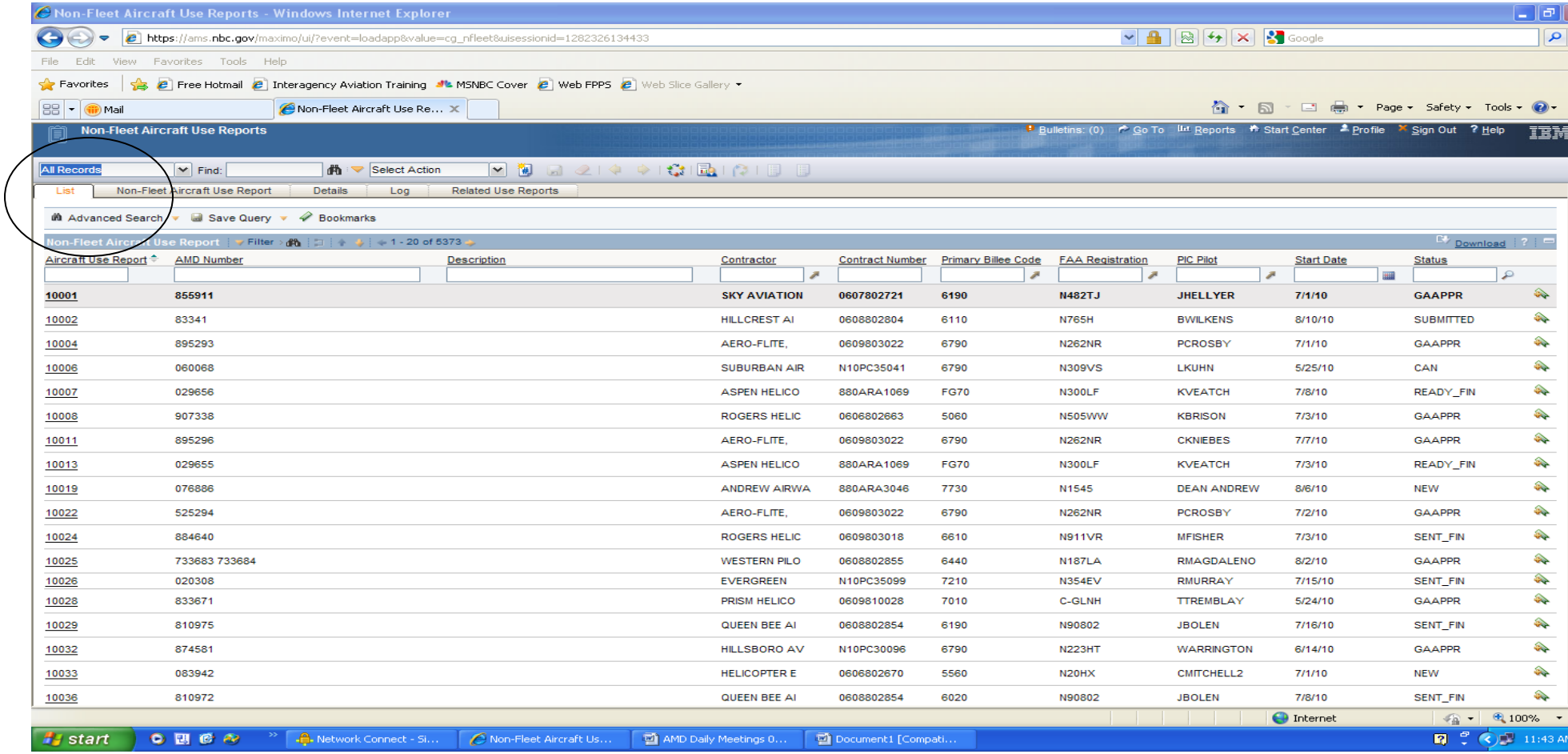
CREATING A REPORT

Go to List tab

Select “All records” from drop down



Click on “Advanced Search” under the list tab

Enter any delineators to limit your report data (example shown is the billee 61C0 on both the time based and fees and charges line items). To query for an entire bureau a recommendation would be to select based on bureau name in job number (for example, enter BLM in both job number fields).

Click “Find”. The List records are updated based on your query (example billee 61C0)

Click “create report” icon.

