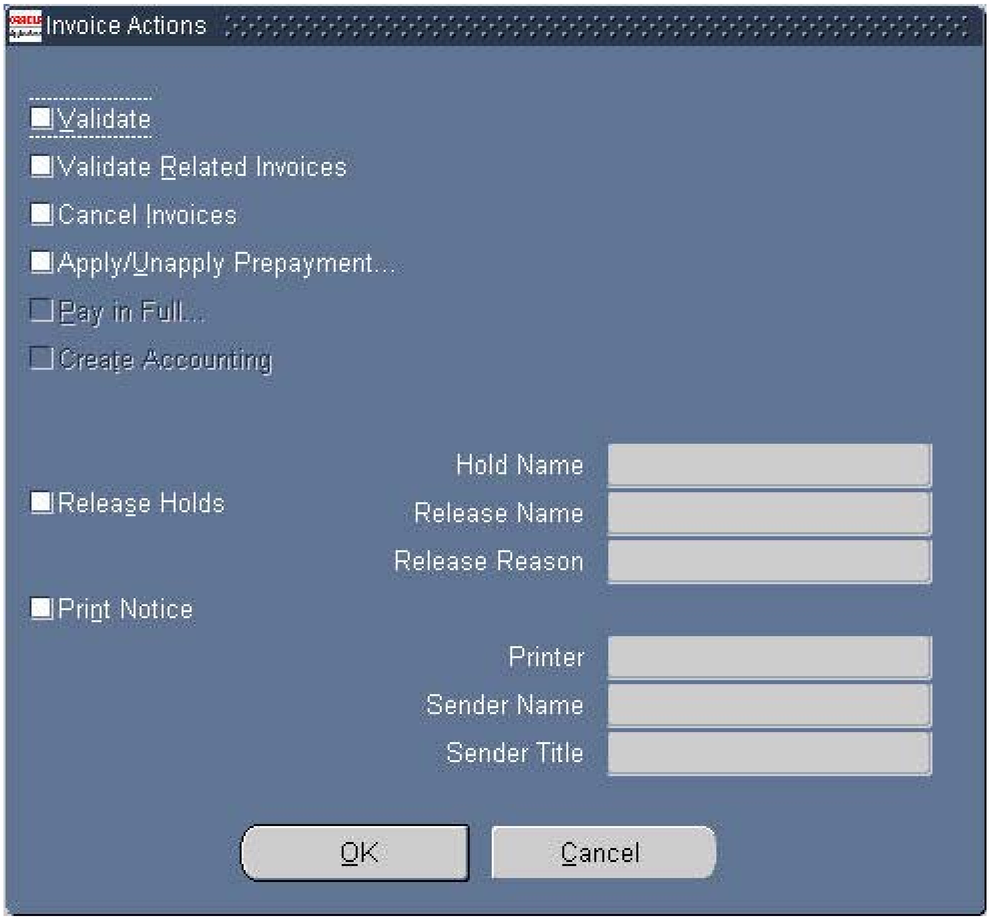
10. Select the **OK** button.

    Result: The **Invoices** window is displayed without the hold.



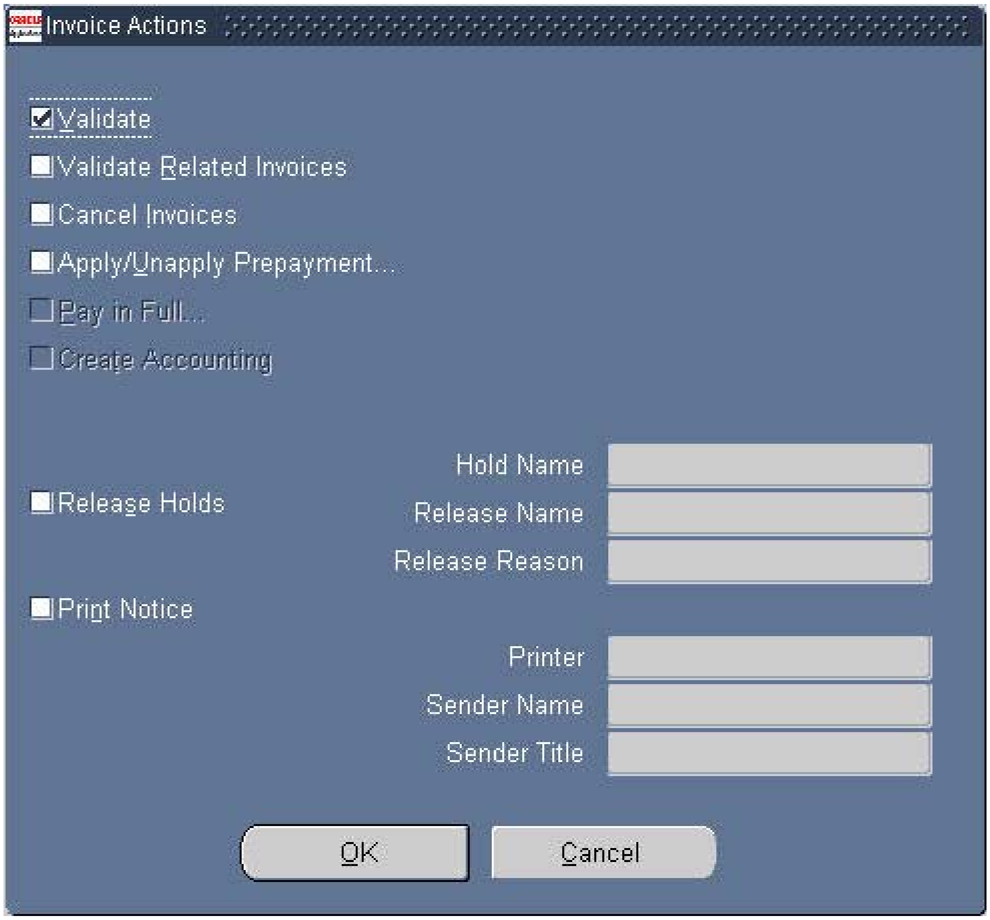
11. Select the **Actions...** button.

<u>Result</u>: The **Invoice Actions** window is displayed



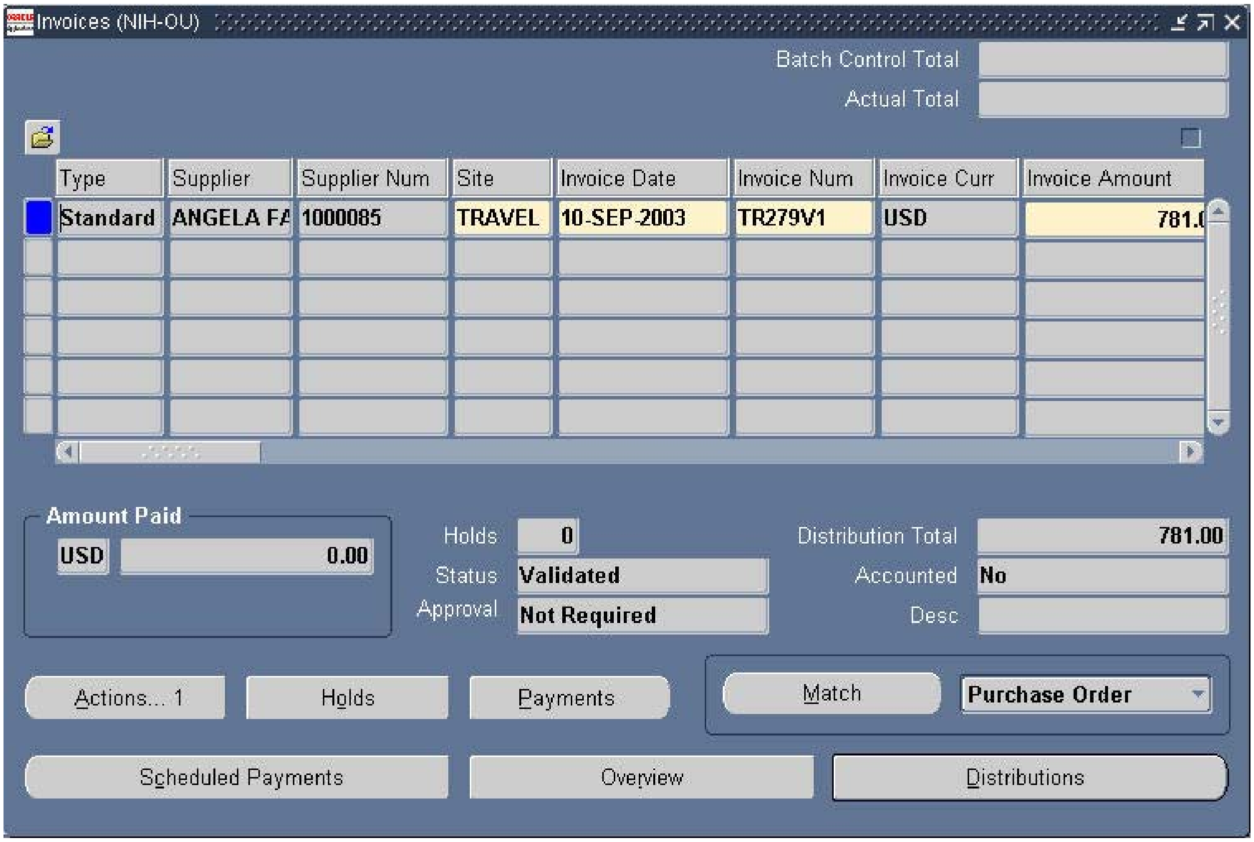
12. Enable the **Validate** checkbox

    Example: Below is a sample enabled validate checkbox.



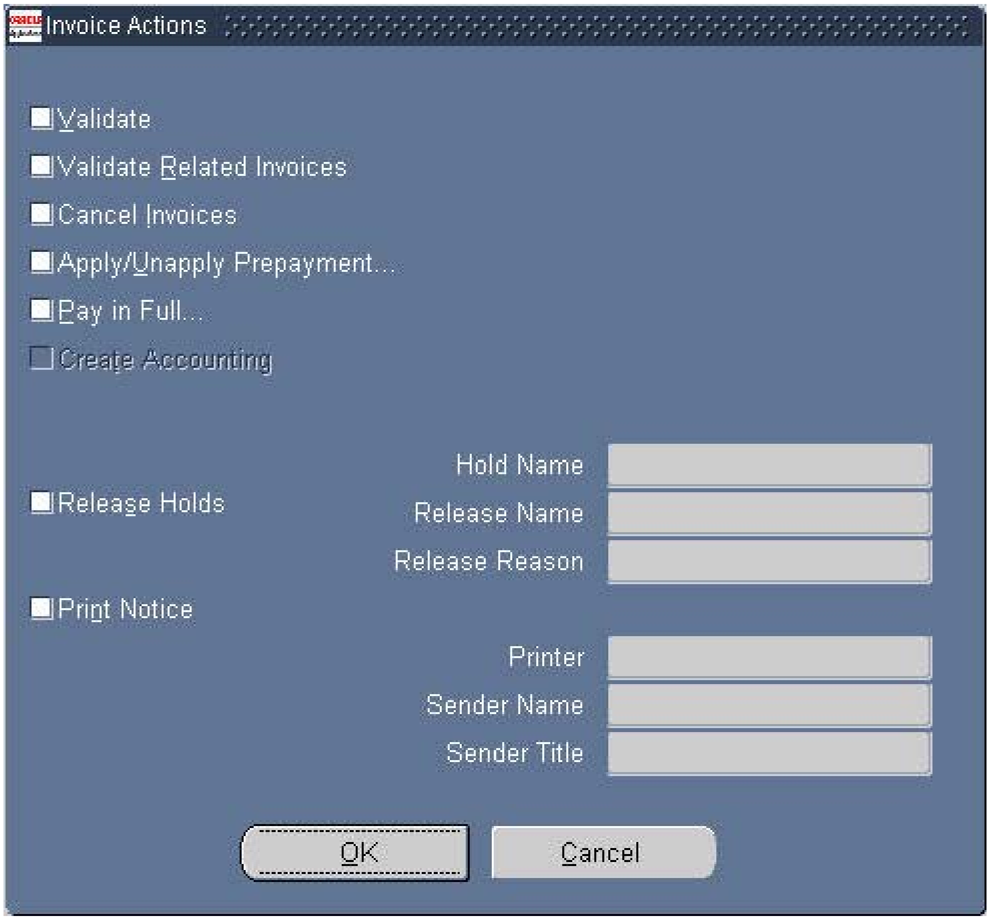
13. Select **OK.**

<u>Result</u>: You are returned to the **Invoices** window and the status is **Validated**.



