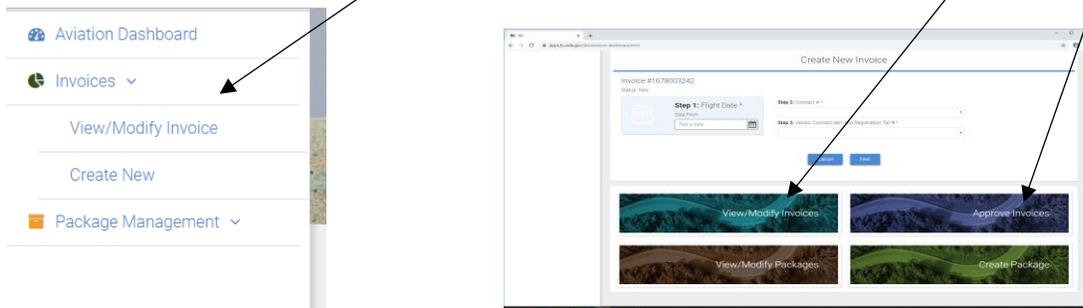


**To Approve Invoices:**

You can only approve invoices that are in the “Submit” status. If invoices are still in “Draft” status, they need to be “Submitted” before they can be approved. COR/CO can move an invoice from “Draft” to “Submit” status. (See Creating an Invoice)

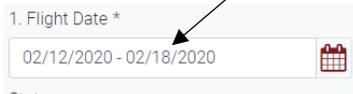
Go to “View/Modify Invoices” or “Approve Invoices”:

\*Either go to the left hand side menu bar, or use one of the Quick Buttons on the bottom of the Aviation Dashboard page.

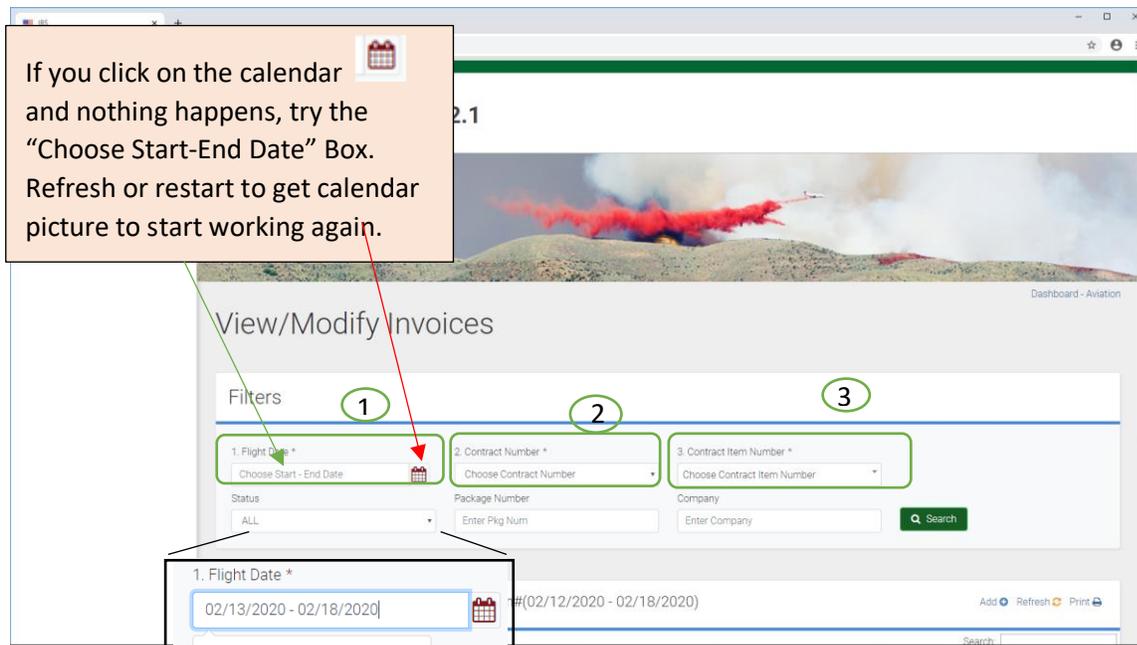


**Enter “Flight Dates”**

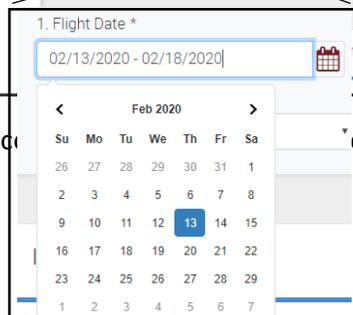
- 1) Pick a start date from the drop down calendar function and the end day will be the present date. The end date can be manually changed by typing in the date field.



If you are having problems with the manual date entry, you may have to “refresh” or log off and back on.



2) Enter the contract number and the last 4-6 number and it will start to self-populate.



## View/Modify Invoices

**Filters**

1. Flight Date \*  
02/12/2020 - 02/18/2020

Status  
ALL

2. Contract Number \*  
Choose Contract Number  
9000  
12024B19F9000  
1204H118T9000  
1243N918C9000  
1243N919G9000  
AG-024B-C-14-9000

3. Contract Item Number \*  
Choose Contract Item Number

Company  
Enter Company

Search

**Invoices**

*Note: A callout box points to the '9000' entry in the Contract Number dropdown, stating: "Do not try and type in the top box area, type in the lower white box area."*

3) Pick the correct contract number. (Again all entries with an \* are required)

4) Enter Contract Item Number. It will populate with all the line items on that contract.

