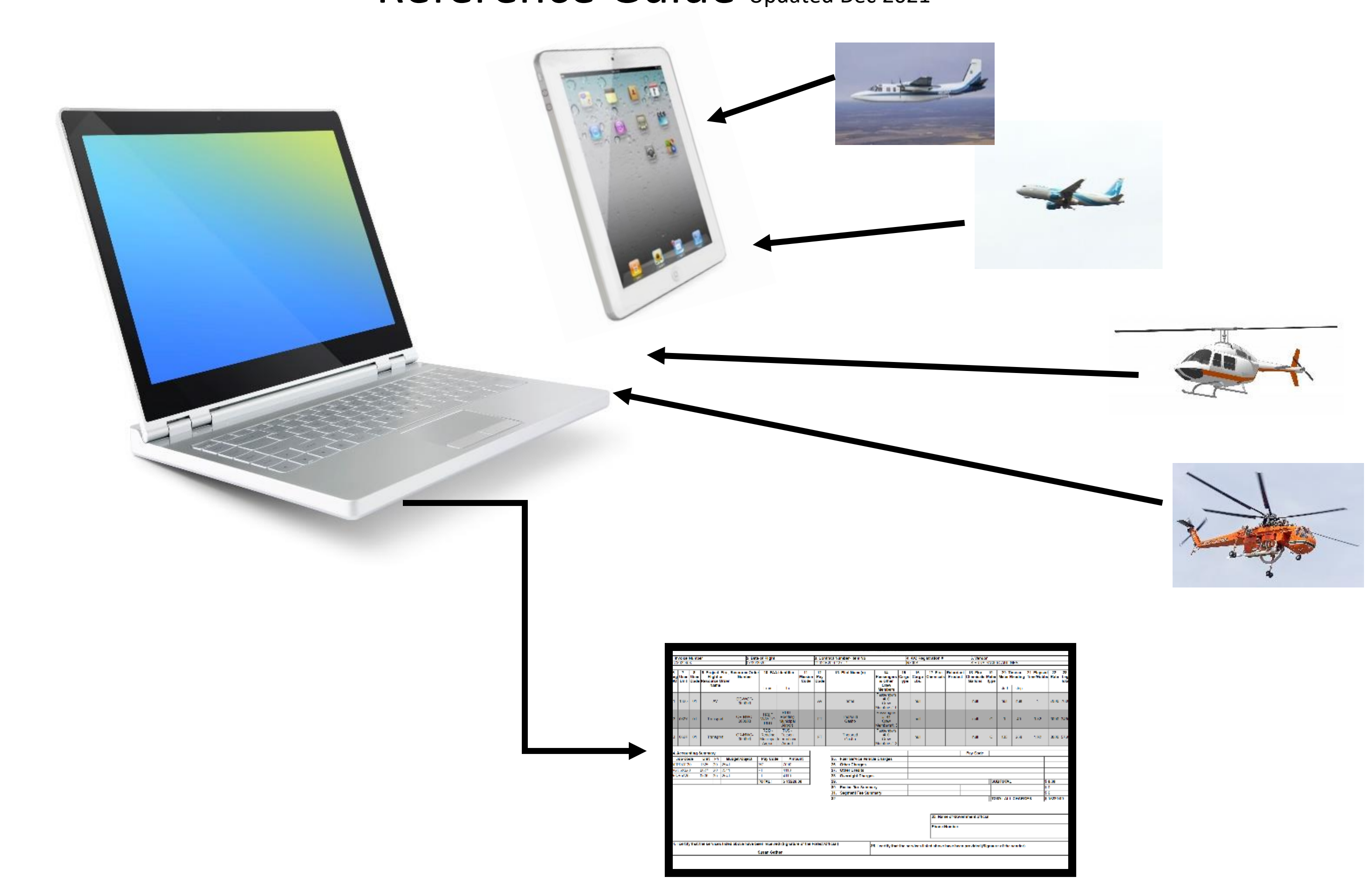
INCIDENT BUSINESS SYSTEM – AVIATION (IBS)

Reference Guide Updated Dec 2021



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INTRODUCTION

The Incident Business System (IBS) is a web-based application that will be used by the USDA, Forest Service to electronically document and process all contract aviation cost and track use of agency owned aircraft (WCF Aircraft). This system will require that data will be entered electronically into IBS form the source location (helibase, tanker base etc.) by aircraft managers or other designated persons. From there the following workflow will be followed.

- The appropriate Contracting Officer (CO) or designated Contracting Officer's Representative (COR) will review and approve each invoice.
- The CO or COR will electronically select approved invoices to be packaged for payment. The approved packages will be approved using the Personal Identification Number (PIN) to indicate approval.
- After approval by the COR or CO, the vendor will receive notification that a package is ready for approval.
- After the vendor successfully reviews, and the application of a PIN by the vendor, the package will be submitted to the Albuquerque Service Center (ASC) Incident Database (IBDB) for final payment processing.

- If the vendor requests changes to the payment package the changes will be reviewed by the CO/COR, the changes are accepted or rejected and returned electronically to the vendor for final approval.

Access to the system requires an individual USDA eAuthentication account and password for all users. In addition, a secure PIN number will be provided to the COs and CORs. Vendors will be issued a PIN by the CO who administers their contracts. The PIN will be required for electronic approval of the payment packages. In addition, each user must register in the IBS system the first time they log in. If a used is inactive in the system for a period they are deactivate and will need to reregister to regain access.

ACCESS PROCESS

Access to the IBS application is different for different types of users. User are broken up into the follow categories. Forest Service Data Entry Users, all other Data Entry Users, CORs, CO, Vendor Role, Approving Officer (ASC role) and Processer (ASC role).

ALL USERS-EAUTH

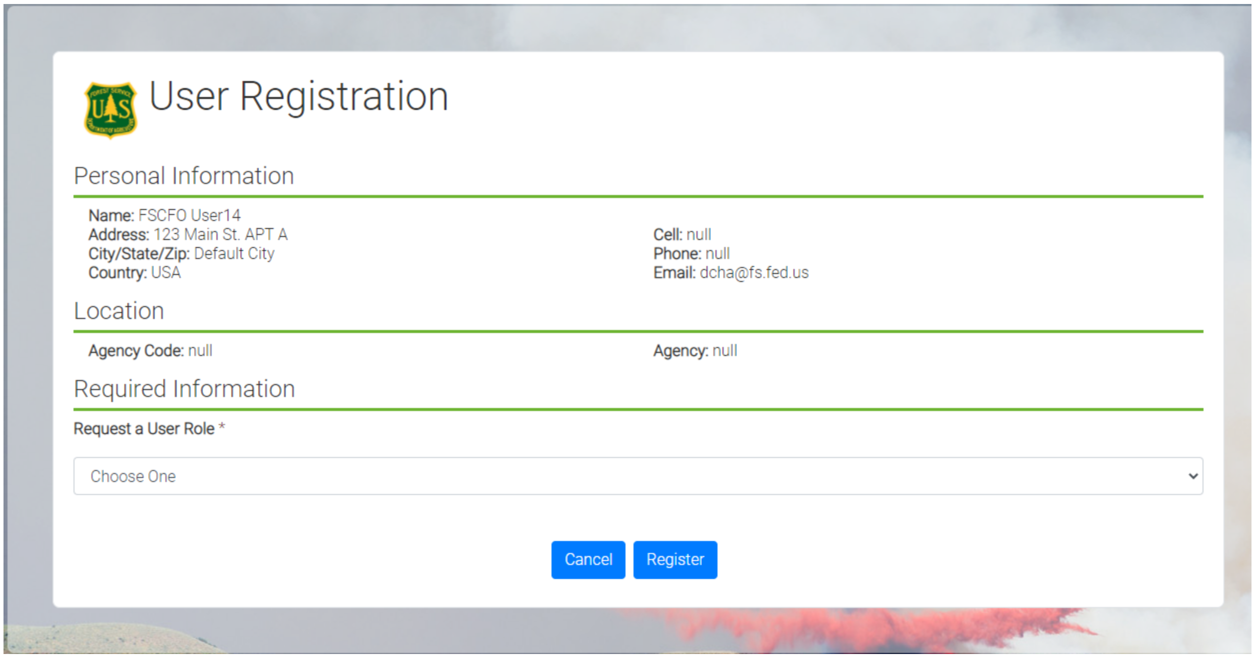
All users must have an individual USDA eAuthentication (eAuth) account and password. eAuth holds the profile information for IBS.

Forest Service user can use their LINKPASS or their eAuth user-name and password to access the system.

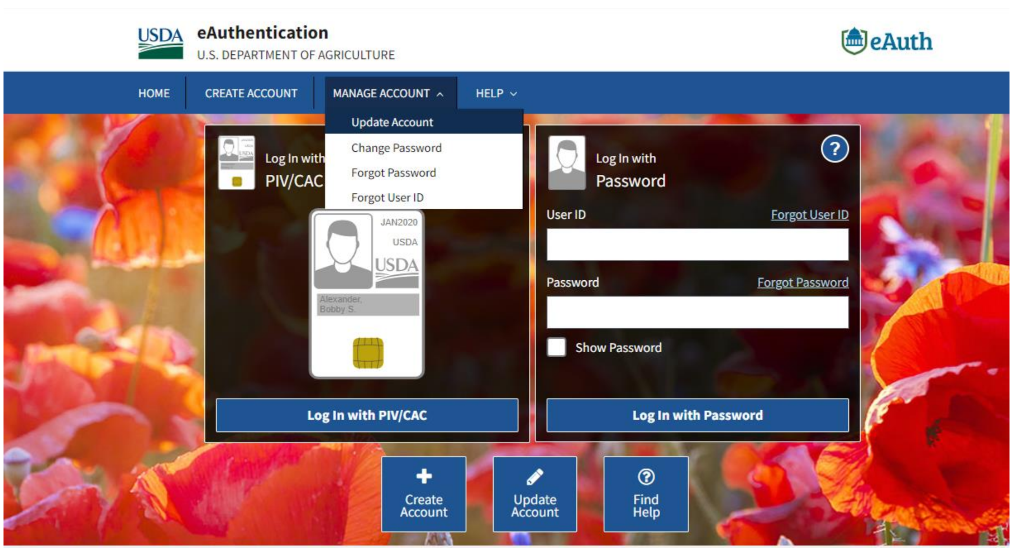
CREATE EAUTH ACCOUNT: To create a eAuth user name and password go to the USDA eAuth web site. https://www.eauth.usda.gov/eauth/b/usda/login Follow the instruction to "Create Account".

USER REGISTRATION IN IBS

All users must register on the IBS web site after setting up an eAuth account. Go to IBS Application (Apps.fs.usda.fs.gov/ibs) this application only works on Google Chrome browser.



If the information under personal information is incorrect, then go to the [eAuth web site]() and update your information, form the "Manage Account" tab.



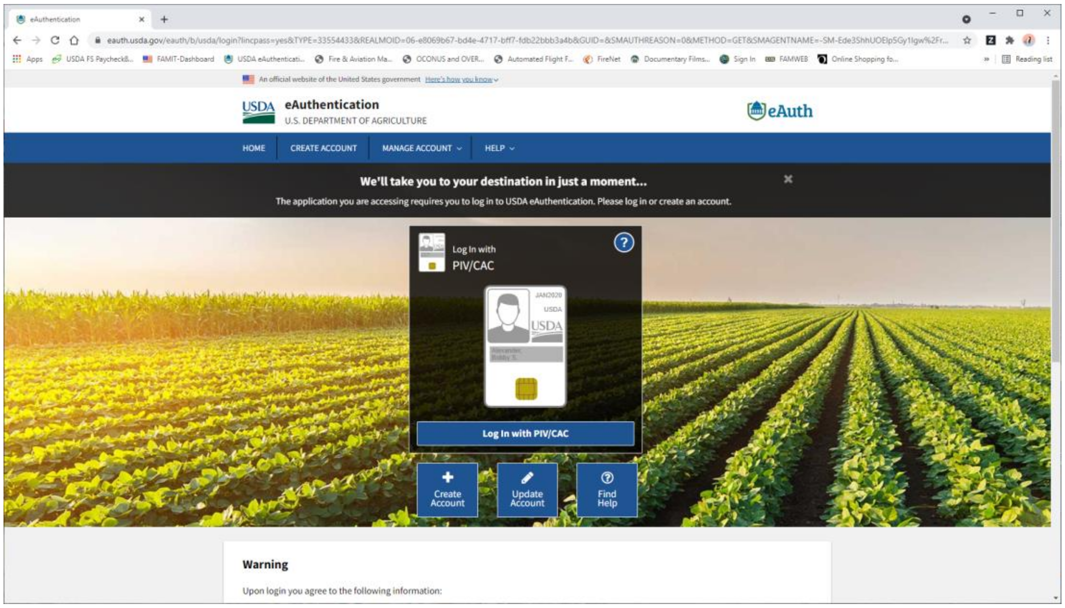
FOREST SERVICE EMPLOYEES: DATA ENTRY

FS employees requesting "Data Entry" access OR "Reactivating an Account"

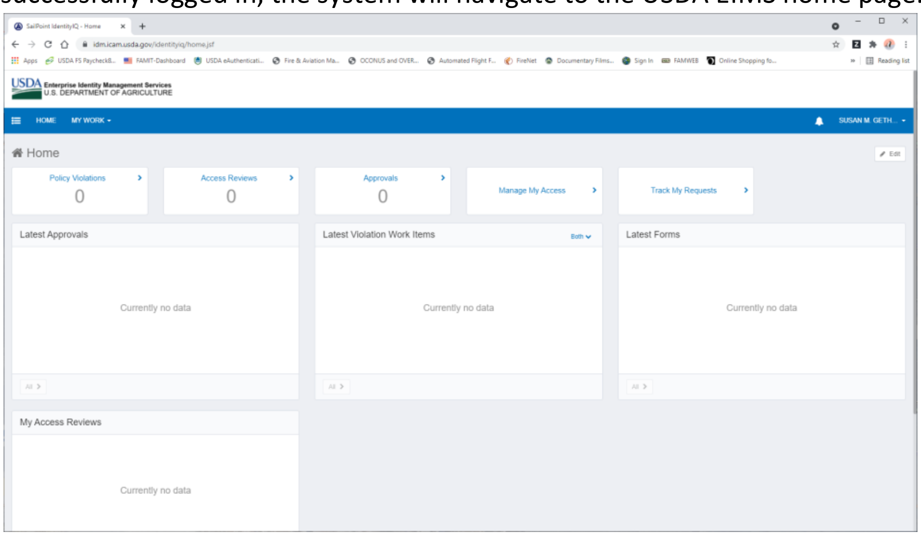
The process REQUIRES Linc-Pass use. If you do not have the access to a device that has Link Pass capabilities, or if your supervisor does not, please use the 6500-214 instructions list below. New employees that do not have a Linc-Pass issued to them yet will need to use the 6500-214 process.

1. Complete the registration from that appears at url: https://apps.fs.usda.gov/ibs (Google Chrome only)

2. Log in to USDA EIMS: https://idm.icam.usda.gov/identityiq (Enterprise Identity Management Services)
3. When you are directed to the USDA eAuthentication Login Page, you will be **required** to log in with your Linc-PASS (PIV Card).

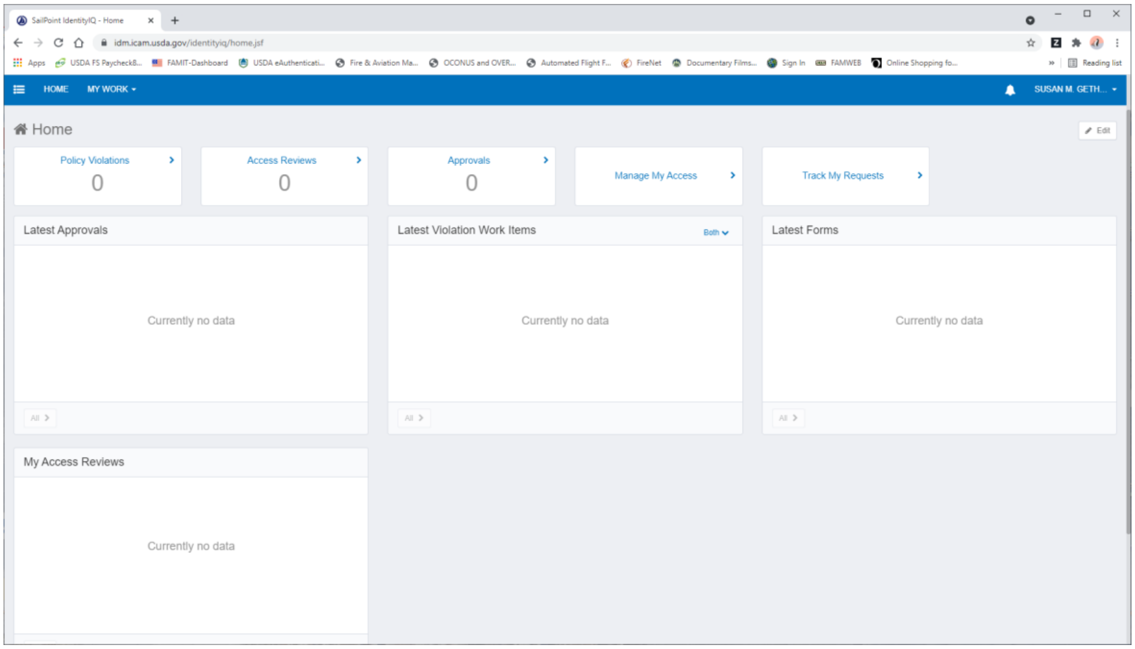


4. Once successfully logged in, the system will navigate to the USDA EIMS home page.

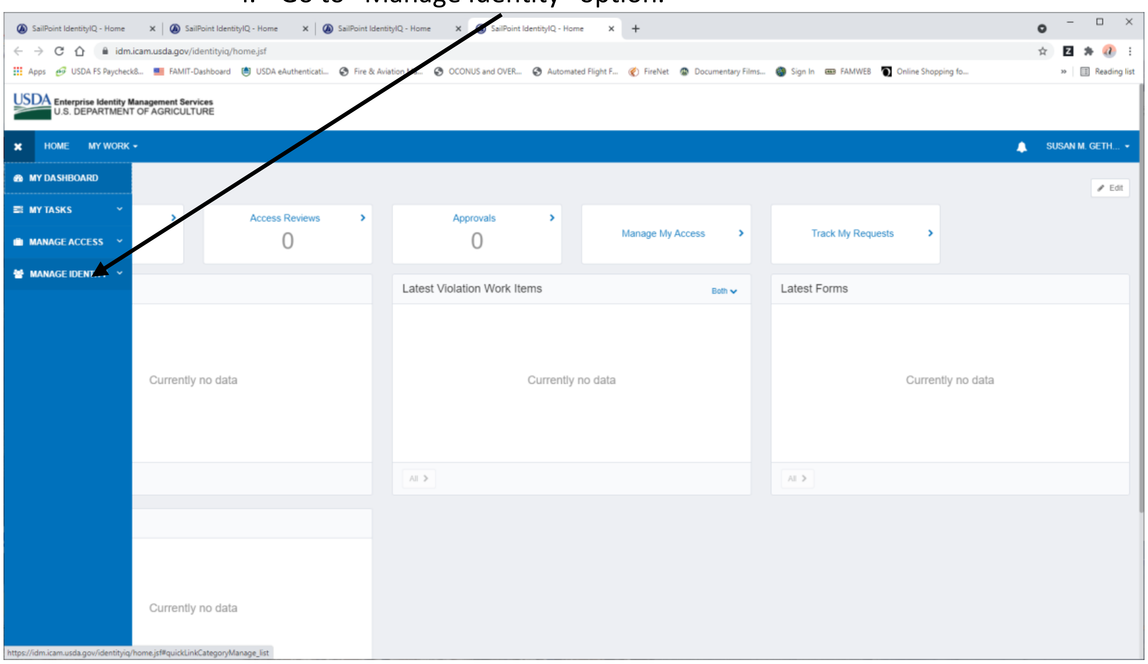


5. Confirm your supervisor (Manager) is correct in the system

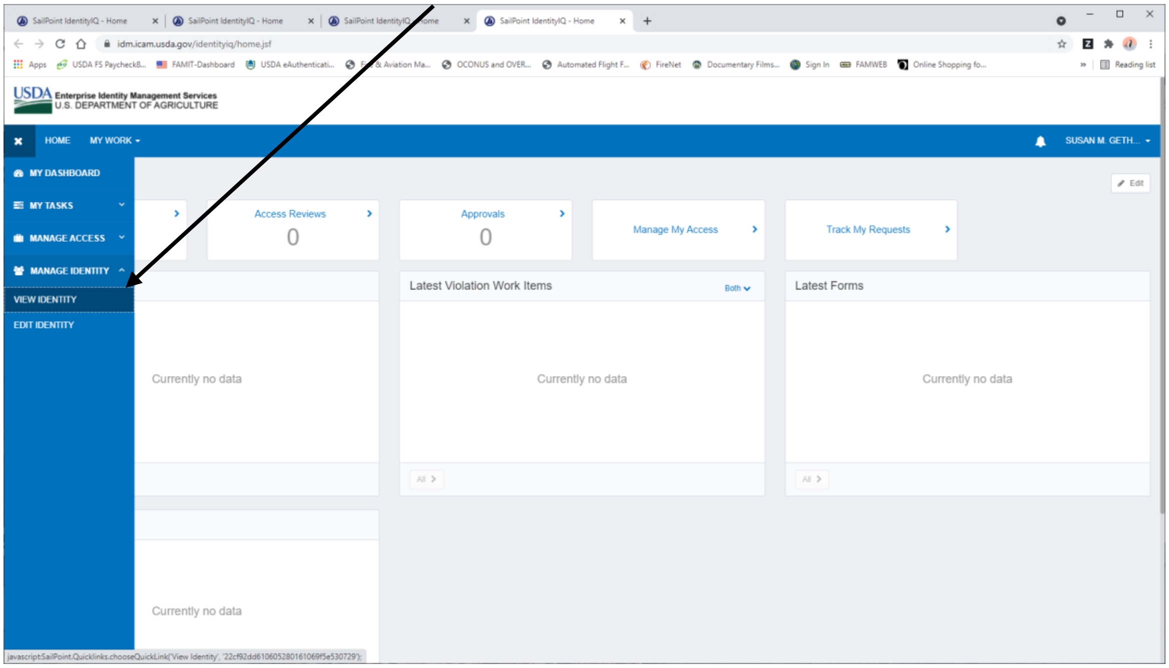
   a. Go to the Menu icon  located near the top of the screen of the blue menu bar.



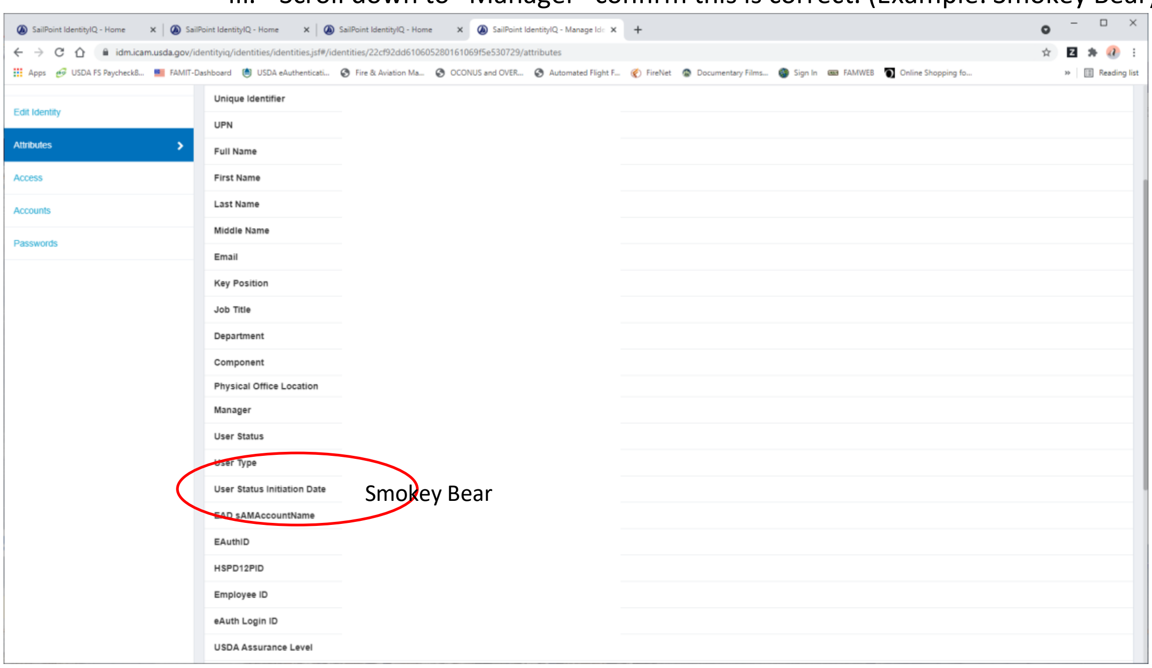
i. Go to “Manage Identity” option.



ii. Pick “View Identity”

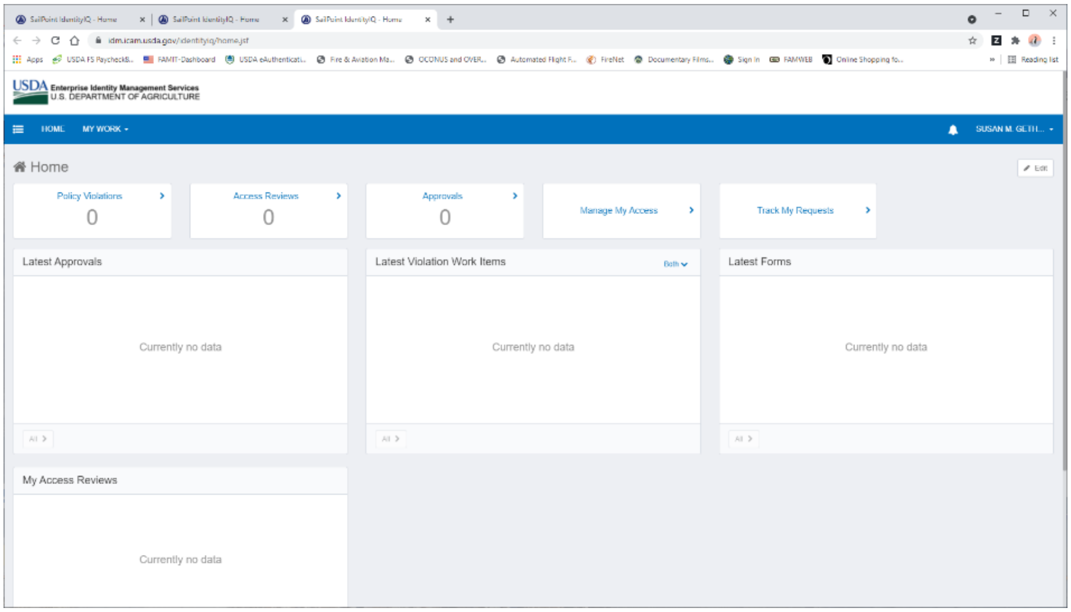


iii. Scroll down to “Manager” confirm this is correct. (Example: Smokey Bear)

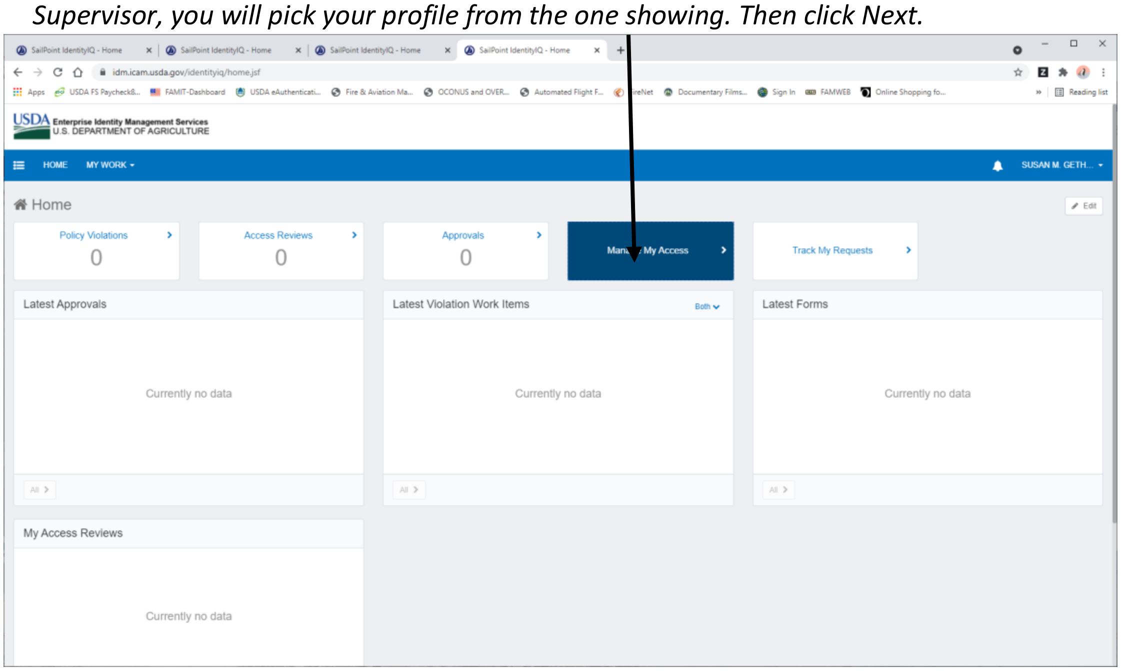


iv. If it is not; go to “**UPDATE Supervisor**” below and follow the steps to update.