Non-Fleet Aircraft Use Reports - Windows Internet Explorer

https://ams.nbc.gov/maximo/ui/?event=loadapp&value=cg_nfleet&uisessionid=1282326134433

Non-Fleet Aircraft Use Reports

Create Report

Non-Fleet Aircraft Use Report | 1 - 20 of 35

Aircraft Use Report	AMD Number	Description	Contractor	Contract Number	Primary Billee Code	FAA Registration	PIC Pilot	Start Date	Status
10763	**023106**		**DYNAMIC AVIA**	**0608803000**	**61C0**	**N38V**	**RWARBIS**	**7/31/10**	**SUBMITTED**
10771	023104		DYNAMIC AVIA	0608803000	61C0	N38V	RWARBIS	7/19/10	SUBMITTED
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN
1948	705535 705536		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	PAID
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID
2505	034635		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/24/10	PAID
4061	020371		DYNAMIC AVIA	0608803000	61C0	N22N	MLYNN	4/1/10	PAID
4064	020372		DYNAMIC AVIA	0608803000	61C0	N22N	MLYNN	4/16/10	PAID
4068	020373		DYNAMIC AVIA	0608803000	61C0	N22N	MLYNN	4/27/10	PAID
4610	882955		DYNAMIC AVIA	0608803000	61C0	N14CP	RCURL	5/6/10	PAID
4623	882954		DYNAMIC AVIA	0608803000	61C0	N14CP	RCURL	5/1/10	PAID
4643	882956		DYNAMIC AVIA	0608803000	61C0	N14CP	RCURL	5/12/10	PAID
5410	034639 034640		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	5/23/10	PAID
5719	034638		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	5/18/10	PAID
5722	034639		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	5/23/10	CAN
5922	882960		DYNAMIC AVIA	0608803000	61C0	N14CP	RCURL	6/2/10	PAID
6047	882957		DYNAMIC AVIA	0608803000	61C0	N14CP	RCURL	5/18/10	PAID

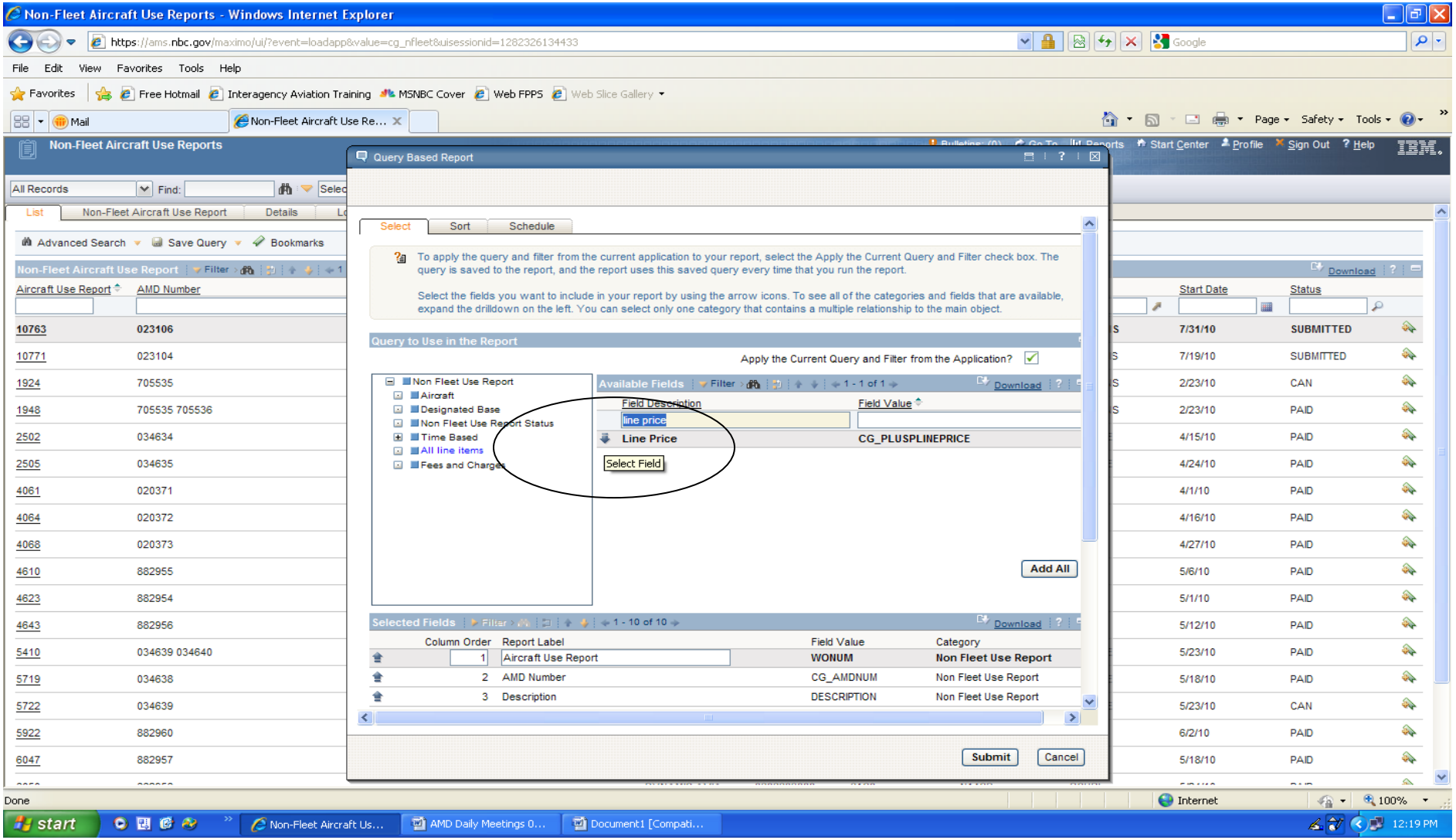
Click on “all line items”

