

NBS End User Training: NIH Payables User

Student Guide

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NIH Payables User: Course Overview

Chapter 1

NIH Payables User: 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 are horizontal bars in red, blue, and red. A large blue rectangular box in the center contains the text 'NIH Payables User: Course Overview' in white. At the bottom, a red rectangular box contains the text 'Track 2 End User Training' in white.

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BUSINESS & RESEARCH SUPPORT SYSTEM

NIH Payables User: Course Overview

Track 2 End User Training

Course Objectives



Course Objectives

- Overview of Travel and Accounts Payable in the NBS
- Treasury Payment Batches
- Travel-Related AP Adjustments
- Debit Memos and Travel Refunds
- GTA Reconciliation Support Activities
- Invoice and Payment Processing Error Resolution
- Accounts Payable Maintenance
- Supplier Inquiry
- Important Information

Agenda



Agenda

Day 1

8:30 – 9:00: Course Overview

9:00 – 9:30: Overview of Travel and Accounts Payable in the NBS

9:30 – 3:30 Treasury Payment Batches

Day 2

8:30 – 9:30: Review

9:30 – 11:00: GTA Support Activities

11:00 – 2:00: Invoice and Payment Processing Error Resolution

2:00 – 3:30: Supplier Inquiry

Agenda



Agenda

Day 3

8:30 – 9:30: Review

9:30 – 2:00: Travel-related Adjustments

2:00 – 3:30: Debit Memos and Travel Refunds

Day 4

8:30 – 9:30: Review

9:30 – 12:00: Accounts Payable Maintenance

1:00 – 3:00: Invoice and Payment Processing Error Resolution

3:00 – 3:30: Wrap up

Training Guidelines



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 5

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

Page 6

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. At the top, there is a navigation bar with the NIH logo and the text "Adding a Community to your NIH Portal View". Below this, the user is logged in as "paulsa1" and can access various settings like "Portal Settings", "Change Page Name", "Choose Gadgets", and "Change Layout". The main content area is titled "MY PAGES" and "NIH PORTAL PAGE". A red arrow labeled "1" points to the "Communities" tab. Another red arrow labeled "2" points to the "Edit Your Memberships" link. The "EDIT YOUR MEMBERSHIPS" section shows a search bar and a list of communities. A red arrow labeled "3" points to the checkbox next to "NBRSS Budget/Finance". A red arrow labeled "4" points to the "ADD TO MY MEMBERSHIPS >>" button. A red arrow labeled "5" points to the "Finish" button. The interface also shows weather information, a "Portal Training Tour" link, and a "Document Search" bar.

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.

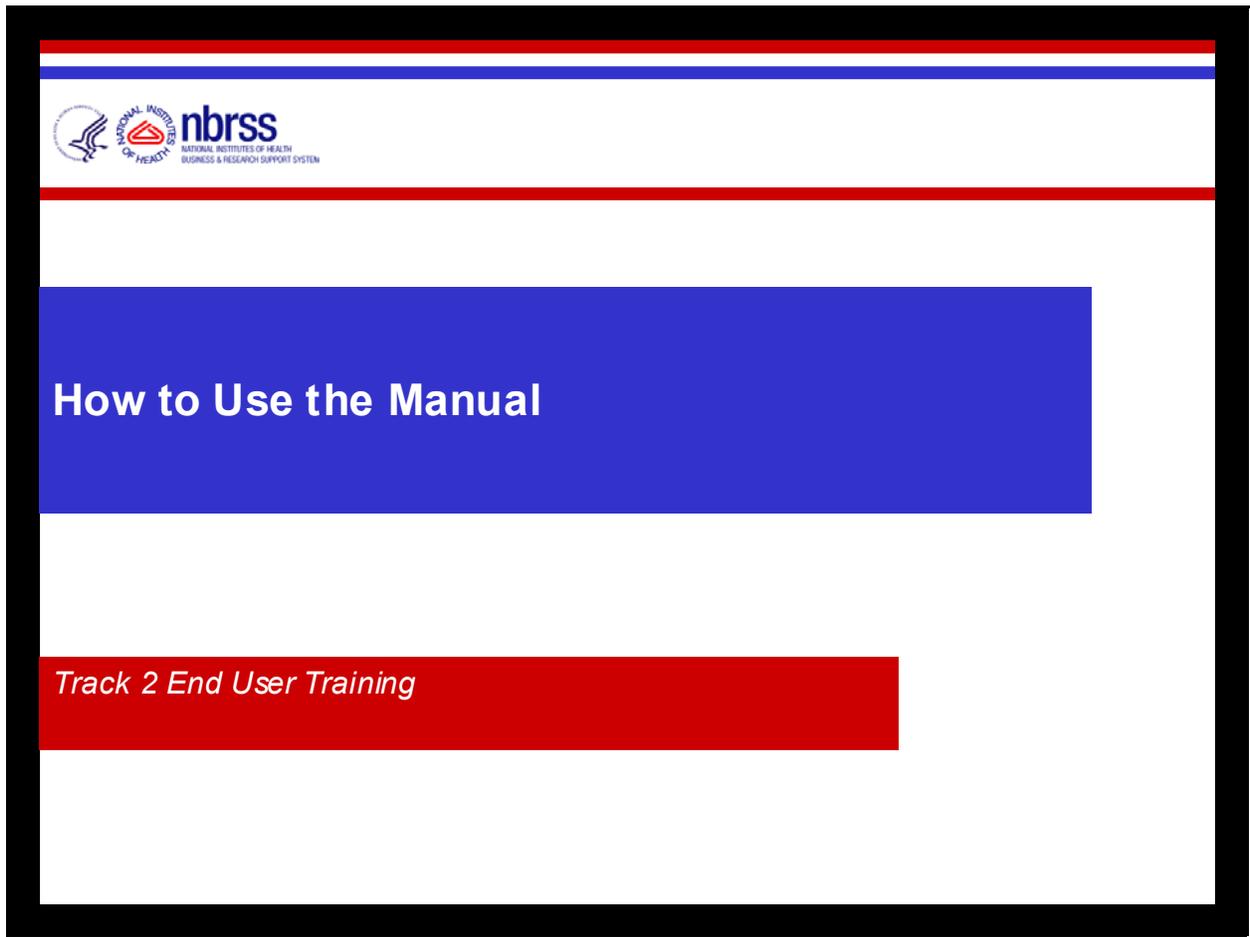
Questions

The slide features a blue header bar with the text "Questions" in white. 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 8" in white.

How to Use the Manual

Chapter 2

How to Use the Manual



How to Use the Manual



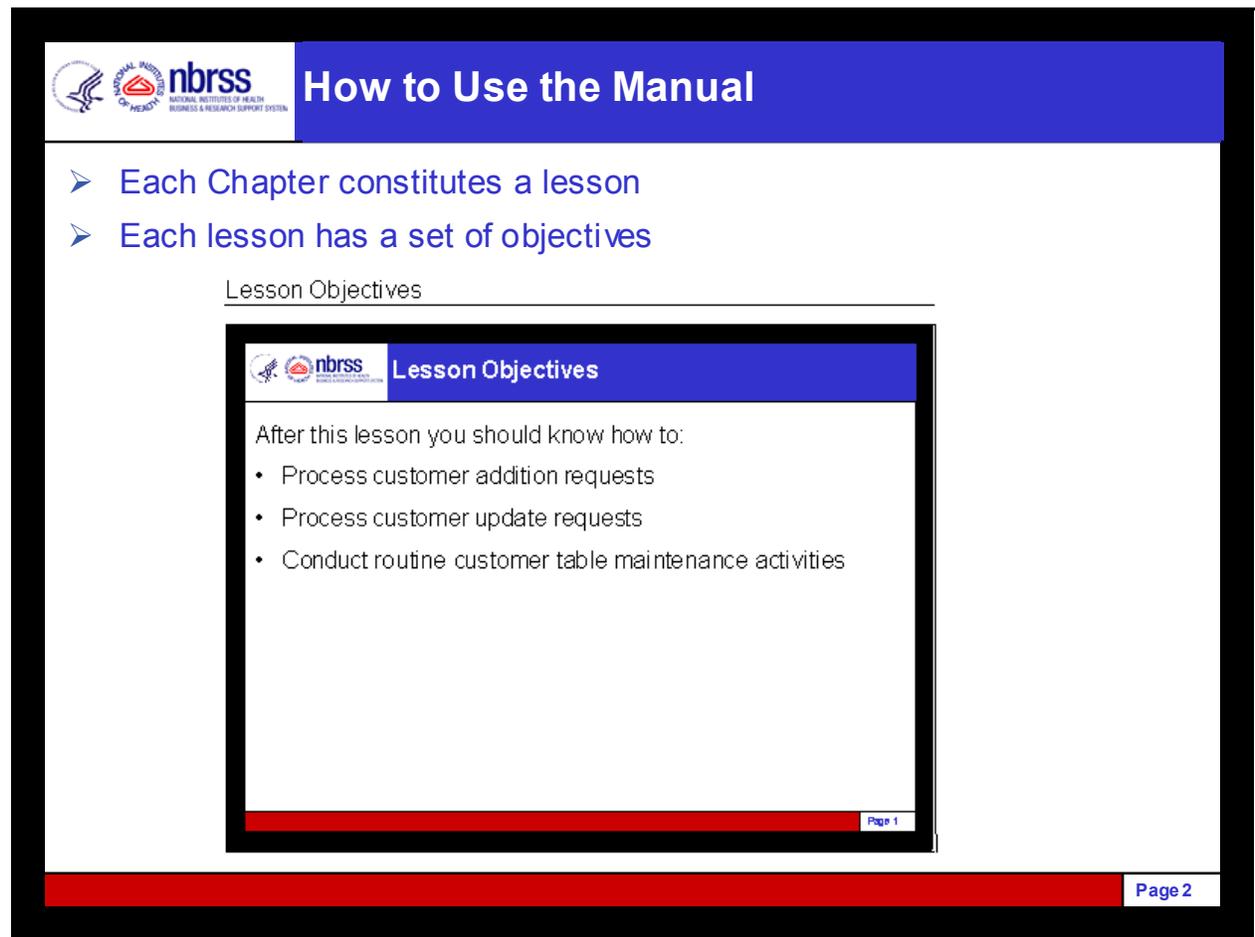
How to Use the Manual

- 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. 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 lists three objectives. 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

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

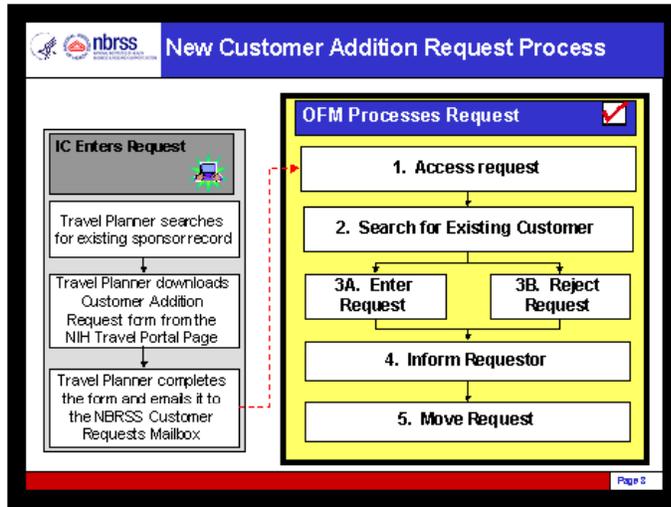
How to Use the Manual



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 **2** →
3. Contain a picture of the screen that you will use to enter the data **3** →

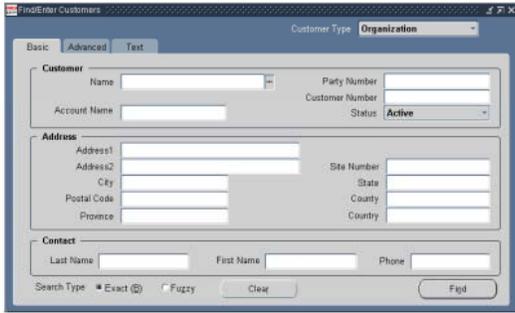
Entering a New Customer

Purpose

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

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

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



Page 4

How to Use the Manual



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How to Use the Manual

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

NIH Receivables Customer Entry	←	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 in the grey bar to the word 'Cancel' in instruction 3, and from the words 'Party Number' and 'Customer Number' in instruction 4 to the corresponding bolded words in the result line.

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.

Page 6

How to Use the Manual



How to Use the Manual

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

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

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

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

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

How to Use the Manual



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.

Page 8

How to Use the Manual



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How to Use the Manual

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

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

Addresses Classification Order Management Marketing Communication Contacts Contacts : Roles

Contact Name

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

Contact Roles

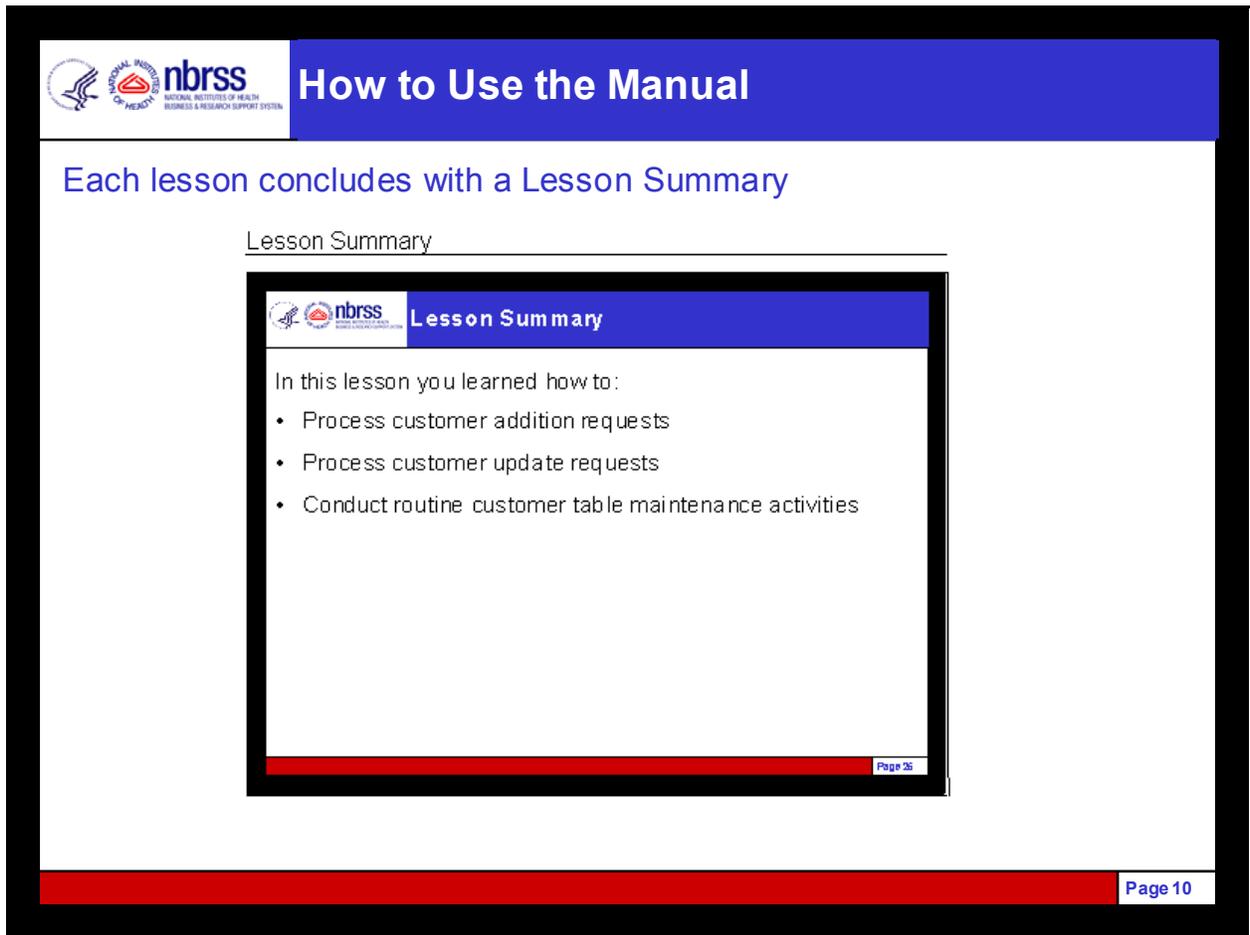
Description	Primary
Bill To	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

15. Save your work.

End of activity.

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How to Use the Manual



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', and 'Conduct routine customer table maintenance activities'. The page number 'Page 10' is visible in the bottom right corner of the screenshot.

How to Use the Manual

Each lesson concludes with a Lesson Summary

Lesson Summary

Lesson Summary

In this lesson you learned how to:

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

Page 10

Accounts Payable Overview

Chapter 3

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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Track 2 Accounts Payable Purpose

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

<p><u>NIH Travel Authorization</u></p> <p>Traveler: John Smith #TR35697-V1</p> <p>Advance Requested - \$240</p>		
<p><u>NIH Travel Voucher</u></p> <p>Traveler: John Smith #TR35697-V1</p> <p>Airfare - \$325 Hotel - \$200 Per Diem - \$100</p>		

Page 2

The majority of travel-related payments are made to

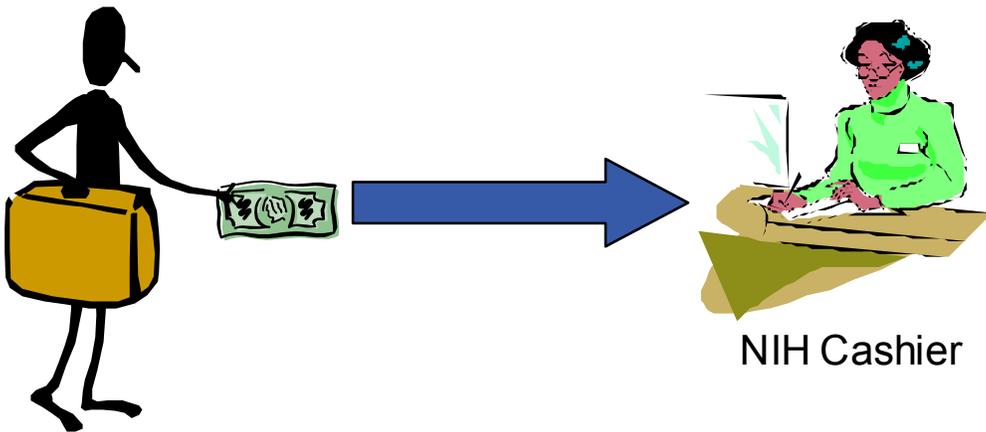
- Individual travelers
- Impac Government Services (for TMC airfare charges)

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 illustration shows a black silhouette of a person on the left carrying a yellow briefcase. A large blue arrow points from the person towards a woman on the right. The woman, labeled 'NIH Cashier', is wearing a green top and glasses, sitting at a desk with a laptop and writing on a document. A check is shown in the air between the person and the cashier.

Page 3

Accounts Payable Functionality

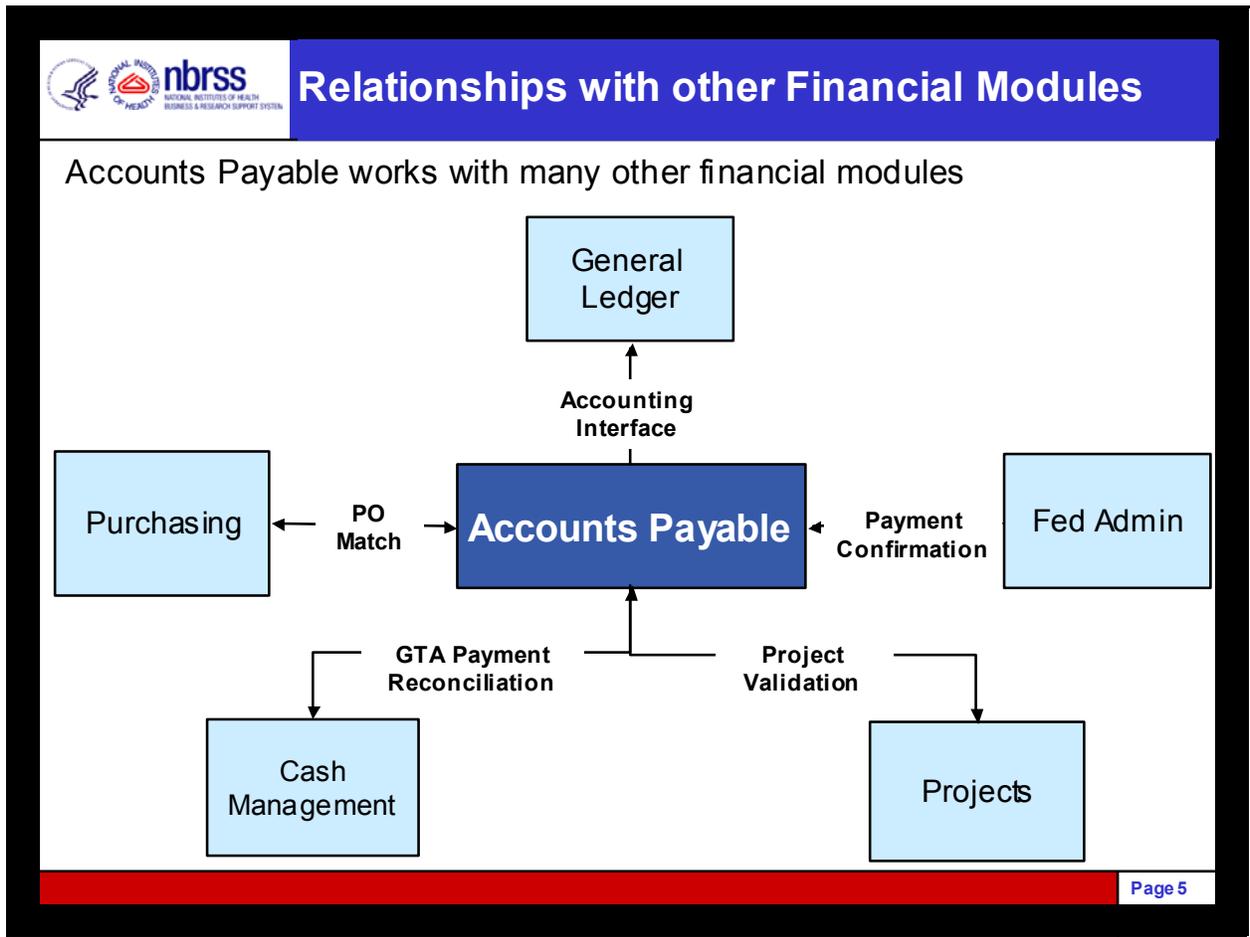


Accounts Payable Functionality

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

1. Traveler and Vendor information is maintained in the supplier table
 2. Supplier bank information is maintained in the bank table
- } Government Accounting Branch
3. Invoices and debit memos are received, entered and prepared → Travel Office
 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

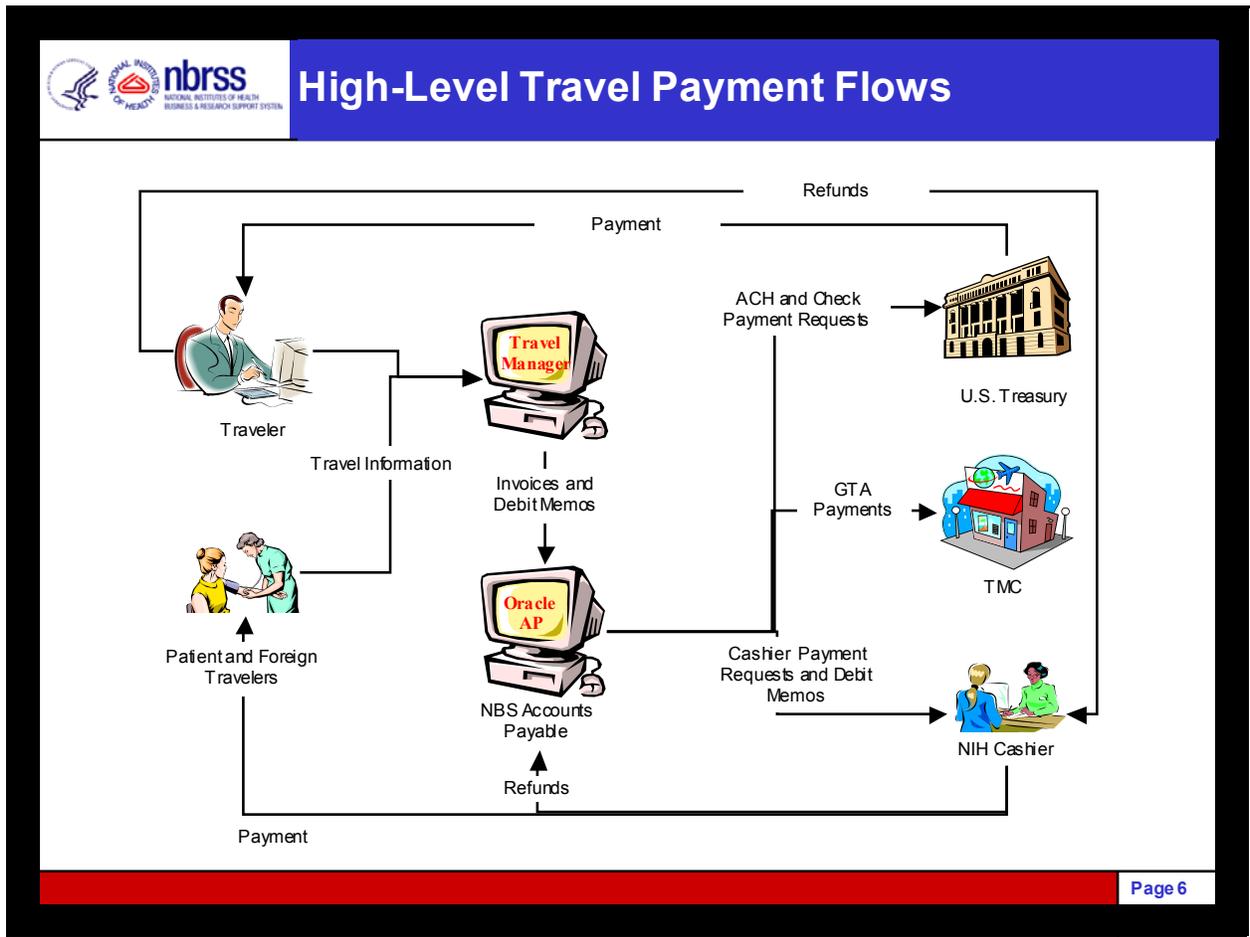
Cash Management – GTA payments located in the AP module are reconciled to the TMC invoice in Cash Management

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

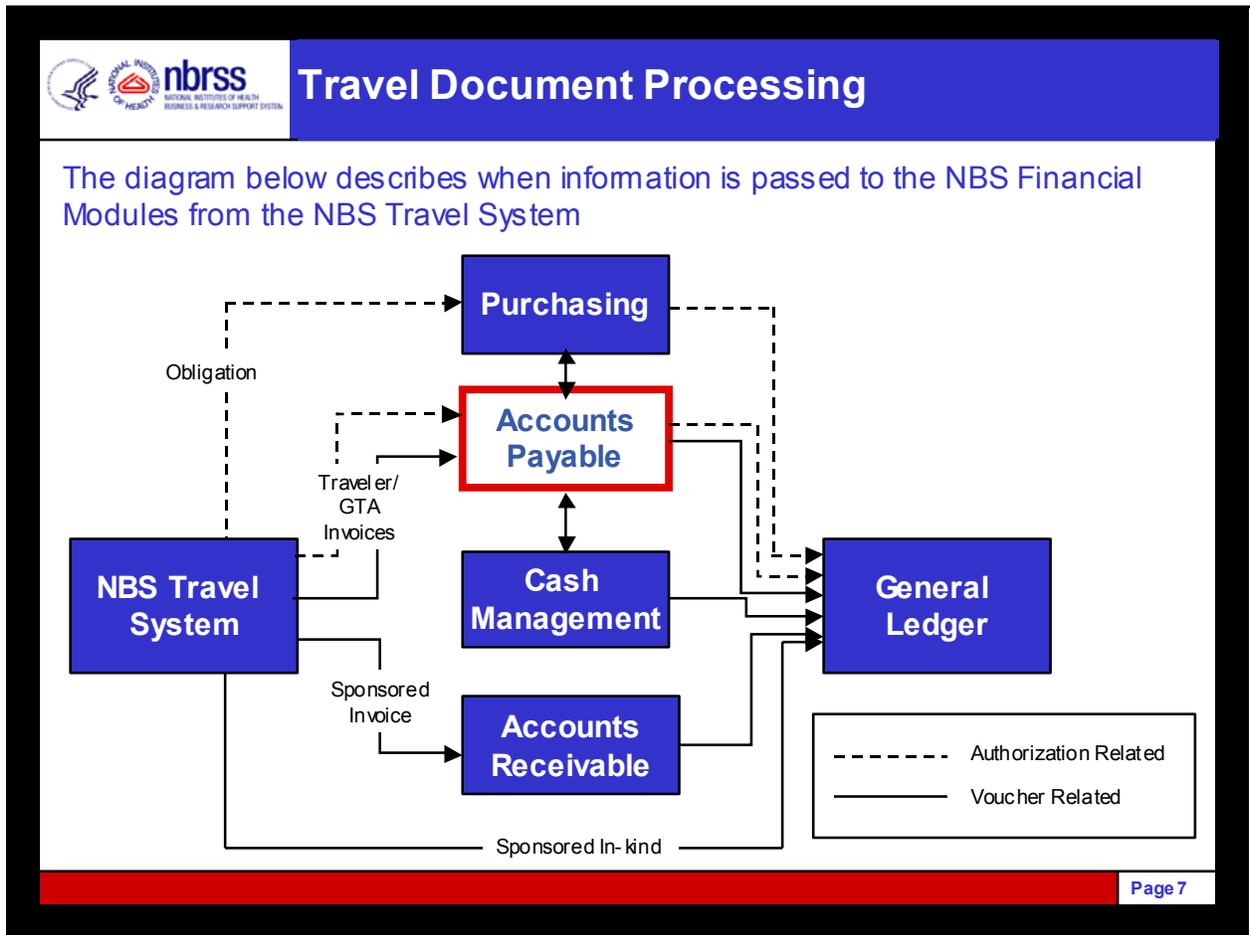


Travel-related Accounts Payable payments can be separated into three distinct groups:

- 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

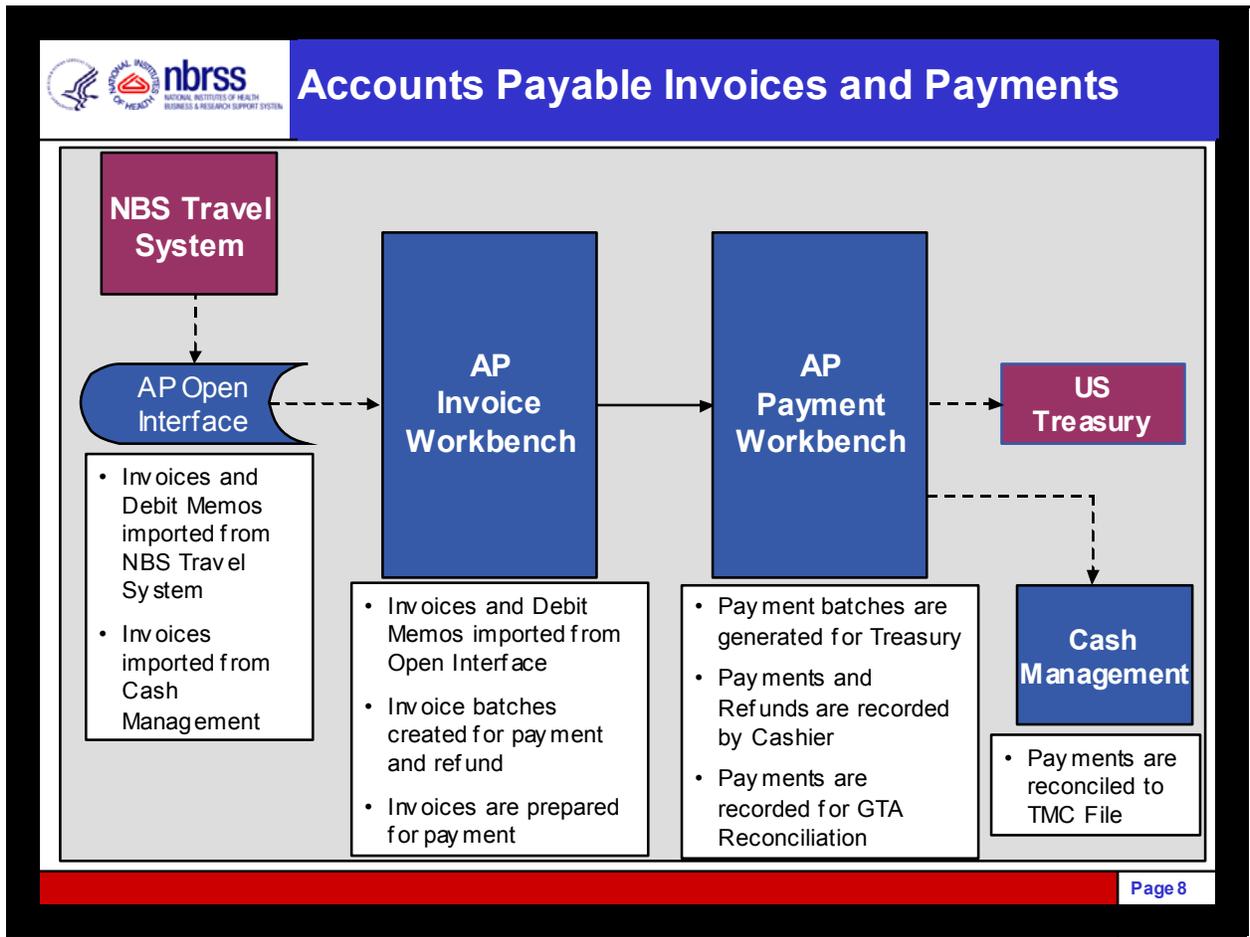
If an advance is approved, a prepayment invoice may flow into Accounts Payable for travel advances.

Approved Travel Voucher

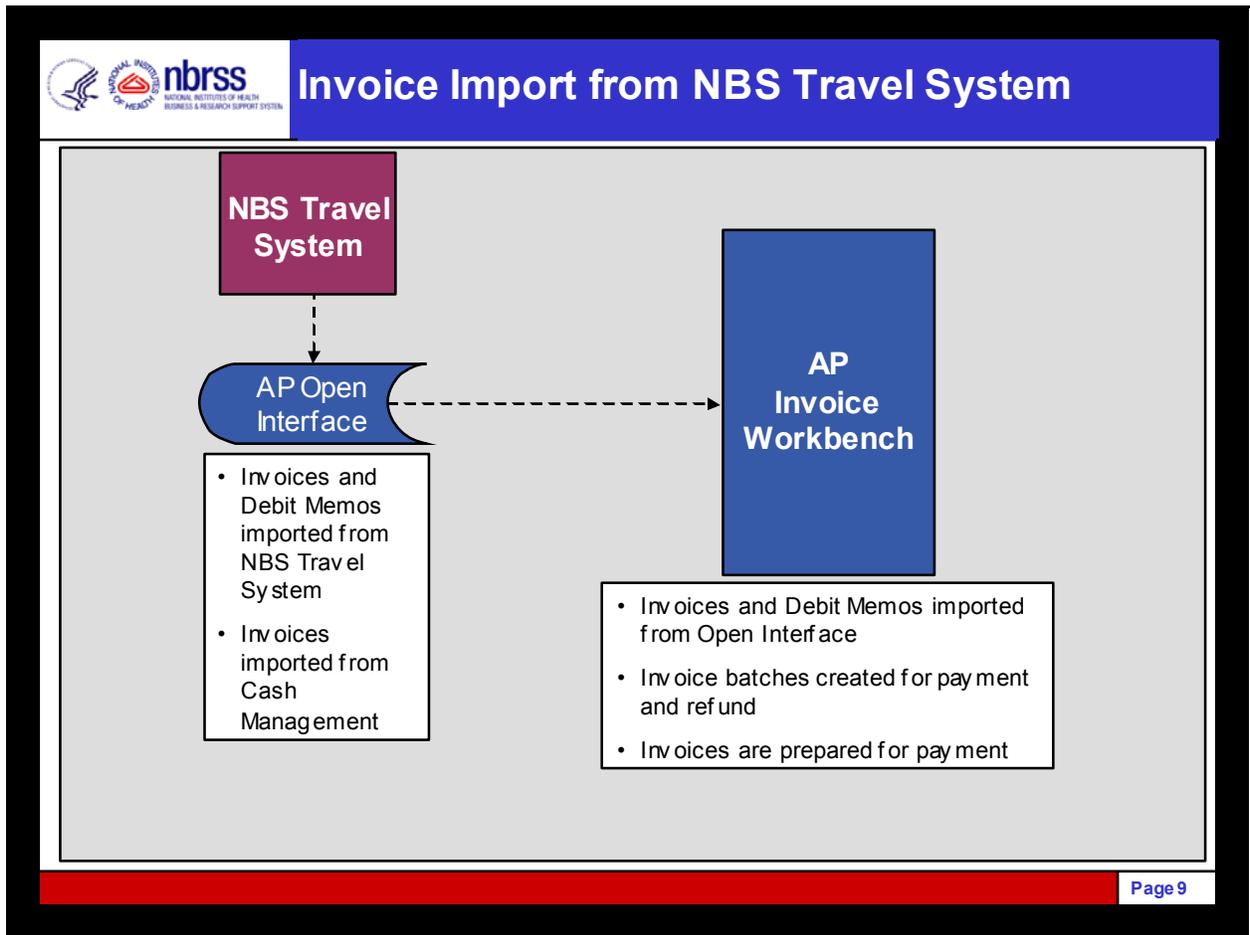
After a travel voucher is approved, three documents may flow into Accounts Payable:

- 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

Invoices must be accounted in order for the accounting information to be transferred to the General Ledger

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:

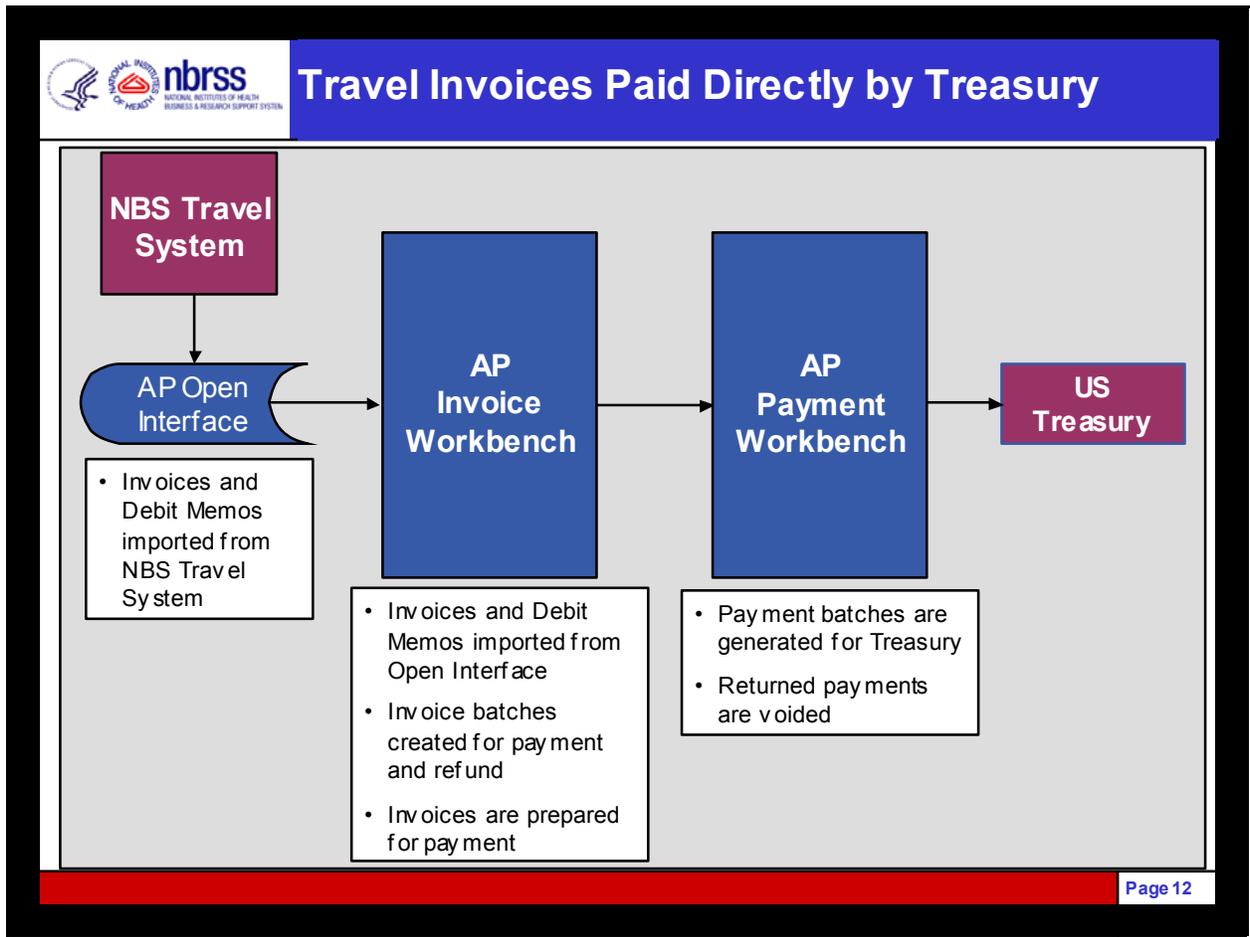
- Payment
- Refund

**AP
Payment
Workbench**

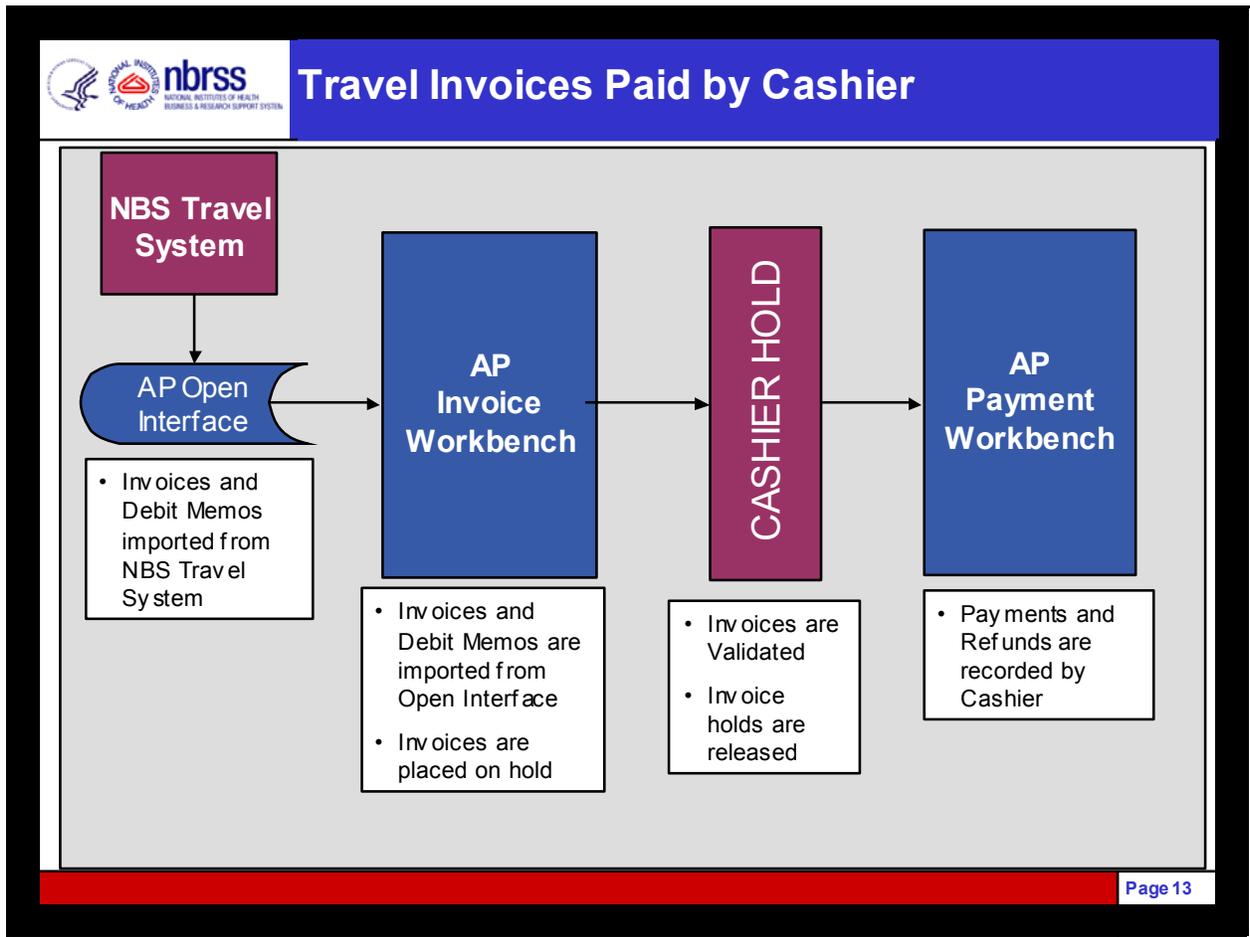
- Payment batches are generated for Treasury
- Payments and Refunds are recorded by Cashier
- Payments are recorded for GTA Reconciliation

Page 11

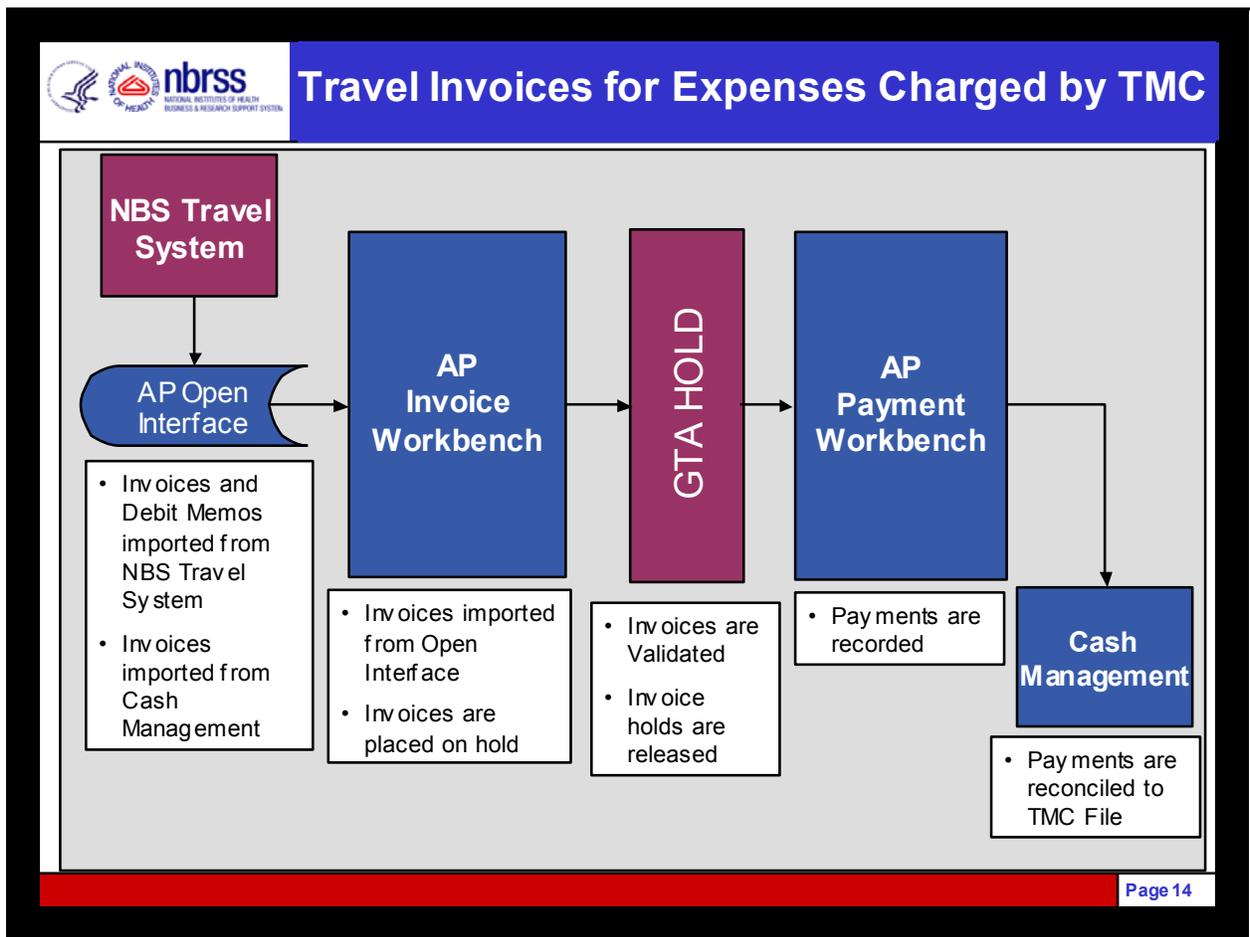
Travel Invoices Paid Directly by Treasury



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

Processing Payment Batches to Treasury

Chapter 4

Processing Travel Payments to Treasury



Processing Travel Payments to Treasury

Track 2 End User Training
Revised June 1, 2004

Lesson Objectives

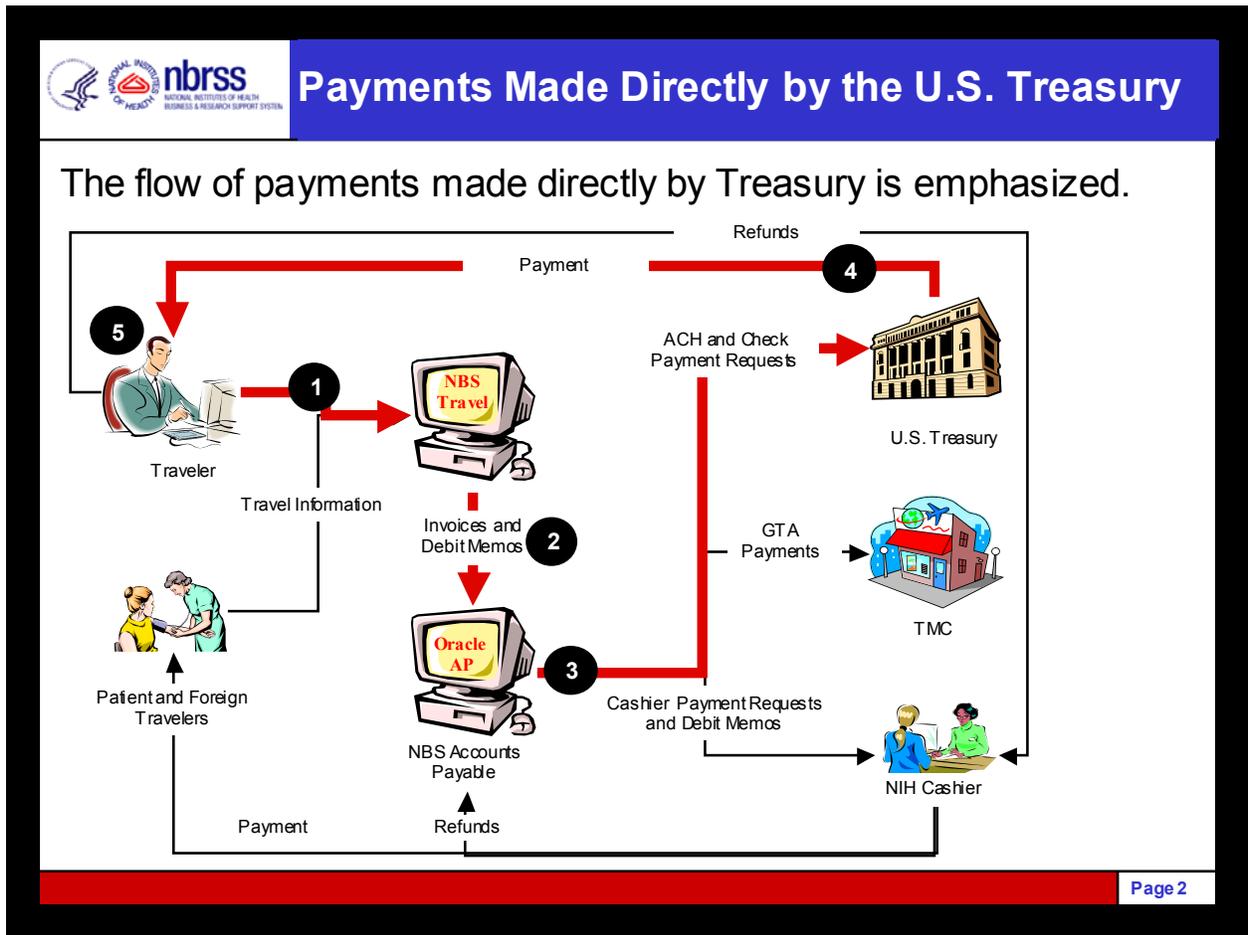


Lesson Objectives

After this lesson you should know how to:

- Process travel-related payments to Treasury
- Process returned and voided Treasury payments

Payments Made Directly by the U.S. Treasury

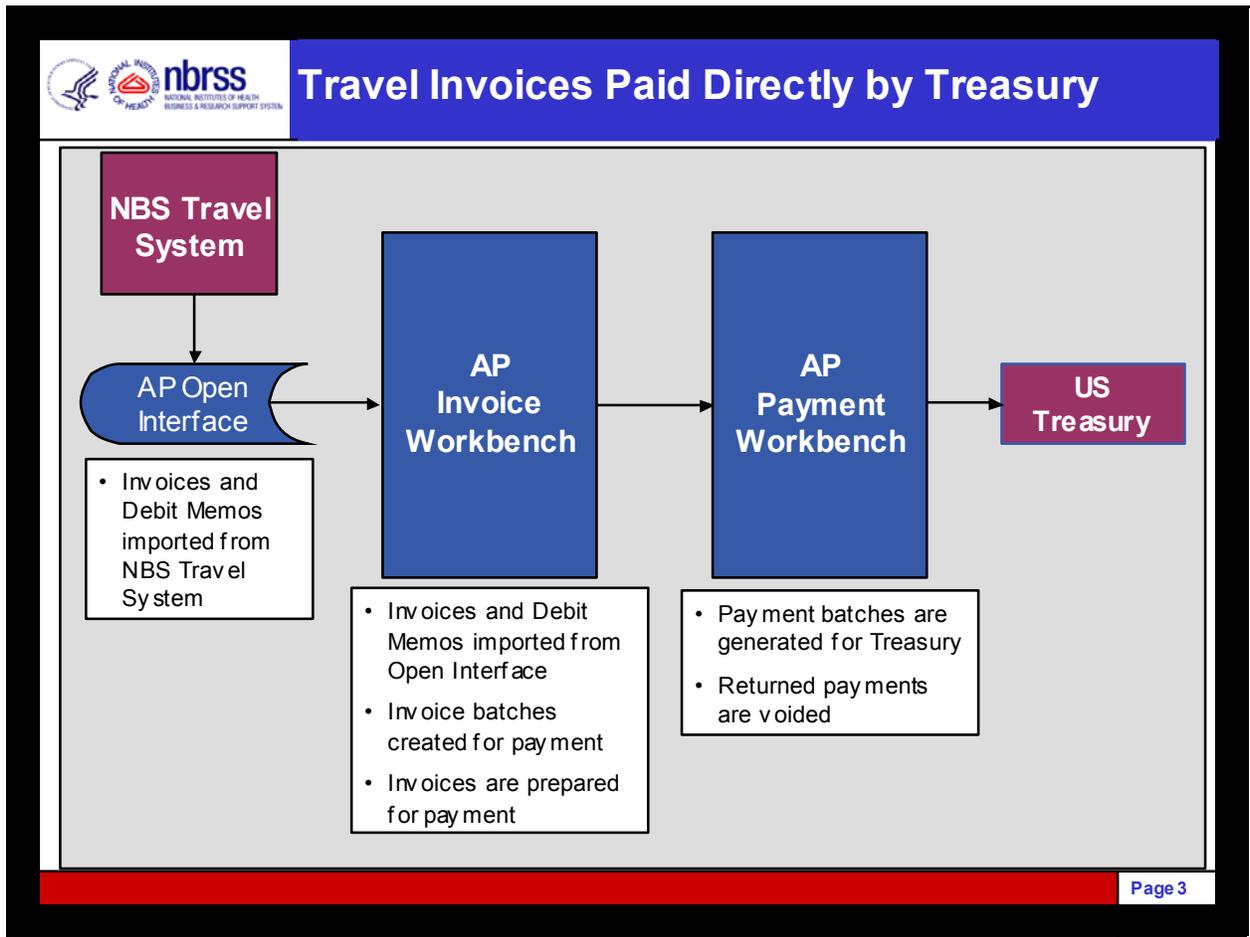


The majority of payments to travelers are made directly by the U.S. Treasury.

- Travelers enter a travel authorization with advance request or a travel voucher into the NBS Travel System
- Invoices are interfaced into the NBS AP Module.
- The OFM Travel Office prepares the files for transfer to the U.S. Treasury
- U.S. Treasury processes the payment batch
- The check/electronic payment is received by the traveler

OFM may process five payment batches on a daily basis.

Travel Invoices Paid Directly by Treasury



Processing Travel-related Payments to Treasury



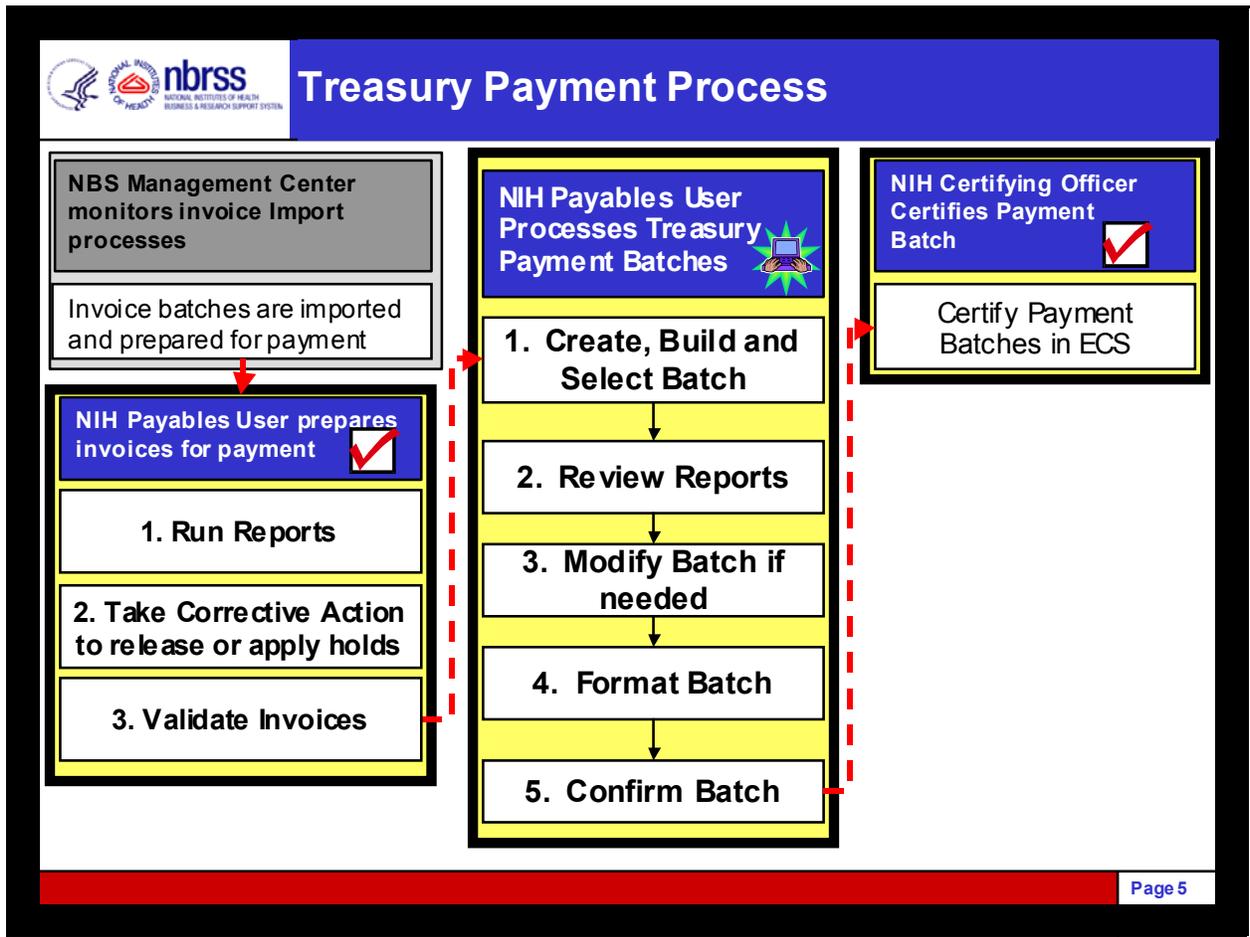
Processing Travel-related Payments to Treasury

After this lesson you should know how to:

→ **Process travel-related payments to Treasury**

- Process returned and voided Treasury payments

Option 3: Oracle Extension



Roles and Responsibilities



Roles and Responsibilities

NBS Management Center

- ✓ Monitor the invoice import process and resolve import errors

NIH Payables User

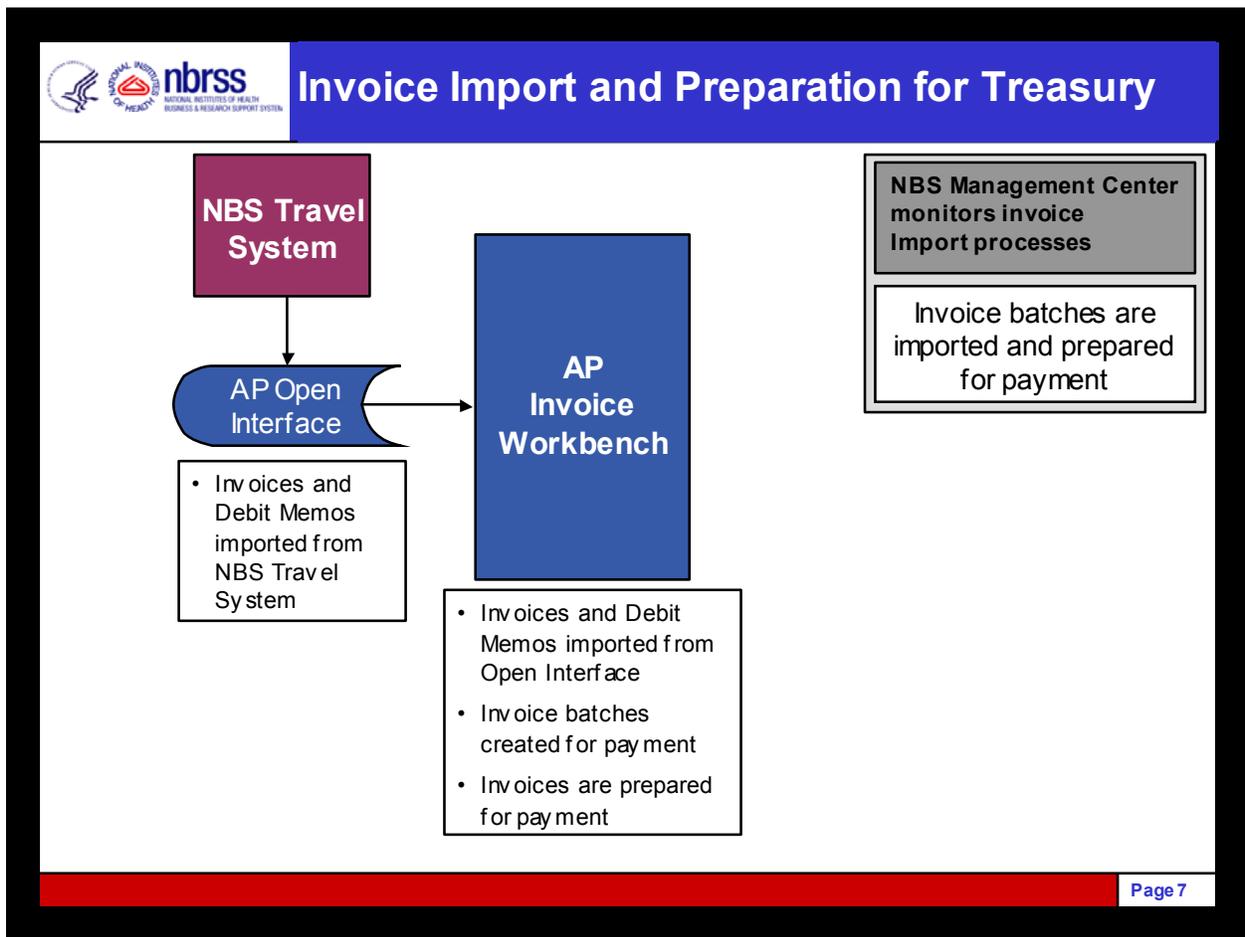
- ✓ Prepare invoices for payment
- ✓ Create, Build, and Select Payment Batches
- ✓ Review the batches and modify, if necessary
- ✓ Format and confirm the batches
- ✓ Resolve any invoice or payment processing errors within AP

NIH Certifying Officer

- ✓ Certify payment batches in ECS based on the Oracle AP Final Register Report

Page 6

Invoice Import and Preparation for Treasury



- Invoices are imported from the NBS Travel System nightly for all travel invoices.
- Invoices payable through the Cashier office are imported every 30 minutes.
- Data is imported in batches, which contain multiple invoices.
- In the event that an invoice fails the import process from the AP Open Interface table to the AP Invoice Workbench, it will remain in the interface until action is taken to resolve the error. The NBS Management Center is responsible for monitoring the import process and resolving the errors. However, the NIH Travel Office receives a copy of the invoice import errors via email. The import error report should be used to help answer traveler inquiries and perform the GTA reconciliation when an invoice cannot be found in AP Invoice Workbench.

Imported Invoice Batches



Imported Invoice Batches

- Invoices from the NBS Travel System are imported in batches.
- Invoice Batches contain multiple invoices.

Batch Name	Date	Control Count	Control Amount	Act
TMADV01052004	05-JAN-2004	1	900	
TMDM01052004	05-JAN-2004	2	-80.36	
TMIAD01052004	05-JAN-2004	2	1450.24	
TMINV01052004	05-JAN-2004	52	42280.47	
TMRPP01052004	05-JAN-2004	15	1284.88	
TMUSB01052004	05-JAN-2004	46	22915.3	

Imported Invoice Batches

 Imported Invoice Batches			
Daily Invoice Batches			
Contents	Invoice Batch Name	Pay Groups	Hold Name
Travel Vouchers	TMINV mmddyyyy	Travel & Non NIH	None
Travel Vouchers with Prior Advance	TMIAD mmddyyyy	Travel & Non NIH	None
Travel Advances	TMADV mmddyyyy	AP Advance	None
Invoices for Patients and Foreign Travelers	TMRPP mmddyyyy	Travel	Patient Recorded Pay
Debit Memos	TMDM mmddyyyy	Travel	Debit Memo
GTA Invoices	TMUSB mmddyyyy	IMPAC Travel	Reconciliation Process

Page 9

Six travel invoice batches are imported daily. Each invoice batch may contain multiple invoices. Depending upon how the invoices contained in the batch are to be paid, the pay group will be selected and the required holds will be placed on the invoices.

Once the travel document is approved in the NBS Travel Management System, the daily invoice import process:

- Imports invoices into invoice workbench with the assigned pay group
- Places holds as necessary on invoices
- Matching invoice to purchase order

Invoice Validation



Invoice Validation

Invoices must be **validated** to be eligible for payment.

Contents	Invoice Batch Name	Payment Method	Validated	Held?
Travel Vouchers	TMINV mmddyyyy	Treasury Payment Batch	Automatically	No
Travel Vouchers with Prior Advance	TMIAD mmddyyyy	Treasury Payment Batch	Automatically	No
Travel Advances	TMADV mmddyyyy	Treasury Payment Batch	Automatically	No
Invoices for Patients and Foreign Travelers	TMRPP mmddyyyy	NIH Cashiers Office	Automatically	Yes
Debit Memos	TMDM mmddyyyy	NIH Cashiers Office or Treasury Payment Batch	Automatically	Yes
GTA Invoices	TMUSB mmddyyyy	Recorded Payment Batch	Automatically	Yes

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The invoice validation program checks the matching, tax, period status, and distribution information for invoices you enter and automatically applies holds to exception invoices.

Invoice batches are validated automatically upon import into the AP Invoice Workbench.

If an error is encountered during the invoice validation program, the NIH Travel Office will be responsible for resolving the error. (See Chapter on “Troubleshooting AP Invoice and Payment Processing Errors” in this Student Guide.)

Creating Accounting for Invoices


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Creating Accounting for Invoices

The Create Accounting program generates the accounting entries for the invoices that will be sent to the General Ledger on a nightly basis

Contents	Invoice Batch Name	Accounting Created
Travel Vouchers	TMINV mmddyyyy	Automatically
Travel Vouchers with Prior Advance	TMIAD mmddyyyy	Automatically
Travel Advances	TMADV mmddyyyy	Automatically
Invoices for Patients and Foreign Travelers	TM mmddyyyy RPP	Automatically
Debit Memos	TMDM mmddyyyy	Automatically
GTA Invoices	TMUSB mmddyyyy	Automatically

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The “Create Accounting” program is run automatically for invoices on a nightly basis.

However, if an invoice does not complete the validation program successfully, it will not be eligible to be accounted. The NIH Travel Office is responsible for ensuring that all invoices are properly accounted for by month end close. The Unaccounted Transaction Report displays any invoice or payment that has not been accounted. (Refer to Chapter on “Accounts Payable Maintenance” in this Student Guide.)

Preparing Invoices for Payment



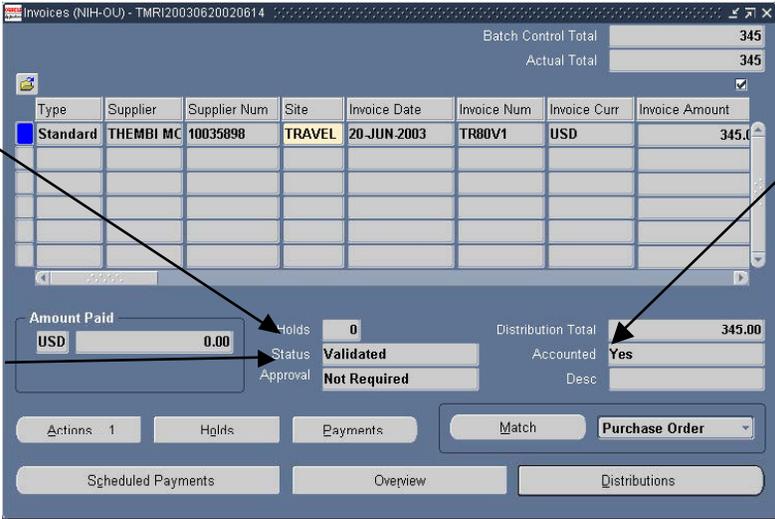
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Preparing Invoices for Payment

An invoice is eligible for payment when it is cleared of holds and validated. Invoices should also be accounted.

Cleared of Holds

Validated



The screenshot shows an Oracle Invoices window for a batch. The table below lists the invoice details:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	THEMBI MC	10035898	TRAVEL	20-JUN-2003	TR80V1	USD	345.00

Summary fields at the bottom of the window:

- Amount Paid: USD 0.00
- Holds: 0
- Status: Validated
- Approval: Not Required
- Distribution Total: 345.00
- Accounted: Yes

Accounted

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Required Payment Information

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Required Payment Information

In addition, the following information is required for payment:

- Supplier Bank Information and SSN for Treasury Electronic Batches
- Supplier Address information and SSN for Treasury Check Batches

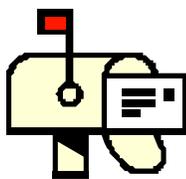
**Electronic
Payment**



+



**Check
Payment**



+



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Invoice Reports



Invoice Reports

➤ Prior to creating the payment batch, you should run the following reports

- **Invoices On-Hold Report**
- **NIHAP Unpaid Invoices Detail Report**

➤ The **Invoices On Hold Report** will indicate which invoices are on hold and thus not eligible for payment

➤ The **NIHAP Unpaid Invoices Detail Report** will indicate which invoices are not eligible for payment due to a lack of SSN, banking, and/or address information as well as invoices for which banking has been entered.

➤ Refer to the chapter “**Accounts Payable Reports**” for information on how to run and interpret the reports

1. Run Reports

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Invoices On Hold Report



Invoices On Hold Report

2. Take Corrective Action to release or apply holds

➤ The **Invoices On Hold Report** will indicate which invoices are on hold and thus not eligible for payment

- The issues causing the hold should be resolved as much as possible prior to running the payment batch.
- Refer to the chapter “Troubleshooting Invoice and Payment Processing Errors” in this Student Guide for guidance on resolving invoice holds.
- At a minimum, the system hold “Qty Ordered” should be removed.

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NIHAP Unpaid Invoices Detail Report



NIHAP Unpaid Invoices Detail Report

2. Take Corrective Action to release or apply holds

- The **NIHAP Unpaid Invoices Detail Report** will indicate which invoices are not eligible for payment due to a lack of SSN, banking, and/or address information as well as invoices for which banking has been entered.
 - **Invoices should be placed on hold or invoices should be updated and released from hold**
 - **Refer to the chapter on “Accounts Payable Reports” for details on the report and how to analyze the results.**

Validating Invoices



Validating Invoices

3. Validate Invoices

Prior to creating the Treasury Payment batches, you should run the validation program to ensure that all invoices are properly validated

1. Run the validation program for the following Pay Groups
 - AP Advance
 - Travel
 - NON NIH
2. Review the log of the validation program to ensure that it completes with a status of “Normal”
3. If the program ends in an “Error” status
 - Review log to determine on which invoice the error was encountered
 - Correct funds checker errors
 - Re-run validation program

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Validating Invoices

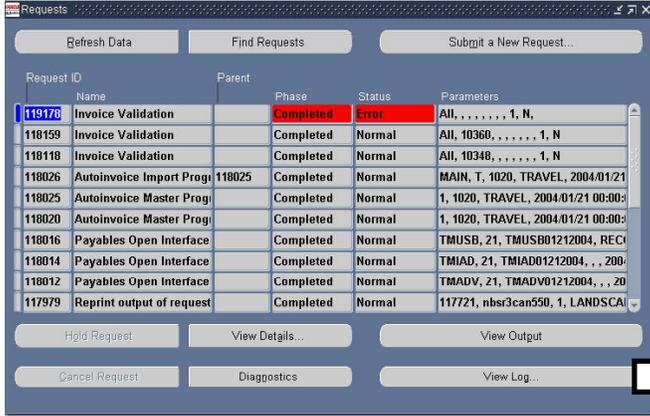


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Validating Invoices

If the validation program ends in an Error status, select the **View Log** button to determine on which invoice the error occurred.

