

# Chapter 19

## AUTOMATED BUSINESS SERVICES SYSTEM (ABSS)

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### 19-1 INTRODUCTION

Automated Business Services System (ABSS) is the Air Force (AF) standard system for processing financial documents. The system is designed to comply with Department of Defense (DoD) and AF regulatory guidance. Optional functions in the system allow the flexibility to accommodate business practices and procedures that are unique to individual installations.

ABSS was developed to support DoD Electronic Commerce/Electronic Data Interchange (EC/EDI) and Paperwork Reduction Act initiatives. The automated procedures of ABSS enable the AF to increase the efficiency of the acquisition process.

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### 19-2 REVIEW AND APPROVAL OF AF FORM 9 IN ABSS

Detailed guidance concerning the process of review and approval of form 9s in ABSS can be found in Appendix H to the ABSS Software User Manual. The manual and its appendices are located at the ABSS Community of Practice (CoP) page: <https://afkm.wpafb.af.mil/ABSS>.

Because ABSS has limited contracting “edits”, incomplete purchase requests can be certified and the resulting document cannot be altered or transferred to PD<sup>2</sup> and will require creation of a manual purchase request.

To avoid this, it is essential that you ensure the contracting office is in the ABSS flow prior to certification and the following data elements are complete and accurate prior to approving a purchase request:

1. Federal Stock Class
  - a. For data integrity purposes, FSC should accurately describe the commodity /service/construction being purchased.
  - b. An FSC of 9999 shall not be used, without MAJCOM/FOA/DRU approval. Consult the Procurement Coding Manual to determine the proper FSC. The manual can be found at <http://www.drms.dla.mil/asset/fsclist.html>

2. Unit of Issue. Where multiple payments are anticipated and quantity is “1” unit issue must be lot (LO)
3. Quantity
  - a. Cannot be blank and must be greater than zero.
  - b. PD2 will also accept quantities within the system that are other than whole numbers, i.e. 1.5 gallons.
  - c. Currently the interface prohibits using a quantity greater than 99,999
4. Unit Price. AF Form 9s intended to interface with PD<sup>2</sup> must be a positive dollar amount, i.e. discounts offered by vendors cannot be entered as a separate line item.