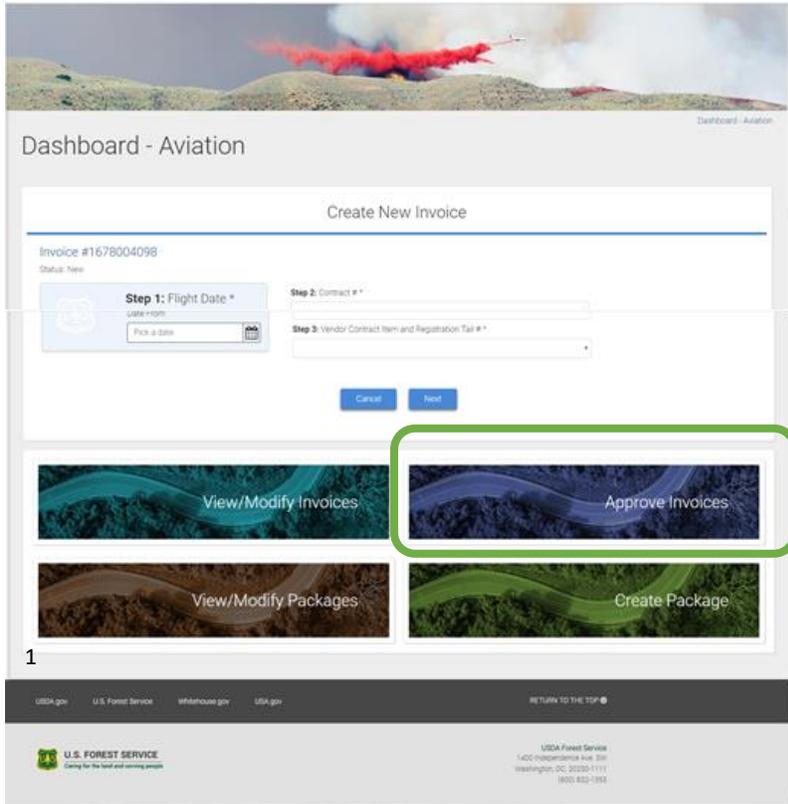


**To Approve Invoices:**

You can only approve invoices that are in the “Submit” status.

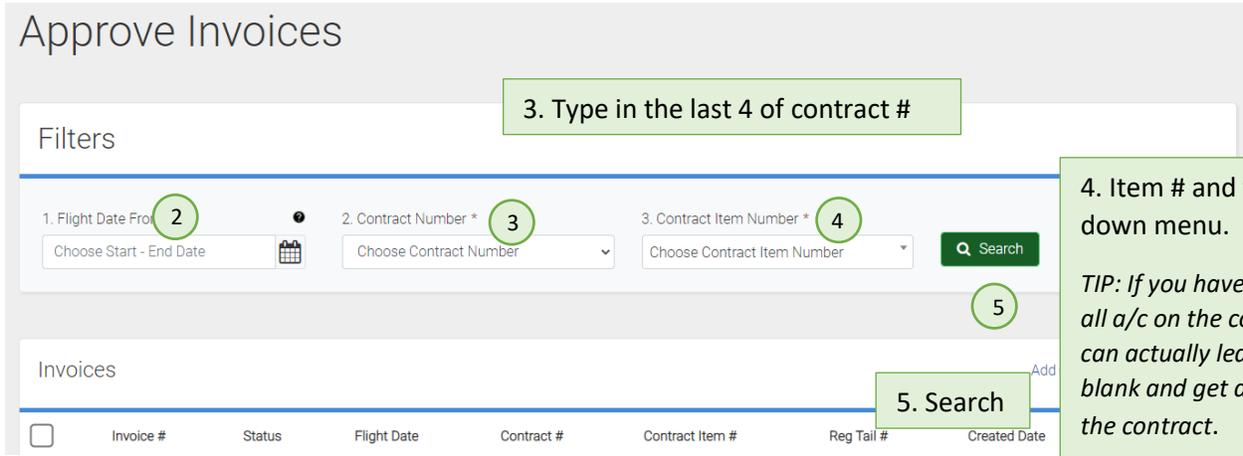
Go to “Approve Invoices” on the left side or: “Approve Invoices” at the bottom, if you don’t see all four boxes then you do not have COR access in IBS.