## Filters

**Filters**

1. Flight Date \*  
02/12/2020 - 02/18/2020

Status  
ALL

2. Contract Number \*  
AG-024B-C-17-9000

Package Number  
Enter Pkg Num

3. Contract Item Number \*  
Select Item#...  
7 - N64GI  
8 - N6197V  
9 - N513BT  
10 - N904JG  
11 - N7086V

Search

**Invoices**

*Note: A callout box points to the search input area of the Contract Item Number dropdown, stating: "Do not try and type in box area, you type in the white box"*

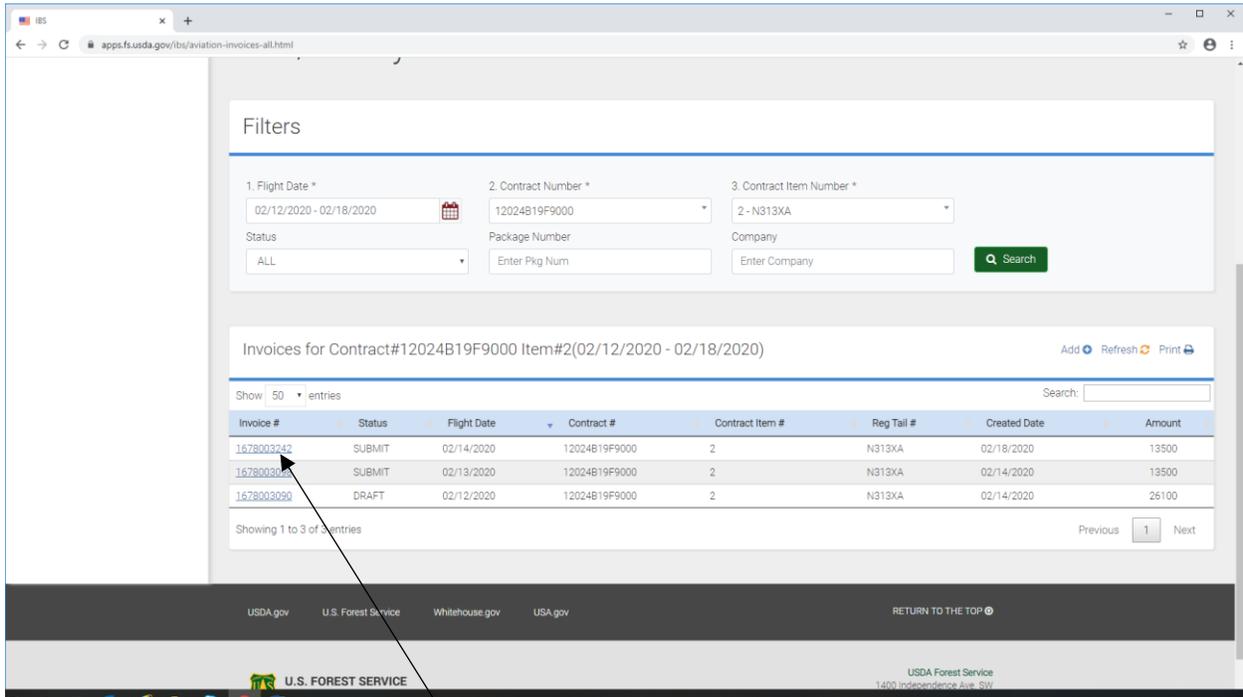
5) Choose a "status" of an invoice, if desired. If looking to approve invoices, "SUBMIT" will be the one you select.

**Filters**

1. Flight Date \*  
02/12/2020 - 02/18/2020

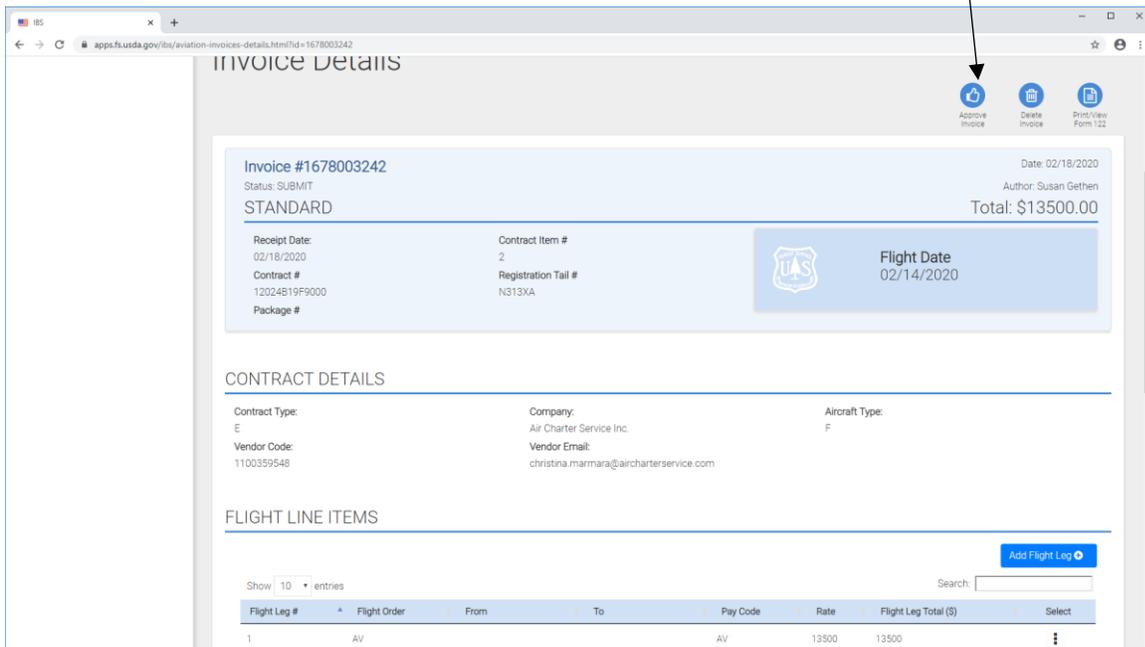
Status  
ALL  
DRAFT  
SUBMIT  
COR REVIEWED  
COR APPROVED  
VENDOR MODIFIED  
SENT TO PAYMENT  
SENT TO VENDOR

