



LEARNING MANAGEMENT SYSTEM (LMS) **RUNNING THE NIH ORDER RECONCILIATION REPORT**

This QRG provides instructions for generating the NIH Order Reconciliation Report. This report is needed to reconcile the NIHTC training orders in the LMS with the NIH Business System (NBS) financial transaction data. The results can be further refined using the Organization, Document Number, or a specific CAN. This report can be used to determine what orders are still in Pending Approval state for a specific Org Code.

1. Log on to the LMS.
2. Click the **Admin** icon.



Figure 1 – Admin icon

3. Click the **Reports** link in the left navigation menu.

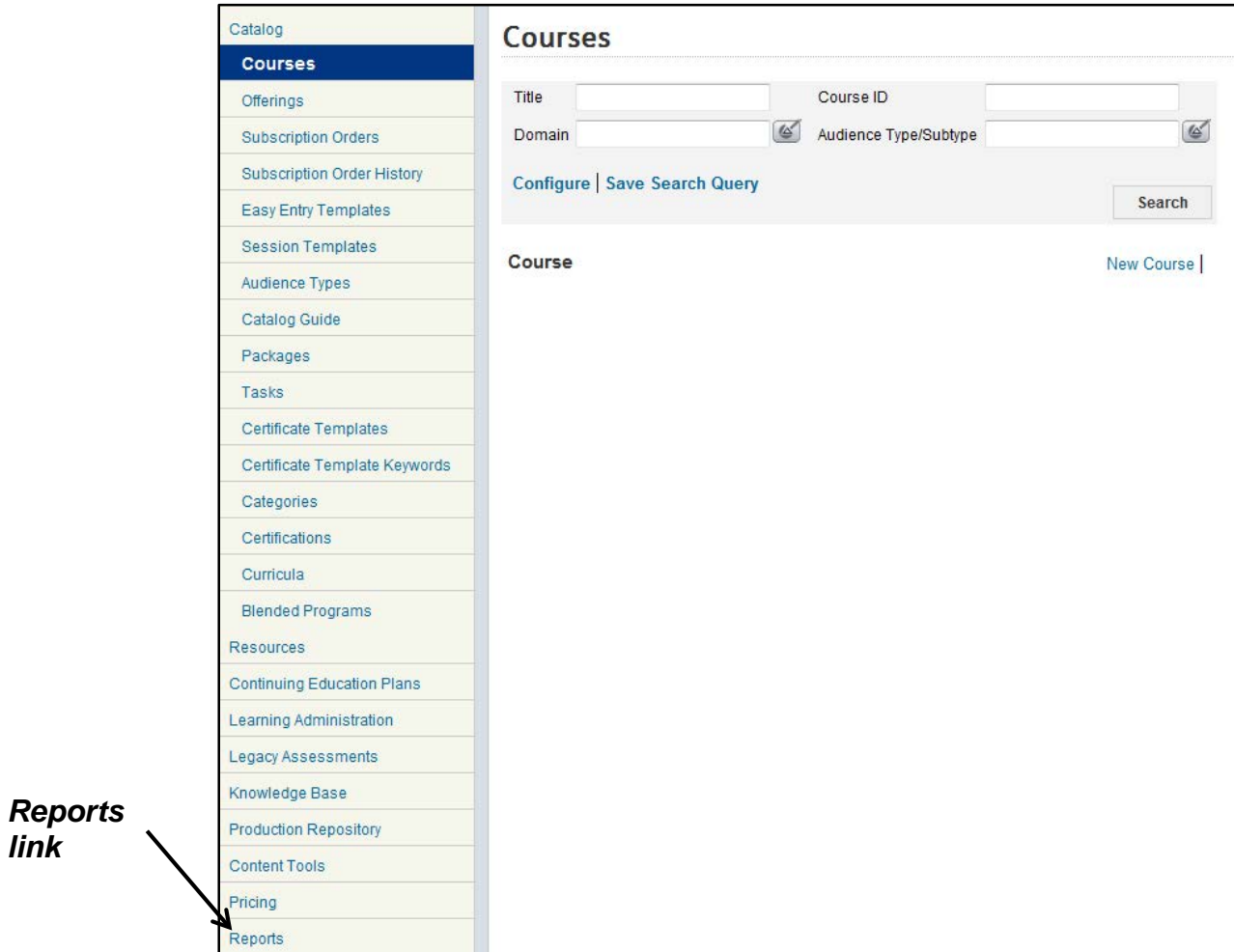


Figure 2 – Reports link

4. Enter NIH Order Reconciliation in the Name field and click the **Search** button.

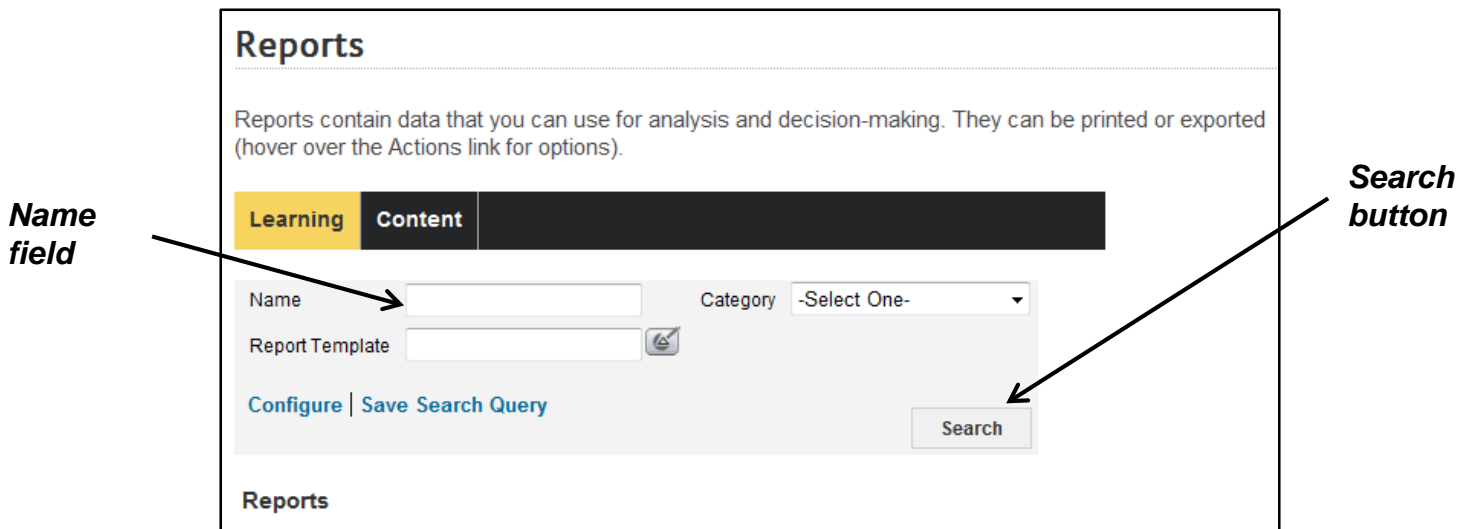


Figure 3 – Name field and Search button

5. Click the **Actions** link for the NIH Order Reconciliation Report.

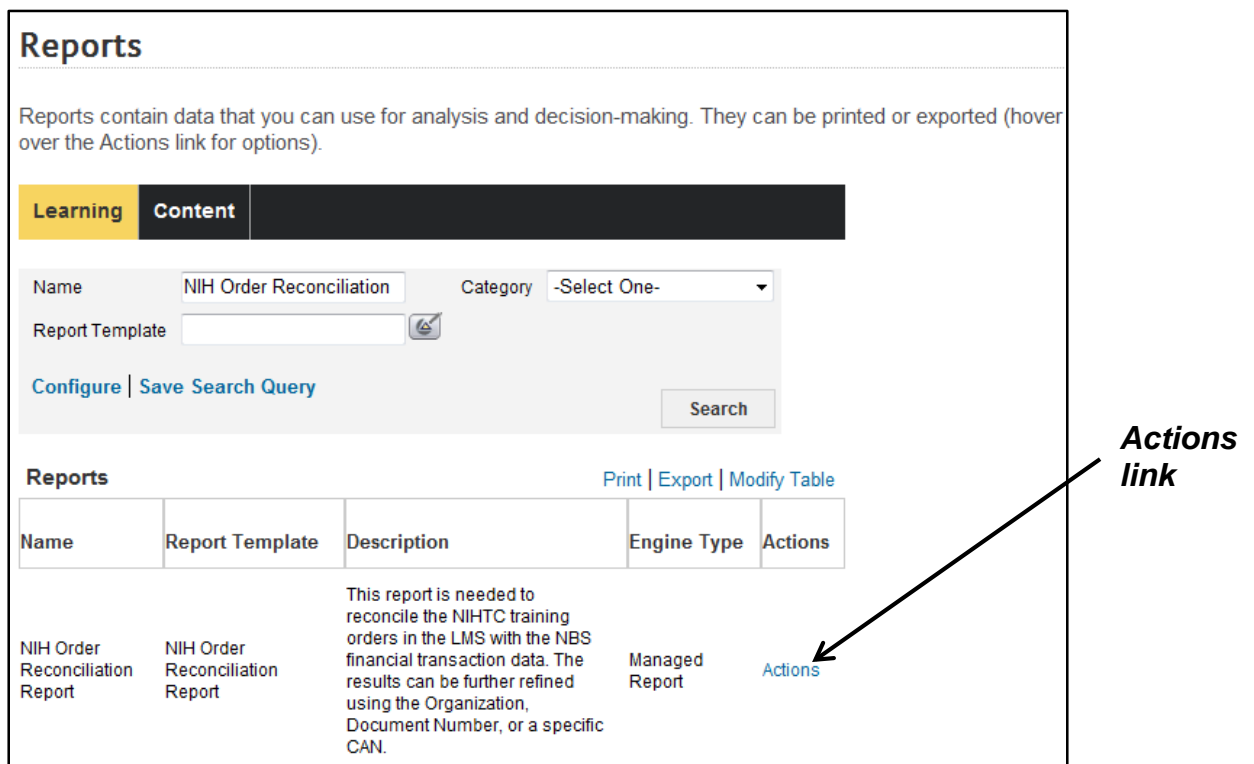


Figure 4 – Actions link

6. Click the **Execute** link from the Actions activity menu.


