



NBS End User Training: Accounts Payable Inquiry

Student Guide

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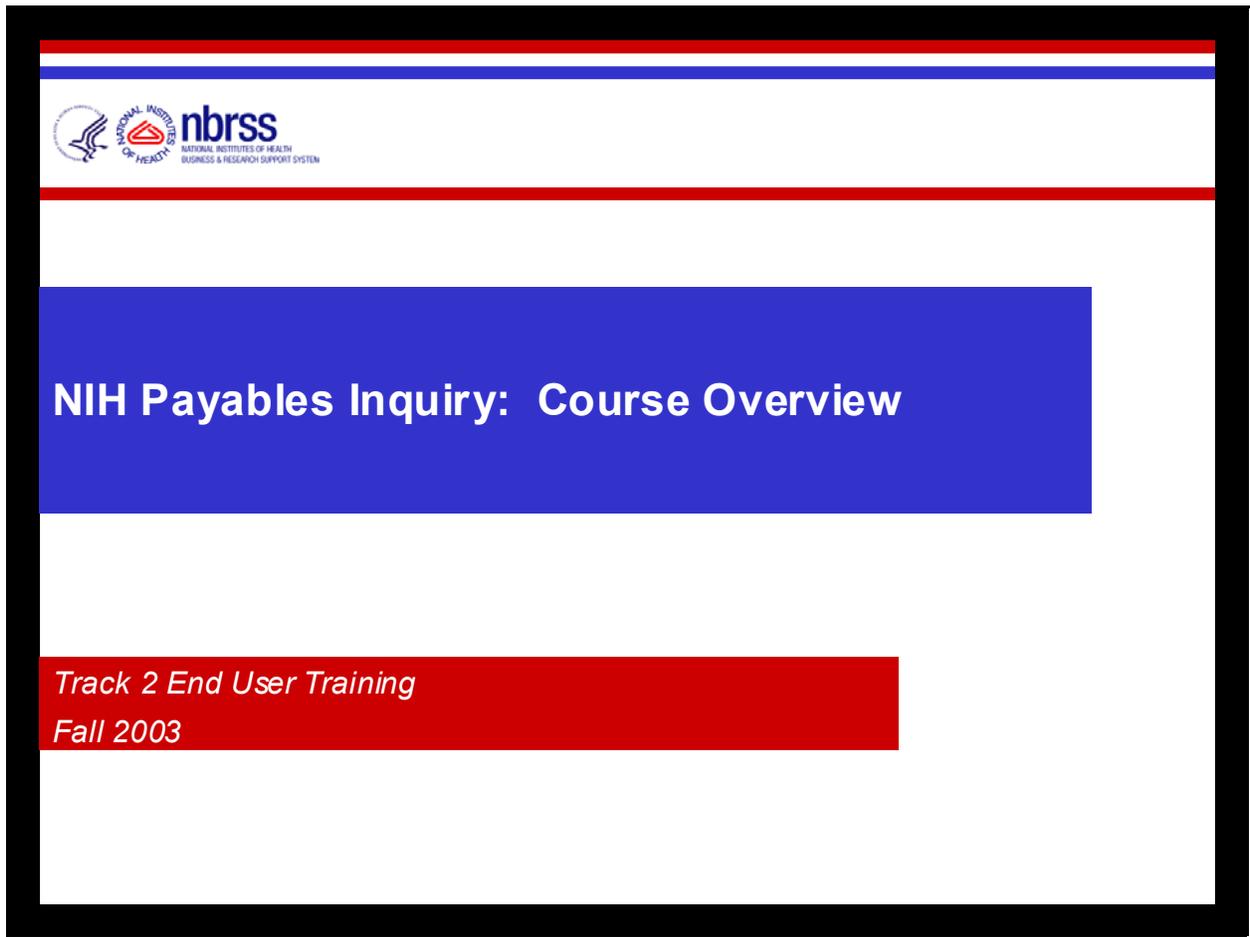
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NIH Payables Inquiry: Course Overview

Chapter 1

NIH Payables Inquiry: Course Overview



The slide features a white background with a black border. At the top left, there is a logo for the National Institutes of Health Business & Research Support System (nbrss). The logo consists of three circular icons: a stylized eagle, a red triangle, and a blue square, followed by the text 'nbrss' and 'NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM'. Below the logo, there is a blue horizontal bar with the text 'NIH Payables Inquiry: Course Overview' in white. At the bottom left, there is a red horizontal bar with the text 'Track 2 End User Training' and 'Fall 2003' in white.

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NIH Payables Inquiry: Course Overview

Track 2 End User Training
Fall 2003

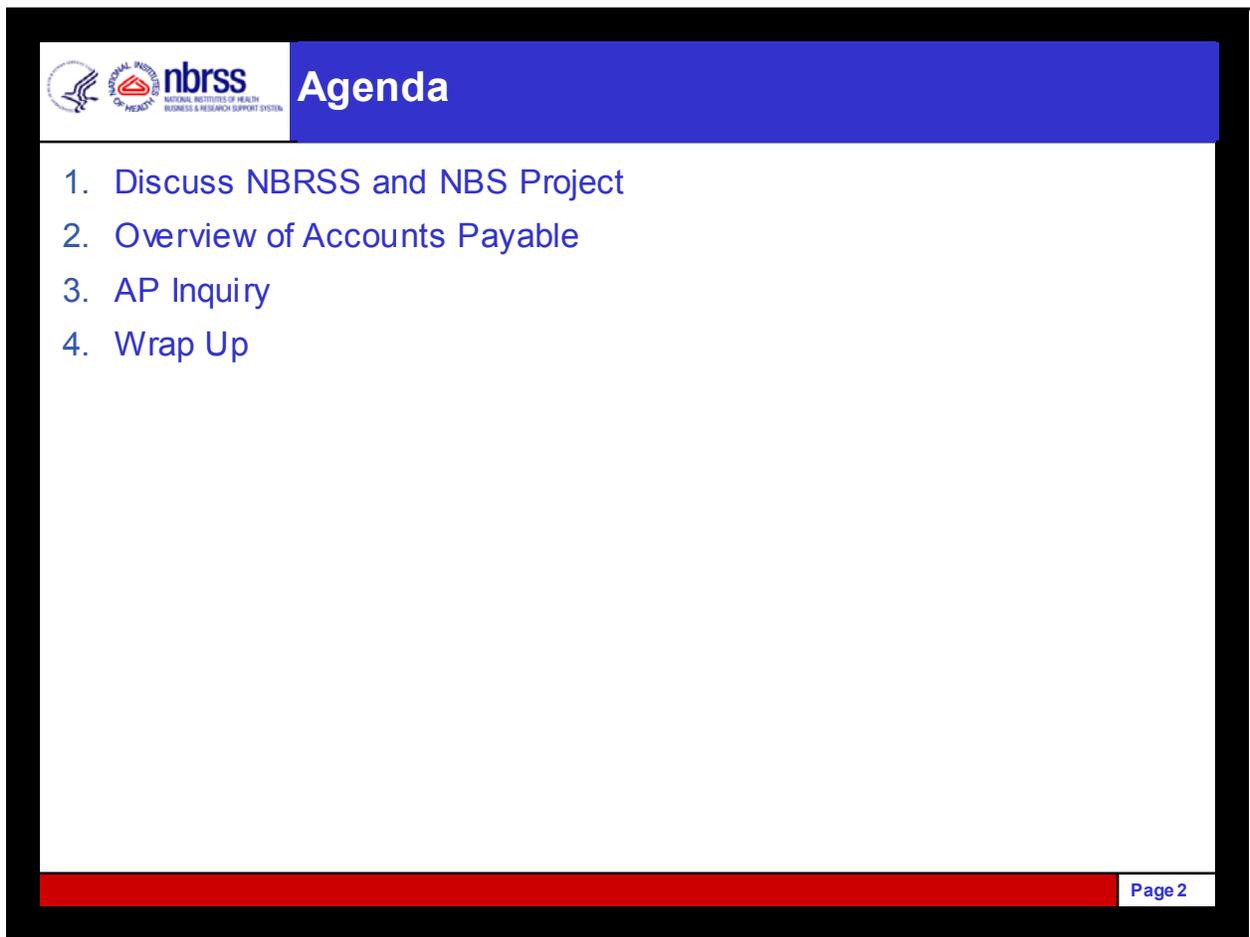
Course Objectives

 **Course Objectives**

- Overview of the NBRSS and NBS
- Overview of Accounts Payable
- Accounts Payable Inquiry
- Important Dates and Activities

Page 1

Agenda



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 is a white area containing a numbered list of four items. At the bottom of the slide is a red bar with the text "Page 2" on the right side.

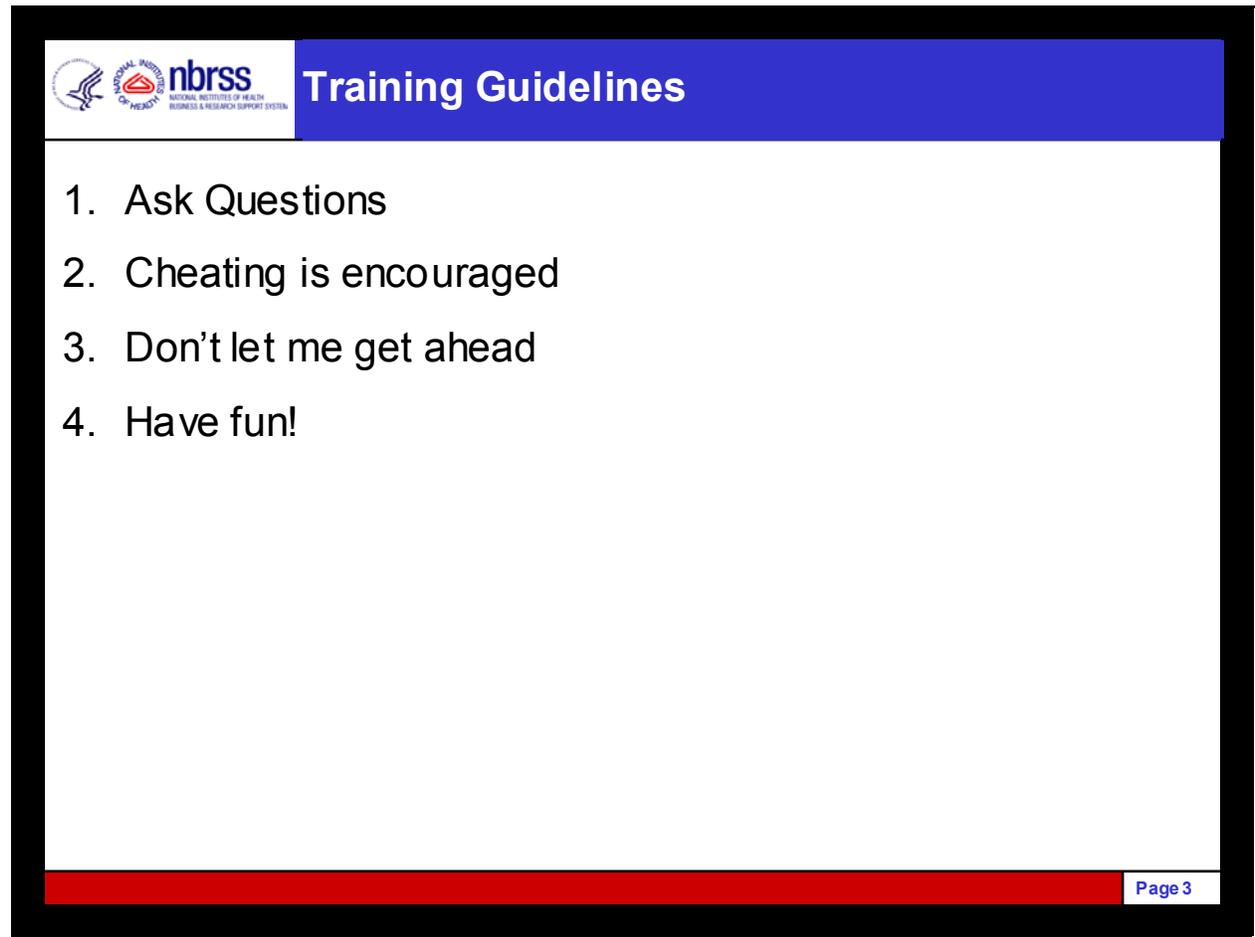
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Agenda

1. Discuss NBRSS and NBS Project
2. Overview of Accounts Payable
3. AP Inquiry
4. Wrap Up

Page 2

Training Guidelines



The slide features a blue header bar with the nhrss logo on the left and the title "Training Guidelines" in white text. The main content area is white and contains a numbered list of four guidelines. A red footer bar at the bottom right contains the text "Page 3".

 **Training Guidelines**

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

Page 3

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 4

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 or call 301-594-6248

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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 for adding a community. The top navigation bar includes 'Communities' and 'Edit Your Memberships' tabs. A search bar is located at the top right. The main content area shows a list of communities under 'Browse for Communities' with checkboxes for selection. A 'Finish' button is highlighted in the top right corner of the community selection area. Red arrows and numbers 1 through 5 indicate the steps: 1. Click on 'Communities' in the navigation bar. 2. Click on 'Edit Your Memberships'. 3. Check the box next to the community name. 4. Click on 'ADD TO MY MEMBERSHIPS >>'. 5. Click on 'Finish'.

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

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

- 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.

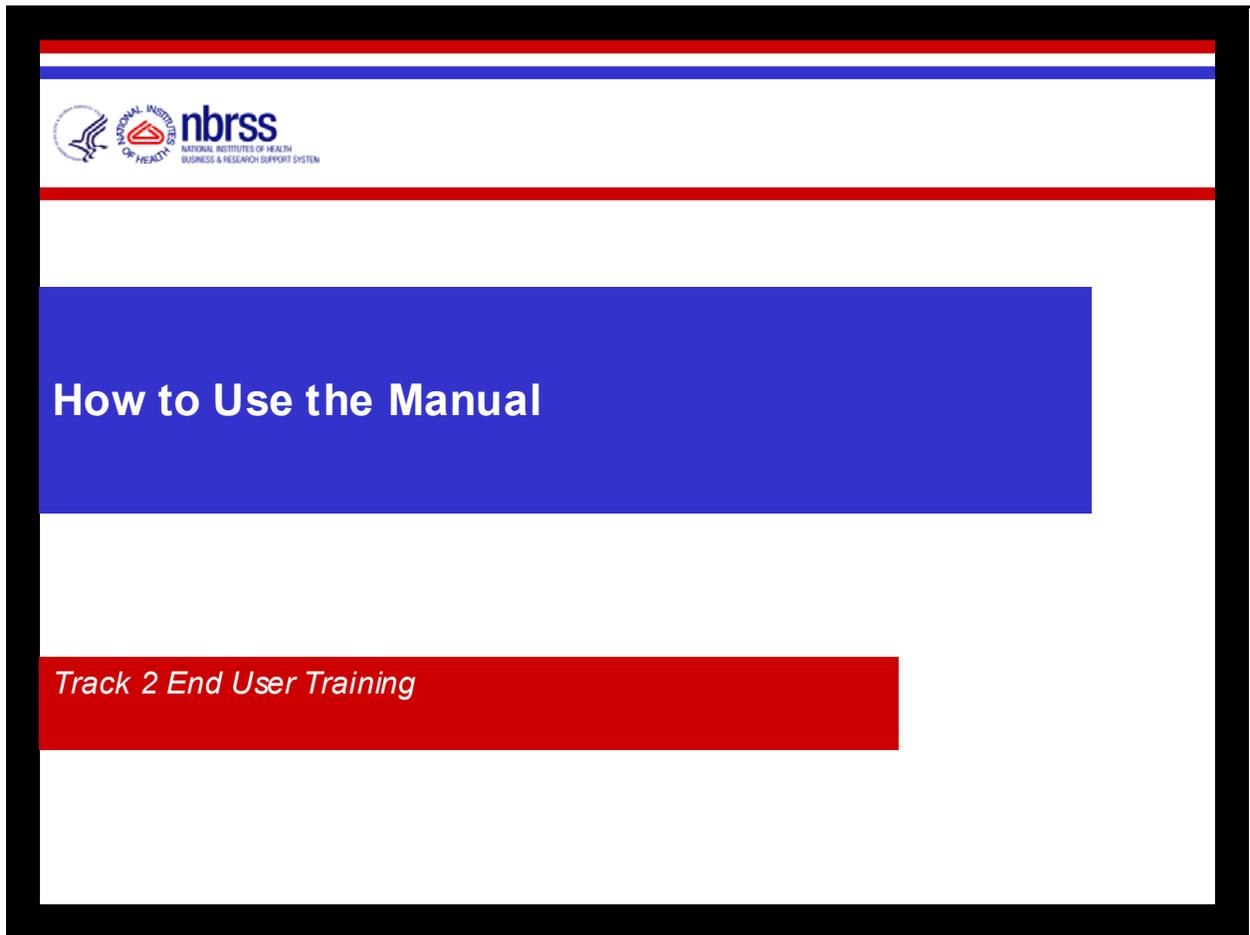
Questions

The slide features a blue header bar with the text "Questions" in white. On the left side of the header, there is a logo for the National Institutes of Health Business & Research Support System (nbrss), which includes a stylized eagle and the text "NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM". 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 7" in white.

How to Use the Manual

Chapter 2

How to Use the Manual



How to Use the Manual



How to Use the Manual

- Each Student Guide contains a Table of Contents

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How to Use the Manual

The screenshot displays a manual page with a blue header bar containing the 'nbrss' logo and the title 'How to Use the Manual'. Below the header, two blue bullet points are listed: 'Each Chapter constitutes a lesson' and 'Each lesson has a set of objectives'. A section titled 'Lesson Objectives' is underlined and contains a smaller inset window. This inset window has a blue header with the 'nbrss' logo and the title 'Lesson Objectives'. The main content of the inset window states 'After this lesson you should know how to:' followed by a bulleted list of three items: 'Process customer addition requests', 'Process customer update requests', and 'Conduct routine customer table maintenance activities'. A red footer bar at the bottom of the inset window contains the text 'Page 1'. The main page's red footer bar contains the text 'Page 2'.

How to Use the Manual

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

Lesson Objectives

After this lesson you should know how to:

- Process customer addition requests
- Process customer update requests
- Conduct routine customer table maintenance activities

Page 1

Page 2

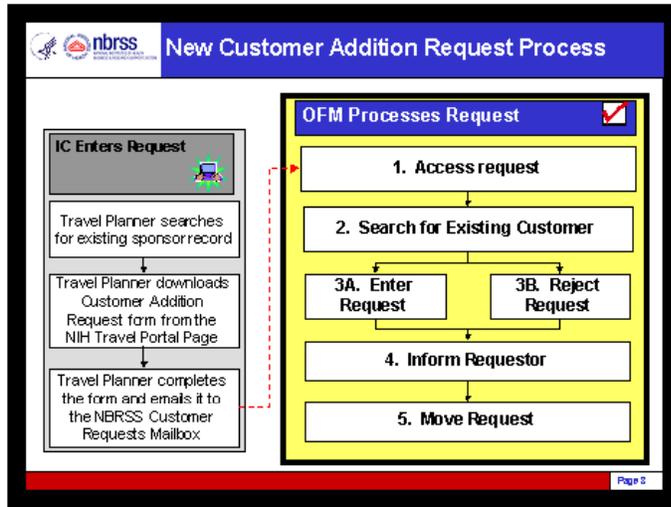
How to Use the Manual



How to Use the Manual

- The lessons contain information on the business processes as well as step-by-step instructions on how to perform tasks in the NBS

New Customer Addition Request Process



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

How to Use the Manual

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How to Use the Manual

Step-by-step instructions on how to perform tasks in the NBS are contained in “Navigation” documents. **1**

Navigations:

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

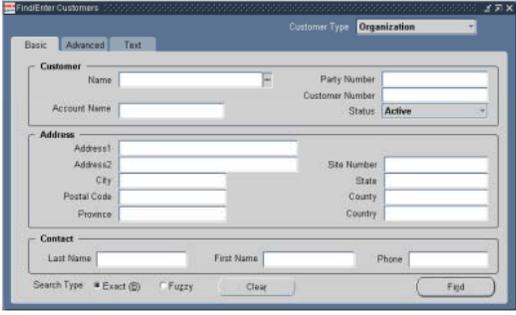
Entering a New Customer

Purpose

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

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

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



Page 4

How to Use the Manual



How to Use the Manual

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

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

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

Page 5

How to Use the Manual

The screenshot shows a manual page with a blue header bar containing the 'nbrss' logo and the title 'How to Use the Manual'. Below the header is a grey bar with three buttons: 'New', 'OK', and 'Cancel'. The main content area contains a list of instructions. Instruction 1 is a general rule about directive statements. Instruction 2 explains that bold text indicates fields, windows, or button names. Instruction 3 is 'Select the Cancel button.' Instruction 4 is 'Place your cursor in the line associated with the customer contact that displays both the Party Number and Customer Number.' Instruction 5 is 'Select the OK button.' A 'Result' line follows: 'The Customers - Standard window is displayed.' A diagram with red arrows and numbered circles (1 and 2) points from the 'Cancel' button to 'Goto task #1.' and from the 'Party Number and Customer Number' text to the 'OK' button.

