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Procedures



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ABCO Online Inquiry (ABCOINQ)

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PROCEDURE MANUAL
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.

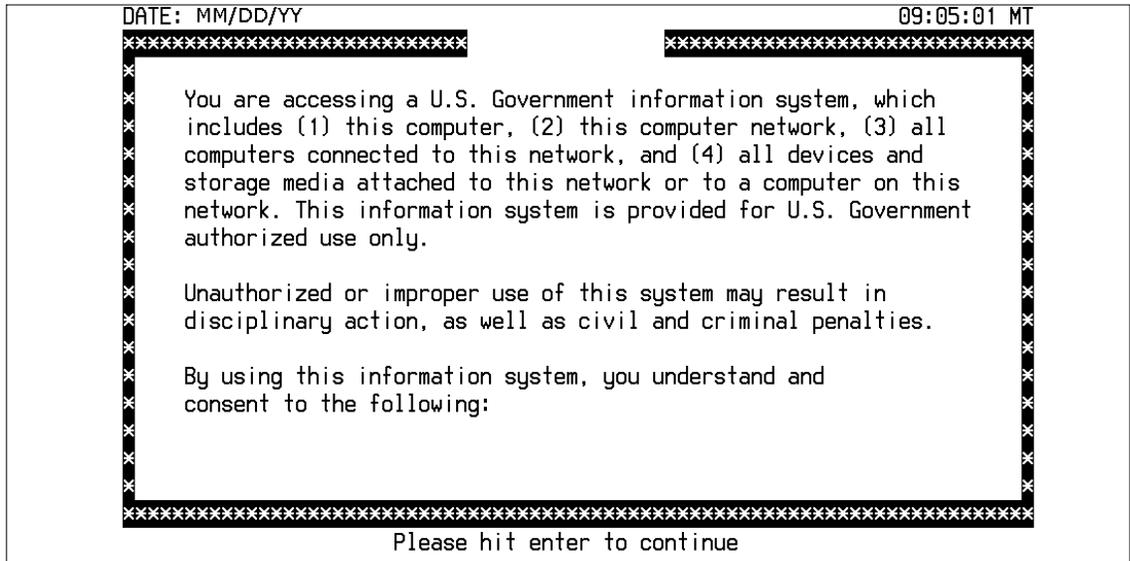


Figure 1. U.S. Government Computer Warning screen

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

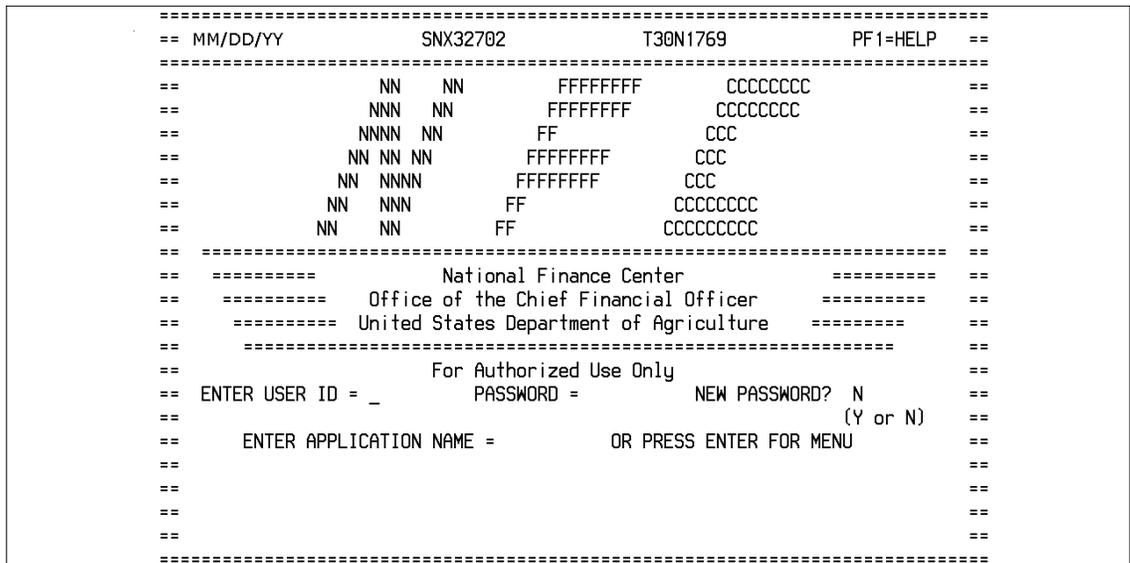


Figure 2. NFC Banner screen

3. Complete the Enter User ID field as follows:

NFC Banner screen

Enter User ID Type the assigned user ID (e.g. **NF999**).

