# Add Direct Bill Authorization (ADBA)

**ADBA is the Add Direct Bill Authorization** form that gives individuals the authorization to direct bill for the entire administrative area or by the mnemonic. The form allows eight userIDs to be added at a time. More lines can be added by pressing the 'PF2' key. The ADBA is an electronic form that follows an approval path established by the Financial Officers. This form does NOT require resolution. From the IBIS Main Menu screen (below), at the 'Next Function' line, type "ADBA." Note: This is NOT case sensitive.

```
07/25/00              INTEGRATED BUSINESS INFORMATION SYSTEM         M1M1
11:14:28.7                                                           CDJ3


     Any of the functions included in this system can be invoked by
     entering the corresponding function code on the command line next
     to 'NEXT FUNCTION:'. The following functions are available:


  FUNCTION            DESCRIPTION              FUNCTION            DESCRIPTION


  _____    _____     _____    _____
   FORM       Help Selecting HRS Forms         M2PI       Property Inventory
   M2AH       IBIS Adhoc Functions             M2PR       Purchasing System
   M2AS       EASY Elec. Appr. System          M2VA       Vendor System
   M2BG       Budgeting System                 BAMM       Budget Planning: BudAuto
   M2FN       Financial System                 M2IM       Inventory Management
   M2FS       Facilities System                CODE       Codeset Maint. System
   M2HR       Human Resources System           M2NC       Nat Conn. Applications
   M2PA       Payroll System                   M2PE       Pay & Effort Functions




  NEXT FUNCTION: ADBA_____ PREV MENU: NONE
  Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9---PF10--PF11--PF12---
         HELP MENU CMPS END   .    .    .    .    .    KEYS  PRNT    .
```

Below is the first screen for the ADBA form. Enter the required information:

```
PLEASE ENTER FORM ACTION
                     IBIS FINANCIAL MAINTENANCE SYSTEM                    Page 1 of 2
                     ADD DIRECT BILL AUTHORIZATION                             ADBA
        (1)
   FORM ACTION: _____     DOCUMENT#:              UNIT:     (2)  CONFIDENTIAL: Y
 NEXT APPROVER:(3)_____     EFF DATE: 07 / 25 / 2002          DOCUMENT STATUS:


 Routing Budget:(4)__ - __ - __  UP                Admin Area:
 Date Entered: 07/16/2002      (5) Dept. Issuing Authorization: _____
 Dept. Contact:(6)_____  (7) Dept Phone: 814 ___ - ____
(8)        (9)                            Entire  (11)      (12)          (13)
 App  Access ID Name                  (10)Adm Area  Mnemonic  Auth $ Limit  Inf Auth
 ---  --------- -------------------- --------- --------  ------------  --------
  Y   _____ _____      N     _____   ___4999.00     N
  Y   _____ _____      N     _____   ___4999.00     N
  Y   _____ _____      N     _____   ___4999.00     N
  Y   _____ _____      N     _____   ___4999.00     N
  Y   _____ _____      N     _____   ___4999.00     N
  Y   _____ _____      N     _____   ___4999.00     N
  Y   _____ _____      N     _____   ___4999.00     N
  Y   _____ _____      N     _____   ___4999.00     N

   To Add addtl mnemonics, place cursor on employee line and press PF3 (14)
                                          (15) (PF2 ADDT'L EMPLOYEE LINES)
  NEXT FUNCTION: _____  (MENU,KEYS,END)
```

**1. Form Action.** Enter "ADD."
**2. Confidential.** Default will be "Y" (Yes), but can be modified to "N" (No).
**3. Next Approver.** Enter the userID of the person whom you would like to approve your form.
*Note:* *This is done when the userID is different from the default approver.*

**4. Routing Budget.** Enter the budget to be used for routing purposes; based on the budget entered, "EASY" will determine the appropriate approval path for the form to route.

**5. Department Issuing Authorization.** This is a **required** field. This should indicate the department making the authorization. This field is not edited for specific titles and you **cannot** leave it blank.

**6. Department Contact.** Enter the contact person for the department.

**7. Department Phone.** This is a **required** field. Enter the telephone number of the department.

**8. Approval Indicator.** Default will be to "Y" (Yes).

**9. Access ID.** This is a **required** field. Enter the userID of the individual.

**10. Entire Admin Area Indicator.** Default will be "N" (No), but can be modified to "Y" (Yes).

**11. Mnemonic.** Enter the name of the mnemonic when giving authorization at the mnemonic level.

**12. Authorization Dollar Limit.** Default will be to $4999.00, but can be change to the limit required by the department.

**13. Informal Authorization.** Default will be to "N" (No), but can be modified to "Y" (Yes). When set to "Y," this indicator will allow other individual(s) to "direct bill" on behalf of another individual that has authorization to "direct bill." When this occurs, notification will be sent via e-mail to that individual.

**14. Additional Mnemonics.** To add additional mnemonics for an individual, place the cursor on the individual's line and press the 'PF3' key.

**15. Additional Employee Lines.** To add additional employees, press the 'PF2' key. A window will open with more lines. Press the 'PF2' key to close the window. Press "PF12" to process. A message will appear at the top of the screen - **FORM HAS BEEN CREATED**. To submit the form: enter **SUB** in the **FORM ACTION** field and press "PF12." A message will appear - **FORM HAS BEEN SUBMITTED FOR APPROVAL**.

```
    FORM ACTION: _____   DOCUMENT#:            UNIT:          CONFIDENTIAL: Y
NEXT APPROVER: _____  EFF DATE: 07 / 25 / 2002    DOCUMENT STATUS:




         Note Pad Area:    _____
                           _____
                           _____
                           _____
                           _____




Last Action:
Last Action Name:
 NEXT FUNCTION: _____    (MENU,KEYS,END)
```

Last Revised: 07/21/2003