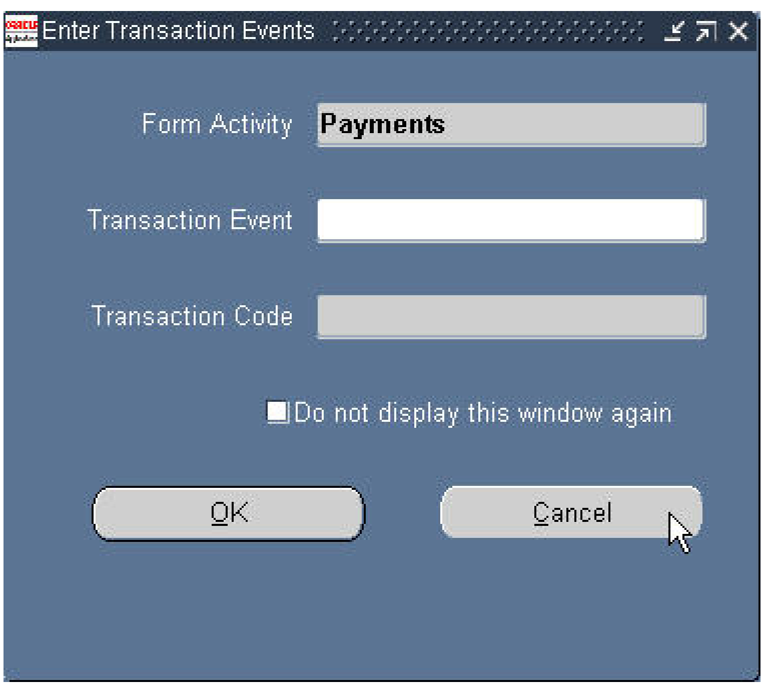
14. Select the **Actions** button.

<u>Result</u>: The **Invoice Actions** window is displayed.



15. Enable the **Pay in Full** checkbox and select **OK**.

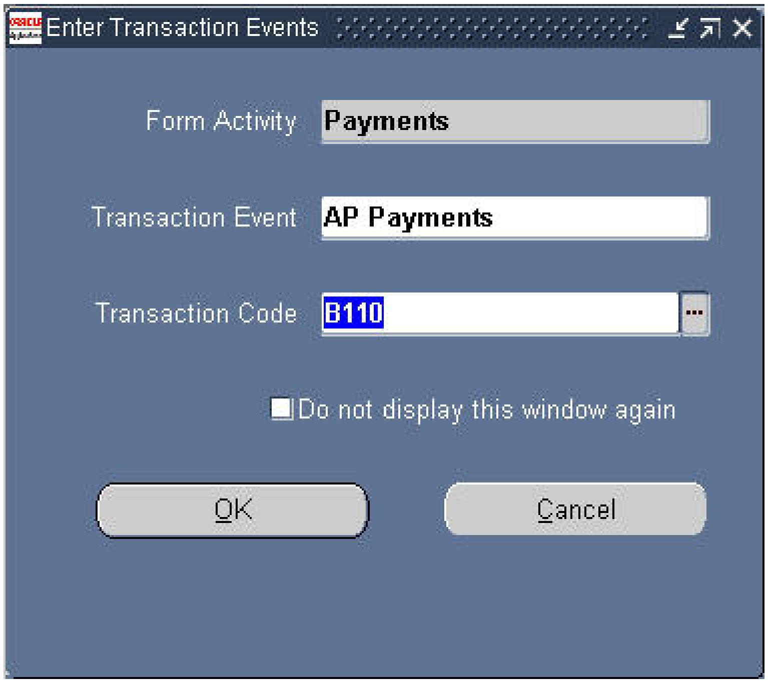
<u>Result</u>: The **Enter Transactions Events** window for the Payment workbench is displayed.



16. Click in the **Transaction Event** field and use the **LOV** to select the appropriate transaction event.

Note: Select **AP Payments (Code B110)** for travel vouchers. Select **Travel Advances (Code B206)** for travel authorizations.

Result: The **Transaction Code** field is populated.

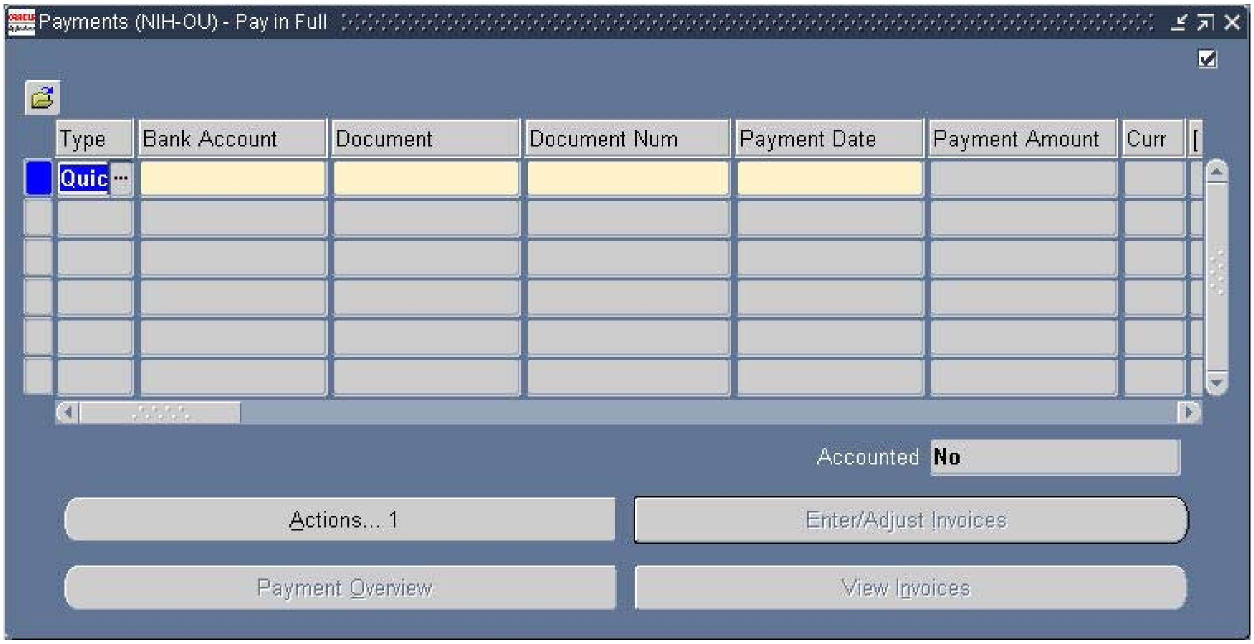


17. Ensure the correct transaction code defaults for the type of payment.

Note: **B110** should default for travel vouchers. **B206** should default for travel authorizations.

18. Select the **OK** button.

Result: The **Payments - Pay in Full** window is displayed.



19. In the **Type** field, use the **LOV** to select **Manual**.

20. Tab to the **Bank Account** field and select **Main Disbursement** from the **LOV.**

21. Tab to the **Document** field and select the appropriate document type from the **LOV**.

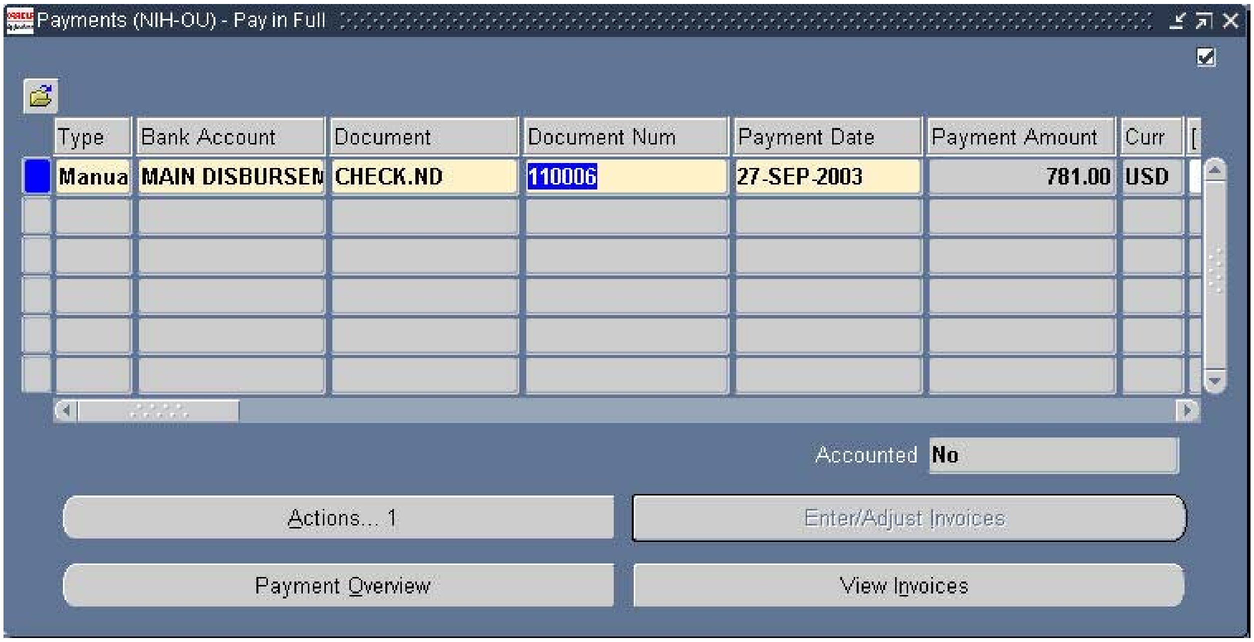
    Note: Select the appropriate check document type with your initials. If the incorrect type is selected, the cashier's reconciliation will be affected.

    Result: A note will appear indicating that payables is reserving the payment document.

