USE AUTHORIZATIONS SYSTEM

LANDS AND REALTY AUTHORIZATIONS MODULE

SOFTWARE USER GUIDE

AUGUST 17, 2006

L&RPO: UAS_LRAM_SUG_DV3.00_(2006-08-17)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
LAND & RESOURCES PROJECT OFFICE
DENVER FEDERAL CENTER
DENVER, COLORADO 80225-0047

REVISION/CHANGE RECORD

Revision	Date	Authorization (Optional)	Revision/Change Description	Pages Affected
DV1.00	5/04/05		Initial Release	ALL
DV2.00	01/17/06		New Release	All
DV3.00	8/17/06		New Release	All

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1 Scope

1.1 Identification

Project Name	Lands and Realty Authorizations Module
System Name	Use Authorizations System
System Abbreviation	UAS LRAM
System Version Number	3.0
Project Office	Land & Resources Project Office (L&RPO), WO330D
Project Manager	Leslie Cone, Project Manager - Land & Resources Project Office (L&RPO), WO330D
Project Sponsor	Thomas Lonnie, Assistant Director Renewable Resources and Planning, WO200
System Users	Realty specialists, land law examiners, and office managers located in the field offices
System Developer	Land & Resources Project Office (L&RPO), WO330D
Supporting Agencies	Non-Applicable

1.2 System Overview

The Use Authorizations System — Lands and Realty Authorizations Module (UAS—LRAM) is a modular, platform independent, distributed Web-based business application that replaced the Automated Lease Management System (ALMS). UAS—LRAM creates billing data and then allows the transfer of this data to the Collection and Billing System (CBS) for tracking, collection, and distribution of receipts. The UAS—LRAM system maintains electronic files on right of way and permit holders, authorizations, and bill history. The modular UAS—LRAM system design allows for future interfaces with other relevant BLM systems and activities.

Also included in UAS is the Rangeland Administration System (RAS) used for grazing authorization administration. The grazing module functions will not appear to LRAM users. The two systems share a database but maintain their separate functions.

1.3 Document Overview

The Software User Guide (SUG) provides you with a working knowledge of the UAS—LRAM system, along with necessary information to perform common tasks with the automated system. The SUG serves a dual purpose as a User Guide and Training Manual.

2 Referenced Documents

The SUG references the following documents:

2.1 Government Documents

Associated Data Item Descriptions	
Software Development Standards	
System Design Document	
Version Description Document	UAS_LRAM_VDD_DV1.01_(2005-05-04)

2.2 Non-government Documents

Not Applicable	

3 Introduction

Processing of bills in UAS—LRAM is based on local office needs. All output products are printed locally by the user on either network or stand-alone printers, using plain paper.

The UAS—LRAM User Representative serves as a liaison between system users and computer support personnel, and is responsible for notification to users of changes to the system, presentation of training, and processing requests for changes to the system or the databases.

The User Representative is available to answer questions concerning problems with the operation of UAS—LRAM. Users are encouraged to first contact their state UAS—LRAM representative and then contact the User Representative, if necessary.

4 Overview of the Support Services

4.1 Use Authorization Administration Support

Questions or issues dealing with use authorization administration (policy, regulations and rules) should be directed to your local and state office program leads.

UAS—LRAM Application Support

Direct UAS—LRAM use and operation questions or issues to the resources below:

1. Other UAS—LRAM users in your office.
2. State selected UAS—LRAM trainers. Refer to the LRAM web page at http://web.blm.gov/uas/lram/contact.html for current contacts.
3. UAS—LRAM User Representative.

User Representative	Telephone	e-mail
Bill Carson Bil Weigand	307 746-6607 208 373-3862	bcarson@blm.gov bweigand@blm.gov

4. L&RPO Help Desk

Contact Name	Telephone	e-mail
Andrea Hauger	303 236-0535	ahauger@blm.gov

4.2 Computer Hardware Support

Technical problems relating to the computer workstation, BRIO plug-in, inability to connect to a website, etc. should be addressed to the local Information Resources Management Help Desk. If the local Help Desk needs additional support or clarification, they can contact the National Help Desk (NHD), which provides coverage from 6:00 a.m. to 6:00 p.m., Mountain Time, Monday through Friday.

National Help Desk	1-800-BLM-HELP (256-4357)

4.3 Problem Submission Information Requirements

Contact the UAS—LRAM User Representative

5 Accessing the System

5.1 Permissions

For access, deletions and name changes fax a signed 1260-12 form to the LRAM Development Team in the Lands & Realty Project Office (L&RPO). Forms are available at:

http://web.blm.gov/uas/lram/index.html and click on the "Form 1260-12" link

http://web.blm.gov/internal/wo-500/directives/dir-04/im2004-186_a1.doc

http://web.blm.gov/internal/wo-500/directives/dir-05/im2005-013_a1.pdf

If you have any questions, contact the UAS-LRAM User Representative for information about the specific requirements for completing the form.

Your permission level determines which functions are allowed. Each permission level includes all of the functions of lower permission levels. The following permission levels are allowed in UAS—LRAM:

Owner	Reserved for User Representative	All functions are available, for all data.
Manager	Represents the local office manager	Manager is allowed to set local settings and conduct user functions as needed.
User	Transaction processing,	Transaction processing is limited to the individual’s office data.
Query	No transaction process	View only privileges for all data in the system.

5.2 BLM Intranet

UAS—LRAM uses the BLM’s internal Web system for BLM employees. UAS—LRAM is securely located behind the BLM’s firewall (security wall). After starting the Internet Explorer browser, access to the BLM Application Security System 3.0 (BASS3) can be gained by entering the following address: (http://web.bass.blm.gov:/bass2). When this web page is accessed, the displayed URL changes somewhat, reflecting the fact that a secured website has been accessed. You can also access the BASS3 login screen from the UAS—LRAM web page (see below).

5.3 UAS—LRAM Web Page

The LRAM web page contains a variety of application specific information and useful links. It can be found on the BLM intranet at http://web.blm.gov/uas/lram/index.html

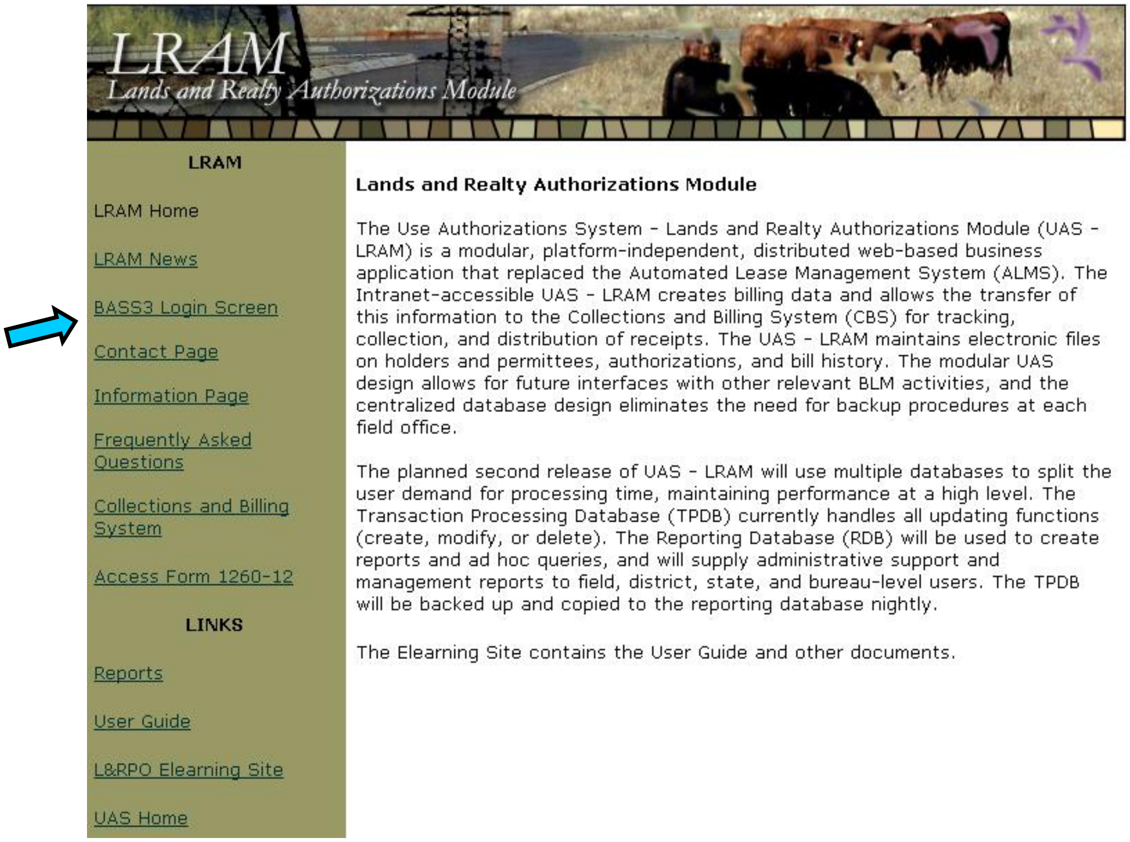


Figure 5-1: LRAM Web Page

5.4 BASS3 Login

You access the application through the BLM Application Security System 3.0 (BASS3) that provides security and access for a number of BLM applications. Once registered as a BASS user, it provides a common entry point for all applications that you use.

For more detailed instructions on using BASS3 please refer to BASS3 Tutorial located on the L&RPO E-learning site (http://web.lrpo.blm.gov/elearning)

5.5 LRAM Menu Window

The main window of UAS—LRAM is shown in Figure 5-2. The buttons on the left appear on all screens. When you pass the mouse pointer over a button, a sub-menu for that area appears. Click on any part of the sub-menu to enter that part of the application. The 'Logoff' button takes you back to the UAS—LRAM home page.

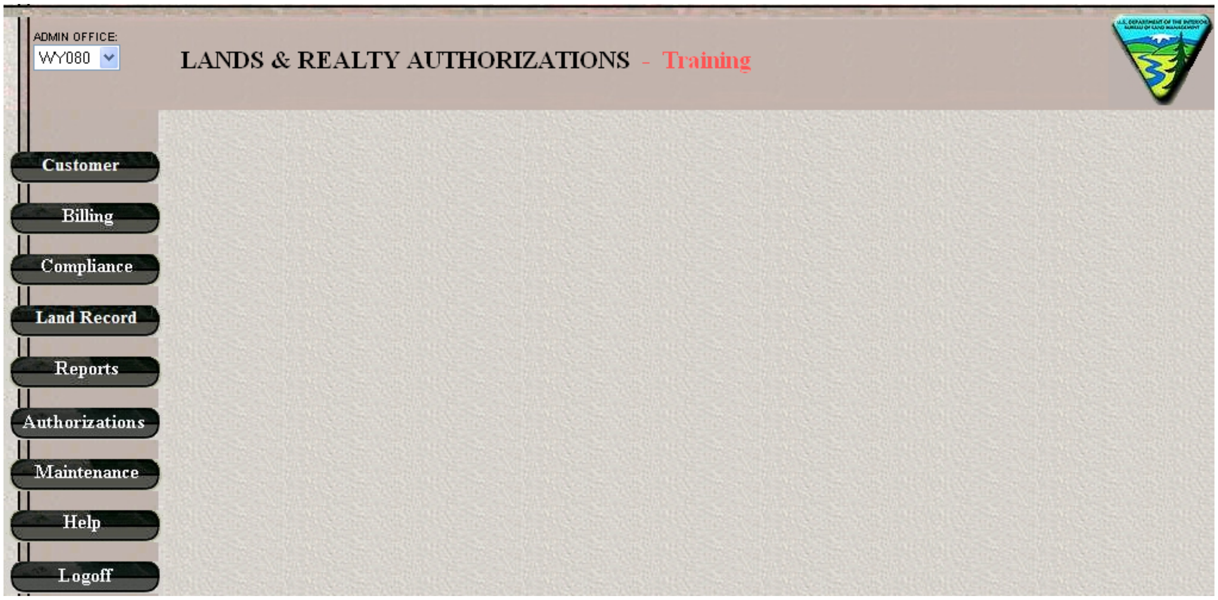


Figure 5-2: LRAM Main Menu window

5.6 Terms and screen manipulation

UAS—LRAM screens operate in a menu mode. Selection of a menu choice will present another menu screen, popup menu, data entry screen, or selection screen. If you open multiple windows, you can have multiple functions available to you. Depending on your permissions, not all options are accessible; unavailable options appear grayed out.

You may move from field to field by using either the tab key or the mouse. Selection of any field, menu option, or option button is done by placing the cursor directly over the selection and clicking the left mouse button.

Screen size may be larger than what can be displayed on your terminal. Scroll bars, if required, are automatically inserted.

The main menu is in a separate section. The menu remains in your viewing area, no matter what option is selected.

Since the system was activated via a browser, all the browser functions are available to you. The browser print option is used to obtain a printout from your screen.

The "Create", "Update" or "Process" buttons are used when you are finished entering data and are ready to store the data in the database. LRAM will not save data entered on a screen until one of these types of buttons is selected. If you exit a screen without selecting the one of these buttons, the data will not be saved.

Data entry edits may be applied as you enter a field, leave a field, or select the Create or Update button.

5.7 Screen Presentation

The sample screens used in this document were taken from actual screens in the UAS—LRAM application. A full screen (see Figure 5-3: Sample—Full Screen) displays the entire layout: Title bar, menu bars, scroll bars, bottom status bar, and window borders. A partial screen (see Figure 5-4: Sample – Partial Screen) displays a small area of the full screen. Full screens are displayed as needed. Partial screens are used more often.

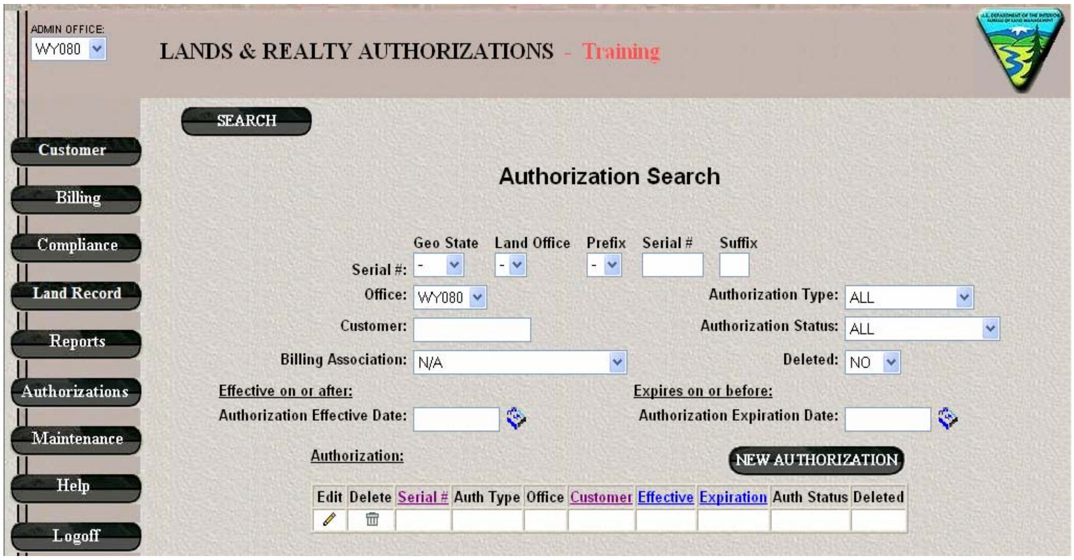


Figure 5-3: Sample—Full Screen

Figure 5-4: Sample – Partial Screen

6 Authorization Basics

6.1 Overview

There are three main sections to the authorization record: authorization master information, authorization schedule, and basic (billing) schedule.

The authorization function involves all information for any authorization administered by an office. An authorization is identified by a case serial number. There are five authorization types:

- Right of Way (ROW) grant
- Temporary Use Permit (TUP)
- Land Use Permit
- Lease
- Easement

6.2 Authorization Data Screens — A Tour

The following sections describe the various screens which contain authorization and billing data. The procedures below show you how to access a screen and describe the functions available from a screen.

For information on how to create or edit the data that appears on these screens refer to sections: 7: Creating a New Authorization and 8: Editing an Authorization.

See section 10.2 Billing Screens starting on page 10-1 for the screens used for bill processing.

The figure below shows some of the ways you can get from one screen to another. For example, from the 'Authorization Summary' screen you can go directly to five other screens. The roadmap below does not attempt to show you every possible way to access each screen but does represent the most common route between authorization screens.

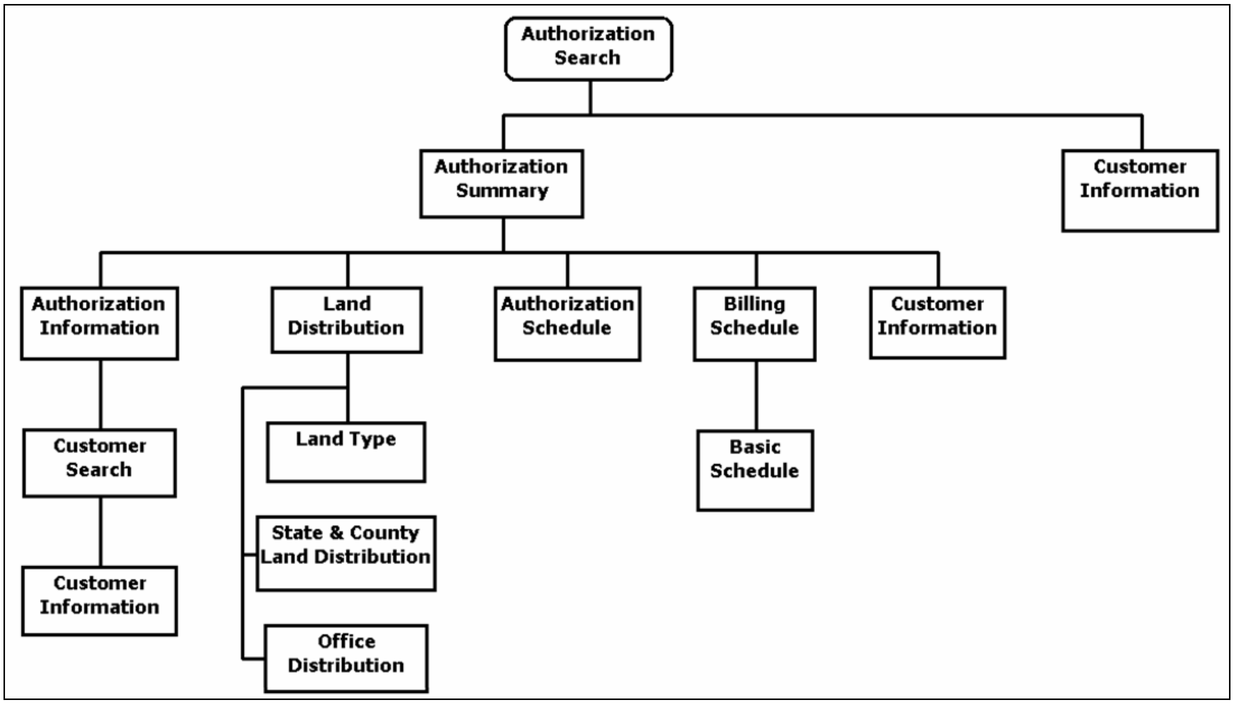


Figure 6-1: Authorization Screens Roadmap

6.2.1 'Authorization Search' Screen

The 'Authorization Search' screen allows you to search for authorizations based upon specific selection criteria. It is also the screen used to start the authorization creation process. Links to up to 500 authorizations can be displayed at one time.

1. Click on the 'Authorizations' button (located on the left-hand side of the screen).

Figure 6-2: LRAM Authorizations Menu

2. Select ‘Authorization Search’ from the sub-menu. The ‘Authorization Search’ screen appears.

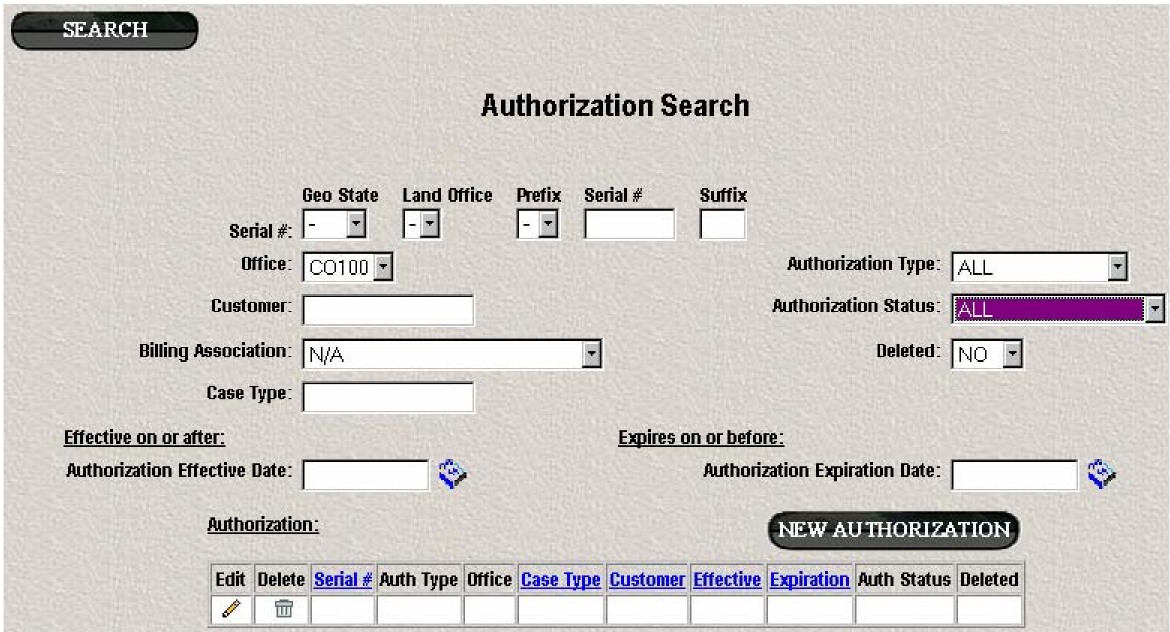


Figure 6-3: ‘Authorization Search’ screen

3. Specify authorization search criteria. If you do not specify any search criteria, links to up to 500 authorizations are displayed.

- To find a single authorization, enter the case serial number in the ‘Serial #’ field.
- To search in another office in your state, change the ‘Office’ field.
- To find authorizations for a specific holder, enter part of a name in the ‘Customer’ field.
- To find authorizations of a specific case type or group, enter all or part of case type number in the ‘Case Type’ field, e.g. 286001 or 2860
- To find only a specific type of authorization, change the ‘Authorization Type’ field.
- To find authorizations by status, such as Hold, change the ‘Authorization Status’ field.
- To find deleted authorizations, change the ‘Deleted’ field to Yes.
- To find authorizations with certain dates, fill in the ‘Authorization Effective’ and/or ‘Authorization Expiration Date’ fields. Enter dates in mm/dd/yyyy format.

4. Click on the ‘Search’ button. The search results grid appears on the screen.

Results may be sorted by the underlined column headings. To sort, click on the column heading. Clicking again toggles the sort order between ascending and descending.

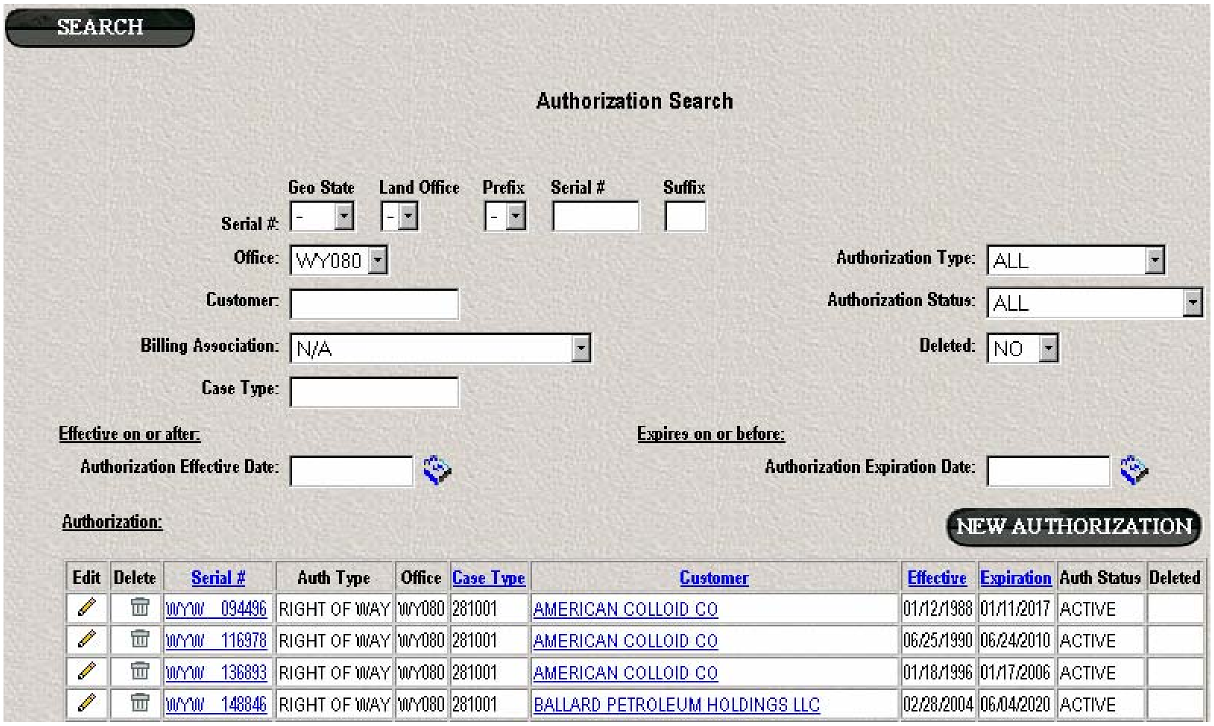


Figure 6-4: 'Authorization Search' screen –multiple rows returned

If more than 500 authorizations were found, a warning message appears. Click 'OK' to close the message. The search always returns the first 500 records. If the authorization you are looking for is not in the first 500 records you must specify search criteria in order to find it.

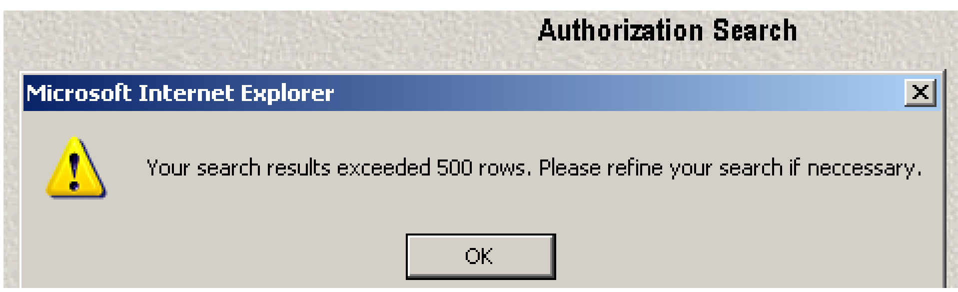


Figure 6-5: Maximum records message

6.2.2 'Authorization Summary' Screen

Most often you access the 'Authorization Summary' screen from the 'Authorization Search' screen (see section above). From the 'Authorization Summary' screen you can view, edit, and delete authorization schedule information, billing schedule information, and customer data.

Note: If you are not already on the 'Authorization Search' screen, see the 6.2.1 'Authorization Search' Screen section on page 6-2.

1. On the ‘Authorization Search’ screen, click on the pencil icon in the ‘Edit’ column or the value in the ‘Serial #’ column in the results grid on the ‘Authorization Search’ screen.

Edit	Delete	Serial #	Auth Type	Office	Case Type	Customer
		WYW 0206035	RIGHT OF WAY	WY080	288100	BELLE FOURCHE PIPELINE CO

The ‘Authorization Summary’ screen appears.

Figure 6-6: ‘Authorization Summary’ screen

Note: If you are going to go on to view the screens described below, DO NOT click cancel in the next step.

2. Review the data then click on the ‘Cancel’ button to return to the previous screen.

6.2.3 ‘Authorization Information’ Screen

From the ‘Authorization Information’ screen you can display and edit basic authorization information such as issue and expiration dates, comments, and customer reference numbers. This screen is your initial data entry screen when creating a new authorization.

Note: If you are not already on the ‘Authorization Summary’ screen, see the ‘Authorization Summary’ Screen section on page 6-4.

1. From the ‘Authorization Summary’ screen, click on the link in the ‘Serial #’ field.

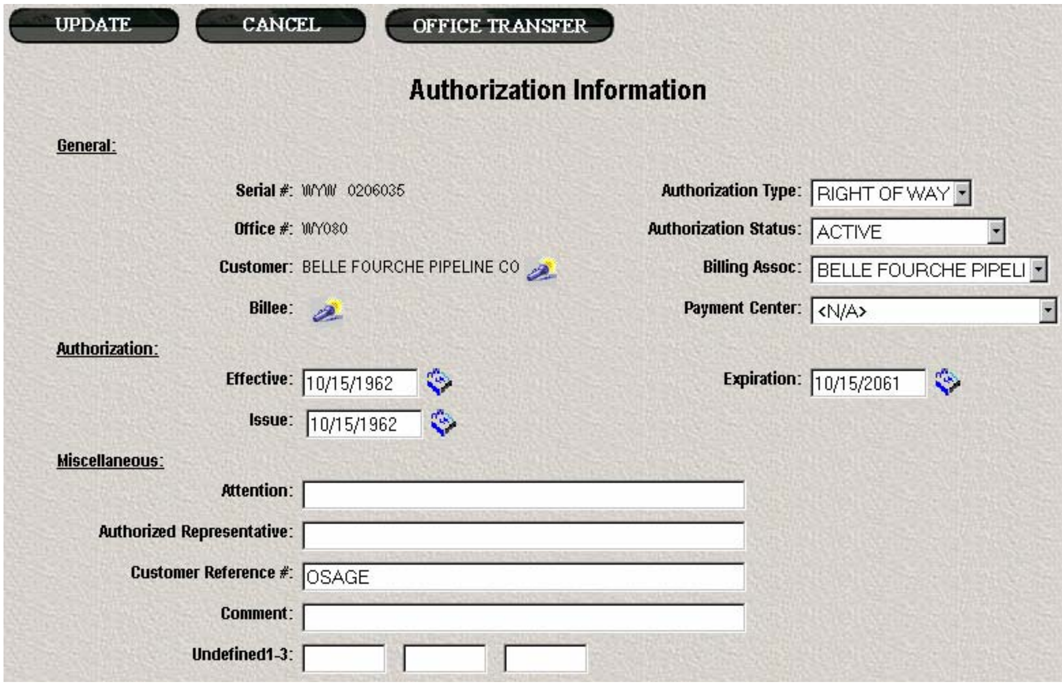


Figure 6-7: ‘Authorization Information’ screen

2. Review the data on the screen. Note: the Office Transfer button shown above is only shows up for users with “Owner” privileges.
3. Click on the ‘Cancel’ button to return to the previous screen.

6.2.4 ‘Land Distribution’ Screen

The ‘Land Distribution’ screen allows you to view, edit and delete land type, state and county acreage distributions, and administrative office distributions.

Note: If you are not already on the ‘Authorization Summary’ screen, see the ‘Authorization Summary’ Screen section on page 6-4.

1. From the ‘Authorization Summary’ screen, click on the INFO link in the ’Land’ column found in the Authorization Schedule Information section (see Figure 6-8 below). The ‘Land Distribution’ screen appears (see Figure 6-9).

Authorization Schedule Information:

Edit	Delete	Land	Qty	Units	Begin	End	Rate	Amount	Type	Expiration
		INFO	11.78	ACRES	1/1/2007	12/31/2007	LINEAR HI			

Figure 6-8: Land Distribution Screen INFO Link

2. If more than one land type is shown, click on the underlined link field in the 'Land Type Description' column to see the state/county and office data related to the land type. The text below the Land Type Distribution Summary shows which land record is selected.

Figure 6-9: Land Distribution Screen – multiple land types shown

3. To return to the previous screen, click on 'CANCEL.'

Note: The 'Land Distribution' screen can also be accessed by clicking on the link on the 'Billing Schedule', 'Authorization Schedule', and 'Basic Schedule' screens. In addition, it can accessed using the 'Land Record'>'Land Record Search' menu options.

6.2.5 'Authorization Schedule' Screen

The 'Authorization Schedule' screen allows you to view and edit rate information.

Note: See the 'Authorization Summary' Screen section on page 6-4 if you are not on the 'Authorization Summary' screen.

1. On the 'Authorization Summary' screen, click on the Edit icon found in the Authorization Schedule Information section (see Figure 6-10). The 'Authorization Schedule' screen appears (see Figure 6-11).

Figure 6-10: Authorization Schedule Edit icon on the 'Authorization Summary' screen

2. Review the data on the ‘Authorization Schedule’ screen.

   The ‘Begin’ and ‘End’ dates indicate the days of a year in which the land can be used. The time span specified must be a year or less. Usually the time span specified will be 1/1 to 12/31. Short term permits and authorizations may have shorter date ranges.

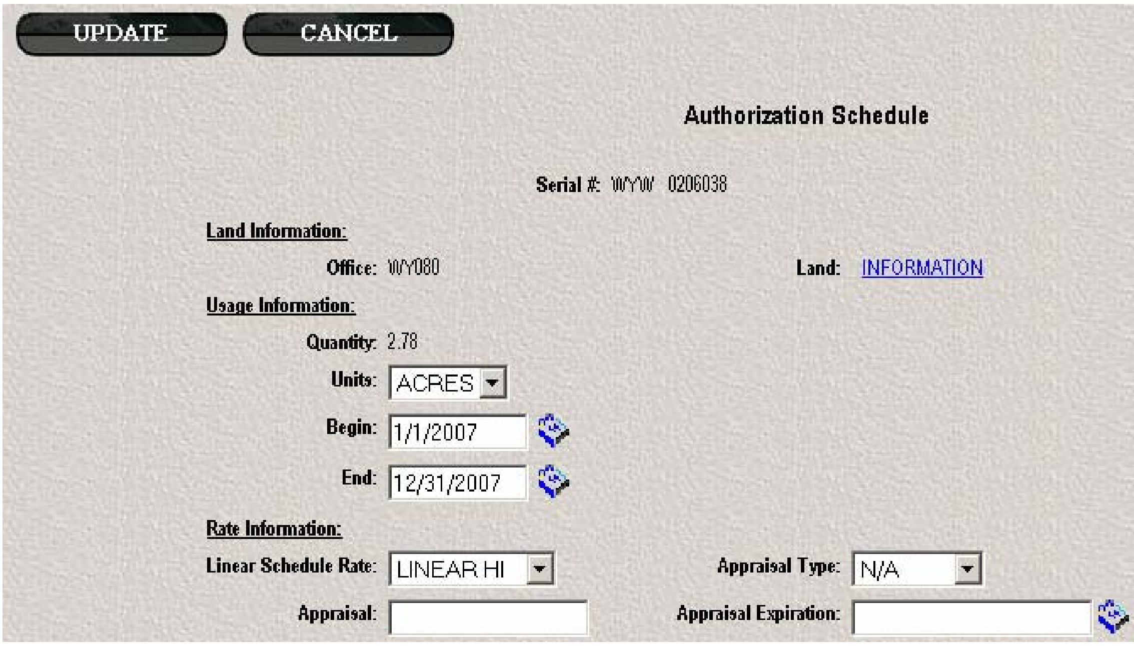


Figure 6-11: 'Authorization Schedule' screen – non-communication site case

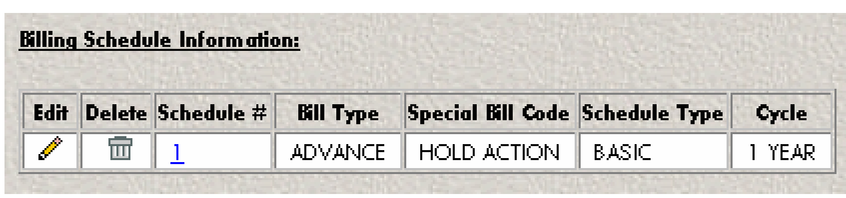
3. Click on the ‘Cancel’ button to return to the previous screen.

6.2.6 ‘Billing Schedule’ Screen

The ‘Billing Schedule’ screen allows you to view and edit bill settings and provides access to the ‘Authorization Schedule’ and ‘Basic Schedule’ screens.

Note: See the ‘Authorization Summary’ Screen section on page 6-4 if you are not on the ‘Authorization Summary’ screen.

1. On the ‘Authorization Summary’ screen, click on the Edit icon or the underlined link field in the Schedule # column in the Billing Schedule Information section (see Figure 6-12). The Billing Schedule screen appears (see Figure 6-13).



Billing Schedule Information:

Edit	Delete	Schedule #	Bill Type	Special Bill Code	Schedule Type	Cycle
		1	ADVANCE	HOLD ACTION	BASIC	1 YEAR

Figure 6-12: Billing Schedule Information section of 'Authorization Summary' screen

2. Review the data on the Billing Schedule screen.

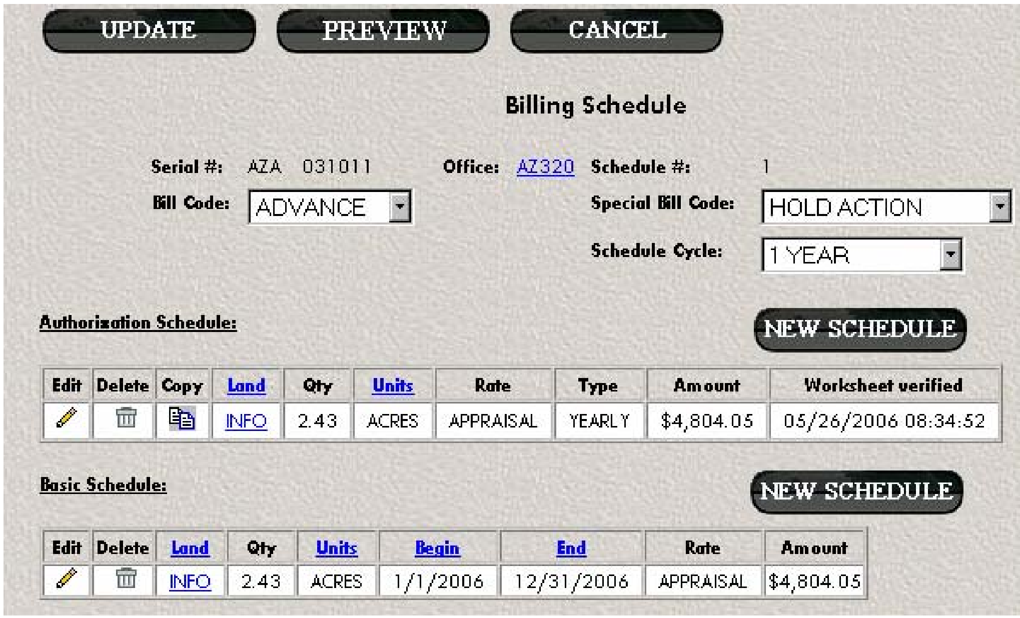


Figure 6-13: Billing Schedule screen – non-communication site case

3. Click on the ‘Cancel’ button to return to the previous screen.

Note: If a case is ready for billing you can click the ‘Preview’ button to launch a new browser window to see the data shown in a bill format.

6.2.7 ‘Basic Schedule’ Screen

Note: If you are not on the ‘Billing Schedule’ screen, see above section 6.2.6: ‘Billing Schedule’ Screen.

1. On the ‘Billing Schedule’ screen, click on the Edit icon in the Basic Schedule section.

Figure 6-14: Basic Schedule section of Billing Schedule screen

The ‘Basic Schedule’ screen appears.

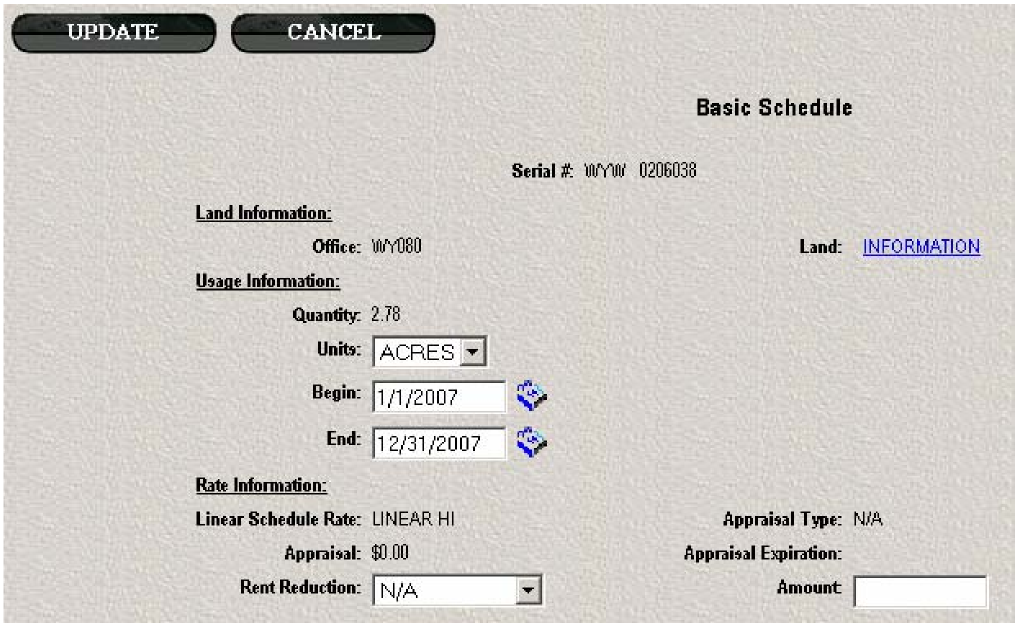


Figure 6-15: 'Basic Schedule' screen

2. Review the data on the Basic Schedule screen.

   The ‘Begin’ and ‘End’ date fields indicate the current billing period for the authorization. Unlike on the ‘Authorization Schedule’ screen these dates can span more than one year.

3. Click on the ‘Cancel’ button to return to the previous screen.

6.2.8 ‘Customer Search’ and ‘Customer Information’ Screens

The main purpose of the Customer Search screen is to search for customer records. The rows that are returned to the screen include the customer record number and name and address information for a customer. The search results provide a link to the Customer Information screen. On the Customer Information screen you and view and edit the customer name and address data. Customer records may be shared between offices. If a customer record is shared between office, care must be taken when making changes to customer data as the changes affect the bills sent out by the other office as well.

IMPORTANT NOTE
UAS customer records include customers who hold grazing permits or leases. Take care when selecting or modifying customer records.

There are several screens with links to the Customer Search and Customer Information screen, the steps below show how to access them from the “main” LRAM menu.

1. Click on the ‘Customer’ menu button located on the left-hand side of the screen.

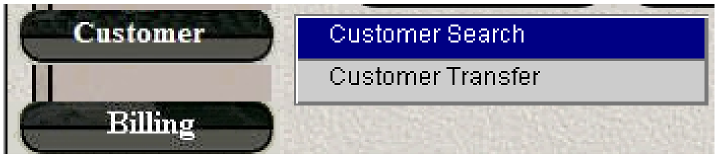


Figure 6-16: Customer sub-menu

2. Select ‘Customer Search’ from the sub-menu. The ‘Customer Search’ screen appears (see Figure 6-17).

Figure 6-17: 'Customer Search' screen – before entering criteria

3. Select an ‘Address State’ and click on the ‘Search’ button to return all customers with a <u>billing address</u> in that state. To find a customer in any state, set the field to ALL.
4. Enter all or part the name into the ‘Name’ field.
5. Click on the ‘Search’ button. The results of the search display in the lower part of the screen (See Figure 6-18).

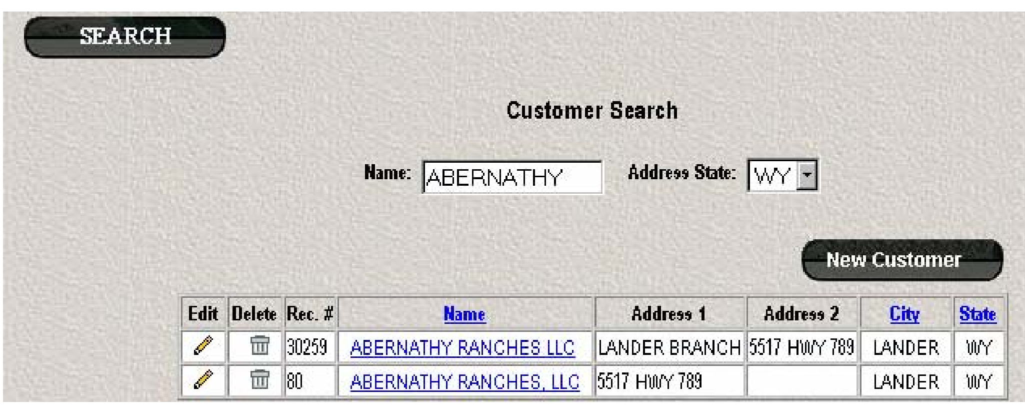


Figure 6-18: 'Customer Search' screen - after search

Note: A search returns only the first 500 rows found. If more than 500 customer records meet the search criteria, use a more specific name and search again.

6. To view a customer record, click on the Edit icon or the underlined name link. The Customer Information screen appears.

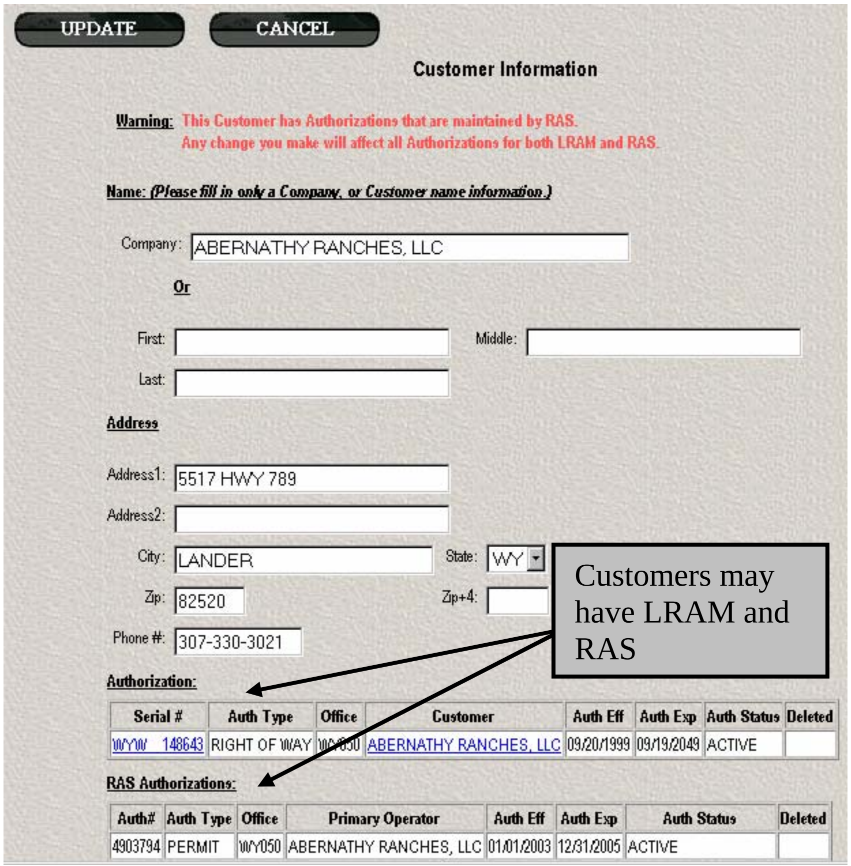


Figure 6-19: Customer Information screen

7. Click on the 'Cancel' button to return to the Customer Search screen.

The Customer Information screen for a particular authorization is accessible from the following screens: Authorization Search, Authorization Summary, and Billing Summary.