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
- $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.

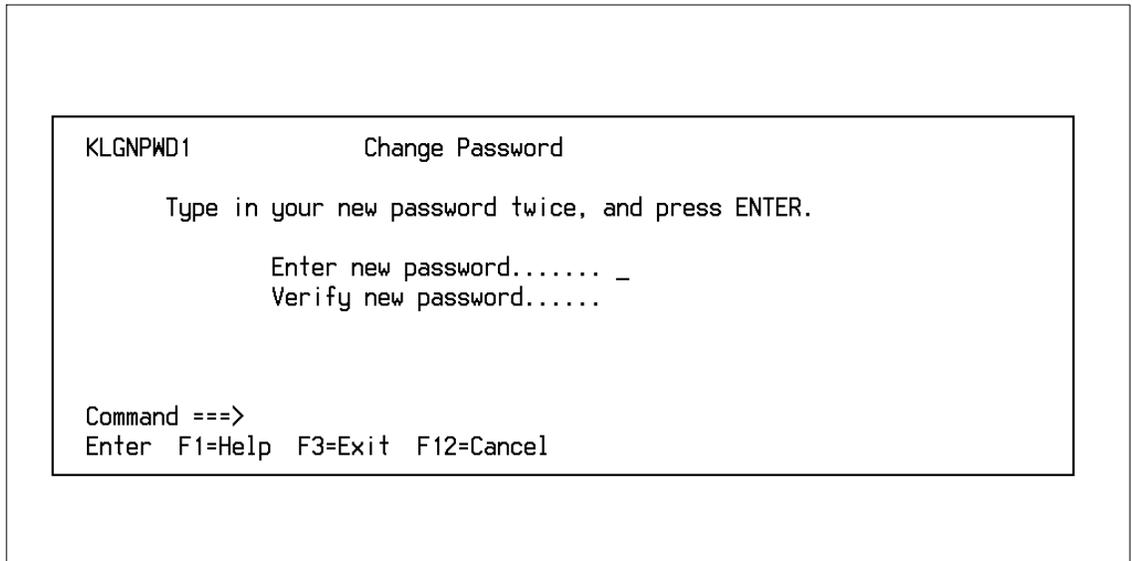


Figure 4. Change Password pop-up

2. Complete the fields as follows:

Change Password pop-up

Enter New Password Type your new password. Your password is not displayed on the screen.

3. Press **Tab**.

Verify New Password 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**.

