**Video 2: Printing LRAM-Generated Billing Data in CBS**

**Slide 1**: **Print LRAM-Generated Billing Data in the Collections & Billing System (CBS)**

**Slide 2:** You must print the Bill(s) or a “Bill Summary” for LRAM-generated billing data in CBS.

The billing data is interfaced from “LRAM” to “CBS” in “Final”. This means the Bill(s) cannot be modified or canceled in CBS; the Bill(s) must be modified or canceled in LRAM. This is applicable for “Courtesy Statements” (CSs) and “Accounts Receivable” (AR) bills.

The “Bill Summary” is created in CBS and is a “snapshot” of the billing data for an “Accounts Receivable” bill or “Courtesy Statement” such as the “Serial Register Page” (SRP) for LR2000 cases.

The ‘Bill Summary” will also show the “Late Payment Fee” when assessed, the “Interest, Penalty, Admin Fee” (IPA) when assessed and payment information when payment is receipted to a bill.

It is important to print and send a “Bill Summary”:

-When the Late Payment Fee” is assessed. This is the official notification that a “Late Payment Fee” was assessed. Note: “Late Payment Fees” are assessed only on “Accounts Receivable “ bills.

-When the bill has a balance due.

To print “Bills” in CBS, you must have the “Print Bill” or “Update Bill” button in CBS.

**Slide 3:** The purpose of this video is to provide users with a step-by-step guide to printing a Bill and a “Bill Summary” in CBS.

**Slide 4:** We will print a “Courtesy Statement” and view the corresponding “Bill Summary” that we generated in LRAM in a previous video.

**Slide 5: Demonstration: Navigation**

“Log in” to cbs.blm.gov

Select the appropriate CBS application – CBS Production or CBS Training

 CBS Production is the “live” system – CBS Training is the “practice” system

Note: Do not use “Test” or “Development”

Once you click on the applicable CBS application you are logged into CBS.

Note: You may have to click TRAINING multiple times or enter your login and password.

Click on the “Print Bills” Or the “Update Bill” button (on the left side of the screen)

The “Search Bills” screen appears.

Be sure you are in the correct Billing Office or clear the field.

Enter the “CBS Bill #”, the “LRAM Bill #” or the “Authorization #” (Serial #) in the applicable field.

Note: you only need to enter one of the three.

If you enter the Authorization #, use the LR2000 format:

**Slide 6: Entering the “Authorization #” in CBS**

Use the LR2000 format when entering the “Authorization #” in CBS:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Geo State** |  | **Land Office** |  | **Prefix** |  | **Serial #** |  | **Suffix** |
|  |  |  |  |  |  |  |  |  |

Geo State 2 character field

Land Office 4 character field (enter spaces for unused positions)

Prefix 1 character field (enter space if none)

Serial # 6 character field (zero fill at left for unused positions)

Suffix 2 character field (enter 1 or 2 character; leave blank if none)

Enter the Authorization # in the “FROM” and “TO” Fields.

Note: Once you enter the Authorization # in the “FROM” field, you can copy and paste in the “TO” field.

To “COPY” highlight the “FROM” field and do a CTRL-C. To PASTE in the “TO” field use CTRL-V.

Click the “Search” button.

The “Bill” grid appears showing the billing information for the selected bill(s).

Click on the “Printer” icon in the “Print” column. The “Bill Review Summary and Print” screen appears.

 Click the “Print Final” button.

Note: if the “Bill” has already been printed a “pop-up” will appear. Click “OK” to proceed or “Cancel” if you do not want to print.

Click the “View Bill in PDF format”. Click Open. The bill appears with documents to provide credit card and electronic payment information.

To print the bill, click on the “printer” icon on the toolbar.

When finished, click the “Close” button.

You can print a summary (snapshot) of the billed amount(s) and payment(s) when applicable by clicking the “Print Summary” button. Follow the same process as printing the bill.

**Slide 7**: **Conclusion**

The purpose of this video was to show step-by-step how to print a “Bill and a “Bill Summary”.

Now that you know how to print a “Bill” and “Bill” Summary”, I’ll show you how to receipt payment to a “Bill” in CBS.