

# NFC

## Procedures



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

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# *ABCO Online Inquiry (ABCOINQ)*

TITLE VI  
Systems Access Manual

CHAPTER 12  
Administrative Billings and Collections

SECTION 1  
ABCO Online Inquiry (ABCOINQ)

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## Administrative Billings and Collections Online Inquiry (ABCOINQ)

The Administrative Billings and Collections Online Inquiry System (ABCOINQ) is an online database management system of the U.S. Department of Agriculture (USDA), National Finance Center (NFC). 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. The system also allows you to query accounting data related to revenues, refunds, or reimbursements for the Agency Reporting and General Ledger Systems.

ABCOINQ provides users with direct access to the ABCO database for agency debtor accounts. In addition, ABCOINQ provides users with the ability to view: (1) receivable records for overpayments, erroneous payments, duplicate payments or voluntary collections from employees and vendors; (2) a list of receivables by debtor number; (3) collection and adjustment records; (4) a bill record (including the prior bill amount, the amount past due, the current charges, and the bill amount); and (5) details of the receivable record.

For more information, see:

[Who To Contact for Help](#)  
[System Access](#)

### Who To Contact for Help

For questions about processing, contact the Administrative Billings and Collections Section at **504-255-5344** or **1-800-255-5295**.

### System Access

This section gives access security information and gives specific sign-on/sign-off instructions.

For more information, see:

[Security](#)  
[Sign-On](#)  
[Changing Your Password](#)

### **Security**

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

To access ABCOINQ, you must (1) have authorized security clearance and (2) use a personal computer (PC) 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.

**Requests for ABCOINQ Access.** Users **must** request access through their agency's NFC Security Officer. The request for access should provide the following information:

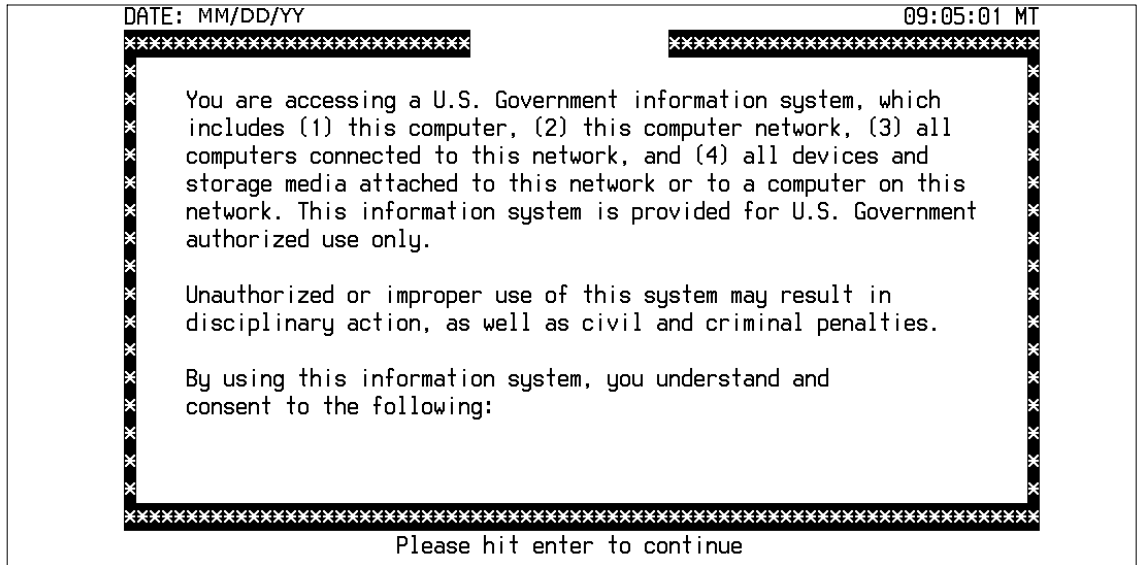
- User name
- User social security number (SSN)
- User ID
- Agency name
- User access request level
- Current Data screens and ADJP History Data screens
- Restricted Data screens
- Personnel History screens
- All screens
- Telephone Number
- Application name (ABCOINQ)

The access level requested for the user should be based on the individual's assigned work requirements and job functions.

## ***Sign-On***

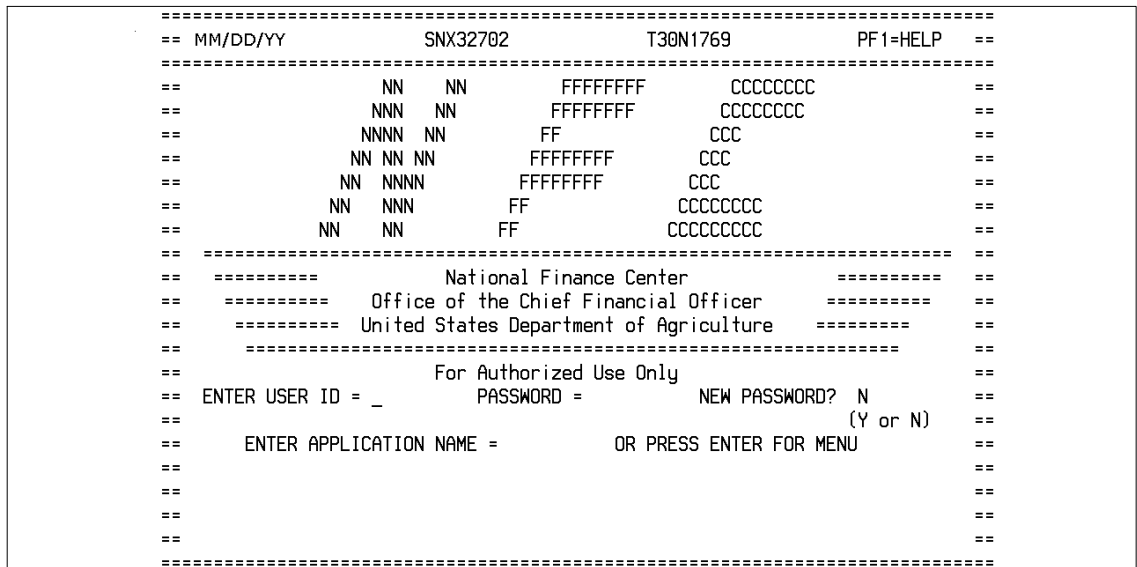
### **To sign on:**

1. Connect to your telecommunications network. The U.S. Government Computer Warning screen (**Figure 1**) is displayed.



**Figure 1. U.S. Government Computer Warning screen**

2. Press **Enter** to display the NFC banner screen (**Figure 2**) on your computer.



**Figure 2. NFC Banner screen**

3. Complete the Enter User ID field as follows:

**NFC Banner screen**

|               |   |
|---------------|---|
| Enter User ID | Type the assigned user ID (e.g. <b>NF999</b> ). |
|---------------|---|

4. Press **Tab**.
5. Complete the Password field as follows:

**Password** | Type your password.

6. Press **Tab**. The cursor moves to the New Password? field.

**New Password?** | The system generates **N** (no) indicating that a new password was not entered.

7. Type **Y** (yes) if you would like to change the password.
8. Complete the Enter Application Name field as follows:

**Enter Application Name** | Type **ABCOINQ** to access ABCOINQ. You may leave the field blank to obtain a menu list of the systems you have been granted security clearance to access. If the field is left blank and after **Enter** is pressed, the CL/Supersession Main Menu Screen (**Figure 3**) is displayed, except when NFC needs to communicate special system messages. In this case, the Electronic Access Bulletin Board is displayed. If **ABCOINQ** is typed, the ABCOINQ Menu (**Figure 6**) is displayed.

9. Select the applicable system (ABCOINQ) and press **Enter**.

```
_____ Actions Options Commands Features Help
KLSVSEL1          CL/SUPERSESSON Main Menu          More: +

Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description              Type  Status
-----
- $DB2        TSOB $DB2      TSOB  PROC($DB2  Multi
- $ORACLE     TSOA           TSOA           Multi
- $ORACLEA    TSOA           TSOA           Multi
- $SPFA       TSOA $SPFA     TSOA  PROC($SPF  Multi
- $SPFAV2     TSOA $SPFAV2   TSOA  PROC($SPF  Multi
- $SPFB       TSOB $SPFB     TSOB  PROC($SPF  Multi
- $SPFBV2     TSOB $SPFBV2  TSOB  PROC($SPF  Multi
- $SPFC       TSOB $SPFC     TSOB  PROC($SPF  Multi
- ABCO        IDMS03         TSOB           Multi
- ABCOINQ     IDMS03         TSOB           Multi
- ABCOIQ      IDMS62         TSOB           Multi
- ABCOIQT     IDMS63         TSOB           Multi

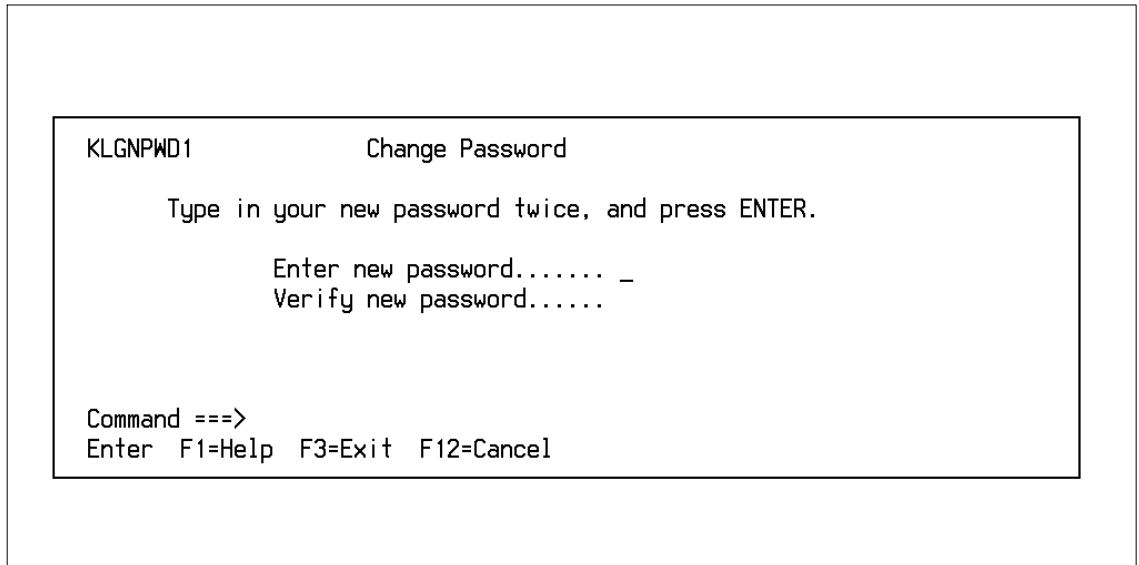
Command ==>                                     SYSB/T30N1769
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
```

**Figure 3. CL/Supersession Main Menu screen**

## **Changing Your Password**

### **To Change Your Password:**

1. When you type **Y** at the New Password? prompt and press **Enter** the Change Password pop-up appears (**Figure 4**). The system alerts you to change your password.



