

Creating a Cash Collection Voucher (CCV/DD Form 1131) in ABACUS

Ms. Pamela Powell
DHA Uniform Business Office
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- Introduction
- Establishing a DD1131 Certifying Officer
- Walkthrough to Create a CCV/DD 1131
- Q&A



All payments and other payment related transactions posted in ABACUS are tracked and should be reported on a Cash Collection Voucher (CCV/DD Form 1131). The CCV is a summary of all the payments a user chooses to combine on it.

Before a CCV can be created, the user must post collections to the billing and collection application first; (this includes all payments received electronically (IPAC, Pay.gov, CIR), Checks, Cash, or External Payments.) This process will accurately account for all records and transactions.

The CCV is used to

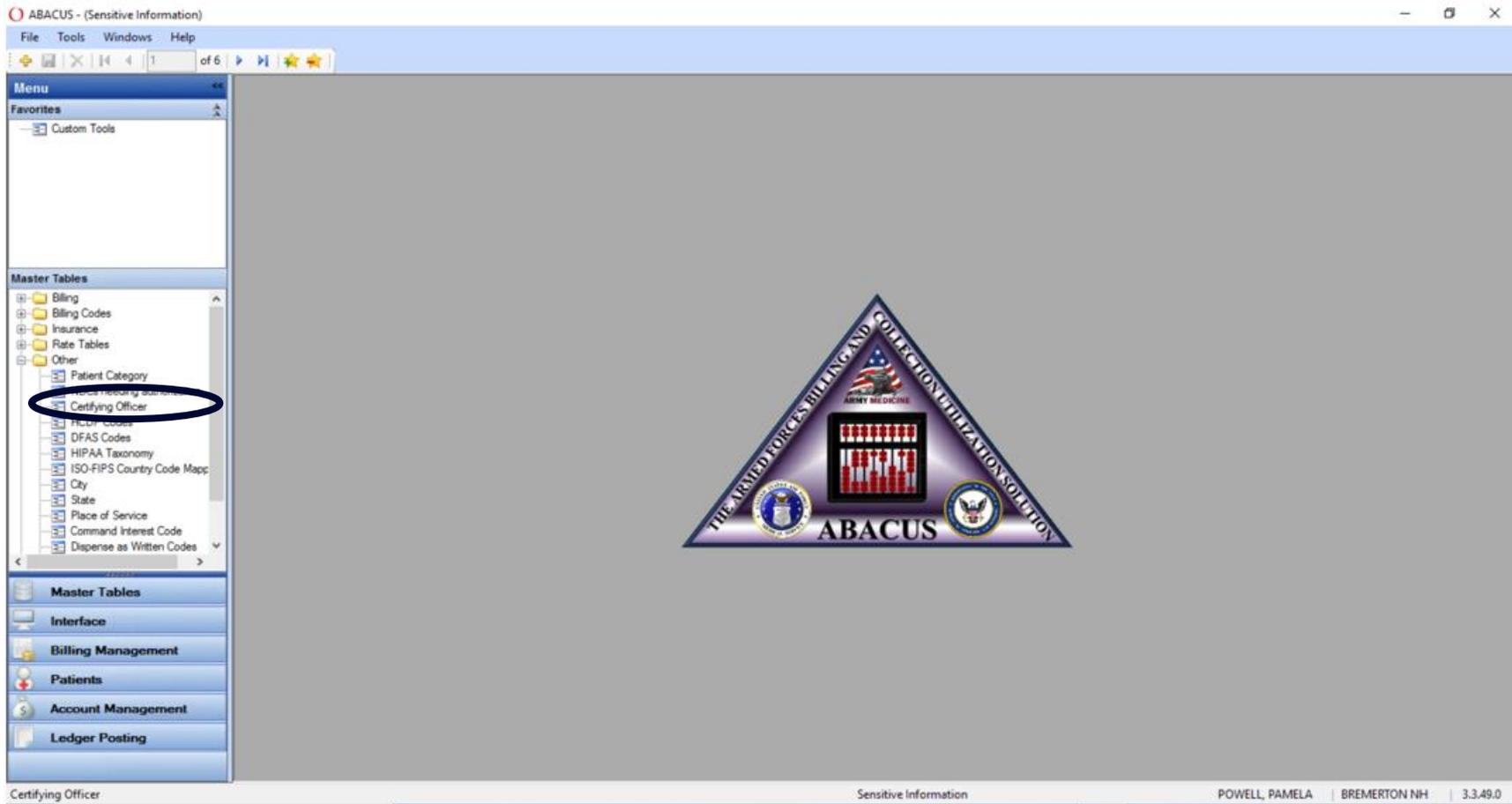
- Enter data in the General Fund Enterprise Business System (GFEBs) and Automated Disbursing System (ADS) or any current Enterprise Resource Planning (ERP) System
- Support Audit and associated requests for supporting documentation
- Assist in responding to Leadership



- Required first step before creating a CCV
- Only requires updating when the Certifying Officer changes

*If not previously established

Go to the Master Tables Module, click Other, then click on Certifying Officer.



The Overview Tab will appear.

ABACUS - (Sensitive Information)

File Tools Windows Help

of 6

Menu

Favorites

Custom Tools

Master Tables

- Insurance
- Rate Tables
- Other
 - Patient Category
 - NDCs needing authorization
 - Certifying Officer
 - HCDP Codes
 - DFAS Codes
 - HIPAA Taxonomy
 - ISO-FIPS Country Code Mapping
 - City
 - State
 - Place of Service
 - Command Interest Code
 - Dispense as Written Codes
 - Report Settings
- Recovery

Master Tables

Interface

Billing Management

Patients

Account Management

Ledger Posting

Certifying Officer Overview

Search

Total Records: 6 Page 1/1

Certifying Officer Name	Certifying Officer Title	Certifying Officer Email	Certifying Officer Phone	Program	Effective Date	Termination Date
Elizabeth Y Telez	UBO MANAGER	elizabeth.y.telez...	360-475-4160	DD1131	1/1/2000	12/31/2099
ELLEN VENTURA	UBO LEAD	ellen.l.ventura.civ...	360-475-4128	FedDebt Transfer ...	1/1/2000	12/31/2010
ROBERT TUFTS	COMPTROLLER	robert.k.tufts2.d...	360-475-4578	SF 1034	1/1/2000	12/31/2199
ROBERT TUFTS	COMPTROLLER	robert.k.tufts2.d...	360-475-4578	SF 1080	1/1/2000	12/31/2199
YVETTE GUERRERO	UBO MANAGER	yvette.robert.k.tufts2.civ@mail.mil		DD 139	1/1/2000	12/31/2010
YVETTE GUERRERO	UBO MANAGER	yvette.d.guerrero...	360-475-4160	DD2481	1/1/2000	12/31/2010

Certifying Officer

Sensitive Information

POWELL, PAMELA | BREMERTON NH | 3.3.49.0

Click the Add (+) Button located in the upper left corner.

ABACUS - (Sensitive Information)

File Tools Windows Help

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Custom Tools

Master Tables

- Billing
- Billing Codes
- Insurance
- Rate Tables
- Other
 - Patient Category
 - NDCs needing authorization
 - Certifying Officer
 - HCDP Codes
 - DFAS Codes
 - HIPAA Taxonomy
 - ISO-FIPS Country Code Mapp
 - City
 - State
 - Place of Service
 - Command Interest Code
 - Dispense as Written Codes

Master Tables

Interface

Billing Management

Patients

Account Management

Ledger Posting

Certifying Officer

Sensitive Information

POWELL, PAMELA | BREMERTON NH | 3.3.49.0

Certifying Officer

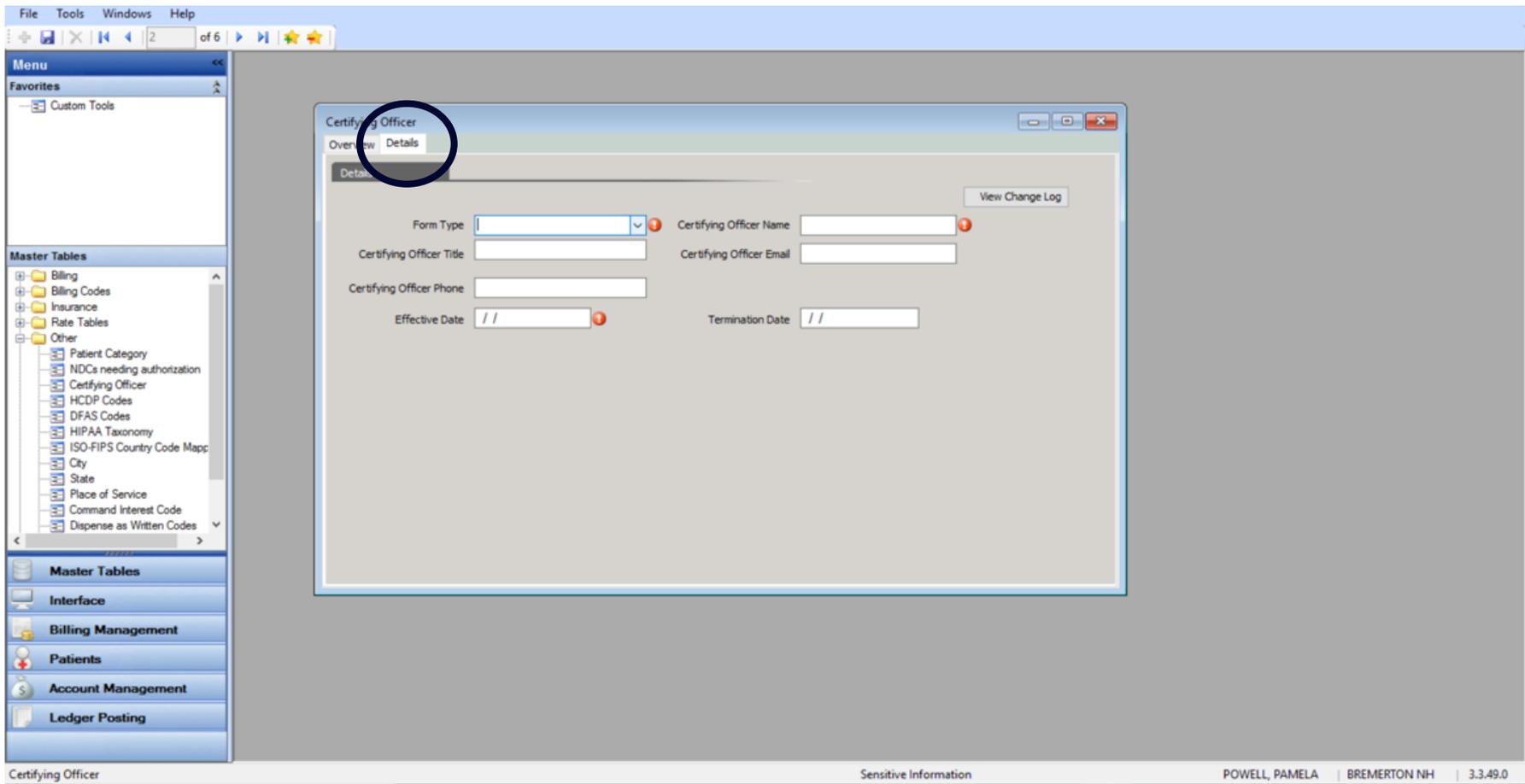
Overview

Search Search View All

Total Records : 6 Page 1/1

Certifying Officer Name	Certifying Officer Title	Certifying Officer Email	Certifying Officer Phone	Program	Effective Date	Termination Date
Elizabeth Y Telez	UBO MANAGER	elizabeth.y.telez...	360-475-4160	DD 1131	1/1/2000	12/31/2099
ELLEN VENTURA	UBO LEAD	ellen.l.ventura.dv...	360-475-4128	FedDebt Transfer ...	1/1/2000	12/31/2010
ROBERT TUFTS	COMPTROLLER	robert.k.tufts2.d...	360-475-4578	SF 1034	1/1/2000	12/31/2199
ROBERT TUFTS	COMPTROLLER	robert.k.tufts2.d...	360-475-4578	SF 1080	1/1/2000	12/31/2199
YVETTE GUERRERO	UBO MANAGER	yvette.d.guerrero...	360-475-4160	DD 139	1/1/2000	12/31/2010
YVETTE GUERRERO	UBO MANAGER	yvette.d.guerrero...	360-475-4160	DD248 1	1/1/2000	12/31/2010

After clicking the (+) Add Button, the Details Tab will appear.
Input the required data elements that have the RED exclamation point beside the boxes.



