CBS Reimbursable User Guide
Lookup Screens

Table of Contents

7.0 Lookup Screens 7-3
7.1 AR Customer and Contact Information Look Up Screen (AR071) 7-3
7.1.1 AR Customer Query and Customer Information Screen (AR071) 7-3
7.1.2 Query a Customer Record 7-5
7.2 Message Retrieval Screen (WF003) 7-6
7.3 WIP Result History Screen (RADG008) 7-8
7.3.1 WIP Result History Screen - Control Block (RADG008) 7-8
7.3.2 WIP Result History Screen - WIP Results Tab (RADG008) 7-9
7.3.3 WIP Result History Screen - Modify WIP Tab (RADG008) 7-11
7.3.4 WIP Result History Screen - Cost/Order Detail Tab (RADG008) 7-14
7.3.5 View WIP Result History Records (RADG008) 7-15
7.4 AR Bills (AR002) 7-16
7.4.1 Bills Control Block (AR002) 7-18
7.4.2 Document Tab Screen (AR002) 7-20
7.4.3 Bill Items Tab Screen (AR002) 7-24
7.4.3.1 MDL Block (AR002) 7-25
7.4.4 View Bills and Print Bills on the AR Bills Screen (AR002) 7-27
7.4.5 Bill Examples 7-30

This page was intentionally left blank.

7.0 Lookup Screens

Lookup Screens provide users the ability to view information generated from other screens that they cannot access. These screens do not allow the user to modify the data in any way. The following Lookup Screens will provide users with useful reimbursable agreement information:

- AR071 - AR Customer and Contact Information
- WF003 - Message Retrieval Screen
- RADG008 - WIP Result History Screen
- AR002 - AR Bills Screen and Bill

Details pertaining to the individual lookup screens are covered in the following sub-sections. Each screen listed above is explained in detail including details on how to access the information and any outputs that may be available (such as a copy of the bill from the AR002 Lookup Screen).

7.1 AR Customer and Contact Information Look Up Screen (AR071)

The AR Customer and Contact Information Look Up screen (AR071) is used to query customer and contact records that have been established and/or updated on the AR070 Customer and Contact Information screen. The system requires a customer to be established with at least one associated contact in order for the user to create reimbursable agreement records, establish receivables, generate bills, perform adjustments and apply collections.

This screen is used as the master query file for all customers established in the system, each with its subsequent unique customer number. The system also assigns sequential customer contact numbers within a customer number. For example, if IBM is assigned a customer number of 1 with three associated contacts, the combination of customer contact numbers will be 1-1, 1-2, and 1-3. All transactions for this customer will reflect this unique combination of customer and contact number.

The AR Customer and Contact Information Look Up screen is divided into two components: Customer Query and Customer Information. No information may be entered into the system from the AR071. It is for informational purposes only.

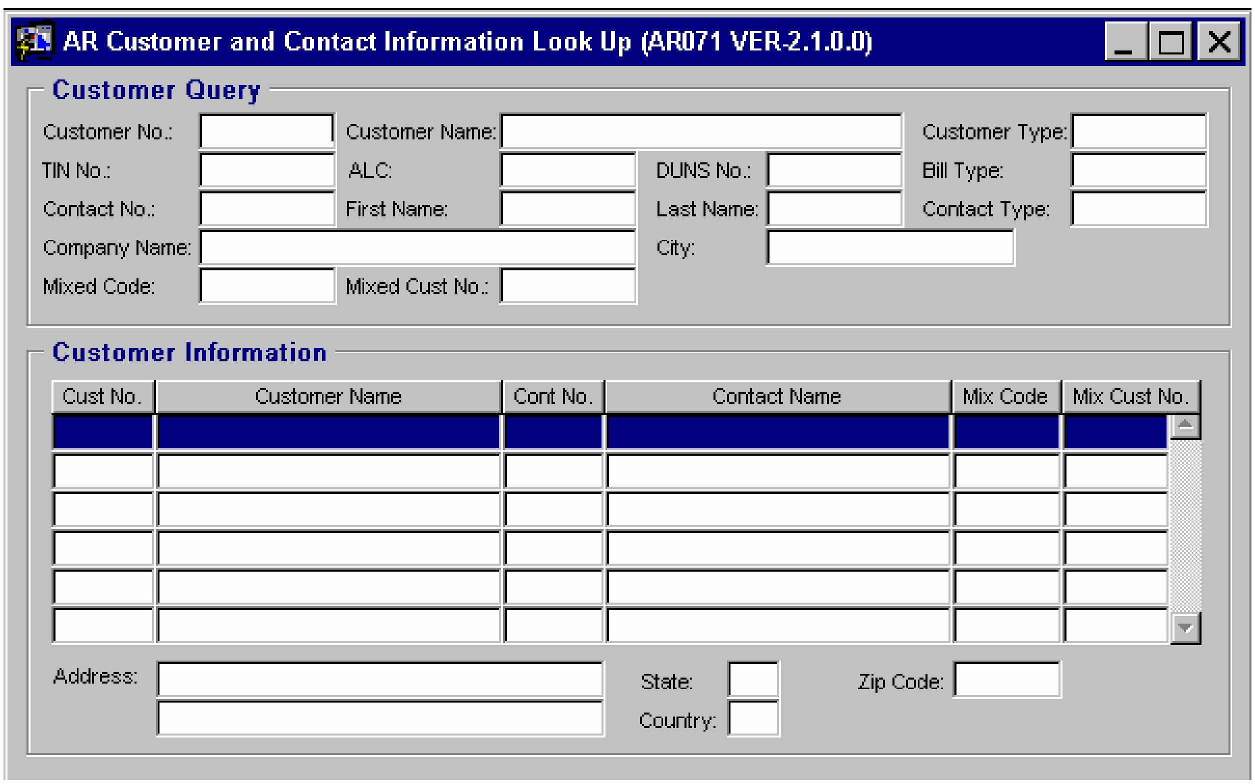
7.1.1 AR Customer Query and Customer Information Screen (AR071)

The AR Customer Query and Customer Information screen is used to display existing customer and contact records and whether the customer/contact is in an active or inactive status. A Line Office user will access this screen to verify that a customer/contact record has been established and can therefore be used on the RADG002 Reimbursable Agreement Screen as well as the Receivables screen (AR001) and the Unbilled Collections screen (AR009).

The Customer Query section allows the user to enter query information in any field and the system will return a list of the customer contact records matching this criteria in the Customer Information section of this screen. Multiple summary customer and contact records may be viewed at the same time. The "%" and "_" characters can be used as wildcards when querying. As the user highlights a specific contact line in the Customer Information section, the following fields in the Customer Query section will change to the display the information related to the highlighted contact: Bill Type, Contact No., First Name, Last Name, Contact Type, Company Name, City, Mixed Code, and Mixed Cust. No.

The Customer Information screen consists of five column headers: Customer No., Customer Name, Cont. Number, Contact Name, Mixed Code and Mixed Customer No. The user can sort the customer information in ascending or descending order by clicking on any of the column headers. The user can double-click on a particular customer contact (anywhere on the line) to bring up the Detail Record screen for that Customer. The user can then click on a specific contact to view the contact's detailed information.

