

# **Aviation Management Information System (AMIS) User's Guide**

## **Version 5.0**

**United States Department of Agriculture  
Forest Service  
Fire & Aviation Management**

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# Chapter 1. About this guide

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This guide contains information about how to access and use the Aviation Management Information System (AMIS). It contains information about how to enter and update aviation contracts and invoices, as well as how to enter new and activate existing aircraft information, enter and update vendor and pilot information, and how to generate a variety of AMIS reports.

AMIS is used to collect, store, and analyze information about aircraft usage within Forest Service controls. AMIS is a Web-based application for entering and storing information from the FS-6500-122, Flight Use Report. Aircraft use information is required to be reported by each Region. Aircraft use statistics are entered into the National Interagency Fire Management Integrated Database (NIFMID), the database for aircraft use information. The data is then reported into GSA's Federal Aviation Interactive Reporting System (FAIRS), as mandated by the Office of Management and Budget.

## Before you begin

Before using AMIS, you should feel confident that:

- You are familiar with your personal computer and are able to use the Internet to access AMIS.
- You are familiar with Internet Explorer Web browser. (Note: AMIS has been configured to work with the standard Forest Service browser Internet Explorer).
- You are familiar with AMIS-related concepts.

## How to use this guide

Each chapter explains a specific functional area of AMIS. You will find an overview of each menu option and the functions that you can perform.

Chapter 1, "About this guide," introduces the *AMIS User's Guide*, conventions, and update guidelines.

Chapter 2, "Getting started," outlines what you need to access AMIS using the Internet. Chapter 2 also explains AMIS access levels, and explains AMIS system components and information flow.

Chapter 3, "AMIS Forms Entry," explains how to access and manipulate contract, aircraft, vendor, pilot, and invoice information.

Chapter 4, "AMIS Reports," explains how to generate AMIS reports that you can view, save, and print from your personal computer.

Appendix A, "Pay codes and invoices," identifies the pay codes used to complete an invoice and how to describe flight time and availability.

Appendix B, "Report samples," contains sample snapshots of every available AMIS report.

The Glossary lists terms and definitions used in this guide.

## Conventions

The following conventions are used within this guide:

- Menu options and field names appear in bold. For example, a step in a procedure might instruct you to
  - In the **Contract Number** field, type the desired contract number.
- Hard label keys appear in small capital letters. A plus sign (+) between hard label keys, such as SHIFT + TAB, means to press and hold the first key, and press the second key.
- Topics of special interest or hints that will help you perform a specific task are shown in the side margin. For example:

---

*To edit aircraft information the aircraft status must be ACTIVE.*

---

## How to obtain a copy of this guide

The current version of this guide is available through the AMIS Help menu and on the US Forest Service Web site.

### To access the AMIS User's Guide from the Forest Service Web Site

- 1 Log on to your Internet Service Provider.
- 2 Type [www.fs.fed.us/fire/planning/nist/amis.htm](http://www.fs.fed.us/fire/planning/nist/amis.htm) in the Address bar, and press ENTER.
- 3 Scroll down to the bottom of the page, then click **Distribution**.
- 4 Click **AMIS User's Guide**, then follow the instructions on your screen.

## To access the AMIS User's Guide from the AMIS application

- 1 Log on to AMIS.
- 2 Click **Users Guide** under **Help** on the AMIS menu.

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## Chapter 2. Getting started

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This chapter outlines some of the basic information you need to begin using AMIS. It outlines basic concepts and functions you can perform based on your assigned access role. By reviewing and understanding this chapter you will have a smoother flight through the AMIS system. Topics include:

- What's new in AMIS 5.0.
- Navigating through the AMIS system.
- Getting help.

### What's new in AMIS 5.0

AMIS 5.0 stores your saved AMIS data directly to the National Fire Management Integrated Database (NIFMID), the database for aviation, fire occurrence, and weather data. AMIS 5.0 is a Web-based application with a different look and feel than the previous client-server version. The following tips will help you navigate the Web-based AMIS application:

#### AMIS Web-based navigational tips

- 1 Use the TAB key rather than the ENTER key to move from field to field.
- 2 The LOV (list of values) is treated as a field, requiring you to use the TAB key twice to move to the next field.
  - The LOV acts as an “auto populate” feature. For example, to insert enter a new invoice (From the Invoice menu, select New), use the LOV for the Contract # field, which will auto populate the next four fields.
  - Once you use the LOV, you cannot change any data that has been auto populated.
- 3 For entry fields with an LOV, use the LOV to insert data.
- 4 Use the scroll bar on the right-hand side to navigate, where appropriate.
- 5 Shorten the list returned in an LOV by using the first few characters with a wildcard (%) and select Find.
- 6 If you have problems using the browser **Back** button to go to a previous page, check the following settings:
  - You should disable the “Do not save encrypted pages to disk” option. From Internet Explorer, from the Tools menu select Options. Click on the Advanced tab and scroll down to the “Do not save encrypted pages to disk” option. Ensure the check box is not checked.

- You may need to delete unnecessary temporary Internet files. From Internet Explorer, from the Tools menu, select Internet Options, and select Temporary Internet Files.
  - Your security settings may not be optimal. In Internet Explorer, from the Tools menu, select Internet Options, and select Security.
- 7 If you have problems with the way your printed reports display, check your page and printer setup. From the Internet Explorer menu, click on File, Page Setup.

## To obtain user support

To send comments or questions about the AMIS application or data:

- 1 Select **Feedback** from the **Help** menu.
- 2 Click the link [email: fire\\_help@dms.nwcg.gov/](mailto:fire_help@dms.nwcg.gov) to send an email message.

Please note that issues with your browser or the interaction between your browser and printer should be directed to your established local technical support.

## To log on to AMIS

To log on to AMIS:

- 1 Start your Internet Explorer Web browser.
- 2 In the address box, type <http://famweb.nwcg.gov/> then press ENTER.
- 3 Click on **AMIS**.
- 4 Type your AMIS user ID and password in the appropriate fields and click **Login**.
- 5 Click the link [LAUNCH AMIS APPLICATION](#).

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*To save time, add the AMIS URL address to your Web browser bookmarks or favorites.*

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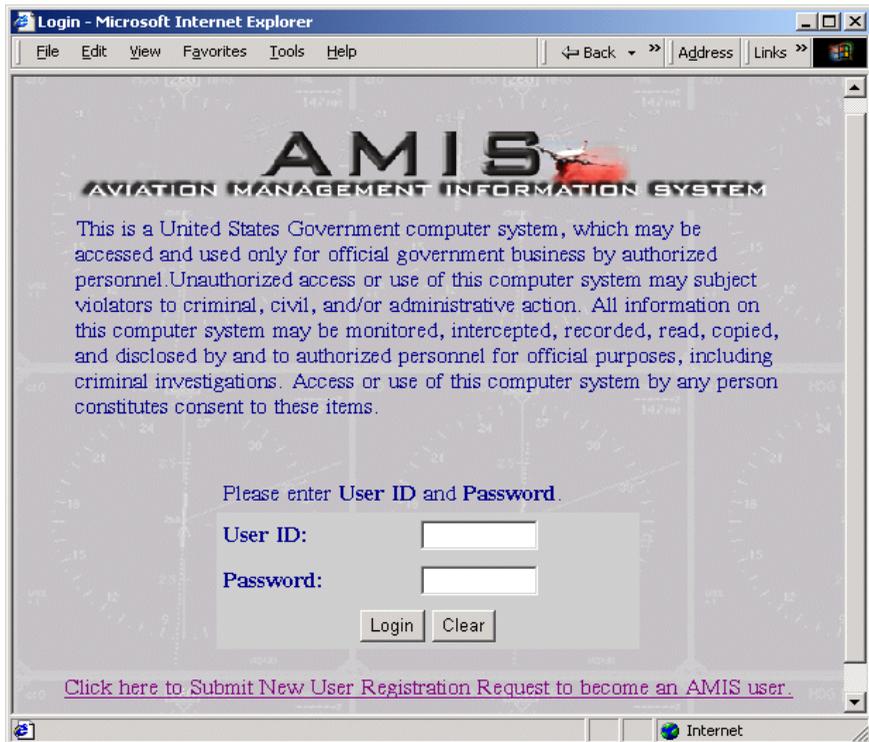
## Setting up your user information

If this is the first time you have logged on, you will need to set up your user information. From the AMIS log in page:

- 1 Click the link [Click here to Submit New User Registration Request to become an AMIS user](#).
- 2 Fill out the appropriate fields in the form, and click **Add** to save your user information.

- 3 Contact your local AMIS Application Manager to activate your USER ID and assign your security role.

You will be able to access AMIS, once the Application Manager has activated your account.



## Changing your user information

After you have been given access, you may change your user information. To change your user information:

- 1 Select **Change User Information** from the **Security** menu.
- 2 Edit the information, and click **Update** to save.

Use the field definitions listed below to add or revise the **USER INFORMATION** form.

Field	Description and action to be taken
User ID (required)	Enter your user ID.
Password (required)	Enter a password.
First Name (required)	Enter your first name.
Last Name (required)	Enter your last name.
Title	Enter your job title.
Organizational Unit (required)	Select your organization unit from the list of values.
Address 1	Enter your office mailing address.
Address 2	Enter the mail stop, department, and/or suite number associated with your office mailing address (if applicable).
City	Enter the city name associated with your office mailing address.
State	Select the two-letter state code associated with your office mailing address from the pull-down list.
Zip Code	Enter the ZIP code associated with your office mailing address.
Telephone Number	Enter your telephone number, including the area code, of your office in the format XXXXXXXXXX, e.g., 2022535559.
Cell Number	Enter your cell phone number, including the area code.
Email Address	Enter your electronic mail address.

## Your AMIS password

Your AMIS password:

- Must be a minimum of 2 but not more than 8 characters in length and include at least 1 number and one alphabetic character.
- Can be changed at any time.
- Is valid for 90 days.

An error message will display if you enter a password that you have previously used.

## Change your password

To change your password:

- 1 Select **Change Password** from the **Security** menu.
- 2 Type in your current password.
- 3 Type in your new password

- 4 Type in your new password again to confirm and click **Update** to save your new password.

## To log off AMIS

To exit AMIS, select **Logoff** from the AMIS menu.

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*For security reasons, it is important to log off the system after you have completed your AMIS session.*

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## User Maintenance (authorized users only)

The ADMINISTER USERS form allows authorized users to activate/deactivate user accounts and reset passwords. First-time AMIS user will fill out the user information form with their name and contact information, then submit a request to become an AMIS user.



The screenshot shows a web browser window titled "Administer Users - Microsoft Internet Explorer". The browser's address bar shows "http://localhost:14278/". The page has a navigation menu with buttons for "Logoff", "Security", "Contract", "Aircraft", "Vendor", "Pilot", "Invoice", "Reports", and "Help". The main content area features the AMIS logo (Aviation Management Information System) and the heading "Administer Users". Below the heading, there is a prompt: "Enter a User ID, and click the Find button." A text input field labeled "User ID:" is followed by "Find" and "Clear" buttons. At the bottom of the form, there are links for "AMIS Home" and "Back". The browser's status bar at the bottom shows "Done" and "Internet".

### To activate a user account

- 1 Select **Administer Users** from the **Security** menu.
- 2 From the **ADMINISTER USERS** form, enter a user ID and click **Find**.
- 3 Select the user from the list.
- 4 In the **User Status** field, change the status to "A" (Active).

- 5 Enter a user category or select a user category from the list of values.
- 6 Click **Update** to save.

### To reset a user password

- 1 Select Administer Users from the Security menu.
- 2 From the **ADMINISTER USERS** form, enter a user ID and click **Find**.
- 3 Select the user from the list.
- 4 In the **Pw Expire Date** field, change the expiration date to the current date + 1 day.
- 5 Click **Update** to save.

The user must change the password within one day.

### To deactivate a user account

- 1 Select Administer Users from the Security menu.
- 2 From the **ADMINISTER USERS** form, enter a user ID and click **Find**.
- 3 Select the user from the list.
- 4 In the **User Status** field, change the status to “D” (Deactivate).
- 5 Enter a user category or select a user category from the list of values.

Click **Update** to save.

## Navigating through the AMIS system

### AMIS access roles

Based on your work duties, you are assigned an access role that allows you to perform only specific functions within AMIS. Your assigned access role determines which AMIS menus and forms you can see and use. AMIS has five access roles:

- **Manager** - a limited group of users with select, insert update, and delete access to all menus and maintenance functions. This role maintains user passwords and assigns security to users. The Manager role cannot update Reference Tables.
- **Data entry invoice** - users with select, insert, update, and deleted access to the **INVOICE** form and select access to all reports (Contract, Invoice, and Reference reports).