The screenshot displays a software interface for managing Certifying Officers. The main window is titled 'Certifying Officer' and has two tabs: 'Overview' and 'Details'. The 'Details' tab is currently selected and highlighted with a blue circle. The form contains the following fields:

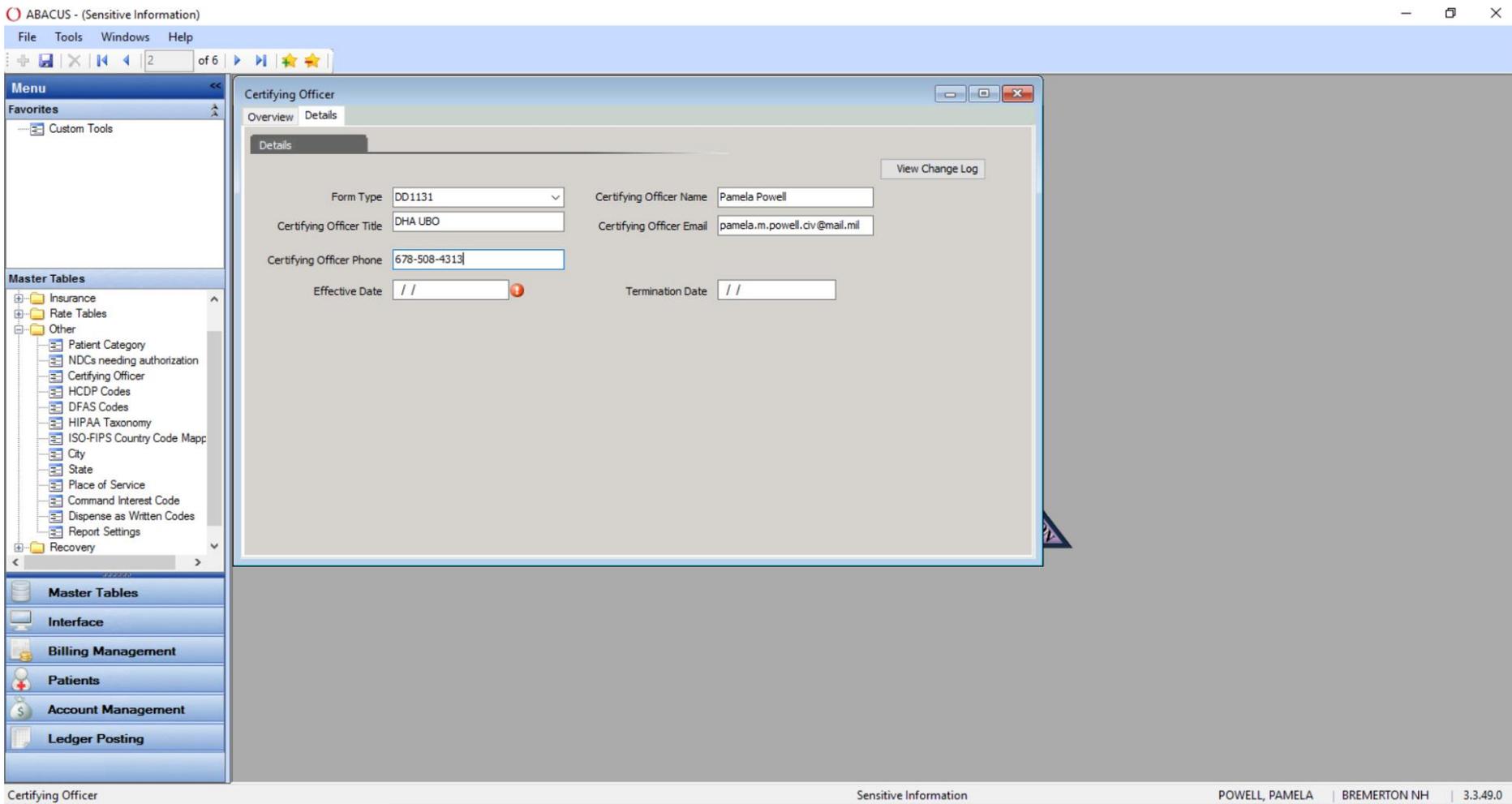
- Form Type: A dropdown menu with a red exclamation point icon to its right.
- Certifying Officer Name: A text input field with a red exclamation point icon to its right.
- Certifying Officer Title: A text input field.
- Certifying Officer Email: A text input field.
- Certifying Officer Phone: A text input field.
- Effective Date: A date input field with a red exclamation point icon to its right.
- Termination Date: A date input field with a red exclamation point icon to its right.

A 'View Change Log' button is located in the top right corner of the form area. The left sidebar contains a 'Menu' section with 'Favorites' (Custom Tools) and 'Master Tables' (Billing, Billing Codes, Insurance, Rate Tables, and Other). The 'Other' section includes Patient Category, NDCs needing authorization, Certifying Officer, HCDP Codes, DFAS Codes, HIPAA Taxonomy, ISO-FIPS Country Code Mapp, City, State, Place of Service, Command Interest Code, and Dispense as Written Codes. The bottom status bar shows 'Certifying Officer', 'Sensitive Information', 'POWELL, PAMELA | BREMERTON NH', and '3.3.49.0'.

Click on the Dropdown at Form Type field and choose DD1131.

The screenshot shows the ABACUS software interface. The main window is titled 'Certifying Officer' and has tabs for 'Overview' and 'Details'. The 'Details' tab is active. The 'Form Type' field is a dropdown menu that is currently open, showing a list of options: 'DD1131', 'DD2481', 'FedDebt Transfer Checklist', 'SF1034', 'SF1049', and 'SF1080'. The 'DD1131' option is highlighted in blue and circled with a blue oval. Other fields visible include 'Certifying Officer Name', 'Certifying Officer Title', 'Certifying Officer Phone', and 'Effective Date'. The left sidebar contains a 'Menu' section with 'Favorites' and 'Custom Tools', and a 'Master Tables' section with a tree view of various tables. The bottom status bar shows 'Certifying Officer', 'Sensitive Information', 'POWELL, PAMELA | BREMERTON NH', and '3.3.49.0'.

Input the User's Name, Title, E-mail Address and Phone Number.



ABACUS - (Sensitive Information)

File Tools Windows Help

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Menu

Favorites

Custom Tools

Master Tables

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 - DFAS Codes
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 - ISO-FIPS Country Code Mapp
 - City
 - State
 - Place of Service
 - Command Interest Code
 - Dispense as Written Codes
 - Report Settings
- Recovery

Master Tables

Interface

Billing Management

Patients

Account Management

Ledger Posting

Certifying Officer

Overview Details

Details

View Change Log

Form Type: DD1131

Certifying Officer Name: Pamela Powell

Certifying Officer Title: DHA UBO

Certifying Officer Email: pamela.m.powell.div@mail.mil

Certifying Officer Phone: 678-508-4313

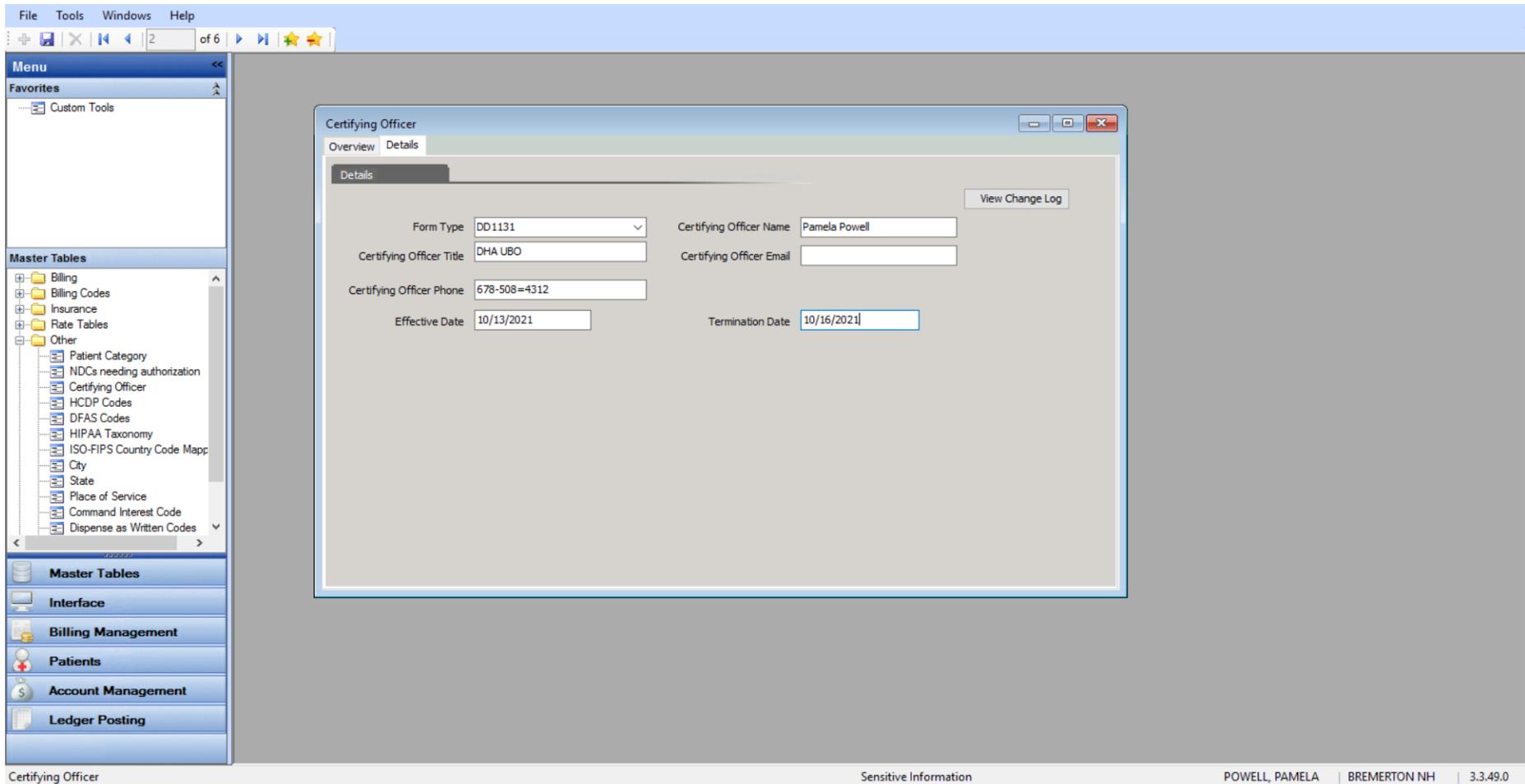
Effective Date: //

Termination Date: //

Sensitive Information

POWELL, PAMELA | BREMERTON NH | 3.3.49.0

Input the Effective Date. When/If the User is no longer the Certifying Officer, enter a Termination Date.