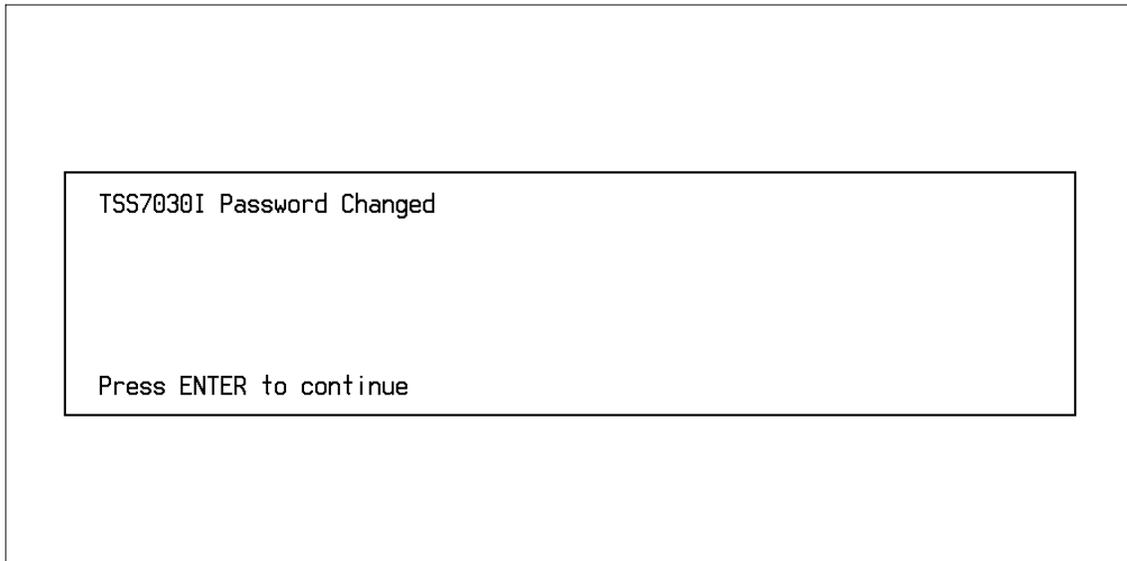


Figure 5. Password Changed pop-up

7. Press **Enter**.

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
	PF1 Menu Screen
	PF2 Receivable Record
	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 PF1 Menu Screen PF7 Backward PF8 Forward 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).

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:

Debtor No

Department Code	The Department Code is used by NFC to identify the debt's originating agency.
Debtor ID	The Debtor ID consists of either the debtor's SSN or a vendor ID.
System Code	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

Debtor Name	Required for first time billing. It is used when the receivable has been moved to the NFC history file.
Debtor Type	Used to distinguish employee and commercial debts. (Not in use.)
Debtor Address	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 RECEIVABLE RECORD					
DEBTOR NUMBER	XX XXXXXXXXXXXX	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:

Debtor Number

Department Code	The Department Code is used by NFC to identify the debt's originating agency.
Debtor ID	The Debtor ID consists of either the debtor's SSN or a vendor ID.
System Code	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:

Bill Number	The Bill Number consists of the 9–position number that identifies the system–generated bill. (For more information, refer to the Glossary).
--------------------	--

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

Receivable Record screen

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

Status: Code	The status of the pending receivable.
Status: Date	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 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		CLEAR,	EXIT INQUIRY	
RECVBL SRC IND	2	SYS-ACRONYM	PAYE	PF1	MENU SCREEN	
PAYROLL REASON	2	ONLINE-BATCH		PF7	FIRST PAGE	
GAR MAJ/MIN	2	INVOLUN-PROC				

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

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

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

Online-Batch	Indicates if the document was processed using automated interface. (For more information, refer to the Glossary).
Gar Maj/Min	Used for system generated payroll indebtedness. (For more information, refer to the Glossary).
Involun-Proc	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

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

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

Debtor No	The debtor number of the party responsible for the receivable. (For more information, refer to the Glossary).
Bill Number	The 9-position number that identifies a system generated salary bill. (For more information, refer to the Glossary).
Bill Date	Date of the bill.

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

```

DATE MM/DD/YY          USDA-NFC          TIME 09:35:45
ADMINISTRATIVE BILLINGS AND COLLECTIONS
DESCRIPTION TEXT

DEBTOR NUMBER  XX XXXXXXXXXXXX  XX      BILL NUMBER  XXXXXXXXX

THIS BILL IS FOR THE REMAINING BALANCE OF A RECRUITMENT BONUS OWED
AT THE TIME OF YOUR SEPARATION ON 00/00/00.
@
$4,170.53 GROSS
- 258.56 OASDI
- 60.47 HIT
$3,851.50 NET AMOUNT DUE
@
SAR

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

