**Video 7: Processing Billing Association Billing Data in LRAM**

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

**Slide 2**: Authorizations attached to a Billing Association are processed in LRAM using the “Billing Assoc Bill Selection” option**.** The advantage of using a Billing Associationis it allows you to group Authorizations with the same billing address together so you can process all billing data with the same “Begin” date at the same time.

**Slide 3:** The purpose of this video is to provide users with a step-by-step guide to process multiple bills for the same customer with the same “Begin” date.

**Slide 4:** In this video, we will show you how to process existing billing data in LRAM.

**Slide 5: Demonstration: Navigation**

“Log” into LRAM though 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 the “Billing Assoc Bill Selection” button.

-The “Billing Association Bill Selection” screen will appear.

-Select the appropriate “Billing Association” from the “Billing Association” “drop down”.

- 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”.

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 boxes” or click the “Select All” button.

-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 “Billing Association Bill Selection” screen will appear.

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 #” 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 #(s) appears, the data is sent to CBS.

**Slide 6:** **Conclusion**

The purpose of this video is to show you how to process the billing data for a “Billing Association” so the data is sent to CBS.

Now that you know how to process the billing data for “Billing Associations”, I’ll show you how to locate the processed bills in LRAM using the “Bill Search”.