

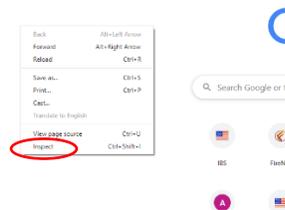
## Navigating to IBS/Tips & Tricks:

Navigate to Google Chrome. **Currently the only platform that supports IBS.**

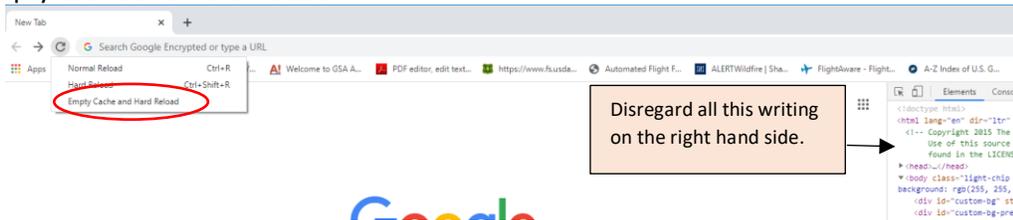
- URL: **Apps.fs.usda.gov/ibs**
- Firefox and other Platforms will be shut off.
- The old ABS website link will not get you to the correct location.
- The program will run on desktops, laptops, and tablet devices.
- All items with a "\*" are required fields.
- Follow the steps, do not go out of order.
- The only scroll bar is the one all the way to the right ("add a flight leg" does not have a scroll bar).

### "Clear Cookies/Cache" in Google.

- After a new version has been deployed, or any time the program might be acting weird.
- Go to Google Chrome.
- Right Click anywhere in the white space.
- Pick "Inspect" option.



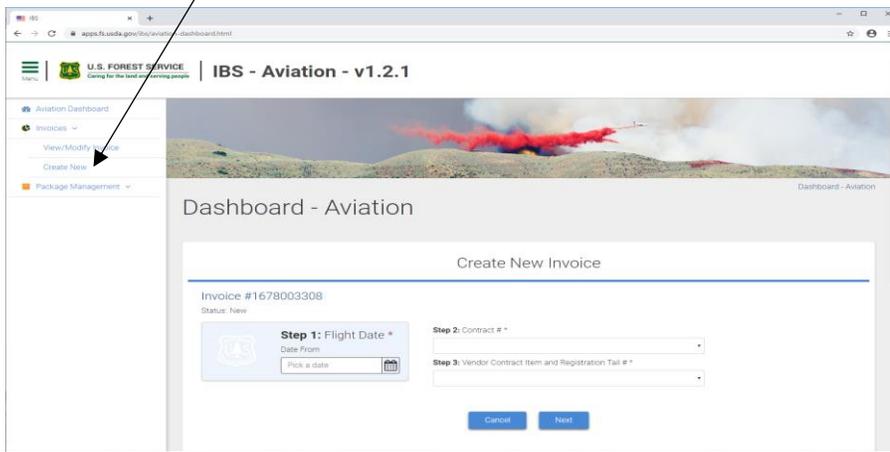
- Go up to the left side top of the page for the Refresh  button. Right click.
- Pick "Empty Cache and Hard Reload".



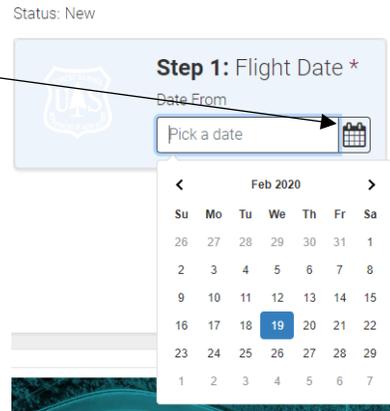
- Close Google and Reopen.

**Creating a New Invoice:**

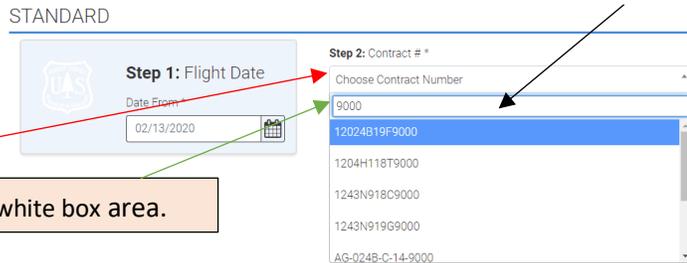
- 1) Aviation Dashboard has “Create New Invoice” on the main page or you can use the left hand menu to pick “Create New.”