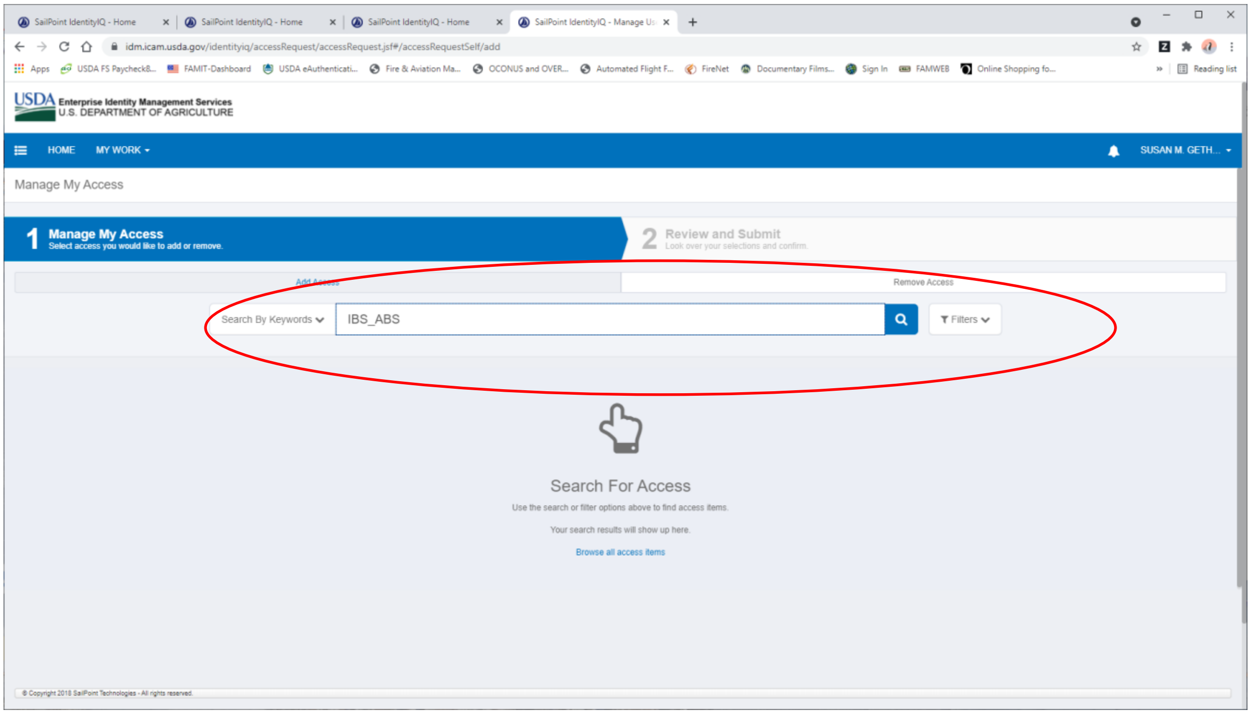
6. Once your supervisor is confirmed correct, go back to “Home”



7. Click on "Manage My Access" from the dashboard tiles. (about middle of page). *If you are also a Supervisor, you will pick your profile from the one showing. Then click Next.*



a. Search for “IBS_ABS-Data-Entry-internal”

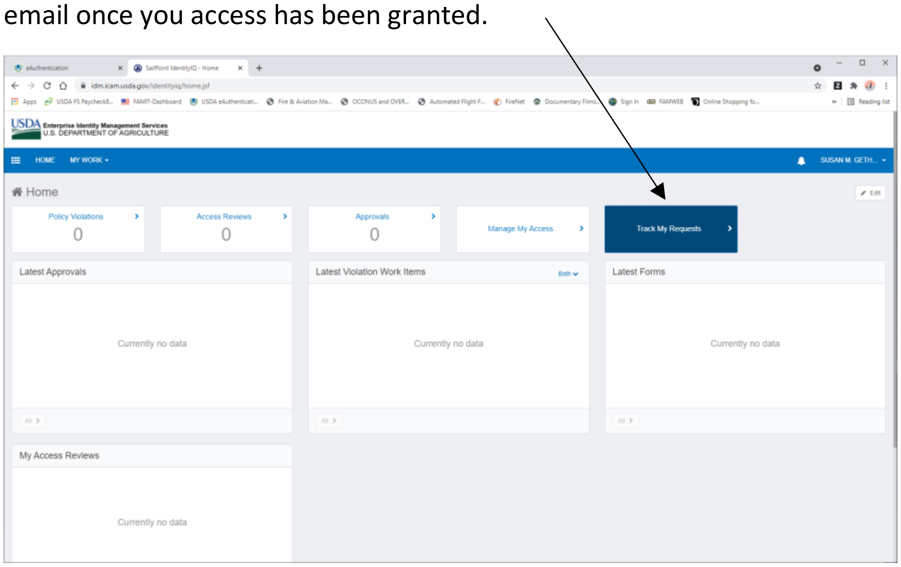


i. You can put in “IBS-ABS” then pick “FS_CFO_IBS_ABS-Data-Entry-internal” from the drop down.

ii. Click on the check mark, then Next” at the bottom of the page.

iii. Review and “Submit”

Note: The request has been submitted to your supervisor for review and approval. The status of this request can be tracked using the “Track My request feature on the home page. After your supervisor approves the request it goes to ASC Security who will then review and approve. You will receive an email once you access has been granted.



FOREST SERVICE EMPLOYEES: COR ACCESS

FS employees requesting “COR” access that already has Data Entry OR “Reactivating an Account”

1. Follow the above steps up to step 7.a.
    a. Search for “IBS_ABS-COR-Internal”
        i. You can put in “IBS-ABS” then pick “FS_CFO_IBS_ABS-COR-internal” from the drop down.
        ii. Click on the check mark, then Next” at the bottom of the page.
        iii. Review and “Submit”

Note: The request has been submitted to your supervisor for review and approval. The status of this request can be tracked using the “Track My request feature on the home page. After your supervisor approves the request it goes to ASC Security who will then review and approve. You will receive an email once you access has been granted.

COR REGISTER IN EAV: The new COR needs to register in EAV by logging into AQM system website http://fsweb.wo.fs.fed.us/aqm3/apps/EAV/registration

COR PIN: Once registered in EAV then the new COR needs log into EAV application to obtain PIN. http://fsweb.wo.fs.fed.us/aqm/EAV/

COR PIN RESET:

A COR can reset their PIN at http://fsweb.wo.fs.fed.us/aqm/EAV/

COR CONNECTED TO CONTRACT: The new COR will then call their CO and get them to “Connected” to the contract(s) they are designated COR on. If you a “Validation Error” in IBS most common issue it the COR is not connected to the contract in EAV> the COR will need to contract the CO for that contract and asked to be connect to the contract that they are delegated to be the COR on.

FOREST SERVICE EMPLOYEE: CO ACCESS

FS employees requesting “CO” access OR “Reactivating an Account”

2. Follow the above steps up to step 7.a.
    a. Search for “IBS_ABS-CO-Internal”
        i. You can put in “IBS-ABS” then pick “FS_CFO_IBS_ABS-CO-internal” from the drop down.
        ii. Click on the check mark, then Next” at the bottom of the page.
        iii. Review and “Submit”

Note: The request has been submitted to your supervisor for review and approval. The status of this request can be tracked using the “Track My request feature on the home page. After your supervisor approves the request it goes to ASC Security who will then review and approve. You will receive an email once you access has been granted.

Forest Service Employee: Approving Officer (ASC role)

FS employees requesting “Approving Officer” OR “Reactivating an Account”

Follow the above steps up to step 7.a.

a. Search for “IBS_ABS—Approving Officer”
    i. You can put in “IBS-ABS” then pick “FS_CFO_IBS_ABS-Approving Officer” from the drop down.
    ii. Click on the check mark, then Next” at the bottom of the page.
    iii. Review and “Submit”

Note: The request has been submitted to your supervisor for review and approval. The status of this request can be tracked using the “Track My request feature on the home page. After your supervisor approves the request it goes to ASC Security who will then review and approve. You will receive an email once you access has been granted.

FOREST SERVICE EMPLOYEE: PROCESSOR ROLE (ASC ROLE)

FS employees requesting “Processor Role” access OR “Reactivating an Account”

Follow the above steps up to step 7.a.

a. Search for “IBS_ABS-Processor Role”
    i. You can put in “IBS-ABS” then pick “FS_CFO_IBS_ABS-Processor Role” from the drop down.
    ii. Click on the check mark, then Next” at the bottom of the page.
    iii. Review and “Submit”

Note: The request has been submitted to your supervisor for review and approval. The status of this request can be tracked using the “Track My request feature on the home page. After your supervisor approves the request it goes to ASC Security who will then review and approve. You will receive an email once you access has been granted.

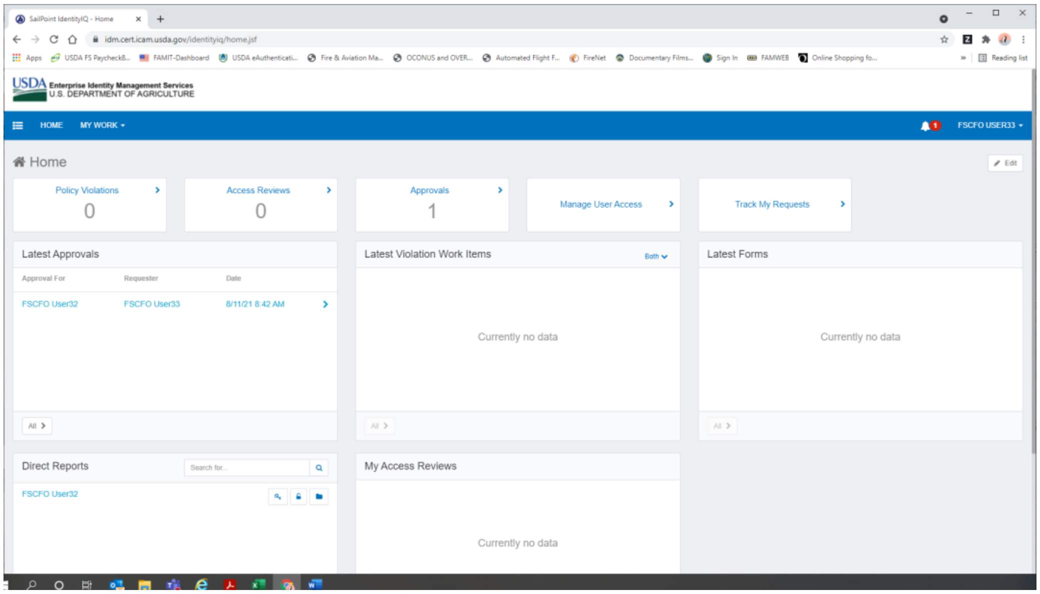
FOREST SERVICE SUPERVISOR ROLE: APPROVAL PROCESS.

FOREST SERVICE Employees: Supervisor of a DATA Entry or COR IBS user

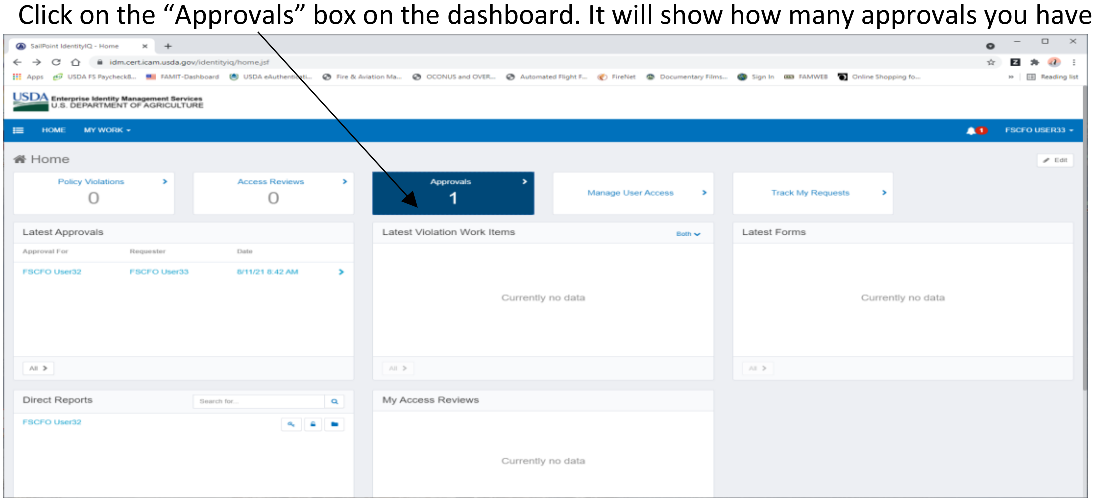
FS employees requesting access into IBS either as a Data Entry or COR will need their supervisor to approve their access.

The process REQUIRES Linc-Pass use. If you do not have the access to a device that has Link Pass capabilities, you will not be able to approve access.

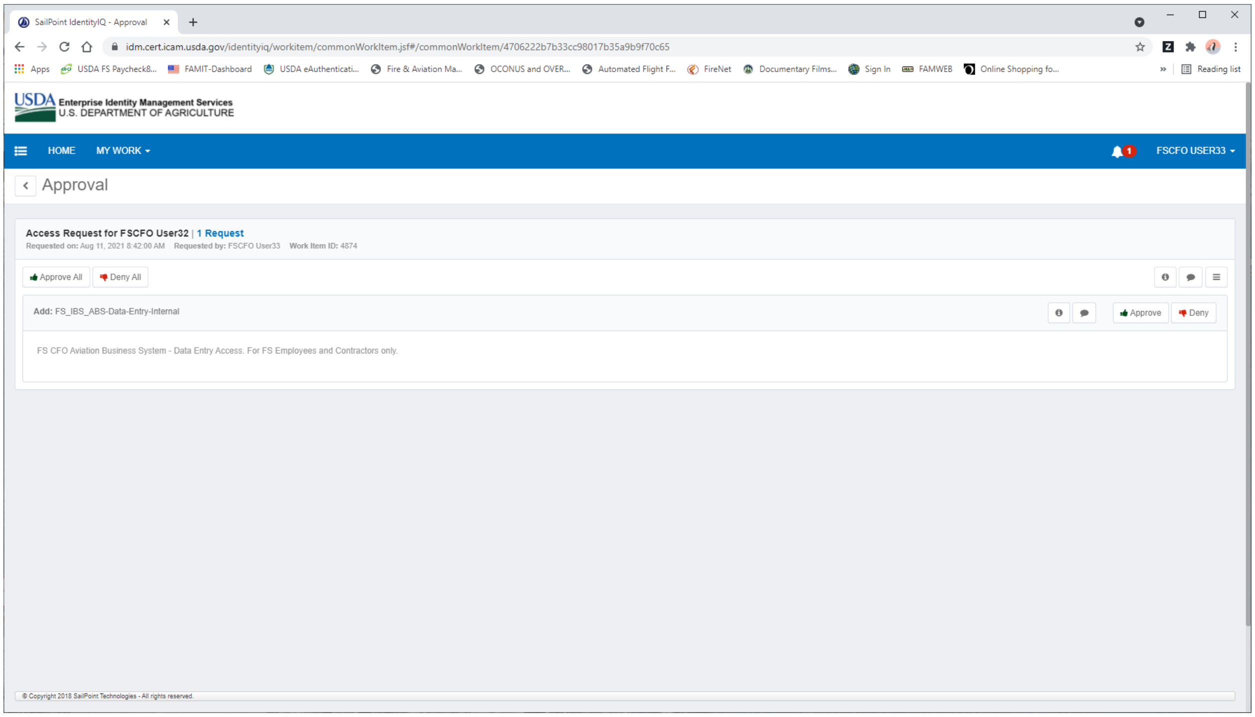
1. Log in to USDA EIMS: https://idm.icam.usda.gov/identityiq (Enterprise Identity Management Services)
2. When you are directed to the USDA eAuthentication Login Page, you will be **required** to log in with your Linc-PASS (PIV Card).
3. Once successfully logged in, the system will navigate to the USDA EIMS home page.



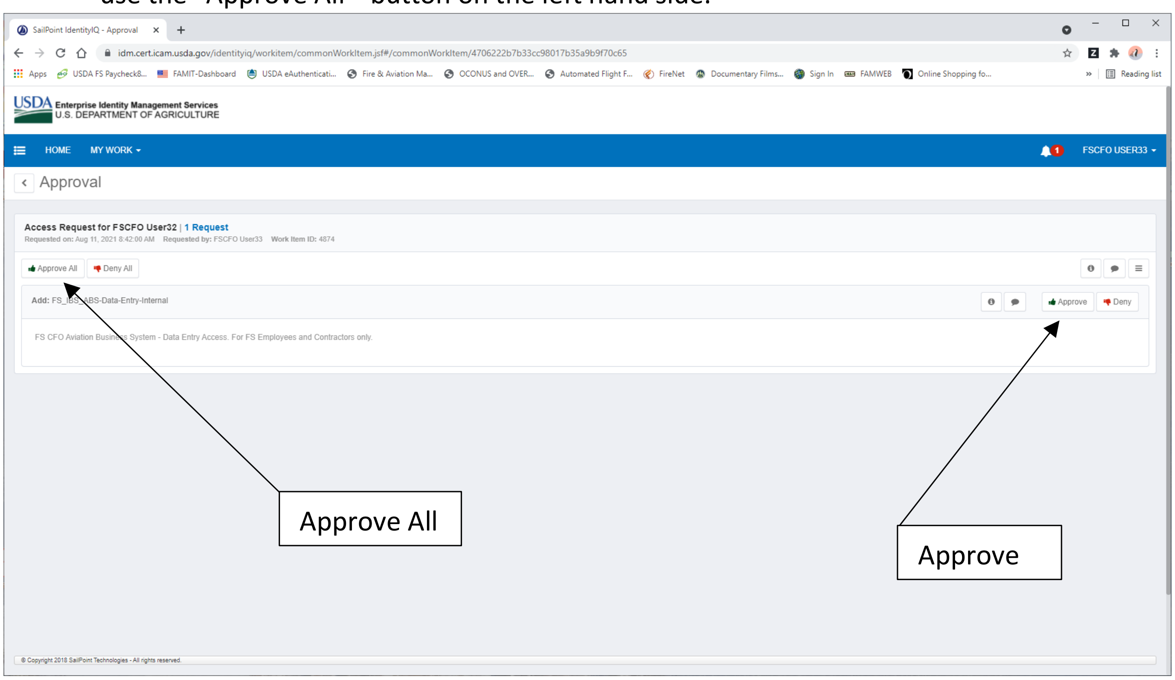
4. Click on the "Approvals" box on the dashboard. It will show how many approvals you have.



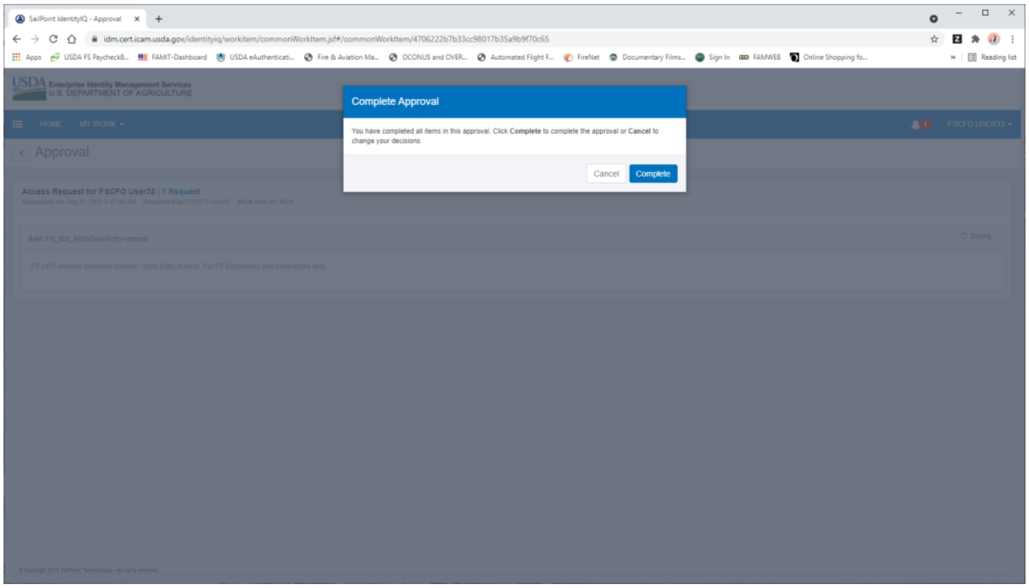
5. It will bring up a list of requests waiting for approval. Click on the "VIEW" button on the right had side.



6. You then can see "Approve" button on the right hand side, if you have more then one, you can use the "Approve All " button on the left hand side.



7. You will get a confirmation screen, click "Complete"



NOTE: After the Supervisor approves access the request goes to ASC security for their approval. A reminder they only work Mon-Fri 0700-1530 Mtn time, normally.

NON-FOREST SERVICE EMPLOYEE (EXTERNAL USERS): DATA ENTRY ACCESS

This is for all user that are not Regular Forest Service Employees, example: ADs, NPS, BLM, State Employees, others.

1. EXTERNALS Users must ensure they have an active eAuth account
2. Create an email that includes the following:
    1. eAuth Logon ID (create an account if you don't have one, see "create eAuth Account")
    2. Your Email address.
    3. Specify "Data Entry Access"
    4. "CC" the email to a CO/COR for the contract you will be working on. (This step is crucial in that represents the Auditor-required approval.)
        - Or, pick one of the following COs:
            - David Hershey (David.hershey@usda.gov) Region 1,2,9 &10 Aircraft, SMKJ aircraft
            - Robert Hoffman (Robert.Hoffman@usda.gov) Region 5 Aircraft, National CWN helicopters, ASM, Large Transport
            - Matthew Morris (matthew.morris@usda.gov) Region 3,4 6 & 8, Nat. AA EU aircraft
            - Matthew Olson(Matthew.olson@usda.gov) Airtankers/Scoopers
            - Steve Peterson (Steven.peterson#@usda.gov) Aircraft
3. Submit the email to the Security Team at SM.FS.asc_security@usda.gov

4. Please allow up to 15 business days for processing. You will receive an email when you have access.

Log on the same day your access is restored, or the account will be deactivated.

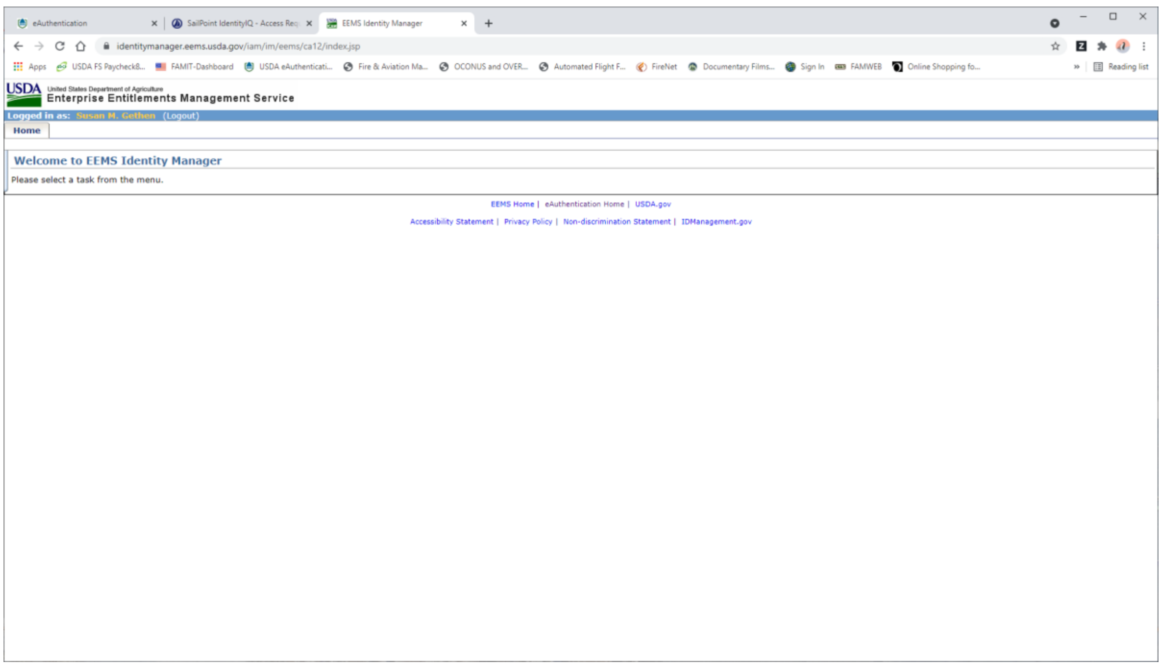
NON-FOREST SERVICE EMPLOYEE (EXTERNAL USERS): OTHER ROLES

These are only allowed on a case-by-case bases and must be set up by the CO on the contract.

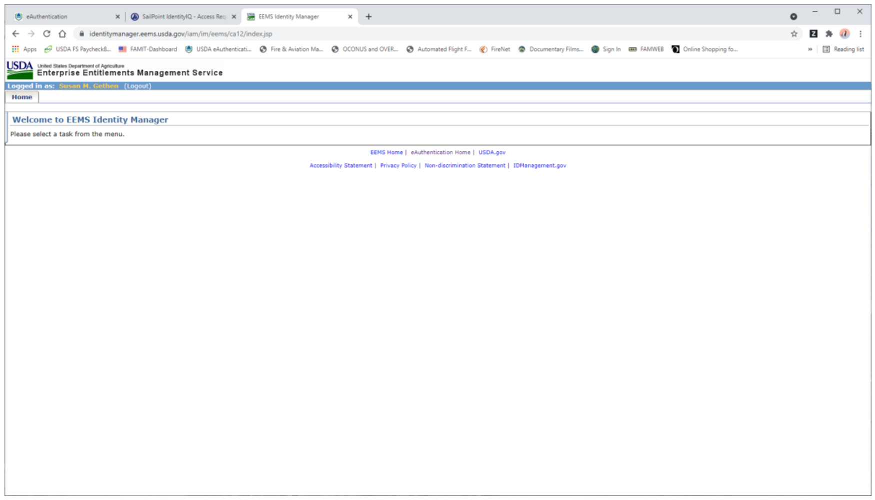
UPDATE SUPERVISOR: IN EEMS: (ENTERPRISE ENTITLEMENTS MANAGEMENT SERVICES)

This is a vital step, or the request will not go to your supervisor from approval.

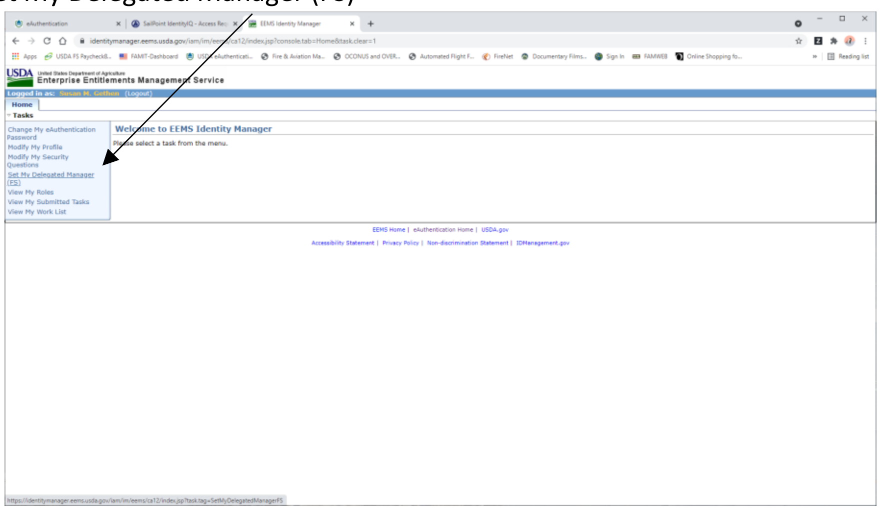
Go to https://identitymanager.eems.usda.gov/iam/im/eems/ca12/index.jsp



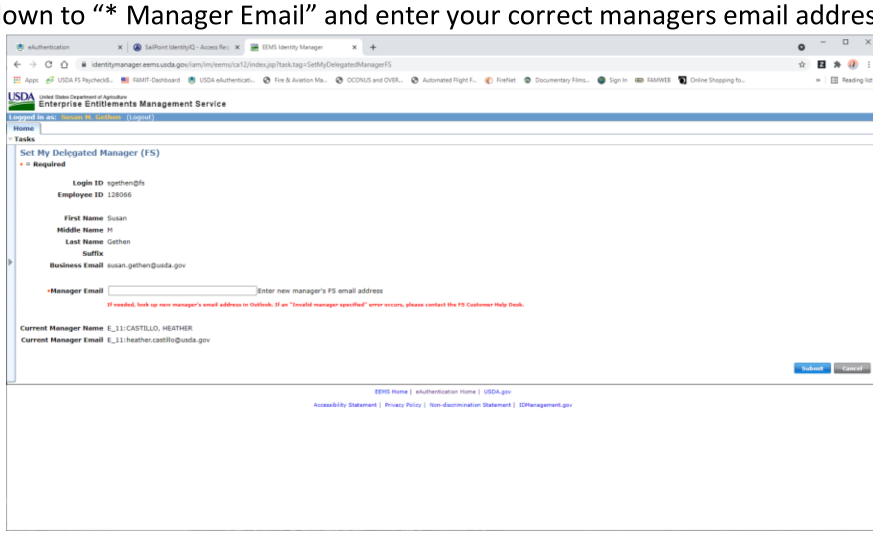
1. Click on HOME upper left corner.



2. Pick “Set My Delegated Manager (FS)”



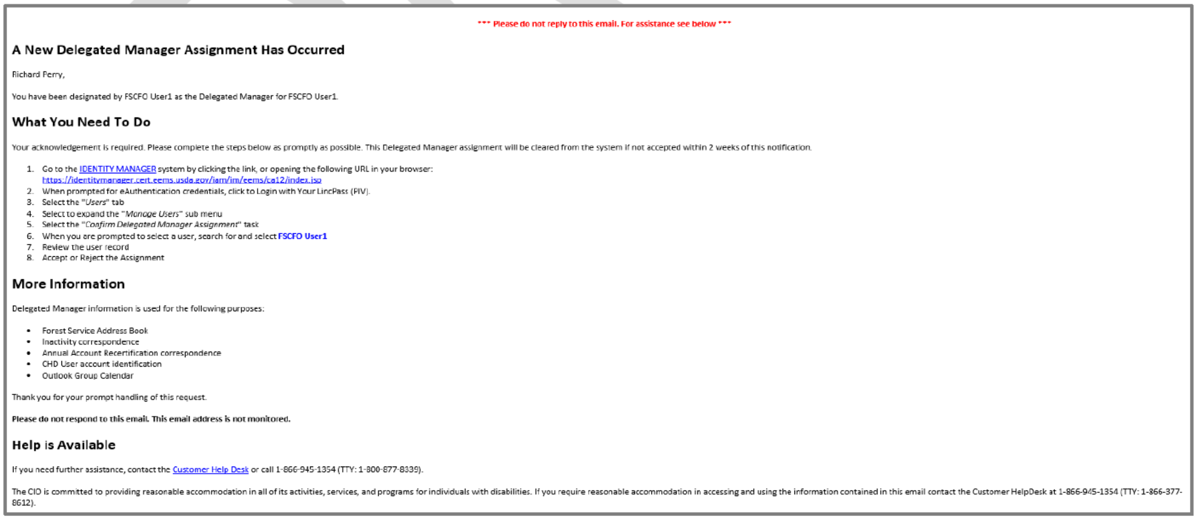
3. Scroll down to “* Manager Email” and enter your correct managers email address.



