

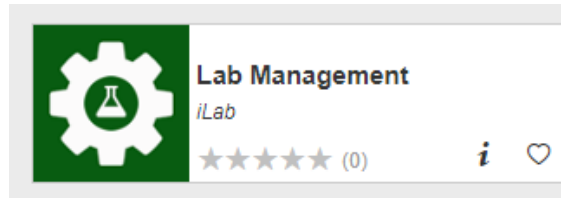
This QRC outlines the steps for a PI to approve invoice(s) for a user. The account string information contained in the invoice can be updated within 10 calendar days of the billing event creation. Even if not approved, the charges contained in the invoice will be billed in 10 calendar days.

For a schedule of recharge center billing frequency and review periods, see the [Recharge Center Billing Calendar](#).

Access iLab

Go to the iLab solutions site using the direct link or the [One Purdue Portal](#) and login using your Boilerkey credentials. Help logging in to iLab using Boilerkey [can be found here](#).

purdue.ilabsolutions.com



Invoice Notification

Once a billing event has been created by a recharge facility, the Invoice Owner/Financial Contact (most likely the PI) will receive email notification.

Wed 6/7/2017 2:50 PM
no-reply@ilabsolutions.com
iLab - Your invoice LSMF-2535 from Purdue University (Life Science Microscopy Facility)

To: pi@purdue.edu

Message: Invoice_LSMF-2535.pdf (50 KB)

Click this link to access this invoice within your iLab account:
<https://purdue.ilabsolutions.com/invoices/show/2535>

Click link to open invoice.

Invoice Review

To edit account information, click



Invoice Details								
DATE	ITEM DESCRIPTION	PMT.#	QTY	PPU	STATUS	SUBTOTAL	TAX	TOTAL
▼ Request: LSMF-PA-28 Start: December 02, 2016 Owner: Philip Abbott Financial Approver: N/A								
March 28, 2017	TEM (CM-100)- Service (Consultation and Microsc)	2 splits	2.0	\$69.00/ea	Completed	\$138.00	\$0.00	\$138.00
	(44061) Split #1	41100000-8000075443	70.000%			\$96.60	\$0.00	\$96.60
	(44064) Split #2 (subsidized)	11010005-4011015000-005200001661	30.000%			\$41.40	\$0.00	\$41.40
March 28, 2017	TEM (CM-100)- Service (Consultation and Microsc)	2 splits	3.0	\$69.00/ea	Completed	\$207.00	\$0.00	\$207.00
	(44062) Split #1	41060000-8000057320	70.000%			\$144.90	\$0.00	\$144.90
	(44063) Split #2 (subsidized)	11010005-4011015000-005200001661	30.000%			\$62.10	\$0.00	\$62.10
April 24, 2017	Acid Lab Access	2 splits	2.0	\$19.00/ea	Completed	\$38.00	\$0.00	\$38.00
	(44611) Split #1	41060000-8000057320	70.000%			\$26.60	\$0.00	\$26.60
	(44612) Split #2 (subsidized)	11010005-4011015000-005200001661	30.000%			\$11.40	\$0.00	\$11.40
April 24, 2017	Bio Lab Access	2 splits	1.0	\$22.00/ea	Completed	\$22.00	\$0.00	\$22.00
	(44613) Split #1	41060000-8000057320	70.000%			\$15.40	\$0.00	\$15.40
	(44614) Split #2 (subsidized)	11010005-4011015000-005200001661	30.000%			\$6.60	\$0.00	\$6.60
Actual cost: \$630.00		Projected cost: \$156.00		Invoice cost: \$405.00				
Invoice Total:							+	\$405.00
Total Subsidized:							-	\$121.50
Total Due:								\$283.50

Make desired account assignment changes and click **save**.

charge	billing status	Account String	amount
TEM (CM-100)- Service (Consultation and Microsc)	Paid	43010000-8000034035 OSC-C/S-Walther Oncology Physi	\$276.00
cryoFESEM w/ labor (service and Multi-user rate)	Paid	43010000-8000034035 OSC-C/S-Walther Oncology Physi	\$104.00
Consultation - Other (labor only)	Paid	43010000-8000034035 OSC-C/S-Walther Oncology Physi	\$120.00
TEM (CM-100)- Service (Consultation and Microsc)	Billing Initialized	43010000-8000034035 OSC-C/S-Walther Oncology Physi	\$-276.00

selected charge(s) total: \$ 0.00

Amount currently due: \$0.00

Update payment info for selected (4) charges

Account Strings 1 100.0 % 43010000-8000034035 OSC-C/S-Walther Oncology Physi (Expires on M...

100.0% total allocated

make default for project?

payment notes

save cancel

Send Payment Reminder?

Invoice Approval

From the invoice, click **click here to approve** in the green banner at the top of the page.

Confirm Payment Hide details Show details

Please review this invoice and [click here to approve.](#)


PURDUE
UNIVERSITY.



Invoice No. LSMF-2148
Invoice Date April 24, 2017
Lab Abbott, Philip (PUR) Lab

From: Life Science Microscopy Facility To: Abbott, Philip (PUR) Lab | Philip Abbott

From list of invoices, Approval Status will be **required**.

Click  to approve.

Icon will change to  and Approval Status will now be **approved**.

May 11 '17	Life Science Microscopy Facility	LSMF-2284	Bryant, Frances (PUR) Lab	Frances Bryant	11010000-1099001000-7123456789	Internal	\$100.00	Not Yet Paid	required		<input type="checkbox"/>
May 11 '17	Life Science Microscopy Facility	LSMF-2284	Bryant, Frances (PUR) Lab	Frances Bryant	11010000-1099001000-7123456789	Internal	\$100.00	Not Yet Paid	required		<input type="checkbox"/>