- Data entry contract - users with select, insert, update, and delete access to **CONTRACT**, **AIRCRAFT**, **PILOT**, and **VENDOR** forms and select access to all reports.
- Inquiry - users with query-only access to AMIS. The inquiry role can also select and run any report.
- Data administrator - maintains and updates all reference tables.

## Using AMIS menus

Each AMIS menu contains one or more menu options that allow you to display specific AMIS forms or perform a specific function. You can select a menu option or command whenever the AMIS menu bar is displayed.



### Logoff menu

The Logoff menu allows you to exit the AMIS application.

### Security menu

The Security menu allows you to perform the following functions:

- Change your password.
- Change your user information.
- Administer users (authorized users only).
- Update reference tables (authorized users only).



### **Contract menu**

The Contract menu allows you to perform the following functions:

- Access aircraft contract information.
- Access pay rate information.
- Access contract equipment information.

### **Aircraft menu**

The Aircraft menu allows you to access aircraft information.

### **Vendor menu**

The Vendor menu allows you access vendor information.

### **Pilot menu**

The Pilot menu allows you to add a new pilot to your site-specific list.

### **Invoice menu**

The Invoice menu allows you to access Flight Use Report information.

### **Reports menu**

The Reports menu allows you to perform the following function:

- generate AMIS Contract Reports.
- generate AMIS Invoice Reports.
- generate AMIS Reference Reports.

### **Help menu**

The Help menu allows you to perform the following functions:

- display the User Guide.
- send a feedback message by selecting the email URL.



## AMIS standard buttons

AMIS uses several standard buttons, defined in the table below:

Button	Meaning
Add	Saves the values you have entered for the current form.
Back	Takes you to the previous Reports form.
Clear	Cancels any values you entered on the current form.
Close	Closes the current form.
Delete	Removes the current record from the database.
Find	Performs a query based on the parameters you have specified in the form.
First	Navigates to the first record in the form.
New	Takes you to an insert form to enter new values.
Next	Takes you to the next Report Selection form.
Query	Returns you to the query form.
Last	Takes you to the final record in the form.
Revert	Reverts all of the values you have entered on the current form.
Run	Generates the selected report.
Update	Saves your revisions to the form.

## Other navigational links

Two links appear at the bottom of every AMIS form:

Link	Meaning
AMIS Home	Returns you to the AMIS home page.
Back	Returns you to the previous page.

## Displaying a list of values

In AMIS, a list of values (LOV) identifies the possible values for a field in a form that has a defined set of entries. By displaying the LOV, you can choose from the list of values and save typing time.

---

*A **list of values** is available for a specific field when LOV displays next to the field.*

---

### To display the LOV for a specific field on a form

- 1 Click on LOV next to your field of choice.
- 2 Select the field value of your choice, then click OK to exit the LOV and return to the form.

## Searching for a specific index entry

The percent sign (%) is a wildcard that allows you to narrow your search when you are unsure of the exact value or if the index contains a long list of available values.

### To search for specific characters within a LOV

- 1 In the Find box, type the first one or two characters of the value of your choice, type % (the percent sign), and click **Find**.
- 2 Click the field value of your choice, then click OK to exit the LOV and return to the form.

The following diagram shows a search for all Contract Numbers that begin with the numbers “55.”




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*The LOVs for Contract Number and Invoice Number only display a list of 100 records.*

---

## Selecting a calendar date

By displaying the calendar (CAL) you can select a specific date and save typing time.

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*A calendar is available for date fields when CAL displays next to the field.*

---

### To display the calendar for a date field

- 1 Click on CAL next to the date field.
- 2 Click on the date of your choice to select a date, exit the calendar, and return to the form.

### To select a month, year, and day

- 1 To select a month, use the pull-down list or use the double arrow buttons (<<, >>) to move forward or backward by year.
- 2 To select a year, type in the four-digit year or use the single arrow buttons (<, >) to move forward or backward by month.
- 3 To select a day, click on a calendar date or click on **TODAY** to choose today's date.



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## Chapter 3. AMIS Forms Entry

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This chapter outlines the information you need to access and manipulate contract, aircraft, vendor, and pilot information and how to complete Flight Use Reports.

- **Contracts** explains how to access the **CONTRACTS** form, how to enter new contract information, how to edit and delete a contract, and how to delete a Registration Number from a Contract. This section also explains Pay Codes and how to work with WCF equipment.
- **Aircraft** explains how to access the **AIRCRAFT** form, how to include (activate) and exclude (deactivate) aircraft from the National distributed aircraft list to your site-specific aircraft table, and how to edit aircraft information on your site-specific list.
- **Vendors** explains how to access the **VENDORS** form, how to enter new vendor information, and how to edit or delete vendor information.
- **Pilots** explains how to access the **PILOT** form and how to add a new pilot to your site-specific list.
- **Invoices** explains how to access the **INVOICE** form, how to enter and modify Flight Use Report (FS-6500-122) information.

### Contracts

Once the contract for the aircraft and aircraft services is approved, enter the information into the **CONTRACT** form. This form allows you to enter all the information listed on the contract including contract number, vendor, aircraft and aircraft pay code rates assigned to the contract, and special equipment for non-WCF aircraft. The **CONTRACT** form consists of three parts: Contract Information, Pay Codes, and Special Equipment.

#### To access the **CONTRACT** form

- From the AMIS menu, click **Contract**.

The following sections describe how to add a new contract, edit or display an existing contract, or delete a contract.

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*Only users assigned the Data Entry Contract or Manager access role can add or update contract information.*

---

The screenshot shows a web browser window titled "Contract - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar shows "Back" and "Address" fields. The main content area features a navigation menu with buttons for "Logoff", "Security", "Contract", "Aircraft", "Vendor", "Pilot", "Invoice", "Reports", and "Help". The "Contract" button is highlighted. Below the menu, the "AMIS AVIATION MANAGEMENT INFORMATION SYSTEM" logo is displayed. The page title is "Contract". A text instruction reads: "Enter a Contract Number (or WCF for Forest Service Aircraft) or a Contract Type, and click the Find Button, or click the New button to add a Contract." The form contains two input fields: "Contract Number\*" and "Type\*", both with a dropdown menu showing "LOV". Below the fields are "Find", "Clear", and "New" buttons. A link "AMIS Home | Back" is located below the buttons. The browser's status bar at the bottom shows "Internet".

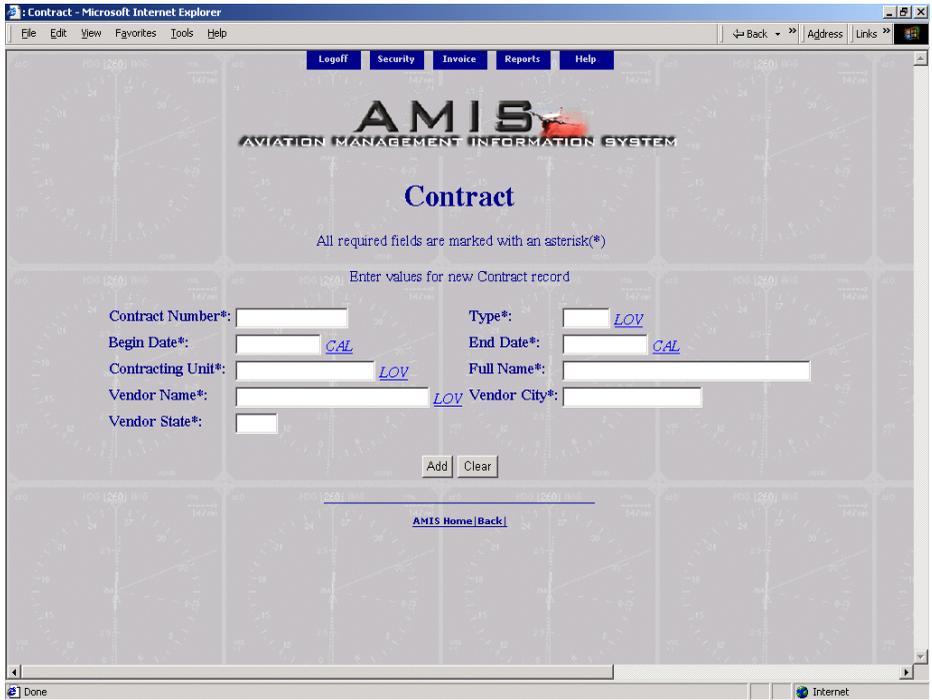
---

*The **CONTRACT** form only allows selection of existing registration numbers. You must enter aircraft and vendor information prior to entering a contract*

---

### To add a new aircraft contract

- 1 From the AMIS menu, click **Contract**.
- 2 From the **CONTRACT** form, click **New** to add a Contract.
- 3 Complete the fields in the form, and click **Add**.



Field	Description and action to be taken
Contract Number (required)	Enter the contract number, up to 20 characters. For Forest Service-owned aircraft, type <b>WCF</b> .
Type (required)	Enter the contract type or select a contract type from the list of values.
Begin Date (required)	Enter the beginning month, day, and year as specified in the contract, in the format mm/dd/yyyy or select a date from the calendar.
End Date (required)	Enter the ending month, day, and year as specified in the contract, in the format mm/dd/yyyy select a date from the calendar.
Contracting Unit (required)	Select from the list of values the Forest Service organization unit that originates and/or administers the contract.
Full Name (display only)	This field identifies the full name of the contracting unit.
Vendor Name (required)	Select a vendor name from the list of values.
Vendor City (display only)	This field identifies the vendor's city.
Vendor State (display only)	This field identifies the vendor's state.

---

## To search for contract information

- 1 From the AMIS menu, click **Contract**.
- 2 From the **CONTRACT** form, you can find an existing contract by searching the Contract Number and Type fields.
  - To search for a contract by contract number:
    - type the first few characters of a Contract Number (including dashes) or WCF (for Force Account Aircraft) followed by a wildcard (%) in the Contract Number field, and click **Find**. (Example: 55-0%), or
    - click the LOV to select a contract number from the list of values (the Contract Number and Type fields will be auto populated with your selection), then click **Find**.
  - To search for a contract by type:
    - enter a contract type in the Type field, and click **Find**, or
    - click the LOV to select a contract type from the list of values, then click **Find**.

## To edit contract information

- 1 From the AMIS menu, click **Contract**.
- 2 From the **CONTRACT** form, find a contract using one of the search methods described above.
- 3 Click the Contract Number to select it from the list.
- 4 Edit the fields of your choice, and click **Update**.

---

*To speed performance, the Contract Number LOV only returns 100 records.*

---

## To delete a contract

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*You must have the appropriate access role to delete a contract. You cannot delete a contract if it is attached to an invoice.*

---

- 1 From the AMIS menu, click **Contract**.
- 2 From the **CONTRACT** form, find a contract using one of the search methods described above.
- 3 Click the Contract Number to select it from the list.
- 4 Verify that the desired contract displays on the screen.
- 5 To delete the contract, click **Delete**, and click **OK** to confirm the deletion.

# Payrates

A Pay Code is a two-character code that best describes the purpose of an aircraft's billing charges. Every Pay Code is associated with a specific rate, as contracted with a particular vendor and aircraft. The Pay Code field defines the type of use the aircraft performed for each flight leg of the invoice. Typically, several Pay Codes are used to describe a single flight. For example, one vendor may contract their flight time (Pay Code **FT**) for \$230.00 per hour (Contract Rate). An airtanker billing for overnight charges (Pay Code **ON**) may be contracted at a rate of \$60 per night (Contract Rate).

## To enter pay code and contract rates

- 1 From the AMIS menu, click **Contract**.
- 2 From the **CONTRACT** form, find a contract using one of the search methods described in the section, "To search for contract information."
- 3 Scroll down to the Payrate section of the **CONTRACT UPDATE** form. (This form displays after saving data for a new contract or finding an existing contract.)
- 4 Click **New** to enter a new pay code.
- 5 Select a registration number from the list of values, select a pay code from the list of values, and enter a contract rate. The Type, Make, and Model fields will be auto populated based on the registration number.
- 6 Enter all Pay Codes and Contract Rates for the aircraft, and click **Add**.

Field	Description and action to be taken
Registration No. (required)	Select from the list of values the FAA registration number for each aircraft assigned to this contract.
Pay Code (required)	Select the aircraft pay code from the list of values.
Contract Rate (required)	Type the contract rate for the pay code, as specified in the contract.
Type (for display only)	This field identifies the aircraft type, as defined in the <b>AIRCRAFT</b> form.
Make/Model (for display only)	This field identifies the aircraft manufacturer and model, as defined in the the <b>AIRCRAFT</b> form.

