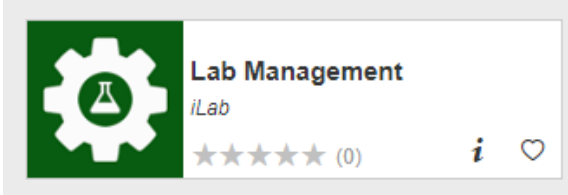
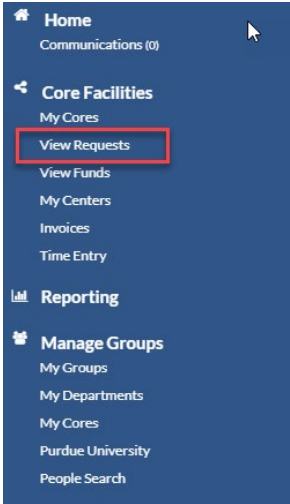
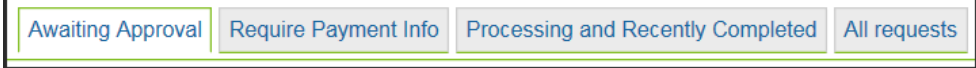
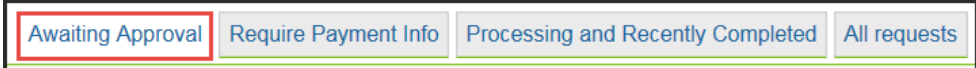

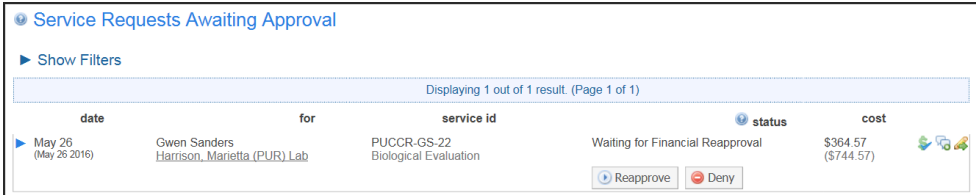


Review Account Assignments and Approve Invoice - Department

This QRC outlines the steps to access and review pending charges and approve invoices for a PI or user. The account string information can be updated within 7 calendar days of the billing event creation. Departments have access to view charges for only the PIs and users which are assigned to their Department.

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

Access iLab											
<p>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.</p>	<p>purdue.ilabsolutions.com</p> 										
Check for Account Assignment Errors											
<p>Click View Requests, under core facilities.</p>											
<p>Four tabs appear, each which may contain reservations or requests.</p>											
Awaiting Approval											
<p>Charges listed on the Awaiting Approval tab exceed a user's threshold and require approval from the PI or Department.</p>											
<p>To edit account information, click .</p>	 <table border="1"> <thead> <tr> <th>date</th> <th>for</th> <th>service id</th> <th>status</th> <th>cost</th> </tr> </thead> <tbody> <tr> <td>May 26 (May 26 2016)</td> <td>Gwen Sanders Harrison, Marietta (PUR) Lab</td> <td>PUCCR-GS-22 Biological Evaluation</td> <td>Waiting for Financial Reapproval</td> <td>\$364.57 (\$744.57)</td> </tr> </tbody> </table>	date	for	service id	status	cost	May 26 (May 26 2016)	Gwen Sanders Harrison, Marietta (PUR) Lab	PUCCR-GS-22 Biological Evaluation	Waiting for Financial Reapproval	\$364.57 (\$744.57)
date	for	service id	status	cost							
May 26 (May 26 2016)	Gwen Sanders Harrison, Marietta (PUR) Lab	PUCCR-GS-22 Biological Evaluation	Waiting for Financial Reapproval	\$364.57 (\$744.57)							

Review Account Assignments and Approve Invoice - Department

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
cytoFESEM 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

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?

Require Payment Info

Charges listed on the **Require Payment Info** tab are missing account assignments. If a reservation or service request was made using an account that is now closed, a new account string must be assigned before a billing event can be created.

