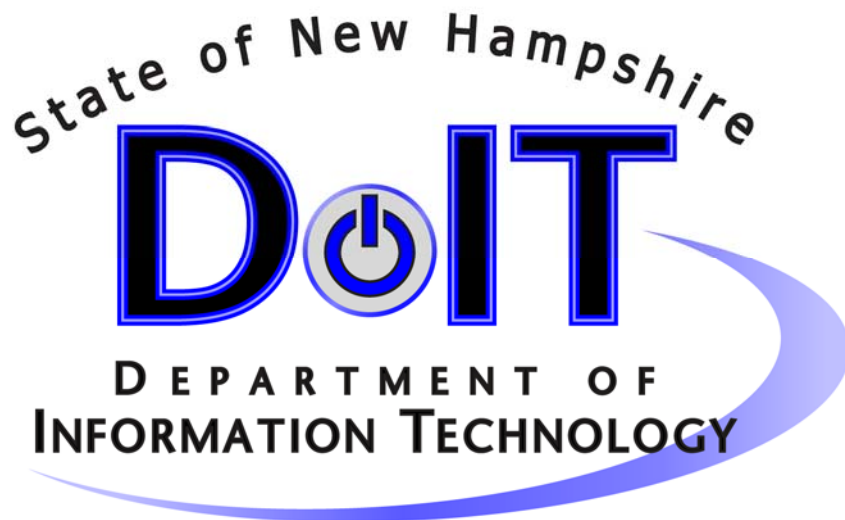


CURRENT BILLING SYSTEM

Sample Screenshots



INTRODUCTION

The US Department of Transportation, Federal Highway Administration (FHWA) requires that states have an approved Current Billing System (CBS). This system calculates and bills the State's Federal Highway Fund grants for federally approved State transportation project expenses. At a high level, CBS simply bills federally approved transportation project expenses to NHDOT's FHWA grants. In practice there are a large number of components, variables and a multitude of exceptions to account for. At any given time NHDOT has thousands of projects and scores of funding sources open with FHWA. The new NHDOT CBS system was developed by the NH Department of Information Technology (NHDoIT) in partnership with NHDOT and the FHWA.

This Sample Screenshots document is intended to provide a high level overview of the look and feel of the most common aspects of CBS functionality. It is not a system documentation or training document.

Home Screen – Batch Detail Tab

BATCH # 397 **STATUS: ACCEPTED**

DATE RUN RANGE: 25-JAN-13 to 31-JAN-13
 BILLING TYPE: **CURRENT BILL**
 RUN DATE: 02/04/2013 BY: n14ajn
 INDIRECT RATE: 0.10
 ADDITIVES ACCRUED: **NO**
 FMIS FILE USED: W43_ALLCUR_NH_20130203.txt
 RASPS FILE CREATED: RASPS_20130204_397.PROD

FHWA RASPS Files

View RASPS Files Re-Create RASPS File

LAWSON Files

View Lawson Files Create Lawson Files

After Batch Processing Action

- Approve Batch & Upload RASPS
Approve & Upload ✓ RASPS UPLOADED on 02/04/2013 by n14ajn
- Retrieve RASPS File Upload Status
Get Upload Status ✓ STATUS RECEIVED on 02/04/2013 by n14ajn
- After adjusting for RASPS Errors notify FHWA
Notify FHWA Accept ✓ FHWA NOTIFIED on 02/04/2013 by n14ajn
- Enter FHWA Response and finalize Batch status
Accepted by FHWA: Create Lawson Files, Close Batch. ✓ FHWA ACCEPTED on 02/04/2013 by n14ajn

BATCH#	BILLING DATE
403	23-FEB-
402	12-FEB-
399	01-FEB-
397	25-JAN-
396	15-JAN-
395	08-JAN-
393	01-JAN-
391	22-DEC-
389	14-DEC-
387	08-DEC-
384	01-DEC-
382	27-NOV-
379	16-NOV-
378	09-NOV-
376	01-NOV-
371	06-APR-
368	27-OCT-
366	06-APR-
365	23-OCT-
361	16-OCT-
360	10-OCT-
358	05-OCT-
355	21-SEP-
350	15-SEP-
349	11-SEP-
347	31-AUG-
345	24-AUG-
344	18-AUG-
324	14-AUG-
322	08-AUG-
321	01-AUG-
317	20-JUL-
314	14-JUL-
313	01-JUL-
311	26-JUN-
304	19-JUN-
303	09-JUN-
301	01-JUN-
295	24-MAY-
291	17-MAY-
289	14-MAY-
288	07-MAY-