The AR Customer and Contact Information Look Up Screen (AR071) is displayed below:



The following fields are applicable to the Customer Query portion of the screen:

Field	Definition	Attributes
Customer No.	This field displays the unique system generated number associated with this customer throughout the system.	Query Field
Customer Name	This field displays the legal name of the customer that is recorded on receivables, reimbursable agreement records, bills, dunning letters and other official communications.	Query Field
Customer Type	This field displays the type of customer. The valid values are established on the AR050 - System Types and Codes Maintenance screen in the Customer Type Tab.	Query Field
TIN No.:	This field displays the unique Tax Identification Number (TIN) for the customer. The TIN No. is used for reporting purposes, such as issuing a 1099C when a debt is written off and is considered income to the customer. The default value is NOT RECV'D.	Query Field
ALC:	This field displays the Agency Location Code assigned by the Department of Treasury. The valid values are established on the GL060 - Agency Location Code Maintenance Screen.	Query Field
DUNS No.:	This field displays the unique number assigned by Dunn & Bradstreet for the customer.	Query Field
Bill Type:	This field displays the type of bill format the customer that is highlighted in the Customer Information section of the screen will receive. The valid values are established on the AR050 - System Types and Codes Maintenance screen in the Bill Type Tab.	Query Field
Contact No.:	This field displays the system generated number of the contact for the line that is highlighted in the Customer Information section of the screen.	Query Field

Field	***Definition***	***Attributes***
First Name:	This field displays the first name of the contact person associated with the line that is highlighted in the Customer Information section of the screen.	Query Field
Last Name:	This field displays the last name of the contact person associated with the line that is highlighted in the Customer Information section of the screen.	Query Field
Contact Type:	This field displays the type of contact, such as invoice, acceptance or financial report contact, associated with the line that is highlighted in the Customer Information section of the screen.	Query Field
Company Name:	This field displays the full name of the company associated with the line that is highlighted in the Customer Information section of the screen.	Query Field
City:	This field displays the City associated with the line that is highlighted in the Customer Information section of the screen.	Query Field
Mixed Code:	This field displays the code of the external/feeder system that originated the customer record that is highlighted in the Customer Information section of the screen.	Query Field
Mixed Cust No.:	This field displays the customer number established for in the external/feeder system for the customer that is highlighted associated with the line that is highlighted in the Customer Information section of the screen.	Query Field

The following fields are applicable to the Customer Information portion of the screen:

Field	***Definition***	***Attributes***
Customer No.	This field displays the unique system generated number associated with this customer.	Defaults from the Customer Contact Detail Screen.
Customer Name	This field displays the legal name of the customer that is recorded on receivables, bills, dunning letters and other official communications.	Defaults from the Customer Contact Detail Screen.
Contact No.	This field displays the unique system generated number associated with this contact within this customer throughout the system.	Defaults from the Customer Contact Detail Screen.
Contact Name	This field displays the full name of the contact.	Defaults from the Customer Contact Detail Screen.
Address	This field displays the full address of the customer contact associated with this customer.	Defaults from the Customer Contact Detail Screen.
State	This field displays the state of the customer contact associated with this customer.	Defaults from the Customer Contact Detail Screen.
Zip Code	This field displays the zip code of the customer contact associated with this customer.	Defaults from the Customer Contact Detail Screen.
Country	This field displays the country of the customer contact associated with this customer.	Defaults from the Customer Contact Detail Screen.

7.1.2 Query a Customer Record (AR071)

To query a Customer record on the AR Customer and Contact Information Look up Screen, users perform the following steps:

Step	***Action***
1	Select the **AR071 - Customer & Contact Information** option from the *Navigator Menu*. The screen is displayed in the query mode.

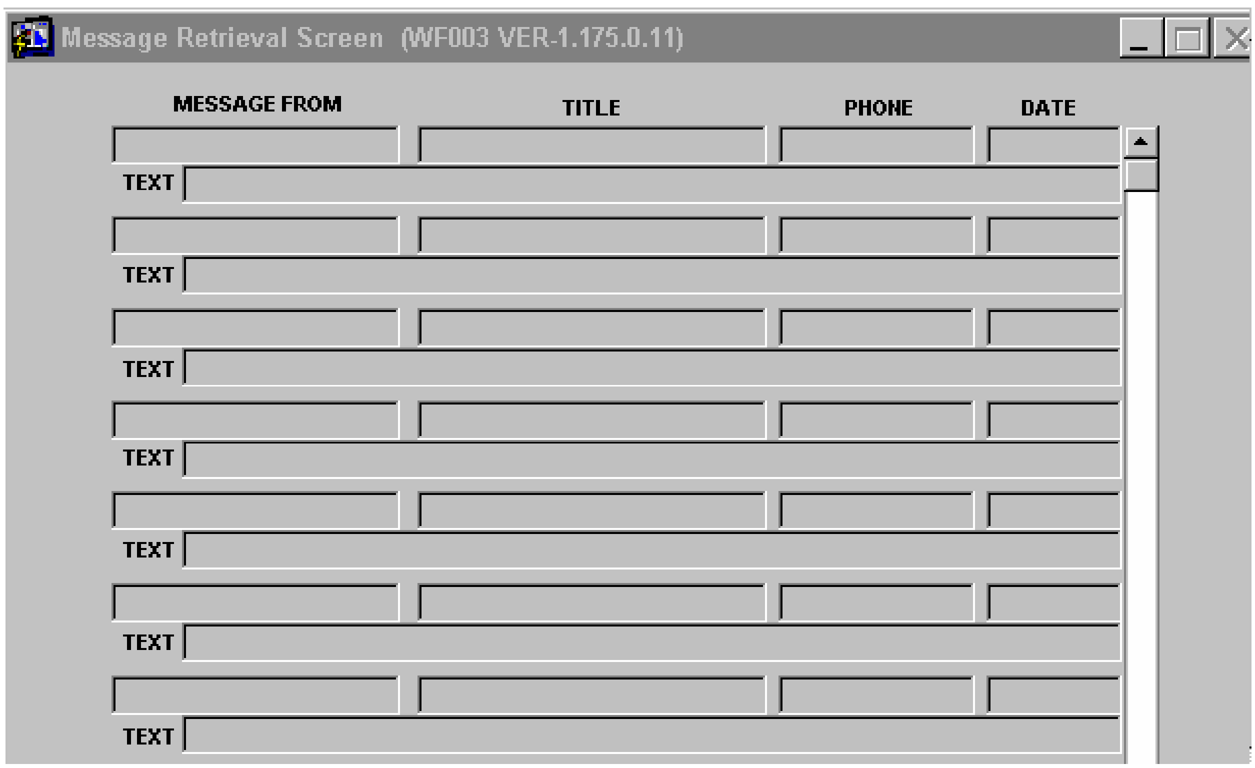
Step	***Action***
2	Click on the field(s) to query and type in the information. *Note: Users can enter the standard Oracle wildcard characters of "%" and "_" for unknown values.*
3	Execute the query by clicking on the **Execute Query** icon located at the top of the screen.
4	To access a customer record, highlight a contact line in the **Customer Information** section of the screen.
5	Double click anywhere on the line to view the customer record.
6	To view specific contact information, highlight the appropriate line in the **Contact** section of the newly accessed **Customer** screen.
7	Click on the X **icon** to return to the AR071 screen.

7.2 Message Retrieval Screen (WF003)

The Message Retrieval screen is used to view messages sent electronically to a user about specific documents. The messages cannot be changed; they may only be viewed, saved or deleted. Viewers may scroll up and down on the WF003 screen to view messages.