The screenshot shows a web application interface for managing Certifying Officers. The main window is titled "Certifying Officer" and has two tabs: "Overview" and "Details". The "Details" tab is active, showing a form with the following fields:

- Form Type: DD1131 (dropdown menu)
- Certifying Officer Name: Pamela Powell (text input)
- Certifying Officer Title: DHA UBO (text input)
- Certifying Officer Email: (empty text input)
- Certifying Officer Phone: 678-508-4312 (text input)
- Effective Date: 10/13/2021 (text input)
- Termination Date: 10/16/2021 (text input)

A "View Change Log" button is located in the top right corner of the form. The left sidebar contains a "Menu" with "Favorites" (Custom Tools) and "Master Tables" (Billing, Billing Codes, Insurance, Rate Tables, Other, Patient Category, NDCs needing authorization, Certifying Officer, HCDP Codes, DFAS Codes, HIPAA Taxonomy, ISO-FIPS Country Code Mapping, City, State, Place of Service, Command Interest Code, Dispense as Written Codes). Below the sidebar are buttons for "Master Tables", "Interface", "Billing Management", "Patients", "Account Management", and "Ledger Posting". The status bar at the bottom displays "Certifying Officer", "Sensitive Information", "POWELL, PAMELA | BREMERTON NH", and "3.3.49.0".

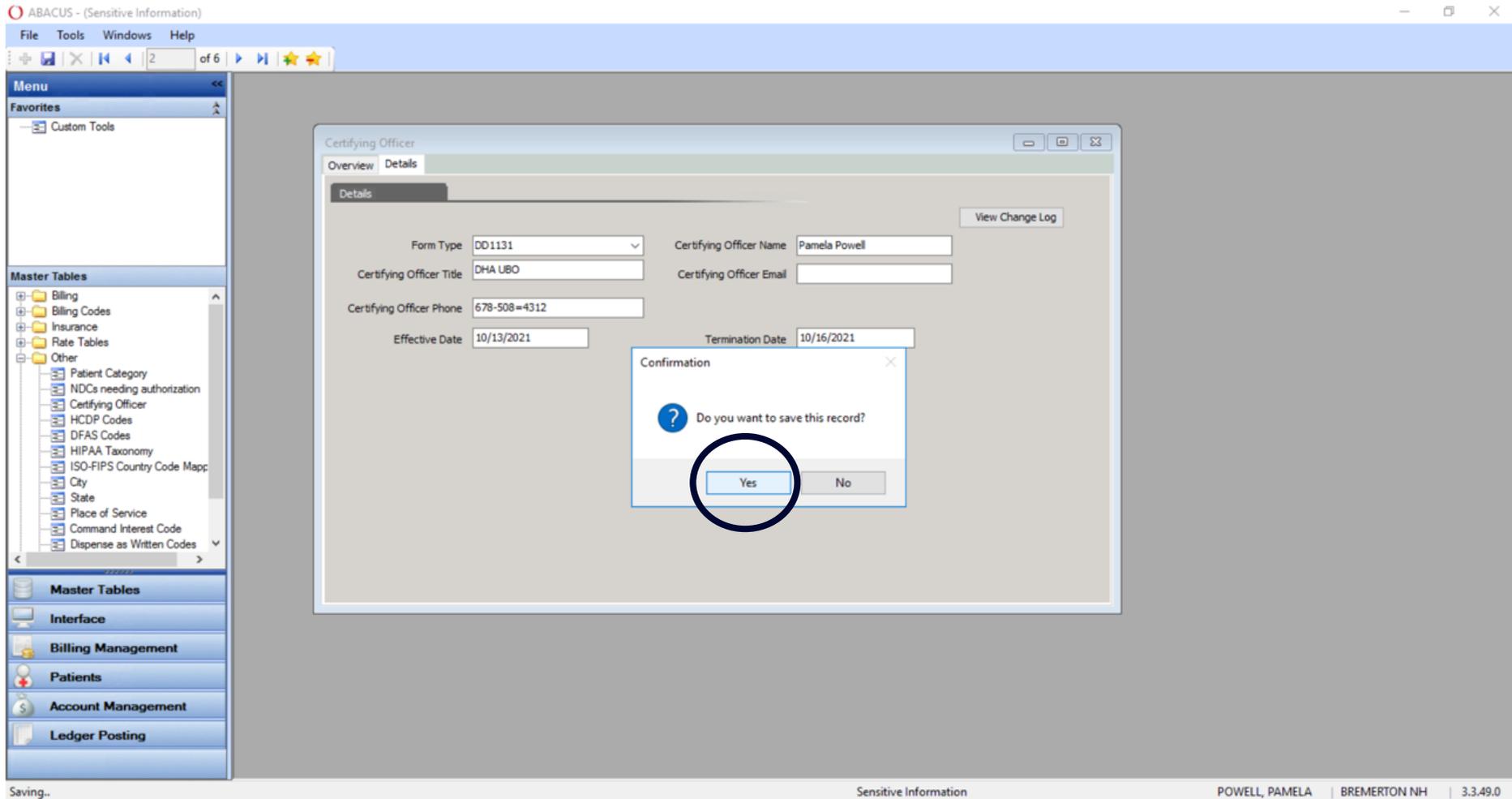
Click the Save Button.

The screenshot shows the ABACUS software interface. The main window is titled 'Certifying Officer' and has two tabs: 'Overview' and 'Details'. The 'Details' tab is active, showing a form with the following fields:

- Form Type: DD1131 (dropdown menu)
- Certifying Officer Name: Pamela Powell (text input)
- Certifying Officer Title: DHA UBO (text input)
- Certifying Officer Email: (empty text input)
- Certifying Officer Phone: 678-508-4312 (text input)
- Effective Date: 10/13/2021 (text input)
- Termination Date: 10/16/2021 (text input)

A 'View Change Log' button is located in the top right corner of the form. The left sidebar contains a 'Master Tables' section with a tree view of various data tables, including Billing, Insurance, Rate Tables, and others. The bottom status bar displays 'Certifying Officer', 'Sensitive Information', 'POWELL, PAMELA | BREMERTON NH', and '3.3.49.0'.

Click the Yes button to Save the entry and record will be saved successfully.



The screenshot displays the ABACUS software interface. The main window is titled 'Certifying Officer' and has tabs for 'Overview' and 'Details'. The 'Details' tab is active, showing a form with the following fields:

- Form Type: DD1131
- Certifying Officer Name: Pamela Powell
- Certifying Officer Title: DHA UBO
- Certifying Officer Email: (empty)
- Certifying Officer Phone: 678-508=4312
- Effective Date: 10/13/2021
- Termination Date: 10/16/2021

A 'View Change Log' button is located in the top right corner of the form. A 'Confirmation' dialog box is overlaid on the form, asking 'Do you want to save this record?'. The 'Yes' button is circled in black, indicating the action to be taken.

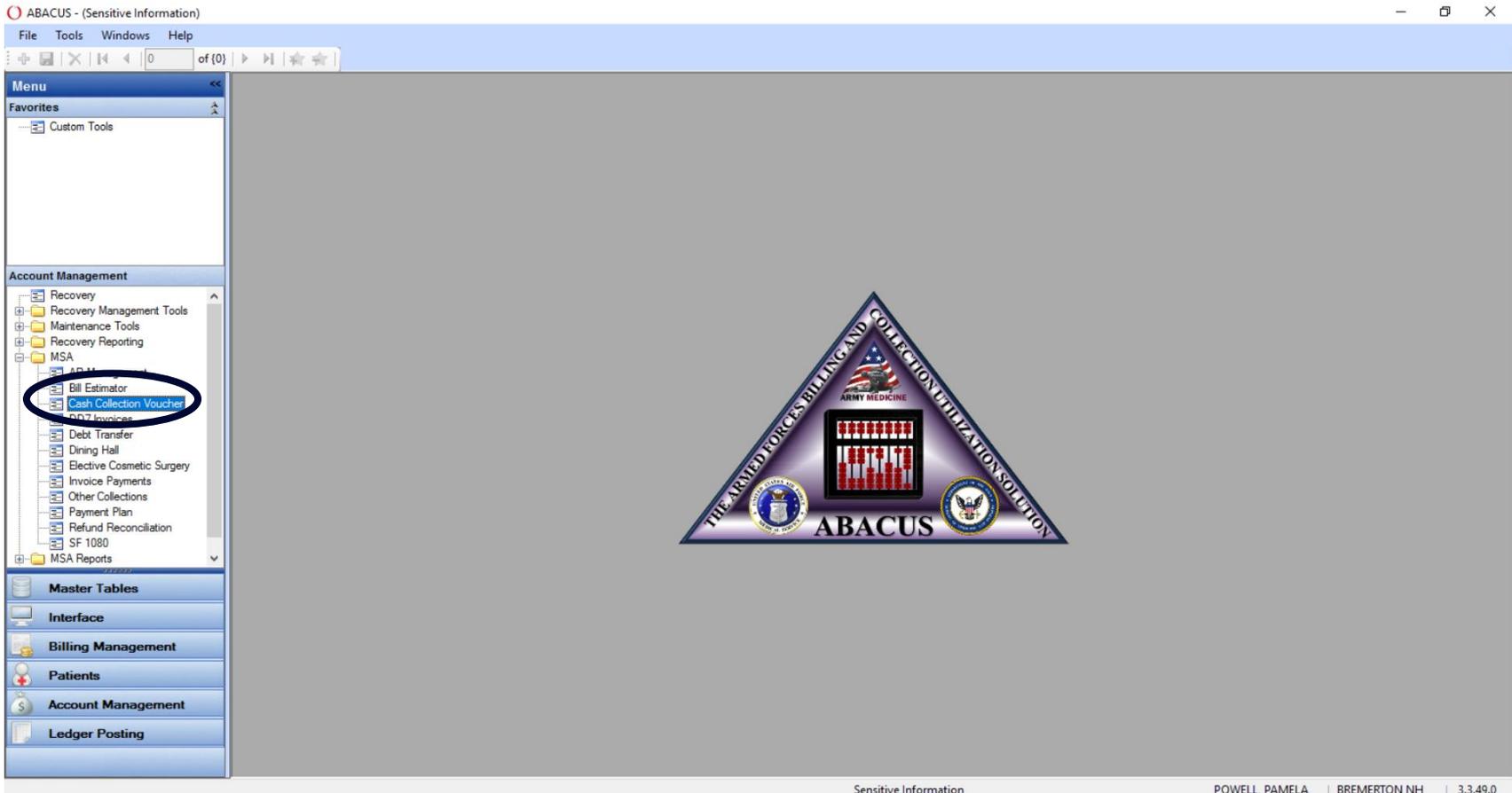
The left sidebar contains a 'Menu' section with 'Favorites' and 'Custom Tools'. Below that is a 'Master Tables' section with a tree view containing various categories like Billing, Insurance, and Other. At the bottom of the sidebar are buttons for 'Master Tables', 'Interface', 'Billing Management', 'Patients', 'Account Management', and 'Ledger Posting'.

