



# **NIH Cash Management GTA User**

**Student Guide**



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# **NIH Cash Management GTA User: Course Overview**

## **Chapter 1**

# NIH Cash Management GTA User: Course Overview

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## NIH Cash Management GTA User: Course Overview

*Track 2 End User Training  
February 2004*

## Course Objectives

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### Course Objectives

- Overview of the GTA Reconciliation Process
- Preparing GTA files for Reconciliation
- Importing and Preparing Adjustments
- Running the Autoreconciliation Program and Reports
- Researching Exceptions and Reconciling Lines

# Agenda

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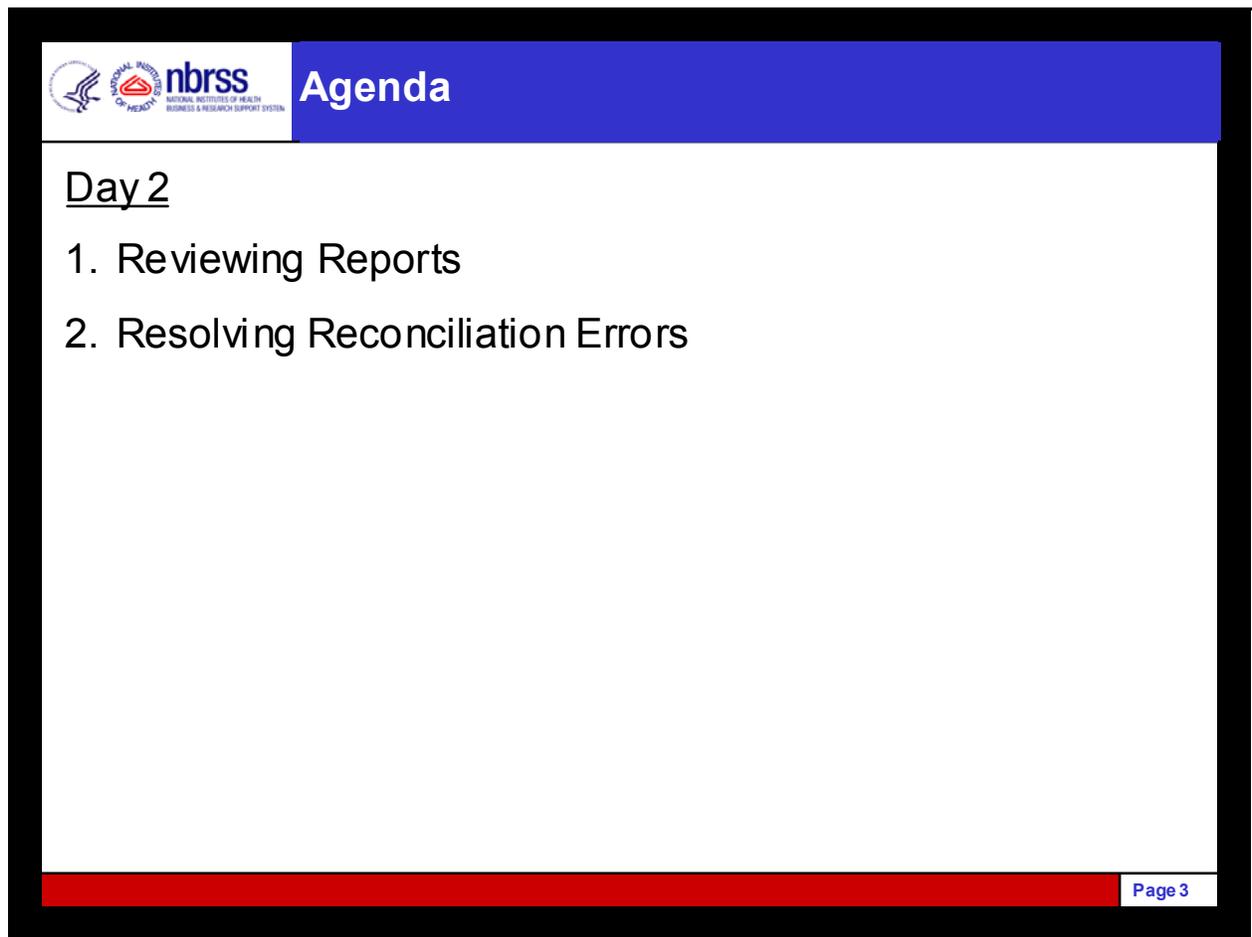
## Agenda

### Day 1

1. Discuss the GTA Reconciliation Process
2. Preparing GTA files for Reconciliation
3. Importing and Preparing Adjustments
4. Running the Autoreconciliation Program and Reports

# Agenda

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The slide features a blue header bar with the NBRSS logo on the left and the word "Agenda" in white text on the right. Below the header, the text "Day 2" is underlined, followed by a numbered list of two items: "1. Reviewing Reports" and "2. Resolving Reconciliation Errors". A red footer bar at the bottom right contains the text "Page 3".

 **Agenda**

Day 2

1. Reviewing Reports
2. Resolving Reconciliation Errors

Page 3

# Agenda

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## Agenda

### Day 3

1. Resolving Reconciliation Errors
2. Create Manual Adjustments in AP
3. Reconcile Lines

# 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!

## 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



Page 6

## 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 7**

### Follow 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))
- Sign in to 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 with the following elements and steps:

- Step 1:** Click on the "Communities" tab in the navigation bar.
- Step 2:** Click on "Edit Your Memberships" in the sub-navigation.
- Step 3:** Check the box next to "NBRSS Budget/Finance" in the "Browse for Communities" list.
- Step 4:** Click the "ADD TO MY MEMBERSHIPS >>" button.
- Step 5:** Click the "Finish" button to complete the process.

The interface also shows a search bar, a weather widget, and a "Your Community Memberships" section on the right side.

### 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.

- Click on the “**Communities**” tab and select “**Edit Your Memberships**”.
- **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.
- Once you locate a community of interest, **select it** by clicking in the box next to the community name.
- Click “**Add to my Memberships**”. (You may need to select your default community.)
- Click “**Finish**”. The subscribed community will now appear in the list on your “Communities” Tab every time you access the portal.

# Questions

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The slide features a blue header bar with the text "Questions" in white. In the top-left corner of the slide area, 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". The main body of the slide is white and contains the word "Questions?" in a large, blue, sans-serif font. At the bottom right, a red footer bar contains the text "Page 9" in white.



# **GTA Reconciliation Overview**

## **Chapter 2**

# GTA Reconciliation Process Overview

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## GTA Reconciliation Process Overview

*Track 2 End User Training*  
*Revised February 1, 2004*

## Lesson Objectives

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### Lesson Objectives

After this lesson you will know:

- The process to pay Impac Government Services
- The process to reconcile GTA charges from the NBS Travel System to the TMC files and invoice information
- The guidelines for GTA adjustments
- The reports available to assist with the reconciliation process

# Why Reconcile GTA Charges?

  
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BUSINESS & RESEARCH SUPPORT SYSTEM

## Why Reconcile GTA Charges?

The purpose of the GTA Reconciliation process is to verify that the travel goods and services procured through the NIH Travel Management Centers have been properly entered as expenses in the NBS Travel System

NBS Travel System



INVOICE	
Ticket:	\$500.00
Fee:	\$30.00
Ticket:	\$400.00
Fee:	\$30.00
<b>Total:</b> \$960.00	
Remit to Impac Government Services	

Page 2

# Travel Management Centers and Impac Government Services



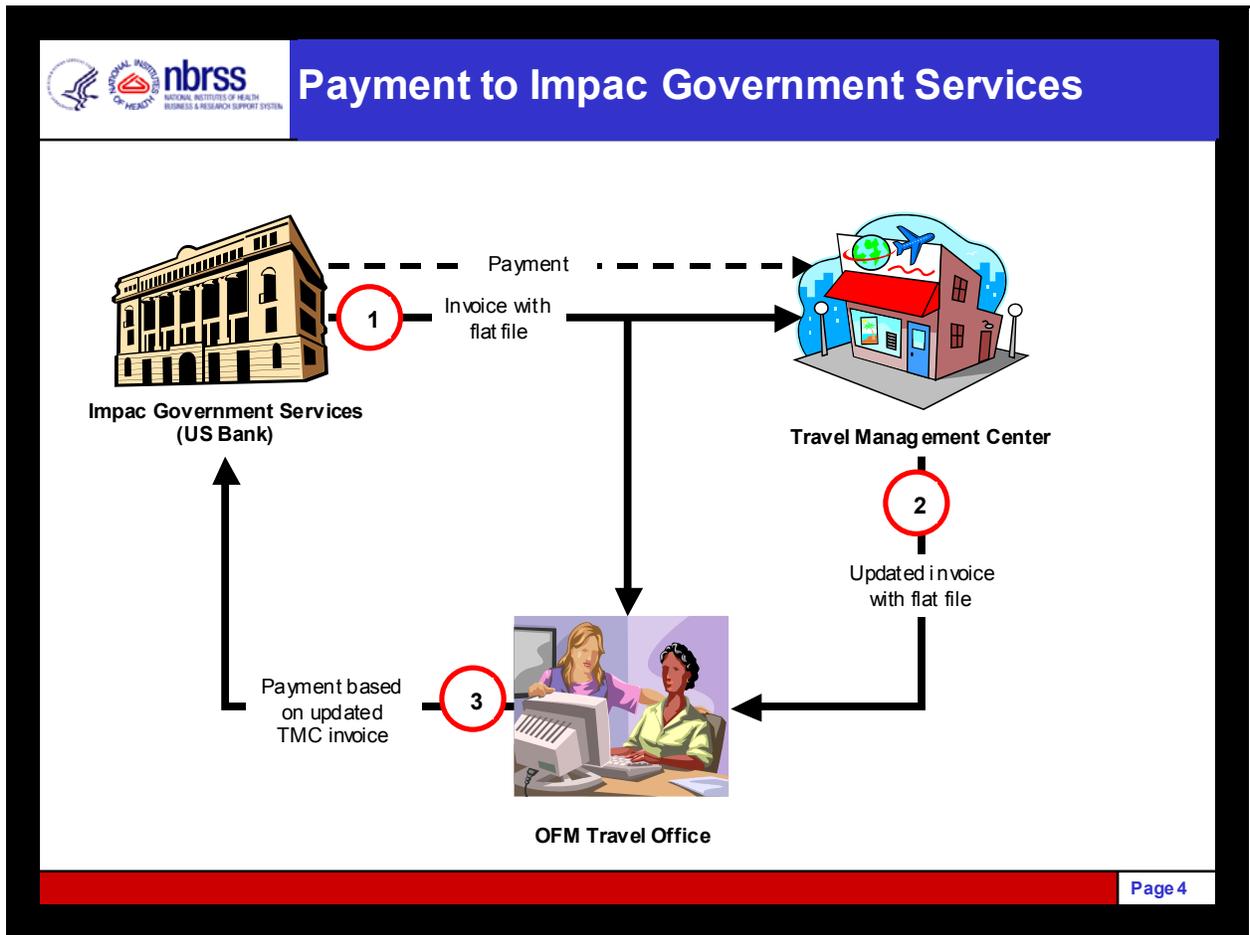
## Travel Management Centers and Impac Government Services

- Majority of airline tickets and associated charges are centrally (directly) billed to the NIH and purchased through one of NIH's **Travel Management Centers (TMCs)**
- The TMC charges purchases and fees directly to one of NIH's eight credit card accounts

Travel Management Center	Accounts
Omega	Staff Patient NIA NIDA NIDDK (Omega, Phoenix)
Carlson	NCI
AAA	NIEHS
Seamont	NIAD

- **Impac Government Services (aka US Bank)** is the company that sponsors the credit card.

# Payment to Impac Government Services



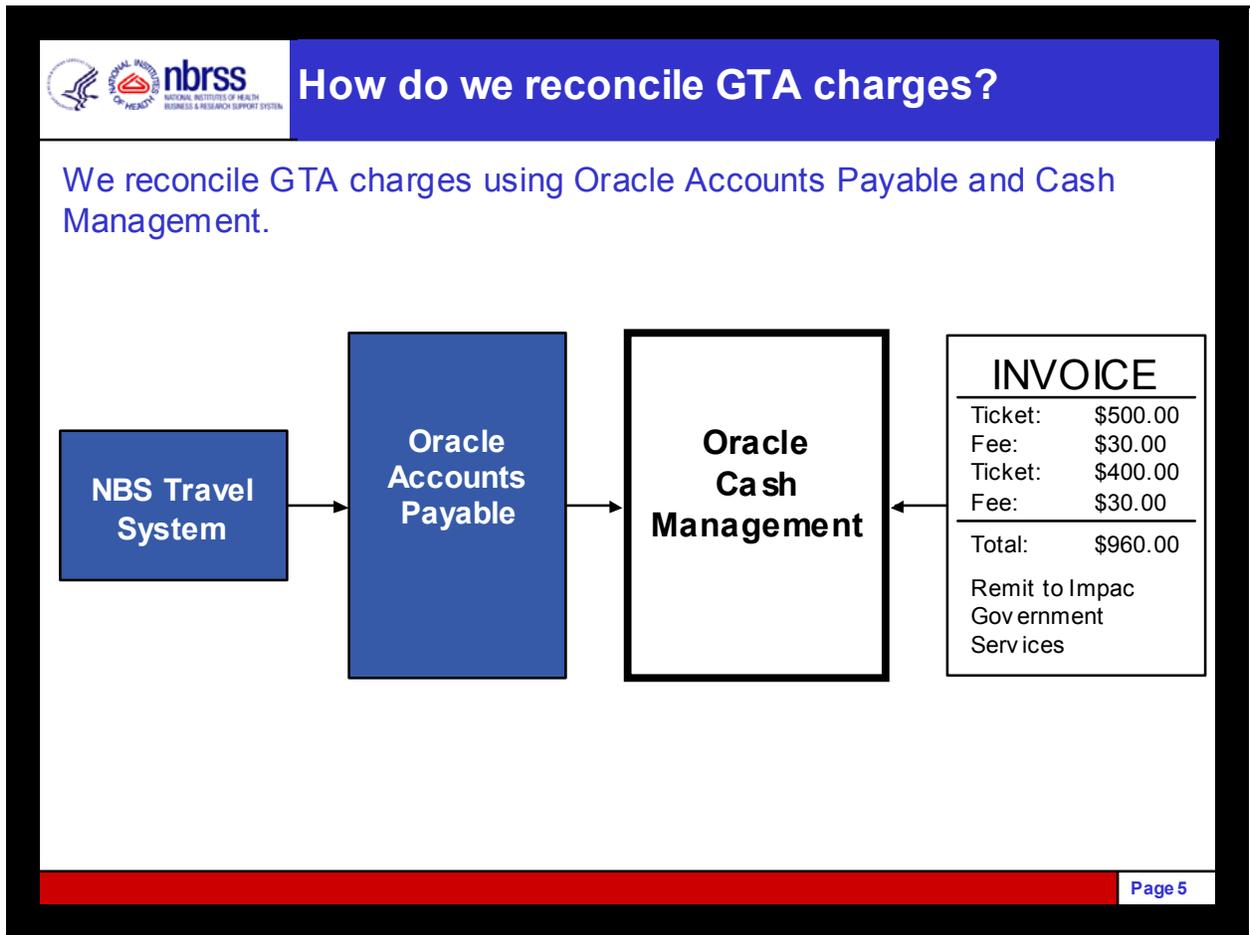
1. U.S. Bank sends an invoice, including a file that includes all GTA transactions for the month, per account to OFM and the appropriate TMC
2. The TMCs
  - review the file for errors
  - contact US Bank if necessary
  - make updates to the file (include credits for cancelled trips, updates on ticket costs if erroneous)
  - send a copy of modified file to OFM Travel Office
  - send hard copies of backup documents to the OFM Travel Office
3. The OFM Travel Office
  - reviews the files from U.S. Bank and the TMCs
  - processes payment to U.S. Bank based upon the total amount due noted on the TMCs' records for each account

Notes:

Transactions tied to record of calls will be paid from the legacy system. This split in payment and reconciliation will continue until the deployment of Track 4.

The payment to Impac Government Services will be made through a manual ECS schedule

## How do we reconcile GTA charges?

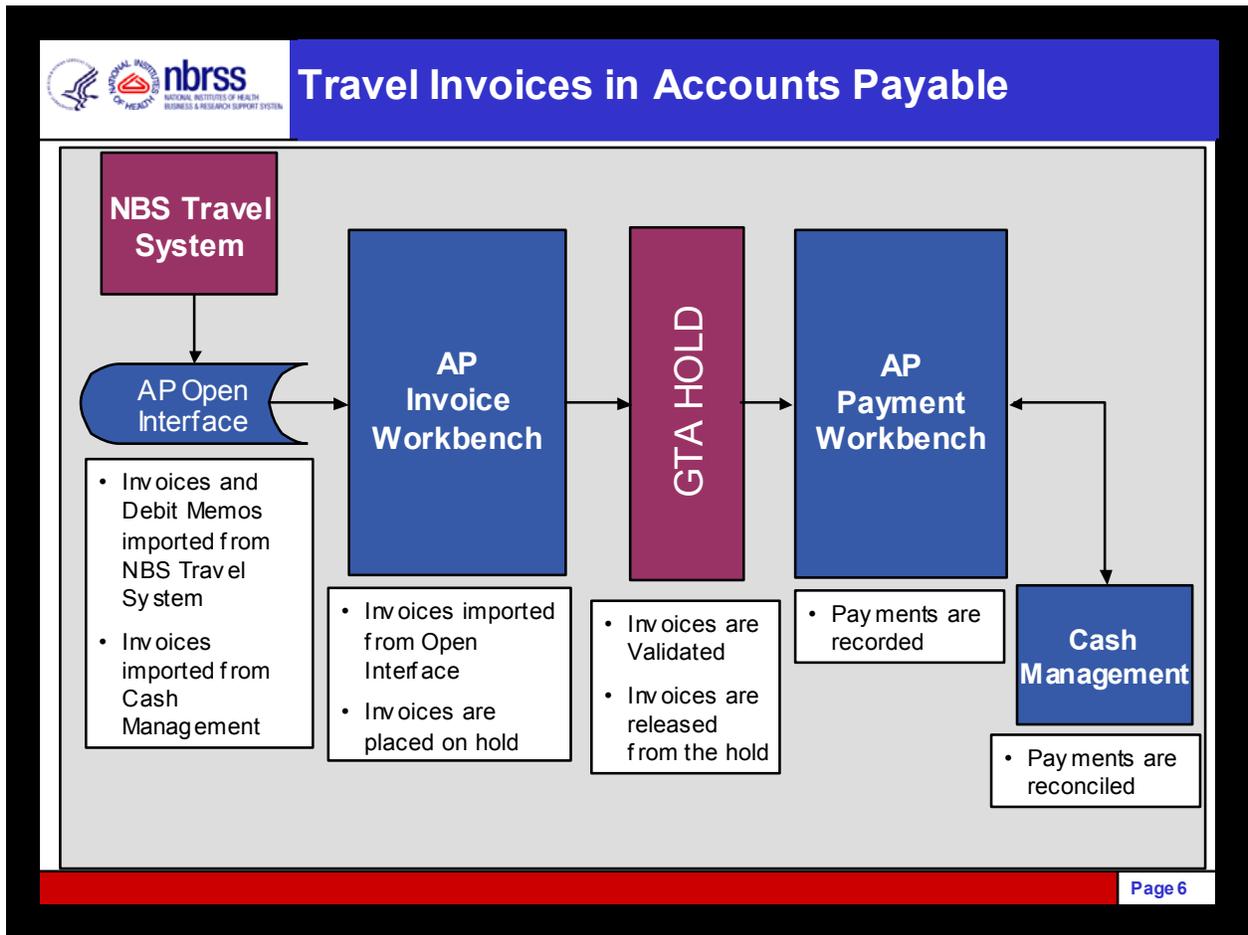


Individual ticket charges and fees are imported into Accounts Payable and recorded.

The invoices containing the ticket charges and fees are imported into Oracle Cash Management.

Oracle Cash Management reconciles the payments in Accounts Payable with the invoiced amount.

## Travel Invoices in Accounts Payable



GTA Invoices that are interfaced from the NBS Travel System are on hold.

In order for them to be recorded, you must validate the invoices and release the hold.

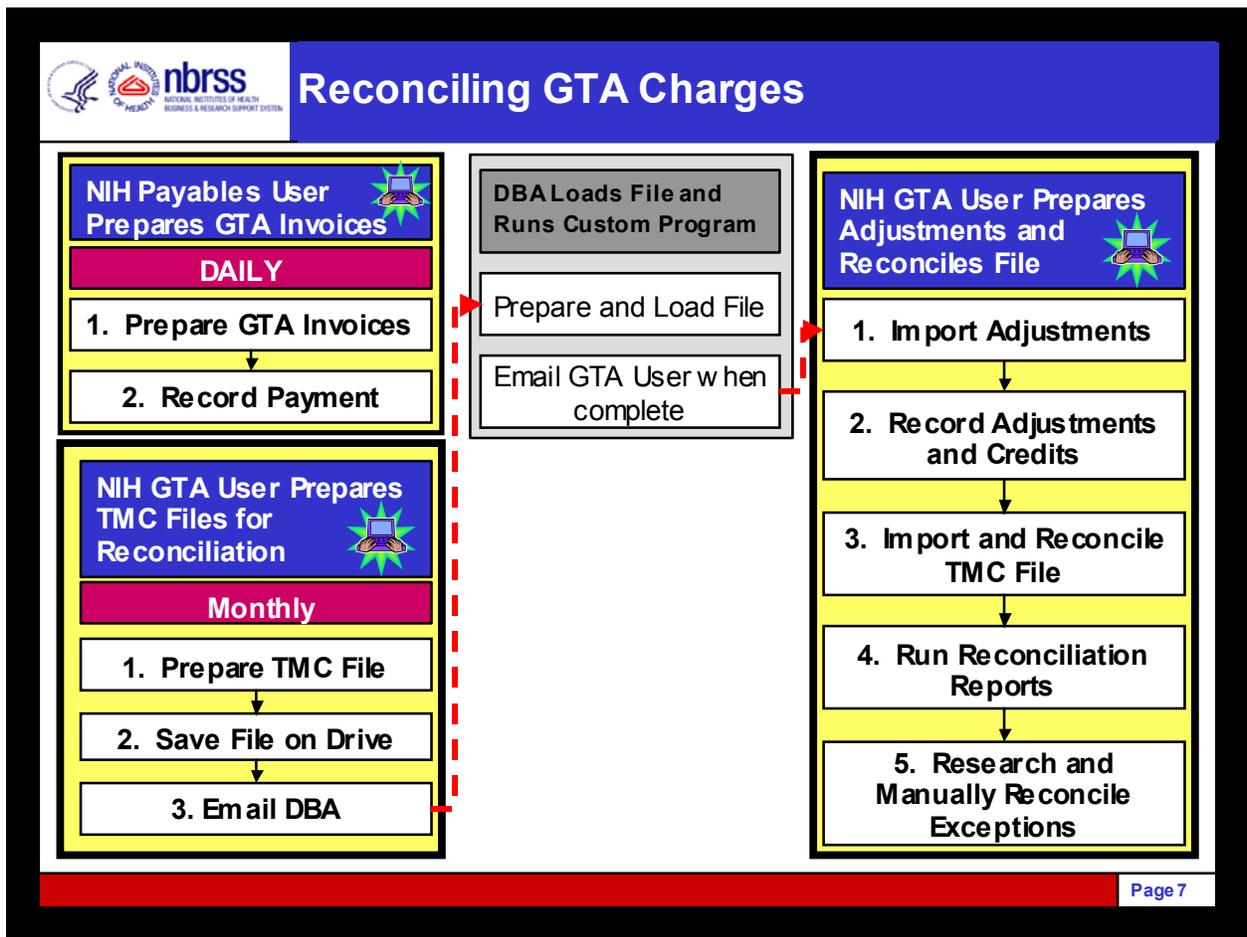
Once the hold is released and the invoices are validated, the payments are recorded.

The holds should be released and the payments recorded on a **daily** basis.

### **GTA Invoices that are interfaced from the NBS Travel System are:**

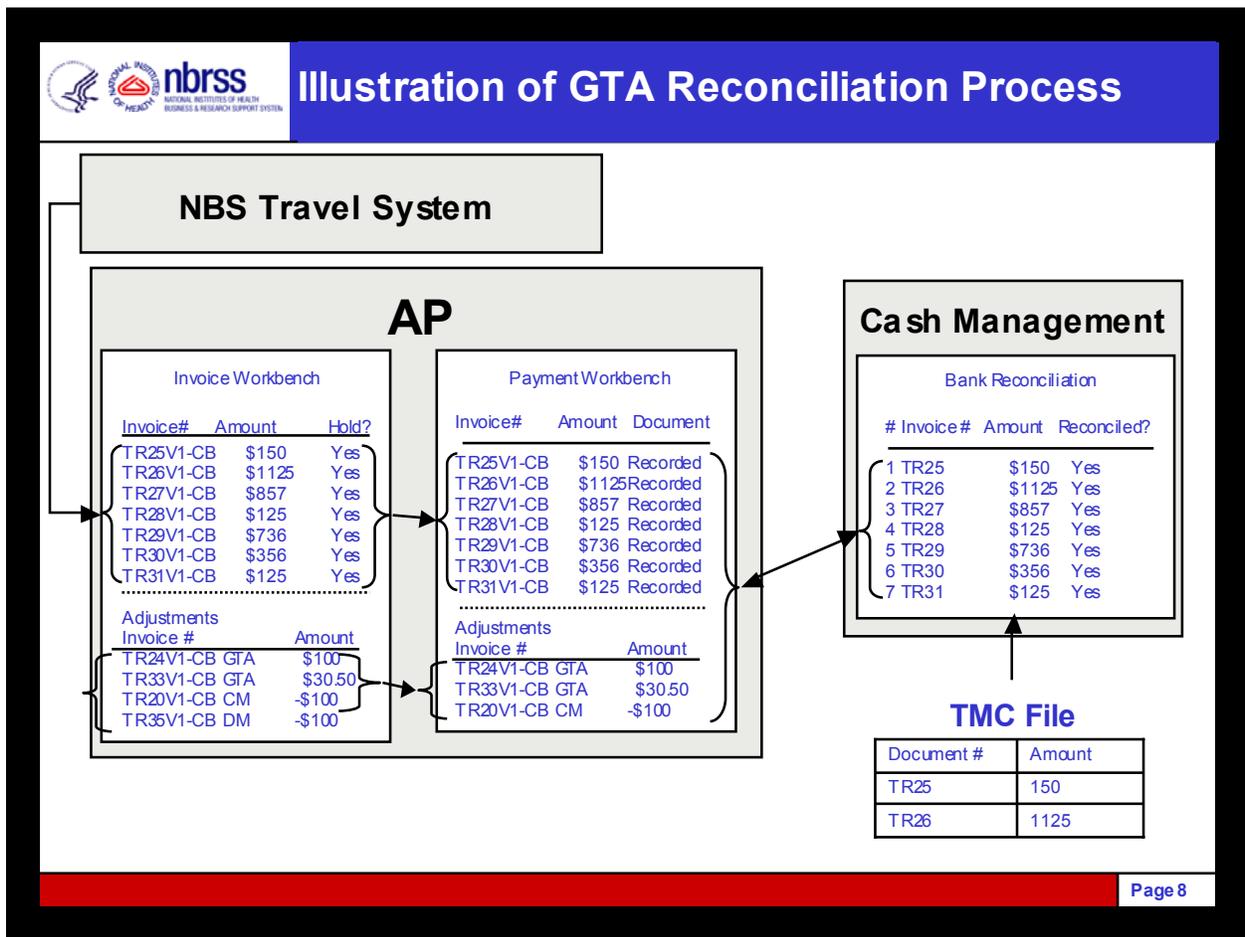
- Payable to Impac Government Services
- Identified by an invoice number equal to the travel order number appended with “- CB”
- On hold – Awaiting Reconciliation

# Reconciling GTA Charges



**Note:** Prior to beginning the Monthly process for the TMC files, the NIH Payables User should ensure that no standard invoices payable to Impac Government Services remain unpaid.

## Illustration of GTA Reconciliation Process



Daily GTA Reconciliation Support Activities include:

1. When the travel voucher is approved in the NBS Travel System containing a GTA expense, an invoice payable to Impac Government Services is created and inserted into Accounts Payable (AP) Open Interface.
2. During import process from the AP Open Interface table, the invoices pulled into the AP workbench with the supplier name "IMPAC Government Services" will be put on "Awaiting Reconciliation" hold.
3. The NIH Payables User will release hold on these invoices, and record payment. The recording of these individual payments is required in order for the reconciliation process with cash management to work.
4. The NIH Payables User will generate the Invoices on Hold report for Reconciliation Hold to ensure that no invoices for Impac Government Services remain unpaid.

