

MANAGE A BILL

The table below describes GIPSA's billings that will be directly entered into GBA for account statement billings and the source documents used for the billing document:

Billing Type	Source Documents*
Commodities Inspection Fees	FGIS 992, IN8, Certificate of Results FAX, FGIS 939, FGIS 933
Rice Inspection Fees	FGIS 992, IN8, Certificate of Results FAX, FGIS 939, FGIS 911, FGIS 30, FGIS 932, HQ grain letter
Grain Inspection Fees	FGIS 30, FGIS 939, FGIS 920, Certificate of Results FAX, Certificates, EGIS printout
Miscellaneous billings for other services • Mileage • UPS • Faxes per page • Travel	Local form, AD 107
Official Agencies	Tonnage (based on completed FGIS 922)
Cooperative Agreements	Billing information contained in the agreement
Federal State Agreements – Washington	Yearly memo billing sent to state
Railroad Track Scale	Railroad Track Scale Billing Worksheet

*Not all source documents are listed. Some field offices may use other source documents specific to their office.

MANAGE A BILL

Overview

The *screen depicted to the right* is displayed after selecting the 'Create Bill' button on the left hand navigation. All application data entry will be performed from this screen.

From this screen you will be able to:

- 1) Select a Billing Field Office.
- 2) Search for and select a Customer.
- 3) Enter Bill Comments.
- 4) Add Line Items.
- 5) Edit Line Items.
- 6) Delete Line Items.
- 7) Copy Line Items.
- 8) Save an in-progress bill.
- 9) Submit a bill to FMMI.
- 10) Delete a bill (if no FMMI version exists)
- 11) Cancel a bill (if it is active in FMMI).
- 12) Exit an in-progress bill.

Create Bill Screen

Dashboard

Create Bill

Search

Reports

Welcome, Denise

GIPSA Billing Application
Version: 1.0.1.1

GIPSA Billing Document

Bill Information

BD Number: New Bill	FMMI Ver. #:
Bill Type:	GBA Status: New Bill
Billing FO: <input type="text" value=""/>	FMMI Status: N/A
Customer Search: <input type="text" value=""/>	Customer #:
Enter text to search (min: 2 chars).	
Customer Name:	
Customer Address:	
Bill Comments: <input style="width: 100%;" type="text"/>	

Line Items: A Billing FO and Customer must be selected in order to add line items.