- 2) Pick the “Flight Date” by using the calendar function.

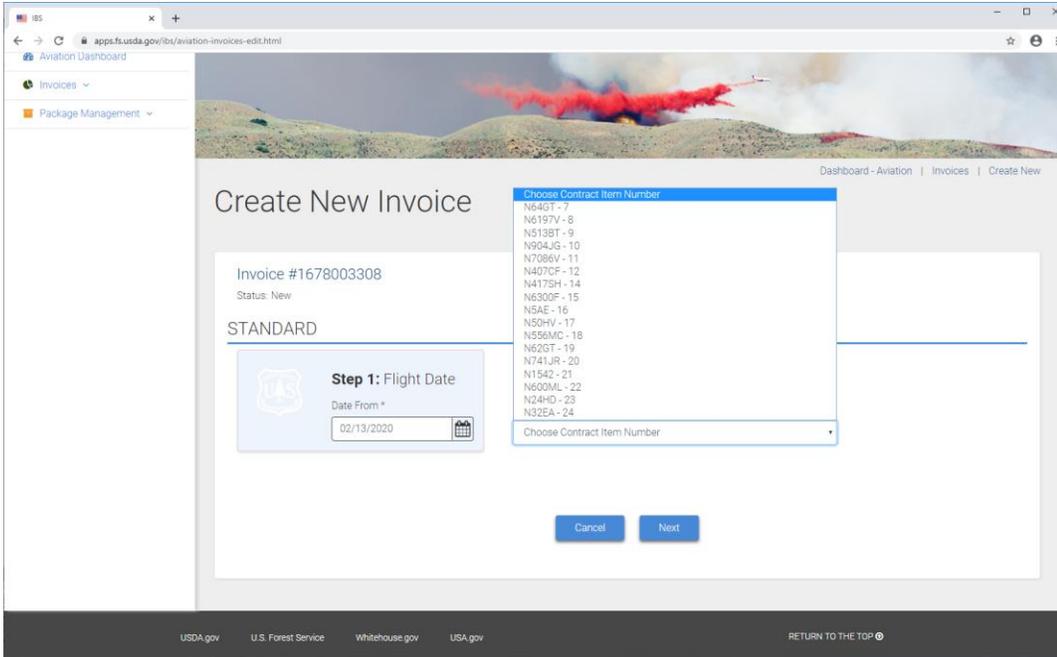


- 3) Enter the contact number. You can enter the last 4-6 number and it will start to self-populate.