## To modify pay codes on an existing aircraft contract

- 1 From the AMIS menu, click **Contract**.
- 2 From the **CONTRACT** form, find a contract using one of the search methods described in the section, “To search for contract information.”

- 3 From the **CONTRACT UPDATE** form, select the desired Registration No. from the Payrate listing. (The **CONTRACT UPDATE** form displays after saving data for a new contract or finding an existing contract.)
- 4 Change the appropriate Contract Rate as needed, and click **Update**.

### To delete a registration number from a contract

- 1 From the AMIS menu, click **Contract**.
- 2 From the **CONTRACT** form, find a contract using one of the search methods described in the section, "To search for contract information."
- 3 Scroll down to the Payrate section of the **CONTRACT UPDATE** form and select the desired Registration No. from the Payrate listing. (The **CONTRACT UPDATE** form displays after saving data for a new contract or finding an existing contract.)
- 4 From the **PAYRATE UPDATE** form, click **Delete**.

---

*You cannot delete an aircraft from a contract if an invoice is attached to it.*

---

## Contract equipment (includes WCF aircraft)

Vendors that contract with the Forest Service may install special equipment on their aircraft. When special equipment is specified for an aircraft, enter the special equipment using the **CONTRACT** form. This form is also used to enter special equipment for WCF aircraft.

### To enter contract equipment

- 1 From the AMIS menu, click **Contract**.
- 2 From the **CONTRACT** form, find a contract using one of the search methods described in the section, "To search for contract information."
- 3 Scroll down to the Contract Equipment section of the **CONTRACT UPDATE** form. (The **CONTRACT UPDATE** form displays after saving data for a new contract or finding an existing contract.)
- 4 Click **New** to enter new contract equipment.
- 5 In the **Registration No.** field, select the registration number from the list of values.
- 6 In the **Special Equipment Code** field, select a special equipment code from the list of values.

7 Enter all contract equipment for the aircraft, and click **Add**.

## To delete contract equipment

- 1 From the AMIS menu, click **Contract**.
- 2 From the **CONTRACT** form, find a contract using one of the search methods described in the section, “To search for contract information.”
- 3 Scroll down to the Contract Equipment section of the **CONTRACT UPDATE** form.
- 4 Select a contract number.
- 5 From the **CONTRACT EQUIPMENT** form, click **Delete**.

Contract Equipment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Logoff Security Contract Aircraft Vendor Pilot Reports Help

AMIS  
AVIATION MANAGEMENT INFORMATION SYSTEM

### Contract Equipment

Registration No\* Special Equip Code\*

<input type="text"/> LOV	<input type="text"/> LOV	Clear
<input type="text"/> LOV	<input type="text"/> LOV	Clear
<input type="text"/> LOV	<input type="text"/> LOV	Clear
<input type="text"/> LOV	<input type="text"/> LOV	Clear
<input type="text"/> LOV	<input type="text"/> LOV	Clear
<input type="text"/> LOV	<input type="text"/> LOV	Clear
<input type="text"/> LOV	<input type="text"/> LOV	Clear
<input type="text"/> LOV	<input type="text"/> LOV	Clear
<input type="text"/> LOV	<input type="text"/> LOV	Clear
<input type="text"/> LOV	<input type="text"/> LOV	Clear
<input type="text"/> LOV	<input type="text"/> LOV	Clear
<input type="text"/> LOV	<input type="text"/> LOV	Clear

Add

[AMIS Home | Back](#)

Internet

## Aircraft

When you access the **AIRCRAFT** form for the very first time and list available aircraft, AMIS retrieves every aircraft registration number defined Nationally during the last three years. At this time, every aircraft has an “inactive” status. When you change an aircraft’s status to “active” it is added to your site-specific

list. Later, when you list available aircraft to complete an invoice or other form, only those aircraft that have an active status for your site will display.

## To access the AIRCRAFT form

- On the AMIS menu, click **Aircraft**.

## To add a new AIRCRAFT

*Only users assigned the Data Entry Contract or Manager access role can add or modify aircraft information.*

- 1 On the AMIS menu, click **Aircraft**.
- 2 Before adding a new aircraft, check to ensure that the registration number does not already exist. See the section “To edit aircraft information.”
- 3 From the **AIRCRAFT** form, click **New** to add a new aircraft.
- 4 Complete the fields in the form as instructed.
- 5 To save the new aircraft information, click **Add**.

Field	Description and action to be taken
Registration No. (required)	Type the FAA aircraft registration number, including all characters and numbers or select from the list of values. The aircraft registration number must begin with the alphabetic designation of country or registration. For example:  N, designates the United States C, designates Canada M, designates Mexico.
Make (required)	Select the aircraft manufacturer from the list of values.
Model (for display only)	This field identifies the aircraft model.
Aircraft Type (for display only)	This field identifies the aircraft type. Valid aircraft type codes are: H, for helicopter T, for airtanker F, for all other fixed-wing aircraft
Fuel Consumption	This field identifies the rate of fuel consumed per hour, based on the aircraft manufacturer's engine specification and FAA guidelines.
IFR Capable	Type Y (yes) to identify the aircraft as IFR capable or N (no) to identify the aircraft as not being IFR capable. The default is "Y."

Field	Description and action to be taken
Active Flag	Select Y (active) or N (inactive) to include (activate) this aircraft in your site-specific listing. For new aircraft, the default is "Y."
Passenger Seat Mfg	This field identifies the number of passenger seats the aircraft contained when it was shipped from the aircraft's manufacturer.
No Pass Seat Norm	Type the number of seats available for passenger seating.

## To search for aircraft information

- 1 On the AMIS menu, click **Aircraft**.
- 2 From the **AIRCRAFT** form, you can find an existing aircraft by searching the Registration No., Make, Model, or Aircraft Type fields.
  - To search for an aircraft by registration number:
    - type the first few characters of a registration number in the Registration No. field followed by a wildcard (%), and click **Find**. (Example: N46%), or
    - click the LOV to select a registration number from the list of values.
  - To search by to search for an aircraft by Make:
    - type the first few characters of an aircraft manufacture's name in the Make field followed by a wildcard (%), and click **Find**. (Example: CESS%), or
    - click the LOV to select an aircraft manufacturer from the list of values (the Make, Model, and Aircraft Type fields will be auto populated with your selection), then click **Find** to search for any registered aircraft of the selected aircraft make/model.
  - To search for a registered aircraft by model, enter an Aircraft Model name in the Model field.
  - To search for an aircraft by type, enter an Aircraft Type Code in the Type field.

## To edit aircraft information

- 1 On the AMIS menu, click **Aircraft**.
- 2 From the **AIRCRAFT** form, find an aircraft using one of the search methods described above.
- 3 After selecting a registration number from the returned list of records, click the registration number to select it from the list.
- 4 Edit the fields of your choice, and click **Update**.

---

## To delete aircraft information

- 1 On the AMIS menu, click **Aircraft**.
- 2 From the **AIRCRAFT** form, find an existing aircraft by one of the search methods described above.
- 3 After selecting a registration number from the returned list of records, click the registration number to select it from the list.
- 4 Verify that the desired aircraft information displays on the screen.
- 5 To delete the aircraft registration number, click **Delete**, and click **OK** to confirm the deletion.

---

*You cannot delete an aircraft if it is attached to an invoice.*

---

## Vendors

Vendors contract with the Forest Service to supply aircraft and related services. If the vendor name does not already exist in the database when the contract is approved, you must enter it into AMIS before you can complete the AIRCRAFT form.

---

*Only users assigned the Data Entry Contract or Manager access role can add or update vendor information.*

---

## To access the VENDOR form

On the AMIS menu, click **Vendor**.

The screenshot shows a web browser window titled "Vendor - Microsoft Internet Explorer". The browser's address bar is empty, and the page content is displayed on a grid background. At the top of the page, there is a navigation menu with buttons for "Logoff", "Security", "Contract", "Aircraft", "Vendor", "Pilot", "Reports", and "Help". The "Vendor" button is highlighted. Below the navigation menu, the AMIS logo is displayed, consisting of the letters "AMIS" in a large, bold, serif font, with "AVIATION MANAGEMENT INFORMATION SYSTEM" in a smaller, sans-serif font underneath. The word "Vendor" is written in a large, blue, serif font. Below this, a text instruction reads: "Enter an aircraft vendor name, and click the Find button, or click the New button to add a Vendor." A text input field labeled "Vendor Name\*:" contains the text "LOV". To the right of the input field is a blue link labeled "LOV". Below the input field are three buttons: "Find", "Clear", and "New". At the bottom of the form, there is a blue link labeled "AMIS Home | Back |".

## To add a new vendor

- 1 On the AMIS menu, click **Vendor**.
- 2 From the **VENDOR** form, click **New**.
- 3 Complete the fields in the form, and click **Add**.

Field	Description and action to be taken
Vendor Name (required)	Type the name of the vendor, up to 30 characters. This field must be entered exactly as it appears in the contract. For Forest Service-owned aircraft, type USDA FS.
Vendor Address (required)	Type the street address of the vendor as specified in the contract.
Vendor City (required)	Type the city of the vendor's address as specified in the contract.
Vendor State (required)	Select the two-character state abbreviation of the vendor's address as specified in the contract from the pull-down list.
Vendor Zip Code (required)	Type the five-digit or ZIP+4 ZIP code of the vendor's address as specified in the contract.
Vendor Phone	Type the vendor's telephone number, in the format XXXXXXXXXX, up to 10 numeric characters (e.g., 2022535559).
Vendor Email	Type the vendor's email address.

## To search for a vendor

- 1 On the AMIS menu, click **Vendor**.
- 2 From the **VENDOR** form, enter a vendor name or click LOV to select from a list of values, then click **Find**.

## To modify vendor information

- 1 On the AMIS menu, click **Vendor**.
- 2 Select a vendor using the search method described above.
- 3 Select the vendor from the listing by clicking on the vendor name.
- 4 Edit the fields in the form, and click **Update**.

## To delete a vendor

- 1 On the AMIS menu, click **Vendor**.
- 2 Select a vendor using the search method described above.
- 3 Select the vendor from the listing by clicking on the vendor name.
- 4 Click **Delete**.

---

*You must be assigned the appropriate user category to delete a vendor. You cannot delete a vendor if it is attached to a contract and/or invoice.*

---

## Pilots

The **PILOT** form allows you to add, edit, or delete pilot names on your site-specific list.

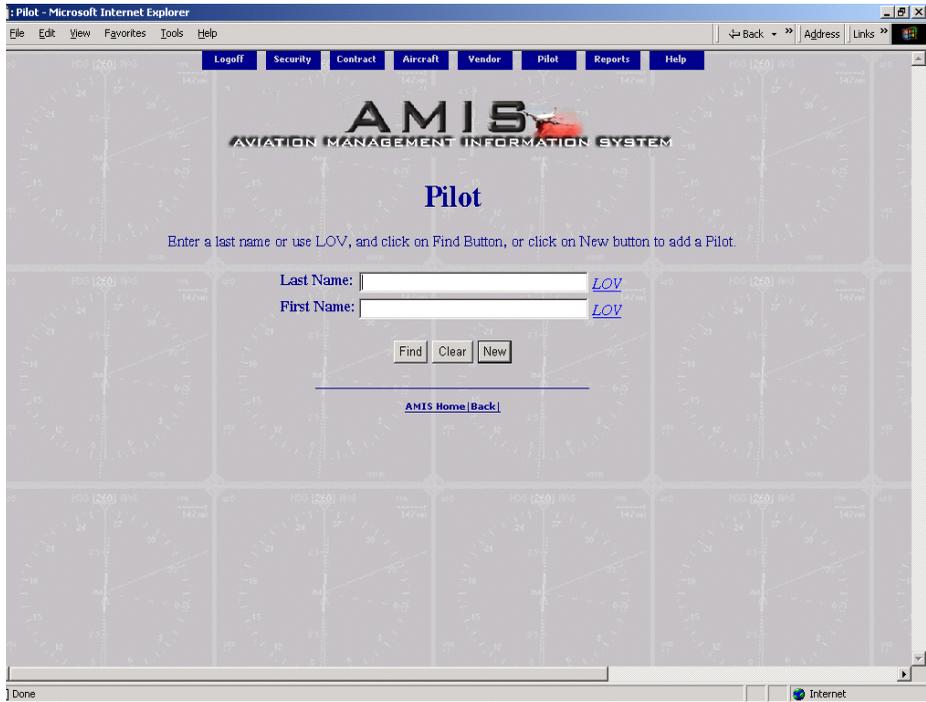
---

*Only users assigned the Data Entry Contract or Manager access role can add, update, or delete pilot information.*

---

## To access the PILOT form

- On the AMIS menu, click **Pilot**.



