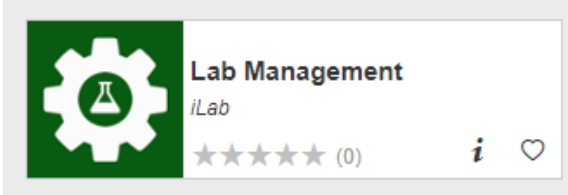
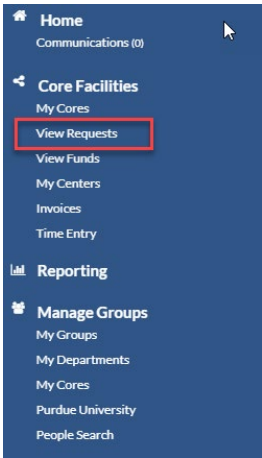
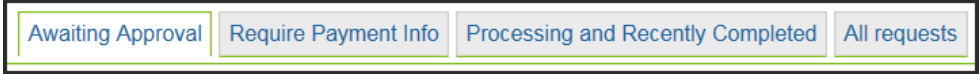
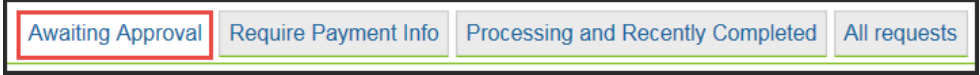

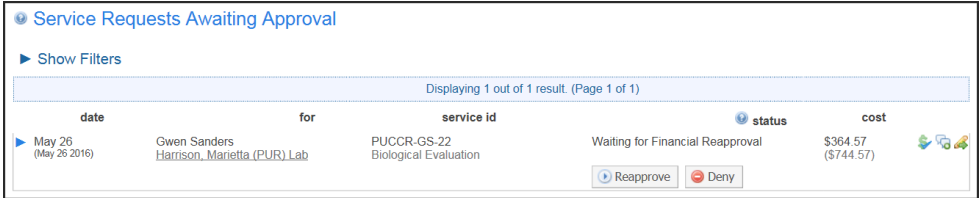


## Reviewing Account Assignments on Pending Recharge Facility Charges

This QRC outlines the steps to access and review pending charges to a PI or user that have not yet been billed. The account string information can still be updated if the billing event has not yet occurred. 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 <a href="#">One Purdue Portal</a> and login using your Boilerkey credentials. Help logging in to iLab using Boilerkey <a href="#">can be found here</a>.</p>	<p><a href="http://purdue.ilabsolutions.com">purdue.ilabsolutions.com</a></p> 										
Access Pending Charges											
<p>Click <b>View Requests</b>, under core facilities.</p>											
<p>Four tabs appear, each which may contain reservations or requests.</p>											
Awaiting Approval											
<p>Charges listed on the <b>Awaiting Approval</b> 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)							

**Reviewing Account Assignments on Pending Recharge Facility Charges**

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

**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.

To edit account information, click .

Service Requests Requiring Payment Information

Showing Filters

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

date	for	service id	status	cost	
May 17 (May 06 2016)	Stella Price Bryant, Frances (PURL) Lab	PUCCR-SP-15 Transgenic Mouse	Completed	\$800.00 (\$842.00)	completed: May 24
May 05 (May 06 2016)	Garland Russel Bryant, Frances (PURL) Lab	PUCCR-GR-8 Transgenic Mouse	Completed	\$10,920.00 (\$10,540.00)	completed: May 05
May 05 (May 06 2016)	Stella Price Bryant, Frances (PURL) Lab	PUCCR-SP-7 Transgenic Mouse	Completed	\$350.83 (\$678.83)	completed: May 05


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

# Reviewing Account Assignments on Pending Recharge Facility Charges

## Processing and Recently Completed

Charges listed on the Processing and Recently Completed tab include reservations and service requests that have not yet been billed.

[Awaiting Approval](#)
[Require Payment Info](#)
[Processing and Recently Completed](#)
[All requests](#)

To edit account information, click .

All Processing and Recently Completed Requests

Show Filters

Displaying 10 out of 13 results. (Page 1 of 2)

date	for	service id	status	cost	completed:
Jun 16 (Jun 16 2016)	Pamela Aaltonen Aaltonen, Pamela (PUR) Lab	PUCCR-PA-24 Transgenic Mouse	Completed	\$455.13 (\$455.13)	Jun 16
May 26 (May 26 2016)	Marietta Harrison Harrison, Marietta (PUR) Lab	LSMF-MH-22	Completed	\$500.00 (\$524.00)	May 26
May 24 (May 24 2016)	Rakesh Agrawal Agrawal, Rakesh (PUR) Lab	PUCCR-RA-21 Transgenic Mouse	Completed	\$75.13 (\$-424.87)	May 24

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
cryoFEMEM 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?

## All requests

Charges on the All requests tab include any and all charges

[Awaiting Approval](#)
[Require Payment Info](#)
[Processing and Recently Completed](#)
[All requests](#)

To edit account information, click .

All Service Requests

Show Filters

Displaying 10 out of 41 results. (Page 1 of 5)

date	for	service id	status	cost	completed:
Jun 16 (Jun 16 2016)	Pamela Aaltonen Aaltonen, Pamela (PUR) Lab	PUCCR-PA-24 Transgenic Mouse	Completed	\$455.13 (\$455.13)	Jun 16
May 01 (May 31 2016)	Lorenzo Marks Mongeau, Luc (PUR) Lab	LSMF-LM-23	Equipment Charges	\$0.00 (\$64.00)	

## Reviewing Account Assignments on Pending Recharge Facility Charges

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**

### Filtering Charges

Each view of charges has the ability to be filtered based on a number of different variables.

From any of the 4 views, click **Show Filters**.

**Show Filters**

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

Apply Filters

Reset Filters