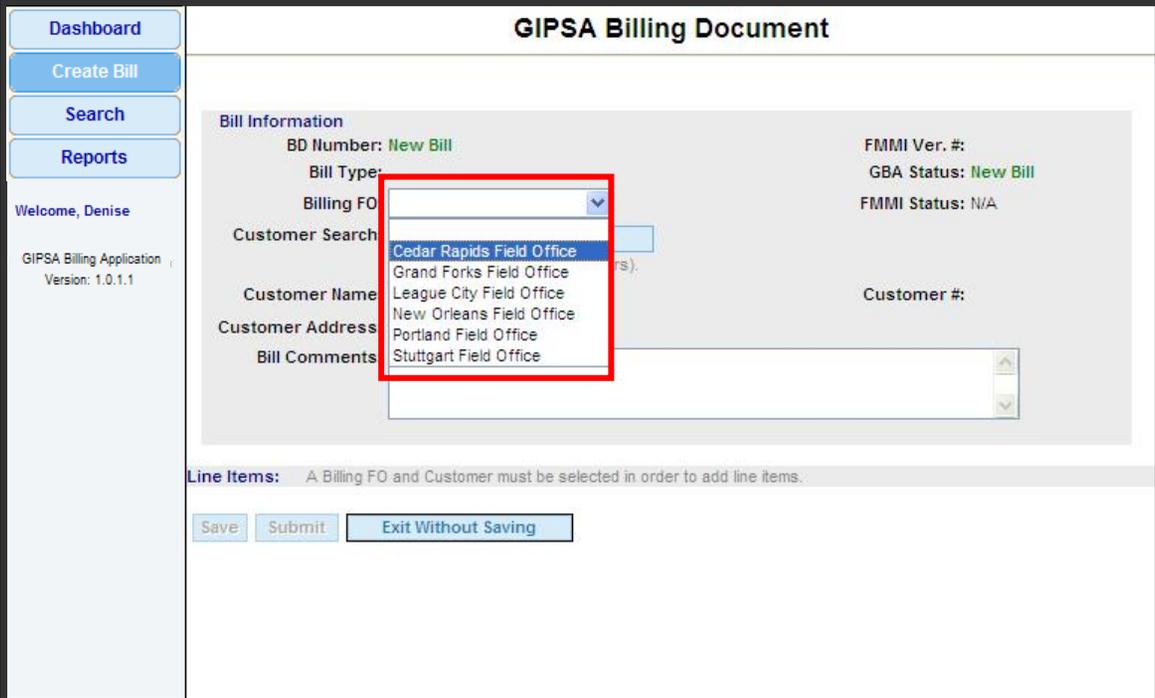
Save
Submit
Exit Without Saving

MANAGE A BILL

Select a Billing Field Office

In this step, the Billing Field Office is selected. *The user isn't able to add line items until a Billing FO has been selected.* The purpose of the Billing Field Office is to determine the ownership of the bill. The selected Field Office will determine the users that have access to work this bill. The Field Offices listed in the dropdown list will be dependent on their user role in GIPSA Authorization System (GAS) and the Field Offices identities assigned to them. **Users assigned to only one field office will have the Billing Field Office auto-populated and uneditable.** After the bill has been saved or submitted, the Billing Field Office may no longer be changed.

Create Bill Screen – Select Billing FO



The screenshot displays the 'GIPSA Billing Document' interface. On the left is a navigation sidebar with buttons for 'Dashboard', 'Create Bill', 'Search', and 'Reports'. Below these is a user greeting 'Welcome, Denise' and application version 'GIPSA Billing Application Version: 1.0.1.1'. The main content area is titled 'GIPSA Billing Document' and contains a 'Bill Information' section. This section includes fields for 'BD Number: New Bill', 'Bill Type', 'Billing FO' (a dropdown menu), 'Customer Search', 'Customer Name', 'Customer Address', and 'Bill Comments'. The 'Billing FO' dropdown is open, showing a list of field offices: Cedar Rapids Field Office, Grand Forks Field Office, League City Field Office, New Orleans Field Office, Portland Field Office, and Stuttgart Field Office. The 'Cedar Rapids Field Office' is highlighted. To the right of the 'Bill Information' section, there are fields for 'FMMI Ver. #', 'GBA Status: New Bill', 'FMMI Status: N/A', and 'Customer #'. Below the 'Bill Information' section, there is a 'Line Items' section with a message: 'A Billing FO and Customer must be selected in order to add line items.' At the bottom of the form are three buttons: 'Save', 'Submit', and 'Exit Without Saving'.

MANAGE A BILL

Search for and select a Customer

In this step, the Customer being billed for services performed is selected. *The user isn't able to add line items until a customer has been selected.*

The customer search field enables the user to perform a 'contains' search on the customer's name, FMMI account number, and address as long as you enter 2 consecutive characters. Typing in the FMMI number is the fastest way to find the correct customer.

If no results are returned it means that the search criterion doesn't have a matching result and/or the customer may not exist. In this instance, the user will need to contact the GBA System Administrator.

Selecting a customer will auto-populate the customer name, FMMI customer number, and address fields. Depending on the customer selected, the bill type will be auto-populated, which will determine whether the bill will be sent to FMMI. ***If a bill has a posted version in FMMI, the customer will not be editable.***

Create Bill Screen – Search for and select a Customer

The screenshot displays the 'GIPSA Billing Document' interface. On the left is a navigation sidebar with buttons for 'Dashboard', 'Create Bill', 'Search', and 'Reports'. The main area is titled 'GIPSA Billing Document' and contains 'Bill Information' fields: 'BD Number: New Bill', 'Bill Type:', 'Billing FO: Cedar Rapids Field Office', 'Customer Search: grain', 'Customer Name:', 'Customer Address:', and 'Bill Comments:'. A dropdown menu is open from the 'Customer Search' field, listing several grain-related customers. The dropdown is highlighted with a red box. Below the search field are 'Save' and 'Submit' buttons. On the right side, there are fields for 'FMMI Ver. #', 'GBA Status: New Bill', 'FMMI Status: N/A', and 'Customer #:'.