BATCH_DETAILS	BATCH_PARAMETERS										
BILL_TYPE	# Pulled	\$ Pulled	# Paid	# Trans	\$ Paid	# Full Accr	# Part Accr	\$ Accrued	# Exceptions	\$ Exceptions	# No Fed#
ACCRUALS	970	\$205,650.32	4	4	\$3,664.74	965	1	\$201,085.51	0	\$0.00	0
CURRENT BILL	32496	\$44,042,170.09	2058	2379	\$4,228,185.81	118	0	\$94,666.35	355	\$822,749.09	29965
INDIRECT COSTS	4112	\$3,708,865.84	4002	4002	\$365,015.39	0	0	\$0.00	12	\$3,990.41	0
MUNICIPAL	13	\$361,071.77	13	13	\$77,170.71	0	0	\$0.00	0	\$0.00	0
TOLL CREDITS	2303	\$2,096,964.67	1757	1757	\$111,471.61	0	0	\$0.00	516	\$0.00	0
TOTALS	39894	\$50,414,722.63	7834	8155	\$4,795,508.26	1083	1	\$295,751.86	883	\$826,739.50	29965

Refresh

The menu bar across the top of the Home screen accesses all CBS functionality. The left frame of the Home screen displays all CBS batches. The rest of the Home screen is dedicated to accessing all the information on the selected batch via four tabs. The Batch Detail Tab above displays the status and totals of the selected batch.

Home Screen – Transactions Detail Tab

NHDOT Current Billing v.2.2012.12.10 - [View Billings]

Billings | Set Up Data | RASPS | Reports | Admin | CBS Info | Exit CBS

Batch Detail | Transaction Detail | Manual Accruals & Exceptions | RASPS File

Filter Transactions: All Transactions [Search] Refresh Export Open

DATE_NO	VENDOR_NO	VENDOR_NAME	PO_NO	VOUCHER_NO	STATE_PROJ_NO	PROJECT_NAME	
	077326				16444	SEABROOK	
	077326				16444	SEABROOK	
ROW010213	156590	Rockingham County Reg Of Deeds		232005	15731	PORTSMOUT	
ROW010213	156590	Rockingham County Reg Of Deeds		232005	15731	PORTSMOUT	
ROW010213	156590	Rockingham County Reg Of Deeds		232005	15731	PORTSMOUT	
ROW010213	156590	Rockingham County Reg Of Deeds		232005	15731	PORTSMOUT	
ROW010213	156590	Rockingham County Reg Of Deeds		232005	15731	PORTSMOUT	
Details 0	01/25/2013	N08ROW010213	156590	Rockingham County Reg Of Deeds	232005	15731	PORTSMOUT
Details 0	01/25/2013	N08ROW010213	156590	Rockingham County Reg Of Deeds	232005	15731	PORTSMOUT
Details 0	01/25/2013	N08ROW010213	156590	Rockingham County Reg Of Deeds	232005	15731	PORTSMOUT
Details 0	01/25/2013	N08ROW010213A	156590	Rockingham County Reg Of Deeds	232008	13455	PORTSMOUT
Details 0	01/25/2013	N08ROW010213A	156590	Rockingham County Reg Of Deeds	232008	13455	PORTSMOUT
Details 0	01/25/2013	N08ROW010213A	156590	Rockingham County Reg Of Deeds	232008	13455	PORTSMOUT
Details 0	01/25/2013	N08ROW010213A	156590	Rockingham County Reg Of Deeds	232008	13455	PORTSMOUT
Details 0	01/25/2013	N08ROW010213	156590	Rockingham County Reg Of Deeds	232005	22912	STATEWIDE
Details 0	01/25/2013	N08ROW010213	156590	Rockingham County Reg Of Deeds	232005	22912	STATEWIDE
Details 0	01/25/2013	N08ROW010213	156590	Rockingham County Reg Of Deeds	232005	22912	STATEWIDE
Details 0	01/25/2013	N08ROW010213	156590	Rockingham County Reg Of Deeds	232005	22912	STATEWIDE
Details 0	01/25/2013	N08ROW010213A	156590	Rockingham County Reg Of Deeds	232008	10418C	SALEM MANC
Details 0	01/25/2013	N08ROW010213A	156590	Rockingham County Reg Of Deeds	232008	10418C	SALEM MANC
Details 0	01/16/2013		N/A		160568	15260A	STATEWIDE
Details 0	01/16/2013		N/A		160568	15260A	STATEWIDE
Details 0	01/16/2013		N/A		162157	15260A	STATEWIDE
Details 0	01/16/2013		N/A		162157	15260A	STATEWIDE
Details 0	01/30/2013	N08ROW010713	156590	Rockingham County Reg Of Deeds	233234	10418C	SALEM MANC
Details 0	01/30/2013	N08ROW010713	156590	Rockingham County Reg Of Deeds	233234	10418C	SALEM MANC
Details 0	01/30/2013	N08ROW010713A	156590	Rockingham County Reg Of Deeds	233249	10418C	SALEM MANC
Details 0	01/30/2013	N08ROW010713A	156590	Rockingham County Reg Of Deeds	233249	10418C	SALEM MANC
Details 0	01/30/2013	N08ROW010913B	156590	Rockingham County Reg Of Deeds	233252	10418C	SALEM MANC