Awaiting Approval **Require Payment Info** Processing and Recently Completed All requests

To edit account information, click .

Service Requests Requiring Payment Information

Show Filters

Displaying 6 out of 6 results: (Page 1 of 1)

date	for	service id	status	cost	completed:
May 17 (May 09 2016)	Stella Price Bryant, Frances (PURI) Lab	PUCCR-SP-15 Transgenic Mouse	Completed	\$800.00 (\$842.00)	
May 05 (May 05 2016)	Garland Russel Bryant, Frances (PURI) Lab	PUCCR-GR-8 Transgenic Mouse	Completed	\$10,920.00 (\$10,540.00)	completed: May 24
May 05 (May 05 2016)	Stella Price Bryant, Frances (PURI) Lab	PUCCR-SP-7 Transgenic Mouse	Completed	\$350.63 (\$679.83)	completed: May 05

completed: May 05

Review Account Assignments and Approve Invoice - Department

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

Access Invoices

Click **Invoices**, under core facilities.

A list of all invoices is displayed.

Displaying 20 out of 20 result(s). (Page 1 of 1)

Created On	Core	Invoice Number	Lab	Owner	Payment Numbers	Price Types	Total Cost	Status	Approval Status	
May 25 '17	Life Science Microscopy Facility	LSMF-2448	Abbott, Philip (PUR) Lab	Philip Abbott	41100000-8000075443, 11010005-4011015000-005200001961	Internal	\$19.00	Not Yet Paid	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	
Apr 24 '17	Life Science Microscopy Facility	LSMF-2149	Harrison, Marietta (PUR) Lab	Marietta Harrison	43010000-8000035427, 11010005-4011015000-005200001961	Internal	\$103.00	Not Yet Paid	approved	
Apr 24 '17	Life Science Microscopy Facility	LSMF-2148	Abbott, Philip (PUR) Lab	Philip Abbott	41060000-8000057320, 11010005-4011015000-005200001961, 41100000-8000075443	Internal	\$405.00	Not Yet Paid	required	
Apr 12 '17	Life Science Microscopy Facility	LSMF-2119	Harrison, Marietta (PUR) Lab	Marietta Harrison	43010000-8000035427, 11010005-4011015000-005200001961	Internal	\$165.00	Paid	not required	
Mar 29 '17	Purdue University Center for Cancer Research	PUCFCR-2007	Harrison, Marietta (PUR) Lab	Marietta Harrison	43010000-8000035427, 11010005-4011015000-005200001961	Internal	\$17.95	Not Yet Paid	not required	
Mar 28 '17	Life Science Microscopy Facility	LSMF-1996	Abbott, Philip (PUR) Lab	Philip Abbott	41100000-8000075443	Internal	\$69.00	Not Yet Paid	not required	
Mar 28 '17	Life Science Microscopy Facility	LSMF-1995	Harrison, Marietta (PUR) Lab	Marietta Harrison	21010000-8000034034 Walther Oncology Physical Sci	Internal	\$69.00	Not Yet Paid	not required	

Filter Charges

Filter available invoices to display only those that are pertinent to the current billing period and/or desired PI/Lab.

Click **Show Filters**.



Review Account Assignments and Approve Invoice - Department

Enter Keywords to search.

Click **filter name** to expand and select or deselect options, and click **Apply Filters** to return results.

◀ Hide Filters

▼ Keywords

▼ Status

Requested (21)

▶ Category

▶ Labels

▶ Assigned To

▶ Lab

▶ Owner

▶ Core

▶ Institution

▶ Account String

▶ Payment Method

▶ Request Date

▶ Start Date

▶ Due Date

▶ Completed Date

View Individual Invoice

Click to open invoice.

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"/>
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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

Review Account Assignments and Approve Invoice - Department

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
cytoFESEM 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 (*) 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?

Approve Invoice

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

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

Click to approve.

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

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

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"/>