6.2.9 'Customer Transfer' Screen (Assign Authorizations to a New Holder)

This function allows you to assign one or more cases to a new holder. For detailed steps, please see "Assign Multiple Authorizations to a Different Holder" on page 8-19.

1. Click on the 'Customer' menu button located on the left-hand side of the screen.

Figure 6-20: Customer Transfer sub-menu

2. Select ‘Customer Transfer’ from the sub-menu. The ‘Customer Transfer’ screen appears.

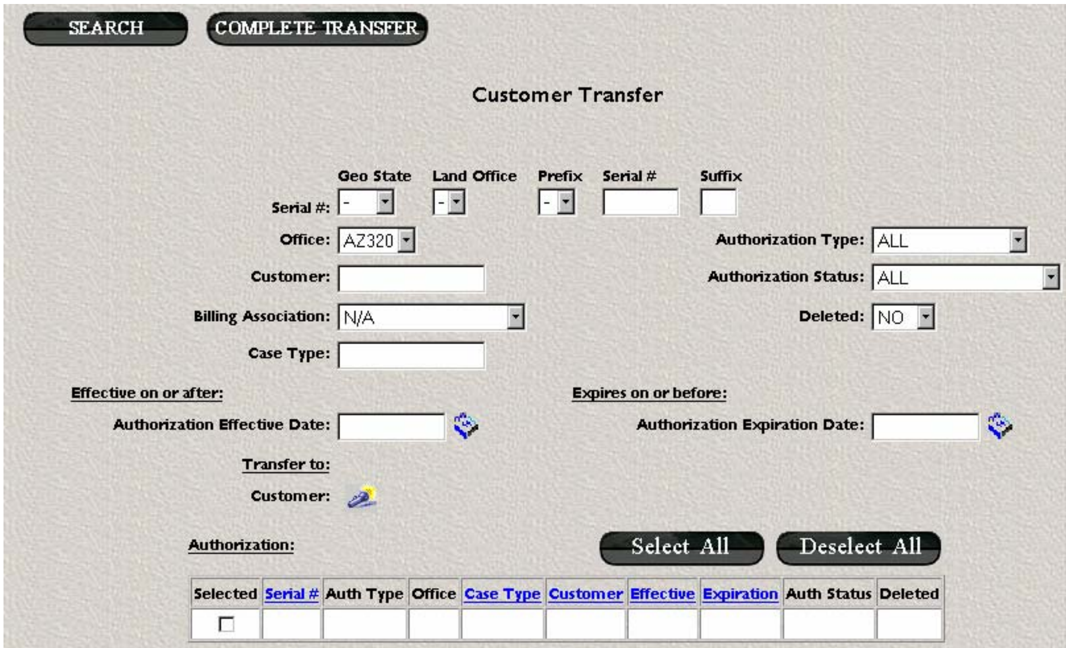


Figure 6-21: Customer Transfer screen

The customer transfer (assignment) is two step process; first find the customer to “transfer to” by clicking on the flashlight in the Customer field in the “Transfer to” section. After selecting the new customer, use the search criteria fields in the upper section of the screen to find the records you want to assign.

7 Creating a New Authorization

The sections below detail the process for creating a new authorization. Before an LRAM record can be created the authorization must have an LR2000 case serial number and be in an "Authorized" or "Pending" status in LR2000.

When LRAM starts the authorization creation process it connects to LR2000 and looks up information in that system that relates to the case serial number you enter on the LRAM 'Authorization Information' screen. The data it brings back to LRAM includes:

- Authorization Type (i.e., ROW, Temporary Use Permit, Lease, Permit, or Easement)

  Note: LRAM uses the LR2000 case type to make the authorization type determination.

- Customer name
- Billee name (if the relationship is defined in LR2000)
- Effective and Expiration dates.

  Note: LRAM uses the year 2299 in the expiration date for perpetual grants.

7.1 Create the Basic Authorization Record

1. Select 'Authorizations' from the left side menu and choose 'Authorization Search' from the sub-menu. The 'Authorization Search' screen appears.

Figure 7-1: 'Authorization Search' screen – 'New Authorization' button

2. Click the ‘New Authorization’ button on the ‘Authorization Search’ screen. The ‘Authorization Information’ screen appears.

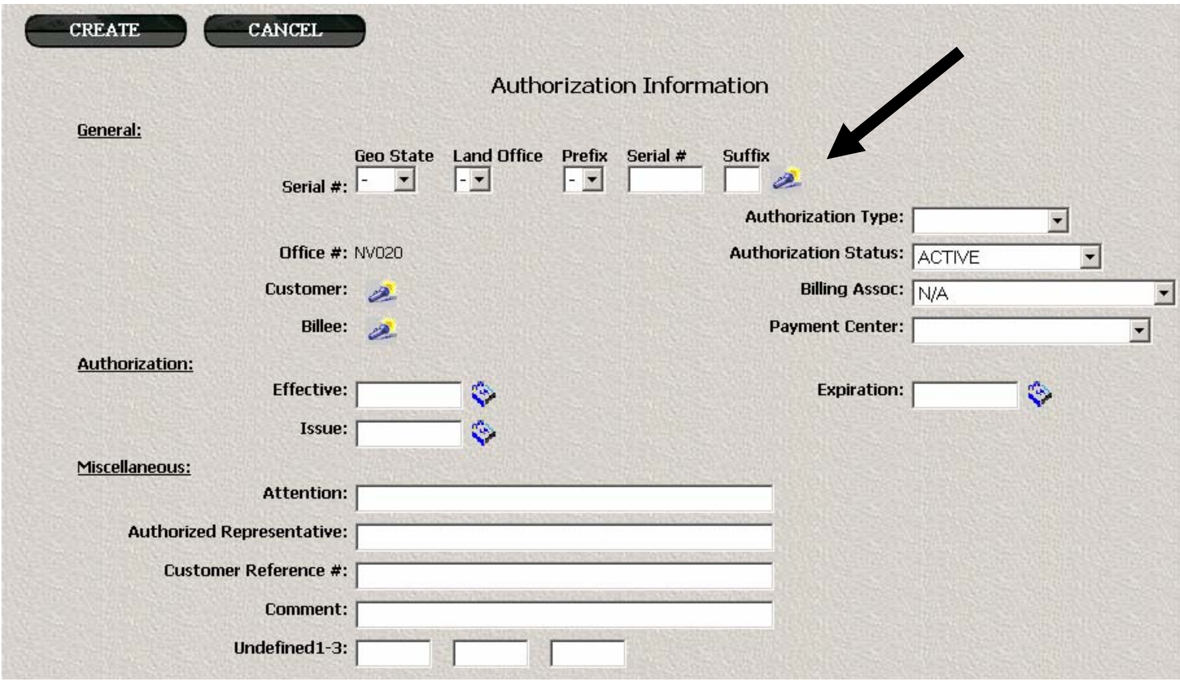


Figure 7-2: 'Authorization Information' screen

3. Fill in the case serial number then click on the flashlight icon. LRAM goes to LR2000 and retrieves customer and date information from LR2000. If the case is already in LRAM or is not in Authorized or Pending status an error message is displayed.

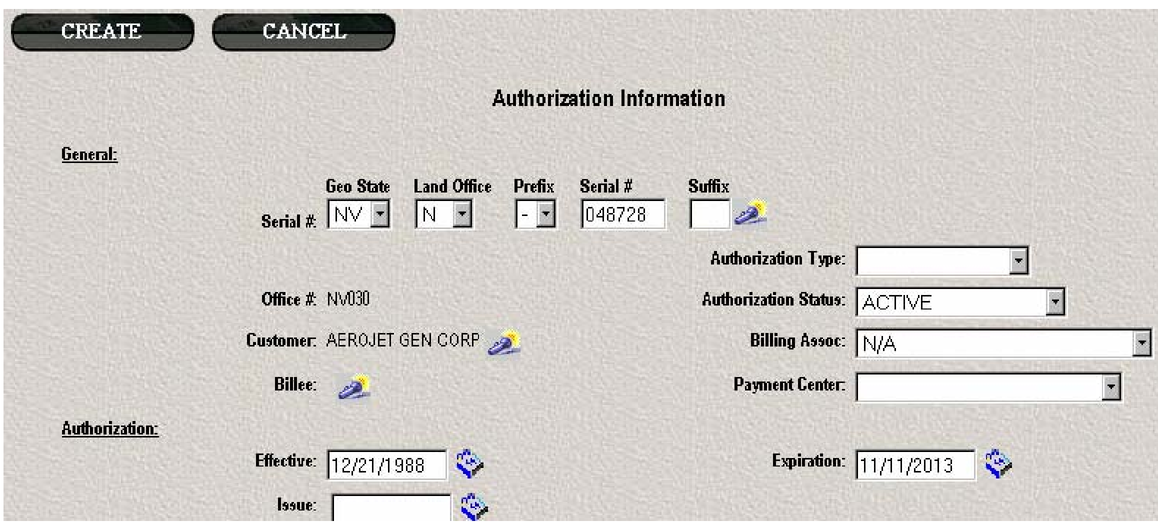


Figure 7-3: 'Authorization Information' with LR2000 data screen

4. If the ‘Authorization Type’ field is not correct, click on the down arrow and select a different type.

5. If necessary, change the 'Authorization Status' field.

Active	Authorization is fully processed and ready for billing.
Hold	Prevents the authorization from being billed.
APA	Administrative Procedure Act. Authorization is expired but use is continuing under the expired authorization.
Decision Stayed	A judicial decree has stayed a BLM decision to change or terminate an authorization. Use is continuing under the existing authorization.

6. You can use the LR2000 data "as is"; LRAM will create a new customer record or match the authorization to an existing record with the exact address.

   OR

   If you want to link the authorization to a specific LRAM customer record or create a new customer record, click on the flashlight icon at the end of the 'Customer' field. The 'Customer Search' screen appears.

7. To add or change a billee, click the flashlight icon at the end of the 'Billee' field. Do not add a billee if you are using a billing association.

8. To group the authorizations with others for the same customer, select an association name from the 'Billing Assoc.' drop down list. For information on associations, see section 9: Billing Associations on page 9-1.

9. Select the 'Payment Center', if applicable. If a payment center is not selected the return address on the bill will be your office address. For information on payment centers, see section 15.2 Payment Center on page 15-1.

10. Complete all date fields in MM/DD/YYYY format. If available from LR2000, the 'Effective' and 'Expiration' fields are pre-populated. 'Issue' date field is not required. The LRAM expiration year for perpetual grants is 2299.

11. Miscellaneous section: complete as necessary. The data in the ‘Customer Reference #’ field appears on the CBS bill. The data in the ‘Attention’ field appears on the CBS bill for non-group bills only.

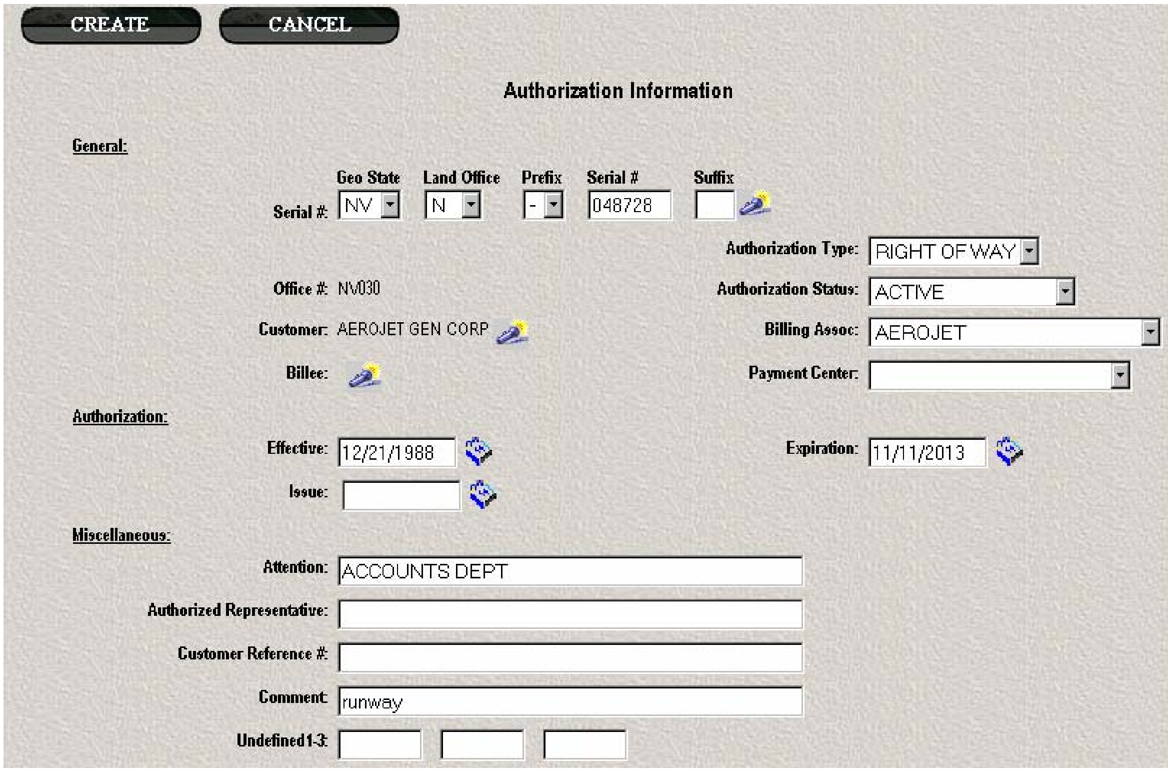


Figure 7-4: ‘Authorization Information’ screen – before pressing the ‘Create’ button

12. Click the ‘Create’ button. The ‘Land Distribution’ screen appears.

For details on the next step, see section 7.2.1: Add Land Type Data on page 7-5 to continue the authorization creation process.

7.2 Add Land Information to the Authorization

Note: If possible, do not leave the authorization creation process before completing the next step (Add Land Type Data, page 7-5). If you do not create a land type record before exiting the authorization creation process you will have to create a land record separately and then attach it to the authorization.

Once you have the basic authorization information in LRAM you need to provide information on the type of land (public lands, national grasslands, other agency, etc.), where the land is located (state and county), and what BLM office administers the authorization. The land information is used to determine the bill amount, fund codes, and funds distribution.

The ‘Land Distribution’ screen shown below appears after you click the ‘Create’ button on the ‘Authorization Information’ screen.

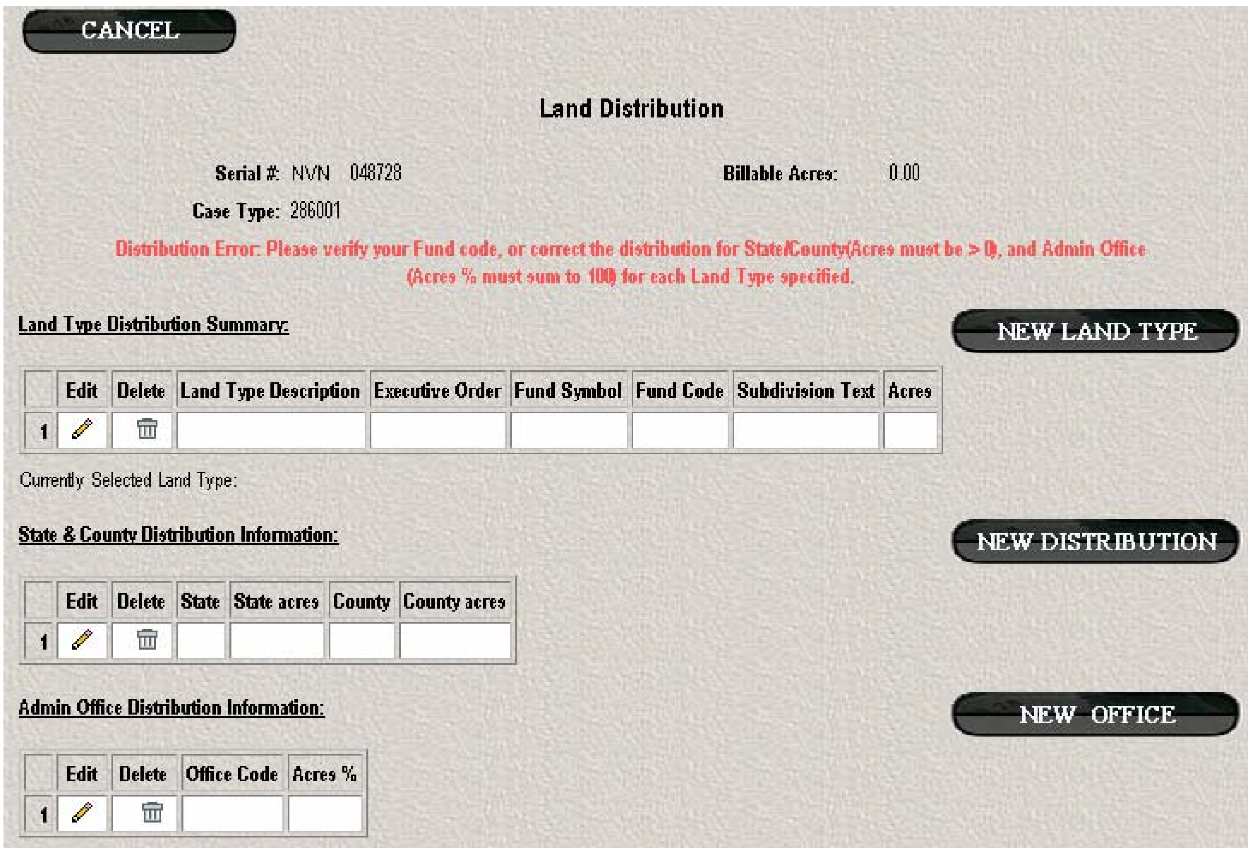


Figure 7-5: 'Land Distribution' screen

Note: The red Distribution Error message appears below the serial number because no land data exists. After you correctly complete the three sections the error message disappears.

7.2.1 Add Land Type Data

The Land Type data screen is used to determine which fund codes to apply to the authorization. The fund code is determined based on case type, land type and executive order. In most cases, the code is determined automatically by the system, for a few case and land types you must identify the executive order in order to get the proper fund codes and symbols.

1. Click on the ‘New Land Type’ button on the ‘Land Distribution’ screen. The Land Type screen appears.
2. To change the land type, click on the drop down arrow in ‘Land Type’ field and select the appropriate land type.

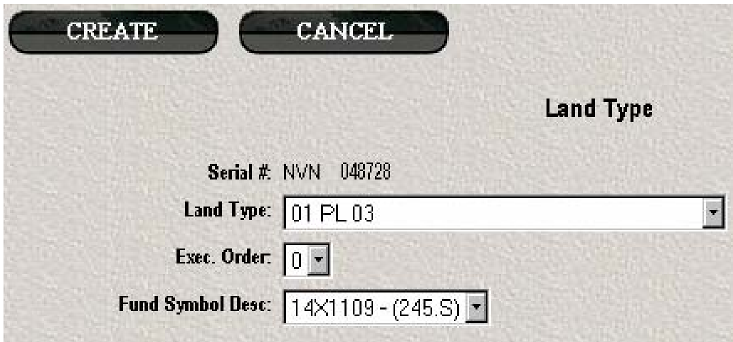


Figure 7-6: ‘Land Type’ with Fund Symbol Desc based on case type

Note: Other agency land type options are not available for all case types. If the LR2000 case type does not allow for administering other agency lands, selecting it results in a fund symbol of N/A. If you try to create the land type record you will receive an error message. If you cannot select a specific agency, you may still be able to select ‘23 Miscellaneous Lands’ and specify the agency in the ‘Subdivision Text’ field.

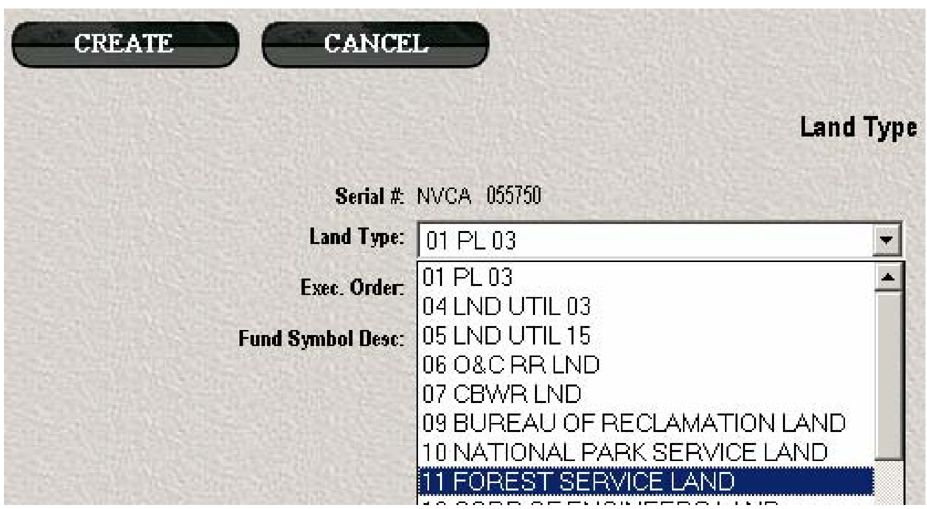


Figure 7-7: ‘Land Type’ screen

3. If necessary, select a specific ‘Exec. Order’.

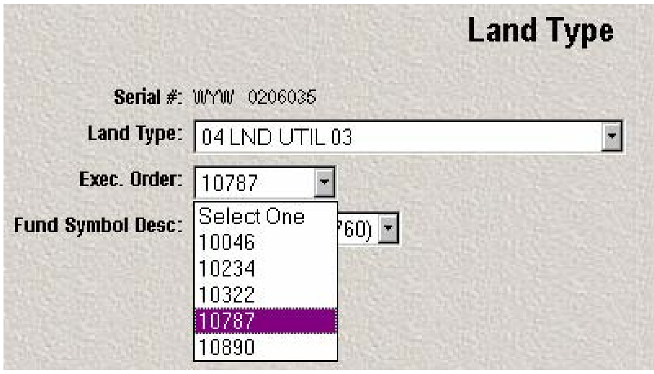


Figure 7-8: ‘Executive Order drop down menu’

The fund symbol shown depends on the land type and ‘Exec. Order’ selected.

4. If you selected other agency land, fill in the Subdivision Text field to identify the billing entity, e.g. Arapahoe NF.
5. Click the ‘Create’ button. The screen returns to the Land Distribution screen.

   Note: If there are multiple types of land associated with the authorization, you must repeat this and the following two procedures for each type. However, it is most efficient to complete all county and office information for one land type before adding another land type.

7.2.2 Add the State & County Land Distribution Information

1. Click the ‘New Distribution’ button from the ‘Land Distribution’ screen. The ‘State & County Land Distribution Info’ screen appears.

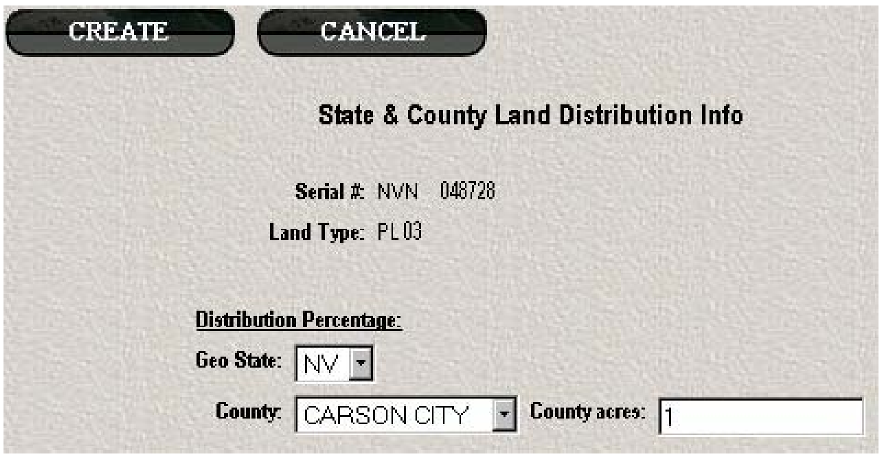


Figure 7-9: 'State & County Land Distribution Info' screen

2. Select a value for ‘Geo State’ from the pick lists.
3. Select a value for ‘County’ from the pick lists.
4. Fill in the number of billable ‘County acres’ field. You may enter up to 3 decimals.

5. Click on the ‘CREATE’ button. The ‘Land Distribution’ screen appears with the ‘State & County Land Distribution Information’ filled in.

   Note: Repeat this procedure if land is in multiple states or counties.

7.2.3 Add the Admin Office Distribution Information

The office in which the authorization resides is sent to CBS as the remittance office. Changing the default office on this screen or adding an additional office on this screen will not affect the distribution of funds in CBS.

1. Click on the ‘NEW OFFICE’ button. Verify the Admin Office Administration Information section.

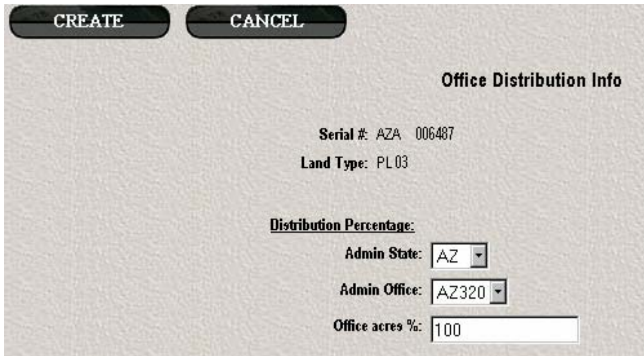


Figure 7-10: 'Office Distribution Info' screen

2. Click on the ‘CREATE’ button. The ‘Land Distribution’ screen appears with the ‘Admin Office Distribution Information’ filled in.
3. Click on the ‘Cancel’ button to leave the ‘Land Distribution’ screen. The ‘Authorization Summary’ screen appears.

Figure 7-11: ‘Authorization Summary’ screen

For details on the next step, see section 7.3.1 Create the Authorization Schedule below to continue the authorization creation process.

7.3 Add Schedule (Usage and Billing) Information

You need to create two types of schedules in order to set up an authorization for billing:

- The Authorization Schedule allows you to specify rate information.
- The Basic Schedule allows you to set the billing dates and billing cycle.

7.3.1 Create the Authorization Schedule

The Authorization Schedule allows you to set the billing rate (linear or appraisal) and is used by LRAM create a Basic Schedule (where you set the billing dates).

1. Click on the upper 'New Schedule' button on the 'Authorization Summary' screen (Figure 7-11: 'Authorization Summary' screen above). The 'Authorization Schedule' screen appears.

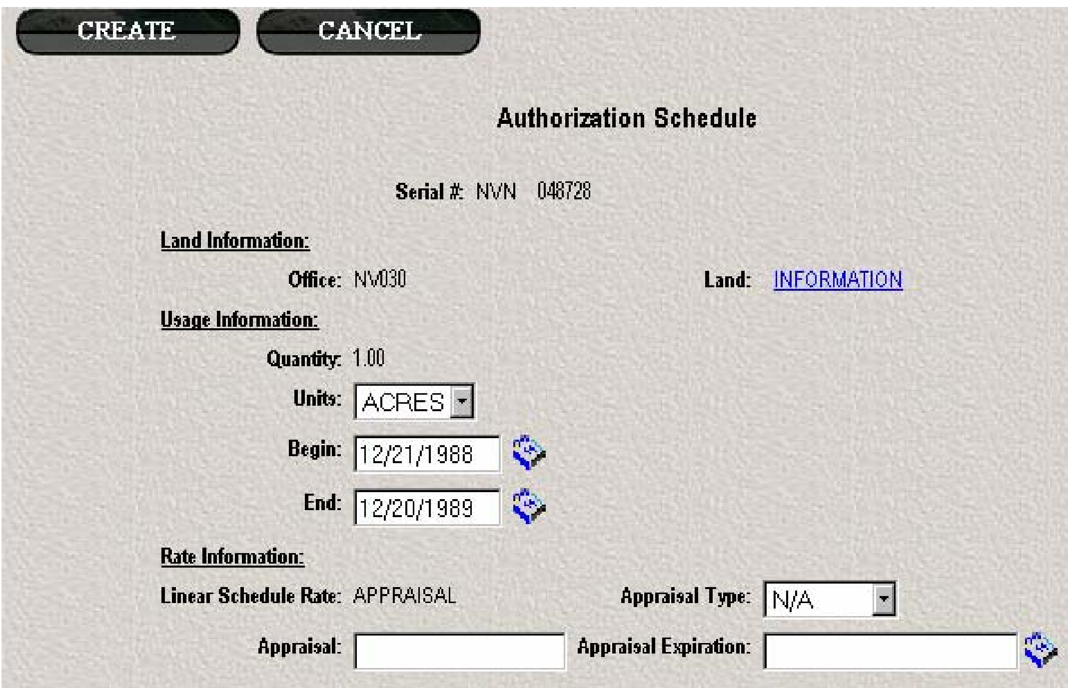


Figure 7-12: 'Authorization Schedule' screen – non-communication site case

2. Make changes to the dates if necessary. **<u>These are not the dates used for billing.</u>**

You cannot enter a time span greater than one year. For most realty authorizations these dates will be set to January 1 to December 31. If the authorization is for a short term permit, the dates should be set appropriately. Normally, you do not need to update these dates once they are set.

When creating an authorization, enter the next billing date in the 'Begin' field and a date one year (minus a day) later in the 'End' field. LRAM copies these dates to the Basic Schedule (where billing dates are set.).

3. For all case types other than communication sites, if the Linear Schedule Rate field is set to APPRAISAL you must select an Appraisal Type and enter an Appraisal amount and Expiration date.

Communication site rate information is retrieved from the Communication Site Worksheet application. It cannot be modified in LRAM. See Appendix 1 for more details on to deal with communication site authorizations in LRAM.

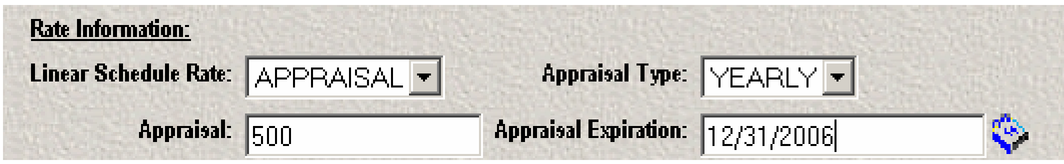


Figure 7-13: 'Authorization Schedule' screen – Appraisal rate information

4. Click on the 'Create' button to save data. The 'Authorization Summary' screen appears. The Authorization and Billing Schedule Information sections are both populated.

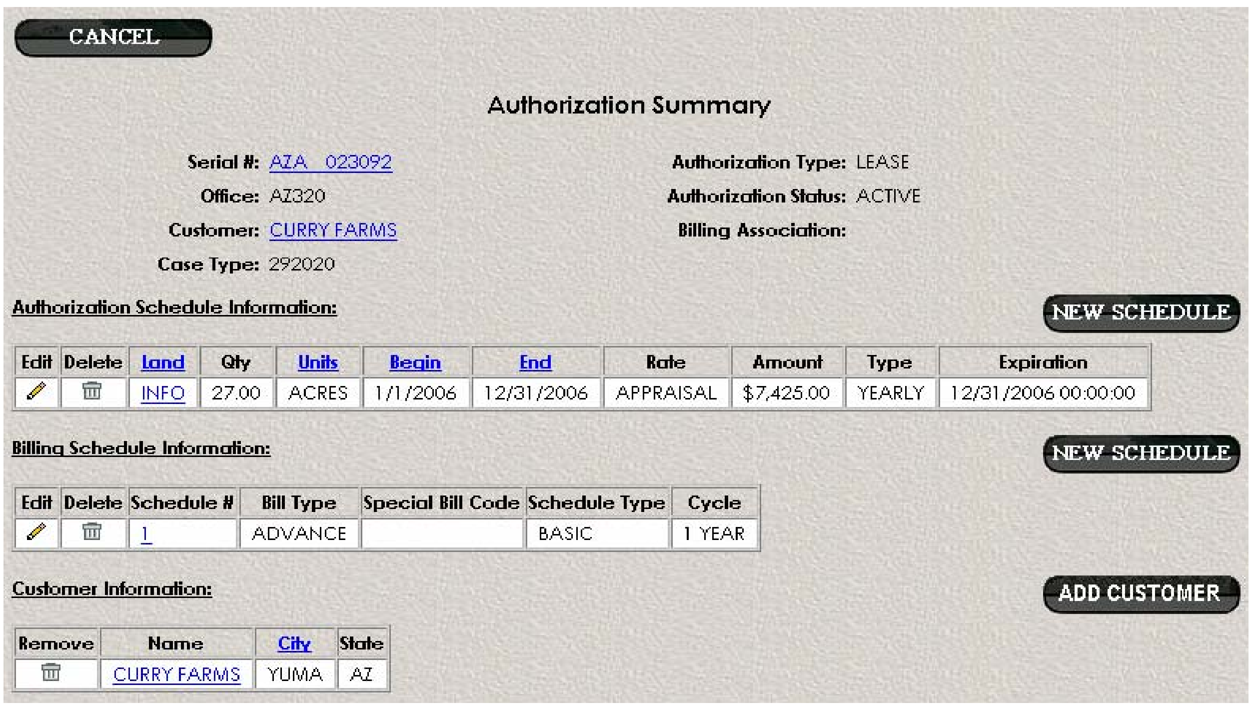


Figure 7-14: 'Authorization Summary' screen after schedule created

7.3.2 Update the Basic Schedule Used for Billing

1. In the Billing Schedule Information section of the 'Authorization Summary' screen, click on the pencil icon in the Edit column or the number in the Schedule # column.

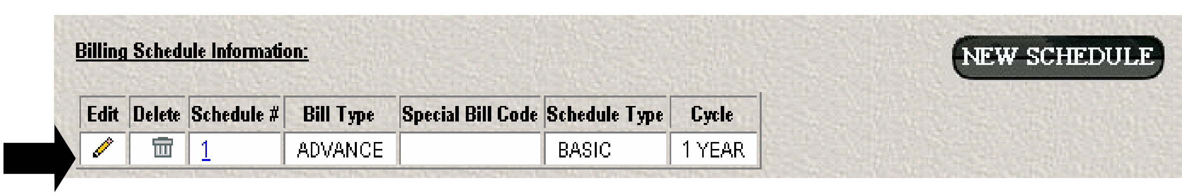


Figure 7-15: Billing Schedule Information section

Note: If the Billing Schedule Information section is blank, click on the ‘New Schedule’ button located to the right of the section.

The Billing Schedule screen appears. **If the Begin and End dates in the Basic Schedule section are set to the next billing period you do not have to edit the Basic Schedule.**

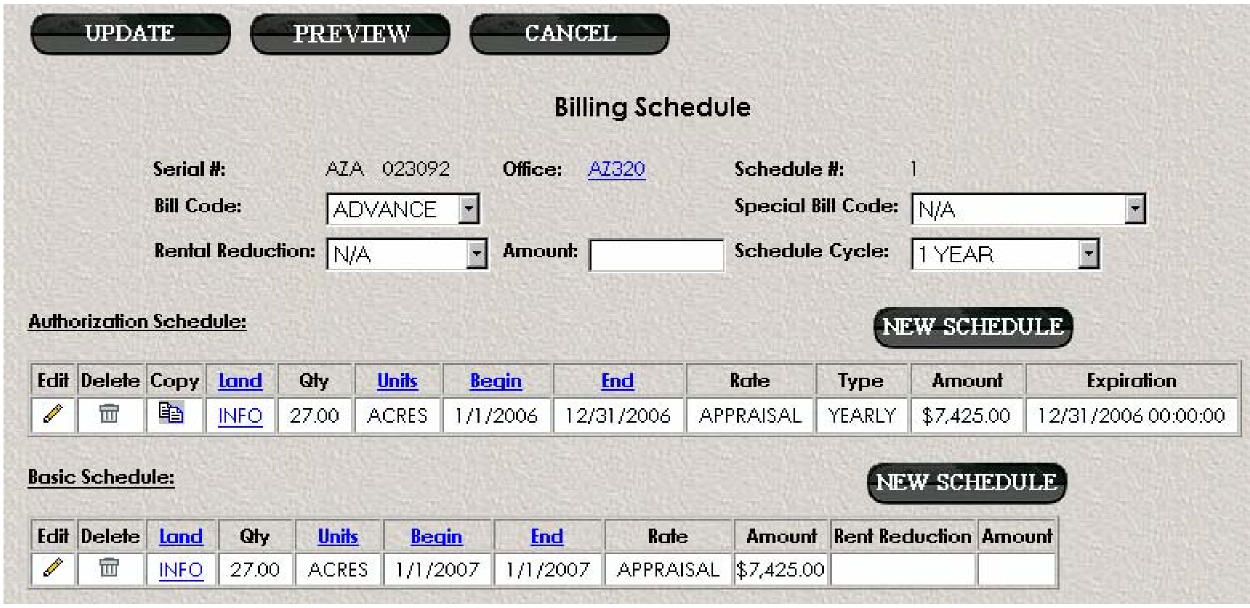


Figure 7-16: Billing Schedule screen

2. Click on the edit icon in the Basic Schedule section. The Basic Schedule screen appears.

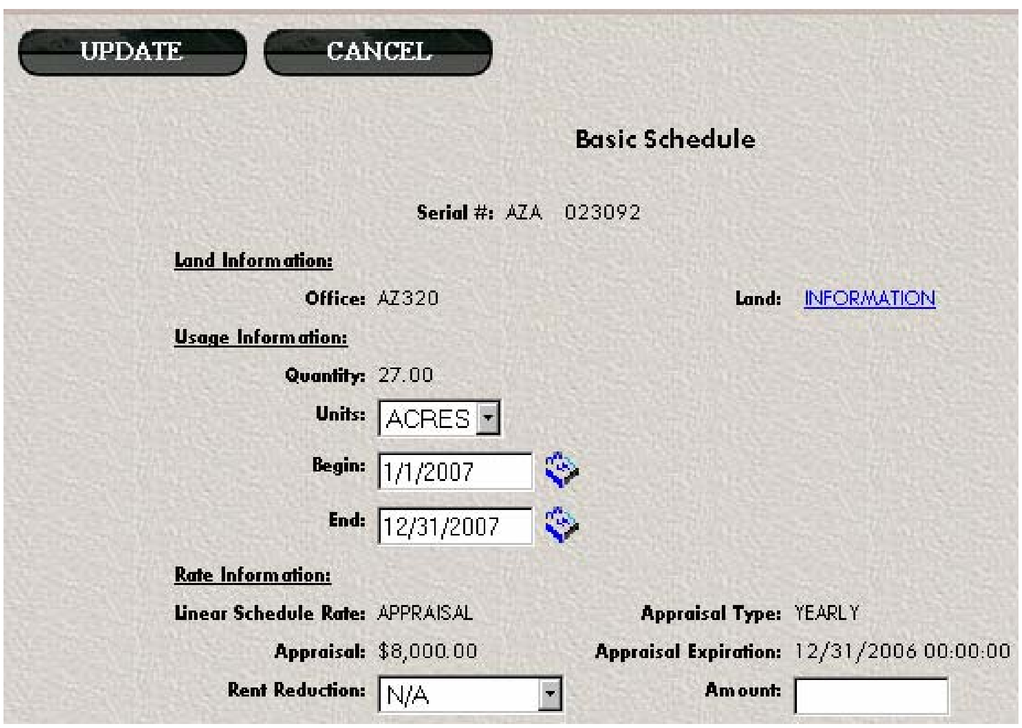


Figure 7-17: 'Basic Schedule' screen

3. If necessary change the ‘Begin’ and ‘End’ dates.

These are the billing dates. Enter dates in mm/dd/yyyy format. In most cases the dates will be 1/1/yyyy to 12/31/yyyy as shown above. If an authorization is expiring or you are billing for the full term of the grant, enter the expiration date in the 'End' field.

4. If you are entering a rental reduction, select the type of reduction from the 'Rent Reduction' field. Then enter the reduction amount in the 'Amount' field (non-communication site cases only.)

   Note: The reduction amount or percentage entered applies per year. On a five year bill the reduction is made for each year, i.e. a $10 reduction results in a $50 reduction of the 5 year bill total.

5. Click on the 'Update' button to save data. The 'Billing Schedule' screen re-appears.

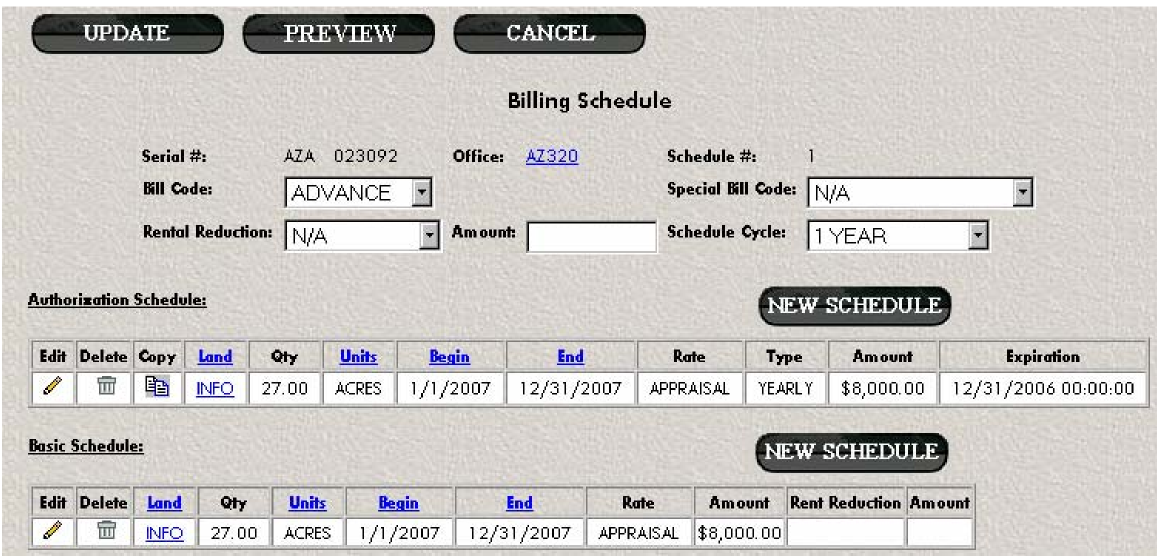


Figure 7-18: Basic Schedule created from Authorization Schedule

7.3.3 Update Other Billing Settings

Once an 'Authorization Schedule' and a 'Basic Schedule' have been entered, overall bill settings can be specified.

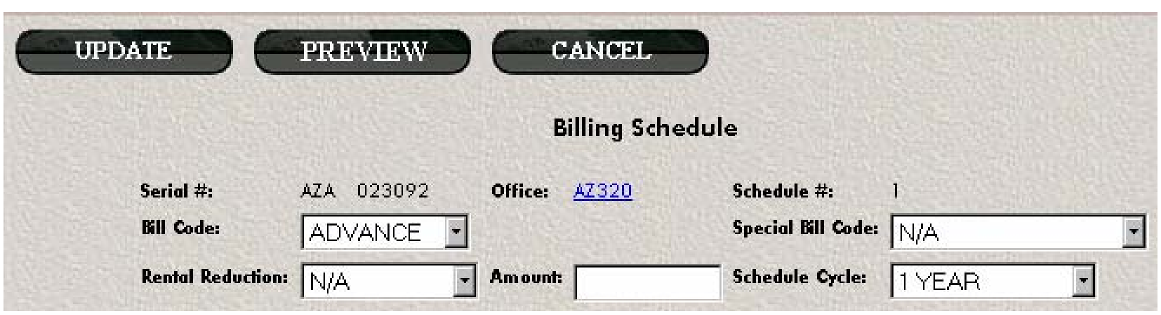


Figure 7-19: 'Bill Code', 'Schedule Cycle' and 'Special Bill Code' fields

Field Name	Purpose
'Bill Code'	Specifies the type of bill: Advance or Courtesy.
'Special Bill Code'	Allows you to override some bill processing rules: Hold Action (prevents bill processing), No 5 Yr Rollup (prevents automatic 5 year bills for authorizations with annual amounts under $100), Forced Bill and Temp Forced Bill (both force bills to show up for processing even if the billing date has passed).
'Schedule Cycle'	The number of years that encompass a billing schedule, e.g.: 1 Year, 5 Years, 10 Years, Anniversary (used for authorizations not billed on Jan 1), Full Term (authorization is paid in full). **This field sets the next billing date. <u>It does not affect the bill calculation.</u>**
'Rental Reduction' & 'Amount' fields	Reduce or waive the entire bill's rental amount. You can reduce a bill by a dollar amount, a percentage or waive the entire amount.

1. If the bill type is incorrect, select the appropriate Bill Code from the 'Bill Code' menu.
2. If a special billing cycle is required, select the billing time frame from the 'Schedule Cycle' list box.

   Special Note: If you want to let the system determine whether to do a 1 year or 5 year bill based on annual rental, <u>set the Begin and End dates 1 year apart AND set the cycle to '1 Year' for one **OR** five year bills.</u> The shaded areas in the chart below relate to the AUTOMATIC roll-up feature.

   Examples of how to combine dates and cycles. 'Begin' and 'End' date fields are on the 'Basic Schedule' screen. The 'Schedule Cycle' and 'Special Bill Code' fields are on the 'Billing Schedule' screen.

Begin	End	Schedule Cycle	Annual rental	Special Bill Code	Calculated for:	Next bill date:
1/1/2006	12/31/2006	1 year	Under $100/yr		5 years	1/1/2011
1/1/2006	12/31/2006	1 year	Under $100/yr	No 5 yr rollup	1 years	1/1/2007
1/1/2006	12/31/2006	1 year	Over $100/yr		1 year	1/1/2007
1/1/2006	12/31/2010	5 year	Any amount		5 year	1/1/2011
1/1/2006	12/31/2015	10 year	Any amount		10 year	1/1/2016

3. Select the Special Bill Code from the 'Special Bill Code' list box.

   Note: If you choose 'TEMP FORCED BILL' you must create a Current Schedule. A Current Schedule is a one-time schedule. Processing a bill with a current schedule does not advance the <u>authorization's</u> billing dates.

4. Select a rental reduction type from the 'Rental Reduction' field. This reduction applies to the entire authorization. Enter a numeric value in the 'Amount' field. **If WAIVED is selected, the rental amount is reduced by 100%. Zero dollar bills are not sent to CBS for processing.**

The reduction amount or percentage applies to each year of the bill. For example, if the reduction is set to $10 and the bill is a five year bill, a total of $50 will be deducted from the bill.

5. Click on the ‘Update’ button to save any changes.

   The ‘Update’ button applies to the ‘Bill Code’, ‘Schedule Cycle’, ‘Special Bill Code’ and ‘Rental Reduction’ fields. All other data on this screen has already been saved.

Your authorization is now complete and ready for billing at the appropriate time.

7.4 Preview Billing Data from the ‘Billing Schedule’ Screen

You can preview the bill data for any case that is ready for billing, i.e., the bill date is within the billing window and there are no errors that would prevent the bill from processing.

