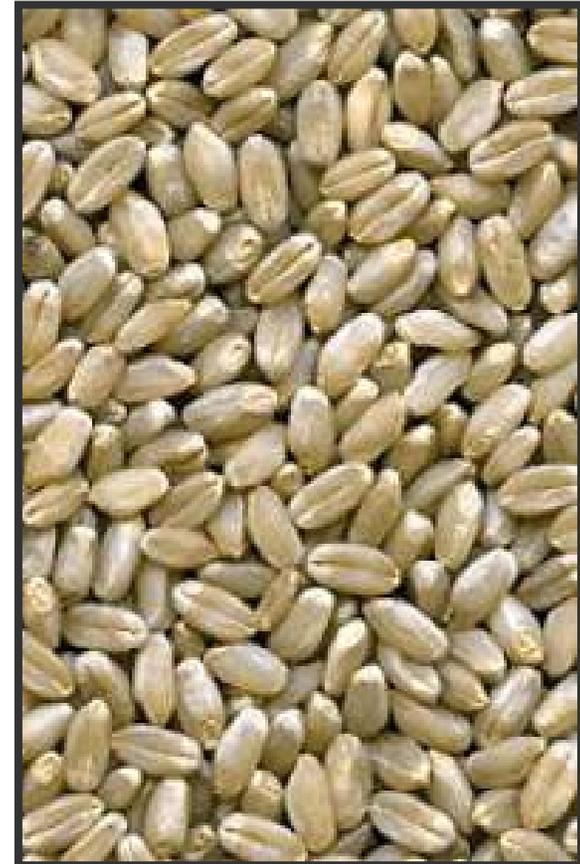


## APPLICATION OVERVIEW

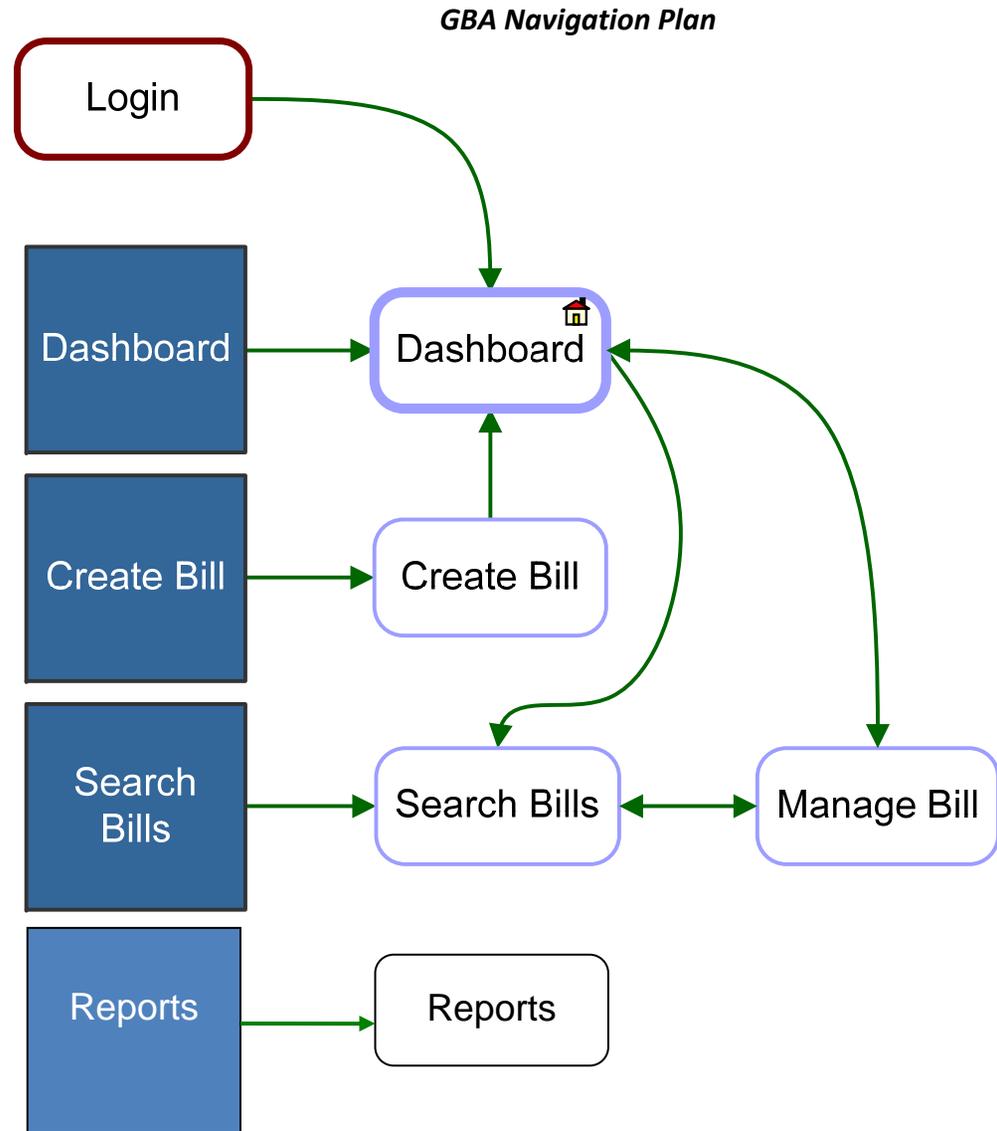
The GIPSA Billing Application (GBA) enables the USDA Grain Inspection, Packers & Stockyards Administration (GIPSA) to bill customers for services performed in the field and transfer those bills to the Financial Management Modernization Initiative (FMMI) for account statement generation and revenue collection. This application is tailored and customized to fit GIPSA's services and billing processes and supports detailed and efficient management of billing.

