INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 52 IAM 3	SUBJECT Monitoring and Clearing of Invoices and Trust Fund Payments From Trust Funds	RELEASE NUMBER #09-28
FOR FURTHER INFORMATION Trust Services	Receivables	DATE JUL 1 4 2010

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter prescribes the policy and procedure for the handling of invoices and trust fund payments in the Trust Asset and Accounting Management System (TAAMS) within the TAAMS Invoicing and Distribution module (TID), and prescribes the procedure for implementing the invoice management requirements. This policy is necessary to ensure that the monitoring and clearing of invoices and payments from TID are processed accurately and timely.

Mike Black Director, Bureau of Indian Affairs

FILING INSTRUCTIONS:

Remove: None

Insert: 52 IAM 3

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- **1.1 Purpose.** This chapter prescribes the policy and procedure for the handling of invoices and trust fund payments in the Trust Asset and Accounting Management System (TAAMS) within the TAAMS Invoicing and Distribution module (TID), and prescribes the procedure for implementing the invoice management requirements. This policy is necessary to ensure that the monitoring and clearing of invoices and payments from TID are processed accurately and timely.
- **1.2 Scope.** This policy is applicable to Indian trust programs and offices, including the Bureau of Indian Affairs (BIA) and the Office of the Special Trustee for American Indians (OST), which administer trust contracts, receive and accept payments required by the contracts at the centralized commercial lockbox, and distribute money received to the appropriate TFAS (Trust Fund Accounting System) accounts.

It is a BIA lease compliance responsibility to identify invoices that should be voided or marked paid. The primary points of contact (POC) for TID invoice management are the BIA Lockbox Liaisons or an alternate selected for each region in case a Lockbox Liaison is unavailable. Requests to mark a TID invoice paid will only be accepted by BIA Lockbox Liaisons or his/her designated alternate.

1.3 Policy. It is BIA policy to match invoices to trust fund payments made by check within two (2) business days of deposit at the centralized commercial lockbox or within two (2) business days of notification of receipt of electronic payments including Intergovernmental Payment and Collections (IPACs). There are three (3) exceptions when funds may not be distributed to the beneficiaries and may instead be posted to a Special Deposit Account (SDA) in the Trust Funds Accounting System. The three exceptions are: Survey, Litigation/Appeal, and Policy/Solicitor Opinion. Supporting documentation must be submitted in order to post to an SDA for one of these three exceptions.

In order to ensure BIA meets the five (5) day requirement set forth in 25 CFR 162.618, it is also the policy of BIA to ensure that appropriate corrective and timely steps are taken to initiate lease compliance action per the terms of the contract within two (2) business days of an invoice becoming past due.

BIA has primary responsibility to ensure TID invoices are valid and that trust fund payments are timely matched with invoices for distribution to beneficiaries. Both BIA and OST shall comply with the procedures in section **1.5 Process**. Further, BIA Lockbox Liaisons shall ensure that issues preventing the timely processing of trust payments are promptly brought to the attention of the appropriate BIA Deputy Regional Director for Trust. BIA Deputy Regional Directors for Trust and the OST Regional Trust Administrators will coordinate for monthly review of invoices and payments outstanding reports, and will jointly

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develop and execute corrective measures that may be necessary to remove outstanding items from the TID system.

1.4 Authority. 25 CFR 162.618

1.5 Process

A. Matching Invoices and Payments (New, Outstanding, Suspended Items)

I. Process Overview - New Checks

1. Check is received and scanned at Lockbox

2. Images are sent to TAAMS beginning at 2:00 p.m. Central Standard Time (CST) each day and the upload process is to be completed by 6:00 p.m. CST that day

- 3. TAAMS searches for check information & images every 15 minutes
- 4. When data is found it is loaded into TAAMS

5. Agency check matching personnel should be running the "New" check selection process frequently between 2:00 p.m. & 6:00 p.m. CST each day

6. When check information is found, Agency personnel will review the information in the Check Matching icon

7. Checks which Auto-Match will be submitted with no action required by BIA check matching personnel. Auto-Matches can be cleared by BIA check matching personnel as needed prior to 6:00 p.m. CST that day

8. For checks that do not Auto-Match, BIA check matching personnel must review the various records (check & invoice images, encoded contract information or hard-copy of contract) to determine the proper resolution of the record

9. Office of Special Trustee-Branch of Income Collection (OST-BIC) will submit all manually matched checks for posting each night beginning at 6:00 P.M. CST

10. BIA program staff are responsible for the review of payment information prior to and after posting to assure proper distribution

BEGIN BIA PROCESS

BIA Agency staff will:

SELECT "INVOICING/FUNDS/PAYMENTS" FROM TAAMS MAIN DESKTOP

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🌈 Ma	ain - TAAMS v2.6A - TA	AMSPROD	
Mainter	nance Notices Help		
×	Conveyance Document	ii	Name and Address
>	Legal Document		Reports
	Title Tract		Beceivable Document
	Surface Document	٢	Invoicing/Funds/Payments
	Mineral Document		System Maintenance
-	Right of Way Document		Inquiry Case
	Range Document		Imaging / Workflow
	Forestry Document	₽₹₽	Indian Land Consolidation
			-
•			

SELECT "LOCKBOX PROCESSING" ICON



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CLICK "CHECK SELECTION" BUTTON



"CHECK SELECTION" SCREEN OPENS

	Check Selection	
	Check Search Criteria 1	1
1a —	LTRO A - ABERDEEN, SD	Process Status
Ih	Area A-GREAT PLAINS REGIONAL O	Receipt ID
	Agency	Check Record No.
		Check Status2
		Outstanding - On or before 7/5/2008
	Contractor Name	Vew - After 7/5/2008
		Rejected - Distribution in suspense
	Deposit Date	
	From T	
	Search	3

- 1. In "OFFICE" Container, identify search criteria to be viewed
 - a. LTRO
 - b. Area
 - c. Agency
- 2. Modify the "Check Status" container
 - a. The check status defaults to "Outstanding" and "New"
 - b. Remove the check mark from "Outstanding"
 - c. Select only the "New" check box
- 3. Click "SEARCH"

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THIS POP UP MESSAGE WILL APPEAR, CLICK OK



CLICK ON "CHECK MATCHING" ICON



VIEW "CHECK MATCHING" SCREEN

Check	Matching							×	
necks-			1						
Office	Deposit Date	Check Name 🖌	Check	Unmatched Amount	Pending Match Amount	Check Becord No.	Latest A		
A04	04/21/2009	DONALD BALIMAN	1 216 00	1 216 00		92260	DZEDUIED 05.05.2009 12:49:02 PM: Check workshoot cont to		
A04 A04	06/24/2008		875.00	875.00		100099	BZEPHIER, 06-03-2000, 12:40:02 PM: CHECK WORKSHEELSEN TO BZEPHIER, 06:24,2008, 7:06:38 PM: LIFE ESTATE INTEREST		
406	06/30/2008		221.00	221.00	0.00	100000	LLITTLEL 07-09-2008 4:05:19 PM: Per Dorothi, she will take care		
406 406	06/30/2008	JIM W OB AVBIL LIVEBMONT	221.00	221.00	0.00	100787	ULTITIEL 07-09-2008 4:06:27 PM: Per Dorothi, she will take care		
A06	06/02/2008	MELVIN SMILEY SIEBBA	25.00	12.50	0.00	97273	LUTTLEL 07-09-2008 3:27:43 PM: Bick, can you apply the \$12		
A06	05/06/2008	THOMAS OB LOBI O BOUBKE	4,519,91	4.519.91	0.00	94626	LUTTLEI, 07-09-2008, 11:46:37 AM: These are funds for G-Tract		
A06	05/06/2008	NELLIE CUNY	469.16	469.16	0.00	94627	LLITTLEI, 07-09-2008, 11:48:06 AM: These are funds for executio		
406	06/06/2008	RICKY BAGOLA	114.56	114.56	0.00	98081	LLITTLEI, 07-09-2008, 2:50:43 PM: Client took lease but never re		
406	05/29/2008	LEROY AND BETTY GHOST	12.50	12.50	0.00	96728	S LLIT to		
407	06/20/2008	AMOS PRUE	44.32	7.39	0.00	99674	SBC 4 - right click gives pop up msg 17		
407	06/16/2008	LEROY GREAVES	11,192.44	11,192.44	0.00	99038	SBC - Open check compon image		
407	06/20/2008	MERLE C SHELBOURN	1,490.92	1,490.92	0.00	99668	RZE – Open check coupon image		
407	06/20/2008	JAMES SCHOENHARD	449.85	449.85	i 0.00	99673	RZI		
407	06/20/2008	LEROY GREAVES	1,678.87	1,678.87	0.00	99661	SBORDEAU, 07-08-2008, 8:04:14 AM: lic fee, no stripulations for		
A07	06/20/2008	STEPHEN DENOYER JR	68.00	68.00	0.00	99667	RZEPHIER, 06-23-2008, 10:52:22 AM: No Match found. Agency		
A07	06/20/2008	WILLIAM WHIPPLE	2,667.75	319.50	0.00	99660	SBORDEAU, 07-02-2008, 8:16:57 AM: apply \$1148.25 to inv#11		
A07	05/27/2008	STEVE DENOYER JR	449.92	449.92	0.00	96513	for invoice to be created for #1609680708 Rec for \$449.92		
A07	06/16/2008	HOLLOW HORN BEAR TIOSPAY	10.00	9.00	0.00	98933	RZEPHIER, 06-16-2008, 6:12:53 PM: contracts is \$1 per year, ch		
A07	06/20/2008	MERLE OR JOLENE NELSON	1,313.39	1,313.39	0.00	99656	RZEPHIER, 06-23-2008, 10:46:17 AM: No Match found. Agency		
A07	06/27/2008	JOHN AND CATHY MARKUS	17,785.00	2,130.00	0.00	100595	SBORDEAU, 07-02-2008, 8:10:08 AM: apply \$7655.00 to inv#11		
A13	07/01/2008	BARBARA A CROOM	50.00	50.00	0.00	101088	CROSS, 07-08-2008, 1:04:00 PM: Payment sent in error. Paperwod 💌		
•							۱. Example 2. Example		
		•							
		2			Action		5		
Event	History								
_	us a lu	ID LAC	- La - L	In (10		: N 10			
Ever	nt Date Usei	TID Action	Amount	Document ID	Matched Inv	orce No. Her	narks		
•									