In the Reimbursable Agreements Module, a CFS message can automatically be sent to notify a CFS user that an unfilled customer order has been established for a reimbursable agreement. The person to be notified must be listed in the Notify Employee field on the Reimbursable Agreement Screen (RADG002) as being the person who should receive notification each time a customer order is approved. The recipient of this message must be a current CFS user, and the email notification flag on the Employee Maintenance Screen (GL029) must bet set to “Y”. Only one recipient can be notified electronically, via the RADG002 screen, that a specific customer order has been approved.

The Message Retrieval Screen (WF003) is displayed below:



The following fields are applicable to the Message Retrieval Screen:

Field Name	Definition	Attributes
Message From	This field displays the name of the employee whose name is listed in the ***Notify Employee*** field on the Reimbursable Agreement Screen (RADG002) as being the person who should receive email notification each time a customer order is approved.	System generated
Title	This field displays the job title of the employee whose name is listed in the ***Notify Employee*** field on the Reimbursable Agreement Screen (RADG002).	System generated
Phone	This field displays the phone number of the employee whose name is listed in the ***Notify Employee*** field on the Reimbursable Agreement Screen (RADG002).	System generated
Date	This field displays the date the unfilled customer order was approved.	System generated
Text	This field displays the unfilled customer order number that has been approved. Only 60 characters are displayed here.	System generated

When a user accesses the system a box indicating that messages are waiting will pop up on the screen if new messages have been sent to the user. The user may also select the WF003 Message Retrieval Screen from the Navigator menu to view all of the available messages.

To view the WF003 Message Retrieval Screen, users perform the following steps:

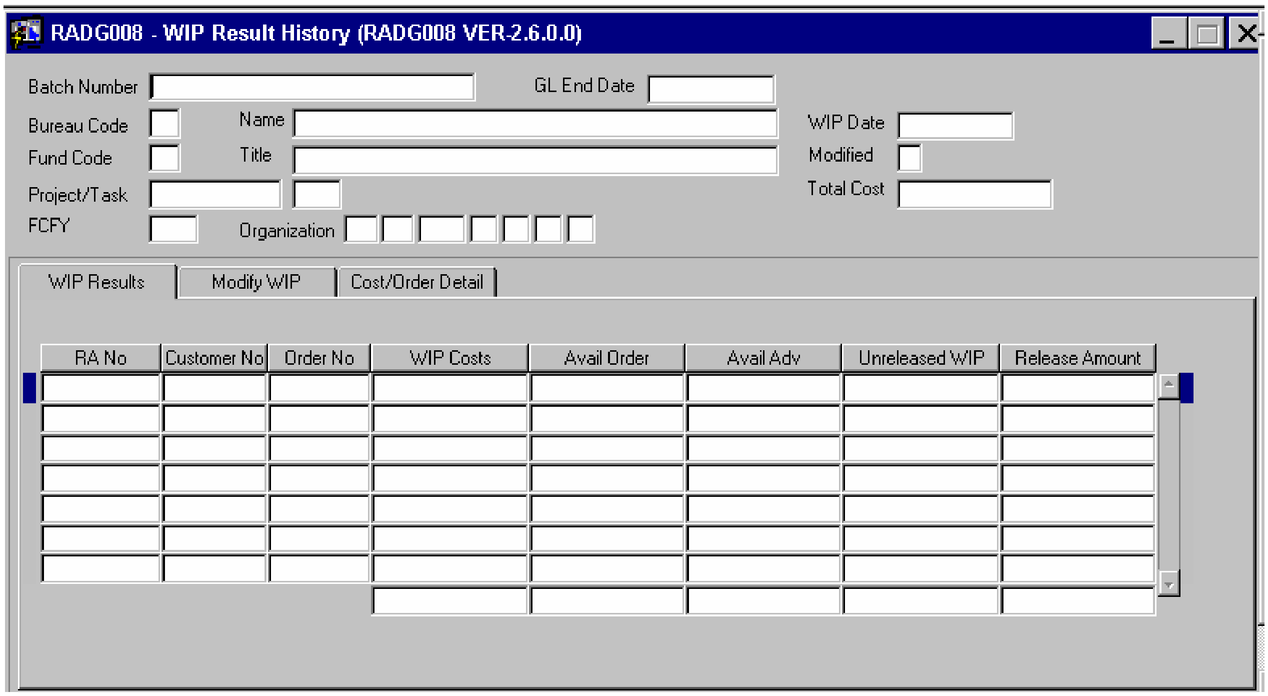
Step	***Action***
1	Select the **WF003 - Message Retrieval Screen** option from the *Navigator Menu's* ***WFM -*** **Workflow Management** Transactions to display any messages that have been sent to the user.
2	Query on any field within the message grouping or scroll down the list of messages.
3	Double-click on the ***Description*** field to get the complete message via an editor pop-up.
4	The messages may be saved on the WF003 or may be deleted if no longer needed.
5	The user may exit the screen via the **Door** icon located on the top toolbar.

7.3 WIP Result History Screen (RADG008)

The purpose of the WIP Result History screen (RADG008) is to view the history of results displayed on the WIP Allocation and Modification Release Process screen (RADG005) for a particular project.

After the automated WIP process has been initiated on the RADG004 screen, the WIP results are temporarily stored on the RADG005. Following the completion of the WIP Billing Compilation Process (RADG006), the results stored on the RADG005 are wiped out and can only be viewed from the RADG008 screen. The RADG008 may be used at any time to view past WIP results by project.

The WIP Result History Screen (RADG008) is displayed below:



7.3.1 WIP Result History Screen - Control Block (RADG008)

The following fields are applicable to the control block portion of the WIP Result History screen (RADG008):

Field Name	Definition	Attributes
Batch Number	This field displays the batch number from the WIP allocation and Modification Release Screen (RADG005).	System generated

