

## Administration – Billing Process & Invoices

### How billing via iLab works at Einstein

1. Core staff review all device reservations and confirm each reservation for billing.
2. Core staff confirm charges on service requests (all or partial confirmation for longer term projects).
3. The Office of Shared Scientific Resources produces a Billing Event in iLab which generates a file formatted for automatic upload into Banner (generally twice per month).
4. Charges are posted to appropriate funds in Banner with the following naming convention in the description field: *Core Acronym-iLab Service ID-PI Last Name PI First Name*.

#### Core Acronyms Used in Banner Description Field

**AIF = Analytical Imaging Facility**  
**BAR = Biomarker Analytical Research Core**  
**BIO = Biorepository**  
**CSC = Chemical Synthesis Core**  
**EHS = Irradiator / Environmental Health & Safety**  
**ESM = Epidemiology Study Management and Informatics**  
**FAC = Flow Cytometry Facility**  
**GEN = Genomics**  
**GTC = Genetic Engineering and Gene Therapy Core**  
**GTT = Gene Targeting, Gene Modification and Transgenic Mouse Cores**  
**HIS = Histopathology Core**  
**IVI = In Vivo Imaging System Facility**  
**MCC = Molecular Cytogenetic Core**  
**MTD = Macromolecular Therapeutics Development Facility / Hybridoma Facility**  
**NMR = Structural NMR Resource**  
**PRO = Proteomics / LMAP**  
**RIC = Research Informatics**  
**SEC = Department of Security & Transportation**  
**SHR = shRNA / CRISPR Facility**

5. Invoices are generated from within iLab and are sent to the designated contact for each lab (PI, lab manager or department administrator).

## Reviewing Charges in iLab

1. You can view your iLab charges in Self Service Banner under account code *76255 IC Use of Research Equip or Facil*. All iLab generated charges have a document code that starts with IL. Your iLab Service ID number for a particular charge is located in the Vendor/Transaction Description field. It is the set of numbers after the facility acronym (in the example below the # is 3131005).

Chart of Accounts:	Y Yeshiva University	Commitment Type:	All
Fund:	310	Program:	20001 Sponsored Research
Organization:		Activity:	All
Account:	76255 IC Use of Research Equip or Facil	Location:	All

### Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Feb 27, 2015	Feb 26, 2015				ESC
Mar 05, 2015	Mar 06, 2015	IL000001	IVI-3131005-PI Last PI First	22.50	EIC



2. Log in to iLab and click on Invoices from the menu bar on the left of your screen. Type the iLab Service ID number in the keywords box and hit Go.

3. Invoices are grouped by lab. Your search result will return the lab invoices that includes the particular iLab Service ID you searched for along with all other charges on that invoice. Use the magnifying glass icon on the far right of the screen to open the invoice.

playing 1 out of 1 result(s). (Page 1 of 1)

<u>Owner</u>	<u>Payment Numbers</u>	<u>Total Cost</u>	<u>Status</u>	<u>Approved By</u>	<u>Approval Status</u>	
		\$82.50	Paid	none	not required	

The iLab Service ID you searched for will be noted in parenthesis in the first column of the Invoice Details.

Invoice Total							\$82.50
Invoice Details							
DATE	ITEM DESCRIPTION	PMT.#	QTY	PPU	STATUS	TOTAL PRICE	
▼ Request: IVIS-2015-3 Start: March 03, 2015 Owner: [REDACTED]  							
(3114440) February 19, 2015	IVIS (IVIS)   Thursday, February 19	[REDACTED]	0.25	\$30.00/hr	Completed	\$7.50	
(3131047) February 24, 2015	IVIS (IVIS)   Tuesday, February 24	[REDACTED]	0.5	\$30.00/hr	Completed	\$15.00	
(3131044) February 24, 2015	IVIS (IVIS)   Tuesday, February 24	[REDACTED]	0.5	\$30.00/hr	Completed	\$15.00	
(3131016) February 24, 2015	IVIS (IVIS)   Tuesday, February 24	[REDACTED]	0.25	\$30.00/hr	Completed	\$7.50	
(3131009) February 24, 2015	IVIS (IVIS)   Tuesday, February 24	[REDACTED]	0.25	\$30.00/hr	Completed	\$7.50	
(3131007) February 25, 2015	IVIS (IVIS)   Wednesday, February 25	[REDACTED]	0.25	\$30.00/hr	Completed	\$7.50	
(3131005) February 25, 2015	IVIS (IVIS)   Wednesday, February 25	[REDACTED]	0.75	\$30.00/hr	Completed	\$22.50	
Invoice cost:							\$82.50