22. Select the **OK** button.

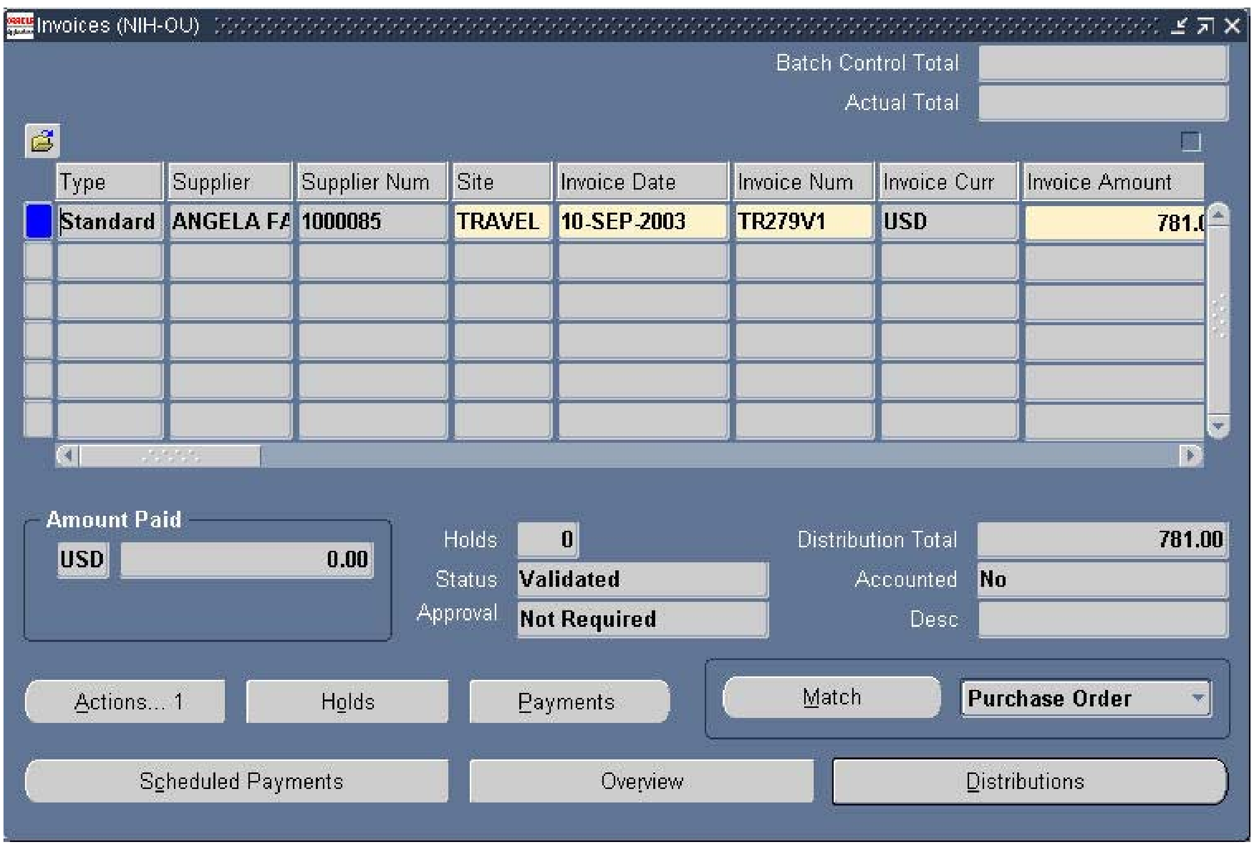
23. Save the record by using the **Save**  button on the application toolbar.

    Example: Below is a sample completed payment.



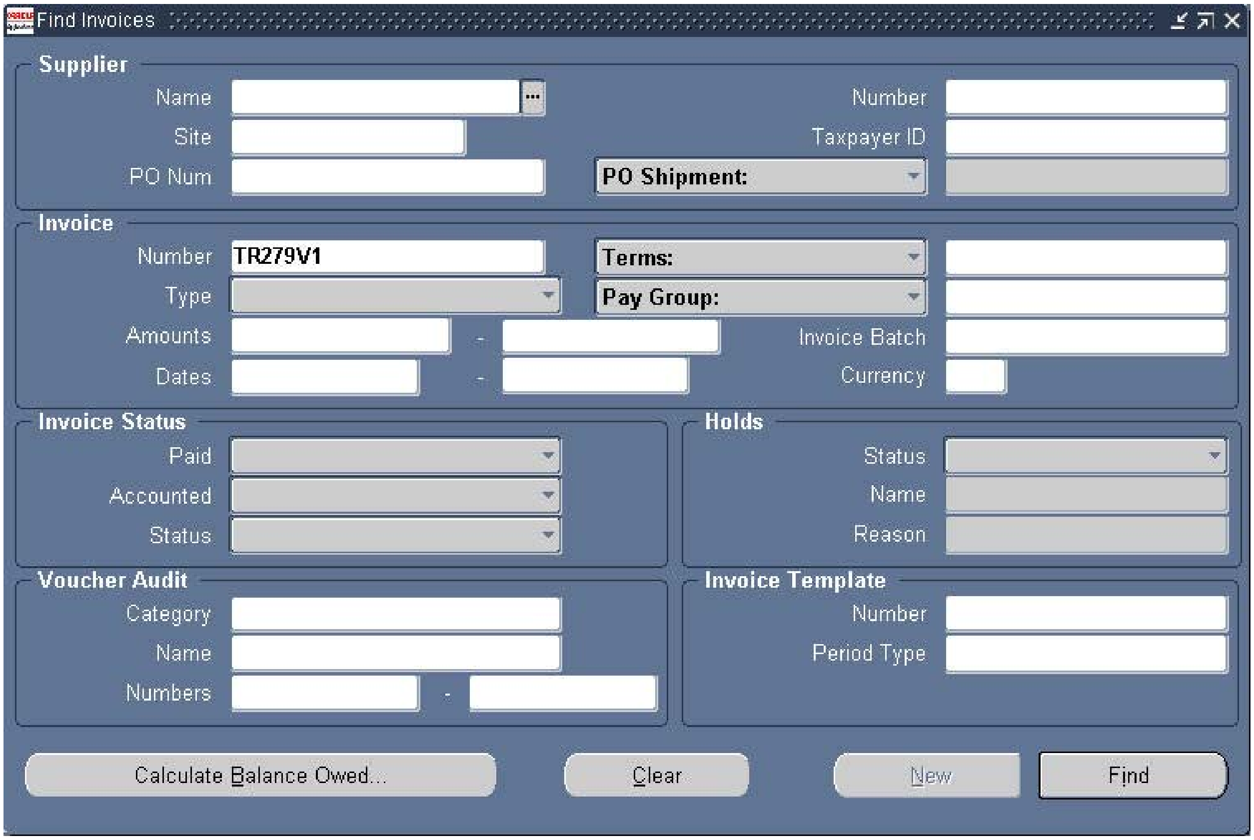
24. Close the **Payments** window.

    Result: You are returned to the **Invoices** window.



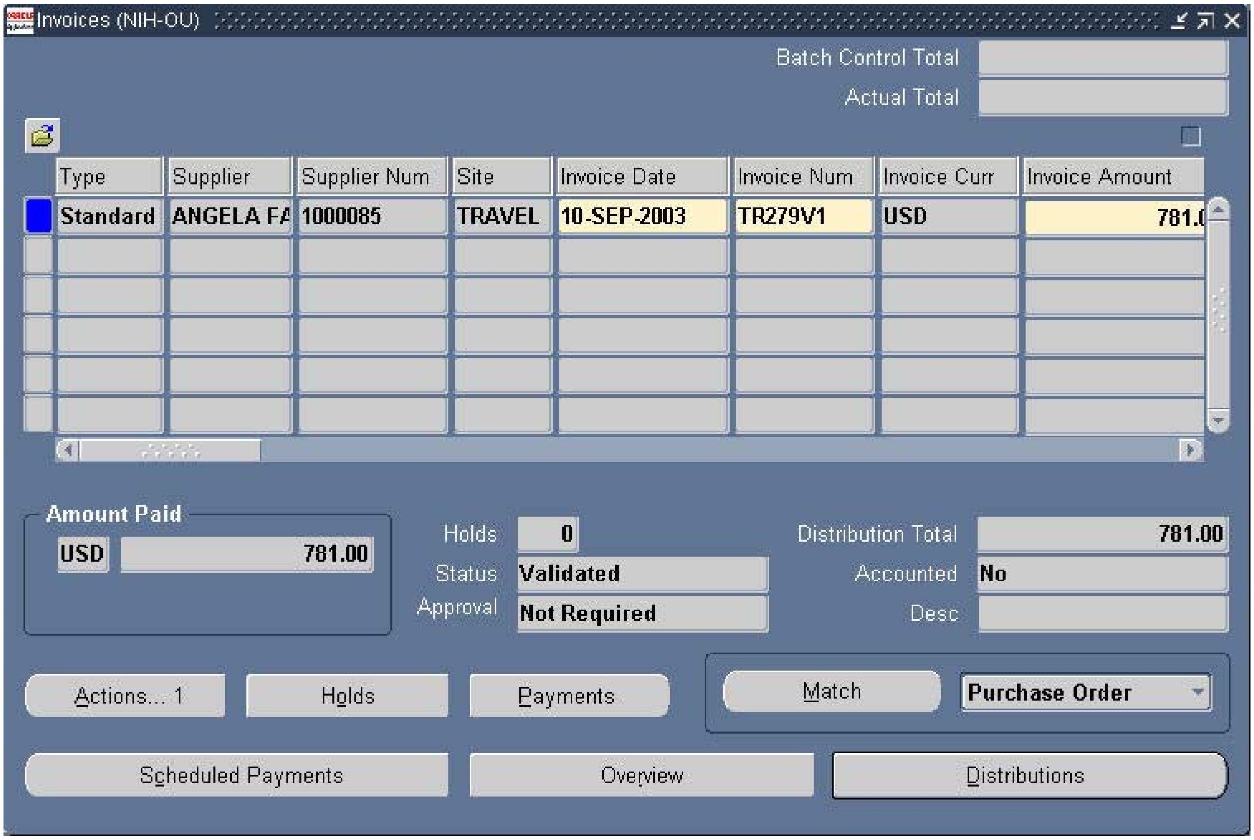
25. Select the **Find**  button on the application toolbar.

Result: The **Find Invoices** window is displayed with the current invoice number in the appropriate field.



26. Select the **Find** button.

Result: The **Invoices** window is displayed indicating the amount that has been paid.



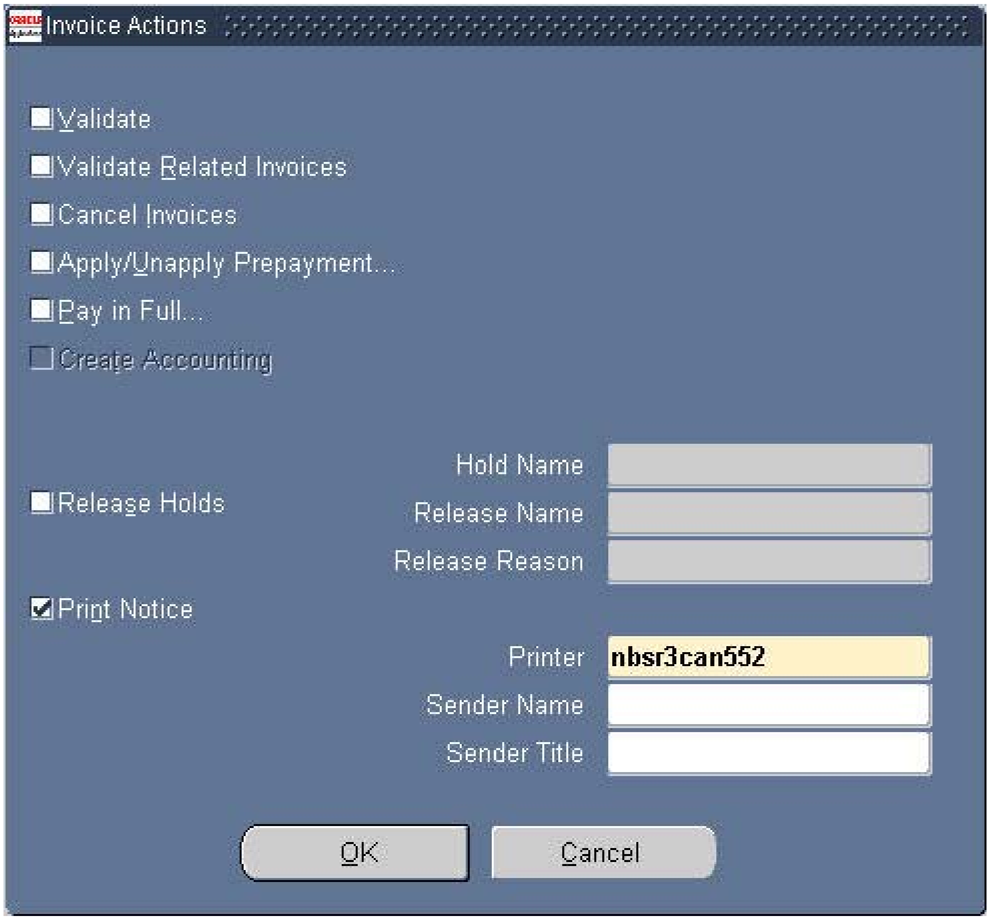
27. Select the **Actions...** button.