The screenshot shows a web interface for reports. At the top, there's a header 'Reports' and a sub-header 'Content'. Below this is a search and filter section with a text input 'Name' containing 'NIH Order Reconciliation', a dropdown 'Category' set to '-Select One-', and a 'Report Template' field. There are links for 'Configure' and 'Save Search Query', and a 'Search' button. Below the search section is a table of reports. The first row is for 'NIH Order Reconciliation Report'. The table has columns for Name, Report Template, Description, Engine Type, and Actions. The 'Actions' column for this report contains a dropdown menu with options: 'Email', 'Execute', and 'Subscribe'. An arrow points from the text 'Execute link' to the 'Execute' option in the dropdown menu.


| Name | Report Template | Description | Engine Type | Actions |
|---------------------------------|---------------------------------|---|----------------|--|
| NIH Order Reconciliation Report | NIH Order Reconciliation Report | This report is needed to reconcile the NIHTC training orders in the LMS with the NBS financial transaction data. The results can be further refined using the Organization, Document Number, or a specific CAN. | Managed Report | Actions Email Execute Subscribe |

Figure 5 – Execute link on the Actions activity menu

7. Enter the From Order Creation Date and To Order Creation Date in the appropriate fields in MM/DD/YYYY format. Alternately, you can use the **From Order Creation Date** and **To Order Creation Date** pick icons to select the date.

Report Parameters - NIH Order Reconciliation Report

From Order Creation Date* 

To Order Creation Date (the date range must not exceed 1 year)* 

Organization ID (must be three (3) character minimum, use % to include sub-orgs)

Document # / Order Line Item (you must enter eight (8) numeric characters Ex: 01435560)

CAN # (you must enter seven (7) numeric characters Ex: 8339269)

From Order Creation Date pick icon

To Order Creation Date pick icon

Figure 6 – From Order Creation Date and To Order Creation Date pick icons

NOTE: The date range in the From Order Creation Date and To Order Creation Date fields cannot exceed one (1) year.

