



# **NBS End User Training: Remote Cashiers**

**Student Guide**



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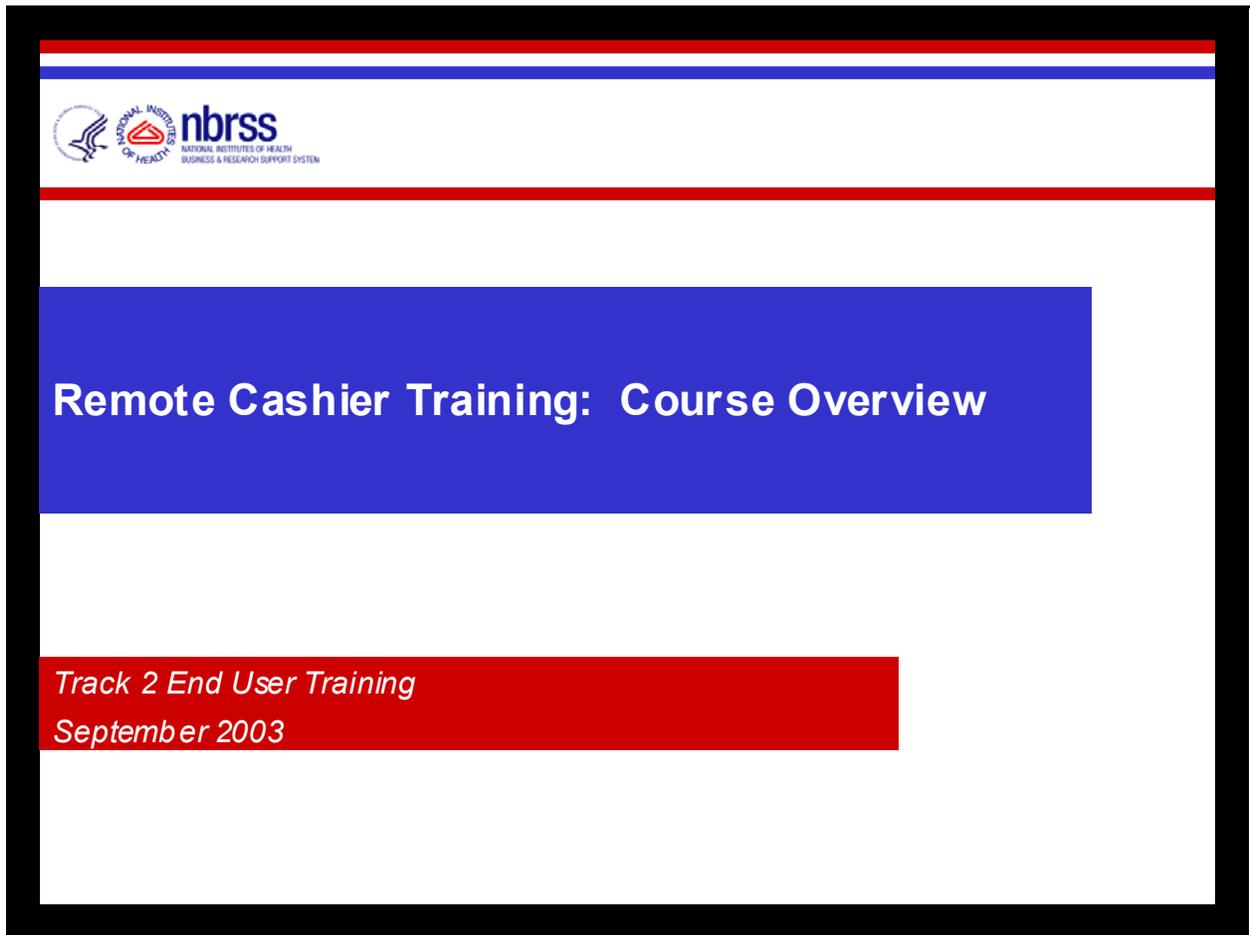
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# **Remote Cashier Training: Course Overview**

## **Chapter 1**

## Remote Cashier Training: Course Overview

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The slide features a white background with a black border. At the top left, there is a logo for the National Institutes of Health Business & Research Support System (nbrss). The logo consists of a circular emblem with a stylized figure, followed by the text "NATIONAL INSTITUTES OF HEALTH" in a small font, "nbrss" in a larger, bold font, and "BUSINESS & RESEARCH SUPPORT SYSTEM" in a smaller font below it. Below the logo, there are horizontal bars in red, blue, and red. A large blue rectangular box in the center contains the text "Remote Cashier Training: Course Overview" in white. At the bottom left, a red rectangular box contains the text "Track 2 End User Training" and "September 2003" in white.

  
NATIONAL INSTITUTES OF HEALTH  
**nbrss**  
BUSINESS & RESEARCH SUPPORT SYSTEM

**Remote Cashier Training: Course Overview**

*Track 2 End User Training*  
*September 2003*

# Course Objectives

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## Course Objectives

- Overview of the NBRSS and NBS
- Oracle Basics
- Travel Payment Processes
- Important Dates and Activities

# Agenda

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## Agenda

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

# Training Guidelines

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## Training Guidelines

1. Ask Questions
2. Cheating is encouraged
3. Don't let me get ahead
4. Have fun!

# Questions

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 **Questions**

**Questions?**

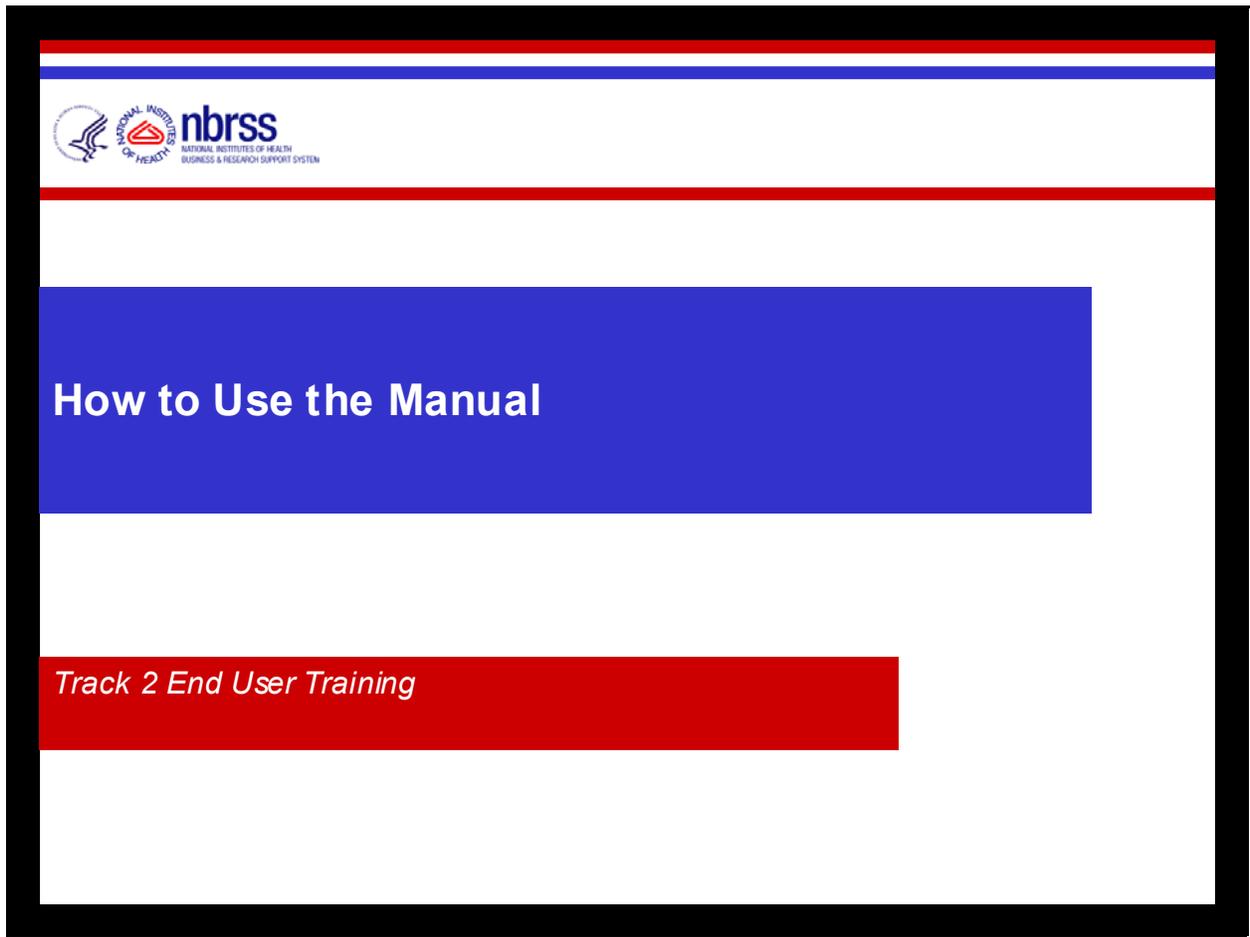
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# How to Use the Manual

## Chapter 2

# How to Use the Manual

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# How to Use the Manual





## How to Use the Manual

➤ Each Student Guide contains a Table of Contents

### Table of Contents

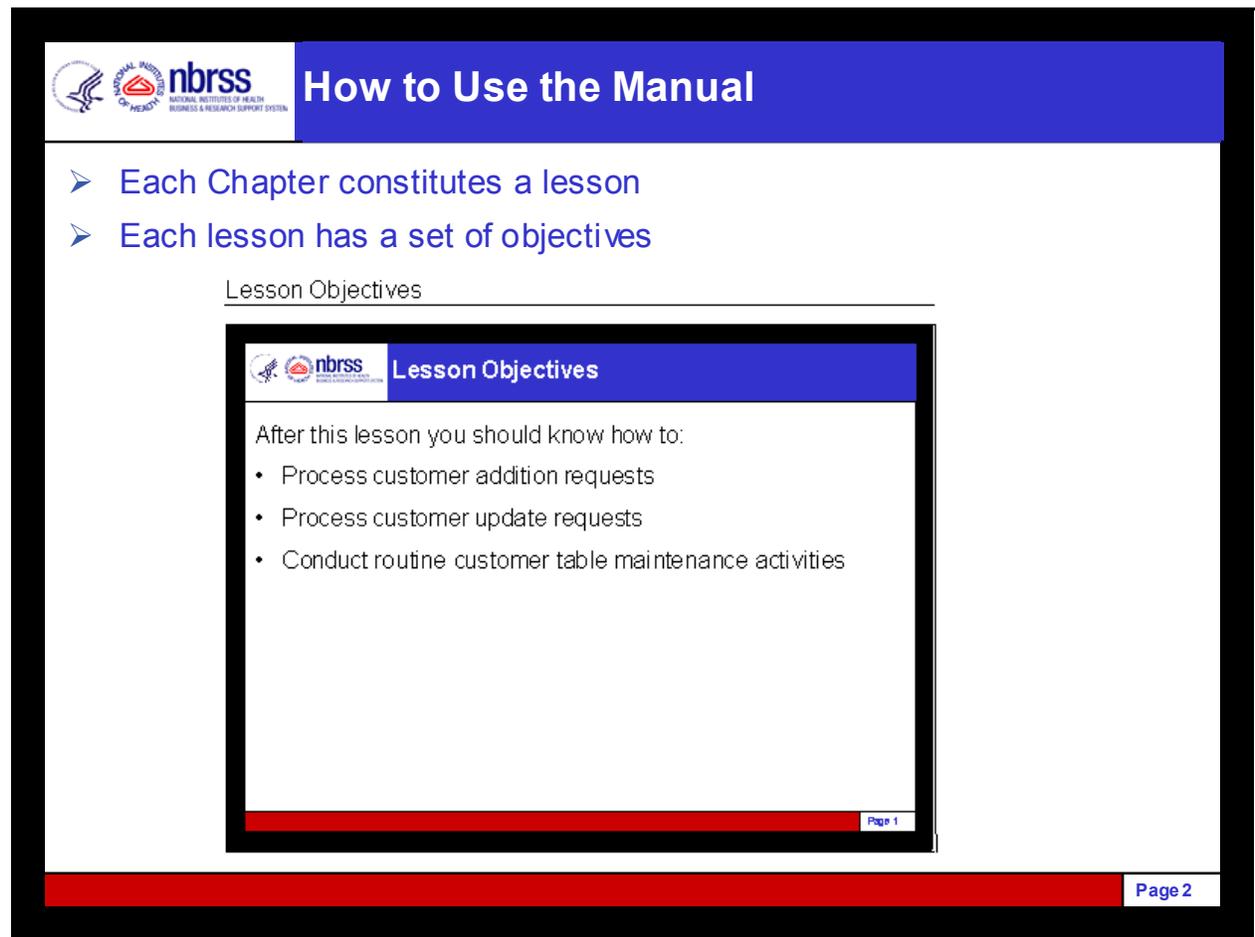
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**Page 1**

# How to Use the Manual

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The screenshot displays a manual page with a blue header containing the nbrss logo and the title "How to Use the Manual". Below the header, two blue bullet points are listed. Underneath, the text "Lesson Objectives" is underlined. A red horizontal bar is positioned below the underlined text. A smaller inset window, also titled "Lesson Objectives", is shown below the red bar. This inset window contains the text "After this lesson you should know how to:" followed by a bulleted list of three items. A red horizontal bar is at the bottom of the inset window, with "Page 1" written in the bottom right corner. The main page has a red horizontal bar at the bottom with "Page 2" written in the bottom right corner.

**How to Use the Manual**

- Each Chapter constitutes a lesson
- Each lesson has a set of 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

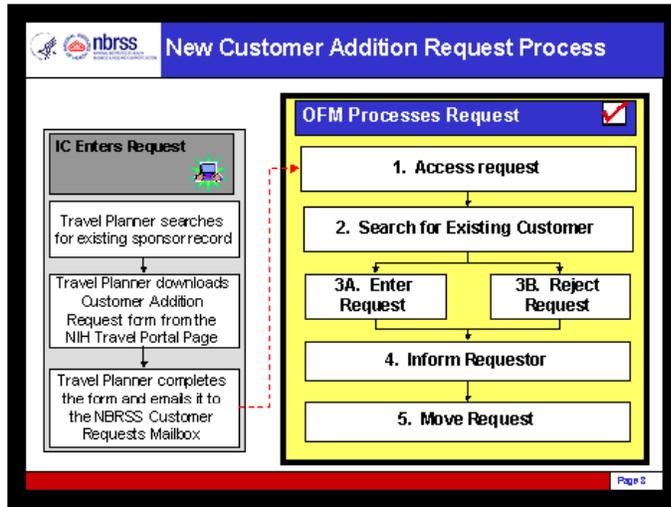
# How to Use the Manual



## 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



All requests should be submitted via email. Requests will be forwarded to a central mailbox, accessed through Microsoft Outlook.

# How to Use the Manual



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## How to Use the Manual

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

**1** →

**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

**3** →

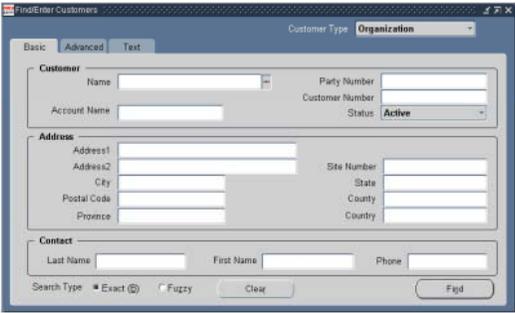
### Entering a New Customer

**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



The screenshot shows a software window titled 'Find/Enter Customers' with a 'Customer Type' dropdown set to 'Organization'. It has three tabs: 'Basic', 'Advanced', and 'Text'. The 'Basic' tab is active and contains several input fields: 'Name', 'Party Number', 'Account Name', 'Customer Number', 'Status' (set to 'Active'), 'Address1', 'Address2', 'City', 'Postal Code', 'Province', 'Site Number', 'State', 'Country', 'Last Name', 'First Name', and 'Phone'. At the bottom, there are search options for 'Exact' and 'Fuzzy', a 'Clear' button, and a 'Find' button.

**Page 4**

## How to Use the Manual



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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	←	<i>Oracle Responsibility</i>
N > Customers > Standard	←	<i>Navigation Path</i>
Find/Enter Customers	←	<i>Screen Name</i>

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

Page 5

# How to Use the Manual

The screenshot shows a manual page with a blue header bar containing the 'nbrss' logo and the title 'How to Use the Manual'. Below the header, there is a grey bar with three buttons: 'New', 'OK', and 'Cancel'. The main content area contains a list of instructions. Instruction 1 explains that directive statements in blue and bold font help determine the next step. Instruction 2 explains that words in bold font indicate a field, window, or button name. A diagram shows a flow from instruction 3 to 'Goto task #1.' and then to instruction 4. Instruction 4 points to the text 'Party Number and Customer Number' in a bold font. Instruction 5 points to the 'OK' button. A 'Result' line states: 'The Customers - Standard window is displayed.' The page number 'Page 6' is in the bottom right corner.

**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

**New** **OK** **Cancel**

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.**

4. Place your cursor in the line associated with the customer contact that displays both the **Party Number** and **Customer Number**.

5. Select the **OK** button.

Result: The **Customers - Standard** window is displayed.

Page 6

# How to Use the Manual



## 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.

## How to Use the Manual

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### How to Use the Manual

**Note** s 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.

Page 8

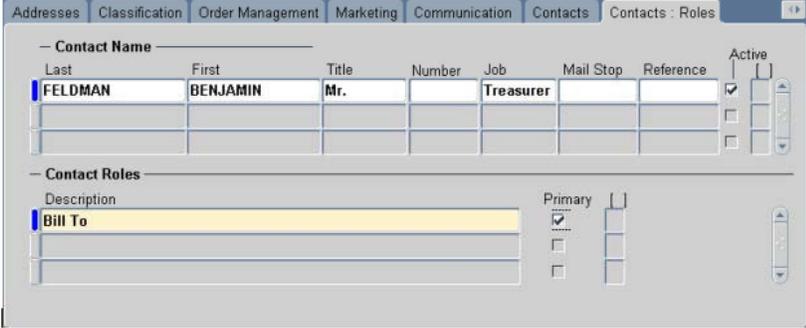
# How to Use the Manual

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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.