Bills are transferred to FMMI via a batch process that occurs on a daily basis. The application facilitates this process allowing the user to create a bill, transfer the bill to FMMI, and receive confirmation from FMMI that the transfer was completed successfully. The application provides a standardized transfer of information, but also is flexible to support Field Offices of varying size, billing processes, and performed services. The enhanced system results in increased billing accuracy, expedited responses to customer inquiries, and reduced billing cycles. This application acts as a key instrument for GIPSA to provide accurate, timely, and efficient billing.



## NAVIGATION

The user accesses GBA through the FGISonline navigation portal. After the user has logged in and been authenticated, they are brought to the Dashboard screen, which is considered the 'Home' of the application. There are four main links on the navigation bar to the left, 'Dashboard', 'Create Bill', 'Search Bills', and 'Reports'. The navigation bar will provide access to these screens, no matter where the user is located within the application. *The diagram to the right depicts the flow from one screen to the next.*



## USER ROLES

The user’s role and assigned field offices also drive their access within the application. Prior to a user logging into the application, the GBA GIPSA Authorization System (GAS) Administrator must set up the user in GAS. The *table to right* defines the functionality available in GBA as defined by User Role.

- **System Admin** – Master role that may access all functionality and data in GBA.
- **FO Admin** – Role that is responsible for oversight of the bill creation process for their assigned field offices. The FO Admin is able to review bills created by Billing Clerks and re-open them if an error has been made.
- **Billing Clerk** – Primary enterer of bills into GBA. Responsible for creating and managing bills for their assigned field offices.

**GBA User Role Matrix**

Functionality	Role		
	System Admin	FO Admin	Billing Clerk
View Global Bills & Related Data	X		
View FO Specific Bills & Related Data		X	X
Create Bill	X	X	X
View Bill	X	X	X
Edit Bill	X	X	X
Cancel Bill	X	X	X
Submit Bill	X	X	X
Re-open Bill	X	X	
Search Bills	X	X	X
Reports	X	X	X
Message Center	X	X	
Customer Account Database	X		
Rate Code Database	X		
FA Code, Shorthand Code Database	X		
Shorthand Code Database	X		
FMMI Interaction	X		

## LOGIN

There are two prerequisites to logging into the application:

1. The user must be setup in eAuthentication.
2. The user must be setup with appropriate user roles and field office identities in the GIPSA Authorization System (GAS).