The Transactions Detail Tab accesses the transactions for the selected batch. The transactions can be filtered by transactions type and sorted by clicking any column heading. There are also Search and Export (to Excel) functions. The Details button displays the detail of the selected transaction and all transactions related to it (i.e. Indirect Costs, Toll Credit, Percentage Billing). The Notes button shows how many notes are associated with a transaction and accesses them. The Notes feature is particularly useful with Exception and Accrued Unbilled transactions that may have been researched to explain why the transaction did not bill.

Home Screen – RASPS File Tab

NHDOT Current Billing v.2.2012.12.10 - [View Billings]

Billings | Set Up Data | RASPS | Reports | Admin | CBS Info | Exit CBS

BATCH#	BILLING DATE
403	23-FEB-
402	12-FEB-
399	01-FEB-
397	25-JAN-
396	15-JAN-
395	08-JAN-
393	01-JAN-
391	22-DEC-
389	14-DEC-
387	08-DEC-
384	01-DEC-
382	27-NOV-
379	16-NOV-
378	09-NOV-
376	01-NOV-
371	06-APR-
368	27-OCT-
366	06-APR-
365	23-OCT-
361	16-OCT-
360	10-OCT-
358	05-OCT-
355	21-SEP-
350	15-SEP-
349	11-SEP-
347	31-AUG-
345	24-AUG-
344	18-AUG-
324	14-AUG-
322	08-AUG-
321	01-AUG-
317	20-JUL-
314	14-JUL-
313	01-JUL-
311	26-JUN-
304	19-JUN-
303	09-JUN-
301	01-JUN-
295	24-MAY-
291	17-MAY-
289	14-MAY-
288	07-MAY-

STATUS	LINE#	RECORD_TYPE	FED_NO	STATE_NO	APP_CODE	DEMO_ID	AMOUNT	FHWA_ERROR
A	1	H	4785508		0204		.00	
A	2	D	0111004	10309	0100		227.18	
A	3	D	5379025	13455	0100		.48	
A	4	D	A001289	16396A	09V0		64974.55	
A	5	D	5315021	10040A	3130	NH003	174.56	
A	6	D	A002053	20248	3200		8000.00	
A	7	D	A000208	14121	3300		78.22	
A	8	D	0111005	12906	3650	NH007	12337.89	
A	9	D	5315021	10040A	45A0	NH003	441157.75	
A	10	D	A000982	15831	56A0	NH081	4233.07	
A	11	D	A000425	14540M	ER60		3990.41	
A	12	D	A000334	14368	H010		8848.07	
A	13	D	0101024	10136	H050		224.04	
A	14	D	A002310	22272	H100		3680.55	
A	15	D	A001092	16026	H17A		942.50	
A	16	D	A000208	14121	H250		7.82	
A	17	D	A000076	13876	H400		58.17	
A	18	D	A000250	11151E	H400		4081.96	
A	19	D	A000334	14368	H400		90171.99	
A	20	D	A000372	14432	H400		61482.41	
A	21	D	A002053	20248	H400		9202.44	