Contact Name							
Last	First	Title	Number	Job	Mail Stop	Reference	Active
FELDMAN	BENJAMIN	Mr.		Treasurer			<input checked="" type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

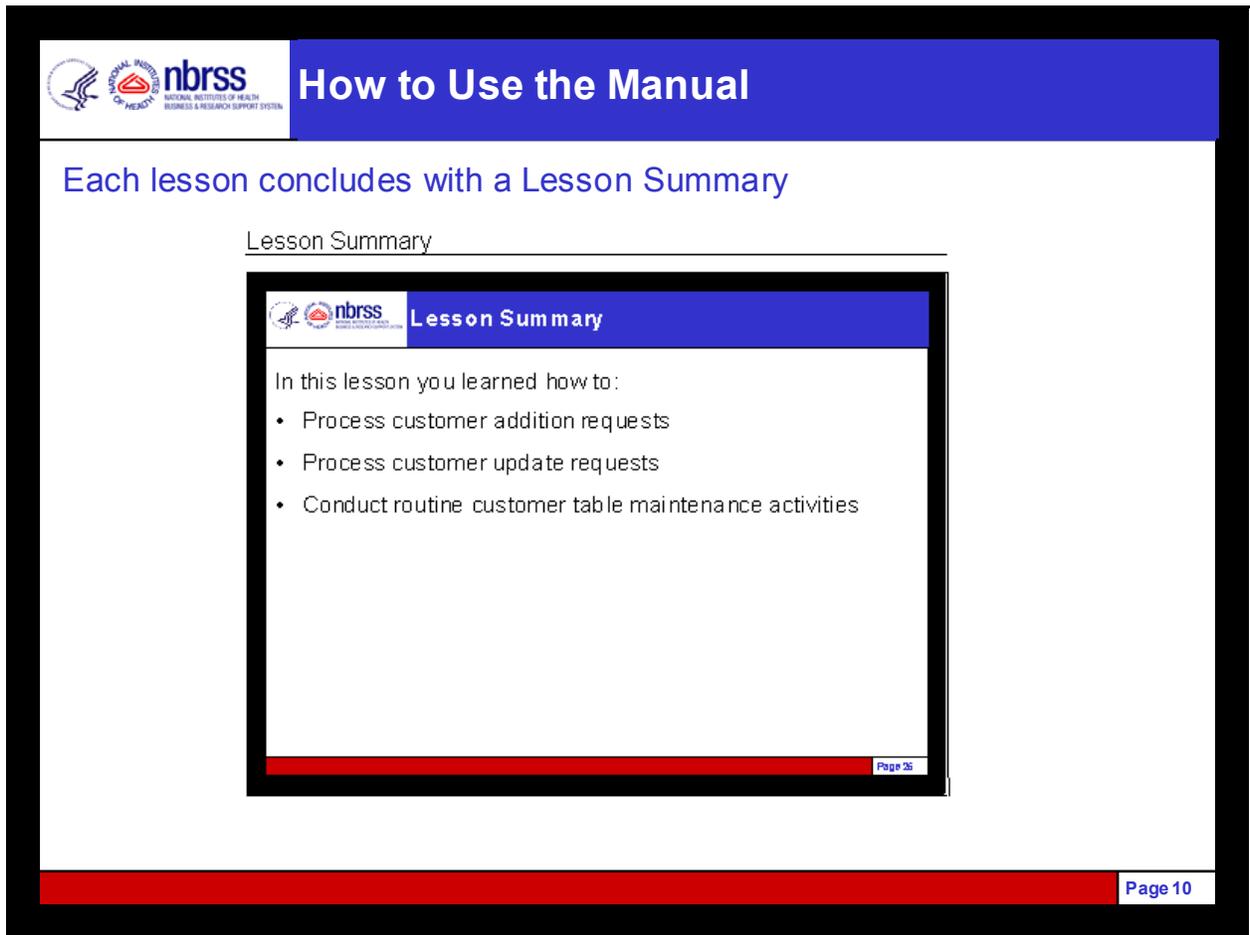
Contact Roles	
Description	Primary
Bill To	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

15. Save your work.  
**End of activity.**

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# How to Use the Manual

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The screenshot displays a page from a manual. At the top left is the nbrss logo (National Institutes of Health Business & Research Support System). The top right features a blue header with the text "How to Use the Manual". Below this, the text "Each lesson concludes with a Lesson Summary" is centered. Underneath, the heading "Lesson Summary" is followed by a horizontal line. A large rectangular box contains a smaller screenshot of a "Lesson Summary" page. This inner screenshot has a blue header with the nbrss logo and the text "Lesson Summary". The main content of the inner screenshot reads: "In this lesson you learned how to:" followed by a bulleted list: "• Process customer addition requests", "• Process customer update requests", and "• Conduct routine customer table maintenance activities". A small "Page 26" label is visible in the bottom right corner of the inner screenshot. The bottom of the main screenshot features a red bar with the text "Page 10" on the right side.

# **NBRSS Overview**

## **Chapter 3**

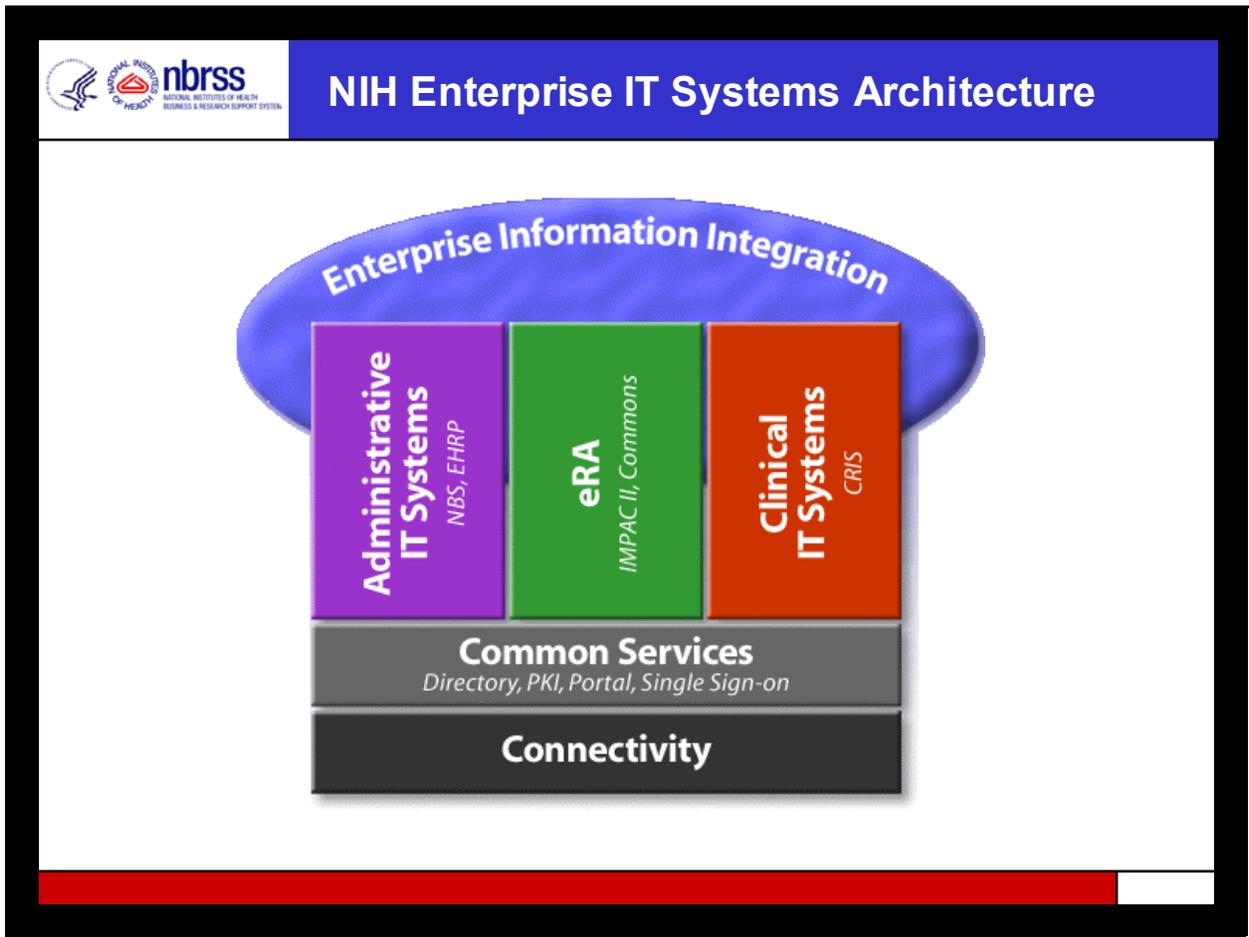
# NIH Business and Research Support System (NBRSS) Overview



## NIH Business and Research Support System (NBRSS) Overview

*Track 2 End User Training*

# NIH Enterprise IT Systems Architecture

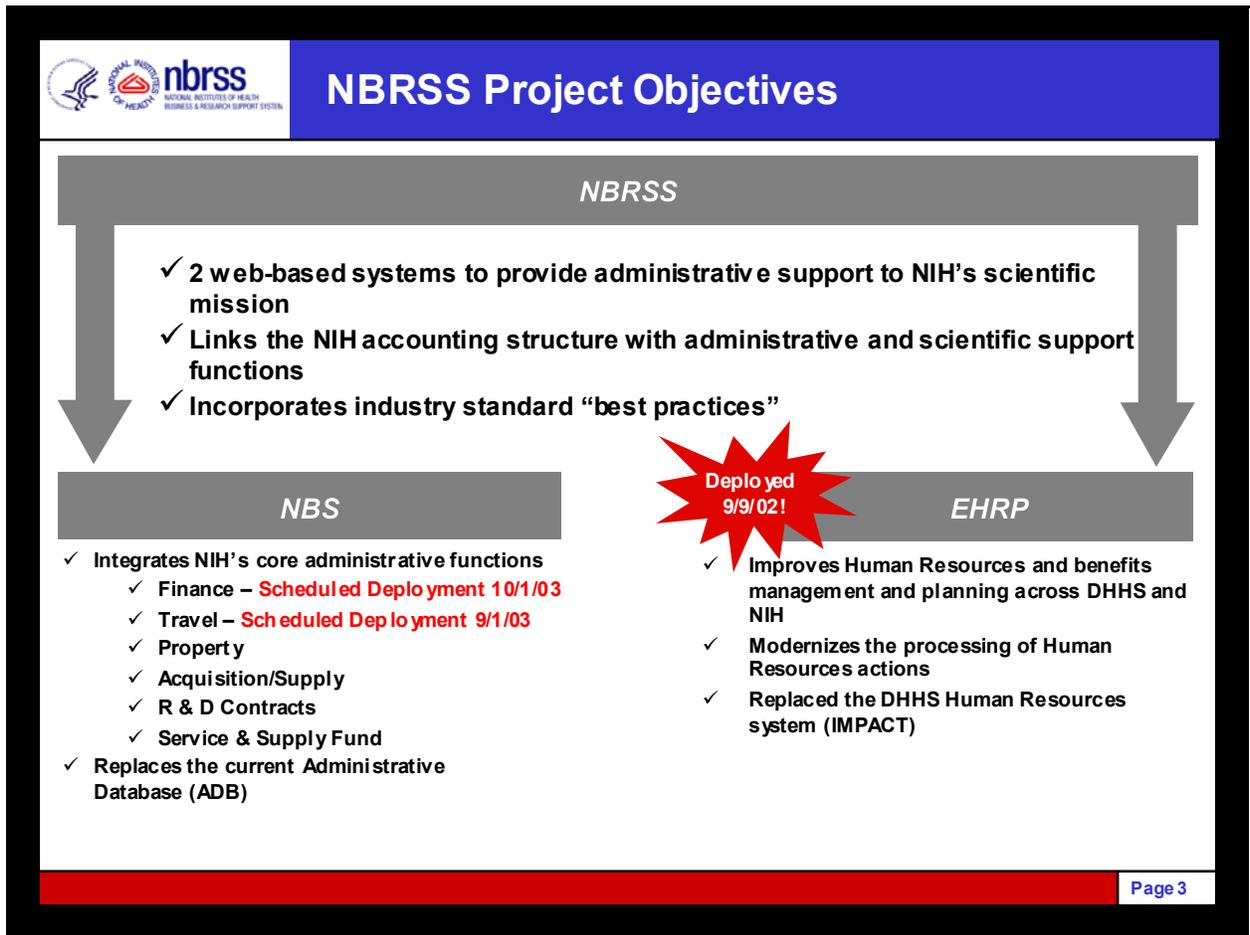




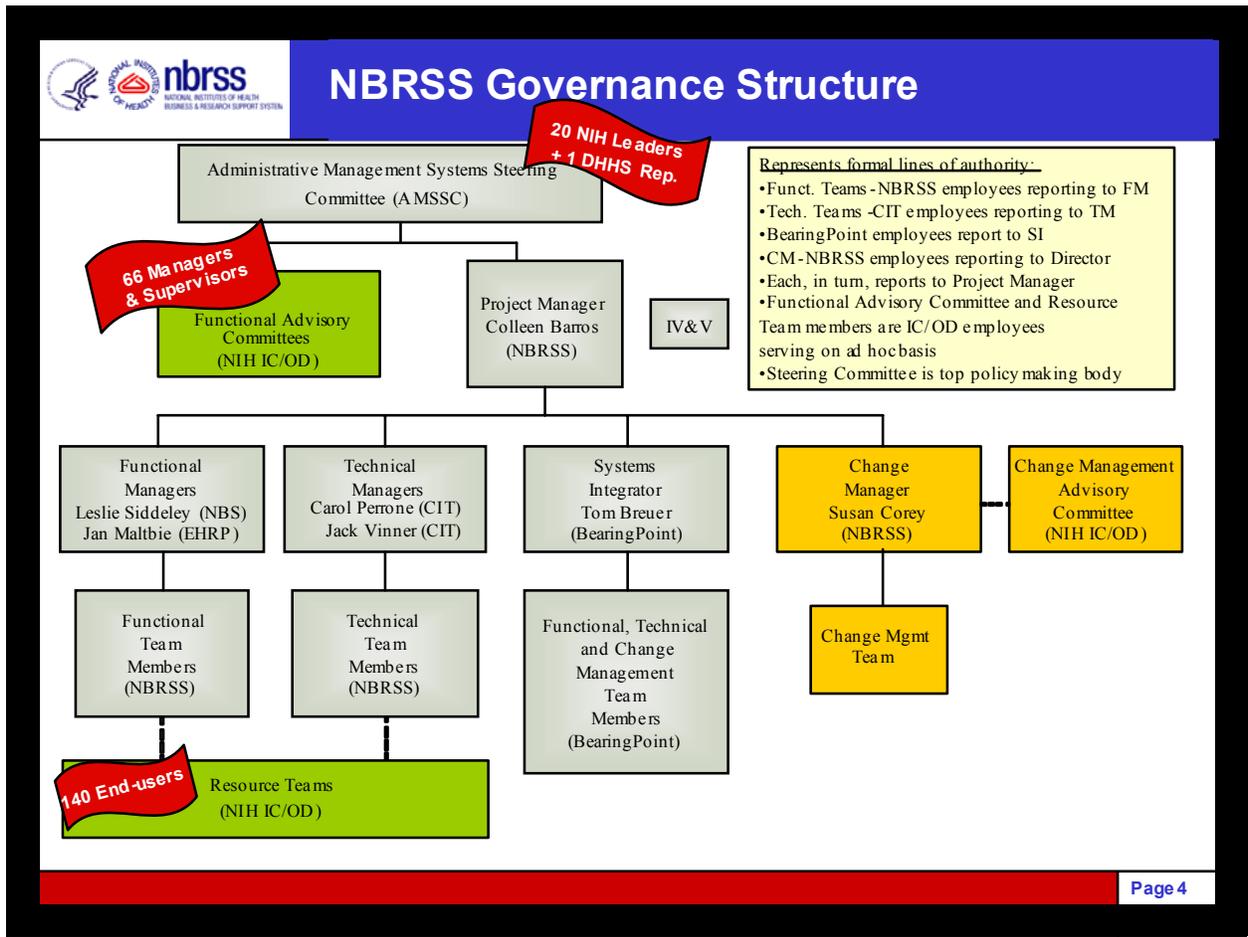
## NIH Business System (NBS) – How it all started

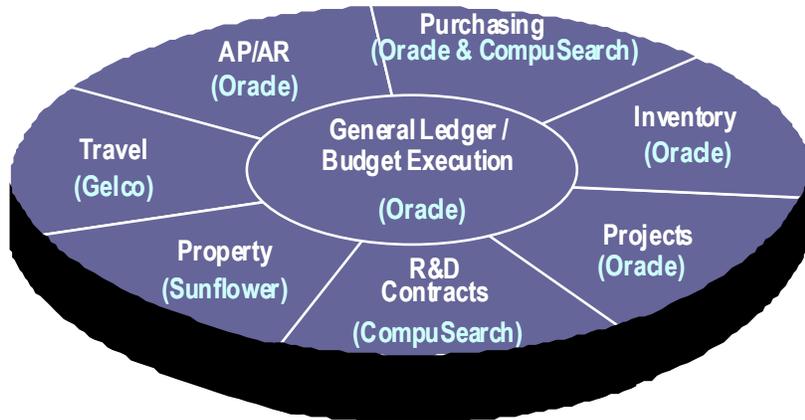
- Project began in FY 1999 with the development of a comprehensive business case to replace NIH's Administrative Data Base (ADB).
- ADB -- An integrated data base that services most of NIH's administrative and support functions.
  - Central Accounting, Accounts Payable, Travel, Property, Acquisitions/Supply, 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.