4. Then “Submit”

5. The new Supervisor will get an email and will need to go in and “Confirm Delegated Manager Assignment”
   Email example:

EEMS: Action Required - You have been designated as Delegated Manager for FSCFO User1



*** Please do not reply to this email. For assistance see below ***

A New Delegated Manager Assignment Has Occurred

Richard Perry,

You have been designated by FSCFO User1 as the Delegated Manager for FSCFO User1.

What You Need To Do

Your acknowledgement is required. Please complete the steps below as promptly as possible. This Delegated Manager assignment will be cleared from the system if not accepted within 2 weeks of this notification.

1. Go to the IDENTITY MANAGER system by clicking the link, or opening the following URL in your browser:
   https://identitymanager.cert.eems.usda.gov/iam/im/eems/ca12/index.jsp
2. When prompted for eAuthentication credentials, click to Login with Your LincPass (PIV).
3. Select the "*Users*" tab
4. Select to expand the "*Manage Users*" sub menu
5. Select the "*Confirm Delegated Manager Assignment*" task
6. When you are prompted to select a user, search for and select **FSCFO User1**
7. Review the user record
8. Accept or Reject the Assignment

More Information

Delegated Manager information is used for the following purposes:

- Forest Service Address Book
- Inactivity correspondence
- Annual Account Recertification correspondence
- CHD User account identification
- Outlook Group Calendar

Thank you for your prompt handling of this request.

Please do not respond to this email. This email address is not monitored.

Help is Available

If you need further assistance, contact the Customer Help Desk or call 1-866-945-1354 (TTY: 1-800-877-8339).

The CIO is committed to providing reasonable accommodation in all of its activities, services, and programs for individuals with disabilities. If you require reasonable accommodation in accessing and using the information contained in this email contact the Customer HelpDesk at 1-866-945-1354 (TTY: 1-866-377-8612).

The Steps that are need by the Supervisor are in the email and are as follows.

1) Go to the IDENTITY MANAGER system by clicking the link or opening the following URL.
   https://identitymanager.cert.eems.usda.gov/iam/im/eem s/ca12/index.jsp
2) Select the “Users” tab
3) Select to expand the “Manage Users” sub menu
4) Select the “Confirm Delegated Manager Assignment” task
5) When you are prompted to select a user, search for, and select the name listed in the email.
6) Review the User Record
7) Accept or Reject the Request.

It will take 24-48 hours to process and show up in the EMIS system.

Further assistance, contact the Customer Help Desk at 1-866-945-1354 (Not the IBS help desk)

NOTE: It will about 24-48 hours to update the EIMS system.

FS 6500-214 INSTRUCTIONS:

Forest Service Employees that do not have Linc-Pass capable device and need to use a FS 6500-214 form to request access.

Forest Service employees requesting "Data Entry" access OR "Reactivating an Account**"

1. Complete the registration form that appears at
   url: https://apps.fs.usda.gov/ibs (Google Chrome)

2. Email SM.FS.asc_security@usda.gov with the following information:
   - Your Logon ID (eAuth log on)
   - Role: "Data Entry"
   - A completed 6500-214 form signed by your supervisor
     - https://apps.fs.usda./gov/bf/fs6500.214 (Google Chrome)
3. After registering/sending email allow up to 8 business days for your security profile to be activated before you can log into IBS to access/create invoices. You will receive an email from ASC security indicating you have access.

Forest Service employees requesting "Aviation COR" access

If you already have Data Entry Access:

1. Fill out an FS-6500-214 using the link below, print off and sign by the requestee and their supervisor or CO. https://apps.fs.usda.gov/bf/fs6500.214
   - Email to CO after signature, you will submit it to ASC security SM.FS.asc_security@usda.gov

Sent in Request to ASC. (SF214 or email)	Expect Email For ASC**
Sunday	Monday
Monday	Wednesday
Tuesday	Wednesday
Wednesday	Friday
Thursday	Friday
Friday	Monday
Saturday	Monday

****Reinstated Users MUST logon the same day request is processed/email received from ASC**

: 1. Reinstated Users MUST logon the same day the request is processed/user receive email**

2. Only "valid" request will be queued for batch processing

3. Submittal cut-off time (i.e., By 24:00) is based on user's time stamp

4. Batch processing days are Mon/Wed/Fri **ONLY**

5. No requests will be processed on Tues/Thurs/Sat/Sun

6. If NOT processed by expected day, check your email on next batch day (rare event, but might happen if a lot of requests come in on one day).

7. If you do not log in on the day you receive the email, your access will be automatically placed inactive again and you will have to resubmit a request.

IBS ACCOUNT DEACTIVATION:

There are a few ways an account can get deactivated. For Forest Service (FS) user accounts are inactive for over 60 days, ASC deactivates the account. For all non-FS users after 120 day of inactivity the account will be deactivated.

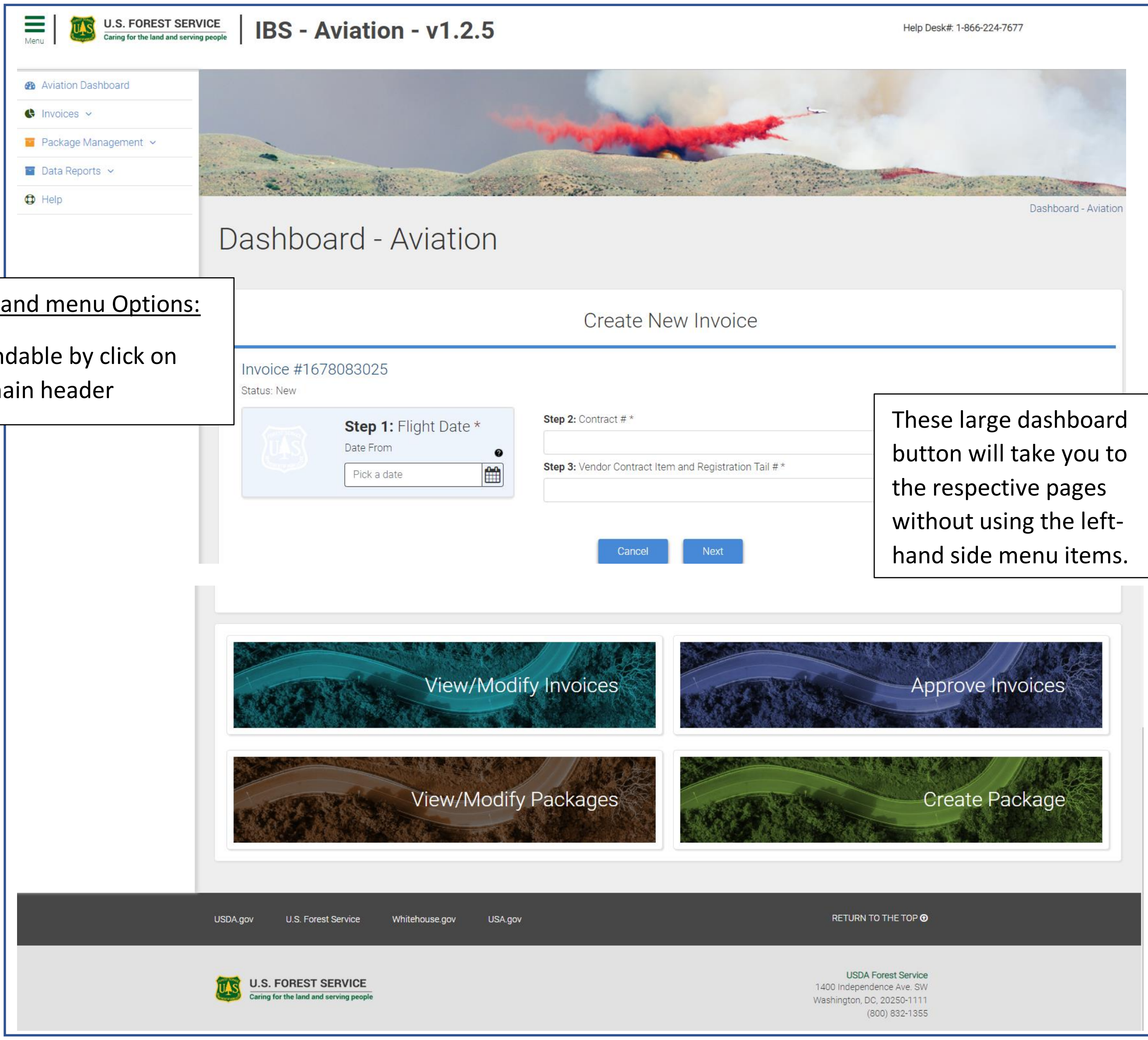
ACCOUNT REACTIVATION:

To reactivate an account, go to the IBS application (URL https://www.apps.fs.usda.gov/ibs . Then go thought the same process as request access as stated.

APPLICATION PAGE OVERVIEW

Initial application page overview.

Click on the “three lines” Menu to close the left-hand menu. When working on a IPad this is very helpful to make the application cover a large area of the screen.



<u>Left hand menu Options:</u>

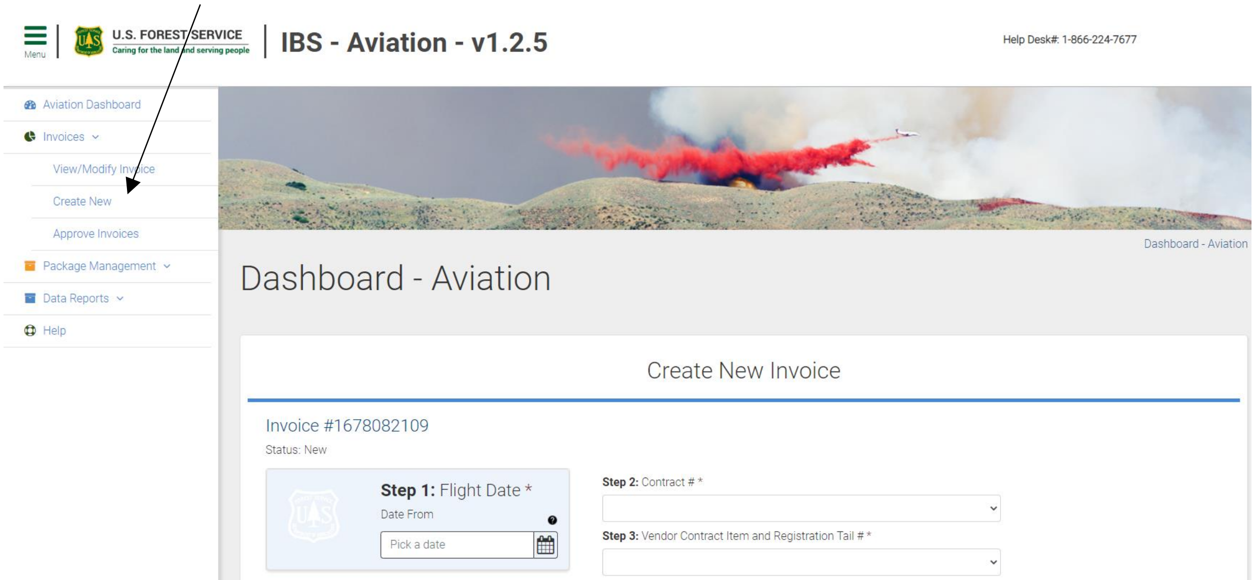
Expandable by click on the main header

These large dashboard button will take you to the respective pages without using the left-hand side menu items.

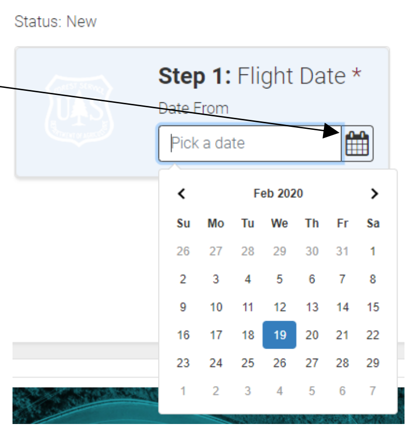
CREATING AN INVOICE

Creating a New Invoice:

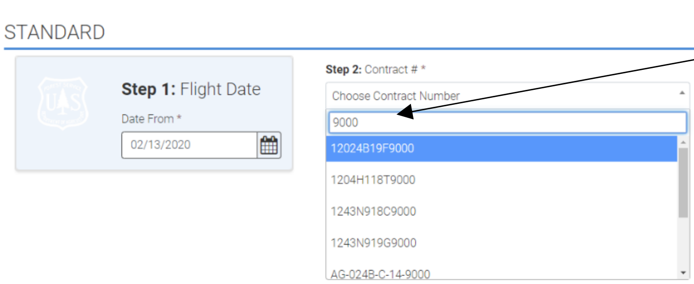
1) Aviation Dashboard has “Create New Invoice” on the main page or you can use the left hand menu to pick “Create New.”



1) Pick the “Flight Date” by using the calendar function. The calendar is the link to the contract database (EAV).

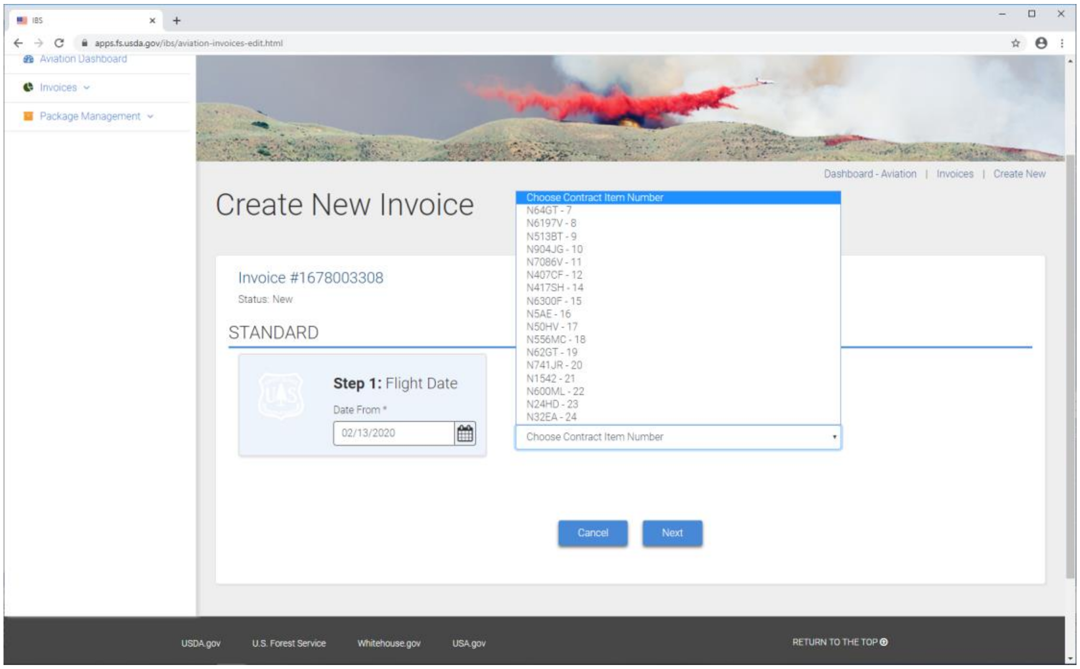


2) Enter the contact number. You can enter the last 4-6 number and it will start to self-populate.



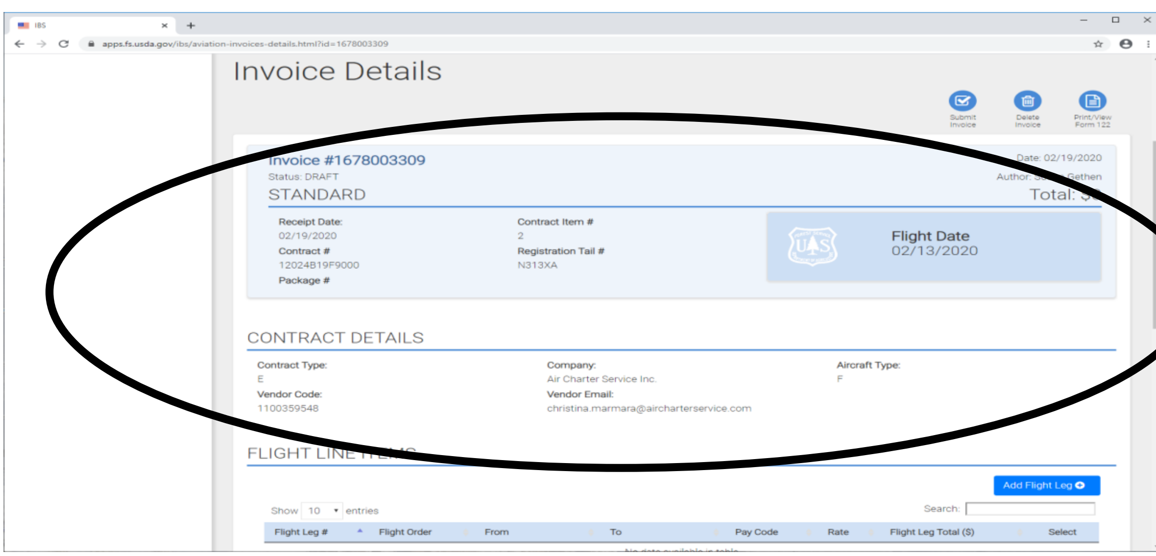
- If you cannot find the contract number,
- Recheck your number
- Contact the CO or COR for the contract

3) Pick the correct “Contract Item Number,” all the aircraft attached to the contract will appear.
4) Then click “Next”



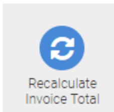
- If you cannot find the aircraft tail number needed:
  - Check the contract number
  - Check for the number with an “N” in front or not in front.
  - Call the Contracting Officer (Might be an EAV issue)

After the contract screen has appeared, DOUBLE check the contract number, vendor, and item number for accuracy.

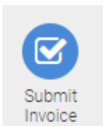


ACTION BUTTONS

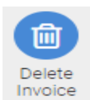
At the top of the Invoice Detail page there are four action buttons.



Recalculate Invoice Total: is very usefully to use after edits have been made or changes to a flight leg to ensure the totals are recalculated.

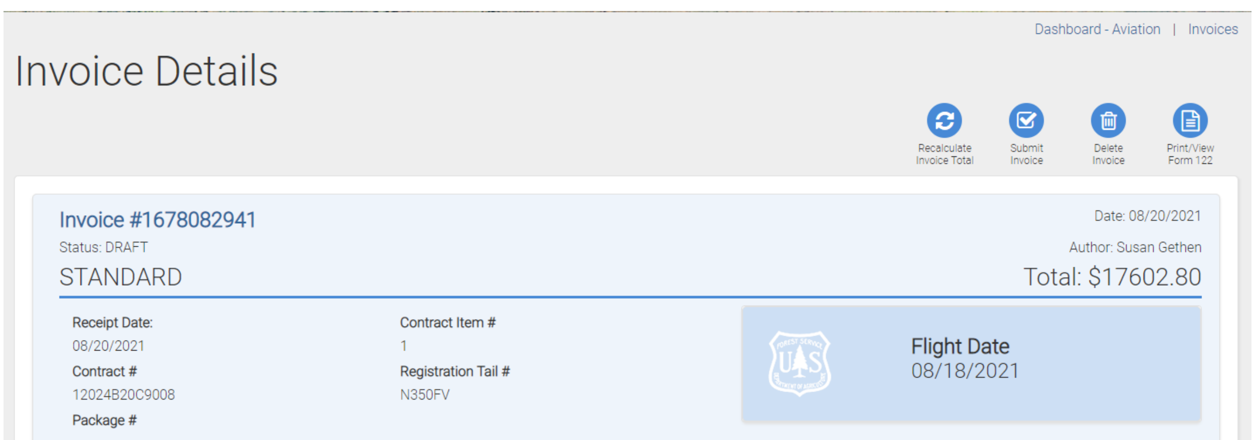


Submit Invoice: this is used by the data entry person or COR who has entered an invoice and reviews it and confirmed it is ready to be review by the COR for approval.

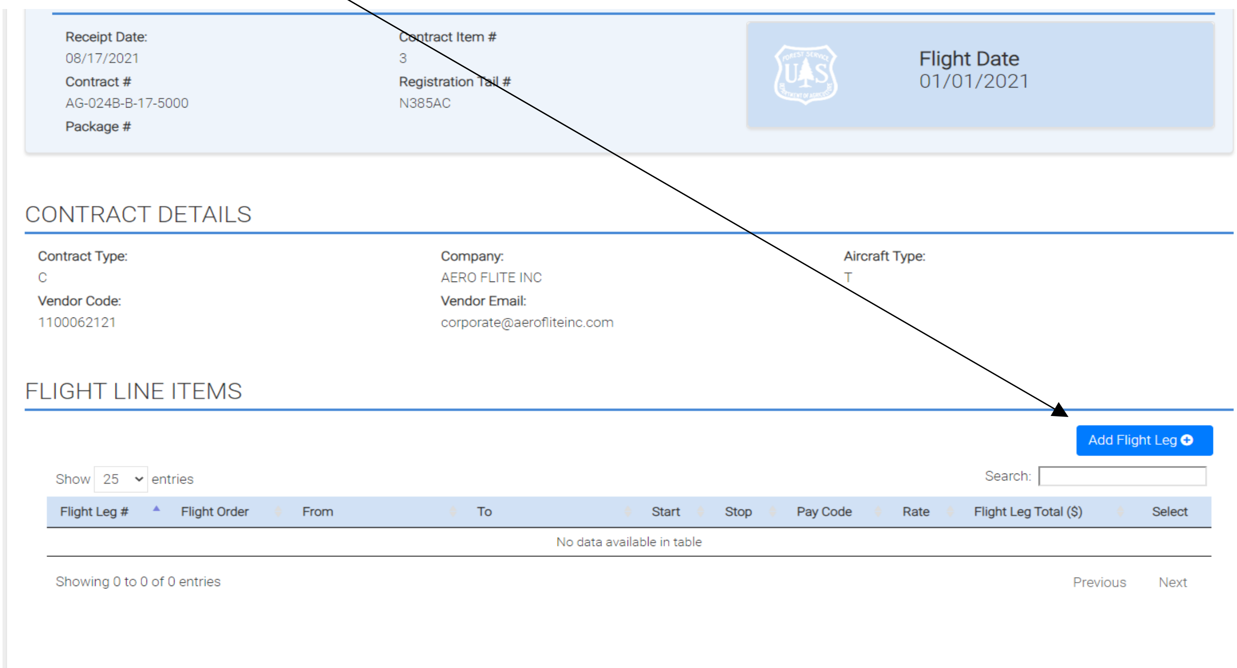


Delete Invoice: when the invoice needs to be deleted for any reason.

Print/View Form 122: this is the printed version of the FS 6500-122 form .



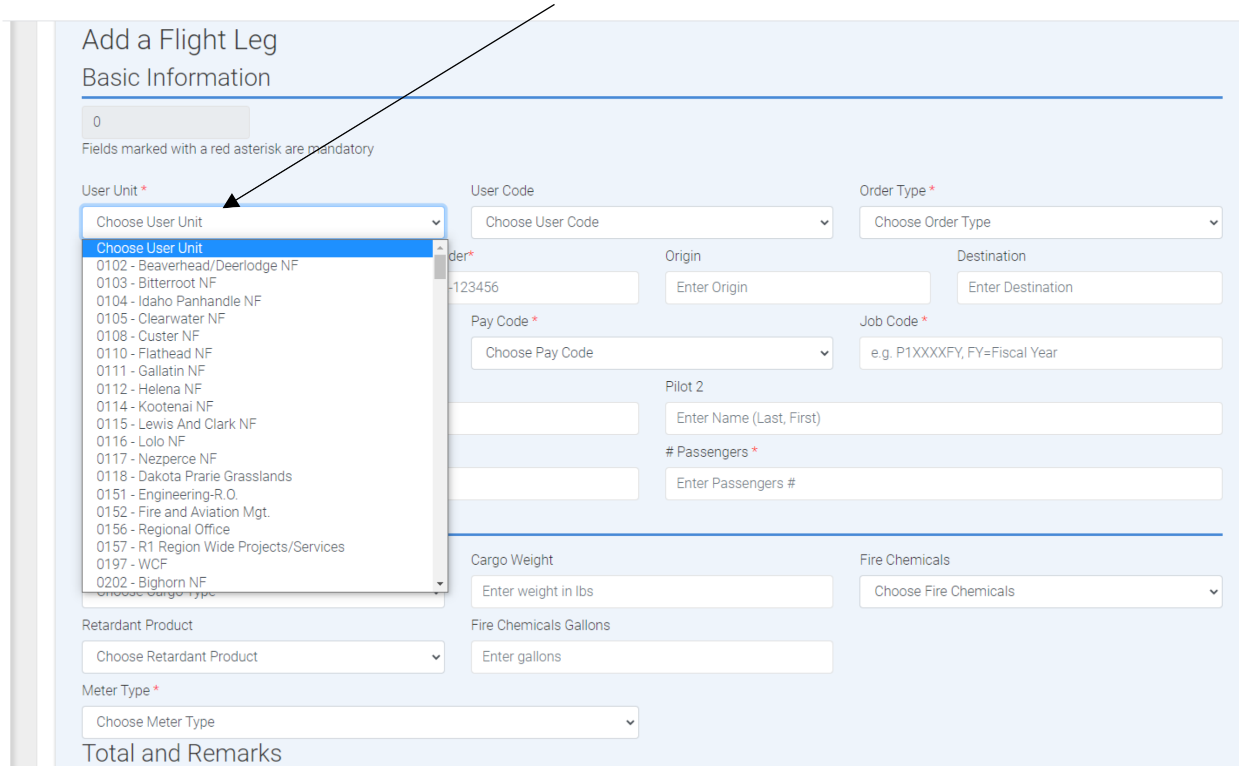
Add a Flight Leg



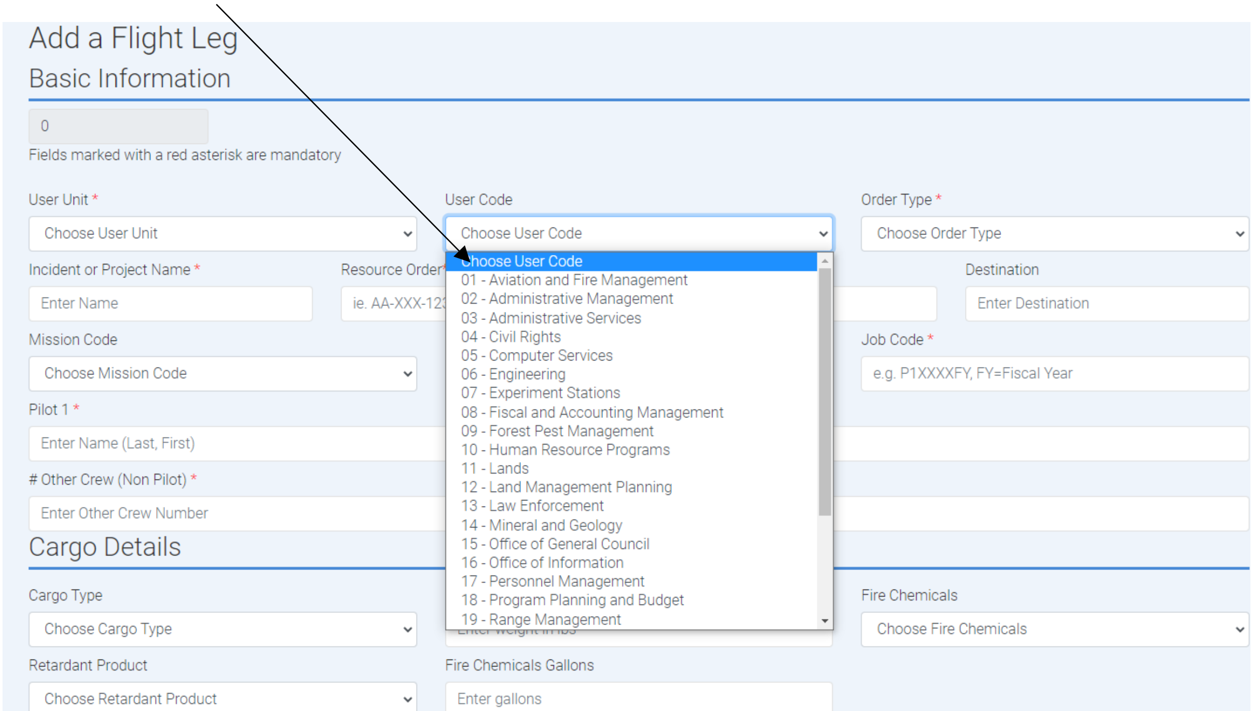
BASIC FLIGHT LEG INFORMATION

All Items with a "*" are require fields and you will not be able to save the leg untill thosse field are entered.

Pick the "User Unit" Also known as the "Override code".