6) Click “Search”  Then, all the SUBMIT invoices will populate. In the example “status” was left blank, so all invoices in that time frame populated.



7) Click on the first invoice number to approve. The invoice will pop up. There is not an “Approval All” button.

8) After Checking over the invoice, and confirming it is correct, click “Approve Invoice” 

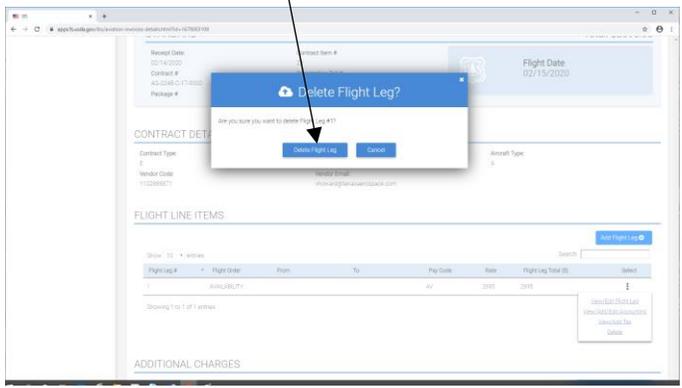


\* If there is a need to delete, update, or add a leg, you do it at this time. Click on the three dots 

FLIGHT LINE ITEMS

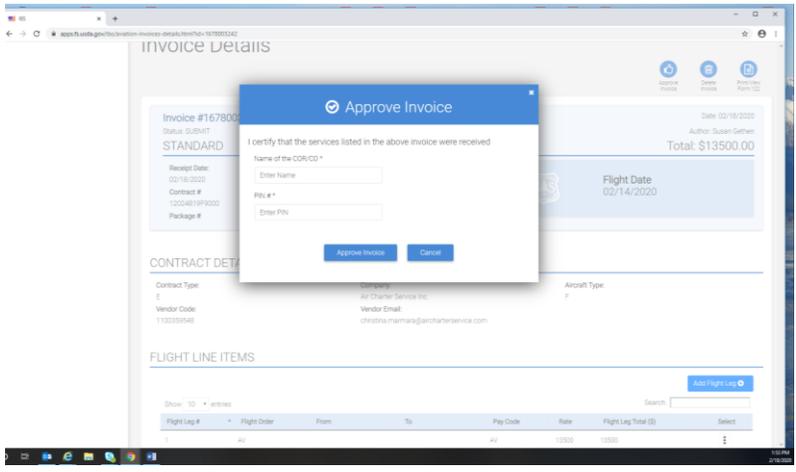


- \* View/Edit Flight leg will open the leg to see all entries.
- \* View/Add/Edit Accounting will take you to the area to update this
- \* Delete will confirm you want to delete this leg. If yes, then click “Delete Flight Leg”



\*

9) When the “Approve Invoice” box appears, enter your name and COR Pin #. Then click “Approve Invoice”.



10) Use the “Back Arrow” on the top line to return you to the Summary table of invoices, in order to select the next invoice to be approved.



# Approving and Packaging IBS Invoices.

11) You will be able to see the updated invoice statuses. Pick the next invoice and repeat until all invoices have been approved. You will need to enter your name and PIN # for each invoice.

**View/Modify Invoices**

**Filters**

1. Flight Date \*  
Choose Start - End Date

2. Contract Number \*  
Package Number  
Enter Pig Num

3. Contract Item #  
Company  
Enter Compar

**Invoices**

Invoices for Contract#12024B19F9000 Item#2(02/12/2020 - 02/18/2020)

Show: 50 entries

Invoice #	Status	Flight Date	Contract #	Contract Item #	Reg Tail #	Created Date	Amount
1678003242	COR_APPROVED	02/14/2020	12024B19F9000	2	N313XA	02/18/2020	13500
1678003098	SUBMIT	02/13/2020	12024B19F9000	2	N313XA	02/14/2020	13500
1678003090	DRAFT	02/12/2020	12024B19F9000	2	N313XA	02/14/2020	26100

Showing 1 to 3 of 3 entries

Buttons: Add, Refresh, Print

**Callout Boxes:**

- You do not need to re-filter
- You need to add a missing invoice you can click "Add" and it will take to the "New Invoice" Screen".
- If you updated or changed an invoice, "Refresh" to ensure you have the most updated info.
- You can print the table if you have a need.
- You can search on any of the items in the table.