# NBRSS Project Objectives



# NBRSS Governance Structure



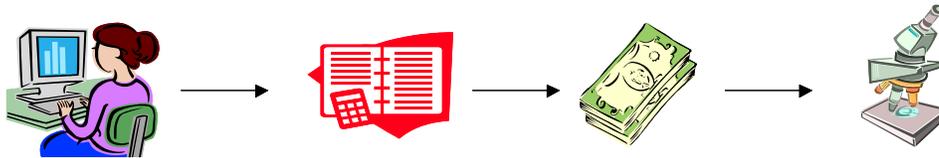


## NBS – How it Works



### 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.

## Expected Benefits of the NBS

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### 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).

## Realities of the NBS

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### 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.

## Track 1 Activities: General Ledger/Budget

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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

## Sample Track 2 Activities: Travel



### 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



## Oracle Basics

*Track 2 End User Training  
August 2003*

## Lesson Objectives

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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

## Accessing the NIH Portal

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### 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

## 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

**NBRSS Application Launcher**

**NBS Finance**

▶ [Production](#)

General Ledger, Fed Admin, Projects

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

Page 3

# Logging in to the NIH Portal

**NIH Login**

1 Select your domain: NIH [Which domain should I select?](#)

2 User name: paulsa

Password:  [Change Password](#)

**Log in**

**Warning Notice**

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

Please e-mail questions or comments to [tasc@nih.gov](mailto:tasc@nih.gov) or call 301-594-6248

**Page 4**

## 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

The screenshot displays the NIH Portal interface. At the top, there is a navigation bar with the NBRSS logo and the title "Adding a Community to your NIH Portal View". Below this, the user is logged in as "Welcome NIH\paulsa!". The main content area is titled "EDIT YOUR MEMBERSHIPS" and "CHOOSE YOUR COMMUNITIES". It includes a search bar, a list of communities to browse, and a section for "Your Community Memberships". Red arrows and numbers 1 through 5 indicate the steps: 1. Click "Communities" and "Edit Your Memberships"; 2. Click a folder (e.g., "NBRSS"); 3. Check the box next to a community name; 4. Click "ADD TO MY MEMBERSHIPS"; 5. Click "Finish".

### 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.



### 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

Page 6

# Form Terminology

The image shows a screenshot of an Oracle Applications form titled "Oracle Applications - Vision Corporation". The form has a menu bar at the top with "File", "Edit", "View", "Window", and "Help". Below the menu bar is a toolbar with various icons. A "Tool tip" bubble is visible over one of the icons. The main area of the form is a "Window" titled "Submit Request". The window title bar contains the text "Submit Request". Below the title bar, there are input fields for "Name", "Parameters", and "Language". At the bottom of the form is a "Status Bar" displaying "<OSC>" and "<DBG>". The screenshot is annotated with red boxes and arrows pointing to these components: "Menu Bar", "Toolbar", "Window Title bar", "Tool tip", "Window", and "Status Bar".

➤ The first step in understanding the system is to understand the layout of the screens and fields.

Page 7

## Form Terminology

Oracle Applications Release 11i 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

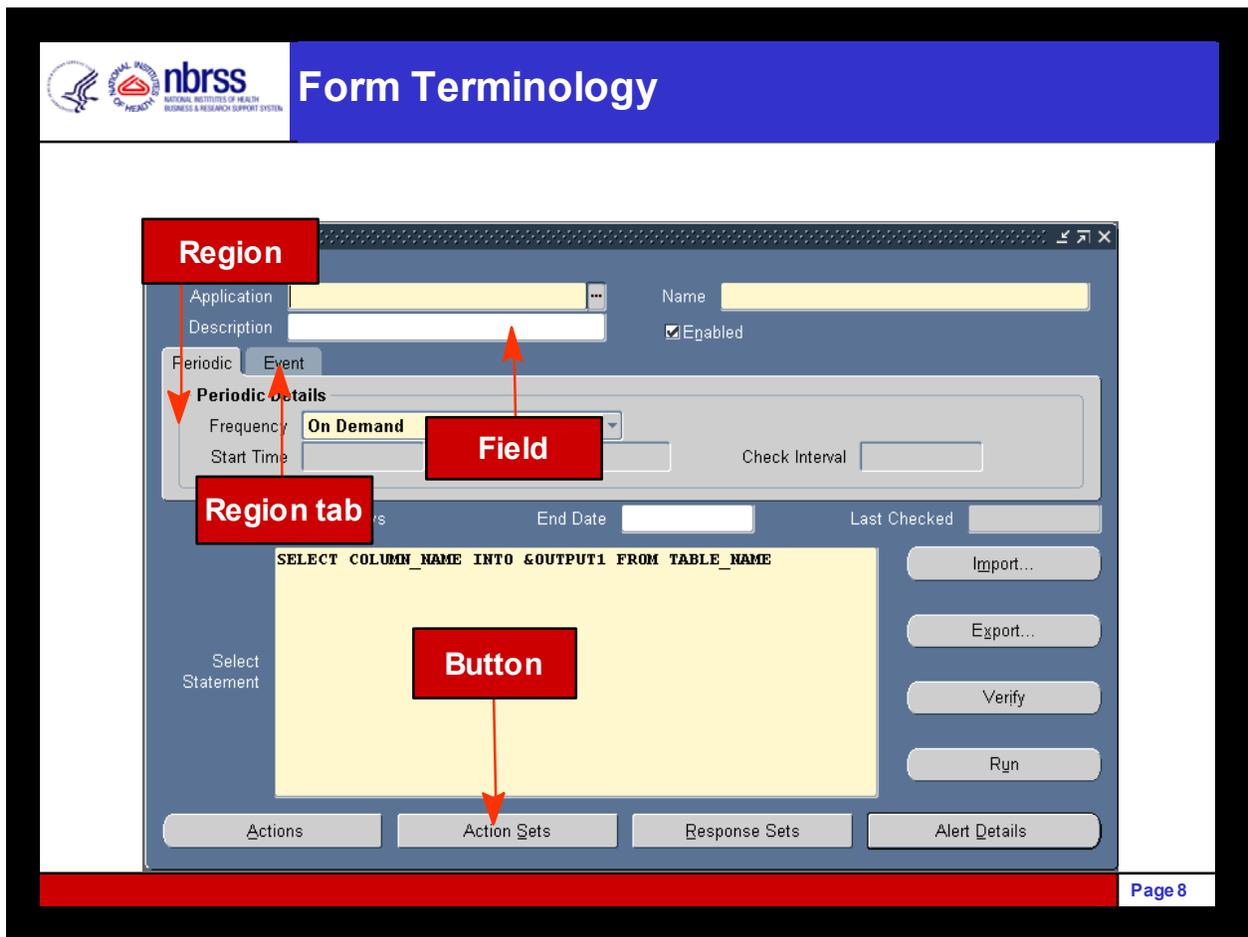
**Window**—An area where the user interacts with an application (Many windows can be open at one time and you can access these “overlapping” windows to perform data entry or data search activities.)

**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



### Form Terminology (continued)

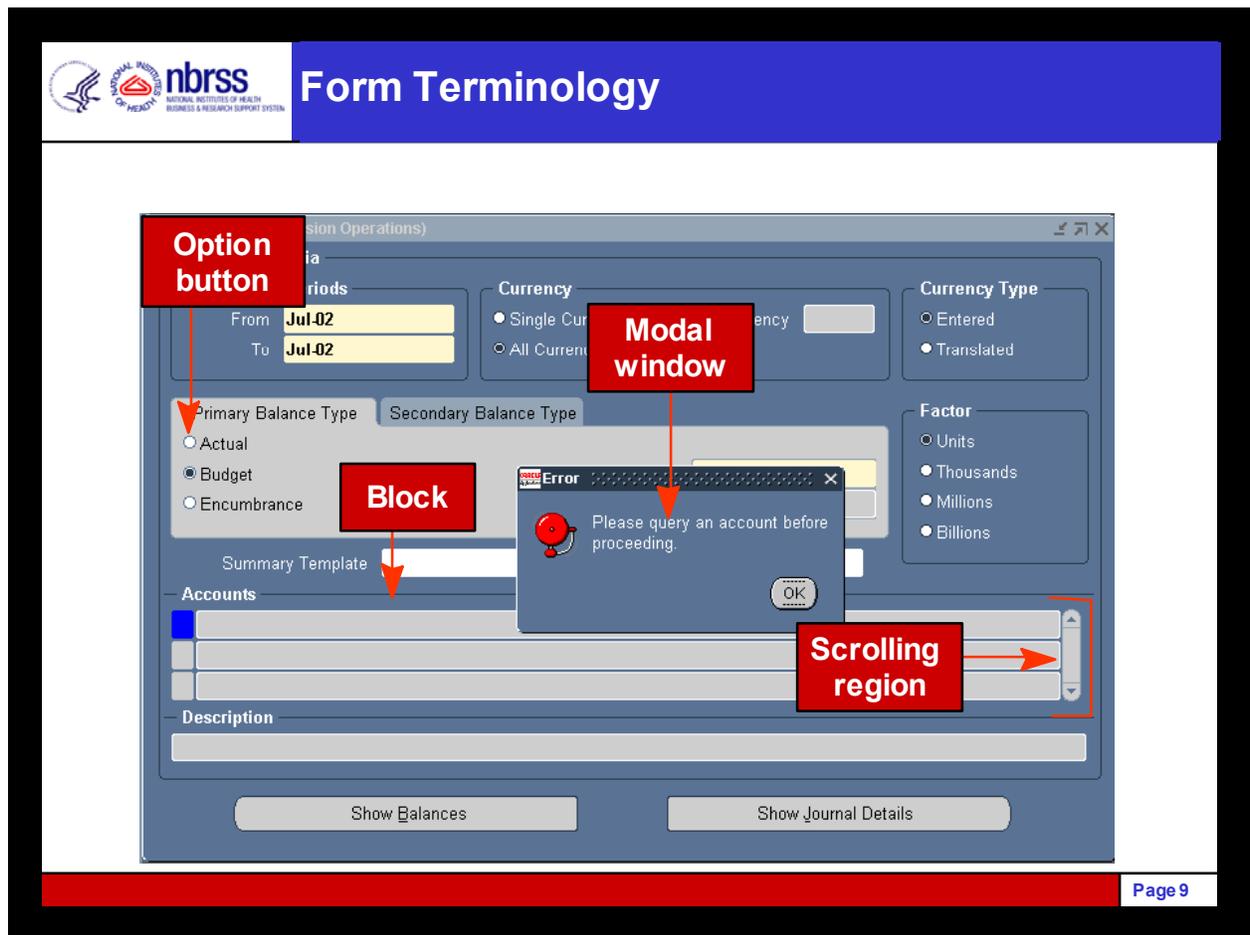
**Region**—A logical grouping of fields set apart from other fields by a box outline

**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 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

### 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

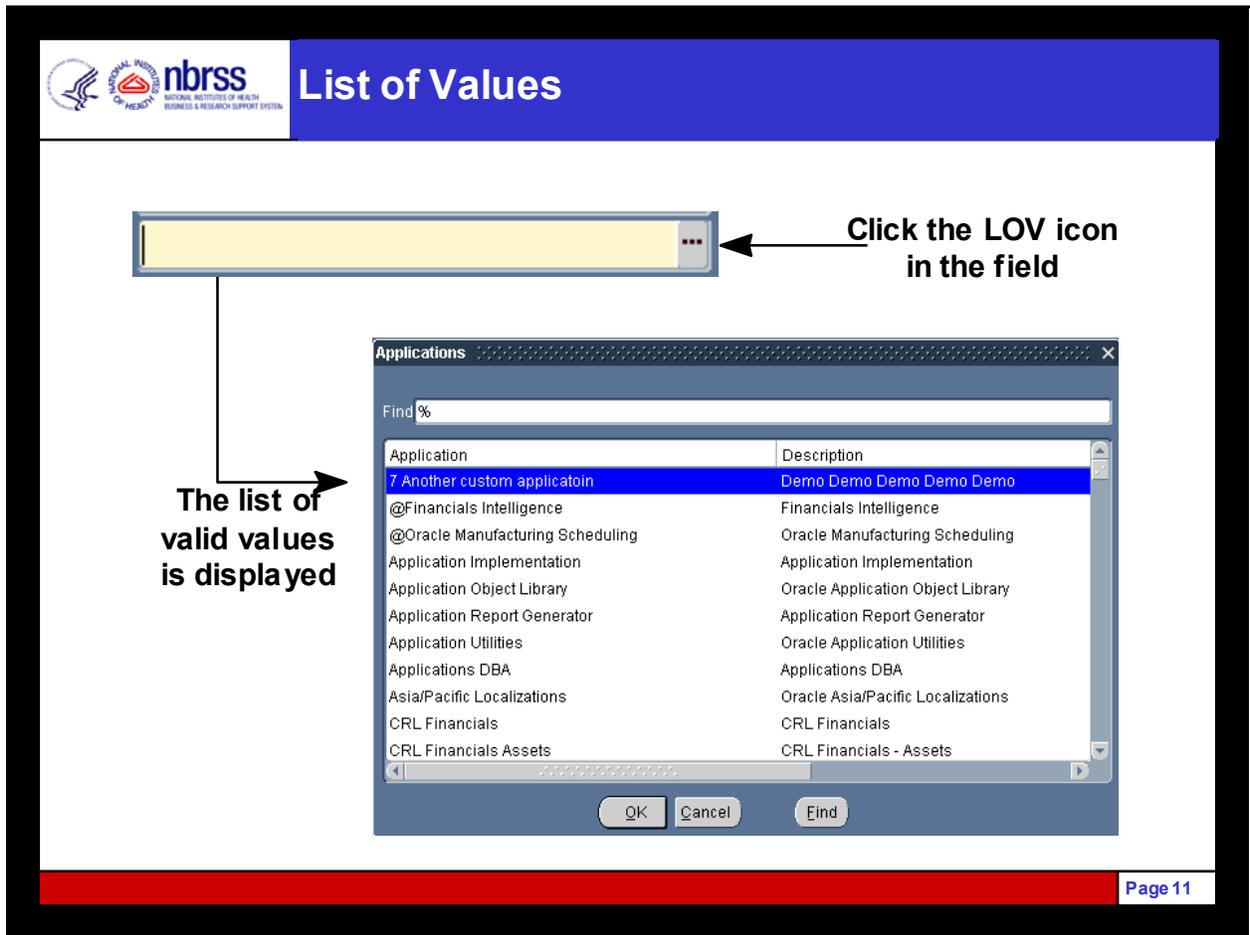
**Yellow Fields**—require data entry

**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



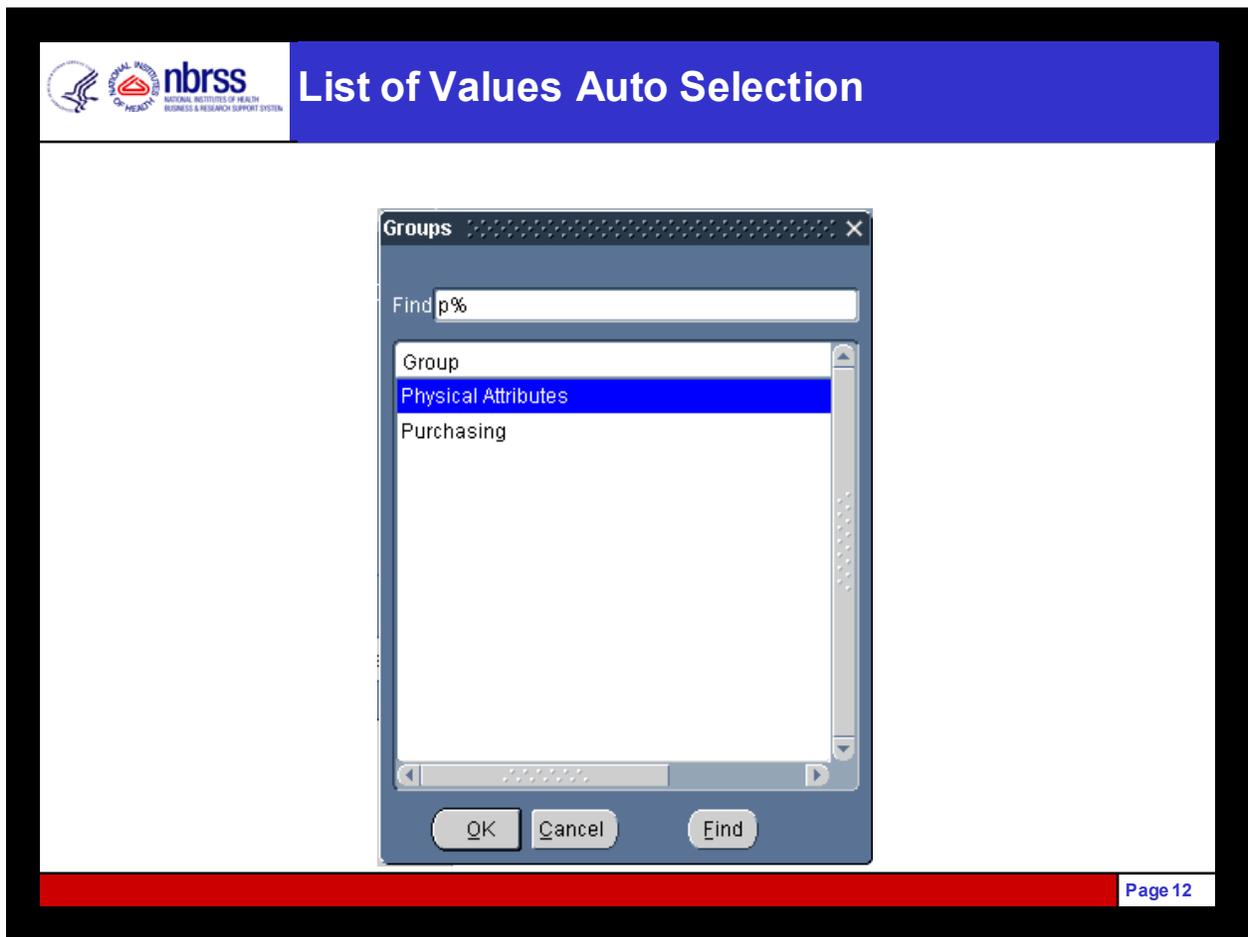
## Using the LOV

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

The screenshot shows the Oracle Calendar window with the following components and annotations:

- Choose a month:** An arrow points to the month dropdown menu, which currently displays "May".
- Choose a year:** An arrow points to the year dropdown menu, which currently displays "2001".
- Choose a day:** An arrow points to the date grid, where the number "11" is highlighted in blue.

