

# Billing

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# Billing Statements and Invoices

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## Introduction

An invoice for services provided within UNMC are called "billing statements." Traditional invoices are only sent to core facility customers who are not internal to UNMC.

Core facilities use an automated process for billing that is completed once a month for the previous month. For example, services rendered and billed in May will be processed and posted in SAP in June. All charges are posted directly into SAP based on the cost object provided at the time of service.

The principal investigator being billed for services will receive an email from each core when billing is completed for that month.

Core facilities cannot make billing changes due to a cost object that was incorrectly provided by the customer. Should a charge need to be moved to a different account, contact your department's accounting administrator to initiate a journal transfer.

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## View/Print Billing Statements

To view or print billing statements or invoices, access the "CORE" tab in the RSS. Under "Billing," select "Billing Statements Dashboard."

The bottom of each billing statement has core-specific contact information if you have questions about the services that were billed.

# RSS - Research Support System

Friday, January 29, 2021

[IRB](#) [IBC](#) [IACUC](#) [CM](#) [RESEARCH SPACE](#) [CORE](#) [LINKS](#) [EHS](#) [SPA/UNEHEALTH](#) [QUICK MENU](#)[Classic Menu](#)

## RSS Alert

1. **CORE: New form to request a Non-NU Invoicing Account** (view message) (01/19/2021)
2. **New feature: Report a bug** (view message) (01/13/2021)
3. **Feedback Feature Available** (view message) (06/11/2020)

## Documents and Education

[IRB Policy & Procedures](#)[IBC online instructions for an existing paper application](#)[IBC online instructions for a new application submission](#)[Request an External Core User ID](#)

## Quote of the Day

If you don't know where you're going, any road will get you there. -- Ancient Chinese Proverb

## Show Step-by-Step Details

First, select "Billing Statement Dashboard" from the Core Billing menu.

# RSS - Research Support System

Friday, January 29, 2021

IRB

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CORE

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QUICK MENU

## BILLING

[Administrator Dashboard](#)[Billing Statement Dashboard](#)[Billing Statements](#)

## SCHEDULING

[Instrument Scheduler](#)[IS-G](#)[Project Tracker](#)

## REQUESTS

[Non-NU Invoicing Account](#)[message](#)) (01/13/2021)**3. Feedback Feature Available** (view message) (06/11/2020)[submission](#)[Request an External Core User ID](#)

### Quote of the Day

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The Dashboard will load with all statements in which you have either a Billed Faculty, Contact, or Machine Operator role. This may take a moment to load if you have roles in many cores.

[Classic Menu](#)

## Billing Statements Dashboard

The most recent 25 core invoices are displayed by default. Use any of the search criteria below to find other invoices.

core name

All



bill to

All



invoice begin date



invoice end date

01/29/2021



invoice status

All



Search

Reset

 Loading Results. Please wait.....

**Only the most recent 25 statements will load on this initial view.** Let the page finish loading before selecting any of the filters.

To ensure that you have loaded all the billing statements, complete any of the filterable fields, "core name", "bill to" or "invoice begin date" and "Search" to load all statements of interest.

## Billing Statements Dashboard

The most recent 25 core invoices are displayed by default. Use any of the search criteria below to find other invoices.


core name All ▼	bill to All ▼	invoice begin date <input type="text"/> 23	invoice end date 01/29/2021 23
		invoice status All ▼	
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

Use the page navigation links to move between the displayed pages.

## Billing Statements Dashboard

The most recent 25 core invoices are displayed by default. Use any of the search criteria below to find other invoices.

core name All ▼	bill to All ▼	invoice begin date 01/01/2021 23	invoice end date 01/29/2021 23
		invoice status All ▼	
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

Export to Excel: 

[Previous](#) Results 1-25 of 45 total [Next](#)

view invoice	core name	bill to	invoice date	amount	invoice status
<a href="#">View</a>	Genomics Core Facility	Kielian, Tammy L		3798.00	Pending
<a href="#">View</a>	Genomics Core Facility	Batra, Surinder K		48.00	Pending
<a href="#">View</a>	Genomics Core Facility	Gendelman, Howard E		24.00	Pending
<a href="#">View</a>	Flow Cytometry Research Facility	Case, Adam		214.50	Pending
<a href="#">View</a>	Flow Cytometry Research Facility	Hewitt, Kyle J		951.25	Pending

Finally, click "View" to pull up the details of the selected billing statement and generate a PDF version of the billing statement that can be printed, saved, or e-mailed for record keeping.