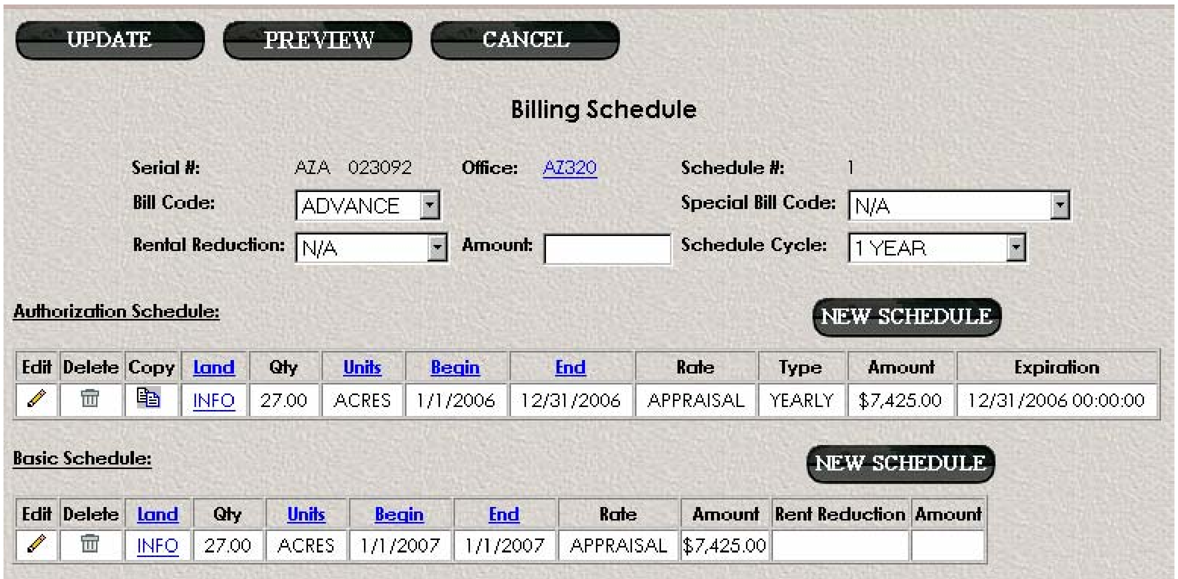


Figure 7-20: Bill Schedule screen with Preview button

6. Click on the 'PREVIEW' button. A new browser window appears that shows the bill data preview. This is not the actual bill nor is it in the CBS bill format.

05/30/2006

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

RIGHT OF WAY BILL
DUE DATE: 05/30/2006
TOTAL DUE: $7425.00

STATE	AZ
OFFICE	320
SERIAL NUMBER	AZA 023092
PREFERENCE CD	LEASE
SCHEDULE NUMBER	1
BILL ID	
BILL NUMBER	
BILL DATE	05/30/2006
DUE DATE	05/30/2006
BILL CODE	ADVANCE

BUREAU OF LAND MANAGEMENT
YUMA FIELD OFFICE
2555 E GILA RIDGE RD
YUMA AZ 85365-2240

CURRY FARMS
13415 S BRIDGES AVE
YUMA AZ 85365

FOLD HERE--FOLD HERE

CURRY FARMS(23096);

DISTRIBUTION OF RECEIPTS:

STATE/COUNTY: ---------------- FOR OFFICE USE ONLY ----------------

BILL TYPE	BILL NUMBER	FFS CODE	ADMIN ST	ADMIN OFC	GEO ST	GEO CTY	COMMOD CODE	LAND TYPE	LINE DOLLARS
ADV	-	680	-	-	AZ	027	16	01	$7425.00

ADMIN OFFICE: ---------------- FOR OFFICE USE ONLY ----------------

BILL TYPE	BILL NUMBER	FFS CODE	ADMIN ST	ADMIN OFC	COMMOD CODE	LAND TYPE	LINE DOLLARS
ADV	-	680	AZ	320	16	01	$7425.00

FOLD HERE--FOLD HERE

PREVIEW

Figure 7-21: Bill preview

7. To print the bill preview select 'File' (upper left corner) -> 'Print' -> 'OK.'
8. To exit, click the 'X' in the upper right corner of the browser window.

8 Editing an Authorization

Once an authorization has been created you can edit the data. There are several starting points to get to the various authorization data screens requiring edits: authorization search results, bill by-pass list, warning report, land record search, or customer search.

8.1 Change Data on the 'Authorization Information' Screen

1. You can access the 'Authorization Information' screen from several locations.
   - Perform an authorization search then click on a case serial number in the search results to display the 'Authorization Summary' screen. On the 'Authorization Summary' screen, click on the underlined serial number at the top of the screen. See section 6.2.1: 'Authorization Search' Screen on page 6-2 for details.
   - From the 'Bill By-Pass List' screen, click on the underlined serial number. The 'Authorization Summary' screen appears. On the 'Authorization Summary' screen, click on the underlined serial number at the top of the screen.
   - From the 'Customer Information' screen, click on the underlined serial number in the Authorization section.

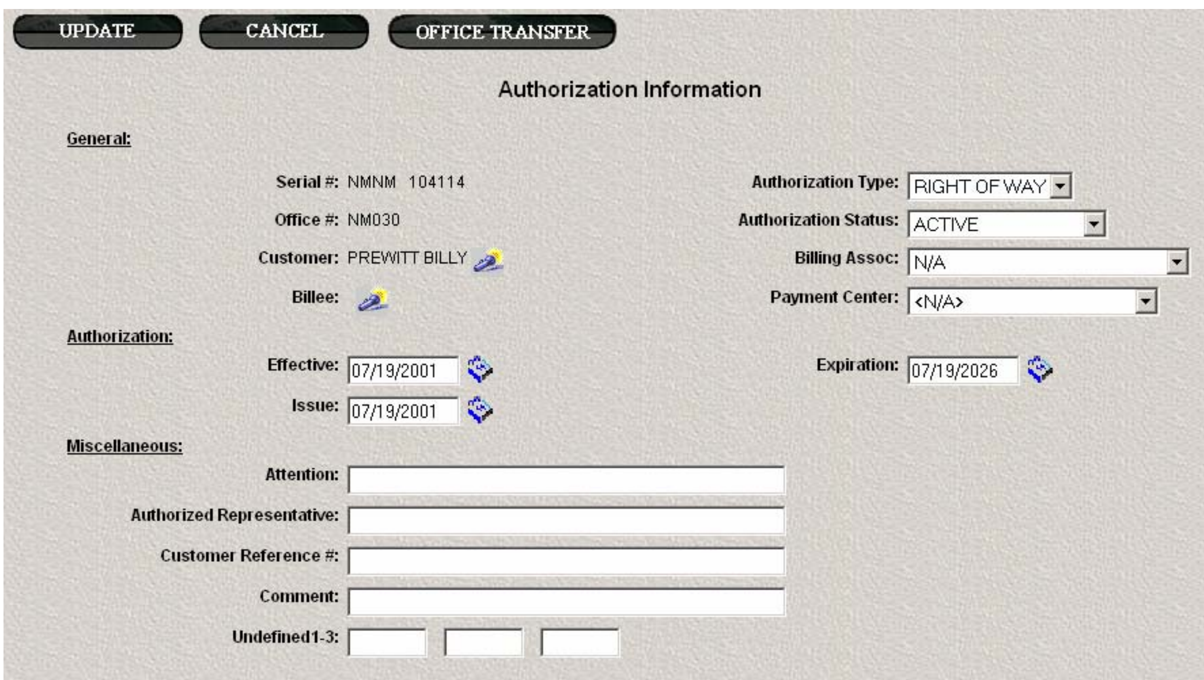


Figure 8-1: 'Authorization Information' screen from selection to perform editing

2. For certain case types, the 'Authorization Type' field can be changed. Click on 'Authorization Type' and choose between Right of Way and Temp Use Pmt.

3. To change the authorization's status, click on 'Authorization Status' and select from list.

Active	Authorization is fully processed and ready for billing.
Hold	Prevents the authorization from being billed.
APA	Administrative Procedure Act. Authorization is expired but use continues under the expired authorization.
Decision Stayed	A judicial decree has stayed a BLM decision to change or terminate an authorization. Use continues under the existing authorization.

4. Click on 'Billing Association' and select from list (if applicable).

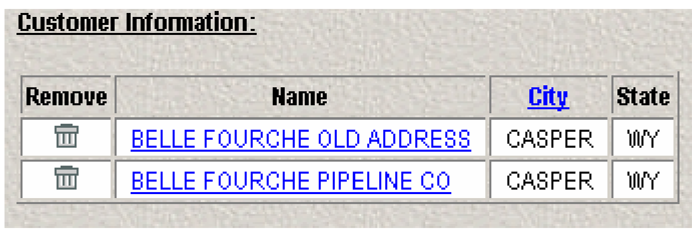
   To **remove** an authorization from a billing association, choose N/A.

5. Click on 'Payment Center' and select from list (if applicable).

   To remove a payment center from an authorization choose N/A.

6. To change the holder name, click on the flashlight icon next to 'Customer' field. Fill in search criteria and click on 'Search'. Select a name from the list.

   Note: This adds the selected customer to the authorization as the primary holder. The original customer is NOT automatically deleted. You can remove the old customer from the Customer Information section when you return to the 'Authorization Summary' screen. See section 8.8.2: Delete the Original Customer on page 8-18 for details.



Customer Information:

Remove	Name	City	State
	BELLE FOURCHE OLD ADDRESS	CASPER	WY
	BELLE FOURCHE PIPELINE CO	CASPER	WY

Figure 8-2: Customer Information section of 'Authorization Summary' screen

7. To add or change the billee, click on the flashlight next to 'Billee'. Fill in search criteria and click on 'Search'. Select a name from the list.
   - Do not duplicate the holder information in the 'Billee' field. If no billee is entered the customer is assumed to be the billee.
   - Do not specify a billee if the authorization is in a billing association.
8. If necessary change the Effective, Issue, or Expiration dates. Enter all dates in mm/dd/yyyy format. Use the year 2299 in the expiration date for perpetual grants.
9. Add or change the data in any of the miscellaneous fields. Entries in the 'Customer Reference #' field appear on the CBS bill. Entries in the Attention field appear on the CBS bill for non-group bills.

10. Click on the ‘Update’ button to save changes.

Figure 8-3: ‘Authorization Information’ screen after changes

Note: If your authorization has a land distribution error a warning message pops up. Click ‘OK’ to close the warning message.

11. Click on the ‘Cancel’ button to return to the previous screen.

8.2 Change Schedule Data

8.2.1 Authorization Schedule (Rate Information)

Changes to rates in the authorization schedule are automatically copied to the Basic Schedule. You can access the Authorization Schedule screens from several locations, from the:

- ‘Authorization Summary’ screen, click on the Edit icon in the Authorization Schedule Information section.
- ‘Billing Schedule’ screen, click on the Edit icon in the Authorization Schedule section.
- ‘Bill By-Pass List’ screen, click on the underlined number in the Sched # column.

1. In the Authorization Schedule section of the 'Authorization Summary' screen, click on the pencil icon in the Edit column. The Authorization Schedule screen appears.

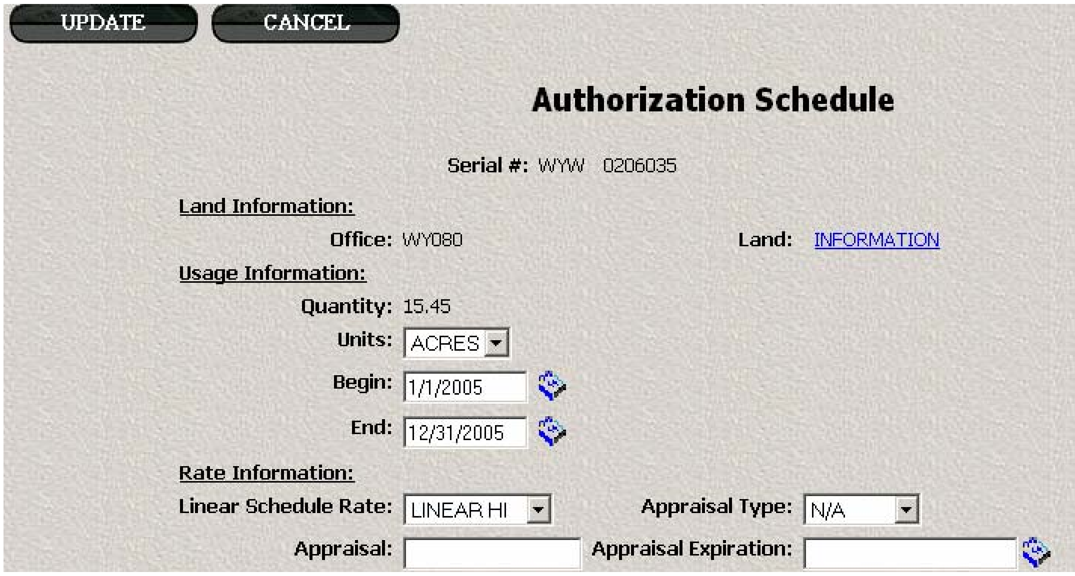


Figure 8-4: 'Authorization Schedule' screen

2. Make changes to the dates if desired. However, **you cannot enter a time span greater than one year**. These dates identify the days in a year for which use is authorized. In most cases these dates are set to January 1 to December 31 – **the year does not matter**.

3. Make changes to the rate information if necessary.

If the Linear Schedule Rate field is set to APPRAISAL and the case is not a communication site case, you must select an Appraisal Type and enter an Appraisal amount and Expiration date. If the case is a communication site case, you will not be able to change any of the rate information.

Figure 8-5: 'Authorization Schedule' screen for a communication site case

4. Click on the 'Update' button to save data. The 'Authorization Summary' screen re-appears.

Note: Changes to the authorization schedule rate information are now transferred to the existing Basic Schedule.

8.2.2 Basic Schedule (Billing Dates)

1. You can access the Basic Schedule screens from several locations.
   - From the 'Authorization Summary' screen, click on the Edit icon in the Billing Schedule section, when the Billing Schedule screen appears, click on the Edit icon in the Basic Schedule section.
   - From the Bill By-Pass List screen, click on the underlined word in the Type column.
2. In the Billing Schedule Information section of the 'Authorization Summary' screen, click on the pencil icon in the Edit column or the number in the Schedule # column. The Billing Schedule screen appears.
3. Click on the edit icon in the Basic Schedule section. The Basic Schedule screen appears.

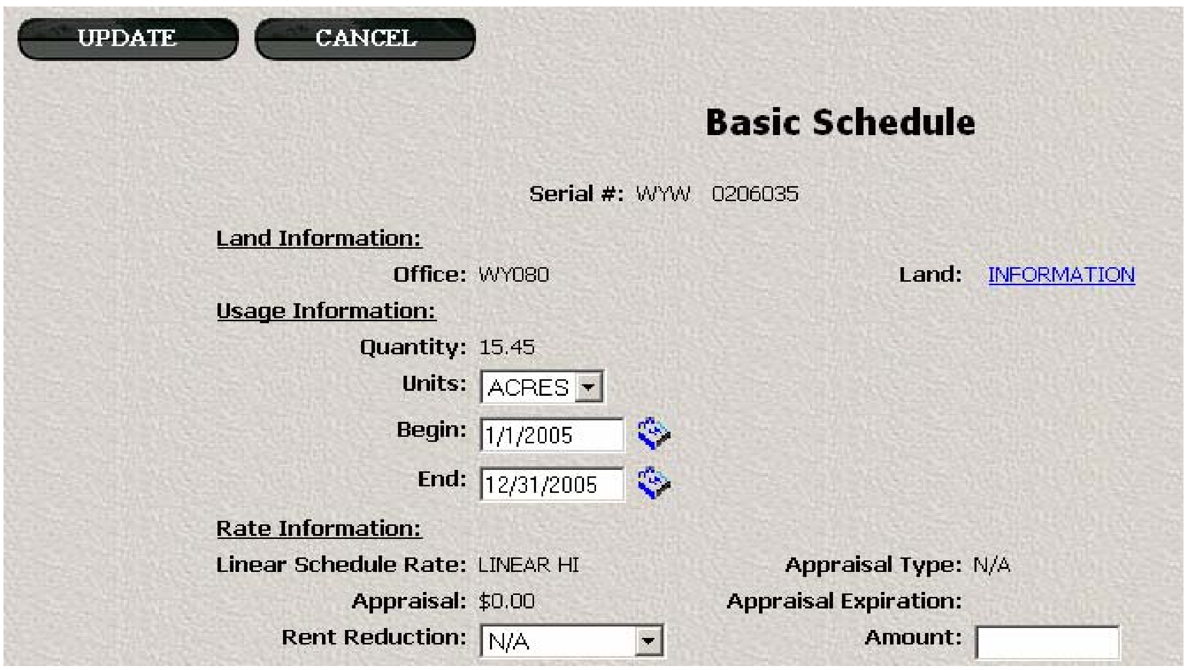


Figure 8-6: 'Basic Schedule' screen

4. If necessary change the 'Begin' and 'End' dates.

   These are the billing dates. Enter dates in mm/dd/yyyy format. In most cases the dates will be 1/1/yyyy to 12/31/yyyy as shown above. Exceptions include full term bills and expiring cases.

5. If you are entering a rental reduction, select the type of reduction from the 'Rent Reduction' field. Then enter the reduction amount in the 'Amount' field (non-communication site cases only).

Note: The reduction amount or percentage entered applies per year. On a five year bill the reduction is made for each year, i.e. a $10 reduction results in a $50 reduction of the 5 year bill total.

6. Click on the 'Update' button to save data. The 'Billing Schedule' screen re-appears.

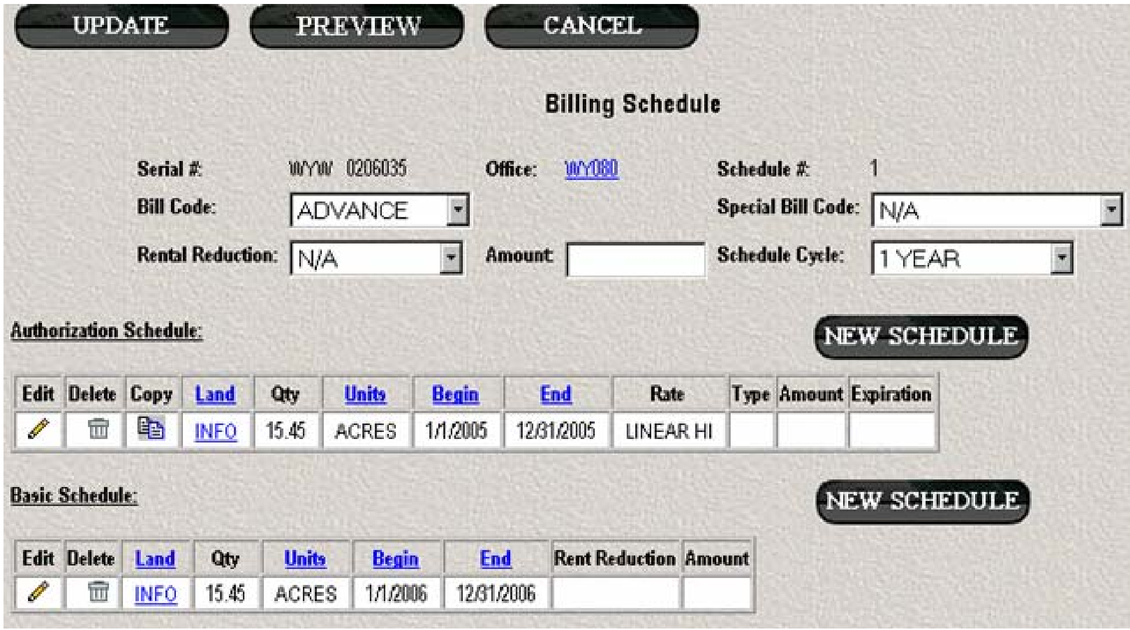


Figure 8-7: Billing Schedule screen after 'Basic Schedule' update

If the billing dates do not match up with the billing cycle you will get a warning message. Click OK to close the message. If the dates are incorrect, fix then and click Update, otherwise click Cancel to return to the Billing Schedule screen.

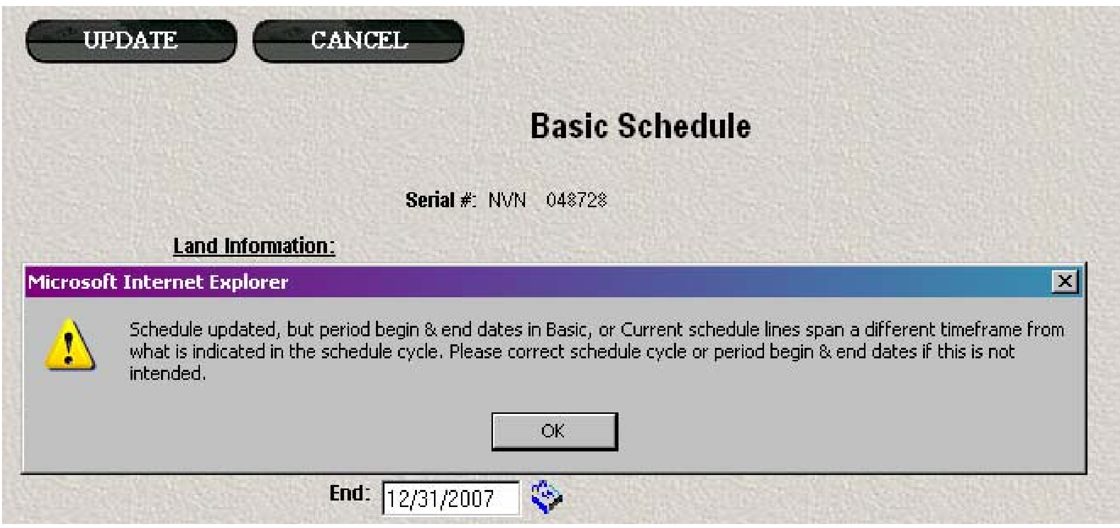


Figure 8-8: Warning message if billing dates don't match billing cycle

8.3 Change Billing Schedule Settings

At the top of the ‘Billing Schedule’ screen are several fields that control how a bill is processed. As well as fields that allows you to reduce or waive the rental.

Field Name	Purpose
‘Bill Code’	Specifies the type of bill: Advance or Courtesy.
‘Special Bill Code’	Allows you to override some bill processing rules: Hold Action (prevents bill processing), No 5 Yr Rollup (prevents automatic 5 year bills for authorizations with annual amounts under $100), Forced Bill and Temp Forced Bill (both force bills to show up for processing even if the billing date has past).
‘Schedule Cycle’	The number of years that encompass a billing schedule: 1 Month, 3 Months, 1 Year, 5 Years, 10 Years, Anniversary (used for authorizations not billed on Jan 1), Full Term (authorization is paid in full).
‘Rental Reduction’ & ‘Amount’ fields	Reduce or waive the entire bill’s rental amount. You can reduce a bill by a dollar amount, a percentage or waive the entire amount.

1. Access the ‘Billing Schedule’ screen starting from the ‘Authorization Summary’ screen. In the Billing Schedule Information section, click on the pencil icon in the Edit column. The ‘Billing Schedule’ screen appears.

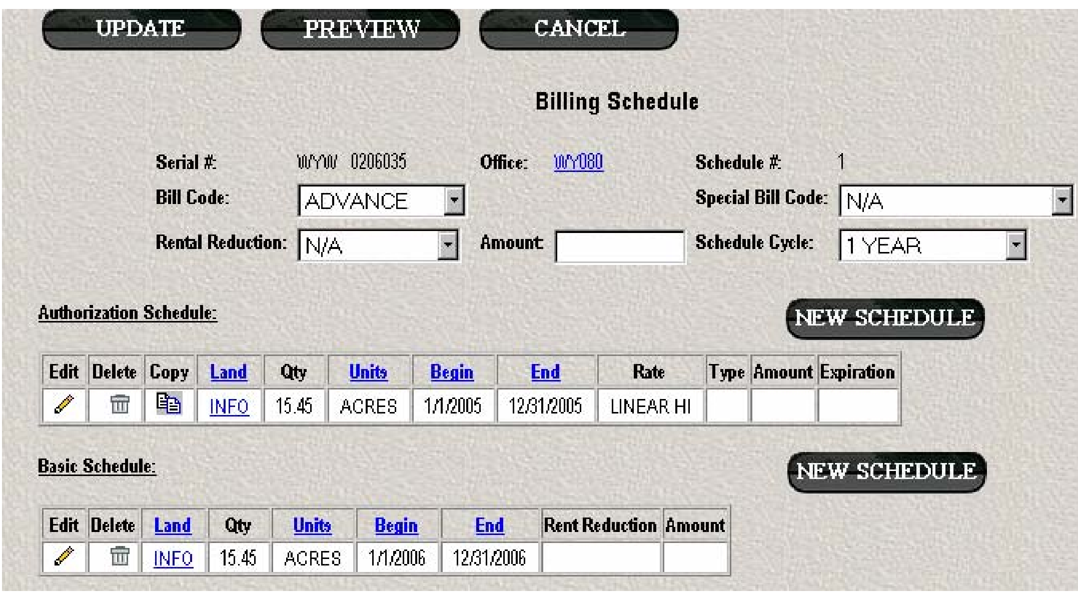


Figure 8-9: ‘Bill Code’, ‘Schedule Cycle’ and ‘Special Bill Code’ fields

2. If the bill type is incorrect, select the appropriate Bill Code from the ’Bill Code’ menu.
3. If a special billing cycle is required, select the billing time frame from the ‘Schedule Cycle’ list box.

If you are billing to the expiration of an authorization and the date is not 12/31, choose.

4. Select the Special Bill Code from the ‘Special Bill Code’ list box.

Note: If ‘TEMP FORCED BILL’ is chosen, you must create a Current Schedule. A Current Schedule is a one-time only schedule. Processing a bill with a current schedule does not increment the authorization’s billing dates. The process for creating the Current Schedule is identical to that for creating a Basic Schedule.

5. Select a rental reduction type from the ‘Rental Reduction’ field. This reduction applies to the entire authorization. Enter a numeric value in the ‘Amount’ field. If WAIVED is selected, the rental amount is reduced by 100%, that is set to zero.

The reduction amount or percentage applies to each year of the bill. For example, if the reduction is set to $10 and the bill is a ten year bill, a total of $100 will be deducted from the bill total.

6. Click on the ‘Update’ button to save any changes.
7. If the Schedule Cycle does not match the billing dates a warning message appears. Click OK to close the message. If the cycle is incorrect, change the Schedule Cycle field and click Update. If the billing dates are incorrect, go to the Basic Schedule and change the dates.

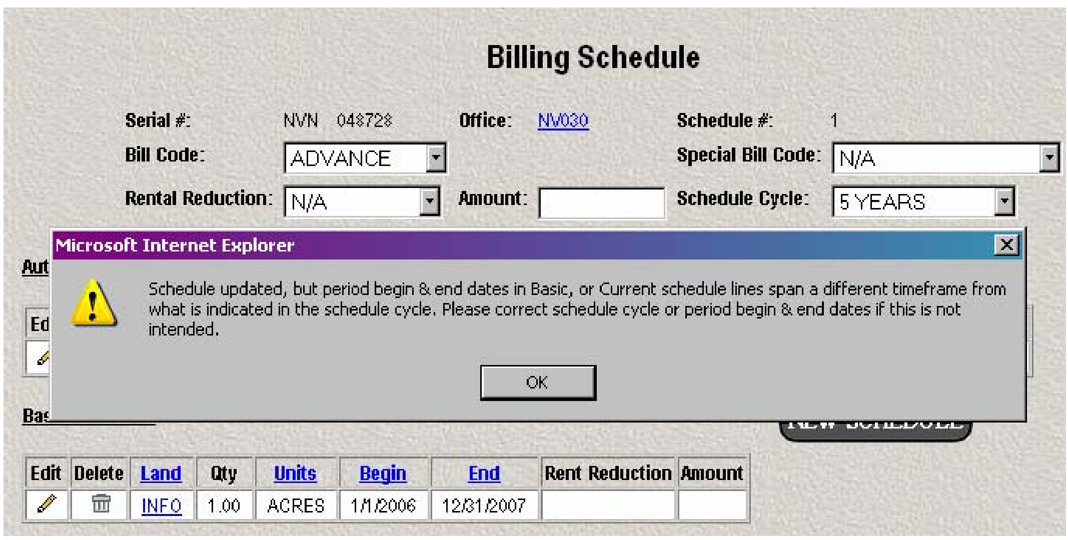


Figure 8-10: Schedule warning message

8.4 Preview Billing Data

You can preview the bill data for any case that is ready for billing, i.e., the bill date is within the billing window and there are no errors that would prevent the bill from processing.

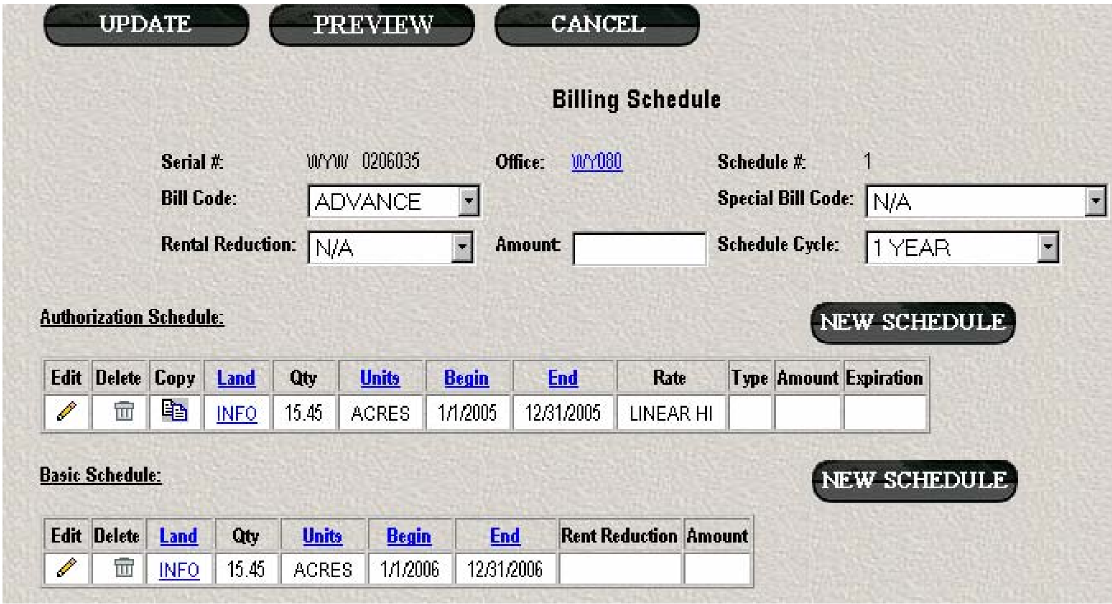


Figure 8-10: Billing Schedule

1. Click on the 'PREVIEW' button. A new browser window appears that shows the bill preview. Or if there is a problem with the billing data an error message appears.
2. To print the preview, select 'File' (upper left corner) -> 'Print' -> 'OK.'
3. To exit, click the 'X' in the upper right corner of the browser window.

   Note: The Bill Preview is not the "real" bill. The bill preview feature shows the data that will be sent to CBS. It is not in the CBS bill format.

8.5 Change Land Distribution Data

You can add and delete entries from the three screens accessed from the 'Land Distribution' screen in order to modify the land data associated with the authorization.

There are several ways to get directly to the 'Land Distribution' screen for an existing authorization. From the:

- 'Authorization Summary' screen, click on the Info link in the 'Authorization Schedule' section.
- 'Billing Schedule' screen, click on the Info link in the 'Authorization Schedule' or 'Basic Schedule' sections.
- 'Authorization Schedule' or 'Basic Schedule' screens, click on the Information link.
- 'Bill By-Pass List', click on the Info link in the Land column.
- 'Land Search' screen results grid, click on the link (Ok or Error) in the Distribution column.

8.5.1 How to Change Land Type Data

You cannot change the land type for an existing land record. Note in the figure below that the Land Type field does not have a drop down menu.

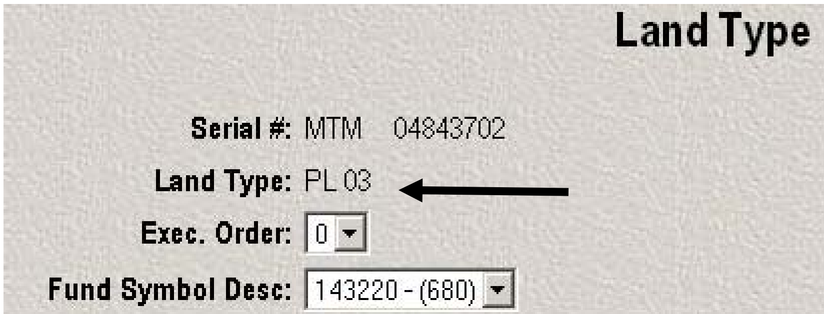


Figure 8-11: Land Type field cannot be changed for existing land record

To change the land type for an authorization, delete the existing land type and add the correct one.

1. On the 'Land Distribution' screen, click on the trash can icon in the 'Delete' column next to the incorrect land type. A confirmation message appears.

Figure 8-12: 'Land Distribution' screen – delete land type confirmation message

2. Click 'OK' to continue. All information for the land type is removed from the 'Land Distribution' screen.
3. Click on the 'New Land Type' button on the 'Land Distribution' screen. The Land Type screen appears.

4. Select the appropriate ‘Land Type’.

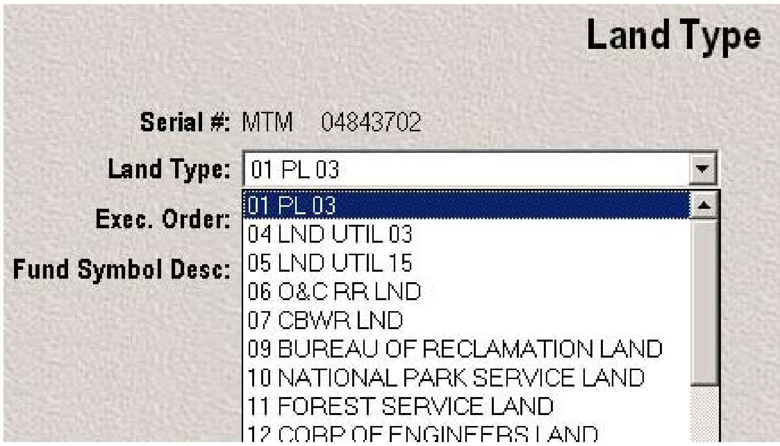


Figure 8-13: ‘Land Type’ drop down menu

5. If necessary, select an ‘Exec. Order’.
6. If necessary, select appropriate ‘Fund Symbol’.

   The available selections depend on the ‘Exec. Order’ selected. Normally the fund symbol is entered by the system based on the land type/executive order selected.

7. Click the ‘Create’ button. The screen returns to the Land Distribution screen.

Enter the state & county and office data. See sections 7.2.2: Add the State & County Land Distribution Information and 7.2.3: Add the Admin Office Distribution Information for details.

8.5.2 Change Land Distribution Data

You can add or delete state & county distributions but you cannot change the ‘Geo State’ or ‘County’ fields for an existing distribution. Note only the ‘Acres’ field can be edited on the figure below.

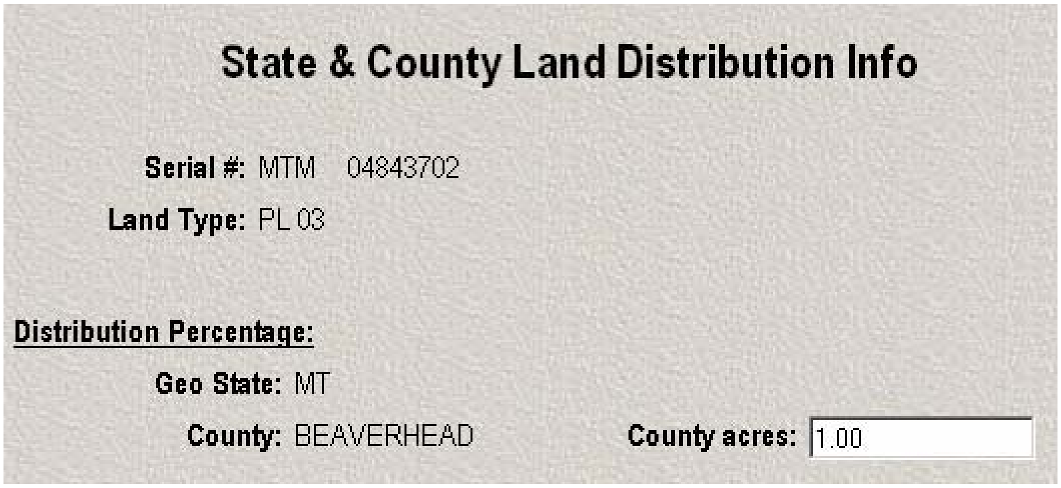


Figure 8-14: Existing State and County Land Distribution record

Note: See section 7.2.2: Add the State & County Land Distribution Information for details on adding additional distributions. See below for details on how to delete an existing distribution.

DELETE A STATE & COUNTY DISTRIBUTION

1. On the ‘Land Distribution’ screen, click on the trash can icon in the ‘Delete’ column of the ‘State & County Distribution Information’ section. A confirmation message appears.

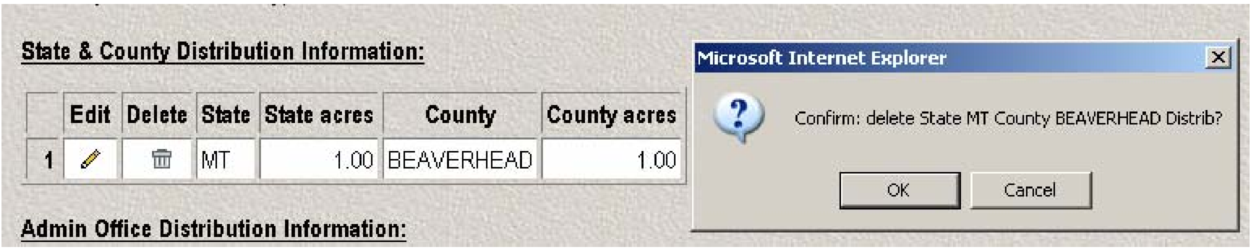


Figure 8-15: State & County Information delete confirmation

2. Click ‘OK’ to confirm. The land distribution information is deleted.

CHANGE COUNTY ACRES

1. Click the pencil icon in the Edit column in the State & County Distribution Information section of the ‘Land Distribution’ screen. See figure below.

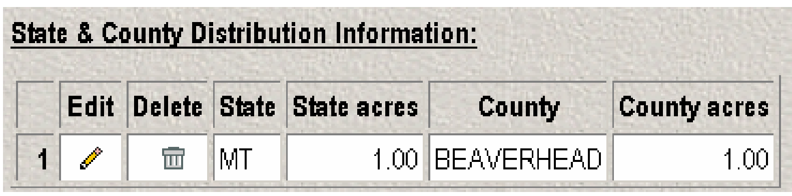


Figure 8-16: ‘Land Distribution’ screen: State & County Land Distribution Information section

The ‘Land - State & County Distribution Info’ screen appears.

2. Fill in the number of billable ‘County acres.’

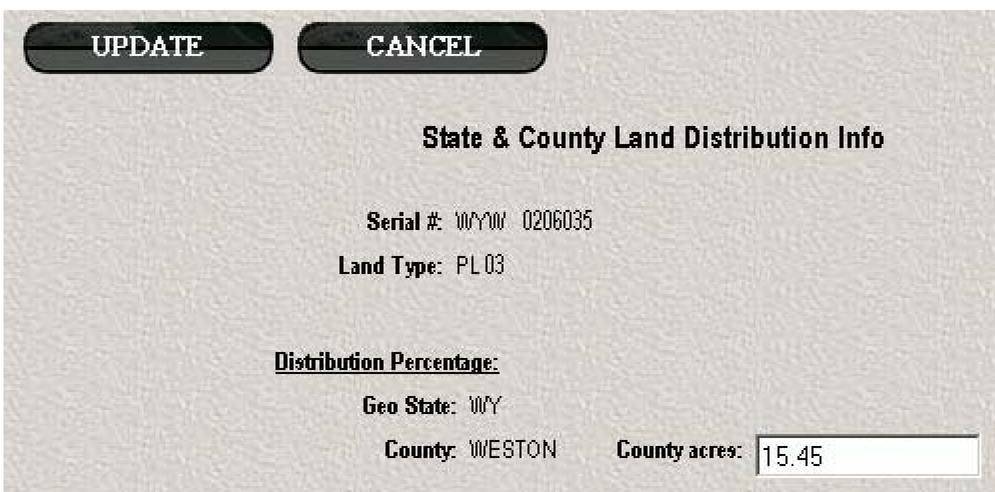


Figure 8-17: ‘State & County Land Distribution Info’ screen – edit mode

3. Click on ‘Update.’ The ‘Land Distribution’ screen appears with the ‘State & County Land Distribution Information’ filled in.

8.5.3 Change the Admin Office Distribution Data

Only the distribution percentage can be changed for an existing office distribution record. To change the office completely, you must delete the existing record and add a new one. For details on adding a new office, see section 7.2.3: Add the Admin Office Distribution Information. For details on deleting an office records, see below.

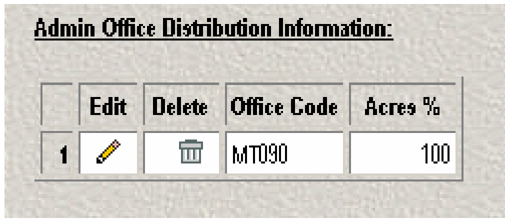


Figure 8-18: 'Land Distribution' screen: Admin Office Distribution Information

DELETE AN EXISTING OFFICE

1. Click the trashcan icon in the 'Delete' column in the Admin Office Distribution Information section. A confirmation message appears.

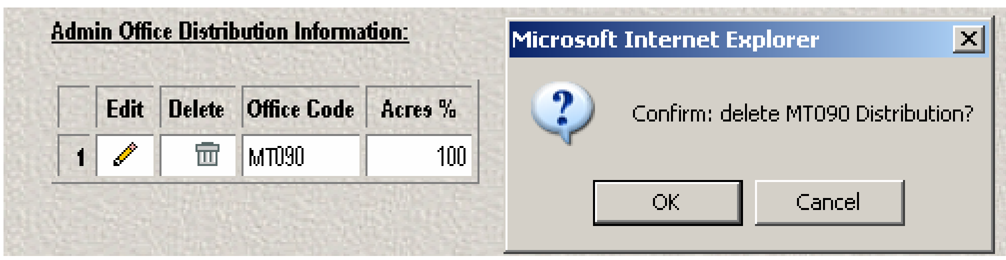


Figure 8-19: Admin Office Distribution delete confirmation

2. Click 'OK' to confirm the deletion. The office information is deleted.

CHANGE THE OFFICE DISTRIBUTION PERCENTAGE

Whenever the ‘Office acres %’ field is less than 100, you must identify an additional office.

1. Click the pencil icon in the ‘Edit’ column in the Admin Office Distribution Information section. The Office Distribution Info screen appears.

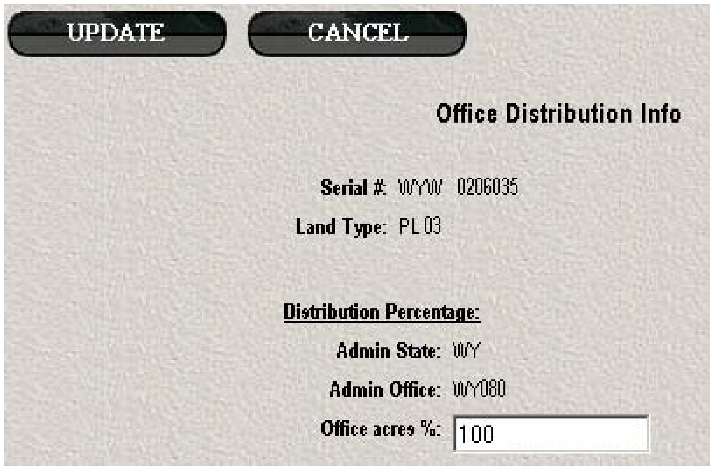


Figure 8-20: Office Distribution Info screen

2. Change the percentage in the ‘Office acres %’ field. If you enter a number less than 100 you must identify additional offices. See section 7.2.3: Add the Admin Office Distribution Information for details on adding an office.
3. Click on ‘Update.’ The ‘Land Distribution’ screen returns.

8.6 Edit Customer Information

The LRAM customer record consists of the name and address of each holder or billee. Enter the customer name in the Company Name field **or** the First, Middle, and Last Name fields. Enter combination names such as Tom and Jane Holder in the Company Name field. If you enter an individual(s) name in the Company field, it will appear on the CBS bill as you enter it. E.g., Holder Jane & Tom **or** Tom & Jane Holder **or** Holder, Tom & Jane. Will all appear differently in CBS. Make sure all names are entered as you would wish them to appear in the bill address.

If a customer has multiple authorizations billed to the same address, all the authorizations should be attached to a single customer record. If the customer has different names (e.g. Exxon Mobil Pipeline and Exxon Corporation) or mailing addresses, create a separate customer record for each variation.

There are several ways to get directly to the ‘Customer Information’ screen for an existing authorization. From the:

- ‘Authorization Search’ screen, click on the value in the ‘Customer’ column in the results section of the ‘Authorization Search’ screen.
- ‘Authorization Summary’ screen, click on the value in the Customer Information section.
- ‘Bill Summary’ screen (see section 10.2.6: Bill Summary), click on the value in the ‘Customer’ field.

- ‘Billing Association’ screen, (see section 9: Billing Associations) click on the value in the ‘Billee’ column.

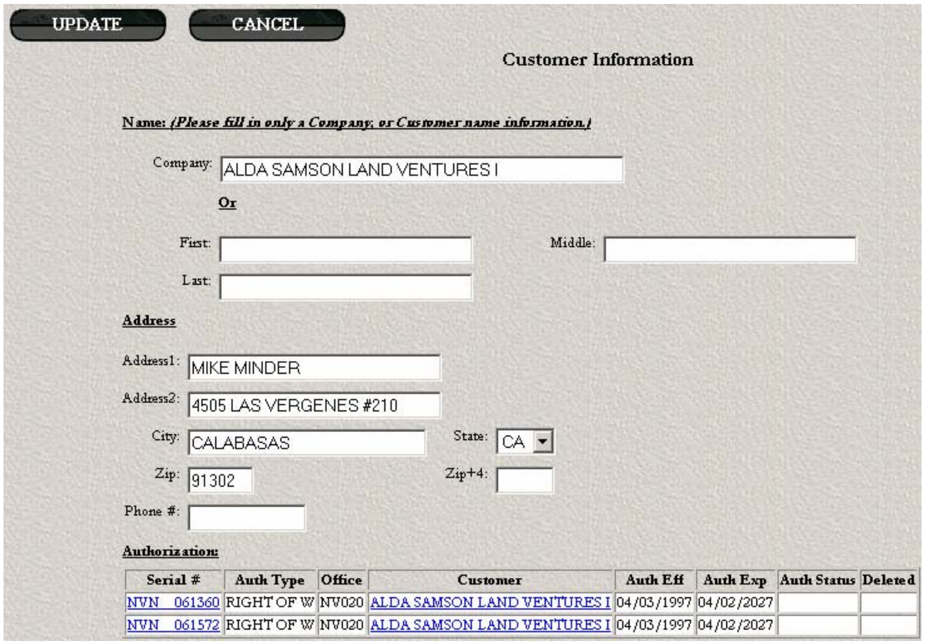


Figure 8-21: Customer Information Screen Ready for Update

Note: If the customer record is in use by more than one office a warning message appears at the top of the screen. Be sure to coordinate all address changes made to shared records with the other offices.

4. Modify information and click on the ‘Update’ button or to exit the screen without saving the changes click on ‘Cancel’.

   If the record is shared between offices a warning message appears. Click ‘OK’ to continue.

