Video 5: Create an Accounts Receivable Billing Schedule in LRAM

**Slide 1: Create an Accounts Receivable (AR) Billing Schedule in LRAM**

**Slide 2:”**Accounts Receivable” bills are created for subsequent rent after the authorization has been issued unless the “initial rent” was paid for the full term.

 “Accounts Receivable” bills can be created annually, 10 year terms or to expiration depending upon the “Billing Period” business rules.

“Accounts Receivable” bills must be created annually for communication use rent, solar/wind development rent, salt water disposal site rent and barrel fees.

**Slide 3:** The purpose of this video is to provide users with a step-by-step guide to create the “Billing Schedule” for an “Accounts Receivable” in LRAM.

**Slide 4:** In this video, we will use an existing authorization that needs to be billed for January 01 subsequent rent.

**Slide 5:** **Demonstration: Navigation**

“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.

-on the main menu, hover over the “Authorizations” button.

-you will see a “dropdown”, click on “Authorization Search”.

-Enter the “Serial #” and click “Search”.

-The Serial #, Case Type and Customer will show in the “grid”.

-Click the “Edit pencil” icon or the “Serial #” to access the “Authorization Summary” screen.

On the “Authorization Summary” screen, click on the “lower” “New Schedule” button. The “Billing Schedule” screen appears and shows the “grid” for the “Basic Schedule”.

Click the “Copy” icon in the “Authorization Schedule” “grid” and the “Basic Schedule” screen appears.

Change the “Begin” and “End” dates to the appropriate billing period (Remember the business rules for Billing Periods.)

Confirm the “Rate Information” is correct. If not, change to the correct rate.

Click “Create” and the “Billing Schedule” screen appears.

Click the “Calculate” button at the top of the “Billing Schedule” screen. If all the data is appropriate, then the “Annual Rent” amount will show (left side of the “Billing Schedule” screen) under the “Bill Code” field and the “Total” amount will show the billing amount due (right side of the “Billing Schedule” screen under the “Special Bill Code”).

**Slide 6: Conclusion**

The purpose of this video was to show you how to create the “Accounts Receivable” “Billing Schedule” for subsequent rent.

Now that you know how to create the “Accounts Receivable” “Billing Schedule” for the subsequent rent, I will show you how to process the “Accounts Receivable” billing data.