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](image)
4. Enter NIH Order Reconciliation in the Name field and click the **Search** button.

![Figure 3 – Name field and Search button](image)

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

![Figure 4 – Actions link](image)
6. Click the **Execute** link from the Actions activity menu.

![Execute link on the Actions activity menu](image_url)
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.

**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.

![Generate Report button](image)

Figure 7 – Generate Report button

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

![Print this report icon](image)

Figure 8 – Print this report icon
10. Click the **Export** button on the Print to PDF message box.

![Export button](image1)

**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.

![Open button](image2)

**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](http://intrahr.od.nih.gov/helpdeskform.htm)