The calendar grid shows the following dates:

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Below the calendar grid, the selected date is displayed as "11/MAY/2001". There are also time selection fields for "12:" and "00", and radio buttons for "AM" and "PM". At the bottom, there are "OK" and "Cancel" buttons.

Page 14

### 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.

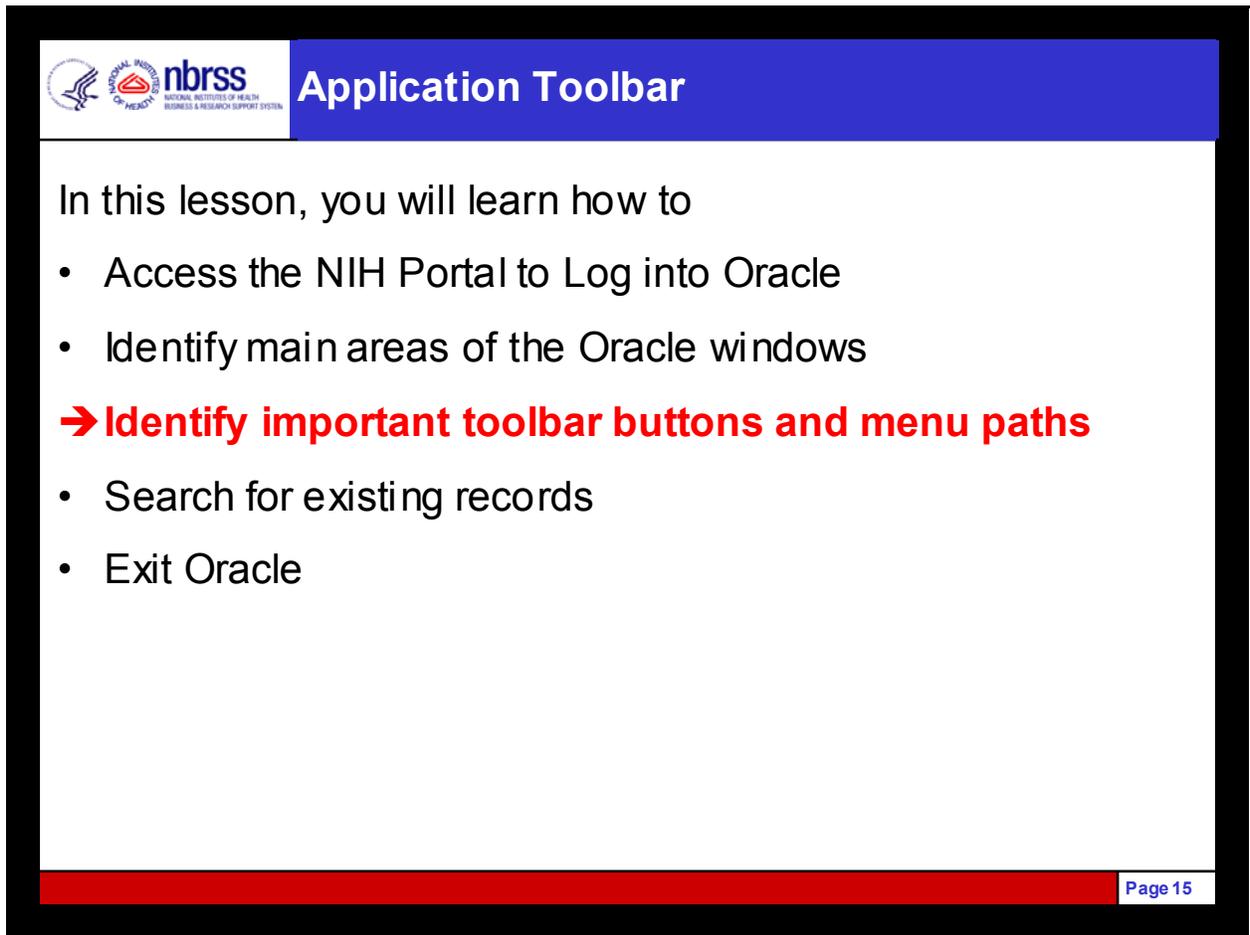
1. Put your cursor in a date field.
2. Click the List icon to display the Calendar window. The date value that appears below the calendar is called the *selected date*, which is either the value already in the field, the default value of the field, or the current system date.
3. Click on a date.

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

---



The image shows a presentation slide with a blue header bar containing the NBRSS logo and the title 'Application Toolbar'. The main content area is white with a black border, listing learning objectives. A red arrow points to the objective 'Identify important toolbar buttons and menu paths'. A red footer bar at the bottom right contains the text 'Page 15'.

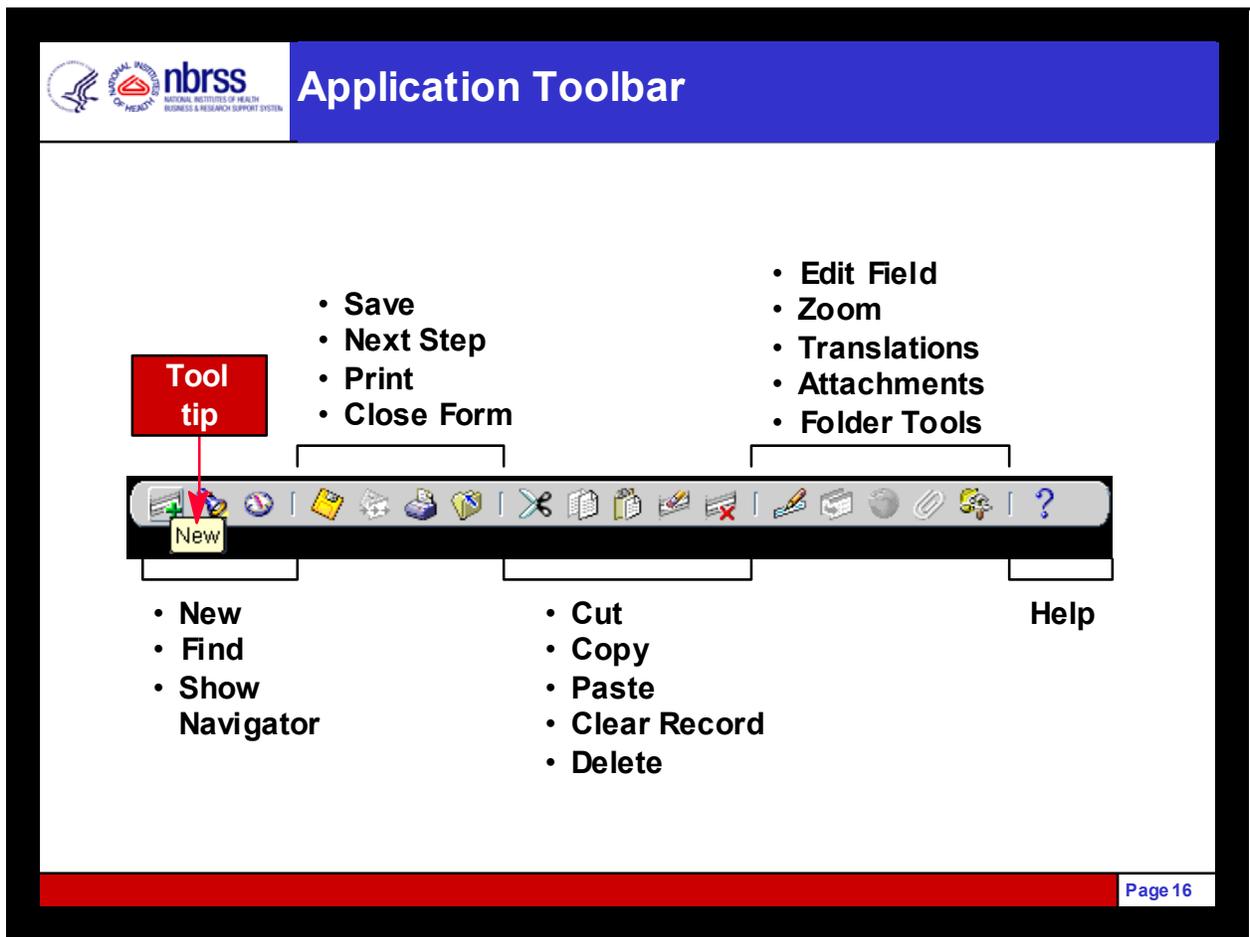
 **Application Toolbar**

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

Page 15

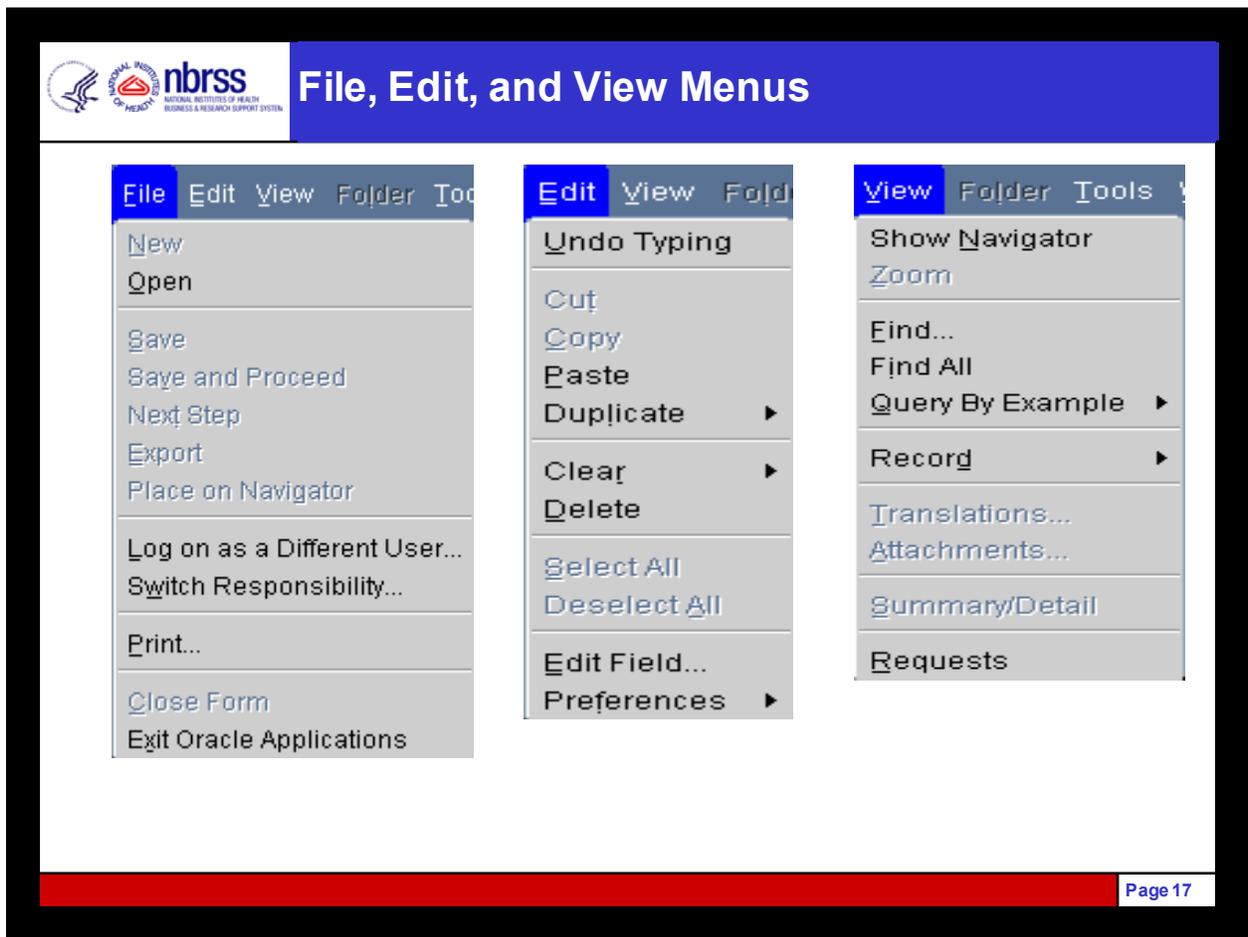
## Application Toolbar



### 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.

## File, Edit, and View Menus



### 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.

## Searching for Existing Records

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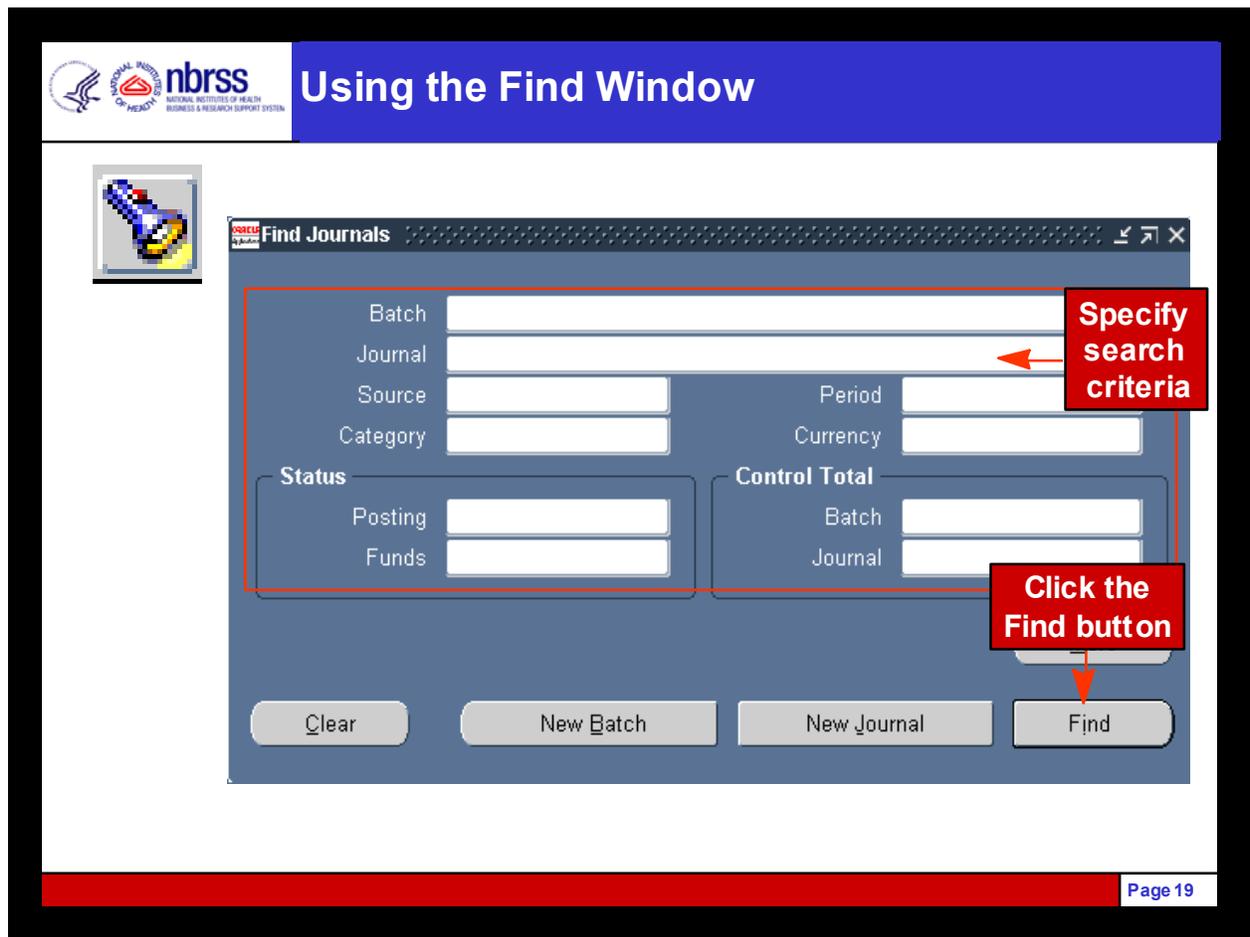


