



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Wyoming State Office

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IN REPLY REFER TO:

1370 (950) P

May 27, 2009

EMS Transmission: June 1, 2009
Information Bulletin No. WY-2009-025

To: District Managers and Field Managers
From: Deputy State Director, Support Services
Subject: Statewide Billing and Collections Workshop

Program Area: Billing and Collections

Purpose: This IB is to provide information on the Wyoming Statewide Billing and Collections Workshop. The Workshop will be held at the Wyoming State Office, 4th Floor, Room 406, in Cheyenne, Wyoming, beginning 8 a.m., Tuesday, June 9, 2009, and ending 10 a.m., Friday, June 12, 2009.

A block of rooms will be available at the Fairfield Inn, 1415 Stillwater, Cheyenne, Wyoming. Lodging reservations must be made by calling the hotel at 307-637-4070. The per diem rate for Cheyenne is \$70 (lodging) and \$39 (meal and incidental expenses) per day.

Wyoming Field Offices have hired several new employees with billing and collection duties since the last statewide training was held. Billing and collection personnel are the target audience for this workshop and should plan to attend the entire workshop. Backup personnel to the collections staff and any resource personnel are welcome to attend all or part of the training.

The primary objective of the workshop is to train and/or assist the collection staff in the Wyoming Field Offices concerning Collection and Billing System (CBS). This will include: (1) Updates to CBS screens and procedures, (2) CBS to LR2000 rejects, (3) Processing reports necessary to comply with monthly, quarterly, and annual reports as required by Instruction Memorandums (IM) from the National Operations Center in Denver, (4) Creating and paying bills within CBS, and (5) accounts receivable.

We will also cover individual pending issues from the individual offices.

Policy/Action: None

Timeframe: This IB is effective upon receipt.

Budget Impact: Travel cost will be paid by each Field Office for attendance at the workshop.

Manual/Handbook Sections Affected: N/A

Contact: If you have any questions regarding this guidance, please contact Nancy Wright, Wyoming State Office, WY (950) at 307-775-6136.

Signed by:
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