**Video 10: Modify or Cancel a Paid Bill**

**Slide 1: Modify or Cancel a Paid Bill**

**Slide 2:** You may need to “Modify” or “Cancel” a bill that has been paid. If it’s created in LRAM, then you must “Modify” or “Cancel” it in LRAM. This is applicable to “Courtesy Statements” and “Accounts Receivable” bills.

The modification or cancelation will not interface to CBS until the entire payment is transferred from the bill into the CBS Commodity/Subject/Action (CSA) for Lands Suspense.

When the paid bill is modified or canceled, the “CBS Status” field in LRAM is set to “Hold”. Please note: The payment must be transferred from the bill in CBS by your Collections Staff or whomever in your office has the transfer function in CBS. Once the entire payment is transferred from the bill, then the modification or cancelation will interface to CBS during the nightly cycle and a CBS bill number will appear in the “CBS Status” field in LRAM.

**Slide3:** The purpose of this video is to provide users with a step-by-step guide to modify or cancel a paid bill and what needs to happen to the payment.

**Slide 4:** In this video, we’ll show you the “CBS Status” when you “Modify” or “Cancel” a paid bill.

**Slide 5: Demonstration 1 - Modifying a Paid Bill**

 “Log” into LRAM through the BLM Application Security System (BASS): <https://web.bass.blm.doi.net:8601/bass2/login.do?dispatch=preparePage>

Enter your “network” user login and password

Select the appropriate LRAM application – UAS-LRAM Production or UAS-LRAM Training

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

Select “continue” to get into the system.

Check the “Admin Office” to make sure you’re working in the correct office in case you manage data for more than one office.

Hover over the “Billing” button (upper left side of the screen) and click on the “Bill Search” button.

Enter the “search” criteria – either the “Authorization #”, “LRAM Bill #” or “CBS Bill #”.

Click “Search”. The “Bill” “grid” will appear.

Click “Modify” (pencil icon) for the appropriate bill. The “Bill Summary” screen will appear.

To change the “Billing Period”, or the “Rate Information”.

Click the “Edit” pencil in the “Schedules” “grid”. The “Bill Schedule Information” screen will appear. Make the appropriate change(s) and click the “Update” button.

The “Bill Summary” screen appears. The “Status” (on the right side of screen) shows “Modification in process”.

Select a reason from the “drop down” in the “Reason” field. Enter a brief summary of why the modification is being performed, the date and your initials in the “Remarks” field.

Click the “Process” button.

The “CBS Status” shows as “Hold” (which means the modification has not interfaced to CBS).

If a “CBS Status” shows other than “HOLD”, click the REFRESH button every 30 seconds.

(Note: When you go back into the “Bill Summary”, the “Status” will show “Hold”.)

To Change the “Acres” or “County”.

Hover over the “Billing” button (upper left side of the screen) and click on the “Bill Search” button.

Enter the “search” criteria – either the “Authorization #”, “LRAM Bill #” or “CBS Bill #”.

Click “Search”. The “Bill” “grid” will appear.

Click “Modify” (pencil icon) for the appropriate bill. The “Bill Summary” screen will appear.

 Click the “Edit” pencil in the “Schedules” “grid”. The “Bill Schedule Information” screen will appear. Click “Land Information” (right side of the screen).

The “Land Distribution” screen appears.

To change the acreage, click the “Edit” pencil in the “State & County Distribution Information” “grid”. Make the change to the “County Acres” and click “Update” and the “Land Distribution” screen re-appears.

To Add a “County”.

Click on the “New Distribution” button. Select the appropriate “Geo State”, “County” and enter “County Acres”. Click “Create” and the “Land Distribution” re-appears.

Click the “Cancel” button and the “Bill Schedule Information” screen appears.

Click “Update” even if you did not make changes on this screen and the “Bill Summary” screen appears.

The “Bill Summary” screen appears. The “Status” (on the right side of screen) shows “Modification in process”.

Select a reason from the “drop down” in the “Reason” field. Enter a brief summary of why the modification is being performed, the date and your initials in the “Remarks” field.

Click the “Process” button.

The “CBS Status” shows as “Hold”.

If a “CBS Status” shows other than “HOLD”, click the REFRESH button every 30 seconds.

(Note: When you go back into the “Bill Summary”, the “Status” will show “Hold”.)

**Slide 6: Demonstration 2 - Canceling a Paid Bill**

Navigation - Hover over the “Billing” button (upper left side of the screen) and click on the “Bill Search” button.

Enter the “search” criteria – either the “Authorization #”, “LRAM Bill #” or “CBS bill #”.

Click “Search”. The “Bill” “grid” will appear.

Click the “Cancel” “Trash Can” icon for the appropriate bill.

The “Bill Summary” screen appears.

Select a reason from the “drop down” in the “Reason” field. Enter a brief summary of why the cancelation is being performed, the date and your initials in the “Remarks” field.

Click the “Delete” button (upper left side of the screen)

 The “Status” (on the right side of screen) shows “Canceled”.

The “CBS Status” shows as “Hold”. (Cancelation has not interfaced to CBS)

If a “CBS Status” shows other than “HOLD”, click the REFRESH button every 30 seconds.

**Slide 7: Conclusion**

The purpose of this video was to show you how to “Modify” or “Cancel” a paid bill and the “CBS Status” shows as “Hold” until the entire payment is transferred from the bill. Please remember, when modifying or cancelling a paid bill, the payment must be transferred from the bill in CBS.

Now that you know how to modify and cancel paid bills, I’ll show you how to delete an Authorization in LRAM.