# Automatic Creation of Adjusting Entries



## Automatic Creation of Adjusting Entries

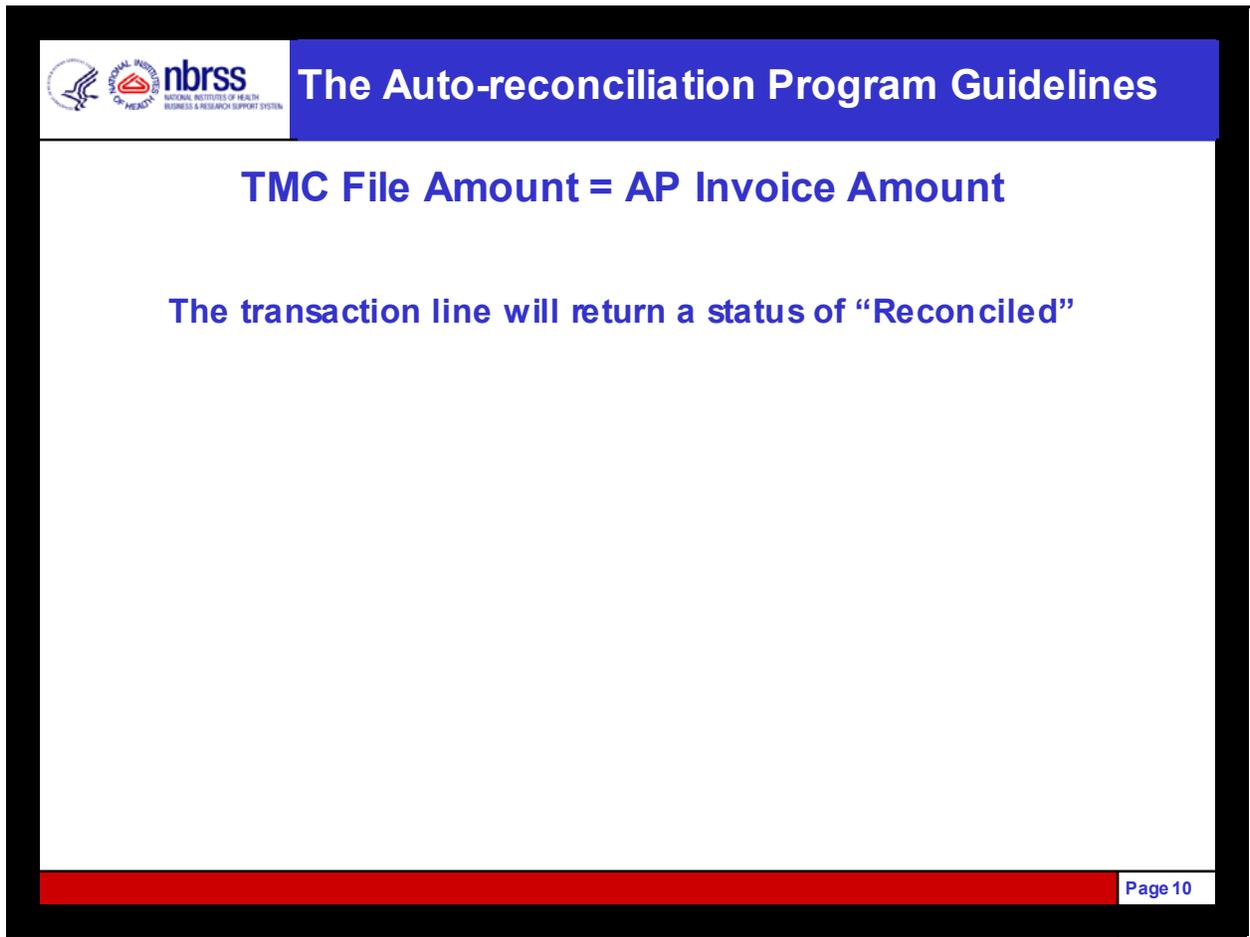
- In order to facilitate the reconciliation process, a custom program has been created to automatically create adjusting entries in Accounts Payable based upon the information located in AP and the TMC File.
- These adjustments are imported into the AP Open Interface.

NBS		TMC File	
Invoice#	Amount	Invoice#	Amount
TR25V1-CB	\$150	TR25	\$100
TR26V1-CB	\$1125	TR26	\$1500

Adjustments Needed

# The Auto-reconciliation Program Guidelines

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The slide features a blue header bar with the NHRSS logo on the left and the title "The Auto-reconciliation Program Guidelines" on the right. The main content area is white with blue text. At the bottom, there is a red bar with the page number "Page 10" on the right side.

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## The Auto-reconciliation Program Guidelines

**TMC File Amount = AP Invoice Amount**

**The transaction line will return a status of "Reconciled"**

Page 10

## The Auto-reconciliation Program Guidelines



### The Auto-reconciliation Program Guidelines

#### **TMC File Amount > AP Invoice Amount**

- An adjusting invoice will be created in AP and automatically reconciled if
  - The transaction is not sponsor related AND
  - The same travel order has not been previously reconciled, or adjustments created against it such as a debit memo.
- If the transaction is sponsor related, a message will be raised in Cash Management and also be reflected on a report that the transaction is tied to a sponsored activity.
  - The user would enter a manual invoice in AP using a direct Project reflected on the output report as the direct Project (CAN) for that transaction and manually reconcile the invoice to the TMC file. Accounts Receivable Sponsor Travel contact will be notified of adjustment entries.
- If a debit memo exists for the travel order, an exception will be raised. The user will manually clear the debit memo against new transaction.

# The Auto-reconciliation Program Guidelines

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## The Auto-reconciliation Program Guidelines

### **TMC File Amount < AP Invoice Amount**

- For Sponsor or Non-Sponsor documents, the custom extension would create a Debit Memo using the travel order number appended with "GTA." The Debit Memo would be manually reconciled to the TMC File.
- For refunds reflected on the TMC file, the custom extension would create a credit memo in Accounts Payable. The user will have to manually update these records as cleared in AP workbench.

## Communicating Adjustments to the ICs

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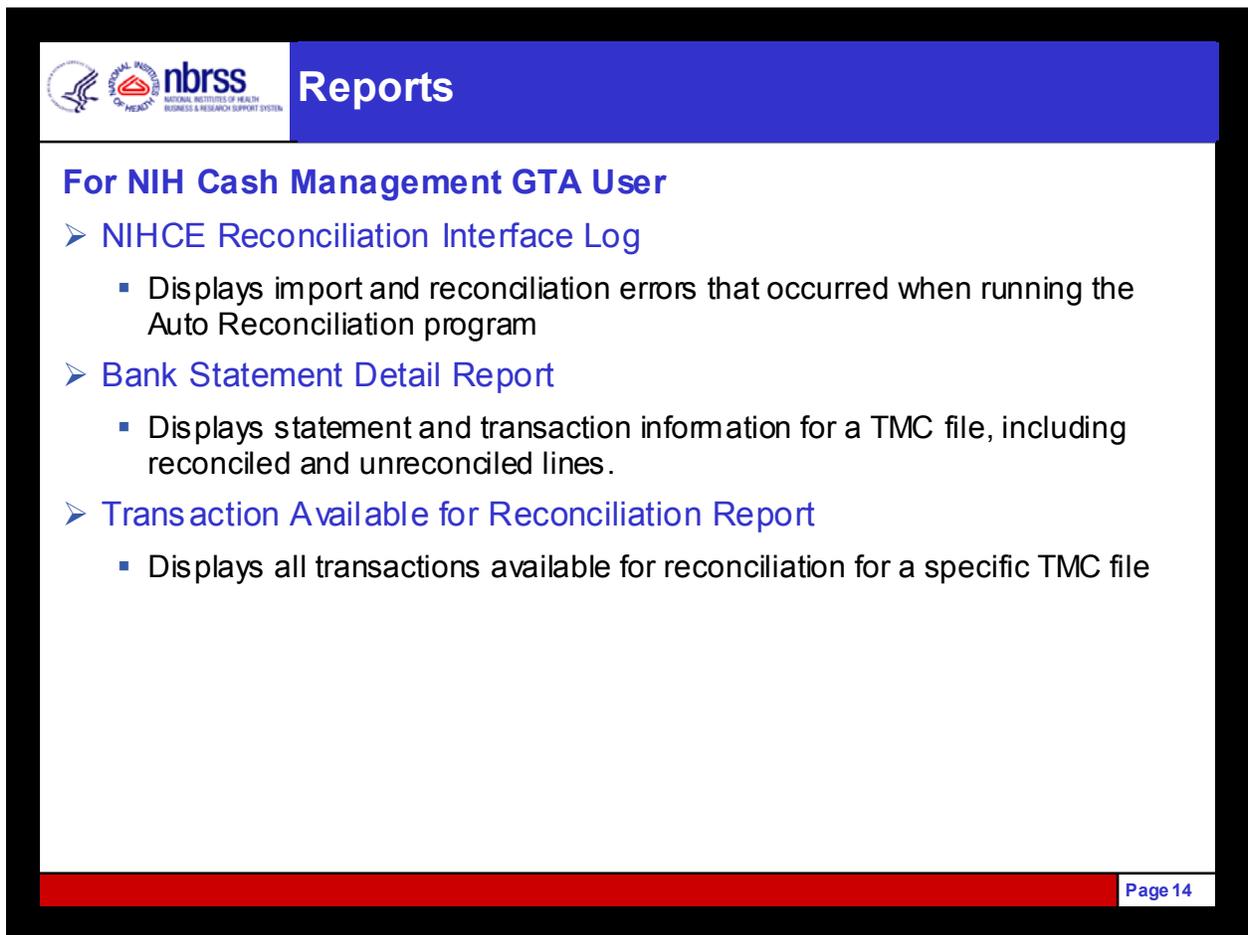
### Communicating Adjustments to the ICs

- The GTA Cash Management User sends an email (using a predefined template) to the Org Admin requesting they review a report detailing the adjustments made to their organizational projects based on the GTA Reconciliation.
- The Org Admin will be able to view this report by accessing a link provided on the email message to them.
- Should Org Admin disagree with the adjusting entries made by OFM, they must contact the Travel department to reverse entries or contact TMC for adjustment to be reflected in the next statement.

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## Reports

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The screenshot shows a slide titled "Reports" for the "NIH Cash Management GTA User". The slide features the nbrss logo (National Institutes of Health Business & Research Support System) in the top left corner. The main content is a list of reports:

- NIHCE Reconciliation Interface Log**
  - Displays import and reconciliation errors that occurred when running the Auto Reconciliation program
- Bank Statement Detail Report**
  - Displays statement and transaction information for a TMC file, including reconciled and unreconciled lines.
- Transaction Available for Reconciliation Report**
  - Displays all transactions available for reconciliation for a specific TMC file

The slide is framed with a blue header and a red footer. The footer contains the text "Page 14".

**Bank Statement Detail Report:** This report shows statement and transaction information for a TMC file, including statement header information, statement line detail, and reconciled transaction detail. This report lists any unreconciled transactions separately with their current status, and the statement totals for each type of transaction, including the amount entered, reconciled, unreconciled and over-reconciled. The user will also have the option to run the report for only unreconciled statement lines.

**Transaction Available for Reconciliation Report:** This report shows all transactions available for reconciliation for a specific TMC file.

## Reports (cont'd)

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Reports (cont'd)

**For Organization Administrators**

- Adjustment Report by Org Admin
  - Report detailing adjustments made by the Travel department to reconcile TMC files. Org Admins will be given a link to pull reports based on Org Admin parameter.

**For OFM Analyst**

- OFM Analyst report.
  - nVision report displaying data related to a specific travel document number

**For DBA**

- Report Log generated after Upload into Cash Management process.
  - This report will be generated after DBA process to upload information into the Cash Management tables is complete. DBA will validate that all rows on file are uploaded.

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# Report Data



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Report Data

➤ Adjustment Report by Org Admin will contain the following data. The report will also be pulled by Org Admin, Start and End Date:

DATA	DESCRIPTION
Direct or Reimbursable	Direct CAN or Reimbursable CAN (Sponsor)
Expenditure Org/IC	Funding Org
Travel Order Number	Purchase Order number (same as Authorization number in Gelco)
Vouchered Invoice Number	Invoice Number (same as Voucher number)
Adjustment Entry Invoice Number	Invoice number created for Variance
Amount Vouchered	Amount sent from Gelco as expenses
Amount on TMC file	Amount reflected on TMC file as charged to account
Adjustment entry amount	Invoice amount created by custom extension for variance
Reconciliation Date	Date file reconciled
Travel Voucher Amount	Date expense vouchered and sent to AP
Voucher Date	Date expense vouchered and sent to AP
Project Name/Number	Name of Project/Number
Adjustment Date	Date of adjustment Entry
TMC	TMC Name

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# Analyst Report Data



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## Analyst Report Data

➤ Analysis report will help in detail research. The report will contain the following data:

DATA	DESCRIPTION
Direct or Reimbursable	Direct CAN or Reimbursable CAN and flag if Type, Sponsor, Direct, Reimbursable. For Sponsor transactions, there will be a reimbursable and direct CAN information provided.
Expenditure Org/IC	Funding Org
Project	Project Name/Number
Type of Funding	Direct, Sponsor, or In-Kind
Travel Order Number	Purchase Order number (same as Authorization number in Gelco)
Vouchered Invoice Number	Invoice Number (same as Voucher number)
Adjusted Invoice Number	Invoice Number for adjusted entry
Disbursement Amount	Amount paid in total (listed by line, and reflects total)
Advance	Amount paid in advance to traveler
Obligation Amount	Amount on Purchase Order
Fiscal Year	Fiscal Funding Year
Vendor	Traveler or TMC
Reconciliation Date	Date file reconciled
Voucher Date	Date expense vouchered and sent to AP
Obligation Date	Date of Purchase Order
Adjustment Date	Date of adjustment Entry

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## Analyst Report Data (cont'd)

DATA	DESCRIPTION
Accepted (Sponsor)	Amount accepted from Sponsor
Billed (Sponsor)	Amount billed sponsor
Collected (Sponsor)	Amount collected from sponsor
SGL Entries	Debit/Credit entries created for transaction
Vendor	Traveler or TMC
Reconciliation Date	Date file reconciled
Voucher Date	Date on invoice was created in AP for Gelco Voucher
Obligation Date	Date of Purchase Order
Adjustment Date	Date of adjustment Entry
Item Description	Description of expenses

## Lesson Summary

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### Lesson Summary

After this lesson you should know:

- The process to pay Impac Government Services
- The process to reconcile GTA charges from the NBS Travel System to the TMC files and invoice information
- The guidelines for GTA adjustments
- The reports available to assist with the reconciliation process

# **GTA Reconciliation**

## **Chapter 3**

# GTA Reconciliation

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## GTA Reconciliation

*Track 2 End User Training*  
*Revised February 1, 2004*

## Lesson Objectives

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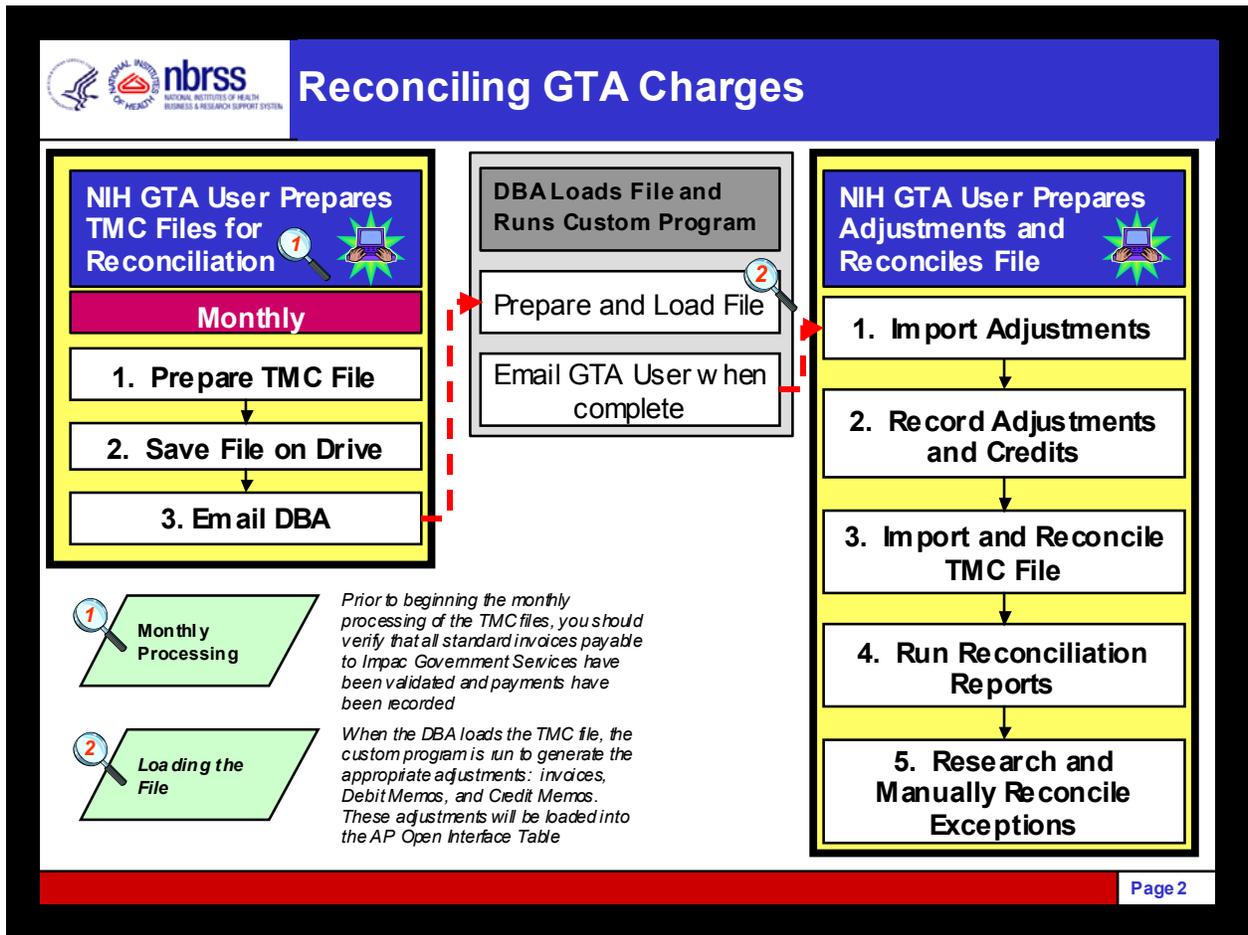


### Lesson Objectives

After this lesson you will know how to:

- Prepare TMC Invoices for Reconciliation
- Import and Record Adjusting Entries
- Run the Cash Management Reconciliation Program
- Run Reports to Review Reconciliation Results

# Reconciling GTA Charges



## Preparing the TMC Invoices

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### Preparing the TMC Invoices

After this lesson you will know how to:

**→ Prepare TMC Invoices for Reconciliation**

- Import and Record Adjusting Entries
- Run the Cash Management Reconciliation Program
- Run Reports to Review Reconciliation Results

# TMC File Preparation

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## TMC File Preparation

**1. Prepare TMC File**

- TMCs will send an invoice and two flat files for each account, charges segregated by the source systems:
  - NBS (Travel document numbers beginning with TR)
  - ADB (Travel document numbers beginning with W or N)
- The OFM Travel Office will continue the current practice of reviewing the invoices and disputing charges.
- We recommend that the OFM Travel Office scan the TMC files to ensure that the ADB and NBS charges have been properly segregated.
- If not, then you must segregate the files manually in Excel.



Page 4

ADB Files are processed in the same manner as they are processed currently.

# TMC File Preparation



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## TMC File Preparation

If the TMC does not send a file, you must create one in Microsoft Excel.

**1. Prepare TMC File**

Use the following column headings:

PROJECT#	TO#	TKT AMOUNT	OC	AIRLINE	TICKET#	INVOICE#	TRAVELER	TRAVEL TYPE	ISSUE DATE
106176	TR10023V1	\$264.00	2185	2V	7.58E+09	89391	DILAURO/M	3	10/13/2003
106176	TR10023V1	\$36.01	2185	XD	8.13E+09	89393	DILAURO/M	3	10/13/2003
107971	TR10035V1	\$325.00	2185	NW	7.57E+09	45795	KVIST/K	1	10/11/2003
107971	TR10035V1	\$325.00	2185	NW	7.57E+09	45795	KVIST/K	1	10/11/2003
107971	TR10035V1	\$30.50	2185	XD	8.13E+09	45797	KVIST/K	1	10/11/2003
107971	TR10035V1	\$30.50	2185	XD	8.13E+09	45797	KVIST/K	1	10/11/2003
107971	TR10035V1	\$30.50	2185	XD	8.13E+09	45798	KVIST/K	1	10/11/2003

**Page 5**

**Important:** You must use the column headings as they are displayed above. Failure to use the exact column headings may result in file import errors.

You will be given a template to use for this task.

# Saving TMC Files



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## Saving TMC Files

➤ Each of the eight accounts will have a separate flat file

**2. Save File on Drive**

TMC	Accounts	File Name	Bank Statement Name
Omega	Staff	B31mmyy	
	Patient	B10mmyy	
	NIA	NIAmmyy	
	NIDA	NIDAmmyy	
	NIDDK (Omega Phoenix)*	NIDDKmmyy	
Carlson	NCI	NCImmyy	
AAA	NIEHS	NIEHSmmyy	
Seamont	NIAID	NIAIDmmyy	

➤ The file must be saved as a comma delimited text file with an extension .csv

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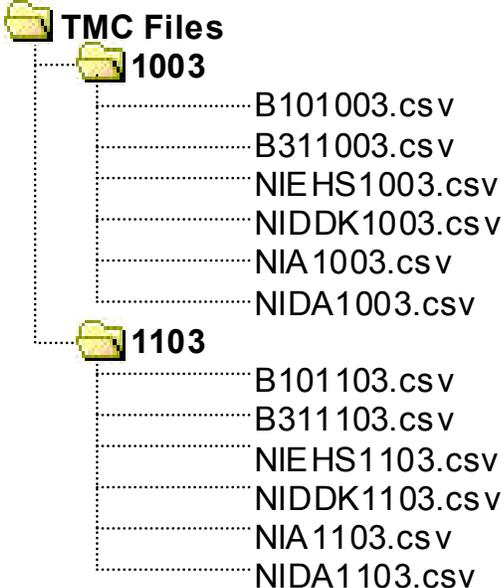
## Saving TMC Files in CSV Format



### Saving TMC Files in CSV Format

Each file must be saved as a CSV file on a shared drive in a folder designated for the month

**2. Save File on Drive**



```
graph TD; TMC[TMC Files] --- 1003[1003]; TMC --- 1103[1103]; 1003 --- B101[B101003.csv]; 1003 --- B311[B311003.csv]; 1003 --- NIEHS[NIEHS1003.csv]; 1003 --- NIDDK[NIDDK1003.csv]; 1003 --- NIA[NIA1003.csv]; 1003 --- NIDA[NIDA1003.csv]; 1103 --- B1011[B101103.csv]; 1103 --- B3111[B311103.csv]; 1103 --- NIEHS1[NIEHS1103.csv]; 1103 --- NIDDK1[NIDDK1103.csv]; 1103 --- NIA1[NIA1103.csv]; 1103 --- NIDA1[NIDA1103.csv];
```

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You should create a folder for each month.

You may label it with the month and year.

In each monthly folder, you will save the 8 csv files.

## Saving TMC Files in CSV Format

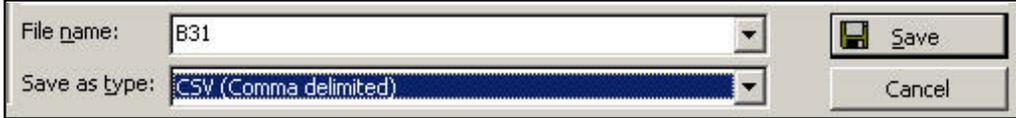


### Saving TMC Files in CSV Format

Each file must be saved as a CSV file

**2. Save File on Drive**

- Open the file using Microsoft Excel
- From the menu bar, select File > Save As
- Select the drive to save the file
- In the Name field, use the naming convention on the earlier slide.
- In the Type field, select CSV (comma delimited)
- Press Save



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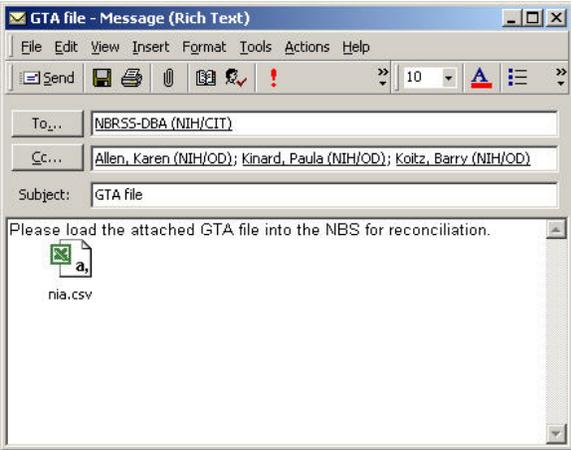


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Email DBA

3. Email DBA

- You must email the files to the NBRSS – DBA mailbox as attachments.
- Copy all GTA users on the email to the DBA so they are aware of the status of the files.
- Once the DBA receives the email, they will complete their required steps.



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The email must be sent to the **NBRSS – DBA** mailbox ([nbrssdba@mail.nih.gov](mailto:nbrssdba@mail.nih.gov))

## DBA Processes and Confirmation



### DBA Processes and Confirmation

➤ Once the DBAs receive the email, they will complete their required steps:

- The custom program will be run to create the appropriate adjustments included standard invoices, debit memos, and credit memos based upon the agreed upon criteria.
- The interface tables will be loaded with the results of the custom program

➤ Upon completion, the DBAs will respond to the individuals listed on the original email to confirm that the file is ready for processing

**3. Email DBA**



**File Ready!**

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## Practice Lab

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**Practice Lab**

# Lab Time



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Complete Lab 1: Preparing GTA Files for Reconciliation

## Import and Record Adjusting Entries

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### Import and Record Adjusting Entries

After this lesson you will know how to:

- Prepare TMC Invoices for Reconciliation
- ➔ **Import and Record Adjusting Entries**
- Run the Cash Management Reconciliation Program
- Run Reports to Review Reconciliation Results

# Adjusting Entries

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## Adjusting Entries

**1. Import Adjustments**

The custom program creates three types of adjusting entries:

Adjustment Type	Reason	Naming Convention
Standard Invoice	File > AP Payment	TRxV#-CBGTA
Debit Memo	File < AP Payment	TRxV#-CBGTADM
Credit Memo	File contains Credit	TRxV#-CBGTACM

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# Importing GTA Adjustment Invoices

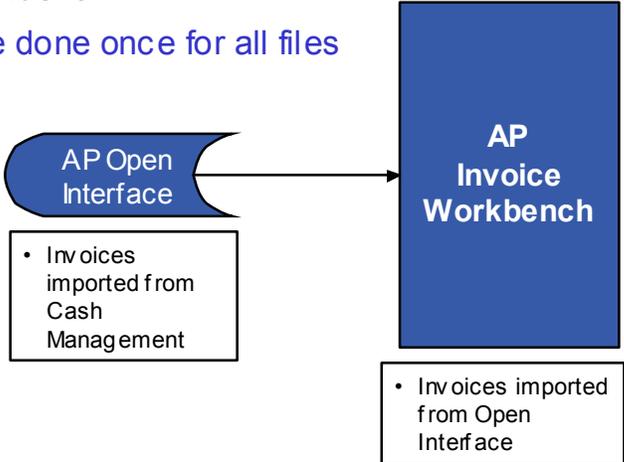


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## Importing GTA Adjustment Invoices

**1. Import Adjustments**

- Adjustment Invoices are created and placed in the AP Open Interface Table
- The first step is to import them into the AP Invoice Workbench
- This may be done once for all files



```
graph LR; A[AP Open Interface] --> B[AP Invoice Workbench];
```

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When submitting the Payables Open Interface Import program, use the following values in the **Parameters** window:

**Invoice Batch Name** = TRUSBmmdyyADJ

**Source** = GTA

**Purge Successful Records** = Yes

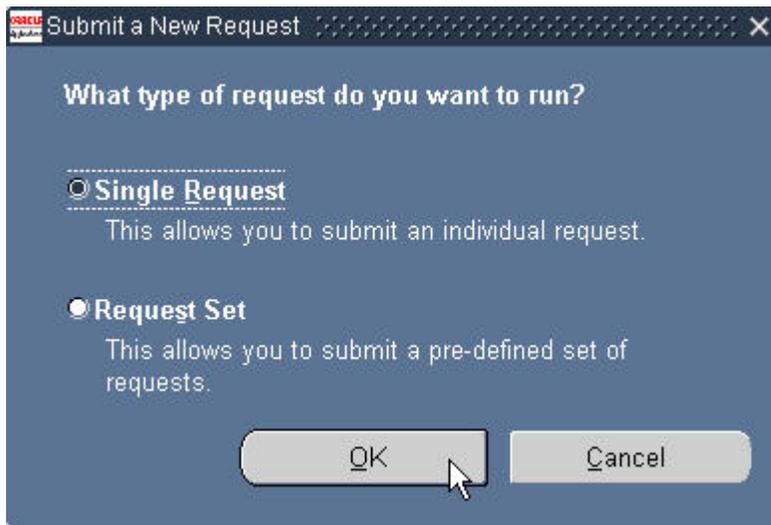
# Submitting the Payables Open Interface Import

---

## Purpose

The purpose of this document is to describe how to import invoices from the AP Open Interface table into the AP Invoice Workbench.

NIH Payables User  
N > Other > Requests > Run  
Submit a New Request



1. Click the **OK** button to submit a single request.

Result: The **Submit Request** window will be displayed.

- In the **Name** field, use the **LOV** to select **Payables Open Interface Import**.

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

- Enter the report parameters as described below:

Field	Description
Source	Select the appropriate value from the <b>LOV</b> .
Group	Enter a group ID if applicable

<b>Invoice Batch Name</b>	Enter a batch name following the appropriate naming convention
<b>Hold Name</b>	Select the appropriate hold name from the <b>LOV</b> if applicable
<b>Hold Reason</b>	Defaults based upon hold name
<b>GL Date</b>	Leave blank.
<b>Purge</b>	Select <b>Yes</b> .
<b>Summarize Report</b>	Defaults to <b>No</b> . Do not change this value.

4. Select the **OK** button to save the parameters.

Result: The parameters window closes.

5. Select the **Submit** button to submit the **Payables Open Interface Import**.

Result: The Request window is displayed.

6. Click on **Refresh Data** until the process completes normally.

7. Click the **View Output** button to review the **Payables Open Interface Import Report**.

**End of activity.**

## Importing GTA Adjustment Invoices



### Importing GTA Adjustment Invoices

- You should review the Payables Import Execution Report that is generated automatically when you run the import program for the adjustments
- Report any errors to the NIH Help Desk

**1. Import Adjustments**



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The first part of the report, Payables Open Interface Audit Report, details the invoices that were successfully imported. The second part of the report, Payables Open Interface Rejections Report, indicates the invoices that did not successfully import. If there are any items on the Rejection report, contact the NIH Help Desk to have the issues resolved.

# Record Adjustments



## Record Adjustments

- Once the adjustments are imported into the Invoice Workbench, the invoices with the types **Standard** and **Credit Memo** may be recorded.
- **DEBIT MEMOS SHOULD NOT BE RECORDED INITIALLY**

### 2. Record Adjustments and Credits

Invoice Type	Record Payment?	Naming Convention
Standard Invoice	Yes	TRxV#-CBGTA
Debit Memo	<b>NO</b>	TRxV#-CBGTADM
Credit Memo	Yes	TRxV#-CBGTACM

## Validating GTA Standard and Credit Memo Invoices

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### Validating GTA Standard and Credit Memo Invoices

**Step 1:**

**Validate the Standard and Credit Memo Invoices**

- Locate the Standard invoices in the USB ADJ invoice batch  
(Invoice Batch Name is **TRUSBmmdyyADJ**)
- Validate the standard invoices
- Locate the Credit Memos in the USB ADJ invoice batch
- Validate the credit memo invoices

**2. Record Adjustments and Credits**

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By not validating the Debit Memo adjustment invoices, the DMs will not be included in the USB recorded payment batches.