**Figure 4. Change Password pop-up**

2. Complete the fields as follows:

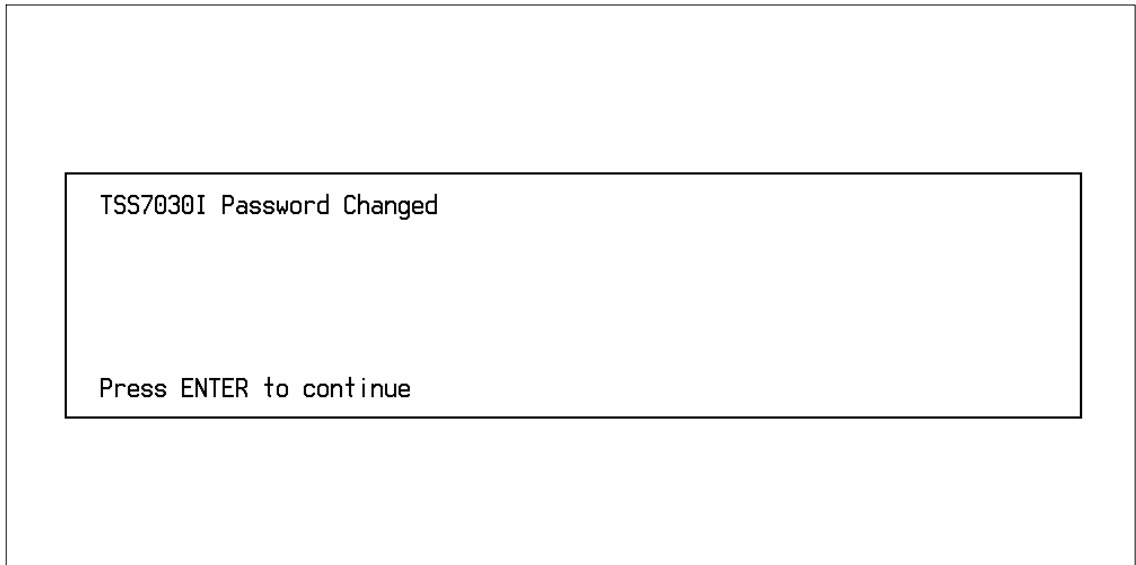
#### **Change Password pop-up**

|                           |   |
|---------------------------|---|
| <b>Enter New Password</b> | Type your new password. Your password is not displayed on the screen. |
|---------------------------|---|

3. Press **Tab**.

|                            |   |
|----------------------------|---|
| <b>Verify New Password</b> | Retype your new password to verify the password that you entered in the Enter New Password field. Your password is not displayed on the screen. |
|----------------------------|---|

4. Press **Enter**.
5. After **Enter** is pressed, the Password Changed pop-up (**Figure 5**) appears as confirmation that your password was changed.
6. Press **Enter**.



**Figure 5. Password Changed pop-up**

7. Press **Enter**.



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## Operating Features

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

For more information, see [System Design](#).

## System Design

ABCOINQ is designed to query records in a database; therefore, most screens do not require entry of data. 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.

**Diagram 1: ABCO Main Menu Options**

|                                      |  |
|--------------------------------------|--|
| 1) Debtor Information (By Debtor ID) | Clear, Exit Inquiry<br>PF1 Menu Screen<br>PF2 Receivable Record<br>PF10 Claim Record |
|--------------------------------------|--|

**Diagram 1: ABCO Main Menu Options**

2) Receivable Info (By Debtor ID and Bill Number)

- Clear, Exit
- PF1 Menu
- PF2 Next Page
  - Clear, Exit Inquiry
  - PF1 Menu Screen
  - PF7 First Page
- PF3 Accounting
  - Clear, Exit Inquiry
  - PF1 Menu Screen
  - PF7 Back Scroll
  - PF8 Forward Scroll
  - PF9 Receivable
- PF4 Acctng With Collection
  - Clear, Exit Inquiry
  - PF1 Menu Screen
  - PF7 Back Scroll
  - PF8 Forward Scroll
  - PF9 Receivable
- PF5 Bill Record
  - Clear, Exit Inquiry
  - PF1 Menu Screen
  - PF3 Collection Record
  - PF4 Adjustment Record
  - PF7 Prior Bill Record
  - PF8 Next Bill Record
  - PF9 Receivable

**Diagram 1: ABCO Main Menu Options**

2) Receivable Info (By Debtor ID and Bill Number) cont.

PF6 Description Text  
 Clear, Exit Inquiry  
 PF1 Menu Screen  
 PF9 Receivable  
 PF7 Prior Receivable  
 PF8 Next Receivable  
 PF9 Debtor Record  
 Clear, Exit Inquiry  
 PF1 Menu Screen  
 PF2 Receivable Record  
 PF10 Claim Record (NFC Use Only)  
 PF10 Claims Info (NFC Use Only)  
 Receivable Info (By Debtor ID and Bill Number)  
 PF11 Detail Records  
 Clear, Exit Inquiry  
 PF1 Menu Screen  
 PF7 Back  
 PF8 Forward  
 PF9 Receivable  
 PF12 Employ Indebt  
 Clear, Exit Inquiry  
 PF1 Menu Screen  
 PF7 Backward  
 PF8 Forward  
 Enter

3) Collections (By Check ID)

Enter, Collection or Adjustment  
 Clear, Exit Inquiry  
 PF1 Menu Screen  
**(Collection Record)**  
 Clear, Exit Inquiry  
 PF1 Main Menu  
 PF4 Adjustment  
 PF5 Bill Record  
 PF7 Prior Collection  
 PF8 Next Collection  
 PF12 Check ID  
**(Adjustment Record)**  
 Clear, Exit Inquiry  
 PF1 Menu Screen  
 PF3 Collection  
 PF5 Bill Record  
 PF7 Prior Adjustment  
 PF8 Next Adjustment  
 PF12 Check ID

**Diagram 1: ABCO Main Menu Options**

|  |  |
|--|--|
| 4) Employee Indebtedness (By Social Security Number)   | Clear, Exit Inquiry<br>PF1 Menu Screen<br>PF7 Backward<br>PF8 Forward<br>Enter |
| 5) Claims Information (By Claim Number) (NFC Use Only) |  |
| 6) TOP Information (By Tax-ID Number) (NFC Use Only)   |  |

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, which informs the user of the data needed in order to access the information requested.

**Date Formats.** All dates in ABCOINQ are displayed in the MM/DD/YY format (i.e., 01/15/xx).

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## ABCO Main Menu

After you access ABCOINQ, the ABCO Main Menu (**Figure 6**) is displayed showing six options.

```
U.S.D.A. - 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 (BY CHECK ID)
4.  EMPLOYEE INDEBTEDNESS (BY SOCIAL SECURITY NUMBER)
5.  CLAIMS INFORMATION (BY CLAIM NUMBER) {NFC USE ONLY}
6.  TOP INFORMATION (BY TAX-ID NUMBER) {NFC USE ONLY}

ENTER:SEND                                CLEAR:EXIT
```

**Figure 6. 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, and debtor type, specific to the debtor number entered).
2. **Receivable Info (by Debtor ID and Bill Number)** If accessed from the ABCO Main Menu (**Figure 6**), 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 (by Check ID)** Used to enter a check identification number for a specific collection account. The subsequent collection screen may display information pertaining to a collection for this specific bill number.  
**Note:** If a check identification number is not available, you may access the collection record from the bill record located at the receivable record.
4. **Employee Indebtedness (by Social Security Number)** Used to enter a SSN for a specific debtor and to display all related debtor and bill numbers.
5. **Claims Information (by Claim Number) (NFC Use Only)**
6. **TOP Information (by Tax-ID Number) (NFC Use Only)**

To select an option from the ABCOINQ Main Menu, (**Figure 6**) type an option number and press **Enter**. The screen for the selected option is displayed.

To exit ABCOINQ, press **Clear**.

Instructions follow for using the system options.

For more information, see:

[Debtor Information \(by Debtor ID\)](#)

[Receivable Info \(by Debtor ID and Bill Number\)](#)

[Collections \(by Check ID\)](#)

[Employee Indebtedness \(by Social Security Number\)](#)

## 1. Debtor Information (by Debtor ID)

Debtor Information (by Debtor ID) is Option 1 on the ABCOINQ Main Menu (**Figure 6**). 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 7**) is displayed.

```
DATE MM/DD/YY          USDA-NFC          TIME 08:58:02
ADMINISTRATIVE BILLINGS AND COLLECTIONS
DEBTOR RECORD
DEBTOR NO XX XXXXXXXXXXXX _____ XX
DEBTOR NAME
DEBTOR TYPE
DEBTOR ADDRESS
CLEAR, EXIT INQUIRY
PF1 MENU SCREEN      PF2 RECEIVABLE RECORD
PF10 CLAIM RECORD
ENTER DEBTOR NUMBER
```

**Figure 7. Debtor Record screen**

For more information, see [Viewing a Debtor Record](#).

### ***Viewing a Debtor Record***

The Debtor Record screen (**Figure 7**) is used to enter the debtor number so that the Debtor Record can be viewed.

#### **To View a Debtor record:**

1. On the ABCOINQ Main Menu (**Figure 6**), select **Option 1**.
2. Press **Enter**.

3. The Debtor Record screen (**Figure 7**) is displayed.
4. Complete the fields as follows, tabbing between them:

|                        |   |
|------------------------|---|
| <b>Debtor No</b>       |   |
| <b>Department Code</b> | The Department Code is used by NFC to identify the debt's originating agency.     |
| <b>Debtor ID</b>       | The Debtor ID consists of either the debtor's SSN or a vendor ID.                 |
| <b>System Code</b>     | The System Code is used to identify the system in which the payment is processed. |

5. Press **Enter**.
6. The Debtor Record screen (**Figure 7**) is displayed with debtor information.
7. Review the fields as applicable.

**Debtor Record screen**

|                       |   |
|-----------------------|---|
| <b>Debtor Name</b>    | Required for first time billing. It is used when the receivable has been moved to the NFC history file. |
| <b>Debtor Type</b>    | Used to distinguish employee and commercial debts. (Not in use.)  |
| <b>Debtor Address</b> | Required for first time billing. It is used when the receivable has been moved to the NFC history file. |

8. To view another debtor record, repeat the above process.
9. To return to the ABCOINQ menu (**Figure 6**), press **PF1**.
10. To access a receivable record, press **PF2**.  
**Note:** **PF10** is available to claims personnel only.
11. To exit ABCOINQ, press **Clear**.
12. Type **bye**.
13. Press **Enter**.

## 2. Receivable Info (by Debtor ID and Bill Number)

Receivable Information (by Debtor ID and Bill Number) is Option 2 on the ABCOINQ Main Menu (**Figure 6**). 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.