The status bar at the bottom of the window shows 'Saving..', 'Sensitive Information', 'POWELL, PAMELA | BREMERTON NH | 3.3.49.0'.

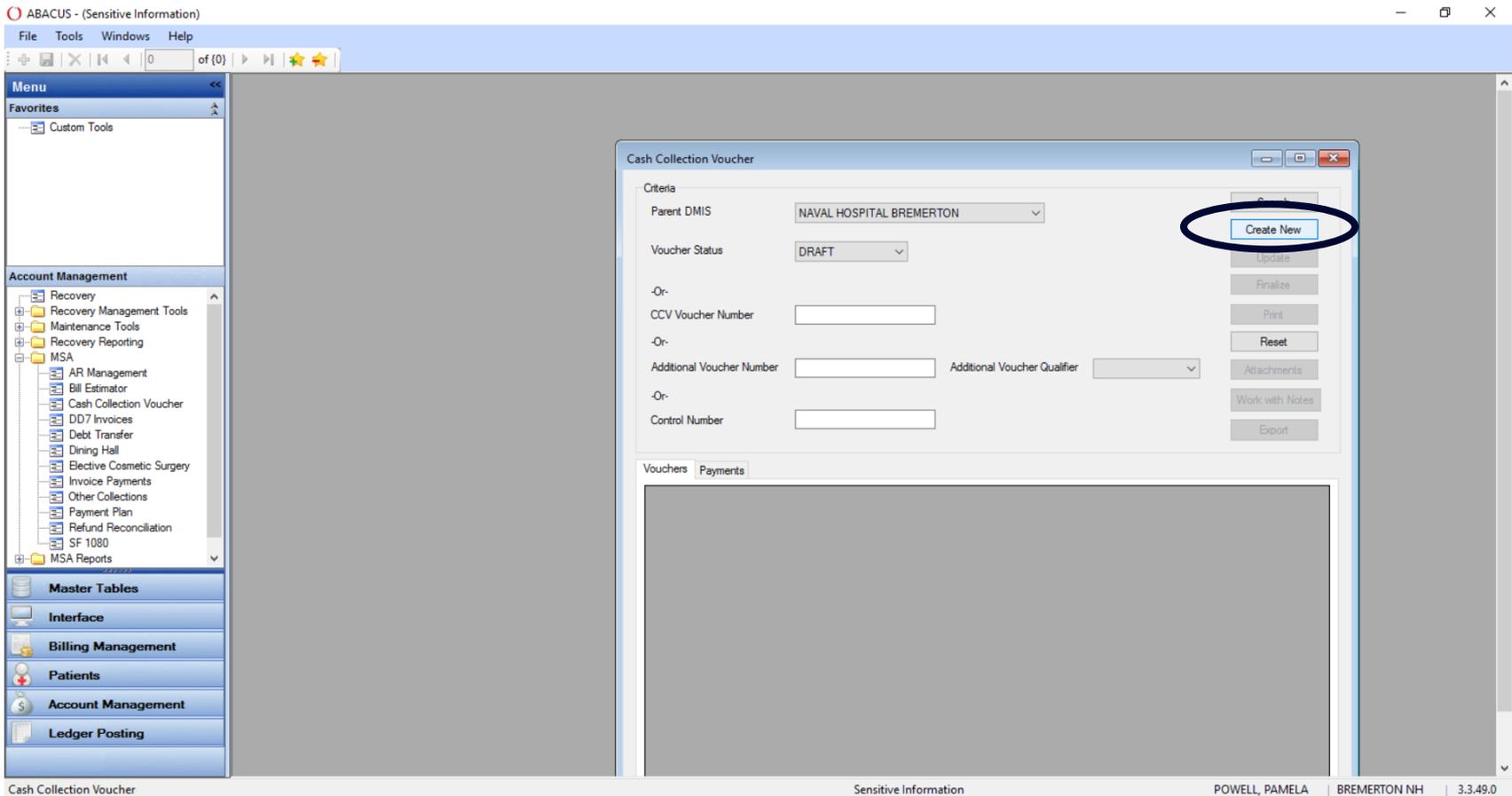


Creating a Cash Collection Voucher (CCV/DD Form 1131)

Go to the Account Management Module, click MSA, then click on Cash Collection Voucher.

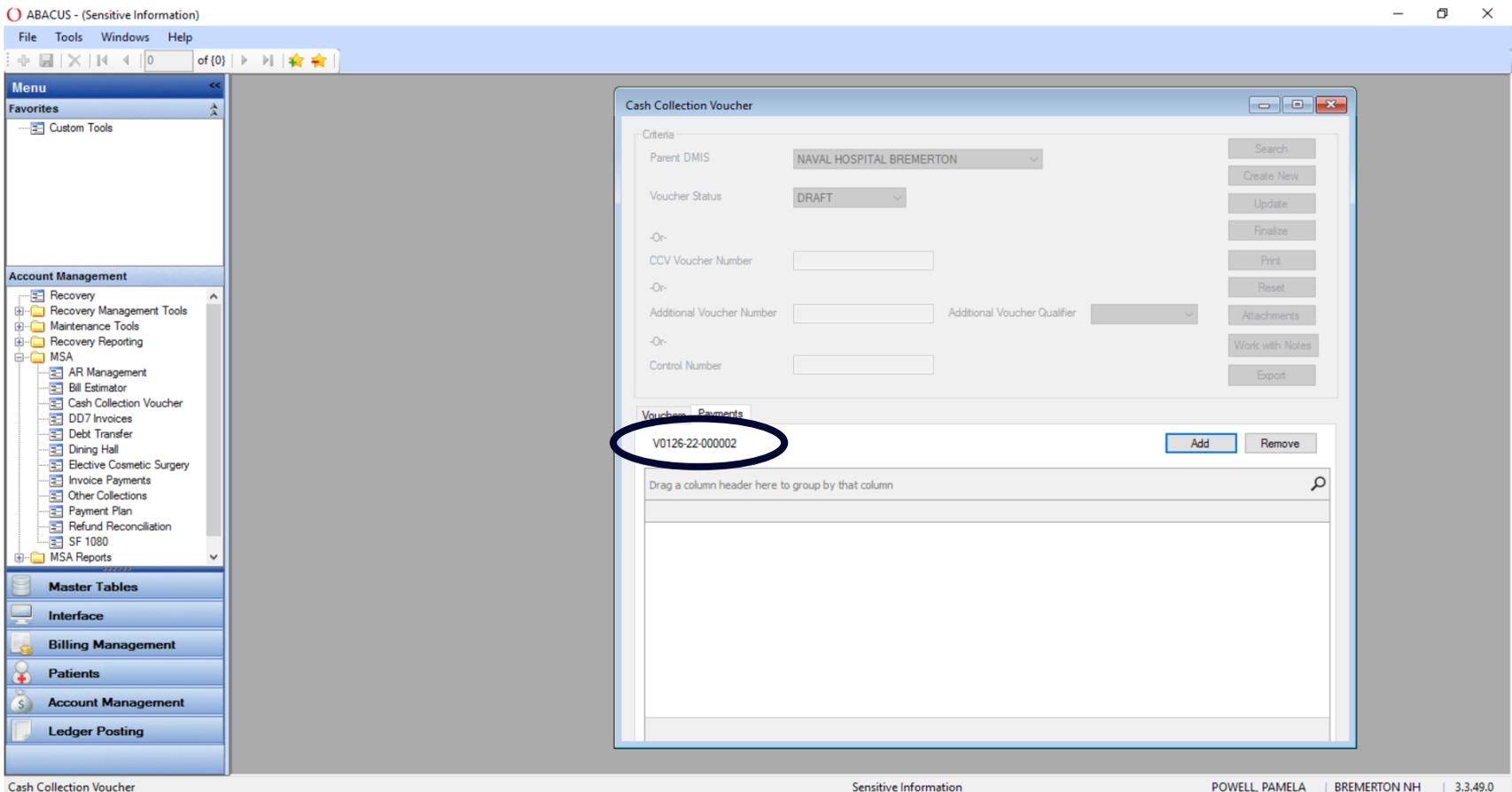


Click the Create New button



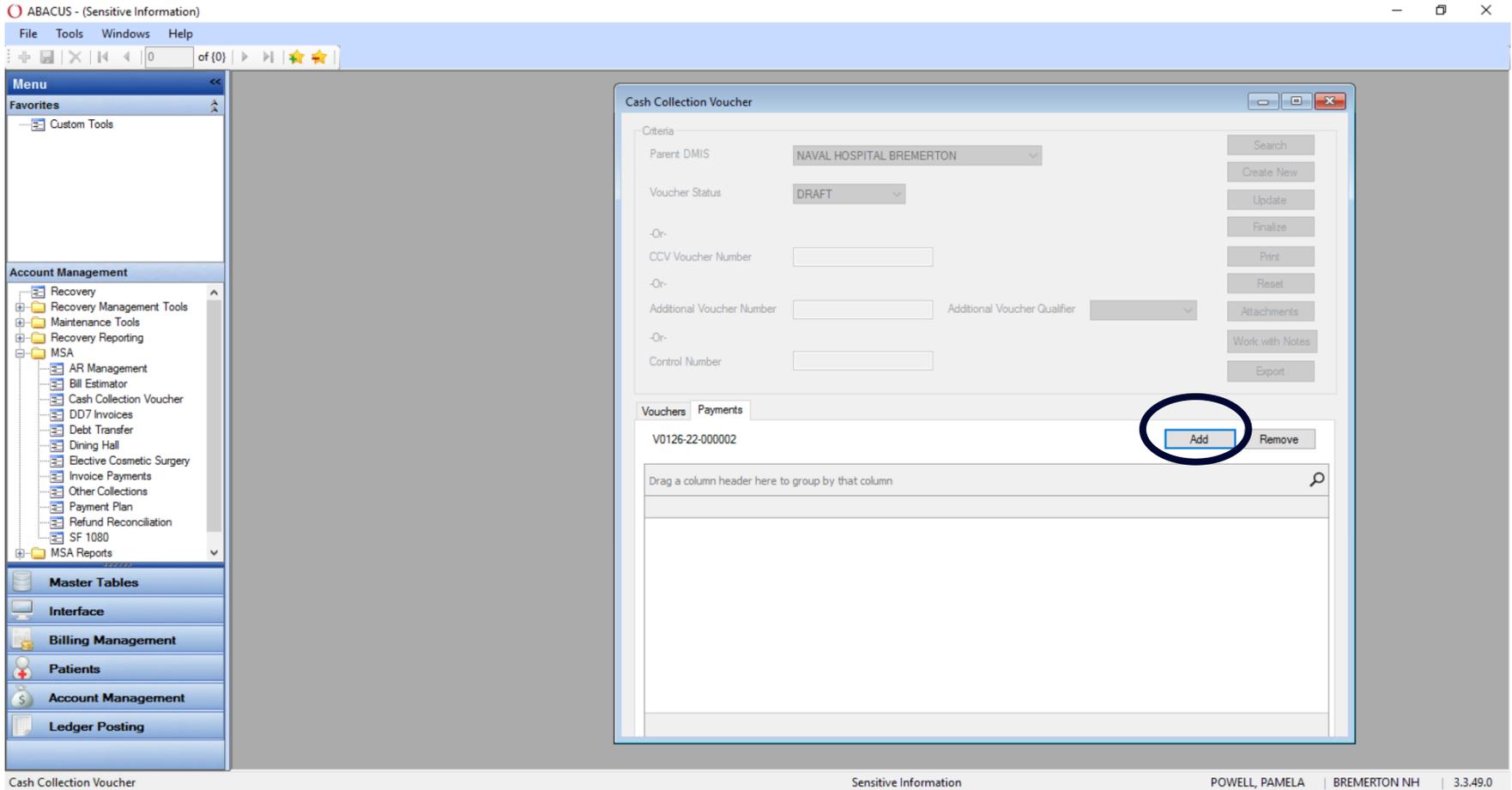
The screenshot shows the ABACUS application interface. On the left is a navigation menu with categories like 'Account Management', 'Master Tables', 'Interface', 'Billing Management', 'Patients', 'Account Management', and 'Ledger Posting'. The 'Cash Collection Voucher' option is selected under 'Account Management'. The main window displays the 'Cash Collection Voucher' form. The 'Criteria' section includes a dropdown for 'Parent DMIS' (set to 'NAVAL HOSPITAL BREMERTON') and a dropdown for 'Voucher Status' (set to 'DRAFT'). Below this are input fields for 'CCV Voucher Number', 'Additional Voucher Number', and 'Control Number', along with an 'Additional Voucher Qualifier' dropdown. On the right side of the form, there is a vertical toolbar with buttons: 'Create New' (circled in blue), 'Update', 'Finalize', 'Print', 'Reset', 'Attachments', 'Work with Notes', and 'Export'. The status bar at the bottom indicates 'Sensitive Information', 'POWELL, PAMELA', 'BREMERTON NH', and '3.3.49.0'.