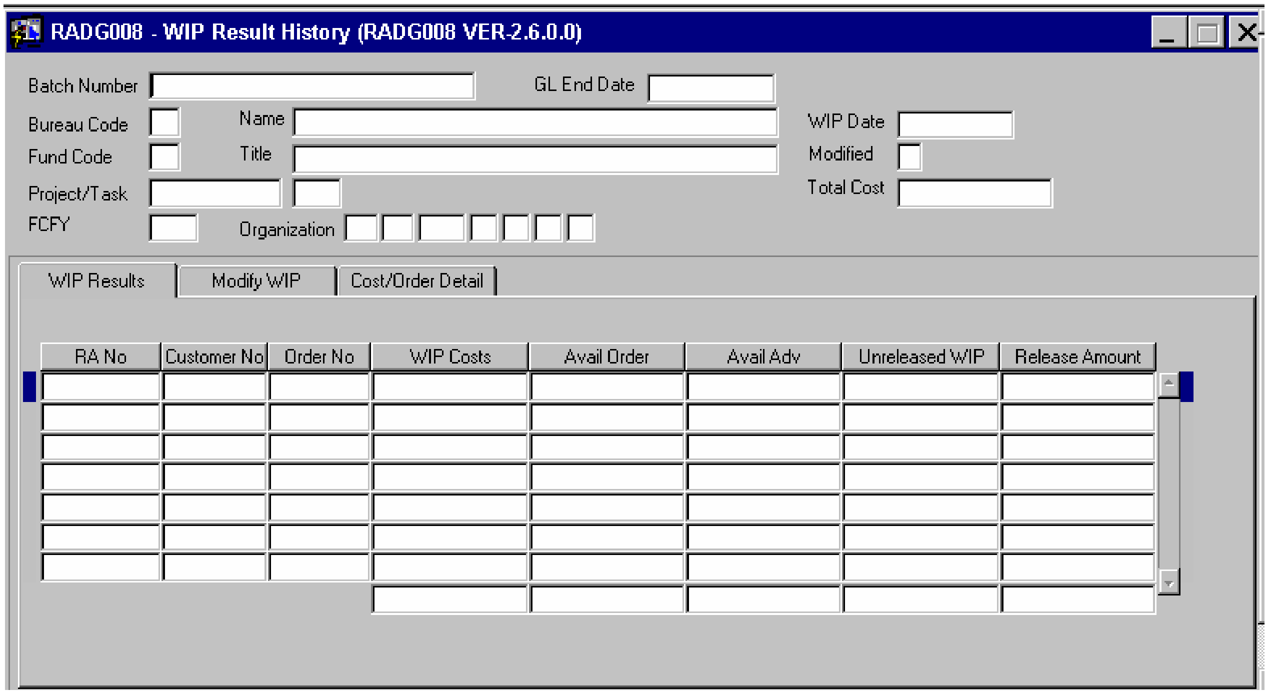
Field Name	Definition	Attributes
GL End Date	This field displays the ending date of the GL period used in selecting transactions for the billing compilation batch.	System generated
Bureau Code	This field displays the bureau code as defined on the Bureau Code Screen (GL004).	System generated
Name	This field displays the name associated with the bureau code selected above as defined on the Bureau Code Screen (GL004).	System generated
WIP Date	This field displays the date the WIP program was run and matches the WIP date on the WIP Allocation Modification and Release screen (RADG005).	System generated
Fund Code	This field displays the code established for the fund/appropriation.	System generated
Title	This field displays the name assigned to the fund.	System generated
Modified	This field displays a 'Y' if the record was modified by the user. Otherwise the field displays an 'N'.	System generated
Project/Task	This field displays the unique, user-assigned project and task codes. The project code and the task code must be unique for the Bureau and are alphanumeric.	System generated
Total Cost	This field displays the total project costs being allocated to the reimbursable agreements as a result of the WIP process.	System generated
FCFY	This field displays the 4 digit fund code fiscal year.	System generated
Organization	This field displays the organization code associated with the cost transactions, if costs are matched by project and organization. *Note: Since NOAA is matching on project code only, these fields will be zero filled.*	System generated

7.3.2 WIP Result History Screen - WIP Results Tab (RADG008)

The WIP Results Tab displays the results of the current WIP process based on the user entered query criteria. It does not include any modifications made by Finance on the WIP Allocation

Modification and Release Screen (RADG005). A user can limit a query to just one project in a specific WIP run or broaden the query to an entire fund, Bureau or WIP batch number.

The following is an example of the WIP Results tab on the RADG008 screen:



The following fields are applicable to the WIP Results Tab on the RADG008 Screen:

Field Name	Definition	Attributes
RA No	This field displays the reimbursable agreement numbers associated with this WIP batch.	System generated
Customer No	This field displays the customer number associated with the reimbursable agreement.	System generated
Order No	This field displays the unfilled customer order number associated with this WIP batch.	System generated
WIP Costs	This field displays the WIP costs associated with this WIP batch. *Note: The bottom figure of the **WIP Costs** column is the sum of the WIP costs.*	System generated

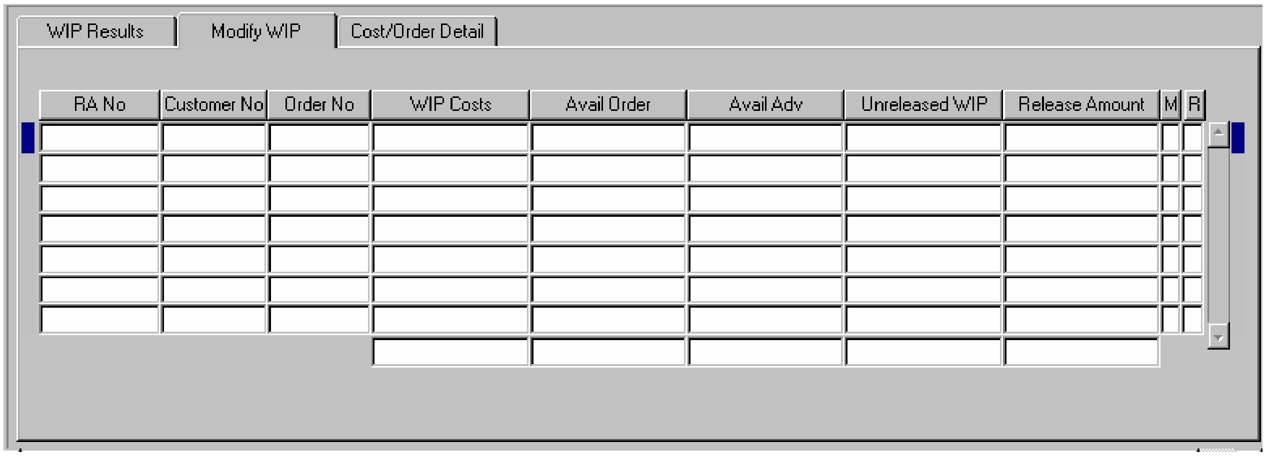
Field Name	Definition	Attributes
Avail Order	This field displays the available order amount remaining on the unfilled customer order at the start of the WIP run when the process was begun on the WIP Cost Allocation Process Screen (RADG004). *Note: The bottom figure of the **Avail Order** column is the sum of the available order amounts.*	System generated
Avail Adv	This field displays the available advance remaining on the unfilled customer order at the start of the WIP run when the process was begun on the WIP Cost Allocation Process Screen (RADG004). *Note: The bottom figure of the **Avail Adv** column is the sum of the total available advance amount.*	System generated
Unreleased WIP	This field displays the amount of incurred costs that exceeds the lesser of the available order or available advance balance and was not released by this WIP transaction. Costs can be held even if they do not exceed order and advance balances. *Note: The bottom figure of the **Unreleased WIP** column is the sum of the unreleased WIP amount.*	System generated
Release Amount	This field displays the amount of incurred costs that were sent to the AR Module for billing on this unfilled customer order.	System generated

7.3.3 WIP Result History Screen - Modify WIP Tab (RADG008)

The Modify WIP Tab displays the results of the current WIP process after any modifications associated with the project were made on the WIP Allocation Modification and Release Screen (RADG005) where Finance users are allowed to enter specific changes to the results of the WIP program within a project. In the WIP Result History Screen (RADG008) all fields are protected against modifications but are made visible to the user.

On the Modify WIP tab in the RADG005 screen, Finance users (HQTRS) are able to change the allocation of WIP Cost between orders for a project and move amounts from Release to Unreleased in order to hold costs for future billing. The user cannot change the total amount of cost on a particular project or change the fiscal year associated with the cost. This type of adjustment should be processed as a document level cost adjustment or a summary level transfer, and the results would not be seen on this screen until the WIP program (RADG004) is run again.