- 1. You can sort any field by clicking on the column heading
- 2. To work with a specific check, you must select/highlight it first

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- 3. To view comments click on ellipse button (...) on right side of comment
- 4. To view check images use right click and select "open check coupon image"a. Images often contain information that will assist you in discovering the matching contract(s) and/or invoice number(s)
- 5. Click the "Action" button to work with the specific check

THE "CHECK ACTION" SCREEN OPENS

Check Actions								_ □	×
1 Deposit Date 07/08	/2008	Receipt II	D CT07A372	268			Check Amou	nt 2,800.00	
Check Name LELA	ND R PAULY OR	LYNDA FRO	IST			Check Amour	nt Left to Allocal	e 2,800.00	
)ate Use	r ID Ti	ime F	Remarks				<u>^</u>	
Add									
Remove	•1							•	
		Ad	ljustment Form		Apply				
Matched Receipts									
Agency 6	Invoice Number	Document/ Lease ID	Receip Code	t Contractor Name		Che 4	eck Amount S Applied	tatus ×	
Contractor Search	Advan	ce Search	M	atch 3	Clear Match	Subm	iit	Un-Submit	
Agency	Invoice Number	Contractor Name		Due Date	Document/ Lease ID	Receipt Code	Invoiced Amount	Balance 🔺 Due	
STANDING ROCK	64627	LELAND D. E	BROWN, SR.	10/9/2007	302 HT00220631	037 - HOMI	25.00	25.00	
	200000008776	LELAND D. E	uly	11/1/2007	344 0002430006	089 - LICEN	43.50	43.50	
PINE RIDGE	99173	LELAND PAU	ULY	5/8/2008	344 1021120812	038 - FARM	2,800.00	2,800.00	
FORT BERTHOLD	200000001205	RICHARD AN	ND LYNDA RIS	SAN 1/1/2006	301 1030810610	089 - LICEN	153.30	153.30	
FORT BERTHOLD	20000007729	HICHARD AN	ND LYNDA BIS	5AN 1/1/2007	301 1071035411	U89 - LICEN	214.56	214.56	

- 1. Review check comments, if any, for information on check or contract
 - a. Comments may indicate action to be taken by Agency, Liaison, or OST
- 2. Potential invoice matches are loaded into the "Receivable" container
- 3. You can sort any field by clicking on the column heading
- 4. If you find the matching invoice, select/highlight the appropriate line
- 5. Click the "Match" button
 - a. Check & Invoice amounts do not have to exactly match
 - b. Multiple invoices can be matched to single checks
 - c. Multiple checks can be matched to single invoices
- 6. If no matching invoice is found, select the "Advance Search" button (see Attachment 1A Advance Invoice Search)

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							6		
CHECK & IN	VOICE M.	ATCH							
Check Actions								_ 🗆 🗙	
Check Information Deposit Date 07 Check Name LE Comments Add	208/2008	Receipt ID	T07A372268	 Ks		Che Check Amount Left	to Allocate	2,800.00	4
Remove	•								
Invoices Matched Receipts	5	Adjustn	nent Form	A	Apply			2	
Agency PINE RIDGE	Invoice Number 99173	Document/ Lease ID 344 1021120812	Receipt C Code N 2 038 - FARM L	ontractor ame ELAND PAULY	¢	Check An Applied 2	nount Status 800.00 M - MATCH	IED V	
Contractor Sear Receivable	ch Advar	nce Search	Match		lear Match	Submit	Un-Sul	bmit	
Agency PINE RIDGE	Invoice Number 99173	Contractor Name LELAND PAULY		Due D Date L 5/8/2008 3	ocument/ .ease ID 144 1021120812	Receipt Invoid Code Amou 038 - FARM	ced Balance Int Due 2,800.00	0.00	
		I		I		ı I	1		

- 1. Check & Invoice Match is loaded into "Matched Receipts" container
- 2. After matching is complete, click "Apply" to apply the matched invoice(s) to the check
- 3. Add a comment on the "Check Action" screen describing your action
 - a. If the Check Amount is less than the invoice amount due, the system requires that a comment be added
- 4. "Check Amount Left to Allocate" box is either zeroed out or reduced depending on check & invoice amounts
 - a. Check & Invoice amounts do not have to exactly match
 - b. Multiple invoices can be matched to single checks
 - c. Multiple checks can be matched to single invoices
- 5. If a manual payment is required, click the "Adjustment Form" button
 - a. Print the check worksheet
 - b. Complete required information

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- c. Attach supporting documentation
- d. Obtain Authorizing Signature
- e. Submit to your local OST Office
- f. Add a comment on the "Check Action" screen providing the reason the check requires manual payment.

Manual payments are acceptable only when the check is submitted for:

- a non land asset transaction. E.g. Social Security or Veteran Administration.
- A land sale
- Compacted contracted tribes where their leases are not on TAAMS
- A Direct Payee whose funds have been returned. These funds will be accepted only when the direct payee address has become unknown, or they are deceased. Work tickets to modify the account to reflect the new status must be submitted along with the manual payment. The payment terms must also be modified to ensure the next invoice reflects the proper agency pay amount.
- Crop shares
- Those tracts that require a redirection of income. Invoice numbers must be provided inorder to mark the invoice paid.

See appendix _A_ for the OST requirements on submitting a BSD file.

6. Close "Check Actions" screen

"CHECK MATCHING" SCREEN RETURNS

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)ffice Code	Deposit Date	Check Name	Check Amount	Unmatched Amount	Pending Match Amount	Check Record No.	Latest Comment
A04	07/08/2008	G 4 LLCOILL PARTNERS	283,902.00	283,902.00	0.00	101761	RZEPHIER, 07-09-2008, 10:00:57 AM: Check image stats G4\0i
A06	07/08/2008	BETTE GOINGS	1,000.00	1,000.00	0.00	101765	
A06	07/08/2008	WANDA CROSS DOG	103.12	103.12	0.00	101883	
A06	07/08/2008	LELAND R PAULY OR LYNDA FF	2,800.00	0.00	2,800.00	102000	
A06	07/08/2008	BETTE GOINGS	250.00	250.00	0.	101764	1
A06	07/08/2008	FARMERS COOP	19.96	19.96	0.00	101794	
A06	07/08/2008	OPPERMAN INC	5,250.00	5,250.00	0.00	101879	
A07	07/08/2008	BRANDON ZEISLER	2,850.00	0.00	2,850.00	101795	SBORDEAL,
A07	07/08/2008	DAWN OR BLAKE MCCLANAHAN	6,110.00	0.00	6,110.00	101760	SBORDEAU, 07-09-2008, 8:01:45 AM: Apply to inv#'s 109105 &
A10	07/08/2008	ANN GRAY CLOUD	25.00	25.00	0.00	101859	
A11	07/08/2008	US TREASURY	23.00	23.00	0.00	101713	8
A11	07/08/2008	US TREASURY	895.00	895.00	0.00	101710	
A11	07/08/2008	US TREASURY	23.00	23.00	0.00	101714	
A11	07/08/2008	US TREASURY	146.00	146.00	0.00	101711	
A11	07/08/2008	US TREASURY	23.00	23.00	0.00	101715	
A11	07/08/2008	US TREASURY	23.00	23.00	0.00	101716	
A11	07/08/2008	US TREASURY	146.00	146.00	0.00	101712	2
A15	07/08/2008	TTIM JANDREAU	500.00	500.00	0.00	101878	
vent l	History			2	Action		
Even	it Date User	ID Action	Amount	Document ID	Matched Invo	nice No. Rem	arks
07/0	9/2008 BZEI	PHIERM - MATCHED	2 800 00	344 10211208	12	99173	

Processing Steps & Notes:

- 1. Check that the check you matched now shows a "Pending Match Amount"
- 2. "Event History" container is populated with action details

END OF BIA MATCHING PROCESS

BEGIN OST CHECK POSTING PROCESS

Office of Special Trustee – Branch of Income Collections (OST-BIC) personnel "Submit" matched checks each day after 6:00 p.m. Central Standard Time (CST)

Only OST personnel are authorized to perform the Check Posting

OST staff will:

SELECT "INVOICING/FUNDS/PAYMENTS" FROM TAAMS MAIN DESKTOP

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SELECT "LOCKBOX PROCESSING" ICON



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CLICK "CHECK SELECTION" BUTTON

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"CHECK SELECTION SCREEN" OPENS

Scheck Selection	
Check Search Criteria	2
	Process Status M - MATCHED
Area	Receipt ID
Agency	Check Record No.
	- Check Status
	Cutstanding - On or before 8/18/2008
Contractor Name	New - After 8/18/2008
	Rejected - Distribution in suspense
Deposit Date	
From To	
4 Search	

Processing Steps:

- 1. Click Clear icon for Office
- 2. Change Process Data drop down box to <u>M Matched</u>
- 3. Clear Check Status
- 4. Then click Search icon

THIS POP UP MESSAGE WILL APPEAR, CLICK OK

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CLICK "CHECK POSTING" BUTTON



"CHECK POSTING" SCREEN OPENS

Checks										3		
Office Code	Deposit Date	Check Name		Check Amount	Unmatched Amount	Pending Match Amount	Check Record No.	Latest Comment			ſ	
AA04	08/19/2008	PEAK NORTH DA	KOTA LLC	3,750.00	0.00	3,750.00	106871	RZEPHIER,	. 08-21-2008,	7:39:30 A	M: verified)	no life estate int
AA04	08/19/2008	PEAK NORTH DA	KOTALLC	40,000.00	0.00	40,000.00	106876	RZEPHIER,	. 08-21-2008,	7:37:05 A	M: verified	no life estate int
AA04	08/19/2008	PEAK NORTH DA	KOTALLC	105,000.00	0.00	105,000.00	106872	RZEPHIER.	. 08-21-2008,	7:31:28 A	M: verified	no life estate int
AA04	08/19/2008	PEAK NORTH	KOTA LLC	154,310.00	0.00	154,310.00	106873	RZEPHIER,	. 08-21-2008,	7:29:38 A	M: verified	no life estate int
4		1		2								
		S	ıbmit			Un-Submit			4	Action]	
Pending	Matched Rec	eipts	1-						1-			1
Agency		Invoice Number	Document/ Lease ID	Red Cod	eipt le	Contractor Name			Status	lr A	nvoice mount	Check Amour Applied
04 - FO	RT BERTHO	_D / 115968	301 7420A4	8652 032	- OIL & GAS B I	PEAK NORTH DA	AKOTA LLC		S - SUBM	ITTED	3,750.0	0 3,750
												,