Customer Name	Customer Address
ABERDEEN GRAIN INSPECTION 3001346	PO BOX 842 ABERDEEN, SD 57402
ADM GRAIN 3002016	2350 BROADWAY EVANSVILLE, IN 47712
ADM GRAIN 3002017	PO BOX 550 HAVANA, IL 62644
ADM GRAIN CO 3002019	PO BOX 2229 CORPUS CHRISTI, TX 78403
ADM GRAIN CO 3002020	PO BOX 350 MENDOTA, IL 61342
ADM GRAIN CO 3002021	6321 MARY INGLES HWY SILVER GROVE, KY

MANAGE A BILL

Enter Bill Comments

This field allows the user to enter comments that will be used to provide the current detailed status of a bill, identify a bill when searching, or for GBA reports. These comments will not be displayed on the customer's account statement. The field is free-entry and has a 2000 character limit and can be updated at anytime (no dependency on bill status).

Create Bill Screen – Enter Bill Comments

The screenshot displays the 'GIPSA Billing Document' interface. On the left is a navigation sidebar with buttons for 'Dashboard', 'Create Bill', 'Search', and 'Reports'. Below these are 'Welcome, Denise' and 'GIPSA Billing Application Version: 1.0.1.1'. The main content area is titled 'GIPSA Billing Document' and contains 'Bill Information' with fields for 'BD Number: New Bill', 'Bill Type: FMMI', 'Billing FO: Cedar Rapids Field Office', 'Customer Search' (with a search prompt), 'Customer Name: ADM GRAIN', 'Customer Address: 2350 BROADWAY EVANSVILLE, IN 47712', 'FMMI Ver. #: 1', 'GBA Status: New Bill', and 'FMMI Status: N/A'. A 'Customer #' field shows '3002016'. A 'Bill Comments' text area is highlighted with a red border. Below the form is a 'Line Items' section with an 'Add Line Item' button and 'Save', 'Submit', and 'Exit Without Saving' buttons.

MANAGE A BILL

Add a Line Item

The add line item button will only be available after a billing field office and customer has been selected. This is the primary function of managing a bill and allows users to add the individual services the customer is being billed for. Clicking the 'Add Line Item' button, depicted in the *screen to the right*, will pop up the 'Add Line Item' *screen depicted below*.

Create Bill Screen – Add a Line Item

The screenshot shows the 'GIPSA Billing Document' interface. On the left is a navigation menu with buttons for 'Dashboard', 'Create Bill', 'Search', and 'Reports'. Below the menu, it says 'Welcome, Denise' and 'GIPSA Billing Application Version: 1.0.1.1'. The main area is titled 'GIPSA Billing Document' and contains 'Bill Information' with fields for 'BD Number: New Bill', 'Bill Type: FMMI', 'Billing FO: Cedar Rapids Field Office', 'Customer Search' (with a search prompt), 'Customer Name: ADM GRAIN', 'Customer Address: 2350 BROADWAY EVANSVILLE, IN 47712', and 'Bill Comments'. On the right side, it shows 'FMMI Ver. #: 1', 'GBA Status: New Bill', and 'FMMI Status: N/A', along with 'Customer #: 3002016'. At the bottom, there is a 'Line Items:' section with a '+ Add Line Item' button highlighted in a red box. Below this are 'Save', 'Submit', and 'Exit Without Saving' buttons.