5. Click ‘Cancel’ to return to the previous screen.

8.7 Delete an Authorization

WARNING: Do not delete an authorization if there is any possibility that it will be renewed. Place authorizations on Hold if there is a possibility it will be renewed.

1. Perform an authorization search (Authorizations>Authorization Search - see 6.2.1: ‘Authorization Search’ Screen on page 6-2 for detailed instructions).

2. Click on the trash can icon in the 'Delete' column next to the Serial number that is to be deleted. A confirmation message appears.

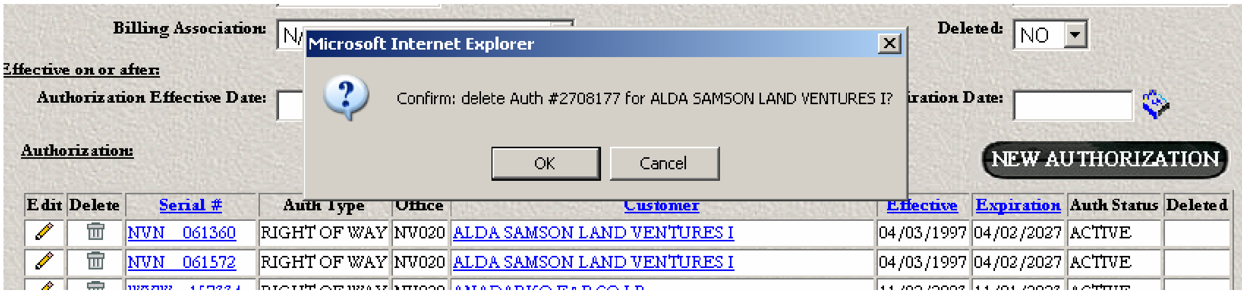


Figure 8-22: Authorization Delete Confirmation Message

3. Click on 'OK' to continue with the delete process. The 'Authorization Information' screen appears with a 'Delete' button.

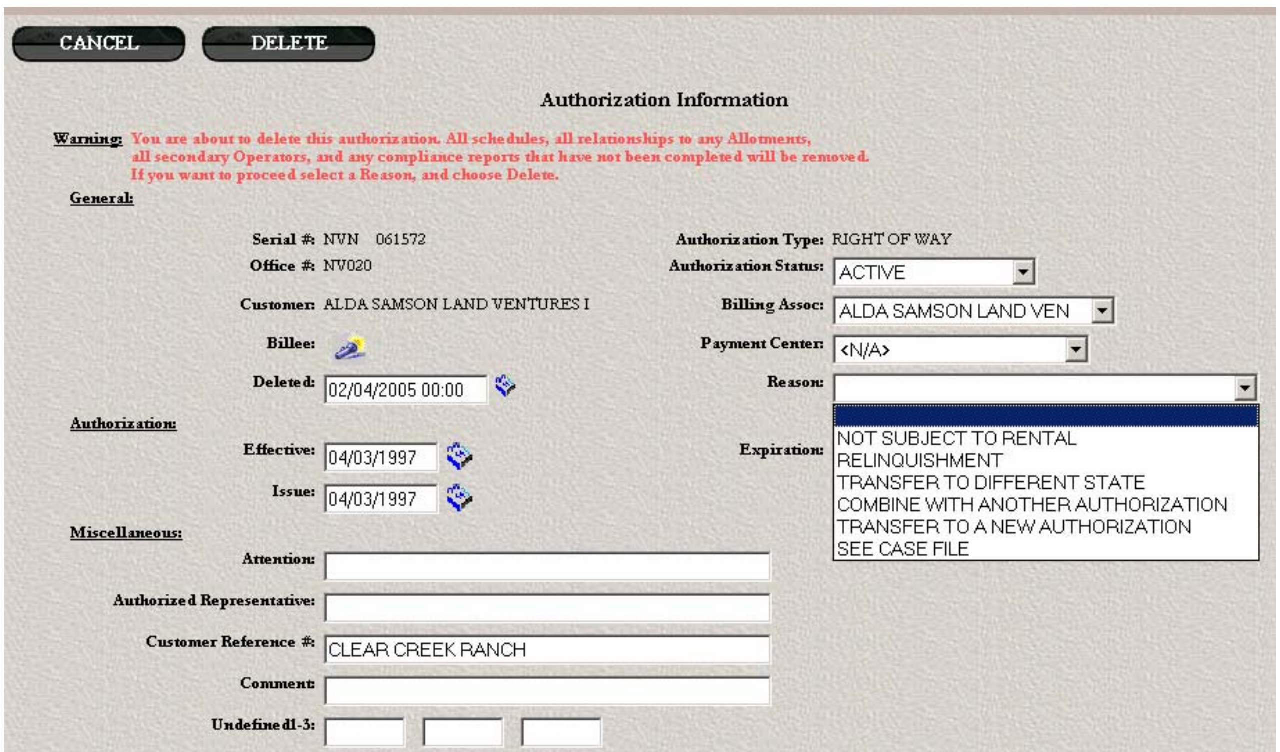


Figure 8-23: Authorization Delete screen

4. Select an option from the 'Reason' field.

5. Click on the 'Delete' button. The 'Authorization Search' screen re-appears.

6. To see if any authorizations have been deleted, set the ‘Deleted’ field to N/A or YES.

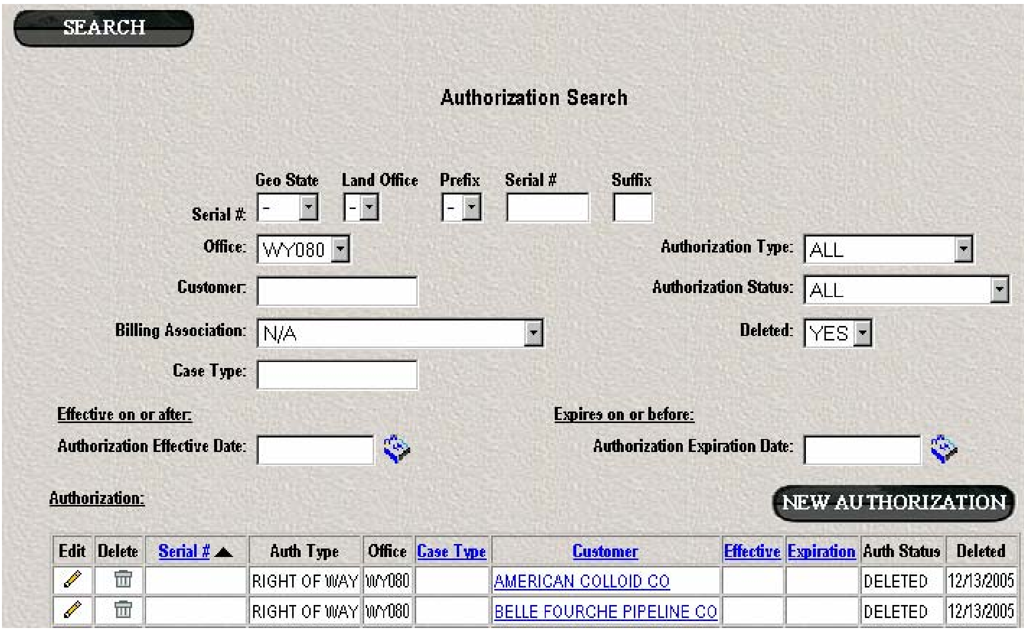


Figure 8-24: Authorization Search Results with ‘Deleted’ criteria set to N/A

Note: You cannot tell which cases have been deleted, only that a case for a particular holder was removed from LRAM. The case serial number is removed so that in the event a case needs to be added back to LRAM the serial number can be reused.

8.8 Assign an Authorization to a Different Holder

8.8.1 Assign a Single Authorization

To change a holder you must do so on the ‘Authorization Information’ screen. <u>While you can add a customer on the ‘Authorization Summary’ screen, the customer is not designated as the holder</u>.

1. Perform an authorization search (Authorizations>Authorization Search - see 6.2.1: ‘Authorization Search’ Screen on page 6-2 for detailed instructions).
2. On the ‘Authorization Summary’ screen, click on the serial number.
3. On the ‘Authorization Information’ screen, click on the flashlight icon next to the ‘Customer’ field.

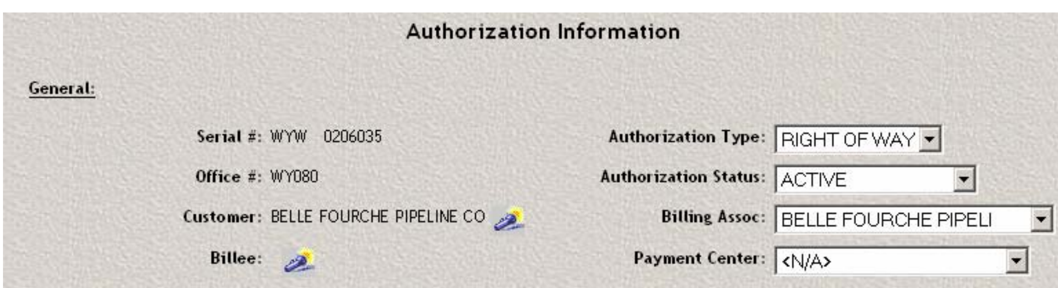


Figure 8-25: Customer Search Icon

4. If the customer you are assigning the authorization to already has a record, search for and select the record. If it is a new customer, create a customer record. See below.

   Find an Existing Customer Record

   - Fill in part of the customer name and click on ‘Search’. Customer records matching the search criteria are returned. If you are not sure the customer’s billing address is in your state, set the State field to ALL.
   - Select the customer record from the list. The ‘Authorization Information’ screen appears with the new customer name shown.

   Create a Customer Record

   - If you are assigning the authorization to a new customer, click on NEW CUSTOMER.
   - Fill in the customer data.
   - Click on the ‘Create’ button. The ‘Authorization Information’ screen appears with the new customer name shown.
5. Click on the ‘Update’ button. Though the new customer name is shown, if you do not click on ‘Update’ the assignment will not be completed.
6. Click on the ‘Cancel’ button to return to the ‘Authorization Summary’ screen.

8.8.2 Delete the Original Customer

The last customer added to an authorization from the ‘Authorization Information’ screen is assigned as the primary holder. Bills can be correctly created without removing the original name but to avoid confusion it is recommended that old customer names be deleted.

1. On the ‘Authorization Summary’ screen, click on the trash can icon next to the original customer.

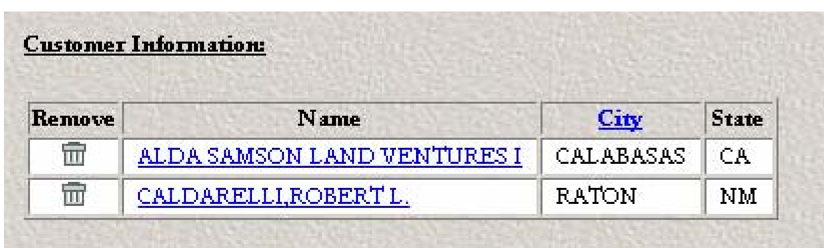


Figure 8-26: Customer Delete Icon

2. A warning message appears. Click ‘OK’ to proceed. The customer name is removed.

Figure 8-27: Customer Delete Confirmation Message

Note: You cannot delete the last customer added. If you choose the wrong customer, repeat the above procedures to add the correct customer and then delete the incorrect customer.

8.8.3 Assign Multiple Authorizations to a Different Holder

If you have more than one authorization that needs to be assigned to a new holder, use the customer transfer function. However, ***be very careful when using this function that you do not assign ALL the authorizations in your office to one holder.***

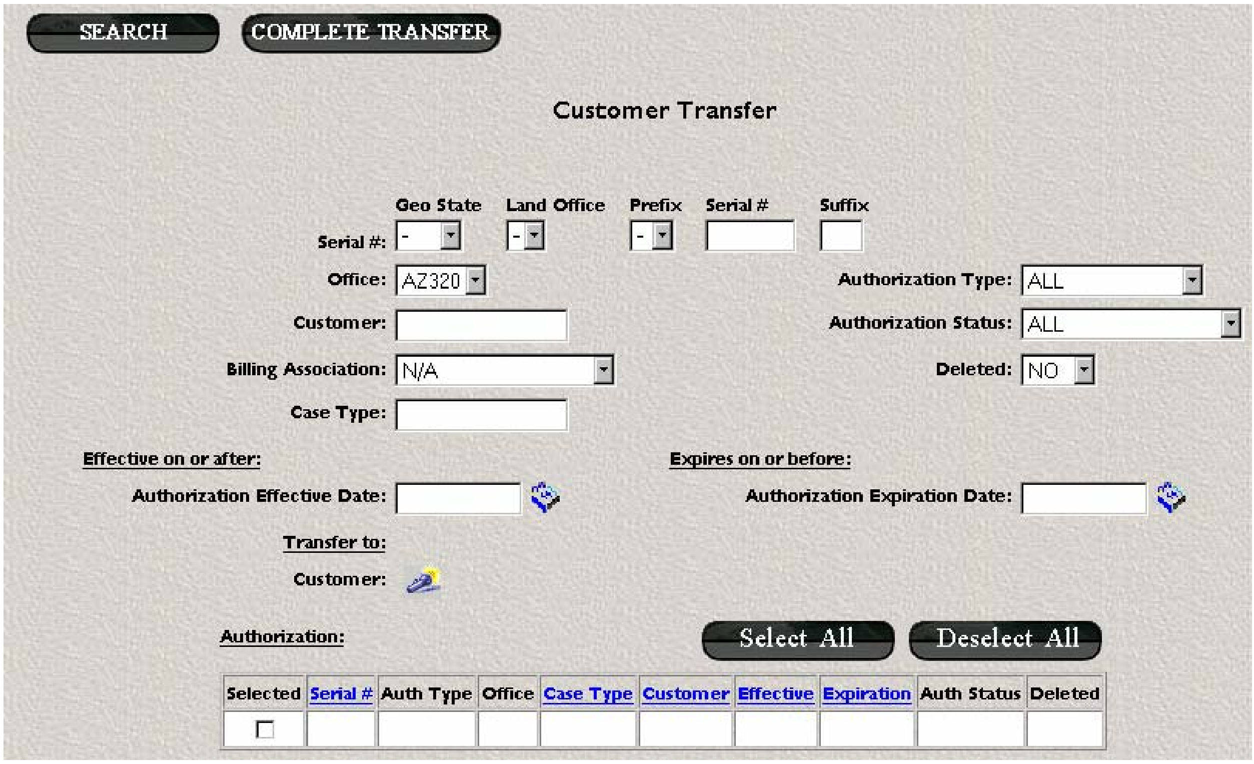


Figure 8-28: Customer Transfer screen

IMPORTANT NOTE
Customer records include those who hold grazing permits or leases. Take care when selecting or modifying customer records.

1. Click on the 'Customer' menu button located on the left-hand side of the screen.

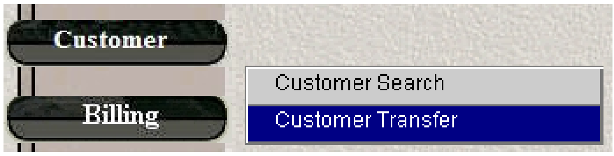


Figure 8-29: Customer Transfer sub-menu

2. Select 'Customer Transfer' from the sub-menu. The 'Customer Transfer' screen appears.

3. In the Transfer To section, click on the flashlight next to the Customer field.

Figure 8-30: Customer field flashlight icon

4. Select an ‘Address State’ and click on the ‘Search’ button to return all customers with a billing address in that state. To find a customer in any state, set the field to ALL.
5. Enter all or part the name into the ‘Name’ field.
6. Click on the ‘Search’ button. The results of the search display in the lower part of the screen.

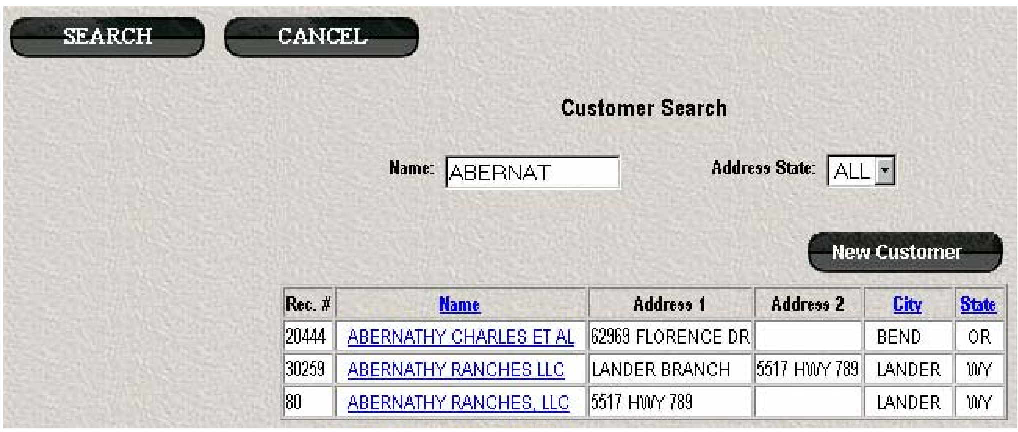


Figure 8-31: Customer Search results

Note: A search returns only the first 500 rows found. If more than 500 customer records meet the search criteria, refine the selection criteria and search again.

7. Click on the underlined name to select the customer record or if the customer record does not already exist, click on the New Customer button. Fill in the customer information and then click on the Update button.

Note: The Customer Transfer screen will re-appear after LRAM does a search for all the authorization records in the office.

8. **VERY IMPORTANT**

In the upper part of the screen, fill in search criteria such as customer name or billing association.

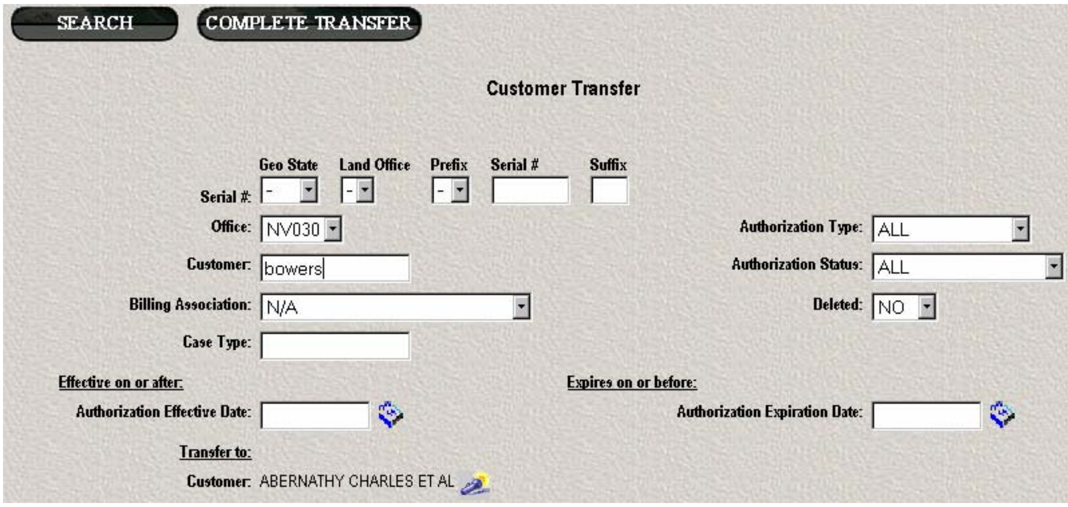


Figure 8-32: Customer Transfer screen with "Transfer to" section filled in

9. Click the Search button.

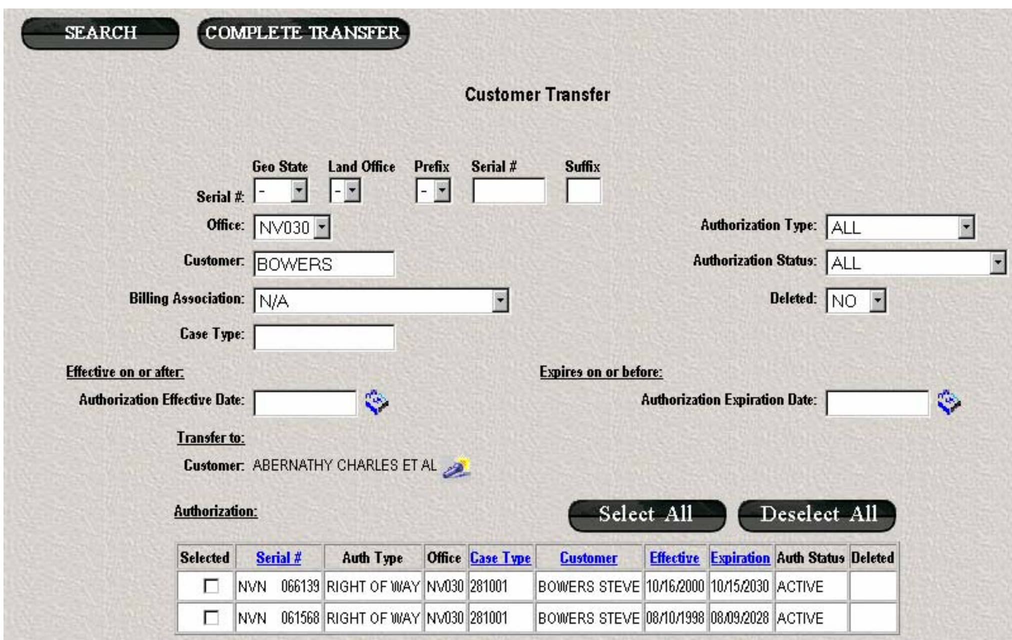


Figure 8-33: Customer Transfer screen with Authorization search results

10. Click in the box next to the authorizations you want to assign to the customer listed in the Transfer to section.

Note:	Be very careful if you use the Select All button – make sure you do not select any incorrect cases.

11. Click on the Complete Transfer button. A continuation message appears.

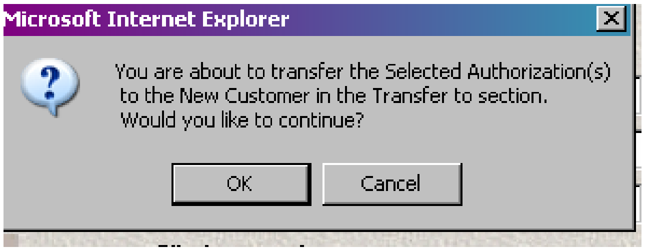


Figure 8-34: Customer Transfer confirmation message

12. Click OK to continue. A confirmation message appears.

Figure 8-35: Continuation message

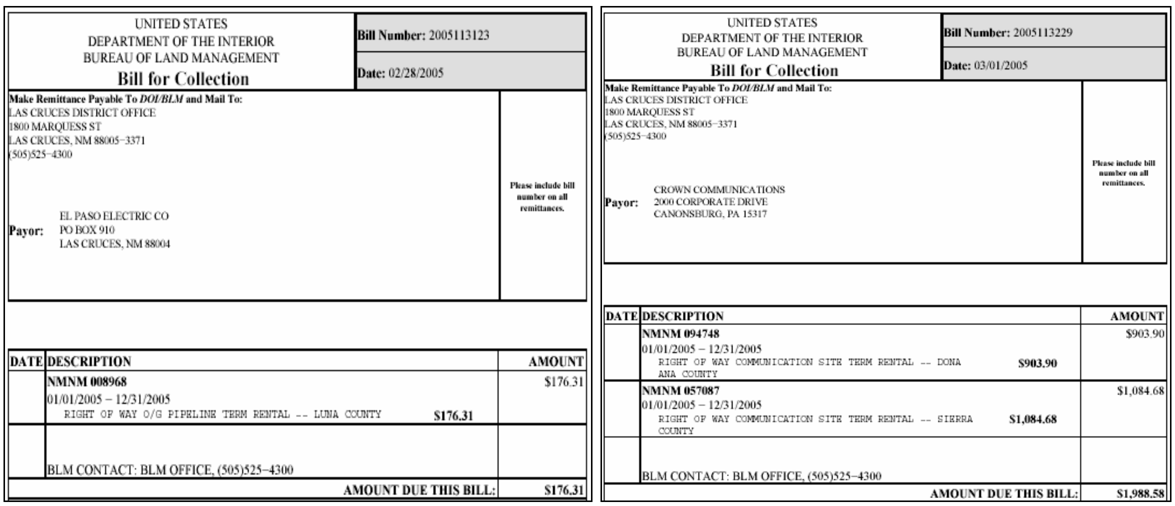
13. Click OK to close the message.

9 Billing Associations

Billing associations allow you to group authorizations with the same billing address together. Authorizations in an association with the same billing date may be selected and sent to CBS as part of a group bill.

A billing association may produce unconsolidated or consolidated group bills.

- Unconsolidated groups produce a separate CBS bill for each case serial number in the group along with a summary page.
- A consolidated bill group produces a *single* CBS bill for every 100 case serial numbers in the group along with a summary page.


UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Bill for Collection

Bill Number: 2005113123

Date: 02/28/2005

Make Remittance Payable To *DOI/BLM* and Mail To:
LAS CRUCES DISTRICT OFFICE
1800 MARQUESS ST
LAS CRUCES, NM 88005-3371
(505)525-4300

Please include bill number on all remittances.

Payor: EL PASO ELECTRIC CO
PO BOX 910
LAS CRUCES, NM 88004

DATE	DESCRIPTION	AMOUNT
	NMNM 008968 01/01/2005 – 12/31/2005 RIGHT OF WAY O/G PIPELINE TERM RENTAL -- LUNA COUNTY **$176.31**	$176.31
	BLM CONTACT: BLM OFFICE, (505)525-4300	
	AMOUNT DUE THIS BILL:	**$176.31**

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Bill for Collection

Bill Number: 2005113229

Date: 03/01/2005

Make Remittance Payable To *DOI/BLM* and Mail To:
LAS CRUCES DISTRICT OFFICE
1800 MARQUESS ST
LAS CRUCES, NM 88005-3371
(505)525-4300

Please include bill number on all remittances.

Payor: CROWN COMMUNICATIONS
2000 CORPORATE DRIVE
CANONSBURG, PA 15317

DATE	DESCRIPTION	AMOUNT
	NMNM 094748 01/01/2005 – 12/31/2005 RIGHT OF WAY COMMUNICATION SITE TERM RENTAL -- DONA ANA COUNTY **$903.90**	$903.90
	NMNM 057087 01/01/2005 – 12/31/2005 RIGHT OF WAY COMMUNICATION SITE TERM RENTAL -- SIERRA COUNTY **$1,084.68**	$1,084.68
	BLM CONTACT: BLM OFFICE, (505)525-4300	
	AMOUNT DUE THIS BILL:	**$1,988.58**

Figure 9-1: Unconsolidated Bill vs. Consolidated Bill

9.1 View List of Billing Associations

1. Place the mouse pointer on the ‘Maintenance’ menu button.

2. Select ‘Maintain Office’, then ‘Billing Association’. The ‘Billing Associations’ screen appears.

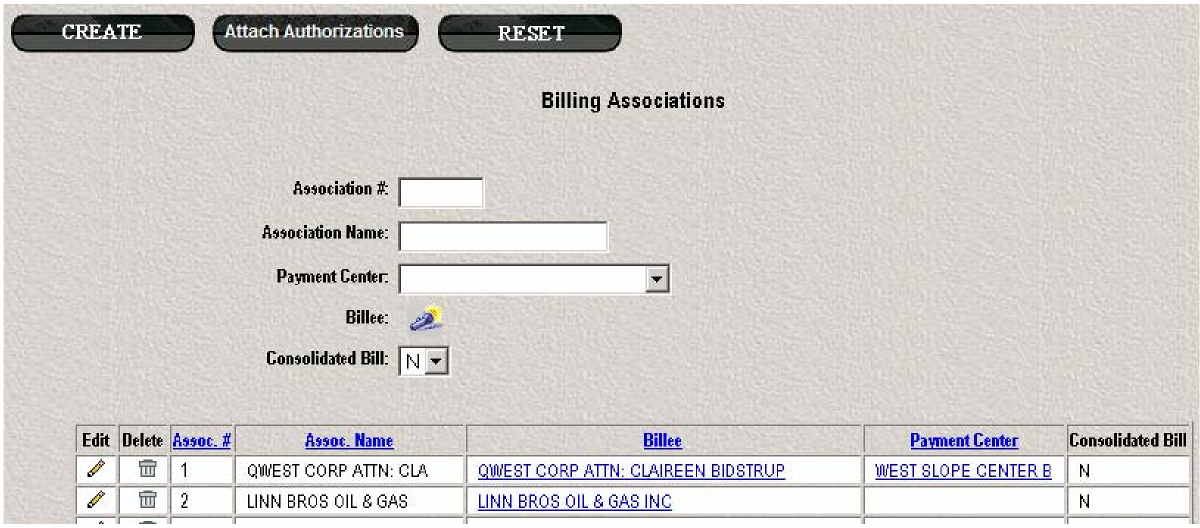


Figure 9-2: ‘Billing Associations’ Screen

3. To see detailed name and address information for the association, click on the link in the ‘Billee’ field. After viewing the customer data, click the ‘Cancel’ button.

All billing associations used to create a bill must have a name in the Billee field. Any billing association missing a billee will not process properly.

9.2 Create a Billing Association (Manager Level Privileges)

Note: Only users with manager or owner privileges can create and edit billing associations.

The ‘Reset’ button clears any data entered before the ‘Create’ button was pressed.

You do not need to enter a number in the ‘Association #’ field. LRAM will automatically assign a number.

1. Enter an ‘Association Name’.
2. If desired, select a ‘Payment Center’.
3. In the ‘Billee’ field, click on the flashlight icon and search for a billee name or create a new billee record. (See section 6.2.8 ‘Customer Search’ and ‘Customer Information’ Screens on page 6-10).
4. In the ‘Consolidated Bill’ field, select:
   - N to produce separate CBS bills for each case serial number.
   - Y to produce a single CBS bill with multiple lines (case serial numbers).

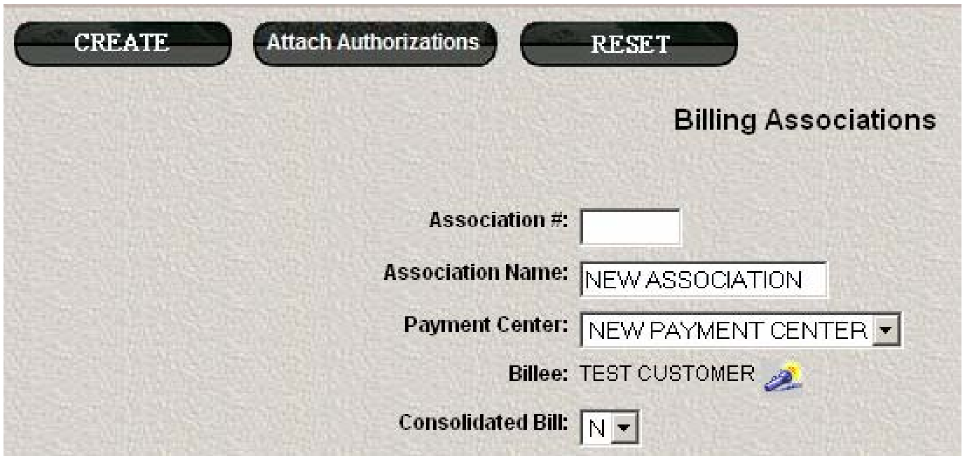


Figure 9-3: Billing Association - Create

5. Click the 'Create' button. The new Billing Association displays. It is automatically given the next available association number.

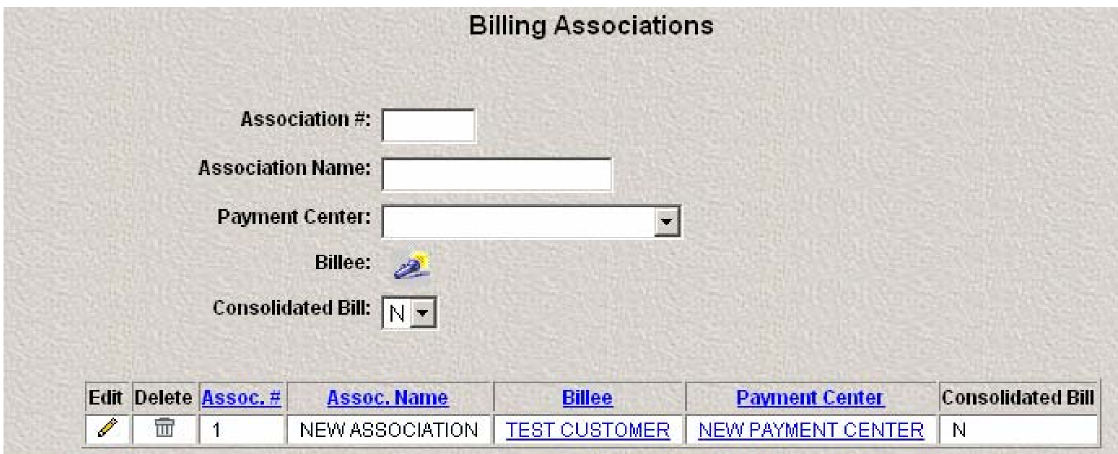


Figure 9-4: Billing Associations Screen showing newly created Association

9.3 Attach Authorizations (Manager Level Privileges)

<u>Make sure you specify a billing association to which to attach the authorizations</u>, if you miss this step the process will fail to work properly – although you will get a confirmation message indicating success.

1. Click on ‘Attach Authorizations’. The ‘Attach Billing Association’ screen appears.

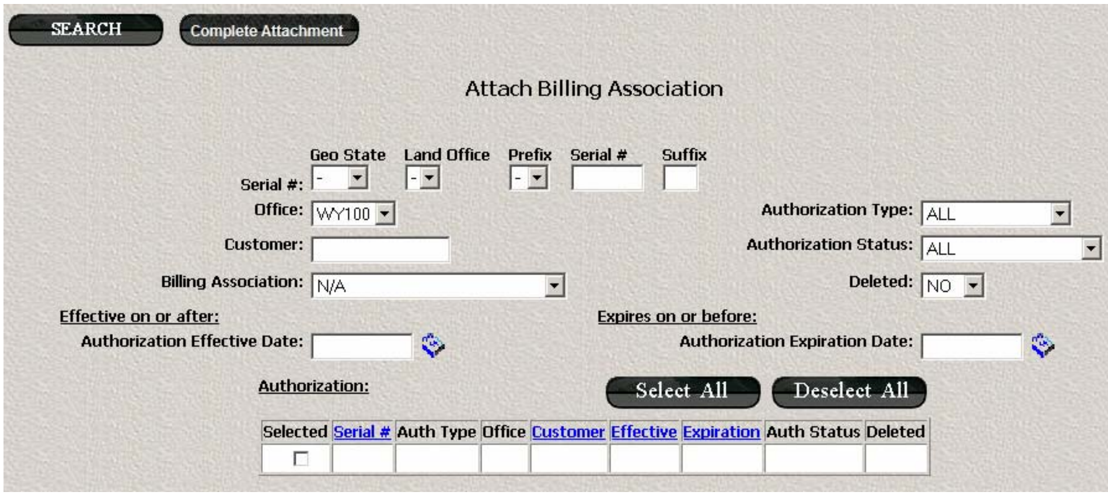


Figure 9-5: Attach Billing Associations Screen

2. Enter appropriate search criteria and click ‘Search’.
3. Click next to the authorizations to be attached to the association.
4. Select the association from the Billing Association field.

IMPORTANT: **<u>You must change this field.</u>** It defaults to N/A (no association). If you do not change the field, the process will continue but the authorizations will be attached to nothing.

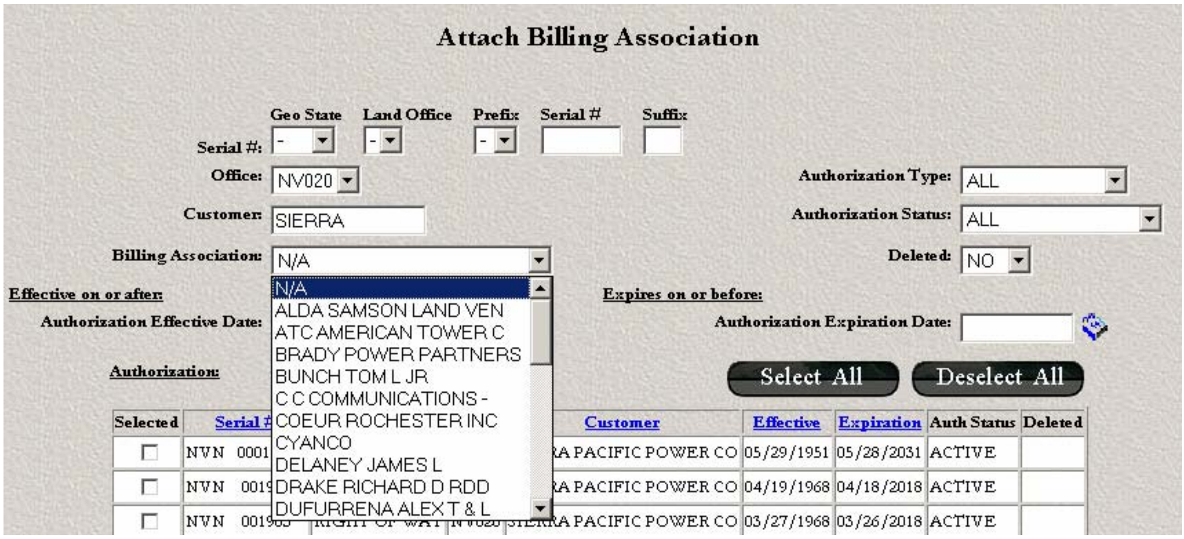


Figure 9-6: ‘Attach Billing Association’ screen - Billing Association selection drop down list

5. Click on ‘Complete Attachment’. A warning message appears.

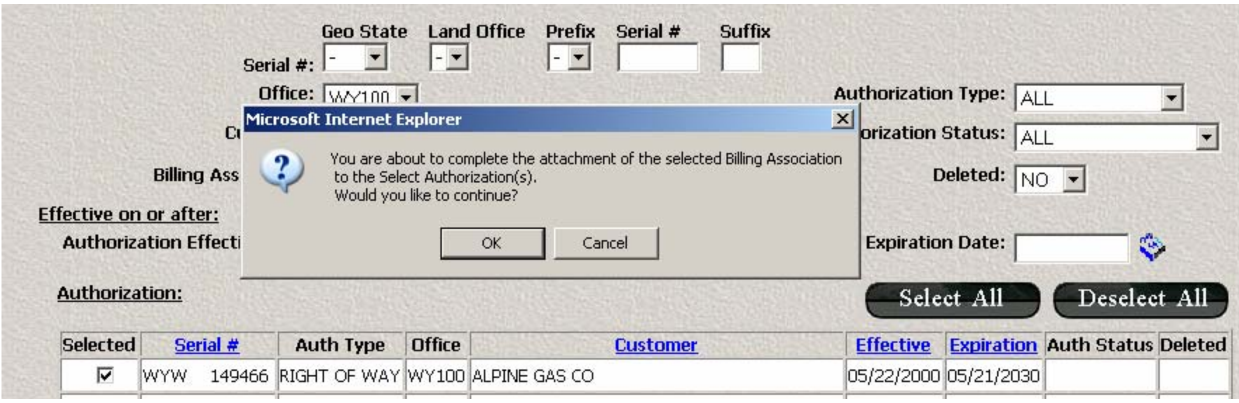


Figure 9-7: Billing Associations Attachment Warning Message

6. Click on ‘OK’ to close the message window. A confirmation message appears.

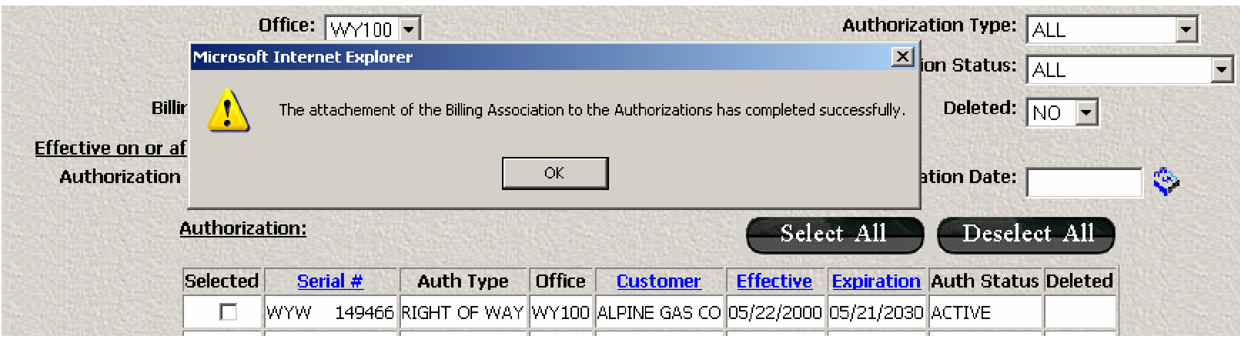


Figure 9-8: Billing Associations Attachment Confirmation Message

7. Click on OK to close the confirmation message window.

9.4 Update Billing Association Data (Manager Level Privileges)

Note: See section 9.1: View List of Billing Associations above for instructions on how to access the ‘Billing Associations’ screen.

1. On the ‘Billing Associations’ screen, select the Edit icon for the desired Assoc Name entry.

Figure 9-9: Association Screen shown after the Edit icon is selected

2. Modify the ‘Association Name’, ‘Payment Center’, ‘Billee’, and/or ‘Consolidated Bill’ fields.

3. Click the ‘Update’ button.

Note: **Make sure a billee is specified in the Billee field** or you will not be able to successfully process a bill to CBS. Any bills sent without a billee will be stuck in Resend and will require a database administrator to modify the data before the bill can get to CBS.

9.5 Delete a Billing Association (Manager Level Privileges)

When you delete a billing association, the ‘Billing Association’ name is removed from each authorization in the association.

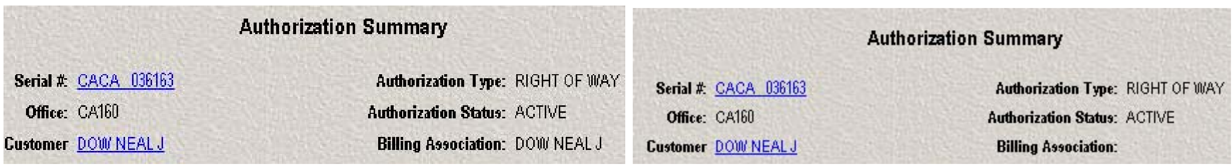


Figure 9-10: Billing Association field – Before & After Deleting an Association

Note: See section 9.1: View List of Billing Associations above for instructions on how to access the ‘Billing Associations’ screen.

1. On the Billing Associations screen, select the Delete icon. A confirmation message appears.

2. Click ‘OK’ to delete the record or ‘Cancel’ if not.

10 Bill Processing Basics

10.1 Introduction

LRAM is a resource billing system that connects to the Collections and Billing System (CBS). This means that LRAM supplies billing information to CBS. CBS uses the billing information to generate a bill. All printing, payment and collection functions for the bill are performed in CBS. However, modifications to a bill, including cancellation, must be initiated from LRAM.

A variety of conditions must be met for LRAM to select a bill for processing. These conditions include such things as: the bill is not for the same billing period as an active bill in CBS, the beginning bill date is in the billing window, the authorization is not on hold or expiring before the end of the billing period, the land distribution data is correct, etc.

10.2 Billing Screens

The diagram below illustrates the main paths from the Billing menu. Not all paths are shown. Screens accessed from the 'Bill Summary' and 'Bill Schedule Information' screens are used during bill modification.

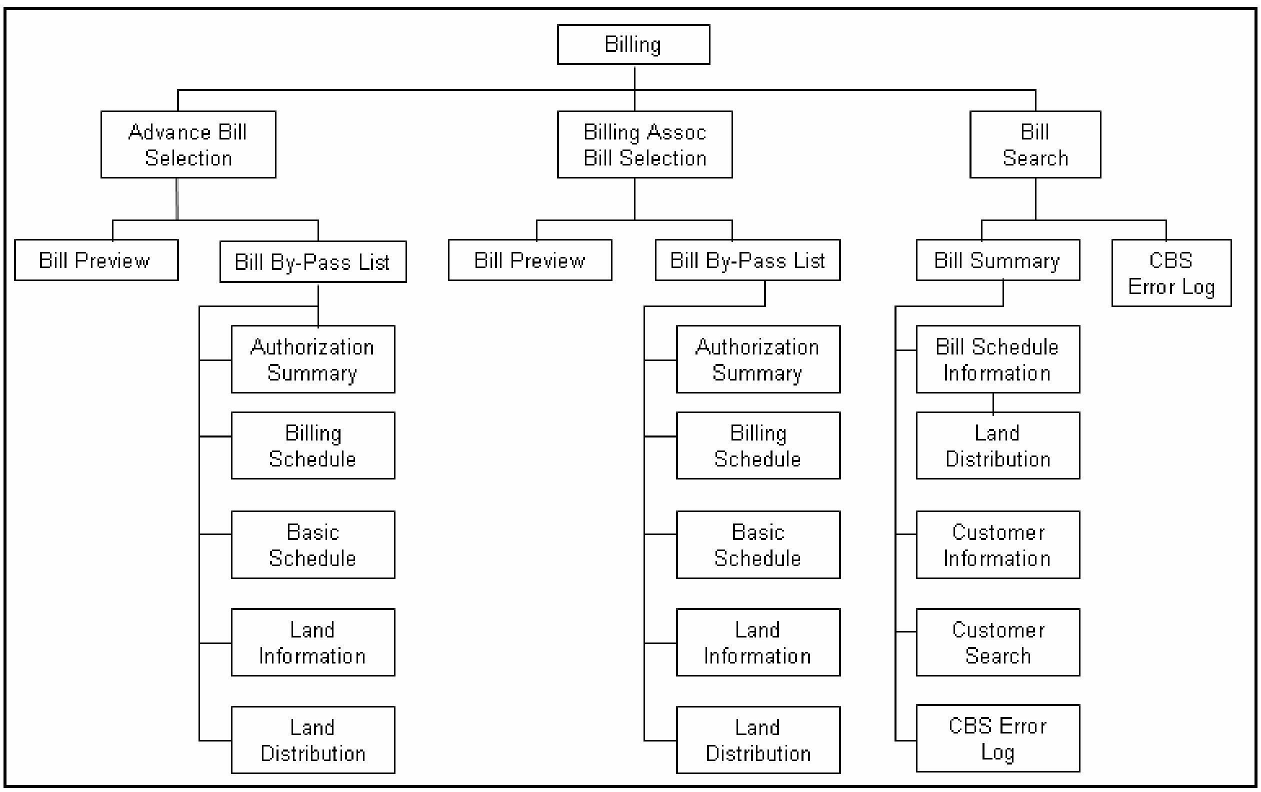


Figure 10-1: Billing Screens Roadmap

10.2.1 Advance Bill Selection

Advance (accounts receivable) bills are sent to CBS as individual bills. You can process bills for different customers and different billing dates at the same time.

The ‘Advance Bill Selection’ screen displays all authorizations with a begin date equal to the current date or beyond that is within the billing window. After a billing date has passed, to show up for processing, bills must have their ‘Special Bill Code’ field set to “Forced.”

1. Select the ‘Billing’ button located on the left side of the screen.
2. Click on ‘Advance Bill Selection’ from the sub-menu. The Advance Bill Selection screen appears.
3. To search for a single case, enter the case serial number.
4. Click on the ‘Search’ button. Authorizations ready for processing appear in the results grid.

