

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.

- 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) and should NOT be changed without approval of Financial Officer.
- 11. Mnemonic.** Enter the name of the mnemonic when giving authorization at the mnemonic level.
- 12. Default Account.** Enter a valid budget and fund that will be the default for the order unless changed by user. (For example: 02 004 13 UP 10010)
- 13. Authorization Dollar Limit.** Default will be to \$4999.00, but can be change to the limit required by the department.
- 14. 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.
- 15. Additional Mnemonics.** To add additional mnemonics for an individual, place the cursor on the individual's line and press the 'PF3' key.
- 16. 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.**