



# Debt Management Work Group Session

October 22, 2019  
1:00 to 1:30, Central Standard Time

# Introduction

## **Facilitator:**

Robert Nobles, Program Analyst

Jill Pettingill, Program Analyst

## **Presenters:**

Tammy Buras, Program Analyst

# Housekeeping

- Participants will be placed in “listen only mode”.
- Submit questions into the Chat Box or submit via the ServiceNow Customer Service Portal (CSP). Indicate in the request in the description field; **Debt Management Work Group Inquiry**
- The Debt Management Services Branch (DMSB) will respond to questions within two weeks. Responses will be posted on the NFC website under Debt Management Information.
- DMSB is also soliciting for additional topics of interest for future Work Group sessions.
- Please enter those requests in the Chat Box or submit via the ServiceNow CSP.

## NFC Agenda

Administrative Billings and  
Collections (ABCO):  
Modifications to the Main  
Menu and Employee  
Indebtedness Screens



# ABCO Main Menu and Screen Modifications (continued)

## NFC Banner Screen

```
=====
== 10/08/2019          SNX32705          T30P4394          PF1=HELP  ==
=====
==              NN   NN          FFFFFFFF          CCCCCCCC  ==
==             NNN  NN          FFFFFFFF          CCCCCCCC  ==
==            NNNN NN          FF              CCC      ==
==           NN NN NN          FFFFFFFF          CCC      ==
==          NN  NNN          FFFFFFFF          CCC      ==
==         NN   NN          FF              CCCCCCCC  ==
==        NN   NN          FF              CCCCCCCC  ==
==
== =====
==          National Finance Center          =====
==        Office of the Chief Financial Officer          =====
==      United States Department of Agriculture          =====
==
==          For Authorized Use Only
== ENTER USER ID =          PASSWORD =          NEW PASSWORD? N
==                                     (Y or N)
== ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU
==
```



# ABCO Main Menu and Screen Modifications (continued)

## Main Menu Screen – AR00100

```

                                U.S.D.A. - NATIONAL FINANCE CENTER

#####      #####      #####      #####
#      #      #      #      #      #      #
#####      #####      #      #      #
#      #      #      #      #      #      #
#      #      #####      #####      #####

                                ADMINISTRATIVE BILLINGS AND
                                COLLECTIONS - INQUIRY SYSTEM

                                FOR AUTHORIZED USE ONLY

                                CHOOSE AN OPTION FOR ACCESSING THE ABCO DATABASE:

1.  DEBTOR INFORMATION (BY DEBTOR ID)
2.  RECEIVABLE INFO (BY DEBTOR ID AND BILL NUMBER)
3.  COLLECTIONS (BY CHECK ID)
4.  EMPLOYEE INDEBTEDNESS (BY SOC SEC NUMBER OR ACCT NUMBER)
5.  CLAIMS INFORMATION (BY CLAIM NUMBER)
6.  TOP INFORMATION (BY TAX-ID NUMBER)

ENTER: SEND                                CLEAR: EXIT
```

# ABCO Main Menu and Screen Modifications (continued)

## Employee Indebtedness Screen – AR00155

```
AR00155          USDA - NFC          DATE 10/18/19
                ADMINISTRATIVE BILLINGS AND COLLECTIONS    TIME 08:42:33
                EMPLOYEE INDEBTEDNESS          PAGE 0001
SOCIAL SECURITY NUMBER           ACCOUNT NUMBER 
DEBTOR NUMBER          DEBTOR NAME          BILL NO          BATCH          RECVBL - BALANCE
.....
.....
CLEAR, EXIT INQUIRY  PF1 MENU SCREEN  PF7 BACKWARD  PF8 FORWARD  ENTER
ENTER SOC SEC OR ACCT NUMBER AND PRESS ENTER
```

# ABCO Main Menu and Screen Modifications (continued)

## Employee Indebtedness Screen – AR00155 (Example)

```
AR00155                                USDA - NFC                                DATE 10/18/19
                                         ADMINISTRATIVE BILLINGS AND COLLECTIONS    TIME 13:19:09

                                         EMPLOYEE INDEBTEDNESS                        PAGE 0001

SOCIAL SECURITY NUMBER  123456789          ACCOUNT NUMBER  45678912T _

      DEBTOR NUMBER          DEBTOR NAME          BILL NO    BATCH  RECVBL - BALANCE
*****
```