## To add a new pilot name

- 1 On the AMIS menu, click **Pilot**.
- 2 From the **PILOT** form, click **New** to add a new pilot name.
- 3 Enter a name in the Last Name and First Name fields and click **Add**.

---

*Before adding a new pilot, check to ensure that the pilot does not already exist in the AMIS database, by searching on the pilot's last name. For example "Bob Smith," "Bobby Smith," and "Robert Smith" may all refer to the same pilot.*

---

## To search for a pilot name

- 1 On the AMIS menu, click **Pilot**.
- 2 From the **PILOT** form, enter a last name, first name, or select a pilot name from a list of values, and click **Find**.

### To modify a pilot name

- 1 On the AMIS menu, click **Pilot**.
- 2 From the **PILOT** form, find a pilot name using the search method described above.
- 3 Select the pilot by clicking on the pilot name.
- 4 Edit the fields in the form, and click **Update**.

### To delete a pilot name

- 1 On the AMIS menu, click **Pilot**.
- 2 From the **PILOT** form, find a pilot name using the search method described above.
- 3 Select the pilot by clicking on the pilot name.
- 4 Click **Delete**.

## Invoices

Flight information is manually recorded on Flight Use Report FS-6500-122 forms. In AMIS, the **INVOICE** form allows you to electronically maintain key information from hardcopy FS-6500-122s. AMIS verifies most contract, vendor, and aircraft information based on the information entered on the **CONTRACT** form.

---

*Aircraft, vendor, and contract information must be up-to-date before you can enter an invoice (FS-6500-122).*

---

### To access the INVOICE form

From the AMIS menu, click **Invoice**.

The screenshot shows a web browser window titled "Flight Use Report - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar shows "Back" and "Address" fields. The main content area features a navigation menu with buttons for "Logoff", "Security", "Contract", "Aircraft", "Vendor", "Pilot", "Invoice", "Reports", and "Help". The "Invoice" button is highlighted. Below the menu is the AMIS logo, which reads "AMIS AVIATION MANAGEMENT INFORMATION SYSTEM". The main heading is "Flight Use Report". Below the heading is a text prompt: "Enter query criteria for Invoice and click on Find Button or click on New button to add an Invoice". There is a text input field labeled "Invoice No\*:" followed by "Find", "Clear", and "New" buttons. At the bottom of the form area, there is a link for "AMIS Home | Back |". The browser's status bar at the bottom shows "Internet".

## To add a new invoice

- 1 From the AMIS menu, click **Invoice**.
- 2 From the **INVOICE** form, click **New**.
- 3 Enter Invoice header information—Invoice No., Flight Date, Contract Number, and Registration Number, and remarks, if any.
- 4 When finished adding invoice header information, click **Add**.

Flight Use Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Logoff Security Contract Aircraft Vendor Pilot Invoice Reports Help

**AMIS**  
AVIATION MANAGEMENT INFORMATION SYSTEM

## Flight Use Report

All required fields are marked with an asterisk(\*)

Invoice No\*:  Flight Date\*:  CAL

Contract #\*:  LOV Contract No\*:

Vendor Name\*:  Org Code\*:

Supplying Unit\*:  Registration No\*:  LOV

Aircraft Make\*:  Aircraft Model\*:

Aircraft Type\*:  Inv Remarks:

Add Clear

[AMIS Home | Back](#)

Done Internet

The table below defines the invoice header information fields.

Field	Description and action to be taken
Invoice No (required)	Type the number of the invoice, the seven to ten-digit number located in the upper left-hand corner of form FS-6500-122.
Flight Date (required)	Type the month, day, and year of the flight, in the format mm/dd/yyyy or select the date from calendar. The date must be within the contract start and end dates.
Contract # (required)	Select from the list of values the contract number associated with the flight. This format includes dashes.
Contract No (for display only)	This field displays the contract number associated with the flight. This field is populated when a Contract # is selected from the list of values.
Vendor Name (for display only)	This field displays the name of the vendor as specified in the contract.
Org Code (for display only)	This field displays the 2- to 4-digit Forest Unit code, 3-digit agency code, or 2-digit state code of the unit or agency using the aircraft. This field is populated when a Contract # is selected from the list of values.
Supplying Unit (for display only)	The field displays the Forest Service organization unit that originated and/or administers the contract. This field is populated when a Contract # is selected from the list of values.

Field	Description and action to be taken
Registration No. (required)	Select the FAA registration number for the aircraft assigned to this contract from the list of values.
Aircraft Make (for display only)	This field displays the aircraft manufacturer. This field is populated when a Registration No. is selected from the list of values.
Aircraft Model (for display only)	This field displays the aircraft model. This field is populated when a Registration No. is selected from the list of values.
Aircraft Type (for display only)	This field displays the code for the aircraft type. This field is populated when a Registration No. is selected from the list of values
Inv Remarks	Type any comments related to the invoice.

### To add a new flight leg

- 1 Scroll down to the Invoice Details section of the **INVOICE** form and click **New** to enter the flight leg information associated with the invoice.
- 2 Continue entering flight legs, as necessary.
- 3 When finished, click **Add**.

The table below defines the flight leg fields.

Field	Description and action to be taken
Leg (required)	This field displays the number of the flight leg.
Org Code (required)	Select from the list of values the 2- to 4-digit Forest Unit code, 3-digit agency code, or 2-digit state code of the unit or agency using the aircraft. For example, "0210" identifies the Arapahoe and Roosevelt National Forests in Region 2.
User Code	Select from the list of values the two-digit code of the administrative unit using this leg of the flight.
Flight/Resource Order	Type the flight or resource order number assigned to this leg of the flight For example, "AZ-TFN-0139" is a valid resource number.
Flight Origin	Type the FAA airport code that identifies the starting point of this flight leg.
Flight Destination	Type the FAA airport code that identifies the ending point of this flight leg.
Mission Code (required)	Select from the list of values the two-digit mission code that best describes the use of the aircraft.  Use Mission in conjunction with Pay Code to describe the flight leg. For example, to describe an airtanker on standby, enter <b>10</b> in the Mission Code field and <b>SB</b> in the Pay Code field.
Pay Code (required)	Select from the list of values the two-character payment code that best describes the purpose of the charge.
Pilot Last Name	Type the last name of the pilot or select from the list of values.
Pilot First Name	Type the first name of the pilot for this flight leg.
Co-Pilot Last Name	Type the last name of the co-pilot for this flight leg or select from the list of values.

Co-Pilot First Name	Type the first name of the co-pilot for this flight leg.
Crew Members	Type the total number of passengers and crew members. <i>Do not count pilots and co-pilots as passengers-crew members.</i>
Cargo Type	Select the cargo type code of the cargo being transported for this flight leg from the list of values. Valid codes are: C - all other cargo P - paracargo L - long line (greater than 50 feet) S - sling load (less than 50 feet)
Cargo Lbs	Type the number of pounds of cargo, paracargo, or sling load delivered.
Retardant Type	Select the type of retardant used from the list of values. Valid codes are: F - foam L - liquid-based S - solid-based W - water
Retardant Gallons	Type the number of gallons of retardant delivered by the airtanker or helicopter.
H/C	Select one of the following from the pull-down list: H to identify "Hobbs Meter" C to identify "Clock Time" leave blank to skip this field and advance to the Elapse Time field.
Start	Type the beginning clock time or Hobbs meter reading, in the format 99999. Since you are restricted to a 5-character field length and a decimal point counts as one character, you must truncate the meter reading to fit. For example, suppose the beginning Hobbs meter reading is "7172.11." To enter the starting Hobbs reading to the nearest 10th, type <b>172.1</b> . To enter the starting Hobbs reading to the nearest 100th, type <b>72.11</b> .
Stop	Type the ending clock time or Hobbs meter reading, in the format 99999.
Elapse Time	This field displays the calculated elapsed time of the flight leg. If the Rate field is a daily or flat rate, the Elapse Time field is "1."
Rate	Type the appropriate hourly, daily, or Hobbs meter rate, in the format 9999.99.
Leg Total (for display only)	This field displays the calculated total of the Elapse Time multiplied by the Rate.

*If you change the clock type (H/C), you must re-enter the start, stop, and rate.*

### Completing the pilots/passengers/cargo/retardant fields

You can only enter pilot, passenger, cargo, and retardant information for the Pay Codes as shown below.

Pay Code	Description	Type of Information
CN	canceled flight or dispatch	pilot, passenger, and retardant information
DO	mandatory day off	pilot information only
ES	extended standby	pilot and passenger information
FT	flight time	pilot, passenger, cargo, and retardant information
GU	guarantee	pilot information only
ON	overnight	pilot information only
SB	standby	pilot information only

## To search for an invoice

- 1 From the AMIS menu, click **Invoice**.
- 2 From the **INVOICE** form, find an invoice number by typing the first few characters of a invoice number followed by a wildcard (%) in the Invoice No. field and click **Find**. (For example, to find Invoice No. 234241, type "234%").

## To edit an invoice

- 1 From the AMIS menu, click **Invoice**.
- 2 From the **INVOICE** form, find an invoice number by using the method described above.
- 3 Click on an invoice number to select it.
- 4 Edit the fields in the form as instructed, and click **Update**.

---

*To speed performance, the Invoice Number LOV only returns 100 records. For best results type the entire invoice number.*

---

## To delete an invoice

---

*You must have the appropriate access role to delete an invoice.*

---

- 1 From the AMIS menu, click **Invoice**.
- 2 From the **INVOICE** form, find an invoice number by using the method described above.
- 3 Click on an invoice number to select it.
- 4 From the **Invoice Update** form, click **Delete**.

## To edit a flight leg

- 1 From the AMIS menu, click **Invoice**.
- 2 From the **INVOICE** form, find an invoice number by using the method described above.
- 3 Click on an invoice number to select it.
- 4 Scroll down to the Flight Leg section.
- 5 Select a flight leg to edit, by clicking on the flight leg number.
- 6 Edit the fields in the flight leg form, and click **Update**.

## To clear a line of flight leg information

- 1 From the AMIS menu, click **Invoice**.
- 2 From the **INVOICE** form, find an invoice number by using the method described above.
- 3 Click on an invoice number to select it.
- 4 Scroll down to the Flight Leg section.
- 5 Select a flight leg to edit, by clicking on the flight leg number.
- 6 From the **Flight Leg Update** form, click **Delete**.

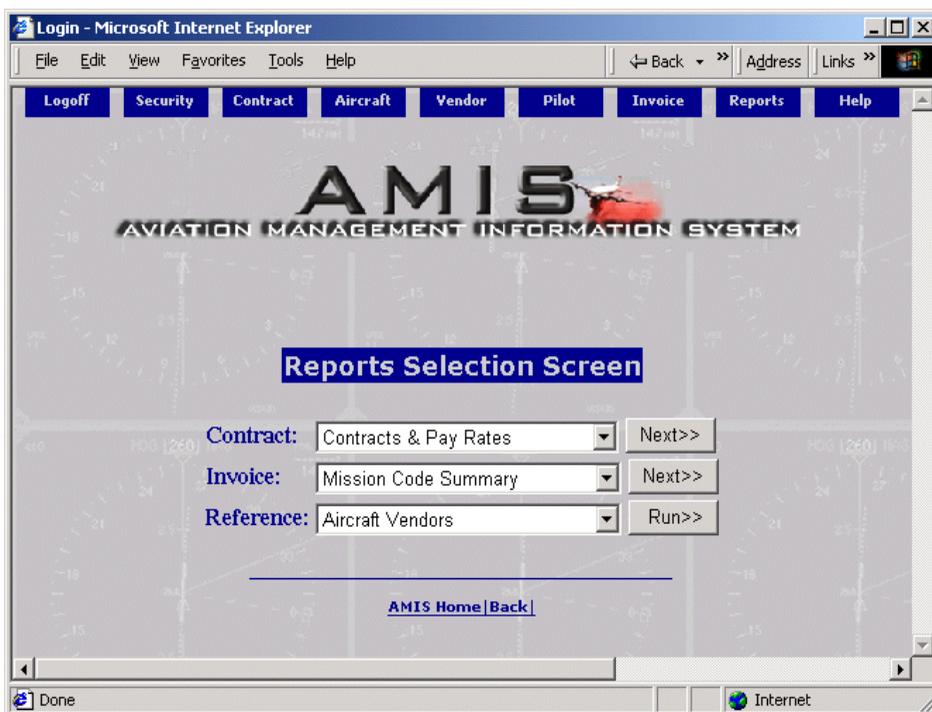
## Chapter 4. AMIS reports

This chapter explains how to generate an AMIS report.