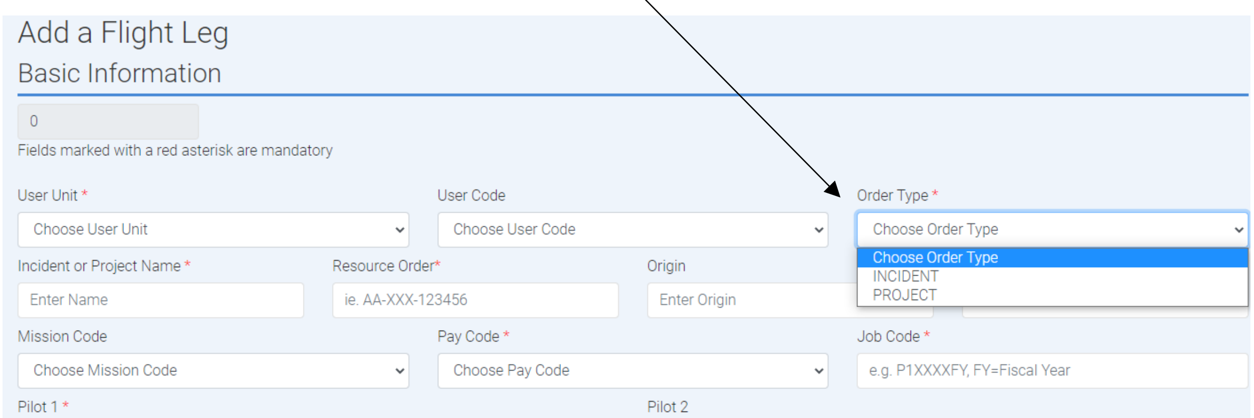


"User Code" is also a drop down menu. Pick the correct one.



Pick "Order Type"

a. Incident- Job code starting with a "P", "G", "F" or "S"
b. Project –Job Code starts with a "W"
    i. Select the correct order type as Availability & Project rate are different!
c. "Availability" will Order type "Project"



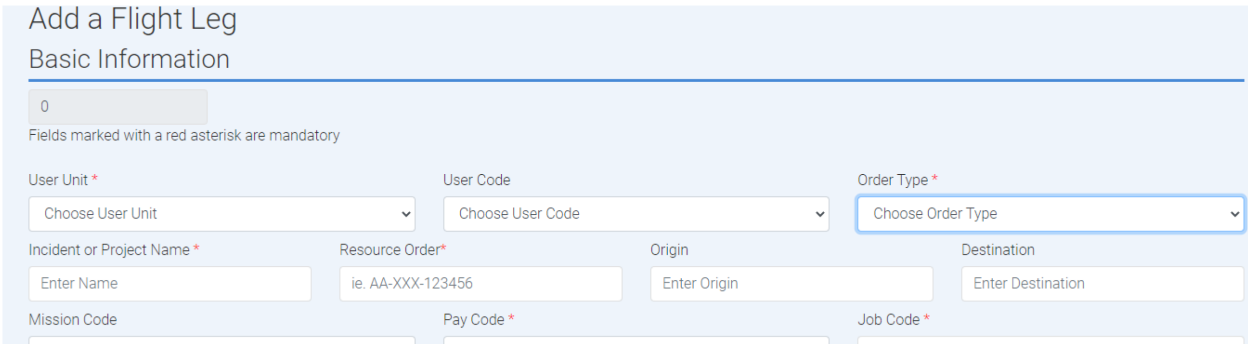
Type in the Incident or Project Name. There is a limit to 20 characters.

Fork Fire

Wild Horse&Burro Round up

Fork BAER

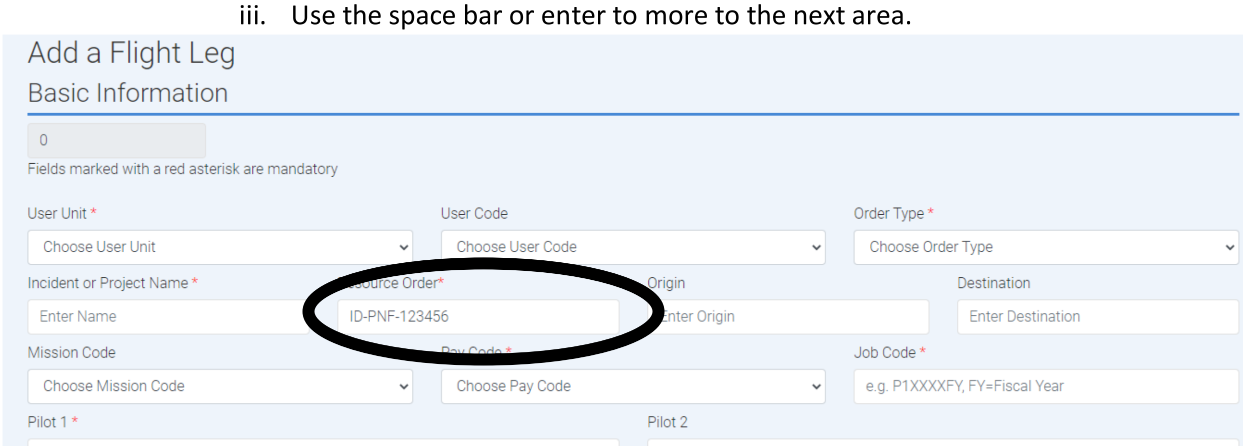
Etc.



Resource Order Number

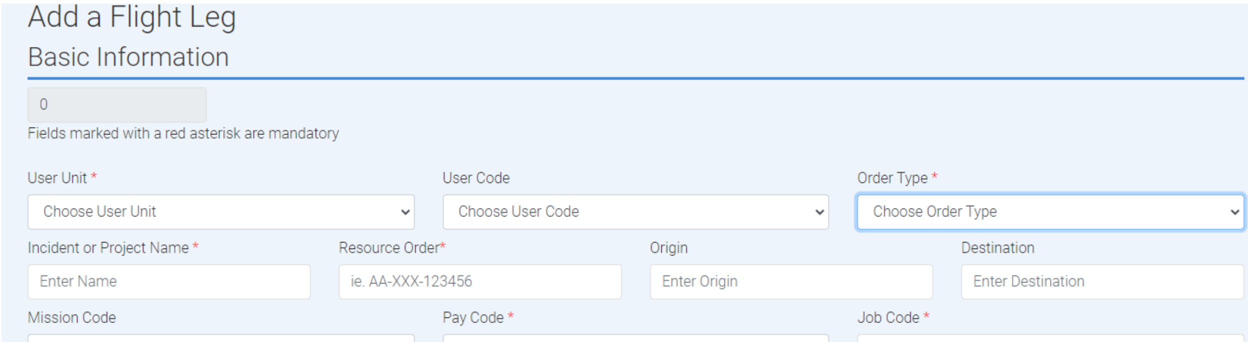
Enter the Resource Order number(i.e. Incident Number)

d. This is *required to be in the correct format* CA-ANF-123456, DC-WOF-000000
   i. This is a formatted field.
   ii. State- Unit Three/four letter- Incident number from Dispatch (6 digits)
   iii. Use the space bar or enter to more to the next area.



Origin and Destination = this is where the flight originated from/going to. Not a required field but when "FT" is used, it is very beneficial for data collection.

a. This is a free text field
b. It has most of the airports in nation pre-loaded. (Please use these as much as possible)
   i. Start Typing the Airport Identifier without the "K" or "P" and the airport will start to appear.

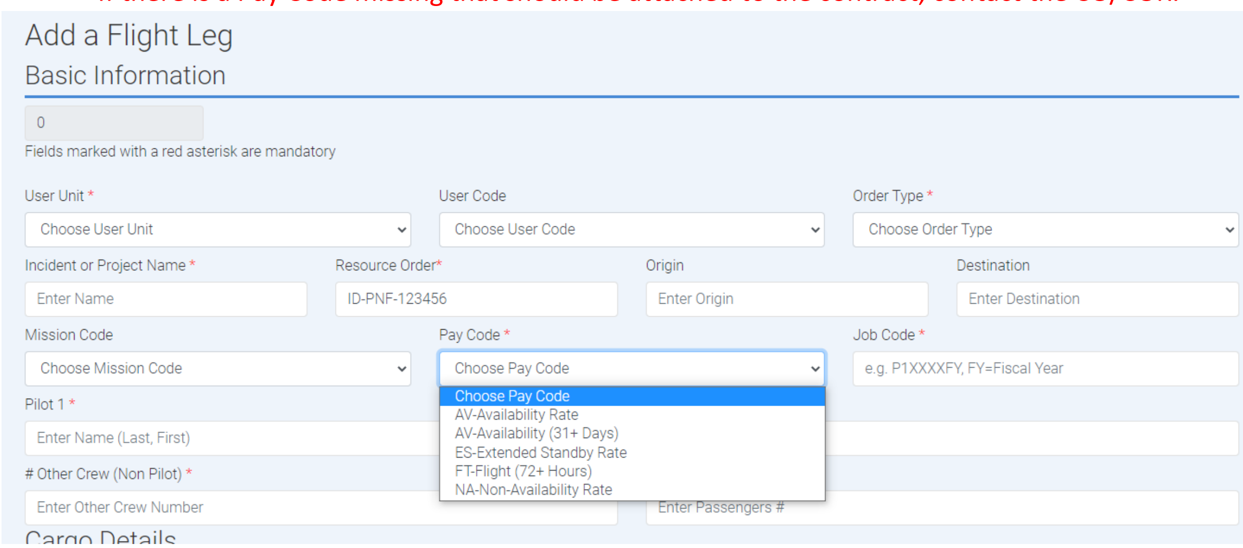


PAY CODE= Choose the correct one from the drop list

Choose the correct Pay Code. Only Pay Codes pertinent to that contract will appear.

a. AV-Availability
b. NA-Non-Availability (Unavailability)
c. SB-Standby
d. ES- Extended Standby
e. FT- Flight Time
f. AV- Bucket
g. AV- Tank

If there is a Pay Code missing that should be attached to the contract, contact the CO/COR.



Job Code: ENTER THE CORRECT JOB CODE. (XXXXXXFY= 6 NUMBER/LETTERS AND THEN THE FISCAL YEAR FY) I.E. P5ABD120

- This code needs to work with the "User Unit" code (the Override code)
- If they do not work together you will get an error when you try to save the leg

ERROR JOB CODE

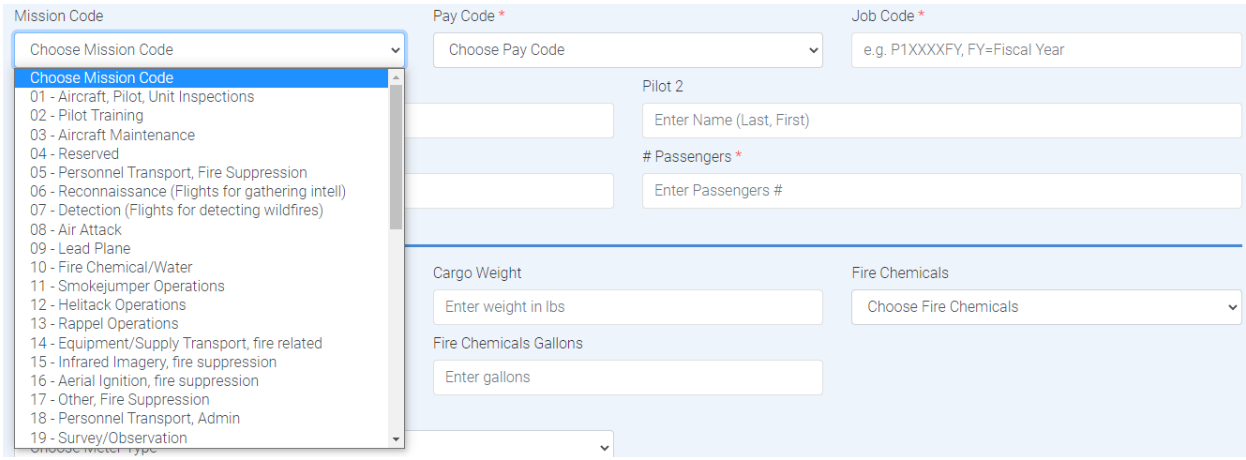
If you are getting an error in the job code field. Check with dispatch to confirm you have the correct code. Check it in paycheck and see if it works there, if not then it is not a good code.

If the code was created on Friday PM thru Monday AM it might not work till Monday PM.

Check the override/user unit at https://gacc.nifc.gov/sacc/administrative/inc_bus_mgmt/NationalOverridePCodes.htm

Check the Job code at http://fsweb.wo.fs.fed.us/pps/apps/jobcodelookup/

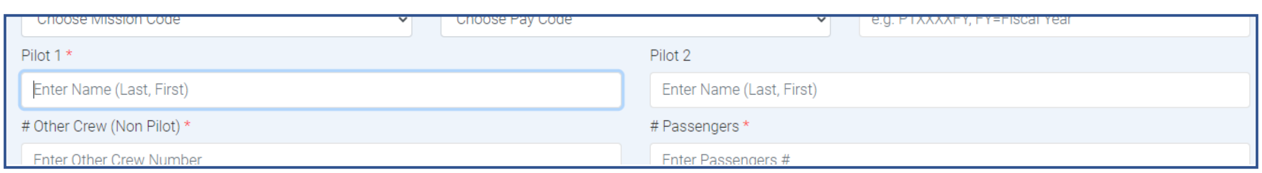
Choose Mission Code. There are 47 different codes, use the most appropriate code.



01	Aircraft Pilot, Unit Inspect	16	Aerial Ignition, Fire Suppression	31	Infrared Imagery, normal Activities.
02	Pilot training	17	Other, Fire Suppression	32	Aerial Ignitions, normal activities.
03	Aircraft Maintenance	18	Personnel transp. Admin	33	Accident investigations
04	Reserved	19	Survey/Observation	34	Other, normal activities
05	Personnel trans, Fire Suppress.	20	Ferry	35	Helicopter Coordination
06	Recon (Flight gathering intel)	21	Wildlife/Animal Count	36-38	Reserved
07	Detection (Flight for Detecting wildfires)	22	Search and Rescue	39	Training, Other than pilot
08	Air Attack	23	Law Enforcement/Investigation	40	Seed and Fertilization
09	Lead Plane	24	Research	41	Medivac
10	Fire Chemical/water	25	Air Quality Monitoring	42	Air Attack (Aerial Supervision Module)
11	Smokejumper Operations	26	Fire Management	43	Lead Plane (Aerial Supervision Module)
12	Helitack Operations	27	Prescribed Burning	44	Aerial Ignition (PSD)
13	Rappel Operations	28	Spray Projects	45	Aerial Ignition (Helitorch)
14	Equipment/Supply transport, Fire related.	29	Cargo transport, other then fire	46	Hoist
15	Infrared Imagery, Fire Suppress	30	Aerial Photography, normal act.	47	Short Haul

Pilot 1= Enter the Pilot's Name (Last Name, First Name.)

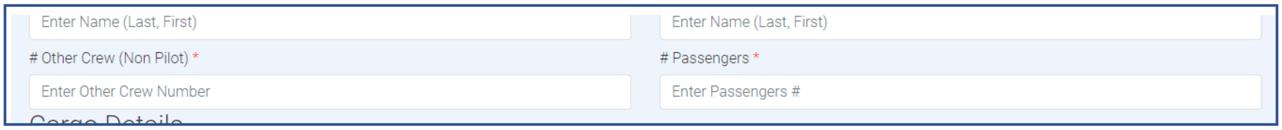
Pilot 2= If needed, add the second pilot's name.



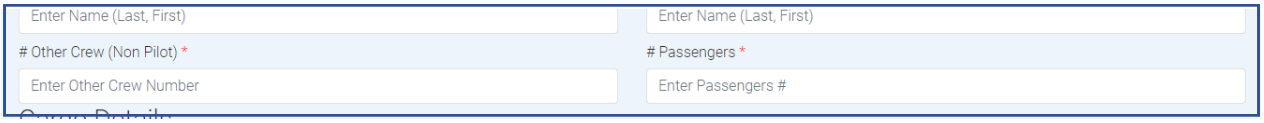
If there is not "Pilot 2" do not put anything in the field, leave it blank. It will cause an extra person to be counted in ES if you put anything in the field.

Other Crew (Non-Pilot) = Enter a number. i.e. Flight Engineer, Jump Spotter, Rapple Spotter, ATGS

- Required fields for anything other than "Availability"

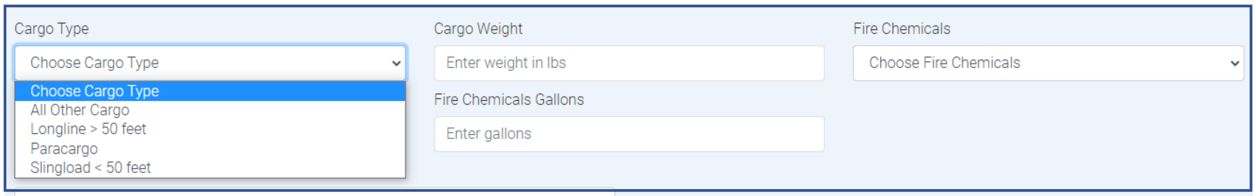


Passengers = Enter a number i.e # of Jumpers, # helitack, # passengers, # firefighters



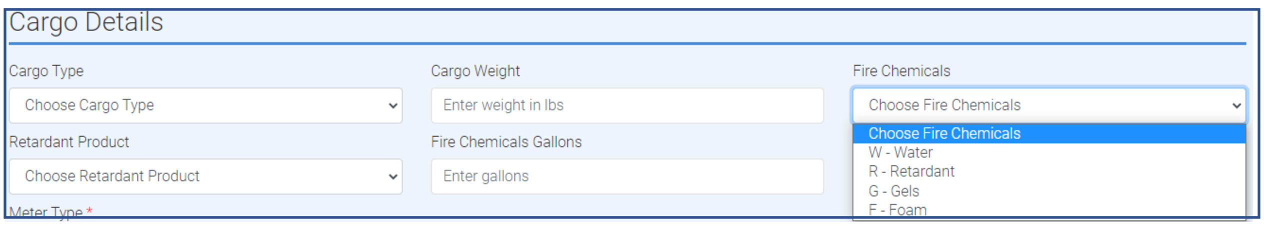
CARGO DETAILS

Cargo Type= If cargo is transported pick cargo type from drop down.

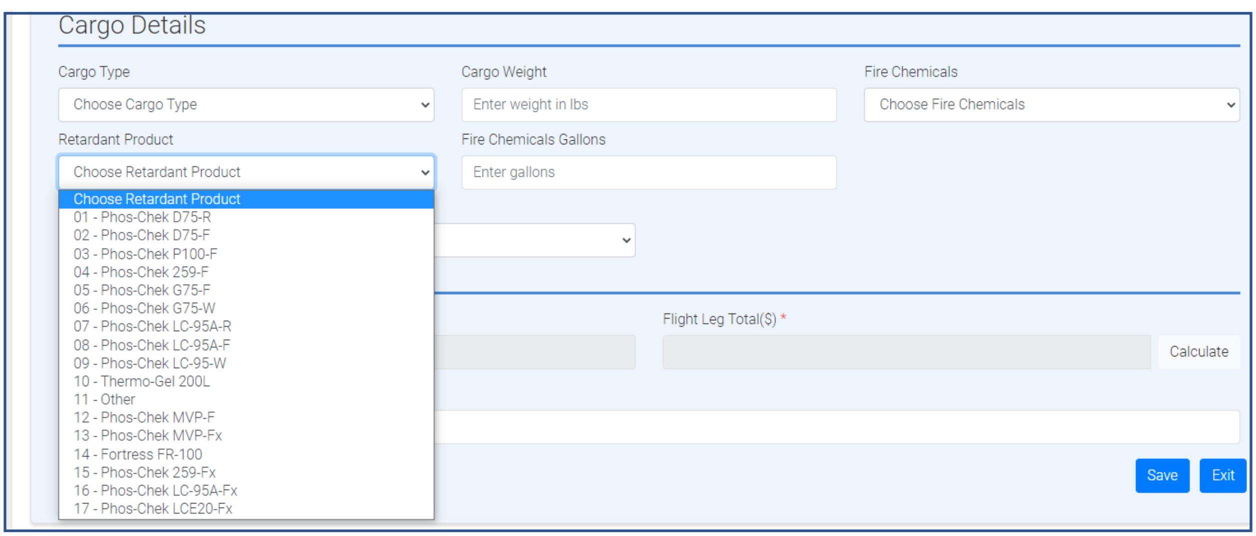


Cargo Weight= Enter Cargo Weight in pounds.

Fire Chemicals= If water, retardant, gels or foam were used, pick the correct one.



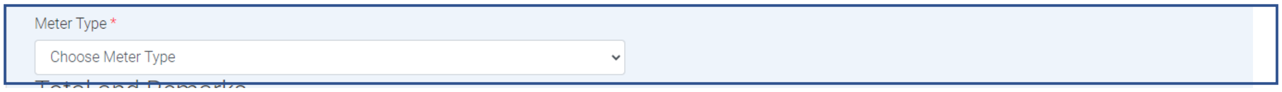
Choose Retardant Product= Pick the product used.



Fire Chemicals Gallons= Enter gallons used.

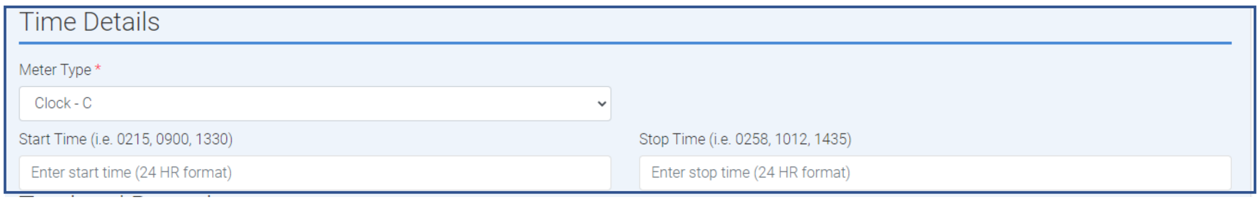
Time Details

Meter Type: Pick either Hobbs or Clock from the drop-down menu. Once a Meter Type has been chosen the Time Details Area will appear.



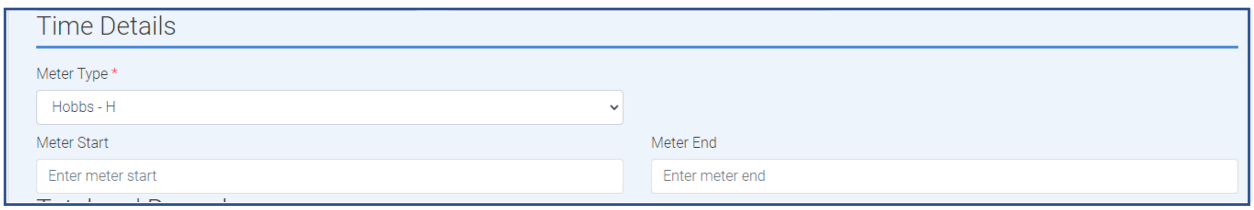
Clock

Use military time, there are no time zone, so stay in one time zone for the duration of the flight leg.



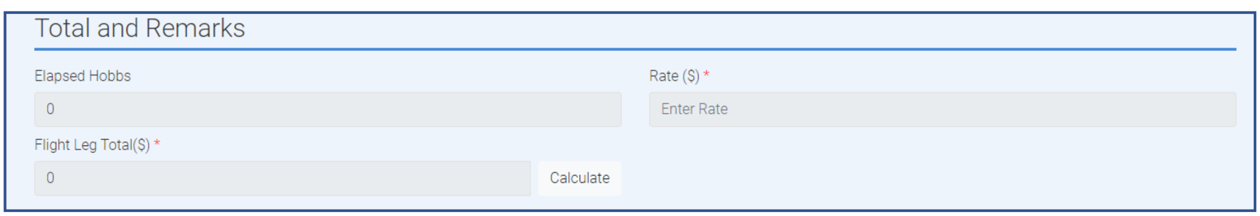
Hobbs

Enter the "Hobbs Meter start" reading from the aircraft.
Enter the "Hobbs Meter end" reading from the aircraft.



Total and Remarks

This area is all computer generated. (Grayed out boxes)



DOUBLE check to ensure "Elapsed Time (Hours) match what was flown

- If the times are not correct, adjust the "start" and "Stop" times above.
- If the "Rate ($)" is incorrect, contact the CO/COR as that needs to be correct in the EAV program.

To get the Flight Leg Total, ($) click on the "Calculate" button

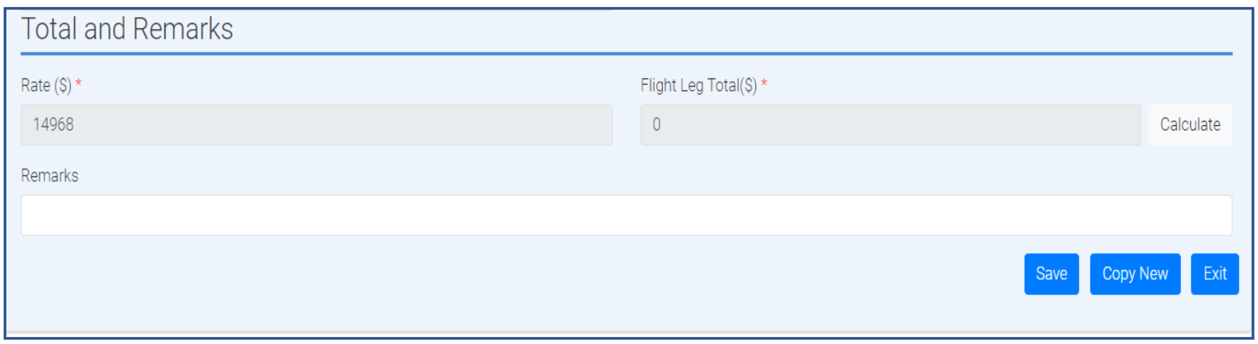
Enter any "Remarks" as needed in this area (anything that might need an explanation in the flight leg).

SAVE Confirm all entered information is correct and then Click “SAVE” button.

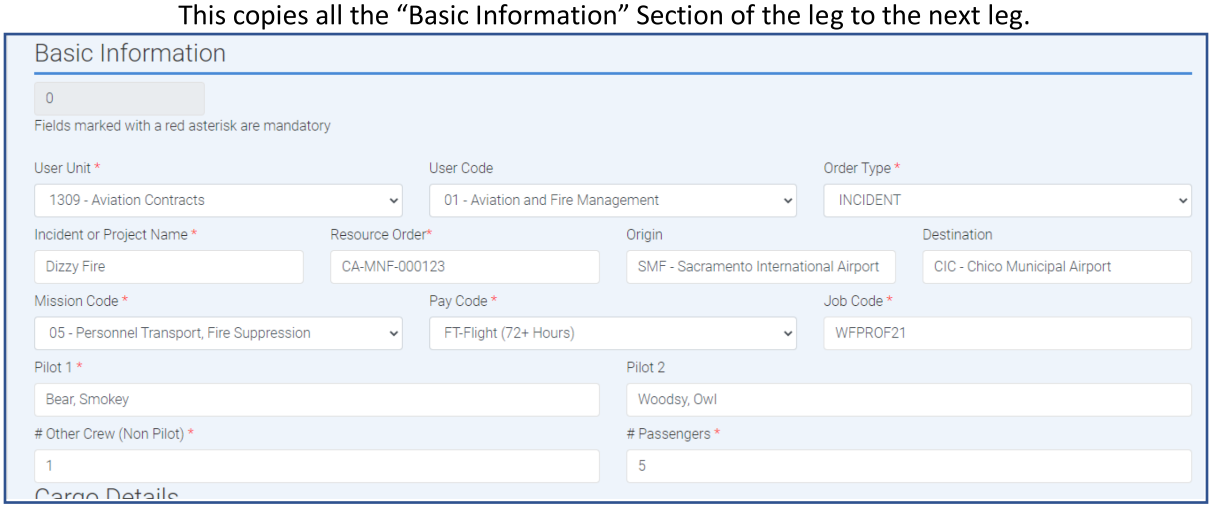
Exit If this is the ONLY leg needed for this invoice “Exit” button can be clicked at this time.

Copy New

If there is ANOTHER leg to enter, select “Copy New” button.



This copies all the “Basic Information” Section of the leg to the next leg.

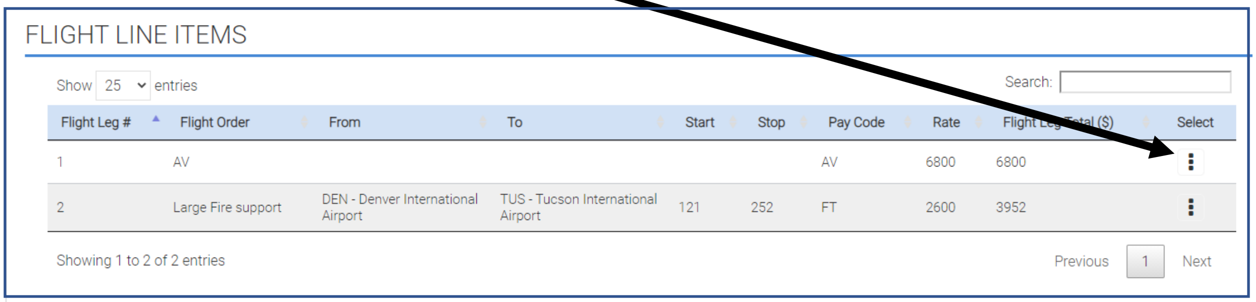


Once it is copied to the next leg, the information can still be changed if needed.

“Copy New” can be used as many times as needed. “Save” after each leg is complet “Exit “ when all flight legs have been entered.

EDITING A FLIGHT LEG

If a flight legs that has already been completed needs to be edited, start with the “three dots” on the right hand side of the leg on the invoice.