# Validating GTA Standard and Credit Memo Adjustments

## Purpose

The purpose of this document is to describe how to validate the standard and credit memo invoices that are included in the GTA adjustment invoice batch.

NIH Payables 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, Pay Group, 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. In the **Invoice Type** field, use the drop down menu to select **Standard**.
2. In the **Invoice Batch**, select the GTA Adjustment batch from the **LOV**.

Example: Below is a sample completed **Find Invoices** window.

**Find Invoices**

**Supplier**

Name  Number   
 Site  Taxpayer ID   
 PO Num  **PO Shipment:**

**Invoice**

Number  **Terms:**   
 Type **Standard**  **Pay Group:**   
 Amounts  -  Invoice Batch **TRUSB020504ADJ**  
 Dates  -  Currency

**Invoice Status**

Paid   
 Accounted   
 Status

**Holds**

Status   
 Name   
 Reason

**Voucher Audit**

Category   
 Name   
 Numbers  -

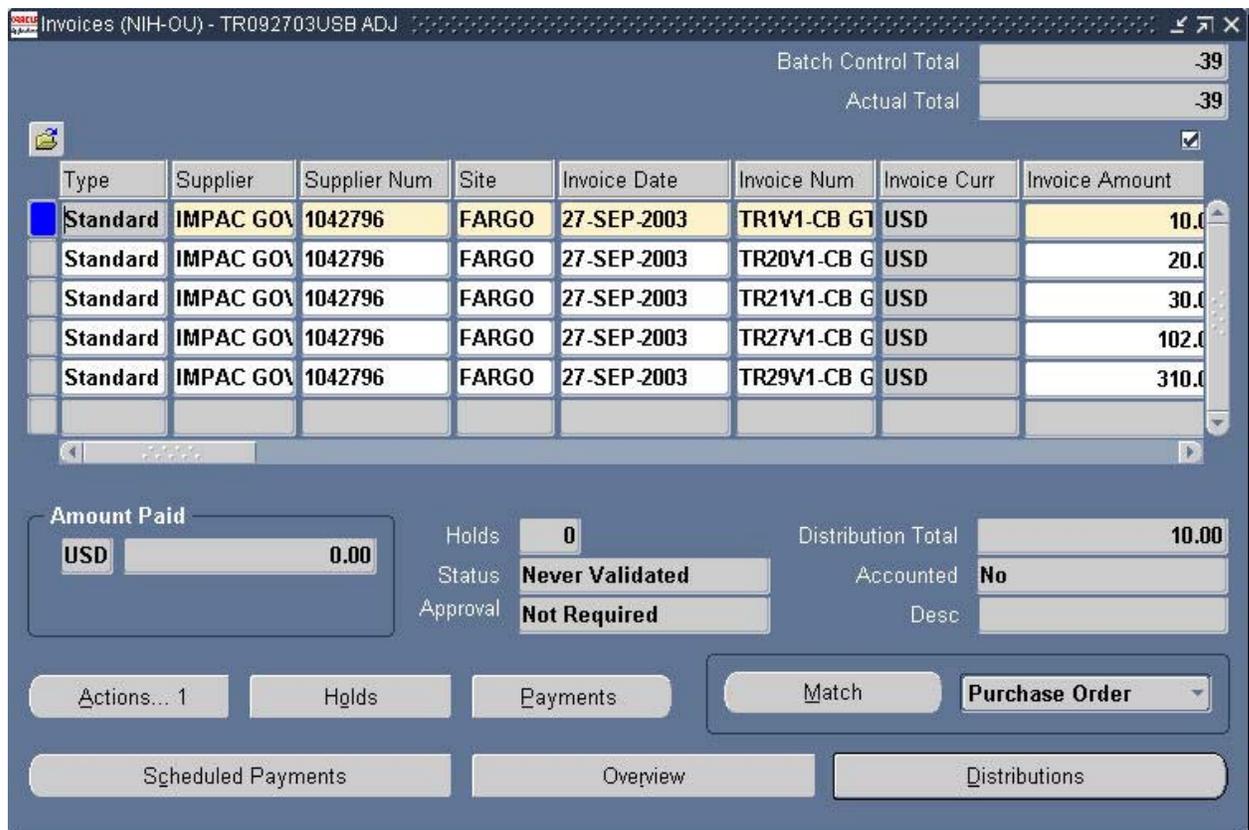
**Invoice Template**

Number   
 Period Type

Calculate Balance Owed... Clear New Find

3. Press the **Find** button.

Result: The **Invoices** window displays the standard invoices in that batch.

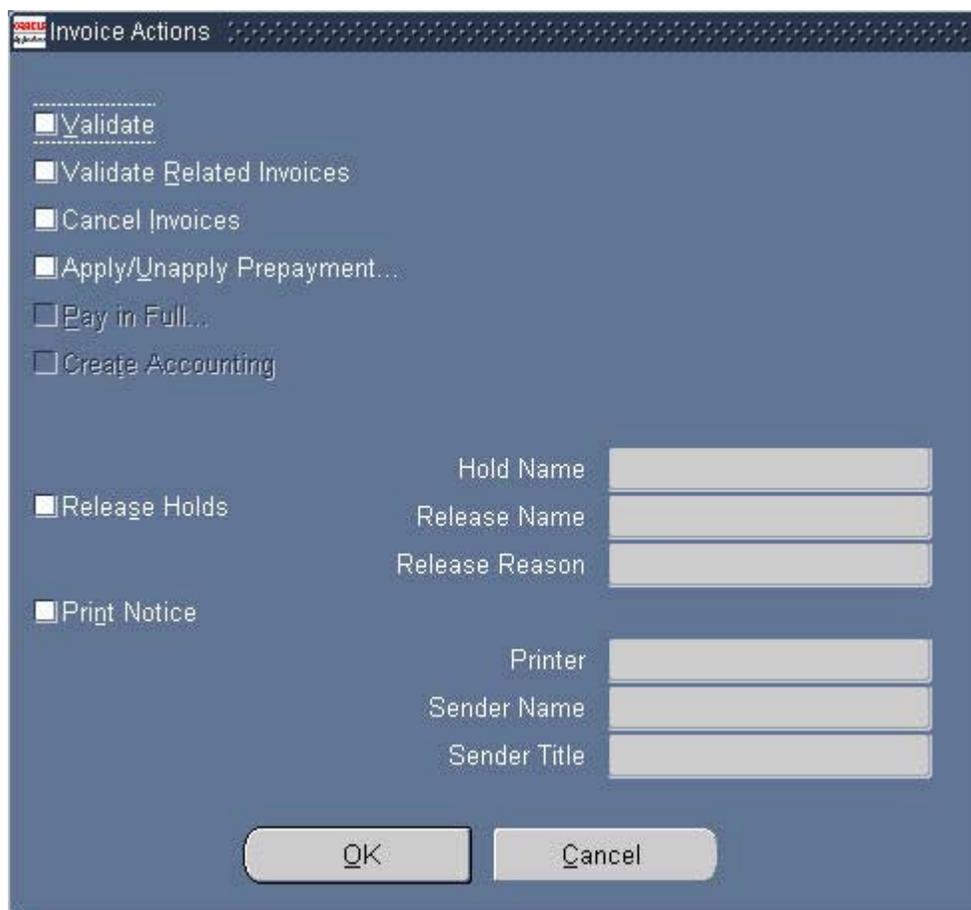


- From the menu bar, select **Edit > Select All**

Result: The invoices displayed will turn blue.

- Select the **Actions...** button.

Result: The **Invoice Actions** window will be displayed.



6. Enable the **Validate** checkbox and select the **OK** button.

Result: The **Invoices** window is displayed and the highlighted invoices have been validated.

Invoices (NIH-OU) - TR092703USB ADJ

Batch Control Total   
 Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	IMPAC GOV	1042796	FARGO	27-SEP-2003	TR1V1-CB G	USD	10.0
Standard	IMPAC GOV	1042796	FARGO	27-SEP-2003	TR20V1-CB G	USD	20.0
Standard	IMPAC GOV	1042796	FARGO	27-SEP-2003	TR21V1-CB G	USD	30.0
Standard	IMPAC GOV	1042796	FARGO	27-SEP-2003	TR27V1-CB G	USD	102.0
Standard	IMPAC GOV	1042796	FARGO	27-SEP-2003	TR29V1-CB G	USD	310.0

Amount Paid

Holds  Status  Approval

Distribution Total  Accounted  Desc

Actions... 1   Hlds   Payments   Match  

Scheduled Payments   Overview   Distributions

7. Press **Find**  button on the application toolbar.

Result: The **Find Invoices** window is displayed.

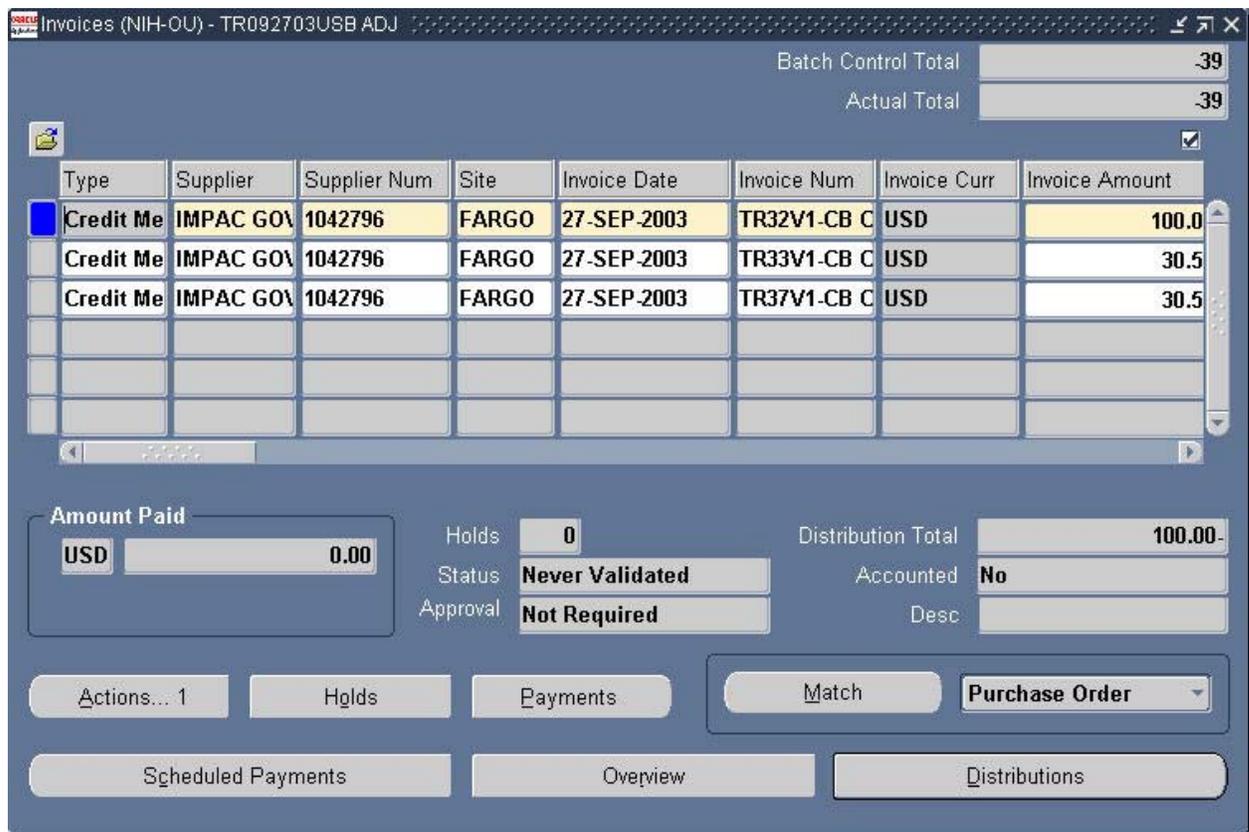
The screenshot shows the 'Find Invoices' window with the following fields and values:

- Supplier:** Name, Site, PO Num, Number, Taxpayer ID, PO Shipment (dropdown).
- Invoice:** Number, Type (Standard), Terms (dropdown), Pay Group (dropdown), Amounts, Dates, Invoice Batch (TRUSB020504ADJ), Currency.
- Invoice Status:** Paid, Accounted, Status (dropdown).
- Holds:** Status, Name, Reason (dropdown).
- Voucher Audit:** Category, Name, Numbers.
- Invoice Template:** Number, Period Type.

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

8. In the **Invoice Type** field, use the drop down menu to select **Credit Memo**.
9. Press the **Find** button.

Result: The **Invoices** window displays the credit memo invoices in that batch.

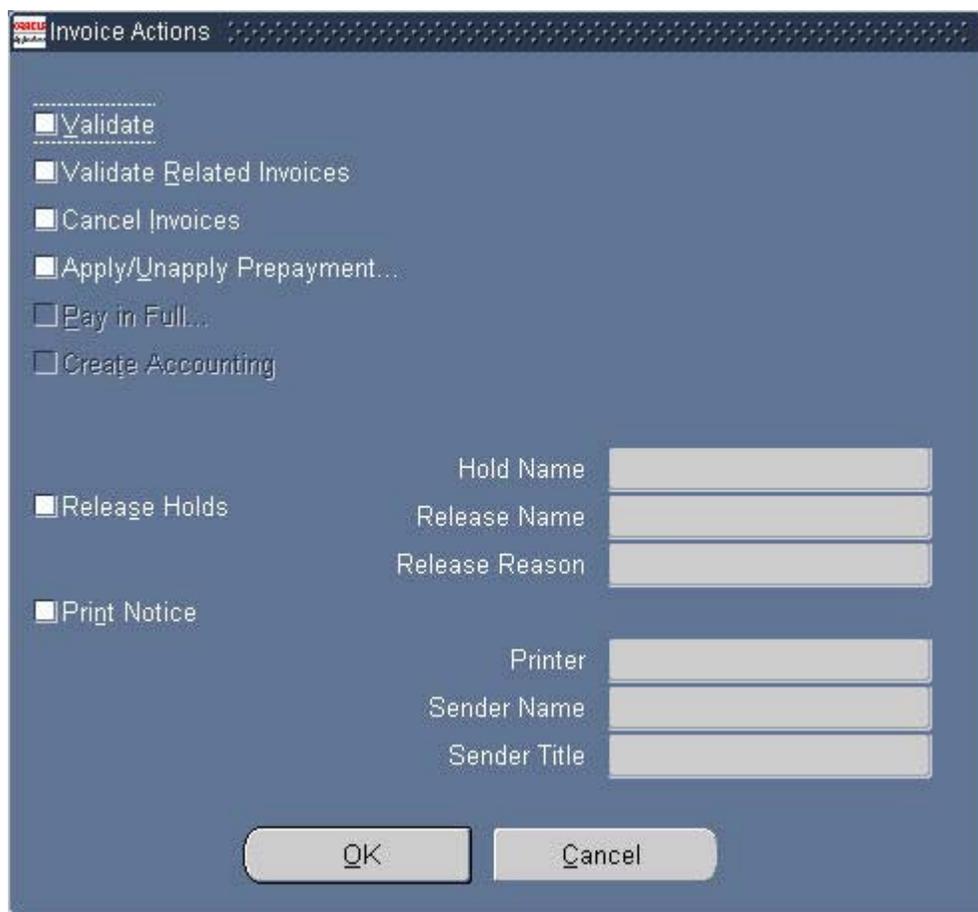


10. From the menu bar, select **Edit > Select All**

Result: The invoices displayed will turn blue.

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

Result: The **Invoice Actions** window will be displayed.



12. Enable the **Validate** checkbox and select the **OK** button.

Result: The **Invoices** window is displayed and the highlighted invoices have been validated

Invoices (NIH-OU) - TR092703USB ADJ

Batch Control Total   
 Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Credit Me	IMPAC GOV	1042796	FARGO	27-SEP-2003	TR32V1-CB C	USD	100.0
<input type="checkbox"/> Credit Me	IMPAC GOV	1042796	FARGO	27-SEP-2003	TR33V1-CB C	USD	30.5
<input type="checkbox"/> Credit Me	IMPAC GOV	1042796	FARGO	27-SEP-2003	TR37V1-CB C	USD	30.5
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Amount Paid  Holds  Distribution Total   
 Status  Accounted   
 Approval  Desc

**End of activity.**

## Recording GTA Credit Memo Invoices



### Recording GTA Credit Memo Invoices

**Step 2:**

**Record each Credit Memo**

- Locate the Credit Memos in the USB ADJ invoice batch  
(Invoice Batch Name is **TRUSBydddADJ**)
- Record each credit memo individually
  - Highlight a single line
  - Select Actions button
  - Enable the pay in full
  - Select a B110 Transaction Code
  - Use the base TR number in the **Document** field

2. Record Adjustments and Credits

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# Recording GTA Credit Memo Adjustments

## Purpose

The purpose of this document is to describe how to record credit memo invoices that are included in the GTA adjustment invoice batch.

NIH Payables User  
N > Invoices > Entry > Invoices  
Invoices

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

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

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

1. In the **Invoice Type** field, use the drop down menu to select **Credit Memo**.
2. In the **Invoice Batch**, select the GTA Adjustment batch from the **LOV**.

Example: Below is a sample completed **Find Invoices** window.

Find Invoices

**Supplier**

Name  Number   
 Site  Taxpayer ID   
 PO Num  **PO Shipment:**

**Invoice**

Number  **Terms:**   
 Type **Credit Memo** **Pay Group:**   
 Amounts  -  Invoice Batch **TRUSB020504ADJ**  
 Dates  -  Currency

**Invoice Status**

Paid   
 Accounted   
 Status

**Holds**

Status   
 Name   
 Reason

**Voucher Audit**

Category   
 Name   
 Numbers  -

**Invoice Template**

Number   
 Period Type

Calculate Balance Owed... Clear New Find

3. Press the **Find** button.

Result: The **Invoices** window displays the credit memo invoices in that batch.

Invoices (NIH-OU) - TR092703USB ADJ

Batch Control Total: .39  
Actual Total: .39

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Credit Me	IMPAC GOV	1042796	FARGO	27-SEP-2003	TR32V1-CB C	USD	100.0
<input type="checkbox"/> Credit Me	IMPAC GOV	1042796	FARGO	27-SEP-2003	TR33V1-CB C	USD	30.5
<input type="checkbox"/> Credit Me	IMPAC GOV	1042796	FARGO	27-SEP-2003	TR37V1-CB C	USD	30.5

Amount Paid: USD 0.00

Holds: 0  
Status: Never Validated  
Approval: Not Required

Distribution Total: 100.00  
Accounted: No  
Desc:

Actions... 1    Holds    Payments    Match    Purchase Order

Scheduled Payments    Overview    Distributions

- Place your cursor in the first unpaid credit memo line.
- Select the **Actions...** button.

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

Invoice Actions

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

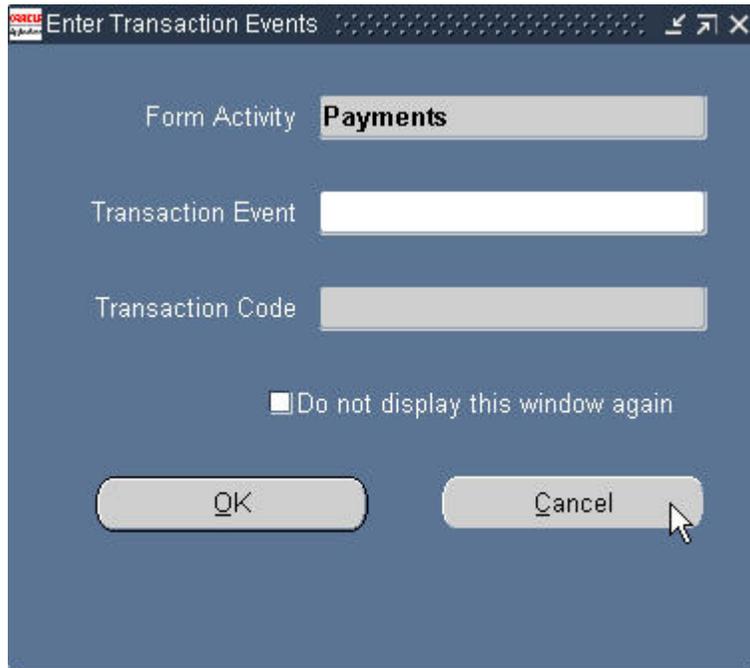
Release Holds  
 Hold Name: \_\_\_\_\_  
 Release Name: \_\_\_\_\_  
 Release Reason: \_\_\_\_\_

Print Notice  
 Printer: \_\_\_\_\_  
 Sender Name: \_\_\_\_\_  
 Sender Title: \_\_\_\_\_

OK    Cancel

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

Result: The **Enter Transactions Events** window is displayed.



Enter Transaction Events

Form Activity **Payments**

Transaction Event

Transaction Code

Do not display this window again

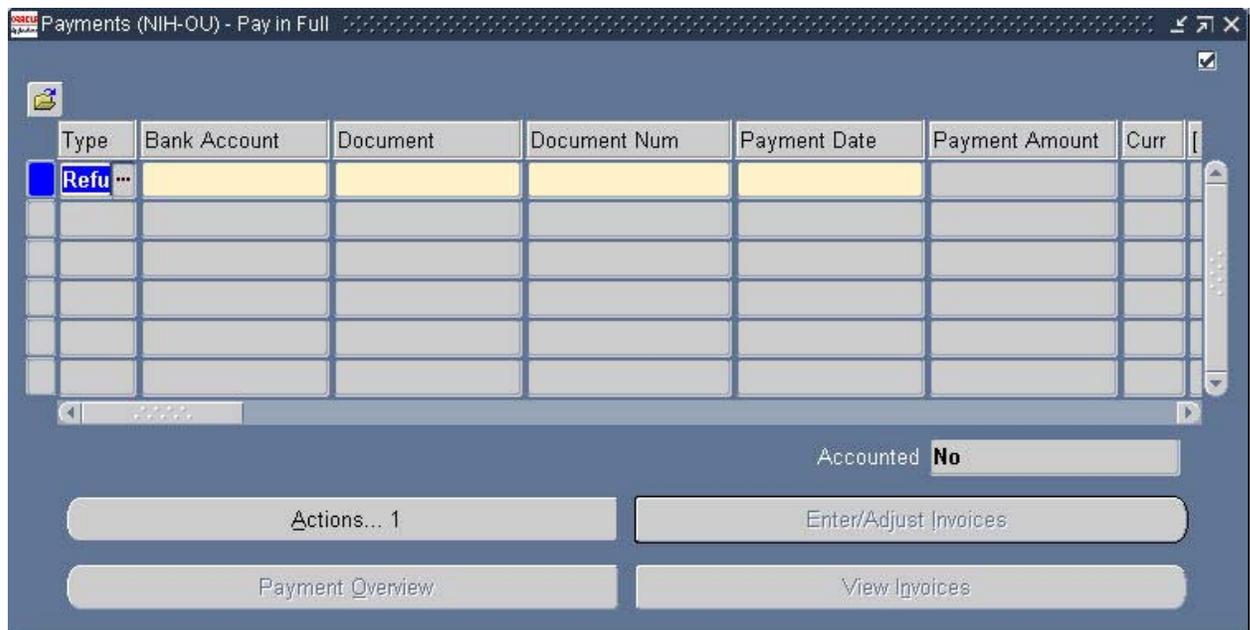
OK Cancel

7. Use the **LOV** in the **Transaction Event** field to select **AP Payments**.

Result: The **Transaction Code** field will be populated with **B110**.

8. Select the **OK** button.

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



Payments (NIH-OU) - Pay in Full

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr
Refu...						

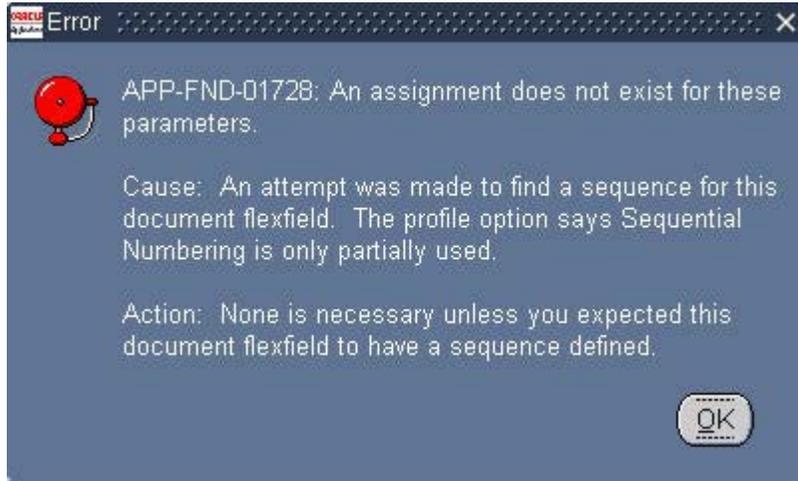
Accounted **No**

Actions... 1 Enter/Adjust Invoices

Payment Overview View Invoices

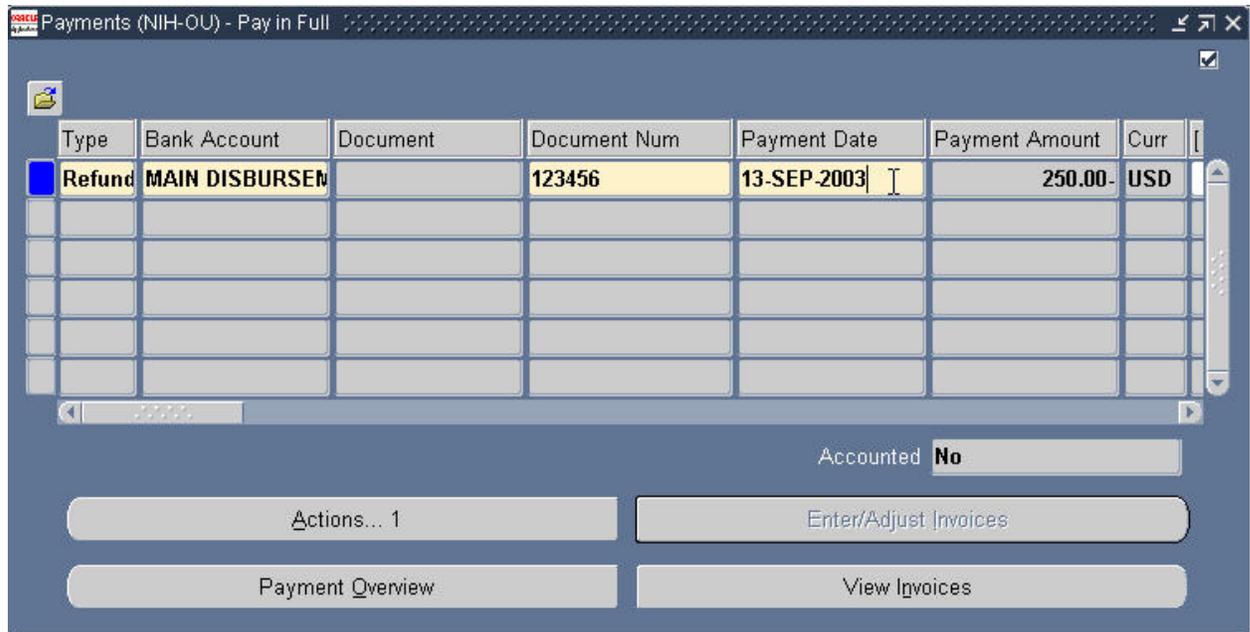
9. Tab to the **Bank Account** field and select **Main Disbursement** from the **LOV**.

Result: A caution message appears.



10. Select the **OK** button.
11. Tab to the **Document Number** field and enter the root travel order number.
12. Save your work.

Example: Below is a sample completed refund.



13. Close the **Payments** window.

**If there are additional unpaid credit memos, goto task #4. Otherwise, end of activity.**

## Recording GTA Standard and Credit Memo Invoices



**Recording GTA Standard and Credit Memo Invoices**

**Step 3:**  
**Create a recorded payment batch for Impac Government Services**

**2. Record Adjustments and Credits**

- Create the batch
  - Batch Name = **TRPmmddyUSB**
  - Transaction Code = B110
  - Supplier Name = Impac Government Services
  - Document = USB.Recorded
- Build and Select the batch
- Review the preliminary report
- Format the batch
- Confirm the batch

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Refer to the NIH Payables User Student Guide for instructions on how to record the USB invoices through payment batches.

 **Practice Lab**

# Lab Time



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Complete Lab 2: Importing and Recording GTA Adjustment Invoices

## Reconciling in Cash Management

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### Reconciling in Cash Management

After this lesson you will know how to:

- Prepare TMC Invoices for Reconciliation
- Import and Record Adjusting Entries
- **Run the Cash Management Reconciliation Program**
- Run Reports to Review Reconciliation Results

# Importing and Reconciling TMC File



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## Importing and Reconciling TMC File

The first time that you access a file that has been prepared by the DBA, you must

**3. Import and Reconcile TMC File**

1. Import the file from the bank statement interface table
2. Run the Autoreconciliation program

**Accounts Payable**

Payment Workbench

Invoice#	Amount	Document
TR25V1-CB	\$150	Recorded
TR26V1-CB	\$1125	Recorded
TR27V1-CB	\$857	Recorded
TR28V1-CB	\$125	Recorded
TR29V1-CB	\$736	Recorded
TR30V1-CB	\$356	Recorded
TR31V1-CB	\$125	Recorded
.....		
Adjustments		
Invoice #	Amount	
TR24V1-CB GTA	\$100	
TR33V1-CB GTA	\$30.50	
TR20V1-CB CM	-\$100	

**Cash Management**

Bank Reconciliation

#	Invoice#	Amount	Reconciled?
1	TR25	\$150	Yes
2	TR26	\$1125	Yes
3	TR27	\$857	Yes
4	TR28	\$125	Yes
5	TR29	\$736	Yes
6	TR30	\$356	Yes
7	TR31	\$125	Yes

**TMC File**

Document #	Amount
TR25	150
TR26	1125

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The DBA loads the file into the Bank Statement Interface. The NIH Cash Management GTA User must import the file from the Bank Statement Interface into the Bank Statement table. At the same time the file is imported, we will run the reconciliation program as well.

# Submit Import and Autoreconciliation Process

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## Purpose

The import and reconciliation process imports files into Oracle Cash Management to be reconciled with payments in Accounts Payable. This request actually contains two separate processes, the import of the file, and the reconciliation of its contents.

NIH Cash Management GTA User  
N > Bank Reconciliation > Bank Statement Interface  
Find Bank Statement Interface



1. Highlight the file you want to import and select the **OK** button.

Result: The **Bank Statement Interface** window is displayed.

