**Video 6: Processing Accounts Receivable Billing Data in LRAM**

**Slide 1: Processing Accounts Receivable (AR) Billing Data**

**Slide 2:** Individual authorizations, or those not attached to a “Billing Association”, are processed in LRAM using the “Accts Receivable Bill Selection” option**.**

Within this option, you can process the bill for a single authorization or you can process bills for different customers with the same or with different billing dates at the same time.

**Slide 3:** The purpose of this video is to provide users with a step-by-step guide to processing a single bill or multiple bills for different customers with the same or with different billing dates at the same time.

**Slide 4:** In this video, we will process the data for the **“**Billing Schedule” we created in the previous video for the individual authorization and use existing data in the system to process multiple bills for different customers at the same time.

**Slide 5: Demonstration 1 - Processing Billing Data for an Individual Authorization**

“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.

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

-The “Accts Receivable Bill Selection” screen will appear.

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

**-**The “Bills” “grid” will appear.

(Note: Check to make sure this is the billing data you want to process and the “Serial #”, the “Customer” are correct and the “Begin” and “End” dates are correct for the billing period.)

-If all is o.k., click the “check box”.

-If you want to view the billing data before you process it, click the “Preview” button.

What to review - the “Total Due” amount

Billee and address

The description of what is billed.

If you preview the billing data, close the “Tab” by clicking on the red “X” (in the upper right corner) and the “Accts Receivable Bill Selection” screen will appear.

If all the data is correct, click the “Process” button to interface the billing data to CBS.

The “Bill Register” “grid” will appear.

This “grid” will show the “LRAM Bill #” and the “CBS Bill Status”.

If you see any status other than a “CBS Bill #” or “Reject”, click the “Refresh” button. The system may show multiple statuses instead of the “CBS Bill #”. Keep clicking the “Refresh” button about every 30 seconds until the “CBS Bill #” appears.

Once the CBS Bill # appears, the data is sent to CBS.

**Slide 6**: **Demonstration 2 -** **Processing Multiple Bills for Different Customers with or without Different Billing Dates at the Same Time.**

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

-The Accts Receivable Bill Selection screen will appear.

-Click the “Search” button. (Please note: Don’t be a “power clicker”; wait for the data to come up. The more authorizations you have the longer it takes to appear.)

With this option, all authorizations with the “Begin” date within the “90-day billing window” and includes those with the “Begin” date in the past (those hi-lighted in red) will appear.

For this exercise, we want to process only the billing data with the “Begin” date in the future.

Click on the “down arrow” on the “Begin Date” field. Select “Future”.

Check the “Count” field – If you think you have more than 100 cases available to bill, click on the “down arrow” and select “250” or “500”. For this demonstration, we will use “100”.

Click the ‘Search” button.

-To “Preview”, you can click the “Select All” button to select all of the available cases or check the individual box(es) you need to review. Click “Preview”. Click the red “X” to exit “Preview” and the “Accts Receivable Bill Selection” screen will appear.

If you want to sort by Customer, click the “Customer” (blue and hyperlinked) and the list will sort in alpha order. If all the data is correct, click “SELECT ALL” or the individual cases you want to bill. Click the “Process” button to interface the billing data to CBS.

The “Bill Register” “grid” will appear.

This “grid” will show the “LRAM Bill #s” and the “CBS Bill Status”.

If you see any status other than a “CBS Bill #” or “Reject”, click the “Refresh” button. The system may show multiple statuses instead of the “CBS Bill #”. Keep clicking the “Refresh” button about every 30 seconds until the “CBS Bill #” appears.

Once the CBS Bill # appears, the data is sent to CBS.

**Slide 7: Conclusion**

The purpose of this video is to show you how to process the billing data for an individual “Accounts Receivable” bill or multiple “Accounts Receivable” bills so the data is sent to CBS.

Now that you know how to process the billing data for “Accounts Receivable” bills, I will show you how to process the billing data for “Billing Associations”.