1. Directive statements will help you determine your next step. The statements are indicated in **Bold**

2. Words in **Bold font indicate a field, window, or button name**

3. Select the **Cancel button.**

Goto task #1.

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

5. Select the **OK button.**

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

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How to Use the Manual



How to Use the Manual

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

7. Enter the city name in the **Site Name** field.
8. Enter the following address information.

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

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

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

How to Use the Manual



How to Use the Manual

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

13. In the **Payment Method** field, select the appropriate payment method for this supplier.
 **Note:** Once bank information is associated with a supplier, the **Payment Method** field is automatically updated to **Electronic**.
14. Save the record.

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How to Use the Manual



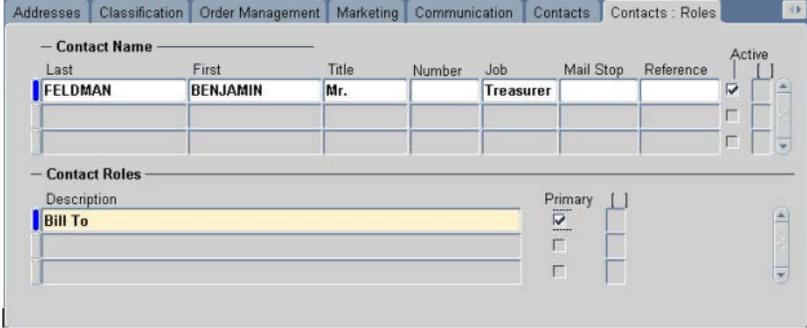
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How to Use the Manual

The end of the task will be indicated by **End of Activity.**

End of Activity.

Example: Below is a sample completed **Contacts: Roles** region tab.

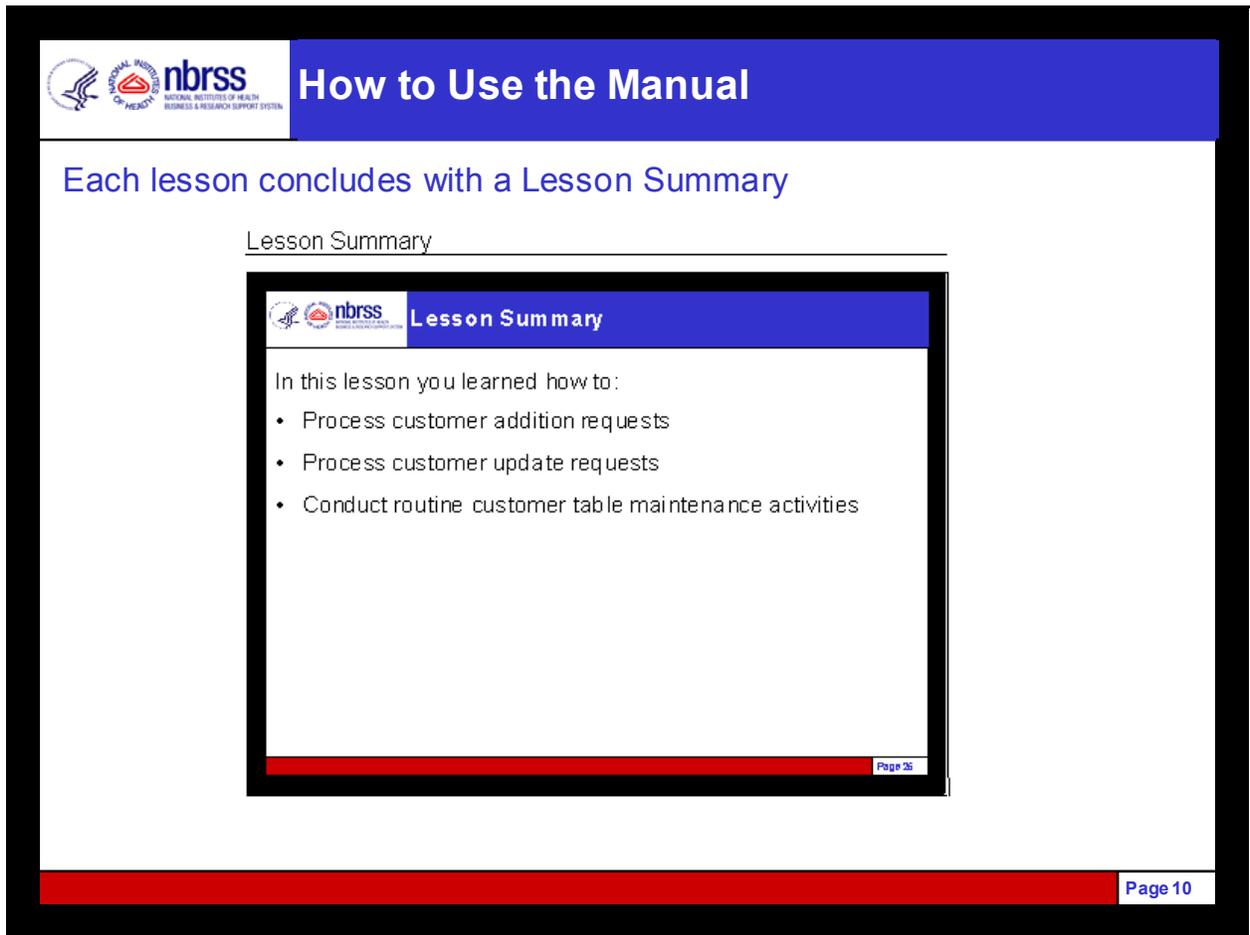


15. Save your work.

End of activity.

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How to Use the Manual



The screenshot displays a page from a manual. At the top left is the logo for the National Institutes of Health Business & Research Support System (nbrss). The main title of the page is 'How to Use the Manual'. Below the title, the text reads 'Each lesson concludes with a Lesson Summary'. A section titled 'Lesson Summary' is shown, which contains a list of tasks learned in the lesson:

- Process customer addition requests
- Process customer update requests
- Conduct routine customer table maintenance activities

The page number 'Page 10' is visible in the bottom right corner of the screenshot.

NBRSS Overview

Chapter 3

NIH Business and Research Support System (NBRSS) Overview

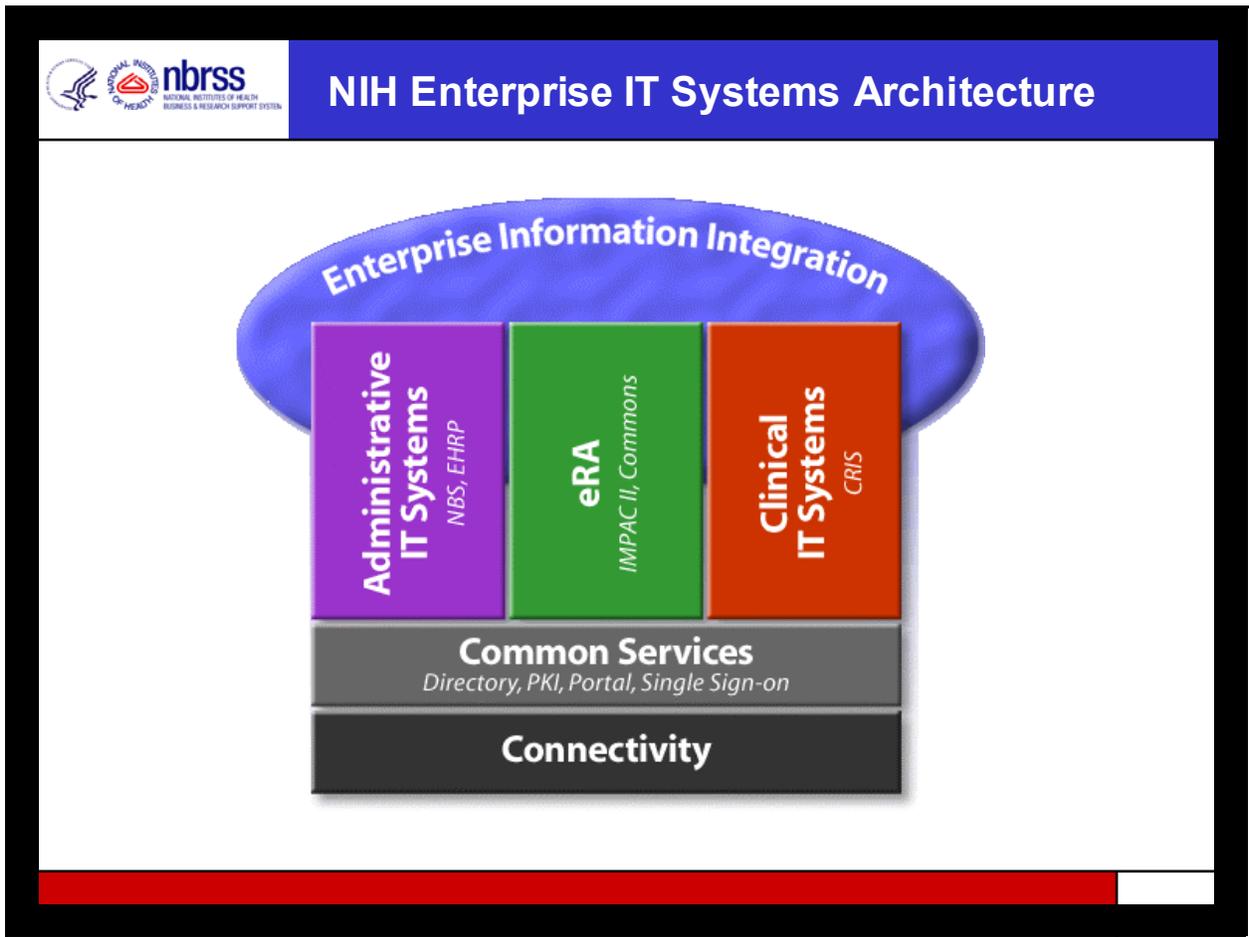


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NIH Business and Research Support System (NBRSS) Overview

Track 2 End User Training

NIH Enterprise IT Systems Architecture

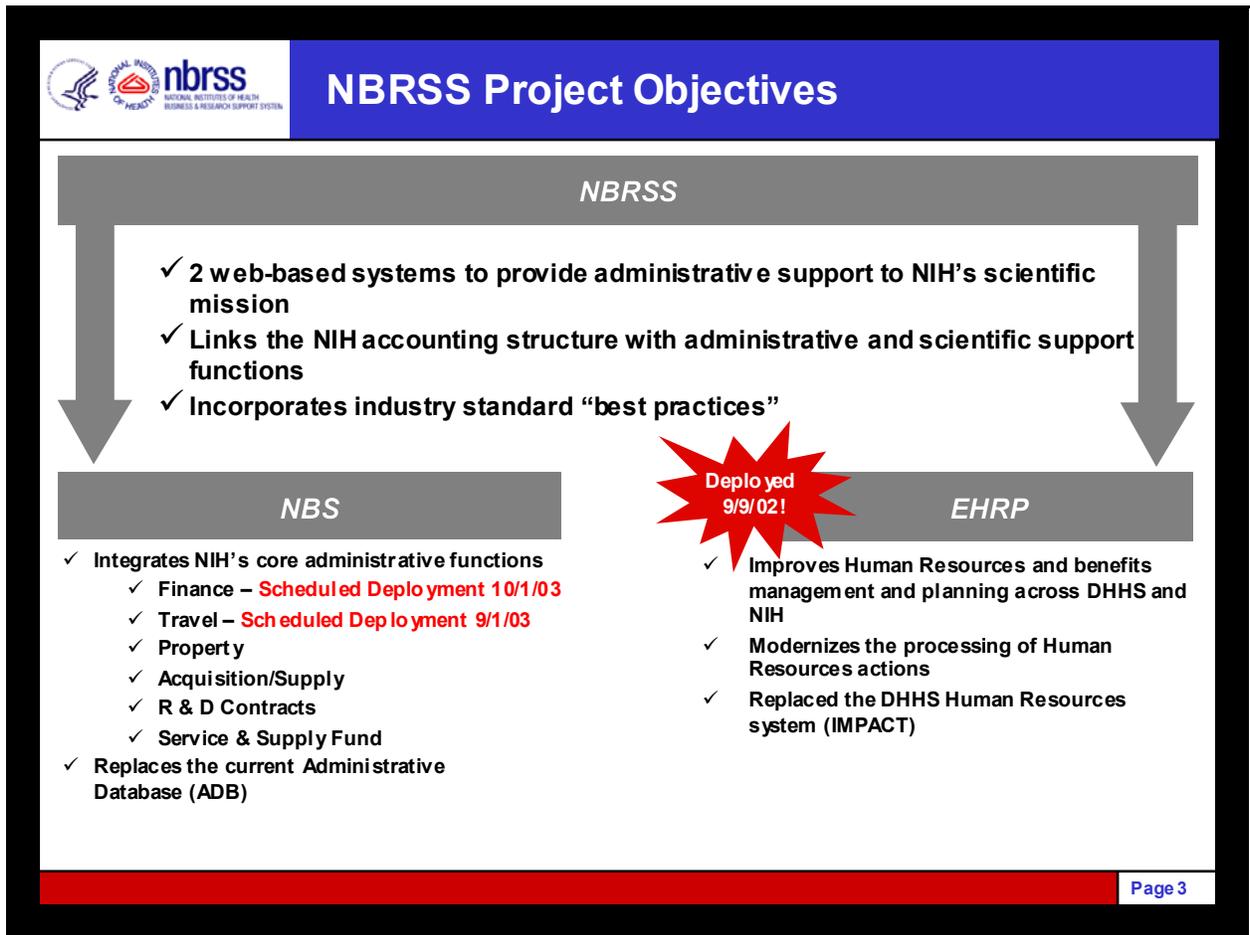




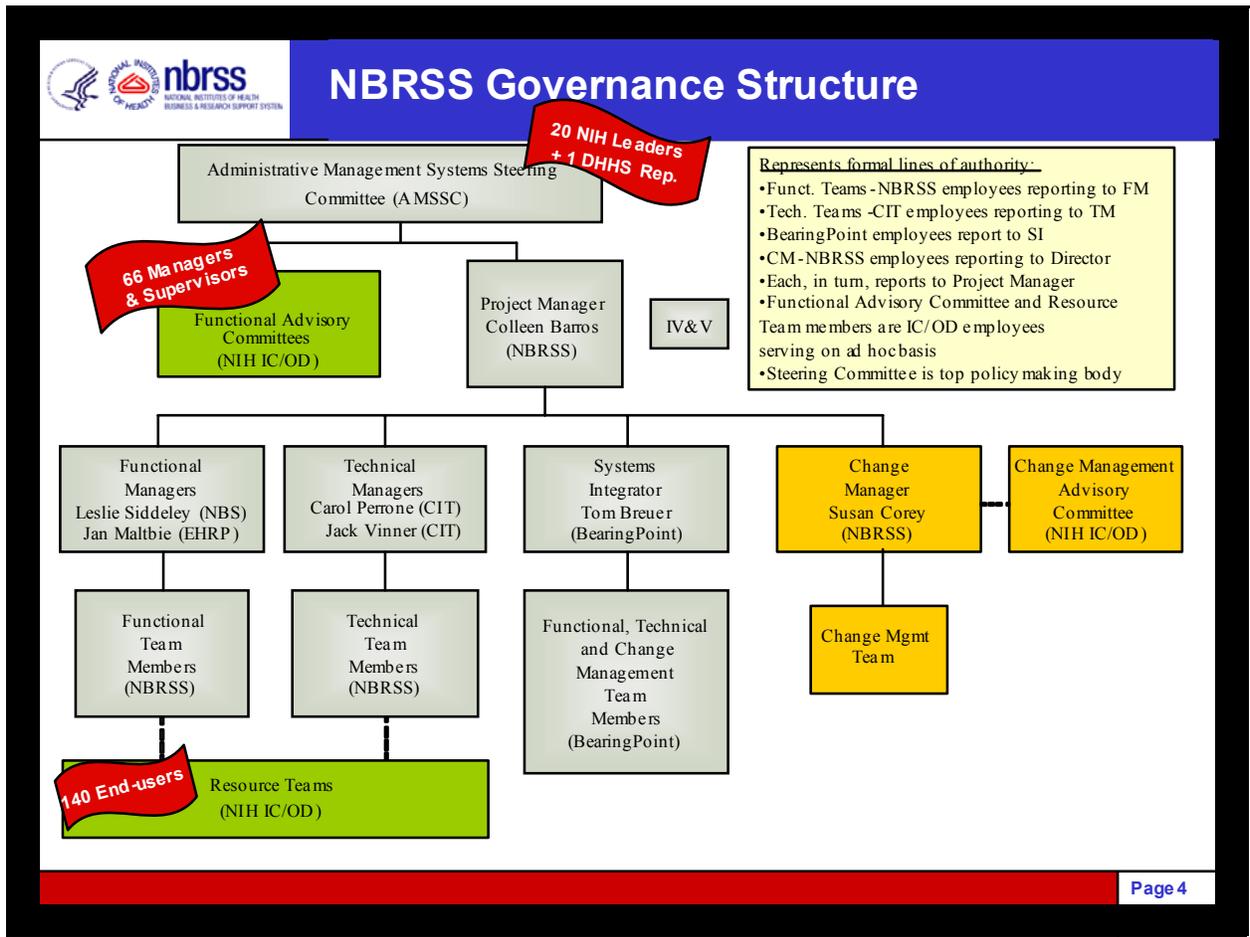
NIH Business System (NBS) – How it all started

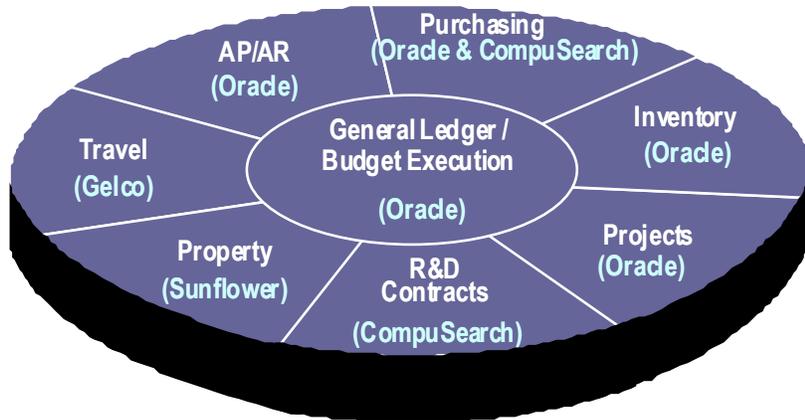
- Project began in FY 1999 with the development of a comprehensive business case to replace NIH's Administrative Data Base (ADB).
- ADB -- An integrated data base that services most of NIH's administrative and support functions.
 - Central Accounting, Accounts Payable, Travel, Property, Acquisitions/Supply,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

NBRSS Project Objectives



NBRSS Governance Structure



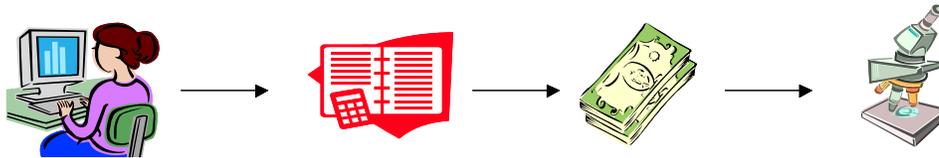


NBS – How it Works



NBS – How it Works

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



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

Expected Benefits of the NBS



Expected Benefits of the NBS

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

Realities of the NBS



Realities of the NBS

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

Track 1 Activities: General Ledger/Budget



Track 1 Activities: General Ledger/Budget

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

Sample Track 2 Activities: Travel



Sample Track 2 Activities: Travel

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

Accounts Payable Overview

Chapter 4

Accounts Payable Overview



Accounts Payable Overview

Track 2 End User Training

Lesson Objectives



Lesson Objectives

After this lesson you should know:

- What Accounts Payable functionality is being used for Track 2
- How invoices are generated
- How payments are generated and recorded

Track 2 Accounts Payable Purpose



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BUSINESS & RESEARCH SUPPORT SYSTEM

Track 2 Accounts Payable Purpose

The main purpose of Accounts Payable is to pay individual travelers and vendors for travel-related services.