The following is an example of the Modify WIP tab on the RADG008 screen:



The following fields are applicable to the Modify WIP Tab on the RADG008 Screen:

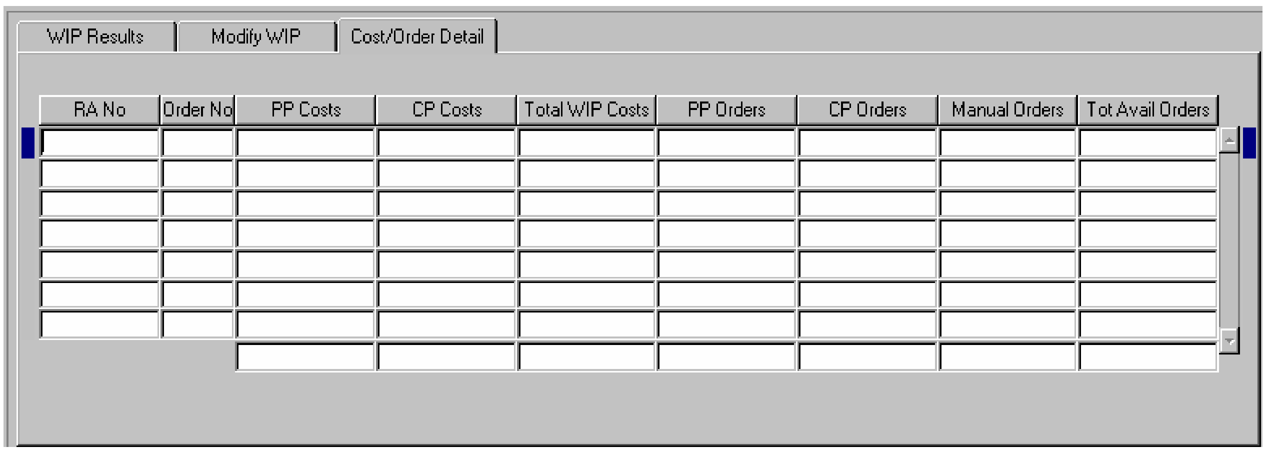
Field Name	Definition	Attributes
RA No	This field displays the reimbursable agreement numbers associated with this WIP batch.	System generated
Customer No	This field displays the customer number associated with the reimbursable agreement.	System generated
Order No	This field displays the unfilled customer order number associated with this WIP batch.	System generated
WIP Costs	This field displays the amount of costs that were accumulated by the WIP program and allocated to this order. Modifications of cost would be identified by a 'Y' in the M (modified) field and would appear as different amounts when comparing these identified agreement and order lines between the WIP Results tab and the Modify WIP tab. *Note: The bottom figure of the **WIP Costs** column is the sum of total WIP costs amounts.*	System generated

Field Name	Definition	Attributes
Avail Order	This field displays the amount remaining on the unfilled customer order at the start of the WIP run. *Note: The bottom figure of the* ***Avail Order*** *column is the sum of the total available order amount.*	System generated
Avail Adv	This field displays the amount of advance remaining on the unfilled customer order at the start of the WIP run. *Note: The bottom figure of the* ***Avail Adv*** *column is the sum of the total available advance amount.*	System generated
Unreleased WIP	This field displays the amount of incurred WIP costs allocated to the unfilled customer order that could not be released for billing by the system or were moved to Unreleased by Finance on RADG005. *Note: The bottom figure of the* ***Unreleased WIP*** *column is the sum of the total amount of unreleased WIPs.*	System generated
Release Amount	This field displays the amount of incurred WIP costs allocated to the unfilled customer order that was released to the AR Module for billing on this unfilled customer order. *Note: The bottom figure of the* ***Release Amount*** *column is the sum of the total release amount.*	System generated
M	This flag displays a **Y** if the record was modified by Finance. Otherwise, the field displays a **N**.	System generated
R	This flag displays a **Y** if the WIP costs displayed on the corresponding WIP line were released for billing. If the WIP costs were held, the release field displays a **N**.	System generated

7.3.4 WIP Result History Screen - Cost/Order Detail Tab (RADG008)

The Cost/Order Detail Tab allows the user to view detailed cost and order information for the WIP results. On the WIP Allocation Modification and Release Screen (RADG005), used by Finance (HQTRS), this tab is also for display only. This tab provides users with the ability to view prior period orders and costs as they stood after the previous WIP bills were generated and current period orders and costs that occurred since those WIP bills were generated.

The following is an example of the Cost/Order Detail tab on the RADG008 screen:



The following fields are applicable to the Cost/Order Detail Tab on the RADG008 Screen:

Field Name	Definition	Attributes
RA No	This field displays the associated reimbursable agreement number established on RADG002.	System generated
Order No	This field displays the unfilled customer order number associated with the reimbursable agreement and corresponding line of WIP results.	System generated
PP Costs (Prior Period Costs)	This field displays the unreleased costs from the previous WIP run.	System generated
CP Costs (Current Period Costs)	This field displays the current period costs released for billing for the line of WIP results viewed.	System generated
Total WIP Costs	This field displays the total costs available for billing for the line of WIP results reviewed.	System generated
PP Orders (Prior Period Orders)	This field displays the total remaining unfilled customer order amount from the previous period associated with the line of WIP results viewed.	System generated

Field Name	Definition	Attributes
CP Orders (Current Period Orders)	This field displays the total new unfilled customer order amount associated with the line of WIP results viewed.	System generated
Manual Orders	This field displays the total amount of manual bills created against the corresponding unfilled customer order associated with the line of WIP results viewed.	System generated
Tot Avail Orders	This field displays the sum of the unfilled customer order balances available to cover incurred WIP costs.	System generated

7.3.5 View WIP Result History Records (RADG008)

Users will perform the following steps to view records via the WIP Result History screen:

Step	***Action***
1	Select the **RADG008 - WIP Result History** option from the *Navigator Menu*.
2	Click on the **Query** icon on the toolbar.
3	Enter the search criteria in the desired fields. Any of the fields located in the control block portion of the screen can be used in a query. *Note: The user may use any of the **Batch Numbers** or **Project Codes** independently or combined with other fields to query the WIP records.*
4	Click on the **Execute Query** icon. *Note: The fields in the **WIP Results History Screen** are display only. They will auto populate when the user executes the query.*
5	The ***Batch Number*** field is populated with the earliest WIP process batch id if the batch number is not specified in the query. If only the batch number is entered in the query, the system will display all project results for the entered batch number. *Note: Click in the Batch Number field and scroll through the batch number using the up and down arrow keys, located on the keyboard, to view the results from different WIP runs for the entered project.*
6	The ***GL End Date*** field will display the accounting period for which the WIP bill was processed for the batch number selected.
7	All the Tabs and the fields are populated with the information that was displayed on the RADG005 screen at the time the WIP Billing Compilation Process (RADG006) was run for the selected batch.

Step	Action
8	Click on the **X** icon at the top right corner of the screen to exit the WIP History Result screen or click on the Exit icon on the toolbar.

Note: The WIP Result History screen is a view only screen. No information may be changed or modified.