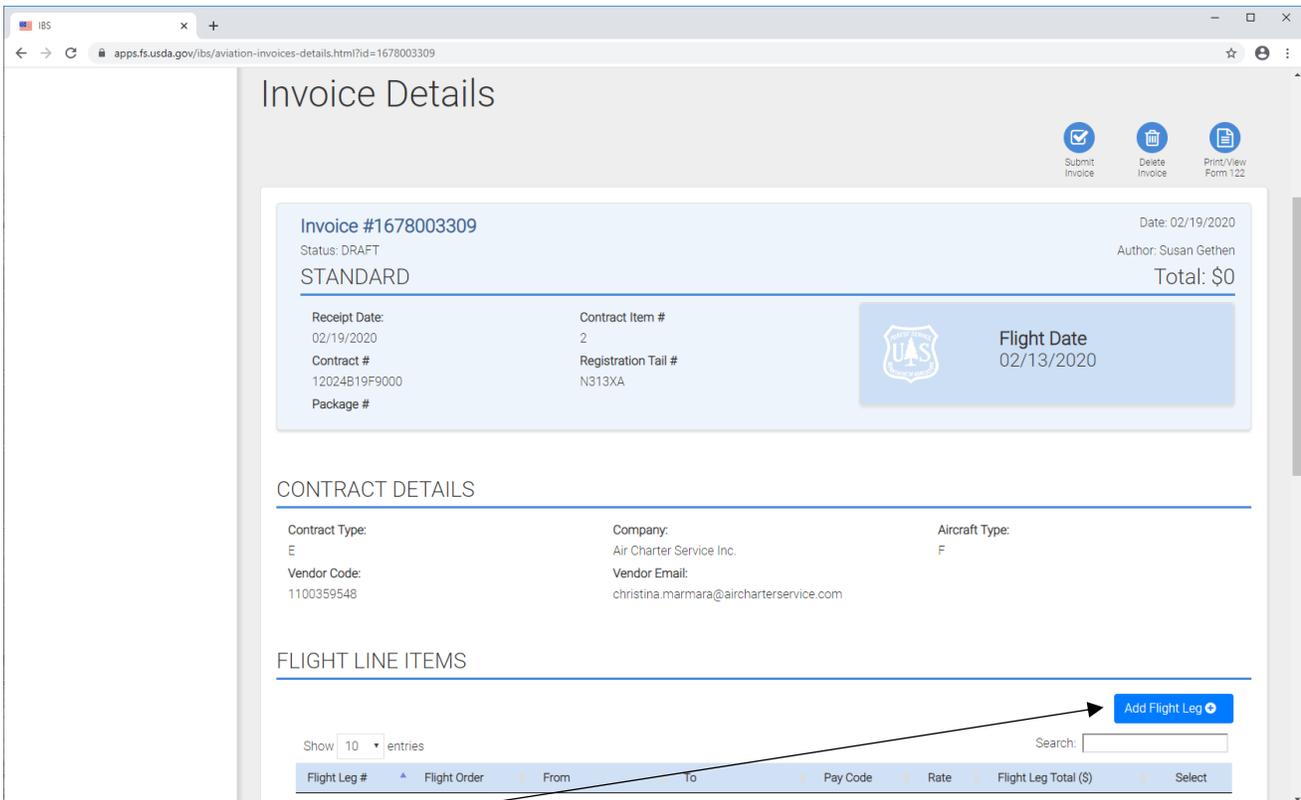
Do not try and type in box area, you type in the white box area.

- If you cannot find the contract number,
  - Recheck your number
  - Contact the CO or COR for the contract
- 4) Pick the correct “Contract Item Number,” all the aircraft attached to the contract will appear.
  - 5) 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.



6) Add Flight Leg

# Creating New IBS Invoice

All items with a "\*" are required fields.  
Scroll bar is to the far right.

0

Exit

Fields marked with a red asterisk are mandatory

User Unit \*      User Code      Order Type \*

Choose User Unit      Choose User Code      Choose Order Type

Incident or Project Name \*      Resource Order\*      Origin      Destination

Enter Name      ie. AA-XXXX-123456      Enter Origin      Enter Destination

Mission Code      Pay Code \*      Job Code

Choose Mission Code      Choose Pay Code      e.g. P1XXXXFY, FY=Fiscal Year

Pilot 1\*      Pilot 2

Enter Name (Last, First)      Enter Name (Last, First)

# Other Crew (Non Pilot) \*      # Passengers \*

Enter Other Crew Number      Enter Passengers #

Cargo Details

Cargo Type      Cargo Weight      Fire Chemicals

Choose Cargo Type      Enter weight in lbs      Choose Fire Chemicals

Retardant Product      Fire Chemicals Gallons

Choose Retardant Product      Enter gallons

Meter Type \*

Choose Meter Type

Total and Remarks

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

Basic Information

0

Exit

Fields marked with a red asterisk are mandatory

User Unit \*      User Code      Order Type \*

1325 - WO - State & Private Forestry      Choose User Code      Choose Order Type

Origin      Destination

Enter Origin      Enter Destination

Job Code

Pay Code      e.g. P1XXXXFY, FY=Fiscal Year

Pilot 2

Enter Name (Last, First)

# Passengers \*

Enter Passengers #

Cargo Type      Cargo Weight      Fire Chemicals

Choose Cargo Type      Enter weight in lbs      Choose Fire Chemicals

Retardant Product      Fire Chemicals Gallons

Choose Retardant Product      Enter gallons

Meter Type \*

Choose Meter Type

Total and Remarks

Type quickly as it sometimes freezes up.