- 1. Select/highlight all Pending Match Amounts
- 2. Click Submit button
- 3. Click "X" to close

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4. Select/highlight individual check to review "Pending Matched Receipts" status

END OF OST CHECK POSTING PROCESS

II. <u>Process Overview – Outstanding Checks</u>

- 1. Check has been received and scanned at Lockbox
- 2. Check has surpassed the 2 business day processing time frame for the matching and posting of invoices
- 3. BIA check matching personnel must review the various records (check & invoice images, encoded contract information or hard-copy of contract) to determine the proper resolution of the record
- 4. BIA program staff are responsible for the review of payment information prior to and after posting to assure proper distribution
- 5. OST-BIC will submit all matched checks each night at 6:00 p.m. Central Standard Time (CST)

BEGIN BIA PROCESS

SELECT "INVOICING/FUNDS/PAYMENTS" FROM TAAMS MAIN DESKTOP

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🜈 Main - TAAMS v2.6A -	TAAMSPROD	_	
Maintenance Notices Help			
Conveyance Document	t 👔	Name and Address	
Legal Document		Reports	
Title Tract		Receivable Document	•
Surface Document	٢	Invoicing/Funds/Payments	
Mineral Document		System Maintenance	
Right of Way Document		Inquiry Case	
Range Document		Imaging / Workflow	
Forestry Document	┋┊┋	Indian Land Consolidation	
र			

SELECT "LOCKBOX PROCESSING" ICON



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SELECT "CHECK SELECTION" BUTTON

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THE "CHECK SELECTION" SCREEN OPENS

	Check Selection	
1a 1b	Unrice Process Status Area A - GREAT PLAINS REGIONAL OI Agency Image: Comparison of the second of th	
	Clear Check Record No. Clear Check Status Contractor Name ✓ Outstanding - On or before 7/6/2008 I New - After 7/6/2008	
	Search	

- 1. In "OFFICE" Container, identify search criteria to be viewed
 - a. LTRO
 - b. Area
 - c. Agency
- 2. Modify the "Check Status" container
 - a. The check status defaults to "Outstanding" and "New"
 - b. Remove the check mark from "New"
 - c. Select only the "Outstanding" check box
- 3. Click "SEARCH"

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THIS POP UP MESSAGE WILL APPEAR, CLICK OK



CLICK ON "CHECK MATCHING" ICON



VIEW "CHECK MATCHING" SCREEN

Check	Match	ing							
hecks—			1						
Dífice I Code I	Deposit Date <		ck-Name	Check Amount	Unmatched Amount	Pending Match Amount	Check Record No.	Latest Comment	
AA04 (04/21/2	100 800:	IALD BAUMAN	1,216.00	1,216.00	0.00	92266	RZEPHIER, 06-05-2008, 12:48:02 PM: Check worksheet sent to	
AA04 (06/24/2	008 PEA	K NORTH DAKOTA LLC	875.00	875.00	0.00	100099	RZEPHIER, 06-24-2008, 7:06:38 PM: LIFE ESTATE INTEREST.	
4406 (06/30/2	:008 JAY	LIVERMONT	221.00	221.00	0.00	100786	LLITTLEI, 07-09-2008, 4:05:19 PM: Per Dorothi, she will take care	
AA06 (06/30/2	:008 JIM '	W OR AVRIL LIVERMONT	221.00	221.00	0.00	100787	LLITTLEI, 07-09-2008, 4:06:27 PM: Per Dorothi, she will take care	
AO6 (06/02/2	:008 MEL	VIN SMILEY SIERRA	25.00	12.50	0.00	97273	LLITTLEI, 07-09-2008, 3:27:43 PM: Rick, can you apply the \$12.	
AA06 (05/06/2	:008 THC	IMAS OR LORI O ROURKE	4,519.91	4,519.91	0.00	94626	LLITTLEI, 07-09-2008, 11:46:37 AM: These are funds for G-Tract	
A06 (05/06/2	008 NEL	LIE CUNY	469.16	469.16	0.00	94627	LLITTLEI, 07-09-2008, 11:48:06 AM: These are funds for executio	
A06 (06/06/2	008 RICI	(Y BAGOLA	114.56	114.56	0.00	98081	LLITTLEI, 07-09-2008, 2:50:43 PM: Client took lease but never re	
A06 (05/29/2	008 LER	OY AND BETTY GHOST	12.50	12.50	0.00	96728	LLITTLEI, 07-09-2008, 12:11:08 PM: Rick, can this be applied to	
A07 (06/20/2	:008 AMC)S PRUE	44.32	7.39	0.00	99674	SBORDEAU, 06-30-2008, 12:55:13 PM: apply to inv#200000017	
A07 (06/16/2	008 LER	OY GREAVES	11,192.44	11,192.44	0.00	99038	SBORDEAU, 07-08-2008, 8:03:32 AM: contr contacted about brir	
A07 (06/20/2	008 MEF	RLE C SHELBOURN	1,490.92	1,490.92	0.00	99668	RZEPHIER, 06-23-2008, 10:50:56 AM: No Match found. Agency	
A07 (06/20/2	008 JAM	ES SCHOENHARD	449.85	449.85	0.00	99673	RZEPHIER, 06-23-2008, 9:39:48 AM: No Match found. Agency (
A07 (06/20/2	008 LER	OY GREAVES	1,678.87	1,678.87	0.00	99661	SBORDEAU, 07-08-2008, 8:04:14 AM: lic fee, no stripulations for	
A07 (06/20/2	:008 STE	PHEN DENOYER JR	68.00	68.00	0.00	\Box	ZEPHIER, 06-23-2008, 10:52:22 AM: No Match found. Agency	
A07 (06/20/2	:008 WIL	LIAM WHIPPLE	2,667.75	319.50	A00	7 2	BORDEAU, 07-02-2008, 8:16:57 AM: apply \$1148.25 to inv#11	
A07 (05/27/2	008 STE	VE DENOYER JR	449.92	449.92	0.00		or invoice to be created for #1609680708 Rec for \$449.92	
A07 🖌	6 5/16/2	008		10.00	9.00	0.00	98933	RZEPHIER, 06-16-2008, 6:12:53 PM: contracts is \$1 per year, ch	
A07 (06/20/2	.008 /	1		1,313.39	0.00	99656	RZEPHIER, 06-23-2008, 10:46:17 AM: No Match found. Agency	
A07 (06/27/2	808 -	+ - right click gives	s pop up	2,130.00	0.00	100595	SBORDEAU, 07-02-2008, 8:10:08 AM: apply \$7655.00 to inv#11	
A13 (07/01/2	.008 n	nsg = Open check	coupon	50.00	0.00	101088	CROSS, 07-08-2008, 1:04:00 PM: Payment sent in error. Paperwd 🗸	
•		i	mage	•		•			
		_ *	inage						
						Action	_	5	
								5	
E vent F	History-								
Event	t Date	User ID	Action	Amount	Document ID	Matched Inv	oice No. Rer	narks	
					2 Doutton (1D				
					I				
								•	

- 1. You can sort any field by clicking on the column heading
- 2. To work with a specific check, you must select/highlight it first
- 3. To view comments click on ellipse button (...) on right side

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- 4. To view check images use right click and select "open check coupon image"
 - a. Images often contain information that will assist you in discovering the matching contract(s) and/or invoice number(s)
- 5. Click the "Action" button to work with the specific check

THE "CHECK ACTION" SCREEN OPENS



- 1. Review check comments, if any, for information on check or contract
 - a. Comments may indicate action to be taken by Agency, Liaison, or OST
- 2. Potential invoice matches, if any, are loaded into the "Receivable" container
- 3. You can sort any field by clicking on the column heading
- 4. If you find the matching invoice, refer to the New Check process (Attachment 1, Page 5-7) for matching instructions to complete the transaction
 - a. Check & Invoice amounts do not have to exactly match
 - b. Multiple invoices can be matched to a single check
 - c. Multiple checks can be matched to a single invoice

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- 5. If no matching invoice is found, select the "Advance Search" button (see Attachment 1A Advance Invoice Search)
- 6. If a manual payment is required, click the "Adjustment Form" button
 - a. Print the check worksheet
 - b. Complete required information
 - c. Attach supporting documentation
 - d. Obtain Authorizing Signature
 - e. Submit to your local OST Office
 - f. Add a comment on the "Check Action" screen describing your action
- 7. Close "Check Actions" screen

Process Overview – Suspended (Rejected) Payments

- 1. Check has been received and scanned at Lockbox
- 2. Distribution has been suspended on all or part of the check due to an error
- 3. Agency check matching personnel should be running the "Distribution Suspense" query each day
- 4. BIA check matching personnel must review the various records (check & invoice images, encoded contract information, hard-copy of contract or title ownership) to determine the proper resolution of the record
- 5. BIA program staff are responsible for the review of payment information prior to and after posting to assure proper distribution
- 6. OST-BIC will submit all matched checks each night at 6:00 p.m. Central Standard Time (CST)

BEGIN BIA PROCESS

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SELECT "INVOICING/FUNDS/PAYMENTS" FROM TAAMS MAIN DESKTOP

🜈 Main - TAAMS v2.6A - 1	TAAMSPROD
Maintenance Notices Help	
Conveyance Document	Name and Address
Legal Document	Reports
Title Tract	Receivable Document
Surface Document	
Mineral Document	System Maintenance
Right of Way Document	Inquiry Case
Range Document	Imaging / Workflow
Forestry Document	Indian Land Consolidation
	-
T	

