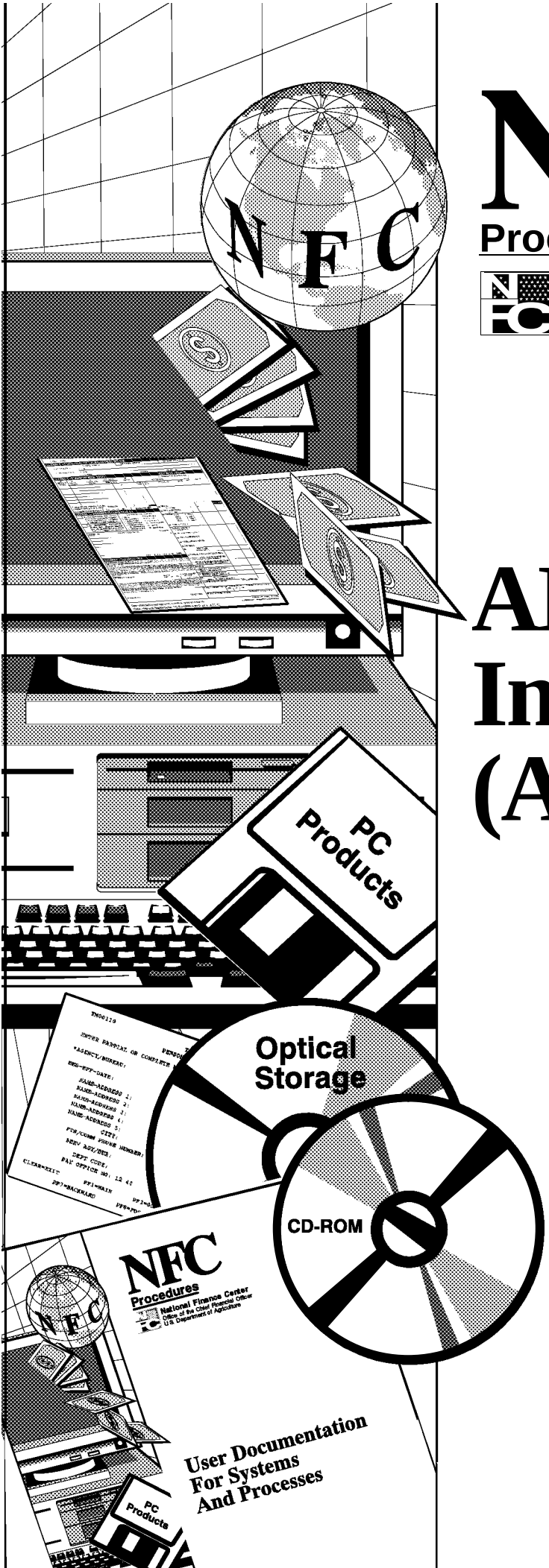

NFC Procedures

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

Updated August 2002

ABCO Online Inquiry (ABCOINQ)

TITLE VI
Systems Access Manual

CHAPTER 12
Administrative Billings and Collections

SECTION 1
ABCO Online Inquiry (ABCOINQ)

Latest Update Information

The Administrative Billings and Collections Online Inquiry System (ABCOINQ) procedure (Title VI, Chapter 12, Section 1) dated August 2002, was converted from a 2-column to 1-column format. The content of the procedure remains the same. As a result of this conversion, some shifting in text has occurred.

This converted document is hyperlinked for easy navigation. To find information, just search the **Table Of Contents** or the **Heading Index** and then click the listing to jump to the corresponding text. You can also use the word search feature in Adobe Acrobat.

Note: When you are jumping from topic to topic, you may need to set Acrobat's zoom feature to view full pages. Otherwise, if the topic you are jumping to is in the lower part of the page, you will have to scroll to locate it. For instructions on using the zoom feature, see Adobe Acrobat's online help.

For information about this publication, please contact Government Employees Services Branch at **504-255-5322** .

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About This Procedure

This procedure provides instructions for accessing and operating the Administrative Billings and Collections Online Inquiry System (ABCOINQ). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

This section contains the following topics:

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

System Overview and **Access** describes what the system is used for and provides related background information; as well as, access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

ABCO Main Menu gives instructions for selecting options from the system's primary selection screen.

Instructions for each **submenu** and **option** are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

The **Appendixes** section contains reference information, such as tables related to system codes and document and fee types.

The **Glossary** defines terms you need to know.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

All bulletins issued for this procedure after January 1, 1998, will be available on the Internet at the NFC home page (www.nfc.usda.gov).

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example	
Messages displayed by the system are printed in *italics.*		The message *Employee Indebtedness Record Not Found* is displayed.
Field specifications are also printed in italics.	**Debtor No.**	*Required, alphanumeric, 20 positions max.* Key in the debtor number for the receivable.
For date fields, "(mmddyy)" means that you should key in the date in month/day/year order, using leading zeros for single-digit months and days.		Key in January 15, 1998, as **`011598`**.
Emphasized text within a paragraph is printed in **bold**.		If an *X* precedes the batch number, the receivable was system generated.
Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here.		The Employee Indebtedness Screen (**Figure 16**) is displayed.
References to sections within the procedure are printed in bold as shown here.		See **Viewing The Bill Record**.
Keyboard references are printed in brackets.		Press **[Enter]**.
Optional actions at the end of a processing function are preceded by bullets.		• To return to the ABCO main menu, press **[Exit]**.
Important extra information is identified as a note.		**Note:** Text will not be used for system-generated bills that have a batch number beginning with **X**.

NO TAG***Required***	*You must enter data in the field. (Note: All mandatory fields on FAAD windows are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)*
NO TAG***Conditional***	*You may be required to enter data, based on criteria indicated in the field instructions.*
NO TAG***Optional***	*You may elect to enter data in the field. If the field is left blank, no data is system generated.*
NO TAG***Optional default***	*You may elect to enter data. If the field is left blank, the system generates a default entry.*
NO TAG***No entry***	*You do not enter data in the field. The field instruction states the reason for no entry.*

Who To Contact For Help

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504-255-5230.**

For questions about processing, contact the Billings and Collections Section at **504-255-5445** .

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322** .

System Overview And Access

The Administrative Billings and Collections Online Inquiry System (ABCOINQ) is an online database management system of the U.S. Department of Agriculture (USDA). ABCOINQ was designed and implemented to provide the ability to directly query billing and collection data in ABCO. You may access receivable and collection data for a wide variety of administrative billings issued manually at NFC, as well as, collection data transmitted electronically by some agencies. The system also allows you query accounting data related to revenues, refunds, or reimbursements for the Budget Cost, Agency Reporting, and General Ledger Systems.

ABCOINQ provides users with direct electronic access to the ABCO database for agency debtor accounts. In addition, ABCOINQ provides users with the ability to view (1) refunds due for overpayments, erroneous payments, or duplicate payments; (2) refunds due from carriers for unused transportation services or from vendors for merchandise returned or not received; (3) a list of receivables (employee indebtedness) by social security number; (4) collection and adjustment records; (5) a bill record (including the prior bill amount, the amount past due, the current charges, and the bill amount); and (6) details of the receivable record (including the original receivable amount, interest paid, and last payment amount).

Access Security

Access security is designed to prevent unauthorized use of systems and databases. For information about security access, including user identification numbers (user ID’s), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1. Otherwise, contact your agency’s security officer.

To access ABCOINQ, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 1**) on your terminal.

```
==============================================================================
==  01/24/98          SNAMOD2              T3138E0D               PF1=HELP    ==
==============================================================================
==                     NN    NN         FFFFFFFF        CCCCCCCC              ==
==                    NNN   NN         FFFFFFFF        CCCCCCCC               ==
==                   NNNN  NN         FF              CC                      ==
==                  NN NN NN         FFFFFFFF        CC                      ==
==                 NN  NNNN         FFFFFFFF        CC                       ==
==                NN   NNN         FF              CCCCCCCC                  ==
==               NN    NN         FF              CCCCCCCC                   ==
==  ==================================================================      ==
==   ==========              National Finance Center             ==========  ==
==    ==========      Office of the Chief Financial Officer     ==========   ==
==     ==========    United States Department of Agriculture   ==========    ==
==      ==============================================================      ==
==                          For Authorized Use Only                          ==
==                                                                           ==
==  ENTER USER ID =           PASSWORD =           NEW PASSWORD =           ==
==                                                                           ==
==       ENTER APPLICATION NAME =           OR PRESS ENTER FOR NFC MENU     ==
==============================================================================
```

Figure 1. NFC Banner Screen

Respond to the prompts as follows:

Enter User ID

required, alphanumeric field; max. of 8 positions

Key in your assigned user ID (e.g., **NF999**). Press **[Tab]**.