3. Validate Invoices



Request ID	Name	Parent	Phase	Status	Parameters
119176	Invoice Validation		Completed	Error	All, 1, N,
118159	Invoice Validation		Completed	Normal	All, 10360, 1, N
118118	Invoice Validation		Completed	Normal	All, 10348, 1, N
118026	Autoinvoice Import Progi	118025	Completed	Normal	MAIN, T, 1020, TRAVEL, 2004/01/21
118025	Autoinvoice Master Prog.		Completed	Normal	1, 1020, TRAVEL, 2004/01/21 00:00:
118020	Autoinvoice Master Prog.		Completed	Normal	1, 1020, TRAVEL, 2004/01/21 00:00:
118016	Payables Open Interface		Completed	Normal	TMUSB, 21, TMUSB01212004, REC
118014	Payables Open Interface		Completed	Normal	TMIAD, 21, TMIAD01212004, . . 200
118012	Payables Open Interface		Completed	Normal	TMADV, 21, TMADV01212004, . . 20
117979	Reprint output of request		Completed	Normal	117721, nbs3can550, 1, LANDSCA

```
MSG-00015: Approving invoice TR53797V1
MSG-00999: Funds Checker procedure raised unhandled exception FND. (EX-EXCLUDED BY XVAL RULE=N) (SS&GE=SQL 421001 CAN ONLY
MSG-00102: On-line approval of the invoice failed
MSG-00000: When Others:User-Defined Exception
REP-1419: 'beforereport': PL/SQL program aborted.
```

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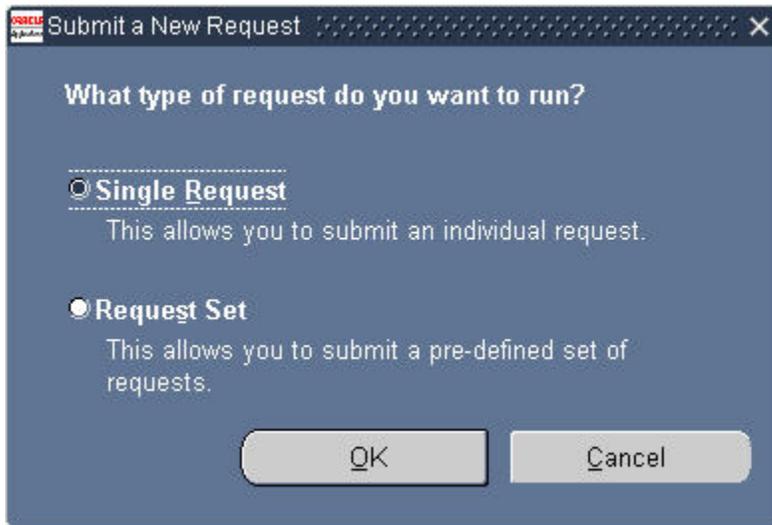
If the validation program ended in error due to a Funds Checker error, correct the error and run the validation program again.

Submitting the Invoice Validation Program

NIH Payables User

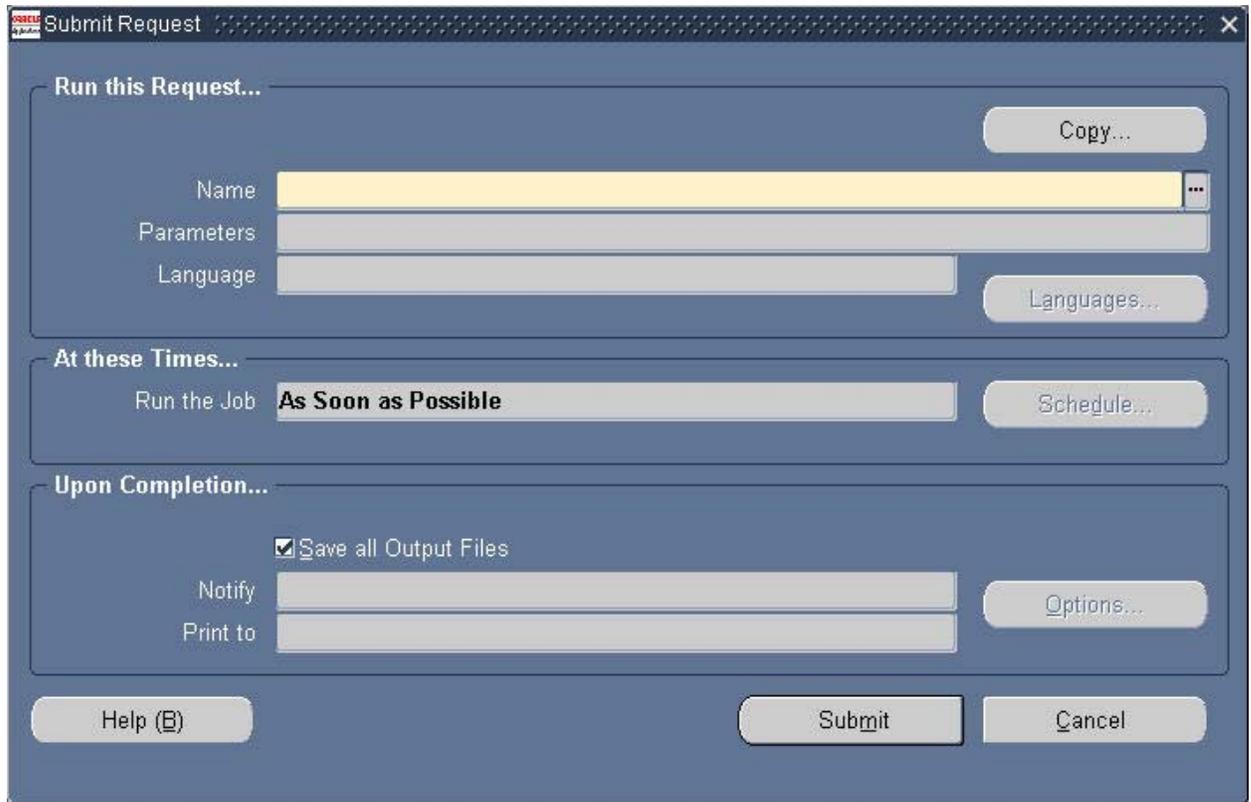
N > Other > Requests > Run

Submit a New Request



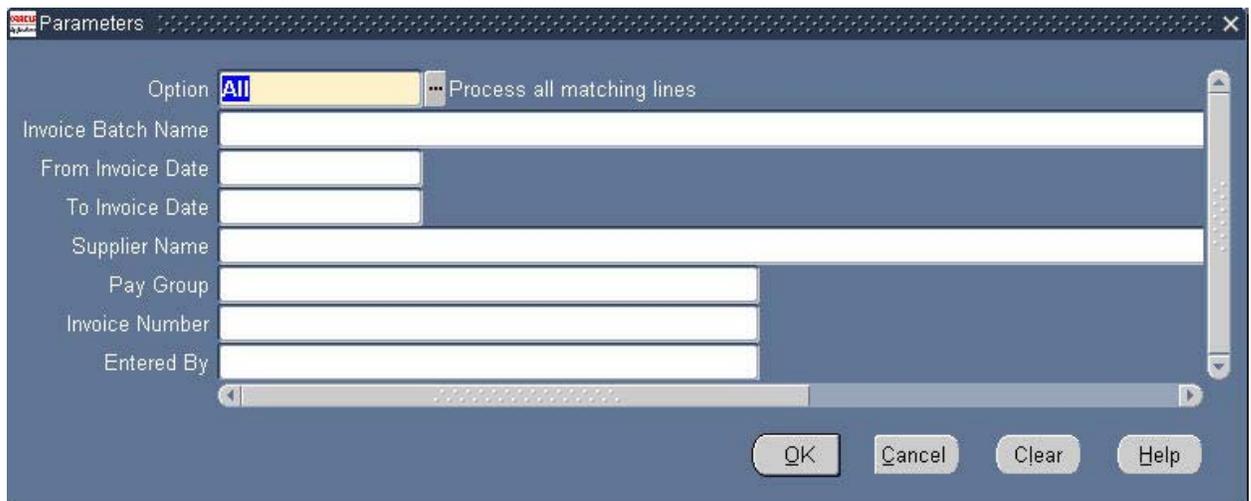
1. Select the **OK** button to submit a single request.

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



2. In the **Name** field, select Invoice Validation from the **LOV**.

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



3. Enter the report parameters as described below:

Field	Description
Option	Select All or New from the LOV . All will validate all current invoices in the workbench. New will validate only new

	invoices.
Invoice Batch Name	Select the appropriate invoice batch name from the LOV .
From Invoice Date	Select the appropriate beginning invoice date from the LOV .
To Invoice Date	Select the appropriate ending invoice date from the LOV .
Supplier Name	Select the appropriate supplier from the LOV .
Pay Group	Select the appropriate pay group from the LOV .
Invoice Number	Select the appropriate invoice number from the LOV .
Entered By	Select the appropriate document creator from the LOV .

Important: In order to limit the invoices that are validated, you should at a minimum utilize either the **Supplier Name** or **Pay Group** field when running the validation program.

4. Select the **OK** button.

Result: The **Parameters** window closes.

5. Select the **Submit** button to submit Invoice Validation Program.

Result: The Request window is displayed.

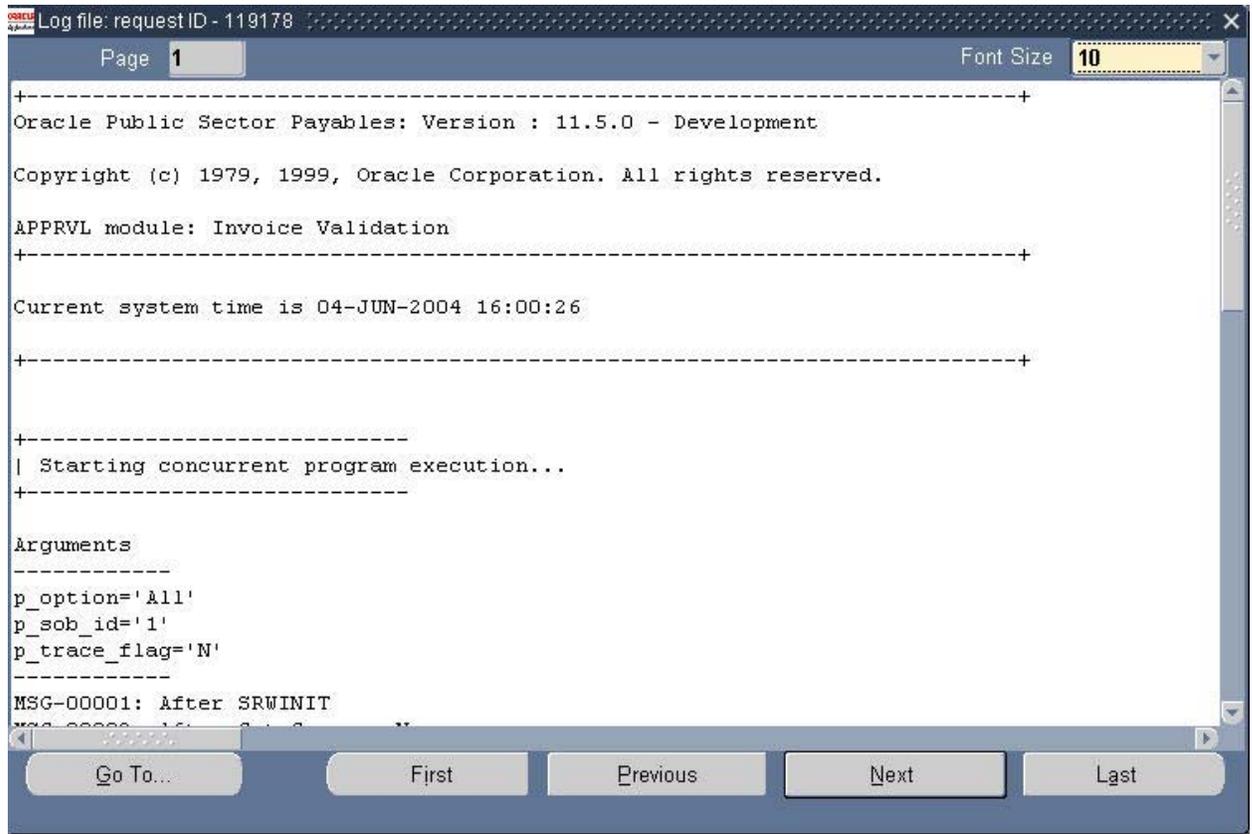


6. Select the **Refresh Data** button until the process indicates a **Phase** of "Completed".

If the program ends with a status of Error, goto task #7. Otherwise, end of activity.

7. Select the **View Log** button to determine the reason for the error.

Result: The **View Log** window is displayed.



End of activity.

Practice Lab



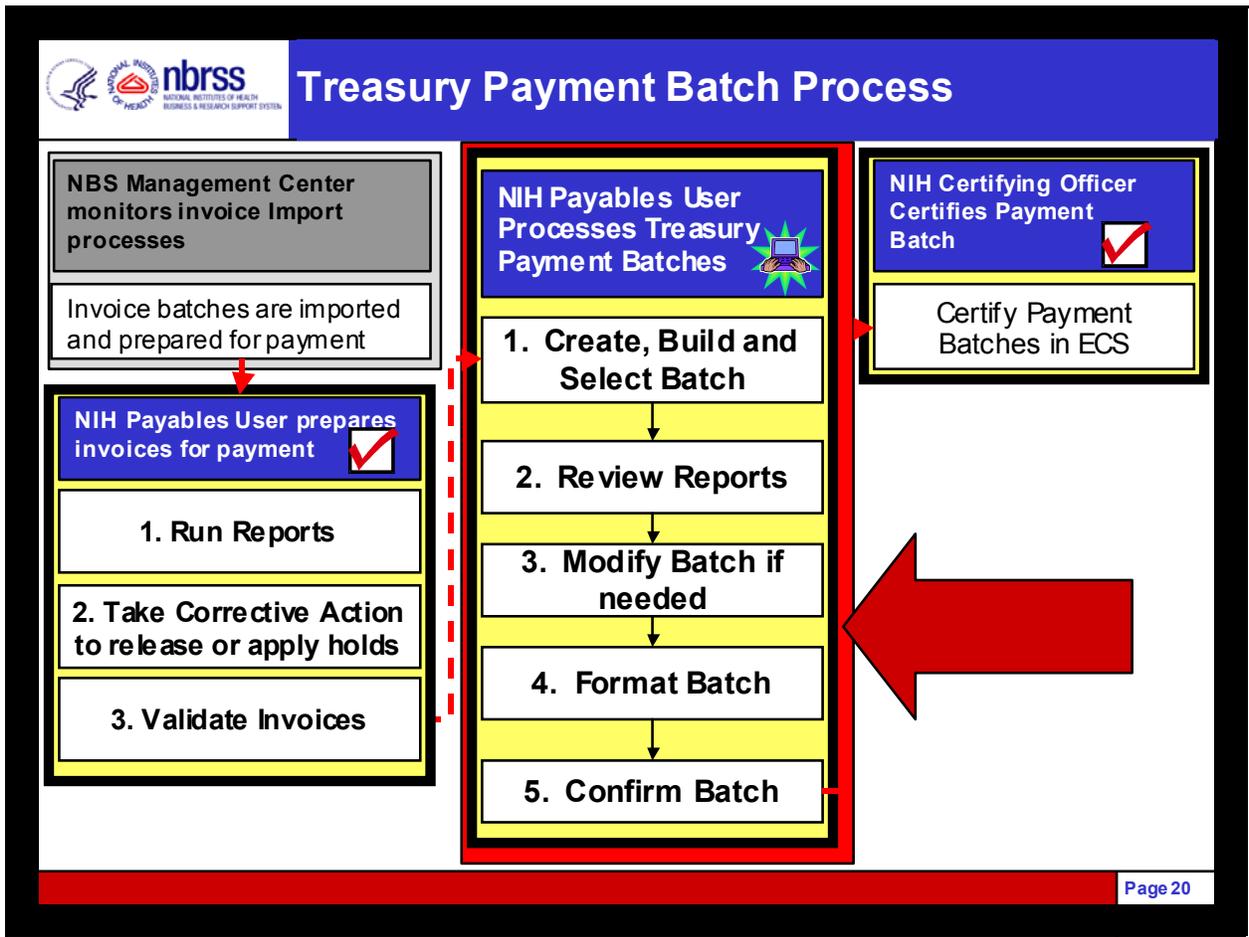
Practice Lab

Lab Time



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Complete Lab 1: Preparing Invoices for Payment



The steps listed under NIH Payables User Processes Treasury Payment Batches must be completed for each payment batch.

List of Daily Treasury Payment Batches




List of Daily Treasury Payment Batches

Payment batches should be processed with the corresponding payment batch name, invoice criteria, document, and transaction code.

1. Create, Build and Select Batch

#	Payment Batch Name*	Invoice Criteria	Document	Transaction Code
1	TETYDDAD#	Pay Group = AP Advance	EFT.TRAVEL	B206
2	TETYDDD#	Pay Group = Travel	EFT.TRAVEL	B110
3	TCKYDDD#	Pay Group = Travel	CHECK.TRAVEL	B110
4	TETYDDD#	Pay Group = NON NIH	EFT.TRAVEL	B110
5	TCKYDDD#	Pay Group = NON NIH	CHECK.TRAVEL	B110

*Y = Last digit of the year D = Day of the year
 # = Sequential number for multiple batches in a single day.*

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Examples of Payment Batch Names:

TET3001AD = Travel Advance Electronic payment batch for January 1, 2003

TET3001AD1 = Second travel advance electronic payment batch for January 1, 2003

TET3365 = Travel electronic payment batch for December 31, 2003, excluding travel advances.

TCK3365 = Travel check payment batch for December 31, 2003, excluding travel advances.

Important Guidelines for Treasury Payment Batch Names

Do not use dashes, periods or other punctuation

Limit batch names to 10 characters

Other Travel Treasury Payment Batches



Other Travel Treasury Payment Batches

Other payment batches will be created using the invoice batch name to select the invoices.

1. Create, Build and Select Batch

Type	Payment Batch Name*	Invoice Criteria	Document	Transaction Code
Daily				
Sponsor Refunds	TETYDDDSR	Invoice Batch Name	EFT.Travel	NONE

Y = Last digit of the year D = Day of the year
Example:
TET3001SR = Sponsor Refund Electronic payment batch for January 1, 2003

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The invoice batch names for Sponsor Refunds will be covered in a subsequent lesson.

Payment Batches Window



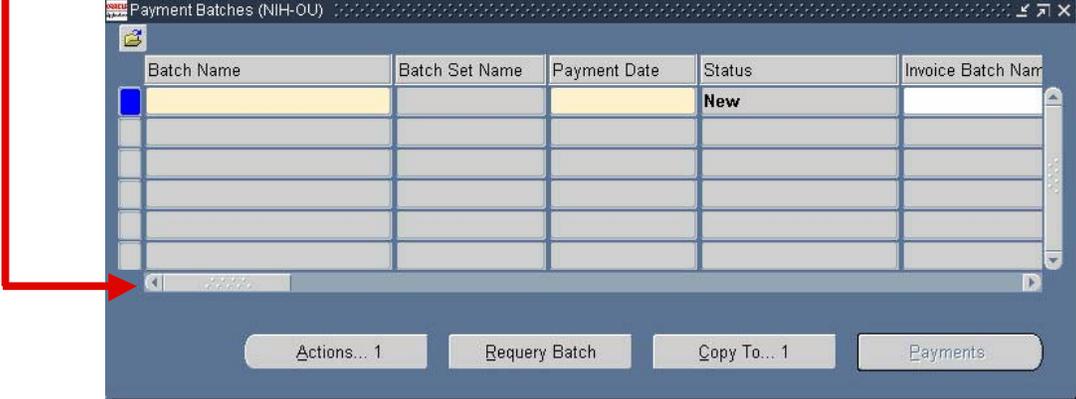
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Payment Batches Window

All activities are completed in the Payment Batches window.

To view additional fields to the right, you may use the horizontal scroll bar.

1. Create, Build and Select Batch



The screenshot shows a window titled "Payment Batches (NIH-OU)". It contains a table with the following columns: Batch Name, Batch Set Name, Payment Date, Status, and Invoice Batch Name. The first row has a blue selection box, a yellow background for the Batch Name and Payment Date cells, and the Status cell contains the word "New". Below the table is a horizontal scrollbar. A red arrow points from the text above to the scrollbar. At the bottom of the window are four buttons: "Actions... 1", "Requery Batch", "Copy To... 1", and "Payments".

Note: This window can be customized for each user to display the fields in the order of user preference. See Navigation Student Guide.

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In this step, you are

- Assigning a Payment Batch name
- Indicating the Document type which is tied to a payment method
- Indicating which invoices to select by indicating a Pay Group, Invoice Batch Name, and/or Supplier Name
- Running the Select and Build functions that pulls eligible invoices into a payment batch and validates that all payment criteria are met, and
- Generating a Preliminary Payment Register Report

Payment Criteria

1. Create, Build and Select Batch

Eligible invoices will be selected for payment based upon the following criteria entered in the Payment Batches Window:

- Pay Group
- Invoice Batch Name
- Supplier Name
- Pay Through Date
- Document
- Invoice Criteria

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Pay Group: Selects invoices in that particular pay group which is identified on the invoice header. The OFM Travel Office utilizes two Pay Groups: AP Advance and Travel.

Invoice Batch Name: (Optional) Selects invoices within a particular invoice batch name.

Supplier Name: (Optional) Selects invoices for a particular supplier

Pay Through Date: Defaults to five days from the date the batch was created. Selects invoices that have payment terms and terms date through the date listed on the payment batch window.

Document: Determines the **Payment Method**, check or electronic. Selects invoice with the selected payment method as specified on the invoice.

Payments - Create, Select, and Build a Payment Batch for Travel

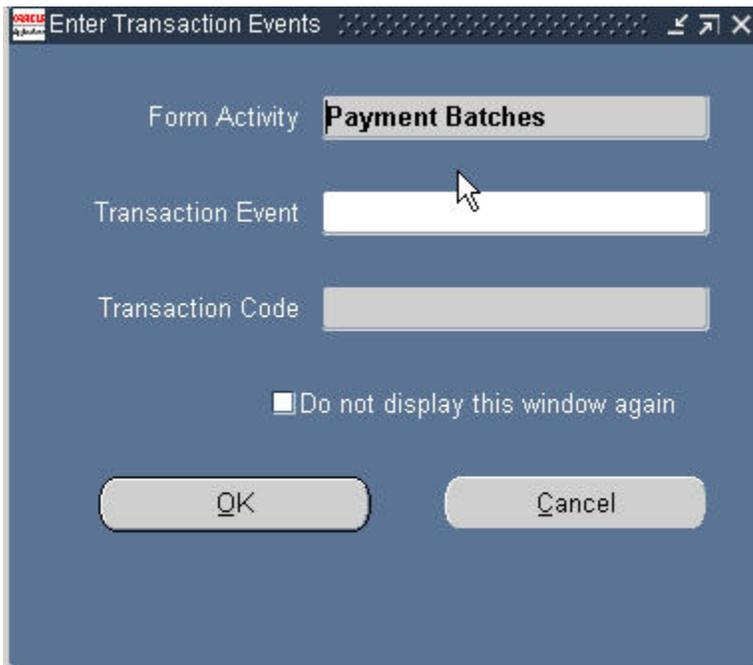
Purpose

The purpose of this document is to describe how to create, select and build payment batches in NBS.

NIH Payables User

N > Payments > Entry > Payment Batches

Enter Transaction Events

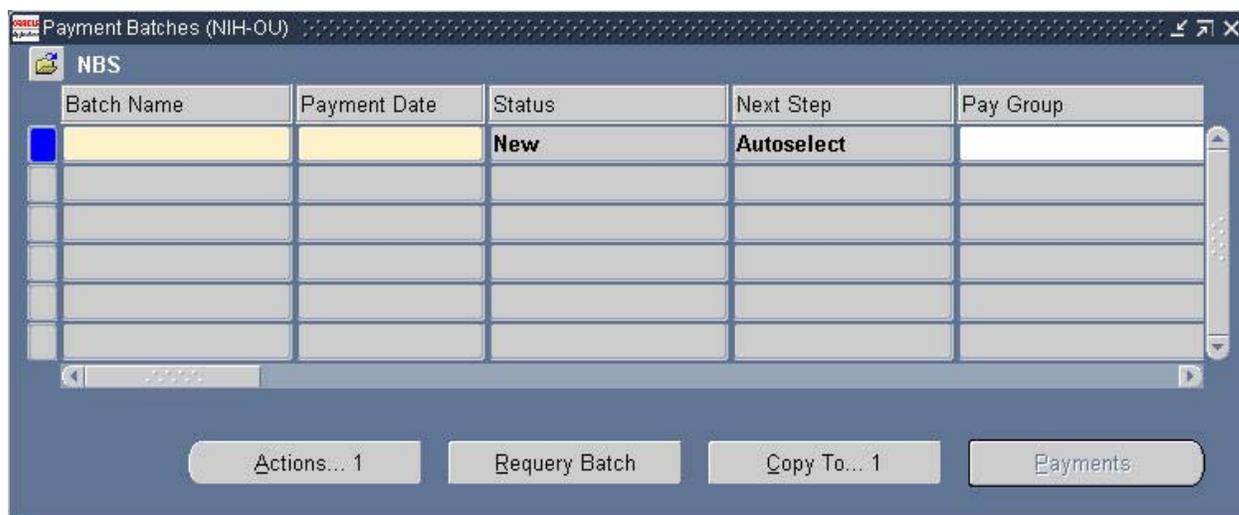


1. Click into **Transaction Event** field and select the appropriate transaction code from the **LOV**.

Result: The Transaction code field value defaults.

2. Select the **OK** button.

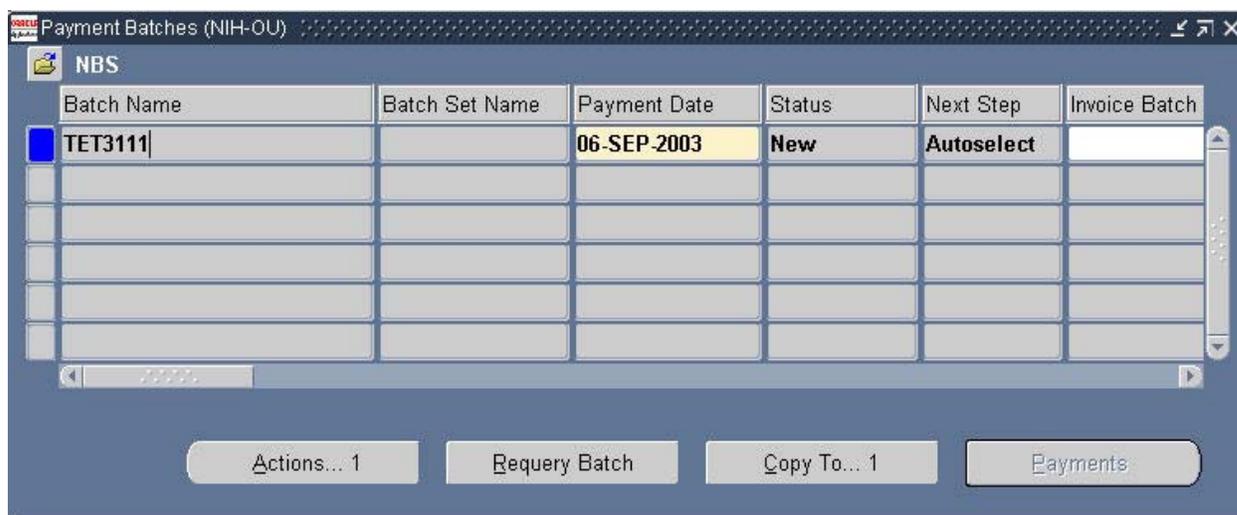
Result: The **Payment Batches** window is displayed. Use the folder tools to select the NBS folder.



3. Create the batch by completing the following fields:

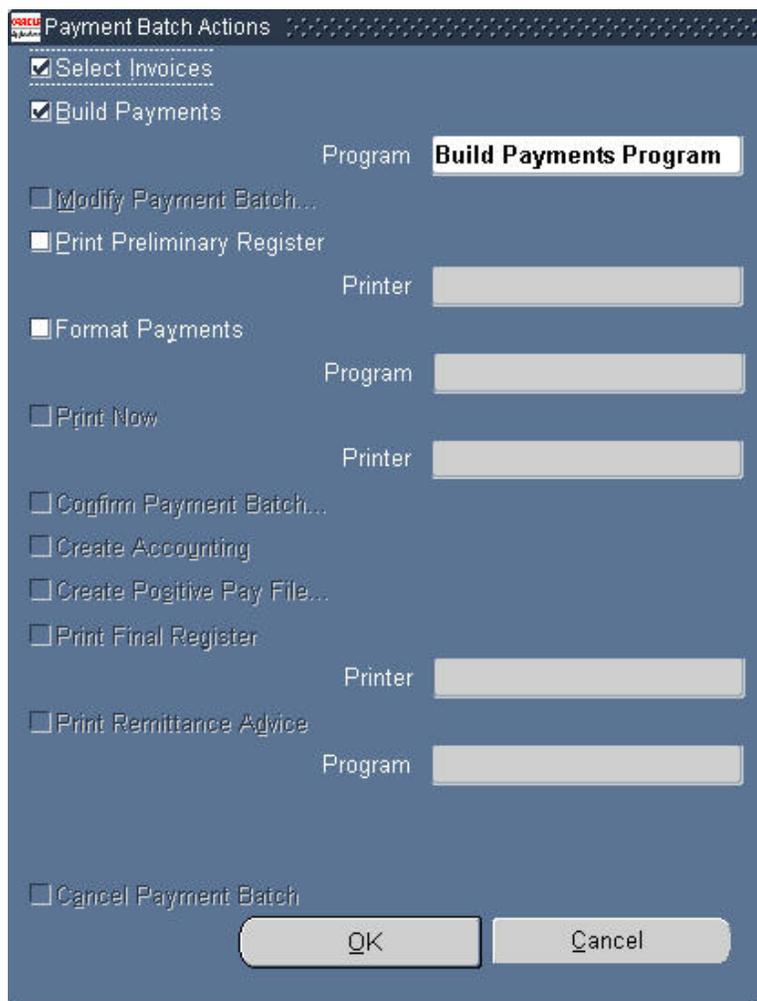
Field	Description
Batch Name	Enter a batch name. <u>Notes:</u> This value must be unique. Refer to the Payment Batch Naming Convention job aid.
Payment Date	Defaults to the current date.
Status	Defaults to New . This field cannot be updated
Next Step	Defaults. This field cannot be updated.
Pay Group	Select the appropriate value from the LOV .
Invoice Batch Name	Select an invoice batch name from the LOV . Note: Only payments for invoices in this batch will be selected.
Bank Account	Defaults select Main Disbursement . Do not change
Document	Select a value from the LOV , depending upon the method of payment. Note: The system will display messages related to the reservation of document numbers. Select the OK button to both messages.
Payment Method	Defaults based upon document.
Pay Through Date	Defaults to five days from the current date.
Supplier Name	Select a supplier name from the LOV . Note: Only payments for this supplier will be selected.
First Document Number	Defaults to the next available check or wire transfer number.
Last Document Number	Defaults. Do not change.
Document Order	Defaults to Supplier Name

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



4. Select the **Actions...** button.

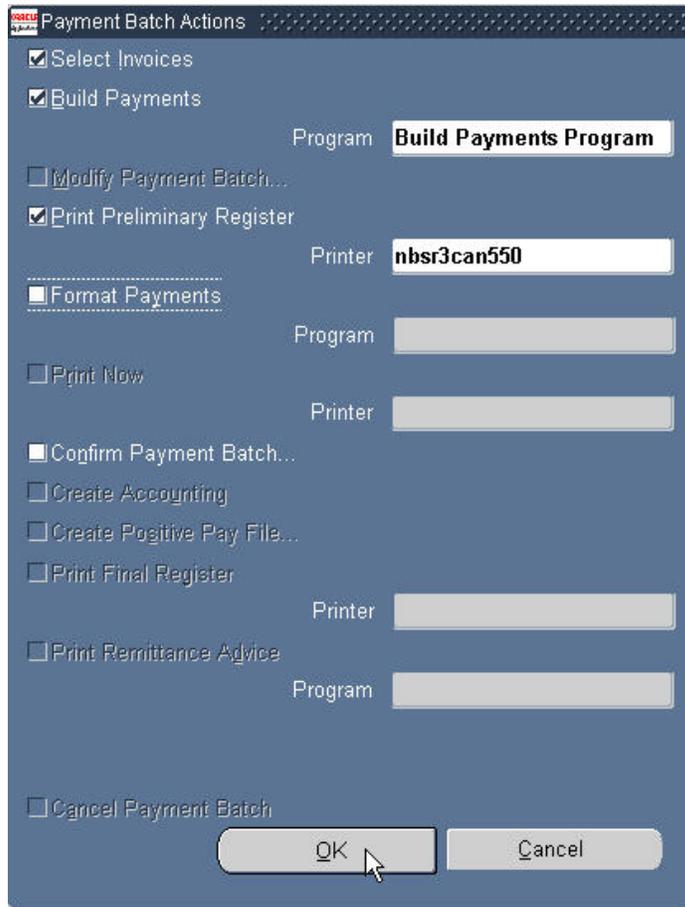
Note: The **Payment Batches Action** window is displayed.



5. Confirm that the **Select Invoices** and **Build Payments** check boxes are enabled.
6. Enable the **Print Preliminary Register** checkbox.
7. Tab to the **Printer** field and select a printer from the **LOV**.

Note: If you do not want the report to print automatically, select **no print**. The report will still be accessible through the **Requests** window.

Example: Below is a sample completed **Payment Batches Action** window.



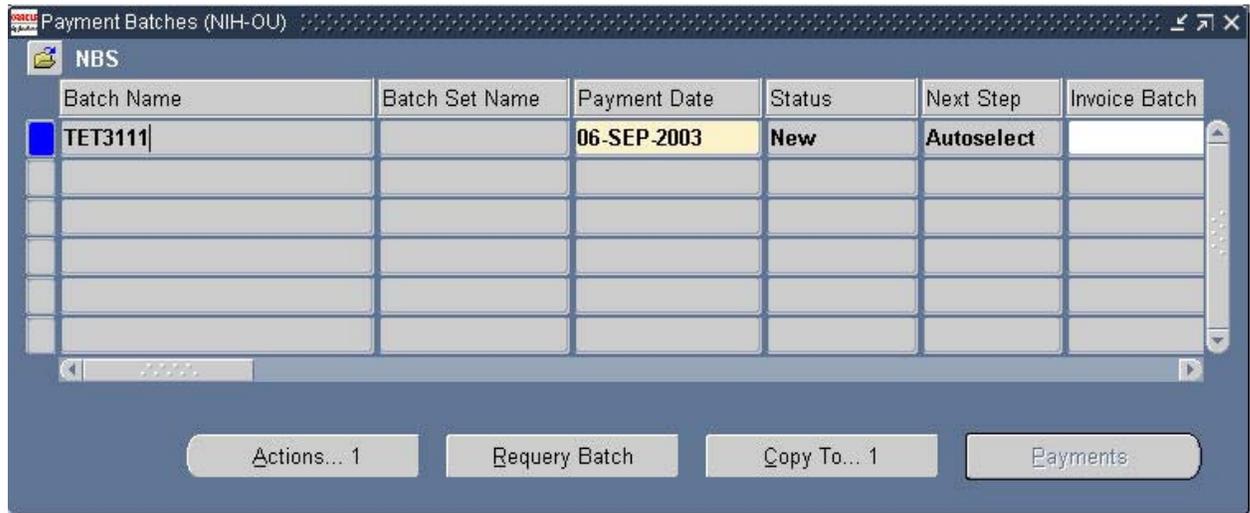
8. Select the **OK** button.

Result: The concurrent request is submitted and a message box is displayed with the request ID number.



9. Select the **OK** button.

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



10. Select the **Requery Batch** button and review the batch status and next step. Repeat until the status changes to **Built**.

Example:



If the Status field indicates an error, goto task #11.

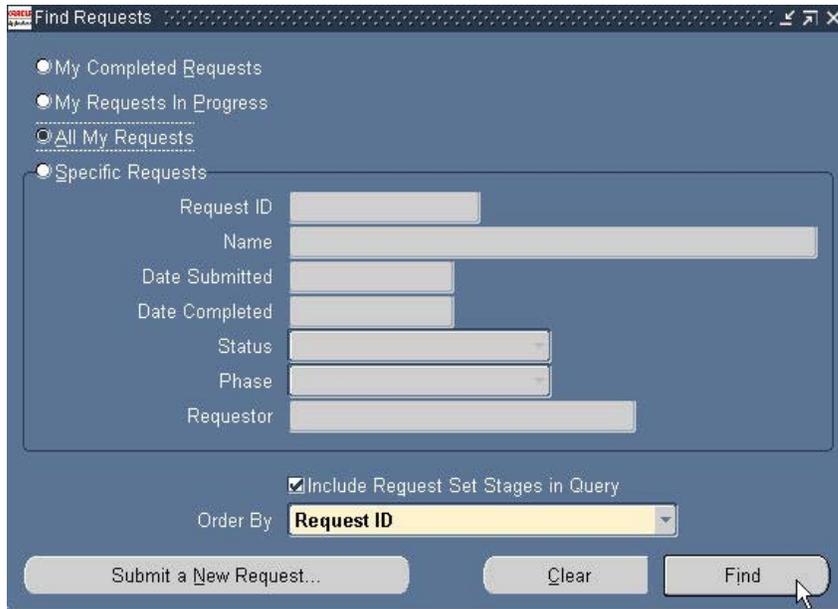
If you want to review an on-line version of the report, goto task #12. Otherwise, end of activity.

11. Contact the NIH Help Desk.

End of activity.

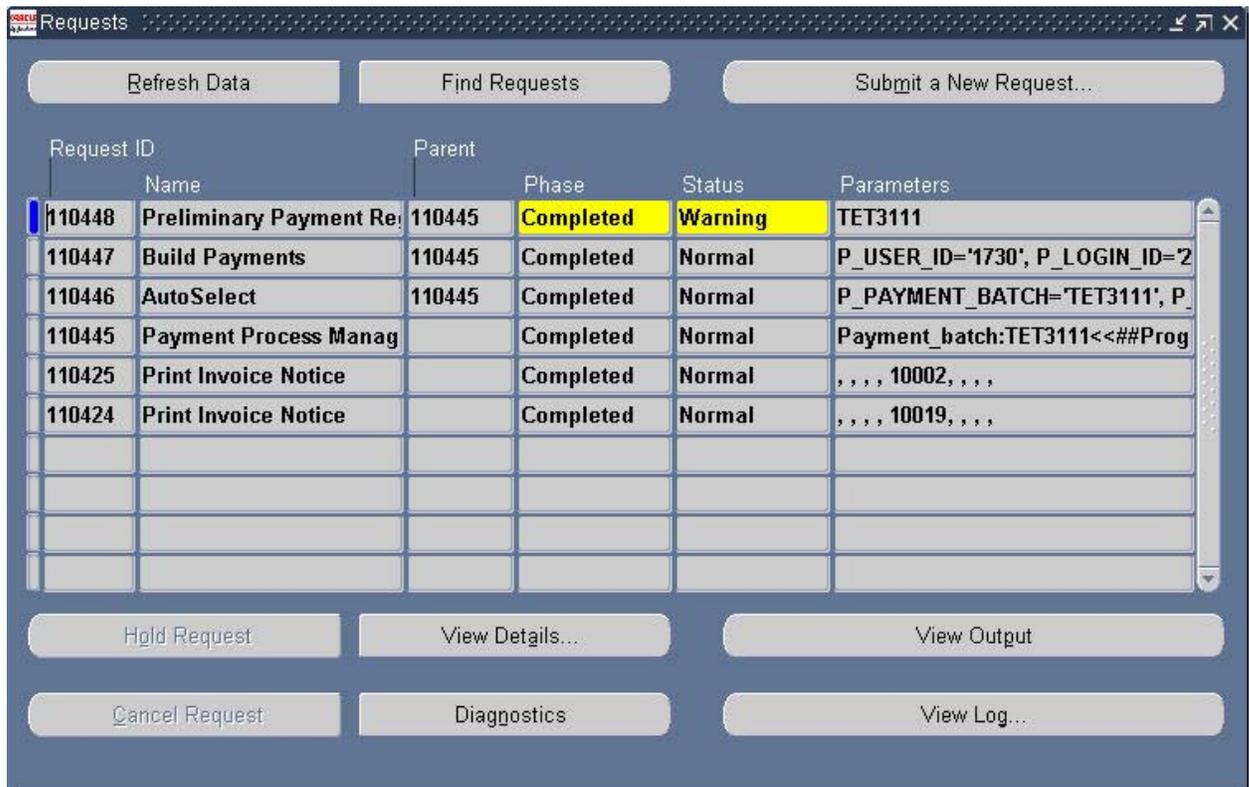
12. From the menu bar, select **View > Requests** to review the status of your request.

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



13. Select the **Find** button.

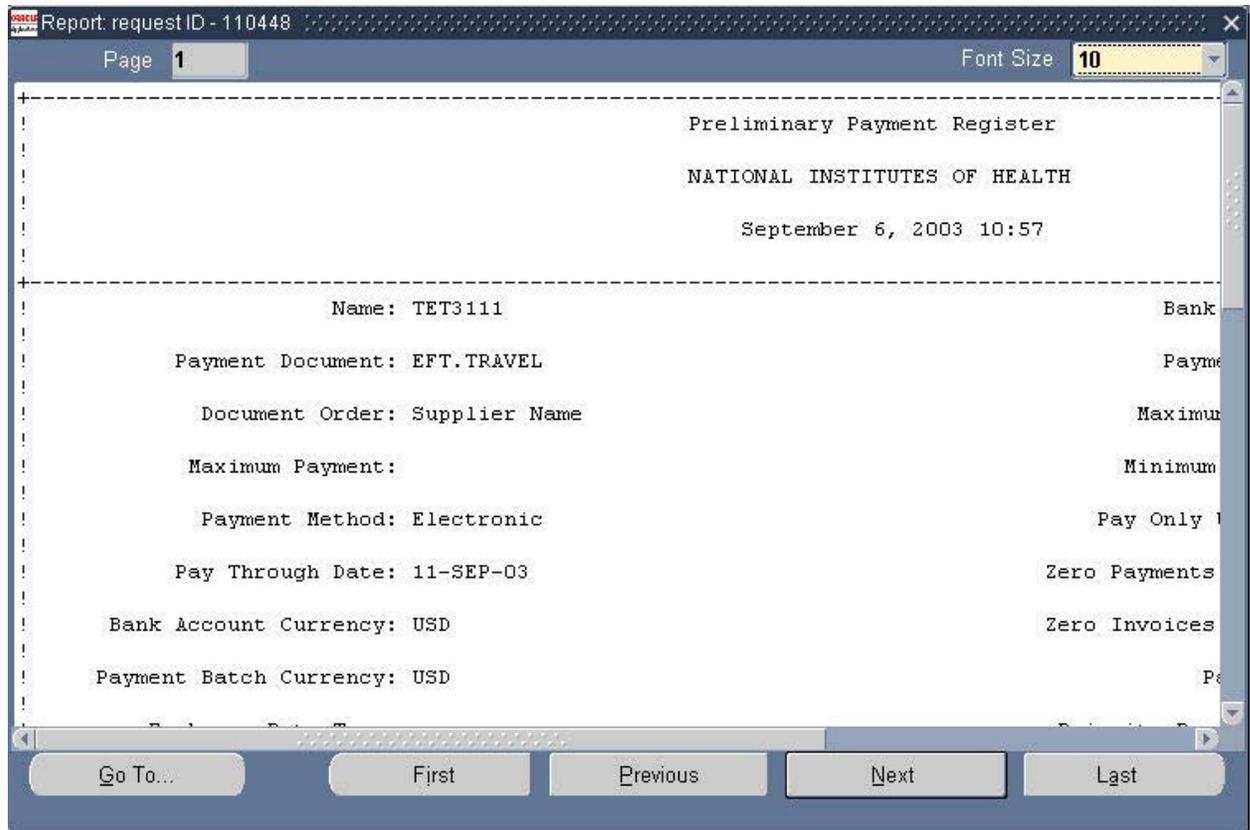
Result: The **Requests** window is displayed.



14. Select the **Refresh Data** button to check on the status of the requests until the request lines complete with a status of normal.

15. Highlight the Preliminary Register Report.
16. Select the **View Output** button.

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



17. Select **Tools > Copy File** from the menu bar.

Result: The Preliminary Register Report will be displayed in a browser window.

https://nbrssprod.cit.nih.gov:8022/OA_CGI/FNDWRR.exe?temp_id=3420568539&login=APPLSYS/PUB/PUB@a1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://nbrssprod.cit.nih.gov:8022/OA_CGI/FNDWRR.exe?temp_id=3420568539&login=APPLSYS/PUB/PUB@a158trng Go Links >>

```

-----
Preliminary Payment Register
NATIONAL INSTITUTES OF HEALTH
September 6, 2003 10:57
-----
Name: TET3111                               Bank Account: MAIN DISBURSEMENT
Payment Document: EFT.TRAVEL                 Payment Date: 06-SEP-03
Document Order: Supplier Name                Maximum Outlay:
Maximum Payment:                             Minimum Payment:
Payment Method: Electronic                    Pay Only When Due: No
Pay Through Date: 11-SEP-03                 Zero Payments Allowed: No
Bank Account Currency: USD                   Zero Invoices Allowed:
Payment Batch Currency: USD                   Pay Group: TRAVEL
Exchange Rate Type:                          Priority Range: Low: 99 High: 1
                                             Exchange Rate:
-----
Original Invoices Total:      1,654.50      Number of Set Up Documents: 0
Total Discount Taken:         0.00          Number of Non Payment Documents: 0
Payment Batch Total:          1,654.50      Number of Overflow Documents: 0
                                             Number of Negotiable Documents: 3
-----

```

End of activity.

Preliminary Payment Register Report



Preliminary Payment Register Report

The Preliminary Payment Register report is your tool to verify that:

- payments included in the batch should be processed;
- payments contain the information necessary to be paid
- no unwanted payments are included in the batch

2. Review Reports

```
Preliminary Payment Register
NATIONAL INSTITUTES OF HEALTH
June 21, 2003 16:54

-----
Name: TET3171                               Bank Account: MAIN DISBURSEMENT
Payment Document: EFT                          Payment Date: 21-JUN-03
Document Order: Supplier Name                 Maximum Outlay:
Maximum Payment:                             Minimum Payment:
Payment Method: Electronic                    Pay Only When Due: No
Pay Through Date: 26-JUN-03                   Zero Payments Allowed: No
Bank Account Currency: USD                     Zero Invoices Allowed:
Payment Batch Currency: USD                    Pay Group: TRAVEL
Exchange Rate Type:                           Priority Range: Low: 99 High: 1
                                              Exchange Rate:

-----
Original Invoices Total:      345.00           Number of Set Up Documents: 0
Total Discount Taken:        0.00             Number of Non Payment Documents: 4
Payment Batch Total:         345.00           Number of Overflow Documents: 0
-----
```

Page 25

The first page of the report displays the following:

- The batch name
- The criteria used to create the batch, (Pay Group, Payment Method, Invoice Batch Name, Supplier Name, Pay Through Date)
- the number of set up documents
- the number of non-payment documents (those documents that do not have banking information, exceed the maximum payment amount or are below the minimum payment amount, zero payments allowed, zero invoices allowed, or payment documents that you deselected while making modifications to the payment batch)
- the number of negotiable documents (number of payments in the batch), and
- the payment batch total.

The subsequent pages display all the payments that were selected for the batch based upon the criteria you specified. For each payment, the report will display:

- the invoice number(s),
- the supplier name and number,

- the amount of the payment, and
- the non-payment reason if one is given.

If invoices are selected for payment in the payment batch, but they do not meet payment requirements, the invoices are marked by asterisks and a non-payment reason is given. **These payments will require additional action before the payment can be made. Refer to Chapter entitled “Troubleshooting AP Invoice and Payment Processing Errors” in this Student Guide.**

Review the report for any foreign payments or other payments that should not be included in the payment batch. For example, invoices payable to **Impac Government Services** should not be included in a payment batch for Treasury. Additionally, if you have built a batch for advances, only invoices containing the suffix **-AD** should be included. All other should be removed.

Note: If you notice that you have used an incorrect batch name, pay group, and transaction code combination, you may cancel the batch while the status is Built.

NIHAP Unpaid Invoices Error Resolution Report for Payment Batch



NIHAP Unpaid Invoices Error Resolution Report for Payment Batch

- In addition to the Preliminary Register report, the **NIHAP Unpaid Invoices Error Resolution Report for Payment Batch** should be run prior to moving forward with the batch.
- The report will indicate invoices that are:
 - Missing SSN
 - Missing Address information
 - Missing ACH information
- **All invoices that are displayed on this report should be removed from the payment batch and placed on hold.**
- Refer to the chapter “Accounts Payable Reports” for guidance on how to interpret the report.

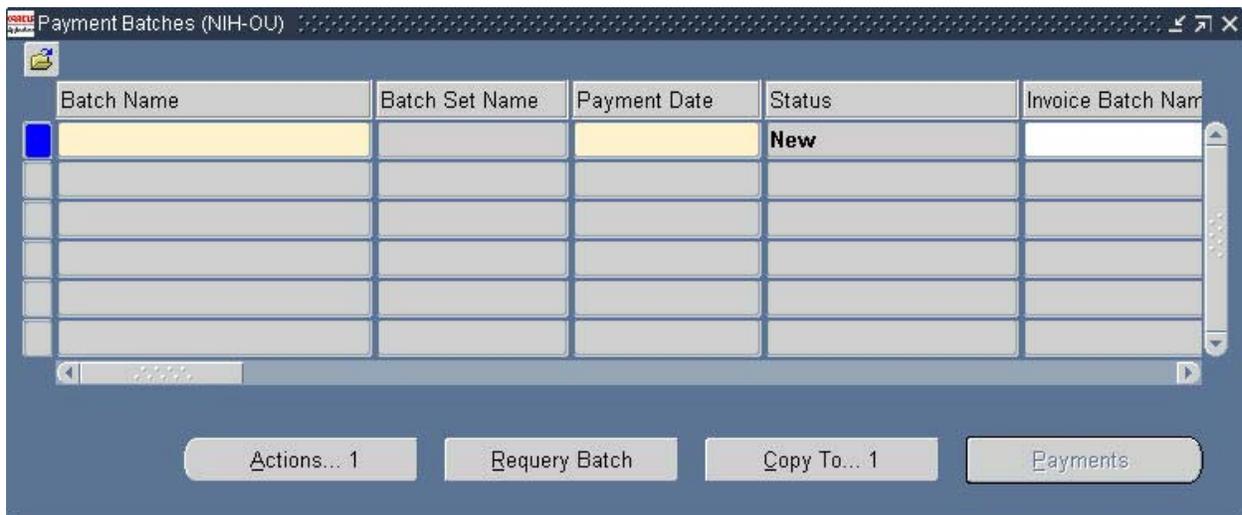
2. Review Reports

Submitting the NIH Invoices Error Resolution Report for Payment Batch

NIH Payables User

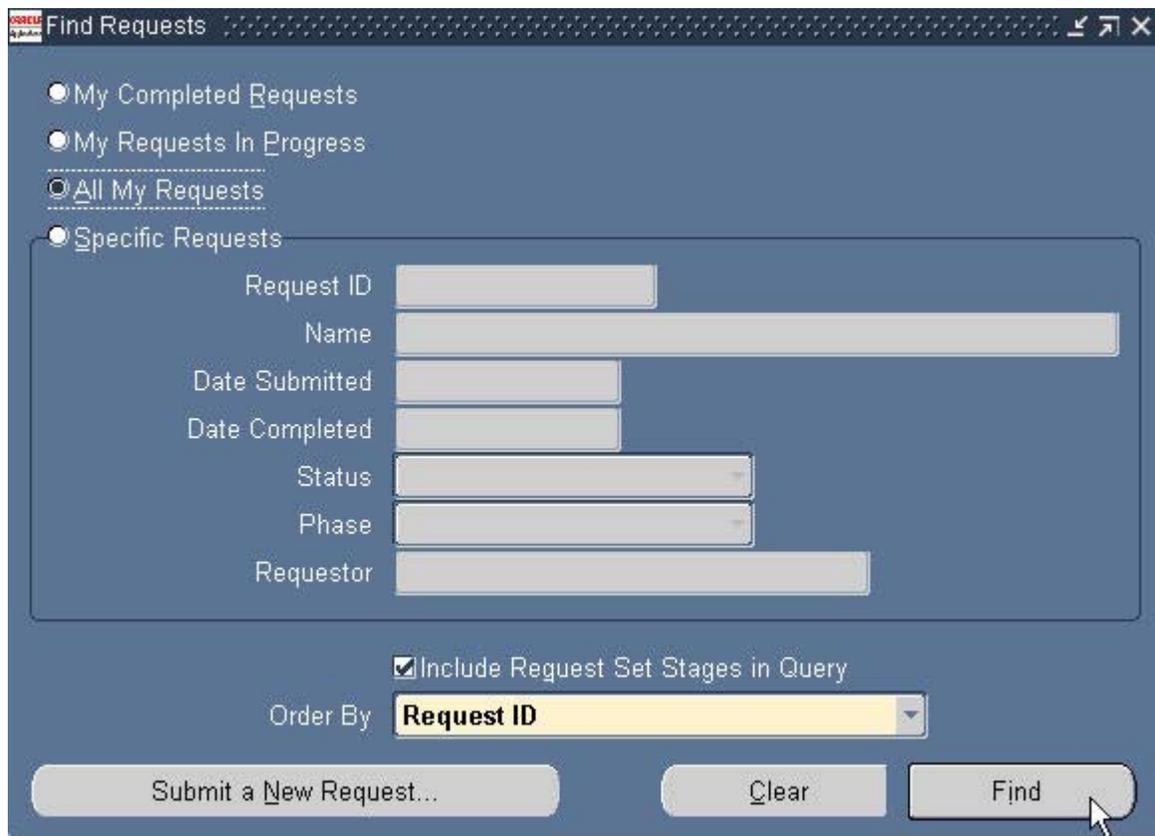
N > Payments > Entry > Payment Batches

Payment Batches



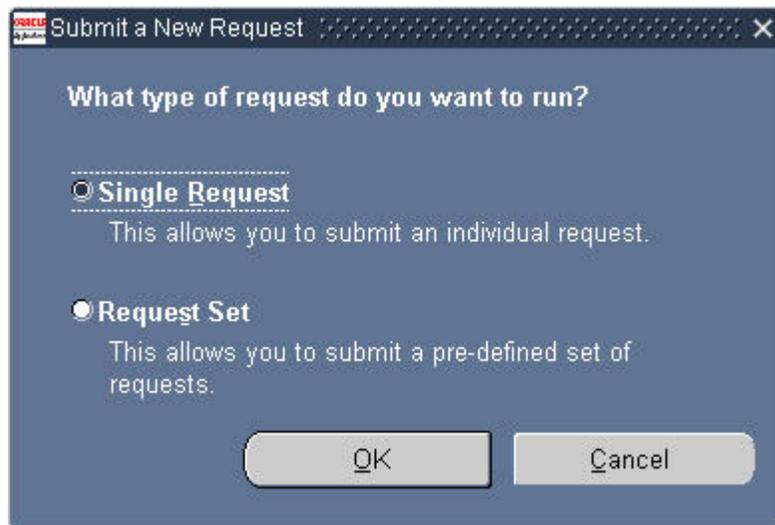
1. From the menu bar, select **View > Requests**

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



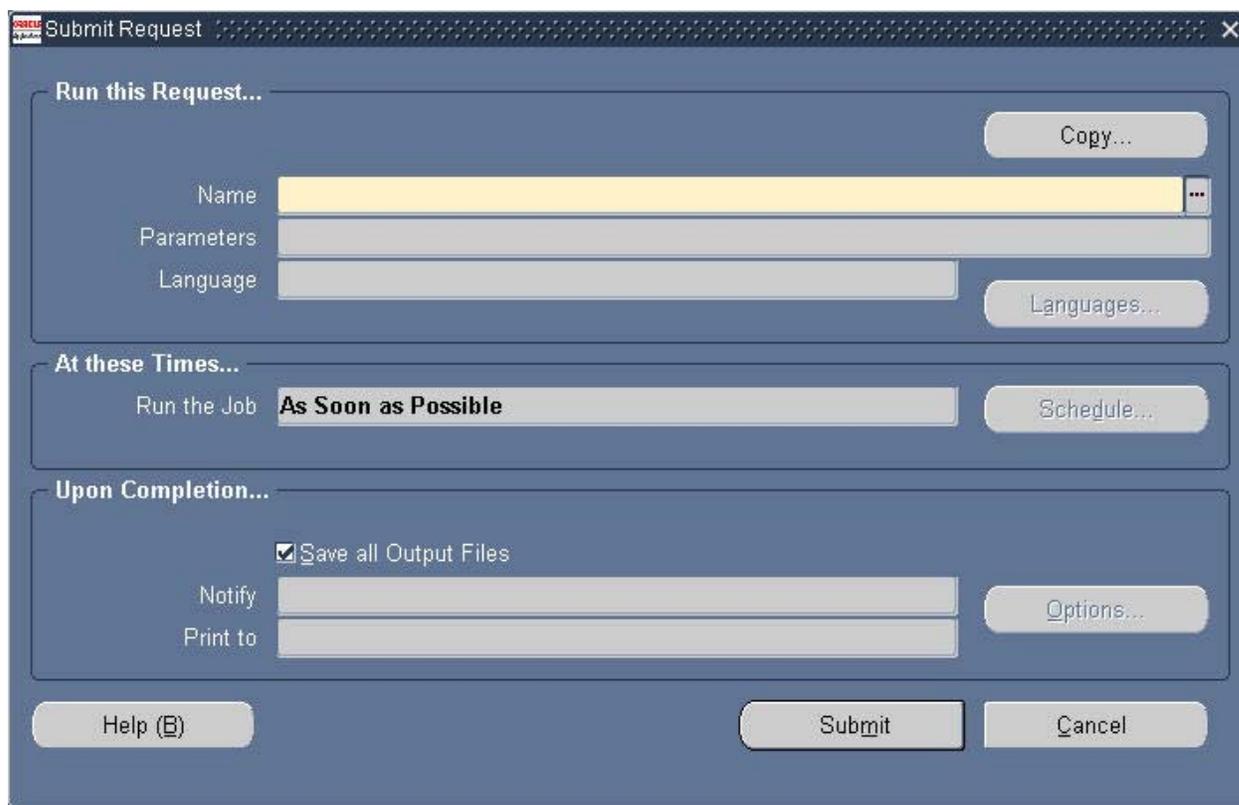
2. Select the **Submit a New Request Button**.

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



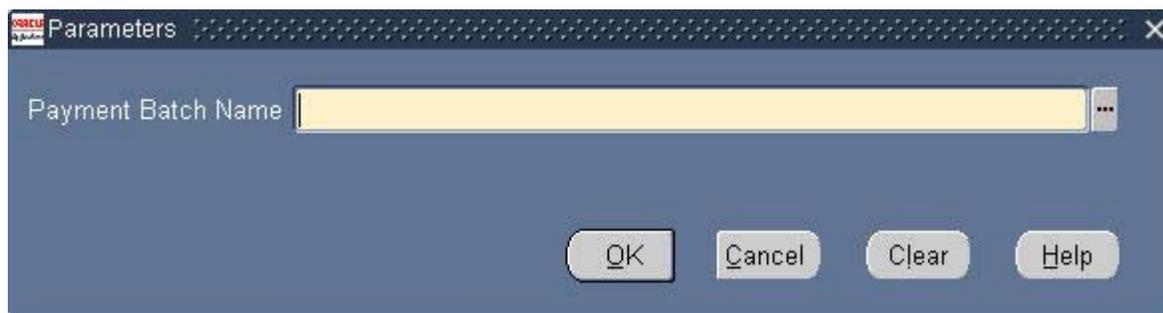
3. Select the **OK** button to submit a single request.

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



4. In the **Name** field, select **NIHAP Unpaid Invoices Error Resolution Report for Payment Batch**.

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



5. In the **Payment Batch Name** field, select the payment batch you are currently processing and select the **OK** button.

Result: The **Parameters** window closes.

Submit Request

Run this Request...

Name **NIHAP Unpaid Invoices Error Resolution Report for Payment Batch**

Parameters **SB042904C**

Language **American English**

Copy...

Languages...

At these Times...

Run the Job **As Soon as Possible**

Schedule...

Upon Completion...

Save all Output Files

Notify

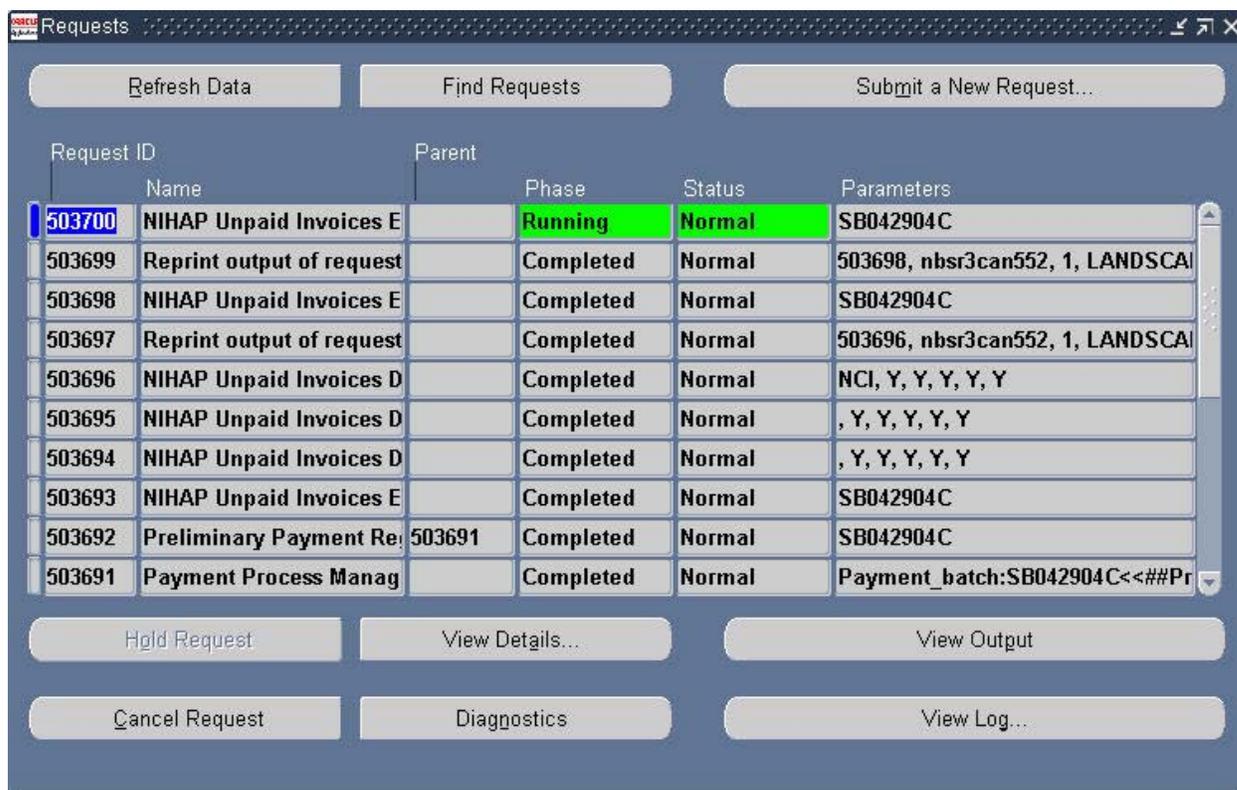
Print to **noprint**

Options...

Help (E) Submit Cancel

6. Select the **Submit** button.

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



7. Select the **Refresh Data** button until the request displayed a **Phase** of **Completed**.
8. Select the **View Output** button to view the report.

Important:

- All invoices that are displayed on this report should be removed from the payment batch and placed on the applicable hold.
- We recommend printing this report and filing it with the Preliminary Payment Register

End of activity.

Modifying a Payment Batch

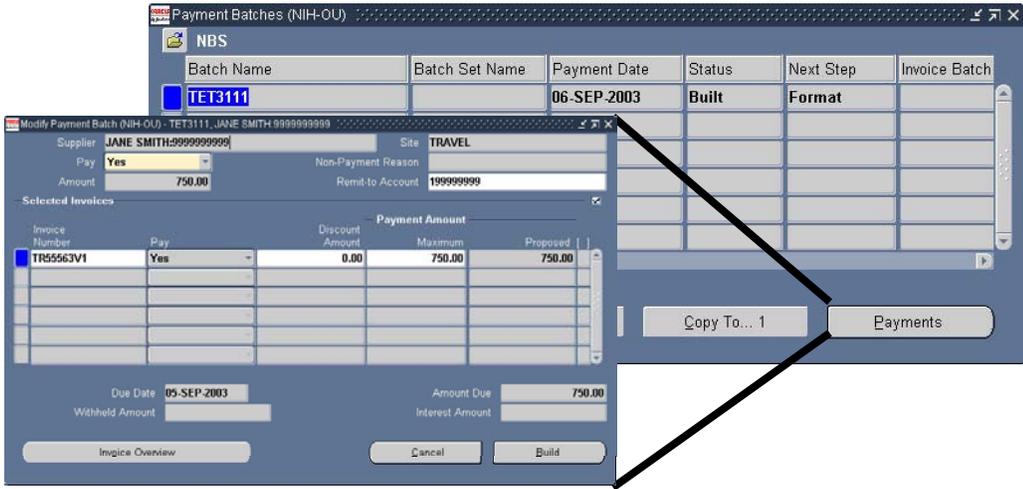


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Modifying a Payment Batch

- You should remove all invoices that you do not want to be included in the batch.
- All invoices that are listed on the **NIHAP Unpaid Invoices Error Resolution Report for Payment Batch** should be removed and placed on hold

3. Modify Batch



Page 27

Payment batches can be modified to exclude a payment from the batch.

Once you modify the payment batch, it must be rebuilt.

Once rebuilt, we suggest that a revised preliminary register report be run to verify changes made to the payment batch.

Reasons to modify the payment batch may include:

- invoice is displayed on NIHAP Unpaid Invoices Error Resolution Report for Payment Batch
- a payment of a different type is included in the batch (Example: advances are included in the regular travel batch)
- foreign payments are in the batch
- a traveler requests an emergency payment out of the Cashiers Office.

Excluding a Single Payment

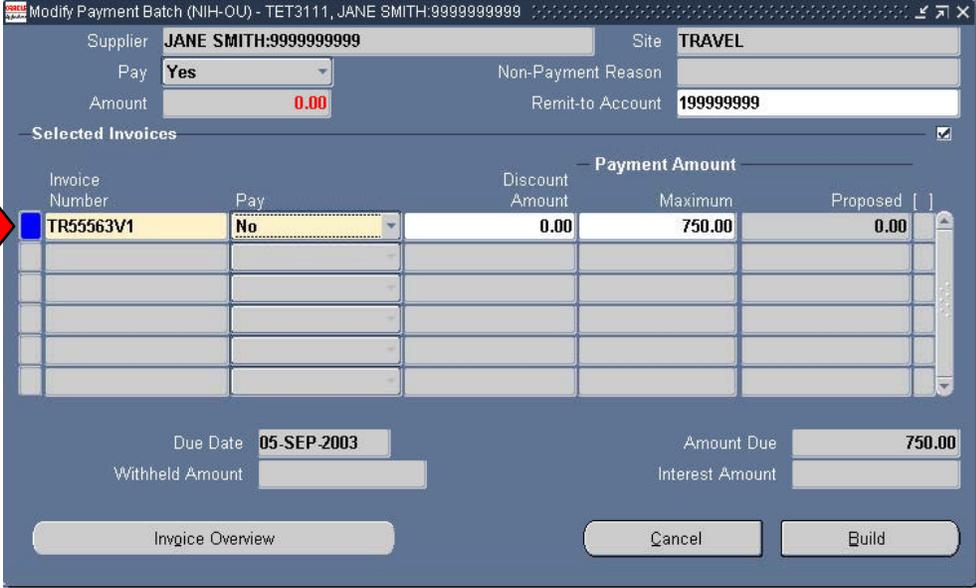


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Excluding a Single Payment

To exclude a single payment, change the **Selected Invoices: Pay** field to “No” as shown below:

3. Modify Batch



The screenshot shows the 'Modify Payment Batch' window for supplier JANE SMITH:9999999999 and site TRAVEL. The 'Pay' field is set to 'Yes' and the amount is 0.00. The 'Selected Invoices' table has one row with invoice number TR55563V1, a 'Pay' field set to 'No', a discount amount of 0.00, a maximum payment amount of 750.00, and a proposed amount of 0.00. A red arrow points to the 'Pay' field for this invoice. The due date is 05-SEP-2003 and the amount due is 750.00. Buttons for 'Invoice Overview', 'Cancel', and 'Build' are visible at the bottom.

Invoice Number	Pay	Discount Amount	Maximum	Proposed
TR55563V1	No	0.00	750.00	0.00

Page 28

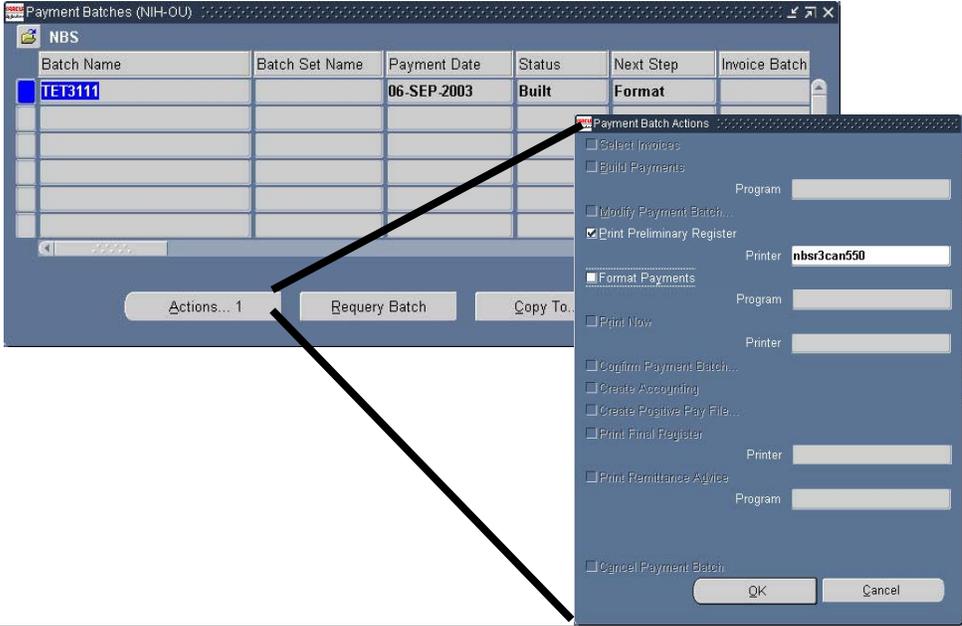
Generate New Preliminary Register Report



Generate New Preliminary Register Report

We recommend running a new Preliminary Register Report

3. Modify Batch



Batch Name	Batch Set Name	Payment Date	Status	Next Step	Invoice Batch
TET3111		06-SEP-2003	Built	Format	

Payment Batch Actions

- Select Invoices
- Build Payments
- Modify Payment Batch...
- Print Preliminary Register
- Format Payments
- Print Flow
- Confirm Payment Batch...
- Create Accounting
- Create Positive Pay File...
- Print Final Register
- Print Remittance Advice
- Cancel Payment Batch

Printer: nbsr3can550

Page 29

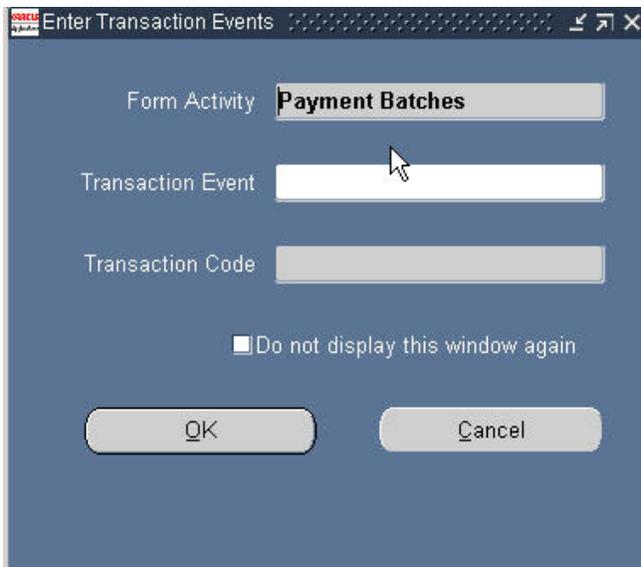
Payments - Removing a Payment from a Batch

Prior Activity

Before completing this activity, the payment batch must have been created and built. Refer to *Create, Select and Build a Payment Batch [NAV1009A]*

Note: If you did not exit the **Payment Batches** screen after creating the payment batch, then skip Steps 1-6 and proceed directly to Step 7.

NIH Payables User
N > Payments > Entry > Payment Batches
Enter Transaction Events

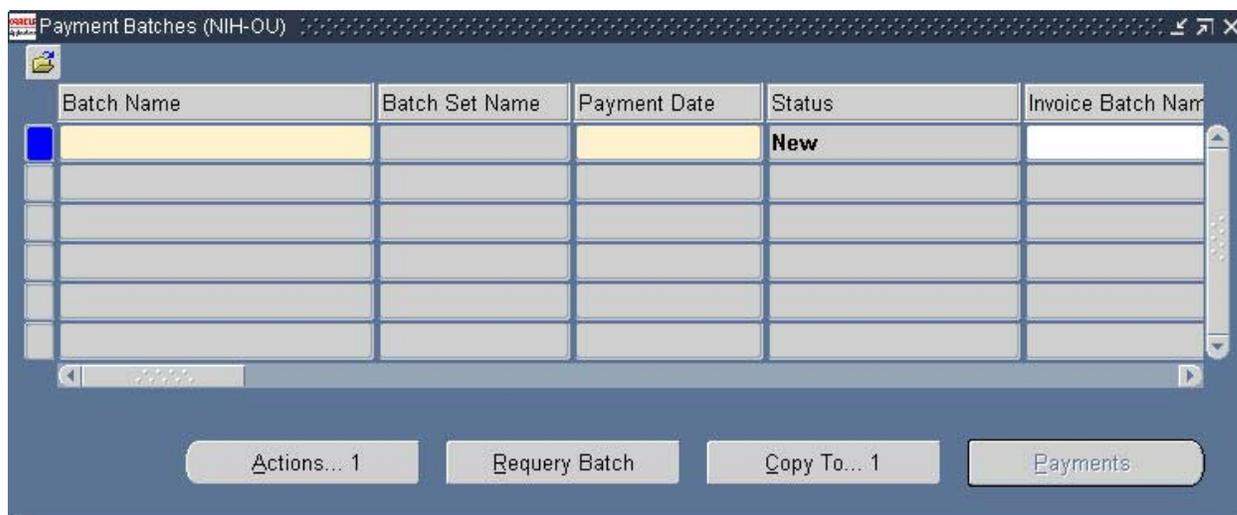


1. Close the **Enter Transaction Events** window by clicking the X in the upper right hand corner.

Result: A caution message will appear asking you if you want to turn off the enhanced transaction code feature.