SELECT "DISTRIBUTION" ICON

Invoicing/Funds/Payments	- TAAMS v2.6A - TAAMS 📃 🔲 🗙
Maintenance Notices Help Invoicin	g/Funds/Payments - TAAMS v2.6A - TAAMSPROD
Forestry Invoices	Apply Funds
	Lockbox Processing
Query (Invoices/Checks)	Lockbox Reports
Manual Process	System Invoice Queue
Delinquent Payments	Actuate Print Queue
1	

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SELECT "VALIDATION/SUSPENSE" BUTTON



"DISTRIBUTION SUSPENSE" SCREEN APPEARS

	Distribu	ion Suspense			1								_ 🗆 🗙
2a 2b	Search Cril	TRO A · ABERD Area A · GREAT	EEN, SD PLAINS REGIO		2	Status F Errors	utable	3	wner ID Search		4	4	
20	- Owners Int	erest		_						_			
	Land Are	a Ownerld	Tract Id	Document ID	Status	Contract Type	Receipt Code	Deposit Date	Distribution Amount	Check Record No.	Process Date	Remarks	<u>^</u>
	I.												×
	Remark	\$				×.	Apply	Error	Re-Verify s	Total	Distribution A	imount	0.00

- 1. Check Lease, Tract and Owner tabs for suspended items
- 2. In "OFFICE" Container, identify search criteria to be viewed
 - a. LTRO
 - b. Area
 - c. Agency
- 3. In the "STATUS" container, select "Errors" & "Distributable"
 - a. "Errors" under the "Owner" tab are account ID's that need to be opened or established in TFAS before submitting for posting to TFAS. The owner

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ID must be opened in TFAS before the funds will be submitted for posting to TAAMS. If the account is open on TFAS and TAAMS is showing an incorrect status, notify the TAAMS help desk.

- b. "Errors" under the "Lease" and "Tract" tabs requires a correction of the contract or tract in TAAMS.
- c. "Distributable" under all three tabs means that the issue has been resolved and the line item will be submitted for posting to TFAS that evening.
- 4. Click the "SEARCH" button

earch Criteria Office LTRO Area Agency	A - ABERDE A - GREAT F	EN, SD PLAINS REGIC	• • •	ear	-Status Frrors Distributable			Dwner ID Search				
wners Interest	←			1								
Land Area	Owner Id	Tract Id	Document ID	Status	Contract Type	Receipt Code	Deposit Date	Distribution Amount	Check Record No.	Process Date	Remarks	
301	301U007954	301 M 258A	7420A49593	Distributab	OG OIL AN	031 - OIL 8	6/10/2008	3 0.92	98346	6/10/2008		
301	301U007954	301 M 541A -/	47420448326	Distributabl	OG - OIL AN	031 - OIL 8	6/23/2008	3 1.85	99873	6/24/2008		
301	301U007954	301 M 675A	7420A49178	Errors	OG - OIL AN	031 - OIL 8	6/17/2008	3 0.06	99253	6/17/2008		
301	301U007954	301 M 778A	7420A41004	Errors	OG - OIL AN	032 - OIL 8	8/7/2008	17.64	105713	8/7/2008		
301	301U007954	301 M 778A	7420A41004	Errors	OG - OIL AN	031 - OIL 8	8/7/200	0.04	105713	8/7/2008		
301	301U007954	301 M 779A	7420A49400	Errors	OG - OIL AN	032 - OIL 8	6/24/2008	3 17.86	100101	6/24/2008		
301	301U007954	301 M 779A	7420A49400	Errors	OG - OIL AN	031 - OIL 8	8/1/2/2008	3 0.13	106288	8/12/2008		
301	301U007954	301 M 783A	7420A49692	Distributabl	OG - OIL AN	032 - OIL 8	6/24/2008	3 40.74	100149	6/25/2008		
301	301U007954	301 M 783A	7420A49692	Distributabl	OG - OIL AN	031 - OIL 🕽	7/8/2008	0.93	101566	7/8/2008		
301	301U007954	301 M 783A	7420A48818	Errors	OG - OIL AN	031 - 01/28	6/10/2008	3 0.93	98380	6/10/2008		
345	342N099784	345 2692	1612550809	Errors	AU - AGRICI	03	6/2/2008	0.04	97198	6/3/2008		
345	346U004513	345 5382	1613420809	Distributabl	NS - SURFA	07 2	8/18/2008	3 0.37	106715	8/19/2008		
345 ◀	34611004513	345 5382	1613420809	Distributab	INS - SLIBEA		8/18/2008	RI ∩74	106715	8/19/2008		F
Remarks						Apply	Errors	Re-Verify	Total [Distribution An	nount	5,174.07

"DISTRIBUTION SUSPENSE" SCREEN LOADS WITH DATA

- 1. The "Owner Interest" container will be loaded with the current errors and/or distributable records
- 2. Select/highlight a line with "Status" of "Errors" and the "Errors" container is loaded with the error type
 - a. See appendix for TAAMS Distribution Suspense code list
 - b. Research must be done to find the cause of the error and have it corrected
- 3. Once correction is made, click "Re-verify" button

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a. TAAMS will be updated with newly opened or re-opened IIM account information during the Daily Delta upload from TFAS which occurs overnight

Appendix – Error codes

Code & Definition	Corrective Action
Lease Level	
01 – Document Not Found	- Document would need to be created again (not common)
02 – Tract Share out of Unity	- correct the tract share of the document
03 – Title Tract is NOT Active	- Activate the tract that would be inactive on the document
04 – Invalid Deposit Date	- go find the correct deposit date (manual process)
Owner Level	
01 – No IIM Account for Owner	- Submit documentation to OST to Establish TFAS account
02 – IIM Account is NOT Active	- Submit documentation to OST to re-open TFAS account
Tract Level	
01 – Tract not Found	- correct the document with the right tract
02 – No Current Ownership for Tract	- correct owners on the tract.
03 – Owner Interest NOT in Unity	- correct owners on the tract
04 – No Owner Interest Found	- correct owners on the tract.

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THIS POP UP MESSAGE WILL APPEAR, CLICK OK

Message Display

Re-Verify process has been completed.

OK

"DISTRIBUTION SUSPENSE" SCREEN UPDATES

Distribution S	uspense											
Lease Tract Ov	vner											
Search Criteria												
Office					atus		Own	er				
LTRO	A - ABERDE	EN, SD	•		Errors		ID					
Area	A - GREAT F	PLAINS REGIC	-		211010							
Agency					Distributation	le						
								Search				
Owners Interest												
Land Area	Owner Id	Tract Id	Document ID	Status	Contract	Receipt	Deposit	Distribution	Check	Process	Remarks	A
201	20111007954	201 M 675A	7420440170	Distributable	Туре	Code	Date	Amount	Record No.	Date		
301	5010007354	301 M 6734	7420843176				5 67 1772000		6 33233	6/17/2006		
	1											
												v
Remarks								Re-Verify	Total Distr	ibution Amour	nt	0.06
					<u> </u>	Apply	Errors				,	
												-
					-							
							1					

- 1. Only the "re-verified" record(s) will appear
- 2. See Error "Status" for information
 - a. If the error has been corrected the "Status" will change to "Distributable" and distribution will be made during nightly posting process
 - b. If error still exists, "Status" will remain as "Error" and further research or corrective action must be taken
- 3. Click the "SEARCH" button again to return to the suspense "Error" list

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Search Criteria													
wners Interest-	Owner Id	Tract Id	Document ID	Status		ontract	Receipt Code	Deposit Date	Distribution Amount	Check Record No.	Process Date	Remarks	
301	301U004850	301 M 778A	7420A41004	Errors	0	G - OIL AN	032 - OIL 1	8/7/2008	148.15	105713	8/7/2008		
301	301U004850	301 M 778A	7420A41004	Errors	0	G - OIL AN	031 - OIL 8	8/7/2008	3.34	105713	8/7/2008		
301	301U007954	301 1999	7420A48331	Distributable	- 0	G - OIL AN	031 - OIL 8	6/23/2008	3 2.77	99863	6/24/2008		
301	301U007954	301 M 1115A	7420A49795	Distributable	0	G OIL AN	032-04 8	7/3/2008	83.33	101394	7/7/2008		
301	301U007954	301 M 1115A	7420A49795	Distributable	0	G OIL AN		8/12/2008	3 1.85	106288	8/12/2008		
301	301U007954	301 M 1115A	7420A49795	Distributable	0	G QIL AN	3	8/8/2008	250.00	105957	8/8/2008		
301	301U007954	301 M 257A	7420A49606	Distributable	0	G TUIL AN		6/10/2008	3 0.93	98351	6/10/2008		
301	301U007954	301 M 258A	7420A49593	Distributable	0	G OIL AN	031 - OIL 8	6/10/2008	3 0.92	98346	6/10/2008		
301	301U007954	301 M 541A -4	7420A48326	Distributable	0	G OIL AN	031 - OIL 8	6/23/2008	3 1.85	99873	6/24/2008		
301	301U0079 <u>54</u>	301 M 675A	7420A491 <u>78</u>	Distributable	- 0	u - OIL <u>AN</u>	031 - O <u>IL 8</u>	3 6/17/2 <u>008</u>	3 <u>0.06</u>	99253	6/17/2008		
301	301U007954	301 M 778A	7420A41004	Errors	0	G - OIL AN	032 - OIL 8	8/7/2008	17.64	105713	8/7/2008		
301	301U007954	301 M 778A	7420A41004	Errors	0	G - OIL AN	031 - OIL 8	8/7/2008	0.04	105713	8/7/2008		
301	30111007954	1301 M 779A	7420649400	Firons	In	G - OIL AN	1032 - OIL 1	6/24/2008	3 17.86	100101	6/24/2008		×
Remarks	1			2		• •	Apply	Errors	Re-Verify	Total Distri	bution Amour	nt	5,174.07

"DISTRIBUTION SUSPENSE" SCREEN UPDATES

Processing Steps & Notes:

- 1. The "Owner Interest" container will be updated with the current errors and/or distributable records
- 2. The re-verified record remains in the list with "Distributable" in "Status"
- 3. Payments with "Distributable" in "Status" will process during the overnight payment processing
- 4. Continue working through verification & correction process until all suspended items (Errors) have been corrected

DISTRIBUTION SUSPENSE ITEMS (SUSPENDED ITEMS) CAN ALSO BE VIEWED THROUGH THE CHECK SELECTION, CHECK QUERY & LOCKBOX REPORTS ICONS. HOWEVER, THE RE-VERIFY PROCESS IS THE ONLY WAY TO CORRECT A SUSPENDED ITEM.