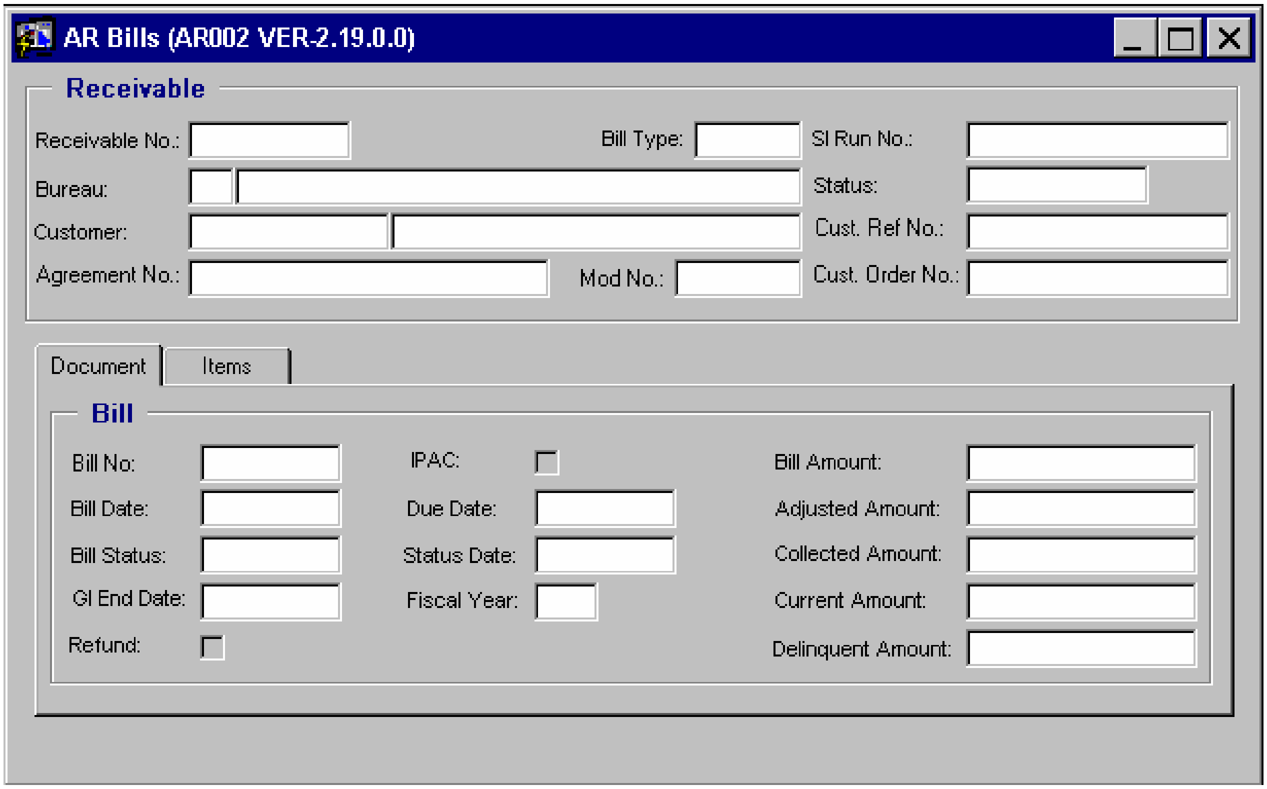
7.4 AR Bills (AR002)

The AR002 AR Bills screen displays detailed information related to individual bills on a receivable. Two types of bills will be recorded for reimbursable agreements: bills for advances prior to beginning work, and bills for costs. For a reimbursable agreement funded by an advance, the Finance Office will bill the customer manually after the reimbursable agreement and unfilled customer order are established. Receipt of the advance will allow the allotment to be established. Later, when costs are allocated and bills are generated via the WIP process, the system will generate one bill for each unfilled customer order designated as WIP on the RADG003 Unfilled Customer Order screen. If the Billing Type for the agreement was designated as ADV (advance) on the RADG002 Reimbursable Agreement screen, the bill generated by the system will offset the advance against the costs resulting in a zero net bill to the customer. If the Billing Type for the agreement was designated as WIP (non advance) on the RADG002 Reimbursable Agreement screen, the bill generated by the system will reflect the cost allocated via the WIP process with no offsetting advance.

The fields on the AR Bills screen cannot be modified. All fields on the screen are populated based on receivable, collection, and adjustment transactions entered on other screens to show the status of the bill. The Line Office users will find this screen helpful in viewing and printing copies of the bills sent by the Finance Office. A detailed billing statement will be printed along with the bill if the Detailed Billing Flag was checked on the Reimbursable Agreement or Unfilled Customer Orders Screen when the bill was generated by the system. This Detailed Billing Statement provides the customer an itemized account of the accrued cost by object class. A detailed billing statement is not available for bills requesting an advance payment from a customer.

The AR002 AR Bills screen is divided into two parts. The first part is the Bills Control Block and is used to view existing bills for a receivable or to manually print a bill. The Detail block of the screen is divided into the following two tabs: the Document tab and the Items tab. The AR Bills screen can be launched from the Navigation menu by clicking and expanding the following: **CBS Applications**, **AR – Accounts Receivable**, **Transactions**; and then click on **AR002 - Bills** and query on the receivable number, agreement number, or customer number.

The AR Bills screen (AR002) is displayed below:



7.4.1 Bills Control Block (AR002)

The Control Block of the Bills screen displays the required information for the receivable that is established and maintained on the AR001 Receivable Screen. The information displayed in the Control Block is also displayed for all tabs on the Receivable and Bill screens.

The following fields apply to the Control Block on the AR002 AR Bills screen:

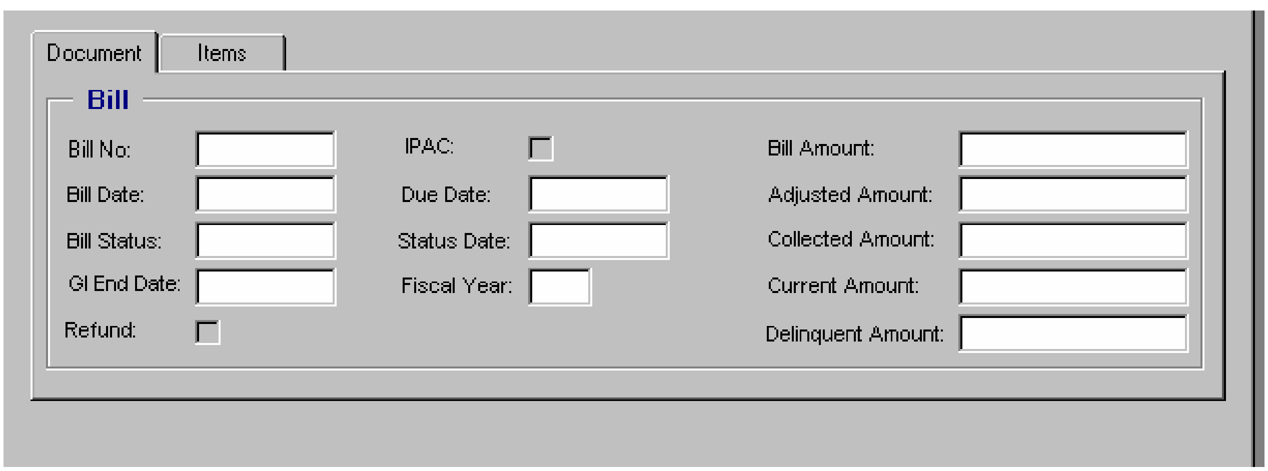
Field Name	Definition	Attributes
Receivable Number	This field displays the unique number that is assigned to a receivable record.	Defaults based on the system generated number established on the AR001 screen
Bill Type	This field displays the type of bill for the corresponding receivable. The valid values for this field are established on the AR050 System Maintenance Codes screen.	Defaults based on the information established on the AR001 screen