2. Select the **OK** button.

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



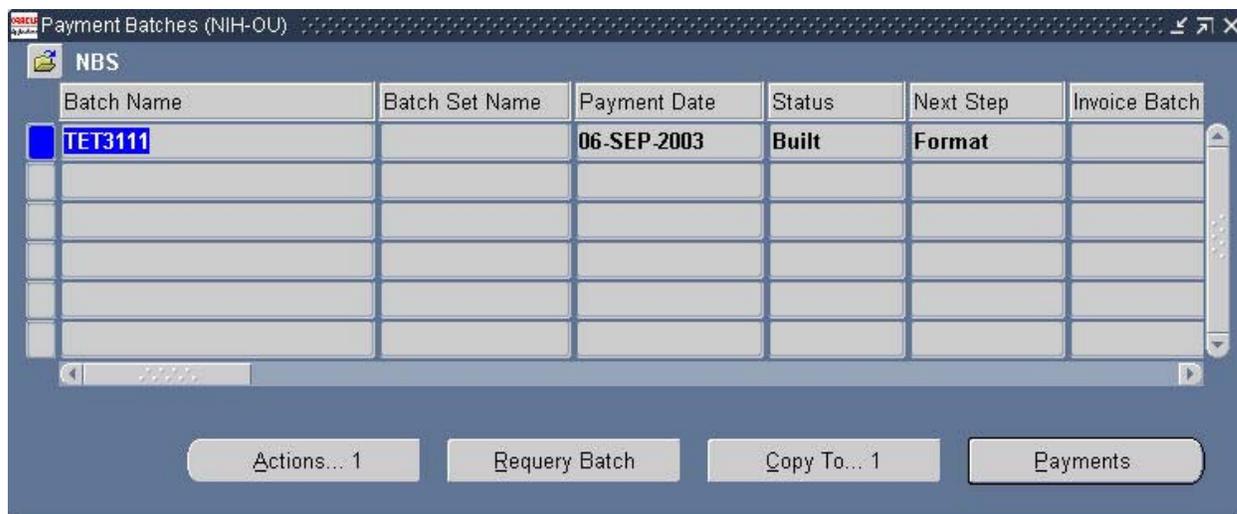
3. Press the **F11** key to enter query mode.

Result: The fields turn blue.

4. Enter the search criteria to locate the batch, such as the batch name.

5. Press the **Ctrl + F11** keys

Result: The batches meeting the search criteria are displayed.



6. Highlight the batch to be modified by placing your cursor in the line.

7. Select the **Payments** button.

Result: The **Modify Payment Batch** window is displayed.

Modify Payment Batch (NIH-OU) - TET3111, JANE SMITH:9999999999

Supplier: JANE SMITH:9999999999 | Site: TRAVEL

Pay: Yes | Non-Payment Reason: | Remit-to Account: 199999999

Amount: 750.00

Selected Invoices

Invoice Number	Pay	Discount Amount	Payment Amount	
			Maximum	Proposed []
<input checked="" type="checkbox"/> TR55563V1	Yes	0.00	750.00	750.00
<input type="checkbox"/>				

Due Date: 05-SEP-2003 | Amount Due: 750.00

Withheld Amount: | Interest Amount: |

Invoice Overview | Cancel | Build

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

Result: Your fields turn blue.

9. Enter the search criteria.

Example: Below is a sample search criteria for the supplier name.

Supplier: %JANE SMITH% Site: _____
 Pay: _____ Non-Payment Reason: _____
 Amount: _____ Remit-to Account: _____

Selected Invoices

Invoice Number	Pay	Discount Amount	Maximum	Proposed []
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Due Date: _____ Amount Due: _____
 Withheld Amount: _____ Interest Amount: _____

Invoice Overview Cancel Build

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

Result: The invoices that match your search criteria are displayed.

11. Use the **Page Down** button on your keyboard to scroll through the search results to find the invoice you would like to exclude.

12. In the **Pay** field in the **Selected Invoices** block, select **No** from the drop down menu to exclude the invoice from the payment batch.

Example: Below is a sample completed screen.

Modify Payment Batch (NIH-OU) - TET3111, JANE SMITH:9999999999

Supplier: JANE SMITH:9999999999 Site: TRAVEL
 Pay: Yes Non-Payment Reason:
 Amount: 0.00 Remit-to Account: 199999999

Selected Invoices

Invoice Number	Pay	Discount Amount	Payment Amount	
			Maximum	Proposed []
TR55563V1	No	0.00	750.00	0.00

Due Date: 05-SEP-2003 Amount Due: 750.00
 Withheld Amount: Interest Amount:

Invoice Overview Cancel Build

If there are additional invoices to exclude, goto task #8. Otherwise, goto task #13.

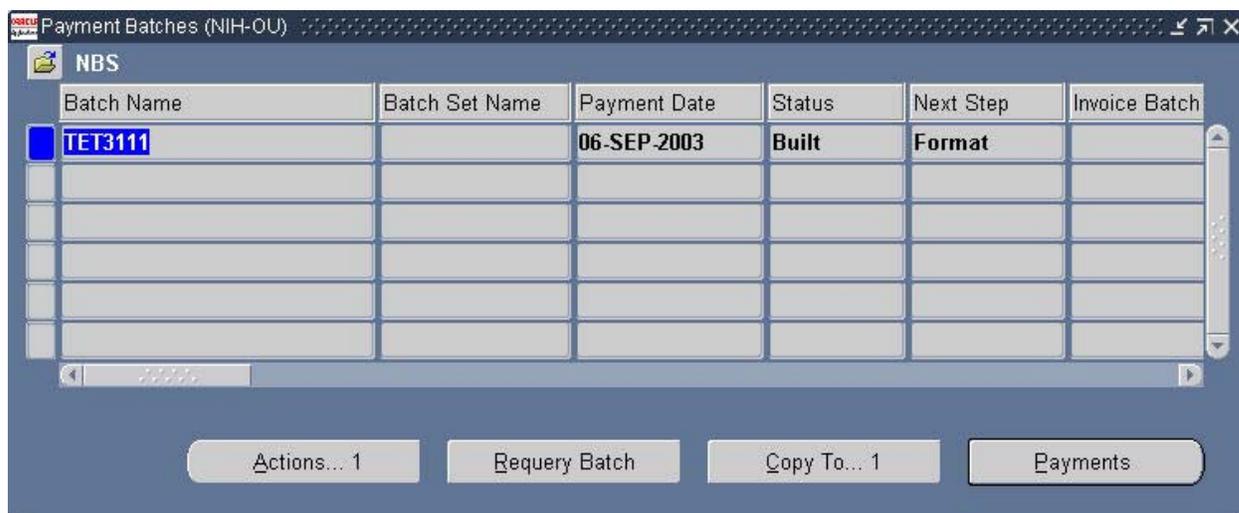
13. Save the record
14. Close the **Modify Payment Batch** window.

Result: The **Build** payment batch process is automatically submitted. A message will be displayed indicating the request ID number.



15. Select the **OK** button.

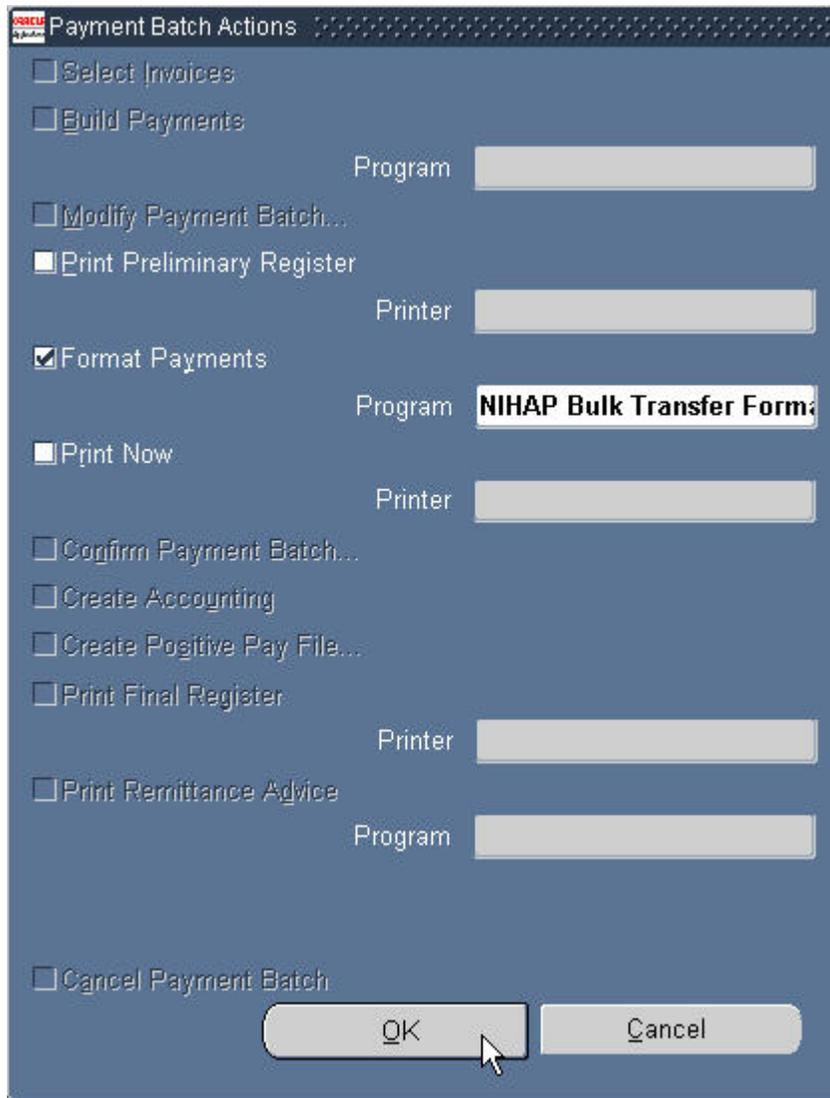
Result: You are returned to the **Payment Batches** window.



16. Select the **Requery Batch** button until the **Status** changes from Rebuilding to Built.

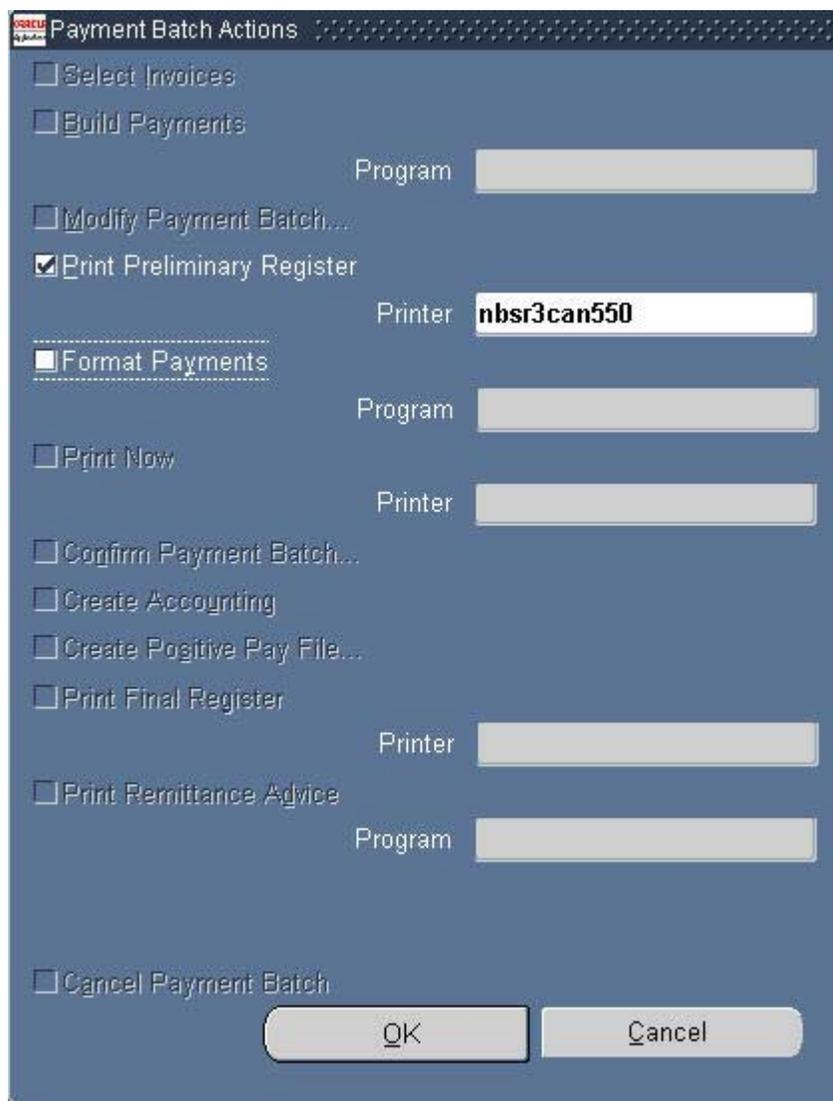
17. Select the **Actions** button.

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



18. Disable the **Format Payments** checkbox.
19. Enable the **Print Preliminary Register**.
20. If you want to print the register report, select a printer from the **LOV** in the **Printer** field.

Example:

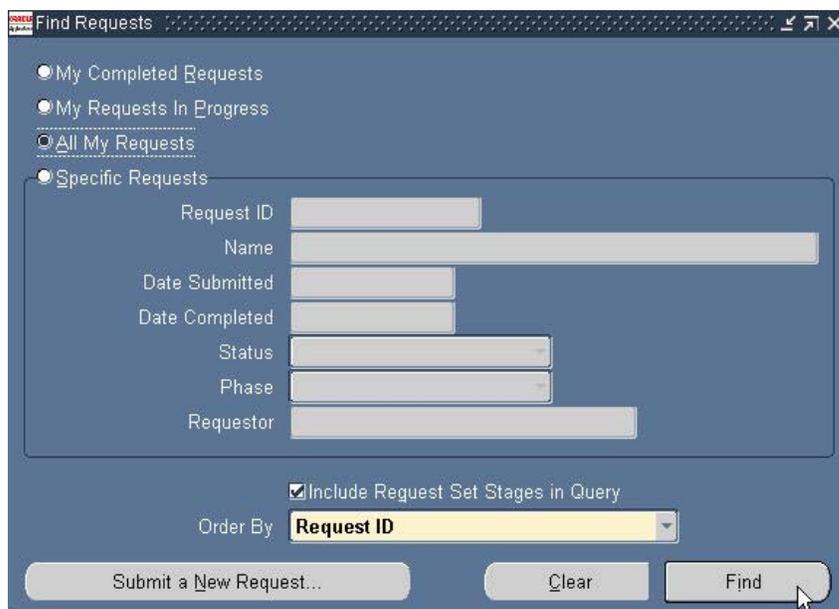


21. Select the **OK** button.

If you want to review an on-line version of the report, goto task #22. Otherwise, end of activity.

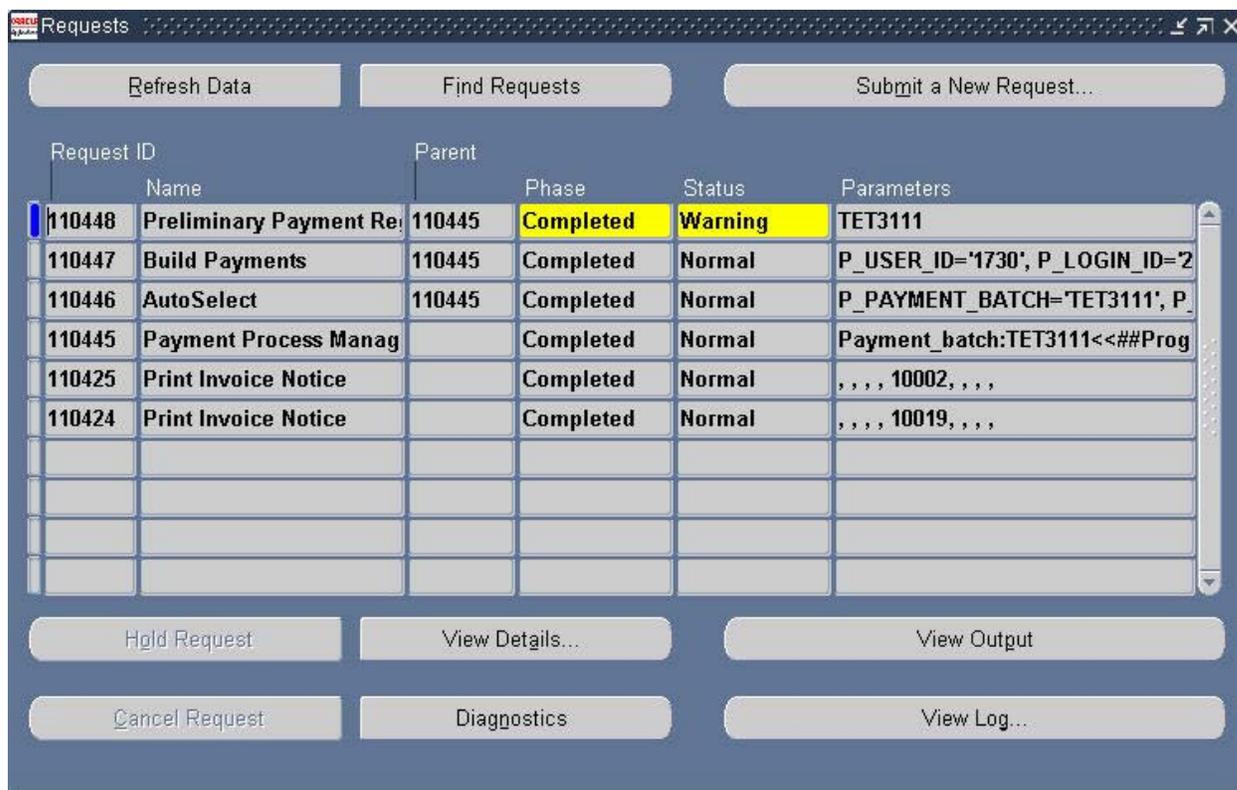
22. From the menu bar, select **View > Requests** to review the status of your request.

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



23. Select the **Find** button.

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

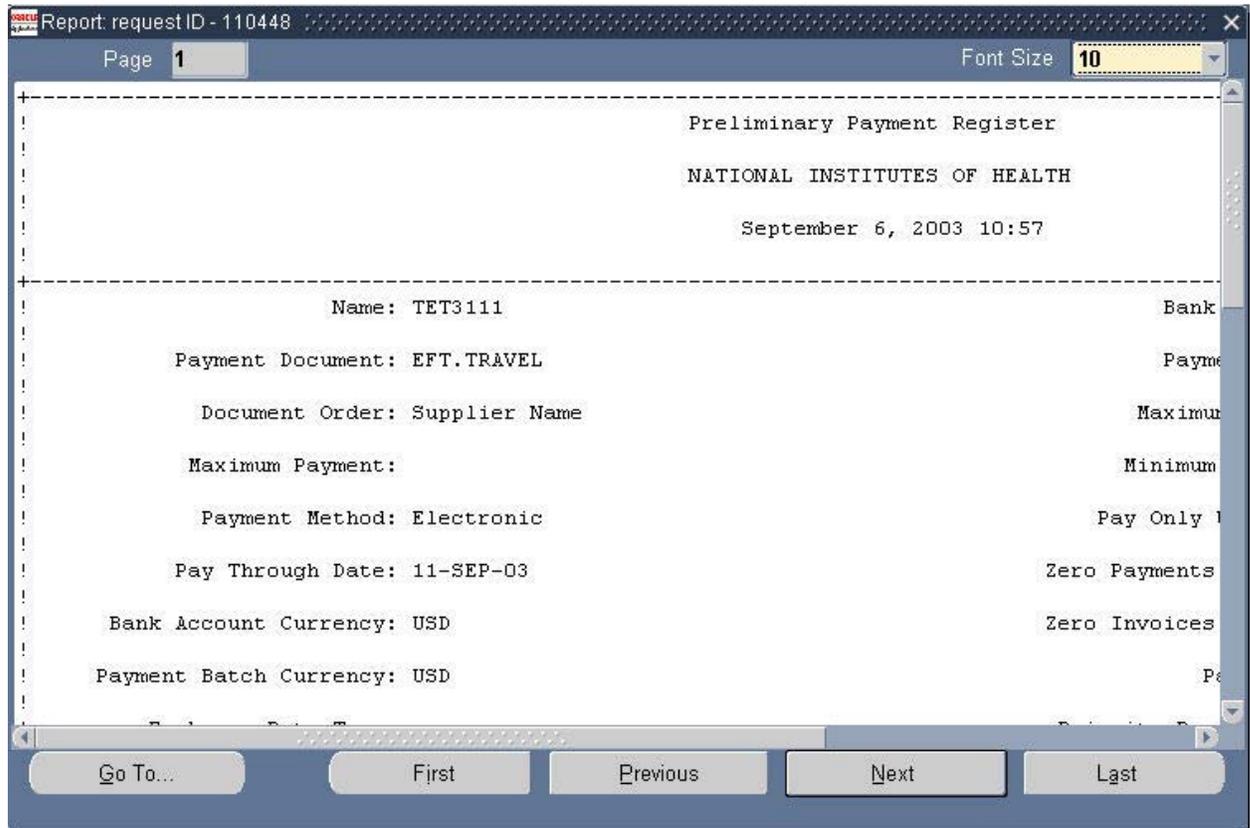


24. Select the **Refresh Data** button to check on the status of the requests until the request lines complete with a status of normal.

25. Highlight the Preliminary Register Report.

26. Select the **View Output** button.

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



27. Select **Tools > Copy File** from the menu bar.

Result: The Preliminary Register Report will be displayed in a browser window.

https://nbrssprod.cit.nih.gov:8022/OA_CGI/FNDWRR.exe?temp_id=3420568539&login=APPLSYS/PUB/PUB@a1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://nbrssprod.cit.nih.gov:8022/OA_CGI/FNDWRR.exe?temp_id=3420568539&login=APPLSYS/PUB/PUB@a158trng Go Links >>

```

-----
Preliminary Payment Register
NATIONAL INSTITUTES OF HEALTH
September 6, 2003 10:57
-----
Name: TET3111 Bank Account: MAIN DISBURSEMENT
Payment Document: EFT.TRAVEL Payment Date: 06-SEP-03
Document Order: Supplier Name Maximum Outlay:
Maximum Payment: Minimum Payment:
Payment Method: Electronic Pay Only When Due: No
Pay Through Date: 11-SEP-03 Zero Payments Allowed: No
Bank Account Currency: USD Zero Invoices Allowed:
Payment Batch Currency: USD Pay Group: TRAVEL
Exchange Rate Type: Priority Range: Low: 99 High: 1
Exchange Rate:
-----
Original Invoices Total: 1,654.50 Number of Set Up Documents: 0
Total Discount Taken: 0.00 Number of Non Payment Documents: 0
Payment Batch Total: 1,654.50 Number of Overflow Documents: 0
Number of Negotiable Documents: 3
-----

```

End of activity.

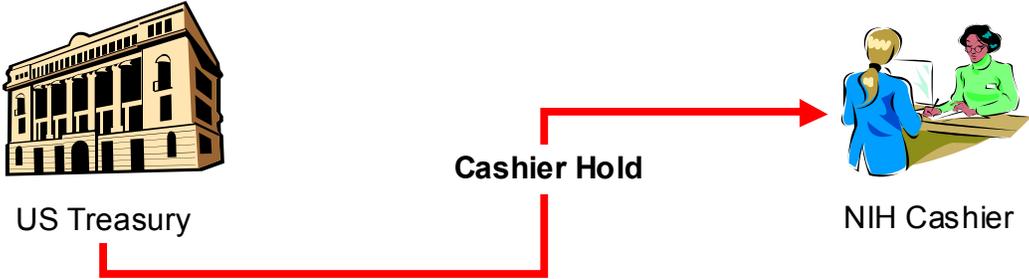
Marking Invoices for Cashier Pickup


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Marking Invoices for Cashier Pickup

- Remove the invoice from the payment batch
- Place the invoice on “Cashier Payment” hold
- Update the invoice payment method to check if possible.
- You should follow existing NIH Policy on issuing payments from the Cashier’s Office.

3. Modify Batch



US Treasury Cashier Hold NIH Cashier

Page 30

If the invoice is located in a payment batch, then you must remove the invoice from the batch and completely process the payment batch prior to applying the “Cashier Payment” hold and updating the payment method.

Invoices - Applying Holds to Invoices

Purpose

The purpose of this document is to describe how to apply manual holds to invoices. An invoice that is on hold cannot be included in a payment batch. The hold must be released prior to processing payment on that invoice.

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

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

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

1. Enter search criteria into the **Find Invoices** window.
2. Select the **Find** button.

Result: The invoices matching your search criteria are displayed.

The screenshot shows the Oracle Invoices application window titled "Invoices (NIH-OU) - TM090103216REGINV". At the top right, there are two summary fields: "Batch Control Total" with a value of 3600 and "Actual Total" with a value of 3600. Below this is a section for "NBS" with a small icon and a checked checkbox. The main part of the window is a table with the following columns: Type, Supplier, Supplier Nur, Site, Invoice Date, Invoice Num, Invoice Curr, Invoice Amount, and Payment. The first row is highlighted in blue and contains the following data: Type: Standard, Supplier: BENJAMIN, Supplier Nur: 1000142, Site: TRAVEL, Invoice Date: 05-SEP-2003, Invoice Num: TR5512, Invoice Curr: USD, Invoice Amount: 100.00, and Payment: Check. Below the table, there are several summary fields: "Amount Paid" (USD 0.00), "Holds" (0), "Status" (Validated), "Approval" (Not Required), "Distribution Total" (100.00), "Accounted" (Yes), and "Desc". At the bottom, there are several buttons: "Actions... 1", "Holds", "Payments", "Match", "Purchase Order" (with a dropdown arrow), "Scheduled Payments", "Overview", and "Distributions".

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

3. Highlight the invoice that you would like to place on hold by clicking in the line of the invoice.
4. Select the **Holds** button.

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

- In the **Hold Name** field, select a hold from the **LOV**.

Result: The **Hold Reason** field defaults.

- Save your work.
- Close the **Invoice Holds** window.

Result: The **Invoices** window is displayed. The **Holds** field should display the hold.

Invoices (NIH-OU) - TM090103216REGINV

Batch Control Total **3600**
Actual Total **3600**

NBS

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

Amount Paid: USD **0.00**

Holds: **1**
Status: **Needs Revalidation**
Approval: **Not Required**

Distribution Total: **100.00**
Accounted: **Yes**
Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

End of activity.

Invoices - Updating an Invoice Payment Method

Purpose

The purpose of this document is to describe how to change the payment method on an invoice. Note that for some invoice types, you will be unable to change the payment method after the invoice has been validated.

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 (Standard), Terms (dropdown), Pay Group (dropdown), Amounts, Dates, 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 (highlighted).

1. Enter search criteria into the **Find Invoices** window.
2. Select the **Find** button.

Result: The invoices matching your search criteria are displayed.

Invoices (NIH-OU) - TM090103216REGINV

Batch Control Total **3600**
Actual Total **3600**

NBS

Supplier	Supplier Nur	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Payment Method
BENJAMIN	1000142	TRAVEL	05-SEP-2003	TR5512	USD	100.00	Electronic

Amount Paid: USD 0.00

Holds: 1
Status: Needs Revalidation
Approval: Not Required

Distribution Total: 100.00
Accounted: Yes
Desc:

Actions... 1 Hglds Payments Match Purchase Order

Scheduled Payments Overview Distributions

- Place your cursor in the line of the invoice for which you want to change the payment method.
- In the **Payment Method** field, use the **LOV** to select the desired payment method.

Note: You may only update this field for invoices that are not paid or selected for a payment batch.

Result: The payment method is updated.

Invoices (NIH-OU) - TM090103216REGINV

Batch Control Total **3600**
Actual Total **3600**

NBS

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

Amount Paid: USD **0.00**

Holds: **1**
Status: **Needs Revalidation**
Approval: **Not Required**

Distribution Total: **100.00**
Accounted: **Yes**
Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

5. Save your work.

End of activity.

Format Treasury Payment Batches

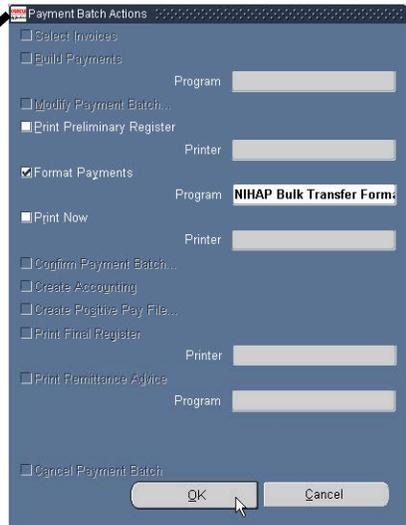
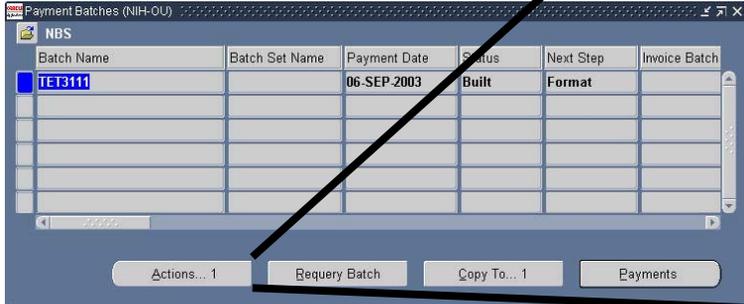


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Format Treasury Payment Batches

- Payment batches should be formatted only when the payment batch contents have been **reviewed and finalized**
- Once this step is complete, the payment batch will be placed on the on the server
- **No changes are allowed to the payment batch after formatting**

4. Format Batch



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In this step, you are:

- Formatting the payment batch file for Treasury to process
- Placing the payment batch on the server to be transmitted to Treasury

Note: If you attempt to format a payment batch that contains zero negotiable payments, the format process will end in error. You should cancel the batch if this occurs.

Important!!!!

If the payment batch should be modified after it has been formatted, the payment batch must be cancelled and you must inform NMC and Treasury so that they can take necessary action to ensure that the payment batch is not processed.

An email must be sent immediately to Saeed Latifian (NMC) with a copy going to Robert Miller (Treasury). It must include the Payment Batch name, # of payments included, and the batch generation date. If this is not done before the batch is forwarded to Treasury, then Certifying

Officer must not certify batch when a confirmation is sent back to the Certifying Officer from Treasury.

Payments - Formatting a Payment Batch

Purpose

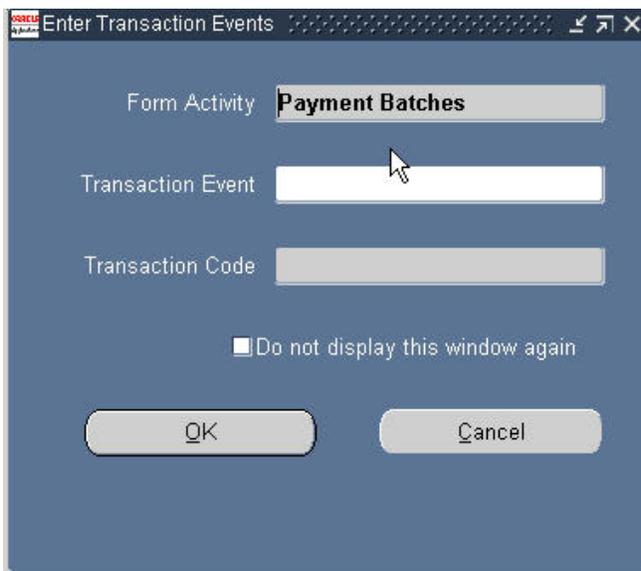
Formatting a payment batch creates the payment batch file and places that file on the server for the US Treasury to pick up for processing. Once a payment batch is formatted, it cannot be modified. If changes are required to a formatted payment, it must be cancelled and CIT and Treasury contacted immediately.

Prior Activity

Before completing this activity, the payment batch must have been created and built. Refer to *Create, Build and Select a Payment Batch [NAV1009A]*

Note: If the payment batch window displays the batch you want to format, then skip Steps #1-7.

NIH Payables User
N > Payments > Entry > Payment Batches
Enter Transaction Events

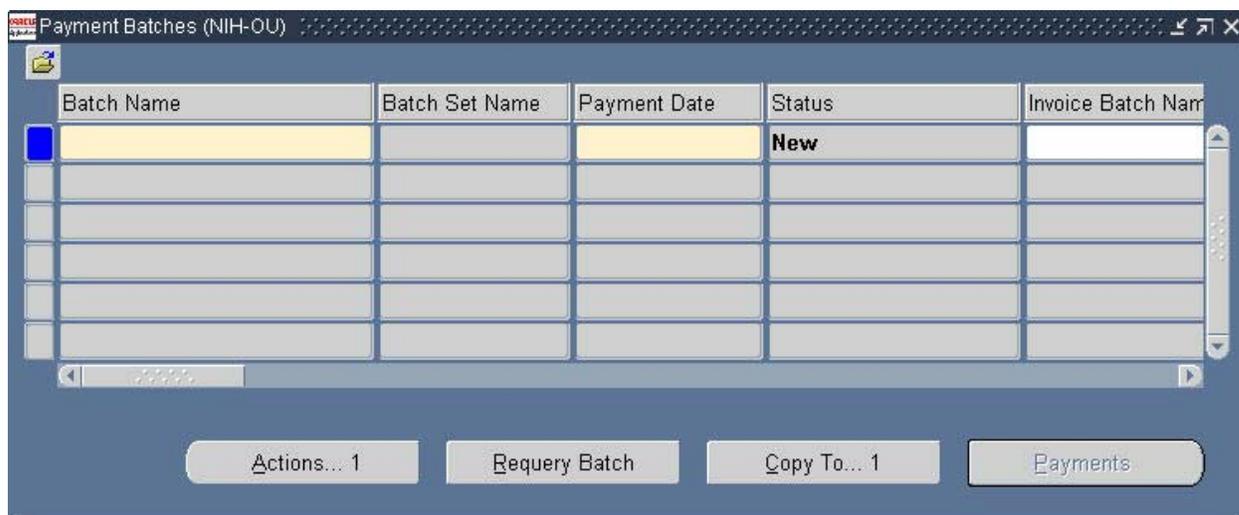


1. Close the **Enter Transaction Events** window by clicking on the **X** in the upper right corner.

Result: A caution window is displayed.

2. Select the **OK** button.

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



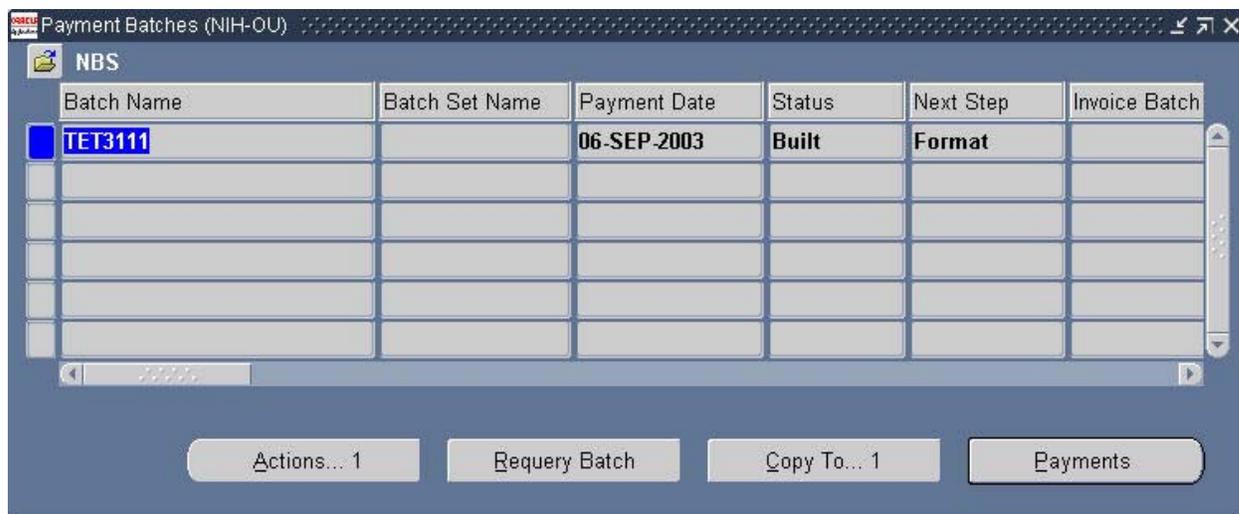
3. Press the **F11** key to enter query mode.

Result: The fields turn blue.

4. Enter the search criteria to locate the batch, such as the batch name.

5. Press the **Ctrl + F11** keys

Result: The batches meeting the search criteria are displayed.

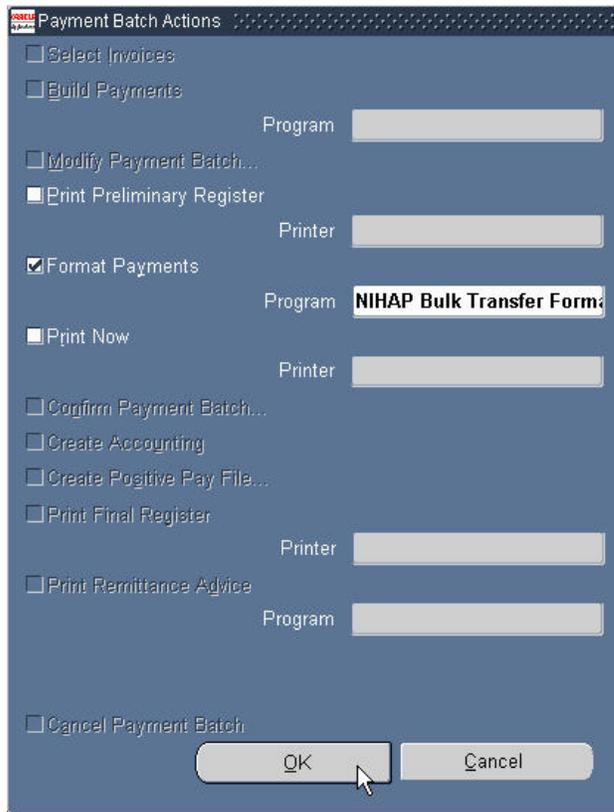


7. Highlight the batch(s) to be formatted.

Note: The **Status** of the batch must be "Built". Also, the number of payments in the batch must be one or greater.

8. Select the **Actions...** button.

Result: The **Payment Batches Action** window is displayed.



9. Confirm that the **Format Payments** check box is enabled.
10. Select the **OK** button.

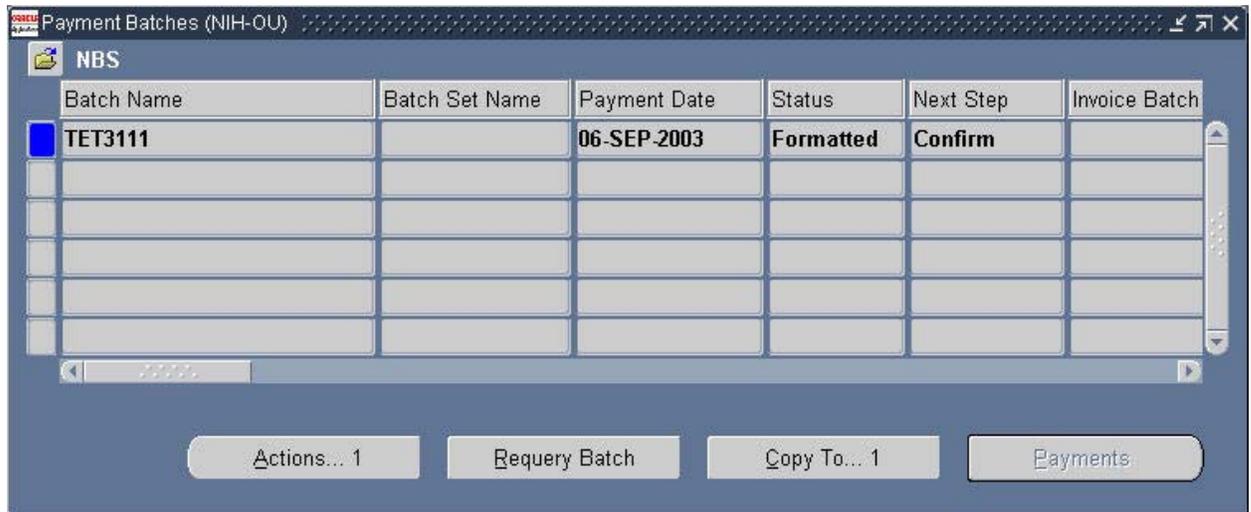
Result: A message box is displayed that asks if you want to perform AP/AR Netting.



11. Select **No**.

Result: The concurrent request is submitted and a message box is displayed with the request ID number.

12. Select the **Requery Batch** button to review the batch status and next step.



13. Review the **Next Step** field to ensure that there were no errors during formatting.

If there were formatting errors, goto task# 14. Otherwise, end of activity.

14. Contact the NIH Help Desk.

End of activity.

Confirming Treasury Payment Batches

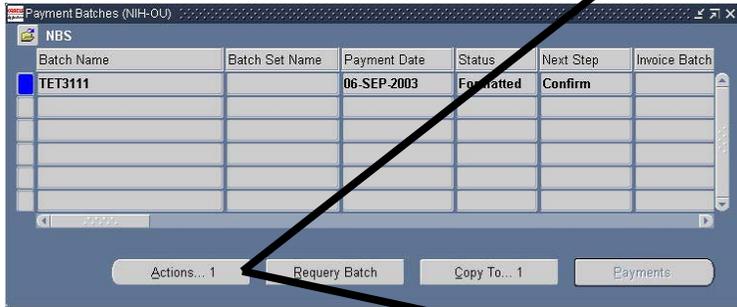


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Confirming Treasury Payment Batches

- Before you confirm a check payment batch, write down the value in the **Negotiable Payments** field in the Payment Batch window
- You will be asked to enter range of payment documents

5. Confirm Batch



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Confirming Treasury Payment Batches updates the AP Invoice information to indicate:

- The amount paid on the invoice
- The payment date
- The payment document number

In addition, confirming the payment batch releases the payment document type to be used on future payment batches. If this step is not completed, the new payment batches cannot be created using that document type.

This step should not be confused with the Treasury certification step that is required in the ECS.

Payments - Confirming a Payment Batch

Purpose

The purpose of this document is to describe how to confirm a payment batch in Accounts Payable. Confirming is the final step in processing a payment batch. This step updates the payment history of invoices paid in a payment batch, associates payment document numbers with the invoices and invoice payments, and releases the payment document for use on future batches. Also, the accounts payable period cannot be closed until all payment batches in progress are completed.

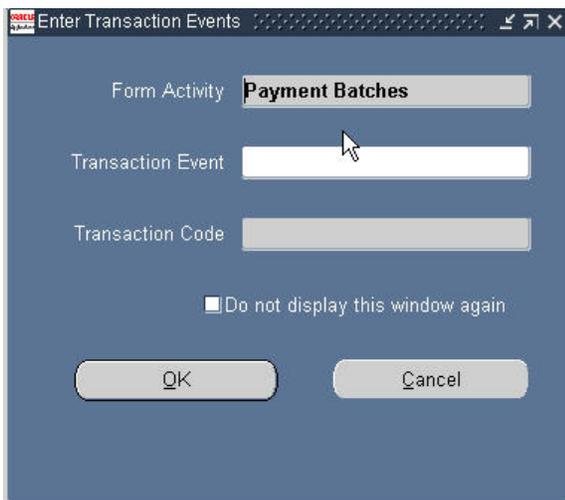
Prior Activity

Before completing this activity, the payment batch must have a status of **Formatted**, and the Next Step field must display **Confirm**.

In addition, for check payment batches you will be required to enter the payment document range. Before starting the confirmation process, write down the starting payment document number and number of negotiable payments in the batch.

Note: If the **Payment Batch** screen has not been closed after formatting the payment batch, the user may skip steps 1 - 7.

NIH Payables User
N > Payments > Entry > Payment Batches
Enter Transaction Events

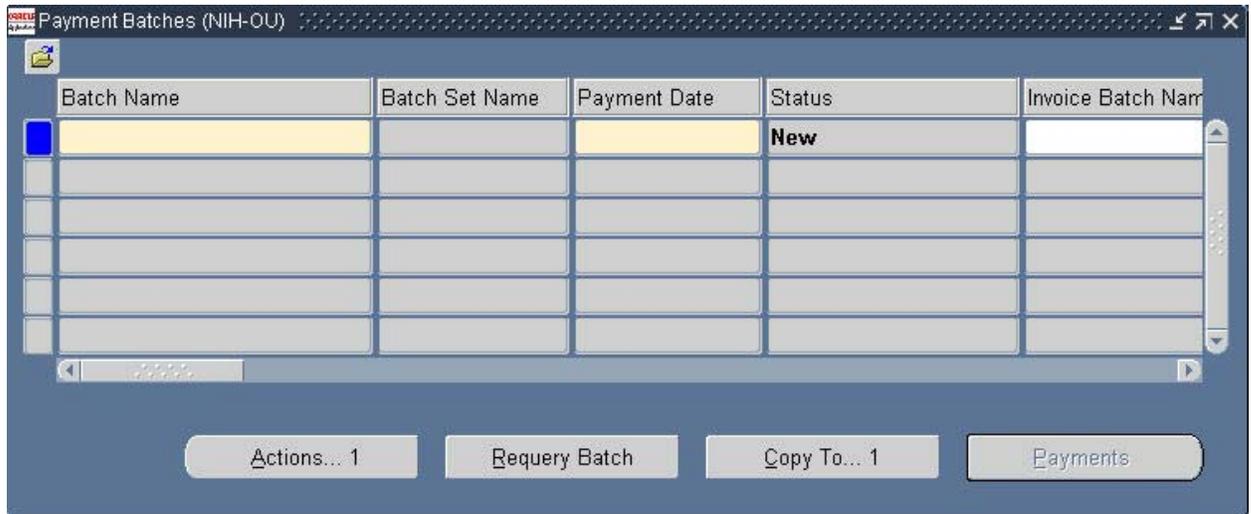


1. Close the **Enter Transaction Events** window

Result: An error message is displayed.

2. Select the **OK** button.

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

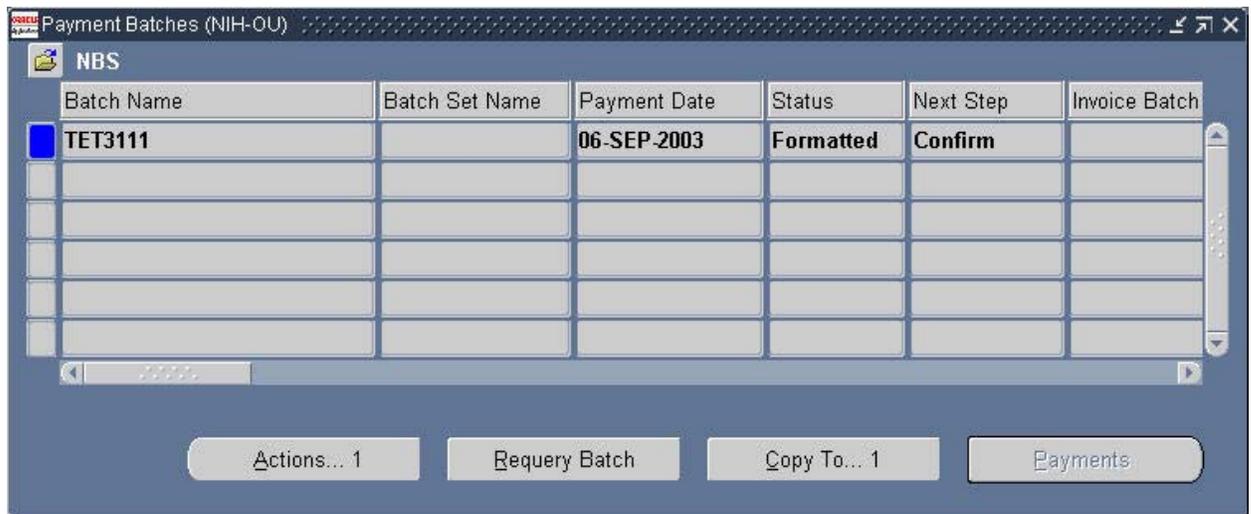


3. Press the **F11** key to enter query mode.

Result: The fields turn blue.

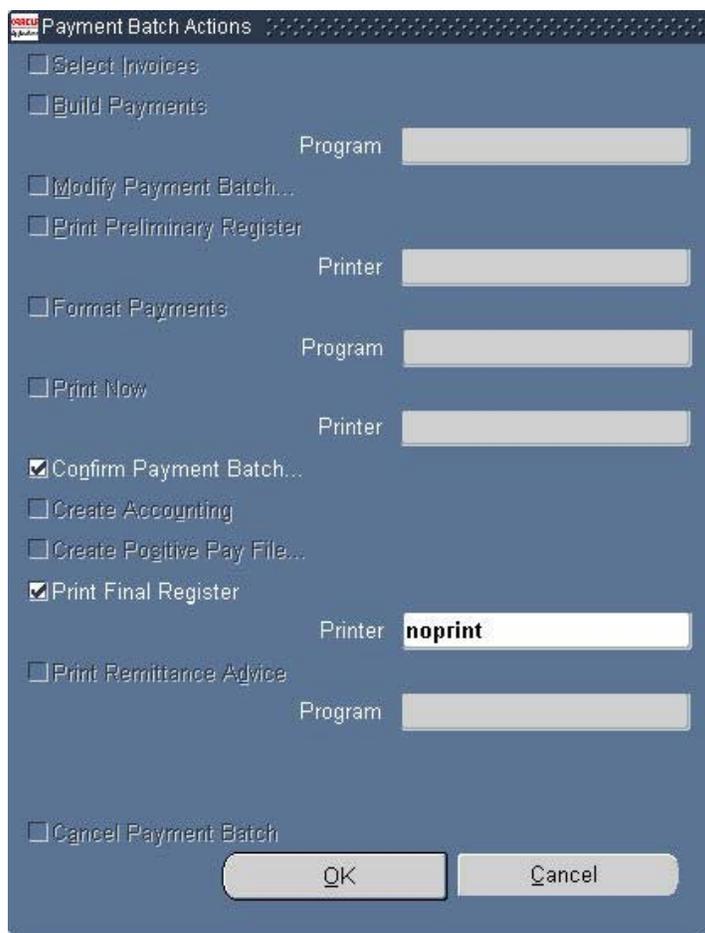
4. Enter the search criteria to locate the batch, such as the batch name.
5. Press the **Ctrl + F11** keys

Result: The batches meeting the search criteria are displayed.



7. Highlight the batch(es) to be confirmed by placing your cursor in the lines of the batch.
8. Select the **Actions...1** button.

Result: The **Payment Batches Action** window is displayed.



9. Confirm that the **Confirm Payment Batch** and the **Print Final Register** checkboxes are enabled.
10. Tab to the **Printer** field and select the appropriate printer from the **LOV**.

Example: Below is an example of a completed **Payment Batch Actions** window.



12. Select the **OK** button.

If you are confirming a check payment batch, goto task #13. Otherwise, goto task #15.

13. In the **Status** field, select **Printed** from the **LOV**.

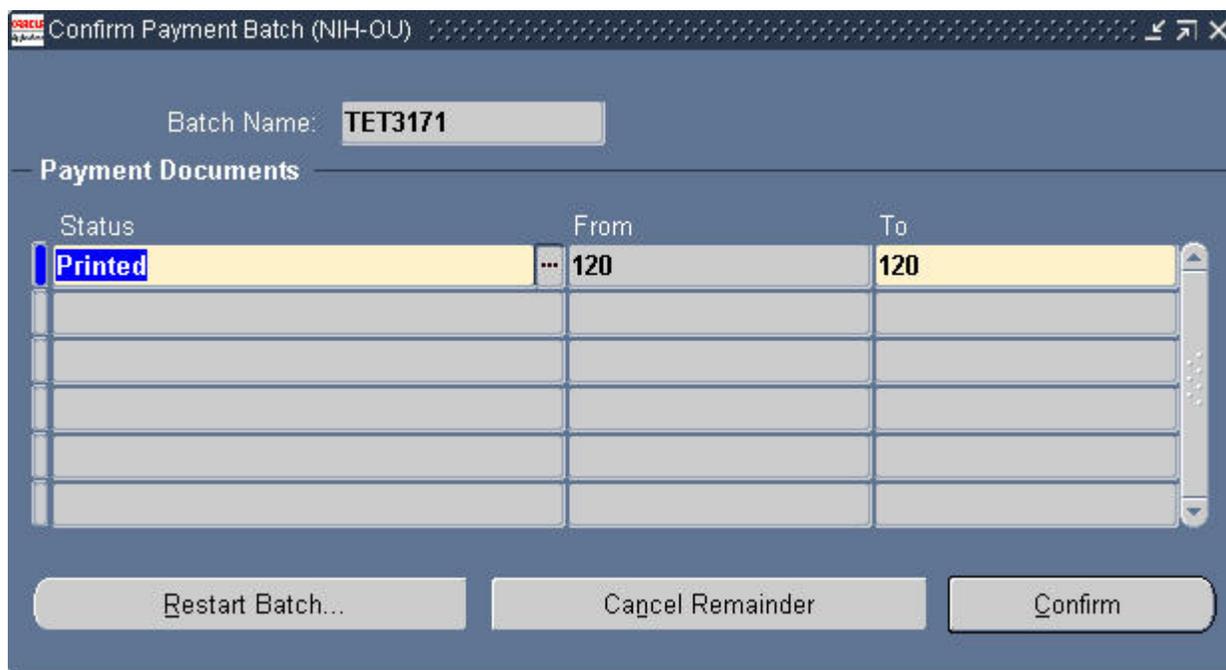
14. In the **To** field, enter the final check number.

Hint: To calculate the final check number, add the beginning check number to the number of negotiated payments in the batch and subtract 1.

Goto task #16.

15. Review the information displayed.

Example: The **Confirm Payment Batch** window is displayed.



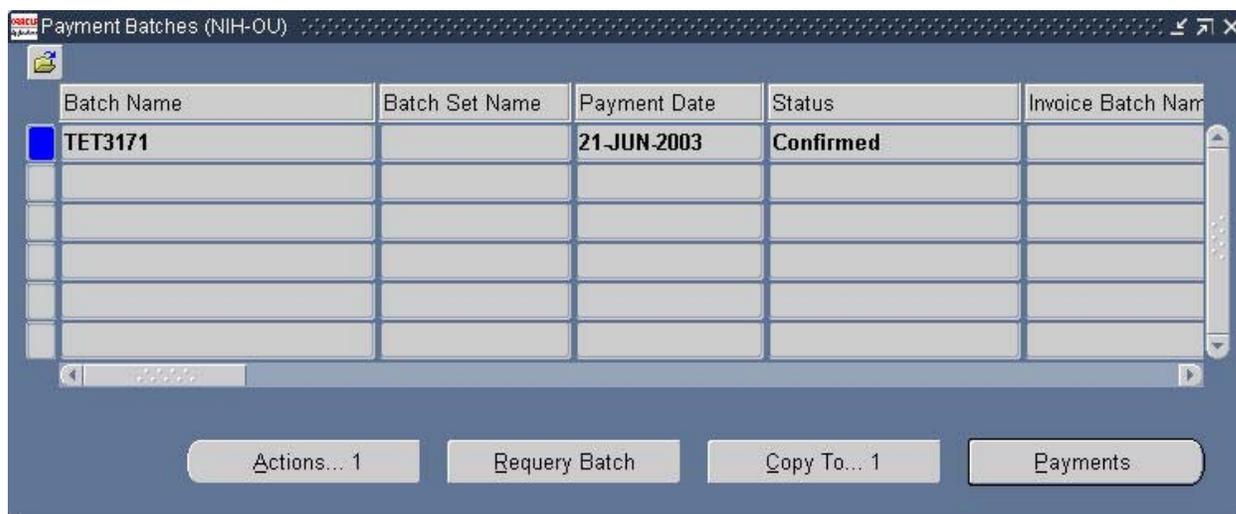
16. Select the **Confirm** button.

Result: A message box is displayed that provides the request ID.

17. Select the **OK** button.

18. Select the **Requery Batch** button to confirm that the **Status** is **Confirmed**.

Result: The **Status** field displays **Confirmed**.



End of activity.

Final Payment Register

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Final Payment Register

- The final payment register report displays all payments included in a payment batch
- The report should be
 - Printed
 - Provided to the Certifying Officer for review **prior to ECS certification**
 - Filed

Final Payment Register

NATIONAL INSTITUTES OF HEALTH

September 3, 2003 16:34

Name: TET3241 Bank Account: MAIN DISBURSEMENT

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The final payment register must be used as support by the Certifying Officer when certifying the payment batches in the ECS.

Practice Lab



Practice Lab

Lab Time



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Complete Lab 2: Processing Payment Batches to Treasury

Certifying Treasury Payment Batches in ECS



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Certifying Treasury Payment Batches in ECS

- The Certifying Officer should match the Treasury confirmation information with the Final Register Report **before** certifying the batch in the ECS.
- Unless this certification is completed in the ECS, Treasury will not process the payment batch.

NIH Certifying Officer
Certifies Payment
Batch

Certify Payment
Batches in ECS



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NMC will continue to provide the OFM Travel Office with the treasury confirmation number, which is required for ECS confirmation. This code will be available to NMC when the payment batch has been formatted.

Note: We recommend that before certifying the batch in the ECS, the certifying officer should confirm that the batch was fully processed in the NBS and that the totals match through the Final Payment Register report.

Canceling a Payment Batch



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Canceling a Payment Batch

- You may cancel a payment batch **prior to completing the formatting stage**
 - Includes payment batches in the built stage or those that completed in error during formatting
 - You should cancel a payment batch if **zero** invoices were selected for payment.
- **Canceling a payment batch**
 - Releases the invoices in the batch, marking the invoices as available for future payment batches
 - Releases the payment document, allowing the document to be used on another payment batch
- **The status of the payment batch will change to “Cancelled”**



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Important!!!!

If the payment batch should be cancelled after it has been formatted, the payment batch must be cancelled and you must inform NMC and Treasury so that they can take necessary action to ensure that the payment batch is not processed.

An email must be sent immediately to Saeed Latifian (NMC) with a copy going to Robert Miller (Treasury). It must include the Payment Batch name, # of payments included, and the batch generation date. If this is not done before the batch is forwarded to Treasury, then Certifying Officer must not certify batch when a confirmation is sent back to the Certifying Officer from Treasury.

Payments - Canceling a Payment Batch

Purpose

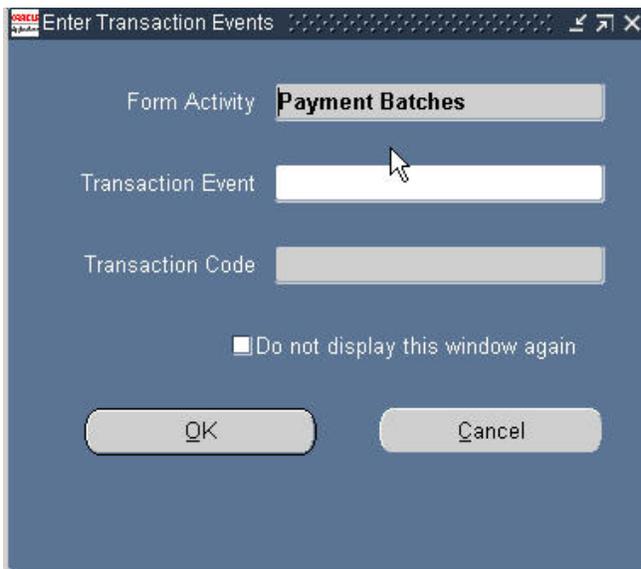
Canceling a payment batch cancels the existing the payment batch file, releases the document number for use on other batches, and releases the invoices contained in the file to be picked up in other batches.

This action can be taken for a payment batch up to the point that the batch has been successfully formatted.

Important: If the payment batch should be modified after it has been formatted, the payment batch must be cancelled and you must inform CIT and Treasury so that they can take necessary action to ensure that the payment batch is not processed.

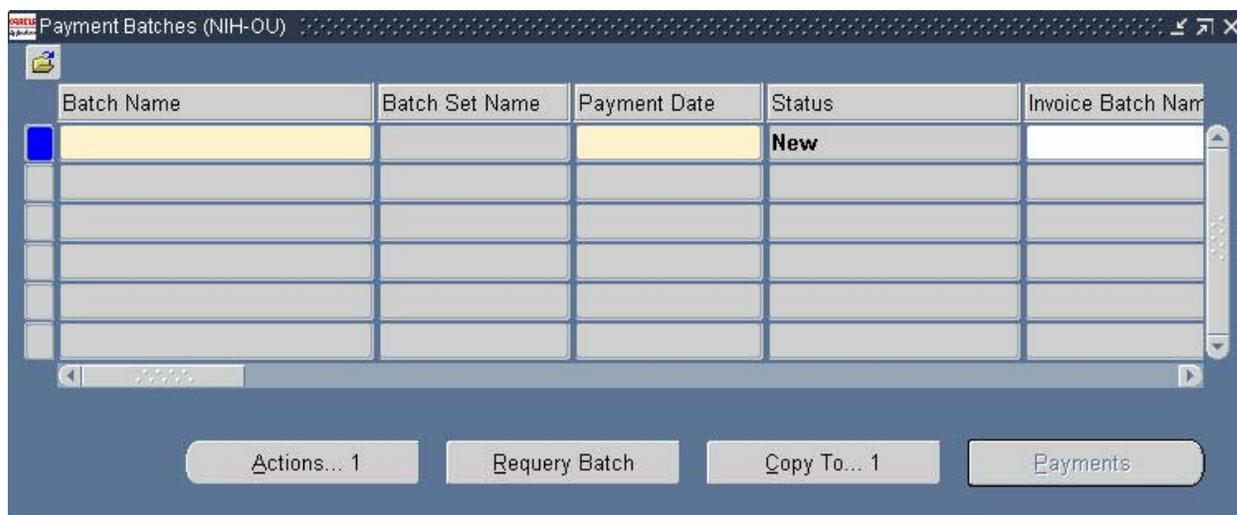
An email must be sent immediately to Saeed Latifian (CIT) with a copy going to Robert Miller (Treasury). It must include the Payment Batch name, # of payments included, and the batch generation date. If this is not done before the batch is forwarded to Treasury, then Certifying Officer must not certify batch when a confirmation is sent back to the Certifying Officer from Treasury.

NIH Payables User
N > Payments > Entry > Payment Batches
Enter Transaction Events



1. Close the **Enter Transaction Events** window.
2. Click **OK**.

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



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

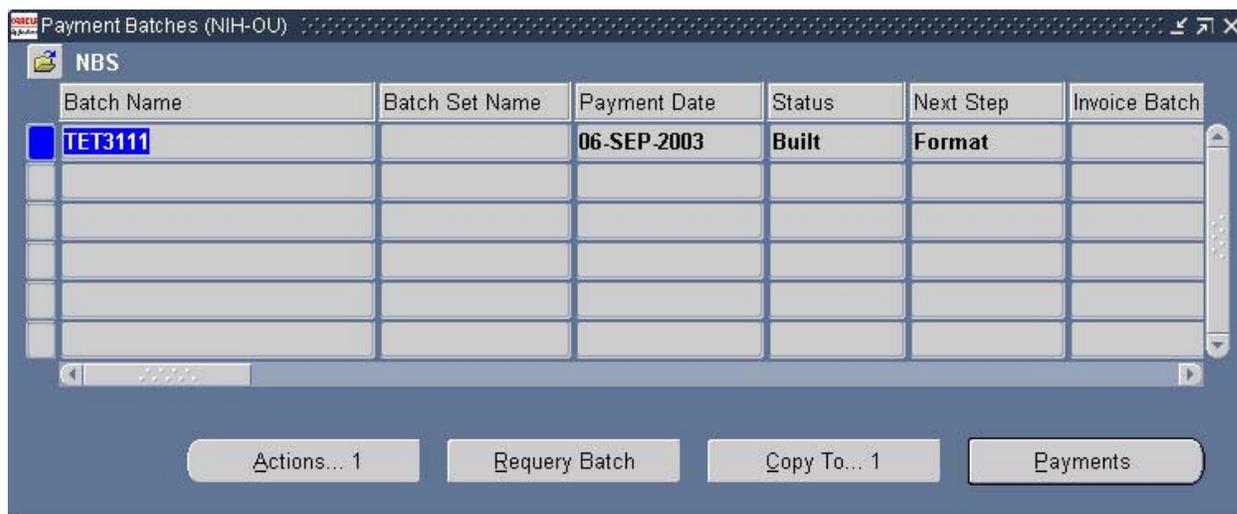
Note: The fields will turn blue.

6. Enter search criteria for the payment batch.

Note: The payment batch name can be entered using wild card characters in the **Batch Name** field.

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

Result: The batches meeting the search criteria are displayed.



8. Highlight the batch(s) to be cancelled.

Note: The **Status** of the file cannot be **Formatted** or **Confirmed**.

9. Select the **Actions...** button.

Result: The **Payment Batches Action** window is displayed.

The screenshot shows the 'Payment Batch Actions' dialog box. The title bar reads 'Payment Batch Actions'. The dialog contains the following options and fields:

- Select Invoices
- Build Payments
- Program
- Modify Payment Batch...
- Print Preliminary Register
- Printer
- Format Payments
- Program **NIHAP Bulk Transfer Form**
- Print Now
- Printer
- Confirm Payment Batch...
- Create Accounting
- Create Positive Pay File...
- Print Final Register
- Printer
- Print Remittance Advice
- Program
- Cancel Payment Batch

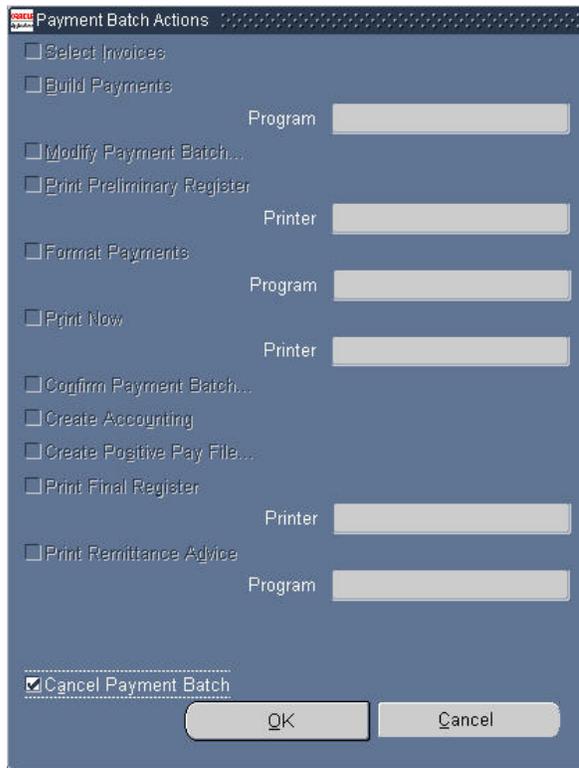
At the bottom of the dialog are two buttons: 'OK' and 'Cancel'. A mouse cursor is pointing at the 'OK' button.

10. Deselect any boxes that are enabled.

Result: The **Cancel Payment Batch** option will be available.

11. Enable the **Cancel Payment Batch** box.

Example:



12. Select the **OK** button.

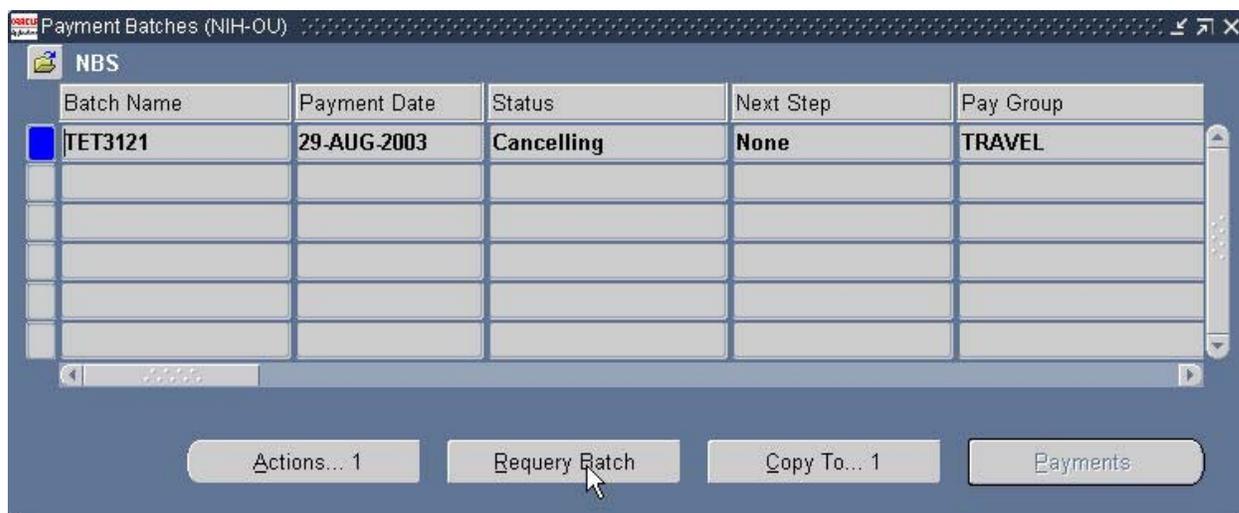
Result: A message box is displayed indicates you must requery the batch.



13. Select **OK**.

14. Select the **Requery Batch** button to review the batch status.

Result: The **Status** field displays the Cancelled status.



End of activity.

Confirming Treasury Payment Batches in Fed Admin



Confirming Treasury Payment Batches in Fed Admin

- The following day, the OFM General Ledger Branch will receive the GOALS report for the payment batches paid by Treasury the day before.
- The General Ledger Branch will confirm the payment batch in the Fed Admin module.

OFM General Ledger Branch Confirm Treasury Payment Batches

Review Goals Report

↓

Confirm Batch in Fed Admin

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Processing Returned Treasury Payments



Processing Returned Treasury Payments

After this lesson you should know how to:

- Process travel-related payments to Treasury

→ Process returned and voided Treasury payments

Roles and Responsibilities



Roles and Responsibilities

NIH Payables User

- ✓ Void the payment in Accounts Payable, entering the void schedule number
- ✓ Take appropriate action required to resolve the return
- ✓ Update the invoice information, if necessary
- ✓ Release the hold on the invoice once the problem has been resolved

OFM General Ledger Branch

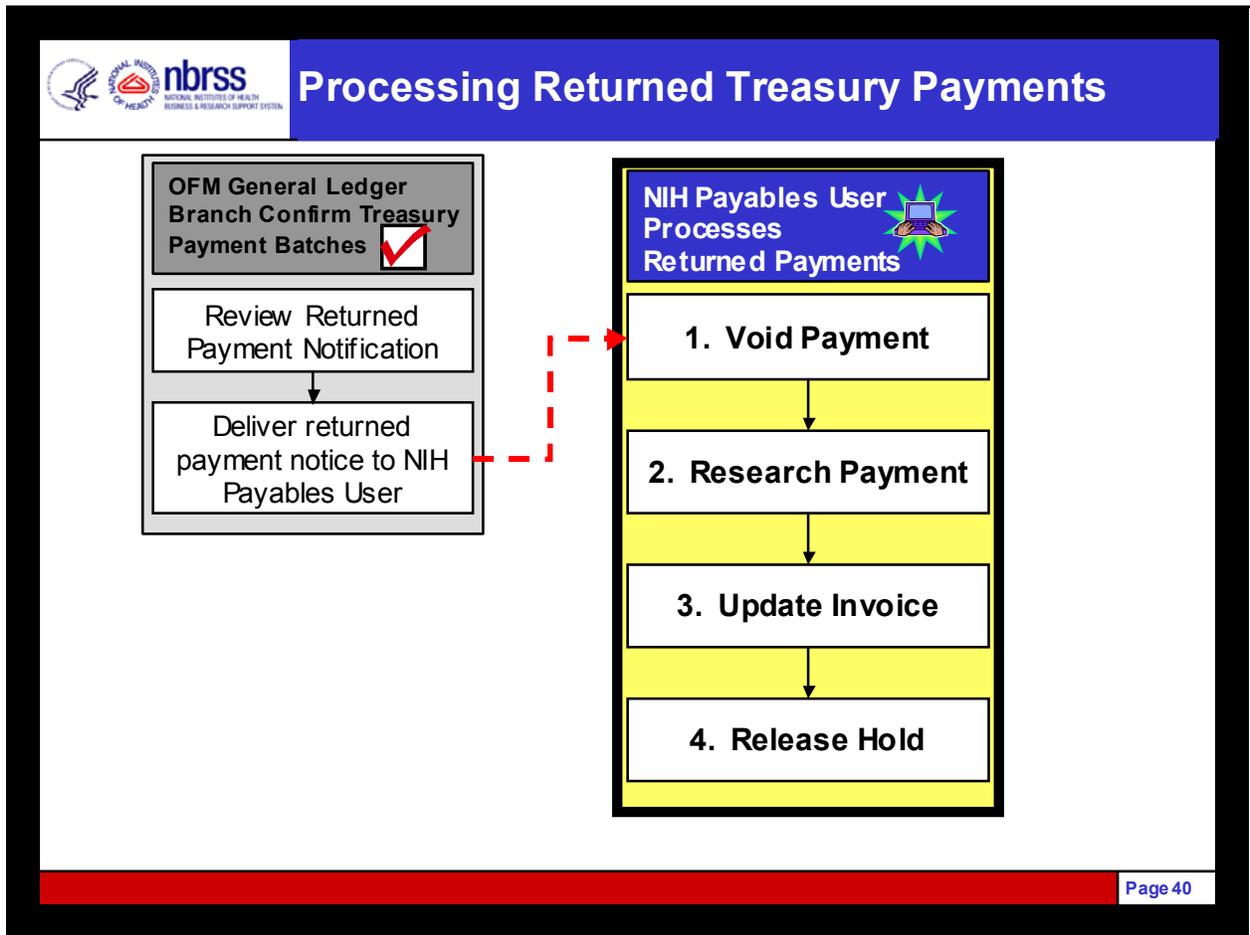
- ✓ Inform the NIH Payables User of the payments that have been returned and provide a return schedule number

OFM Government Accounting Branch

- ✓ Update the supplier address or bank information as requested from Traveler

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Option 3: Oracle Extension



Alternatively, the traveler may contact the OFM Travel Office if the payment was not received within the expected timeframe. In this case, OFM would check the NBS to ensure that the payment was processed. If so, OFM may request a check tracer be placed on the payment. In the event that the check tracer indicates that the payment was returned to Treasury, you should follow the same process as when the General Ledger Branch provided you with a copy of the returned payment notifications.