The 'Add New Line Item' dialog box contains the following fields and controls:

- Date of Service:
- Shorthand Code Search: Select a valid service date.
- Shorthand Code:
- FA Code:
- Shorthand Code Description:
- Cost Center:
- Rate Code Search: Select a valid service date and shorthand code.
- Line Description:
- Line Comments:
- Buttons: Save, Cancel

MANAGE A BILL

Add a Line Item – Enter a Date of Service

The first step after clicking the 'Add Line Item' button will be to enter a date of service for the line item. *The date of service is one of the components that drive the shorthand codes and rate codes that will be available for selection and the rate assigned to the rate code. The user will be unable to select a shorthand code or rate code until a date of service has been entered.* The user may either type in the date using a 'MM/DD/YYYY' format' (i.e. 11/01/11, 11/1/11, 11/1/2011, 11/01/2011 all will work) or click the 'Calendar' icon to select the date via a pop-up calendar. The system doesn't allow a future date of service to be entered because there is no pre-billing of customers for expected future services.

FMMI will only accept one service date per billing document, so it uses the service date provided on line 1. Offices can bill: 1) all services for 1 date; 2) input the service date in line description; or 3) provide applicants and electronic copy of the billing record for reconciliation, as GBA collects all dates of service by line.

Add a Line Item Screen – Enter a Date of Service

The screenshot shows the 'Add New Line Item' dialog box. A calendar pop-up is open, displaying February 2012. The calendar is highlighted with a red box. The background screen shows various input fields for Shorthand Code, Rate Code, Line Description, and Line Comments.

February, 2012						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3
4	5	6	7	8	9	10

MANAGE A BILL

Add a Line Item – Search for and select a Shorthand Code

In this step, the shorthand code of the line item is selected. *The shorthand code is one of the components that drive the rate codes that will be available for selection and the rate assigned to the rate code. The user will be unable to select a rate code until a shorthand code has been selected.*

The shorthand code search field enables the user to perform a 'contains' search on the shorthand code (i.e. M03 or R01, E13, etc.), the description of the shorthand code (i.e. Commodity Coop Agmt (NOFO)), FA code, and cost center (i.e. 700FM) as long as you enter 2 consecutive characters. *The drop down list cannot be limited to just your cost center, since offices bill using other offices codes for services.*

If no results are returned it means that the search criterion doesn't have a matching result and/or the shorthand code may not exist. In this instance, the user will need to contact the GBA System Administrator.

Add a Line Item Screen – Search for and select a Shorthand Code

The screenshot displays the 'Add New Line Item' dialog box. The 'Date of Service' is set to 2/2/2012. The 'Shorthand Code' search field contains 'gr'. The dropdown list shows the following results:

Shorthand Code	Description
12XX04050R52GRFO0110FORRP04 - 52	Master Scale
AAR Master Scales (MSD)	
12XX04050R58GRTS0100TSPRO01 - 58	TSDDirector's Office
AMA Board Appeals & CTL (TSD)	
12XX04050R58GRFO0100FMCOM03 - 58	Cedar Rapids
Commodity Coop Agmt (DIOO)	
12XX04050R58GRFO0200FMCOM03 - 58	Grand Forks
Commodity Coop Agmt (GFFO)	

The 'Save' and 'Cancel' buttons are located at the bottom of the dialog box.

MANAGE A BILL

Add a Line Item – Search for and select a Rate Code

In this step, rate code of the line item is selected. *The user will be unable to identify units, amount, or a lab test for the line item until a rate code has been selected.* The search capabilities in GBA allow the user to perform a 'contains' search on the rate code and the description of the rate code. If no results are returned it means that the rate code may not be available for the specified date of service and shorthand code combination and/or the rate code made not exist. In this instance, the user will need to contact the GBA System Administrator.

Add a Line Item Screen – Search for and select a Rate Code

The screenshot displays the 'Add New Line Item' window. The 'Date of Service' is set to 2/2/2012. The 'Shorthand Code' is 12XX04050R52GRF00110FORRP04. The 'Rate Code Search' field contains the letter 'g', and a dropdown menu is open showing a list of rate codes and descriptions. A red box highlights the search results area.