    Result: The **Invoice Actions** window is displayed.

28. Enable the **Print Notice** checkbox

29. In the **Printer** field, use the **LOV** to identify the correct printer.

    Example: Below is a sample completed **Invoice Actions** window.

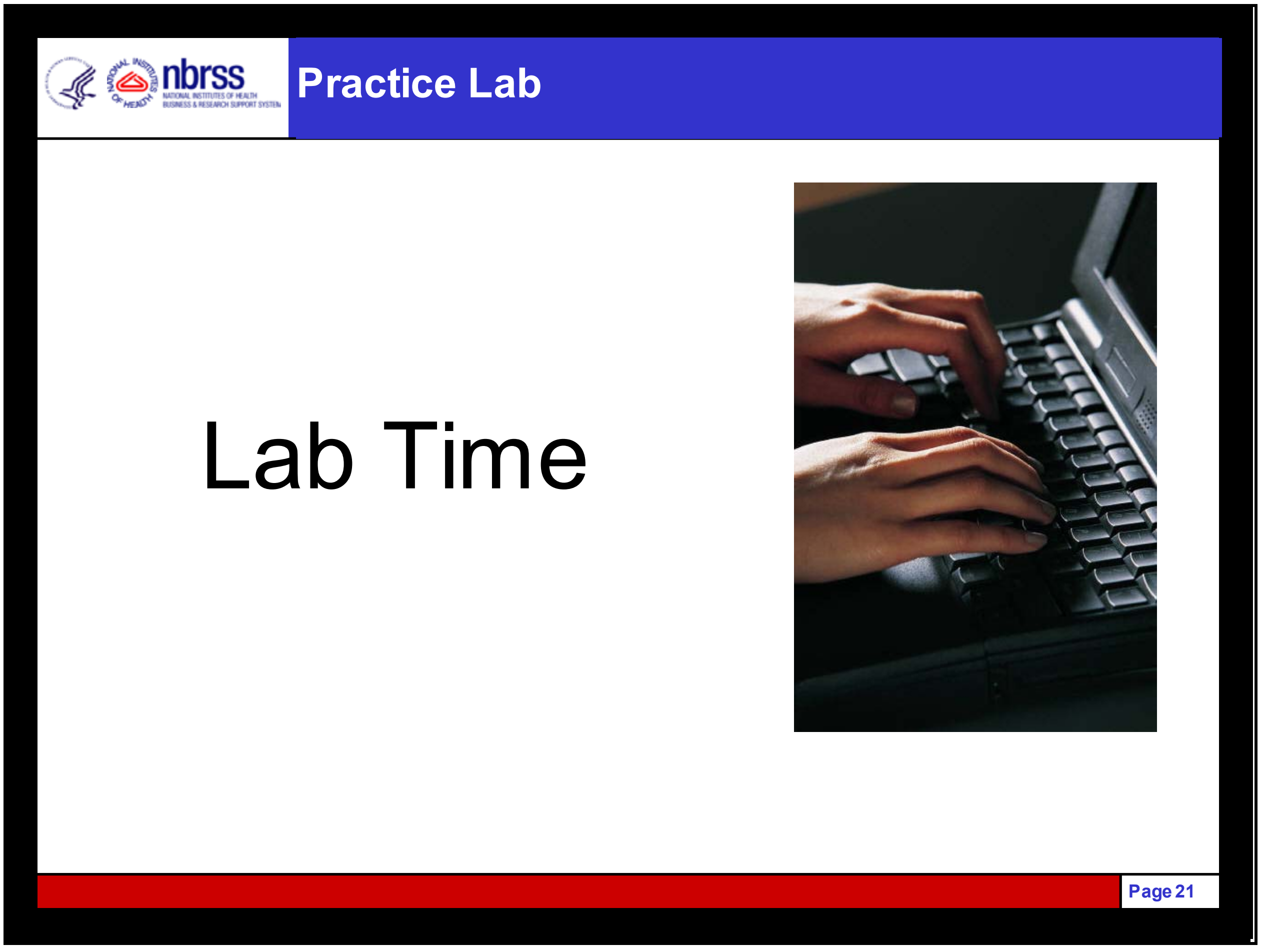


30. Select the **OK** button.

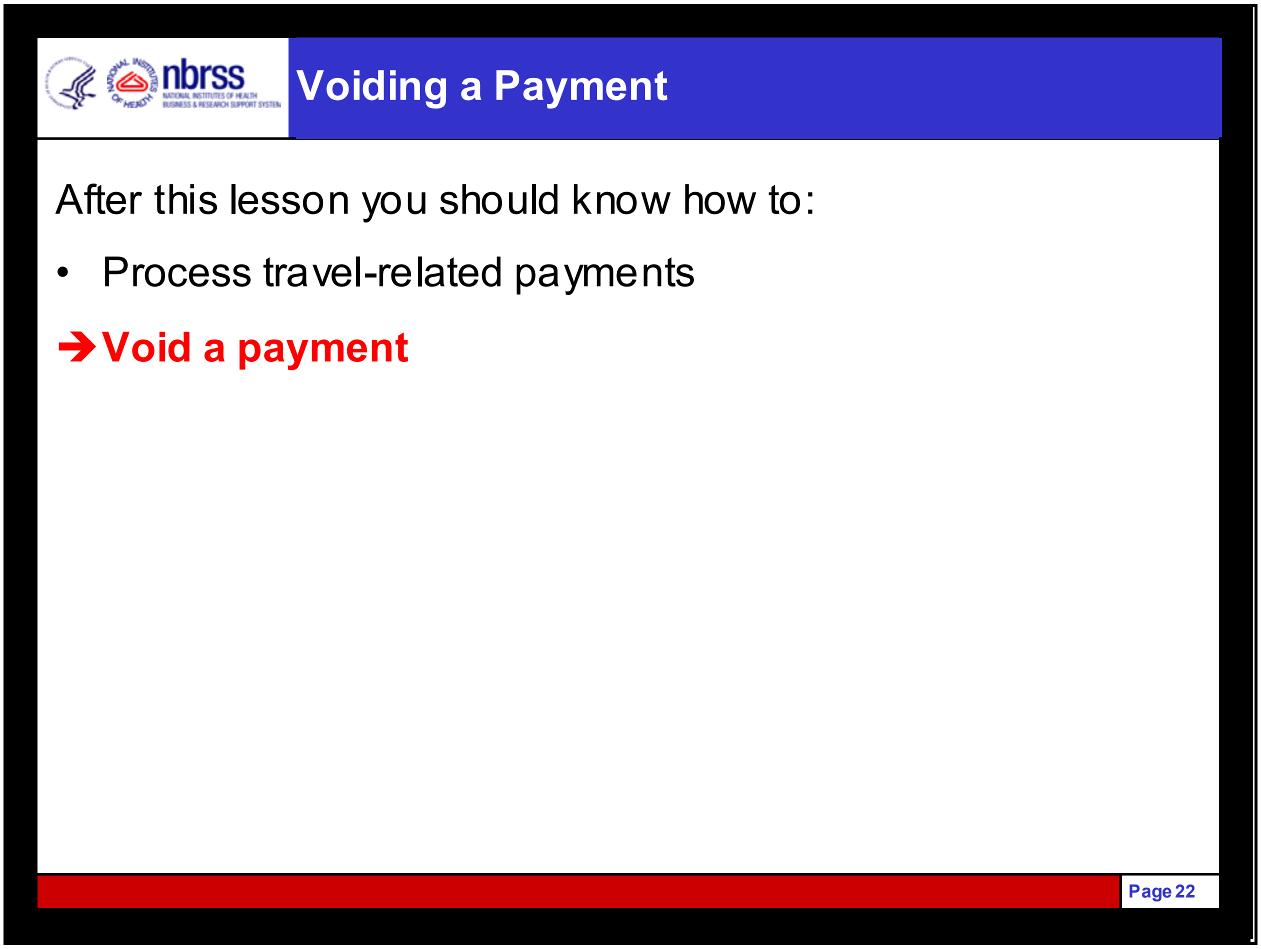
    Result: A Note appears with your concurrent request ID

31. Select the **OK** button.

End of activity.



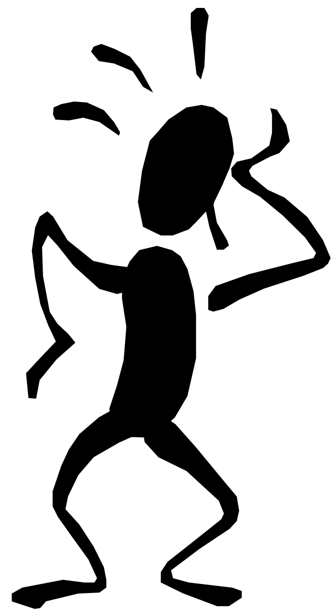
Complete Lab 1: Recording Travel-Related Payments


nbrss
Voiding a Payment
After this lesson you should know how to:
• Process travel-related payments
➔Void a payment
Page 22

Voiding Payments

Voiding Payments

- A payment can be voided if it was incorrectly recorded
- Once the payment has been voided, it can be reissued using the standard procedures