### Searching for Existing Records

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

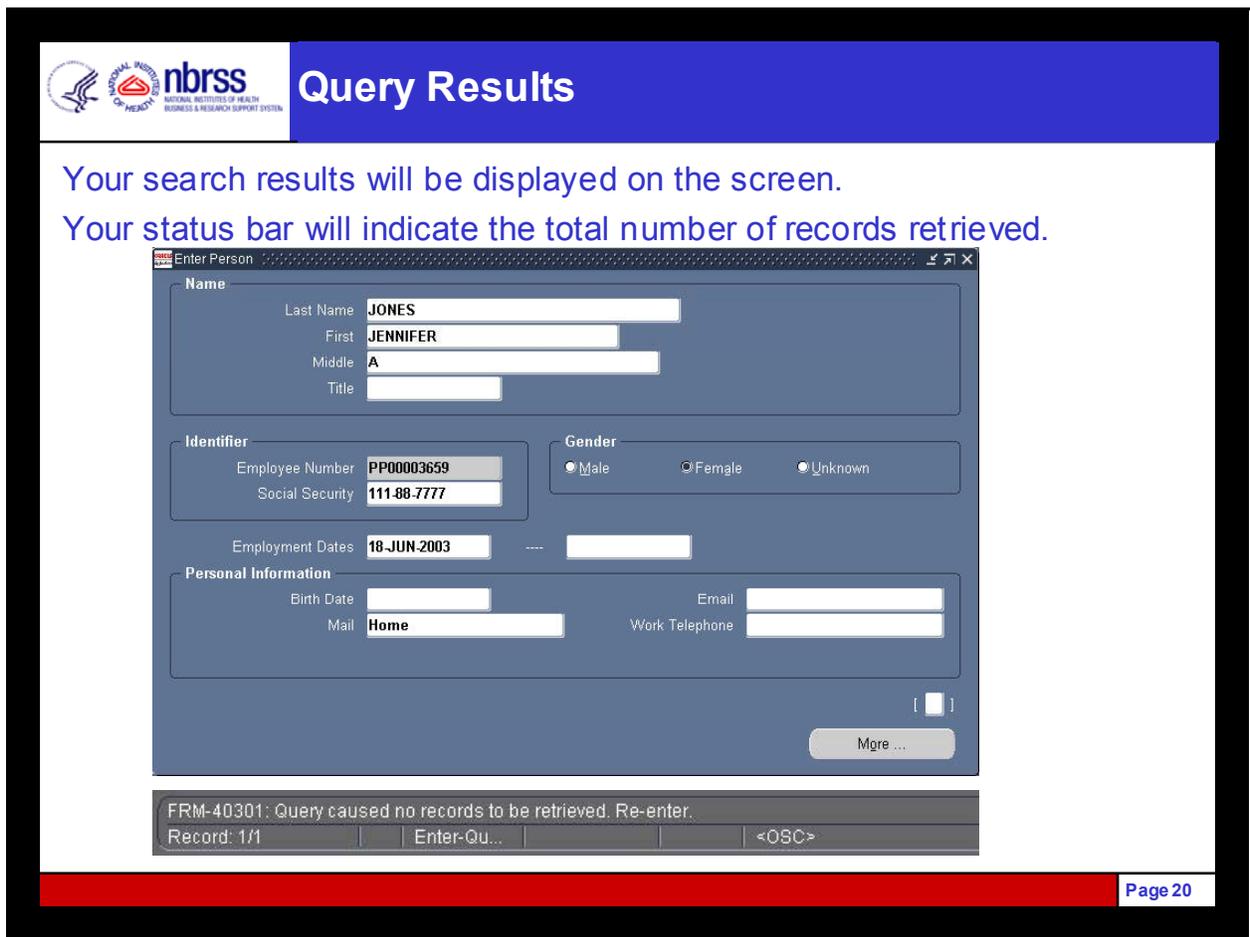
## Using the Find Window



### 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



The screenshot shows the 'Enter Person' form in Oracle HRMS. The form is titled 'Query Results' and includes the NBRSS logo. It contains several sections for data entry:

- Name:** Last Name: JONES, First: JENNIFER, Middle: A, Title: (empty)
- Identifier:** Employee Number: PP00003659, Social Security: 111-88-7777
- Gender:** Radio buttons for Male, Female, and Unknown.
- Employment Dates:** 18-JUN-2003
- Personal Information:** Birth Date, Email, Mail: Home, Work Telephone.

At the bottom of the form, a status bar displays the message: 'FRM-40301: Query caused no records to be retrieved. Re-enter.' Below this, a record indicator shows 'Record: 1/1' and navigation buttons for 'Enter-Qu...', '<OSC>', and 'Mgre ...'. The page number 'Page 20' is visible in the bottom right corner.

### 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

**Search for Data**

**Search for Data Using Query Mode**

**Enter Person**

**Name**

Last Name

First

Middle

Title

**Identifier**

Employee Number

Social Security

**Gender**

Male  Female  Unknown

Employment Dates  ---

**Personal Information**

Birth Date

Mail

Email

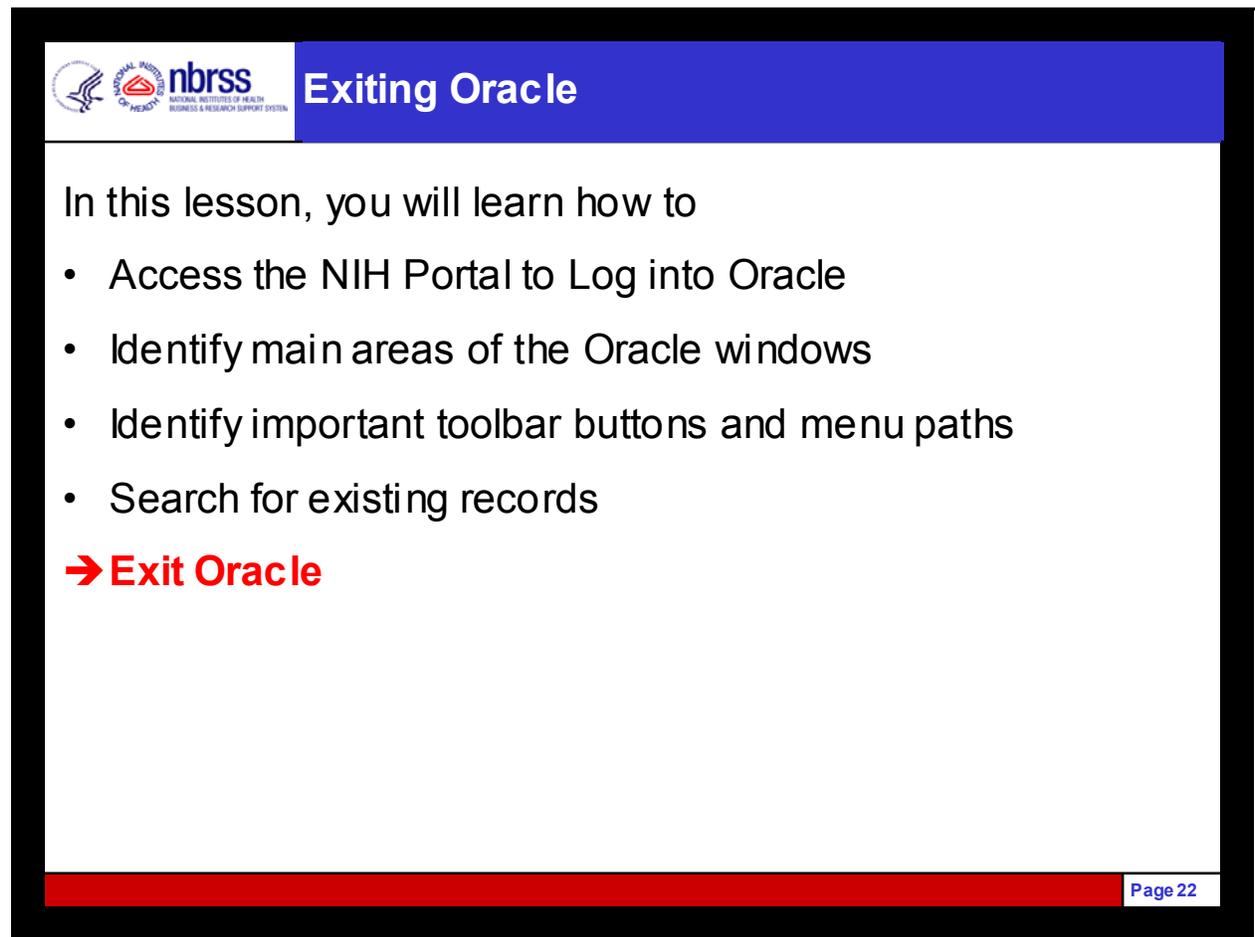
Work Telephone

[ ]

More ...

Page 21

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



The slide features a blue header bar with the nbrss logo on the left and the title 'Exiting Oracle' in white text. Below the header, the main content area is white and contains a list of learning objectives. At the bottom of the slide, there is a red bar with the text 'Page 22' in white.

 **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**

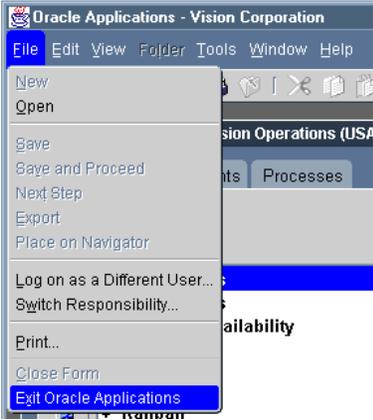
Page 22

## Logging Out of Oracle



### Logging Out of Oracle

- (M) File > Exit Oracle Applications
- Use this method so that your username is cleared from system access.



Page 23

### Exiting Oracle Applications

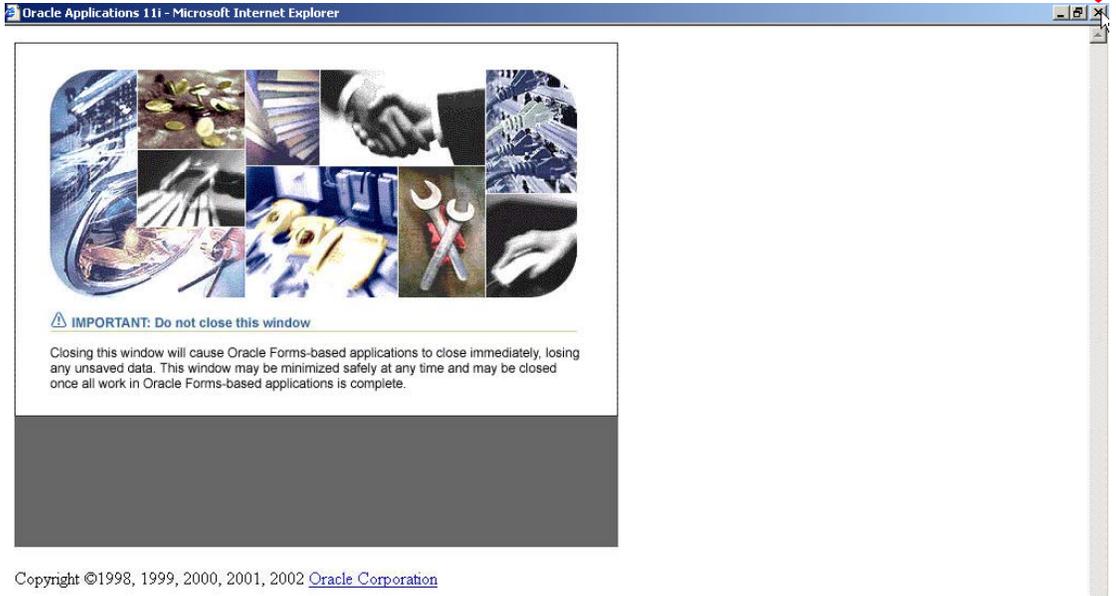
(M) File > Exit Oracle Applications, to log off the system. It is important to exit the system in this manner, rather than any other, as this is the only way to ensure that your user name is cleared from system access.

# Logging Out of Oracle



## Logging Out of Oracle

Close the Oracle Applications 11i window by selecting the X in the upper right hand corner.



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## Lesson Summary

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### 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



# **Processing Travel-Related Payments**

## **Chapter 5**

# Processing Travel-Related Payments

---



## Processing Travel-Related Payments

*Track 2 End User Training  
September 2003*

## Lesson Objectives

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### Lesson Objectives

After this lesson you should know how to:

- Process travel-related payments
- Void a payment

## Process travel-related payments

---



### Process travel-related payments

After this lesson you should know how to:

→ **Process travel-related payments**

- Void a payment

# Cashier Payments Reference

  
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## Cashier Payments Reference

**All payments for Travel Documents beginning with TR  
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	<i>03, 04, 05</i>	<b>NBS</b>
Travel Payments – starting with W	<i>03, 04, 05</i>	<b>ADB</b>
SF44 - Miscellaneous Vendor	<i>06 &amp; 07</i>	<b>ADB</b>
All other payments	<i>09</i>	<b>ADB</b>

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

# Sample Travel Authorization with Advance



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## Sample Travel Authorization with Advance

**Document Type**

```

=====
AUTHORIZATION
PAGE 1 ** Read Privacy Act on Last Page **
=====
1) NAME: KISSO, WILLIAM ..
ADDR: ADDRESS NOT AVAILABLE
PHONE:
MAIL CD:
ORG: HHS00000000
TITLE:
DUTY: TZ: 6 SEC CLR:
RES: CARD: CARDHOLDER
HOURS: 8
=====
2) TA NUM: A3 DATE: 09/01/2003 TYPE: SINGLE TRIP
=====
3) TRAVEL PURPOSE: Domestic Travel
=====
4) GENERAL ITINERARY
=====
DATE TIME DEPARTED/ARRIVED LOCATIONS PER DIEM RATE
=====
10/11/2003 D-
10/11/2003 A-BOSTON,MA 192/50
10/14/2003 D-BOSTON,MA
10/14/2003 A
=====
5) OTHER AUTHORIZATIONS
OTHER PRIVATELY-OWNED VEHICLE
CONFERENCE ALLOWANCE(1)
TRAVEL CASH ADVANCE
MEALS PROVIDED(2)
REGISTRATION FEES(3)
=====
6) EST COST ADV AMT
LODGING-O 660.00 0.00
MILE-O 149.00 0.00
MILEAGE 324.00 0.00
PHONE-O 20.00 0.00
REG FEES- 175.00 0.00
TRANSPORT 70.00 0.00
=====
TOTAL 1398.00 0.00
ADVANCE AUTHORIZED 600.00
=====

```

**Document No**

**Traveler Name and Address**

**Trip Purpose & Trip Type**

**Authorized Advance**

Page 5

# Travel Advances and AP Prepayments

The image shows a travel document and an Accounts Payable (AP) invoice. The travel document is a form with a header that reads "AUTHORIZATION" and "TR6-1". Below this, it lists personal information for William Rizzo, including his name, EIN (001-14-15067), address (ADDRESS NOT AVAILABLE), phone, mail CD (H1AM000000C), title, and cardholder status. The AP invoice is a table with columns for Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amount. The first row shows a prepayment for William R. at site TRAVEL, dated 01-OCT-2003, with invoice number TR6-AD, currency USD, and amount 600.0. Red arrows point from blue callout boxes to the "AUTHORIZATION" field in the travel document and the "TR6-AD" field in the AP invoice.

**Travel Authorization Number = AP Prepayment Number - AD**

**Travel Authorization Number**

**AP Prepayment Number**

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Prepayment	WILLIAM R	1023022	TRAVEL	01-OCT-2003	TR6-AD	USD	600.0

Page 6

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



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## Sample Foreign Travel Voucher

09/03/03 VOUCHER		VOUCHER#:	IRL771				
PAGE 1 ** Read Balance Mt. On Last Page **		TA Num:	A7				
1) NAME: ZEME, THOMAS .		BIN:	001-13-68613				
ADDR: SERVICE DE CHIMIE MOLECULA GIP-SUR-YVETTE CEDEX		PHONE:					
		MAIL CD:					
		SRG:	HNT4Q20000C				
DUTY:		TZ: 6	TITLE:				
RES:		SEC CLR:	CARDHOLDER				
HOURS: 8		CARD:					
2) FROM	TO	TA NUMBER	TA DATE	TRIP PURPOSE	TRIP TYPE		
10/17/2003	10/20/2003	A7	09/01/2003	Domestic Travel	SINGLE TRIP		
3) GTR/TICKET NO		VALUE	CR	CLS	DATE	FROM	TO
TBD 1		1015.00					
4) ACCT CLASS CODE		TRIP 3	TRIP 2	TRIP 1	5) FINANCE OFFICE		
1				1413.50			
114452.1.2131 PROGRAM-DOMESTIC.1832.14159.14159.103.10/17/20							
03..PROJECTS							
6) NON-REIMBURSABLE EXPENSES					1,038.50		
TOTAL AMOUNT CLAIMED					375.00		
ADVANCE OUTSTANDING				0.00			
ADVANCE APPLIED				0.00			
NET TO TRAVELER (GOVT)					375.00		

Document Type

Traveler Name and Address

Trip Purpose & Trip Type

Net Due to Traveler

Page 7

# Travel Vouchers and Travel-Related Invoices

**Travel Voucher Number = AP Invoice Number**

09/03/03  
PAGE 1 \*\* Read Privacy Act On Last Page \*\*

VOUCHER  
Voucher: TR16V1  
TA Num: A6

1) NAME: WILLIAMS, KRISTINE . EIN: CON-V0-00011  
ADDR: 3401 ARDEN CREEK RD PHONE:  
SACRAMENTO, CA 95825 MAIL CD:  
DUTY: TZ: 6 TITLE:  
RES: SEC CLR: CARD: CARDHOLDER  
HOURS: 8

2) FROM TO TA NUMBER TA DATE TRIP PURPOSE TRIP TYPE  
10/06/2003  
10/08/2003 A6 09/01/2003 Patient Travel Patient Tri