FLIGHT LINE ITEMS

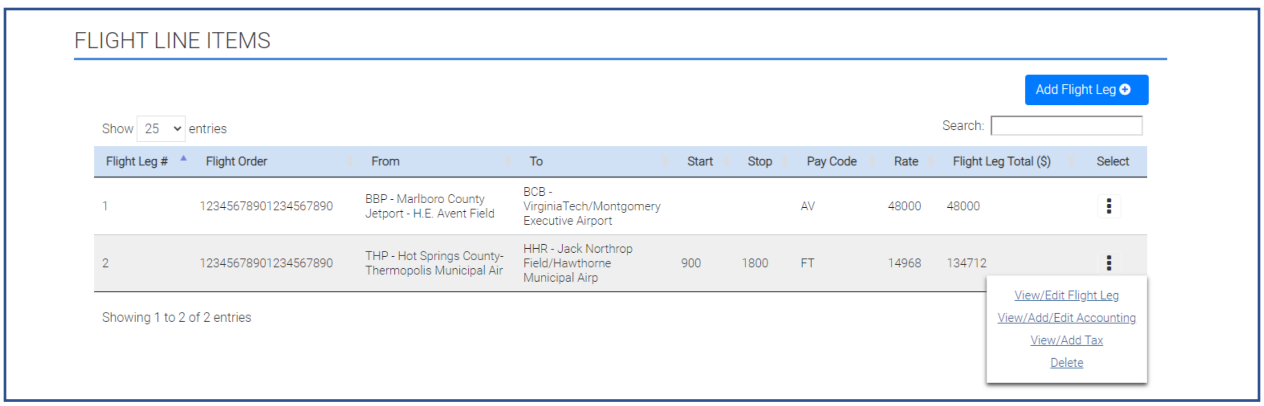
Show 25 entries   Search:

Flight Leg #	Flight Order	From	To	Start	Stop	Pay Code	Rate	Flight Leg Total ($)	Select
1	AV					AV	6800	6800	⋮
2	Large Fire support	DEN - Denver International Airport	TUS - Tucson International Airport	121	252	FT	2600	3952	⋮

Showing 1 to 2 of 2 entries   Previous 1 Next

Four options appear then clicked on.

View/Edit Flight Leg, View/Edit Accounting , View /Add tax and Delete. Dependign where in the invoice process this is clicked on all opton may not be available.


FLIGHT LINE ITEMS

Add Flight Leg

Show 25 entries   Search:

Flight Leg #	Flight Order	From	To	Start	Stop	Pay Code	Rate	Flight Leg Total ($)	Select
1	12345678901234567890	BBP - Marlboro County Jetport - H.E. Avent Field	BCB - VirginiaTech/Montgomery Executive Airport			AV	48000	48000	⋮
2	12345678901234567890	THP - Hot Springs County-Thermopolis Municipal Air	HHR - Jack Northrop Field/Hawthorne Municipal Airp	900	1800	FT	14968	134712	⋮

Showing 1 to 2 of 2 entries

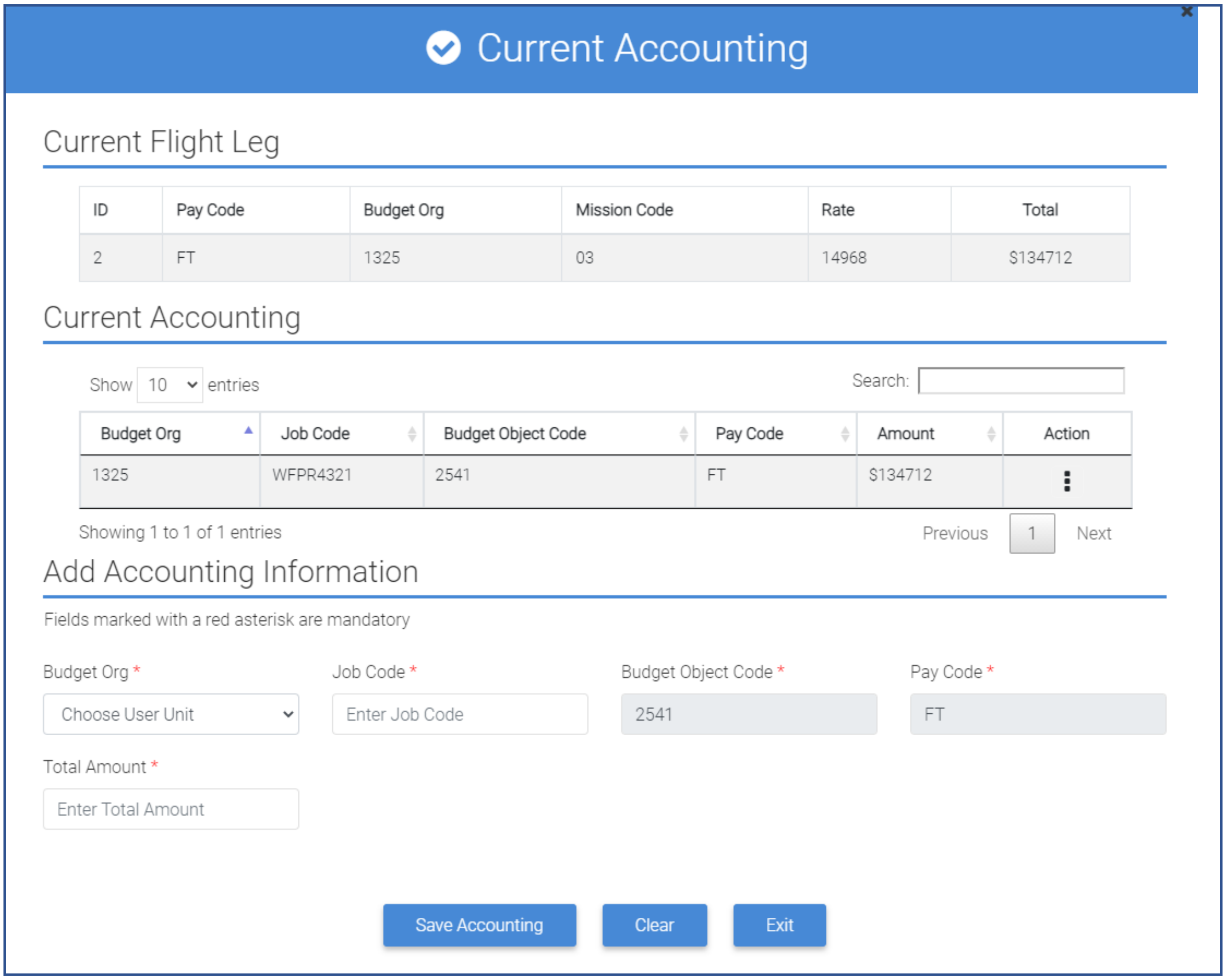
View/Edit Flight Leg
View/Add/Edit Accounting
View/Add Tax
Delete

VIEW/EDIT FLIGHT LEG

This will reopen the flight leg and edits can be made, then “Save” to save the edits.

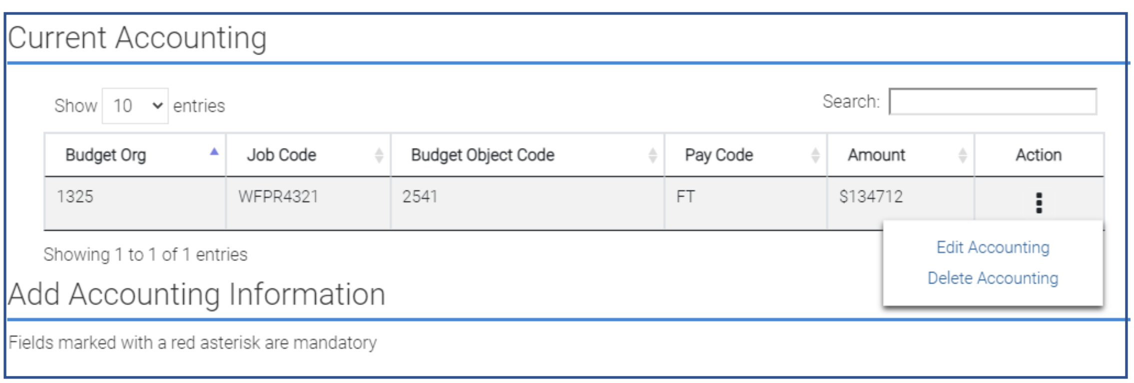
VIEW/EDIT ACCOUNTING

This will bring up the Current Accounting box.



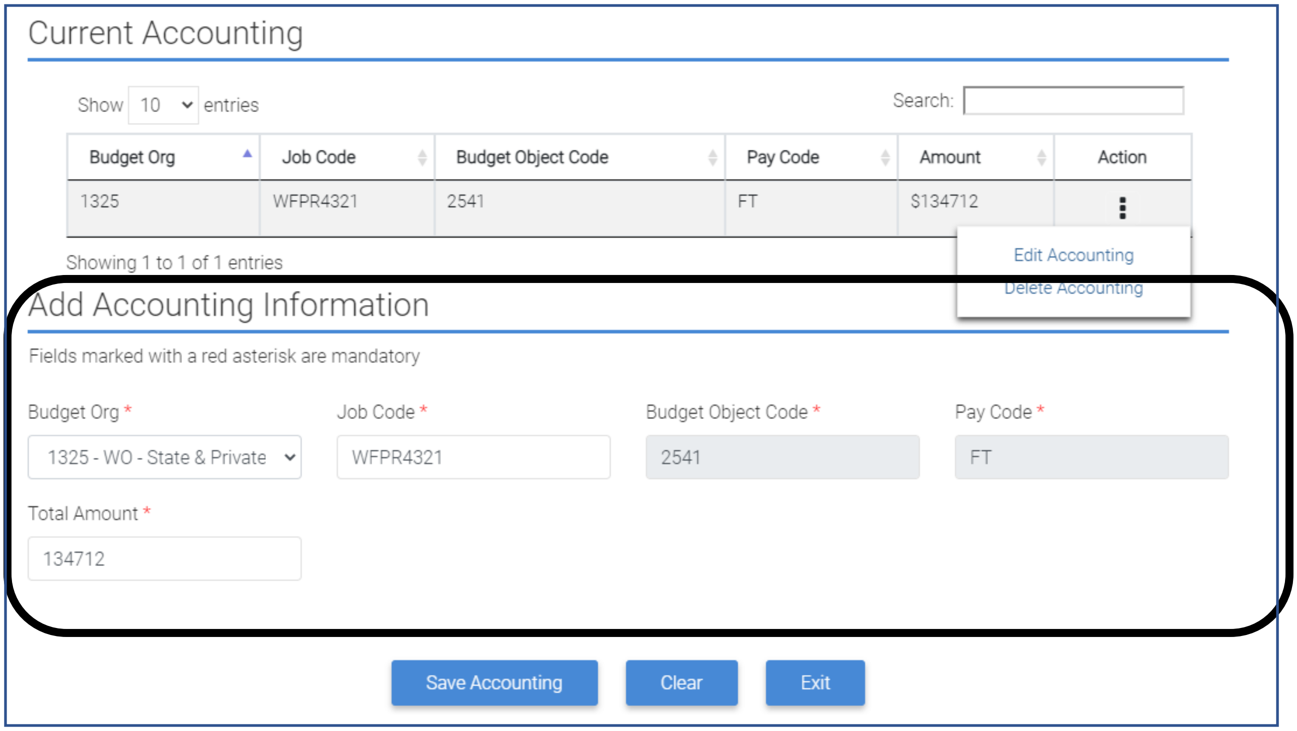
Editing Account Codes

To Edit an existing account code, go to the middle of the screen and to the right to the three dots under the column "Action". Options are "Edit Accounting" and "Delete Accounting"



Edit Accounting

Once Edit Accounting has be click it will populate all the current accounting information into the area of "Add Accounting Information"

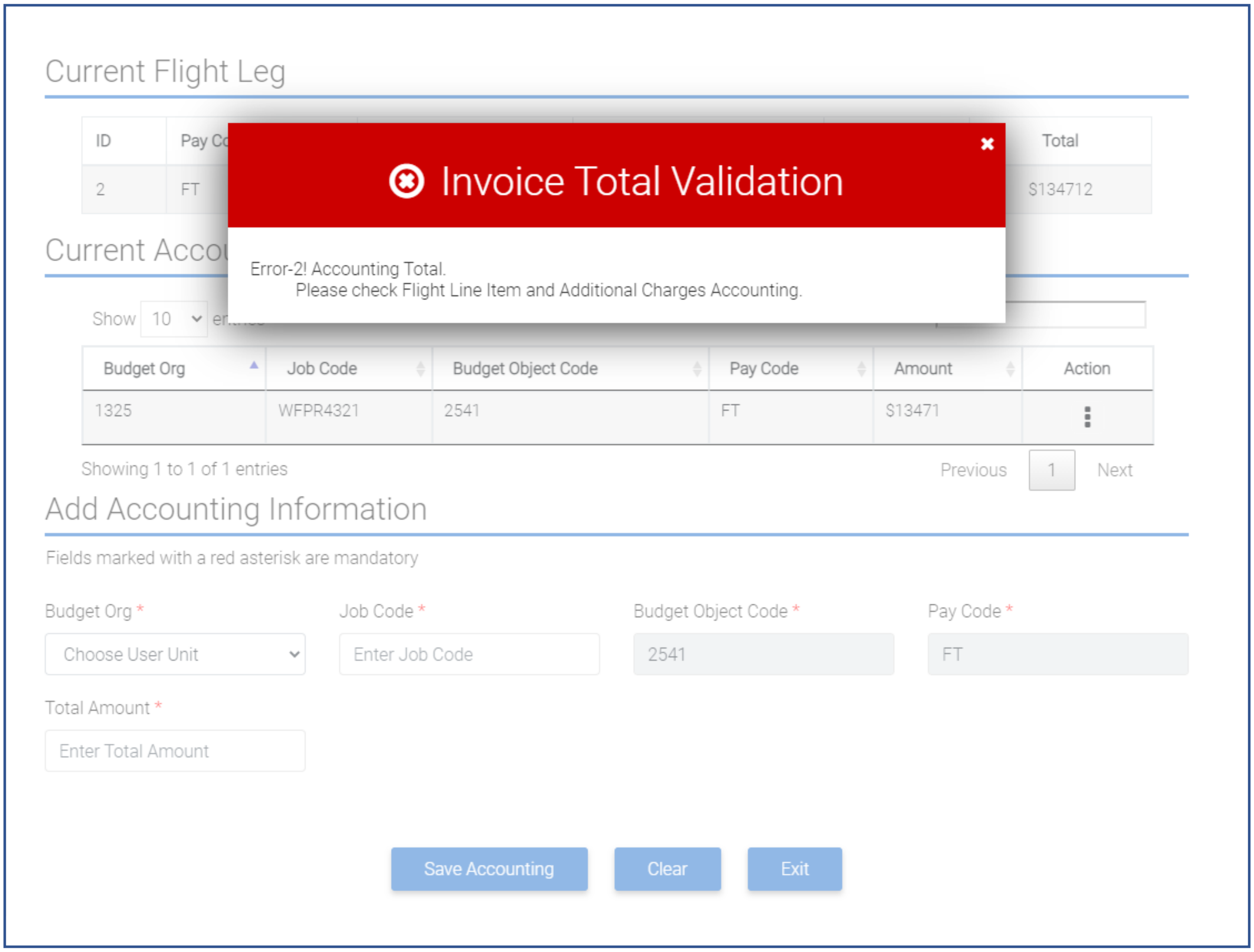


Once in this area the data can be edited. “Save Accounting” once editing has been completed.

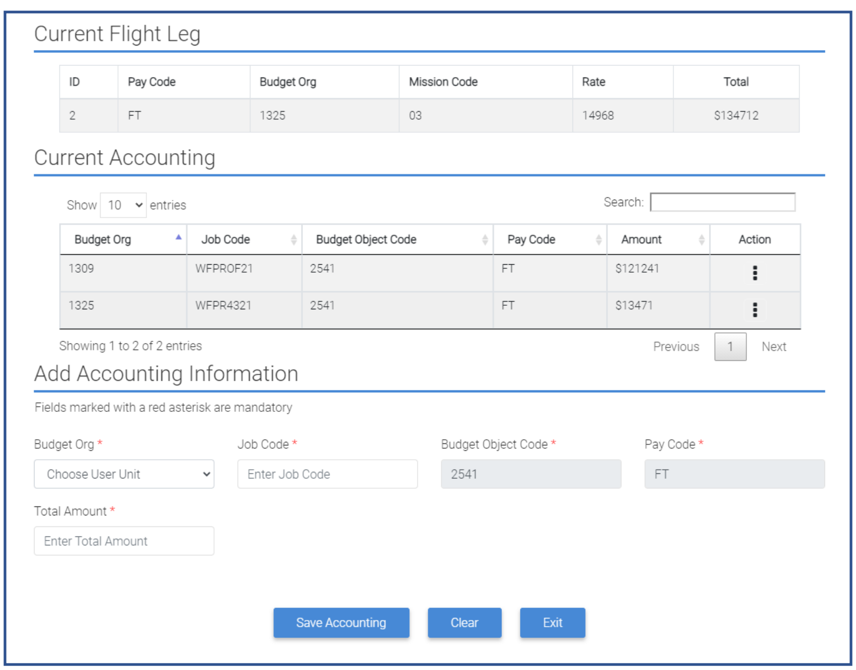
Splitting Accounting Codes

This is the area where you can split costs between job codes.

During the splitting of the cost between codes you will the following error until you have added all the codes to add up to the total amount.



After you get the error "X" out of it and continue to add the next code. "Exit" when completed.

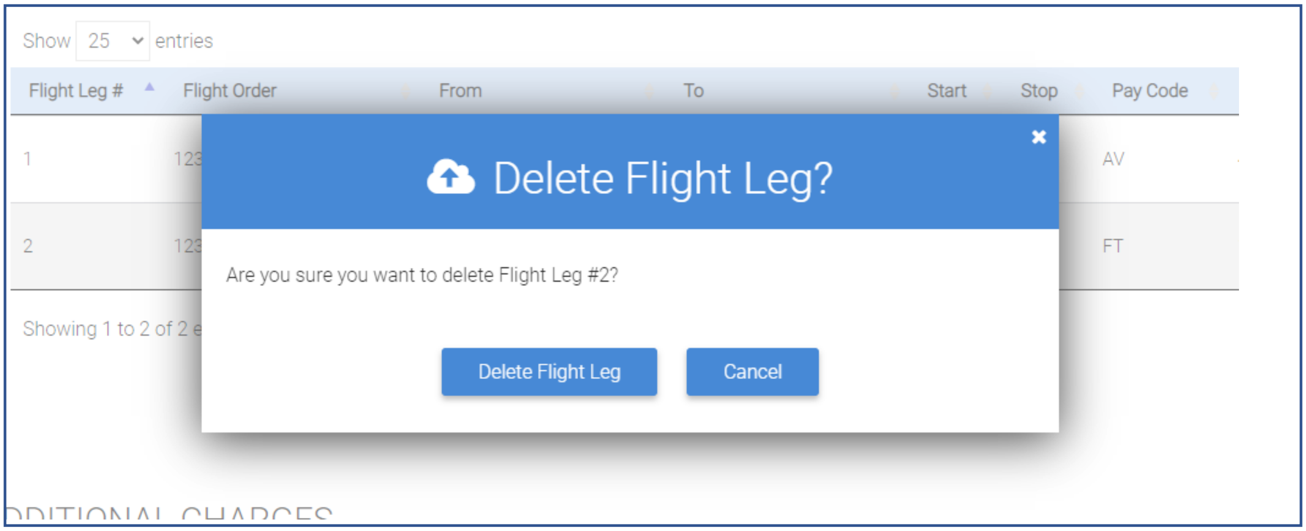


ADD TAX

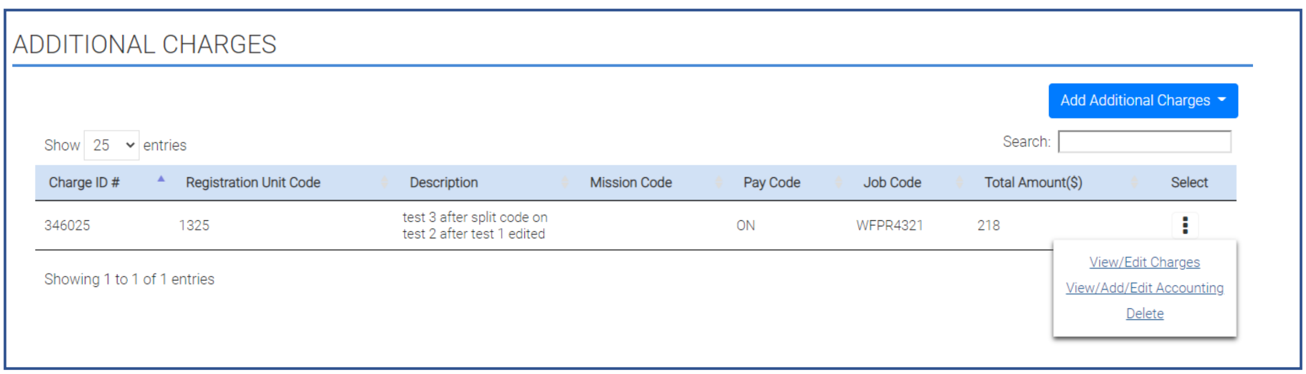
This is a hold over from the old ABS, not needed in current version.

DELETE

If there is a need to delete the leg and start over or added a leg twice. You will get a confirmation you want to delete before it is deleted.



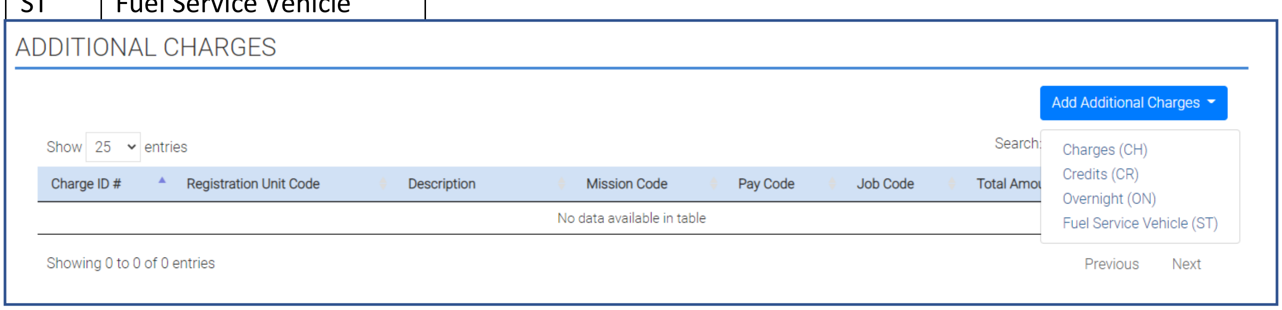
These same options are available to use on "Add Additional Charges"



Add Additional Charges

To add items that are not covered in the flight legs are add in this section.

CH	Charges
CR	Credits
ON	Overnight
ST	Fuel Service Vehicle



Charges (CH)

The basic information needs to be entered here, as it can different than flight leg information

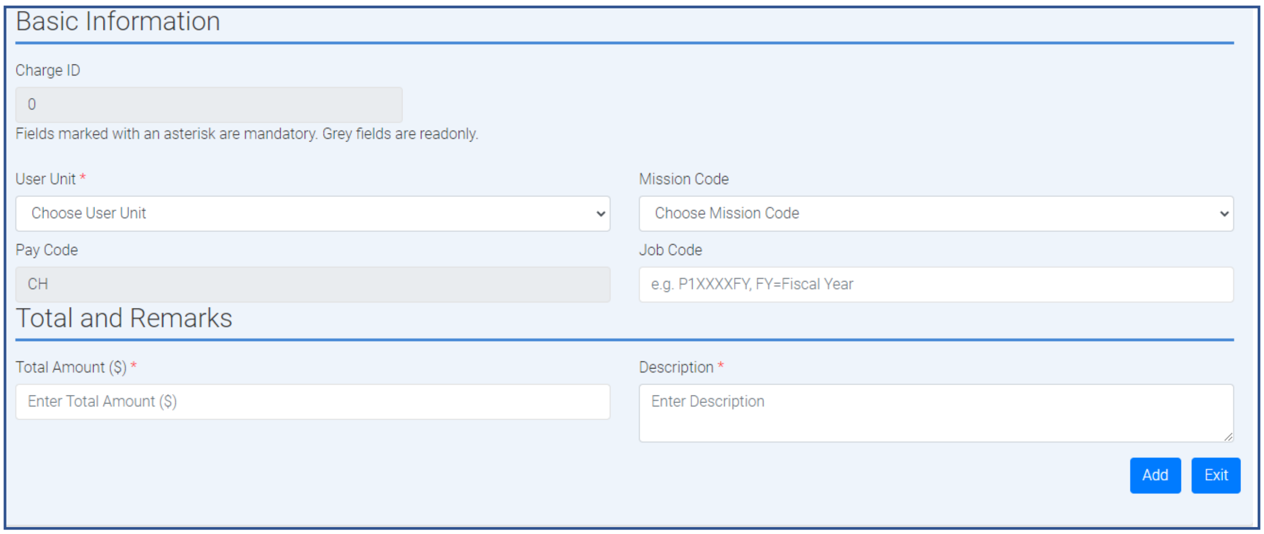
Complete the User Units codes, Mission code, and Job code as needed for “charges” same method as previously mentioned on flight leg.

Total Amount

The amount of the charge.

Description

This is extremely import. Explain what the charges are for, and noted COR or CO approved as needed for the charges.



Credits (CR)

Credit is money we have already paid the vendor over what was supposed to be paid. So, like a subtraction to the invoice, but DO NOT put in as a negative number. The computer will subtract the amount from the invoice.

The basic information needs to be entered here, as it can different than flight leg information

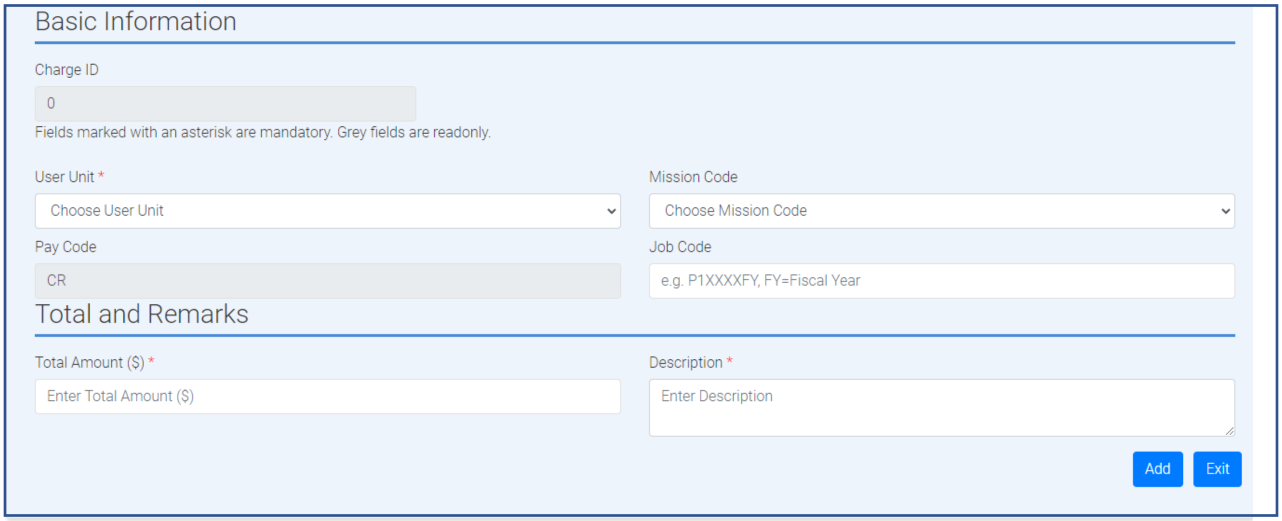
Complete the User Units codes, Mission code, and Job code as needed for “charges” same method as previously mentioned on flight leg.

Total Amount

The amount of the charge.

Description

This is extremely import. Explain what the charges are for, and noted COR or CO approved as needed for the credits.



Overnight (ON)

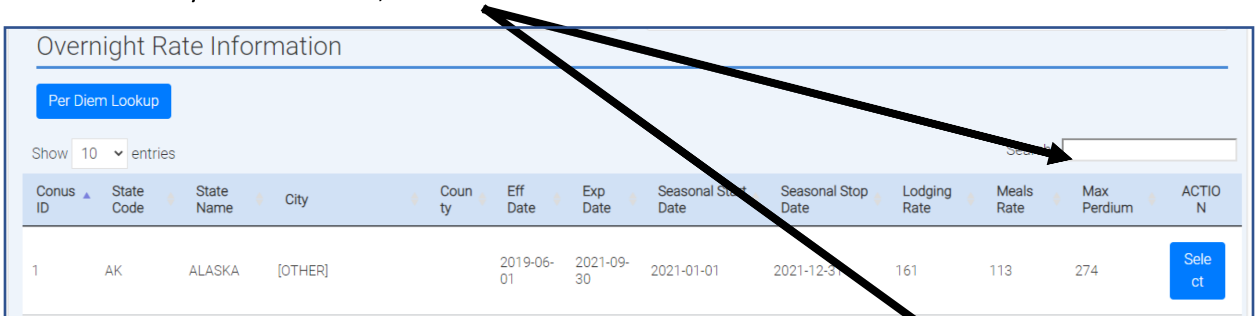
The basic information needs to be entered here, as it can different than flight leg information

Complete the User Units codes, Mission code, and Job code as needed for "charges" same method as previously mentioned on flight leg.

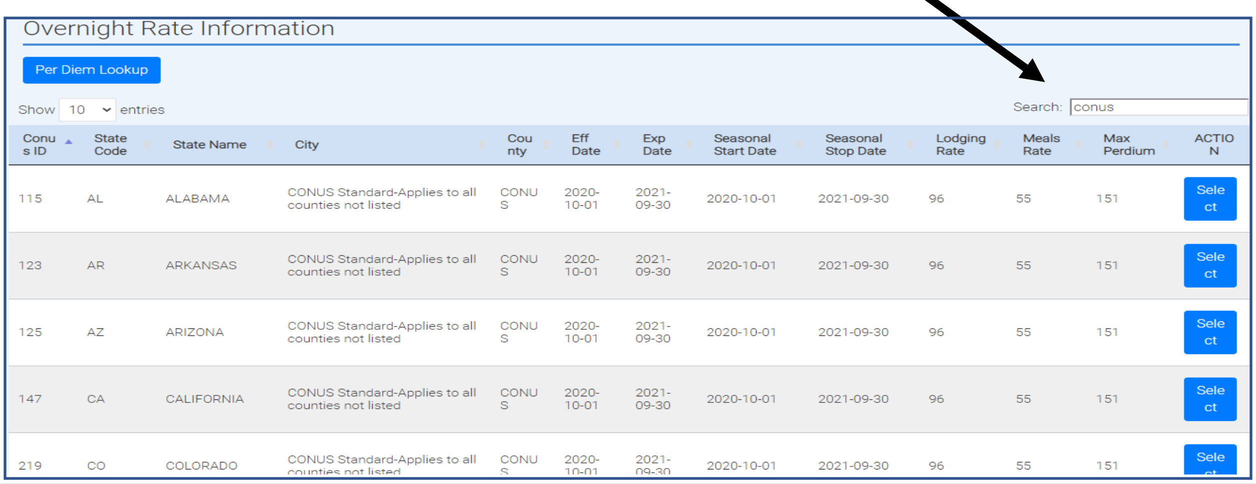
Overnight Rate Information

The "Per Diem Lookup" can be used to find Per Diem rates around the country.