NIH Travel Authorization
Traveler: John Smith
#TR35697-V1
Advance Requested - \$240

NIH Travel Voucher
Traveler: John Smith
#TR35697-V1
Airfare - \$325
Hotel - \$200
Per Diem - \$100



Page 2

The majority of travel-related payments are made to

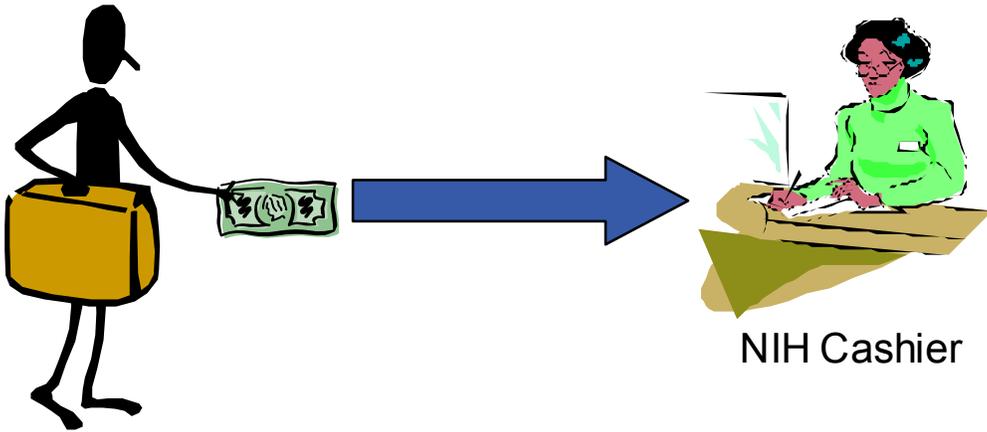
- Individual travelers
- Impac Government Services (for TMC airfare charges)

Track 2 Accounts Payable Purpose



Track 2 Accounts Payable Purpose

In the event that a person is paid too much, Accounts Payable will be used to record the amount due to the NIH and the payments that have been received.



The diagram illustrates a transaction. On the left, a black silhouette of a person carrying a yellow briefcase is handing a green check to a woman on the right. The woman, wearing a green shirt and glasses, is seated at a desk with a laptop and is labeled "NIH Cashier". A large blue arrow points from the person with the briefcase to the cashier, indicating the direction of the payment.

Page 3

Accounts Payable Functionality

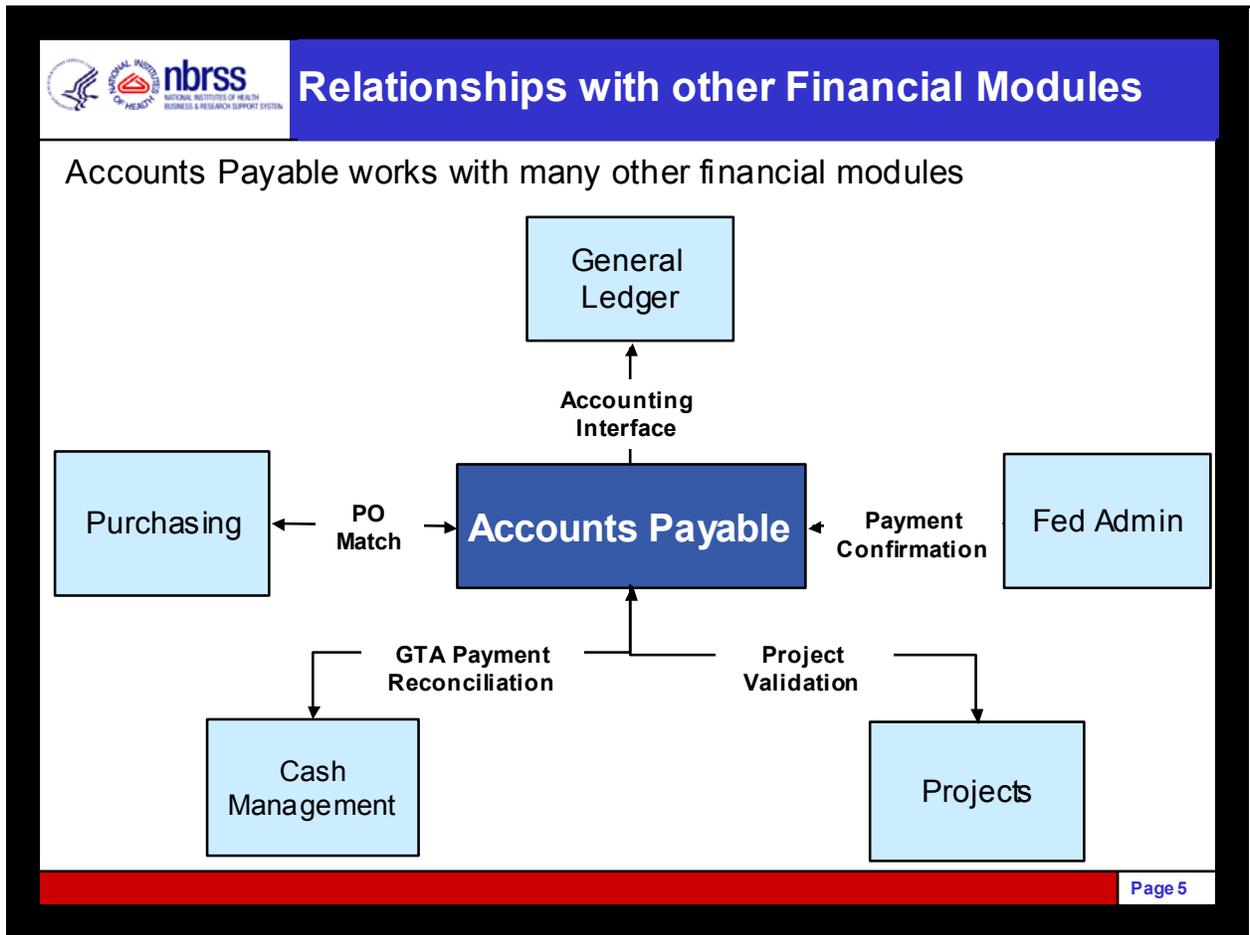


Accounts Payable Functionality

In order to process travel-related payments and refunds, the following functions must be performed:

- | | |
|---|--------------------------------|
| <ol style="list-style-type: none">1. Traveler and Vendor information is maintained in the supplier table2. Supplier bank information is maintained in the bank table | } Government Accounting Branch |
| <ol style="list-style-type: none">3. Invoices and debit memos are received, entered and prepared | → Travel Office |
| <ol style="list-style-type: none">4. Payments and refunds are generated and recorded | → Travel and Cashier Offices |

Relationships with other Financial Modules



Accounts Payable works with other modules

Purchasing – AP matches invoices to purchase orders located in the Purchasing module

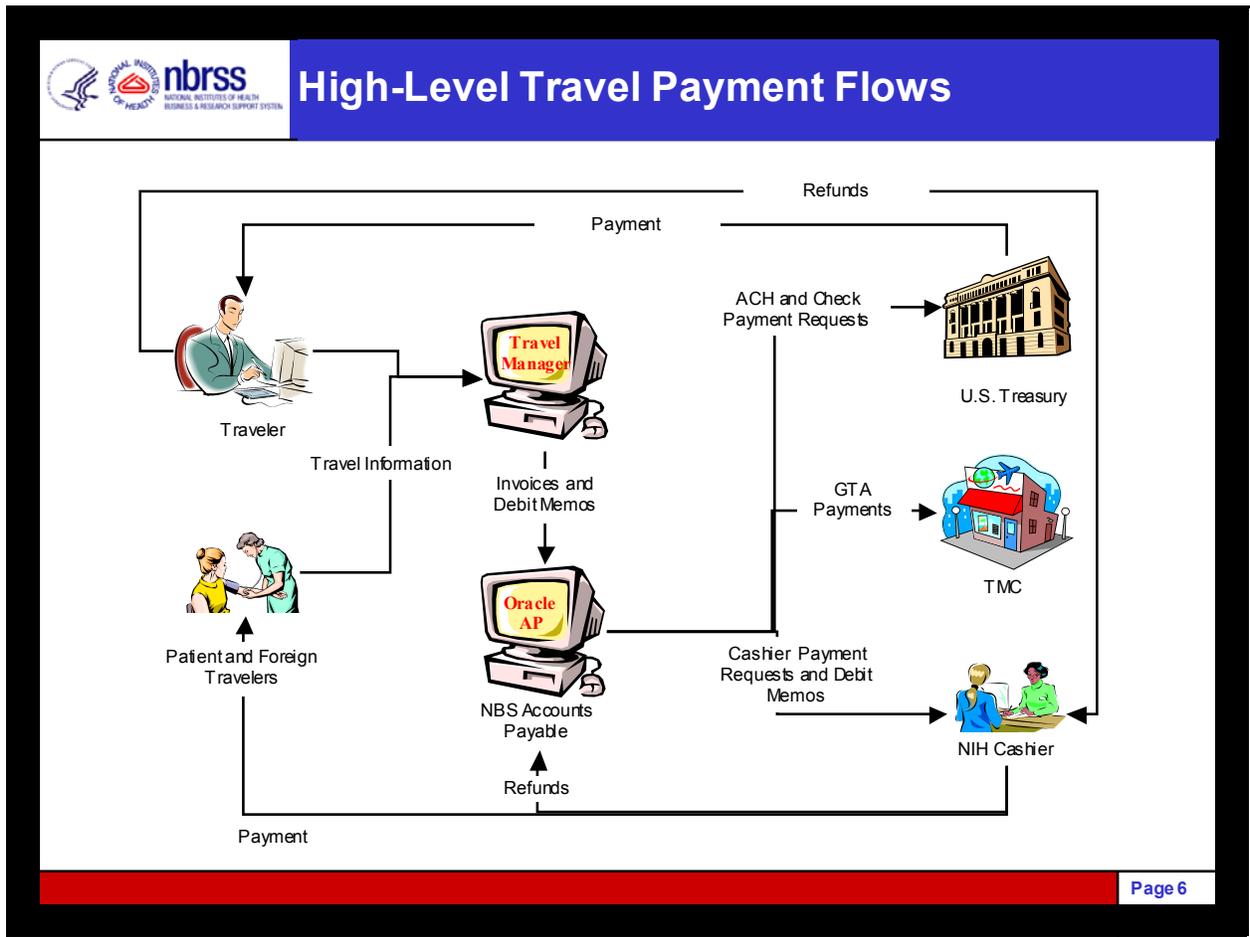
Cash Management – GTA payments located in the AP module are reconciled to the TMC invoice in Cash Management

Projects – AP validates project information located within the Projects module

Fed Admin – AP Treasury Payment Batches are confirmed in Fed Admin

General Ledger – All AP accounting information is transferred to the General Ledger

High-Level Travel Payment Flows

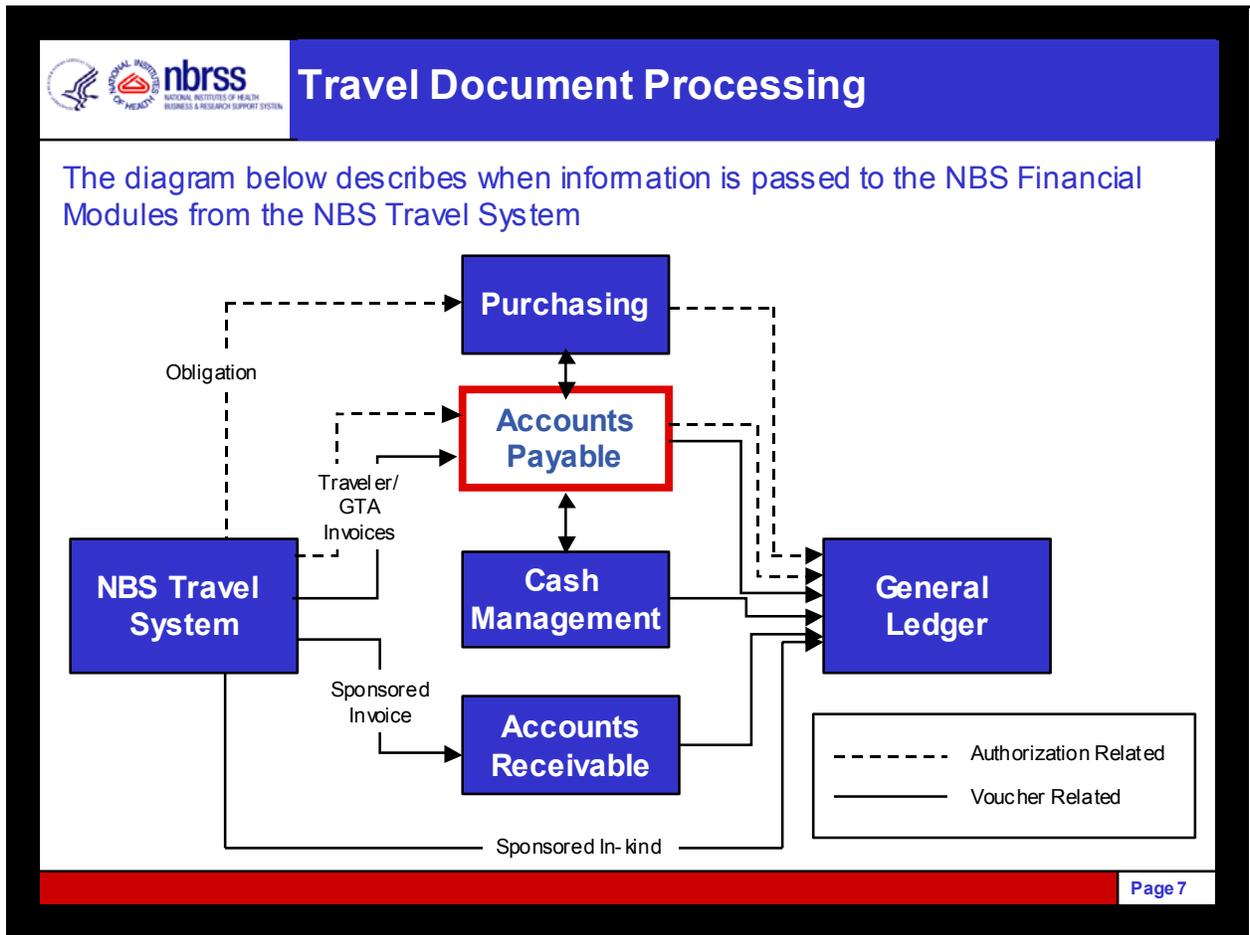


Travel-related Accounts Payable payments can be separated into three distinct groups:

- Payments made directly through US Treasury
- Payments made through NIH Cashiers
- Payments made on a GTA Account

Each payment group will have its own specific payment process.

Travel Document Processing



Accounts Payable may receive information from the NBS travel system upon the approval of both a travel authorization (order) and a voucher.

Approval of Travel Authorization

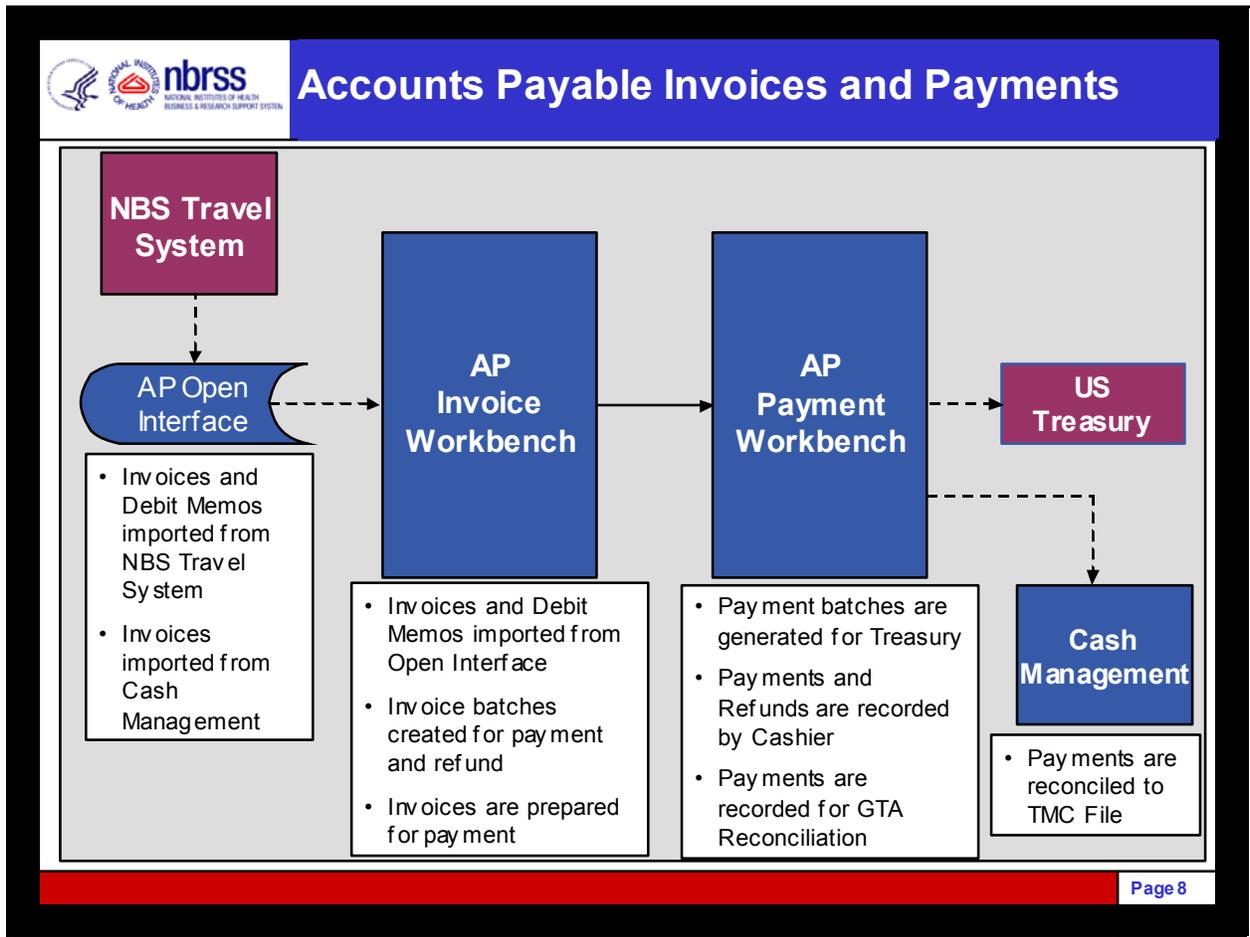
If an advance is approved, a prepayment invoice may flow into Accounts Payable for travel advances.