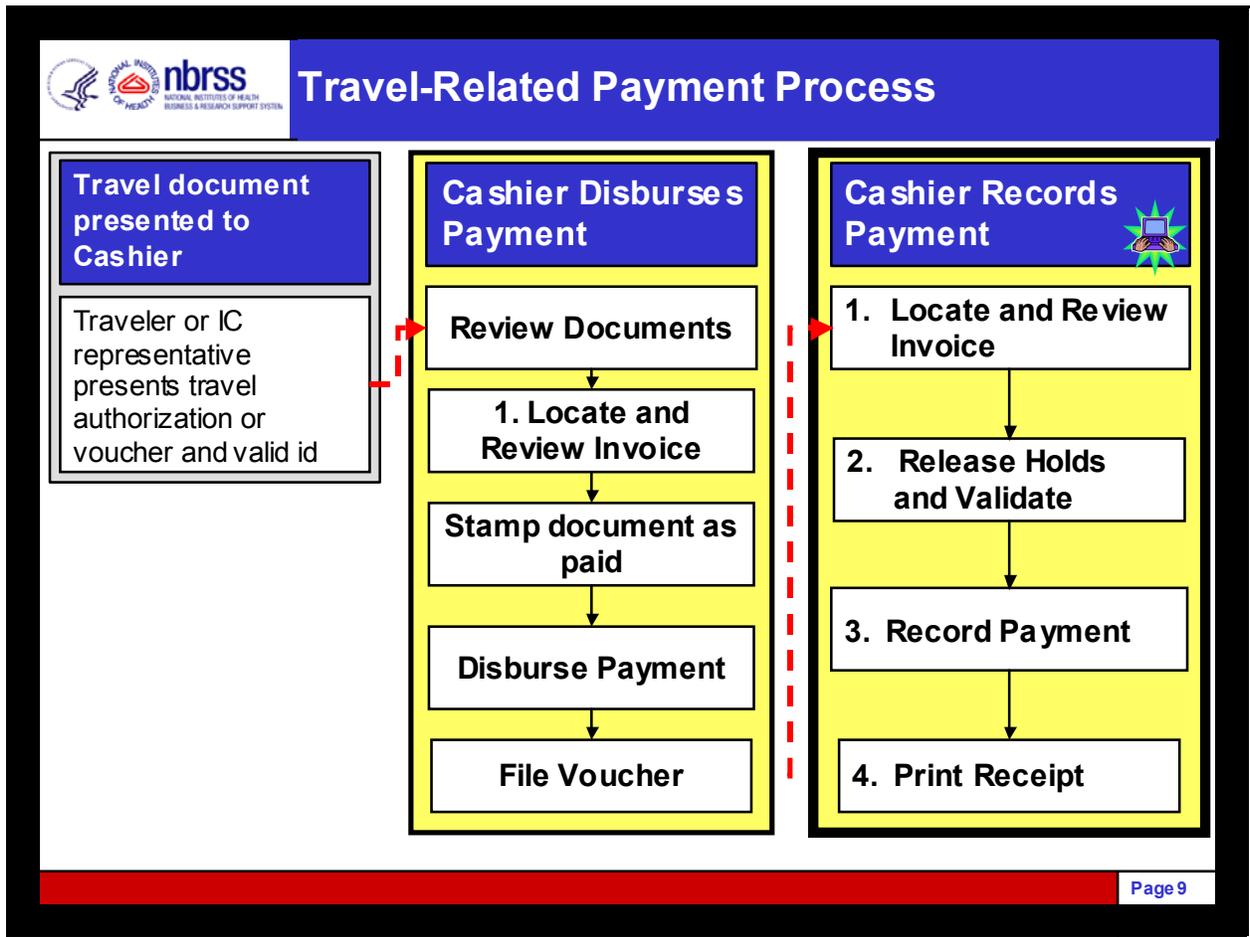
Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	KRISTINE V	1042807	TRAVEL	01-SEP-2003	TR16V1	USD	175.1

Page 8

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

Navigate to N > Invoices > Entry > Invoices

**1. Locate and Review Invoice**

Enter Travel Document Number

Press **FIND**

Page 10

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.

Result: The **Invoices** window will display the invoice.

# Travel-Related Invoice

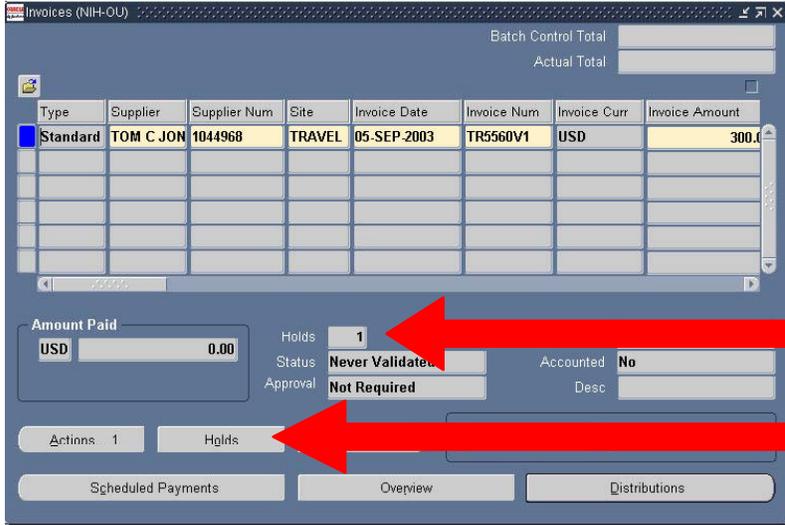


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## Travel-Related Invoice

- Search results are displayed in the **Invoices** window.
- Invoices designated for cashier pickup are on hold.
- Select the **Holds** button to view the type of hold.

**1. Locate and Review Invoice**



Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	TOM C JON	1044968	TRAVEL	05-SEP-2003	TR5560V1	USD	300.0

Amount Paid: USD 0.00

Holds: 1

Status: Never Validated

Accounted: No

Approval: Not Required

Desc:

Actions: 1

Holds

Scheduled Payments | Overview | Distributions

Hold Indicator

Select **Holds** to view hold type

Page 11

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

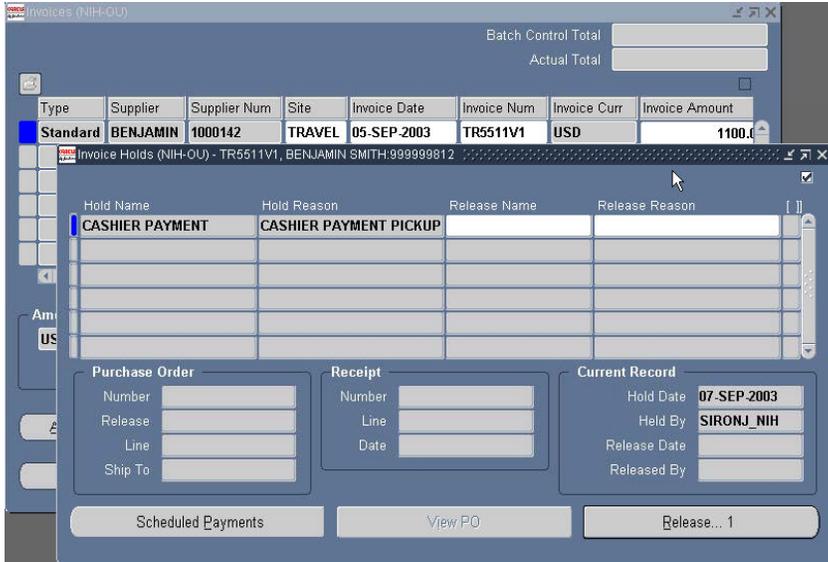
# Patient Travel Invoice

  
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## Patient Travel Invoice

The type of hold should be **Cashier Payment**

**1. Locate and Review Invoice**



The screenshot shows the 'Invoices (NIH-OU)' application window. At the top, it displays 'Batch Control Total' and 'Actual Total' fields. Below is a table with columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amount. The first row is highlighted in blue and contains: Standard, BENJAMIN, 1000142, TRAVEL, 05-SEP-2003, TR5511V1, USD, and 1100.0. Below the table is a window titled 'Invoice Holds (NIH-OU) - TR5511V1, BENJAMIN SMITH:999999812'. This window has a table with columns: Hold Name, Hold Reason, Release Name, and Release Reason. The first row contains: CASHIER PAYMENT, CASHIER PAYMENT PICKUP, and empty fields for Release Name and Release Reason. Below the table are three sections: 'Purchase Order' (with fields for Number, Release, Line, Ship To), 'Receipt' (with fields for Number, Line, Date), and 'Current Record' (with fields for Hold Date: 07-SEP-2003, Held By: SIRONJ\_NIH, Release Date, Released By). At the bottom of the window are buttons for 'Scheduled Payments', 'View PO', and 'Release... 1'.

Page 12

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

# Patient Travel Invoice

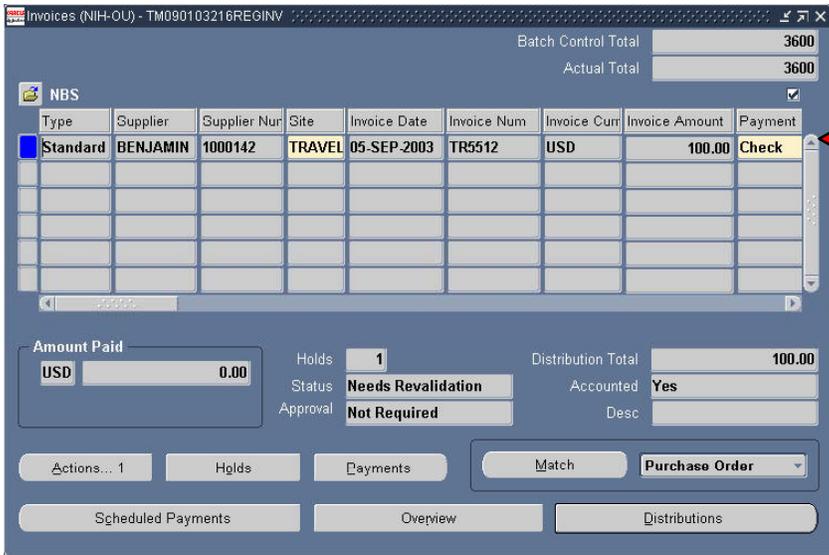


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## Patient Travel Invoice

**Payment Method should be Check.**

**1. Locate and Review Invoice**



Type	Supplier	Supplier Nur	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Payment
Standard	BENJAMIN	1000142	TRAVEL	05-SEP-2003	TR5512	USD	100.00	Check

Batch Control Total: 3600  
Actual Total: 3600

Amount Paid: USD 0.00  
Holds: 1  
Status: Needs Revalidation  
Approval: Not Required  
Distribution Total: 100.00  
Accounted: Yes

Buttons: Actions... 1, Holds, Payments, Match, Purchase Order, Scheduled Payments, Overview, Distributions

Page 13

# Releasing the Hold

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## Releasing the Hold

You must release the hold first through the **Actions** button.

**2. Release Holds and Validate**

**Invoice Actions**

- Validate
- Validate Related Invoices
- Cancel Invoices
- Apply/Unapply Prepayment...
- Pay in Full...
- Create Accounting
- Release Holds
- Print Notice

Hold Name: **All**

Release Name: **Holds Quick Released**

Release Reason: **Holds Released**

Printer: \_\_\_\_\_

Sender Name: \_\_\_\_\_

Sender Title: \_\_\_\_\_

OK Cancel

Page 14

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



Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	OLIVE M RE	1042815	TRAVEL	11-SEP-2003	TR1341V1	USD	292.00

Batch Control Total: \_\_\_\_\_  
Actual Total: \_\_\_\_\_

USD 0.00 Holds: 0 Distribution Total: 292.00  
Status: Never Validated Accounted: No  
Approval: Not Required Desc: \_\_\_\_\_

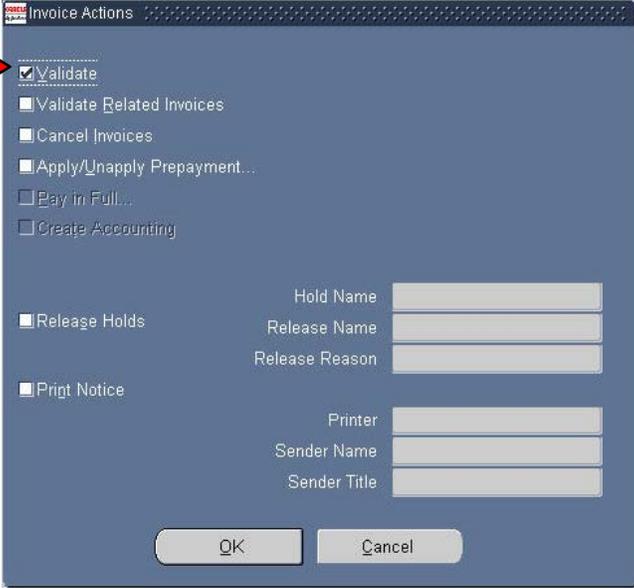
Actions... 1 Holds Payments Match Purchase Order  
Scheduled Payments Overview Distributions

# Validating the Invoice

 **Validating the Invoice**

You will validate the invoice through the **Actions** button.

**2. Release Holds and Validate**



Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

OK Cancel

Page 16

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

# Validating the Invoice



## Validating the Invoice

Once the invoice is validated, the invoice will be ready for payment.

### 2. Release Holds and Validate

Validated



Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	OLIVE M RE	1042815	TRAVEL	11-SEP-2003	TR1341V1	USD	292.00

Batch Control Total: [ ]  
Actual Total: [ ]

Amount Paid: [ ]  
Holds: 0  
Status: **Validated**  
Approval: **Not Required**

Distribution Total: 292.00  
Accounted: **No**  
Desc: [ ]

Actions... 1 | Holds | Payments | Match | Purchase Order

Scheduled Payments | Overview | Distributions

# Recording a Payment



## 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

# Payments Window

The screenshot displays the 'Payments Window' interface. At the top left is the 'nbrss' logo with the text 'NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEMS'. The main title is 'Payments Window'. Below the title, a blue box contains the text 'You will record the payment in the Payments window.' To the right of this text is a box labeled '3. Record Payment'. The interface shows two overlapping windows. The top window is 'Enter Transaction Events' with fields for 'Form Activity' (Payments), 'Transaction Event' (AP PAYMENTS), and 'Transaction Code' (B110). Below these fields are 'OK' and 'Cancel' buttons. The bottom window is 'Payments (NIH-OU) - Pay in Full' and contains a table with the following data:

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr
Manua	MAIN DISBURSEM	CASH.ND	60006	05-SEP-2003	300.00	USD

Below the table, there is an 'Accounted' field set to 'No' and several buttons: 'Actions... 1', 'Enter/Adjust Invoices', 'Payment Overview', and 'View Invoices'. A red bar at the bottom right of the window contains the text 'Page 19'.

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



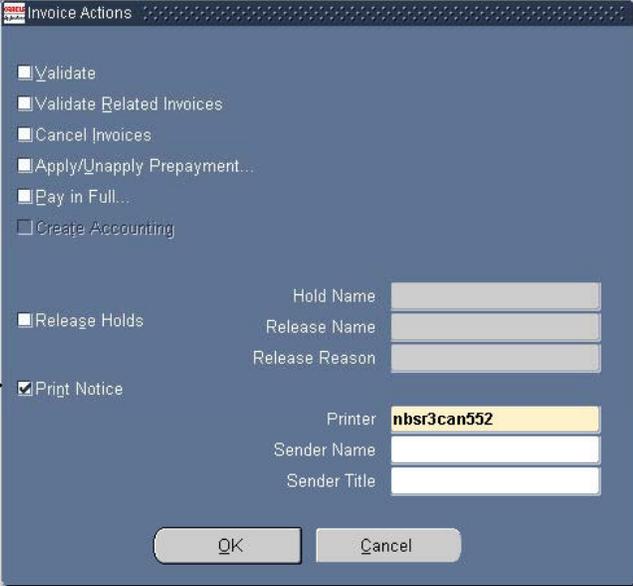
**nabrss**  
NATIONAL ACADEMY OF BUSINESS & RESEARCH SUPPORT SYSTEMS

## 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**



**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

The screenshot shows a software window titled "Find Invoices" with a blue header. The window is divided into several sections for data entry:

- Supplier:** Fields for Name, Site, PO Num, Number, Taxpayer ID, and a dropdown for PO Shipment.
- Invoice:** Fields for Number, Type, Amounts, Dates, Terms, Pay Group, Invoice Batch, and Currency.
- Invoice Status:** Fields for Paid, Accounted, and Status.
- Holds:** Fields for Status, Name, and Reason.
- Voucher Audit:** Fields for Category, Name, and Numbers.
- Invoice Template:** Fields for Number and Period Type.

At the bottom of the window, there are four buttons: "Calculate Balance Owed...", "Clear", "New", and "Find". A mouse cursor is pointing at the "Find" button.

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.

INACIS Invoices (NIH-OU)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	ANGELA FA	1000085	TRAVEL	10-SEP-2003	TR279V1	USD	781.00

Amount Paid: USD

Holds:

Status: **Needs Revalidation**

Approval: **Not Required**

Distribution Total:

Accounted:

Desc:

Actions... 1    Holds    Payments    Match    Purchase Order

Scheduled Payments    Overview    Distributions

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

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

INACIS Invoice Holds (NIH-OU) - TR279V1, ANGELA FALWELL:0010093529

Hold Name	Hold Reason	Release Name	Release Reason
CASHIER PAYMENT	CASHIER PAYMENT PICKUP		

Purchase Order: Number  Release  Line  Ship To

Receipt: Number  Line  Date

Current Record: Hold Date  Held By  Release Date  Released By

Scheduled Payments    View PO    Release... 1

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.

The screenshot shows the 'Invoice Actions' dialog box. It contains several checkboxes and text input fields. The checkboxes are:  Validate,  Validate Related Invoices,  Cancel Invoices,  Apply/Unapply Prepayment...,  Pay in Full...,  Create Accounting,  Release Holds, and  Print Notice. The text input fields are: Hold Name, Release Name, Release Reason, Printer, Sender Name, and Sender Title. The dialog also has OK and Cancel buttons at the bottom.

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.