## University Of Nebraska Medical Center

Open in Acrobat

NEBRASKA'S HEALTH SCIENCE CENTER

OFFICE OF RESEARCH

Research IT Office

Phone: (402) 559-9072

Billing Ref#: 2020123131

Linda Wilkie

Monthly Billing Statement: 12/31/2020

<u>INSTRUMENT</u>	<u>SCHD DATE</u>	<u>SERVICE TYPE</u>	<u>PROJID</u>	<u>FEE TYPE</u>	<u>CHRG BY UNIT</u>	<u>CHRG UNITS</u>	<u>TOTAL CHRG</u>
Subscriptions	12/31/2020	StoreEasy Data Storage		Flat Fee	NA	NA	\$30.19
Contact: Linda Wilkie							
Service Notes: Quarterly RITO Enterprise Storage Service - 242 GB of data							
Total For Service:							\$30.19
Payment Method: Cost Object 3312090854							\$30.19
<u>PAYMENT METHOD TOTALS:</u>							
Total Charges For Cost Object - 3312090854: \$30.19							

Grand Total Charges For - Cost Object \*\*Cost Object(s) have been charged : \$30.19

For billing questions contact: Ashok Mudgapalli

If you do not see any billing statements, you do not have a role that enables you to see the statements of others.

If you are an administrator managing accounts for departmental faculty please see the [Administrators Dashboard](#) page.

# Administrator Billing Statement View

## Administrator Billing Statement Access

By default, only those with a role in the service may access billing statements. However, there are a number of instances where a lab manager or administrator may need documentation for ledger transactions. This can be accessed through the Administrator Dashboard.

UNMC ITS-Application Services

zoom: + - reset



sign out

RSS - Research Support System

Friday, January 29, 2021

Search

IRBIBC IACUC CMRESEARCH SPACECORELINKSEHSSPA/UNEHEALTHQUICK MENU

Classic Mer

RSS Alert

1. CORE: New form to request a Non-NU Invoicing Account (view message) (01/19/2021)

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Documents and Education

IRB Policy & Procedures

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IBC online instructions for a new application submission

Request an External Core User ID

Quote of the Day








If you don't know where you're going, any road will get you there. -- Ancient Chinese Proverb

Show Step-by-Step Details



First, Select "Administrator Dashboard" from the Core > Billing menu.

UNMC ITS-Application Services

zoom: + - reset        sign out

RSS - Research Support System

Friday, January 29, 2021

IRBIBC IACUC CM RESEARCH SPACE CORE LINKS EHS SPA/UNEHEALTH QUICK MENU

**BILLING**  
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**SCHEDULING**  
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**REQUESTS**  
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[View message](#) (01/13/2021)  
**3. Feedback Feature Available** [view message](#) (06/11/2020)

[submission](#)  
[Request an External Core User ID](#)  
  
**Quote of the Day**  
If you don't know where you're going, any road will get you there. -- Ancient Chinese Proverb

Enter the cost object of interest and a begin date for the query. Click the "Search" button to retrieve billing statements.

[Classic Menu](#)  
**Billing Statements by Cost Object**

To search for a billing statement, please enter a cost object and a date range then click the "Search" button. This page is used to search for billing statements by Cost Object. Fields with asterisks (\*) are required.

cost object

invoice begin date

invoice end date

core name

bill to

invoice status

Search

Reset

**Your Favorite Reports**

No Favorites Found

name this favorite report :

Save as favorite

This will retrieve all billing statements that have used the cost object irrespective of the Billed faculty or Core.

To search for a billing statement, please enter a cost object and a date range then click the "Search" button. This page is used to search for billing statements by Cost Object. Fields with asterisks (\*) are required.

<small>cost object</small> <input type="text" value="3312090854"/>	<small>invoice begin date</small> <input type="text" value="11/01/2020"/>	<small>invoice end date</small> <input type="text" value="01/29/2021"/>
<small>core name</small> <input type="text" value="All"/>	<small>bill to</small> <input type="text" value="All"/>	<small>invoice status</small> <input type="text" value="All"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>		

Export to Excel: 

Results 1-1 of 1 total

#### Your Search Results

view invoice	core name	cost object	bill to	invoice date	amount	invoice status
<a href="#">View</a>	Research IT Office	3312090854	Wilkie, Linda M	12/31/2020	30.19	Paid

#### Your Favorite Reports

No Favorites Found

name this favorite report :

In the results window, click the view link to open a pdf document which can be printed or download for your records.