Approved Travel Voucher

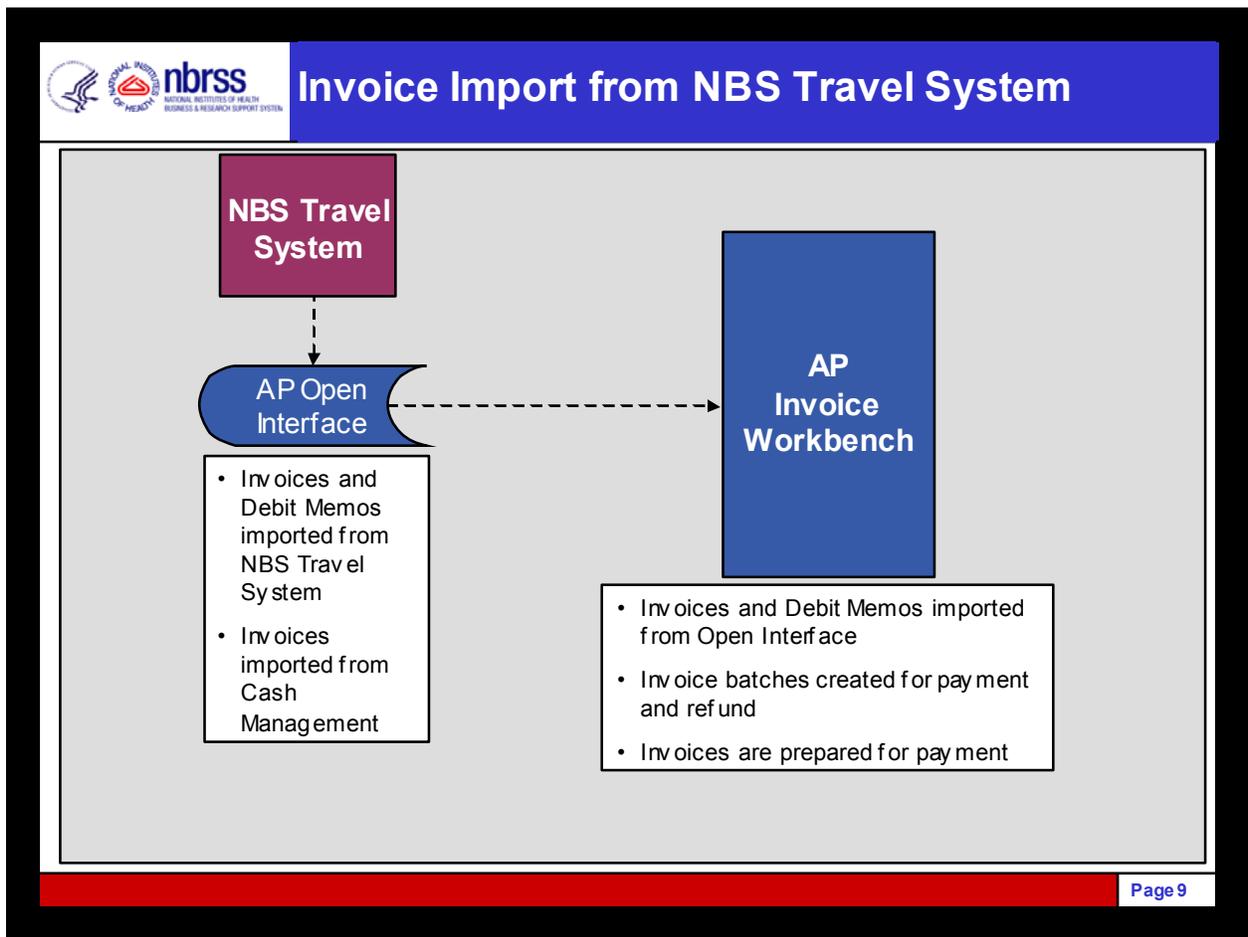
After a travel voucher is approved, three documents may flow into Accounts Payable:

- An invoice for expenses reimbursable to the traveler
- An invoice for expenses charged through a TMC
- A debit memo for outstanding advance due to the NIH

Accounts Payable Invoices and Payments



Invoice Import from NBS Travel System



Invoice batches paid directly through Treasury

- Travel vouchers
- Travel vouchers with prepayments
- Travel advances

Invoice batches not paid directly through Treasury

- Patient and foreign payments
- Individual TMC Charges
- Debit Memos

Invoice Workbench

 **Invoice Workbench**

Invoice batches can be:

- Imported from other sources or
- Created manually

Invoice batches may contain multiple invoices

Invoice Types include:

- Prepayment (Advances)
- Standard
- Debit Memos (Money due to NIH)
- Credit Memos (Money due to NIH)

In order for an invoice to be paid, it must be:

- Validated
- Free of Holds
- Matched (As needed)
- Accounted

AP Invoice Workbench

- Invoices and Debit memos imported from Open Interface
- Invoice batches created for payment and refund
- Invoices are prepared for payment

Page 10

Payment Workbench



Payment Workbench

Payments are:

- Batched in AP for transfer to Treasury
- Paid from the Cashiers Office and recorded in AP
- Recorded in AP for reconciliation in Cash Management

Payment types include:

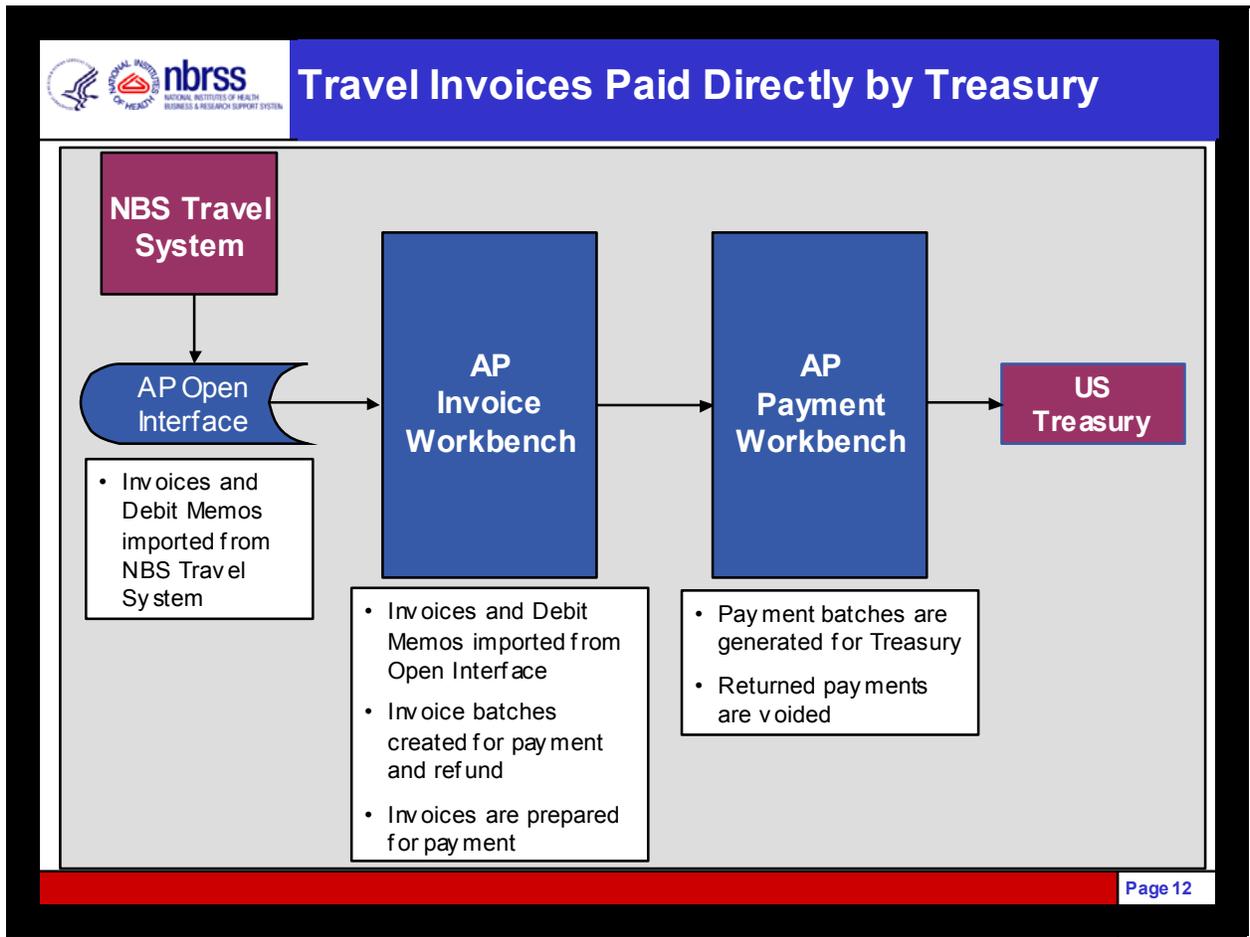
- Payment
- Refund

**AP
Payment
Workbench**

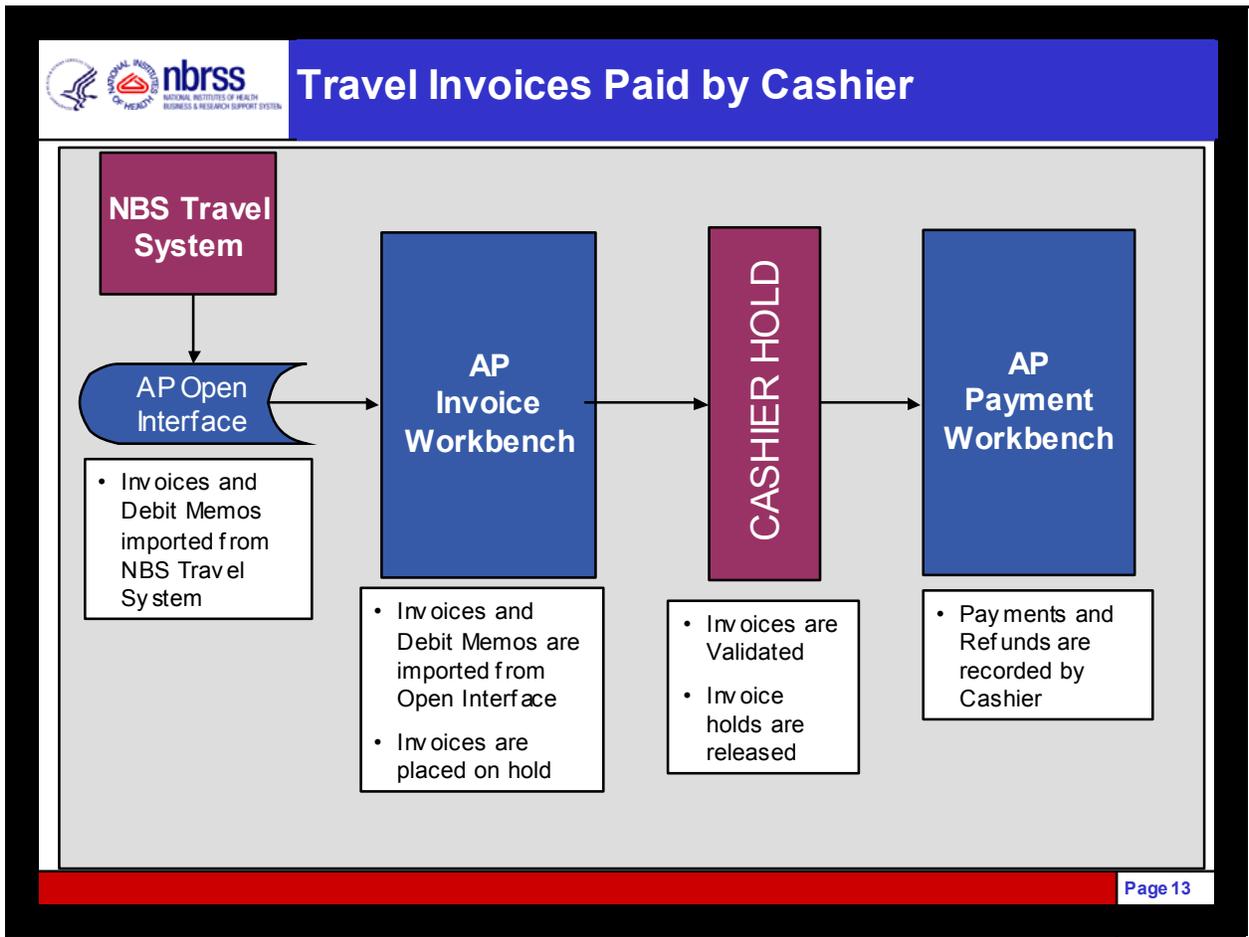
- Payment batches are generated for Treasury
- Payments and Refunds are recorded by Cashier
- Payments are recorded for GTA Reconciliation

Page 11

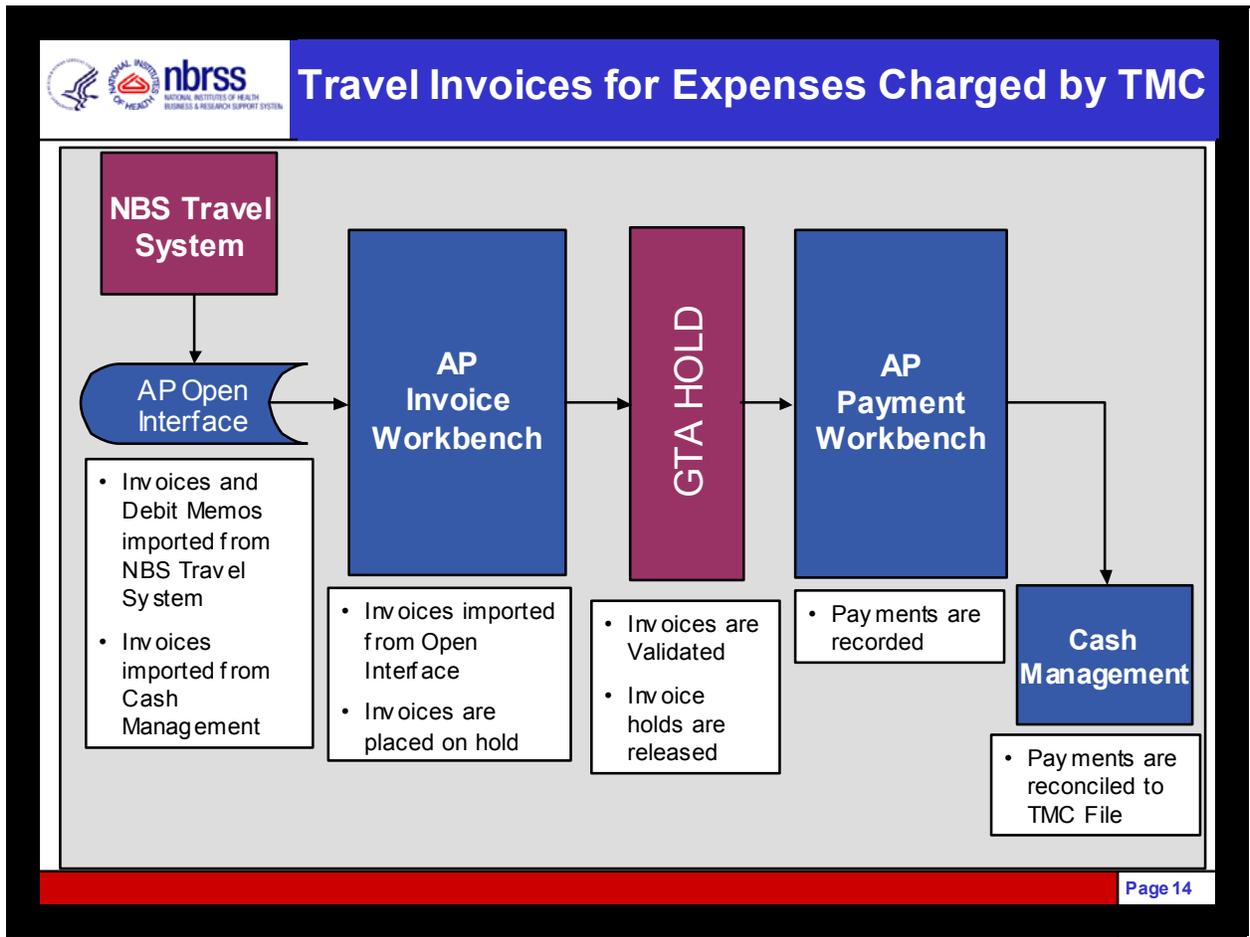
Travel Invoices Paid Directly by Treasury



Travel Invoices Paid by Cashier



Travel Invoices for Expenses Charged by TMC



Lesson Summary



Lesson Summary

In this lesson you learned:

- What Accounts Payable functionality is being used for Track 2
- How invoices are generated
- How payments are generated and recorded

Accounts Payable Inquiry

Chapter 5

Accounts Payable Inquiry



Accounts Payable Inquiry

Track 2 End User Training
Fall 2003

Lesson Objectives



Lesson Objectives

After this lesson you should know how to:

- Locate and View Invoices
- Locate and View Payments
- Generate Accounts Payable Reports

Locating and Viewing Invoices



Locating and Viewing Invoices

After this lesson you should know how to:

→ Locate and View Invoices

- Locate and View Payments
- Generate Accounts Payable Reports

Travel Invoices from NBS Travel Manager



Travel Invoices from NBS Travel Manager

The following invoices are interfaced from the NBS Travel Manager.

Invoice Name	Invoice Description	Invoice Type
TRx-AD	Travel Advances	Prepayment
TRx	Local travel vouchers	Standard
TRxV#	Invoices payable to Travel upon approval of a voucher	Standard
TRxV#-CB	Invoices for TMC Charges	Standard
TRxV#-DM	Debit Memos for excess advances	Debit Memo

Travel Invoices Created Manually



Travel Invoices Created Manually

The following invoices may be created manually as a result of a need for an adjustment to an already approved travel voucher.

Invoice Name	Invoice Description	Invoice Type
TRxV#-DM-LQAD	Invoices to clear outstanding advances	Standard
TRxV#-SR	Invoices to refund money to a sponsor	Standard
TRxV#-DM ADJ	Debit memos resulting from an adjustment	Debit Memo

Travel Invoices Generated from GTA Reconciliation



Travel Invoices Generated from GTA Reconciliation

The following invoices may be created as a result of the reconciliation of the TMC file to the invoices in Accounts Payable.

Invoice Name	Invoice Description	Invoice Type
TRxV#-CB GTA	Adjusting entries resulting from GTA reconciliation	Standard
TRxV#-CB DM GTA	Debit memos resulting from GTA Reconciliation	Debit Memo
TRxV#-CB CM GTA	Credit memos for credits received on TMC file	Credit Memo

Searching for Invoices using the Find Invoices Window

Use the find invoice window to locate supplier invoices

Page 6

- Enter your search criteria.
- Select the **Find** button to execute your search.

Note: In order to select certain search criteria, you must select an additional criteria for the search. For example, the system will not allow you to search for all paid invoices without first selecting a specific supplier, invoice type, or other search criteria.

Selected Search Criteria

Supplier

Name: Select the name of the payee from the **LOV**

Taxpayer ID: Enter the SSN or Taxpayer ID of payee

Invoice

Number: Enter a full or partial invoice number or use the **LOV** to select a single invoice

Type: Select the type of invoice (Standard, Prepayment, Debit Memo, Credit Memo)

Amounts: To and From: Enter a range of invoice amounts

Dates – To and From: Enter a date range for the invoice

Pay Group: Select a pay group from the **LOV**

Payment Method (Available as an option under drop down menu): Select a payment method from the **LOV**

Terms: Select the terms from the **LOV**

Invoice Status

Paid: Select Paid, Unpaid, or Partial paid from the drop down menu

Accounted: Select Yes, No, or Partial from the drop down menu

Status: Select the appropriate invoice status from the **LOV**

Hold

Status: Select either Held or Held/Released

Name: Select a hold name from the **LOV**

Reason: Defaults after selecting a hold name

Searching for Invoices Using Query Mode



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Searching for Invoices Using Query Mode

You may also search by using Query mode directly in the **Invoices** window.

Batch Control Total
Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
■					TR402%		

Amount Paid

Holds

Distribution Total

Status

Accounted

Approval

Desc

Holds

Payments

Scheduled Payments

Overview

Distributions

Page 7

Press the **F11** key to enter query mode.

Enter your search criteria in any of the blue fields. You may use the % as a wildcard.

Press **Ctrl + F11** to execute the query.

Invoices Window

Search results are displayed in the **Invoices** window. The values displayed in the fields under the scroll bar reflect the invoice which is currently highlighted.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	JUSTIN JOI	1051973	TRAVEL	11-SEP-2003	TR402V1	USD	245.00
Standard	IMPAC GOV	1042796	FARGO	11-SEP-2003	TR402V1-CB	USD	491.00

Amount Paid: USD 245.00
Holds: 0
Status: Validated
Approval: Not Required
Distribution Total: 245.00
Accounted: Yes
Desc:

Buttons: Holds, Payments, Scheduled Payments, Overview, Distributions

For invoice TR402V1

Use buttons to view invoice information

Page 8

Selected Field Descriptions:

Type: The type of invoice (Prepayments are advances, Debit Memo and Credit Memo indicate that the supplier owes the NIH money)

Supplier: The payee of the invoice

Supplier Number: A unique number for each supplier

Invoice Date: The date of the invoice

Invoice Number: The number of the invoice

Invoice Amount: The amount of the invoice

Payment Method: Indicates the method by which the supplier will be paid. If the payment method is check, the payment may be made in cash from the cashier if the supplier is a clinical center patient.

Pay Group: AP Advances – travel advances, Patient_Travel – patients and foreign travelers, Travel – other non-gta invoices

Amount Paid: The amount paid on this invoice to date

Holds: Indicates the number of holds currently on the invoice

Status: The current status of the invoice

Distribution Total: The total amount of accounting distributions for this invoice. This amount should match the invoice total.

Accounted: Indicates if the accounting transactions have been generated for this invoice. If the status is No, then accounting information has can not be transferred to the General Ledger.

Button Descriptions:

Holds: Select to view hold information

Payments: Select to view payment information

Scheduled Payments: Select to view the scheduled payments for the invoice

Overview: Select to view invoice overview

Distributions: Select to view accounting information for the invoice

Invoice Holds

You may view the holds that have been placed upon and released from an invoice by selecting the **Holds** button from the **Invoices** window.

Holds

Hold Name	Hold Reason	Release Name	Release Reason
PATIENT RECORDED PAY	AWAITING CASHIER PICKUP	Holds Quick Released	Holds Released

Purchase Order

Number:
Release:
Line:
Ship To:

Receipt

Number:
Line:
Date:

Current Record

Hold Date: **11-SEP-2003**
Held By: **SIRONJ_NIH**
Release Date: **23-SEP-2003**
Released By: **CASHIER1**

Scheduled Payments

Page 9

In the screen shot above, you may determine that the initial Patient Recorded Pay hold was placed upon the invoice on September 11, 2003 by Sironj_nih. The hold was released on September 23, 2003 by Cashier1.

Invoice Distribution

By selecting the **Distribution** button on the **Invoice s** window, the **Invoice Distribution** window is displayed.