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

The screenshot shows a web browser window with the URL `apps.fs.usda.gov/ibs/aviation-invoices-details.html?id=1678003309`. The page title is "Basic Information". The form contains several fields and dropdown menus:

- User Unit \***: 1325 - WO - State & Private Forestry
- User Code**: A dropdown menu is open, showing a list of codes from 01 to 19. The first option, "01 - Aviation and Fire Management", is highlighted in blue.
- Order Type \***: Choose Order Type
- Incident or Project Name \***: Enter Name
- Resource Order**: ie. AA-XXX
- Destination**: Enter Destination
- Mission Code**: Choose Mission Code
- Job Code**: e.g. P1XXXXFY, FY=Fiscal Year
- Pilot 1\***: Enter Name (Last, First)
- # Other Crew (Non Pilot) \***: Enter Other Crew Number
- Cargo Details**:
  - Cargo Type**: Choose Cargo Type
  - Cargo Weight**: Enter weight in lbs
  - Fire Chemicals**: Choose Fire Chemicals
  - Retardant Product**: Choose Retardant Product
  - Fire Chemicals Gallons**: Enter gallons
  - Meter Type \***: Choose Meter Type
- Total and Remarks**: (partially visible)

Buttons for "Exit", "Add Flight Leg", and "Add Additional Charges" are also visible on the right side of the form.

9) 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!

10) Type in the Incident or Project Name.

- a. Fork Fire
- b. Wild Horse and Burro Round up
- c. Fork BAER
- d. Etc.

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

- a. This is required to be in the correct format CA-ANF-123456, DC-WOF-000000
  - i. State- Unit Three letter- Incident number from Dispatch (6 digits)

12) Origin = this is where the flight originated from. 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 the majority 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.

**KNOWN ISSUE:** Some airports names are too long for the space in the app and an error will appear when hitting save. If this happens, go back and just type in the three letters and do not pick form the drop down menu.

Fields marked with a red asterisk are mandatory

User Unit *	User Code	Order Type *
1325 - WO - State & Private Forestry	01 - Aviation and Fire Management	INCIDENT
Incident or Project Name *	Resource Order*	Origin
Fork Fire	CA-ANF-000001	B
Mission Code	Pay Code *	B01 - Granville Airport
Choose Mission Code	FT-Flight Rate	B04 - Garnseys Airport
		B06 - Basin Harbor Airport
		B08 - Silver Springs Airport
		B10 - Bowman Field Airport

13) Pay Code= Choose the correct one from the drop list

The screenshot shows the IBS application interface. The 'Pay Code \*' dropdown menu is open, showing the following options: AV-Availability Rate, Choose Pay Code, AV-Availability Rate, NA-Non-Availability Rate, and FT-Flight Rate. The 'AV-Availability Rate' option is highlighted. The form also shows other fields like 'User Unit', 'User Code', 'Order Type', 'Incident or Project Name', 'Resource Order', 'Origin', 'Destination', 'Mission Code', 'Job Code', 'Pilot 1\*', '# Other Crew (Non Pilot)\*', and '# Passengers\*'. The 'Cargo Details' section includes 'Cargo Type', 'Cargo Weight', 'Fire Chemicals', 'Retardant Product', and 'Fire Chemicals Gallons'. The 'Total and Remarks' section shows 'Rate (\$)\*' as 13500 and 'Flight Leg Total(\$)\*' with a 'Calculate' button.

14) Entry 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.

Fields marked with a red asterisk are mandatory

User Unit *	User Code	Order Type *
1325 - WO - State & Private Forestry	01 - Aviation and Fire Management	INCIDENT
Incident or Project Name *	Resource Order*	Origin
Fork Fire	CA-ANF-000001	ANC
Mission Code	Pay Code *	Job Code
43 - Lead Plane (Aerial Supervision Mod	FT-Flight Rate	WFPRLP20
		Destination
		WJF - General Wm J Fox Airfie