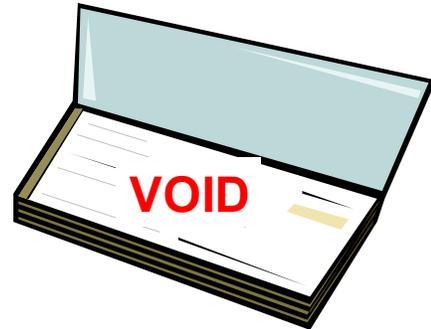
Voiding a Payment



Voiding a Payment

- Upon receipt of a returned payment notification from GL Branch or confirmation from the check tracer process, you must void the payment in Accounts Payable
- The GL Branch should provide you with a return schedule number to enter on the payment.

1. Void Payment



Voiding a Payment



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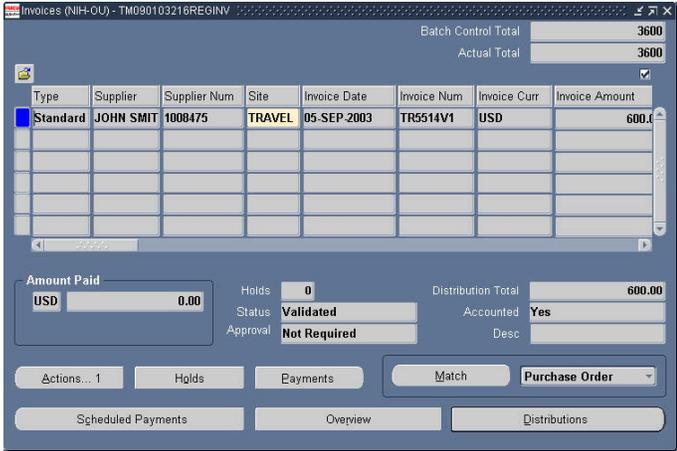
Voiding a Payment

When voiding the payment, the system allows you to choose one of three options for the invoice:

1. Place the invoice on **hold**
2. **Cancel** the invoice
3. **None**

If voiding a payment due to a returned payment, you should place the invoice on **Hold**.

1. Void Payment



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When an invoice is being voided due to a banking or address error, we suggest that you place the invoice **On Hold** to allow for time to research the reason for the error.

The hold name selected may be

- Bank Research
- Invoice Research
- Address Research

Payments - Voiding a Payment

Purpose

The purpose of this document is to describe how to void a payment in Accounts Payable from the Invoice Workbench.

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

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

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

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

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

Note: Use the invoice number if available.

2. Select the **Find** button.

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

Batch Control Total
Actual Total

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

Amount Paid: USD Holds: Distribution Total:
 Status: Accounted:
 Approval: Desc:

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

3. Ensure that the invoice is accounted by looking at the **Accounted** field.

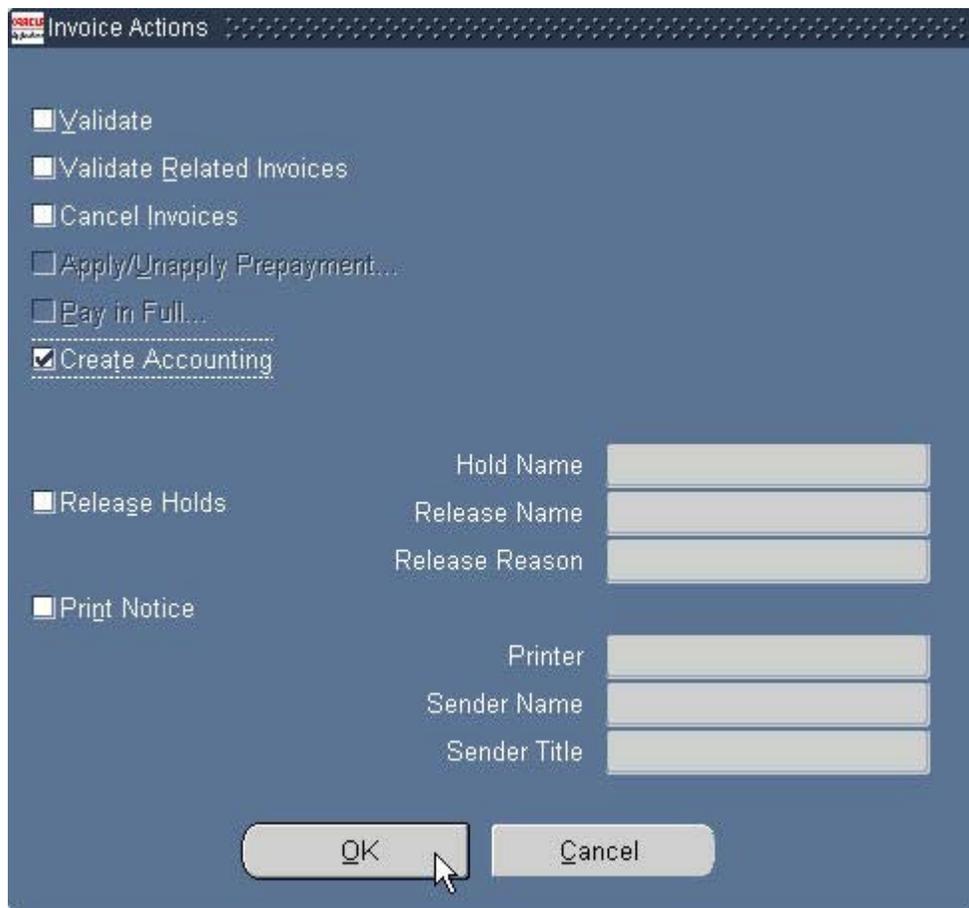
If the Accounted field displays "Yes", goto task #7. Otherwise, goto task #4.

4. Select the **Actions** button.

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

5. Enable the **Create Accounting** checkbox.

Example: Below is a sample enabled Create Accounting checkbox.



6. Select the **OK** button.
7. Select the **Payments** button.

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

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

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

Discount Taken

8. Select the **Payment Overview** button.

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

Payment Overview (NIH-OU)

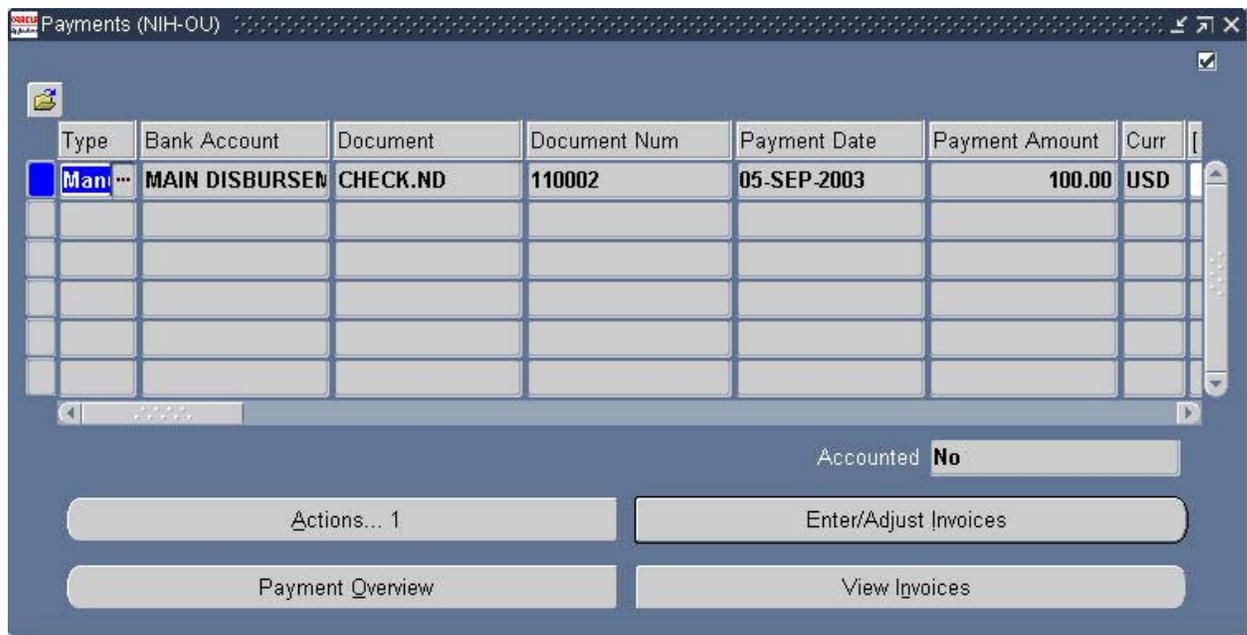
Number	<input type="text" value="110002"/>	Supplier	
Currency	<input type="text" value="USD"/>	Name	<input type="text" value="BENJAMIN SMITH:999999812"/>
Amount	<input type="text" value="100.00"/>	Taxpayer ID	<input type="text" value="999999999"/>
Date	<input type="text" value="05-SEP-2003"/>	Number	<input type="text" value="1000142"/>
Batch	<input type="text"/>	Site	<input type="text" value="TRAVEL"/>
Voucher	<input type="text"/>	Address	
Status	<input type="text" value="Negotiable"/>	<input type="text" value="25125 SILVER CREST DR LAYTONSVILLE, MD"/>	
Cleared Amount	<input type="text"/>	Bank	
Cleared Date	<input type="text"/>	Name	<input type="text" value="TREAS PHIL FIN CTR/FUNDS TRANS"/>
Void Date	<input type="text"/>	Account	<input type="text" value="MAIN DISBURSEMENT"/>
Maturity Date	<input type="text"/>	Payment Document	<input type="text" value="CHECK.ND"/>
		Payment Method	<input type="text" value="Check"/>

Invoices

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

9. Select the **Payments** button.

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



If the **Accounted** field contains "NO", goto task #10. Otherwise, goto task #13.

10. Select the **Actions** button.

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

Payment Actions

Format Program

Print Now Printer

Create Accounting

Print Remittance Advice

 Program

Reissue

 Payment Date

 Payment Rate

 New Check Num

 Voucher Num

Initiate Stop

 Date

Void

 Date

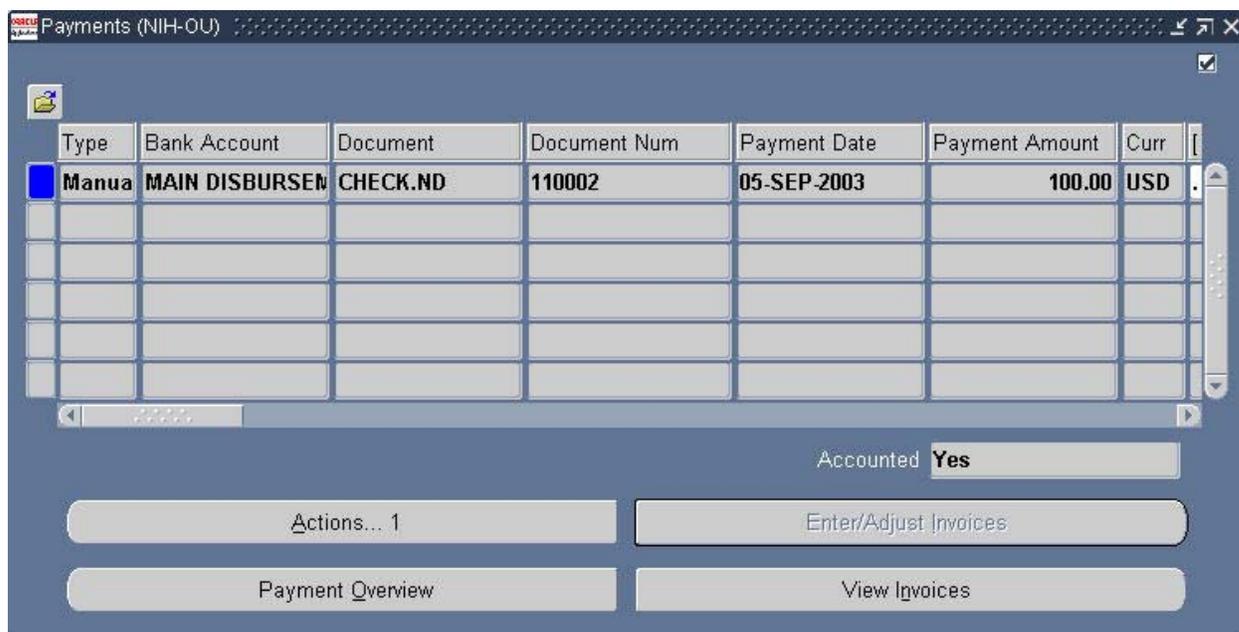
 GL Date

 Invoice Action **None** ▼

11. Enable the **Create Accounting** checkbox.

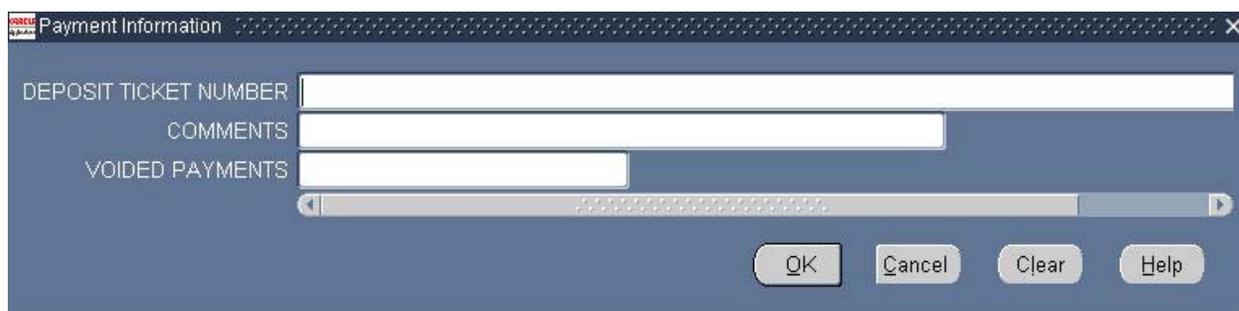
12. Select the **OK** button.

Result: The **Payment** window is displayed and the **Accounted** field displays "Yes"



13. Use the horizontal scroll bar to locate the **Flexfield []** and place your cursor in the field.

Result: The **Payment Information** flexfield is displayed.



14. Enter the return schedule number into the **Voided Payments** field.

15. Select the **OK** button.

Result: The **Payment Information** flexfield closes.

16. Select the **Actions...** button.

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

17. Enable the check box **Void**.

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

18. In the **Invoice Action** field, select the appropriate value from the drop down menu.

If you selected Hold, goto task #19. Otherwise, goto task #21.

19. Select **Void Payment** from the **LOV** in the **Name** field.

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

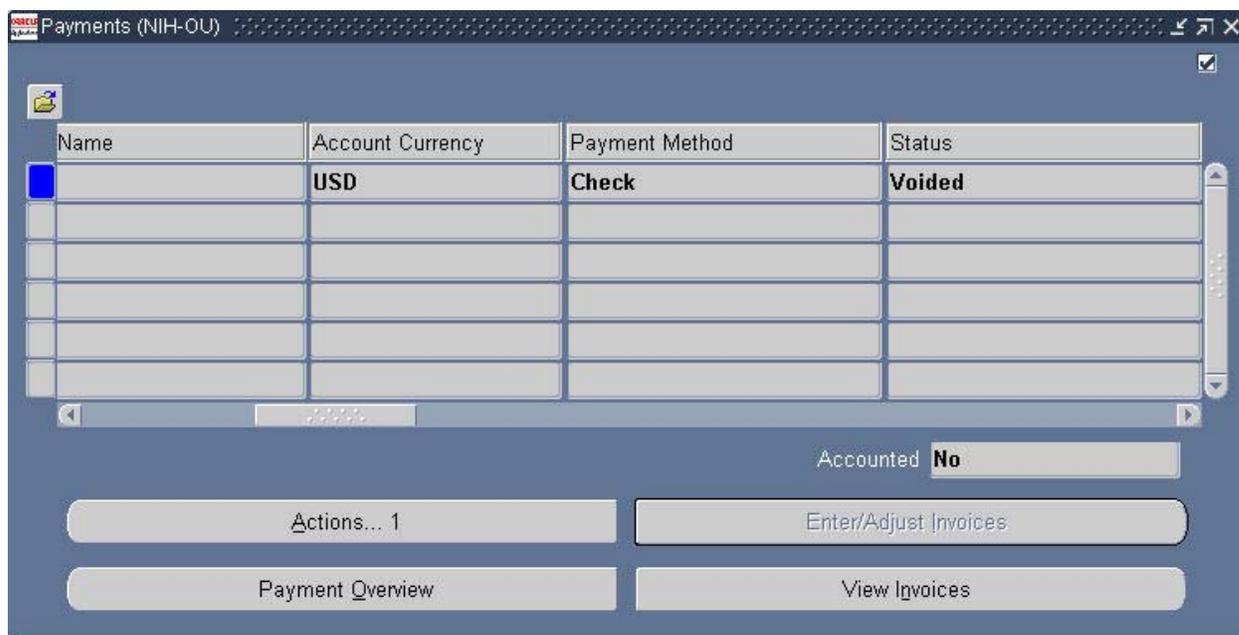
Oracle System Hold (NIH-OU)

Name VOID PAYMENT

Reason VOID PAYMENT HOLD

Hold Cancel

20. Select the **Hold** button.



23. Select the **Actions** button.

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

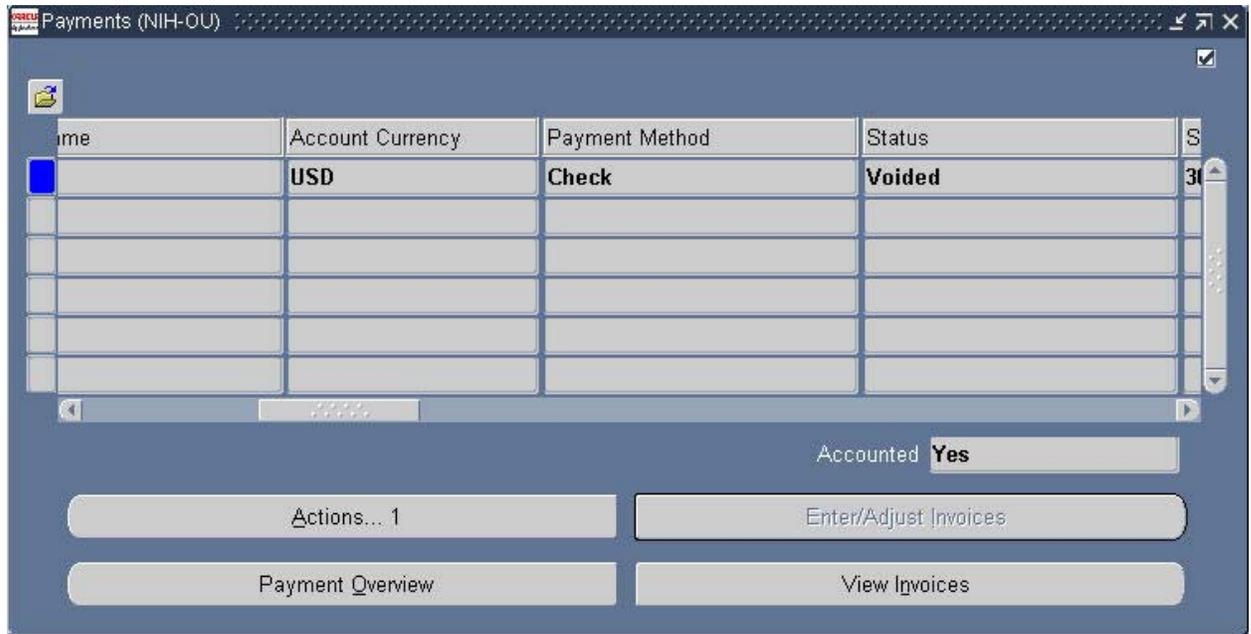
The screenshot shows a 'Payment Actions' dialog box with the following elements:

- Format Program []
- Print Now Printer []
- Create Accounting
- Print Remittance Advice Program []
- Reissue
 - Payment Date []
 - Payment Rate []
 - New Check Num []
 - Voucher Num []
- Initiate Stop Date []
- Void
 - Date []
 - GL Date []
 - Invoice Action: **None** [v]

Buttons: **OK** **Cancel**

24. Enable the **Create Accounting** checkbox.

Example: Below is a sample enabled **Create Accounting** checkbox.



End of activity.

Researching Return Reason



Researching Return Reason

- The Travel Office should work with the traveler or travel planner to determine the corrective action needed and communicate with the appropriate individuals
- You may search for the supplier's address and bank information in the NBS (Refer to the Supplier Inquiry Section of this Student Guide)

2. Research Payment



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Changes to Traveler Bank Information

If an update is needed to the bank information, the traveler should update the information at the source.

Changes to Traveler Address Information

If an update is needed to the individual's address, then the travel planner should request the update be made in the appropriate source system: NED, HRDB, or the NBS.

Changes to Sponsor Bank and Address Information

In the event that a sponsor payment was made to the incorrect bank or address information, update requests should be submitted to the Government Accounting department according to department policy. Address updates should be submitted via the Govt Acctg mailbox. Bank Information updates should be submitted via the Miscellaneous Vendor ACH Request Form.

Updating the Invoice Information



Updating the Invoice Information

- Once the updates have been made to the bank or address information, you must update the invoice accordingly.
- We suggest that you confirm the changes with the supplier record prior to moving to the next step (See Supplier Inquiry)

3. Update Invoice



Problem Resolved

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Updating the Address Information on the Invoice

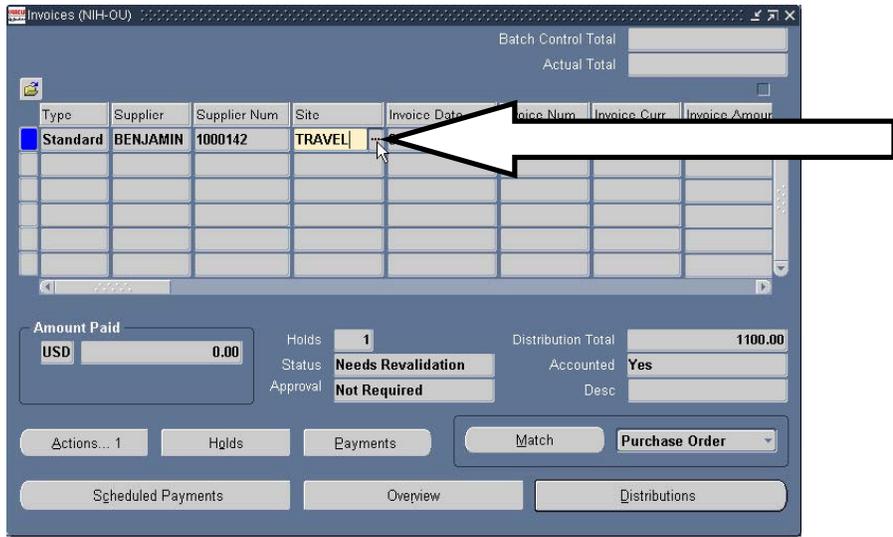


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Updating the Address Information on the Invoice

➤ The Supplier *address* information can be updated by selecting the **LOV** on the **Supplier Site** field.

3. Update Invoice



Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	BENJAMIN	1000142	TRAVEL				

Amount Paid: USD 0.00 Holds: 1 Distribution Total: 1100.00
Status: Needs Revalidation Accounted: Yes
Approval: Not Required Desc:

Actions... 1 Hlds Payments Match Purchase Order

Scheduled Payments Overview Distributions

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Note: The value in the **Site** field may not change depending upon how the updates were made to the address by Government Accounting. However, you will be able to validate the supplier's address within the Supplier table and on the Preliminary Payment Register Report.

Updating the Bank Information on the Invoice



Updating the Bank Information on the Invoice

- The Supplier *bank account* information can be updated by selecting the **Scheduled Payments** button on the **Invoices** window.

3. Update Invoice

Hold	Due Date	Gross Amount	Payment Priority	Payment Method	Name	Number
<input type="checkbox"/>	12-SEP-2003	1425.00	50	Electronic	2226669999	1111111111
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Invoices - Updating Banking Information on an Invoice

Purpose

The purpose of this document is to describe how to update the banking information on an AP Invoice in the event that changes were made to the information after the AP Invoice was created.

NIH Payables User
N > Invoices > Entry > Invoices
Invoices

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

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

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

1. Enter search criteria into the **Find Invoices** window.
2. Select the **Find** button.

Result: The invoices matching your search criteria are displayed.

The screenshot shows a software window titled "Invoices (NIH-OU)". At the top right, there are two input fields: "Batch Control Total" and "Actual Total". Below these is a table with the following columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amount. The first three rows of the table are highlighted in yellow. Below the table, there are several summary fields: "Amount Paid" (USD 0.00), "Holds" (1), "Status" (Never Validated), "Approval" (Not Required), "Distribution Total" (1425.00), "Accounted" (No), and "Desc". At the bottom, there are several buttons: "Actions... 1", "Holds", "Payments", "Match", "Purchase Order" (dropdown), "Scheduled Payments", "Overview", and "Distributions".

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	JULIE K BR	1036798	TRAVEL	12-SEP-2003	TR473V1	USD	1425.0
Standard	JULIE K BR	1036798	TRAVEL	12-SEP-2003	TR1458	USD	50.1
Standard	JULIE K BR	1036798	TRAVEL	07-OCT-2003	TR99991V1	USD	1000.0

Amount Paid: USD 0.00
Holds: 1
Status: Never Validated
Approval: Not Required
Distribution Total: 1425.00
Accounted: No
Desc:

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

3. Highlight the invoice on which you would like to update the payment information by placing your cursor in the line of the invoice.
4. Select the **Scheduled Payments** button.

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

Scheduled Payments (NIH-OU) - TR473V1, JULIE K BROWN:0011378133

Payment Currency **USD** Invoice Amount **1425.00**
 Amount Paid **0.00** Gross Amount Total **1425.00**

Due Date Second Discount Third Discount Remit-To Bank Account

Hold	Due Date	Payment Priority Gross Amount	Payment Method	Discount Date	Discount Amount
<input type="checkbox"/>	12-SEP-2003	1425.00 50	Electronic		
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Amount Remaining **1425.00**
 Discount Amount Remaining **0.00**

Holds Payments Split Schedule Pay... 1

5. Select the **Remit-To Bank Account** region tab.

Result: The bank-related fields are displayed.

Scheduled Payments (NIH-OU) - TR473V1, JULIE K BROWN.0011378133

Payment Currency **USD** Invoice Amount **1425.00**
 Amount Paid **0.00** Gross Amount Total **1425.00**

Due Date Second Discount Third Discount Remit-To Bank Account

Hold	Due Date	Payment Priority Gross Amount	Payment Method	Bank Account	
				Name	Number
<input checked="" type="checkbox"/>	12-SEP-2003	1425.00 50	Electronic		
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Amount Remaining **1425.00**
 Discount Amount Remaining **0.00**

Holds Payments Split Schedule Pay 1

- In the **Name** field, use the **LOV** to populate the current primary bank account for the supplier.

Example: Below is a sample completed Bank Account region.

Scheduled Payments (NIH-OU) - TR473V1, JULIE K BROWN.0011378133

Payment Currency **USD** Invoice Amount **1425.00**
 Amount Paid **0.00** Gross Amount Total **1425.00**

Due Date Second Discount Third Discount Remit-To Bank Account

Hold	Due Date	Payment Priority Gross Amount	Payment Method	Bank Account	
				Name	Number
<input checked="" type="checkbox"/>	12-SEP-2003	1425.00 50	Electronic	2226669999	1111111111
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Amount Remaining **1425.00**
 Discount Amount Remaining **0.00**

Holds Payments Split Schedule Pay... 1

7. Save the changes
8. Close the **Scheduled Payments** window.

End of activity.

Releasing the Invoice Hold

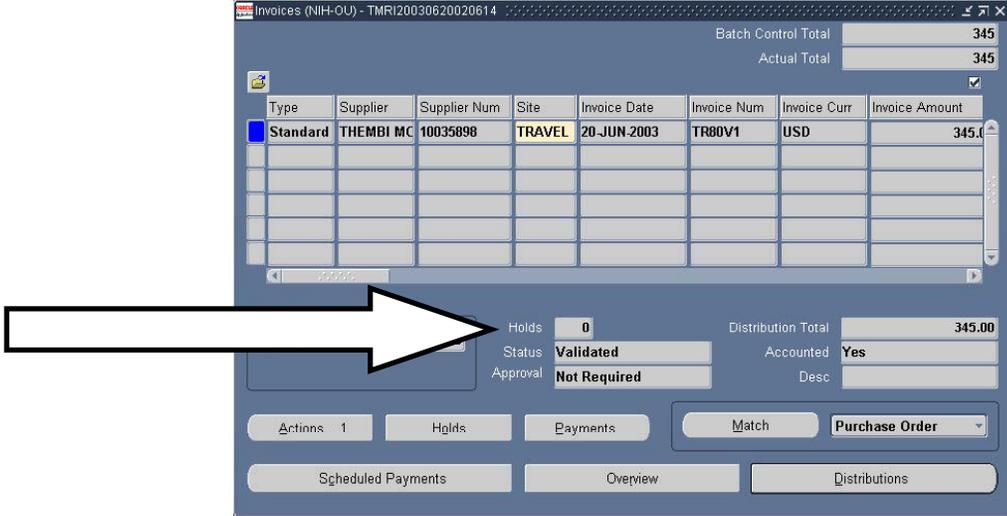


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Releasing the Invoice Hold

➤ Once the problem causing the return has been resolved, the invoice must be released from hold in order to be processed.

4. Release Hold



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Once you release the hold from the invoice, ensure that the **Status** field indicates that it has been validated. If not, validate the invoice on-line.

Once an invoice has been released from hold and validated, it may be selected for the next payment batch.

Invoices - Releasing Holds from Invoices

Purpose

The purpose of this document is to describe how to release holds from invoices. Only certain types of holds can be released according to this procedure, including the following:

- Cashier Payment
- Debit Memo
- Invoice Research
- Patient Recorded Pay
- Reconciliation Process
- Void Payment

Other holds may be released by validating the invoice. Refer to *Validating Invoices On-Line [NAV1003A]*.

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 (dropdown), Pay Group (dropdown), Invoice Batch, Currency.
- Invoice Status:** Paid, Accounted, Status (dropdowns).
- Holds:** Status, Name, Reason (dropdowns).
- Voucher Audit:** Category, Name, Numbers.
- Invoice Template:** Number, Period Type.

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

1. Enter search criteria into the **Find Invoices** window

2. Select the **Find** button.

Result: The invoices matching your search criteria are displayed.

The screenshot shows a software window titled "Invoices (NIH-OU)". At the top right, there are two input fields: "Batch Control Total" and "Actual Total". Below these is a table with the following columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amount. The first row is highlighted in yellow and contains the following data: Type: Standard, Supplier: JAMES CAT, Supplier Num: 1042813, Site: TRAVEL, Invoice Date: 11-SEP-2003, Invoice Num: TR1371V1, Invoice Curr: USD, Invoice Amount: 110.00. Below the table, there is a section for "Amount Paid" with a dropdown menu set to "USD" and a value of "0.00". To the right of this, there are three fields: "Holds" with a value of "1", "Status" with a value of "Needs Revalidation", and "Approval" with a value of "Not Required". Further right, there are two more fields: "Distribution Total" with a value of "110.00" and "Accounted" with a value of "No". At the bottom of the window, there are several buttons: "Actions... 1", "Holds", "Payments", "Match", "Purchase Order" (with a dropdown arrow), "Scheduled Payments", "Overview", and "Distributions".

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	JAMES CAT	1042813	TRAVEL	11-SEP-2003	TR1371V1	USD	110.00

Amount Paid: USD 0.00

Holds: 1
Status: Needs Revalidation
Approval: Not Required

Distribution Total: 110.00
Accounted: No

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

3. Highlight the invoice that you would like to release from hold.
4. Select the **Holds** button.

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

Hold Name	Hold Reason	Release Name	Release Reason
VOID PAYMENT	VOID PAYMENT HOLD		

Purchase Order

Number

Release

Line

Ship To

Receipt

Number

Line

Date

Current Record

Hold Date **06-SEP-2003**

Held By **SIRONJ_NIH**

Release Date

Released By

Scheduled Payments
View PO
Release... 1

Note: If the hold can only be released through Validation, the **Release Name** and **Release Reason** fields will be grey.

- In the **Release Name** field, use the **LOV** to select an appropriate value.

Result: The **Release Reason** defaults.

- Save the record.

Result: The **Release Date** and **Released By** fields are populated.

Invoice Holds (NIH-OU) - TR1371V1, JAMES CATALANO:CONV000017

Hold Name	Hold Reason	Release Name	Release Reason
VOID PAYMENT	VOID PAYMENT HOLD	Validated	Hold Released

Purchase Order

Number

Release

Line

Ship To

Receipt

Number

Line

Date

Current Record

Hold Date **30-SEP-2003**

Held By **CASHIER4**

Release Date **15-JAN-2004**

Released By **SIRONJ_NIH**

Scheduled Payments
View PO
Release... 1

7. Close the **Holds** window

Result: The hold on the invoice should be released.

Invoices (NIH-OU)

Batch Control Total
Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	JANE SMIT	1018795	TRAVEL	05-SEP-2003	TR55563V1	USD	750.00

Amount Paid

USD

Holds

Status **Validated**

Approval **Not Required**

Distribution Total

Accounted **Yes**

Desc

Actions... 1
Holds
Payments
Match
Purchase Order

Scheduled Payments
Overview
Distributions

End of activity.

Invoices - Validating Invoices On Line

Purpose

The purpose of this document is to describe how to validate an invoice or group of invoices from the **Invoices** window.

NIH Payables Cashier Office User
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, Terms (dropdown), Pay Group (dropdown), Amounts, Dates, Invoice Batch, Currency.
- Invoice Status:** Paid, Accounted, Status (dropdowns).
- Holds:** Status, Name, Reason (dropdowns).
- Voucher Audit:** Category, Name, Numbers.
- Invoice Template:** Number, Period Type.

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

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

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

Invoices (NIH-OU) Batch Control Total
Actual Total

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

Amount Paid:

Holds: Status: Approval:

Distribution Total: Accounted: Desc:

2. Highlight invoices that you want to validate.
3. Select the **Actions...** button.

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

Oracle 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

4. Enable the **Validate** checkbox

Example: Below is a sample enabled validate checkbox.

Oracle
Financials

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

5. Select **OK**.

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

Invoices (NIH-OU) Batch Control Total
Actual Total

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

Amount Paid: USD Holds: Distribution Total:
 Status: Accounted:
 Approval: Desc:

Actions... 1 Hglds Payments Match

Scheduled Payments Overview Distributions

Notes:

- Refer to the **Status** and **Holds** fields to view the results of the validation program.
- If the **Status** field displays "Needs Revalidation", view the holds that have been placed on the invoice.

End of activity.

Practice Lab



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Practice Lab

Lab Time



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Complete Lab 3: Processing Returned Payments

Lesson Summary



Lesson Summary

In this lesson, you learned how to:

- Process travel-related payment batches to Treasury
- Process returned and voided Treasury payments

Travel-related Adjustments in Accounts Payable

Chapter 5

Accounts Payable Travel-Related Adjustments



Accounts Payable Travel-Related Adjustments

Track 2 End User Training
Revised June 1, 2004

Lesson Objectives

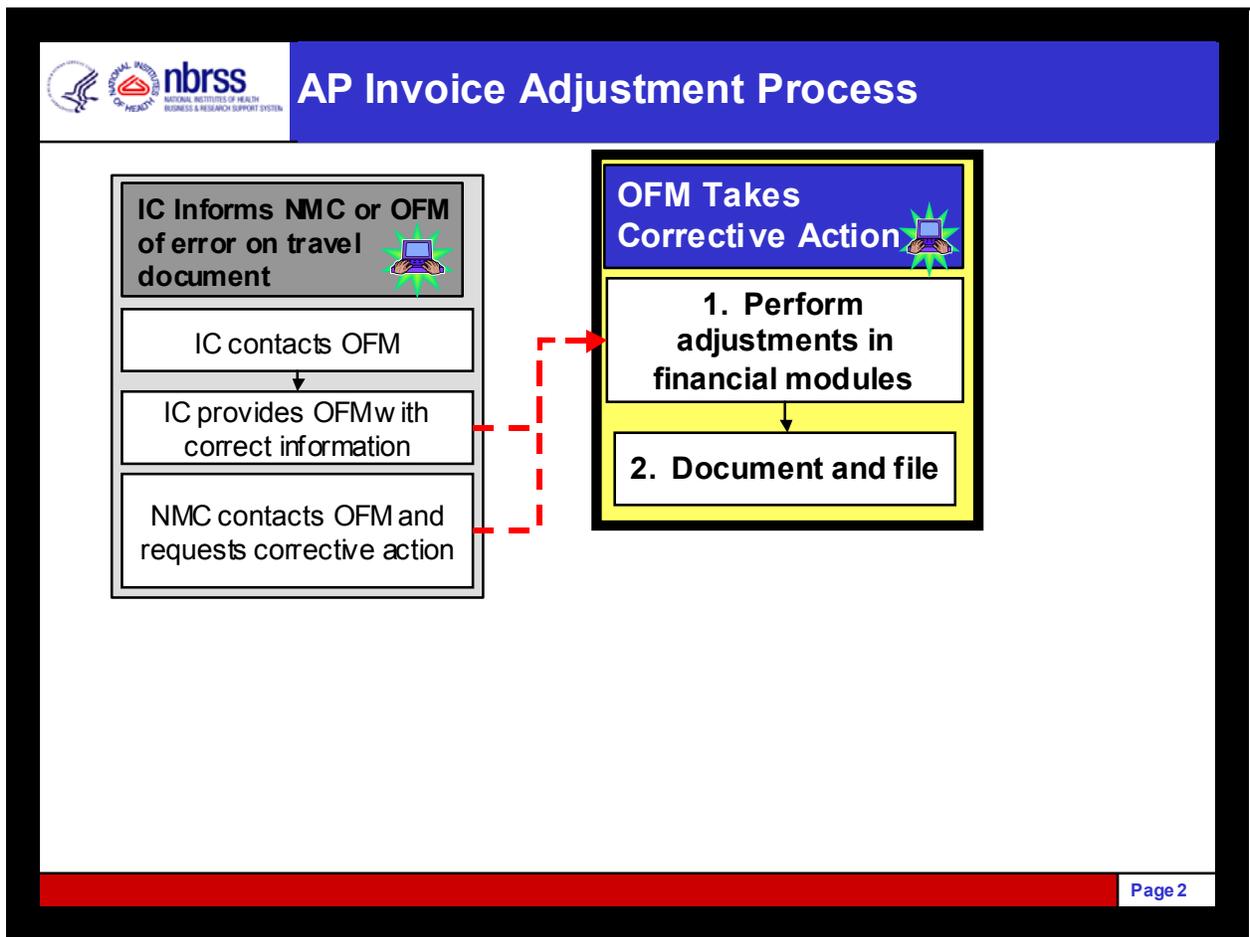


Lesson Objectives

After this lesson, you will know how to:

- Review the adjustment request and determine the appropriate method to correct it
- Enter a debit memo
- Enter an invoice to refund a sponsor
- Cancel an invoice
- Void a payment

Option 3: Oracle Extension



Errors may be identified by the IC, OFM, or the NIH Management Center

Determining Appropriate Corrective Action



Determining Appropriate Corrective Action

After this lesson, you will know how to:

→ **Review the adjustment request and determine the appropriate method to correct it**

- Enter a debit memo in AP
- Enter an invoice to refund a sponsor
- Cancel an AP Invoice

Determining Appropriate Corrective Action



Determining Appropriate Corrective Action

- OFM will receive requests for corrective action from the ICs or the NIH Help Desk.
- Eight scenarios have been identified as the most probable adjustment scenarios
- Use the eight scenarios listed in the upcoming slides to determine the appropriate corrective action



AP Adjustment Scenarios



AP Adjustment Scenarios

- **Scenario 1:** An Expense was included on the voucher that should be removed
 - Enter a debit memo in AP
 - Record the refund when payment is received
 - Enter an AP Invoice if a Sponsor refund is requested
- **Scenario 2:** Incorrect Accounting was used on the Voucher
 - Request a manual journal voucher in GL
- **Scenario 3:** Traveler reported a direct expense as sponsored in-cash on the travel voucher
 - Request a manual journal voucher in GL

Page 5

Each scenario may require an AR adjustment if it affects a sponsored travel in-cash expense.

AP Adjustment Scenarios



AP Adjustment Scenarios

- **Scenario 4:** Traveler reported a sponsored in-cash expense to a direct project on the travel voucher
 - Request a manual journal voucher in GL
- **Scenario 5:** Traveler reported a sponsored in-kind expense as a sponsored in-cash expense on the travel voucher
 - Enter a debit memo in AP
 - Enter an AP Invoice if a Sponsor refund is requested
- **Scenario 6:** Traveler reported a sponsored in-cash expense as a sponsored in-kind expense on the travel voucher
 - No AP action required
 - The Travel Planner enters a new voucher for the in-cash amount previously reported in error

AP Adjustment Scenarios



AP Adjustment Scenarios

- **Scenario 7: Sponsor pays less than expected**
 - Enter a manual journal voucher in GL, if the invoice is posted
- **Scenario 8: Sponsor pays more than expected**
 - Enter an AP Invoice if a Sponsor refund is requested

Page 7

Inform IC of Adjustments



Inform IC of Adjustments

- Once the corrective action has been determined, the OFM should inform the IC of the steps that will be taken.
- In addition, if the IC must take corrective action in the NBS Travel System, provide the IC with explicit directions as to the information that should be entered.
- **All communications with the ICs should be done in writing.**



Entering a Debit Memo



Entering a Debit Memo

After this lesson, you will know how to:

- Review the adjustment request and determine the appropriate method to correct it
- **Enter a debit memo**
- Enter an invoice to refund a sponsor
- Cancel an invoice

Entering a Debit Memo



Entering a Debit Memo

- A debit memo in AP indicates that a supplier owes the NIH money.
- The following Scenarios may require an AP Debit Memo:
 - **Scenario 1:** An Expense was included on the voucher that should be removed
 - **Scenario 5:** Traveler reported a sponsored in-kind expense as a sponsored in-cash expense on the travel voucher
- In addition, the NIH Cashier may notify the Travel Office of a refund for which a debit memo is required, but not yet entered.

1. Perform adjustments in financial modules

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Entering a Debit Memo



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Entering a Debit Memo

Follow the steps below to enter a Debit Memo:

1. Perform adjustments in financial modules

Step 1: Determine the correct accounting information based upon the **Distributions** of the original invoice

Step 2: Enter a Debit Memo Invoice Batch

- **Invoice Type = Debit Memo**
- **Invoice Number = TRx-DM ADJ**
- **Transaction Code = B107x, where X is the fund type**
- **Invoice Amount entered as a negative**
- **Accounting information taken from the original invoice and verified with Requestor**

Step 3: Place Debit Memos on Hold

Page 11

When placing a debit memo on hold, use the hold reason “Debit Memo”.

Fund Suffixes:

Management Fund = **M**

IC Reimbursable = **E**

Direct = **D**

CRADA = **C**

Service and Supply Fund = **O**

Gift = **O**

Royalty = **O**

Invoices - Entering Debit Memos

Purpose

The purpose of this document is to describe how to enter debit memo invoices into the NBS.

Before you begin

Before you begin, the following information must be available:

- Supplier Name
- Supplier Site
- Invoice Number
- Invoice Date
- Amount
- Payment Terms (if different from default)
- Accounting Information:
 - 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.

Note: This field is optional.

3. Tab to the **Control Amount** field and enter the total dollar value of the invoices in the batch.

Note: This field is optional.

4. Save your work.

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

Batch Name	Date	Control Count	Control Amount	Act
TR020204DM	27-FEB-2004	5	-500	

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

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

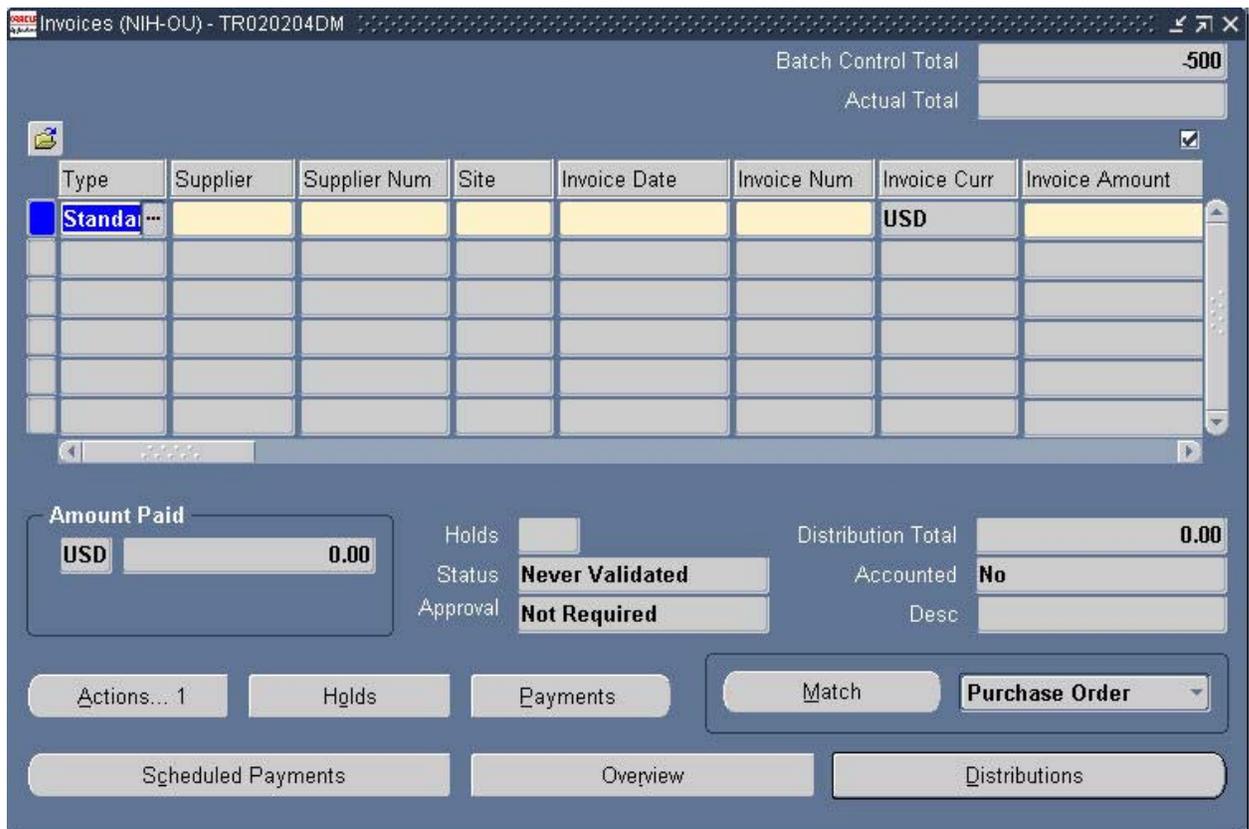
Note: The transaction code will not be entered at the invoice header level, but will rather be entered at the distribution line level.

Result: A **Caution** window appears.



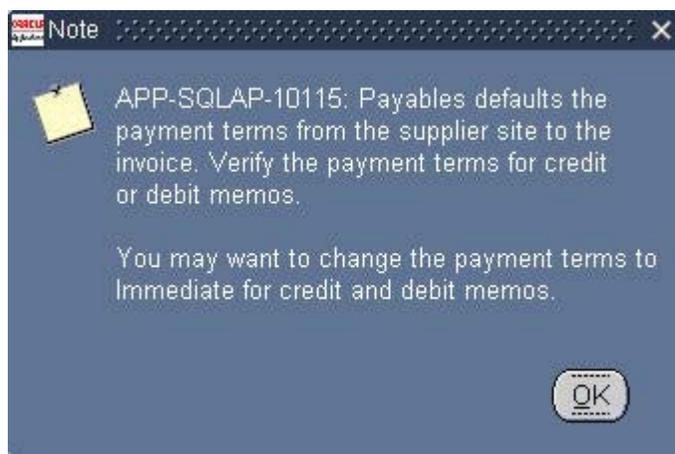
7. Select the **OK** button.

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



8. In the **Type** field, select **Debit Memo** from the **LOV**.
9. Tab to the **Supplier** field.

Result: A note is displayed.



10. Select the **OK** button.
11. Select the appropriate supplier name from the **LOV**.

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

12. 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
Site	Accept default value or select the appropriate site from the LOV
Invoice Date	Enter the date of the debit memo.
Invoice Number	Enter a unique number based upon the approved invoice naming conventions.
Invoice Amount	Enter the amount of the debit memo. This value must be negative.
Terms Date	Defaults to the current date.
Terms	Defaults from the supplier record. If necessary, use the LOV to select a different term.
Payment Method	Defaults from the supplier record. If necessary, use the LOV to select a different payment method.
Pay Group	Defaults from the supplier record.

Example: Below is a sample completed debit memo invoice line.

Invoices (NIH-OU) - TR020204DM

Batch Control Total
 Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Wi
<input checked="" type="checkbox"/> Debit Mer	NELL ARMS	1008513	TRAVEL	27-FEB-2004	TR1526V1-DMADJ	USD	100.00-	

Amount Paid

Holds
 Status
 Approval

Distribution Total
 Accounted
 Desc

Actions... 1 Hlds Payments Match

Scheduled Payments Overview **Distributions**

13. Select the **Distributions** button.

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

14. Enter the amount of the debit memo distribution line in the **Amount** field. This value must be negative.

If you have the project, expenditure type, and expenditure date information, goto task #16. Otherwise, goto task #15.

15. Enter the account information in the **Account** field.

Goto task #17.

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

Field	Description
Project	Enter the Project number
Task	Select 1 from the LOV
Expenditure Type	Select the Expenditure Type from the LOV
Expenditure Item Date	Enter the Expenditure Date
Expenditure Organization	Select HN from the LOV

17. Scroll to the **USSGL Transaction Code** field, and select the appropriate value from the **LOV**.

Note: The appropriate value should be B107 followed by the correct fund value suffix. For example, if the original invoice contained a value of **B302D**, then for the debit memo, the appropriate value would be **B107D**. If the original invoice was a prepayment, enter **B107**.

Example: Below is a sample completed distributions window.

Distributions (NIH-OU) - TR1526V1-DMADJ, NELL ARMSTRONG:0010156208

Invoice Total **100.00-**
Distribution Total **100.00-**

Num	Type	Amount	Tax Code	GL Date	Account
1	Item	100.00-		27-FEB-2004	08024320041DA0.2004.01.N100

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

Account Description **0243 NIA 2004 ANNL DRCT A.2004.GENERAL.NIA.HNN1 NIA OD OFC DIR.INTERN**

Allocate Reverse 1 Calculate Tax

View PO View Receipt

18. Close the **Distributions** window.

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

Distributions (NIH-OU) - TR1526V1-DMADJ, NELL ARMSTRONG:0010156208

Invoice Total **100.00-**
Distribution Total **100.00-**

Num	Type	Amount	Tax Code	GL Date	Account
1	Item	100.00-		27-FEB-2004	08024320041DA0.2004.01.N100

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

Account Description **0243 NIA 2004 ANNL DRCT A.2004.GENERAL.NIA.HNN1 NIA OD OFC DIR.INTERN**

Allocate Reverse 1 Calculate Tax

View PO View Receipt

If there are additional debit memos to enter, goto task #19. Otherwise, goto task #20.

19. Place your cursor in the next line.

Goto task #8.

20. Close the **Invoices** window.

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

Invoice Batches (NIH-OU)

Batch Name	Date	Control Count	Control Amount	[]	Act
TR020204DM	27-FEB-2004	5	-500		

Create Accounting Validate 1 Invoices

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

End of activity.

Invoices - Applying Holds to Invoices

Purpose

The purpose of this document is to describe how to apply manual holds to invoices. An invoice that is on hold cannot be included in a payment batch. The hold must be released prior to processing payment on that invoice.

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

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

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

1. Enter search criteria into the **Find Invoices** window.
2. Select the **Find** button.

Result: The invoices matching your search criteria are displayed.

The screenshot shows the Oracle Invoices (NIH-OU) window for TM090103216REGINV. At the top right, there are summary statistics: Batch Control Total 3600 and Actual Total 3600. Below this is a section for NBS with a checked box. The main area is a table with the following columns: Type, Supplier, Supplier Nur, Site, Invoice Date, Invoice Num, Invoice Curr, Invoice Amount, and Payment. The first row is highlighted in blue and contains the following data: Standard, BENJAMIN, 1000142, TRAVEL, 05-SEP-2003, TR5512, USD, 100.00, and Check. Below the table, there are several summary fields: Amount Paid (USD 0.00), Holds (0), Status (Validated), Approval (Not Required), Distribution Total (100.00), Accounted (Yes), and Desc. At the bottom, there are several buttons: Actions... 1, Holds, Payments, Match, Purchase Order (dropdown), Scheduled Payments, Overview, and Distributions.

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

Amount Paid: USD 0.00
Holds: 0
Status: Validated
Approval: Not Required
Distribution Total: 100.00
Accounted: Yes
Desc:

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

3. Highlight the invoice that you would like to place on hold by clicking in the line of the invoice.
4. Select the **Holds** button.

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

Invoice Holds (NIH-OU) - TR5512, BENJAMIN SMITH:999999812

Hold Name	Hold Reason	Release Name	Release Reason

Purchase Order

Number
 Release
 Line
 Ship To

Receipt

Number
 Line
 Date

Current Record

Hold Date **05-SEP-2003**
 Held By
 Release Date
 Released By

Scheduled Payments View PO Release... 1

- In the **Hold Name** field, select a hold from the **LOV**.

Result: The **Hold Reason** field defaults.

Invoice Holds (NIH-OU) - TR5512, BENJAMIN SMITH:999999812

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

Purchase Order

Number
 Release
 Line
 Ship To

Receipt

Number
 Line
 Date

Current Record

Hold Date **05-SEP-2003**
 Held By **SIRONJ_NIH**
 Release Date
 Released By

Scheduled Payments View PO Release... 1

- Save your work.
- Close the **Invoice Holds** window.

Result: The **Invoices** window is displayed. The **Holds** field should display the hold.

Invoices (NIH-OU) - TM090103216REGINV

Batch Control Total **3600**
Actual Total **3600**

NBS

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

Amount Paid: USD **0.00**

Holds: **1**
Status: **Needs Revalidation**
Approval: **Not Required**

Distribution Total: **100.00**
Accounted: **Yes**
Desc:

Actions... 1 Hlds Payments Match Purchase Order

Scheduled Payments Overview Distributions

End of activity.

Practice Lab



Practice Lab

Lab Time



Page 12

Complete Lab: Entering Debit Memo Invoice Batches

Entering an Invoice to Refund a Sponsor



Entering an Invoice to Refund a Sponsor

After this lesson, you will know how to:

- Review the adjustment request and determine the appropriate method to correct it
- Enter a debit memo
- ➔ **Enter an invoice to refund a sponsor**
- Cancel an invoice
- Void a Payment

Entering an Invoice to Refund a Sponsor



Entering an Invoice to Refund a Sponsor

- OFM may refund money to sponsors for overpayment. The OFM Travel Office will be requested to make such payments by the department responsible for the AR tasks.
- Before a sponsor refund payment can be processed, the sponsor must be included in the Supplier Table by the Government Accounting Department.

- The following Scenarios may require a refund to a sponsor:
 - **Scenario 1:** An Expense was included on the voucher that should be removed
 - **Scenario 5:** Traveler reported a sponsored in-kind expense as a sponsored in-cash expenses on the travel voucher
 - **Scenario 8:** Sponsor pays more than expected

1. Perform adjustments in financial modules

AR Group Requests New Suppliers



AR Group Requests New Suppliers

- The AR group is responsible for requesting that the sponsor be added to the supplier table.
- 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 as a result of overpayment.

Name: Pew Charitable Trusts

Tax ID: 253652363

**Address: 1254 Lincoln Ave
Chicago, IL 45256**

ACH submitted

Entering an Invoice for a Sponsor Refund



Entering an Invoice for a Sponsor Refund

Follow the steps below to enter a Sponsor Refund Invoice Batch:

1. Perform adjustments in financial modules

Step 1: Enter a Standard Invoice Batch

- **Invoice Type = Standard**
- **Transaction Code = NONE**
- **Invoice Amount entered as a positive**
- **Accounting Information Provided by Requesting AR Group**

Step 2: Validate the Invoice Batch

Step 3: Create Accounting for the Invoice Batch

Invoices - 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

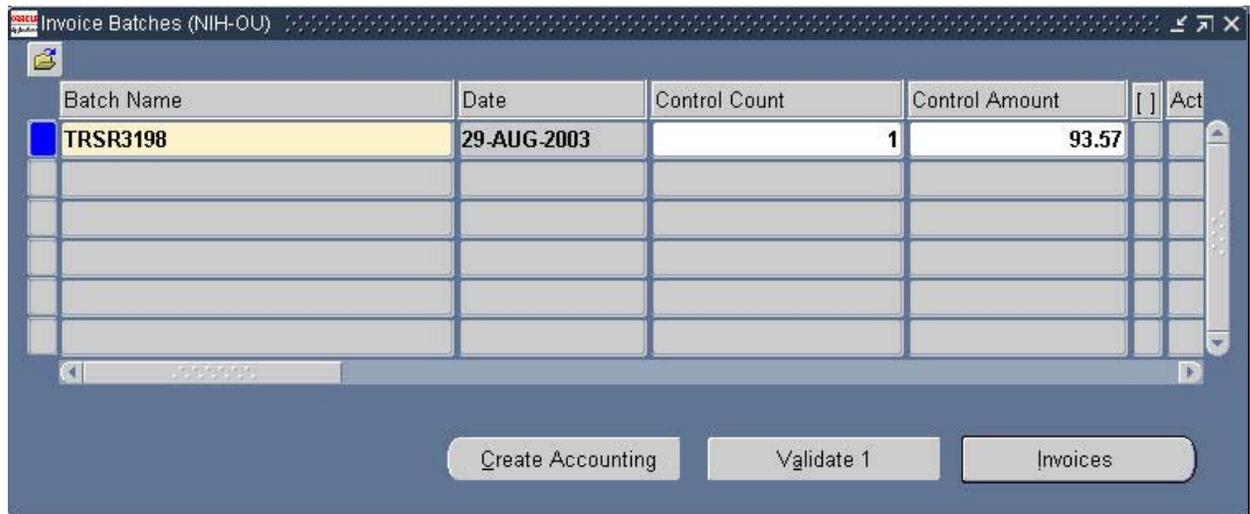
Invoice Batches

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

Buttons: Create Accounting, Validate 1, Invoices

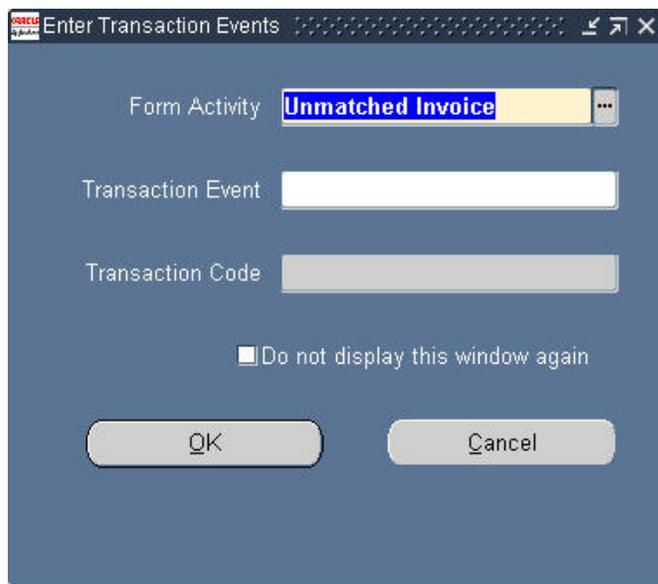
1. Enter a unique name for the invoice batch in the **Batch Name** field.
- Note: The naming convention for this field should be followed.
2. Tab to the **Control Count** field and enter the number of invoices in the batch.
 3. Tab to the **Control Amount** field and enter the total dollar value of the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

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



5. Select the **Invoices** button.

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



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:

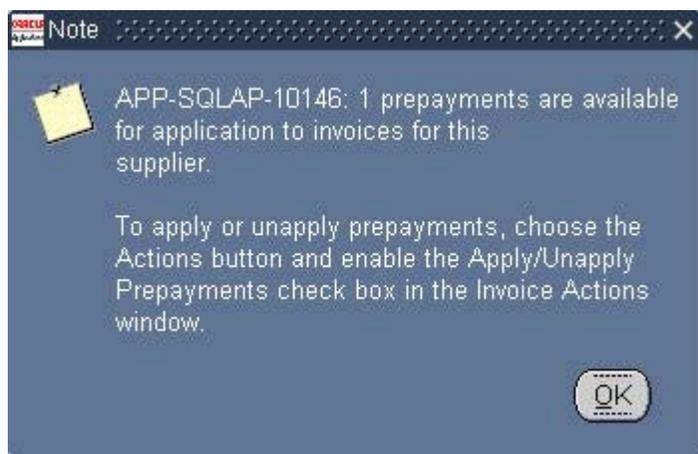
Actions... 1 | HglDs | Payments | Match | Purchase Order
Scheduled Payments | Overview | Distributions

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

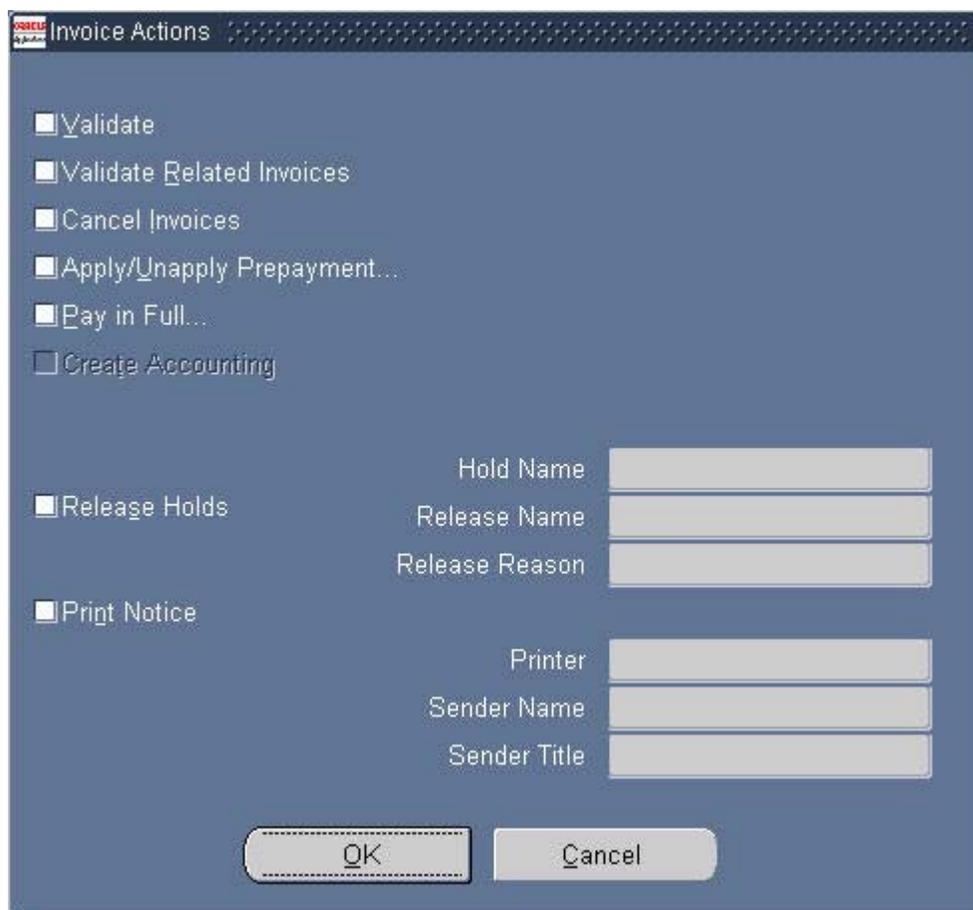
Actions... 1 Holds Payments Match Purchase Order

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.



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"/>	154.50	06-SEP-2003	TR1-AD	1		TRAVEL
<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
Amount	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.
Project	Enter the Project number
Task	Select 1 from the LOV
Expenditure Type	Select the Expenditure Type from the LOV
Expenditure Item Date	Enter the Expenditure Date
Expenditure Organization	Select HN from the LOV

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

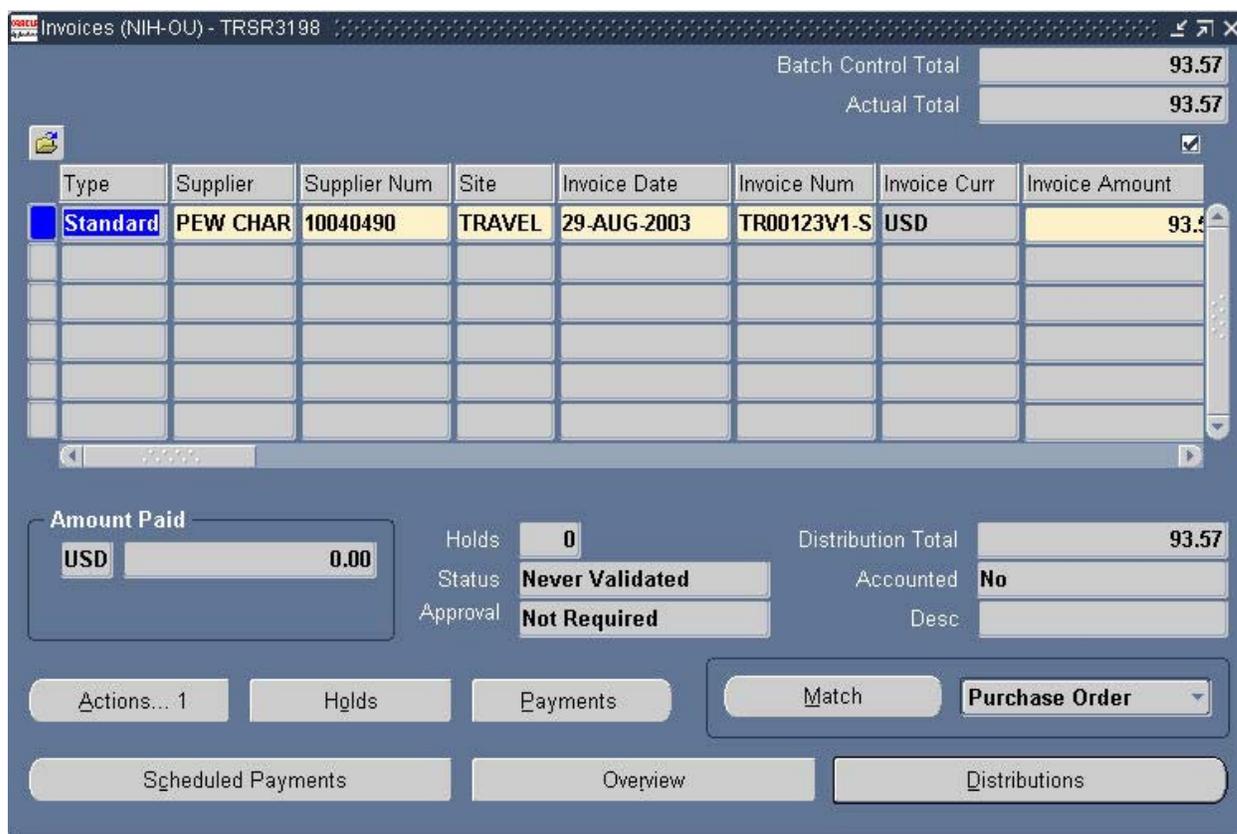
Allocate Reverse 1 Calculate Tax

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.

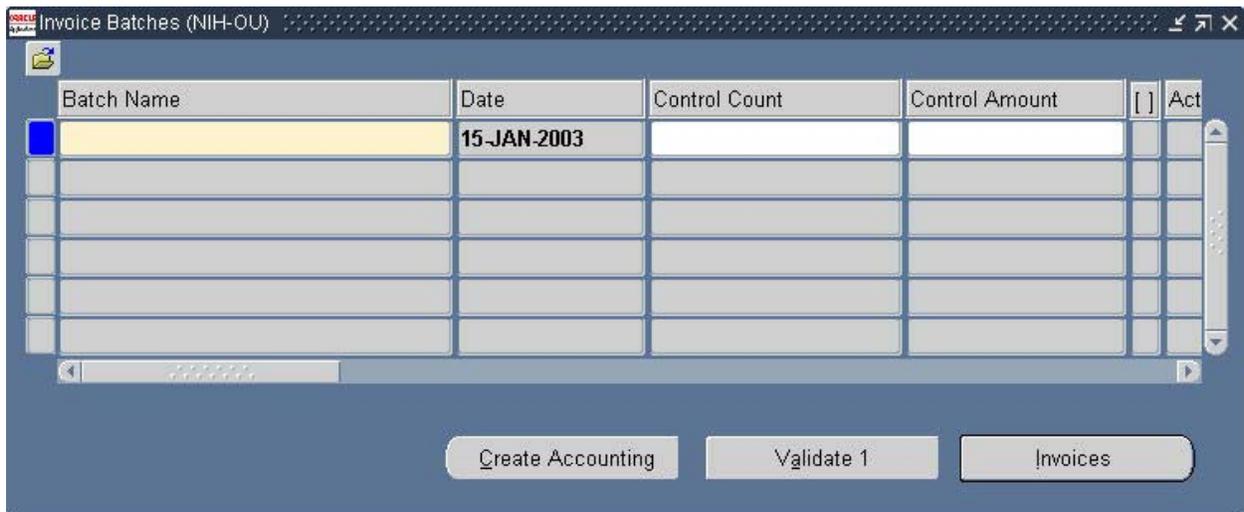
Invoices - Validating an Invoice Batch On-Line

Purpose

The purpose of this document is to describe how to validate an invoice batch from the Invoice Batches window. An invoice batch must be validated in order to be eligible for payment. Invoices that do not pass validation will be put on hold and will require revalidation in order to be released for payment.

If you have not exited the invoice batches window after entering an invoice batch, you may skip steps 1 - 3.

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

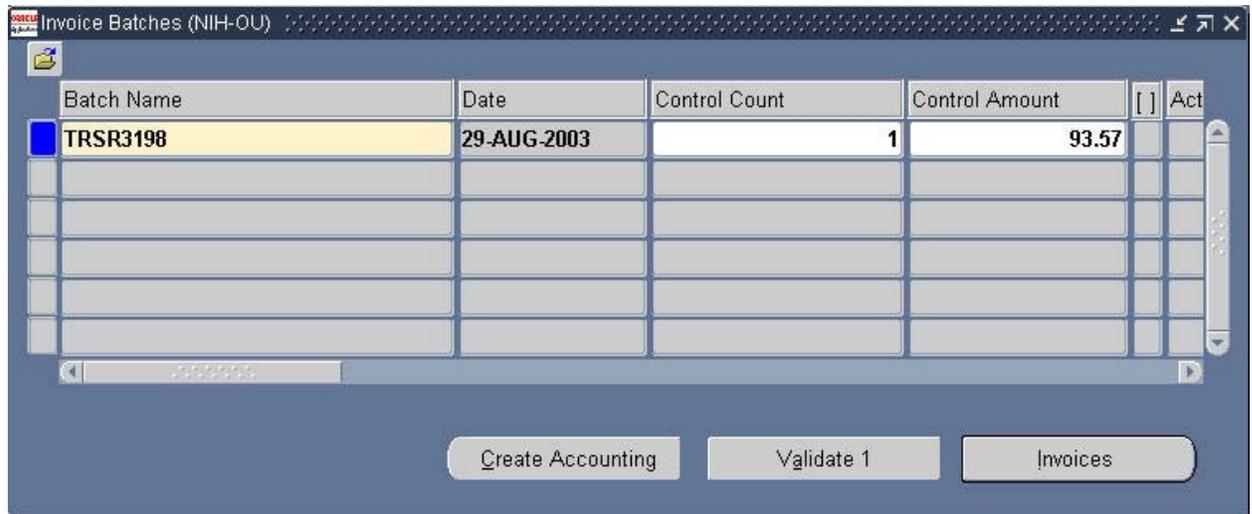


1. Press the **F11** key to enter query mode.

Result: Your fields turn blue.

2. Enter your search criteria to locate the invoice batch you want to validate.
3. Press the **Ctrl + F11** keys to execute the query.

Result: The query results are displayed in the **Invoice Batches** window.



4. Select the **Validate** button.

Result: A caution message appears to confirm that you want to validate the invoice batch.



5. Select the **OK** button.

Result: A message is displayed that indicates the concurrent request number.



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

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

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Submit a New Request... Clear Find

8. Select the **Find** button.

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

Request ID	Name	Parent	Phase	Status	Parameters
124478	Invoice Validation		Pending	Standby	All, 10540, , , , , , 1, N
124455	Cancel Payment Batch	124454	Completed	Normal	TET3121, 2003/08/29 15:17:04, 1654
124454	Payment Process Manag		Completed	Normal	Payment_batch:TET3121<<##Prog
124379	Preliminary Payment Re	124378	Completed	Warning	TET3121-AD-1
124378	Payment Process Manag		Completed	Normal	Payment_batch:TET3121-AD-1<<##
124377	Build Payments	124375	Completed	Normal	P_USER_ID='1654', P_LOGIN_ID='3
124376	AutoSelect	124375	Completed	Normal	P_PAYMENT_BATCH='TET3121-AD
124375	Payment Process Manag		Completed	Normal	Payment_batch:TET3121-AD-1<<##
124374	Cancel Payment Batch	124373	Completed	Normal	TET3121-AD, 2003/08/29 12:22:12, 1
124373	Payment Process Manag		Completed	Normal	Payment_batch:TET3121-AD<<##P

9. Select the **Refresh Data** button until the **Invoice Validation** program completes.

Note: If the program completes in error, contact the NIH Help Desk.

End of activity.