Password

required, alphanumeric field; 6 to 8 positions

Key in your password. Your password is not displayed on the screen. Press **[Tab]**.

New Password

alphanumeric field; 6 to 8 positions

If your current password expires, key in a new password. Press **[Tab]**. You may change your password any time but not more than once a day.

Enter Application Name

required, alphanumeric field; max. of 9 positions

Key in **ABCOINQ** and press **[Enter]**. The ABCO main menu is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press **[Enter]**. The NFC Menu (**Figure 2**) is displayed. Press **[Enter]** again to display the main menu.

```
==============================================================================
==  01/24/98      SNAMOD2       NFC MENU        T3138E0D      10:49:06  CT    ==
==============================================================================
==                                                                          ==
==  SELECT ONE:                                                             ==
==                                                                          ==
==     1. PAYROLL/PERSONNEL SYSTEMS                                         ==
==     2. FINANCIAL INFORMATION SYSTEMS                                     ==
==     3. PROPERTY MANAGEMENT INFORMATION SYSTEMS                           ==
==     4. ADMINISTRATIVE INFORMATION SYSTEMS                                ==
==     5. DEVELOPMENT SYSTEMS  <NFC ONLY>                                   ==
==     6. DATA BASE TEST SYSTEMS  <NFC ONLY>                                ==
==     7. MISSION ASSIGNMENT TRACKING SYSTEM  <GAO ONLY>                    ==
==     8. DIRECTIVES BULLETIN BOARD                                         ==
==  ENTER APPLICATION NAME OR SELECTION NUMBER ==>ABCOINQ      PF11 = EXIT    ==
==============================================================================
==                              MESSAGE BOARD                               ==
==============================================================================
==============================================================================
```

Figure 2. NFC Menu Screen

Instructions for using the ABCOINQ main menu begin on page 7.

Sign-Off

To exit ABCOINQ, press **[Clear]** at any screen. The *Enter Next Task Code* prompt is displayed. Key in **bye** (See Figure 3.) and press **[Enter]**.

```
Enter Next Task Code

bye
```

Figure 3. Enter Next Task Code Prompt

The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press **[PF11]** or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

Operating Features

This section describes the system's design and operating features.

System Design

ABCOINQ is designed to query records in a database; therefore, most screens do not require entry of data. The key data will be identified by the symbol (🔑). After key data is entered, the system will retrieve all data for the existing record.

The overall system is designed with a main menu followed by screens related to the selected main menu options, i.e., Debtor Information (by debtor ID), Receivable Info (by debtor ID and bill number), Collections and Collection Adjustments (by check ID), Employee Indebtedness (by social security number). **Diagram 1** displays a general flow of the system screens which includes each main menu option and its related suboptions. For example, from the Debtor Record, you may access the Receivable Record for the particular debtor.

ABCO Main Menu Options	Sub-Options
Debtor Information (By Debtor ID)	Clear, Exit Inquiry PF1 Menu Screen PF2 Receivable Record PF10 Claim Record
Receivable Info (By Debtor ID and Bill Number)	Clear, Exit Inquiry PF1 Menu Screen PF2 Next Page Clear, Exit Inquiry PF1 Menu Screen PF7 First Page PF3 Accounting Clear, Exit Inquiry PF1 Menu Screen PF7 Scroll Back PF8 Scroll Forward PF9 Receivable PF4 Acctng With Collection Clear, Exit Inquiry PF1 Menu Screen PF7 Back Scroll PF8 Forward Scroll PF9 Receivable

Receivable Info (By Debtor ID and Bill Number) *(cont'd)*

PF5 Bill Record
- Clear, Exit Inquiry
- PF1 Menu Screen
- PF2 Receivable Record
- PF3 Collection Record
- PF4 Adjustment Record
- PF7 Prior Bill Record
- PF8 Next Bill Record

PF6 Description Text
- Clear, Exit Inquiry
- PF1 Menu Screen
- PF9 Receivable

PF7 Prior Receivable
- Clear, Exit Inquiry
- PF1 Menu Screen
- PF2 Next Page
- PF3 Accounting
- PF4 Acctng With Collection
- PF5 Bill Record
- PF6 Description Text
- PF7 Prior Receivable
- PF8 Next Receivable
- PF9 Debtor Record
- PF11 Detail Record
- PF12 Employ Indebt

PF8 Next Receivable
- Clear, Exit Inquiry
- PF1 Menu Screen
- PF2 Next Page
- PF3 Accounting
- PF4 Acctng With Collection
- PF5 Bill Record
- PF6 Description Text
- PF7 Prior Receivable
- PF8 Next Receivable
- PF9 Debtor Record
- PF11 Detail Records
- PF12 Indebt Screen

PF9 Debtor Record
- Clear, Exit Inquiry
- PF1 Menu Screen
- PF2 Receivable Record

PF10 Claims Info

PF11 Detail Records
- Clear, Exit Inquiry
- PF1 Menu Screen
- PF7 Back
- PF8 Forward
- PF9 Receivable

Receivable Info (By Debtor ID and Bill Number) *(cont'd)*	PF12 Employ Indebt Clear, Exit Inquiry PF1 Menu Screen PF7 Backward PF8 Forward Enter
Collection and Collection Adjustments (By Check ID)	Enter, Collection and Adjustment Clear, Exit Inquiry PF1 Menu Screen **(Collection Record)** Clear, Exit Inquiry PF1 Menu Screen PF5 Bill Record PF7 Prior Collection PF8 Next Collection **(Adjustment Record)** Clear, Exit Inquiry PF1Menu Screen PF3 Collection Record PF5 Bill Record PF7 Prior Adjustment PF8 Next Adjustment PF12 Check-ID
Employee Indebtedness (By Social Security Number)	Clear, Exit Inquiry PF1 Menu Screen PF7 Backward PF8 Forward Enter

Diagram 1

Following are definitions of system features and functions that operate in the same manner throughout the system.

Screen Format. A typical formatted screen displays explanatory text which is identified by screen titles. At the bottom of the query screen is the message line.

Date Formats. Most dates in ABCOINQ are displayed in the mm/dd/yy format (e.g., 01/15/98) or the yy/mm/dd (e.g., 98/01/15) depending on the record displayed.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before the data base is updated.

Function Keys

Your keyboard includes :

- Program function keys (**[PA]**, **[PF]**, **[F]**, etc.), used to execute functions and display specific screens in the system
- Other function keys (**[Enter]**, **[Clear]**, etc.)

For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

The special functions of these keys in ABCOINQ are displayed at the bottom of each screen. Descriptions are provided below:

Function Keys

Key	Description
PF1	Used to return to the ABCO main menu screen.
PF2	Used to access the receivable record or the next page of the receivable record.
PF3	Used to access the accounting record or collection record.
PF4	Used to access the accounting with collection record or the adjustment record.
PF5	Used to access the bill record.
PF6	Used to access the description text of the receivable record.
PF7	Used to access the prior receivable, prior collection, prior adjustment, or the prior bill records. Also used to move backward, scroll back, or advance to the first page of the corresponding record.
PF8	Used to access the next receivable, next collection, or next adjustment records. Also used to move forward to the next corresponding record.
PF9	Used to access the debtor record and receivable record.
PF10	Used to access claims record. For internal purposes only.
PF11	Used to access the detail record.

Function Keys

Key	Description
PF12	Used to access the employee indebtedness screen and check ID screen.
Clear	Used to exit the system.
Enter	Used to enter data into the system after you have keyed it in at a screen.
Tab	Used to move the cursor from field to field.
↑	Used to move the cursor up from line to line.
↓	Used to move the cursor down from line to line.
→	Used to move the cursor to the right from position to position within a field.
←	Used to move the cursor to the left from position to position within a field.

ABCO Main Menu

After you access ABCOINQ, the ABCO main menu (**Figure 4**) is displayed showing six options.

```
                    U.S.D.A. - O.F.M. -NATIONAL FINANCE CENTER

     #####   #####    #####   #####
     #   #   #   #    #   #   #   #        ADMINISTRATIVE  BILLINGS AND
     #####   ####     #       #   #         COLLECTIONS - INQUIRY SYSTEM
     #   #   #   #    #   #   #   #
     #   #   #####    #####   #####         FOR AUTHORIZED USE ONLY

            CHOOSE AN OPTION FOR ACCESSING THE ABCO DATABASE:

        1.   DEBTOR INFORMATION (BY DEBTOR ID)
        2.   RECEIVABLE INFO (BY DEBTOR ID AND BILL NUMBER)
        3.   COLLECTIONS AND COLLECTION ADJUSTMENTS (BY CHECK ID)
        4.   EMPLOYEE INDEBTEDNESS (BY SOCIAL SECURITY NUMBER)
        5.   CLAIMS INFORMATION (BY CLAIM NUMBER)  {NFC USE ONLY}
        6.   OFFSET INFORMATION (BY SOCIAL SECURITY NUMBER)  {NFC USE ONLY}


ENTER:SEND                                                        CLEAR:EXIT
```

Figure 4. ABCO Main Menu

Below is a brief description of each option.