Enter the state you wish to find, or CONUS

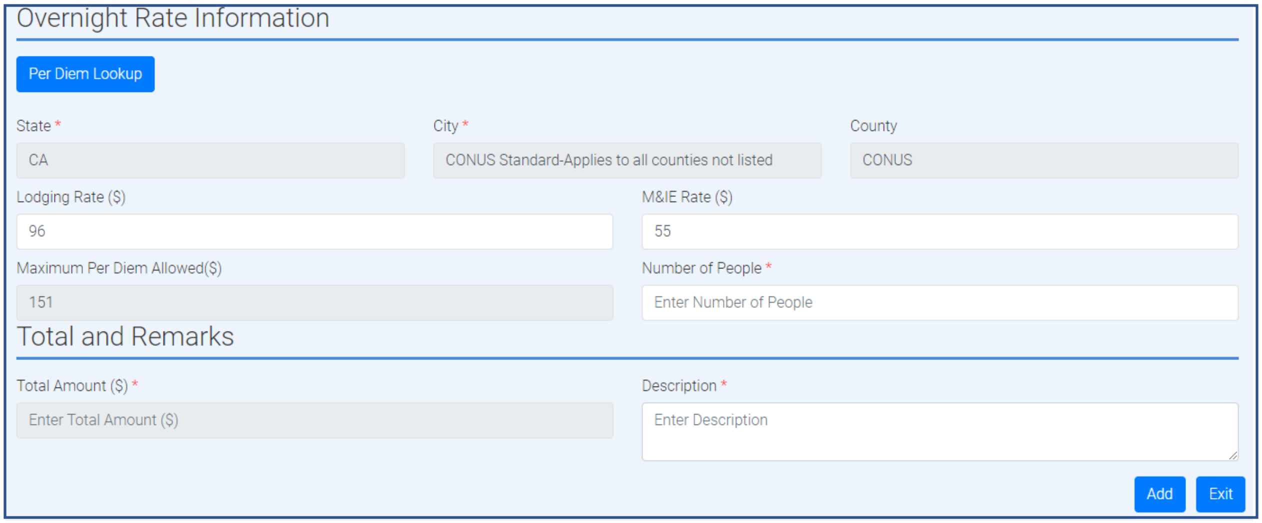


Conus ID	State Code	State Name	City	County	Eff Date	Exp Date	Seasonal Start Date	Seasonal Stop Date	Lodging Rate	Meals Rate	Max Perdium	ACTION
1	AK	ALASKA	[OTHER]		2019-06-01	2021-09-30	2021-01-01	2021-12-31	161	113	274	Select



Conus ID	State Code	State Name	City	County	Eff Date	Exp Date	Seasonal Start Date	Seasonal Stop Date	Lodging Rate	Meals Rate	Max Perdium	ACTION
115	AL	ALABAMA	CONUS Standard-Applies to all counties not listed	CONUS	2020-10-01	2021-09-30	2020-10-01	2021-09-30	96	55	151	Select
123	AR	ARKANSAS	CONUS Standard-Applies to all counties not listed	CONUS	2020-10-01	2021-09-30	2020-10-01	2021-09-30	96	55	151	Select
125	AZ	ARIZONA	CONUS Standard-Applies to all counties not listed	CONUS	2020-10-01	2021-09-30	2020-10-01	2021-09-30	96	55	151	Select
147	CA	CALIFORNIA	CONUS Standard-Applies to all counties not listed	CONUS	2020-10-01	2021-09-30	2020-10-01	2021-09-30	96	55	151	Select
219	CO	COLORADO	CONUS Standard-Applies to all counties not listed	CONUS	2020-10-01	2021-09-30	2020-10-01	2021-09-30	96	55	151	Select

Then click on the “Select” and it will add the correct amount.



You will need to add the correct number of people approved by the contract you are administrating.

All contracts are different when if comes to Per Diem so make sure you read the contract.

If the contract states “Lodging only” you have to put a “0” in “Meal&IE” field. If you don’t you could get a blank total.

Examples: “… Up to CONUS”, “CONUS rate”, “Actual rate” with or without taxes. Meals and Incidentals allowed or not, read the contract.

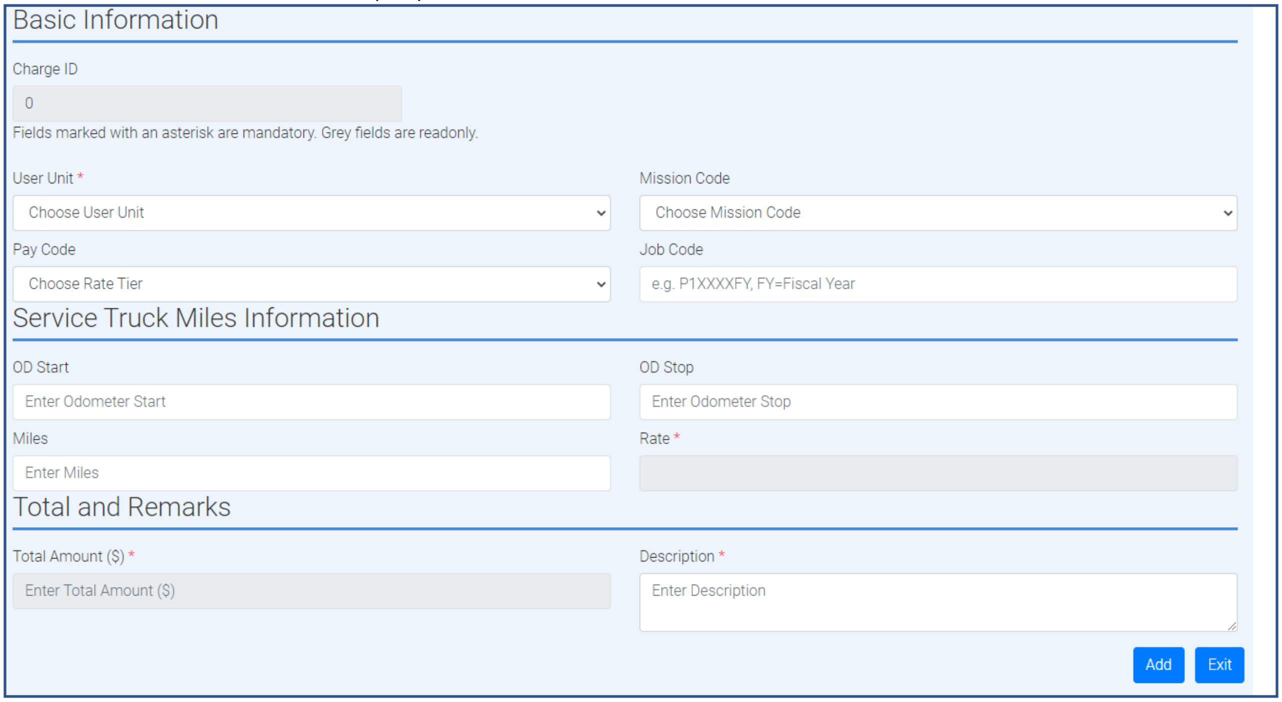
Total Amount

The amount of the charge.

Description

This is extremely import. Explain what the charges are for, and noted COR or CO approved as needed for the Overnight rates.

FUEL SERVICE VEHICLES (ST)

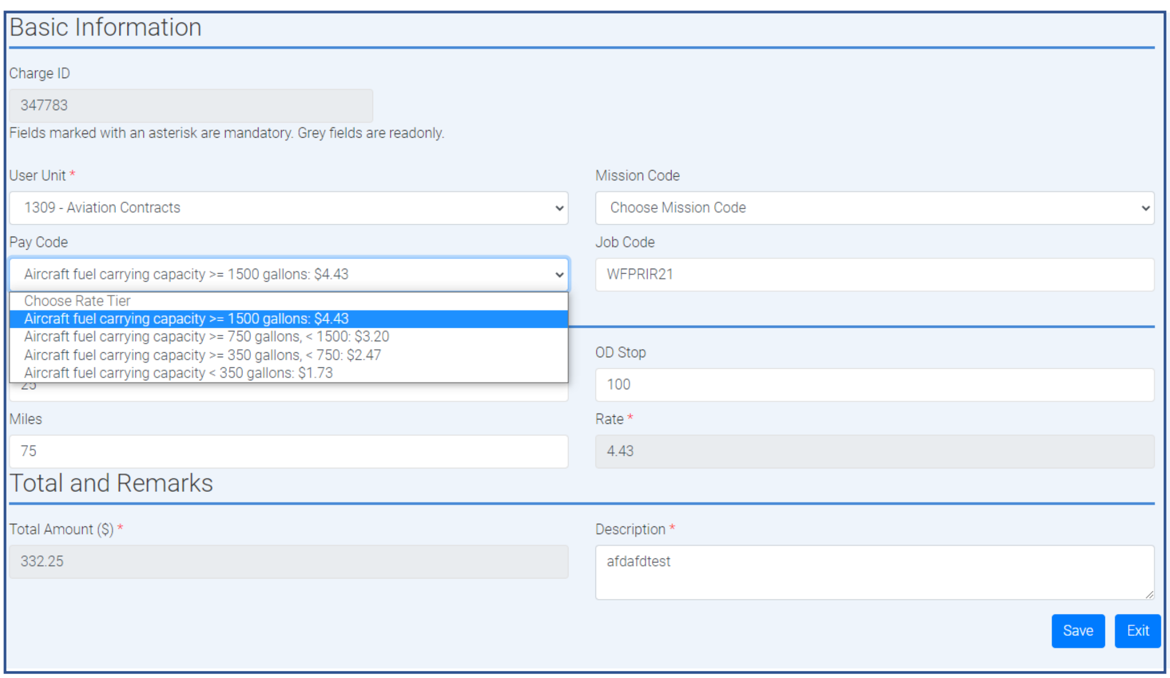


The basic information needs to be entered here, as it can different than flight leg information

Complete the User Units codes, Mission code, and Job code as needed for “charges” same method as previously mentioned on flight leg

Pay Code

Make sure you pick the correct code for the truck assigned to the contract or the one approved by the CO if it changed.



Choices are:

Aircraft fuel carry capacity >=1500gallons $4.43

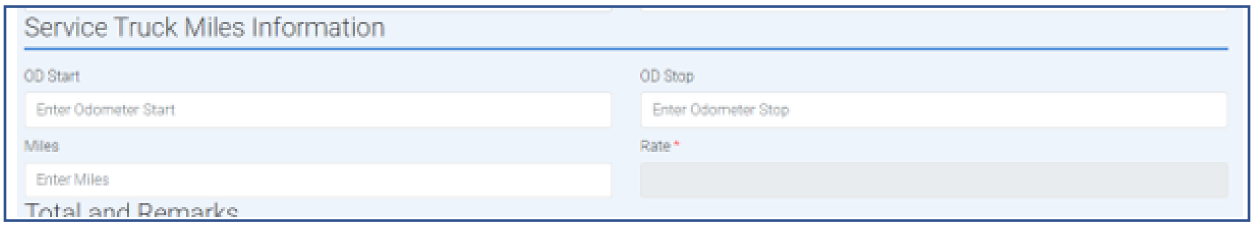
Aircraft fuel carry capacity >= 750 gallons < 1500 $3.20

Aircraft fuel carry capacity>= 350 gallons <750 $2.47

Aircraft fuel carry capacity< 350 gallons < $1.73

SERVICE TRUCK MILES INFORMATION

Enter the Odometer start miles. Enter the odometer stop miles. Double check the total Miles information is correct.

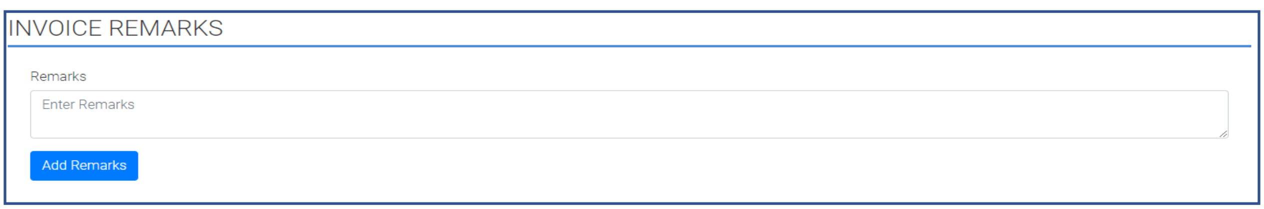


TOTAL AND REMARKS

Double check the total is correct and add any remarks/description that are needed.

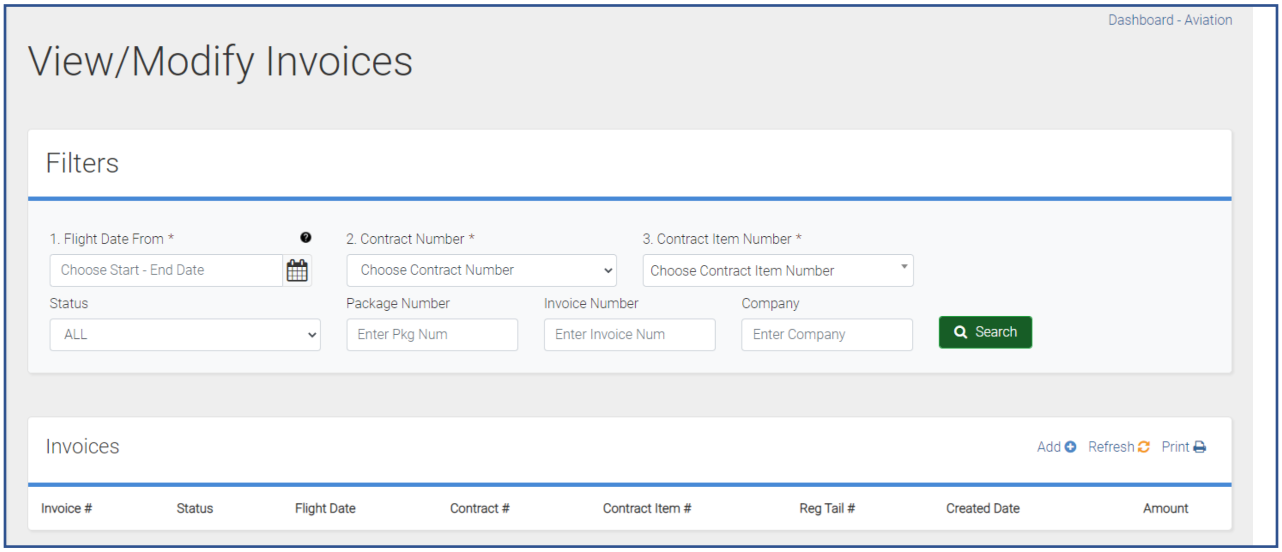
INVOICE REMARKS.

These can be added at anytime when the invoice is open. Make sure you click “Add Remarks” to save them.



VIEW/MODIFY INVOICES

You can get to these two ways, by the menu on the left or the dashboard button at the bottom of the first screen.   If you get the error “*Failed to create a new invoice. This combination already exists in the data base”* you will go to View Modify to get back into the invoice to do updates or delete if needed.



FILTERS

The required information needs to be entered to pull up most past entered invoices:

REQUIRED FIELDS

"Fight Date From" "Contract Number" "Contract Item Number"

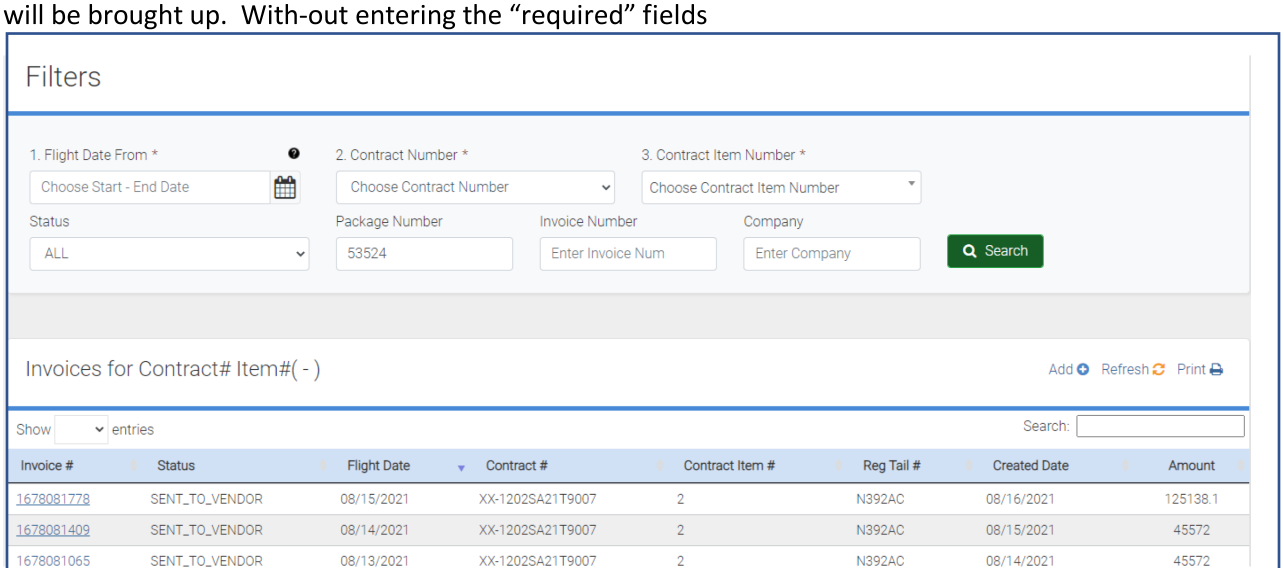
Then you can filter down farther by Status. The options are:

All	Vendor Approved
Draft	Sent to Payment
Submit	Sent to Vendor
COR Reviewed	Approved for Payment
COR Approved	Sent to RPA

If you are looking for an invoice less filtering is more helpful, then filtering down to a status.

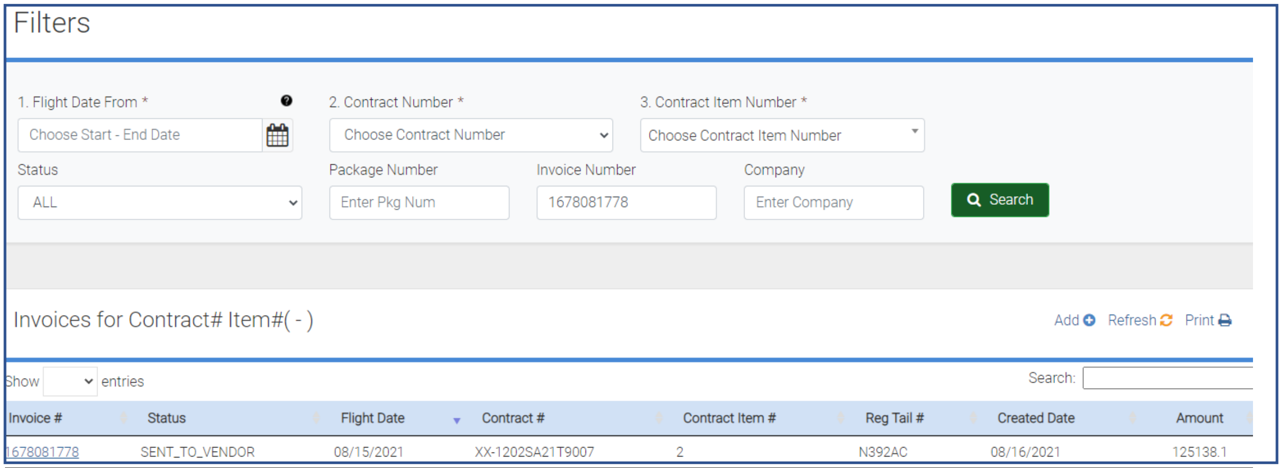
PACKAGE NUMBER

If the package number is known, it can be searched by the number. All invoices in that package number will be brought up. With-out entering the "required" fields



INVOICE NUMBER

If the invoice number is known, it can be searched by the number. If there is an invoices that matches that number will be brought up. With-out entering the "required" fields.

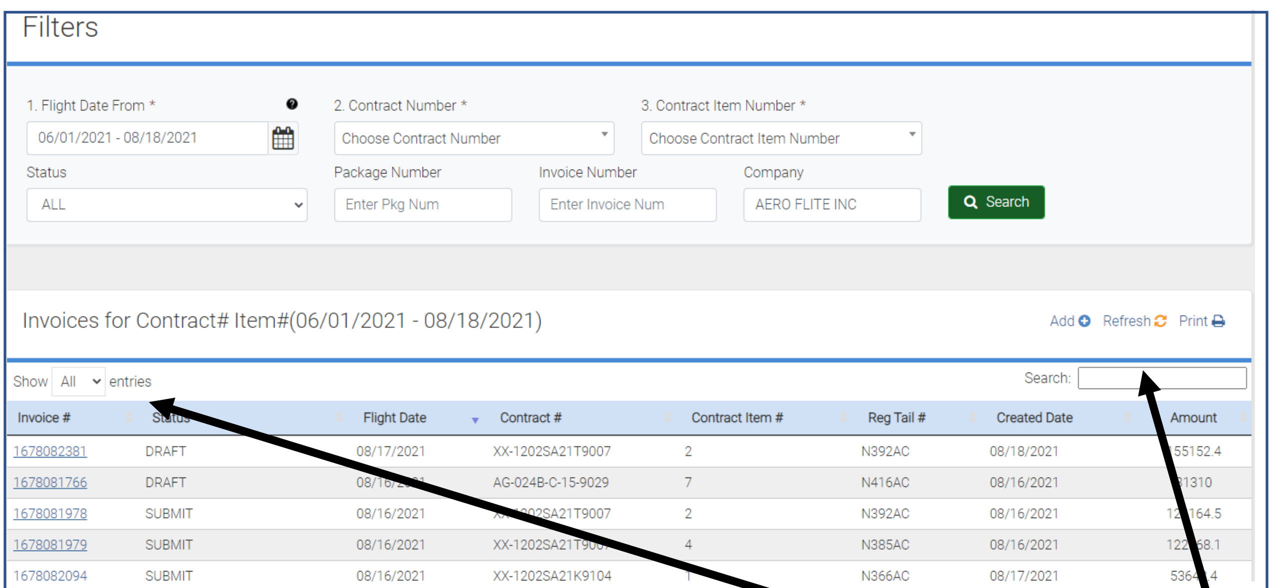


COMPANY

Filtering by the company name, a date range also needs to be entered. The company name needs to be exactly as it show in IBS. Ex. Aero Flite needs to be entered as Aero Flite INC

INVOICE LIST

This will show the invoices that were filtered.



FILTERS

Show Entries can limit the number of invoice shown on the page or show all. Options are "50", "100" or "All".

The "Search" on the right-hand side will again filter down what is shown without re-filtering everything.

Example: “N392AC” filters for just that aircraft of all the Aero Flite aircraft invoices that were showing.

To clear the sub filter, you can click on the “refresh” button above the “Search” field. You can even print this table out if there is a need.

The information at the screen bottom show number of invoices. You can move from page to page on the right-hand side.

1678081071	SENT_TO_VENDOR	08/13/2021	XX-1202SA21T9007	4	N385AC	08/14/2021	45572
1678081745	COR_APPROVED	08/13/2021	AG-024B-C-15-9029	7	N416AC	08/16/2021	31534
1678081787	DRAFT	08/13/2021	AG-024B-C-13-9005	6	N635AC	08/16/2021	41559
1678081938	SUBMIT	08/13/2021	AG-024B-C-15-9029	4	N355AC	08/16/2021	31534
1678082104	SENT_TO_VENDOR	08/13/2021	XX-1202SA21K9104	1	N366AC	08/17/2021	29672

Showing 1 to 25 of 570 entries

Previous 1 2 3 4 5 ... 23 Next

Invoice

The invoice number column shows the invoice number and can be clicked on to open the invoice listed.

Show entri

Search:

Invoice #	Status	Flight Date	Contract #	Contract Item #	Reg Tail #	Created Date	Amount
1678082381	SUBMIT	08/17/2021	XX-1202SA21T9007	2	N392AC	08/18/2021	155152.4
1678082387	SUBMIT	08/17/2021	XX-1202SA21T9007	4	N385AC	08/18/2021	159643.4
1678081766	DRAFT	08/16/2021	AG-024B-C-15-9029	7	N416AC	08/16/2021	31310

Once you click on the invoice number, it will open the invoice and depending where the invoice is in the processing you can edit, update, or delete as needed. (See creating an invoice)

Status

Indicates what the status that invoice is in. These are the same status that it is possible to filter for in the above header.

	Vendor Approved
Draft	Sent to Payment
Submit	Sent to Vendor
COR Reviewed	Approved for Payment
COR Approved	Sent to RPA

Flight Date

The invoice flight date.

Contract

The contact number assigned to the contract by the contracting officer in EAV data base.

Contract Item

The contract item number assigned to the tail number of the aircraft that the invoice was created for.

Reg Tail

The registration tail number of the aircraft the invoice was created for.

Created Date

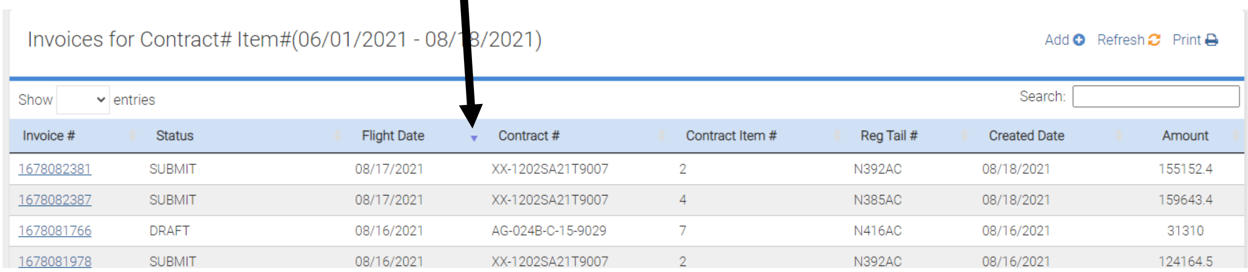
The date the invoice was created, not the date of the flight.

Amount

Total amount of the invoice.

Header

The table header can help sort the items. Click on the column you would like to sort, and it will re-sort by date, alphabetize or flip alphabetize.



Invoices for Contract# Item#(06/01/2021 - 08/18/2021) Add Refresh Print

Show entries Search:

Invoice #	Status	Flight Date	Contract #	Contract Item #	Reg Tail #	Created Date	Amount
1678082381	SUBMIT	08/17/2021	XX-1202SA21T9007	2	N392AC	08/18/2021	155152.4
1678082387	SUBMIT	08/17/2021	XX-1202SA21T9007	4	N385AC	08/18/2021	159643.4
1678081766	DRAFT	08/16/2021	AG-024B-C-15-9029	7	N416AC	08/16/2021	31310
1678081978	SUBMIT	08/16/2021	XX-1202SA21T9007	2	N392AC	08/16/2021	124164.5

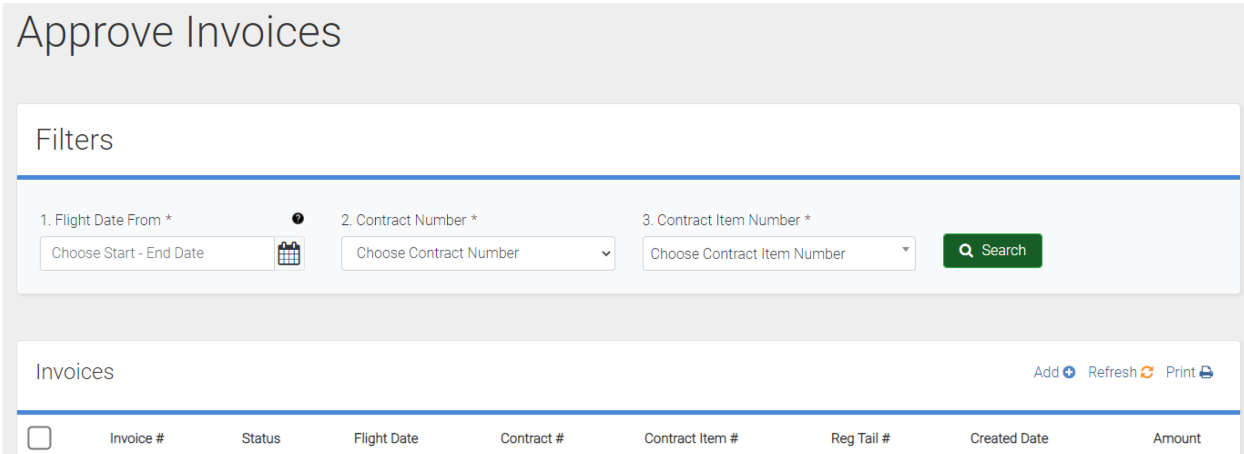
APPROVE INVOICES

To approve invoices the invoice must be in SUBMIT status. This is done on the Invoice screen near the top.

