



United States
Department of
Agriculture

Office of the
Chief Financial
Officer

National
Finance
Center

P.O. Box 60000
New Orleans
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Title: III, Billings and Collections Manual
Chapter: 4, Administrative Billings and Collections
Bulletin: IBIL 02-2, Internet Billing System (IBIL) Phase II Implementation
Date: November 27, 2002
To: IBIL Users

In an effort to continue improving services to our users, the National Finance Center (NFC) is enhancing the Administrative Billings and Collections (ABCO) billing transaction process by implementing Phase II of the Internet Billing System (IBIL). IBIL Phase II is scheduled for release December 3, 2002. **The current version of IBIL will be unavailable on December 2, 2002, while the new version is being loaded. IBIL will be available again to accept transactions the following day, December 3, 2002.**

Highlights of IBIL Phase II

The following enhancements have been added to IBIL:

- Users are afforded quick and easy access to billing information online with real-time vendor code and billing agency accounting edits.
- Users may now enter bills for all vendor types, with the exception of bills for employees.
- USDA agencies that have internal agreements can use a CAN (common agreement number/Foundation Financial Information System (FFIS) agreement number) as their vendor code for all intradepartmental transactions. IBIL will perform system edits to verify the use of the same CAN in agency accounting for those agencies participating in CAN transactions. For detailed information on the use of CANs, refer to OCFO Bulletin #2002-006, Common Agreement Numbers.
- The hard copy bill, (NFC-631, Bill for Collection), has been redesigned for billing and remittance convenience. It has now become a one-part form with a perforated bottom to be used for remittances, as opposed to the previous three-page bill interleaved with carbon paper.

IBIL Requirements

You will need the following equipment to run IBIL:

- A Personal Computer (PC) with Internet capabilities.
- Access to the Internet with an Internet Explorer browser of 5.0 or higher, or a Netscape Navigator browser of 5.0 or higher with JavaScript enabled.
- A printer capable of printing Web pages.
- An NFC user ID with access to IBIL.

Security Access

Users must have an authorized NFC user ID and an IBIL password to access IBIL. If you do not have a user ID and password, you should contact your agency's NFC security officer. Security access to IBIL is limited first by Agency Location Code (ALC), then agency and accounting station limitations (if applicable). Your security administrator should specify the level of restriction.

Using IBIL

To use IBIL, go to the NFC home page (www.nfc.usda.gov) and click the IBIL icon on the Application Launchpad section of the home page. A warning box will be displayed prior to connecting to IBIL. Before you can log in, you must acknowledge the information in the dialog box by clicking [OK]. Once the IBIL login box is displayed, enter your user identification information. Refer to the IBIL procedure for detailed instructions on IBIL.

IBIL Help

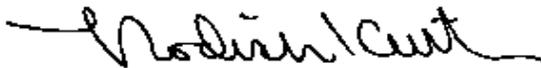
Easy-to-use help is built into the IBIL system. This help provides step-by-step processing instructions, complete field-level help and values, indexes, and tables. The help contains everything in the paper procedure and should be used instead of the paper procedure for those who prefer electronic text to paper text.

Online Publications

The IBIL procedure is available online at the NFC Web site. To view and/or print this procedure, go to NFC home page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by Acronym/Name**, and select **IBIL** from the list provided. If you prefer a printed copy and are unable to print from the Web, you can request a printed copy by submitting Form AD-1083, Request for Action for Procedures/Reports, to the address or fax number printed on the form.

Inquiries

Please refer questions about ABCO and/or IBIL processing to the Government Debt and Insurance Services Branch at **504-255-5344**. Refer questions about access to your agency's NFC security officer. Refer questions about this bulletin to the Government Employees Services Branch at **504-255- 5322** or via e-mail at nfc.dab@usda.gov.



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