After clicking the Create New button, a CCV Voucher Number will auto populate. See example below.



The screenshot shows the ABACUS application interface. On the left is a navigation menu with categories: Menu, Favorites, Account Management, Master Tables, Interface, Billing Management, Patients, Account Management, and Ledger Posting. The 'Account Management' section is expanded, showing various tools like Recovery, Maintenance, and Cash Collection Voucher. The main window displays the 'Cash Collection Voucher' form. The 'Criteria' section includes fields for Parent DMIS (NAVAL HOSPITAL BREMERTON), Voucher Status (DRAFT), CCV Voucher Number, Additional Voucher Number, and Control Number. A 'Vouchers' table below the form contains one entry with the voucher number 'V0126-22-000002', which is circled in blue. The table has 'Add' and 'Remove' buttons. The status bar at the bottom indicates 'Sensitive Information', 'POWELL, PAMELA', 'BREMERTON NH', and '3.3.49.0'.

Click on the Add button to add payment transactions to this voucher.



The screenshot displays the ABACUS software interface. The main window is titled "Cash Collection Voucher" and contains several input fields and buttons. The "Criteria" section includes a dropdown for "Parent DMIS" (set to "NAVAL HOSPITAL BREMERTON"), a dropdown for "Voucher Status" (set to "DRAFT"), and fields for "CCV Voucher Number", "Additional Voucher Number", and "Control Number". A vertical list of buttons on the right includes "Search", "Create New", "Update", "Finalize", "Print", "Reset", "Attachments", "Work with Notes", and "Export". Below the input fields, there are two tabs: "Vouchers" and "Payments". The "Payments" tab is active, showing a list with one entry: "V0126-22-000002". The "Add" button next to this entry is circled in blue. Below the list is a search bar with the text "Drag a column header here to group by that column". The left sidebar contains a "Menu" with "Favorites" and "Account Management" sections. The "Account Management" section is expanded to show "Recovery" and "MSA" sub-sections. The bottom status bar shows "Cash Collection Voucher", "Sensitive Information", "POWELL, PAMELA", "BREMERTON NH", and "3.3.49.0".

The CCV Payment Selection box will list all payment transactions that have not been previously attached to a CCV. To narrow down the choices, enter the data elements (Ex. LOBs from and to dates, Patient's name, Payer Source, Payment Type) to search for the desired payment transactions the user wants included on this CCV.

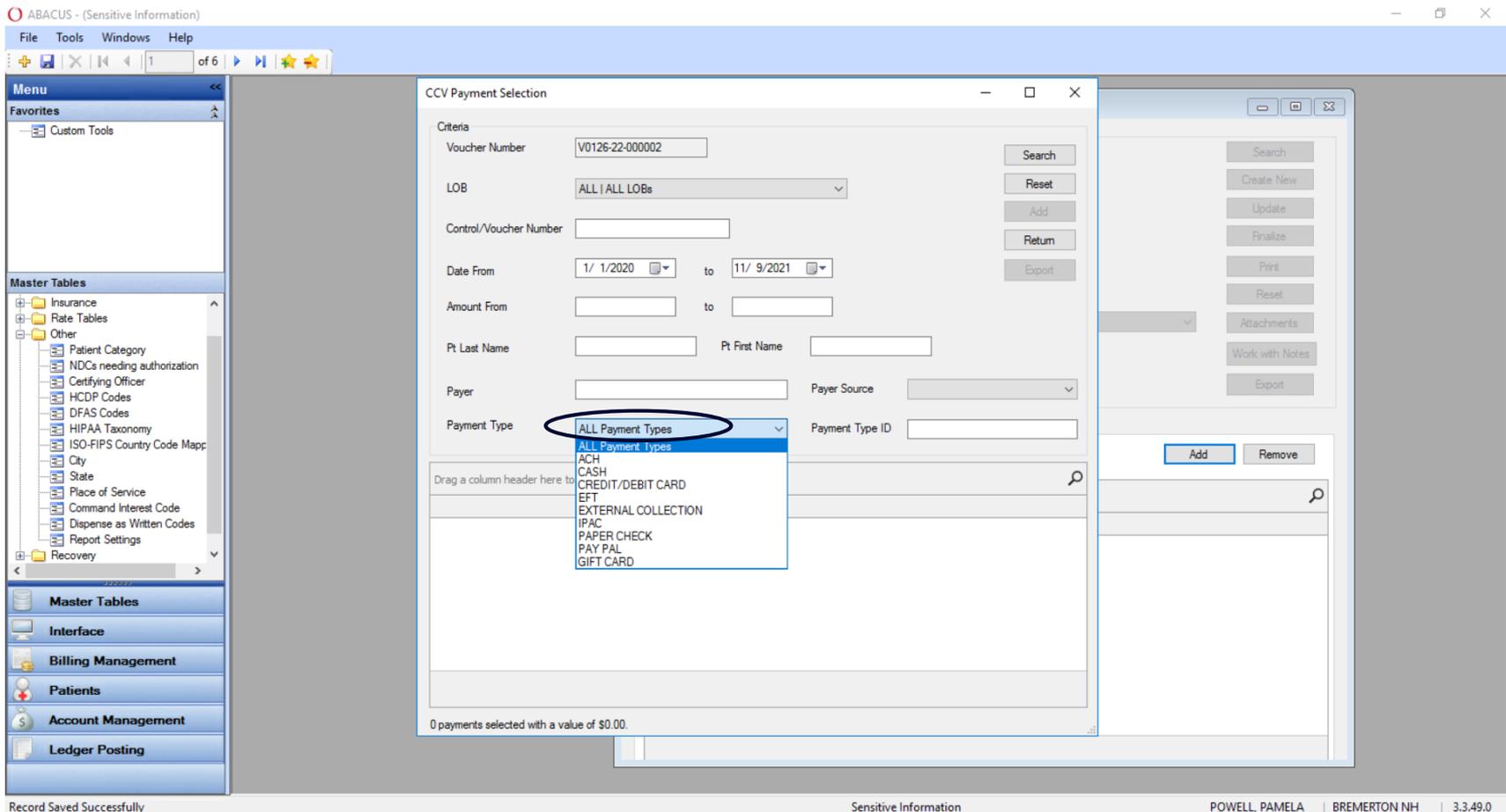
The screenshot displays the ABACUS application window. A dialog box titled "CCV Payment Selection" is open, allowing users to filter payment transactions. The criteria fields include:

- Voucher Number: V0126-22-000002
- LOB: ALL | ALL LOBs
- Control/Voucher Number: (empty)
- Date From: 10/10/2021 to 11/ 9/2021
- Amount From: (empty) to (empty)
- Pt Last Name: (empty) Pt First Name: (empty)
- Payer: (empty) Payer Source: (empty)
- Payment Type: ALL Payment Types Payment Type ID: (empty)

Buttons for Search, Reset, Add, Return, and Export are available. The status bar at the bottom indicates "Record Saved Successfully", "Sensitive Information", "POWELL, PAMELA", "BREMERTON NH", and "3.3.49.0".

Note: The user can build the CCV in any way and can choose to select all TPC payments, or Paper Checks, or EFT/Credit Card entries all received on the same CIR

Per the illustration below, there are different payment types in the dropdown or the user can select All Payment Types. Please ensure the correct payment type is selected.



The screenshot displays the ABACUS application interface. On the left is a navigation menu with sections for Favorites, Master Tables, and a main menu with categories like Insurance, Rate Tables, and Other. The main window shows the 'CCV Payment Selection' dialog box. The 'Criteria' section includes fields for Voucher Number (V0126-22-000002), LOB (ALL | ALL LOBs), Control/Voucher Number, Date From (1/ 1/2020) to 11/ 9/2021, Amount From, Pt Last Name, Pt First Name, Payer, Payer Source, and Payment Type. The Payment Type dropdown is open, showing a list of options: ALL Payment Types (circled), ACH, CASH, CREDIT/DEBIT CARD, EFT, EXTERNAL COLLECTION, IPAC, PAPER CHECK, PAY PAL, and GIFT CARD. The status bar at the bottom indicates '0 payments selected with a value of \$0.00'.

Once the user inputs the correct data elements, click the Search button and the requested accounts will appear. Please see example below.