Rate Code	Description
G101	1 yr. Contract (Monday-Saturday) Inspection & Weighing
G102	1 yr. Contract (Sunday-Holiday) Inspection & Weighing
G103	Non-contract (Monday-Saturday) Inspection & Weighing
G104	Non-contract (Sunday-Holiday) Inspection & Weighing
G199	EXTRA COPY OF USGSA CANADIAN CERTIFICATE
G201	1 yr. Contract (Monday-Friday)(8am to 6pm)
G202	1 yr. Contract (Monday-Friday)(6pm to 6am)
G203	1 yr. Contract (Saturday, Sunday, Overtime)
G204	1 yr. Contract (Holiday)
G213	Non-contract (Monday-Friday)(6am to 6pm)

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Add a Line Item – Enter Units or Amount or Select a Lab Test

In this step, dependent on the rate code selected, the user is able to enter the number of units, dollar amount, or lab test associated with the line item. The ability to select a lab test will only be available when a shorthand code assigned to FA 580 and the rate code 'Z7' has been selected.

Add a Line Item Screen – Enter Units or Amount or Select a Lab Test

The screenshot shows the 'Add New Line Item' dialog box. The background is a blurred view of the application interface with a sidebar containing 'Dashboard', 'Search', and 'Reports' buttons. The dialog box contains the following fields and values:

- Date of Service: 2/2/2012
- Shorthand Code: (empty)
- Search: Enter text to search (min: 2 chars).
- Shorthand Code: 120X04050R52GRF00110FORRP04
- FA Code: 52
- Shorthand Code: AAR Master Scales (MSO)
- Description: AAR Master Scales (MSO)
- Cost Master Scale Center: (empty)
- Rate Code Search: (empty)
- Rate Code: G203 - 1 yr. Contract (Saturday, Sunday, Overtime)

A red box highlights the following calculation table:

Rate	Units	Amount
\$43.000	x [input]	= 5

Below the table are fields for 'Line Description:' and 'Line Comments:'. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

MANAGE A BILL

Add a Line Item – Enter Line Description and/or Line Comments

From the add line item screen, the user is able to enter line description, which is passed to FMMI and displayed on the customer's account statement for FMMI bills, or line comments that will only be available to users within GBA. The line description field has a max character length of 30.

Line Description – If you will be using the same text or similar text from one line to the next, before saving the line highlight the text, use ctrl-c to copy the text. Then after you copy the line update the rate code and qty/amount, click in the Line Description field and click ctrl-v to paste the text. Update as necessary and copy again or just use the previous line information still available for paste.

After the first line is saved, the billing document will receive a document number.

Add a Line Item Screen – Enter Line Description and/or Line Comments

The screenshot displays the 'Add New Line Item' dialog box. The background shows a sidebar with 'Dashboard', 'Search', and 'Reports' options, and a main area with 'Bill Information', 'Customer', and 'Line Items' sections. The dialog box contains the following fields and information:

- Date of Service:** 2/2/2012
- Shorthand Code:** (empty field with search prompt: Enter text to search (min: 2 chars))
- Shorthand Code:** 120004050R52GRF00110FORRP04
- FA Code:** 52
- Shorthand Code:** AAR Master Scales (MSD)
- Description:** (empty field)
- Cost Master Scale Center:** (empty field)
- Rate Code Search:** (empty field with search prompt: Enter text to search (min: 1 chars))
- Rate Code:** G203 - 1 yr. Contract (Saturday, Sunday, Overtime)

Rate	Units	Amount
\$43.00	x 20	= \$860.00

At the bottom of the dialog box, there are two text areas: 'Line Description:' and 'Line Comments:'. A red rectangular box highlights these two fields. Below the text areas are 'Save' and 'Cancel' buttons.

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Edit a Line Item

Clicking the 'Edit Line Item' button, depicted in the screen to the right, will pop up the 'Edit Line Item' screen depicted below. This screen will have the details of the selected line item populated and available for editing.

