

### Updating CSRC Worksheets for 2009

The Communication Site Rental Calculation (CSRC) database has been populated with the 2009 rental rates for Communication Site uses.

CSRC will now automatically copy the previous year worksheets to the next year and apply the appropriate bill year rates. **If a case has a disposition of closed in LR2000 a worksheet will not be created for the new billing year.** A worksheet for the authorization must be in the database for the previous bill year (2008) in order for it to be copied. If there is not a worksheet for the previous year it must be manually entered by the user.

Users need to review the 2009 worksheets and make modifications due to any changes in tenant/customer use as noted on the communications site tenant/customer inventory form. Once the information in the worksheet has been verified, and ready for billing, you will have to set the verification code to **“Verified”**.

Following is some background information on the use of the new CSRC verification code:

The Verification code field will be used with the interface with LRAM to indicate that the worksheet is ready for billing. When the verification code is set to **“Verified”** the annual rental amount and verification date will be automatically populated in LRAM for that authorization number. LRAM will only pull data for those worksheets that have a verification code of verified.

LRAM will not check for verified worksheets and populating the data until the new billing year's rates are available, usually around October 1st of each year. Note that if any communication site rental amount should be billed for less than a full year, that calculation is handled in LRAM by setting the billing dates. Therefore, never reduce the communication site rental amount in the worksheet to reflect partial year billing.

If communication site rental amounts change after they have been billed to the holder, the CSRC worksheet must be updated to reflect the change and the bill must then be modified in LRAM to generate a revised bill reflecting the new rental amount.

**IMPORTANT NOTE:** Communication site rental amounts cannot be changed in LRAM.

There are three verification codes. **Verified, Unverified and No Billing.**

**Verified** - Set the code to “Verified” when a worksheet is ready for billing.

**Unverified** – Set the code to “Unverified” when changes to a worksheet are required and the verification code has already been set to “Verified”.

**NOTE:** A worksheet that has a verification code set to “Verified” can not be changed unless the verification code is changed to unverified.

**No Billing** - This code is to be used when a worksheet total is zero and a bill should not be created for that authorization number.

Please address any questions to:

Andrea Hauger OC 3020  
User Support Specialist  
National Applications  
PHONE 303.236.0535