Click on “Filter” (right side of page after “available fields”)

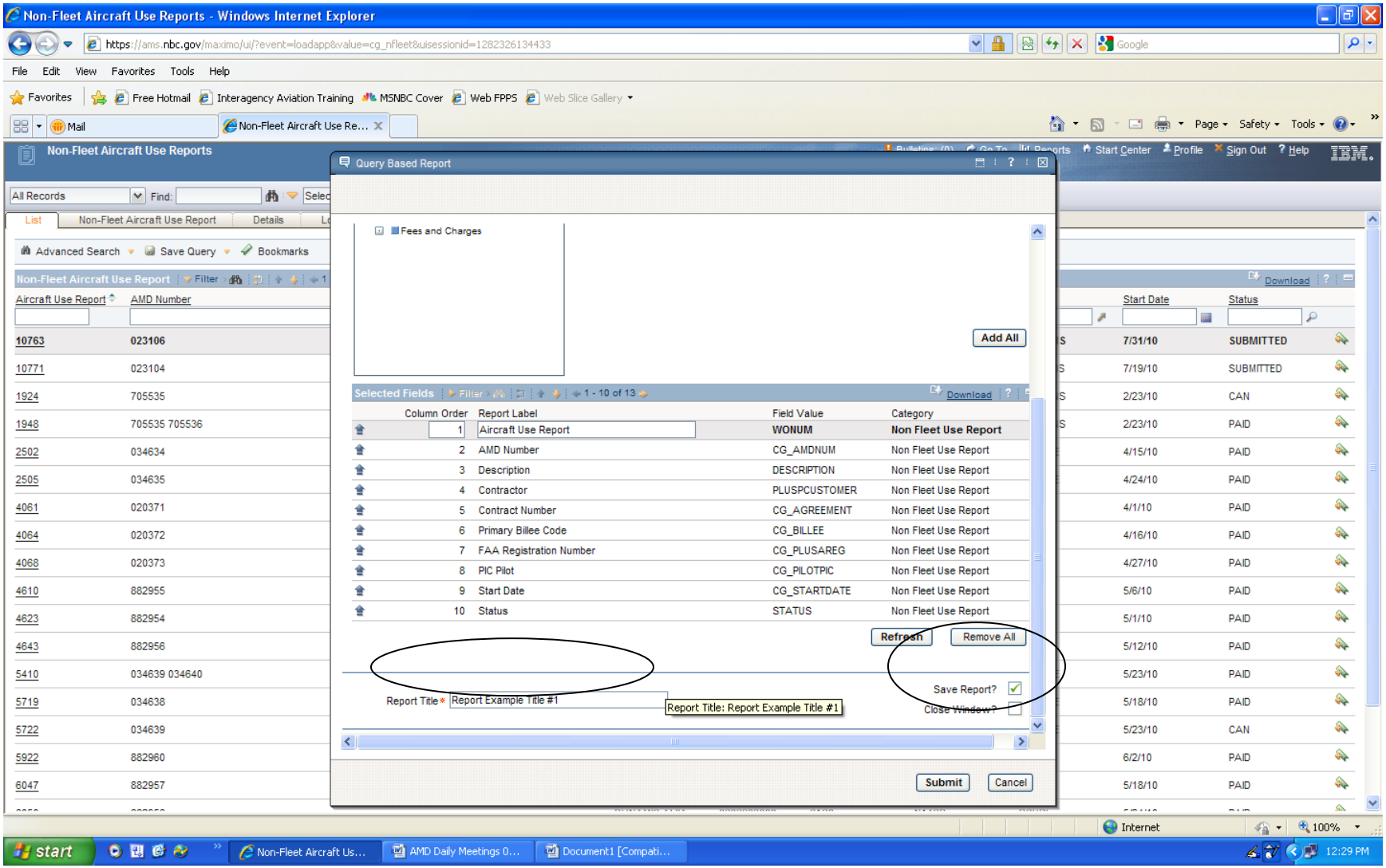
For your basic former “Detail of Charges” report we will need to select field descriptions we want included from the usage reports.