For more information, see:

- [Viewing a Receivable Record](#)
- [Viewing the Next Page of a Receivable Record](#)
- [Viewing Receivable Accounting](#)
- [Viewing Accounting with Collection](#)
- [Viewing the Bill Record](#)
- [Viewing Description Text](#)
- [Viewing Receivable Details](#)

## Viewing a Receivable Record

The Receivable Record screen (**Figure 8**) displays the debtor's receivable record.

| DATE   | MM/DD/YY           | USDA-NFC         |                     | TIME        | 08:59:25     |
|--|--------------------|------------------|---------------------|-------------|--------------|
| ADMINISTRATIVE BILLINGS AND COLLECTIONS<br>RECEIVABLE RECORD |                    |                  |                     |             |              |
| DEBTOR NUMBER  | XX                 | XXXXXXXXXX       | XX                  | BILL NUMBER | XXXXXXXXXX   |
| BALANCES:  | RECVBL             | .00              | ORIGINAL RECVBL AMT | 474.72      |              |
|  | PRINCIPAL          | .00              |                     |             |              |
|  | INTEREST           | .00              | BATCH NUMBER        | X07189      |              |
|  | PENALTY            | .00              | UPDATE REF          | ABC012      | 08365 075328 |
|  | ADMIN COST         | .00              | TAPE BILL IND       | N           |              |
| PAID:  | INTEREST           | .00              | PROCESSED:          | DATE        | MMDDYY       |
|  | PENALTIES          | .00              |                     | TIME        | 20:18:44     |
|  | ADMIN COSTS        | .00              | REGISTER:           | NUMBER      | 746759       |
| LAST PAY:  | AMOUNT             | 7.77             |                     | TYPE        | 0040         |
|  | TYPE 5             |                  | STATUS:             | CODE        | CA           |
|  | DATE               | MMDDYY           |                     | DATE        | MMDDYY       |
| 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 8. Receivable Record screen**

### To View a Receivable Record:

1. On the ABCOINQ Main Menu (**Figure 6**), select **Option 2**.
2. Press **Enter**.
3. The Receivable Record screen (**Figure 8**) is displayed.
4. Complete the fields as follows, tabbing between them:

|                        |   |
|------------------------|---|
| <b>Debtor Number</b>   |   |
| <b>Department Code</b> | The Department Code is used by NFC to identify the debt's originating agency.     |
| <b>Debtor ID</b>       | The Debtor ID consists of either the debtor's SSN or a vendor ID.                 |
| <b>System Code</b>     | The System Code is used to identify the system in which the payment is processed. |



5. Press **Tab**.
6. Complete the Bill Number as follows:

|                    |  |
|--------------------|--|
| <b>Bill Number</b> | The Bill Number consists of the 9–position number that identifies the system–generated bill. (For more information, refer to the <a href="#">Glossary</a> ). |
|--------------------|--|

7. Press **Enter**.
8. Review the following fields as applicable.

#### Receivable Record screen

|                             |  |
|-----------------------------|--|
| <b>Balances: Recvbl</b>     | Current balance due on this receivable.  |
| <b>Balances: Principal</b>  | Principal due on this receivable.  |
| <b>Balances: Interest</b>   | Interest due on this receivable.   |
| <b>Balances: Penalty</b>    | Penalty due on this receivable.  |
| <b>Balances: Admin Cost</b> | Administrative cost due on this receivable.  |
| <b>Paid: Interest</b>       | Interest paid on the receivable.   |
| <b>Paid: Penalties</b>      | Penalty amount paid on the receivable.   |
| <b>Paid: Admin Cost</b>     | Administrative costs paid on the receivable.   |
| <b>Last Pay: Amount</b>     | The last amount paid on this receivable.   |
| <b>Last Pay: Type</b>       | Type of last payment received. (For more information, refer to the <a href="#">Glossary</a> ).                             |
| <b>Last Pay: Date</b>       | The date the last collection was posted in the system.   |
| <b>Original Recvbl Amt</b>  | Original receivable amount.  |
| <b>Batch Number</b>         | A system–generated number used by NFC to locate the receivable, collection or adjustment document.                         |
| <b>Update REF</b>           | A reference which indicates the transaction source, Julian date and time of the latest online update or manual adjustment. |
| <b>Tape Bill Ind</b>        | Indicates if collection monies were transferred from the IPAC system tape to Treasury.                                     |
| <b>Processed: Date</b>      | Date the receivable was set up in the system.  |
| <b>Processed: Time</b>      | Time the receivable was set up in the system.  |
| <b>Register: Number</b>     | For NFC use. (For more information, refer to the <a href="#">Glossary</a> ).   |
| <b>Register: Type</b>       | For NFC use. (For more information, refer to the <a href="#">Glossary</a> ).   |

|                     |   |
|---------------------|---|
| <b>Status: Code</b> | The status of the pending receivable.               |
| <b>Status: Date</b> | Date of the last status recorded on the receivable. |

9. After viewing the data on the Receivable Record screen (**Figure 8**), you may perform one of the following functions:
  - To view a receivable record for another debtor, type the applicable debtor number and bill number. If this is not a valid debtor number and bill combination, the message **RECORD NOT FOUND** is displayed.
  - To return to the ABCOINQ Main Menu (**Figure 6**), press **PF1**.
  - To access the next page for the receivable record, press **PF2**. For more information, see [Viewing the Next Page of a Receivable Record](#).
  - To access accounting data, press **PF3**. For more information, see [Viewing Receivable Accounting](#).
  - To access data related to a collection on this receivable, press **PF4**. For more information, see [Viewing Accounting With Collection](#).
  - To access the bill record, press **PF5**. For more information, see [Viewing the Bill Record](#).
  - To access the description text, press **PF6**. For more information, 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 [Debtor information by Debtor ID](#).
  - **PF10** is available to claims personnel only.
  - To access the detail record, press **PF11**. For more information, see [Viewing Receivable Details](#).
  - To access the employee indebtedness listing for the debtor number, press **PF12**. For more information, see [Employee Indebtedness \(by Social Security Number\)](#).
10. To exit ABCOINQ, press **Clear**.
11. Type **bye**.
12. Press **Enter**.

### ***Viewing the Next Page of a Receivable Record***

The next page of a receivable record screen (**Figure 9**) displays the second page of the receivable record. It is accessed directly from the receivable record.

| DATE   | MM/DD/YY               | USDA-NFC        |        | TIME            | 09:05:11     |
|--|------------------------|-----------------|--------|-----------------|--------------|
| ADMINISTRATIVE BILLINGS AND COLLECTIONS<br>RECEIVABLE RECORD |                        |                 |        |                 |              |
| DEBTOR NUMBER  | XX                     | XXXXXXXXXXXX    | XX     | BILL NUMBER     | XXXXXXXXXX   |
| RRR CODE   | B                      | RA TYPE         | 15     | GARNISH EST AMT | 321.57       |
| RRR MOD  | 029                    | CLAIMS IND      | N      | GARNISH PP AMT  | .15          |
| ARB PROC   |                        | REC/CLAIMS DATE | MMDDYY | YYP TO GARNISH  | 09 01        |
| PAYMENT REF  | NNNYBB48173001031145BB |                 | 14     |                 |              |
| BILL AGING DT  | MMDDYY                 | INTEREST RT     | 4.000  | LWOP EFF DATE   | MMDDYY       |
| PAST DUE COUNT   | 0                      | DO CODE         |        | CUSTOMER ALC    |              |
| GOV N  | MOP 1                  | SF1080 N        | INT N  | PEN N           | ARB          |
| ADMN N   | MINC N                 | W2 N            | BILL 0 | EST N           | FFIS C       |
| BILL FREQUENCY   |                        | LWOP-ACT-DUTY   |        |                 |              |
| RECVBL SRC IND   | 2                      | SYS-ACRONYM     | PAYE   | CLEAR,          | EXIT INQUIRY |
| PAYROLL REASON   | 2                      | ONLINE-BATCH    |        | PF1             | MENU SCREEN  |
| GAR MAJ/MIN  | 2                      | INVOLUN-PROC    |        | PF7             | FIRST PAGE   |

**Figure 9. Next Page of a Receivable Record screen**

**To View the Next Page of a Receivable Record:**

1. On the Receivable Record screen (**Figure 8**), press **PF2**.
2. The Next Page of the Receivable Record (**Figure 9**) is displayed.
3. Review the following fields as applicable.

**Next Page of a Receivable Record screen**

|                        |   |
|------------------------|---|
| <b>Debtor Number</b>   | The Debtor Number consists of the debtor number of the party responsible for the receivable.  |
| <b>Bill Number</b>     | The Bill Number consists of the 9-position number that identifies the system-generated bill.  |
| <b>RRR Code</b>        | Used to identify the revenue, refund or reimbursement code. (For more information, refer to the <a href="#">Glossary</a> ).   |
| <b>RA Type</b>         | The receipt account type code used to indicate the computation and tax treatment of the collection. (For more information, refer to the <a href="#">Glossary</a> ). |
| <b>Garnish Est Amt</b> | An estimate of the garnishment amount.  |
| <b>RRR Mod</b>         | For NFC use. (For more information, refer to the <a href="#">Glossary</a> ).  |
| <b>Claims Ind</b>      | Indicates if an account is in the claims status.  |
| <b>Garnish PP Amt</b>  | The garnishment amount to be deducted each pay period until the receivable is fully collected.  |
| <b>ARB Proc</b>        | Arbitrary processing indicator used by NFC.   |
| <b>Rec/Claims Date</b> | Date established in claims or date processed if receivable record on the data base.   |

|                       |  |
|-----------------------|--|
| <b>YPP To Garnish</b> | Used to indicate the first pay period for garnishment. (For more information, refer to the <a href="#">Glossary</a> ).                 |
| <b>Payment Ref</b>    | Explains the reason the bill was generated. (For more information, refer to the <a href="#">Glossary</a> ).                            |
| <b>Bill Aging Dt</b>  | The initial date that the receivable was established.  |
| <b>Interest Rt</b>    | The Rate of Interest charged to the receivable.  |
| <b>LWOP Eff Date</b>  | First day of pay period in which the health insurance bill applies.  |
| <b>Past Due Count</b> | Number of bills generated for 631 bills ONLY.  |
| <b>DO Code</b>        | The disbursing office code specific to a cancellation collection.  |
| <b>Customer ALC</b>   | The agency location code specific to the debtor billed through IPAC.   |
| <b>GOV</b>            | Used to identify the debtor as Government or non-Government. (For more information, refer to the <a href="#">Glossary</a> ).           |
| <b>MOP</b>            | Used to indicate the expected means of payment. (For more information, refer to the <a href="#">Glossary</a> ).                        |
| <b>SF 1080</b>        | Used to identify if the bill should be an SF-1080 billing. (For more information, refer to the <a href="#">Glossary</a> ).             |
| <b>INT</b>            | Charge interest indicator. (For more information, refer to the <a href="#">Glossary</a> ).   |
| <b>PEN</b>            | Charge penalty indicator. (For more information, refer to the <a href="#">Glossary</a> ).  |
| <b>ARB</b>            | Arbitrary indicator used by NFC for accounting purposes.   |
| <b>ADMN</b>           | Charge administrative fees indicator. (For more information, refer to the <a href="#">Glossary</a> ).                                  |
| <b>MINC</b>           | Not in use.  |
| <b>W2</b>             | Not in use.  |
| <b>Bill</b>           | Used by NFC for the bill continuity indicator.   |
| <b>EST</b>            | Not in use.  |
| <b>FFIS</b>           | Indicates the agency's accounting is in the Payroll Accounting System (PAS) or Foundation Financial Information System (FFIS).         |
| <b>Bill Frequency</b> | Not in use.  |
| <b>LWOP-ACT-DUTY</b>  | NFC use only.  |
| <b>Recvbl SRC Ind</b> | For NFC use.(For more information, refer to the <a href="#">Glossary</a> ).  |
| <b>SYS-Acronym</b>    | NFC use only.  |
| <b>Payroll Reason</b> | Indicates the receivable was generated due to a payroll system action. (For more information, refer to the <a href="#">Glossary</a> ). |

|                     |  |
|---------------------|--|
| <b>Online–Batch</b> | Indicates if the document was processed using automated interface. (For more information, refer to the <a href="#">Glossary</a> ). |
| <b>Gar Maj/Min</b>  | Used for system generated payroll indebtedness. (For more information, refer to the <a href="#">Glossary</a> ).                    |
| <b>Involun–Proc</b> | Not in use.  |

4. After viewing the data on the next page of the Receivable Record screen (**Figure 9**), you may perform one of the following functions:
  - To return to the ABCOINQ Main Menu (**Figure 6**), press **PF1**.
  - To move to the first page of the receivable, press **PF7**.
  - To exit ABCOINQ, press **Clear**.
5. Type **bye**.
6. Press **Enter**.