### Accessing AMIS Reports menu

The Reports menu lists three report categories:

- **Contract Reports**, which are generated from contract and aircraft data.
- **Invoice Reports**, which are generated from Flight Use Report data.
- **Reference Reports**, which are generated from a variety of AMIS data.



### To access AMIS reports

- 1 Select Reports from the AMIS menu.
- 2 Select a report category from one of the pull-down lists.
- 3 Select report parameters, if applicable.
- 4 Click **Run** to generate the report.

5 From the report screen, the report can be viewed, printed, or saved.

### To print an AMIS report

- On your browser's toolbar, click **Print**.

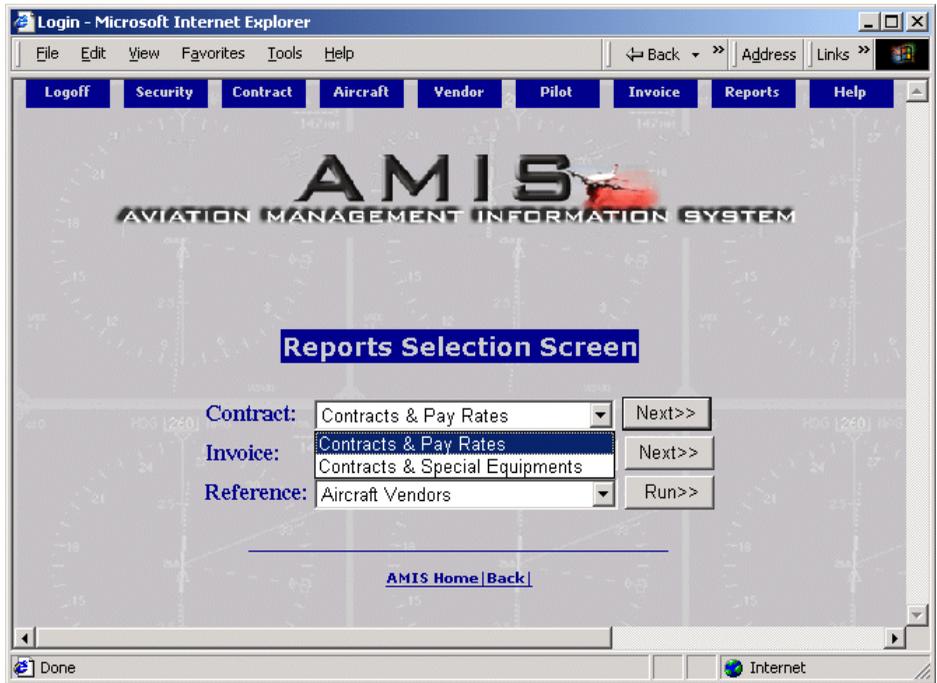
### To save an AMIS report

You can save an AMIS report to a file and import into another program such as Word or Excel.

- 1 On the **File** menu, click **Save As**.
- 2 In the File Name box, name the file and select a file type in the in the Save As Type box.

### To select a contract report

- 1 Select a contract report name from the pull-down list, and click **Next**.
- 2 Select a start date and end date for the report
  - **Start Date** is the first date of information to be gathered for the report.
  - **End Date** is the last date of information to be gathered for the report.
- 3 Click **Run** to view the report.



**Contract Reports Selection Screen**

**Report Name: Contracts & Special Equipments**

**Start Date:** Month: Jan Day: 1 Year: 2003

**End Date:** Month: Dec Day: 31 Year: 2003

Run>> <<Back

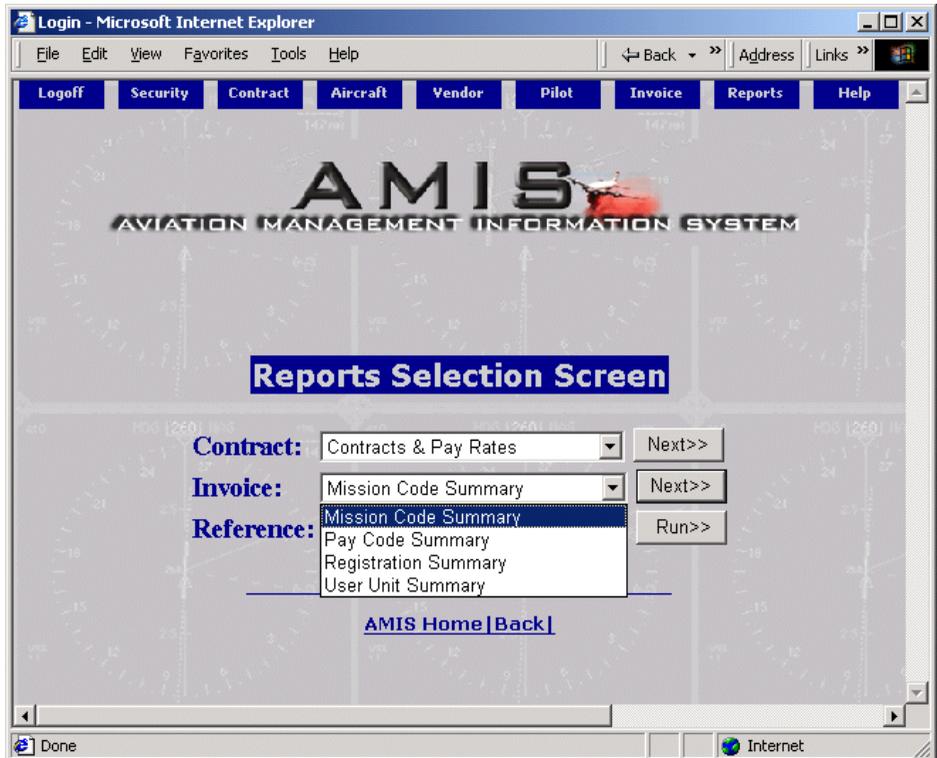
### To select an invoice report

- 1 Select a report category from the pull-down list, and click **Next**.
- 2 Select a report name from the pull-down list, and click **Next**.
- 3 Complete the Start Date, End Date, and if shown, the report parameter fields. Press TAB after each entry, and click **Run**.

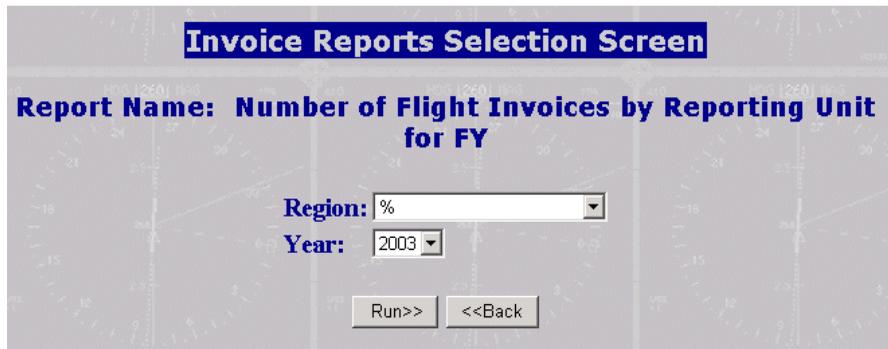
### AMIS invoice report parameters

You can customize many AMIS Invoice reports by specifying report parameters. The following fields are identified on the AMIS Report parameters dialog box:

- **Start Date** is the first date of information to be gathered for the report. The default Start Date Month/Day/Year is “Jan 1, *current year*.”
- **End Date** is the last date of information to be gathered for the report. The default End Date Month/Day/Year is “Jan 1, *current year*.”
- **Parameter** field varies according to the report you select. A percent sign (%) in the parameter field indicates “all.”



**Report #0: Number of Flight Invoices by Reporting Unit for FY**



**Report #1: User Unit–Mission Code–Registration Summary**

**Invoice Reports Selection Screen**

**Report Name: User Unit-Mission Code**

Start Date: Month:  Day:  Year:

End Date: Month:  Day:  Year:

User Unit:

Registration No:

**Report #2: User Unit–Aircraft Type–Registration Summary**

**Invoice Reports Selection Screen**

**Report Name: User Unit-Aircraft Type**

Start Date: Month:  Day:  Year:

End Date: Month:  Day:  Year:

User Unit:

**Report #3: User Unit–Aircraft Type–Pay Code Summary**

**Invoice Reports Selection Screen**

**Report Name: User Unit-Aircraft Type**

Start Date: Month:  Day:  Year:

End Date: Month:  Day:  Year:

User Unit:

Registration No:

**Report #4: User Unit–Aircraft Type–Mission Code Summary**

**Invoice Reports Selection Screen**

**Report Name: User Unit-Aircraft Type**

Start Date: Month:  Day:  Year:

End Date: Month:  Day:  Year:

User Unit:

Registration No:

**Report #5: User Unit–User Code–Registration Summary**

**Invoice Reports Selection Screen**

**Report Name: User Unit-User Code**

Start Date: Month:  Day:  Year:

End Date: Month:  Day:  Year:

User Unit:

Registration No:

**Report #6: User Unit–User Code–Mission Code Summary**

**Invoice Reports Selection Screen**

**Report Name: User Unit-User Code**

Start Date: Month:  Day:  Year:

End Date: Month:  Day:  Year:

User Unit:

Registration No:

Aircraft Type:

**Report #7: Aircraft Type–Mission Code Summary**

**Invoice Reports Selection Screen**

**Report Name: Aircraft Type**

Start Date: Month:  Day:  Year:

End Date: Month:  Day:  Year:

User Unit:

Registration No:

Contract:

**Report #8: Aircraft Type–Pay Code Summary**

**Invoice Reports Selection Screen**

**Report Name: Aircraft Type**

Start Date: Month:  Day:  Year:

End Date: Month:  Day:  Year:

User Unit:

Registration No:

Contract:

**Report #9: Aircraft Type–Registration Number Summary**

**Invoice Reports Selection Screen**

**Report Name: Aircraft Type**

Start Date: Month:  Day:  Year:

End Date: Month:  Day:  Year:

User Unit:

Registration No:

Contract:

**Report #10: Retardant Base–User Unit Summary**

**Invoice Reports Selection Screen**

**Report Name: Retardant Base**

Start Date: Month:  Day:  Year:

End Date: Month:  Day:  Year:

User Unit:

Aircraft Type:

Contract:

Base:

**Report #11: Contract Number–Pay Code Summary**

**Invoice Reports Selection Screen**

**Report Name: Supplying Unit-Contract Number**

Start Date: Month:  Day:  Year:

End Date: Month:  Day:  Year:

User Unit:

Contract:

**Report #12: Supplying Unit–Aircraft Type–Registration Summary**

**Invoice Reports Selection Screen**

**Report Name: Supplying Unit-Aircraft Type**

Start Date: Month:  Day:  Year:

End Date: Month:  Day:  Year:

User Unit:

**Report #13: Helicopter Type–Registration Number Summary**

**Invoice Reports Selection Screen**

**Report Name: Helicopter Type**

**Start Date:** Month:  Day:  Year:

**End Date:** Month:  Day:  Year:

**User Unit:**

**Contract:**

**Report #14: WCF Aircraft--User Unit Summary**

**Invoice Reports Selection Screen**

**Report Name: WCF Aircraft**

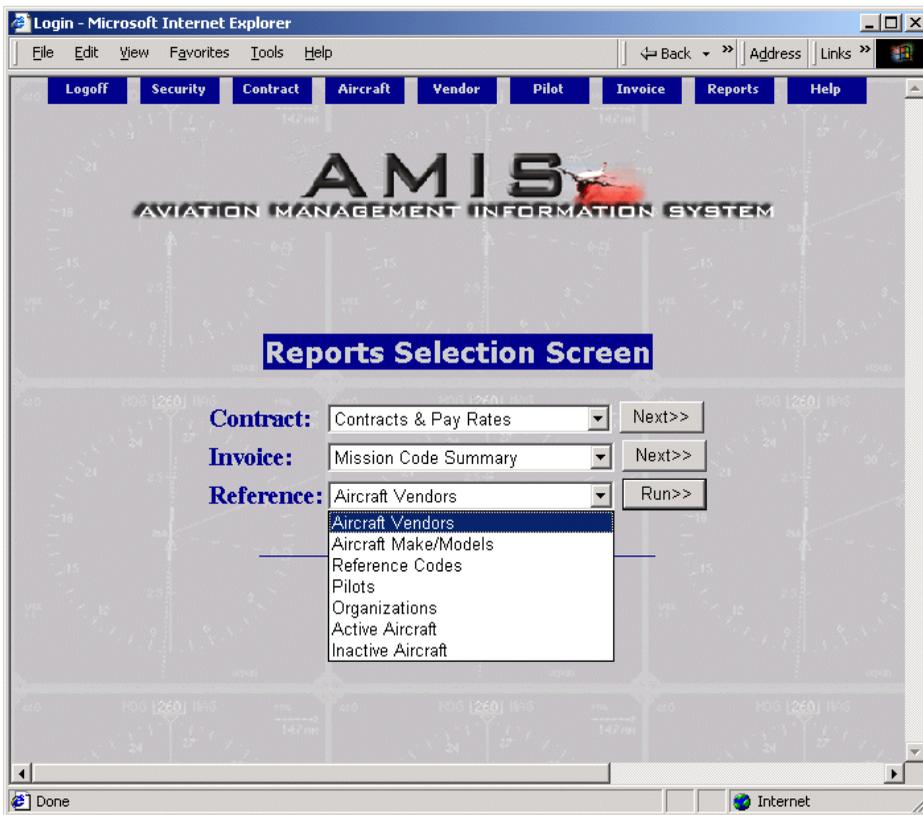
**Start Date:** Month:  Day:  Year:

**End Date:** Month:  Day:  Year:

**User Unit:**

**To select a reference report**

Select a reference report name from the pull-down list, and click **Run**.