As previously mentioned in the 'Navigation' section, the user accesses the application through the FGIS*online* navigation portal, located at <https://fgis.gipsa.usda.gov>, by clicking the link to 'GIPSA Billing Application (GBA)'. This link will bring the user to a screen that prompts them to enter their eAuthentication username and password. If the user is properly setup in both eAuthentication and GAS, the user will be brought to the Dashboard screen of GBA. If the user doesn't have an eAuthentication account, they will need to contact the system administrator. If the user doesn't have GBA access setup in GAS, the user will be brought to a screen where they may request access to the application.

### Login Screen

The screenshot displays the login interface for the USDA eAuthentication system. At the top, the USDA logo and 'United States Department of Agriculture USDA eAuthentication' are visible. Below this is a navigation bar with links for Home, About eAuthentication, Help, Contact Us, and Find an LRA. A sidebar on the left contains 'Quick Links' (What is an account?, Create an account, Update your account) and 'Administrator Links' (Local Registration, Authority Login). The main content area is titled 'eAuthentication Login' and 'Login with my User ID and Password'. It includes input fields for 'User ID:' and 'Password:', with links for 'Forgot your User ID?' and 'Forgot your Password? Change My Password'. A 'Login' button is positioned at the bottom of the form.

## GIPSA Billing Application Document Numbering Scheme

Billing FO	Document Numbering Scheme	
	Position 1-2	Fiscal Year
	Position 3-4	Two character alpha code for field office/HQ
	Position 5-6	Calendar month of date of entry
	Position 7-10	GBA generate sequential number
FGIS – Subjective Analysis and Board Appeals Group		fyBAmm#
FGIS – Cedar Rapids Field Office (see Domestic Inspection as of 03/01/2012)		fyCRmm#
FGIS – Crowley Suboffice		fyCWmm#
FGIS – Domestic Inspection Operations Office		fyDImm#
FGIS – Multimedia Group		fyDMmm#
FGIS – Field Management Division		fyFDmm#
FGIS – Master Scale Depot		fyFMmm#
FGIS – Grand Forks Field Office		fyGFmm#
FGIS – Grading Services Lab		fyGSmm#
FGIS – League City Field Office		fyLCmm#
FGIS – Moscow Suboffice		fyMWmm#
FGIS – NIR Group		fyNImm#
FGIS – New Orleans Field Office		fyNOmm#
FGIS – Washington Federal/State Office		fyOLmm#
FGIS – Portland Field Office		fyPOmm#
FGIS – Stuttgart Field Office		fySTmm#
FGIS – Toledo Field Office		fyTOmm#
FGIS – Office of International Affairs		fyIAmm#
FGIS – Analytical Services Group		fyTSmm#

### GIPSA Cost Centers & GBA Billing Field Office

FMMI COST CENTER	COST CENTER NAME	GBA BILLING FIELD OFFICE
GPGRFH0100	FMD Director's Staff	FGIS – Field Management Division
GPGRFO0110	Master Scale	FGIS – Master Scale Depot
GPGRFO0100	Domestic Inspection	FGIS – Cedar Rapids Field Office
GPGRFO0100	Domestic Inspection	FGIS – Domestic Inspection Operations Office
GPGRFO0200	Grand Forks	FGIS – Grand Forks Field Office
GPGRFO0300	Moscow	FGIS – Moscow Suboffice
GPGRFO0400	Portland	FGIS – Portland Field Office
GPGRFO0600	Stuttgart	FGIS – Stuttgart Field Office
GPGRFO0500	Toledo	FGIS – Toledo Field Office
GPGRFO0700	New Orleans	FGIS – New Orleans Field Office
GPGRFO0700	New Orleans	FGIS – Crowley Suboffice
GPGRFO0800	League City	FGIS – League City Field Office
GPGRFO0900	Olympia	FGIS – Washington Federal/State Office
GPGRFA0000	International Affairs	FGIS – Office of International Affairs
GPGRFS0100	TSD Director's Office	FGIS – Analytical Services Group
GPGRFS0100	TSD Director's Office	FGIS – Grading Services Lab
GPGRFS0100	TSD Director's Office	FGIS – Multimedia Group
GPGRFS0100	TSD Director's Office	FGIS – NIR Group
GPGRFS0100	TSD Director's Office	FGIS – Subjective Analysis and Board Appeals Group