Bank Statement Interface (NIH-OU)

Account Number: 301624978  
 Bank Name: TREAS PHIL FIN CTR/FUNDS  
 Bank Branch: 021030033  
 Currency: USD

Statement Number: C201003  
 Date: 22-OCT-2003 13:53:41  
 Status: New  
 Check Digits:   
 Creation Date:

Intra-Day

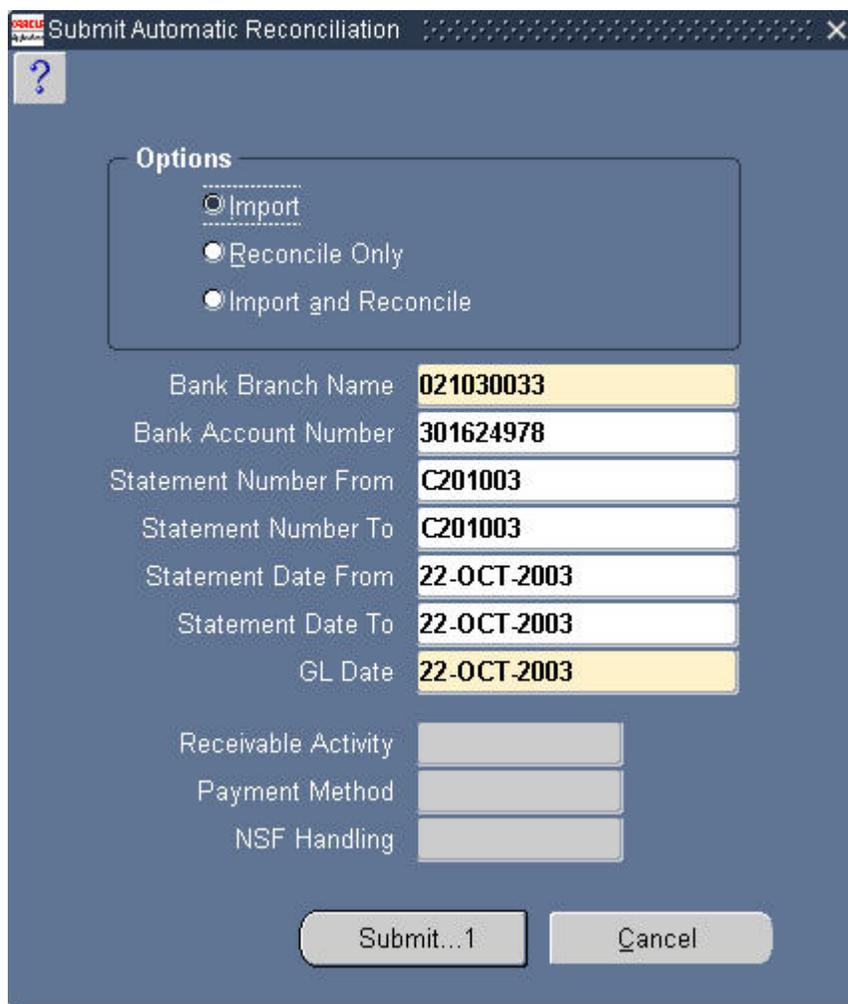
**Control Balances**

	Amount	Lines
Opening	<input type="text"/>	
Receipts	<input type="text"/>	<input type="text"/>
Payments	<input type="text"/>	<input type="text"/>
Closing	<input type="text"/>	
Lines		<input type="text"/>
Cash Flow	<input type="text"/>	
Interest Calculated	<input type="text"/>	

[ ] Errors Lines

2. From the menu bar, select **Tools > AutoReconciliation**.

Result: The **Submit Automatic Reconciliation** window will appear.



3. Enable the **Import and Reconcile** button.
4. Select the **Submit...** button.

Result: A **Caution** window appears.



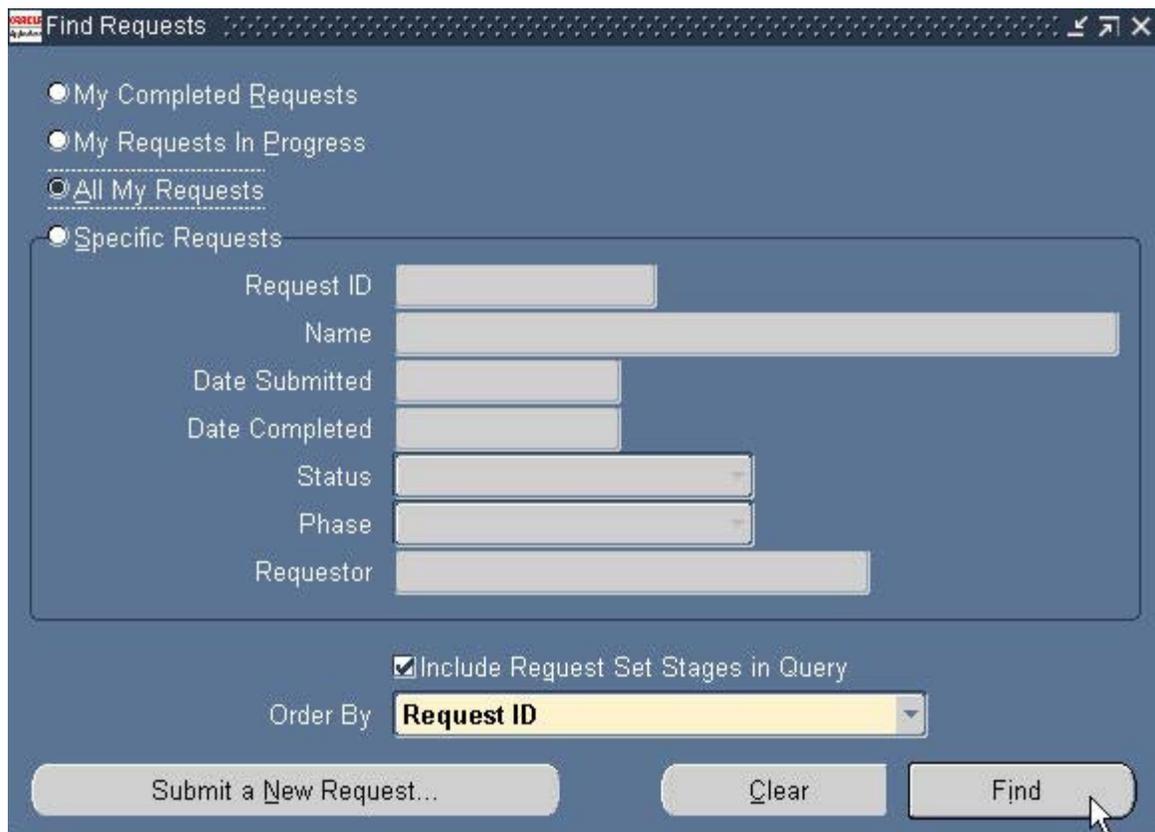
5. Select the **OK** button.

Result: A **Note** window will appear with your request ID.



6. Select the **OK** button.
7. From the menu bar, select **View > Requests**

Result: The **Find Requests** window will appear.



8. Select the **Find** button.

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



9. Select the **Refresh Data** button until AutoReconciliation Execution Report request Phase field indicates that the request has completed.
10. Select the **View Output** button to review the report.

**End of activity.**

## Reviewing the Import Results

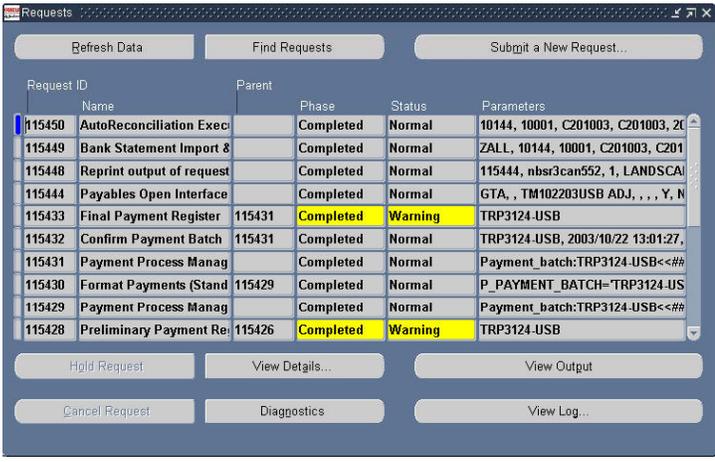


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### Reviewing the Import Results

- Once you have submitted the Import and Autoreconciliation program, review the report that is generated
- If any lines failed to import, contact the NIH Help Desk

**3. Import and Reconcile TMC File**



Request ID	Name	Parent	Phase	Status	Parameters
115450	AutoReconciliation Exec		Completed	Normal	10144, 10001, C201003, C201003, 20
115449	Bank Statement Import &		Completed	Normal	ZALL, 10144, 10001, C201003, C201
115448	Reprint output of request		Completed	Normal	115444, nbsr3can552, 1, LANDSCA
115444	Payables Open Interface		Completed	Normal	GTA, , TM102203USB ADJ, , , Y, N
115433	Final Payment Register	115431	Completed	Warning	TRP3124-USB
115432	Confirm Payment Batch	115431	Completed	Normal	TRP3124-USB, 2003/10/22 13:01:27,
115431	Payment Process Manag		Completed	Normal	Payment_batch:TRP3124-USB<<##
115430	Format Payments (Stand	115429	Completed	Normal	P_PAYMENT_BATCH= TRP3124-US
115429	Payment Process Manag		Completed	Normal	Payment_batch:TRP3124-USB<<##
115428	Preliminary Payment Re	115426	Completed	Warning	TRP3124-USB

Page 23

To review the import results:

- Navigate to **M > View > Requests**
- Select the **Find** button.
- Highlight the **AutoReconciliation Execution Report** request
- Select **View Output**

## Viewing the Import Results in the Bank Statement Window



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### Viewing the Import Results in the Bank Statement Window

➤ Once the Import and Reconciliation program is completed, you may view the bank statement lines in the **Bank Statement** window

**3. Import and Reconcile TMC File**



Page 24

The **Bank Statement** window will provide you with overview information related to the file.

The **Line Totals** block will display the number of lines in the file and the total amount.

The **Unreconciled Amount** and **Lines** fields display the total number of lines that remain unreconciled. To view the lines of the file, select the **Lines** button.

# Find Bank Statement Lines



## Find Bank Statement Lines

- When you select the **Lines** button, the **Find Bank Statement Lines** window will appear
- To view all lines of the file, select **Find**
- To view specific lines of the file, enter your search criteria and select **Find**

### 3. Import and Reconcile TMC File

Bank Statement Lines (NIH-OU) - C201003

Account: 301624978 Date: 22-OCT-2003

Amounts Exchange Reference Description

Find Lines

Line Number:  Trx Type:

Status:  Trx Number:

Amount:  Date Cleared:

Effective Date:  Currency:

Clear New Find

Mark... Create... Errors Reconciled Available

# Viewing the Import Results in the Bank Statement Window – Amounts Tab



## Viewing the Import Results in the Bank Statement Window – Amounts Tab

- The detailed contents of the file are displayed in the **Bank Statement Lines** window
- The **Amounts** tab displays the line amount on the file, the amount reconciled (if applicable), and the transaction date

### 3. Import and Reconcile TMC File

Bank Statement Lines (NIH-OU) - C201003

Account: 301624978 Date: 22-OCT-2003

Amounts Exchange Reference Description

Line Number	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled
72	Payment	01		22-OCT-2003	22-OCT-2003	250.50	
73	Payment	01		22-OCT-2003	22-OCT-2003	70.00	
74	Payment	01		22-OCT-2003	22-OCT-2003	300.00	300.00
75	Payment	01		22-OCT-2003	22-OCT-2003	330.50	
76	Payment	01		22-OCT-2003	22-OCT-2003	300.00	
77	Payment	01		22-OCT-2003	22-OCT-2003	400.00	400.00
78	Payment	01		22-OCT-2003	22-OCT-2003	30.50	30.50
79	Payment	01		22-OCT-2003	22-OCT-2003	400.00	400.00
80	Payment	01		22-OCT-2003	22-OCT-2003	200.00	
81	Payment	01		22-OCT-2003	22-OCT-2003	400.00	400.00

Mark... Create... Ergrs Reconciled Available

# Viewing the Import Results in the Bank Statement Window – Reference Tab

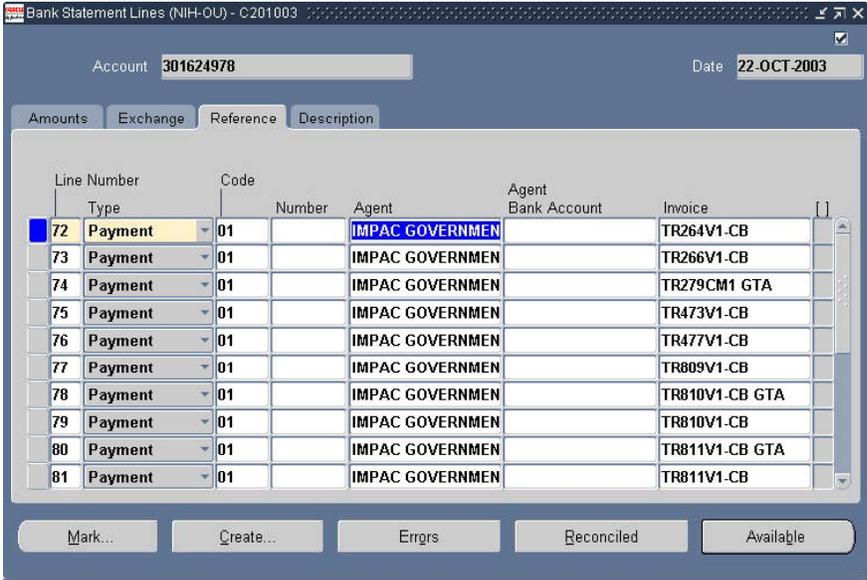


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## Viewing the Import Results in the Bank Statement Window – Reference Tab

➤ The **Reference** tab displays the invoice number on the file

**3. Import and Reconcile TMC File**



The screenshot shows a window titled "Bank Statement Lines (NIH-OU) - C201003". The "Reference" tab is selected. The window displays a table of payment lines with the following columns: Line Number, Type, Code, Number, Agent, Agent Bank Account, and Invoice. The data is as follows:

Line Number	Type	Code	Number	Agent	Agent Bank Account	Invoice
72	Payment	01		IMPAC GOVERNMEN		TR264V1-CB
73	Payment	01		IMPAC GOVERNMEN		TR266V1-CB
74	Payment	01		IMPAC GOVERNMEN		TR279CM1 GTA
75	Payment	01		IMPAC GOVERNMEN		TR473V1-CB
76	Payment	01		IMPAC GOVERNMEN		TR477V1-CB
77	Payment	01		IMPAC GOVERNMEN		TR809V1-CB
78	Payment	01		IMPAC GOVERNMEN		TR810V1-CB GTA
79	Payment	01		IMPAC GOVERNMEN		TR810V1-CB
80	Payment	01		IMPAC GOVERNMEN		TR811V1-CB GTA
81	Payment	01		IMPAC GOVERNMEN		TR811V1-CB

At the bottom of the window, there are buttons for "Mark...", "Create...", "Errors", "Reconciled", and "Available".

**Page 27**

# Viewing the Import Results in the Bank Statement Window – Description Tab



## Viewing the Import Results in the Bank Statement Window – Description Tab

- The **Description** tab displays the error message generated from the customized program and the line status

### 3. Import and Reconcile TMC File

Bank Statement Lines (NIH-OU) - C201003

Account: 301624978 Date: 22-OCT-2003

Amounts Exchange Reference **Description**

Line Number	Type	Code	Number	Description	Status	Charges
72	Payment	01		GTA File Amt 250.5 ,APInv Amt	Unreconciled	
73	Payment	01		Adjustment will not be created	Unreconciled	
74	Payment	01		Entry for adjustment invoice - S	Reconciled	
75	Payment	01		Sponsor Travel. GTA File Amt	Unreconciled	
76	Payment	01		Sponsor Travel. GTA File Amt	Unreconciled	
77	Payment	01		TO#: TR809	Reconciled	
78	Payment	01		Entry for adjustment invoice - S	Reconciled	
79	Payment	01		TO#: TR810	Reconciled	
80	Payment	01		Entry for adjustment invoice - D	Unreconciled	
81	Payment	01		TO#: TR811	Reconciled	

Mark... Create... Errrs Reconciled Available

## Viewing Bank Statement Lines

---

### Purpose

This document describes how to view bank statement lines that were imported from an external file.

NIH Cash Management GTA User  
N > Bank Reconciliation > Bank Statement  
Find Bank Statements

The screenshot shows a software window titled "Reconcile Bank Statements (NIH-OU)". At the top, there is a table with columns: Account Num, Statement Num, Statement Date, Curr, Check Digit, Account Name, Bank Name, and Bank Branch. Below this table is a "Find Bank Statements" dialog box. The dialog box contains the following fields and controls:

- Account Number: A text input field with a dropdown arrow on the right.
- Statement Number: A text input field.
- Document Number: A text input field.
- GL Date: A text input field.
- Complete: A dropdown menu.
- Date: A text input field.
- Currency: A text input field.
- Check Digits: A text input field.
- Buttons: "Clear", "New", and "Find".

At the bottom of the main window, there are three buttons: "Requery", "New", and "Review".

1. Enter the search criteria to locate the bank statement.

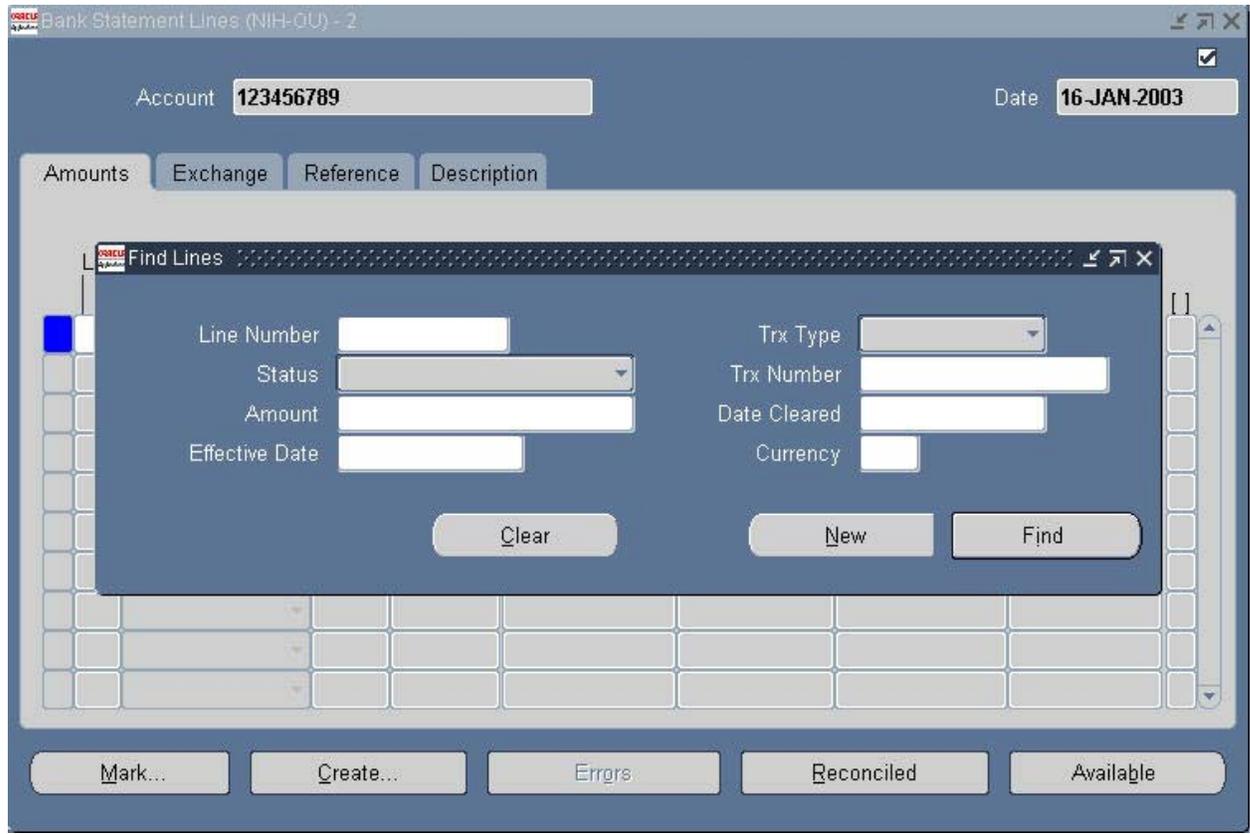
- Select the **Account Number** from the **LOV**.
- Select the **Statement Number** from the **LOV**.

2. Select the **Find** button.

Result: The **Reconcile Bank Statements** window displays the search results.



Result: The **Find Lines** window is displayed.



5. Enter the appropriate search criteria and select the **Find** button.

Result: The **Bank Statement Lines** window displays the search results.

Bank Statement Lines (NIH-OU) - C201003

Account **301624978** Date **22-OCT-2003**

Amounts Exchange Reference Description

Line Number	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled
72	Payment	01		22-OCT-2003	22-OCT-2003	250.50	
73	Payment	01		22-OCT-2003	22-OCT-2003	70.00	
74	Payment	01		22-OCT-2003	22-OCT-2003	300.00-	300.00-
75	Payment	01		22-OCT-2003	22-OCT-2003	330.50	
76	Payment	01		22-OCT-2003	22-OCT-2003	300.00	
77	Payment	01		22-OCT-2003	22-OCT-2003	400.00	400.00
78	Payment	01		22-OCT-2003	22-OCT-2003	30.50	30.50
79	Payment	01		22-OCT-2003	22-OCT-2003	400.00	400.00
80	Payment	01		22-OCT-2003	22-OCT-2003	200.00-	
81	Payment	01		22-OCT-2003	22-OCT-2003	400.00	400.00

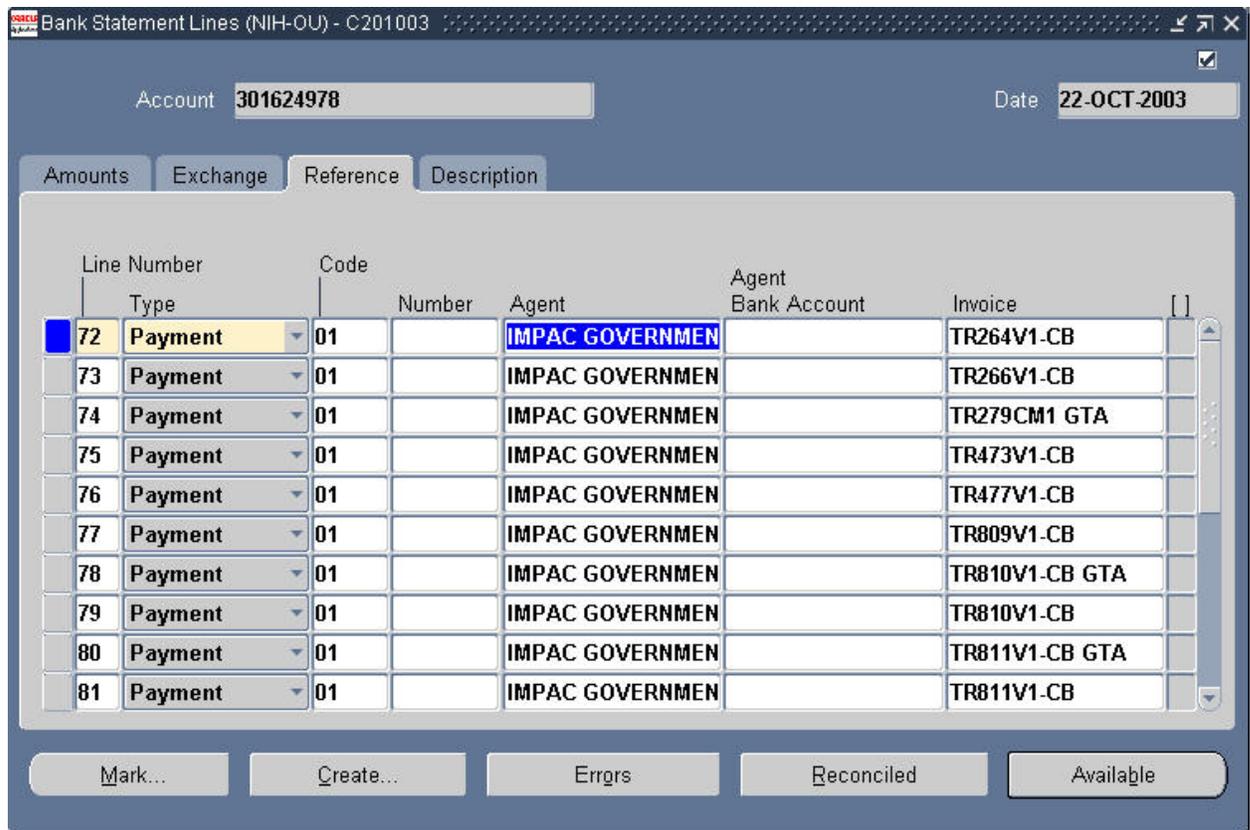
Mark... Create... Errrs Reconciled Available

6. Review the information on the **Amounts** region tab.

- If the Amount Reconciled field is blank, it indicates that the bank statement line has not been reconciled with a transaction in Accounts Payable.

7. Select the **Reference** region tab.

Result: The reference fields are displayed, including the **Invoice** number field.



8. Select the **Description** region tab to review the status of the line and the custom reconciliation message.

Result: The description fields are displayed.

Bank Statement Lines (NIH-OU) - C201003

Account **301624978** Date **22-OCT-2003**

Amounts Exchange Reference Description

Line Number	Type	Code	Number	Description	Status	Charges [ ]
72	Payment	01		GTA File Amt 250.5 ,APInv Amt	Unreconciled	
73	Payment	01		Adjustment will not be created	Unreconciled	
74	Payment	01		Entry for adjustment invoice - S	Reconciled	
75	Payment	01		Sponsor Travel. GTA File Amt	Unreconciled	
76	Payment	01		Sponsor Travel. GTA File Amt	Unreconciled	
77	Payment	01		TO#: TR809	Reconciled	
78	Payment	01		Entry for adjustment invoice - S	Reconciled	
79	Payment	01		TO#: TR810	Reconciled	
80	Payment	01		Entry for adjustment invoice - D	Unreconciled	
81	Payment	01		TO#: TR811	Reconciled	

Mark... Create... Errrs Reconciled Available

**End of activity.**

## Locating Lines in the Bank Statement Lines Window

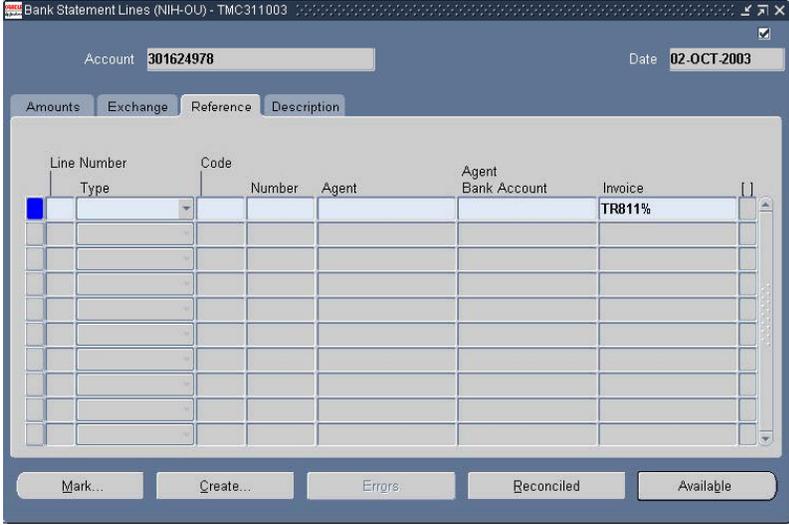


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### Locating Lines in the Bank Statement Lines Window

➤ You may use the Query-by-Example method to search for lines in the **Bank Statement Lines** window

**3. Import and Reconcile TMC File**



The screenshot shows the 'Bank Statement Lines (NIH-OU) - TMC311003' window. At the top, there are fields for 'Account' (301624978) and 'Date' (02-OCT-2003). Below these are tabs for 'Amounts', 'Exchange', 'Reference', and 'Description'. The main area is a table with the following columns: Line Number, Type, Code, Number, Agent, Agent Bank Account, and Invoice. The first row is highlighted in blue and contains the value 'TR811%' in the Invoice column. At the bottom of the window, there are buttons for 'Mark...', 'Create...', 'Errors', 'Reconciled', and 'Available'.

Page 29

To search for bank statement lines using the query-by-example method:

- View all lines in the **Bank Statement Lines** window
- Press the **F11** key
- Enter your search criteria on the **Amount**, **Exchange**, **Reference**, and **Description** tabs
- Press the **Ctrl + F11** keys.

Result: The lines matching your search criteria are displayed.

**Practice Lab**

# Lab Time



Page 30

Complete Lab 3: Import and Reconcile TMC Files

## Reconciliation Reports

---



### Reconciliation Reports

After this lesson you will know how to:

- Prepare TMC Invoices for Reconciliation
- Import and Record Adjusting Entries
- Run the Cash Management Reconciliation Program

**→ Run Reports to Review Reconciliation Results**

## Submit the NIH Cash Management GTA Report

---



**Submit the NIH Cash Management GTA Report**

The NIHCE Cash Management Custom Extension Log will be used to identify:

- imported and reconciled
- imported and not reconciled
- other exceptions

➤ Use this report to start the reconciliation process

➤ This report can be run for a single file or all files.

**4. Run Reconciliation Reports**

Page 32

# Submitting the NIHCE Reconciliation Log Report

---

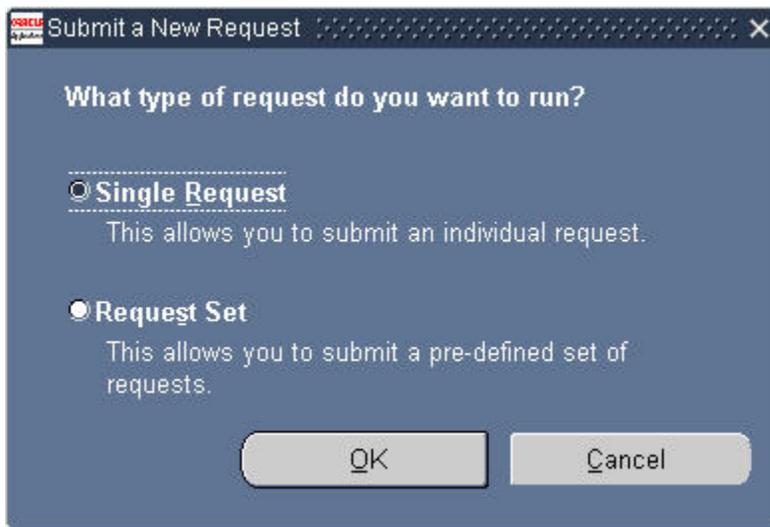
## Purpose

The purpose of this document is to describe how to generate the NIHCE Reconciliation Interface Log.