Type “Line price” in the field description blank box; it will bring it up with a down arrow. Hit the down arrow to select field.

Select field (it puts in down in the selected fields for your report at the bottom of the current page). Then hit “Submit” button.

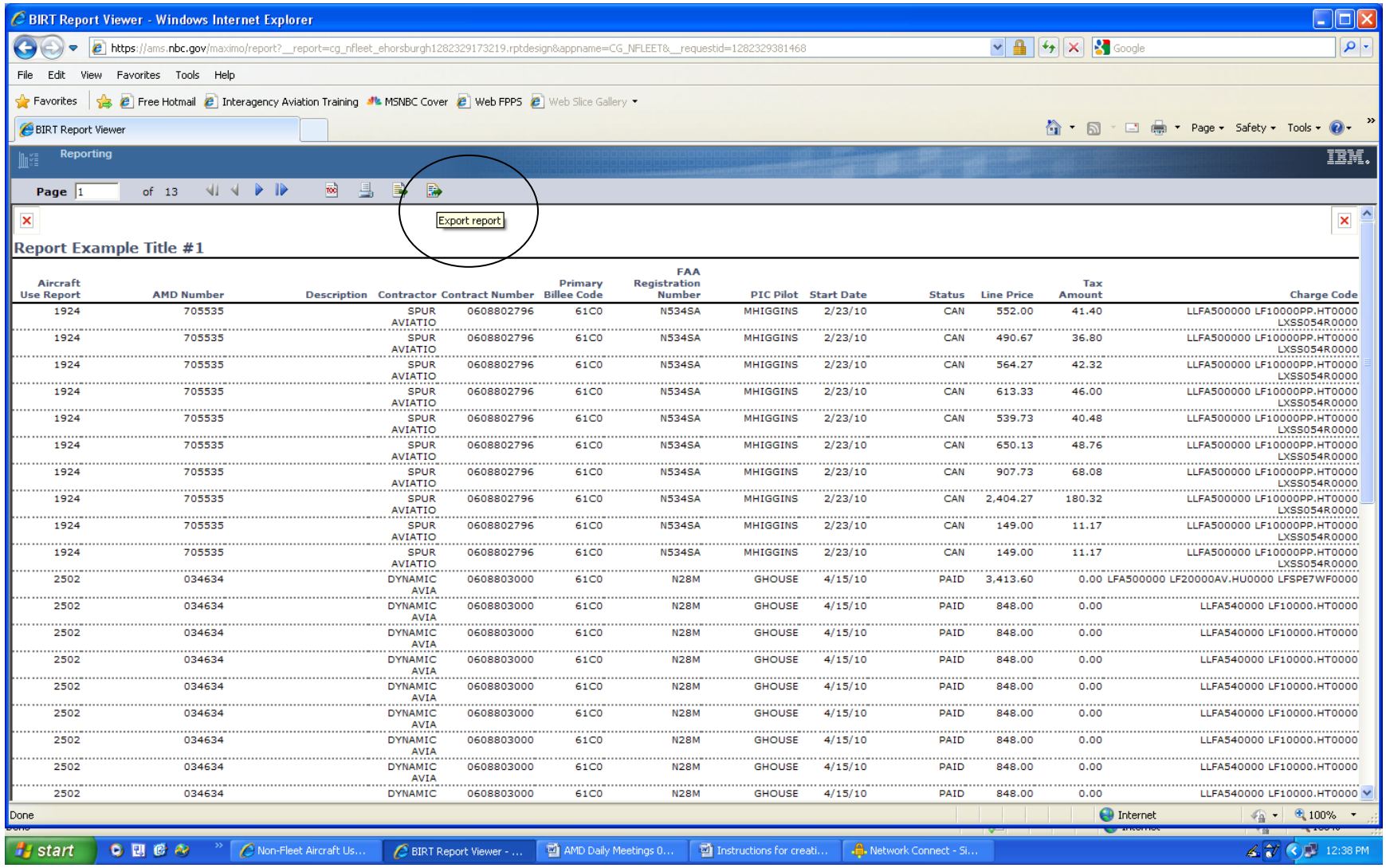


Add the following one at a time in the field description box: “Tax Amount” (select down arrow when it comes up); “Charge code”; “Surcharge” if a non-DOI AMD Customer; “Billee Code”; “Mission code” You can search for these fields by either typing in the full name or partial and hitting enter. When you have all the fields selected you want included in your report give the report a title and check the box to save report.



A new window will open on your computer called “BIRT Report Viewer” with the report.

Select the icon at the top for “Export Report”



Aircraft Use Report	AMD Number	Description	Contractor	Contract Number	Primary Billee Code	FAA Registration Number	PIC Pilot	Start Date	Status	Line Price	Tax Amount	Charge Code
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	552.00	41.40	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	490.67	36.80	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	564.27	42.32	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	613.33	46.00	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	539.73	40.48	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	650.13	48.76	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	907.73	68.08	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	2,404.27	180.32	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	149.00	11.17	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	149.00	11.17	LLFA500000 LF10000PP.HT0000 LXSS054R0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	3,413.60	0.00	LFA500000 LF20000AV.HU0000 LFSPE7WF0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000

It will bring up a new screen where you can select if you want it in Excel (xls), pdf, word, etc. I always leave the default and select “ok”