ABACUS - (Sensitive Information)

File Tools Windows Help

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Menu

Favorites

- Custom Tools

Master Tables

- Insurance
- Rate Tables
- Other
 - Patient Category
 - NDCs needing authorization
 - Certifying Officer
 - HCDP Codes
 - DFAS Codes
 - HIPAA Taxonomy
 - ISO-FIPS Country Code Mapping
 - City
 - State
 - Place of Service
 - Command Interest Code
 - Dispense as Written Codes
 - Report Settings
- Recovery

Master Tables

Interface

Billing Management

Patients

Account Management

Ledger Posting

CCV Payment Selection

Criteria

Voucher Number: V0126-22-000002 **Search** (circled)

LOB: ALL | ALL LOBs

Control/Voucher Number:

Date From: 1/ 1/2020 to 11/ 9/2021

Amount From: to

Pt Last Name: Pt First Name:

Payer: Payer Source:

Payment Type: ALL Payment Types Payment Type ID:

Drag a column header here to group by that column

<input type="checkbox"/>	LOB	Control/Voucher Number	EOB	Invoice Number	Payment Date	Payment Amount	Payer
<input checked="" type="checkbox"/>	TPC2-OUT	21012SP0007434	18636		6/28/2021	3.46	OPTUM RX
<input type="checkbox"/>	TPC2-OUT	21012SP0007434			6/28/2021	-3.46	OPTUM RX
<input type="checkbox"/>	TPC2-OUT	21012SP0007444	18664		7/6/2021	81.70	OPTUM RX
<input type="checkbox"/>	TPC2-OUT	21012SP0007444	18664		7/6/2021	2.00	OPTUM RX
<input type="checkbox"/>	TPC2-OUT	21012SP0007444	18664		7/6/2021	2.00	OPTUM RX
<input type="checkbox"/>	TPC2-OUT	21012SP0007444	18664		7/6/2021	3.60	OPTUM RX
<input type="checkbox"/>	TPC2-OUT	21012SP0007444			7/7/2021	81.70	OPTUM RX

0 payments selected with a value of \$0.00.

Buttons: Search, Reset, Add, Return, Export, Print, Attachments, Work with Notes, Export, Add, Remove

Record Saved Successfully

Sensitive Information

POWELL, PAMELA | BREMERTON NH | 3.3.49.0

Select each payment by placing a check mark by the Control/Voucher number the user wants to add to the CCV. Confirm the total is correct by looking at the bottom right corner of the box. The total should be equal to the deposit.

ABACUS - (Sensitive Information)

File Tools Windows Help

Menu Favorites Custom Tools

Master Tables Insurance Rate Tables Other Patient Category NDCs needing authorization Certifying Officer HCDCP Codes DFAS Codes HIPAA Taxonomy ISO-FIPS Country Code Mapping City State Place of Service Command Interest Code Dispense as Written Codes Report Settings Recovery

Master Tables Interface Billing Management Patients Account Management Ledger Posting

CCV Payment Selection

Criteria

Voucher Number: V0126-22-000002

LOB: ALL | ALL LOBs

Control/Voucher Number:

Date From: 1/ 1/2020 to 11/ 9/2021

Amount From: to

Pt Last Name: Pt First Name:

Payer: Payer Source:

Payment Type: ALL Payment Types Payment Type ID:

Search Reset Add Return Export

Drag a column header here to group by that column

<input type="checkbox"/>	LOB	Control/Voucher Number	EOB	Invoice Number	Payment D...	Payment Amount	Payer
<input checked="" type="checkbox"/>	ISA3-OUT	F0126-22-000002			10/8/2021	1358.88	
<input checked="" type="checkbox"/>	ISA3-OUT	F0126-22-000002			10/8/2021	448.42	
<input checked="" type="checkbox"/>	MAC6-OUT	210126L0008136	18848		9/7/2021	33.39	DEPT OF LAI
<input checked="" type="checkbox"/>	MAC6-OUT	210126L0008132	18848		9/7/2021	109.16	DEPT OF LAI
<input checked="" type="checkbox"/>	PC2-OUT	210125P0009313	18845		9/7/2021	85.65	GOVT EMPLO
<input type="checkbox"/>	MAC6-OUT	210126L0008158	18808		9/3/2021	31.21	DEPT OF LAI
<input type="checkbox"/>	MAC6-OUT	210126L0008146	18778		8/10/2021	76.10	DEPT OF LAI

5 payments selected with a value of \$2035.50

Add Remove

Click the Add button.

ABACUS - (Sensitive Information)

File Tools Windows Help

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Menu

Favorites

- Custom Tools

Master Tables

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 - ISO-FIPS Country Code Mapping
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 - State
 - Place of Service
 - Command Interest Code
 - Dispense as Written Codes
 - Report Settings
- Recovery

Master Tables

Interface

Billing Management

Patients

Account Management

Ledger Posting

CCV Payment Selection

Criteria

Voucher Number: V0126-22-000002 [Search]

LOB: ALL | ALL LOBs [Reset]

Control/Voucher Number: [Add]

Date From: 1/ 1/2020 to 11/ 9/2021 [Return]

Amount From: [Export]

Pt Last Name: [Payer Source: ALL Payment Types]

Payer: [Payment Type ID:]

Drag a column header here to group by that column

<input type="checkbox"/>	LOB	Control/Voucher Number	EOB	Invoice Number	Payment D...	Payment Amount	Payer
<input checked="" type="checkbox"/>	MSA3-OUT	F0126-22-000002			10/8/2021	1358.88	
<input checked="" type="checkbox"/>	MSA3-OUT	F0126-22-000002			10/8/2021	448.42	
<input checked="" type="checkbox"/>	MAC6-OUT	210126L0008136	18848		9/7/2021	33.39	DEPT OF LAI
<input checked="" type="checkbox"/>	MAC6-OUT	210126L0008132	18848		9/7/2021	109.16	DEPT OF LAI
<input checked="" type="checkbox"/>	TPC2-OUT	210125P0009313	18845		9/7/2021	85.65	GOVT EMPLO
<input type="checkbox"/>	MAC6-OUT	210126L0008158	18808		9/3/2021	31.21	DEPT OF LAI
<input type="checkbox"/>	MAC6-OUT	210126L0008146	18778		8/10/2021	76.10	DEPT OF LAI

5 payments selected with a value of \$2035.50.

[Add] [Remove]

Record Saved Successfully

Sensitive Information

POWELL, PAMELA | BREMERTON NH | 3.3.49.0

A box will appear requesting verification of the accounts added to the voucher. Click OK

The screenshot shows the ABACUS application interface. The main window is titled 'ABACUS - (Sensitive Information)'. On the left is a navigation menu with sections like 'Favorites', 'Master Tables', 'Interface', 'Billing Management', 'Patients', 'Account Management', and 'Ledger Posting'. The 'Master Tables' section is expanded, showing a tree view of various data tables.

The central focus is the 'CCV Payment Selection' dialog box. It contains several input fields:

- Voucher Number: V0126-22-000002
- LOB: ALL | ALL LOBs
- Control/Voucher Number: (empty)
- Date From: 1/ 1/2020 to 11/ 9/2021
- Amount From: (empty) to (empty)
- Pt Last Name: (empty) Pt First Name: (empty)
- Payer: (empty)
- Payment Type: (empty)

 Action buttons include Search, Reset, Add (highlighted in blue), Return, and Export.

A smaller dialog box, 'Add Payments to Voucher', is overlaid on top of the main dialog. It contains a question mark icon and the text: 'Add the selected Payments to the current Voucher?'. Below this text are two buttons: 'OK' (circled in black) and 'Cancel'.

At the bottom of the main dialog, a table displays the selected payments. The status bar below the table indicates '5 payments selected with a value of \$2035.50.'

LOB	Control	Amount	Payer
<input checked="" type="checkbox"/>	MSA3-OUT F0126-22-000002	1358.88	
<input checked="" type="checkbox"/>	MSA3-OUT F0126-22-000002	448.42	
<input checked="" type="checkbox"/>	MAC6-OUT 210126L0008136 18848	33.39	DEPT OF LAI
<input checked="" type="checkbox"/>	MAC6-OUT 210126L0008132 18848	109.16	DEPT OF LAI
<input checked="" type="checkbox"/>	TPC2-OUT 210125P00093113 18845	85.65	GOVT EMPLO
<input type="checkbox"/>	MAC6-OUT 210126L0008158 18808	31.21	DEPT OF LAI
<input type="checkbox"/>	MAC6-OUT 210126L0008145 18778	76.10	DEPT OF LAI

At the bottom of the application window, a status bar shows: 'Record Saved Successfully', 'Sensitive Information', 'POWELL, PAMELA | BREMERTON NH | 3.3.49.0'.

The payments are now added. Please see example below. Click on the Vouchers tab to update the voucher.

The screenshot shows the ABACUS software interface. The main window is titled 'Cash Collection Voucher'. The 'Criteria' section includes:

- Parent DMIS: NAVAL HOSPITAL BREMERTON
- Voucher Status: DRAFT
- CCV Voucher Number: (empty)
- Additional Voucher Number: (empty)
- Control Number: (empty)

On the right side of the form, there are buttons for Search, Create New, Update, Finalize, Print, Reset, Attachments, Work with Notes, and Export.

The 'Payments' tab is selected and circled in red. Below it, the 'Add' button is highlighted. A table of payments is displayed:

Drag a column header here to group by that column						
DMIS	LOB	Control/Voucher Number	Payment Date	Payment Amount	Payment Method	Payment Type ID
<input checked="" type="checkbox"/>	0126	MSA3-OUT	F0126-22-000002	10/8/2021	1358.88	CREDIT/DEBIT CARD
<input type="checkbox"/>	0126	MSA3-OUT	F0126-22-000002	10/8/2021	448.42	CREDIT/DEBIT CARD

At the bottom of the window, the status bar shows 'Record Saved Successfully', 'Sensitive Information', 'POWELL, PAMELA | BREMERTON NH | 3.3.49.0', and the system clock '11:25 PM 10/9/2021'.

While the CCV is still in Draft Status, click on the Update button and a small box will appear.

ABACUS - (Sensitive Information)

File Tools Windows Help

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 - Recovery Management Tools
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Account Management

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Cash Collection Voucher

Update Voucher

DMIS: NAVAL HOSPITAL BREMERTON

Voucher Number: V0126-22-00002

Status: DRAFT

Secondary Voucher #: [Dropdown] [Text Box]

10/10/2021 [Calendar Icon] Remove Date

Tertiary Voucher #: [Dropdown] [Text Box]

10/10/2021 [Calendar Icon] Remove Date

Buttons: Save, Return

Background Buttons: Search, Create New, Update (circled), Finalize, Print, Reset, Attachments, Work with Notes, Export

Date	Finalize Date	Opened By User	Secondary Voucher #
2021 11:50 PM		PP	
2021 12:48 PM		WC	
2017 4:31 PM		AD	
2017 2:04 PM		YG	
DRAFT 0126	V0126-17-000001		
DRAFT 0126	V0126-16-000462	F0126-16-000538	10/8/2016 10:23 AM
DRAFT 0126	V0126-16-000455		9/12/2016 3:52 PM
DRAFT 0126	V0126-16-000451	F0126-16-000526	9/8/2016 7:01 PM
DRAFT 0126	V0126-16-000450		9/6/2016 7:46 PM
DRAFT 0126	V0126-16-000449		9/6/2016 7:43 PM
DRAFT 0126	V0126-16-000448		9/6/2016 7:40 PM
DRAFT 0126	V0126-16-000447		9/6/2016 7:36 PM
DRAFT 0126	V0126-16-000447		9/6/2016 7:32 PM

Cash Collection Voucher

Sensitive Information

POWELL, PAMELA | BREMERTON NH | 3.349.0

At the Secondary Voucher drop down, choose the qualifier that is appropriate for your method of deposit. Input the number that corresponds with the qualifier (ex Deposit Ticket number, CIR number etc. Then click the Save button.