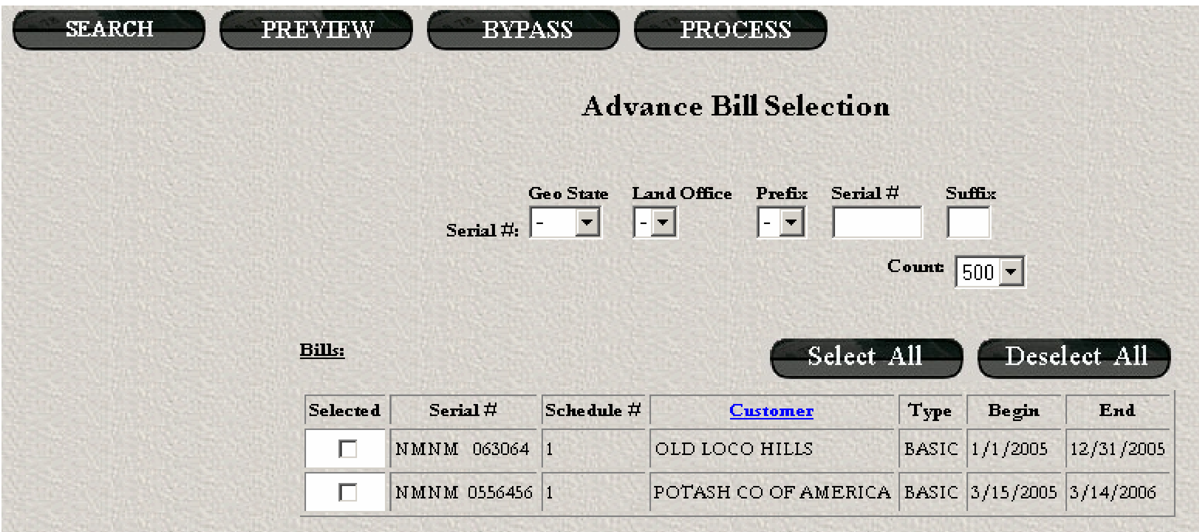


Figure 10-2: 'Advance Bill Selection' Screen – no selection criteria specified

5. You can sort the results by Serial # or Customer name, to do so, click on the underlined column heading. Clicking the column heading toggles the sort order between ascending and descending order.

10.2.2 Billing Assoc Bill Selection

Cases set up in a billing association that are selected at the same time are sent to CBS as group bills. <u>With a billing association, you cannot process bills for different billing dates at the same time.</u> The ‘Billing Association Bill Selection’ screen displays all authorizations within an association with the same billing date. Past billing dates are displayed for processing without the authorization’s billing status being set to “Forced”. However, only a single billing date is displayed for any given association.

Example: In the ABC Association, 3 authorizations have a begin date of 11/1/2004, 150 authorizations have a begin date of 1/1/2005, and 5 authorizations have a begin date of 1/15/2005. When the search function is performed on the Billing Association Bill Selection screen only 3 authorizations (the 11/1/2004 set) will show up as ready for billing. Until the 3 11/1/2004 authorizations are processed or put on Hold, the 1/1/2005 authorizations will not be available for processing. Likewise, the 1/15/2005 authorizations will not be available for processing until all the 1/1/2005 authorizations are handled.

1. Select the ‘Billing’ button located on the left side of the screen.
2. Click on ‘Billing Assoc Bill Selection’ from the sub-menu. The ‘Billing Association Bill Selection’ screen appears.
3. Select the association name from the ‘Billing Association’ field.
4. Click on the ‘Search’ button. Authorizations ready for processing appear in the results grid.

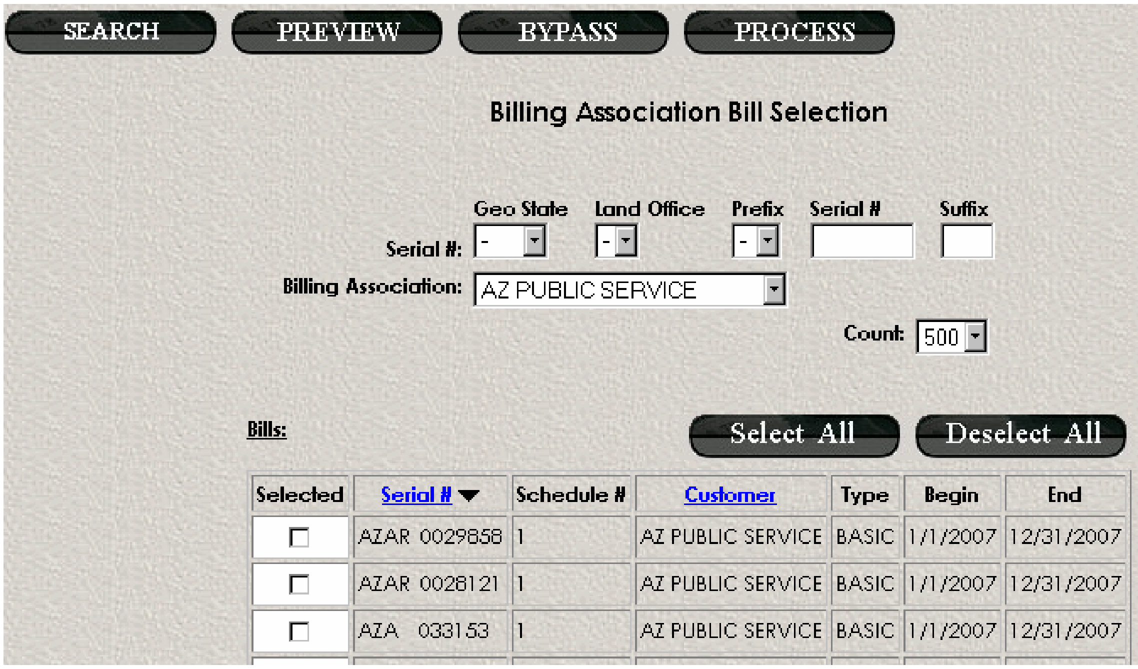


Figure 10-3: ‘Billing Association Bill Selection’ screen

5. You can sort the results by Serial # or Customer name, to do so, click on the underlined column heading. Clicking the column heading toggles the sort order between ascending and descending order.

10.2.3 ‘Bill By-Pass List’ Screen

The ‘Bill By-Pass List’ screen identifies authorizations that have issues that prevent them from being selected for billing. The underlined items on the screen link you to screens where you can update the data that is preventing the authorization from being selected. <u>Each time you click the Search button a new By-Pass List is created.</u>

Link	Takes you to:
‘Serial #’	‘Authorization Summary’ screen
‘Schedule #’	‘Billing Schedule’ screen
‘Type’	‘Basic Schedule’ or ‘Current Schedule’ screen
‘Land #’	‘Land Information’ screen (from this screen click the link in the Distribution field to go to the ‘Land Distribution’ screen)

1. Select the ‘Billing’ button located on the left side of the screen.
2. Click on ‘Advance Bill Selection’ or ‘Billing Assoc Bill Selection’ from the sub-menu. The appropriate selection screen appears.
3. If on the ‘Billing Association Selection’ screen, choose an association from the ‘Billing Association’ field.
4. Click the ‘Search’ button.
5. Click on the ‘Bypass’ button. The ‘Bill By-Pass List’ screen appears. The ‘Bill By-Pass List created by’ field identifies which bill selection search created the list.

Figure 10-4: ‘Bill By-Pass List’ screen

6. Click on ‘Cancel’ to return to the previous screen.

Note: You will not see the results of your data changes on the Bill By-Pass List until you repeat the bill search function.

10.2.4 Bill Preview

See above sections for steps to access the ‘Advance Bill Selection’ or ‘Billing Association Bill Selection’ screens.

1. On the ‘Advance Bill Selection’ or ‘Billing Association Bill Selection’ screens, click on the ‘Search’ button.
2. Click on the selection box next to a bill.

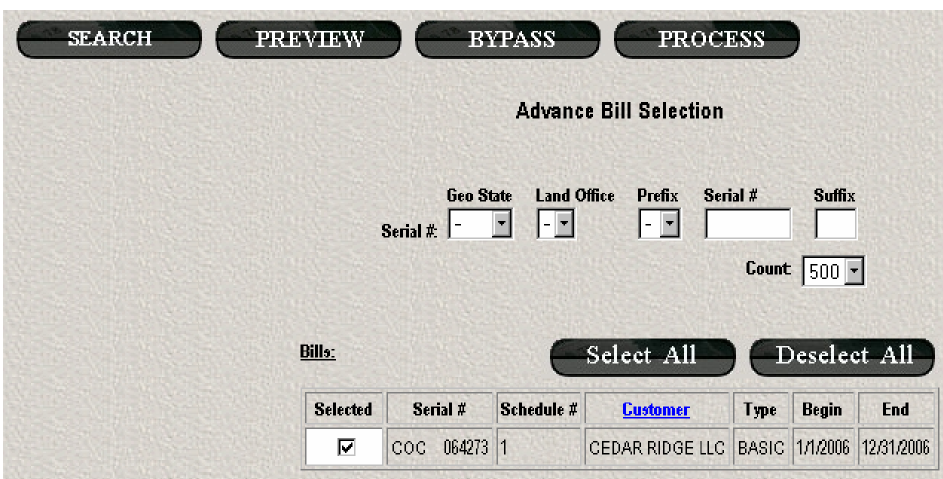


Figure 10-5: ‘Advance Bill Selection’ screen with bill selected

3. Click on the ‘Preview’ button. A new browser window that shows the bill preview for all selected rows appears. (It may take a moment for the new window to appear. The new window will not have the LRAM titles or buttons).

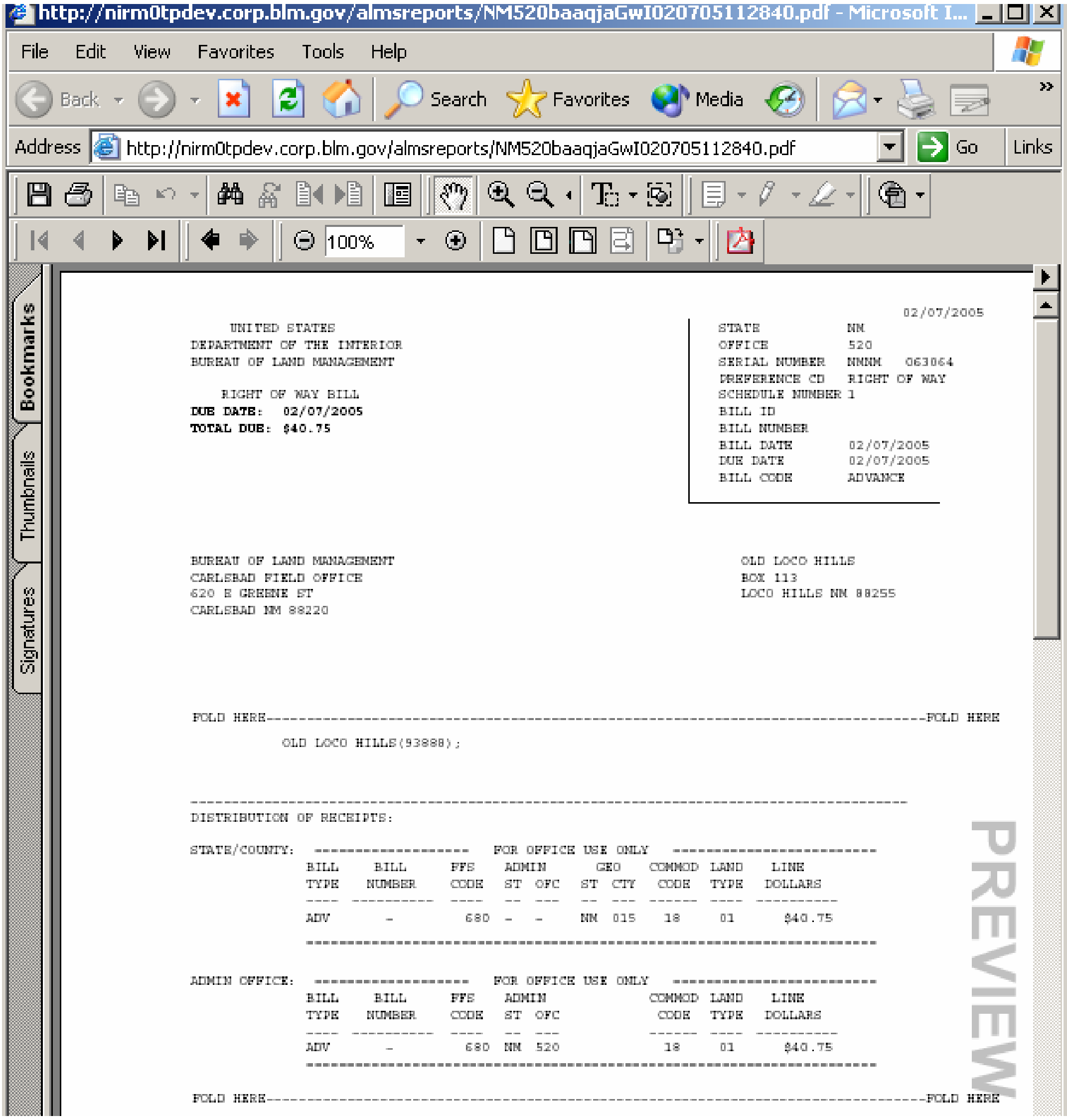


Figure 10-6: Bill Preview Browser Window

4. To print the bill preview, select ‘File’ (upper left corner) -> ‘Print’ -> ‘OK’
5. To exit, click the ‘X’ in the upper right corner of the browser window.

Note: **The Bill Preview is not the “real” bill.** The bill preview feature shows the data that will be sent to CBS. It is not in the CBS bill format. Consolidated bills will not appear in consolidated form – they will be previewed as individual bills.

10.2.5 Bill Search

Note: If you have not processed any bills, the search results will be blank.

1. Select ‘Billing’ button located on the left side of the screen.

2. Click on ‘Bill Search’ from the sub-menu. The ‘Bill Search’ screen appears.

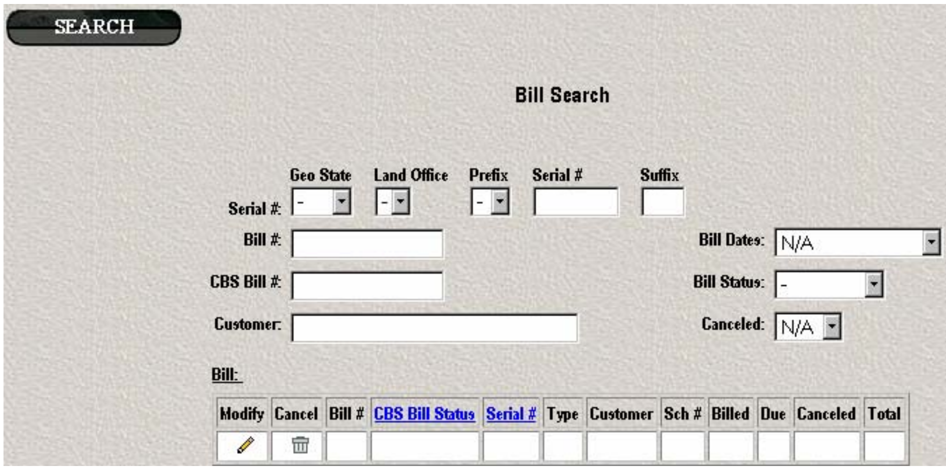


Figure 10-7: ‘Bill Search’ screen

3. Enter Bill #, Serial #, customer name and/or select a bill date or bill status for search criteria. If you do not enter any criteria, the most recent 500 bills will be displayed.

The Bill # field searches by LRAM bill number. Bill numbers may be entered with or without the “L” prefix.

The Bill Dates field displays the date and time that bills were processed. This list is limited to the previous 30 days. The dates listed do not include dates that bills were modified or cancelled; only when the original bill data was first sent to CBS.

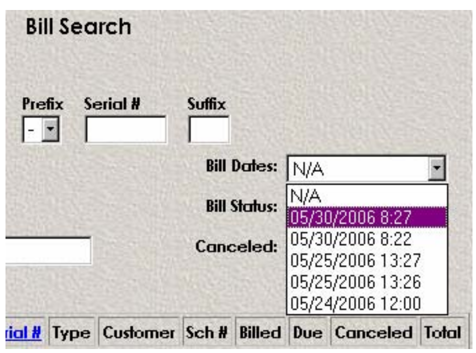


Figure 10-8: ‘Bill Search’ screen – Bill Dates pick list example

Note: If you are searching for bills in a consolidated bill group this search feature may prove confusing due to the way consolidated bills are numbered with suffixes. Searching by bill group number and suffix (e.g., L9226-05) rather than date/time may prove more effective.

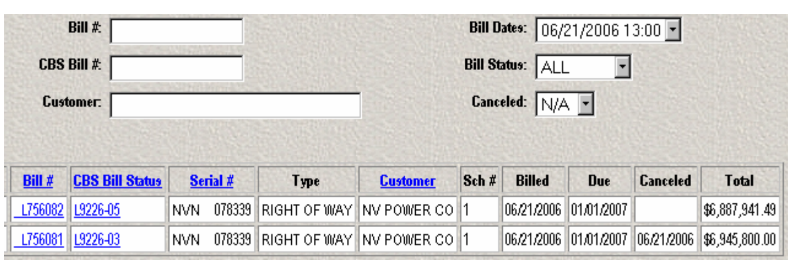


Figure 10-9: ‘Bill Search’ screen – Bill Dates search on a modified consolidated bill

4. Choose the processing status by selecting from the ‘Canceled’ pick list. Choices include all bills (N/A), only processed bills (NO), or only cancelled bills (YES).

5. Click on the ‘Search’ button to get the results.

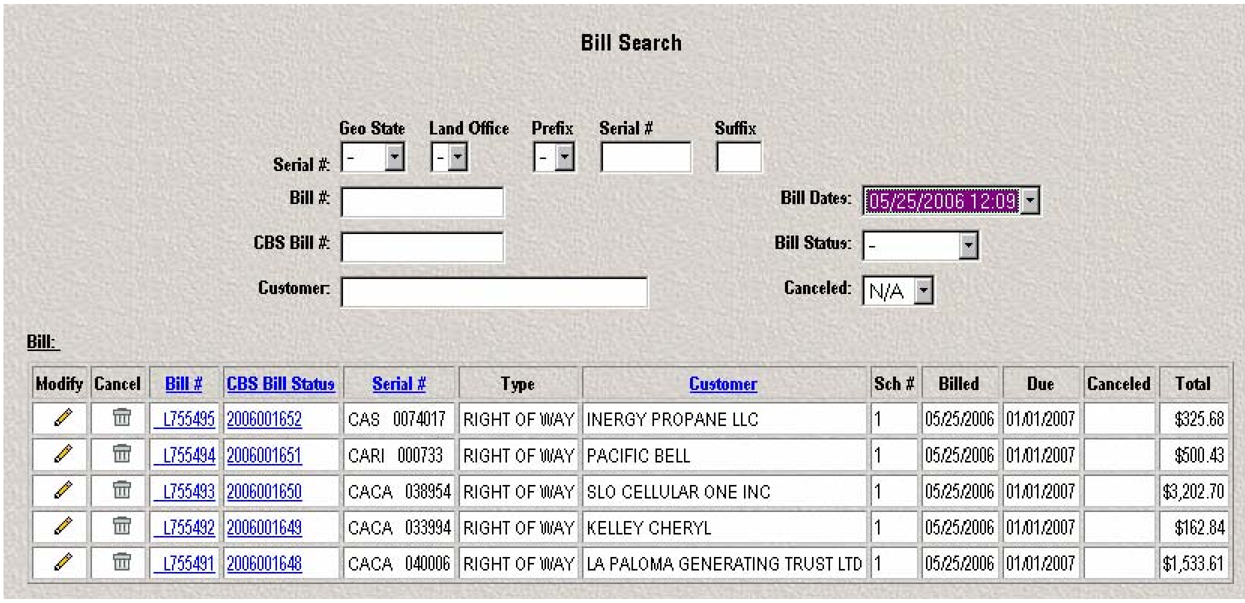


Figure 10-10: ‘Bill Search’ Screen – search results – bill date used as search criteria

If more than 500 bills are found, click on OK to close the warning message. If the needed bill isn’t on the list, modify the selection criteria and search again.

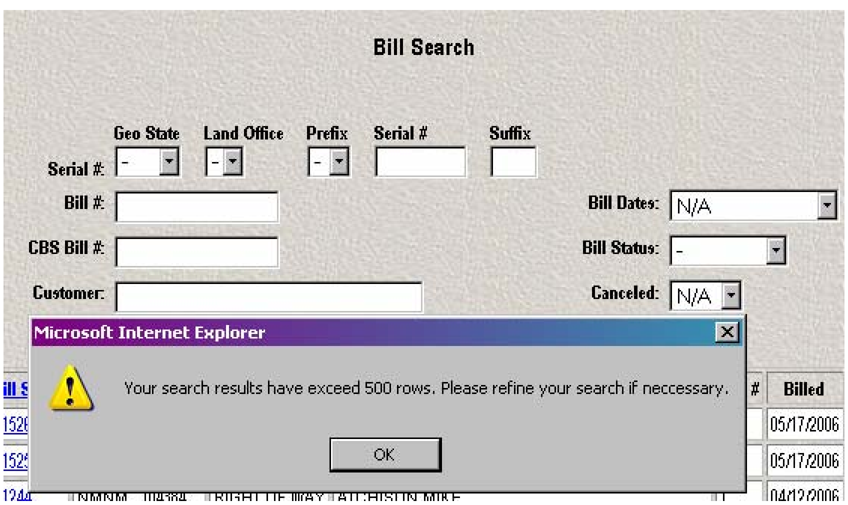


Figure 10-11: ‘Bill Search’ screen – search results exceed 500 rows

10.2.6 Bill Summary

Note: If you have not processed any bills for this office, this screen will not be available.

1. Select ‘Billing’ button located on the left side of the screen.

2. Click on ‘Bill Search’ from the sub-menu. The ‘Bill Search’ screen appears.
3. Enter a Bill #, Serial #, bill date, status, or customer name for search criteria.
4. Click on the ‘Search’ button. The search results grid appears on the screen.

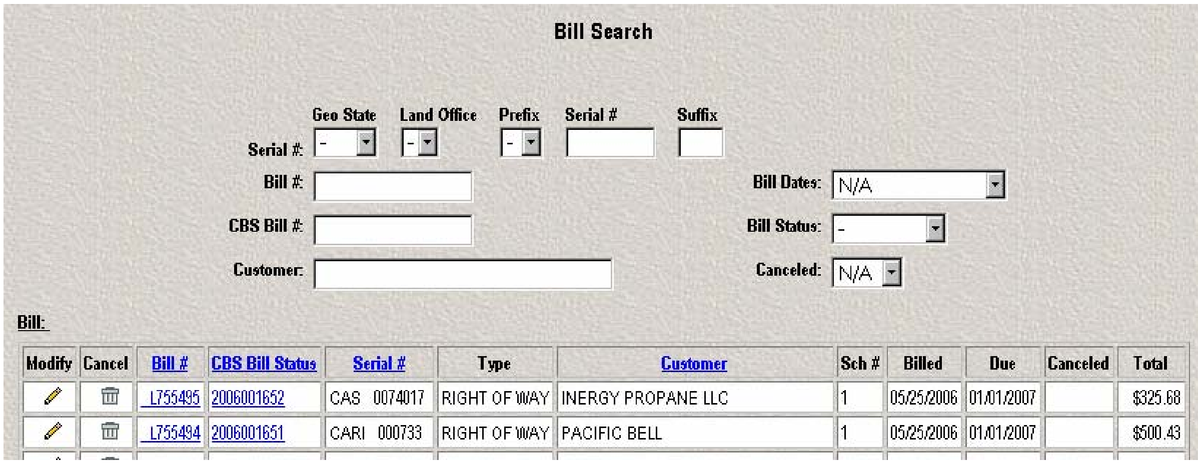


Figure 10-12: ‘Bill Search’ Screen – search results

5. Click on the edit icon or the LRAM bill number link. The ‘Bill Summary’ screen appears.

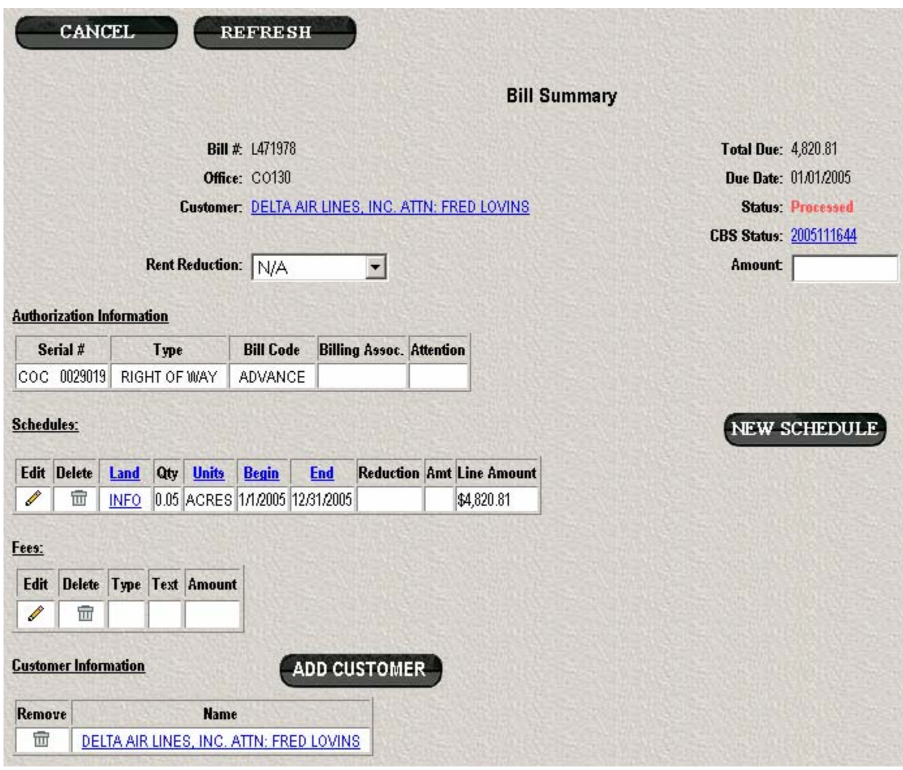


Figure 10-13: ‘Bill Summary’ screen

Note: If you click on the icon in the Edit column of the Schedules section or select an option from the ‘Rent Reduction’ field, you will switch to bill modification mode.

6. Click on the ‘Cancel’ button to return to the previous screen.

10.2.7 CBS Error Log

The CBS Error Log displays the status of all bills sent to CBS for processing.

Status	Description
CBS bill number	Bill was successfully process in CBS.
Resend	The bill was not sent to CBS. Go back to the 'Bill Summary' screen and click the 'Resend' button.
Hold	The bill was not processed. If the issues identified are resolved the bill will be processed in the overnight processing activities. If issues are not resolved, CBS changes the status to "Reject."
Reject	The bill was not processed and no attempt will be made to reprocess it as it currently exists – bad bill must be modified to create a new bill.

1. Select 'Billing' button located on the left side of the screen.
2. Click on 'Bill Search' from the sub-menu. The 'Bill Search' screen appears.
3. Enter search criteria.
4. Click on the 'Search' button. The search results grid appears on the screen.
5. Click on the underlined link in the 'CBS Bill Status' column.

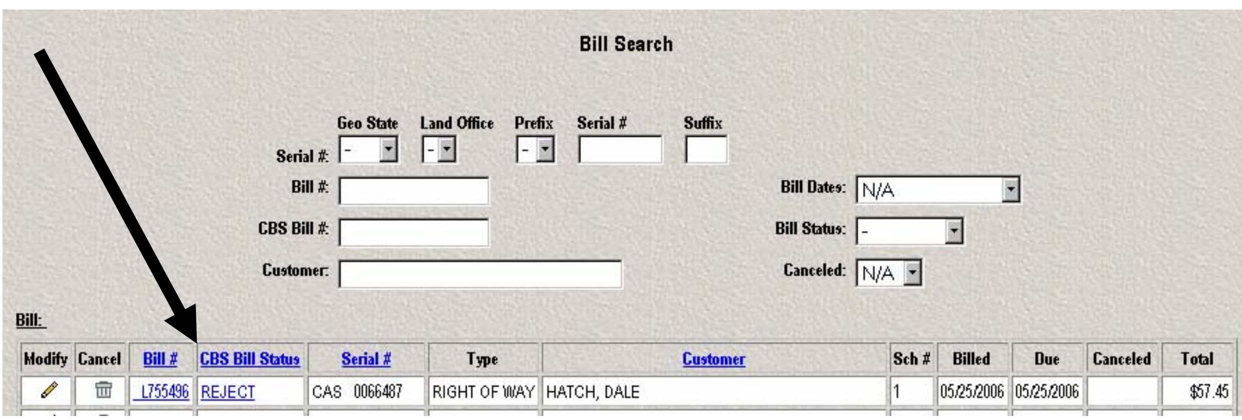


Figure 10-14: Bill Search screen – CBS Error Log link

The CBS Error Log screen appears.

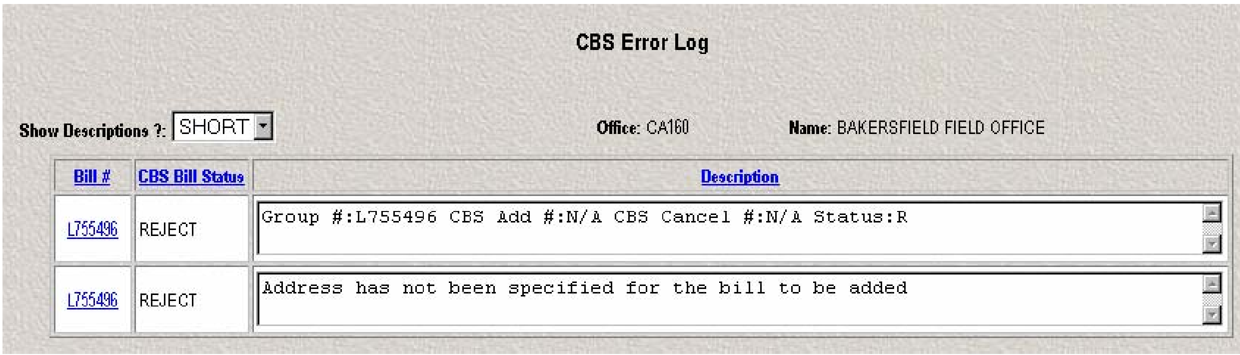


Figure 10-15: CBS Error Log screen – for a specific bill

6. To see more details for bills with a status of Hold or Reject, select LONG from the 'Show Descriptions' field. Additional information is displayed.

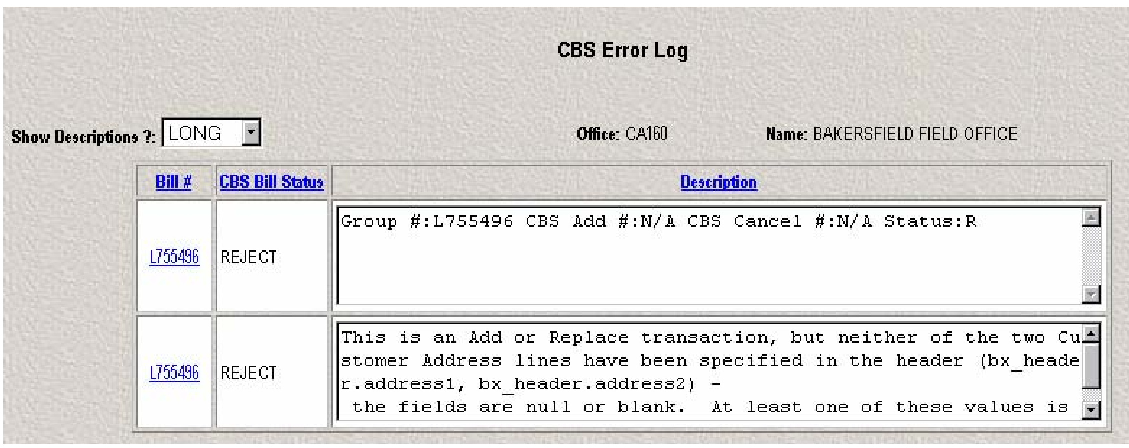


Figure 10-16: 'CBS Error Log' – Long status description

7. To return to the 'Bill Search' screen, click on Cancel.

   OR

   To go to the 'Bill Summary' screen for the bill, click on the link in the 'Bill #' field.

10.3 CBS Bill Samples

Bills for LRAM authorizations are printed from CBS. Samples shown below.

10.3.1 Single Bill

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT **Bill for Collection**	**Bill Number:** 2005036450 **Date:** 09/14/2005
Make Remittance Payable To *DOI/BLM* and Mail To: YUMA FIELD OFFICE 2555 E GILA RIDGE RD YUMA, AZ 85365-2240 (928)317-3200 **Payor:** AZ PUBLIC SERVICE BOX 53933 STA 3016 PHOENIX, AZ 85072	**Please include bill number on all remittances.**

DATE	DESCRIPTION		AMOUNT
	AZA 033201 11/01/2005 – 10/31/2006 RIGHT OF WAY TERM RENTAL -- YUMA COUNTY	$500.00	$500.00
	BLM CONTACT: BLM OFFICE, (928)317-3200		
		AMOUNT DUE THIS BILL:	**$500.00**
		DATE DUE:	**11/01/2005**

- BLM Tax ID #84-0437540
- A late payment fee of $25 or 10% of the unpaid rental whichever is greater not to exceed $500 per authorization will be assessed if full payment is not received in a BLM office within 15 calendar days of the Due Date per 43 CFR 2806.13(a). Pursuant to 43 CFR 2806.13(c), if BLM does not receive your rent, late payment fee, and any administrative fees within 90 calendar days after the rent was due, BLM may terminate your grant under section 2807.17 of this part and you may not remove any facility or equipment without written permission from BLM (see section 2807.19 of this part). The rent due, late payment fees, and any administrative fees remain a debt that you owe to the United States.
- Payment can be made by cash, check, money order or credit card. We accept Visa, Mastercard, Discover, and American Express. If paying by phone, please call the office number listed above.
- If the above name and address is incorrect, please contact the BLM office listed above.

This Bill was generated by the automated BLM Collections and Billings System and is a paper representation of a portion of the official electronic record contained therein.

Figure 10-17: Single Bill

10.3.2 Unconsolidated Group Bill – Summary and Detail Pages

Group Summary Page

Group Number: **L544**
Due Date: **02/28/2005**
Group Amount: **$15,788.97**

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
LAS CRUCES DISTRICT OFFICE
1800 MARQUESS ST
LAS CRUCES, NM 88005−3371
(505)525−4300

Customer: **EL PASO ELECTRIC CO**
PO BOX 910
LAS CRUCES, NM 88004

Bill Number	Amount	Authorization Number(s)
2005113123	$176.31	NMNM 008968
2005113124	$140.90	NMNM 024234
2005113125	$163.03	NMNM 0036763
2005113126	$20.20	NMNM 009917

Figure 10-18: Unconsolidated Group Bill – Summary Page

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Bill for Collection

Bill Number: 2005113124

Date: 02/28/2005

Make Remittance Payable To *DOI/BLM* and Mail To:
LAS CRUCES DISTRICT OFFICE
1800 MARQUESS ST
LAS CRUCES, NM 88005−3371
(505)525−4300

Payor: EL PASO ELECTRIC CO
PO BOX 910
LAS CRUCES, NM 88004

Please include bill number on all remittances.

DATE	DESCRIPTION		AMOUNT
	NMNM 024234 01/01/2005 − 12/31/2009 RIGHT OF WAY TERM RENTAL -- DONA ANA COUNTY	**$140.90**	$140.90
	BLM CONTACT: BLM OFFICE, (505)525−4300		
		AMOUNT DUE THIS BILL:	**$140.90**
		DATE DUE:	**02/28/2005**

- Pursuant to 43 CFR 2803.1−2(h) if rental is not paid when due, and such default for nonpayment continues for 30 days after notice, action may be taken to terminate the right−of−way grant or temporary use permit. After default has occurred, no structures, buildings or other equipment may be removed from the subservient lands except upon written permission.
- BLM Tax ID #84−0437540
- Payment can be made by cash, check, money order or credit card. We accept Visa, Mastercard, Discover, and American Express. If paying by phone, please call the office number listed above.
- If the above name and address is incorrect, please contact the BLM office listed above.

This Bill was generated by the automated BLM Collections and Billings System and is a paper representation of a portion of the official electronic record contained therein.

Figure 10-19: Unconsolidated Group Bill – Bill for Single Case Serial Number

10.3.3 Consolidated Group Bill – Summary and Detail Pages

Group Summary Page

Group Number: **L545**
Due Date: **02/28/2005**
Group Amount: **$9,059.61**

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
LAS CRUCES DISTRICT OFFICE
1800 MARQUESS ST
LAS CRUCES, NM 88005−3371
(505)525−4300

Customer: **AMERICAN TOWERS**
295 N. MAPLE AVE., RM 5424A2
BASKING RIDGE, NJ 07920

Bill Number	Amount	Authorization Number(s)
2005113175	$5,923.52	NMNM 009925 NMNM 069973 NMNM 101723
2005113177	$1,349.58	NMLC 0064556 NMLC 0064563 NMLC 0064646
2005113184	$1,786.51	NMNM 077377 NMNM 077378 NMNM 077531

Figure 10-20: Consolidated Group Bill – Summary Page

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT **Bill for Collection**	**Bill Number:** 2005113175 **Date:** 02/28/2005

Make Remittance Payable To *DOI/BLM* and Mail To:
LAS CRUCES DISTRICT OFFICE
1800 MARQUESS ST
LAS CRUCES, NM 88005–3371
(505)525–4300

Please include bill number on all remittances.

Payor: AMERICAN TOWERS
295 N. MAPLE AVE., RM 5424A2
BASKING RIDGE, NJ 07920

DATE	DESCRIPTION		AMOUNT
	NMNM 069973 01/01/2005 – 12/31/2005 RIGHT OF WAY COMMUNICATION SITE TERM RENTAL -- DONA ANA COUNTY	**$4,338.73**	$4,338.73
	NMNM 101723 01/01/2005 – 12/31/2009 RIGHT OF WAY TERM RENTAL -- SIERRA COUNTY	**$138.55**	$138.55
	NMNM 009925 01/01/2005 – 12/31/2005 RIGHT OF WAY COMMUNICATION SITE TERM RENTAL -- CATRON COUNTY	**$1,446.24**	$1,446.24
	BLM CONTACT: BLM OFFICE, (505)525–4300		
		AMOUNT DUE THIS BILL:	**$5,923.52**
		DATE DUE:	**02/28/2005**

- Pursuant to 43 CFR 2803.1–2(h) if rental is not paid when due, and such default for nonpayment continues for 30 days after notice, action may be taken to terminate the right–of–way grant or temporary use permit. After default has occurred, no structures, buildings or other equipment may be removed from the subservient lands except upon written permission.
- BLM Tax ID #84–0437540
- Payment can be made by cash, check, money order or credit card. We accept Visa, Mastercard, Discover, and American Express. If paying by phone, please call the office number listed above.
- If the above name and address is incorrect, please contact the BLM office listed above.

This Bill was generated by the automated BLM Collections and Billings System and is a paper representation of a portion of the official electronic record contained therein.

Figure 10-21: Consolidated Group Bill – Bill for Multiple Case Serial Numbers

11 Bill Processing: Advance (Individual) Bills

Advance (accounts receivable) bills are generally produced before use occurs.

The **due date** on the bill is the earliest begin date in the basic schedule. If a bill is created after the earliest begin date, the due date is set to the date the bill was created.

In order for an authorization to be available for processing:

- The earliest begin date of the basic schedule is within the bill window or the 'Special Bill Code' field is set to 'Forced Bill' or 'Temp Forced Bill'.
- The authorization or bill schedule status is not "Hold".
- There are no land distribution errors.
- The latest end date is prior to the expiration date unless the authorization status is APA or Decision Stayed.
- For linear authorizations, a fee schedule exists for the years in the schedule.
- For communication site cases, a verified worksheet exists.

11.1 'Advance Bill Selection' Screen

1. Select the 'Billing' button located on the left side of the screen.
2. Click on 'Advance Bill Selection' from the sub-menu. The Advance Bill Selection screen appears.

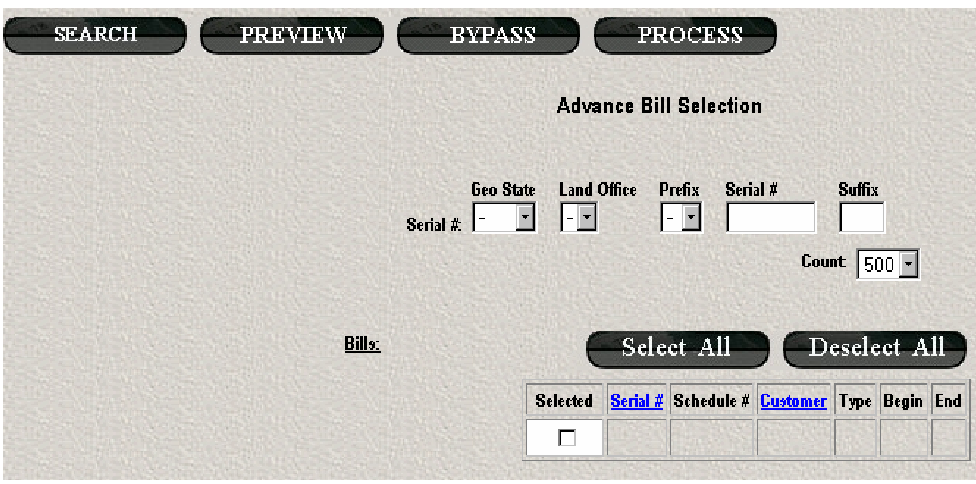


Figure 11-1: 'Advance Bill Selection' Screen

3. Limit the search by entering the case serial number in the 'Serial #' field. If the search criteria are left blank, the search returns all schedules ready for billing.
4. Limit the number of results displayed by changing the 'Count' field.

5. Click on the ‘Search’ button. Schedules that met the search criteria are returned in a grid in the lower part of the screen.

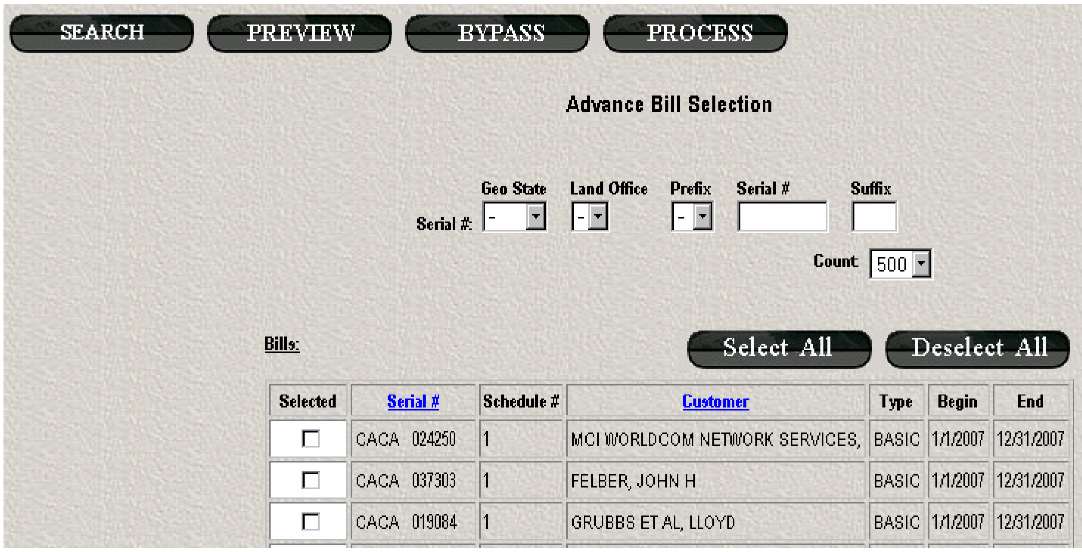


Figure 11-2: 'Advance Bill Selection' Screen

Note: To select all rows returned, click on the ‘Select All’ button. User may click on the ‘Deselect All’ button to remove selection from all rows.

To select a single bill, click in the ‘Selected’ box. A check mark appears. To de-select a bill, click on the check mark.

11.2 Advance Bill Selection Bill By-pass List

The Bill By-pass list shows authorizations for which bills will not be produced and a reason why.

The Bill By-pass list is created when you perform a bill selection process. It is important to remember that if selecting advance bills, a bill by-pass list for advance bills is displayed. The same applies to billing association bills.

Warning: There is only one Bill By-pass list in existence at any time.

1. On the ‘Advance Bill Selection’ screen, click the ‘Search’ button to generate a new Bill By-pass List.

Figure 11-3: ‘Bypass’ button on ‘Advance Bill Selection’ screen

2. Click the ‘Bypass’ button on the ‘Advance Bill Selection’ screen. The Bill By-Pass List screen appears. The ‘Bill By-Pass List created by’ field identifies which search screen created the list.

Delete	Serial #	Type	Sched #	Type	Land	Description	Customer
	CACA 012921	RIGHT OF	1	BASIC	INFO	LATEST END DATE AFTER AUTH EXP DATE	BAXTER,PHILIP
	CACA 046466	RIGHT OF	1	BASIC	INFO	BEGIN DATE IN PAST	DOSTIE,PAUL
	CACA 047623	RIGHT OF	1	BASIC	INFO	INVALID LAND DISTRIBUTION	BARNARD CONSTRUCTION CO, INC

Figure 11-4: ‘Bill By-Pass List’ screen

Note: The delete icon deletes the record from the *current by-pass list screen*. It does not permanently remove the authorization of the by-pass list.

3. Click on the appropriate link to fix the error or click the ‘Cancel’ button to return to the previous screen. See some examples below.

Message	Link	Action
Authorization on Hold	Serial #	On the Authorization Summary click the serial number link. Change authorization status.
Begin Date In Past	Schedule #	Set Special Bill Code to Forced Bill.
Begin Date Too Far In Future	Basic	Correct dates or delete the schedule if you don’t want to bill.
Invalid Land Distribution	Info	Correct the error.
Latest End Date After Auth Exp Date	Basic or Serial #	If billing to expiration date, go to the Basic Schedule. If billing past expiration date, On the Authorization Summary click the serial number link. Change authorization status to APA.
More Recent Verified Worksheet Available. Click On The Sched # To Update	Schd #	Going to screen will update data.
No Verified Worksheet Is Available. Please Check The Comm. Site Application.	Schd # (after verifying worksheet)	Verify worksheet in comm site. Click the Schd #.

11.3 Preview Bills

See section 11.1: ‘Advance Bill Selection’ Screen on page 11-1 above for details on accessing the screen and performing a search.

1. After performing a search on the ‘Advance Bill Selection’ screen, click on the box next to one or more authorizations.