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

Mission Code	Pay Code *	Job Code
Choose Mission Code	FT-Flight Rate	WFPRLP20
<ul style="list-style-type: none"> <li>Choose Mission Code</li> <li>01 - Aircraft, Pilot, Unit Inspections</li> <li>02 - Pilot Training</li> <li>03 - Aircraft Maintenance</li> <li>04 - Reserved</li> <li>05 - Personnel Transport, Fire Suppression</li> <li>06 - Reconnaissance (Flights for gathering intelligence)</li> <li>07 - Detection (Flights for detecting wildfires)</li> <li>08 - Air Attack</li> <li>09 - Leadplane</li> <li>10 - Fire Chemical/Water</li> <li>11 - Smokejumper Transport</li> <li>12 - Helitack</li> <li>13 - Rappeller Transport</li> <li>14 - Equipment/Supply Transport, Fire Supprn</li> <li>15 - Infrared Imagery, Fire Suppression</li> <li>16 - Aerial Ignition, Fire Suppression</li> <li>17 - Other, Fire Suppression</li> <li>18 - Personnel Transport, Normal Activities</li> <li>19 - Survey/Observation</li> </ul>	Pilot 2 Enter Name (Last, First) # Passengers * 0	Fire Chemicals Choose Fire Chemicals

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

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

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

Mission Code	Pay Code *	Job Code
Choose Mission Code	FT-Flight Rate	WFPRLP20
Pilot 1*	<ul style="list-style-type: none"> <li>Choose Pay Code</li> <li>AV-Availability Rate</li> <li>NA-Non-Availability Rate</li> <li>FT-Flight Rate</li> </ul>	Enter Name (Last, First)

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

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

Mission Code 43 - Lead Plane (Aerial Supervision Mod)	Pay Code * FT-Flight Rate	Job Code WFPRLP20
Pilot 1* <b>17</b> Bear, Smokey	Pilot 2 <b>18</b> Enter Name (Last, First)	
# Other Crew (Non Pilot) * <b>19</b> 1	# Passengers * <b>20</b> 0	

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

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

### Cargo Details

Cargo Type <b>21</b> Choose Cargo Type All Other Cargo Longline > 50 feet Paracargo Slingload < 50 feet	Cargo Weight <b>22</b> 0	Fire Chemicals <b>23</b> Choose Fire Chemicals W - Water R - Retardant G - Gels F - Foam
	Fire Chemicals Gallons Enter gallons	

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

22) Cargo Weight= Enter Cargo Weight

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

### Cargo Details

Cargo Type Choose Cargo Type	Cargo Weight 0	Fire Chemicals Choose Fire Chemicals
Retardant Product <b>24</b> Choose Retardant Product 01 - Phos-Chek D75-R 02 - Phos-Chek D75-F 03 - Phos-Chek P100-F 04 - Phos-Chek 259-F 05 - Phos-Chek G75-F 06 - Phos-Chek G75-W 07 - Phos-Chek LC-95A-R 08 - Phos-Chek LC-95A-F 09 - Phos-Chek LC-95-W 10 - Thermo-Gel 200L 11 - Other 12 - Phos-Chek MVP-F 13 - Phos-Chek MVP-Fx	Fire Chemicals Gallons <b>25</b> Enter gallons	Stop Time (i.e. 0258, 1012, 1435) 0930

24) Choose Retardant Product= Pick the product used.

25) Fire Chemicals Gallons= Enter gallons used.

26) 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.

- a. Clock
- b. Hobbs

a. Clock Type chosen

- a. Enter Start time for the leg using military time (2400hr clock)
  - i. A preceding "0" will be automatically entered if a time less than "1000" is entered.
    - i.e. Enter 800, 0800 will appear in the box.
- b. Enter Stop time for the leg using military time (2400hr clock)
  - i. A preceding "0" will be automatically entered if a time less than "1000" is entered.
    - i.e. Enter 800, 0800 will appear in the box.

c. Total and Remarks

- i. This area is all computer generated. (Grayed out boxes)
  - ii. 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.
- d. To get the Flight Leg Total, (\$) click on the "Calculate" button

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

b. Hobbs Meter Type

- a. Enter the "Hobbs Meter start" reading from the aircraft.
- b. Enter the "Hobbs Meter end" reading from the aircraft.

### Time Details

---

Meter Type \*

Hobbs - H

Meter Start 26.b.a

Enter meter start

Meter End 26.b.b

Enter meter end

c. Total and Remarks

- i. The area is all computer generated. (Grayed out boxes)
- ii. DOUBLE check to ensure "Elapsed Hobbs" matches 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.