Once they are in "Submit" status the COR assigned to the contract can "approve" them. To approve invoices, go to the left-hand side menu drop down "Invoices" then pick "Approve Invoices"

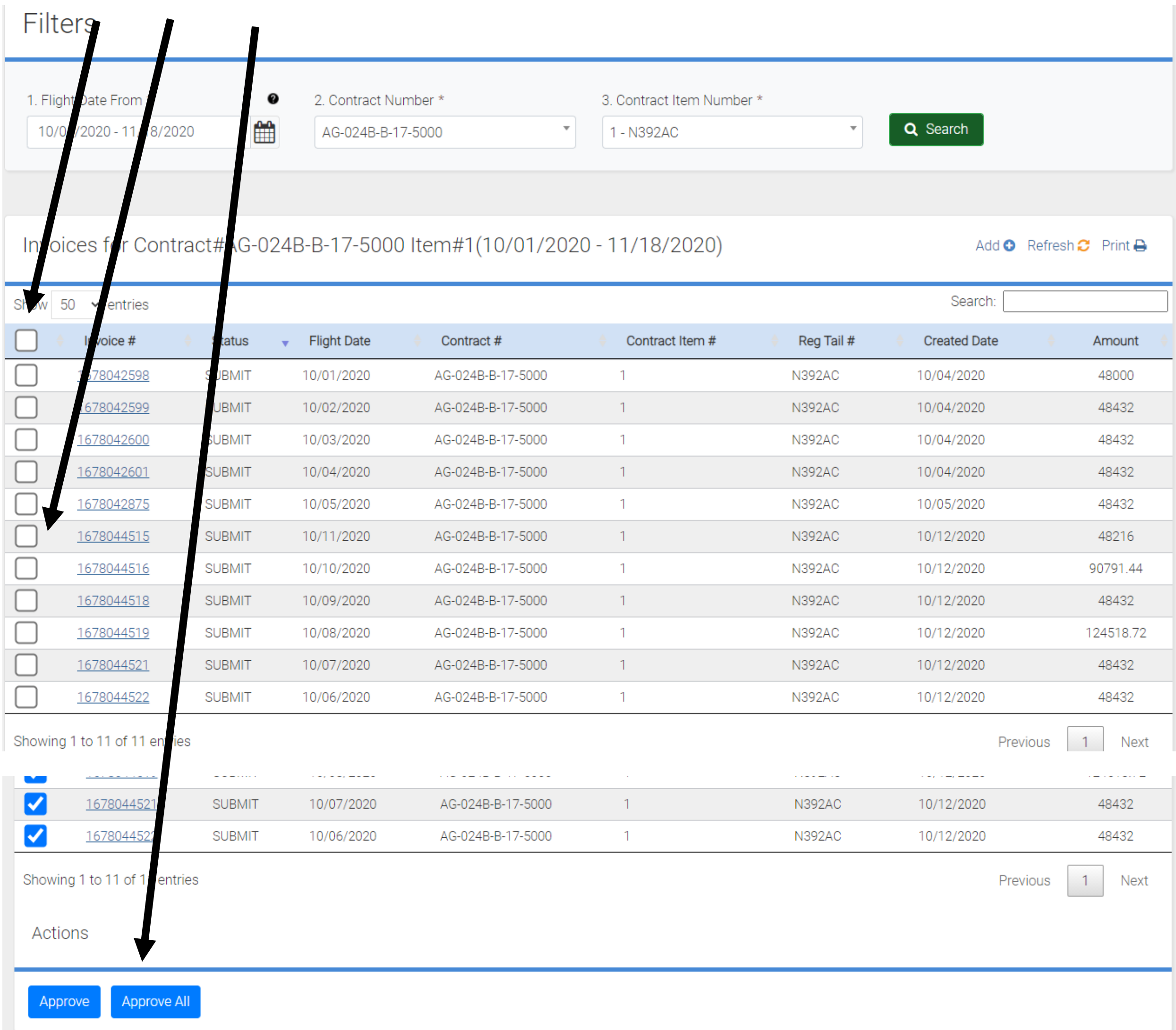
Once at the screen, Pick start flight date and end date will auto fill "today" date, that can be edited. Do not type in the start date, the calendar is the link to the EAV data base.

Enter the contract number or at least the last four of the number and it will auto populate options to pick from. Then use the drop down list to pick the correct tail/item number. Then "search".



Once all the invoices appear, there are several options to approve the invoices.

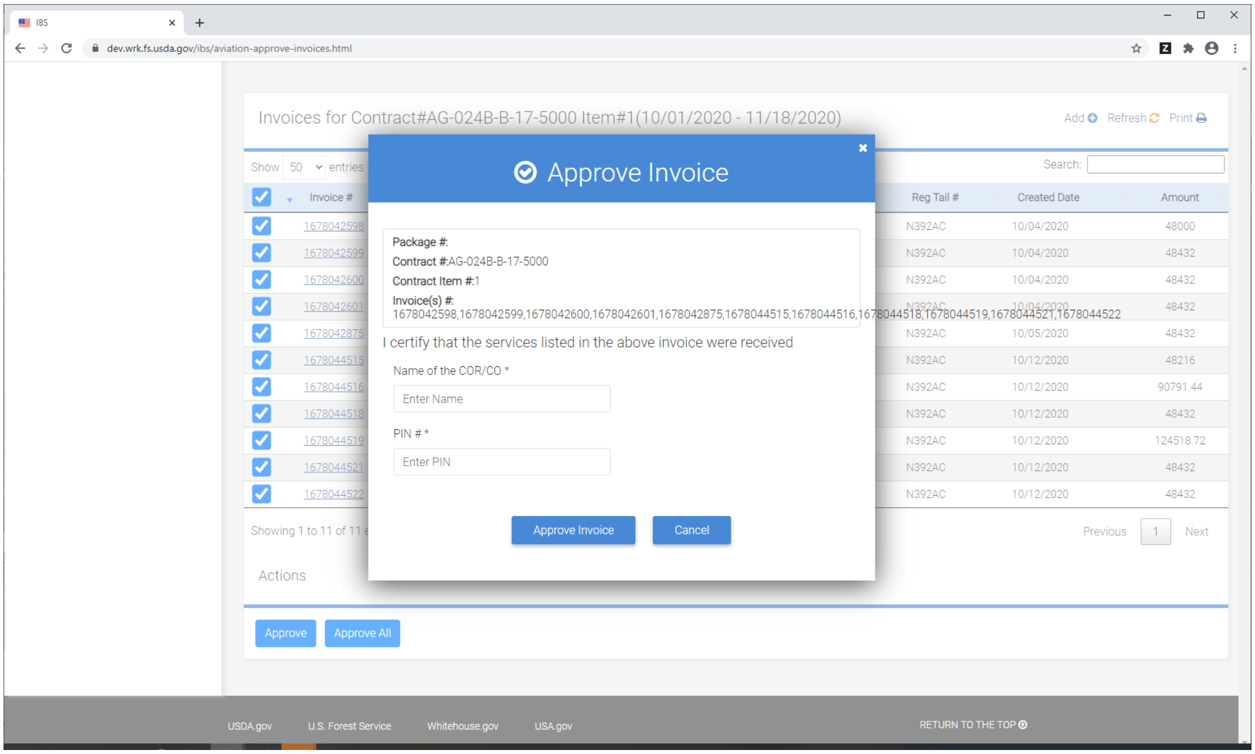
1) Pick the small white box in the blue header box. It will auto check all the invoices.
2) Pick only the invoice dates you want to package up
3) Use the Approve All button at the bottom of the screen.



If you need to review any of the invoice that can be done here also. Just click on the invoice number.

APPROVER CERTIFICATION BOX

Once "Approved" is clicked the Certification box will appear. This where you enter your name as it appears in EAV and your PIN number.



Click “Approve Invoices” to complete the approval process.

VALIDATION ERROR OCCURANCE

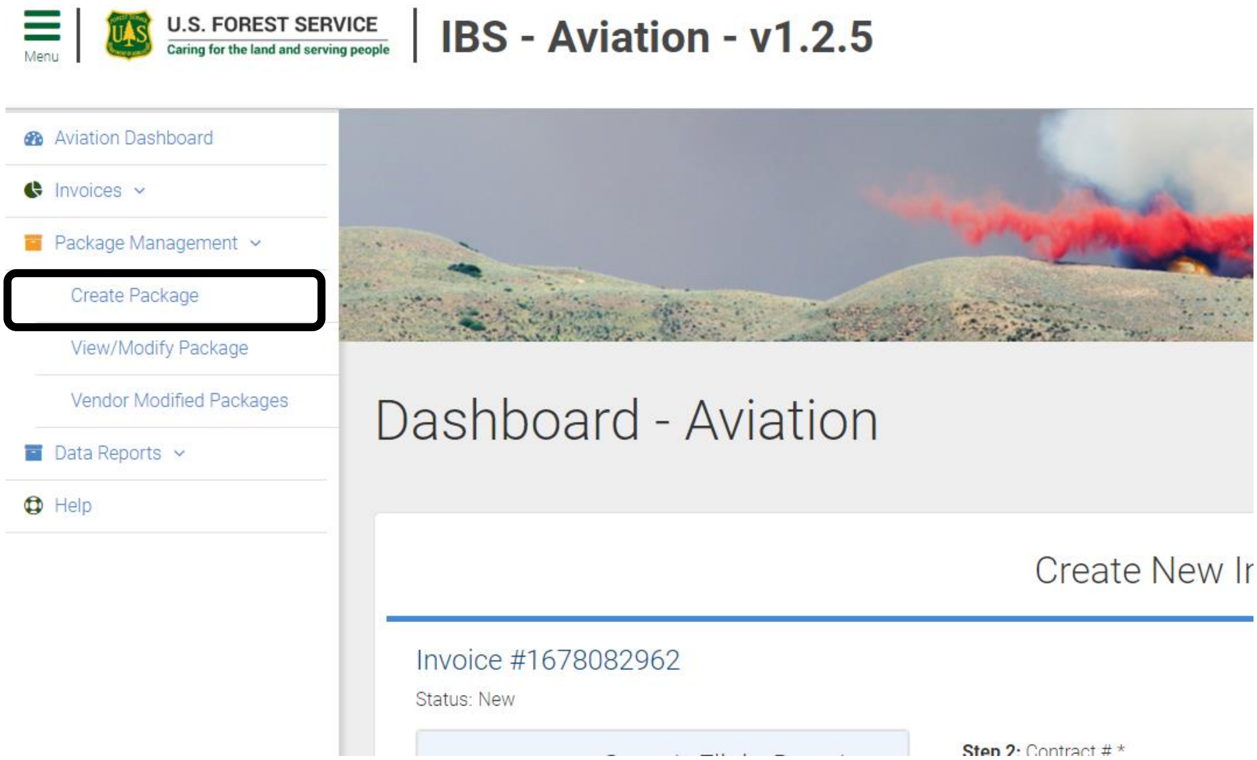
This usually occurs when the COR is not connected to the contract in EAV. The COR needs to contact their CO for the contract and get put on the contract as the COR.   If that does not solve the validation error a reset of the COR PIN can be done. Use this link to EAV PIN reset page. http://fsweb.wo.fs.fed.us/aqm/EAV/ The COR will need to be on a FS network to reset the PIN.

CREATING A PACKAGE

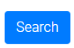
To get the invoices to the vendor the COR on the contract needs to create an electronic package and send the package through IBS system to the vendor to approve and send on to payment.

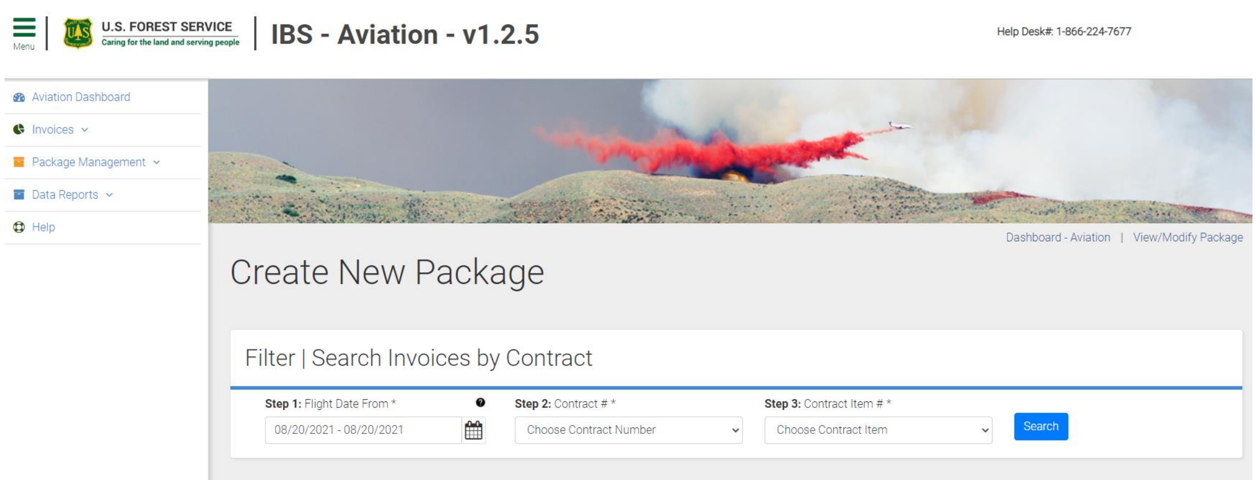
CREATE PACKAGE

Select “Create Package” from the left side menu or the Quick Pick at the Bottom of the page

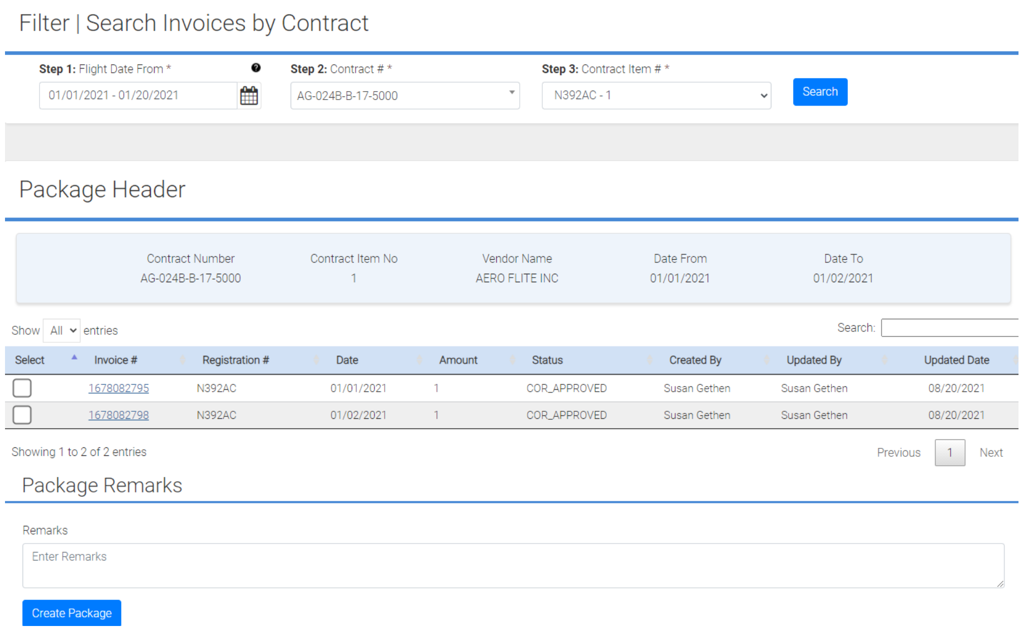


Once on the “Create New Package” screen.

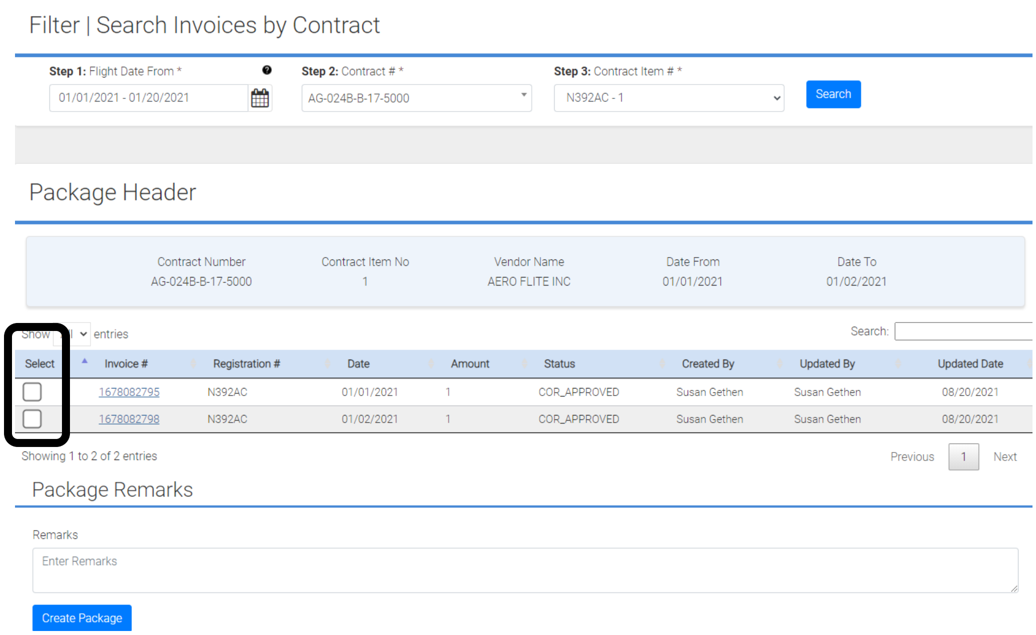
- Pick Fight dates using the calendar icon. 
- Pick the contract number
- Pick the contract item number
- The click SEARCH. 



Invoices must be in “COR_APPROVED” status to be put into a package.



Once all the approved invoice are shown, the invoice that need to be packaged and send to the vendor can be "checked". Remarks can be added the to package at the bottom of the screen.

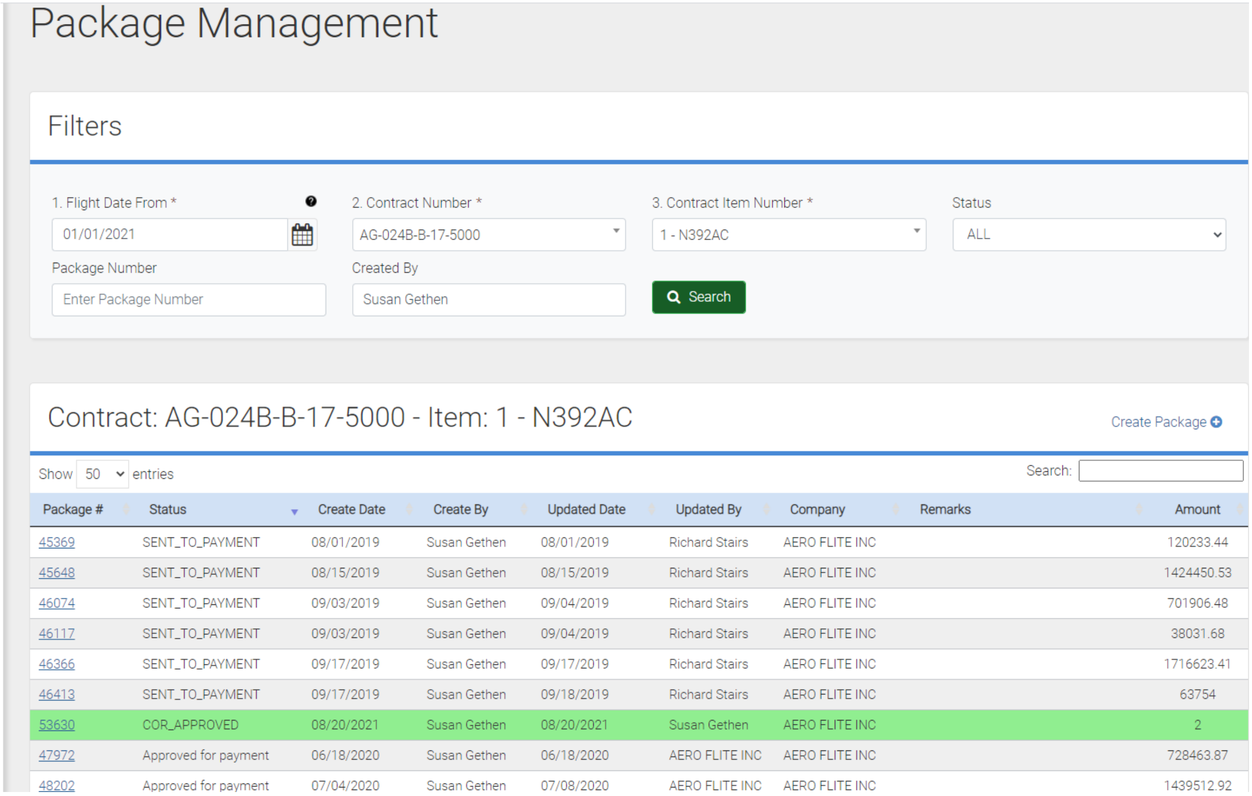


Then click on "Create Package"

The "Package" moves over to "Package Management" section. It will be prefiltered to the package that was just created.

PACKAGE MANAGEMENT

The package that was just created will appear under Package Management and be highlighted in green.



Package Management

Filters

1. Flight Date From *	2. Contract Number *	3. Contract Item Number *	Status
01/01/2021	AG-024B-B-17-5000	1 - N392AC	ALL
Package Number	Created By		
Enter Package Number	Susan Gethen	Search	

Contract: AG-024B-B-17-5000 - Item: 1 - N392AC

Create Package

Show 50 entries

Search:

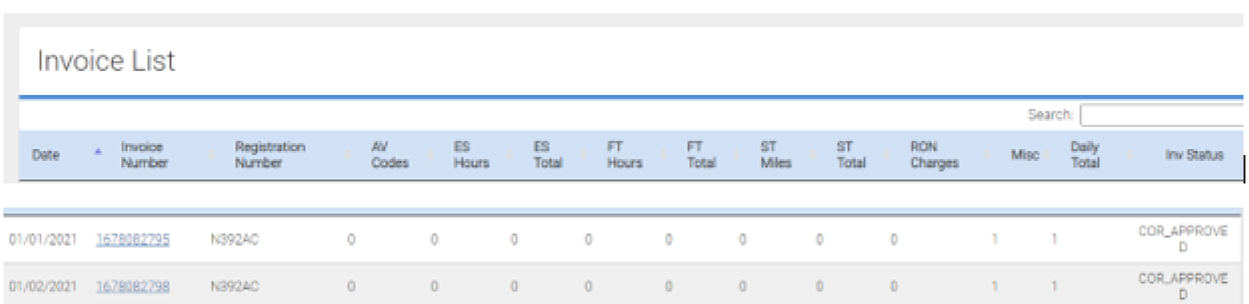
Package #	Status	Create Date	Create By	Updated Date	Updated By	Company	Remarks	Amount
45369	SENT_TO_PAYMENT	08/01/2019	Susan Gethen	08/01/2019	Richard Stairs	AERO FLITE INC		120233.44
45648	SENT_TO_PAYMENT	08/15/2019	Susan Gethen	08/15/2019	Richard Stairs	AERO FLITE INC		1424450.53
46074	SENT_TO_PAYMENT	09/03/2019	Susan Gethen	09/04/2019	Richard Stairs	AERO FLITE INC		701906.48
46117	SENT_TO_PAYMENT	09/03/2019	Susan Gethen	09/04/2019	Richard Stairs	AERO FLITE INC		38031.68
46366	SENT_TO_PAYMENT	09/17/2019	Susan Gethen	09/17/2019	Richard Stairs	AERO FLITE INC		1716623.41
46413	SENT_TO_PAYMENT	09/17/2019	Susan Gethen	09/18/2019	Richard Stairs	AERO FLITE INC		63754
53630	COR_APPROVED	08/20/2021	Susan Gethen	08/20/2021	Susan Gethen	AERO FLITE INC		2
47972	Approved for payment	06/18/2020	Susan Gethen	06/18/2020	AERO FLITE INC	AERO FLITE INC		728463.87
48202	Approved for payment	07/04/2020	Susan Gethen	07/08/2020	AERO FLITE INC	AERO FLITE INC		1439512.92

VIEW PACKAGE/SEND TO VENDOR

To view the package, click on the package number.

This will be the last step before it is sent to the vendor for approval. Review the invoice as needed to ensure they are correct. The invoices can be edited from this screen if needed, by clicking on the invoice number.

A summary of the invoice can be seen on this screen.

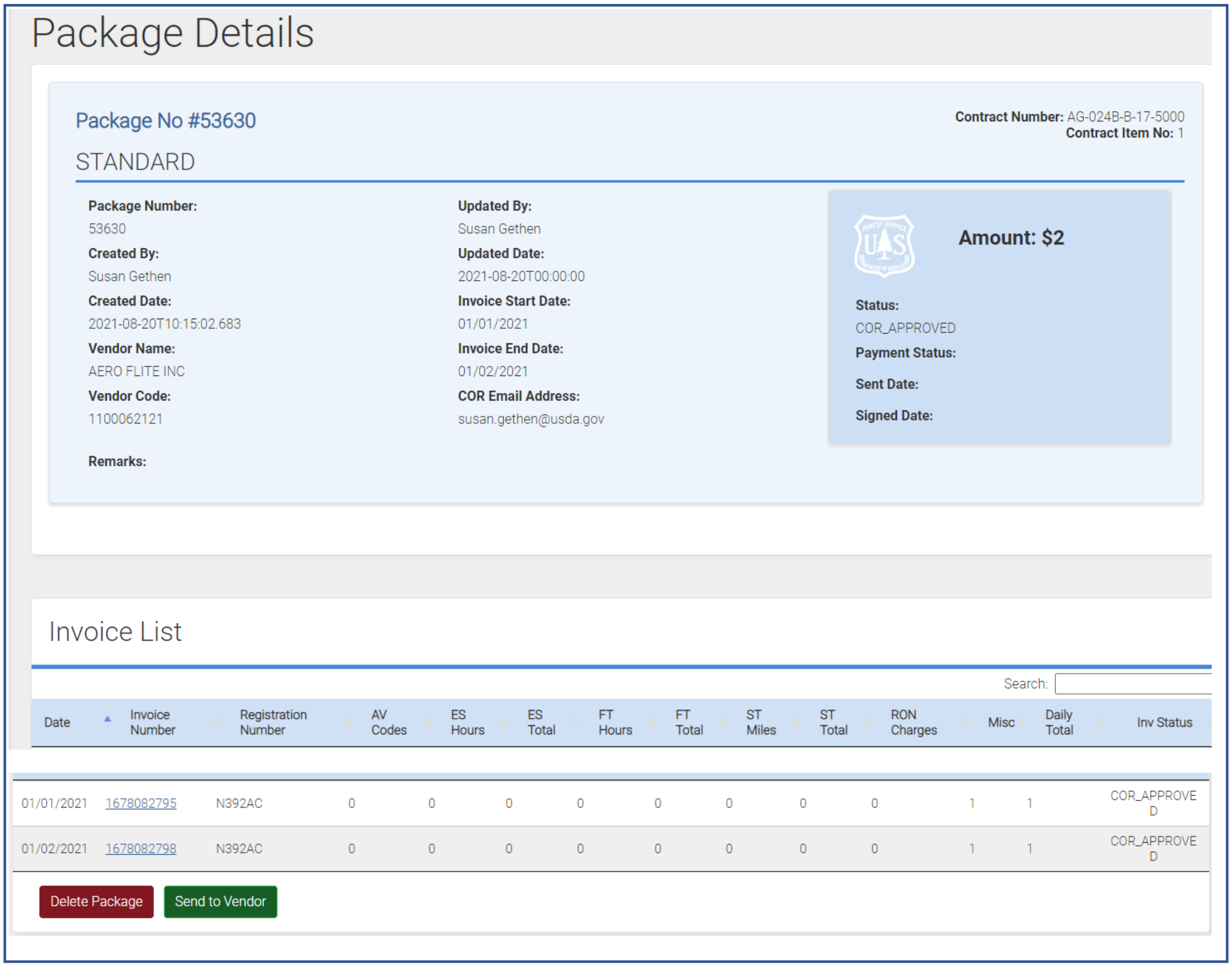


Invoice List

Search:

Date	Invoice Number	Registration Number	AV Codes	ES Hours	ES Total	FT Hours	FT Total	ST Miles	ST Total	RON Charges	Misc	Daily Total	Inv Status
01/01/2021	1678082795	N392AC	0	0	0	0	0	0	0	0	1	1	COR_APPROVED
01/02/2021	1678082798	N392AC	0	0	0	0	0	0	0	0	1	1	COR_APPROVED

Once the package has been review, Click on green button at the bottom of the page to send to vendor.