BIRT Report Viewer - Windows Internet Explorer

https://ams.nbc.gov/maximo/report?__report=cg_nfleet_ehorsburgh1282329173219.rptdesign&appname=CG_NFLEET&__requestid=1282329381468

Reporting

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Report Example Title #1

Aircraft Use Report	AMD Number	Description	Contractor	Contract Number	Primary Billee Code	FAA Registration Number	PIC Pilot	Start Date	Status	Line Price	Tax Amount	Charge Code
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	552.00	41.40	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIA	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	490.67	36.80	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		S AVIA							564.27	42.32	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		S AVIA							613.33	46.00	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		S AVIA							539.73	40.48	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		S AVIA							650.13	48.76	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		S AVIA							907.73	68.08	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		S AVIA							2,404.27	180.32	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		S AVIA							149.00	11.17	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		S AVIA							149.00	11.17	LLFA500000 LF10000PP.HT0000 LXSS054R0000
2502	034634		DYNA							3,413.60	0.00	LFA500000 LF20000AV.HU0000 LFSPE7WF0000
2502	034634		DYNAMIC AVIA						PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000

Export Report

Export Format: xls

xls
postscript
doc
ppt
pdf

All pages

(Enter page n ... nge(s). For example: 1-6 or 1,3,6)

Auto Actual size Fit to whole page

OK Cancel

Selecting “ok” brings up a new screen that requires you to select “open”

BIRT Report Viewer - Windows Internet Explorer

https://ams.nbc.gov/maximo/report?__report=cg_nfleet_ehorsburgh1282329173219.rptdesign&appname=CG_NFLEET&__requestid=1282329381468