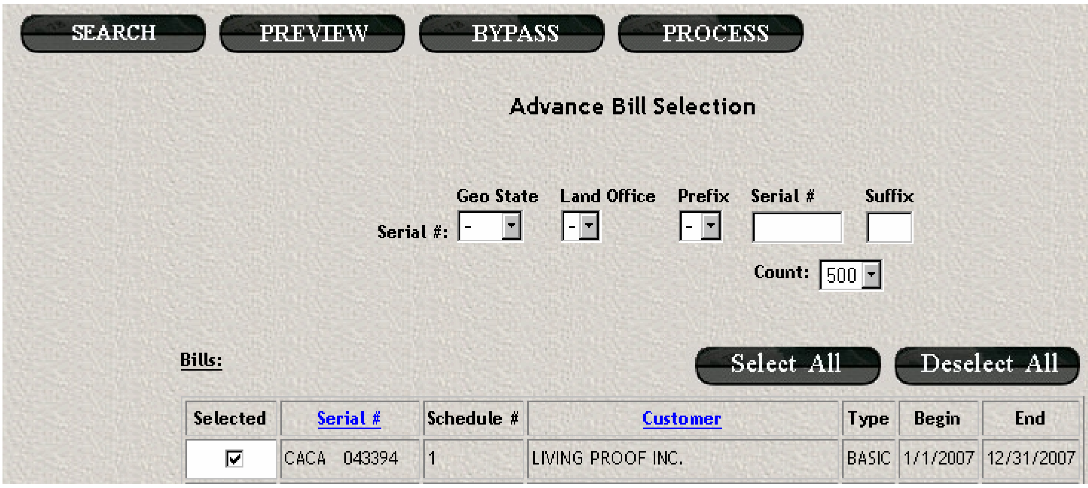


Figure 11-5: Bill selected for Preview

2. Click on the ‘PREVIEW’ button. A new browser window that shows the bill preview for all selected rows appears. (See Figure 10-6 on page 10-5 for an example).

3. To print the bill preview, select ‘File’ (upper left corner) -> ‘Print’ -> ‘OK’

4. To exit, click the ‘X’ in the upper right corner of the browser window.

   Note: The Bill Preview is not the “real” bill. It is not in the CBS bill format. Consolidated bills will not appear in consolidated form – they appear as individual bills.

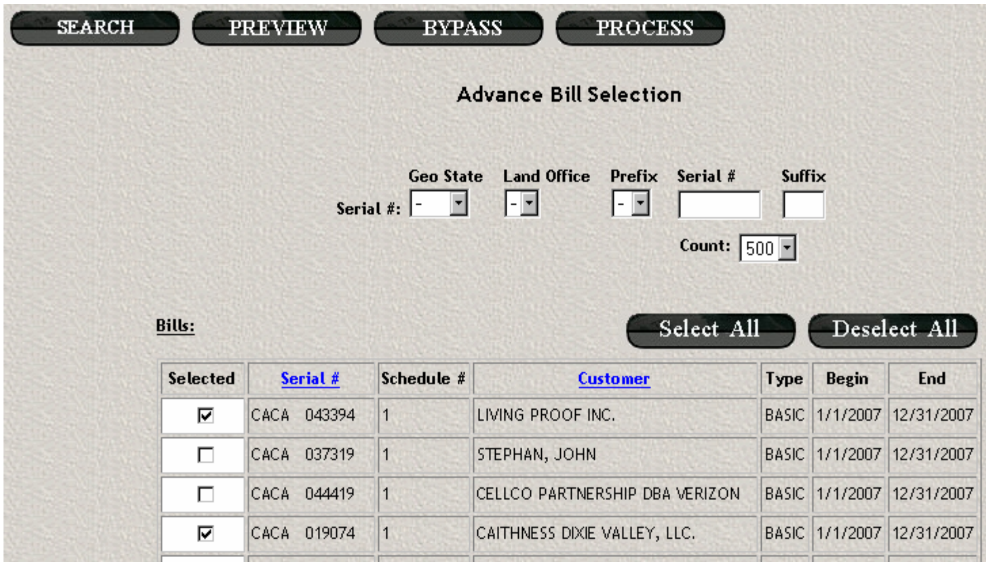
Processed bills must be viewed and printed from the Collections and Billing System (CBS).

11.4 Submit Bills to CBS

See section 11.1: ‘Advance Bill Selection’ Screen on page 11-1 above for details on accessing the screen and performing a search.

1. On the ‘Advance Bill Selection’ screen, select the bill or bills you wish to submit to CBS.

   Click on SELECT ALL to choose all bills on the screen or click in the check box next to each serial number to select that line.



SEARCH PREVIEW BYPASS PROCESS

Advance Bill Selection

Serial #: Geo State Land Office Prefix Serial # Suffix

Count: 500

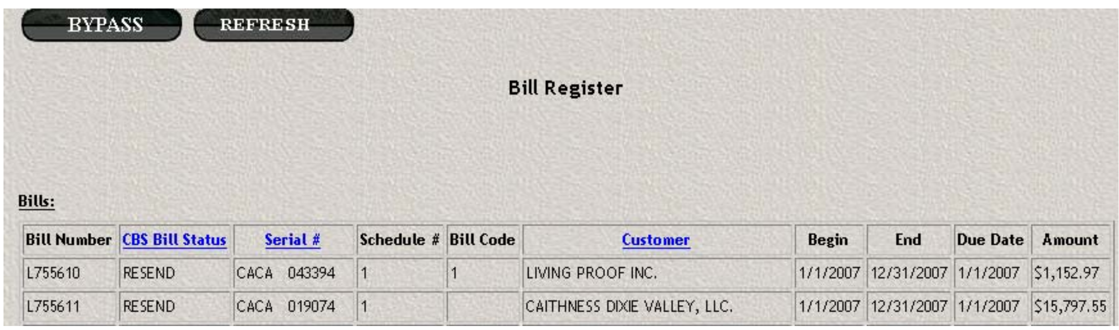
Bills: Select All Deselect All

Selected	Serial #	Schedule #	Customer	Type	Begin	End
☑	CACA 043394	1	LIVING PROOF INC.	BASIC	1/1/2007	12/31/2007
☐	CACA 037319	1	STEPHAN, JOHN	BASIC	1/1/2007	12/31/2007
☐	CACA 044419	1	CELLCO PARTNERSHIP DBA VERIZON	BASIC	1/1/2007	12/31/2007
☑	CACA 019074	1	CAITHNESS DIXIE VALLEY, LLC.	BASIC	1/1/2007	12/31/2007

Figure 11-6: 'Advance Bill Selection' screen – before 'Process'

2. After selecting the bills, click on the 'Process' button. The button disappears after you click it.

   The Bill Register screen appears showing the CBS bill status or bill number.



BYPASS REFRESH

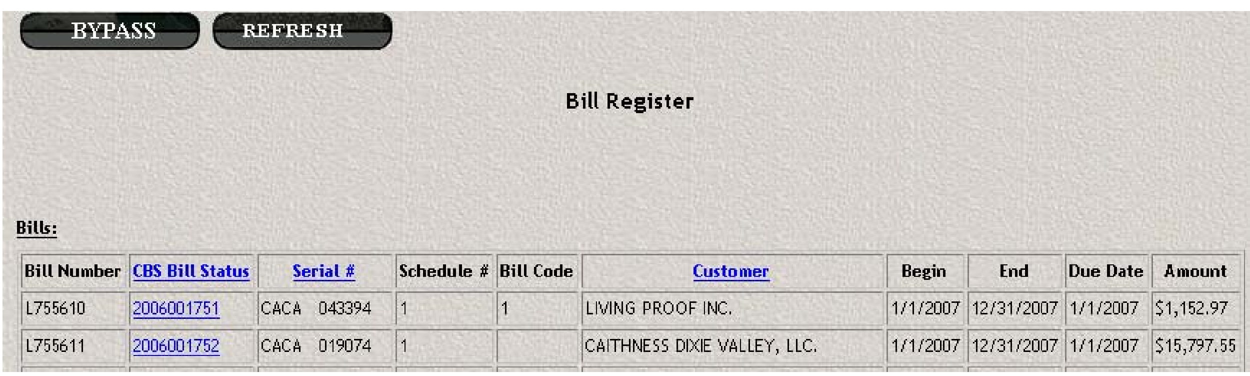
Bill Register

Bills:

Bill Number	CBS Bill Status	Serial #	Schedule #	Bill Code	Customer	Begin	End	Due Date	Amount
L755610	RESEND	CACA 043394	1	1	LIVING PROOF INC.	1/1/2007	12/31/2007	1/1/2007	$1,152.97
L755611	RESEND	CACA 019074	1		CAITHNESS DIXIE VALLEY, LLC.	1/1/2007	12/31/2007	1/1/2007	$15,797.55

Figure 11-7: 'Bill Register' screen – before 'Refresh'

3. To update the CBS Bill Status field, click on 'Refresh'.



BYPASS REFRESH

Bill Register

Bills:

Bill Number	CBS Bill Status	Serial #	Schedule #	Bill Code	Customer	Begin	End	Due Date	Amount
L755610	2006001751	CACA 043394	1	1	LIVING PROOF INC.	1/1/2007	12/31/2007	1/1/2007	$1,152.97
L755611	2006001752	CACA 019074	1		CAITHNESS DIXIE VALLEY, LLC.	1/1/2007	12/31/2007	1/1/2007	$15,797.55

Figure 11-8: 'Bill Register' screen – after 'Refresh'

4. If the CBS Bill Status column contains an underlined link for “HOLD” or “REJECT”, click on that link to view the ‘CBS Error Log’ screen.

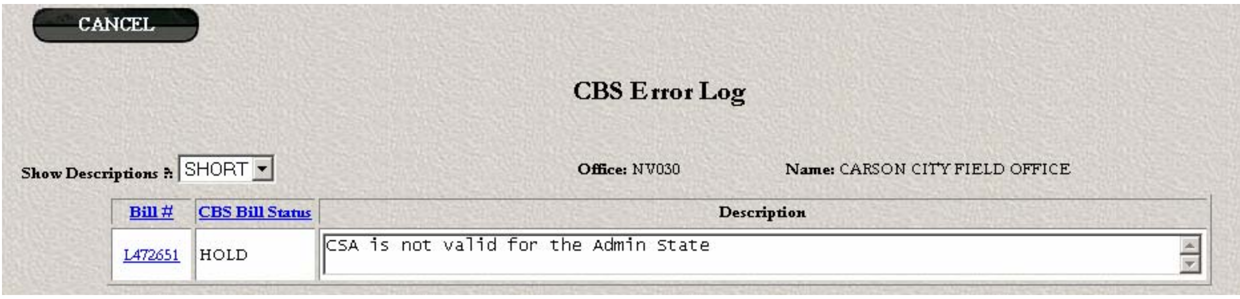


Figure 11-9: ‘CBS Error Log screen

12 Processing: Billing Association (Group) Bills

A billing association allows bills to be processed by CBS as a group.

The following conditions must be met for the production of billing association bills:

- There must be a billing association number in the authorization record.
- The authorization or bill schedule status is not HOLD.
- There are no land distribution errors.
- There is a schedule fee rate for the years described in the schedule.
- The latest end date is prior to the expiration date unless the status is APA or Decision Stayed.
- The required bill text regarding fees and penalties is the same for all bills selected. E.g., you cannot process a 2920 case group with a 2800 case group.

12.1 'Billing Association Bill Selection' Screen

1. Select 'Billing' button located on the left side of the screen.
2. Click on 'Billing Assoc Bill Selection' from the sub-menu. The 'Billing Association Bill Selection' screen appears.

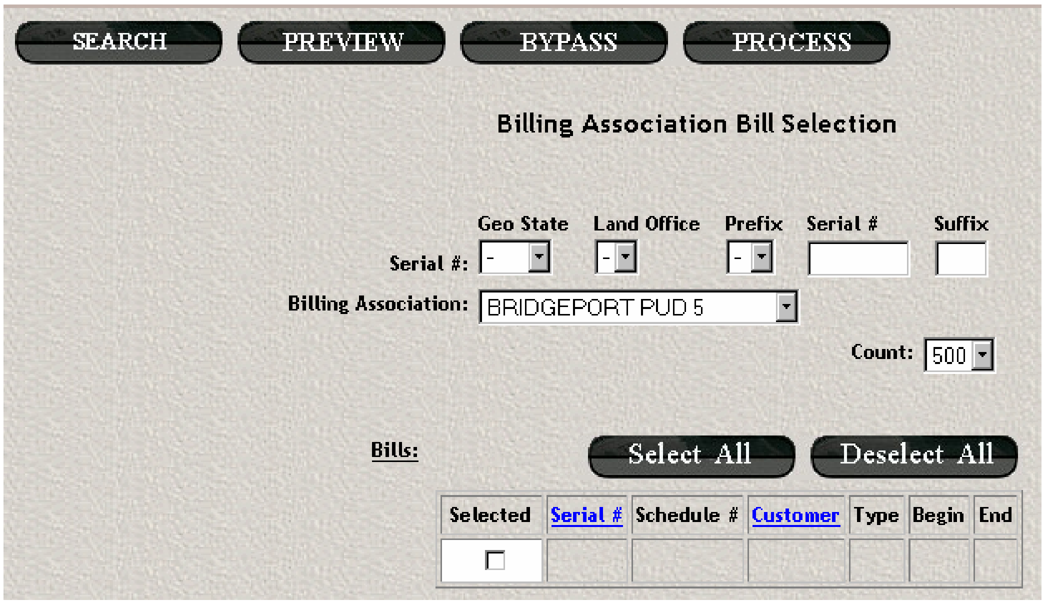


Figure 12-1: 'Billing Association Bill Selection' screen

3. Select an association from the 'Billing Association' field or select a single authorization by entering the case serial number in the Serial # field. If you enter a serial number, the billing association name is not used to limit the search.

4. Once the selection criteria are set, click on the ‘Search’ button.

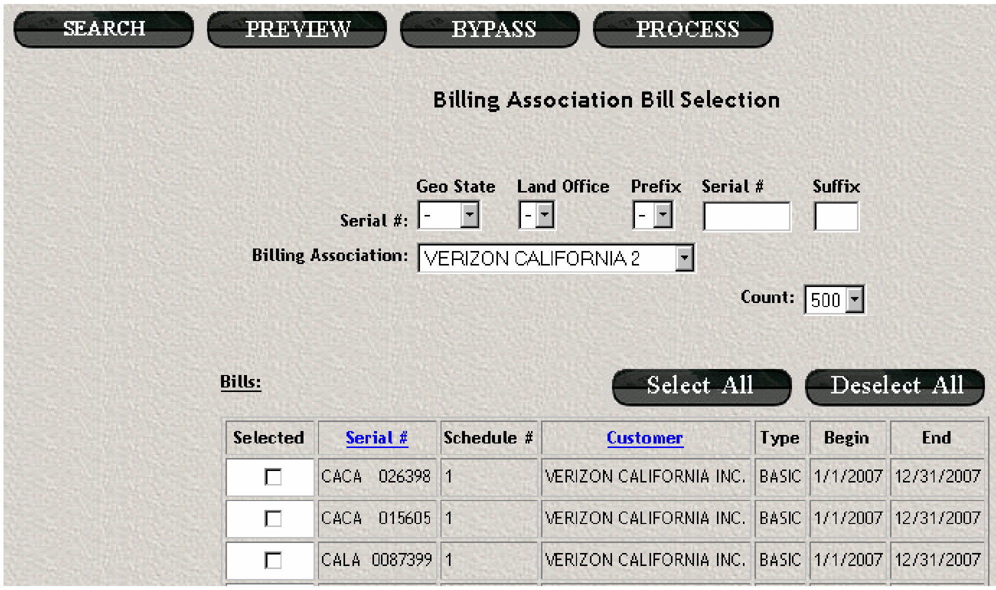


Figure 12-2: ‘Billing Association Bill Selection’ screen – after search

Note: Data in underlined columns may be sorted by clicking on the column heading.

5. To select an authorization, click in the box next to the serial number.

   To select all rows returned, click on the ‘Select All’ button. Click on the ‘Deselect All’ button to remove selection from all rows.

12.2 Bill By-pass List

The Bill By-pass list shows authorizations for which bills will not be produced and a reason why.

Warning: There is only one Bill By-pass list in existence at any time. Check that the by-pass list is the one created by your search.

Figure 12-3: 'Bypass' button on 'Billing Association Bill Selection' screen

1. On the ‘Billing Association Bill Selection’ screen, select a billing association and click the ‘Search’ button to generate a new Bill By-pass List.

2. Click the ‘Bypass’ button. The Bill By-Pass List screen appears. Note the ‘Bill By-Pass List created by’ field identifies which search screen created the list.

Figure 12-4: ‘Bill By-Pass List’ screen

Note: The delete icon deletes the record from the *current by-pass list screen*. It does not permanently remove the authorization from the by-pass list.

The underlined links in the Bill By-Pass List screen are provided to assist with correcting errors that prevent schedules from being selected for billing.

12.3 Preview a Billing Association Bill

1. Click on the ‘Preview’ button. A new browser window appears showing the Bill Preview.
2. To print the bill preview, select ‘File’ (upper left corner) -> ‘Print’ -> ‘OK’
3. To exit, click the ‘X’ in the upper right corner of the browser window.

The Bill Preview is not a “real” bill. The bill preview feature shows the data that will be sent to CBS it is not the bill to be sent to the customer. Consolidated bills will not appear in consolidated form – they will be previewed as individual bills.

12.4 Submit Billing Association Bills to CBS

1. On the ‘Billing Association Bill Selection’ screen, make sure all the authorizations to be processed are selected. (Click ‘Select All’ or click in the check box next to individual bills).

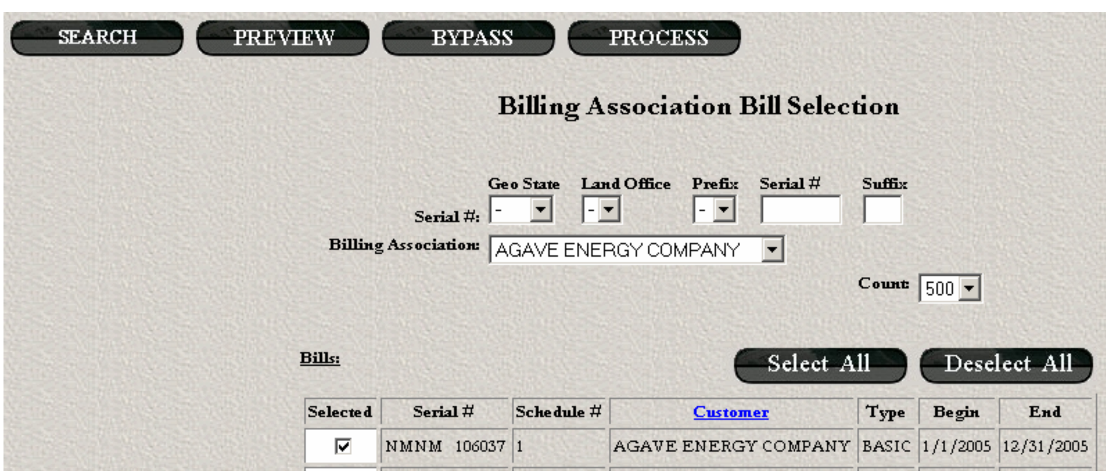


Figure 12-5: ‘Billing Association Bill Selection’ screen – authorizations selected for processing

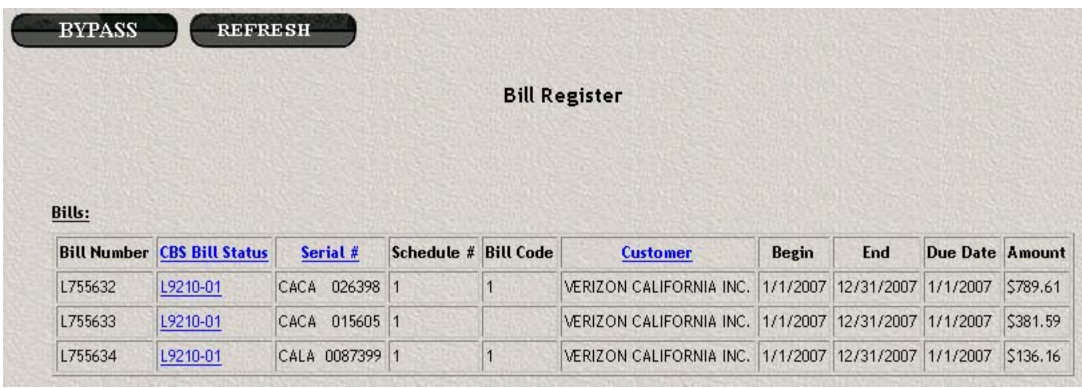
2. Click on the ‘Process’ button. The button disappears after you click it.

The Bill Register screen appears.

Bill Number	CBS Bill Status	Serial #	Schedule #	Bill Code	Customer	Begin	End	Due Date	Amount
L755632	RESEND	CACA 026398	1	1	VERIZON CALIFORNIA INC.	1/1/2007	12/31/2007	1/1/2007	$789.61
L755633	RESEND	CACA 015605	1		VERIZON CALIFORNIA INC.	1/1/2007	12/31/2007	1/1/2007	$381.59
L755634	RESEND	CALA 0087399	1	1	VERIZON CALIFORNIA INC.	1/1/2007	12/31/2007	1/1/2007	$136.16

Figure 12-6: 'Bill Register' screen

3. To see changes in the status, click on the ‘Refresh’ button at the top of the screen. If the ‘CBS Bill Status’ is “Hold” or “Reject”, click on the underlined word to see the CBS Error Log description.



Bill Number	CBS Bill Status	Serial #	Schedule #	Bill Code	Customer	Begin	End	Due Date	Amount
L755632	L9210-01	CACA 026398	1	1	VERIZON CALIFORNIA INC.	1/1/2007	12/31/2007	1/1/2007	$789.61
L755633	L9210-01	CACA 015605	1		VERIZON CALIFORNIA INC.	1/1/2007	12/31/2007	1/1/2007	$381.59
L755634	L9210-01	CALA 0087399	1	1	VERIZON CALIFORNIA INC.	1/1/2007	12/31/2007	1/1/2007	$136.16

Figure 12-7: ‘Bill Register’ screen after Refresh – consolidated group bill shown

13 Bill Modification

Bills may be cancelled or changed after they are sent to CBS. These changes must be initiated from LRAM. Bills in CBS with full or partial payment cannot be modified until the payment is moved to suspense. If a bill modification or cancellation is submitted to CBS for a bill with full or partial payment it will be set to a status of "Hold."

13.1 Bill Search

This particular search function searches for all the processed bills in the office. Use this for checking the CBS status or bill number and for locating bills to cancel or modify.

1. Select 'Billing' button located on the left side of the screen.
2. Click on 'Bill Search' from the sub-menu and the Bill Search screen appears.

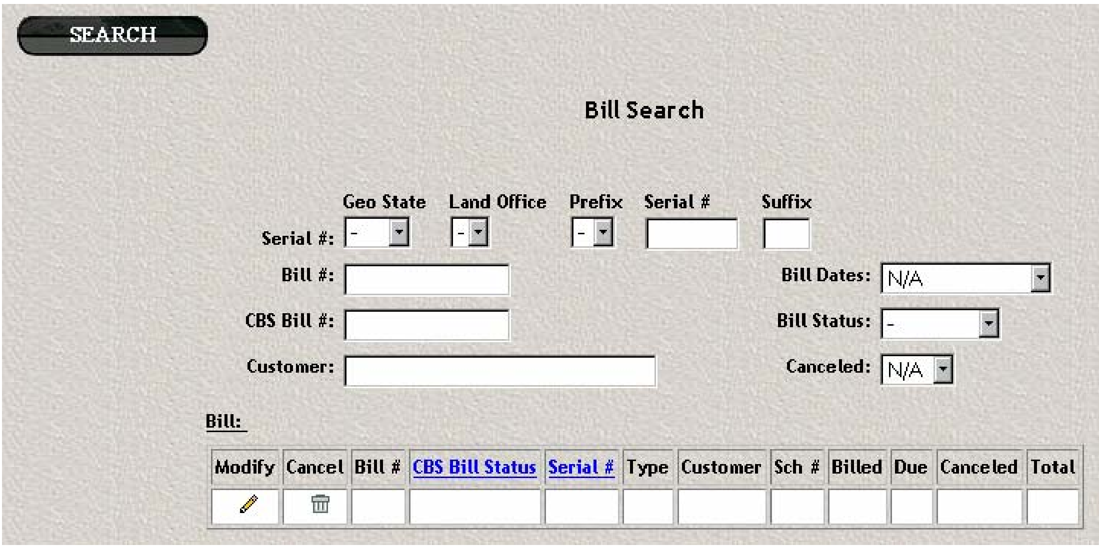


Figure 13-1: 'Bill Search' screen

3. Enter a Bill #, Serial # or customer name for search criteria. The 'CBS Bill #' field searches by the CBS bill number. The 'Bill #' field searches by LRAM bill number. LRAM bill numbers may be entered with or without the prefix.
4. Choose the processing status by selecting from the 'Canceled' pick list. Choices include all bills (N/A), only processed bills (NO), or only cancelled bills (YES).

5. Once the selection criteria are set, click on the ‘Search’ button to get the results. The search returns the first 500 bills found. If the needed bill isn’t on the list, modify the selection criteria and search again.

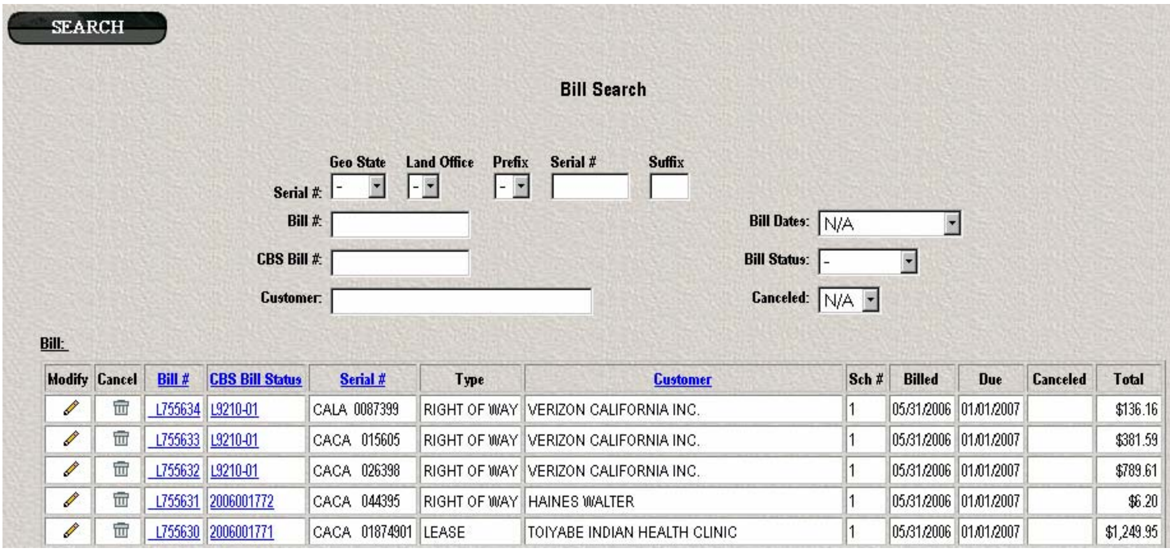


Figure 13-2: Bill Search – search results – no search criteria specified

13.2 Cancel a Bill

1. On the ‘Bill Search’ screen, search for the desired bill.
2. Click the trash can icon in the ‘Cancel’ column. The Bill Summary screen appears with a Cancellation section.

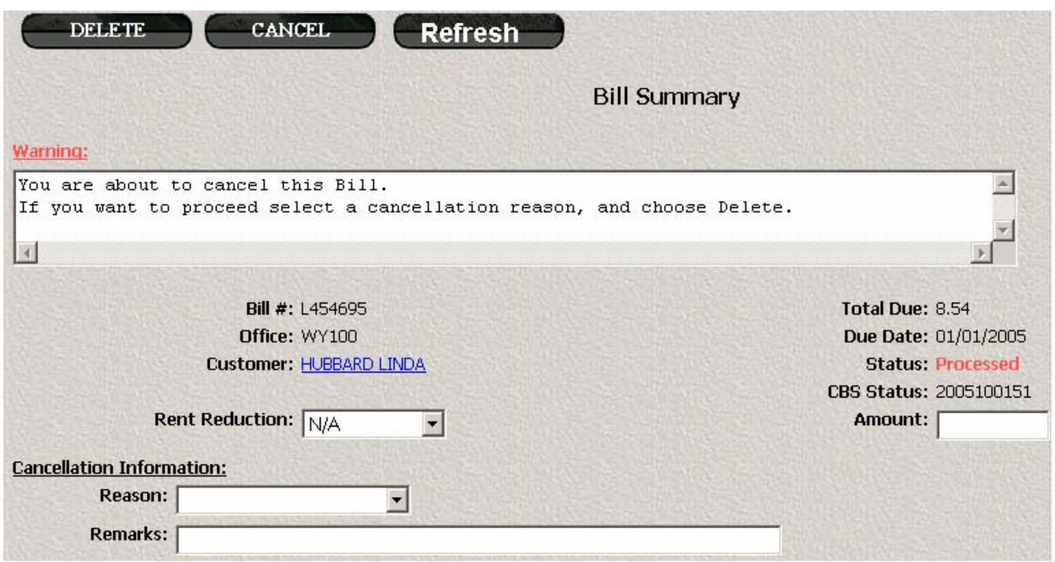


Figure 13-3: Bill Summary screen – Cancellation Information section

3. Select a ‘Reason’ from the Cancellation Information list.
4. If desired, fill in the ‘Remarks’ field.
5. Double-check the bill number and information then click the ‘Delete’ button.

   After you click on ‘Delete’, the Bill Summary Screen’s ‘Warning’ window message, ‘Reason’, ‘Remarks’, and ‘Status’ fields are updated.

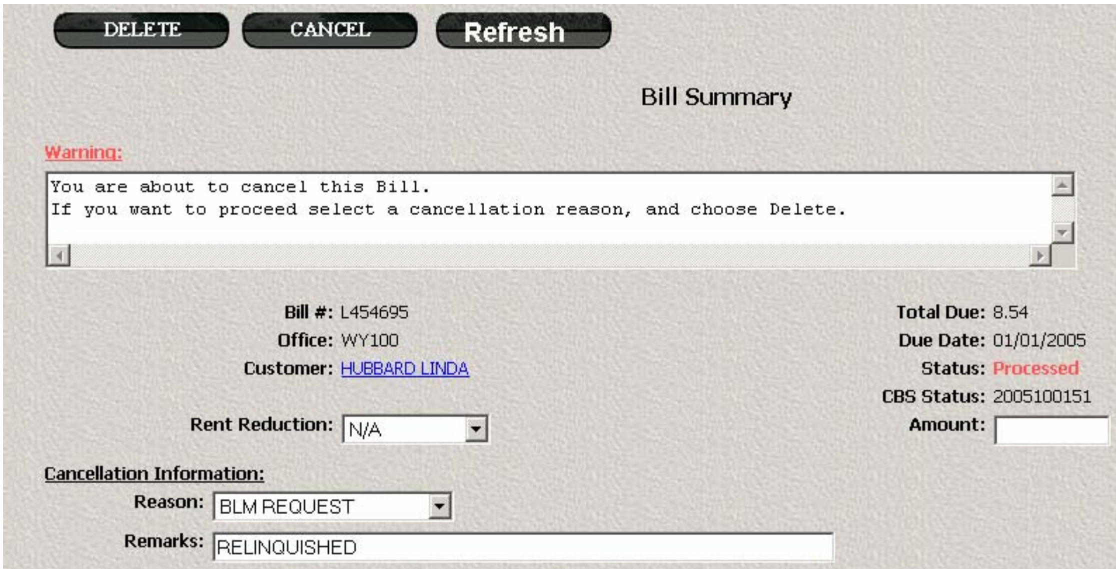


Figure 13-4: ‘Bill Summary’ screen –after the ‘Delete’ button was selected

6. Click the ‘Refresh’ button to update the CBS Status if the processing is not complete.
7. Click on the ‘Cancel’ button to return to the ‘Bill Search’ screen.

13.3 Modify a Bill

When modifying a bill, the original bill is cancelled and a replacement bill is produced. The replacement bill is linked to the cancelled bill and both bill numbers are supplied to the Collection and Billing System (CBS).

1. Search for the desired bill on the ‘Bill Search’ screen.

2. Click on the pencil icon in the 'Modify' column or the Bill number link. The 'Bill Summary' screen appears.

Figure 13-5: 'Bill Summary' screen –beginning of bill modification

3. To change schedule or land data, click on the Edit icon in the Schedules section. The Bill Schedule information screen appears.

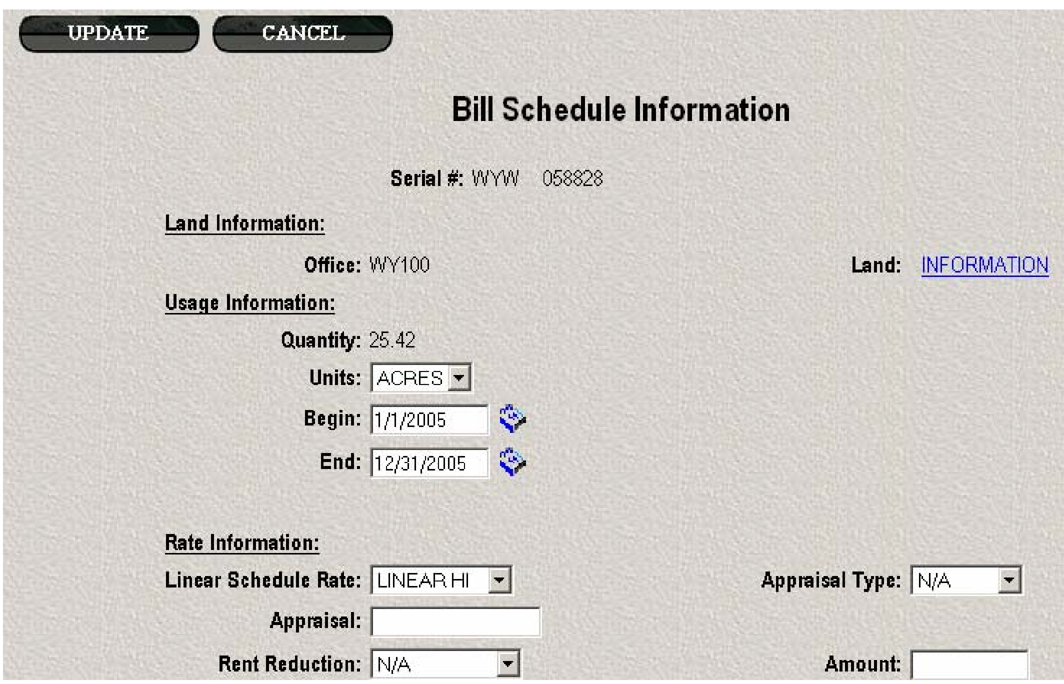


Figure 13-6: 'Bill Schedule Information' screen

4. Change the Usage or Rate Information on this screen. To change land information, including acreages, click on the Information link in the 'Land' field.

Note: If you change the bill's time span, be sure to modify the 'Basic Schedule' screen dates (see section 8.2.2: Basic Schedule on page 8-5).

5. Click on 'Update' to save the changes. The 'Bill Summary' screen appears with a Warning message and a Cancellation section.

Figure 13-7: 'Bill Summary' Screen - Cancellation Information section

6. Select a cancellation 'Reason.'
7. If desired, complete the 'Remarks' field.
8. Click the 'Process' button. The 'Bill Summary' screen changes (see Figure 13-8 below).

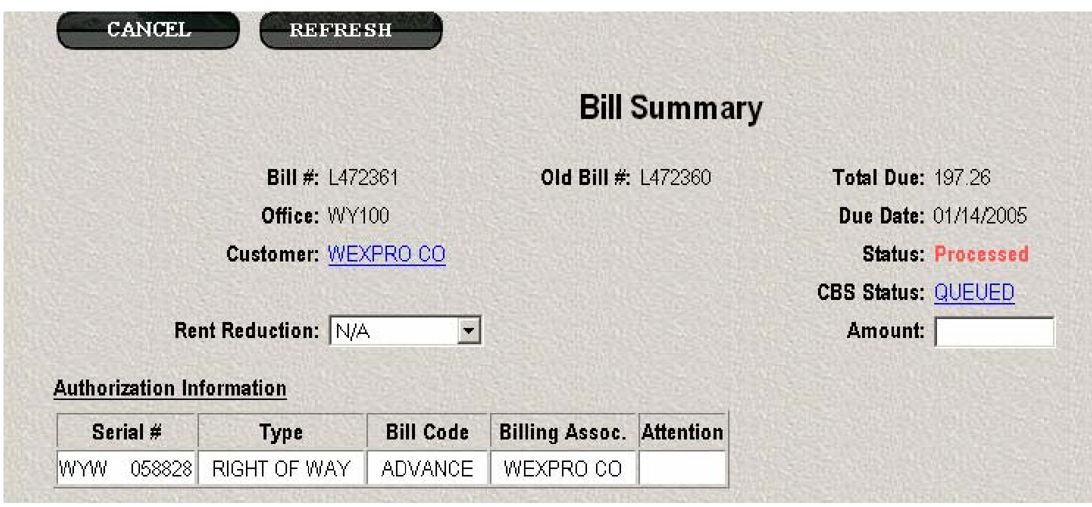


Figure 13-8: 'Bill Summary' screen - after 'Process' button clicked

9. Click the 'Cancel' button to return to the Bill Search screen.

14 Troubleshooting

14.1 Warning Report

This report identifies certain conditions, pending actions, inconsistencies, or errors in the data.

Note Any errors or warnings related solely to the bill process are shown on the 'Bill By-Pass List' screen, not the Warning Report.

1. Select the appropriate office if you have permissions in more than one office.
2. Select the 'Reports' button located on the left side of the screen.
3. Click on 'Warning Report' from the sub-menu. The 'Warning Report' screen appears. (See Figure 14-1).

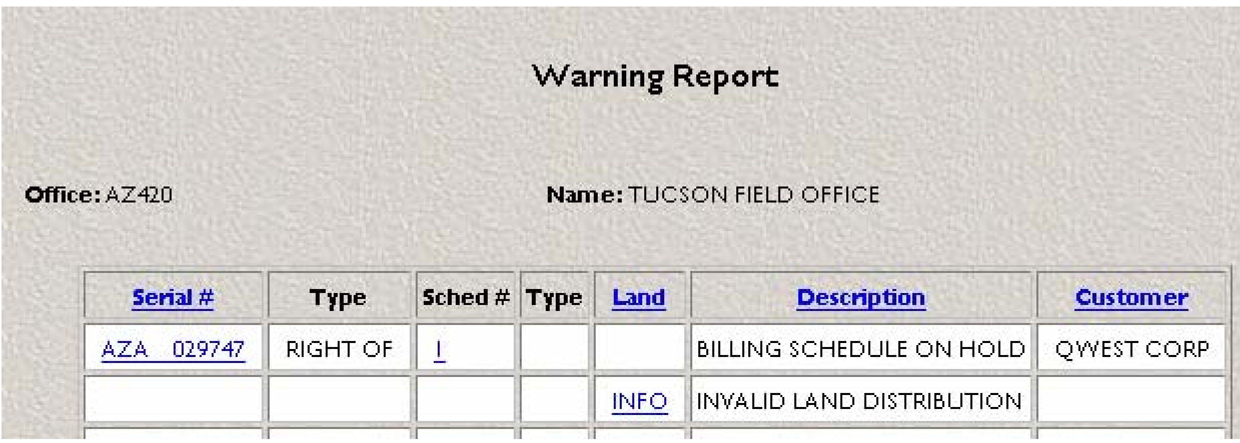


Figure 14-1: 'Warning Report' screen

- To go to the 'Authorization Summary' screen, click on the value in the 'Serial #' column.
- To go to the 'Billing Schedule' screen, click on the value in the 'Sched #' column.
- To go to the 'Land Information' screen, click on the value in the 'Land' column.

14.1.1 Print the Warning Report

1. From the browser window, select ‘File’ (upper left corner) -> ‘Print’

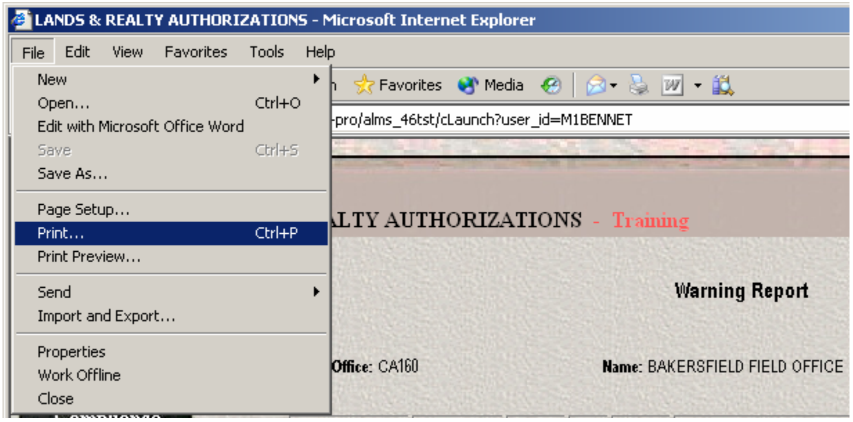


Figure 14-2:Internet Explorer File Menu

2. Select ‘Preferences’ from the Print window.

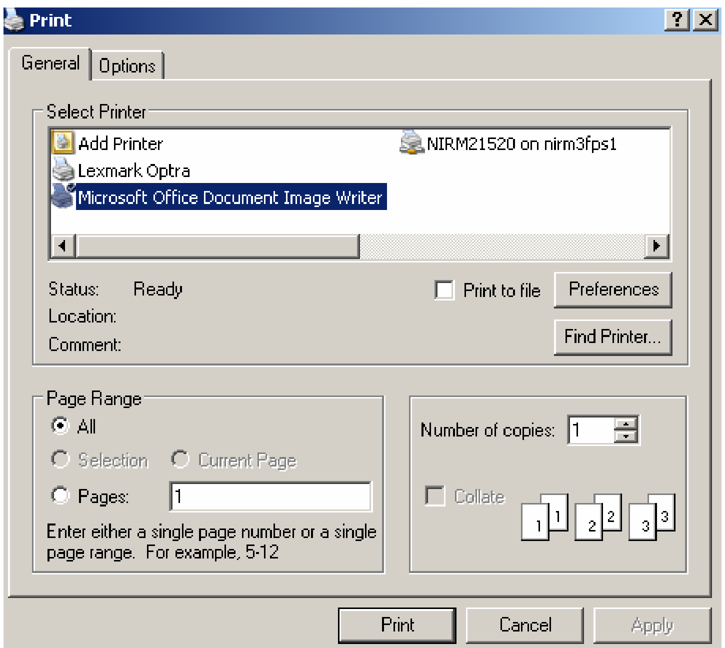


Figure 14-3:Internet Explorer Print window

3. Another window appears. Select Landscape.
4. Click ‘OK’. Your screen returns to the original window.
5. Select ‘Print.’

SAMPLE WARNING REPORT MESSAGES AND DEFINITIONS

MESSAGE	**Definition**
Begin Date too Far in Future	The year date on one or more lines in a basic or current schedule is too far in the future. You will not get a bill without modifying the data.
Authorization on Hold	A hold action has been entered on a schedule; no bill can be generated from the schedule while the hold is in place.
Invalid Land Distribution	The percentages in the land distribution record do not add correctly. You will not be able to produce a bill until the record is corrected.
There is a more recent verified worksheet available. Click on the schd # to update.	The communication site worksheet has changed since the data was first sent to LRAM. To refresh the data, go to the Billing Schedule screen.
No verified worksheet is available. Please check the comm. site application.	There is no communication site worksheet or if a worksheet exists in the Communication Site Worksheet application it is not verified. Go to the Communication Site Worksheet application and create and/or verify the worksheet for the billing year in the serial number shown on the LRAM warning report.

14.2 Bill Error Report

The Bill Error Report identifies possible billing errors. It is still under development but currently lists communication site bills that have had their worksheet changed and re-verified. (The report will not list bills for which the worksheet is now unverified.) **Before modifying a bill**, determine if the communication site worksheet changes affected the rental amount. If the rental amount is unchanged it is not necessary to produce a new bill. If the rental amount did change:

1. Click on the bill number link. The Bill Summary screen appears with a message indicating LRAM updated the appraisal amount.
2. Click on OK to close the message.
3. Select a reason in the Cancellation Information section.
4. Enter a comment in the Remark field if desired.
5. Make any other modifications; customer data or billing dates.
6. Click Process.
7. Wait a few seconds then click Refresh to see the new bill number.

14.3 Customer Records

14.3.1 Creating a New Customer Record

1. Select the ‘Customer’ button located on the left side of the screen.
2. Click on ‘Customer Search’ from the sub-menu and the Customer Search screen appears.

3. Click on the ‘New Customer’ button from the ‘Customer Search’ screen.

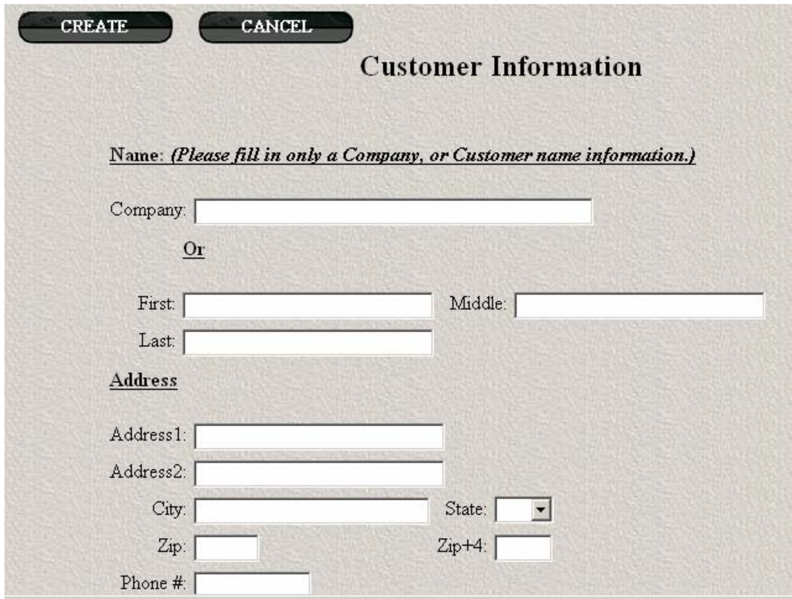


Figure 14-4: New Customer Information Screen

4. Enter customer information. Enter the name in the Company name field or the First, Middle, Last Name fields. Enter combination names such as Dick and Jane Rancher in the Company name field.

5. Enter the address in the appropriate fields. You must enter an address in the ‘Address 1’ field.

6. Click on the ‘Create’ button.

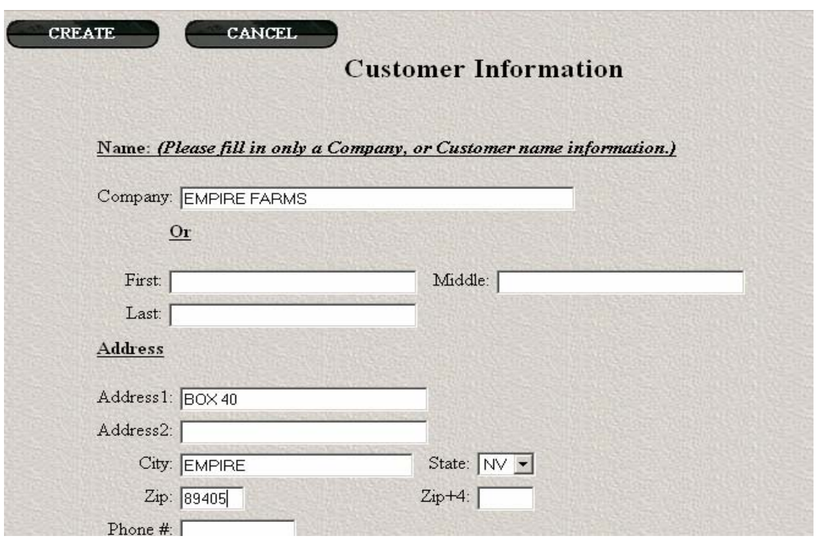


Figure 14-5: Completed Customer Information Screen

15 Viewing LRAM Settings

All users can view most of the screens used to maintain the LRAM application data. However only users with manager or owner privileges can add or change data on the screens described in this section.