CHECK_DATE	INVOICE_NO	VENDOR_NO	VENDOR_NAME	PO_NO	VOUCHER_NO	STATE_PROJ_NO	PROJECT_NAME	FED_PROJ_NO
01/25/2013	16396A EST7	154411	Alvin J. Coleman & Son Inc	4002812	235316	16396A	HARTS LOCATION	A001289
01/25/2013		066307				16396A	HARTS LOCATION	A001289
01/25/2013		066307				16396A	HARTS LOCATION	A001289
01/25/2013		066307				16396A	HARTS LOCATION	A001289
01/25/2013		072533				16396A	HARTS LOCATION	A001289
01/25/2013		077691				16396A	HARTS LOCATION	A001289
01/25/2013		077691				16396A	HARTS LOCATION	A001289
01/25/2013		066307				16396A	HARTS LOCATION	A001289
01/25/2013		072533				16396A	HARTS LOCATION	A001289
01/25/2013		066307				16396A	HARTS LOCATION	A001289

TOTALS for Batch: 397 Project: A001289 App: 09V0 : \$64,974.55

The RASPS File is what CBS generates and transmits to FHWA via FTP. It is FHWA's method for states to bill for reimbursement for allowable expenses on approved FHWA funded transportation projects. The RASPS billing basis is rolled up on a Project and App Code (funding source) basis. Selecting a summarized RASPS file transaction at the top of the screen displays its source transactions at the bottom of the screen

Billings – Select Billing Parameters

Run New Billing

Confirm FMIS File Date

File Name: W43_ALLCUR_NH_20130327.txt File Date: 03/27/2013 CONFIRM FILE SELECTION

Select Billing Parameters Batch Set Up Parameters

Billing Type:

CURRENT BILL
ACCRUALS
PRIOR INDIRECT COST
SWEEP

From: 03/21/2013 To: 03/21/2013

Confirm Reconciliation of Billing Days:

Confirm that all Days in Billing Date Range of 03/21/2013 to 03/21/2013 have been RECONCILED

Indirect Cost Processing (Optional):

ACCRUE all Indirect Costs for this Batch ?

OMIT Indirect Cost Processing for this Batch ?

View Batch Details & Files

CBS supports four type of Billing processes.

- CURRENT BILL is the normal FHWA billing process for project expenses in a user defined date range.
- ACCRUALS is used to only reprocess transactions that previously were accrued for some reason.
- PRIOR INDIRECT COST is used when for some reason Indirect Costs had not been billed in prior CBS runs. This relates to the check box options at the bottom of the screen where the user can choose to either ACCRUE or OMIT Indirect Cost billings for the batch they are running. A typical scenario for this would be if the Indirect Cost rate for the billing period had not yet been approved.
- SWEEP is a special function that will “sweep” up and bill any transactions for already billed period dates that somehow got missed by the prior CBS run for that period. This is only used rarely for unusual exceptions.

Before initiating a CBS run, the user must verify that the FMIS file date is correct (validation data downloaded nightly from FHWA) and that the NHDOT Data Warehouse has been reconciled (to the State Lawson ERP system).

Billings – Batch Set Up Parameters

NHDOT Current Billing v. 2. 2012. 12. 10 - []

Billings | Set Up Data | RASPS | Reports | Admin | CBS Info | Exit CBS

Run New Billing

Confirm FMIS File Date

File Name: **W43_ALLCUR_NH_20130327.txt** File Date: **03/27/2013** **CONFIRM FILE SELECTION**

Select Billing Parameters
Batch Set Up Parameters

PARAMETER_TYPE	PROJECT_NO	PHASE	APP_CODE	WCC_RANGE	EFFECTIVE_DATES
ADDITIVE EXCLUSION	11700A(EXCLUDE)	ALL	C200	0000000 - 0003990	01-APR-12 -
ADDITIVE EXCLUSION	ALL (EXCLUDE)	ALL	09V0	0000000 - 0003990	01-APR-12 -
ADDITIVE EXCLUSION	ALL (EXCLUDE)	ALL	ER60	0000000 - 0003990	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	0440	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	04M0	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	0750	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	0950	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	1140	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	1170	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	1180	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	33C0	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	33D0	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	33E0	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	96F0	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	H030	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	H770	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	H780	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	H940	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	H960	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	L23R	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	L25R	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	L28R	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	LS10	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	LS4R	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	LU1E	ALL	01-APR-12 -
PRIORITY BY APP CODE	ALL (1)	ALL	Q230	ALL	01-APR-12 -

View Batch Details & Files

View Batch Details
View RASPS File
View Lawson Files

In order to handle the various needs and complexities involved with managing FHWA billings, CBS has a number of setup options that allow the user to invoke something other than the default processing in a particular case. The setup parameters in place for the batch the user is running are displayed here. In addition, the setup parameters for any previously run CBS batch are archived and may be accessed on this screen.

