

	Agency Name	Office of Family Support (OFS)		
	Chapter No./Name	09 – Support Enforcement Services (SES)		
	Part No./Name	X. Louisiana Automated Support Enforcement System (LASES) User Guide		
	Section No./Name	X-4200 Debt and Payment Inquiry		
	Document No./Name	X-4210 List Case Debts (LICD)		
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Use the List Case Debts (LICD) screen to list, select for updating, and delete debts associated with a case.

X-4211 HOW TO GET STARTED

To reach the LICD screen

- Enter 'LICD' in the GOTO field on any screen and press ENTER.
- Select 'LC' from the Debt Management Menu.

The LICD screen appears. Enter the case ID in the CASE ID field and press ENTER. A list of debts for the case appears.

X-4212 INSTRUCTIONS

The following fields appear, for display only, for each debt. To scroll through the list of debts, press PF7 or PF8.

- DB (debt type code)
- ST (debt status code)
- V ('Y' for variable debt)
- * F (code for frequency of obligation) **
- A ('Y' for accruing debt)
- OBL AMT (obligation amount)
- DUE DATE (date next payment is due)
- MTH BAL (remaining obligation for the current month)
- CUR BAL (total amount due; current and past due)
- DOCKET NUMBER (docket number for court order, if applicable)

To add a debt, press PF5. The Debt Detail Add (DEDA) screen appears. Refer to X-2030.

To select a debt to update non-obligation-specific details, enter 'X' in the ACT field for the debt and press PF10. The Debt Detail Update (DEDU) screen appears. Refer to X-2040.

To select a debt to update the obligation or balances, enter 'X' in the ACT field for the debt and press PF9. The Debt Balance/Obligation Update (DBOU) screen appears. Refer to X-2050.

To delete a debt, enter 'D' in the ACT field for the debt and press ENTER. LASES prompts you to confirm deletion of the debt. Answer the prompt and press ENTER.