Delete Package

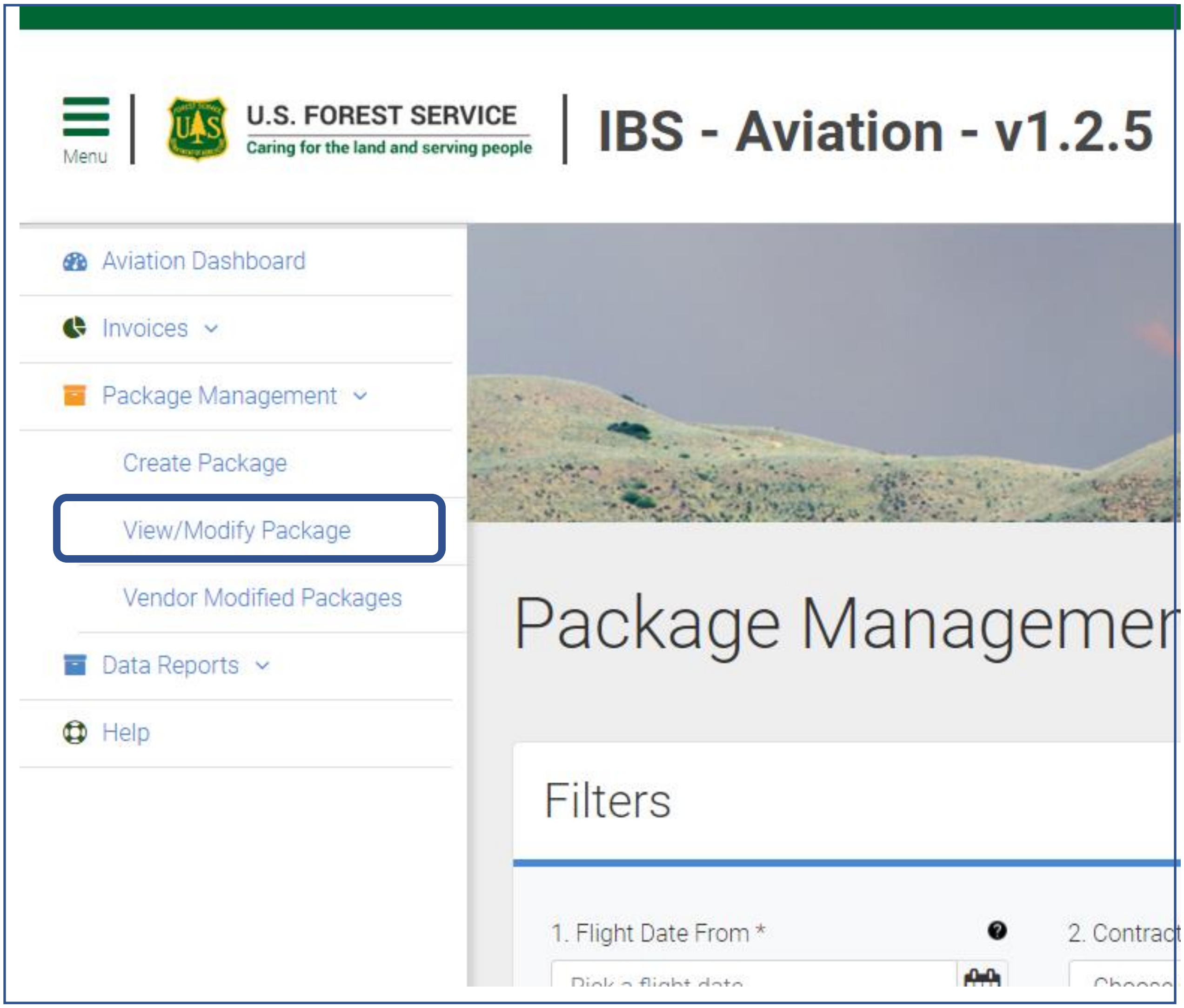
If there is a need the package can be deleted. This will delete the packaging of the invoice it does not delete the invoice. This is useful if an invoice has been forgotten in the package or you wish to remove an invoice from the package.

Retrieving Package from Vendor

Deleting the package is a way the COR can "pull" the package back from the vendor to edit or update if needed. The other way to get a package back from the vendor for edits or updates, if to have the vendor "Return to COR" function on their screen.

VIEW /MODIFY PACKAGES

Packages can be view and/or modify by going to the left-hand side menu and click on "View/Modify Package" option



This goes to the Package Management screen.

Filtering is needed to pull up the package that is needed. Fill in the required fields.

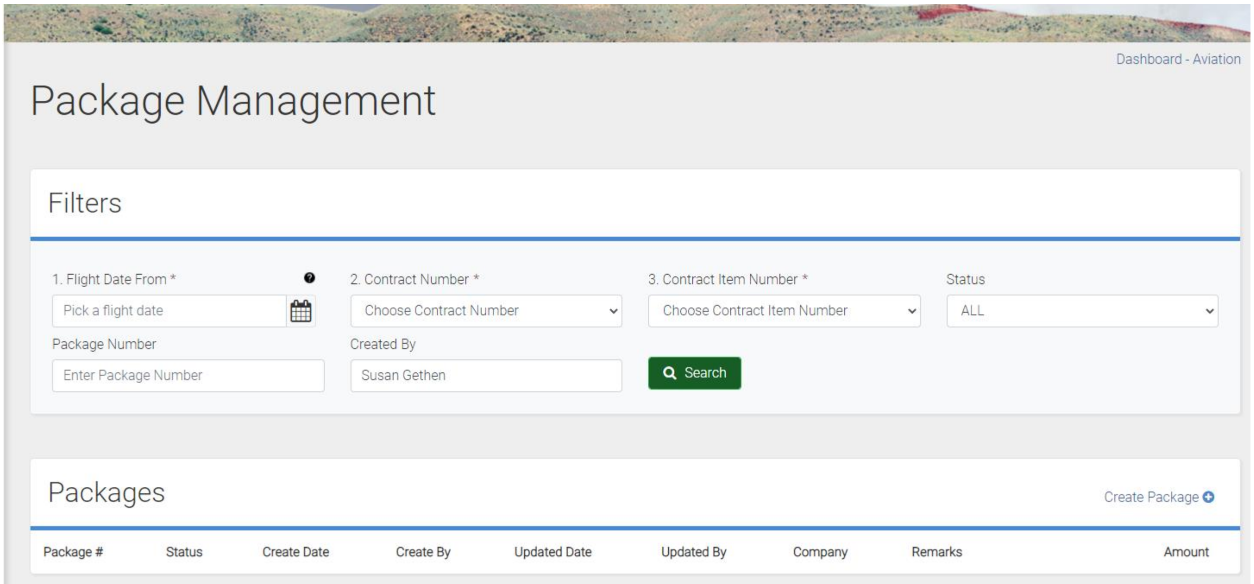
- Flight Data From
- Contract number
- Contact Item Number

Option items that can be filter for: Invoice Status, Package Number and Created By.

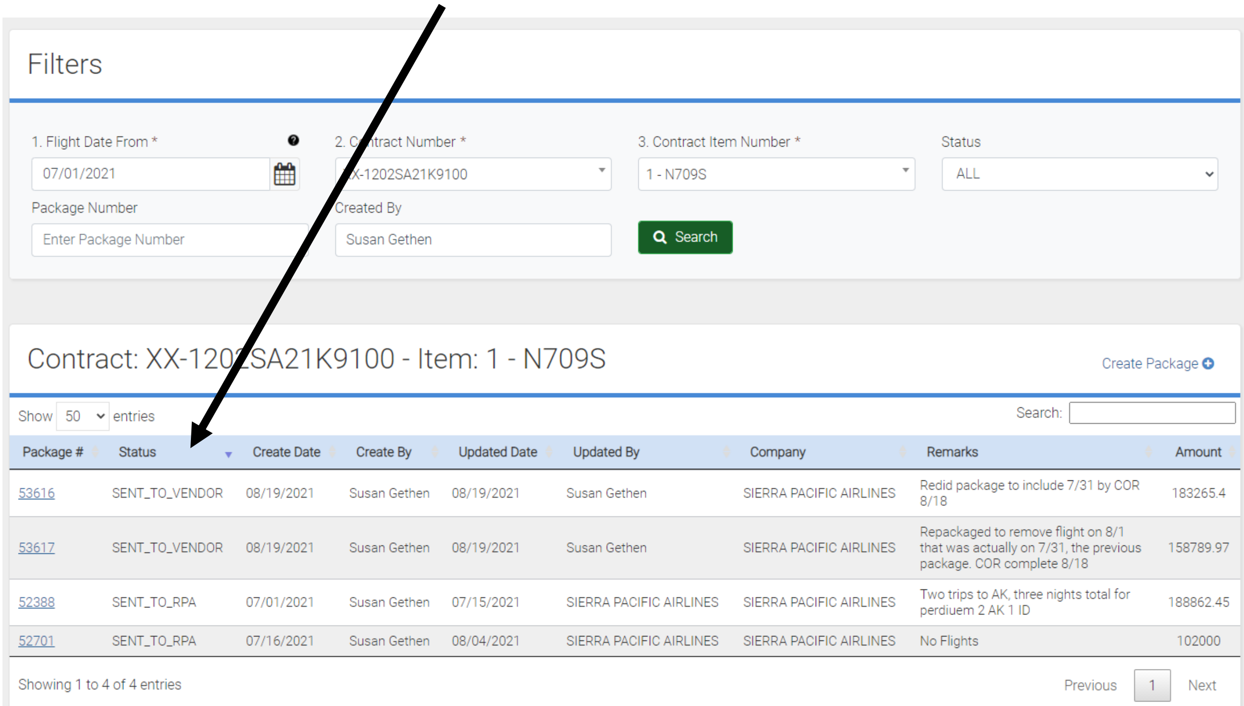
The Default on "Create By" is the person who is currently logged in. This can be cleared if you are looking for a package that you did not create.

PACKAGE NUMBER

Filtering by the package number without other information is possible.



Once filtered you can check the status of packages.



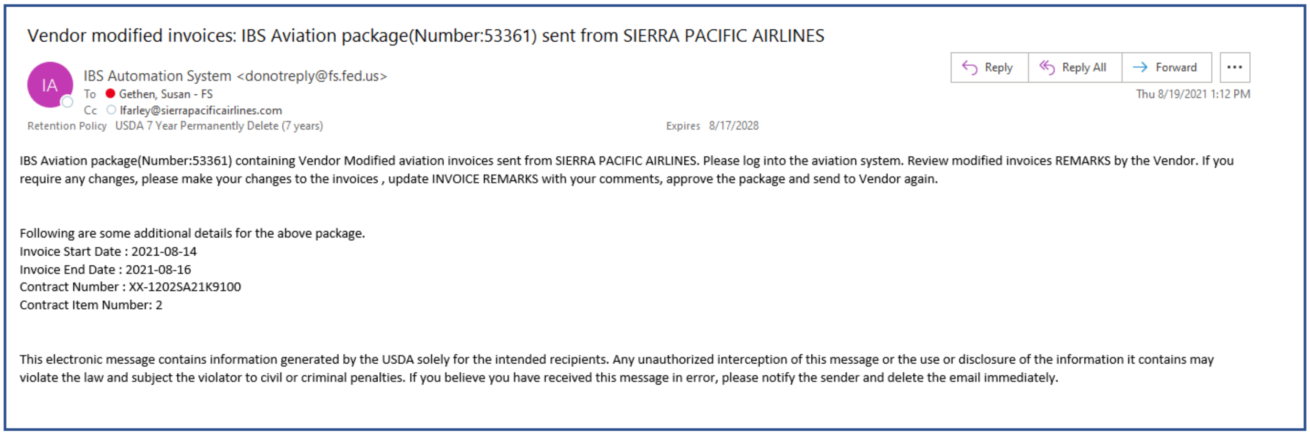
You can view the package by clicking on the package number and from there click on the invoice, if edits need to be moved you will need to have the vendor send it back or delete the package. Then go in and edit the invoice.

If no packages need to be sent to vendor then nothing will show in green.

If you need to retrieve a package from a vendor to edit it, you need to go to “View/Modify Package”.

VENDOR MODIFY PACKAGE

When a vendor believe an invoice needs to be correct or added to they can "Return to COR" then that happens the COR will get an email status such. Example below.



Vendor modified invoices: IBS Aviation package(Number:53361) sent from SIERRA PACIFIC AIRLINES

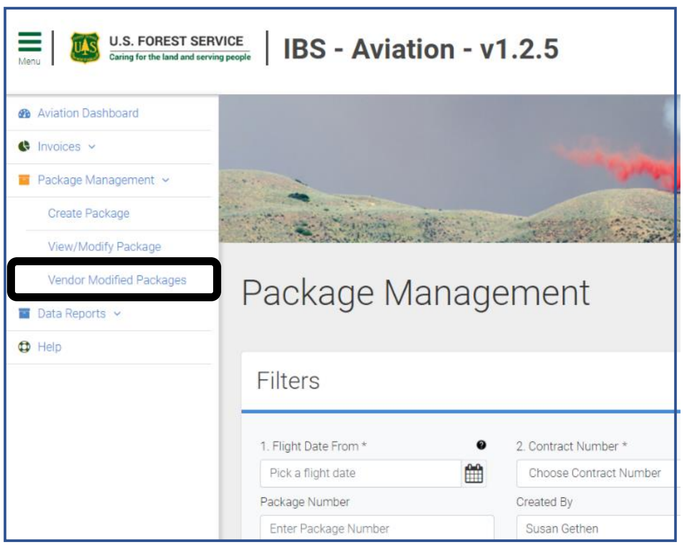
IBS Automation System <donotreply@fs.fed.us>
To Gethen, Susan - FS
Cc lfarley@sierrapacificairlines.com
Retention Policy USDA 7 Year Permanently Delete (7 years) Expires 8/17/2028
Reply | Reply All | Forward | ...
Thu 8/19/2021 1:12 PM

IBS Aviation package(Number:53361) containing Vendor Modified aviation invoices sent from SIERRA PACIFIC AIRLINES. Please log into the aviation system. Review modified invoices REMARKS by the Vendor. If you require any changes, please make your changes to the invoices , update INVOICE REMARKS with your comments, approve the package and send to Vendor again.

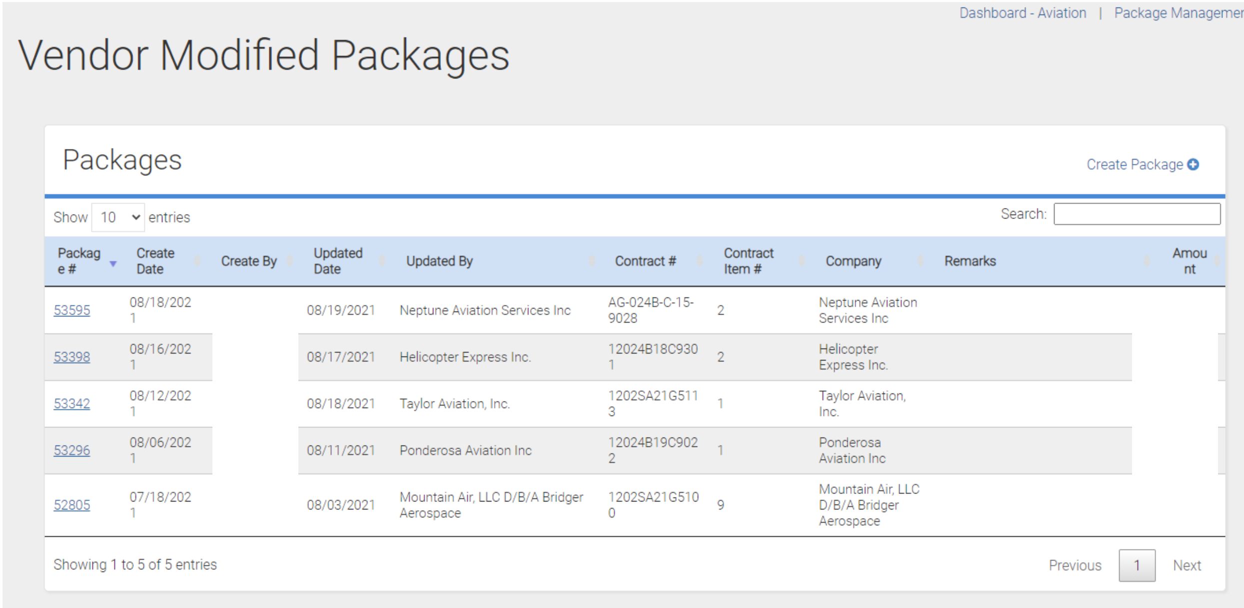
Following are some additional details for the above package.
Invoice Start Date : 2021-08-14
Invoice End Date : 2021-08-16
Contract Number : XX-1202SA21K9100
Contract Item Number: 2

This electronic message contains information generated by the USDA solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.

The vendor should contact the COR when there are question concerning an invoice. Once the COR receives this email, go to the left-hand side menu, and select "Vendor Modified Packages"



All the vendor modified packages will show, not just yours. Make sure you work only on the package that you have COR rights to.



Dashboard - Aviation | Package Management

Vendor Modified Packages

Packages

Create Package

Show 10 entries

Search:

Package #	Create Date	Create By	Updated Date	Updated By	Contract #	Contract Item #	Company	Remarks	Amount
53595	08/18/2021		08/19/2021	Neptune Aviation Services Inc	AG-024B-C-15-9028	2	Neptune Aviation Services Inc		
53398	08/16/2021		08/17/2021	Helicopter Express Inc.	12024B18C9301	2	Helicopter Express Inc.		
53342	08/12/2021		08/18/2021	Taylor Aviation, Inc.	1202SA21G5113	1	Taylor Aviation, Inc.		
53296	08/06/2021		08/11/2021	Ponderosa Aviation Inc	12024B19C9022	1	Ponderosa Aviation Inc		
52805	07/18/2021		08/03/2021	Mountain Air, LLC D/B/A Bridger Aerospace	1202SA21G5100	9	Mountain Air, LLC D/B/A Bridger Aerospace		

Showing 1 to 5 of 5 entries

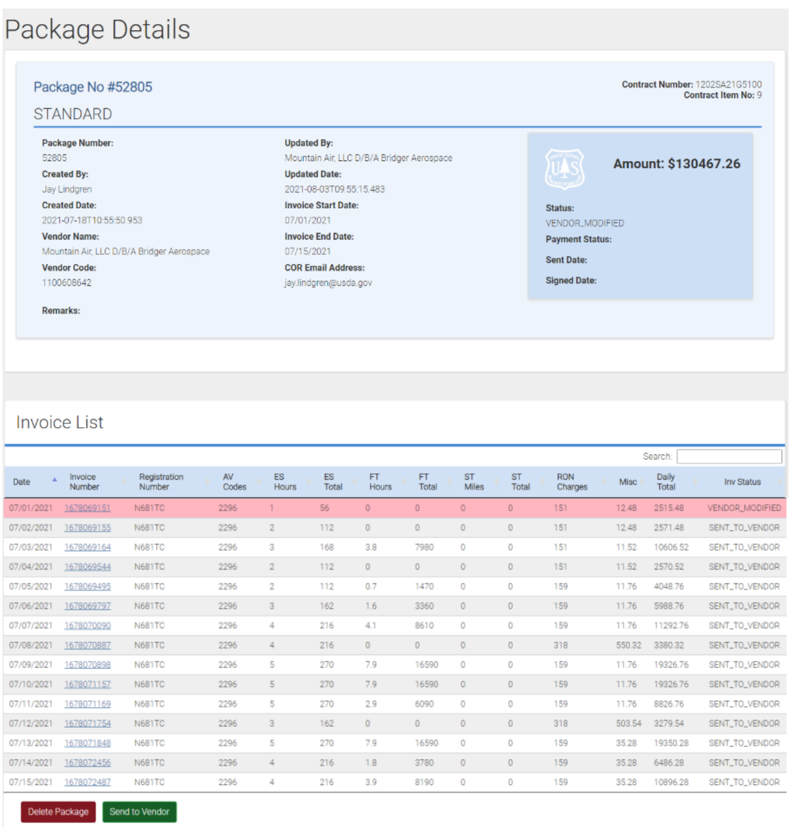
Previous 1 Next

PACKAGE NUMBER

Click on the Package Number you need to work on.

PACKAGE DETAILS

The complete package will be visible.



Package Details

Package No #52805

Contract Number: 1202SA21G5100
Contract Item No: 9

STANDARD

Package Number: 52805
Created By: Jay Lindgren
Created Date: 2021-07-18T10:55:50.953
Vendor Name: Mountain Air, LLC D/B/A Bridger Aerospace
Vendor Code: 1100608642
Remarks:

Updated By: Mountain Air, LLC D/B/A Bridger Aerospace
Updated Date: 2021-08-03T09:55:15.483
Invoice Start Date: 07/01/2021
Invoice End Date: 07/15/2021
COR Email Address: jay.lindgren@usda.gov

Amount: $130467.26
Status: VENDOR_MODIFIED
Payment Status:
Sent Date:
Signed Date:

Invoice List

Search:

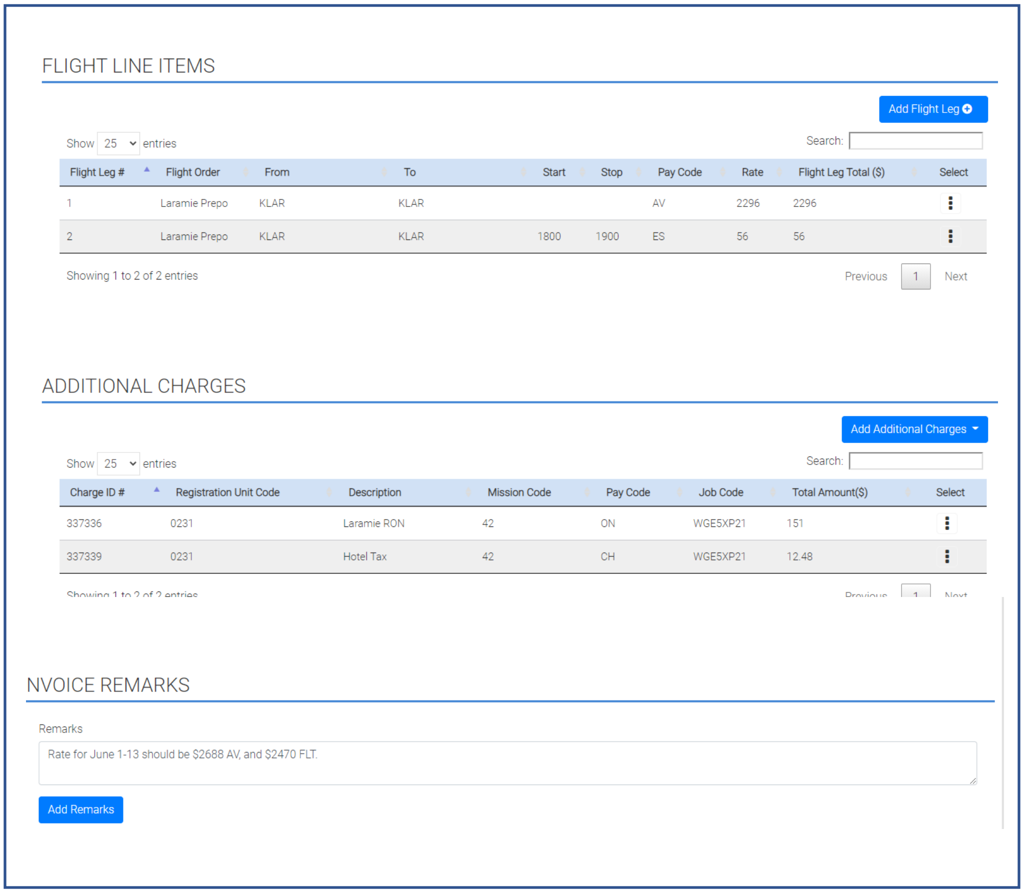
Date	Invoice Number	Registration Number	AV Codes	ES Hours	ES Total	FT Hours	FT Total	ST Miles	ST Total	RON Charges	Misc	Daily Total	Inv Status
07/01/2021	1678069151	N681TC	2296	1	56	0	0	0	0	151	12.48	2515.48	VENDOR_MODIFIED
07/02/2021	1678069155	N681TC	2296	2	112	0	0	0	0	151	12.48	2571.48	SENT_TO_VENDOR
07/03/2021	1678069164	N681TC	2296	3	168	3.8	7980	0	0	151	11.52	10606.52	SENT_TO_VENDOR
07/04/2021	1678069544	N681TC	2296	2	112	0	0	0	0	151	11.52	2570.52	SENT_TO_VENDOR
07/05/2021	1678069495	N681TC	2296	2	112	0.7	1470	0	0	159	11.76	4048.76	SENT_TO_VENDOR
07/06/2021	1678069797	N681TC	2296	3	162	1.6	3360	0	0	159	11.76	5988.76	SENT_TO_VENDOR
07/07/2021	1678070090	N681TC	2296	4	216	4.1	8610	0	0	159	11.76	11292.76	SENT_TO_VENDOR
07/08/2021	1678070887	N681TC	2296	4	216	0	0	0	0	318	550.32	3380.32	SENT_TO_VENDOR
07/09/2021	1678070898	N681TC	2296	5	270	7.9	16590	0	0	159	11.76	19326.76	SENT_TO_VENDOR
07/10/2021	1678071157	N681TC	2296	5	270	7.9	16590	0	0	159	11.76	19326.76	SENT_TO_VENDOR
07/11/2021	1678071169	N681TC	2296	5	270	2.9	6090	0	0	159	11.76	8826.76	SENT_TO_VENDOR
07/12/2021	1678071754	N681TC	2296	3	162	0	0	0	0	318	503.54	3279.54	SENT_TO_VENDOR
07/13/2021	1678071848	N681TC	2296	5	270	7.9	16590	0	0	159	35.28	19350.28	SENT_TO_VENDOR
07/14/2021	1678072456	N681TC	2296	4	216	1.8	3780	0	0	159	35.28	6486.28	SENT_TO_VENDOR
07/15/2021	1678072487	N681TC	2296	4	216	3.9	8190	0	0	159	35.28	10896.28	SENT_TO_VENDOR

Delete Package Send to Vendor

The invoice the vendor modified will show in RED.

It will also say "Vendor Modified in the INC Status column.

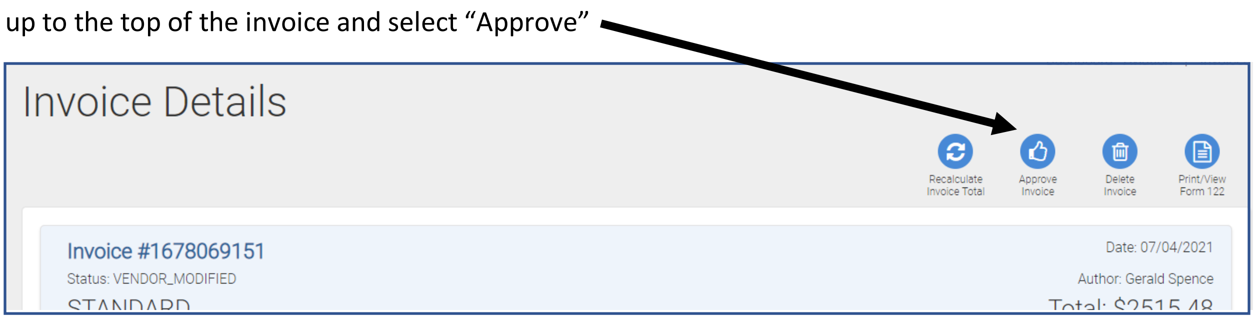
Click on the Invoice number to open the invoice that was modified.



Once the invoice has been brought up, the COR will have to look in a few places to find where the vendor as added "remarks" or Documentation on what they believe is in question. The COR at this point should call the vendor and discuss the edits. Edits could be in the main Remarks section or on one of the flight legs or Addition Charges legs.

REAPPROVE THE EDITED INVOICE

Once the COR and vendor have come to agreement on the invoice in question, the COR will need to go up to the top of the invoice and select "Approve"



The COR will enter their name and PIN number as with first time invoices.

The red highlighted line will be gone, and the Inv. Status will change to “COR Review”

At this point the COR can click “Send to Vendor”

Invoice List

Search:

Date	Invoice Number	Registration Number	AV Codes	ES Hours	ES Total	FT Hours	FT Total	ST Miles	ST Total	RON Charges	Misc	Daily Total	Inv Status
07/02/2021	1678069155	N681TC	2296	2	112	0	0	0	0	151	12.48	2571.48	COR Reviewed
07/03/2021	1678069164	N681TC	2296	3	168	3.8	7980	0	0	151	11.52	10606.52	SENT_TO_VENDOR
07/04/2021	1678069544	N681TC	2296	2	112	0	0	0	0	151	11.52	2570.52	SENT_TO_VENDOR
07/05/2021	1678069495	N681TC	2296	2	112	0.7	1470	0	0	159	11.76	4048.76	SENT_TO_VENDOR
07/06/2021	1678069797	N681TC	2296	3	162	1.6	3360	0	0	159	11.76	5988.76	SENT_TO_VENDOR
07/07/2021	1678070090	N681TC	2296	4	216	4.1	8610	0	0	159	11.76	11292.76	SENT_TO_VENDOR
07/08/2021	1678070887	N681TC	2296	4	216	0	0	0	0	318	550.32	3380.32	SENT_TO_VENDOR
07/09/2021	1678070898	N681TC	2296	5	270	7.9	16590	0	0	159	11.76	19326.76	SENT_TO_VENDOR
07/10/2021	1678071157	N681TC	2296	5	270	7.9	16590	0	0	159	11.76	19326.76	SENT_TO_VENDOR
07/11/2021	1678071169	N681TC	2296	5	270	2.9	6090	0	0	159	11.76	8826.76	SENT_TO_VENDOR
07/12/2021	1678071754	N681TC	2296	3	162	0	0	0	0	318	503.54	3279.54	SENT_TO_VENDOR
07/13/2021	1678071848	N681TC	2296	5	270	7.9	16590	0	0	159	35.28	19350.28	SENT_TO_VENDOR
07/14/2021	1678072456	N681TC	2296	4	216	1.8	3780	0	0	159	35.28	6486.28	SENT_TO_VENDOR
07/15/2021	1678072487	N681TC	2296	4	216	3.9	8190	0	0	159	35.28	10896.28	SENT_TO_VENDOR

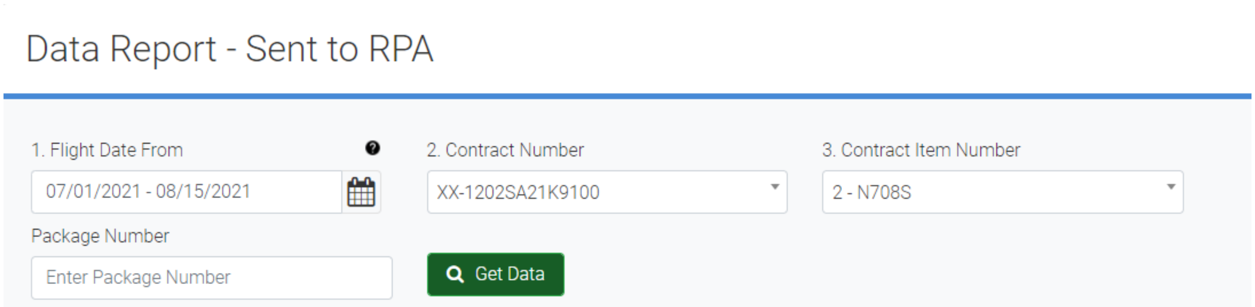
Delete Package | Send to Vendor

The vendor will get an email indicating that there is a package waiting their review.

DATA REPORTS

This option was created to assisted ASC Budget to filter contract payment data before it available in FAMWEB.

Beginning and ending flight days need to be entered. The Contract Number and the Contract item number or the package number can be used. It only pulls invoices that are in “Sent to RPA” status.



HELP

This is a link that takes links to the IBS web page with login policy, training and other useful information