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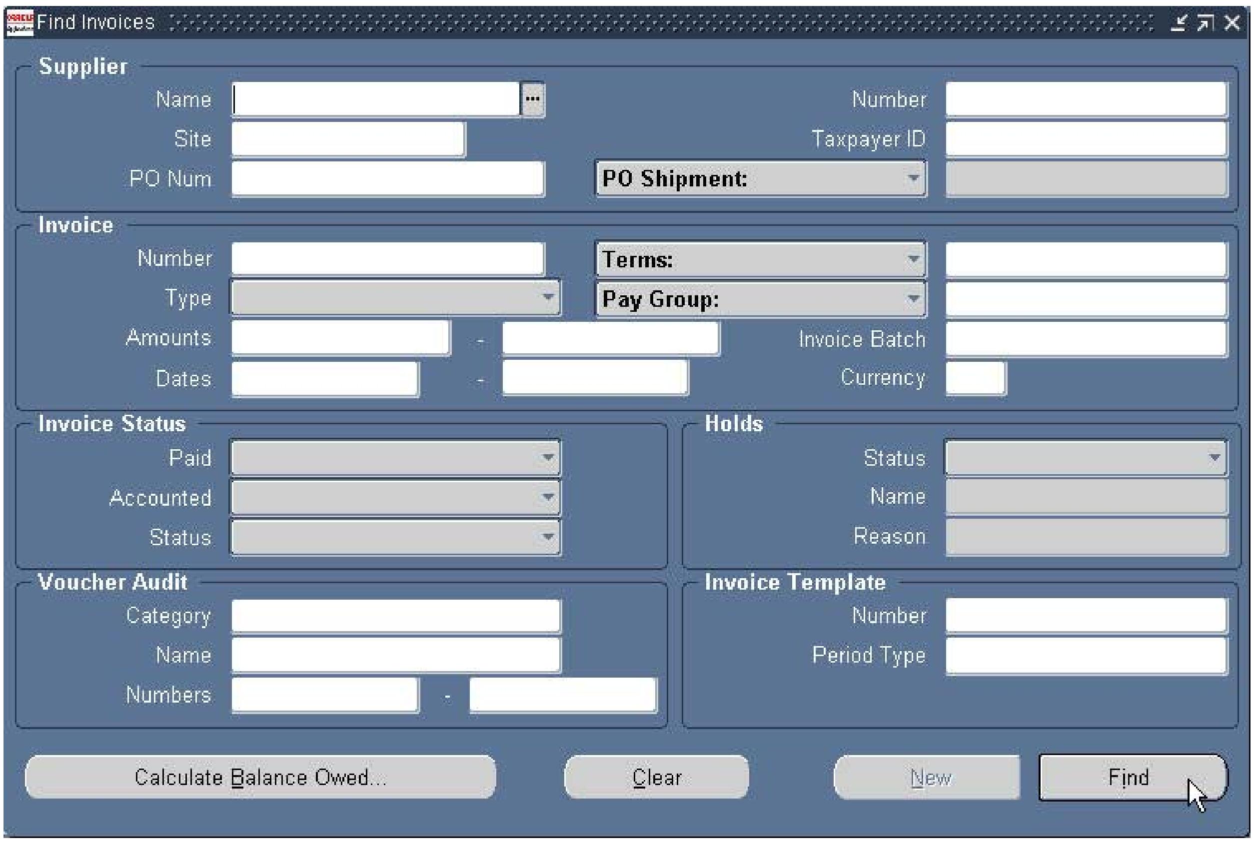
Voiding a Payment

Purpose

The purpose of this document is to describe how to void a payment in Accounts Payable. In the event that you have located the payment already, you may skip steps 1 - 5.

NIH Payables User NIH Payables Cashier Office User
N > Invoices > Entry > Invoices
Find Invoices

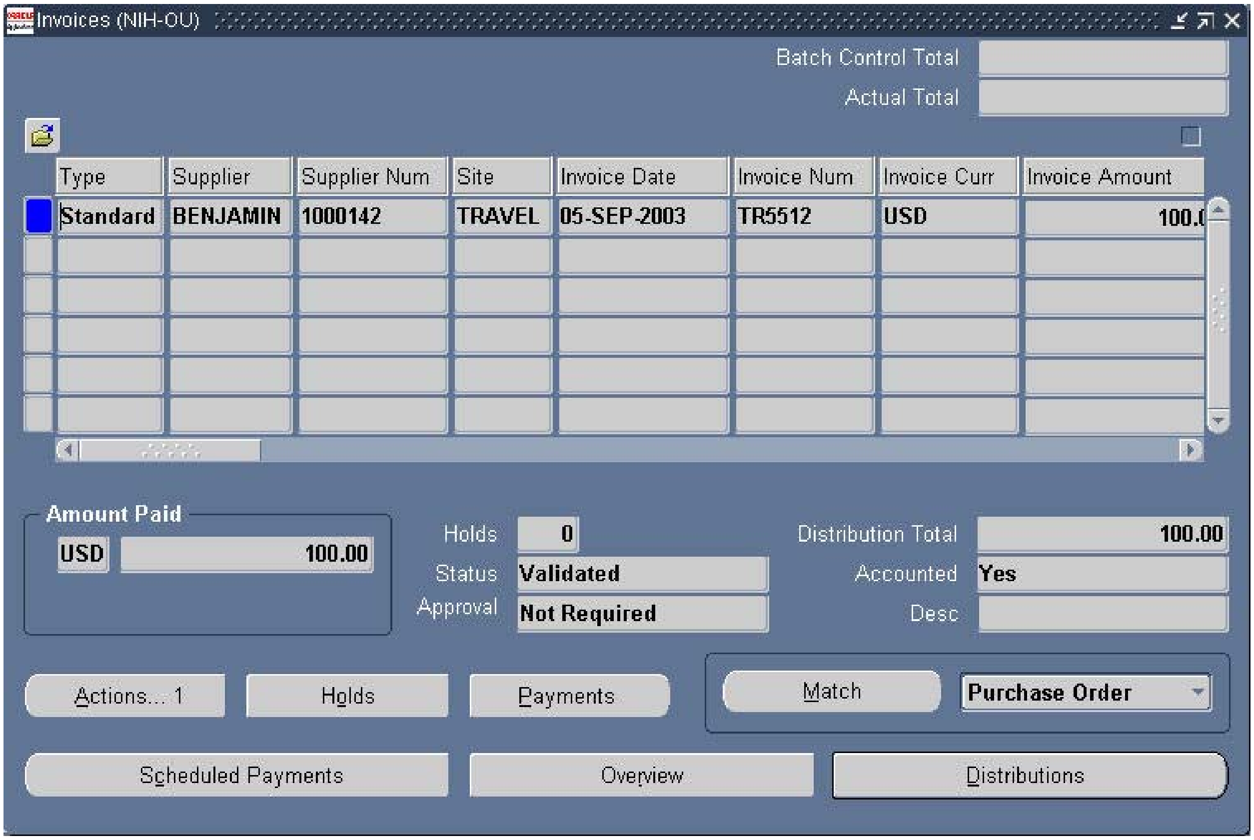


1. Enter your search criteria in the **Find Invoices** window.

   Note: Use the invoice number if available.

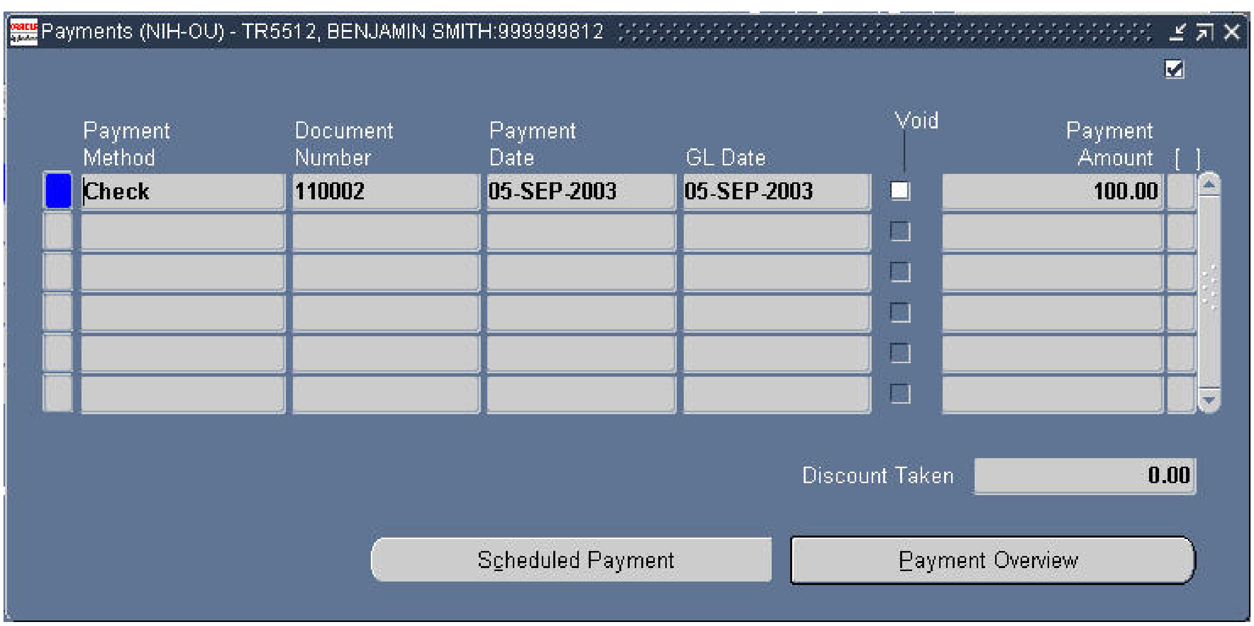
2. Select the **Find** button.

   Result: The invoices matching your search criteria are displayed in the **Invoices** window.



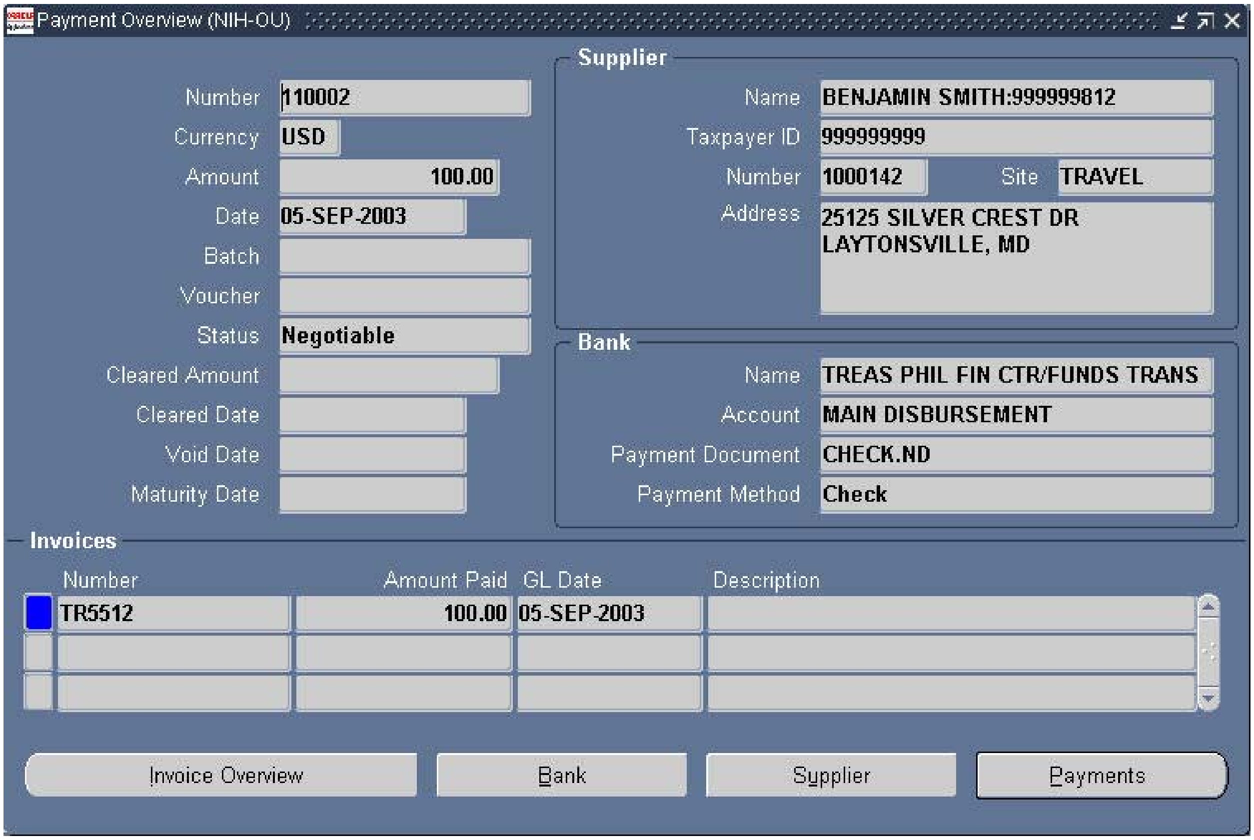
3. Select the **Payments** button.