15.1 Maintain Office

You must have Manager or higher permissions to update data.

7. Place the mouse pointer on the ‘Maintenance’ menu button.
8. Select from the sub-menu ‘Maintain Office.’
9. Select ‘Offices’. The Office Information screen appears.

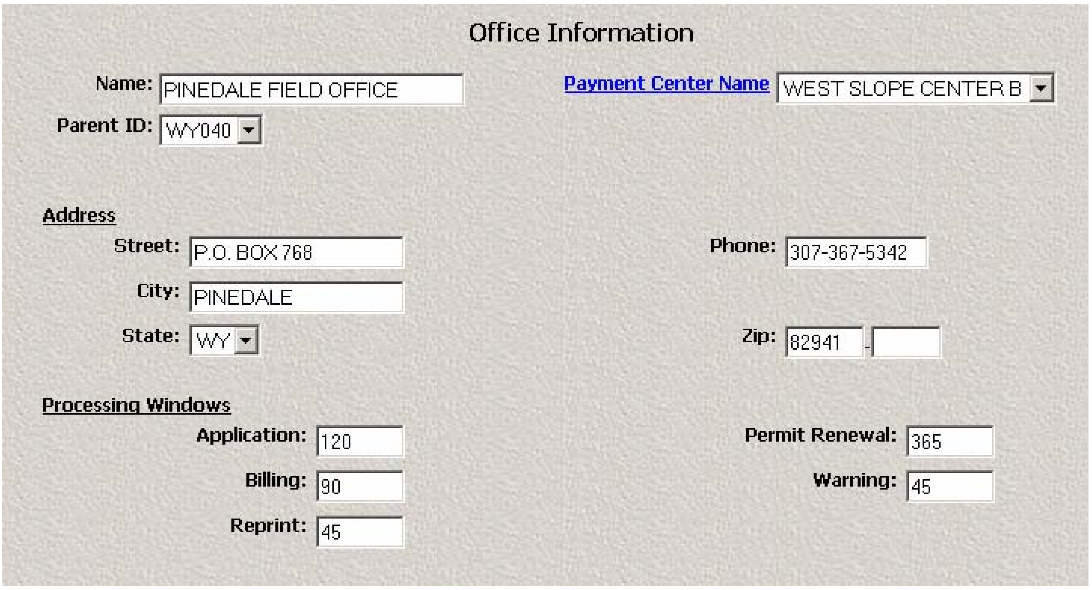


Figure 15-1: Office Information screen

15.2 Payment Center

10. Place the mouse pointer on the ‘Maintenance’ menu button.
11. Select from the sub-menu ‘Maintain Office.’

12. Select 'Payment Center.'

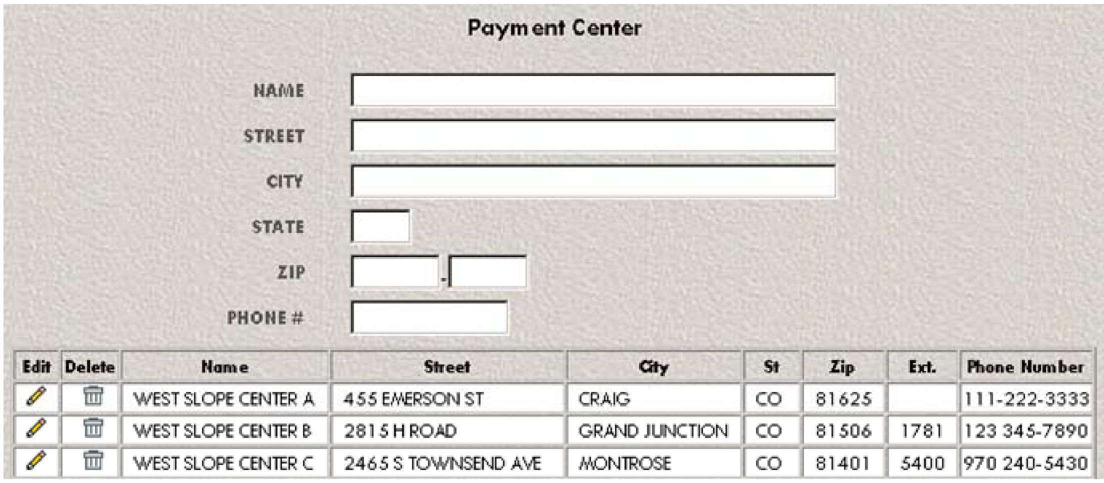


Figure 15-2: Payment Center screen

15.3 ROW Linear Fee

13. Place the mouse pointer on the 'Maintenance' menu button.
14. Select from the sub-menu 'ROW Linear Fee.'

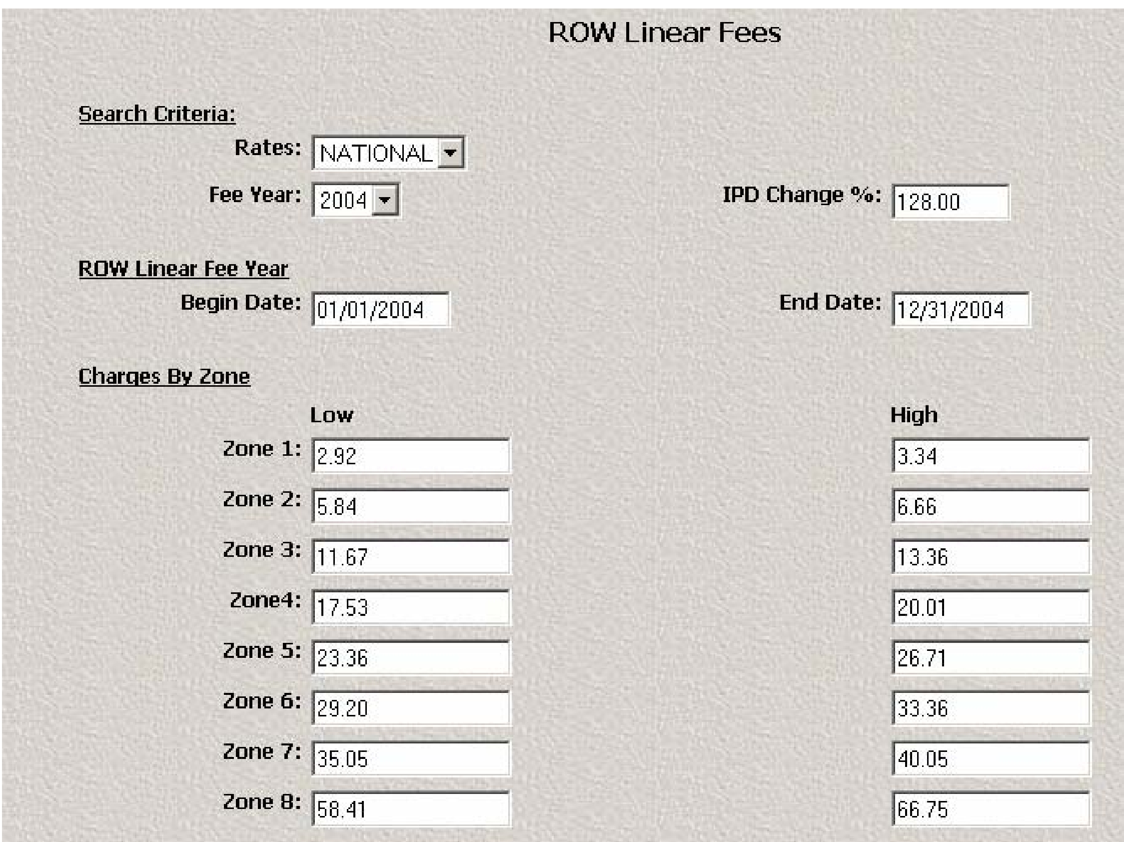


Figure 15-3: ROW Linear Fee screen

15.4 User Administration

User passwords reside in the BLM Application Security System (BASS), where they are stored and maintained. The LRAM User Administration section controls user access to individual office data, sets user permission levels, and controls whether the user needs access to the LRAM ADA (Americans with Disabilities Act) functions. Maintenance of user logins and access privileges now requires entries in both UAS-LRAM and BASS. This section covers only the LRAM portion of the process. The reader is referred to the BASS documentation for details of its operation.

1. Place the mouse pointer on the 'Maintenance' menu button.
2. Select from the sub-menu 'User Administration'. You will see your current permission setting.

15.5 Domains and Codes

3. Place the mouse pointer on the 'Maintenance' menu button.
4. Select 'General Maintenance' then 'Domains'. The Domain Name Results screen appears.

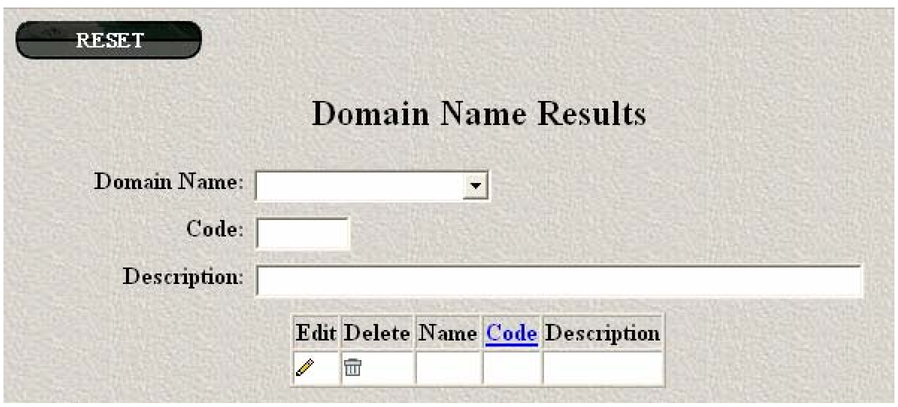


Figure 15-4: Domain Name Screen

5. Select a 'Domain Name' from the pick list. A new screen appears displaying the codes and descriptions for the domain name selected.

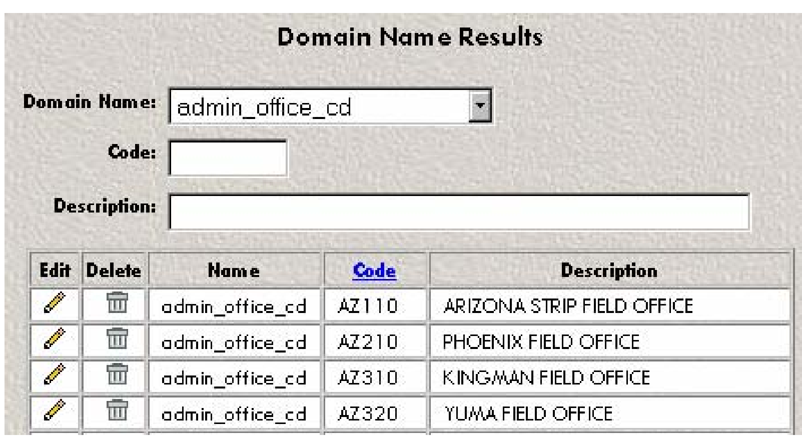


Figure 15-5: Domain Name Results screen after selection of 'Domain Name'

15.5.1 Fund Codes

This domain identifies land type, executive order and fund symbol code combinations.

15.5.2 County Codes

1. Place the mouse pointer on the 'Maintenance' menu button.
2. Select 'General Maintenance' then 'County Codes'. Note that the 'State' defaults to the state where your office is located, and that the counties in that state are automatically retrieved. You may reselect the 'State' if desired.

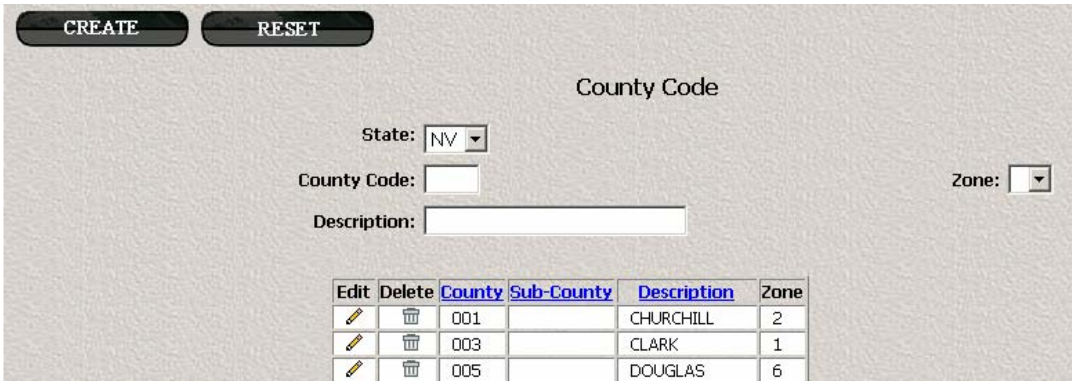


Figure 15-6: 'County Code' screen

Note Click on the underlined columns to sort those columns.

16 Maintenance – OWNER LEVEL PRIVILEGES REQUIRED

All users can view most of the screens used to maintain the LRAM application data. However only users with manager or owner privileges can add or change data on the screens described in this section.

16.1 Transfer an Authorization to another Office

A user with owner level privileges can transfer an authorization and its associated land data to another office within your state. Authorizations can be transferred as part of a group or one by one.

Transferring an authorization is a two part process that requires you to transfer the authorization and land data separately.

16.1.1 Transfer a Single Authorization

TRANSFER AUTHORIZATION DATA

1. Perform an authorization search (Authorizations>Authorization Search - see 6.2.1: ‘Authorization Search’ Screen on page 6-2 for detailed instructions).
2. On the ‘Authorization Summary’ screen, click on the serial number. The ‘Authorization Information’ screen appears.

Figure 16-1: Authorization Information Screen – Office Transfer button

3. On the ‘Authorization Information’ screen, click on ‘Office Transfer’ button. A warning message appears.

Figure 16-2: Office Transfer Warning Message

4. Click OK to continue. The screen changes to allow select the new office and complete the transfer.

Figure 16-3: ‘Authorization Information’ screen - ‘Complete Transfer’ button

5. Select the new office from the ‘Office’ field then click on the ‘Complete Transfer’ button. A confirmation message appears.

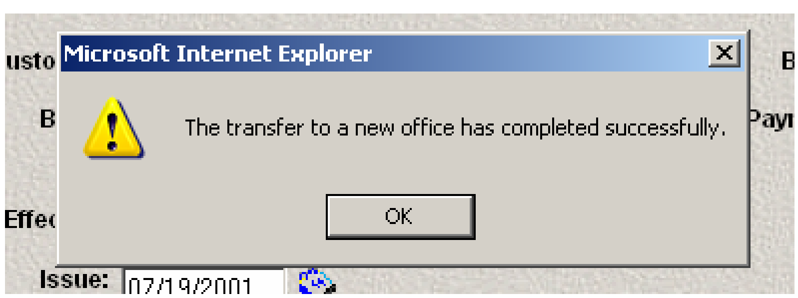


Figure 16-4: Complete transfer confirmation message

TRANSFER LAND DATA

1. Click on ‘Land Record’ on the left-side menu.

Figure 16-5: LRAM Main Menu screen

2. Click on ‘Land Record Transfer’ from the buttons’ sub-menu. The ‘Land Search’ Screen appears.

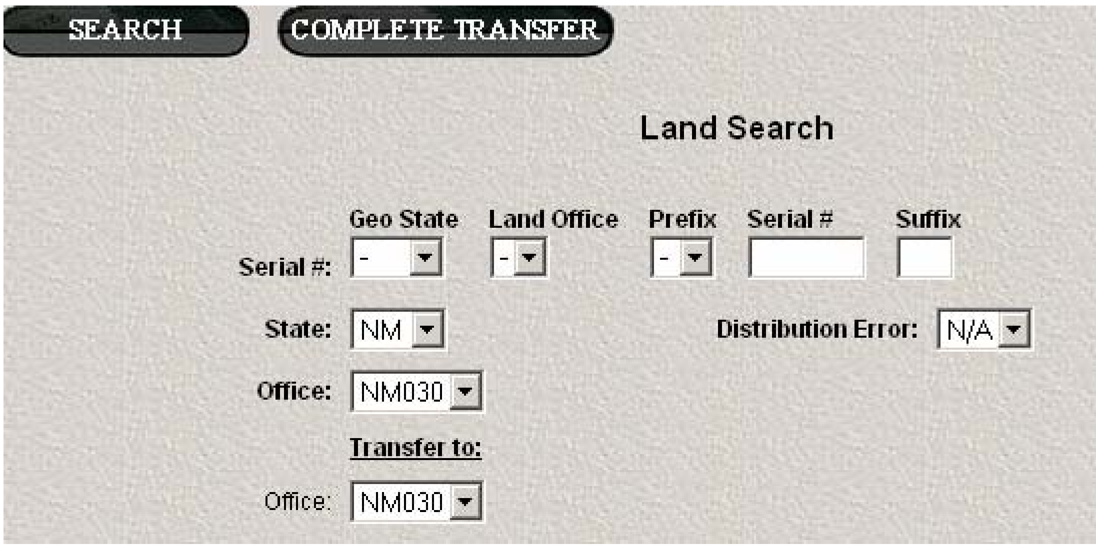


Figure 16-6: 'Land Search' screen with Complete Transfer button

3. Enter the case serial number in the Serial # field.
4. Click on ‘Search’. The matching land record data appears in the grid.

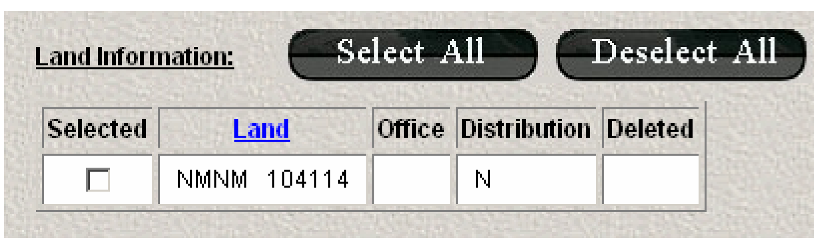


Figure 16-7: ‘Land Search’ results

5. Click in the check box next to the correct case serial number.

6. Click on the ‘Complete Transfer’ button. A warning message appears.

Figure 16-8: Land Transfer – Warning message

7. Click OK to continue. A confirmation message appears.

Figure 16-9: Land Transfer Confirmation message

8. Click OK to continue.

16.1.2 Transfer Multiple Authorizations

TRANSFER AUTHORIZATION DATA

1. On the left side menu, click on Authorizations.

Figure 16-10: ‘Authorization Transfer’ sub-menu

2. Select Authorization Transfer from the sub-menu. The ‘Authorization Transfer’ screen appears.

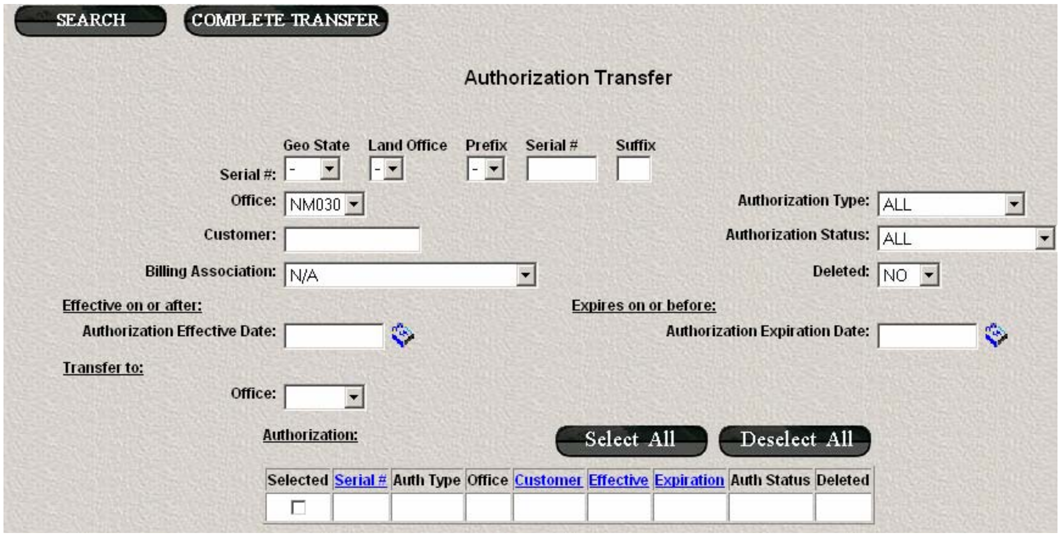


Figure 16-11: ‘Authorization Transfer’ screen

3. Enter search criteria, e.g. customer name or billing association.
4. Click on Search. A list of authorizations matching the search criteria appear.

Figure 16-12: Authorization Search Results

5. In the ‘Transfer to’ section, select the office to which you want to transfer the authorizations.
6. Click in the check box next to the authorizations you want to transfer.

   To select all the authorizations, click on the Select All button.

Figure 16-13: Transfer Office set and Authorizations selected

7. Click on the Complete Transfer button. A confirmation message appears.
8. Click OK to continue. A confirmation message appears.
9. Click OK to continue.

TRANSFER LAND RECORDS

1. On the left-side menu, click on Land Record.
2. Select Land Record Transfer from the sub-menu. The 'Land Search' screen appears.

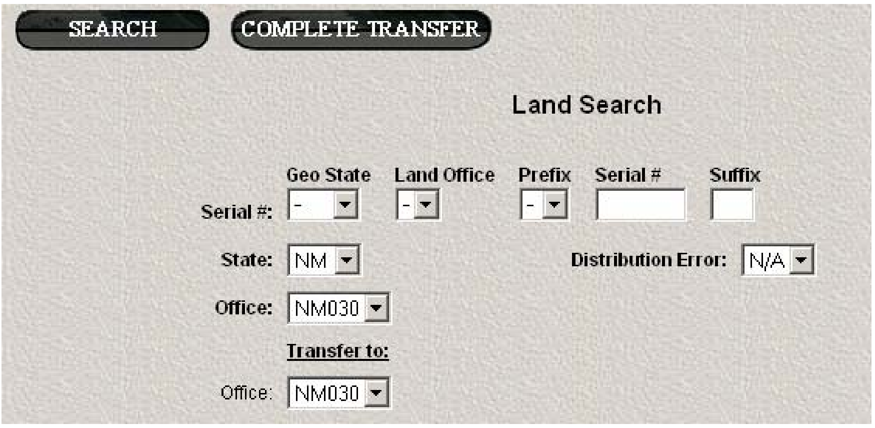


Figure 16-14: Land Search screen results

3. Click on Search to find all land records.

Note: If there are more than 500 records in the office and the cases you want to transfer are not in the list, you must enter specific serial numbers in the Serial # field.

4. In the 'Transfer to' section, select the office to which the land records are to be transferred.
5. Click in the check boxes to select the case serial numbers for the authorizations transferred to another office.

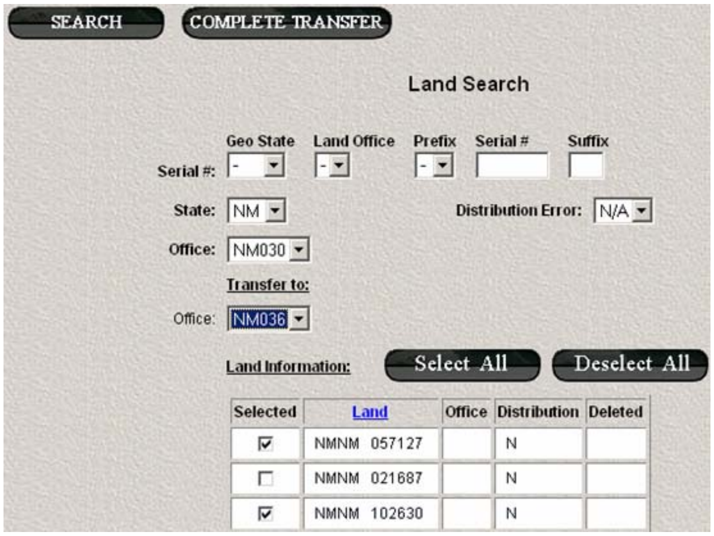


Figure 16-15: Set Transfer Office and Select Land Records

6. Click on the 'Complete Transfer' button. A confirmation button appears.
7. Click OK to continue. A confirmation message appears.
8. Click OK to continue.

16.2 Maintain Office

You must have Manager or higher permissions to perform this function.

1. Place the mouse pointer on the 'Maintenance' menu button.
2. Select from the sub-menu 'Maintain Office.'
3. Select 'Offices'. The Office Information screen appears.

Figure 16-16: Office Information screen

16.2.1 Create a New Office

1. Create a new Office Code in the Domains table. See section 15.5 Domains.
2. Place the mouse pointer on the 'Maintenance' menu button.
3. Select from the sub-menu 'Maintain Office.'
4. Select 'Offices.'
5. The Office Information screen appears.

6. Click on the ‘NEW OFFICE’ button. The Office Information screen appears.

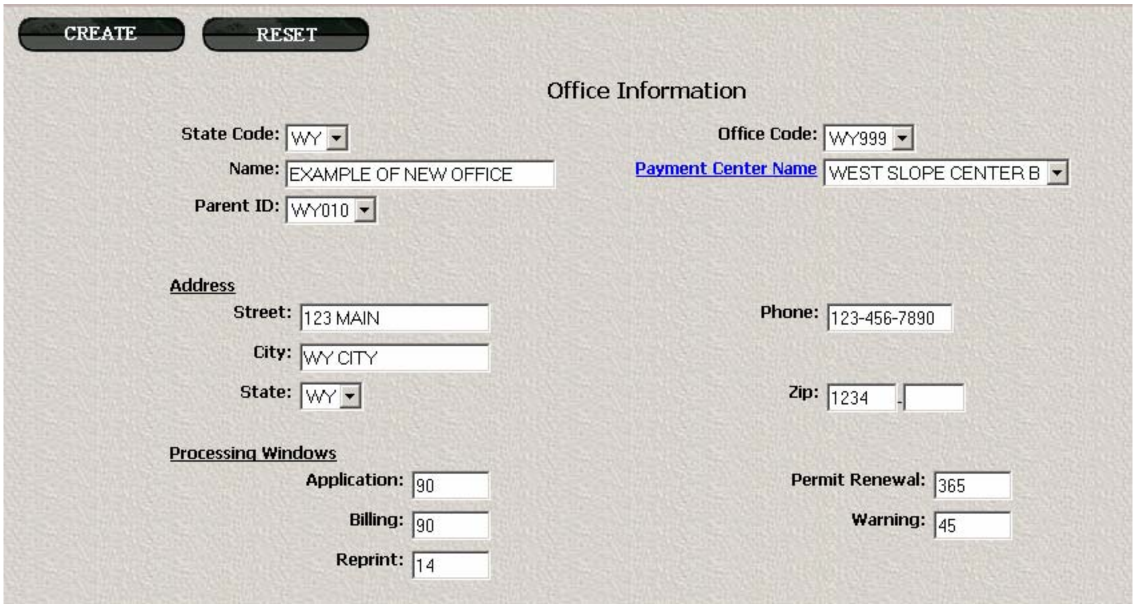


Figure 16-17: Office Information screen – Create new office

7. Fill in the office name, office code, parent office id and address information.
8. If desired, select a Payment Center.
9. If desired, change the default settings in the ‘Processing Windows’ sections.
10. Click on the ‘Create’ button.

16.2.2 Edit Office

1. Set the Admin Office field to the office to be changed.
2. Place the mouse pointer on the ‘Maintenance’ menu button.
3. Select from the sub-menu ‘Maintain Office.’
4. Select ‘Offices.’
5. Modify the data.
6. Click on the ‘Update’ button.

16.2.3 Delete an Office

1. Click on ‘Delete.’
2. A message appears to confirm that you want to delete.
3. Select ‘OK’ to delete or ‘Cancel’ to cancel the delete.

16.3 Payment Center

1. Place the mouse pointer on the ‘Maintenance’ menu button.
2. Select from the sub-menu ‘Maintain Office.’

3. Select ‘Payment Center.’

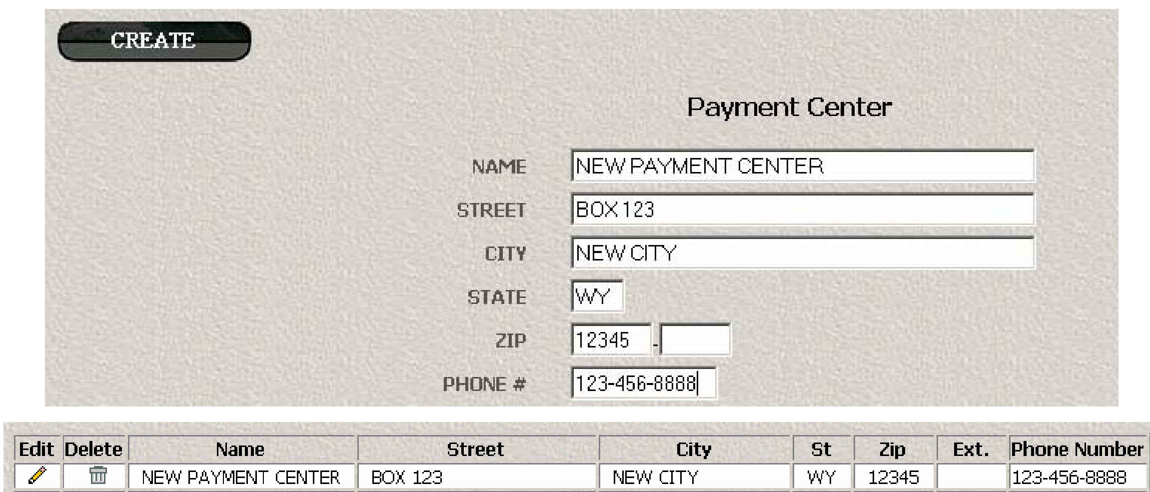
Edit	Delete	Name	Street	City	St	Zip	Ext.	Phone Number
		WEST SLOPE CENTER B	2815 H ROAD	GRAND JUNCTION	CO	81506	1781	
		WEST SLOPE CENTER C	2465 S TOWNSEND AVE	MONTROSE	CO	81401	5400	
		ROYAL GORGE FO	3170 E MAIN ST	CANON CITY	CO	81212		
		ISO PAYMENT CENTER	1387 S VINNELL WY	BOISE	ID	83709	1657	
		IDAHO FALLS PC	1405 HOLLIPARK DR	IDAHO FALLS	ID	83401	2100	
		UPPER SNAKE RIVER PC	15 EAST 200 SOUTH	BURLEY	ID	83318	9501	
		SALMON PC	50 HWY 93 SOUTH	SALMON	ID	83467		
		NORTH DAKOTA FO	2933 THIRD AVE WEST	DICKINSON	ND	58601	2619	

Figure 16-18: Payment Center screen

16.3.1 Create a New Payment Center

Only the User Representative has permission to perform this function.

1. Enter name and address information.
2. Click on the ‘Create’ button.



Edit	Delete	Name	Street	City	St	Zip	Ext.	Phone Number
		NEW PAYMENT CENTER	BOX 123	NEW CITY	WY	12345		123-456-8888

Figure 16-19: Payment Center screen –new payment center created

16.3.2 Edit a Payment Center

1. Click on the Edit icon for the Payment Center to be edited. A new screen appears allowing you to update the information.

Figure 16-20: Payment Center screen – showing update function

2. Modify the data.

Note If you click on the 'Reset' button, you return to the original 'Payment Center' screen with no update processed.

3. Click on the 'Update' button.
4. The original 'Payment Center' screen returns, showing the updated information.

16.3.3 Delete a Payment Center

1. Click on the 'Delete' icon for the Payment Center to be deleted. A message appears to confirm that you want to delete.
2. Select 'OK' to delete or 'Cancel' to cancel the delete.

16.4 ROW Linear Fee

1. Place the mouse pointer on the 'Maintenance' menu button.
2. Select from the sub-menu 'ROW Linear Fee.'

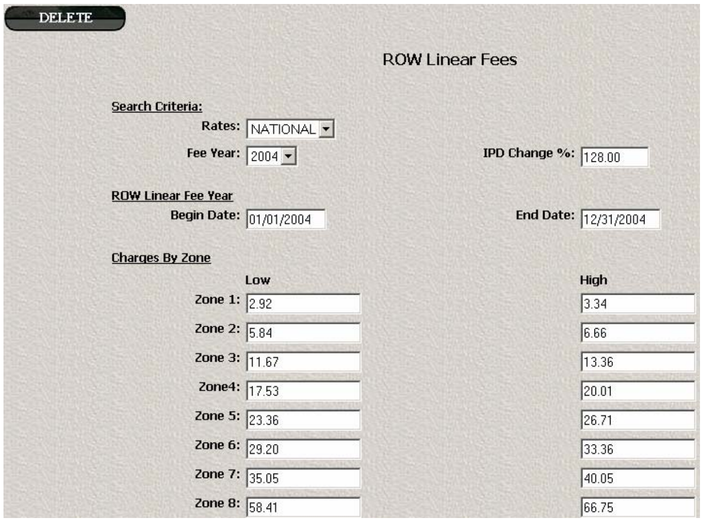


Figure 16-21: ROW Linear Fee screen

16.4.1 Create a ROW Linear Fee Schedule

Note Only the User Representative has permission to perform this function.

1. Place the mouse pointer on the 'Maintenance' menu button.
2. Select from the sub-menu 'ROW Linear Fee.'
3. Select the 'Rates.'
4. Select the 'Fee Year.'
5. Enter the 'IPD Change %.'

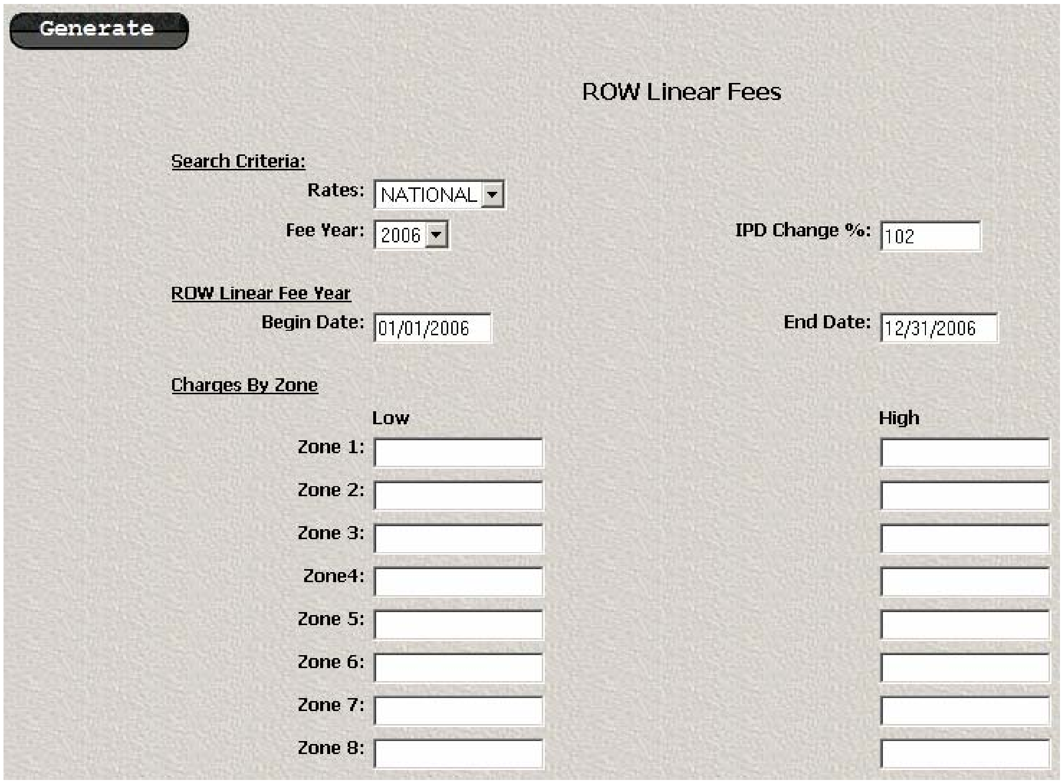


Figure 16-22: Generate ROW Linear Fees Screen

6. Click on ‘Generate’. The new zone charges appear.

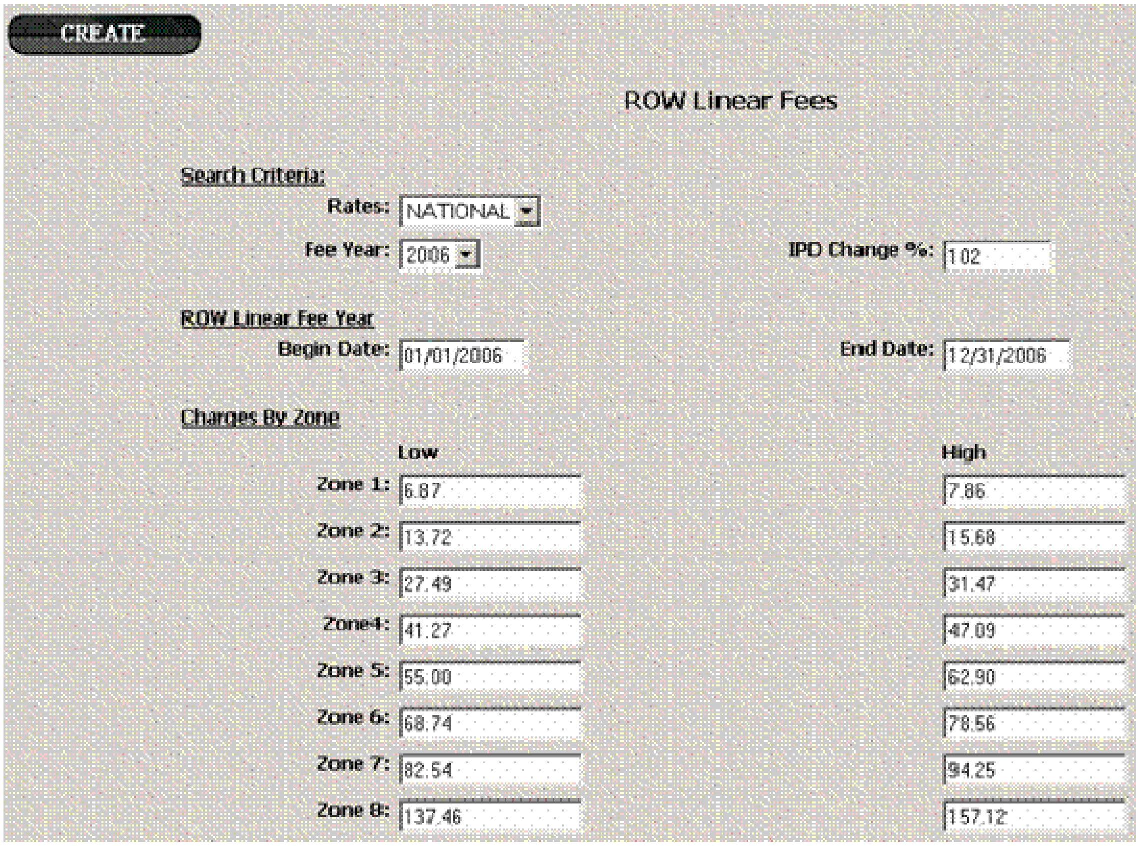


Figure 16-23: Create ROW Linear Fees Screen

7. Click on ‘Create’. The VERIFY button appears.

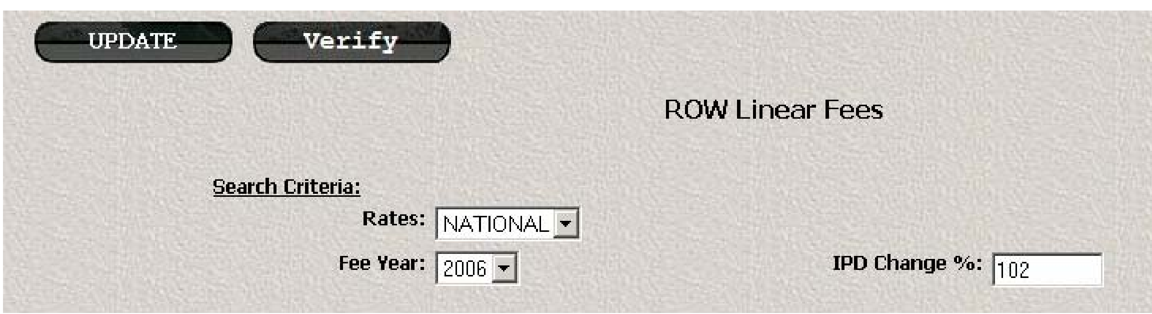


Figure 16-24: Verify ROW Linear Fees Screen

Note: The Verify function was intended to allow the rates to be verified by the Forest Service. Currently there is no Forest Service user to verify the rates.

8. Once the rates are verified, click on 'Verify'. A warning message appears.

Figure 16-25: Rate Verification Message

9. Click OK to close the message window. The new rates are now available.

16.4.2 Delete a ROW Linear Fee Schedule

Note Only the User Representative has permission to perform this function.

1. Place the mouse pointer on the 'Maintenance' menu button.
2. Select from the sub-menu 'ROW Linear Fee.'
3. Select the 'Rates.'
4. Select the 'Fee Year.'
5. Click on 'Delete'. A warning message appears.
6. Click OK to close the message. The rates are deleted.

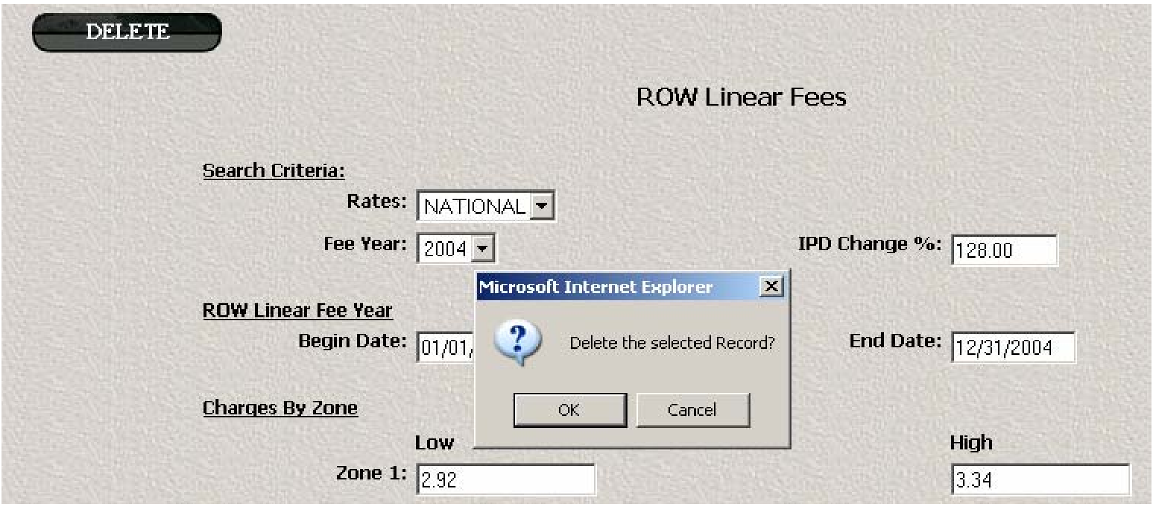


Figure 16-26: ROW Linear Fees Rate Delete Warning Message

16.5 User Administration

User passwords reside in the BLM Application Security System (BASS), where they are stored and maintained. The LRAM User Administration section controls user access to individual office data, sets user permission levels, and controls whether the user needs access to the LRAM ADA (Americans with Disabilities Act) functions. Maintenance of user logins and access privileges now requires entries in both UAS-LRAM and BASS. This section covers only the LRAM portion of the process. The reader is referred to the BASS documentation for details of its operation.

1. Place the mouse pointer on the ‘Maintenance’ menu button.
2. Select from the sub-menu ‘User Administration’. If you are not the User you will see only your current permission setting.

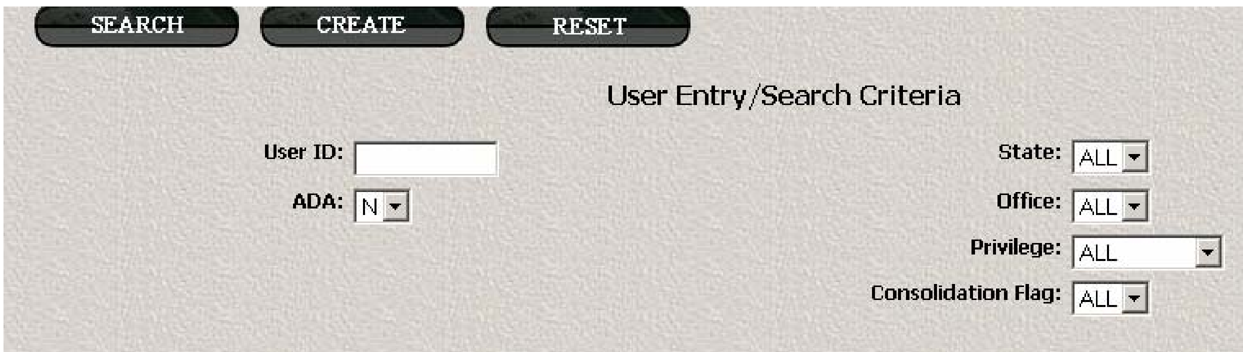


Figure 16-27: User Entry/Search Criteria screen

16.5.1 Search for a User Id Entry

1. Select whatever combination of search criteria you would like to use in the User Entry/Search Criteria screen. Click on the ‘Search’ button.
2. A new screen appears showing the ‘search’ results. The ‘RESET’ button will clear the search results and the selection criteria.

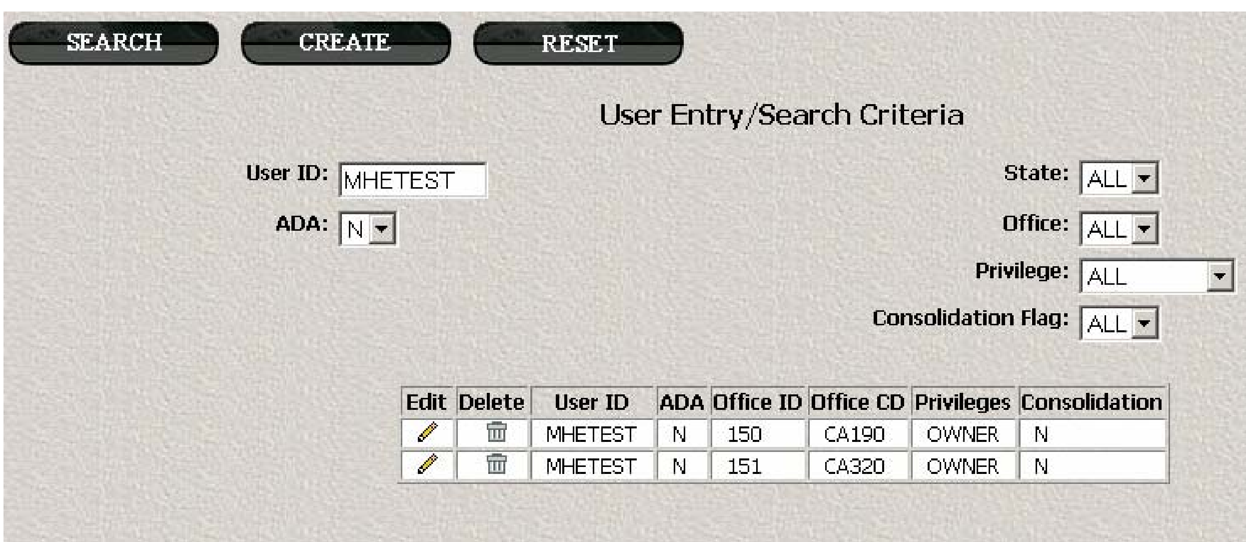


Figure 16-28: Screen showing results of the ‘Search’ selection

16.5.2 Create a New User ID and Set Access Privileges

1. Enter the ‘User ID.’
2. Select ‘State’, ‘Office’ and ‘Privilege.’
3. Click on the ‘Create’ button. A new screen appears showing the results.