ABACUS - (Sensitive Information)

File Tools Windows Help

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Cash Collection Voucher

Update Voucher

DMIS: NAVAL HOSPITAL BREMERTON
Voucher Number: V0126-22-000002
Status: DRAFT

Secondary Voucher #: CIR 12345

Tertiary Voucher #:
Date: 10/10/2021

Buttons: Save, Return

Date	Finalize Date	Opened By User	Secondary Voucher #
2021 11:50 PM		PP	
2021 12:48 PM		WC	
2017 4:31 PM		AD	
2017 2:04 PM		YG	
DRAFT 0126	V0126-17-000001		10/8/2016 10:23 AM
DRAFT 0126	V0126-16-000462	F0126-16-000538	9/12/2016 3:52 PM
DRAFT 0126	V0126-16-000455		9/8/2016 7:01 PM
DRAFT 0126	V0126-16-000451	F0126-16-000526	9/6/2016 7:46 PM
DRAFT 0126	V0126-16-000450		9/6/2016 7:43 PM
DRAFT 0126	V0126-16-000449		9/6/2016 7:40 PM
DRAFT 0126	V0126-16-000448		9/6/2016 7:36 PM
DRAFT 0126	V0126-16-000447		9/6/2016 7:32 PM

Click the Print Button to Export and save your Draft to your desktop or Share Drive.

The screenshot shows the ABACUS software interface. On the left is a navigation menu with categories like 'Account Management', 'Master Tables', 'Interface', 'Billing Management', 'Patients', 'Account Management', and 'Ledger Posting'. The 'Cash Collection Voucher' form is open in the center, with the following fields:

- Criteria: Parent DMIS (NAVAL HOSPITAL BREMERTON), Voucher Status (DRAFT)
- Buttons: Search, Create New, Update, Print (circled in red), Reset, Attachments, Work with Notes, Export
- Form fields: CCV Voucher Number, Additional Voucher Number, Additional Voucher Qualifier, Control Number

Below the form is a table with the following data:

Status	Parent DMIS	Voucher Number	Control Number	Start Date	Finalize Date	Opened By User	Secondary Voucher #
DRAFT	0126	V0126-22-000002	F0126-22-000002	10/9/2021 11:50 PM		PP	123456
DRAFT	0126	V0126-22-000001		10/8/2021 12:48 PM		WC	
DRAFT	0126	V0126-17-000003		3/1/2017 4:31 PM		AD	
DRAFT	0126	V0126-17-000002		2/13/2017 2:04 PM		YG	
DRAFT	0126	V0126-17-000001		10/8/2016 10:23 AM		RM	
DRAFT	0126	V0126-16-000462	F0126-16-000538	9/12/2016 3:52 PM		ET	323797
DRAFT	0126	V0126-16-000455		9/8/2016 7:01 PM		ET	
DRAFT	0126	V0126-16-000451	F0126-16-000526	9/6/2016 7:46 PM		ET	322224
DRAFT	0126	V0126-16-000450		9/6/2016 7:43 PM		ET	
DRAFT	0126	V0126-16-000449		9/6/2016 7:40 PM		ET	
DRAFT	0126	V0126-16-000448		9/6/2016 7:36 PM		ET	
DRAFT	0126	V0126-16-000447		9/6/2016 7:32 PM		ET	

The status bar at the bottom shows: Cash Collection Voucher | Sensitive Information | POWELL, PAMELA | BREMERTON NH | 3.3.49.0

Please see the example below of a Cash Collection Voucher (CCV) in draft status

CASH COLLECTION VOUCHER
V0126-22-000002 DRAFT

1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER
2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER

3. RECEIVING OFFICE
a. ACTIVITY (Name and Location) (Include ZIP Code)
NAVAL HOSPITAL BREMERTON
ONE BOONE RD CODE 08RAZD
BREMERTON WA 98312-1898
b. RECEIVED AND FORWARDED BY (Printed Name, Title and Signature)
Elizabeth Y Tellez
UBO MANAGER
d. DATE (YYYYMMDD)
c. TELEPHONE NUMBER (Include Area Code)
COMMERCIAL: 360-475-4180 DSN: 494-4319

4. DISBURSING OFFICE
a. ACTIVITY (Name and Location) (Include ZIP Code)
DFAS CLEVELAND
1240 EAST 9TH STREET
CLEVELAND OH 44199-2001
b. DISBURSING OFFICER (Printed Name, Title and Signature)
JOHN R FRYE JR
MR. MATTHEW SEYLER
d. DISBURSING STATION SYMBOL NUMBER
8522
c. TELEPHONE NUMBER (Include Area Code)
COMMERCIAL: 216-204-3424 DSN:
e. DATE (YYYYMMDD)

5. Period: a. From: b. To: Fiscal Year Collected: 2022

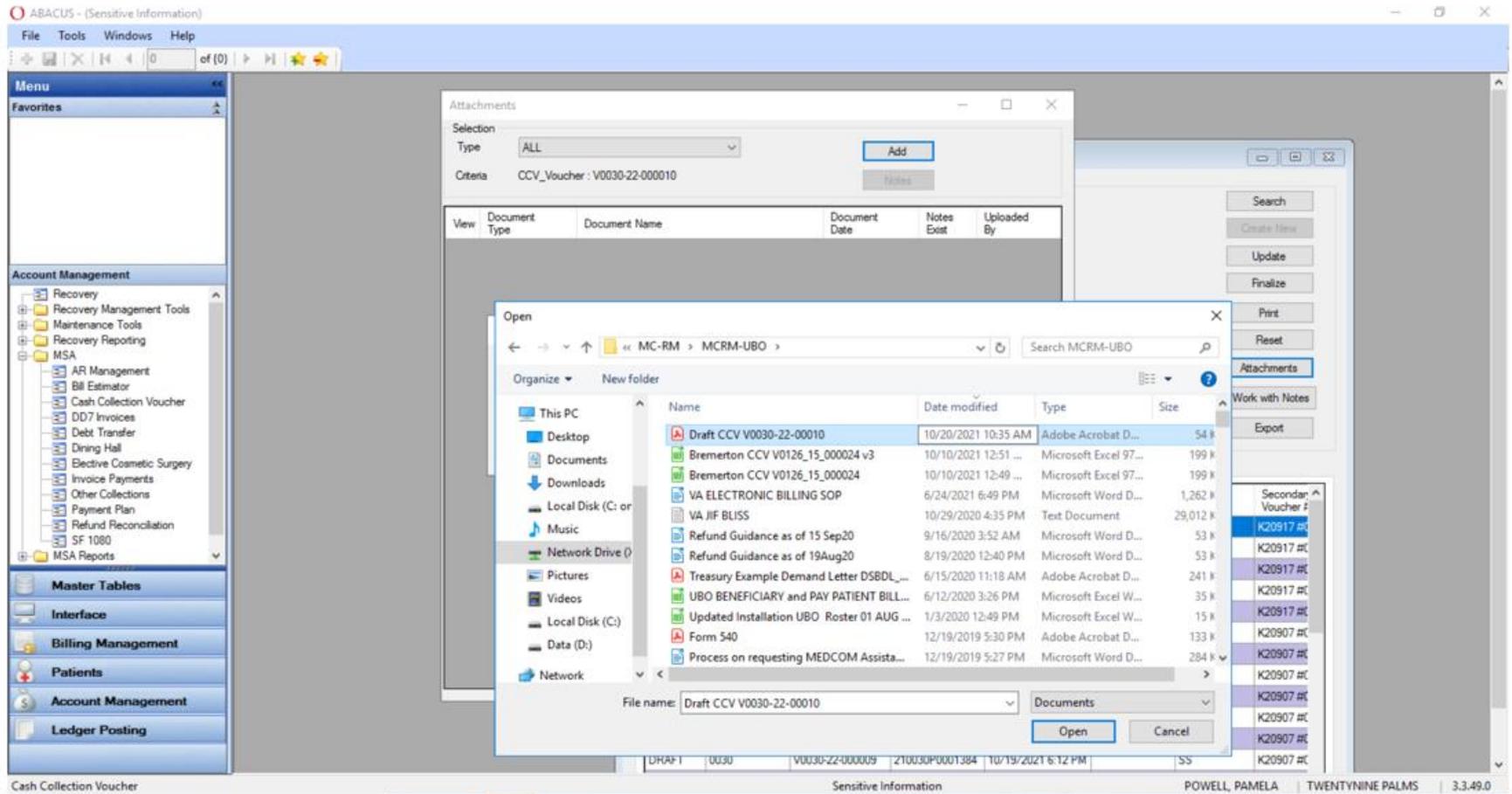
6. Detailed Description of Collections (Fields 6 to 10)

Reporting Label	Line of Accounting	Additional Notes	Sub Total
DINING HALL HEADCOUNT	9720130.1800 - 3CAHOC2000000 021001 S.0083732.8.11	SIK	1,807.30
ACH	0.00	GIFT CARD	0.00
CASH	0.00	IPAC	0.00
CREDIT/DEBIT CARD	1,807.30	PAPER CHECK	0.00

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

****Please note, DHA UBO has found a system flaw regarding the CCV signing process. We are in the process of getting this flaw corrected.**

- Find the uploaded document and click the Open button to add the document.



The screenshot displays the ABACUS software interface with several windows open:

- ABACUS - (Sensitive Information)**: The main application window with a menu bar (File, Tools, Windows, Help) and a sidebar containing navigation options like Account Management, Master Tables, Interface, Billing Management, Patients, Account Management, and Ledger Posting.
- Attachments**: A dialog box with a 'Selection' dropdown set to 'ALL' and an 'Add' button. Below it is a table with columns: View, Document Type, Document Name, Document Date, Notes Exist, and Uploaded By.
- Open**: A file explorer window showing the contents of the 'MCRM-UBO' folder. The file 'Draft CCV V0030-22-00010' is selected. The file name is entered in the 'File name' field at the bottom.
- Secondary Voucher #**: A list of voucher numbers (K20917 #, K20917 #, etc.) is visible on the right side of the interface.

The status bar at the bottom of the application shows: Cash Collection Voucher, Sensitive Information, POWELL, PAMELA, TWENTYNINE PALMS, 3.3.49.0

- To finalize the CCV, click on the Finalize button and a small box will appear to prompt the user to click the OK button. Please note, once the voucher is finalized, it **CAN NOT** be modified.

ABACUS - (Sensitive Information)

File Tools Windows Help

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Menu

Favorites

- Custom Tools

Master Tables

- Insurance
- Rate Tables
- Other
 - Patient Category
 - NDCs needing authorization
 - Certifying Officer
 - HCDP Codes
 - DFAS Codes
 - HIPAA Taxonomy
 - ISO-FIPS Country Code Mapp
 - City
 - State
 - Place of Service
 - Command Interest Code
 - Dispense as Written Codes
 - Report Settings
- Recovery

Master Tables

Interface

Billing Management

Patients

Account Management

Ledger Posting

Cash Collection Voucher

Criteria

Parent DMIS: NAVAL HOSPITAL BREMERTON

Voucher Status: DRAFT

CCV Voucher Number: []

Additional Voucher Number: [] Additional Voucher Qualifier: []

Buttons: Search, Create New, Update, Finalize, Print, Reset, Attachments, Work with Notes, Export

Finalize Voucher

Finalize voucher V0126-22-000002?

