**Video 3 Receipting Payments to LRAM Bills in CBS**

**Slide 1: Receipting Payments to LRAM Bills in CBS**

**Slide 2:** All revenue collected by the BLM must be receipted in CBS.

When payment is received for rent, the MW capacity fees, cost recovery, etc. and a LRAM bill was generated, the payment must be receipted to the applicable bill in CBS.

To receipt a payment to LRAM bills in CBS, you must have the “Update Bill” button in CBS. This is applicable for Courtesy Statements (CS) and Accounts Receivable (AR) bills.

 Note: If receipting payments is a regular part of your duties, you must be designated as a “Collections Officer”.

**Slide 3:** The purpose of this video is to provide users with a step- by-step guide to receipting payment to a LRAM bill in CBS. We’ll receipt payment to a bill created in a previous LRAM video.

**Slide 4:** In this video, we’ll show you how to search for a bill and receipt payment.

**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 the “Update Bill” button

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

Enter the “CBS Bill #”, the “LRAM Bill #” (Resource Bill Number) 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)

Click Search and the “Search Bills” “grid” appears.

Click on the “$” icon in the “grid”. Then the “Pay Bill” screen appears.

Enter the amount of the payment in the “Total Amount To Pay” field.

**Slide 7:** If the payment amount is more than the amount due, only enter the amount due in this field. The overpayment needs to be receipted to the Suspense account in CBS or to another bill when appropriate.

If payment is less than the amount due, enter only the actual amount of the payment. Customer will have a balance due. Send a “Bill Summary” to notify the customer of balance due.

Once the payment amount is entered, click the “Apply” button. The amount will show in the “grid”. If the data in the “grid” looks correct, click “Save” and the “Payment” screen will appear. Continue if the “Integrity Check” field shows “OK”, if not check the amount applied. Make changes if necessary.

If correct, select the Payment Type. (Please note, depending on which payment type is selected, enter the applicable payment information.)

Fill out the “Remitter” fields

(Please note, when the remitter fields are populated, the information is auto filled from the customer information for the transaction. If the customer information and Remitter information are the same, no changes are necessary. If the customer information and Remitter information are not the same, please enter the Remitter information.)

Once the information is entered, click “Accept”. If the “Integrity Check” shows “PAID”, click the “Print Receipt” button.

**Slide 8:** Conclusion

If you will remember, the purpose of this videowas to show you how to receipt payment to a LRAM bill.

Congratulations! You now know how to receipt a payment to a LRAM bill!

 Please note, if you need additional help with CBS, please contact the CBS Lead in your office or your CBS State Lead.