Field Name	Definition	Attributes
SI Run Number	This field displays the number identifying the specific standard interface run that generated the receivable/bill. *Note: NOAA is not currently processing records through the AR standard interface.*	Defaults based on the information established on the AR001 screen
Bureau	This field displays the bureau code and name as defined on the Bureau Code screen (GL004) of the GUI-based CFS.	Defaults based on the information established on the AR001 screen
Status	This field displays the status of the receivable as updated by the system based on the user actions. The predefined status codes are: **Pending**: The receivable record has been saved but not approved. The system defaults to this status. **Open**: The receivable record has been approved and is available for further processing. **Paid**: The receivable record has been paid in full. **Void**: The receivable record has been voided prior to being approved. **Cancel**: The receivable record has been cancelled without collections being applied. **Dispute**: The receivable record has been marked as in dispute and the system has temporarily stopped any further processing. **Referd**: The receivable record has been referred to Treasury for collection of delinquent debts. **Reopen**: The referred record has been reopened to apply collections received. **Reschd**: The new receivable record has been created as a result of an outstanding receivable record being rescheduled. **Write-off**: The receivable record has been written off. No further collection efforts are being made and the delinquent debt is no longer reflected as an account receivable to the agency.	Defaults based on the System generated information established on the AR001 screen

Customer	This field displays the customer number and name for the corresponding bill record.	Defaults based on the information established on the AR001 screen
Customer Reference Number	This field displays a number the customer wishes to have referenced on correspondence and bills such as the customer's contract number, agreement number, or some other identifying number.	Defaults based on the information established on the AR001 screen
Agreement Number	This field displays the Reimbursable Agreement number that is associated with the selected customer and bill mod number of the agreement.	Defaults based on the information established on the AR001 screen
Modification Number	This field displays the number of modifications made to the reimbursable agreement.	System Generated
Customer Order Number	This field displays the order number as found on the Unfilled Customer Order screen (RADG003).	Defaults based on the information established on the AR001 screen

7.4.2 Document Tab Screen (AR002)

The following is an example of the Document tab on the AR002 screen:



The Document Tab of the Bills screen maintains information pertaining to an individual bill record associated with the receivable referenced in the Bills Control Block. This tab displays information such as bill number, bill date, due date, status, bill amount, current amount due, and other relevant information.

The following fields apply to the AR002 Document Tab block:

Field Name	Definition	Attributes
Bill Number	This field displays the system generated number assigned to the bill that is linked throughout the system (used for tracking purposes). Bill Numbers are assigned to each receivable beginning with the number 1, based on the number entered in the No. of Bills field on the Document Tab of the AR001 Receivables screen. *Note: In most cases, reimbursable receivables will only have one associated bill.*	Defaults based on the information established on the AR001 screen
Bill Date	This field displays the effective date of the bill.	Defaults based on the information established on the AR001 screen

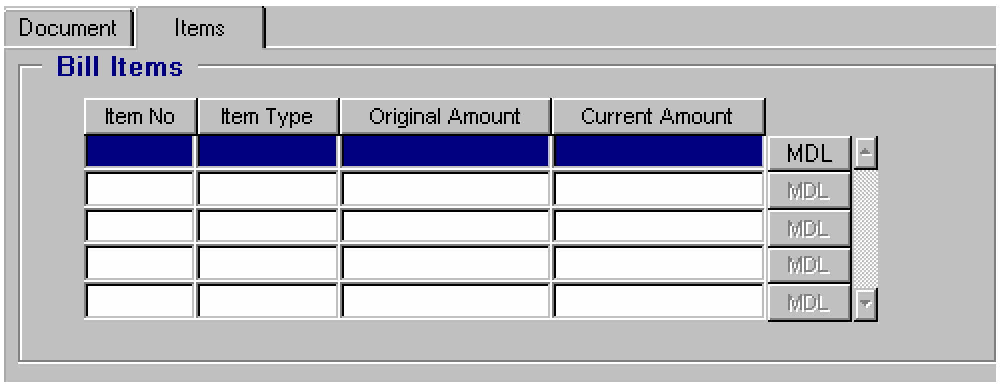
Field Name	Definition	Attributes
Bill Status	This field displays the current status of the bill and is separate from the receivable status in the control block. The predefined status codes are: **Pending**: The receivable has been saved but not approved, or the bill date is greater than the current system date. **Open**: The receivable has been approved, the bill date is less than or equal to the current system date, and the bill is available for further processing. **Paid**: The bill has been paid in full. **Void**: The bill has been voided prior to being approved. **Cancel**: The bill has been cancelled without collections being applied. **Dispute**: The receivable and its associated bills have been marked as in dispute and the system has temporarily stopped any further processing. **Referd**: The receivable and its associated bills have been referred to Treasury for collection of delinquent debts. **Reopen**: The receivable and its associated bills have been reopened to apply collections received. **Reschd**: A new bill has been created as a result of an outstanding receivable being rescheduled. **Write -off**: The receivable and its associated bills have been written off. No further collection efforts are being made and the delinquent debt is no longer reflected as an account receivable to the agency.	Defaults based on the information established on the AR001 screen
GL End Date	This field displays the end date for the general ledger period to which this bill will post. This field defaults to the open general ledger period which corresponds with the bill date entered in the Date field. If a bill is generated with a prior date which has no corresponding open general ledger period, the GL End Date will default to the minimum open general ledger period.	Defaults based on the information established on the AR001 screen

Field Name	Definition	Attributes
Refund	This checkbox is checked when a receivable adjustment of “Refund” has been recorded. It indicates that funds have been returned to the customer.	System Generated
IPAC	This field displays whether or not the receivable is an Intra governmental transaction. If checked, the box indicates that the receivable is an Intra governmental transaction.	Defaults based on the information established on the AR001 screen
Due Date	This field displays the date payment is due on the bill to avoid assessment of late charges.	Defaults based on the information established on the AR001 screen
Status Date	This field displays the system date when the bill status was last updated.	Defaults based on the information established on the AR001 screen
Fiscal Year	This field displays the fiscal year the bill was created.	Defaults based on the information established on the AR001 screen
Bill Amount	This field displays the total amount of the bill record as originally approved in the Schedule Tab of the AR001 Receivables screen.	Defaults based on the information established on the AR001 screen
Adjusted Amount	This field displays the total amount of all the adjustments (+ or **-**) to the bill. This amount is calculated from the total Bill Adjustment Amounts for all bill adjustment transactions recorded on the AR004 Bill Adjustments screen.	System Generated
Collected Amount	This field displays the total amount collected on the bill. This amount is calculated from the Total Collected amounts for all collection transactions created on the AR008 Collections screen.	System Generated
Current Amount	This field displays the portion of the outstanding bill amount which is not yet delinquent.	System Generated
Delinquent Amount	This field displays the portion of the outstanding bill amount which has not been collected by the due date.	System Generated

7.4.3 Bill Items Tab Screen (AR002)

The Items Tab on the Bills screen displays the type of service/items provided and the related bill amount, for which the bill record is being created. This information is populated from the information entered on the Items Tab on the AR001 Receivables screen. The user will also access the MDL screen from the Items Tab by using the MDL Button displayed on this tab.