NIH Cash Management GTA User

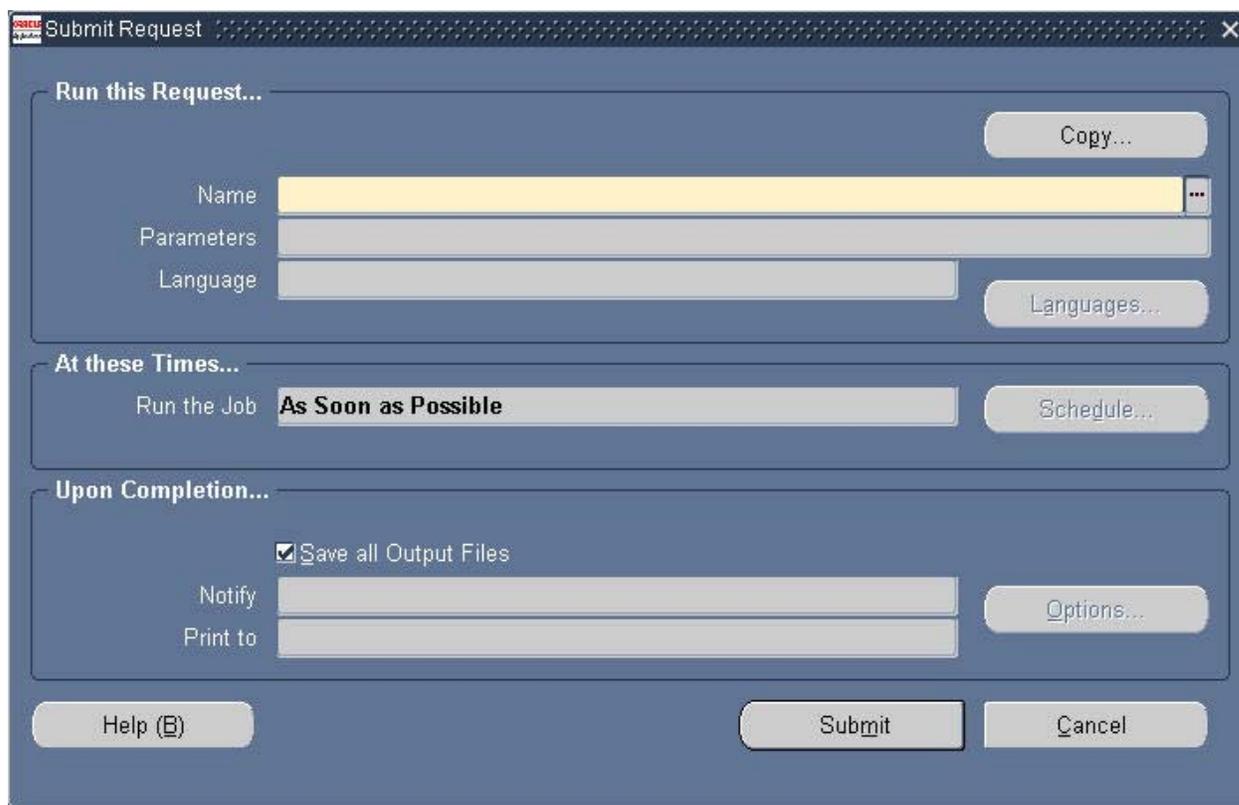
N > Other > Programs > Run

Submit a New Request



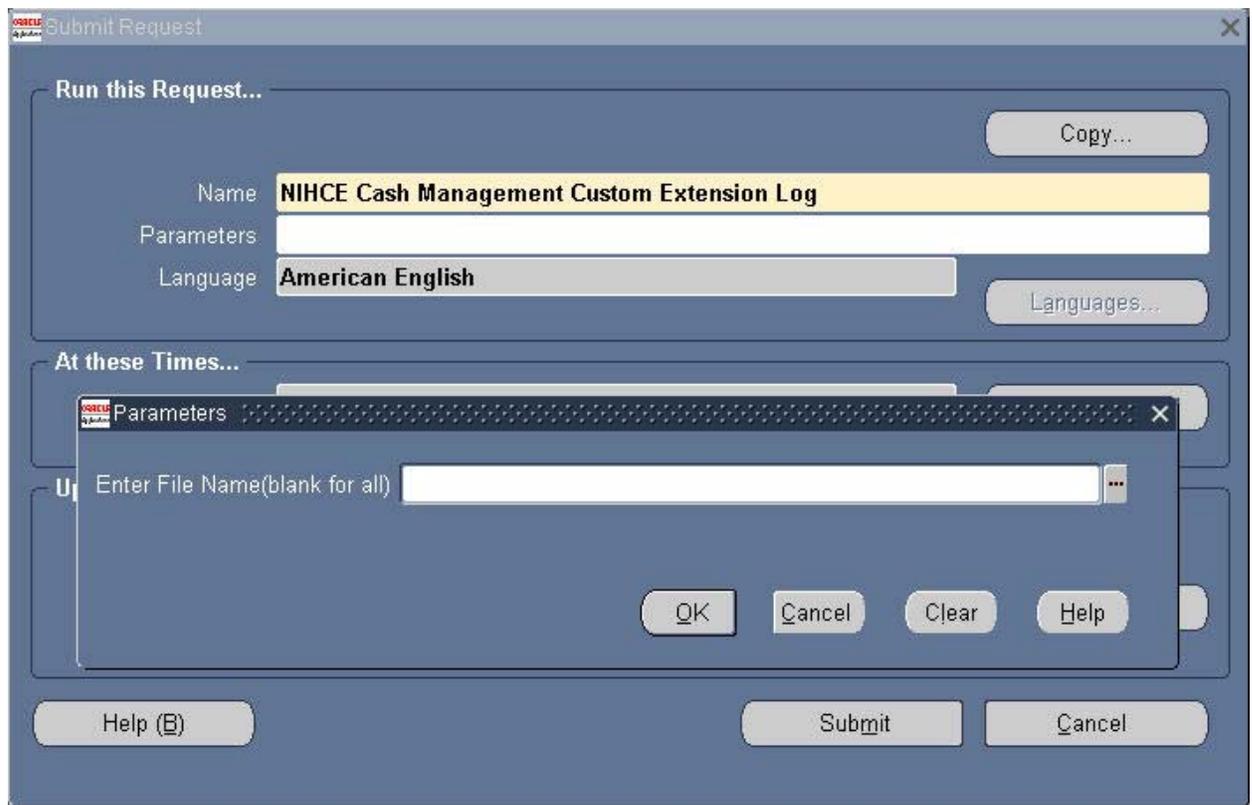
1. Select the **OK** button.

Result: The **Submit Requests** window is displayed.



2. Click on the **LOV** in the **Name** field and select **NIHCE Cash Management Custom Extension Log**

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



3. In the **Enter File Name** field, select the file name that you want the report to run.

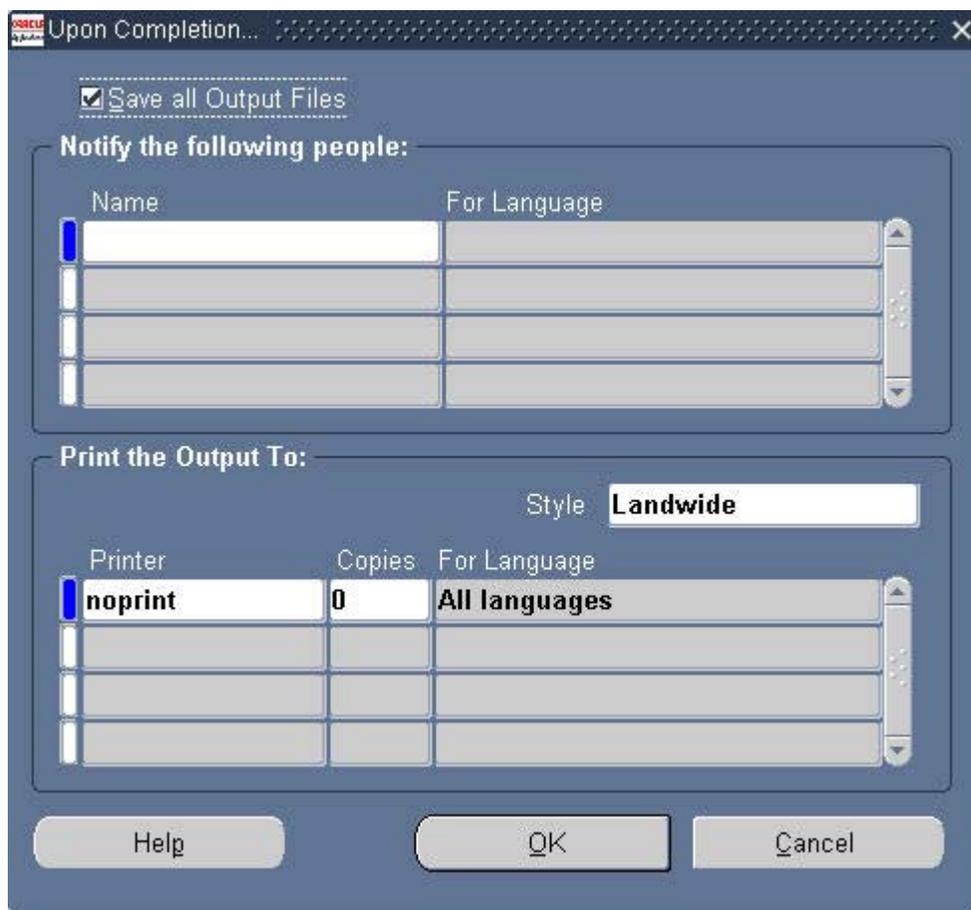
Note: To run the report for all files, leave this field blank.

4. Select the **OK** button.

Result: The **Parameters** window closes.

5. Select the **Options** button.

Result: The **Upon Completion** window is displayed.



6. In the **Printer** field, use the **LOV** to select your printer.
7. In the **Copies** field, enter the number of copies you want to print.
8. Select the **OK** button.
9. Select the **Submit** button.

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

10. Select the **Refresh Data** button until the **Phase** field displays "Completed"

Note: If the **Status** field displays anything other than "Normal," contact the NIH Help Desk.

11. Select the **View Output** button to view the report.

**End of activity.**

## Practice Lab

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**Practice Lab**

# Lab Time



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Complete Lab 4: Submitting the NIHCE Cash Management Reports

## Lesson Summary

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### Lesson Summary

After this lesson you know how to:

- Prepare TMC Invoices for Reconciliation
- Import and Record Adjusting Entries
- Run the Cash Management Reconciliation Program
- Run Reports to Review Reconciliation Results

# **GTA Reconciliation Exceptions**

## **Chapter 4**

# GTA Reconciliation Exception Resolution

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## GTA Reconciliation Exception Resolution

*End User Training*

*Revised February 1, 2004*

## Lesson Objectives

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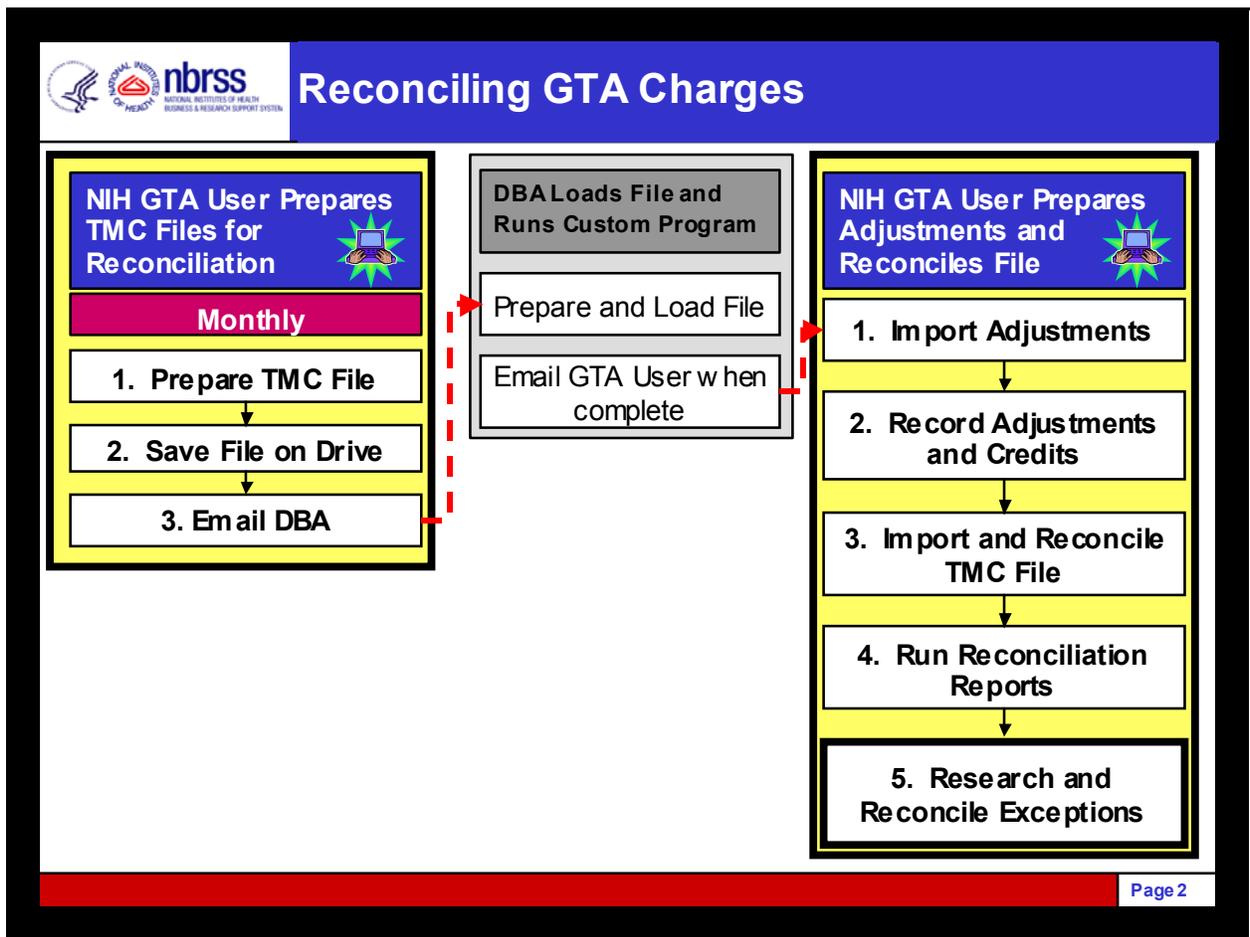


### Lesson Objectives

After this lesson you will know how to:

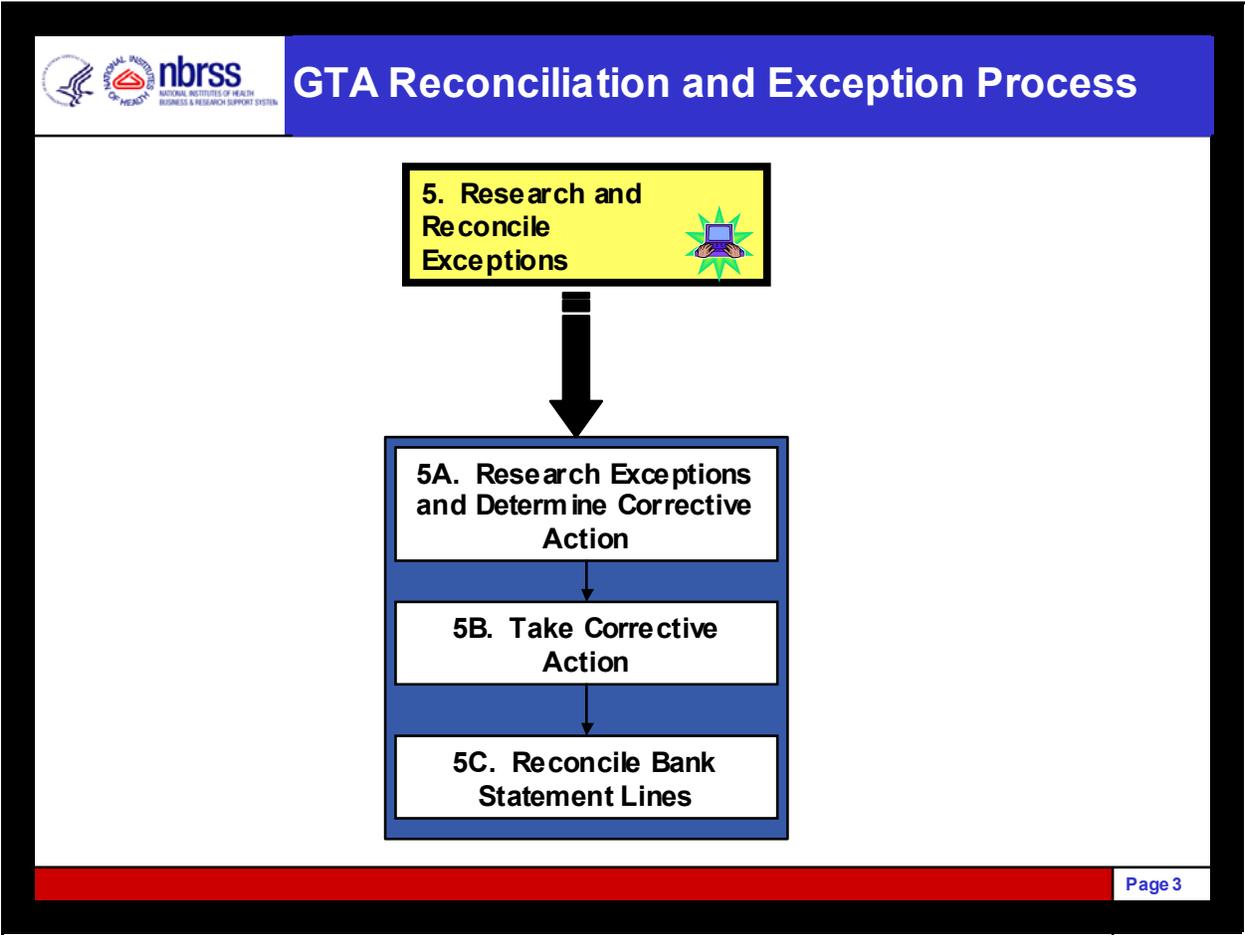
- Research Exceptions and Determine Corrective Action
- Enter Adjustments
- Reconcile Bank Statement Lines

# Reconciling GTA Charges



Researching and resolving GTA Reconciliation exceptions is the final step in the overall process. This step may take multiple months depending upon the types of exceptions that are raised.

# GTA Reconciliation and Exception Process



## Researching and Correcting Exceptions

---



### Researching and Correcting Exceptions

After this lesson you will know how to:

**→ Research Exceptions and Determine Corrective Action**

- Enter Adjustments
- Reconcile Bank Statement Lines

# NIHCE Reconciliation Interface Log



## NIHCE Reconciliation Interface Log

- The NIHCE Reconciliation Interface Log will display:
  - the lines of the file
  - the reconciliation indicator
  - the error in the event did not reconcile
- Refer to the [GTA Reconciliation Exception Resolution job aids](#) for recommendations on how to research and reconcile exceptions

**5A. Research Exceptions and Determine Corrective Action**

Page 5

## Travel Orders and Adjustments Processed

The screenshot shows a report page with a blue header bar containing the title 'Travel Orders and Adjustments Processed' and the nbrss logo. Below the header, the main content area has a title 'Travel Orders and Adjustments Processed' and a sub-section '5A. Research Exceptions and Determine Corrective Action'. The text explains that the page details travel orders and adjustments for which an invoice was found in Accounts Payable. It also lists reasons why lines of the TMC file did not reconcile: No PO Found, PO Cancelled, and No Invoice Found. A red bar at the bottom right indicates 'Page 6'.

**Travel Orders and Adjustments Processed**

**5A. Research Exceptions and Determine Corrective Action**

This page details the travel orders and adjustments processed for which an invoice was found in Accounts Payable.

This page will not display lines of the TMC file that did not reconcile due to:

- No PO Found
- PO Cancelled
- No Invoice Found

Page 6

If the line has a status of “Reconciled,” the bank statement line was matched to an AP payment.

If the line has a status of “Unreconciled,” the bank statement line has not been matched to an AP Payment. These lines will appear on subsequent pages of the report categorized by the error.

## Travel Orders without Purchase Orders

---

	<b>Travel Orders without Purchase Orders</b>
<p><b>Travel Orders without Purchase Orders</b></p> <p><u>Exception Description:</u> The file contains a charge for which there is no corresponding purchase orders in the NBS</p> <p><u>Potential Causes:</u></p> <ol style="list-style-type: none"><li>1. The TMC entered the travel document number incorrectly on the file</li><li>2. The travel document is not approved in the NBS Travel System</li><li>3. The travel document failed during the import from NBS Travel System into the AP Open Interface Table</li></ol>	<b>5A. Research Exceptions and Determine Corrective Action</b>
<hr/> <p style="text-align: right;">Page 7</p>	

## Travel Orders with Cancelled Purchase Orders

	<b>Travel Orders with Cancelled Purchase Orders</b>
<p><b>Travel Orders with Cancelled Purchase Orders</b></p> <p><u>Exception Description:</u> The file contains a charge for which the corresponding purchase order has been cancelled</p> <p><u>Potential Causes:</u></p> <ol style="list-style-type: none"><li>1. The approved travel authorization has been cancelled</li><li>2. Approved authorization has been cancelled and recreated with a new document number</li></ol>	<p><b>5A. Research Exceptions and Determine Corrective Action</b></p>
<p style="text-align: right;">Page 8</p>	

## Travel Orders without Invoices

---



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### Travel Orders without Invoices

### Travel Orders without Invoice s

Exception Description:  
The file contains a line for which no invoice was found in Accounts Payable. A purchase order was found for the travel order.

Potential Causes:

1. The travel voucher was not created in the NBS Travel System
2. The travel voucher was not approved in the NBS Travel System
3. The travel voucher failed during the import process into AP\*

**5A. Research Exceptions and Determine Corrective Action**

Page 9

\*Check the AP Import Error log to see if the invoice failed during import.

As previously discussed, the business process decision that was made was to leave the lines in the unreconciled status until such time that the travel voucher is approved and imported into the NBS.

OFM Travel Office may utilize nVision reports to monitor whether travelers complete the vouchering process in a timely manner.

# Travel Orders with Debit Memos for Invoice

The logo for the National Institutes of Health Business & Research Support System (nbrss) features a stylized eagle and the text "NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM" around a central emblem.	<h2>Travel Orders with Debit Memos for Invoice</h2>
<h3>Travel Orders with Debit Memos for Invoice</h3> <p><u>Exception Description:</u> The file contains a charge for an invoice for which a debit memo currently exists. The debit memo was created due to a variance from the previous month's file</p> <p><u>Cause:</u> The TMC billed for two charges related to the same voucher number in separate months.</p>	<p><b>5A. Research Exceptions and Determine Corrective Action</b></p>
<p>Page 10</p>	

## Travel Orders with Invoice Unpaid

  
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**Travel Orders with Invoice Unpaid**

### Travel Orders with Invoice Unpaid

**5A. Research Exceptions and Determine Corrective Action**

Exception Description:  
The file contains a line for which an invoice was found in Accounts Payable but was not paid. Cash Management can only reconcile to paid invoices.

Cause:  
The invoice was not recorded as paid.

Page 11

The OFM Travel Office NIH Payables User should run the following reports prior to reconciliation to ensure that all Standard and Credit Memo invoices for Impac Government Services have been recorded as paid:

- Invoice on Hold Report
- Invoice Aging Report (Parameters: Supplier Name = Impac Government Services)

Refer to Chapter 3 for guidelines on recording Impac Government Services invoices.

## Travel Order Previously Reconciled

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 <b>nbrss</b> <small>NATIONAL INSTITUTES OF HEALTH BUSINESS &amp; RESEARCH SUPPORT SYSTEM</small>	<b>Travel Order Previously Reconciled</b>
<p><b>Travel Orders Previously Reconciled</b></p> <p><u>Exception Description:</u> The file contains a line for an AP invoice that was previously reconciled</p> <p><u>Cause:</u> A new charge is presented with the same TR number and amount previously reconciled in an earlier file.</p>	<b>5A. Research Exceptions and Determine Corrective Action</b>
<hr/> <p style="text-align: right;">Page 12</p>	

## Travel Orders with Sponsors

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 <b>nibrss</b> <small>NATIONAL INSTITUTE OF HEALTH BUSINESS &amp; RESEARCH SUPPORT SYSTEM</small>	<h3>Travel Orders with Sponsors</h3>
<h4>Travel Orders with Sponsors</h4> <p><u>Exception Description:</u> The file contains a line that cannot be automatically reconciled for which an invoice has been found in Accounts Receivable.</p> <p><u>Potential Causes:</u></p> <ol style="list-style-type: none"><li>1. The file amount is greater or less than the AP invoice</li><li>2. The line failed to reconcile due to any of the other errors contained in the report</li></ol>	<b>5A. Research Exceptions and Determine Corrective Action</b>
<b>Page 13</b>	

## Travel Orders with Multiple Lines



### Travel Orders with Multiple Lines

**5A. Research Exceptions and Determine Corrective Action**

Travel Orders with Multiple Lines

Exception Description:  
The file contains a charge for which an adjustment should be made. The accounting on the file does not match the two or more accounting lines on the invoice in AP.

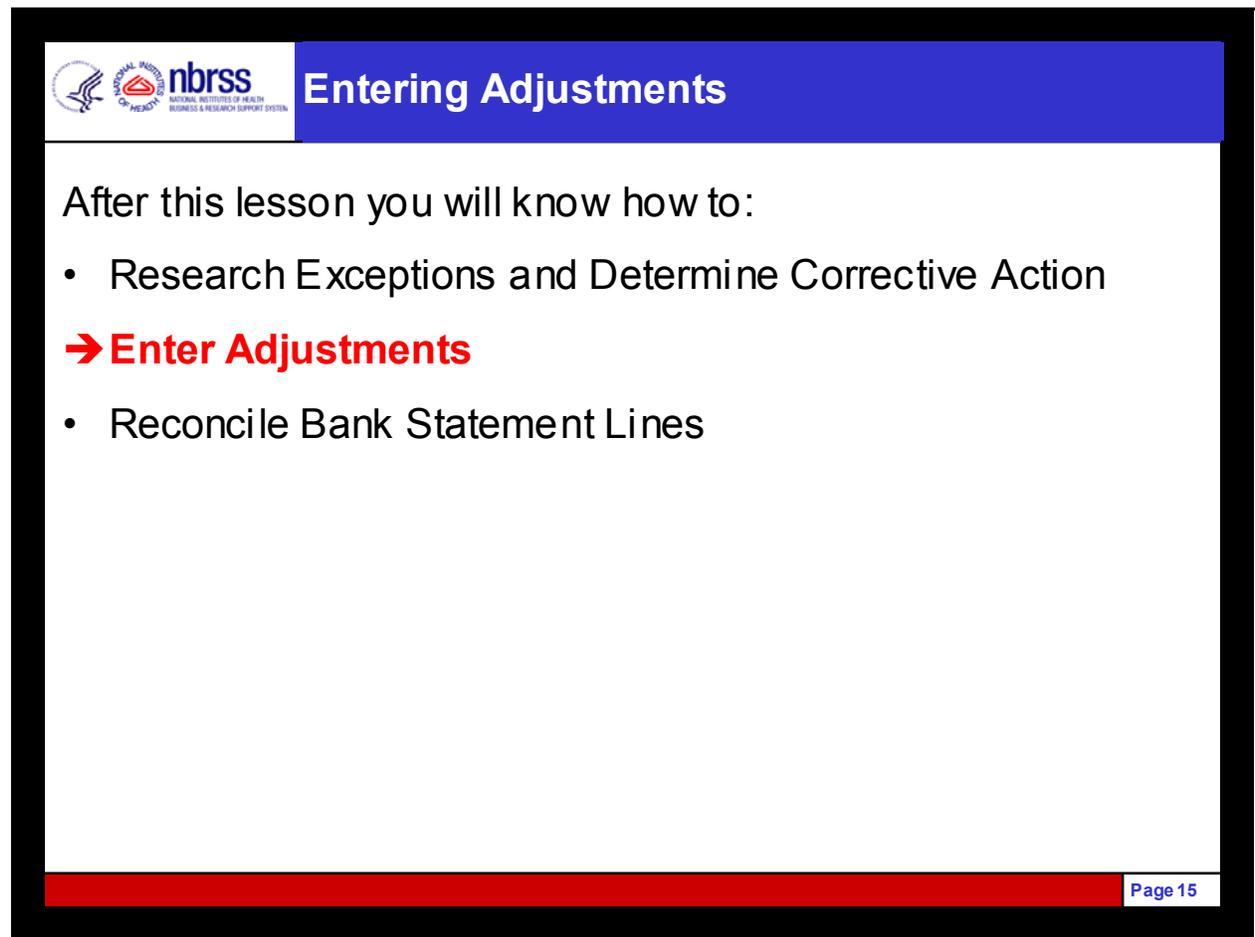
Potential Causes:

1. The file amount is greater or less than the AP invoice
2. The line failed to reconcile due to any of the other errors contained in the report

Page 14

## Entering Adjustments

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 **Entering Adjustments**

After this lesson you will know how to:

- Research Exceptions and Determine Corrective Action
- **Enter Adjustments**
- Reconcile Bank Statement Lines

Page 15

## Types of Corrective Action



### Types of Corrective Action

Depending upon the type of exception and research results, you may need to do one or more of the following:

- Record an AP Payment
- Correct a Bank Statement Line
- Delete a Bank Statement Line
- Enter an Adjusting Invoice in AP and record the payment

You may be required to contact the traveler or travel planner for additional information prior to taking corrective action.

**5B. Take Corrective Action**

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## Recording the AP Payment

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### Recording the AP Payment

- Cash Management reconciles TMC file lines to Accounts Payable Payments.
- Impac Government Services invoices are recorded through payment batches.
- Refer to the NIH Payables User Student Guide for instructions on how to record USB invoices.