1. **Debtor Information (By Debtor ID).** Used to enter a particular debtor identification number and display system-generated information, i.e., name, address, department, and debtor type, specific to the debtor number entered.

2. **Receivable Info (By Debtor ID and Bill Number).** If obtained from the ABCO main menu, it is used to enter a debtor number and bill number for a receivable. System-generated information specific to the bill number entered will display. You may also obtain additional screens which contain information related to this specific debtor identification number and bill number.

3. **Collections and Collection Adjustments (By Check ID).** Used to enter a check identification number for a specific collection account. The subsequent collection screen may display either information pertaining to a collection or adjustment for this specific bill number.

   Note: If a check identification number is not available, you may access the collection or adjustment record from the bill record located at the receivable record.

4. **Employee Indebtedness (By Social Security Number).** Used to enter a social security number for a specific debtor and to display all related debtor and bill numbers.

5. **Claims Information (By Claim Number) [NFC Use Only].** Used to display all information for the claim number entered.

6. **Offset Information (By Social Security Number) [NFC Use Only].** Used to display information that has been sent to the Internal Revenue Service (IRS) to offset a debtor's refund to resolve an outstanding Federal debt.

To select an option from the ABCO main menu, key in an option number and press **[Enter]**. The screen for the selected option is displayed.

Instructions follow for using the system options.

To exit ABCO, press **[Clear]**.

Debtor Information (By Debtor ID)

Debtor Information is Option 1 on the ABCO main menu (**Figure 4**). This option displays the Debtor Record for an ABCO billing. It may also be obtained by selecting **[PF9]** on the Receivable Record.

The Debtor Record screen (**Figure 5**) is displayed.

```
DATE  02/06/98            USDA OFM-NFC                          TIME  09:38:49
                     ADMINISTRATIVE BILLINGS AND COLLECTIONS

                                 DEBTOR RECORD

             DEBTOR NO

              DEBTOR NAME
                                                   DEBTOR TYPE

              DEBTOR ADDRESS




                               CLEAR, EXIT INQUIRY
               PF1 MENU SCREEN        PF2 RECEIVABLE RECORD
                                PF10 CLAIM RECORD
ENTER DEBTOR NUMBER
```

Figure 5. Debtor Record Screen

Instructions follow for using the functions in this option.

Viewing A Debtor Record

At the Debtor Record screen, complete the Debtor No. field as follows:

Debtor No

required, alphanumeric field; max. of 20 positions

Key in the debtor number for the receivable. The debtor number consists of the department code, debtor ID, and system code. After keying in the department code and debtor ID, press **[Tab]** and key in the system code. Press **[Enter]**.

Data in the following fields will be system-generated. For detail explanations, see the **Glossary**.

Debtor Name

System generated
The name of the debtor for this receivable.

Debtor Address

System generated
The debtor's address.

Debtor Type

System generated
Indicates an employee or commercial debt.

After viewing the data, you may perform one of the following functions:

- To view another debtor record, repeat the above process.
- To exit ABCO, press **[Clear]**.
- To return to the ABCO main menu, press **[PF1]**.
- To access the receivable record, press **[PF2]**.
- **[PF10]** is available to claims personnel only.

Receivable Info (By Debtor ID and Bill Number)

Receivable Information is Option 2 on the ABCO main menu (**Figure 4**). This option displays the Receivable Record for an ABCO billing. Entry of both the debtor number and bill number is required. Data pertaining to the receivable record including the debtor's last payment activity and the original receivable amount is displayed. The Receivable record may also be obtained by selecting **[PF2]** on the Debtor Record.

Viewing A Receivable Record

The Receivable Record screen (**Figure 6**) is displayed.

```
DATE 02/06/98                    USDA-OFM-NFC                    TIME  09:40:29
            ADMINISTRATIVE BILLINGS AND COLLECTIONS
                           RECEIVABLE RECORD

DEBTOR NUMBER  20 254946453ER      92       BILL NUMBER  724107027

BALANCES:  RECVBL            100.06     ORIGINAL RECVBL AMT   100.06
         PRINCIPAL           100.06
          INTEREST             .00        BATCH NUMBER X97327
          PENALTY             .00       UPDATE REF SYSTEM  97362 004816
         ADMIN COST           .00        TAPE BILL IND N

PAID: INTEREST               .00       PROCESSED:  DATE
97/12/15
        PENALTIES              .00       TIME 22:39:31
        ADMIN COSTS           .00       REGISTER: NUMBER 843641
LAST PAY: AMOUNT               .00       TYPE 0040
            TYPE                STATUS:     CODE
              DATE 00/00/00         DATE 00 00 00

CLEAR EXIT
PF1 MENU       PF4 ACCT W/COLLECT      PF7 PRIOR RECVBL    PF10 CLAIMS INFO
PF2 NEXT PG    PF5 BILLS            PF8 NEXT RECVBL     PF11 DETAIL RECS
PF3 ACCTNG PF6 DESC TEXT          PF9 DEBTOR INFO      PF12 EMPLOY INDEBT
```

Figure 6. Receivable Record Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Debtor No

System generated

The debtor number responsible for the receivable.

Bill Number

System generated

The bill number for the receivable. If the 4th position of the bill number is *1*, it is a Federal Employees Health Benefits (FEHB) bill. If the 4th position of the bill number is *2*, it is a payroll adjustment (ADJP) bill.

Balances

Recvbl

System generated

The current balance due on this receivable.

Principal

System generated

The principal amount due on this receivable.

Interest

System generated

The interest due on this receivable.

Penalty

System generated

The penalty amount due on this receivable.

Admin Cost
System generated
The administrative cost due on this receivable.

Original Recvbl Amt
System generated
The original receivable amount.

Batch Number
System generated
The number of the batch containing this receivable. If an *X* precedes the batch number, the receivable was system-generated.

Update Ref
System generated
The date of the last update to the receivable.

Tape Bill Ind
System generated
The tape bill indicator which is specific to an OPAC collection.

Paid:

Interest
System generated
The interest paid on this receivable.

Penalties
System generated
The penalty amount paid on this receivable.

Admin Costs
System generated
The administrative costs paid on this receivable.

Last Pay:

Amount
System generated
The last amount paid on this receivable.

Type
System generated
The receipt account type. See **Appendix B**.

Date
System generated
The date of the last payment on this receivable.

Processed:

Date
System generated
The date the last payment was processed in the system.

Time
System generated
The time the payment was processed in the system.

Register:

Number
System generated
The register number which is used for accounting purposes to locate payment data on this receivable.

Type
System generated
The register type which is used for accounting purposes and associated with the journal voucher to locate payment data on this receivable.

Status:

Code
System generated
The status code on this receivable.

Date
System generated
The date of the last status recorded for this receivable.

After viewing the data, you may perform one of the following functions:

- To view another receivable record, key in the applicable debtor number.
- To exit ABCO, press **[Clear]**.
- To return to the ABCO main menu, press **[PF1]**.
- To access the next page for receivable record, press **[PF2]**. See **Viewing The Next Page Of A Receivable Record**.
- To access accounting data, press **[PF3]**. See **Viewing Receivable Accounting**.
- To access data related to a collection on this receivable, press **[PF4]**. See **Viewing Accounting With Collection**.

- To access the bill record, press **[PF5]**. See **Viewing The Bill Record**.
- To access description text, press **[PF6]**. See **Viewing Description Text**.
- To move to the prior receivable, press **[PF7]**.
- To move to the next receivable, press **[PF8]**.
- To access the debtor record, press **[PF9]**. See **Viewing The Debtor Record**.
- **[PF10]** is available to claims personnel only.
- To access the detail record, press **[PF11]**. See **Viewing Receivable Details**.
- To access the employee indebtedness listing for the debtor number, press **[PF12]**. If this is not an employee indebtedness account, the message *Employee Indebtedness Record Not Found* will be displayed. See **Employee Indebtedness (By Social Security Number)**.