END OF BIA REJECT RESOLUTION PROCESS

END OF BIA Matching Invoices and Payments Process

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B. Voiding Invalid Invoices

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Process Overview – Voiding Invalid Invoices

- 1. An incorrect contract payment term has caused an invalid invoice to be generated
- 2. Agency BIA staff identifies the error and invoice number
- 3. Agency BIA staff either retrieves contract and voids the incorrect payment term or provides documentation to Regional Lockbox Liaison to determine corrective action
- 4. Agency BIA staff or Lockbox Liaison must determine if a new, correct payment term is required for the contract
 - a. If required, refer to TAAMS training manual for creating payment terms

SELECT SPECIFIC DOCUMENT MODULE FROM TAAMS MAIN DESKTOP



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MODULE TOOLBAR OPENS



Processing Steps & Notes

1. Click "Retrieve"

"DOCUMENT ID PROMPTER" OPENS

🜈 Documen	t ID Prompter	2		_ 🗆	×
Land Area	ID Number	¥	Contract	Туре	
301	7420A48746			-	•
, Î		1 -	Cancel		$ \downarrow \downarrow$
1		┛ᢏ╧			3
	0 NI-4			4	

Processing Steps & Notes

- 1. Enter "Land Area"
- 2. Enter Document "ID Number"
- 3. "Contract Type" is not required
- 4. Click "OK"

"DOCUMENT TOOLBAR" OPENS

🜈 TAAMSTRA	IN - Mine	ral Docum	ent: 301	7420A	48746	ZENERG	r inc							_ 🗆 ×
File Revision H	lelp													
>	4					No.		7						
General Tract Leg	jal Mineral	Tract Owners	s Payments	Events	Remarks	Compliance	Appraisal	Approval	l Defects	Recordation	n X-Ref	Images	Report Selection	
New	Sa	ve	Retrieve		$\overline{}$	、	1							

Processing Steps & Notes

1. Click on "Payments" button to review payment term information

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"PAYMENT TERMS" SCREEN OPENS

Payme	ent Terms:	7420A48746									
Other Terr	ms										
				Apply Selected			Inflat	e Tract Value			
Status	Tracts	Receipt Code	Start Date	End Date	Original Due Date	Days Prior to Due Date	Billin Fre	ng '	Total Tract Value	Distribute To Owners	Tract Share 🔺 Method
A	<all tracts=""></all>	032 - 0&G Bonus	09/19/2007	09/19/2007	09/19/2007	45 - 45 Days	0001 · One	Time Paym	35,200.00	Yes	A - by Acreage
Α	<all tracts=""></all>	031 - Oil & Gas R	ental 11/09/2007	11/08/2012	11/09/2007	45 · 45 Days	0002 - Annu	ual Payment	800.00	Yes	A - by Acreage
A	<all tracts=""></all>	089 · Latenses/F	ees 11/09/2007	11/09/2007	11/09/2007	45 - 45 Days	0001 · One	Time Paym	75.00	No	A - by Acreage
											-
	Add Paymer	nt Term 1	Remove	Payment Term		Void/Ex	pire Payment	Term		Copy Payment	Term
Sta	atement(s) for a	Paument	Invoice No	Contrac	tor	Trust		Balance		2	
513	nus	Due Date	Invoice No	Id		Amount Due		Amount	1		Payments
pa	aid	11/09/2007	87664	301 C 099	3654		800.00		0.00		
ЫI	ed	11/09/2008	121080	301 C 09	9654		800.00	80	0.00		
futi	ure	11/09/2009		301C099	3654		800.00	80	0.00		
futi	ure	11/09/2010		301 C 0 9	3654		800.00	80	0.00		
futi	ure	11/09/2011		301C09	9654		800.00	80	0.00		
										v k	

Processing Steps & Notes

- 1. Select/highlight Tract Rate Terms which contains the erroneous payment information
 - a. Verify information is incorrect as it currently shows
- 2. If Term is incorrect, Click on "Void/Expire Payment Term" button
 - a. Add new, correct payment terms as needed
 - b. See TAAMS Training Manual for details on establishing Payment Terms

POP UP MESSAGE - improper authority

Message	Display 🗙
٩	Manager authority is required to void a payment term.
	2

- 1. This pop up message will display if you lack the authority to void a payment term
- 2. Click "OK"
- 3. Forward issue to Supervisor or Lead with proper authority to void the erroneous payment term

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POP UP MESSAGE - proper authority



Processing Steps & Notes

- 1. Verify that you wish to void all invoices generated for this item
 - a. Confirm by research of lease contract that payment term is incorrect
 - b. This will void the current invoice
 - c. This will void the payment term so no future invoices will generate
- 2. Once confirmed, Click "YES"
 - a. If payment term is correct or can be corrected, Click "NO" and you are taken back to the "Payments" screen

POP UP MESSAGE

Message	Display 🗙
٩	An invoice cannot be voided if it has had receipts applied against it or was previously voided.
	OK 3

Processing Steps & Notes

- 1. Invoices that were previously paid through this document cannot be voided. Notify program staff that the invoice has already been paid, and confirm instructions. Request program staff to notify the supervisor if further action needs to be taken regarding the invoice.
- 2. The payment information will remain associated with these invoices
- 3. Click "OK"

POP UP MESSAGE



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Processing Steps & Notes

- 1. The payment term has been successfully voided
- 2. Click "OK"

"PAYMENT TERMS" SCREEN REOPENS



Processing Steps & Notes

- 1. "V" (void) appears in "Status" column
- 2. Under "Billing Statements(s) for Selected Term"
 - a. Previously "paid" invoices remain with a "paid" in "Status" column
 - b. Previously "Billed" (invoice generated) payment terms show "voided" in "Status" column
 - c. All "future" payment terms are removed
 - i. Payment lines for 2009, 2010, 2011 no longer appear under "Billing Statements(s) for Selected Term"

🜈 TAAMSTRA	N - Surface Do	cument: 345 15	99290611 - R	ICHARD BACH	ELOR						_ 🗆 ×
File Revision He	elp										
2 >				<mark> 🎠</mark> ∉	* 7			#			
General Tract Lega	al Tract Owners T	ract Rates Payments	Events Remarks	Compliance App	oraisal Approval	Defects I	Recordation	X-Ref	Images	Report Selection	
New	Save	Retrieve									

Processing Steps & Notes

- 1. Click "Save"
- 2. Close toolbar

With the implementation of TAAMS V2.6.5 in February of 2009 there were some additional items added to the Payment Terms screen.

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_		TECATOUST									/	
her Terr	ms	_ 2										
			2	A	oply Selected				Inflate Tract Valu	e	🔽 Hide Vo	pided Payments
Status	Tracts	Reneip Code	t Star Date	t	End Date	Original Due Date	Days Prior to Due Date		Billing Freq	Total Tract Value	Distribute To Owners	Tract Share 🔺 Method
А	<all tracts=""></all>	031 - Oil & Ga	s Rental 12/05/	2007	12/04/2012	12/05/2007	45 - 45 Days	0002 -	Annual Paymen	200.00	Yes	A - by Acreage
А	<all tracts=""></all>	032 - 0&G Bo	nus 12/04/	2007	12/04/2007	12/04/2007	45 · 45 Days	0001 -	One Time Paym	28,000.00	Yes	A · by Acreage
A	<all tracts=""></all>	089 - License:	s/Fees 12/05/	2007	12/05/2007	12/05/2007	45 · 45 Days	0001 -	One Time Paym	75.00	No	A - by Acreage
•	Add Payment	Term	Re	move	Payment Term		Void/Ex	pire Pay	ment Term		Copy Payment	Term
lling Sta Stal	atement(s) for Sele	ected Term	Invoice No	1	Contrac	tor	Trust Amount Dus		Balance			
Da	aid 12	/05/2007	90	687	301C099	3657	Anount Date	200.00	Anount	0.00		
pa	aid 12	/05/2008	137	141	3010099	9657		200.00		0.00		Payments
bille	ed 12	/05/2009	177	189	301C099	9657		200.00		200.00		
futu	ure 12	/05/2010			3010099	9657		200.00		200.00		
luti	ure 12	/05/2011			3010095	1657	`	200.00		200.00		Void/Adjust Invoice

- 1. A check box was added on the Payments screen that allows a user to "hide" all voided payments or display them by checking or un-checking the button
- 2 Select/highlight Tract Rate Terms which contains the erroneous payment information
 - a. Verify information is incorrect as it currently shows
 - b. Determine if Terms or Billing information is incorrect
- 3. If Billing information is incorrect, click on "Void/Adjust Invoice"
 - a. This will allow you to re-invoice for the billed items
 - b. "Approval To Continue" box opens
 - c. Click "YES" to re-invoice
 - d. This can be used to re-invoice when a Fee/Trust ownership change has taken place or a Direct Pay or Owner Use change has taken place which has affected the Trust Amount Due

Approva	l To Continue 🛛 🔀
•	Click Yes to enable the system to invoice again for the billed items voided or adjusted if the payment term was not also voided.
	<u>Y</u> es <u>N</u> o