Invoices - Creating Accounting for Invoice Batches On-Line

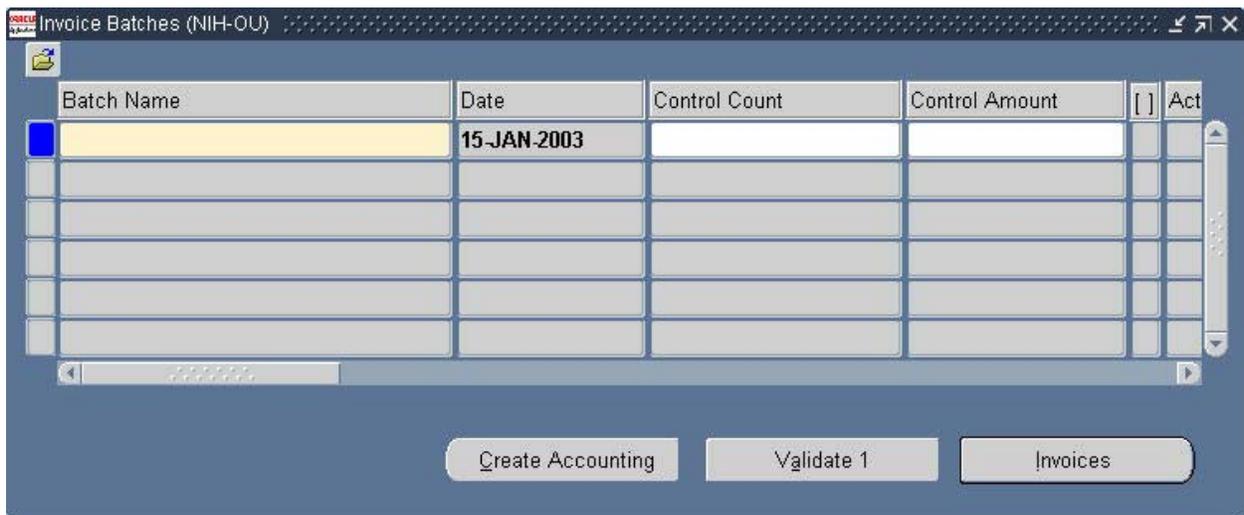
Purpose

The purpose of this document is to describe how to create the accounting transactions for invoices batches on-line. This process is required prior to creating payments for the invoices.

Before you begin

Before the accounting can be created for an invoice batch on-line, the invoice batch must be validated.

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



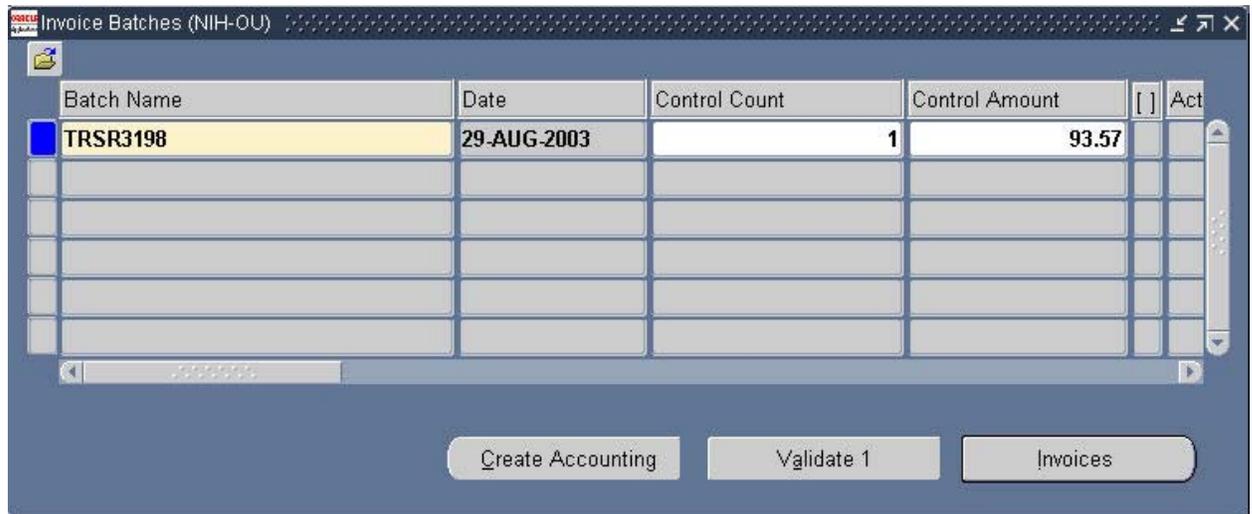
1. Press the **F11** key to enter query mode.

Result: The fields turn blue.

2. Enter your search criteria.

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

Result: The query results are displayed in the **Invoice Batches** window.



4. Select the **Create Accounting** button.

Result: A caution message appears to confirm that you want to create accounting for the invoice batch.



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

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

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Submit a New Request... Clear Find

7. Select the **Find** button.

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

Request ID	Name	Parent	Phase	Status	Parameters
124479	Payables Accounting Pro		Completed	Normal	, , Invoices, N, N, Y, Y, 20, 103, Y, 1
124478	Invoice Validation		Completed	Normal	All, 10540, , , , , , 1, N
124455	Cancel Payment Batch	124454	Completed	Normal	TET3121, 2003/08/29 15:17:04, 1654
124454	Payment Process Manag		Completed	Normal	Payment_batch:TET3121<<##Prog
124379	Preliminary Payment Re	124378	Completed	Warning	TET3121-AD-1
124378	Payment Process Manag		Completed	Normal	Payment_batch:TET3121-AD-1<<##
124377	Build Payments	124375	Completed	Normal	P_USER_ID='1654', P_LOGIN_ID='3
124376	AutoSelect	124375	Completed	Normal	P_PAYMENT_BATCH='TET3121-AD
124375	Payment Process Manag		Completed	Normal	Payment_batch:TET3121-AD-1<<##
124374	Cancel Payment Batch	124373	Completed	Normal	TET3121-AD, 2003/08/29 12:22:12, 1

8. Select the **Refresh Data** button until the **Payables Accounting Process** completes.

Note: If the program completes in error, contact the NIH Help Desk.

End of activity.



Practice Lab

Lab Time



Page 17

Complete Lab: Entering Sponsor Refund Invoice Batches

Canceling an AP Invoice



Canceling an AP Invoice

After this lesson, you will know how to:

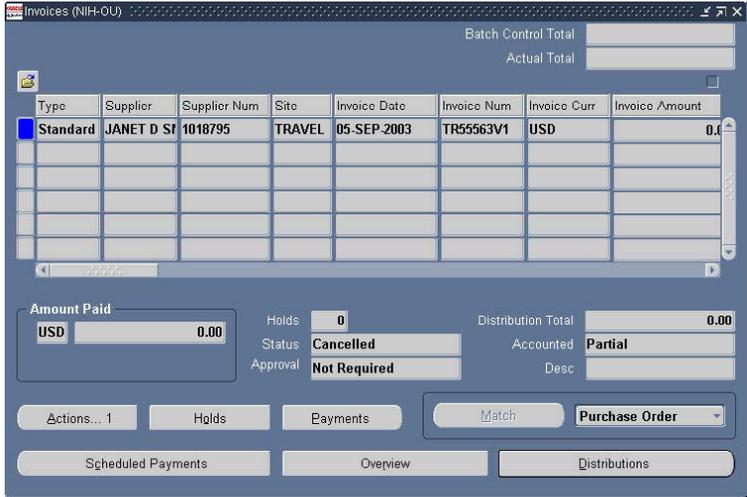
- Review the adjustment request and determine the appropriate method to correct it
- Enter a debit memo
- Enter an invoice to refund a sponsor
- **Cancel an invoice**
- Void a payment

Canceling an AP Invoice


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Canceling an AP Invoice

- Invoices may be cancelled in Accounts Payable in the event that the invoice should not be paid now or in the future.
- When you cancel an invoice, it remains visible in the Invoice workbench, but has the status of “Cancelled”



The screenshot shows the 'Invoices (NIH-OU)' window. At the top, there are fields for 'Batch Control Total' and 'Actual Total'. Below is a table with columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amount. The first row is selected and shows: Standard, JANET D SI, 1018795, TRAVEL, 05-SEP-2003, TR55563V1, USD, and 0.00. Below the table, there are fields for 'Amount Paid' (USD, 0.00), 'Holds' (0), 'Status' (Cancelled), 'Approval' (Not Required), 'Distribution Total' (0.00), and 'Accounted' (Partial). At the bottom, there are buttons for 'Actions... 1', 'Holds', 'Payments', 'Match', 'Purchase Order', 'Scheduled Payments', 'Overview', and 'Distributions'.

Page 19

Notes:

- You cannot cancel an invoice that has been matched against a final closed purchase order. In this case, you must contact the NIH Help Desk to cancel the invoice.
- If you cancel an invoice, you should inform the NIH Help Desk so that the outstanding obligation can also be cancelled.
- If you cancel an invoice in AP, you should verify that a corresponding invoice does not exist in AR. If so, you must contact the travel planner to determine if an adjustment if any is required in AR.

Invoices - Canceling an Invoice

Purpose

The purpose of this document is to describe how to cancel invoices.

Before you begin

Before you begin, ensure that the invoice

- has not had a prepayment applied to it. If so, you must first unapply the prepayment before canceling the invoice.
- has not been matched to permanently closed purchase orders.

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 (dropdown), Pay Group (dropdown), Invoice Batch, Currency.
- Invoice Status:** Paid, Accounted, Status (dropdowns).
- Holds:** Status, Name, Reason (dropdowns).
- Voucher Audit:** Category, Name, Numbers (dropdowns).
- Invoice Template:** Number, Period Type (dropdowns).

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

1. Enter search criteria into the **Find Invoices** window
2. Select the **Find** button.

Result: The invoices matching your search criteria are displayed.

The screenshot shows a software window titled "Invoices (NIH-OU)". At the top right, there are two input fields: "Batch Control Total" and "Actual Total". Below these is a table with the following columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amount. The first row is highlighted in blue and contains the following data: Type: Standard, Supplier: JANET D SI, Supplier Num: 1018795, Site: TRAVEL, Invoice Date: 05-SEP-2003, Invoice Num: TR55563V1, Invoice Curr: USD, Invoice Amount: 750.00. Below the table, there are several summary fields: "Amount Paid" (USD, 0.00), "Holds" (0), "Status" (Validated), "Approval" (Not Required), "Distribution Total" (750.00), "Accounted" (Yes), and "Desc". At the bottom, there are several buttons: "Actions... 1", "Holds", "Payments", "Match", "Purchase Order" (dropdown), "Scheduled Payments", "Overview", and "Distributions".

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	JANET D SI	1018795	TRAVEL	05-SEP-2003	TR55563V1	USD	750.00

Batch Control Total:
Actual Total:

Amount Paid: USD

Holds:
Status:
Approval:

Distribution Total:
Accounted:
Desc:

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

3. Highlight the invoice(s) that you would like to cancel.
4. Select the **Actions** button.

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

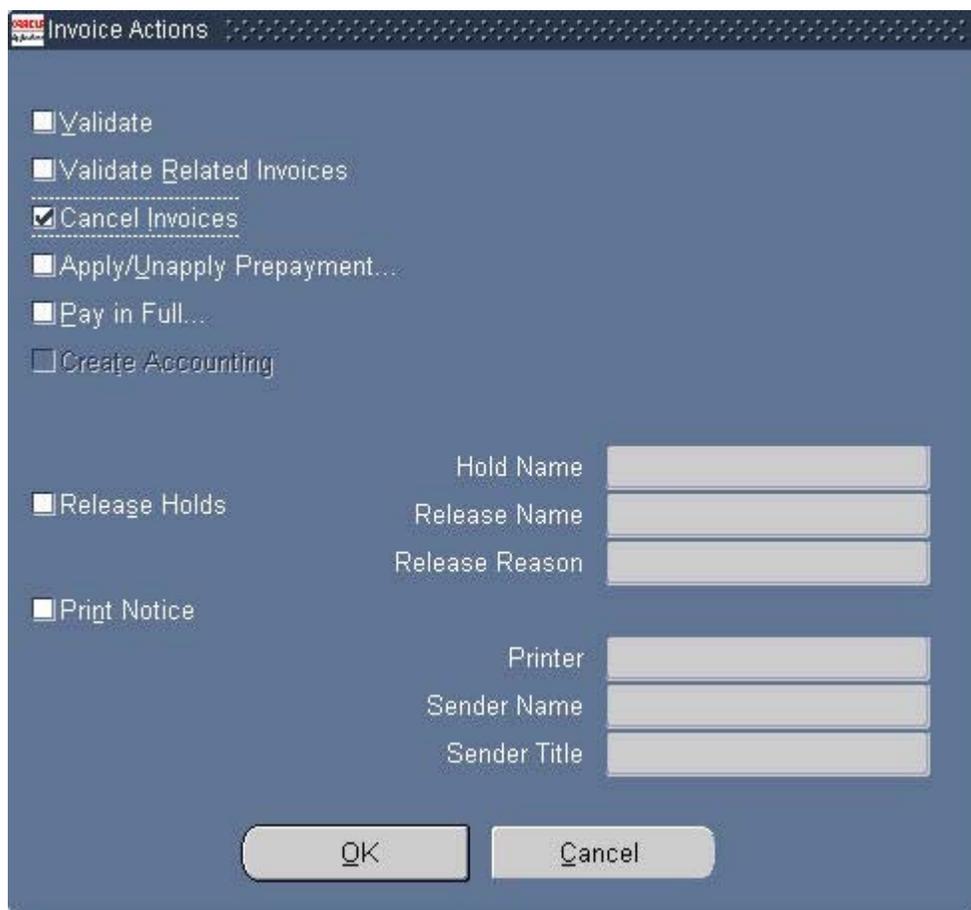
Invoice Actions

- 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

5. Enable the **Cancel Invoices** checkbox.

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



6. Select the **OK** button.

Result: A **Caution** window is displayed.



Important: Once you have cancelled an invoice, it cannot be undone.

7. Select the **OK** button.

Result: The invoice is cancelled and is reflected in the **Status** field.

Invoices (NIH-OU) Batch Control Total
Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Standard	JANET D SI	1018795	TRAVEL	05-SEP-2003	TR55563V1	USD	0.00

Amount Paid: **USD** Holds: Distribution Total:
 Status: Accounted:
 Approval: Desc:

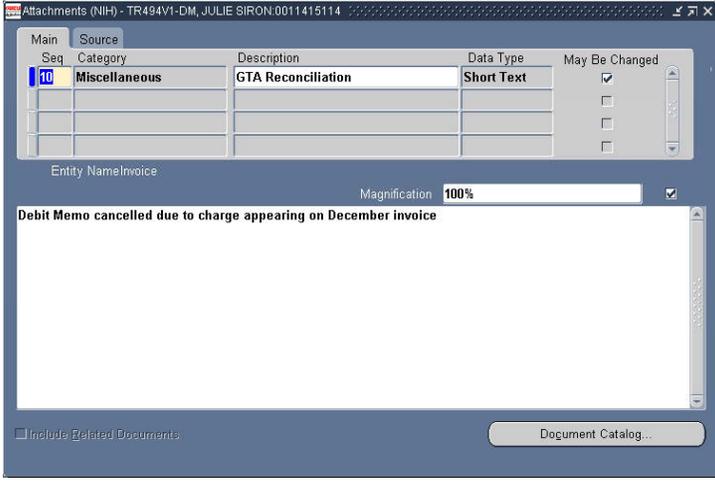
End of activity.

Canceling an AP Invoice


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Canceling an AP Invoice

- When an invoice is canceled, we recommend using the **Attachments** feature to record the written request to cancel the invoice.
- Attaching the back up documentation to cancelled invoices will help with future research.



Page 20

Refer to the job aid on attachments.

Practice Lab



Practice Lab

Lab Time



Page 21

Complete Lab: Canceling AP Invoices

Voiding a payment



Voiding a payment

After this lesson, you will know how to:

- Review the adjustment request and determine the appropriate method to correct it
- Enter a debit memo
- Enter an invoice to refund a sponsor
- Cancel an invoice

→ Void a payment

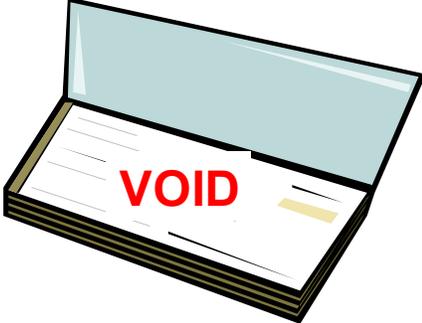
Voiding a Payment



Voiding a Payment

You may be required to void a payment due to:

- Incorrect Transaction Code on the payment batch
- Invoice generated incorrectly from the NBS Travel System



Page 23

Follow the instruction on the next slide to correct a payment with the incorrect transaction code.

If a payment should be voided due to the incorrect generation of an invoice, you should work with the NMC to resolve the issue.

Voiding a Payment



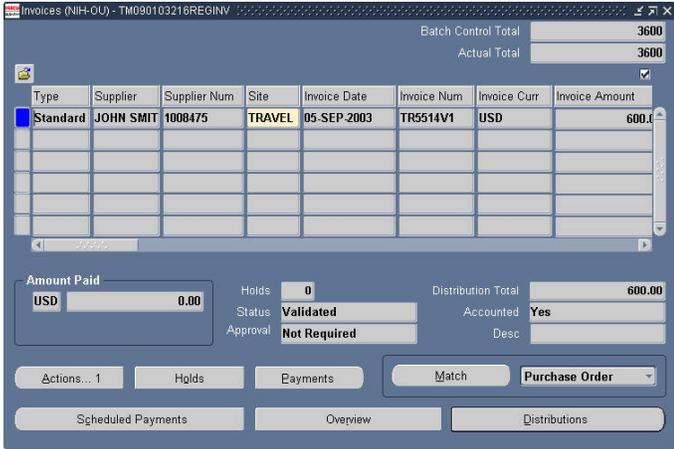
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Voiding a Payment

When voiding the payment, the system allows you to choose one of three options for the invoice:

1. Place the invoice on **hold**
2. **Cancel** the invoice
3. **None**

You should select the correct option based upon the situation.



Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	JOHN SMIT	1008475	TRAVEL	05-SEP-2003	TR5514V1	USD	600.00

Batch Control Total: 3600
Actual Total: 3600

Amount Paid: USD 0.00
Holds: 0
Status: Validated
Approval: Not Required
Distribution Total: 600.00
Accounted: Yes

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

Scheduled Payments | Overview | Distributions

Page 24

When an invoice is being voided due to a banking or address error, we suggest that you place the invoice **On Hold** to allow for time to research the reason for the error. The hold name selected may be Bank Research, Invoice Research, or Address Research.

Payments - Voiding a Payment

Purpose

The purpose of this document is to describe how to void a payment in Accounts Payable from the Invoice Workbench.

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

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

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

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

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

Note: Use the invoice number if available.

2. Select the **Find** button.

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

Invoices (NIH-OU)

Batch Control Total

Actual Total

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

Amount Paid USD

Holds

Status

Approval

Distribution Total

Accounted

Desc

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

3. Ensure that the invoice is accounted by looking at the **Accounted** field.

If the Accounted field displays "Yes", goto task #7. Otherwise, goto task #4.

4. Select the **Actions** button.

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

5. Enable the **Create Accounting** checkbox.

Example: Below is a sample enabled Create Accounting checkbox.

Invoice Actions

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

Release Holds

Print Notice

Hold Name
 Release Name
 Release Reason
 Printer
 Sender Name
 Sender Title

- 6. Select the **OK** button.
- 7. Select the **Payments** button.

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

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

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

Discount Taken

8. Select the **Payment Overview** button.

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

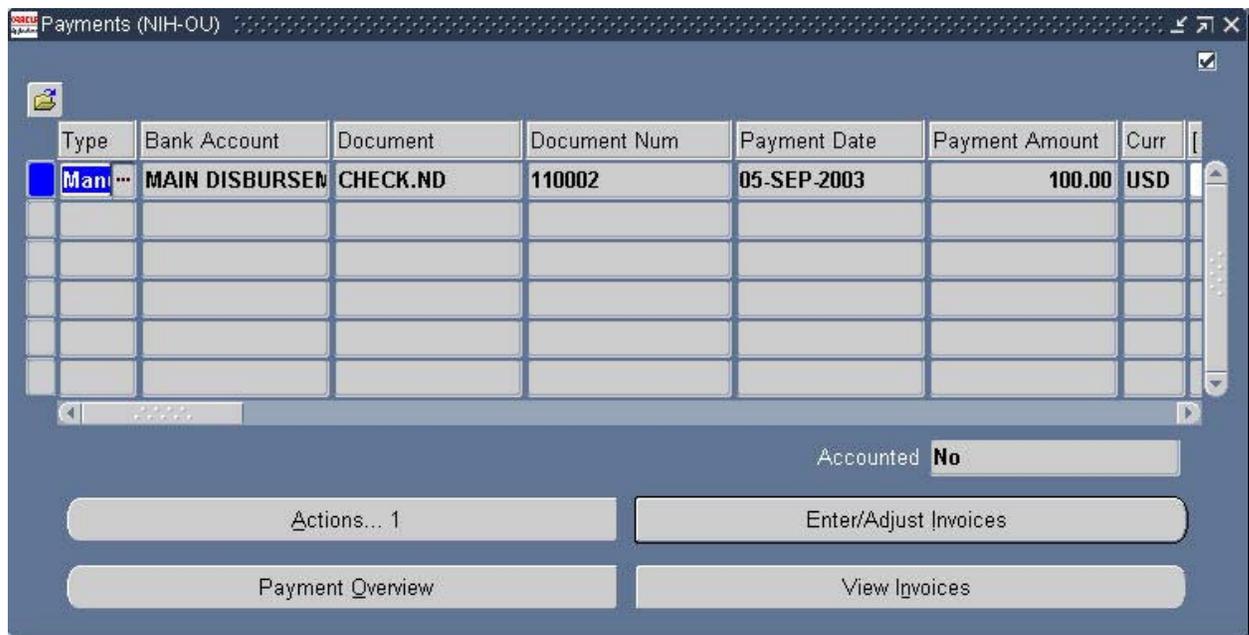
The screenshot shows a software window titled "Payment Overview (NIH-OU)". The window is divided into several sections:

- Supplier:** Name: BENJAMIN SMITH:999999812, Taxpayer ID: 999999999, Number: 1000142, Site: TRAVEL, Address: 25125 SILVER CREST DR, LAYTONSVILLE, MD.
- Bank:** Name: TREAS PHIL FIN CTR/FUNDS TRANS, Account: MAIN DISBURSEMENT, Payment Document: CHECK.ND, Payment Method: Check.
- Payment Details:** Number: 110002, Currency: USD, Amount: 100.00, Date: 05-SEP-2003, Batch: (empty), Voucher: (empty), Status: Negotiable, Cleared Amount: (empty), Cleared Date: (empty), Void Date: (empty), Maturity Date: (empty).
- Invoices:** A table with columns: Number, Amount Paid, GL Date, Description. The first row is selected and contains: TR5512, 100.00, 05-SEP-2003, (empty).

At the bottom of the window, there are four buttons: Invoice Overview, Bank, Supplier, and Payments.

9. Select the **Payments** button.

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



If the **Accounted** field contains "NO", goto task #10. Otherwise, goto task #13.

10. Select the **Actions** button.

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

Payment Actions

Format Program

Print Now Printer

Create Accounting

Print Remittance Advice

Program

Reissue

Payment Date

Payment Rate

New Check Num

Voucher Num

Initiate Stop

Date

Void

Date

GL Date

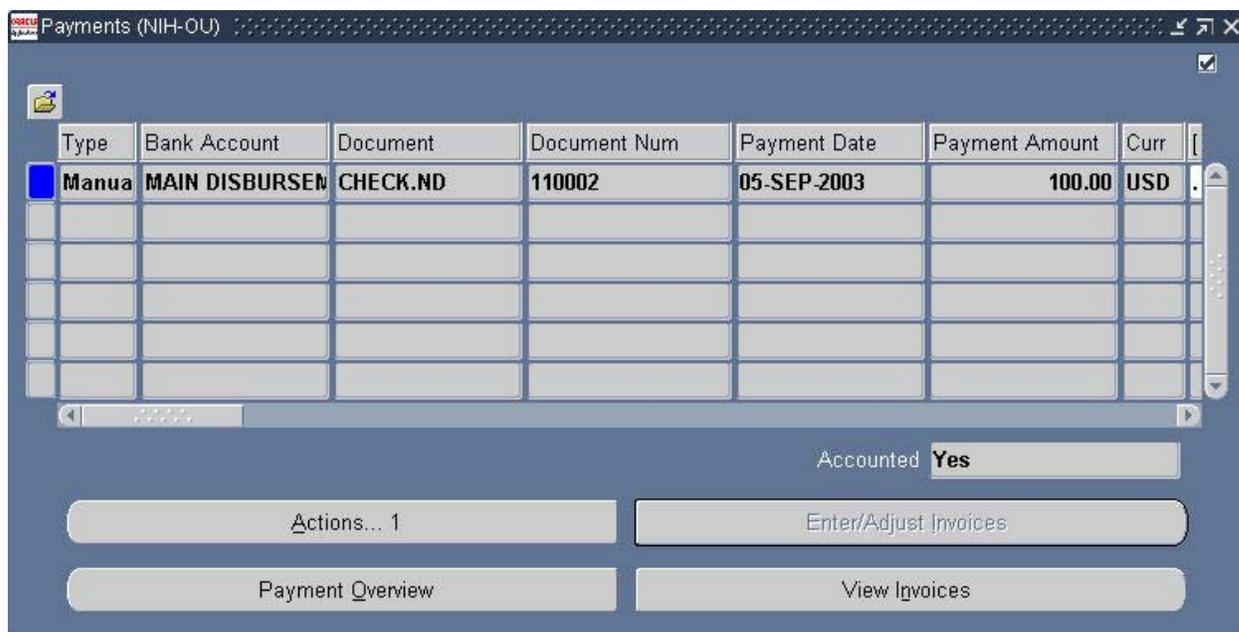
Invoice Action **None** ▼

OK Cancel

11. Enable the **Create Accounting** checkbox.

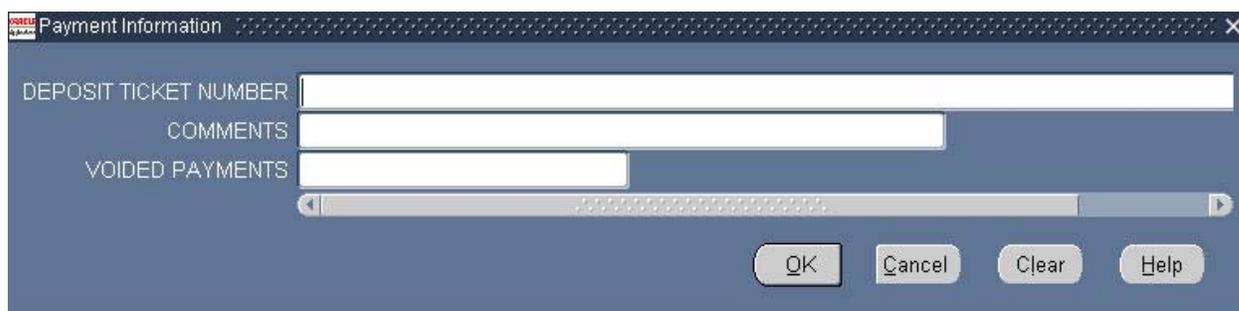
12. Select the **OK** button.

Result: The **Payment** window is displayed and the **Accounted** field displays "Yes"



13. Use the horizontal scroll bar to locate the **Flexfield []** and place your cursor in the field.

Result: The **Payment Information** flexfield is displayed.



14. Enter the return schedule number into the **Voided Payments** field.

15. Select the **OK** button.

Result: The **Payment Information** flexfield closes.

16. Select the **Actions...** button.

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

Hold (NIH-OU)

Name VOID PAYMENT

Reason VOID PAYMENT HOLD

Hold Cancel

20. Select the **Hold** button.

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

The screenshot shows a 'Payment Actions' dialog box with the following elements:

- Format Program []
- Print Now Printer []
- Create Accounting
- Print Remittance Advice
- Reissue
- Initiate Stop
- Void

Fields for the 'Void' action:

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

Other input fields (empty):

- Program []
- Printer []
- Payment Date []
- Payment Rate []
- New Check Num []
- Voucher Num []
- Date []

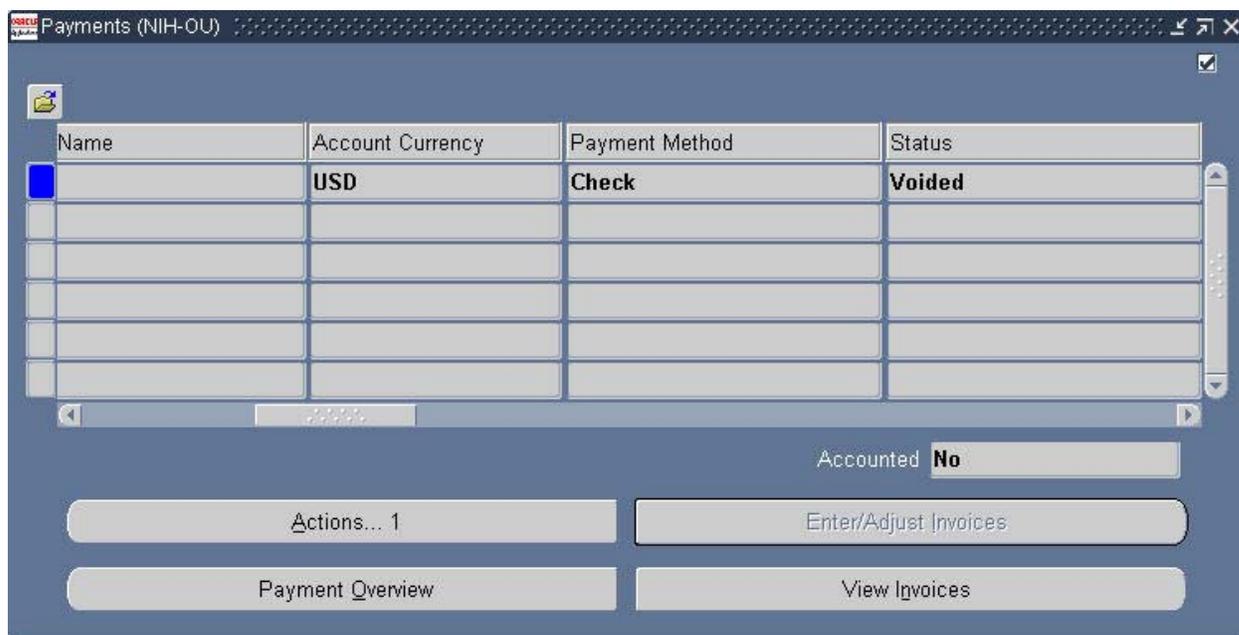
Buttons: OK, Cancel

21. Select the **OK** button.

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

22. Select the **OK** button.

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



23. Select the **Actions** button.

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

The image shows a software dialog box titled "Payment Actions". It contains several options and input fields:

- Format: Program [text box]
- Print Now: Printer [text box]
- Create Accounting
- Print Remittance Advice: Program [text box]
- Reissue: Payment Date [text box], Payment Rate [text box], New Check Num [text box], Voucher Num [text box]
- Initiate Stop: Date [text box]
- Void: Date [text box], GL Date [text box], Invoice Action [dropdown menu showing "None"]

At the bottom are "OK" and "Cancel" buttons.

24. Enable the **Create Accounting** checkbox.

Example: Below is a sample enabled **Create Accounting** checkbox.

Payment Actions

Format Program

Print Now Printer

Create Accounting

Print Remittance Advice Program

Reissue

 Payment Date

 Payment Rate

 New Check Num

 Voucher Num

Initiate Stop Date

Void

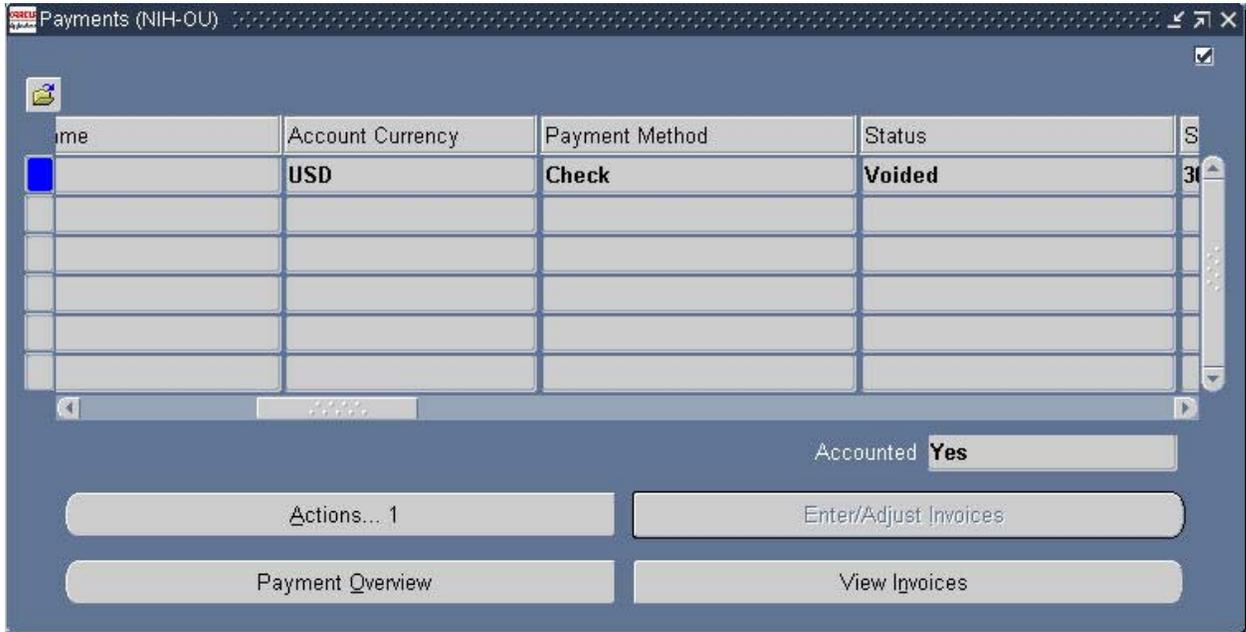
 Date

 GL Date

 Invoice Action **None** ▼

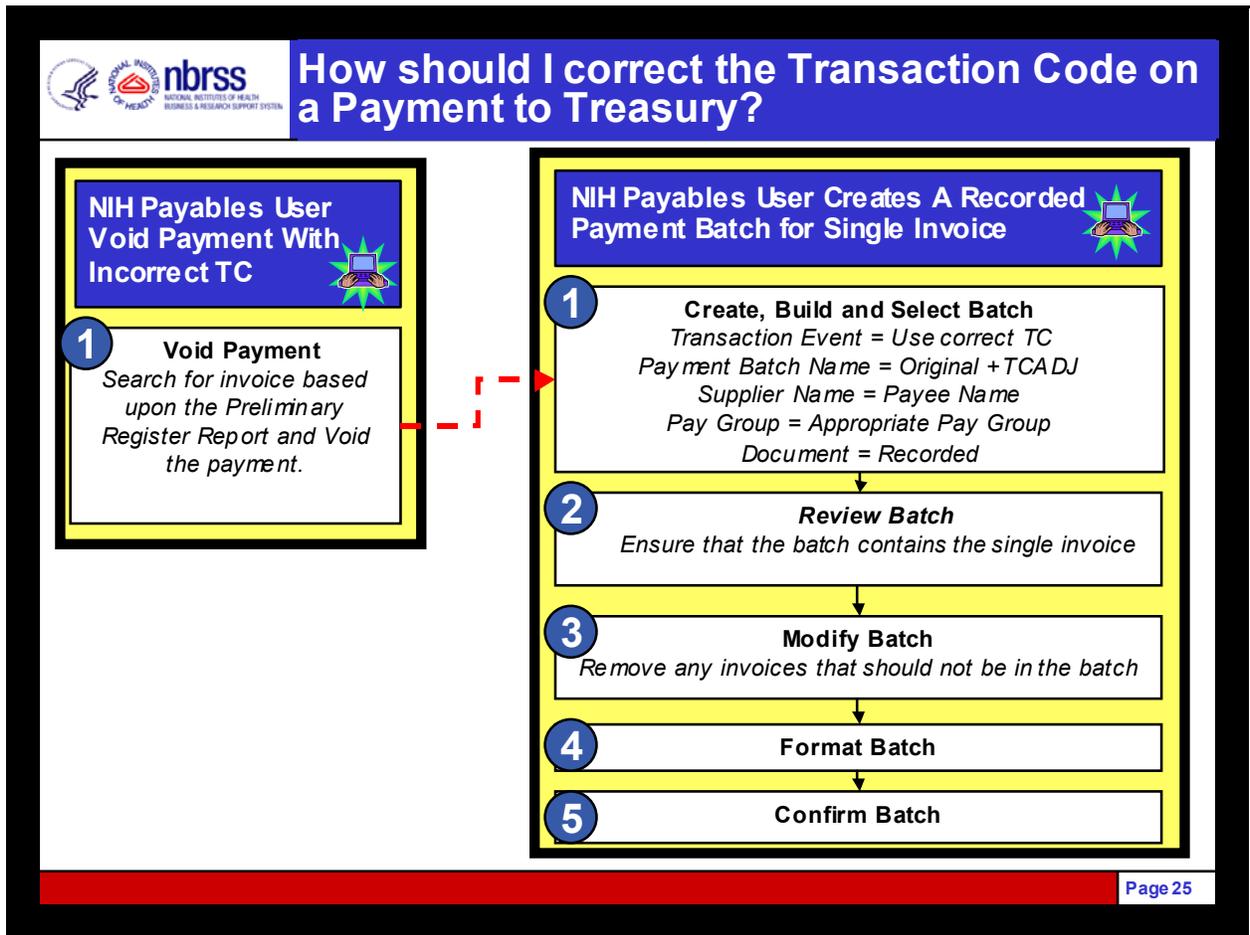
25. Select the **OK** button.

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



End of activity.

Option 3: Oracle Extension



Practice Lab



Practice Lab

Lab Time



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Complete Lab: Voiding Payments

Lesson Summary



Lesson Summary

After this lesson you learned how to:

- Review the adjustment request and determine the appropriate method to correct it
- Enter a debit memo
- Enter an invoice to refund a sponsor
- Cancel an invoice
- Void a payment

Debit Memos and Travel Refunds

Chapter 6

Processing Debit Memos and Refunds



Processing Debit Memos and Refunds

Track 2 End User Training
Revised June 1, 2004

Lesson Objectives



Lesson Objectives

After this lesson you should know how to:

- Describe the different types of debit memos
- Clear outstanding prepayments
- Perform monthly maintenance of debit memos

Types of Debit Memos



Types of Debit Memos

After this lesson you should know how to:

→ **Describe the different types of debit memos**

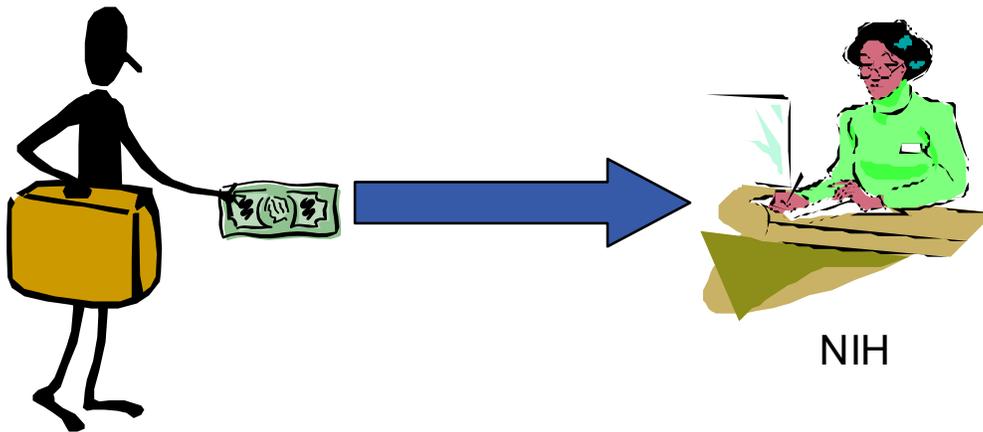
- Clear outstanding prepayments
- Perform monthly maintenance of debit memos

Refunds of Excess Travel Advances or Expenses



Refunds of Excess Travel Advances or Expenses

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.



Use of Debit Memos



Use of Debit Memos

- In Accounts Payable, debit memos indicate that the supplier owes the NIH a refund.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Debit Mem	BENJAMIN	1000142	TRAVEL	05-SEP-2003	TR5565-DM	USD	250.0

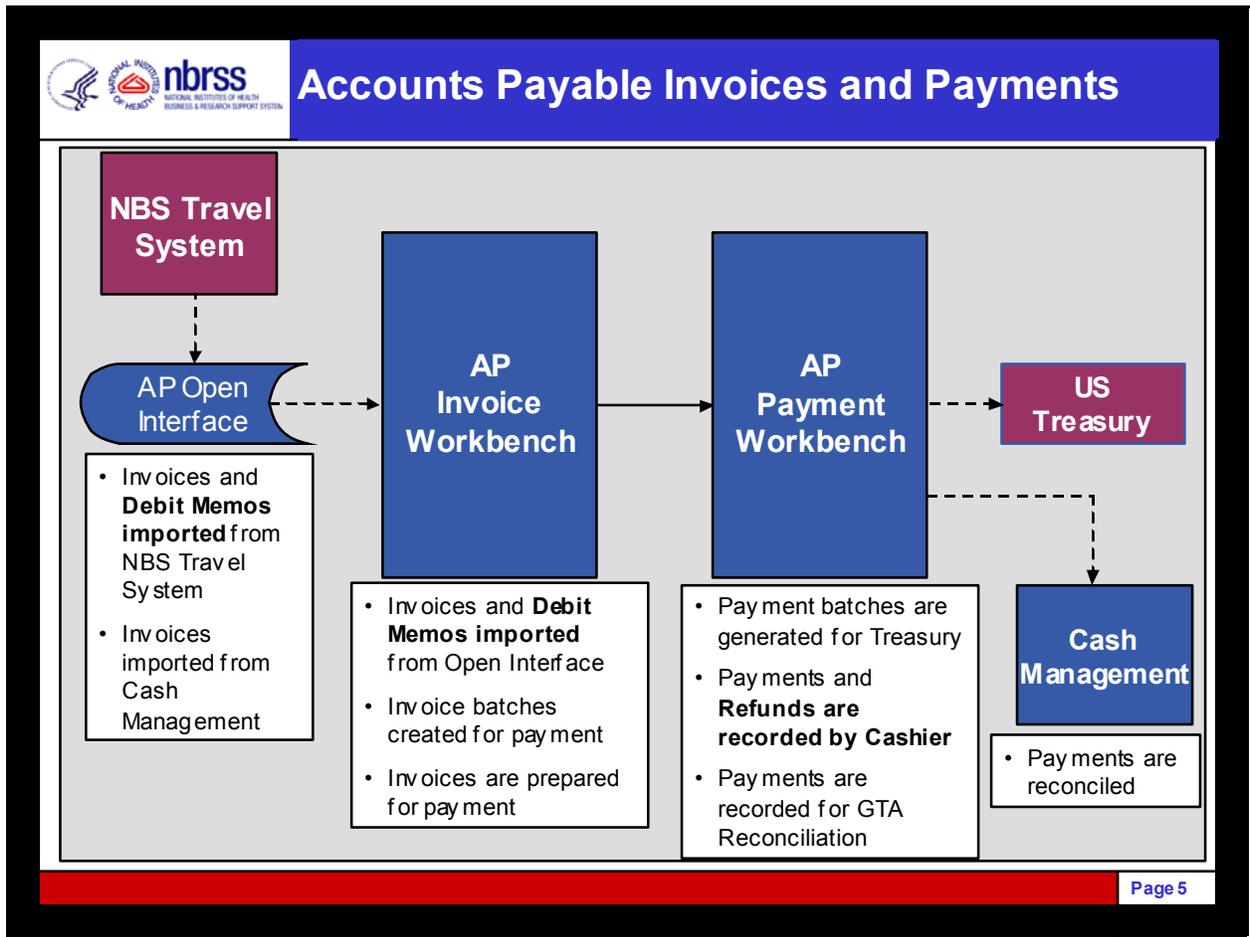
Batch Control Total: _____
Actual Total: _____

Amount Paid: USD 0.00
Holds: 0
Status: Validated
Approval: Not Required
Distribution Total: 250.00-
Accounted: Yes
Desc: _____

Actions... 1 Hglds Payments Match Purchase Order

Scheduled Payments Overview Distributions

Accounts Payable Invoices and Payments



Travel Refund Types



Travel Refund Types

1. Travel Advance Refunds

- Debit Memo automatically created from the NBS Travel System if the amount of the final travel voucher is less than the amount of the prepayment
- Outstanding prepayment exists for travel advances issued at the time of travel authorization
- Naming convention is TRx-DM

2. Travel Refunds

- Debit memos manually created by the travel office for the amount due back from the traveler as a result of overpayment of advance or expenses
- Prepayments may or may not exist for these types of refunds
- Naming convention is TRx-DM ADJ

Debit Memo for Travel Advance Refunds



Debit Memo for Travel Advance Refunds

- Debit Memos are automatically created from the NBS Travel System in the event that a traveler receives an advance that is greater than the amount of their final voucher.

Example:

Estimated out of pocket expenses = \$1000

Travel Advance = \$800

Final Voucher Amount (out-of pocket only) = \$600

Traveler owes NIH = \$200

Debit memo is automatically created in AP for \$200.00

Debit Memo for Travel Refund



Debit Memo for Travel Refund

- Debit Memos are manually created by the NIH Travel Office in the event that the traveler was overpaid for advances or expenses
 - Travel Planner creates two travel documents for the same trip
 - Travel Planner indicates a GTA expense or Sponsored In-Kind is reimbursed to the traveler
 - Travel expense is included in the voucher that is larger than what the traveler actually spent.
- The creation of the manual debit memo is covered in the Chapter on “Accounts Payable Adjustments” in this Student Guide

Debit Memo Refund Process Overview


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Debit Memo Refund Process Overview

Debit memos can be refunded in two ways:

- The traveler presents a check payable to the NIH to the Cashier
- The debit memo amount is subtracted from a future payment to the traveler



NIH Cashier



U.S. Treasury

Page 9

In order to give the traveler time to submit the refund to the cashier, the debit memo is placed on hold, which prevents the debit memo amount from being deducted from future invoice payments.

However, if the traveler does not submit the refund to the cashier, the NIH Travel Office may release the hold and validate the debit memo so that it can be deducted from future invoice payments.

Clearing Outstanding Prepayments

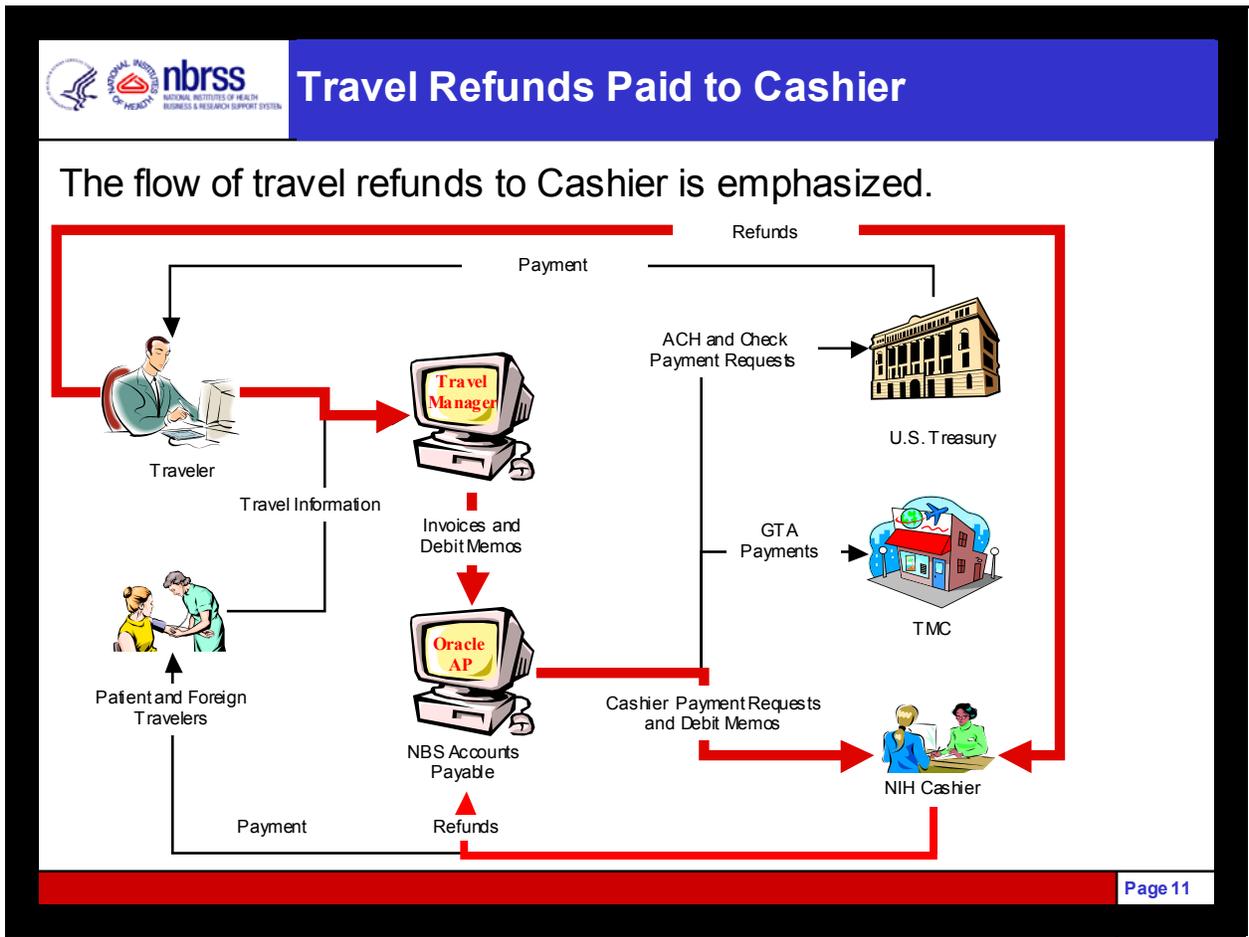


Clearing Outstanding Prepayments

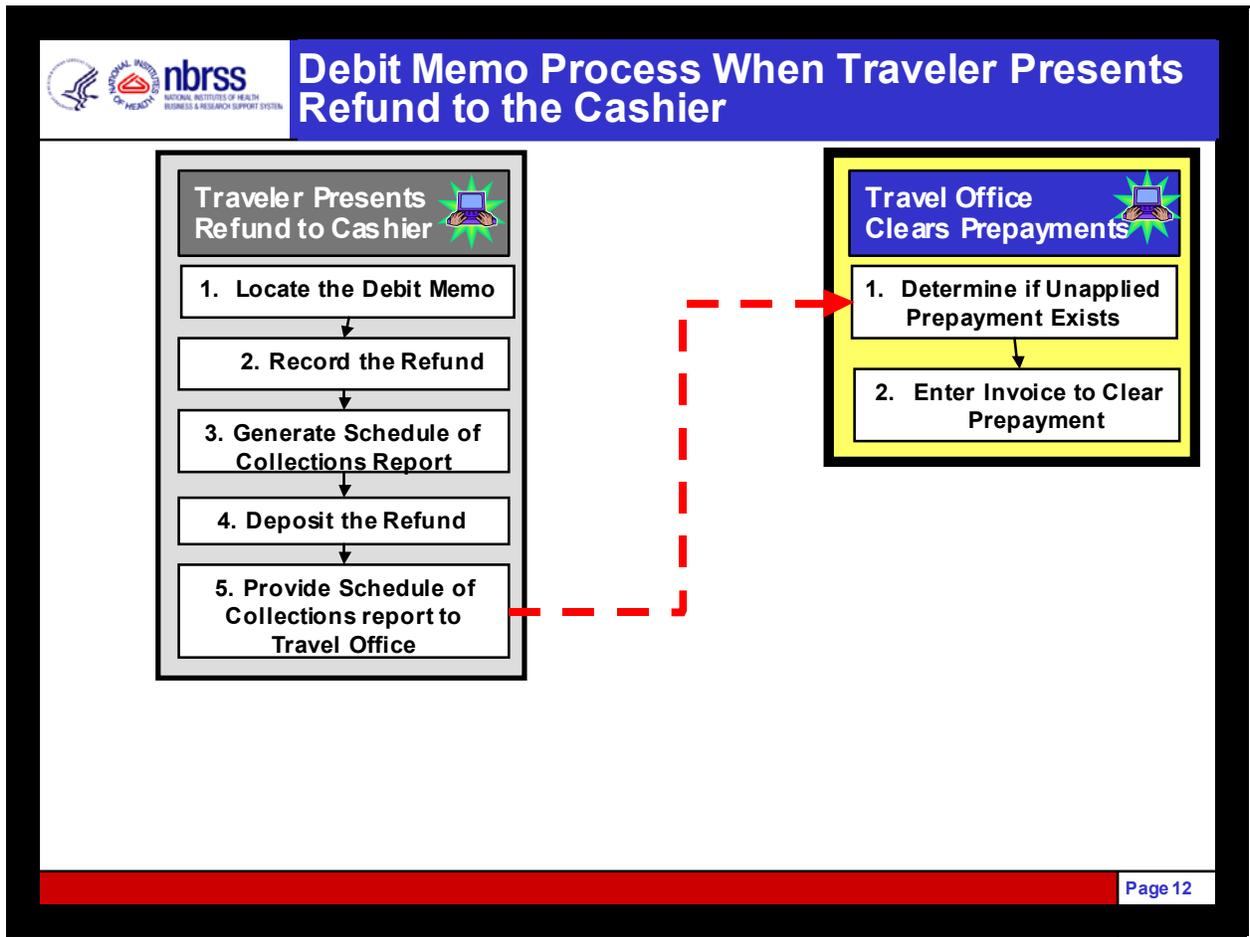
After this lesson you should know how to:

- Describe the different types of debit memos
- **Clear outstanding prepayments**
- Perform monthly maintenance of debit memos

Travel Refunds Paid to Cashier



Option 3: Oracle Extension



The Schedule of Collections report is generally created twice a week.

Identifying Refund Type



Identifying Refund Type

- The Cashier's office will provide the NIH Travel Office with a copy of the Schedule of Collections report on a bi-weekly basis that lists the travel advance refunds received
- The report contains the invoice number for which the refund was received

National Institutes of Health		Page : 1 of 1					
AP Schedule of Collections Report		Report Date : 02/01/04					
-----		-----					
Deposit Ticket Number:	41234	Check Num	Check Date	Invoice Num	Amount	Void?	Comments
Payee Name	-----	-----	-----	-----	-----	-----	-----
RENEE D DAVIS:0011323178		25412	01/23/2004	TR1292V2-DM	114.00	N	
NATALIE R DRAPER:0011517966		41234	01/23/2004	TR1282V3-DM	174.00	N	
NATALIE R DRAPER:0011517966		2563	01/23/2004	TR1293V2-DM	114.00	N	
ELLEN B RUDY:0011255026		52523	02/01/2004	TR10V1-DM	100.00	N	
				ADJ			
Deposit Ticket Total:					502.00		
Report Total:					502.00		

Travel Refunds Paid to Cashier





Travel Refunds Paid to Cashier

- The NIH Travel Office must take the AP Schedule of Collections Report and determine which refunds relate to travel advances.
- The report contains the invoice number for which the refund was received.

1. Determine if Unapplied Prepayment Exists

National Institutes of Health AP Schedule of Collections Report					
Deposit Ticket Number:	Payee Name	Check Num	Check Date	Invoice Num	Amount Void?
41234	RENEE D DAVIS:0011323178	25412	01/23/2004	TR1292V2-DH	114.00 N
	NATALIE R DRAPER:0011517966	41234	01/23/2004	TR1282V3-DH	174.00 N
	NATALIE R DRAPER:0011517966	2563	01/23/2004	TR1293V2-DH	114.00 N
	ELLEN B RUDY:0011255026	52523	02/01/2004	TR10V1-DH ADJ	100.00 N
Deposit Ticket Total:					502.00
Report Total:					502.00

Unapplied Prepayments Exist

Unapplied Prepayments May Exist

Page 14

For travel advance refunds, an unapplied prepayment exists.

For travel refunds, an unapplied prepayment may exist. You must search for prepayments.

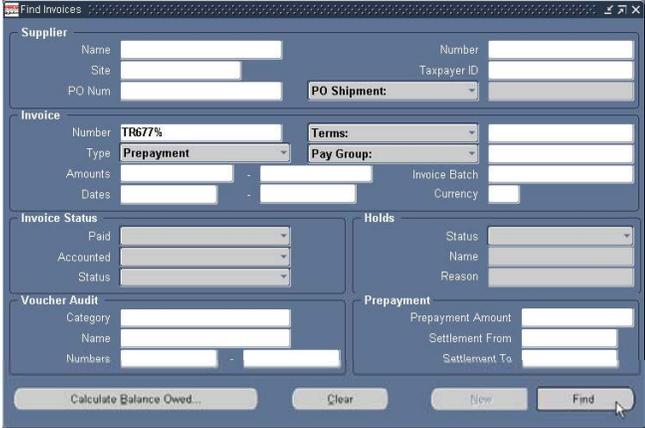
Travel Refunds Paid to Cashier


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Travel Refunds Paid to Cashier

- Use the NIH Schedule of Collections report to locate the travel refunds containing ADJ in the invoice number.
- Use the base number to search for existing prepayments in the system.

1. Determine if Unapplied Prepayment Exists



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In the **Invoice Number** field, enter the base travel number followed by a %.

In the **Invoice Type** field, select **Prepayment**.

If no records matched your search, there is no prepayment that requires clearing for that debit memo.

If records matched your search, review the status of the prepayment. If it is **Fully Applied**, you do not need to clear the prepayment. If it is **Partially Applied**, then you do need to clear the prepayment.

Clearing Prepayments in Accounts Payable



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Clearing Prepayments in Accounts Payable

- This step applies to
 - Travel Advance Refunds
 - Travel Refunds with Unapplied Prepayments
- Clearing prepayments in Accounts Payable is performed by
 - Gathering the accounting information from the original prepayment
 - Entering a single line invoice for the amount of the refund
 - Apply the prepayment to the invoice
- By applying the prepayment to the invoice, the invoice will be marked as paid

2. Enter Invoice to Clear Prepayment

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Refer to the Naming Convention document for the appropriate **Invoice Batch Name** and **Invoice Name** conventions.

Invoices - Entering Invoice Batches to Clear Prepayments

Purpose

The purpose of this document is to describe how to enter invoices to clear outstanding prepayments.

Before you begin

Before you begin, the following information must be available:

- Supplier Name
- Original prepayment invoice number
- Accounting information from the original prepayment invoice
- Amount of the refund

NIH Payables User

N > Invoices > Entry > Invoice Batches

Invoice Batches

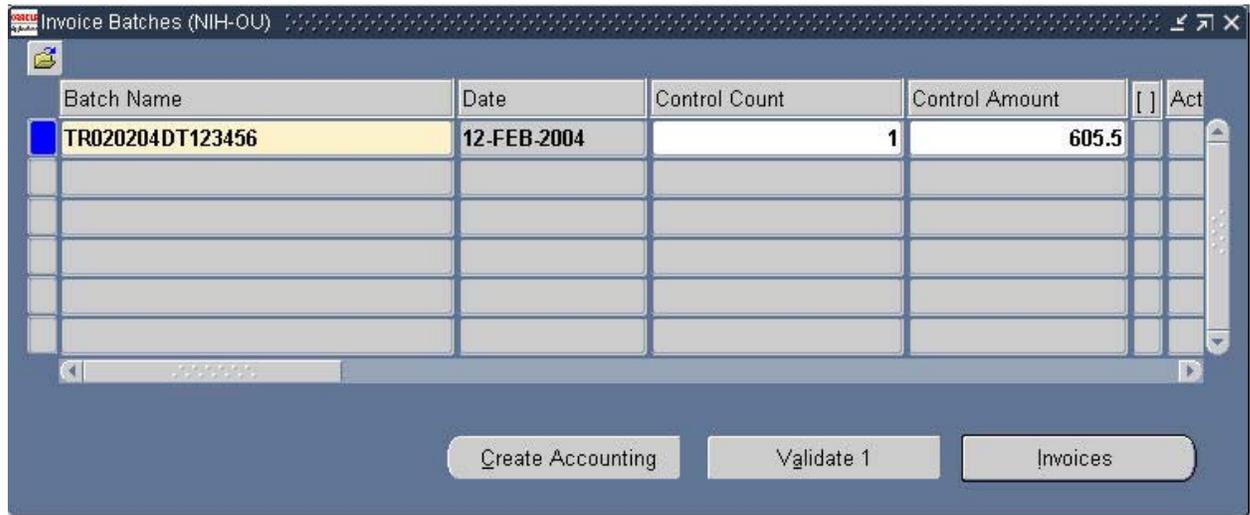
Batch Name	Date	Control Count	Control Amount	Act
	15-JAN-2003			

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.
Note: This is an optional field.
3. Tab to the **Control Amount** field and enter the total dollar value of the invoices in the batch.
Note: This is an optional field.

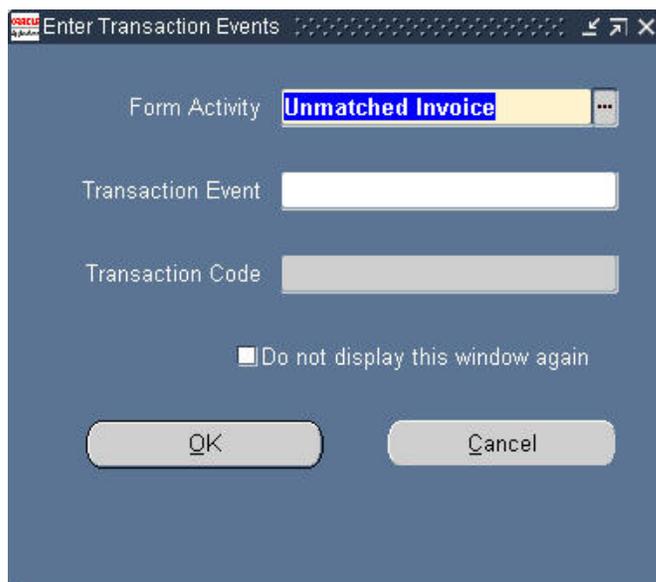
4. Save your work.

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



5. Select the **Invoices** button.

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



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

Result: A **Caution** window appears.

7. Select the **OK** button.

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

Batch Control Total **605.5**
Actual Total

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

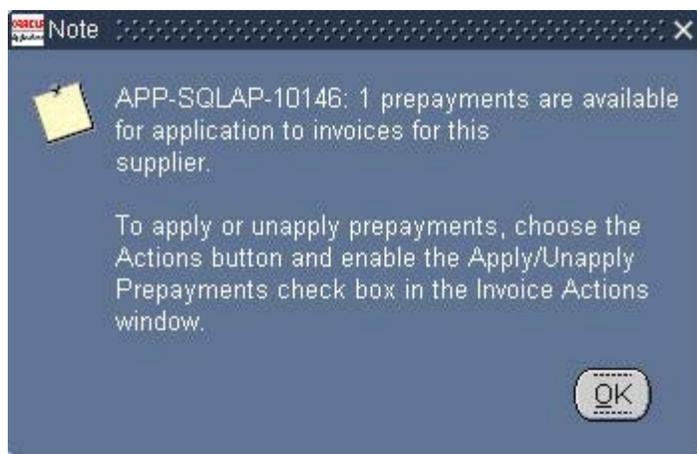
Amount Paid: USD **0.00**
 Holds:
 Status: **Never Validated**
 Approval: **Not Required**
 Distribution Total: **0.00**
 Accounted: **No**
 Desc:

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

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

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

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



9. 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
Site	Accept default value or select the appropriate site from the LOV
Invoice Date	Enter the invoice date
Invoice Number	Enter a unique invoice number based upon the appropriate naming convention
Invoice Currency	Defaults to USD
Invoice Amount	Enter the amount of the invoice
GL Date	Defaults. Do not change
Terms Date	Enter today's date
Terms	Defaults from the supplier record. If necessary, use the LOV to select different terms.
Payment Method	Defaults from the supplier record. If necessary, use the LOV to select a different payment method.

Example: Below is a sample completed invoice line.

Invoices (NIH-OU) - TR020204DT123456

Batch Control Total: 697
Actual Total: 697

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	LOUIS D BL	1032063	TRAVEL	12-FEB-2004	TR454V1-DM LQAD	USD	

Amount Paid: USD 0.00
Holds: 0
Status: Never Validated
Approval: Not Required
Distribution Total: 0.00
Accounted: No
Desc:

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

10. 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

11. 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) - TR454V1-DM LQAD, LOUIS D BURGIO:0011306601

Invoice Amount **697.00**
 Invoice Amount Unpaid **697.00**

Prepayment on Invoice

Apply	Amount To Apply	GL Date	Number	Dist	Tax Code	Amount Available	Site	Print
<input checked="" type="checkbox"/>			TR454-AD	1		697.00	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 **0243 NIA 2003 ANNL DRCT A.2003.GENERAL.NIA.HNN1 NIA OD OF** 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

12. Enable the **Apply** checkbox on those prepayment lines you want applied to the invoice.
13. Enter the amount of the to be applied to this invoice in the **Amount To Apply** field.

Example: Below is a sample completed window.

Apply/Unapply Prepayments (NIH-OU) - TR454V1-DM LQAD, LOUIS D BURGIO:0011306601

Invoice Amount **697.00**
 Invoice Amount Unpaid **0.00**

Prepayment on Invoice

Apply	Amount To Apply	GL Date	Number	Dist	Tax Code	Amount Available	Site	Print
<input checked="" type="checkbox"/>	697.00	12-FEB-2004	TR454-AD	1		697.00	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 **0243 NIA 2003 ANNL DRCT A.2003.GENERAL.NIA.HNN1 NIA OD OF** 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

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

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

Apply/Unapply Prepayments (NIH-OU) - TR454V1-DM LQAD, LOUIS D BURGIO:0011306601

Invoice Amount **697.00**
 Invoice Amount Unpaid **0.00**

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"/>								<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 type="checkbox"/>	697.00	12-FEB-2004	TR454-AD	1		TRAVEL
<input type="checkbox"/>						
<input type="checkbox"/>						

Description PO Num
 Account Receipt Num

Invoice Overview Apply/Unapply

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

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

Invoices (NIH-OU) - TR020204DT123456

Batch Control Total **697**
Actual Total **697**

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	LOUIS D BL	1032063	TRAVEL	12-FEB-2004	TR454V1-DM LQAD	USD	

Amount Paid: **USD 697.00**

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**

16. Select the **Distributions** button.

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

Distributions (NIH-OU) - TR454V1-DM LQAD, LOUIS D BURGIO:0011306601

Invoice Total **697.00**
 Distribution Total **0.00**

Num	Type	Amount	Tax Code	GL Date	Account
1	Prepayment	697.00-		12-FEB-2004	08024320031DA0.2003.01.N100

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

Account Description **0243 NIA 2003 ANNL DRCT A.2003.GENERAL.NIA.HNN1 NIA OD OFC DIR.INTERN**

Allocate Reverse 1 Calculate Tax

View PO View Receipt

17. Place your cursor in the first blank line.
18. In the **Amount** field, enter the amount of the invoice.
19. Tab to the **Account** field and enter the account value that was present on the original prepayment invoice.

Note: If you have copied the value from the original prepayment, you may utilize the past function to populate this field

20. Select the  **Edit Field** button from the application toolbar.

Result: The **Accounting Flexfield** window is displayed.

Accounting Flexfield

FUND 08024320031DA0 0243 NIA 2003 ANNL DRCT A

BFY 2003 2003

FUND LIMIT 01 GENERAL

ALLOT ORG N100 NIA

ORG HNN1000000C HNN1 NIA OD OFC DIR

IE I INTERNAL

B ACT 00204 NIA RMS

MECH 601 RMS GNRL

LINE ITEM N022 RMS

OBJECT CLASS 2185 PTNTS TRN BTWN N-FED&PHS FCLTY

SGL 141001 TRVL ADV & EMGNCY EMP PYMNT

COHORT 9999 DEF

HHS F1 9999 DEF

NIH F1 9999 DEF

OK Cancel Combinations Clear Help

21. Type **101002** into the **SGL** field and press the **Tab** key.

Result: The SGL field description is updated.

Accounting Flexfield

FUND 08024320031DA0 0243 NIA 2003 ANNL DRCT A

BFY 2003 2003

FUND LIMIT 01 GENERAL

ALLOT ORG N100 NIA

ORG HNN1000000C HNN1 NIA OD OFC DIR

IE I INTERNAL

B ACT 00204 NIA RMS

MECH 601 RMS GNRL

LINE ITEM N022 RMS

OBJECT CLASS 2185 PTNTS TRN BTWN N-FED&PHS FCLTY

SGL 101002 DSBRMNTS (OTR THAN PAYROLL)

COHORT 9999 DEF

HHS F1 9999 DEF

NIH F1 9999 DEF

OK Cancel Combinations Clear Help

22. Select the **OK** button.

Result: The **Accounting Flexfield** window closes and the **Distributions** window is displayed.

Item	Type	Amount	Tax Code	GL Date	Account
1	Prepayment	697.00		12-FEB-2004	08024320031DA0.2003.01.N100
2	Item	697.00		12-FEB-2004	08024320031DA0.2003.01.N100

Invoice Total: 697.00
Distribution Total: 697.00

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

Account Description: **0243 NIA 2003 ANNL DRCT A.2003.GENERAL.NIA.HNN1 NIA OD OFC DIR.INTERN**

Buttons: Allocate, Reverse 1, Calculate Tax, View PO, View Receipt

23. Tab to the **USSGL** field and enter **NONE**.
24. Close the **Distributions** window.

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

Invoices (NIH-OU) - TR020204DT123456

Batch Control Total **697**
Actual Total **697**

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	LOUIS D BL	1032063	TRAVEL	12-FEB-2004	TR454V1-DM LOAD	USD	

Amount Paid: USD **697.00**

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

Distribution Total: **697.00**
Accounted: **No**
Desc:

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

If there are additional invoices to enter, goto task #25. Otherwise, goto task #26.

25. Place your cursor in the next line.

Goto task 6#.

26. Close the **Invoices** window.

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

Invoice Batches (NIH-OU)

Batch Name	Date	Control Count	Control Amount	[]	Act
TR020204DT123456	12-FEB-2004	1	605.5		

Create Accounting Validate 1 Invoices

27. Review the **Batch Control Total** and **Actual Total** fields to ensure that they match your control amounts.

End of activity.



Practice Lab

Lab Time



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Complete Lab: Clearing Outstanding Prepayments

Monthly Debit Memo Maintenance Process



Monthly Debit Memo Maintenance Process

After this lesson you should know how to:

- Describe the different types of debit memos
- Clear outstanding prepayments
- **Perform monthly maintenance of debit memos**

Option 3: Oracle Extension



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Monthly Debit Memo Maintenance Process

- In order for a debit memo to be subtracted from a future payment, it must be released from hold and validated
- On a regular basis, the OFM Travel Office should research debit memos on hold and release the holds that have not been refunded to the cashier

Travel Office Validates Outstanding Debit Memos 

1. Locate Unpaid Debit Memos

↓

2. Release Hold

↓

3. Validate Debit Memos

Debit Memos are Deducted from Future Payments

Debit Memos are automatically deducted from future travel payments to that payee

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In the event that the traveler does not refund the amount of the debit memo to the cashier, then the travel office will process the debit memos such that the amount can be automatically deducted from the traveler's next payment.

Locating Debit Memos on Hold



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Locating Debit Memos on Hold

➤ Run the Invoices On Hold report to review debit memos on hold.

- In the parameters window, select **Debit Memo** in the **Hold Name** field

1. Locate Unpaid Debit Memos

NATIONAL INSTITUTES OF HEALTH Report Date: 05-JUN-2004 13:56

Page: 1

Invoice on Hold Report

Hold Name: DEBIT MEMO On Hold by Period Option: No Include Due or Discount Date:

Supplier Name: From Entered Date: From Due or Discount Date:

Order By: Hold Name To Entered Date: To Due or Discount Date:

Include Hold Descriptions: Yes

Hold Name: DEBIT MEMO

Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Original Amount	Functional Currency	Amount Remaining	Description
TMDM021320	AIWU CHENG:001107944	TR75-DM		12-FEB-04	-230.00		-230.00	TRAVEL
TMDM022320	ALINA V BRENNER:0010	TR33014-DM		20-FEB-04	-1,500.00		-1,500.00	TRAVEL
TMDM022720	ANGELIQUE BIANCOTTO:	TR34858-DM		26-FEB-04	-575.00		-575.00	TRAVEL
TMDH102720	BONITA H SLITH:00101	TR2989-DM		24-OCT-03	-714.80		-714.80	TRAVEL
TMDH020220	BRANDON L WALTER:001	TR31488-DM		30-JAN-04	-800.00		-800.00	TRAVEL
TMDH102720	CARMEN H KAPLAN:0010	TR3848-DM		24-OCT-03	-650.00		-650.00	TRAVEL

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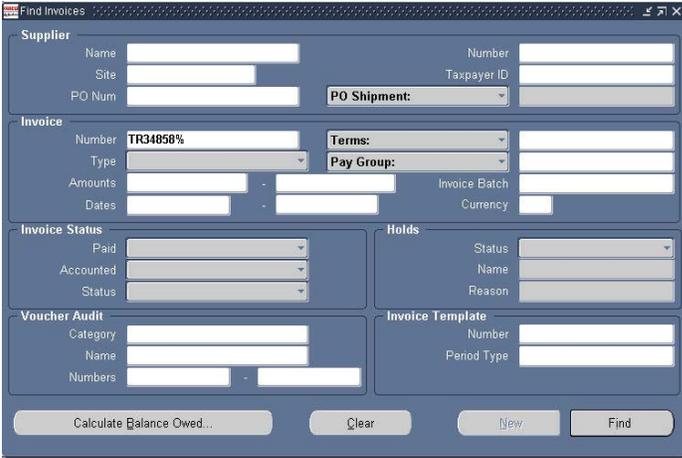
Reviewing Debit Memos on Hold


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Reviewing Debit Memos on Hold

- Locate all invoices related to that travel document
- In the **Find Invoice**s window, place the root travel document number in the **Invoice Number** field followed by %

1. Locate Unpaid Debit Memos



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Before releasing the hold on the debit memo, confirm that the traveler legitimately owes the NIH the funds. For example, ensure that the original prepayment was paid to the traveler.

If you determine that the traveler never received the original payment for which the debit memo was created, cancel the original invoice and debit memo.

If you determine that the traveler owes the NIH the funds and sufficient time has passed to refund the money to the Cashiers, then release the hold on the debit memo so that it can be deducted from future payments.

Releasing Holds on Unpaid Debit Memos



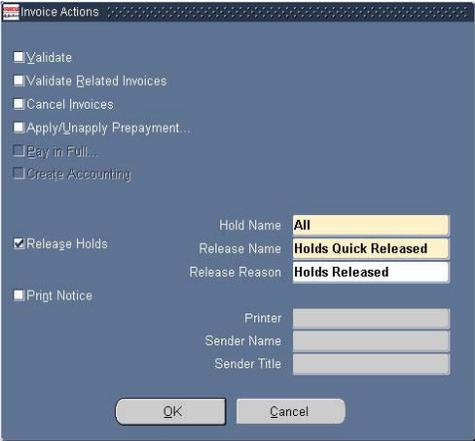
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Releasing Holds on Unpaid Debit Memos

To release the hold on the debit memo,

- Ensure your cursor is located in the line of the debit memo you want to release from hold
- Press the **Actions** button
- Enable the **Release Holds** checkbox
- Select a **Release Name** from the **LOV** and press the **OK** button

2. Release Holds



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Validate Unpaid Debit Memos

Validate Unpaid Debit Memos

After releasing the holds, the debit memos must be validated.