Modifications to Date of Service will require the Shorthand Code to be re-entered.

Create Bill Screen – Edit a Line Item

Dashboard

Create Bill

Search

Reports

Welcome, Denise

GIPSA Billing Application
Version: 1.0.1.1

GIPSA Billing Document

Bill Information

BD Number: New Bill FMMI Ver. #: 1

Bill Type: FMMI GBA Status: New Bill

Billing FO: Cedar Rapids Field Office FMMI Status: N/A

Customer Search: Customer #: 3002016

Enter text to search (min: 2 chars).

Customer Name: ADM GRAIN

Customer Address: 2350 BROADWAY EVANSVILLE, IN 47712

Bill Comments:

Line Items: + Add Line Item

Action	#	Shorthand Code	Date of Service	Rate Code	Rate	Units	Amount	Line Description
	1	12XX04050R52GRF00110FORRP04	2/2/2012	G203	\$43.00	20.00	\$860.00	
Total:							\$860.00	

Add New Line Item

Date of Service:

Shorthand Code:

Search: Enter text to search (min: 2 chars).

Shorthand Code: 12XX04050R52GRF00110FORRP04 FA Code: 52

Shorthand Code: AAR Master Scales (MSO) Cost Master Scale

Description: Center:

Rate Code Search:

Enter text to search (min: 1 char).

Rate Code: G203 - 1 yr. Contract (Saturday, Sunday, Overtime)

Rate	Units	Amount
\$43.00	x 20	= \$860.00

Line Description:

Line Comments:

MANAGE A BILL

Copy a Line Item

Clicking the 'Copy Line Item' button, depicted in the *screen to the right*, will pop up the 'Add line item' *screen depicted below*. This screen has the date of service and shorthand code pre-populated from the line item that was copied. This enables the user to quickly enter a new rate code for the line item. Modifications to Date of Service will require the Shorthand Code to be re-entered.

Create Bill Screen – Copy a Line Item

Dashboard

Create Bill

Search

Reports

Welcome, Denise

GIPSA Billing Application
Version: 1.0.1.1

GIPSA Billing Document

Bill Information

BD Number: New Bill FMMI Ver. #: 1

Bill Type: FMMI GBA Status: New Bill

Billing FO: Cedar Rapids Field Office FMMI Status: N/A

Customer Search: Customer #: 3002016

Enter text to search (min: 2 chars).

Customer Name: ADM GRAIN

Customer Address: 2350 BROADWAY EVANSVILLE, IN 47712

Bill Comments:

Line Items: + Add Line Item

Notice	#	Shorthand Code	Date of Service	Rate Code	Rate	Units	Amount	Line Description
	1	120X04050R52GRF00110FORRP04	3/2/2012	G203	\$43.00	20.00	\$860.00	
Total:							\$860.00	

Add New Line Item

Date of Service:

Shorthand Code:

Search: Enter text to search (min: 2 chars).

Shorthand Code: 120X04050R52GRF00110FORRP04 FA Code: 52

Shorthand Code Description: AAR Master Scales (MSD) Cost Master Scale Center:

Rate Code Search:

Enter text to search (min: 0 chars).

Rate Code:

Line Description:

Line Comments:

MANAGE A BILL

Delete a Line Item

Clicking the button, depicted in the *screen to the right*, will remove a line item from the bill. Line numbering will be automatically updated. If the bill has a version in FMMI, line numbering will not be updated and will continue in order.