# Appendix A. Pay codes and invoices

The *Pay Code* field defines the type of use the aircraft performed for each flight leg of the invoice. Typically, several Pay Codes are used to describe a single flight.

Pay Code	Description
AV	availability
CH	other changes
CN	canceled flight or dispatch
CR	other credit
DO	mandatory day off
ES	extended standby
FT	flight time
GU	guarantee
JC	job contract
NA	non-availability
NF	other non-flight
ON	overnight
SB	standby
SP	special passenger - used to track SES, Congressional, and other special passengers
ST	service truck
TX	taxes

For example, to describe the availability, actual flight time, and any extended standby of a single aircraft, you must use three Pay Codes:

Leg 1	+AV (availability)
Leg 2	+FT (total flight time)
Leg 3	+ES (extended standby)
	\$Total of all charges

The following chart lists the required and optional fields on the FLIGHT USE REPORT for each Pay Code. Pay Codes are listed alphabetically and are divided into tanker (T), fixed wing (F), and helicopter (H) aircraft.

# Pay Code navigation

Pay Code	Air-craft	Pilot name	Pass. Crew	Carg. Type	Carg. Lbs.	Ret. Type	Ret. Gals.	Meter Type	Start Time	Stop Time	Lapse Time	Rate	Leg Total
AV	T	X	X	X	X	X	X	CO	O	R	R	R	calc
	F	X	X	X	X	X	X	CO	O	O	R	R	calc
	H	X	X	X	X	X	X	CO	O	O	R	R	calc
CH	T	X	X	X	X	X	X	X	X	X	R	R	calc
	F	X	X	X	X	X	X	X	X	X	R	R	calc
	H	X	X	X	X	X	X	X	X	X	R	R	calc
CN	T	O	O	X	X	O	O	R	R	R	R	R	calc
	F	O	O	O	X	X	X	X	R	R	R	R	calc
	H	O	O	X	X	O	O	R	R	R	R	R	calc
CR	T	X	X	X	X	X	X	X	X	X	X	-R	calc
	F	X	X	X	X	X	X	X	X	X	X	-R	calc
	H	X	X	X	X	X	X	X	X	X	X	-R	calc
DO	T	O	X	X	X	X	X	X	X	X	X	X	calc
	F	O	X	X	X	X	X	X	X	X	X	X	calc
	H	O	X	X	X	X	X	X	X	X	X	X	null
ES	T	O	X	X	X	X	X	CO	O	O	R	R	null
	F	O	X	X	X	X	X	CO	O	O	R	R	calc
	H	O	X	X	X	X	X	CO	O	O	R	R	calc
FT	T	R	O	O	O	R	R	R	R	R	R	R	calc
	F	R		O	O	O	X	X	R	R	R	R	calc
	H	R	O	O	O	O	O	R	R	R	R	R	calc
GU	T	O	X	X	X	X	X	CO	O	O	R	R	calc
	F	O	X	X	X	X	X	CO	O	O	R	R	calc
	H	O	X	X	X	X	X	CO	O	O	R	R	calc
JC	T	X	X	X	X	X	X	X	X	X	X	X	calc
	F	X	X	X	X	X	X	X	X	X	R	R	calc
	H	X	X	X	X	X	X	X	X	X	R	R	calc
NA	T	X	X	X	X	X	X	CO	O	O	R	X	null
	F	X	X	X	X	X	X	CO	O	O	R	X	null
	H	X	X	X	X	X	X	CO	O	O	R	X	null
NF	T	X	X	X	X	X	X	CO	O	O	R	R	null
	F	X	X	X	X	X	X	CO	O	O	R	R	calc
	H	X	X	X	X	X	X	CO	O	O	R	R	calc
ON	T	O	X	X	X	X	X	X	X	X	R	R	calc
	F	O	X	X	X	X	X	X	X	X	R	R	calc
	H	O	X	X	X	X	X	X	X	X	R	R	calc
SB	T	O	O	X	X	X	X	CO	O	O	R	R	calc
	F	O	O	X	X	X	X	CO	O	O	R	R	calc
	H	O	O	X	X	X	X	CO	O	O	R	R	calc
SP	T	X	X	X	X	X	X	X	X	X	X	X	null
	F	X	X	X	X	X	X	X	X	X	X	X	null
	H	X	X	X	X	X	X	X	X	X	X	X	null
ST	T	X	X	X	X	X	X	X	X	X	X	R	calc
	F	X	X	X	X	X	X	X	X	X	X	R	calc
	H	X	X	X	X	X	X	X	X	X	X	R	calc
TX	T	X	X	X	X	X	X	X	X	X	R	R	calc
	F	X	X	X	X	X	X	X	X	X	R	R	calc
	H	X	X	X	X	X	X	X	X	X	R	R	calc

The following abbreviations apply for every field:

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
R	required entry	X	skipped entry
-R	required entry, displayed as a negative value	H	hardcoded entry specified by user
O	optional	C	“Clock” specified by user

# Appendix B. Report samples

Appendix B identifies the reports that you can generate in AMIS.

## AMIS contract reports

### Contract Report #1: Current Contracts & Pay Rates

Rpt-Cntr-01	CURRENT CONTRACTS AND PAY RATES				Page
Rpt Date:	02/12/2003	01/01/2003	Through	12/31/2003	
Supplying Unit:					0103
Contract No:	55-9188-7-1E42	Begin Date:			
Vendor:	Classic Helicopter Corp.			Ending Date:	
Regist	Make	Model	Pay Code		
-----	-----	-----	-----		
N206AH	BELL	206L-III	AV		
			ES		
			FT		
N560P	BELL	206L-III	AV		
			ST		
			ON		
			FT		
			ES		
N902EH	BELL	206L-III	FT		

### Contract Report #2: Current Contracts & Special Equipment

Rpt-Cntr-02	CURRENT CONTRACTS AND SPECIAL EQUIPMENT				Page
Rpt Date:	02/12/2003	01/01/2003	Through	12/31/2003	
Supplying Unit:					01
Contract No:	ANDREATEST3	Begin Date:			
Vendor:	Midwest Helicopters Ltd			Ending Date:	
Regist	Model	Special Equipment			
-----	-----	-----		-----	
N6386E	172 SKYHAWK	Antennas			
Supplying Unit:					0514
Contract No:	CWN-0-14-B-3	Begin Date:			
Vendor:	Redding Aero Enterprises			Ending Date:	
Regist	Model	Special Equipment			

## AMIS invoice reports

### Invoice Report #0: Number of Flight Invoices by Reporting Unit for FY

Number of Flight Invoices by Reporting Unit for FY	
for Region: [%] Year: [2001]	
Report #0 ran on March 18, 2003 04:08 p.m. Central Time	
Upward Reporting Unit	Count of Invoices Loaded
01	618
0102	54
0103	193
0104	627
0108	40
0110	326
0111	448
0112	106
0114	118
0115	55
0116	338

### Invoice Report #1: User Unit–Mission Code–Registration Summary

Unit Unit–Mission Code–Registration Summary							
for User Unit: [%] and Registration Number: [%]							
and Use Date Range of 01/01/1999 Through 01/01/2000							
Report #1 ran on: September 19, 2002 11:52 a.m. Central Time							
Mission Code	Registration	Crew and Passengers	Pounds of Cargo	Gallons of Retardant	Flight Hours	Flight Cost	Mission Code Total Cost
User Unit: 0							
01	N103AS	4	0	0	4.25	867.00	982.91
	N106Z	8	0	0	18.30	8,601.00	8,601.00
	N110Z	11	0	0	8.00	2,656.00	2,656.00
	N111Z	6	0	0	11.10	1,720.50	1,720.50
	N112Z	5	0	0	7.40	2,456.80	2,456.80
	N115Z	10	0	0	3.80	1,995.00	1,995.00
	N162Z	9	0	0	3.80	1,132.40	1,132.40
	N9307G	1	0	0	4.27	824.11	824.11
<b>Mission Code Total</b>		<b>54</b>	<b>0</b>	<b>0</b>	<b>60.92</b>	<b>20,252.81</b>	<b>20,368.72</b>
02	N106Z	2	0	0	9.60	4,512.00	4,512.00
	N110Z	1	30	0	4.30	1,422.20	1,422.20
	N111Z	5	120	0	20.30	3,146.50	3,146.50
	N112Z	11	330	0	38.40	12,744.40	12,744.40
	N115Z	10	0	0	22.80	12,335.50	12,335.50
	N142Z	1	0	0	6.30	3,551.90	3,551.90

### Invoice Report #2: User Unit–Aircraft Type–Registration Summary

#### User Unit--Aircraft Type--Registration Summary

for User Unit: [%]  
 and Use Date Range of 01/01/2003 Through 12/31/2003  
 Report #2 ran on: March 18, 2003 04:17 p.m. Central Time

Aircraft Type	Registration	Crew and Passengers	Pounds of Cargo	Gallons of Retardant	Flight Hours	Flight Cost	Mission Code Total Cost
<b>User Unit: 01</b>							
F	N111Z	0	0	0	142.00	34,790.00	34,790.00
<b>Aircraft Type Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>142.00</b>	<b>34,790.00</b>	<b>34,790.00</b>
H	N188EH	0	0	21	111.00	13,875.00	13,875.00
<b>Aircraft Type Total</b>		<b>0</b>	<b>0</b>	<b>21</b>	<b>111.00</b>	<b>13,875.00</b>	<b>13,875.00</b>
<b>Unit Total</b>		<b>0</b>	<b>0</b>	<b>21</b>	<b>253.00</b>	<b>48,665.00</b>	<b>48,665.00</b>

### Invoice Report #3: User Unit–Aircraft Type–Pay Code Summary

#### User Unit--Aircraft Type--Pay Code Summary

for User Unit: [%] and Registration Number: [%]  
 and Use Date Range of 01/01/1999 Through 01/01/2000  
 Report #3 ran on: September 19, 2002 11:08 a.m. Central Time

Aircraft Type	Pay Code	Crew and Passengers	Pounds of Cargo	Gallons of Retardant	Flight Hours	Flight Cost	Total Cost
<b>User Unit: 01</b>							
F	AV	0	0	0	.00	.00	1,413.06
	CH	0	0	0	.00	.00	619.00
	DO	0	0	0	.00	.00	.00
	ES	0	0	0	.00	.00	1,975.65
	FT	1,684	22,010	0	1,199.87	341,967.62	341,967.62
	NF	0	0	0	.00	.00	879.60
	ON	17	0	0	.00	.00	6,865.00
	SB	23	0	0	.00	.00	15,199.78
	SP	0	0	0	.00	.00	.00
	TX	0	0	0	.00	.00	2,062.96
<b>Aircraft Type Total:</b>		<b>1,724</b>	<b>22,010</b>	<b>0</b>	<b>1,199.87</b>	<b>341,967.62</b>	<b>370,982.67</b>

### Invoice Report #4: User Unit--Aircraft Type--Mission Code Summary

User Unit--Aircraft Type--Mission Code Summary  
 for User Unit: [%] and Registration Number: [%]  
 and Use Date Range of 01/01/1999 Through 01/01/2000  
 Report #4 ran on: September 19, 2002 01:49 p.m. Central Time