OK Cancel

Control Number	Start Date	Finalize Date	Opened By User	Secondary Voucher #
126-22-000002	10/9/2021 11:50 PM		PP	
	10/8/2021 12:48 PM		WC	
DRAFT 0126	V0126-17-000003	3/1/2017 4:31 PM	AD	
DRAFT 0126	V0126-17-000002	2/13/2017 2:04 PM	YG	
DRAFT 0126	V0126-17-000001	10/8/2016 10:23 AM	RM	
DRAFT 0126	V0126-16-000462	F0126-16-000538	9/12/2016 3:52 PM	ET 323797
DRAFT 0126	V0126-16-000455	9/8/2016 7:01 PM	ET	
DRAFT 0126	V0126-16-000451	F0126-16-000526	9/6/2016 7:46 PM	ET 322224
DRAFT 0126	V0126-16-000450	9/6/2016 7:43 PM	ET	
DRAFT 0126	V0126-16-000449	9/6/2016 7:40 PM	ET	
DRAFT 0126	V0126-16-000448	9/6/2016 7:36 PM	ET	
DRAFT 0126	V0126-16-000447	9/6/2016 7:32 PM	ET	
DRAFT 0126	V0126-16-000438	8/26/2016 3:26 PM	KK	

Record Saved Successfully

Sensitive Information

POWELL, PAMELA | BREMERTON NH | 3.3.49.0

- If the user does NOT upload a signed CCV, an information error (like the one below) will appear. ABACUS is hard coded to ensure a signed DD 1131 is uploaded in the CCV module.

The screenshot shows the ABACUS application window with a 'Cash Collection Voucher' form open. The form contains the following fields:

- Criteria: Parent DMIS (NH TWENTYNINE PALMS)
- Voucher Status (DRAFT)
- CCV Voucher Number (empty)
- Voucher Qualifier (dropdown menu)

An error dialog box titled 'Finalize Voucher' is displayed in the foreground, containing the message: 'The Signed CCV DD 1131 has not been attached to this CCV Voucher.' The dialog has an 'OK' button.

Below the form, a table lists the voucher entries:

DMIS	Number	Number	Start Date	Finalize Date	Opened By User	Secondary Voucher #
DRAFT	0030	V0030-22-000010	210030P0000875	10/19/2021 6:20 PM	SS	K20917 #
DRAFT	0030	V0030-22-000010	210030P0001133	10/19/2021 6:20 PM	SS	K20917 #
DRAFT	0030	V0030-22-000010	210030P0001315	10/19/2021 6:20 PM	SS	K20917 #
DRAFT	0030	V0030-22-000010	210030P0001412	10/19/2021 6:20 PM	SS	K20917 #
DRAFT	0030	V0030-22-000010	210212P0001226	10/19/2021 6:20 PM	SS	K20917 #
DRAFT	0030	V0030-22-000009	210030P0000585	10/19/2021 6:12 PM	SS	K20907 #
DRAFT	0030	V0030-22-000009	210030P0000880	10/19/2021 6:12 PM	SS	K20907 #
DRAFT	0030	V0030-22-000009	210030P0000926	10/19/2021 6:12 PM	SS	K20907 #
DRAFT	0030	V0030-22-000009	210030P0001136	10/19/2021 6:12 PM	SS	K20907 #
DRAFT	0030	V0030-22-000009	210030P0001194	10/19/2021 6:12 PM	SS	K20907 #
DRAFT	0030	V0030-22-000009	210030P0001305	10/19/2021 6:12 PM	SS	K20907 #
DRAFT	0030	V0030-22-000009	210030P0001384	10/19/2021 6:12 PM	SS	K20907 #

The status bar at the bottom of the window displays: 'Cash Collection Voucher', 'Sensitive Information', 'POWELL, PAMELA | TWENTYNINE PALMS', and '3.3.49.0'.

- Click the Finalize button and a box will appear. Click OK to finalize the CCV.

ABACUS - (Sensitive Information)

File Tools Windows Help

Menu Favorites

Account Management

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- Recovery Management Tools
- Maintenance Tools
- Recovery Reporting
- MSA
 - AR Management
 - Bill Estimator
 - Cash Collection Voucher
 - DD7 Invoices
 - Debt Transfer
 - Dining Hall
 - Elective Cosmetic Surgery
 - Invoice Payments
 - Other Collections
 - Payment Plan
 - Refund Reconciliation
 - SF 1080
 - MSA Reports

Master Tables

Interface

Billing Management

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Account Management

Ledger Posting

Cash Collection Voucher

Criteria

Parent DMIS: NH TWENTYNINE PALMS

Voucher Status: DRAFT

CCV Voucher Number: [Empty]

Additional Voucher Qualifier: [Empty]

Buttons: Search, Create New, Update, Finalize, Print, Reset, Attachments, Work with Notes, Export

Finalize Voucher

Finalize voucher V0030-22-000010?

Buttons: OK, Cancel

DMIS	Number	Control Number	Start Date	Finalize Date	Opened By User	Secondary Voucher #
DRAFT	0030	V0030-22-000010	210030P0000875	10/19/2021 6:20 PM	SS	K20917 #C
DRAFT	0030	V0030-22-000010	210030P0001133	10/19/2021 6:20 PM	SS	K20917 #C
DRAFT	0030	V0030-22-000010	210030P0001315	10/19/2021 6:20 PM	SS	K20917 #C
DRAFT	0030	V0030-22-000010	210030P0001412	10/19/2021 6:20 PM	SS	K20917 #C
DRAFT	0030	V0030-22-000010	210212P0001226	10/19/2021 6:20 PM	SS	K20917 #C
DRAFT	0030	V0030-22-000009	210030P0000585	10/19/2021 6:12 PM	SS	K20907 #C
DRAFT	0030	V0030-22-000009	210030P0000880	10/19/2021 6:12 PM	SS	K20907 #C
DRAFT	0030	V0030-22-000009	210030P0000926	10/19/2021 6:12 PM	SS	K20907 #C
DRAFT	0030	V0030-22-000009	210030P0001136	10/19/2021 6:12 PM	SS	K20907 #C
DRAFT	0030	V0030-22-000009	210030P0001194	10/19/2021 6:12 PM	SS	K20907 #C
DRAFT	0030	V0030-22-000009	210030P0001305	10/19/2021 6:12 PM	SS	K20907 #C
DRAFT	0030	V0030-22-000009	210030P0001384	10/19/2021 6:12 PM	SS	K20907 #C

Cash Collection Voucher

Sensitive Information

POWELL, PAMELA | TWENTYNINE PALMS | 3.3.49.0

- The CCV now has a Final Voucher Status. Please see the illustration below.

ABACUS - (Sensitive Information)

File Tools Windows Help

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- Recovery
 - Recovery Management Tools
 - Maintenance Tools
 - Recovery Reporting
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 - Dining Hall
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 - Invoice Payments
 - Other Collections
 - Payment Plan
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 - SF 1080
 - MSA Reports

Master Tables

Interface

Billing Management

Patients

Account Management

Ledger Posting

Cash Collection Voucher

Criteria

Parent DMIS:

Voucher Status:

-Or-

CCV Voucher Number:

-Or-

Additional Voucher Number: Additional Voucher Qualifier:

-Or-

Control Number:

Vouchers Payments

Status	Parent DMIS	Voucher Number	Control Number	Start Date	Finalize Date	Opened By User	Final
FINAL	0030	V0030-22-000010	210030P0000875	10/19/2021 6:20 PM	10/20/2021 11:03 AM	SS	POV
FINAL	0030	V0030-22-000010	210030P0001133	10/19/2021 6:20 PM	10/20/2021 11:03 AM	SS	POV
FINAL	0030	V0030-22-000010	210030P0001315	10/19/2021 6:20 PM	10/20/2021 11:03 AM	SS	POV
FINAL	0030	V0030-22-000010	210030P0001412	10/19/2021 6:20 PM	10/20/2021 11:03 AM	SS	POV
FINAL	0030	V0030-22-000010	210212P0001226	10/19/2021 6:20 PM	10/20/2021 11:03 AM	SS	POV
FINAL	0030	V0030-16-000032	F0030-16-000493	9/22/2016 1:39 PM	9/22/2016 3:40 PM	CD	DAN
FINAL	0030	V0030-16-000032	F0030-16-000495	9/22/2016 1:39 PM	9/22/2016 3:40 PM	CD	DAN
FINAL	0030	V0030-16-000032	F0030-16-000496	9/22/2016 1:39 PM	9/22/2016 3:40 PM	CD	DAN
FINAL	0030	V0030-16-000032	F0030-16-000498	9/22/2016 1:39 PM	9/22/2016 3:40 PM	CD	DAN
FINAL	0030	V0030-16-000032	F0030-16-000499	9/22/2016 1:39 PM	9/22/2016 3:40 PM	CD	DAN
FINAL	0030	V0030-16-000032	F0030-16-000501	9/22/2016 1:39 PM	9/22/2016 3:40 PM	CD	DAN
FINAL	0030	V0030-16-000032	F0030-16-000502	9/22/2016 1:39 PM	9/22/2016 3:40 PM	CD	DAN

Cash Collection Voucher

Sensitive Information

POWELL, PAMELA TWENTYNINE PALMS 3.3.49.0

- Below is an example of a Finalized Voucher. The user can export the voucher to their desktop or Share-drive

Cash Collection Voucher

RECEIVING OFFICE COLLECTION VOUCHER NUMBER
CIR IC0917 #005488

3. RECEIVING OFFICE

a. ACTIVITY (Name and Location) (Include ZIP Code)
COMMANDING OFFICER NAVAL HOSPITAL TWENTYNINE
NAVAL HOSPITAL TWENTYNINE PALMS
BOX 788250 TWENTYNINE PALMS CA 92278-8250

b. RECEIVED AND FORWARDED BY (Printed Name, Title and Signature)
CARMEN D'ANGELES
UBO MANAGER

d. DATE (YYYYMMDD)
20210917

c. TELEPHONE NUMBER (Include Area Code)
COMMERCIAL: 760-830-2121 DSN: 230-2121

4. DISBURSING OFFICE

a. ACTIVITY (Name and Location) (Include ZIP Code)
DFAS CLEVELAND
1240 EAST 9TH STREET
CLEVELAND OH 44199-2001

b. DISBURSING OFFICER (Printed Name, Title and Signature)
JOHN R FRYE, JR
DFAS-CLEVELAND FOR NAVY MEDICINE

d. DISBURSING STATION SYMBOL NUMBER
8522

c. TELEPHONE NUMBER (Include Area Code)
COMMERCIAL: 216-204-3424 DSN:

e. DATE (YYYYMMDD)

5. Period: a. From: b. To: 10/20/2021 11:03:30AM Fiscal Year Collected: 2022

6. Detailed Description of Collections (Fields 6 to 10)

Reporting Label	Line of Accounting	Additional Notes	Sub Total
Third Party Collections			
	AA 97y0130 1882 007 68906 0 068888 3C	36949yYTPT3X SDN: N36949yyWEVYTPT	1,660.82

ACH	0.00	GIFT CARD	0.00
CASH	0.00	IPAC	0.00
CREDIT/DEBIT CARD	0.00	PAPER CHECK	1,660.82
EXTERNAL COLLECTION	0.00	RAW PAL	0.00
EFT	0.00		
11. TOTAL			1,660.82

Current Page No: 1 Total Page No: 1 Zoom Factor: 100%

- **Please note, DHA UBO has found a system flaw regarding the CCV signing process. We are in the process of getting this flaw corrected.**

Questions?