### Viewing Receivable Accounting

The Receivable Accounting screen (**Figure 10**) 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. It is accessed directly from the receivable record.

|   |                |          |      |                    |        |          |          |                |      |          |    |
|---|----------------|----------|------|--------------------|--------|----------|----------|----------------|------|----------|----|
| DATE                                    | MM/DD/YY       | USDA-NFC |      |                    |        | TIME     | 12:18:20 |                |      |          |    |
| ADMINISTRATIVE BILLINGS AND COLLECTIONS |                |          |      |                    |        |          |          |                |      |          |    |
| RECEIVABLE ACCOUNTING                   |                |          |      |                    |        | PAGE     | 0001     |                |      |          |    |
| BILL NUMBER                             | XXXXXXXXXX     |          |      |                    |        |          |          |                |      |          |    |
| TYPE                                    | 4              | FY       | 07   | AGCY               | BB     | ACCT STA | 0008     | OBJ CLS        | 1105 | TREA CAT | GA |
| ACCT CLS                                | 7BA8CC09100000 |          |      |                    |        | TREA SYM | 7070540  |                |      |          |    |
| BILL AMT                                | 474.72         |          |      | COLL AMT           | 474.72 |          |          | 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 10. Receivable Accounting screen**

#### To View Receivable Accounting:

1. On the Receivable Record screen (**Figure 8**), press **PF3**.
2. The Receivable Accounting screen (**Figure 10**) is displayed.
3. Review the following fields as applicable.

## Receivable Accounting screen

|                    |  |
|--------------------|--|
| <b>Bill Number</b> | The debtor number of the party responsible for the receivable.   |
| <b>Type</b>        | The code used for Accounting type. (For more information, refer to the <a href="#">Glossary</a> ).   |
| <b>FY</b>          | The budget fiscal year of the accounting class.  |
| <b>Agcy</b>        | Agency code of the debtor.   |
| <b>Acct Sta</b>    | The accounting station is an internal accountable agency identifier used in processing by NFC.   |
| <b>Obj Cls</b>     | The object classification code is used for accounting purposes and defines the type of collection or receivable.                                     |
| <b>Trea Cat</b>    | The Treasury Category is used to explain the Treasury symbol. (For more information, refer to the <a href="#">Glossary</a> ).                        |
| <b>Acct Cls</b>    | The accounting classification is used to debit or credit the appropriate accounting. (For more information, refer to the <a href="#">Glossary</a> ). |
| <b>Trea Sym</b>    | Used for accounting purposes. (For more information, refer to the <a href="#">Glossary</a> ).  |
| <b>Bill Amt</b>    | The bill amount for each accounting classification line.   |
| <b>Coll Amt</b>    | Total amount of collections associated with a line of accounting. This can be comprised of more than one collection.                                 |
| <b>Acct Dist</b>   | Percentage of the total amount of accounting type, when estimate indicator = Y.  |

**Note:** The above fields are repeated on the screen to display a second line of accounting data related to the receivable.

4. After viewing the data on the Receivable Accounting screen (**Figure 10**), you may perform one of the following functions:
  - To return to the ABCOINQ Main Menu (**Figure 6**), press **PF1**.
  - To move to the previous page of the Receivable Accounting, press **PF7**.
  - To move to the next page of Receivable Accounting, press **PF8**.
  - To access the receivable, press **PF9**.
5. To exit ABCOINQ, press **Clear**.
6. Type **bye**.
7. Press **Enter**.

## Viewing Accounting with Collection

The Accounting with Collection screen (**Figure 11**) displays the amount the debtor has been billed and the amount collected. It is accessed directly from the receivable record.

| DATE                                    | MM/DD/YY | USDA-NFC           |                |                | TIME          | 12:19:20                        |
|---|----------|--------------------|----------------|----------------|---------------|---------------------------------|
| ADMINISTRATIVE BILLINGS AND COLLECTIONS |          |                    |                |                |               |                                 |
| ACCOUNTING WITH COLLECTION              |          |                    |                |                | PAGE          | 0001                            |
| TYP                                     | AGY      | STAT               | ACCTNG CLASS   | OBJ CLAS       | BILLED AMOUNT | CONTROL NUMBER COLLECTED AMOUNT |
| *****                                   |          |                    |                |                |               |                                 |
| 4                                       | BB       | 0008               | 7BA8CC09100000 | 1105           | 7.77          | 9E1407 7.77                     |
| 4                                       | BB       | 0008               | 7BA8CC09100000 | 1105           | 466.95        | 9E1407 466.95                   |
| 4                                       | BB       | 0008               | 7BA8CC09100000 | 1105           | .00           | 9BH211 .00                      |
| 4                                       | BB       | 0008               | 7BA8CC09100000 | 1105           | .00           | 8BH231 .00                      |
| *****                                   |          |                    |                |                |               |                                 |
| CLEAR, EXIT INQUIRY                     |          | PF7 BACK SCROLL    |                | PF9 RECEIVABLE |               |                                 |
| PF1 MENU SCREEN                         |          | PF8 FORWARD SCROLL |                |                |               |                                 |

**Figure 11. Accounting with Collection screen**

**To View Accounting with Collection:**

1. On the Receivable Record screen (**Figure 8**), press **PF4**.
2. The Accounting with Collection screen (**Figure 11**) is displayed.
3. Review the following fields as applicable.

**Accounting with Collection screen**

|                         |  |
|-------------------------|--|
| <b>Typ</b>              | The code used for Accounting type. (For more information, refer to the <a href="#">Glossary</a> ).   |
| <b>Agy</b>              | Agency code of the debtor.   |
| <b>Acct Stat</b>        | The accounting station is an internal accountable agency identifier used in processing by NFC.   |
| <b>Acting Class</b>     | The accounting classification is used to debit or credit the appropriate accounting. (For more information, refer to the <a href="#">Glossary</a> ). |
| <b>Obj Clas</b>         | The object classification code is used for accounting purposes and defines the type of collection or receivable.                                     |
| <b>Billed Amount</b>    | The bill amount for each accounting classification line.   |
| <b>Control Number</b>   | The collection control number is used to identify the collection record. (For more information, refer to the <a href="#">Glossary</a> ).             |
| <b>Collected Amount</b> | The receivable collected amount.   |

4. After viewing the data on the Accounting With Collection screen (**Figure 11**), you may perform one of the following functions:
  - To return to the ABCOINQ Main Menu (**Figure 6**), press **PF1**.

- To move to the previous page of Accounting with Collection, press **PF7**.
  - To move to the next page of Accounting with Collection, press **PF8**.
  - To access the receivable (**Figure 8**), press **PF9**.
5. To exit ABCOINQ, press **Clear**.
  6. Type **bye**.
  7. Press **Enter**.

### Viewing the Bill Record

The Bill Record screen (**Figure 12**) displays the information pertaining to the debtor's bill. It is accessed directly from the receivable record.

| DATE                                    | MM/DD/YY        | USDA-NFC               |                       | TIME | 09:10:14 |
|---|-----------------|------------------------|-----------------------|------|----------|
| ADMINISTRATIVE BILLINGS AND COLLECTIONS |                 |                        |                       |      |          |
| BILL RECORD                             |                 |                        |                       |      |          |
| DEBTOR NO                               | XX XXXXXXXXXXXX | XX                     | BILL NUMBER 123456789 |      |          |
| BILL DATE                               | MM DD YY        | BILLING ALC.....       |                       |      |          |
| PRIOR BALANCE...                        | 484.11          | AMT DR ADJ PRINCIPAL.. | 7.77                  |      |          |
| COLLECTED AMT...                        | 474.72          | AMT DR ADJ NOT PRIN... | 0.00                  |      |          |
| AMT CREDIT ADJ..                        | 17.16           | CURRENT CHARGES.....   | 0.00                  |      |          |
| AMT PAST DUE....                        | 0.00            | BILLED AMOUNT.....     | 0.00                  |      |          |
| CLEAR EXIT INQUIRY                      |                 | PF3 COLLECTION RECORD  |                       |      |          |
| PF1 MENU SCREEN                         |                 | PF4 ADJUSTMENT RECORD  |                       |      |          |
| PF9 RECEIVABLE                          |                 | PF7 PRIOR BILL RECORD  |                       |      |          |
|   |                 | PF8 NEXT BILL RECORD   |                       |      |          |

**Figure 12. Bill Record screen**

#### To View the Bill Record:

1. On the Receivable Record screen (**Figure 8**), press **PF5**.
2. The Bill Record screen is displayed (**Figure 12**).
3. Review the following fields as applicable.