- If you click "Print", it will look like the below.

**Print**

Destination: Save as PDF

Pages: All

Layout: Landscape

More settings

Buttons: Save, Cancel

**Table Data:**

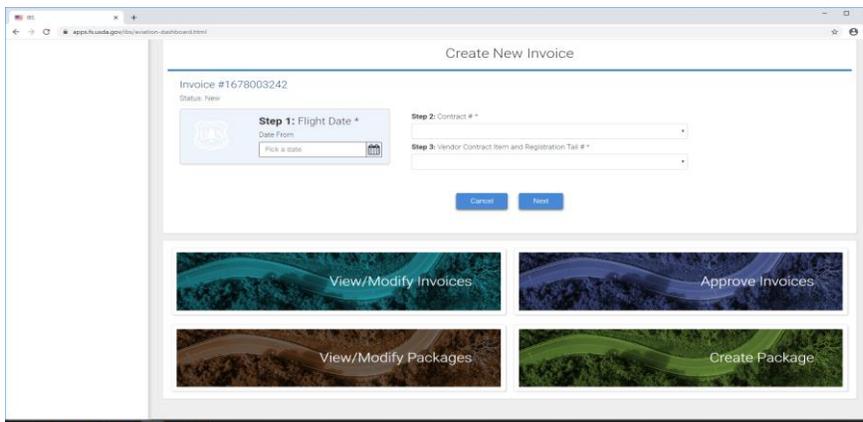
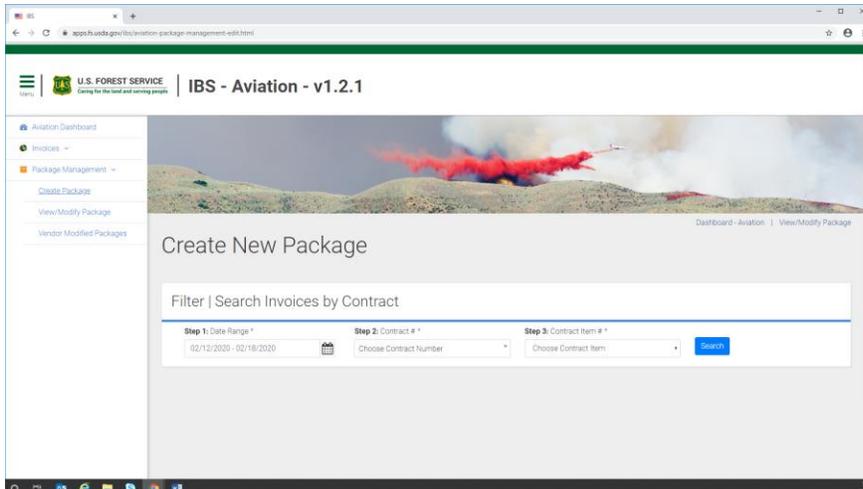
Invoice #	Status	Flight Date	Contract #	Contract Item #	Reg Tail #	Created Date	Amount
1678003106	SUBMIT	02/15/20	12024B19F9000	2	N313XA	02/18/2020	2695
1678003220	SUBMIT	02/15/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003107	SUBMIT	02/14/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003219	SUBMIT	02/14/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003012	SUBMIT	02/13/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003064	SUBMIT	02/13/20	12024B19F9000	2	N313XA	02/20/20	2049
1678003096	SUBMIT	02/13/20	12024B19F9000	4	N313XA	02/20/20	3768.8
1678003218	SUBMIT	02/13/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003044	SUBMIT	02/12/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003048	SUBMIT	02/12/20	12024B19F9000	2	N313XA	02/20/20	2049
1678003065	SUBMIT	02/12/20	12024B19F9000	14	N313XA	02/20/20	3845.5
1678003093	SUBMIT	02/12/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003216	SUBMIT	02/11/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003011	SUBMIT	02/11/20	12024B19F9000	2	N313XA	02/20/20	2049
1678003017	SUBMIT	02/11/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003203	SUBMIT	02/10/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003204	SUBMIT	02/10/20	12024B19F9000	2	N313XA	02/20/20	2049
1678003217	SUBMIT	02/10/20	12024B19F9000	2	N313XA	02/20/20	3901.8
1678003042	SUBMIT	02/10/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003202	SUBMIT	02/09/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003207	SUBMIT	02/09/20	12024B19F9000	2	N313XA	02/20/20	2049
1678003011	SUBMIT	02/09/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003092	SUBMIT	02/09/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003201	SUBMIT	02/08/20	12024B19F9000	2	N313XA	02/20/20	2049
1678003208	SUBMIT	02/08/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003010	SUBMIT	02/08/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003089	SUBMIT	02/08/20	12024B19F9000	2	N313XA	02/20/20	2695
1678002444	SUBMIT	02/07/20	12024B19F9000	2	N313XA	02/20/20	2695
1678003200	SUBMIT	02/07/20	12024B19F9000	2	N313XA	02/20/20	4152.3
1678002200	SUBMIT	02/07/2020	AG-024B-C-17-9000	9	N51HBT	02/10/2020	2049
1678003009	SUBMIT	02/07/2020	AG-024B-C-17-9000	18	N600ML	02/12/2020	2695
1678002799	SUBMIT	02/06/2020	AG-024B-C-17-9000	9	N51HBT	02/06/2020	2049
1678002810	SUBMIT	02/06/2020	AG-024B-C-17-9000	23	N407CF	02/06/2020	3105.3
1678002822	SUBMIT	02/06/2020	AG-024B-C-17-9000	18	N556MC	02/07/2020	2695
1678002892	SUBMIT	02/06/2020	AG-024B-C-17-9000	23	N24HD	02/10/2020	2695
1678003008	SUBMIT	02/06/2020	AG-024B-C-17-9000	23	N600ML	02/12/2020	2695
1678002763	SUBMIT	02/05/2020	AG-024B-C-17-9000	9	N51HBT	02/05/2020	2049
1678002818	SUBMIT	02/05/2020	AG-024B-C-17-9000	12	N407CF	02/06/2020	2062
1678002811	SUBMIT	02/05/2020	AG-024B-C-17-9000	18	N556MC	02/07/2020	2695
1678002828	SUBMIT	02/05/2020	AG-024B-C-17-9000	23	N24HD	02/10/2020	3999.9
1678003007	SUBMIT	02/05/2020	AG-024B-C-17-9000	22	N600ML	02/12/2020	2695