Set Up Data Menu

ACCRUAL & EXCEPTION REASONS

REASON CODE: 17 (System Assigned)

DESCRIPTION: TRANSACTION BEFORE CON AUTH DATE (AEN)

COMMENTS: ACCRUALS-CBS_PROCESSING.VALID_DATE_PHASE FAIL USES AEN DATA; PHASE=2 CONST; MANIFEST DATE B4 APPRVL

CODE_	DESCRIPTION	COMMENTS	STAMPUSER	STAMPDATETIME
17	TRANSACTION BEFORE CON AUTH DATE (AEN)	ACCRUALS-CBS_PROCESSING.VALID_DATE_PHASE FAIL USES AEN DATA; PHASE=2 CONST; MANIFEST DATE B4 APPRVL	n12grp	04/20/2012 8:30 AM
17	TRANSACTION BEFORE CON AUTH DATE (AEN)	ACCRUALS-CBS_PROCESSING.VALID_DATE_PHASE FAIL USES AEN DATA; PHASE=2 CONST; MANIFEST DATE B4 APPRVL		04/20/2012 8:30 AM
17	TRANSACTION BEFORE CON AUTH DATE (AEN)	ACCRUALS-CBS_PROCESSING.VALID_DATE_PHASE FAIL USES AEN DATA; PHASE=2 CONST; MANIFEST DATE B4 APPRVL	n12grp	04/19/2012 7:38 AM
17	TRANSACTION BEFORE CON AUTH DATE (AEN)	ACCRUALS-CBS_PROCESSING.VALID_DATE_PHASE FAIL USES AEN DATA; PHASE=2 CONST; MANIFEST DATE B4 APPRVL		04/19/2012 7:38 AM
17	TRANSACTION BEFORE CON AUTH DATE (AEN)	ACCRUALS-CBS_PROCESSING.VALID_DATE_PHASE FAIL USES AEN DATA; PHASE=2 CONST; MANIFEST DATE B4 APPRVL	n12grp	03/27/2012 8:28 AM
17	TRANSACTION BEFORE CON AUTH DATE (AEN)	ACCRUALS-CBS_PROCESSING.VALID_DATE_PHASE FAIL USES AEN DATA; PHASE=2 CONST; MANIFEST DATE B4 APPRVL	n12grp	03/15/2012 8:26 AM
17	TRANSACTION BEFORE CON AUTH DATE (AEN)	CBS_PROCESSING.VALID_DATE_PHASE FAIL USES AEN DATA; PHASE = 2 CONST; MANIFEST DATE BEFORE APPROVAL	n12dmg	01/31/2012 2:55 PM
17	TRANSACTION BEFORE CON AUTH DATE (AEN)	CBS_PROCESSING.VALID_DATE_PHASE FAIL USES AEN DATA; PHASE = 2 CONST; MANIFEST DATE BEFORE APPROVAL		

The Set Up Data menu accesses various facilities that control CBS processing. All setting add/change/delete actions are archived with the user and date/time stamp.

The sample Set Up screen above display names assigned to CBS processing Reason Codes, Reason Code 17 being one that sends an expense transaction to the Exceptions table rather than billing it because it is a construction related expense dated before the construction authorization date and thus not allowable for billing.

Set Up functions cover issues like not trying to bill something that would normally be billable; billing something that would not ordinarily be billable; controlling the order in which various FHWA funding sources are billed against; controlling how much of an expense is billed in cases where project costs are being shared with another government agency; controlling where associated revenue gets posted to the general ledger; and adjustment billings.