#### Bill Record screen

|                    |   |
|--------------------|---|
| <b>Debtor No</b>   | The debtor number of the party responsible for the receivable. (For more information, refer to the <a href="#">Glossary</a> ).        |
| <b>Bill Number</b> | The 9-position number that identifies a system generated salary bill. (For more information, refer to the <a href="#">Glossary</a> ). |
| <b>Bill Date</b>   | Date of the bill.   |

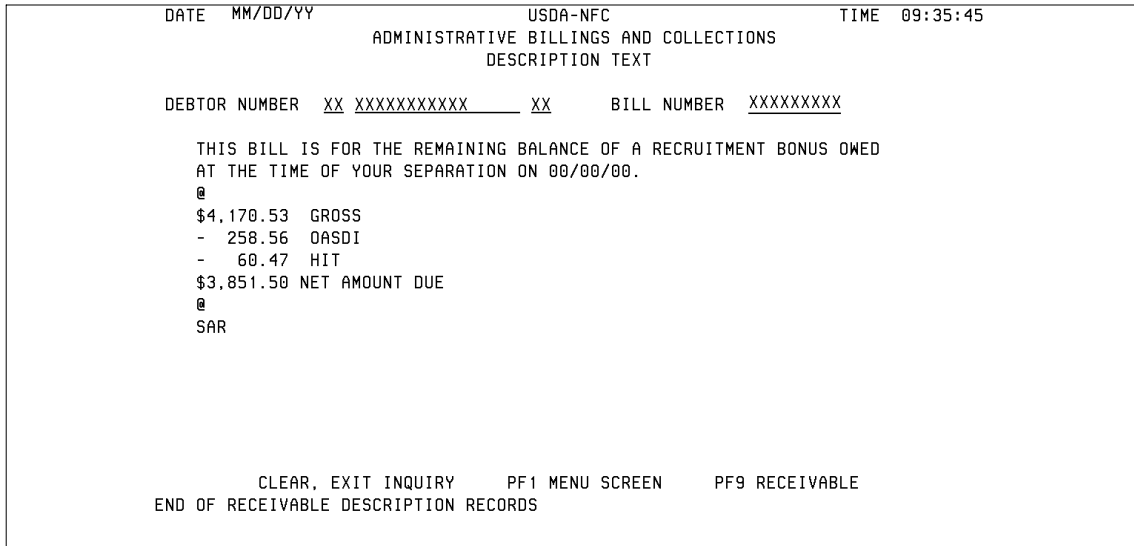


|                             |   |
|-----------------------------|---|
| <b>Billing ALC</b>          | Not in use.   |
| <b>Prior Balance</b>        | The prior balance of the specified bill.  |
| <b>Amt Dr Adj Principal</b> | The amount of the debit adjustment principal indicates a collection amount withdrawn from the account or an additional receivable amount. (For more information, refer to the <a href="#">Glossary</a> ). |
| <b>Collected Amt</b>        | Total amount of collections associated with a line of accounting. This can be comprised of more than one collection.  |
| <b>Amt Dr Adj Not Prin</b>  | The amount of the debit adjustment (not the principal) shows an amount added to the account (i.e., interest, penalty, administrative costs).  |
| <b>Amt Credit Adj</b>       | The total credit adjustment for the billing cycle. (For more information, refer to the <a href="#">Glossary</a> ).  |
| <b>Current Charges</b>      | These charges are applied to the first bill.  |
| <b>Amt Past Due</b>         | The amount past due. (For more information, refer to the <a href="#">Glossary</a> ).  |
| <b>Billed Amount</b>        | The bill amount for each accounting classification line.  |

4. After viewing the data on the Bill Record screen (**Figure 12**), you may perform one of the following functions:
  - To return to the ABCOINQ Main Menu (**Figure 6**), press **PF1**.
  - To access the collection record, press **PF3**.
  - To access the adjustment record, press **PF4**.
  - To access the prior bill record, press **PF7**.
  - To access the next bill record, press **PF8**.
  - To access the receivable, press **PF9**.
5. To exit ABCOINQ, press **Clear**.
6. Type **bye**.
7. Press **Enter**.

### ***Viewing Description Text***

The Description Text screen (**Figure 13**) displays the full explanation of the charges billed, including any computations used in determining the amount due. Depending upon the nature of the bill, a description may or may not be displayed. It is accessed directly from the receivable record.



**Figure 13. Description Text screen**

**To View Description Text**

1. On the Receivable Record screen (**Figure 8**), press **PF6**.
2. The Description Text screen (**Figure 13**) is displayed.
3. Review the following fields as applicable.

**Description Text screen**

|                         |   |
|-------------------------|---|
| <b>Debtor Number</b>    | The debtor number of the party responsible for the receivable. (For more information, refer to the <a href="#">Glossary</a> ).        |
| <b>Bill Number</b>      | The 9–position number that identifies a system generated salary bill. (For more information, refer to the <a href="#">Glossary</a> ). |
| <b>Description Text</b> | The description text gives a full explanation of the charges billed. (For more information, refer to the <a href="#">Glossary</a> ).  |

4. After viewing the data on the Description Text screen (**Figure 13**), you may perform one of the following functions:
  - To return to the ABACOINQ Main Menu (**Figure 6**), press **PF1**.
  - To access the receivable record, press **PF9**.
5. To exit ABACOINQ, press **Clear**.
6. Type **bye**.
7. Press **Enter**.

**Viewing Receivable Details**

The Receivable Details screen (**Figure 14**) is displayed. It displays data related to FEHB–LWOP bills only, listing charges specific to individual pay periods. It is accessed directly from the receivable record.



- To access to the ABCOINQ Main Menu (**Figure 6**), press **PF1**.
  - To access the prior page of Receivable Details, press **PF7**.
  - To access the next page of Receivable Details, press **PF8**.
  - To access the receivable, press **PF9**.
5. To exit ABCOINQ, press **Clear**.
  6. Type **bye**.
  7. Press **Enter**.

### 3. Collections (by Check ID)

Collections (by Check ID) is Option 3 on the ABCO Main Menu (**Figure 6**). This option displays the collection records associated with that check ID only. It is an entry screen for the check identification number, if known. Otherwise, you will have to access the collection record or adjustment record from the bill record, which is obtained through the receivable record screen.

For more information, see:

[Viewing a Collection Record](#)

[Viewing an Adjustment Record](#)

#### Viewing a Collection Record

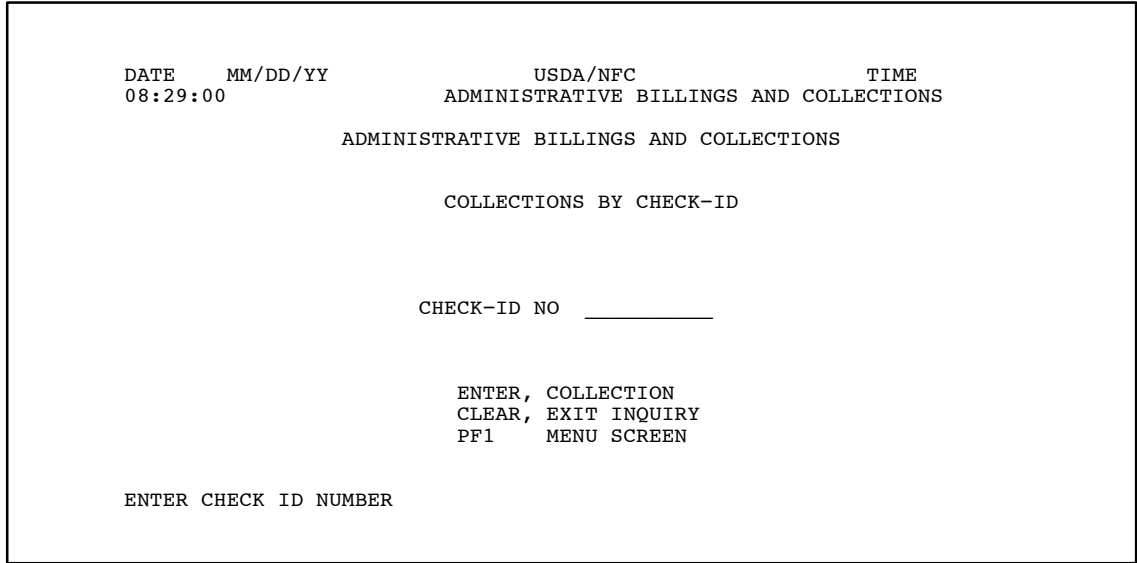
The Collection Record screen (**Figure 15**) displays the collection data applicable to the corresponding bill number.

|   |                               |                      |               |
|---|-------------------------------|----------------------|---------------|
| DATE                                    | MM/DD/YY                      | USDA/NFC             | TIME 08:29:00 |
| ADMINISTRATIVE BILLINGS AND COLLECTIONS |                               |                      |               |
| COLLECTION RECORD                       |                               |                      |               |
| BILL NUMBER.....XXXXXXXXXX              |                               | BILL DATE.....000000 |               |
| COLL TYPE.....1                         | REGISTER TYPE...XXXX          |                      |               |
| COLL DATE.....000000                    | BATCH TYPE.....               |                      |               |
| COLL AMOUNT..X.XX                       | BATCH NUMBER.....             |                      |               |
| PENALTY AMOUNT...00                     | DATE PROCESSED...000000       |                      |               |
| ADMIN COSTS PAID.00                     | CHECK-ID NO.....XXXXXXXXXX    |                      |               |
| INTEREST PAID....00                     | COLLECTION ALC.....XXXXXXXXXX |                      |               |
| CLEAR                                   | EXIT INQUIRY                  | PF5 BILL RECORD      |               |
| PF1                                     | MAIN MENU                     | PF7 PRIOR COLLECTION |               |
| PF4                                     | ADJUSTMENT                    | PF8 NEXT COLLECTION  |               |
| PF12                                    | CHECK ID                      |                      |               |

Figure 15. Collection Record screen

**To View A Collection Record:**

1. On the ABCOINQ Main Menu (**Figure 6**), select **Option 3**.
2. Press **Enter**.
3. The Collections by Check-ID screen (**Figure 16**) is displayed.



**Figure 16. Collections (by Check ID) screen**

4. Complete the check identification number field as follows:

|                    |  |
|--------------------|--|
| <b>Check-ID No</b> | The check identification number is used to locate a check payment. (For more information, refer to the <a href="#">Glossary</a> ). |
|--------------------|--|

5. Press **Enter**.
6. If the check identification number is specific to a collection, the Collection Record will be displayed (**Figure 15**).
  - If the check identification number is specific to an adjustment, the Adjustment Record screen (**Figure 17**) will be displayed. See **Viewing An Adjustment Record**.
  - If the the check identification number is not for a specific collection then the message **NO ADJUSTMENT** will be displayed on the left side of the Collections screen.
7. Review the followings fields as applicable.