**Callout Boxes:**

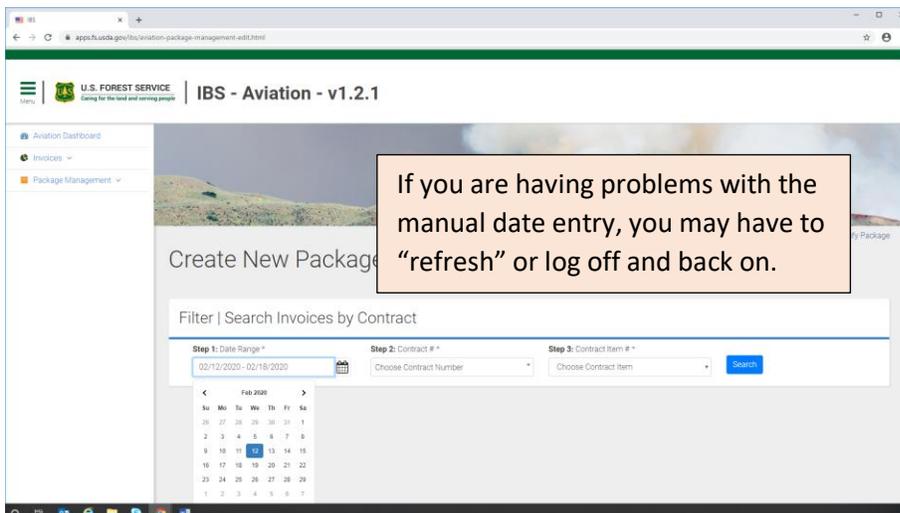
- You can Print or Save at this stage.
- When you want to "Close" this screen, do not click the "X" click the "Untitled" tab.

## Creating a Package to send to the Vendor.

- 1) Select "Create Package" from the left side menu or the Quick Pick at the Bottom of the page.