Aircraft Type	Mission Code	Crew and Passengers	Pounds of Cargo	Gallons of Retardant	Flight Hours	Flight Cost	Mission Code Total Cost
User Unit: 01							
F	01	37	0	0	42.62	11,651.81	11,767.72
	02	76	980	0	130.90	52,382.40	52,382.40
	03	8	30	0	25.90	10,946.90	10,946.90
	05	98	1,800	0	38.01	13,680.15	13,868.68
	06	3	0	0	.95	206.15	206.15
	08	27	0	0	53.62	16,225.05	30,841.80
	09	2	0	0	27.00	8,728.20	8,728.20
	10	0	0	0	.93	232.50	1,644.40
	11	897	9,700	0	73.80	45,055.80	47,447.45
	14	0	600	0	6.62	1,339.63	1,339.63
	15	2	0	0	1.70	263.50	263.50
	18	272	3,020	0	114.40	39,352.91	42,266.73
	19	271	1,390	0	627.04	126,555.47	133,930.80

### Invoice Report #5: User Unit--User Code--Registration Summary

User Unit--User Code--Registration Summary  
 for User Unit: [%] and Registration Number: [%]  
 and Use Date Range of 01/01/1999 Through 01/01/2000  
 Report #5 ran on: September 19, 2002 12:35 p.m. Central Time

User Code	Registration	Crew and Passengers	Pounds of Cargo	Gallons of Retardant	Flight Hours	Flight Cost	Mission Code Total Cost
User Unit: 01							
01	N103AS	0	600	0	4.45	907.80	1,236.37
	N106Z	10	0	0	27.90	13,113.00	13,113.00
	N107BH	9	0	0	3.80	1,995.00	1,995.00
	N110Z	56	60	0	39.40	13,061.60	13,061.60
	N111Z	50	120	0	75.70	11,677.50	11,677.50
	N112Z	88	490	0	93.80	31,114.20	31,114.20
	N113AB	4	0	0	12.59	4,658.30	12,919.10
	N115Z	417	5,850	0	74.30	39,373.00	39,373.00
	N116AB	6	0	0	7.70	2,849.00	5,221.00
	N120Z	2	0	0	2.10	672.00	672.00
	N1385L	8	0	0	11.50	4,255.00	6,765.00

**Invoice Report #6: User Unit–User Code–Mission Code**

**User Unit–User Code–Mission Code**

for User Unit: [%] and Registration Number: [%] Aircraft Type [%]  
 and Use Date Range of 01/01/2003 Through 12/31/2003  
 Report #6 ran on: March 18, 2003 03:41 p.m. Central Time

User Code	Mission Code	Crew and Passengers	Pounds of Cargo	Gallons of Retardant	Flight Hours	Flight Cost	Mission Code Total Cost
<b>User Unit: 01</b>							
01	01	0	0	0	78.00	9,750.00	9,750.00
	02	0	0	21	175.00	38,915.00	38,915.00
<b>User Code Total</b>		<b>0</b>	<b>0</b>	<b>21</b>	<b>253.00</b>	<b>48,665.00</b>	<b>48,665.00</b>
<b>Unit Total</b>		<b>0</b>	<b>0</b>	<b>21</b>	<b>253.00</b>	<b>48,665.00</b>	<b>48,665.00</b>

**Invoice Report #7: Aircraft Type–Mission Code Summary**

**Aircraft Type–Mission Code Summary**

for User Unit: [%] and Registration Number: [%] Aircraft Type [%]  
 and Use Date Range of 01/01/2003 Through 12/31/2003  
 Report #7 ran on: March 18, 2003 04:24 p.m. Central Time Help

Aircraft Type	Mission Code	Crew and Passengers	Pounds of Cargo	Gallons of Retardant	Flight Hours	Flight Cost	Total Cost
F	02	0	0	0	142.00	34,790.00	34,790.00
<b>Aircraft Type Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>142.00</b>	<b>34,790.00</b>	<b>34,790.00</b>
H	01	0	0	0	78.00	9,750.00	9,750.00
	02	0	0	21	33.00	4,125.00	4,125.00
	01	0	0	0	.00	.00	300.00
<b>Aircraft Type Total</b>		<b>0</b>	<b>0</b>	<b>21</b>	<b>111.00</b>	<b>13,875.00</b>	<b>14,175.00</b>
<b>Grand Total</b>		<b>0</b>	<b>0</b>	<b>21</b>	<b>253.00</b>	<b>48,665.00</b>	<b>48,965.00</b>

### Invoice Report #8: Aircraft Type–Pay Code Summary

#### Aircraft Type–Pay Code Summary

for User Unit: [%] Contract Number: [%] Registration Number: [%]  
 and Use Date Range of 01/01/2003 Through 12/31/2003  
 Report #8 ran on: March 18, 2003 04:12 p.m. Central Time

Aircraft Type	Pay Code	Crew and Passengers	Pounds of Cargo	Gallons of Retardant	Flight Hours	Flight Cost	Total Cost
F	FT	0	0	0	142.00	34,790.00	34,790.00
<b>Aircraft Type Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>142.00</b>	<b>34,790.00</b>	<b>34,790.00</b>
H	ES	0	0	0	.00	.00	300.00
	FT	0	0	21	111.00	13,875.00	13,875.00
<b>Aircraft Type Total</b>		<b>0</b>	<b>0</b>	<b>21</b>	<b>111.00</b>	<b>13,875.00</b>	<b>14,175.00</b>
<b>Grand Total</b>		<b>0</b>	<b>0</b>	<b>21</b>	<b>253.00</b>	<b>48,665.00</b>	<b>48,965.00</b>

### Invoice Report #9: Aircraft Type–Registration Number Summary

#### Aircraft Type–Registration Number Summary

for User Unit: [%] Contract Number: [%] Registration Number: [%]  
 and Use Date Range of 01/01/2003 Through 12/31/2003  
 Report #9 ran on: March 18, 2003 04:27 p.m. Central Time

Aircraft Type	Registration	Crew and Passengers	Pounds of Cargo	Gallons of Retardant	Flight Hours	Flight Cost	Total Cost
F	N111Z	0	0	0	142.00	34,790.00	34,790.00
<b>Aircraft Type Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>142.00</b>	<b>34,790.00</b>	<b>34,790.00</b>
H	N188EH	0	0	21	111.00	13,875.00	14,175.00
<b>Aircraft Type Total</b>		<b>0</b>	<b>0</b>	<b>21</b>	<b>111.00</b>	<b>13,875.00</b>	<b>14,175.00</b>
<b>Grand Total</b>		<b>0</b>	<b>0</b>	<b>21</b>	<b>253.00</b>	<b>48,665.00</b>	<b>48,965.00</b>

### Invoice Report #10: Retardant Base--User Unit Summary

#### Retardant Base--User Unit Summary

for User Unit: [%] Contract Number: [%] Retardant Base: [%] Aircraft Type: [%]  
 and Use Date Range of 01/01/2001 Through 12/31/2003  
 Report #10 ran on: March 18, 2003 04:31 p.m. Central Time

Retardant Base	User Unit	User Unit Name	Gallons of Retardant	Flight Hours	Flight Cost	Total Cost
HEB	0403	Bridger-Teton National Forest	3,360	1.80	1,827.00	1,827.00
	0616	Wallowa-Whitman National Forest	1,400	.60	310.80	310.80
<b>Base Total</b>			<b>4,760</b>	<b>2.40</b>	<b>2,137.80</b>	<b>2,137.80</b>
HLB	0415	Targhee National Forest	13,500	4.30	3,629.20	3,629.20
<b>Base Total</b>			<b>13,500</b>	<b>4.30</b>	<b>3,629.20</b>	<b>3,629.20</b>

### Invoice Report #11: Contract Number--Pay Code Summary

#### Contract Number--Pay Code Summary

for for Supplying Unit: [%] Contract Number: [%]  
 and Use Date Range of 01/01/1999 Through 01/01/2001  
 Report #11 ran on: September 19, 2002 01:44 p.m. Central Time

Contract Number	Pay Code	Crew and Passengers	Pounds of Cargo	Gallons of Retardant	Flight Hours	Flight Cost	Total Cost
00-01	FT	0	0	0	46.07	4,422.72	4,422.72
<b>Contract Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>46.07</b>	<b>4,422.72</b>	<b>4,422.72</b>
00-024B-8-1048	FT	77	0	0	86.20	11,637.00	11,637.00
	SB	5	0	0	.00	.00	473.50
<b>Contract Total</b>		<b>82</b>	<b>0</b>	<b>0</b>	<b>86.20</b>	<b>11,637.00</b>	<b>12,110.50</b>
00-04U3-0-1039	FT	30	0	0	27.70	4,155.00	4,155.00
	SB	0	0	0	.00	.00	1,372.50
<b>Contract Total</b>		<b>30</b>	<b>0</b>	<b>0</b>	<b>27.70</b>	<b>4,155.00</b>	<b>5,527.50</b>
00-54A7-9-0146	FT	11	0	0	11.42	1,096.32	1,096.32
<b>Contract Total</b>		<b>11</b>	<b>0</b>	<b>0</b>	<b>11.42</b>	<b>1,096.32</b>	<b>1,096.32</b>
00-56A6-5-5040	FT	4	0	0	51.43	4,937.28	4,937.28
<b>Contract Total</b>		<b>4</b>	<b>0</b>	<b>0</b>	<b>51.43</b>	<b>4,937.28</b>	<b>4,937.28</b>
00-91W8-0-0034	FT	28	0	0	59.10	9,751.50	9,751.50

### Invoice Report #12: Supplying Unit--Aircraft Type--Registration Summary

<b>Supplying Unit--Aircraft Type--Registration Summary</b>							
for Supplying Unit: [%] and Use Date Range of 01/01/2003 Through 12/31/2003 Report #12 ran on: March 18, 2003 04:05 p.m. Central Time							
<b>Aircraft Type</b>	<b>Registration</b>	<b>Crew and Passengers</b>	<b>Pounds of Cargo</b>	<b>Gallons of Retardant</b>	<b>Flight Hours</b>	<b>Flight Cost</b>	<b>Total Cost</b>
<b>User Unit: 01</b>							
F	N111Z	0	0	0	142.00	34,790.00	34,790.00
<b>Aircraft Type Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>142.00</b>	<b>34,790.00</b>	<b>34,790.00</b>
<b>User Unit: 01</b>							
H	N188EH	0	0	21	111.00	13,875.00	13,875.00
<b>Aircraft Type Total:</b>		<b>0</b>	<b>0</b>	<b>21</b>	<b>111.00</b>	<b>13,875.00</b>	<b>13,875.00</b>
<b>Unit Total:</b>		<b>0</b>	<b>0</b>	<b>21</b>	<b>253.00</b>	<b>48,665.00</b>	<b>48,665.00</b>
<b>User Unit: AL</b>							
H	N188EH	0	0	0	.00	.00	300.00
<b>Aircraft Type Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>.00</b>	<b>.00</b>	<b>300.00</b>

### Invoice Report #13: Helicopter Type--Registration Number Summary

<b>Helicopter Type--Registration Summary</b>							
for User Unit: [%] Contract Number: [%] and Use Date Range of 01/01/2003 Through 12/31/2003 Report #13 ran on: March 18, 2003 04:01 p.m. Central Time							
<b>Helicopter Type</b>	<b>Registration</b>	<b>Crew and Passengers</b>	<b>Pounds of Cargo</b>	<b>Gallons of Retardant</b>	<b>Flight Hours</b>	<b>Flight Cost</b>	<b>Total Cost</b>
3	N188EH	0	0	21	111.00	13,875.00	14,175.00
<b>Type Total</b>		<b>0</b>	<b>0</b>	<b>21</b>	<b>111.00</b>	<b>13,875.00</b>	<b>14,175.00</b>
<b>Grand Total</b>		<b>0</b>	<b>0</b>	<b>21</b>	<b>111.00</b>	<b>13,875.00</b>	<b>14,175.00</b>

### Invoice Report #14: WCF Aircraft–User Unit Summary

**WCF Aircraft–User Unit Summary**

for User Unit: [%]

and Use Date Range of 01/01/1999 Through 01/01/2000

Report #14 ran on: September 19, 2002 01:20 p.m. Central Time

Registration Number	User Unit	Crew and Passengers	Pounds of Cargo	Gallons of Retardant	Flight Hours	Flight Cost	Total Cost
N104Z	0418	4	0	0	4.70	2,077.40	2,077.40
	0505	6	0	0	2.10	928.20	928.20
	0507	11	0	0	23.80	11,352.60	11,352.60
	0511	15	0	0	11.70	5,281.40	5,281.40
	0514	89	0	0	95.00	45,054.50	45,054.50
	0517	2	0	0	3.20	1,526.40	1,526.40
	0611	6	0	0	7.30	3,482.10	3,482.10
	0618	4	0	0	9.20	4,388.40	4,388.40
	0802	2	0	0	9.80	4,674.60	4,674.60
	0811	2	0	0	1.30	620.10	620.10
	09	107	0	0	74.40	34,768.70	36,691.70
	1301	0	0	0	6.20	2,957.40	2,957.40
	1302	25	0	0	14.10	6,701.20	6,701.20