Create Bill Screen – Delete a Line Item

Dashboard

Create Bill

Search

Reports

Welcome, Denise

GIPSA Billing Application
Version: 1.0.1.1

GIPSA Billing Document

Bill Information

BD Number: New Bill	FMMI Ver. #: 1
Bill Type: FMMI	GBA Status: New Bill
Billing FO: Cedar Rapids Field Office	FMMI Status: N/A
Customer Search: <input type="text"/>	Customer #: 3002016
Enter text to search (min: 2 chars).	
Customer Name: ADM GRAIN	
Customer Address: 2350 BROADWAY EVANSVILLE, IN 47712	
Bill Comments: <input style="width: 100%;" type="text"/>	

Line Items: + Add Line Item

Action	#	Shorthand Code	Date of Service	Rate Code	Rate	Units	Amount	Line Description
	1	11XX04050R52GRFO0110FORRP04	3/28/2011	G203	\$43.00	20.00	\$860.00	
							Total:	\$860.00

Save Submit Exit Without Saving

MANAGE A BILL

Bill Actions

Save a Bill

The **Save** button is displayed after at least one line item has been added to the billing document. Clicking the button will save the bill and place the bill in 'Open' status. After the first line save, the bill will receive a document number.

Submit a Bill

The **Submit** button is displayed after at least one line item has been added to the billing document. Clicking the button will save the bill and place a FMMI bill in 'Pending' status or a COD bill in 'Processed' status. After the first line save, the bill will also receive a document number.

Delete a Bill

The **Delete** button is displayed for bills that do not have a version in FMMI. Clicking the button will permanently delete the bill from GBA, but the billing number will used will be voided.

Cancel a Bill

The **Cancel** button is displayed once a bill has a version posted in FMMI. Clicking this button will submit the previous version of the bill for cancellation in FMMI.

Re-Open a Bill

The **Re-Open** button is displayed for bills in 'Pending', 'Processed', or 'Cancelled' status. Clicking the button will place the bill in 'Open' status so that the bill can be edited. (This feature is only available for FO Admin and System Admin).

Exit Without Saving

The **Exit Without Saving** button is displayed when the user is on the 'Create Bill' screen. Clicking the button will send the user back to the dashboard without saving their changes the current bill.

Delete the Current Version of a Bill

The **Delete Current Version** button is displayed when a cancelled or processed bill has been re-opened. Clicking the button will revert the bill back to its previous posted version.

MANAGE A BILL

Cancel a Bill

Click on the **Processed** tab to find GBA document you wish to cancel or type the BD Number in the Quick Search box.

Click on the Magnifying icon in the Action column to view the bill.

Click on the Re-Open button at the bottom of the screen. (Re-Open option is only available for Field Admin and/or System Admin. Once an Admin Re-Open's the bill it can be saved for the clerk to access for modification or cancellation.)

Quick Search

BD Number:

-OR-

Customer Name:

Search

Message Center

No results were found.

Audience: <All> First Prev - Page 1 of 1 - Next Last

Recently Worked (2) Open (2) Pending (0) Submitted (23) **Processed (200)** Cancelled (0) Rejected (1)

Showing Results 1 - 10 of 200

Action	BD Number	Bill Type	Bill Amount	Customer Name	GBA Status	FMMI Status	Billing FO	Date Processed
	12LC010002	COD	\$40.00	GARZAL SA DE CV	Processed		FGIS - League City Field Office	1/11/2012
	12NO100004	FMMI	\$561.60	ADM	Processed	Posted	FGIS - New Orleans Field Office	12/10/2011
	12TS120001	FMMI	\$640.00	CII LABORATORY SERVICES	Processed	Posted	FGIS - Analytical Services Group	12/8/2011
	12TS120002	COD	\$1,360.00	COD (Vendor Not Listed)	Processed		FGIS - Analytical Services Group	12/7/2011
	12DM110002	COD	\$30.00	COD (Vendor Not Listed)	Processed		FGIS - Multimedia Group	11/29/2011
	3 FMMI		\$13.75	SEATTLE BULK RAIL	Processed	Posted	FGIS - Washington Federal/State Office	11/23/2011
	1 FMMI		\$82.00	KALAMA EXPORT	Processed	Posted	FGIS - Washington Federal/State Office	11/23/2011
	4 FMMI		\$17.70	ALMOTA ELEVATOR COMPANY	Processed	Posted	FGIS - Washington Federal/State Office	11/23/2011
	4 COD		\$11.40	COD (Vendor Not Listed)	Processed		FGIS - Portland Field Office	11/22/2011
	7 COD		\$705.00	COD (Vendor Not Listed)	Processed		FGIS - Office of International Affairs	11/22/2011