```

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

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

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

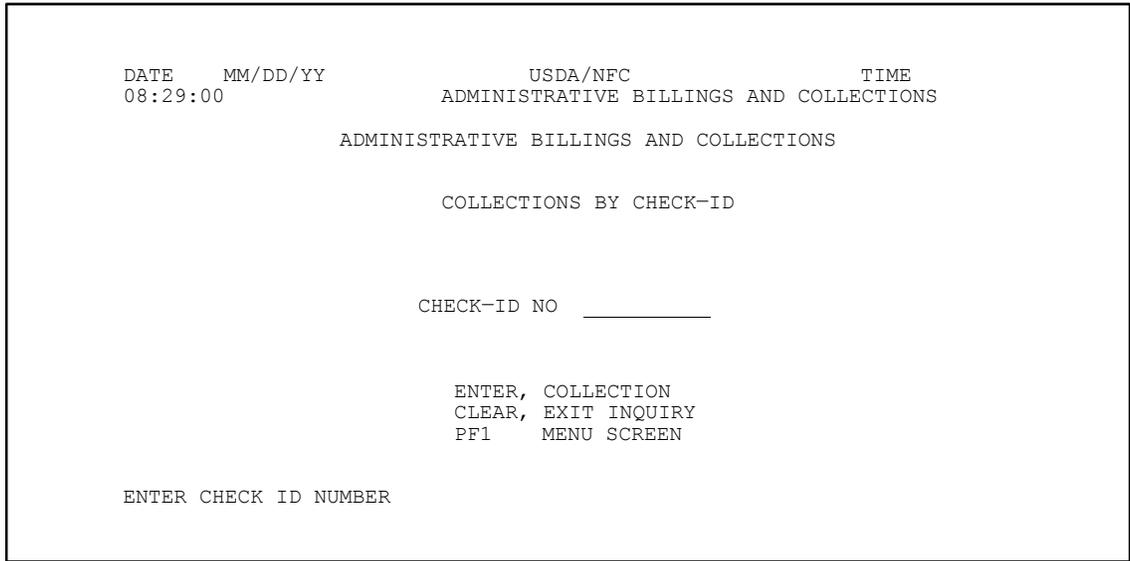


Figure 16. Collections (by Check ID) screen

4. Complete the check identification number field as follows:

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

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

Bill Number	The 9-position number that identifies a system generated salary bill. (For more information, refer to the Glossary).
Bill Date	Date of the bill.

Coll Number	The collection control number is used to identify the collection record. (For more information, refer to the Glossary).
Register Number	For NFC use. (For more information, refer to the Glossary).
Coll Type	Identifies the type of collection. (For more information, refer to the Glossary).
Register Type	For NFC use. (For more information, refer to the Glossary).
Coll Date	The collection date.
Coll Amt	The receivable collected amount.
Batch Type	Used by NFC. (For more information, refer to the Glossary).
Batch Number	Used by NFC. (For more information, refer to the Glossary).
Penalty Amount	The penalty amount collected.
Date Processed	Used to indicate the date the record was processed and recorded in ABCO.
Admin Costs Paid	Administration costs collected.
Check-ID No	The check identification number. (For more information, refer to the Glossary).
Interest Paid	The interest paid on this receivable.
Collection Alc	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:

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

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

Adjustment Record screen

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

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

Social Security Number	The SSN is used to locate the Adjustment Record.
-------------------------------	--

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

Employee Indebtedness screen

Debtor Number	The debtor number of the party responsible for the receivable. (For more information, refer to the Glossary).
Debtor Name	The name of the debtor.

Bill No	The 9–position number that identifies a system generated salary bill.
Batch	Used by NFC to locate the receivable, collection or adjustment document. (For more information, refer to the Glossary).
Recvbl–Balance	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 Note: 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

RRR Code	Title
A	Revenue – Other
B	Refund – Other
C	Reimbursement – Other
DD	Advance from Public
G	Advance to Grantees
J	Advance to Government
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
- 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
Acctng Class/Acct Cls	Receivable Accounting/ Accounting with collections	The accounting classification is used to debit or credit the appropriate accounting. DR Debit CR Credit
Acct Dist	Receivable Accounting	Percentage of the total amount of accounting type, when estimate indicator = Y.
Acct Stat/Acct Sta	Receivable Accounting/ Accounting with Collections	The accounting station is an internal accountable agency identifier used in processing by NFC.
Adj Text	Adjustment Record	The type of adjustment.
Adjustment Type	Adjustment Record	Used to explain the reason for adjustments to existing receivables. 460 types: 03 Receivable adjustments 04 Receivable adjustments 05 Bill reversal (cancelled or deleted bill) 06 Partial write-off 07 Full write-off Collection Adjustment types: 01 Reapplication (money transferred) 02 SF5515 (NSF) 03 SF5515 (bank service charge) 05 NFC use only System-generated types: 03 Bill adjustment 99 Last charge adjustment
Admin Cost Amount	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.
Admin Costs Paid	Collection Record	Administration costs collected.
Admn	Next page of a Receivable Record	Charge administrative fees indicator. There is a \$30 charge when the receivable is moved to claims status. There is also a \$30 charge if the receivable is sent to Treasury Offset Program (TOP). Y = Yes, charge administrative fee N = No, do not charge administrative fee
Agcy/Agy	Receivable Accounting/ Accounting with collections	Agency code of the debtor.