Reporting

Page 1 of 13

Report Example Title #1

Aircraft Use Report	AMD Number	Description	Contractor	Contract N	Primary	FAA Registration			Status	Line Price	Tax Amount	Charge Code
1924	705535		SPUR AVIATIO	06088					CAN	552.00	41.40	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	06088					CAN	490.67	36.80	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	06088					CAN	564.27	42.32	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	06088					CAN	613.33	46.00	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	06088					CAN	539.73	40.48	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	06088					CAN	650.13	48.76	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	06088					CAN	907.73	68.08	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	06088					CAN	2,404.27	180.32	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	06088					CAN	149.00	11.17	LLFA500000 LF10000PP.HT0000 LXSS054R0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	149.00	11.17	LLFA500000 LF10000PP.HT0000 LXSS054R0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	3,413.60	0.00	LFA500000 LF20000AV.HU0000 LFSPE7WF0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000

File Download

Do you want to open or save this file?

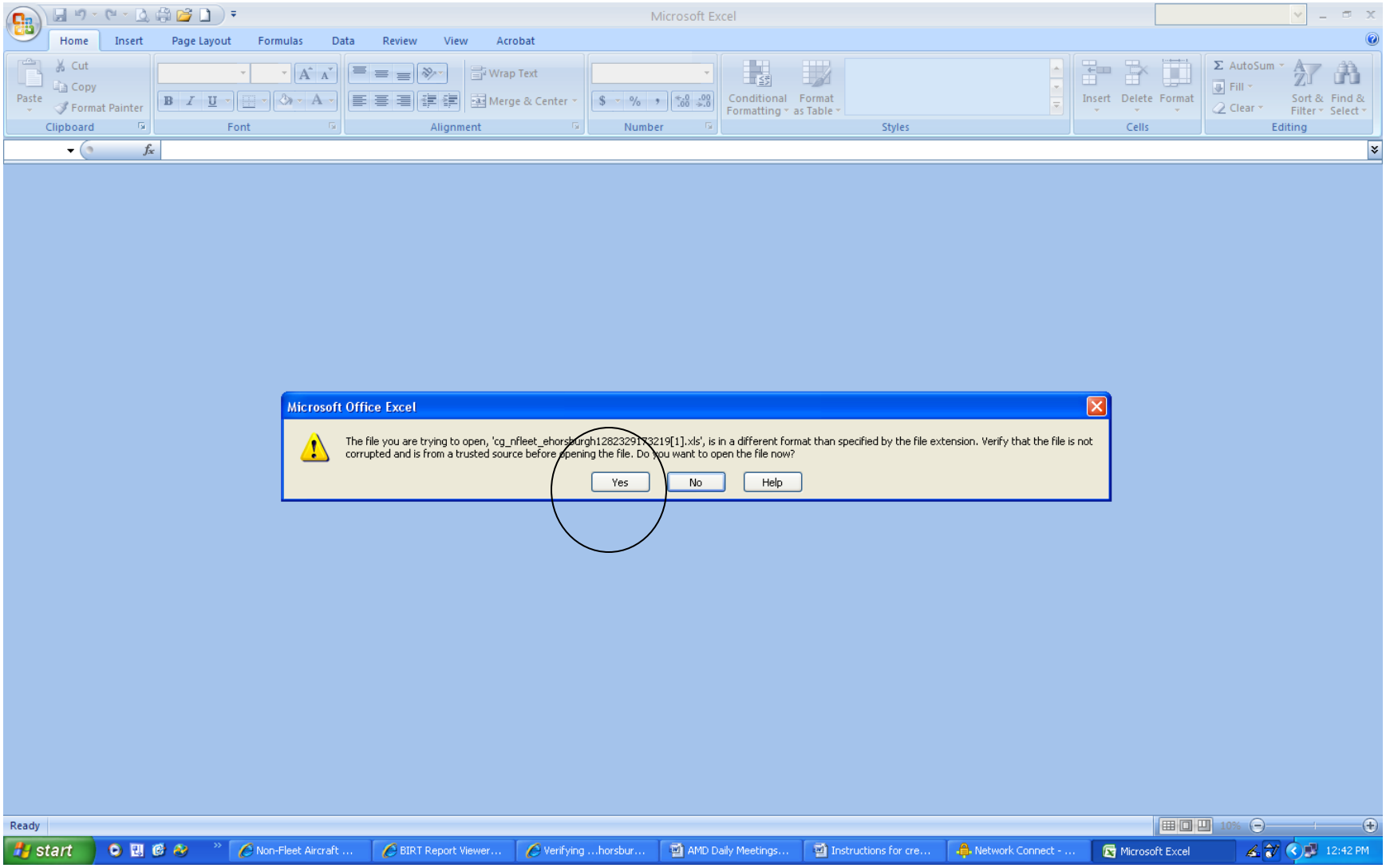
Name: cg_nfleet_ehorsburgh1282329173219.xls
Type: Microsoft Office Excel 97-2003 Worksheet
From: ams.nbc.gov