Viewing The Next Page Of A Receivable Record

The next page of a receivable record screen (**Figure 7**) is displayed.

```
DATE 02/06/98                USDA-OFM-NFC                          TIME  09:41:04
                     ADMINISTRATIVE BILLINGS AND COLLECTIONS
                                RECEIVABLE RECORD

DEBTOR NUMBER 20 254946453ER 92          BILL NUMBER  724107027

RRR CODE B                RA TYPE 28              GARNISH EST AMT          .00
RRR MOD                CLAIMS IND N               GARNISH PP AMT            .00
ARB PROC            REC/CLAIMS DATE 97/12/15      YYPP TO GARNISH 00 00

PAYMENT REF      9313028002042695932425

BILL AGING DT  98/01/01 INTEREST RT 5.000      LWOP EFF DATE 97/11/23
PAST DUE COUNT 2    DO CODE                   CUSTOMER ALC

  GOV N        MOP 1       SF1080 N        INT N        PEN N       ARB
  ADMN N       MINC N       W2 N           BILL 3       EST N       FFIS C

BILL FREQUENCY        LWOP-ACT-DUTY 2
RECVBL SRC IND 2     SYS-ACRONYM     PAYE         CLEAR, EXIT INQUIRY
PAYROLL REASON 1      NLINE-BATCH       PF1       MENU SCREEN
GAR MAJ/MIN    3      INVOLUN-PROC      PF7       FIRSTPAGE
```

Figure 7. Next Page Of A Receivable Record Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Debtor No

System generated

The debtor number responsible for the receivable.

Bill Number

System generated

The bill number for the receivable. If the 4th position of the bill number is *1*, it is a Federal Employees Health Benefits (FEHB) bill. If the 4th position of the bill number is *2*, it is an payroll adjustment (ADJP) bill.

RRR Code

System generated

The revenue, refund, reimbursement used for general ledger purposes. See **Appendix C**.

RRR Mod

System generated

The revenue, refund, reimbursement code which further defines the RRR code.

ARB Proc

System generated

The arbitrary processing code.

RA Type

System generated

The receipt account type which defines the collection. See **Appendix B**.

Claims Ind

System generated

Indicates if an account is in the claims status.

Rec/Claims Date

System generated

The receivable or claims date.

Garnish Est Amt

System generated

An estimate of the garnishment amount.

Garnish PP Amt

System generated

The garnishment amount applied each pay period which is used to satisfy the collection.

YYPP To Garnish

System generated

The year and pay period to begin salary garnishment.

Payment Ref

System generated

The payment reference number which defines the reason for generating the bill.

Bill Aging Dt

System generated

The initial date of the receivable which is used in calculating delinquencies.

Interest Rt
System generated
The interest rate applied to the receivable.

LWOP Eff Date
System generated
The date the employee's leave without pay (LWOP) became effective.

Past Due Count
System generated
The number of times an account was past due.

DO Code
System generated
The disbursing office code specific to an OPAC collection.

Customer ALC
System generated
The agency location code specific to an OPAC collection.

Gov
System generated
Indicates a government or non-government billing.

MOP
System generated
Indicates the method of payment.

SF1080
System generated
Indicates an SF-1080 billing.

Int
System generated
Indicates if interest is applied to the receivable.

Pen
System generated
Indicates if a penalty is applied to the receivable.

ARB
System generated
The arbitrary processing indicator.

Admn
System generated
Indicates if an administrative charge is applied to the receivable.

Minc
System generated
Indicates if 1099-miscellaneous income reporting is applicable.

W2

System generated

Indicates if the W2 interface is applicable.

Bill

System generated

Indicates the number of bills to be generated for collection.

Est

System generated

Indicates an estimation of the billed amount.

FFIS

System generated

Indicates the agency's accounting is in the Central Accounting System (CAS) or Foundation Financial Information System (FFIS). C=CAS, F=FFIS (new receivable), N=agency not converted with -0- balance, X=agency converted with outstanding balance.

Bill Frequency

System generated

Indicates the billing frequency.

Recvbl SRC Ind

System generated

Indicates what program stored the receivable in the database.

Payroll Reason

System generated

Indicates the billing is payroll related.

Gar Maj/Min

System generated

Indicates a major or minor garnishment of an employee's salary.

LWOP-Act-Duty

System generated

Indicates if the employee is on LWOP or have returned to active duty.

Sys-Acronym

System generated

The system acronym.

Online-Batch

System generated

Indicates an online or batch program change to the receivable.

Involun-Proc

System generated

Indicates a voluntary salary deduction or salary offset for collection.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press **[Clear]**.
- To return to the ABCO main menu, press **[PF1]**.
- To move to the first page of the receivable, press [PF7].

Viewing Receivable Accounting

The Receivable Accounting screen (**Figure 8**) is displayed. It displays a maximum of two lines of accounting data related to the receivable. It also displays various bill amounts and collection amounts applied to the receivable.

```
DATE  02/06/98                  USDA-OFM-NFC                      TIME  09:41:26
                     ADMINISTRATIVE BILLINGS AND COLLECTIONS

                             RECEIVABLE ACCOUNTING                PAGE  0001

BILL NUMBER  724107027

TYPE 4  FY 98 AGCY 93  ACCT STA  1006   OBJ CLS 1205   TREA CAT  GA

ACCT CLS  803370102U99999              TREA SYM  2080913

BILL AMT   100.06   COLL AMT   0.00   ACCT DIST   0.00

TYPE FY  00   AGCY  ACCT STA         OBJ CLS                   TREA CAT

ACCT CLS                                          TREA SYM

BILL AMT        0.00     COLL AMT          0.00    ACCT DIST    0.00

      CLEAR, EXIT INQUIRY   PF7 SCROLL BACK       PF9 RECEIVABLE
    PF1    MENU SCREEN    PF8 SCROLL FORWARD
```

Figure 8. Receivable Accounting Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Page

System generated

The current page in the receivable accounting record.

Bill Number

System generated

The bill number for the receivable. If the 4th position of the bill number is 1, it is a Federal Employees Health Benefits (FEHB) bill. If the 4th position of the bill number is 2, it is an payroll adjustment (ADJP) bill.

Type

System generated

The code used for the accounting type.

FY

System generated

The fiscal year of the receivable.

Agcy
System generated
The debtor's agency.

Acct Sta
System generated
The debtor's accounting station.

Obj Cls
System generated
The object classification code used for proper account crediting.

Trea Cat
System generated
The treasury category used for accounting purposes.

Acct Cls
System generated
The accounting classification code used for proper account crediting.

Trea Sym
System generated
The treasury symbol used for accounting purposes.

Bill Amt
System generated
The receivable billed amount.

Coll Amt
System generated
The receivable collected amount.

Acct Dist
System generated
The accounting distribution.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press **[Clear]**.
- To return to the ABCO main menu, press **[PF1]**.
- To move to the previous page, press **[PF7]**.
- To move to the next page, press **[PF8]**.
- To access the receivable, press **[PF9]**.

Viewing Accounting With Collection

The Accounting With Collection screen (**Figure 9**) is displayed.

```
DATE   02/06/98              USDA-OFM-NFC                    TIME   09:41:43
                    ADMINISTRATIVE BILLINGS AND COLLECTIONS

                         ACCOUNTING WITH COLLECTION          PAGE   0001

      ACCT                        OBJ      BILLED     CONTROL  COLLECTED
TYP AGY STAT      ACCTNG CLASS     CLAS      AMOUNT      NUMBER   AMOUNT
*******************************************************************************
 4  93  1006 803370102U99999      1205       100.06                 .00






*******************************************************************************

         CLEAR, EXIT INQUIRY    PF7 BACK SCROLL       PF9 RECEIVABLE
      PF1     MENU SCREEN  PF8 FORWARD SCROLL
```

Figure 9. Accounting With Collection Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Page

System generated

The current page in the accounting with collection record.

Typ

System generated

The code used for the accounting type.

Agy

System generated

The debtor's agency code.

Acct Stat

System generated

The accounting station used for the collection.

Acctng Class

System generated

The accounting classification code used for the collection.

Obj Clas

System generated

The object classification code used for the collection.

Billed Amount

System generated

The billed amount collected.

Control Number

System generated

The collection control number used to identify the collection.

Collected Amount

System generated

The collected amount.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press **[Clear]**.
- To return to the ABCO main menu, press **[PF1]**.
- To move the previous page, press **[PF7]**.
- To move the next page, press **[PF8]**.
- To access the receivable, press **[PF9]**.

Viewing The Bill Record

The Bill Record screen (**Figure 10**) is displayed. It may be accessed from the debtor record, which has the receivable record as a sub-record, or directly from the receivable record.

```
DATE  02/06/98              USDA-OFM-NFC                        TIME  09:42:03
                ADMINISTRATIVE BILLINGS AND COLLECTIONS

                               BILL RECORD

DEBTOR NO   20 254946453ER      92     BILL NUMBER 724107027
BILL DATE   02 01 98
                                  BILLING ALC........... 12400001

  PRIOR BALANCE...         100.06    AMT DR ADJ PRINCIPAL..           0.00
  COLLECTED AMT...           0.00    AMT DR ADJ NOT PRIN...           0.00

  AMT CREDIT ADJ..           0.00    CURRENT CHARGES.......           0.00
  AMT PAST DUE....         100.06    BILLED AMOUNT.........         100.06



         CLEAR EXIT INQUIRY         PF3 COLLECTION RECORD
              PF1   MENU SCREEN        PF4 ADJUSTMENT RECORD
              PF9   RECEIVABLE         PF7 PRIOR BILL RECORD
                                       PF8 NEXT  BILL RECORD
```

Figure 10. Bill Record Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Debtor No

System generated

The debtor number responsible for the receivable.