   <u>Result</u>: The **Payments** window is displayed.



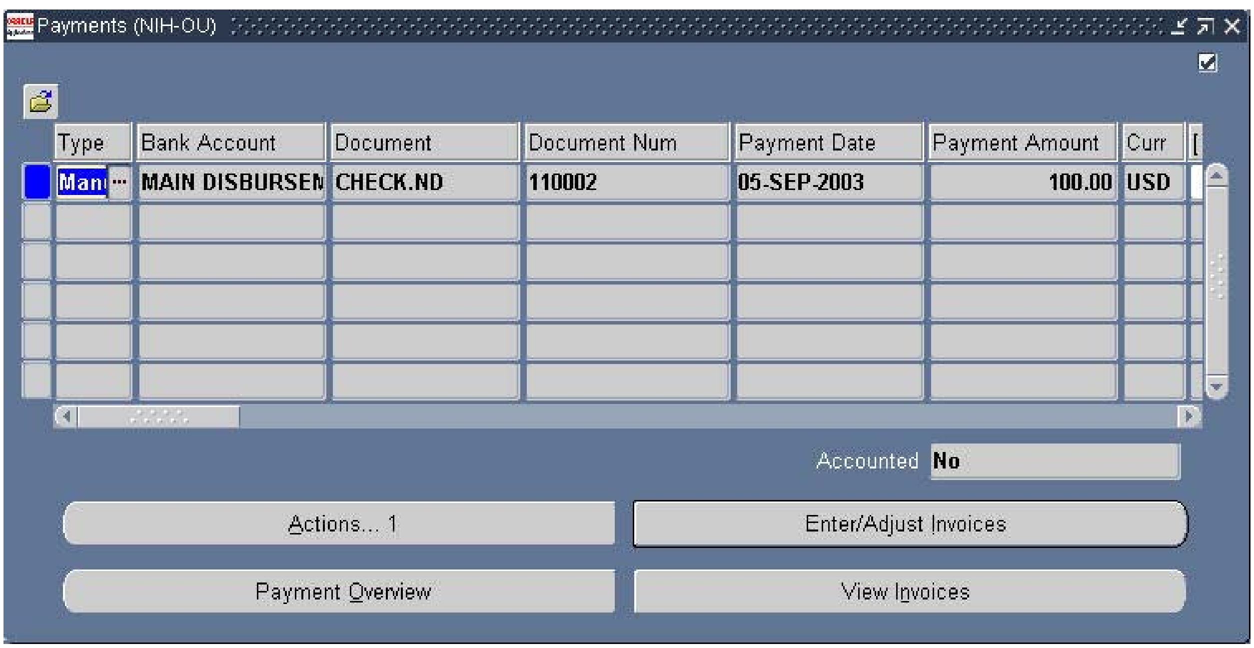
4. Select the **Payment Overview** button.

   <u>Result</u>: The **Payment Overview** window is displayed.



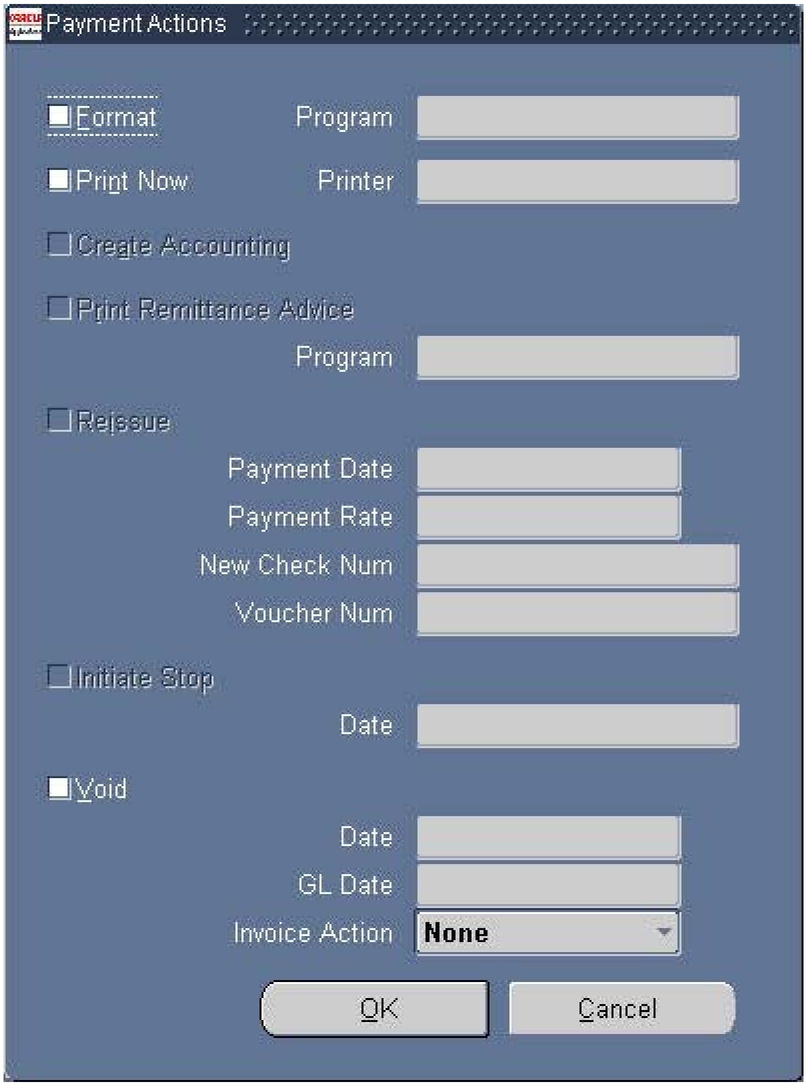
5. Select the **Payments** button.

<u>Result</u>: The **Payments** window is displayed.



6. Select the **Actions...** button.

Result: The **Payment Actions** window is displayed.

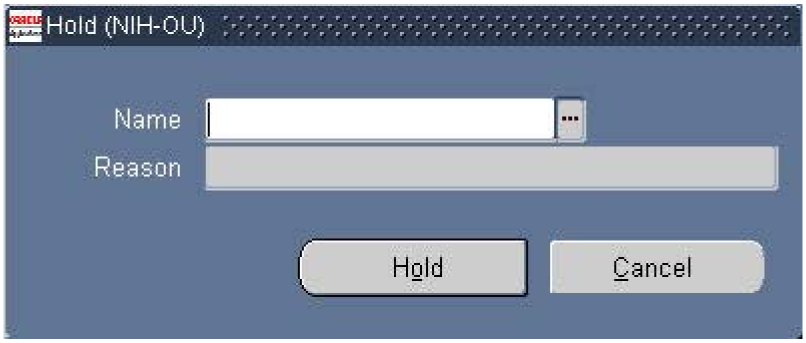


7. Enable the check box **Void.**

   Result: The current date defaults into the **Date** and **GL Date** fields.

8. In the **Invoice Action** field, select **Hold** from the **LOV**.

   Result: The **Hold** window will be displayed.

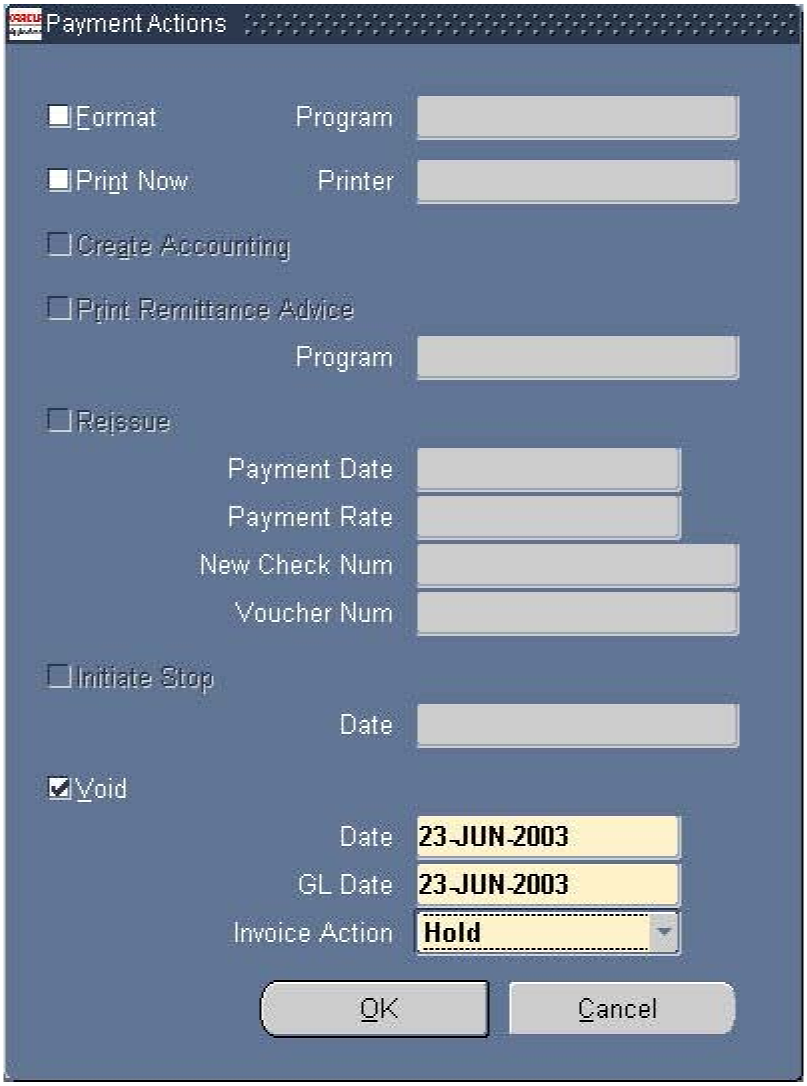


9. Select **Void Payment** from the **LOV**.

   Result: The **Reason** field will populate automatically

10. Select the **Hold** button.

Example: Below is a sample completed **Actions** window.