**Collection Record screen**

|                    |   |
|--------------------|---|
| <b>Bill Number</b> | The 9-position number that identifies a system generated salary bill. (For more information, refer to the <a href="#">Glossary</a> ). |
| <b>Bill Date</b>   | Date of the bill.   |

|                         |  |
|-------------------------|--|
| <b>Coll Number</b>      | The collection control number is used to identify the collection record. (For more information, refer to the <a href="#">Glossary</a> ). |
| <b>Register Number</b>  | For NFC use. (For more information, refer to the <a href="#">Glossary</a> ).   |
| <b>Coll Type</b>        | Identifies the type of collection. (For more information, refer to the <a href="#">Glossary</a> ).                                       |
| <b>Register Type</b>    | For NFC use. (For more information, refer to the <a href="#">Glossary</a> ).   |
| <b>Coll Date</b>        | The collection date.   |
| <b>Coll Amt</b>         | The receivable collected amount.   |
| <b>Batch Type</b>       | Used by NFC. (For more information, refer to the <a href="#">Glossary</a> ).   |
| <b>Batch Number</b>     | Used by NFC. (For more information, refer to the <a href="#">Glossary</a> ).   |
| <b>Penalty Amount</b>   | The penalty amount collected.  |
| <b>Date Processed</b>   | Used to indicate the date the record was processed and recorded in ABCO.   |
| <b>Admin Costs Paid</b> | Administration costs collected.  |
| <b>Check-ID No</b>      | The check identification number. (For more information, refer to the <a href="#">Glossary</a> ).   |
| <b>Interest Paid</b>    | The interest paid on this receivable.  |
| <b>Collection Alc</b>   | Agency location code for the agency collecting the funds.  |

8. After viewing the data on the Collection Record screen (**Figure 16**), you may perform one of the following functions:
  - To access the adjustment screen, press **PF4**.
  - To access the bill record, press **PF5**.
  - To access the prior record, press **PF7**.
  - To access the next record, press **PF8**.
  - To access the check ID record, press **PF12**.
9. To return to the ABCOINQ Main Menu (**Figure 6**), press **PF1**.
10. To exit ABCOINQ, press **Clear**.
11. Type **bye**.
12. Press **Enter**.

### ***Viewing an Adjustment Record***

The Adjustment Record screen (**Figure 17**) displays the data applicable to adjustments made to the corresponding bill number.

| MM/DD/YY                                | USDA-NFC     | TIME                 | 09:19:45         |
|---|--------------|----------------------|------------------|
| ADMINISTRATIVE BILLINGS AND COLLECTIONS |              |                      |                  |
| ADJUSTMENT RECORD                       |              |                      |                  |
| BILL NUMBER.....                        | XXXXXXXXXX   | BILL DATE.....       | MMDDYY           |
| ADJUSTMENT TYPE..                       | 02           | REGISTER NUMBER.     |                  |
| COLL NUMBER.....                        |              | REGISTER TYPE...     | 5515             |
| COLL DATE.....                          | MMDDYY       | BATCH NUMBER....     | G2007            |
| COLLECTION TYPE..                       | 5            | BATCH TYPE.....      | I                |
| SF5515 NUMBER....                       |              | VOUCHER NO.....      | 00000            |
| SF5515 DATE.....                        | MMDDYY       | CHECK-ID NO.....     |                  |
| DR/CR INDICATOR..                       | 1            | PRINCIPAL AMOUNT.    | 822.72           |
| PRINT-ADJ-IND...                        | Y            | PENALTY AMOUNT.....  | 0.00             |
| DATE PROCESSED..                        | MMDDYY       | ADMIN COST AMOUNT... | 0.00             |
| INTEREST AMOUNT.....                    | 0.00         | ADJ TEXT..           | NSF CHECK        |
| CLEAR                                   | EXIT INQUIRY | PF7                  | PRIOR ADJUSTMENT |
| PF1                                     | MENU SCREEN  | PF8                  | NEXT ADJUSTMENT  |
| PF3                                     | COLLECTION   | PF12                 | CHECK ID         |
| PF5                                     | BILL RECORD  |                      |                  |

**Figure 17. Adjustment Record screen**

**To View an Adjustment Record:**

1. On the ABCOINQ Main Menu (**Figure 6**), select **Option 3**.
2. Press **Enter**.
3. The Collections by Check-ID screen (**Figure 15**) is displayed.
4. Complete the check identification number field as follows:

|                    |   |
|--------------------|---|
| <b>Check ID-No</b> | The check identification number is used to locate a check payment. (For more information, refer to the <b>Glossary</b> ). |
|--------------------|---|

5. Press **Enter**.
6. The Adjustment Record screen is displayed (**Figure 17**).
7. Review the following fields as applicable.

**Adjustment Record screen**

|                        |  |
|------------------------|--|
| <b>Bill Number</b>     | The 9-position number that identifies a system generated salary bill. (For more information, refer to the <a href="#">Glossary</a> ).    |
| <b>Bill Date</b>       | Date of the bill.  |
| <b>Adjustment Type</b> | Used to explain the reason for adjustments to existing receivables. (For more information, refer to the <a href="#">Glossary</a> ).      |
| <b>Register Number</b> | Six-digit number used for the journal voucher. For NFC use.  |
| <b>Coll Number</b>     | The collection control number is used to identify the collection record. (For more information, refer to the <a href="#">Glossary</a> ). |

|                          |  |
|--------------------------|--|
| <b>Register Type</b>     | The types of journal vouchers. For NFC use. (For more information, refer to the <a href="#">Glossary</a> ).            |
| <b>Coll Date</b>         | The collection date.   |
| <b>Collection Type</b>   | Identifies the type of collection. (For more information, refer to the <a href="#">Glossary</a> ).                     |
| <b>Batch Number</b>      | Used by NFC to locate the receivable, collection or adjustment document.   |
| <b>SF5515 Number</b>     | Used to indicate transactions from an adjustment record.   |
| <b>Batch Type</b>        | Used by NFC to identify specific types of processing.  |
| <b>SF5515 Date</b>       | The date of the transactions on a debit voucher from the bank.   |
| <b>DR/CR Indicator</b>   | For more information refer to the <a href="#">Glossary</a> .   |
| <b>Voucher No</b>        | The refund voucher number.   |
| <b>Print-ADJ-Ind</b>     | The print adjustment indicator. (For more information, refer to the <a href="#">Glossary</a> ).                        |
| <b>Check-ID No</b>       | The check identification number. (For more information, refer to the <a href="#">Glossary</a> ).                       |
| <b>Principal Amount</b>  | The dollar amount of the adjustment to the principal balance.  |
| <b>Penalty Amount</b>    | The penalty amount collected.  |
| <b>Date Processed</b>    | Used to indicate the date the record was processed and recorded in ABCO.   |
| <b>Admin Cost Amount</b> | An administrative cost amount representing additional charges instituted by NFC for special debt collection procedure. |
| <b>Interest Amount</b>   | Interest is charged according to the bill aging date and is charged every month until it is collected in full.         |
| <b>Adj Text</b>          | The type of adjustment.  |

8. After viewing the data on the Adjustment Record screen (**Figure 17**), you may perform one of the following functions:
  - To access the collection record, press **PF3**.
  - To access the bill record, press **PF5**.
  - To access the prior record, press **PF7**.
  - To access the next record, press **PF8**.
  - To access the check ID record, press **PF12**.
9. To return to the ABCOINQ Main Menu (**Figure 6**), press **PF1**.
10. To exit ABCOINQ, press **Clear**.
11. Type **bye**.
12. Press **Enter**.



## 4. Employee Indebtedness (by Social Security Number)

Employee Indebtedness (by Social Security Number) is Option 4 on the ABCOINQ Main Menu (**Figure 6**). You can enter the social security number to display the Debtor and Bill Records. The screen lists all debts for an employee according to the bill number. You may also obtain this screen by selecting **PF12** on the Receivable Record.