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

### Total and Remarks

---

Elapsed Hobbs 0

Rate (\$) \* Enter Rate

Flight Leg Total(\$) \*

0 Calculate 26.b.c

Remarks 26.b.e

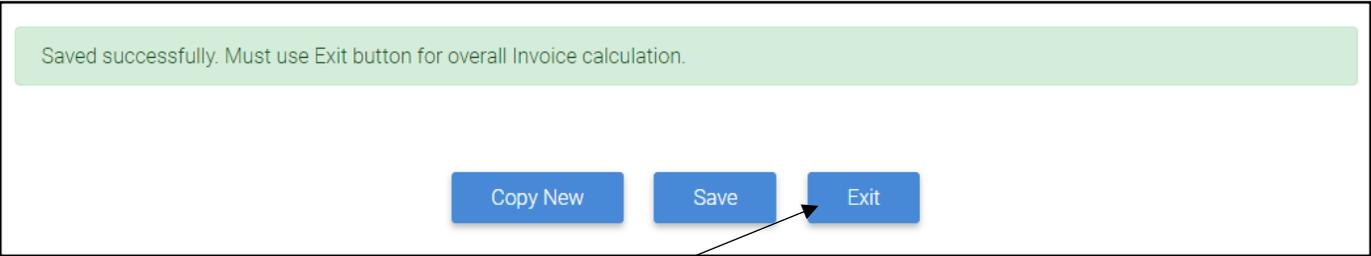
e. Enter any "Remarks" as needed in this area.

27) Confirm all entered information is correct and then Click "SAVE" button.

Do not Click Exit before you SAVE or you will lose the data you just entered.



If everything was entered correctly, then the following message will appear along with a "Copy New" button



28) If this is the ONLY leg needed for this invoice "Exit" button can be clicked at this time. If you scroll up to the top of the screen to check all the data, there is an "Exit" button at the top also.

**a. 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 (all the shaded area).

### Basic Information

0

Fields marked with a red asterisk are mandatory

User Unit *	User Code	Order Type *	
<input type="text" value="1325 - WO - State &amp; Private Forestry"/>	<input type="text" value="01 - Aviation and Fire Management"/>	<input type="text" value="PROJECT"/>	
Incident or Project Name *	Resource Order*	Origin	Destination
<input type="text" value="AV"/>	<input type="text" value="DC-WOF-000000"/>	<input type="text" value="Enter Origin"/>	<input type="text" value="Enter Destination"/>
Mission Code	Pay Code *	Job Code	
<input type="text" value="Choose Mission Code"/>	<input type="text" value="AV-Availability Rate"/>	<input type="text" value="WFPR4320"/>	
Pilot 1*	Pilot 2		
<input type="text" value="Pilot, Joe"/>	<input type="text" value="Enter Name (Last, First)"/>		
# Other Crew (Non Pilot) *	# Passengers *		
<input type="text" value="0"/>	<input type="text" value="0"/>		

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. After the last legs are completed "Exit" is used to add all legs to the invoice.

If you click “Exit” and it does take you back to the invoice or an error statement is shown, see steps below:

- 1) If you click “Save” or “Exit” and the Flight Leg screen remains on your screen, with all the information you just added...
  - Most likely there is a forgotten “required” field. Scroll back up and look for a red box around an item. Examples below:

Resource Order\*

ie. AA-XXX-123456

Please Enter Resource Order.

Order Type \*

Choose Order Type

Please Choose Order Type.

Incident or Project Name \*

Enter Name

Please Enter Incident or Project Name.

- a) If you get an Job Code error, the job code and the User Unit might not match
  - Or the Job Code itself could be incorrect.

Jobcode was not found in CRS - Invalid entry.

If the following errors are seen, it is a known error and the Airport Name is too long for the program.

- Current work around,
  - Type in the three letter airport ID, and do not using the drop down pick list.

{"flight\_dest":["Flight Dest exceeded max length of 50"],"

{"flight\_orig":["Flight Orig exceeded max length of 50"]}

Once all legs are completed and you have returned to the main invoice screen, this is what you should see:

**Invoice #1678003380**

Status: DRAFT

STANDARD

Date: 02/21/2020

Author: Susan Gethen

Total: \$27000.00

Receipt Date: 02/21/2020

Contract #: 12024B19F9000

Package #

Contract Item #: 2

Registration Tail #: N313XA



**Flight Date**  
02/13/2020

**CONTRACT DETAILS**

<p>Contract Type: E</p> <p>Vendor Code: 1100359548</p>	<p>Company: Air Charter Service Inc.</p> <p>Vendor Email: christina.marmara@aircharterservice.com</p>	<p>Aircraft Type: F</p>
--------------------------------------------------------	-------------------------------------------------------------------------------------------------------	-------------------------