Distributions

Distributions (NIH-OU) - TR402V1, JUSTIN JONES:CP00009178

Invoice Total 245.00
Distribution Total 245.00

Num	Type	Amount	Tax Code	GL Date	Account
1	Item	245.00		11-SEP-2003	08056620031RA0.2003.06.A100

Status **Validated** Accounted **Yes** PO Number **TR402**
Account Description **0566 MF 2003 ANNL REIM A.2003.CENTRAL SVCS.OD.HNG1 CSR OD OFC DIR.IN**

View Receipt

Page 10

The **Distributions** window displays the ACS value that was debited for the invoice expense. You may use the horizontal scroll bar to view the transaction code for the invoice.

Invoice Overview Window

By selecting the **Overview** button on the **Invoices** window, the **Invoice Overview** window is displayed.

Overview

Supplier: JUSTIN JONES:CP00009178 Site: TRAVEL
Supplier Num: 1051973 Taxpayer ID: 222447777
Invoice Num: TR402V1 Type: Standard Date: 11-SEP-2003
Batch Name: TM09110229RECPAT Currency: USD Amount: 245.00
Voucher: Unpaid Amount: 0.00
PO Number: TR402 Release: Unapplied Amount:
Receipt Num: Settlement Date:
Invoice Status Description:
Paid: Yes Active Hold: Reason:
Accounted: Yes
Status: Validated
Approval: Not Required
Scheduled Payments Actual Payments
Curr Amount Remaining Due Date Held Paid By Paid On
USD 245.00 0.00 11-SEP-2003 50011 - Check 24-SEP-2003
Payment Overview View Receipt Supplier Invoices

Page 11

The invoice overview window displays valuable summary information related to the invoice include the

- Actual payment amount
- Payment date
- Payment document number
- Active hold name

Invoice Payments

Invoice Payments

By selecting the **Payments** button on the **Invoices** window, the **Payments** window is displayed.

Payments

Payments (NIH-OU) - TR402W1, JUSTIN JONES:CP00009178

Payment Method	Document Number	Payment Date	GL Date	Void	Payment Amount
<input checked="" type="checkbox"/> Check	50011	24 SEP 2003	24 SEP 2003	<input type="checkbox"/>	215.00
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	

Discount Taken: 0.00

Scheduled Payment Payment Overview

Page 12

Payment Overview

By selecting the **Payment Overview** button on the **Payments** window, the **Payment Overview** window is displayed.

Payment Overview

Payment Overview (NIH-OU)

Number: 50011
Currency: USD
Amount: 245.00
Date: 24-SEP-2003
Batch:
Voucher:
Status: Negotiable
Cleared Amount:
Cleared Date:
Void Date:
Maturity Date:
Supplier Name: JUSTIN JONES:CP00009178
Taxpayer ID: 222447777
Number: 1051973 Site: TRAVEL
Address: 25 MAIN STREET
BOSTON, MA 00125
United States
Bank Name: TREAS PHIL FIN CTR/FUNDS TRANS
Account: MAIN DISBURSEMENT
Payment Document: CASH.SM
Payment Method: Check

Number	Amount Paid	GL Date	Description
TR402V1	245.00	24-SEP-2003	

Invoice Overview Bank Supplier Payments



Practice Lab

Lab Time



Page 14

Complete Lab 1: Searching for and Viewing Accounts Payable Invoices

Locating and Viewing Payments



Locating and Viewing Payments

After this lesson you should know how to:

- Locate and View Invoices
- **Locate and View Payments**
- Generate Accounts Payable Reports

Searching for Payments using the Find Payments Window

Use the Find Payments window to locate payments

Find Payments

Payment

Numbers -
Dates -
Amounts -
Currency
Bank Account
Payment Method
Accounted
Document Name
Batch

Supplier

Name
Number
Taxpayer ID
Site
Paid To Name
Remit to Account

Voucher Audit

Category
Sequence Name
Number From
Number To

Status

Status
Dates

Clear New Find

Page 16

- Enter your search criteria.
- Select the **Find** button to execute your search.

Note: In order to select certain search criteria, you must select an additional criteria for the search.

Selected Search Criteria

Payment

Number Range: Enter a range of payment numbers

Dates Range: Enter a date range for the payment

Amounts Range: Enter a range of payment amounts

Accounted: Select Yes, No, or Partial from the drop down menu

Document Name: Select a document name from the **LOV**

Payment Method: Select a payment method from the drop down menu

Batch: Select a payment batch name from the **LOV**

Supplier

Name: Select the name of payee

Number: Select the supplier number

Taxpayer ID: Enter the SSN or Taxpayer ID of payee

Status

Status: Select the payment status from the drop down menu

Date Range: Enter a date range

Payments Window

The screenshot shows the 'Payments Window' interface. At the top left is the nbrss logo (National Institutes of Health Business & Research Support System). The title bar reads 'Payments Window'. Below the title bar, a text box states: 'Search results are displayed in the **Payments** window. Use the horizontal scroll bar to view additional payment information.'

The main content area displays a table with the following data:

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr
Batch	MAIN DISBURSEM	EFT-4	8000340	25-SEP-2003	500.00	USD

Below the table, there is an 'Accounted' field with the value 'Yes'. A red arrow points from a callout box 'For payment 8000340' to this field. At the bottom of the window, there are two buttons: 'Payment Overview' and 'View Invoices'. A red bracket underlines these buttons, with a callout box stating 'Use buttons to view additional information'. The bottom right corner of the window shows 'Page 17'.

Selected Field Descriptions

Type: Batch -paid in a payment batch, Refund - refund against a debit memo, manual - paid from an outside system such as the CDWS.

Document: EFT - Electronic Funds Transfer, Check - Check payment, Check.initials - Cashier third party draft payment, Cash.initials - cashier cash payment, USB.Recorded - recorded US Bank invoices for reconciliation

Document Number: AP payment number

Payment Amount: The amount of the payment

Batch Name: The payment batch name which is equivalent to the schedule number

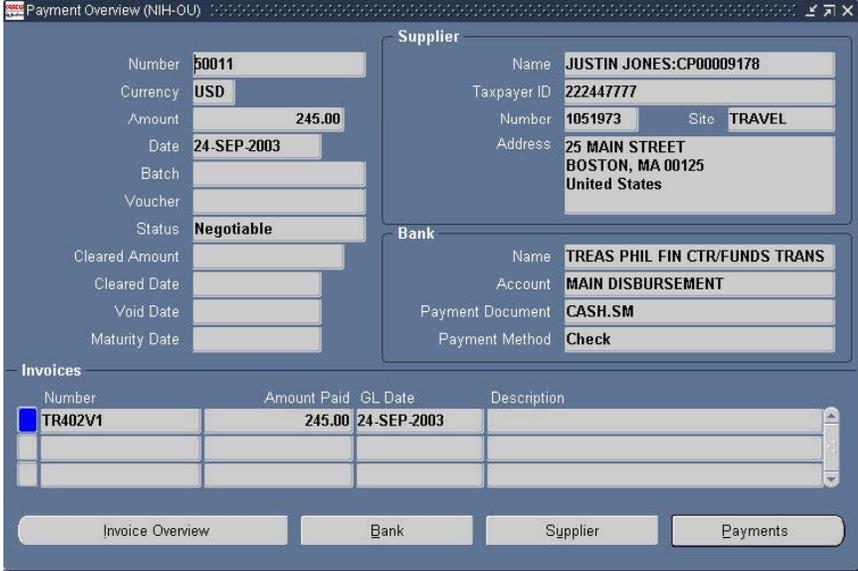
Payment Overview Button


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Payment Overview Button

By selecting the **Payment Overview** button on the **Payments** window, the **Payment Overview** window is displayed.

Payment Overview



The screenshot shows the 'Payment Overview (NIH-OU)' window with the following data:

Supplier	
Name	JUSTIN JONES:CP00009178
Taxpayer ID	222447777
Number	1051973
Site	TRAVEL
Address	25 MAIN STREET BOSTON, MA 00125 United States

Bank	
Name	TREAS PHIL FIN CTR/FUNDS TRANS
Account	MAIN DISBURSEMENT
Payment Document	CASH.SM
Payment Method	Check

Invoices			
Number	Amount Paid	GL Date	Description
TR402V1	245.00	24-SEP-2003	

Buttons at the bottom: Invoice Overview, Bank, Supplier, Payments

Page 18

View Invoices Button

By selecting the **View Invoices** button on the **Payments** window, the **Invoices** window is displayed.

View Invoices

Invoices (NIH-OU) - 8000340, RENEE D DAVIS.0011323178

Invoice

Number	Date	Amount	GL Date	Payment Amount
<input checked="" type="checkbox"/> TR10524-AD	20-SEP-2003	500.00	25-SEP-2003	500.00
<input type="checkbox"/>				

Description

Invoice Overview

Page 19

Invoice Overview Window

By selecting the **Invoice Overview** button on the **Invoices** window, the **Invoice Overview** window is displayed.

Invoice Overview (NIH-OU)

Supplier: **RENEE D DAVIS:0011323178** Site: **TRAVEL**
 Supplier Num: **1000596** Taxpayer ID: **394258188**
 Invoice Num: **TR10524-AD** Type: **Prepayment** Date: **20-SEP-2003**
 Batch Name: **TM092003061799ADV-4** Currency: **USD** Amount:
 Voucher: Unpaid Amount: **0.00**
 PO Number: Release: Unapplied Amount: **500.00**
 Receipt Num: Settlement Date: **22-SEP-2003**

Invoice Status

Paid: **Yes**
 Accounted: **Yes**
 Status: **Available**
 Approval: **Not Required**

Description:

Active Hold: Reason:

Scheduled Payments

Curr	Amount	Remaining	Due Date	Held
<input checked="" type="checkbox"/> USD	500.00	0.00	22-SEP-2003	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Actual Payments

Paid By	Paid On
8000340 - Electr	25-SEP-2003

Buttons: **Payment Overview**, **View Receipt**, **Supplier**, **Invoices**

Page 20

The invoice overview window displays valuable summary information related to the invoice include the

- Actual payment amount
- Payment date
- Payment document number
- Active hold name

Invoices Window

By selecting the **Invoice** button on the **Invoice Overview** window, the **Invoices** window is displayed.

Invoices

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Prepayment	RENEE D D	1000596	TRAVEL	20-SEP-2003	TR10524-AD	USD	500.00

Amount Paid: USD 500.00

Holds: 0

Status: Available

Approval: Not Required

Distribution Total: 500.00

Accounted: Yes

Desc:

Holds Payments

Scheduled Payments Overview Distributions

Page 21

The **Amount Paid** field indicates how much has been paid on this invoice.

The **Holds** field indicates the number of holds placed on this invoice

The **Accounted** field indicates if the accounting transactions have been generated for this invoice. If the status is No, then accounting information has can not be transferred to the General Ledger.



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Practice Lab

Lab Time



Page 22

Complete Lab 2: Locating and Viewing Payments

Selected Accounts Payable Reports



Selected Accounts Payable Reports

After this lesson you should know how to:

- Locate and View Invoices
- Locate and View Payments
- **Generate Accounts Payable Reports**

Invoice History Report



Invoice History Report

Description: The Invoice History Report provides information to support the balance due on an invoice. It helps you quickly identify and review a detailed list of all payment activities pertaining to a specific invoice.

Purpose: Use this report to research payment activities related to an invoice

Source: Accounts Payable

Frequency: This report should be run as needed

Page 24

Attention: Payments must be accounted before the associated payment activities are shown on the Invoice History Report. Run the Payables Accounting Process before generating this report to ensure that you are seeing the most accurate invoice history information

Selected Report Headings

Invoice Number: Invoice number of the invoice.

Payment Number: Number of the payment document that paid for the invoice. If the invoice has not yet been paid, this field is blank.

Transaction Date: Date of the transaction.

Activity Type: Activity that affected the balance of the invoice. For the invoice itself, this column displays the type of invoice, such as credit memo. For all the payment activities, this column displays what the activity is, such as Discount.

Transaction Amount: Transaction amount in the payment currency.

Open Balance Amount: Displays the open balance amount of the transaction in the payment currency.

Invoice History Report

Sample report parameters:

Parameters

Supplier Name

Supplier Site

Prepayments Only

Invoice Number From

Invoice Number To

Sequence Name

Voucher Number From

Voucher Number To

From Invoice Date

To Invoice Date

OK Cancel Clear Help

Page 25

Selected Report Parameters

Supplier Name: If you want to submit the report for one supplier, enter the supplier. Leave this parameter blank to submit the report for all suppliers.

Prepayments Only

- No.** Submit this report for all invoices, including Prepayment type invoices.
- Yes.** Submit this report for only Prepayment type invoices.

Invoice Number From/To: If you want to limit the report to one invoice or to a range of invoices, enter the invoice or invoice range. Leave this parameter blank to submit the report for all invoices.

From/To Invoice Date: If you want to limit the report to one invoice date or to a range of invoice dates, enter the date or date range. Leave this parameter blank to submit the report for all invoice dates.

Submitting a Single Request

Purpose

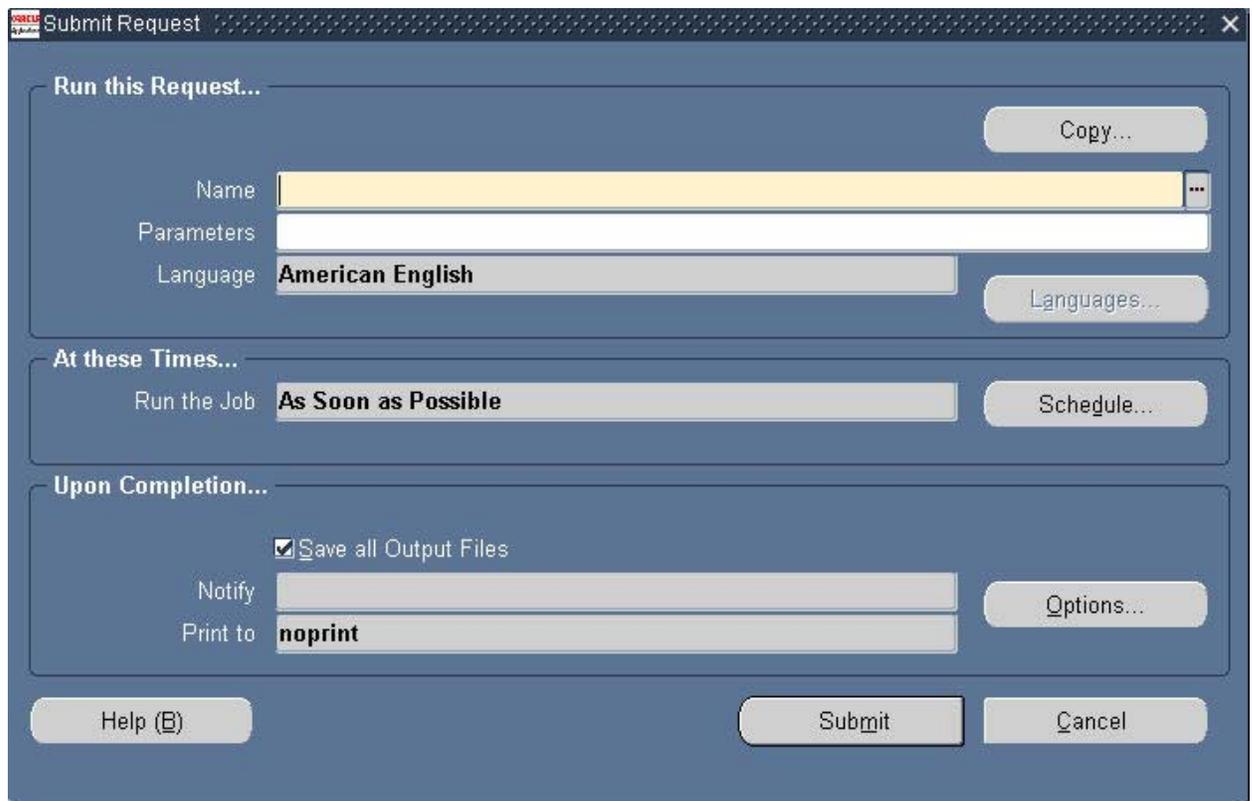
The purpose of this document is to describe how to submit a single request in the NBS Financial Modules. The steps will be the same regardless of the report or program that is being submitted. However, the request name and parameters will vary depending upon the module. In addition, the navigation path may be different. The student guide will describe the exact navigation path for each responsibility.

NBS Financial Modules
N > Requests > Run
Submit a New Request



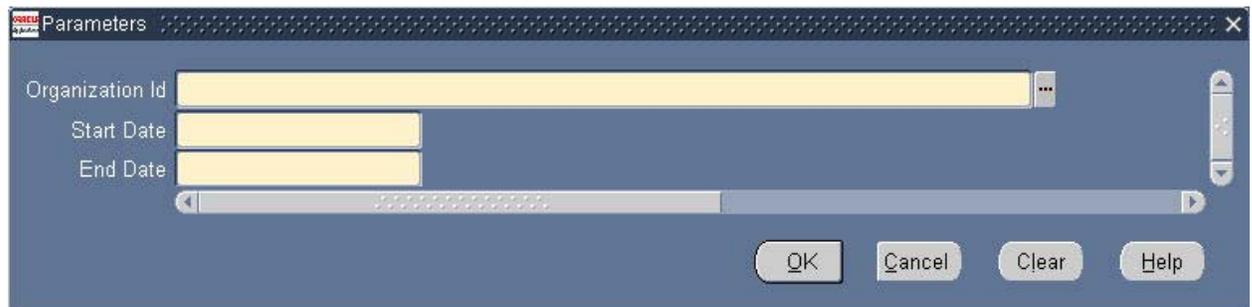
1. Select the **OK** button.

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



2. Click on the **LOV** in the **Name** field and select the report or program you want to run.

Result: The **Parameters** window is displayed. **NOTE:** This window will be different for each report that you select.



3. Complete the **Parameters** window and select the **OK** button.

Result: You are returned to the **Submit Requests** window.

Submit Request

Run this Request...

Name **Unaccounted Transactions Report**

Parameters **Operating Unit:NIH-OU::**

Language **American English**

Copy...

Languages...

At these Times...

Run the Job **As Soon as Possible**

Schedule...

Upon Completion...

Save all Output Files

Notify

Print to **noprint**

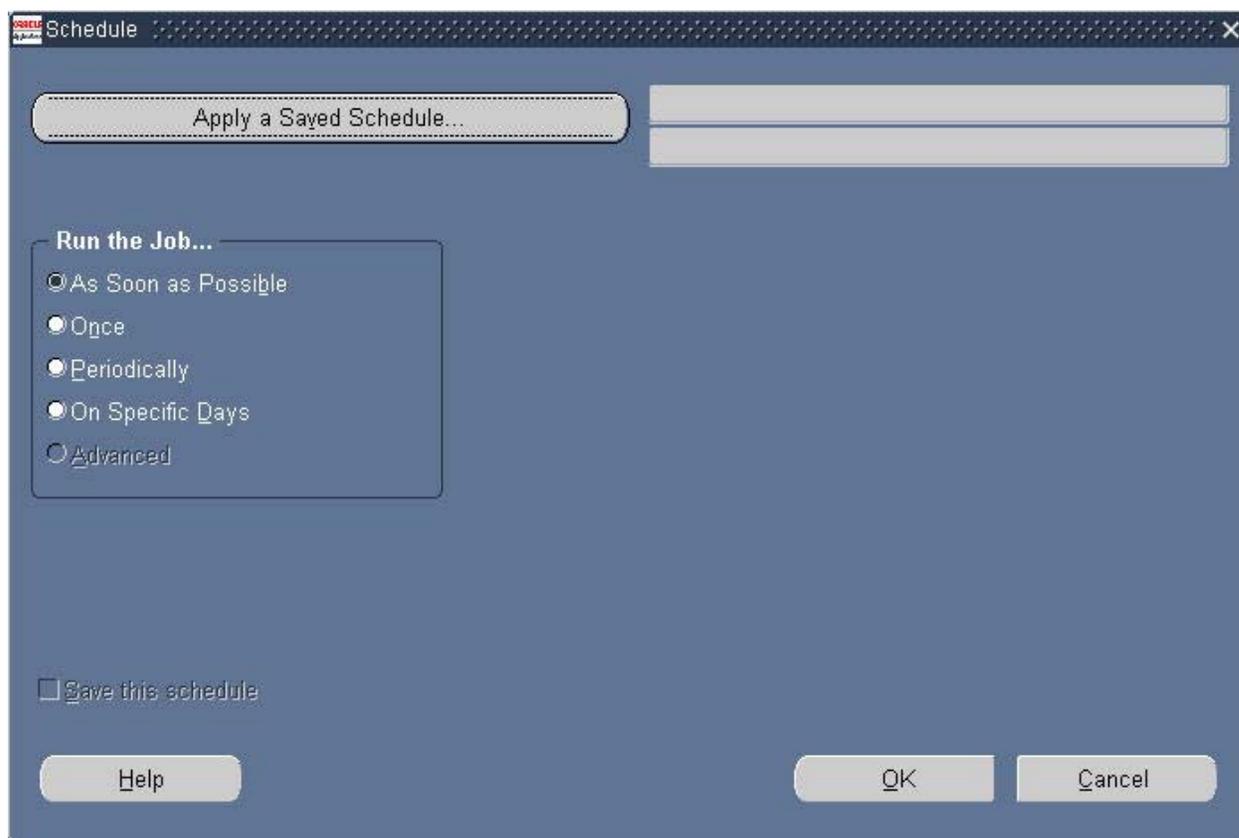
Options...