### Viewing an Employee Indebtedness (by Social Security Number)

The Employee Indebtedness screen (**Figure 18**) displays the employee's debt information.

```

DATE MM/DD/YY                USDA-NFC                TIME 12:29:52
      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 18. Employee Indebtedness screen**

#### To View an Employee Indebtedness:

1. On the ABCOINQ Main Menu (**Figure 6**), select **Option 4**.
2. Press **Enter**.
3. The Employee Indebtedness screen (**Figure 18**) is displayed.
4. Complete the Social Security Number as follows:

|                               |  |
|-------------------------------|--|
| <b>Social Security Number</b> | The SSN is used to locate the Adjustment Record. |
|-------------------------------|--|

5. Press **Enter**.
6. Review the following fields as applicable.

#### Employee Indebtedness screen

|                      |  |
|----------------------|--|
| <b>Debtor Number</b> | The debtor number of the party responsible for the receivable. (For more information, refer to the <a href="#">Glossary</a> ). |
| <b>Debtor Name</b>   | The name of the debtor.  |

|                       |  |
|-----------------------|--|
| <b>Bill No</b>        | The 9–position number that identifies a system generated salary bill.  |
| <b>Batch</b>          | Used by NFC to locate the receivable, collection or adjustment document. (For more information, refer to the <a href="#">Glossary</a> ). |
| <b>Recvbl–Balance</b> | The current receivable balance.  |

7. To select a record, press **Tab** and type S next to the record.
8. Press **Enter**.
9. The Receivable Record screen (**Figure 8**) is displayed.
10. From the Employee Indebtedness screen (**Figure 18**) the following functions can be performed:
  - To move backward, press **PF7**.
  - To move forward, press **PF8**.
11. To return to the ABCOINQ Main Menu (**Figure 6**), press **PF1**.
12. To exit ABCOINQ, press **Clear**.
13. Type **bye**.
14. Press **Enter**.

---

# Appendixes

This section presents the following topics:

- [A. Adjustment Types](#)
- [B. Receipt Account Type Codes](#)
- [C. RRR Codes](#)
- [D. Batch Types](#)

## A. Adjustment Types

### 460 Batch Type A

| Type | Action   |
|------|--|
| 03   | Receivable Adjustment (bill adjustment)  |
| 04   | Receivable Adjustment (bill adjustment)  |
| 05   | Bill Reversal  |
|      | <b>Note:</b> If a collection number and date are 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)      |
| 05   | Cancel Duplicate Collection       |

## **B. Receipt Account Type Codes**

### **Salary and Leave**

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

### **Other Collections**

- 34 Thrift Savings
- 40 Payroll Deduction Agreement (IRIS 114)
- 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
- 50 Credit Card (IRIS 114)
- 55 IRS Tax Levy (IRIS 114)

### **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 and Retirement
- 21 FEHB Collection
- 22 FEGLI
- 23 Quarters (taxable)
- 24 Quarters (not taxable)
- 25 Meals

- 26 Commissary
- 27 Child Support and Alimony
- 28 LWOP FEHB
- 29 Credit Net Pay
- 30 Bankruptcy (IRIS 114)
- 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

| <b>RRR Code</b> | <b>Title</b>               |
|-----------------|----------------------------|
| <b>A</b>        | Revenue – Other            |
| <b>B</b>        | Refund – Other             |
| <b>C</b>        | Reimbursement – Other      |
| <b>DD</b>       | Advance from Public        |
| <b>G</b>        | Advance to Grantees        |
| <b>J</b>        | Advance to Government      |
| <b>0</b>        | Revenue – Government       |
| <b>1</b>        | Refund – Government        |
| <b>2</b>        | Reimbursement – Government |
| <b>3</b>        | Advance from Government    |
| <b>4</b>        | Cash Donation              |
| <b>8</b>        | Sale of Assets             |
| <b>9</b>        | Advance to Contractors     |

## D. Batch Types

### Billings

- A** 460 Receivable and Receivable Adjustment
- AW** IBIL
- X** Payroll System Generated–DOTS, Travel, PACS

### Collections

- A** Voluntary Collections
- AX** DOTS Voluntary Collections
- B** Voluntary Cash Collection
- C** Cash Collection (Receivable Established)
- D** Travel Advance (Cash)
- E** SF1081 (Receivable Established)
- F** SF1098 (Receivable Established)
- G** SF1098 Travel Advance
- H** SF1221
- I** Adjustments (Reapplications, NSF, etc.)
- J** Refunds
- M** IPAC (Receivable Established)
- MT** TOP Collections
- MX** ABCO Generated IPAC Collections
- X** Payroll Garnishments



# Glossary

| A                            |   |  |
|------------------------------|---|--|
| Field Name                   | Screen  | Description  |
| <b>Acctng Class/Acct Cls</b> | Receivable Accounting/<br>Accounting with collections | The accounting classification is used to debit or credit the appropriate accounting.<br><br><b>DR</b> Debit<br><b>CR</b> Credit  |
| <b>Acct Dist</b>             | Receivable Accounting                                 | Percentage of the total amount of accounting type, when estimate indicator = Y.  |
| <b>Acct Stat/Acct Sta</b>    | Receivable Accounting/<br>Accounting with Collections | The accounting station is an internal accountable agency identifier used in processing by NFC.   |
| <b>Adj Text</b>              | Adjustment Record                                     | The type of adjustment.  |
| <b>Adjustment Type</b>       | Adjustment Record                                     | Used to explain the reason for adjustments to existing receivables.<br><br><b>460 types:</b><br>03 Receivable adjustments<br>04 Receivable adjustments<br>05 Bill reversal (cancelled or deleted bill)<br>06 Partial write-off<br>07 Full write-off<br><br><b>Collection Adjustment types:</b><br>01 Reapplication (money transferred)<br>02 SF5515 (NSF)<br>03 SF5515 (bank service charge)<br>05 NFC use only<br><br><b>System-generated types:</b><br>03 Bill adjustment<br>99 Last charge adjustment |
| <b>Admin Cost Amount</b>     | Adjustment Record                                     | An administrative cost amount representing additional charges instituted by NFC for special debt collection procedure. For example, this fee may be charged for processing delinquent bills.   |
| <b>Admin Costs Paid</b>      | Collection Record                                     | Administration costs collected.  |
| <b>Admn</b>                  | Next page of a Receivable Record                      | Charge administrative fees indicator.<br>There is a \$30 charge when the receivable is moved to claims status.<br>There is also a \$30 charge if the receivable is sent to Treasury Offset Program (TOP).<br><b>Y</b> = Yes, charge administrative fee<br><b>N</b> = No, do not charge administrative fee  |
| <b>Agcy/Agy</b>              | Receivable Accounting/<br>Accounting with collections | Agency code of the debtor.   |

| Field Name                  | Screen   | Description   |
|-----------------------------|--|---|
| <b>Amt Credit Adj</b>       | Bill Record  | The total credit adjustment for the billing cycle. The amount credit adjustment is indicated on the bill record.<br><b>Note:</b> On the adjustment receivable, the DR/CR indicator will equal 2.                            |
| <b>Amt Dr Adj Principal</b> | Bill Record  | The amount debit adjustment principal indicates a collection amount withdrawn from the account or an additional receivable amount.<br><b>Note:</b> On the adjustment record, the DR/CR indicator will equal 1.              |
| <b>Amt Dr Adj Not Prin</b>  | Bill Record  | The amount debit adjustment not principal shows an amount added to the account (e.g., interest, penalty, administrative costs).   |
| <b>Amt Past Due</b>         | Bill Record  | The amount past due is computed as follows:<br><br>PRIOR BALANCE<br>– COLLECTED AMT<br>– <u>AMT CREDIT ADJ</u><br><b>AMT PAST DUE</b><br><br>+ AMT DR ADJ PRINCIPAL<br>+ <u>AMT DR ADJ NOT PRIN</u><br><b>BILLED AMOUNT</b> |
| <b>Arb</b>                  | Next page of a Receivable Record   | Arbitrary indicator used by NFC for accounting purposes.  |
| <b>Arb Proc</b>             | Next page of a Receivable Record   | Arbitrary processing indicator used by NFC to further define the accounting entry.  |
| <b>B</b>                    |  |   |
| <b>Balances: Recvbl</b>     | Receivable Record  | Current balance due on this receivable.   |
| <b>Balances: Principal</b>  | Receivable Record  | Principal due on this receivable.   |
| <b>Balances: Interest</b>   | Receivable Record  | Interest due on this receivable.  |
| <b>Balances: Penalty</b>    | Receivable Record  | Penalty due on this receivable.   |
| <b>Balances: Admin Cost</b> | Receivable Record  | Administrative cost due on this receivable.   |
| <b>Batch/ Batch Number</b>  | Employee Indebtedness/ Collection Receivable/ Receivable Record/ Adjustment Record | Used by NFC to locate the receivable, collection or adjustment document. If an X precedes the batch number, the receivable was system generated.  |
| <b>Batch Type</b>           | Collection Record/ Adjustment Record   | Used by NFC to identify specific types of processing. See the appendix for batch type listing.  |
| <b>Bill</b>                 | Next page of a Receivable Record   | Used by NFC for the bill continuity indicator.  |
| <b>Bill Aging Dt</b>        | Next page of a Receivable Record   | The initial date that the receivable was established.   |
| <b>Bill Amt</b>             | Receivable Accounting  | The bill amount for each accounting classification line.  |

| Field Name                            | Screen   | Description   |
|---------------------------------------|--|---|
| <b>Billed Amount</b>                  | Accounting with Collection   | Amount for which the debtor has been billed.  |
| <b>Billed Amount</b>                  | Bill Record  | The bill amount is computed as follows:<br><br>PRIOR BALANCE<br>COLLECTED AMT<br>- <u>AMT CREDIT ADJ</u><br>- <u>AMT PAST DUE</u><br><br>+ AMT DR ADJ PRINCIPAL<br>+ <u>AMT DR ADJ NOT PRIN</u><br><b>BILLED AMOUNT</b>   |
| <b>Billing ALC</b>                    | Bill Record  | Not in use.   |
| <b>Bill Date</b>                      | Bill Record  | Date of the bill.   |
| <b>Bill Frequency</b>                 | Next page of a Receivable Record   | Not in use.   |
| <b>Bill No/<br/>Bill Number</b>       | Employee Indebtedness/<br>Receivable Record/ Next page of<br>a Receivable Record/ Receivable<br>Accounting/ Bill Record/<br>Receivable Details/ Description<br>text/ Collection Record/<br>Adjustment Record | The 9-position number that identifies a system generated salary bill. For example:<br><br>Position 1            The billing year<br>Positions 2-3        The pay period the adjustment was processed<br>Position 4            If the bill is a FEHB bill, then 1<br>or<br>If the bill is a salary adjustment, then 2<br>Positions 5-9        System generated |
| <b>C</b>                              |  |   |
| <b>Chg Ref</b>                        | Receivable Details   | Charge reference is used for those employees in FEHB non-pay status. It is represented by the year and pay period (YYPP).   |
| <b>Check-ID No.</b>                   | Collections and Adjustments/<br>Collection Record/ Adjustment<br>Record  | The check identification number is used for collection purposes in locating a check payment. For example: YYMMDDXXXX<br><br>Positions 1-2        The check year<br>Positions 3-4        Month<br>Positions 5-6        Day<br>Positions 7-10      Last four digits of the check number   |
| <b>Claims Ind</b>                     | Next page of a Receivable Record   | Indicates if an account is in the claims status.  |
| <b>Collection ALC</b>                 | Collection Record  | Agency location code for the agency collecting the funds.   |
| <b>Coll Amount/<br/>Collected Amt</b> | Collection Record/<br>Bill Record  | The receivable collected amount.  |
| <b>Coll Amt/<br/>Collected Amount</b> | Receivable Accounting/<br>Accounting with Collections  | Total amount of collections associated with a line of accounting<br>This can be comprised of more than one collection.  |
| <b>Coll Date</b>                      | Collection Record/<br>Adjustment Record  | The collection date. MMDDYY   |

| Field Name                             | Screen   | Description   |
|--|--|---|
| <b>Coll Number/<br/>Control Number</b> | Collection Record/<br>Adjustment record  | The collection control number is used to identify the collection record. Specific formats for garnishment collections are 9BA (agriculture), 9BH (homeland), 9BN (other) or 9BT (treasury) = automated payroll system collection; 9E or 9B = manual pay collection.<br><br>The 1098 number position 3 = U (unavailable check), P (treasury paper check) or R (EFT).   |
| <b>Collection Type/<br/>Coll Type</b>  | Collection Record/<br>Adjustment Record  | Identifies the type of collection.<br><br>1       Cash Collection<br>3       Treasury Collections–SF1098/RO145/UCC<br>5       Garnishment/Salary Deduction<br>7       IPAC Collection   |
| <b>Cont/Org Amt</b>                    | Receivable Details   | The agency's share of the FEHB cost.  |
| <b>Current Charges</b>                 | Bill Record  | These charges are applied to the first bill.  |
| <b>Customer ALC</b>                    | Next page of a Receivable Record   | The agency location code specific to the debtor billed through IPAC.  |
| <b>D</b>                               |  |   |
| <b>Date Processed</b>                  | Collection Record/Adjustment Record  | Used to indicate the date the record was processed and recorded in ABCO.  |
| <b>Debtor Address</b>                  | Debtor Record  | The address of the debtor that is stored in ABCO.   |
| <b>Debtor Name</b>                     | Debtor Record/Employee Indebtedness  | The name of the debtor that is stored in ABCO.  |