8. Click the **Generate Report** button.

Report Parameters - NIH Order Reconciliation Report

From Order Creation Date*

To Order Creation Date (the date range must not exceed 1 year)*

Organization ID (must be three (3) character minimum, use % to include sub-orgs)

Document # / Order Line Item (you must enter eight (8) numeric characters Ex: 01435560)

CAN # (you must enter seven (7) numeric characters Ex: 8339269)

Generate Report **Cancel**

Generate Report button

Figure 7 – Generate Report button

9. To print the report, click the **Print this report** icon.

Print this report icon

NIH Order Reconciliation Report

Org Code:
Document Number:
CAN Number:
From Order Creation Date: 07/09/2014
To Order Creation Date: 07/09/2015

| Org Code | Order Creation Date | Order # | Document # Order Line Item | Order Item Status | Last Name | First Name | Person Type | Person Status | Course Title | Course ID | Offering Start Date | CAN | NBS Process Status | Price |
|----------|---------------------|---------|----------------------------|-------------------|-----------|------------|-------------|---------------|--------------|-----------|---------------------|-----|--------------------|-------|
|----------|---------------------|---------|----------------------------|-------------------|-----------|------------|-------------|---------------|--------------|-----------|---------------------|-----|--------------------|-------|

Figure 8 – Print this report icon

10. Click the **Export** button on the Print to PDF message box.

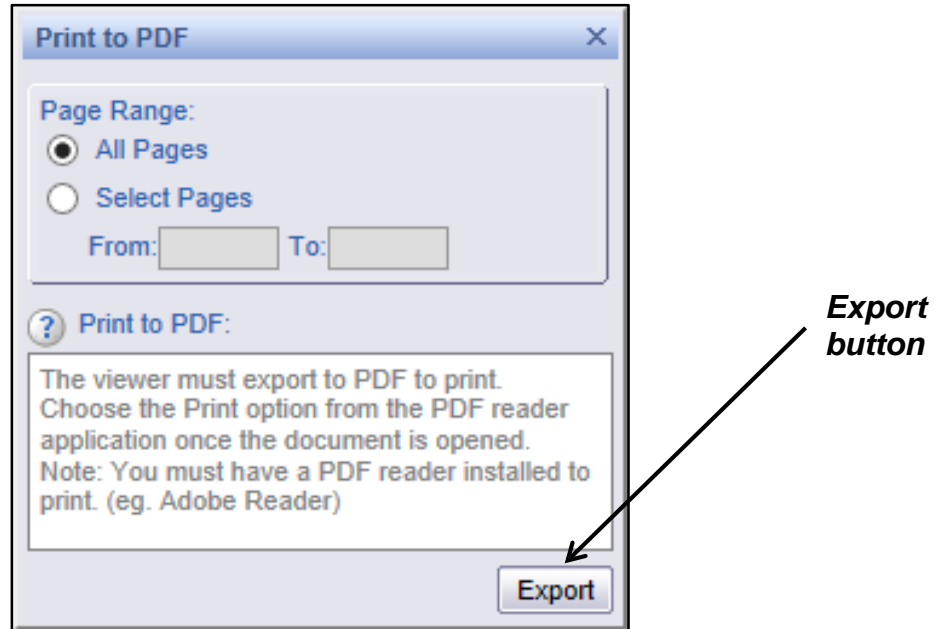


Figure 9 – Export button

11. Depending on the amount of data in the report, it could take a few minutes for the LMS to export the report data into a pdf file. A notification bar will display at the bottom of the screen in the Internet Explorer browser when the pdf has been created. Click the **Open** button on the notification bar to open the pdf file in Adobe Reader/Acrobat.

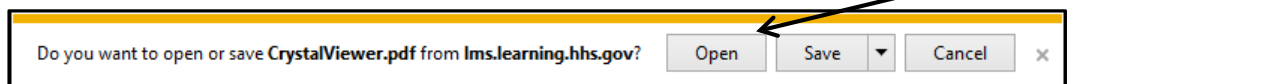


Figure 10 – Open button

12. Print or save the file from Adobe Reader/Acrobat.

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>