# Future ABCO Notice Modifications

## Form NFC-1100, Notice of Overpayment of Salary and Demand for Payment

AS IS:

NOTICE OF OVERPAYMENT OF SALARY AND DEMAND FOR PAYMENT	
EMPLOYEE NAME: DOE, JANE	AGY-SON: XX-1234
BILL DATE: 10/01/2019	ORG: 00-0010-000-1234
DEBTOR NUMBER: AA123456789ER 92	AMOUNT OWED: 100.25
BILL NUMBER: 111222333	ESTIMATED DEDUCTION AMOUNT: 50.00
	PAY PERIOD TO BEGIN DEDUCTIONS: 22
	ANNUAL INTEREST RATE: 1.000

TO BE:

NOTICE OF OVERPAYMENT OF SALARY AND DEMAND FOR PAYMENT	
EMPLOYEE NAME: DOE, JANE	AGY-SON: XX-1234
BILL DATE: 10/01/2019	ORG: 00-0010-000-1234
DEBTOR NUMBER: AA45678912TER 92	AMOUNT OWED: 100.25
BILL NUMBER: 111222333	ESTIMATED DEDUCTION AMOUNT: 50.00
	PAY PERIOD TO BEGIN DEDUCTIONS: 22
	ANNUAL INTEREST RATE: 1.000

# Future ABCO Notice Modifications (Continued)

Form NFC-631, Demand Notice for Payment

AS IS:

DEMAND NOTICE FOR PAYMENT			
DEBTOR NUMBER	BILL NUMBER	SON	BILLING DATE
AA123456789ER 92	111222333	XX-1234	10/01/2019

For additional information, please call:

SEE FORMS NFC-631 pg4, pg5, and pg6 FOR IMPORTANT INFORMATION.  
To protect the interest of the Government on amounts overdue, the Department of the Treasury (Treasury) requires a late payment charge on all delinquent debts. Remittance for the Total Amount Due must be received on or before the Due Date. The interest rate to be applied to the past-due principal is determined quarterly by Treasury.

TO BE:

DEMAND NOTICE FOR PAYMENT			
DEBTOR NUMBER	BILL NUMBER	SON	BILLING DATE
AA45678912TER 92	111222333	XX-1234	10/01/2019

For additional information, please call:

SEE FORMS NFC-631 pg4, pg5, and pg6 FOR IMPORTANT INFORMATION.  
To protect the interest of the Government on amounts overdue, the Department of the Treasury (Treasury) requires a late payment charge on all delinquent debts. Remittance for the Total Amount Due must be received on or before the Due Date. The interest rate to be applied to the past-due principal is determined quarterly by Treasury.

# Future ABCO Notice Modifications (Continued)

Form NFC-937, Notice of Intent to Recover Past-Due Health Benefits From Salary

AS IS:

NOTICE OF INTENT TO RECOVER PAST-DUE HEALTH BENEFITS FROM SALARY		
JANE DOE 123 ANY STREET ANY TOWN, US. 12345		
<b>Debtor</b> No: AA123456789ER 92 AG:XX	Employing Office: 1234	Bill No: 111222333

TO BE:

NOTICE OF INTENT TO RECOVER PAST-DUE HEALTH BENEFITS FROM SALARY		
JANE DOE 123 ANY STREET ANY TOWN, US. 12345		
<b>Debtor</b> No: AA45678912TER 92 AG:XX	Employing Office: 1234	Bill No: 111222333

# Useful Information

- Hyperlink to:
  - [NFC webpage to locate Debt Management Information](#)
- Hyperlink to:
  - [2019 Date to Print and Mail ABCO Notices](#)
- Hyperlink to:
  - [Instructions on how to retrieve large ABCO Form reports from the Reporting Center, if the report is too large to view](#)
- Hyperlink to:
  - [The ABCO Procedure Manual, web version](#)
- Hyperlink to:
  - [The ABCO Procedure Manual, PDF version](#)