Help (E) Submit Cancel

If you want to run the report now for a single time, goto task #10. Otherwise, goto task #4.

4. Select the **Schedule** button in the **At these times** block.

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



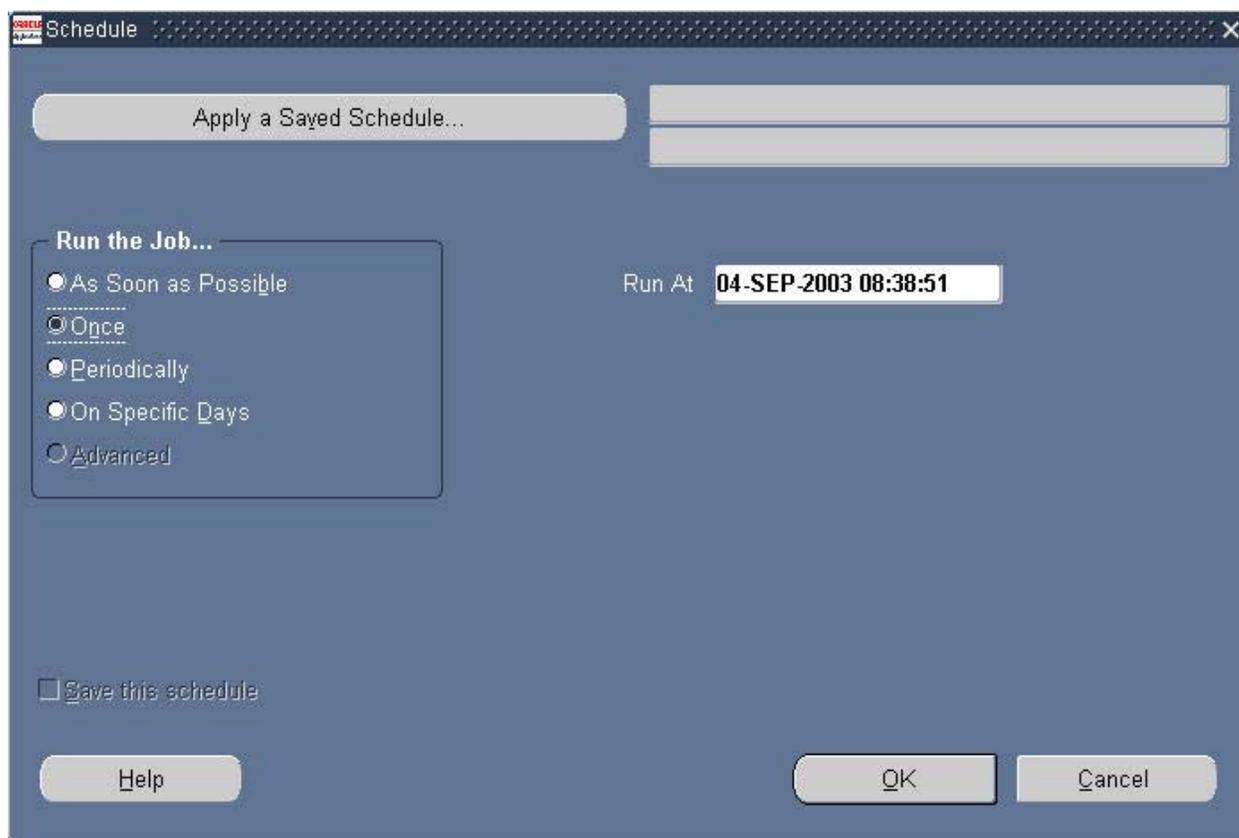
5. Select the appropriate schedule alternative in the **Run the Job...** block.

If you want to run the job once, goto task #6.

If you want to run the job periodically, goto task #7 Otherwise, goto task #8.

6. In the **Run At** field, enter the date and time you want the job to run. The time should be entered in military time (24 hour clock)

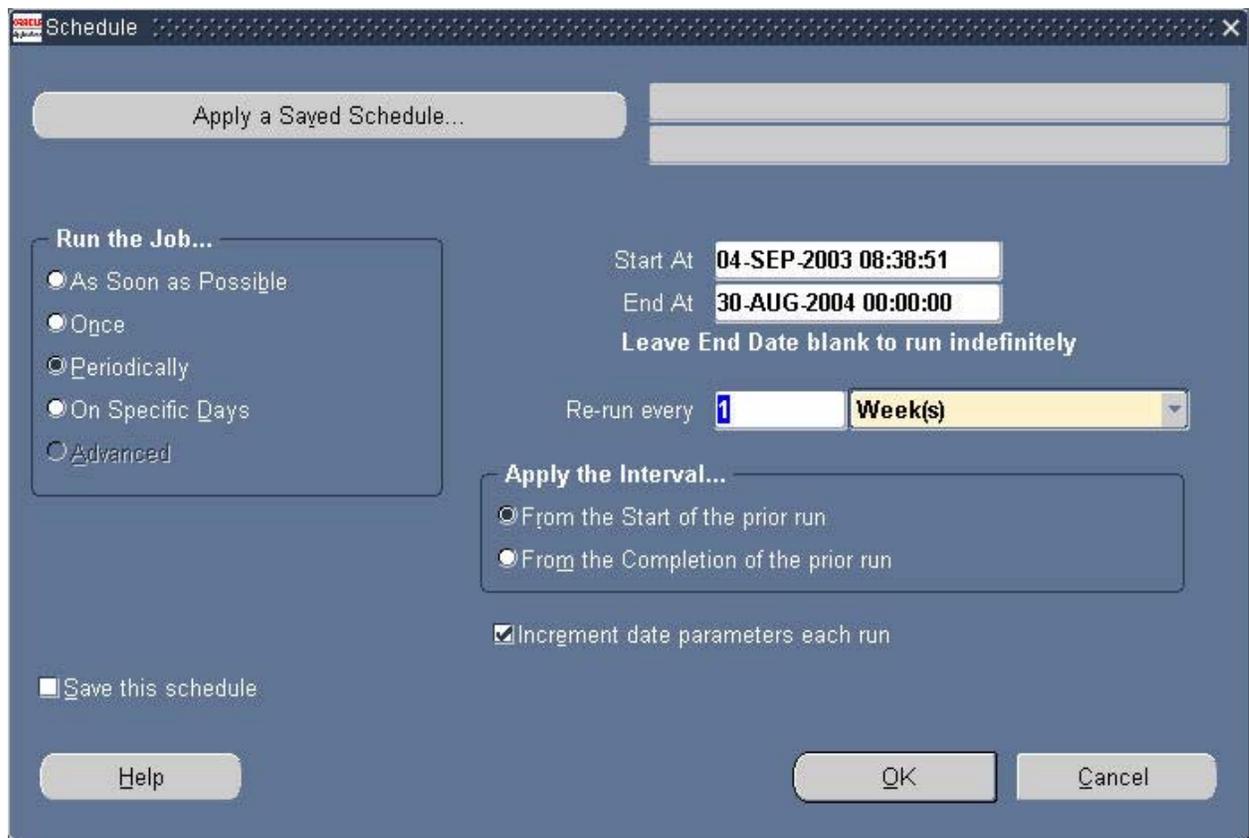
Example:



Goto task #9.

7. Complete the schedule information.

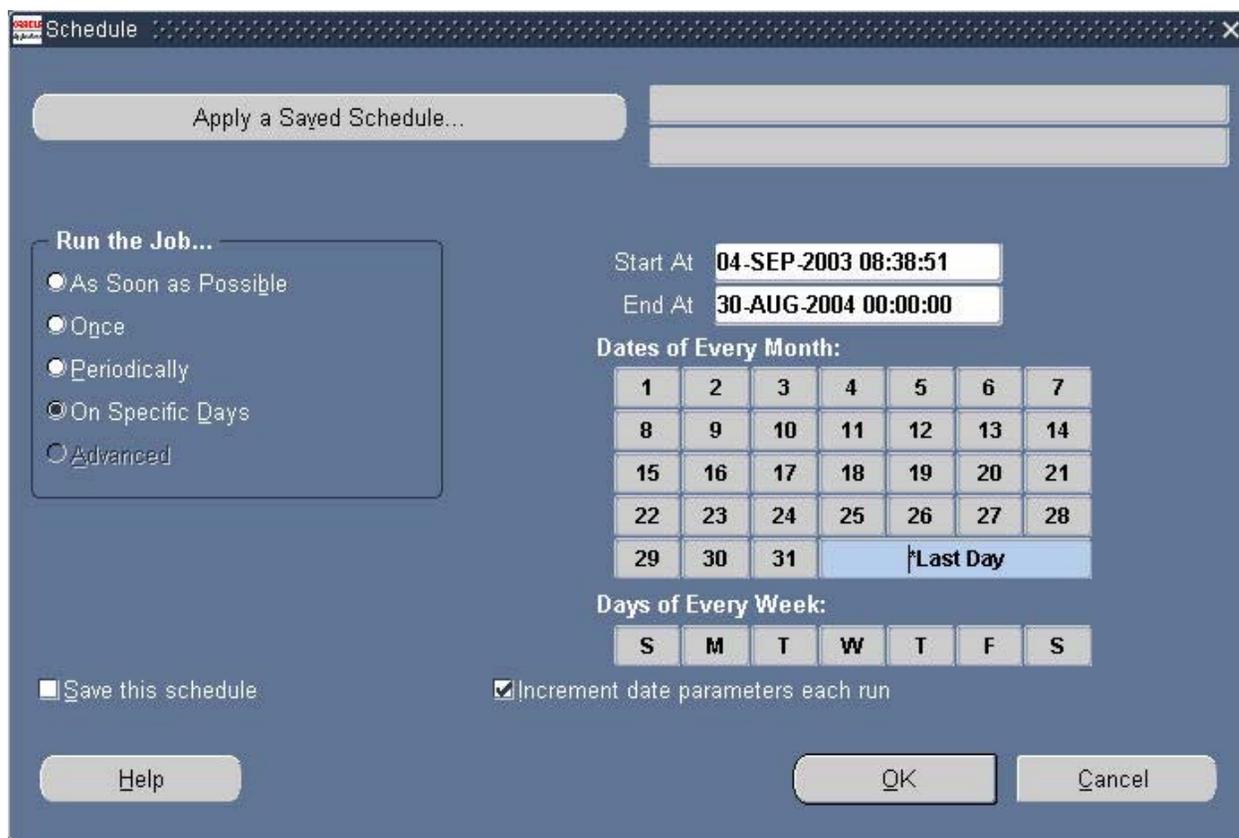
Example:



Goto task #9.

8. Complete the schedule information.

Example:



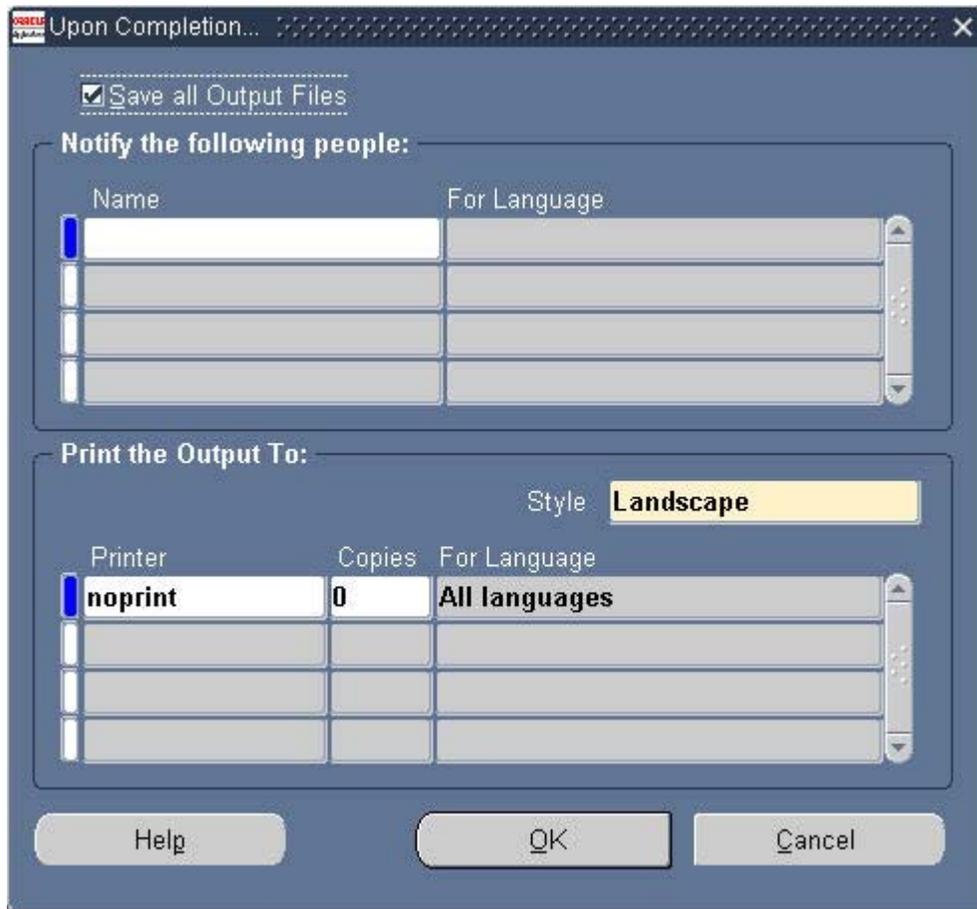
9. Select the **OK** button.

10. Determine whether or not you want to view the report prior to printing.

If you want to print the report before viewing it on-line, goto task #11. Otherwise, goto task #14.

11. Select the **Options** button.

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



12. Select a printer and the number of copies
13. Select the **OK** button.
14. Select the **Submit** button.

Result: The result will depend upon the report and the schedule that you have selected. To view the output of the request on line, select **View > Requests** from the menu bar. This will take you to the **Requests** window.

End of activity.

Saving a Report to a File

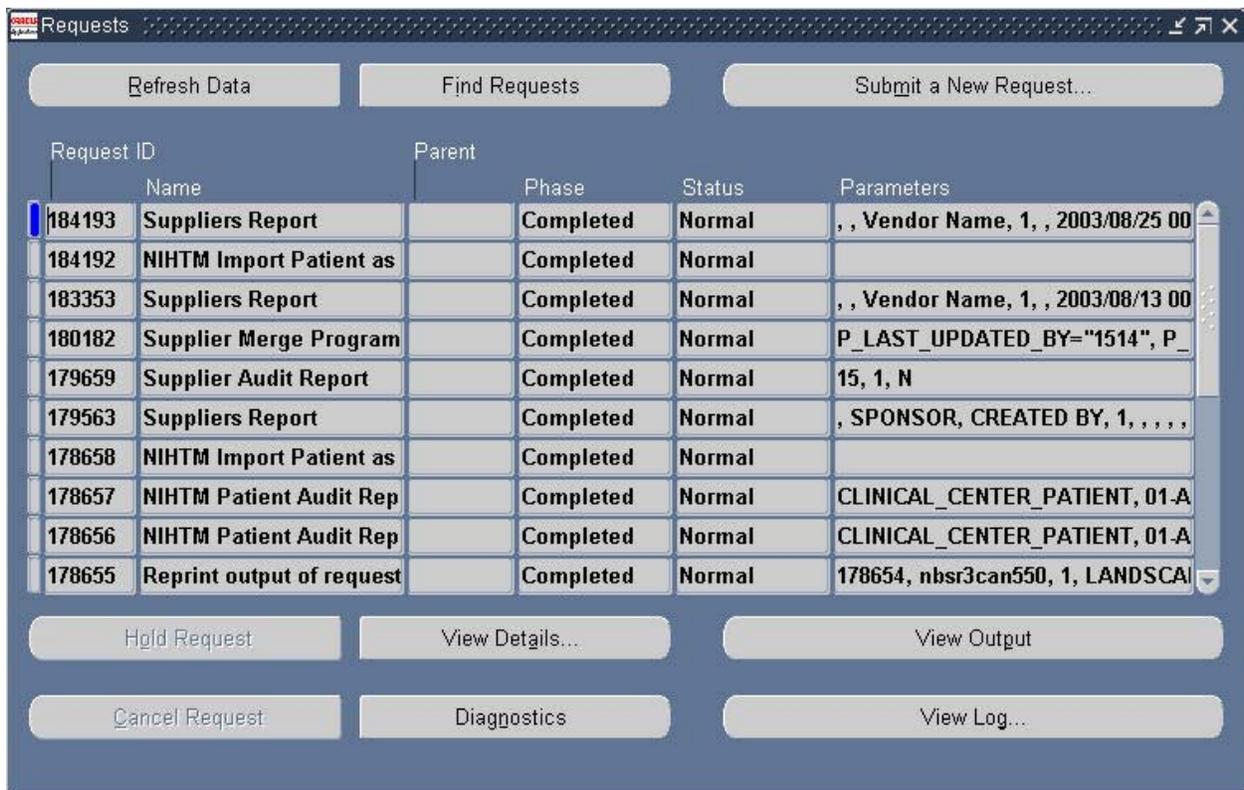
Purpose

This document describes how to save reports and other types of request output to files in Oracle.

Before you begin

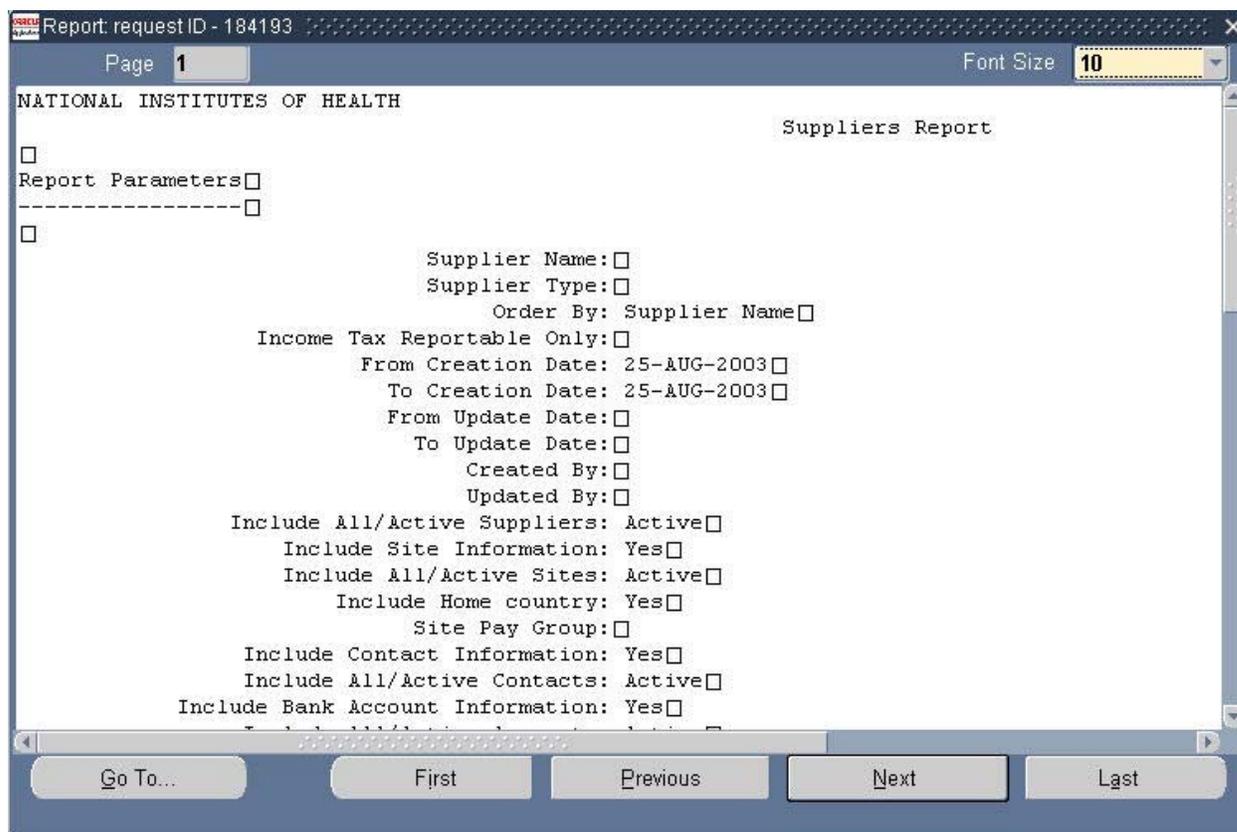
Before you begin, ensure that you are located in the **Requests** window and the request containing the output you want to save is visible on the screen.

