**Video 8: Bill Search in LRAM**

**Slide 1: Searching for “Processed” Bills in LRAM**

**Slide 2:** Once you process the billing data in LRAM you may need to search for the bills to modify, cancel or view the billing data for a specific year or see the entire bill history.

**Slide 3:** The purpose of this video is to provide users with a step-by- step guide to locate processed “Courtesy Statements” and “Accounts Receivable” bills in LRAM using various search criteria.

**Slide 4:** In this video, we’ll show you how to search for a bill using the “Authorization #”, a CBS generated or LRAM generated bill #, a “Customer” or a “Billing Association”. You can also search or limit your search by using the applicable “Bill Status”, “Bill Code”, “Billing Year” or Due Date Year”.

**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.

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

Search by the “Authorization Number”.

**-**To search by the “Authorization #”, enter the Serial # and click “Search”.

-When searching by the “Authorization #” you will see all the bills created for that specific authorization.

Search by the LRAM Bill Number:

-The “Bill #” is the LRAM generated bill number. It always starts with an “L”

To search by the “Bill #”, click the “BILLING” button and click “BILL SEARCH”. Enter the applicable bill number and click “Search”.

When searching by the “LRAM Bill #”, you will see only that specific bill in the “grid”.

Search by the CBS Bill Number:

-The “CBS Bill #” is the CBS generated bill number. It always starts with the “Fiscal Year” (FY) in which the billing data is processed.

To search by the “CBS Bill #”, click the “BILLING” button and click “BILL SEARCH”. Enter the applicable bill number and click “Search”.

When searching by the “CBS Bill #” you will see only that specific bill in the “grid”.

Search by the “Customer”

To search by the “Customer”, click the “BILLING” button and click “BILL SEARCH”. Enter the name or part of the name. Click “Search”.

Note: If you enter only part of the name, there may be other customer(s) shown with similar names.

All of the Authorizations and corresponding bills that are in LRAM for the customer(s) will appear in the grid.

Search by the “Billing Association”

To search by the “Billing Association”, click the “BILLING” button and click “BILL SEARCH”. Select the applicable “Billing Association” name from the “Billing Association” “drop down”.

Click “Search”. All of the bills processed for the Authorizations grouped into that “Billing Association” will appear in the “grid”.

To further refine the search, you can select the “Bill Dates”, “Bill Status”, the “Bill Code”, “Canceled”, the “Billing Year” or the “Due Date Year”. When you choose the appropriate selection from the “drop down” of one of these options, then click “Search”.

Bill Dates:

 “Bill Dates” will show when the bills have been processed within the last 30 days.

 Bill Status:

If the “Bill Status is set to: “Hold,” then a paid bill has been canceled or modified.

“N/A,” then all bills show in the “grid”.

“Reject,” then the bill did not interface to CBS.

“Resend,” then the billing data needs to be processed again.

Bill Code:

 If the “Bill Code” is set to: “N/A,” then both AR and CS bills will show in the “grid”.

 “Acct Receivable,” then only AR bills show in the “grid”.

 “Courtesy,” then only the CSs will show in the “grid”.

Canceled:

 If the “Canceled” field is set to: “N/A”, then all bills are shown in the grid.

 “NO”, the “canceled” bills do not show in the grid.

 “Yes” then only the “canceled” bills are shown in the grid.

Billing Year:

 The “Billing Year” is the “Begin” date year of the “Billing Period” on the Basic Schedule.

Due Date Year:

 The “Due Date Year” is the “FY” the bill is due.

**Slide 6:** Conclusion

The purpose of this videowas to show you how to search for “Accounts Receivable” and “Courtesy Statement” in LRAM using various search criteria.

Now that you know how to locate the “Accounts Receivable” and “Courtesy Statement”, I’ll show you how to modify or cancel a bill.