**5B. Take Corrective Action**

Page 17

# Correcting Bank Statement Line



## Correcting Bank Statement Line

- If the TMC entered the incorrect invoice number in the file, you may correct the value on the bank statement line.
- Enter the correct value in the **Invoice** field and save your changes.

### 5B. Take Corrective Action

Line Number	Type	Code	Number	Agent	Agent Bank Account	Invoice
72	Payment	01		IMPAC GOVERNMEN		TR264V1-CB
73	Payment	01		IMPAC GOVERNMEN		TR266V1-CB
74	Payment	01		IMPAC GOVERNMEN		TR279CM1-GTA
75	Payment	01		IMPAC GOVERNMEN		TR473V1-CB
76	Payment	01		IMPAC GOVERNMEN		TR477V1-CB
77	Payment	01		IMPAC GOVERNMEN		TR809V1-CB
78	Payment	01		IMPAC GOVERNMEN		TR810V1-CB-GTA
79	Payment	01		IMPAC GOVERNMEN		TR810V1-CB
80	Payment	01		IMPAC GOVERNMEN		TR811V1-CB-GTA
81	Payment	01		IMPAC GOVERNMEN		TR811V1-CB

# Deleting a Bank Statement Line



## Deleting a Bank Statement Line

- If the TMC entered an improper charge on the file, you may delete the line within the bank statement window.
- Locate the bank statement line that you would like to delete and press the **Delete** button on the application toolbar.

### 5B. Take Corrective Action



Bank Statement Lines (NIH-OL) - C201003

Account: 301624978 Date: 22-OCT-2003

Amounts Exchange Reference Description

Line Number	Type	Code	Number	Agent	Agent Bank Account	Invoice
72	Payment	01		IMPAC GOVERNMEN		TR264V1.CB
73	Payment	01		IMPAC GOVERNMEN		TR266V1.CB
74	Payment	01		IMPAC GOVERNMEN		TR279CM1.GTA
75	Payment	01		IMPAC GOVERNMEN		TR473V1.CB
76	Payment	01		IMPAC GOVERNMEN		TR477V1.CB
77	Payment	01		IMPAC GOVERNMEN		TR809V1.CB
78	Payment	01		IMPAC GOVERNMEN		TR810V1.CB.GTA
79	Payment	01		IMPAC GOVERNMEN		TR810V1.CB
80	Payment	01		IMPAC GOVERNMEN		TR811V1.CB.GTA
81	Payment	01		IMPAC GOVERNMEN		TR811V1.CB

Mark... Create... Erros Reconciled Available

## Entering Adjustments in AP

---



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### Entering Adjustments in AP

After conducting research, you may determine that adjustments are needed in Accounts Payable in order to reconcile the file amount with the AP amount.

**5B. Take Corrective Action**

**Step 1:** Determine correct type of transaction  
**Step 2:** Determine correct accounting information  
**Step 3:** Enter the adjustment in AP  
**Step 4:** Record the payments as necessary  
**Step 5:** Update the Bank Statement Lines with the adjustment information

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### Step 1:

- Standard invoices should be entered when the AP invoice is less than the amount on the TMC file.
- Debit Memo invoices should be entered when the AP invoice is more than the amount on the TMC file.
- Credit Memo invoices should be entered when a credit appears on the TMC file.

### Step 2:

The accounting information may be gathered from the original invoice, the travel planner, or nVision.

## Step 3: Entering the Adjustments in AP



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### Step 3: Entering the Adjustments in AP

Adjusting Invoices must be entered in batches.

**5B. Take Corrective Action**

Invoice Batch Name = TRUSBmmdyyADJfile*			
Invoice Type	Invoice Name	Amount	Transaction Code
Standard Invoice	TRxV#-CBGTA	Positive	B302x, where x is the fund type
Debit Memo	TRxV#-CBGTADM	Negative	B107x, where x is the fund type
Credit Memo	TRxV#-CBGTACM	Negative	B107x, where x is the fund type

*\* We recommend creating a single adjustment invoice batch per file per month*

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# Entering Invoice Batches

---

## Purpose

The purpose of this document is to describe how to manually enter invoices into the NBS. All manual invoices must be entered into NBS in batches. Invoices that are entered manually will require the user to indicate the correct account code distribution, project, and task information. Once the invoice batch is entered, it will be necessary to validate and create accounting for the invoice as well. Refer to *Validating an Invoice On-Line [NAV1003A]* and *Creating Accounting for Invoices On-Line [NAV1006A]*.

## Before you begin

Before you begin, the following information must be available:

- Supplier Name
- Supplier Site
- Invoice Number
- Invoice Date
- Payment Terms
- Payment Method
- Project Number
- Expenditure Type
- Expenditure Date
- Transaction Code based on Fund Value

NIH Payables User  
N > Invoices > Entry > Invoice Batches  
Invoice Batches

Batch Name	Date	Control Count	Control Amount	Act
	15-JAN-2003			

Buttons: Create Accounting, Validate 1, Invoices

1. Enter a unique name for the invoice batch in the **Batch Name** field.
- Note: The naming convention for this field should be followed.
2. Tab to the **Control Count** field and enter the number of invoices in the batch.
  3. Tab to the **Control Amount** field and enter the total dollar value of the invoices in the batch.
  4. Save your work.

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

Batch Name	Date	Control Count	Control Amount	Act
TRSR3198	29-AUG-2003	1	93.57	

Buttons: Create Accounting, Validate 1, Invoices

5. Select the **Invoices** button.

Result: The **Enter Transaction Events** window is displayed.

Form Activity: Unmatched Invoice

Transaction Event: [Empty]

Transaction Code: [Empty]

Do not display this window again

Buttons: OK, Cancel

If a transaction code should be entered, goto task #7. Otherwise, goto task #6.

6. Close the **Enter Transaction Events** window by clicking on the **X** in the upper right corner.

Result: A **Caution** window appears.

**Goto task #8.**

7. In the **Transaction Event** field, select the appropriate transaction code from the **LOV**.

Result: The **Transaction Code** field value defaults.

8. Select the **OK** button.

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

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standar...						USD	

Batch Control Total: 93.57  
Actual Total: 93.57

Amount Paid: USD 0.00  
Holds:   
Status: Never Validated  
Approval: Not Required  
Distribution Total: 0.00  
Accounted: No  
Desc:

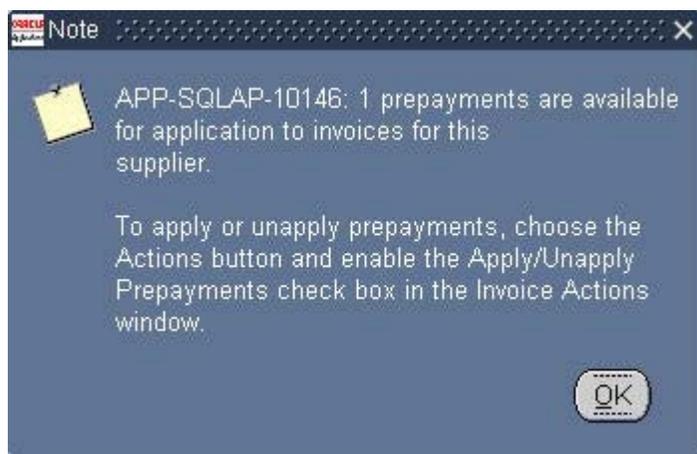
Actions... 1 | HglDs | Payments | Match | Purchase Order  
Scheduled Payments | Overview | Distributions

9. In the **Type** field, select the appropriate type of invoice from the **LOV**.

10. Tab to the **Supplier** field and select the appropriate supplier name from the **LOV**.

Result: The **Supplier Number** field defaults.

Note: You may receive a message indicating that a prepayment is available.



11. Enter the remaining invoice information based upon the table below:

Note: If a field is not referenced in this table, it is not required. Do not complete any fields that are not listed below.

Field	Description
<b>Site</b>	Accept default value or select the appropriate site from the <b>LOV</b>
<b>Invoice Date</b>	Enter the invoice date
<b>Invoice Number</b>	Enter a unique invoice number
<b>Invoice Currency</b>	Defaults to <b>USD</b>
<b>Invoice Amount</b>	Enter the amount of the invoice
<b>Project</b>	Enter the Project information
<b>Task</b>	Select the Task information from the <b>LOV</b>
<b>Expenditure Type</b>	Select the Expenditure Type from the <b>LOV</b>
<b>Expenditure Item Date</b>	Enter the Expenditure Date
<b>Expenditure Organization</b>	Select the Expenditure Org from the <b>LOV</b>
<b>GL Date</b>	Defaults. Do not change
<b>Payment Currency</b>	Defaults to <b>USD</b> . Do not change
<b>Description</b>	Enter a description of the invoice.
<b>Payment Rate Date</b>	Defaults to current date. Do not change
<b>Transaction Code</b>	Defaults from value entered in <b>Enter Transaction Code</b> window. Do not change
<b>Terms Date</b>	Defaults to the current date.
<b>Terms</b>	Defaults from value entered in Invoice Batches window. If necessary, use the <b>LOV</b> to select a different term.
<b>Payment Method</b>	Defaults from what is entered on the <b>Invoice Batches</b> window. If necessary, use the <b>LOV</b> to select a different payment method.
<b>Pay Group</b>	Defaults from value entered in <b>Invoice Batches</b> window

Example: Below is a sample completed invoice line.

Invoices (NIH-OU) - TRSR3198

Batch Control Total **93.57**  
Actual Total **93.57**

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standa...	PEW CHAR	10040490	TRAVEL	29-AUG-2003	TR000012V1-	USD	93.57

Amount Paid: USD **0.00**

Holds: **0**  
Status: **Never Validated**  
Approval: **Not Required**

Distribution Total: **0.00**  
Accounted: **No**  
Desc:

Actions... 1   Hlds   Payments   Match   Purchase Order

Scheduled Payments   Overview   Distributions

**If you want to apply a prepayment, goto task #12. Otherwise, goto task #19.**

12. Select the **Actions** button.

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

The screenshot shows a dialog box titled "Invoice Actions" with the Oracle logo in the top-left corner. The dialog contains the following elements:

- Checkboxes:  Validate,  Validate Related Invoices,  Cancel Invoices,  Apply/Unapply Prepayment...,  Pay in Full...,  Create Accounting,  Release Holds, and  Print Notice.
- Input fields:  Hold Name,  Release Name,  Release Reason,  Printer,  Sender Name, and  Sender Title.
- Buttons:  and .

13. Enable the **Apply/Unapply Prepayment** checkbox and select the **OK** button.

**Result:** The **Apply/Unapply Prepayment** window is displayed. The available prepayments are displayed in the upper portion of the window.

Apply/Unapply Prepayments (NIH-OU) - TR1V-1, DAVID SMITH:9976689999

Invoice Amount **154.50**  
 Invoice Amount Unpaid **154.50**

Prepayment on Invoice

Apply	Amount To Apply	GL Date	Number	Dist	Tax Code	Amount Available	Site	Print
<input checked="" type="checkbox"/>			TR1-AD	1		154.50	TRAVEL	<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>

Description  PO Num   
 Account **0100 MF 2/4 MULTI DRCT A.2004.ROYALTY.NIAID.HNM2 NIAID DIF** Receipt Num

**Existing Prepayment Applications**

Unapply	Amount Applied	GL Date	Number	Dist	Tax Code	Site
<input checked="" type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Description  PO Num   
 Account  Receipt Num

Invoice Overview      Apply/Unapply

14. Enable the **Apply** checkbox on those prepayment lines you want applied to the invoice.
15. Enable the **Prepayment on Invoice** checkbox.
16. Update the **Amount To Apply** field as necessary.

Example: Below is a sample completed window.

Apply/Unapply Prepayments (NIH-OU) - TR1V-1, DAVID SMITH:9976689999

Invoice Amount **154.50**  
 Invoice Amount Unpaid **154.50**

Prepayment on Invoice

Apply	Amount To Apply	GL Date	Number	Dist	Tax Code	Amount Available	Site	Print
<input checked="" type="checkbox"/>	154.50	06-SEP-2003	TR1-AD	1		154.50	TRAVEL	<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>

Description  PO Num   
 Account **0100 MF 2/4 MULTI DRCT A.2004.ROYALTY.NIAID.HNM2 NIAID DIF** Receipt Num

**Existing Prepayment Applications**

Unapply	Amount Applied	GL Date	Number	Dist	Tax Code	Site
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Description  PO Num   
 Account  Receipt Num

Invoice Overview      Apply/Unapply

17. Select the **Apply/Unapply** button.

Result: The applied prepayment is displayed in the **Existing Prepayment Applications** block.

Apply/Unapply Prepayments (NIH-OU) - TR1V-1, DAVID SMITH:9976689999

Invoice Amount **154.50**  
 Invoice Amount Unpaid **154.50**

Prepayment on Invoice

Apply	Amount To Apply	GL Date	Number	Dist	Tax Code	Amount Available	Site	Print
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Description  PO Num   
 Account  Receipt Num

**Existing Prepayment Applications**

Unapply	Amount Applied	GL Date	Number	Dist	Tax Code	Site
<input checked="" type="checkbox"/>	<b>154.50</b>	<b>06-SEP-2003</b>	<b>TR1-AD</b>	<b>1</b>		<b>TRAVEL</b>
<input type="checkbox"/>						
<input type="checkbox"/>						

Description  PO Num   
 Account **0100 MF 2/4 MULTI DRCT A.2004.ROYALTY.NIAID.HNM2 NIAID DIF** Receipt Num

Invoice Overview      Apply/Unapply

18. Close the **Apply/Unapply Prepayments** window.

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

Invoices (NIH-OU) - TM200309061213TR

Batch Control Total **157.5**  
 Actual Total **154.5**

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	DAVID SMI	1000756	TRAVEL	06-SEP-2003	TR1V-1	USD	154.5

Amount Paid: USD **0.00**

Holds: **0**  
 Status: **Never Validated**  
 Approval: **Not Required**

Distribution Total: **154.50**  
 Accounted: **No**  
 Desc:

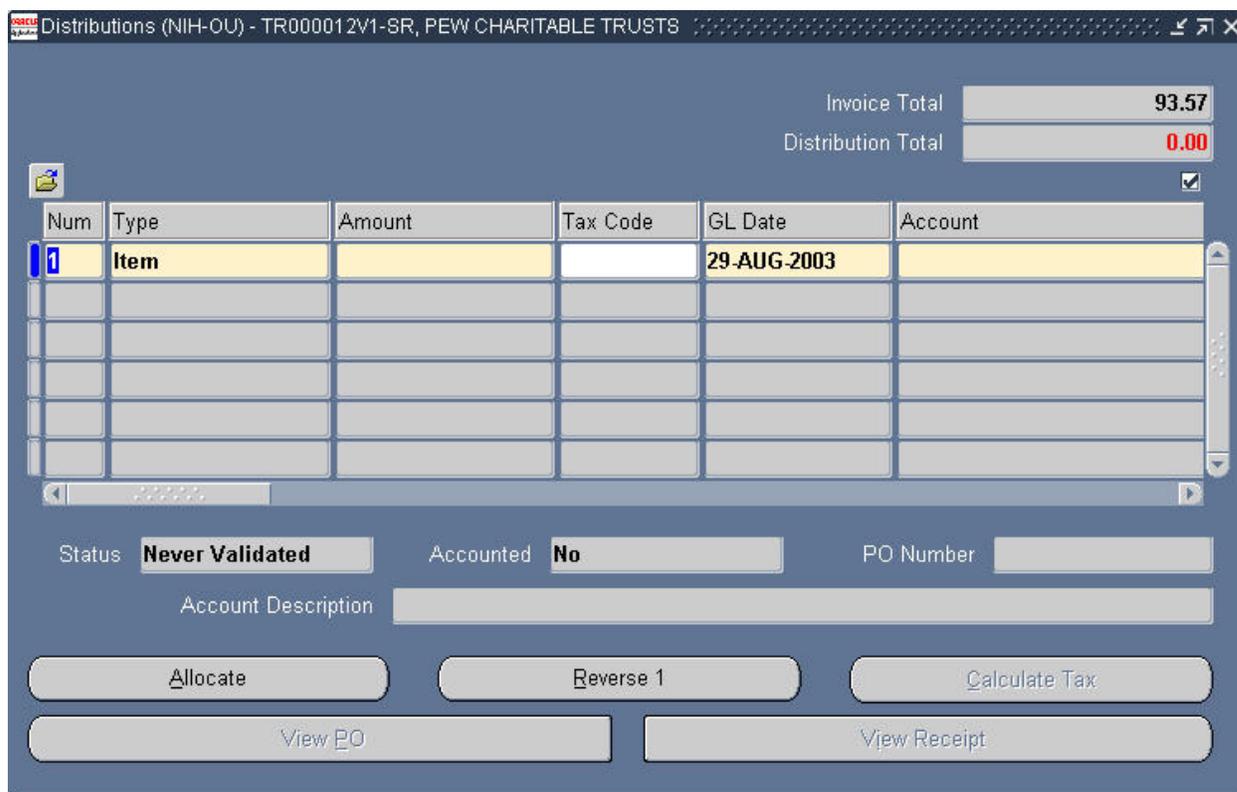
Actions... 1   Hglds   Payments   Match   Purchase Order

Scheduled Payments   Overview   Distributions

**If the invoice total matches the distribution total, end of activity. Otherwise, goto task #19.**

19. Select the **Distributions** button.

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



20. Enter the following information in the first available distribution line:

Field	Description
<b>Amount</b>	Enter the amount that will be charged to the accounting information for that line. <u>Note:</u> If entering a Debit Memo or Credit Memo, the amount must be entered as a negative.
<b>Project</b>	Enter the Project number
<b>Task</b>	Select <b>1</b> from the <b>LOV</b>
<b>Expenditure Type</b>	Select the Expenditure Type from the <b>LOV</b>
<b>Expenditure Item Date</b>	Enter the Expenditure Date
<b>Expenditure Organization</b>	Select <b>HN</b> from the <b>LOV</b>

Notes:

- If the **Project**, **Task**, **Expenditure Type**, **Expenditure Item Date**, and **Expenditure Organization** fields were not completed in the **Invoice** window, they must be completed in the **Distributions** window.
- The total amount for all lines should equal the invoice total displayed in the top right hand corner of the screen.

Note: Below is a sample completed distributions window.

Distributions (NIH-OU) - TR00123V1-SR, PEW CHARITABLE TRUSTS

Invoice Total **93.57**  
 Distribution Total **93.57**

Num	Type	Amount	Tax Code	GL Date	Account
1	Item	93.57		29-AUG-2003	

Status **Never Validated**    Accounted **No**    PO Number

Account Description

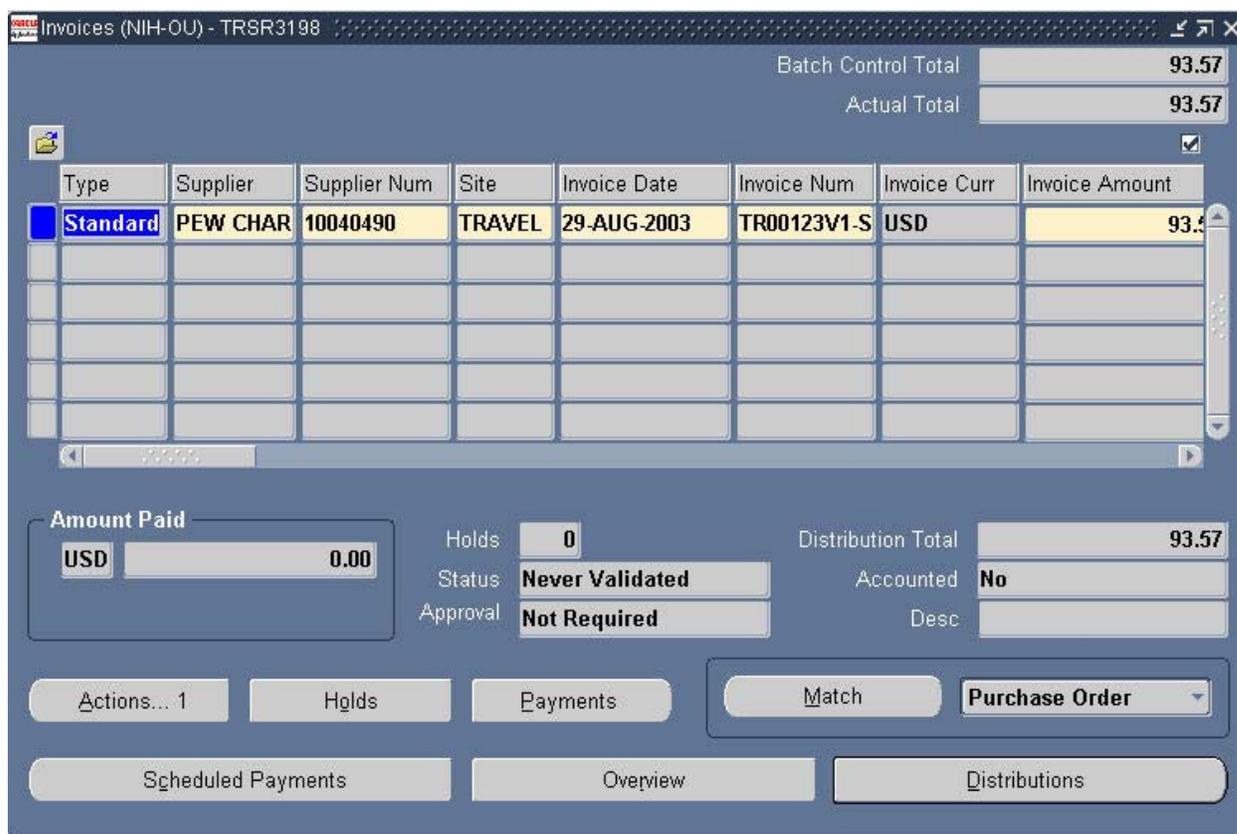
Allocate    Reverse 1    Calculate Tax

View PO    View Receipt

If the Invoice Total matches the Distribution Total, goto task #21. Otherwise, goto task #20.

21. Close the **Distributions** window.

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



**If there are additional invoices to enter, goto task #22. Otherwise, goto task #23.**

22. Place your cursor in the next line.

**Goto task #7.**

23. Close the **Invoices** window.

Result: You are returned to the **Invoice Batches** window.

24. Review the **Batch Control Total** and **Actual Total** fields.

**End of activity.**

## Step 4: Recording Payment

**Step 4: Recording Payment**

➤ Once the adjustment invoices are entered, the standard and credit memo invoices must be recorded.

- **Standard Invoices** may be recorded in payment batches
- **Credit Memos** must be recorded individually from the Invoices window

➤ Refer to Chapter 3 in this manual for detailed instructions on recording Standard and Credit Memo invoices

**5B. Take Corrective Action**

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## Step 5: Updating Bank Statement Lines



### Step 5: Updating Bank Statement Lines

➤ Once the adjustment invoices are entered and recorded, you must update the bank statement lines to reflect the adjustment.

**5B. Take Corrective Action**

- **Standard Adjustments**
  - Update the existing bank statement line amount to the original invoice amount
  - Insert a line for the adjustment invoice
- **Debit Memos**
  - Update the existing bank statement line amount to the original invoice amount
  - Enter a new line for the debit memo amount
- **Credit Memos**
  - No update is needed

➤ Use the Bank Statement Lines job aid as a reference for creating new bank statement lines.

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# Modifying Bank Statements

---

## Purpose

The purpose of this document is to describe how to update bank statement lines as part of the GTA reconciliation process. This process will be required if the TMC made an error on the file or adjustment invoices were made in Accounts Payable.

NIH Cash Management GTA User  
N > Bank Reconciliation > Bank Statements  
Find Bank Statements

The screenshot shows a software window titled "Reconcile Bank Statements (NIH-OU)". At the top, there is a table with columns: Account Num, Statement Num, Statement Date, Curr, Check Digit, Account Name, Bank Name, and Bank Branch. Below this table is a "Find Bank Statements" dialog box. The dialog box contains the following fields and controls:

- Account Number: Text input field with a dropdown arrow.
- Statement Number: Text input field.
- Document Number: Text input field.
- GL Date: Text input field.
- Complete: Dropdown menu.
- Date: Text input field.
- Currency: Text input field.
- Check Digits: Text input field.
- Buttons: Clear, New, Find.

At the bottom of the main window, there are three buttons: Requery, New, and Review.

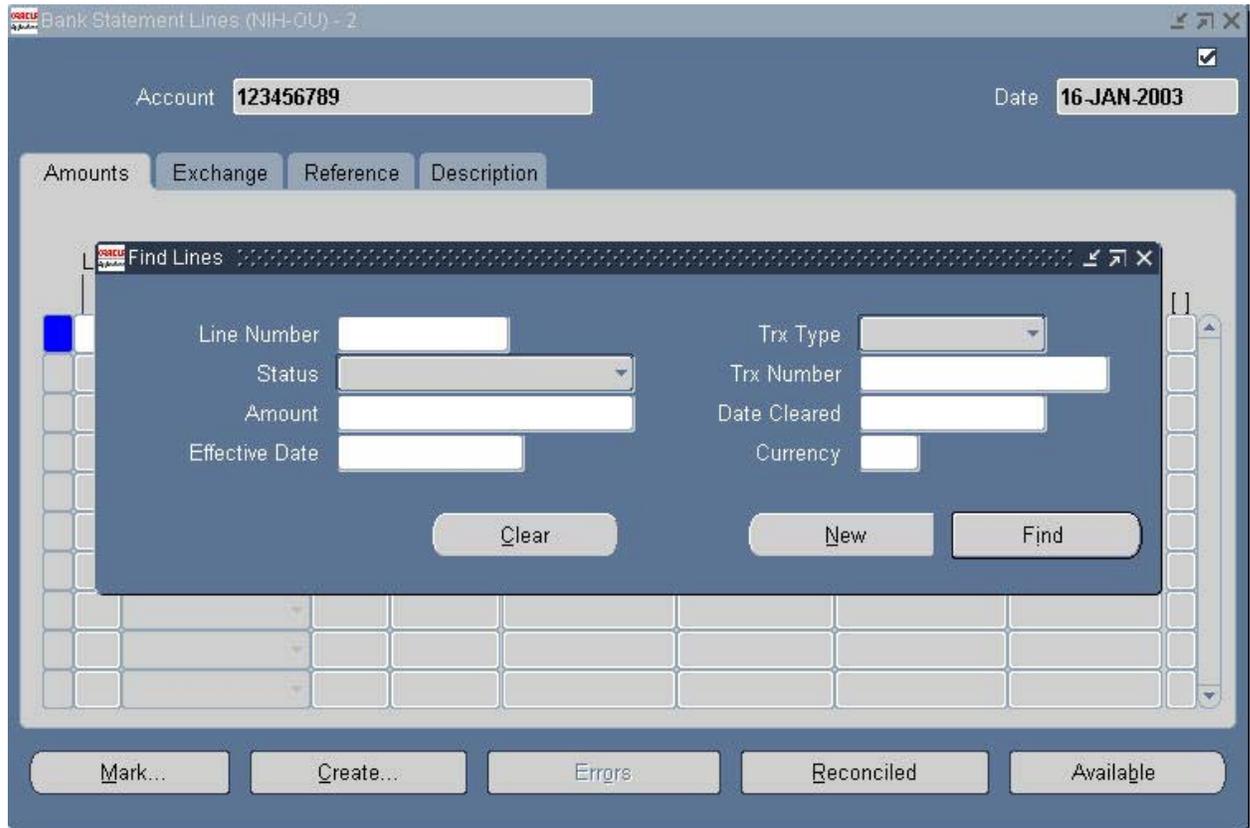
1. Enter the search criteria to locate the bank statement.
  - Select the **Account Number** from the **LOV**.
  - Select the **Statement Number** from the **LOV**.
2. Select the **Find** button.

Result: The **Reconcile Bank Statements** window displays the search results.



4. Select the **Lines** button.

Result: The **Find Lines** window is displayed.



5. Enter the appropriate search criteria and select the **Find** button.

Result: The **Bank Statement Lines** window displays the search results.

Bank Statement Lines (NIH-OU) - C201003

Account **301624978** Date **22-OCT-2003**

Amounts Exchange Reference Description

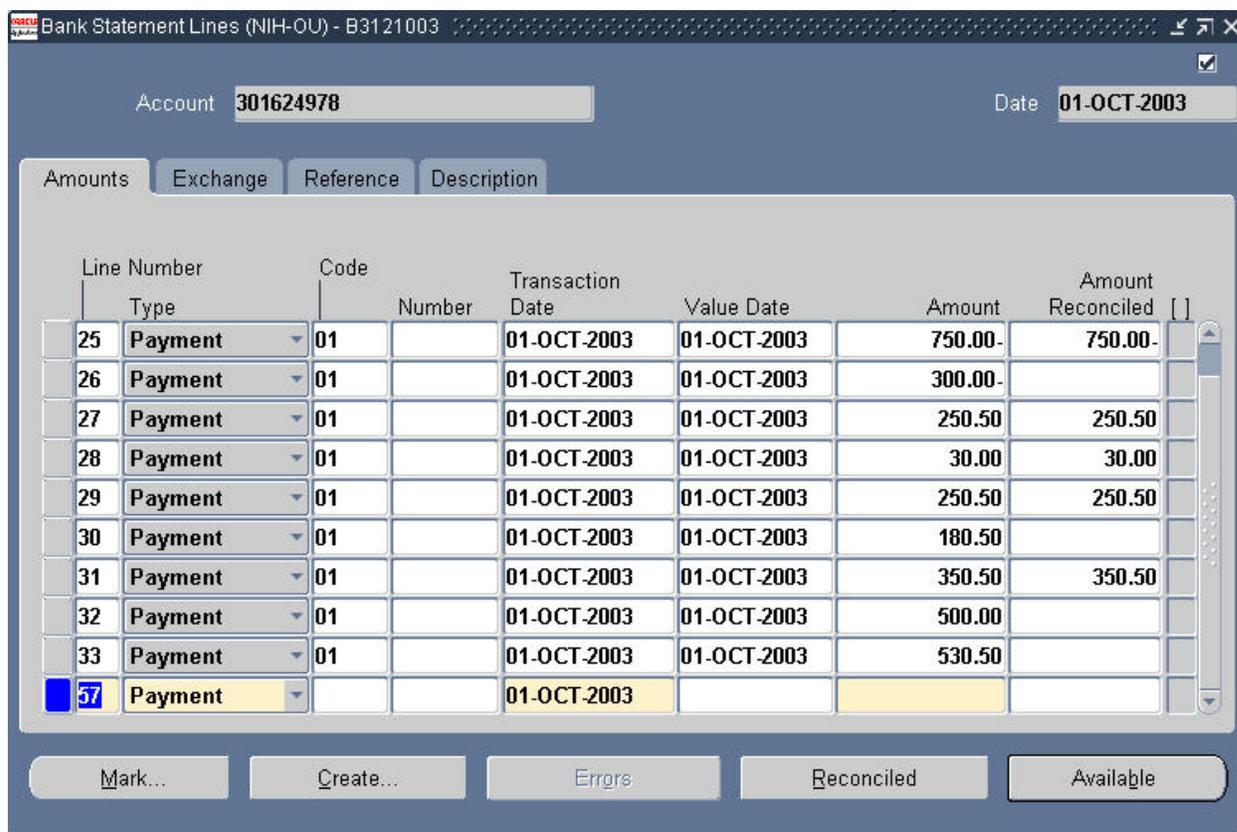
Line Number	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled
72	Payment	01		22-OCT-2003	22-OCT-2003	250.50	
73	Payment	01		22-OCT-2003	22-OCT-2003	70.00	
74	Payment	01		22-OCT-2003	22-OCT-2003	300.00-	300.00-
75	Payment	01		22-OCT-2003	22-OCT-2003	330.50	
76	Payment	01		22-OCT-2003	22-OCT-2003	300.00	
77	Payment	01		22-OCT-2003	22-OCT-2003	400.00	400.00
78	Payment	01		22-OCT-2003	22-OCT-2003	30.50	30.50
79	Payment	01		22-OCT-2003	22-OCT-2003	400.00	400.00
80	Payment	01		22-OCT-2003	22-OCT-2003	200.00-	
81	Payment	01		22-OCT-2003	22-OCT-2003	400.00	400.00

Mark... Create... Errrs Reconciled Available

If you want to enter a new line, goto task #6. Otherwise, goto task #12.