NBS Financial Modules
M > View > Requests
Requests



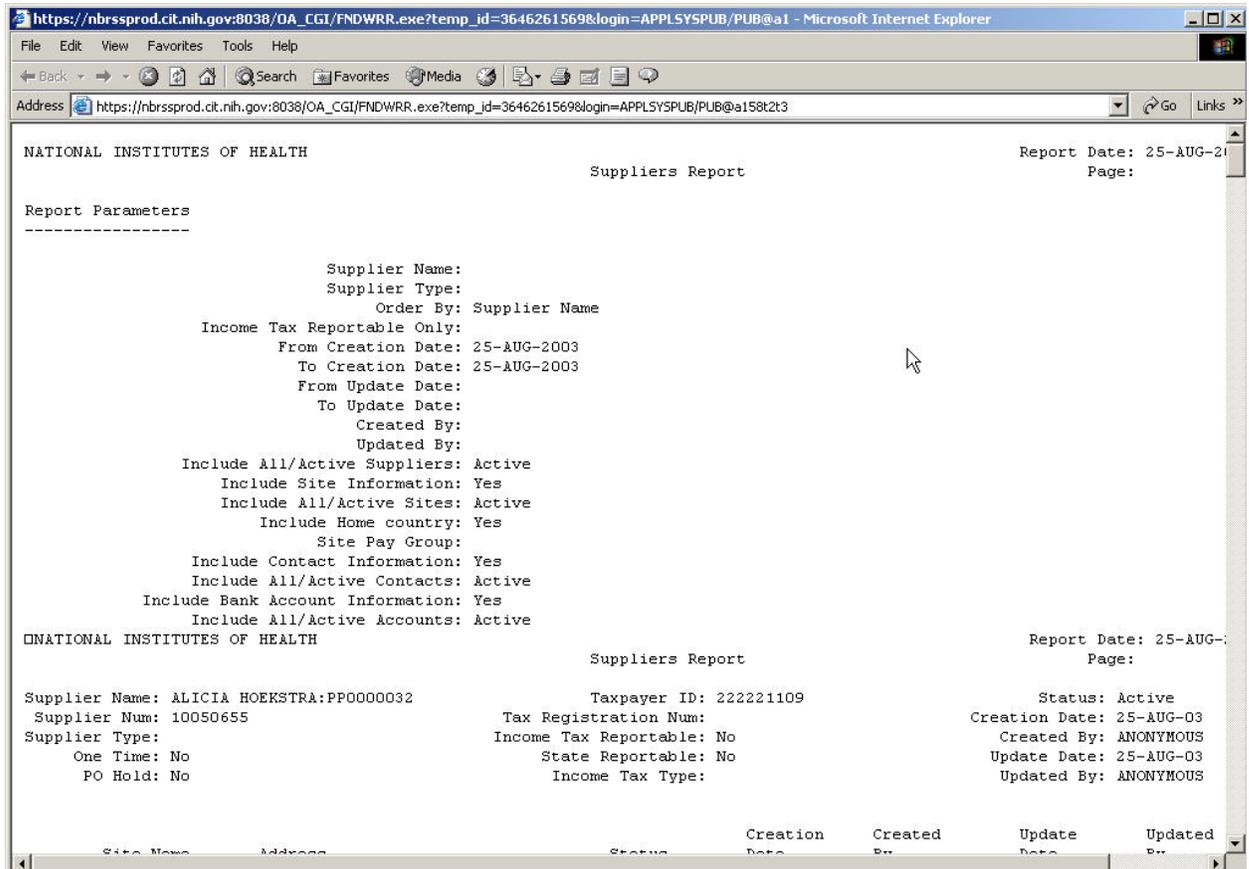
1. Place your cursor in the line of the containing the output you want to save.
2. Select the **View Output** button.

Result: The **Report - Request ID...** window is displayed.



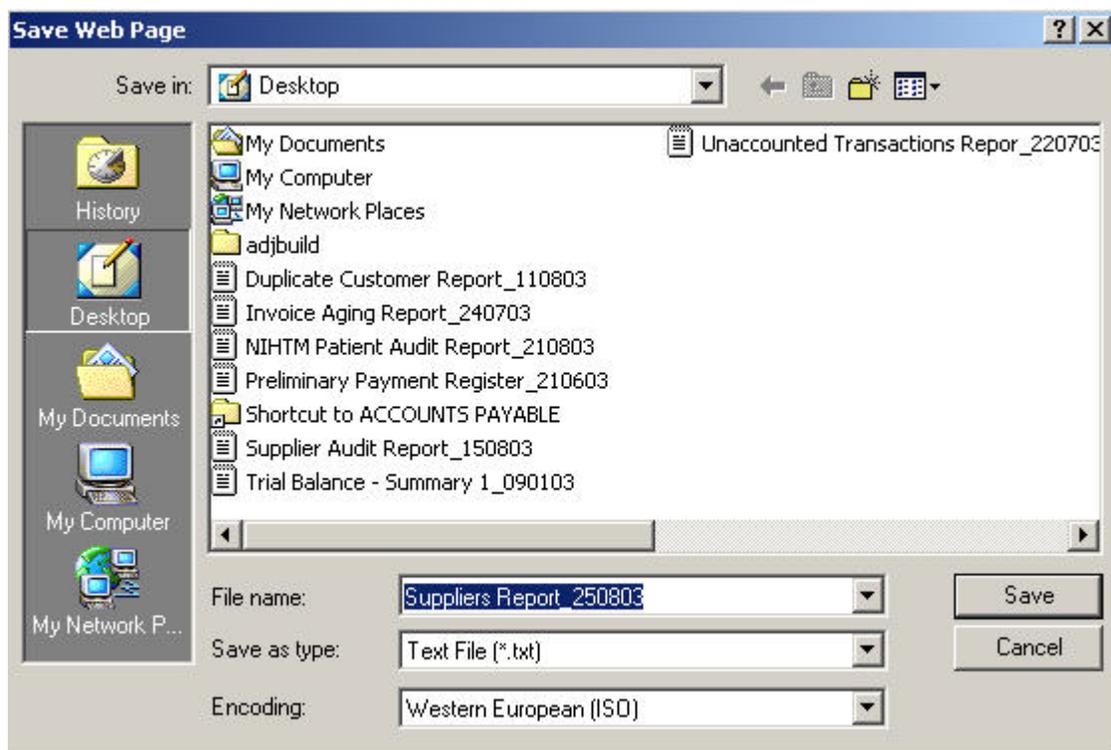
3. From the menu bar, select **Tools > Copy File**.

Result: A browser window displaying your report is opened.



- From the menu bar, select **File > Save As**.

Result: The **Save Web Page** window is displayed.



5. Enter the file location, type, and name and select the **Save** button.
6. Close the browser window.
7. Close the **Report - Request ID...** window.
8. Close the **Requests** window.

End of activity.

Supplier Payment History



Supplier Payment History

Description: This report provides totals for the payments made to each supplier included in the report. If you choose to include the invoice details, the paid invoice's invoice number, date, invoice amount, and amount paid by the payment is displayed.

Purpose: Use this report to review the payment history for a supplier. You can submit this report by supplier or supplier type to review the payments you made during a time range you specify.

Source: Accounts Payable

Frequency: This report should be run as needed

Page 26

Selected Report Headings

Address: Address to which payment was sent.

Account Name: Bank account used for the payment.

Gross Amount: Invoice amount, displayed in the payment currency.

Payment Number: Payment document number. For example, check number.

Payment Amount: Payment amount in the currency in which it was paid.

Void Date: Void date if you void a payment. If you void a payment, 0.00 is displayed in the Functional Amount column and does not include the payment in the payment total. You enter a void date when you void a payment.

Amount Paid: Amount of an invoice that you have paid. (Displayed only if you choose the Invoice Detail option)

Supplier Payment History Report

The screenshot shows a software interface for the 'Supplier Payment History Report'. At the top left is the logo for 'nbrss NATIONAL INSTITUTE OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM'. The main title 'Supplier Payment History Report' is displayed in a blue header bar. Below the header, the text 'Sample report parameters:' is followed by a dialog box titled 'Parameters'. The dialog box contains the following fields and options:

- Supplier Type (skip for All): [Empty text box]
- Supplier Name (skip for All): [Empty text box]
- Start Payment Date: [Empty text box]
- End Payment Date: [Empty text box]
- Invoice Detail: **No** (highlighted in yellow)
- Order By Option: **Payment Date** (highlighted in yellow)

At the bottom of the dialog box are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'. The page number 'Page 27' is visible in the bottom right corner of the screenshot.

Selected Report Parameters

Supplier Name: Select the supplier name from the **LOV**

Start/End Payment Date: Enter the date range for the payments.

Invoice Detail: Enter Yes to include invoice details for each payment.



Practice Lab

Lab Time



Page 28

Complete Lab 3: Submitting Selected Accounts Payable Reports

Lesson Summary



Lesson Summary

In this lesson, you learned how to:

- Locate and View Invoices
- Locate and View Payments
- Generate Accounts Payable Reports

Supplier Inquiry

Chapter 6

Supplier Inquiry



Supplier Inquiry

*Track 2 End User Training
September 2003*

Lesson Objectives



Lesson Objectives

After this lesson you should know:

- How the Supplier Table is utilized in the NBS
- How individual and organization supplier information is entered into the Supplier and Bank Tables
- How to search for suppliers
- How to review supplier information

How the NBS Supplier Table is Utilized



How the NBS Supplier Table is Utilized

After this lesson you should know:

→ How the Supplier Table is utilized in the NBS

- How individual and organization supplier information is entered into the Supplier and Bank Tables
- How to search for suppliers
- How to review supplier information

Supplier Table in Oracle



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Supplier Table in Oracle

- The Supplier Table is the main source of supplier information in NBS.
- Basic supplier information such as name, address, payment method, must be entered prior to the creation of a purchase order or AP invoice.
- Bank information is required prior to the issuance of electronic payments in AP.

Supplier Table

Name	Address	Supplier #	Organization	Bank Information
John Smith	1256 Democ	1526354	HN2536C	Bank of America
Jane Doe	2563 Fernw	152685	HN2563C	Citibank

Purchase Order

Traveler \$375.50

Purchase Order

Impac \$120

↓

Invoice

Traveler \$375.50

Bank of America

Invoice

Impac \$120

Citibank # 12563

Page 3

Before a purchase order or AP invoice can be set up, the supplier must be entered into the Supplier Table.

Before an electronic payment can be issued from AP, the supplier's bank information must be entered into the Bank Table.

Source of Supplier Information

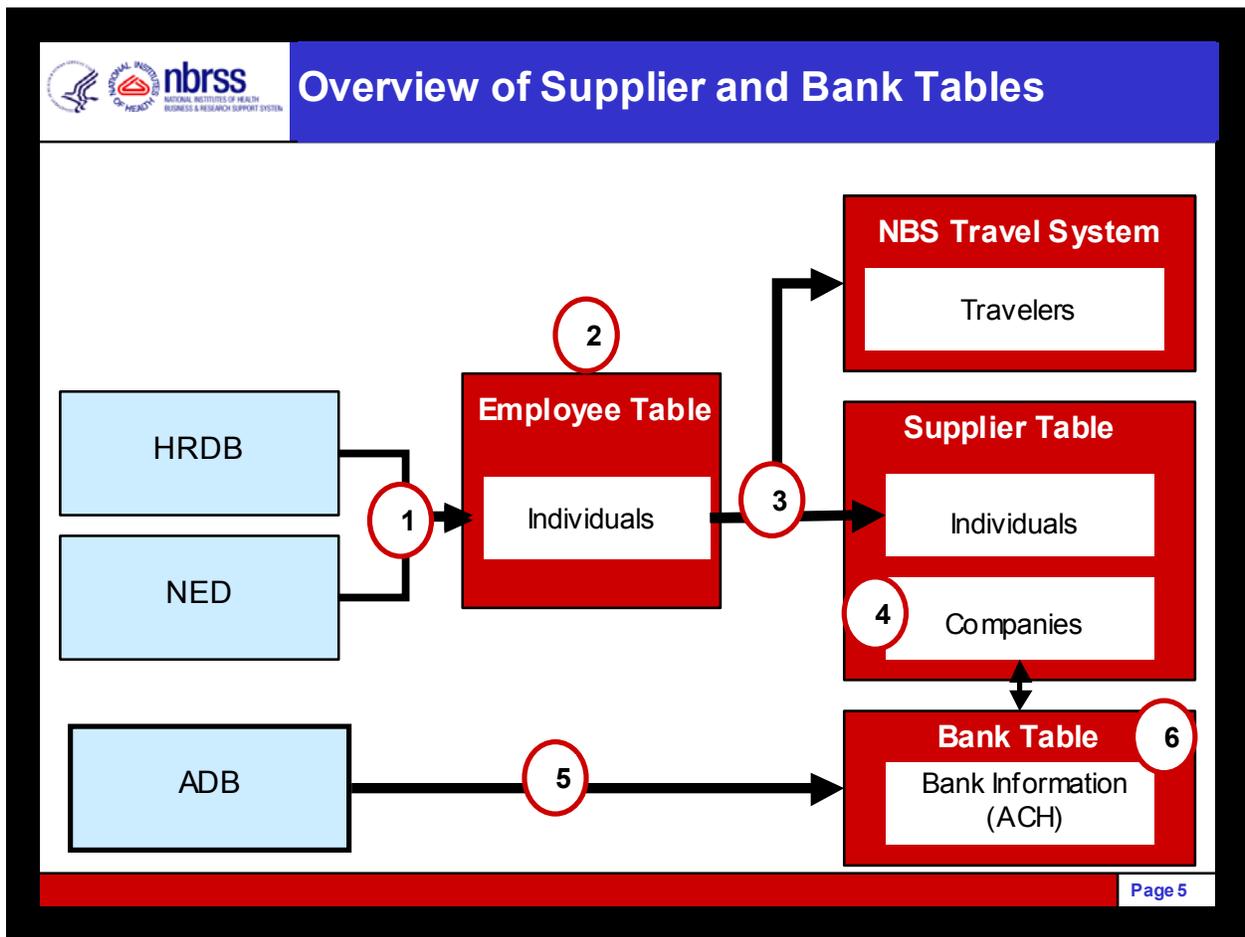


Source of Supplier Information

After this lesson you should know:

- How the Supplier Table is utilized in the NBS
- ➔ **How individual and organization supplier information is entered into the Supplier and Bank Tables**
- How to search for suppliers
- How to review supplier information

Overview of Supplier and Bank Tables



1. Information for individuals will be interfaced from HRDB (Human Resources Database) and NED (NIH Enterprise Directory) into the Employee Table.

- The process that transfers records from NED to the Employee Table will run on a nightly basis.
- The process that transfers records from HRDB to the Employee Table will run every two weeks.

2. Individuals who are not located in either of those two systems will be entered directly into the Employee Table.

- Individuals entered into NBS directly include patients and non-nih affiliated persons.

3. The process that brings information from the Employee Table to the Supplier Table and the NBS Travel System will run every half hour.

4. Vendors have been converted from the ADB. If any new vendors are required, the request should be submitted to the NBRSS- Govt Acctg mailbox.

5. The process that transfers ACH information from the ADB to the NBS Bank Table will run on a nightly basis.

6. ACH information for Phoenix patients, non-NIH affiliated travelers and new sponsors must be entered into the NBS manually.

Entering New Suppliers



Entering New Suppliers

- New suppliers will be created upon request from the payment processing office
- Government Accounting must receive the following information:
 - Name of the Supplier
 - Supplier Address
 - Supplier Taxpayer ID
 - ACH Information
 - Supplier Contacts (optional)

Supplier Setup Request

Please set up the following **sponsor** as a supplier.

The NIH will refund money to this organization due to overpayment.

Name: Pew Charitable Trusts
Tax ID: 253652363
Address: 1254 Lincoln Ave
Chicago, IL 45256

ACH submitted

Page 6

The request to add a new supplier should be sent to the NBRSS – Govt Acctg mailbox.

NBS ACH Source and Manual Entry Process



NBS ACH Source and Manual Entry Process

- The chart below describes the source of ACH information in the NBS.

Traveler Type	NBS ACH Source
Employees	ADB Vendor File
Domestic and Foreign Fellows with US bank account	ADB Vendor File
Foreign Fellows without US bank account	N/A
Consultants/Contractors	ADB Vendor File
Committee Members/Appointments	ADB Vendor File
Bethesda CC Patients	N/A
Baltimore Patients	N/A
Phoenix Patients	OFM
Non-NIH Affiliated Persons	OFM
Foreign Non-NIH Affiliated Persons	N/A

- **Entry Process**

- IC faxes ACH Request form to Government Accounting
- Government Accounting reviews request for completeness
- Government Accounting enters ACH information

Searching for Suppliers



Searching for Suppliers

After this lesson you should know:

- How the Supplier Table is utilized in the NBS
- How individual and organization supplier information is entered into the Supplier and Bank Tables
- **How to search for suppliers**
- How to review supplier information

Searching NBS for Supplier

1. Select the Find button

2. Enter Search Criteria

3. Click Find

Supplier Name: BENJAMIN N FELDMAN:NN00003657
Supplier Number: 10040488
Taxpayer ID: 111224596
Inactive On: 31-DEC-4712

Page 9

Navigate to N > Suppliers > Inquiry.

- Select the Flashlight on the Applications toolbar.
- Enter your search criteria in the **Find Suppliers** window.
- Select the **Find** button.

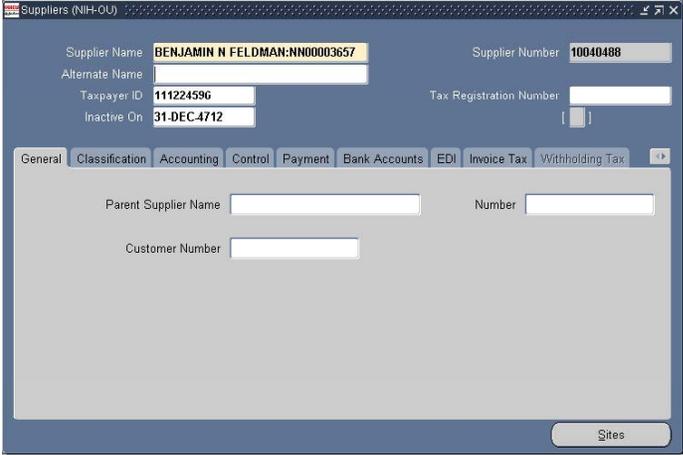
Result: Supplier Record is displayed in the **Suppliers** window.

Records for Individuals in the Supplier Table


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Records for Individuals in the Supplier Table

- In order to pay an individual through Accounts Payable, the individual must be set up as a supplier
- The Supplier Name field for individuals contains their name and their employee number.



The screenshot shows a web form titled "Suppliers (NIH-OU)". The "Supplier Name" field is populated with "BENJAMIN N FELDMAN:NN0003657". The "Supplier Number" field is populated with "10040488". The "Taxpayer ID" field is populated with "111224596". The "Inactive On" field is populated with "31-DEC-4712". There are tabs for "General", "Classification", "Accounting", "Control", "Payment", "Bank Accounts", "EDI", "Invoice Tax", and "Withholding Tax". The "General" tab is selected. Below the tabs, there are fields for "Parent Supplier Name", "Number", and "Customer Number". A "Sites" button is located at the bottom right of the form.

Page 10

Supplier Name is equal to the Employee Name:Employee Number for individuals.

Taxpayer ID field is populated with the Social Security Number for individuals.