# AMIS reference reports

## Miscellaneous Report #1: Aircraft Vendors

VENDORS		
Rpt-Misc-01		
Report Date: 09/19/2002	Page	1 of 19
Name	City	Phone
-----	-----	-----
Ardco, Inc.	N/A, NA	--
Hermiston Aviation	Hermiston, OR	541-567-3694
5-State Helicopters, Inc.	Rockwall, TX	972-442-4009
60 30 North	Cooper Landing, AK	--
9423 Charlie Inc.	John Day, OR	541-575-1417
A And P Helicopters, Inc.	Yuba, CA	916-674-1368
A-C Aviation, Inc.	Colorado Springs, CO	719-573-9490
A.I.R., Inc.	Apple Valley, CA	760-240-1074
Access Air Inc.	Boise, ID	208-387-4984
Access Air, Inc	Boise, ID	208-389-9906
Access Air, Inc.	Boise, ID	208-389-
Action Helicopters	Tulsa, OK	800-542-4277
Action Helicopter	Tulsa, OK	918-584-2431
Aerial Farming Service	N/A, WV	--
Aerial Farming Services, Inc	N/A, NA	--
Aero Flite Inc.	Kingman, AZ	520-757-1002
Aero Flite, Inc.	Kingman, AZ	602-889-1002
Aero Haven	Big Bear City, CA	909-585-9663
Aero Haven Inc.	Big Bear, CA	909-585-9663
Aero Haven Inc.	Big Bear City, C	--
Aero One Charter	St. Paul, MN	612-227-7801
Aero Pacific Charters	Eugene, OR	541-758-0246
Aero Pacific Charters	Creswell, OR	503-895-2274
Aero Union	Chico, CA	--
		---

## Miscellaneous Report #2: Aircraft Make/Models

AIRCRAFT MAKE/MODEL LISTING		
Rpt-Misc-02		
Report Date: 09/19/2002	Page	1 of 9
Make	Model	Type
-----	-----	-----
AEROSPACE	748 INTERCITY	F
AEROSPATIALE	TRINIDAD	F
AEROSPATIALE	TOBAGO	F
AEROSPATIALE	NORD 262	F
AEROSPATIALE	A-20	F
ALL	AIRCRAFT	F
ARAVA	101B	F
ARCTIC	TERN SIB2	F
ARTIC	TERN SIB2 FLOAT	F
AVIAT	HUSKY	F
AYRES	THRUSH S-2R-T	F
BAC	111	F
BAE	146	F
BANDERANTI	EMB 110	F
BEECH	BONANZA 35	F
BEECH	BONANZA 36	F

**Miscellaneous Report #3: Reference Codes**

Rpt-Misc-03		AMIS REFERENCE CODE LISTING	
Report Date:	09/19/2002	Page	1 of 6
Category Code	Reference Code	Description	
ACTYPE	F	Fixed Wing	
	H	Helicopter - Large	
	T	Airtanker	
CARGO	C	All Other Cargo	
	L	Longline > 50 feet	
	P	Paracargo	
	S	Slingload < 50 feet	
CONTRACT	BPA	Blanket Purchase Agreement	
	CUN	Call When Needed	
	EU	Exclusive Use	
	JC	Job Contract	
	L	Lease	
	NA	Not applicable	
	POA	Purchase Order Arrangement	
	UNK	Unknown	
FUNCTION	01	Aviation and Fire Management	
	02	Administrative Management	
	03	Administrative Services	
	04	Civil Rights	
	05	Computer Services	
	06	Engineering	
	07	Experiment Stations	

**Miscellaneous Report #4: Pilots**

Misc-04		LAST, FIRST NAME OF PILOTS	
Report Date:	09/19/2002	Page	1 of 44
?, ?		Abney, Floyd J.	
Abshire, Jerry		Acher, James	
Acher, Jim		Ackels, Jim	
Ackerson, Richard		Ackley, Craig	
Adair, Ron		Adams, Bruce	
Adams, Jason		Adams, S.	
Adams, Wade		Aderman, Nick	
Adkins, Cliff		Adrian, B.	
Ady, Barbara		Agee, Kristopher	
Ahvesh, Pete		Aiken, B.	
Aiken, Ralph		Aiken, Steve	
Aiken, Steve		Akehurst, Earl	
Akers, James		Akers, Tom	
Akina, Allen		Akridge, Jeff	
Akroyd, Robert		Alakayak, Lloyd	
Alaman, Don		Albers, Bill	
Albert, Thomas		Albert, Tom	
Alberta, Terry		Albrecht, M.	
Albus, Bob		Albus, Bob	
Alderson, Ivan		Alderson, Skip	
Alderson, Skip		Alderson, Skip	
Aldrich, M.		Alexander, Jim	

### Miscellaneous Report #5: Organizations

Misc-05		LIST OF ORGANIZATIONS	
Report Date:	09/19/2002	Page	1 of 6
Org Code	Organization Name		
01	Region 01 - Northern Region		
0102	Beaverhead National Forest		
0103	Bitterroot National Forest		
0104	Idaho Panhandle National Forests		
0105	Clearwater National Forest		
0108	Custer National Forest		
0109	Deerlodge National Forest		
0110	Flathead National Forest		
0111	Gallatin National Forest		
0112	Helena National Forest		
0114	Kootenai National Forest		
0115	Lewis & Clark National Forest		
0116	Lolo National Forest		
0117	Nez Pierce National Forest		
02	Region 02 - Rocky Mountain Region		
0202	Bighorn National Forest		
0203	Black Hills National Forest		
0204	Grand Mesa, Uncompahgre And Gunnison National Forests		
0206	Medicine Bow National Forest		
0207	Nebraska National Forest		
0209	Rio Grande National Forest		
0210	Arapaho And Roosevelt National Forests		

### Miscellaneous Report #6: Active Aircraft

Misc-06		Page 1 of 1				
Report Date:	03/18/2003					
Regist Number	AC Ty	Aircraft Make	Aircraft Model			
WCF	Fuel	Pass				
Y/N	Consump	Seats				
JJ234	F	BEECH	SUNDOWNER 23	YES		

## Miscellaneous Report #7: Inactive Aircraft

Misc-07		LIST OF AIRCRAFT FLAGGED AS INACTIVE					
Report Date: 09/19/2002		Page		1	of	37	
Regist	AC	WCF	Fuel	Pass			
Number	Ty	Aircraft	Make	Aircraft	Model	Y/N	
			Consump	Seats			
-----							
N607CD	H	AEROSPATIALE		LAMA	SA315	YES	4
N106Z	H	BELL		206B-II		YES	4
N136Z	F	CESSNA		206	STATIONAIR-6	YES	5
N111Z	F	CESSNA		206	STATIONAIR-6	YES	5
N191Z	F	DE HAVILLAND		BEAVER		YES	5
N192Z	F	DE HAVILLAND		BEAVER		YES	5
N197Z	F	DE HAVILLAND		BEAVER		YES	5
N181Z	F	BEECH		KING AIR	90	YES	6
N152Z	F	BEECH		BARON	58	YES	5
N158Z	F	BEECH		BARON	58P	YES	5
N120Z	F	BEECH		BARON	58P	YES	5
N162Z	F	BEECH		BARON	58P	YES	5
N163Z	F	BEECH		BARON	58P	YES	5
N164Z	F	BEECH		BARON	58P	YES	5
N110Z	F	BEECH		BARON	58P	YES	5
N159Z	F	BEECH		BARON	58P	YES	5
N156Z	F	BEECH		BARON	58P	YES	5
N155Z	F	BEECH		BARON	58P	YES	5
N153Z	F	BEECH		BARON	58P	YES	5
N150Z	F	BEECH		BARON	58P	YES	5
N145Z	F	BEECH		BARON	58P	YES	5
N144Z	F	BEECH		BARON	58P	YES	5
N133Z	F	BEECH		BARON	58P	YES	5
N112Z	F	BEECH		BARON	58P	YES	5
N132Z	F	BEECH		BARON	58P	YES	5

# Glossary

## A,B

**access roles.** The type of functions a user is allowed to perform. The seven access roles are manager, data entry invoice, data entry contract, inquiry, data administrator, database administrator, and application steward.

**active, activate.** The process of including an aircraft to a site-specific list.

### Aviation Management Information System

**(AMIS).** A Web-based system for aircraft use information for contract aircraft.

**AMIS.** See Aviation Management Information System.

**AMIS user ID.** A set of letters and numbers that uniquely identifies a user to AMIS.

## C,D

**click.** The process of choosing or selecting an option or command using a mouse.

**clear.**

**data.** Raw, unorganized material used as input to a computer program.

**database.** An organization of cross-referenced files.

**Database Administrator (DBA).** A person or persons assigned to oversee the management and administration of the database.

**deactivate.** The process of excluding an aircraft from a site-specific list.

**default.** Data, selection, or configuration automatically assigned to a field, file, or system.

**delete.** An action taken to remove a given code, file, or record from the database.

## E,F

**edit.** The process of adding, changing, or rearranging data.

**FAA.** Federal Aviation Administration.

### Federal Information Processing Standard (FIPS).

An American National Standard Institute (ANSI) system of uniform codes that identifies state and county names and codes.

**field.** A set of one or more characters treated as one item of data. An area used to input or display a defined type of data on a screen, form or printout.

**find.** The process of selecting the desired records to be retrieved from the database to look at or report on, or the commands used to perform the process.

**FIPS.** See Federal Information Processing Standard.

### Forest Service Database Administrator

**(FSDBA).** The ORACLE account used by Forest Service Database Administrators that allows access to the ORACLE database.

**form.** A fill-in-the-blanks template used to enter, update, and delete data in the ORACLE database. Consists of fields and fixed text (field names) displayed on the screen.

**FSDBA.** See Forest Service Database Administrator.

## H, I

**help.** A function that displays information about field such as table name, table value (field) name, length of field, field entry requirements (such as mandatory, querying capability, etc.)

**hierarchical.** A group of things arranged in order of rank.

**IDB.** See Integrated Database.

**IFR.** See Instrument Flight Rules.

**information.** Data organized into a logical structure or sequence.

**input.** The source data used as input for processing.

**Instrument Flight Rules (IFR).** An aircraft is certified for flight in meteorological conditions.

**Integrated Database (IDB).** The ORACLE database accessed by Forest Service production applications.

## K, L

**KCCC.** See National Computer Center - Kansas City.

**KCC-IMB.** See National Computer Center - Kansas City.

**key field.** Usually used for access to the database. The data entered into this field must be unique and is used to access additional information.

**keyboard.** An input device used to communicate with the system.

**logon ID.** See AMIS user ID.

## M, N

**mandatory.** The field value must not be blank.

**menu bar.** The menu at the top of a screen that displays options available for use. The ones that are highlighted are the ones that are available for that particular screen or user role.

**menu option.** A choice on a menu.

**menu.** A list of options. You can select an option by clicking on its name on the menu.

**National Computer Center - Kansas City (NCC-KC).** The USDA national computer center in Kansas City.

**NCC-KC.** National Computer Center - Kansas City.

**new.**

**null.** Indicates a field that has no value. The field is empty. This is not the same as a blank field or a field with zero value.

## O, P

**option.** Menu option. Any choice in procedure listed on a AMIS menu.

**ORACLE.** 1) The manufacturer of ORACLE software.  
2) The product name for a user of related computer programs for a highly-sophisticated relational database.

**password.** A set of characters defined with a user ID and used to secure access to computer hardware, software, and data.

**pay code, payrate, payment code.** A two-character code that best describes the purpose of an aircraft's billing charges.

**PC.** An IBM or IBM-compatible personal computer.

## Q, R

**query.** See Find.

**record.** A collection of related fields that defines a particular set of information.

**required.** See mandatory.

**revert.** To undo changes made to a record prior to saving.

**row.** A horizontal set of fields in a table.

## S, T

**save.** To retain edited data.

**screen.** A fixed group of fields that appear on the monitor at one time.

**scroll.** To move a list of items up or down on the screen.

**table.** A named collection of related information, stored in the ORACLE database. A block is associated with a table, although more than one table may be used per block.

## U, V

**update.** To change data on an existing file or record.

**user.** Any person authorized to access the AMIS system.

## W

**WCF aircraft.** Aircraft contracted directly from and operated by the USDA Forest Service.

**wildcard.** A symbol, usually a percent sign (%) or an asterisk (\*), used to symbolize all possible combinations or file names.