



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Wyoming State Office
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December 1, 2006

Information Bulletin No. WY-2007-006

To: Field Managers
From: Deputy State Director, Support Services
Subject: Statewide Billing and Collections Workshop
DD: 1/8/2007

Program Area: Billing, Collections and Resource Interfaces

Purpose: This Information Bulletin (IB) is to provide information on the Wyoming Statewide Billing and Collection Workshop. The workshop will be held at the Wyoming State Office (4th Floor, Room 406) in Cheyenne, Wyoming, beginning at 8 a.m. on Tuesday, January 23, 2007, and ending at 3:30 p.m., on Thursday, January 25, 2007.

A block of rooms has been set up at the Fairfield Inn, 1415 Stillwater, Cheyenne, Wyoming. Lodging reservations must be made by January 8, 2007, by calling the hotel at 307-637-4070. The per diem rate for Cheyenne is \$60 (lodging) and \$39 (meal and incidental expenses) per day.

In order to ensure that enough rooms are available, and space is allotted in the training room, we need to know how many people are planning to attend. Please respond by January 8, 2007, by email or telephone to Ilze Karklins-Powers, Wyoming Core Team Lead at 307-775-6293 with the number of representatives attending from your office.

Billing and collection personnel are the target audience and should plan to attend the entire workshop. Resource personnel who are involved in the billing aspect of CBS or the resource interfaces are also welcome to attend the training for a better understanding of the collections and billing process and how CBS interfaces with the resource systems.

The primary objectives of the workshop are to: (1) review the internal control processes mandated by BLM and Treasury, (2) go over the new requirements for internal control reporting as mandated by the National Business Center and Washington Office Instruction Memorandums issued in FY2006, (3) review billing and collections procedures for resource and ad hoc bills, (4) review procedures for suspense reconciliation and management. A tentative agenda is attached.

Policy/Action: None.

Timeframe: This IB is effective upon receipt.

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

Manual/Handbook Sections Affected: N/A.

Coordination: N/A.

Contact: Should you have questions, please contact Ilze Karklins-Powers, at 307-775-6293.

Mary E. Trautner

1 Attachment:

1 - Agenda (2 pp.)

TENTATIVE SCHEDULE

WYOMING STATEWIDE BILLING AND COLLECTIONS WORKSHOP
CHEYENNE, WYOMING
January 23-25, 2007

Tuesday, January 23, 2007 - 4th Floor, Room 406, Wyoming State Office

8:00 a.m. - 9:15 a.m.	Introductions	All Attendees
	Workshop Objectives (define goals, identify items of concern by Field Office)	All Attendees
	Updates (workload, issues within offices, concerns for future)	Each office
9:15 a.m. - 9:30 a.m.	BREAK	
9:30 a.m. - 11:30 a.m.	CBS BRIO Refresher Course	Ilze Karklins-Powers
11:30 a.m. - 12:30 p.m.	LUNCH	
12:30 p.m. - 2:00 p.m.	Internal Controls	Ilze Karklins-Powers
2:00 p.m. - 2:15 p.m.	BREAK	
2:15 p.m. - 4:00 p.m.	Internal Controls	Ilze Karklins-Powers

Wednesday, January 24, 2007 - 4th Floor, Room 406, Wyoming State Office

8:00 a.m. - 9:15 a.m.	Billing - LRAM, RAS, Ad Hoc	Ilze Karklins-Powers
9:15 a.m. - 9:30 a.m.	BREAK	
9:30 a.m. - 11:30 a.m.	Billing - continued	Ilze Karklins-Powers
11:30 a.m. - 12:30 p.m.	LUNCH	
12:30 p.m. - 2:00 p.m.	CBS/LR2000 Interface Error Correction Process & CBS/LR2000 Reports	Ilze Karklins-Powers
2:00 p.m. - 2:15 p.m.	BREAK	
2:15 p.m. - 4:00 p.m.	Suspense Management	Ilze Karklins-Powers

Thursday, January 25, 2007 - 4th Floor, Room 406, Wyoming State Office

8:00 am. - 9:15 a.m.	New reporting requirements	Ilze Karklins-Powers
9:15 a.m. - 9:30 a.m.	BREAK	
9:30 a.m. - 11:30 a.m.	New reporting requirements	Ilze Karklins-Powers
11:30 a.m. - 12:30 p.m.	LUNCH	
12:30 p.m. - 2:00 p.m.	CBS and FBMS update	Ilze Karklins-Powers
2:00 p.m. - 2:15 p.m.	BREAK	
2:15 p.m. - 3:00 p.m.	Question & answer session	Ilze Karklins-Powers
3:00 p.m. - 3:30 p.m.	Close-out and Course Evaluation	All Attendees