**FLIGHT LINE ITEMS**

Show 10 entries Search:

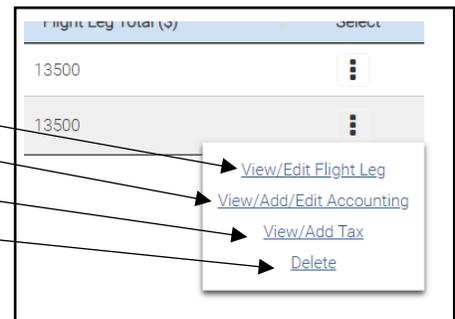
Flight Leg #	Flight Order	From	To	Pay Code	Rate	Flight Leg Total (\$)	Select
1	AV			AV	13500	13500	⋮
2	AV	TWF - Joslin Field - Magic Valley Regional Airport		AV	13500	13500	⋮

[Add Flight Leg](#)

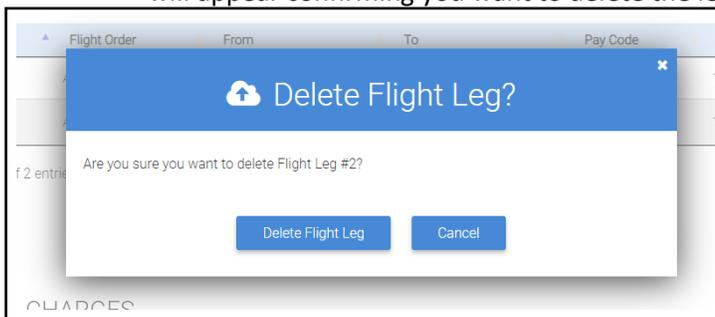
If you need to add another flight leg, click "Add Flight Leg" and repeat the above process.

If you need to delete a leg, as in the example shown (there are two AV legs and one needs to be deleted).

- 1) Click on the three dots on the right hand side of the leg.
- 2) A small options box will appear.
  - a. View/Edit Flight Leg
  - b. View /Add/Edit Accounting
  - c. View/Add Tax
  - d. Delete



To delete, click on the Delete option and another box will appear confirming you want to delete the leg. Click Delete.



When ready to submit, if you need to delete, or if you wish print in a FS122 Print View format, scroll to the top of the invoice page.

Select one of the blue buttons.

Dashboard - Aviation | Invoices

## Invoice Details

**Invoice #1678003380**

Status: DRAFT

**STANDARD**

Date: 02/21/2020

Author: Susan Gethen

**Total: \$27000.00**

Receipt Date:

02/21/2020

Contract Item #

2

Flight Date



Submit Invoice



Delete Invoice



Print/View Form 122

“Submit” and “Delete” will give you another box that you will need to confirm. The Print/View Form 122 will give you a print view.

FOREST SERVICE FLIGHT REPORT FS-6500-122																						
1. Invoice Number		2. Date of Flight		3. Contract Number- Item No				4. A/C Registration #		5. Vendor												
1678003380		02/13/2020		12024B19F9000 - 2				N313XA		Air Charter Service Inc.												
6. Leg NO	7. User Unit	8. User Code	9. Project, Fire, Flight or Resource Order Name	Resource Order Number	10. FAA identifier		11. Mission Code	12. Pay Code	13. Pilot Name(s)	14. Passengers & Other Crew Members	15. Cargo Type	16. Cargo Lbs.	17. Fire Chemicals	Retardant Product	18. Fire Chemicals Gallons	19. Meter Type	20. Time or Meter Reading		21. Elapsed Time/Hobbs	22. Rate	23. Leg Total	
					From	To				Passengers #							start	stop				
1	1325	01	AV	DC-WOF-000000				AV	Pilot, Joe	0 Crew Members#: 0		null			null	H	null	null	1	13500	13500	
2	1325	01	AV	DC-WOF-000000	TWF - Joslin Field - Magic Valley Regional Airport			AV	Pilot, Joe	0 Crew Members#: 0		null			null	H	null	null	1	13500	13500	