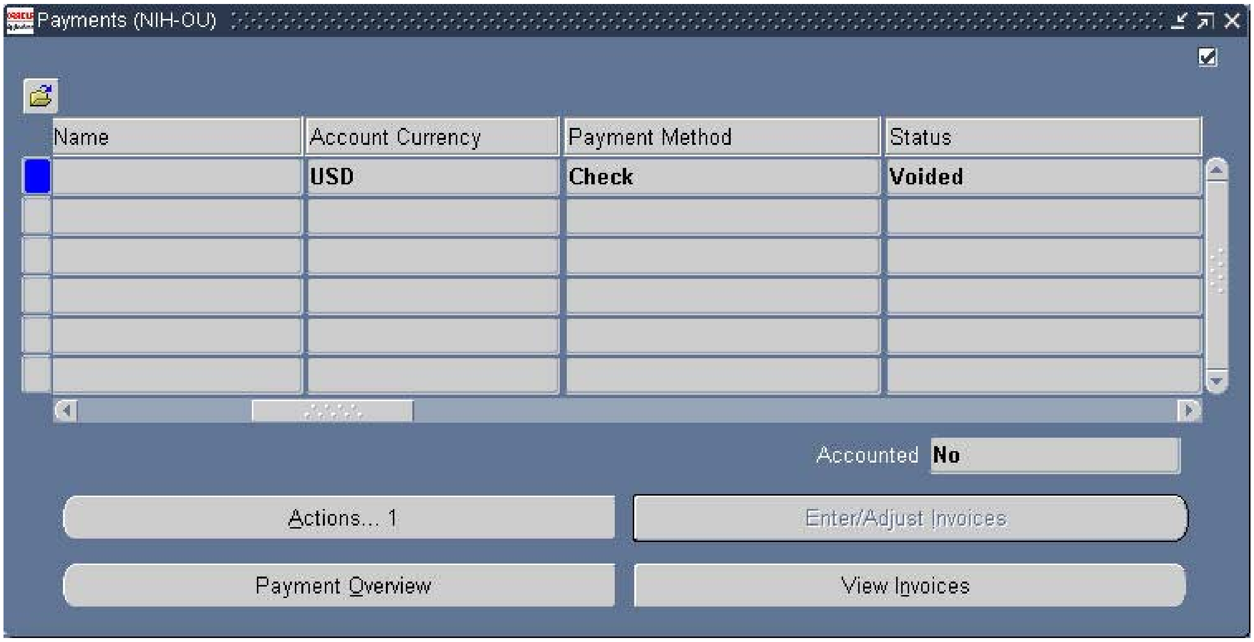


11. Select the **OK** button.

    Result: A message appears to confirm that you want to void this payment.

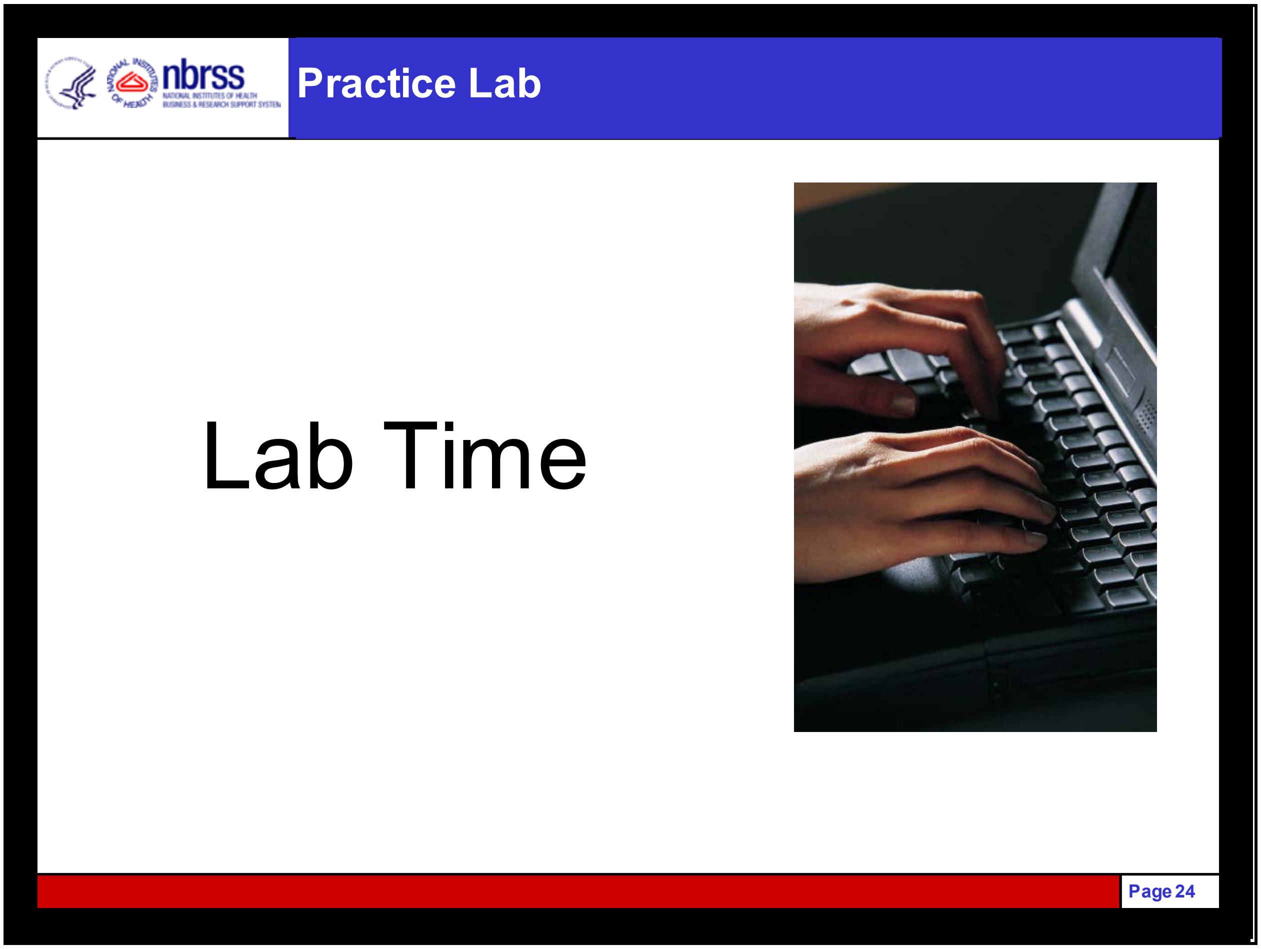
12. Select the **OK** button.

    Result: The payment is voided. The status of the payment is updated to **Voided**.



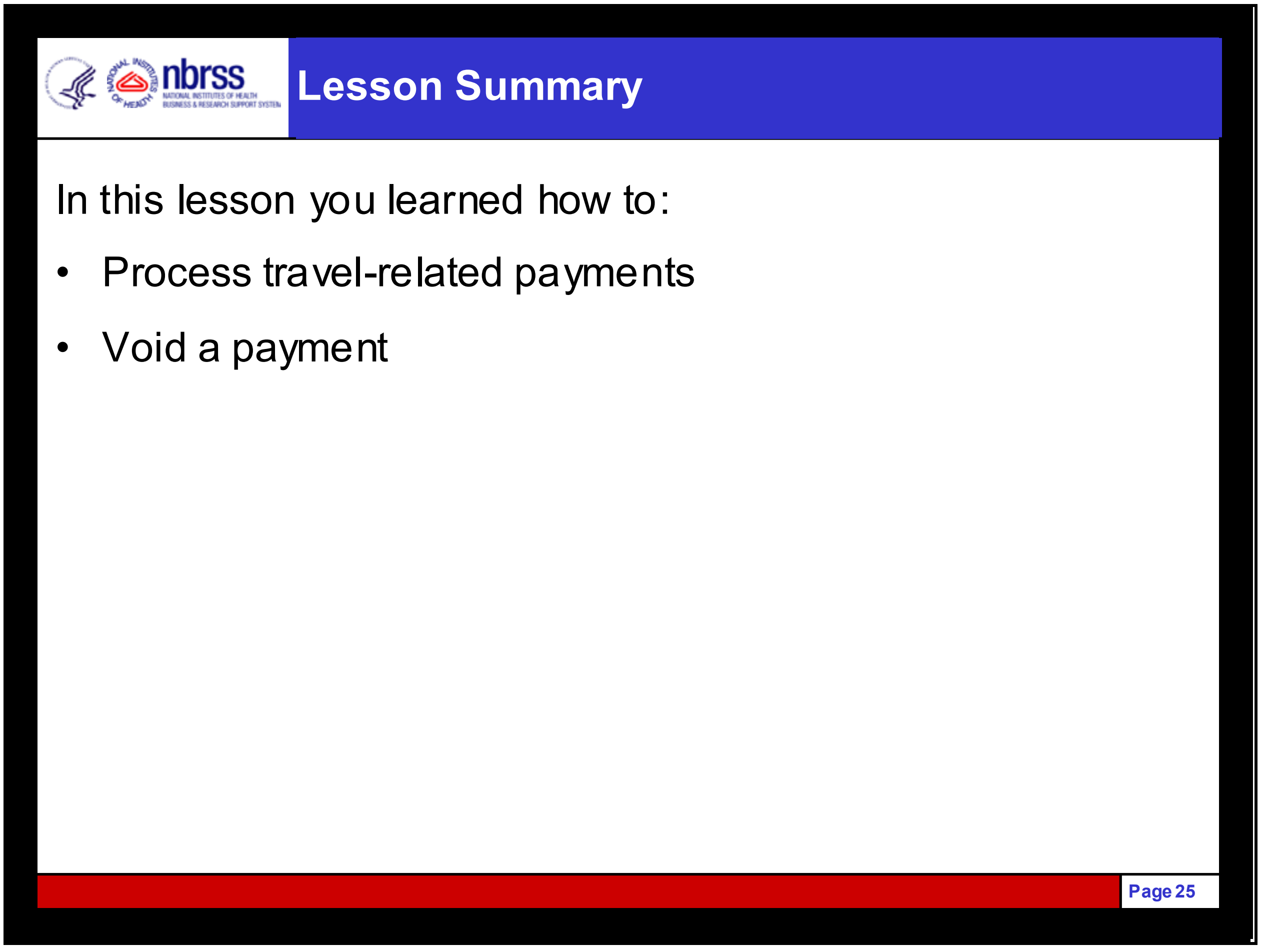
End of activity.