- Press the **Actions** button
- Enable the **Validate** checkbox and press the **OK** button

3. Validate Debit Memos

The screenshot shows a dialog box titled "Invoice Actions". It contains several checkboxes: "Validate" (checked), "Validate Related Invoices", "Cancel Invoices", "Apply/Unapply Prepayment...", "Pay in Full...", "Create Accounting", "Release Holds", and "Print Notice". Below the checkboxes are several input fields: "Hold Name", "Release Name", "Release Reason", "Printer", "Sender Name", and "Sender Title". At the bottom of the dialog are "OK" and "Cancel" buttons.

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Invoices - Validating Invoices On Line

Purpose

The purpose of this document is to describe how to validate an invoice or group of invoices from the **Invoices** window.

NIH Payables Cashier Office User
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, Terms (dropdown), Pay Group (dropdown), Amounts, Dates, Invoice Batch, Currency.
- Invoice Status:** Paid, Accounted, Status (dropdowns).
- Holds:** Status, Name, Reason (dropdowns).
- Voucher Audit:** Category, Name, Numbers.
- Invoice Template:** Number, Period Type.

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

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

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

Invoices (NIH-OU) Batch Control Total
Actual Total

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

Amount Paid:

Holds: Distribution Total:
 Status: Accounted:
 Approval: Desc:

2. Highlight invoices that you want to validate.
3. 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

4. Enable the **Validate** checkbox

Example: Below is a sample enabled validate checkbox.

Invoice Actions

Validate

Validate Related Invoices

Cancel Invoices

Apply/Unapply Prepayment...

Pay in Full...

Create Accounting

Release Holds

Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

OK Cancel

5. Select **OK**.

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

Invoices (NIH-OU) Batch Control Total
Actual Total

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

Amount Paid: USD Holds: Distribution Total:
 Status: Accounted:
 Approval: Desc:

Actions... 1 Hglds Payments Match **Purchase Order** (dropdown)
 Scheduled Payments Overview Distributions

Notes:

- Refer to the **Status** and **Holds** fields to view the results of the validation program.
- If the **Status** field displays "Needs Revalidation", view the holds that have been placed on the invoice.

End of activity.

Validated Unpaid Debit Memos on the Preliminary Payment Register



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Validated Unpaid Debit Memos on the Preliminary Payment Register

- If no other invoice for the supplier is included in the batch, the debit memo will be indicated by *****. The reason for non-payment will be that the invoice is below the minimum payment amount of \$0.00

*****	Under Minimum Pay LAWRENCE E SMITH:0010191 TRAVEL	10520155	-200.00	No
10 TR10914V1-DM	ADJ_07-OCT-03	0.00	-200.00	-200.00

- If another invoice for the supplier is included in the batch, the amount that will be paid to the traveler will be net of the debit memo

9000243	JULIE K. BROWN:0011378133 TRAVEL	1111111111	570.20	Yes
10 TR538-AD	31-OCT-03	821.00	0.00	821.00
20 TR538V1-DM	22-SEP-03 TRAVEL	-250.80	0.00	-250.80

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Practice Lab

Lab Time



Page 25

Complete Lab: Processing Debit Memos

Lesson Summary



Lesson Summary

In this lesson, you learned how to:

- Describe the different types of debit memos
- Clear outstanding prepayments for refunds
- Perform monthly maintenance of debit memos

GTA Reconciliation Support Activities

Chapter 7

GTA Reconciliation Support Activities



GTA Reconciliation Support Activities

Track 2 End User Training
Revised June 1, 2004

Lesson Objectives



Lesson Objectives

After this lesson, you will know how to:

- Record GTA Payments
- Process Payment to Impac Government Services

Recording GTA Payments for Reconciliation



Recording GTA Payments for Reconciliation

After this lesson, you will know how to:

→ **Record GTA Payments for Reconciliation**

- Process Payment to Impac Government Services

Recording GTA Invoices



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Recording GTA Invoices

➤ GTA Invoices must be recorded in AP in order for them to be reconciled against the TMC Files.

NBS Travel System

↓

AP

Invoice Workbench

Invoice#	Amount	Hold?
TR1025-CB	\$150	Yes
TR1026-CB	\$1125	Yes
TR1027-CB	\$857	Yes
TR1028-CB	\$125	Yes
TR1029-CB	\$736	Yes
TR1030-CB	\$356	Yes
TR1030-CB	\$125	Yes
.....		

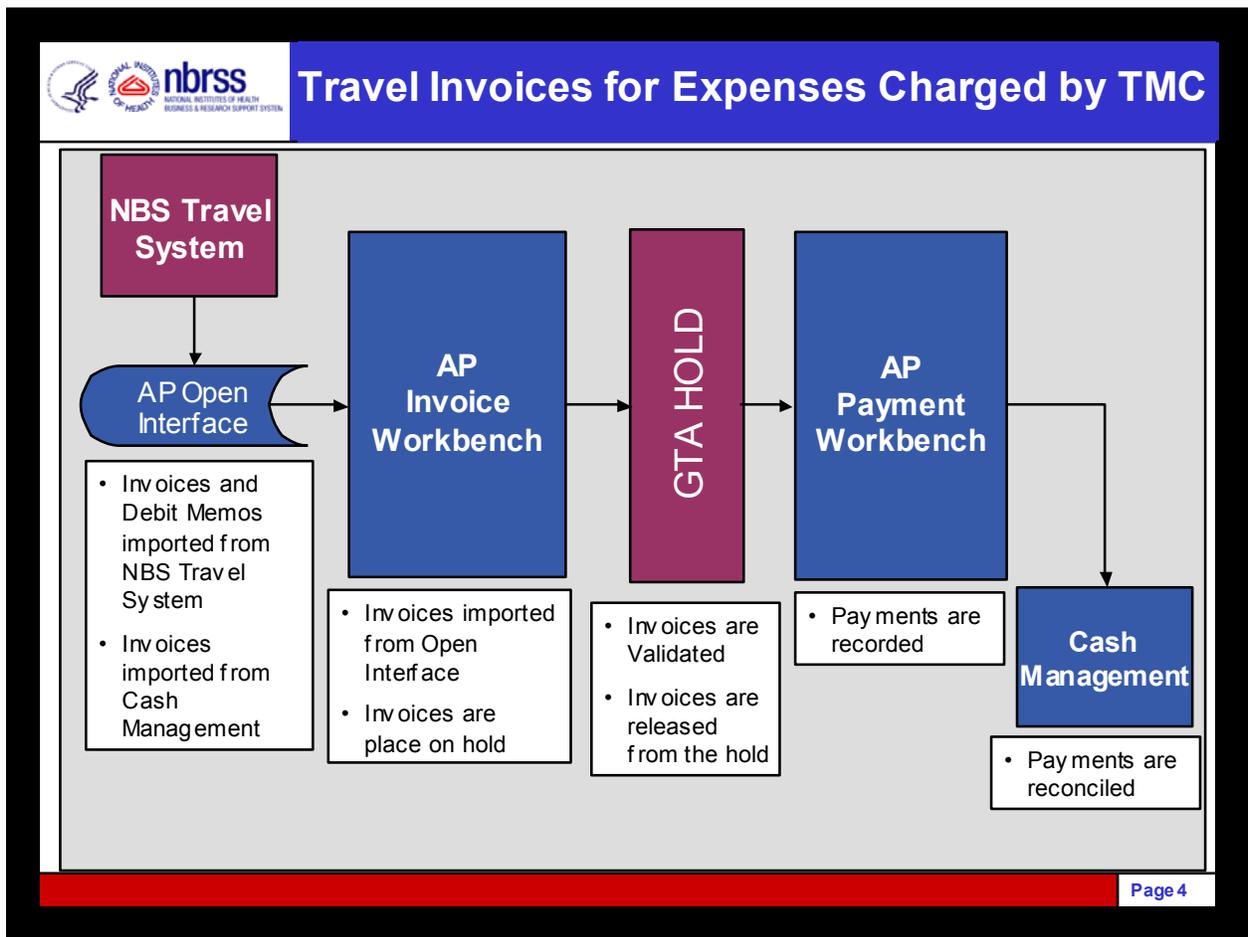
Payment Workbench

Invoice#	Amount	Payment
Type		
TR1025-CB	\$150	Recorded
TR1026-CB	\$1125	Recorded
TR1027-CB	\$857	Recorded
TR1028-CB	\$125	Recorded
TR1029-CB	\$736	Recorded
TR1030-CB	\$356	Recorded
TR1031-CB	\$125	Recorded
.....		

Page 3

This should be done on a daily basis.

Travel Invoices for Expenses Charged by TMC



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

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

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

GTA Invoices



GTA Invoices

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

1. Payable to Impac Government Services
2. Identified by an invoice number equal to the travel order number – **CB**
3. On hold – Awaiting Reconciliation

Invoice Overview (NIH-OU)

Supplier	IMPAC GOVERNMENT SERVICES			Site	FARGO
Supplier Num	1042796	Taxpayer ID	410417860		
Invoice Num	TR9V1-CB	Type	Standard	Date	01-SEP-2003
Batch Name	TM090103216USB6	Currency	USD	Amount	467.50
Voucher		Unpaid Amount	467.50		
PO Number	TR9V1-CB	Release		Unapplied Amount	
Receipt Num		Settlement Date			

Invoice Status

Paid	No	Active Hold	<input checked="" type="checkbox"/>	Reason	AWAITING RECONCILIATION
Accounted	No				
Status	Never Validated				
Approval	Not Required				

Scheduled Payments

Curr	Amount	Remaining	Due Date	Held	Paid By	Paid On
<input checked="" type="checkbox"/> USD	467.50	467.50	01-SEP-2003	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		

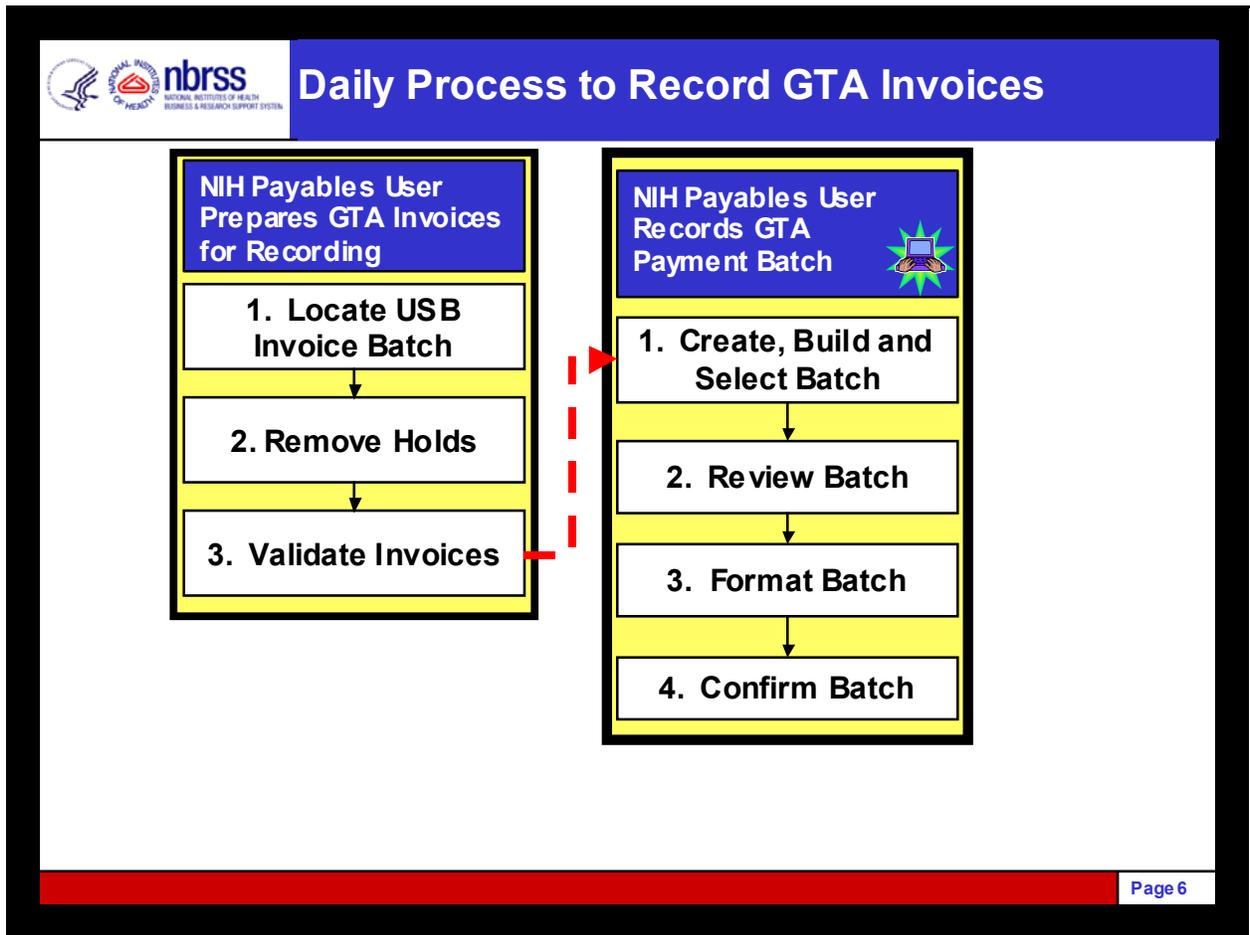
Actual Payments

Paid By	Paid On

Payment Overview View Receipt View PO Supplier Invoices

Page 5

Daily Process to Record GTA Invoices



This task should be done on a daily basis.

When recording GTA payment batches, you must select **Recorded** document in the Payment Batches window.

Locating USB Invoice Batch



Locating USB Invoice Batch

- Press the **F11** key to enter query mode
- Enter your search criteria
 - Invoice Batch Name = %USB%
 - Date = today's date
- Press the **Ctrl + F11** keys

1. Locate USB Invoice Batch

Batch Name	Date	Control Count	Control Amount	Act
TMUSB01262004	26-JAN-2004	210	62374	

Buttons: Create Accounting, Validate 1, Invoices

Releasing the Hold on the GTA Invoices



Releasing the Hold on the GTA Invoices

To release the holds

- Select the **Invoices** button
- From the menu bar, select **Edit > Select All**
- Select the **Actions** button
- Enable the **Release Holds** checkbox
- Select a **Release Hold Name** and select the **OK** button

2. Release Holds

Batch Control Total: .39
Actual Total: .39

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: USD 0.00
Holds: 0
Status: Never Validated
Approval: Not Required
Distribution Total: 10.00
Accounted: No
Desc:

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

GTA - Releasing Holds From USB Invoices

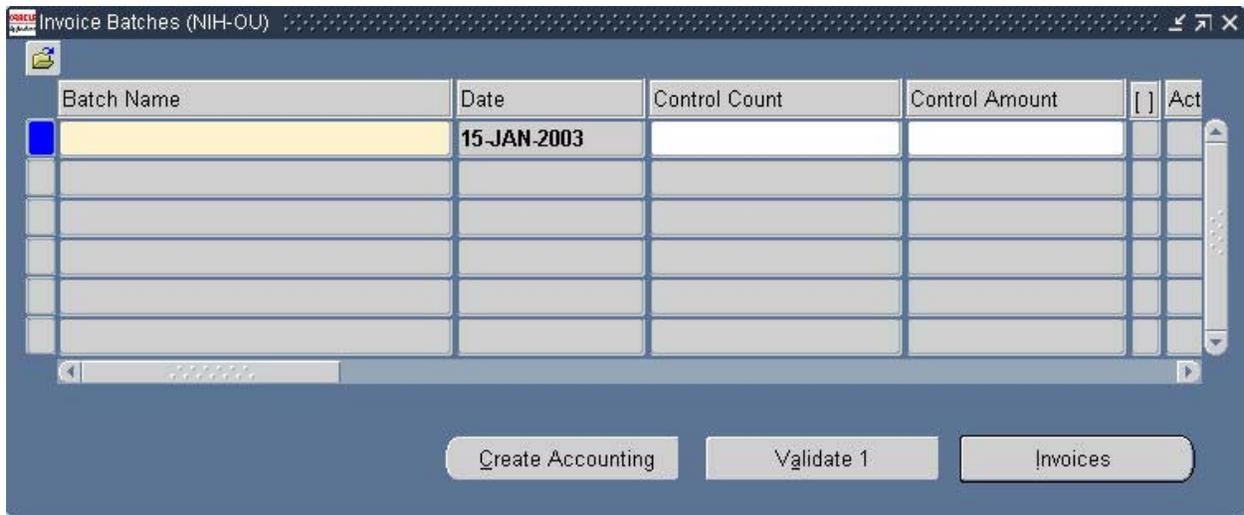
Purpose

The purpose of this document is to describe how to release the holds from the Impact Government Services invoices interfaced from the NBS Travel System for recording through a payment batch. This task must be completed prior to validating the invoices and recording payment.

NIH Payables User

N > Invoices > Entry > Invoice Batches

Invoice Batches



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

Result: The fields turn blue.

2. Enter your search criteria.

Note: We recommend entering TMUSB% in the **Batch Name** field and the current date in the **Date** field.

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

Result: The query results are displayed in the **Invoice Batches** window.

Invoice Batches (NIH-OU)

Batch Name	Date	Control Count	Control Amount	[]	Act
TM100620030617222USB	07-OCT-2003	12	4374		

Create Accounting Validate 1 Invoices

- Place your cursor in the line of the invoice batch you want to release holds.
- Select the **Invoices** button.

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

Invoices (NIH-OU) - TM100620030617222USB

Batch Control Total: 4374
Actual Total: 4374

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	IMPAC GOV	1042796	FARGO	29-SEP-2003	TR751V1-CB	USD	364.5
Standard	IMPAC GOV	1042796	FARGO	29-SEP-2003	TR750V1-CB	USD	364.5
Standard	IMPAC GOV	1042796	FARGO	29-SEP-2003	TR747V1-CB	USD	364.5
Standard	IMPAC GOV	1042796	FARGO	29-SEP-2003	TR749V1-CB	USD	364.5
Standard	IMPAC GOV	1042796	FARGO	29-SEP-2003	TR756V1-CB	USD	364.5
Standard	IMPAC GOV	1042796	FARGO	29-SEP-2003	TR746V1-CB	USD	364.5

Amount Paid: USD 0.00

Holds: 1
Status: Needs Revalidation
Approval: Not Required

Distribution Total: 364.50
Accounted: No
Desc: TRAVEL

Actions... 1 Holds Payments Match Purchase Order

Scheduled Payments Overview Distributions

Note: The **Supplier** field should display Impac Government Services and the Invoice Numbers should be appended by CB or GTA. If not, then you are in the wrong invoice batch.

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

Result: The invoices in the payment batch are selected and displayed in blue.

Note: If you receive a note that more than 100 records are found, select the **Continue To End** button.

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

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

The screenshot shows the 'Invoice Actions' dialog box. It contains the following elements:

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

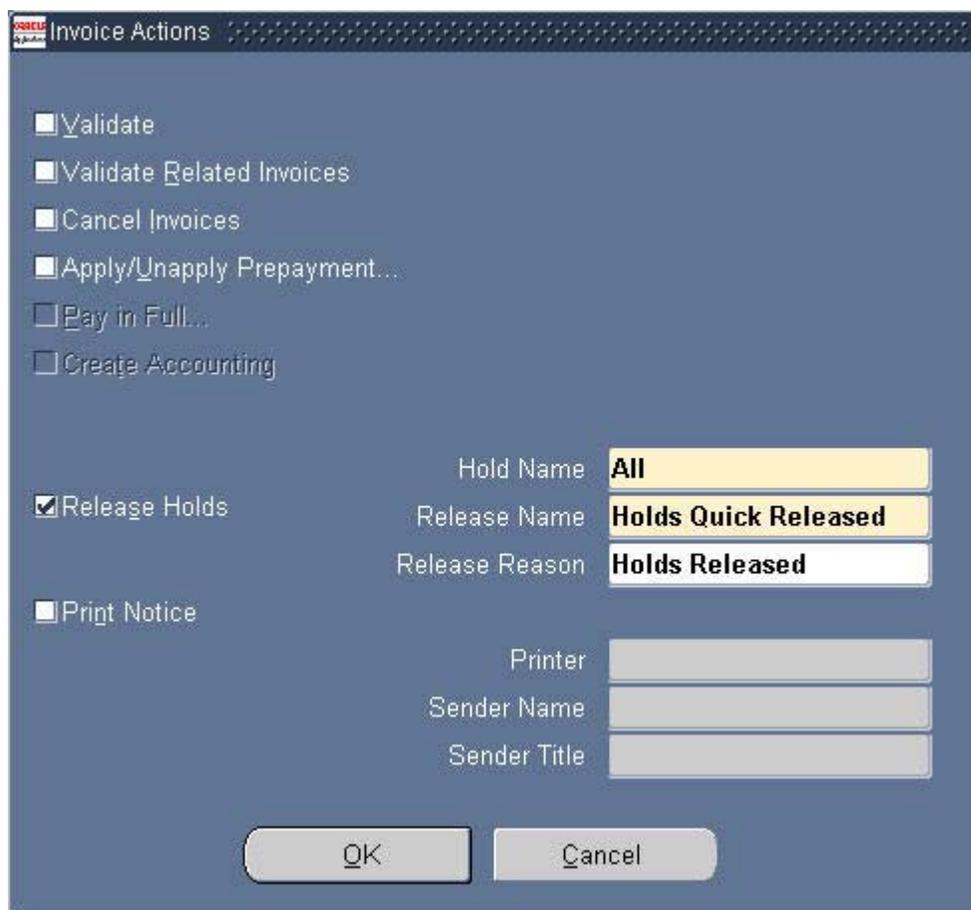
8. Select the **Release Holds** checkbox.

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

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

Result: The **Release Reason** defaults.

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



10. Select the **OK** button.

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

Invoices (NIH-OU) - TM100620030617222USB

Batch Control Total 4374
Actual Total 4374

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	IMPAC GOV	1042796	FARGO	29-SEP-2003	TR746V1-CB	USD	364.5
Standard	IMPAC GOV	1042796	FARGO	29-SEP-2003	TR755V1-CB	USD	364.5
Standard	IMPAC GOV	1042796	FARGO	29-SEP-2003	TR754V1-CB	USD	364.5
Standard	IMPAC GOV	1042796	FARGO	29-SEP-2003	TR753V1-CB	USD	364.5
Standard	IMPAC GOV	1042796	FARGO	29-SEP-2003	TR758V1-CB	USD	364.5
Standard	IMPAC GOV	1042796	FARGO	29-SEP-2003	TR757V1-CB	USD	364.5

Amount Paid: USD 0.00

Holds: 0
Status: Validated
Approval: Not Required

Distribution Total: 364.50
Accounted: No
Desc: TRAVEL

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

Scheduled Payments | Overview | Distributions

End of activity.

Validating Invoices



Validating Invoices

3. Validate Invoices

If invoices require validation, you may run the validation program to ensure that all invoices are properly validated

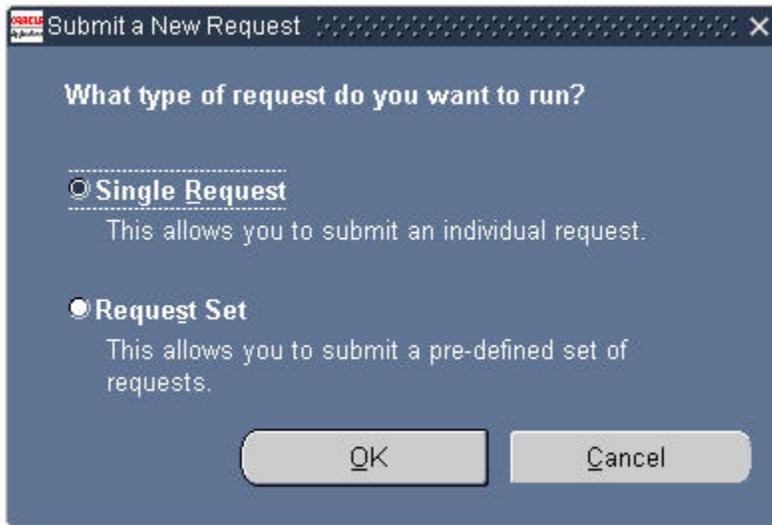
1. Run the validation program with **Impac Travel** indicated in the **Pay Group** field
2. Review the log of the validation program to ensure that it completes with a status of “Normal”
3. If the program ends in an “Error” status
 - Review log to determine on which invoice the error was encountered
 - Correct funds checker errors
 - Re-run validation program

Submitting the Invoice Validation Program

NIH Payables User

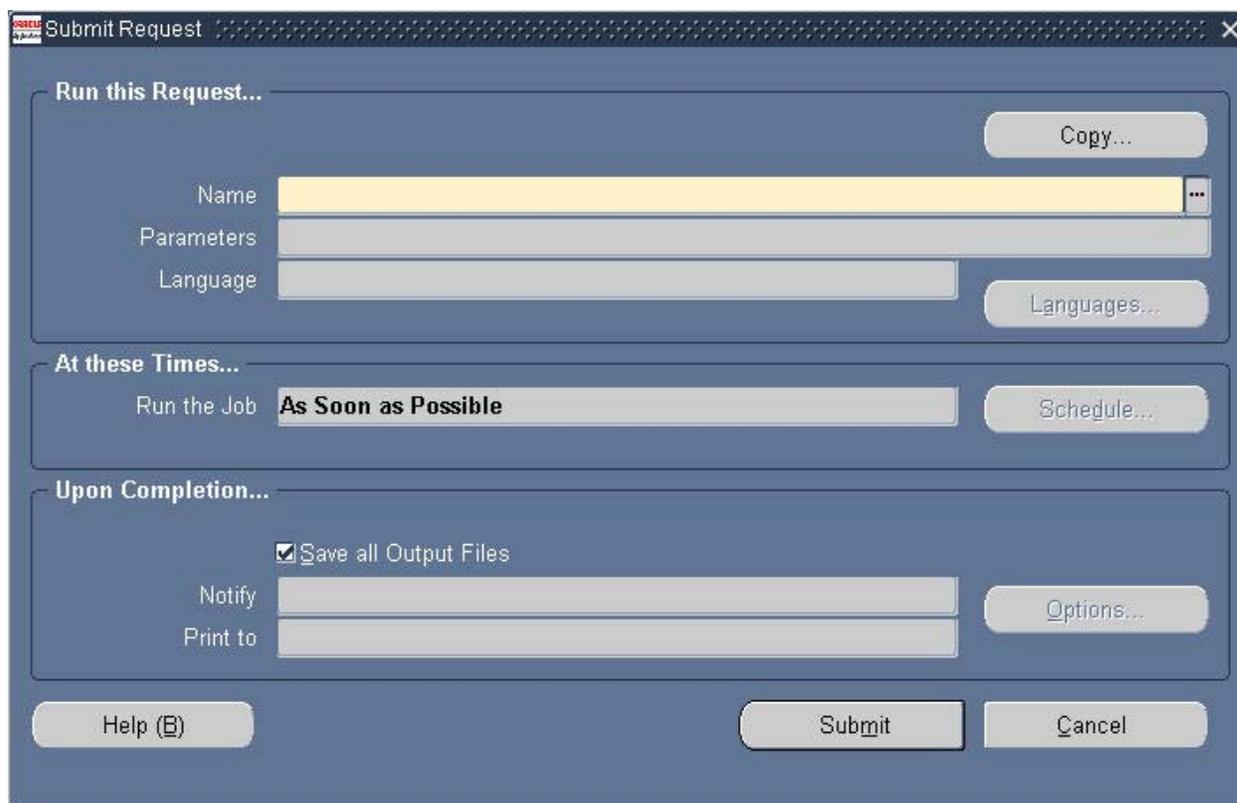
N > Other > Requests > Run

Submit a New Request



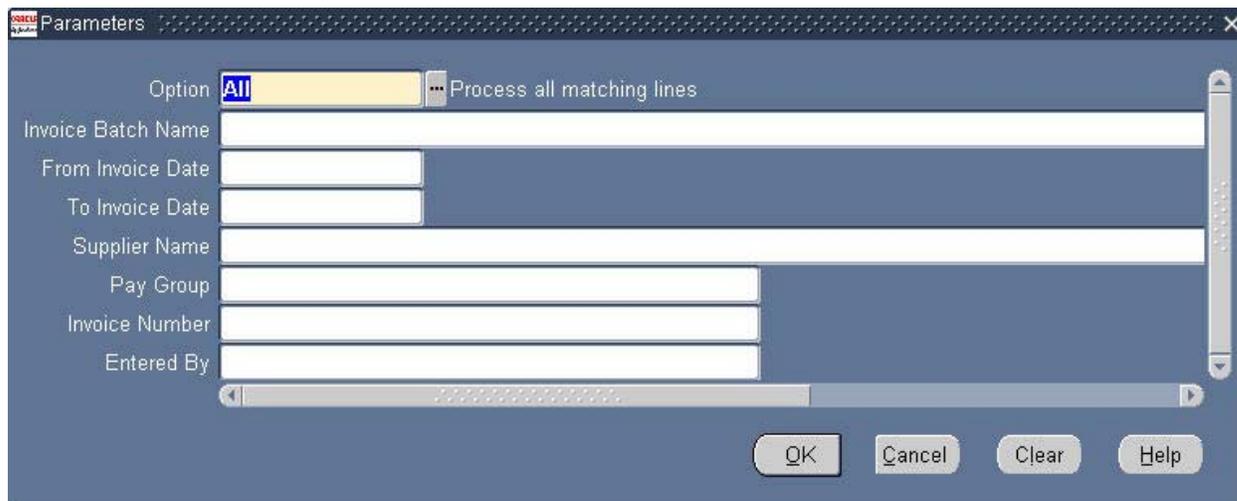
1. Select the **OK** button to submit a single request.

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



2. In the **Name** field, select Invoice Validation from the **LOV**.

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



3. Enter the report parameters as described below:

Field	Description
Option	Select All or New from the LOV . All will validate all current invoices in the workbench. New will validate only new invoices.

Invoice Batch Name	Select the appropriate invoice batch name from the LOV .
From Invoice Date	Select the appropriate beginning invoice date from the LOV .
To Invoice Date	Select the appropriate ending invoice date from the LOV .
Supplier Name	Select the appropriate supplier from the LOV .
Pay Group	Select the appropriate pay group from the LOV .
Invoice Number	Select the appropriate invoice number from the LOV .
Entered By	Select the appropriate document creator from the LOV .

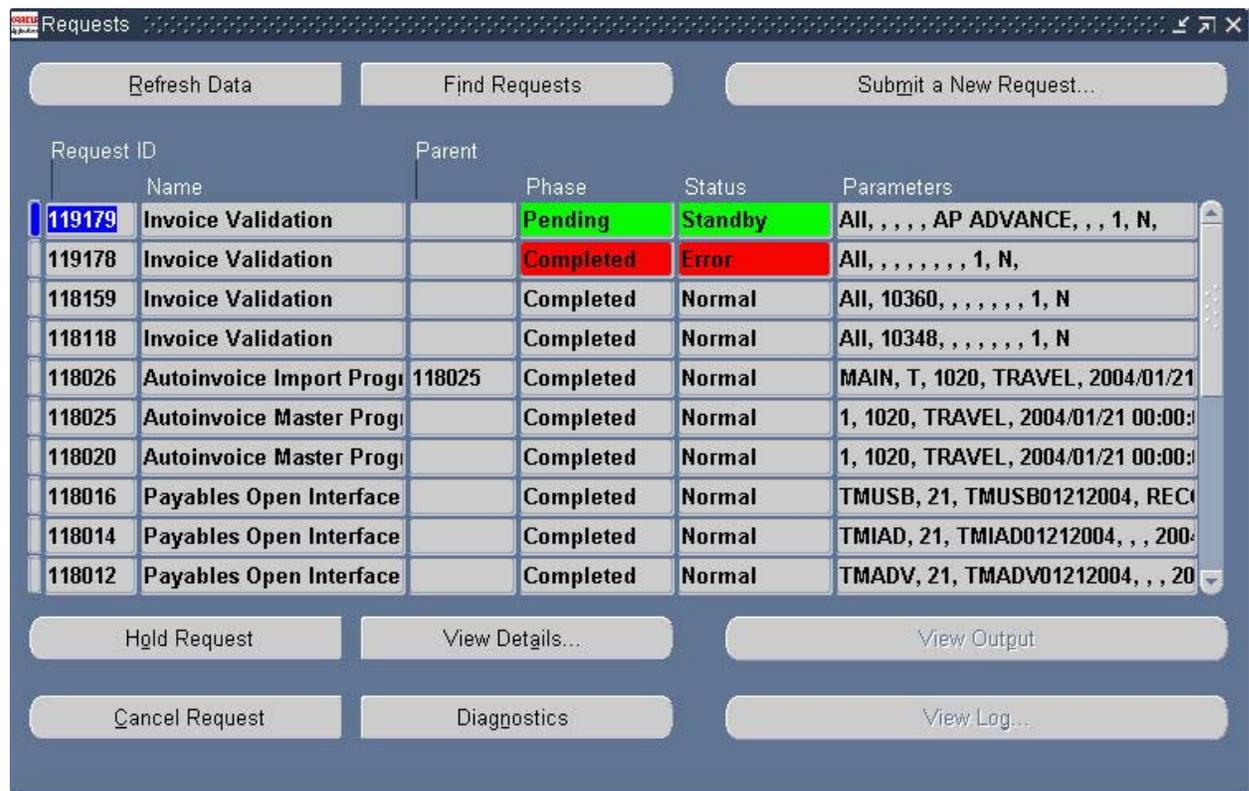
Important: In order to limit the invoices that are validated, you should at a minimum utilize either the **Supplier Name** or **Pay Group** field when running the validation program.

4. Select the **OK** button.

Result: The **Parameters** window closes.

5. Select the **Submit** button to submit Invoice Validation Program.

Result: The Request window is displayed.



6. Select the **Refresh Data** button until the process indicates a **Phase** of "Completed".

If the program ends with a status of Error, goto task #7. Otherwise, end of activity.

7. Select the **View Log** button to determine the reason for the error.

Result: The **View Log** window is displayed.

Validating Invoices

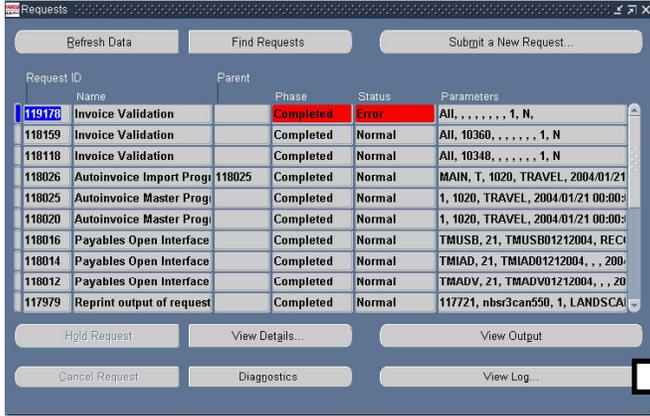


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Validating Invoices

If the validation program ends in an Error status, select the **View Log** button to determine on which invoice the error occurred.

3. Validate Invoices



Request ID	Name	Parent	Phase	Status	Parameters
119176	Invoice Validation		Completed	Error	All, 1, N,
118159	Invoice Validation		Completed	Normal	All, 10360, 1, N
118118	Invoice Validation		Completed	Normal	All, 10348, 1, N
118026	Autoinvoice Import Progi	118025	Completed	Normal	MAIN, T, 1020, TRAVEL, 2004/01/21
118025	Autoinvoice Master Prog.		Completed	Normal	1, 1020, TRAVEL, 2004/01/21 00:00:
118020	Autoinvoice Master Prog.		Completed	Normal	1, 1020, TRAVEL, 2004/01/21 00:00:
118016	Payables Open Interface		Completed	Normal	TMUSB, 21, TMUSB01212004, REC
118014	Payables Open Interface		Completed	Normal	TMIAD, 21, TMIAD01212004, . . 200
118012	Payables Open Interface		Completed	Normal	TMADV, 21, TMADV01212004, . . 20
117979	Reprint output of request		Completed	Normal	117721, nbsr3can550, 1, LANDSCA

```
MSG-00015: Approving invoice TR53797V1
MSG-00999: Funds Checker procedure raised unhandled exception FND. (EX-EXCLUDED BY XVAL RULE=N) (SS&GE=SQL 421001 CAN ONLY
MSG-00102: On-line approval of the invoice failed
MSG-00000: When Others:User-Defined Exception
REP-1419: 'beforereport': PL/SQL program aborted.
```

Page 10

If the validation program ended in error due to a Funds Checker error, correct the error and run the validation program again.

Confirming Invoice Validation of GTA Invoices



Confirming Invoice Validation of GTA Invoices

To ensure that all invoices were validated, use the Find Invoices window to locate unvalidated invoices or invoices that need revalidation

3. Validate Invoices

1. Enter Search Parameters
 - **Supplier Name =** Impac Government Services
 - **Dates =** Current month
 - **Status =** *Never Validated and Needs Revalidation*
2. Press the **Find** button

Supplier Name: IMPAC GOVERNMENT SERVIC, Number: 1042796, Site: , Taxpayer ID: 410417860, PO Num: , PO Shipment: , Invoice Number: , Type: , Terms: , Pay Group: , Amounts: , Invoice Batch: , Dates: 01-MAY-2004 - 31-MAY-2004, Currency: , Invoice Status: Paid: , Accounted: , Status: Never Validated, Holds: Status: , Name: , Reason: , Voucher Audit: Category: , Name: , Numbers: , Invoice Template: Number: , Period Type: , Buttons: Calculate Balance Owed..., Clear, New, Find

Recording GTA Standard Invoices


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Recording GTA Standard Invoices

➤ When creating the payment batch select the following:

- Payment Batch Name = TRPYDDDUSB
- Document = **USB.Recorded**
- Supplier Name = Impac Government Services

IMPORTANT!

If you do not select the correct document type of **Recorded**, payments will be sent to Treasury. Treasury may process the payments, resulting in duplicate payments to Impac.

**NIH Payables User
Records GTA
Payment Batch** 

**1. Create, Build and
Select Batch**

↓

2. Review Batch

↓

3. Format Batch

↓

4. Confirm Batch

Page 12

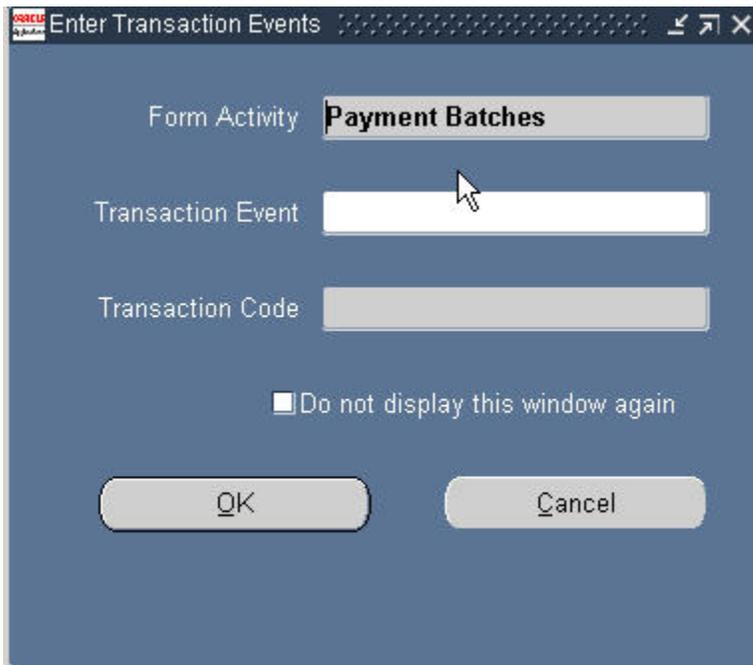
By selecting the document type of “Recorded”, the payments will not go to Treasury for actual payment to Impac Government Services. Instead, the payments will simply be recorded as paid in AP so that we can reconcile the TMC invoice to these payments.

Payments - Create, Select, and Build a Payment Batch for Travel

Purpose

The purpose of this document is to describe how to create, select and build payment batches in NBS.

NIH Payables User
N > Payments > Entry > Payment Batches
Enter Transaction Events

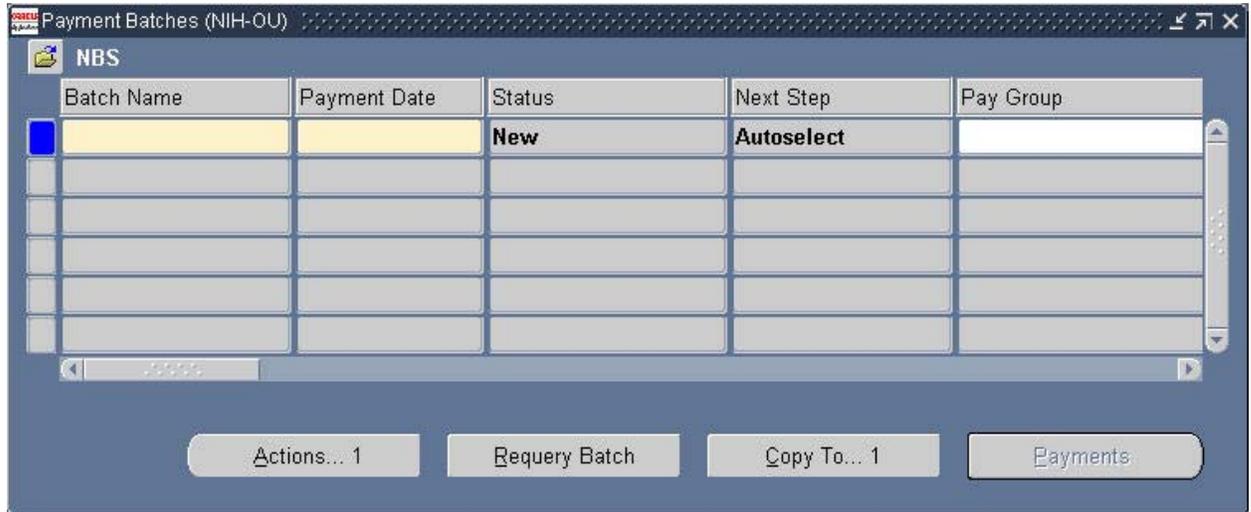


1. Click into **Transaction Event** field and select the appropriate transaction code from the **LOV**.

Result: The Transaction code field value defaults.

2. Select the **OK** button.

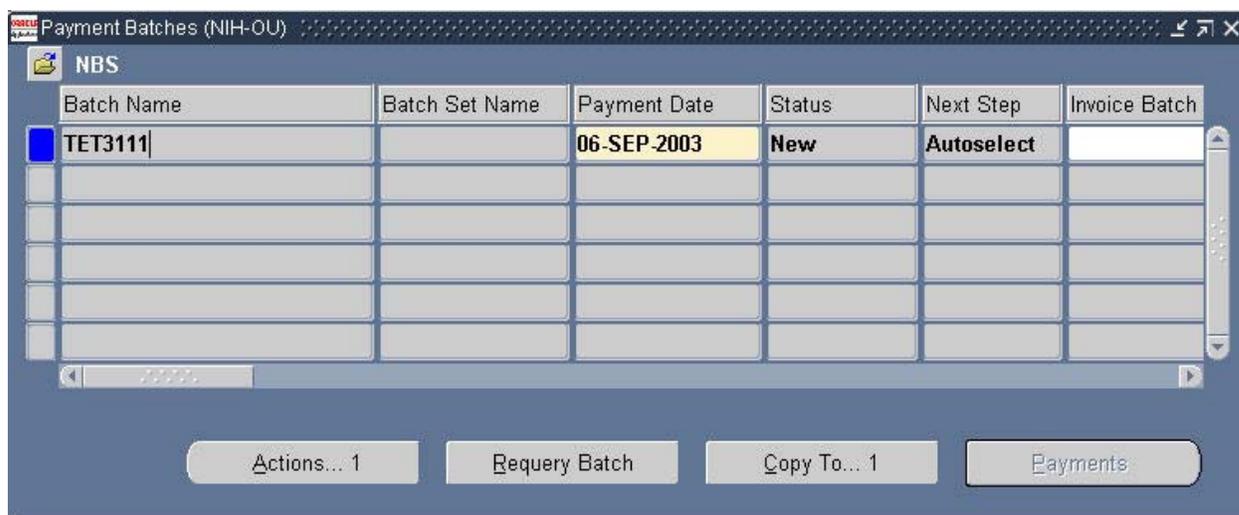
Result: The **Payment Batches** window is displayed. Use the folder tools to select the NBS folder.



3. Create the batch by completing the following fields:

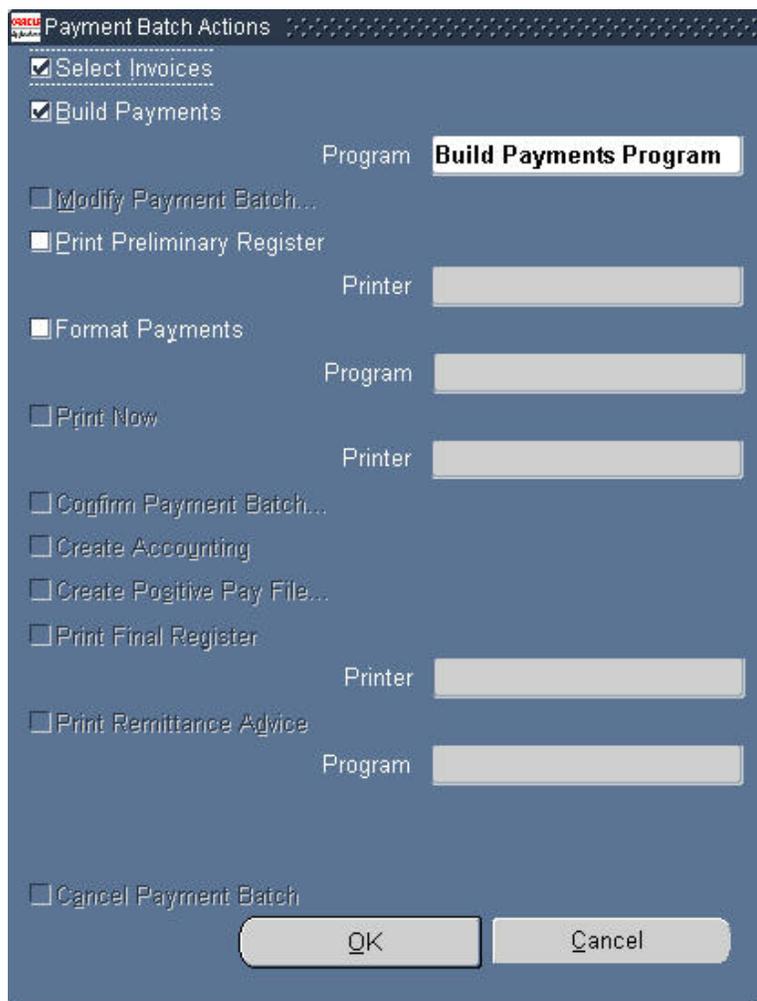
Field	Description
Batch Name	Enter a batch name. <u>Notes:</u> This value must be unique. Refer to the Payment Batch Naming Convention job aid.
Payment Date	Defaults to the current date.
Status	Defaults to New . This field cannot be updated
Next Step	Defaults. This field cannot be updated.
Pay Group	Select the appropriate value from the LOV .
Invoice Batch Name	Select an invoice batch name from the LOV . Note: Only payments for invoices in this batch will be selected.
Bank Account	Defaults select Main Disbursement . Do not change
Document	Select a value from the LOV , depending upon the method of payment. Note: The system will display messages related to the reservation of document numbers. Select the OK button to both messages.
Payment Method	Defaults based upon document.
Pay Through Date	Defaults to five days from the current date.
Supplier Name	Select a supplier name from the LOV . Note: Only payments for this supplier will be selected.
First Document Number	Defaults to the next available check or wire transfer number.
Last Document Number	Defaults. Do not change.
Document Order	Defaults to Supplier Name

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



4. Select the **Actions...** button.

Note: The **Payment Batches Action** window is displayed.

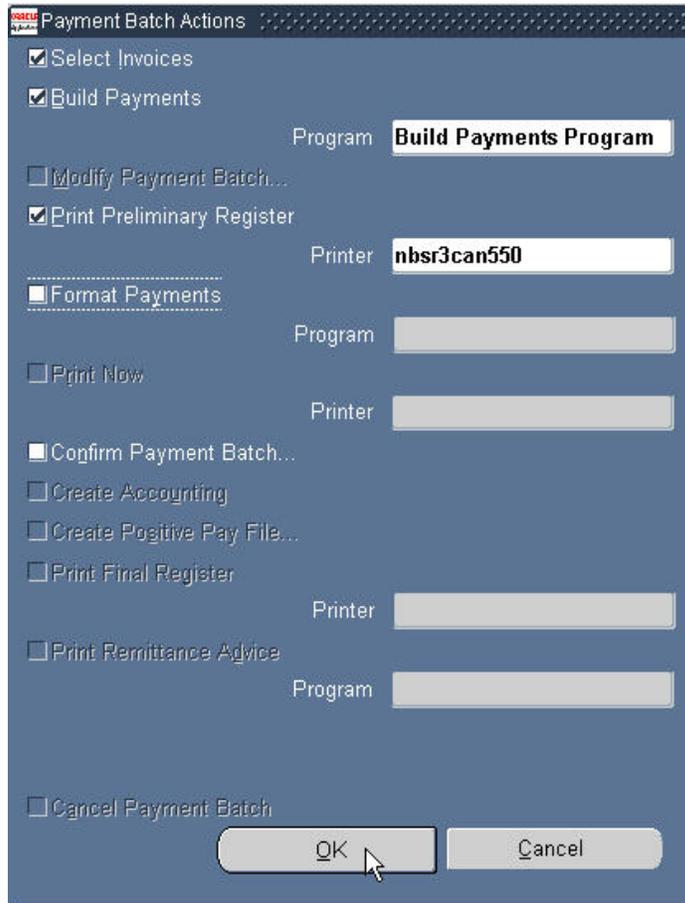


5. Confirm that the **Select Invoices** and **Build Payments** check boxes are enabled.

6. Enable the **Print Preliminary Register** checkbox.
7. Tab to the **Printer** field and select a printer from the **LOV**.

Note: If you do not want the report to print automatically, select **no print**. The report will still be accessible through the **Requests** window.

Example: Below is a sample completed **Payment Batches Action** window.



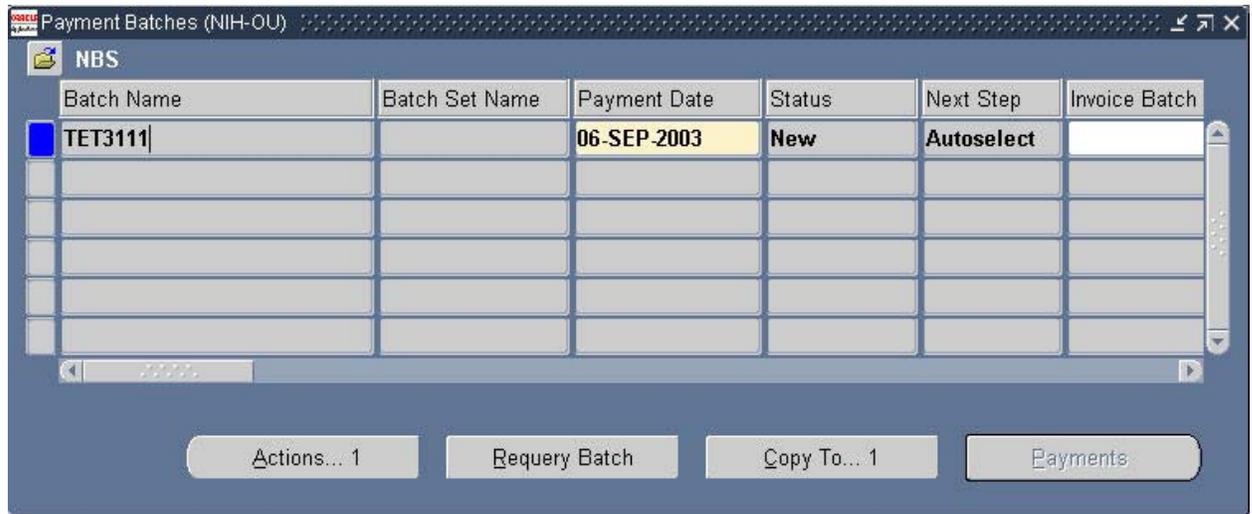
8. Select the **OK** button.

Result: The concurrent request is submitted and a message box is displayed with the request ID number.



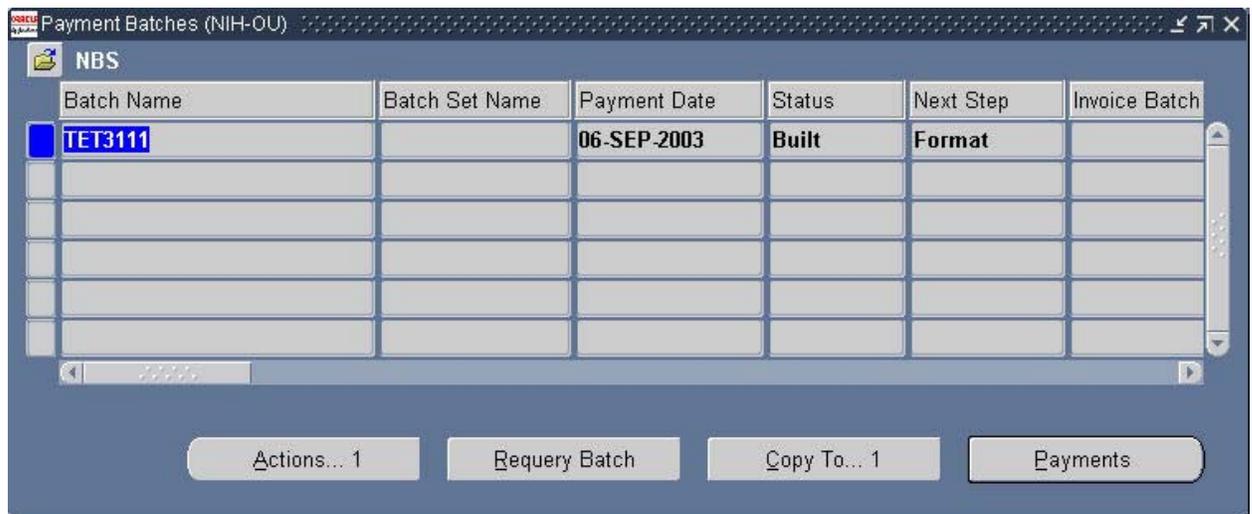
9. Select the **OK** button.

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



10. Select the **Requery Batch** button and review the batch status and next step. Repeat until the status changes to **Built**.

Example:



If the Status field indicates an error, goto task #11.

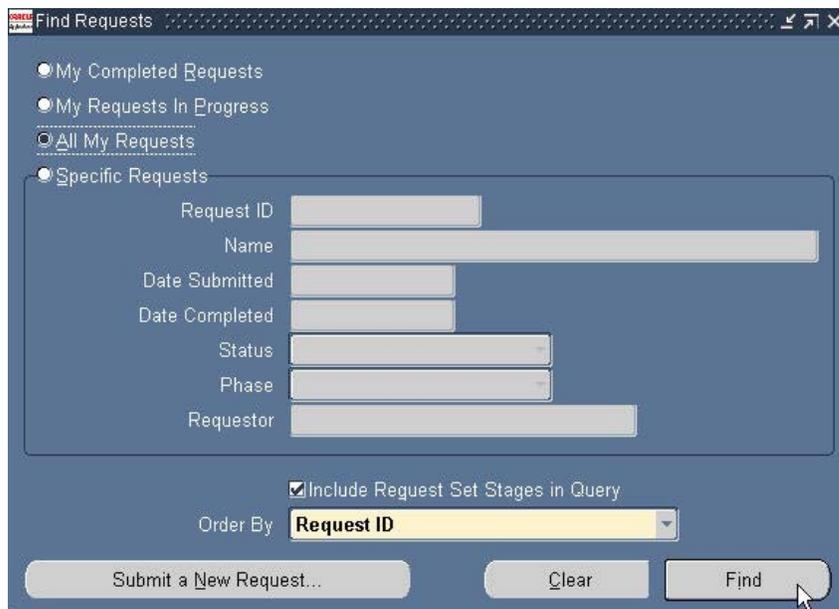
If you want to review an on-line version of the report, goto task #12. Otherwise, end of activity.

11. Contact the NIH Help Desk.

End of activity.

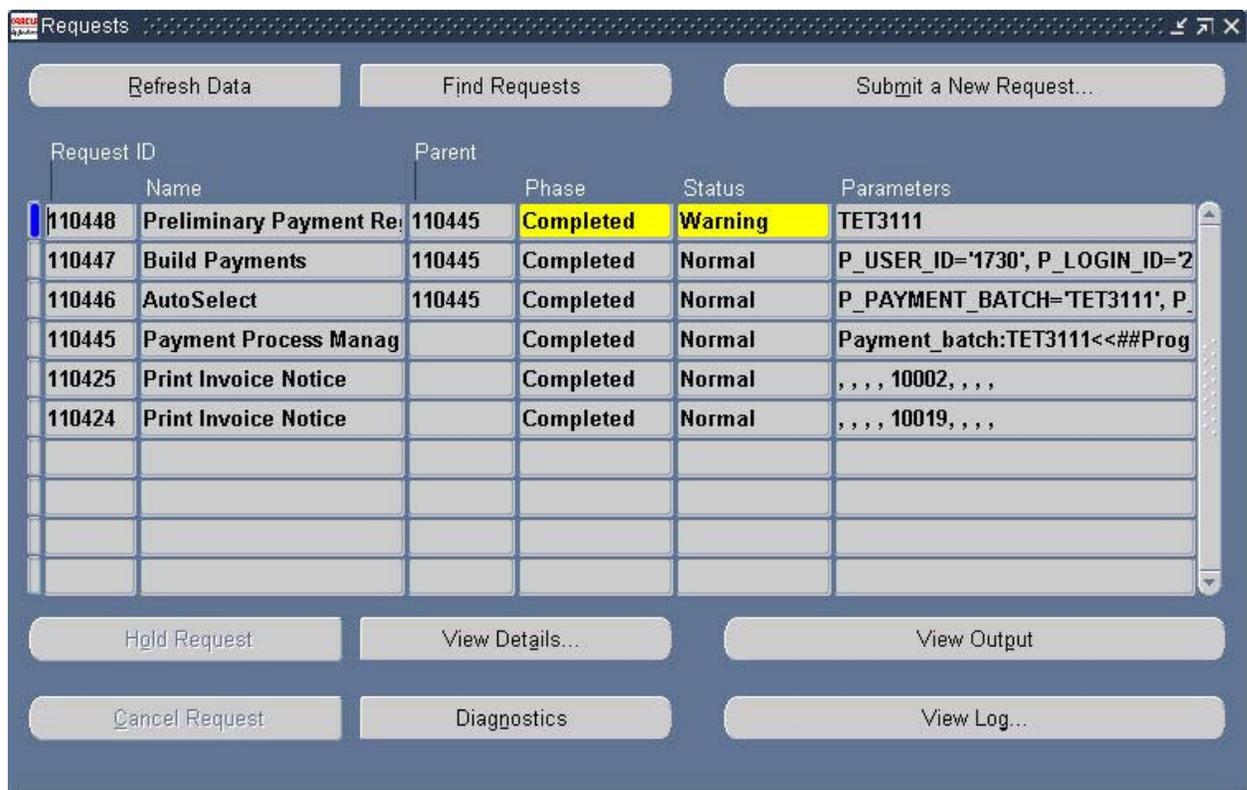
12. From the menu bar, select **View > Requests** to review the status of your request.

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



13. Select the **Find** button.

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

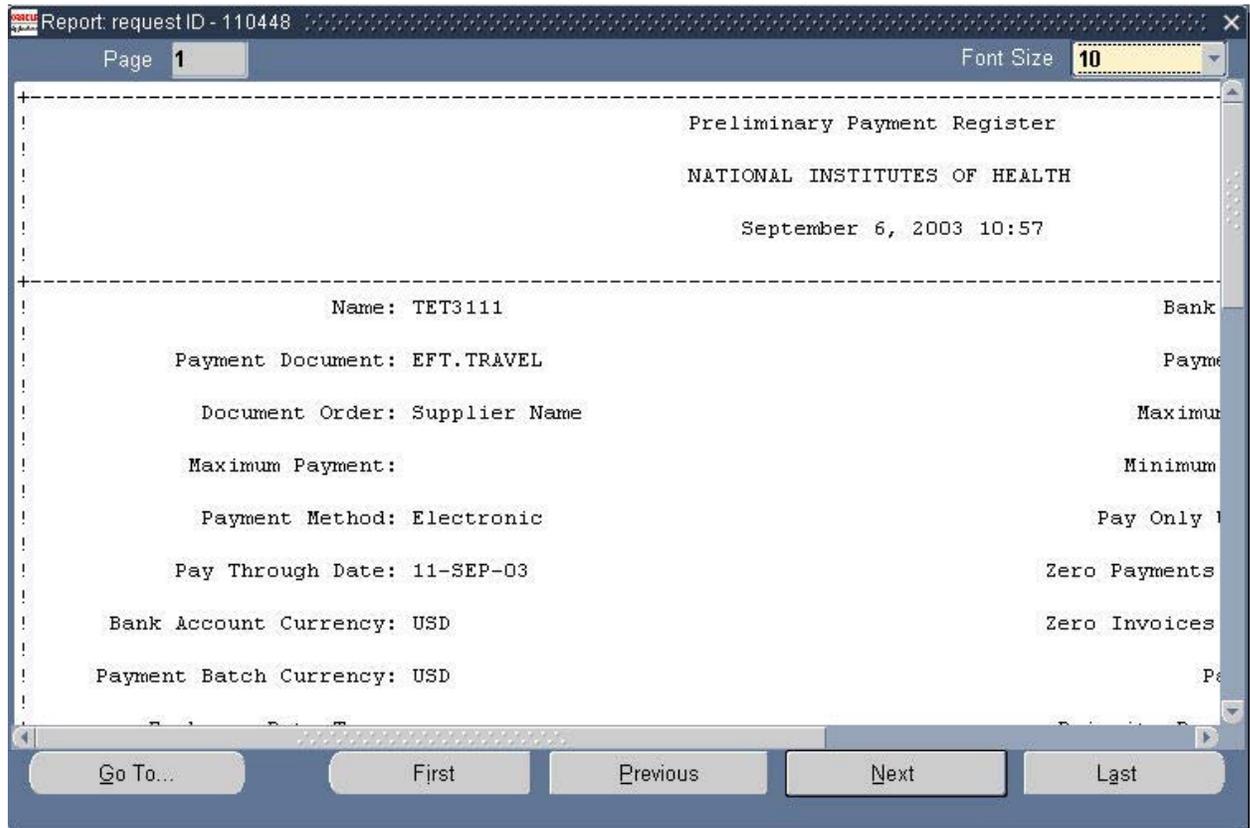


14. Select the **Refresh Data** button to check on the status of the requests until the request lines complete with a status of normal.

15. Highlight the Preliminary Register Report.

16. Select the **View Output** button.

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



17. Select **Tools > Copy File** from the menu bar.

Result: The Preliminary Register Report will be displayed in a browser window.

https://nbrssprod.cit.nih.gov:8022/OA_CGI/FNDWRR.exe?temp_id=3420568539&login=APPLSYS/PUB/PUB@a1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://nbrssprod.cit.nih.gov:8022/OA_CGI/FNDWRR.exe?temp_id=3420568539&login=APPLSYS/PUB/PUB@a158trng

```

-----
Preliminary Payment Register
NATIONAL INSTITUTES OF HEALTH
September 6, 2003 10:57
-----
Name: TET3111 Bank Account: MAIN DISBURSEMENT
Payment Document: EFT.TRAVEL Payment Date: 06-SEP-03
Document Order: Supplier Name Maximum Outlay:
Maximum Payment: Minimum Payment:
Payment Method: Electronic Pay Only When Due: No
Pay Through Date: 11-SEP-03 Zero Payments Allowed: No
Bank Account Currency: USD Zero Invoices Allowed:
Payment Batch Currency: USD Pay Group: TRAVEL
Exchange Rate Type: Priority Range: Low: 99 High: 1
Exchange Rate:
-----
Original Invoices Total: 1,654.50 Number of Set Up Documents: 0
Total Discount Taken: 0.00 Number of Non Payment Documents: 0
Payment Batch Total: 1,654.50 Number of Overflow Documents: 0
Number of Negotiable Documents: 3
-----

```

End of activity.

Payments - Formatting a Payment Batch

Purpose

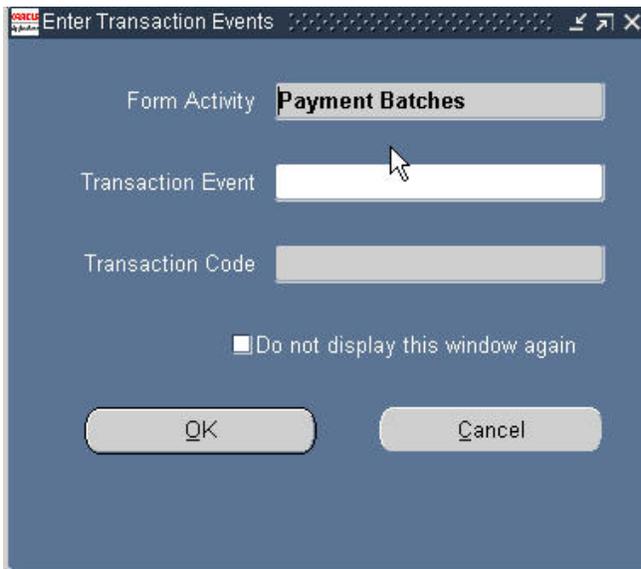
Formatting a payment batch creates the payment batch file and places that file on the server for the US Treasury to pick up for processing. Once a payment batch is formatted, it cannot be modified. If changes are required to a formatted payment, it must be cancelled and CIT and Treasury contacted immediately.

Prior Activity

Before completing this activity, the payment batch must have been created and built. Refer to *Create, Build and Select a Payment Batch [NAV1009A]*

Note: If the payment batch window displays the batch you want to format, then skip Steps #1-7.

NIH Payables User
N > Payments > Entry > Payment Batches
Enter Transaction Events

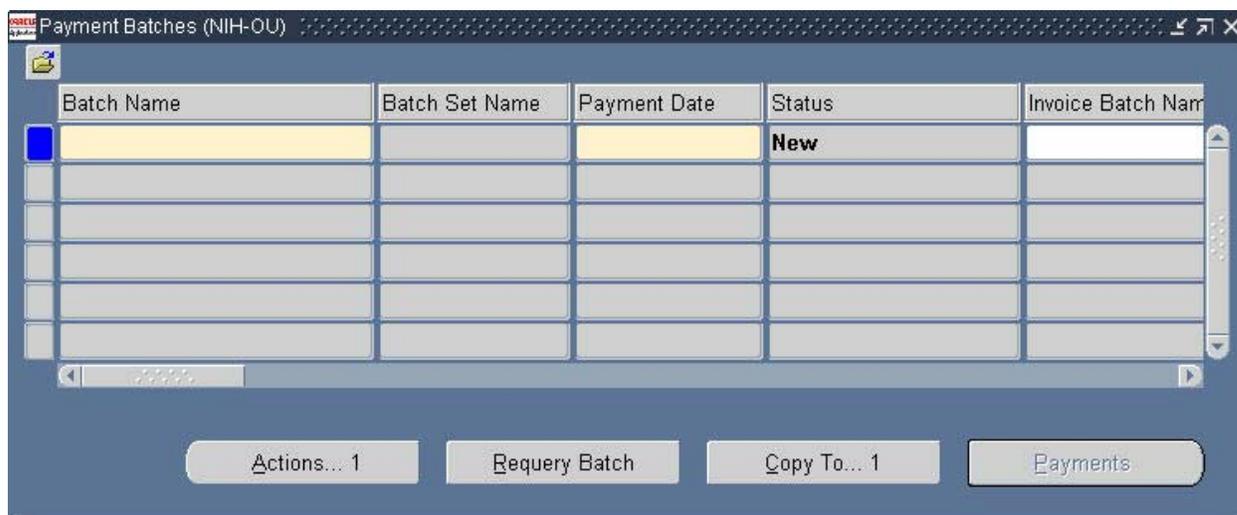


1. Close the **Enter Transaction Events** window by clicking on the **X** in the upper right corner.

Result: A caution window is displayed.

2. Select the **OK** button.

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



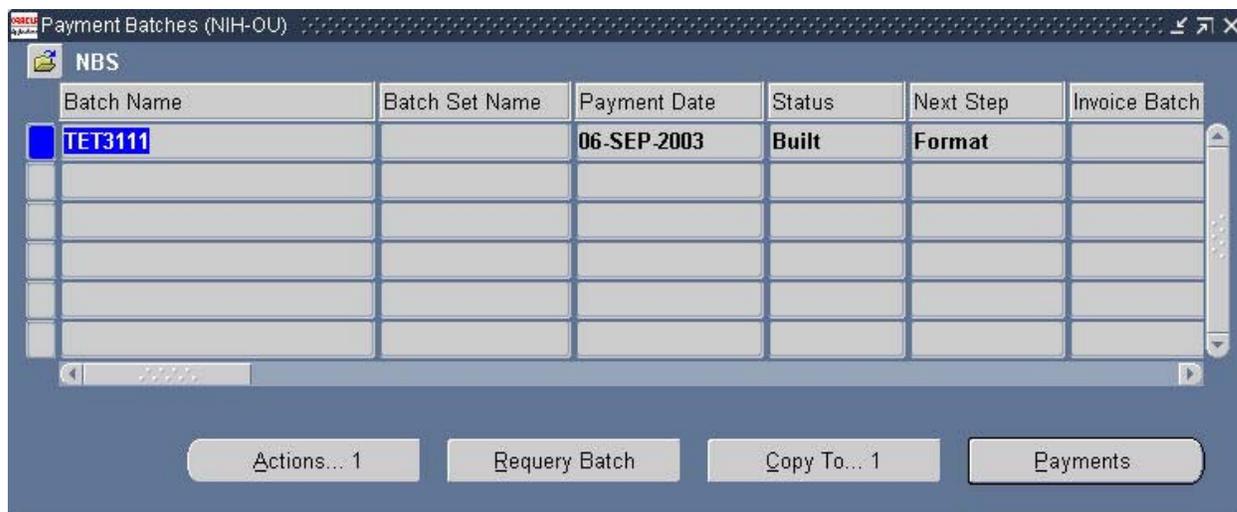
3. Press the **F11** key to enter query mode.

Result: The fields turn blue.

4. Enter the search criteria to locate the batch, such as the batch name.

5. Press the **Ctrl + F11** keys

Result: The batches meeting the search criteria are displayed.

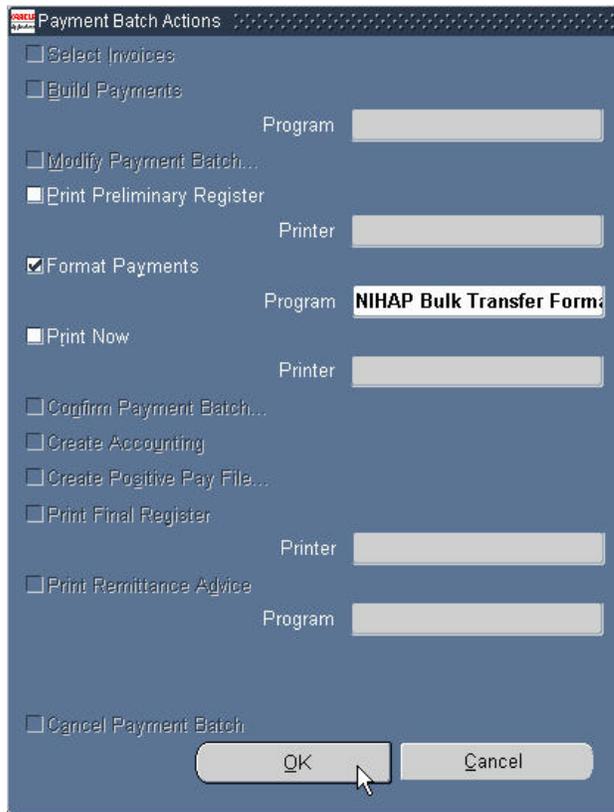


7. Highlight the batch(s) to be formatted.

Note: The **Status** of the batch must be "Built". Also, the number of payments in the batch must be one or greater.

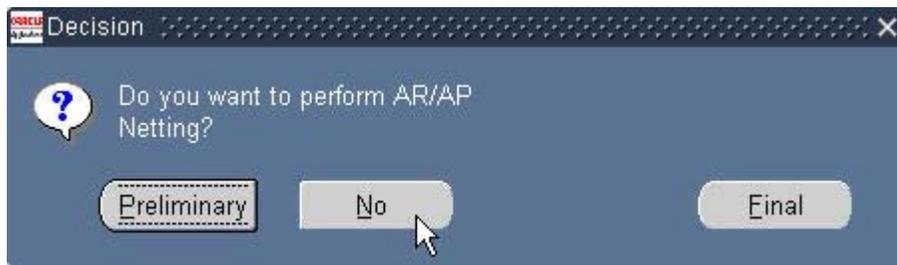
8. Select the **Actions...** button.

Result: The **Payment Batches Action** window is displayed.



9. Confirm that the **Format Payments** check box is enabled.
10. Select the **OK** button.

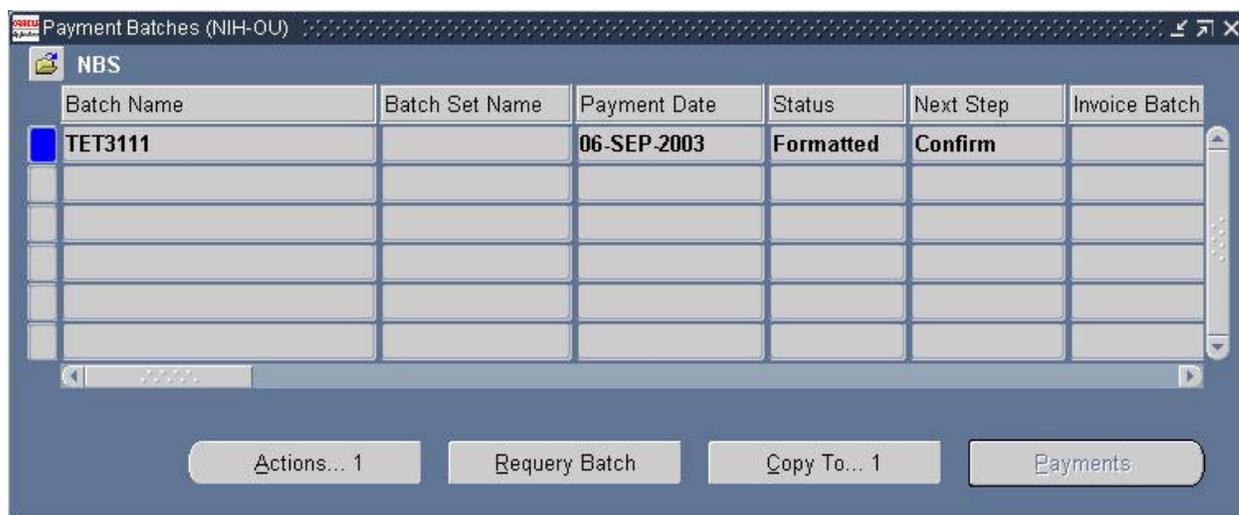
Result: A message box is displayed that asks if you want to perform AP/AR Netting.