24. Accounting Summary					
Job Code	Unit	FY	Budget Object	Pay Code	Amount
WFFPR4320	1325	20	2541	AV	27000
<b>TOTAL:</b>					<b>\$ 27000.00</b>

25. Fuel Service Vehicle Charges	Pay Code	
26. Other Charges		
27. Other Credits		
28. Overnight Charges		
29.		<b>SUBTOTAL</b>
30. Excise Tax Summary		\$ 0.00
31. Segment Fee Summary		\$ 0
32.		<b>TOTAL ALL CHARGES</b>
		<b>\$ 27000.00</b>

33. Name of Government official

Susan Gethen

Phone Number

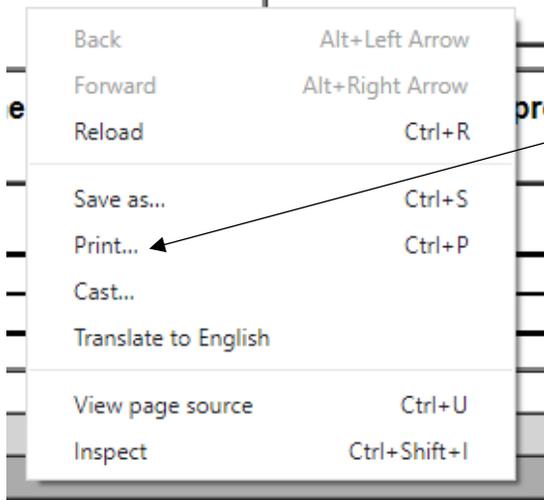
  

34. I certify that the services listed above have been received (Signature of the Forest Official)	35. I certify that the services listed above have been provided (Signature of the vendor)
Susan Gethen	

FLIGHT USE REPORT REMARKS				
1. Invoice Number	2. Date of Flight	3. Contract Number- Item No	4. A/C Registration #	5. Vendor
1678003380	02/13/2020	12024B19F9000 - 2	N313XA	Air Charter Service Inc.

If you wish to PRINT or SAVE the FS122 format, right click on the screen, then click on PRINT



After this screen appears, pick either SAVE or PRINT

The screenshot shows the FS122 invoice form on the left and a print/save dialog box on the right. The dialog box has a 'Print' section with '2 pages' and a 'Destination' dropdown set to 'Save as PDF'. Below this are 'Pages' (set to 'All') and 'Layout' (set to 'Landscape') dropdowns. At the bottom of the dialog are 'Save' and 'Cancel' buttons. Arrows from the text above point to the 'Print' and 'Save' buttons.

**Invoice Form Data:**

1. Invoice Number	2. Date of Flight	3. Contract Number- Item No	4. A/C Registration #	5. Vendor
1678003389	02/19/2020	12024B19F9000 - 2	N313XA	Air Charter Service Inc.

6. Leg. User NO	7. Unit Code	8. Project, Fire, Flight or Resource Order Name	9. Resource Order Number	10. FAA Identifier	11. Mission Code	12. Pay Code	13. Pilot Name(s)	14. Passengers & Other Crew Members	15. Cargo Type	16. Chemicals	17. Fire Retardant	18. Gallons	19. Meter or Reading	20. Time	21. Elapsed	22. Rate	23. Lag Total
1	1325	01	AV	DC-WCF-000000		AV	Pilot, Joe	Passengers # of Crew Members: 0								13500	13500
2	1325	01	AV	DC-WCF-000000	TMF - Joslin Field - Magic Valley Regional Airport	AV	Pilot, Joe	Passengers # of Crew Members: 0								13500	13500

24. Job Code	Unit	FY	Budget Object	Pay Code	Amount
WPPRA320	1325	20	2541	AV	27000
<b>TOTAL:</b>					<b>\$ 27000.00</b>

26. Fuel Service Vehicle Charges	27. Other Credits	28. Overnight Charges	29. Excise Tax Summary	31. Segment Fee Summary	32. TOTAL ALL CHARGES
					\$ 27000.00

33. Name of Government official: Susan Gethen  
Phone Number: \_\_\_\_\_

34. I certify that the services listed above have been received (Signature of the Forest Official): Susan Gethen  
35. I certify that the services listed above have been provided (Signature of the vendor): \_\_\_\_\_

2020