1. Click on Approve Invoices

“View/Modify Invoice” is where you “Approve Invoices”

2. Pick the first flight date, the end defaults to todays date, can be manually changed.



3. Type in the last 4 of contract #

4. Item # and tail # drop down menu.  
 TIP: If you have to approve all a/c on the contract you can actually leave this blank and get all a/c on the contract.

5. Search

# Approving IBS Invoices

## Filters

1. Flight Date From \*

10/01/2020 - 11/18/2020



2. Contract Number \*

AG-024B-B-17-5000

3. Contract Item Number \*

1 - N392AC

Search

Invoices for Contract#AG-024B-B-17-5000 Item#1(10/01/2020 - 11/18/2020)

Add Refresh Print

Show 50 entries

Search:

<input type="checkbox"/>	Invoice #	Status	Flight Date	Contract Number	Contract Item	Reg Tail #	Created Date	Amount
<input type="checkbox"/>	1678042598	SUBMIT	10/04/2020	AG-024B-B-17-5000	1	N392AC	10/04/2020	48000
<input type="checkbox"/>	1678042599	SUBMIT	10/04/2020	AG-024B-B-17-5000	1	N392AC	10/04/2020	48432
<input type="checkbox"/>	1678042600	SUBMIT	10/04/2020	AG-024B-B-17-5000	1	N392AC	10/04/2020	48432
<input type="checkbox"/>	1678042601	SUBMIT	10/04/2020	AG-024B-B-17-5000	1	N392AC	10/04/2020	48432
<input type="checkbox"/>	1678042875	SUBMIT	10/05/2020	AG-024B-B-17-5000	1	N392AC	10/05/2020	48432
<input type="checkbox"/>	1678044515	SUBMIT	10/12/2020	AG-024B-B-17-5000	1	N392AC	10/12/2020	48216
<input type="checkbox"/>	1678044516	SUBMIT	10/12/2020	AG-024B-B-17-5000	1	N392AC	10/12/2020	90791.44
<input type="checkbox"/>	1678044518	SUBMIT	10/09/2020	AG-024B-B-17-5000	1	N392AC	10/12/2020	48432
<input type="checkbox"/>	1678044519	SUBMIT	10/08/2020	AG-024B-B-17-5000	1	N392AC	10/12/2020	124518.72
<input type="checkbox"/>	1678044521	SUBMIT	10/07/2020	AG-024B-B-17-5000	1	N392AC	10/12/2020	48432
<input type="checkbox"/>	1678044522	SUBMIT	10/06/2020	AG-024B-B-17-5000	1	N392AC	10/12/2020	48432

Showing 1 to 11 of 11 entries

Previous 1 Next

<input checked="" type="checkbox"/>	1678044521	SUBMIT	10/07/2020	AG-024B-B-17-5000	1	N392AC	10/12/2020	48432
<input checked="" type="checkbox"/>	1678044522	SUBMIT	10/06/2020	AG-024B-B-17-5000	1	N392AC	10/12/2020	48432

Showing 1 to 11 of 11 entries

Previous 1 Next

Actions

Then click on the "Approve All"

Approve

Approve All

Approve Invoice

# Approving IBS Invoices

Invoices for Contract#AG-024B-B-17-5000 Item#1(10/01/2020 - 11/18/2020)

Approve Invoice

Package #:  
Contract #AG-024B-B-17-5000  
Contract Item #:1  
Invoice(s) #:  
1678042598,1678042599,1678042600,1678042601,1678042875,1678042876,1678044515,1678044516,1678044518,1678044519,1678044521,1678044522

I certify that the services listed in the above invoice were received.

Name of the COR/CO \*

Enter Name

PIN # \*

Enter PIN

Approve Invoice Cancel

Reg Tail #	Created Date	Amount
N392AC	10/04/2020	48000
N392AC	10/04/2020	48432
N392AC	10/04/2020	48432
N392AC	10/12/2020	48432

Showing 1 to 11 of 11 entries

Actions

Approve Approve All

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