11. Select **No**.

Result: The concurrent request is submitted and a message box is displayed with the request ID number.

12. Select the **Requery Batch** button to review the batch status and next step.



13. Review the **Next Step** field to ensure that there were no errors during formatting.

If there were formatting errors, goto task# 14. Otherwise, end of activity.

14. Contact the NIH Help Desk.

End of activity.

Payments - Confirming a Payment Batch

Purpose

The purpose of this document is to describe how to confirm a payment batch in Accounts Payable. Confirming is the final step in processing a payment batch. This step updates the payment history of invoices paid in a payment batch, associates payment document numbers with the invoices and invoice payments, and releases the payment document for use on future batches. Also, the accounts payable period cannot be closed until all payment batches in progress are completed.

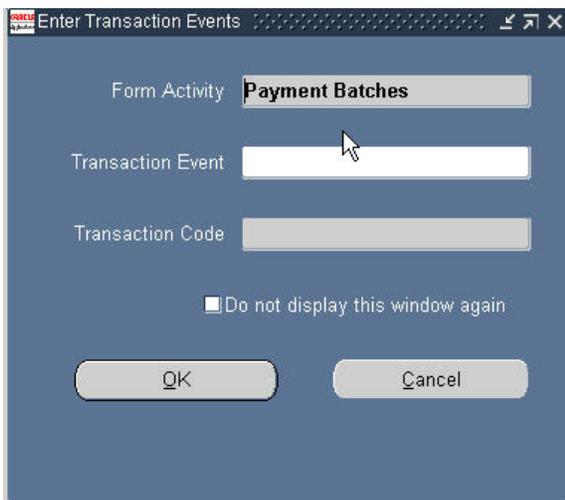
Prior Activity

Before completing this activity, the payment batch must have a status of **Formatted**, and the Next Step field must display **Confirm**.

In addition, for check payment batches you will be required to enter the payment document range. Before starting the confirmation process, write down the starting payment document number and number of negotiable payments in the batch.

Note: If the **Payment Batch** screen has not been closed after formatting the payment batch, the user may skip steps 1 - 7.

NIH Payables User
N > Payments > Entry > Payment Batches
Enter Transaction Events

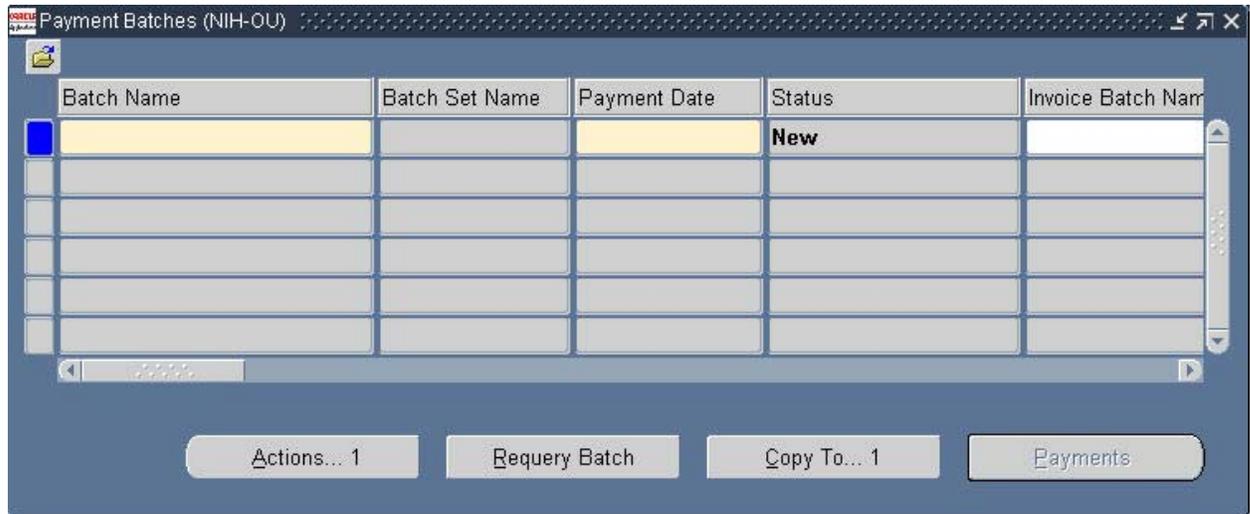


1. Close the **Enter Transaction Events** window

Result: An error message is displayed.

2. Select the **OK** button.

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

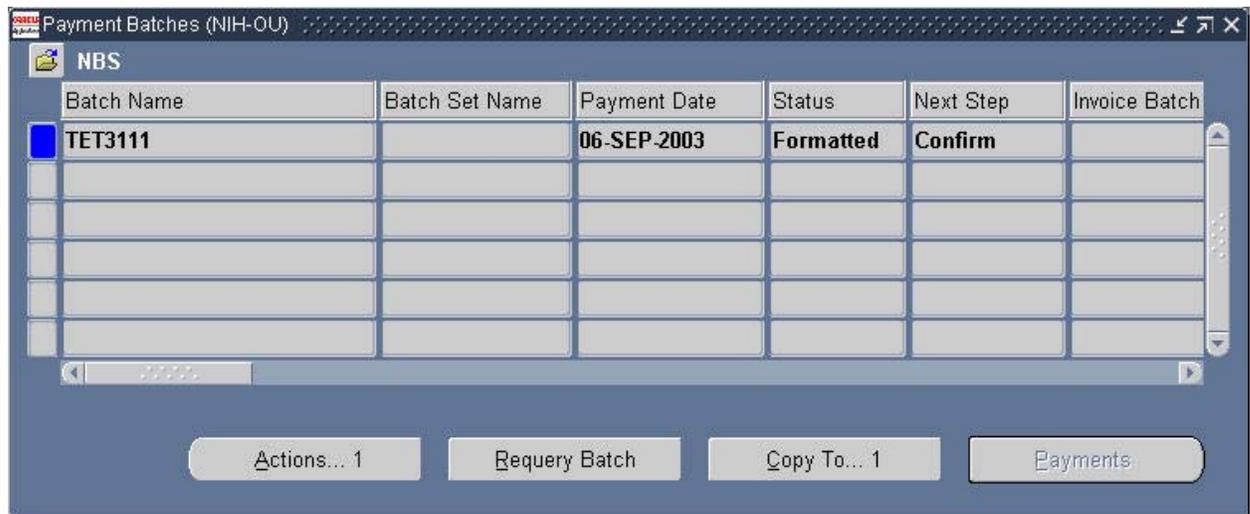


3. Press the **F11** key to enter query mode.

Result: The fields turn blue.

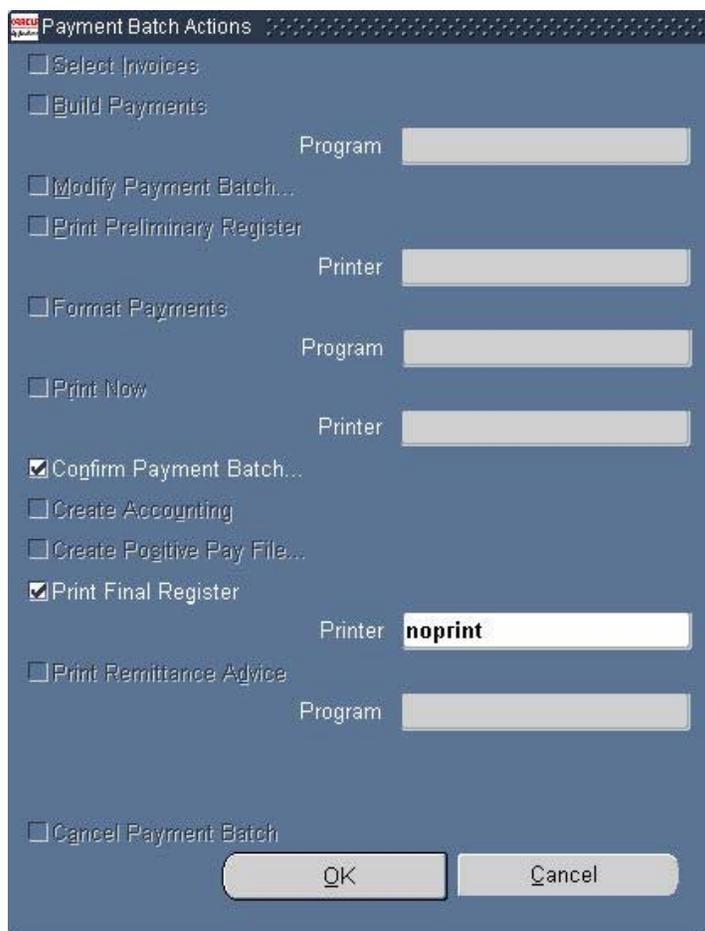
4. Enter the search criteria to locate the batch, such as the batch name.
5. Press the **Ctrl + F11** keys

Result: The batches meeting the search criteria are displayed.



7. Highlight the batch(es) to be confirmed by placing your cursor in the lines of the batch.
8. Select the **Actions...1** button.

Result: The **Payment Batches Action** window is displayed.



9. Confirm that the **Confirm Payment Batch** and the **Print Final Register** checkboxes are enabled.
10. Tab to the **Printer** field and select the appropriate printer from the **LOV**.

Example: Below is an example of a completed **Payment Batch Actions** window.



12. Select the **OK** button.

If you are confirming a check payment batch, goto task #13. Otherwise, goto task #15.

13. In the **Status** field, select **Printed** from the **LOV**.

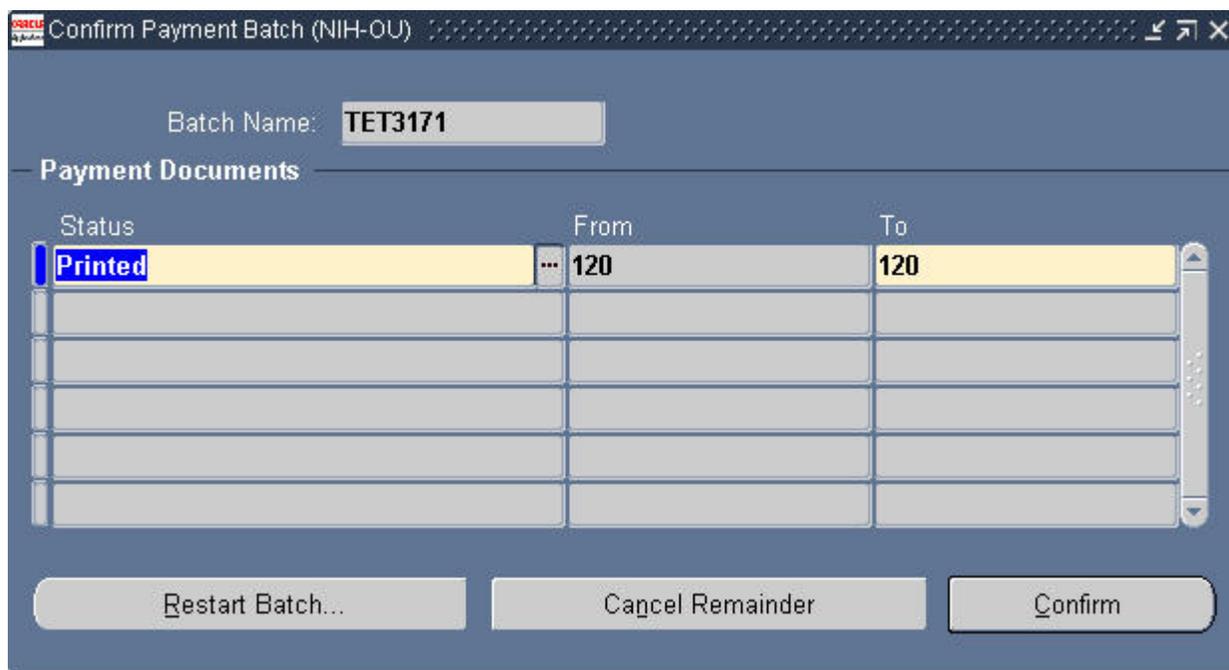
14. In the **To** field, enter the final check number.

Hint: To calculate the final check number, add the beginning check number to the number of negotiated payments in the batch and subtract 1.

Goto task #16.

15. Review the information displayed.

Example: The **Confirm Payment Batch** window is displayed.



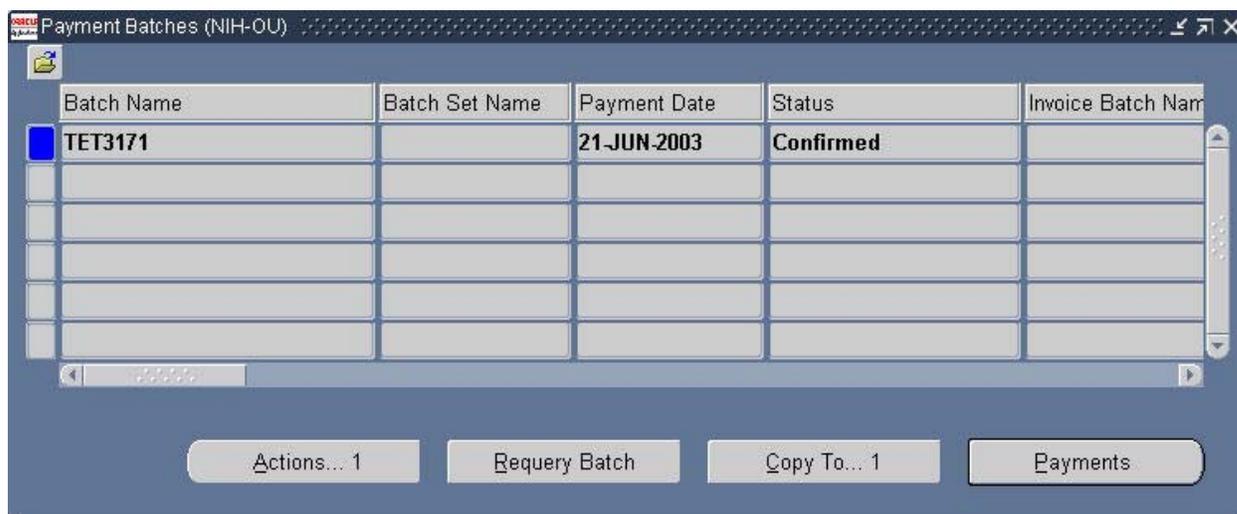
16. Select the **Confirm** button.

Result: A message box is displayed that provides the request ID.

17. Select the **OK** button.

18. Select the **Requery Batch** button to confirm that the **Status** is **Confirmed**.

Result: The **Status** field displays **Confirmed**.



End of activity.



Practice Lab

Lab Time



Page 13

Complete Lab 1: Recording GTA Invoices

Process Payments to Impac Government Services



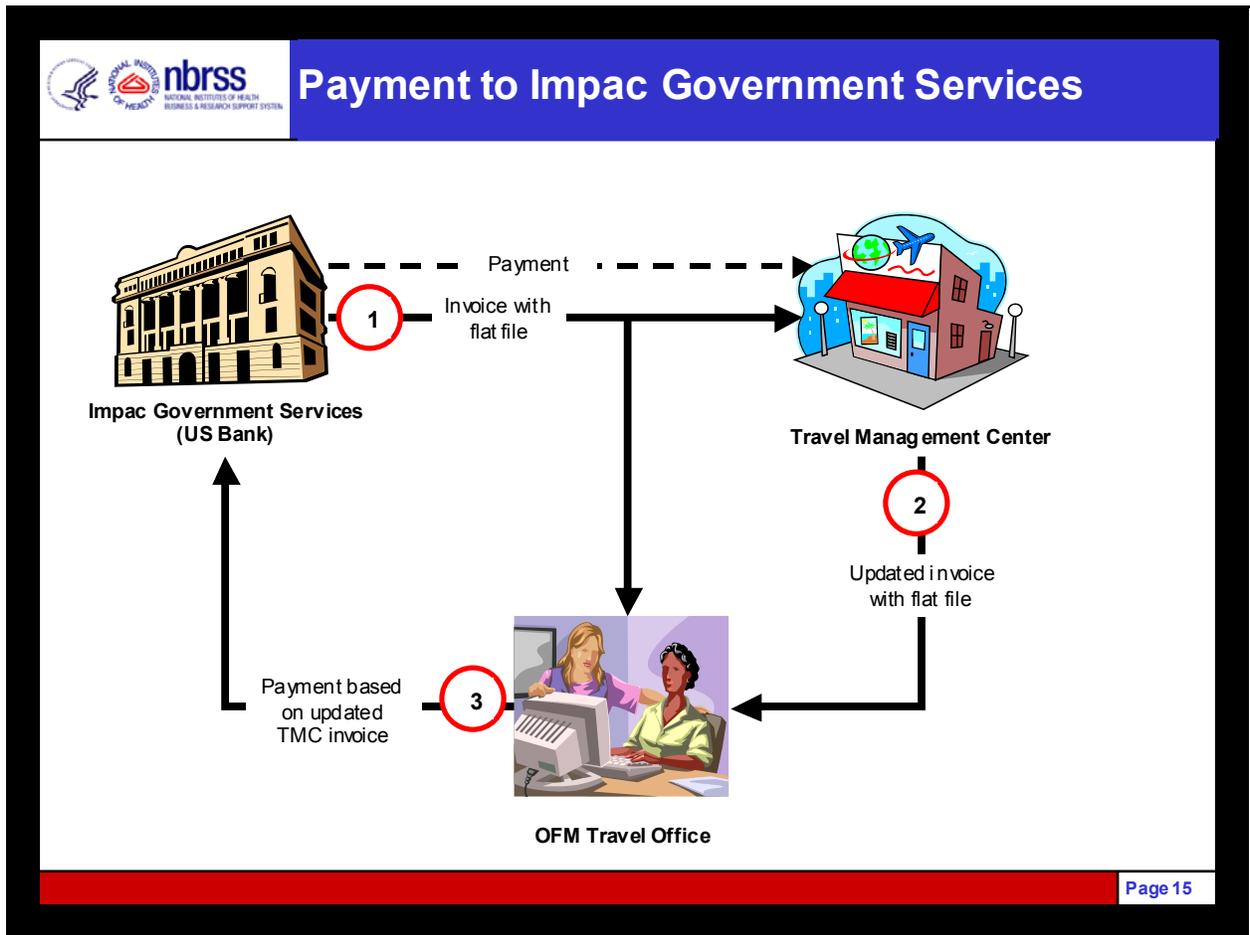
Process Payments to Impac Government Services

After this lesson, you will know how to:

- Record GTA Payments

→ Process Payment to Impac Government Services

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 TMC's
 - 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 TMC's records for each account

Note:

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.

Processing Payments to Impac Government Services

Processing Payments to Impac Government Services

Impac Government Services
(US Bank)

- The payments to Impac Government Services will be processed through the ECS system directly
- No action should be taken within the NBS

Payment based
on updated
TMC invoice

OFM Travel Office

Page 16

Lesson Summary



Lesson Summary

In this lesson you learned how to:

- Record GTA Payments
- Process Payment to Impac Government Services

Invoice and Payment Processing Error Resolution

Chapter 8

Invoice and Payment Processing Error Resolution



Invoice and Payment Processing Error Resolution

Track 2 End User Training
Revised June 1, 2004

Lesson Objectives



Lesson Objectives

After this lesson you should know how to:

- Troubleshoot invoice processing errors
- Troubleshoot payment processing errors

Why isn't an invoice being paid?

The slide features a blue header with the NBRSS logo on the left and the title 'Why isn't an invoice being paid?' on the right. The main content area is white and contains a list of six questions. A red footer bar at the bottom right of the slide contains the text 'Page 2'.

 **Why isn't an invoice being paid?**

Questions to ask:

1. Is the invoice in AP?
2. Is the invoice free of holds?
3. Is the invoice validated?
4. Is the invoice due based upon the invoice/terms date and payment terms?
5. Does the invoice have the correct Pay Group?
6. Does the invoice contain the necessary SSN, Address (Check), and Banking (Electronic)?

Page 2

When researching the cause of non-payment of an invoice, ask the questions above to determine if there is a problem with the invoice.

Notes:

If the answer to the question is yes, proceed to the next question.

If the answer to the question is no, review the information in this chapter to help resolve the issue.

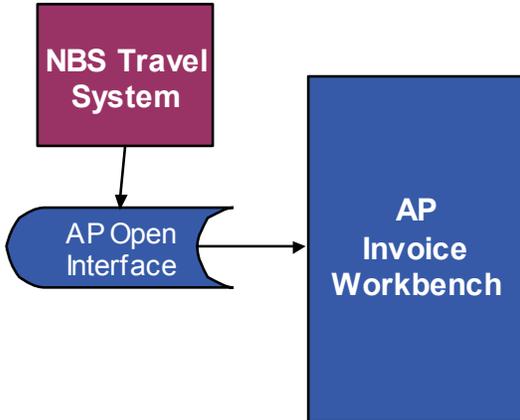
The Invoice is Not In Accounts Payable


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The Invoice is Not In Accounts Payable

The following are the most common reasons that an invoice is not in Accounts Payable.

- Travel document was not approved in NBS Travel System
 - Ask travel planner to review document status in the NBS Travel System
- Invoice encountered an error during import into AP
 - Check the daily import error log to determine if invoice failed to import.



```
graph TD; A[NBS Travel System] --> B[AP Open Interface]; B --> C[AP Invoice Workbench];
```

Page 3

The NMC emails the import error log on a daily basis to the OFM Travel Office. The report lists the invoices and the errors encountered.

The NMC is responsible for resolving the errors.

The Travel Office is responsible for reviewing the report and being aware of any invoices stuck in the open interface table that may affect their other activities (Example: GTA Reconciliation)

The Invoice Is on Hold



The Invoice Is on Hold

If an invoice is on hold, it is not eligible for payment

➤ Should the hold be removed?

- *Certain holds should only be removed by certain groups.* For example, the cashiers should be the only group that release the Cashier Payment and Recorded Patient Pay Holds
- *Ensure the reason for the hold has been resolved.* For example, if an invoice is on Invoice Research hold, ensure the necessary steps have been taken to correct the invoice prior to releasing the hold.

The Invoice Is on Hold

  The Invoice Is on Hold	
Hold Name	Action Needed by NIH Travel Payables User
Cashier Payment	None
Recorded Patient Payments	None
Bank Research	Research and contact traveler, update invoice, and release hold*
Address Research	Research and contact traveler, update invoice, and release hold*
Invoice Research	Research and contact traveler, update invoice, and release hold*
No Tax ID	Research and contact traveler, review Supplier record, release hold when SSN is available
Void Payment	Research and contact traveler, update invoice as necessary, and release hold
Debit Memo	Release as part of the debit memo monthly process
Reconciliation Process	Release as part of daily GTA support activities
Qty Ordered	Release the hold through the Holds button
Can't Try PO Close	Release the other hold first and then validate the invoice
Dist Variance	If manually entered , then correct invoice distribution to match invoice amount. If imported from travel , then contact the NIH Help Desk.
All Others	Contact the NIH Help Desk

Page 5

* Refer to information located within this chapter on missing bank, SSN, and Address Information.

Invoices - Releasing Holds from Invoices

Purpose

The purpose of this document is to describe how to release holds from invoices. Only certain types of holds can be released according to this procedure, including the following:

- Cashier Payment
- Debit Memo
- Invoice Research
- Patient Recorded Pay
- Reconciliation Process
- Void Payment

Other holds may be released by validating the invoice. Refer to *Validating Invoices On-Line [NAV1003A]*.

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, Terms (dropdown), Pay Group (dropdown), Amounts, Dates, Invoice Batch, Currency.
- Invoice Status:** Paid (dropdown), Accounted (dropdown), Status (dropdown).
- Holds:** Status (dropdown), Name, Reason.
- Voucher Audit:** Category, Name, Numbers.
- Invoice Template:** Number, Period Type.

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

1. Enter search criteria into the **Find Invoices** window

2. Select the **Find** button.

Result: The invoices matching your search criteria are displayed.

The screenshot shows a software window titled "Invoices (NIH-OU)". At the top right, there are two input fields: "Batch Control Total" and "Actual Total". Below these is a table with the following columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amount. The first row is highlighted in yellow and contains the following data: Type: Standard, Supplier: JAMES CAT, Supplier Num: 1042813, Site: TRAVEL, Invoice Date: 11-SEP-2003, Invoice Num: TR1371V1, Invoice Curr: USD, Invoice Amount: 110.00. Below the table, there are several summary fields: "Amount Paid" (USD, 0.00), "Holds" (1), "Status" (Needs Revalidation), "Approval" (Not Required), "Distribution Total" (110.00), "Accounted" (No), and "Desc". At the bottom, there are several buttons: "Actions... 1", "Holds", "Payments", "Match", "Purchase Order" (dropdown), "Scheduled Payments", "Overview", and "Distributions".

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	JAMES CAT	1042813	TRAVEL	11-SEP-2003	TR1371V1	USD	110.00

Amount Paid: USD 0.00

Holds: 1

Status: Needs Revalidation

Approval: Not Required

Distribution Total: 110.00

Accounted: No

Desc:

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

3. Highlight the invoice that you would like to release from hold.
4. Select the **Holds** button.

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

Hold Name	Hold Reason	Release Name	Release Reason
VOID PAYMENT	VOID PAYMENT HOLD		

Purchase Order

Number

Release

Line

Ship To

Receipt

Number

Line

Date

Current Record

Hold Date **06-SEP-2003**

Held By **SIRONJ_NIH**

Release Date

Released By

Scheduled Payments
View PO
Release... 1

Note: If the hold can only be released through Validation, the **Release Name** and **Release Reason** fields will be grey.

- In the **Release Name** field, use the **LOV** to select an appropriate value.

Result: The **Release Reason** defaults.

- Save the record.

Result: The **Release Date** and **Released By** fields are populated.

Invoice Holds (NIH-OU) - TR1371V1, JAMES CATALANO:CONV000017

Hold Name	Hold Reason	Release Name	Release Reason
VOID PAYMENT	VOID PAYMENT HOLD	Validated	Hold Released

Purchase Order

Number

Release

Line

Ship To

Receipt

Number

Line

Date

Current Record

Hold Date **30-SEP-2003**

Held By **CASHIER4**

Release Date **15-JAN-2004**

Released By **SIRONJ_NIH**

Scheduled Payments
View PO
Release... 1

7. Close the **Holds** window

Result: The hold on the invoice should be released.

Invoices (NIH-OU)

Batch Control Total
Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	JANE SMIT	1018795	TRAVEL	05-SEP-2003	TR55563V1	USD	750.00

Amount Paid

USD

Holds

Status **Validated**

Approval **Not Required**

Distribution Total

Accounted **Yes**

Desc

Actions... 1
Holds
Payments
Match
Purchase Order

Scheduled Payments
Overview
Distributions

End of activity.

Invoice Is Not Validated



Invoice Is Not Validated

If the invoice is not validated, it cannot be paid.

To validate the invoice:

- Locate the invoice
- Select the **Actions** button
- Enable the **Validate** checkbox
- Select the **OK** button.

Possible results:

1. The invoice status is “Validated” or “Unpaid” for prepayments
2. The invoice has been placed on hold and the status indicates that it “Needs Revalidation”
3. The invoice status remains unchanged.
 - The Funds Check Error that may be encountered when invoices are validated does not result in an invoice hold, but rather halts the validation program so that the process does not complete.

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Refer to the job aid for instructions on how to correct the Funds Check Error.

Invoices - Validating Invoices On Line

Purpose

The purpose of this document is to describe how to validate an invoice or group of invoices from the **Invoices** window.

NIH Payables Cashier Office User

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

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

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

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

Invoices (NIH-OU) Batch Control Total
Actual Total

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

Amount Paid:

Holds: Distribution Total:
 Status: Accounted:
 Approval: Desc:

2. Highlight invoices that you want to validate.
3. Select the **Actions...** button.

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

Oracle
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

4. Enable the **Validate** checkbox

Example: Below is a sample enabled validate checkbox.

Oracle
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

5. Select **OK**.

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

Invoices (NIH-OU) Batch Control Total
Actual Total

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

Amount Paid: USD Holds: Status: **Validated** Approval: **Not Required** Distribution Total: Accounted: **No** Desc:

Notes:

- Refer to the **Status** and **Holds** fields to view the results of the validation program.
- If the **Status** field displays "Needs Revalidation", view the holds that have been placed on the invoice.

End of activity.

Reviewing the Invoice Date and Terms



Reviewing the Invoice Date and Terms

➤ The payment process selects invoices for payment based upon the payment terms and the terms date.

Terms Date	Terms
10-SEP-2003	IMMEDIATE

➤ If the payment terms are **Immediate**, the invoice will be eligible for payment as of the terms date.

➤ If the payment terms are **Prompt Pay**, the invoice will be eligible for payment **30 days** after the terms date.

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Notes:

- Travel advances are imported with an invoice date and terms date of 10 days prior to the start of the trip.
- When creating payment batches, the select process will include all invoices that are eligible for payment up to five days after the current date.

Reviewing the Pay Group



Reviewing the Pay Group

- Does the invoice reference the correct Pay Group?

Pay Group
AP ADVANCE

- When creating a payment batch for Treasury, you will identify a Pay Group. If an invoice is not being selected for payment, ensure that the invoice references the correct Pay Group.

Required Payment Information is Missing

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Required Payment Information is Missing

The following information is required for payment:

- Supplier Bank Information and SSN for Treasury Electronic Batches
- Supplier Address information and SSN for Treasury Check Batches

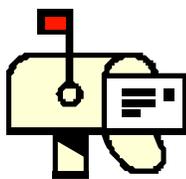
**Electronic
Payment**



+



**Check
Payment**



+



Page 9

Missing SSN, Bank, or Address Information



Missing SSN, Bank, or Address Information

Determine if necessary payment information is missing by running the:

- NIHAP Unpaid Invoices Detail Report
- NIHAP Unpaid Invoices Error Resolution Report for Payment Batch

Refer to Chapter “Accounts Payable Reports” on how to run and interpret the reports.

Important: If these reports are not run prior to running the payment batch, the payment batches may end in an error status or Treasury may reject the batch.

Missing Bank (ACH) Information



Missing Bank (ACH) Information

- Supplier bank information is required for all electronic payments
- Invoices needing bank information should be on a **Bank Research Hold**

Page 11

Missing Bank (ACH) Information



Missing Bank (ACH) Information

- There are two ways to resolve the problem:
 - After Government Accounting enters the bank information, update the invoice to reflect the bank account
 - Change the invoice payment method to check, if address information is available.

Option 1: Enter Bank Information and Update Invoice



Option 1: Enter Bank Information and Update Invoice

Resolution Option 1:

Enter Bank Information in Supplier Table and Update Invoice

- Contact the traveler to request that they submit their ACH information
- Run the NIHAP Unpaid Invoices Detail Report
- For those invoices that indicate “ACH Exists for Vendor”, update the invoice with the banking information and release the hold.

TR16848V1	328.58	SASHITHERAPANY	12014-404 CHASE CROSSING CIR	EFT
22-JAN-04	328.58	KESAVAPANY: 0011257706	ROCKVILLE MD 20852	STANDARD
FELLOW	0011257706	KESAVAPANY, SASHITHERAPANY	ACH Data Exists for Vendor	TMINV
NINDS		SASHITHERAPANY KES	SOPHIA JACKSON	
		Yes-Vendor Yes-HR		

Updating the Bank Information on the Invoice



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Updating the Bank Information on the Invoice

➤ The Supplier *bank account* information can be updated by selecting the **Scheduled Payments** button on the **Invoice s** window.

Scheduled Payments (NIH-OU) - TR473V1, JULIE K BROWN.0011378133

Payment Currency: **USD** Invoice Amount: **1425.00**
Amount Paid: **0.00** Gross Amount Total: **1425.00**

Due Date Second Discount Third Discount Remit-To Bank Account

Hold	Due Date	Payment Priority Gross Amount	Payment Method	Bank Account	
<input type="checkbox"/>	12-SEP-2003	1425.00	50 Electronic	2226669999	1111111111
<input type="checkbox"/>					
<input type="checkbox"/>					

Amount Remaining: **1425.00**
Discount Amount Remaining: **0.00**

Buttons: Holds Payments Split Schedule Pay w/ 1

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Refer to instructions on [*Updating Bank Information on an Invoice.*](#)

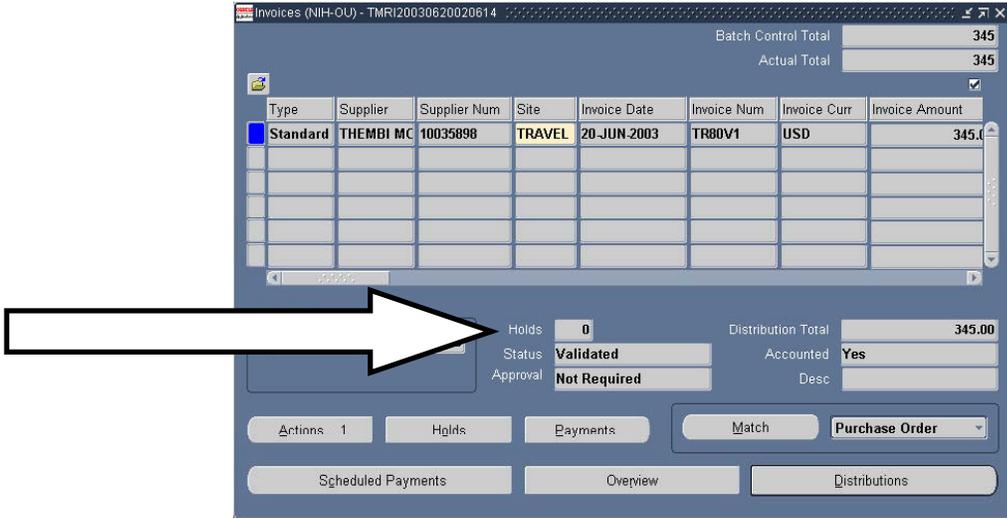
Releasing the Invoice Hold



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Releasing the Invoice Hold

➤ Once the problem causing the return has been resolved, the invoice must be released from hold in order to be processed.



The screenshot shows the Oracle Invoices interface for a batch of invoices. The 'Holds' field is set to 0, and the 'Status' is 'Validated'. A white arrow points to the 'Holds' field.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	THEMBI MC	10035898	TRAVEL	20-JUN-2003	TR80V1	USD	345.00

Batch Control Total: 345
Actual Total: 345

Holds: 0
Status: Validated
Approval: Not Required
Distribution Total: 345.00
Accounted: Yes

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

Scheduled Payments | Overview | Distributions

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Once an invoice has been released from hold and validated, it may be selected for the next payment batch.

Refer to instructions on [*Releasing Holds on Invoices*](#)

Option 2: Changing Payment Method



Option 2: Changing Payment Method

Resolution Option 2:

Change Payment Method

- Based on the OFM guidelines, you may update the payment method on the invoice. When applicable, payment method can be changed to “Check” and a check treasury payment batch be created.
- Refer to the NIHAP Unpaid Invoices Detail Report for electronic payments that contain address and SSN information

A screenshot of the Oracle Supplier Sites form for a new site named 'MOTT FOUNDATION'. The form is titled 'Supplier Sites (NIH-OU) - MOTT FOUNDATION, [New]'. It contains fields for Site Name (CHICAGO), Country, Address (1234 DRAKE AVENUE), City (CHICAGO), State (IL), and Postal Code (23456). There are also fields for Alternate Name, Alternate Address, Province, County, Language, and Inactive On. The form has tabs for General, Contacts, Accounting, Control, Payment, Bank Accounts, EDI, Invoice Tax, and Withholding Tax. The 'Payment' tab is selected, showing 'Site Uses' with checkboxes for Pay (checked), Purchasing (checked), Primary Pay (unchecked), BFQ Only (unchecked), and Procurement Card (unchecked). There are also fields for Customer Number, Shipping Network Location, and Supplier Notification Method (E-mail). The 'Communication' section has fields for Area Code, Number, Voice, Fax, Tolox, and E-mail.

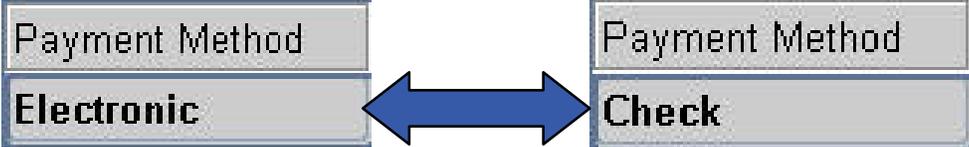
Changing the Payment Method on Single Invoices



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Changing the Payment Method on Single Invoices

- If the need arises, you may select a different payment method for all unvalidated invoices.
- Once an invoice has been validated, the system may not allow changes to the Payment Method, depending upon the invoice type.
- You should follow existing NIH Policy on issuing check payments from Treasury.



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Refer to instructions on [*Updating the Invoice Payment Method*](#)

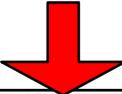
Missing Address Information


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Missing Address Information

The NIHAP Unpaid Invoice Detail and NIHAP Unpaid Invoices Error Resolution Payment Batch Reports will alert users to missing address information.

- The traveler should update the address information in NED or Employee Express.



TR11100V1	1494.81	ROBERT J SCHLOESSER:0011454261	ADDRESS NOT AVAILABLE			CHECK
19-DEC-03	1494.81	SCHLOESSER, ROBERT J	None	None	None	STANDARD
FELLOW	0011454261	No ACH Name	No ACH Data			TMINV
NIMH		No-Vendor No-HR	AIMEE WILLIAMS			

- Missing address information will prevent check payments from being processed

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Updating the Address Information on the Invoice

- The Supplier *address* information can be updated by selecting the **LOV** on the **Supplier Site** field.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	BENJAMIN	1000142	TRAVEL				

Amount Paid: USD 0.00

Holds: 1

Status: Needs Revalidation

Approval: Not Required

Distribution Total: 1100.00

Accounted: Yes

Desc:

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

Scheduled Payments | Overview | Distributions

Page 19

Note: For travel, the value in the **Site** field may not change depending upon how the updates were made to the address by Government Accounting. However, you will be able to validate the supplier's address within the Supplier table and on the Preliminary Payment Register Report.

Missing SSN





Missing SSN

Supplier SSN is required on all electronic and check payments.

The NIHAP Unpaid Invoice Detail and NIHAP Unpaid Invoices Error Resolution Payment Batch Reports will alert users to missing SSN information.

TR33447V1	176.25	JIANJUN BAO:0011232152	ADDRESS NOT AVAILABLE	EFT
09-MAR-04	176.25	BAO, JIANJUN	None	STANDARD
FELLOW	0011232152	No ACH Name	No ACH Data	THINV
NHLEI		No-Vendor No-HR	CATHERINE MAGRUDER	

↑

TR11100V1	1494.81	ROBERT J SCHLOESSER:0011454261	4002 SAUL RD	CHECK
19-DEC-03	1494.81	SCHLOESSER, ROBERT J	KENSINGTON MD 20895	STANDARD
FELLOW	0011454261	No ACH Name	No ACH Data	THINV
NIMH		No-Vendor No-HR	AIMEE WILLIAMS	

↑

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Reviewing Supplier Records for SSN



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Reviewing Supplier Records for SSN

➤ You may view the supplier SSN record by selecting the **Overview** button

Invoice Overview (NIH-OU)

Supplier	IMPAC GOVERNMENT SERVICES			Site	FARGO	
Supplier Num	1042796	Type	Standard	Taxpayer ID	410417860	
Invoice Num	TR9V1-CB	Currency	USD	Date	01-SEP-2003	
Batch Name	TM090103216USB6	Amount	467.50			
Voucher		Unpaid Amount	467.50			
PO Number	TR9V1-CB	Unapplied Amount				
Receipt Num		Settlement Date				
Invoice Status		Description	TRAVEL			
Paid	No	Active Hold	RECONCILIATION PROC AWAITING RECONCILIATION			
Accounted	No	Reason				
Status	Never Validated					
Approval	Not Required					
Scheduled Payments		Actual Payments				
Curr	Amount	Remaining	Due Date	Held	Paid By	Paid On
USD	467.50	467.50	01-SEP-2003	<input type="checkbox"/>		

Payment Overview View Receipt View PO Supplier Invoices

➔ Taxpayer ID is visible on the Invoice Overview window

Action needed to process remaining payments in the batch:

- Determine which supplier is missing SSN
- Void all the payments in the batch
- Place the invoices for the supplier missing SSN on “SSN Research” hold
- Create a new check payment batch

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Invoice and Payment Processing Error Resolution

Chapter 8 - Page 32

Missing SSN



Missing SSN

- **If the SSN exists in HR, but not in the Vendor,** contact the Government Accounting office to update the Vendor record.
- **If the SSN does not exist in HR or Vendor,** contact the traveler to request that an SSN number be entered into NED
- Once the SSN number appears on the supplier record, the hold may be released on the invoice.

Suppliers (NIH-OU)

Supplier Name	PEW CHARITABLE TRUSTS	Supplier Number	
Alternate Name		Tax Registration Number	
Taxpayer ID	5550007969	Inactive On	[]

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

Parent Supplier Name		Number	
Customer Number	1132		

Sites

Practice Lab



Practice Lab

Lab Time



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Complete Lab: Troubleshooting Invoice and Payment Processing Errors

Lesson Summary



Lesson Summary

In this lesson, you learned how to:

- Troubleshoot invoice processing errors
- Troubleshoot payment processing errors

Accounts Payable Reports

Chapter 9

Accounts Payable Reports



Accounts Payable Reports

Track 2 End User Training
Revised June 1, 2004

Lesson Objectives



Lesson Objectives

After this lesson, you will know how to run:

- the Invoices on Hold Report
- the NIHAP Unpaid Invoices Detail Report
- the NIHAP Unpaid Invoices Error Resolution Report for Payment Batch
- the Unaccounted Transaction Report
- the Invoice Aging Report
- the NIH Unpaid Invoices Supervisor Summary Report

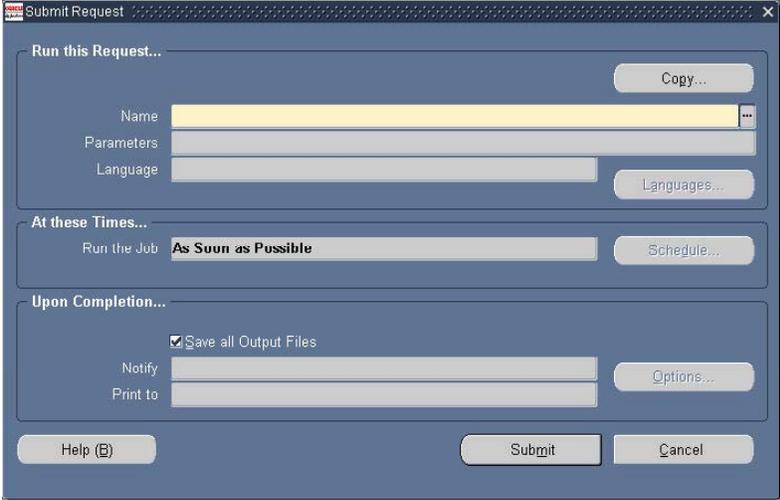
Running Reports



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Running Reports

- All Accounts Payable Reports are run in the same manner.
- The navigation path to run reports in Accounts Payable is
N > Other > Requests > Run



Page 2

Submitting a Single Request

Purpose

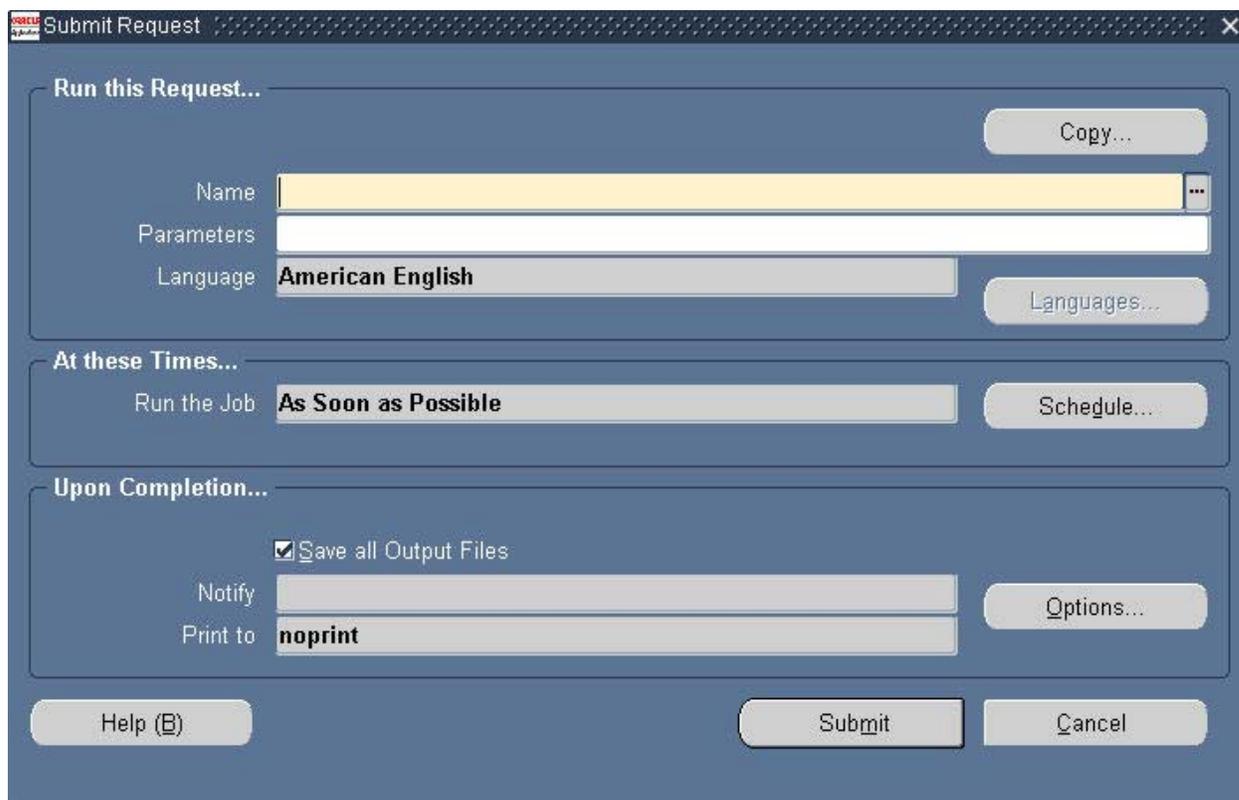
The purpose of this document is to describe how to submit a single request in the NBS Financial Modules. The steps will be the same regardless of the report or program that is being submitted. However, the request name and parameters will vary depending upon the module. In addition, the navigation path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



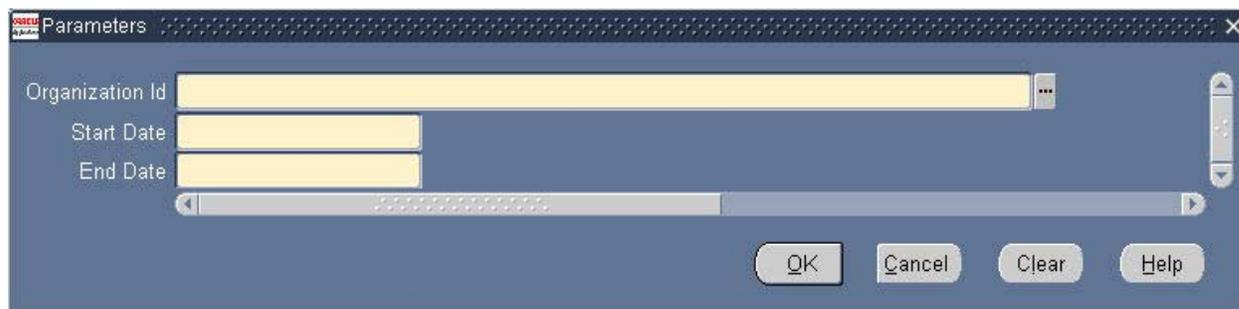
1. Select the **OK** button.

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**

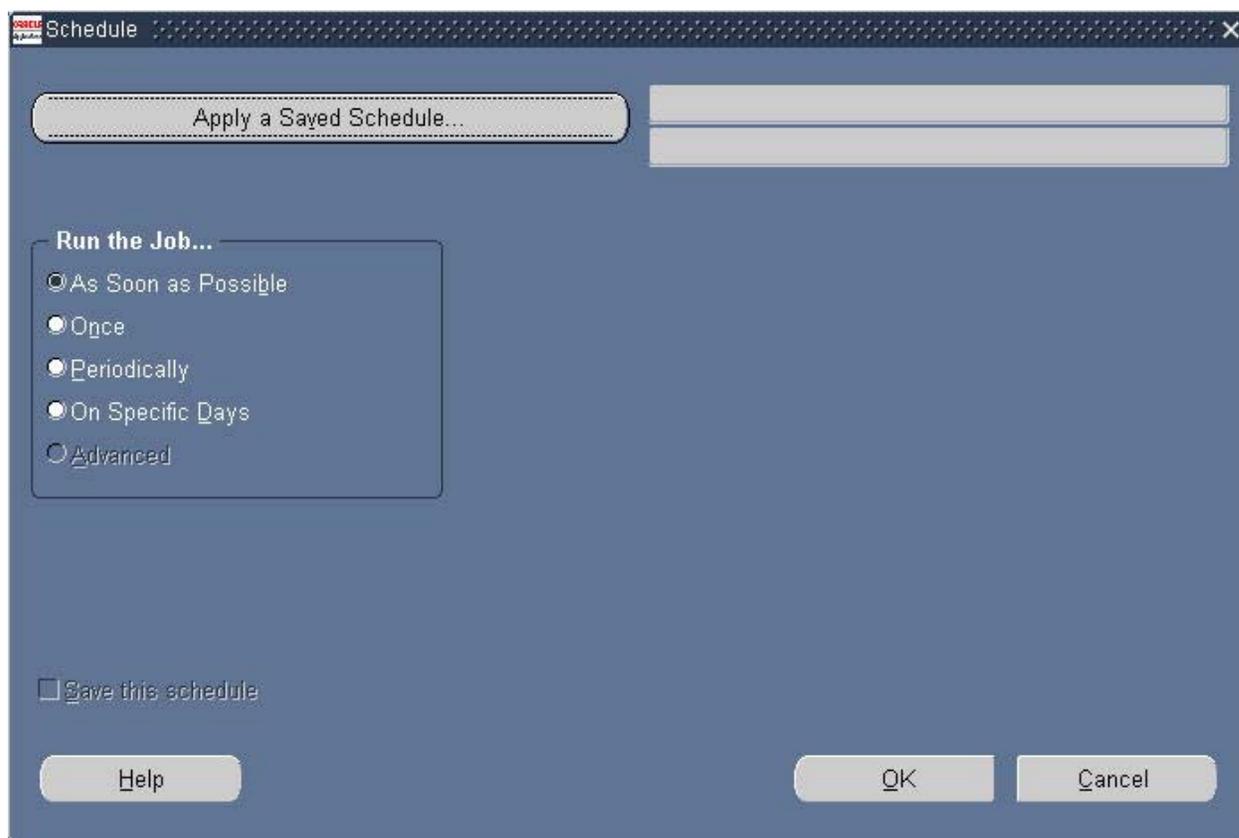
Options...

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.



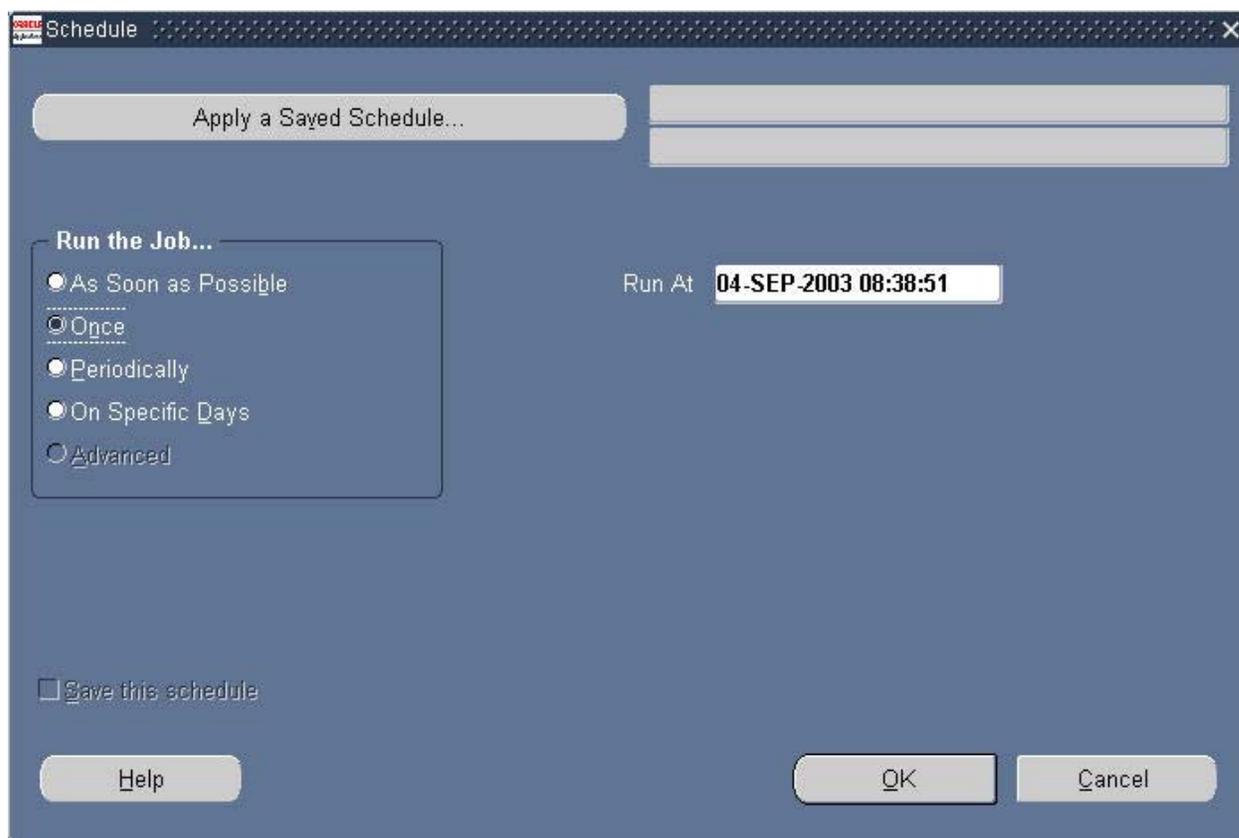
5. Select the appropriate schedule alternative in the **Run the Job...** block.

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.

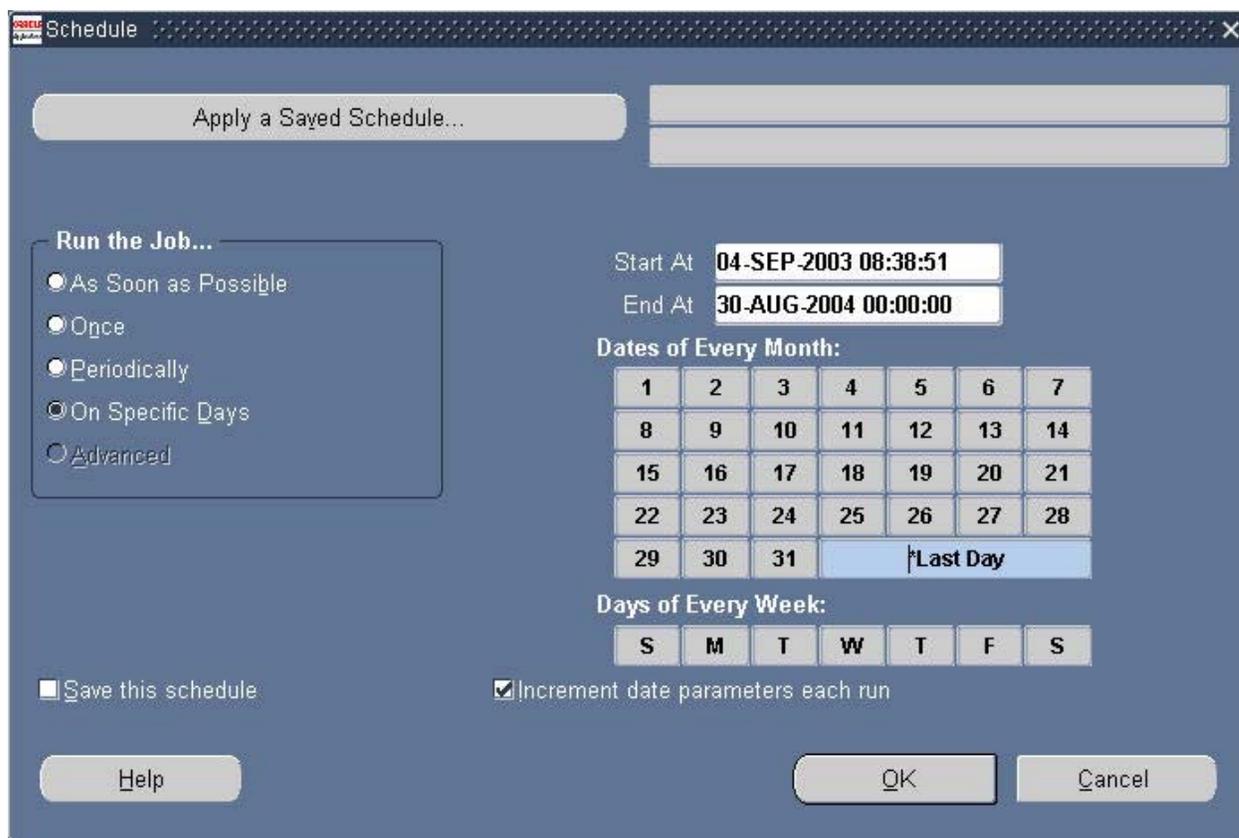
7. Complete the schedule information.

Example:

Goto task #9.

8. Complete the schedule information.

Example:



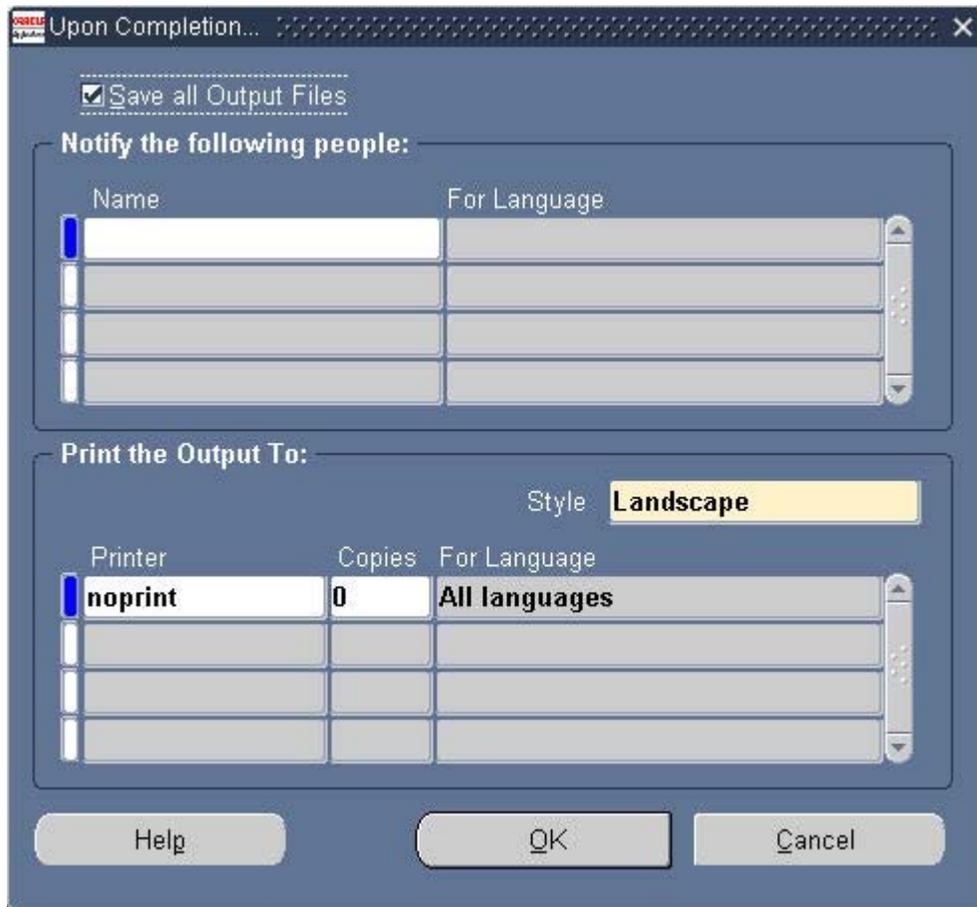
9. Select the **OK** button.

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.

Daily Reports

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Daily Reports

On a **daily** basis, the following reports should be run to ensure that invoice problems are resolved so that they can be paid in a timely manner.

- **Invoices On-Hold Report**
- **NIHAP Unpaid Invoices Detail Report**
- **NIHAP Unpaid Invoices Detail Report for Payment Batch**
- **Unaccounted Transactions Report**
- **NIHAP Supervisors Summary Unpaid Invoices Report**



Page 3

The NIHAP Unpaid Invoices Detail Report and Invoices On-Hold Report should be run and issues resolved prior to creating the daily treasury payment batches.

The NIHAP Unpaid Invoices Detail Report for Payment Batch is run for each payment batch processed to Treasury.

The Unaccounted Transactions Report can be run at any point throughout the day.

The NIHAP Supervisors Summary Unpaid Invoices Report should be run daily to keep abreast of outstanding payments. The supervisor may review the NIHAP Detail Report if troubleshooting.

Invoices On-Hold Report



Invoices On-Hold Report

Description: The invoice on-hold report displays the AP invoices that are currently on-hold

Purpose: This report can be used to monitor invoices that are currently on-hold to ensure that any necessary actions needed to resolve the hold are being taken

The report provides you the total number and amount of invoices on hold

Source: Accounts Payable

Frequency: Daily

Page 4

Selected Report Headings

PO Number. If the hold on the invoice is related to the purchase order match, then Payables displays the purchase order number.

Functional Currency Original Amount. Invoice amount expressed in your functional currency.

Functional Currency Amount Remaining. Remaining amount due for payment on an invoice, expressed in your functional currency. The amount remaining is equal to the original amount, unless you partially paid an invoice.

Invoices On-Hold Report

Sample report parameters:

Parameters

Hold Name

Supplier Name

Order By **Hold Name**

On Hold by Period Option **No**

From Entered Date

To Entered Date

Include Due or Discount Date

From Due or Discount Date

To Due or Discount Date

Include Hold Descriptions **Yes**

OK Cancel Clear Help

Page 5

Selected Report Parameters

Hold Name. If you want to review only invoices with a specific hold applied, enter the name. Leave this parameter blank if you want the report to include the Invoices with Scheduled Payment Holds section and the Invoices with Supplier Site Set to Hold All Payments section.

Order By. This parameter controls the sorting for the first report section. You can choose to sort and subtotal by hold or supplier.

On Hold by Period Option. Enter Yes to subtotal the invoices by the period of their invoice date.

From/To Entered Date. Displays invoices with holds that were applied on and between the From Entered Date and the To Entered Date.

Include Due or Discount Date. The report includes invoices that have a due or discount date within a range you specify, using the From/To Due or Discount Date parameters.

- Due.** Displays only invoices that have a due date within the range you specify.

- Discount.** Displays only invoices that have a discount date within the range you specify.

Include Hold Descriptions. Change this parameter to No if you do not want to include the last section of the report as a reference of hold descriptions.

Invoices On-Hold Report



Invoices On-Hold Report

Invoice holds must be resolved for the invoice to be eligible for payment.

Refer to Chapter “Troubleshooting Invoice and Payment Processing Errors” in this Student Guide for guidance on resolving invoice holds



NIHAP Unpaid Invoices Detail Report



NIHAP Unpaid Invoices Detail Report

Description: The custom report displays invoices that are missing banking, SSN, or address information that will prevent payment

Purpose: This report should be used to identify invoices that are missing required information and to determine how to correct the issue.

Source: Accounts Payable

Frequency: Daily

Page 7

Selected Report Headings

Invoice Number: Invoice number

Invoice Date: Date of the invoice

Invoice Amount: Original amount of the invoice

Employee Number: Employee number

Vendor Name: Name of payee of the invoice

Address Information: Address information for the vendor. If no address exists, it will be noted on the report

Vendor Type: Type of vendor, such as Fellow, Employee, Contractor, Guest Speaker, etc.

Payment Method: Check or EFT

ACH Existence: Indicates if ACH exists.

No ACH Data – indicates that no ACH data exists for this vendor. Contact the traveler or preparer for resolution.

ACH only in Staging Table – indicates that ACH data exists for the vendor, but it has not successfully made it from the staging table into NBS. Contact the NIH Help Desk to resolve.

ACH data exists for Vendor – indicates that ACH data exists for the vendor, but has not been included in the invoice. Update the invoice banking information to resolve

SSN: Vendor – Yes, indicates that SSN number exists. No, indicates that no SSN number exists on the supplier record. In order to process a payment, the SSN number must be on the vendor record.

SSN: HR – Yes, indicates that SSN number exists on the employee record. No, indicates that no SSN number exists on the employee record.

If SSN information is missing from both the Vendor and HR records, contact the traveler or travel planner.

If the SSN information exists in HR, but is missing from the Vendor record, contact Government Accounting to update.

Preparer – The name of the individual who prepared the travel document

NIHAP Unpaid Invoices Detail Report

The screenshot shows a dialog box titled "Parameters" with a blue header. The header contains the nbrss logo (National Institutes of Health Business & Research Support System) and the text "NIHAP Unpaid Invoices Detail Report". Below the header, the text "Sample report parameters:" is displayed. The dialog box contains the following fields and options:

Parameter	Value
IC	[Empty text box]
Include Missing SSN	Yes
Include Missing ACH	Yes
Include Missing Address	Yes
Include Missing ACH with Address & SSN	Yes
Include ACH in Vendor, not Invoice	Yes

At the bottom of the dialog box are four buttons: "OK", "Cancel", "Clear", and "Help". The dialog box is set against a white background with a blue border. The entire screenshot is framed by a black border. At the bottom right of the frame, the text "Page 8" is visible.

Report Parameters

IC: Select an IC or leave blank for all ICs

Include Missing SSN: Select Yes, if you want to view invoices with missing SSN information.

Include Missing ACH: Select Yes, if you want to view invoices with missing ACH information.

Include Missing Address: Select Yes, if you want to view invoices with missing address information.

Include Missing ACH, with Address and SSN: Select Yes, if you want to view invoices without ACH, but with Address and SSN. These invoices would not be eligible for electronic payment, but are eligible to be paid by check.

Include ACH in Vendor not Invoice: Select Yes, if you want to review invoices for which ACH exists for the Vendor, but it is not on the invoice. These invoices would be eligible for payment, if the ACH information is updated on the invoice.

NIHAP Unpaid Invoices Detail Report

 		NIHAP Unpaid Invoices Detail Report			
The following indicate ACH errors					
TR1003V1 11-MAR-04 FELLOW NIMH	1009.50 1009.50 0011344826	DEBASMITA ALONE:0011344826 ALONE, DEBASMITA No ACH Name Yes-Vendor Yes-HR	1001 ROCKVILLE PIKEAPT 611 ROCKVILLE No ACH Data DEBORAH MILLER	20852	EFT STANDARD TMINV
TR10368V1 16-DEC-03 FELLOW NCI	1131.70 1131.70 0011257511	SMITHA ANTONY:0011257511 ANTONY, SMITHA SMITHA ANTONY Yes-Vendor Yes-HR	13249 COPLAND CT SILVER SPRING MD ACH only in staging table KAREN JACKSON	20904	EFT STANDARD TMINV
TR16848V1 22-JAN-04 FELLOW NINDS	328.58 328.58 0011257706	SASHITHERAPANY KESAVAPANY:0011257706 KESAVAPANY, SASHITHERAPANY SASHITHERAPANY KES Yes-Vendor Yes-HR	12014-404 CHASE CROSSING CIR ROCKVILLE MD ACH Data Exists for Vendor SOPHIA JACKSON	20852	EFT STANDARD TMINV

1. No ACH data exists for the vendor

Action Required:

Place invoice on **Bank Research** hold

Contact the traveler or travel planner and request that they update their banking information

Options: Have the individual provide ACH information to OFM following existing guidelines or update the payment method to check since address and SSN information is available. See chapter on Troubleshooting Invoice and Payment Processing Errors for more details.

2. ACH exists in staging table, but has not successfully made it to the NBS

Action Required:

Place invoice on **Bank Research Hold**

Contact the NIH Help Desk and report the error

3. ACH exists for Vendor, but the invoice does not contain that information

Action Required:

Update invoice banking information on the invoice

Remove invoice from hold if necessary

Refer to the chapter "*Processing Treasury Payment Batches*" for information on how to update banking information on invoices and release holds.

NIHAP Unpaid Invoices Detail Report

 		NIHAP Unpaid Invoices Detail Report				
The following indicate SSN errors						
TR33447V1	176.25	JIANJUN BAO:0011232152	ADDRESS NOT AVAILABLE		EFT	
09-MAR-04	176.25	BAO, JIANJUN	None	None	STANDARD	
FELLOW	0011232152	No ACH Name	No ACH Data		THINV	
NHLEI		No-Vendor No-HR	CATHERINE MACRUDER			
TR11100V1	1494.81	ROBERT J SCHLOESSER:0011454261	4002 SAUL RD		CHECK	
19-DEC-03	1494.81	SCHLOESSER, ROBERT J	KENSINGTON MD 20895		STANDARD	
FELLOW	0011454261	No ACH Name	No ACH Data		THINV	
NIMH		No-Vendor No-HR	AIMEE WILLIAMS			
TR9323V1	364.18	DAVID LIEBERMAN:0011563402	ADDRESS NOT AVAILABLE		EFT	
04-NOV-03	364.18	LIEBERMAN, DAVID	None	None	STANDARD	
CONTRACTOR	0011563402	No ACH Name	No ACH Data		THINV	
NCI		No-Vendor Yes-HR	HUONGTHU NGUYEN			

1. SSN does not exist in HR or Vendor for EFT payment

Action Required:

Place invoice on **SSN Research** hold

Contact Traveler or Travel Planner to update their SSN in NED or Employee Express

2. SSN does not exist in HR or Vendor for Check payment

Action Required:

Place invoice on **SSN Research** hold

Contact Traveler or Travel Planner to update their SSN in NED or Employee Express

3. SSN Exists in HR, but not in Vendor

Action Required:

Place invoice on **SSN Research** hold

Contact Government Accounting to update vendor SSN information

NIHAP Unpaid Invoices Detail Report

 		NIHAP Unpaid Invoices Detail Report				
The following indicate address errors						
TR14254-1V1	543.50	JAMES O ARMITAGE:0011069647	ADDRESS NOT AVAILABLE			Check STANDARD TMINV
08-JAN-04	543.50	ARMITAGE, JAMES O	None	None	None	
Contractor	0011069647	No ACH Name	No ACH Data			
NCI		Yes-Vendor Yes-HR	ANDREA COLLINS			

Address information does not exist for the traveler.

Since this is a check payment, address information must exist to process the payment.

Action Required

Place invoice on **Address Research** hold.

Contact the traveler or travel planner to have the individual update their address in NED or Employee Express

Unaccounted Transactions Report



Unaccounted Transactions Report

Description: The unaccounted transactions report displays the AP invoices and payments for which the accounting has not been properly created.

Purpose: Use this report to identify and review all unaccounted invoice and payment transactions and see the reason that Payables cannot account for a transaction.

Source: Accounts Payable

Frequency: This report should be daily and **should specifically be run as part of the monthly close process**

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Important:

If transactions appear on this report, then the accounting information for the transaction will not be transferred to the General Ledger or the Data Warehouse

Selected Report Headings

The report has two sections: Unaccounted Invoices, and Unaccounted Payments. All amounts are in the transaction currency.

Unaccounted Invoices

This section of the report lists the supplier name, supplier number, invoice number, invoice date, invoice currency, invoice amount, purchase order number (if the invoice is on a purchase order matching related hold), and the exception.

Unaccounted Payments

This section of the report lists the supplier name, supplier number, payment number, payment date, payment currency, payment amount, and exception.

Exception. The report displays one or more of the following exception conditions:

- **Dist Acct Invalid.** The account on the invoice distribution is invalid.

- **Dist Variance.** The sum of the invoice distributions is not equal to the invoice amount.
- **Funds Check.** Funds check failed for this invoice.
- **Unaccounted.** The Payables Accounting Process has not been submitted for the transaction.
- **Other Hold Names.** This invoice has a hold applied to it that prevents accounting.
- **Unvalidated.** You have not submitted Invoice Validation for the invoice.

Unaccounted Transactions Report

The screenshot shows a dialog box titled "Parameters" with a blue header bar. The header bar contains the nbrss logo (National Institutes of Health Business & Research Support System) on the left and the text "Unaccounted Transactions Report" on the right. Below the header, the text "Sample report parameters:" is displayed. The dialog box contains the following fields:

- Reporting Level: Operating Unit
- Reporting Context: NIH-OU
- From Accounting Date: (empty)
- To Accounting Date: (empty)
- Period Name: (empty)

At the bottom of the dialog box are four buttons: OK, Cancel, Clear, and Help. The dialog box is set against a white background with a black border. A red bar at the bottom right of the page contains the text "Page 13".

Selected Report Parameters

Note: If you do not specify a value for the Period Name or From/To Accounting Date parameters, then the report lists all unaccounted entries, regardless of date.

From/To Accounting Date. If you want to run the report for a particular date range, then enter both the first and last dates in the range. If you enter values for a date range, then you cannot enter a value for Period Name. (Recommend using the first and last date of the current month)

Period Name. If you want to run the report for a single period, enter the period name. If you enter a value here, you cannot enter values in the From/To Accounting Date parameters.