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Paym	ent Terms: 7	420A48831										
Other Ter	ms											
				A	pply Selected				Inflate Tract Valu	е	🔽 Hide Vo	ided Payments
Status	Tracts	Receipt Code	S	itart)ate	End Date	Original Due Date	Days Prior to Due Date		Billing Freq	Total Tract Value	Distribute To Owners	Tract Share 🔺 Method
A	<all tracts=""></all>	031 - Oil & Gas	Rental 12/0	05/2007	12/04/2012	12/05/2007	45 · 45 Days	0002 -	Annual Payment	200.00	Yes	A - by Acreage
A	<all tracts=""></all>	032 - 0&G Bor	ius 12/0	04/2007	12/04/2007	12/04/2007	45 · 45 Days	0001 -	One Time Paym	28,000.00	Yes	A - by Acreage
A	<all tracts=""></all>	089 - Licenses	/Fees 12/0	05/2007	12/05/2007	12/05/2007	45 - 45 Days	0001 -	One Time Paym	75.00	No	A - by Acreage
•												.
	Add Payment	Term		Remove f	^p ayment Term		Void/Ex	pire Pay	ment Term		Copy Payment	Term
Billing Sta	atement(s) for Sel	ected Term	4									
Sta	itus F D	Payment Tue Date	/Invoice N	0	Contrac Id	tor	Trust Amount Due		Balance Amount		<u>^</u>	
pa	aid 12	05/2007	/	90687	301 C 099	657		200.00		0.00		Paumento
pa	aid 🖌 12	/05/2008	1	37141	3010099	657		200.00		0.00		1 dyments
voi	ded 12	/05/2009	1	77189	301C099	1657		200.00		200.00		
fut	ure 12	/05/2009			301 C 0 9 9	657		200.00		200.00	r	
fut	ure 12	/05/2010			3010099	657		200.00		200.00		Void/Adjust Invoice
rut	ure 12	/05/2011			3010095	1607		200.00		200.00		

- 4. The incorrect Billing information is "voided" and a new line is created with the adjusted information showing "future" as the billing status
 - a. If needed, the new invoice can be generated through the Encumbrance Query option
 - b. If the due date is in the past and the payment is still due, you must manually generate the invoice through the Encumbrance Query option, print the invoice and mail/deliver to the contractor

END OF PROCESS 3.B. – VOIDING INVALID INVOICES

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C. Working Actual Past Due or Deficient Amounts Due

Process Overview – Working Actual Past Due or Deficient Amounts Due

Step 1: Within five (5) business days of an outstanding invoice becoming past due, input penalty per the contract on the encumbrance record "other payment terms" screen in TAAMS. Penalties will only be assessed for agency pay recipients. (For direct pay recipients, see 25 CFR 162.248 (a))

- Indicate "Distribute to Owners Yes" so that the information will <u>upload to</u> <u>TFAS and TFR will generate an invoice.</u> See the TAAMS User's Guide for further instruction.
- When payment is received, the funds will automatically match and distribute to the appropriate TFAS accounts.

Step 2: Within five (5) business days of an outstanding invoice becoming past due, mail a 10-Day Show Cause Notice to the past due contractor.

• Include the penalty assessed from *Step 1* in the amount due on the notice.

D. Working Zero Check Records

With the release of TAAMS v2.6.5, an option is now available by which Zero Check Records can now be manually "Marked Processed".

Zero Check Records are a non-monetary item that has been submitted to Lockbox. The Zero Check Records show up in the Check Matching screen as:

Check Amount = \$0.00 Direct Pay Amount = \$0.00 or \$x.xx Unmatched Amount = \$0.00 Pending Match Amount = \$0.00

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Example:

)ffice Code	Deposit Date	Check Name	Check Amount	Direct Pay Amount	Unmatched Amount	Pending Match Amount	Check Record No.	Latest Comment
A04	04/24/2009	PETRO HUNT L L C	470.04	0.00	470.04	0.00	160476	
A04	04/21/2009	MATTHEW GILBERTSON	0.00	0.00	0.00	0.00) 159878	
A04	03/04/2009	BRYON ZACHER	0.00	5,981.20	0.00	0.00	151442	RZEPHIER, 04-07-2009, 9:57:40 AM: OST please m
A04	04/27/2009	JERRY ZIMMERMAN	0.00	5,749.80	0.00	0.00	160898	
A04	04/14/2009	ED HALL	160,022.50	0.00	160,000.00	0.00	159048	LJIM, 05-01-2009, 10:47:25 AM: 05\01\2009 M CS8
A04	04/27/2009	WINDSOR BAKKEN LLC	6,100.00	0.00	377.78	0.00	160893	RZEPHIER, 04-28-2009, 2:45:59 PM: Agency - over
404	04/30/2009	LOUIS OR DEBRA SIMENSON	10.00	0.00	10.00	0.00	161567	
406	04/20/2009	FREDERICK WINTER	48.63	0.00	48.63	0.00	159725	CCONROY, 04-29-2009, 10:25:14 AM: Requested b
406	01/02/2009	BOB DYER	0.00	0.00	0.00	0.00	138363	RZEPHIER, 03-02-2009, 1:54:33 PM: Agency, pleas
406	04/27/2009	LACREEK ELECTRIC	33.89	43.11	33.89	0.00	160691	RZEPHIER, 04-28-2009, 2:26:05 PM: Agency - Per
406	04/03/2009	ELKHORN FARM INC	104.56	0.00	104.56	0.00	157488	CTAPIO, 04-15-2009, 9:48:36 AM: Per DT waiting or
A06	04/30/2009	CYNTHIA L CATCHES	25.00	0.00	0.34	0.00	161550	RZEPHIER, 04-30-2009, 4:40:35 PM: matched per c
406	04/27/2009	MARY BETTELYOUN	10.00	0.00	10.00	0.00	160940	LLITTLEI, 04-29-2009, 9:45:54 AM: WILL APPLY CI
A06	04/03/2009	JERRY FAULK	3,036.82	0.00	34.76	0.00	157393	CCONROY, 04-29-2009, 10:23:26 AM: Regusted to
A06	04/30/2009	CYNTHIA L CATCHES	10.00	0.00	10.00	0.00	161549	
A06	04/13/2009	JUDY MARTIN	50.00	0.00	25.00	0.00	158770	LLITTLEI, 04-29-2009, 4:07:20 PM: i didn't do anythi
A07	06/16/2008	HOLLOW HORN BEAR TIOSPAY	10.00	0.00	8.00	0.00	98933	RZEPHIER, 04-29-2009, 2:55:55 PM: Steve, please
407	04/27/2009	MIKE SCOTT	7,019.94	0.00	7,019.94	0.00	161023	SBORDEAU, 04-29-2009, 4:08:52 PM: Waiting for b
A07	12/11/2008	BARRY & NANCY WOLFF	0.00	0.00	0.00	0.00	132773	RZEPHIER, 03-02-2009, 2:29:56 PM: Steve, please
A07	04/06/2009	LAWRENCE MANKE	0.00	0.00	0.00	0.00	157841	RZEPHIER, 04-28-2009, 3:07:04 PM: Agency- pleas
407	06/20/2008	VERA L. HESSE	0.00	0.00	0.00	0.00	99611	RZEPHIER, 03-30-2009, 12:34:29 PM: do you have
								•
vanti	listoru				Action			
Ever	t Date Ulser	ID Action	Amount	Document I) Matche	d Invoice No B	emarks	5
240							emanye	

Process – Working Zero Check Records

- BIA Agency Trust Staff is responsible for researching the check record within 48 hours of receipt
- BIA Agency staff opens the check record image to determine the type of documents that have been sent to Lockbox: Examples: Invoice, payment coupon, check copy, cancelled check, letter, etc
- BIA Agency staff then determines if the submitted documents are related to a contract.
- If not related to a contract then BIA Agency staff inserts the comment "OST Please Mark Processed" into the check record comments.
- If submitted documents are related to a contract, BIA Agency staff must determine contract status.
 - 1. Payment past due = send another invoice
 - 2. Direct Pay Invoice Not Signed = Request Proof of Payment (signed invoice, cancelled check, etc)
 - 3. Letter or other indication that payment was made Direct = Request Proof of Payment
 - 4. Payment shows Paid = Check Comment: "OST Please Mark Processed"

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- 5. If dollar amount shows in the Direct Pay column, submit request to Lockbox Liaison for TAAMS Help Desk to Mark Processed. Add comment "CGI Please Mark Processed"*
- 6. Other contact Regional Lockbox Liaison for assistance & instruction

Zero Check Records which are accepted as Proof of Payment may also require that the Invoice Record be marked "Paid". This will be discovered by determining the billing status of the current payment term.

The functionality of manually marking check records as processed, does not mark the TAAMS invoice record as paid; it only clears the check record from the outstanding checks query.

* will be in effect until V2.7 release, then OST will be able to Mark Processed

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December 8, 20

Sample 10-Day Show Cause (Adapted from the BIA Leasing & Permitting Procedural Handbook) UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF INDIAN AFFAIRS

In Reply Refer to: Real Estate Services (406) 555-1234

CERTIFIED MAIL RECEIPT NUMBER 7000 1670 0000 4613

Mr. Brown 123 Ace Street Hometown, WY 12345

Dear Mr. Brown:

This is in reference to your lease on the following allotment:

Allotment No.	Contract No.	Rental Amount Due	Penalty Amount Due
0123-A	O-12335	\$1,000.00	\$100.00

In accordance with the Lease Contract and Code of Federal Regulations 162.251, you are hereby informed that you have ten (10) business days from your receipt of this letter to show cause as to why the above lease(s) should not be cancelled. No extensions of time will be granted.

Be advised that penalties will be assessed for late payments in accordance with the terms of the lease contract(s). A copy of this letter is being forwarded to you by regular mail to insure that you have received it.

You may direct any questions concerning this correspondence to our Realty Estate Services Office at (406) 555-1234.

Sincerely,

Agency Superintendent

• See the appropriate BIA Handbook and relevant sections of 25 CFR for detailed contract compliance requirements.

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Appendix A

Note: At time of publication, this appendix was in draft. Please refer to VOL 1 of OST's DOP, Section II – receipting – Process II

PROCESS II Process Payments Using a BSD Pay File

The BSD Payments Program utilizes an Excel spreadsheet to post TFAS accounts when a payment received cannot be matched to a TAAMS invoice and automatically distributed; e.g. land sale proceeds. This method of providing posting instructions is appropriate when the funds will be distributed to five or more TFAS accounts.

Step 1 Receive a BSD Pay file from BIA.