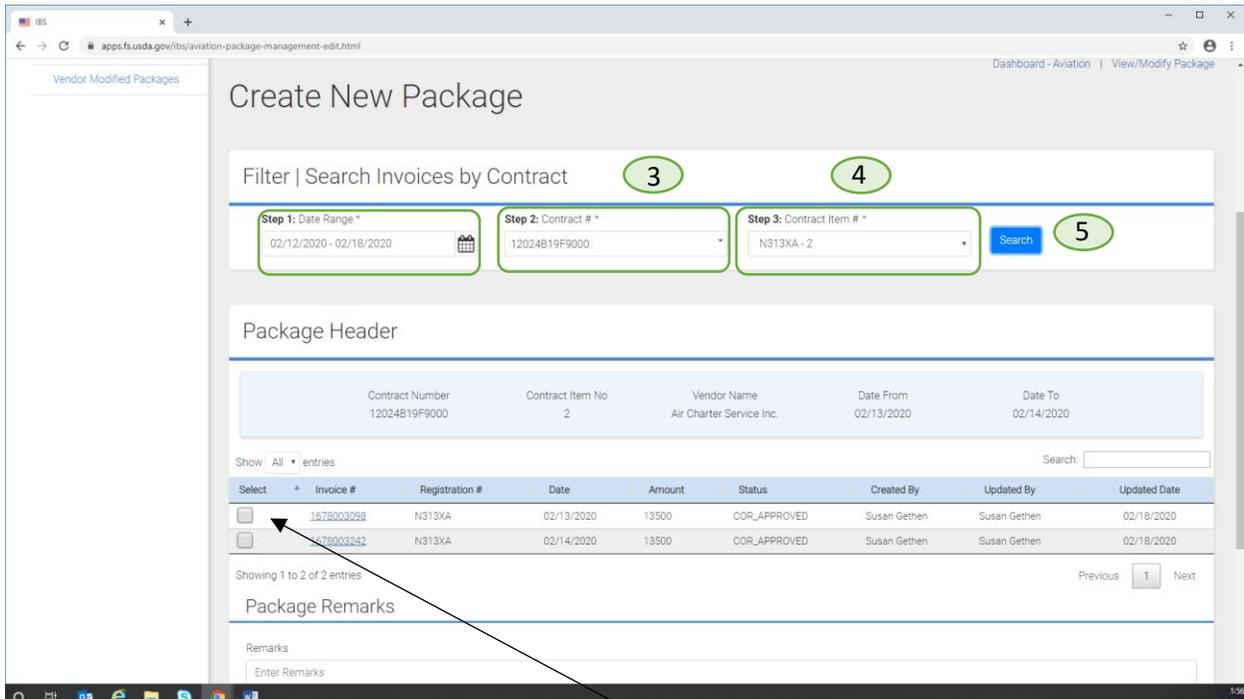


2) Pick the Flight Date range you are looking for.

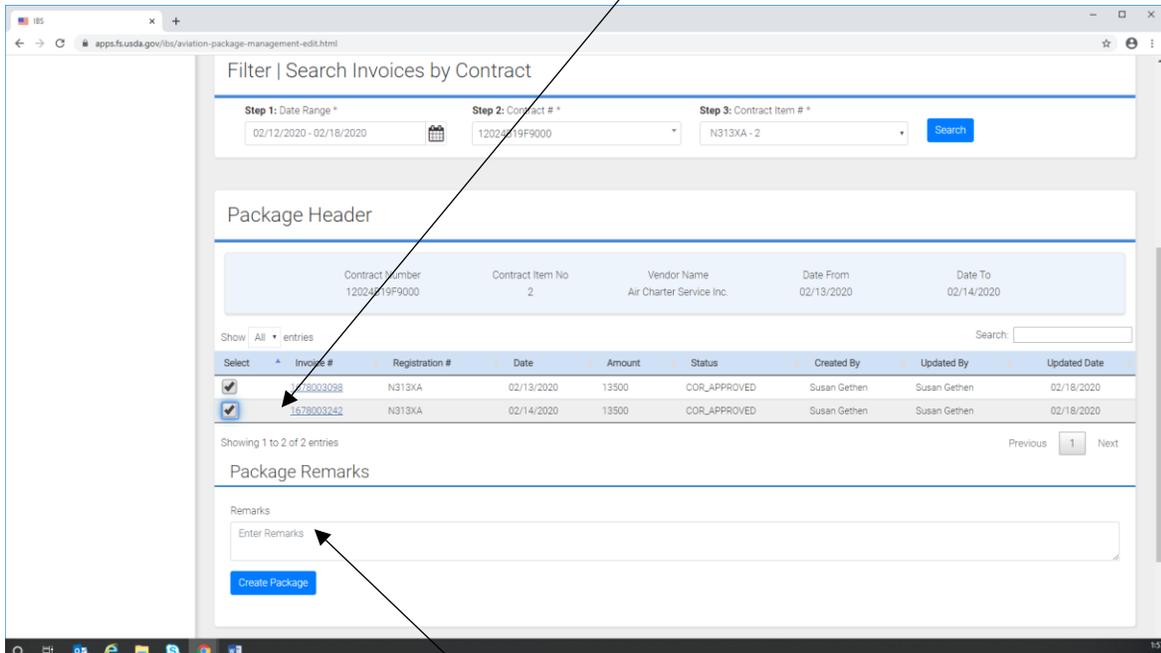


- 3) Pick the needed Contact # (Same as when view/modify invoice)
- 4) Pick a Contract Item #

5) Then click "Search"



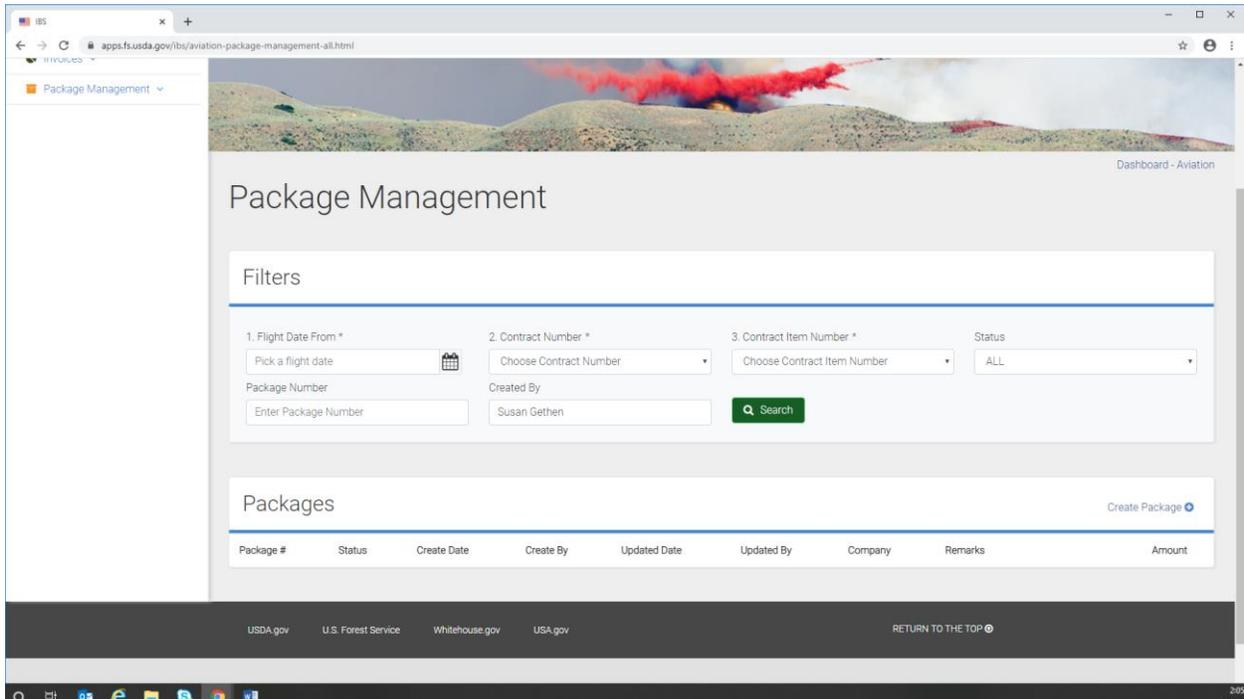
6) Select the invoices you wish to package together.



