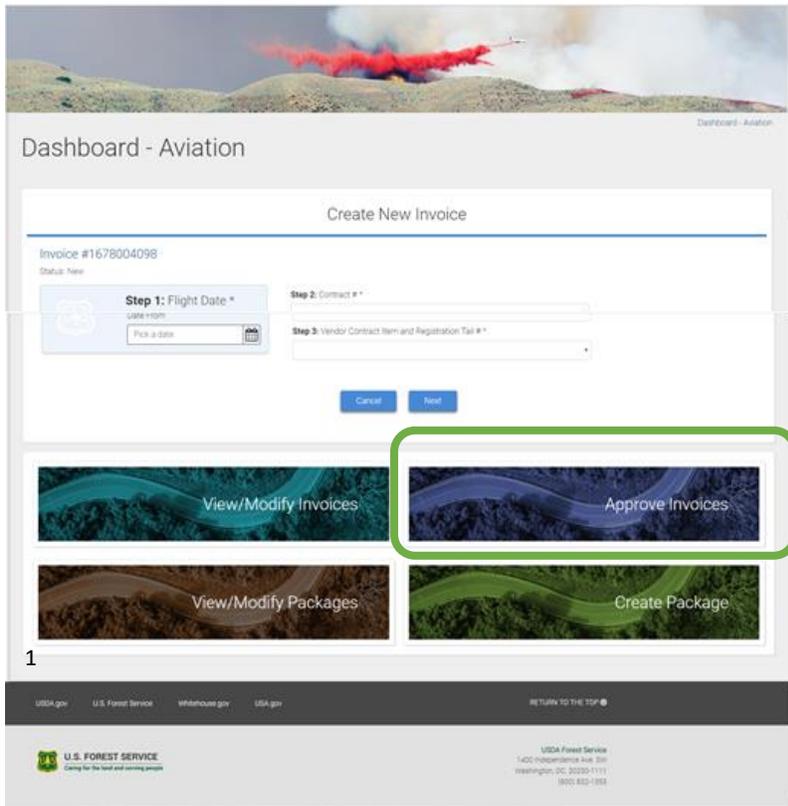


**To Approve Invoices:**

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

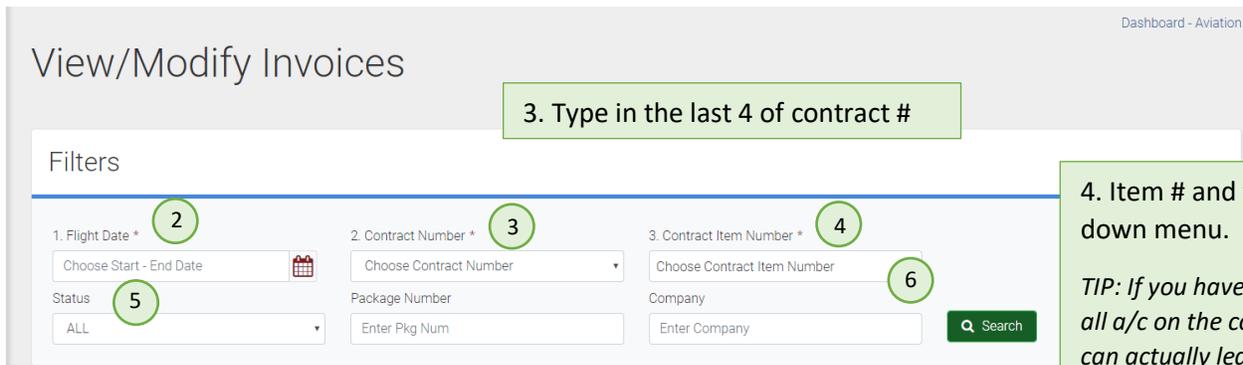
Go to “View/Modify Invoices” on the left side or: “Approve Invoices” at the bottom, if you don’t see all four boxes then you do not have COR access in IBS.



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. Pick a status.  
*TIP: Leave blank to find missing invoices.*

6. Search

# Approving IBS Invoices

## Filters

1. Flight Date \*

2. Contract Number \*

3. Contract Item Number \*

Status

Package Number

Company

Invoices for Contract#AG-024B-C-17-9000 Item#17(03/01/2020 - 03/10/2020)

Show 50 entries

Search:

Invoice #	Status	Flight Date	Contract #	Contract Item #	Reg Tail #	Created Date	Amount
1678004106	DRAFT	03/07/2020	AG-024B-C-17-9000	17	N50HV	03/10/2020	0
1678004105	SUBMIT	03/06/2020	AG-024B-C-17-9000	17	N50HV	03/10/2020	2295
1678004104	SUBMIT	03/05/2020	AG-024B-C-17-9000	17	N50HV	03/10/2020	2295
1678004103	SUBMIT	03/04/2020	AG-024B-C-17-9000	17	N50HV	03/10/2020	2295
1678004102	SUBMIT	03/03/2020	AG-024B-C-17-9000	17	N50HV	03/10/2020	2295
1678004100	DRAFT	03/02/2020	AG-024B-C-17-9000	17	N50HV	03/10/2020	2295

2. Pick Invoice # that is in "submit" state

### Invoice Details

Invoice #1678003923  
Status: SUBMIT  
STANDARD  
Total: \$3431.20

Receipt Date: 03/05/2020  
Contract #: AG-024B-C-17-9000  
Package #

Contract Item #: 12  
Registration Tail #: N407CF  
Flight Date: 03/04/2020

#### CONTRACT DETAILS

Contract Type: E  
Company: TENAX AERIAL FIRE SUPPORT LLC  
Vendor Code: 110288871  
Vendor Email: vhoward@tenaxaerospace.com  
Aircraft Type: A

#### FLIGHT LINE ITEMS

Flight Leg #	Flight Order	From	To	Pay Code	Rate	Flight Leg Total (\$)
1	availability			AV	2062	2062
3	etgs training	IWA - Williams Gateway Airport	IWA - Williams Gateway Airport	FT	652	1369.2

#### ADDITIONAL CHARGES

Charge ID # | Registration Unit Code | Description | Mission Code | Pay Code | Job Code | Total Amount(\$)

No data available in table

#### INVOICE REMARKS

Remarks:

3. Confirm details are correct

4. Approve Invoice

5. Enter Name and PIN#

You have now APPROVED an invoice NOW you need to **PACKAGE** them to send them to the vendor.