6. Select the New  button on the applications toolbar.

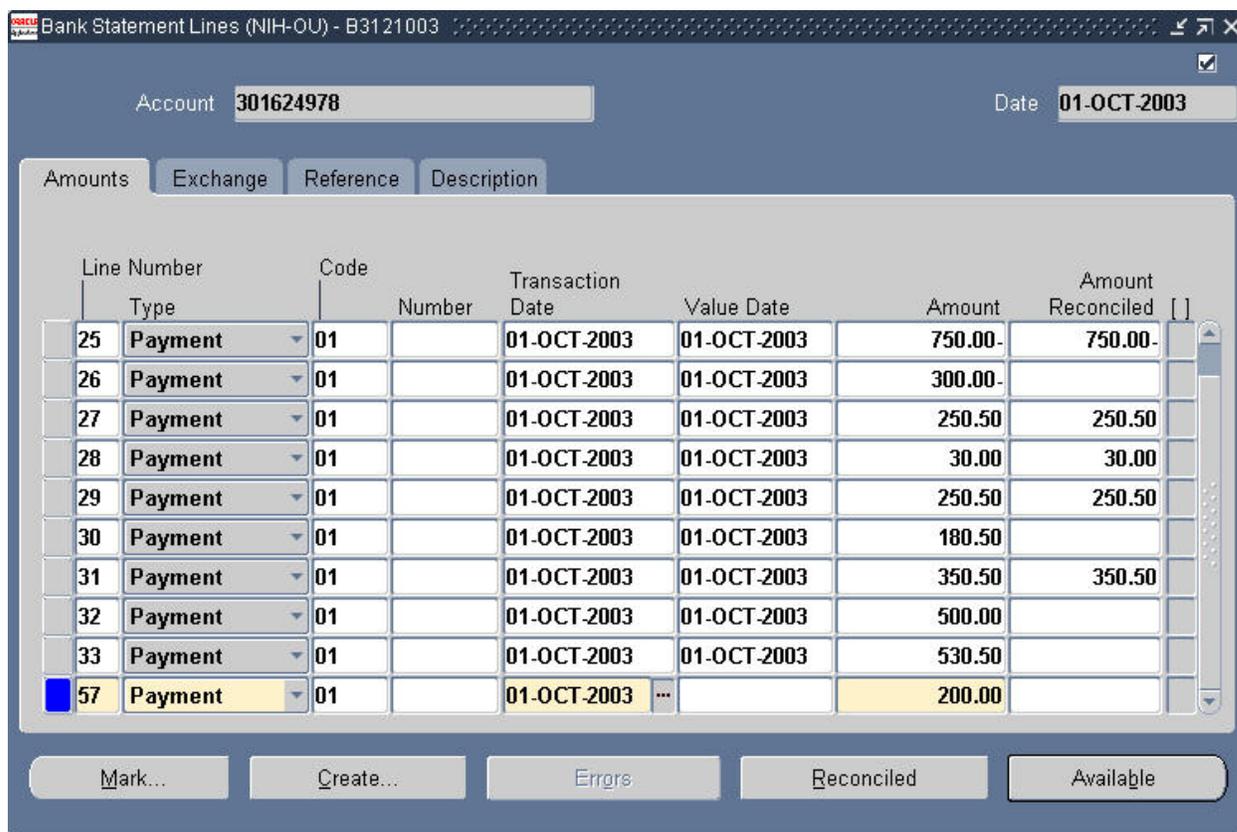
Result: A blank line is inserted in the **Bank Statement Lines** window.



7. Complete the required fields on the **Amounts** tab as described below:

Field Name	Description
<b>Type</b>	Defaults to <b>Payment</b> . Do not change.
<b>Code</b>	Use the <b>LOV</b> to populate <b>01</b> .
<b>Amount</b>	Enter the amount of the line.

Example: Below is a sample completed **Amounts** tab.



8. Select the **Reference** tab and complete the required fields as described below:

Field Name	Description
<b>Agent</b>	Use the <b>Shift + F5</b> keys to copy the value above.
<b>Invoice</b>	Enter the appropriate invoice number.

Example: Below is a sample completed **Reference** tab.

Bank Statement Lines (NIH-OU) - B3121003

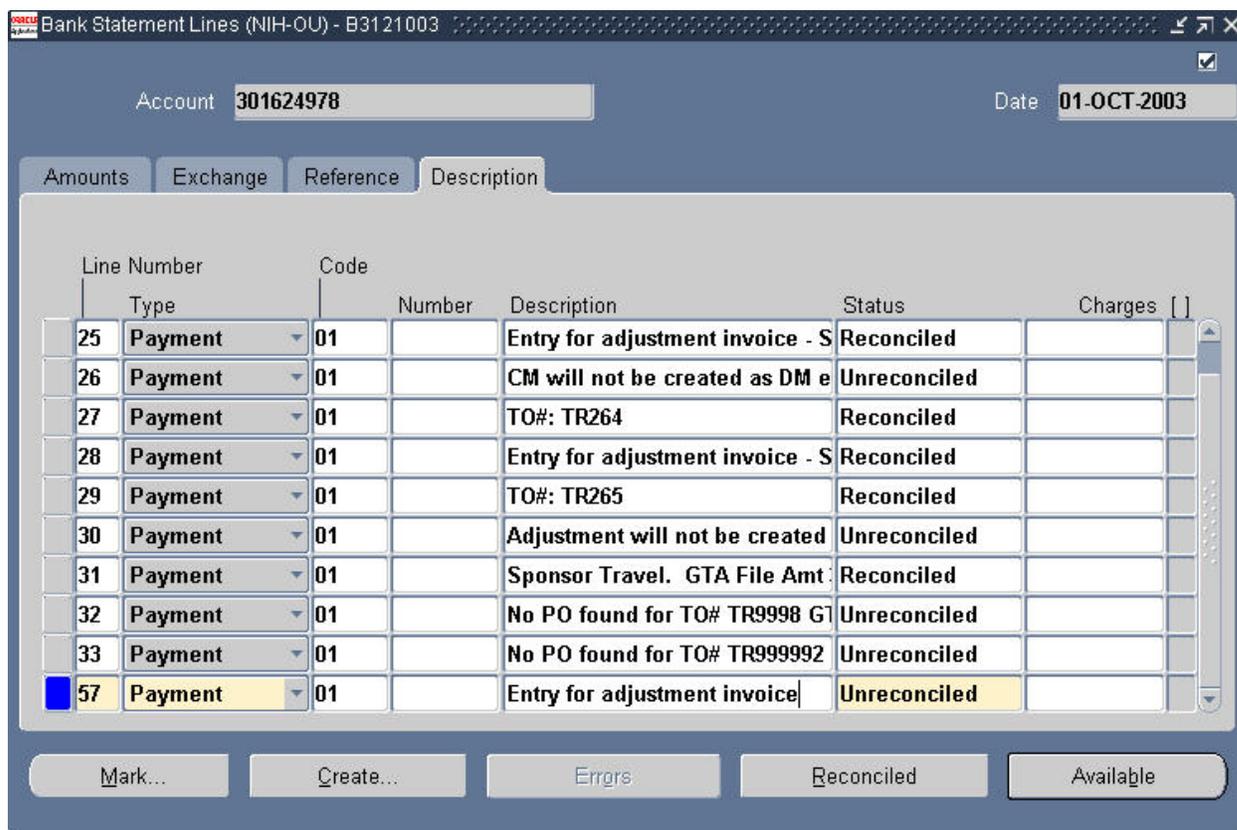
Account **301624978** Date **01-OCT-2003**

Amounts Exchange Reference **Description**

Line Number	Type	Code	Number	Agent	Agent Bank Account	Invoice
25	Payment	01		IMPAC GOVERNMEN		TR251CM2 GTA
26	Payment	01		IMPAC GOVERNMEN		TR263
27	Payment	01		IMPAC GOVERNMEN		TR264V1-CB
28	Payment	01		IMPAC GOVERNMEN		TR265V1-CB GTA
29	Payment	01		IMPAC GOVERNMEN		TR265V1-CB
30	Payment	01		IMPAC GOVERNMEN		TR266V1-CB
31	Payment	01		IMPAC GOVERNMEN		TR278V1-CB
32	Payment	01		IMPAC GOVERNMEN		TR9998
33	Payment	01		IMPAC GOVERNMEN		TR999992
57	Payment	01		IMPAC GOVERNMEN		TR266V1-CB GTA

Mark... Create... Errors Reconciled Available

9. Select the **Description** tab.
  10. Enter the details of the bank statement line in the **Description** field.
- Example: Below is a sample completed **Description** tab.



11. Save your changes.

**End of activity.**

12. Locate the line that you want to update by scrolling through the search results or using the query-by-example method to search.

13. Update the bank statement line according to the information below:

Region Tab	Field Name	Description
Amounts	Amount	Enter the correct amount for the line
Reference	Invoice	Enter the correct invoice number
Description	Description	Enter the correct description or delete if reconciled.

14. Save your changes.

**End of activity.**

# Practice Lab

---



## Practice Lab

# Lab Time



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Complete Lab 5: Entering Adjustments in AP

## Reconciling Lines in Cash Management

---



### Reconciling Lines in Cash Management

After this lesson you will know how to:

- Research Exceptions and Determine Corrective Action
- Enter Adjustments

**→ Reconcile Bank Statement Lines**

## Reconciling Lines in Cash Management



### Reconciling Lines in Cash Management

- Once corrective action is taken, the AP payments must be reconciled to the bank statement lines
- To reconcile AP payments to bank statement lines you must take steps in both AP and Cash Management

#### 5C. Reconcile Bank Statement Lines

**Step 1:** Mark the invoice as reconciled in AP

**Step 2:** Delete text in Bank Statement Line Description field

**Step 3:** Run Autoreconciliation

## Step 1: Updating the Invoice Flexfield as Reconciled

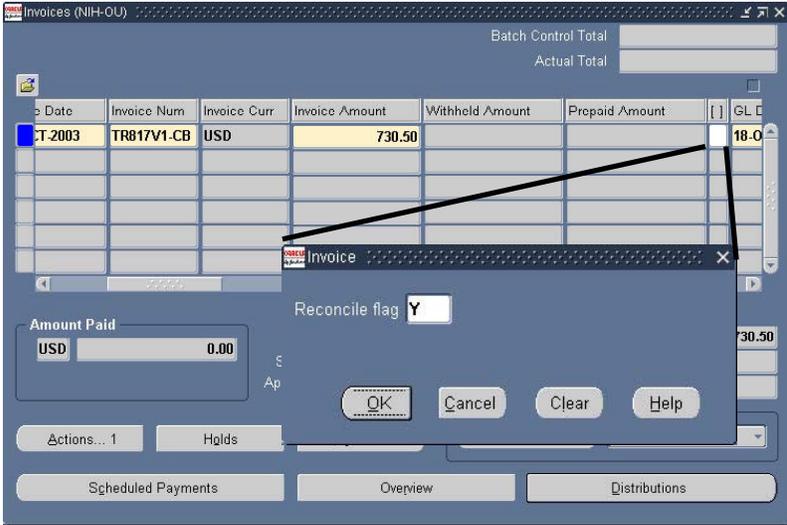


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### Step 1: Updating the Invoice Flexfield as Reconciled

The flexfield on the invoice should be updated to indicate that the invoice will be reconciled.

**5C. Reconcile Bank Statement Lines**



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Step 1: Locate the AP Invoice

Step 2: Place your cursor into the flexfield

Step 3: Type a **Y** into the **Reconcile Flag** field and select the **OK** button

Step 4: Save your changes

Updating the Invoice flexfield will allow the custom program to identify the line as being reconciled when future files are imported.

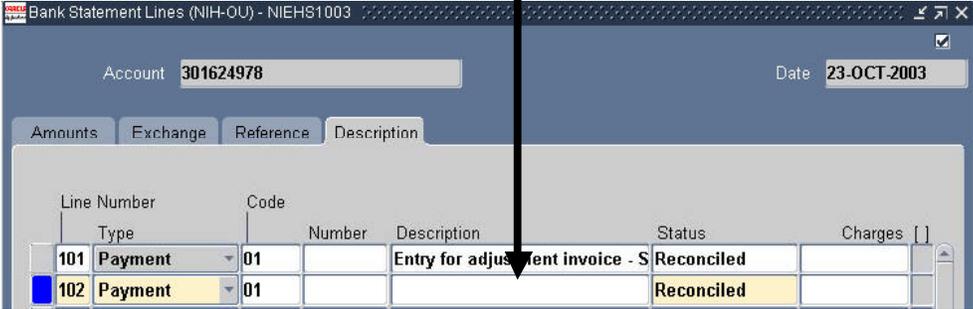
## Step 2: Delete Bank Statement Line Description



### Step 2: Delete Bank Statement Line Description

**5C. Reconcile Bank Statement Lines**

Remove the text in the **Description** field of the Bank Statement line so the exception does not continue to be displayed on the NIHCE Reconciliation Interface Log



Line Number	Type	Code	Number	Description	Status	Charges
101	Payment	01		Entry for adjustment invoice - S	Reconciled	
102	Payment	01			Reconciled	

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## Step 3: Reconcile the Bank Statement

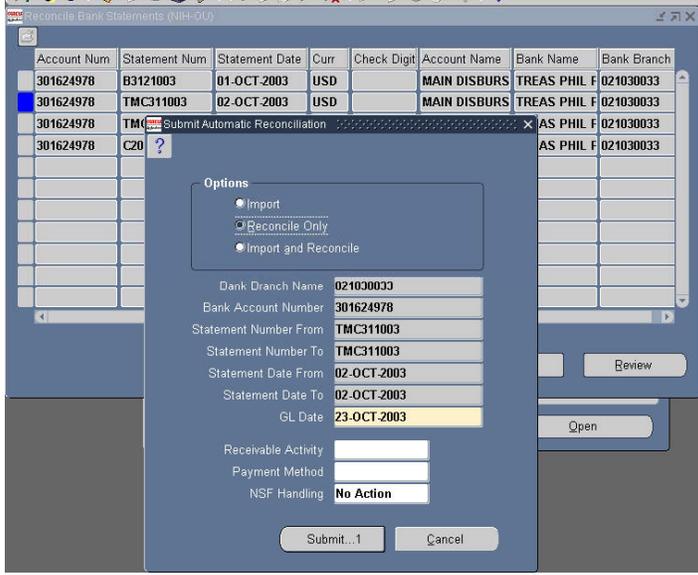


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### Step 3: Reconcile the Bank Statement

The Autoreconciliation program is found on the **Reconcile Bank Statements** window under the menu path **Tools**

**5C. Reconcile Bank Statement Lines**



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Once you have taken action in the bank statement lines window or Accounts Payable, you may run the AutoReconciliation program again to reconcile the lines that have been corrected.

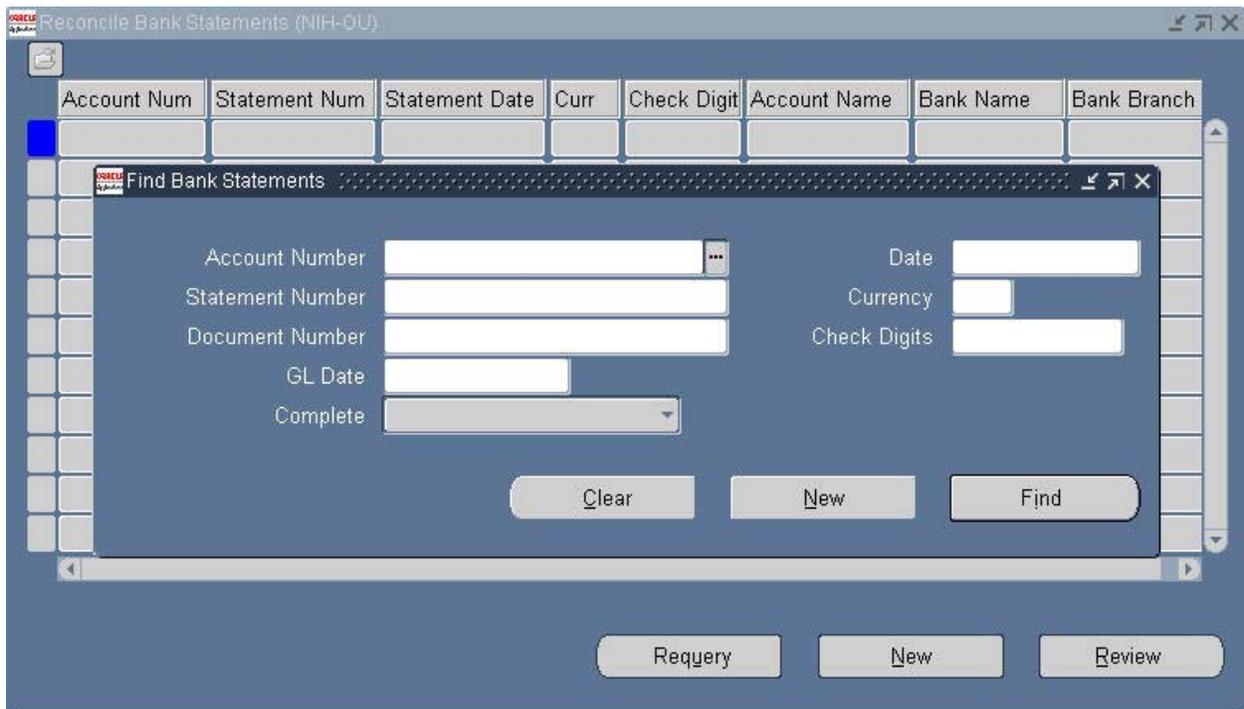
# Submitting the Automatic Reconciliation Program

---

## Purpose

This document describes how to submit the automatic reconciliation program in cash management.

NIH Cash Management GTA User  
N > Bank Reconciliation > Bank Statement  
Find Bank Statements



1. Enter the search criteria to locate the bank statement.

- Select the **Account Number** from the **LOV**.
- Select the **Statement Number** from the **LOV**.

2. Select the **Find** button.

Result: The **Reconcile Bank Statements** window displays the search results.



**Submit Automatic Reconciliation**

?

**Options**

Import

Reconcile Only

Import and Reconcile

Bank Branch Name: 10000000

Bank Account Number: 123456789

Statement Number From: 1

Statement Number To: 1

Statement Date From: 03-JAN-2003

Statement Date To: 03-JAN-2003

GL Date: 29-JAN-2003

Receivable Activity:

Payment Method:

NSF Handling: No Action

Submit...1    Cancel

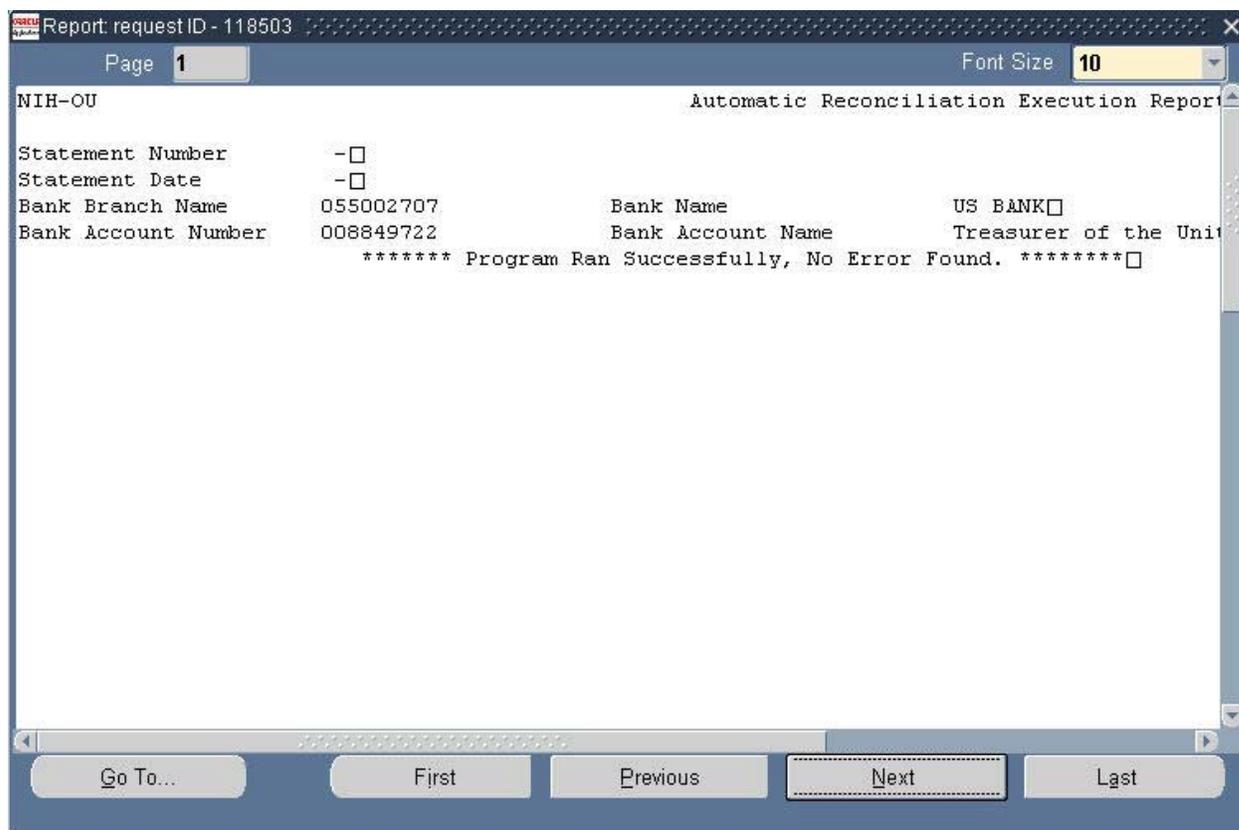
4. Select the **Submit...** button.
5. Select **OK** on the message window confirming that you want to submit the bank statement for automatic reconciliation.
6. Select **OK** on the message that displays your request ID.
7. From the menu bar, select **View > Requests**.
8. Select the **Find** button.

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



9. Select the **Refresh Data** button until the **AutoReconciliation Execution Report** completes successfully.
10. Select the **View Output** button to view the report.

Example: Below is an example of an AutoReconciliation Execution Report.



**End of activity.**

## Refreshing the Report Results

---



### Refreshing the Report Results

Once you have researched and resolved reconciliation errors, you may re-run the NIHCE Cash Management Reconciliation Log Report to confirm that the items have indeed been resolved and reconciled.

**5C. Reconcile Bank Statement Lines**

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**Practice Lab**

# Lab Time



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Complete Lab: Reconcile Bank Statement Lines

## Manually Reconciling Lines in Cash Management

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### Manually Reconciling Lines in Cash Management

In the event that two AP invoices should be reconciled to a single bank statement line, you will need to manually reconcile the two lines rather than use the auto reconciliation program.

#### 5C. Reconcile Bank Statement Lines

**Step 1:** Document the AP Payment numbers for the invoices

**Step 2:** Manually reconcile the lines through Cash Management

## Step 1: Documenting the AP Payment Number

**Step 1: Documenting the AP Payment Number**

**5C. Reconcile Bank Statement Lines**

The screenshot displays the nbrss software interface. At the top left is the nbrss logo (National Institutes of Health Business & Research Support System). The main header reads "Step 1: Documenting the AP Payment Number". A box on the right contains the text "5C. Reconcile Bank Statement Lines".

The interface shows two windows. The top window, titled "Invoices (NIH-OU)", displays a table of invoices:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	IMPAC GOV	1042796	FARGO	18-OCT-2003	TR813V1.CB	USD	930.50

The bottom window, titled "Payments (NIH-OU) - TR813V1-CB, IMPAC GOVERNMENT SERVICES", displays payment details:

Amount Paid: USD 930.50  
Holds: 0  
Status: Validated  
Approval: Not Required

Payment Method	Document Number	Payment Date	GL Date	Void	Payment Amount
Check	7000148	23-OCT-2003	23-OCT-2003	<input type="checkbox"/>	930.50

Buttons for "Actions... 1", "Holds", "Payments", "Scheduled Payments", and "Overview" are visible. A "Discount Taken" field and "Scheduled Payment" and "Payment Overview" buttons are also present.

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Step 1: Locate the invoice

Step 2: Select the **Payments** button to view the payment number

If the bank statement line will be reconciled to two AP invoice transactions, you should document both payment numbers.

Note: This is required only in the event that you cannot use the Autoreconciliation Program to reconcile the lines within Cash Management. This would be required if you are reconciling one bank statement line to two AP transactions.

## Step 2: Manually Reconciling Lines in Cash Management



### Step 2: Manually Reconciling Lines in Cash Management

To manually reconcile bank statement lines, select the **Available** button to view available Accounts Payable payments

#### 5C. Reconcile Bank Statement Lines

Available Transactions (NIH-OU) - TMC311003, 35, Payment

Account:  Amount Reconciled:   
Amount Remaining:

Transaction Exchange Reference

Type	Number	Original Currency	Amount	Account Currency	Amount	Amount Cleared	Transaction Date	Value Date	GL Date
<input type="checkbox"/> Payme	70000506	USD	340.50		340.50				
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Date:  Maturity Date:  Status:

# Manually Reconciling Lines in Cash Management

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## Purpose

This document describes how to view bank statement lines that were imported from an external file.

## Before you begin

Before you begin to manually reconcile bank statement lines with AP payments, you must first locate the payment document number for the invoice you want to reconcile.

NIH Cash Management GTA User  
N > Bank Reconciliation > Bank Statement  
Find Bank Statements

The screenshot shows a software window titled "Reconcile Bank Statements (NIH-OU)". At the top, there is a table with columns: Account Num, Statement Num, Statement Date, Curr, Check Digit, Account Name, Bank Name, and Bank Branch. Below this table is a "Find Bank Statements" dialog box. The dialog box contains the following fields and controls:

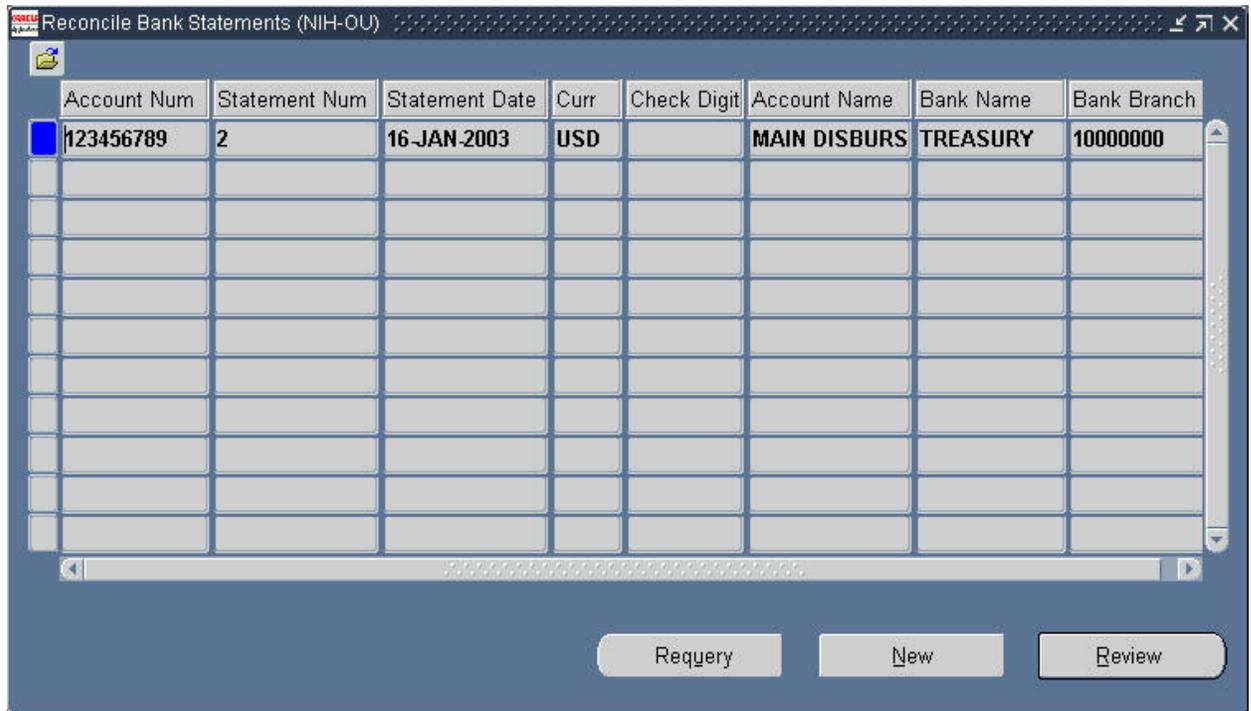
- Account Number: Text input field with a dropdown arrow.
- Statement Number: Text input field.
- Document Number: Text input field.
- GL Date: Text input field.
- Complete: Dropdown menu.
- Date: Text input field.
- Currency: Text input field.
- Check Digits: Text input field.
- Buttons: Clear, New, Find.