OST Field Operations staff will:

No.	Instructions
1.	Receive TAAMS Check Worksheet(s) and electronic and
	hardcopy versions of an Excel spreadsheet from BIA staff. More
	than one Check Worksheet can be included on a single
	spreadsheet as long as the worksheets have the same receipt code.
	(Illustrations #1 and #2)
2.	Save the electronic spreadsheet to the appropriate folder. See
	Appendix D for instructions on mapping to and accessing the
	folder.
3.	Prepare a fax cover sheet that indicates the file name that will be
	used to post the transactions.
4.	Fax the following to DTFA Control Desk:
	a) Fax cover sheet.
	b) Check Worksheet(s).
	c) Copy of signed Excel spreadsheet.
	d) Supporting documents, if any.

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Illustration #1 – TAAMS Trust Funds Receivable Check Worksheet

35 (1)		417					
	Ascent Operating, LP 4965 Preston Park Bivd., Suite 800 Plano TX 75093	Capital Con 313 Caunder New Ostaats 1	Ukroski jost / House CHI It Silven - 13th Floor CHI DATE* -AMOUN 2/20/08	скио. 38111			10
PAY TO TH ORDO OF	EASTERN OK REGIONAL OFF 0449 BIA FOR LOTTIE GIBSON GLENN P O BOX 91066	• • • • • -	Jacos Sec			×. Z	
i Santa (Se	PRESCOTT AZ 86304-0116		John Bridg				
<u> </u>	#0738111# #D650000	901: 2080 3 3 4 268*				i.	
1. St.	*2						
					110		
			3일 2012			9	
			3				0.4
Ch	eck Rec: 107964 Key	ed Name: ASCENT OPE	ERATING LP	CT Pos	Num: CT084	G372341 8/28/2008	
Ch	eck Rec: 107964 Key	ed Name: ASCENT OPE	RATING LP	CT Pos	Num: CT084 ting Date: 0	G372341 8/28/2008	
Ch	eck Rec: 107964 Key	ed Name: ASCENT OPE EASTERN OKL	ERATING LP AHOMA REGIONAL C	CT Pos PFFICE	Num: CT084 ting Date: 0	G372341 8/28/2008]
Ch	eck Rec: 107964 Key Account Number:	ed Name: ASCENT OPE EASTERN OKL	ERATING LP AHOMA REGIONAL C	CT Pos PFFICE	Num: CT084 ting Date: 0	G372341 8/28/2008	
Ch	eck Rec: 107964 Key Account Number: Account Name:	ed Name: ASCENT OPE EASTERN OKL	ERATING LP AHOMA REGIONAL C	CT Pos PFFICE	Num: CT08 ting Date: 0	G372341 8/28/2008	
Ch	eck Rec: 107964 Key Account Number: Account Name: Lease Number:	ed Name: ASCENT OPE EASTERN OKL	ERATING LP AHOMA REGIONAL C	CT Pos PFFICE	Num: CT084 ting Date: 0	G372341 8/28/2008	
Ch	eck Rec: 107964 Key Account Number: Account Name: Lease Number:	ed Name: ASCENT OPE	ERATING LP AHOMA REGIONAL C	CT Pos	Num: CT08/ ting Date: 0	G372341 8/28/2008	
Ch	eck Rec: 107964 Key Account Number: Account Name: Lease Number: Allotment Number:	ed Name: ASCENT OPE	ERATING LP Ahoma Regional C	CT Pos PFFICE	Num: CT084 ting Date: 0	G372341 8/28/2008	
Ch	eck Rec: 107964 Key Account Number: Account Name: Lease Number: Allotment Number: Receipt Code/Desc:	ed Name: ASCENT OPE	ERATING LP AHOMA REGIONAL C	CT Pos	Num: CT084 ting Date: 0	G372341 8/28/2008	
Ch	eck Rec: 107964 Key Account Number: Account Name: Lease Number: Allotment Number: Receipt Code/Desc: Comment:	ed Name: ASCENT OPE	ERATING LP AHOMA REGIONAL C	CT Pos	Num: CT08 ting Date: 0	G372341 8/28/2008	
Ch	eck Rec: 107964 Key Account Number: Account Name: Lease Number: Allotment Number: Receipt Code/Desc: Comment:	ed Name: ASCENT OPE	ERATING LP AHOMA REGIONAL C	CT Pos	Num: CT084 ting Date: 0	G372341 8/28/2008	
Ch	eck Rec: 107964 Key Account Number: Account Name: Lease Number: Allotment Number: Receipt Code/Desc: Comment:	ed Name: ASCENT OPE	ERATING LP AHOMA REGIONAL C	CT Pos	Num: CT084 ting Date: 0	G372341 8/28/2008	

Illustration #2 – BSD Pay Excel Spreadsheet

Agency Name

Submitter

Date

А	В	С	D	Е	F	G
Account Number	Name	Amount	Explanation 1	Explanation 2	Explanation 3	Explanation 4
123U123456	Rod Stewart	23.00	CT10A123456 12/12/2006 123456	1233456789 Columbia Records	021 T 1223	62
234U987654	Diana Krall	256.00	CT10A123456 12/12/2006 123456	1233456789 Columbia Records	021 T 1223	62
457U112233	Mike Buble	45.32	CT10A123456 12/12/2006 123456	1233456789 Columbia Records	021 T 1223	62

Instructions

Required – Col A	Account Number: Must be the same number that is in TFAS. New set ups must be submitted with the posting request.		
Required – Col B	Name: Name of account holder. The entire name must be in one cell. Do not separate first and last name by a comma.		
Required – Col C	Amount: The amount must be a value with only two decimal places. The amount cannot be a formula (1000*0.0034567 is not acceptable).		
Required – Col D	"CT" document number, deposit date, and check record number in the format provided in this example. Separate the data with 2 spaces; do not use commas.		
Optional – Col E	Contract ID number and payee.		
Optional – Col F	Allotment number.		
Optional – Col G	Receipt code. All line items on one spreadsheet must have the same receipt code.		
Must leave last row blank.			

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Step 2 Review the BSD Pay file for accuracy and completeness.

DTFA/BIC/Accounting Technician will:

No.	Instructions		
1.	Pick up the batch from the DTFA Control Desk. Ensure the		
	documentation includes the following:		
	a) Fax cover sheet.		
	b) Check Worksheet(s).		
	c) Copy of signed Excel spreadsheet.		
	d) Supporting documents.		
2.	Access the TAAMS Check Query screen for each check record.		
	a) Double click on Invoicing/Funds/Payments in the TAAMS		
	main menu. (Illustration #3)		
	b) Double click on Query (Invoices/Checks). (Illustration #4)		
	c) Single click on Checks. (Illustration #5)		
	i. Office – All null fields.		
	ii. Check Status – All null fields.		
	iii. Enter Check Record No.		
	iv. Click "Search". The Check Query Results will appear.		
	d) Verify that the check has an unallocated amount. (Illustration		
	#6)		
	e) Print the TAAMS Check Query Results screen and include		
	with the batch.		
3.	Retrieve the BSD Pay file from the appropriate folder.		
4.	Review the completed TAAMS Check Worksheet(s) for the		
	following: (Illustration #1)		
	a) Account numbers, names, and amounts are legible and		
	complete.		
	b) Total amounts in the Description section and the amounts per		
	the Check Worksheets agree.		
	c) Receipt codes are identified.		
	d) Grand totals between receipt documents and payments agree.		
	e) Check amounts are fully distributed on the worksheets.		
	1) Ensure the Check Worksheets have been signed and dated by		
	the BIA approver.		
	g) Verify the transaction total in the batch (by name and		
	amount) matches the TAAMS check displayed.		
5.	Review the Excel spreadsheet for the following:		
	a) Account numbers and names.		
	b) Amounts.		
	c) UI numbers and dates.		
	d) All explanation fields including check record number.		

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	e) Receipt codes.		
	f) Format. (Illustration #2)		
	• Explanation Line columns. Fill in with CT number,		
	date, and check record number. There can be up to four		
	additional explanation fields, but there must be at least		
	one. Explanations are limited to 50 characters.		
	• The last data row must be followed by a blank row. The		
	blank row tells the program that the previous row was		
	the last data set that needs to be posted.		
	• The spreadsheet cannot have blank lines within the data		
	set. For example, there cannot be 10 rows of data,		
	followed by a blank row, followed by a new data set.		
	• The only cell that can contain a formula is the "total" at		
	the bottom of the sheet.		
	• The spreadsheet has been signed and dated by BIA.		
6.	If the Check Worksheet(s) or Excel spreadsheet is inaccurate or		
	missing required information, contact OST Field Operations staff		
	immediately to provide changes by their close of business. See		
	"Resolve an error in the batch if required" instructions that		
	follow.		

Resolve an error if required.

DTFA/BIC/Accounting Technician will:

No.	Instructions
1.	E-mail OST Field Operations at the appropriate field location
	that an error has been identified.

OST Field Operations staff will:

No.	Instructions
1.	Request BIA to resolve the error and provide revised documents.
2.	Notify DTFA/BIC when the error has been corrected.
3.	Save a revised BSD Pay file to the appropriate folder.
4.	Re-submit any revised documentation to the DTFA Control
	Desk.

DTFA/BIC will:

No.	Instructions
1.	Retrieve corrected BSD Pay file from the folder and
	documentation from the DTFA Control Desk.

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2. Begin at Step 2 Instruction 4 again until error is resolved. Illustration #3 – TAAMS Main Menu



Illustration #4 – TAAMS Invoicing/Funds/Payments Menu



Illustration #5 – TAAMS Query Checks



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Sheck Query			
Check Search Criteria			
Office	Check Status Cutstanding - On or before 9/8/2008 New - After 9/8/2008		
Agency	Fully Allocated - Check amount fully allocated		
Clear	Rejected - Distribution in suspense		
Receipt ID Process Status			
Check Record No. 107738			
Name ID			
Search			

Illustration #6 – TAAMS Check Query Results



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Step 3 Run a BSD Payments Program pre-edit and post the payment.