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GIPSA Billing Document

Back to Dashboard

Bill Information

BD Number: 12NO100004

Bill Type: FMMI

Billing FO: FGIS - New Orleans Field Office

Customer Name: ADM

Customer Address: PO Box 629 DECATUR, IL 62525-1806

Bill Comments: Scale testing

Line Items:

Action #	Shorthand Code	Date of Service
2	12XX04050R52GRFO0700FOELE22	10/7/2011

Save Re-Open

Windows Internet Explorer

Are you sure you want to re-open the current bill?

OK Cancel

Windows Internet Explorer

The bill has been successfully re-opened.

OK

MANAGE A BILL

Cancel a Bill (continue)

Click on Cancel (Delete Current Version is only to stop this version changes and revert back to the previously posted version.)

The screenshot displays the 'GIPSA Billing Document' interface. At the top, there is a 'Back to Dashboard' button. Below this, the 'Bill Information' section contains the following details: BD Number: 12NO100004, FMMI Ver. #: 3 [View History], Bill Type: FMMI, GBA Status: Open, Billing FO: FGIS - New Orleans Field Office, FMMI Status: N/A, Customer Name: ADM, and Customer #: 3002002. The Customer Address is PO Box 629 DECATUR, IL 62525-1806. A text area for 'Bill Comments' contains 'Scale testing'. Below the information is a 'Line Items' table with one entry: Action # 2, Shorthand Code 12XX04050R52GRFO0700FOELE22, Date of Service 10/7/2011, and Rate Code G246. The total amount is \$581.00. At the bottom, there are buttons for 'Save', 'Submit', 'Cancel', and 'Delete Current Version'. The 'Cancel' button is circled in red. Two 'Windows Internet Explorer' dialog boxes are overlaid on the interface. The first dialog asks 'Are you sure you want to cancel the current bill?' with 'OK' and 'Cancel' buttons, where the 'OK' button is circled in red. The second dialog shows a warning icon and the message 'The bill has been successfully submitted for cancellation.' with an 'OK' button, also circled in red.

GIPSA Billing Document

Back to Dashboard

Bill Information

BD Number: 12NO100004 FMMI Ver. #: 3 [View History]
Bill Type: FMMI GBA Status: Open
Billing FO: FGIS - New Orleans Field Office FMMI Status: N/A
Customer Name: ADM Customer #: 3002002
Customer Address: PO Box 629 DECATUR, IL 62525-1806
Bill Comments: Scale testing

Line Items: + Add Line Item

Action	#	Shorthand Code	Date of Service	Rate Code
	2	12XX04050R52GRFO0700FOELE22	10/7/2011	G246

Total: \$581.00

Save Submit **Cancel** Delete Current Version

Windows Internet Explorer: Are you sure you want to cancel the current bill?
OK Cancel

Windows Internet Explorer: The bill has been successfully submitted for cancellation.
OK

MANAGE A BILL

Cancel a Bill (continue)

Click on the tab **Pending** to see the document GBA Status “Cancellation Pending”.

<p>Quick Search</p> <p>BD Number:</p> <input type="text"/> <p>-OR-</p> <p>Customer Name:</p> <input type="text"/> <p>Search</p>	<p style="text-align: center;">Message Center</p> <p style="text-align: center;">No results were found.</p> <p>Audience: <input type="text" value="<All>"/> First Prev - Page 1 of 1 - Next Last</p>
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Recently Worked (3)	Open (2)	Pending (1)	Submitted (23)	Processed (199)	Cancelled (0)	Rejected (1)
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Showing Results 1 - 1 of 1

Action	BD Number	Bill Type	Bill Amount	Customer Name	GBA Status	FMMI Status	Billing FO	Date Submitted	Submitted By
	12NO100004	FMMI	\$561.60	ADM	Cancellation Pending		FGIS - New Orleans Field Office	1/18/2012	Denise Ruggles

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