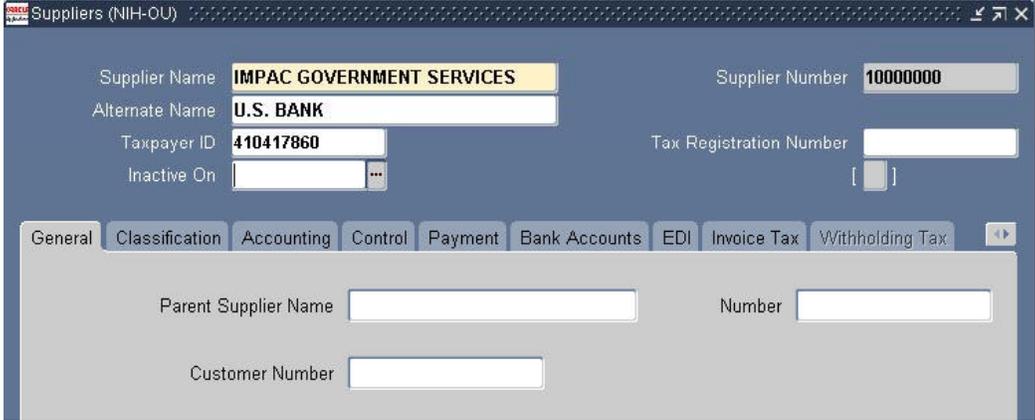
Other Suppliers

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Other Suppliers

➤ OFM must maintain other supplier records such as:

- Impac Government Services
- Sponsor organizations that have overpaid for travel
- Other vendors



Suppliers (NIH-OU)

Supplier Name: **IMPAC GOVERNMENT SERVICES** Supplier Number: **10000000**

Alternate Name: **U.S. BANK**

Taxpayer ID: **410417860** Tax Registration Number: []

Inactive On: []

General Classification Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Parent Supplier Name: [] Number: []

Customer Number: []

Page 11

Reviewing Supplier Information



Reviewing Supplier Information

After this lesson you should know:

- How the Supplier Table is utilized in the NBS
- How individual and organization supplier information is entered into the Supplier and Bank Tables
- How to search for suppliers

→ How to review supplier information

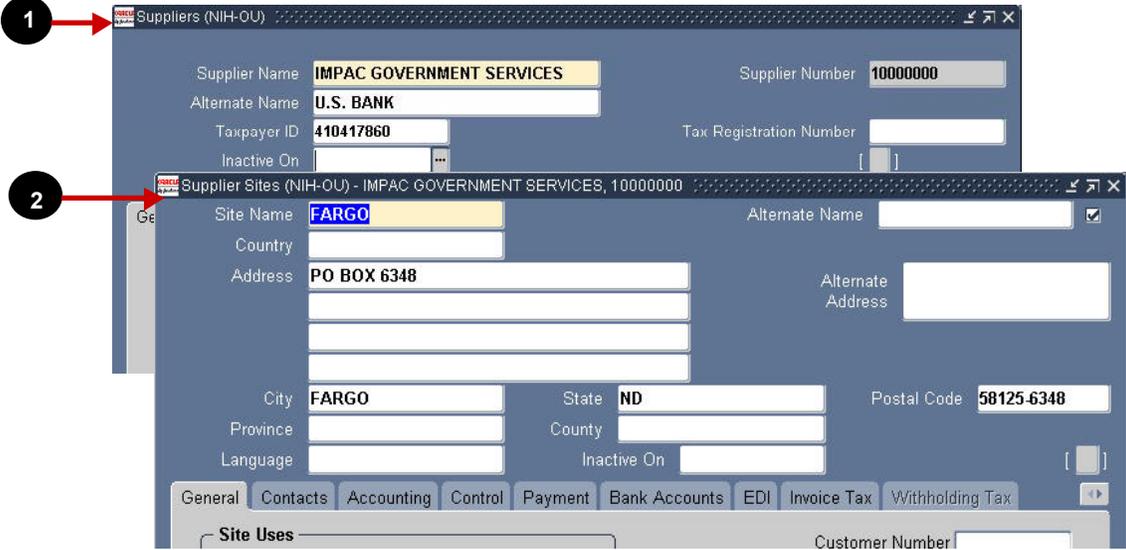
Viewing Supplier Records



Viewing Supplier Records

Each supplier will have:

1. A header record that contains basic organizational information
2. A supplier site that contains address, banking, and contact information



The screenshot displays two windows from the nhrss system. The first window, titled 'Suppliers (NIH-OU)', shows the header record for 'IMPAC GOVERNMENT SERVICES' with a Supplier Number of 10000000. The second window, titled 'Supplier Sites (NIH-OU) - IMPAC GOVERNMENT SERVICES, 10000000', shows details for a site named 'FARGO' located in Fargo, ND, with a postal code of 58125-6348. The site address is listed as 'PO BOX 6348'. The interface includes various tabs such as General, Contacts, Accounting, Control, Payment, Bank Accounts, EDI, Invoice Tax, and Withholding Tax.

Page 13

Viewing Supplier Information

Purpose

The purpose of this document is to describe how to view a supplier in the supplier table. This document does not cover entering banking information for a supplier.

NIH Payables User
N > Suppliers > Inquiry
Suppliers

The screenshot shows a software window titled "Suppliers (NIH-OU)". The window has a dark blue header and a light blue body. At the top, there are several input fields: "Supplier Name" (highlighted in yellow), "Supplier Number", "Alternate Name", "Taxpayer ID", "Inactive On", and "Tax Registration Number". Below these fields is a horizontal tab bar with the following tabs: "General", "Classification", "Accounting", "Control", "Payment", "Bank Accounts", "EDI", "Invoice Tax", and "Withholding Tax". The "General" tab is currently selected. Under the "General" tab, there are three input fields: "Parent Supplier Name", "Number", and "Customer Number". At the bottom right of the window, there is a button labeled "Sites".

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

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

The screenshot shows the 'Find Suppliers' window with the following fields and controls:

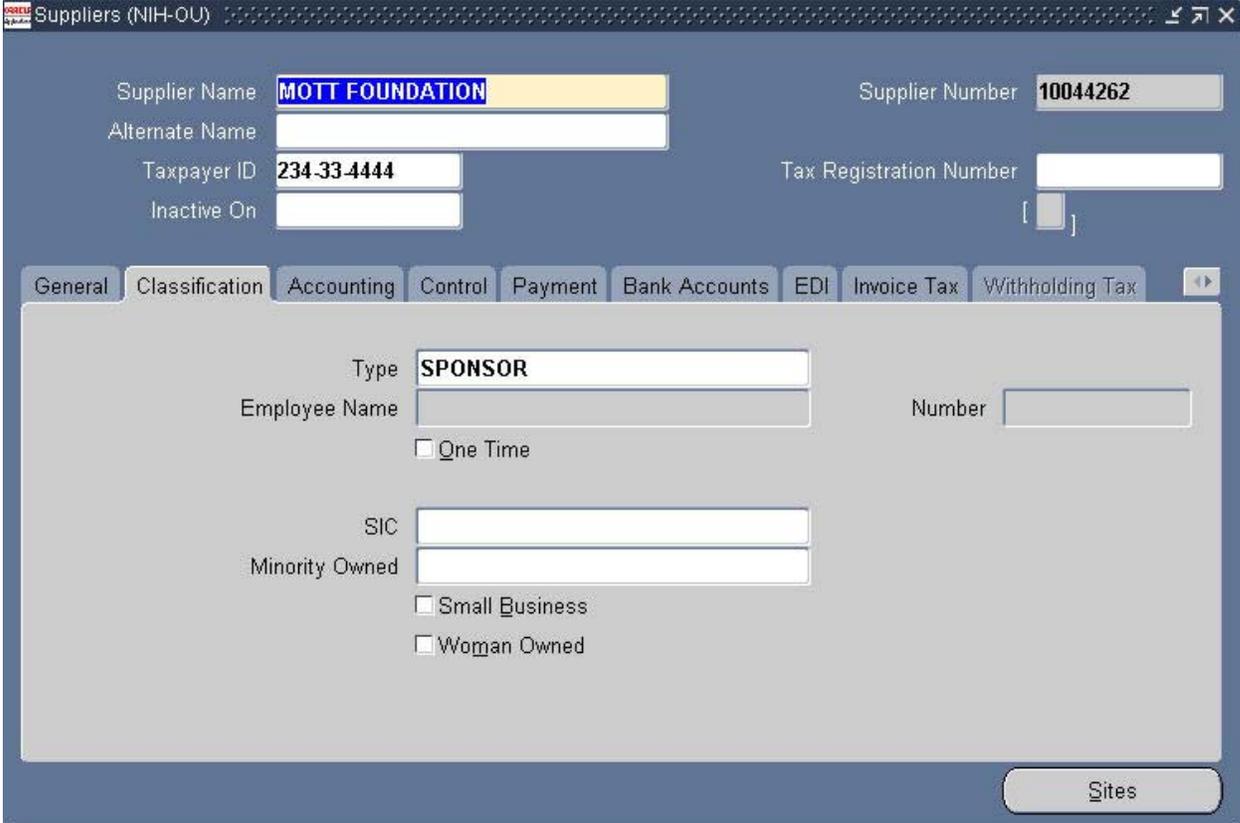
- Supplier Name: Text input with a dropdown arrow.
- Supplier Number: Text input.
- Alternate Name: Text input.
- Taxpayer ID: Text input.
- Tax Registration Number: Text input.
- Inactive Dates: Two text inputs separated by a dash.
- One Time: Check box.
- Supplier Type: Text input.
- Employee Name: Text input.
- Employee Number: Text input.
- Parent Supplier: Text input.
- Parent Number: Text input.
- Payment Priorities: Two text inputs separated by a dash.
- Reporting Name: Text input.
- Payment Terms: Text input.
- Pay Group: Text input.
- Reportable: A sub-section containing:
 - Federal: Dropdown menu.
 - Income Tax Type: Text input.
 - State: Dropdown menu.
- Buttons: Clear, New, Find.

- Enter your search criteria as described below:

Field	Description
Supplier Name	Enter the supplier's name using the appropriate wildcard characters
Supplier Number	Enter the supplier number
Alternate Name	Enter the alternate name for the supplier
Taxpayer ID	Enter a SSN or company's taxpayer ID. <u>Note:</u> Do not use dashes
Tax Registration Number	Enter the organization's tax registration number <u>Note:</u> This is generally used for foreign companies
Inactive Date Range	Enter a date range during which the supplier became inactive
Supplier Type	Select the supplier type from the LOV
Employee Name	Enter the employee's name
Employee Number	Enter the employee number
Parent Supplier	Enter the name of the parent supplier
Parent Number	Enter the number of the parent supplier
Payment Priorities Range	Enter the payment priorities range
Reporting Name	Select the supplier's reporting name
Payment Terms	Select the supplier's payment terms from the LOV
Pay Group	Select the supplier's pay group from the LOV
Reportable: Federal	Select if the supplier is reportable on a federal basis
Reportable: Income Tax Type	Select the supplier's income tax type
Reportable: State	Select the supplier's state

- Select the **Find** button.

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



The screenshot shows a software window titled "Suppliers (NIH-OU)". The "General" tab is selected, displaying the following information:

- Supplier Name: **MOTT FOUNDATION**
- Supplier Number: **10044262**
- Alternate Name: [Empty field]
- Taxpayer ID: **234-33-4444**
- Tax Registration Number: [Empty field]
- Inactive On: [Empty field]

Below the fields is a navigation bar with tabs: General, Classification, Accounting, Control, Payment, Bank Accounts, EDI, Invoice Tax, and Withholding Tax. The "Classification" tab is active, showing:

- Type: **SPONSOR**
- Employee Name: [Empty field]
- Number: [Empty field]
- One Time
- SIC: [Empty field]
- Minority Owned: [Empty field]
- Small Business
- Woman Owned

A "Sites" button is located at the bottom right of the window.

Note: Use the down arrow on your keyboard to view your results if multiple records matched your query.

4. Select the **Classification** Tab to review the supplier's classification information.

Result: The **Classification** region is displayed.

Field	Description
Type	Indicates the type of supplier
Employee Name	Displays the name if an employee
Employee Number	Displays the employee number
One Time	Enabled if one-time supplier during setup
SIC	Displays the Standard Industry Code
Minority Owned	Indicates minority ownership
Small Business	Enabled if the supplier is marked a small business
Woman Owned	Enabled if the supplier is marked a woman-owned business

5. Select the **Sites** button.

Result: The **Supplier Sites** window is displayed.

Supplier Sites (NIH-OU) - MOTT FOUNDATION, [New]

Site Name: CHICAGO Alternate Name:

Country:

Address: 1234 DRAKE AVENUE Alternate Address:

City: CHICAGO State: IL Postal Code: 23456

Province: County:

Language: Inactive On:

General | Contacts | Accounting | Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Site Uses

Pay Purchasing

Primary Pay RFQ Only

Procurement Card

Customer Number:

Shipping Network Location:

Supplier Notification Method: **E-mail**

Communication

Voice: Area Code Number Telex:

Fax: Area Code Number E-mail:

- Use the down arrow on your keyboard to view other supplier sites
- View the address information

Field	Description
Alternate Name	Enter an alternate name for the site
Alternate Address	Enter an alternate address for the site
Country	Select the appropriate country from the LOV .
Address	Enter the address line information
City	Enter the city name
State	Enter the state
Postal Code	Enter the postal code
Province	Enter the province abbreviation
County	Enter the county name
Language	Enter the language used at that site
Inactive On	Enter the date the site will no longer be active

- Review the information on the **General** region tab.

Field	Description
Site Uses	Pay - Enabled if this site can be used for payments Primary Pay - Enabled if this is the primary payment site

	<p>Purchasing - Enabled if site can be used for purchase orders</p> <p>RFQ Only - Enabled if you do not allow entering purchase orders for a supplier site</p> <p>Procurement Card - Accepts the credit card brands of your procurement cards</p>
Communication	Contact information for this supplier site.

9. Select the **Contacts** tab to review supplier contacts.

Result: The fields related to supplier contacts are displayed.

The screenshot shows a software interface with several tabs: General, Contacts, Accounting, Control, Payment, Bank Accounts, EDI, Invoice Tax, and Withholding Tax. The 'Contacts' tab is active. Below the tabs is a table with columns: Name (Last, First, M), Prefix, Title, Telephone, Mail Stop, and Inactive On. The first row contains the following data: CORNELL, KRISTANNE, MS, CFO, 202 222-2222, and an empty Inactive On field. Below the table, there are two input fields: 'Department' with the value 'FINANCE' and 'Alternate Contact Name' which is empty.

Field	Description
Name: Last	The contact's last name
Name: First	The contact's first name
Name: M	The contact's middle initial
Prefix	The appropriate prefix for the contact
Title	The contact's title
Telephone	The contact's telephone number
Inactive On	The date on which the contact will no longer be active
Department	The department name
Alternate Contact Name	The name of an alternate contact

10. Select the **Control** tab to view any restrictions placed on the supplier's activities

Results: The control-related fields are displayed.

Field	Description
Invoice Amount Limit	The supplier's invoice amount limit
Invoice Match Option	Displays the invoice match option
Hold All Payments	Enabled if you want to hold all payments to the supplier
Hold Unmatched Invoices	Enabled if you want to hold all unmatched invoices to the supplier
Hold Unvalidated Invoices	Enabled if you want to hold all unvalidated invoices to the supplier
Payment Hold Reason	Displays the reason for the payment hold

11. Select the **Payment** tab to review payment information for the Supplier.

Result: The payment-related fields are displayed.

Field	Description
Terms	Displays the supplier's payment terms
Pay Group	The supplier's pay group can be used to segregate invoices in payment batches
Payment Priority	The supplier's payment priority
Terms Date Basis	The basis on which terms date is determined

Pay Date Basis	The basis on which payments are made
Payment Method	The default payment method in accounts payable

12. Select the **Bank Accounts** tab to review the bank information entered for this supplier.

Result: The bank account fields are displayed.

Field	Description
Name	Displays the Tax ID number of the individual or company
Number	Displays the account number
Primary	Indicates that this is a primary bank account for the supplier
Effective Date Range	Indicates the effective date of the bank information
Bank Name and Number	Indicates the bank name of the highlighted bank account
Branch Name and Number	Displays the routing number of the highlighted bank account

13. Close the **Supplier Sites** window.

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

Suppliers (NIH-OU)

Supplier Name **MOTT FOUNDATION** Supplier Number **10044262**

Alternate Name

Taxpayer ID **234-33-4444** Tax Registration Number

Inactive On

General Classification Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Type **SPONSOR** Number

Employee Name

One Time

SIC

Minority Owned

Small Business

Woman Owned

Sites

End of activity.

Lesson Summary



Lesson Summary

In this lesson, you learned:

- How the Supplier Table is utilized in the NBS
- How individual and organization supplier information is entered into the Supplier and Bank Tables
- How to search for suppliers
- How to review supplier information

Important Dates and Information

Chapter 7

Important Dates and Information

The slide features a white background with a black border. At the top left is the logo for the National Institutes of Health Business & Research Support System (nhrss). The logo consists of a circular emblem with a stylized eagle and the text 'NATIONAL INSTITUTES OF HEALTH' around it, followed by 'nhrss' in a bold, lowercase font and 'NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM' in a smaller font below. The slide is decorated with horizontal stripes: a red stripe at the top, a blue stripe below it, and another red stripe below that. A large blue rectangular box in the center contains the text 'Important Dates and Information' in white, bold, sans-serif font. Below this, a red rectangular box contains the text 'Track 2 End User Training' in white, italicized, sans-serif font.



September 1, 2003

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

October 1, 2003 or when FY04 funding is available

Financial transactions resulting from FY04 travel documents will be processed

Initial Oracle Set Up Required



Initial Oracle Set Up Required

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

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

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

NBS Travel Support Resources

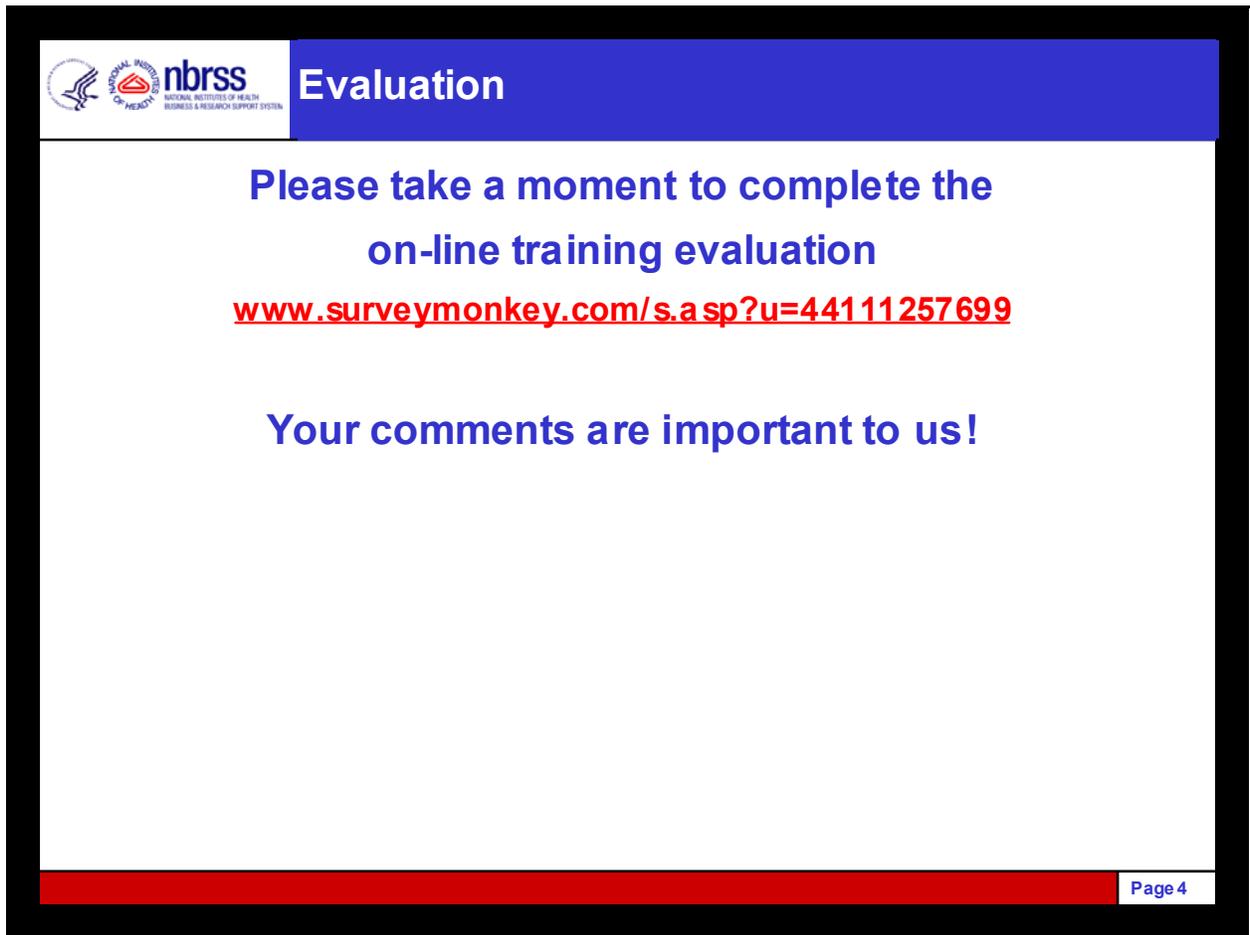


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BUSINESS & RESEARCH SUPPORT SYSTEM

NBS Travel Support Resources

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

Page 3



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

 **Evaluation**

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

www.surveymonkey.com/s.asp?u=44111257699

Your comments are important to us!

Page 4

Good Luck

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