Invoice Actions

- Validate
- Validate Related Invoices
- Cancel Invoices
- Apply/Unapply Prepayment...
- Pay in Full...
- Create Accounting

Release Holds

Hold Name: **All**

Release Name: **Holds Quick Released**

Release Reason: **Holds Released**

Print Notice

Printer: \_\_\_\_\_

Sender Name: \_\_\_\_\_

Sender Title: \_\_\_\_\_

OK Cancel

10. Select the **OK** button.

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

Invoices (NIH-OU) Batch Control Total   
Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Standard	ANGELA FA	1000085	TRAVEL	10-SEP-2003	TR279V1	USD	781.00

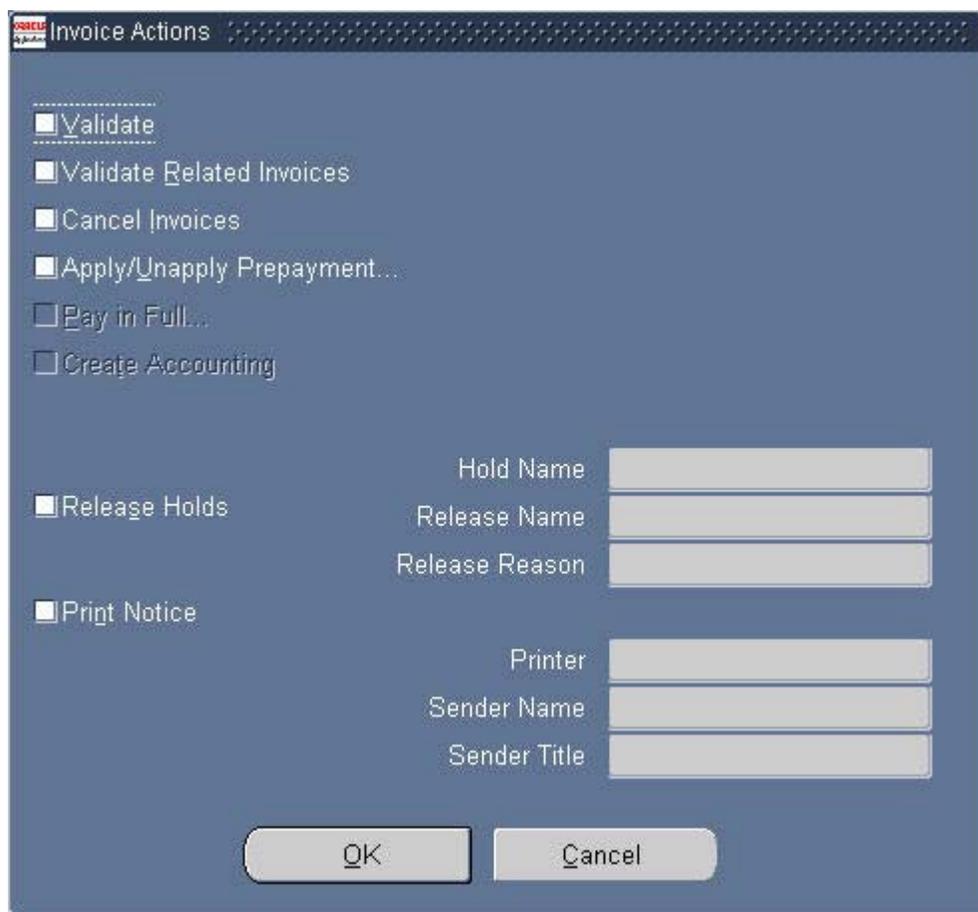
Amount Paid:

Holds:   
 Status:   
 Approval:

Distribution Total:   
 Accounted:   
 Desc:

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

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



12. Enable the **Validate** checkbox

Example: Below is a sample enabled validate checkbox.

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

13. Select **OK**.

Result: You are returned to the **Invoices** window and the status is **Validated**.

Invoices (NIH-OU) Batch Control Total   
Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Standard	ANGELA FA	1000085	TRAVEL	10-SEP-2003	TR279V1	USD	781.0

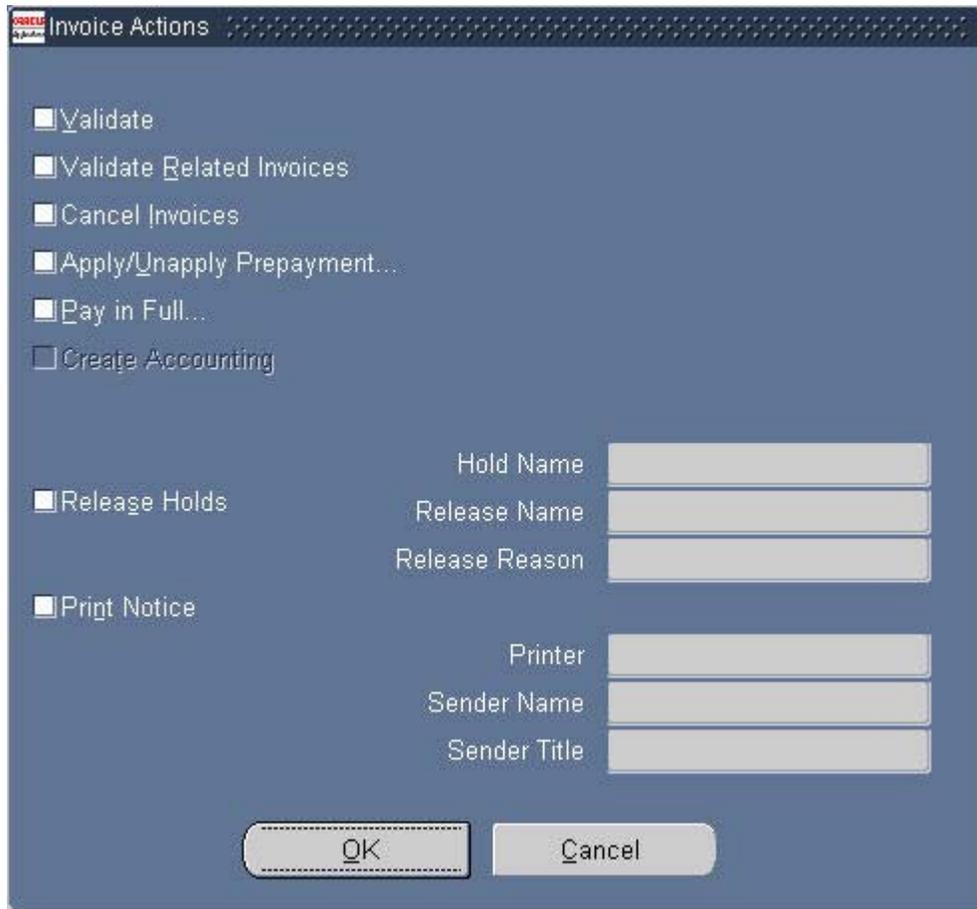
Amount Paid:

Holds:   
 Status:   
 Approval:

Distribution Total:   
 Accounted:   
 Desc:

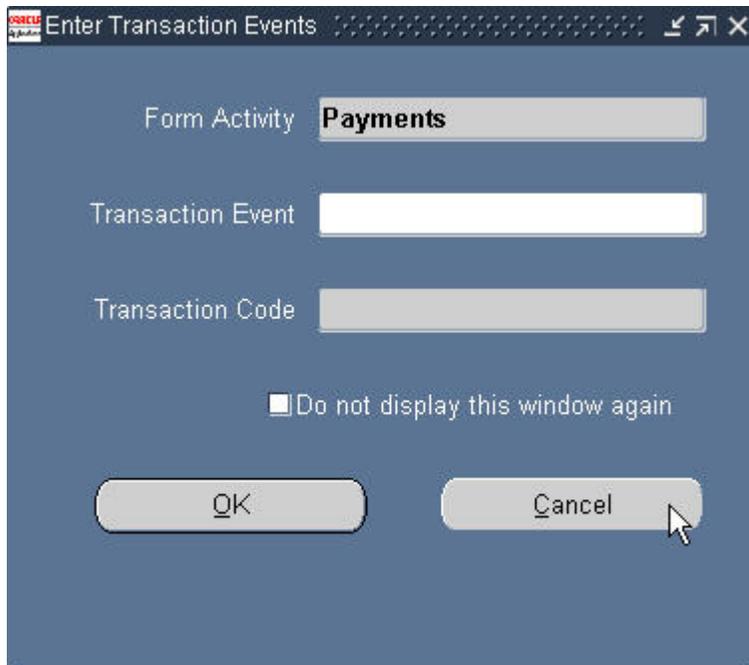
14. Select the **Actions** button.

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



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

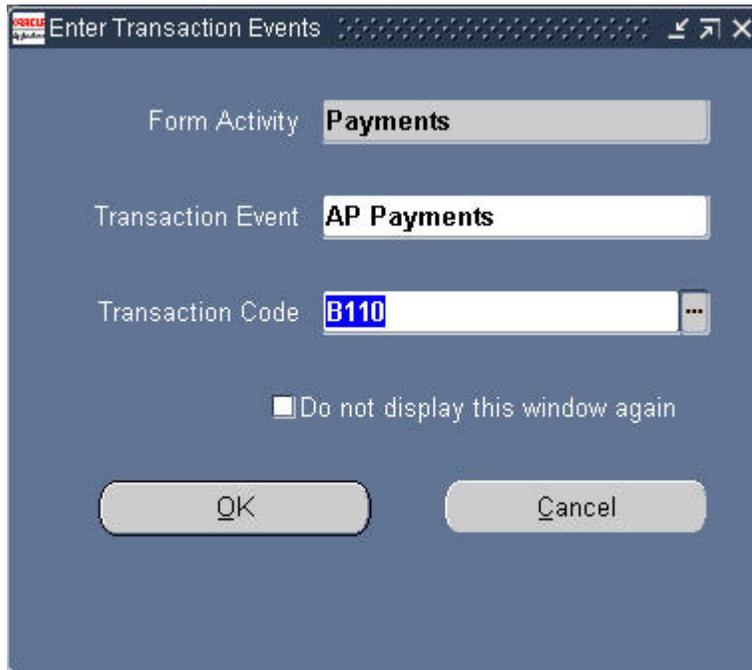
**Result:** The **Enter Transactions Events** window for the Payment workbench is displayed.



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.



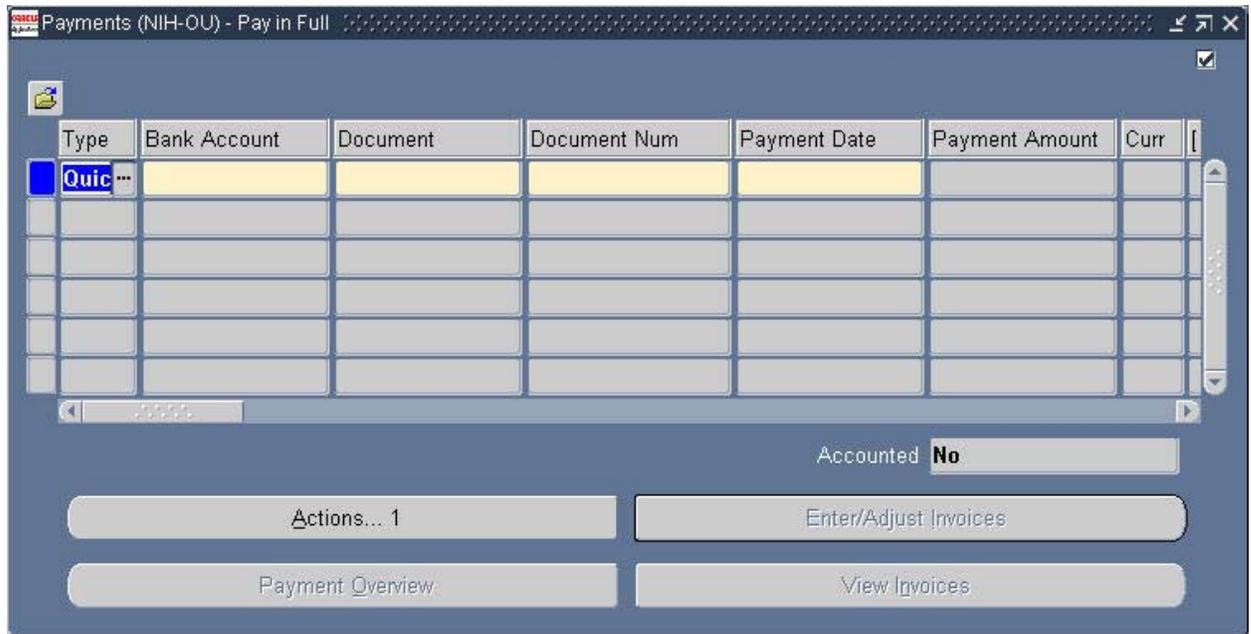
The screenshot shows a dialog box titled "Enter Transaction Events". It has three main input fields: "Form Activity" with a dropdown menu showing "Payments", "Transaction Event" with a dropdown menu showing "AP Payments", and "Transaction Code" with a text field containing "B110" and a small menu icon to its right. Below these fields is a checkbox labeled "Do not display this window again" which is currently unchecked. At the bottom of the dialog are two buttons: "OK" and "Cancel".

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.

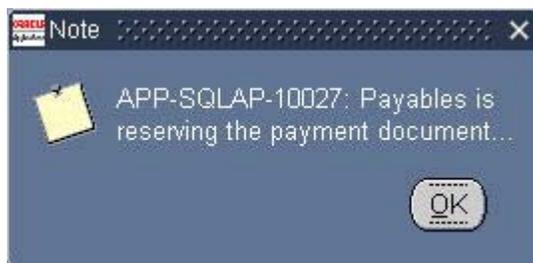
Result: The **Payments - Pay in Full** window is displayed.



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**.

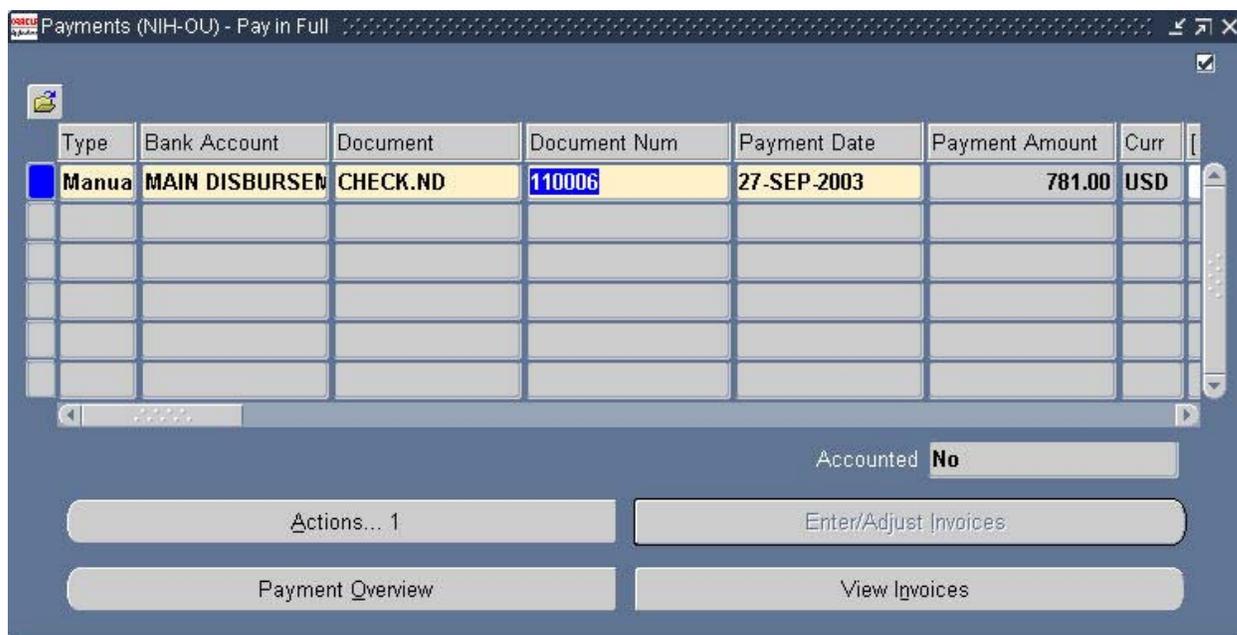
Note: Select the appropriate check document type with your initials. If the incorrect type is selected, the cashier's reconciliation will be affected.

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



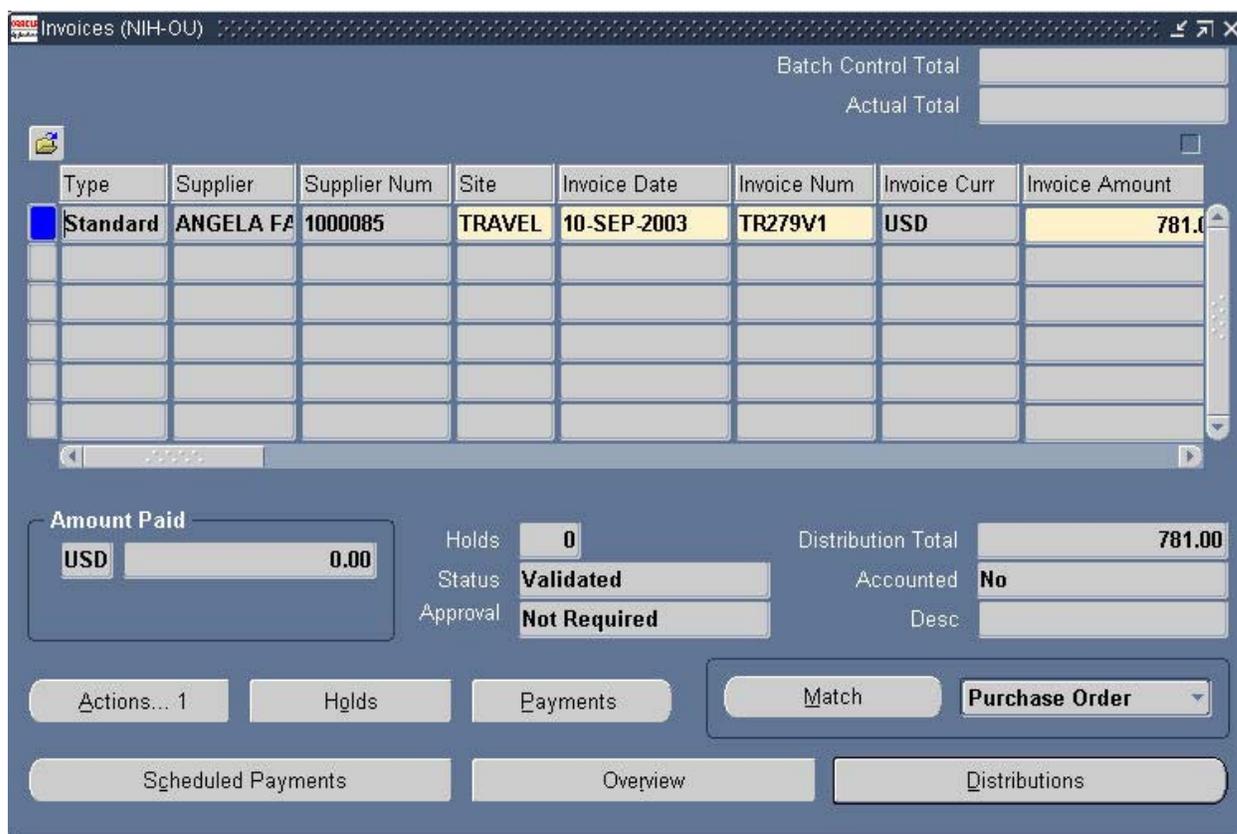
22. Select the **OK** button.
23. Save the record by using the **Save**  button on the application toolbar.