Bill Number
System generated
The nine-position salary bill number.

Bill Date
System generated
The date of the bill.

Billing ALC
System generated
The agency location code billed through OPAC.

Prior Balance
System generated
The prior balance of the specified bill.

Collected Amt
System generated
The amount collected for the specified bill.

Amt Credit Adj
System generated
If applicable, the amount applied to a credit adjustment on the specified bill.

Amt Past Due
System generated
The amount past due on the specified bill.

Amt Dr Adj Principal
System generated
If applicable, the amount adjusted on the bill related to the principal amount.

Amt Dr Adj Not Prin
System generated
If applicable, the amount adjusted on the bill not related to the principal amount.

Current Charges
System generated
The current charges due on the specified bill.

Billed Amount
System generated
The amount of this bill.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press **[Clear]**.
- To return to the ABCO main menu, press **[PF1]**.

- To access the collection record, press **[PF3]**.
- To access the adjustment record, press **[PF4]**.
- To access the first page receivable, press **[PF7]**.
- To access the receivable, press **[PF9]**.

Viewing Description Text

The Description Text screen (**Figure 11**) is displayed. It displays the reason for the billing.

```
DATE  02/06/98                  USDA-OFM-NFC                    TIME  09:42:24
                     ADMINISTRATIVE BILLINGS AND COLLECTIONS
                                 DESCRIPTION TEXT

DEBTOR NUMBER  20 254946453ER      92      BILL NUMBER  724107027

   FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM REGULATIONS (PART 890 OF
   TITLE 5, CODE OF FEDERAL REGULATIONS) STATE THAT PROGRAM ENROLLEES ARE
   RESPONSIBLE FOR PAYMENT OF THE EMPLOYEE SHARE OF THE COST OF THEIR
   ENROLLMENT FOR EVERY PAY PERIOD IN WHICH THE ENROLLMENT CONTINUES.

   THIS BILL IS FOR FEHBA (HEALTH INSURANCE) PREMIUMS NOT COLLECTED WHILE
   YOU WERE IN A NON-PAY STATUS FOR PAY PERIOD(S) 24-25.









          CLEAR, EXIT INQUIRY     PF1 MENU SCREEN     PF9 RECEIVABLE
END OF RECEIVABLE DESCRIPTION RECORDS
```

Figure 11. Description Text Screen

Note: Text will not be used for system-generated bills that have a batch number beginning with *X*.

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Debtor Number

System generated

The debtor number responsible for the receivable.

Bill Number

System generated

The bill number for the receivable.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press **[Clear]**.
- To return to the ABCO main menu, press **[PF1]**.

- To access the receivable record, press **[PF9]**.

Viewing Receivable Details

The Receivable Details screen (**Figure 12**) is displayed. It shows data related to FEHB-L WOP bills only, e.g., data specific to each pay period billing transactions which are listed under Processed and the extended amounts for each pay period.

```
DATE  02/06/98                    USDA-OFM-NFC                    TIME  09:42:43
                     ADMINISTRATIVE BILLINGS AND COLLECTIONS

                               RECEIVABLE DETAILS                 PAGE  0001

DEBTOR NUMBER  20 254946453ER      92     BILL NUMBER  724107027

 OBJ CLS  EMP/EXT AMT   SRC  PROCESSED  CHG REF   CONT/ORG AMT   REG NO   HB/JV
*******************************************************************************
  1205           50.03       122897      9725           134.94            1051
  1205           50.03       121597      9724           134.94            1051





*******************************************************************************

CLEAR EXIT INQUIRY   PF1 MENU SCREEN   PF7 BACK   PF8 FORWARD   PF9 RECEIVABLE
```

Figure 12. Receivable Details Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Page

System generated

The current page in the receivable details record.

Debtor Number

System generated

The debtor number responsible for the receivable.

Bill Number

System generated

The bill number.

Obj Cls

System generated

The object classification code used for accounting purposes.

Emp/Ext Amt

System generated

The actual and anticipated amount for each collection.

SRC Processed

System generated

Indicates the date the FEHB-LWOP file was updated.

Chg Ref

System generated

The year and pay period which is used as a charge reference for FEHB-LWOP bills.

Cont/Org Amt

System generated

The original amount for this line of accounting.

Reg No

System generated

The six-digit number journal voucher (JV) register number.

HB/JV

System generated

The journal voucher code used for the accounting purposes.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press **[Clear]**.
- To return to the ABCO main menu, press **[PF1]**.
- To access the prior page, press **[PF7]**.
- To access the next page, press **[PF8**].
- To access the receivable, press **[PF9]**.

Collections and Collection Adjustments (By Check ID)

Collections and Collection Adjustments is Option 3 on the ABCO main menu (**Figure 4**). This option displays the collection and adjustment records for an ABCO bill. It is an entry screen for the check identification number, if known. Otherwise, you will have to access the collection record **[PF3]** or adjustment record **[PF4]** from the bill record, which is obtained through the receivable record screen.

The Collections and Adjustments screen (**Figure 13**) is displayed.

```
DATE  02/06/98                USDA-OFM-NFC                        TIME  09:43:58
                     ADMINISTRATIVE BILLINGS AND COLLECTIONS

                          COLLECTIONS AND ADJUSTMENTS




                        CHECK-ID NO



                        ENTER, COLLECTION OR ADJUSTMENT
                        CLEAR, EXIT INQUIRY
                        PF1    MENU SCREEN


ENTER CHECK ID NUMBER
```

Figure 13. Collections And Adjustments Screen

Instructions follow for using the functions in this option.

Entering A Check identification Number

At the Collections and Adjustments screen, complete the check identification field as follows:

Check-ID No *required, alphanumeric field; max. of 10 positions*

Key in the check identification number and press **[Enter]**. If the check identification number is specific to a collection, the Collection Record will be displayed. If the check identification number is specific to an adjustment, the Adjustment Record will be displayed.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press **[Clear]**.
- To return to the ABCO main menu, press **[PF1**].

Viewing A Collection Record

The Collection Record screen (**Figure 14**) will be displayed. It shows collection data applicable to the corresponding bill number.

```
DATE  02/06/98                    USDA-OFM-NFC                    TIME  09:47:23
                    ADMINISTRATIVE BILLINGS AND COLLECTIONS

                               COLLECTION RECORD


         BILL NUMBER..... 730330302            BILL DATE........ 02 01 98

         COLL NUMBER..... 368048               REGISTER NUMBER.. 845937
         COLL TYPE....... 1                    REGISTER TYPE.... 0050
         COLL DATE....... 98/01/27
         COLL AMOUNT..            50.00        BATCH TYPE....... C
                                               BATCH NUMBER..... B8039
         PENALTY AMOUNT..           .00        DATE PROCESSED... 98/01/29
         ADMIN COSTS PAID           .00        CHECK-ID NO...... 9701151397
         INTEREST PAID...           .00        COLLECTION ALC... 12400001


                    CLEAR, EXIT INQUIRY       PF5 BILL RECORD
               PF1    MENU SCREEN        PF7 PRIOR COLLECTION
                                         PF8 NEXT  COLLECTION
```

Figure 14. Collection Record Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Bill Number

System generated

The bill number for this collection.

Bill Date

System generated

The bill date for this collection.

Coll Number

System generated

The collection number. A certificate of deposit number if collection is cash or a register number if the collection is through garnishment.

Coll Type

System generated

The type of collection.

Coll Date

System generated

The date of the collection.

Coll Amount

System generated

The collected amount for this bill.

Penalty Amount

System generated

If applicable, the penalty amount applied to this collection.

Admin Costs Paid
System generated
If applicable, the administrative costs paid for this collection.

Interest Paid
System generated
The interest paid on this collection.

Register Number
System generated
The six-position register number that identifies the journal voucher used to record the collection.

Register Type
System generated
The code used to identify the journal voucher used for this collection.

Batch Type
System generated
The batch used for this collection. See **Appendix D**.

Batch Number
System generated
The batch number containing the collection record.

Date Processed
System generated
The date the collection was processed.

Check-ID No
System generated
The check identification number.

Collection ALC
System generated
The agency location code specific to the OPAC collection.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press **[Clear]**.
- To return to the ABCO main menu, press **[PF1]**.
- To access the bill record, press **[PF5]**.
- To access the prior record, press **[PF7]**.
- To access the next record, press **[PF8]**.