Practice Lab



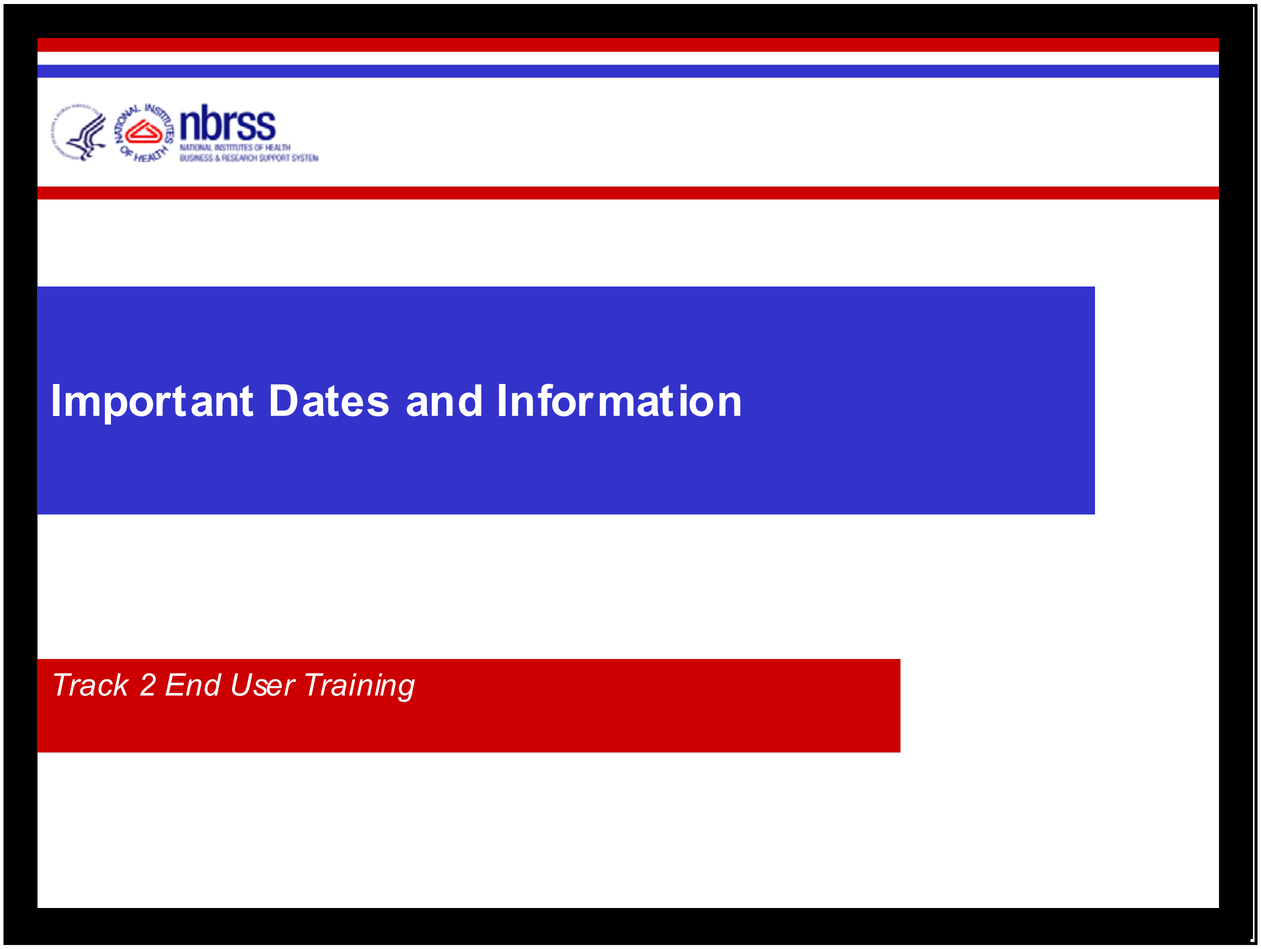
Complete Lab 2: Voiding Payments

Lesson Summary



Important Dates and Information

Chapter 6


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Important Dates and Information
Track 2 End User Training

NBS Track 2 Go-Live

September 1, 2003

NBS Travel System and supporting financial modules were deployed for entering FY04 travel documents

October 1, 2003 or when FY04 funding is available

Financial transactions resulting from FY04 travel documents will be processed

Page 1

Initial Oracle Set Up Required

The first time you log into the NBS, you will be required to:

- Download Oracle J-Initiator and
- Update your internet browser security settings

Refer to the technical guidance provided on the NBS Technical website:http://nbs.nih.gov/technical.html

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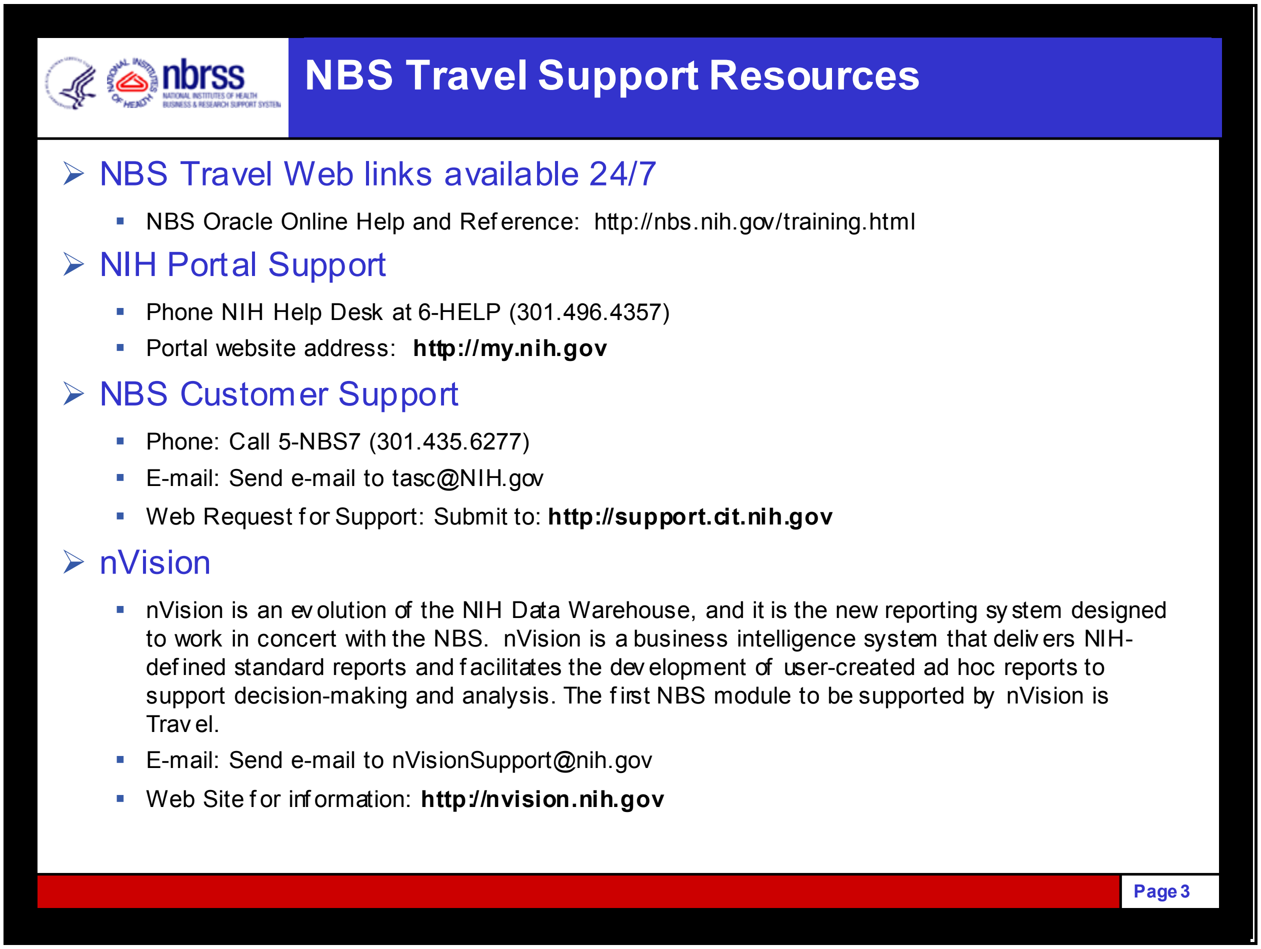
NBS Travel Support Resources
➢ NBS Travel Web links available 24/7
▪ NBS Oracle Online Help and Reference: http://nbs.nih.gov/training.html
➢ NIH Portal Support
▪ Phone NIH Help Desk at 6-HELP (301.496.4357)
▪ Portal website address: http://my.nih.gov
➢ NBS Customer Support
▪ Phone: Call 5-NBS7 (301.435.6277)
▪ E-mail: Send e-mail to tasc@NIH.gov
▪ Web Request for Support: Submit to: http://support.cit.nih.gov
➢ nVision
▪ nVision is an evolution of the NIH Data Warehouse, and it is the new reporting system designed to work in concert with the NBS. nVision is a business intelligence system that delivers NIH-defined standard reports and facilitates the development of user-created ad hoc reports to support decision-making and analysis. The first NBS module to be supported by nVision is Travel.
▪ E-mail: Send e-mail to nVisionSupport@nih.gov
▪ Web Site for information: http://nvision.nih.gov
Page 3

Evaluation


Evaluation
Please take a moment to complete the
on-line training evaluation
www.surveymonkey.com/s.asp?u=44111257699
Your comments are important to us!
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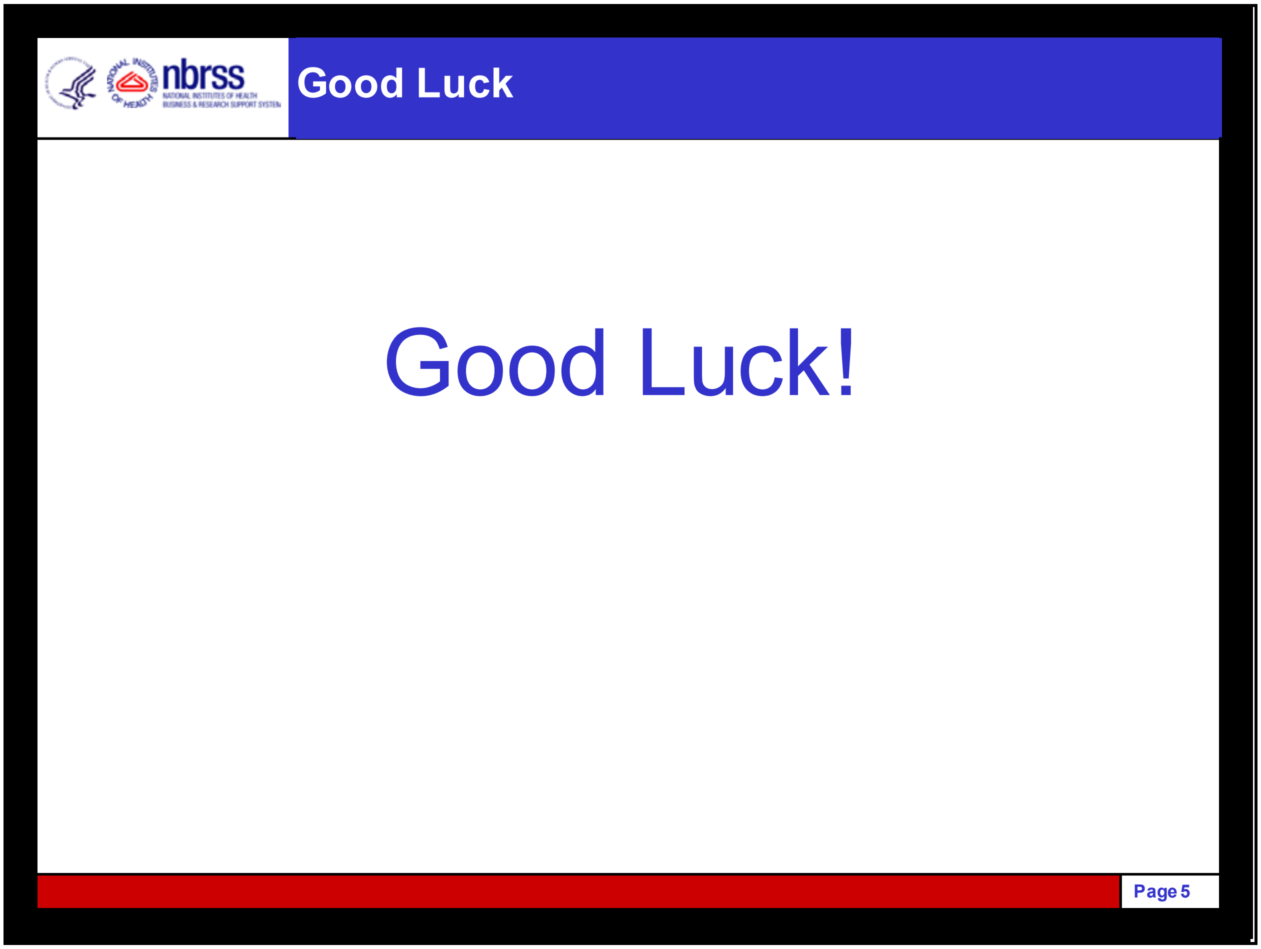
Good Luck


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Good Luck
Good Luck!
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