At the bottom of the main window, there are three buttons: Requery, New, and Review.

1. Enter the search criteria to locate the bank statement.
  - Select the **Account Number** from the **LOV**.
  - Select the **Statement Number** from the **LOV**.

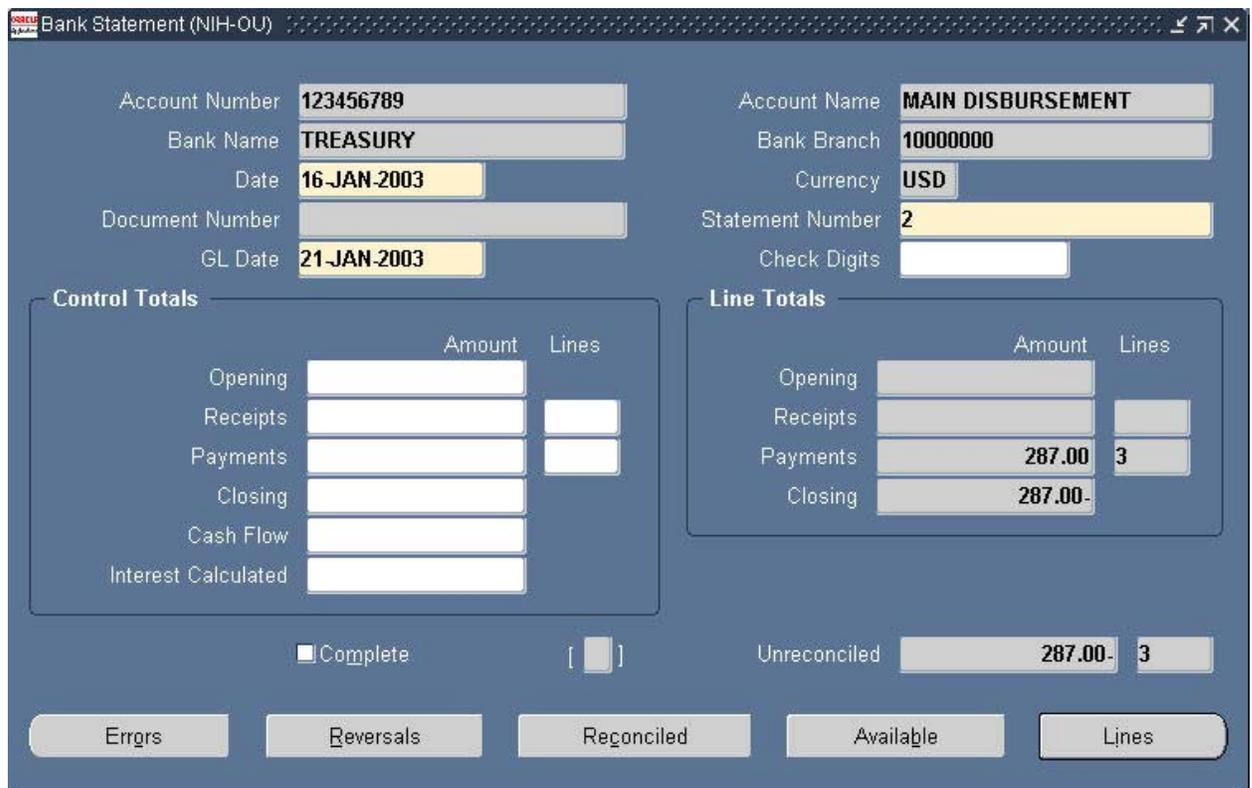
2. Select the **Find** button.

Result: The **Reconcile Bank Statements** window displays the search results.



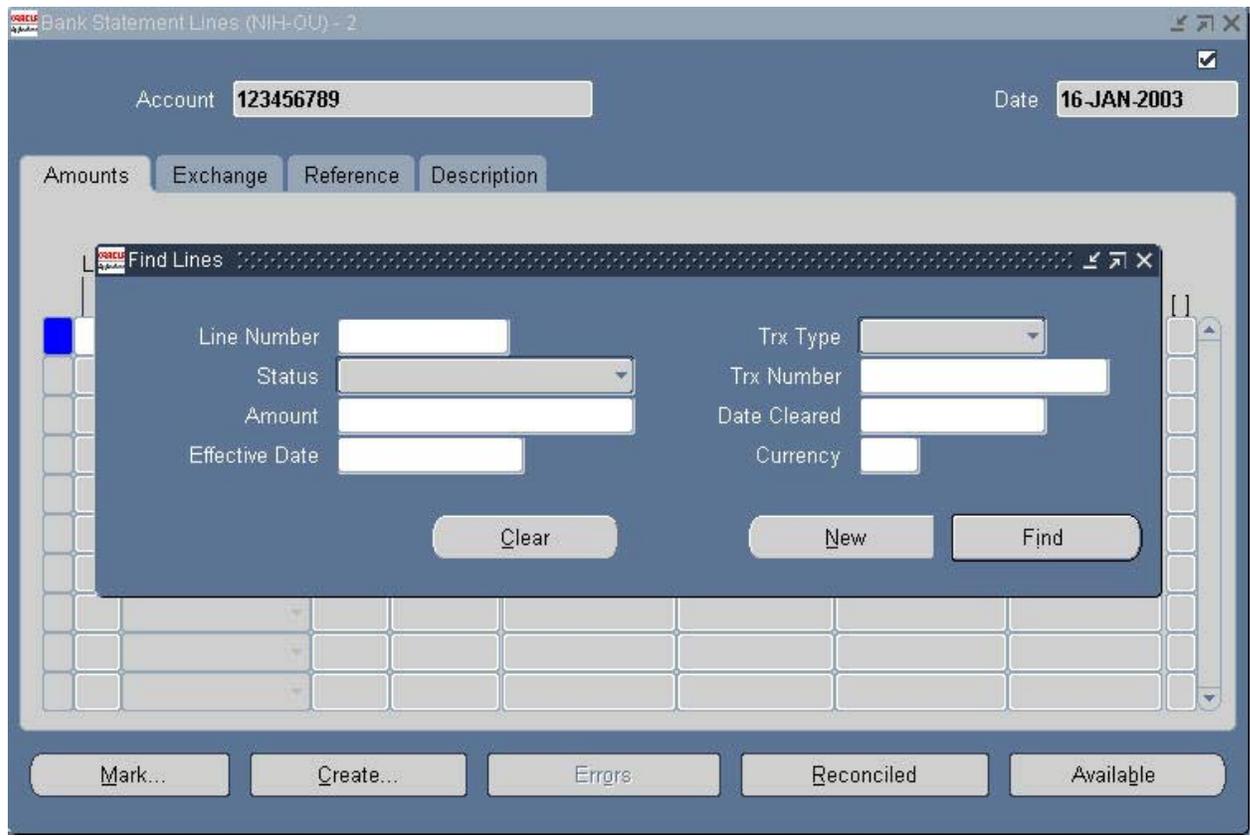
3. Select the **Review** button.

Result: The **Bank Statement** window is displayed.



4. Select the **Lines** button.

Result: The **Find Lines** window is displayed.

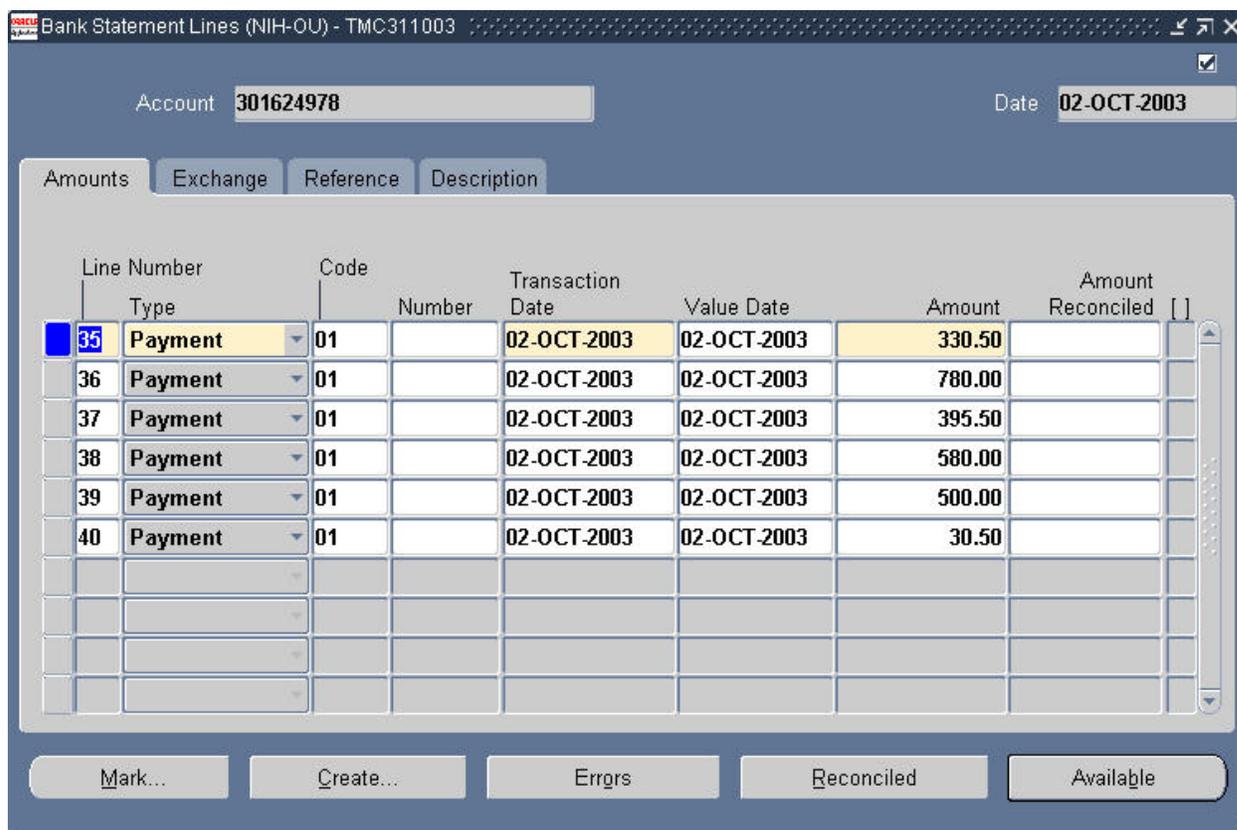


5. Enter the appropriate search criteria.

Note: You may select a **Status** of Unreconciled to view only unreconciled lines.

6. Select the **Find** button.

Result: The **Bank Statement Lines** window displays the search results.

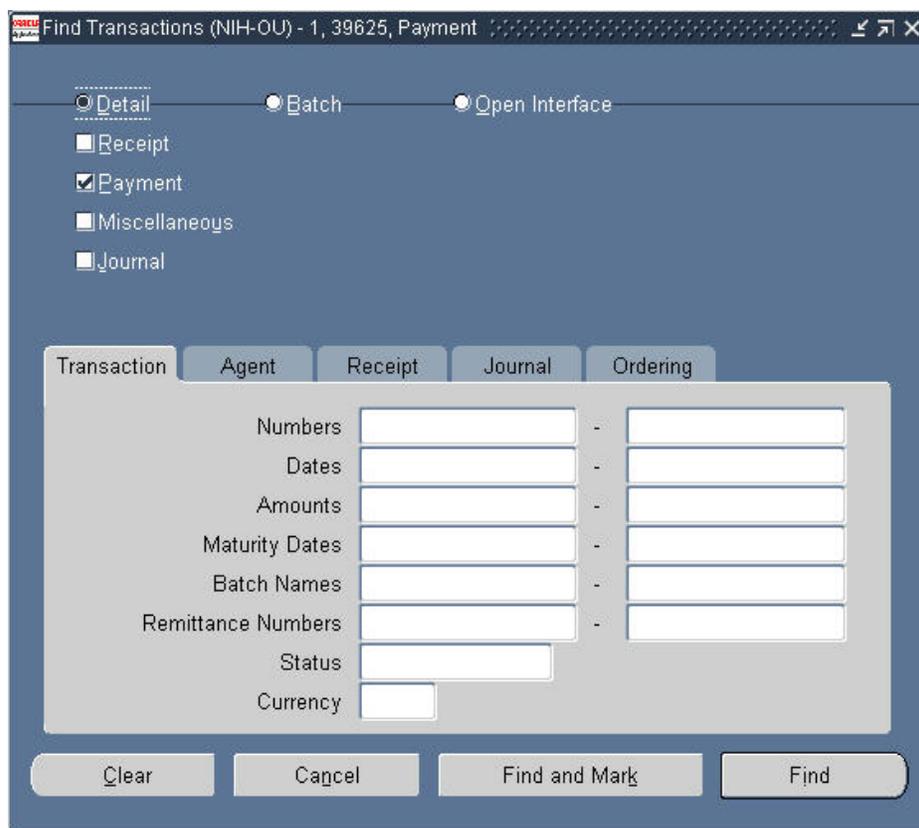


7. Place your cursor in the unreconciled line that you would like to review.

Note: If the line that you want to reconcile is not visible, use the query-by-example method of searching to find the line you want to reconcile.

10. Select the **Available** button.

Result: The **Find Transactions** window is displayed.



11. Enter your search criteria to locate the AP payment to which you want to reconcile the bank statement line.

Notes: If you have the payment document number, enter it into the **Numbers** fields on the **Transaction** tab.

12. Select the **Find** button.

Result: Your search results are displayed in the **Available Transactions** window.

Available Transactions (NIH-OU) - TMC311003, 35, Payment

Account **301624978** Amount Reconciled   
 Amount Remaining **330.50**

Transaction Exchange Reference

	Type	Number	Original		Account Currency		Amount Cleared	Transaction Date	Value Date	GL Date
			Currency	Amount	Amount					
<input checked="" type="checkbox"/>	Payme	70000506	USD	340.50	340.50					
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										

Date **02-OCT-2003** Maturity Date  Status **Negotiable**

**If you find the matching invoice, goto task #14. Otherwise, goto task #13.**

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

**Goto task #11.**

14. Mark the transaction or journal entry you want to reconcile by checking the box to the left of the item's information.

Result: The line is highlighted and the remaining fields in the **Account Currency** block are populated.

Available Transactions (NIH-OU) - TMC311003, 35, Payment

Account **301624978** Amount Reconciled **340.50**  
 Amount Remaining **10.00-**

Previous Next

Transaction Exchange Reference

	Type	Number	Original		Account Currency		Transaction Date	Value Date	GL Date
			Currency	Amount	Amount	Amount Cleared			
<input checked="" type="checkbox"/>	Payme	70000506	USD	340.50	340.50	340.50	02-OCT-2003	02-OCT-2003	02-OCT-2003
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Date **02-OCT-2003** Maturity Date  Status **Negotiable**

Recalculate Reconcile

15. Select the **Reconcile** button.

**Result:** The transaction is reconciled to the bank statement line and you are returned to the **Bank Statement Lines** window.

Bank Statement Lines (NIH-OU) - TMC311003

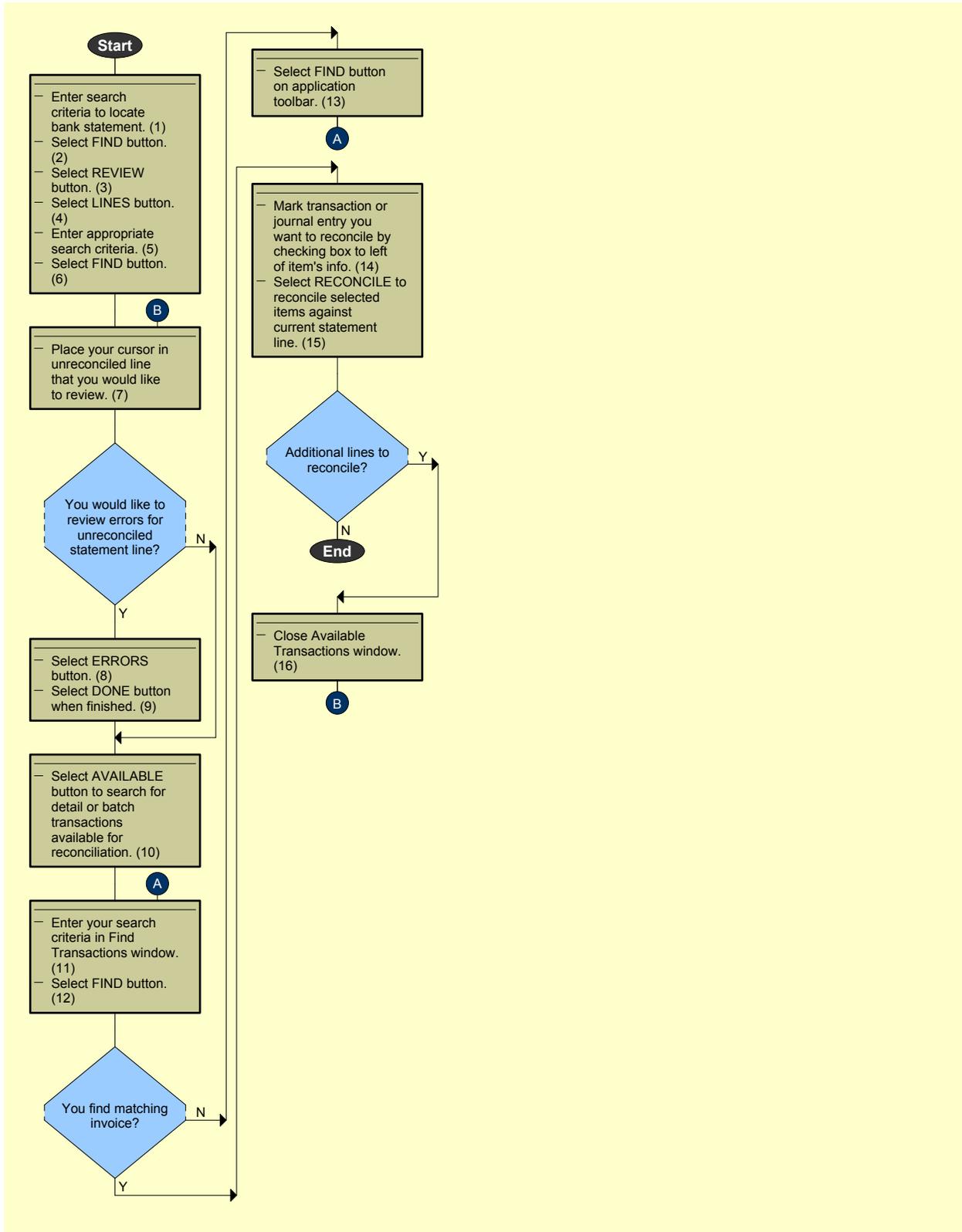
Account: 301624978 Date: 02-OCT-2003

Amounts Exchange Reference Description

Line Number	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled	
35	Payment	01		02-OCT-2003	02-OCT-2003	330.50	340.50	
36	Payment	01		02-OCT-2003	02-OCT-2003	780.00		
37	Payment	01		02-OCT-2003	02-OCT-2003	395.50		
38	Payment	01		02-OCT-2003	02-OCT-2003	580.00		
39	Payment	01		02-OCT-2003	02-OCT-2003	500.00		
40	Payment	01		02-OCT-2003	02-OCT-2003	30.50		

Mark... Create... Errors Reconciled Available

**End of activity.**



# Unreconciling Lines



## Unreconciling Lines

- You may unreconcile lines that you have previously reconciled.

### 5C. Reconcile Bank Statement Lines

Reconciled Transactions (NIH-OU) - TMC311003, 35, Payment

Account: 301624978      Amount Reconciled:      Amount Remaining: 330.50

Previous      Next

Transaction      Exchange      Reference

Type	Number	Original Currency	Amount	Account Currency	Amount	Amount Cleared	Transaction Date	Value Date	GL Date
<input checked="" type="checkbox"/>	Payme	70000506	USD	340.50	340.50	340.50	02-OCT-2003	02-OCT-2003	23-OCT-2003
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Status: Reconciled Ur      Date: 02-OCT-2003      Maturity Date:      Unreconcile



# Manually Unreconciling Lines in Cash Management

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## Purpose

This document describes how to manually unreconcile bank statement lines to accounts payable payments.

NIH Cash Management GTA User  
N > Bank Reconciliation > Bank Statement  
Find Bank Statements

The screenshot shows a software window titled "Reconcile Bank Statements (NIH-OU)". At the top, there is a table with columns: Account Num, Statement Num, Statement Date, Curr, Check Digit, Account Name, Bank Name, and Bank Branch. Below this table is a "Find Bank Statements" dialog box. The dialog box contains the following fields and controls:

- Account Number: Text input field with a dropdown arrow.
- Statement Number: Text input field.
- Document Number: Text input field.
- GL Date: Text input field.
- Complete: Dropdown menu.
- Date: Text input field.
- Currency: Text input field.
- Check Digits: Text input field.
- Buttons: Clear, New, Find.

At the bottom of the main window, there are three buttons: Requery, New, and Review.

1. Enter the search criteria to locate the bank statement.

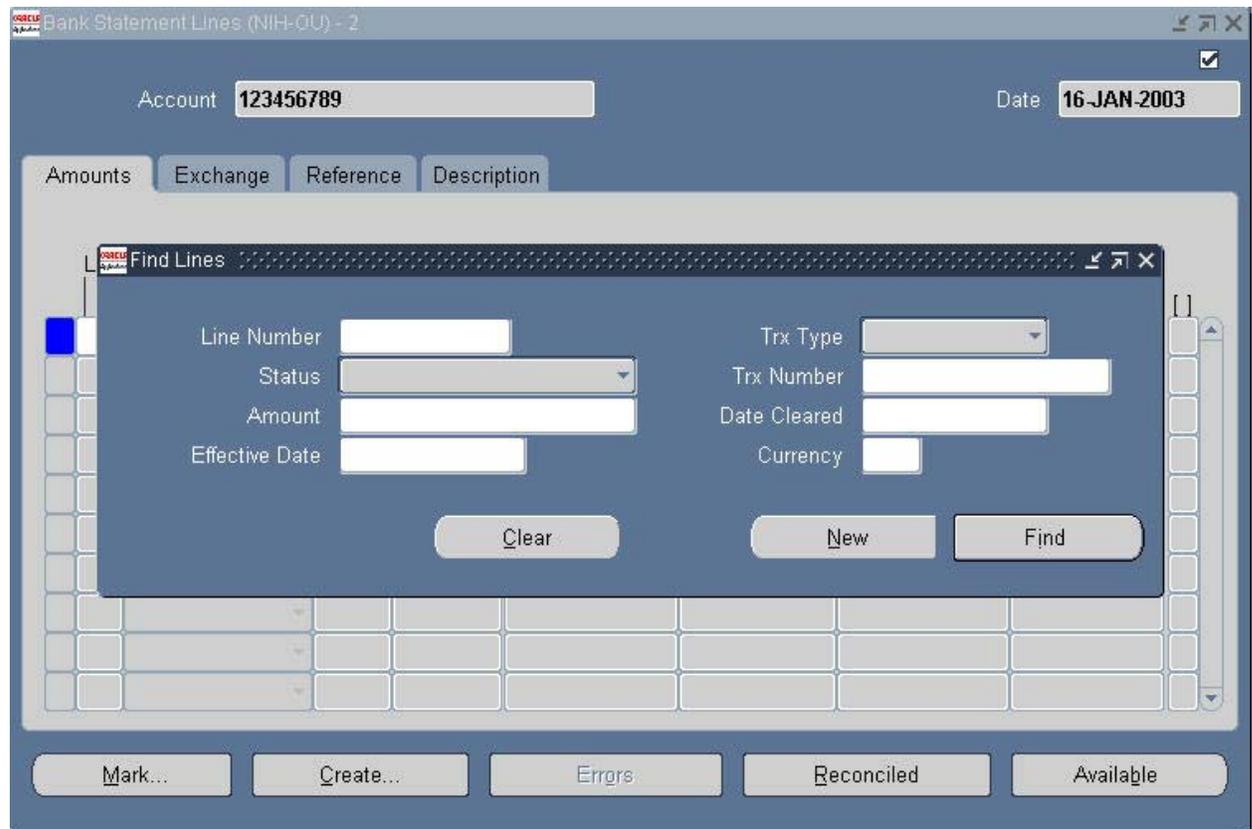
- Select the **Account Number** from the **LOV**.
- Select the **Statement Number** from the **LOV**.

2. Select the **Find** button.

Result: The **Reconcile Bank Statements** window displays the search results.



Result: The **Find Lines** window is displayed.

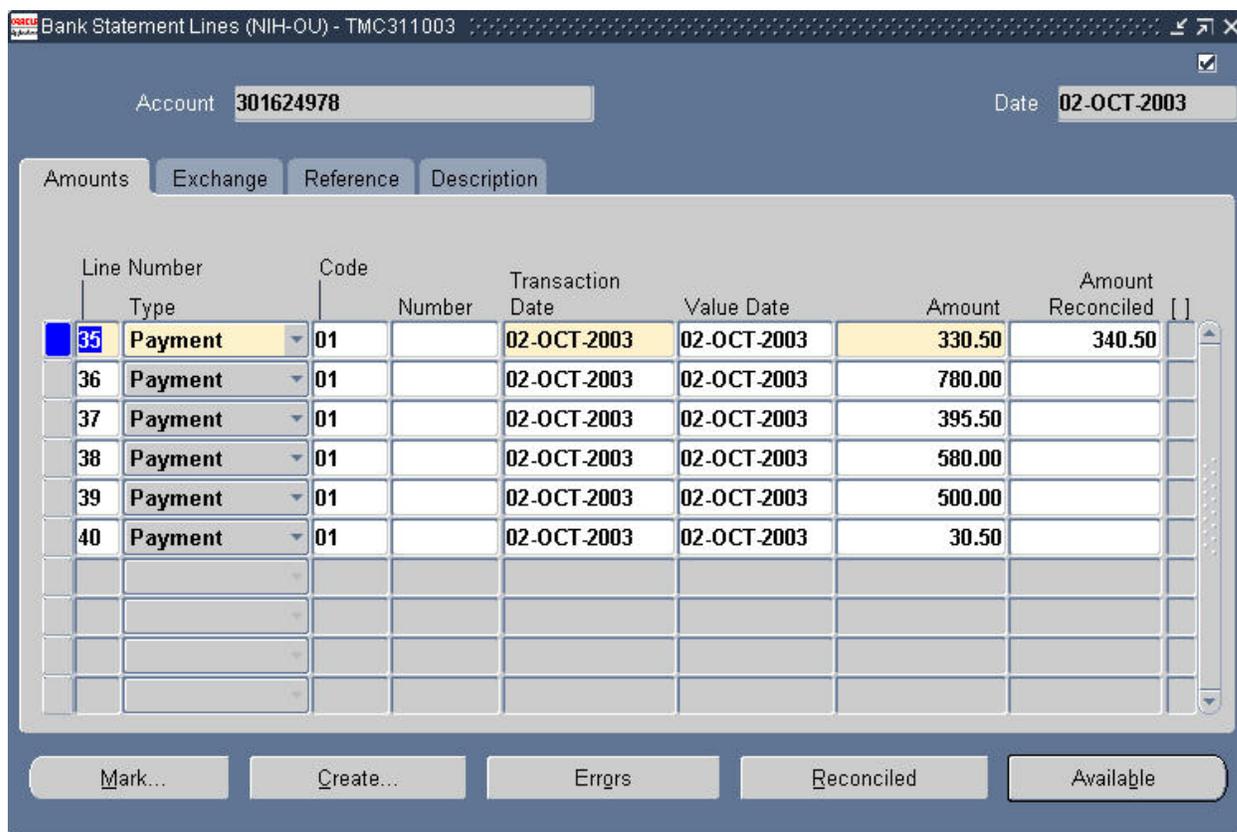


5. Enter the appropriate search criteria.

Note: You may select a **Status** of Reconciled to view only reconciled lines.

6. Select the **Find** button.

Result: The **Bank Statement Lines** window displays the search results.



- Place your cursor in the line you want to unreconcile.

Note: If the line that you want to reconcile is not visible, you may use the query-by-example mode to search for the line you want to unreconcile.

- Select the **Reconciled** button to locate the AP payment.

Result: The **Reconciled Transactions** window is displayed.

Reconciled Transactions (NIH-OU) - TMC311003, 35, Payment

Account: **301624978**      Amount Reconciled: **340.50**  
 Amount Remaining: **10.00-**

Previous      Next

Transaction    Exchange    Reference

	Type	Number	Original		Account Currency		Transaction Date	Value Date	GL Date
			Currency	Amount	Amount	Amount Cleared			
<input checked="" type="checkbox"/>	Payme	70000506	USD	340.50	340.50	340.50	02-OCT-2003	02-OCT-2003	
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Status: **Reconciled Ur**      Date: **02-OCT-2003**      Maturity Date: \_\_\_\_\_

Unreconcile

- Mark the transaction you want to unreconcile by checking the box to the left of the item's information.

Result: The line is highlighted and the **GL Date** field is populated.

Reconciled Transactions (NIH-OU) - TMC311003, 35, Payment

Account: **301624978**      Amount Reconciled:       Amount Remaining: **330.50**

Transaction    Exchange    Reference

Type	Number	Original		Account Currency			Transaction Date	Value Date	GL Date
		Currency	Amount	Amount	Amount Cleared				
<input checked="" type="checkbox"/> Payme	70000506	USD	340.50	340.50	340.50	02-OCT-2003	02-OCT-2003	23-OCT-2003	
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Status: **Reconciled Ur**      Date: **02-OCT-2003**      Maturity Date:

10. Select **Unreconcile** button to unreconcile the selected items against the current statement line.

Result: You are returned to the **Bank Statement Lines** window and the line is no longer reconciled to that AP transaction.

Bank Statement Lines (NIH-OU) - TMC311003

Account **301624978** Date **02-OCT-2003**

Amounts Exchange Reference Description

Line Number	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled	
35	Payment	01		02-OCT-2003	02-OCT-2003	330.50		
36	Payment	01		02-OCT-2003	02-OCT-2003	780.00		
37	Payment	01		02-OCT-2003	02-OCT-2003	395.50		
38	Payment	01		02-OCT-2003	02-OCT-2003	580.00		
39	Payment	01		02-OCT-2003	02-OCT-2003	500.00		
40	Payment	01		02-OCT-2003	02-OCT-2003	30.50		

Mark... Create... Errors Reconciled Available

**End of activity.**

**Practice Lab**

# Lab Time



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## Lesson Summary

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### Lesson Summary

After this lesson you know how to:

- Research Exceptions and Determine Corrective Action
- Enter Adjustments
- Reconcile Bank Statement Lines