## University Of Nebraska Medical Center

Open in Acrobat

NEBRASKA'S HEALTH SCIENCE CENTER

OFFICE OF RESEARCH

Research IT Office

Phone: (402) 559-9072

Billing Ref#: 2020123131

Linda Wilkie


Monthly Billing Statement: 12/31/2020

<u>INSTRUMENT</u>	<u>SCHD DATE</u>	<u>SERVICE TYPE</u>	<u>PROJID</u>	<u>FEE TYPE</u>	<u>CHRG BY UNIT</u>	<u>CHRG UNITS</u>	<u>TOTAL CHRG</u>
Subscriptions	12/31/2020	StoreEasy Data Storage		Flat Fee	NA	NA	\$30.19
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Total Charges For Cost Object - 3312090854: \$30.19							

Grand Total Charges For - Cost Object \*\*Cost Object(s) have been charged : \$30.19

For billing questions contact: Ashok Mudgapalli

If you wish to download a table with the statements you may use the Export to Excel feature.

Export to Excel: 

Results 1-1 of 1 total

#### Your Search Results

view invoice	core name	cost object	bill to	invoice date	amount	invoice status
<a href="#">View</a>	Research IT Office	3312090854	Wilkie, Linda M	12/31/2020	30.19	Paid

The export feature will generate an xml table of the results. This feature will not include the detailed statements.

## Creating a Favorites Report

If you manage multiple accounts you may find it helpful to create favorites so that your reports are ready to run as needed. Once you've run a report, you may save the result in a favorites list.

# Billing Statements by Cost Object

To search for a billing statement, please enter a cost object and a date range then click the "Search" button. This page is used to search for billing statements by Cost Object. Fields with asterisks (\*) are required.

★

cost object

★


3312090854

★

invoice begin date

★

10/29/2020




★

invoice end date

★

01/29/2021



core name

All

▼

bill to

All

▼


invoice status

All

▼

Search

Reset

Export to Excel: 

Results 1-1 of 1 total

Your Search Results

view invoice	core name	cost object	bill to	invoice date	amount	invoice status
<a href="#">View</a>	Research IT Office	3312090854	Wilkie, Linda M	12/31/2020	30.19	Paid

Your Favorite Reports

No Favorites Found

★ name this favorite report : ★

Save as favorite

## Show Step-by-Step Details

You must run the Billing Statements by Cost Object report at least once in order to save the results as a favorite.

To search for a billing statement, please enter a cost object and a date range then click the "Search" button. This page is used to search for billing statements by Cost Object. Fields with asterisks (\*) are required.

<small>cost object</small> <input type="text" value="3312090854"/>	<small>invoice begin date</small> <input type="text" value="11/01/2020"/>	<small>invoice end date</small> <input type="text" value="01/29/2021"/>
<small>core name</small> <input type="text" value="All"/>	<small>bill to</small> <input type="text" value="All"/>	<small>invoice status</small> <input type="text" value="All"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>		

Export to Excel: 

Results 1-1 of 1 total

#### Your Search Results

view invoice	core name	cost object	bill to	invoice date	amount	invoice status
<a href="#">View</a>	Research IT Office	3312090854	Wilkie, Linda M	12/31/2020	30.19	Paid

#### Your Favorite Reports

No Favorites Found

name this favorite report

If you are satisfied with the results of your search, simply enter a name for your report in the "name this favorite report" field and "save as favorite".

Export to Excel: 

Results 1-1 of 1 total

#### Your Search Results

view invoice	core name	cost object	bill to	invoice date	amount	invoice status
<a href="#">View</a>	Research IT Office	3312090854	Wilkie, Linda M	12/31/2020	30.19	Paid

#### Your Favorite Reports

No Favorites Found

name this favorite report

The next time you launch the dashboard you will have the option to "Load" your report. This will populate the required fields and allow you to adjust those as needed, i.e. the next month's dates. You must then use the "Search" button to retrieve the data.

## Billing Statements by Cost Object

To search for a billing statement, please enter a cost object and a date range then click the "Search" button. This page is used to search for billing statements by Cost Object. Fields with asterisks (\*) are required.

<small>* *</small> cost object	<small>* *</small> invoice begin date	<small>* *</small> invoice end date
<input type="text" value="3312090854"/>	<input type="text" value="11/01/2020"/>	<input type="text" value="01/29/2021"/>
core name	bill to	invoice status
<input type="text" value="All"/> ▼	<input type="text" value="All"/> ▼	<input type="text" value="All"/> ▼
<input type="button" value="Search"/> <input type="button" value="Reset"/>		

Export to Excel:

Results 1-1 of 1 total

### Your Search Results

view invoice	core name	cost object	bill to	invoice date	amount	invoice status
<a href="#">View</a>	Research IT Office	3312090854	Wilkie, Linda M	12/31/2020	30.19	Paid

### Your Favorite Reports

actions	cost object	description
<a href="#">Load</a> <a href="#">Delete</a>	3312090854	Biobank Operating Acct

\* name this favorite report : \*

You can also "Delete" a report for a cost object that you no longer monitor.