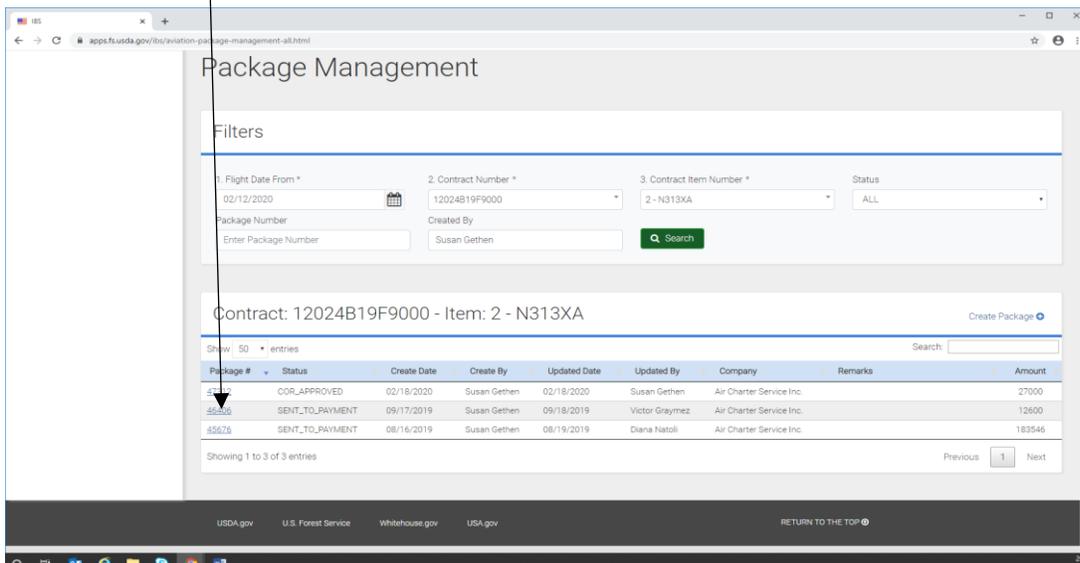
7) Remarks can be added, if desired.

8) Click on "Create Package"

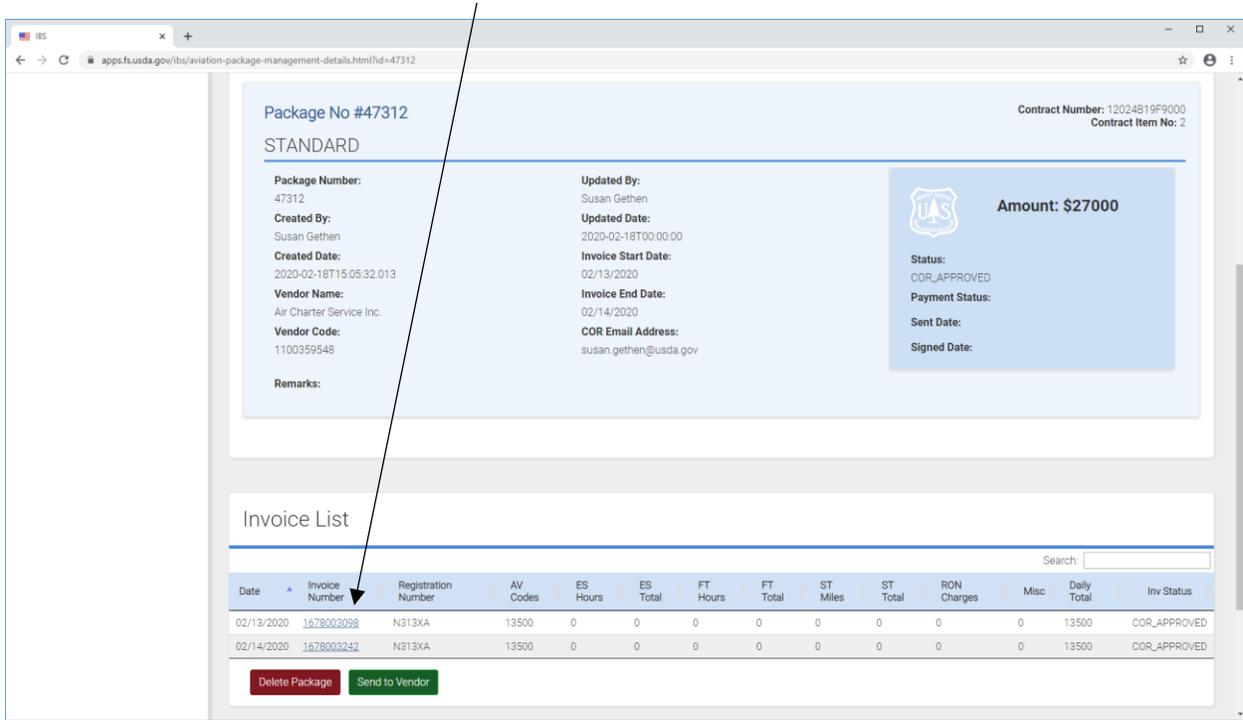
- 9) You will be taken to **“Package Management”**
  - a. Filter for Start Flight Date.
  - b. Contract Number
  - c. Contract Item Number
  - d. Can enter Package number if you are going back into a package for any reason.
  - e. **“Search”**