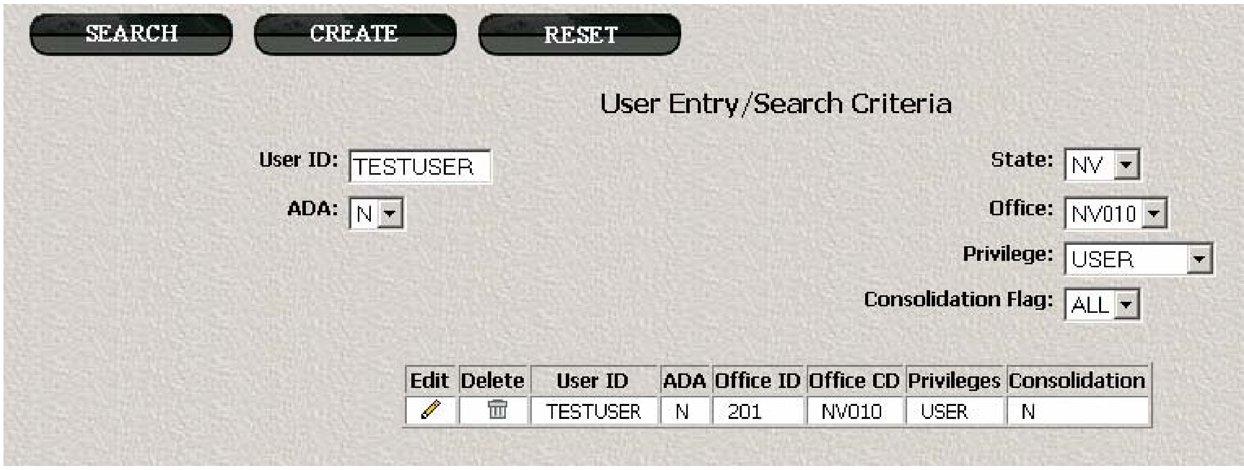


Figure 16-29: Screen showing the results of the Create selection

16.5.3 Update User Access Privileges

1. Click on the Edit icon. A new screen appears allowing you to update the fields.

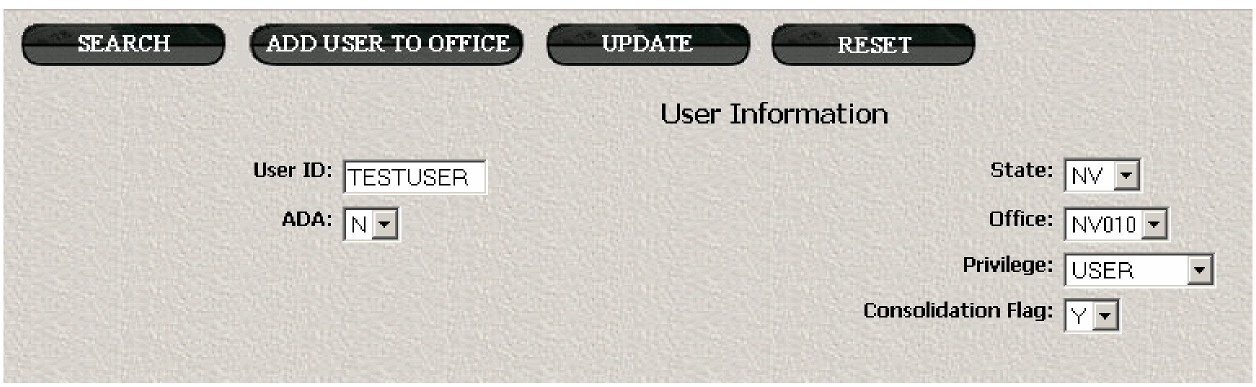


Figure 16-30: Screen showing results of the UPDATE selection

2. Update any or all of the fields on the screen as appropriate, and click the ‘Update’ button to save the changes.

16.5.4 Add a User to an Additional Office

1. Perform a search for the existing user ID (see previous instructions).
2. Click on the Edit icon in any returned line for that user.
3. Set the values for the new ‘State’, ‘Office’, and ‘Privilege.’

4. Click the ‘Add User To Office’ button. Note that only the new office is shown in the grid at this point.

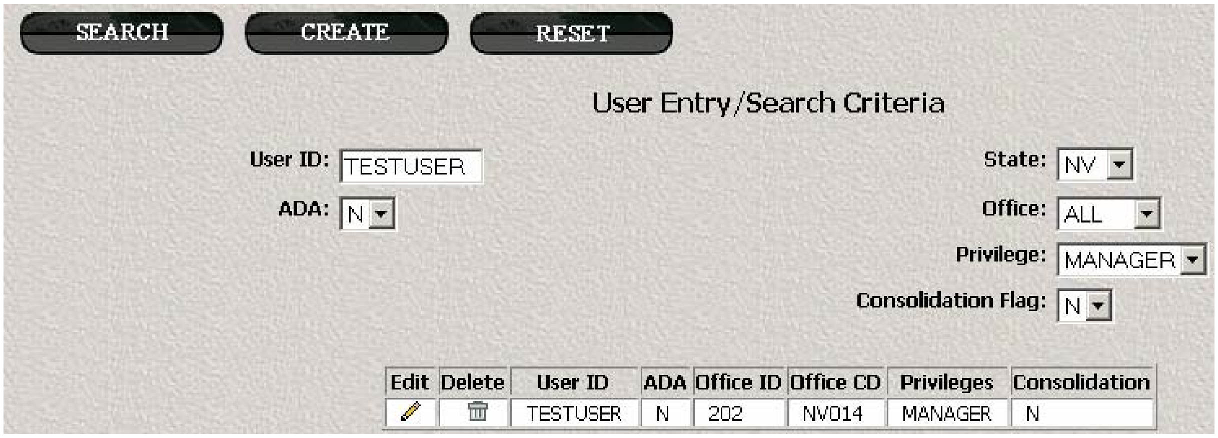


Figure 16-31: Resulting screen immediately after adding user to a new office

5. To see all offices in which the user now has access, click on the ‘Reset’ button to clear the screen
6. Enter the User ID, and click the ‘Search’ button. The grid will now show all offices in which the user has access privileges.

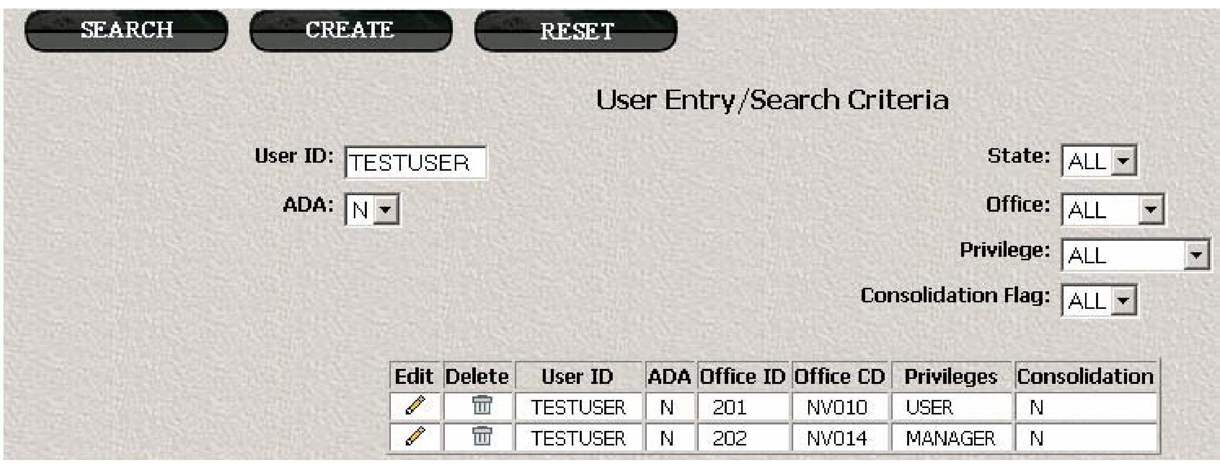


Figure 16-32: Search results after adding user to a new office

16.5.5 Delete User ID and Privileges

1. Click on the Delete icon. A window will pop up asking you to confirm the delete.
2. Click ‘OK’. If the user has access privileges in more than one office, you must repeat this process for each office from which you wish to delete the user.

16.6 Domains and Codes

1. Place the mouse pointer on the ‘Maintenance’ menu button.

2. Select ‘General Maintenance’ then ‘Domains’. The Domain Name Results screen appears.

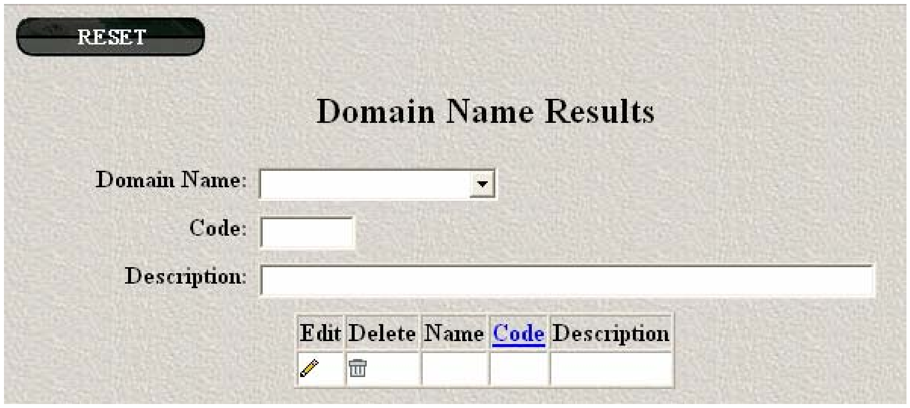


Figure 16-33: Domain Name Screen

16.6.1 Create a New Domain Value

1. Select a ‘Domain Name’ from the pick list. A new screen appears allowing you the option to create, edit, or delete codes and descriptions for the domain name selected.

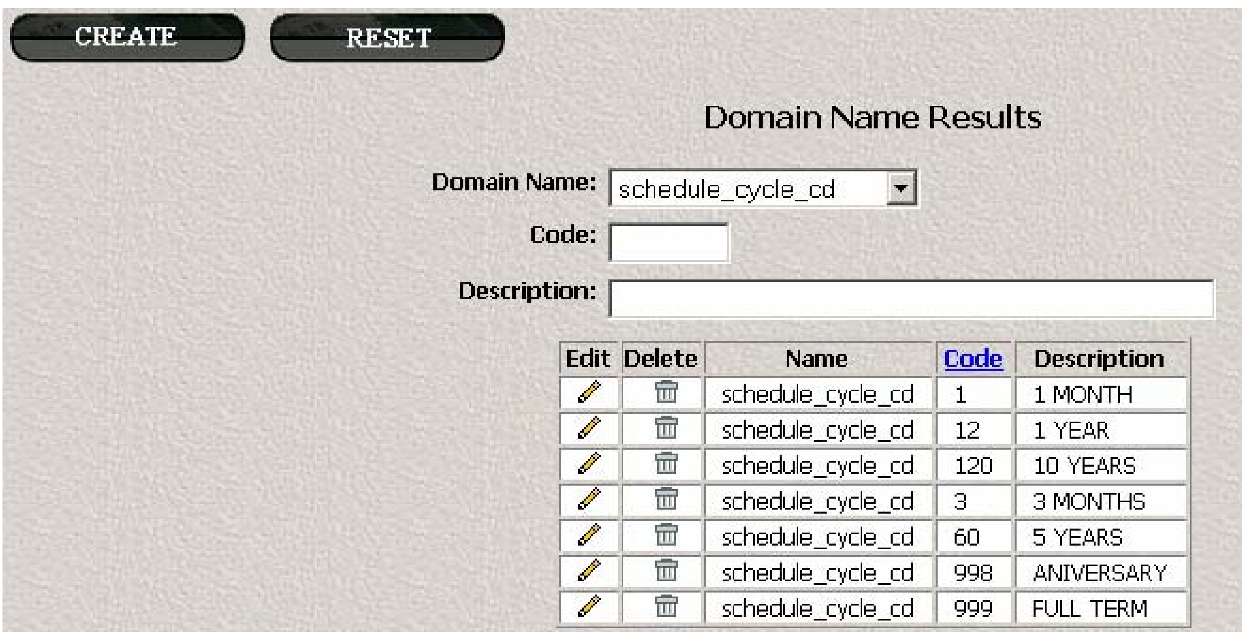


Figure 16-34: Domain Name Results screen after selection of ‘Domain Name’

Note Only the User Representative has permission to perform this function.

2. Enter the ‘Code’ and ‘Description.’

3. Click on the ‘Create’ button and the new Domain is added to the list.

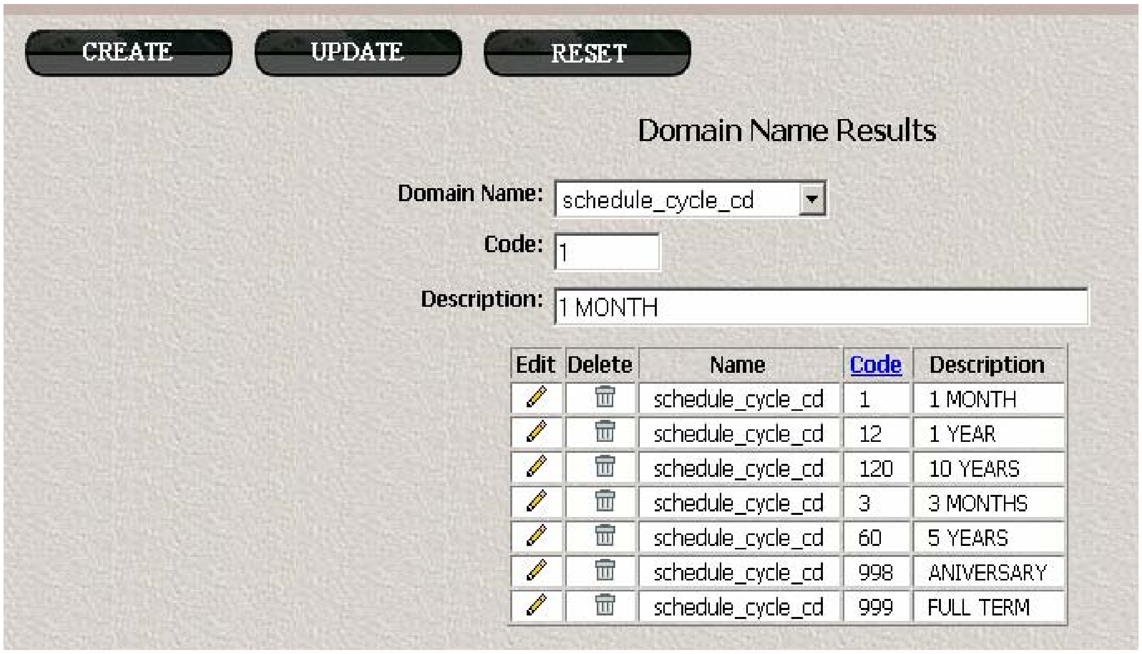


Figure 16-35: Domain Name Results Screen after creating a new Domain

16.6.2 Update a Domain

1. Click on the Edit icon for the desired description entry. A new screen appears.

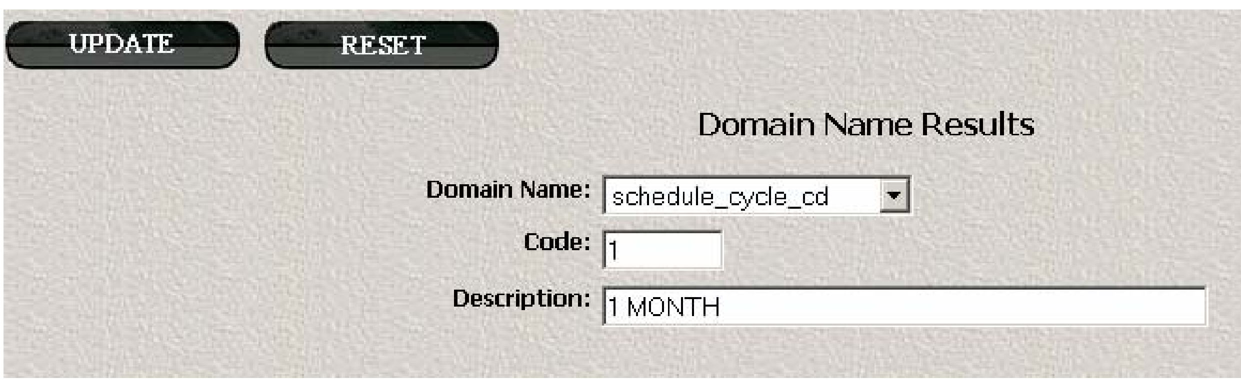


Figure 16-36: Domain Name Results screen after clicking on the ‘Edit’ icon

2. Modify ‘Code’ and/or ‘Description.’

Note The ‘Reset’ button returns you to the previous screen.

3. Click ‘Update’. A new screen appears showing the updated information.

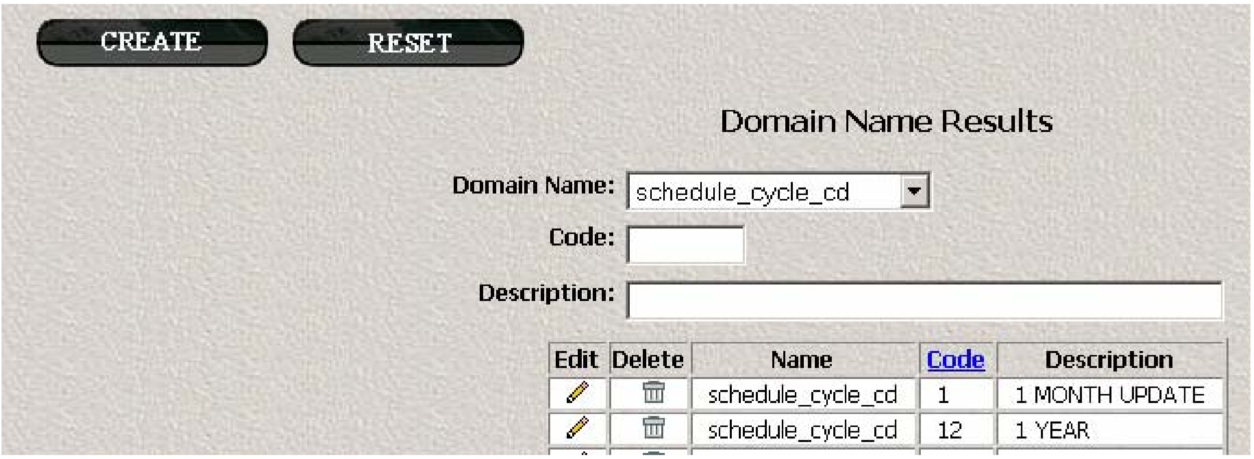


Figure 16-37: Domain Name Results screen after ‘Update’ function

16.6.3 Delete a Domain

1. If you select the Delete icon, a window appears asking ‘Delete the Selected Record?’
2. Click ‘OK’ if you want to delete the record and the record will be removed from the screen.
3. Click ‘Cancel’ if you do not wish to delete the record.

16.6.4 Fund Codes

Note Only the User Representative has permission to perform this function.

This domain identifies land type, executive order and fund symbol code combinations. Values for this domain should be modified only in conjunction with the LRAM/CBS Crosswalk table.

16.6.5 County Codes

Only the User Representative has permission to perform create or update functions.

1. Place the mouse pointer on the ‘Maintenance’ menu button.

2. Select ‘General Maintenance’ then ‘County Codes’. Note that the ‘State’ defaults to the state where your office is located, and that the counties in that state are automatically retrieved. You may reselect the ‘State’ if desired.

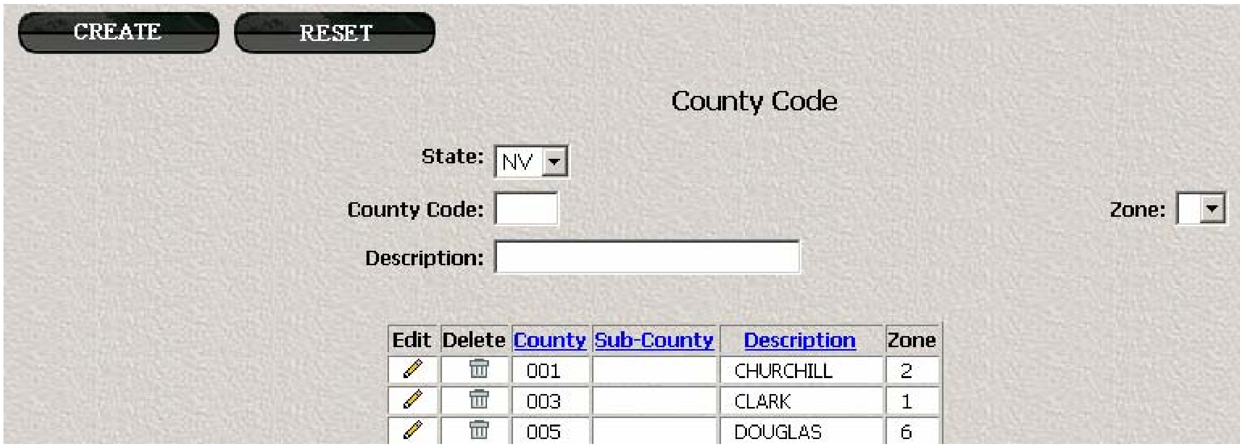


Figure 16-38: ‘County Code’ screen

Note Click on the underlined columns to sort those columns.

16.6.6 Create a County Code

1. Select ‘State’ from the pick list.
2. Enter ‘County.’
3. Enter ‘Description.’
4. Enter a ‘Zone’ number.
5. Click on the ‘Create’ button. A new screen appears showing the newly created County Code.

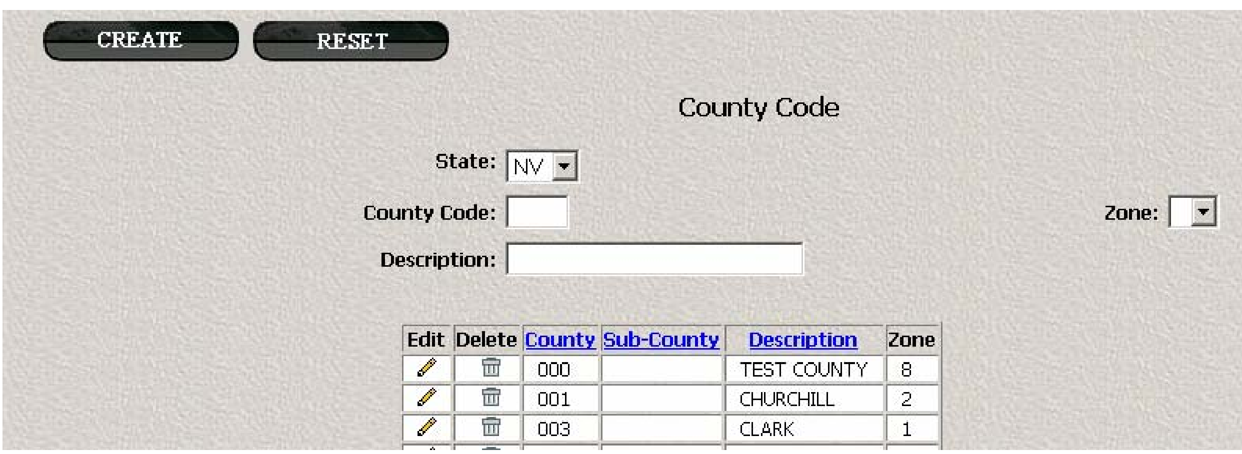


Figure 16-39: County Code Screen showing newly created County Code

16.6.7 Update County Codes

1. Click on the Edit icon for the desired description entry. A new screen appears.

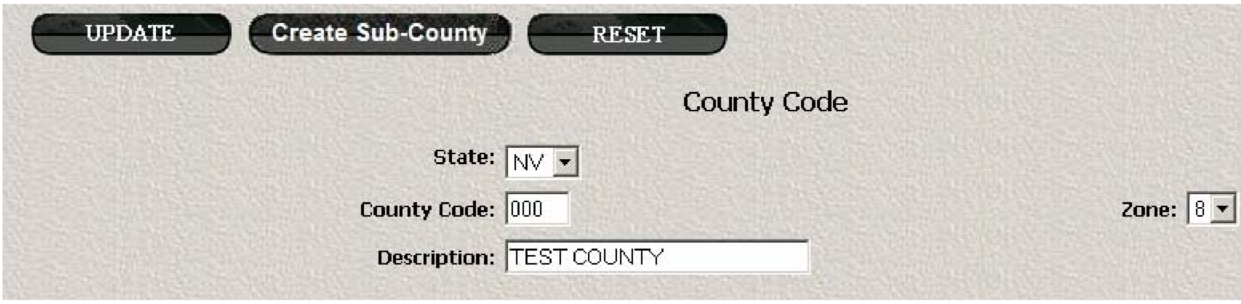


Figure 16-40: County Codes screen after clicking on the 'Edit' icon

2. Modify 'State', 'County', 'Zone', and/or 'Description' data.

Note The 'Reset' button returns you to the previous screen.

3. Click 'Update'. A new screen appears showing the updated record.

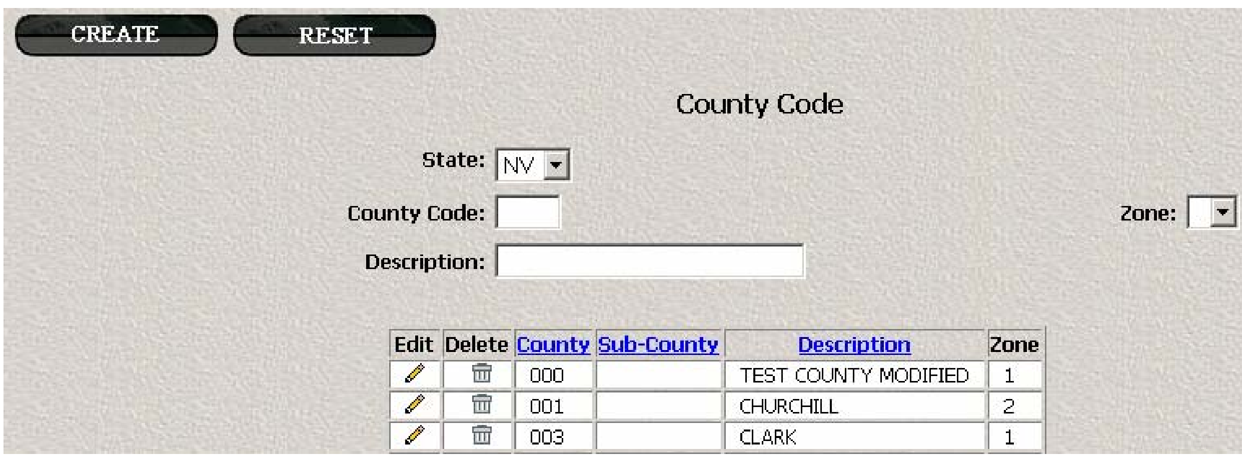


Figure 16-41: County Code Screen showing updated data

16.6.8 Delete a County Code

1. If you select the Delete icon, a window appears asking 'Delete the Selected Record?'
2. Click 'OK' if you want to delete the record and the record will be removed from the screen.
3. Click 'Cancel' if you do not wish to delete the record.

16.6.9 Create a Sub County

1. On the County Code screen, click on the Edit icon for the desired description entry.
2. A new screen appears.

3. Click on ‘Create Sub-County’. A new screen appears.

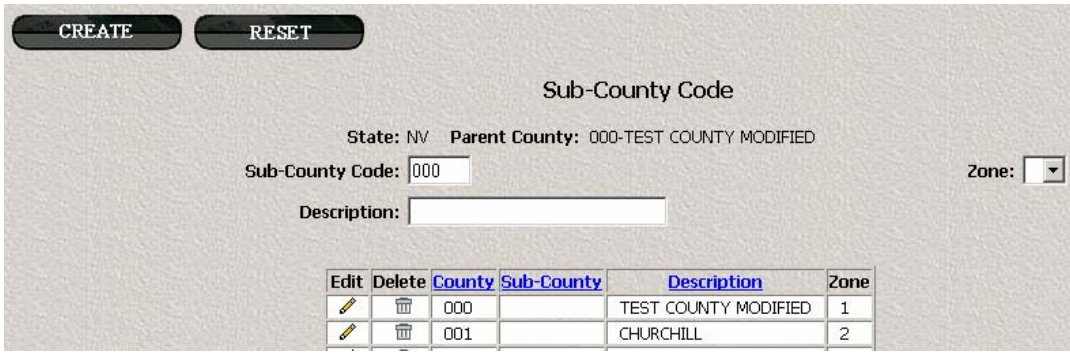


Figure 16-42: Sub-County Code Screen

4. Enter ‘Sub-County Code’. Code must begin with the first three digits of the county code.
5. Enter ‘Description.’
6. Enter a ‘Zone’ number.
7. Click on the ‘Create’ button. A new screen appears showing the newly created County Code.

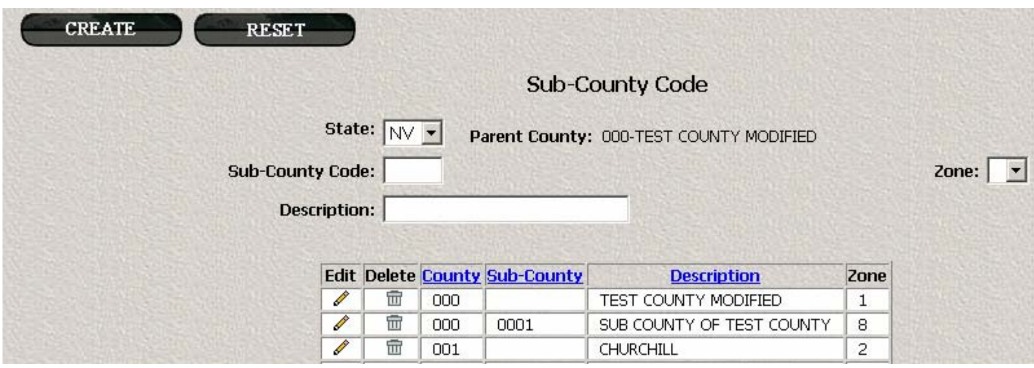


Figure 16-43: Sub-County Code Screen with Sub County shown

The sub-county now appears as a “regular” county on the ‘County Code’ screen and may be edited or deleted using the appropriate icons.

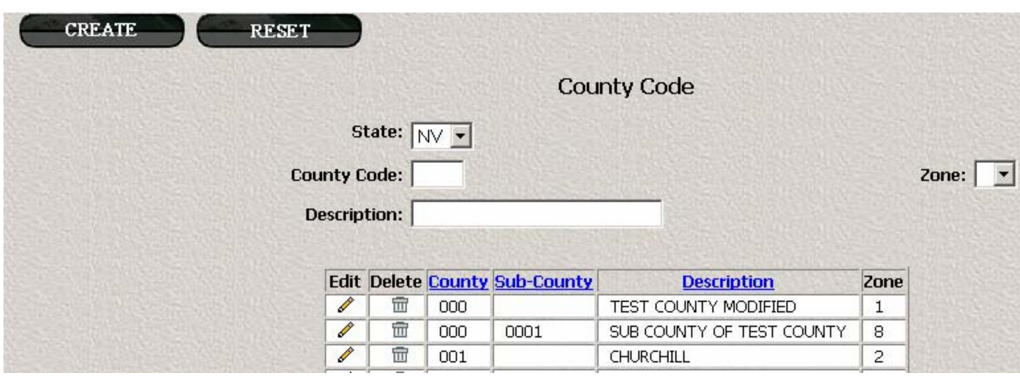


Figure 16-44: County Code Screen with Sub County shown

16.7 Billing Association Transfer

Transferring a billing association to another office does NOT transfer the authorizations. Moving an association to another office lets that office send out bills for the authorizations in the association. While another office can create bills for the authorizations in the transferred association, authorization data can only be changed in the office where the authorizations reside.

1. Place the mouse pointer on the 'Maintenance' menu button.
2. Select 'Maintain Office', then 'Billing Association Transfer.'

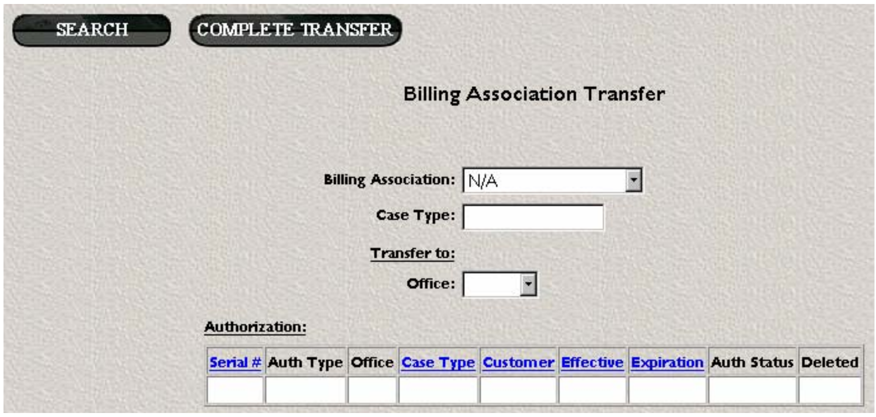


Figure 16-45: Billing Associations Transfer Screen

3. Select a 'Billing Association.'
4. To see the authorizations linked with the association, click on 'Search.'
5. Select an 'Office' to which to transfer the association.
6. Click on 'Complete Transfer'. A warning message appears.

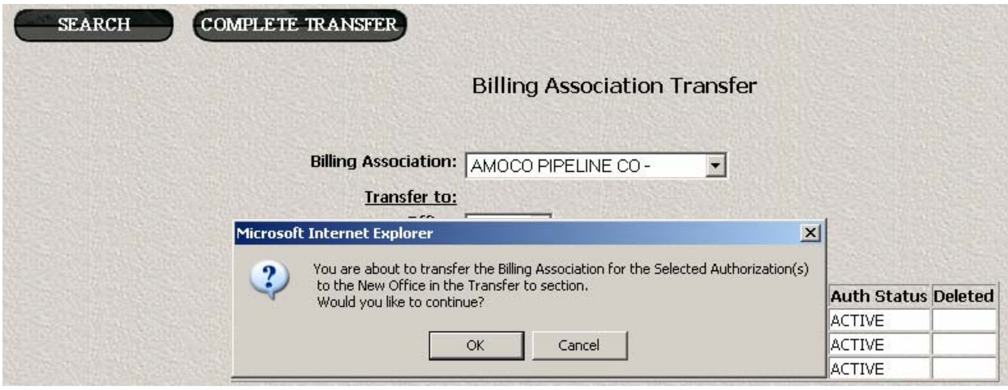


Figure 16-46: Billing Associations Transfer Warning Message

7. Click 'OK' to close the message. A confirmation message appears.
8. Click 'OK' to close the confirmation message.

Appendix 1 Communication Site Authorizations

Communication site cases in LRAM are automatically linked to the matching communication site worksheet for that case serial number and billing year in the Communication Site Worksheet application. When the communication site worksheet status is set to “Verified” LRAM retrieves the annual rental amount and stores it in the appraisal amount field on the Authorization Schedule. The date the worksheet was verified is stored in the worksheet verified field. All amounts retrieved from the Communication Site Worksheet application are assumed to be full year amounts so the appraisal type field is always set to yearly.

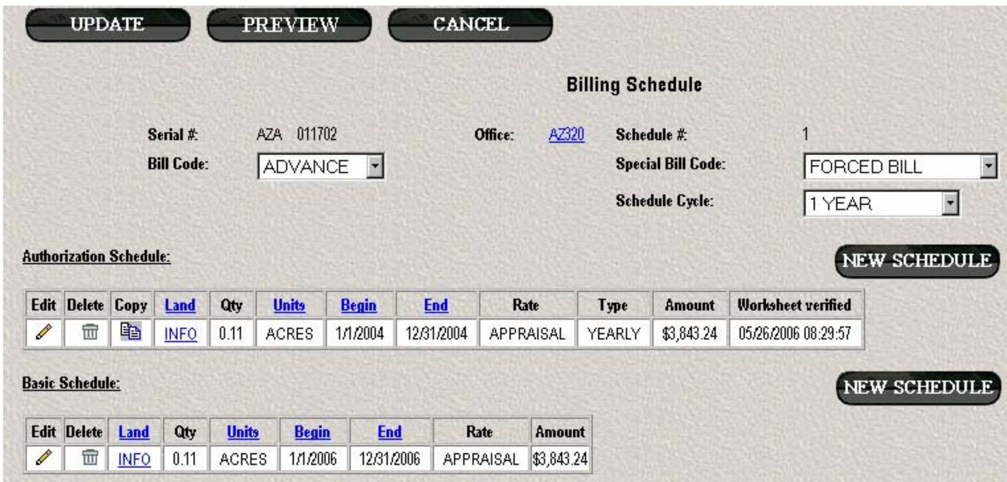


Figure App 1: Billing Schedule screen for communication site case

Appendix 1.1 How the Communication Site Appraisal Amount Update Works

Each fall, the Communication Site Worksheet application copies each previous year’s worksheets to create a new worksheet for the current billing year. Once available, the communication site worksheet is updated as appropriate and the rental is calculated using the current year’s communication site rate schedule. When the user is satisfied that the worksheet is complete and the rental calculation correct, the user changes the communication site worksheet’s status to “Verified..”

Each night, LRAM checks the Communication Site Worksheet application for worksheets with a status of “Verified.” The first time it finds a worksheet for the same billing year as the ‘Begin’ date in the LRAM ‘Basic Schedule’ screen; LRAM retrieves the annual rental amount and stores it in LRAM along with the “verified date.”

When a communication site worksheet rental amount is retrieved, LRAM automatically updates the ‘Authorization Schedule’ AND the ‘Basic Schedule’ screens.

Authorization Schedule Updates

There is no longer an “appraisal expiration” date stored in LRAM for communication site cases. The date that is important to LRAM is when the communication site worksheet was verified in the Communication Site Worksheet application.

Figure App 2: Rate section of the ‘Authorization Schedule’ screen

- ‘Appraisal’ field is set to the rental amount retrieved from the communication site worksheet
- ‘Worksheet verified’ field is set to the verification date of the communication site worksheet
- ‘Type’ field is set to Yearly

Basic Schedule Updates

Appraisal amount is updated with billing amount retrieved from the communication site worksheet.

Appendix 1.2 Entering a New Authorization in LRAM

Follow the steps for creating a new authorization detailed in Chapter 7: Creating a New Authorization. When you get to the steps related to creating the Authorization and Basic Schedules:

1. Click the ‘New Schedule’ button in the Authorization Information section of the ‘Authorization Summary’ screen.

   The Begin date in the Authorization Schedule automatically defaults to the Effective date on the Authorization Information screen. If a verified worksheet already exists for the Effective date’s year, the data for that year is retrieved from the Communication Site Worksheet application.

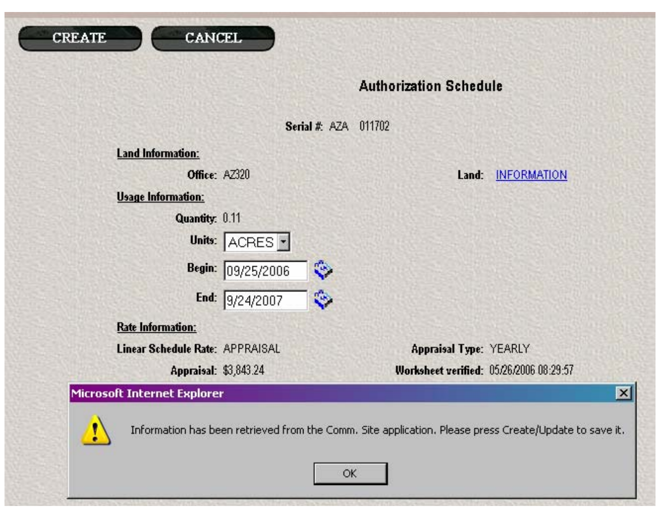


Figure App 3: Communication site data retrieved message

If the above message appears, click OK to continue.

2. Enter the next billing dates in Begin and End dates in the Authorization Schedule.

   All communication site bills are due on January 1st. The dates should be from 1/1/yyyy to 12/31/yyyy.

   Make sure the Begin date year is for the appropriate billing year. For example, if you are entering a case in 2006 and the next billing date is in 2007, enter these dates: 1/1/2007 and 12/31/2007.

Figure App 4: Authorization Schedule for a new authorization with an existing communication site worksheet

In the picture above, there was a 2006 verified worksheet. The data was retrieved when the Authorization Schedule screen was accessed. Despite appearances, LRAM will not use the 2006 data for the 2007 dates. LRAM must retrieve the 2007 data before a bill is processed.

If no worksheet exists, the appraisal field will be zero and the Worksheet verified field will be set to the authorization's effective date. See picture below.

Figure App 5: Authorization Schedule for a new authorization without an existing communication site worksheet

3. Click the 'Create button.

4. Click edit icon in the Billing Schedule section. The Billing Schedule screen appears. If a verified worksheet exists, the rate information is updated. If there is no verified worksheet, a message appears telling you to check the Communication Site Worksheet application. If the dates in the Authorization Schedule are prior to 2003 or not for the upcoming billing year (i.e., 2008 when the billing year is 2007) no attempt is made to retrieve a worksheet.

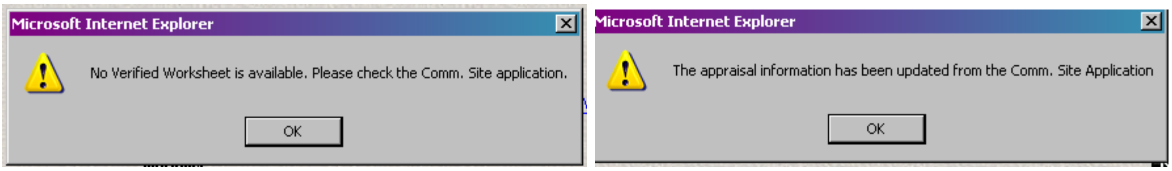


Figure App 6: LRAM messages about communication site worksheets

5. If a message box appears, click Ok to close it.
6. If the billing dates in the Basic Schedule are not correct, update them. Click the edit icon in the Basic Schedule section. The Basic Schedule screen appears.
7. Change the Begin and End dates as needed. Click Update to save your changes. The Billing Schedule screen appears and in most cases a message box appears as well. If a verified worksheet exists, the rate information is updated and a confirmation message appears. If there is no verified worksheet for the billing year, a warning message appears.
8. If a message box appears, click Ok to close it.

Appendix 1.3 Updating the Billing (Basic) Schedule Dates

Communication site billing schedules should always be set with a Begin date to 1/1/yyyy and End date of 12/31/yyyy. The only time a change is required is for expiring cases where the End date needs to be set to the expiration date.

- If a case is expiring, on the Basic Schedule screen, change the End date to match the case's expiration date.
- If the case is expiring but in the process of renewal you can bill to 12/31 if you change the 'Authorization Status' field on the 'Authorization Information' screen to APA.

Appendix 1.4 What to Do If the Communication Site Worksheet Rental Changes

If the communication site worksheet's verification date is different, LRAM retrieves the new worksheet data automatically during overnight processing.

Important Note about the Communication Site Worksheet application

You cannot change any data on a communication site worksheet if it has been verified. In the Communication Site Worksheet application, you must change the Verification Code from Verified to Unverified and save. This removes the verification date. If the worksheet rental amount changed make sure you return the worksheet to Verified status.

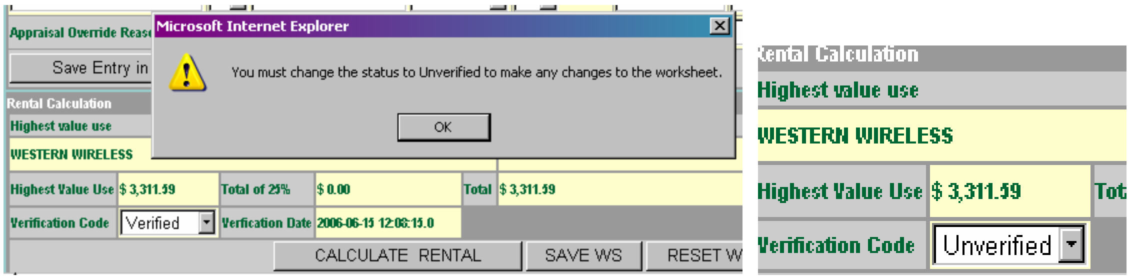
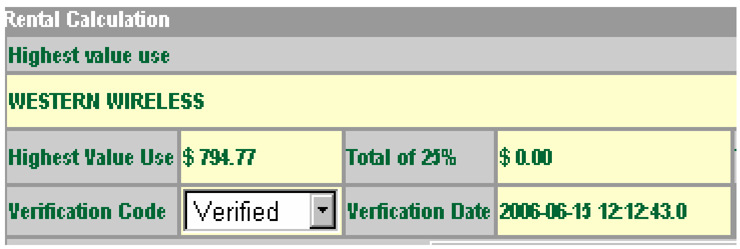


Figure App 7: Communication Site Worksheet application – changing a Verified worksheet

Make the changes to the worksheet and then change the code back to Verified and save. This puts in a new verification date.



'Figure App 8: Verification Code' field on a communication site worksheet

When LRAM is looking for updates, it compares the verification date it has to the verification date in the Communication Site Worksheet application, if the communication site worksheet has a newer date, LRAM retrieves the data. If the dates in LRAM and the Communication Site Worksheet application are the same, nothing happens.

Getting communication site worksheet updates immediately in LRAM

If you are ready to process a bill and do not want to wait for the overnight processing, after un-verifying, updating and re-verifying the communication worksheet:

- Go to the 'Billing Schedule' screen for the authorization. The following message appears:

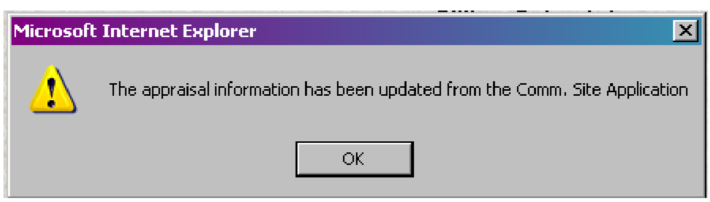


Figure App 9: Communication site data updated message

(See page 6-8 for detailed steps on getting to the 'Billing Schedule screen).

- Click Ok to close the message box. Verify new amount appears in the Authorization Schedule and Basic Schedule sections of the screen.

  If the update message does not appear, check the Communication Site Worksheet application to be sure the worksheet's verification date has been changed.

Appendix 1.5 Special Handling for Rental Amounts of $100 or LESS

Communication sites should only be billed for a one year period. If the communication site rental is $100 or less, LRAM automatically creates a bill for FIVE years rather than one. To prevent this from happening:

- Go to the ‘Billing Schedule’ screen for the authorization. (See page 6-8 for detailed steps on getting to the ‘Billing Schedule screen).
- From the ‘Special Bill Code’ field, select “NO 5YR ROLLUP.”
- Click the ‘Update’ button to save.