The following is an example of the Bill Items on the AR002 screen:



The following fields apply to the AR002 Bill Items Tab screen:

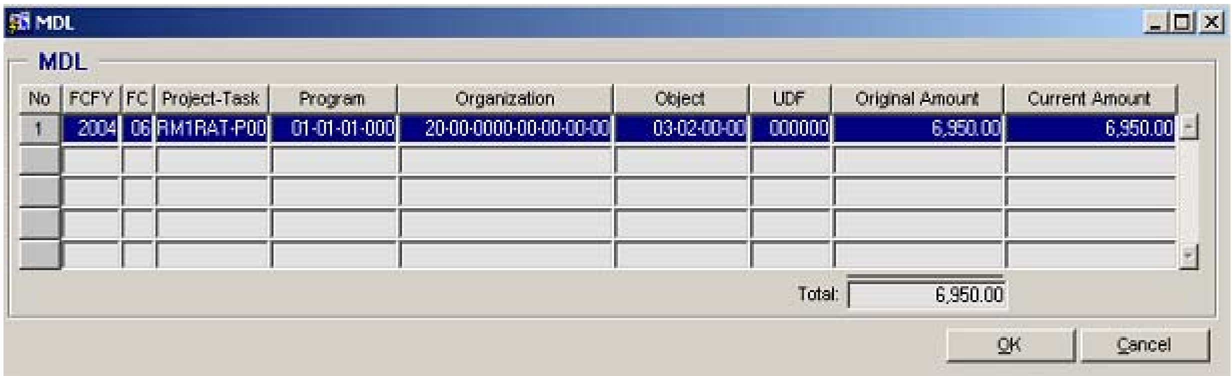
Field Name	Definition	Attributes
Item Number	This field displays the sequentially defined number for each item on the bill record.	Defaults based on system-generated information established on the AR001 screen

Item Type	This field displays the item type breakdown for the bill record. The valid values for this field are established on the AR050 System Maintenance Codes screen. The Bill Item Types for reimbursable agreements are: **RMADV -** This bill item reflects the amount billed for the advance from the customer. On the Bill for Collection this amount will be negative to offset the WIP costs being billed against the advance. **RAWIP -** This bill item reflects the costs resulting from the WIP allocation being billed to the customer. **RMWIP -** This bill item reflects the amount billed manually for Reimbursable Services WIP costs. **RAADV -** This bill item reflects the automatic bill for the advance from the Customer.	Defaults based on the information established on the AR001 screen
Original Amount	This field displays the original amount of the line item.	Defaults based on the information established on the AR001 screen
Current Amount	This field displays the current amount of the line item and takes into consideration all adjustment applied to the line item.	System Generated
MDL	This field displays the detailed breakdown of the DOC Standard Accounting Classification Code Structure (ACCS) on the individual line items assigned to a bill.	Defaults based on the information established on the AR001 screen

7.4.3.1 MDL Block (AR002)

The MDL Block on the Items Tab defines the ACCS string for each bill item which in turn determines the general ledger impact for that record. The ACCS contains information such as fiscal year, fund code, project/task number, program number, organization code and object class. The information displayed in the MDL Block on the Bill Items tab is calculated and populated from the Items tab on the AR001 Receivables screen. For WIP bills the MDL information defaults from the project code and ACCS entered on the RADG003 Unfilled Customer Order screen.

The following is an example of the MDL screen accessed from the Bill Items tab on the AR002 screen:



The following fields apply to the MDL portion of the AR002 Bill Items tab:

Field Name	Definition	Attributes
No.	This field displays the sequentially defined number for each MDL at the line item level.	Defaults based on system-generated information established on the AR001 screen
FCFY	This field displays the Fund Code Fiscal Year for the year funding was approved.	Defaults based on the information established on the AR001 screen
FC	This field displays the Fund Code for the line item. The valid values for this field are defined on the GL013 Fund Code screen.	Defaults based on the information established on the AR001 screen
Project-Task	This field displays the project number and the task number for the line item. The valid values for this field are defined on the CM004 Project Code screen.	Defaults based on the information established on the AR001 screen
Program	This field displays the program number for the line item. The valid values for this field are defined on the GL047 through GL050 Program Code screen.	Defaults based on the information established on the AR001 screen

Field Name	Definition	Attributes
Organization	This field displays the organization code recorded for a manual bill transaction or the organization code recorded on the unfilled customer order for reimbursable bills generated by the WIP process. The valid values for this field are defined on the GL040 through GL046 Organization Code screens. *Note: NOAA will be recording unfilled customer orders and bills using the first segment of the organization code.*	Defaults based on the information established on the AR001 screen
Object	This field displays the object class at the item level for the current MDL block.	Defaults based on the information established on the AR001 screen
UDF	This is a User Defined Field and can be used as desired.	Defaults based on the information established on the AR001 screen
Original Amount	This field displays the original amount of the item.	Defaults based on the information established on the AR001 screen
Current Amount	This field displays the current amount inclusive of any adjustments for the item.	Defaults based on the information established on the AR001 screen
Total	This field displays the sum total of all MDL amounts that have been defined for the particular line item.	Defaults based on the information established on the AR001 screen

7.4.4 View Bills and Print Bills on the AR Bills Screen (AR002)

Bills prepared by the Finance Office and Field Financial and Client Services Division will be available for viewing by the Line Offices. Bills provide information regarding the bill date, period covered by the bill, receivable number, customer number, the date of the WIP run, the items being billed and their amount, reimbursable agreement number, customer order number, and project code.

Users will perform the following steps in order to view a bill for a receivable:

Step	*Action*
1	Select the **AR002 - AR Bills** option from the *Navigator Menu* to display the AR Bills screen.

Step	*Action*
2	Enter a receivable number in the ***Receivable Number*** field. Click on the **Query** icon at the top of the screen.
3	To view and print a bill, click on the **Print** icon at the top of the screen. This will open up the **AR100: Previewer** screen in which the bill will appear for viewing.
4	Click on the **Print** icon at the top of the screen to print the bill being viewed.

The following fields appear on the Bill for Collection:

Field Name	**Definition**	**Attributes**
Receivable Number	This field displays the number assigned to the receivable when the WIP billing compilation process was run, or in the case of a manual bill, when the receivable was created.	System Generated Information established on the AR001 screen
Customer Number	This field displays the customer number as found on the AR Customer and contact Information Look Up screen (AR071) and identified on the Reimbursable Agreement screen (RADG002).	System Generated
Current Date	This field displays the date the bill was printed.	System Generated
Due Date	This field displays the date payment is due from the customer and is normally 30 days after the bill date.	System Generated
Period Covered	This field displays the time period in which costs were incurred and covered by the bill.	System Generated
WIP	This field displays the WIP batch number from the WIP Allocation Modification and Results screen (RADG005).	System Generated
Customer Contact Address	This field displays the customer's contact as it appears on the AR Customer and Contact Information Look Up screen (AR071) and the Reimbursable Agreement screen (RADG002).	System Generated

Field Name	Definition	Attributes
Bill Number	This field displays the sequential number of the bill generated for this reimbursable agreement to the customer.	System Generated
Bill Date	This field displays the date the bill was generated from the receivable established on the Accounts Receivable screen (AR001).	System Generated
Item Number	This field displays the sequential number of the item on the bill.	System Generated
Item Type	This field displays the code identifying item being billed.	System Generated
Description	This field provides a description of the item being billed.	System Generated
Amount	This field displays the amount of the item being billed.	System Generated
Total Current Due	This field displays the amount the customer should remit to NOAA.	System Generated
Agreement/Mod Number	This field displays the agreement number established on the Reimbursable Agreement screen (RADG002)	System Generated
Customer Order Number	This field displays the customer order number established on the Unfilled Customer Order screen (RADG003)	System Generated
Projects	This field displays the project codes established on the Unfilled Customer Order screen (RADG003).	System Generated
Customer Reference Number	This field displays the number the customer wishes to have referenced on correspondence and bills as established on the Reimbursable Agreement screen (RADG002).	System Generated
Contact Information	This field displays a NOAA point of contact for billing purposes.	System Generated

7.4.5 Bill Examples

The following pages show examples of a paid bill for an advance, a WIP bill with an offsetting advance, and a past due unpaid WIP bill along with its associated Detailed Billing Statement.