DTFA/BIC/Accounting Technician will:

No.	Instructions		
1.	Access the BSD Payments Program and import the Excel		
	spreadsheet.		
	a) Note the total records and total amount.		
	b) The program will compare the imported file against TFAS		
	data and create the following documents:		
	i. Edit_Results.doc that includes closed TFAS accounts and		
	accounts not in TFAS		
	ii. Edit_NameComparison.doc that compares TFAS names		
	to input names. (Illustration #7)		
	These files are stored on the Income Collection shared drive.		
2.	If a closed or missing TFAS account is noted, return to Step 2		
	Instruction 4 to resolve the problem.		
3.	If a significant discrepancy is noted between a TFAS and input		
	name, return to Step 2 Instruction 4 to resolve the problem.		
	Note: A significant discrepancy is defined as an account holder		
	name difference that the reviewer believes may cause an		
	erroneous distribution. For example, Mary Smith compared to		
	Mary Ann Smith may be deemed insignificant; while Mary		
	Smith compared to Alice Smith may be deemed significant.		
4.	Append the input file to the work file and transfer to the OST		
	Network.		
5.	Print the Network Batch Summary and verify the batch ID is		
	listed.		
6.	Sign and date the blotter.		
7.	Deliver the batch to the BIC Accountant for TAAMS update.		

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Illustration #7 – Edit_NameComparison.doc

	NAME COMPARISO	N – TFAS VS INPUT 2/5/2009	
ACCOUNT STAT	INPUT NAME 'US	TFAS LONG NAME/SHORT NA	ME
100U012345	MARY SMITH MAI	MARY ANN SMITH RY^SMITH	OPEN
100U456789	HERBERT L. BROWN HER	HERBERT LYNN BROWN RBERT^BROWN	OPEN
100U234598	JANICE GREEN JAN	JANICE (STAR) GREEN ICE^GREEN	OPEN

Step 4 Enter the posting reference in the TAAMS check record.

DTFA/BIC/Accountant will:

No.	Instructions
1.	The same day, access the TAAMS check record to enter the
	posting reference.
	a) Double click on Invoicing/Funds/Payments in the TAAMS
	main menu. (Illustration $\#3$)
	b) Double click on Lockbox Processing. (Illustration #8)
	c) Single click on Check Selection. (Illustration #9)
	i. Office – All null fields.
	ii. Process Status – Null field.
	iii. Check Record No. – Enter the check record number.
	iv. Check Status – All null fields.
	v. Click "Search".
	vi. Click "OK" in the pop-up window.
	vii. Close the Check Selection menu.
	d) Single click Check Posting. (Illustration #10)
	i. Highlight the check record line and click "Action".
	ii. Click "Adjust Check Balance".
	iii. Note the "Check Amount Left to Allocate" field displays
	an amount greater than \$0.
	e) Enter the posting reference in the CSS Reference and
	Comment fields, including the date, M for manual posting

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	and ZY in the following format: mm/dd/yyyy M ZY Batch
	No. (Illustration #11)
	i. Copy and paste the posting reference into the Comment
	field.
	ii. Click "Apply". The Check Actions screen will appear.
	iii. Ensure the Check Amount Left to Allocate is \$0.00.
2.	Deliver the batch to the BIC Accounting Technician.

DTFA/BIC/Accounting Technician will:

No.	Instructions
1.	The same day, retrieve the batch from the BIC Accountant and
	place the batch on holdover.
2.	The following day, take the batch off holdover.
3.	Verify the amount posted correctly in TFAS.
4.	Print the TFAS TRB screen.
5.	Update the blotter as follows:
	a) System-generated ZY batch number.
	b) Beginning transaction number.
	c) Ending transaction number.
6.	Sign and date the blotter.
7.	Return the batch to the BIC Accountant.

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DTFA/BIC/Accountant will:

No.	Instructions
1.	Access the TAAMS check record to enter the posting reference
	number.
	a) Repeat Instructions 1.a) through 1.d)i. (Illustrations #8
	through #10)
	b) Click on the top line in Remarks. (Illustration #12)
	i. Insert the ZY number in the posting reference in the
	following format: mm/dd/yyyy M ZY123 Batch No.
	ii. Click "Apply".
2.	Verify the total from all updates equals the batch total from the
	Posting Journal.
3.	Return the batch to the Accounting Technician who prepared the
	batch.

Illustration #8 – TAAMS Invoicing/Funds/Payments Menu



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Illustration #9 – TAAMS Check Selection

File Revision elp	A Resting Agency Summary		
Check Selection			
Check Search Criteria Office LTR0 Area Agency Contractor Name	Clear	v v	Process Status Receipt ID Check Record No. 108172 Check Status Outstanding - On or before 9/8/2008 New - After 9/8/2008 Bejected - Distribution in suspense
From	•	Search	
Message Display		ikhau kha (Thaal) Ma	

OK

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Illustration #10 – TAAMS Check Posting



oue	Deposit Date	Check Name	CI Ai	heck mount	Unmatched Amount	Pending Match Amount	Check Record No.	Latest Comment			
G07	09/02/200	BEARCAT LAND IN	IC	5,000.00	5,000.00	0.00	108172	RBEACH, 09	10-2008, 10:03:3	1 AM: DELIVE	RED THE CHECK V
ſ										_	F
1			amit			Un-Submit			Action		F
1		Sub	smit		1	Un-Submit			Action		×
r ding t	Matched Re		smit			Un-Submit			Action		×
nding h	Matched Re	sub reipts	omit	Rec	ceipt	Un-Submit			Action	Invoice	Check Amount

Check Actions						_ 🗆 ×
Check Information						
Deposit Date 09/0	2/2008	Recei	ipt ID PC09T7.	26330	Check Amount	5.000.00
Check Name BEA	RCAT LAND	INC			Check Amount Left to Allocate	5,000.00
Comments						
ī	Date	User ID	Time	Remarks		A
Add	3/10/2008	RBEACH	10:03:31 AM	DELIVERED THE CHECK WORKSI	HEET TO MUSCOGEE (CREEK) NA	TION RE
	3/2/2008	MPACHECO	3:59:07 PM	Obligating Doc #505800025, Cont #	182, Cont ID #BEARLAND, Field Re	ceipt #N
Remove	•		1			
luurinen		A	djust Check Bal	ance		
Invoices						

Dout 50	Deal Estate Commissa
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Illustration #11 – TAAMS Check Adjustment

6	Check Adjustment: 1091	125			×
	Check Information				
	Adjustment Code M	A - MANUAL ADJUSTMENT	Account Number		
-	Adjustment Amount	107.15	Account Name		
	Amount Left to Allocate	107.15	Lease Number	2080003000	
-	CSS Reference 09	3/08/2008 M ZY	Allotment Number		
	Comment				_
	09/08/2008 M ZY	Adjusted the check's unal	located balance for 107.15.	<u></u>	
				_	
-					
		Apply	Cancel		
-Be					

Check Actions							
Check Information							
Deposit Date	e 09/05/2008 Receipt ID CT09J372351			Check Amount	107.15		
Check Name	Check Name ALICE A ANDERHOLT				Check Amount Left to Allocate	0.00	
Comments							
	Date	User ID	Time	Remarks		<u> </u>	
Add	9/8/2008	LJIM	5:06:49 PM	09/08/2008 M ZY	Adjusted the check's unallocated balance for 107.15.		
Bemove	1					_	
Adjust Check Balance Apply							
- Matched Rece	eipts						

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Illustration #12 – TAAMS Check Actions

Check Actions			. 🗆 🗙
Check Information			
Deposit Date 09/03/20	08 Receipt ID CT09H372347	Check Amount 4,1	29.56
Check Name SALT RIV	ER PMIC	Check Amount Left to Allocate	0.00
- Comments			_
	Remarks	<u> ۸</u>	1
Add 2:05 A	M 09/04/2008 M ZY432011 Adjusted the check's unallocate	d balance for 4129.56.	
:58 AM	A SENT TO OST		1
Remove		•	-
- Invoices	Adjust Check Balance Apply		

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Step 5	Ensure	the batch is complete for future reference.		
	DTFA/	BIC Accounting Technician will:		
	No.	Instructions		
	1.	 Access the TAAMS Check Query screen for a specific check record. a) Double click on Invoicing/Funds/Payments in the TAAMS main menu. (Illustration #3) b) Double click on Query (Invoices/Checks). (Illustration #4) c) Single click on Checks. (Illustration #5) Office – All null fields. Check Status – All null fields. Enter Check Record No. Click "Search". The Check Query Results will appear. d) Verify that the check record has been updated. (Illustration #13) 		
	2.	Note on the batch that TAAMS has been updated.		

Illustration #13 – TAAMS Check Query Results (after posting reference completed)

3.

Return the batch to the DTFA Control Desk.

Check Query Rest	ults	_	_		
Agency Summary Agency PALM SPRINGS ALL AGENCIES	Total Check Ai	mount Total L 107.15 107.15	Unallocated		Check Count: 1
Deposit Date 09/05/2008 ALIC	k Name C F E A ANDERHOLT	Check Che Record No. Amo 109125	ck Unmatche bunt Amount 107.15	d Pending Match Amour 0.00 0.1	Latest Comment 10 UJIM, 09-09-2008, 10:46:03 AM: 09\08\2008 M ZY73
•					· · · · · · · · · · · · · · · · · · ·
Event History		1.			
Event Date Use	r ID Action 4 MA - MANUAL ADJUSTME	Amount N1 107.15	Document ID Ma	atched Invoice No.	9/08/2008 M ZY73 IIM205 Adjusted the check's u

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1.6 Roles and Responsibilities

- A. <u>Director, Bureau of Indian Affairs (BIA).</u> The BIA Director is responsible for the development of National Policy affecting Indian lands.
- **B.** <u>Deputy Bureau Director, Field Operations, BIA.</u> The BIA Deputy Bureau Director of Field Operations is responsible for overseeing the Regional Directors and dissemination of policy to them.
- C. <u>Deputy Bureau Director, Trust Services, BIA.</u> The BIA Deputy Bureau Director of Trust Services is responsible for assisting in the dissemination of trust resource policy and information to the Regional Directors.
- **D.** <u>**Regional Directors, BIA.</u>** The BIA Regional Directors are responsible for carrying out policy as directed, and for overseeing the implementation of policy either directly or via Agency Superintendents.</u>