Reports Menu

FTA	FED_FUNDS_AMT	AREA	PREFIX	STATE_FUNDS_AMT	PRIVATE_FUNDS_AMT	TOTAL_COST	NON_MONEY_AMT	LOCAL_FUND
N	24000		SB-NH	0	0	30000	0	0
N	156833.97		HPR-F	54544.03	0	211378	0	0
N	3352.06		HPR-F	1154.94	0	4507	0	0
N	4480.81		HPR-F	1543.19	0	6024	0	0
N	2090.48		HPR-F	719.52	0	2810	0	0
N	60900			16028	0	76928	0	0
N	189100			49253	0	238353	0	0
N	29285.28		R-AD	0.72	0	29286	0	0
N	51634.78		R-AD	0.22	0	51635	0	0
N	34377.76		R-AD	0.24	0	34378	0	0
N	545572.87		R-AD	0.13	0	545573	0	0
N	200000		TCP-	0	0	200000	0	0
N	43729		TCP-	0	0	43729	0	0
N	50000		TCP-	0	0	50000	0	0
N	159838.39		HPR	54770.61	0	214609	0	0
N	1715.39		HPR	259.61	0	1975	0	0
N	20603.59		HPR	48314.41	0	68918	0	0
N	2093.61		HPR	717.39	0	2811	0	0
N	79860.02		HPR	27364.98	0	107225	0	0
N	150000			84084	0	234084	0	0
N	354200		SB-NH	0	0	442750	0	0
N	2928.08		TCP	0	0	2928	0	0
N	758.61		TCP	0	0	759	0	0
N	62338.18		TCP	0	0	62338	0	0
N	8146		TCP	0	0	8146	0	0
N	7012		TCP	0	0	7012	0	0
N	2127.54		TCP	0	0	2128	0	0
N	176731.73		HPR	167391.27	0	344123	0	0
N	3307.23		HPR	461.77	0	3769	0	0
N	118773.80		HPR	40538.20	0	159312	0	0
N	4473.74		HPR	1526.76	0	6000	0	0

The Reports Menu gives the user access to over a dozen CBS generated reports. Most of the reports are simply the files downloaded nightly from FHWA that are the basis for most of the CBS processing edits. A couple of the reports assimilate the information from a number of the FHWA files into one report.

All reports may be sorted by any column, searched and exported to Excel.

Please Note: There are a few other sources of reports for CBS. Since CBS is Oracle based, reporting off CBS tables is facilitated by a variety of Oracle compatible reporting tools such as Oracle Report Writer, Oracle Discoverer and Crystal Reports. At this time there are over two dozen reports of this nature. All reports have user defined parameters such as date range, CBS batch(s), project(s), transaction type, etc.

Admin Menu- Security


NHDOT Current Billing v.2.2012.12.10 - [CBS Security]

Billings | Set Up Data | RASPS | Reports | Admin | CBS Info | Exit CBS

CBS Security

USER ID:

PWD:



Permissions Settings

PROCESSING:

APPROVAL:




REPORTS:

SECURITY:

BEGIN DATE:

END DATE:

LAST LOGIN:

Delete  Add New  Save 

CBS Security is controlled via rights assigned to User/Password. As is the case with all CBS setup, all security add/change/delete activity is archived.

CBS Info Menu

NHDOT Current Billing v.2.2012.12.10 - [Transaction Number Legend]

Billings | Set Up Data | RASPS | Reports | Admin | CBS Info | Exit CBS

Transaction Number Key: each section of the Key is separated by a : (colon)

1. The first section is alphanumeric and is the type of Transaction
 - o A : Transaction originates from Accruals
 - o B : Originates from a Warehouse/Lawson Transaction
 - o D : A Calculated Additive Transaction
 - o M : The Municipally managed portion of a payment
 - o P : An Additive from a Prior Run
 - o S : Summary Level Transaction entered by Budget & Finance
 - o T : Toll Credit Transaction
 - o W : View of the transaction directly from the Data Warehouse.
2. The second letter is the type of Billing Run
 - o A is Accrued Unbilled ONLY
 - o B is a full Current Bill run (includes Accrued Unbilled, Current Bills, and Additives in this order)
 - o G is a GARVEE Billing Run
 - o P is a Prior Additives Run ONLY
3. The third section is the Batch Number
4. The fourth section is the transaction sequence number within the batch. This number is optional as it is not assigned until it becomes a PAID transaction. Accrued Unbilled transactions do not yet have a sequence number.

Examples:
- D:B:114:1051 Additive transaction : Current Bill : Run Batch 114.
- A:A:109: is an Accrual transaction : Accruals ONLY Run : Batch 109.

The CBS Info Menu includes information such as the Transaction Number Key above.