NIH NBS Transaction Report

Managers and supervisors can run the NIH NBS Transaction Report, which provides helpful financial information about their employees' registrations in NIHTC classes. Follow these easy steps to run the report:

1. **Log into the HHS Learning Portal (LMS)** through the HHS Access Management System (AMS).
2. In the LMS header area, click on the **My Team icon**. **Select Reports** in the left-hand menu.
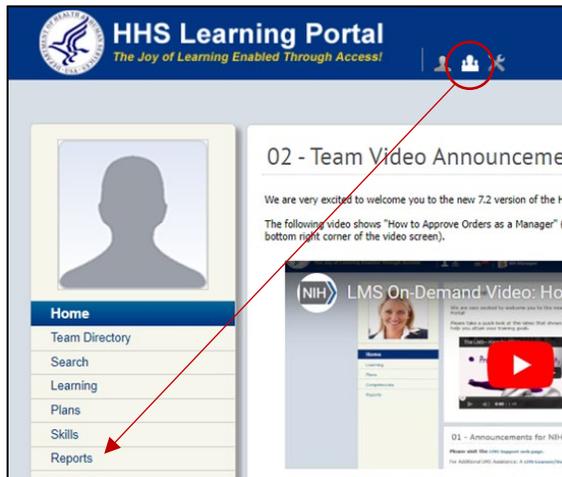
3. Type **NIH NBS** in the Name field and **click Search**. Click the **Actions link** next to the NIH NBS Transaction Report and **choose Email**.
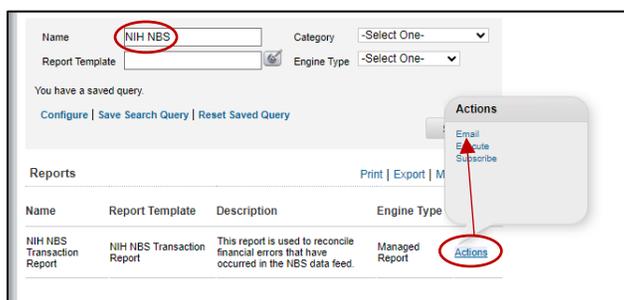
4. Complete the report fields:
   - To Email Address(es): **Enter your email address**.
   - Subject: **Leave as is or change**, if desired.
   - Mail Text: **Insert text** you would like to see in the body of the email message.
   - Report Format: **Choose** Adobe Acrobat (PDF) **or** Microsoft Excel Workbook Data Only.
   - Effective Date From: Select **Fixed Date** and **enter a date** (e.g., 10/01/2022).
   - Effective Date To: Select **Date on which report is run**.
   - Organization ID: **Enter your IC code** (e.g., HNA = OD's IC code).
   - Include Child Organizations: **Check the box** if you want to include all organizations within the IC.
5. Click the **Send** button. The report will be emailed to you.

For additional assistance, visit the LMS Support website or submit a ticket to the HR Systems Support Help Desk.