Viewing An Adjustment Record

The Adjustment Record screen (**Figure 15**) will be displayed. It shows data applicable to adjustments made to the corresponding bill number.

```
DATE  02/06/98                    USDA-OFM-NFC                    TIME  09:47:38
                     ADMINISTRATIVE BILLINGS AND COLLECTIONS

                               ADJUSTMENT RECORD

   BILL NUMBER...... 730330302          BILL DATE....... 02 01 98

   ADJUSTMENT TYPE.. 99                 REGISTER NUMBER. 846036
   COLL NUMBER......                    REGISTER TYPE... 0040
   COLL DATE........ 00/00/00
   COLLECTION TYPE..                    BATCH NUMBER.... BILL
   SF5515 NUMBER....                    BATCH TYPE...... X
   SF5515 DATE...... 00/00/00
   DR/CR INDICATOR.. 1                  VOUCHER NO...... 00000
   PRINT-ADJ-IND.... Y                  CHECK-ID NO.....
   PRINCIPAL AMOUNT.              0.00
   PENALTY AMOUNT.......          0.00  DATE PROCESSED.. 98/02/01
   ADMIN COST AMOUNT....          0.00
   INTEREST AMOUNT......          4.00  ADJ TEXT.. LATE CHARGE ADJUSTMENT

               CLEAR, EXIT INQUIRY         PF7 PRIOR ADJUSTMENT
               PF1    MENU SCREEN          PF8 NEXT  ADJUSTMENT
                                  PF5 BILL RECORD
```

Figure 15. Adjustment Record Screen

The fields on the screen are system-generated and are explained below. For detail explanations, see the **Glossary**.

Bill Number

System generated

The bill number for this record.

Bill Date

System generated

The bill date for this adjustment.

Adjustment Type

System generated

The type of adjustment. See **Appendix A**.

Coll Number

System generated

The collection number. A certificate of deposit number if collection is cash or a register number if the collection is through garnishment.

Coll Date

System generated

The date of the collection.

Collection Type

System generated

The type of collection.

SF5515 Number

System generated

The number of the debit voucher specific to this collection.

SF5515 Date

System generated

The date of the transaction on a debit voucher.

DR/CR Indicator

System generated

Indicates if the collection is a debit or credit to the receivable.

Print ADJ Ind

System generated

Indicates if the reason for the adjustment should print on the bill.

Principal Amount

System generated

The principal amount of the collection.

Penalty Amount

System generated

If applicable, the penalty amount applied to this collection.

Admin Cost Amount

System generated

If applicable, the administrative costs paid for this collection.

Interest Amount

System generated

The interest paid on this collection.

Register Number

System generated

The six-position register number that identifies the journal voucher used to record the collection.

Register Type

System generated

The code used to identify the journal voucher used for this collection.

Batch Number

System generated

The batch number containing the collection record.

Batch Type

System generated

The batch used for this collection. See **Appendix D**.

Voucher No

System generated

The debit voucher number.

Check-ID No

System generated

The check identification number specific to the payment for this collection.

Date Processed

System generated

The date the collection was processed.

Adj Text

System generated

Explains the reason for the adjustment.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press **[Clear]**.
- To return to the ABCO main menu, press **[PF1]**.
- To access the bill record, press **[PF5]**.
- To access the prior record, press **[PF7]**.
- To access the next record, press **[PF8]**.

Employee Indebtedness (By Social Security Number)

Employee Indebtedness is Option 4 on the ABCO main menu (Figure 4). This option displays the Debtor Record for an ABCO billing. The screen lists all debts for an employee according to the bill number. You may also obtain this screen by selecting **[PF9]** on the Receivable Record.

The Employee Indebtedness screen (Figure 16) is displayed.

```
DATE 02/06/98                    USDA-OFM-NFC                    TIME 09:43:27
                    ADMINISTRATIVE BILLINGS AND COLLECTIONS

                             EMPLOYEE INDEBTEDNESS               PAGE  0001

SOCIAL SECURITY NUMBER

      DEBTOR NUMBER         DEBTOR NAME        BILL NO    BATCH  RECVBL-BALANCE
*******************************************************************************









*******************************************************************************

    CLEAR, EXIT INQUIRY  PF1 MENU SCREEN  PF7 BACKWARD  PF8 FORWARD  ENTER
ENTER SOCIAL SECURITY NUMBER AND PRESS ENTER
```

Figure 16. Employee Indebtedness Screen

The fields on the screen are system-generated and are explained below.

Page

System generated

The current page on the employee indebtedness listing.

Social Security Number

required, numeric; 9 positions

Key in the employee's social security number and press **[Enter]**.

Data in the following fields will be system-generated. For detail explanations, see the **Glossary**.

Debtor Number

System generated

The debtor's number.

Debtor Name

System generated

The debtor's name.

Bill No

System generated

The bill number. To select a bill number, tab to the applicable number, key in **S** in front of the debtor number and press **[Enter]**. The Receivable Record for this bill number will be displayed.

Batch

The batch number containing this bill record.

Recvbl-Balance

System generated

The current receivable balance.

After viewing the data, you may perform one of the following functions:

- To exit ABCO, press **[Clear]**.
- To return to the ABCO main menu, press **[PF1]**.
- To move backward, press **[PF7]**.
- To move forward, press **[PF8]**.

Appendixes

A. Adjustment Types

B. Receipt Account Type Codes

C. RRR Codes

D. Batch Types

E. Fee Type Codes

A. Adjustment Types

460 Batch Type A

Type	Action
03	Receivable Adjustment (bill adjustment)
04	Receivable Adjustment (bill adjustment)
05	Bill Reversal **Note**: If a collection number and date is displayed, this is a collection adjustment.
06	Partial Write-Off
07	Full Write-Off

Collection (Batch Type I)

Type	Action
01	Reapplication (money transferred)
02	SF5515 (NSF)
03	SF5515 (bank service charge)
04	Reapply to BLCO
05	Internal use

B. Receipt Account Type Codes

Salary and Leave

01	Salary Overpayment
02	Duplicate Salary Payment
03	Lump Sum Overpayment
04	Lump Sum Overpayment
05	Recovery of Lump Sum Payment
06	Overdrawn Leave
07	Conversion of Paid Leave to LWOP
15	Major ADJP - Over 15% of Disposable
16	Minor ADJP - Less 15% of Disposable

Other Collections

34	Thrift Savings
40	Tax Levy
41	Travel aDvance
42	Property Lost, Destroyed, Stolen
43	Subsistence (Utilities)
44	Personnel Telephone Calls
45	Parking Fees
46	Recovery of Jury Duty Fees
47	Recovery of Moving Expenses
48	Duplicate Payment of Savings Allotment to Savings Institution
49	Travel Overpayment

Miscellaneous

90	Other Types
91	Miscellaneous
93	Uniform Deductions
94	Military Service for CSRS
95	Civilian Retirement
96	Military Service for FERS

Salary Deduction

20	Adjustment Between FICA & RET
21	FEHB
22	FEGLI
23	Quarters (taxable)
24	Quarters (taxable)
25	Meals
26	Commissary
27	Child Support and Alimony

28	LWOP FEHB
29	Credit Net Pay
30	Bankruptcy
31	Delinquent FMHA Loan
33	Educational Loans

Charitable Contributions

81	Revocation of Authorization
82	Change or Correction to Authorization
83	New Authorization
85	Transfer-In
87	Allotment Revocation

C. RRR Codes

RRR Code	Title
A	Revenue - Other
B	Refund - Other
C	Reimbursement - Other
E	Advance from Other
G	Advance to Grantees
J	Advance to Government
K	Advance to Public
0	Revenue - Government
1	Refund - Government
2	Reimbursement - Government
3	Advance from Government
4	Cash Donation
8	Sale of Assets
9	Advance to Contractors

D. Batch Types

Billings

A	460 Receivable and Receivable Adjustment
X	Payroll System Generated

Collections

B	Voluntary Cash Collection
C	Cash Collection (Receivable Established)
D	Travel Advance (Cash)
H	SF1221
I	Adjustments (Reapplications, NSF, etc.)
J	Refunds

1081 Collection

A	1081 (Voluntary Collection)
E	SF1081 (Receivable Established)

1098 Collection

A	1098 (Voluntary Collection)
G	Travel Advance
F	SF1098 (Receivable Established)

OPAC Collection

A	OPAC (Voluntary Collection)
M	OPAC (Receivable Established)

E. Fee Type Codes

Fee Type Codes

Note: This code will be shown in the Bill Number and the Debtor Number fields.

BLA1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for FCC review of an attest audit your previously submitted tot he Commission. A copy of the bill should be attached to the payment to insure proper credit.

BMA1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for FCC review of an attest audit your previously submitted tot he Commission. A copy of the bill should be attached to the payment to insure proper credit.This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a field audit conducted by the FCC. A copy of this bill should be attached to the payment to insure proper credit.