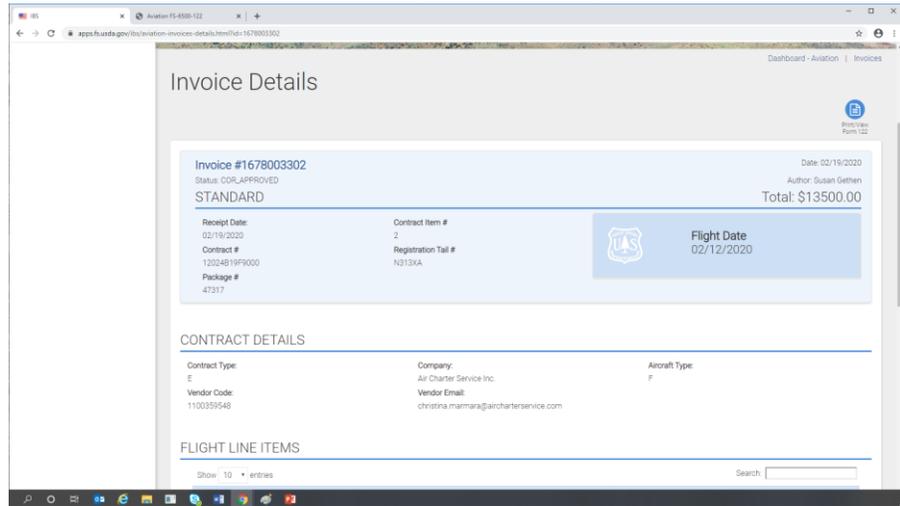
- 10) All Packages will appear in the table.
  - a. Pick the Package that says **“COR\_APPROVED”**
    - i. Click on the Package Number (Example: 47312)



- 11) This will bring up the package.
  - a. You can still “Edit,” “Delete,” and “View” the invoice at this point.
    - i. Click on the INVOICE number



- ii. It will bring up the Invoice Screen. (as seen below)



- iii. Use the Three Dots as before to edit as needed.

12) If no editing is needed. You can click on "Send to Vendor"

The screenshot displays the IBS Package Management interface. At the top, it shows 'Package No #47312' and 'STANDARD'. The 'Contract Number' is 12024819F9000 and 'Contract Item No.' is 2. The package details include: Package Number: 47312, Created By: Susan Gethen, Created Date: 2020-02-18T15:05:32.013, Vendor Name: Air Charter Service Inc., Vendor Code: 1100359548, and Remarks. Updated By: Susan Gethen, Updated Date: 2020-02-18T00:00:00, Invoice Start Date: 02/13/2020, Invoice End Date: 02/14/2020, and COR Email Address: susan.gethen@usda.gov. The amount is \$27000. The status is COR\_APPROVED, Payment Status is blank, Sent Date is blank, and Signed Date is blank. Below the package details is an 'Invoice List' table with columns: Date, Invoice Number, Registration Number, AV Codes, ES Hours, ES Total, FT Hours, FT Total, ST Miles, ST Total, RON Charges, Misc, Daily Total, and Inv Status. The table contains two rows of invoice data. At the bottom of the invoice list, there are two buttons: 'Delete Package' (red) and 'Send to Vendor' (green). An arrow points from the text above to the 'Send to Vendor' button.

Date	Invoice Number	Registration Number	AV Codes	ES Hours	ES Total	FT Hours	FT Total	ST Miles	ST Total	RON Charges	Misc	Daily Total	Inv Status
02/13/2020	1678003098	N3 SXA	13500	0	0	0	0	0	0	0	0	13500	COR_APPROVED
02/14/2020	1678003242	N3 SXA	13500	0	0	0	0	0	0	0	0	13500	COR_APPROVED

13) You can delete the package also, this will NOT delete the invoices just the packaging of them together.