Reviewing the Unaccounted Transaction Report



nbrss
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Reviewing the Unaccounted Transaction Report

NATIONAL INSTITUTES OF HEALTH Report Date: 13-MAY-2004 13:25

Unaccounted Transactions Report Page: 2

Unaccounted Invoices

Supplier Name	Supplier Number	Invoice Number	Invoice Date	Inv Curr	Invoice Amount	PO Number	Exception
ARNHELD C WHARWOOD:001055	1010962	TR799V1-DH-LQAD	10-OCT-03	USD	266.00		Dist Variance
HARRY D SMITH:0010134614	1008285	TR19V1-DH	23-SEP-03	USD	-220.00		Dist Variance
ALICIA PHILLIPS:001135204	1027968	TR901-AD	28-DEC-03	USD	799.00		Not Validated
ALLEN DUONG:0011086885	1003592	TR817V1	18-OCT-03	USD	529.00		Not Validated
ANGELA FALWELL:0010093529	1000085	TR1107V1	15-JAN-04	USD	1,030.50		Not Validated
IMPAC GOVERNMENT SERVICES	1042796	TR257V1-CB	12-SEP-03	USD	290.50		Unaccounted
IMPAC GOVERNMENT SERVICES	1042796	TR263CH1 GTA	30-SEP-03	USD	-300.00		Unaccounted
IMPAC GOVERNMENT SERVICES	1042796	TR263V1-CB	10-SEP-03	USD	250.50		Unaccounted
IMPAC GOVERNMENT SERVICES	1042796	TR264V1-CB	10-SEP-03	USD	250.50		Unaccounted

Exception	Steps to Resolve
Dist Variance	If invoice was manually entered, then correct invoice distribution If invoice was imported from Travel, then contact the NMC
Not Validated	1. Validate Invoice 2. Create Accounting for Invoice
Unaccounted Invoice	Will be resolved when create accounting program runs nightly OR If closing is required, create accounting for the invoice manually.

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Invoices - Validating Invoices On Line

Purpose

The purpose of this document is to describe how to validate an invoice or group of invoices from the **Invoices** window.

NIH Payables Cashier Office User
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, Terms (dropdown), Pay Group (dropdown), Amounts, Dates, Invoice Batch, Currency.
- Invoice Status:** Paid, Accounted, Status (dropdowns).
- Holds:** Status, Name, Reason (dropdowns).
- Voucher Audit:** Category, Name, Numbers.
- Invoice Template:** Number, Period Type.

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

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

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

Invoices (NIH-OU) Batch Control Total
Actual Total

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

Amount Paid:

Holds: Status: Approval:

Distribution Total: Accounted: Desc:

2. Highlight invoices that you want to validate.
3. 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

4. Enable the **Validate** checkbox

Example: Below is a sample enabled validate checkbox.

Invoice Actions

Validate

Validate Related Invoices

Cancel Invoices

Apply/Unapply Prepayment...

Pay in Full...

Create Accounting

Release Holds

Hold Name

Release Name

Release Reason

Print Notice

Printer

Sender Name

Sender Title

OK Cancel

5. Select **OK**.

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

Invoices (NIH-OU) Batch Control Total
Actual Total

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

Amount Paid: USD Holds: Distribution Total:
 Status: Accounted:
 Approval: Desc:

Actions... 1 Hglds Payments Match **Purchase Order** ▼

Scheduled Payments Overview Distributions

Notes:

- Refer to the **Status** and **Holds** fields to view the results of the validation program.
- If the **Status** field displays "Needs Revalidation", view the holds that have been placed on the invoice.

End of activity.

Invoices - Creating Accounting for Invoices On Line

Purpose

The purpose of this document is to describe how to create accounting for an invoice or group of invoices from the **Invoices** window.

Important: Before accounting can be created for an invoice, the invoice must be validated. Refer to *Validating an Invoice On Line [NAV10070A]*

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

Find Invoices

Supplier

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

Invoice

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

Invoice Status

Paid
Accounted
Status

Holds

Status
Name
Reason

Voucher Audit

Category
Name
Numbers -

Invoice Template

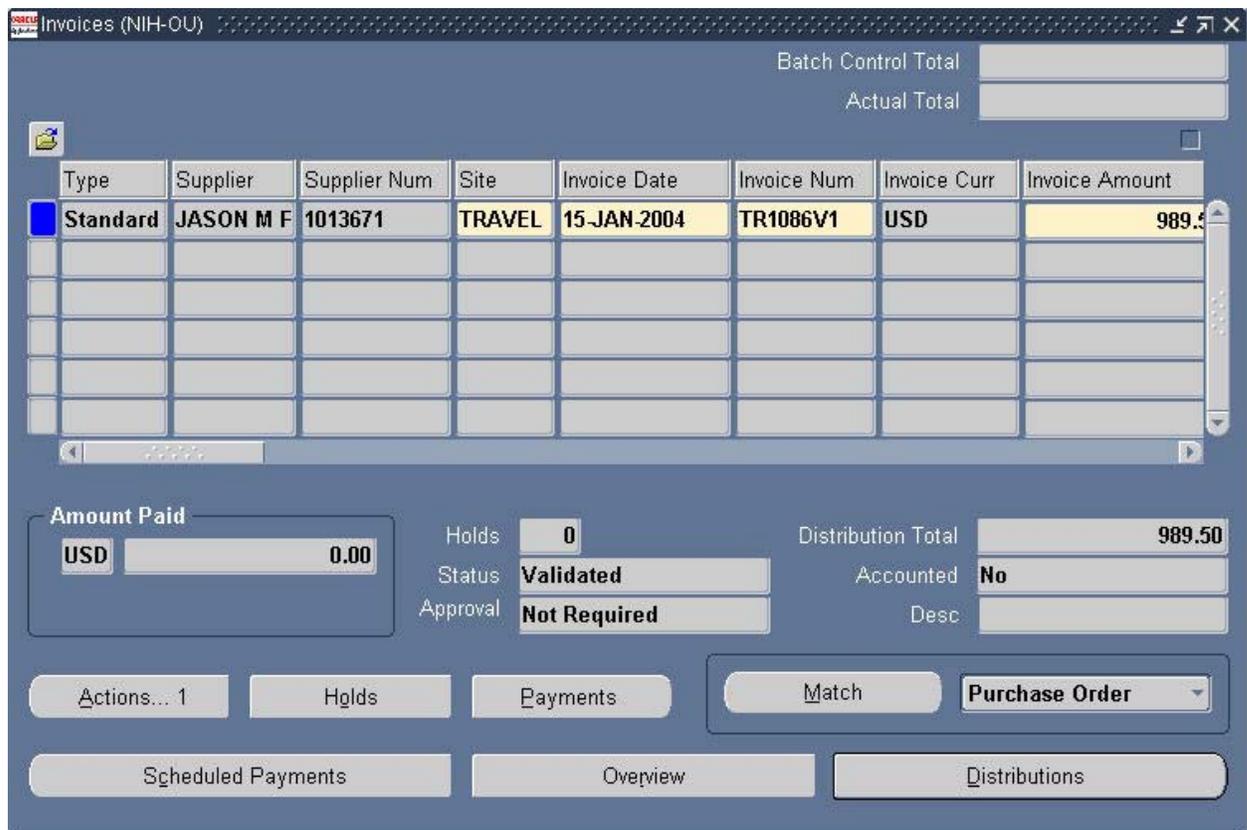
Number
Period Type

Calculate Balance Owed... Clear New Find

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

Note: You may use the **Invoice Status - Accounted** field to search for unaccounted invoices. However, other search criteria, such as **Type**, **Pay Group**, or **Dates**, must be used in conjunction with the **Accounted** criteria.

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



2. Highlight invoice(s) for which you want to create accounting.

Note: You may highlight all invoices by selecting **Edit > Select All** from the menu bar.

3. 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

4. Enable the **Create Accounting** checkbox

Example: Below is a sample enabled **Create Accounting** checkbox.

Invoice Actions

Validate

Validate Related Invoices

Cancel Invoices

Apply/Unapply Prepayment...

Pay in Full...

Create Accounting

Release Holds

Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

OK Cancel

5. Select **OK**.

Result: You are returned to the **Invoices** window and the **Accounted** field will display **Yes**.

Invoices (NIH-OU) Batch Control Total
Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
<input checked="" type="checkbox"/> Standard	JASON M F	1013671	TRAVEL	15-JAN-2004	TR1086V1	USD	989.5

Amount Paid: **USD** Holds: Distribution Total:
 Status: Accounted:
 Approval: Desc:

End of activity.

NIHAP Unpaid Invoices Error Resolution Report for Payment Batch

  nbrss <small>NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEMS</small>	NIHAP Unpaid Invoices Error Resolution Report for Payment Batch
Description:	The custom report displays invoices that are missing banking, SSN, or address information that will prevent payment for a particular payment batch
Purpose:	This report should be used to identify invoices that are missing required information for payment so that they can be removed from the payment batch prior to formatting
Source:	Accounts Payable
Frequency:	Run after Building and Selecting the payment batch

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Selected Report Headings

Invoice Number: Invoice number

Invoice Date: Date of the invoice

Invoice Amount: Original amount of the invoice

Employee Number: Employee number

Vendor Name: Name of payee of the invoice

Address Information: Address information for the vendor. If no address exists, it will be noted on the report

Vendor Type: Type of vendor, such as Fellow, Employee, Contractor, Guest Speaker, etc.

Payment Method: Check or EFT

ACH Existence: Indicates if ACH exists.

No ACH Data – indicates that no ACH data exists for this vendor. Contact the traveler or preparer for resolution.

***ACH only in Staging Table** – indicates that ACH data exists for the vendor, but it has not successfully made it from the staging table into NBS. Contact the NIH Help Desk to resolve.*

***ACH data exists for Vendor** – indicates that ACH data exists for the vendor, but has not been included in the invoice. Update the invoice banking information to resolve*

SSN: Vendor – Yes, indicates that SSN number exists. No, indicates that no SSN number exists on the supplier record. In order to process a payment, the SSN number must be on the vendor record.

SSN: HR – Yes, indicates that SSN number exists on the employee record. No, indicates that no SSN number exists on the employee record.

If SSN information is missing from both the Vendor and HR records, contact the traveler or travel planner.

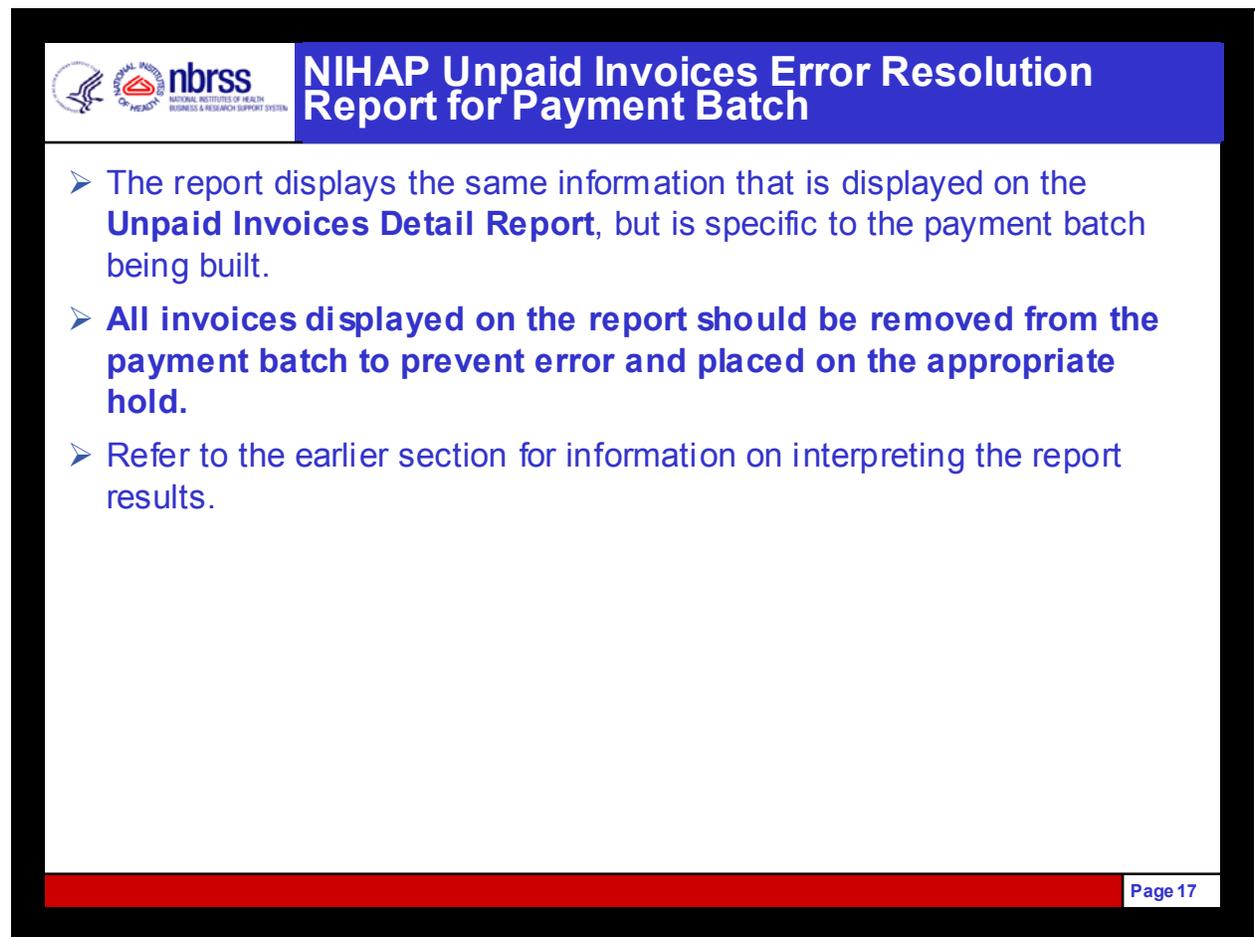
If the SSN information exists in HR, but is missing from the Vendor record, contact Government Accounting to update.

Preparer – The name of the individual who prepared the travel document

NIHAP Unpaid Invoices Error Resolution Report for Payment Batch

The screenshot shows a software interface with a blue header bar. On the left, there is a logo for 'nbrss' (National Institutes of Health Business & Research Support System) and the text 'NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM'. The main title in the header is 'NIHAP Unpaid Invoices Error Resolution Report for Payment Batch'. Below the header, a blue text box states: 'The report is run for payment batches that have a status of "Built"'. In the center, there is a 'Parameters' dialog box with a text input field labeled 'Payment Batch Name' and a dropdown arrow. Below the input field are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'. At the bottom right of the interface, there is a red bar with the text 'Page 16'.

NIHAP Unpaid Invoices Error Resolution Report for Payment Batch



The slide features a blue header with the NIHAP Unpaid Invoices Error Resolution Report for Payment Batch title. On the left, there is a logo for the National Institutes of Health Business & Research Support System (nbrss). The main content area is white with a black border, containing three bullet points. A red footer bar at the bottom right contains the text 'Page 17'.

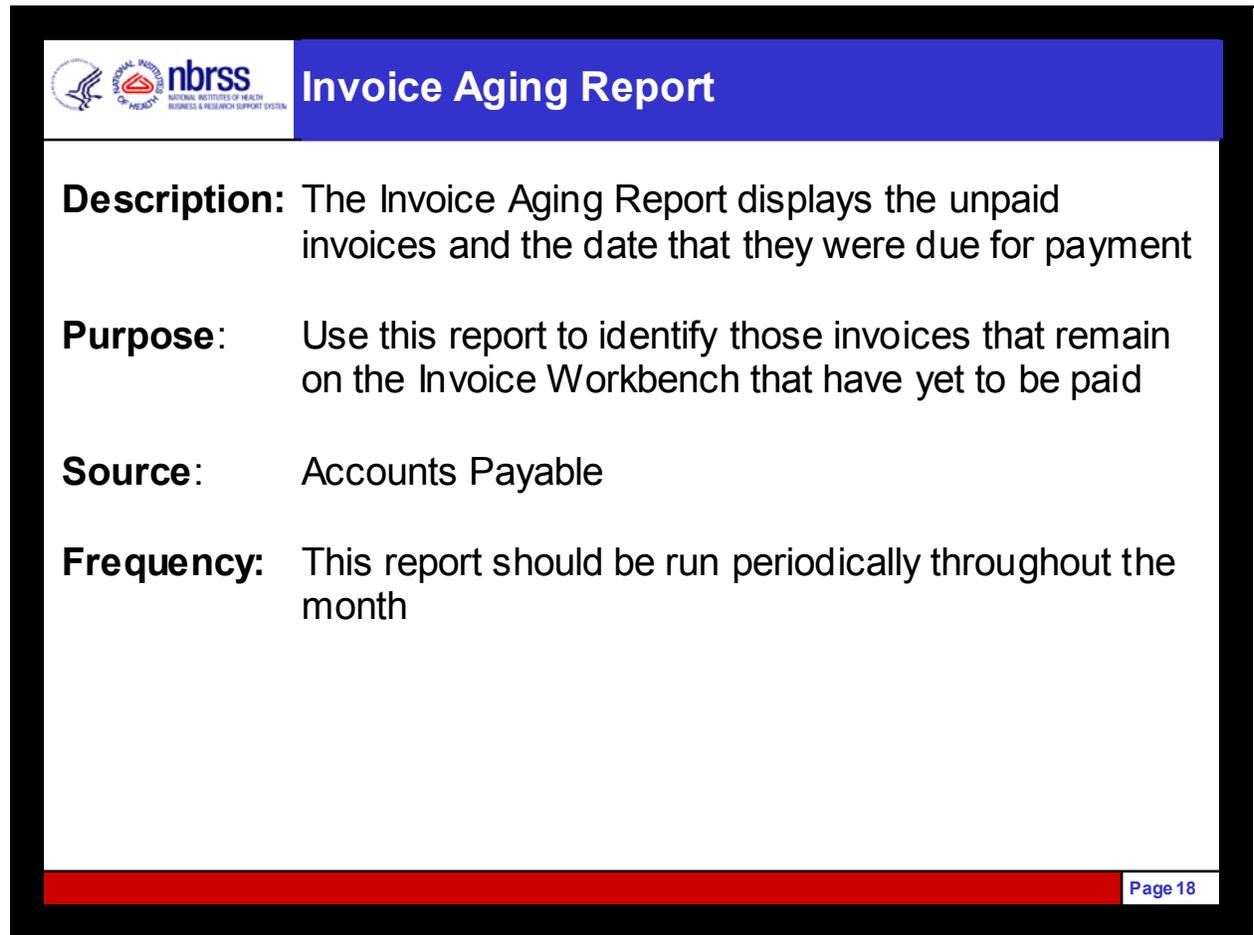
 **nbrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

NIHAP Unpaid Invoices Error Resolution Report for Payment Batch

- The report displays the same information that is displayed on the **Unpaid Invoices Detail Report**, but is specific to the payment batch being built.
- **All invoices displayed on the report should be removed from the payment batch to prevent error and placed on the appropriate hold.**
- Refer to the earlier section for information on interpreting the report results.

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Invoice Aging Report



Description: The Invoice Aging Report displays the unpaid invoices and the date that they were due for payment

Purpose: Use this report to identify those invoices that remain on the Invoice Workbench that have yet to be paid

Source: Accounts Payable

Frequency: This report should be run periodically throughout the month

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Selected Report Headings

Due Date. Date an invoice is due, assuming no discounts are taken (displayed if Invoice Detail option is set to Yes).

Days Due. Number of days until an invoice is due.

Amount Remaining. Amount remaining for payment. The total amount of an invoice equals the Amount Remaining divided by the % Unpaid. If an invoice includes two scheduled payments in different periods, this calculation includes all Amounts Remaining periods.

Invoice Aging Report

Sample report parameters:

Sort Invoices By: **Supplier Name**

Include Invoice Detail: **No**

Include Site Detail: **No**

Minimum Amount Due: [Empty]

Maximum Amount Due: [Empty]

Invoice Type: [Empty]

Supplier Name: [Empty]

Aging Period Name: [Empty]

Buttons: OK, Cancel, Clear, Help

Page 19

Selected Report Parameters

Sort Invoices By.

- **Invoice Type.** Sorts the report by invoice type and then by supplier.
- **Supplier Name.** Sorts the report alphabetically by supplier name.

Include Invoice Detail.

- **Yes.** Displays invoice detail when showing the invoice payments due to a supplier. (Recommended)
- **No.** Summarizes the total invoice payments due to a supplier without displaying each invoice.

Include Site Detail.

- **Yes.** Displays site detail and sorts by supplier site. (Recommended)
- **No.** Displays only the name of each supplier.

Minimum Amount Due. The report includes invoice information for invoices that have invoice amounts greater than this Minimum Amount Due and that fall within the aging period you specify.

Maximum Amount Due. The report includes invoice information for invoices that have invoice amounts less than this Maximum Amount Due and that fall within the aging period you specify.

Invoice Type. Enter the type (Credit Memo, Debit Memo, Expense Report, Interest, Mixed, Prepayment, Withholding Tax, or Standard) for the invoices you want to review, or leave this field blank to run this report for invoices with all invoice types.

Supplier Name. If you want to submit this report for only one supplier, enter the supplier name.

Aging Period Name. The report displays unpaid invoices for the aging periods.

Resolving Invoice and Payment Processing Issues



Resolving Invoice and Payment Processing Issues

For assistance in resolving invoice and payment processing errors, refer to Chapter “Invoice and Payment Processing Error Resolution” in this Student Guide



Accounts Payable Supervisor Report



Accounts Payable Supervisor Report

On a daily basis, the NIHAP Unpaid Invoices Supervisor Summary report should be run to get an summary of invoices that are:

- **Missing SSN**
- **Missing ACH**
- **Missing Address Information**
- **Missing ACH, but contain Address and SSN Information**
- **Contain ACH in the Vendor but not on the Invoice**



NIHAP Unpaid Invoices Supervisor Summary Report

  nbrss <small>NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM</small>	NIHAP Unpaid Invoices Supervisor Summary Report
Description:	The custom report displays summary information on invoices missing required banking, SSN, or address information by IC
Purpose:	This report should be used to track how many invoices are missing payment data, determine which invoices need to be updated with ACH information, and how many invoices currently set for EFT contain the necessary information for a check payment
	Note: This report does not include patient, USB, manually entered, or cancelled invoices or debit memos.
Source:	Accounts Payable
Frequency:	Daily
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Selected Report Headings

IC = IC Name

Missing SSN – Invoices missing SSN information in the Vendor records

Missing ACH – Vendors missing SSN information

Missing Address Field – Vendors missing address information

Missing ACH with Address and SSN – Invoices missing ACH information, but that contain address and SSN information. These invoices could be paid by check.

ACH in Vendor not Invoice – Invoices eligible for payment if the invoice is updated to include the Vendor's ACH information.

Open Advance Report



Open Advance Report

Description: The Open Advance Report displays the open travel advances in accounts payable.

Purpose: This report can be used to monitor the open travel advances pending from travelers.

Source: NIH Data Warehouse

Frequency: As needed

Practice Lab

Lab Time



Page 24

Complete Lab: Running Accounts Payable Maintenance Reports

Lesson Summary



Lesson Summary

After this lesson you learned how to run:

- the Invoices on Hold Report
- the NIHAP Unpaid Invoices Detail Report
- the NIHAP Unpaid Invoices Error Resolution Report for Payment Batch
- the Unaccounted Transaction Report
- the Invoice Aging Report
- the NIH Unpaid Invoices Supervisor Summary Report

Accounts Payable Inquiry

Chapter 10

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

1

2

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.

Invoices (NIH-OU)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

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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

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



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 (NIH-OU)'. 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 area contains 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 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

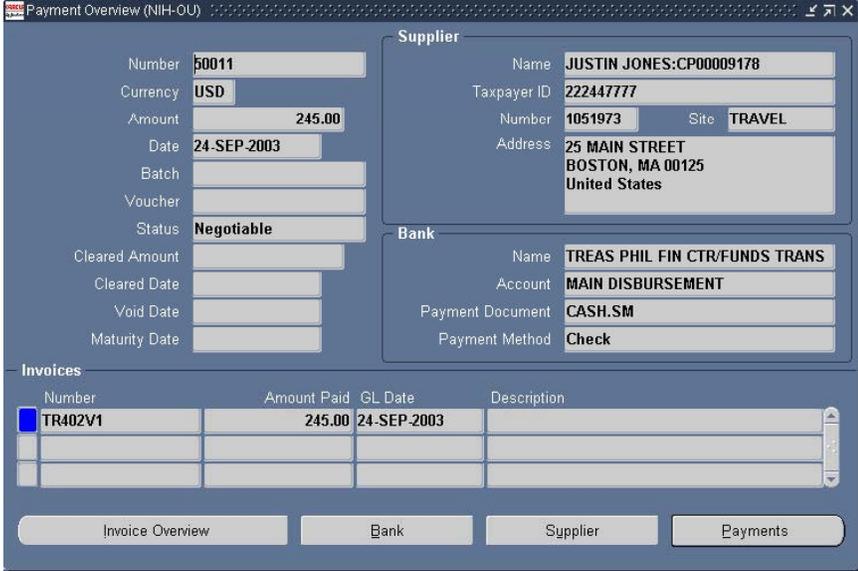
Payment Overview Button


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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 a software window titled "Payment Overview (NIH-OU)". It contains several sections:

- 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.
- Payment Details:** Number: 50011, Currency: USD, Amount: 245.00, Date: 24-SEP-2003, Status: Negotiable.
- Invoices Table:**

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

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

Supplier: RENE 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: 500.00
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

Scheduled Payments

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

Actual Payments

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

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.

Practice Lab



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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.

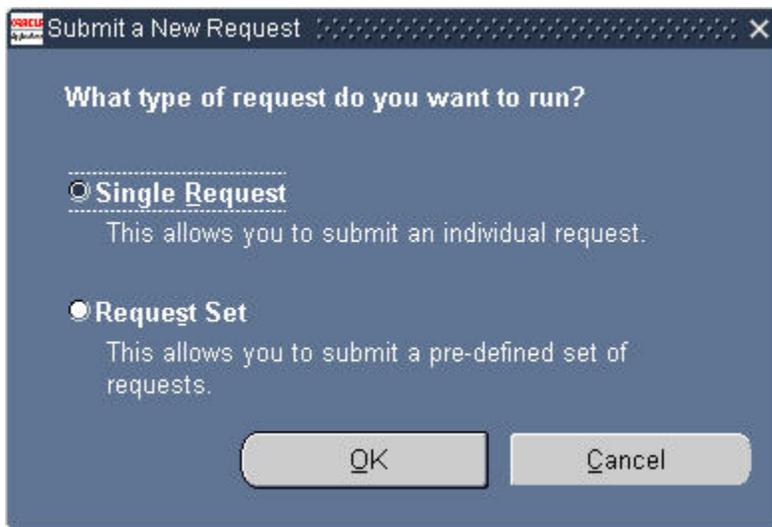
From/To Invoice Date: If you want to limit the report to one invoice date or to a range of invoice dates, enter the date or date range. Leave this parameter blank to submit the report for all invoice dates.

Submitting a Single Request

Purpose

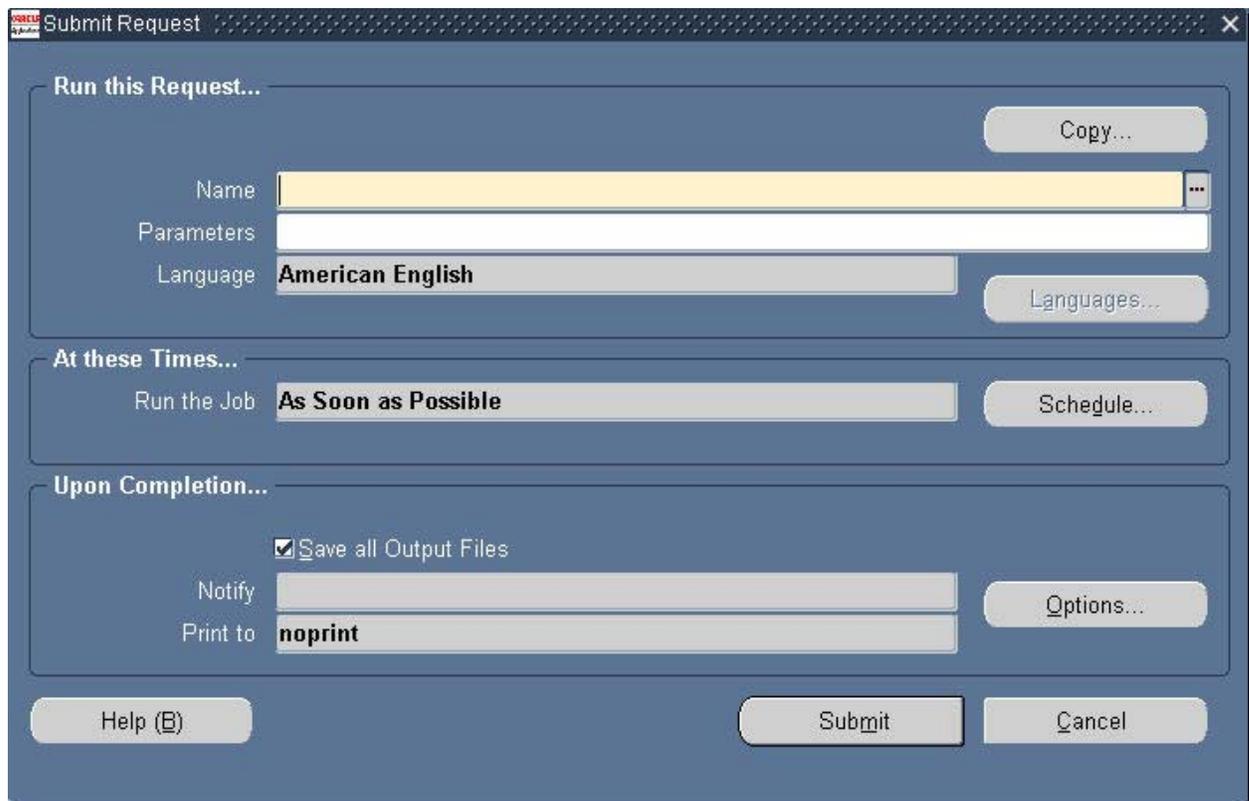
The purpose of this document is to describe how to submit a single request in the NBS Financial Modules. The steps will be the same regardless of the report or program that is being submitted. However, the request name and parameters will vary depending upon the module. In addition, the navigation path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



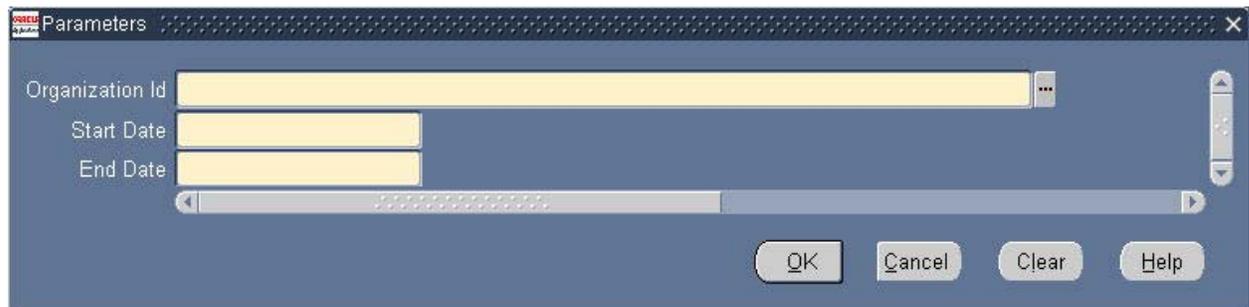
1. Select the **OK** button.

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** Copy...

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

Language **American English** Languages...

At these Times...

Run the Job **As Soon as Possible** Schedule...

Upon Completion...

Save all Output Files

Notify Options...

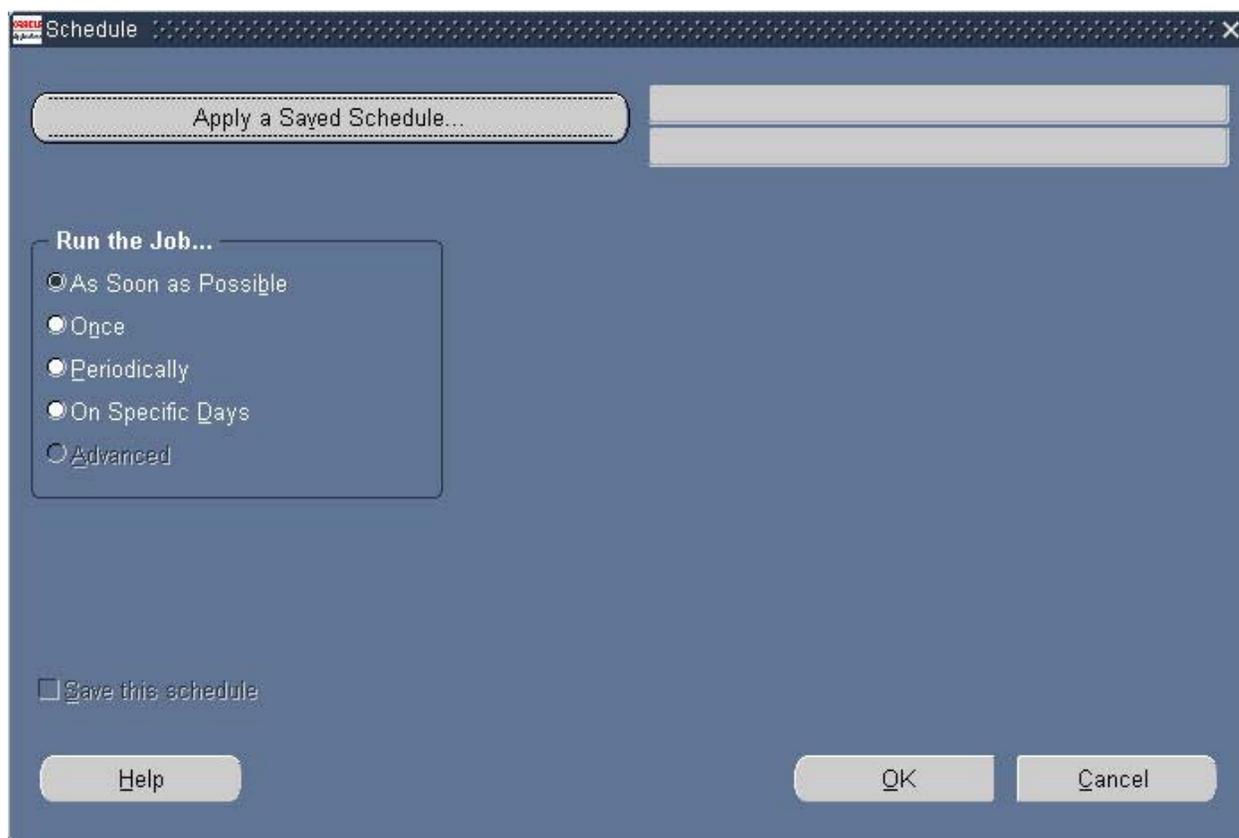
Print to **noprint**

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.



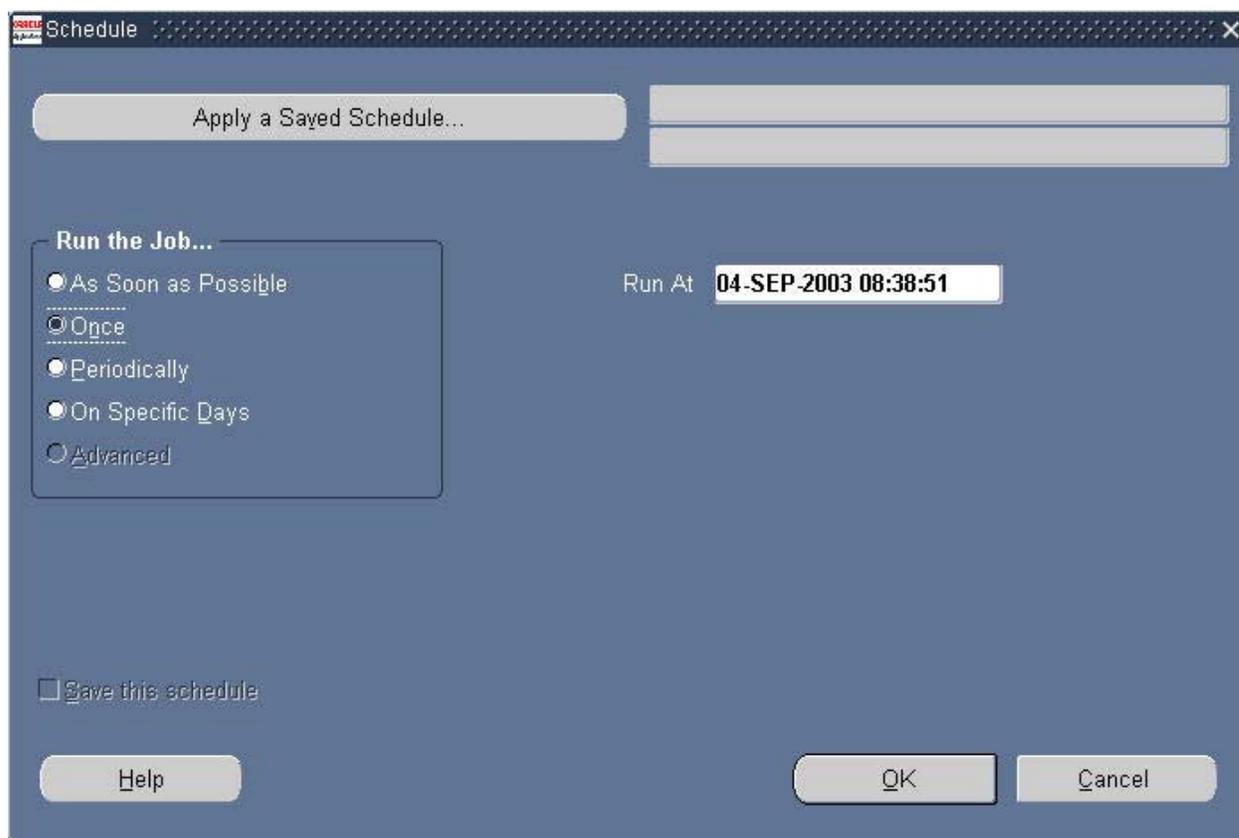
5. Select the appropriate schedule alternative in the **Run the Job...** block.

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:

Apply a Saved Schedule...

Run the Job...

- As Soon as Possible
- Once
- Periodically
- On Specific Days
- Advanced

Start At

End At

Leave End Date blank to run indefinitely

Re-run every

Apply the Interval...

- From the Start of the prior run
- From the Completion of the prior run

Increment date parameters each run

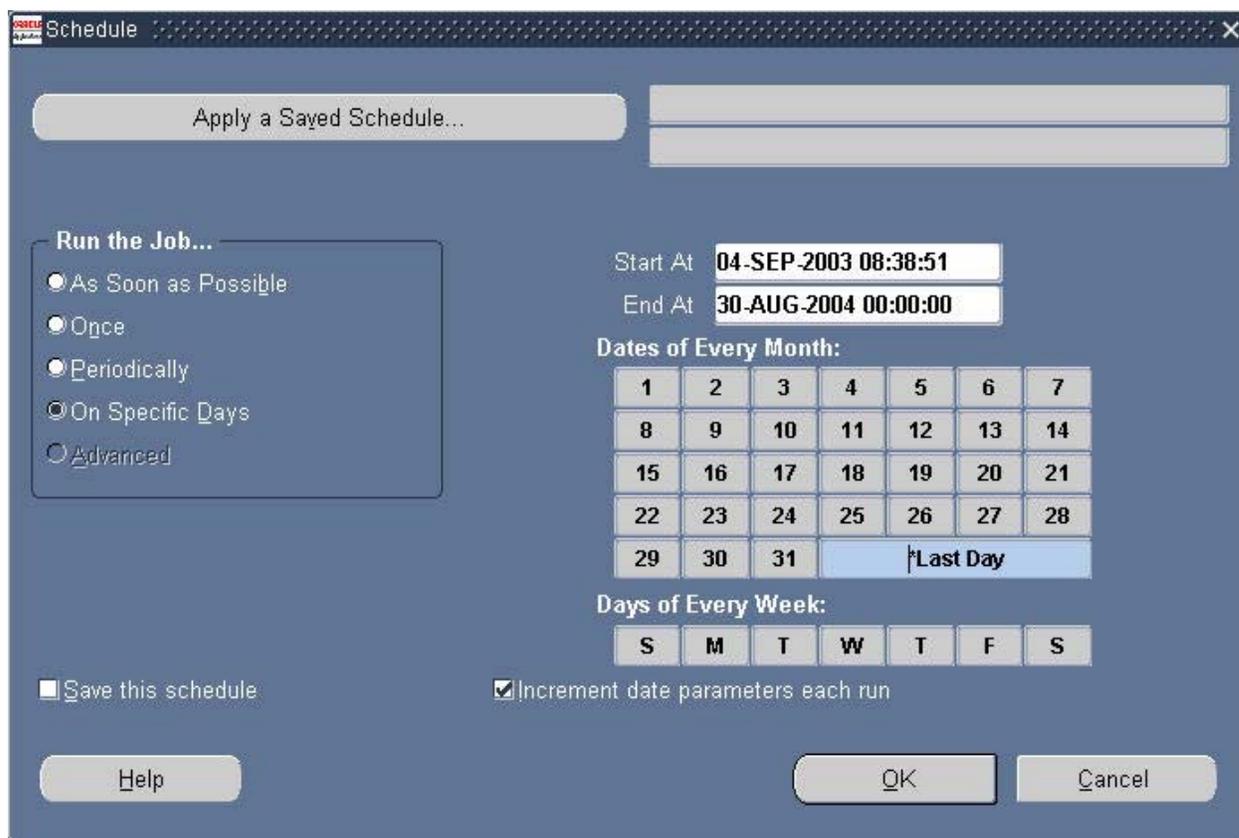
Save this schedule

Help OK Cancel

Goto task #9.

8. Complete the schedule information.

Example:



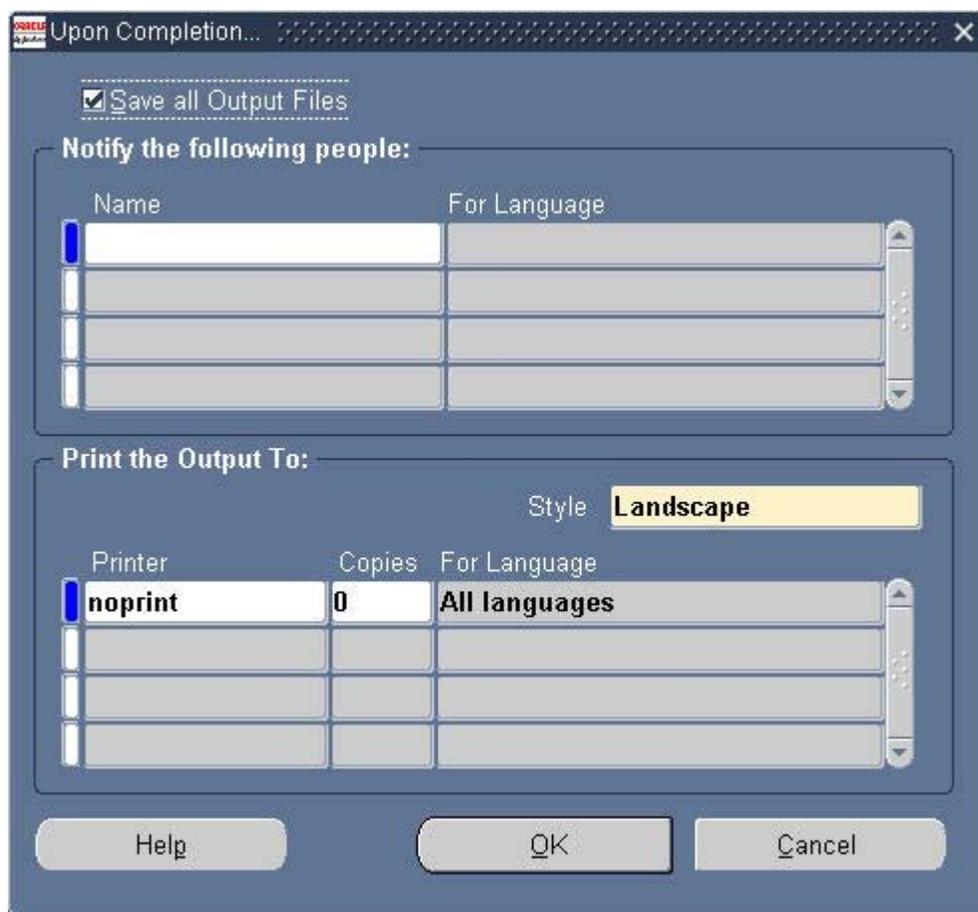
9. Select the **OK** button.

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

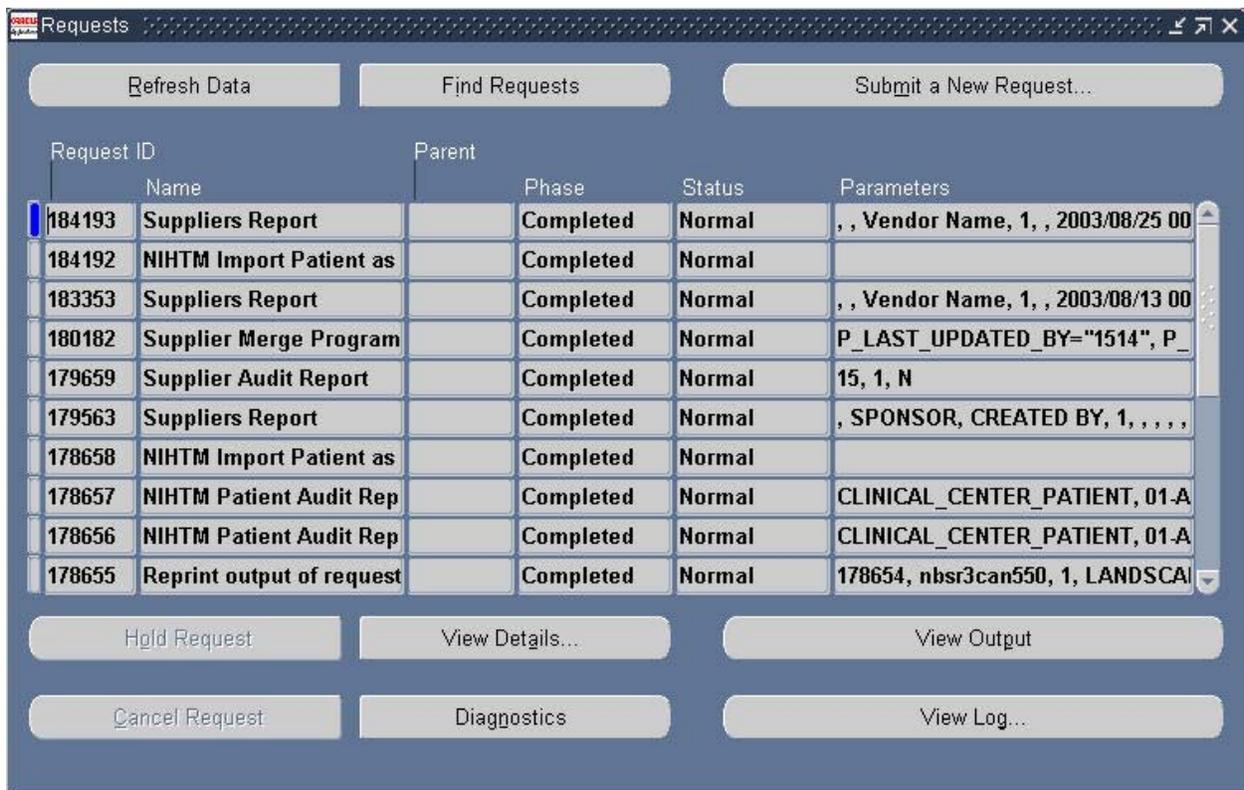
Purpose

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

Before you begin

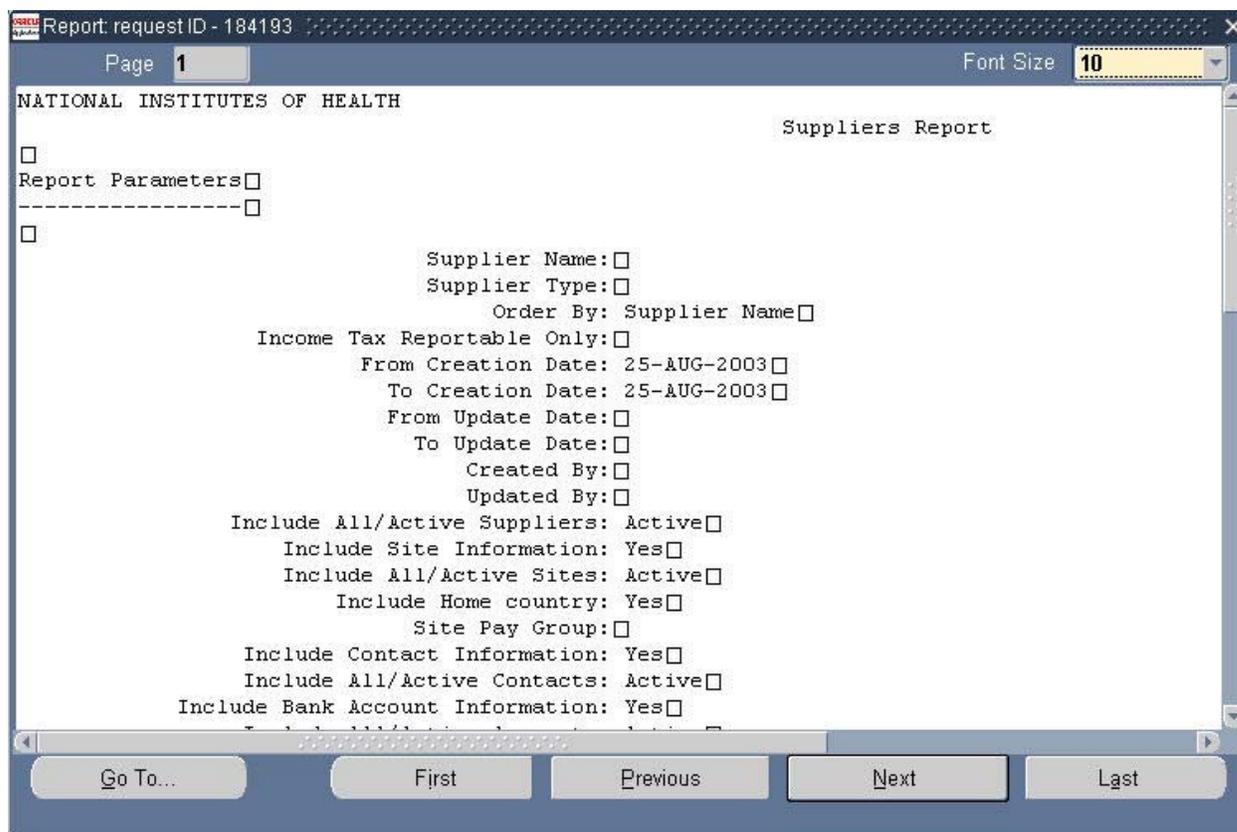
Before you begin, ensure that you are located in the **Requests** window and the request containing the output you want to save is visible on the screen.

NBS Financial Modules
M > View > Requests
Requests



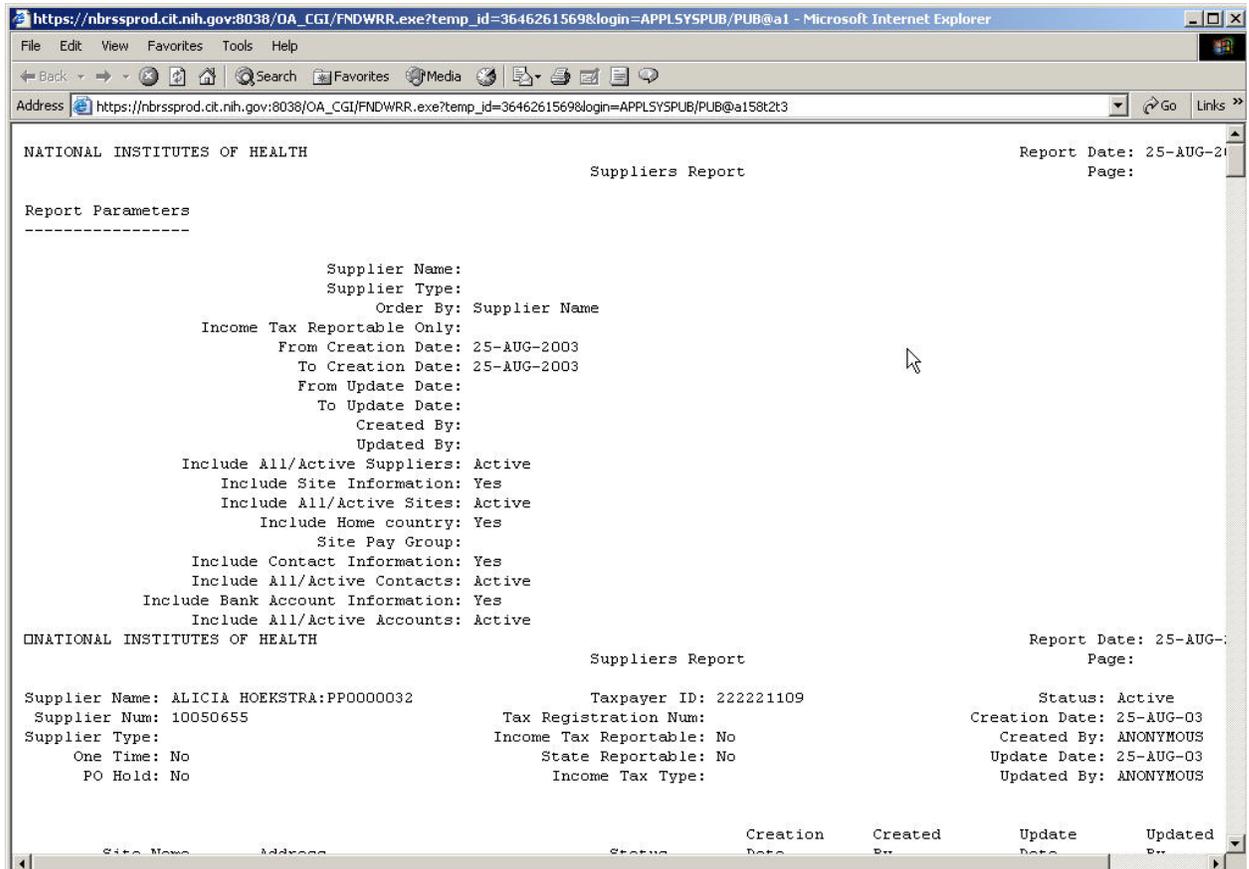
1. Place your cursor in the line of the containing the output you want to save.
2. Select the **View Output** button.

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



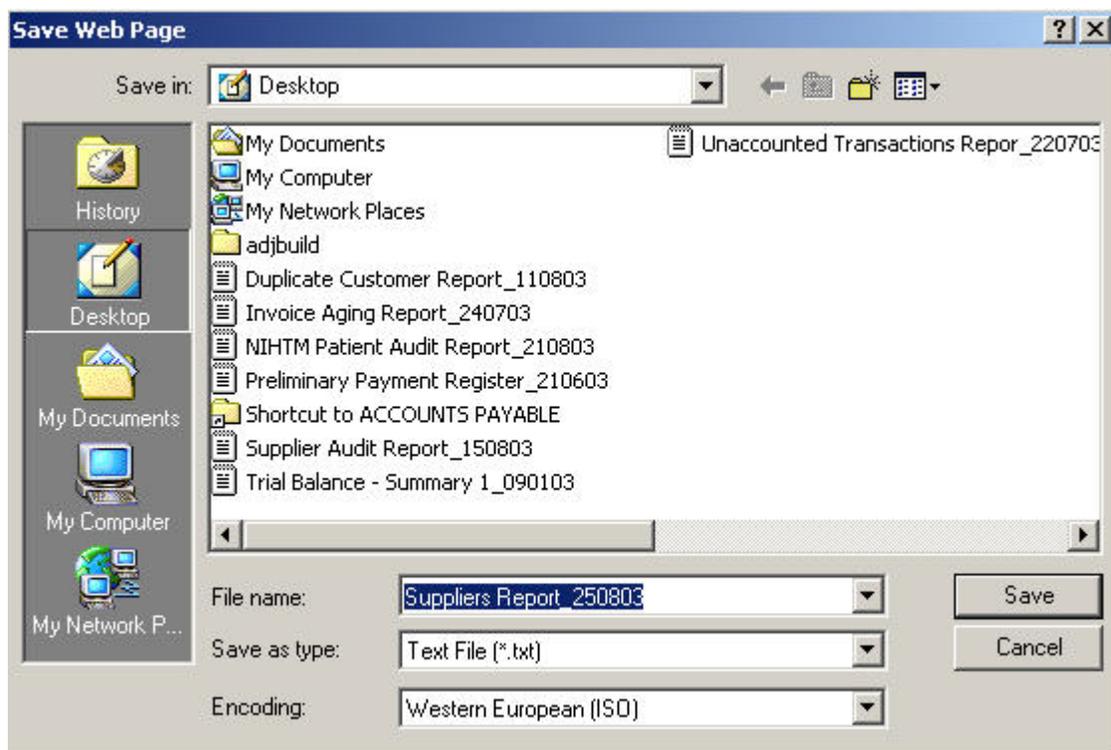
3. From the menu bar, select **Tools > Copy File**.

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 window titled "Parameters" with a close button (X) in the top right corner. The window contains the following fields and options:

- Supplier Type (skip for All): A dropdown menu with a list icon.
- Supplier Name (skip for All): A text input field.
- Start Payment Date: A date input field.
- End Payment Date: A date input field.
- Invoice Detail: A dropdown menu with "No" selected.
- Order By Option: A dropdown menu with "Payment Date" selected.

At the bottom of the dialog box are four buttons: "OK", "Cancel", "Clear", and "Help".

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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



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 11

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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BUSINESS & RESEARCH SUPPORT SYSTEMS

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

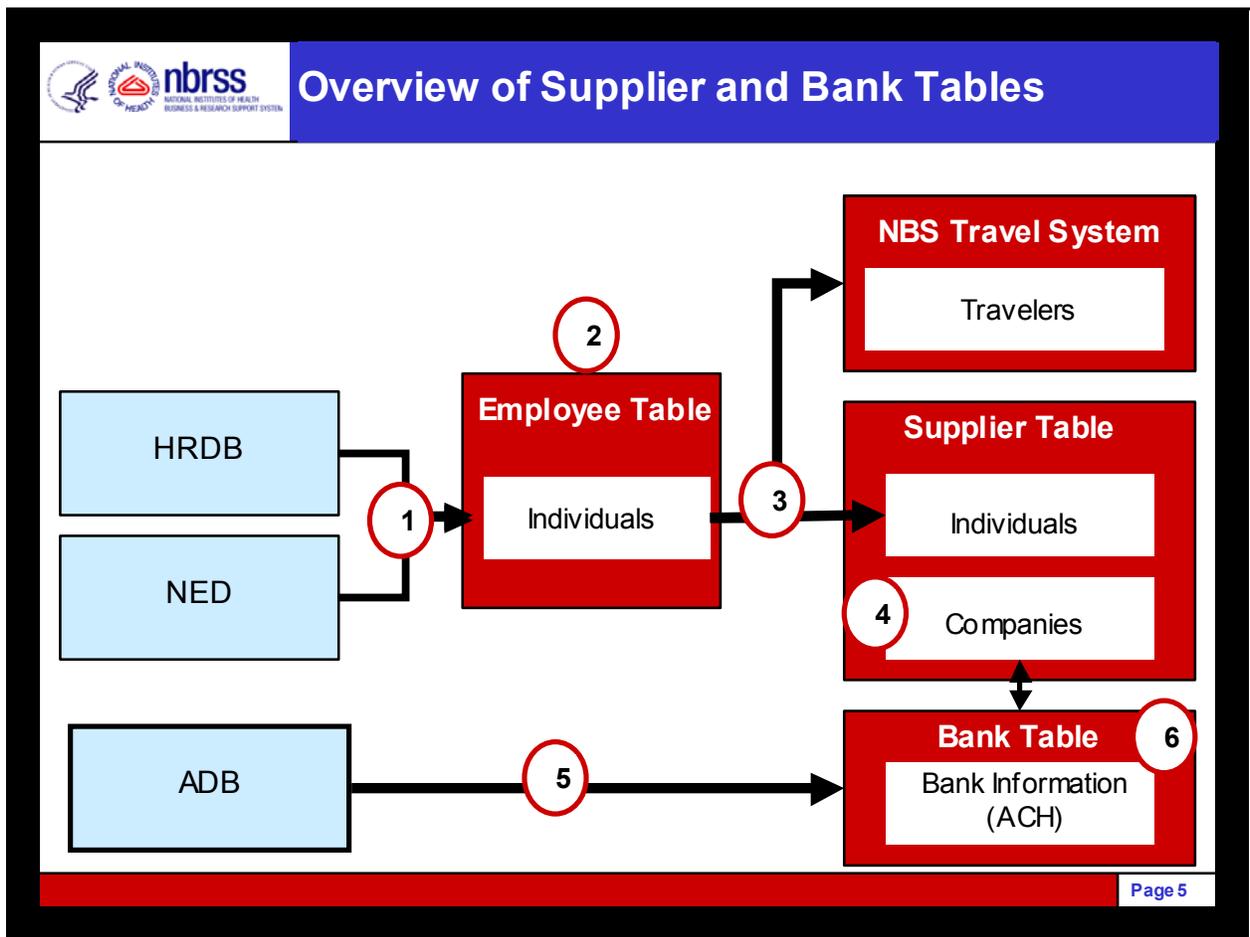


Source of Supplier Information

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

The screenshot shows the NBRSS interface. At the top left is the NBRSS logo. The main header is blue with the text 'Searching NBS for Supplier'. Below this, there are two windows. The top window is titled 'Find Suppliers' and contains various search criteria fields: Supplier Name, Alternate Name, Taxpayer ID (111224596), Inactive Dates, Supplier Type, Employee Name, Parent Supplier, Payment Priorities, Reporting Name, Payment Terms, Pay Group, Supplier Number, Tax Registration Number, One Time, Employee Number, and Parent Number. There is also a 'Reportable' section with dropdowns for Federal, Income Tax Type, and State. A red box with the text '1. Select the Find button' has an arrow pointing to a flashlight icon on the left. Another red box with '2. Enter Search Criteria' has an arrow pointing to the Taxpayer ID field. The bottom window is titled 'Suppliers (NIH-OU)' and shows the results for the search. It displays the following information: Supplier Name: BENJAMIN N FELDMAN:NN00003657, Supplier Number: 10040488, Taxpayer ID: 111224596, Inactive On: 31-DEC-4712, and Tax Registration Number. Below this information are tabs for General, Classification, Accounting, Control, Payment, Bank Accounts, EDI, Invoice Tax, and Withholding Tax. A red box with '3. Click Find' has an arrow pointing to the 'Find' button in the top right corner of the 'Suppliers (NIH-OU)' window. The bottom right corner of the screenshot shows '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.

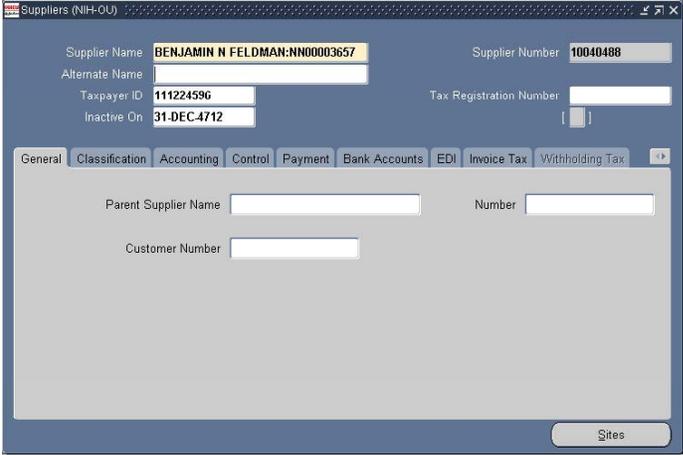
Result: Supplier Record is displayed in the **Suppliers** window.

Records for Individuals in the Supplier Table



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.



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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



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			

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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

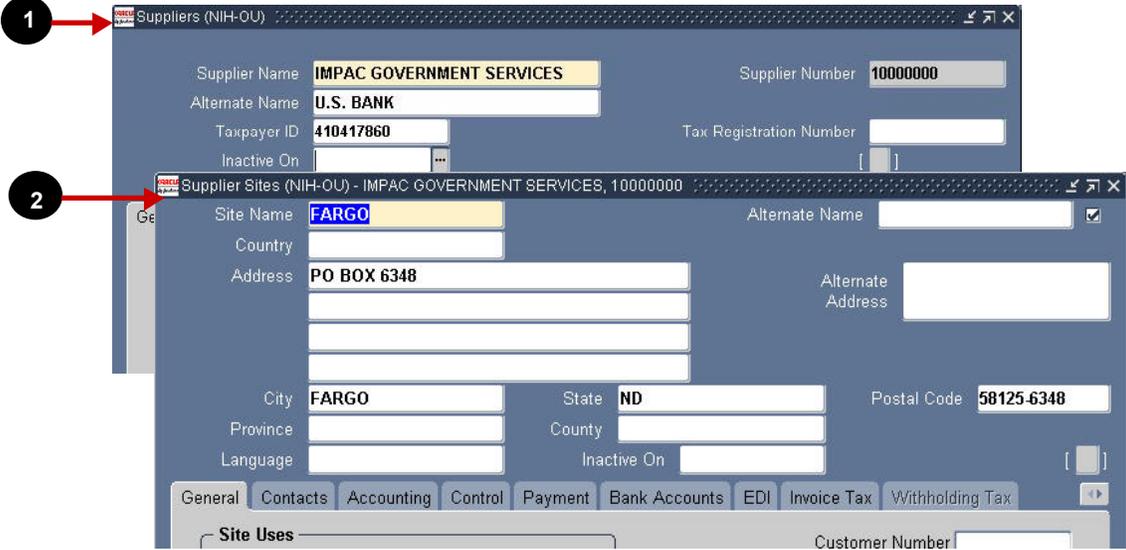
Viewing Supplier Records



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 nibrss 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 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.

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Vendors - 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)". At the top, there are several input fields: "Supplier Name" (highlighted in yellow), "Supplier Number", "Alternate Name", "Taxpayer ID", "Tax Registration Number", and "Inactive On". 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 more 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:

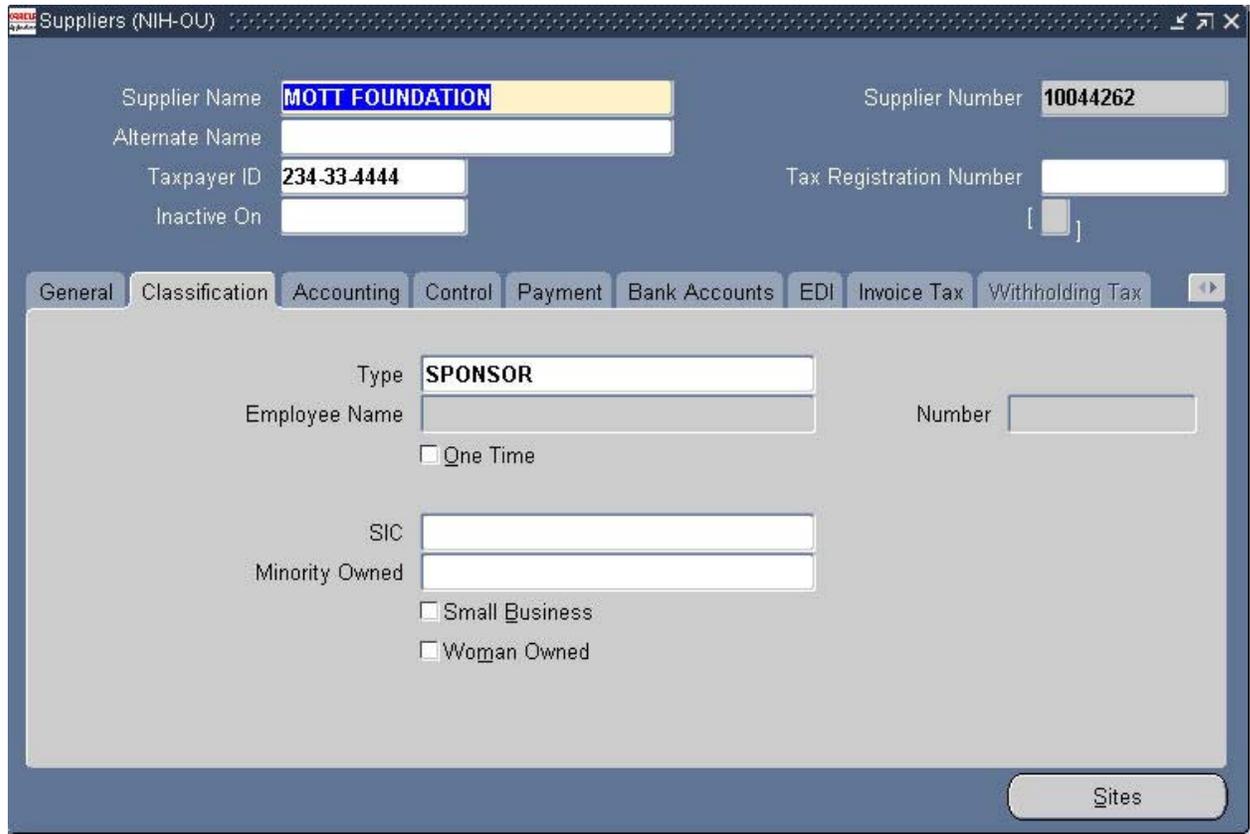
- Supplier Name: Text input with a dropdown arrow.
- Supplier Number: Text input.
- Alternate Name: Text input.
- Taxpayer ID: Text input.
- Tax Registration Number: Text input.
- Inactive Dates: Two text inputs separated by a dash.
- One Time: Check box.
- Supplier Type: Text input.
- Employee Name: 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 tabs, the "Classification" section is visible with the following details:

- 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: E-mail:

6. Use the down arrow on your keyboard to view other supplier sites
7. 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

8. 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: CORNELL, KRISTANNE, MS, CFO, 202 222-2222, and an empty field. Below the table 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 Information

Chapter 12

Important Information

The logo for the National Institutes of Health Business & Research Support System (nbrss) is located in the top left corner of the slide. It features a circular emblem with a stylized eagle and the text 'NATIONAL INSTITUTES OF HEALTH' around the top and 'nbrss' in a bold, sans-serif font. Below 'nbrss' is the text 'NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM' in a smaller font.

Important Information

Track 2 End User Training

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


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

NBS Travel Support Resources

- **NBS Travel Web links available 24/7**
 - NBS Oracle Online Help and Reference: <http://nbs.nih.gov/training.html>
- **NIH Portal Support**
 - Phone NIH Help Desk at 6-HELP (301.496.4357)
 - Portal website address: <http://my.nih.gov>
- **NBS Customer Support**
 - Phone: Call 5-NBS7 (301.435.6277)
 - E-mail: Send e-mail to tasc@NIH.gov
 - 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 2

Contacting NBS Customer Support



Contacting NBS Customer Support

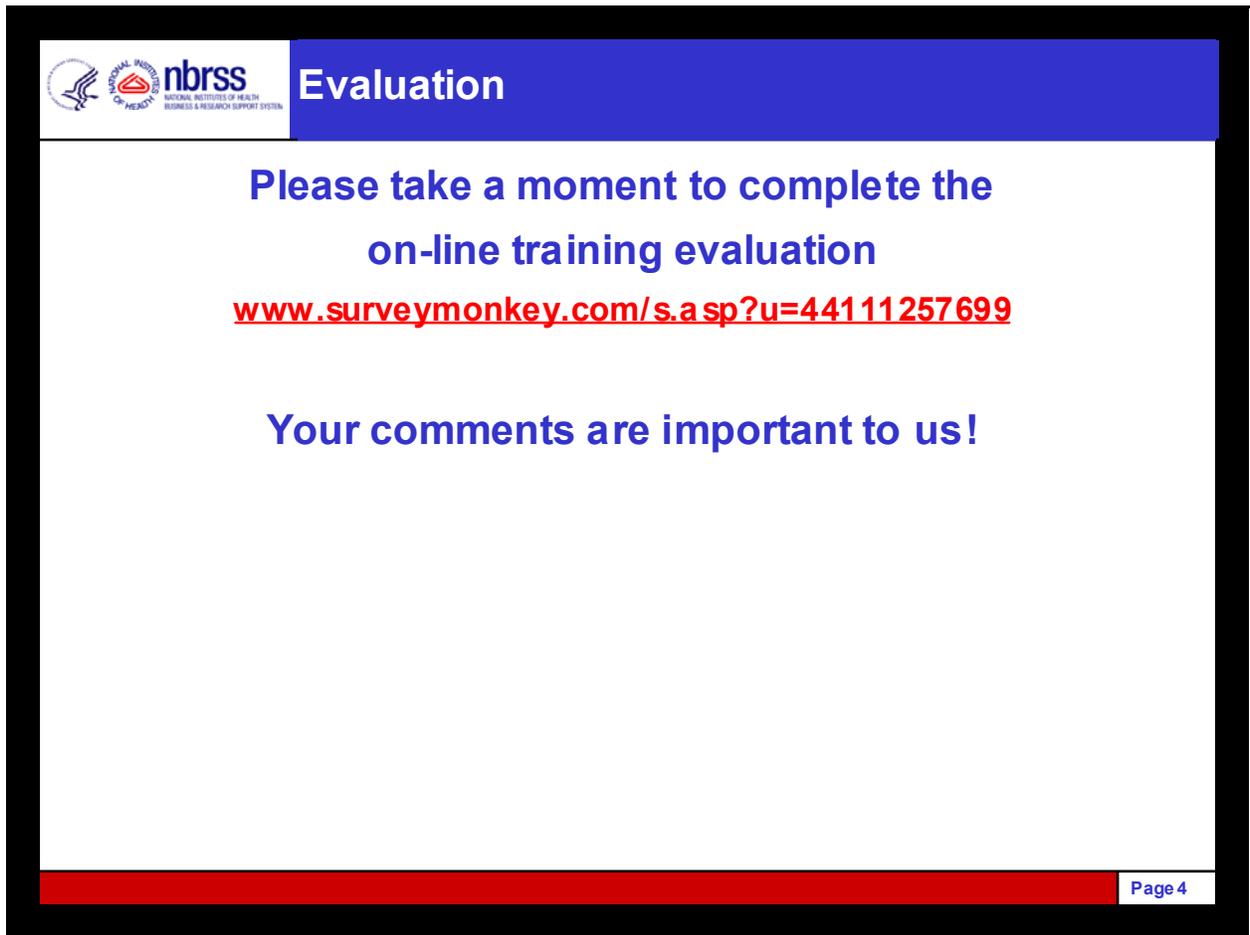


- Phone: Call 6-HELP (301.496.4357)
- E-mail: Send e-mail to helpdesk@NIH.gov
- Web Request for Support: Submit to: <http://support.cit.nih.gov>

Provide the following information to help facilitate issue resolution:

- ✓ Oracle Responsibility Name
- ✓ What are you trying to accomplish
- ✓ The title of the window in which you are located
- ✓ A description of the problem that includes the exact error message you receive and where the error message is located
- ✓ A description of what steps you took prior to receiving the error, including the exact traveler name, invoice number, etc that you were trying to process
- ✓ What happens if you try to proceed
- ✓ The impact of the error on your work and when you need it to be resolved
- ✓ Who to contact in the event that you are not available

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

 **Good Luck**

Good Luck!

Page 5