CEL1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STA) in the Digital Electronic Message Service. A copy of the bill should be attached to the payment to insure proper credit.

CEM1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STA) in the Multichannel Distribution Service. A copy of the bill should be attached to the payment to insure proper credit.

CEP1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STA) in the-Point Microwave and Local Television Radio Service. A copy of the bill should be attached to the payment to insure proper credit.

CGB1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STA) involving Mobile Satellite Earth Stations. A copy of the bill should be attached to the payment to insure proper credit.

CGH1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) involving Radio Determination Satellite Earth Stations. A copy of the bill should be attached to the payment to insure proper credit.

CGS1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) involving Small Transmit/Receive Earth Stations. A copy of the bill should be attached to the payment to insure proper credit.

CGV1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) involving Very Small Aperture Terminal (VSAT) System. A copy of the bill should be attached to the payment to insure proper credit.

CGX1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) involving Fixed Satellite Transmit/Receiver Earth Stations. A copy of the bill should be attached to the payment to insure proper credit.

CKN1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) in the International Fixed Radio Service. A copy of the bill should be attached to the payment to insure proper credit.

CLC1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) involving a Cellular System. A copy of the bill should be attached to the payment to insure proper credit.

CLD1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) in the Domestic Public Land Mobile Service. A copy of the bill should be attached to the payment to insure proper credit.

Fee Type Codes

CLF1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) in the Offshore Radio Service. A copy of the bill should be attached to the payment to insure proper credit.

CLR1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) in the Rural Radio Service. A copy of the bill should be attached to the payment to insure proper credit.

CLY1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) involving Space Stations. A copy of the bill should be attached to the payment to insure proper credit.

CUT1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for a request for a Special Temporary Authorization (STAT) involving Section 214 Applications. A copy of the bill should be attached to the payment to insure proper credit.

EAR1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for granting of a Special Temporary Authorization (STAT) in the Experimental Radio Service pursuant to Part 5, Section 5.56 of the FCC rules. A copy of the bill should be attached to the payment to insure proper credit.

FAR1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for radio operator license examination fee or a license renewal fee. A copy of the bill should be attached to the payment to insure proper credit.

FBS1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for a grant of a temporary waiver of annual inspection of your vessel that was made at your request. A copy of the bill should be attached to the payment to insure proper credit.

FCS1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for vessel inspection made by FCC inspectors for the purpose of insuring compliance with the requirements of Title III, Part III of the Communications Act and for the issuance of the required safety certificate. A copy of the bill should be attached to the payment to insure proper credit.

FDS1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for vessel inspection made by FCC inspectors for the purpose of insuring compliance with the requirements of the Great Lakes Agreement and for the issuance of the required safety certificate. A copy of the bill should be attached to the payment to insure proper credit.

FES1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for vessel inspection made by FCC inspectors for the purpose of insuring compliance with the requirements of the Safety of Life at Sea Convention (SOLAS) and for the issuance of the required safety certificate. A copy of the bill should be attached to the payment to insure proper credit.

FFS1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for vessel inspection made by FCC inspectors for the purpose of insuring compliance with the requirements for Title III, Part II of the Communications Act and for the issuance of the required safety certificate. A copy of the bill should be attached to the payment to insure proper credit.

IAT1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, you have failed to fully pay an administrative fee billed previously in connection with international telecommunications charges incurred by or attributed to you in the maritime mobile or maritime mobile-satellite radio services. If this bill is not paid in full by the due date, unilateral action may be taken to prohibit you from utilizing the Commission as your Accounting Authority for future settlements of international maritime accounts. A copy of the bill should be attached to the payment to insure proper credit.

MGA1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to operate your auxiliary station for a limited period at a specified variance from the terms of the station authorization or requirements of the Commission's Rules. A copy of the bill should be attached to the payment to insure proper credit.

Fee Type Codes

MGC1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to install and operate new equipment or to operate licensed equipment and manner different from the authorized in your CARS station license. A copy of the bill should be attached to the payment to insure proper credit.

MGD1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to operate your Direct Broadcast Stateliest station for a limited period at a specified variance from the terms of the station authorization or requirements of the Commission's Rules. A copy of the bill should be attached to the payment to insure proper credit.

MGF1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to operate your broadcast station for a limited period at a specified variance from the terms of the station authorization or requirements of the Commission's Rules. A copy of the bill should be attached to the payment to insure proper credit.

MGL1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to operate your broadcast station for a limited period at a specified variance from the terms of the station authorization or requirements of the Commission's Rules. A copy of the bill should be attached to the payment to insure proper credit.

MGN1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to operate your international station for a limited period at a specified variance from the terms of the station authorization or requirements of the Commission's Rules. A copy of the bill should be attached to the payment to insure proper credit.

MGR1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to operate your radio station for a limited period at a specified variance from the terms of the station authorization or requirements of the Commission's Rules. A copy of the bill should be attached to the payment to insure proper credit.

MGT1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your request for emergency special temporary authority to operate your television station for a limited period at a specified variance from the terms of the station authorization or requirements of the Commission's Rules. A copy of the bill should be attached to the payment to insure proper credit.

PAL1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for your application pending on the SMR waiting list for which an annual fee is due to remain on the list. If this bill is not paid in full, your application will be dismissed and deleted from the List. A copy of the bill should be attached to the payment to insure proper credit.

PAL2 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, this is for the granting of Special Temporary Authorization (STA) in the Land Mobile Radio Service. A copy of the bill should be attached to the payment to insure proper credit.

PAL3 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for the granting of Special Temporary Authorization (STA) in the General Mobile Radio Service. A copy of the bill should be attached to the payment to insure proper credit.

PAQ1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for the granting of Special Temporary Authorization (STA) in the Private Microwave Radio Service. A copy of the bill should be attached to the payment to insure proper credit.

PCM1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for the granting of Special Temporary Authorization (STA) in the Marine Coast Radio Service. A copy of the bill should be attached to the payment to insure proper credit.

PCV1 This bill represents a payment due the Federal Communications Commission (FCC) for an unpaid fee. Specifically, the fee is for the granting of Special Temporary Authorization (STA) in the Aviation Ground Radio Service. A copy of the bill should be attached to the payment to insure proper credit.

Glossary

Acct Cls

The accounting classification is used to DR/CR the appropriate accounting.

DR	Debit
CR	Credit

Acct Dist

The accounting classification is used to show where the accounting data was applied and to show where the estimated receivable/collections should be distributed. This field will be used if the estimate indicator = yes.

Acct Sta

The accounting station is an internal accountable agency identifier used in processing by NFC.

Acctng Type (type)

The accounting types are listed as follows:

1	administrative charges
2	penalty interest
3	accrued interest
4	principal

Adjustment: Text/ADJ Text

Used to explain the reason for these adjustment.

460 types:

03	receivable adjustment
04	receivable adjustment
05	bill reversal (cancelled or deleted bill)
06	partial write-off
07	full Write-off

Collection Adjustments:

01	01 =	reapplication (money transferred)
02	02 =	SF5515 (NSF)
03	03 =	SF5515 (bank service charge)
05	05 =	NFC use only

System-generated type:

01	reapplication (money transferred)
02	SF5515 (NSF)
03	SF5515 (bank service charge)
05	NFC use only

Admin Cost Amount

An administrative cost amount represents additional charges instituted by NFC for special debt collection procedures. For example, this fee may be charged for processing delinquent bills.

Admin Cost Paid

These are administration costs collected due to charges invoked by the agency owed.

Admin Code (AGCY)

Two-digit code used to identify the debtor's agency.

ALC Number

The agency location code is used to identify the remitting party in the OPAC collection process.

Amt Credit Adj

The amount credit adjustment is indicated on the bill record. It shows the total credit adjustment for the billing cycle.

Note: On the adjustment receivable, the DR/CR indicator will equal.

Amt Dr Adj Principal

The amount debit adjustment principal indicates a collection amount withdrawn from the account or an additional receivable amount.

Note: On the adjustment record, the the DR/CR indicator will equal 1.

Amt Dr Adj Not Prin

The amount debit adjustment not principal shows an amount added to the account (e.g., interest, penalty, administrative costs).

Amount Past Due

The amount past due is computed as follows:

	prior balance
-	collected amount
-	amount cr. adj.
	amount past due
+	DR adj. prin.
+	amt. DR not prin.
	billed amount

ARB PROC

For NFC use. Arbitrary Processing field indicator.

Batch Number

For NFC use. Used to locate the receivable, collection, or adjustment document.

Batch Type

Refer to Appendix E for the listing of batch types.

Bill Aging Date

The initial date of the receivable which is also used in calculating the delinquency.

Bill Amount

The bill amount for each accounting classification line.