Open | Save | Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

When you select “open” you are provided a dialog box that says the “file you are trying to open is in a different format……”.

Please select “yes”



Then your report is populated into an Excel file which automatically opens.

cg_nfleet_ehorsburgh1282329173219[1].xls - Microsoft Excel

Report Example Title #1

Aircraft Use Report	AMD Number	Description	Contractor	Contract Number	Primary Billee Code	FAA Registration	PIC Pilot	Start Date	Status	Line Price	Tax Amount	Charge Code
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	552.00	41.40	LLFA500000 LF10000PP.HT0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	490.67	36.80	LLFA500000 LF10000PP.HT0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	564.27	42.32	LLFA500000 LF10000PP.HT0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	613.33	46.00	LLFA500000 LF10000PP.HT0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	539.73	40.48	LLFA500000 LF10000PP.HT0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	650.13	48.76	LLFA500000 LF10000PP.HT0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	907.73	68.08	LLFA500000 LF10000PP.HT0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	2,404.27	180.32	LLFA500000 LF10000PP.HT0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	149.00	11.17	LLFA500000 LF10000PP.HT0000
1924	705535		SPUR AVIATIO	0608802796	61C0	N534SA	MHIGGINS	2/23/10	CAN	149.00	11.17	LLFA500000 LF10000PP.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	3,413.60	0.00	LFA500000 LF20000AV.HU000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	848.00	0.00	LLFA540000 LF10000.HT0000
2502	034634		DYNAMIC AVIA	0608803000	61C0	N28M	GHOUSE	4/15/10	PAID	5.33	0.00	LLFA540000 LF10000.HT0000
6050	882958		DYNAMIC AVIA	0608803000	61C0	N14CP	RCURL	5/24/10	PAID	4,417.60	0.00	LLFA500000LF200 00AYHU0000LFSP
6050	882958		DYNAMIC AVIA	0608803000	61C0	N14CP	RCURL	5/24/10	PAID	4,116.40	0.00	LLFA500000LF200 00AYHU0000LFSP
6050	882958		DYNAMIC AVIA	0608803000	61C0	N14CP	RCURL	5/24/10	PAID	3,714.80	0.00	LLFA500000LF200 00AYHU0000LFSP
6050	882958		DYNAMIC AVIA	0608803000	61C0	N14CP	RCURL	5/24/10	PAID	2,610.40	0.00	LLFA500000LF200 00AYHU0000LFSP
6050	882958		DYNAMIC AVIA	0608803000	61C0	N14CP	RCURL	5/24/10	PAID	848.00	0.00	LLFA540000LF1000 0HT0000
6050	882958		DYNAMIC AVIA	0608803000	61C0	N14CP	RCURL	5/24/10	PAID	848.00	0.00	LLFA500000LF200 00AYHU0000LFSP
6050	882958		DYNAMIC AVIA	0608803000	61C0	N14CP	RCURL	5/24/10	PAID	848.00	0.00	LLFA500000LF200 00AYHU0000LFSP

I would recommend filtering on the status for “paid” status. The line item price and the tax amount are both billed to the customer.

You may see many “CAN” status. This is where we have entered the paper document (AMD-23 or AMD-2) incorrectly on the header sheet and have had to cancel (due to wrong aircraft number, wrong price schedule/item number, etc).

Please contact Erin Horsburgh (208) 433-5033, Jackie Guthrie (208) 433-5075, or Martha Watkins at (208) 433-5039 if you have questions on generating reports. If we can’t assist, we will contact the development manager or system administrator for assistance.