| <b>Debtor Number/<br/>Debtor No</b>    | Receivable Record/<br>Next page of a Receivable Record/Employee Indebtedness/Debtor Record/Bill Record/Description Text/Receivable Details | The debtor number of the party responsible for the receivable.<br><br>Positions 1–2     Department code<br>Positions 3–18    The debtor's identification number, such as, social security number or vendor ID.<br><br>Positions 19–20   System code, which is used to identify the system in which the payment was originally processed. The more common system codes are as follows:<br><br>91 Payroll Voluntary Collections<br>92 Payroll and other bills<br>SX Special Payroll Processing System |
| <b>Debtor Type</b>                     | Debtor Record  | Not in use.   |
| <b>Description</b>                     | Description Text   | Gives a full explanation of the charges billed, including any computations used in determining the amount due. Used for billing description.  |
| <b>DO Code</b>                         | Next page of a Receivable Record   | The disbursing office code specific to a cancellation collection.   |

| Field Name             | Screen                                  | Description  |
|------------------------|---|--|
| <b>Dr/Cr Indicator</b> | Adjustment Record                       | <u>For receivable documents:</u><br>1 Debit bill<br>2 Credit bill<br><u>For collection document:</u><br>1 Debit account<br>2 Credit account  |
| <b>E</b>               |   |  |
| <b>Emp/Ext Amt</b>     | Receivable Details                      | The amount of FEHB Premium for the indicated pay period.   |
| <b>EST</b>             | Next page of a Receivable Record        | Not in use.  |
| <b>F</b>               |   |  |
| <b>FFIS</b>            | Next page of a Receivable Record        | Indicates the agency's accounting is in the Payroll Accounting System (PAS) or Foundation Financial Information System (FFIS).   |
| <b>FY</b>              | Receivable Accounting                   | The budget fiscal year of the accounting class.  |
| <b>G</b>               |   |  |
| <b>Gar Maj/Min</b>     | Next page of a Receivable Record        | Used for system-generated payroll indebtedness. It identifies the Receipt Account (RA) type. Indicates if the indebtedness is major or minor and if the debtor is separated or deceased.<br><br>For example:<br>1 Minor indebtedness<br>2 Major indebtedness<br>3 Separated employee<br>4 Deceased employee<br>5 Separated through default |
| <b>Garnish Est Amt</b> | Next page of a Receivable Record        | An estimate of the garnishment amount.   |
| <b>Garnish PP Amt</b>  | Next page of a Receivable Record        | The garnishment amount to be deducted each pay period until the receivable is fully collected.   |
| <b>Gov</b>             | Next page of a Receivable Record        | Used to identify the debtor as Government or non-Government<br>Y Government<br>N Non-Government  |
| <b>H</b>               |   |  |
| <b>HB/JV</b>           | Receivable Details                      | The health benefit journal voucher code used for accounting purposes.  |
| <b>I</b>               |   |  |
| <b>Int</b>             | Next page of a Receivable Record        | Charge interest indicator<br>Y = Yes, charge interest<br>N = No, do not charge interest  |
| <b>Interest Amount</b> | Adjustment Record                       | Interest is charged according to the bill aging date and is charged every month until it is collected in full.   |
| <b>Interest Paid</b>   | Receivable Record/<br>Collection Record | The interest paid on this receivable.  |

| Field Name                 | Screen  | Description   |
|----------------------------|---|---|
| <b>Interest Rt</b>         | Next page of a Receivable Record                  | The Rate of Interest charged to the receivable.   |
| <b>Involun-Proc</b>        | Next page of a Receivable Record                  | Not in use.   |
| <b>L</b>                   |   |   |
| <b>Last Pay: Amount</b>    | Receivable Record                                 | The last amount paid on this receivable.  |
| <b>Last Pay: Type</b>      | Receivable Record                                 | Type of last payment received. The more common types are as follows:<br><br>1 Cash Collection<br>3 Treasury Collections-SF1098/RO145/UCC<br>5 Garnishment/Salary deduction<br>7 IPAC Collection |
| <b>Last Pay: Date</b>      | Receivable Record                                 | (MMDDYY) identifies the month, day, and year the last collection was posted in the system. Synonymous with the collection process date.   |
| <b>LWOP-ACT-DUTY</b>       | Next page of a Receivable Record                  | NFC use only.   |
| <b>LWOP Eff Date</b>       | Next page of a Receivable Record                  | (MMDDYY)<br>First day of pay period to which the health insurance bill applies.   |
| <b>M</b>                   |   |   |
| <b>MOP</b>                 | Next page of a Receivable Record                  | Used to indicate the expected means of payment.<br><br>1 Cash Collection<br>3 Treasury collections-SF1098/RO145/UCC<br>5 Garnishment/Salary Deduction<br>7 IPAC Collection                      |
| <b>MINC</b>                | Next page of a Receivable Record                  | Not in use.   |
| <b>O</b>                   |   |   |
| <b>Obj Cls/ Obj Clas</b>   | Receivable Accounting/ Accounting with Collection | The object classification code is used for accounting proposes and defines the type of collection or receivable.  |
| <b>OnLine-Batch</b>        | Next page of a Receivable Record                  | Indicator to tell if the document was processed using automated interface.<br><br>Y = Automated interface<br>N = Not automated interface  |
| <b>Original Recvbl Amt</b> | Receivable Record                                 | Original receivable amount.   |
| <b>P</b>                   |   |   |
| <b>Paid: Interest</b>      | Receivable Record                                 | Interest paid on the receivable.  |
| <b>Paid: Penalties</b>     | Receivable Record                                 | Penalty amount paid on the receivable.  |
| <b>Paid: Admin Costs</b>   | Receivable Record                                 | Administration costs paid on the receivable.  |
| <b>Past Due Count</b>      | Next page of a Receivable Record                  | Number of bills generated for 631 bills ONLY.   |

| Field Name              | Screen                           | Description   |
|-------------------------|----------------------------------|---|
| <b>Payment Ref</b>      | Next page of a Receivable Record | Explains the reason the bill was generated.<br><b>For an ADJP bill:</b><br>Y in position 1                      Corrected T&A<br>Y in position 2                      Supplemental T&A<br>Y in position 3                      Corrected or Late Payroll<br>Personnel action<br>Y in position 4                      NFC 29 adjustment was processed<br><br><b>For a FEHB bill:</b><br>Positions 1–2                      Debtor's agency<br>Positions 3–16                      T&A contact point<br>Positions 17–18                      Debtor's agency<br>Positions 19–22                      Billing pay period |
| <b>Payroll Reason</b>   | Next page of a Receivable Record | Indicates the receivable was generated due to a payroll system action. The more common types are as follows:<br><br>1 = FEHB<br>2 = ADJP  |
| <b>Pen</b>              | Next page of a Receivable Record | Charge penalty indicator.<br>Y = Yes, charge penalty<br>N = No  |
| <b>Penalty Amount</b>   | Collection Record                | The penalty amount collected.   |
| <b>Penalty Amount</b>   | Adjustment Record                | Additional charge/credit for late payment.  |
| <b>Print – Adj–Ind</b>  | Adjustment Record                | 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.  |
| <b>Principal Amount</b> | Adjustment Record                | The dollar amount of the adjustment to the principal balance.   |
| <b>Prior Balance</b>    | Bill Record                      | The prior balance of the specified bill.  |
| <b>Processed Date</b>   | Receivable Record                | The date the receivable was set up in the system. (MMDDYY)  |
| <b>Processed Time</b>   | Receivable Record                | The time the receivable was set up in the system.   |
| <b>R</b>                |                                  |   |
| <b>RA Type</b>          | Next page of a Receivable Record | The receipt account type is a code used to indicate the computation and tax treatment of the collection. The more common types are as follows:<br><br>15 Major ADJP – 15% of Disposable Income<br>16 Minor ADJP – Less 15% of Disposable Income<br>21 FEHB Collection   |
| <b>Recvbl–Balance</b>   | Employee Indebtedness            | The current receivable balance.   |
| <b>Recvbl SRC Ind</b>   | Next page of a Receivable Record | For NFC use. Indicates what program stored the receivable record on the data base.  |
| <b>Rec/Claims Date</b>  | Next page of a Receivable Record | Date established in claims or date processed if receivable is not in claims. (MMDDYY)   |
| <b>Register</b>         | Receivable Record                | Refer to register number and register type for definition.  |

| Field Name                         | Screen   | Description   |
|------------------------------------|--|---|
| <b>Register No/<br/>Reg Number</b> | Receivable Details/ Receivable Record/Collection Record/ Adjustment Record | For NFC use. The 6–digit number is used for the journal voucher (JV) accounting control.  |
| <b>Register Type</b>               | Receivable Record/Collection Record  | For NFC use. The types of JV's used are 40, 44, 45, 50, and 51.<br><br>0040 Receivables or Receivable Adjustments<br>0044 Claim Receivable<br>0045 Write–Off<br>0050 Voluntary Cash Collection<br>0051 Voluntary Collection (used for SF–1081 and SF–1098)<br>1047 Refund of Collection<br>5515 Debit Voucher/NSF Check   |
| <b>RRR Code</b>                    | Next page of a Receivable Record   | Used to identify the revenue, refund or reimbursement code which determines the classification of the transaction in the general ledger for reporting purposes.<br><br>B = Refund/nonfederal<br>A = Revenue/nonfederal  |
| <b>RRR Mod</b>                     | Next page of a Receivable Record   | For NFC use. The revenue, refund or reimbursement code which further defines the RRR code.  |
| <b>S</b>                           |  |   |
| <b>SF 1080</b>                     | Next page of a Receivable Record   | Used to identify if the bill should be an SF–1080 billing. If blank, the system defaults to "No".   |
| <b>SF5515 Date</b>                 | Adjustment Record  | The date of the transactions on a DR voucher from the bank. (MMDDYY)  |
| <b>SF5515 Number</b>               | Adjustment Record  | Used to indicate transactions from an adjustment record (e.g., NSF check or bank service charge)  |
| <b>Social Security Number</b>      | Employee Indebtedness  | The social security number responsible for the receivable.  |
| <b>Src Processed</b>               | Receivable Details   | Used as a source indicator for FEHB–LWOP. This date is used to indicate when the file was updated in the NFC data base.   |
| <b>Status</b>                      | Receivable Record  | Refer to status code and status date for definition.  |
| <b>Status Code:</b>                | Receivable Record  | This code indicates the status of the pending receivable.<br><br>CA Cancel ADJP bill<br>CC Claims Repayment<br>FE Cancel FEHB bill<br>HO Agency requested a hold for 2 pps on the collection of the bill in order to review the receivable.<br><br>WA Waiver applied for<br>WC Waiver from Claims<br>WO Write–Off – forwarded to Claims Section to charge agency<br>WP Waiver processed<br>WZ Debt is not settled, agency does not wish to deduct from salary |
| <b>Status Date:</b>                | Receivable Record  | The date of the last status recorded on the receivable.   |
| <b>Sys–Acronym</b>                 | Next page of a Receivable Record   | NFC use only.   |



| Field Name            | Screen  | Description  |
|-----------------------|---|--|
| <b>T</b>              |   |  |
| <b>Tape Bill Ind</b>  | Receivable Record                                   | Indicates if collection monies were transferred from the IPAC system tape to Treasury.<br><br><b>Note:</b> The method of payment would be IPAC.  |
| <b>Trea Cat</b>       | Receivable Accounting                               | Used for accounting proposes. The treasury category is used to explain the treasury symbol. The more common types are as follows:<br><br>WC = Working Capital Fund<br>GA = General Appropriated Fund |
| <b>Trea Sym</b>       | Receivable Accounting                               | Used for accounting proposes. The treasury symbol is generated when validating the accounting classification.  |
| <b>Type</b>           | Accounting with Collections / Receivable Accounting | The code used for Accounting type.<br>1 = Administrative cost<br>2 = Penalty<br>3 = Interest<br>4 = Principal<br>5 = Unapplied collection<br>The order of posting a collection is 2, 1, 3, and 4.    |
| <b>U</b>              |   |  |
| <b>Update REF</b>     | Receivable Record                                   | This field is used as a reference to indicate the transaction source, Julian date and time of the latest online update or manual adjustment.   |
| <b>V</b>              |   |  |
| <b>Voucher No</b>     | Adjustment Record                                   | The refund voucher number.   |
| <b>W</b>              |   |  |
| <b>W2</b>             | Next page of a Receivable Record                    | Not in use.  |
| <b>Y</b>              |   |  |
| <b>YPP to Garnish</b> | Next page of a Receivable Record                    | Used to indicate the first pay period for garnishment. The garnishment may begin any pay period thereafter.  |

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