Bill Amount

The bill amount is computed as follows:

	prior bill
-	collected amount
-	amount CR. adj.
	past due amount
+	DR adj. prin.
+	amt. DR not prin.
	billed amount

Bill Number

The 9-position number that identifies a system-generated salary bill (FEHB-LWOP). For example:

Position 1	the billing year
Position 2-3	the pay period the adjustment was processed.
Position 4	the bill was a salary adjustment or the bill was a FEHB bill.

Billing Continuity Indicator (BILL)

Used to indicate how many bills are to be sent to the debtor. Three bills are normally sent if separate; one bill is sent if employed.

Note: If this bill was system generated, the indicator number will be blank.

Billing date

The date the bill is sent to the debtor. The billing dates are as follows: 1st, 8th, 16th, and 24th of each month.

Bill Freq

Used to indicate the bill frequency.

Charge Interest Indicator (INT)

Used to indicate if interest is to be charged.

Charge Penalty Indicator (PEN)

Used to indicate if penalty interest is to be charged.

CHG REF

Charge reference is used for those employees in FEHB non-pay status. It is represented by the year and pay period (YYPP).

Check-ID No.

The check identification number is used for collection purpose in locating the payment (e.g., check, garnishments, SF1081, etc). For example, YYMMDDXXXX

Position 1-2	the check year
Position 3-4	month

Position 5-6 day

Position 7-10 last four digits of the check number

Claim Date and Claim IND

The date the account was established in the NFC data base or the data the receivable was moved to claims. It is represented by the claim indicator (Y or N).

Y claims date

N date account was established in the NFC data data base.

Claim Date

The number is manually assigned to a claim record.

Coll Amount

The collected amount distributed to each accounting classification line.

Coll. Cntl. Date/ Coll. Date

The SF-215 (Certificate of Deposit) date. MM/DD/YY

Coll. Cntl. NO./Coll. Numver/ Control Number

The SF-215 number. The collection control number is used to identify a collection record. It may be represented as a certificate of deposit number (SF-215 number) if the payment was by cash (check) or a register number if it was through garnishment. For example, 9BA (agriculture) or 9BN (other) = payroll system collection or 9E - manual pay collection.

Note: Garnishments will be identified with a “B” or “E” in the 2nd position; otherwise, the collection type will be all numeric.

Coll Type

Identifies the type of collection.

1 Cash Collection

2 1081

3 1098

4 Sibac

5 Garnishment/Salary Deduction

6 SF-1221

7 OPAC Collection

Current Charges

These charges are applied to the first bill. If the bill is issued on Form 631 (Administrative Bill for Collection); the charges are indicated in the field for current charges, thereafter, the charges will be displayed under prior charges.

Date/Time Processed

Used to indicate the date and time the record was processed and recorded in the NFC data base.

Debtor Name/Address

Required for first time billing. It is used when the receivable has been moved to the NFC NFC history file.

Debtor Number

Position 1-2	department code
Position 3-18	Used to identify debtor. For example, the social security number, vendor or carrier ID, etc.
Position 19-20	System code, which is used to identify the system in which the payment was originally processed. For example, System Code 91 = salary related bill and System Code 92 - miscellaneous bill, including ADJP and FEHB.

Debtor Type

Used to distinguish employee and commercial debts.

Description

Gives a full explanation of the charges billed, including any computations used in determining the amount due. Used for billing description.

Dosmestic Address Indicator

Used to indicate if the debtor address is domestic or foreign. If blank, defaults to “Yes”.

Dr-Cr Indicator

For the 460 documents:

1 debit bill

2 credit bill

For the collection document:

1 debit account

2 credit account

Estimate Indicator (EST)

Used to indicate an estimation of the amount billed. The collection received is used as a final payment and the receivable will be adjusted to the collection amount to ensure clearance in the system. If blank, the system defaults to “No”.

Extended Amount

The amount of FEHB premium for the indicated pay period.

FY

Fiscal year.

Gar Maj/Min

Used for system-generated payroll indebtedness. Identifies the Receipt Account (RA) type. Indicates if the indebtedness is major or minor and if the debtor is separated or deceased.

For example:

1 minor indebtedness

2 major indebtedness

3 separated employee
4 deceased employee
5 separated through default

Garnish PP-Amount

Used when the collection is to be deducted from an employee's pay.

Government Indicator

Used to identify the debtor as Government or non-Government.

Y Government
N non-Government

Interest Amount

Interest accrued resulting from collected adjustment. Interest is charged according to the bill aging date and is charged every month until it is collected in full.

Interest Paid

The amount of collection applied to interest.

Interest Rate

The Rate of Interest charged to the receivable.

Involun Proc

Indicates if the debtor agree to a voluntary salary deduction or salary offset was necessary for collection of the debt.

Last Payment Date

MM/DD/YY identifies the month, day, and year the last collection was posted in the system. Synonymous with the collection process date.

LWOP-ACT Duty

For NFC use. Indicates if the employee remains on LWOP or returned to active duty.

Method of Payment (MOP)

Used to indicate the expected means of payment.

1 cash
2 SF-1081
3 SF-1098
4 Sibac
5 Garnishment/Salary Deduction
6 SF-1221
7 OPAC Collection

MINC Interface (MINC)

Used to indicate if Miscellaneous Income - SF-1099 (MINC) interface is needed. If blank, defaults to no.

OBJ Class

The object classification code is used for accounting proposes and defines the type of collection or receivable.

Online Batch

For NFC use. Indicates if the receivable record was changed by an online or batch program.

Payment Reference

For NFC use. Tells why the bill was generated. If the payment reference number includes a "Y", the position of the "Y" is the principal indicator of the type of bill. For example:

For an ADJP bill:

"Y" in position 1	Corrective T&A
"Y" in position 2	Supplemental T&A
"Y" in position 3	Corrected or Late Payroll Personnel action.
"Y" in position 4	NFC 29 adjustment was done

For an FEHB bill:

Positions 1-2	debtor's agency
Positions 3-16	T&A contact point
Positions 17-18	debtor's agency
Positions 19-22	billing pay period

Payroll Reason

Indicates the receivable was generated due to a payroll system action (e.g., (FEHB or ADJP).

Penalty Amount

An additional charge/cost paid by the vendor or separated employee for late payment. It is charged at a rate of 6 percent a year.

Note: Penalties are not posted on installment debts for employees.

Print - ADJ IND

The print adjustment indicator is used for supplemental billings to indicate if the adjustment (e.g., change of accounting) is to be printed on the bill. It is indicated by Y or N.

Principal Amount

The amount of the original debt before additional costs (e.g., interest, administrative cost, penalty, etc.) were applied.

RA Type

The receipt account type is a code used to indicate the reason for collection. Refer to Appendix C.

Recvbl SRC Ind

For NFC use. Indicates what program stored the receivable record on the data base.

Register Number

For NFC use. The 6-digit number is used for the journal voucher (JV) accounting control.

Register Type

For NFC use. The type of JV's used are 40, 44, 45, 50, and 51.

40	Receivables or Receivable Adjustments
44	Claim Receivable
45	Write-off
50	Voluntary Cash Collection
51	Voluntary Collection (used for SF-1081 and SF-1098)
1047	Refund of Collection
5515	Debit Voucher/NSF Check

RRR Code

Used to identify the revenue, refund, or reimbursement code which determines the classification of the transaction in the general ledger for reporting purposes. Refer to Appendix D.

RRR Modifier

For NFC use. Used to further break down the RRR Code.

SF-1080 Indicator (SF)

Used to identify if the bill should be an SF-1080 billing. If blank, the system defaults to "No".

SF5515

Used to indicate transactions (e.g., NSF check or bank service charge) on a Number DR voucher from the bank.

SF5515 Date

The date of the transactions on a DR voucher from the bank.

SRC Processed

Used as a source indicator for FEHB-LWOP. This date is used to indicate when the file was updated in the NFC data base.

Status Code:

This code indicates the status of the pending receivable (e.g., WA= Waiver (agency), WR = Waiver (GAO), HR = Hearing, and HO = Hold Per Agency Request).

Status Date:

The date of the last status on the receivable.

SRC Acronym

For NFC Use. Indicates the system responsible for establishing the receivable (e.g., ABCO, Payroll, etc).

Tape Bill Ind

For NFC Use. Indicates if collection monies were transferred from the OPAC system tape to Treasury.

Note: The method of payment would be OPAC.

TREA CAT	Used for accounting proposes. The treasury category is used to explain the treasury symbol. For example, WC = Working Capital Fund.
TREA SYM	Used for accounting proposes. The treasury symbol is generated when validating the accounting classification.
Update REF System	This field is used as an reference to indicate the date and time of the latest online update or manual adjustment.
W2 Interface Indicator (W2)	Used to indicate if the W2 interface is needed. If blank, the system defaults to **No**.
YYPP To Garn	Used to indicate the first pay period for garnishment. The garnishment may begin any pay period thereafter.

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