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.

The screenshot shows the 'Find Invoices' window with the following fields and values:

- Supplier:** Name (empty), Site (empty), PO Num (empty), Number (empty), Taxpayer ID (empty), PO Shipment (dropdown menu).
- Invoice:** Number (TR279V1), Type (dropdown menu), Amounts (empty), Dates (empty), Terms (dropdown menu), Pay Group (dropdown menu), Invoice Batch (empty), Currency (empty).
- Invoice Status:** Paid (dropdown menu), Accounted (dropdown menu), Status (dropdown menu).
- Holds:** Status (dropdown menu), Name (dropdown menu), Reason (dropdown menu).
- Voucher Audit:** Category (empty), Name (empty), Numbers (empty).
- Invoice Template:** Number (empty), Period Type (empty).

Buttons at the bottom: Calculate Balance Owed..., Clear, New, Find.

26. Select the **Find** button.

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

Invoices (NIH-OU)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Standard	ANGELA FA	1000085	TRAVEL	10-SEP-2003	TR279V1	USD	781.0

Amount Paid  USD

Holds

Status

Approval

Distribution Total

Accounted

Desc

Actions... 1    Holds    Payments    Match    Purchase Order

Scheduled Payments    Overview    Distributions

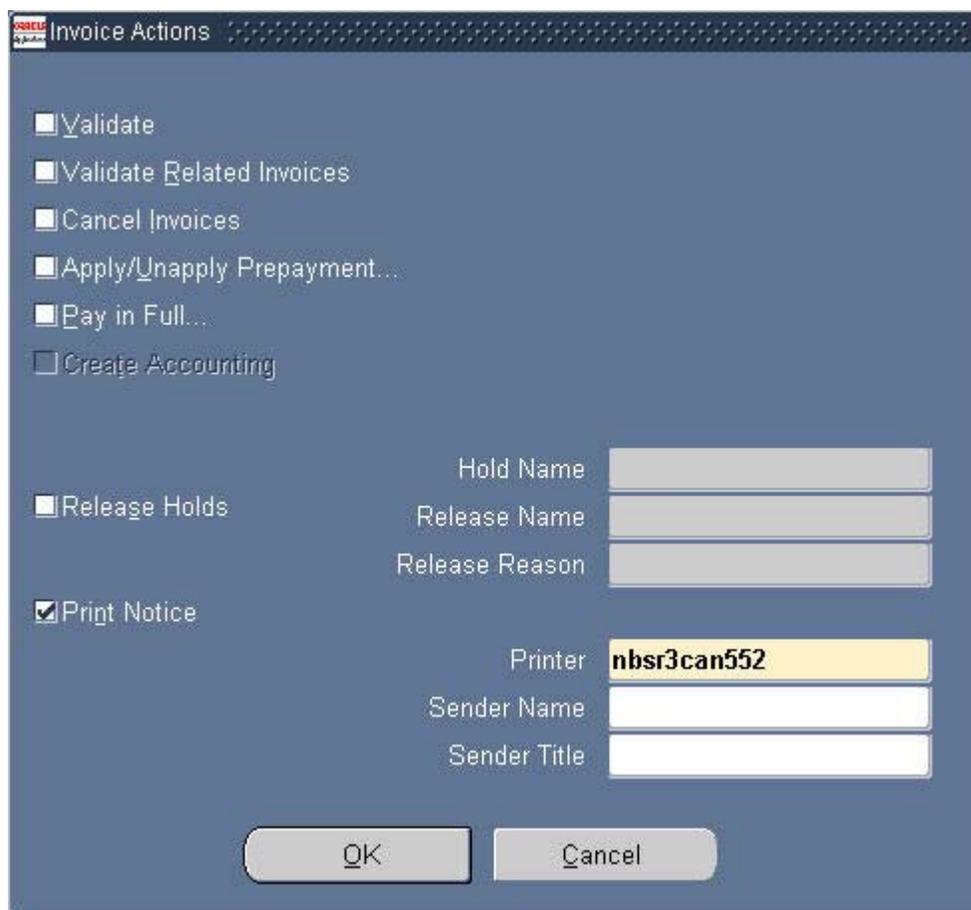
27. Select the **Actions...** button.

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.**





**Practice Lab**

# Lab Time



Page 21

Complete Lab 1: Recording Travel-Related Payments

## Voiding a Payment

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### Voiding a Payment

After this lesson you should know how to:

- Process travel-related payments

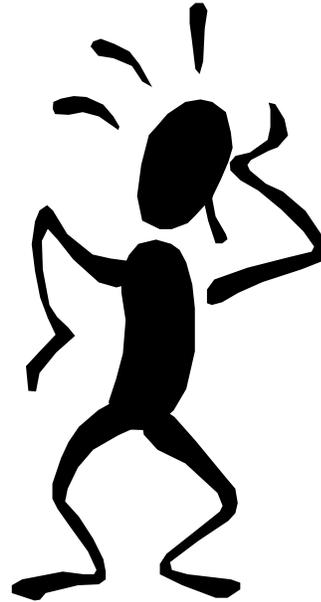
**→ Void a payment**

# 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



# 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

The screenshot shows the 'Find Invoices' window with the following fields and sections:

- Supplier:** Name, Site, PO Num, Number, Taxpayer ID, PO Shipment (dropdown).
- Invoice:** Number, Type, Amounts, Dates, Terms (dropdown), Pay Group (dropdown), Invoice Batch, Currency.
- Invoice Status:** Paid, Accounted, Status (dropdowns).
- Holds:** Status, Name, Reason (dropdowns).
- Voucher Audit:** Category, Name, Numbers.
- Invoice Template:** Number, Period Type.

Buttons at the bottom: Calculate Balance Owed..., Clear, New, Find.

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.

Invoices (NIH-OU)

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Standard	BENJAMIN	1000142	TRAVEL	05-SEP-2003	TR5512	USD	100.00

Amount Paid: USD

Holds:

Status:

Approval:

Distribution Total:

Accounted:

Desc:

Actions... 1    Holds    Payments    Match    Purchase Order

Scheduled Payments    Overview    Distributions

3. Select the **Payments** button.

Result: The **Payments** window is displayed.

Payments (NIH-OU) - TR5512, BENJAMIN SMITH:999999812

Payment Method	Document Number	Payment Date	GL Date	Void	Payment Amount
<input checked="" type="checkbox"/> Check	110002	05-SEP-2003	05-SEP-2003	<input type="checkbox"/>	100.00
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Discount Taken:

Scheduled Payment    Payment Overview

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

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

Payment Overview (NIH-OU)

Number **110002**  
 Currency **USD**  
 Amount **100.00**  
 Date **05-SEP-2003**  
 Batch  
 Voucher  
 Status **Negotiable**  
 Cleared Amount  
 Cleared Date  
 Void Date  
 Maturity Date

**Supplier**  
 Name **BENJAMIN SMITH:999999812**  
 Taxpayer ID **999999999**  
 Number **1000142** Site **TRAVEL**  
 Address **25125 SILVER CREST DR  
 LAYTONSVILLE, MD**

**Bank**  
 Name **TREAS PHIL FIN CTR/FUNDS TRANS**  
 Account **MAIN DISBURSEMENT**  
 Payment Document **CHECK.ND**  
 Payment Method **Check**

**Invoices**

Number	Amount Paid	GL Date	Description
<input checked="" type="checkbox"/> TR5512	100.00	05-SEP-2003	

Invoice Overview    Bank    Supplier    Payments

5. Select the **Payments** button.

Result: The **Payments** window is displayed.

Payments (NIH-OU)

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr
<input checked="" type="checkbox"/> Man...	MAIN DISBURSEM	CHECK.ND	110002	05-SEP-2003	100.00	USD

Accounted **No**

Actions... 1    Enter/Adjust Invoices  
 Payment Overview    View Invoices

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

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

Payment Actions

Format      Program

Print Now      Printer

Create Accounting

Print Remittance Advice      Program

Reissue

    Payment Date

    Payment Rate

    New Check Num

    Voucher Num

Initiate Stop      Date

Void

    Date

    GL Date

    Invoice Action **None** ▼

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.

Hold (NIH-OU)

Name

Reason

Hold Cancel

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

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

Hold (NIH-OU)

Name VOID PAYMENT

Reason VOID PAYMENT HOLD

Hold Cancel

10. Select the **Hold** button.

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

The screenshot shows a 'Payment Actions' dialog box with the following fields and options:

- Format
- Print Now
- Create Accounting
- Print Remittance Advice
- Reissue
- Initiate Stop
- Void

Fields for 'Void' are:

- Date: 23-JUN-2003
- GL Date: 23-JUN-2003
- Invoice Action: Hold

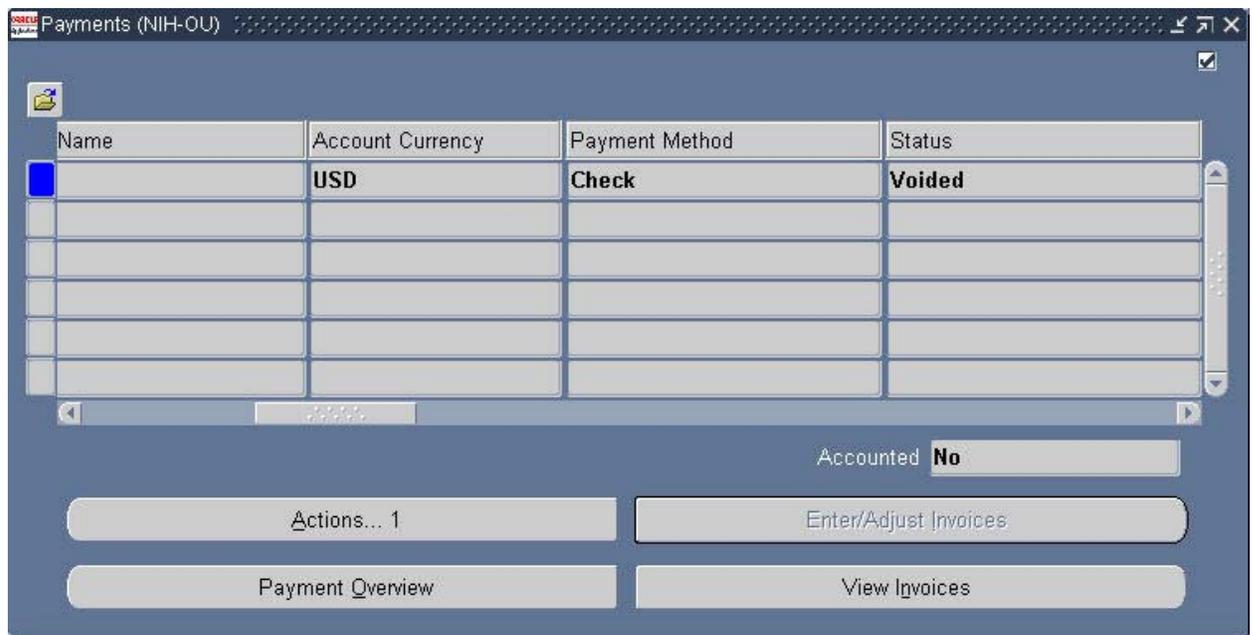
Buttons: OK, Cancel

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

# Lab Time



Page 24

Complete Lab 2: Voiding Payments

## Lesson Summary

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### Lesson Summary

In this lesson you learned how to:

- Process travel-related payments
- Void a payment

# **Important Dates and Information**

## **Chapter 6**

# Important Dates and Information

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**nbrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

## Important Dates and Information

*Track 2 End User Training*



**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**

## Initial Oracle Set Up Required

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### 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>

# NBS Travel Support Resources

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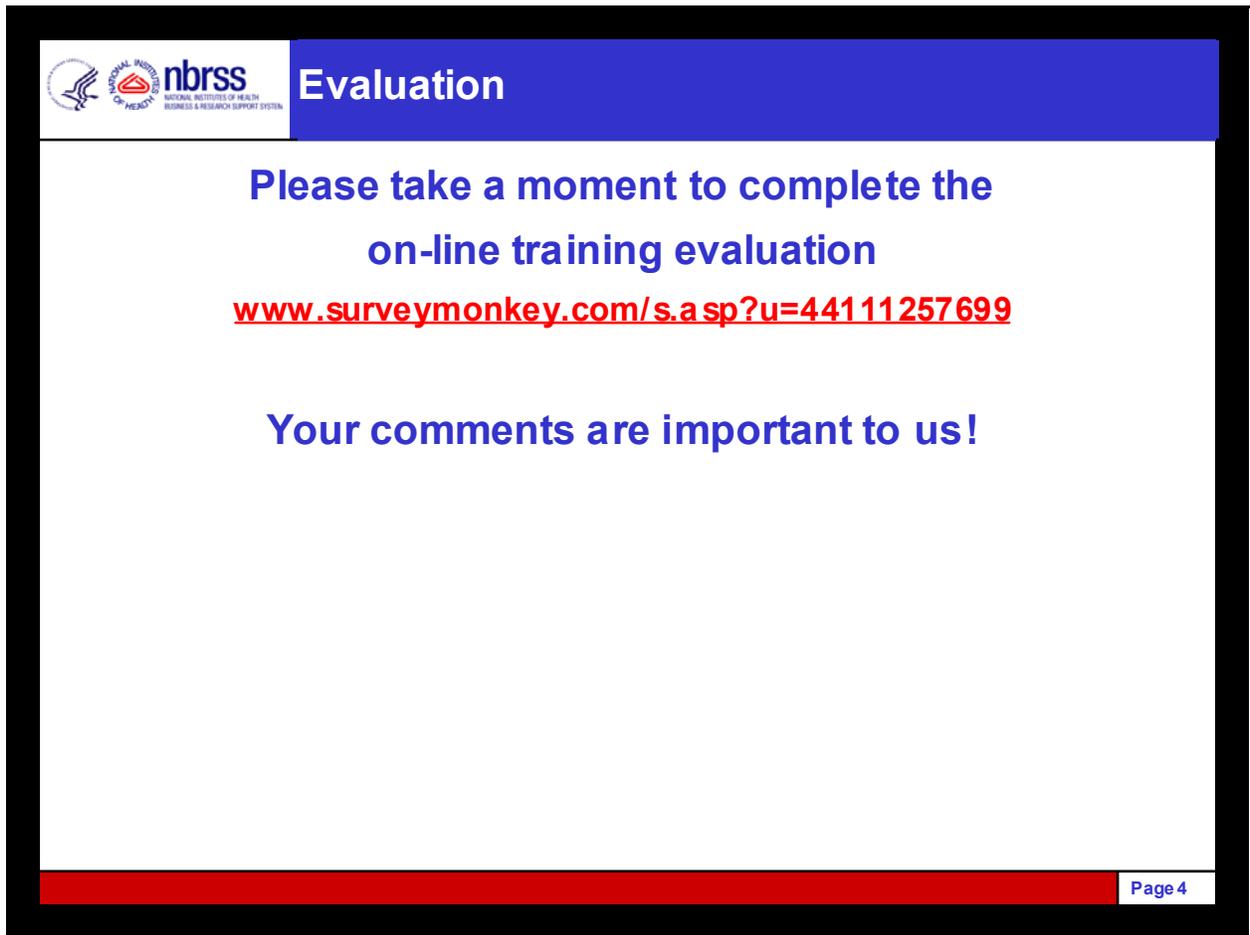


**nbrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

## 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](mailto:tasc@NIH.gov)
  - Web Request for Support: Submit to: <http://support.dit.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](mailto:nVisionSupport@nih.gov)
  - Web Site for information: <http://nvision.nih.gov>

Page 3



The slide features a blue header bar with the nbrss logo on the left and the word "Evaluation" in white text on the right. The main content area is white with blue text. A red footer bar contains the text "Page 4".

 **Evaluation**

**Please take a moment to complete the  
on-line training evaluation**

**[www.surveymonkey.com/s.asp?u=44111257699](http://www.surveymonkey.com/s.asp?u=44111257699)**

**Your comments are important to us!**

Page 4

Good Luck

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The slide features a blue header bar at the top. On the left side of the header, there is a logo for the National Institutes of Health Business & Research Support System (nbrss), which includes a stylized eagle and the text 'NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM'. To the right of the logo, the text 'Good Luck' is displayed in white. The main body of the slide is white and contains the text 'Good Luck!' in a large, blue, sans-serif font. At the bottom of the slide, there is a red footer bar. On the right side of this bar, the text 'Page 5' is written in white.