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

Field Name	Screen	Description
Coll Number/ Control Number	Collection Record/ 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. The 1098 number position 3 = U (unavailable check), P (treasury paper check) or R (EFT).
Collection Type/ Coll Type	Collection Record/ Adjustment Record	Identifies the type of collection. 1 Cash Collection 3 Treasury Collections–SF1098/RO145/UCC 5 Garnishment/Salary Deduction 7 IPAC Collection
Cont/Org Amt	Receivable Details	The agency's share of the FEHB cost.
Current Charges	Bill Record	These charges are applied to the first bill.
Customer ALC	Next page of a Receivable Record	The agency location code specific to the debtor billed through IPAC.
D		
Date Processed	Collection Record/Adjustment Record	Used to indicate the date the record was processed and recorded in ABCO.
Debtor Address	Debtor Record	The address of the debtor that is stored in ABCO.
Debtor Name	Debtor Record/Employee Indebtedness	The name of the debtor that is stored in ABCO.
Debtor Number/ Debtor No	Receivable Record/ 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. Positions 1–2 Department code Positions 3–18 The debtor's identification number, such as, social security number or vendor ID. 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: 91 Payroll Voluntary Collections 92 Payroll and other bills SX Special Payroll Processing System
Debtor Type	Debtor Record	Not in use.
Description	Description Text	Gives a full explanation of the charges billed, including any computations used in determining the amount due. Used for billing description.
DO Code	Next page of a Receivable Record	The disbursing office code specific to a cancellation collection.

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

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

Field Name	Screen	Description
Payment Ref	Next page of a Receivable Record	Explains the reason the bill was generated. For an ADJP bill: Y in position 1 Corrected 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 processed For a 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	Next page of a Receivable Record	Indicates the receivable was generated due to a payroll system action. The more common types are as follows: 1 = FEHB 2 = ADJP
Pen	Next page of a Receivable Record	Charge penalty indicator. Y = Yes, charge penalty N = No
Penalty Amount	Collection Record	The penalty amount collected.
Penalty Amount	Adjustment Record	Additional charge/credit for late payment.
Print – Adj-Ind	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.
Principal Amount	Adjustment Record	The dollar amount of the adjustment to the principal balance.
Prior Balance	Bill Record	The prior balance of the specified bill.
Processed Date	Receivable Record	The date the receivable was set up in the system. (MMDDYY)
Processed Time	Receivable Record	The time the receivable was set up in the system.
R		
RA Type	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: 15 Major ADJP – 15% of Disposable Income 16 Minor ADJP – Less 15% of Disposable Income 21 FEHB Collection
Recvbl-Balance	Employee Indebtedness	The current receivable balance.
Recvbl SRC Ind	Next page of a Receivable Record	For NFC use. Indicates what program stored the receivable record on the data base.
Rec/Claims Date	Next page of a Receivable Record	Date established in claims or date processed if receivable is not in claims. (MMDDYY)
Register	Receivable Record	Refer to register number and register type for definition.

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

Field Name	Screen	Description
T		
Tape Bill Ind	Receivable Record	Indicates if collection monies were transferred from the IPAC system tape to Treasury. Note: The method of payment would be IPAC.
Trea Cat	Receivable Accounting	Used for accounting proposes. The treasury category is used to explain the treasury symbol. The more common types are as follows: WC = Working Capital Fund GA = General Appropriated Fund
Trea Sym	Receivable Accounting	Used for accounting proposes. The treasury symbol is generated when validating the accounting classification.
Type	Accounting with Collections / Receivable Accounting	The code used for Accounting type. 1 = Administrative cost 2 = Penalty 3 = Interest 4 = Principal 5 = Unapplied collection The order of posting a collection is 2, 1, 3, and 4.
U		
Update REF	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.
V		
Voucher No	Adjustment Record	The refund voucher number.
W		
W2	Next page of a Receivable Record	Not in use.
Y		
YPP to Garnish	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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